

## Logging In

1. Click the link in your enrollment email or navigate to <https://portal.onlinemeded.com> and enter your institutional email address.
2. You'll receive an email with a sign-in link.
3. Click the link, and you will be logged in to your OnlineMedEd account.

**Pro tip:** Bookmark <https://portal.onlinemeded.com> to easily return to the platform at any time.

## Navigation

1. Upon logging into your OnlineMedEd account, click on the **Learn** tile to access OnlineMedEd learning content.
2. The **Learn** landing page is your dashboard which shows all courses in which you are enrolled. **Resume Course** takes you to the last course on which you were working.
3. Click on a course tile to go to a course OR click **All Courses** and select the job to be done from the left-hand menu.
4. Select **All Courses** to search content by keyword or browse our full content library.

**Pro tip:** We recommend using the **All Courses** page to quickly locate courses of interest.

Within each course, lessons are listed in the left-hand navigation menu. Click the lesson name to view the PACE modalities and downloadable content, or application videos and deep dive notes for some lessons. Case X cases are organized by specialty. Click on the specialty to view the cases.

## Searching Content

- Across all courses: Navigate to the **All Courses** page and enter the keyword in the search box. Hovering the mouse over a course tile displays a pop-up box showing the lessons and modalities in which the search term appears.
- Within a collection (i.e. Internal Medicine): First click the collection name in the left-hand menu, then enter the keyword in the search box.
- To search within one course, navigate to the course and enter the search term in the left-hand navigation menu.
- Within Prime notes: Type CTRL+F (Windows) or ⌘+F (Macs) and enter the search term in the pop-up box.
- Within Acquire videos: In the control bar, click the **[CC]** (closed captioning) button, select **English** to turn on CC, then select **search video** to show the transcript. Type the search term in the box and hit **Enter** to move between the occurrences.

## Lesson Completion

Lesson completion for reporting is defined as follows:

- Prime Notes: Read the notes and click **Go to next activity**.
- Acquire Video: Watch > 90% of the video.
- Challenge Questions: Answer all questions.
- Case X cases: click on all questions and click **Go to next activity**.
- Intern Bootcamp videos: Watch 100% of the video.

## Lesson Reporting

To view a report of your activity on lessons, on <https://portal.onlinemeded.com>, click **Track**. Data updates daily at 7am CT. All report times are in UTC.

## Qbank

Generate a new Qbank session by going to <https://portal.onlinemeded.com>, click **Test**.

1. There are two ways to generate a quiz. You can select a content area from the subject tiles or select **Generate Attempt** from the upper right of the screen.
2. Next, choose characteristics of the quiz such as Tutor (to see immediate feedback) or Exam Mode (to see feedback at the end of the quiz), quiz length, and subjects. You may also choose if you would like to utilize USMLE or NCCPA item tagging conventions. Quiz items can also be restricted by mastery level based on prior performance or to items that you have not yet seen.

### See your strengths and areas of focus

1. Immediately after each quiz, three lessons will be recommended to review based on your results in that quiz. Click **Go To Video** to be directed to each lesson.
2. For more detailed insights, from the **Session Summary** screen, click on the **View Results** button located at the bottom of the session summary to view the high-level summary of your quiz performance such percentage score and time to complete the quiz.
2. The **Progress** tab allows you to view trends in performance over time. This is filterable by topic.
3. The **Breakdown** tab allows you to compare your performance to that of your peers.
4. The **Questions** tab allows you to review the individual quiz items and their rationales. Select the **Go to Lesson** button in the item rationale to be redirected to the learning content for efficient review of challenging concepts.

## Assistance and Feedback

Our team is here to help! There are multiple ways to reach us:

- Visit our [Help Desk](#) page.
- For questions or issues regarding access, email [support@onlinemeded.org](mailto:support@onlinemeded.org).
- Click the **Help** button inside the content platform or reporting dashboard.