

## MEDSQUARES USERGUIDE #2: Accessing Assessment Tools

### WELCOME to medsquares

For 2017-18, the residents (i.e. Learners) and faculty (i.e. Assessors) in the 14 residency programs that are set to launch or implement components of Competence By Design (CBD), will be using the University of Toronto online assessment platform called medsquares.

- If you have any questions about your login or the online assessment tools, please contact [cbme.pgme@utoronto.ca](mailto:cbme.pgme@utoronto.ca)
- If you have any questions about CBD in your residency program, contact your residency Program Director.

#### NOTE:

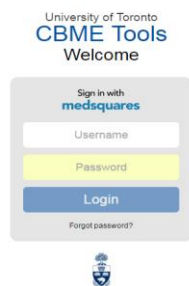
- **BROWSER COMPATABILITY:** Compatibility of browsers in this order of functionality with **medsquares**: Safari 9+, Chrome 49+, Firefox45+, Edge 12+, and Internet Explorer 11+. Ensure browser is updated if possible.

### A. Access your PROGRAM-SPECIFIC Site

1. Go to your residency **program's medsquares** site: <http://cbme.usquaresoft.com>

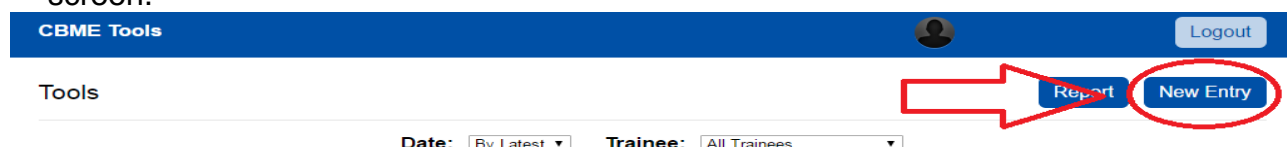
### B. Log In

2. To **log in** to **medsquares**, enter your username & password and click “**Login**”.



### C. Access Assessment Tools

3. To access your assessment tools, click “**New Entry**”, at the top right-hand corner of the screen.



## D. Select Your Assessment Tool

4. Search for the desired **assessment tool** you would like to complete from the list and click on the tool name. You will be directed to the tool. (SEE Anesthesia program's EPA Tool List below for reference).

CBME Tools

Select a tool

01\_Clinical Encounter Form

02\_TTD-1: Pre-op Assessment

03\_TTD-2: Preparing the OR

04\_TTD-3: Intra-op Monitoring

05\_TTD-4: Post-op Handover

## E. Save Assessment Record

5. To save your completed assessment record, click “**Save**”, located at both the top & bottom right-hand corners of the screen.

CBME Tools

EPA Tool Name

Back Save

## F. NOT Saving Assessment Record

6. If you do NOT want to save the assessment record, click “**Back**”, located at the top & bottom right-hand corners of the screen.

CBME Tools

EPA Tool Name

Back Save

## G. EXIT Assessment Tools

7. To exit the **medsquares** program-specific site, click “**Log Out**”, located at the top right-hand corner of the screen.

CBME Tools

Tools

Report New Entry

Date: By Latest Trainee: All Trainees