Faculty of Medicine

MEDICOL ADMINISTRATOR

Handbook - 2009

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Revision History

Date	Details
Dec 2006	First draft.
Mar 2007	Re-categorize FAQ; revised year 3&4 Curricular Structure, Workflows & Procedures.
Nov 2007 ongoing	Restructure and reorganize document flow; add missing components: Flash, Population procedures; Backdoor linking; Computer Hardware and Software; Introduction to MEDICOL and history etc; Navigation section including breadcrumb and iconic layouts; revise naming convention component; clean up styles and formatting; final review with Elliot and Brian
Apr 2008	Major formatting revisions for readability; final major drafts of “Where Do I Work”, “Document Scope”; “What is MEDICOL”; currently working on “Where are We Going”?
Sep 2008	Minor changes on the typos of the document
Dec 2008	Changes by Dominika Lacka.
Feb 2009	Changes by Brian Powell

Where I work

As a MEDICOL Administrator (MA) you work for the UBC Faculty of Medicine (FoM) in the Medicine Information Technology (MedIT) department, under the FoM Undergraduate Dean’s Office jurisdiction.

Your scope of work is primarily Undergraduate Medical Program (UMP) curriculum including MEDICOL-related Dentistry in year one and two. There is occasional consultative work for postgraduate and other non-UMP FoM departments (i.e.: Midwifery, Occupational Therapy etc).

The distributed medical program is comprised of three sites and two universities in collaboration with UBC. Sites:

- Vancouver-Fraser Medical Program (VFMP) is the primary UBC site and has the largest intake with 192 students per year.
- Island Medical Program (IMP) at the University of Victoria
- Northern Medical Program (NMP) at University of Northern British Columbia in Prince George
- Southern Interior Medical Program (SIMP) is a possible future expansion. In 2010-11 there will be an integrated clerkship satellite site (3rd year) in Kelowna.

Document Scope

This document lists key information the MEDICOL Administrator(s) need as reference to support MEDICOL on WebCT CE including: MEDICOL history, the undergraduate curriculum explained, policies, procedures, techniques, forms, events, schedules, system management guidelines, user access and management, UBC administrative support systems, key people, and committees. MEDICOL’s purpose has not changed significantly over the years, but the design, policies and procedures have. This document is compiled from an assortment of small guides and its instructions are meant to override those of all older documents. It is meant to be concise and will refer the reader to related documents as needed.

What MEDICOL is

According to average user

- One-stop online web-shop for undergraduate medical & dental student curricular resources
- Place of interaction, communication and connection for students, faculty and staff – should be encouraged as an educational collaboration tool

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- Central place for students to link to other resources
- Place students can evaluate their knowledge via formative assessment tools
- Scheduling support system for students, staff & faculty
- Tool for data collection for program and course evaluation
- Place for faculty and staff to review information and disseminate resources independent of student location

According to some administrative staff

- File management, organization & archiving system
- Password protected curriculum database and user management platform (WebCT CE being not a very good one).
- Framework (visual and structural) for components of the undergraduate program curriculum

Repository

The **ME**dicine and **D**entistry **I**ntegrated **C**urriculum **O**n-**L**ine (MEDICOL) system is the central repository for curricular resources in the UMP. It contains a variety of learning materials including: course objectives and content (images, PowerPoint presentations, etc.); formative quizzes; discussion boards; schedules; and links to external learning resources such as the UBC Library. It also includes administrative materials such as forms and policy documents that support efficient delivery and management of the program for all users. As such, while MEDICOL is designed primarily to assist students in their learning by providing convenient access to learning resources, it is also heavily used by faculty and staff.

Some key points:

- Posting of teaching materials is voluntary - some faculty abstain for various reasons.
- Dentistry students participate in the first two years of the UMP with the exception of the longitudinal blocks: Family Practice (FMPR); Clinical Skills (INDE); and Doctor Patient and Society (DPAS).
- MEDICOL provides discussion boards for each week of the program, but they are underutilized – especially the non-moderated discussions.

Pre 2006 architecture

Previous models of MEDICOL give insight into how it has come to be as it is now. Prior to 2006 each current medical and dental class had its own WebCT course instance as listed in MyWebCT. Each site was named for each student cohort's projected graduation year (e.g. MEDICOL 2003, MEDICOL 2004) and remained each cohort's site over their four year education. Materials were continually added to each site as the four year program progressed; year 1 and year 2 content comprising the bulk. In addition to the year cohort sites there were several other websites used to deliver "cyclical" or common components of the curriculum. The first set managed by the MEDICOL team: MEDICOL ALL, Rural Family Practice Program, Phase 4/5, and Phase 6. The second managed by others: Histology, Anatomy, Evidence-based medicine in DPAS and Informatics. In the summers of 2005 and 2006 most of these 12 separate sites were amalgamated to streamline workflow and management of resources for all users. This process led to the current design model described below – which combined six sites and held file numbers almost constant despite a huge increase postings per year during the Expansion.

2006-2008 architecture

At student access level MEDICOL appears as one site on WebCT Campus Edition 4.1 thanks to the Flash menu interface. At the MA access level the six separate course instances show. The course instances are: medicol_yr1, medicol_yr2, medicol_yr3, medicol_yr4, medicol_admin, and medicol. The fifth is used for delivery and organization of administrative documents related to curriculum distribution (primarily weekly student and tutor handout packages). The last site is the default entry point for users who are then linked to the other sites through the Flash menu. It also contains resources common to all years of the program as listed in the left column of buttons in the Flash menu. There is a non-Flash interface view

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mode of MEDICOL for the few users who might not have Flash on their computers, and it is similar to what the MAs see at designer access level.

WebCT CE 4.1 limitations

MEDICOL's architecture does not conform to that of WebCT's default design, but it does not fully conform to the desired requirements of the undergraduate medicine program. The post 2006 design tries to approach the UMP requirements but falls short because of the constraints of the WebCT architecture despite the Flash and other workarounds. WebCT's default architecture is designed for one course instance for one instructor for course session of one cohort group of students. Each course instance has its own exclusive copy of contents, exclusive navigation, and exclusive search. The attempt to create a super course by combining all courses and other content into one WebCT course instance results in an oversized unwieldy course backup, severe constraints on selective release to grouped students and other undesirable tradeoffs that will soon become self-evident as you learn more about the disjoint between the UMP functional requirements and the WebCT LMS capabilities.

The key requirement is that students be able to access all the material they have received through MEDICOL as they progress through the UMP but not material for courses and sessions they have not yet finished.

Prior to 2006 this meant an archive for each graduating year cohort of students. In 2006, the Curriculum Committee allowed one copy of archived content but keeping the restriction of access by year completed. For example year one students cannot see any archives, year two students see the archive for year one, and year four students see the archived materials of years one, two and three.

WebCT has a backup tool for course instances of maximum 2 GB. MEDICOL as a whole is approximately 30GB, and most of its current six separate course instances are too big for the backup tool. Since 2005 we rely on UBC IT to pull raw mirror files from the server directly. The risk is that were a restore required the turnaround time is unknown, and the disruption to the UMP is also unknown. WebCT's flat file rather than database form of architecture means that there is a greater probability of data corruption the larger the course instance.

Where next for MEDICOL

The redesign of 2006 was a systemic one for MEDICOL, the other redesigns for daily operations and administrative support are more incremental and in step with the growth in numbers of users, distributed activities, services, and distributed content during the expansion of the UMP. It also means an increase in the number of transactions made between MEDICOL Administrators, the MEDICOL team and other contributing staff.

Planning is critical to prepare for future growth and requirements. Plans to modify or replace the technology need to be subject to pedagogical and administrative needs, or learning and teaching needs. A process is underway which has listed the functional requirements for known pedagogical needs, and has prioritized them to get the best fit from among the currently available LMS technologies. By executive decision Blackboard Vista has been chosen as an interim solution because UBC is phasing out WebCT too soon for a more suitable LMS to be chosen and implemented.

For further findings on what users want MEDICOL to be, refer to the MEDICOL Recommendations report excerpts in the appendix. Note that many recommendations have been addressed to some extent except for the following (ordered roughly high to lower priority):

- implement an **integrated** dynamic scheduling system
- define a governance structure for MEDICOL
- improve access procedures for clinical affiliates
- allow for more efficient curriculum management
- re-establish centralized coordination by the EdTech Manager (yet to be hired)
- further decentralize appropriate workflow processes

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- extend the MEDICOL evaluation plan with the Evaluation Studies Unit (ESU) to provide ongoing data
- facilitate faculty use of copyrighted content.

Responsibilities

The MEDICOL Administrator's primary responsibilities are (as listed in the job description) :

- Coordinate the design, construction, development, and maintenance of the websites and projects, including: script writing, custom graphic design, database management and web-based applications integration.
- Research and monitor trends in web development and educational technologies to enhance accessibility, interactivity and systems interoperability; contribute to the planning and management of project implementation.
- Work collaboratively with faculty, staff and students in the design and development of web-based curricula.
- Develop, implement and maintain user support systems regarding access, troubleshooting and quality assurance.
- Maintain responsibility for database administrative privileges with respect to the Faculty of Medicine and for creation and maintenance of database courses and users through the ITServices Course Management System.
- Serve as a member of several faculty-based committees with a focus on integration of technology in teaching, development and support of information technology projects, and the coordination of campus-wide learning technology initiatives.
- Standardize protocols and procedures for ongoing development and maintenance of all resources.
- Develop and maintain workflow and timelines from start to completion while ensuring deadlines and milestones have been met throughout the process.
- Provide workshops, training and assistance for MEDICOL administrative access to faculty and staff program administrators.
- Work with Faculty Liaisons on distributed programs.
- Assist with strategic planning for improvement of existing systems, processes and resources as well as the expansion and overall direction of the MEDICOL sites and other e-learning resources.
- Pilot and advise on various curricular projects.

Curriculum and MEDICOL

Undergraduate Medical Program: Curriculum Map

Figure 1. Graphical overview of the undergraduate Medical Program.

For more information see the FoM website undergraduate medicine education www.med.ubc.ca, or see the purple book document provided to students in the orientation week section on MEDICOL.

MEDICOL Curriculum Components

MEDICOL's menus and structure are designed to mirror the UMP curriculum. As stated earlier in the description of the 2006-208 architecture, there are six WebCT course instances used in combination as a shell for the content.

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MEDICOL Shell

WebCT course instance name = medicol

This instance contains non-year-level-specific content and the MEDICOL shell starting page for student access level users. The shell menu is on the homepage with a Flash and non-Flash option. The rest of the content in this course instance use the content module tool or the singe Web page tool.

Curricular Themes are topics that are addressed incidently with other topics in many of the courses over the four years of the UMP. Faculty felt each theme needed a location in MEDICOL where it could be presented as a whole and where students could find content for self-study. Not all themes have been assigned a theme director - it is voluntary.

Curricular Themes:	**Contacts:**
Infectious Diseases	unnassigned
Marginalized Populations	unnassigned
Nutrition	unnassigned
Oncology	Amil Shah (Theme director)
Pharmacology	unnassigned
Professionalism, Ethics/ Law	Bert Cameron (Theme director)
Radiology	Jon Aldrich (Theme director)
Library, EBM & Informatics:	Kathy Hornby, Suzan Zagar, Kristina McDavid

The following content of medicol

Content Module Name	Contacts and other details
Policies and Procedures	Holly Crowell, Secondary contact: Nora Houlahan
Assessment, Evaluation & Awards	Nora Houlahan (Bill Godolfin)
MD Program and Objectives	A. Towles (moved somewhere)
DPAS Project Options	Gary Poole, Niki G.
Chilliwack Clerkships	Angela Bennett (in year 3)
Office of Student Affairs	Bruce Fleming
Student Life	Student run (includes modules: Student Homepages, International Elective Exchange
Faculty Resources	Upload Files, Study and Test Taking Skills, FAQ EdTech: e-learning.med@ubc.ca (includes modules: Videoconference Tips, about lecturing, Discussion Board Access): Released to _Admin (with the exception of Discussion Board Access – see below for details)
Faculty Resources -> Discussion Board Access->Faculty Forum	Owner unnassigned. Released to: Leandra Best, Oscar Casiro, Richard Cohen, Barbara Fitzgerald, Jason Ford, Kathy Gaul, Nora Houlahan, Hanh Huynh, Kerry L Jang, Niamh Kelly, Claudia Krebs, Ismail Laher, Pete Malleson, Muhammad Morshed, Morris Pudek, Baljinder Singh Salh, David Snadden, Keith A. Stothers, Sydney Thomson, Angela Towle, Jason E Waechter, Joanne Weinberg, Colin White

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Faculty Resources -> Discussion Board Access -> Recommendation

Released to: Tristan Walker

Year 1

WebCT course instance name = medicol_yr1

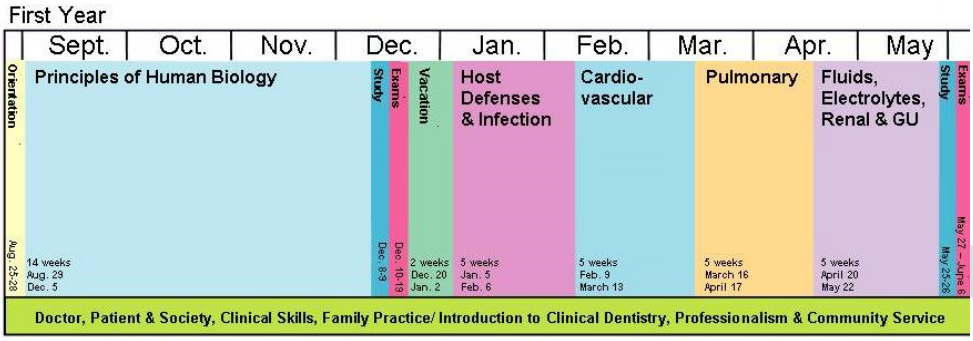

Figure 2: Graphical overview of First Year

Study breaks are the last two weeks of December, one day in the third week of February and the second week of May.

