



PrepforRes

Administrator

Handbook

Last Updated August 2019

All of the information found within this booklet is essential to operating and understanding uWISE for administrators. Please read this booklet in its entirety before accessing uWISE and/or sending the link to students.

THIS DOCUMENT IS NOT TO BE GIVEN TO STUDENTS.

A second document is available, specifically for student FAQs.

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(CLICK EACH TITLE BELOW TO BE TAKEN DIRECTLY TO TOPIC)

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YOU MAY CLICK ANY CROSS REFERENCE (**THAT LOOKS LIKE THIS**) FOUND WITHIN THIS HANDBOOK TO BE TAKEN DIRECTLY TO THAT SECTION

DO NOT USE ANY OTHER FUNCTION IN THE PORTAL THAT IS NOT LAID OUT IN THIS HANDBOOK.

APGO POLICY ON USE OF COPYRIGHT MATERIAL

APGO PREPARATION FOR RESIDENCY KNOWLEDGE ASSESSMENT TOOL (PrepforRes)

The PrepforRes quizzes may not be used to create specialized tests within an institution. The PrepforRes questions and/or quizzes may not be printed, copied, altered or utilized in any way other than in their present online format.

AT A GLANCE: IMPORTANT INFORMATION

- Your subscription allows for up to **15 USERS** for PrepforRes (more if you have purchased additional users).
 - * *At the beginning of each renewal, you will need to delete the users who no longer need access to allow room for new users throughout the year long subscription period.*
- Please launch PrepforRes via the link **EVERY TIME** you utilize it. You can **NOT** bookmark this link.
 - * *PrepforRes is not housed on apgo.org.*
- **ONLY APGO CAN GRANT SOMEONE ADMIN RIGHTS.** Please contact Christy Carr at ccarr@apgo.org if you need additional administrators added to your account.
 - * *While you may have as many admins as you wish, this goes against your user count. Also, we ask that administrators and faculty not log in to PrepforRes for review, as it skews our statistic.*
- Do **NOT** host your unique PrepforRes link anywhere on the web unless it is password protected. Otherwise, anyone can do a Google search, find your document/link/etc and access your PrepforRes subscription *which will then go against your user allotment.*

PrepforRes VALUE

- For faculty, PrepforRes allows on-demand access to help identify weak areas in the curriculum by Milestone.
- The APGO Preparation for Ob-Gyn Residency Knowledge Assessment Tool (PrepforRes) is an interactive, web-based examination to measure the didactic knowledge of incoming ob-gyn interns based on the ACGME level 1 milestones. Institutions have also been using this tool for their boot camp/residency preparation.

INSTRUCTIONS, TIPS AND TRICKS

LINK INFORMATION & INCOMING STUDENTS/INTERNS ACCESS

You will send your institution's unique PrepforRes link to your incoming students/interns. (SEE SAMPLE EMAIL TEMPLATES TO SEND TO STUDENTS)

- **YOU DO NOT NEED TO REGISTER THE STUDENTS/INTERNS BEFOREHAND**; they will be auto-populated into your User Tab in your Admin Portal when they register.
 - * *APGO has to pay for each user including duplicates. Please stress that students do not need to re-register each time they launch the PrepforRes link, they just need to click the Sign In link.*
 - * If the student/intern has had a previous uWISE log in that is not granting them access to PrepforRes, please contact Christy Carr at ccarr@apgo.org, to have them added to your PrepforRes portal.
- Each person using PrepforRes needs their own separate profile and log in credentials.
- Do NOT host your unique PrepforRes link anywhere on the web unless it is password protected. Otherwise, anyone can do a Google search, find your document/link/etc. and access your PrepforRes subscription which will then go against your user allotment.

PLEASE NOTE: *PrepforRes is NOT located on APGO.org*

IMPORTANT CREDENTIALS & FORGOT PASSWORD

- When students/interns sign up via the personalized link provided to them by the PrepforRes Administrator, please ensure that they use their **SCHOOL EMAIL ADDRESS** for **BOTH** the username **AND** the email.
- If a student forgets their password and attempts to reset it via the forgot password link, please note that the system asks for the student's **USERNAME, NOT EMAIL**. If they signed up with the correct credentials, using their school email address for both fields, then this will not be an issue.
 - * *If they are not receiving an email from the system after submitting 'forgot password' form, it is because they entered the wrong username and/or email address in the username field.*
- If they did all of the above correctly but still cannot log in, a manual override is needed. Please contact Christy Carr at ccarr@apgo.org for a password reset or call the office at 410-251-9560. The students/interns' full name, email and institution must be provided.

PLEASE NOTE: *An allowance of up to **two business days** is required for a manual override. They will receive an email from APGO when their account is updated. Access to PrepforRes will not be possible until this email is received.*

ADMINISTRATIVE INFORMATION

- Only APGO can add someone back into a portal after being removed. Please contact Christy Carr at ccarr@apgo.org if you a student needs to be re-added to your portal.
- Only APGO can grant someone Admin rights. Please contact Christy Carr at ccarr@apgo.org if you need additional administrators on your account.

