

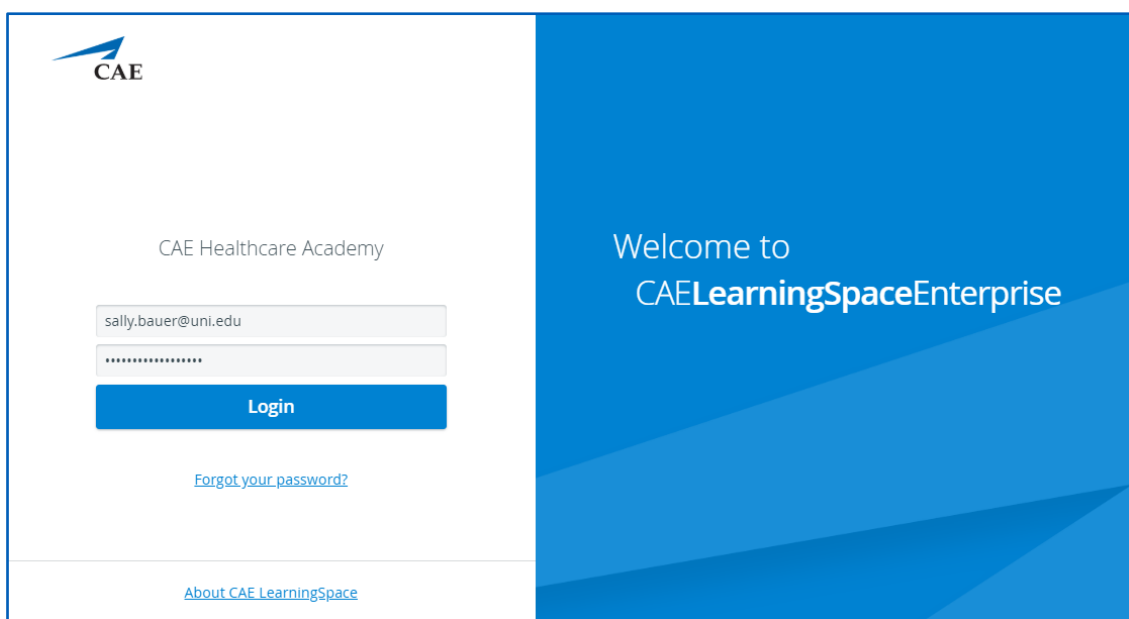
Virtual Encounter Guide for Medical Students

Cisco Webex Meetings

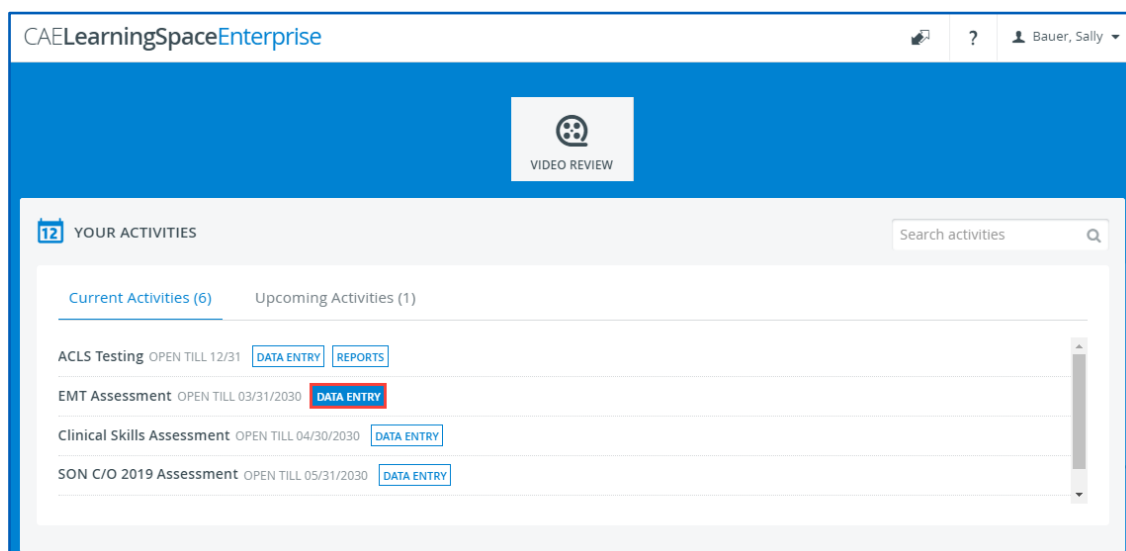
Info: This guide explains to medical students who have “Learner” privilege in CAE LearningSpace Enterprise how to attend virtual OSCE encounters and access checklists.

