

Dashboards & targets



Overview

Dashboards are designed for students out on placement. They show the target required to meet for that activity, how much they have done and have left to complete.

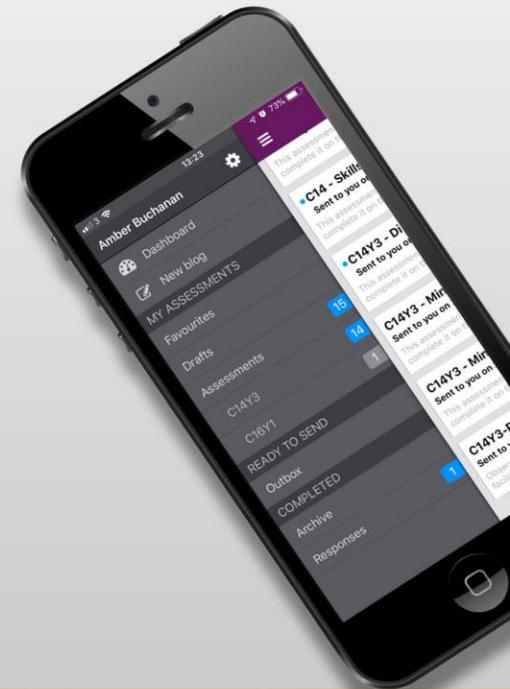
Dashboards are not just for students but can be made for faculty as well. They are both very similar apart from ****Faculty dashboards don't use completion targets****.

Dashboards can only handle one option, e.g. did they complete this? Yes or no. They can't have multiple options, e.g. exceeded, did not exceed, etc.

There are two ways to use dashboards:

Simple, an overview of the forms needed to be completed a set amount of times.

Detailed, you have one form with multiple competencies and the targets show how many need to be completed how many times.



Setup

1.) Set up the forms – Before setting up dashboards you need to setup the forms you wish to link to dashboards.

*****PLEASE NOTE – ONCE FORMS ARE LINKED TO A DASHBOARD YOU CANNOT EDIT THEM. IF EDITED ALL DATA PREVIOUSLY LINKED TO THAT DASHBOARD WILL BE LOST. ENSURE FORMS ARE FULLY COMPLETED AND AS YOU WISH TO SEE THEM BEFORE LINKING TO A DASHBOARD*****

Simple dashboards are set up following the same process as used as if you were deploying a form in the normal way.

Detailed dashboards – You need to structure these assessments in the right way, when creating a question you can only use either MCQ (Multiple Choice Question) where min and max are 0 and 1 or drop down list, the list needs to be sitting by itself in the question, with no other components around it.

2.) Deploy forms

Can deploy as future assessment against a group or as a new assessment.

Course templates is the most common way when deploying forms as easier due to volume and also it will always work with dashboards due to you having to having to deploy to a group. If deploying normally it **MUST** be linked to a group, issue is you can only select one group, if they don't link to a group it won't work. Dashboards report by group.

Setting to withdraw at the end is better as it makes house keeping much tidier etc.

If they use course templates there will be a delay of around an hour before they can set up the dashboards, the reason for this is due to course templates working in a queuing system and sends out every hour.

3.) Create rules (completion targets)

Even assessments due to be deployed in the future you can still set up completion targets for.

- Select 'create target'
- Create the target against the group that the deployment has been linked to
- Select the relevant assessment
- Choose the number of responses you require students to do for that assessment
- Select a condition target (if you require). Target conditions allow you to select a specific question within the already chosen assessment that the students **MUST** answer
- Select either 'save' or 'save and activate'

Create a new completion target

Create a new completion target

User group: --Internal medicine rotation 06-19 ▾

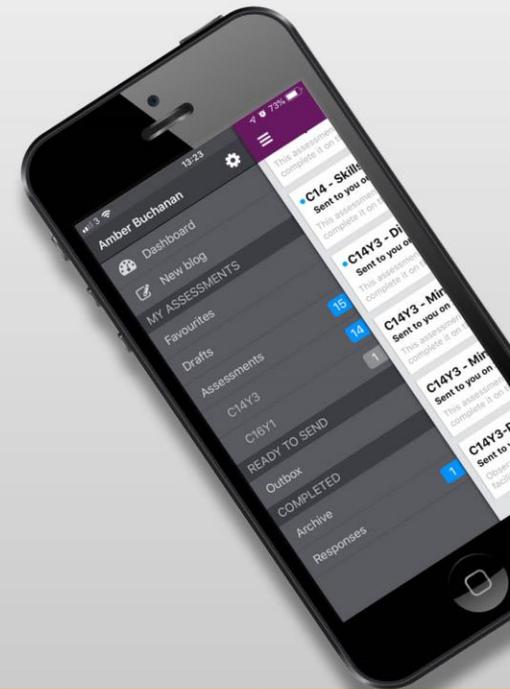
Assessment: DOPS ▾

Number of responses: 3

Add a target condition:

Question: Please select a question from within your assessment ▾
Only compatible question types are shown - single-select multiple choice questions & dropdown list questions

Selected option: Please select an option from within your question ▾



4.) Build dashboards

- Select manage dashboards
- 'Create a new dashboard'
- Give the dashboard a name, audience (student/faculty) and description
- Select 'add widget'
- Find the assessment required by typing its title
- Once you select your assessment it will highlight all the completion targets you have set prior to do with that assessment, you can choose which ones you want to keep within the dashboard
- Tailoring widgets – You can tailor these widgets to look and work in a certain way. For example; If you want the target bar to go green when complete, select the 'use colour coding' tick box but if you want the bar to stay blue (to highlight the student should do more) then do not select the 'use colour coding' tick box. You can also select the option to encourage over completion.

