



TEXAS A&M  
HEALTH SCIENCE CENTER  
**COLLEGE OF MEDICINE**

**PROGRESS IQ** Student Guidebook

Office of Evaluation and Assessment  
October 2020

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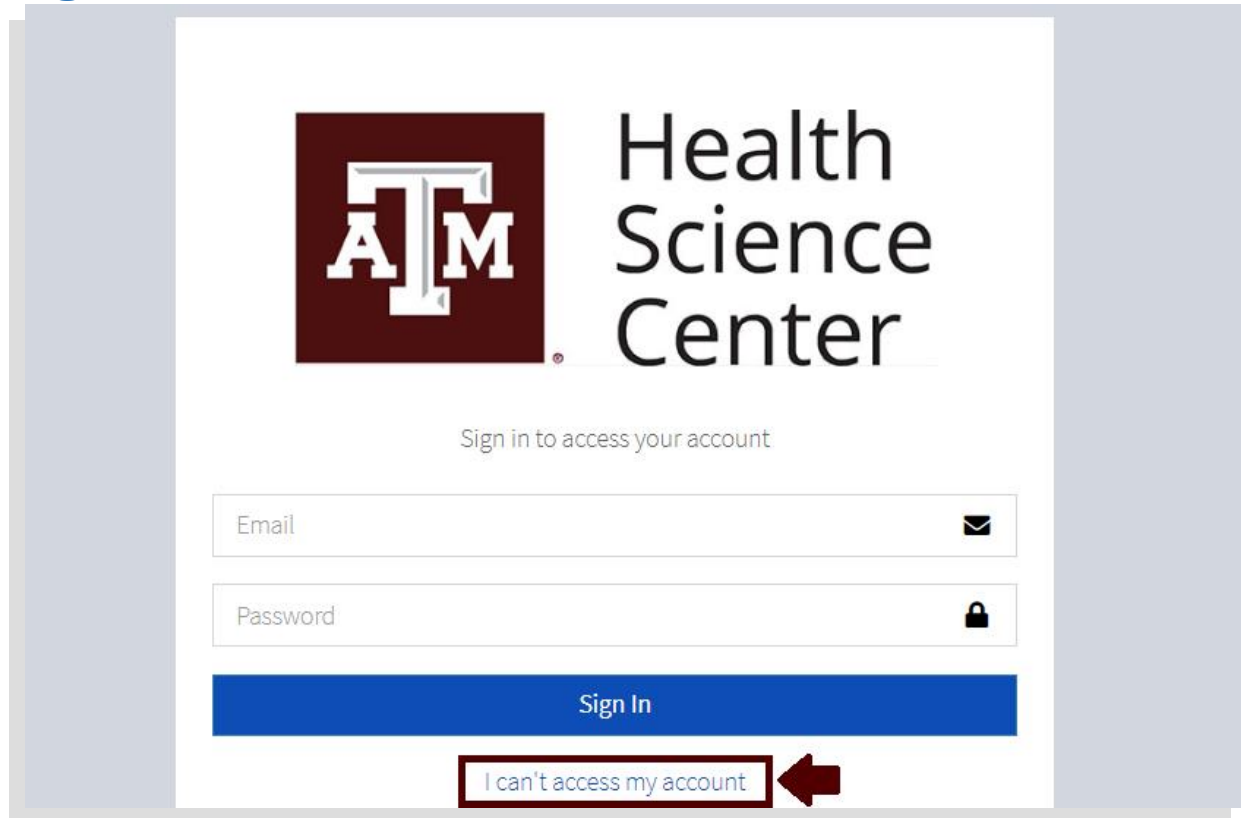
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## Introduction

Welcome to **Progress IQ**! This user guidebook will help you understand how to navigate and interact with this software to track your academic progress throughout your student career with Texas A&M College of Medicine. You can get started at:

<https://tamhsc.progressiq.com/>

## Login

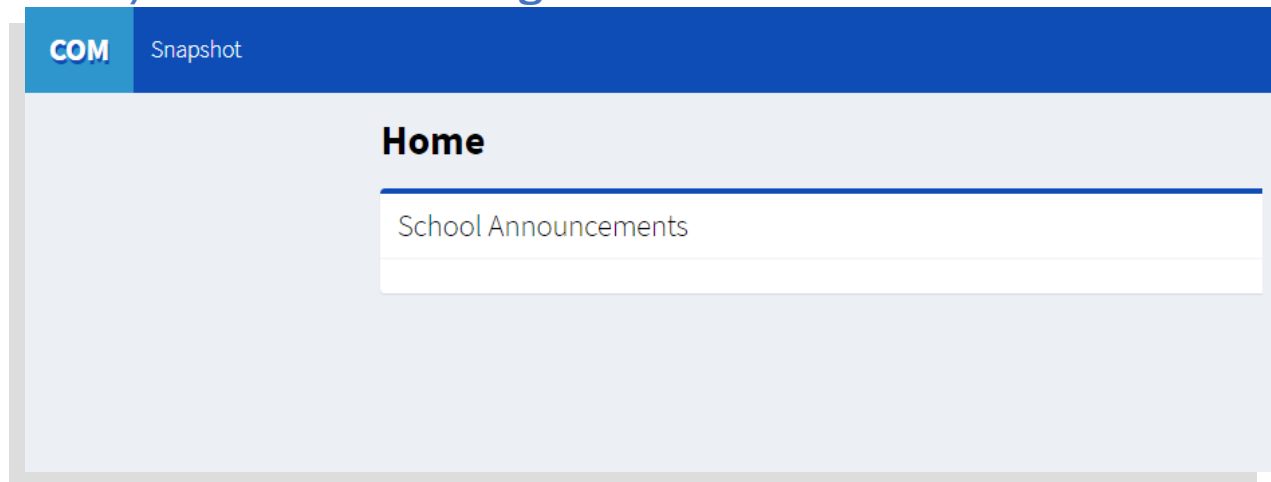


Click on “I can’t access my account” to login for the first time.



