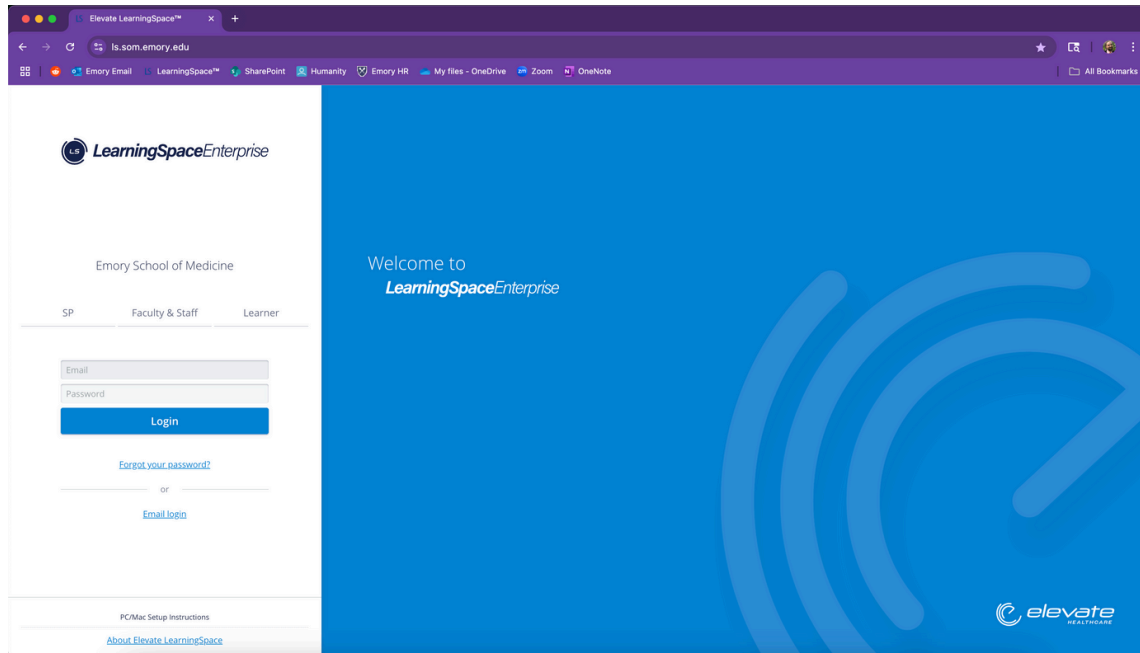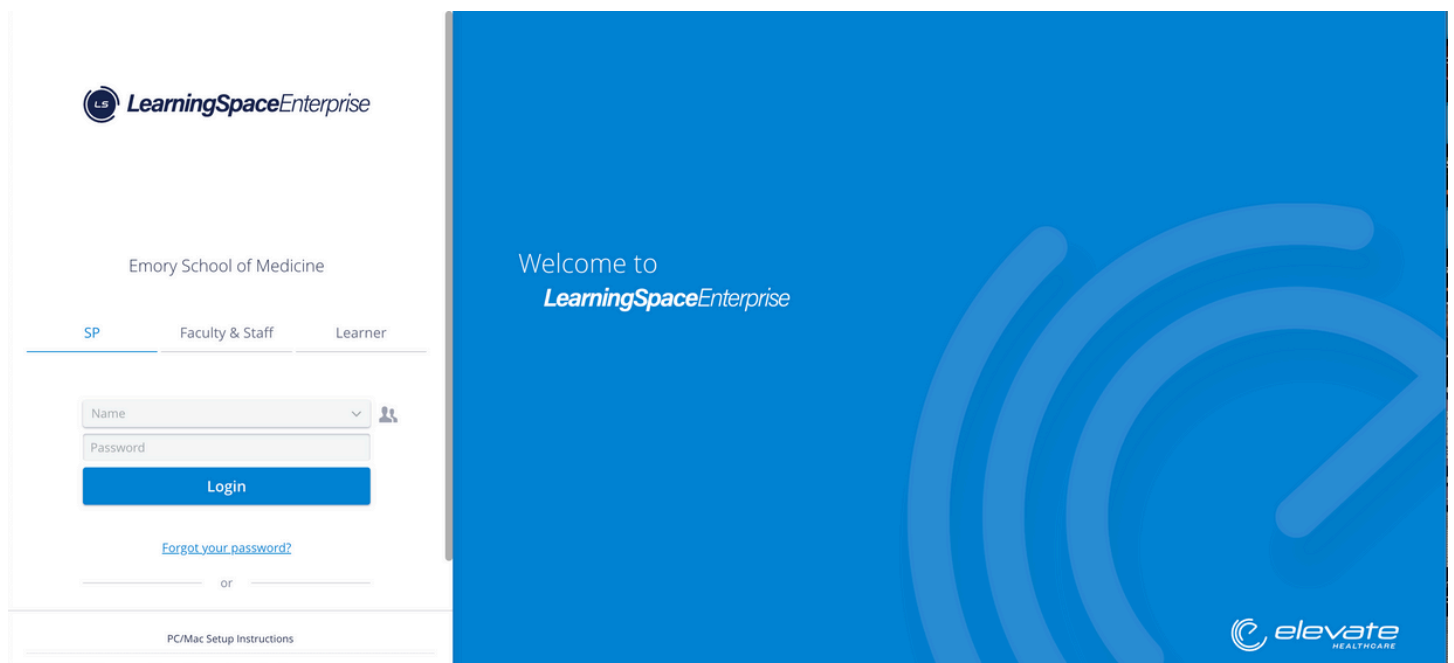# LearningSpace Login for SPs

