UWorld | MEDICAL

Learning Platform User Guide

Welcome to the UWorld Learning Platform User Guide. This resource will guide you through your Learning Platform experience in order to help you take full advantage of this administration tool. Create assignments, present in the classroom, understand the student experience, monitor performance through detailed reporting – this resource will walk you through each feature step by step.

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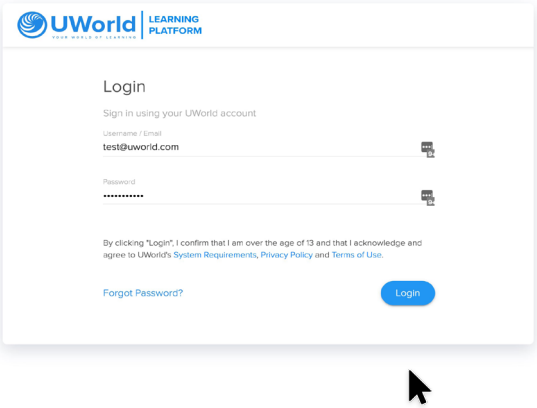
01

Administration

SECTION A
How to Log In

Log in at lp.uworld.com with your school email address and the password that was emailed to you from UWorld. For the first time logging in, you will be prompted to change your password.

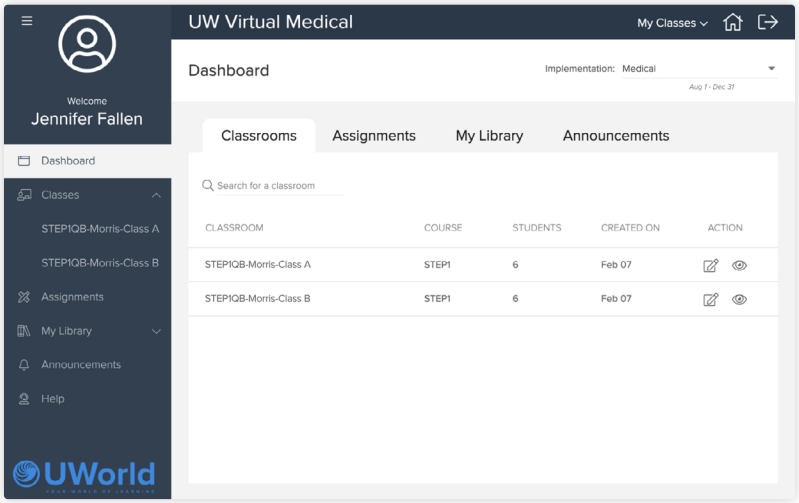
Once you login, you will see the “Dashboard” screen. Within the dashboard screen, you will see an overview of your classrooms, assignments, presentations, and announcements.



SECTION B
Dashboard: Classes, Assignments, My Library, and Announcements

In your dashboard, you’ll see the following tabs: Classrooms, Assignments, My Library, and Announcements.

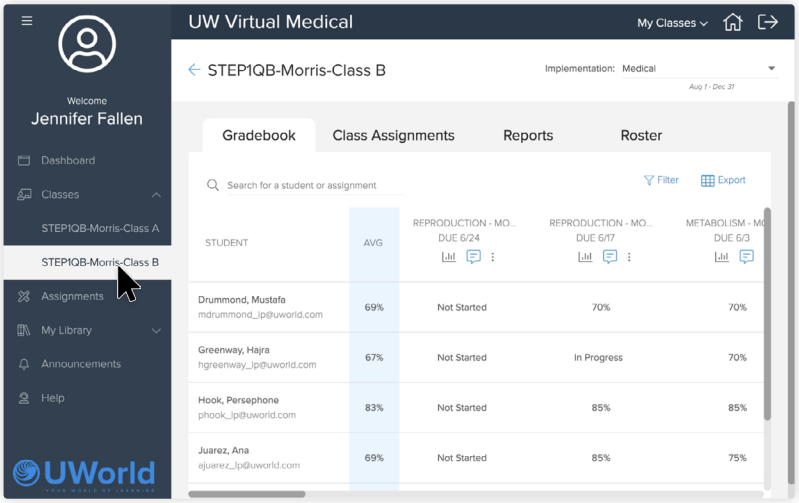
- The “Classrooms” tab allows you to change the class name and allows you to view your classroom, which contains the Gradebook, Class Assignments, Reports, and Roster.
- The “Assignments” tab shows assignments you have previously made and is the place where you can create new assignments.
- The “My Library” tab lists any presentations you have made, allows you to view the presentations, edit them, or delete them.
- The “Announcements” tab shows all of the active and archived announcements, including system-generated announcements such as a changed due date or the granting of a retake. You can also create an announcement to be sent to a particular class or all of your classes.

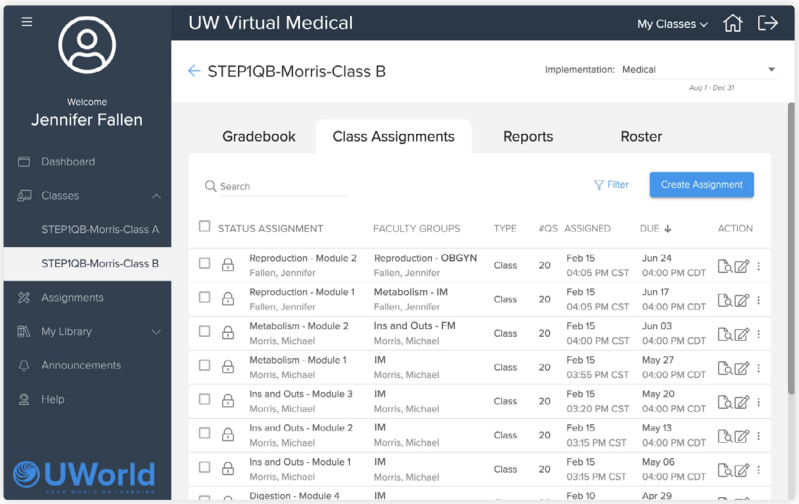


SECTION C

Classrooms

- Within the “Classrooms” tab, you’ll see that your classrooms and students are already loaded into your system.
- To add in additional students, please contact your UWorld Business Development Manager or use the Add Students feature on the Roster page.
- You can change the name of your classroom by clicking on the “Edit Classroom” icon on the far right under the Action column. The institution naming convention will remain but will be a gray subtitle.
- Selecting your classroom or the “View” icon under the “Action” column will take you to your classroom, which contains your Gradebook, Class Assignments, Reports, and Roster.

