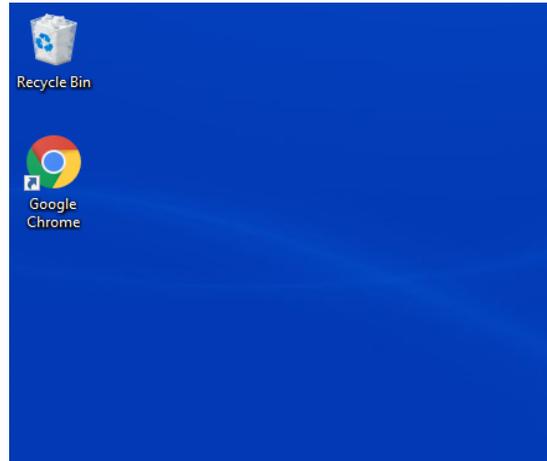
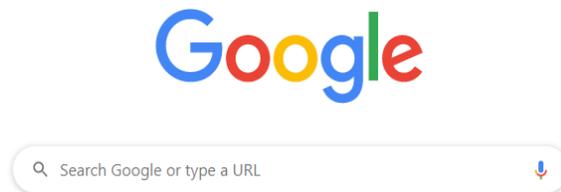
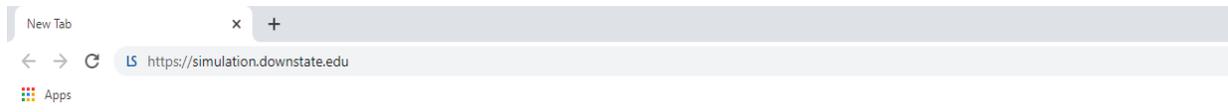


Gateway Note Grading Instructions for CAE LearningSpace

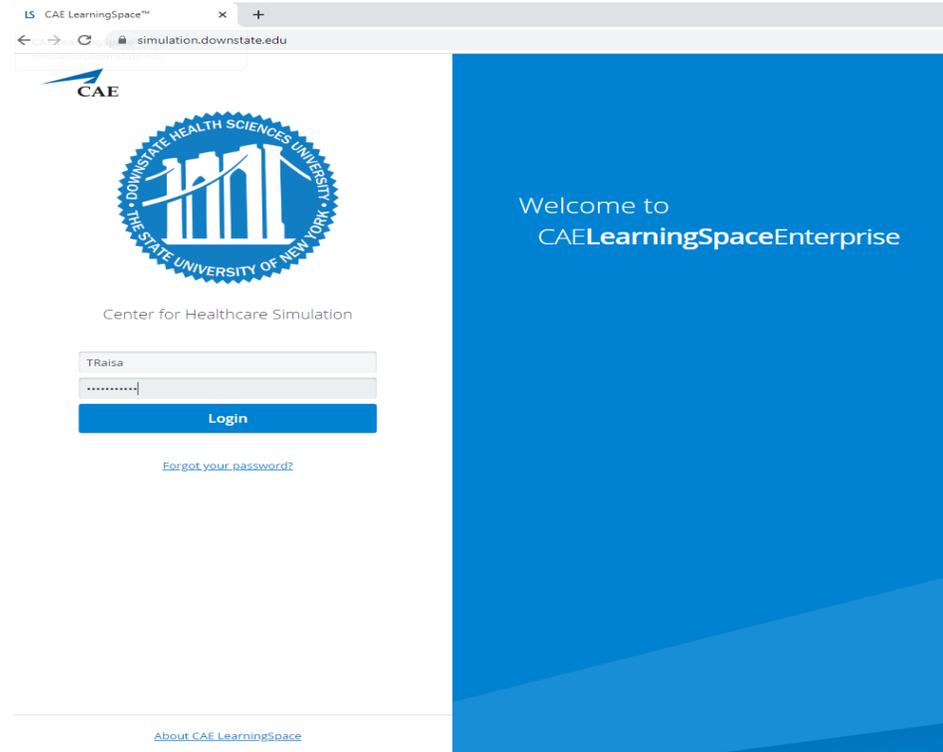
1. From your workstation go to Google Chrome. (Recommended Browser)



