User Manual

http://medicol.med.ubc.ca

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What is MEDICOL?

Sfas

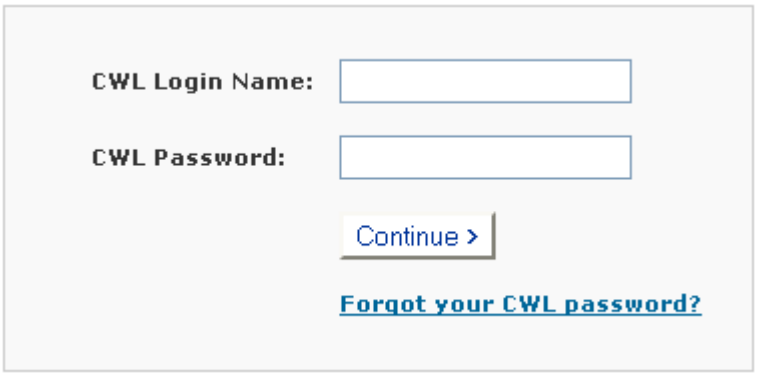
Loging in to MEDICOL

Loging in to MEDICOL:

1) Navigate to: http://www.medicol.med.ubc.ca/index2.htm, and click on

2) This will bring you to the e-learning@UBC website. Click on

3) Enter your CWL Login Name and Password when prompted



4) Select 'MEDICOL' from your Vista course list.

5) This will bring you to the MEDICOL Home Page

MEDICOL Navigation

MEDICOL Main Page Overview:

1) This will bring you to the MEDICOL Home Page. This page allows you to access:

a. course notes
b. schedules
c. objectives
d. discussions
e. quizzes and surveys. Next, we will navigate the different areas of MEDICOL.

Accessing Objectives

Accessing Schedules

Printing and Saving Files

Accessing Quizzes and Assignments

Participating in Discussion Boards

Additional Resources

Login and Access Information and Troubleshooting

Who to Contact?

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S471 - 2211 Wesbrook Mall
Vancouver, BC, Canada V6T 2B5
Ph: (604) 822-3637 Fax: (604) 822-9760
christjs@interchange.ubc.ca

Log-in Options

There are two different locations to log-in to MEDICOL:

- http://www.med.ubc.ca/medicol **RECOMMENDED**

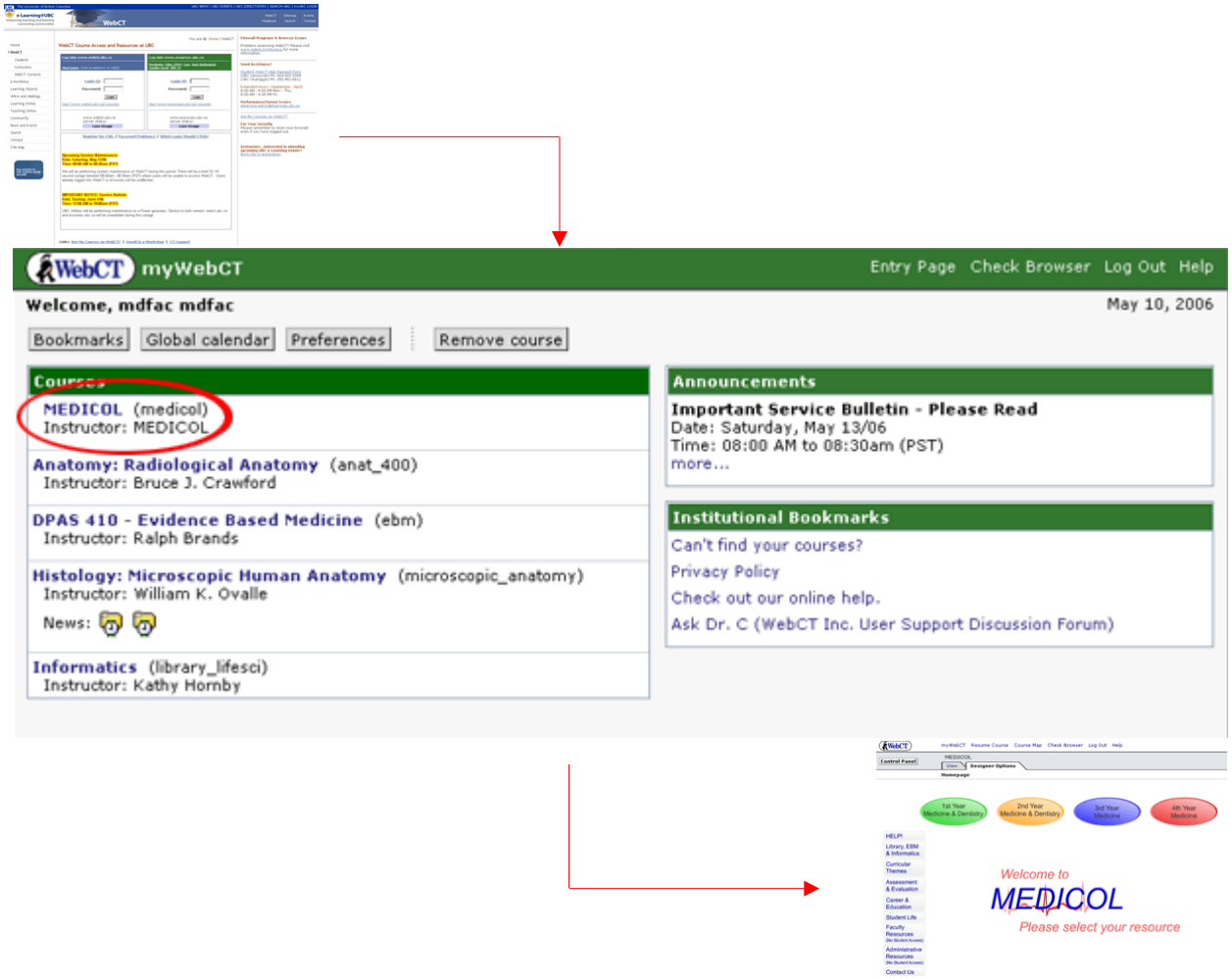
- http://www.ecourses.ubc.ca/

Please note that substituting ‘elearning’ for ‘ecourses’ will lead to the same page but in either case you must log-in to the green box

LOG-IN REDIRECTS

The MEDICOL log-in page is recommended because it leads directly to the MEDICOL homepage as shown below. You must accept the security certificate that appears.

