

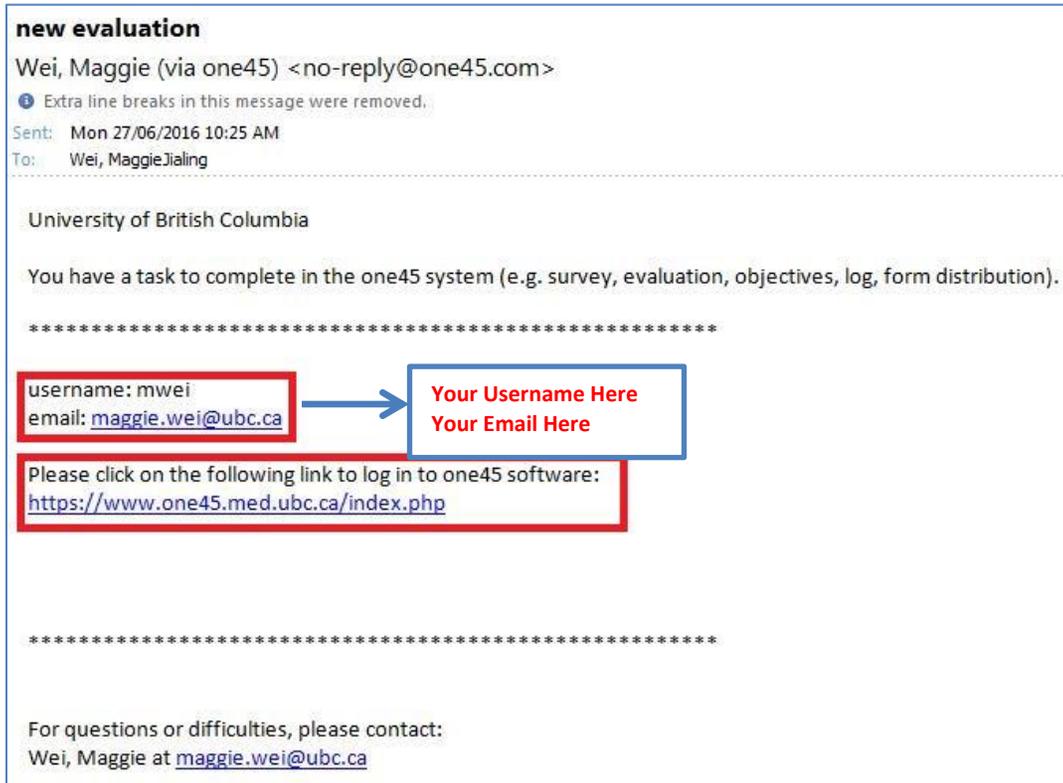
## HOW TO ASSESS STUDENTS ON ONE45

---

### STEP 1: One45 Notification Email

Once an assessment package has been created on One45 by the Assessment & Evaluations Coordinators, all responsible tutors will receive an email (see *Figure 1*) notifying them to complete the assessment. Note that the email contains the link to One45 website, the username used to log into the site, and the corresponding email address on the One45 account.

[Click here](#) to enter One45 website.

