



uWISE

Student

Handbook

Last Updated August 2019

This booklet contains vital information and answers to frequently asked questions. Please read in its entirety before accessing uWISE.

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

TABLE OF CONTENTS

APGO POLICY ON COPYRIGHT MATERIAL	1
APGO MEDICAL STUDENT OBJECTIVES	1
WHAT IS uWISE?	2
HOW DO I ACCESS THE uWISE QUESTION BANK?	2
HOW DO I SIGN UP AND LOG IN TO uWISE?	2
ACCESSING uWISE FOR THE FIRST TIME & CREATING YOUR ACCOUNT	2
ACCESSING uWISE; RETURNING USER	3
WHY CAN'T I SEE AN OPTION FOR CREATING A NEW ACCOUNT?.....	3
WHAT DO I DO IF I CREATED MULTIPLE ACCOUNTS?.....	3
I CANNOT LOG IN TO uWISE (RETURNING USER).....	4
HOW DO I RESET MY PASSWORD?	4
WHY AM I NOT RECEIVING THE PASSWORD RESET LINK I REQUESTED?	4
HOW DO I ACCESS MY QUIZ RESULTS & SEND THEM TO MY INSTRUCTOR?.....	6
OPTIONS TO VIEW YOUR GRADES AND TRANSCRIPTS ARE AS FOLLOWS:	6
HOW DO I ACCESS THE NUMBER OF TIMES I HAVE TAKEN A QUIZ?	6
TO SEND RESULTS TO uWISE ADMINISTRATOR:	6
HOW DO I RETAKE A FAILED TEST OR QUIZ?	7
MY PROGRESS HAS DISAPPEARED FROM THE PORTAL! WHAT DO I DO?.....	7

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.

GENERAL POLICIES

APGO POLICY ON COPYRIGHT MATERIAL

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 MEDICAL STUDENT OBJECTIVES

uWISE is a collection of questions formed to test the student's knowledge on specific competencies. The questions are all based on the APGO Medical Student Objectives, listed below.

[APGO Medical Student Educational Objectives, 10th Edition for Students](#) - Includes Teaching Cases and videos for students.

FAQ

WHAT IS uWISE?

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. You will have a personal subscription to this tool, through your institution, during your ob-gyn clerkship rotation.

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.

HOW DO I ACCESS THE uWISE QUESTION BANK?

Your uWISE Administrator will send you instructions with your institution's unique uWISE link at the beginning of your clerkship. You **MUST** use this link **EACH TIME** you wish to access the questions by either clicking it directly or by copy and pasting it into your browser. You **CANNOT** bookmark, save or refresh the link/page.

- * If you have not received a link or have forgotten/lost it, please contact your uWISE Administrator; **APGO WILL NOT PROVIDE THIS LINK TO STUDENTS.**

PLEASE NOTE: uWISE is **NOT** housed on *apgo.org*; please do not create a log in with *apgo.org*

HOW DO I SIGN UP AND LOG IN TO uWISE?

ACCESSING uWISE FOR THE FIRST TIME & CREATING YOUR ACCOUNT

Once you receive and click the link provided by your uWISE Administrator, you will be asked to create your log in credentials: username, email, and password.

PLEASE CAREFULLY READ AND FOLLOW THE GUIDELINES BELOW BEFORE CREATING YOUR ACCOUNT:

- o It is imperative that you use your **SCHOOL EMAIL** as **BOTH** the **USERNAME** and **EMAIL**.
- o Be sure to write down your password and keep the instructions with your institution's unique uWISE link handy and easily accessible.

- **YOU MUST USE THIS LINK EACH TIME YOU WISH TO ACCESS THE QUESTION BANK BY EITHER CLICKING IT DIRECTLY OR BY COPYING AND PASTING IT INTO YOUR BROWSER. YOU CANNOT BOOKMARK, SAVE OR REFRESH THE LINK/PAGE.**
- It is crucial that you do not share your log in credentials with anyone else.
 - Your new credentials are connected to your personal scores, which will be displayed on your portal page.
 - By sharing your log in, you will also be breaking the copyright and use guidelines for this resource. [\(SEE APGO POLICY ON COPYRIGHT MATERIAL\)](#)
- 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. **AFTER YOUR ROTATION IS COMPLETE, YOU MAY NO LONGER HAVE ACCESS TO THE ONLINE RESOURCE.** (Please contact your uWISE Administrator with any questions about uWISE use length.)

ACCESSING uWISE; RETURNING USER

To log in to uWISE as a returning user:

1. Locate the link you received from your uWISE Administrator.
 - *You must use this link each time you wish to access the question bank by either clicking it directly or by copying and pasting it into your browser.*
 - *You cannot bookmark, save or refresh the link/page.*
2. Enter username and password and click 'Sign In.'
 - *If you have already registered, do NOT register again.*
 - *You DO NOT need to re-register each time you wish to log in to the question bank.*

PLEASE NOTE: *If multiple accounts are created, you will not be able to access uWISE and will need a manual override to gain access again.* [\(SEE WHAT DO I DO IF I CREATED MULTIPLE ACCOUNTS?\)](#)

WHY CAN'T I SEE AN OPTION FOR CREATING A NEW ACCOUNT?

When accessing uWISE for the first time via the link sent by your uWISE Administrator, you should see the option to register as a new user. If the only option available is 'Sign In,' this means your institution has reached the allotted user allowance. Please contact your uWISE Administrator and let them know that you are unable to sign up. Once they have successfully updated the uWISE portal, you should be able to register.

WHAT DO I DO IF I CREATED MULTIPLE ACCOUNTS?

In the event that you have created multiple accounts, a manual override is needed to access uWISE. Please contact Christy Carr at ccarr@apgo.org or call the office at 410-451-9560. Your full name, email and institution must be provided.

PLEASE NOTE: An allowance of up to *two business days* is required for a manual override. You will receive an email from APGO when your account is updated. Access to uWISE will not be possible until this email is received. Please see sign up guidelines and read this booklet in its entirety in order to reduce the risk of delaying your course progress.

I CANNOT LOG IN TO uWISE (RETURNING USER)

There are a few different reasons you may not be able to access uWISE. Below are some common mistakes and solutions to solving them:

- You are not using the link provided by your uWISE Administrator.
 - uWISE can only be accessed by your institution's unique link given to you by your uWISE Administrator. This specific link must be used each time you wish to log in.
 - uWISE is not housed on apgo.org or on your institution's website. Please request this link from your uWISE Administrator if you do not already have it. APGO will not give it out to students.
- You are trying to access the website through a bookmarked, saved, or refreshed page.
 - Locate the link you received from your uWISE Administrator.
 - You MUST use this link EACH TIME you wish to access the questions by either clicking it directly or by copying and pasting it into your browser. You CANNOT bookmark, save or refresh the link/page.
- You forgot your password ([SEE HOW DO I RESET MY PASSWORD?](#))

HOW DO I RESET MY PASSWORD?

After ensuring that all of the steps in the section above have been followed:

1. Click the 'Forgot Password?' link located on the uWISE Sign In page.
2. Enter credentials.
3. A reset link will be sent to your email on file; click the link and choose a new password.

PLEASE NOTE: 'Forgot Password' asks for your **USERNAME**, not your email. If all guidelines were followed correctly, your username will be your institutional email. If not, please ensure you are entering the username you chose when signing up.

WHY AM I NOT RECEIVING THE PASSWORD RESET LINK I REQUESTED?

When requesting a password reset, you will be asked to fill in your log in credentials. In order to receive the reset link to your email on file, credentials must be filled in correctly. 'Forgot Password' asks for your **USERNAME**, not your email. If all guidelines were followed correctly, your username will be your institutional email.

If you have tried all of the above 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 410-451-9560. Your full name, email and institution must be provided.

PLEASE NOTE: *An allowance of up to **two business days** is required for a manual override. You will receive an email from APGO when your account is updated. Access to uWISE will not be possible until this email is received. Please see sign up guidelines and read this booklet in its entirety in order to reduce the risk of delaying your course progress.*

GRADES/TRANSCRIPTS

HOW DO I ACCESS MY QUIZ RESULTS & SEND THEM TO MY INSTRUCTOR?

After completing each test or quiz, you will receive an email confirmation to the email address provided at registration. You can forward this email to your uWISE Administrator, if requested. **PLEASE CHECK WITH YOUR uWISE ADMINISTRATOR ON HOW THEY WISH TO RECEIVE YOUR RESULTS.**

OPTIONS TO VIEW YOUR GRADES AND TRANSCRIPTS ARE AS FOLLOWS:

- **To track your test or quiz progress:** My Learning > Grades.
- **To pull your transcript report:** My Learning > Grades > Click Here for your Transcript.

It is recommended that you download your transcript report at the end of your clerkship rotation and save it for historical purposes. Please also forward a copy of this transcript to your uWISE Administrator.

PLEASE NOTE: *Once your clerkship is over, you may be removed from the uWISE portal, and no longer receive access. Additional months of access can be purchased on apgo.org through 'Student uWISE Subscriptions.'*

HOW DO I ACCESS THE NUMBER OF TIMES I HAVE TAKEN A QUIZ?

In order to access number of times you have attempted a test or quiz, from your uWISE portal, click the following:

1. My Learning
2. Grades
3. Test Details
4. Test Attempts

TO SEND RESULTS TO uWISE ADMINISTRATOR:

If your uWISE Administrator requests your test or quiz results, you may provide them by doing one of the following:

- Take a screen shot of test or quiz results and email it.
- Forward the email that you receive after each completed test or quiz.
- My Learning > Grades > 'Click Here for your Transcript' and send to your Administrator.

HOW DO I RETAKE A FAILED TEST OR QUIZ?

APGO has set uWISE's passing score at **70%** for tests, quizzes and assessments. The system will take the first passing score of 70% or higher and close the quiz, test or assessment. Your institution, however, may require a higher passing score. **PLEASE CHECK REQUIRED PASSING SCORE POLICY WITH YOUR UWISE ADMINISTRATOR BEFORE MOVING ON TO THE NEXT MODULE.**

If you have failed the quiz, test or assessment or passed by APGO standards but not by your institution's standards, *you can retake the quiz anytime* by clicking [REVIEW TEST](#).

MY PROGRESS HAS DISAPPEARED FROM THE PORTAL! WHAT DO I DO?

If your progress has reset, do not panic! This just means your institution has renewed their subscription with APGO to continue providing you with all of the benefits uWISE has to offer.

You can still access your progress by clicking [MY LEARNING](#), then [GRADES](#). You will have also received an email after completing each test or quiz, which you can send to your uWISE Administrator to confirm your progress.