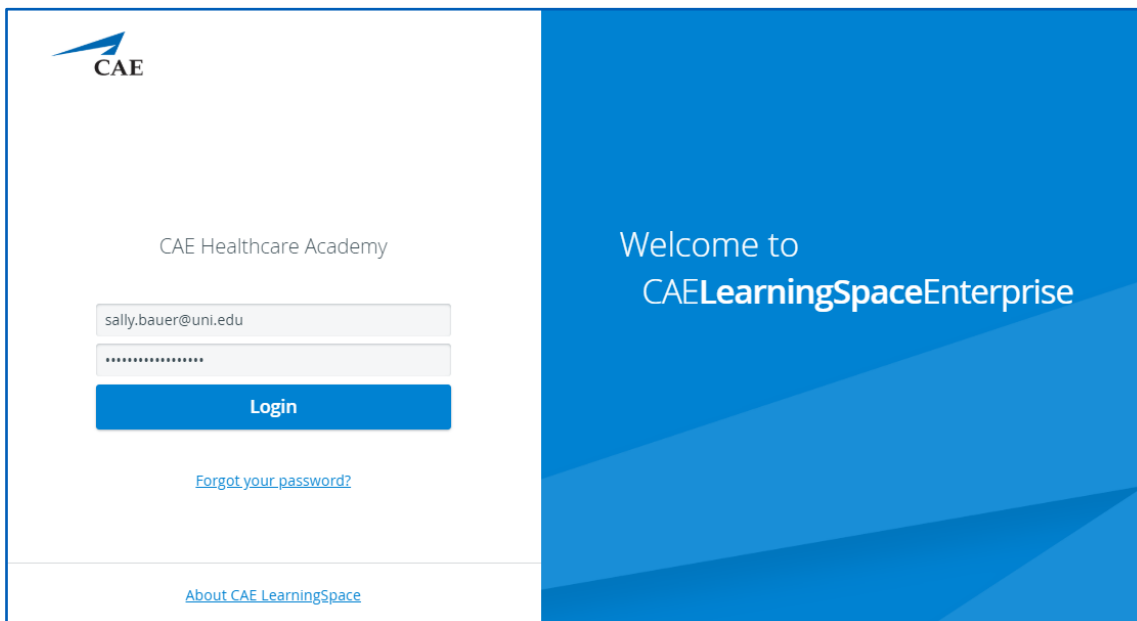


# Virtual Encounter Guide for Medical Students

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

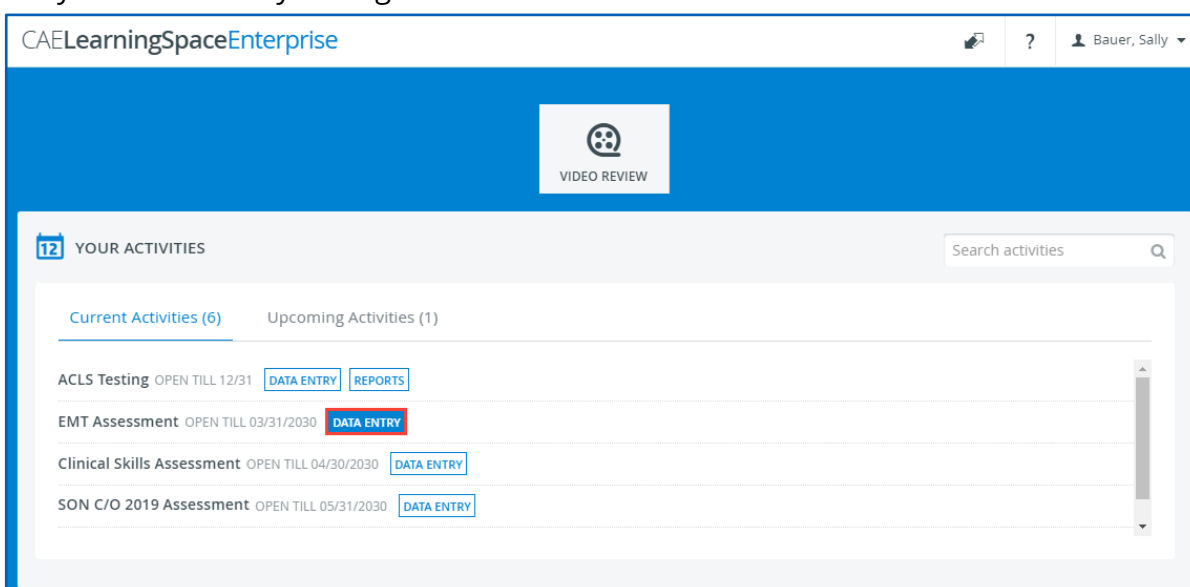
1. Open your Google Chrome Browser.
2. In the address bar, enter your CAE LearningSpace address given to you by your administrator.
3. Enter your email address and password in the corresponding fields and click **Login**:

