

GUIDE ORGANIZATION

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

- Log In
- Resources
- Objectives and Competencies
- Schedule
- Google Calendar Subscription
- Search
- Announcements
- Links
- Technical Support
- Feedback

LOG IN

1. Go to this URL to access eMerg: <https://fsmweb02.northwestern.edu/emerg/>.
2. Enter your NetID and password to log in. The application may take several seconds to load due to the large number of available resources.

Note: You will be logged out automatically after 120 minutes of inactivity.

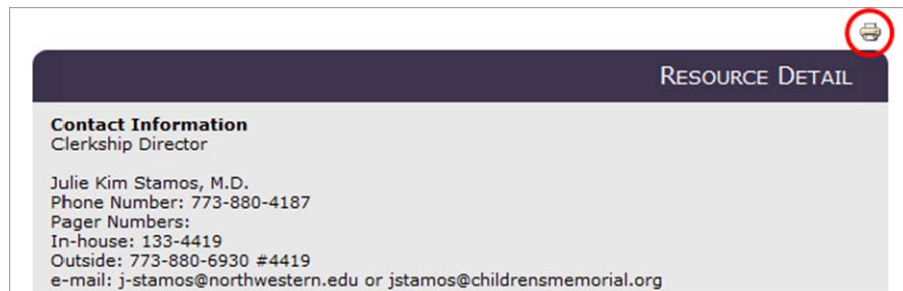
This is the eMerg home page:

The screenshot shows the eMerg home page interface. At the top left is the eMerg logo. To its right is a 'Sign Out' link and a search box labeled 'Search for resources' with a search button and filters for 'Resource', 'Objective', and 'Curriculum'. Below the logo is a vertical navigation menu with links to various university services. The main content area is divided into three sections: 'ANNOUNCEMENTS', 'RESOURCES', and 'SCHEDULE FOR WEEK OF 07-SEP-09'. The 'ANNOUNCEMENTS' section lists recent updates with dates and times. The 'RESOURCES' section shows a list of courses with checkboxes and a 'Download ZIPped file' button. The 'SCHEDULE' section displays a weekly calendar view for the week of 07-SEP-09, showing a lecture on 07-Sep-2009 from 08:00AM to 10:00AM in Williams Auditorium. Three callout boxes provide additional information: one points to the navigation menu with the text 'Link to other web sites and applications.', another points to the 'Download ZIPped file' button with the text 'Browse enrollments to access resources or download them.', and a third points to the 'SCHEDULE' section with the text 'View a schedule of events and access related resources.'

RESOURCES

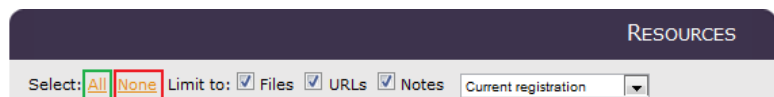
A resource is a file, link, or note related to a lecture, a small group session, a lab or any other curriculum event. PowerPoint presentations, readings, links to web sites, audio notes, and videos are all examples of resources. To locate resources of interest use the Resources feature to browse courses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

1. Locate the course or clerkship 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 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. All NOTES can be printed by clicking on the printer icon located in the upper right-hand corner of the window



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.



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 the to the PBL site in Blackboard.

Resource Feature Details

Upon logging in, eMerg displays all of the courses in which you are currently enrolled. (Shown here are a first-year student's courses.)

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

The screenshot shows the 'RESOURCES' header. Below it, there are filters: 'Select: All None', 'Limit to: Files URLs Notes', and a dropdown for 'Current registration'. A list of courses is displayed with expand/collapse icons and resource counts in brackets:

- * [Medical Decision Making I 2009-10 Yr](#) [16]
- * [Medical Decision Making II 2009-10 Yr](#) [0]
- * [Patient, Physician & Society I 2009-10 Yr](#) [94]
- * [Problem Based Learning I 2009-10 Yr](#) [0]
- * [Structure-Function 2009-10 Yr](#) [372]

At the bottom, there is a note: '* Indicates registered course' and a button labeled 'Download ZIPped file'.

