

USMLE Easy™ Instructor User Guide



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PLEASE NOTE: The screenshots used in this guide are from another McGraw-Hill product (PA Exam Prep), which shares the same functionality as USMLE Easy. For instances in which the screenshot indicates the user should select "PA Exam Prep", please select "USMLE Easy".

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USMLE Easy User Types

Welcome to USMLE Easy! To get started, please take a moment to familiarize yourself with the different USMLE Easy User Types and their primary functions:

ADMIN ACCOUNT

The institutional admin account is created when your institution subscribes to USMLE Easy; login details are provided in the welcome letter. Your institution may update the username, password, and the email address associated with the account at any time.

- Primary Uses
 - View all registered users associated with the institution's account
 - Create instructor accounts
 - o Move students to different class sections if needed
 - Run usage reports (number of logins) across the institution
 - Run content reports across the institution (questions answered, assessments submitted, quizzes attempted, lessons completed, top five content categories)
- Secondary Uses
 - Admins can still create class sections and student accounts, but with our new update (January 2020) the instructor can do this directly in their instructor account
 - Admins can still deactivate class sections or student accounts, but with our new update (January 2020) the instructor can do this directly in their instructor account

INSTRUCTOR ACCOUNT

The admin must create the instructor accounts for instructors at your institution. Once set up, instructors can:

- Create class sections and create student accounts/add students to class section
- Create/distribute custom assignments with access to the separate USMLE Easy Instructor Question Bank, view assignment results, and send feedback directly to students
- Review data in the Instructor Reports: Performance, Engagement, and Mastery Report

STUDENT ACCOUNT

Depending on your institution's type of access, students may create their own accounts if within IP range, or instructors may create their accounts when setting up their class. Students can:

- Create custom quizzes or take randomized quizzes
- Take assignments assigned by the instructor and the USMLE Easy Mock Exam
- Review data in the Student Reports: Quiz Performance, Skill, and Mastery Report

Getting Started: Instructor Account

A. Set Up Instructor Accounts (One at a Time)

Please note: This section only covers how to use the admin account to create instructor accounts. If you are looking for more information on the admin account, please consult the USMLE Easy Admin User Guide.

Instructor accounts must be set up by the institutional admin.

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in as the **institutional admin.**
- 2. From the dropdown menu on the top left, choose "Manage Users".

| | Mc Graw Hill | | |
|---|-----------------------|---------------|---------------------------|
| 1 | Manage Users | | |
| Ш | Manage Courses | Hill Easy Den | no |
| | Manage Class Sections | β 🗸 | Dec 17,2019 - Dec 23,2019 |
| Ŀ | My Reports | | |
| 0 | Content Usage Report | | |
| 4 | Access Reports | | |

3. Toggle to **"BROWSE"** and select the appropriate course and class section. (*Note: You can select any class section—the instructor will be able to create their own new class sections later*).

| | Mc Graw Hill | | | |
|---|--------------------|----------------------|----------------------|-----------------------|
| | ີ User Summary 🕫 | 1 | | |
| | | | | |
| | | | SEARCH BROWSE | |
| | PA Exam Prep | Select Class Section | | |
| 1 | 5 users | | | |
| | 1 Full Name | 🕅 Email | Institutions | Role / Class Section |
| | Wes Holloway | weskholloway@gmail | McGraw-Hill Easy Dem | Student / MHE PA Clas |
| | PA Test | 124@email.com | McGraw-Hill Easy Dem | Student / New PA Exa |

4. Click on "+New user"

| Graw Hill | | | | 💽 easydemo 🛩 |
|-----------------------------------|------------------|----------------------|--------------------------|---------------------|
| 🕈 User Summary 🛛 |) | | | |
| | | SEARCH BROWSE | | |
| PA Exam Prep 👻 | Class of 2020 | • | | |
| 1 user | | 🕂 Import In | structors 🕂 Import S | itudents + New user |
| L Full Name | 🖾 Email | institutions | Role / Class Section | Course Count |
| Walter Thimons | walter@gmail.com | McGraw-Hill Easy Dem | Instructor / Class of 20 | 1 |
| Decimiend Condense (Incompany Ter | | | | |

5. Enter the required information and designate that the user is an **Instructor** in the **"ROLE"** field, then click **"SAVE".** If you are using the admin account to create accounts for other instructors, let the instructor know the username and password. They can change their password later.

| E Graw Hill | | |
|----------------|------------------------------|-------------------------|
| | Full name: | Type user full name |
| | Email address: (Login ID) | Type user email address |
| | Password: | Type password |
| | Confirm password: | Retype the password |
| | Role: | Instructor |
| | Course Name: | PA Exam Prep |
| | Class Section: | Class of 2020 |
| | | Cancel Save |

B. Set Up Instructor Accounts (Bulk Import)

 Follow steps 1-3 in the previous section. Once you get to the User Summary page, click on "Download Students/Instructors Template" to download the CSV file to use for bulk import.

| Graw Hill | | | | 💽 easydemo 🗸 |
|------------------------------|------------------|----------------------|--------------------------|--------------------|
| 🕈 User Summar | у 🕐 | | | |
| | | SEARCH BROWSE | | |
| PA Exam Prep | ← Class of 2020 | • | | |
| 1 user | | + Import In | structors 🛨 Import S | tudents + New user |
| L Full Name | 🔤 Email | â Institutions | Role / Class Section | Course Count |
| Walter Thimons | walter@gmail.com | McGraw-Hill Easy Dem | Instructor / Class of 20 | 1 |
| Download Students/Instructor | rs Template | | | |

2. Open the CSV file. Enter the appropriate information into each column. The instructors' email addresses will become their usernames. You may set a generic password at this time (instructors will be able to change it later). Save the CSV file.

| AutoSave 💽 Off 📙 | ୬• ୯- - | |
|----------------------|--|-------------|
| File Home Inse | rt Page Layout Fo | rmulas Data |
| Calibri Paste | • 11 • A^ A` 2 • ⊞ • ⊘ • <u>A</u> • | |
| Clipboard 🕞 | Font 🕞 | Align |
| A7 👻 : > | < √ f _x | |
| A | В | с |
| 1 FirstName LastName | Email | Password |
| 2 instructortest1 | instructor1@test.com | paexamprep |
| 3 instructortest2 | instructor2@test.com | paexamprep |
| 4 instructortest3 | instructor3@test.com | paexamprep |
| 5 | | |

| Graw Hill | | | | 🚺 easydemo 🖌 |
|-----------------------------------|------------------|----------------------|----------------------------|--------------|
| ີ User Summary |) | | | |
| | | SEARCH BROWSE | | |
| PA Exam Prep 🗸 | Class of 2020 | • | | |
| 1 user | | + Import Ins | tructors - Import Students | s 🔸 New user |
| 1 Full Name | 🔤 Email | institutions | Role / Class Section | urse Count |
| Walter Thimons | walter@gmail.com | McGraw-Hill Easy Dem | Instructor / Class of 20 | 1 |
| Download Students/Instructors Ten | nplate | | | |

