

## DFM Online Lecture Material Process

Background: The DFM Statewide Education Committee recommended to GMEC that DFM online lecture material be posted on New Innovations for DFM access statewide. The Committee also recommends that faculty post their material on the STFM sponsored FMDRL (Family Medicine Digital Resource Library). This document will serve as an overview of the process.

1. There should be a defined process for each program.
2. Each campus will identify someone as the “staff point person” to post the lecture material on NI and Nate Gullick will train them in the process.
3. The “staff point person” will send an email to the lecturer asking for the lecture material and their permission to upload on NI. A standard email would be sent such as “You are scheduled to give the lecture on \_\_\_\_\_. Please send me your lecture material and with your permission, I will upload on New Innovations to allow residents/faculty to access.”
4. It is not required to have the material posted, but is strongly encouraged.
5. The lecture material should be posted before or within one working week after the lecture in their conference area and in the “Shared Lecture Materials” folder.
6. The lecture material should be placed in only one folder
7. If a lecture is given on a cycle (yearly or every 2 years), the newest lecture should be posted and any old material should be deleted.
8. Subcategory folders can be made, but should be approved by the Chair of the DFM Statewide Education Committee
9. Each campus will also identify a “faculty point person”(most likely the Statewide Education Representative) who will have the following responsibilities
  - a. Define which folder lecture material should go in if a question arises
  - b. Review their campuses’ material every two years to ensure lectures are updated
10. Scheduled emails will be sent to faculty/residents announcing new materials in the folder.

# Using New Innovations to store lecture material

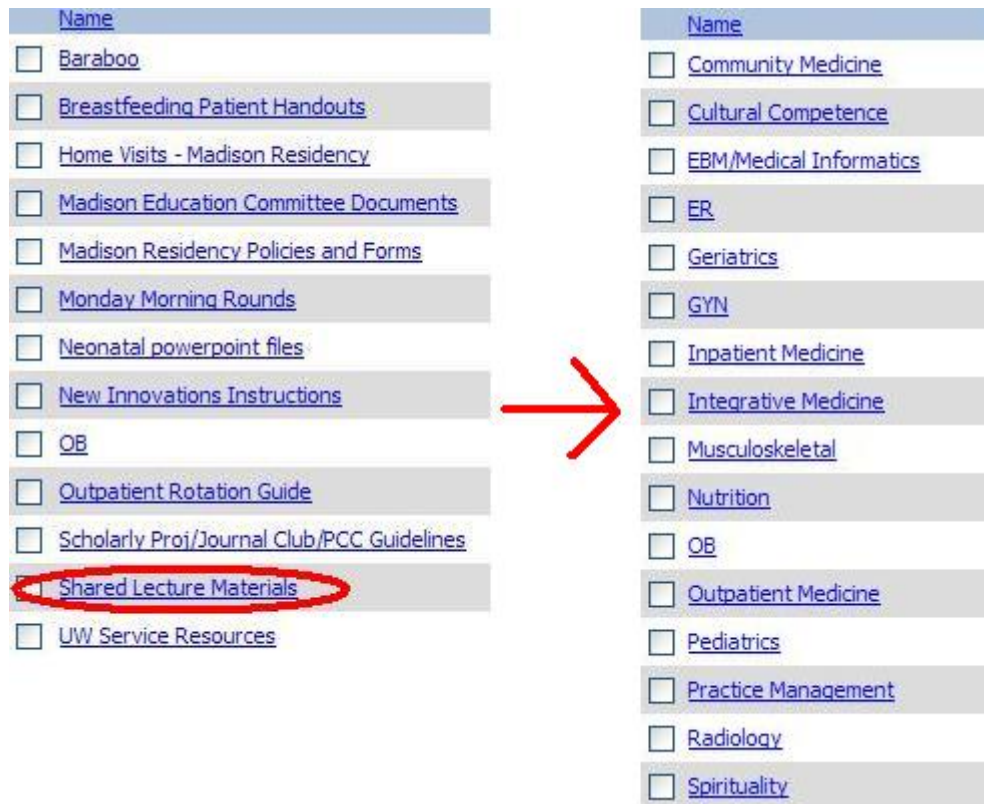
**There are two purposes for uploading lecture files into New Innovations (NI).**

It affords residents a place to look up lecture material for seminars that they may have missed or want to review. They would typically do this via the NI Conference Calendar.

