



Institutional User Guide

FOR TRUELEARN QUIZZES AND ASSESSMENT EXAMS

AY 2015-2016 -> COMLEX Level 2 CE 2016 (194 of 194 subscriptions active) -> Master Quiz Book

Create New Quiz

Name:

Description:

Release Results: ⓘ

Allow Pause

Number of Questions (1-50): Test Type: Question Type: Category Selection Method:

Test Categories

Select All Categories

Patient Presentation	Physician Tasks/ Skills
<input type="checkbox"/> <input type="checkbox"/> Patients With Presentations Related To Circulation And The Respiratory System [255 / 258] <ul style="list-style-type: none"><input type="checkbox"/> <input type="checkbox"/> Bleeding [88 / 88]<input type="checkbox"/> <input type="checkbox"/> Respiratory Difficulties [167 / 170]	<input type="checkbox"/> <input type="checkbox"/> Diagnostic Technologies [327 / 330] <ul style="list-style-type: none"><input type="checkbox"/> <input type="checkbox"/> Electrophysiologic [48 / 50]<input type="checkbox"/> <input type="checkbox"/> Imaging [152 / 153]<input type="checkbox"/> <input type="checkbox"/> Laboratory [127 / 127]
<input type="checkbox"/> <input type="checkbox"/> Patients With Presentations Related To Cognition, Behavior, Sensory & Central Nervous Systems, Substance Abuse, And Visceral And Sensory Pain [669 / 671] <ul style="list-style-type: none"><input type="checkbox"/> <input type="checkbox"/> Cognitive Difficulties [162 / 162]<input type="checkbox"/> <input type="checkbox"/> Consciousness Alterations [26 / 27]<input type="checkbox"/> <input type="checkbox"/> Fatigue & Weakness [49 / 49]	<input type="checkbox"/> <input type="checkbox"/> Health Care Delivery Issues [76 / 76] <ul style="list-style-type: none"><input type="checkbox"/> <input type="checkbox"/> Health Care System Overview [5 / 5]<input type="checkbox"/> <input type="checkbox"/> Information Management & Technology [2 / 2]<input type="checkbox"/> <input type="checkbox"/> Medical Ethics & Medical Professionalism [39 / 39]

[Updated 10.08.17]





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Additional Help

WHAT ARE TRUELEARN

Quizzes & Assessment Exams

TrueLearn's quizzes and assessment exams allow faculty members or administrators to actively direct or guide learning and assessment by assigning a specific set of TrueLearn practice questions to students or residents. Benefits of using the quiz and assessment exam features include:

- Ensuring that students/ residents are taking an appropriate quantity of questions
- Encouraging students/ residents to take specific topics of practice questions
- Providing valuable benchmarking data to see if your students/ residents are over-performing or under-performing relative to other students/ residents across the nation in specific topics
- Ensuring that a remediation group or "at-risk group" is making progress by assigning special assignments to those students/ residents

Quizzes and assessment exams operate in a similar way; however, there are some important differences:

*Note: Only certain TrueLearn products include Assessment Exam questions.

QUIZZES	ASSESSMENT EXAMS
Quiz questions are customized and selected by your faculty members or administrators, covering specific topics	Assessment exam questions are selected by TrueLearn to match the specific exam blueprint
Quiz questions are available in the SmartBank so that your students/ residents can take practice questions at any time throughout their subscription	Assessment exam questions are WITHHELD from the SmartBank so that your students/ residents do not encounter them prior to taking the assessment exam
Quizzes can be assigned to be taken in either a timed, untimed or tutor mode	Assessment exams must be taken in timed mode
Quizzes can have up to 50 questions and you will determine the number	Assessment exams have a predetermined number of questions chosen by TrueLearn based on the length of the actual exam

Apart from the differences displayed in the chart, quizzes and assessment exams share many similarities:

- **BOTH** can be assigned to either ALL students/ residents, or a specific subset of students/ residents
- **BOTH** can be administered in either a proctored mode (at a specific date/ time), or they can be opened for a specific timeframe for students/ residents to take alone at their leisure
- **BOTH** provide all of the following information:
 - ◁ An Institutional Report summarizing both aggregate and individual performance
 - ◁ Individual reports can be opened directly through the overall report
 - ◁ An Institutional Question Review allowing you to review each question and see the percentage of your students/ residents that chose each answer choice versus the percentage of other students/ residents across the nation that chose each answer choice
 - ◁ Each student/ resident will receive an Individual Report that summarizes their performance on the quiz/ exam
 - ◁ Each student/ resident will be able to review each question, see which questions were answered correctly/ incorrectly, and read each question's explanation
 - ◁ Reports can be filtered by group and exported into an excel report
- **BOTH** quizzes and assessment exams are assigned to the students/ residents by faculty members or administrators using the Institutional Portal, and then accessed by students/ residents by logging into their individual accounts

How TrueLearn Quizzes are Typically Used

TrueLearn's quiz feature is intended to help faculty members incorporate relevant practice question content from the TrueLearn SmartBank into the curriculum, or to synchronize with didactics. Faculty members can create tailored quizzes, vet the specific questions that will be included, assign the quizzes to their students/ residents, and then review the quiz results.

As an example, a faculty member could create a 20-question Respiratory System quiz and assign it to students/ residents as a pre- or post-assessment.

It is important to note that when you create a quiz, you are pulling questions from the exact

same bank of questions that your students/ residents have access to individually. For this reason, we strongly urge that you do not put high stakes on the results of your assigned quizzes. It may be a good idea to put low/medium stakes on the participation in completing quizzes with good effort (formative), but we do not recommend using questions that are widely available to students/ residents in our question banks as a final exam question (summative), for instance.

How TrueLearn Assessment Exams are Typically Used

TrueLearn assessment exams are ideal as a simulation for the actual exam. This simulation allows for a comprehensive apples-to-apples comparison of all students/ residents, as well as a benchmarking of how your students/ residents compare to others across the country. While we do periodically change the set of assessment exam items, we do not recommend putting high stakes on the outcome of assessment exams — doing so would incentivize students/ residents to share their results/ reports across years or otherwise attempt to share questions.