3. Back on the User Summary page, click "+Import Instructors" and upload the CSV file.

4. The yellow ribbon at the top will let you know the selected file is valid. Click on **"GO"** to import the file.

| Selected file is valid. Click on GO button to import | t user(s). 🍃 | х |
|--|---|----------|
| 🕈 User Summary 🕲 | | |
| RadReview Course MHE Spring 2020 | SEARCH BROWSE | Go |
| No user found | + Import Instructors + Import Students + M | New user |
| 上 Full Name 🛛 🖾 Email | Institutions Role / Class Section Course Course | it |
| Download Students/Instructors Template | | |

5. You have now created the instructors' accounts. Let instructors know their username (email address you inputted in the CSV file) and password. They may change their password once they log into their instructor account.

C. Password Reset

Once the admin has created your instructor account you may sign in and start using USMLE Easy. The admin will have set a generic password for you. To reset your password:

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, click on your profile at the bottom.

| al - | Reports | Торіс | 0 🖃 | Category |
|------|-----------------|---|-----|--------------|
| | | Pharmaceutical Therapeutics | | Task Areas |
| 2 | Help | Using Laboratory & Diagnostic Studies | | Task Areas |
| | | Applying Basic Science Concepts | | Task Areas |
| 0 | Logout | Surgery | | Areas of For |
| | | Internal Medicine | | Areas of For |
| | | Psychiatry / Behavioral | | Organ Syste |
| | | Infectious Diseases | | Organ Syste |
| | | Pulmonary | | Organ Syste |
| | | History Taking & Performing Physical Examinations | | Task Areas |
| | | Pediatrics | | Areas of Fo |
| | | Neurologic System | | Organ Syste |
| | | Formulating Most Likely Diagnosis | | Task Areas |
| | | Family Medicine | | Areas of For |
| | Instructor Demo | Emergency Medicine | | Areas of Fo |
| | | | | |

3. Click on **"CHANGE PASSWORD"** and enter in your new password. Retype your new password to confirm and then click **"SAVE"**. Your password has now been reset.

| PA Exam Prep (Change) |) | | Class: | PA |
|-----------------------|--|--|--------|----|
| Personal Details | | | | |
| | First Name: Last Name: Email address: Change Password | Instructor Demo instructor.demo@mheducation.com Type a new password | | |
| | Confirm password: | Retype the new password | | |
| Academic Interest | | | | |
| Societies | | | | |
| Awards/Honors | | | | |
| Publications | | | | |
| | | Cancel | Save | |

Forgot your password? Go to the sign in page and click "Forgot Password" and follow the instructions.

D. Instructor Dashboard

Explore the following options from the Instructor Dashboard:

1. Main Menu: Click on the arrow to expand.

| _ | XAM PREP" PA | Exam Prep (Change) | | Mc Graw Hill | PA EXAM PREP | PA Exam Prep (Change) | |
|---|-------------------------|---------------------|----------------------|--------------------|--------------|-----------------------|------------------|
| | 🚜 Students | 🙆 Questions 🛛 | 🖨 Assig | | | 🖧 Students | Questions |
| | 18 | 4 | 2 | † | Dashboard | 18 | 4 |
| | Enrolled in Class | Answered in 90 days | 0 Scheduled In Pr | 4 | Assignments | Enrolled in Class | Answered in 90 c |
| | Most Challenging Topics | S | | | Manage Class | Most Challenging Top | pics |
| | Topic Reproductive | | | al. | Reports | Торіс | |
| | Hematologic | | | | | Reproductive | |
| | Obstetrics-Gynecology | | | 2 | Help | Hematologic | |
| | Clinical Intervention | | | | Logout | Obstetrics-Gynecology | |
| | Endocrine | | | 0 | Logour | Clinical Intervention | |
| | Dermatologic | | | | | Endocrine | |
| | | | | | | Dermatologic | |

- 2. From the dashboard you can:
 - a. View quick metrics
 - i. Current class section (top right)
 - ii. Number of students in class (with hyperlink to class list)
 - iii. Number of questions answered in last 90 days
 - iv. Assignment status (with hyperlink to assignment status page)
 - v. Practice performance and Assignment performance
 - b. Most Challenging Topics table
 - i. Class section performance for each major exam category
 - ii. Sort by strongest performance to weakest or weakest to strongest

| Exam Prep (Change |) | | | | Class: |
|--------------------------|---------------------|-------------------------------|----------------|------------------------|--|
| 🚢 Students | 🙆 Questions 🛿 | 🖹 Assignme | nts | 🎯 % Correct (Practice) | 🌀 % Correct (Assignments) |
| 18 | 4 | 27 | | 62% | 0% |
| Enrolled in Class | Answered in 90 days | 0 20 Scheduled In Progress | 7 Done | | orming better than 69% of their peers. |
| ost Challenging To | pics | | | | |
| Горіс | | 0 = | Category | Questions @ | Performance(%) Ø |
| Reproductive | | | Organ Systems | 570 | 51% |
| lematologic | | | Organ Systems | 409 | 52% |
| Obstetrics-Gynecology | | | Areas of Focus | 705 | 53% |
| Clinical Intervention | | | Task Areas | 1173 | 56% |
| Endocrine | | | Organ Systems | 567 | 58% |
| Dermatologic | | | Organ Systems | 392 | 59% |
| Health Maintenance | | | Task Areas | 338 | 59% |
| Pharmaceutical Therapeu | tics | | Task Areas | 1112 | 62% |
| Jsing Laboratory & Diagn | ostic Studies | | Task Areas | 1652 | 62% |
| Applying Basic Science C | oncepts | | Task Areas | 981 | 62% |
| Surgery | | | Areas of Focus | 374 | 62% |
| nternal Medicine | | | Areas of Focus | 3535 | 62% |
| sychiatry / Behavioral | | | Organ Systems | 288 | 63% |

How to Create Class Sections and Add Students

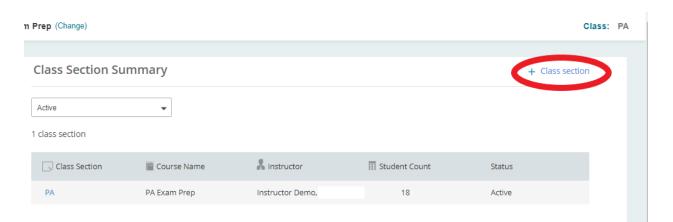
A. Create Class Sections

As an instructor, you can now create class sections and add students right from your instructor account.

