



College of Medicine Tutorial Series

Entering SOAP Notes

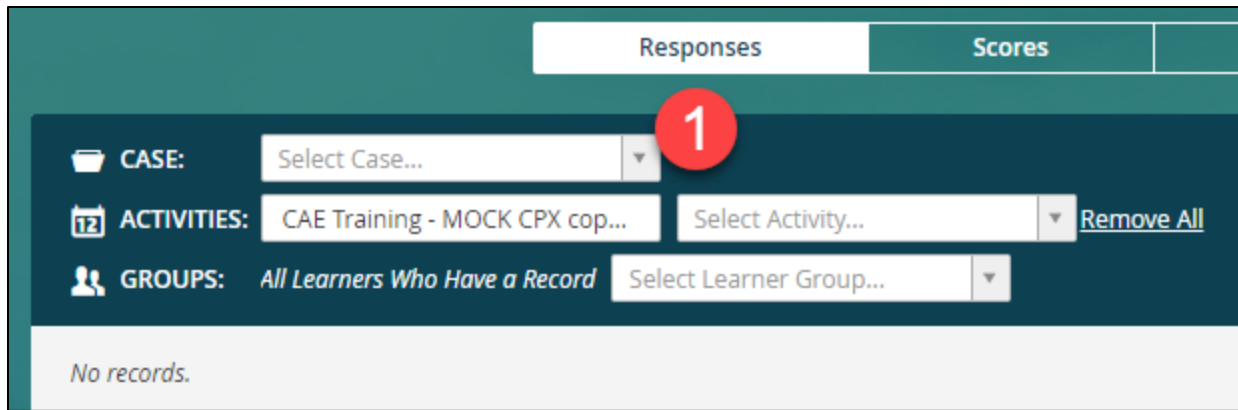
1. Visit <https://medicinesp-lex.mc.uky.edu/> to access CAE LearningSpace
2. Enter your email address and the initial password 1234. You will be prompted to change it when you log in. **Keep in mind that this password is for the CAE system and is NOT connected to your linkblue credentials.**

A screenshot of the LearningSpace Intuity login page. The page has a white background with the LearningSpace Intuity logo at the top. Below the logo, it says "Welcome" and "University of Kentucky College of Medicine". There are two input fields: the first contains the email address "meganjones@uky.edu" and the second contains four dots representing a password. Below the password field is a blue "LOGIN" button. At the bottom, there are links for "Forgot your password? | Legacy login" and "About CAE LearningSpace".

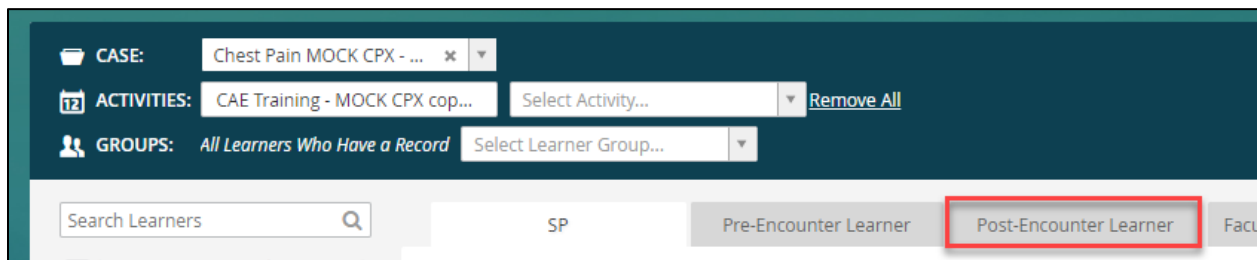
3. To access SOAP notes for an activity, click the Reports button beside the applicable activity on the home page

A screenshot of the CAE LearningSpace home page. At the top, there is a navigation bar with four icons: a film strip for "RECORDING", a video camera for "VIDEO REVIEW", a bar chart for "REPORTS", and a gear for "SYSTEM". Below this is a section titled "YOUR ACTIVITIES" with a calendar icon and the number "12". Underneath, there are two tabs: "CURRENT ACTIVITIES (6)" and "UPCOMING ACTIVITIES (1)". The "CURRENT ACTIVITIES" tab is active, showing two activity entries. The first entry is "CAE Training - MOCK CPX copy (1) CLOSED ON 06/05 11:15 AM" with a "REPORTS" button highlighted by a red box. The second entry is "CAE Training - MOCK CPX CLOSED ON 06/01 4:00 PM" with a "REPORTS" button.