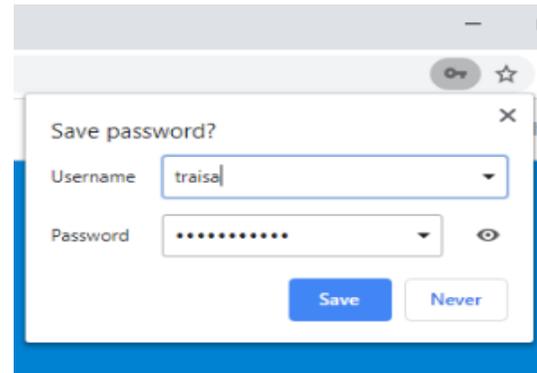
2. In the browser type in the following URL-
<https://simulation.downstate.edu/>



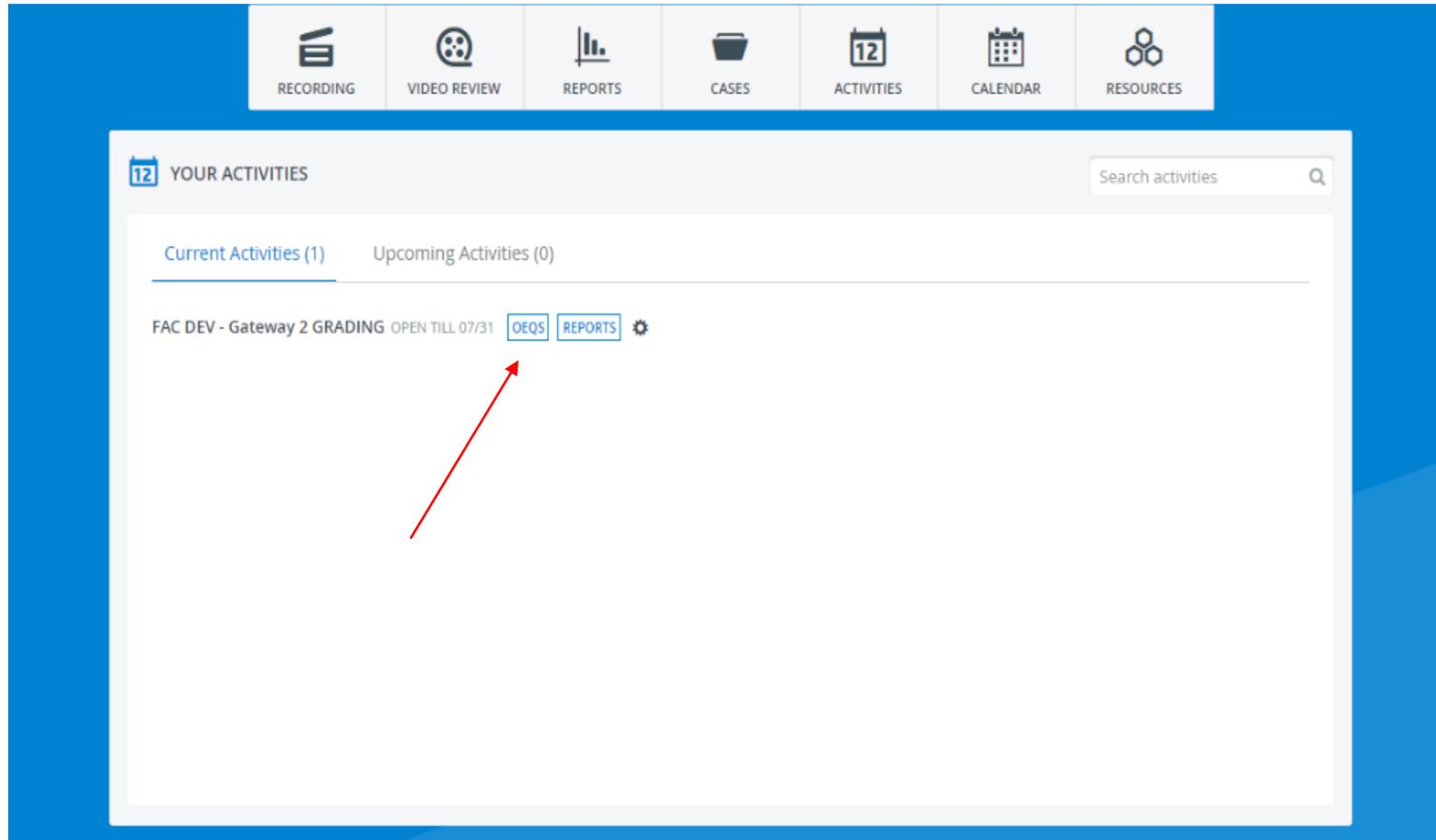
3. Type in your NetID or email in the email section and your email password to get into the LearningSpace.