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, go down to **"MANAGE CLASS"**.

| Mc Graw Hill | PA EXAM PREP" | | PA Exam Prep (Change) | | |
|--------------------|---------------|---|--|---------------------|----------------|
| • | Dashboard | • | Students | Questions 🛛 | Ê As |
| + | Assignments | | Enrolled in Class | Answered in 90 days | 0 Scheduled |
| | Manage Class | | Most Challenging Top | pics | |
| <u>11</u> | Reports | | Topic Reproductive | | |
| £ | Help | | Hematologic | | |
| Φ | Logout | | Obstetrics-Gynecology Clinical Intervention | | |

3. Click on "+Class Section" at the top right of the Class Section Summary page.



 Enter in the Class Section Name. The course should be pre-selected as USMLE Easy. Click "SAVE". Your class section is now created and should be listed on the Class Section Summary page.

| Create a new c | lass section | |
|---------------------|--------------------------|---|
| Class Section Name* | Enter class section name | |
| Choose a course* | PA Exam Prep | • |

5. Your dashboard displays data from the current class section. The top right of your screen tells you what class section you are currently viewing. If you have multiple class sections, you can switch between classes by clicking on the class and toggling to a different class.

| rep (Change) | | | | | | Class: | PA~ |
|------------------|----------------|-------------------|----------------|------------------------|--|-------------|-----|
| Questions @ | Ê A | Assignment | s | 🎯 % Correct (Practice) | 🎯 % Correct (As | Winter 2020 | |
| 4 | | 27 | | 62% | 0% | | |
| wered in 90 days | 0 Scheduled | 20 In Progress | 7 Done | Your Students are p | erforming better than <mark>69%</mark> of their pe | | |
| | | | | | | | |
| | | <u> </u> | Category | Questions @ | Performance(%) 🛛 | | |
| | | | Organ Systems | 570 | 51% | | |
| | | | Organ Systems | 409 | 52% | | |
| | | | Areas of Focus | 705 | 53% | | |
| | | | Task Areas | 1173 | 56% | | |
| | | | Organ Systems | 567 | 58% | | |
| | | | Organ Systems | 392 | 59% | | |
| | | | Task Areas | 338 | 59% | | |
| | | | Task Areas | 1112 | 62% | | |
| | | | Tack Aroas | 1652 | 62% | | |

B. Add Students to the Class Section

As an instructor, you can now create class sections and add students right from your instructor account.

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, go down to **"MANAGE CLASS"**.

| Mc Graw Hill | PA EXAM PREP | PA Exam Prep (Change) | PA Exam Prep (Change) | | | | | |
|--------------------|--------------|--|-----------------------|--|--|--|--|--|
| ŧ | Dashboard | Students Questions @ | 🖨 As | | | | | |
| + | Assignments | Enrolled in Class Answered in 90 days | 0 Scheduled | | | | | |
| | Manage Class | Most Challenging Topics | | | | | | |
| <u>11</u> | Reports | Topic Reproductive | | | | | | |
| 2 | Help | Hematologic | | | | | | |
| Ģ | Logout | Obstetrics-Gynecology Clinical Intervention | | | | | | |

3. On the Class Section Summary page, click on the class section that you would like to add students to.

| PA Exam | Exam Prep (Change) Cla | | | | | | |
|---------|---------------------------|--------------|------------------|-------------------|-------------|------|--|
| | Class Section Sum | mary | | | + Class sec | tion | |
| | Active 2 class sections | | | | | | |
| | Class Section | Course Name | & Instructor | III Student Count | Status | | |
| | Winter 2020 | PA Exam Prep | Instructor Demo | 0 | Active | | |
| | PA | PA Exam Prep | Instructor Demo, | 18 | Active | | |

4. Once in the class section, you can add students one at a time or add multiple students at once.
a. To add students one at a time, click the "+" button.

| D ec 2019 | | | | |
|-----------------------|----------|-------------------|------------|-------------------------|
| Class Section Name: D | 9ec 2019 | | | |
| Students | | | + Action - | + Add Multiple Students |
| | | No Students Found | | |

b. Enter the required information (including a generic password that the student can change later) and click **"Yes, Add Student".** An email will be sent to the student letting them know their account has been created and will list their username (email) and password. They may reset their password once they log in.

| 19 | | | | | | |
|-----------|-------|------------------|--|----------------|-----|---------|
| ion Name: | Add S | tudent to Class | | | х | |
| i | | Email (Login ID) | | | | + Add N |
| | | Student Name | | | | |
| | | Password | | | | |
| | | Confirm Password | | | | |
| | | | | | | |
| | No, | , Cancel | | Yes, Add Stude | ent | |
| | | | | | | |

- 5. You can also add multiple students at once.
 - a. Navigate to the appropriate class section. Once in the class section, click "+ Add Multiple Students".

| irse | (Change) | Class: | Dem |
|------|--------------------------------|--------|-----|
| ŧ | Dec 2019 | | |
| | Class Section Name: Dec 2019 | | |
| 0 | Students + Add Multiple Studen | ts | |
| | No Students Found | | |

6. Following the instructions on the page: Add multiple students to the class section by entering or pasting their email addresses in the box and separating each email address with a comma. Once you click "Add Students" the students will receive an email notification and link to complete the registration process and join the class.

| Add Multiple Stude | ents @ | 1 |
|---|---|--|
| Add one or more studen and separating each ema receive an email notificat | ts to this class section by entering or pasting their email all address with a comma. Once you click "Add Students" tion and link to complete the registration process. | addresses below ' the students will |
| Please enter the user emai | il id (jason.bourne@student.com, tom.hanks@student.com,) | |
| | | |
| | | |
| | | |
| | | |
| | | Add Students |

C. Deactivate Class Sections or Student Accounts

1. To deactivate a class section or student account go to the main menu on the left and go down to **"MANAGE CLASS"**.

| Mc Graw Hill | PA EXAM PREP" | PA Exam Prep (Change) | |
|--------------------|---------------|--|----------------|
| ŧ | Dashboard | Students Questions @ | Ê As |
| + | Assignments | Enrolled in Class Answered in 90 days | 0 Scheduled |
| | Manage Class | Most Challenging Topics | |
| <u>.11</u> | Reports | Topic Reproductive | |
| £ | Help | Hematologic | |
| ¢ | Logout | Obstetrics-Gynecology Clinical Intervention | |