MEDICOL Folders:

Content Module	**Weeks**	**File location** S:.. \ MEDICOL_yr 1	**Document details**
Orientation	1	ornt	purple_book (web-based, .pdf) Student bios (bios_yr1_6oct06.pdf) Quizzes page (ornt_quizzes.htm) Registration package (rp_md_yr1_final_12jul06.pdf) Objectives ()
Principals of Human Biology	14	prin	Objectives (obj_prin_wk#_title.htm) (hdt_prin_tutor_briefing.pdf)
Host Defenses Infection	5	hdi	Objectives (obj_hdi_wk#_title.htm)
Cardiovascular	5	cardio	Objectives (obj_cardio_wk#_title.htm)
Pulmonary	5	pulm	Objectives (obj_pulm_wk#_title.htm)
Fluids, Electrolytes, GU	5	fergu	Objectives (obj_fergu_wk#_title.htm)
Dentistry			
Doctor Patient and Society	S6-D21	dpas410	
Family Practice	401a 401b	fmpr401	fmpr401a_assess_student.pdf fmpr401a_career.pdf fmpr401a_chius.pdf
Clinical Skills	S7-My24	inde410	inde410_gl_thurs_2nd_vfmp_18jan06.pdf inde410_pres_introradiolchest_06.pdf inde410_sg_card_6feb06.pdf

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Schedules	sched	All schedules - in one folder except for Anatomy. Master copy created in Course Menu, and from there it can be duplicated and added to whatever WebCT Organizer page.
Library resources for all		res_xxxx.htm+res_popup.html

Year 2

WebCT course instance name = medicol_yr2

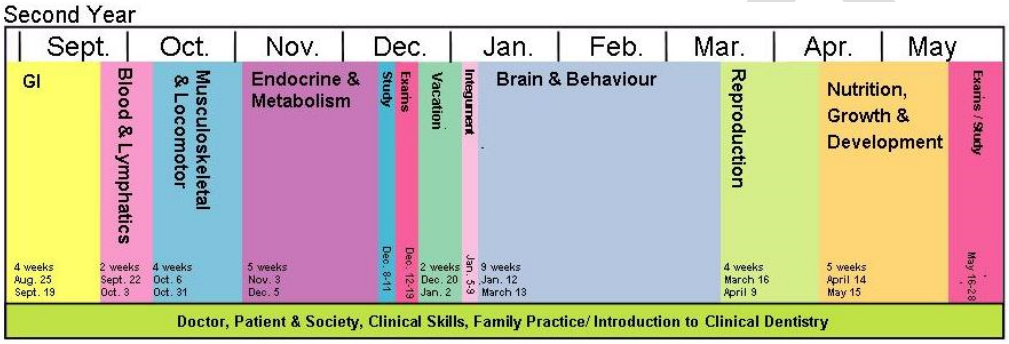

Figure 3: Graphical overview of Second Year

MEDICOL Folders:

Content Module name	**Weeks**	**File location** S:.. \ MEDICOL_yr2	**Document details**
Gastroenterology	4	gi	
Blood and Lymphatics	2	bl	
Muscular Skeletal	4	msk	
Endocrine & Metabolism	5	em	
Integument	1	integ	
Brain & Behaviour	9	bb	
Reproduction	4	repro	
Growth & Development	5	gd	
Dentistry			
Doctor Patient and Society		dpas420	
Family Practice		fmpr420	FMPR401A will be archived at the end of first term and put under FMPR401A Archive organizer page.
Family Practice		fmpr420	Make new organizer page for FMPR401B for second term.
Clinical Skills		inde420	
Schedules		sched	All schedules - in one folder. Master copy created in Course Menu, and from there it can be duplicated and added to whatever

WebCT Organizer page

Mark Nash

Year 3

WebCT course instance name = medicol_yr3

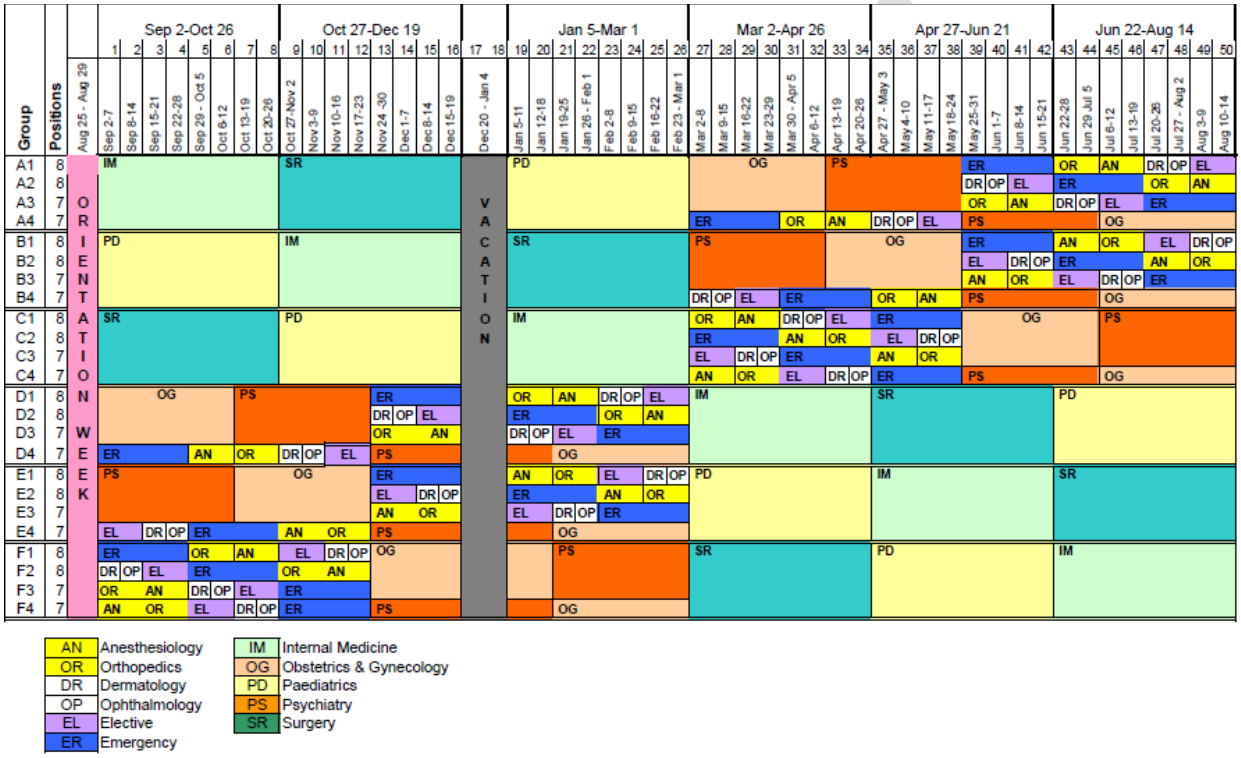

Figure 4: Graphical overview of Third Year

Structure of student activity: Rotating clerkships. All blocks runn concurrently but with different groups of students at different times through the year. There are six groups labelled A-F.
Sample rotation schedule:

Rotation:
8 weeks each: Surgery, internal medicine, pediatrics
4-6 weeks: OBGN, psych, Emeg
1-2 weeks: OS, Derm, Oph, Ortho

51 weeks per year, Sep 5 - Aug 10, students in every week.

Lots of postings in surgery.

Folders:
Radiology: used to be under orientation weeks. schedules under each block folder. PDF Survival under root folder. Each year review materials. Less use of medicol.

Electives: 2 weeks.

Naming conventions: similar to year 1&2; no week numbers.

People:
Students: different mentality
Faculty: teaching assistants, program assistants, 40 doctors
Each clerkship has director at each site.
2 PAs each site:

- IMP
- NMP: Judy West

Share rotations:
Ortho: IMP to Vancouver to have classes
VFMP: 1 PA/rotation
VGH/UBC: 1-5 coordinators/PAs

Teaching hospitals
SPH: St. Paul's Hospital
UBC: UBC Hospital
RGH: Rockyview General Hospital
LGH: Lions Gate Hospital
RCH: Royal Columbian Hospital
BCWH: BC children/women hospital
Chilliwack program: integrated clerkship

Unique requirements
Student distribution between sites at various times of the year. Accessible within hospitals (MEDICOL), no download, SPH no Flash.
No on-call schedules: master, exam, no individuals.

Materials
Paed: ORNT. Schedule, objectives (national), program expectations (assignment etc), library resources, academic resources (pres/hdt + others), student selections (selection in different hospitals), cases

Most updates: schedules + pres

Access to everyone; Some are conditional to tutors/faculty members: mdfac

:

MEDICOL Folder Name	**Weeks**	**File location** S:.. \ MEDICOL_yr3	**Document details**
yr3 schedules		S:...\..2nd year\yr3 info\06-07	sched_06-07_year3_vfmp_jan31.pdf
Orientation	1	\orient\06-07	
Anaesthesiology	2	anaes\06-07	manual - Orientation - anaes_06-07_orient_aug25 schedule - anaes_06-07_sched_E1-D1_dec21
Chilliwack		chilliwack\06-07	manual and presentation
Dermatology		derm\derm_video derm\mod_derm	module files – deprecated, new module naming
		derm\review	
Emergency Medicine		emerg\manual	- each of 24 chapters of the manual archived
		emerg\06-06	- each of 24 chapters of the manual (update late

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		February)
Internal Medicine	imed\06-07	- weekly schedules for groups A to C for (ahd, CTU, exam) med_06-07_sched_grpC_CTU_jan26.pdf - general and half day objectives med_06-07_obj_general_dec4.pdf
	med\	deprecated folder, replacing with imed folder
Obstetrics & Gynaecology	obgyn\06-07\	Academic half day (Seminar Schedule Group 2 Oct 2006. Class of 2008 - Student Copy.doc)
	obgyn\pictures obgyn\pres_05	deprecated folders and naming for archived materials
Ophthalmology	opth\ opth\manual\	deprecated, to be replaced by 06-07 naming and filing convention
Orthopaedics	ortho\ ortho\cases physicals ortho\Images ortho\loomer_video ortho\old Cases	deprecated folders and naming
Paediatrics	\paed\06-07	- Schedules for grps A-E, and {ahd, cardio,dev, general, inpt, multi, neuro, newborn, community, surgery}: paed_06-07_sched_grpA_ahd_jan15
	also \paed\handouts \paed\objectives	- also contains modules folders - handout folder files dated 2003 - objectives folder files dated 16/08/2006
Psychiatry	psych\06-07 psych\for review	- schedules for groups A- , for (exams, master, orient, placements, vghopd, vghplacements): psych_06-07_sched_grpB1-3_exam_feb09.pdf
Self-directed Elective	electives\	memos: memo_electives_2008_imp_9jun06.pdf -
Surgery	surg\06-07	-group A-F schedules: surg_06-07_sched_grpF_nov30.pdf
	surg\ [modulename]	deprecated, all module folders to be renamed and put in 06-07 folder
Quizzes	quiz\	no quizzes in this folder just images. Look for quizzes in IDEAL
4th year information		presentations by A Towle

Year 4

Access: Accessible to year 1,2,3&4 students.

Structure:

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First 4 months, selective & elective:
2 Selective (4 weeks each): select from a list.
2 elective (4 weeks each): free choice; anywhere in the world upon approval by the program.

Reinforce clerkship skills and choose what to specialize.

INDE453: phase 6 -> physician.

Components: 9 pieces (first 5 basic blocks/class together). No clear timeline.

9 week themes (in 7 weeks): in group; assign rotations.

Mondays post topics; manage in discussion board.

Unique requirements: student distribution at various times of the year (country), accessibility etc, back in class, CaRMS mentality and the nature of patience.
CaRMS: in February,

In Mar - April, match students to hospitals within Canada before residency.

Pre-residency: elective

April: last chance to confirm specialty.

LMCC (2 weeks): 6 lectures and exams. Test exams on MEDICOL site was from Toronto, 5 years old at least.

Contacts:
Carey Mitsuba (EBM director)
Tom Perry (Paed)
Jim Right (Anesthesiology, Pharmacology & Therapeutics)
Christine Lock?
Debora Lapointe (4th program manager)
Sarah Rosenthal (4th PA)

MEDICOL Folders:

Name	**Weeks**	**File location** S:.. \MEDICOL 4th year	**Name**
4th year archive		4 th year archive	
Advanced Therapeutics		at\06-07	- various cases: at_06-07_case_asthma_jan23 - intro, obj, pres: at_06-07_wk1_pres_wright_jan16
CLEO – HELP		cleo\06-07	
Doctor-Patient Relationships		dpr\06-07	- group lists: gl_dpr_mon_thurs_feb15.pdf
Evidence Based Medicine		ebm\06-07	- assignments, handouts, links (html), sched, obj, pres, student group lists (stgl): ebm_06-07_pres_matsuba_jan12 ebm_06-07_sglist_ebm_dec12.pdf
Electives		electives\07-08	these are for the following year
Health Care and Epidemiology		hce\06-07	- assignments, handouts, sched, obj, pres, pre/post test quizzes: hce_06-07_wk3_quiz_pretest_jan16

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LMCC	lmcc\06-07	presentations, in specialties, and spot diagnoses: lmcc_06-07_pres_spot_feb20.pdf
Palliative Care	pall\06-07	handouts, links (html), sched, obj, pres, student group lists (sgl)
CaRMS	no folder, just an external link	
Pre-Residency Elective	preres\	- info for (student, preceptor) preres_06-07_info_student_16nov.pdf) - form for (application, evaluation) preres_06-07_form_evaluation_16nov.pdf
LMCCs	lmcc\	
	sched\	schedules for each of 11 weeks, overall and exam: ph6_06-07_sched_wk1_jan8-12_dec11.pdf

External Courses

Courses linked to from MEDICOL yr1&2, but not managed by MEDICOL Administrators (except for main integration)

Name	Owner	Type	Weeks	File location
Histology	W.K. Ovalle			S:\...\07histology
Anatomy	Majid Doroudi			S:\...\07anatomy
Informatics Orientation				
FMPR 401 Tutorial				

External “course” controlled by someone else but kept in MEDICOL

- Gross Anatomy - Doroudi has Designer Access to 1st and 2nd year
- Histology - W. Ovalle (tech assistant Monica Fedgelich)
- Informatics Orientation
- FMPR401 Tutorial - Suzan Zagar – Designer access, and linked to old WebCT server

Information resources

Educational Technology Manager: David Lampron: david.lampron@ubc.ca
Educational Technology Project Coordinator: Brian Powell: bpowell@interchange.ubc.ca
Educational Technology Project Coordinator: Christopher Stephenson: stopher@exchange.ubc.ca:
Technology Enabled Learning Liaison (all years): Marcelina Piotrowski: marcelina.piotrowski@ubc.ca
Techology Enabled Learning Operations Coordiantor: King Siu: ksiu@interchange.ubc.ca.
Outlook/Exchange - all useful email addresses are listed in the Contacts address book.
Websites:
UBC telephone directory & website (https://www.directory.ubc.ca)
MEDICOL website (http://www.med.ubc.ca/medicol/)
UNBC contacts: (https://forms.unbc.ca/pls/prd/dev_web.phone_list.phone_list)
UVic contacts: (www.uvic.ca/search/people.html)
MEDICOL files are saved to S:\\Ed Tech\MEDICOL\, S:\\Ed Tech\MEDICOL_yr1\, S:\\Ed Tech\MEDICOL_yr2\, S:\\Ed Tech\MEDICOL_yr3\, S:\\Ed Tech\MEDICOL_yr4\, S:\\Ed Tech\MEDICOL_Admin\.
MEDICOL homepage on Med Server is saved to S:\\Ed Tech\MedServer

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MEDICOL is backed up on DVDs on a regular basis.
Common contacts information sheet (appendix 3).
WebDAV (https://www.elearning.ubc.ca/plugin/index.cfm)
CTConnect (https://www.elearning.ubc.ca/ctconnect/app/login.cfm)
CTConnect2 (https://www.ctc2.elearning.ubc.ca/CTConnect2/index.jsp)
CWL Signup (http://www.it.ubc.ca/cwl/homelink.shtml)
Sponsor a guest (https://www.cwl.ubc.ca/SponsorGuest/guests/login.jsp)
Jeanne Lee, UBC ITServices, e-Learning Admin. Support (jeanne.lee@ubc.ca Tel: 604 822-6590)
Renbo Huang, UBC ITServices. renboh@exchange.ubc.ca
ID Management document (S:\\Ed Tech\ID Management)
WebCT Q&A (http://www.blackboard.com/communities/ask_drc/)
Reset CWL password (https://www.cwl.ubc.ca/myAccount/resetPasswordStep1.jsp)
eCourses Server: Real-time Usage Statistics (http://www.ecourses.ubc.ca/onlineusers/)

Policies etc.