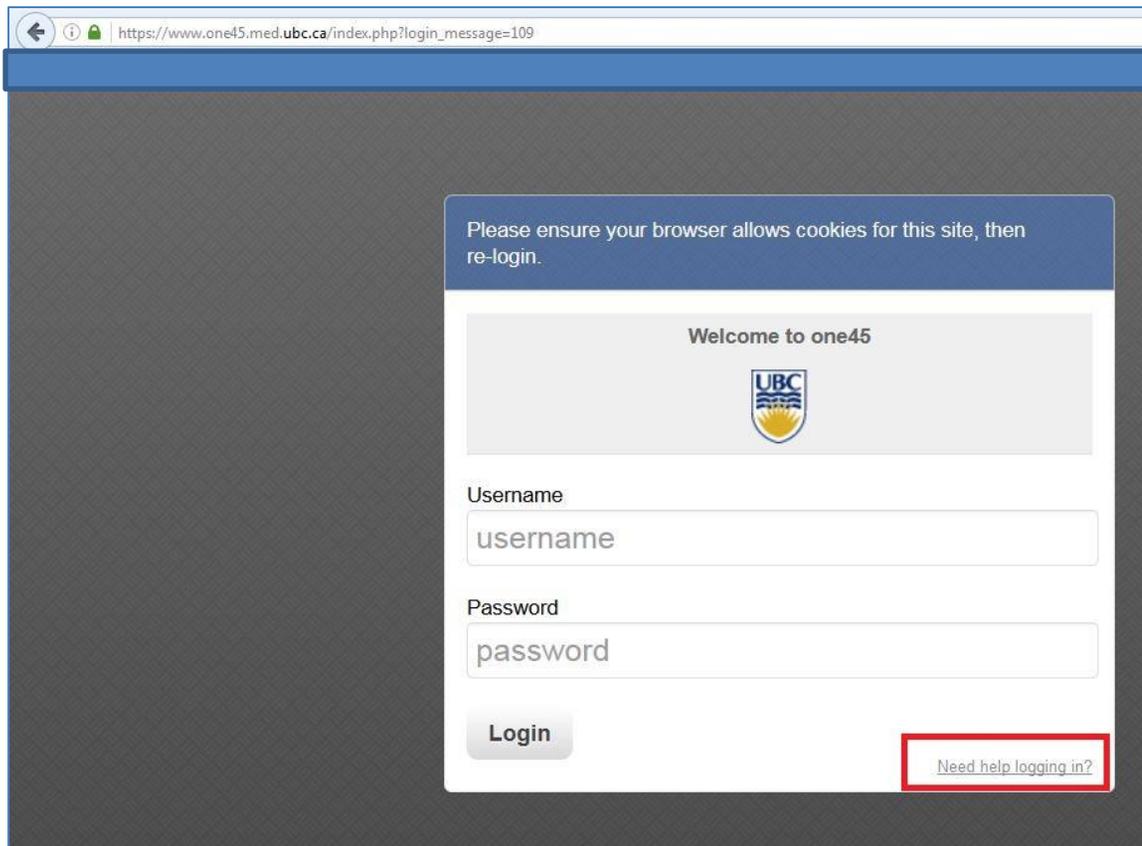


*Figure 1*

## STEP 2: Log into One45

Once you have clicked on the link <<https://www.one45.med.ubc.ca/index.php>> to enter One45, it will ask for your username and password. If you are logged in with no problems, please skip down to **STEP 3**.

If you are having trouble with logging in, see below in *Figure 2*, in the red box, click on the link “Need help logging in?” It will then show you *Figure 3*, and you will enter your email address that was sent to you in the notification email, and One45 will send you an automatic email to reset your password. The entire process takes about 30 seconds.



Please ensure your browser allows cookies for this site, then re-login.

Welcome to one45



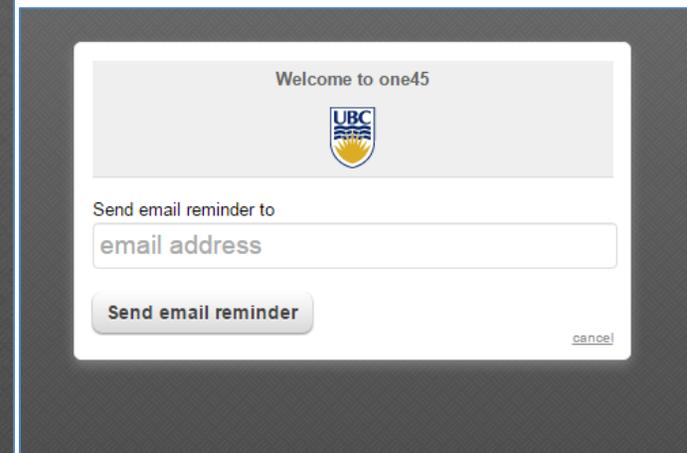
Username  
username

Password  
password

Login

[Need help logging in?](#)