Feature Walkthrough

Many faculty members and administrators use TrueLearn's Institutional Portal to create and assign customized quizzes to their students/residents. You can take advantage of this feature in four steps:

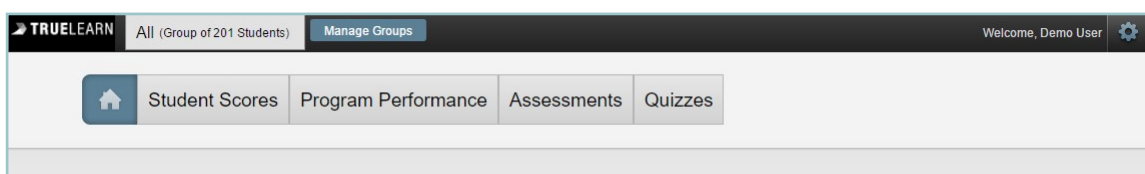
1	Creating and Configuring a Quiz	<ul style="list-style-type: none"> • How to Create a Quiz Book • An Overview of the Quizzes Table 	<ul style="list-style-type: none"> • How to Create a New Quiz • How to Specify Quiz Parameters
2	Reviewing, Adding, Deleting and Replacing Quiz Questions	<ul style="list-style-type: none"> • An Overview of the Question Table • How to View Each Question • How to Adjust, Sort and Filter the Question Table 	<ul style="list-style-type: none"> • How to Remove or Replace a Question • How to Browse/ Add a Question • How to Finalize the Questions/ Quiz
3	Assigning a Quiz to Students/ Residents	<ul style="list-style-type: none"> • How to Narrow Student/ Resident List • How to Assign a Quiz to All or Select 	<ul style="list-style-type: none"> • How to Specify Start and End Timeframe • How to Adjust Time Multiplier
4	Retrieving Quiz Results	<ul style="list-style-type: none"> • How to View Group Quiz Performance • How to View Individual Quiz Performance • How to View Question-by-Question Performance 	<ul style="list-style-type: none"> • How to Re-open a Quiz • How to Re -Issue a Quiz

Creating and Configuring a Quiz

Log in to your Institutional Portal at <https://admin.truelearn.net> using your administrative log in credentials.

If you do not remember your password, you can select the “Forgot your password?” button and follow the steps to get a password verification code emailed to you. Additionally, you can contact support@truelearn.com for help.

Once logged in, you will be taken to the home page of the Institutional Portal. Click on the “Quizzes” tab.



You will now see the Quiz Books page. Quizzes that you create and assign are organized in folders called Quiz Books. Quiz Books, and the quizzes you create within them, are specific to each Academic Year and Exam. Next to each listed Exam, you will see how many active subscriptions there are within your institution that you are able to assign a quiz to.

From the Quiz Books page, click on the Academic Year and the Exam you would like to create a quiz for. You should typically be creating quizzes within the current Academic Year (e.g. the most recent year available). **Note** that you can only create and assign quizzes for an Academic Year and Exam for which you have at least 1 active student/ resident subscription. In other words, if all of your students/ residents that used TrueLearn in Academic Year 2014-2015 have subscriptions that have expired (which is almost certainly the case), then you should not create a quiz in a Quiz Book for AY 2014-2015.

From the Quiz Books page, click on an existing Quiz Book to see existing quizzes and/ or to create a new quiz within that Quiz Book. Each Academic Year and Exam will automatically have a Master Quiz Book. The Master Quiz Book is accessible by all faculty members. All administrators who are part of the institutional subscription can create quizzes within the Master Quiz Book. Quizzes created in the Master Quiz Book will be visible to all administrators at your institution. Alternatively, if you create your own Quiz Book, quizzes in that private quiz book will only be visible to you.

Quiz Books

Show Hidden

1) Select an Academic Year & Exam, then scroll down to select a Quiz Book. ⓘ

▣ AY 2015-2016

COMPLEX Level 1 2016 (201 of 201 subscriptions active)

COMPLEX Level 2 CE 2016 (194 of 194 subscriptions active)

USMLE Step 1 (200 of 200 subscriptions active)

▣ AY 2014-2015

▣ AY 2013-2014

▣ AY 2012-2013

2) Select an existing Quiz Book for COMPLEX Level 1 2016, or create a new Quiz Book. ⓘ

Name	Description	Number of Quizzes
Master Quiz Book	AY 2015-2016, COMPLEX Level 1 2016	0

Create New Quiz Book

To create a new, private Quiz Book, click the “Create New Quiz Book” button. Be sure you are creating the new Quiz Book within the Academic Year and Exam you want. Type in a name and description and click the “Save” button.

Create New Quiz Book

Custom quiz books and quizzes in custom quiz books are private, and only visible to the user who creates the quiz book (and administrators). To create publicly visible quizzes instead, use a master quiz book.

Subscription Information

Name:

Description:

Save

Cancel

Once you click on a Quiz Book, you will be taken to the Quizzes page. This page will have a Quiz Table with a list of existing quizzes you created within this Quiz Book. The table will display the name and description you gave each quiz as well as the number of questions each quiz has. You can also see how many students/ residents have been assigned each quiz, how many have completed each quiz and the date each quiz was created.

You will see various buttons within the table for each quiz. If the buttons are blue, they are clickable and if the buttons are gray, they are not clickable.

