

Feature Guide

Guide Organization

This guide provides basic, step-by-step instructions for using the features available in the eMerg portal as well as additional details about each feature. Topics include:

- Log In
- Resources
- Schedule
- Search
- Announcements
- Links
- Technical Support

Log In

1. Go to this URL to access eMerg: <https://fsmweb.northwestern.edu/emerg/>.
2. Enter your NetID and password to log in. The application may take several seconds to load.


This is the eMerg home page:

The screenshot shows the eMerg home page interface. At the top left is the eMerg logo. To its right is a "Sign Out" link. A search box labeled "SEARCH E-Merg" is present, with a "Search the curriculum for resources." callout. Below the search box are checkboxes for "Resource", "Objective", "Curriculum", and "ALL". On the left side, there is a navigation menu with links: Home, View Course Schedule, View Evaluations, Evaluate Course or Unit, View Exam Scores, Feinberg School of Medicine, Galter Library, Augusta Webster Office of Medical Education, and Blackboard. A callout "Link to other web sites and applications." points to the Home link. The main content area is divided into three sections: "ANNOUNCEMENTS", "RESOURCES", and "SCHEDULE FOR WEEK OF 17-AUG-09". The "ANNOUNCEMENTS" section lists "Location for MDM I Lecture" and "Room Assignments for MDM 1 College Sessions" with dates and times. A callout "View announcements from coordinators and directors." points to this section. The "RESOURCES" section has filters for "All", "None", "Files", "URLs", "Notes", and "Current registration". It lists several courses with enrollment counts, such as "Medical Decision Making I 2009-10 Yr [16]". A callout "Browse enrollments to access resources." points to the enrollment counts. Below the list is a "Download ZIPped file" button and a callout "Select resources of interest and download them." The "SCHEDULE FOR WEEK OF 17-AUG-09" section has a date selector set to "08/19/2009" and a callout "View a schedule of events; access and/or download related resources." The text "No records found." is displayed below the schedule section.

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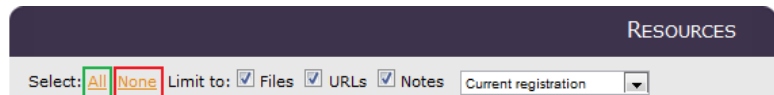
RESOURCES

A resource is a file, link, or note related to a lecture, a small group session, a lab or any other curriculum event. PowerPoint presentations, readings, links to web sites, audio notes, and videos are all examples of resources. To locate resources of interest use the Resources feature to browse courses.

1. Locate the course you want to browse.
2. Click the  icon next to the course name. This will reveal another level of organization. Continue to expand the levels until you locate the desired curriculum event resource(s).
3. Click the resource title to you wish to access. Different actions occur based on the resource type.
 - a. FILE: You can open these or save them to a hard drive, flash drive, etc.
 - b. URL: These lead directly to resources external to eMerg, such as Galter Library materials or other external web sites. Occasionally they may take you to Blackboard to access functionality unavailable in eMerg. URL resources may require additional log in steps.
 - c. NOTE: These are static, text statements often used to communicate assignments or other preparation requirements. Clicking a NOTE simply opens a pop-up window containing the text of the NOTE.
4. To download multiple resources at once, click the check boxes next to the desired resources to select them. Then, click the "Download ZIPped File" button. URLs and NOTEs will be downloaded as text files.

Click "All" to select all files for download or click "None" to de-select all files.

"All" = each revealed resource, not every resource in the curriculum.

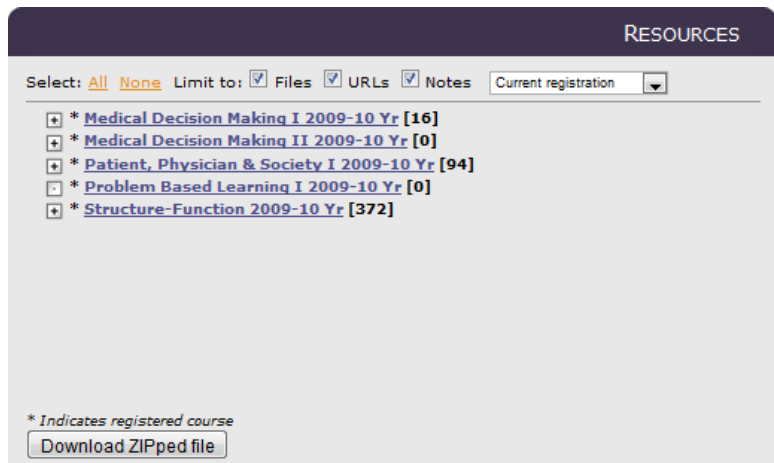


NOTE: Problem-Based Learning (PBL) resources related to cases are not available through the eMerg application. To access PBL case materials, you must log in to the PBL site in Blackboard.