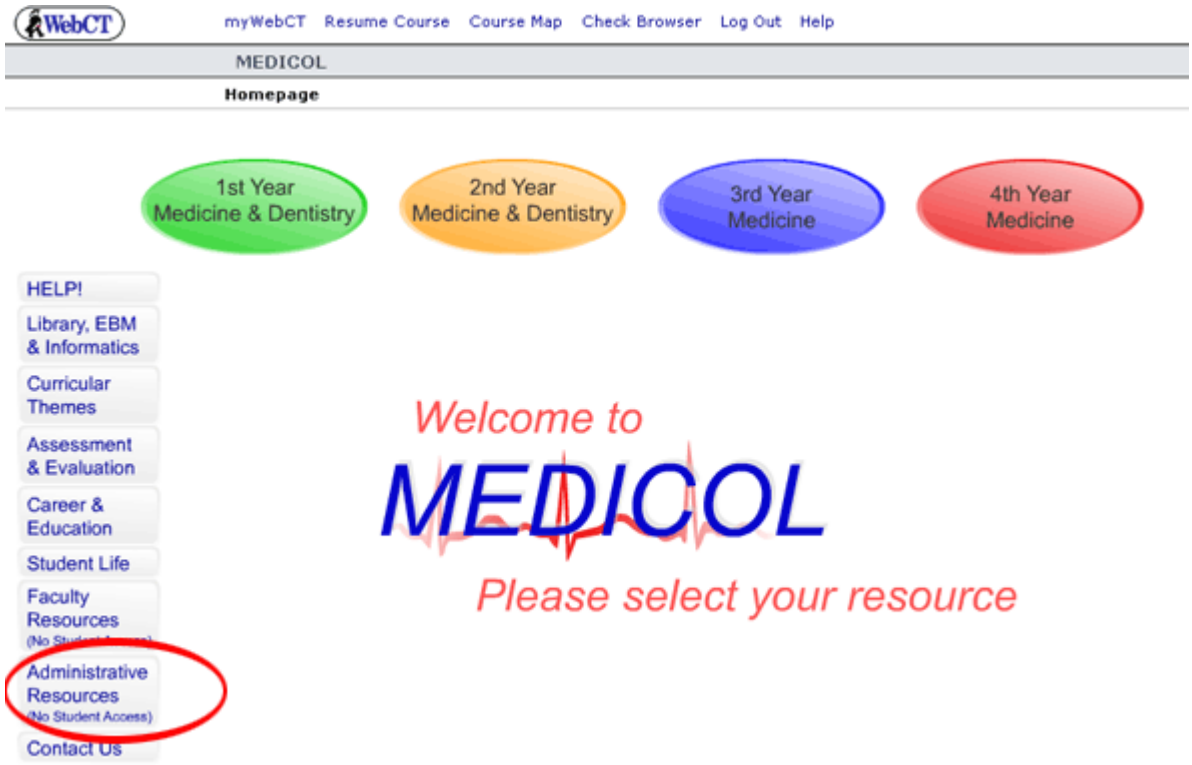
However, the ecourses/elearning site requires a two-step process:

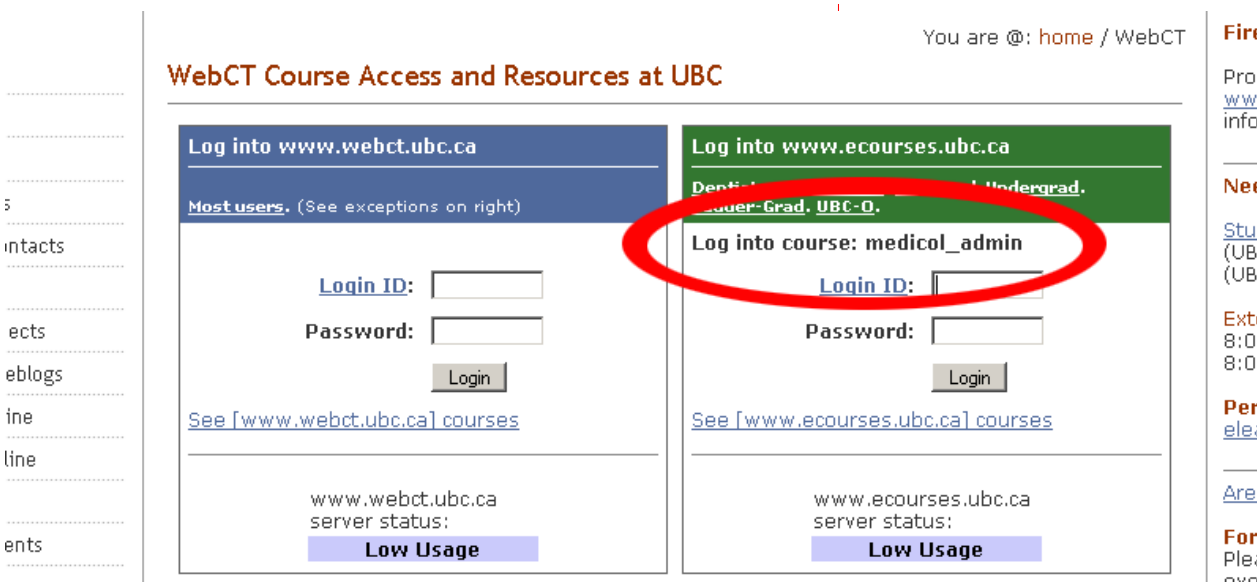


There are also two possibilities where you might be re-directed from an internal MEDICOL link to the ecourses log-in page:

- If you are a first-year student attempting to access second-year materials.

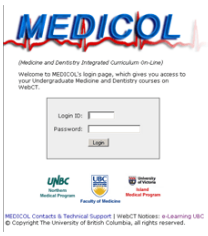
- If you are attempting to access the Administrative Resources section without pre-authorized access. This scenario is illustrated below:





MEDICOL Navigation and Layout

As described above, you have a choice of two login pages:

https://www.ecourses.ubc.ca/	https://www.med.ubc.ca/medicol/
Choose the green login box.	

If using the ecourses login click on “MEDICOL” in the list on the MyWebCT course listings page to go to the MEDICOL homepage.

Hover over the small oval buttons to preview each year’s menu oval. You can click on the small “Year” chips to go to that year’s homepage or go directly to your resource by clicking on a “pie section” of the large oval menus.

