

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.

CAE	
CAE Healthcare Academy	Welcome to CAE LearningSpaceEnterprise
sally.bauer@uni.edu	
Login	
Forgot your password?	
About CAE LearningSpace	

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

CAE LearningSpaceEnterprise	P	?	💄 Bauer, Sally 👻
VIDEO REVIEW			
12 YOUR ACTIVITIES	Search	activitie	es Q
Current Activities (6) Upcoming Activities (1)			
ACLS Testing OPEN TILL 12/31 DATA ENTRY REPORTS			A
EMT Assessment OPEN TILL 03/31/2030 DATA ENTRY			
Clinical Skills Assessment OPEN TILL 04/30/2030 DATA ENTRY			
SON C/O 2019 Assessment OPEN TILL 05/31/2030 DATA ENTRY			
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CAE Virtual Encounter Guide for Medical Students (CiscoWebex)

- 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.

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	CASE PRE-SELECTION				
	This page refreshes automatically. W up in a new window.	then a meeting becomes available for joining, you will hear a bell. Press the Join	button to enter the meeting which o	opens	
	ACTIVITY: EMT Assessment LEARNER: Sally Bauer				
	Time	Case Data Entry	Virtual Meeting		
	14:45 - 15:00	EMS George Davis (collapse)	Not Started		
	15:15 - 15:30	EMS 6 Asthma Attack with Rapid Sequence Intubation (RSJ) (SOB)	Not Started		

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 starts 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.

CASE PR	E-SELECTION			
This page refreshes automatically. When a meeting becomes available for joining, you will hear a bell. Press the Join button to enter the meeting which opens up in a new window.				
ACTIVITY: LEARNER:	EMT Assessment Sally Bauer			
	Time	Case Data Entry	Virtual Meeting	
	14:45 - 15:00	EMS George Davis (collapse)	Join	
	15:15 - 15:30	EMS 6 Asthma Attack with Rapid Sequence Intubation (RSI) (SOB)	Not Started	



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:



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

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

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

CAE Virtual Encounter Guide for Medical Students (CiscoWebex)

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, uso the download link on the meeting's

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.

CAE Lear	ningSpace: 04/24/2020 13:59 / Cisco 13:59 - 14:59	Webe	
	CC		
	g 💋 Join meeting		
ິສີ Use video system	Using computer for audio ~	Q Default - Microp	

- 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.

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	CASE PF	RE-SELECTION				
	This page re up in a new	efreshes automatically. Wi vindow.	hen a meeting becomes available for joining, you will hear a bell. Press the Join butto	n to enter the meeting which (opens	
	ACTIVITY: LEARNER:	EMT Assessment Sally Bauer				
		Time	Case Data Entry	Virtual Meeting		
		14:45 - 15:00	EMS George Davis (collapse)	Ended		
		15:15 - 15:30	EMS 6 Asthma Attack with Rapid Sequence Intubation (RSI) (SOB)	Not Started		

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:

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	Error					
	You are not allowed to access the checklist before the encounter!					

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