

Instructors: How do I upload my learning resources?

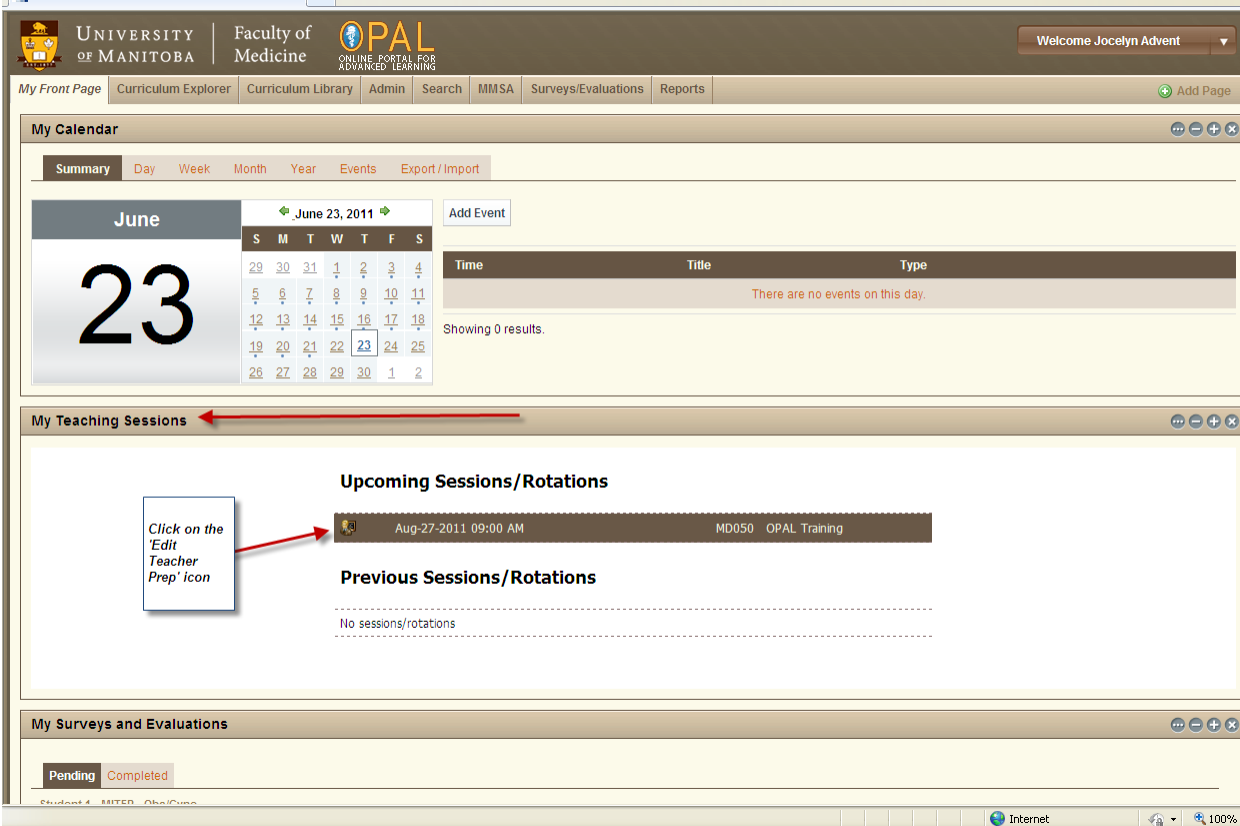
- Accessing my session
- Uploading my resource materials accurately for quality use
- MeSh Terms
- ED Standards Check List

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.



The screenshot shows the OPAL web interface. At the top, there are navigation tabs: My Front Page, Curriculum Explorer, Curriculum Library, Admin, Search, MMSA, Surveys/Evaluations, and Reports. Below this is a 'My Calendar' section with a calendar for June 2011. The date June 23 is highlighted. Below the calendar is a table with columns 'Time', 'Title', and 'Type'. The table is empty, with a message 'There are no events on this day.' and 'Showing 0 results.' Below this is the 'My Teaching Sessions' section. It has two sub-sections: 'Upcoming Sessions/Rotations' and 'Previous Sessions/Rotations'. Under 'Upcoming Sessions/Rotations', there is one entry: 'Aug-27-2011 09:00 AM MD050 OPAL Training'. A red arrow points from a text box that says 'Click on the 'Edit Teacher Prep' icon' to the small icon on the left of this entry. Under 'Previous Sessions/Rotations', it says 'No sessions/rotations'.