Year 1	Year 2	Year 3	Year 4

Clicking on the MEDICOL logo takes you back to the welcome page. Clicking on an item for which you don’t have access permission (eg Admin resources) or clicking on “Log Out”, sends you to the eLearning login page as described in the previous section.

MEDICOL and WebCT – How they Relate

The uppermost links are WebCT-specific links that have variable importance to MEDICOL function

"myWebCT" links to your list of 'courses' on WebCT – generally only MEDICOL

"Course Map" lists only a few of the course contents of, in this case, the common site.

"Check Browser" setup for MEDICOL here but you also need Flash and Acrobat

"log out" to exit MEDICOL

This "Help" is just for WebCT

The grey bar indicates that you are in the Welcome page. It turns green, gold, blue and red if you click on the 1st , 2nd, 3rd and 4th year chips.

Roll over the small chips to preview each year's menu

This "help" is MEDICOL-specific

This navigation column is common to all 4 years

Clicking on the "Admin" tab bumps unauthorized users out to the ecourses login page.

The "Contact Us" button opens a "compose email" window automatically.

Coming Soon! A "What's New" and "FAQ" menu!

MEDICOL pulse takes you back to the homepage.

Colour objects in the oval are active links - grey links are inactive

A new browser window opens when you click on Histology, Informatics, Anatomy and Archives. Close the browser window to return your original page.

Samples of How to find Resources

7. Where/how to find sample student resources

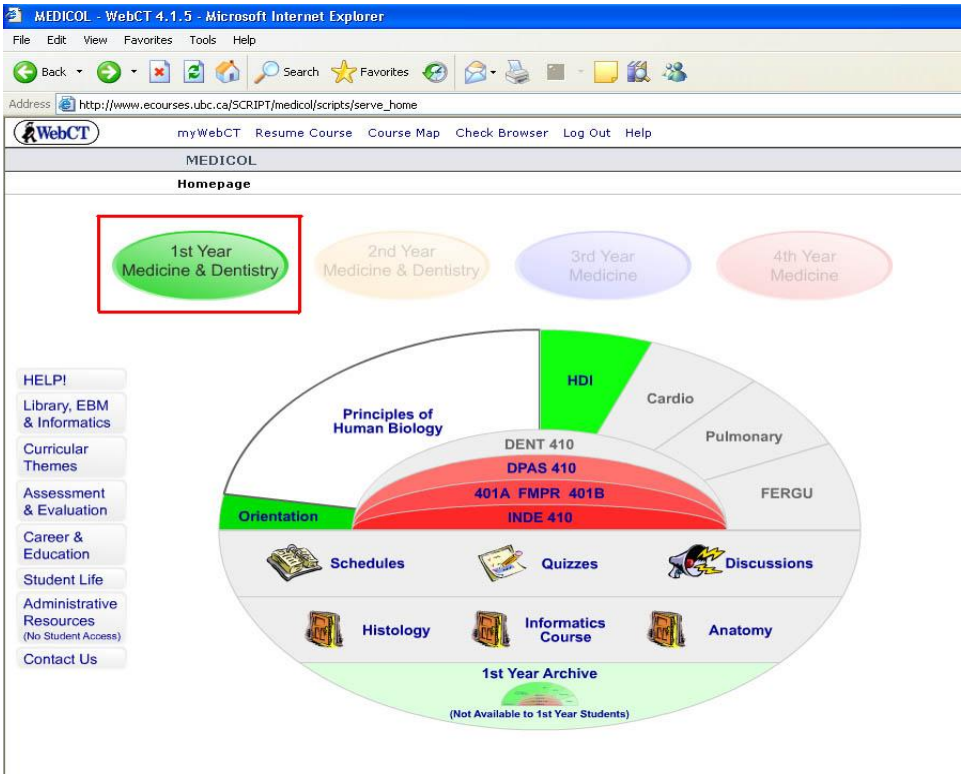
To do: sample block resource step-by-step (captures?),

- navigation features on typical page e.g. breadcrumbs
- returning from being bumped out to elt login page (browser goto/history) (Included in user help doc by Brian)

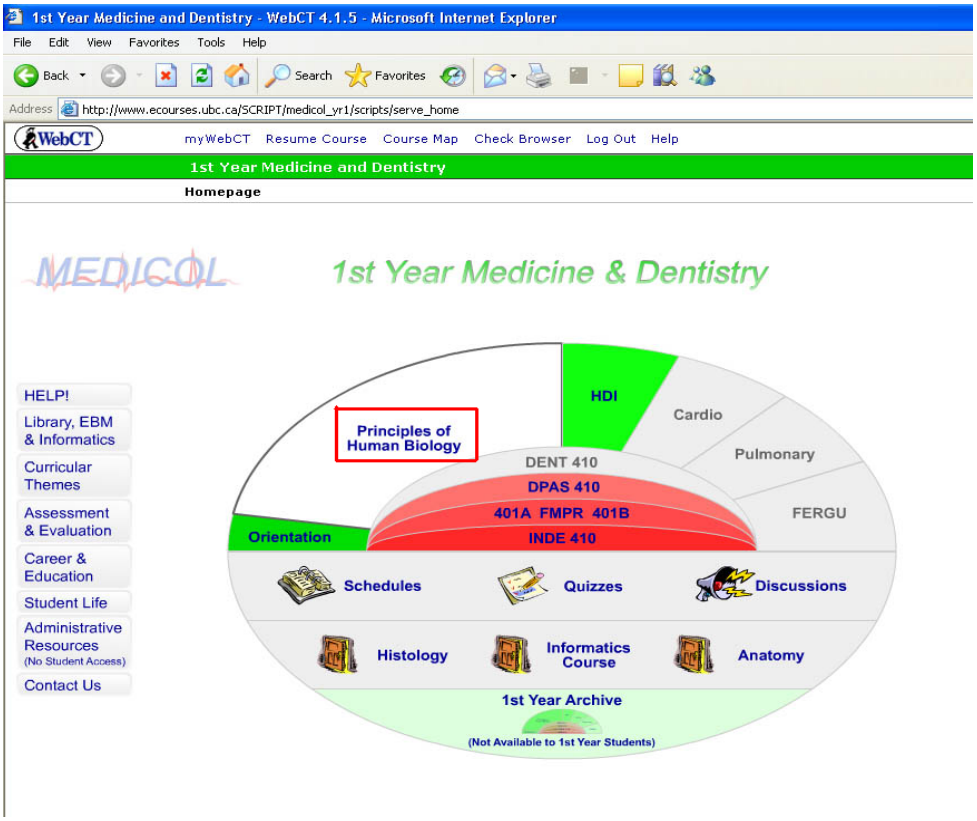
Who?: Elliot

1. How to access Presentations & Handouts on MEDICOL Year 1? Take PRIN block as an example.
    a. First, sign in to MEDICOL homepage.

    b. Then hover over '1st Year Medicine & Dentistry' button on the top menu. An oval menu appears under the top menu. Two ways to reach PRIN block: click PRIN button in the oval menu (go to step 4), or click '1st Year Medicine & Dentistry' button on the top menu, then to PRIN (go to step 3).