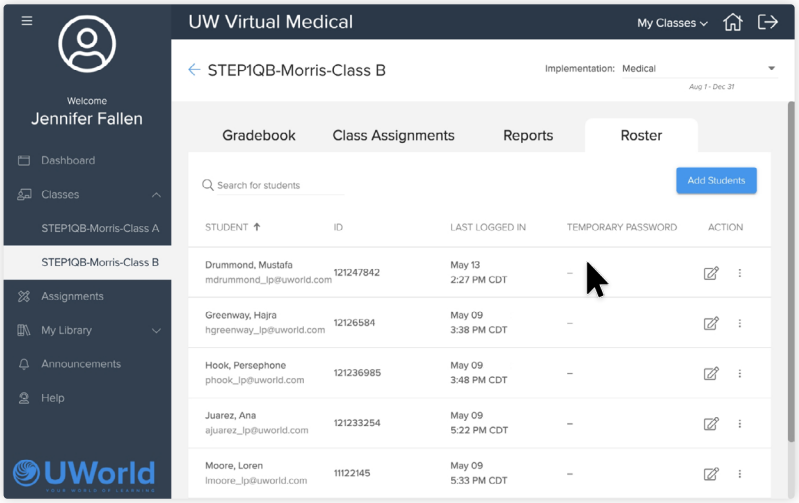




SECTION D

Roster

The “Roster” tab shows each student’s name, email, ID number, user name (if applicable), and allows you to create a temporary password by clicking on “Create Temporary Password” icon . The Add Students button allows you to add additional students if licenses are available.

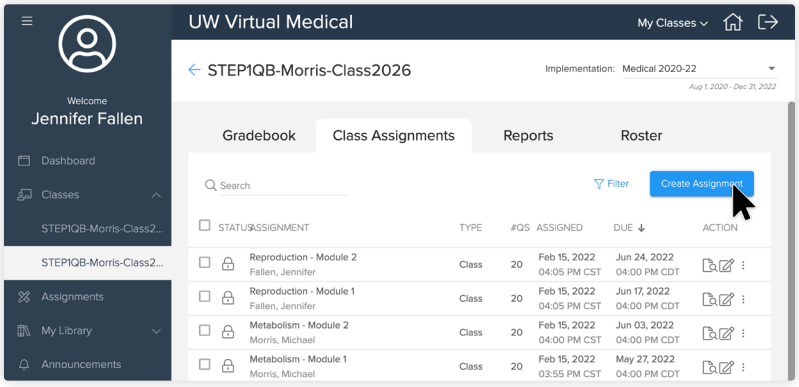


SECTION E

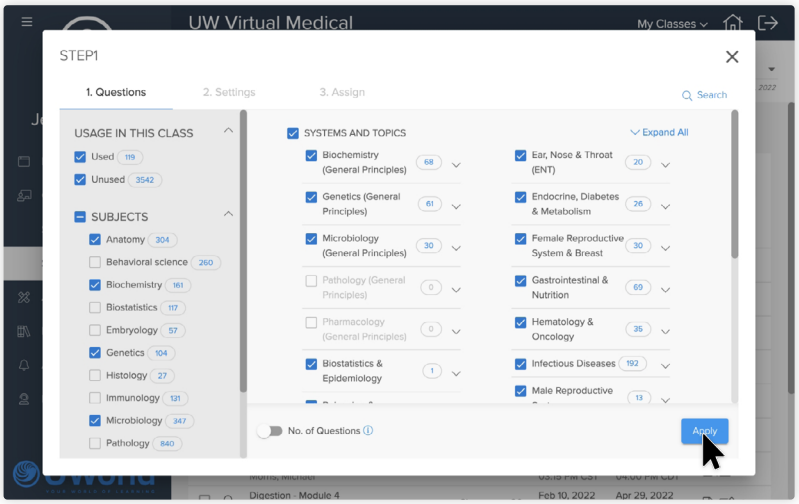
Creating an Assignment

To create an assignment:

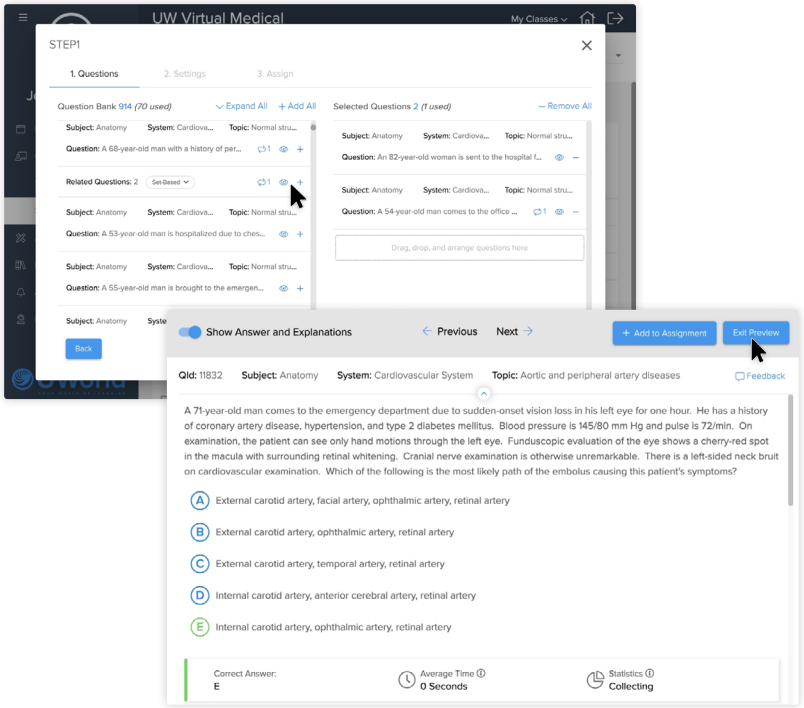
1. Click on “Class Assignments” in your classroom or on “Assignments” in your dashboard or left nav panel. Click on the “Create Assignment” button. A window will appear that gives you an option to select the content area for the assignment. Select the content area then click “Continue.”