2. Once your 'Teacher Prep' page is open you can a) **add your resources**, b) **add special instructions** if any (eg. advise students to bring their i-clickers) and of course c) **complete your ED standards checklist**.

a & b)

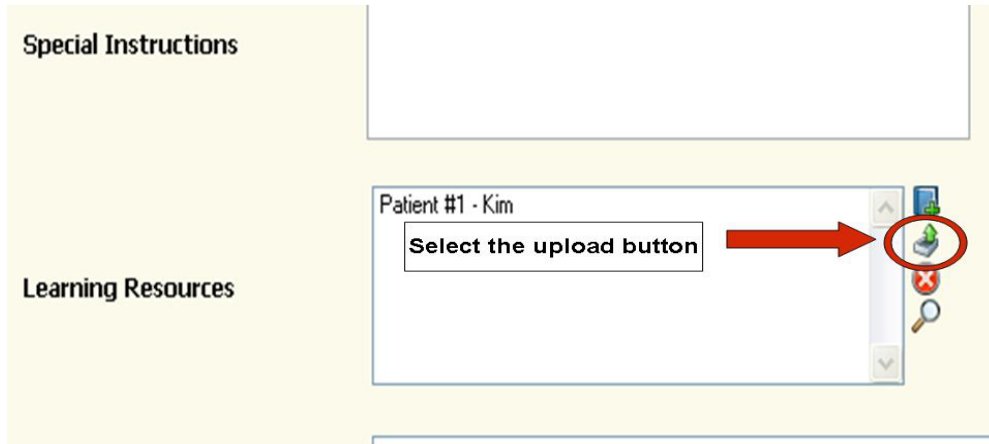
c)

| Session/Rotation Components | Major | Minor |
|-------------------------------------|-------------------------------------|--------------------------|
| Biorobotics | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Care Financing | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Care Systems | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Care Quality Improvement | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Disparities | <input type="checkbox"/> | <input type="checkbox"/> |
| Human Development/Life Cycle | <input type="checkbox"/> | <input type="checkbox"/> |
| Human Sexual/Gender Development | <input type="checkbox"/> | <input type="checkbox"/> |
| Human Sexuality/Sexual Functioning | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Ethics | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Genetics | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Humanities | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication Skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Medical Informatics | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Medical Jurisprudence | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Socioeconomics | <input type="checkbox"/> | <input type="checkbox"/> |
| Nutrition | <input type="checkbox"/> | <input type="checkbox"/> |
| Occupational Health/Medicine | <input type="checkbox"/> | <input type="checkbox"/> |
| Pain Management | <input type="checkbox"/> | <input type="checkbox"/> |
| Palliative Care | <input type="checkbox"/> | <input type="checkbox"/> |
| Patient Safety | <input type="checkbox"/> | <input type="checkbox"/> |
| Population-Based Medicine | <input type="checkbox"/> | <input type="checkbox"/> |
| Prevention/Health Maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Community of Health | <input type="checkbox"/> | <input type="checkbox"/> |
| Rehabilitation/Care of the Disabled | <input type="checkbox"/> | <input type="checkbox"/> |

| ED11: Medical Sciences | ED13: Health Promotion, Prevention and End-of-Life Care | Major | Minor |
|-----------------------------|---|-------------------------------------|--------------------------|
| Anatomy | | <input type="checkbox"/> | <input type="checkbox"/> |
| Chronic | | <input type="checkbox"/> | <input type="checkbox"/> |
| Continuing | | <input type="checkbox"/> | <input type="checkbox"/> |
| Rehabilitative | | <input type="checkbox"/> | <input type="checkbox"/> |
| End-of-Life Care | | <input type="checkbox"/> | <input type="checkbox"/> |
| Biochemistry | | <input type="checkbox"/> | <input type="checkbox"/> |
| Genetics | | <input type="checkbox"/> | <input type="checkbox"/> |
| Physiology | | <input type="checkbox"/> | <input type="checkbox"/> |
| Microbiology and Immunology | | <input type="checkbox"/> | <input type="checkbox"/> |
| Pathology | | <input type="checkbox"/> | <input type="checkbox"/> |
| Pharmacology Therapeutics | | <input type="checkbox"/> | <input type="checkbox"/> |
| Preventive Medicine | | <input type="checkbox"/> | <input type="checkbox"/> |
| Acute | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Instructions: Adding my resources