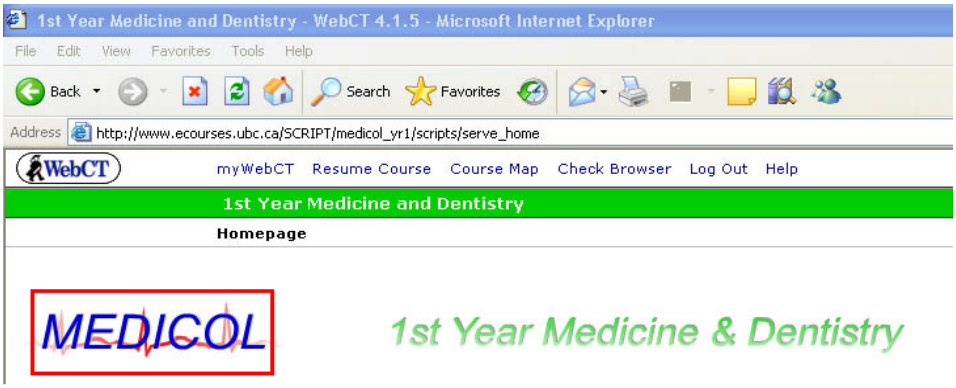


c. Click '1st Year Medicine & Dentistry' button, the 1st year menu shows up replacing MEDICOL homepage.

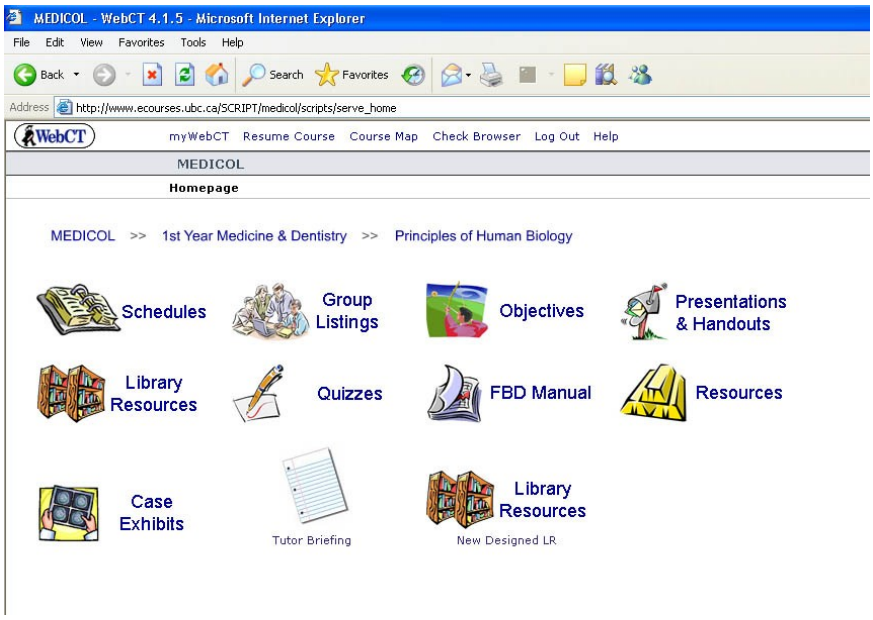


d. Then click green PRIN button in the oval menu.

Tips: Click MEDICOL (top-left) icon to go back to MEDICOL homepage.



e. PRIN block main page shows up with a breadcrumb on the top.



Here's the list of content you normally expect to find out in PBL blocks:

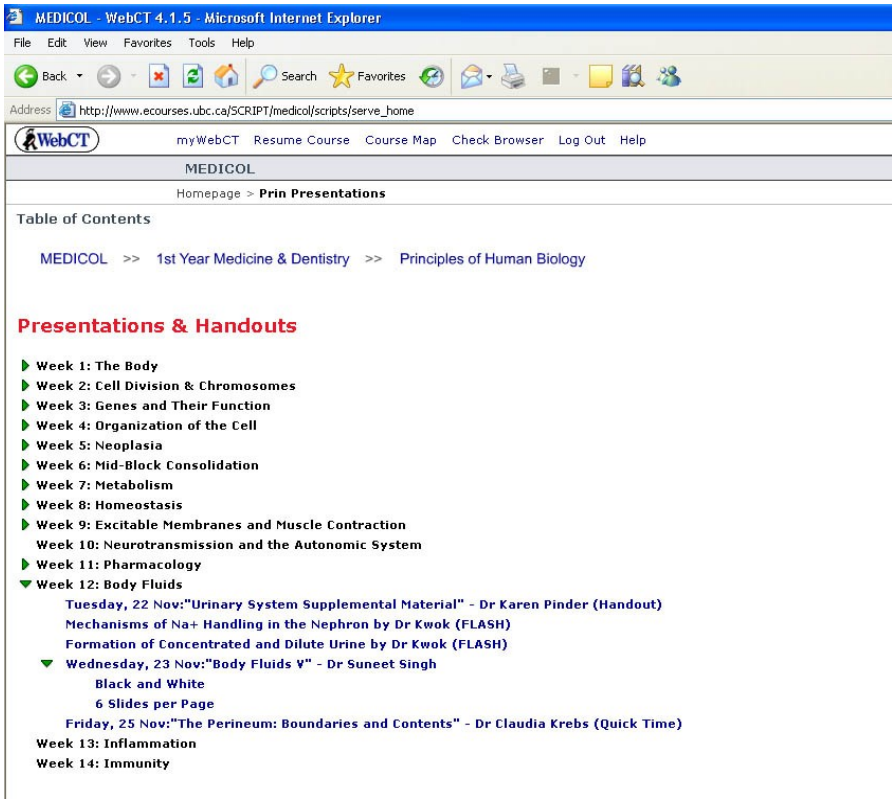
- Schedules
- Group Listings
- Syllabus
- Objectives
- Presentations/Handouts
- Library Resources
- Quizzes
- Case Exhibits
- Online Modules
- Extra Resources
- (Tutor Resources) etc.

