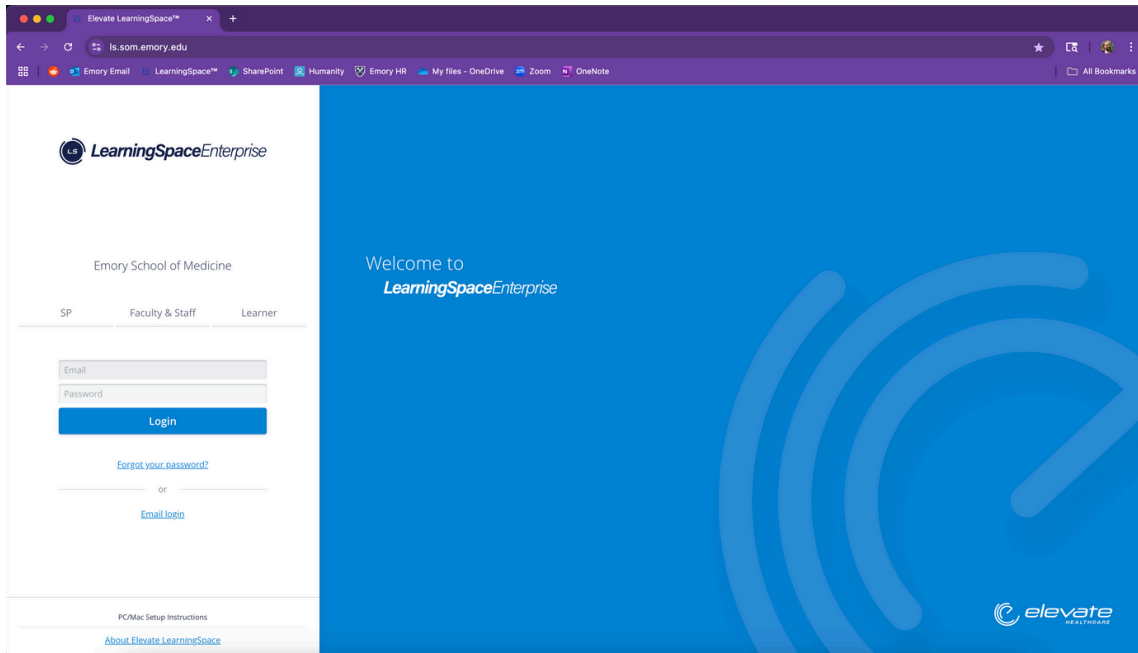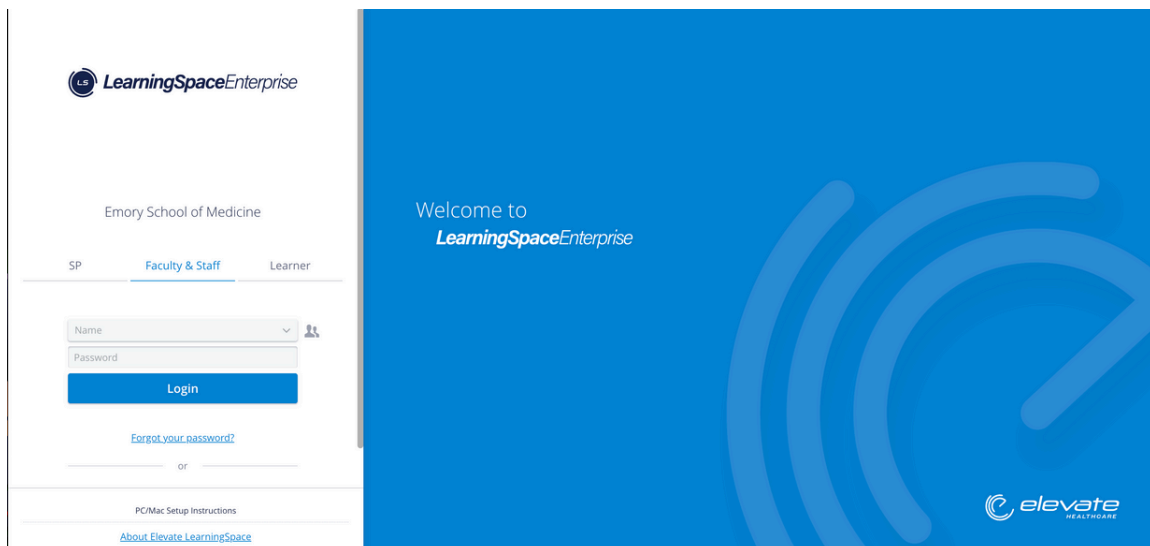# LearningSpace Login for Faculty