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**:

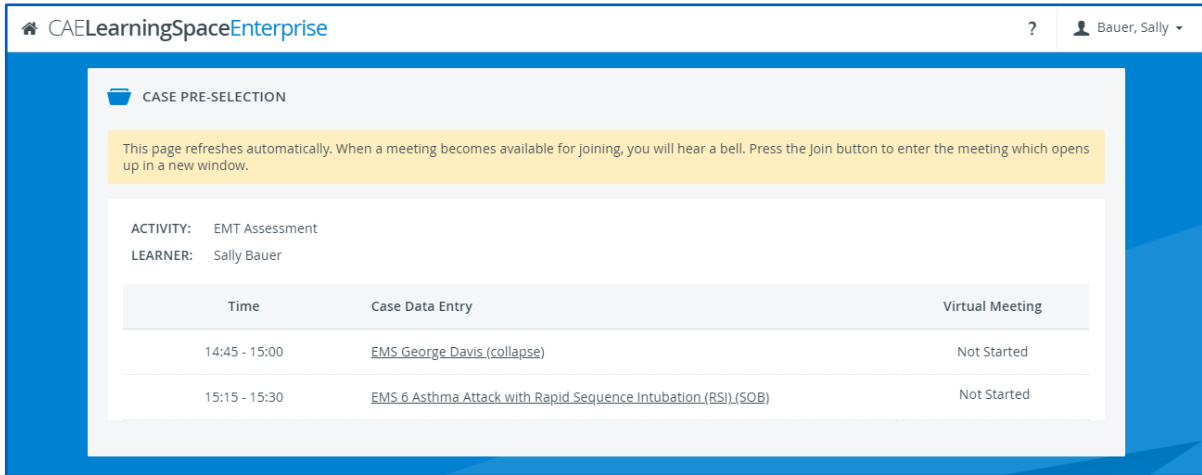
Tip: Or instead, use your university **Single Sign-On (SSO)** service if applicable.



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



5. Once **Data Entry** is selected, you will now be able to see **Case Pre-Selection**. If the SP has not started the virtual encounter yet, *Not Started* will be displayed.
 - a. **Click on the name of your upcoming case** before your virtual meeting starts to access the pre-encounter checklist.

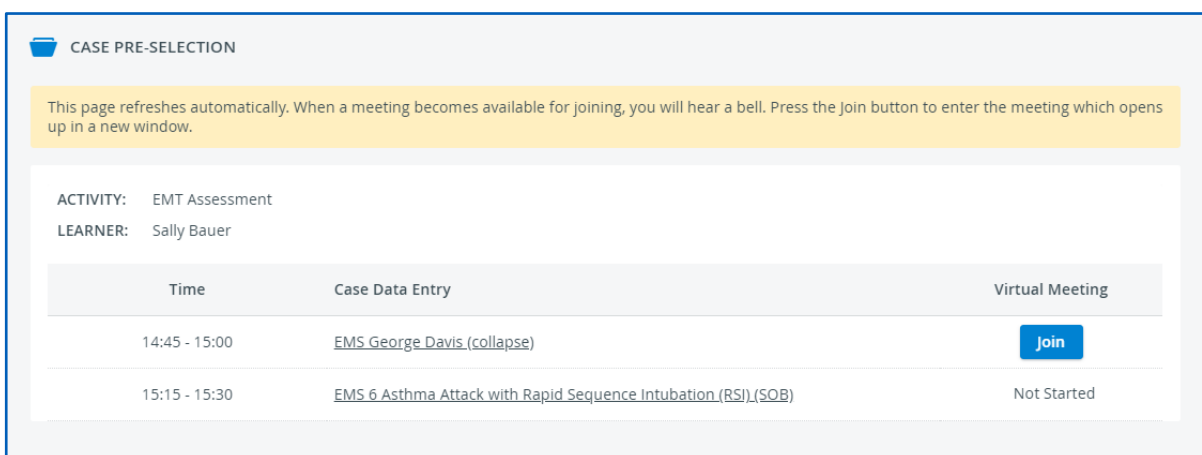


Note: Upon clicking Submit on your pre-encounter checklist, you will be redirected to your **Dashboard**.

- b. Click on **Data Entry** once again next to the activity you are currently testing on to return to your **Case Pre-Selection** page.
6. Wait for the SP to start hosting the virtual encounter and the **Join** button to appear next to your upcoming case.