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



The image shows the login page for CAE LearningSpace Enterprise. On the left, there is a white box containing the CAE logo, the text "CAE Healthcare Academy", a text input field with the email "sally.bauer@uni.edu", a password input field with masked characters, a blue "Login" button, a link for "Forgot your password?", and a link for "About CAE LearningSpace". On the right, there is a large blue banner with the text "Welcome to CAELearningSpaceEnterprise".

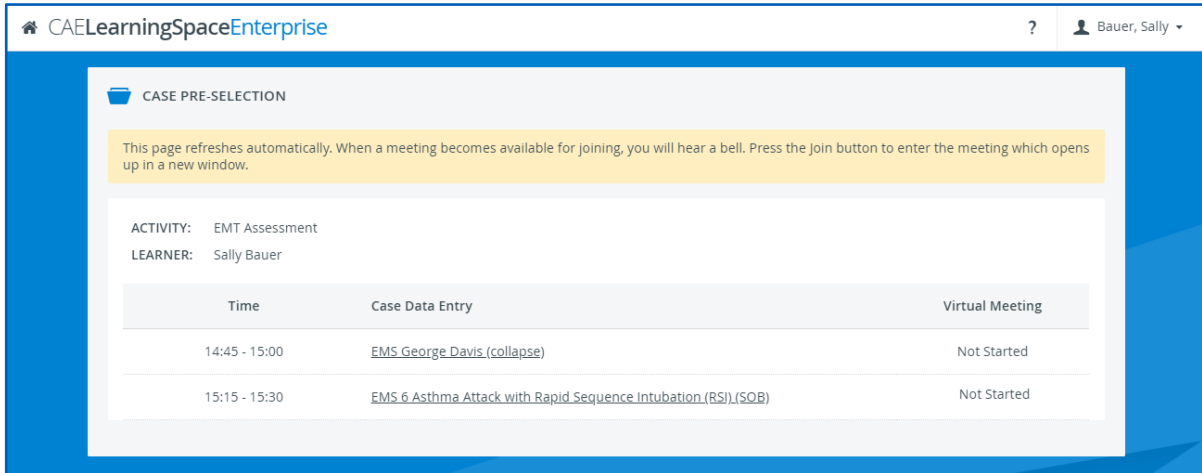
4. Once you are logged into CAE LearningSpace, select **Data Entry** next to the activity you are currently testing on:



The image shows the dashboard of CAE LearningSpace Enterprise. At the top, there is a navigation bar with the text "CAELearningSpaceEnterprise", a search icon, a help icon, and a user profile icon for "Bauer, Sally". Below the navigation bar, there is a blue header with a "VIDEO REVIEW" button. The main content area is titled "YOUR ACTIVITIES" and contains a search bar and two tabs: "Current Activities (6)" and "Upcoming Activities (1)". Under the "Current Activities" tab, there is a list of activities with "DATA ENTRY" buttons next to them:

Activity Name	Open Till	Data Entry	Reports
ACLS Testing	OPEN TILL 12/31	DATA ENTRY	REPORTS
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	