1.) Navigate to 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)
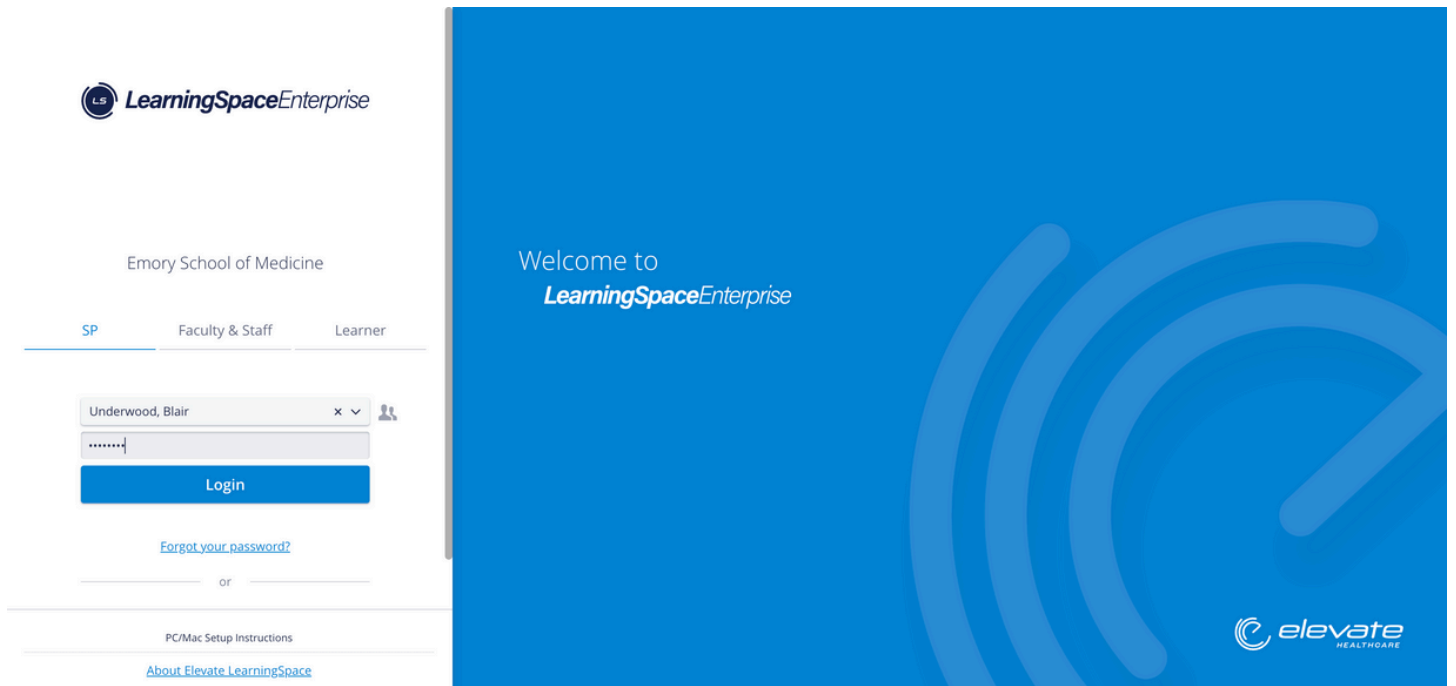