Privacy Statement (for MEDICOL login page at www.med.ubc.ca/medicol/)

We pledge to protect your privacy. Information you share with us on our website will never be sold to third parties or used to send you unsolicited mail.

Information we learn about you automatically (such as your browser type and platform) will be used only to enhance your experience on our website.

If you have questions or concerns about how we are protecting your privacy, please contact us.
e-mail: e-learning@exchange.ubc.ca

Security Policy (internal)

Policies

1. Default posting/updating turnaround time: 2 business days; target: 1 business day.
2. Do not post journal articles; post their links instead.
3. Do not post case wrap-ups.
4. Presentations and handouts are password protected due to copyright and intellectual properties. No copy and/or print text/images permitted. No downloading (Flash-based only) allowed upon request.
5. Lecture titles based on final schedules, not individual lecture presentation/handout.
6. Always have the latest copy. At the end of each block, delete the previously archived copy for that block.
7. Documents for release to students are voluntarily submitted by the professor/faculty lecturer.

Priorities for processing

1. errors
2. access
3. postings
4. requests

Passwords

1. PDF: F0Mcopyrighted; test4medic0l (deprecated)

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Email Signature

Recommend inclusion of an email signature to all new and replied to messages.

Sample:

MEDICOL Administrator
UBC Faculty of Medicine, Division of Educational Support and Development
s471 - 2211 Wesbrook Mall
2nd Floor, Koerner Pavilion, UBC Hospital
Vancouver, BC, Canada V6T 2B5
Ph: 604-82X-XXXX
medicol@interchange.ubc.ca
Access MEDICOL: https://www.med.ubc.ca/medicol

Equipment:

File System

Always be mirrored including Admin documents except what cites pre processed documents
Ideally the folder structure should match the navigational structure of MEDICOL
The root folder should have few files other than navigational html and swf

When importing quiz questions with IMS importer, the importer tool creates a folder /ims_import/*.*
Move the files to the proper folders and delete the IMS import folders
Content that gets flipped/brought forward should be in a separate folder that doesn't need to be renamed.
For example online cases or self study modules could be in a common modules folder

Standard abbreviations needed. – in naming convention document.
Folder PRIN

As part of year end procedures should clean out root folder.

- Abbr. of blocks as subfolder names under each year folder.
    - S:\...\site name\block name\academic year\... e.g. academic year 2006/2007 PRIN block files are saved under S:\...\MEDICOL 1st Year\prin\06-07.
    - All module folders under academic year folder, named as *week number_mod_keyword_author*. e.g. *wk1_mod_case_roman*.
    - Archive folders are not deleted until the blocks finish.
- Admin: administrative documents.
- Css: css file.
- Discussion: archived messages downloaded from discussion board.
- Nav: navigation related documents – breadcrumbs and icons.

Quiz: images for quizzes.

- Temp4Kyle & Temp4King: temporary folders containing files needing to be copied to students.

MedServer:

- Heartfelt – Dr Carol-Ann Courneya
- Homepage – MEDICOL login page files.

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File Management

Where are the files located?

The "S" Drive

Our master files are located on the MedIT server on the 'S' drive. You will see the drive located under "My Computer" on your machine. The S: drive folders are accessible only to those in the Division of Educational Support and Development and a few select individuals such as the PBL program manager. The server is backed up each night and regularly scanned for viruses. Connection to S drive is done by MedIT; alternatively you may restore your connection by opening a command line and typing in the following exactly: net use S: \\fomsrv036.fom.med.ubc.ca\ochs_desd (you will need to enter your FOM username and password). Note: to access using a Mac: **Insert mac instructions**

Files on the S drive are composed of original documents (typically Word and PowerPoint) as provided by the different user groups and the web-ready formats that we produce where necessary (typically PDF, Flash and HTML).

The WebCT Server

The "live" files exist on the centralized UBC IT WebCT server. Direct connection can be made by WebDAV (see Computer Hardware and Software). **Do not copy original files to the WebCT drive in order to save space and streamline file management within WebCT.**

Naming Convention

Update from most current version

Objective and Rationale

There is a need to standardize the naming of all files and documents distributed between members of the intended audience. A standardized naming scheme has been developed to maximize document transfer efficiency, minimize confusion, and ensure the timely recovery of misplaced files. This naming scheme also effectively prepares MEDICOL for future content management system implementations.
File names include a course name, block, academic year, week, document type, author name, and date.
No spaces can be used on MEDICOL so underscores are used instead.
All filenames should be completely lowercase.
To be expanded

Scope:

It is not necessary to try and implement this type of naming convention for all documents. However, standardized file names can greatly benefit the following ares of administration:
MEDICOL
SharePoint
Local server folders to be shared among staff
Email attachments

File Name Fields

Course/Block ie: prin, dpas410, fmpr420 (see complete list)
Academic Year ie: 0506, 0607
Sub-block** (longitudinal only) ie: DPAS/FMPR → a/b
AND INDE → -amir, -sexmed, (see complete list)
Site** ie: imp, nmp, vfmp

Week ie: wk1, wk2..., leave blank for block document
Document Type ie: sched, pres, hdt (see complete list)
Author** ie: doroudi, mcgillivray, etc…
Date (using mmm/dd format) ie : jan16, nov05, etc…
NOTE: Presentations/handouts → presentation date
Schedules, Tutor guides, others → date of last revision
Version/Notes** ie: orange, green, etc… (for tutor guide covers)
OR 1, 2, 3... (for multiple exhibits, handouts etc.)
** Denotes an optional field – used only if necessary depending on the type of document

Naming Hierarchy Examples

FULL STANDARDIZED NAME

course/block_year_sub-block_site_week_doc-type_author_date_version

For Eg.

inde410_0607_a-intro_imp_wk03_hdt_crawford_jan11

SCHEDULE

Clinical Skills 420, fall term schedule, final version for IMP, last reviewed on Aug 10, 2005:
inde420_0506_a_imp_sched_aug10

TUTOR GUIDE

HDI week 1, the most recent version of the tutor guide, last reviewed on Dec 12, 2006, the cover to be printed on yellow paper:
hdi_0607_wk01_tg_dec12_yellow

LECTURER'S SECOND PRESENTATION OF THE DAY

DPAS 410 spring term, block 5 (AMIR), week 4 presentation, produced by Dr. Conway for delivery on Jan 10, 2006:
dpas410_0607_b-amir_wk04_conway_jan10_2

PLANNING MATRIX

Family Practice fall term week 8 planning matrix, most recently reviewed version for VFMP, produced on September 4, 2006:
fmpr401_0607_a_wk08_planning_sep4

Codes and Abbreviations

COURSES

bb	Brain & Behaviour
bl	Blood & Lymphatics
cv	Cardiovascular
dpas410	Doctor Patient & Society - Yr 1
dpas420	Doctor Patient & Society - Yr 2
endo	Endocrine & Metabolism
fergu	Fluids, Electrolytes, Renal, Genital & Urinary
fmpr401	Family Practice - Yr 1
fmpr420	Family Practice - Yr 2

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gd	Growth & Development
gi	Gastroenterology
hdi	Host, Defense & Infection
inde410	Clinical Skills - Yr 1
inde420	Clinical Skills - Yr 2
integ	Integument
msk	Musculoskeletal & Locomotor
orient	Orientation
prin	Principles of Human Biology
pulm	Pulmonary
repro	Reproduction

DOCUMENT TYPES

assign	Assignment
bios	Student bios
cbook	Course book
cover	Cover sheet
cs	Student Case
exbs	Student case exhibit
exbt	Tutor case exhibit
form	A form that students fill out
gl	Student group List
hdt	Lecture handout
intro	An introductory document for a course or component
link	Links to journal articles
manual	An information manual (differentiated from sg or tg)
memo	A notice or memo to students
misc	A generic document not easily categorized
obj	Objectives
overview	Overview of block
planning	Planning matrix
pres	Lecture presentation
rpac	Reading package
sched	Schedule
sg	Student guide
tg	Tutor guide
tl	Tutor list

SUB-BLOCK TYPES

*to be reviewed

-amir	Addiction medicine and introcollegial responsibility
-cardio	Cardiac
-commsk	Communication skills
-context	Context of DPAS
-ethics	Ethics and law
-evidence	Evidence-based medicine
-intro	Introduction / Building blocks

-orient	Orientation
-pubhealth	Public health & community medicine
-pulm	Pulmonary
-sexmed	Sexual medicine

Maintenance and Minor Revisions

Upon approval from all stakeholders, this file naming convention will be implemented in the first term of 2007. Archived files will not be renamed but, as is the current procedure and policy, will still be accessible for 1 year. MEDICOL Administrators, Faculty Liaisons, Program Coordinators, and Program Assistants will all be responsible for initiating, maintaining, and correcting file names; if an error in a name is found, it is the responsibility of the user to correct the file name and inform those both ahead and behind of the document flow of the correction.

Dissemination, Communication, and Training

Program Coordinators will be responsible for training Program Assistants, and MEDICOL Administrators will be responsible for training Faculty Liaisons. Meetings between sites and between stakeholders should be held to 1) make sure everyone is clear with the new standard, and 2) discuss local strategies for implementation.

Evaluation

Six months after implementation of this naming standard, the stakeholders will re-visit the naming convention to determine the effectiveness, efficacy, ease of use, weaknesses, and practicality of the system. The results from this evaluation will be circulated to all stakeholders with the intention of developing small adjustments based on the needs of the standardized program to be introduced at a follow-up evaluation.

Review and Renewal

The intention of this policy is to clarify and methodize file names for transfer using Windows 200/XP and a modern version of Microsoft Office. If future document processing software, content and learning management systems, or electronic repositories require an overhaul of this naming convention, all stakeholders must agree to replace this naming standard with one more appropriate.

Access and ID Management

Two parts: MEDICOL internal ID Management including Designer rights etc; and student, staff, faculty access. Update with most recent revisions from id management document

Login notes: who to contact for IP home vs school login issues, login >redirect, alert boxes etc

Who – people involved in the curriculum or in short term assignments or with significant impact e.g. admin people, chairs, directors, deans, MD PHD students, daily active; Instructors NOT included.
Where – the access form is on s:\...\ED Tech\ID Management\
How – UBC people have a CWL (there are tricks to find out CWL for people who don't know)

Once the form is returned, saved, add user in CTConnect. Go to MEDICOL Control panel manage students, add information from the form into the new ID account row of the table. Send e-mail at the beginning of the 2nd last month before the account expires advising that it will be deleted on the expiry date.

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Unusual accounts: MD/PhD students are part of the program and doing a PhD up to 7 years to complete, and might not stay with cohort but take a few courses each year. Non-medical students (e.g. Engineers) taking medicine Anatomy 511, 512. An idea for unusual student accounts! Create a mirror 511 without links to other courses, so that these students see only the courses they are taking.

Year end task is to add new year category to blank category column in managing students

Tutor IDs "block""tutor" Contact person = Nora Houlahan
prinattr, prinbttr, princttr, …

Residents ID: psychiatry, … (yr3 rotations) reset passwords in August each year.

Deactivate each task at the end of the block and make the tutor inactive.
Add them anytime because Nora Houlahan doesn't send the account information before start date.

Add to MEDICOL shell + specific year give staff designation for archive access.

Note: PRIN has 3 block sections for tutors: PRINA, PRINB, PRINC

Year 3 has 3 TA (WebCT) IDs in Dermatology for grades access

IDs with section categorized as __Guest for whose who aren't UBC affiliated but in MEDICOL temporarily.

IDs 1) Unique, 2) semi-generic – know the person but the password is fixed generic 3) generic – don't know the person and the password is fixed generic

Current Dummy Students: mdsme, mdfac, mediyr1, mediyr2, mediyr3, mediyr4

ID medicol is the same as christjs.

IDs without last names make it easier to group them by sorting the table.
Section: __Guest, __NotAdmin, _Admin, MDPhD, _NA, 001 (medicine), 002 (dentistry).

Conditional release:
_Admin: tutor resources, archives
- equals _Admin means administrative people
- contains Admin means administrative people plus mdfac and other whose section attribute containing this phrase.

class_of NOT BLANK: archives
class_of BLANK: no archives, no tutor resources access

People who have designer access: **Convert to a table and update. Include medicol designer info**

People	Role/Department
Lawrence Andreutti	UBC IT (medicol)
Mark Belsito	UBC IT (medicol)
Srihari Mailvaganam	UBC IT (medicol)
Lian Bai	(medicol_yr2) ???
King Siu	Ed-Tech (medicol_admin)

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Nora Houlahan	PBL Manager (medicol_admin)
Kathryn Hornby	Library (medicol, medicol_yr1)
Suzan Zagar	Library (medicol, medicol_yr1)
Majid Doroudi: Anatomy	(medicol_yr1, medicol_yr2)
Monika Fejtek	Histology (medicol_yr1, medicol_yr2)
Riea Elder	DESD (medicol_yr1, medicol_yr2, medicol_yr4)
Marc Broudo	DESD (medicol, medicol_yr1, medicol_yr2, medicol_yr4)
Santiago Toro Posada	DESD (medicol, medicol_yr1, medicol_yr2, medicol_yr4)
Justin Bonzo	DESD (medicol, medicol_yr1, medicol_yr2, medicol_yr3, medicol_yr4)
George Pachev	DESD (medicol, medicol_yr1, medicol_yr2, medicol_yr3, medicol_yr4)
Elliot Wang	Ed-Tech (medicol, medicol_yr1, medicol_yr2, medicol_yr3, medicol_yr4, medicol_admin)
Wenting Ma	Ed-Tech (medicol, medicol_yr1, medicol_yr2, medicol_yr3, medicol_yr4, medicol_admin)
Brian Powell	Ed-Tech (medicol, medicol_yr1, medicol_yr2, medicol_yr3, medicol_yr4, medicol_admin)
Christopher Stephenson	Ed-Tech (medicol, medicol_yr1, medicol_yr2, medicol_yr3, medicol_yr4, medicol_admin)

Year end ID review: July 31st. Early July send email to all users; delete them if no response by August 31st.

Computer Hardware and Software

Sections to include: WebDAV, Design software (i.e.: Flash, Office, Acrobat etc)

How to set up WebDAV?

WebDAV (Web-based Distributed Authoring and Versioning) allows you to conveniently manage your WebCT files from your computer. You will no longer need to zip, upload and unzip files within WebCT. You can simply "drag and drop" files from your computer to your My Files area of your WebCT course. The way to set up WebDAV on your computer is outlined below. If you do not have a WebDAV account, the signup URL is https://www.elearning.ubc.ca/plugin/index.cfm. In general, you might need to set up/retrieve WebDAV account again in the following scenario:
An instructor or support staff wants to be designer for a WebCT course instance
A WebCT course designer wishes to WebDav from a different computer
A WebCT course designer's computer and network settings are reset

Setting up WebDAV on Windows 2000/XP

From your myWebCT, click the WebDAV info link. The WebDAV Info page appears.
From your WebDAV info page, select the URL for the course and folder you want local access to: Course Files or Course Backups and copy the URL.
From your Windows desktop, double-click My Network Places. The My Network Places folder opens.
Note: Additional information on using My Network Places is available through your Microsoft Windows online help.
From your My Network Places folder, double-click Add Network Places. The Welcome to the Add Network Place Wizard appears.
In the "Type the location of the Network Place" text box, paste your WebCT folder URL.

