

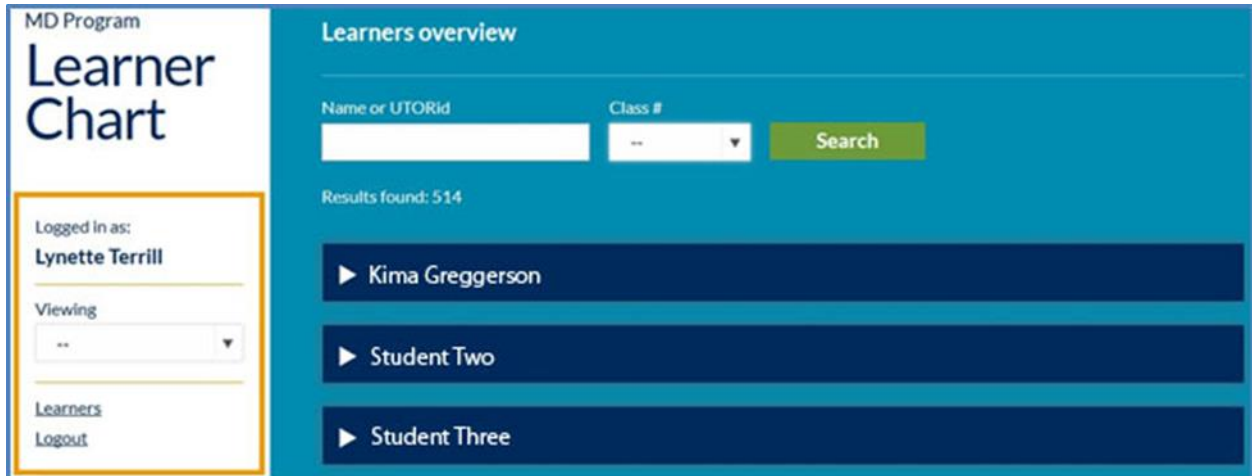
Learner Chart Guide for Academy Scholars

**Adapted from *Functional guide to the learner chart*

To access Learner Chart, navigate to learnerchart.med.utoronto.ca in any web browser.

The Learners overview

This is the view scholars and supporters will see when they first log in to the learner chart.



On this page, you may:

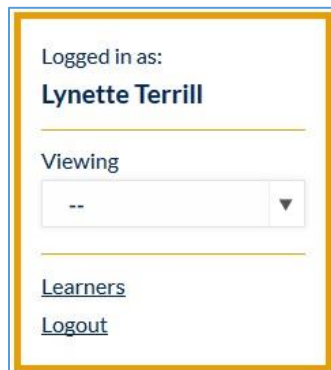
- View all learners you have been assigned. Search learners by UTORID, name, or class number.
- Select a specific learner's chart to view.

You may return to this view at any time by clicking the "Learners" option in the yellow box in the left navigation (pictured above, just above "Logout.")

Viewing learners

To view a learner in the overview, you have two options:

Select their name from the "Viewing" drop-down in the navigation box on the left (shown below) to navigate to that learner's Timeline.



Clicking the "Learners" link in this box will return you to the Learners Overview at any time.

Alternately, you may click any learner's name to view a short profile containing the learner's name, photo, graduating cohort, email address, and other information.

▼ Kima Greggerson



Class: 1T9
UTORid: qq161934
Email: kima.greggerson@mail.utoronto.ca
Assigned scholar: Daniel LeBlanckski

Data

Progress

Identifying a learner with alerts

Occasionally, a learner will have one or more alerts associated with his or her chart. As of this version of the Learner Chart, the alert conditions are as follows:

- i. **Focused learning plan:** The learner has been issued one or more focused learning plans, or there is a progress update available for a focused learning plan.

To identify a learner with alerts, look at the rightmost edge of the dark blue bar that contains the learner's name. If there are alerts for this learner, you will see the number of alerts followed by "alert(s)," as shown below.