1.) Navigate to ls.som.emory.edu to reach the login screen

(If you are not on campus, you will need to connect to Emory's VPN in order to reach the website)
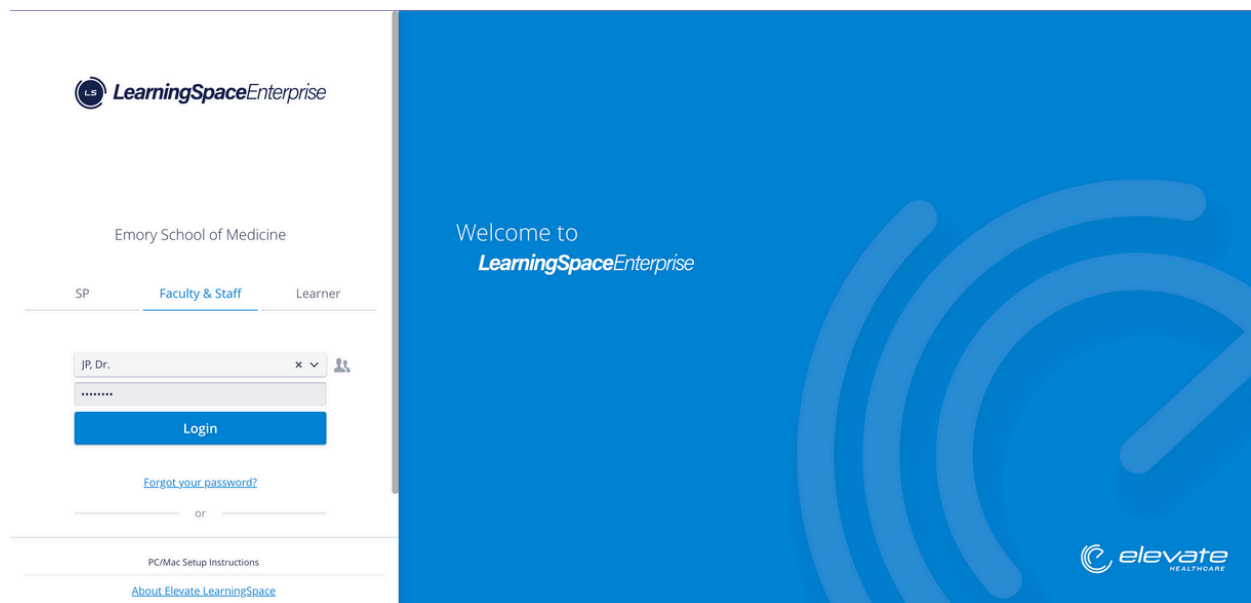

2.) Click the "Faculty & Staff" button above the email line, and begin typing your name into the drop-down menu to narrow yourself out of the list of users


3.) Input your password to login

(If you do not know/remember your password, reach out to the HSEC Educator associated with your event or Adam Bailey for a reset)