2. Filter items by source
   - “Usage in this Class”—Filter questions by used and unused.
   - Choose which Subjects, Systems, and Topics you would like to assign by expanding the drop-down menus and clicking on them. Then click “Apply.”

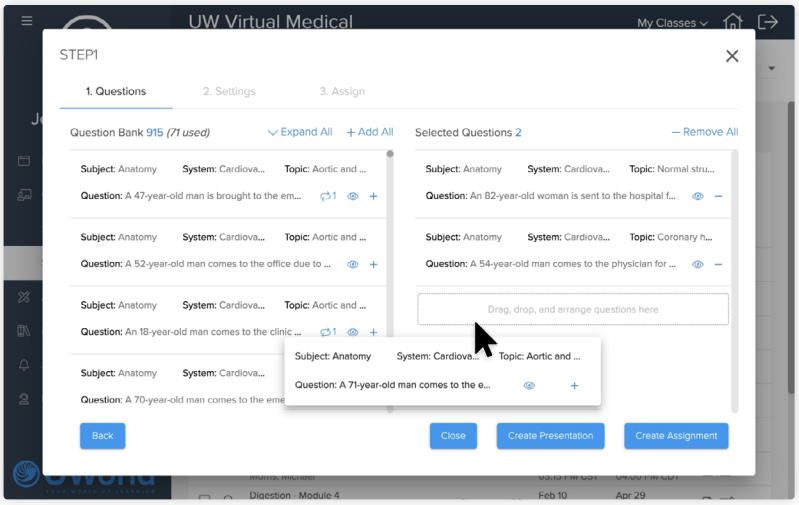


3. The questions you have chosen will appear within the “Question Bank” section. You can choose to preview the questions by clicking on the “Preview” icon . In “Preview” mode, you can view correct answers and explanations by clicking the “Show Answer and Explanations” toggle button on the upper left-hand side of the question. You can give UWorld feedback on questions by clicking on the “Feedback” button on the upper right-hand side. You can now move to the next question, add the current question to the assignment, or exit the preview.

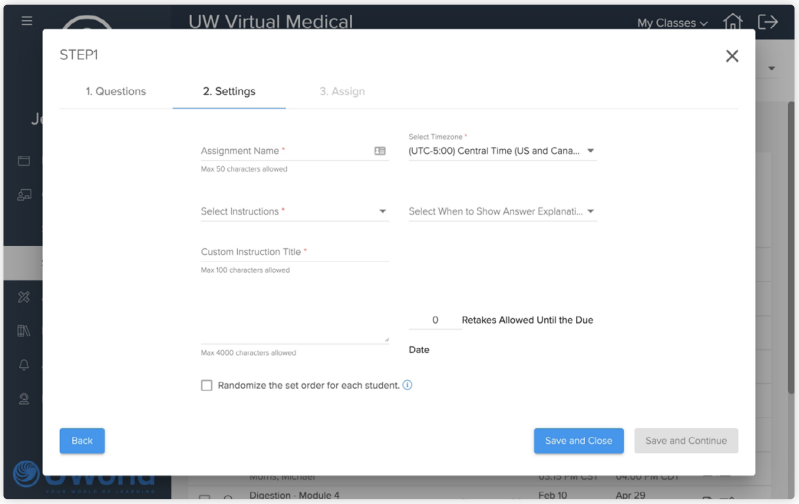


4. You can select questions without previewing them by clicking on the “Add” icon + or by dragging and dropping them to the “Selected Questions” section on the right-hand side.

   Questions within the “Selected Questions” section are ready to be made into an assignment. You can still preview the questions here or delete them. When you are ready, click “Create Assignment.”



5. In the “Settings” tab, you need to fill in the following fields:

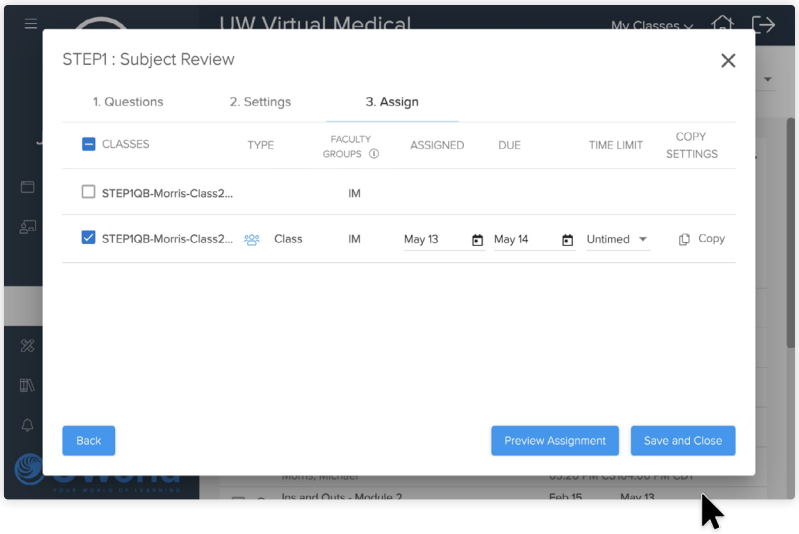


- Assignment Name
- Select Instructions (Enter custom instructions for your students or choose “Answer all Questions” or “Open Book - Notes/Textbook”)
- Provide an Instruction Description. (If you do not wish to provide any further instruction, “Please answer all questions before submitting your assignment” will auto populate for your students)
- You can choose to randomize passages or questions for each student
- Select Timezone (the default is the location of the institution)
- Select When to Show Answer Explanations (Choose between showing the explanations “After each question,” “After the assignment is submitted,” or “Later via the Gradebook”)
- You can also allow for up to 9 retakes

Once you have completed these fields, click the “Save and Continue” button to move on to the “Assign” tab.