Figure 2



Welcome to one45



Send email reminder to  
email address

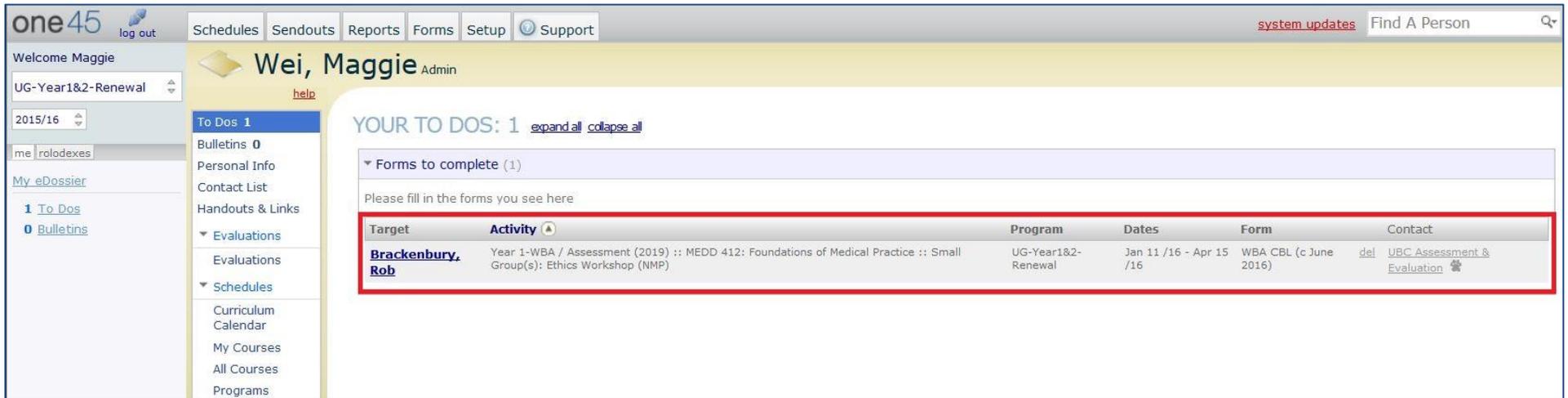
Send email reminder

[cancel](#)

Figure 3

### STEP 3: Completing the Assessment Form(s)

Once you have successfully logged in, you will see the Assessments(s) pending your action in your To-Dos on your dashboard. Click on the student's name, which is the bolded blue link, and it will take you directly to the student's assessment form. See *Figure 5* for a screenshot of a sample form.



one45 log out Schedules Sendouts Reports Forms Setup Support system updates Find A Person