2. On the Class Section Summary page, click on the class section that you would like to deactivate or the class section that contains student accounts you would like to deactivate.

| cam Prep (Change) | | | | | Class: PA~ |
|-------------------|--------------|------------------|-----------------|---------|------------|
| Class Section Su | Immary | | | + Class | section |
| Active | • | | | | |
| 2 class sections | Course Name | A Instructor | 🔢 Student Count | Status | |
| Winter 2020 | PA Exam Prep | Instructor Demo | 0 | Active | |
| PA | PA Exam Prep | Instructor Demo, | 18 | Active | |

3. To disable the class section, click on **"ACTION"** and from the dropdown click **"Disable Class Section".** To deactivate selected students, select the students, click on **"ACTION"** and from the dropdown click **"Deactivate Selected Students".**

| Democlass | | |
|-------------------------------|----------------------------|--|
| Democlass | | |
| | | |
| Class Section Name: Democlass | | |
| | | |
| Students | (| + Action - + Add Multiple Students |
| | | Deactivate Selected Students |
| | | Reset Password Idents only |
| - | | Edit Student |
| 👤 Full Name | 🖂 Email | Add Co-Teacher |
| demo001@student1.com | demo001@student1.comaaaaaa | Disable Class Section Science 19 2:49 PM |
| | | |
| demo001@student2.com | demo001@student2.comaaaaaa | Last signed in on Dec 4, 2019 10:59 AM |
| | | |

4. You can always view disabled class sections by going to the Class Section Summary page and toggling to the **"Disabled"** class section list.

| PA Exam | Prep (Change) | | | | Class: |
|---------|-------------------|---------------|------------------|-------------------|-----------------|
| | | | | | |
| | Class Section Sum | imary | | | + Class section |
| | Active | • | | | |
| | Disabled | | | | |
| | | | | | |
| | Class Section | 🛗 Course Name | A Instructor | III Student Count | Status |
| | Winter 2020 | PA Exam Prep | Instructor Demo | 0 | Active |
| | PA | PA Exam Prep | Instructor Demo, | 18 | Active |
| | | | | | |

How to Create Assignments and View Assignment Results

A. Create Assignments: Select from the Instructor Bank

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, go down to "ASSIGNMENTS".

| Mc Graw Hill | PA EXAM PREP" | PA Exam Prep (Change) | |
|--------------------|---------------|---|----------------|
| * | Dashboard | Students Questions @ | 🖨 As |
| + | Assignments | Enrolled in Class Answered in 90 days | 0 Scheduled |
| | Manage Class | Most Challenging Topics | |
| ш | Reports | Topic Reproductive | |
| £ | Help | Hematologic | |
| Φ | Logout | Obstetrics-Gynecology Clinical Intervention Endocrine | |

3. From the Assignment Status page, click on "+ New Assignment" at the top right.

| | | | с | lass: Democlass∽ |
|---------------|---|----------------|-------|------------------|
| 1 In Progress | > | 11 Done | + New | Assignment |
| | | | М | y Library |
| | | | St | ee results |
| | | | S | e results |

4. To select questions from the Instructor Question Bank, choose the **"Select from the Instructor Question Bank"** option and click **"CONTINUE"**.

| PA Exam P | rep (C | Change) | Class: PA~ |
|--------------------------|--------|--|--------------------|
| Create a New Assignme | | 2 | Assign to Students |
| How | do y | ou wish to select questions for your assignment? | Continue |
| ۲ | Ð | Select from the Instructor Question Bank Search and add questions from the PA Exam Prep Instructor Question Bank to your assignment. You have 281 questions in the bank to select from. | |
| 0 | ۴A | Auto-Select from the Instructor Question Bank You specify the selection rules such as topics and categories and we automatically select the questions for you. | |
| 0 | | Select an assignment from My Library Assignments you create are saved to your library. Continue with this option to view your library and assign saved assignments. You can also select previously used assignments and assign them again. | |
| 0 | ıl. | Select a test from the Mock Test Library Select a mock test to assign from the Mock Test Library. | |

5. Narrow down the questions you'd like to choose from by filtering learning objectives (exam categories) question types, difficulty, or searching for questions by key word. Click the preview button to expand the question. Select the questions to add to your assignment by clicking on the check box next to the question. As you select questions your questions will populate the selected tab.

| reate a New Assignment | |
|------------------------------------|---|
| Assignment Setup | Select Questions Assign to Stude |
| Find Questions Sel | ected (2) |
| Select from Bank | Search question bank for key terms Q Continue |
| | Text Keywords @ |
| Learning Objectives | Applied Tags: 2.3 EENT (Eyes, Ears, Nose and Throat) X |
| 2.3 EENT (Eyes, Ears, Nose and T 🔻 | (1 - 16) 16 Questions matching your criteria |
| Question Types | The parents of a 7-day-old neonate bring her to your office for a swollen eye. Her temperature has be L Preview |
| All Types 🔹 | |
| Difficulty | Learning Objective : Pediatrics, EENT (Eyes, Ears, Nose and Throat), Formulating Most |
| All | The Devidence |
| | 😪 Q: A 12-year-old girl is hit in the face by an errant softball pitch while batting and has had her mandibular 🗅 Preview |
| ⊗ Clear All Filters | Learning Objective : Pediatrics, EENT (Eyes, Ears, Nose and Throat), Clinical Intervention |
| | Q: A 6-month-old infant is seen by the physician assistant for well-child care. The mother reports the infa |
| | |

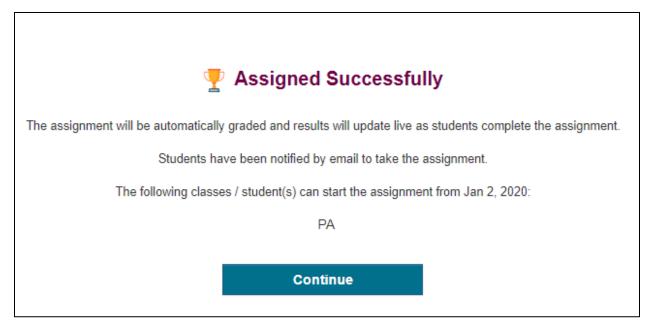
6. Preview your assignment before continuing by clicking on the **"Selected"** tab. Click preview to expand and view the full question. Click **"CONTINUE"** when you are finished adding questions to your assignment.