- **Edit:** this button allows you to rename the quiz or change any parameters for the quiz, up until you Finalize the quiz
- **Delete:** this button will permanently delete a quiz
- **Questions:** this button allows you to review, remove, replace or browse/ add questions to the quiz before it is finalized; after it is finalized, the button only allows you to view the questions; after the quiz is completed, this button will show a question-by-question performance report
- **Finalize:** this button locks in the questions so that you may then assign the quiz; this step is irreversible
- **Assignments:** this button allows you to assign the quiz to students/ residents on a set date/ time window of your choice; after the quiz is complete, this button allows you to manually release quiz results
- **View Report:** this button allows you to view a group performance report on the quiz after it is complete
- **Re-Issue:** this button allows you to make a duplicate copy of the quiz after it is complete

	Name	Description	#Qs		Assigned	Completed	Created Date (EST)	
Edit Delete	Testing Anatomy - keyword 1	Testing Anatomy - keyword 1	20	Questions Finalize Assignments	View Report Re-Issue	0	0	5/31/2016
Edit Delete	November 2015 Exam		40	Questions Finalize Assignments	View Report Re-Issue	20	15	11/30/2015
Edit Delete	Set 4 Feb 6- Feb 14		26	Questions Finalize Assignments	View Report Re-Issue	20	17	11/16/2015

From the Quizzes page, click the “Create New Quiz” button. This quiz you create will be added to the list of quizzes shown on the Quizzes page within the specified Quiz Book you are in.

Quizzes

Subscription distribution details ⓘ

Grad Year	Active	Inactive
2016	1	0
2018	199	0

Instructions:

- 1) To create a new quiz, select the "Create New Quiz" button at the bottom of this page. You will then name the new quiz and set parameters about the quiz and quiz questions. The new quiz will then be added to the table below. Once created, **Questions** will allow you to review, add, remove, or replace questions on a quiz. **Edit** will allow you to rename or change parameters about a quiz. **Delete** will completely delete a quiz.
- 2) When you are satisfied with the quiz questions and ready to assign a quiz, select the **Finalize** button to lock in the questions and assign the quiz. Once finalized, you can select the **Assignments** button to assign the quiz to particular students for a specified date & time.
- 3) After a quiz has been taken, you will be able to view a performance report by selecting the **View Report** button. You can review question-by-question results by returning to the **Questions** screen. You can return to **Assignments** to adjust the dates & times of the assignments, or to manually release results. You can also make a duplicate copy of a quiz by selecting **Re-Issue**.

Name	Description	#Qs	Assigned	Completed	Created Date (EST)
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[Return To Quiz Books](#)
[Create New Quiz](#)

You are now on the "Create New Quiz" page. Customize your quiz by specifying the parameters. Below is an overview of the quiz parameters and how they will affect your quiz:

Name and Description: Type the name of your quiz and give it a short description in the space provided. It's typically helpful to list the subject or purpose of the quiz, some information about which students/ residents will be assigned the quiz and the date.

Allow Pause: Check this box to allow your students/ residents to exit out of the quiz and stop the clock on their exam (if it's timed), and resume it later. Alternatively, if you are trying to simulate the real exam experience without breaks, then you should leave the box unchecked as to not allow pausing.

Number of Questions: Type in the number of questions you want on your quiz between 1-50.

Test Type: From the dropdown, select which mode you'd like the quiz to be taken in.

- **Tutor Mode:** The quiz will be untimed and students/ residents will be able to see the correct answer and the explanation for each question after answering it. This mode is ideal for group work or group exercises where you want a group of students/ residents to discuss questions and explanations during the exercise.
- **Timed Mode:** The quiz will have a time limit that is proportionate to the number of questions you selected and the amount of time that would be given on the actual exam for the same amount of questions.
- **Untimed Mode:** The quiz will not have a time limit.

Question Type: From the dropdown, select which kind of questions you'd like to be pulled from the bank of available questions.

- **New:** The quiz will only pull questions that have not already been included on a previous quiz within the same Quiz Book.
- **All (New and Used):** The quiz will pull from all of the questions in the bank, whether they have been included on a previous quiz within the same Quiz Book or not.

Category Selection Method: From the dropdown, select the appropriate axis. Your selection will determine the category axes that you can select to pull questions from to create your quiz. Depending on the exam, there may be only 1 option in the dropdown.

Test Categories: Click on the boxes next to each category or sub-category that you want to pull questions from or click the box next to "Select All Categories" to pull questions from all categories. Test Categories are the category axes that you can select to pull questions from to create your quiz. You can see the total number of items in each category, as well as the number of items that are available to be included in the quiz you're creating. For example, if you chose your "Question Type" to be "New," then some items within a category may have previously been included in other quizzes, and will not be available for this quiz.

Note that if you see two columns of test categories, that means you can 'cross-select' items. For instance, you could select the Cardiovascular System in the Body System axis, and then all of the question counts in the Discipline axis will update to show the count of Cardiovascular questions in that discipline.

After you have set your quiz parameters, click the "Save" button.

Create New Quiz

Name:

Description:

Release Results:

Allow Pause

Number of Questions (1-50): Test Type: Question Type: Category Selection Method:

Test Categories

Select All Categories

Body System	Discipline
<input type="checkbox"/> Asymptomatic & General Symptoms [199 / 199]	<input type="checkbox"/> Emergency Medicine [65 / 265]
<input checked="" type="checkbox"/> Cardiovascular System [229 / 262]	<input type="checkbox"/> Family Medicine [46 / 367]

At this point, the system will randomly select the specified number of questions from the category or categories that you selected. You will be brought back to the Quizzes page in the Quiz Book you created the quiz in. You will now see the new quiz you created listed in the Quiz Table. To make any changes to the parameters you just set for the quiz, click the "Edit" button. To permanently remove the quiz, click the "delete" button.

Reviewing, Adding, Deleting and Replacing Quiz Questions

Our system automatically selects questions from the bank of available questions that meet your selected parameters. After you create a quiz by setting those parameters, you have the ability to review the selected questions as well as replace, add or delete specific questions.

From the Quizzes page, click the blue "Questions" button. You will be taken to the Review Quiz Questions page. There will be a Question Table that lists the question number and the question's topic, difficulty level, and other categorizations. Below is an overview of the the column headings featured on the Question Table:

- **#:** Question number
- **Set:** If the question is part of a set, or a multipart question, this will list what part of the set it is. Example: "1 / 3" means there is a multipart question containing 3 questions and this particular question is part 1. If this column is blank, the question is not part of a set.
- **Topic:** A general description of each question written by our content team

- **Peer Score:** The national average of students/ residents that answered this question correctly. The higher the peer score, the easier the question.
- **Media:** If the question has media, this column will determine the type. For example, "image." If this column is blank, there is no media included in the question.
- The other column headings that provide additional information will vary by exam, but revolve around how each question is categorized in relation to each exam's axes.