Click Next. The Enter Network Password screen appears. Enter your WebCT designer User Name and Password. **Important**: If you are sharing a local computer you should deselect the Save this password in your password list check box. **Tip**: if you forget your password, go to https://www.elearning.ubc.ca/plugin/index.cfm to retrieve it.
Click OK. The Completing the Add Network Place Wizard screen appears.
If your password is not valid please see your WebCT administrator.
In the Network Place text box, enter a name.
To complete your WebDAV setup, click Finish. A Microsoft Web Folder appears containing your WebCT course files. Note: Additional information on Microsoft Web Folders is available through your Windows online help.

You can view, manage, move, copy, save, and rename the files and folders on your WebCT server just as you would perform the same actions in file manager. However, when you view the WebCT course contents in your Web folder, you see a list of files and folders and their associated Internet addresses or URLs.

Administrative Systems

CTConnect

CTconnect is an online course management tool for Faculty, e-Learning administrators and support staff to create and manage online WebCT courses and workshops

URL: https://www.elearning.ubc.ca/ctconnect/app/login.cfm. You need your CWL ID and password in order to log into CTConnect. After signing in, click to 'Switch to eCourses' because all MEDICOL courses on eCourses server.

Tools->CWL look up: The CWL Look Up tool allows administrator to search for CWL user information. Normally it's used to validate a user's CWL ID when he/she needs to be added into certain courses. **Note**: verify student registration by clicking 'Type/Number' after retrieving his/her info to make sure he/she is added to correct year. We do not often add students into MEDICOL individually unless some of them are left out after course population.
Tips: Report: refresh every 30 seconds. (useful in Jan and Sep)
SIS look up: list last 2 year records.
Instructor setup: Instructor Setup allows CTConnect administrators to assign CTConnect instructor access, or to provide additional access to an existing instructor. To provide additional access to an existing CTConnect instructor, enter their *CWL ID*. You will then be asked to select additional roles, or remove existing roles. To assign CTConnect access to a new instructor, you will also be prompted for their *FSC ID*. (An FSC ID is the four-character ID used by instructors to access the Faculty Service Centre. To assign Instructor access to CTConnect, the user must have Instructor FSC access.) The FSC ID Search requires at least one of the name, email or phone number fields, with either a full or partial entry.

Courses:
List by category: a list of current MEDICOL courses.

anat_400	Anatomy: Radiological Anatomy
ebm	DPAS 410 - Evidence Based Medicine
medicol	MEDICOL
medicol_admin	MEDICOL Admin Resources
medicol_dev	MEDICOL Development
medicol_tutorial	MEDICOL Tutorial
medicol_yr1	1st Year Medicine and Dentistry
medicol_yr2	2nd Year Medicine and Dentistry
medicol_yr3	3rd Year Medicine

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medicol_yr4	4th Year Medicine
microscopic_anatomy	Histology: Microscopic Human Anatomy
pbl_tutoring_med	Medicine PBL Tutoring

(Tips: place space in front of course name to order courses on WebCT course list.)

Create: create MEDICOL courses as 'workshop course'.
Course ID: URL for the course. Course names are restricted to lowercase letters, numbers and underscores.
Course title: Type the name by which you would like to refer to your WebCT course. This is the link that will be displayed on the myWebCT homepage. Credit course linked to SIS section. Get populated automatically. The title is given by SIS. Give anything on title for Workshop courses.
Description: Enter a brief description of your WebCT course.
Category: Choose the category in which your WebCT course should appear.
Owner: owner in CTConnect, not in WebCT. The owner can change everything in the course. Roles overwrite ownerships.
End date: Select an end date no more than a year into the future. If the End Date is not entered correctly in MM/DD/YY format, the end date will be defaulted to the end of term. When a course end date expires for a WebCT course, population is turned off. At this point, students who register for the course will not be added, and any students who drop the course will not receive a 1 in the drop column. All students, TAs and instructors with access to the WebCT course prior to the end date will retain their access until they have been manually deleted from the WebCT course. Add/delete user or modify courses can't be done. Student scores/data will be kept for one year based on university policy. Click the date to add a new one once it's expired.
Role: medi, medi.ump
Change ownership: change the ownership of MEDICOL courses from one administrator to another. This operation is useful if the current administrator is not performing his/her duties anymore. In addition to regular instructor or administrator course management access, the owner may specify shared access privileges for the course. Click on a current owner to view a list of courses owned by that user, or click all courses to see a list of all your shared courses.
Delete course: IT Services backup courses every night. Keep any course backups for 30 days.
Add users: Adding a user with a valid CWL ID allows the user to access one or more of MEDICOL courses. To add one or more users, enter a comma separated list of the users' CWL IDs, and assign the level of access for all users. So far we use only two roles: designer and student. Assessment members are granted designer access. All others have students role. Be cautious to grant designer privilege to users because they will have full control of MEDICOL courses. After adding users, go to MEDICOL 'manage students' to update information of Class of, Section, Remove Date etc. See 'ID management' for details. used for adding faculty, staff, instructors, individual students, and guests. Session based default: add as instructor, then changed to student, system still takes it as instructor.
Drop user: Remove one or more users from the currently selected MEDICOL course. To remove one or more users from the WebCT Workshop or Credit Course, enter a comma separated list of the users' CWL login names. All user information will be removed from the course, and the course will no longer appear on the user's myWebCT listing. Sometimes we need to go to the actual course to delete the user through 'manage students' afterwards.
Select Courses: click 'Courses' link, select a course from the dropdown menu. A list of actions is attached to the course: Modify Course, Go to Course, Add/Drop Sections, and Populate.
Modify Course: change properties of title, description, category, end date etc.
Add Sections: Use the upper form to search for sections that can be added to the course. It's used when populating the course. Adding a section links a UBC course section to your WebCT course. A UBC course section must be added before it can be used to populate a WebCT course. In Vista it'll list all courses in SIS.
Drop Sections: Use the lower form to drop a section from the course. Dropping a section removes the link between a UBC course section and your WebCT course. If the WebCT course has been populated with this section, any students who register after the section has been dropped will not be given access to WebCT. To remove a course breaks population link. Once end date of a course passed, the course needs to be re-populated.

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Populate: Populating a course allows students registered in an FMED course to access the MEDICOL course. Any students who register after a course is populated will automatically be given access to WebCT. Once a course is populated, the Populated field on student course info will be marked as YES. (NO usually means it's populated last term)

Population Process:
Remove all students, and then re-add all students. Timeline: Aug 14-23 for year 3&4. Year 1&2 can be as early as the first week of July.

Courses in SIS used for population:
Year 1: PRIN, FMED 423, ANAE, INDE453
Year 2: PRIN, FMED 423, ANAE, INDE453
Year 3: PRIN, FMED 423, ANAE, INDE453
Year 4: PRIN, FMED 423, ANAE, INDE453

Current courses used for population:
Year1: ANAT511, DPAS410, FMPR401, INDE410, ORNT
Year2: ANAT511, DPAS420, FMED421, FMED422, FMED423, FMED424, FMED425, FMED426, FMED427, FMED428, FMPR420, INDE420
Year3: FMED403, FMED427, INDE442, ORPA430
Year4: ANAE430, INDE453

For more info, go to https://www.elearning.ubc.ca/ctconnect/app/help.cfm.

Guest Repository System

How to sponsor a guest?

URL: https://www.cwl.ubc.ca/SponsorGuest/guests/login.jsp

We use this tool to create IDs for tutors and others who are unable to get CWL IDs.

Lookup Guest Information: use this to look up expiry date usually.
Create an ID: choose 'Create a Guest Identity with a CWL account'. Collect and input the guest's first name, last name, email, phone along with info of guest type (WebCT), project (Faculty of Medicine), keyword (secret word or phrase - MEDICOL), effective date, expiry date (no longer than 1 year). Give an easy-to-remember username according to the guest's name (do not give something like ak$%0jy2m. If it's already taken, try a different one.) Set a temporary password (e.g. passw0rd) and notify the guest to change password after the first login at https://www.cwl.ubc.ca/myAccount/resetPasswordStep1.jsp. Mark down the guest ID (5-digit-number after letter 'g') after submitting the request. Go to Guest Search with the number just created, the guest info shows up. Scroll down to the bottom, click Edit. Scroll down again in another screen to the bottom to add another sponsor - another Administrator in order that others can make changes when you are off duty.

Activity timeline

January - May
- Attend planning meetings to meet block and week chairs and identify yourself as MEDICOL Administrator.
- Contact Faculty Liaisons, PBL manager, program managers and program assistants to posting files on Admin site and student sites.

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- Attend weekly/monthly meetings (i.e. CART, TEL, Ed Tech, MiniME, Year 3/4 committee, Curriculum Committee).

June - August (Less curricular activity and more time to work on long term projects)
- Archive MEDCIOL sites.
- Back up MEDICOL sites on DVDs.
- Work on summer projects to improve MEDICOL sites.
- Review MEDICOL Administrator Handbook and other workflow documents to ensure it reflects current relationships and positions.
- Meet with relevant program assistants to confirm workflow and site patterns for the upcoming year.
- Sharpen and/or refine designing and developing skills.
- Contact people involved in Orientation week and ensure Orientation package is posted on time.
- Apply for workstudy student by submitting application to Career Services if needed.
- Renew IDs to MEDICOL access.
- Populate courses once sites are ready to release to allow users to enter courses.

September - December
- Attend planning meetings to meet block and week chairs and identify yourself as MEDICOL Administrator.
- Contact Faculty Liaisons, PBL manager, program manager and program assistants to posting files on Admin site and student sites.
- Attend weekly/monthly meetings (i.e.CART, TEL, Ed Tech, MiniME, Year 3/4 committee, Curriculum Committee).
- Interview and hire workstudy student applicants if needed.

MEDICOL Redesign/Update Workflow

The update workflow is described in the following phases:
- Define the project
- Update the site
- Design, develop and test
- Launch and maintain

Define the project

The first stage consists mostly of gathering and analyzing information about the strategy or objectives of the project, determining site's data requirements, and then doing the project plan.

We can form an overall impression of the MEDICOL sites through such means as online surveys, workshop feedback, evaluation feedback, MEDICOL team meetings and technology reviews. Based on the collected feedbacks, we categorize areas that need to be modified/updated. New features should be added according to user needs and ability to view them - especially if plug-ins are involved. Then we come up with a plan which details goals, objectives, team, methodology, timeline, milestone dates, and deliverables etc. We may need a series of meetings to get working project plan together. Most tasks should be short enough to be finished within months. Appointing a project lead will help ensure all milestones and deliverables are achieved, but important decision should be made by the group - not by the leader alone. The plan might need revisions and refinements along the way to adapt to changes in goals or requirements, scope, or technology. We all remember that we had to do some extra work when Microsoft decided to redefine ActiveX control in Internet Explorer.

Update the site

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This phase has four sections: content view, site view, page view and user view. This is often concurrent and iterative with the next phase. For example, we need to set some rules before we start updating any content.

Content View

Content view involves defining content. Because MEDICOL is a live site, content updating is the most frequent activity during MEDICOL lifecycle. There are relevant issues surrounding pre-existing content. Should it be used simply because it's already available? Where does the new resource come from? Will it need to be updated/edited? How will it impact our audience? In what format do they appear?

Site View

Site view involves overall site structure and defining the relationships among individual courses, organizer pages and content modules. It shouldn't happen very often since we've already built a robust infrastructure based on educational curricula and business logic. Courses addition, edition, deletion should only be done upon approval from management.

Page View

Page view addresses topics such as user interface, navigation, icons, etc. This often happens in the summer during downtime. Make sure to keep consistency across MEDICOL sites.

User View

User view is concerned with different access levels to our sites. We need to make sure all conditional release is appropriate and no proper users are left out. Provide training to CTConnect tool if needed.

Designing, Developing and Testing

This phase is concerned with the actual visual design, the look and feel of the MEDICOL site, and content integration. It likely contains Flash-based portal page, breadcrumbs, scripts inserted into WebCT tools, CSS for HTML pages, icons etc. It can be broken down into three smaller sections: prepping, building, and testing.

Prepping involves establishing guidelines, writing status reports, creating concepts, and setting rules for things like file naming conventions, and design confirming steps etc. It's very important to get the design approved before starting development. It really saves time to make sure that the development just involves building out components, no designing 'on-the-fly'.

Building is the heart of the whole process and is where the work of actually building interface/pages, optimizing icons, creating images, implementing scripts and other functionality will occur. It's recommended that we have all the work done in a separate site, like MEDICOL development site, in order to keep MEDICOL function as normal during development. Backup/restore courses might be needed at this stage. It's also highly recommended that we keep several versions of our pre-production in order to easily roll back if needed. In order to build the sites in sufficient time, the design components need to be as iterative as possible - there's nothing worse than work against a really tight deadline.

As we always have better ideas how to improve what we're doing during development stage, if the ideas could cause a slip in deadline, I suggest we leave them aside till the next project kicks in or get another proposal, not try to fit everything in one - it'll only lead to missing deadlines.

Testing is definitely a critical sub-stage as it's very easy to make changes here that would be very time-consuming to do later. It includes the fixes for potential bugs and usability issues. Since MEDICOL is a web-based site, we need to test it in several primary browsers as well as in different operating systems in order to cover our large group of users. The popular browsers include IE5/6, Firefox 1.5, Navigator

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4.7/7/8, and Safari (Mac). Operating systems should include Windows OS: 98/2000/XP/Server and Mac OS. It'll be a challenge if Linux system is included in the list.

Launch and Maintenance

This phase is concerned with the site actually going live. It also has three sub-stages: delivery, launch, and maintenance.

Delivery - to copy/transfer all necessary files from S: drive to appropriate sites; Modify organizer pages and content modules accordingly. Pre-delivery miniME meetings and trainings to the team are recommended.

Launch - is a very small part of the overall timeline, but it's important to prepare our users for the event by emails or announcements. In the meanwhile, make sure to update our user manual and relevant documentation. Once we launch the sites, we need to do a thorough - accessibility testing and usability testing - link check and content check.

Maintenance - is an essential component of MEDICOL's success. Site evaluation or assessment is recommended at the end of each year.

It's not uncommon that we skip some steps based on these factors. But if we do so due to certain constraints, we make sure we understand the potential implications.

Our ultimate goal of site redesign/update is to reduce as much maintenance cost as possible; to reduce as much training cost as possible; to rely as less on administrators as possible;…

PDF Process

Documents to PDF (Most documents are converted to PDF before posting due to copyright and Intellectual Properties concerns. Keep originals in Admin site and tutor sections on student sites.)