| Assignment Setup | Select Questions | Assign to Studen |
|----------------------------|--|--|
| nd Questions | Selected (2) | |
| Drder | Question | Continue 2 |
| Q1: The parents of a 7-day | y-old neonate bring her to your office for a swollen eye. Her temperature has be | een normal, but for the last 2 days shire, 📮 Preview |
| Question Type: Multiple Cl | loice | |

7. Enter your assignment's name, instructions, accessible from date, and due date. You can select a class section (or sections) to send the assignment to or you can choose to send the assignment to individual students. You can save the assignment to edit later by choosing "USE LATER". If your assignment is ready, click "ASSIGN NOW".

| Select Assignment St | art and Due Dates | | | Use Later | | Assign Now |
|----------------------------|---|-------------|----------------|-----------|---------------|------------|
| Assignment Name | January Week 1 Assignment | | | | | |
| Instructions | | | | | | |
| | | | | | | |
| | | | | | | |
| Accessible From | 🗰 02 Jan 2020, 11:00 AM | Due Date | 🗰 09 Jan 2020, | 11:00 AM |] 0 | |
| Assign to class | in to individual student/ | | | | | |
| Assign this to | | | | | | |
| Please select classes. You | can select one or more classes from the list be | elow. | | | | |
| Class Name | | Description | | | Student Count | |
| ₽ | | PA | | | 18 | |
| Winter 2020 | | Winter 2020 | | | 0 | |

8. A message will display that the assignment has been assigned successfully.



B. Create Assignments: Auto-Select from the Instructor Bank

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, go down to "ASSIGNMENTS".

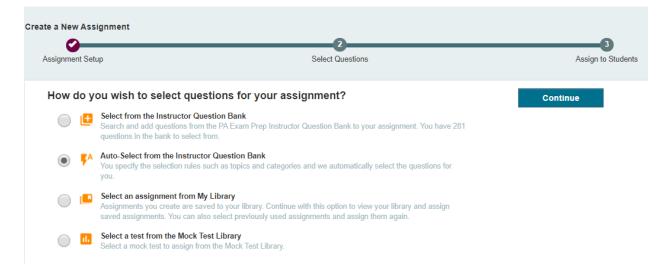
| PA EXAM PREP | | PA Exam Prep (Change) | | |
|--------------|--|---|---------------------|--|
| Dashboard | • | Students | Questions Ø | Ê As |
| Assignments | | Enrolled in Class | Answered in 90 days | 0 Scheduled |
| Manage Class | | Most Challenging Top | pics | |
| Reports | | Topic Reproductive | | |
| Help | | Hematologic | | |
| Logout | | Obstetrics-Gynecology Clinical Intervention Endocrine | | |
| | Assignments Manage Class Reports Help | Dashboard Assignments Manage Class Reports Help | ► Logout | Image Class Reports Help Logout Image Class Manage Class Most Challenging Topic Reproductive Hematologic Obstetrics-Gynecology Clinical Intervention Endocrine |

3. From the Assignment Status page, click on "+ New Assignment" at the top right.

~

| | | | | Class: Democlass> |
|---------------|---|---------|---|-------------------|
| | | | | |
| 1 In Progress | > | 11 Done | | + New Assignment |
| | | | T | My Library |
| | | | ſ | |
| | | | l | See results |
| | | | ſ | |
| | | | l | See results |
| | | | | |

4. To auto-select questions from the Instructor Question Bank, choose the **"Auto-Select from the Instructor Question Bank"** option and click **"CONTINUE"**.



5. Enter the number of questions to be selected at the top. Specify your selection criteria (difficulty level, question usage, question type, learning objective). When ready, click **"ADD".**

| Find Questions | | Selected | | | |
|---|-----------------|----------------|---------------------------|----------|---|
| Auto-Select | from the Ins | structor Oraci | en Bank | | Add |
| Number of que | stions to be se | elected 10 | | | |
| Specify Sele | ection Criter | ia | | | There are 281 questions that n selection criteria. Click on "Ad to auto-select 10 questions for |
| Pick Your Difficulty L Question Usage: | | All Zeasy | ✓ Medium ✓ Hard | | assignment. You can review th questions in the "Selected" tal |
| Question Type: | | All Types | • | | right. Click on "Continue" butt assign to students. |
| Specify Learning Ob | ojectives: 💿 A | .ll ○ Se | elect Learning Objectives | 7-1-1 20 | |
| | | | | Total 28 | selected |

6. Once you click "ADD" the questions will be automatically added to your assignment. To preview what was selected, click the **"Selected"** tab. You can choose to remove selected questions from the assignment by clicking the trash can symbol.

| Fine | d Questions | Selected (10) | | |
|------|--|---|---|-------------|
| Or | der | Question | | |
| | 1: Which of the followin | 5 | sulin therapy in patients with diabetes mellitus? Question Type: Multiple Choice | 🖕 Preview |
| Ŵ | 1000 g (2 lb, 3 oz) at circumference are at per minute. Oxygen a grunting. The head is movement is equal b | birth and also had grunting and an increa the 50th percentile for gestational age. Te saturation is 91% while under a 35% oxyg s normocephalic with flat fontanel. The nos | sive care unit develops worsening respiratory distress over a 6-hour period. The newborn weighed ased respiratory rate in the delivery room. On physical examination height, weight, and head emperature is 37°C (98.6°F), heart rate is 160 beats per minute, and respiratory rate is 68 breaths pen hood and drops to 60% when the oxygen removed. The newborn is asleep with audible se has flaring. The chest has subcostal and intercostal retractions. Breath sounds are equal. Air formal S1 and S2 without murmur. Abdomen is soft, nontender, and without hepatosplenomegaly. | ኪ Preview |
| Q | uestion Set : PA Exam Pre | p Instructor Question Bank | Question Type: Multiple Choice | |
| Ť | | bedroom of a 4-year-old patient while the rect statement regarding this situation? | boy is sleeping. The family and the patient deny close contact with or bites from the bat. Which of | 'ㅁ, Preview |
| Q | uestion Set : PA Exam Pre | p Instructor Question Bank | Question Type: Multiple Choice | |