2.) Click the "SP" button above the email line, and begin typing your name into the drop-down menu to narrow yourself out of the list of users
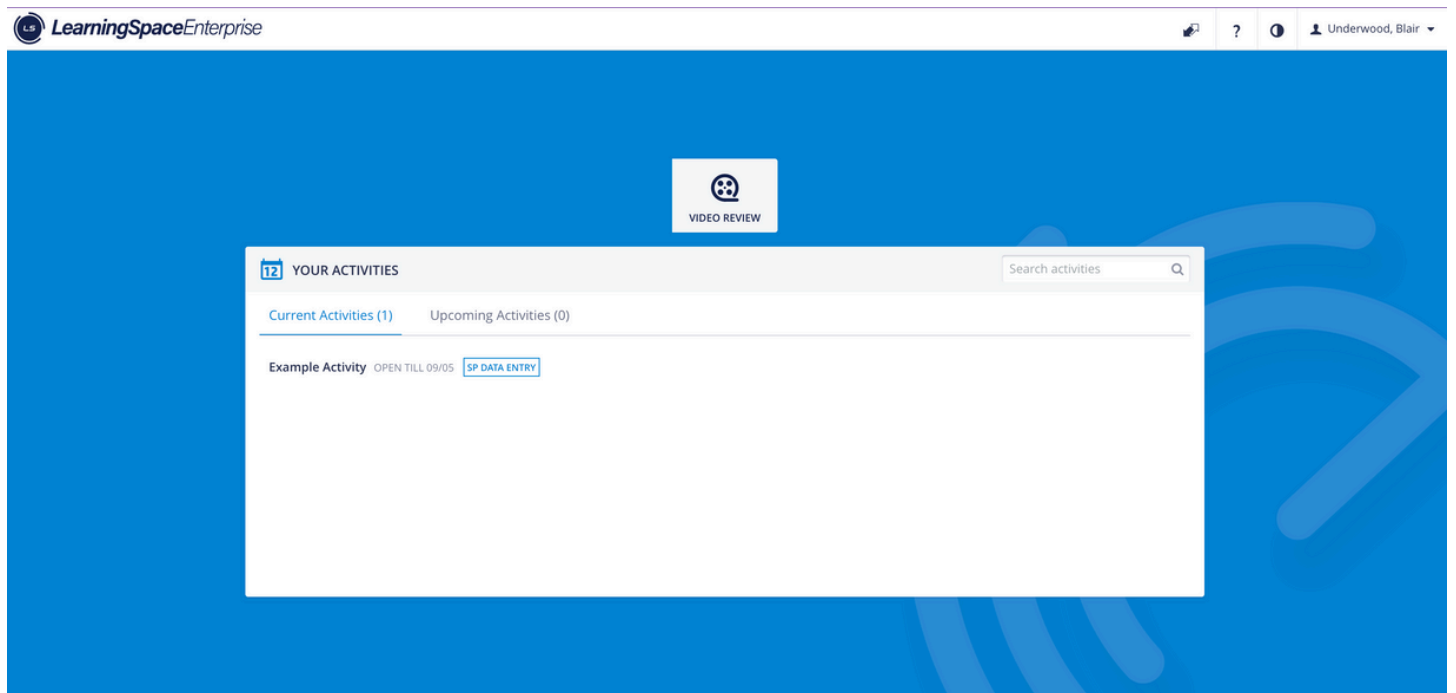