File Type	Process Notes
PowerPoint	Open PowerPoint Copy 1: File- Print – slides, color, Printer Name= Adobe PDF Copy 2: File- Print – slides, BW, Printer Name= Adobe PDF Copy 3: File- Print – handouts, 4 slides per page, BW, Printer Name= Adobe PDF (Landscape for both slide and handouts) Security setting: Open PDF in Adobe Acrobat Professional, Document, Security, Restrict opening and editing, select no editing, add password (F0Mcopyrighted) If no print, then set resolution to none (for compactness) If conversion performed before, use "last notes to current settings" Naming convention: File naming – see Naming Convention section Title in content modules – see Naming Convention section
Word .doc	Documents are not kept in Word format except on request

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Excel .xls	Documents are not kept in Excel except on request
Image	Convert to jpg or tiff; case exhibits or handouts in Image format are converted to PDF before posting.
Video	Convert to Flash, (AVI for short and small screen)

Workflows & Procedures

Admin Site

- Sarah and Kristine send skeletons, additional materials and non-lecture files for each block to Administrator.
- Nora sends all PBL files.
- Get handouts from Faculty Liaisons.
- Modify HTML admin page and post files once they are received.
- Amanda sends presentation and other files to MEDICOL Administrator.
- Niki sends presentations to King and cc Administrator, others straight to Administrator.
- Year 2 deadline of submission of handouts to FL is on Fridays, 2 weeks (hard deadline) before the week starts (3 weeks prior - soft deadline).
- Year 1 deadline of submission of handouts to FL is on Mondays, 1 week before the week starts. Tuesday 12:00pm program assistants print out student booklets off Admin site. (**Note**: all handouts need to be posted to students 48 hours prior to the lecture delivered along with other presentations/handouts from FL - notified by emails.)

Year 1 site

Document	Contact	Inbox	Process notes
Presentations and handouts (PBL & FMPR)	Kyle Hunter	S... temp4kyle also check admin folder	Convert to pdf. File label taken from presentation title on schedule. all handouts need to be posted to students 48 hours prior to the lecture delivered along with other presentations/handouts from FL - notified by emails.
Plenaries (DPAS)	Lisa Marie Allen	e-mail	Lisa sends to Kyle, then to Administrator. PDF and post once received.
INDE	Amanda Jones	e-mail	Amanda sends to administrator to post.
Schedules (PBL)	Helena	e-mail	Check sequence of block weeks to inform MEDICOL setup. 1. Yr1/2 site schedules are under *sched* folder. 2. Yr1/2 raw schedules are saved and PDFed under Admin site block folders. 3. Once schedules are revised, update admin_xxx_block.htm pages under their block folders. Load all schedules and htm pages to WebCT. Then copy revised schedules to yr1/2 site *sched* folders and load them to WebCT. Then make changes accordingly within WebCT.
Schedules	Lisa		

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(Longitudinal)	Marika Amanda Jones Other PAs in IMP & NMP		
Groups	Helena		
Tutor Resources (PBL)	Nora H. (all FMED resources) Lisa for DPAS410		Select release to “section=_admin”
Tutor Resources (Longitudinal)	Lisa Marie		Select release to “section=_admin”. PDF lecture presentation and post to students once it’s delivered.
Quizzes	Justin B.	Assessment System	Migrate from MEDICOL to Assessment System. Post last year’s. Change release date to Fridays 12:00. Double-check Selective Release section.
Library Resources	Patricia Foster Patricia.foster@ubc.ca	e-mail	Incorporate links from e-mail into resource HTML pages. Check. Refer to PRIN for popup scripting. (On request, advise on proxy setup)
Objectives		Tutor guides (weekly), and lectures (other)	Will confirm if continue getting consolidated objectives. Week objectives, case synopsis and objectives from tutor guides; lecture/lab objectives from lecture/lab presentations/handouts/manuals. PRIN objectives posted on Fridays only. FMED objectives posted on Mondays without case synopsis and case objectives; added them on Fridays.
Case Exhibits	Nora H.		Convert to PDF. If no download then convert to SWF
ADMIN Resources	Faculty Liaisons, Program Manger (Sarah Mitchell), PBL Manager (Nora Houlahan), program assistants (for Longitudinal courses)	email	Create admin_xxxx.htm based on block skeletons from Program Managers. Add links to handouts from Faculty Liaisons and links to PBL stuff from Nora. Longitudinal course materials under content modules.
Purple book	Karen Pinder		Web module under ORNT.

Year 2 site

Document	Contact	Inbox	Process notes
Presentations and handouts	King	S... temp4king also check admin folder	Convert to pdf. File label taken from presentation title on schedule. Post within one business day after the lecture **with posting permission** unless specific timing posting requests received
Presentations (DPAS)	King (not involved any more?) Niki, Peggy	e-mail	Post to Tutor Resources and Admin site first. Once delivered, post to students on Tuesdays.

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INDE	Amanda Jones, King?	e-mail	Post to Admin first. King (Amanda) will notify whether or not post to students.
Schedules (PBL)	Kristine Peterson	e-mail	
Schedules (Longitudinal)	Niki Giannopoulos Neil Parker Amanda Jones Dianna Vassallo (NMP INDE) Sandy Hopkins (SPH undergrad PA)		
Tutor Resources (PBL)	Nora Houlahan (all FMED resources) Niki for DPAS420	email Medicol_admin	Look in “manage files” in contact name folder Select release to “section=_admin”
Tutor Resources (DPAS)	Niki Giannopoulos	email Medicol_admin	Get DPAS420 handouts/presentations from Admin site. Niki sends others to Elliot (through King?). Select release to “section=_admin”.
Quizzes	Block chair assistant	email	As in year 1 but not yet in effect. Cc Claudia Krebs ckrebs@interchange.ubc.ca on BB quiz emails
Library Resources	Patricia Foster pfoster@interchange Kristina McDavid @ubc.ca	e-mail	Incorporate links from e-mail into resource HTML pages. Check. Refer to PRIN for popup scripting. (On request, advise on proxy setup)
Objectives		Tutor guides (weekly), and lectures	Convert to html Post to MEDICOL student view
Case Exhibits			Convert to PDF. If no download then convert to SWF
ADMIN Resources	Faculty Liaisons, Program Mangers, PBL Manager (Nora Houlahan), program assistants (for Longitudinal courses)	email	Create admin_xxxx.htm based on block skeletons from Program Managers. Add links to handouts from Faculty Liaisons and links to PBL stuff from Nora. Longitudinal course materials within content modules.
Student groupings	Kristine Peterson		
DPAS Alternative projects	Niki Gary Poole		Content module under MEDICOL>>Career & Education. Accessed by both year1&2.
Rural Practice	Program Assistant Mark Nash		in 2nd year June-July to rural BC sometimes Ontario. One month learning about community practice with another doctor (preceptor). Run by FMPR.

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December MN review materials
January students review preceptor evaluations
Feb-Mar Lottery
June – August rotation
M.N. copies
rural>evals>preceptors>doctor_yr_community.pdf.

Year 3 site

(inbox is almost always email – only profs may drop by S471)

Course	Document	Contact	Process notes
yr3 schedules			
Orientation			
Anaes-thesiology	Bedside exam schedules	Leonardia, Katya Program Assistant, t: 604-875-4111 local 66817 Katya.Leonardia@vch.ca	(Do not post CALL schedules!) rename, pdf
Dermatology		Twylla Hamelin; Jennifer MacMillan; Gumboc, Bay [VA]	The quiz on MEDICOL links to images on the Derm server, which sometimes goes down.
Emergency Medicine		Janet Chung Janete.chung@vch.ca	
Internal Medicine	schedules for groups A to E	Leonardia, Katya	- sched, switch, for group A-E for ctu, ahd, ctu. med_06-07_sched_grpD_CTU_feb13.pdf
Obstetrics & Gynaecology	Seminar Schedule	Mary Ann Rampf UBC Program Assistant marampf@cw.bc.ca Anita tel: 604-875-2000 x. 6809 T. Espinosa (Maryassist)	pdf, lock, rename, file on S, add to cmod list in WebCT
Ophthalmology			
Orthopaedics			
Paediatrics	Schedules	Alejandro Huerta Rodas Undergraduate Education Program Assistant Department of Paediatrics	2 orientation days, group A- E inpatient, ctu, exam rename, pdf, place in s folder, webct, add to Paed schedules cmod page.
Psychiatry	presentations	Karen Ng karen.ng@ubc.ca Undergraduate Program Manager Monique Sunderland Undergraduate Program	Pdf as 1 and 4 slides per page, and post in Academic Resources. Otherwise, instructions given in email.

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		Assistant CME Program Assistant	
Self-directed Elective			posting in June
Surgery	Schedule	Maj-Britt Hedberg	
Quizzes			Just a quick reminder on how to access marks and feedback for the HCE and AT quizzes and assignments: Once a quiz or assignment has been completed you can only view results via the following path (regardless of how you accessed the original quiz/assignment; this is an unfortunate system limitation) MEDICOL > Year 4 > Grades and Quiz Listings > Quiz Listings For post-tests and assignments you will only see marks/feedback for items once the deadline for submission has passed and they have been marked. For pre-tests you should be able to see them immediately. Note that the other link 'All Available Grades' only lists items that count towards your final grade.
4th year information	Presentations	Angela Towle	Convert to pdf. The schedule is for the upcoming September year
	Schedule	Deborah Lapointe	
CMPR	Presentations and handouts	Sandra hopkins	Convert to pdf. File label taken from presentation title on schedule. Post within a business day after the lecture.

IMP Sarah Munro Program Coordinator yr3 4

Paediatrics, Orthopaedics, Dermatology, Ophthalmology, Anaesthesiology, Psychiatry, Internal Medicine, Obstetrics & Gynaecology, Elective, Emergency Medicine, Surgery

Year 4 site

(inbox is almost always email – except for some instructors who may drop by S471)

Document	Contacts	Process notes

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Advanced Therapeutics	Assignments / quizzes Submitting assignments.	Tom Perry and Jim Wright Delaine Harper Program Assistant, Delaine.harper@vch.ca	Tom calls them assignments, Jim calls them cases. Some assignments are documents to pdf and add to cmod list AT “Class of 2007 Assignments” cmod page. Others are quizzes e.g “TP 2B: Acute Pain”. Create quiz, add as link in CMOD, release on a Wednesday, close on Submitting assignments is done through a discussion board topic: 1. “Week x report post” - open as above on a Thursday(?) - close/lock and private, renamed with (readonly) the next 2. “Week x Late & Incorrectly Posted” As above but opened indefinitely after first one is closed.
CLEO – HELP		Sarah Rosenthal George Pachev gpachev@interchange.ubc.ca Dr Christine Loock cloock@cw.bc.ca	presentations go into the Presentation and Handouts Cmod. Other documents go as html page tools in CLEO - Help
Doctor-Patient Relationships	Group lists	Sarah Rosenthal	goes into DPR – group listing Cmod
Evidence Based Medicine	Weekly Theme Case / CV sciences schedule	Sarah Rosenthal Dr Carey Matsuba	goes into EBM, Weekly Case Information Cmod list. The Week list has current week at top. *Thursdays noon and Fridays deadlines?*
Electives		Sarah Rosenthal srosen@interchange.ubc.ca Deborah Lapointe dalap@interchange.ubc.ca	Karen Ng has final say
Health Care and Epidemiology	Assignments/ quizzes	Dr Lloyd Oppel	He sends the document with answer key (sometimes with no changes or none indicated). Update quiz, link to quiz from item in AT “Class of 2007 Assignments” cmod page. 1. Pre test and Post test - open on Tuesday until next Tuesday at 8:00am 3. Past Quizzes - move to subheading

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LMCC (label on oval menu)			Cmod list “LMCC review”
Palliative Care		Dr Pippa Hawley Academic half day (AHD) Palliative Care	
CaRMS	just an external link tool		
Pre-Residency Elective			Cmod list of pdfs

Year 4
EBM Cases: With the exception of cardiology, cases should only be posted on the Monday am of the theme week. There are several reasons, mainly that tutors, times and rooms change. This means that reposting occurs and confusion amongst the students, as they may have already downloaded assignments.

Online Module Development

Online Modules Development
See e-learning modules folder on S drive.

Menus & Navigation

Section must be expanded to include discussion on rationale, javascript functions, icons, breadcrumbs etc

MEDICOL menu pages
Everything on the left side is in MEDICOL shell except Admin Resources
Top ovals are a separate course
User perspective: we want MEDICOL to appear as one entity

Navigation
Under S:\...\MEDICOL\nav
Home page title textarea = portal.htm
If the user is a student, then portal.htm
“ ” ” ” ” tutor, ” .htm -> student view
else designer view

New script is refresh to load portal in 2 seconds

portal.htm contents (Flash Detector)

1) if no flash then non flash “portal_alternate.htm” with hot spots on MEDICOL gif file.
2) if yes then portal_loader.htm
3) loads portal.js
4) loadst portal.swf

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Note: If you are editing the Flash page also edit the portal_alternate.htm

portal.swf loads oval tabs in layer 1, side menu in layer 2 and help in layer 3
Hovering over a tab unloads layer 3; loads the year big oval.swf
Click tabs to load yrx homepage – yrx_loader.htm, which loads yrx_loader.js, which loads yrx_home.swf.

Standards

Common Look & Feel
goals: ease of use, visual representation of curriculum, user can easily self locate because of logical and transparent (intuitive) navigational path, colour in top bar and ovals associates with a specific year

- No left side navigation bar
- **Colours:** Every year is various hues of one colour
- CSS –
- Navigation –
- Breadcrumbs –

Home Page Technical document (where? who?) – Help?

CSS Design
Insert CSS template?

HTML Templates?

Committees and Meetings

Educational Technology (Ed Tech) Meetings
The Faculty Liaison weekly staff meetings with the Ed Tech Staff. This is a chance for staff to find out what the other members of the group are working on.

miniME
mini meetings among MEDICOL Administrators and instructional designers.

CART
Course Management System Administrative Resources Team meetings. Second week monthly.

FMED Planning Meetings

Year 3&4 Committee

Curriculum Committee (CC)
Chaired by Angela Toole. Course directors discuss learning objectives

CART (Course Management System Administrative Resources Team)

This pan-university advisory group advises how WebCT be administered at UBC. Members of this group include Faculty-based instructional support staff, and staff from various central organizations (Library, IT Services, TAG and OLT).

