



uWISE

*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.

uWISE & ITS VALUE

The APGO Undergraduate Web-Based Interactive Self-Evaluation (uWISE) is an approximately 600-question, interactive self-exam designed to help medical students acquire the necessary basic knowledge in obstetrics and gynecology. Students find this resource to be an extremely valuable study tool, since it allows them to gain feedback on each of the questions as they move throughout the various exams. Students will have a personal subscription to this tool, through their institution, during their ob-gyn clerkship rotation.

- For students, this resource is used as a self-assessment, both prior to and after a didactic session on a specific topic. It can be used as practice questions prior to the shelf or department exam, Step II USMLE CK exam and/or for an increased knowledge base through the feedback provided.
- For faculty, uWISE allows on-demand access to reports to help identify weak areas in the curriculum by topic.

APGO POLICY ON USE OF COPYRIGHT MATERIAL

APGO UNDERGRADUATE WEB-BASED INTERACTIVE SELF-EVALUATION (uWISE)

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

APGO STUDENT MEDICAL OBJECTIVES

- [APGO Medical Student Educational Objectives, 10th Edition for Students](#) - Includes Teaching Cases for Students and Videos.
- [10th Edition Medical Student Educational Objectives for Faculty \(Member Benefit\)](#) - Includes Faculty Teaching Cases, Videos and Curriculum Builder. You need to have an individual membership, be the Chair under a Department Membership or be the designated Clerkship Coordinator under a Department Membership to access.

uWISE SAMPLE QUIZ

We have a [Sample uWISE Quiz](#) available. *APGO uWISE Sample Quiz Login Credentials:*

USER NAME: apgouwise@apgo.org

PASSWORD: apgouwise

AT A GLANCE: IMPORTANT INFORMATION

Vital information for operating and utilizing uWISE is located throughout this handbook; however, for your convenience we have noted the most important information, repeated throughout this handbook,, below. To be taken directly to the topic, click the red wording found in the parentheses:

- When purchasing uWISE you will also receive a subscription to the APGO PrepforRes exam. We have separated the two exams into two different links for institutes that utilize both, in order to better control the number of users for each exam. *There is a second instructional booklet specifically for PrepForRes.*
- Your subscription allows for up to **125 USERS** (more if you have purchased additional users).
 - * *At the beginning of each renewal, you will need to delete the users who no longer require access in order to allow room for new users throughout the year-long subscription period. (SEE USER LIMITS & MAKING ROOM FOR INCOMING STUDENTS)*
- Please launch uWISE via the link **EVERY TIME** you utilize it. You can **NOT** bookmark this link; you must launch and use it every time you access uWISE.
 - * *uWISE is not housed on apgo.org. (SEE LINK INFORMATION & NEW/INCOMING STUDENT'S ACCESS)*
- 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. We ask that administrators and faculty not log in to uWISE to review the tests/quizzes, as it skews our statistics. (SEE ADMINISTRATIVE)*
- At renewal, uWISE will reset and your students will lose their progress within the testing module. *They can still track their progress under **MY LEARNING > GRADES**.* They also would have received email confirmation at the end of each completed quiz or test.
- Do **NOT** host your unique uWISE 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 uWISE subscription *which will then go against your user allotment.*
- It is imperative that you do not share your log in credentials with anyone else. These credentials are connected to your personal account and *by sharing your log in you will also be breaking the copyright and use guidelines for this resource (SEE APGO POLICY ON USE OF COPYRIGHT MATERIAL)*
- APGO has set the passing score at **70%** for quizzes, tests, and assessments. The system will take the first passing score of 70% or higher and close the quiz, test or assessment out; *however, the students may take the test or quiz as many times as they wish by clicking **REVIEW TEST**.*

INSTRUCTIONS, TIPS AND TRICKS

LINK INFORMATION & NEW/INCOMING STUDENT'S ACCESS

- * *You will send your institutions unique uWISE link to your incoming students. (SEE SAMPLE EMAIL TEMPLATE TO SEND TO STUDENTS)*
- o **YOU DO NOT NEED TO REGISTER THE STUDENTS 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 uWISE link, they just need to click the Sign In link.*
- o Each person using uWISE needs their own separate profile and log in credentials.
- o Do NOT host your unique uWISE 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 uWISE subscription which will then go against your user allotment.

PLEASE NOTE: *uWISE is NOT located on apgo.org.*

LOG IN CREDENTIALS & FORGOT PASSWORD

- o When students sign up via the personalized link provided to them by the uWISE Administrator, it is imperative that they use their **SCHOOL EMAIL ADDRESS** for **BOTH** the username **AND** the email. Please stress this detail to the students.
- o 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.*
- o 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 student's 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 uWISE will not be possible until this email is received.*

ADMINISTRATIVE USERS & RIGHTS

While uWISE administrative users have access to many functions, some can be done only by APGO and should not be attempted by an admin user, including but not limited to:

- A student/admin user that has been removed from the portal and needs to gain access again. Only APGO can re-add a user to the portal.
- A new uWISE Administrator that needs admin rights granted to them. Only APGO can grant admin rights to a user.

* Please contact Christy Carr at ccarr@apgo.org or at the office by calling 410-451-9560 if any of these apply to you.