Replace Current Question		Remove Current Question		Browse & Add Questions			Finished
#	Set	Topic	Peer Score	Media	Patient Presentation	Physician Tasks/ Skills	
1		Aortic Dissection - Diagnostic Test / Transesophageal Echocardiogram / Manage	5.8%		Services Rendered	Diagnostic Technologies	
2		Dissecting Abdominal Aortic Aneurysm / Acute Abd Pain Radiate To Back, Aorta 7Cm Diameter / Diagnose	75.5%	Image	Sensory Pain	Diagnostic Technologies	
3		Cardiac Amyloidosis-Finding On Echocardiography / Decreased Stroke Volume / Predict	34.2%		Masses & Edema	Diagnostic Technologies	
4		Hypovolemic Shock / 18-year-old With Low Blood Pressure, Trauma / Diagnose	86.2%		Trauma	History & Physical Examination	
5	1 / 2	Location Of Myocardial Infarction / Posterior / Predict	15.9%	Image	Sensory Pain	Diagnostic Technologies	

From the **Review Quiz Questions** page, double click a question to review the full question text. The left panel lists all of the questions on the quiz. The question you are currently viewing will be highlighted in yellow. To flip between the quiz questions, click a different question number on the left-hand panel, or use the Previous/Next buttons on the bottom of the screen.

In the right panel of the pop-up question viewer, you will see the question text, the overall class score (this will be 0% until after you assign the quiz to your class and return to see the results), the question topic, the answer choices, the correct answer, the explanation text for all answer choices, the bottom line, the reference(s), when the question was last updated, and the question categories. Next to each answer choice are two percentages – the first percentage is the average percentage of students/ residents that selected each answer choice (will be 0% for questions on a yet-to-be-assigned quiz) and the second percentage is the national average of students/ residents across the country that selected each answer choice. There is a green checkbox next to the correct answer. The higher the percent of the nation selecting the correct answer, the easier the question.

To close out of reviewing the full question text, click the "OK" button.

Questions

COMLEX Level 2 CE 2016
Test Review
1 of 25

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A 68-year-old female with a history of cervical cancer, hypertension, and hyperlipidemia who was successfully treated with chemotherapy and radiation in 2002 presents to the emergency room with an acute onset of vulvar pain, hematuria, and 8/10 lower back pain that is stabbing in quality for 6 hours. She denies fever, chills, night sweats, weight loss, nausea, vomiting, diarrhea, and hematochezia. She has not seen a physician in seven years for cervical cancer follow-up and has a 30 pack-year smoking history. Her blood pressure is 96/74 mmHg and pulse is 108 beats/minute. On physical examination she is alert and oriented x 3 and has diffuse back pain from T6 through L2 along the spine with radiation into the paraspinal muscles. The next step in management of this patient is

Overall Class Score: 0.0%

Topic: Aortic Dissection - Diagnostic Test / Transesophageal Echocardiogram / Manage

[My Class] [National]
[0.0%] [27.2%] A. abdominal ultrasound
[0.0%] [0.9%] B. intravenous hydralazine
[0.0%] [42.7%] C. pelvic and adnexal exam

Hide Review Next Mark Note Highlight Strikethrough Comment Show Attachment Viewer

OK

From the Review Quiz Questions Page, adjust the Question Table to help you review the questions on your quiz.

You can choose which column headings you want to see in the Question Table. Click the downward arrow next to any heading, hover your mouse over "Columns" and check the boxes next to the column headings you want to be visible. Uncheck any boxes next to the column headings you do not want to be visible.

Replace Current Question Remove Current Question Browse & Add Questions Finished

#	Set	Topic	Peer Score	Media	Patient Presentation	Physician Tasks/ Skills
1		Aortic Dissection - Diagnostic Test / Transesophageal Echocardiogram / Manage			Services Rendered	Diagnostic Technologies
2		Dissecting Abdominal Aortic Aneurysm / Acute Abd Pain Radiate To Back, Aor 7Cm Diameter / Diagnose				Diagnostic Technologies
3		Cardiac Amyloidosis-Finding On Echocardiography / Decreased Stroke Volume / Predict	34.2%			Diagnostic Technologies
4		Hypovolemic Shock / 18-year-old With Low Blood Pressure, Trauma / Diagnose	86.2%			History & Physical Examination
5	1 / 2	Location Of Myocardial Infarction / Posterior / Predict	15.9%	Image		Diagnostic Technologies
6	2 / 2	Most Likely Coronary Artery Involved - Chest Pain / Posterior Descending / Predict	35.8%			Scientific Understanding of Health & Disease Mechanisms
7		Eclampsia / Hypertension And Seizures In A Pregnant Patient / Diagnose	93.8%		Maternal/Neonatal	History & Physical Examination
8		New Onset Atrial Fibrillation / 4 Weeks Warfarin Prior To Cardioversion / Manage	47.2%	Image		Management

Sort Ascending
Sort Descending
Columns
Filter

 Set
 Topic
 Peer Score
 Media
 Patient Presentation
 Physician Tasks/ Skills
 Body System
 Discipline

You can sort the list of questions in the Question Table to make the review easier. For example, you can sort the questions by descending peer score to view the easiest questions to the hardest questions. To sort the list, by click the downward arrow next to the column heading you want to sort and select either "Sort Ascending" or "Sort Descending."

#	Set	Topic	Peer Score	Media	Patient Presentation	Physician Tasks/ Skills
1		Aortic Dissection - Diagnostic Test / Transesophageal Echocardiogram / Manage			Services Rendered	Diagnostic Technologies
2		Dissecting Abdominal Aortic Aneurysm / Acute Abd Pain Radiate To Back, Aor 7Cm Diameter / Diagnose			Sensory Pain	Diagnostic Technologies
3		Cardiac Amyloidosis-Finding On Echocardiography / Decreased Stroke Volum			Masses & Edema	Diagnostic Technologies

You can also filter the list of questions in the Question Table by a particular column heading. For example, you can filter the list to display questions that contain the word “Chest Xray” in the topic. To filter the list by a column heading, click the downward arrow next to the specific column heading, hover your mouse over “Filter,” choose to show items in that column heading that meet the particular criteria of your choice and click the “Filter” button. To undo any filter, click the downward arrow next to the specific heading, hover your mouse over “Filter” and click the “Clear” button.