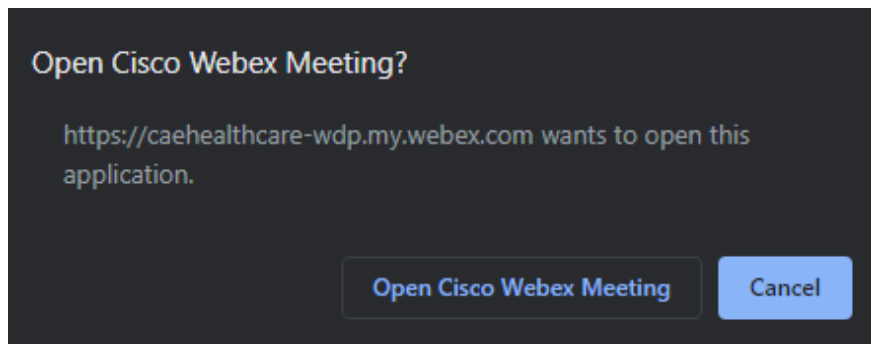
Note: Your **Case Pre-Selection** page will constantly refresh itself.

7. To begin the virtual encounter, click **Join** under **Virtual Meeting** for the time and case required.



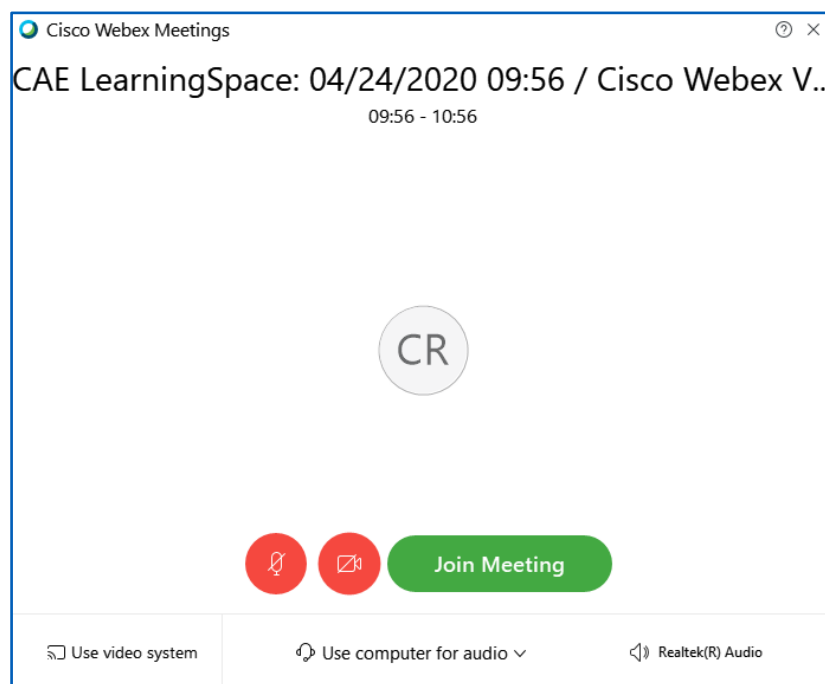
8. Pressing the **Join** button will start Cisco Webex Meetings.

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



9. Click on **Open Cisco Webex Meeting**.

10. The Cisco Webex Meeting application launches:



- Turn on your audio and video with the microphone and camera icons.
- Click **Join Meeting**.

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

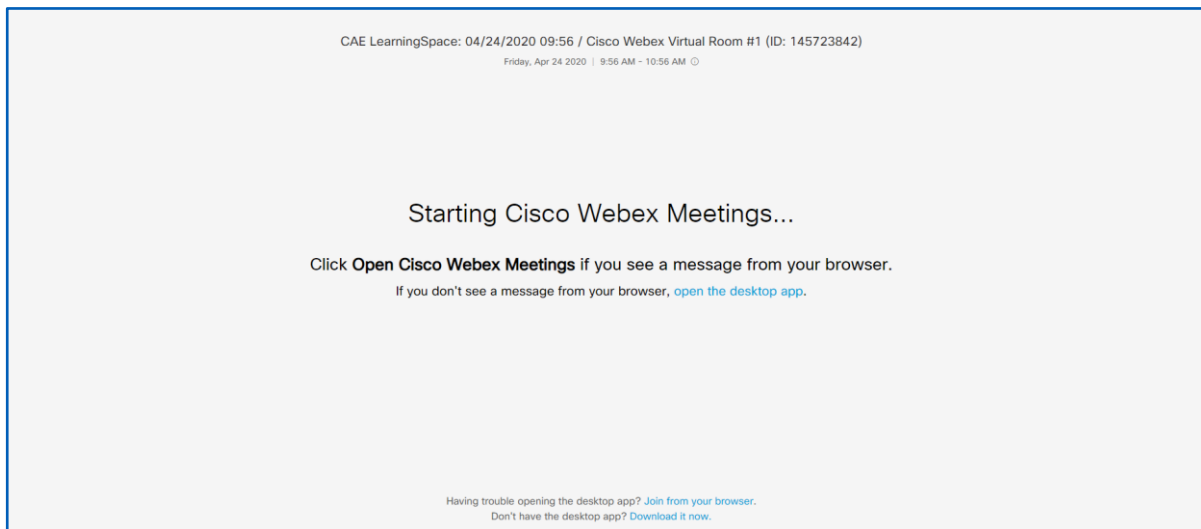
- Setup the Cisco Webex Meetings **desktop application**
OR
- Join the Cisco Webex meeting **form your browser**.