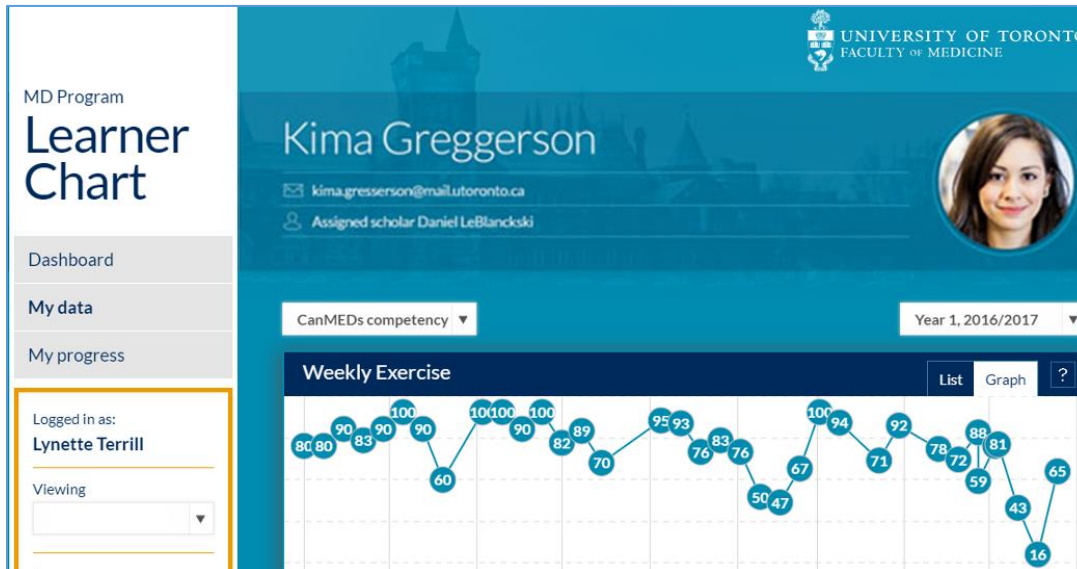
This number of alerts will increment each time a new alert is generated throughout the academic year; when the academic year transitions, this number will also be reset.

Expanding the student's short record will show the date of the alert, along with the type of alert and a link to view the alert's details.

Alerts		
2017-08-17	New focused learning plan file uploaded	View files

Navigation

An individual Learner Chart is a condensed record of a specific learner's activities as they relate to the Foundations curriculum. Each learner may view only their own Learner Chart; access for other individuals at the MD Program is regulated via Grouper.



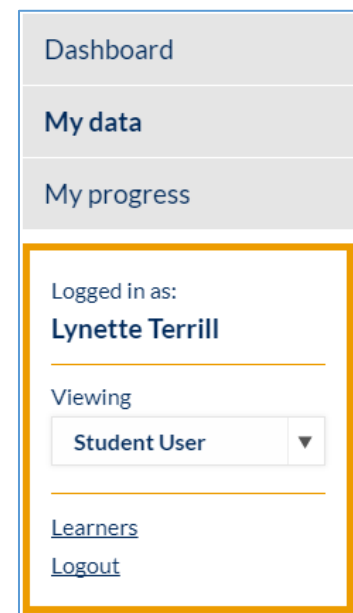
The Learner Chart has two primary sub-sections, each detailed below – but first, let's look at some elements of the interface that will be consistent throughout.

The Left Navigation

This contains links to all three sections of the Learner Chart – and, for scholars, the option to switch between learners as desired.

Things to note:

- i. The name of the section you are currently viewing is displayed in **bold**.
- ii. All section titles are contextual to the learner you are viewing – that is, “My progress” will display content related to the learner you are viewing. Selecting a different learner's chart and viewing the “My progress” section will show different information.
- iii. You may log out at any time by clicking the “Logout” link at the bottom of the gold box containing scholar/supporter options.
- iv. You may return to the Learners Overview at any time by clicking “Learners,” just above the “Logout” link.
- v. If you return to the Learners Overview, the “Viewing” drop-down will continue to display the most recently-viewed learner until you select a new one.



Dashboard

Function Description: The Dashboard serves as the “landing page” for learners when they log into their Learner Chart, and logs activity that has taken place within the last thirty days.

The screenshot shows the 'Learner Chart' dashboard for a 'Student User'. The user is logged in as 'Lynette Terrill' and is viewing the 'Student User' profile. The dashboard displays a 'Recent activity' table with the following data:

Activity type	Date	Description	
Mastery exercise	2017-08-30	Test Assessment	View results
Progress Test	2017-08-25	Progress Test - TEST Aug 24	View results
Weekly exercise	2017-08-25	Test Assessment	View results
Bell ringer	2017-08-25	Test Assessment	View results

On this page, you may:

- View a list of recent updates to a learner’s Learner Chart
- Get a learner’s contact information

Each time a Learner Chart is updated with new activity, a new alert will appear on the learner’s Dashboard, and an email will be sent to the address on file for that learner. The Dashboard alert contains:

- The type of activity (e.g. “Mastery exercise”)
- The name of the activity (e.g. “Anatomy bell ringer”)
- The date the activity was posted to the Learner Chart
- A button that links to the activity in the appropriate section of the Learner Chart

Please note that in many cases the date an activity is posted to the Learner Chart will not be the same date the activity took place.

Alerts on the Dashboard will be removed when:

- An activity is removed from the Learner Chart (e.g. if an approved progress review is unlocked in OASES, its source system)
- It has been more than 30 days since the activity was posted to the Learner Chart.

My data

Function Description: The “My data” page is a chronological display of a learner’s activities in a given academic year.