#	Set	Topic	Peer Score	Media	Patient Presentation	Physician Tasks/ Skills
7		Eclampsia / Hypertension And Seizures In A Pregnant Patient / Diagnose			Pregnancy/Childbirth/Postpartum/Neonatal Assessment	History & Physical Examination
10		Dressler's Syndrome / 55-Year-Old With Chest Pain And Fever Post MI / Diagnose			Sensory Pain	History & Physical Examination
4		Hypovolemic Shock / 18-year-old With Low Blood Pressure, Trauma / Diagnose				History & Physical Examination
18		Class IV Heart Failure / 94-year-old Chest Pain, Murmur On Beta-Blocker / Diagnose	82.2%			History & Physical Examination
15	2/2	Acute Anterior Wall MI - Likely Occluded Vessel / Anterior Descending Branch, Left Coronary Artery / Other	81.4%			Scientific Understanding of Health & Disease Mechanisms

Delete any questions you don't want on the quiz. **From the Review Quiz Questions Page, click on the question you want to remove (it will turn orange), then click the “Remove Current Question” button.** If you started with 10 questions and you choose to remove a question, your quiz will now have 9 questions.

Replace any question on the quiz. From the **Review Question Questions Page, click on the question you want to replace (it will turn orange), then click the “Replace Current Question” button.** Our system will randomly select a replacement question that meets the criteria you set when initially configuring the quiz.

Note that if you remove a “multi-part” question, then ALL parts of a multipart question will also be removed or replaced.

You can also add as many questions as you want to your quiz. **From the Review Questions Page, click the “Browse & Add Questions” button.** You'll be taken to the “Add Questions to Quiz” page. This page gives you access to our entire library of questions that meet the category criteria that you initially specified when configuring the quiz. You will see you how many questions are currently on the quiz and how many questions are available given the

criteria you originally specified when creating the quiz. You can also filter this list by choosing different categories than you originally specified and/ or filtering by the difficulty of the question based on peer score. Note that this view displays up to 100 questions and you can progress to different “pages” to see more questions, if needed. Use the same methods of sorting and filtering you used on the Review Quiz Questions page.

From the Add Questions to Quiz page, click a question (it will turn orange) and select the “Add Current Question” button. When finished, click the “Return to Quiz” button.

Add Questions to Quiz

Questions on Quiz: 25
 Available Questions: 305

Filter by Category: Initially Selected Categories Different Categories

Filter by Difficulty: Easy (>80%) Moderate (50-80%) Difficult (<50%)

Page: 1

Buttons: View, Edit, Apply Filters

Buttons: Add Current Question, Return to Quiz

#	Set	Topic	Peer Score	Media	Patient Presentation	Physician Tasks/ Skills
1		Systolic HTN In African American / Hydrochlorothiazide / Manage	79.3%		Disease Detection & Monitoring	Management
2		Cardiac Tamponade / Dyspnea, MVA, Hypotensive, Enlarged Heart Shadow / Diagnose	100.0%		Respiratory Difficulties	History & Physical Examination
3		ST Segment Elevation Myocardial Infarction / Chest Pain, Troponin-I Level <0.02 / Diagnose	78.0%	Image	Consciousness Alterations	Diagnostic Technologies
4		Location Of Somatic Dysfunction For Heart / T1-T5 And Suboccipital Region / Other	93.5%		Sensory Pain	History & Physical Examination
5		Prehypertension / Lifestyle Modifications / Manage	86.7%		Disease Detection & Monitoring	Management
6		Secondary Hypertension / Discontinuation Of Birth Control Pills / Manage	68.1%		Disease Detection & Monitoring	Management
7		Unstable Bradycardia / Atropine / Manage	100.0%	Image	Abnormal Findings	Management
8		Congestive Heart Failure / Digoxin-Specific Antibody (Fab) / Manage	75.0%		Sensory & CNS Difficulties	Management
9		Most Likely Cause Of Dilated Cardiomyopathy / Parvovirus B19 / Other	9.0%		Respiratory Difficulties	Scientific Understanding of Health & Disease Mechanisms
10		Mitral Regurgitation / H/O IVDA, Fever, Holosystolic Murmur At Apex / Diagnose	51.6%		Sensory Pain	History & Physical Examination

When you are satisfied with the questions in your quiz, click the “Finished” button to return to the Quizzes page, and then click the blue “Finalize” button associated with the quiz. Once a quiz is finalized, you can no longer add, remove, or replace questions from the quiz. You can click the blue “Questions” button to view the questions, but no changes can be made.

Assigning a Quiz to Students/Residents

The next step is to select the students/ residents you want the quiz assigned to.

From the Quizzes page, click the blue “Assignments” button. The assignments button will be gray until the questions are finalized.

You will be taken to the Quiz Assignment page. You will see a list of your students/ residents that have active subscriptions in the Academic Year and the Exam that you selected. If you want to narrow down the list, you can use the dropdown to select a pre-configured group so

that the table only populates with members of the group. This feature is useful if you want to assign a series of quizzes to a group of students in a specific program/ curriculum track, or in different locations.