Desktop Application

If you haven't installed the desktop app yet:

- a. Cisco Webex Meetings automatically downloads the desktop application's setup file (webex.exe) upon starting your meeting.

Note: If downloading does not start, use the download link on the meeting's launch page to get the setup file:



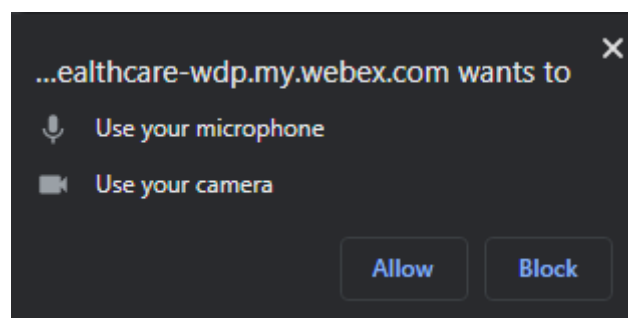
- b. Run the setup file to install the desktop application.

Join the Meeting from Your Browser

- a. Click on **Join from your browser** to open the Cisco Webex Meetings application in your browser.

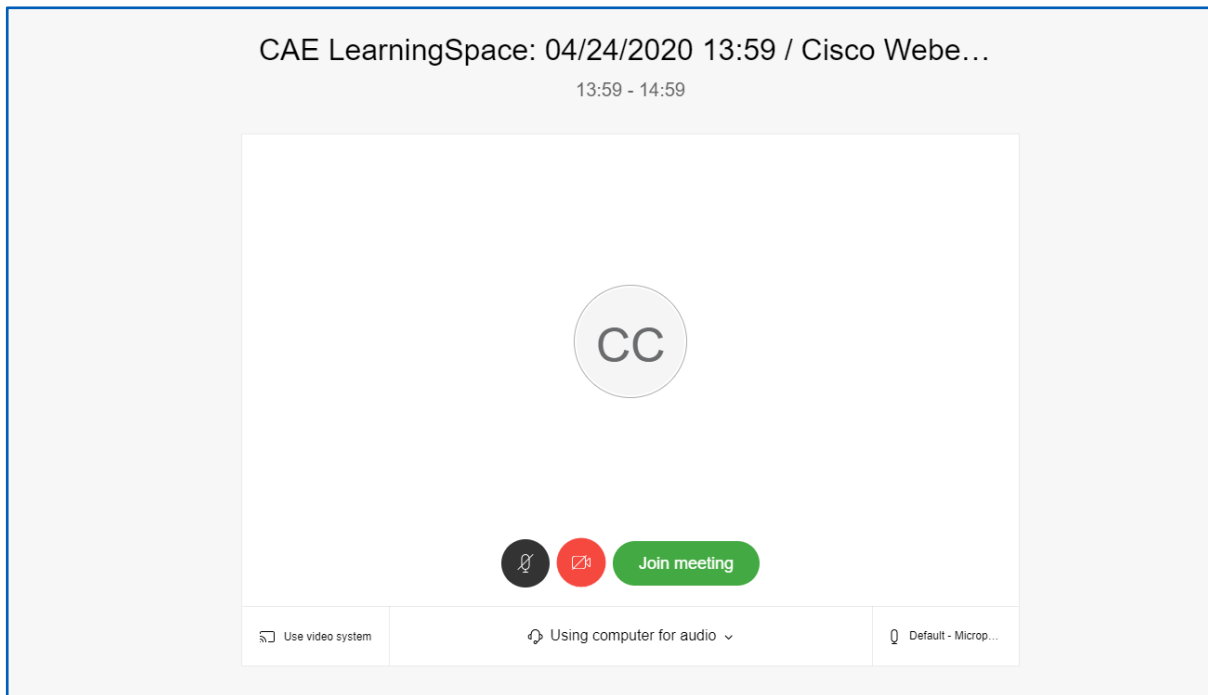
Note: As a participant, you will be asked by Cisco Webex to enter your display name and email address that is not associated with any existing Cisco Webex Meetings Online account.