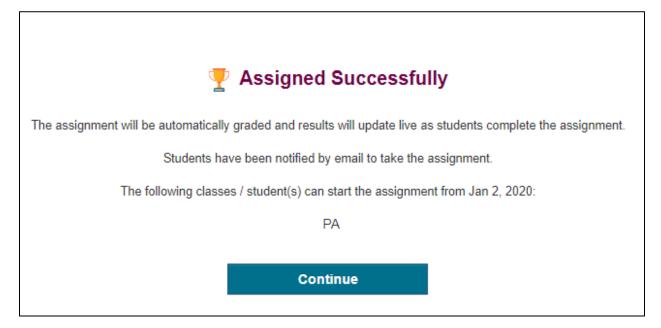
7. You can continue to add questions to your assignment using auto-select by returning to the "Find Questions" tab, specifying your criteria, and clicking "ADD". Once you have finished creating your assignment, click "CONTINUE".

| Find Questions | Sele | ected (10) |
|--|---|--------------|
| Auto-Select | from the Instruc | ctor Que |
| Number of qu | estions to be select | d: 1 |
| Specify Sele | | ✓ Ea |
| Question Usage: Question Type: | | used Questio |
| Specify Learning O | bjectives: | C |
| Areas of Fo | Organ Syst Task | Areas |
| 1.2 Family M 1.3 Internal M | cy Medicine (20) edicine (26) fedicine (40) s-Gynecology (11) s (202) | |

8. Enter your assignment's name, instructions, accessible from date, and due date. You can select a class section (or sections) to send the assignment to or you can choose to send the assignment to individual students. You can save the assignment to edit later by choosing **"USE LATER".** If your assignment is ready, click **"ASSIGN NOW".**

| Select Assignment S | Start and Due Dates | Use Later | Assign Now |
|---|--|-------------------------|---------------|
| Assignment Name | January Week 1 Assignment | | |
| Instructions | | | |
| Accessible From | | 🖮 09 Jan 2020, 11:00 AM | • |
| Assign this to Please select classes. Yo | ou can select one or more classes from the list below. | | |
| Class Name | Description | | Student Count |
| A I | РА | | 18 |
| Winter 2020 | Winter 2020 | | 0 |

9. A message will display that the assignment has been assigned successfully.



C. Create Assignments: Select from My Library

You can assign any assignments you've saved or re-assign assignments you've already assigned by going to your library.

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, go down to **"ASSIGNMENTS"**.

| Mc Graw Hill | PA EXAM PREP | PA Exam Prep (Change) | | |
|--------------------|--------------|---|---------------------|----------------|
| ŧ | Dashboard | Students | Questions Ø | 🔒 As |
| + | Assignments | Enrolled in Class | Answered in 90 days | 0 Scheduled |
| | Manage Class | Most Challenging Top | ics | |
| <u>ul</u> | Reports | Topic Reproductive | | |
| 2 | Help | Hematologic | | |
| Φ | Logout | Obstetrics-Gynecology Clinical Intervention Endocrine | | |

3. From the Assignment Status page, click on "+ New Assignment" at the top right.

| | | Class: Democlass~ |
|---------------|----------|---------------------|
| 1 In Progress | > 11 Doi | ne + New Assignment |
| | | My Library |
| | | See results |
| | | See results |

4. To go to your library, choose "Select an assignment from My Library".

| te a Nev | v Ass | ignment 🤊 | 0 |
|------------|--------|--|--------------------|
| Assignme | nt Set | up Select Questions | Assign to Students |
| How o | do y | ou wish to select questions for your assignment? | Continue |
| \bigcirc | Ð | Select from the Instructor Question Bank Search and add questions from the PA Exam Prep Instructor Question Bank to your assignment. You have 281 questions in the bank to select from. | |
| \bigcirc | ۴A | Auto-Select from the Instructor Question Bank You specify the selection rules such as topics and categories and we automatically select the questions for you. | |
| ۲ | | Select an assignment from My Library Assignments you create are saved to your library. Continue with this option to view your library and assign saved assignments. You can also select previously used assignments and assign them again. | |
| \bigcirc | ıl. | Select a test from the Mock Test Library Select a mock test to assign from the Mock Test Library. | |

5. Alternatively, you can go straight to your library by selecting **"My Library"** on the Assignment Status page.

| | | | Class: Democlass~ |
|----------|---------------|-------------|-------------------|
| <u> </u> | 2 In Progress | 11 Done | + New Assignment |
| | | | My Library |
| | | | See results |
| | | | |
| | | | See results |
| | | | See results |
| | | | Jee leans |

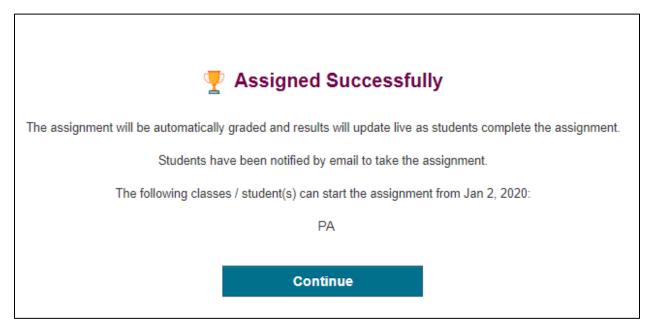
6. Once in your library, find the assignment you would like to assign and click "ASSIGN".

| Assignment Setup | Select Questions |
|------------------------------|------------------|
| My Library | |
| 14 Assessments | |
| 🖻 December Week 4 Assignment | |
| 3 Over the expressment | |
| Assign | |
| ☑ Dec Test | |
| 3 Questions Assessment | |
| Resign | |
| ☑ A#1 | |
| 19 Questions Assessment | |

7. Enter your assignment's name, instructions, accessible from date, and due date. You can select a class section (or sections) to send the assignment to or you can choose to send the assignment to individual students. Once your assignment is ready, click **"ASSIGN NOW".**

| Create a New Assignment | | | | |
|----------------------------|---|------------------|-------------------|-------------------------|
| Assignment Setup | Sel | ect Questions | | 3 Assign to Students |
| Select Assignment St | art and Due Dates | | | Assign Now |
| Assignment Name | January Week 2 Assignment | | | |
| Instructions | | | | |
| | | | | |
| | | | | |
| Accessible From | 🗰 02 Jan 2020, 12:24 PM 🛛 🔮 🛛 🖸 | Due Date 🗰 09 Ja | an 2020, 12:24 PM | 0 |
| | | | | |
| Assign to class Assig | gn to individual student(s). | | | |
| Assign this to | | | | |
| Please select classes. You | can select one or more classes from the list below. | | | |
| lass Name | Descripti | on | | Student Count |

8. A message will display that the assignment has been assigned successfully.



D. Review Assignment Results

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, go down to "ASSIGNMENTS".

