Instructors: How do I upload my learning resources?

- Accessing my session
- Uploading my resource materials accurately for quality use
- MeSh Terms
- ED Standards Check List

Summary: Accurate information and tagging is essential on each resource for the purpose of tracking the LCME standards that we adhere to and are required to report on. Proper tagging also assists students in searching resources and studying effectively. Please follow these steps carefully so we can ensure that your session’s content is reflected accurately in our data collections.

Questions about copyright? See http://umanitoba.ca/admin/vp_admin/ofp/copyright/

Instructions: Accessing my session
1. If you are instructing a session it will appear under My Front Page in OPAL. Click on the ‘Edit Teacher Prep’ icon to open your edit page.
2. Once your ‘Teacher Prep’ page is open you can a) **add your resources**, b) **add special instructions** if any (e.g. advise students to bring their i-clickers) and of course c) complete your ED standards checklist.

a & b)

c)
Instructions: Adding my resources

1. Click on the *upload new learning resource* icon from the menu on the right.

2. The following box will pop up. Select the *Browse* option.
3. Find the location of the document on your computer or external device. Select it and click \textit{Open}.

4. Next, fill in all the following fields in the format as stated below (see next page)
**Author:** Please add the Instructor/designates name in *Last Name, First Name* format
e.g. Smith, John

**Title:** This field must include three items. Please enter your *session code* followed by
the *title of your resource* followed by the *type of resource* (notes and PowerPoint slides are most common)

e.g. SF001-Introduction to Structure & Function.notes
or
SF001-Introduction to Structure & Function.slides

**Description:** Use this field to summarize your session in at least 3 words or phrases
separated by commas

e.g. word1, word2, word3

**MeSH Term:** Add the term or terms here that best suits your session’s contents.

If you have an idea of the term/topic you wish to add then begin typing in the word (first
3 letters) that you wish to enter and it will auto-search and populate for you. If you wish
to search the MeSH browser you can do that as well and note the term so that you can
go back and enter it in the field.

5. Select *Upload.*

    ![Upload Content Success]

    A *message will appear that your upload was successful.* Close this window and you will
    be back in your Teacher Prep page.
Instructions: ED Standards Check List

1. Scroll down the Teacher Prep page and complete the required ED 10, 11 & 13 Standard Check List. Check off what is the major focus of your session and the minor (if applicable).

2. Save.

You are done 😊