6. In the “Assign” tab, you need to fill in the following fields:
   - You can select which class, group, or individual you want to give the assignment. You can also select which student(s) you want to give the assignment to by clicking on the drop-down arrow next to the class name
   - Select which date and time you want to release the assignment and which date and time the assignment is due
   - You can also select how much time the students are permitted to complete the assignment

Click on “Save and Close” which will take you back to your class assignments

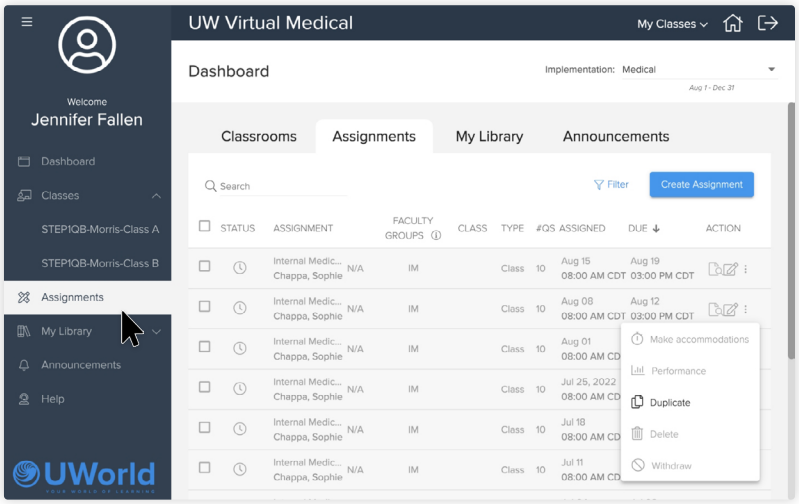


SECTION F

Class Assignments

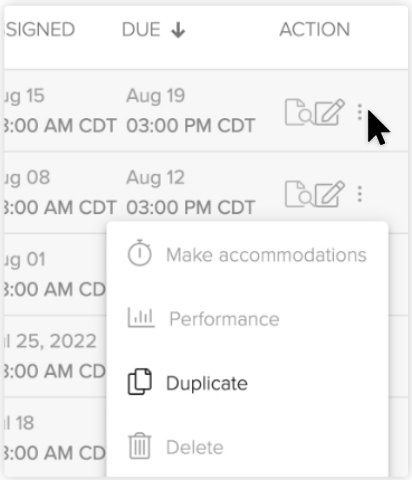
Within the “Assignments” tab, you’ll find columns labeled:

- “Status” (Assigned, Scheduled, Edit, or Withdrawn)
- “Assignment Name”
- “Type” (Individual, Group or Class)
- “Assigned” (date the assignment is released)
- “Due” (date the assignment is due)
- “Action”



Under the “Action” column, you can preview the assignment and edit the assignment. If you click on the “Options” icon ⋮ a menu appears that includes:

- **Make Accommodations** which allow you to change the due date, change the time permitted, and allow for retakes
- **Performance** graphs that show class and student performance after the assignment has been completed
- **Duplicate** the assignment
- **Delete** the assignment (Note: You can delete an assignment if you have not reached the assigned date)
- **Withdraw** the assignment if the assigned date has passed



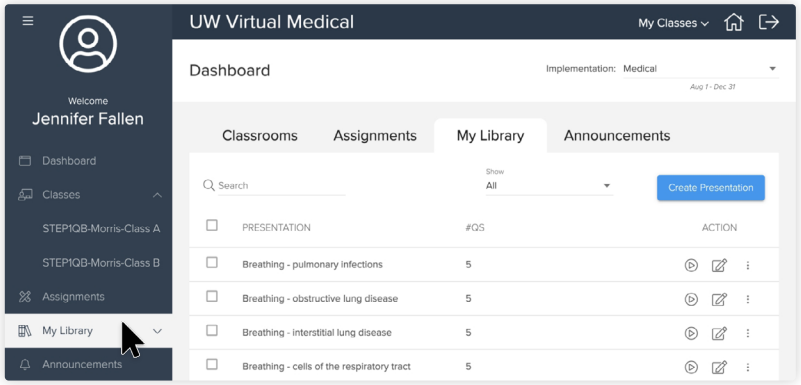
Classroom Experience

SECTION A

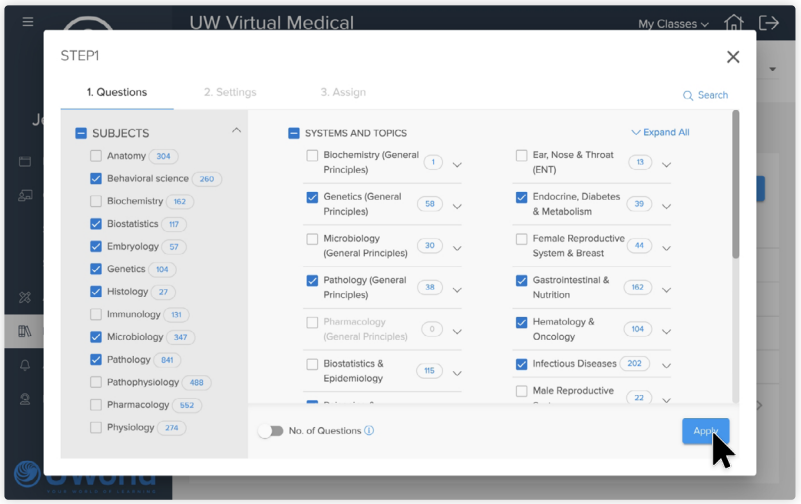
Creating a Presentation

To create a Presentation:

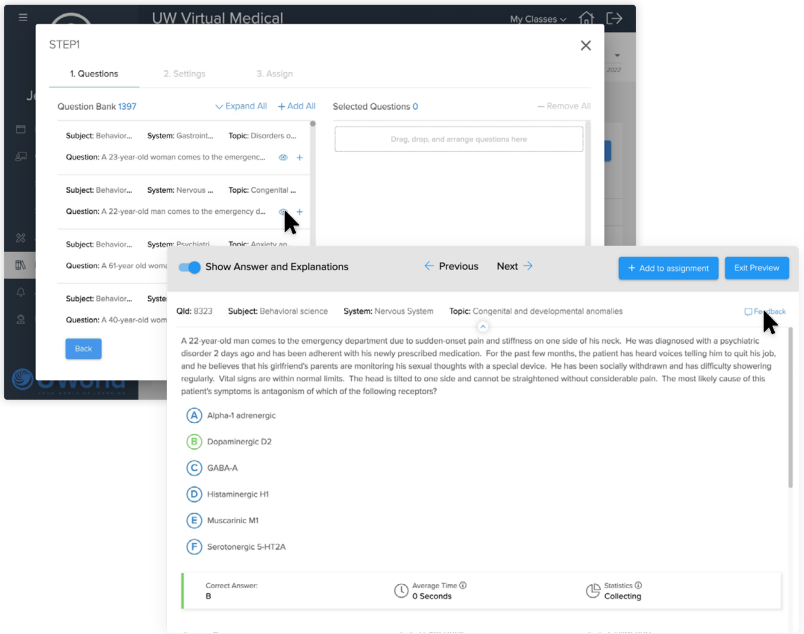
1. Click on the “My Library” tab on the left-hand side of your screen. Select the content area that you would like to create the presentation for.



2. Click on the blue button that reads “Create Presentation.” A window will appear that gives you an option to select the Subjects, Systems and Topics you would like to use. Make your selections, then click “Apply.”

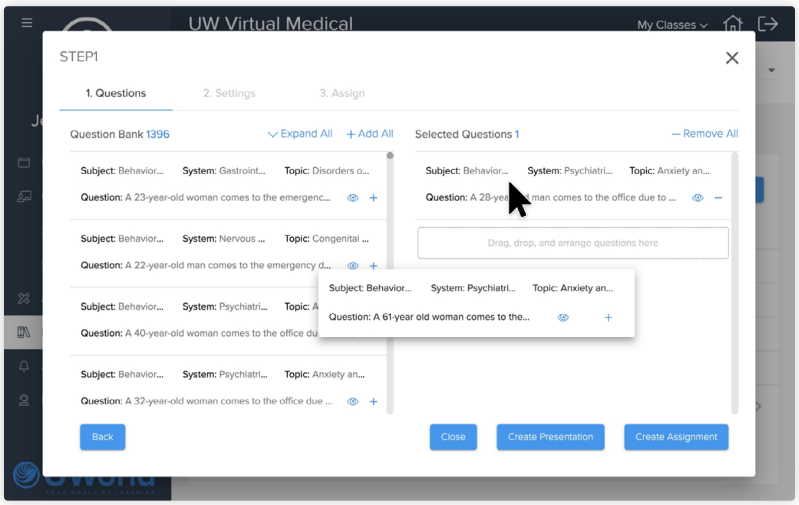


3. The questions you have chosen will appear within the “Question Bank” section. You can choose to preview the questions by clicking on the “Preview” icon . In “Preview” mode, you can view correct answers and explanations by clicking the “Show Answer and Explanations” toggle button on the upper left-hand side of the question. You can give UWorld feedback on questions by clicking on the “Feedback” button on the upper right-hand side. You can now move to the next question, add the current question to the assignment, or exit the preview.

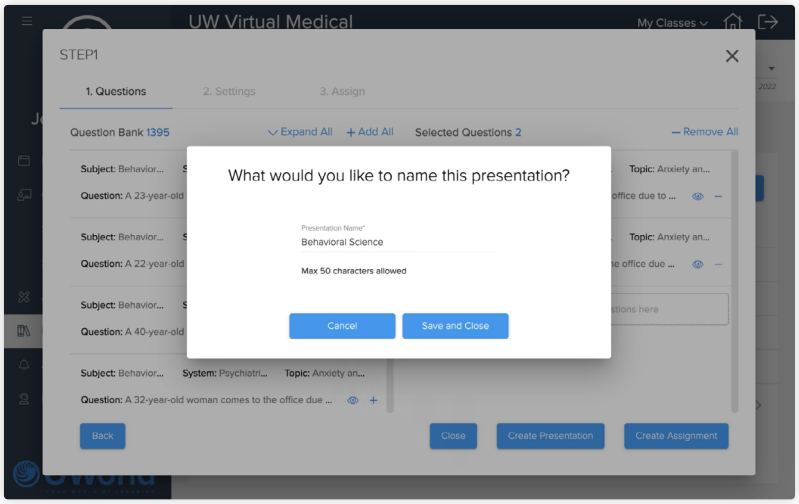


4. You can select questions without previewing them by clicking on the “Add” icon + or by dragging and dropping them to the “Selected Questions” section on the right-hand side.

   Questions within the “Selected Questions” section are ready to be made into a Presentation. You can still preview the questions here or delete the m. When you are ready, click “Create Presentation.”



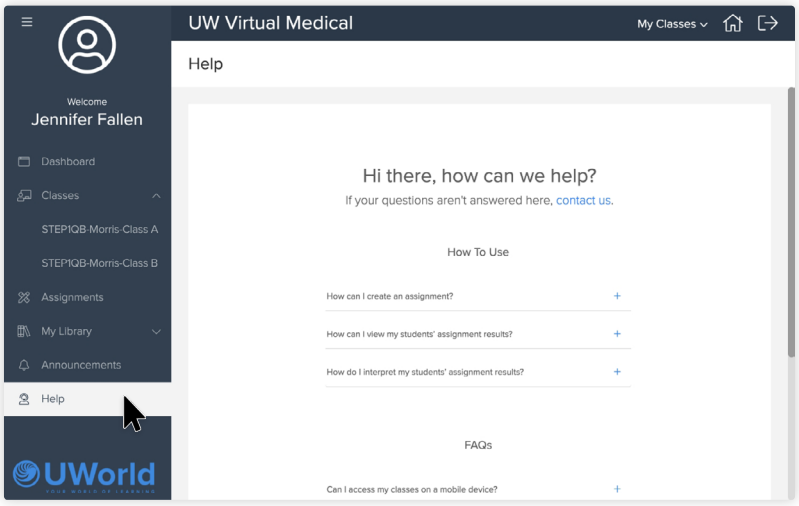
5. A window will appear that prompts you to name the presentation. Once you name the presentation, click on the “Save and Close” button, which will take you back to your presentations.