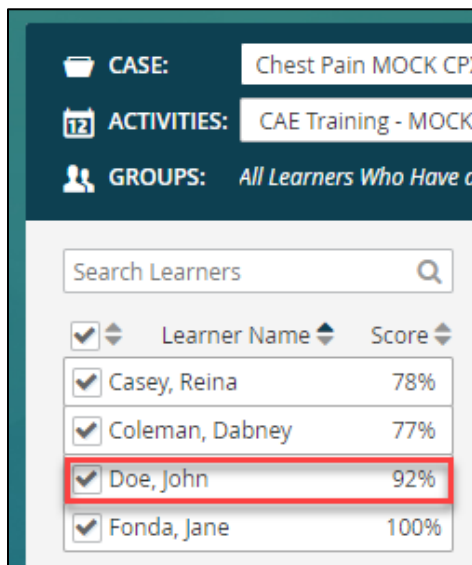
4. Once the activity screen opens, you should see options to select specific cases. Click the drop down menu to select a case to grade.



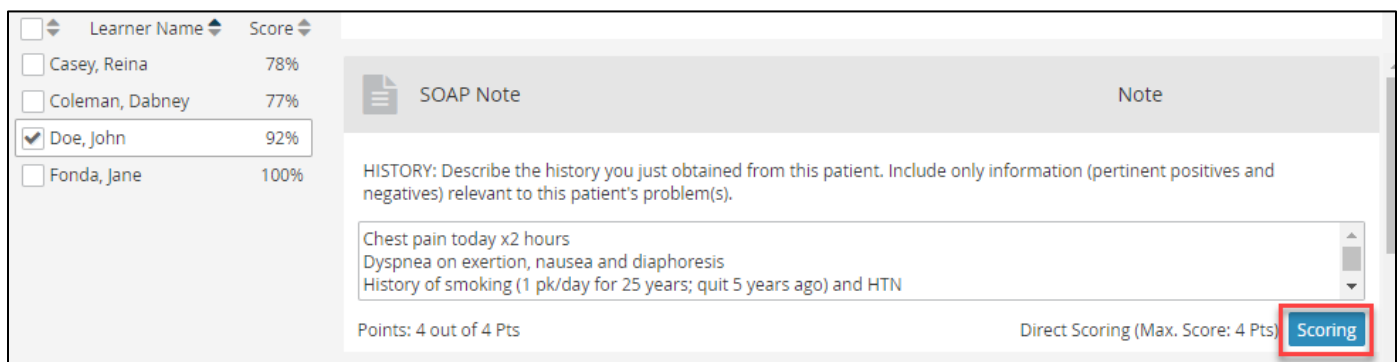
5. Select the Post-Encounter Learner tab to access student notes.



6. Select a student to view their notes and assign grades/comments.



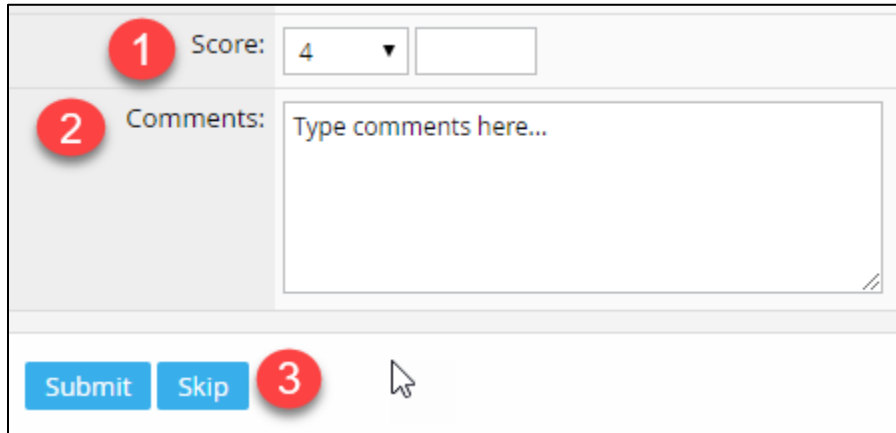
7. Once a student is selected, you can click the blue Scoring button to begin grading.



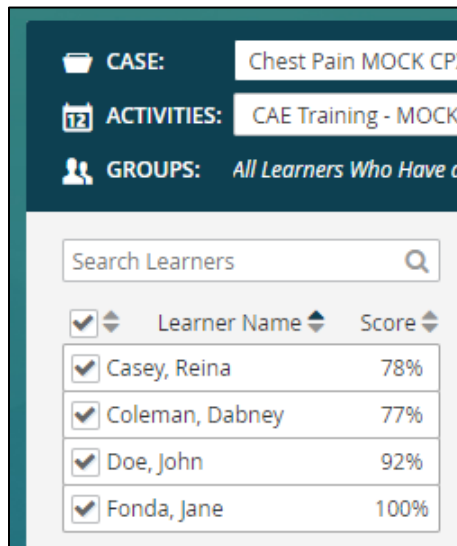
8. The Open-Ended Question Scoring screen should appear.



9. View the student's response and assign a grade (1)/enter comments(2). Click Submit to save your changes and move to the next question/response (3).



10. Continue this process to grade all responses. After finishing, you should be taken back to the student selection screen.



11. Click another student's name to view their responses and assign grades/make comments. Start at Step 7 above to repeat the process.