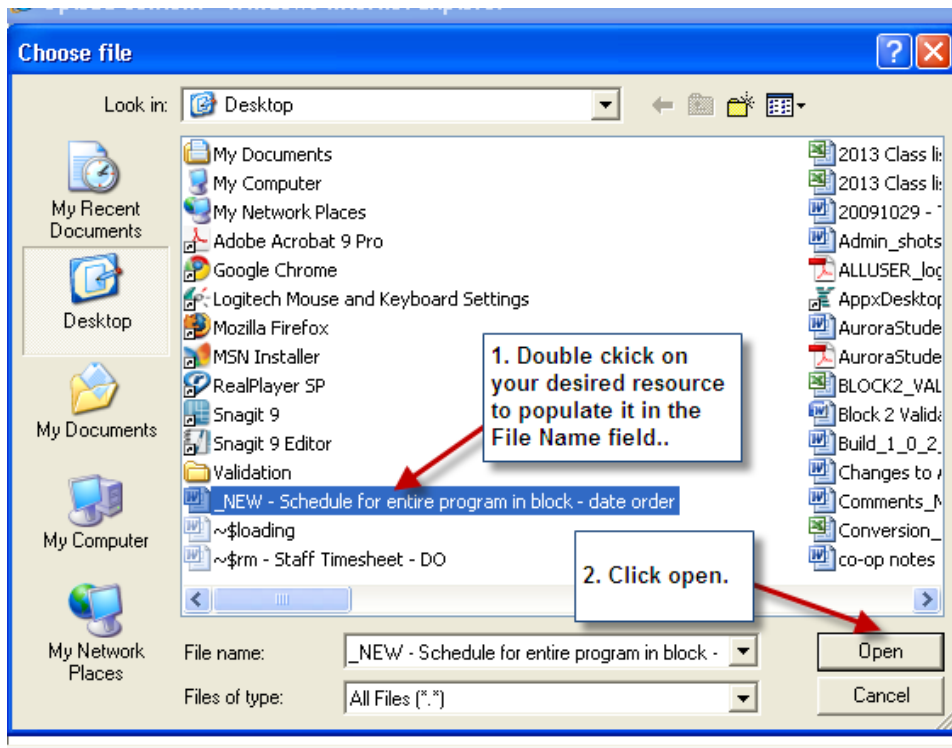
1. Click on the *upload new learning resource* icon from the menu on the right.



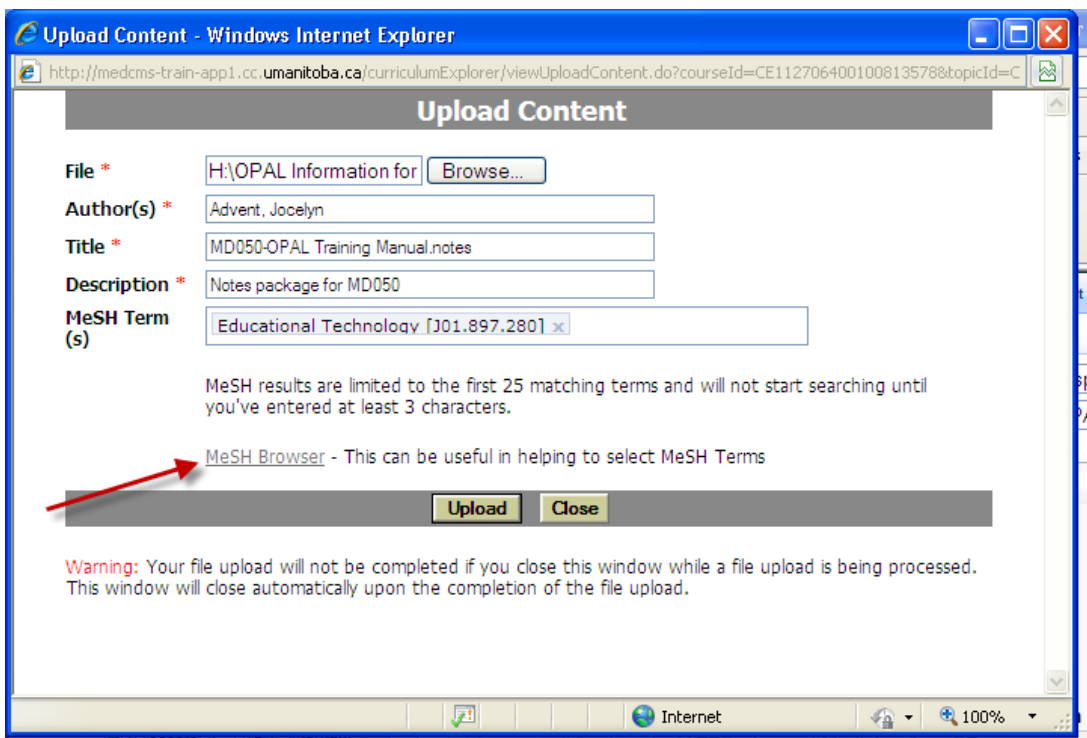
2. The following box will pop up. Select the **Browse** option.