Secondly, faculty and residents can share materials they have created; and also “borrow” from the archived materials that have uploaded, for talks they might be giving. These files would be stored in the Department Manuals area of NI and accessible to all DFM programs.

## NI Folders

To facilitate the sharing of materials, a “Shared Lecture Materials” folder and sub-folders have been created in the Department Manuals.



## Current and new usage

Some programs have been uploading files into the Conference Calendar. For others, this will be new. Instructions are included, and Nate can provide additional training.

Use of the Shared Lecture Materials is new for everyone. It has been identified by the Statewide Education Committee as a tool that would be valuable. Again, instructions are included, and Nate can provide additional training.

## Residency Staff Responsibilities:

- Obtain presenter's permission and files. Explain that these will be accessible on the web to DFM faculty and residents only, through a login/password-protected site.
- If necessary, have the presenter identify the category (see sub-folders above) that represents the talk.
- Upload the file(s) to your program's conference calendar. *This will make it easy for residents to find material from a seminar they missed or want to review.*
- Upload the file(s) to the Department Manuals. *This will allow faculty and residents statewide to download colleague's lecture material.*
  - Keep the file in the native format – i.e. .ppt, .doc
  - Identify in the Display Name information that will be useful for someone looking up a file - the presentation topic, author, and year. *It is important that everyone follow the same format for retrieval purposes.*
  - Examples:
    - Gestational Diabetes-Adams-2008
    - Creating Effective Patient Communication-Roberts-2008

See following pages for detailed instructions.

**Nate Gullick is available for NI help.**

## Uploading a File – Conference Calendar

**Note:** There is no limit on the number of documents you may upload; however, each individual document may be no larger than 12 MB.

1. From the **Main Menu**, select **Conferences**.
2. Navigate to **Manage > Conferences**.



To get started, select either an option below or one from the menu bar above. All options below



### Conference Administration

- Create a new [Stand-Alone](#) or [Recurring](#) conference.

3. Click on the name of the conference to which you wish to upload the file and select **Edit**.

Conferences				
	Name	Date	Content Category	Sub Content
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Journal Club</b>	2/19/2008	Journal Club	Journal Club
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Family Med Core Series</b>	2/19/2008	Family Med Core Series	
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>DFM Hospital Coding and Compliance</b>	2/19/2008	Other	
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Women's Health</b>	2/19/2008	Women's Health	
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Clinic Ops - Team Meetings</b>	2/26/2008	Clinic Operations	
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Forum / Rap</b>	2/26/2008	Forum	Forum
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Grand Rounds</b>	2/26/2008	Grand Rounds	
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Behavior Medicine</b>	2/26/2008	Behavioral Medicine	
<a href="#">Edit</a> <a href="#">Delete</a>	* <b>Pharmacy Rounds</b>	3/4/2008	Pharmacy Rounds	Pharmacy Rounds

4. Click on the **Attachments** tab and select **New**.

Links:

Click here to: [View Roster](#) or [Send Manual Attendee Notifications](#)

Click here to: [Take Attendance](#) or [Add / Remove People from Roster Manually](#)

Click here to: [Edit Roster Configuration & Rebuild Roster Automatically](#)

Click here to: [Copy this Conference](#)