Enter your tamu email and CAPTCHA code and click submit, after which **Progress IQ** will send you a confirmation email. Follow the link in your email to set your password and login for the first time.

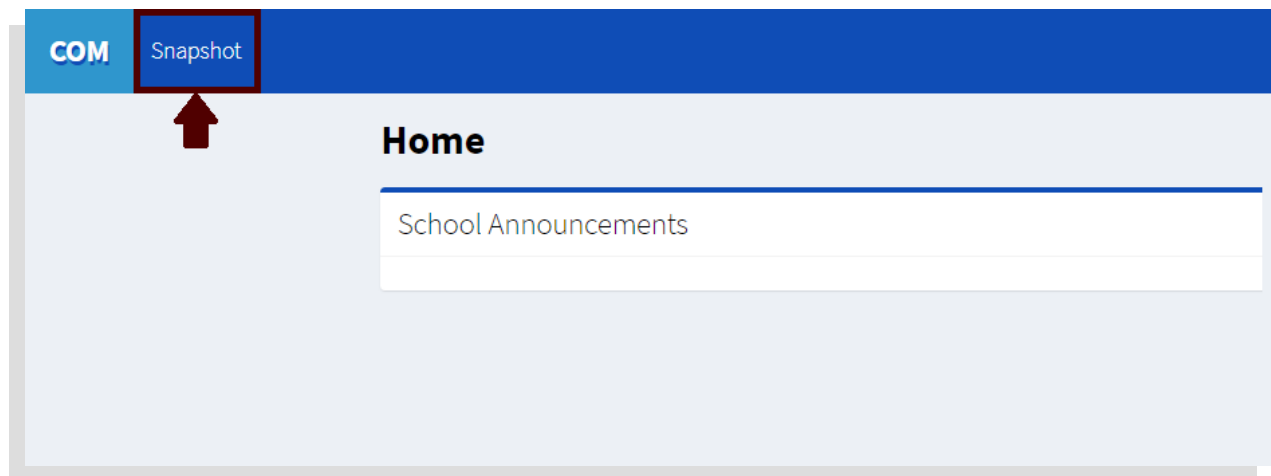
## Home/Announcements Page




Upon logging in to **Progress IQ**, you will be greeted with the announcement page. All announcements are listed in reverse chronological order with the most recent announcement listed first.

## Student Snapshot

Let's go ahead and visit your student snapshot.




## Student Snapshot (Cont.)



**Last Name, First Name (Preferred Name)**  
**012345678**

Advisor(s)

  
**No Advisor**

Preferred Name

E-Mail  
[Email@medicine.tamhsc.edu](mailto:Email@medicine.tamhsc.edu)

Current Class **2022**

Admitted Class **2022**

Medical Education Program Objectives

Semester 1

	Name	Grade	Percent
?	Foundations of Medicine I	P	79
?	Foundations of Medicine II	P	93
?	Medical Gross Anatomy	P	76
?	Practice of Medicine 1	P	82

Here you will find your go-to page to keep track of all of your course grades in one place. As you progress through medical school, more drop-down bins will appear (e.g., “Semester 2”, “Semester 3”, etc.) in reverse chronological order with the most current courses listed first.

## Semester View

Semester 1

	Name	Grade	Percent
?	Foundations of Medicine I	P	79
?	Foundations of Medicine II	P	93
?	Medical Gross Anatomy	P	76
?	Practice of Medicine 1	P	82

Focusing on a semester, you will find that your final letter and number grades are displayed for each course as they are completed. From here, you have a couple of options.

## Course Details

The screenshot shows a 'Course Details' pop-up window. At the top, it says 'Semester 1'. Below that is a table with two columns: 'Name' and 'Grade'. The first row in the table is 'Foundations of Medicine I' with a grade of 'P'. A red circle with a question mark is drawn around the question mark icon in the first row of the table. The pop-up window itself has a title bar that says 'Course Details' with a close button (X) in the top right corner. Inside the pop-up, the course name 'FOM I' and ID 'ID: MEID605' are displayed. Below this, there is a section titled 'Current Course Leaders:' followed by a bulleted list of two names: 'Diane Chico' and 'Thomas Peterson'. Underneath the list is a section titled 'Credits: 5'. At the bottom of the pop-up is a section titled 'Content:' followed by a paragraph of text describing the course content.

Name	Grade
Foundations of Medicine I	P

**Course Details**

**FOM I**  
ID: MEID605

**Current Course Leaders:**

- Diane Chico
- Thomas Peterson

**Credits:** 5

**Content:** Basic principles of Histology and Physiology of human organ systems in an integrated fashion, understanding of how organ structure and function of the human body interrelate; core knowledge provides a foundation for examining the pathophysiologic basis of human disease. The Foundations of Medicine I (FOM I) block integrates material in Histology (microanatomy) and Physiology related to the structure and functional organization of tissues and organ systems while at the same time achieving a comprehensive understanding of the normal physiology of these systems Students will gain an understanding of normal development, structure and function, and begin to develop an appreciation of the breadth of knowledge required to successfully distinguish and recognize the impact of disease, dysfunction, congenital malformation, and trauma.

Clicking on the **question mark** beside any course will open a pop-up screen of that course's course details. Here you will find the course directors, the number of credits, and the course description for a given course.

## Course Scores

Semester 1

Name	Grade	Percent
Foundations of Medicine I	P	79

Course Scores

FOM I (MEID605)  
Academic Year:

Radar Graph

Item	Score	Average	Possible	
Course Grade	P	P	FPH	
Course Percent	79	79.08	100	<a href="#">Graph</a>
FOM I Remediation Exam	N/A		100	
Exam 1 Total - 28%	85	83.14	100	<a href="#">Graph</a>
Exam 2 Total - 29%	70	75.76	100	<a href="#">Graph</a>
Exam 3 Total - 31%	77	79.41	100	<a href="#">Graph</a>

Clicking on a **course** will open a pop-up screen of your course scores for that particular course. Here you can view your scores on each individual assessment. Furthermore, you are also able to view the average final grade and average score for each individual assessment within your class.