- b. Enter your details to continue to your virtual encounter.
- c. The Cisco Webex site that you are currently connecting to—domain name ending: ".webex.com"—will ask for permission to use your camera and microphone.

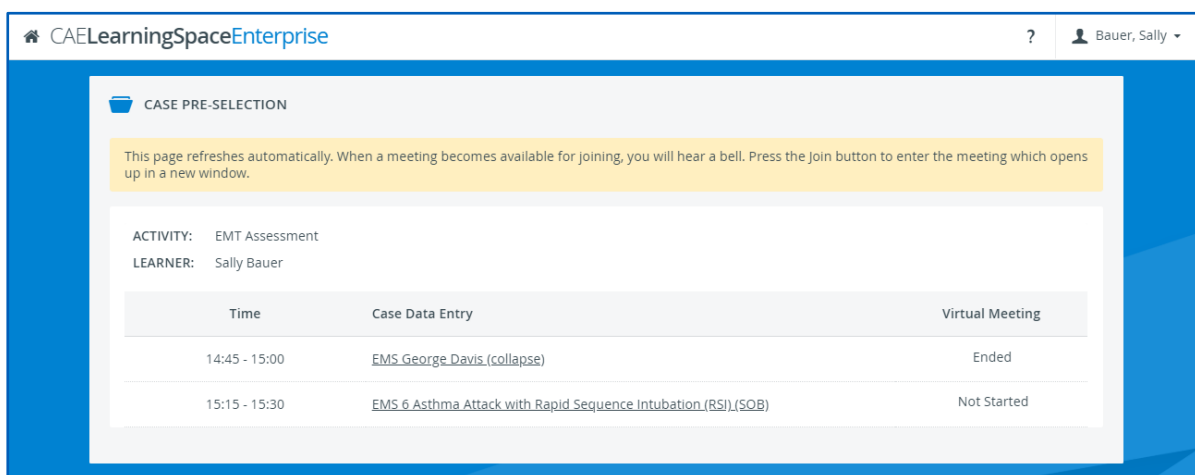


- d. Click **Allow**.
- e. Join the meeting from your browser.

Note: Turn on your audio and video with the microphone and camera icons.

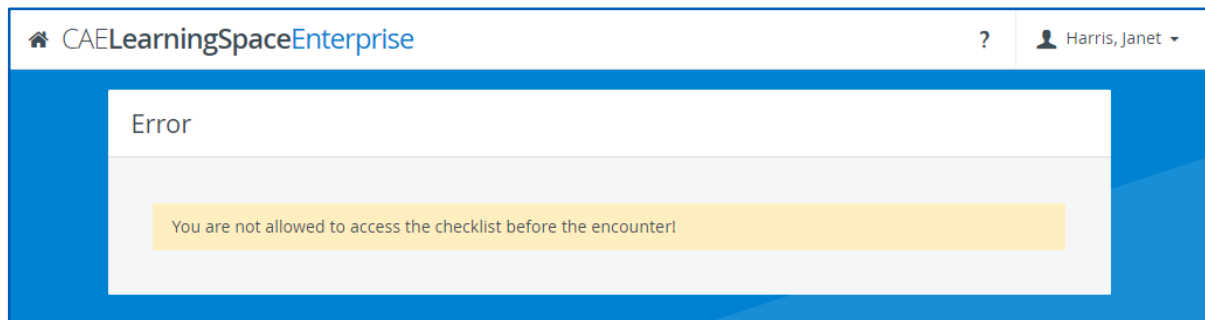


- 11. When your virtual encounter has ended:
- 12. Return to your **Case Pre-Selection** page to access your post-encounter checklist.
Click on the name of the case to start data entry.



Important: Your SP needs to end the meeting on their side to allow you access to your post-encounter checklist.

In case you are presented with the following message when trying to access your post-encounter checklist, contact your instructors for help:



13. Repeat from step 5/a until you have attended all of your virtual cases listed in your activity for the day.