

## Virtual Encounter Guide for Standardized Patients

**Info**: This guide explains to Standardized Patients–who have "SP" privilege in CAE LearningSpace Enterprise–how to host virtual OSCE encounters.

- 1. Open your Google Chrome Browser.
- 2. In the address bar, enter your CAE LearningSpace address given to you by your administrator.
- 3. Enter your email address and password in the corresponding fields and click **Login**:

CAE	
CAE Healthcare Academy	Welcome to CAE <b>LearningSpaceEnterprise</b>
Login	
Forgot your password?	
About CAE LearningSpace	

4. Once you are logged into CAE LearningSpace, select **SP Data Entry** next to the activity you are currently working on:

CAELearningSpaceEnterprise	2	?	👤 Greene, Orlando 👻
12 YOUR ACTIVITIES	Sear	ch act	ivities Q
Current Activities (3) Upcoming Activities (0)			
ACLS Testing OPEN TILL 12/31 SP DATA ENTRY			
EMT Assessment OPEN TILL 03/31/2030 SP DATA ENTRY			
Clinical Skills Assessment OPEN TILL 04/30/2030 SP DATA ENTRY			



5. Once SP Data Entry is selected, you will now be able to see Learner Pre-Selection.

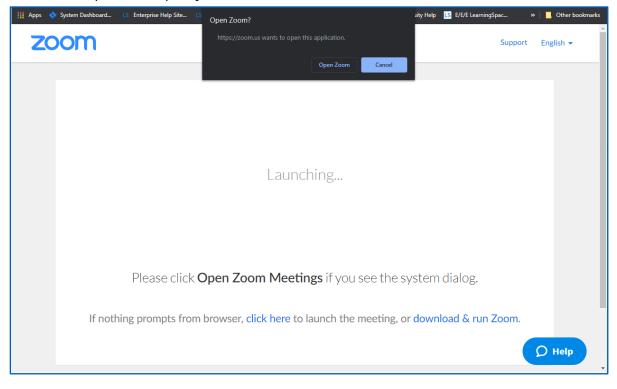
LEARNE	R PRE-SELECTION				
		eeting which opens up in a new window. Please make sure that your browser does and press the Stop meeting button.	s not block popups. W	then the meeting	
You are met STATION: ACTIVITY: CASE: SP:	Room Exam 1	u of her husbands recent physical activity and a little about his medical history.			
	Time	Learner	Virtua	Imeeting	
	14:45 - 15:00	Sally.Bauer	Start	Not Started	
	15:00 - 15:15	Megan Carson	Start	Not Started	
	15:15 - 15:30	Maria Olson	Start	Not Started	
	16:00 - 16:15	Elizabeth Francis	Start	Not Started	
	16:15 - 16:30	Clara Chambers	Start	Not Started	
	17:15 - 17:30	Pete Johnson	Start	Not Started	
		Show All Learners			

- 6. To begin the virtual encounter, click **Start** for the time and learner required.
- 7. Pressing the **Join** button will redirect you to Zoom's **Launch Meeting** tab inside your browser:

Note: Disable the pop-up blocker in your browser.

In case you have trouble launching the application from your browser:

- Click on download & run Zoom to install Zoom's desktop client.
- Once the installation is complete, you will be informed by Zoom with a pop up at the top of your screen:



## CAE LearningSpace Enterprise



- 8. Once you are on the new tab, click **Open Zoom Meeting,** and your virtual encounter will begin.
- 9. When your virtual encounter has ended:

10. You will be presented with a dialogue with two exit options.

a. Important: Make sure to select End meeting for All.

0	End Meeting or Leave Meeting?	×
	To keep this meeting running, please assign a Host.	
	End Meeting for All Leave Meeting Cancel	)

If you select *Leave Meeting*, the virtual encounter will continue because Zoom will make the other participant, the learner, the host of the meeting upon your leave. This will keep the recording going on until the learner leaves and might cause problems with video processing or launching the next virtual meeting.

b. Click **Stop** on your **Learner Pre-Selection** page in CAE LearningSpace to launch video processing:

**Tip**: About "Running" status:

"Running" is displayed next to your virtual encounter until you hit **Stop** in CAE LearningSpace. This status indicates that from **CAE LearningSpace's point of view** video processing has not started yet.

CAELearningSpaceEnterprise					?	👤 Greene, Orlando 🗸 🏛
	C LEARNER PRE-SELECTION					
	Press the Start button to start the me is finished, close the popup window a	eting which opens up in a new window. Please make sure that your browser doe ind press the Stop meeting button.	is not block popups. When t	he meeting		
	George is a 57 year old male who has jog/walk around the block. Upon his into ha jog Mary, has wile worried at mithal presentation shows the patter activity and a little about his medical STATION: Room Exam 1 ACTIVITY: EMT Assessment CASE: EMS George Davis (col SP: Orlando Greene					
	Time	Learner	Virtual meet	ing		
	14:45 - 15:00	Sally.Bauer	Stop Join	Running		
	15:00 - 15:15	Megan Carson	Start	Not Started		
	15:15 - 15:30	Maria Olson	Start	Not Started		
	16:00 - 16:15	Elizabeth Francis	Start	Not Started		
	16:15 - 16:30	Clara Chambers	Start	Not Started		
	17:15 - 17:30	Pete Johnson	Start	Not Started		
	17:30 - 17:45	Janet Harris	Start	Not Started		
		Show All Learners				



## **Important: Ending Meetings Properly**

As the host, make sure to end the meeting with the **End Meeting for All** option in Zoom and the **Stop** option in CAE LearningSpace to allow learner access to post-encounter checklists.

If the meeting is not ended properly, video processing will not start, and learners will be presented with the following message when trying to access their post-encounter checklist:

I CAE	LearningSpaceEnterprise	?	👤 Harris, Janet 👻
	Error		
	You are not allowed to access the checklist before the encounter!		

You can check on your **Learner Pre-Selection** page that the meeting has stopped:

# CAELearningSpaceEnterprise					? 👤 Greene, Orlando 🗸	
G	₩ LEARNER PRE SELECTION					
	Meeting stopped					
	George is a 57 year old male who jog/walk around the block. Upon into his jaw. Mary, his wife worrie initial presentation shows the pat activity and a little about his med					
	STATION: Room Exam 1 ACTIVITY: EMT Assessment					
	CASE: EMS George Davis	(collapse)				
	SP: Orlando Greene					
	Time	Learner	Vin	tual meeting		
	14:45 - 15:00	<u>Sally Bauer</u>	Start	Meeting Stopped		
	15:00 - 15:15	Megan Carson	Start	Not Started		
	15:15 - 15:30	Maria Olson	Start	Not Started		
	16:00 - 16:15	Elizabeth Francis	Start	Not Started		
	16:15 - 16:30	<u>Clara Chambers</u>	Start	Not Started		
	17:15 - 17:30	Pete Johnson	Start	Not Started		
	17:30 - 17:45	Janet Harris	Start	Not Started		
		Show All	Learners			

**Tip**: After the virtual encounter, click on the learner's name to start data entry.

11. Repeat from step 5 to 10 until you have no virtual encounters to start on your **Learner Pre-Selection** page.