DO NOT SAVE YOUR USERNAME AND PASSWORD IF THIS WINDOW POPS UP. CLICK "Never" IF THIS WINDOW POPS UP.



4. Graders will see the activity name after logging in. Click on the button “OEQS” (Open Ended Question Scoring) to open the grading module.



5. Click on the “Case” Dropdown menu and select the Case you are assigned to.

The screenshot shows a web browser window with the URL `simulation.downstate.edu`. The page title is `CAE LearningSpace™`. The main heading is `CAELearningSpaceEnterprise`. Below the heading, there are two tabs: `Open-Ended Questions` (selected) and `Scoring`. The `Activity` dropdown is set to `FAC DEV - Gateway 2 GRADING`. The `Case` dropdown is highlighted with a red box and is open, showing a search bar and three options: `2019-2020 G2 - Anita Robles (FAC DEV)`, `2019-2020 G2 - Gerald Lyons (FAC DEV)`, and `2019-2020 G2 - Thomas Settles (FAC DEV)`. The `Part` dropdown is set to `- Select -`. On the right side, there are two buttons: `Questions` and `Learners`.

6. After selecting the Case, you will see the Step 2 CS Patient Note on the screen.

The screenshot displays the CAELearningSpaceEnterprise interface. At the top left is the logo "CAELearningSpaceEnterprise". To the right of the logo are a question mark icon and a user profile icon labeled "faculty2, test". Below the logo is a navigation bar with "Open-Ended Questions" and "Scoring" tabs. Underneath the navigation bar are three dropdown menus: "Activity: FAC DEV - Gateway 2 GRADING", "Case: 2019-2020 G2 - Anita Robles (FAC DEV)", and "Part: Pre-Encounter Learner". In the center of the page are two buttons: "Questions" (highlighted in blue) and "Learners". Below these buttons is a section titled "Textual Answers" with a toggle switch for "Hide scored learner(s)". A red rectangular box highlights a light blue bar containing a document icon, the text "Step 2 CS Patient Note", the text "(Containing 6 questions)", and a blue button labeled "Score (3)".