4.) Once logged in, you will see your dashboard page, populated by any open activities you have access to grade or review reports for; for basic data entry, click the Video Review button at the top of the dashboard page
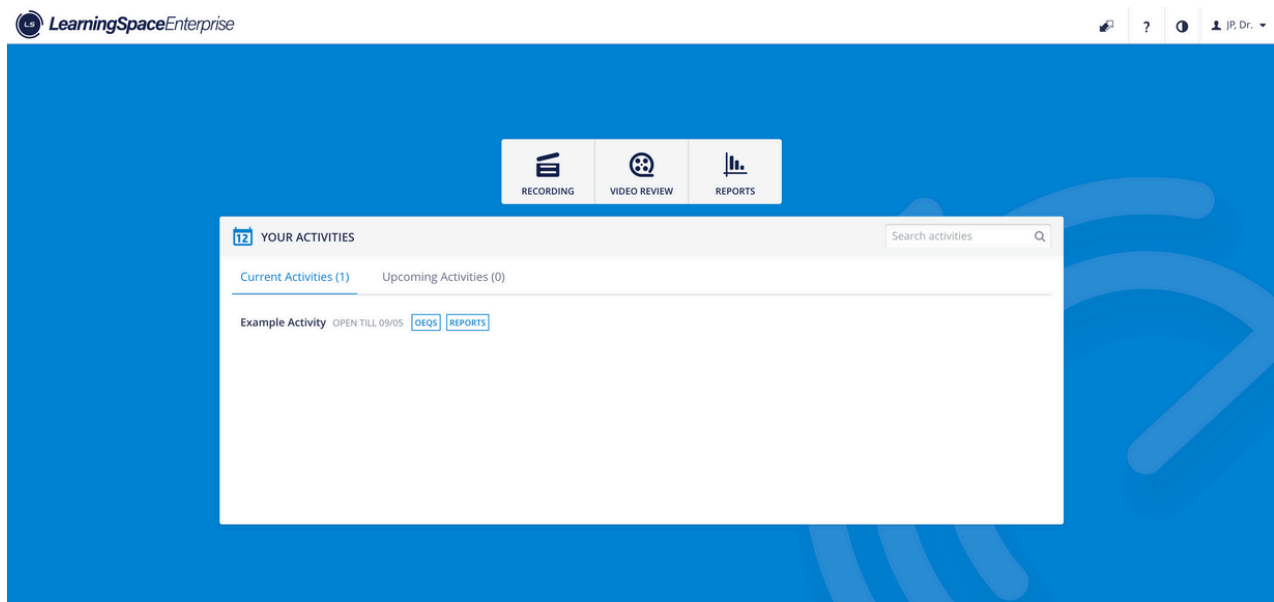
4a.) You will be taken to a menu of all available learner encounters available for you to view and grade; using the Activity and Case columns to confirm you are opening the desired encounter, click on the learner's name to open the video for review
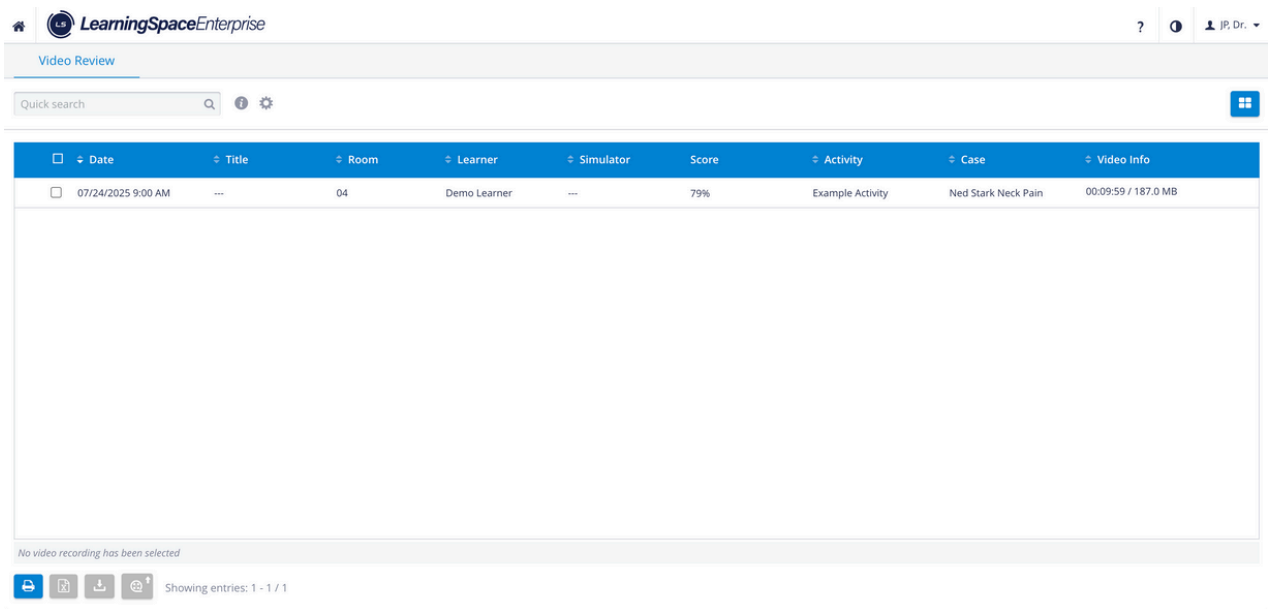
4b.) When the video review page opens, the video will automatically begin playing. Data entry can be found in the column on the right-hand side of the page; if it does not automatically load with the page, just click the Data Entry tab above that right-hand column.
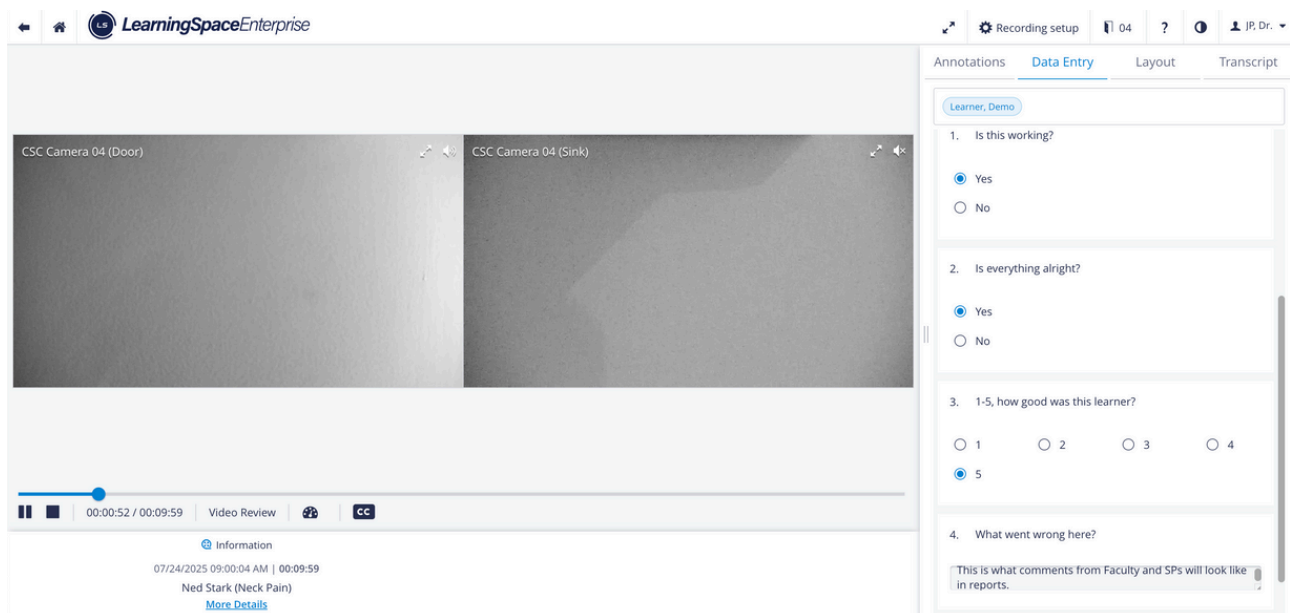
5.) If you are looking to grade learner data entry from a write-up associated with your activity, click the OEQS button beside the activity name on your dashboard.