You can create one dashboard that has both simple and detailed dashboards in there.

- Select 'save changes'

Create a new dashboard ← Back

Select an existing dashboard... Preview Assign users Save changes

Dashboard name:

Dashboard audience:

Description:

Completion progress widget × 🗑️

Completion targets to include:

- 1 response - Procedure - DOPS - Name of procedure = Diagnostic Procedures - Blood cultures
- 10 responses
- 1 response - Procedure - DOPS - Name of procedure = Therapeutic

Tailor the look of this widget:

Use colour coding Encourage over-completion

Add another widget!

5.) Assign users

Edit dashboard ← Back

HOLLY TEST ✕ ▼ Preview **Assign users** Save changes

Dashboard name:

Dashboard audience:

Description:

Completion progress widget ✕ ▼ 🗑️

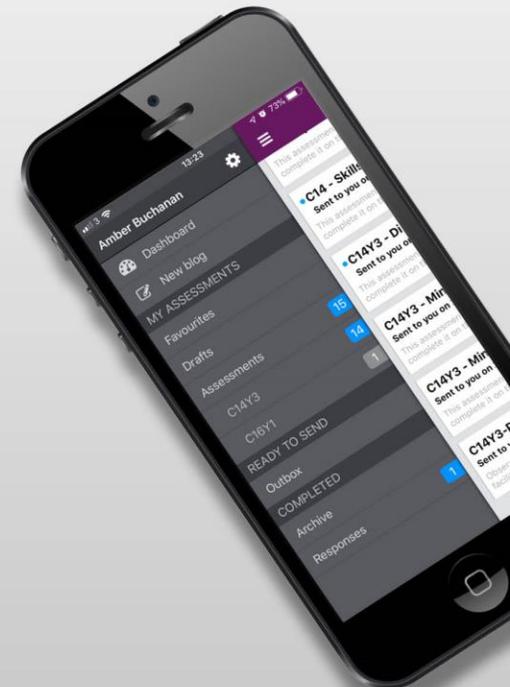
Completion targets to include:

- ✕ 1 responses - Procedure - DOPS - Name of procedure = Diagnostic Procedures - Venepuncture
- ✕ 5 responses - Procedure - DOPS - Name of procedure = Diagnostic Procedures - Vital signs

Tailor the look of this widget:

Use colour coding Encourage over-completion

Add another widget!



- Select the students you want to have this dashboard

Assign users to [HOLLY TEST](#) [← Back](#)

Filter users by group   Search users   Show all users 

[Assign this dashboard to all users shown on this page](#)

User	User email	Role	Assign dashboard
Akeem Bakar	DNUSStudent2@example.com	Student	<input type="checkbox"/>
Travis Lam	DNUSStudent@example.com	Student	<input type="checkbox"/>
Amy Lum	DNUSStudent4@example.com	Student	<input type="checkbox"/>
Farihah Nasar	DNUSStudent3@example.com	Student	<input type="checkbox"/>
John Smith	john.smith@example.com	Student	<input type="checkbox"/>
Mok Soo Hoon Kirsten	DNUSStudent1@example.com	Student	<input type="checkbox"/>

First Previous 1 Next Last

- Once you have ticked the users you want to add, select 'assign this dashboard to all users shown on this page'.

Assign users to [HOLLY TEST](#) [← Back](#)

Filter users by group   Search users   Show all users 

[Assign this dashboard to all users shown on this page](#)

User	User email	Role	Assign dashboard
Akeem Bakar	DNUSStudent2@example.com	Student	<input checked="" type="checkbox"/>
Travis Lam	DNUSStudent@example.com	Student	<input checked="" type="checkbox"/>
Amy Lum	DNUSStudent4@example.com	Student	<input checked="" type="checkbox"/>
Farihah Nasar	DNUSStudent3@example.com	Student	<input type="checkbox"/>
John Smith	john.smith@example.com	Student	<input type="checkbox"/>
Mok Soo Hoon Kirsten	DNUSStudent1@example.com	Student	<input type="checkbox"/>

First Previous 1 Next Last

When the student logs in, as soon as the forms linked to the dashboards are live they will be able to view them in their dashboards section of their MyProgress page.