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

This screenshot shows the same 'RESOURCES' page, but the course '* Patient, Physician & Society I 2008-09 Yr [35]' is expanded. It shows a list of sub-resources:

- [College Curriculum Focus](#)
- [Communication Skills](#)
- [Cultural Dynamics in Medicine](#)
- [Clinical Ethics](#)
- [Patients in Context](#)
- [Physical Exam Skills \(PEX\)](#)
 - FILE: [PEX Unit Overview & Schedule](#) [112.1K]
 - FILE: [PEX Groups](#) [161.8K]
 - FILE: [Week 22 Write-Up Slides](#) [58.9K]
 - FILE: [Week 29 Write-Up Slides](#) [93.2K]
- [Vital Signs](#)
 - FILE: [Vital Signs Exam Overview](#) [67.6K]

At the bottom, there is a note: '* Indicates registered course' and a button labeled 'Download ZIPped file'.

To the right of each FILE resource title are the file size and the date the resource was posted.

This screenshot shows the 'RESOURCES' page with filters set to '2009-10 Academic Year'. It displays 'View Resources By Competency' with a list of courses and their file resources:

- * [Medical Decision Making I 2009-10 Yr](#) * [30]
- * [Medical Decision Making II 2009-10 Yr](#) * [63]
- * [Patient, Physician & Society I 2009-10 Yr](#) [195]
- * [Structure-Function 2009-10 Yr](#) [965]
 - FILE: [Tarry 2 Lab Seat Assignments](#) [131.6K - Posted: 09/16/09 08:49 AM] [Show detail]
 - FILE: [Structure Function Exam Schedule](#) [24.6K - Posted: 09/16/09 08:50 AM]
 - FILE: [Exam Grading Policy](#) [51.7K - Posted: 09/16/09 09:32 AM]

The file size and date information for the 'Tarry 2 Lab Seat Assignments' file is highlighted with a red box.

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

RESOURCES

Select: **All** [None](#) Limit to: Files URLs Notes Current registration

- * [Medical Decision Making I 2008-09 Yr](#) [0]
- * [Medical Decision Making II 2008-09 Yr](#) [0]
- * [Patient, Physician & Society I 2008-09 Yr](#) [7]
 - [College Curriculum Focus](#)
 - [Communication Skills](#)
 - [Cultural Dynamics in Medicine](#)
 - [Clinical Ethics](#)
 - [Patients in Context](#)
 - [Physical Exam Skills \(PEX\)](#)
 - URL: [Bates' Visual Guide to Physical Exam Videos](#)
 - [Vital Signs](#)
 - [Cardiovascular](#)
 - [Respiratory](#)

* Indicates registered course

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

RESOURCES

Select: **All** [None](#) Limit to: Files URLs Notes Current registration

- * [Patient, Physician & Society I 2009-10 Yr](#) [94]
 - [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](#)
 - URL: [General Readings: Week 4](#) [Show Detail]
 - NOTE: [Key Historical/Legal Case: Week 4](#) [Show Detail]
 - [CE - Week 5: Informed Decisions](#)
 - [CE - Week 6: Advance Directives](#)
 - [CE - Week 7: Surrogates](#)

* Indicates registered course

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.

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

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

RESOURCES

Select: **All** [None](#) Limit to: Files URLs Notes Current registration

- * [Patient, Physician & Society I 2008-09 Yr](#) [34]
 - [College Curriculum Focus](#)
 - [Communication Skills](#)
 - [Cultural Dynamics in Medicine](#)
 - [Clinical Ethics](#)
 - [Patients in Context](#)
 - [Physical Exam Skills \(PEX\)](#)
 - FILE: [PEX Unit Overview & Schedule](#) [112.1K]
 - FILE: [PEX Groups](#) [161.8K]
 - FILE: [Week 22 Write-Up Slides](#) [58.9K]
 - FILE: [Week 29 Write-Up Slides](#) [93.2K]
 - [Vital Signs](#)
 - FILE: [Vital Signs Exam Overview](#) [67.6K]

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

SESSION INFORMATION

Physical Exam: Vital Signs ← The element that was clicked.
Current Parent: Physical Exam Skills (PEX) ← The unit that the element is part of.

Objectives
 Found no objectives.

Resources
 FILE: [Vital Signs Exam Overview](#) [67.6K]
 FILE: [Vital Signs Exam Checklist](#) [71.7K]

Offerings
 Found 1 offering(s). ← Indicates that schedule information is available.

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.

SESSION INFORMATION

Small Group Session: CE - Week 4: Decision-Making Capacity
Current Parent: Clinical Ethics

Objectives
 Found no objectives.

