DxR Nursing SARU Quick Help Guide

Importing Student Activity Records

On the Index screen, click the Import Records button. The Import Records window (shown in Figure 1a) will appear. The first time you use the SARU, the Folder Name field will be empty.

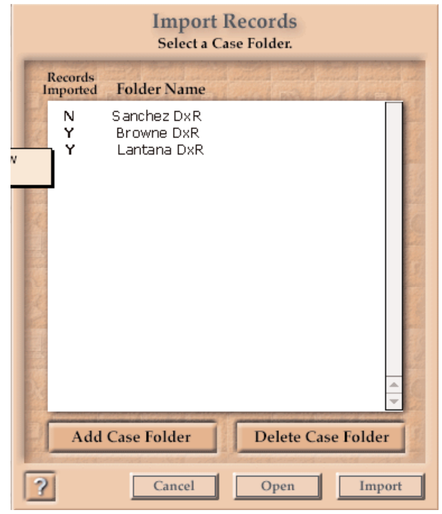

Figure 1a. The Import Records window.

Adding and Deleting Case Folders

- If the folder containing the records you wish to review is not listed, click Add Case Folder to find the records folder containing the appropriate grading criteria. Records folders are found within the Casefiles folder installed into the Program Files folder of your hard drive. (Windows users: see Figure 2a)

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C:/Program Files/DxR SARU/Casefiles/
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Click once on the name of the Case Folder you wish to review (i.e. Sanchez DxR if using standard care plans, or Sanchez NICNOC if using NIC/NOC care plans) and click OK. The name of the case folder selected will then appear in the Folder Name field.

- If you want to remove a records folder from the list, select the folder name and then click Delete Case Folder.

Importing and Opening Records

- If a "Y" precedes the Case Record folder, those records have previously been imported. To review previously imported records, select the folder name containing those Case Records and click Open.
- If an "N" precedes the Case Record folder, you will need to select the folder name, and then click Import to bring those records into the records utility for grading. Next, you will be prompted to type in the URL (Internet address) of the site from which the records will be downloaded, the name of the Directory in which your students worked on the case study, and the name of the Case you wish to review.
- A list of student records found within the case study you selected will be displayed in the Student Records Found window. You can import specific students' records by selecting their name(s) and clicking Selected Records, importing only Completed Records, or importing All Records.

Once Student Records are imported and displayed on the Index screen, click on a name in the Student List field to go that student's record.

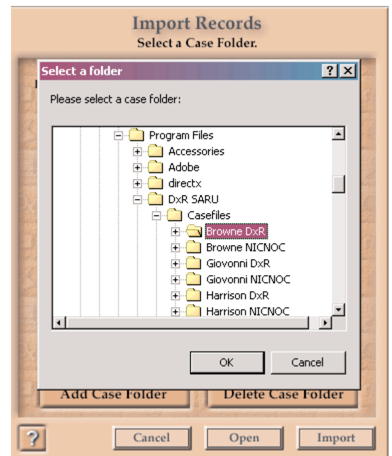


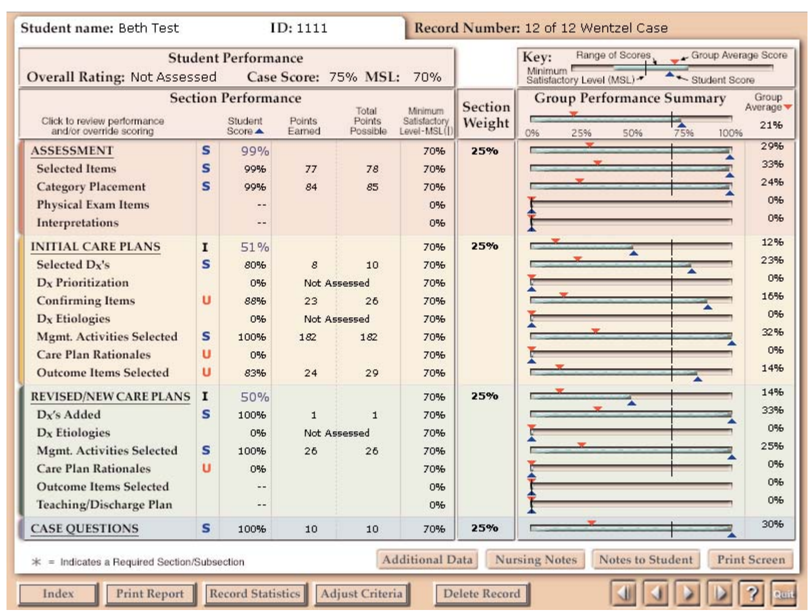
Figure 2a. Selecting a Records Folder.