You will also notice other means with which you can use **Progress IQ** to track your progress relative to your peers:

## Radar Graph

Course Scores

FOM I (MEID605)

Academic Year:

Radar Graph

Item

Course Grade

Course Percent

FOM I Remediation

Exam 1 Total - 28%

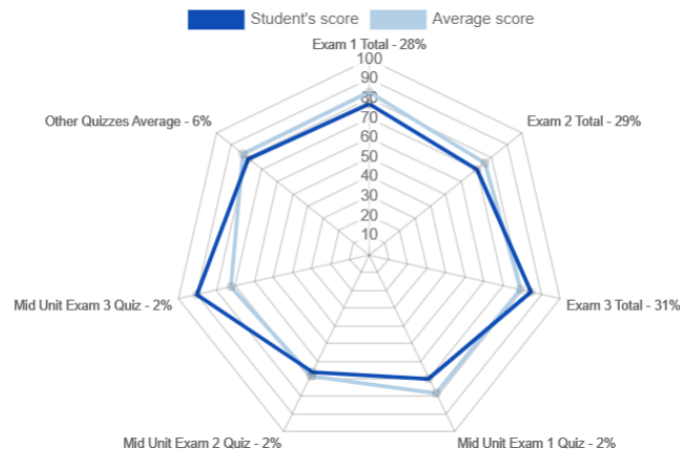
Exam 2 Total - 29%

Exam 3 Total - 31%

Student scores vs. class averages

FOM I (MEID605)

Academic Year:



Clicking on “Radar Graph” will open your radar graph pop-up screen for a particular course.

- The **dark blue line** indicates your score on an assessment.
- This can be compared to the **light blue line**, which indicates the average score on an assessment within your class.

This is an easy way to visualize the information that is already present in the course scores view.



## Bar Graph

Course Scores

FOM I (MEID605)

Academic Year:

Radar Graph

Item

Course Grade

Course Percent

FOM I Remediat

Exam 1 Total - 23

Exam 2 Total - 23

Exam 3 Total - 33

Scores for: Course Percent

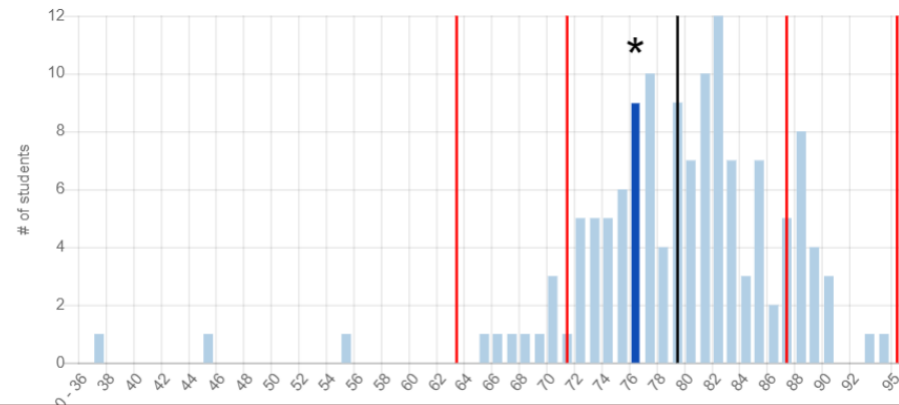
FOM I (MEID605)

Academic Year:

**Average Score:** 79.12

**Student score:** 76

**Standard Deviation:** 7.8



Clicking on “[Graph](#)” will open the bar graph pop-up screen for a course’s final grade or an assessment within a course within your class.

- The **darkened blue bar** with a **star** above it indicates which bar your score resides in. Your score is also reported next to “**Student Score**” in blue.
- The **black vertical line** indicates the mean score, and corresponds with the value next to “**Average Score**” in black.
- The **red vertical lines** indicate the first and second standard deviations above and below the mean, whose sequential distances from the mean correspond to the value next to “**Standard Deviation**” in red.

## Dashboard/Tools

Let's scroll down to the bottom of your student snapshot where you will find the Dashboard/Tools box.

The screenshot displays a student snapshot interface. At the top, there are three tabs: "General", "Personal", and "Rank". Below these tabs, the "General" tab is active, showing the following information:

- Group(s): **M1 Campus: Bryan**
- Status: **Active /**
- Matriculation Date: (empty field)