Welcome Maggie

UG-Year1&2-Renewal

2015/16

me | rolodexes

My eDossier

1 To Dos

0 Bulletins

**Wei, Maggie** Admin

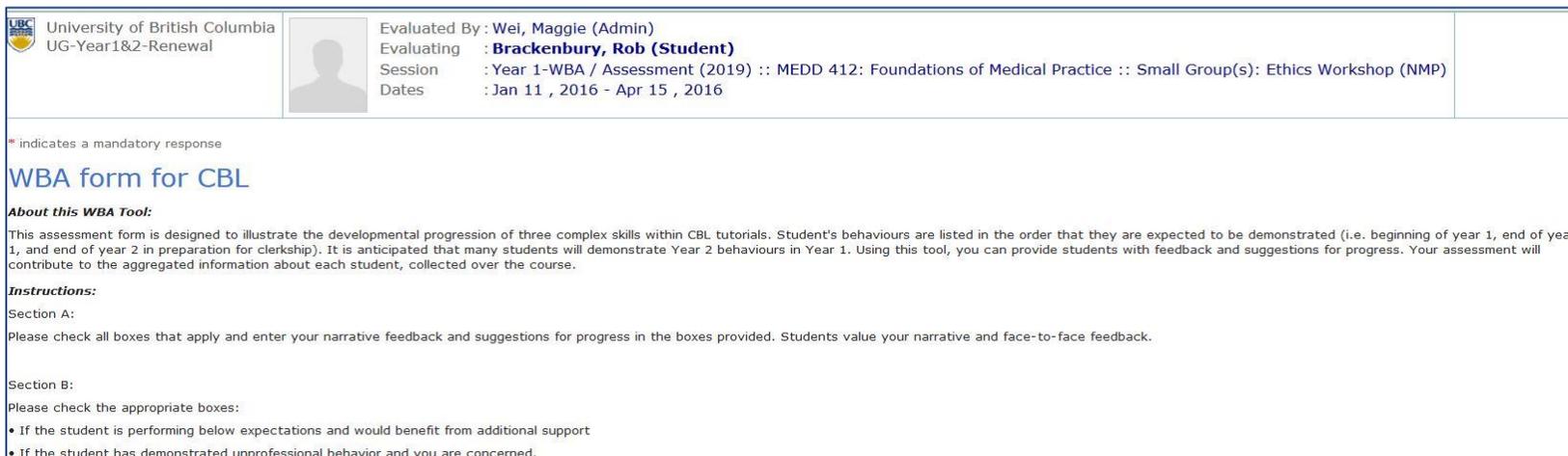
YOUR TO DOS: 1 expand all collapse all

Forms to complete (1)

Please fill in the forms you see here

Target	Activity	Program	Dates	Form	Contact
<b>Brackenbury, Rob</b>	Year 1-WBA / Assessment (2019) :: MEDD 412: Foundations of Medical Practice :: Small Group(s): Ethics Workshop (NMP)	UG-Year1&2-Renewal	Jan 11 /16 - Apr 15 /16	WBA CBL (c June 2016)	del UBC Assessment & Evaluation

Figure 4



University of British Columbia  
UG-Year1&2-Renewal

Evaluated By: Wei, Maggie (Admin)

Evaluating : **Brackenbury, Rob (Student)**

Session : Year 1-WBA / Assessment (2019) :: MEDD 412: Foundations of Medical Practice :: Small Group(s): Ethics Workshop (NMP)

Dates : Jan 11 , 2016 - Apr 15 , 2016

\* indicates a mandatory response

### WBA form for CBL

**About this WBA Tool:**

This assessment form is designed to illustrate the developmental progression of three complex skills within CBL tutorials. Student's behaviours are listed in the order that they are expected to be demonstrated (i.e. beginning of year 1, end of year 1, and end of year 2 in preparation for clerkship). It is anticipated that many students will demonstrate Year 2 behaviours in Year 1. Using this tool, you can provide students with feedback and suggestions for progress. Your assessment will contribute to the aggregated information about each student, collected over the course.

**Instructions:**

Section A:  
Please check all boxes that apply and enter your narrative feedback and suggestions for progress in the boxes provided. Students value your narrative and face-to-face feedback.

Section B:  
Please check the appropriate boxes:

- If the student is performing below expectations and would benefit from additional support
- If the student has demonstrated unprofessional behavior and you are concerned.

Figure 5

## STEP 4: Submission

Once you have completed the form, please **submit** the form to ensure that the data is captured and will contribute to the student's overall grade.

**Health Advocate**

**8. Advocacy for individuals**

**\*Individuals or situations will present the opportunity for the student to act as an advocate for the individual. Examples of this may include identifying a new finding during a volunteer patient encounter and ensuring that the individual can access appropriate care, or ensuring that an individual's comfort during part of a physical exam encounter is maintained.**

- I am not able to answer this
- The learner consistently is unable to identify the needs of the individual during a clinical skills encounter. Significant gaps in their ability to identify potential needs of an individual in a scenario are evident. .
- The learner is able to identify some needs of the individual but does not identify all needs that are affecting the patient/standardized patient encounter. Examples may include identifying a need to drape the patient to respect privacy but not identifying the patient is in pain an uncomfortable proceeding with the examination.
- The learner is consistently able to identify the needs of the individual they are encountering in either a standardized patient or volunteer patient scenario. They can articulate the needs of the individual but are not able to act on these needs
- The learner has an exceptional ability to identify the needs of the individual they are encountering in either a standardized patient or volunteer patient scenario and are able to identify a plan of action that will enable the (standardized) patient to meet these needs.