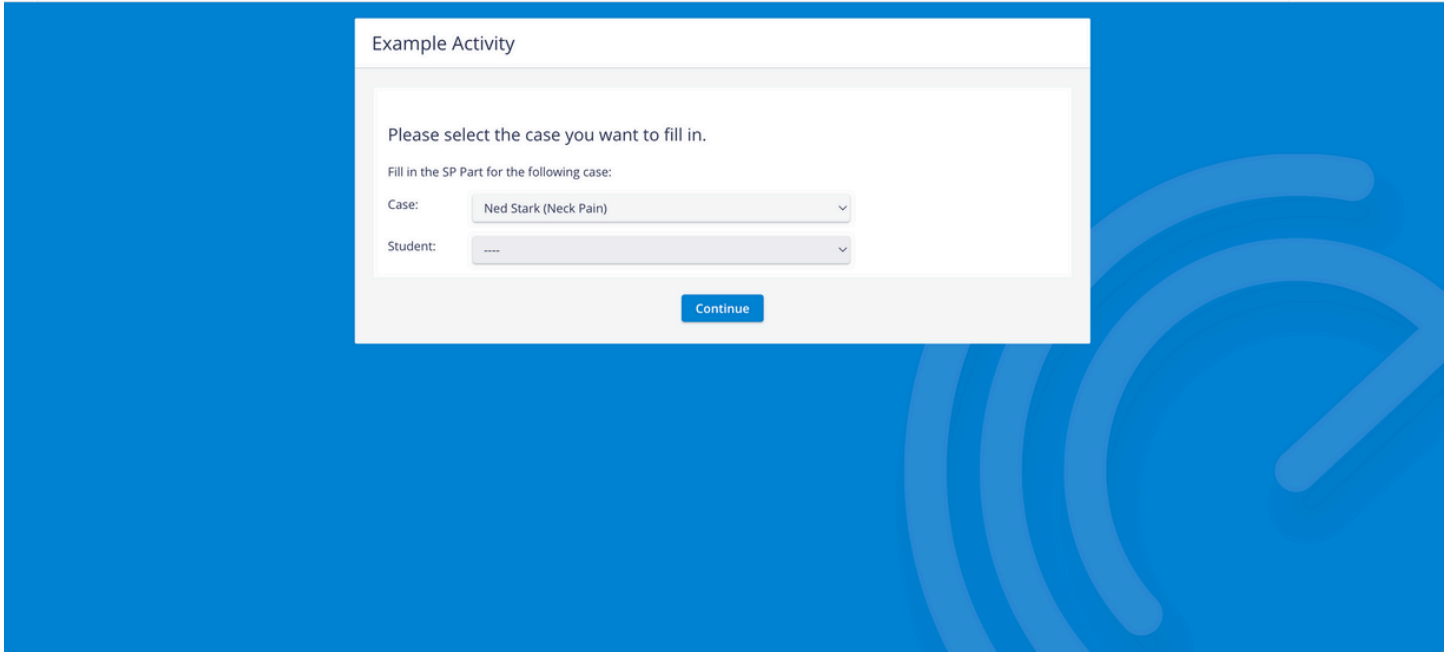3.) Input your password to login.