Here's the list of content you normally expect to find out in longitudinal courses:

- Schedules
- Group Listings

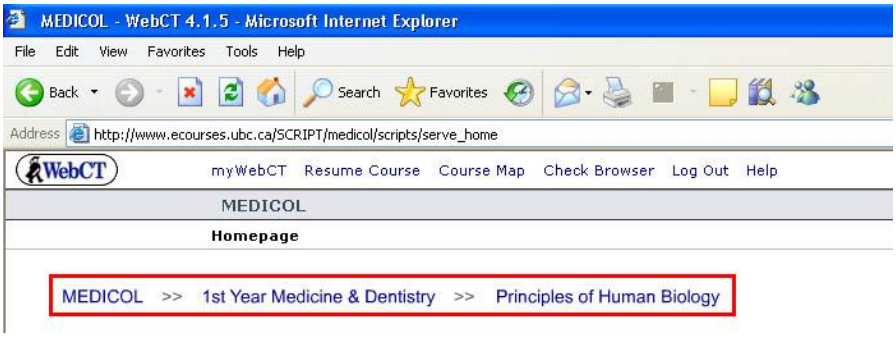
- Syllabus
- Student Manuals
- Student Resources (Learning Materials, Presentations/Handouts)
- Assignments
- Library Resources
- (Tutor Resources) etc.

f. Then click ‘Presentation & Handouts’ icon. The ‘Presentation & Handout’ section appears in the same page.



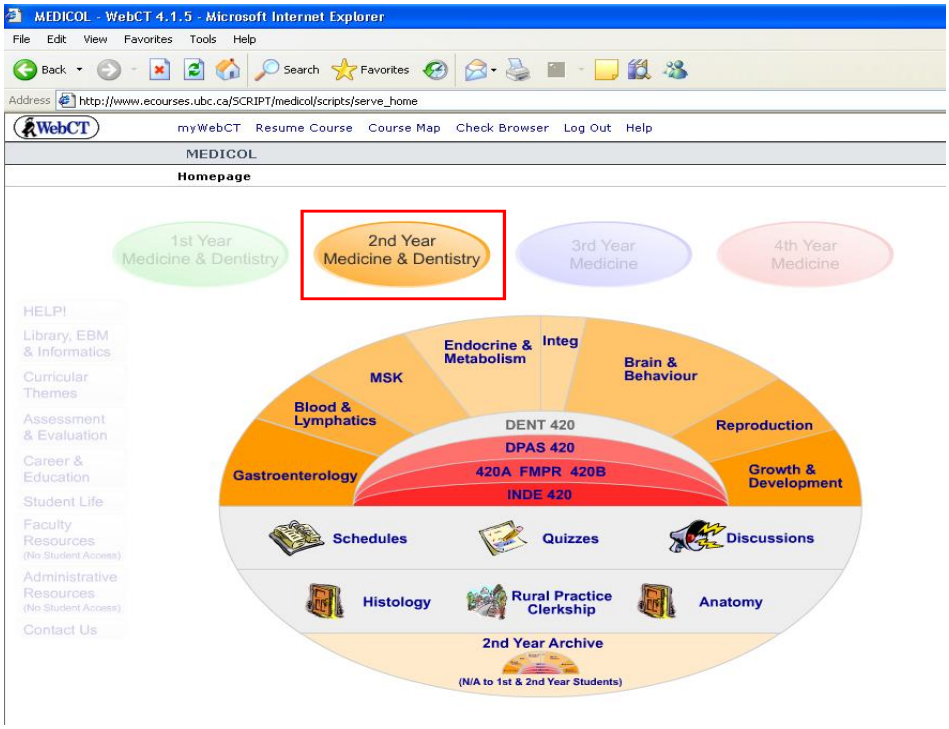
Tips:

- Click ‘Principles of Human Biology’ in the breadcrumb to go back to PRIN main page.
- Click ‘1st Year Medicine & Dentistry’ in the breadcrumb to go back to 1st Year menu.
- Click ‘MEDICOL’ in the breadcrumb to go back to MEDICOL homepage.

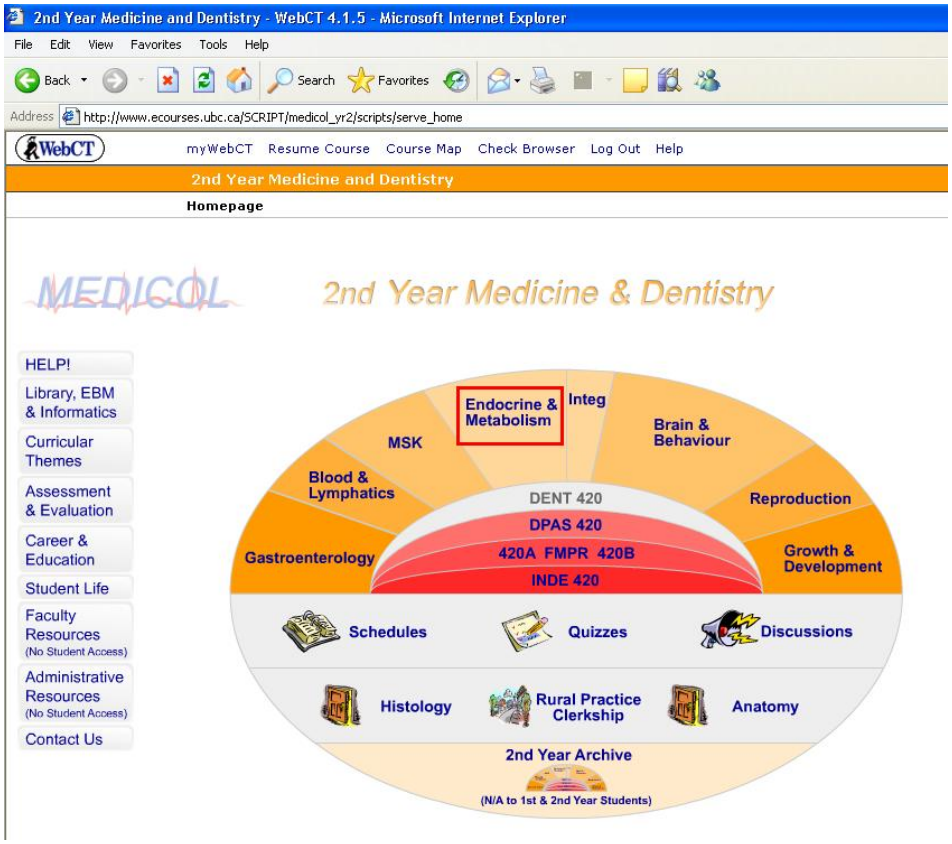


2. How to access Online modules on MEDICOL Year 2? Take Endocrine & Metabolism block as an example.
    a. First, sign in to MEDICOL homepage.

    g. Then hover over ‘2nd Year Medicine & Dentistry’ button on the top menu. An oval menu appears under the top menu. Two ways to reach E&M block: click E&M button in the oval menu (go to step 4), or click ‘2nd Year Medicine & Dentistry’ button on the top menu, then to E&M (go to step 3).

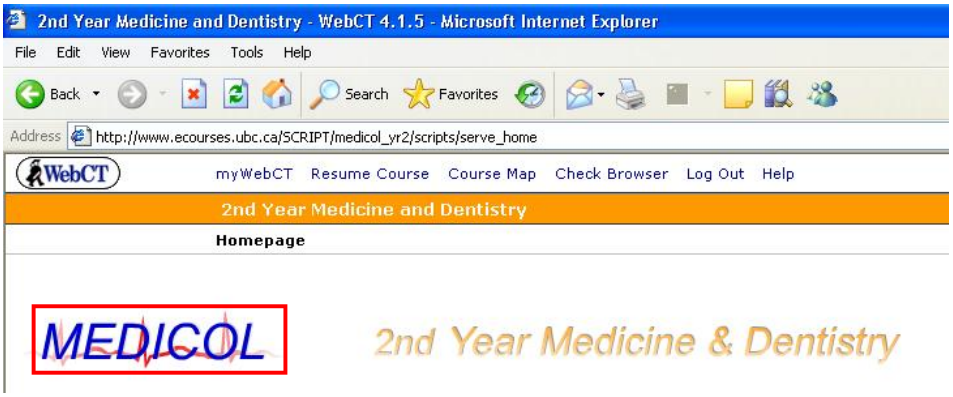


h. Click ‘2nd Year Medicine & Dentistry’ button, the 2nd year menu shows up replacing MEDICOL homepage.

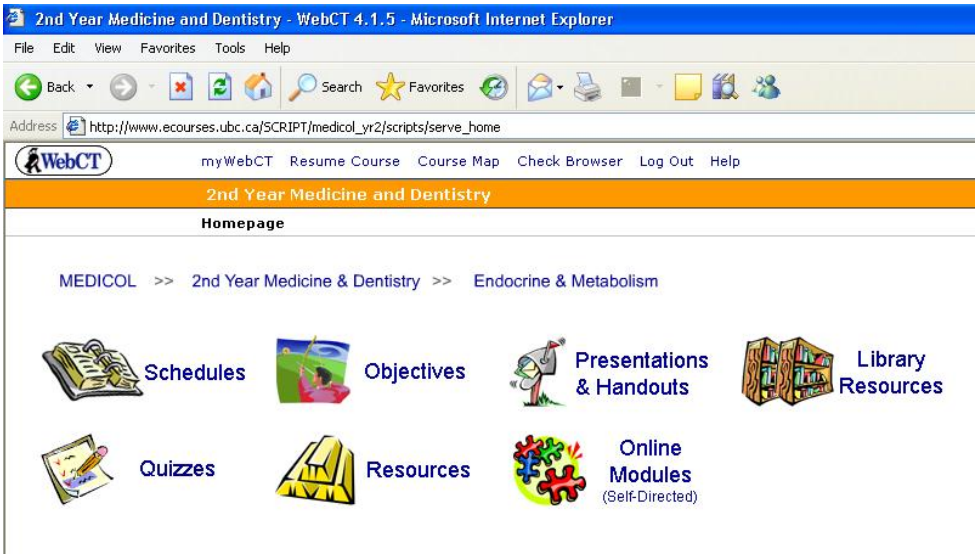


Then click green E&M button in the oval menu.

Tips: Click MEDICOL (top-left) icon to go back to MEDICOL homepage.



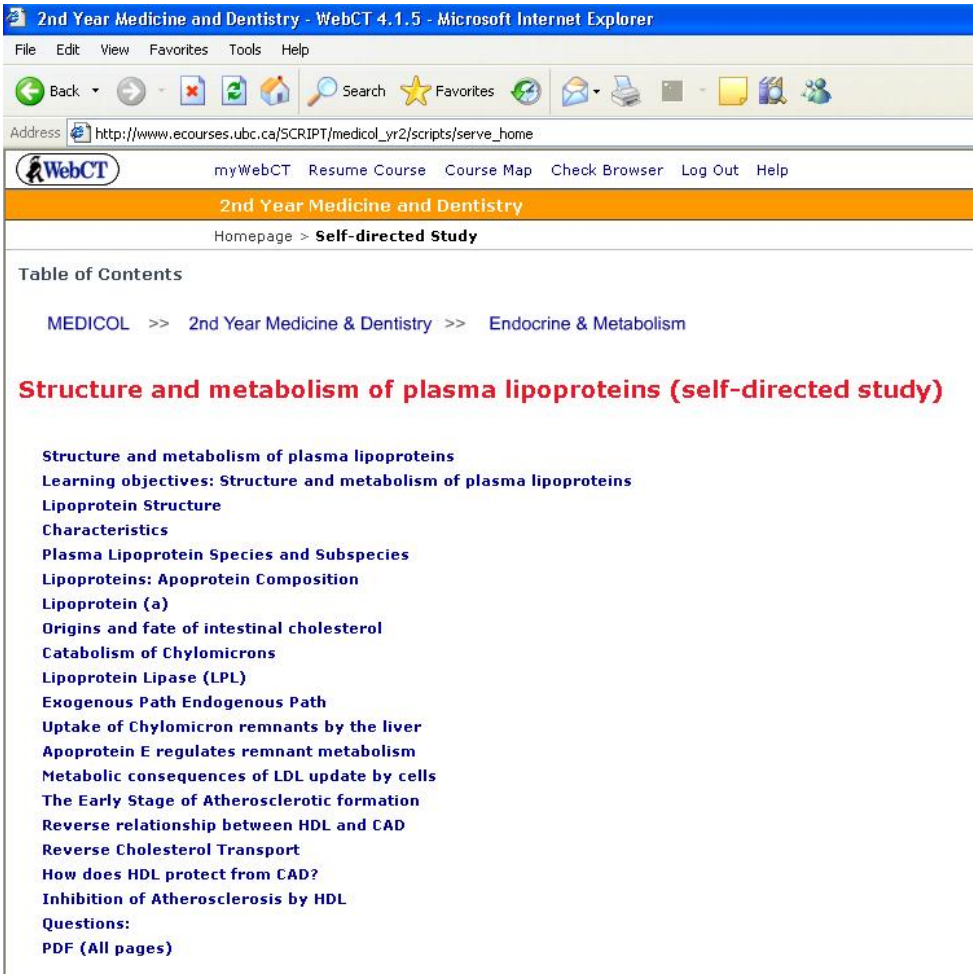
i. E&M block main page shows up with a breadcrumb on the top.