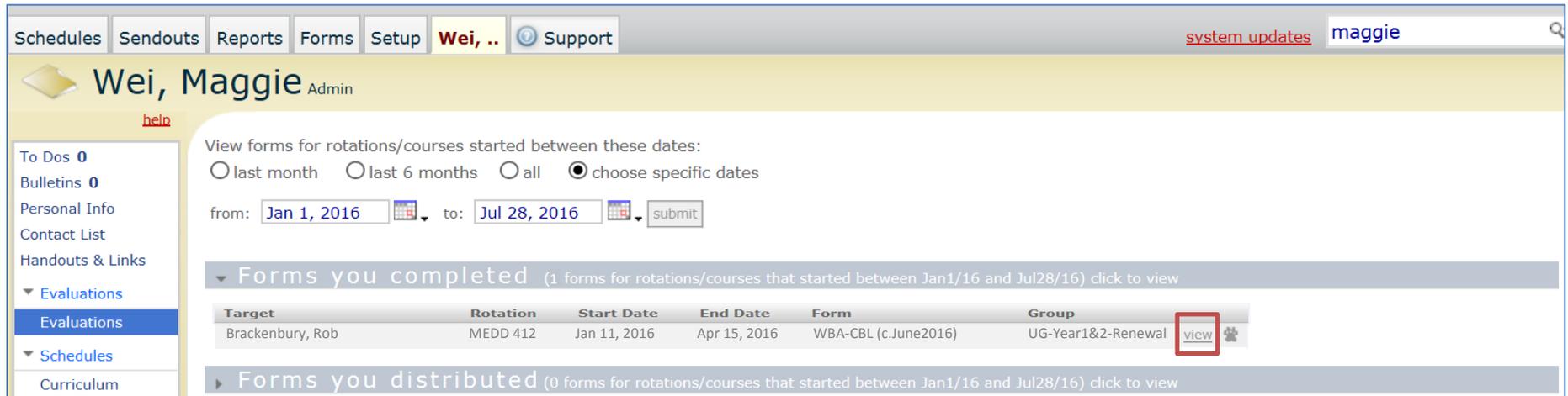
**\*Narrative Comments 4: Health Advocate**

<b>Submit</b> Commit responses and remove form from your inbox.	<b>Save and close</b> Save current responses and keep form available in your inbox for revision.	<b>Cancel</b> Discard any changes to responses and keep form available in inbox for completion.
--	---	--

Figure 6

## OPTIONAL: Viewing Previously Submitted Assessment Form(s)

To view submitted assessments, select evaluations on your dashboard. Identify a date range and expand 'forms you completed'. Click **view** to display an assessment electronically with the option to print.



Schedules Sendouts Reports Forms Setup Wei, .. Support [system updates](#) maggie

**Wei, Maggie** Admin [help](#)

To Dos 0  
 Bulletins 0  
 Personal Info  
 Contact List  
 Handouts & Links  
 Evaluations  
 Evaluations  
 Schedules  
 Curriculum

View forms for rotations/courses started between these dates:  
 last month  last 6 months  all  choose specific dates

from:  to:

Forms you completed (1 forms for rotations/courses that started between Jan1/16 and Jul28/16) click to view

Target	Rotation	Start Date	End Date	Form	Group	
Brackenbury, Rob	MEDD 412	Jan 11, 2016	Apr 15, 2016	WBA-CBL (c.June2016)	UG-Year1&2-Renewal	<a href="#">view</a> 

Forms you distributed (0 forms for rotations/courses that started between Jan1/16 and Jul28/16) click to view

Figure 7

## QUESTIONS?

For any questions or need help troubleshooting, please contact the Assessment & Evaluations Coordinator at your site.

Name	Site	Phone No.	Email
<b>Maggie Wei</b>	VFMP	604.875.4111 ext. 68129	maggie.wei@ubc.ca
<b>Kristen Gibbs</b>	SMP	250.807.9688	kristen.gibbs@ubc.ca
<b>Christy Schwarz</b>	IMP	250.472.5523	cschwarz@uvic.ca
<b>Dianna Vassallo</b>	NMP	250.960.5203	dianna.vassallo@unbc.ca