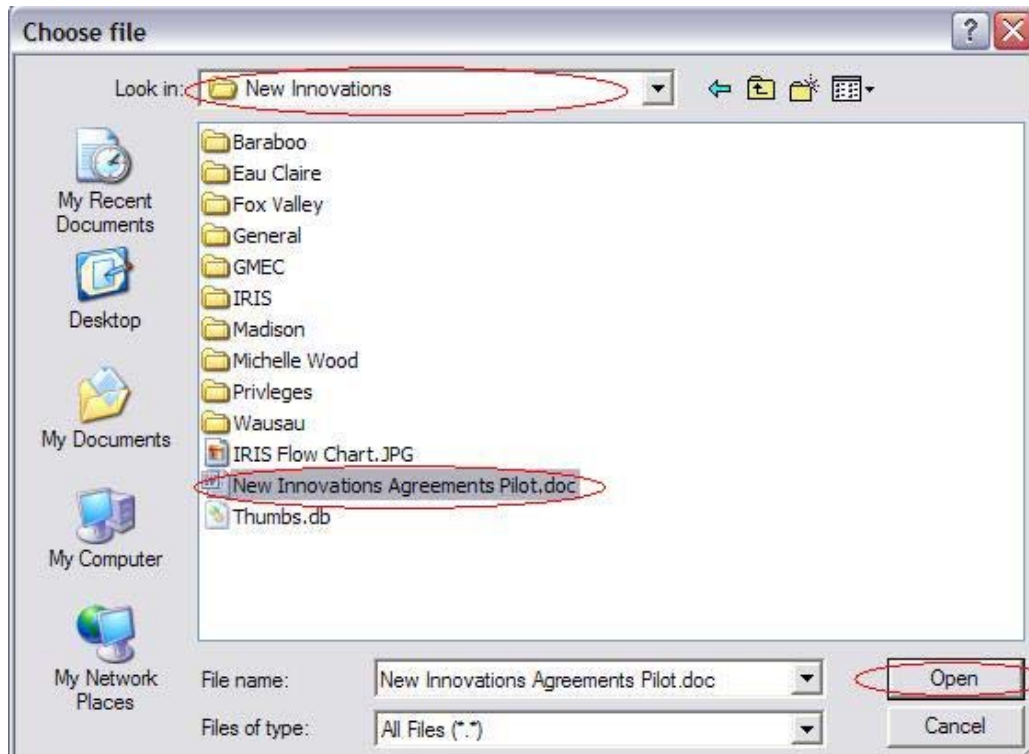
Click here to: [Make this Recurring](#)




5. Enter the name of the attachment in the **Name** box and click the **Select** button.

The screenshot shows a web application interface with a blue header containing navigation tabs: Main, View, Manage, Attendance, and Setup. Below the header is the title 'Create/Edit File Attachment' and a breadcrumb path ':: (02/19/2008) Journal Club'. The main content area contains two required fields, each marked with a red asterisk: 'Name:' and 'File Attachment:'. The 'Name' field is an empty text box. The 'File Attachment' field is an empty text box with a 'Select' button to its right and a 'Clear' button further right. Below the fields is a note: '\* a red asterisk indicates required information'. At the bottom of the form are links for 'Save' and 'Cancel', and a 'Notes:' section with a bullet point: 'File attachments must not exceed 12MB.'

6. Navigate to the document, select the document to upload, and then click the **Open** button.



7. Click the **Save** link.

Main  View Manage Attendance Setup

## Create/Edit File Attachment

:: (02/19/2008) Journal Club

\* Name:

\* File Attachment:

\* a red asterisk indicates required information

[Save](#) [Cancel](#)

Notes:

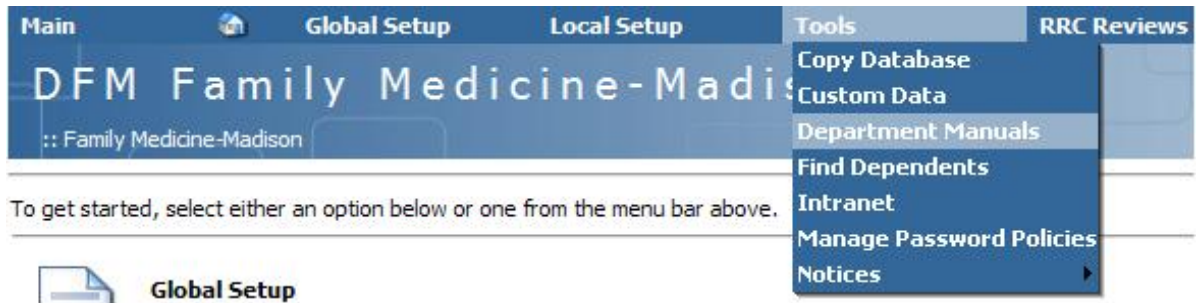
- File attachments must not exceed 12MB.



