

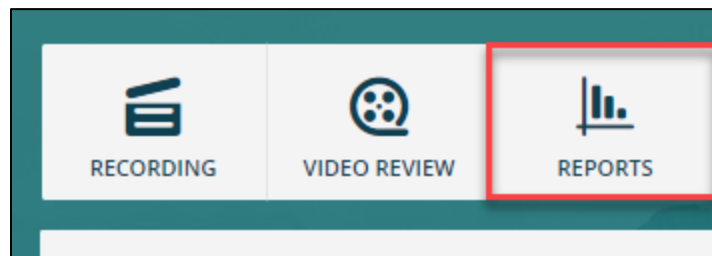


Viewing Individual Checklists

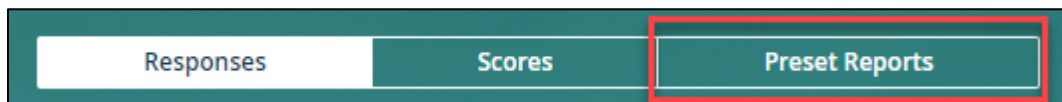
This tutorial addresses how to view comments and checklists submitted by SPs.

1. Visit <https://medicinesp-lex.mc.uky.edu/> to access CAE LearningSpace
2. Enter your email address and the initial password 1234. You will be prompted to change it when you log in. **Keep in mind that this password is for the CAE system and is NOT connected to your linkblue credentials.**

3. Click on the Reports tab on the home page after you log in:

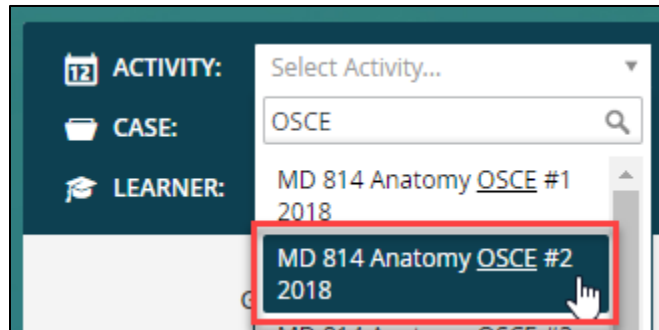


4. Select Preset Reports from the top menu:

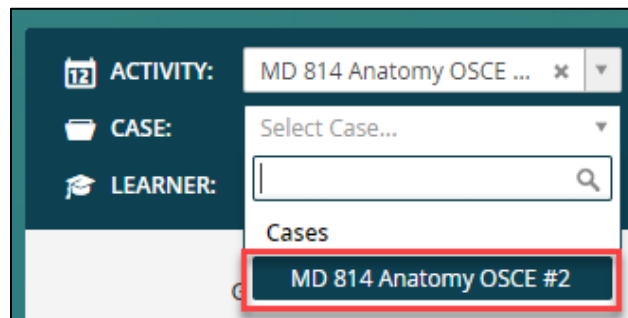


5. Select the Activity using the drop-down arrow. You may also **search for the activity** by typing the name of the activity in the activity search box. In the example, we searched for **OSCE** and the list **automatically populated** with activities listing OSCE in the title.

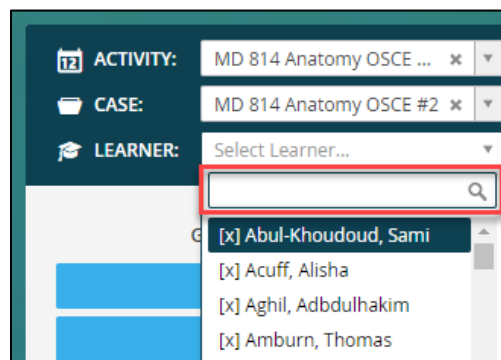
6. Click on the activity to select it:



7. Next, click the corresponding case to select it. In this example, the MD 814 OSCE has **one associated case** for students:



8. Finally, select the student in question. Much like the search for the activity, you may also **search for students** in the same manner, using the learner search box:



9. After clicking on and selecting a student's name, look at the middle individual performance column. You may now select **Individual Checklist** to view comments and checklist from the SP for that specific student:

