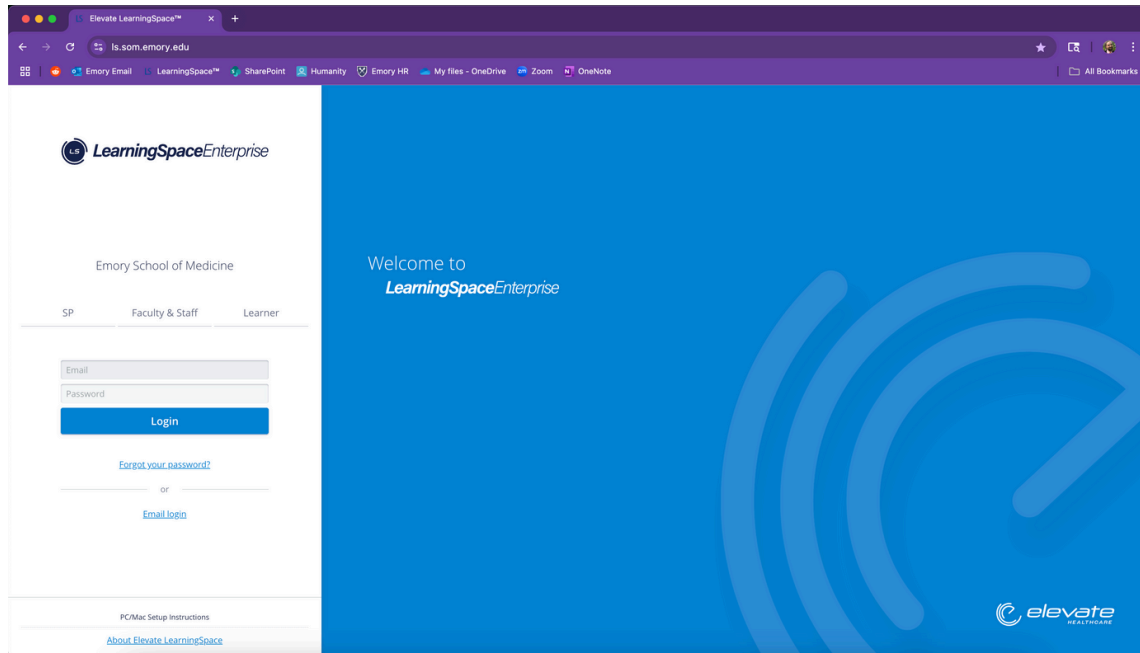


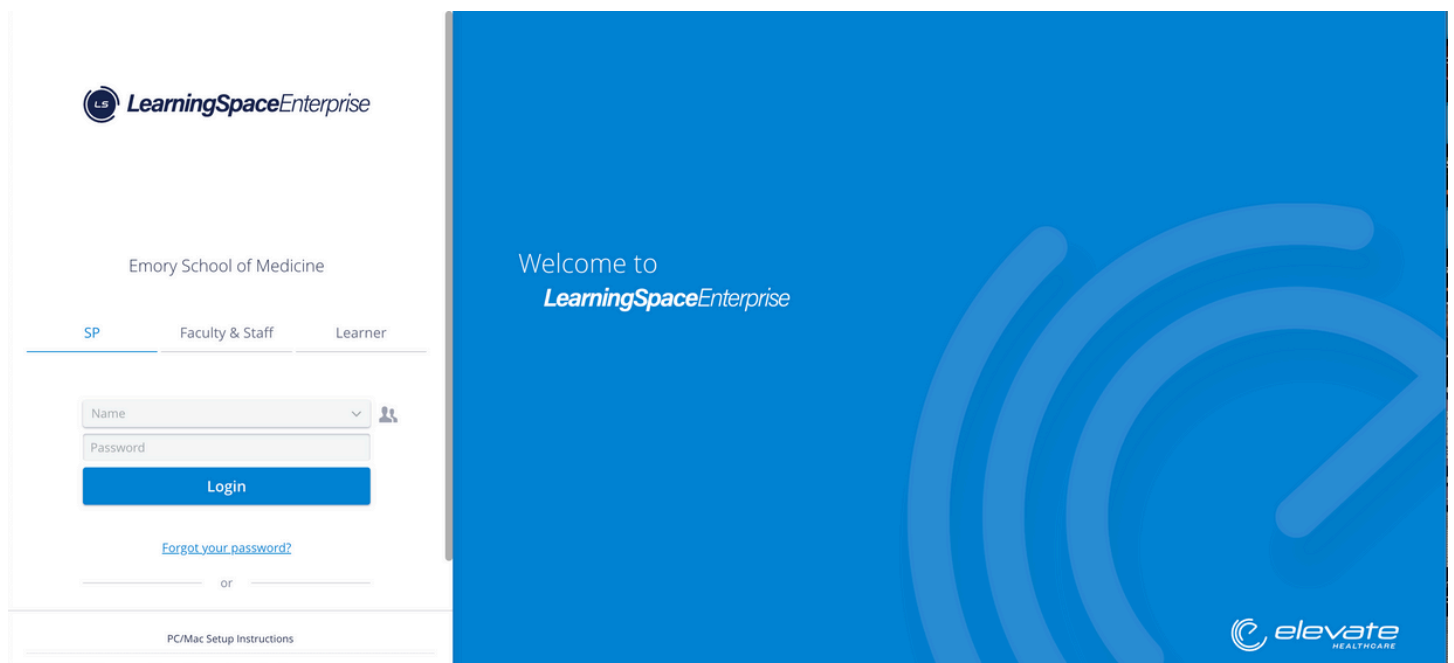
# LearningSpace Login for SPs

1.) Navigate to [ls.som.emory.edu](https://ls.som.emory.edu) to reach the login screen

*(If you are not on campus, you will need to connect to Emory's VPN in order to reach the website)*

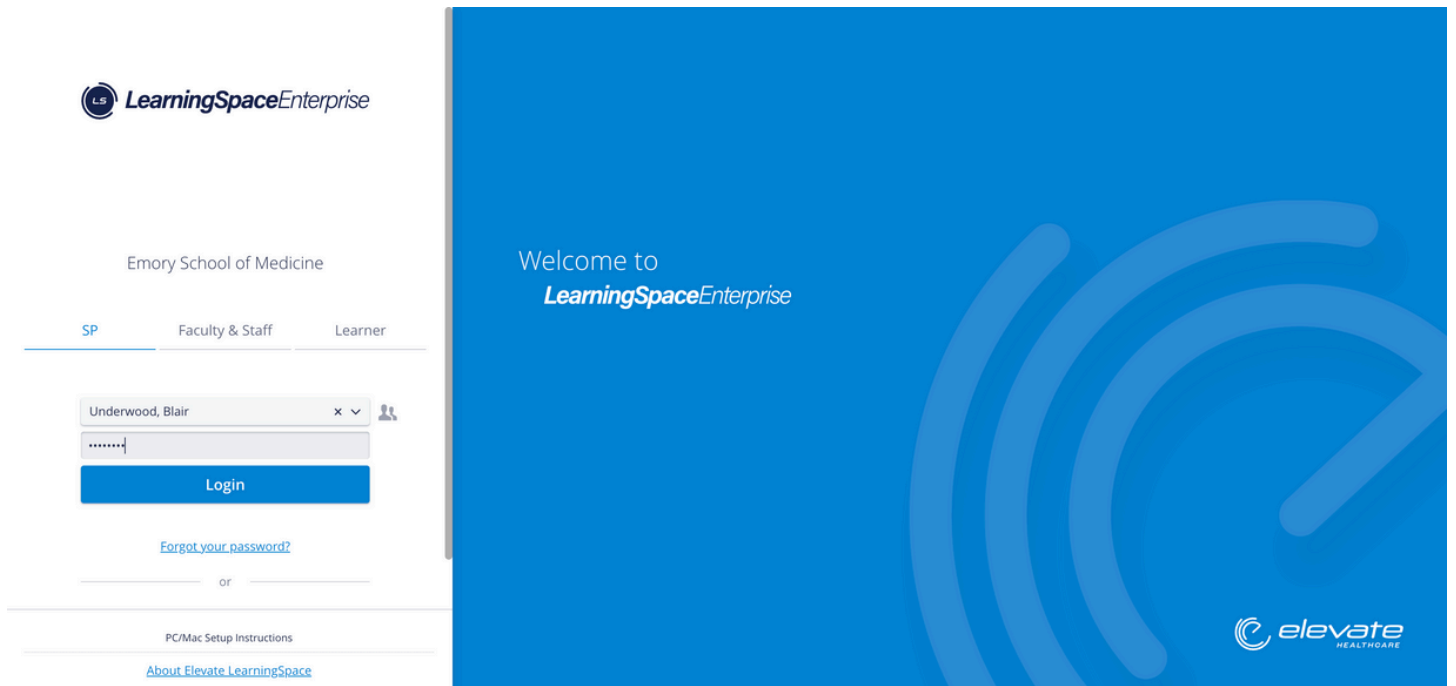


2.) Click the “SP” button above the email line, and begin typing your name into the drop-down menu to narrow yourself out of the list of users

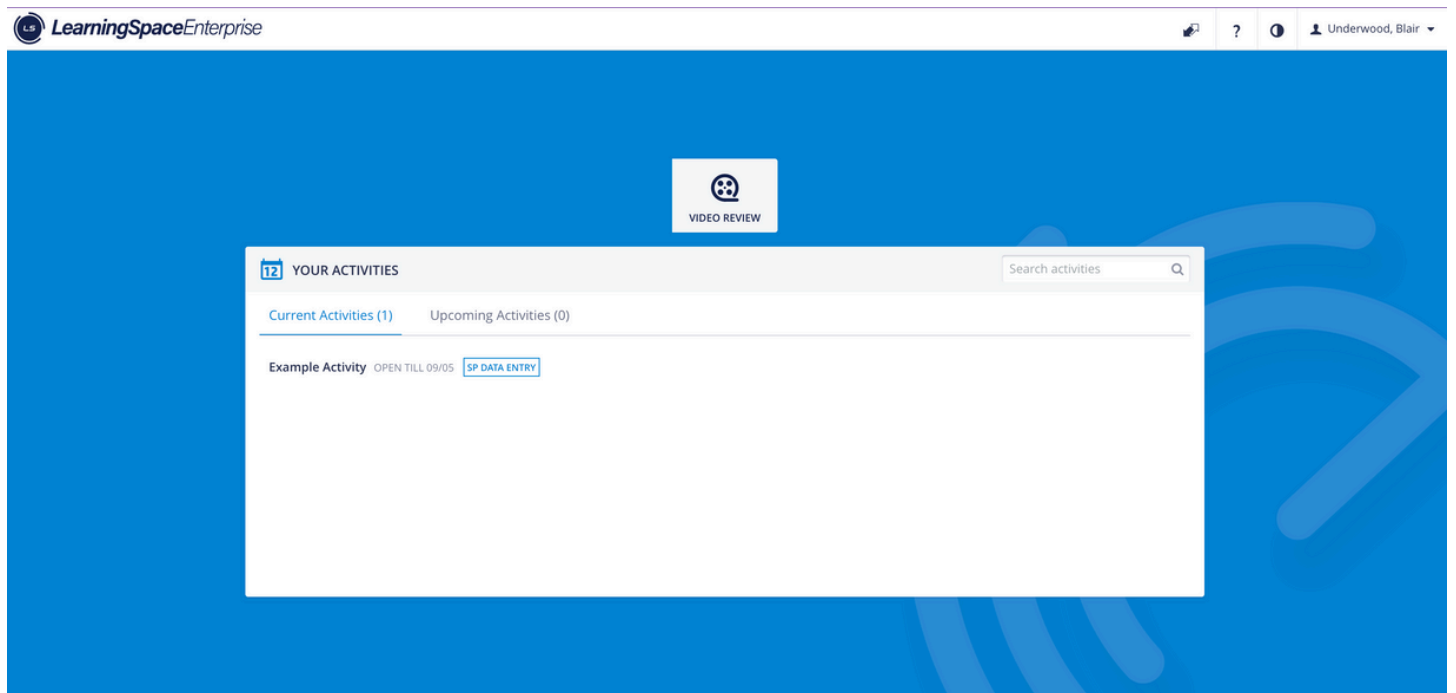


3.) Input your password to login.

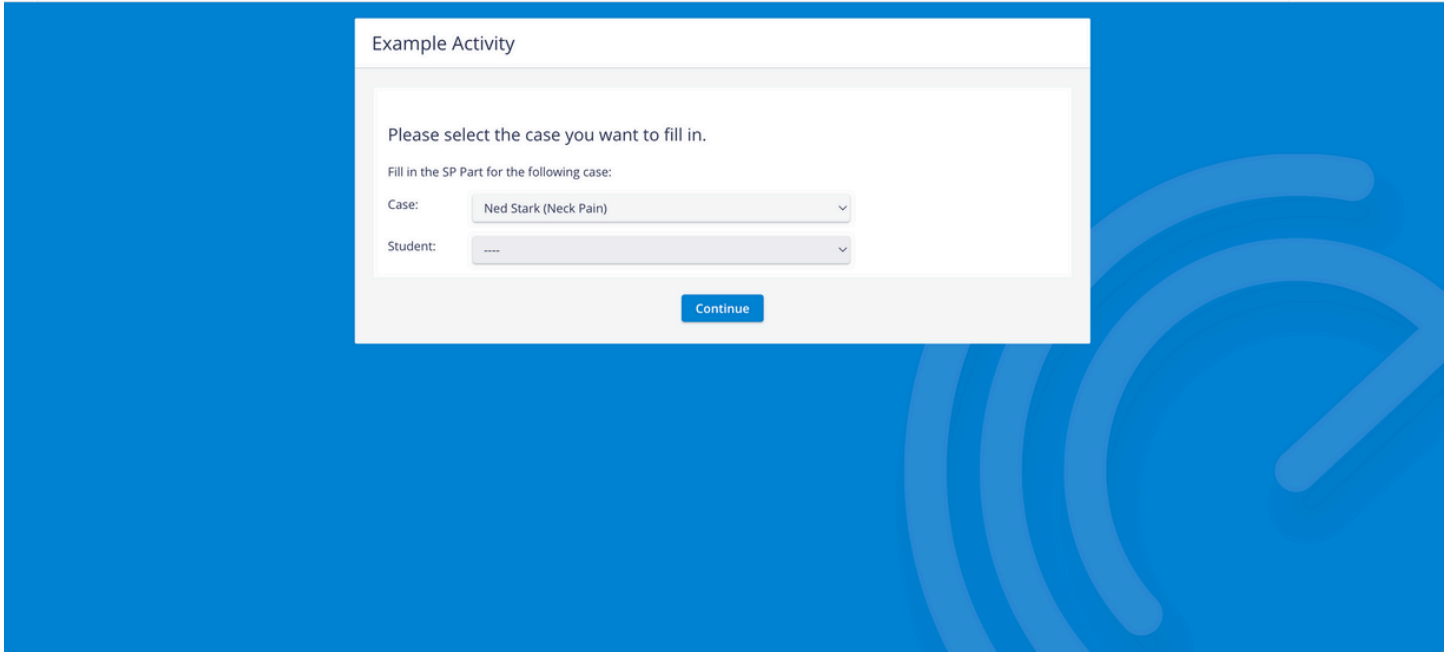
*(If you do not recall your password, please reach out to the HSEC Educator for your event or Adam Bailey to have it reset)*



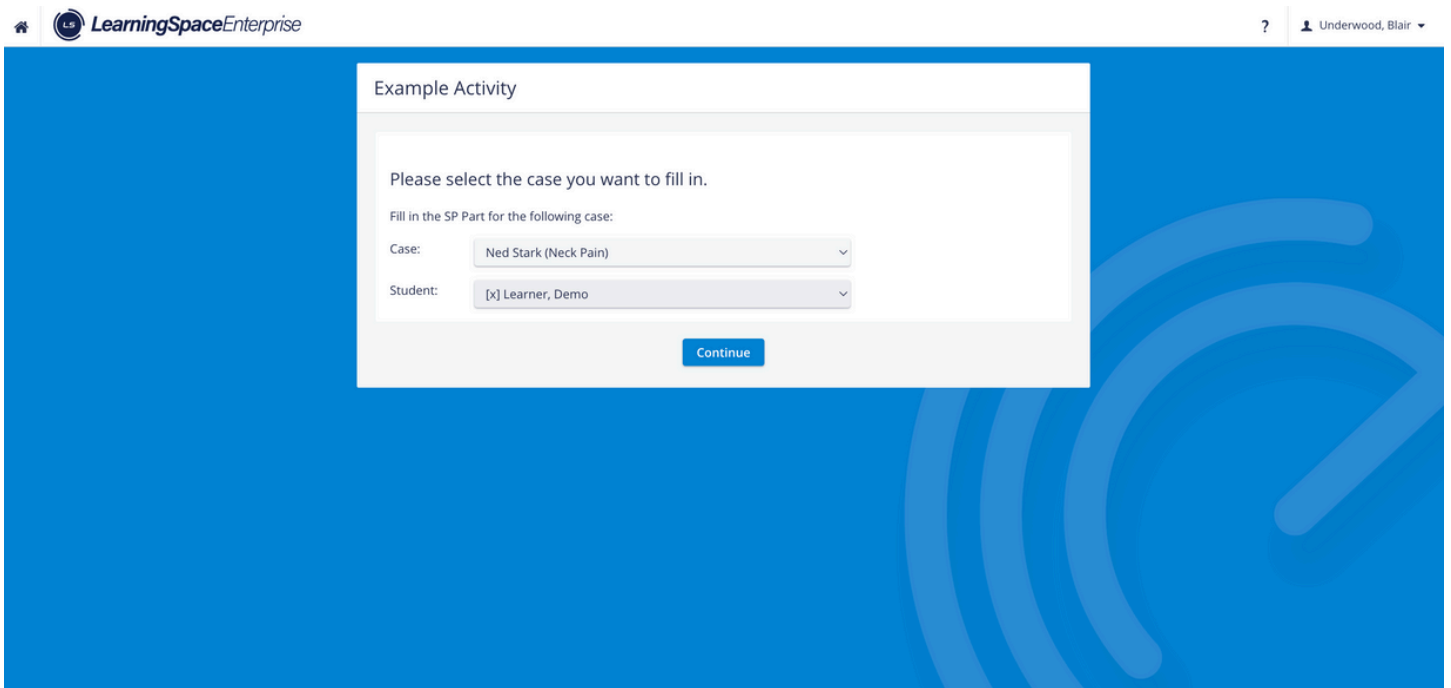
4.) Once logged in, you will see your dashboard page, populated by any open activities you have access to; click the SP Data Entry button beside the Activity Name you are grading



5.) When the SP Data Entry menu loads, ensure that you have the correct case selected before you choose the learner you want to grade.



6.) Once you've confirmed that you have your assigned case selected, use the Student drop-down menu to select your learner, then click continue



7.) The checklist for your case will load; fill it out the same as you would during an in-center event.

Example Activity  
 Ned Stark (Neck Pain)  
 Demo Learner

Checklist Practice

Prac

1. How would you say you feel about this orientation so far?
  - 5 - AWESOME! This is a BLAST!
  - 4 - This is pretty legit. In fact, there is small dance party inside me right now.
  - 3 - Meh. It's okay.
  - 2 - AWESOME! This is a BLAST! (*sarcastically*)
  - 1 - I plead the 5th.
  
2. What is your favorite sweet from the choices listed below? Please select no more than 3.
  - Hot Fudge Brownies
  - Homemade Chocolate Chip cookies
  - Key Lime Pie
  - Classic Root Beer Float with natural Vanilla Ice Cream
  - New York Style Cheesecake with graham cracker crust
  - Peanut Butter Cookies
  - German Chocolate Cake
  - Strawberry Shortcake

7.) With the checklist completed, click submit to complete your data entry for that learner and return to the SP Data Entry menu.

404-801-6664

Highlights and Opportunities

Reminders:

1. Stick to observable, modifiable behaviors.
2. Use first and second person - you/I (*not "learner/patient"*)
3. Keep it professional and prRoOfread!

Tips:

1. Don't write anything you wouldn't say to their face.
2. Use "I wish" and "I craved" and "I would have liked"
3. You don't need to cover everything; prioritize most vital points

5. Highlights and Opportunities: Please give us **one** high and **one** low of today's case.

This is how written comments from SPs or Faculty will appear in your reports.

*If you have any trouble with the above steps, or need any kind of assistance operating within LearningSpace, please reach out to your EA or Educator if this is time sensitive, or Adam Bailey at [abail24@emory.edu](mailto:abail24@emory.edu) if it is not time sensitive.*