SECTION B

Help

The “Help” tab contains answers to frequently asked questions. Each topic can be expanded to display the answer.



Reporting

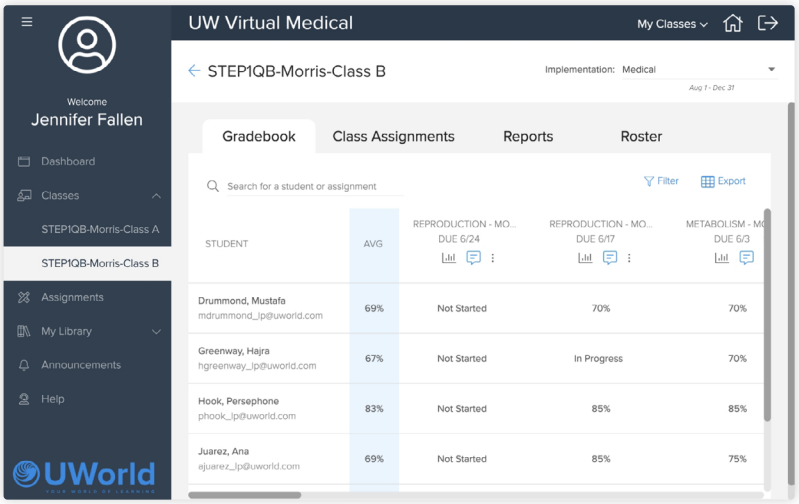
SECTION A

Gradebook

Your Gradebook (located in your Classroom) will be empty until you make the first assignment.

Your Gradebook shows the progress of your students. The available filters are:

- The ability to search for an individual student or assignment
- Show all assignments, class assignments, group assignments or individual assignments. (Note: The default is to show class assignments)
- You can also filter by predefined date ranges



Your Gradebook shows (from left to right) the student's name and email, average grade on assignments, grades (in black), and retakes (in blue). Clicking on the retake grade allows you to review a student's performance on the retake and select which grade you want to give the student.

Assignments may show as not started, in progress, or display a grade. An "information" icon ⓘ beside the grade indicates that the grade has been auto submitted by the system because the assignment was due and the student did not submit it.

The "View Assignment Performance" icon 📊 under the assignment name will give you a detailed performance report for that assignment. Here, you can see how the class or an individual student performed on that assignment, which students asked for help, and what questions were answered.

The "Show Answers and Explanations" icon 💬 shows you if the explanations are on or off (Gray is off and blue is on).

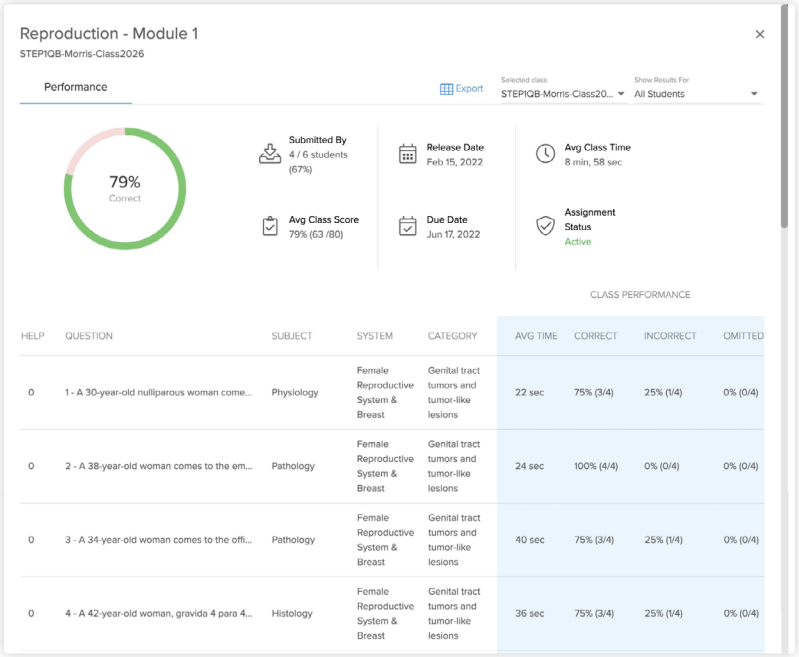
The "Options" icon ⋮ allows you to turn explanations on or off and allows you to withdraw an assignment.

The Gradebook can also be exported to an Excel spreadsheet.

SECTION B

Performance

Clicking on the “View Assignment Performance” icon on a particular assignment, either in the “Gradebook” or in “Class Assignments,” brings up a chart, showing percentages of how the class did on that assignment (% Correct, % Incorrect, and % Omitted). It also shows how many students asked for help. By hovering over the number you can see the names of the students that asked for help.



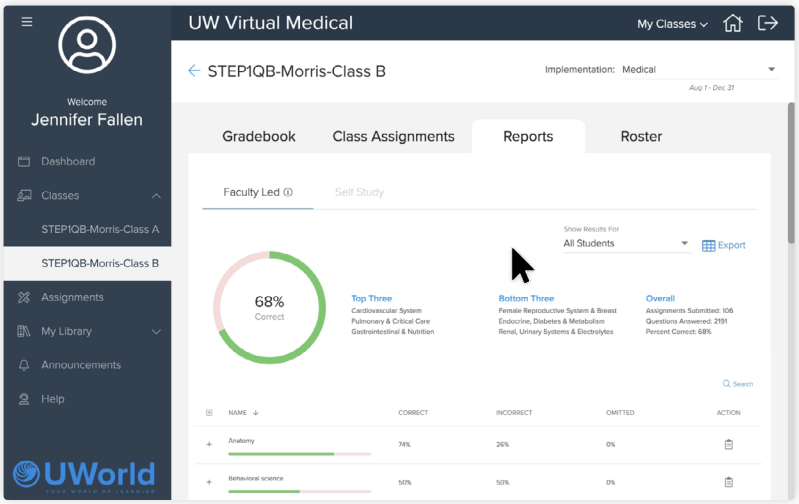
Additionally, you can see the Subject and System for each question along with the “Class Performance” compared to “National Performance” among UWorld users.