Resources
 URL: [General Readings: Week 4](#)
 Chapter 10: "Decision Making Capacity."
 In: Lo, B. Resolving Ethical Dilemmas: A Guide for Clinicians. Philadelphia: Lippincott Williams & Wilkins; 2005.

Offerings
 Found 1 offering(s).

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

RESOURCES

Select: ** [All](#) [None](#) Limit to: Files URLs Notes

2009-10 Academic Year
 Current registration
 2010-11 Academic Year
 2009-10 Academic Year ←
 2008-09 Academic Year

[View Resources By Competency](#)

- [Scientific Basis of Medicine 2009-10 Yr](#) * [18]
- [Patient, Physician & Society I 2009-10 Yr](#) * [6]
- [Medical Decision Making II 2009-10 Yr](#) [0]
- [Structure-Function 2009-10 Yr](#) [1]
- [Medical Decision Making I 2009-10 Yr](#) [0]
- [Obstetrics & Gynecology 2009-10 Yr](#) [1]
- [Primary Care 2009-10 Yr](#) [2]
- [Surgery 2009-10 Yr](#) * [10]
- [Pediatrics 2009-10 Yr](#) [4]

← Selecting an academic year will display all courses and clerkships available for that year.

You can access the available resources of any course or clerkship in the medical school curriculum.

OBJECTIVES AND COMPETENCIES

Curriculum learning objectives are linked directly to the FSM competencies. Objectives are most often associated with a specific course, clerkship, or unit. They are indicated by a red asterisk following the course or clerkship name. If you do not see an asterisk, click the sign to drill down into the course/clerkship because objectives may exist at a more granular level.

Objectives and Competencies Details

Click the title of the course, clerkship or unit of interest to see its objectives.

RESOURCES

Select: **** All None** Limit to: Files URLs Notes

View Resources By Competency

- [Problem Based Learning I 2010-11 Yr \[0\]](#)
- [Medical Decision Making I 2010-11 Yr * \[22\]](#)
- [Patient, Physician & Society I 2010-11 Yr * \[64\]](#)
 - FILE: [PPS I Calendar 2010-11](#) [85.0K - Posted: 08/04/10 12:33 PM]
 - [Patients in Context *](#)
 - [Communications Skills *](#)
 - [Cultural Dynamics in Medicine *](#)
 - [Structure-Function 2010-11 Yr * \[34\]](#)

* Has learning objective(s).
 *** All = each resource that you have revealed, not every resource in the curriculum.

This will pop up a "Session Information" window that displays a list of the objectives.

Each objective is followed by one or more abbreviations representing the related FSM competency standard(s).

SESSION INFORMATION

Course: Patient, Physician & Society I

Objectives

- Begin the construction of a professional identity: understand how the values and norms of the medical profession may be consonant and dissonant with one's personal values. [ECIS-1, ECIS-2, PBMR-1, PBMR-3, PBMR-4, PBMR-5]
- Introduce students to the central ethical issues in the patient-physician relationship. [ECIS-2, PBMR-2]
- Recognize those ethical issues in which the profession has reached a consensus for the appropriate ethical behavior and action and those in which the profession has yet to reach a consensus. [PBMR-1]

Resources
 FILE: [PPS I Calendar 2010-11](#) [85.0K - Posted: 08/04/10 12:33 PM]

Offerings
 Found 0 offering(s).

Click any of the abbreviations to display FSM competency standard descriptions.

SESSION INFORMATION

Course: Patient, Physician & Society I

Objectives

- Begin the construction of a professional identity: understand how the values and norms of the medical profession may be consonant and dissonant with one's personal values. [ECIS-1, ECIS-2, PBMR-1, PBMR-3, PBMR-4, PBMR-5]

Mapped to standards:

- Effective Communication and Interpersonal Skills:** Our graduates will demonstrate communication and interpersonal skills that result in respectful, compassionate, and effective information exchange and decision making with patients, families, members of the healthcare team, and educational colleagues.
 - [ECIS-1] Listen carefully, compassionately, and effectively.
 - [ECIS-2] Demonstrate that information is understood; effectively address communication barriers including health literacy, disparities, authority gradients, and language.
- Professional Behavior and Moral Reasoning:** Our graduates will demonstrate a commitment to professional responsibilities and behavior as well as the ability to understand, reflect upon, and integrate ethical and moral dimensions of healthcare. FSM graduates will:
 - [PBMR-1] Identify, analyze, and justify appropriate ethical and legal choices in the treatment of individual patients and their families.
 - [PBMR-3] Behave with honesty, integrity, respect, and compassion toward all patients, families, students, faculty, and members of the healthcare team.
 - [PBMR-4] Treat all patients equally, regardless of gender, race, religion, socioeconomic status, disability, sexual orientation or ability to pay.
 - [PBMR-5] Behave with accountability and dependability.