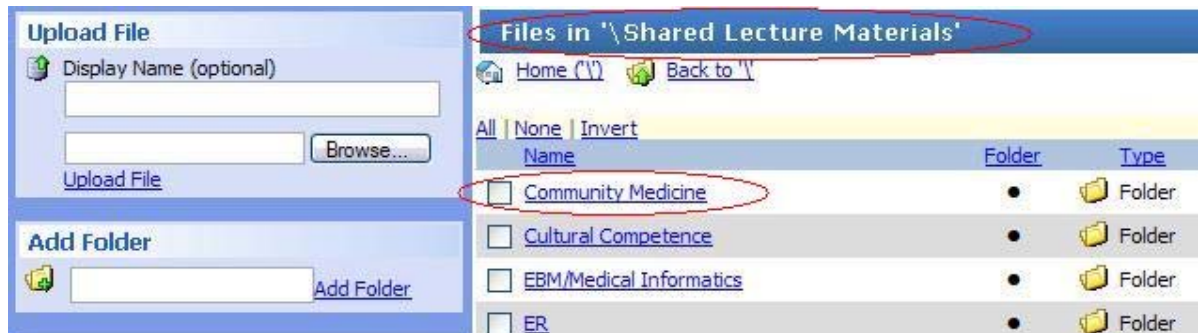
## Uploading a File – Department Manuals

**Note:** There is no limit on the number of documents you may upload; however, each individual document may be no larger than 4 MB, and files with the extension of .exe cannot be uploaded.

1. From the **Main Menu**, select **Administration**.
2. Navigate to **Tools > Department Manuals**.



3. Click on the name of the folder to which you wish to upload the file.

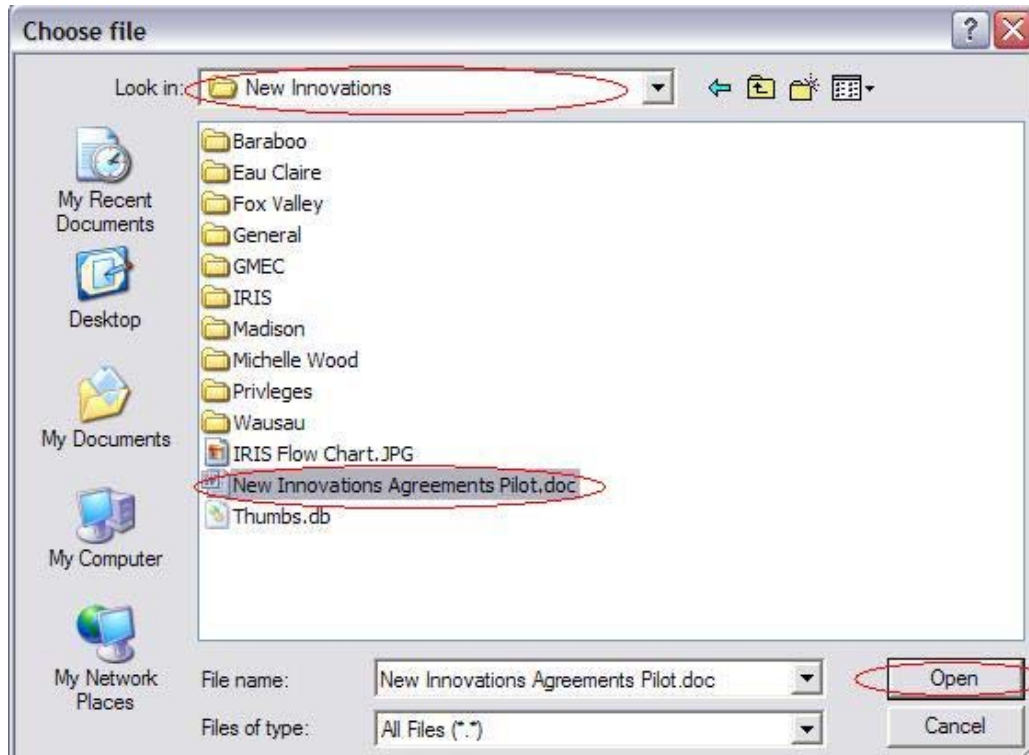


4. Enter the name of the lecture in the format of (*presentation topic-author-year*) in the **Display Name** box and click the **Browse** button.

**Note:** If you choose not to assign a display name, the system will automatically assign the document's filename as its display name.



5. Navigate to the document, select the document to upload, and then click the **Open** button.



6. Click the **Upload File** link.