Resource Feature Details

Upon logging in, eMerg displays all of the courses in which you are currently enrolled.

The bracketed number next to the course name indicates how many total resources are available for each course.



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Expand a course by clicking on the  icon to view units and lectures and their related resources.

The screenshot shows the 'RESOURCES' interface. At the top, there are filters: 'Select: All None Limit to: Files URLs Notes' and a 'Current registration' dropdown. The main content area shows a course titled '* Patient, Physician & Society I 2008-09 Yr [35]'. This course is expanded, showing several sub-items: 'College Curriculum Focus', 'Communication Skills', 'Cultural Dynamics in Medicine', 'Clinical Ethics', 'Patients in Context', 'Physical Exam Skills (PEX)', and 'Vital Signs'. Under 'Physical Exam Skills (PEX)', there are four file links: 'FILE: PEX Unit Overview & Schedule [112.1K]', 'FILE: PEX Groups [161.8K]', 'FILE: Week 22 Write-Up Slides [58.9K]', and 'FILE: Week 29 Write-Up Slides [93.2K]'. Under 'Vital Signs', there is one file link: 'FILE: Vital Signs Exam Overview [67.6K]'. At the bottom, there is a note '* Indicates registered course' and a 'Download ZIPped file' button.

By default, eMerge displays all types of resources. Click the check boxes if you want to limit the types of resources displayed.

This screenshot shows the 'RESOURCES' interface with the same filters as the previous screenshot, but with 'URLs' selected: 'Select: All None Limit to: Files URLs Notes'. The main content area shows three courses: '* Medical Decision Making I 2008-09 Yr [0]', '* Medical Decision Making II 2008-09 Yr [0]', and '* Patient, Physician & Society I 2008-09 Yr [7]'. The third course is expanded, showing sub-items: 'College Curriculum Focus', 'Communication Skills', 'Cultural Dynamics in Medicine', 'Clinical Ethics', 'Patients in Context', 'Physical Exam Skills (PEX)', 'Vital Signs', 'Cardiovascular', and 'Respiratory'. Under 'Vital Signs', there is one URL link: 'URL: Bates' Visual Guide to Physical Exam Videos'. A red box highlights the 'URLs selected' filter and the URL link, with a callout box containing the text 'URLs selected' and 'Display limited to URL resources'. At the bottom, there is a note '* Indicates registered course' and a 'Download ZIPped file' button.

Some resources have more information associated with them. Click the "Show Detail" link to display the additional information.

In this example, the URL links to an online textbook. The additional information contains the reading assignment and the citation.

This screenshot shows the 'RESOURCES' interface with the same filters as the previous screenshots, but with 'Notes' selected: 'Select: All None Limit to: Files URLs Notes'. The main content area shows a course titled '* Patient, Physician & Society I 2009-10 Yr [94]'. This course is expanded, showing sub-items: 'Patients in Context', 'Communications Skills', 'Clinical Ethics', 'CE - Introductory Week', 'CE - Week 2: Small Group Introduction', 'CE - Week 3: Confidentiality & Truthtelling', 'CE - Week 4: Decision-Making Capacity', 'CE - Week 5: Informed Decisions', 'CE - Week 6: Advance Directives', and 'CE - Week 7: Surrogates'. Under 'CE - Week 4: Decision-Making Capacity', there is a URL link: 'URL: General Readings: Week 4 [Show Detail]'. A red box highlights the 'Show Detail' link. Below the URL link, there is a note: 'NOTE: Key Historical/Legal Case: Week 4 [Show Detail]'. At the bottom, there is a note '* Indicates registered course' and a 'Download ZIPped file' button. Below the main content area, there is a separate section showing the detail for the URL: 'URL: General Readings: Week 4 [Hide Detail]', 'Chapter 10: " Decision Making Capacity."', 'In: Lo, B. Resolving Ethical Dilemmas: A Guide for Clinicians.', 'Philadelphia: Lippincott Williams & Wilkins; 2005.'