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Other Groups

Faculty Liaisons

Instructional Designer

Assessment and Evaluation

Educational Study Unit

Internet Access

Campus-based
Multipurpose Lab
Lecture Hall

Hospitals

Firewall issues etc

Home/Public

Broad-band: Shaw vs DSL

Glossary

Abbreviations/Acronyms

BB	Brain & Behaviour
BL	Blood and Lymphatics
BCCH	BC Children's Hospital
BCWH	BC children/women hospital
CART	Course Management System Administrative Resource Team
CESEI	Centre of Excellence for Surgical Education and Innovation
CMR	Curriculum Management Room
CP	Clinical Professor
CS	Clinical Skills
CV	Cardiovascular
DPAS	Doctor Patient And Society
ENDO	Endocrine and Metabolism
ED TECH	Educational Technology
ENT	Ear Nose & Throat (also known as OTL - Otolaryngology)
FERGU	Fluids, Electrolytes, Renal & Genito-Urinary
FMPR / FP	Family Practice
GI	Gastrointestinal; Gastroenterology
HDI	Host, Defenses and Infections
HEC	Health Education Centre
IRC	Instructional Resources Centre
IMP	Island Medical Programme (at the University of Victoria)
INDE	INterDEpartmental (Clinical Skills course code prefix)
INTEG/DERM	Integument / Dermatology = skin

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LGH	Lions Gate Hospital
LSC	Life Sciences Centre
MSK	Musculoskeletal
NMP	Northern Medical Program (at the University of Northern BC)
OBGYN	Obstetrics & Gynaecology
OSCE	Objective Structured Clinical Examinations
PBL	Problem Based Learning
PHASE I - VI	Parts of the Medical Undergraduate Program
PRIN	Principles of Medicince
PTW	Prototypical Week
PULM	Pulmonary
RCH	Royal Columbian Hospital
RGH	Rockyview General Hospital
SAC	Student Assessment Committee
SPH	St. Paul's Hospital
TEL	Technology-Enabled Learning (Committee)
UBC	UBC Hospital
UMP	Undergraduate Medical Program
VC	Videoconference
VFMP	Vancouver-Fraser Medical Program
VGH	Vancouver General Hospital
VGHC	VGH Centennial & ACE Unit

APPENDIX 1: Standard Messages & Emails

Illness message

Thank you for your email regarding 'RE: admin resources'. Due to health complications in our office only essential services can be provided at this time. In addition, please expect a delay on essential requests of up to one day. Non-essential services will be handled as soon as possible. Thank you for your patience during this period.

This automated reply won't be sent again for any further messages you send me in the next 2 days.

Vacation message

xx is away until January 16 and will be unable to read and respond to your message until then. You may copy forward your questions about MEDICOL to medicol@interchange.ubc.ca or call xx.

Access update form email

This is an auto-generated email regarding your individualized access to MEDICOL. In order to retain your access for the upcoming educational year you are required to provide the following as confirmation of involvement in the program:

Name
Position and Department
Email
Phone Number
CWL ID

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Failure to provide this confirmation will result in removal from the system on July 31st, 200x - NO EXCEPTIONS! We require this information even from known individuals to ensure that contact information remains current. Please contact us if you have any questions.

Thank you for your attention in regards to this matter and best regards,

Your MEDICOL Administrator, xxx.

Access granted form

Hi xxx,

I've added you to MEDICOL (http://www.med.ubc.ca/medicol).

Minimum requirements to run MEDICOL: Flash Player 6+, Adobe Acrobat Reader 6+, JavaScript enabled, Cookie enabled, and pop-up blocker disabled.

If you have any further questions, please do not hesitate to contact me.

Cheers,
xxx

APPENDIX 2: Frequently Asked Questions

Access or login to MEDICOL with ID and password

Q	I don't have a CWL ID. How can I access MEDICOL?
A	Please email medicol@interchange.ubc.ca to get a guest ID if you are entitled to get one.
Q	I'm not able to log into MEDICOL site. I'm told that my account has been disabled? (My CWL has been changed. I can no longer access MEDICOL with the new ID.)
A	Please send your name, student ID and CWL ID to medicol@interchange.ubc.ca. We'll be able to get your access.
Q	I'm able to access MEDICOL; but when I click on Informatics course, I'm redirected to login page.
A	In this case, you don't have access to Informatics course. Please contact medicol@interchange.ubc.ca for help.
Q	I log into MEDICOL with my CWL username and password, but I can't see any MEDICOL courses.
A	If you log in from the www.elearning.ubc.ca website, be sure to sign in from the WebCt eCourses login window. If you log in from the www.med.ubc.ca/medicol/ login page, please contact medicol@interchange.ubc.ca to request access to certain courses.
Q	I try to log into MEDICOL but my Apple computer doesn't recognize the security certificate.
A	Due to security reasons we've upgraded the page to include encryption - this is required by the University. You will now automatically be redirected to https://www.med.ubc.ca/medicol/login.htm at which point a security warning will pop-up. In order to log-in you must click "Yes". For users who do not want to click on "Yes" every time you access the page (advanced): If you do not wish to receive the warning each time you log-in, IE users can click on "View Certificate" and then "Install Certificate". The wizard will open: click "Next" and then "Place all certificates in the following store" which will allow you to select "Browse" and "Trusted Root Certification Authorities". Click on the remaining 'ok's' and 'nexts' to install. (Note that this may not work for all versions of IE). Netscape, Mozilla and Firefox users can select to permanently trust the certificate right from the pop-

up.
NOTICE FOR MAC **USERS:** certain Safari users will receive a different popup window. If so, under "When using this certificate" select 'Always Trust' and click 'OK.'

Q	The name that shows up for me on MEDICOL is not my preferred one Can you change it?
A	Your name shown on MEDICOL may be different from the preferred one on WebCT/CWL. Please email medicol@interchange.ubc.ca to update your desired names.
Q	How are the eLearning, WebCT and MEDICOL sites different – they all seem to be showing the same medicine courses?
A	See www.elearning.ubc.ca under WebCT student.
Q	I can't access the First Year (and/or Second Year) archives on MEDICOL.
A	Please contact MEDICOL to get access if you are using your individual CWL ID.
Q	I can no longer access and review a quiz. It shows I have done the quiz 5 times and I am now locked out.
A	Click 'Quizzes' in the Oval menu. Locate the quiz. See the 'view scores' button beside each quiz you have submitted. Clicking it shows the quiz for review. Once a quiz or assignment has been completed you can only view results via the following path (regardless of how you accessed the original quiz/assignment; this is an unfortunate system limitation). MEDICOL > Year 4 > Grades and Quiz Listings > Quiz Listings. For post-tests and assignments you will only see marks/feedback for items once the deadline for submission has passed and they have been marked. For pre-tests you should be able to see them immediately. Note that the other link 'All Available Grades' only lists items that count towards your final grade.

Finding things in MEDICOL

Q	I'm not able to access the informatics course, and links under library resources or the browser specification programs on the MEDICOL site. Nothing happens when I press the buttons, although I am able to access the other links on the MEDICOL site.
A	Close all browsers except MEDICOL. Click Informatics Course. If you still can't see it, there should be popup blocker activated on your computer. You have to allow popup windows in order to use WebCT courses.
Q	When I try to enter the Web eValuation icon, which is an option after clicking on "Assessment and Evaluation", I am then asked for another password and username.
A	WEBeVAL is a separated site managed by Student Assessment. Please contact Justin Bonzo for details.
Q	I don't see a lecture posted on MEDICOL. Can you put it up?
A	Normally lecture presentations and handouts are posted after a lecture is delivered. If you don't see a lecture on site, it's either because it's too early to post it, or the lecturer does not want it to be posted. Please contact the lecturer regarding any content issue.
Q	I don't see quiz link for my week.
A	Quizzes are posted on Friday of the week so that no one can see quizzes through the usual quiz list. But chairs or lecturers can preview quizzes by following steps:
Q	Log in with mdfac ID, go into 'MEDICOL' course.
A	Hover over '1st/2nd Year Medicine & Dentistry' button. Click 'Quizzes' button in the middle of the oval menu. You can find your desired quiz in the list. Click the quiz link, then click 'Begin Quiz'. You should be able to view it. To view the answers and explanations, click 'Finish' button on the top or at the bottom; then you should see a message 'Success: The quiz has been submitted.'. Click 'View results' button.
Q	I'm wondering if you could reset the quizzes for me so that I could go through them a few more times.

A Normally we don't reset quizzes as quiz data are needed for statistics purpose. If you use up your 5 attempts for quizzes, I'll set it up for you.

Q I can't see the MEDICOL menu, instead of the ovals all I see is text.

A Have you recently installed a new toolbar or other such Add-on to your machine? KaZaa or the installed browser toolbars can cause the menus not to display. For Apple users, although older versions of Safari are "Supported" by WebCT there are a couple of fairly major compatibility bugs. Try updating your browser or try another browser such as Internet Explorer or Firefox.

Document formats and downloading

I am wondering if the school makes the weekly schedules available in Palm format. I know a lot of medical schools use handheld PDAs a lot, but I haven't heard much about it at UBC.
No Palm format schedules available for MEDICOL users for the time being. It will be implemented in future MEDICOL sites.
How to copy text or images from PDF files posted on MEDICOL? (Can the PDF files be unlocked?)
Almost all PDF files posted on MEDICOL are secured due to copyright or intellectual properties. You are not allowed to copy text or images out of any locked PDF files. However, printing is still allowed for most of them.
I don't think the question answer is correct in a PRIN quiz. Who should I contact?
You can either contact the week chair of the week, or contact medicol@interchange.ubc.ca. MEDICOL staff will be happy to forward your concern to the right person.

Video, and other big files

Could a video DVD be posted on MEDICOL?
For the time being no DVDs can be loaded onto MEDICOL because there is no streaming server in service at campus level.
I need to send you a large file, but it seems not go through my email system.
Please burn a CD and send to the following address.

MEDICOL Administrator
UBC Faculty of Medicine, Division of Educational Support and Development
UBC Hospital - 2nd Floor, Koerner Pavilion
S471 - 2211 Wesbrook Mall
Vancouver, BC, Canada V6T 2B5

Or use Upload Tool on MEDICOL >> Faculty Resources.

Using the Web Tools

How do I set up WebDav? (**Restricted**)
Go to: https://www.elearning.ubc.ca/plugin/index.cfm . This site will assign you a 'utility ID and password' to use to access WebCT server file directly using Windows Explorer. Make sure you keep a copy of the email they send you. The site will include instructions on how to add a network place but just in case: Open Windows explorer (or any folder and then click the "Folders" tab in the second menu bar). Click on "My Network Places" and then "Add Network Place" (if it's not there, give me a call). Choose another network location when prompted (i.e.: not MSN). For the location enter: https://www.ecourses.ubc.ca:443/dav/medicol_admin/ . You'll then be asked to enter your ID and Password (select "Save Password" option). Finally, you can rename the location to something you like. From this point on, as I said, you can manage files directly using Windows Explorer.
How do I access quizzes for marking as a tutor? (**Restricted**)

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Login from: http://www.ecourses.ubc.ca . Use your regular jmwright CWL and password. Click on "4th Year Medicine" instead of just "MEDICOL" (if you try to access through "MEDICOL" you won't see the correct options). The site will first load a single icon "Non-Flash version of MEDICOL" - you must click this icon quickly (it has a 2-second load delay). Click on Quizzes (bottom left). Expand AT Treatment Plans category by clicking the green arrow. Click on Submissions for the appropriate item. Click on the '1' in the column "No." under the Submissions heading to view a student's submission. Enter comments/marks and save when finished.
I am having trouble posting my assignment on medicol. Is there a special way to do this?
To post - from the year site enter "Discussions." This should give you a list of open discussions. Enter the one specific to your group and hit reply at the top of the page

others

MD PhD MEDICOL access - excel sheet - who goes where?

Jane Lee (Program Coordinator UBC MD/PhD Program
ubcmdphd@interchange.ubc.ca)
Answer: There should be a tab indicating what course.

How to access Medicine eBooks
Answer:
If nothing happens when you click Medicine Ebooks icon, then allow popup on your browser. If you can see the popup, but can't see anything else under that page, please contact Kristina McDavid (kristina.mcdavid@ubc.ca).

Why can't NMP access the quizzes?
Answer:
Some temporary global problem with the quizzes. However, for future reference, an important point here regarding MEDICOL is that our system is not even aware of where the students are - there is NO designation for NMP, IMP or VFMP for MEDICOL in regards to individual students. In all cases where there is an access difficulty it will almost exclusively be either a case of the physical location itself causing the problem (i.e.: firewall or OS issues), a single individuals account (i.e.: deactivated etc) or a global setting in WebCT that affects all users (i.e.: in this case the quizzes simply weren't released yet). You can be sure that your students will never be singled out exclusively in any way for being NMP.

What if students cannot mail the instructor AND one particular student?
Answer:

So I just discovered (I guess I'm slow) that if two people in the same WebCT course have the exact same name, then as a student, if you click [Browse] to select a Mail recipient, it will REMOVE BOTH those students from the list of students available to send a message to.

How did I discover this little gem? I set up a student account for an instructor and the student account's name was the same as her designer account... so the students couldn't mail her through WebCT.

This is a funny one - and significant too because I just suggested to someone last week that they add an alternate instructor in a second time with a 'guest' account so that she can send mail under her own name. I'll be sure to pass on the fact that the names must be slightly different.

Questions regarding WebEval
WEBeVAL is a separated site managed by Evaluation & Assessment. Please contact Justin Bonzo (jbonzo@interchange.ubc.ca) for details.

The correct link for WEB eVAL should be: https://system.one45.com/ubc/index.php
WEB eVAL recently switched servers – the old address works (and will continue to work for some time), but probably best to change to the new address.

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The following is contact information you could include:
UBC WEB eVAL contact information: evals@interchange.ubc.ca

WEB eVAL Contact information: support@one45.com

How can a professor know when a student has accessed a document?

We could put up a "quiz" that students could submit which would auto-generate an email to the appropriate person...?

How do you process a new MEDICOL access account?
Answer:

send them a MEDICOL Access Request From.dot

Then instruct them how to access
Here's your login info:

MEDICOL URL: http://www.med.ubc.ca/medicol
Login ID: their name
Password: Passw0rd (Capitalized P & 0 as a zero)

Follow the link https://www.cwl.ubc.ca/myAccount/resetPasswordStep1.jsp to change the password if you want.

Directions to the Year 2 Peer Assessment discussion topic:
Hover over '2nd year Medicine and Dentistry' little oval at the top.
Click 'Discussions' on the big oval.
Click 'Peer Assessment' topic.

Let me know if you encounter any problems.
You should tell them they MUST change their password... saves callbacks later. However, the URL is https://www.cwl.ubc.ca/myAccount/login.jsp They have to login to change it - the password reset feature can only be used once the initial password change has been made.

How do we process video for MEDICOL and lectures?
Answer:

Only video clips need to be copied onto a DVD, PowerPoint will be played from Lectern PC. Between Amanda and myself, we will help you to take care of burning the video clips onto DVD for you.

I have cc'd Elliot, he will response about requirement for posting video clips on MEDICOL.

If you do not want students to download/copy slides and movie clips, I need to convert the presentation to a Flash-based format. Not only because we can eliminate some privileges (e.g. copy, download, print etc.) in Flash, but also we need to make sure all students have access to it with any systems (PC, Mac) on any browsers (IE, Firefox, Safari etc).

If the materials are not so sensitive, we can just post the .ppt on MEDICOL with movie clips.

BTW, We prefer .avi format for your movie clips. It'll save us quite a bit of time of conversion.

A file or folder becomes corrupted on S drive, what to do?
Answer:

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Ask Dennis Chow or Christopher Pryde to check into it.

A student has difficulty with peer feedback forms.
Answer:

Refer them to George Pachev 604 822 5891

Someone cannot access their conditionally released WebCT content even though their user id has been added.
Answer:

WebCT sometimes replaces the name of the guest user with the user id. The WebCT id code is sometimes different than the user id and should be placed in the WebCT conditional release field instead of the user id code.