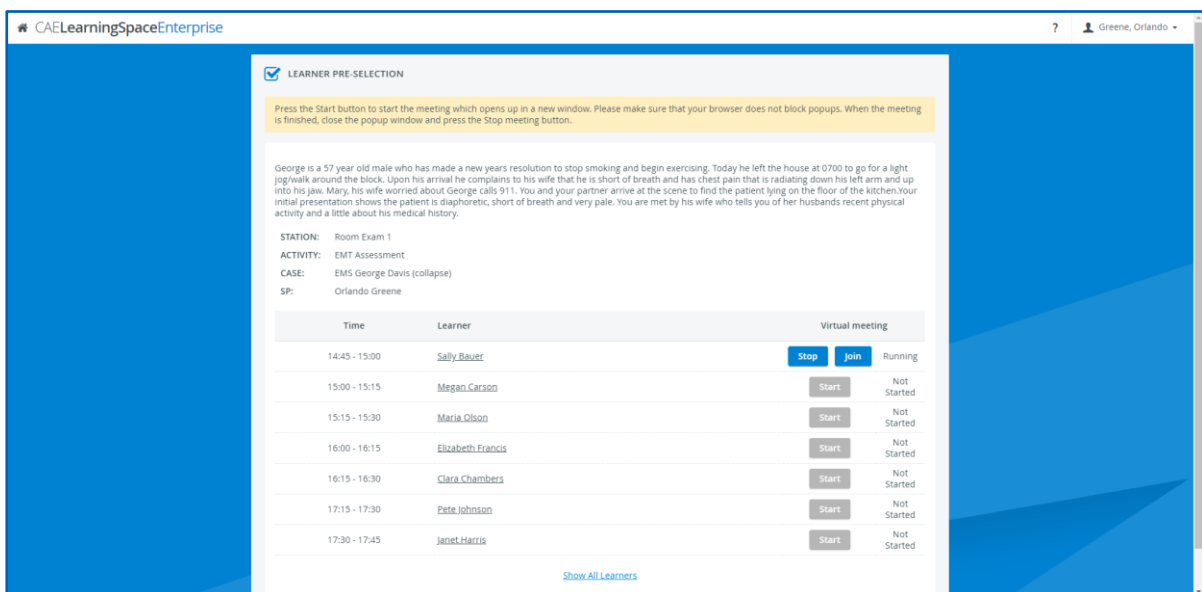
5. Once **Data Entry** is selected you will now be able to see **Case Pre-Selection**. If the SP has not started the virtual encounter yet, the verbiage will read *Not Started*.
  - a. **Click on the name of your upcoming case** before your virtual meeting starts, to access the pre-encounter checklist.



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.
 

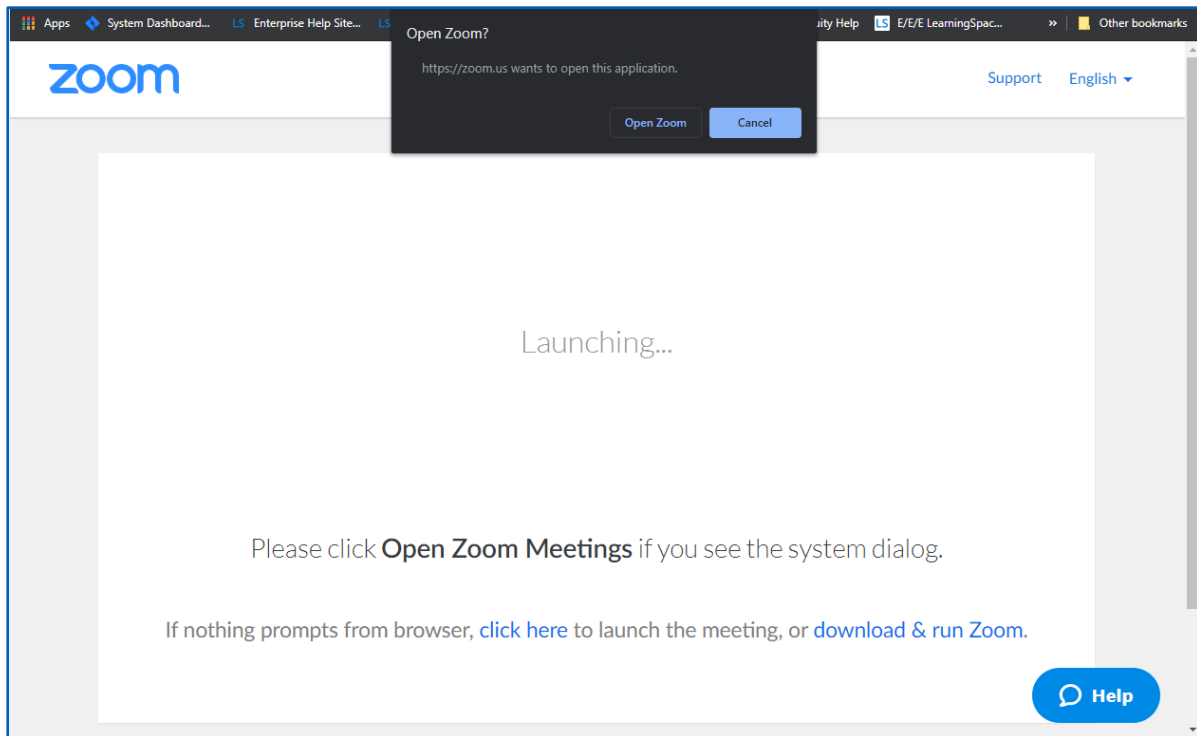
**Note:** Your **Case Pre-Selection** page will constantly refresh itself.
7. To begin the virtual encounter, click **Join** under **Virtual Meeting** for the time and case required.