| Mc Graw Hill | PA EXAM PREP | | PA Exam Prep (Change) | | |
|--------------------|--------------|---|---|---------------------|----------------|
| • | Dashboard | Ð | Students | Questions 🛛 | Ê As |
| + | Assignments | | Enrolled in Class | Answered in 90 days | 0 Scheduled |
| | Manage Class | | Most Challenging Top | pics | |
| <u>.11</u> | Reports | | Topic Reproductive | | |
| £ | Help | | Hematologic | | |
| ¢ | Logout | | Obstetrics-Gynecology Clinical Intervention Endocrine | | |
| | | | - · · | | |

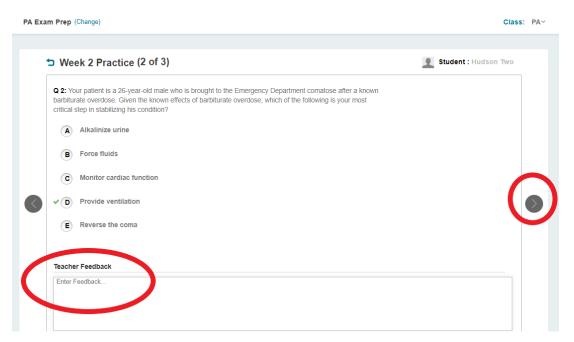
3. Once in the Assignment Status page you can see your full lists of assignments and filter by "Schedule", "In Progress" or "Done" by clicking the bars at the top of the page. To view the results of a particular completed assignment, locate the assignment on the list and click "See results".

| PA Exam Prep (Change) | Class: PA~ |
|--|------------------|
| Assignment Status 28 Total 0 Scheduled 1 In Progress 27 Done Assignments Assignments 27 Done 27 Done | + New Assignment |
| Family Medicine Quiz Done Print | See results |
| EM Quiz Done Print 2 Students 2 Squestion(s) | See results |
| Week 2 Practice Done Print | See results |
| Dec 15 Quiz Done Print 2 Students 2 Students 3 Question(s) | See results |
| Quiz 15 Done Print 1 Students ? 3 Question(s) | See results |
| PANCE Practice Done Print | Coo roquito |

4. On the Assignment Results page you can see the class average, the total points for each student, the % complete for each student and the % performance for each student. Use the table to see how each student did on each question (red indicates incorrect and green indicates correct). To give feedback to a specific student on a specific question, click on the point for the particular student.

| Ra | adReview Course (Change) | | | | | | | | | | Class | s: Democlas |
|----|--|---------------|----------|---------------------|----------------------|-------------|---|-----|------------------------------|---------------------------|--------------|-----------------------------------|
| 5 | Assignment Resu | ilts | | | | | | C | Last refres | hed : Dec 23, 20 | 19, 01:47 PM | |
| De | Demo Test 2 Nov 19 scription: Please complete the ass tal Points: 10 | signment. | | | | | | | lass Status: Due Date: No | Done v 26, 2019, 10:33 | AM | |
| | | | | | | | | - | ccessible Aft | er: Nov 19, 2019 s: | - | |
| | | | | | | | | | 0 Not Started | 0 In Progress | 2 Done | |
| Av | verage Performance: 25% | Total | % | % | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | ↓ Q8 |
| | demo001@student1 | Points 3.0 | complete | performance 30 % | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| 2 | demo001@student2 | 2.0 | 100 % | 20 % | 1.0 | 0.0 | 4 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| | | | | | indicates incorrect; | see give | c on a point to the question and student lback specific to | | | | | |

 Once you click on the point for a particular student, the question should display with the option to enter your feedback in the box below the question. Enter your feedback and click **"SAVE"**. Click the arrow on the right to see the next question in this particular student's assignment.



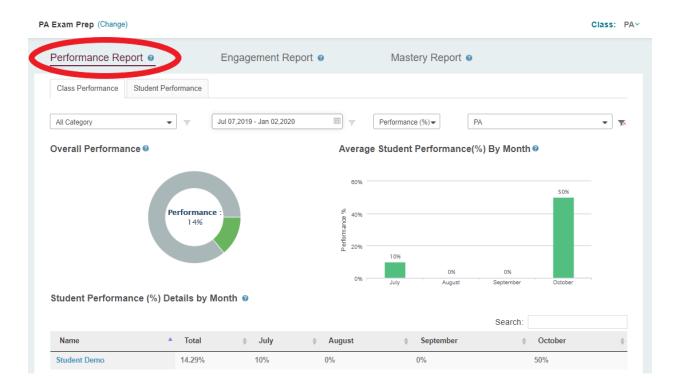
Looking at the Data: Instructor Reports

A. Performance Report

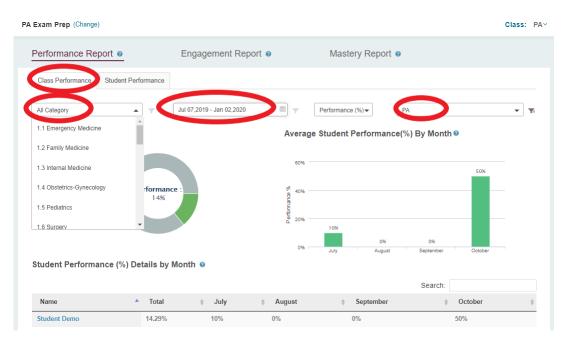
This report shows class and student performance for the selected date range. You can view your class's overall performance, as well as performance by content category and month.

You can also view individual student performance and see how each student is doing in various topic areas of the exam.

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- From the main menu on the left, go down to "REPORTS" and go to the "PERFORMANCE REPORT" tab.