The screenshot shows the 'My data' page for a 'Student User' in the MD Program. The page is titled 'Learner Chart' and shows the user is logged in as 'Lynette Terrill'. The main content area displays 'Student User' information, including the assigned scholar 'Will Ryker'. Below this, there are filters for 'CanMEDs competency' and 'Year 1, 2016/2017'. The main content is divided into sections for 'Weekly Exercise' and 'Mastery Exercise'. The 'Weekly Exercise' section shows two 'Test Assessment' entries, both with a score of 33% and a 'Go to Examssoft' button. The 'Mastery Exercise' section is currently empty.

On this page, you may:

- Get an overview of a learner’s progress in the Foundations curriculum
- View a learner’s performance in relation to others in their cohort
- Review trends in a learner’s performance

The “My data” page groups a learner’s activities into one of the following types:

Activity Type	Includes	Source
Weekly exercises	Weekly exercises	Examsoft
Mastery exercises	Mastery exercises	Examsoft
Bell ringers	Anatomy bell ringers	Examsoft
Evaluation forms	e.g. Clinical encounter cards, professionalism forms, learner contributions, case reports	MedSIS
Assignments	e.g. Portfolio submissions, reflections	OASES
OSCEs	OSCEs	Paper-based assessment
Progress tests	Progress tests	Paper-based assessment

Each activity type is shown in a separate panel. By default, each panel shows the current academic year’s activities for each learner. The earliest activities appear on the left, with later activities appearing on the right.

My progress

Function Description: This section of the Learner Chart supports the progress review between a learner and their academy scholars.

The screenshot shows the MD Program Learner Chart interface. On the left is a navigation menu with 'My progress' selected. The main area displays the user's name 'Student User' and 'Assigned scholar: Will Ryker'. Below this is a section for 'Progress review reports' with a 'Year of study' dropdown and a message 'No documents found.'.

On this page, scholars may:

- Review a list of progress review reports as approved in OASES.
- Download and review existing progress review reports and supporting documents.
- Download and review focused learning plans.

Progress review reports

The screenshot shows a table of progress review reports. The first entry is 'Year 1 test' from 2017-08-10. The second entry is 'Test PR for case 437' from 2017-08-31, which is expanded to show feedback from Will Ryker. The feedback text includes a note about a shorter piece of feedback and a test feedback for Sara Connor.

Year of study	Report Title	Date	Action
Year 1, 2016/2017	▶ Year 1 test	2017-08-10	Download file
Year 1, 2016/2017	▼ Test PR for case 437	2017-08-31	Download file

Will Ryker
Feedback:
This shorter piece of feedback for 437 was submitted on the second file, and should appear at the end of the feedback trail.

Will Ryker
Feedback:
Test feedback for Sara Connor on assignment testing case 437.
Here's **some bold text** and *some italicized text*.

The “progress review reports” table contains a list of all progress reviews that have been conducted via OASES, one per row. Each row will contain the following information:

- **Title:** The name of the file, including its extension.
- **Year of study:** The combination of year of study and academic year associated with the progress review in question.
- **Date:** The date the progress review occurred.
- **“Download file”:** Clicking this will download the final-approved file associated with this progress review.

When expanded, each progress review will also show feedback associated with the progress review in question. (As the image above suggests, this feedback will include feedback for all versions of the progress review, not just the final approved version.)

You may sort these progress reviews by clicking the blue triangle in the “Year of Study” column. To sort in the opposite direction, simply click the column header again, and the arrow will change orientation to reflect the direction of sorting.

If you do not see a progress review you expect to see in this section, please verify that it is final approved and that all criteria in the assignment’s settings in OASES required for export have been met.

Focused learning plans

This section of “My progress” is for one particular type of document: the focused learning plan. These are typically developed for individual students with the guidance of a course director, component director, Foundations director, or some combination of the above to guide improvement in targeted areas.

Note: This portion of the Learner Chart is read-only to any user without administrative permissions. If a learner or scholar reviews a chart that contains one or more focused learning plans, the interface will look more like the image below.

Focused learning plans					Filter	All CanMEDs competencies ▼	?
Title ▼	Activity type ▼	Year of study ▼	Date ▼	Competency			
Learner Chart_V3b.pdf	Focused learning plan	Year 1, 2017/2018	2017-09-12 11:31 am	Leader			

Appendix A: Learner chart feeder systems

Interactions with other systems

System	Sends to the Learner Chart
CPLAN	<ul style="list-style-type: none">- XIDs- XID relationships
OASES	<ul style="list-style-type: none">- Assignment information (dates, titles, etc) and scores- XIDs mapped to assignments- Focused learning plans
Examsoft	<ul style="list-style-type: none">- Assessment information (dates, titles, attendance, etc) and scores- XIDs mapped to assessments
MedSIS	<ul style="list-style-type: none">- Learner information (profile pictures, ID, names, etc)- Evaluation information (dates, titles, etc) and scores- XIDs mapped to evaluations
Grouper	<ul style="list-style-type: none">- Permissions to view Learner Chart information