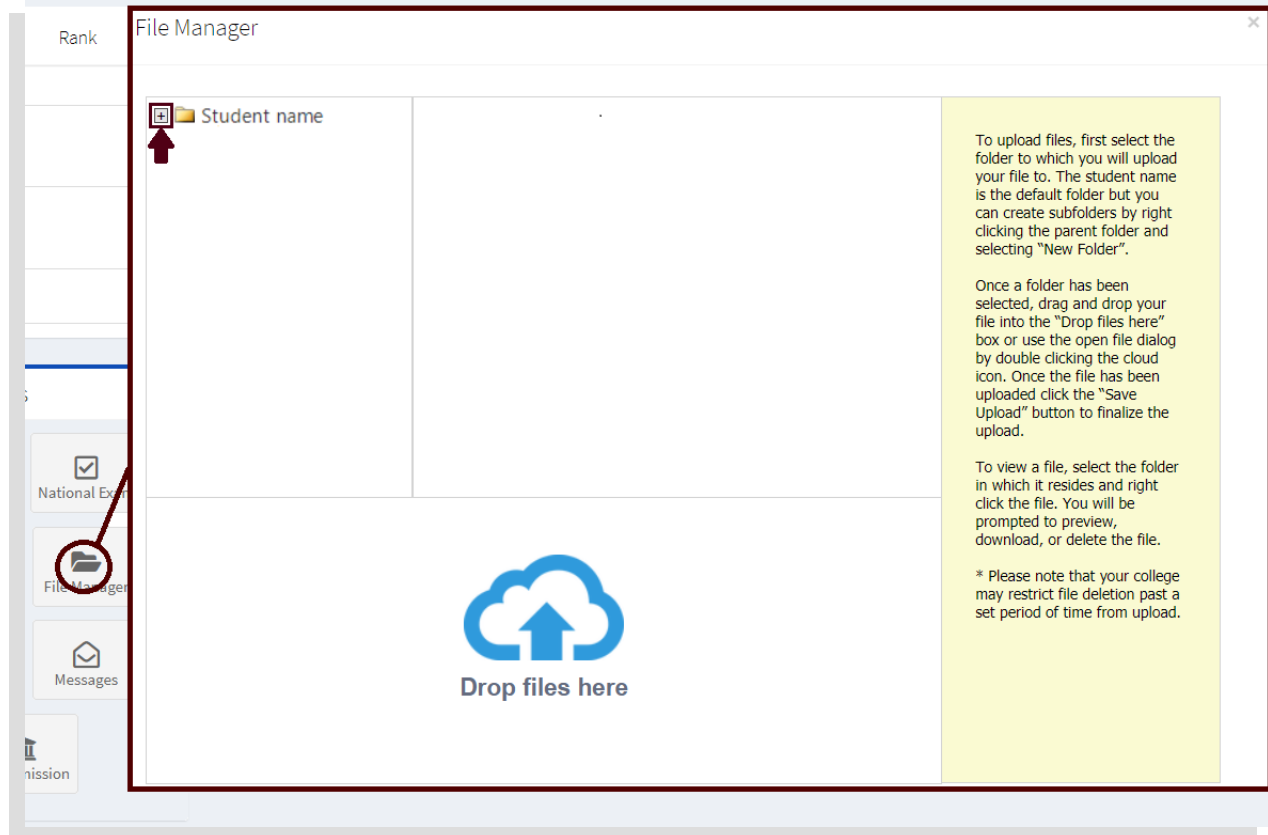
Below the student information, there is a section titled "Dashboard/Tools". This section is highlighted with a red rectangular box. Inside this box, there are seven icons representing different tools:

- Notes (pencil icon)
- National Exam (checkmark icon)
- OSCE (clipboard icon)
- File Manager (folder icon)
- Alert Log (warning triangle icon)
- Messages (envelope icon)
- Preadmission (classroom building icon)

A red arrow points from the right side of the "Dashboard/Tools" box towards the "File Manager" icon.

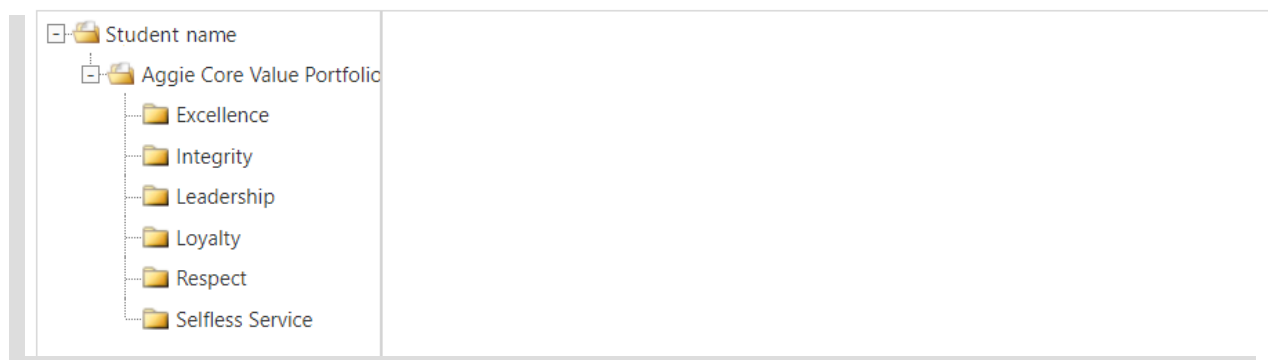
There are several important functions here: **File Manager**, **Alert Log**, **Messages**, **Notes**, **OSCE**, and **National Exam**.

## File Manager



Clicking on **"File Manager"** will open your file manager pop-up screen. In addition to yourself, faculty and staff can use this space to upload files and documents including PDF's, JPEG's, audio files, and word documents. "Drill down" to your subfolders using the "+" buttons.