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Clicking on a specific element (e.g., a lecture, lab, small group, etc.) in the course structure will open a window containing information about that element.

In this Session Information window, click the folder icon to see schedule information.

Offerings

Found 1 offering(s).

Title	Type	Date/Time/Location
PEX - Vital Signs	Large Group Presentation 0 faculty assigned	04Jan10 1:00 PM- 3:00 PM

Additional resource information (if available) can also be seen in the Session Information window.

Use the registration selector to display all available courses for a particular academic year.

You can access the resources related to events in any course in the medical school curriculum

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Schedule

The schedule is a list of curriculum events. You can navigate to a specific day, week or month to display events and any associated resources. The default setting is to display a weekly schedule.

1. Type in a date and press the <Enter> key, or use the date picker to select a date.
2. eMerg will display a list of scheduled events—and related resources—relative to the date you selected. If you pick a date in the middle of the week (or month), the list will begin with the first day of the week (or month) which includes your selected date.
3. Click the resource links to access them.
4. Use the checkboxes to select multiple resources and download them.

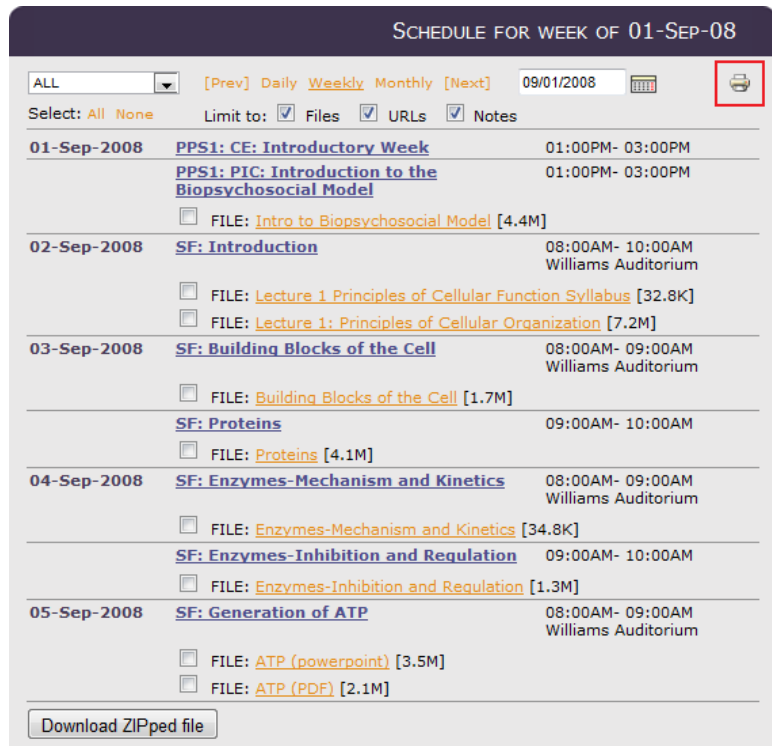
Schedule Feature Details

By default, the schedule combines all events in each of your courses in one list (relative to the date you select). This example shows both PPS I and Structure-Function events.


IMPORTANT:

PPS resources always appear on Monday and are intended for use by all colleges throughout the week, unless otherwise specified.

Click the printer icon (highlighted in red) to pop up a printer-friendly schedule.



SCHEDULE FOR WEEK OF 01-SEP-08

ALL [Prev] Daily Weekly Monthly [Next] 09/01/2008 

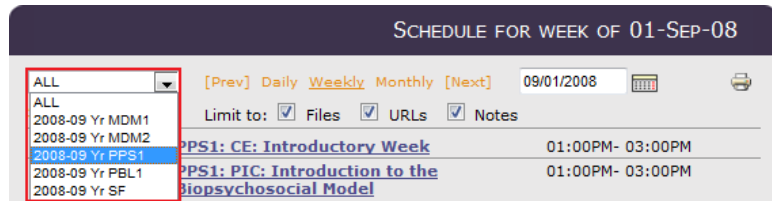
Select: All None Limit to: Files URLs Notes