PLEASE NOTE: *while you may have as many admins as you wish, this goes against your user count. We ask that admins and faculty not log in to PrepforRes to review the tests/quizzes/assessment as it skews our statistics.*

USER LIMITS & MAKING ROOM FOR INCOMING STUDENTS/INTERNS

With this platform, you are allotted **15 USERS** (more if you have purchased additional users). You will need to delete the users who no longer require access to allow room for new users throughout the year-long subscription period. To do so, follow instructions below:

To remove students from the PrepforRes portal:

*** ONLY REMOVE STUDENTS/INTERNS THIS WAY. DO NOT REMOVE THEM FROM ANY OTHER SPOT ON YOUR ADMIN PORTAL**

1. Log in to your PrepforRes Portal
 - *Please launch and use the PrepforRes link every time you utilize PrepforRes.*
 - *You can NOT bookmark this link; you must launch and use this link every time you access PrepforRes.*
2. Admin Tab – Click on Edit
3. Users Tab
4. Remove old students/interns

PLEASE NOTE: *Only APGO can add someone back into a portal after being removed. Please contact Christy Carr at ccarr@apgo.org if you need a student re-added to your portal.*

GRADES/TRANSCRIPTS/REPORTS

STUDENT'S ACCESS TO TEST/QUIZ RESULTS & REPORTS

At renewal, PrepforRes will reset and your students/interns will lose their progress within the testing module; however, they can still track their progress with the steps listed below.

STUDENTS/INTERNS' TEST RESULTS

Students may view their test progress and results by clicking:

1. My Learning
2. Grades
3. Test Details under PrepforRes

ADMIN ACCESS TO TEST REPORTS

There is no option to pull the user's PrepforRes Analysis as an admin. This platform does allow the user to pull their own results.

Users will receive instructions at the completion of their Assessment on how to forward their results to you.

FOR USERS WHO HAVE YET TO TAKE THE TEST:

When a user finishes the test, they are taken to a page with a summary of the results. On the bottom of the site, there is a button that says "Analysis." If they click on it, they will have the results of how many they got right in each category. At that point, they can click "file," "save as" and save the page as HTML only. Then, they can email that file to you, and you will be able to open it and see those results.

FOR USERS WHO HAVE ALREADY TAKEN THE TEST:

If users log into their account, click on "My learning," and then click "launch" under PrepforRes, they will be taken to a page that shows their completed attempts. If they click on their score, they come to the page that has both the summary and analysis buttons on the bottom. Again, at that point, they can save the page as HTML only and email the file to you.

OR

If they log into their account, click on My Learning > Grades > Test Details under PrepforRes, it will bring them to a page that shows their completed attempts. If they click on details, it will show *them* what percentage they got right per category. At the bottom of the page, it will show if they got the answer right or wrong. They can then export an Excel spreadsheet or PDF to send to you.

TEST/QUIZ REQUIRED PASSING SCORE

APGO has set PrepforRes's passing score at **70%**. You may require students to pass with a higher score as you see fit. The system will take the first passing score of 70% or higher and close the test out; however, students/interns may take the test as many times as they wish by clicking **REVIEW TEST**, even if the test has been closed out.

TEST/QUIZ KEY

The key for student's progress is as follows:

STARTED = They have started the quiz or test.

INCOMPLETE = They have completed the quiz or test but did not pass with a 70% or higher.

COMPLETE = They have completed the quiz or test and passed with a 70% or higher.

SAMPLE EMAIL TEMPLATES TO SEND TO STUDENTS/INTERNS

Below is a sample email that can be customized and sent to each of the students/interns; please input the highlighted before sending.

KEY (INPUT BEFORE SENDING): **Fill out via institution standards** – **Your Personalized PrepforRes link**

PrepforRes LINK:

This link will take you to a page where you will create your log in credentials. You must use your school email address as your user name and email on file so that we can manage your individual subscription. **It is imperative that you do not share your log in credentials with anyone else.** These credentials are connected to your personal scores which will be displayed on your portal page and by sharing your log in you will also be breaking the copyright and use guidelines for this resource. Once you set up a log in you will have access to this resource.

Please **launch** and use the PrepforRes link **every time you utilize PrepforRes**. You can NOT bookmark this link; you must launch and use this link every time you access PrepforRes. PrepforRes is not housed on **apgo.org**.

After you take the APGO Preparation for Residency Knowledge Assessment Tool, click on My Learning > Grades > Test Details under Prep for Res in your portal. This will bring you to a page that shows your completed attempts. Click on details and it will show you what percentage you got right per category. Please export into PDF to send to **XXX**.

For additional information and FAQ's regarding PrepforRes, please read the [PrepforRes User Handbook](#).

We hope you find value in this useful resource, which is provided to you free of charge. Please contact me if you have any questions.

Sincerely,

PrepforRes ADMINISTRATOR