Quiz Assignment

Group: **All** Show Hidden

First Name	Last Name	Email	Assigned	Completed	Status	Time Multiplier	Start Date	End Date	Results Included
Lou	Hegevald	lou.hegevald@comb...	false	false		1			Yes <input type="button" value="Omit"/>
Opeyemi	Koss	opeyemi.koss@comb...	false	false		1			Yes <input type="button" value="Omit"/>
Cristine	Mach	cristine.mach@comb...	false	false		1			Yes <input type="button" value="Omit"/>
Arber	renshaw	arber.renshaw@com...	false	false		1			Yes <input type="button" value="Omit"/>
Shreyus	Baxley	shreyus.baxley@com...	false	false		1			Yes <input type="button" value="Omit"/>
Rynn	Parsley	rynn.parsley@comba...	false	false		1			Yes <input type="button" value="Omit"/>
Don	Nvaneshudu	don.nvaneshudu@c...	false	false		1			Yes <input type="button" value="Omit"/>
Olusegun	Thrush	olusegun.thrush@co...	false	false		1			Yes <input type="button" value="Omit"/>
Zilvinas	Volmrich	zilvinas.volmrich@co...	false	false		1			Yes <input type="button" value="Omit"/>
Shafat	Neve	shafat.neve@comba...	false	false		1			Yes <input type="button" value="Omit"/>

Currently, none of the above students/ residents have been assigned to your quiz.

From the Quiz Assignment page, click the “Assign All” button to assign the quiz to all of your students/residents. **From the Quiz Assignment page, click on each individual’s line (it will turn orange) and click the “Assign Selected” button** to assign the quiz to a select group of students/ residents. After you click either assign button, you will then need to specify the availability window for your students/ residents to take the quiz.

Click the calendar and clock icons to set a start and end date/ time. The start date/ time represents when the students/ residents will have access to begin the quiz and the end date/ time will represent the last time the student/residents can begin the quiz. Note that all times are in Eastern Time. You can leave the quiz open for a lengthy period, for instance two weeks, and allow students/ residents to take the quiz at their leisure during this time. Alternatively, you can specify a narrow window, for instance during a specific class time.

If you have a student/ resident that requires time accommodations (1.5x or 2x time) and need to give them more time to complete a timed quiz, you are able to do so via our “Time Multiplier.” **To adjust the Time Multiplier, click on the individual’s name (it will turn orange), click the “Assign Selected button, enter the same date/ time availability window you had specified before and use the “Time Multiplier” dropdown to choose either time-and-a-half or double the time.**

In addition to setting dates/ times, you can type a message that will be emailed to the

students/ residents you are assigning the quiz to. Your message will be added to a standard email that our system sends to the students/ residents when they are assigned a quiz. You can also choose to send a copy of the email to yourself.

Click the “Assign Selected” or “Assign All” button to send the assignments out via email as you have specified.

Specify Individual Dates

(Optional - Defaults to specified date for whole group)

All times are in ET

Start Date:

End Date:

Time Multiplier:

Send Email To Selected Individuals

Set Reminder Email for Assessment

Before Start Date: 1 Day 2 days 3 Days 1 Week

Custom:

Send a Copy of Email to Yourself

Email Message:

B *I* U

Dear student,

You have been assigned a quiz. The quiz will open August 7, 2017 at 8:00AM and close August 11, 2017 at 11:59PM.

Thank you and good luck!

You can also unassign the quiz to an individual or set of individuals. **From the Quiz Assignment Page click on the individual’s name (it will turn orange) and click the “Unassign Selected” button. Or, you can unassign the quiz to everyone by clicking the “Unassign All” button.**

You can have individuals take the quiz, but not have their results reflect the quiz report. For example, sometimes faculty will want to take an assigned quiz but do not want their results affect the student/ resident quiz report. **From the Quiz Assignment Page click the green “Omit” button next to the individual’s name.**

Any student/ resident who has been assigned the quiz will display “true” in the “Assigned” column. If they have not been assigned the quiz, the “Assigned” column will display

“false.” Similarly, any student/resident who has completed the quiz will display “true” in the “Completed” column. If they have not completed the quiz, the “Completed” column will display “false.”

After you assign a quiz, you should communicate to those students/ residents that they have been assigned a quiz and the date and time it will be available. Additionally, a reminder email can automatically be sent by selecting the “reminder email box”. Students/ residents need to log in to their student accounts, select their Quizzes tab, and begin the quiz at the appropriate time.

Students/ residents will not be able to begin the quiz before or after the time you’ve specified.

The quiz interface the students/ residents will see for the quiz you assigned is identical to the interface they use on their own when taking practice questions. While all students/ residents will be provided with the same set of quiz questions according to your selection, the order of questions will be randomized for each student/ resident.

Retrieving Quiz Results

Fast-forward, and your students/ residents have completed the quiz. You are ready to view their results. You can review results in two ways: viewing the quiz report and viewing the quiz questions.

Log back into your administrator account and select the “Quizzes” button. You will be taken to the Quiz Books page. **From the Quiz Books page, select the Academic Year and Exam and then the Quiz Book you assigned the quiz under.** You will be taken to the Quizzes page where you will now see information about the quiz you assigned including how many questions it has, how many students/ residents were assigned the quiz, how many completed the quiz and the date and time the quiz was created.

From the Quizzes page, click the blue “View Report” button. This report will open in a new tab. It summarizes the scores on the quiz, the categories of questions on the quiz, and shows each individual test-taker’s score. Feel free to copy and paste the scores from this report into excel.

You can also view a performance report on the quiz for a particular individual. From the Quizzes page, click the “Assignments” button. **From the Quiz Assignment page, click the “View” button next to the individual’s name.** This will show you the individual’s category strengths and weaknesses from the quiz and their individual overall quiz performance.



Another way to view quiz results is by looking at a question-by-question report. **From the Quizzes page, click the "Questions" button.** You will see the same interface that you used to review the questions, except the questions will now be sorted from worst to best relative to how your students/ residents performed compared to the national average of other students/ residents across the nation. Each question's answer choices will show the percentage of your students/ residents that selected each answer vs. the national average of students/ residents that selected each answer choice. This can provide valuable insight regarding concepts that your students/ residents know very well or need more practice with. Some use this report as a quick way to review the top 5 most-missed questions on

Review Quiz Questions			
#	My Class	Peer Score	Topic
1	33.3%	71.2%	Cerebral vasospasm: Rx / Other
2	46.7%	83.8%	Cerebral metabolic rate: anesth effects / Other
3	66.7%	95.9%	Subarachnoid hemorrhage: nimodipine / Other
4	60%	77.4%	Desmopressin for von Willebrand / Other
5	66.7%	86.0%	Cushing Triad / Airway Management / Other
6	73.3%	79.9%	Awake Acute Blood Loss Acid-Base / Other
7	20%	38.7%	Multiple myeloma: Symptoms / Other
8	33.3%	51.5%	Autonomic hyperreflexia: Signs / Other
9	53.3%	69.2%	Hemolysis: bilirubin levels / Other
10	33.3%	42.6%	Panhypopituitarism: Rx / Other

Students/ residents can review their quiz questions, explanations, and a similar performance report on their own. The need for you to release quiz results will depend on what you chose for “Release Results” when you configured the quiz. If you chose “Immediate,” then the results were already released as soon as each individual completed the quiz. If you chose “On Date,” then the results will release on the date/time you chose.