(If you do not recall your password, please reach out to the HSEC Educator for your event or Adam Bailey to have it reset)
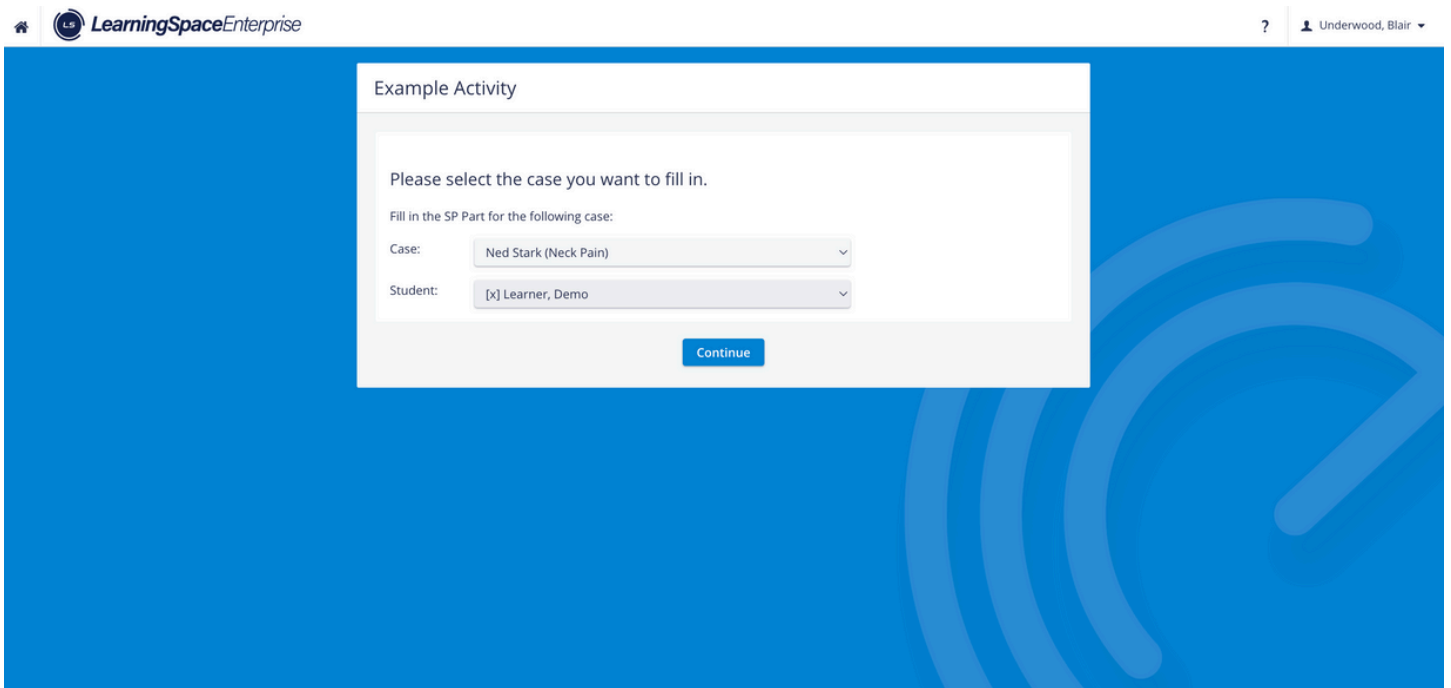
4.) Once logged in, you will see your dashboard page, populated by any open activities you have access to; click the SP Data Entry button beside the Activity Name you are grading

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.

Example Activity

Please select the case you want to fill in.

Fill in the SP Part for the following case:

Case: Ned Stark (Neck Pain)   ⌄

Student: ----   ⌄

[Continue]

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

Example Activity

Please select the case you want to fill in.

Fill in the SP Part for the following case:

Case: Ned Stark (Neck Pain)   ⌄

Student: [x] Learner, Demo   ⌄

[Continue]

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

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

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 if it is not time sensitive.