5a.) You will be taken to an initial OEQS menu; here, click the Learners button near the top to select it instead of the Questions tab you begin on.

5b.) On the Learners tab, click the Score button to the right of the learner you are looking to grade.

5c.) You will be taken to the individual learner's write up, broken down into specific prompts they were asked to respond to; to the right you will find a miniature checklist to grade the selected response. Make your selection(s) and click Submit at the bottom to submit your grading for that individual item.

5d.) LearningSpace will mark individual items you have scored. If clicking submit does not automatically advance you to the next gradable item, simply click on the item itself. You will know you have finished grading a learner's write-up when every individual response is marked as scored.

6.) To view reports for a given activity, click the Reports button beside the activity name you want to view (do NOT use the Reports button near the top).

6a.) Within the reports menu for a given activity, you will find all available reports for that activity; some activities will have slightly different options, but unless otherwise directed, you will want to click the Preset Reports tab near the top-left of the page.

6b.) The Preset Reports menu will require you to make sure you have the appropriate Case and Learner selected for some of the reports to become available, such as the Individual Checklist report.

6c.)When selected, the Individual Checklist report will show you all of the data entry from the learner, SP, and faculty for a specific encounter. The report will load everything on one page, but the drop down menu can be used to isolate a specific checklist/submission for that encounter.

(to return from this report, click the indicated back button within the LearningSpace page; the browser's back button will cause the website to log you out)

Individual Checklist

Activity: Example Activity - Case: Ned Stark (Neck Pain)
Student: Demo Learner - SP: Blair Underwood

Print

Parts:

✓ All	
SP	
Post-Encounter Learner	
Faculty Observation and Narrative	

Records:

SP

Checklist Practice (Prac)

1. How would you say you feel about this orientation so far?	(x) 5 - AWESOME! This is a BLAST!
	( ) 4 - This is pretty legit. In fact, there is small dance party inside me right now.
	( ) 3 - Meh. It's okay.
	( ) 2 - AWESOME! This is a BLAST! *(sarcastically)*
	( ) 1 - I plead the 5th.
	[x] Hot Fudge Brownies
	[ ] Homemade Chocolate Chip cookies
	[ ] Key Lime Pie

If you have any trouble with the above steps, or need any kind of assistance operating within LearningSpace, please reach out to Adam Bailey at abail24@emory.edu