



**Narrated Lecture Series:
Institutional Admin
Instruction Manual**

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Log in

- Go to: <https://www.easy-lms.com/log-in/item114>
- Enter your Easy LMS username and password

(This is an institutional login credential provided to each school by SAEM. This is not your personal SAEM username and password). If you do not have an institutional login, please contact aeustests@saem.org to request access.

A screenshot of a login form within a light blue rectangular frame. At the top of the frame is a cartoon owl with large eyes. The form itself is a white rectangle with a light purple header bar containing the word 'Login' in bold. Below the header are two input fields: 'Email address *' and 'Password *', each with a horizontal line for text entry. Below these fields is a link that says 'Oh no! I forgot my password!' in a small, purple font. At the bottom of the form is a large, rounded purple button with the word 'Login' in white text.

Inviting Students

As the Institute Admin of your Group you can invite students to partake in the AEUS Narrated lecture series individually or in bulk. When inviting students, you will want to make sure you follow the standard of entering the students First and Last Name for their Username and then add their email address.

The screenshot shows the AEUS Narrated Lecture Series interface. At the top, there's a green header with the AEUS logo and navigation links: Share, Go to Academy, and Help. Below the header, the breadcrumb trail reads: Share > Groups > Chicago State University > Participants. The main content area is titled 'Chicago State University (ID: 4661)' and has tabs for Participants, Exam results, Course results, and Progress report. The 'Participants' tab is active. On the right side of the Participants tab, there is a green button labeled 'Add participants' with a dropdown arrow, which is circled in red. Below this button are four filter boxes: 'Filter by Participant username', 'Filter by Participant email', 'Filter by Access' (with a dropdown arrow), and 'Filter by Status' (with a dropdown arrow). Below the filters is a table header with columns: 'Participant username' (with a checkbox icon), 'Participant email', 'Access', 'Status', and 'Actions'. The table body shows 'No results found.'

When adding new students, you have the options of:

- Import new participants from Excel
- Add single new participant
- Add existing participants in bulk

Import new participants from Excel

For the import to work, the Excel file needs to have the following properties:

- the structure is username;email
- it needs these in the headers as well (username;email) in lowercase letters
- the file should be in the utf8 format

Download a [sample CSV file](#) that you can use!



Add single new participant

Enter a student's First and Last Name, followed by their email address.

A modal dialog box titled 'Add single new participant' with a close button (X) in the top right corner. It contains two input fields: 'Username *' with the text 'John Doe' and 'Email *' with the text 'emailaddress@domain.com'. At the bottom, there are two buttons: 'Cancel' on the left and 'Add' on the right, which is highlighted in green.

Add existing participants in bulk

This feature is used for resending and/or inviting existing students to your group

A modal dialog box titled 'Add existing participants in bulk' with a close button (X) in the top right corner. It features a large text area labeled 'Email addresses' for pasting multiple email addresses. At the bottom, there are two buttons: 'Cancel' on the left and 'Add' on the right, which is highlighted in green.



Student Management

As the Institute Admin you do have the ability to manage students' access to your group. These options include:

- Remove from group
- Resend Invitation
- Revoke Access
- Edit Participant
- Access Code

The screenshot displays the 'Participants' page for the 'Chicago State University (ID: 4661)' group. The interface includes a sidebar with 'Share' and 'Groups' options, and a top navigation bar with 'Share', 'Go to Academy', and 'Help' buttons. The main content area shows a table of participants with columns for 'Participant username', 'Participant email', 'Access', 'Status', and 'Actions'. The 'Actions' column for the first participant, 'Jermaine Peart', is circled in red, indicating the management options. The table lists 7 participants, all with 'Has access' status and 'Email sent' status. The bottom of the page shows 'Showing 1-7 out of 7'.

Participant username	Participant email	Access	Status	Actions
<input type="checkbox"/> Jermaine Peart	jpeart@saem.org	Has access	New on Nov 17, 2020, 4:56:56 AM	
<input type="checkbox"/> Hugo Paz	hpaz@saem.org	Has access	Email sent on Oct 27, 2020, 3:20:46 PM	
<input type="checkbox"/> John Landry	jlandry@saem.org	Has access	Email sent on Oct 27, 2020, 3:20:36 PM	
<input type="checkbox"/> Dan San Buenaventura	dsanbuenaventura@saem.org	Has access	Email sent on Oct 26, 2020, 4:13:44 PM	
<input type="checkbox"/> Maja Keska	mkeska@saem.org	Has access	Email sent on Oct 26, 2020, 4:19:48 PM	
<input type="checkbox"/> Michelle Aguirre	maguirre@saem.org	Has access	Email sent on Oct 26, 2020, 4:21:09 PM	
<input type="checkbox"/> George Greaves	ggreaves@saem.org	Has access	Email sent on Oct 26, 2020, 4:23:42 PM	



Remove from group

This option removes a user from your group.