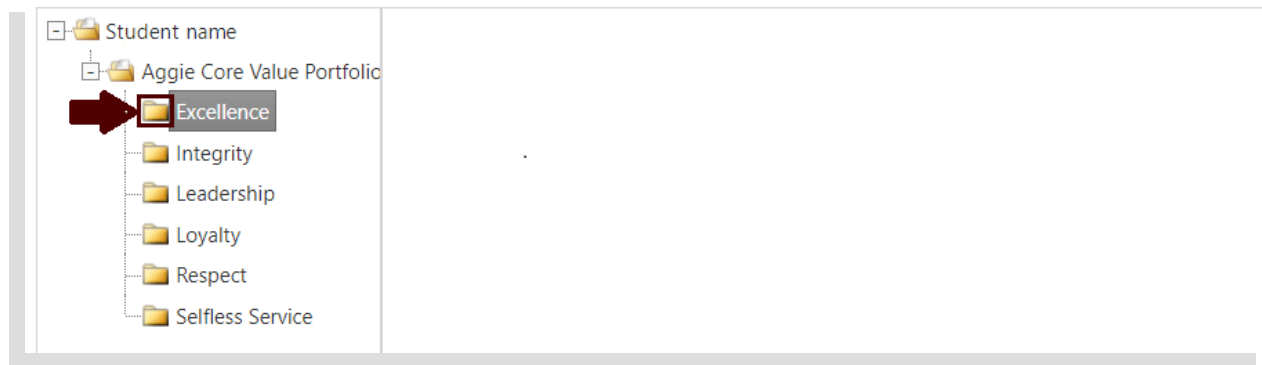
## Aggie Core Value Portfolio



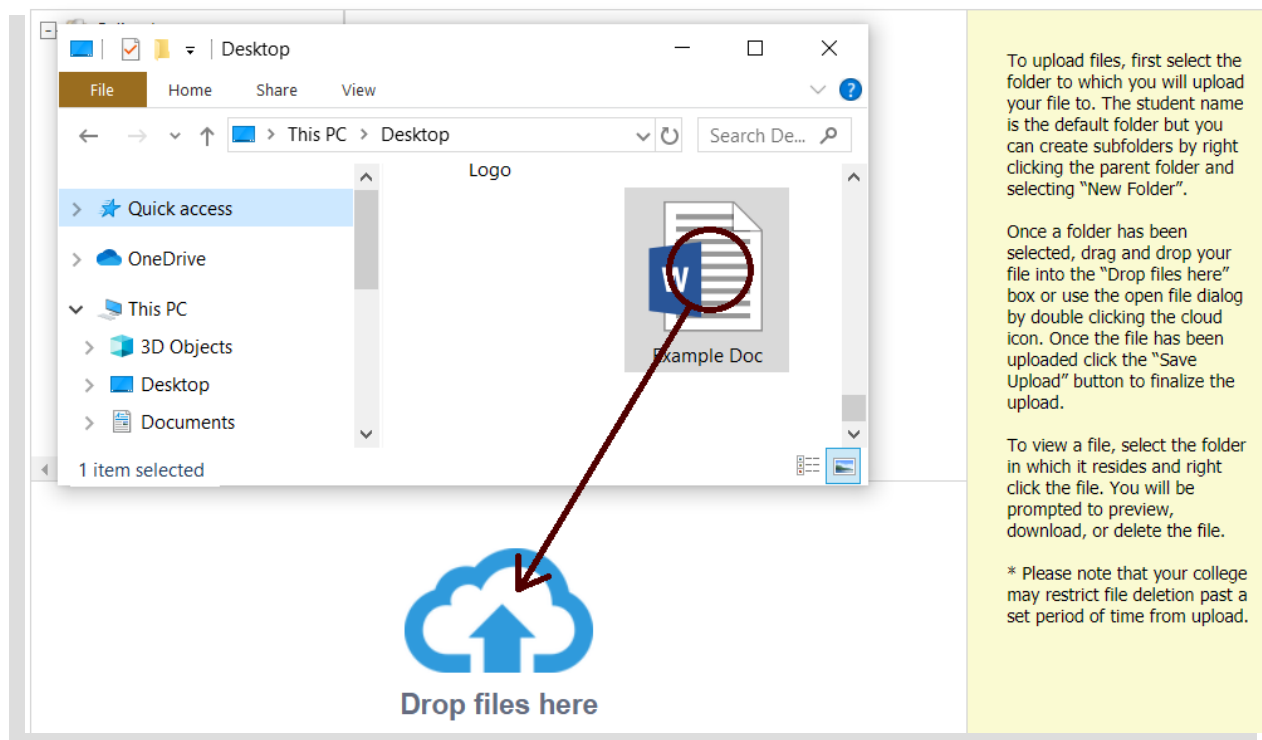
The file manager will importantly serve as your mechanism to upload supporting documents to your **Aggie Core Value Portfolio**, which is located in subfolders created for you.

### Uploading to Your Aggie Core Value Portfolio

In order to upload to your **Aggie Core Value Portfolio**, first select the folder of the core value to which you wish to upload, such that it is highlighted.

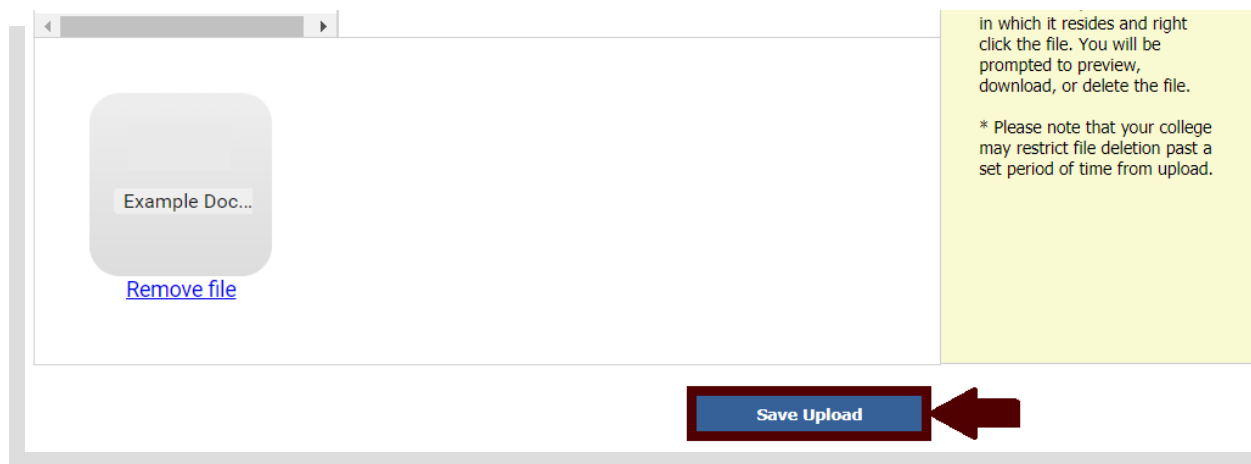


With the folder highlighted, you can now drag and drop documents into the “Drop files here” space.