01-Sep-2008	PPS1: CE: Introductory Week	01:00PM- 03:00PM
	PPS1: PIC: Introduction to the Biopsychosocial Model	01:00PM- 03:00PM
	<input type="checkbox"/> FILE: Intro to Biopsychosocial Model [4.4M]	
02-Sep-2008	SF: Introduction	08:00AM- 10:00AM Williams Auditorium
	<input type="checkbox"/> FILE: Lecture 1 Principles of Cellular Function Syllabus [32.8K]	
	<input type="checkbox"/> FILE: Lecture 1: Principles of Cellular Organization [7.2M]	
03-Sep-2008	SF: Building Blocks of the Cell	08:00AM- 09:00AM Williams Auditorium
	<input type="checkbox"/> FILE: Building Blocks of the Cell [1.7M]	
	SF: Proteins	09:00AM- 10:00AM
	<input type="checkbox"/> FILE: Proteins [4.1M]	
04-Sep-2008	SF: Enzymes-Mechanism and Kinetics	08:00AM- 09:00AM Williams Auditorium
	<input type="checkbox"/> FILE: Enzymes-Mechanism and Kinetics [34.8K]	
	SF: Enzymes-Inhibition and Regulation	09:00AM- 10:00AM
	<input type="checkbox"/> FILE: Enzymes-Inhibition and Regulation [1.3M]	
05-Sep-2008	SF: Generation of ATP	08:00AM- 09:00AM Williams Auditorium
	<input type="checkbox"/> FILE: ATP (powerpoint) [3.5M]	
	<input type="checkbox"/> FILE: ATP (PDF) [2.1M]	

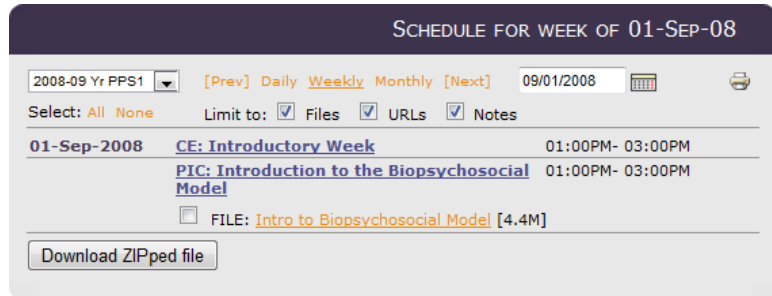
[Download ZIPped file](#)

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Use the selector to limit the display to one course at a time.



This may be useful in helping to organize and manage your downloads.



Search



You can search for resources across the entire medical school curriculum* at once rather than one course at a time. In addition to resources, you can search for learning objectives and curriculum events (such as lectures and labs).

* eMerg version 1.0 contains only M1 and M2 resources.

The Search feature scans the text contained in resources to find a match. It also looks at these components of a resource to find a match:

- Title
- File name or URL
- Description

To search:

1. Enter a word or phrase into the "SEARCH Emerg" field. Press the <Enter> key or click the  icon to begin the search.
2. Expand the categorized results by clicking the  icon to see the courses that have resources matching your search term(s).
3. Continue expanding the results to drill down and display the items of interest.
4. Click the links to open or save the FILE resources. Clicking on URL resources will route you to a Galter Library materials or other web sites.

FILE resource links include the file extension (e.g. .pdf, .doc, .ppt, etc.) to identify the file type.

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Search Feature Details

Resources found by using the Search feature can be accessed from the results display, they cannot be downloaded.

The resources in this example were determined to be matches because a variant of the search term, "protein" was found within the text of each document.

Search results are not currently ranked in terms of any criteria.

SEARCH RESULTS

Your search for "protein" found 11 match(es) in these categories.
 Suggestion(s): proteins