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

1. 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.
2. You can click the printer icon (highlighted in red) to pop up a printer-friendly schedule.

IMPORTANT:

Some PPS events appear on Monday only because the related resources apply to all college sessions occurring throughout the week

So, if your college meets on Wednesday, for example, be sure to refer to the resources posted for Monday on the topic of interest.

Other PPS events are specifically scheduled on the days they occur.

SCHEDULE FOR WEEK OF 01-SEP-08

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

Select: All None Limit to: Files URLs Notes [Google Calendar]

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

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

SCHEDULE FOR WEEK OF 01-SEP-08

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

Limit to: Files URLs Notes [Google Calendar]

2008-09 Yr PPS1 PPS1: CE: Introductory Week 01:00PM- 03:00PM

2008-09 Yr PPS1 PPS1: PIC: Introduction to the Biopsychosocial Model 01:00PM- 03:00PM

2008-09 Yr PPS1 FILE: Intro to Biopsychosocial Model [4.4M]

Download ZIPped file

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

SCHEDULE FOR WEEK OF 01-SEP-08

2008-09 Yr PPS1 [Prev] Daily Weekly Monthly [Next] 09/01/2008 [Printer Icon]

Select: All None Limit to: Files URLs Notes [Google Calendar]

01-Sep-2008 CE: Introductory Week 01:00PM- 03:00PM

PIC: Introduction to the Biopsychosocial Model 01:00PM- 03:00PM

FILE: Intro to Biopsychosocial Model [4.4M]

Download ZIPped file

HOW TO SUBSCRIBE TO EMERG/GOOGLE CALENDARS

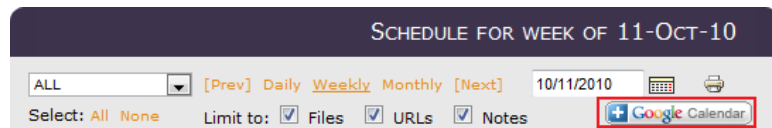
Using your @fsm.northwestern.edu account you can subscribe to eMerg schedule information via Google calendars. (Subscription is not available for non-FSM Google accounts.)

The calendars are updated every five minutes to reflect any schedule changes, and the entire schedule is refreshed each day at 1:00 a.m.

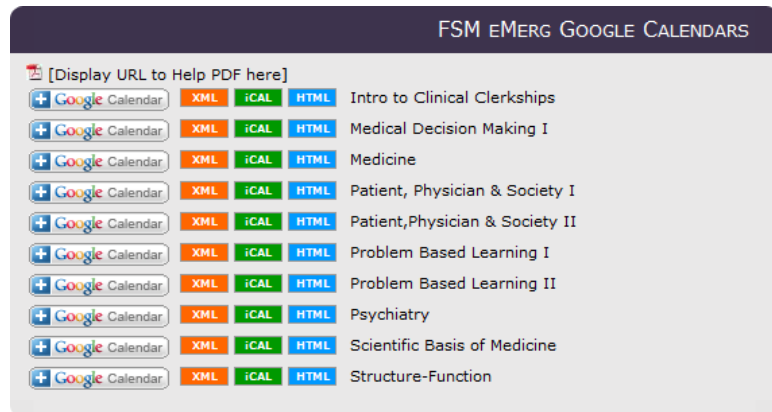
Google Calendar Button

Use this button to begin the subscription process. It can be found in two locations:

1. In the upper-right corner of the eMerg Schedule box, click the "Google Calendar" button.



A window will pop up with a list of available calendars.



OR

2. On the Office of Medical Education's "Current Students" web page, click the Subscribe to Calendars link.

<http://www.feinberg.northwestern.edu/AWOME/current-students/calendar-subscribe/>

Click the "Google Calendar" button next to the calendar you are interested in.

