



EHR Go Guide: Assigning and Receiving Student Work

Introduction

As a faculty user, it is your responsibility to assign activities and patients in EHR Go to your students at the appropriate time for your course objectives and schedule. Student users automatically see the EHR Orientation activity and the Student Portfolio when they initially access EHR Go. All other activities must each be assigned by following the steps in this guide.

Student users will be submitting their work to you independently from EHR Go. Activities in EHR Go instruct students to submit their work through your Learning Management System (LMS). If you prefer they submit their work using a different method, such as by email or by printing a hard copy, then you must specifically instruct the students to do so.

Answer keys are provided with activities and you may grade your students' work any way you choose. Most commonly, comments are entered on the document that students submit and sent back to the student for review through your LMS or another method. Grading is described further in the last section of this guide.

Additional resources

Please refer to the *Instructor Guide to EHR Go* for more information on navigating EHR Go and selecting activities.

Student users should review the *EHR Go Guide to Completing and Submitting Work* for instructions on accessing assigned activities and turning in their work.

FAQs about assigning and receiving student work

1. **Can I modify an activity before assigning it to students?**
 - a. Yes. All activities in EHR Go are provided in Microsoft Word so that you can make changes before assigning them to students. See the *Modifying Go Activities* section of this guide for more information.
2. **Can I design my own activity to use with an existing patient chart in EHR Go?**



- a. Yes. You may create your own new activity in EHR Go. See separate *EHR Go Guides: Creating New Patients or Activities or Editing Patients or Activities* for more information. Or you may assign a patient that does not include a pre-loaded activity and distribute the activity or instructions to students outside of EHR Go.
- 3. Can I create a custom patient chart in EHR Go to be used with an activity?**
- a. Yes, you may create new patients in Go or edit those provided. You may also submit your custom chart requests to EHR Go for publication. Please see the *Help/FAQs* section after logging in to Go for more information.



Assigning EHR Go activities and patients

As a faculty user, you'll browse the patients and activities in EHR Go to identify those that you'd like to assign to your students. Please see the *Instructor Guide to EHR Go* for more information about navigating the Go network.

After selecting a patient or activity, an easy three-step process will unfold for faculty users:

A screenshot of the EHR Go web interface. At the top, there are navigation tabs: 'Views: Faculty Student' and a three-step process: '1 Overview & Resources' (highlighted in blue), '2 Review EHR', and '3 Assign'. Below this is a dark grey header bar with the text 'Activity: Interpreting ABGs' and a red 'DUPLICATE' button. The main content area has a white background. On the left, under the heading 'ACTIVITY DESCRIPTION', there is a paragraph of text: 'This activity is intended for the Beginner to Intermediate Nursing student. It has the student review an electronic record of a patient with COPD and answer critical thinking questions related to the lab results. The student will need to use additional resources to prepare for this skill. These resources may include demonstration, videos, textbooks and/or online websites.' Below this is the 'AUTHOR' section, listing 'Neehr Perfect / Archetype Innovations LLC'. On the right side of the page is a portrait of an elderly woman with short white hair, wearing a red polo shirt.

1: Overview & Resources

For an **activity**, this section contains the activity document, answer key, and other applicable teaching materials related to the chart. Select the download icon next to the Activity file type to review the activity before assigning it to students.



Views: [Faculty](#) [Student](#)

1 Overview & Resources 2 Review EHR 3 Assign

Activity: **Interpreting ABGs** DUPLICATE

ACTIVITY DESCRIPTION
This activity is intended for the Beginner to Intermediate Nursing student. It has the student review an electronic record of a patient with COPD and answer critical thinking questions related to the lab results. The student will need to use additional resources to prepare for this skill. These resources may include demonstration, videos, textbooks and/or online websites.

AUTHOR
Neehr Perfect / Archetype Innovations LLC



Topic Resources
When you share this chart or activity with your students (by giving them the link found in Step 3: Assign to Students), the learning materials below will be available to them along with the patient chart. Click the arrow next to each item to download.
Note: if the activity has an answer key, only faculty will see this key

Activity	Interpreting ABGs_NK1001.1.docx	50 KB		Key	Interpreting ABGs_NK1001.1 KEY.docx	51 KB	
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For a **patient**, this section contains the patient’s barcodes, provided they have scheduled medications ordered in their chart, and any PDF resources that are relevant to the patient.

2: Review EHR

Launch and review the patient EHR in this section. Navigate the different chart tabs to locate detailed information and try out the activity before assigning it to students.

Each time you access the EHR for a particular patient or activity, the session is stored so you can return right where you left off. If it’s the first time accessing a chart for an activity or patient, select **New Session**. If you have accessed a chart previously, you can decide to continue a



previous session by selecting **Resume** next to your preferred session.

Views: Faculty Student

1 Overview & Resources 2 Review EHR 3 Assign

Activity: **Interpreting ABGs** DUPLICATE

Faculty's EHR Sessions

Tip: You can click the name of your Session to rename it.

Important! Once in the chart, you must click the orange Close Session button when you're finished with your activity. If you don't click Close Session, your work won't be saved.

New Session +

Name Last Updated

Show Previously Deleted Sessions

3: Assign

In order for students to access the activity or patient, a **faculty user must assign it to them by providing a link found in this section**. This link can be posted in your Learning Management System (LMS) or provided through email. The student only needs to click the link once, then the activity or patient will always appear in their own activity list when they log in to www.ehrgo.com directly.