Changing the drop-down menu from “All Students” to an “Individual” student allows you to view the questions that the individual student got correct, incorrect, or omitted and view the student’s response along with the explanations.

SECTION C

Reports

The “Reports” tab gives a more expansive view of how students are doing by Subject and System.



The chart allows you to get a quick overview of the average question level performance. You can also see the top three subjects in which the students are doing well and the bottom three subjects where remediation may be necessary.

The percentages of Correct, Incorrect, and Omitted questions can be viewed by subject or system, and if you click on the “View Student Performance” icon , you can view individual student performance on that subject or system.

Individual student reports can also be generated by the drop-down menu on the right side of the screen.

All reports can be exported to Excel.

Student Experience

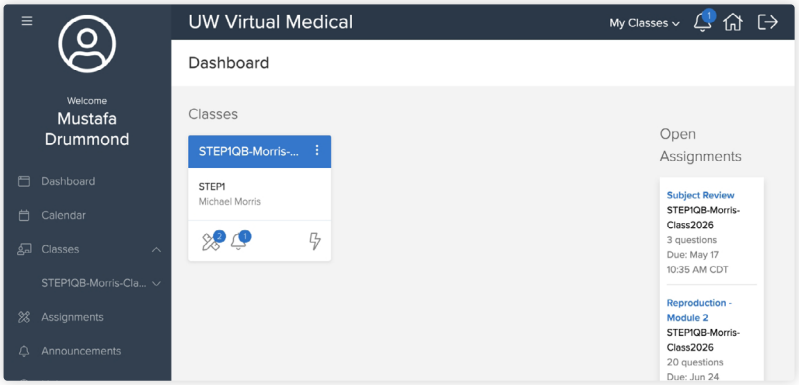
SECTION A

Student Dashboard, Calendar, Classes, Assignments, Announcements, and Help

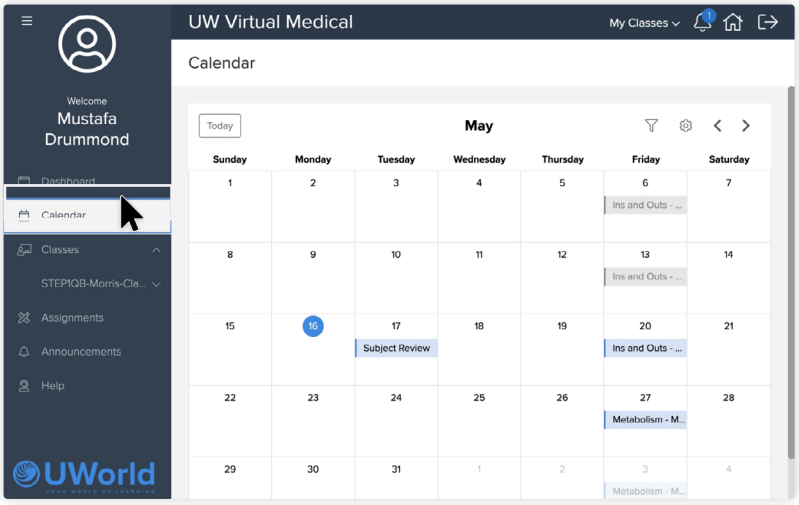
Students will see the following tabs:

- Dashboard
- Calendar
- Classes
- Assignments
- Announcements
- Help

The “Dashboard” tab gives students an overview of their classes. They can view assignments, announcements, flashcards and edit their class colors.

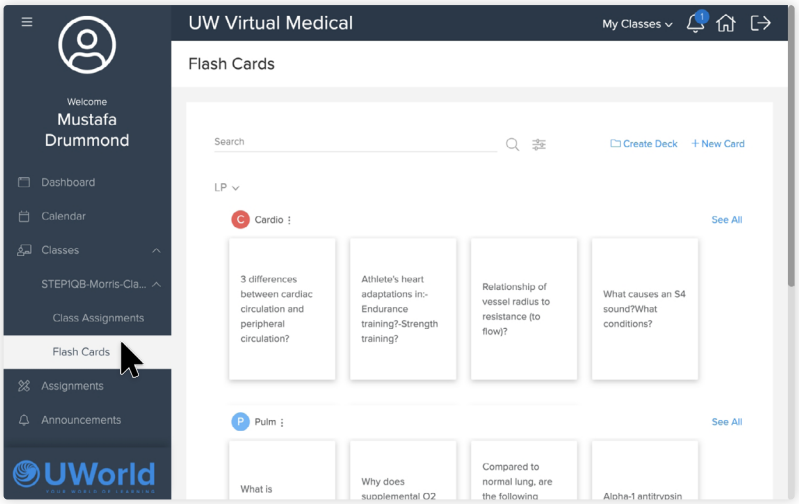


The “Calendar” tab allows students to see a monthly overview of all of their class assignments. The assignments are listed in order of their due dates. They can click on the assignment to begin or retake, or if the due date has passed, they can review the assignment.