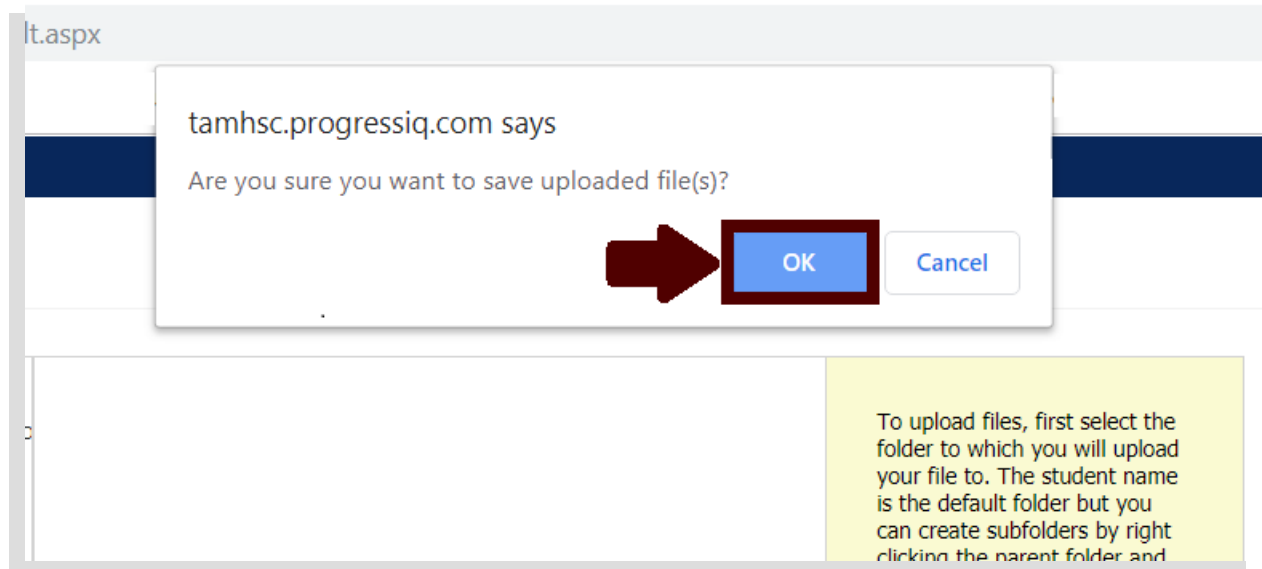


## Uploading to Your Aggie Core Value Portfolio (Cont.)

With the document now uploaded, click the **“Save Upload”** button to save the upload.

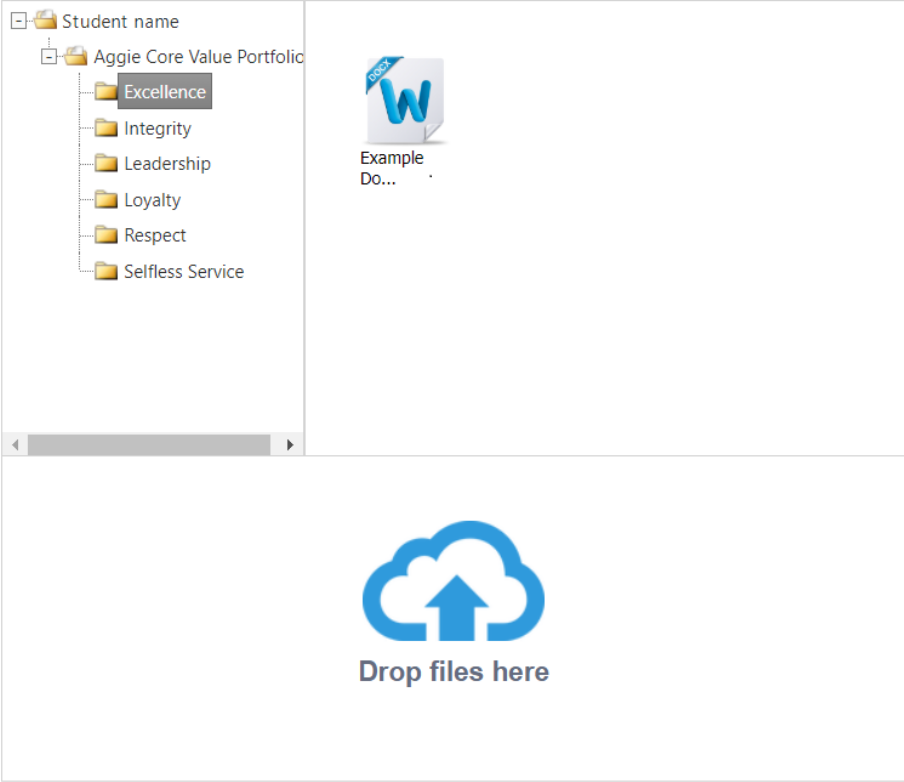


...and then **“OK”** to the prompt that pops up to confirm the save.



### Uploading to Your Aggie Core Value Portfolio (Cont.)

Upon successfully uploading to the folder, you will see **red text** at the bottom of the file manager pop-up screen confirming your document was uploaded. You will also see an **icon** of your document present whenever you click on the relevant folder.