7. Click on the “Score” Button

CAELearningSpaceEnterprise ? faculty2, test ▾

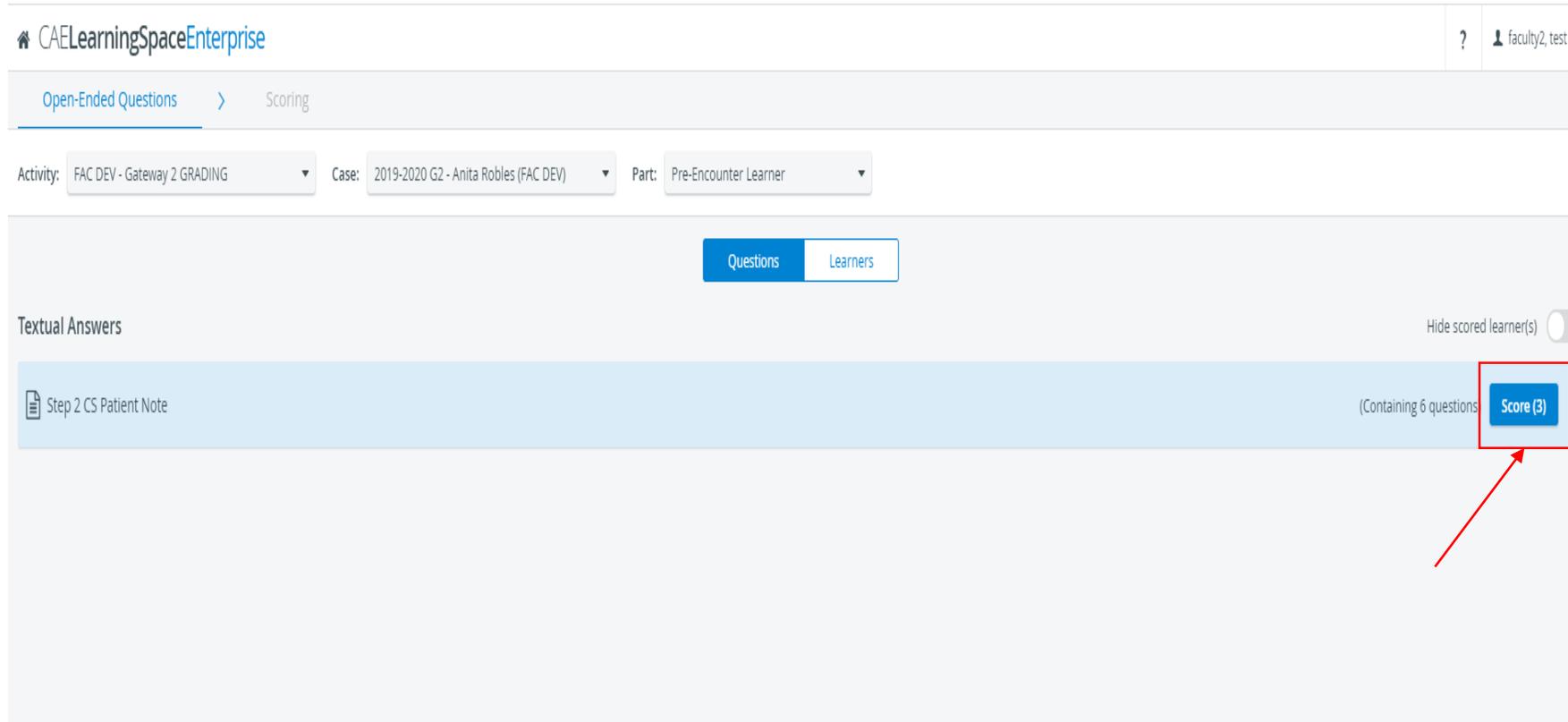
Open-Ended Questions > Scoring

Activity: FAC DEV - Gateway 2 GRADING ▾ Case: 2019-2020 G2 - Anita Robles (FAC DEV) ▾ Part: Pre-Encounter Learner ▾

Questions Learners

Textual Answers Hide scored learner(s)

Step 2 CS Patient Note (Containing 6 questions) **Score (3)**

The screenshot shows the CAELearningSpaceEnterprise interface. At the top, there is a navigation bar with the logo and a user profile icon labeled 'faculty2, test'. Below this is a breadcrumb trail: 'Open-Ended Questions > Scoring'. A filter bar contains three dropdown menus: 'Activity: FAC DEV - Gateway 2 GRADING', 'Case: 2019-2020 G2 - Anita Robles (FAC DEV)', and 'Part: Pre-Encounter Learner'. The main content area has two tabs: 'Questions' (active) and 'Learners'. Under the 'Questions' tab, there is a section titled 'Textual Answers' with a toggle for 'Hide scored learner(s)'. A light blue bar represents a question set, containing a document icon, the text 'Step 2 CS Patient Note', and '(Containing 6 questions)'. On the right side of this bar is a blue button labeled 'Score (3)', which is highlighted with a red rectangular box. A red arrow points from the bottom right towards this button.

8. First you will grade the “History” Section; Answer the questions in the grading rubric. Do not forget to scroll down to make sure you answer all questions.

9. Click “Submit”

The screenshot displays the CAE LearningSpace interface for grading. At the top, the browser address bar shows 'simulation.downstate.edu'. The main navigation bar includes 'Open-Ended Questions' and 'Scoring'. A progress indicator shows '2/3' questions, with '#3' currently selected and marked '0/6/6'. A red arrow points to this indicator, with a text box stating: 'This section indicates the students you are assigned to grade. A Green Check represents students that have been graded and the blue number indicates the student currently being graded.'