A course prof whose organizer page is in archive (informatics) wants their organizer page copied to the course menu.
Answer:

First you have to make the course menu tool available before you can add an item to it. Under Control Panel click on course menu display. In course settings select Hide Course Menu frame, but keep a drop-down menu for navigation. This adds the option of “add to course menu” in the tool (archived organizer page) in question’s edit page

Once a tool is listed in the Course Menu, you can edit the course menu and copy the link for that tool into any organizer page in the WebCT course. This is very useful for schedules which need to viewable from any organizer page because the schedules refer to all student courses of the same year.

Caveat to this is that there is no need to keep a copy in archive if its contents are going to be used for the current year.

User can’t open pdf – keeps freezing.

Answer: restart browser, or even restart computer

Another website besides medicol pointing nowhere

Answer:
1) We are getting a new name other than DESD for our division, hopefully soon.
2) The old DESD website hasn't been updated for at least 3 years. Lots of pages are out of date. We won't be able to update them until we get our new name.
3) old site removed

Anyone has suggestions on how to set-up a mailing list if I don't have an interchange ID

Answer: Google/Yahoo Groups?

APPENDIX 3: Common contact information

Consider linking to website?

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ADMINISTRATIVE STAFF:

Course Directors:

- Issy Laher (PRIN): 2-5882; ilaher@interchange.ubc.ca
- Niamh Kelly (FMED Yr 1): 2-0322; niamh@interchange.ubc.ca
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- Kathy Gaul (IMP): kgaul@uvic.ca
- Brian Conway (VFMP DPAS410): 2-7684; bconway@interchange.ubc.ca
- Richard Mathias (VFMP DPAS420)
- Shafik Dharamsi (Dentistry): 2-7288; shafikd@interchange.ubc.ca
- Mary Kay Nixon (IMP): 250.472.5510; Mary.Nixon@viha.ca
- Richard Lazenby (NMP): 250.960.6696; lazenby@unbc.ca
- Carey Matsuba (EBM)
- Mumtaz Virji (Year 4 Pediatric Clerkship Director): 875-2882 ext. 5804
- Anne Q, Feng (Year 3 Pediatric Clerkship Director): 875-2882 ext. 5804
- Cindy-Ann Lucky (Year 4): 604-875-4111 ext. 61310; calucky@interchange.ubc.ca

Administration Staff for FMED courses:

- Nora Houlahan (PBL Manager): 604-875-4111 ext. 67223; houlahan@interchange.ubc.ca
- Sarah Mitchell (Year 1 Manager): 604-827-5958; mdyr1mgr@medd.med.ubc.ca
- Kristine Peterson (Year 2 Manager): 604-875-4111 ext. 62380; kpeterson@medd.med.ubc.ca
- Nancy Campbell (Year 1 program assistant): 604-822-1746; mdyr1fmed@medd.med.ubc.ca
- Jacqueline Chan (Year 2 program assistant): 604-875-4111 ext. 62380; jchin@medd.med.ubc.ca
- Helena Lee (year 1 VFMP program assistant): 2-2422; helena.lee@ubc.ca
- Jeff McLaren (IMP Year 1&2 Coordinator): 250-472-5506; jeffmcla@uvic.ca
- Erin Gogal (IMP PA Yr1&2): 250-472-5522; egogal@uvic.ca
- Peggy Crough (NMP administrator): 250.960.5146; croughp@unbc.ca
- Michelle Oster (NMP program assistant): 250.960.5144; osterm@unbc.ca

Administration Staff for DPAS, INDE and FMPR etc:

- Lisa Marie Allen (VFMP - DPAS year 1): 7-5962; lmallen@interchange.ubc.ca
- Niki Giannopoulos (VFMP - DPAS year 2): 604-875-4111 ext. 62407; dpas420@interchange.ubc.ca
- Maire Skelly (Dentistry year 1 program assistant): 2-4484; fodpa1@interchange.ubc.ca
- Christy Schwarz (IMP program assistant): (250) 472-5523; cshwarz@uvic.ca
- Peggy Crough (NMP administrator): 250.960.5146; croughp@unbc.ca
- Amanda Jones (VFMP - INDE): 875-4111 (68788); ajsjones@interchange.ubc.ca
- Delaine Harper (Program Assistant, , Undergraduate Medical Education): 875-4197; Delaine.Harper@vch.ca
- Marika Dauberman (VFMP - FMPR 401): 7-4196; fpc.401@familymed.ubc.ca
- Neil Parker (VFMP - FMPR420): 7-4198; fpc.420@familymed.ubc.ca
- Mariana Mazza (IMP - INDE & FMPR): impsecy1@uvic.ca
- Diana Vassallo (NMP - INDE & FMPR): vasallo@unbc.ca
- Helen Dyck (Educational Services Manager - Pathology): 2-7114; hdyck@pathology.ubc.ca
- Marianna Mazza (IMP - Program Assistant INDE/FMPR): 250-519-1502; marianna.mazza@viha.ca
- Christy Schwarz (IMP - Program Assistant Years 1 & 2): 250-472-5523; cschwarz@uvic.ca
- Dianna Vassallo (NMP - Clinical Program Assistant): 250-649-7104; vassallo@unbc.ca
- Gary Poole (DPAS 420 Alternative Projects): 2-9164 ; gary.poole@ubc.ca
- Sandy Hopkins (SPH undergrad program assistant): 604-682-2344 local 62660; SHopkins@providencehealth.bc.ca

Year 3&4 Managers, PAs, & Profs:

- Deborah Lapointe (Year 3&4 Manager): 604-875-4111 ext. 66495; dalap@interchange.ubc.ca
- Karen Ng (Program Manager, Psychiatry): 604-875-4111 ext. 68102; karen.ng@ubc.ca

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- Angela Bennett (Program Assistant Year 3): 604-875-4111 ext. 61978; angela.bennett@ubc.ca
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- Sandra Hopkins (Undergraduate Program Assistant, Medicine): 604-682-2344 ext. 62660; SHopkins@providencehealth.bc.ca
- Katya Leonardia (PA, Medicine): 604-875-4111 ext. 66817; katya.leonardia@vch.ca
- Remedios Bay Gumboc (Secretary of Dermatology and Skin Science): 604-875-4747; bay.gumboc@vch.ca
- Maj-Britt Hedberg (Undergraduate Program Administrator, Surgery): 604-875-4194; MajBritt.Hedberg@vch.ca
- Alejandro Huerta Rodas (PA, Paediatrics): 604-875-2345 ext. 5518; ahuertarodas@cw.bc.ca
- Janet Chung (Emergency Medicine): 604-875-4700; JanetE.Chung@vch.ca
- Mary Ann Rampf/ Anita Neufeld (PA, Ob/Gyn): 604-875-2000; marampf@cw.bc.ca
- Tanya Espinosa (Resident Program Assistant, Ob/Gyn): 604-875-2000; tespinosa@cw.bc.ca
- Monique Sunderland (PA, Psychiatry): 604-875-4111 ext. 68108; msunder@interchange.ubc.ca
- Nicola Dorken (Secretary in Vascular Surgery): 604-875-4150; Nicky.Dorken@vch.ca
- Jim Wright (Prof, Anesthesiology, Pharmacology & Therapeutics): jmwright@interchange.ubc.ca
- Winnie Yung (Anesthesiology): wyung@interchange.ubc.ca
- Lloyd Oppel
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- Sarah Rosenthal (Year 4 PA): 604-875-4111 ext. 67111; srosen@interchange.ubc.ca
- Sara Sasse (Teaching fellow, Pediatrics): 604-875-2345 ext. 7778; SSasse@cw.bc.ca
- Tom Perry (Prof, Advanced Therapeutics): tperryjr@interchange.ubc.ca

Others:

- Patricia Foster (Library Assistant): 2-2883/2-5585; pfoster@interchange.ubc.ca
- Kristina McDavid (Undergraduate Librarian):2-3393; kristina.mcdavid@ubc.ca
- Kathryn Hornby (Librarian): 2-5810; kathy.hornby@ubc.ca
- Suzan Zagar (Library Assistant): 2-6791; szagar@interchange.ubc.ca
- Holly Crowell (Program Coordinator): 604-875-4111 ext. 66498; holly.crowell@ubc.ca
- Donna Dobbie (Assistant): 2-0741; ddobbie@medd.med.ubc.ca
- Kelly Arason (IMP - Student Affairs Coordinator): 250-472-5508; sacoor@uvic.ca
- Jennifer MacMillan (Assessment and Evaluation Coordinator): 250-472-5507; jmacm@uvic.ca
- Jennifer Young (Student Affairs Coordinator): 250-960-5165; jenyoung@unbc.ca
- Twylla Hamelin (Assessment and Evaluation Coordinator): 250-960-5148; hamelin@unbc.ca
- Lean May Walker: 682-2344 ext. 63077
- Peter Granger (Family Practice Professor IHHS): 633-4234; Peter.Granger@vch.ca
- Leanne Picketts (Examination Coordinator): 875-4111 ext. 61699; medexams@medd.med.ubc.ca or med.exams@ubc.ca.
- Ann Hansson (Palliative Care)?

MED IT:

- Dennis Chow: dennis.chow@ubc.ca
- Christopher Pryde: cpryde@medd.med.ubc.ca
- Irene Mark: IMark@med.ubc.ca

IT SERVICES:

- Renbo Huang: 2-2357; renboh@exchange.ubc.ca

DIVISION OF EDUCATIONAL SUPPORT AND DEVELOPMENT:

Members:

- Linda Peterson (Director);
- Riea Elder (Program Assistant);

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Assessment:
- George Pachev (Assessment Director)
- Justin Bonzo (Manager)
- Santiago Toro Posada (Manager)
- Dallie Sandilands (Assessment Coordinator)

Ed Tech Team:
- Jenn Smyth (Manger)
- Brian Powell (Educational Technology Project Coordinator)
- Christopher Stephenson (MEDICOL Administrator)
- Elliot Wang (MEDICOL Administrator)
- Erin Creak (Faculty Liaison Year 3)
- King Siu (Faculty Liaison Year 2)
- Kyle Hunter (Faculty Liaison Year 1)

EVALUATION AND STUDY UNIT

- Caroline Murphy (Coordinator)
- Sarah Lockman (Coordinator)
- Roseanne McIndoe (Administrator)
- Sylvia Parusel (Research Assistant)

FACULTY DEVELOPMENT

- David Fairholm (Assistant Dean - VFMP)
- Leslie Sadownik (Director - VFMP)
- Yan Huang (Program Associate - VFMP)
- Jane Gair (Coordinator - IMP)
- Tammy Attia (Coordinator - NMP)

APPENDIX 4: MEDICOL Admin Job Description

JOB CATEGORY: MANAGEMENT & PROFESSIONAL, INFORMATION SYSTEMS & TECH
EMPL. GROUP: MANAGEMENT&PROFESSIONAL (AAPS)
JOB TITLE: MEDICOL ADMINISTRATOR
DEPARTMENT: Medicine - Educational Support & Development
DURATION:
POSITION STATUS: Full-time ; Budget funded
COMPETITION #:
CLOSING DATE:
JOB SUMMARY: To coordinate the design, construction, development, and maintenance of the Educational Technology projects and web sites. Major responsibilities include: assisting with strategic planning; participating in committees; collaborating in designing and developing web-based curricula; developing, implementing and maintaining user support systems regarding access, troubleshooting and quality assurance; standardizing protocols and procedures; developing and maintaining workflow and timelines; ensuring deadlines and milestones are met; writing script; creating custom graphic design; performing database management and web-based applications integration; managing database administrative privileges; researching and monitoring trends in web development and educational technologies; overseeing creation and maintenance of database courses; providing workshops, training and assistance; working with Faculty Liaisons on distributed programs; piloting and advising on curricular projects; and performing other related duties.

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QUALIFICATIONS: University degree in Science, Education, Computer Science, Social Sciences or related discipline. Minimum two years of related experience, including experience working within a WebCT platform, and web development and graphic design experience. Computer experience required. Effective oral and written communication, interpersonal, project management, facilitation, presentation and organizational skills. Demonstrated ability to proactively promote and support use and application of educational technologies in a rapidly evolving context of digital technologies. Ability to exercise initiative, diplomacy and judgment. Ability to work both independently and within a team environment.

Appendix 5: Backdoor Linking (WebCT Does Yoga)

Quiz Links

Quiz Homepage: http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/quiz_home?PRINT+_side_nav
Individual Quizzes: http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/serve_new_quiz?START_QUIZ+**1340777805**+MAIN

- In order to get the quiz number you must go in as a student and right click on the quiz itself

Page Files

Homepage:
http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/serve_home?_homepage+view
Organizer Pages: http://www.ecourses.ubc.ca/SCRIPT/medicol_????/scripts/student/serve_home?**1423960856**+START
Content Modules: http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/serve_tree.pl?**1361594282**+START

- For both Content Modules and Organizer Pages add the tool to the navigation menu and view the page source (very bottom) to get the item number

Content Pages: http://www.ecourses.ubc.ca/medicol_???/**FOLDER_STRUCTURE/FILENAME**

Student Homepages

Homepage Links:
http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/serve_home_design.pl?811+view_mode+paging+0+**1257872364**

- Must be done in this format or all students will be able to edit each other's work! (Contact Jeanne Lee to get the item number?)

Discussion Boards

Main Board: http://www.ecourses.ubc.ca/SCRIPT/medi_col_???/scripts/student/serve_bulletin?START
Individual Topics: http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/serve_bulletin?ACTION=LIST&ARG1=**1539804234**

- In order to get the topic's item number you must enter the topic, click and hold "Compose Message" and write down the code in the status bar. Note: if you change the title of one of the default topics the number is replaced by the title of the topic (i.e.: MAIN)

Assignments

Main List:
http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/dropbox_stud_home.pl?START
Inividual Assignments:
http://www.ecourses.ubc.ca/SCRIPT/medicol_???/scripts/student/dropbox_view.pl?START+**1936618062++2044217235**

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- In order to get the assignments's item number you must enter the assignment, click and hold any hyperlink within the assignment (i.e.: add a file if necessary) and write down the code in the status bar.

Appendix 6: Flash Menu Design Specifications

Needs a lot of revision – consider linking to Flash file?

Introduction

These are the design specifications for the navigational menu system designed in Flash to override the inherent WebCT menu system according to the unique needs of the MEDICOL use of WebCT for students, faculty and administration. (Updated and abbreviated, 2009)

Design Objectives

Describe/specify

- the structure of medical block and course material relevant to student cohorts mapped out on WebCT's course instances.
- the means by which faculty and administrative staff upload and preview materials prior to their release to students.
- the interface and functioning of the Flash menu files when navigating to different materials.
- the rationale for the structure and navigation of material, interface interactivity and visual design.