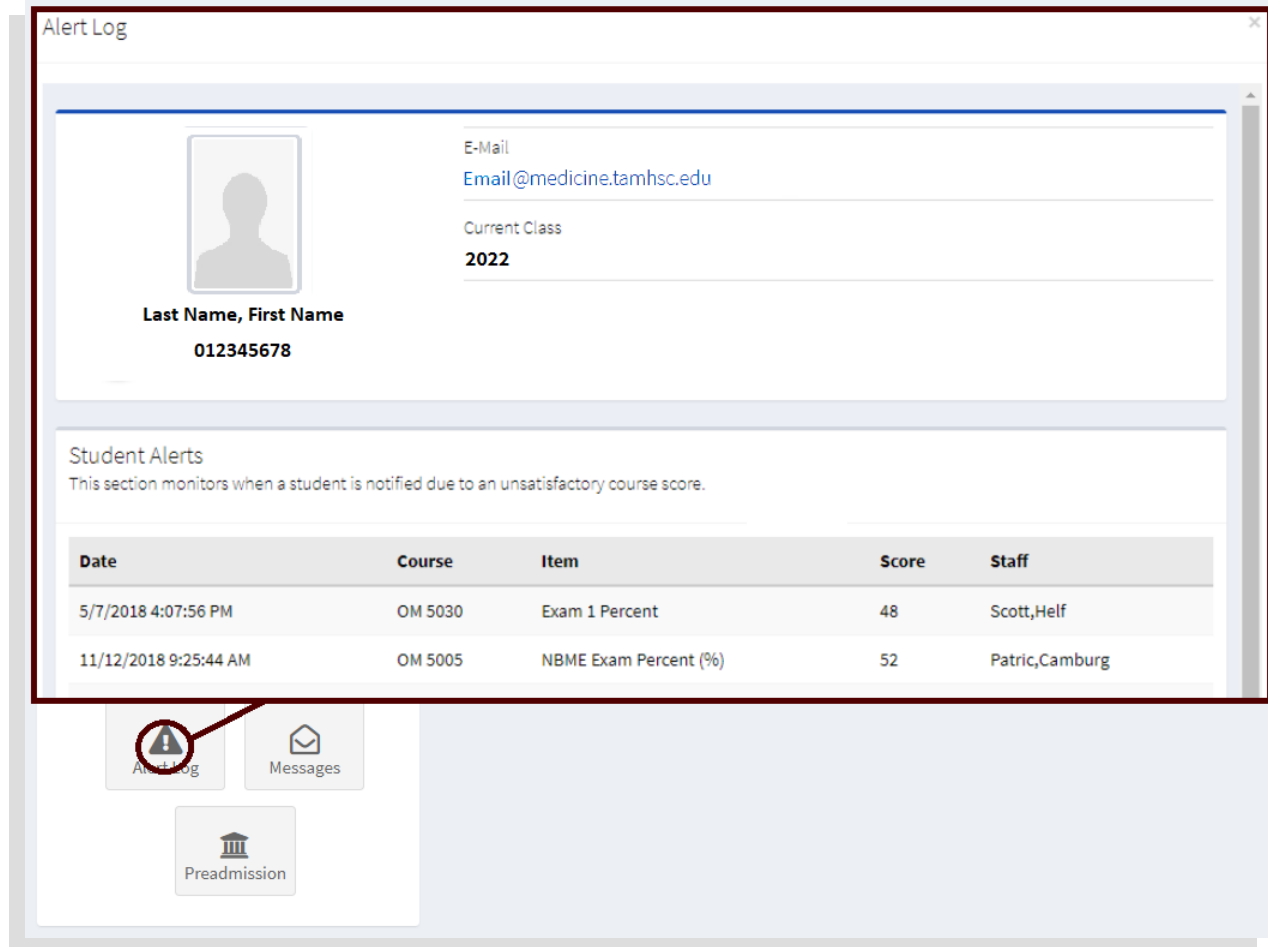


The screenshot shows a file manager interface. On the left, a tree view shows a folder structure: 'Student name' (parent folder) containing 'Aggie Core Value Portfolio' (subfolder), which in turn contains several subfolders: 'Excellence', 'Integrity', 'Leadership', 'Loyalty', 'Respect', and 'Selfless Service'. The 'Excellence' folder is currently selected. In the main area, there is a document icon labeled 'Example Do...' with a blue 'W' logo. Below this, a large blue cloud icon with an upward arrow is labeled 'Drop files here'. To the right of the main area, a yellow box contains instructions: 'To upload files, first select the folder to which you will upload your file to. The student name is the default folder but you can create subfolders by right clicking the parent folder and selecting "New Folder". Once a folder has been selected, drag and drop your file into the "Drop files here" box or use the open file dialog by double clicking the cloud icon. Once the file has been uploaded click the "Save Upload" button to finalize the upload. To view a file, select the folder in which it resides and right click the file. You will be prompted to preview, download, or delete the file. \* Please note that your college may restrict file deletion past a set period of time from upload.'


Upload successful for: Example Doc.docx

**Note:** At this time, students may upload documents to the file manager, but are unable to delete documents. Keep this in mind when uploading documents. If you need a document to be deleted from you file manager, contact your **Progress IQ** administrator (see **pg. 20**).

## Alert Log



**Alert Log**





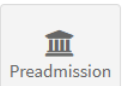
**Last Name, First Name**  
012345678

E-Mail  
Email@medicine.tamhsc.edu

Current Class  
2022

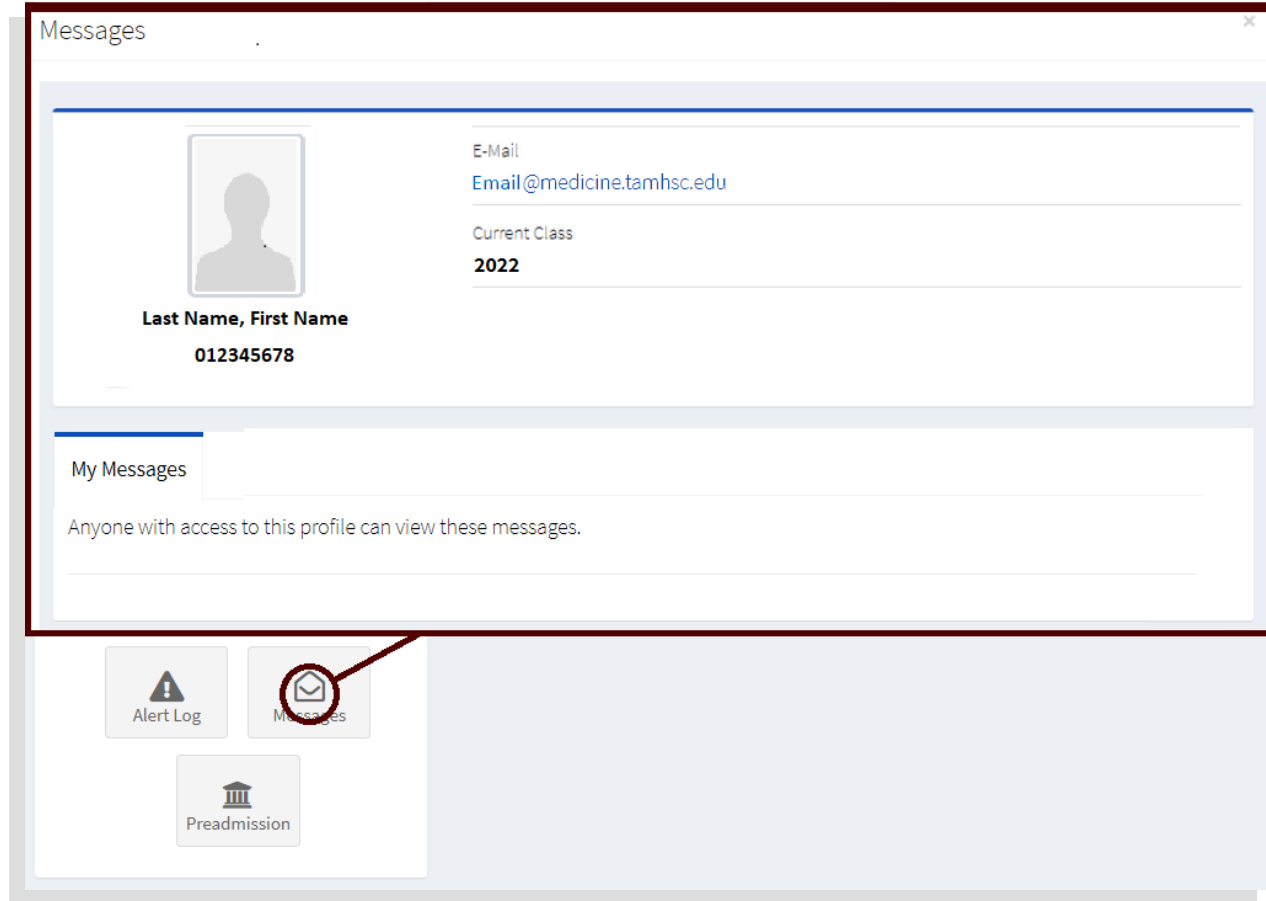
**Student Alerts**  
This section monitors when a student is notified due to an unsatisfactory course score.