Views: Faculty Student

1 Overview & Resources 2 Review EHR 3 Assign

Activity: **RT Interpreting ABGs** DUPLICATE

Assign RT Interpreting ABGs to Students

Copy and paste this link into your Course Management System, Learning Management System (LMS) or simply paste into an email. When students click on the link, they're brought right to the patient chart.

<https://web21.ehrgo.com/rd/?courseActivityId=59>



Once the link is assigned, students receive everything that you see regarding the activity or Chart Only option except for answer keys. Students also have a three-step process and receive the activity document, if applicable, under 1: Overview & Resources. Next to Views, Select **Student** to view exactly what students will experience once they click the activity link from you.

The screenshot shows the EHR Go interface for an activity. At the top, there are navigation options: 'Views: Faculty' and 'Student' (which is underlined). To the right, there are three numbered steps: '1 Overview & Resources', '2 Launch EHR', and '3 Download Work'. Below this is a dark grey header for the activity titled 'Interpreting ABGs' with a 'DUPLICATE' button on the right. The main content area is divided into two columns. The left column contains the 'ACTIVITY DESCRIPTION' and 'AUTHOR' information. The right column features a portrait of an elderly woman with white hair wearing a red shirt. Below the main content is a 'Topic Resources' section with a list of resources. One resource is visible: 'Interpreting ABGs_NK1001.1.docx' (50 KB) with a download icon.

Views: Faculty Student

1 Overview & Resources 2 Launch EHR 3 Download Work

Activity: **Interpreting ABGs** [DUPLICATE](#)

ACTIVITY DESCRIPTION
This activity is intended for the Beginner to Intermediate Nursing student. It has the student review an electronic record of a patient with COPD and answer critical thinking questions related to the lab results. The student will need to use additional resources to prepare for this skill. These resources may include demonstration, videos, textbooks and/or online websites.

AUTHOR
Neehr Perfect / Archetype Innovations LLC

Topic Resources
Here are the learning materials that go along with this patient chart. Click the arrow next to each item to download.

Activity	Interpreting ABGs_NK1001.1.docx	50 KB	
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Important Notes:

- When using the Student View, you can generate a Progress Report of your work in the EHR just as a student would for submission. Keep in mind, this Progress Report displays *your* work in the EHR, not the student's. It is not possible to view student work in the EHR directly.



- After you complete work in the EHR, select **Close Session**. Do not close the browser window or tab without selecting Close Session or work may not be saved. Please remind your students.

Modifying EHR Go activities

Activities in EHR Go are provided in Microsoft Word documents so they can be modified, if desired. To do so, download the activity Word document from 1: Overview & Resources and make the edits. You may then duplicate the activity with the updated Word document included. Please see the *EHR Go Guide: Editing Patients or Activities* for more information. Or you may assign the patient being used in the activity and distribute the updated activity to the students outside of EHR Go, perhaps through your LMS or by email.

Keep in mind, you may also develop your own new activity for use with a chart. Please see *EHR Go Guide: Creating New Patients or Activities* for more information.

Receiving student work

Activities in EHR Go will instruct the student to either submit their work as a Progress Report or as a Word document with their responses to questions. Each activity will specify how students submit work in the last section of the document, 'Submit your work'. Remind your students to check that section.

Whether the students are submitting the Progress Report or the Word document, they will submit the file to you independently from the EHR Go system. All activities instruct the student to upload the document to your Learning Management System (LMS). If you prefer another submission method such as by email or a printed copy, you will need to provide specific instructions to your students.

You may also want to provide the students with information on how you would like the files to be named when submitted. For example, it may be useful for the student to include their last name in the file name.

Grading activities

Activities in EHR Go include answer keys for faculty users. The answer keys are also found under **Step 1: Overview & Resources** after selecting an activity. Select the download icon next to the



document with the label 'Key'. Depending on your web browser, you may also need to select the document after it has been downloaded to open it.

A screenshot of a web page for an activity titled "Interpreting ABGs". The page has a dark header with the title and a "DUPLICATE" button. Below the header, there is an "ACTIVITY DESCRIPTION" section, an "AUTHOR" section (EHR Go library / Archetype Innovations, LLC), and a "TAGS" section with buttons for "Inpatient", "Nursing", "Older Adult", "Respiratory", "Cardiovascular", and "Knowledge". To the right of the text is an image of a person in blue gloves using a pipette. Below this is a "Topic Resources" section with a note about sharing the link. At the bottom, there is a table of resources. The second row, labeled "Key", contains the file "Interpreting ABGs_NK1001.2 KEY.docx" (132 KB) and is circled in red. The first row, labeled "Activity", contains the file "Interpreting ABGs_NK1001.2.docx" (131 KB). Both rows have a download icon to their right.

Compare your students' work to the answer key to grade. You can provide feedback and/or grades to your students using your preferred method, just as you would with other assignments for the course.

Student Progress Report submissions are Adobe PDF files. Recent versions of Adobe Reader® (free) allow you to make comments on the PDF document. Refer to the help section of Adobe Reader for more information.

Some activities have the students turn in a Word document with their answers to questions instead of the Progress Report. You can also insert comments into the Word document, if desired.

Return the document with your comments to the student through your LMS, by email, or another preferred method.