Here's the list of content you normally expect to find out in PBL blocks:

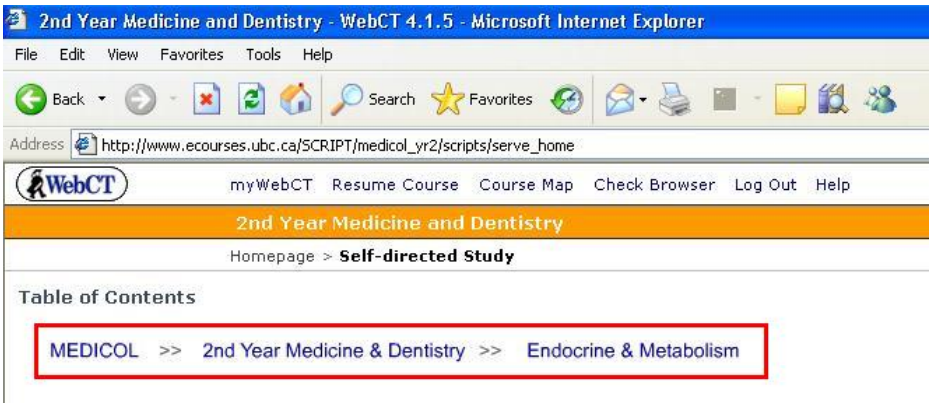
Schedules
Group Listings
Syllabus
Objectives
Presentations/Handouts
Library Resources
Quizzes
Case Exhibits
Online Modules
Extra Resources etc.

Then click 'Online Modules' icon. The 'Online Modules' section appears in the same page.



Tips:

- Click ‘Endocrine & Metabolism’ in the breadcrumb to go back to E&M main page.
- Click ‘2nd Year Medicine & Dentistry’ in the breadcrumb to go back to 2nd Year menu.
- Click ‘MEDICOL’ in the breadcrumb to go back to MEDICOL homepage.

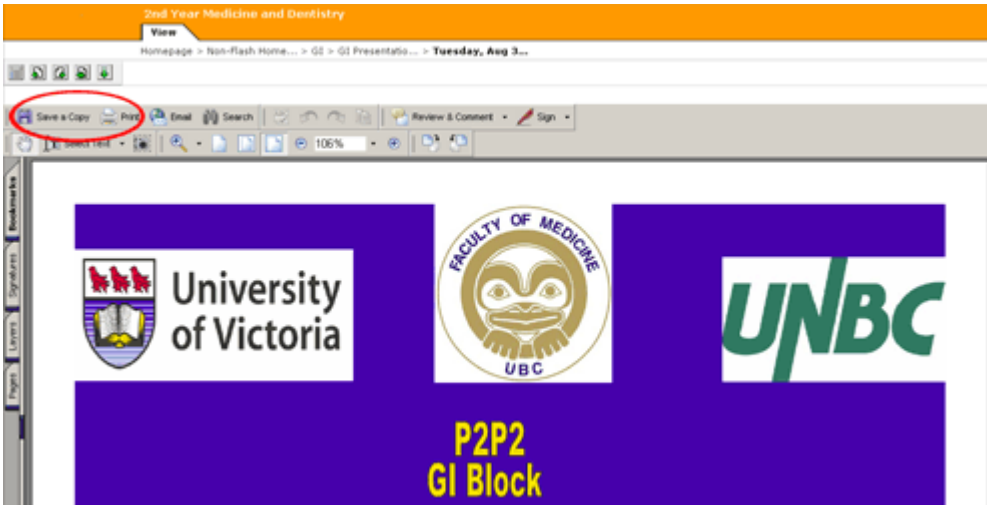


Printing, Saving, Quizzes and Posting to the Discussion Board

Printing and Saving

- PDF Documents

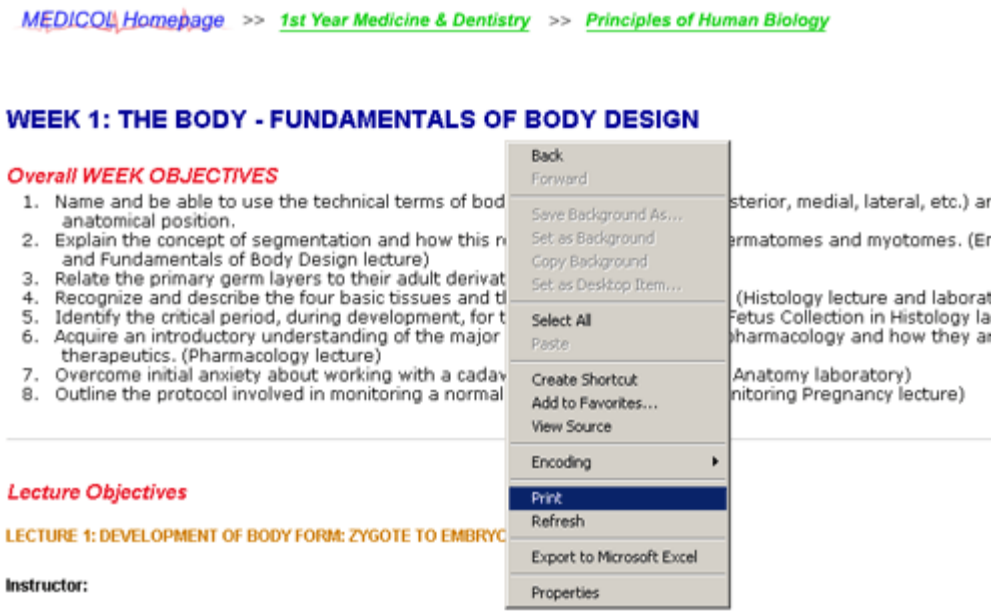
  PDF Documents can be printed and saved using the buttons on the PDF navigation bar that appears when the document is loaded. Due to copyright, intellectual property and edition concerns, text and images cannot be copied from PDF documents on MEDICOL.