- Resource (8)
 - Structure-Function 2008-09 Yr
 - Scientific Basis of Medicine 2008-09 Yr
 - #1 Introduction to medical bacteriology**
 - Title:** Presentation ← **Resource title**
 - Item:** [1SatchellIntrotoMedBacteriology2008.ppt](#) [7.1Mb] ← **Resource file name**
 - Context:** ... parts: cytoplasmic membrane cell wall The Gram Stain Cytoplasmic membrane Also called "plasma membrane" Lipid bilayer containing integral and peripheral proteins Bacterial membranes (except for Mycoplasma) do not contain sterols. Cytoplasmic membrane function permeability barrier electron transport export of membrane and secreted **proteins**
 - Syllabus
 - Item:** [1SatchellIntrotoMedicalBacteriology2008.pdf](#) [171.5Kb]
 - Context:** ... and peripheral proteins. Bacterial membranes (except for the wall-less organisms, mycoplasmas) do not contain sterols. The cytoplasmic membrane of bacterial cells must serve many functions because bacteria do not contain specialized intracellular organelles, such as nuclei and mitochondria. In addition to acting as a permeability barrier with its attendant transport mechanisms, the membrane is the site of: electron transport export of membrane and secreted **proteins** biosynthesis of cell wall ...

Annotations:

- Curriculum event associated with the resource (points to 'Scientific Basis of Medicine 2008-09 Yr')
- Resource title (points to 'Presentation')
- Resource file name (points to '1SatchellIntrotoMedBacteriology2008.ppt')
- Click the link to open or save the resource. (points to the item link)

Resource
 Objective
 Curriculum

You can search for faculty names to find related resources, for example, "Dr. Cochard".

SEARCH RESULTS

Your search for "Dr. Cochard" found 1 match(es) in these categories.

- Resource (1)
 - Patient, Physician & Society I 2008-09 Yr
 - Ophthalmology**
 - Title:** Ophthalmology Exam Overview
 - Item:** [Ophthalmology Overview.doc](#) [64.0Kb]
 - Context:** ... field testing, and the general distinction between signs of retinal blindness and cortical blindness. Begin to understand the anatomy and functions of cranial nerves, through study of extraocular movements and pupillary reactions (see also **Dr. Cochard's** lecture in Structure-Function, and material on the head and neck). SKILLS OBJECTIVES: 1. screen visual acuity using printed matter or pocket screener. 2. inspect eyebrows, eyelids, eyelashes, conjunctiva, sclera & pupils. 3. extraocular movements ...

Announcements

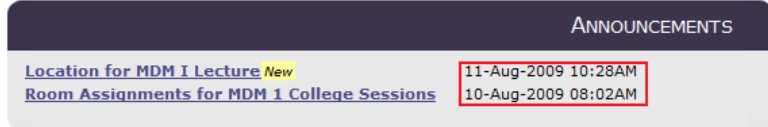
Messages about your courses posted by coordinators and directors appear in the eMerge Announcement box.

1. Click the announcement link.
2. Close the pop-up window when finished viewing the message.

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Announcement Feature Details

Unread announcements will be noted as “New”. Once you click the link to open the announcement, the “New” icon will disappear. The date/time indicates when the message was created.



ANNOUNCEMENTS

Location for MDM I Lecture <i>New</i>	11-Aug-2009 10:28AM
Room Assignments for MDM 1 College Sessions	10-Aug-2009 08:02AM

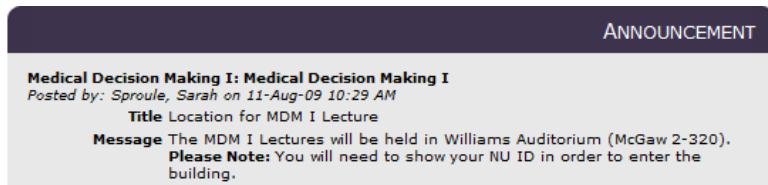
If a previously read announcement is modified, the change in status will be reflected as “Updated”.



ANNOUNCEMENTS

MDM Room Change <i>Updated</i>	12-Aug-2009 10:53AM
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When you click the announcement link, a window will pop-up the message, the author, and the date posted.



ANNOUNCEMENT

Medical Decision Making I: Medical Decision Making I
Posted by: Sproule, Sarah on 11-Aug-09 10:29 AM

Title Location for MDM I Lecture

Message The MDM I Lectures will be held in Williams Auditorium (McGaw 2-320).
Please Note: You will need to show your NU ID in order to enter the building.

Links

The left-hand navigation contains buttons which link to various web sites and applications. Simply click a button. You may need to log in again depending on the link's destination.

Technical Support

If you experience technical difficulties with the application, please send an email to Mac Flores (macflores@northwestern.edu). If you have questions about how to use eMerg or if you want to provide feedback for consideration in the development of subsequent versions, please send an email to Brian Agne (b-agne@northwestern.edu).