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 uWISE to review the tests/quizzes/assessment as it skews our statistics.

USER LIMITS & MAKING ROOM FOR INCOMING STUDENTS

With this platform, you are allotted **125 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 the instructions below:

To remove students from the uWISE portal:

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

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

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

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.

TEST/QUIZ REQUIRED PASSING SCORE

APGO has set uWISE's passing score at **70%** for Quizzes and Tests. While you may require students to pass with a higher score, the system will take the first passing score of 70% or higher and close the quiz or test out; however, *students may take the quiz or test as many times as they wish by clicking [REVIEW TEST](#)*, even if the test has been closed out.

STUDENT'S ACCESS TO TEST/QUIZ RESULTS & REPORTS

At renewal, uWISE will reset and your students will lose their progress within the testing module; however, they can always track their progress using the steps below:

STUDENT'S TEST/QUIZ RESULTS

Students may view their test/quiz progress and results by clicking:

1. My Learning
2. Grades

PLEASE NOTE: *Students also receive a summary and confirmation email at the end of each completed test or quiz that they can forward to you.*

STUDENT'S TRANSCRIPT REPORT

Students can pull their own Transcript Report to send to you. We recommend that students download this report at the end of their clerkship rotation and save it for historical purposes. ***They may not be able to access their results once their rotation is over and they are removed from the portal.***

Students may access their Transcript Report by clicking:

1. My Learning
2. Grades
3. "Click Here for Your Transcript"

STUDENT'S TEST ATTEMPT NUMBER/SCORE PER ATTEMPT

As an Admin, you cannot see how many times a student has taken a test or quiz in their attempt to pass, nor their score per attempt, but you may request that the student send you the information with the following steps:

Students may access their test/quiz attempts by clicking:

1. From their uWISE portal
2. My Learning
3. Grades
4. Test Details
5. Test Attempts
6. Have them Screenshot and send

PLEASE NOTE: *Students also receive a summary and confirmation email at the end of each completed test or quiz that they can forward to you.*

ADMIN ACCESS TO TEST/QUIZ REPORTS

uWISE Administrators can view students test scores by creating a report. *We recommend that you run a report after each rotation and renewal to save for historical purposes, as this information will not be available once students are removed from the portal after their rotation ends.* To do so, follow the instructions listed below:

TEST SCORE BY GROUP REPORT:

1. Log in to your uWISE Portal (*Please launch and use the uWISE link every time you utilize uWISE*)
2. Admin Tab – Click on Edit
3. Reports Tab
4. Test Score By Group Report
5. Select Date Range (You will need to select the date the student **STARTED** uWISE through **COMPLETION DATE**)
6. Select Tests
7. Select Learners (Students)
8. An Excel spreadsheet will be generated that you can manipulate as you see fit

PLEASE NOTE: *This creates a report by TEST/QUIZ*

ENROLLMENTS BY GROUP REPORT:

1. Log in to your uWISE Portal (*Please launch and use the uWISE link every time you utilize uWISE*)
2. Admin Tab – Click on Edit
3. Reports Tab
4. Enrollments By Group Report
5. Select Date Range (You will need to select the date the student **STARTED** uWISE through **COMPLETION DATE**)
6. Select Learners (Students)
7. An Excel spreadsheet will be generated that you can manipulate as you see fit

PLEASE NOTE: *This creates a report by USER*

SAMPLE EMAIL TEMPLATE TO SEND TO STUDENTS

Below is a sample email that can be customized and sent to each of the students in your clerkship at the beginning of each rotation; please input the highlighted before sending.

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

Dear Ob-Gyn Clerkship Student:

Our institution has an active subscription to the APGO uWISE self-assessment tool which provides you with a personal subscription during your ob-gyn clerkship rotation. The APGO Undergraduate Web-Based Interactive Self-Evaluation (uWISE) is an approximately 600-question interactive self-exam designed to help medical students acquire the necessary basic knowledge in obstetrics and gynecology. Students find this resource to be an extremely valuable study tool since it allows you to gain feedback on each of the questions as you move through the various exams.

The link below 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 until you have completed the clerkship and taken the shelf exam, approximately **XX** weeks. Please note: You do not need to re-register each time you launch the uWISE link, simply click the Sign In link.

We recommend you use this resource throughout your ob-gyn clerkship rotation as a supplement to classroom activities and as a study tool.

Fill in additional Institutional information here

[uWISE Link:](#)

PLEASE NOTE: You must launch and use the uWISE link provided to you by your uWISE Administrator EVERY TIME you utilize uWISE. You can **NOT** bookmark, save or refresh this link. **uWISE IS NOT HOUSED ON APGO.ORG.**

At the end of your Clerkship rotation, we recommend you download your Transcripts Report (*My Learning > Grades > Click here for your transcript*) and save for historical purposes *this information will not be available once your rotation is over*. Please forward a copy of your Transcript Report to your [Clerkship Director or Administrator](#) at the end of your rotation as well.

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

We hope you enjoy this valuable resource that is being provided to you free of charge. Please contact me if you have any questions.

Sincerely,

[Clerkship Director or Administrator](#)