Student Record Screen

Review the students' scores for the case as a whole and for individual sections, subsections, and categories from the Student Record screen. A blue "S" denotes satisfactory performance in a section or subsection, while a red "U" denotes unsatisfactory performance based on the default grading criteria. If there is an asterisk with the S or U, there are "required" items in that subsection. Subsections marked "Not Assessed" require instructor assessment. A bold-type "I" appears next to sections that contain subsections that haven't been fully assessed by the instructor. A section or subsection where the Student Score is replaced by hyphens (--) means that section/subsection has been removed from scoring or turned off in the Management Utility. Use the arrow buttons at the bottom right of your screen to page through each student's record.

- Click the section or subsection titles on the Student Record screen to review the student's record in greater detail, as well as access subsections that require instructor assessment.
- Compare the individual student's performance to the class as a whole in the chart on the right side of the Student Record screen to view the Group Performance Summary. (For detailed information on group performance on individual items, click Record Statistics.)
- Use the buttons below the grid (Additional Data, Nursing Notes, and Notes to Student) to access information not displayed on the Student Record screen.
- Click the ? button to access a Help feature.

Figure 3a. The Student Record screen.



Matching

In the Selected Items, Category Placement, Diagnoses, Confirming Items, and Diagnoses Added subsections, you can manually match criteria items with student entries/selections. Navigate to the appropriate subsection screen by clicking the section/subsection titles on the Student Record screen or the tabs at the bottom of each subsection screen.

- To match items that the program didn't match for you, simply click an item in the field labeled Student Items that Did Not Match Criteria, then click the item in the Unmatched Criteria field. The two items will appear in bold type. The student's score will be adjusted upward.
- To remove a match, click the bold-type item in the field labeled Student Items that Matched Criteria. A dialog box will appear, displaying the criteria item to which it is matched. Click the Unmatch button and the two items will no longer be matched.
- Click Apply Manual Matches to All to apply your matching/unmatching decisions to all student records in the group.

Setting Values

The Set Values function allows you to determine/edit the percentage values assigned to each of the five subjective ratings used to assess the students' entries in the following subsections: Physical Exam Items, Interpretations, Dx Prioritization, Dx Etiologies, Care Plan Rationales, Teaching Plan and Discharge Plan/Summary.

- To set numeric values for subsections that are rated subjectively (example: rationales and/or etiologies), click Adjust Criteria, then click Set Values.
- Locate the subsection value you want to edit, highlight and delete the existing value, then enter your new value.
- Click Save Changes.

Note: To apply these percentage values to an individual student's record, you must navigate to the subsection and select one of the ratings listed above.

Setting MSL/Weights

To set Minimum Satisfactory Levels and weights for sections or subsections, click Adjust Criteria, and then click Set MSL/Weights.

- On the Set MSL/Weight screen, highlight and delete the default weight, then type in your new value.
- Check the Required box for each section that is required for satisfactory performance on the case.

Setting Criteria

On the Adjust Criteria screen, you can change the text, point value, acceptable equivalents, or "required" designation for almost any objectively-graded criteria item.

(**Note:** You will NOT be able to change the text of the diagnoses or the case questions and their answers in the SARU. You should edit questions in the Management Utility before students access the case study.)

Select the subsection, and where applicable, the category to reveal the instructor's criteria items.

- To change the text of an item click on it. In the edit box, highlight text, edit it, and click Save Changes. On the Set Criteria screen, click Save Changes. The text of the item changes, however the items matched to it remain matched until you remove the matches.
- To add equivalents to a criteria item (other than Diagnoses), click the item to reveal the edit box. Type a forward slash and then type in the equivalent.

You can delete criteria items or you can set the point value of an unwanted item to zero to negate its effect on student scores.

Record Statistics

On the Record Statistics screen, you can select a subsection and view the criteria items within that subsection, along with statistics on the number of students in your group that included that item versus those who omitted the item.

Click Record Statistics and then select a subsection. If the subsection has an arrow beside its name, select from the menu of framework categories or diagnoses within that subsection.

When the criteria items appear in the main field, click a criteria item to see a list of students who did and did not include that item in their workup of the client.

ALERT

Changes to criteria items don't take effect until you click Save Changes. However, you may want to until you've made several changes before saving changes, since the recalculation can take some time depending on the number of students in the group.

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