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.)

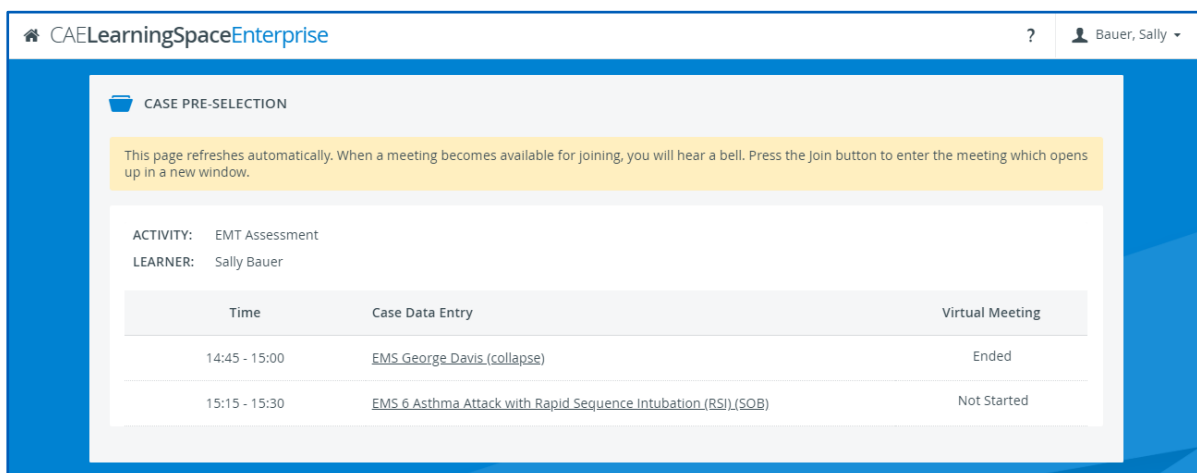


9. Once you are on the new tab, click **Open Zoom Meeting** and you will join the virtual encounter hosted by the SP.

10. When your virtual encounter has ended:

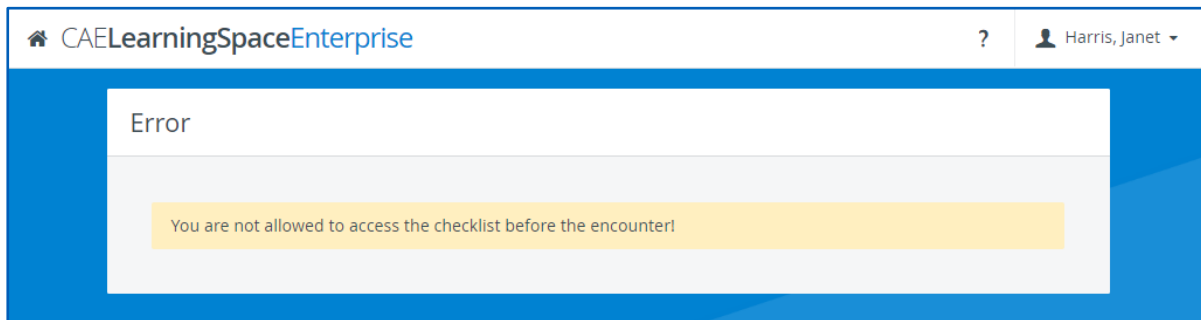
11. Stay on your **Case Pre-Selection** page to access your post-encounter checklist.

Click on the name of the case to start data entry.



**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:



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