

## Virtual Encounter Guide for Medical Students

**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 sally.bauer@uni.edu	Welcome to CAE <b>LearningSpaceEnterprise</b>
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 <b>LearningSpaceEnterprise</b>	<b>P</b>	?	💄 Bauer, Sally 👻
VIDEO REVIEW			
12 YOUR ACTIVITIES	Search	activitie	s 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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- 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, the verbiage will read *Not Started*.
  - 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. We up in a new window.	nen a meeting becomes available for joining, you will hear a bell. Press the Join b	outton 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		

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.

arningSpaceEnterprise			? 👤 Greene, Orlan
EARNER PRE-SELEC	TION		
Press the Start button to is finished, close the pop	start the meeting which opens up in a new window. Please make up window and press the Stop meeting button.	sure that your browser does not block popups. When the me	eting
jog/milk around the bloc into his jow. Mary, his wit initial presentation show activity and a little about STATION: Room Exa ACTIVITY: EMT Asses	n 1	th and has chest pain that is radiating down his left arm and he scene to find the patient lying on the floor of the kitchen.	l up Your
SP: Orlando G	reene		
Time	Learner	Virtual meeting	
14:45 - 15:00	Sally Bauer		ning
15:00 - 15:1	Megan Carson		ot rted
15:15 - 15:3	Maria Olson	Start N Sta	ot rted
16:00 - 16:1	Elizabeth Francis		ot rted
16:15 - 16:3	Clara Chambers		ot rted
17:15 - 17:3	Pete Johnson	Start N Sta	ot rted
17:30 - 17:4	Janet Harris		ot rted
	Show All Learners		



8. Pressing the **Join** button will redirect you to Zoom's **Launch Meeting** tab inside your browser:

**Note**: In case you have trouble launching the application from your browser, click on **download & run Zoom** to install Zoom's desktop client.

After installing Zoom's desktop client, you will be informed by Zoom with a pop up at the top of your screen: (Make sure pop-ups are enabled in your browser.)

👖 Apps 🔷 System Dashboard LS Enterprise Help Site LS	Open Zoom?	ıity Help 🚺 E/E/E LearningSpac » 📕 Other bookmarks
zoom	https://zoom.us wants to open this application.	Support English 🗸
	Open Zoom Cancel	
	Launching	
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Diseas slists		e este en elle la c
Please click C	<b>Open Zoom Meetings</b> if you see the	system dialog.
If nothing prompts from	browser, click here to launch the meeting,	or download & run Zoom.
		D Help

- 9. Once you are on the new tab, click **Open Zoom Meeting** and you will join the virtual encounter hosted by the SP.
- 10. When your virtual encounter has ended:
- 11. Stay on 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 PRE-SELECTION			
	This page refreshes automatically. W up in a new window.	hen a meeting becomes available for joining, you will hear a bell. Press the Join but	ton to enter the meeting which o	pens
	ACTIVITY: EMT Assessment LEARNER: 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!		

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