1. Structure of materials in WebCT course instances

WebCT course instance uses by MEDICOL (table 1)

Course Instances	**MEDICOL use**
MEDICOL (medicol)	New entry point for all students
1st Year Medicine and Dentistry (medicol_yr1)	New year 1 WebCT course instance containing all first year students' courses
2nd Year Medicine and Dentistry (medicol_yr2)	New year 2 WebCT course instance containing all second year students' courses
3rd Year Medicine (medicol_yr3)	Year 3 WebCT course instance containing all third year students' courses.
4th Year Medicine Site (medicol_yr4)	Year 4 WebCT course instance containing all third year students' courses.
MEDICOL Administrative Resources (medicol_admin)	Accessible only by faculty and admin staff through the MEDICOL new entry point for all students.
External to MEDICOL section of WebCT	
Library: Med/Dent Informatics Course (library_lifesci)	owned by library
Human Anatomy (Microscopic_anatomy)	
Anatomy (anat_400)	
Histology	owned by a department of medicine?

2. Faculty and Administrative Access

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Individual access accounts IDs are created for students, faculty and frequent users. There are some group account IDs for tutors and interface testing.

Administrative staff can upload materials by navigating through the bottom left “Administrative Resources” button on the homepage of MEDICOL (medicol). It takes them to MEDICOL (admin_resources) where they use the presentation tool to upload and share files.

Courses mdfac see listed in myWebCT
MEDICOL (medicol)
MEDICOL Development (medicol_dev)
MEDICOL Upload (medicol_upload)
ANAT 400: Radiological Anatomy (anat_400)
ANAT: Microscopic Human Anatomy (microscopic_anatomy)
DPAS 410 - Evidence Based Medicine (ebm)
Library: Med/Dent Informatics Course (library_lifesci)

Purpose:
to enable faculty to explore from student perspective
to enable faculty to see design samples
will be deleted

Courses mdcoord see listed in myWebCT
MEDICOL (medicol)
MEDICOL Development (medicol_dev)
ANAT 400: Radiological Anatomy (anat_400)
ANAT: Microscopic Human Anatomy (microscopic_anatomy)
DPAS 410 - Evidence Based Medicine (ebm)
Library: Med/Dent Informatics Course (library_lifesci)

Purpose:
to enable admin to explore from student perspective
to enable faculty to see design samples

3. Interface and Functioning of Flash menu files

Navigation Overview

The Flash menus come into play on the home page of the WebCT course instance listed as **MEDICOL** (medicol) in myWebCT. This course instance (labelled MEDICOL Home in figure 1 below) is the common entry point for all students and staff to all the undergraduate courses. On the home page of **MEDICOL** (medicol), rolling over the oval year buttons displays the different year oval menus. Clicking on an oval year button hyperlinks to a specific year WebCT course instance. Clicking on an item within a displayed year oval menu hyperlinks to the item’s corresponding organizer page in the corresponding year’s WebCT course instance. The key indicator of having left the common entry home page after clicking on an itema is the change in colour of the top banner.

Navigating back to each year’s home page is done by using the Flash breadcrumbs because using the back button does not work consistently. The WebCT left column navigation is replaced by a Flash menu, and links to organizer pages for Library EBM &Informatics, Curricular Themes, Assessment & Evaluation, Career Education, and Student Cafe (Life) as well as by faculty and staff for their exclusive access to the WebCT course instance, Admin Resources, for uploading files using the presentation tool.

MEDICOL (medicol) Storyboard

top frame **MEDICOL**(medicol)

Several Flash files are automatically loaded when entering the home page of **MEDICOL** (medicol) from myWebCT. The first is home.swf, which loads the folowing files onto itself in layers.

WebCT’s left column navigation is collapsed and only available from the drop down menu in the top frame. This was done because

home.swf

- one Flash left menu is easier to change once for all WebCT courses.
-

topnav.swf (layer 1)

The first Flash file, home.swf, loads topnav.swf onto layer 2

sidenav.swf (layer 2)

home.swf also loads sidenav.swf onto layer 3.
sidenav.swf replaces the WebCT left navigation column, and its buttons link to other pages within **MEDICOL** (medicol) except for the Administrative Resources button which links to another WebCT course instance for staff only. Clicking on any year button will link to the WebCT course instance for that year. Each year's WebCT homepage has its own Flash file which reloads the sidenav.swf and year-specific Flash menu files.

home.swf also appears to load a welcome movieclip

Storyboard from home.swf to home_yr1

MEDICOL (medicol), home.swf...

Starting in this home page of WebCT course instance **MEDICOL** (medicol)

Rolling over the oval year 1 button causes all other buttons to fade (alpha reduced to 20%), and the welcome sign to be replaced by the large year 1 oval.

Rolling over the other year buttons should cause them unface (alpha restored to 100%), all other buttons should fade, and the large year oval be replaced by the year of the rollover button

Drawback: rollover event on different years causes different levels of alpha/fade.
It is possible to roll off below year 1 and 2 onto sidenav leaving 3 and 4 low alpha. It is also possible to

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home_yr1.swf (level 3)

Rolling over oval year 1 button loads home_yr1.swf onto level 3, which in turn loads yr1_fan.swf onto level 4.

Clicking the oval year 1 button either in topnav.swf or in home_yr1.swf, hyperlinks to WebCT course instance medicol_yr1's home page.

Drawback: Year 4 large oval does not cover all of welcome message.

yr1_fan.swf

The coloured areas on the yr1_fan.swf are active buttons with hyperlinks.
Clicking on Orientation hyperlinks to the orientation organizer page in WebCT course instance medicol_yr1. Clicking on Archive hyperlinks to the archive WebCT course instance.

Drawback: clicking on any yr1_fan.swf button does not cause the top grey bar to green because it only loads the first year page into one frame of the hyperlink to the WebCT first year course such as schedule goes to schedule organizer page on immediate course instance - not medicol_yr1's.

top frame 1st Year Medicine and Dentistry (medicol_yr1)

Storyboard from home_yr1

medicol_yr1, yr1_home.html

When the homepage of WebCT course instance medicol_yr1 opens (note green bar) it runs a script that opens yr1_home.swf, which is a blank Flash file similar to home.swf. It loads
yr1_ban.swf onto level 1,
sidenav.swf onto level 2,
and yr1_fan.swf onto level 5
All years use this menu to access Year 1 Archives.

yr1_ban.swf

yr1_ban.swf has a hyperlink back to **MEDICOL** (medicol) homepage.

Orientation organizer page showing green lettered Flash breadcrumbs

Clicking on the green filled pie slice button of Orientation hyperlinks to the medicol_yr1 Orientation organizer page.
Bread crumbs have been turned off; consequently, the organizer page uses a Flash substitute.

Flash breadcrumbs

These breadcrumb Flash files will be named after the resource where they will appear, eg sched.swf, ornt.swf, etc.
To be decided in how many WebCT tools they should appear. So far in organizer pages and content module table of contents. The year link is to the course url and target _top.

The hover and down colours are those of the year: yr1 green, yr2 orange, yr3 blue, yr4 camel. One technique for production is to

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create an fla for each year with a layer for each, alternatively hidden for publishing.

Drawback: so many need to be created

Storyboard from home_yr2

When the homepage of WebCT course instance medicol_yr2 opens (note orange bar) it runs a script that opens yr2_home.swf, which is a blank Flash file similar to home.swf. It loads
yr2_ban.swf onto level 1,
sidenav.swf onto level 2,
and yr2_fan.swf onto level 5
All years use this menu to access Year 2 Archives.

Drawback: same as for year 1

medicol_yr2, yr2_home.html	not yet available as of August 5, 2005
yr2_ban.swf	Not populated by icons yet, or green flash breadcrumbs as year 1
Gastroenterology organizer page	not yet available as of August 5, 2005
Flash breadcrumbs	

Storyboard from home_yr3

Flash enhanced version not available Aug 5

Design to be determined. Similar to

medicol_yr3,	
yr3_ban.swf	yr3_ban.swf similar to year 1
organizer pages	not yet available as of August 5, 2005
Flash breadcrumbs	not yet available as of August 5, 2005

Storyboard from home_yr4

medicol_yr4,	Not available Aug 5
yr3_ban.swf	Not available Aug 5
organizer pages	Not available Aug 5
Flash breadcrumbs	Not available (similar to year 1 design)

4. Visual Design

What we are trying to achieve with fill colour, font, font colour, icons, page layout, and behaviours is simple, consistent, and intuitive visual design, first for students, and then for faculty and administrative staff.

Button Behaviour Conventions

(Note: None of the following buttons or pie slices has a unique down state or visited appearance)

Object Appearance	Initial	Rollover	Release
topnav	gradient fill		
year ovals:	1. green #	disjointed year specific big	hyperlinks to
	2. Orange #	oval appears	year specific
	3. Indigo #		course page
	4. Red #		

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sidenav rectangle buttons	gradient fill to grey rectangles with round corners	darker grey gradient
Big Ovals		
Upper hemisphere		fill turns white
Year 1 block pie slices		" " "
Year 2 block pie slices		" " "
Year 3 block pie slices		" " "
Lower hemisphere Year 1,2:	grey pie background.	
Schedules	icons, labels	grey bevelled button inset appears
Quizzes	" "	
Discussions	" "	
Year 1,2 Archives	pie slice with blue fill	fill turns white, archive fan icon enlarges

Appendix 7: Year-end Back-up and Population Procedures – MEDICOL Year 1

Objectives:

- Allow for course resetting to minimize course size and data residues
- Minimize service disruptions
- Ensure accuracy of user database (UDB) to enable efficient, reliable user management

Special notes:

- Using master list from MEDICOL shell to load users to each year course overwrites designers with student role. Make sure to add them back afterwards.
- Request remedial and supplemental exam student lists (with dates) if possible. Manually add them back in order for them to access archives.

Pre-population:

- Request back-ups from UBC IT (**should be 2 files per course – one for file system and one for course data. Elliot: please double check with Renbo on second file!**)
- Collect any required data from quiz usage, page tracking or access logs.
- Input current year into 'class of' column in **both MEDICOL shell and MEDICOL_yr1** (i.e.: don't leave as blank)
- Delete archive folders from server-side; delete archive materials from each block and longitudinal course.
- Transfer most current materials to archive locations; compile discussion board.
- Check selective release settings for all quizzes and archives.

Course Resetting (Year 1 release date):

1. Download UDB from the MEDICOL shell (ensure that _Admin users have been verified for continued access by no later than June 30). Make a secondary copy and FILE the original as a master.
2. Open UDB with Excel and copy CWL column cells for special users (i.e.: _Admin, __Guest etc).

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3. 'Copy' and 'Special Paste' using 'Transpose' into a new excel sheet.
4. Save as a CSV file (discard Excel 'features').
5. Open in notepad to verify that you have a comma separated string of CWLs with no spaces.
6. Reset all components of MEDICOL_yr1 (under Manage Course).

Population:

1. Using CTconnect, add CWL string to MEDICOL_yr1. Note any invalid user IDs if they occur.

The next two steps will import "Class of and Section" data into the UDB so you don't have to re-enter it all manually. ***You MAY have to use Excel Database functions to ensure data are kept synchronous!!*** *It depends on how the UDB output is sorted and whether you need to move things around to make things easier. If you do need to, select all the row and column* ***cells*** *that contain data, including blank entries, and type "Database" into the 'Name' field (likely it will say 'A1' prior to entering 'Database').* ***See example in appendix.*** *You can now move, sort and filter records without breaking up row entries.*

2. Open secondary UDB file; delete all users except the special users; delete all columns except "First Name, Last Name, User ID, Class of, and Section".
3. Upload secondary UDB file to MEDICOL_yr1.
4. Using CTconnect, populate MEDICOL shell with ORNT 401 sections 001 (Med) and 002 (Dent).
5. Using CTconnect, populate MEDICOL_yr1 with Prin 401 sections 001 (Med) and 002 (Dent).

Post-population (following ALL registration deadlines):

MEDICOL Shell

1. Download current MEDICOL shell UDB; create master and secondary (working) copy. In Excel, delete all users except 'special' and incoming first years (incoming students will have a blank for "Class of").
2. Completely reset MEDICOL Shell.
3. Repopulate special users using CWL string method (as above).
4. Repopulate shell with ORNT 401 sections 001 (Med) and 002 (Dent).

*The following repetitive steps will import and remove "Class of" data into the UDB of the shell AND first year so you don't have to enter or delete it all manually (****see above regarding 'Database' requirements****)*

5. In Excel, input current year designation in "Class of" column (i.e.: 2011).
6. Upload UDB file to MEDICOL to restore data fields.
7. Upload UDB file to MEDICOL_yr1 (converts to "Class of" 2011); DO NOT IMPORT UNECESSARY FIELDS WHEN UPLOADING THE SHELL DATABASE INTO _yr1 (occurs multiple times below)

MEDICOL_yr1

1. In WebCT, using 'Search Records', filter out all special users so you only see the current first year class (there should currently only be special users and first years' right now).
2. Deny access.

Both MEDICOL shell and _yr1 (i.e.: do each step to BOTH courses before moving to the next step)

1. Add all MD/PhD students as per listings; set "Section" to _MDPhD and input appropriate "Class of" designations as per their year of study.
2. Using CTconnect, populate year 2 class (see appendix).
3. Download new UDB, enter year 2 "Class of" data; re-upload.
4. Populate year 3 class.
5. Download new UDB, enter year 3 "Class of" data; re-upload.
6. Populate year 4 class.
7. Download new UDB, enter year 4 "Class of" data; remove year 1 "Class of" data; re-upload.

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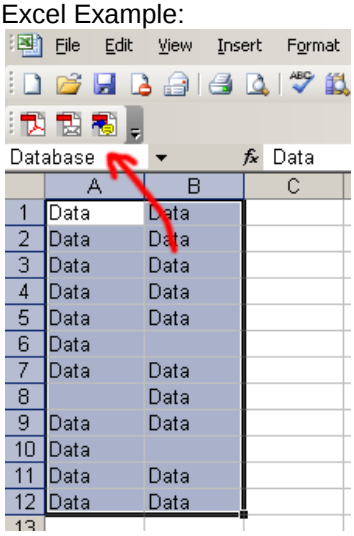
MEDICOL_yr1

1. Reactivate year 1 students; you're done!!

Appendix:

Excel Example:



Population Table:

		Class			
Course	**Date**	1st Years'	2nd Years'	3rd Years'	4th Years'
MEDICOL	Post Registration Deadline	ORNT 400 Sections 001 & 002	FMED 421 Sections 001 & 002	ANAE 430	INDE 440
_yr1	First year registration open	Prin 401 Sections 001 & 002	FMED 422 Sections 001 & 002	DERM 430	INDE 441
_yr2	3rd week of August	Do not populate (DNP)	FMED 423 Sections 001 & 002	EMERG 430	INDE 442
_yr3	3rd week of August	FMPR 401	FMPR 420	MEDI 430	INDE 443
_yr4	3rd week of August	FMPR 401	FMPR 420	OBST 430	INDE 453
Microscopic _anatomy	First day of classes (yr 1 & 2)	FMED 401 Sections 001 & 002	FMED 424 Sections 001 & 002	DNP	DNP

* No section listing indicates only one available

Appendix 8: Backup/Cleanup Procedures

MEDICOL Backup Procedures

The MEDICOL administrator is not responsible for backups on WebCT, which are performed by UBC IT. The only exception to this are backups of the learning modules done on WebCT. Block archive files are created in WebCT at the end of each block and are nested within the current course learning module. S-drive folder backups are currently performed by the Faculty of Medicine IT department. However, in the event of S-drive space limitations, this policy may be reevaluated.