3. Under **"Class Performance"** you can view overall performance, or filter by exam category, date, or class section.



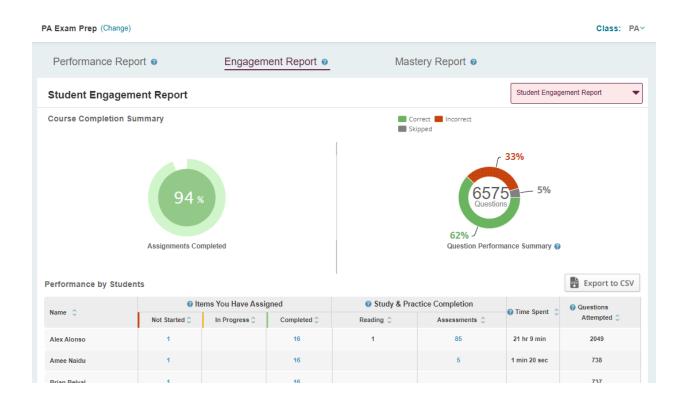
4. Under **"Student Performance"** you can view overall student performance by exam category or date, or you can filter to view a particular student.

| Performance Report | Engagement Report | | Maste | ery Report @ |) | |
|---------------------------------------|----------------------------|-------------------------|-------------|---------------|----------------|-------------|
| Class Performance Student Performance | | | | | | |
| Students | Jul 07,2019 - Jan 02,2020 | | T Perfe | ormance (%) 🖝 | | |
| Student Demo | 5 Ø | Averag | e Student i | Performance | (%) By Month Ø | |
| Hudson Two | | | | | (, _, | |
| Student Two | | 60% - | | | | 5 0% |
| Kirsten Funk | ance : | * | | | | 30,0 |
| Ja Student 14% | | 20% - 20% - 20% - | | | | |
| Jane Student | | ър ад 20% – | | | | _ |
| | | | 1 0% | 0% | 0% | |
| | | 0% - | July | August | September | October |
| Student Performance (%) Details b | y Category -All Students @ | | | | Querrah i | |
| Category | * | Total ≜ | July 🍦 | August | Search: | ≜ October ≜ |
| Applying Basic Science Concepts | | 0% | 0% | - | 0% | |
| C | | 00/ | 00/ | | 0.07 | |

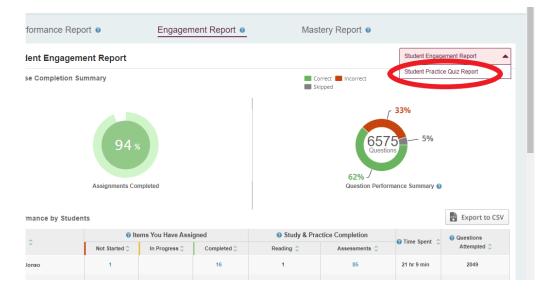
B. Engagement Report

The engagement report tracks student activities, including assignment completion, number of practice quizzes taken, and time spent. You can see an even more detailed breakdown of practice quizzes students take by clicking on the sub-report **"Student Practice Quiz Report"**.

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- From the main menu on the left, go down to "REPORTS" and go to the "ENGAGEMENT REPORT" tab.
- 3. On the main report you can view overall assignment status, number of readings and practice quizzes taken, time spent in USMLE Easy thus far, and number of questions attempted.



4. To find out more detailed information on student practice quizzes (the questions they answer on their own from the student bank) go to the dropdown at the top right of the report and click **"Student Practice Quiz Report"**.



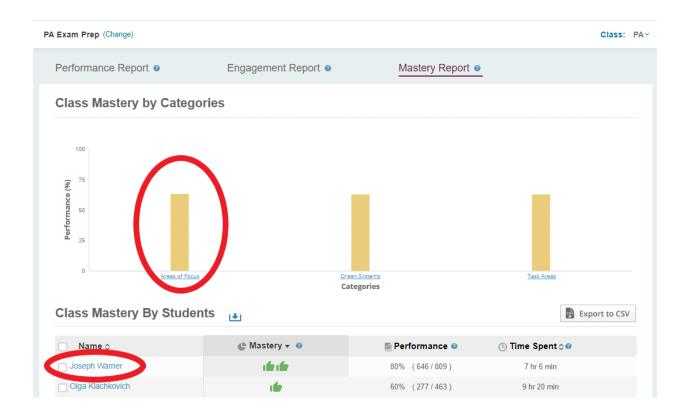
5. Once viewing the **Student Practice Quiz Report** you can see student performance and time spent on practice quizzes. This report shows student performance on their quizzes, including number of correct questions, total number of questions, and time spent taking these questions during the specified date range. This report does not include any data from assignments you have given students.

| RadReview Course (| Change) | | | | | Cla | ass: Democlass~ |
|----------------------|-------------------|-----------------|---|-------------------|-----------------|---------------------|-----------------|
| Performance Re | eport Ø | Engagement R | eport ø | Mastery Report @ | | | |
| Student Quiz Re | Dec 17,2019 | - Dec 23,2019 | | | | Student Practice Qu | iz Report 🔹 |
| | | | e quizzes refers to the quizzes stu e spent taking these questions dur | | | | |
| Student Name | Correct Questions | Partial Correct | Incorrect Questions | Skipped Questions | Total Questions | Performance | Time Spent |
| demo001@student1.com | 0 | 1 | 9 | 0 | 10 | 2.5% | 15 sec |
| | | | | | | | |

C. Mastery Report

The mastery report shows student performance by content category. You can view the report for your overall class or by individual student. "Mastery" gives you a quick visual for how the student is doing in various topic areas of the exam, while "Performance" gives you their actual percentage score.

- 1. Navigate to <u>https://www.usmle-easy.com/ls/login</u> and sign in with your instructor credentials.
- 2. From the main menu on the left, go down to "REPORTS" and go to the "MASTERY" tab.
- 3. The report defaults to showing overall class mastery by categories and by students. You can click into different exam categories on the graph to get more detailed breakdowns of mastery by exam sub-topics. You can also click on a particular student to see their specific mastery report.



4. When looking at a particular student's mastery, you can see their mastery of each exam category.

| Name | C Mastery 🕜 | Performance 🥹 | Time Spent @ | | |
|------------------------------------|-------------|-----------------|----------------|--|--|
| Joseph Warner | afte afte | 80% (646/809) | 7 hr 6 min | | |
| Areas of Focus | | Mastery @ | Performance 0 | | |
| Emergency Medicine | | ife ife | 79% (124/156) | | |
| Family Medicine | | afte after | 83% (116/140) | | |
| Internal Medicine | | ife ife | 82% (420/510) | | |
| Obstetrics-Gynecology | | 16 | 70% (44/63) | | |
| Pediatrics | | i de a de | 82% (126/154) | | |
| Surgery | | ife ife | 80% (43/54) | | |
| Organ Systems | | Mastery 😮 | Performance @ | | |
| Cardiovascular | | alle alle | 89% (110/124) | | |
| Dermatologic | | 167 | 60% (24/40) | | |
| EENT (Eyes, Ears, Nose and Throat) | | afte after | 75% (30/40) | | |
| Endocrine | | ife ife | 89% (39/44) | | |
| Gastrointestinal / Nutritional | | i de i de | 88% (92/105) | | |
| Genitourinary | | ife ife | 90% (62/69) | | |
| Hematologic | | 16 | 71% (60/85) | | |
| Infectious Diseases | | .4.4 | 83% (93/112) | | |