Travis Lam [edit profile](#)

HOLLY TEST [← Back](#)

Dashboard data is based on a data snapshot current as of 29/07/2019 18:00

DOPS

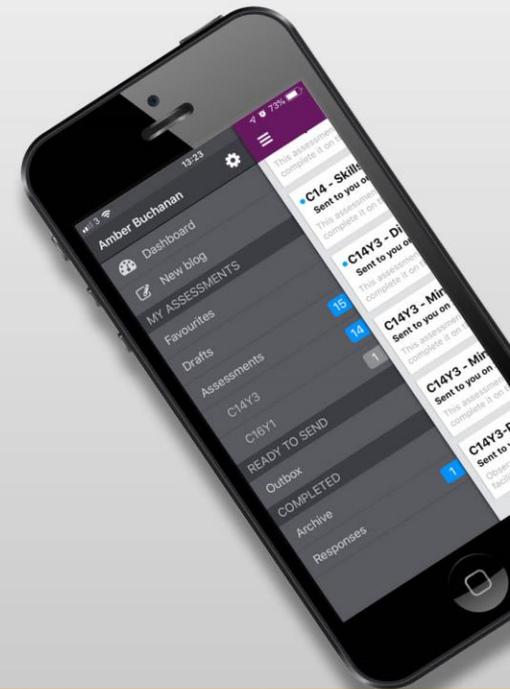
Procedure - DOPS - Name of procedure: Diagnostic Procedures - Venepuncture
Completed responses: 2 TARGET: 1 [Complete this assessment](#)

Procedure - DOPS - Name of procedure: Diagnostic Procedures - Vital signs
Completed responses: 0 TARGET: 5 [Complete this assessment](#)

Procedure - DOPS - Name of procedure: Therapeutic Procedures - Oxygen admin
Completed responses: 0 TARGET: 1 [Complete this assessment](#)

Procedure - DOPS - Name of procedure: Diagnostic Procedures - Venepuncture
Completed responses: 2 TARGET: 1 [Complete this assessment](#)

Procedure - DOPS - Name of procedure: Diagnostic Procedures - Blood cultures
Completed responses: 0 TARGET: 1 [Complete this assessment](#)



If the student wants to complete a part of their dashboard, they can select 'complete this assessment' and this will take them to their assessments page to choose the assessment they wish to complete in order to make progress against that area of their dashboard.

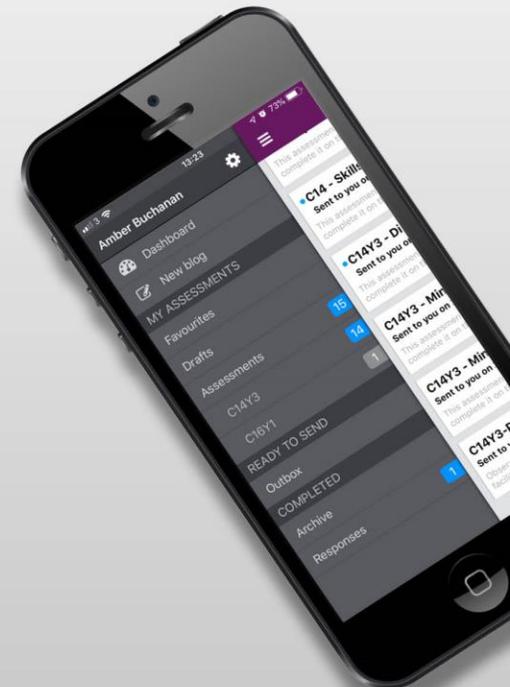
*****It is important to note that any previously completed widgets that are then used again in a new dashboard will appear in the student's new dashboard as complete. Currently this is a limitation of the system, but we are in the process of making dashboards better and this is something that moving forward in the future we will amend.*****

End Product

Once the above stages have been completed your dashboard will look similar to the below. You will have each form individually set out, showing a progress bar, the target number of responses required for that form and the number an individual has completed already. The 'complete this assessment' button can be selected whenever an individual wants to complete a response for that form.

The screenshot shows a user profile for Esther Paxton with a navigation menu on the left and a main dashboard area. The dashboard displays six EPA Entrustability Progress items, each with a progress bar, a 'Completed responses' count, a 'TARGET: 10' indicator, and a 'Complete this assessment' button. The first item, 'EPA 1 - Gather a History and Perform a Physical Examination', is highlighted with a red box and shows 3 completed responses. The other items show 3, 3, 2, 2, and 1 completed responses respectively.

EPA Item	Completed responses	Target
EPA 1 - Gather a History and Perform a Physical Examination	3	10
EPA 2 - Prioritize a Differential Diagnosis Following a Clinical Encounter	3	10
EPA 3 - Recommend and Interpret Common Diagnostic and Screening Tests	3	10
EPA 4 - Enter and Discuss Orders and Prescriptions	2	10
EPA 5 - Document a Clinical Encounter in the Patient Record	2	10
EPA 6 - Provide an Oral Presentation of a Clinical Encounter	1	10





If you have any further questions regarding this area of MyProgress please feel free to send an email to the below address or submit a ticket via the helpdesk.

MyKnowledgeMap Ltd,
20 George Hudson Street,
York, YO1 6WR
United Kingdom

Tel: +44 (0)1904 659465
Email: info@myprogressapp.com

www.myprogressapp.com