Date	Course	Item	Score	Staff
5/7/2018 4:07:56 PM	OM 5030	Exam 1 Percent	48	Scott,Helf
11/12/2018 9:25:44 AM	OM 5005	NBME Exam Percent (%)	52	Patric,Camburg

Clicking on “**Alert Log**” will open your alert log pop-up screen. Alerts can be sent by faculty or staff and are sent to advise of unsatisfactory performance as defined by the course’s syllabus. Any alerts will appear in reverse chronological order with the most recent alerts listed first.

## Messages



Clicking on “**Messages**” will open your messages pop-up screen, which faculty and staff can use to send messages to you.

When a message is sent to you through **Progress IQ**, an alert will be sent to your tamu email indicating there is a pending message in the system. Upon accessing the message in **Progress IQ**, a timestamp will record the date and time indicating your acknowledgment of the message. This feature can be used for tracking acknowledgment of changes in enrollment, reviewing committee proceedings, and other events. Anyone with access to the student snapshot can view all sent and received messages.



## Notes

Notes

E-Mail  
[Email@medicine.tamhsc.edu](mailto:Email@medicine.tamhsc.edu)

Current Class  
**2022**

**Last Name, First Name**  
**012345678**

Public Transcript Registrar

Anyone with access to this profile can view these notes.

Notes National Exam OSCE File Manager Alert Log Messages

Clicking on “**Notes**” will open your notes pop-up screen. The default view displays the “**Public**” notes. The other tabs are “**Transcript**” and “**Registrar**” notes. You and any other user who has access to your student snapshot can view each of these kinds of notes.

Faculty and staff can record public notes to be attached to your account, while the transcript and registrar notes can be used to record changes in academic status, etc.

## OSCE

The screenshot shows a pop-up window titled "OSCE" with a close button in the top right corner. The window is divided into two main sections. The top section contains a student profile with a placeholder for a photo, the text "Last Name, First Name" followed by the ID "012345678", an email address "Email@medicine.tamhsc.edu", and the current class "2018". The bottom section is titled "Objective Structured Clinical Exam" and includes the text "View OSCE grades and comments". Below this is a table with the following columns: Discipline, Class Year, Hist %, PE %, Hum %, SOAP %, Overall %, Final Grade, and Comments. The table lists scores for five disciplines: FM (94), IM (91), OBGYN (87), PEDS (83), and PSYCH (95). Each row has a small information icon (i) in the Comments column. A red circle and arrow highlight the "OSCE" icon in the left sidebar of the main application window.

Discipline	Class Year	Hist %	PE %	Hum %	SOAP %	Overall %	Final Grade	Comments
FM	2018						94	<i>i</i>
IM	2018						91	<i>i</i>
OBGYN	2018						87	<i>i</i>
PEDS	2018						83	<i>i</i>
PSYCH	2018						95	<i>i</i>

Clicking on “OSCE” will open your OSCE pop-up screen. In addition to being located within your course scores within your semester bins (see **pg. 6**), you can also specifically view your OSCE scores here. Hover over the small **i** icon to display a pop-up screen with any available comments.

## National Exam

National Exam

E-Mail  
[Email@medicine.tamhsc.edu](mailto:Email@medicine.tamhsc.edu)

Current Class  
**2022**

Last Name, First Name  
**012345678**

MCAT COMLEX-USA COMLEX Disciplines COMAT USMLE

Exam	Score	Date
MCAT2 Percentile	87	01/01/1900
MCAT2 Total Score	512	01/01/1900

Clicking on “**National Exam**” will open your national exam pop-up screen. The default view displays the “**MCAT**” tab, where your MCAT scores on record are displayed. The other relevant tab is “**USMLE**”, which will display your USMLE scores (e.g., Step 1) after you complete them and they are posted by the NBME.

## Contact

If you have questions or need assistance, please contact your **Progress IQ** administrator, Jody Ping, at

[jpings@tamuedu](mailto:jpings@tamuedu)

In fact, you are actively encouraged to reach out if:

- You are having trouble logging in, uploading to your **Aggie Core Value Portfolio**, or other technical difficulties.
- You notice incorrect or out-of-date information displayed.