Subscribe to Calendars

Course Calendars

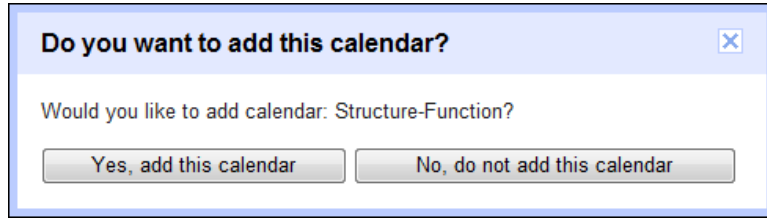
- Intro to Clinical Clerkships
- Medical Decision Making I
- Medicine
- Patient, Physician & Society I
- Patient, Physician & Society II
- Problem Based Learning I
- Problem Based Learning II
- Psychiatry
- Scientific Basis of Medicine
- Structure-Function

Society Calendars

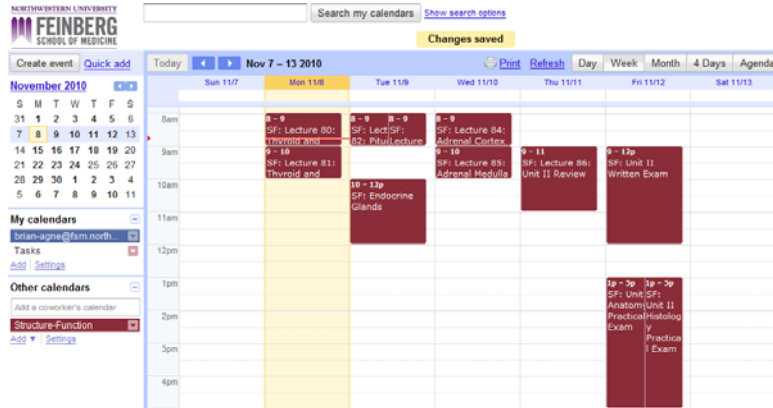
- Mary Harris Thompson Society
- John A.D. Cooper Society

When you click the Google Calendar button to subscribe, you will be asked to log in to your @fsm.northwestern.edu account if you are not already logged in.

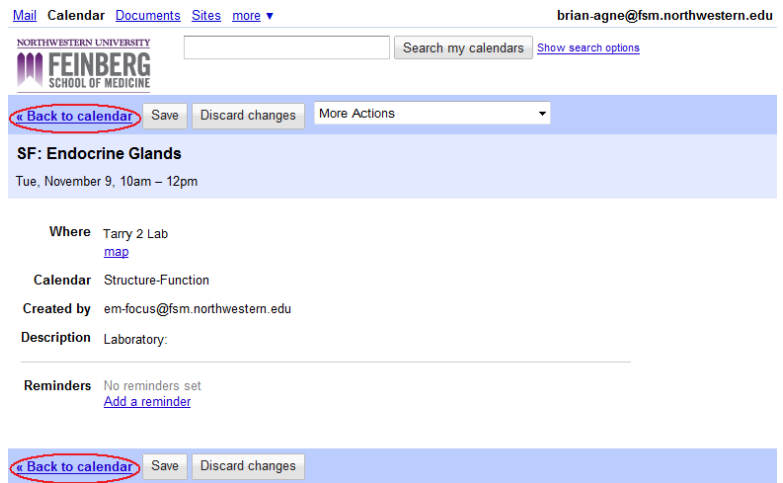
Click "Yes, add this calendar" button to confirm that you want to subscribe.



The eMerg schedule will then display in your @fsm.northwestern.edu Google calendar.