Resend Invitation

This option resend invitation to those who may have misplaced their invitation email.

Revoke/Grant Access

This option terminates or grants this student's access to your group at your discretion. Note that all student data (scores, certificates, course attempts, etc.) will be lost.

Edit Participant

Allows you to edit incorrect information about a student's account.

Access Code

Shows the student's access code for accessing your group.

Managing Learning Content

From here, you can assign courses to all of your students. Do note that you cannot add or subtract courses for any specific student. Every student within the group will see all courses that you have granted access to and will not see any course that you have removed.

AEUS Narrated Lecture Series

Share Groups Chicago State University Learning content

Share Go to Academy Help

Chicago State University (ID: 4661)

Participants **Learning content** Exam results Course results Progress report

Enable learning path Add learning content

Filter by Title Filter by Type

<input type="checkbox"/>	Title	Type	Actions
<input type="checkbox"/>	AEUS Narrated Lecture: Upper Extremity Regional Blocks	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Lower Extremity Regional Blocks	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Thoracic US I	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Ocular	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Gallbladder	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Thoracic US II	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Physics	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Appendicitis	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: eFAST	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Central Venous Cannulation	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: SBO	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Pyloric Stenosis	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: RUSH	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: Peripheral IV	Course	🗑️ ⋮
<input type="checkbox"/>	AEUS Narrated Lecture: ECHO I	Course	🗑️ ⋮

Adding Learning Content

All of the learning materials have been added to your group by default. Note that you cannot create exams or courses nor edit them.

Removing Learning Content

Click the trash can icon to remove a corresponding course from the group. Note that removing a course does not permanently delete it from your access. You can add that course again by clicking the add learning content button and locating it.

The screenshot shows the AEUS interface for 'Chicago State University (ID: 4661)'. The top navigation bar includes 'Fly home', 'Share', 'Groups', 'Chicago State University', and 'Learning content'. The main content area has tabs for 'Participants', 'Learning content', 'Exam results', 'Course results', and 'Progress report'. The 'Learning content' tab is active, showing a list of courses. A red circle highlights the 'Add learning content' button in the top right corner. A blue arrow points from this button to a callout box labeled 'Add learning content'. Another red circle highlights the trash can icon in the 'Actions' column of the first course row. A blue arrow points from this icon to a callout box showing a trash can icon.


Title	Type	Actions
AEUS Narrated Lecture: Upper Extremity Regional Blocks	Course	
AEUS Narrated Lecture: Lower Extremity Regional Blocks	Course	
AEUS Narrated Lecture: Thoracic US I	Course	
AEUS Narrated Lecture: Ocular	Course	
AEUS Narrated Lecture: Gallbladder	Course	
AEUS Narrated Lecture: Thoracic US II	Course	
AEUS Narrated Lecture: Physics	Course	
AEUS Narrated Lecture: Appendicitis	Course	
AEUS Narrated Lecture: eFAST	Course	
AEUS Narrated Lecture: Central Venous Cannulation	Course	
AEUS Narrated Lecture: SBO	Course	
AEUS Narrated Lecture: Pyloric Stenosis	Course	
AEUS Narrated Lecture: RUSH	Course	
AEUS Narrated Lecture: Peripheral IV	Course	
AEUS Narrated Lecture: ECHO I	Course	



Course Results

In course results you can see the participants responses. You can analyze this data and export it into a spreadsheet. It's possible to collect User data, as well as all the answers from participants, when they started and ended the course, and how much time it took them to do so.

You can filter the results per participant, and have an overview of all their activities and their score across different Courses, or per course.