However, if you chose “Manual,” then you need to manually release the results to your students/ residents. **From the Quizzes page, click the “Assignments” button. From the Quiz Assignment page, either click the “Release All” button to release the results to everyone or click the individuals you’d like to receive results (they will turn orange), and then click the “Release Selected” button.**

If needed, you can also re-open a quiz for an individual for a period of time or have them restart the quiz. **From the Quiz Assignment page, click the “Re-open” button.** You can also create a duplicate of a quiz to reassign it. **From the Quizzes page, click the “Re-Issue” button.**

The students/ residents’ quiz performance will be added to their overall progress and statistics, which will be accessible to you through the “Students/ Residents Scores” and “Program Performance” tabs.

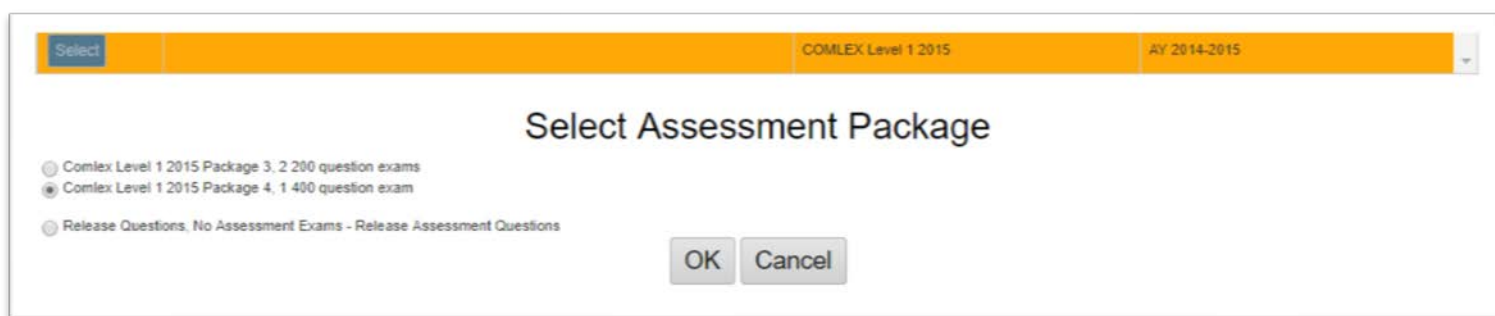
ASSESSMENT

Exam Walkthrough

Configuring an Assessment Exam

Log in to the Institutional Portal (admin.truelearn.net) and click on the “Assessments” tab. This will then display a message regarding available assessment packages.

To assign an assessment exam, you may need to first make a decision regarding what type of assessment exams you’d like to administer. Depending on the exam, TrueLearn may offer a single option, or may offer multiple options (e.g., the option to assign 2 x half-length exams, or 1 x full length exam). If you wish to assign an assessment exam but receive a message that none are available, contact support@truelearn.com and request for your assessment exams to be unlocked.



Assigning an Assessment Exam to Students/Residents

From the Assessments tab, click on the assessment exam you are interested in. You will be taken to the View/ Edit Assessment Exams page.

Name	Assignments	Reports	Assigned	Finished
COMBANK Level 1 Assessment 1	Assignments	Summary Review Questions	0	0
COMBANK Level 1 Assessment 2	Assignments	Summary Review Questions	0	0

Note that you can assign specific students/residents to personalized start/end dates/times, but this global setting will serve as the default. **Once you configure the start and end date/time and release type for the assessment exam, click the “Done” button.**

From the Assessment Exams page, click the “Edit” button. This will highlight everything in orange. Under the “Start Date” column, use the calendar and clock icons to set the global start date and time. Then, under the “End Date” column, use the calendar and clock icons to set the global end date and time for the exam. Under the “Release Type” column, use the dropdown to select how you want the quiz results to be released to the students/ residents who will be taking the exam.

- **Manual:** Quiz results and questions are released for individuals manually from the quiz assignment screen.
- **Immediate:** Quiz results and questions are released immediately as each individual completes the quiz.
- **On Date:** Quiz results and questions are released automatically on the date/time you select.

From the Assessment Exams page, Click “Assignments” below the “Questions” button. This will pull up the View Assignments and Individual Reports page that has a list of students/ residents included in the subscription that you selected. You can assign ALL students/ residents to the assessment exam at the same date and time or assign a selected group. The date/ time will default to the time you selected on the View/ Edit Assessment Exams page, there is no need to enter it again.

To assign a specific student/ resident or set of students/ residents to a different date and time, select the students/ residents from the list by clicking on their row and then click the “Assign Selected” button. Then use the calendar and clock icons to select a different start and end date/ time than the one you chose during the initial configuration. For example, you could arrange to administer the Assessment Exam in 3 distinct sittings to 3 groups of students.

Note that you can filter or sort any of the columns to make this process easier. For example, you can filter to see only students/ residents that have not yet completed the exam by using the “Completed” column. **From the View Assignments and Individual Reports page, click on a column to sort it, or click and hold the column header and drag it to the top left of the window to use it as a filter.**

Click the “Assign Selected” or “Assign All” button to send the assignments out via email as you have specified.

Specify Individual Dates

All times are in ET

Start Date: Release Results: ⓘ

End Date:

Time Multiplier: ⌵

Send Assignment Email(s) for Assessment Now

Send Reminder Email(s) for Assessment

Before Start Date : None 1 Day 2 days 3 Days 1 Week

Before End Date : None 1 Day 2 days 3 Days 1 Week

Send a Copy of Assignment Email to Yourself

Email Message:

B *I* U

Enter email text here...

