Aquifer New Clerkship, Program, Rotation, or Course Leader

🔑**Quick Start - Essential Steps** (*Complete these steps to unlock Aquifer's core value immediately!*)

- ☐ [Login](#) and confirm your program's subscription and available courses.
- ☐ **Getting Started** - Aquifer offers some overview resources on the [Getting Started page](#). Review these resources.
- ☐ **Lead Course Administrator** - Ensure your role is set to Lead Course Administrator (LCA) (click the orange person icon in the lower-left to see your role). You can see your PSA's name and email in your profile if you need to change your role. Ensuring you are an LCA is important so you can assign cases and assessments—for more information, see [Roles and Permissions in Aquifer](#).
- ☐ **Support & Curriculum Consults** - Schedule an onboarding call with Aquifer (contact support@aquifer.org or use the [direct scheduler](#)). This is a great first step if you need help logging in, uploading students, or touring all the amazing features. If you are already familiar with Aquifer and looking for support from experienced educators, schedule a [Curriculum Consult](#).
- ☐ **Curricular Gaps Searching** - Identify 3-5 highest-priority cases that address curriculum gaps. For example, are there clinical scenarios your students often miss (e.g., well child check) or specialities they need more exposure to (e.g., Radiology, Geriatrics)? Use the [content library search](#) or the Adoption and Use Assistant (the chatbot that will pop up when you log in) to find relevant content.
- ☐ **Cases -Try Some!** - Familiarize yourself with the student experience by completing one case yourself.

SUPPORT

- **Technical Support**: (603) 727-7002
- **Bookmark**: [Aquifer Support Page](#)
- **Curriculum Consult**: [Curriculum Consult](#) with Aquifer staff and a Peer Trainer

Phase 1: Access and Setup of Aquifer (4-6 weeks before course/rotation begins)

- ☐ **Student Rosters** - Confirm that students have been rostered. Your PSA usually does this. Once the students are rostered, they can access all the Aquifer content your program subscribes to.
- ☐ **Learning Objective Mapping** - Map your local learning objectives to Aquifer cases. The Adoption and Use Assistant can be helpful. Paste your learning objective into the chat window, and it will recommend cases that cover that content.
- ☐ **Custom Course Build** - Build Custom Courses in Aqueduct (**Learn How**). Custom Courses improve reporting efficiency and make it easier for students to see what they have been assigned. If you have found cases you want your students to complete, you can create a Custom Course and assign it to them. The cases show up on their "To-Do" list, providing them a helpful way to keep track of their assignments. You can track their progress by using the Course Report. The students can even create their own quiz in PracticeSmart for only these cases.

Phase 2: Learning the Aquifer Content and Integrating into your Teaching (4-6 weeks before course/rotation begins)

- ☐ **Add to Syllabus** - Include Aquifer in your syllabus with clear expectations.
- ☐ **Schedule Student Assessments** - Plan and schedule assessments (Calibrate and CDME). Calibrate Early and Late assessments can be scheduled ahead of time. When you have students rostered, you can schedule your Calibrate assessments for the year in Aqueduct.
- ☐ **Use in Active Learning** - Try using Aquifer in active learning. In small-group work, use the Case Analysis Tool (CAT) to analyze a case or use the Debriefing Template to create more engaging conversations. Get other ideas from this blog.

Phase 3: Faculty Support (2-3 weeks before course/rotation)

- ☐ **Faculty Sign Ups** - Ensure all faculty have accounts on Aquifer. We highly recommend that all faculty are given the role of Custom Course Manager or above.
- ☐ **Faculty Orientation to Aquifer** - Hold a brief orientation for faculty and preceptors.
  - ☐ Show search strategies (Content Library and Adoption and Use Assistant).
  - ☐ Show how to see each case's Case Synopsis, Learning Objectives, and Case Summary document.
  - ☐ Show how to set up a Custom Course.
  - ☐ Show where to find educator resources (teaching tools).

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Phase 4: Student Engagement (First week of course/rotation)

☐ **Student orientation to Aquifer** - Orient students to Aquifer using **orientation slides**. Select which slides are essential to share with students. For example, do you want to encourage them to use PracticeSmart Self-Assessment Questions? Then, make sure to tell them this Qbank is available for free.

    ☐ Set clear completion expectations and deadlines. REMINDER: If you set up a Custom Course in Aqueduct, you can add due dates for cases and clear instructions in the course overview. The due dates show up on the Student To-Do List.

☐ **Student Learning Plans** - Encourage students to analyze their Calibrate results, write a learning plan, and use the Student To-Do List to manage their work. Encourage students to share their learning plan with a faculty coach.

Phase 5: During and After the Course/Rotation

☐ **Course Reports** - Check in on Course Reports regularly to ensure students are completing their assignments.

☐ **Calibrate Reports** - Review Calibrate data to identify students needing support.

☐ **Curricular Performance Report** - Document patterns in assessment results for curriculum planning (use the Curricular Performance Report).

REMINDER: Schedule a **Curriculum Consult** if you need any support with integration strategies or getting the most out of Aquifer!