AEUS Narrated Lecture Series

Share > Groups > Chicago State University > Course results

ShareGo to AcademyHelp

Share

Groups

Chicago State University (ID: 4661)

ParticipantsLearning contentExam resultsCourse resultsProgress report

Export

From (m/d/y) ×Until (m/d/y) ×Filter by Participant FilterFilter by Title FilterFilter by FinishedFilter by StatusFilter by Certificate status

↓ Date	Participant	Title	± Finished	Status	± Certificate status	Actions
Oct 27, 2020, 3:27:04 PM	John Landry jlandry@saem.org	AEUS Narrated Lecture: Thoracic US I	✓	Failed	Failed	View
Oct 27, 2020, 3:25:50 PM	John Landry jlandry@saem.org	AEUS Narrated Lecture: Central Venous Cannulation	✓	Failed	Failed	View
Oct 27, 2020, 3:24:42 PM	John Landry jlandry@saem.org	AEUS Narrated Lecture: Peripheral IV	✓	Failed	Failed	View
Oct 27, 2020, 3:23:15 PM	John Landry jlandry@saem.org	AEUS Narrated Lecture: Upper Extremity Regional Blocks	✓	Failed	Failed	View
Oct 27, 2020, 9:00:26 AM	Dan San Buenaventura dsanbuenaventura@saem.org	AEUS Narrated Lecture: RUSH	✓	Failed	Failed	View
Oct 27, 2020, 8:59:20 AM	Dan San Buenaventura dsanbuenaventura@saem.org	AEUS Narrated Lecture: MSK	✓	Failed	Failed	View
Oct 27, 2020, 8:57:01 AM	Dan San Buenaventura dsanbuenaventura@saem.org	AEUS Narrated Lecture: MSK	✗	In progress	Not available	View
Oct 27, 2020, 8:49:21 AM	Maja Keska mkeska@saem.org	AEUS Narrated Lecture: MSK	✓	Failed	Failed	View
Oct 27, 2020, 8:48:26 AM	Maja Keska mkeska@saem.org	AEUS Narrated Lecture: Thoracic US II	✓	Failed	Failed	View
Oct 27, 2020, 8:47:34 AM	Maja Keska mkeska@saem.org	AEUS Narrated Lecture: Lower Extremity Regional Blocks	✓	Failed	Failed	View
Oct 27, 2020, 8:47:16 AM	Dan San Buenaventura dsanbuenaventura@saem.org	AEUS Narrated Lecture: SBO	✓	Failed	Failed	View



Progress Report

With the progress report, it is possible to track your students' progress in the AEUS Narrated Lecture Series. You can filter by participant and/or progress.

Sending Reminder Email

You can send a reminder email for students with a "To Do" status to complete any remaining exams they may have by clicking the "Send Reminder" button.

Generating Progress Report Spreadsheet

Clicking "Export" will download a spreadsheet view of your student's progress report.

AEUS Narrated Lecture Series
Share > Groups > Chicago State University > Progress report

Share | Go to Academy | Help

Progress report

Participants | Learning content | Exam results | Course results | **Progress report**

Filter by Participant | Filter by progress | Filter by progress | Filter by progress | Filter by progress | Filter by progress | Filter by progress | Filter by progress

Participant	AEUS Narrated Lecture: Lower Extremity Regional Blocks	AEUS Narrated Lecture: Thoracic US I	AEUS Narrated Lecture: Ocular	AEUS Narrated Lecture: Gallbladder	AEUS Narrated Lecture: Thoracic US II	AEUS Narrated Lecture: Physics	AEUS Narrated Lecture: Appendicitis
Jermaine Peart jpeart@saem.org	To do	To do	To do	To do	To do	To do	To do
Hugo Paz hpaz@saem.org	To do	To do	Completed	To do	To do	To do	To do
John Landry jlandry@saem.org	To do	Completed	To do	To do	To do	To do	To do
Dan San Buenaventura dsanbuenaventura@saem.org	Completed	To do	Completed	To do	Completed	To do	To do
Maja Keska mkeska@saem.org	Completed	Completed	Completed	Completed	Completed	To do	To do
Michelle Aguirre maguirre@saem.org	Completed	Completed	Completed	Completed	Completed	Completed	Completed
George Greaves ggreaves@saem.org	To do	To do	To do	To do	To do	To do	To do

Showing 1-7 out of 7



HelpDesk

For questions or help using the AEUS Narrated Lecture Series, please contact the SAEM office at 847-813-9823 or aeustests@saem.org. Our office hours are from 8AM to 5PM, Monday through Friday.