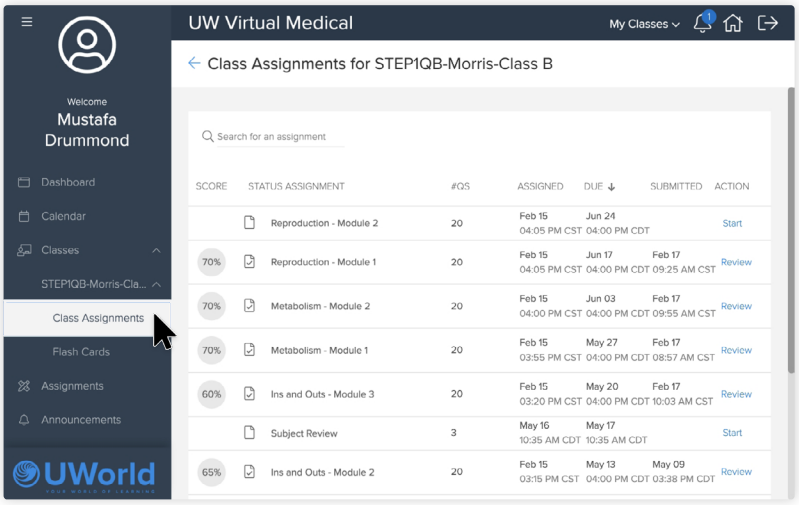
The “Classes” tab contains the classes on the left. Students can select their class and expand the tab. They can select “Class Assignments” or “Flash Cards.”

The “Flash Cards” tab will allow students to review any flashcards they have made.

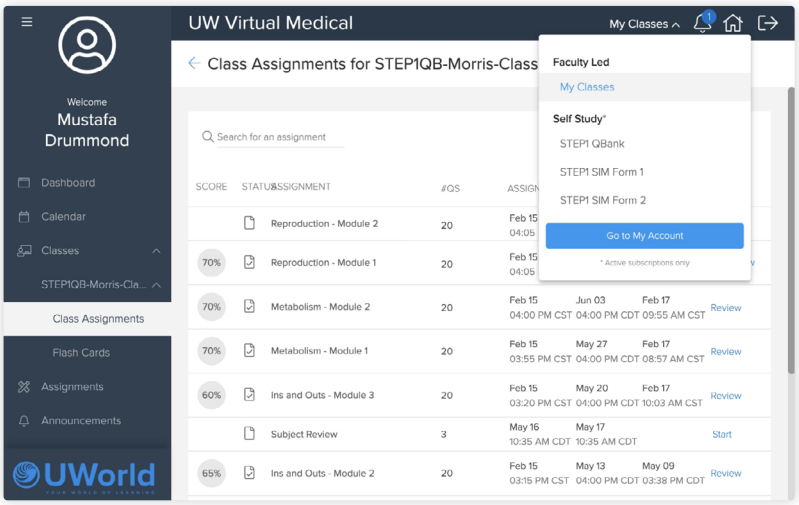


Students can access specific class assignments from the “Class Assignments” tab under “Classes,” or view all of their class assignments by clicking on the “Assignments” tab.

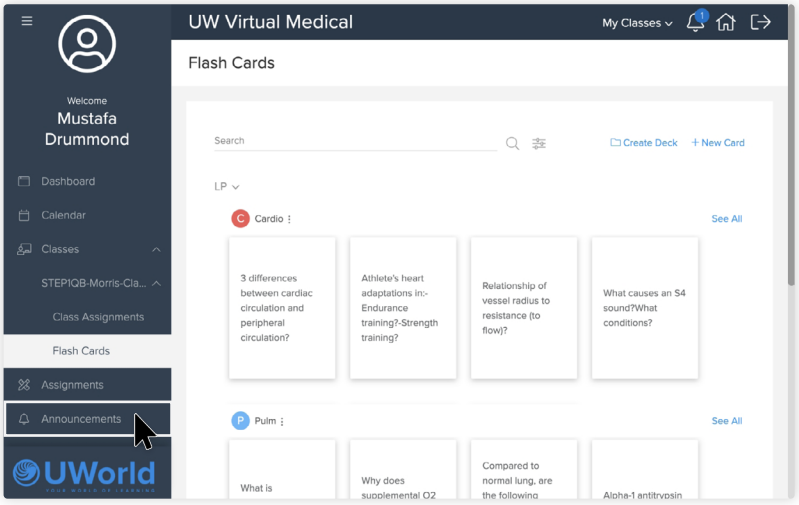
In the “Assignment” tab, students will be able to see all of their assignments. At the top of the page, they can filter by class or assignment status. Under the “Action” column, they can start an assignment or review prior assignments.



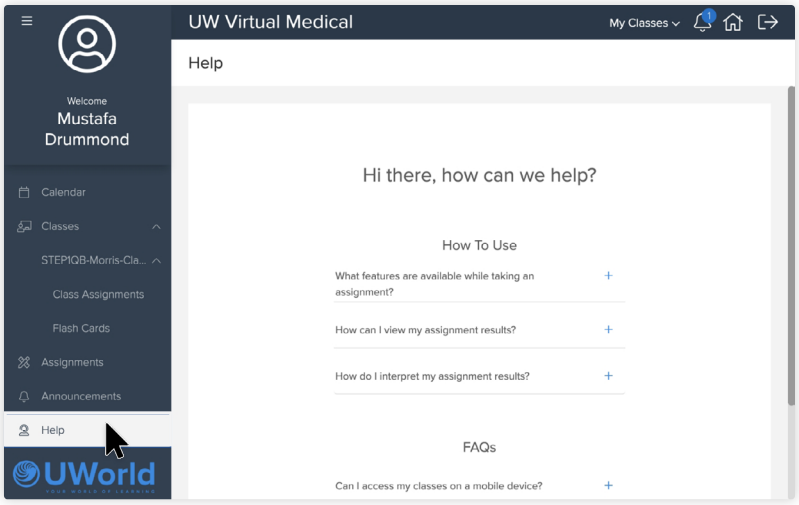
Students can access the self-study QBank by clicking on “My Classes” at the upper right-hand side of their dashboard. Within the drop down menu, there is a section labeled “Self Study.” They can select any of the QBanks included in their subscription.



The “Announcements” tab shows all of the active and archived announcements. A student can mark the announcement as “Read” by clicking on the vertical ellipses on the right side of the announcement.



The “Help” tab contains answers to frequently asked questions that students may have.



Still Have Questions?

Our support team is committed to your success. Faculty or students can contact **lp_support@uworld.com** for help or support whenever it is needed. Our dedicated team of customer support specialists stand ready to help you and your students make the most of your UWorld experience.

We’re better together, and we are here for you.