If you have a student/ resident that may need more time to take the assessment, you can do so via our Time Multiplier. **From the View Assignments and Individual Reports page**, click on the individual's name, click assign selected, enter the same availability window you had specified before and use the "Time Multiplier" dropdown to choose either time-and-a-half or double the time.

After you choose to assign a select group of people or assign all, you can type a message that will be emailed to the students/ residents you are assigning the exam to. Your message will be added to a standard email that our system sends to the students/ residents when they are assigned an exam. You can also choose to send a copy of the email to yourself.

Click the "OK" button to send the assignments out via email as you have specified.

You can also unassign an assessment exam to an individual or set of individuals. **From the View Assignments and Individual Reports page click on the individual's name (it will turn orange) and click the "Unassign Selected" button. Or, you can unassign the exam to everyone by clicking the "Unassign All" button.**

You can have individuals take the exam, but not have their results reflect the exam report. For example, sometimes faculty will want to take the exam but do not want their results affect the student/ resident exam report. **From the View Assignments and Individual Reports page, click the green "Omit" button next to the individual's name.**

Any student/ resident who has been assigned the exam will display “Yes” in the “Assigned” column. If they have not been assigned the exam, the “Assigned” column will display “No.” Similarly, any student/resident who has completed the exam will display the “View” and “Reopen” buttons in the “Completed” column. If they have not completed the exam, the “Completed” column will display “No.”

After you assign an exam, you should communicate to those students/ residents that they have been assigned an exam and share the date and time it will be available. Students/ residents need to log in to their Student accounts, select their Assessments tab, and begin the exam at the appropriate time. Students/residents will not be able to begin the exam before or after the dates/ times you’ve specified.

When you are satisfied with all of your assignments, click the “**Done**” button.

Monitoring an Assessment Exam

After some students/ residents have begun completing the exam, you can log in to view results. **Click the “Assessments” tab and select your assessment package.** You will then see the list of assessment exams.

For each assessment exam, you can see the number of students/ residents that were assigned to the exam, as well as how many have finished the exam.

From the “Assignments” page. This will show you which students/ residents have completed the exam and which have not yet completed it. You can sort using the columns to quickly see which students/ residents have been assigned the exam (vs those who have not been assigned), and those who have completed the exam (vs those who have not yet completed the exam).

View Assignments and Individual Reports										
<input type="checkbox"/> Assign All		<input type="checkbox"/> Assign Selected		<input type="checkbox"/> Unassign All		<input type="checkbox"/> Unassign Selected		<input type="checkbox"/> Release All		<input type="checkbox"/> Release Selected
Drag a column header and drop it here to group by that column										
<input type="checkbox"/>	First Name	Last Name	Email	Assigned	Time Multiplier	Completed	Status	Start Date	End Date	Results Included
<input type="checkbox"/>	Ephraim	Stefaniuk	ephraim.stefaniuk@sc	Yes	1	View Re-open	Closed	11/11/2015 10:30 AM	11/11/2015 2:30 PM	Yes Omit
<input type="checkbox"/>	Kylash	Askira	kylash.askira@surgen	Yes	1	View Re-open	Closed	11/11/2015 1:00 PM	11/11/2015 5:00 PM	Yes Omit
<input type="checkbox"/>	MinhTu	feliciano	minhtu.feliciano@surg	Yes	1	View Re-open	Closed	11/11/2015 10:30 AM	11/11/2015 2:30 PM	Yes Omit

Releasing Assessment Exam Results

Students/ residents can review their exam questions, explanations, and an individual performance report. The need for you to release the exam results will depend on what you chose for "Release Results" when you configured the exam. If you chose "Immediate," then the results were already released as soon as each individual completed the exam. If you chose "On Date," then the results will release on the date/time you chose.

However, if you choose "Manual," then you need to manually release the results to your students/ residents. **From the View Assignments and Individual Reports page click the "Release All" button to release results to everyone or click particular students/ residents (they will turn orange) and click the "Release Selected" button.**

When an assessment exam status is Open:

- The assessment exam items are not available to the student/ resident to use in their practice testing, regardless of whether or not they've completed the assessment exam.
- The student/ resident cannot review the assessment exam items, even if they've completed the assessment exam.
- The student/resident cannot review their Individual Performance Report for the assessment exam.
- Performance on the assessment exam does not factor into the student/ resident's performance statistics.

Once you release an assessment exam for all students/ residents or for a specific student/ resident:

- The assessment exam items are 'released' to the student/ resident for future use. The specific questions will be marked 'used', just like if they've taken the questions in other practice exams. If you release an assessment exam for a student/ resident who has not taken the assessment exam, the questions will be released and marked 'new' for the student.
- The student/ resident will be able to review the assessment exam performance report, and will be able to read the individual questions/ explanations for the questions on the assessment exam.
- Performance on the assessment exam will factor into the student/ residents' statistics, as though it were any other practice exam.

The "Status" column will indicate whether each student/ resident's exam has been Closed or if it is still Opened. Note that once you release an exam, it may take up to 24 hours for our software to generate the reports and to be released to the students/ residents.

Retrieving Assessment Exam Results

Click the "**Assessments**" tab and select your assessment package. **You will then see the list of assessment exams.**

Click "Summary" under the "Reports" column to view a summary report showing

aggregate data as well as individual-by-individual results. Click “Review Questions” to view results on a question-by-question basis. The questions are sorted from worst to best in relation to how your students/ residents performed compared to the national average of students/ residents who took the same question. You can see how many of your students/ residents selected each answer choice as well as the national average for each answer choice.

From the “Assignments” page click the “View” button next to each student/ resident to see more detail on a specific student/ resident’s performance.

TRUELEARN

Additional Help



We hope you found this manual helpful. If you should have any additional questions, please feel free to contact us at support@truelearn.com, or by phone at 877-233-6460.

Sincerely,

The TrueLearn Team