The interface is divided into three main sections:

- Question(s):** A list of questions on the left, with the first one highlighted: 'Step 2 CS Patient Note'. Below it, a red box highlights the question text: 'HISTORY: Describe the history you just obtained from this pa... VIEW MORE >'. Other questions include 'PHYSICAL EXAMINATION: Describe any positive and negative...', 'Diagnosis #1', 'Diagnosis #2', 'Diagnosis #3', and 'Diagnostic Study/Studies'.
- Response:** A central text area showing a student's response dated '02/03/2020 01:51:30 PM'. The response text reads: 'AR is a 63 year old woman who presented with syncope lasting less than a minute. She has had a prior episode which also lasted less than a minute. She feels slightly light headed before fainting. History of an MI 1 year ago. History of hypertension. Takes Analapril. Started taking hydrochlorithiazide 1 week ago. Sister has hypothyroidism. former smoker. Feels fine afer regaining consciousness.'
- Related Open-Ended Scoring:** A section on the right containing a 'Scoring Notes' area and a 'History' section. The 'History' section includes two parts: '1. HPI' with a list of symptoms (all unchecked) and '2. Associated Symptoms (-): Pertinent negative options' with a list of options (all checked).

At the bottom right, there are 'Submit' and 'Skip' buttons. The 'Submit' button is highlighted with a red box.

10. After clicking submit, the next section of the note becomes available for grading. Continue until all sections of the note have been graded.

The screenshot displays the CAE LearningSpace Enterprise interface. At the top, the browser address bar shows 'simulation.downstate.edu'. The main header includes 'CAELearningSpaceEnterprise' and navigation tabs for 'Open-Ended Questions' and 'Scoring'. Below the header, a progress indicator shows '2/3' and three question status boxes: '#1' with a green checkmark, '#2' with a green checkmark, and '#3' with '0/6/6'. The main content area is split into two columns: 'Question(s)' and 'Response'. The 'Question(s)' column shows a list of sections for 'Step 2 CS Patient Note': 'HISTORY: Describe the history you just obtained from this pa...', 'PHYSICAL EXAMINATION: Describe any positive and negative...', 'Diagnosis #1', 'Diagnosis #2', 'Diagnosis #3', and 'Diagnostic Study/Studies'. Red arrows point to the 'PHYSICAL EXAMINATION' and 'Diagnosis #1' through 'Diagnosis #3' sections. The 'Response' column shows a text entry for the 'PHYSICAL EXAMINATION' section, dated '02/03/2020 01:51:30 PM', with the following text: 'AR is a 63 year old woman who presented with syncope lasting less than a minute. She has had a prior episode which also lasted less than a minute. She feels slightly light headed before fainting. History of an MI 1 year ago. History of hypertension. Takes Analapril. Started taking hydrochlorithiazide 1 week ago. Sister has hypothyroidism. former smoker. Feels fine afer regaining consciousness.'

11. After Submitting All score notes Graders will be taken back to the following window.

The screenshot shows a web browser window with the following elements:

- Browser Tab:** CAE LearningSpace™
- Address Bar:** simulation.downstate.edu
- Page Header:** CAELearningSpaceEnterprise
- Navigation:** Open-Ended Questions > Scoring
- Activity Selection:** Activity: FAC DEV - Gateway 2 GRADING, Case: 2019-2020 G2 - Anita Robles (FAC DEV), Part: Pre-Encounter Learner
- Section Tabs:** Questions (active), Learners
- Section Title:** Textual Answers
- Item:** Step 2 CS Patient Note (Containing 6 questions)
- Score:** Score (3)
- Control:** Hide scored learner(s) toggle switch (off)

12. After you have finished grading the notes, log out of the LearningSpace by clicking your name in the upper right corner. Then click “Logout”.

The screenshot shows a web browser window with the URL `simulation.downstate.edu`. The page title is "CAE LearningSpaceEnterprise". In the top right corner, the user's name "faculty2, test" is displayed in a dropdown menu, which is highlighted with a red box. A red arrow points from the "Logout" link in the dropdown menu to the "Learners" button in the main interface. The main interface includes a navigation bar with "Open-Ended Questions" and "Scoring" tabs, and a section for "Textual Answers" with a "Step 2 CS Patient Note" document icon. The score for the note is shown as "Score (3)".

LS CAE LearningSpace™ x +

simulation.downstate.edu

CAE LearningSpaceEnterprise

Open-Ended Questions > Scoring

Activity: FAC DEV - Gateway 2 GRADING Case: 2019-2020 G2 - Anita Robles (FAC DEV) Part: Pre-Encounter Learner

Questions Learners

faculty2, test

- User Account Settings
- About CAE LearningSpace
- Logout

Hide scored learner(s)

Step 2 CS Patient Note (Containing 6 questions) **Score (3)**