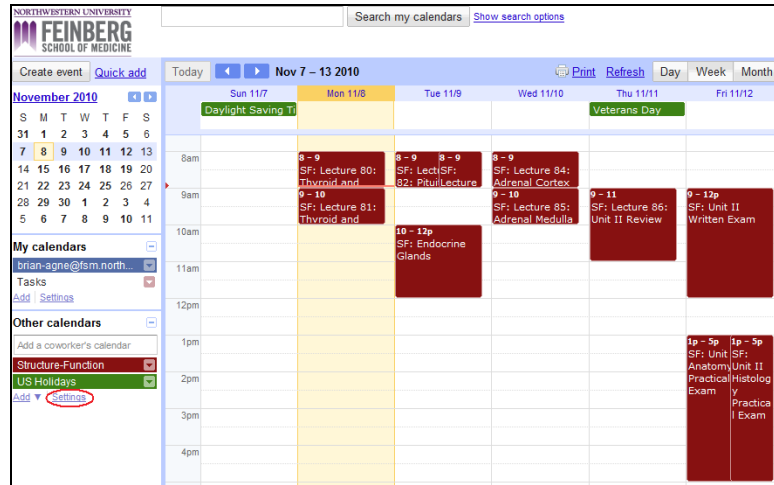
Click on a calendar entry to see the details. To close the details and view the calendar again, click the "Back to calendar link".



HOW TO UNSUBSCRIBE TO EMERG/GOOGLE CALENDARS

Log in to your @fsm.northwestern.edu Google account and view your calendar.

Click the “Settings” link displayed below the list of “Other calendars”.



Click the “Unsubscribe” link to remove access to the calendar you no longer wish to see.

You can always re-subscribe again if you change your mind.





SEARCH

You can search for resources across the entire medical school required 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).

The Search feature scans resource titles, file names, URLs, descriptions, and content to find a match:

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.
5. Click your browser’s <Back> button to return to the eMerG home page when you are finished viewing the search results.

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 "cardiovascular disease" found 95 match(es) in these categories.

- Resource (90)**
 - [Patient, Physician & Society I 2009-10 Yr](#)
 - [Patient, Physician & Society II 2009-10 Yr](#)
 - [Scientific Basis of Medicine 2009-10 Yr](#)
 - [Structure-Function 2009-10 Yr](#)

Curriculum components associated with the resource.

Unit I Exam Block → Fundamentals → [Lecture 37 and 38: Mendelian and Monogenic Inheritance and Linkage Analysis & Positional Cloning](#)

Resource Title: [Lecture 37 and 38: Mendelian and Monogenic Inheritance and Linkage Analysis & Positional Cloning](#)

Item: [Pedigree-Monogenic.Kopp.0910.pdf](#), [5.6Mb]

Context: A. syndrome ?Obesity ?Diabetes ?Hypertension Birth Puberty Adult Polygenic Multifactorial Chromosomal Monogenic Affected Individuals 10/4/09 4 Genes and Disease The majority of disorders have a genetic component Cancer Atherosclerosis **Cardiovascular Disease** Hypertension Diabetes mellitus Autoimmune Diseases Neurologic Diseases Psychiatric Diseases Asthma Somatic mutations in neoplasia Oncogenes Tumor suppressors Hit 1 Somatic Mutation Hit 1 + 2 Adenoma Hit 1 + 2 + 3 Carcinoma Metastasis Clonal ...

Matching search term

Click the item's link to open or save the resource.

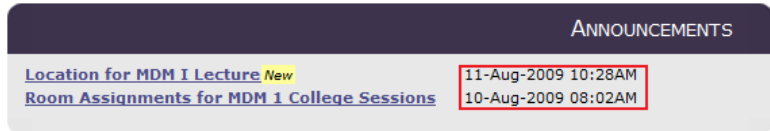
ANNOUNCEMENTS

Messages about your courses or clerkships posted by coordinators and directors appear in the eMerg Announcement box.

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

Announcement Feature Details

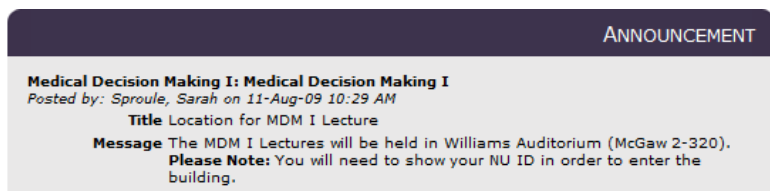
Unread announcements are noted as “New”. Once you click the link to open the announcement, the “New” icon will disappear. The date/time indicates when the message was created.



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



When you click the announcement link, a window will pop-up the message, the author, and the date posted.



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, please send an email to Brian Agne (b-agne@northwestern.edu).

FEEDBACK

If you are logged in to eMerg, you can contact the development team directly with your comments, questions and suggestions.

Click “Feedback?” to create and send an e-mail to Brian Agne and Mac Flores.



Agne Brian
Sign Out



Feature Guide