3. Find the location of the document on your computer or external device. Select it and click **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

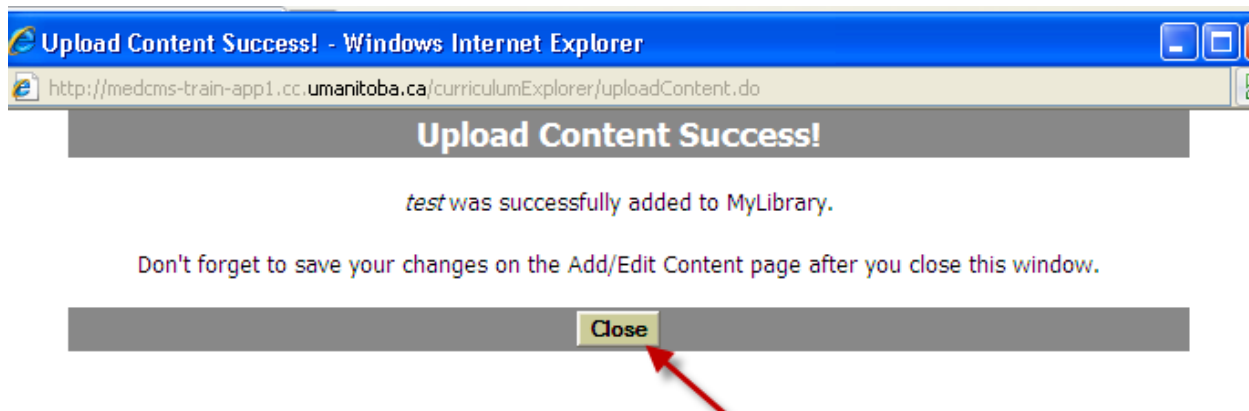
Description: Use this field to summarize your session in at least 3 words or phrases separated by commas

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**.



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).

ED10

| Session/Rotation Components | Major | Minor |
|---------------------------------|--------------------------|--------------------------|
| Biostatistics | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Care Financing | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Care Systems | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Care Quality Improvement | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Disparities | <input type="checkbox"/> | <input type="checkbox"/> |
| Human Development/Life Cycle | <input type="checkbox"/> | <input type="checkbox"/> |

Clinical Presentations

ED11 & ED13

| ED11: Medical Sciences ED13: Health Promotion, Prevention and End-of-Life Care | Major | Minor |
|---|--------------------------|--------------------------|
| Anatomy | <input type="checkbox"/> | <input type="checkbox"/> |
| Chronic | <input type="checkbox"/> | <input type="checkbox"/> |
| Continuing | <input type="checkbox"/> | <input type="checkbox"/> |
| Rehabilitative | <input type="checkbox"/> | <input type="checkbox"/> |
| End-of-Life Care | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---------------------------------------|-------------------------------------|--------------------------|
| Human Sexuality/Sexual Functioning | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Ethics | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Genetics | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Humanities | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication Skills | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Informatics | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Medical Jurisprudence | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Socioeconomics | <input type="checkbox"/> | <input type="checkbox"/> |
| Nutrition | <input type="checkbox"/> | <input type="checkbox"/> |
| Occupational Health/Medicine | <input type="checkbox"/> | <input type="checkbox"/> |
| Pain Management | <input type="checkbox"/> | <input type="checkbox"/> |
| Palliative Care | <input type="checkbox"/> | <input type="checkbox"/> |
| Patient Safety | <input type="checkbox"/> | <input type="checkbox"/> |
| Population-Based Medicine | <input type="checkbox"/> | <input type="checkbox"/> |
| Prevention/Health Maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Community of Health | <input type="checkbox"/> | <input type="checkbox"/> |
| Rehabilitation/Care of the Disabled | <input type="checkbox"/> | <input type="checkbox"/> |
| Research Methods | <input type="checkbox"/> | <input type="checkbox"/> |
| Substance Abuse | <input type="checkbox"/> | <input type="checkbox"/> |
| Complementary/Alternative Health Care | <input type="checkbox"/> | <input type="checkbox"/> |
| Cultural Diversity | <input type="checkbox"/> | <input type="checkbox"/> |
| End-of-Life Care | <input type="checkbox"/> | <input type="checkbox"/> |
| Epidemiology | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence-Based Medicine | <input type="checkbox"/> | <input type="checkbox"/> |
| Global Health Issues | <input type="checkbox"/> | <input type="checkbox"/> |
| Translational Research (ED-17a) | <input type="checkbox"/> | <input type="checkbox"/> |

2. **Save.**

You are done 😊