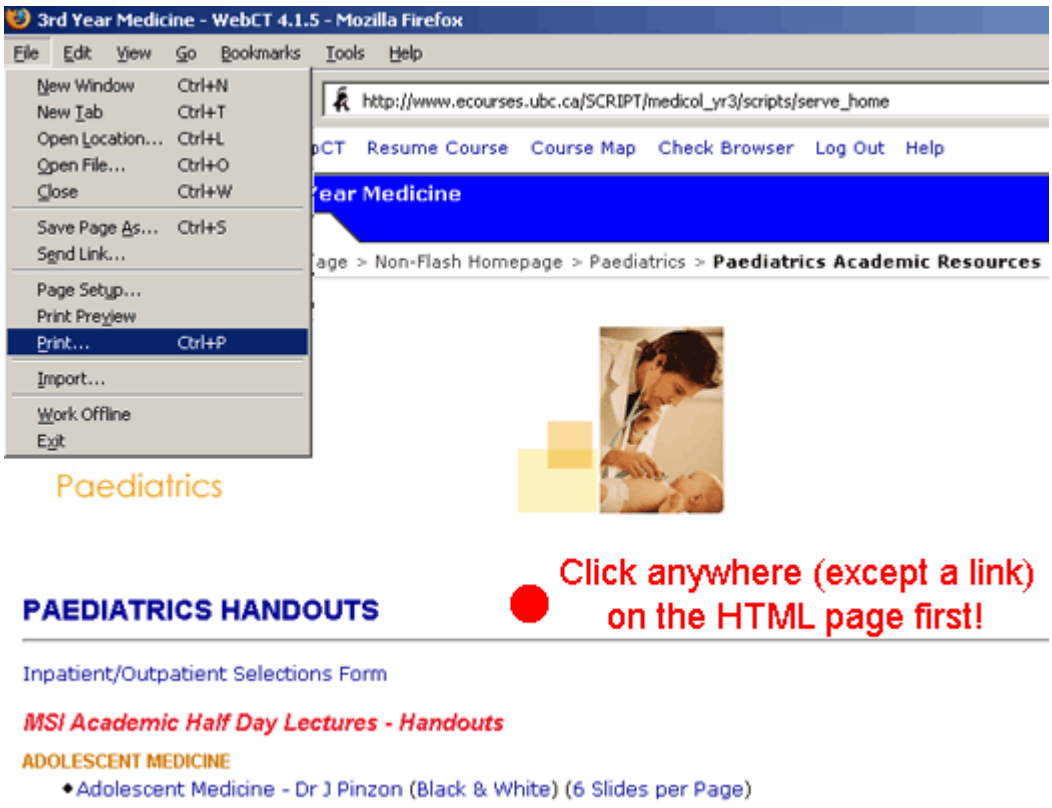
- HTML Documents

  HTML documents require a bit more ingenuity depending on your operating system and browser version. There are effectively two ways that will work for most systems:

  a. PC-based systems using IE can right-click directly on the HTML page and select print



b. Firefox users on PC or Mac (Safari and IE are not recommended on Mac systems) must print HTML pages by clicking “File” > “Print” in the browsers main menu. To print the correct part of the page, click anywhere (except a link) on the HTML page first.



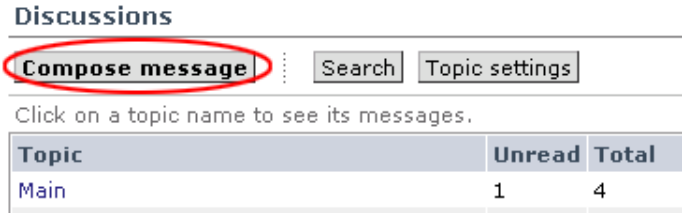
Discussion Board Posting and Viewing

The discussion tool is a great way to communicate student-to-student and student-to-faculty when arranged. The discussion tool can be used to discuss issues related to each week's case, and it's a good way to get in touch with a block chair, week chair, lecturer, or other faculty. You can access each year's discussion board by clicking on the "Discussions" button on the appropriate Navigation Oval.

Discussion Tool Instructions:

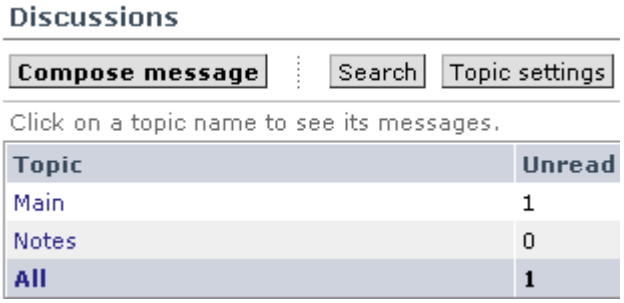
- Composing (posting) an Original Discussion Message

If you wish to compose an original message, click on the "Compose Discussion Message" button. **Be aware that composing a new message starts a new thread.**



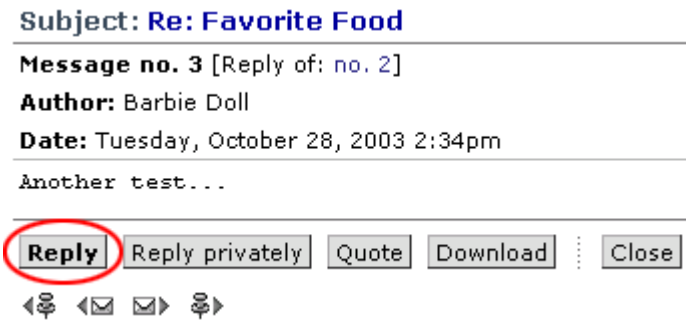
- Reading a Discussion Message

You can read your messages by selecting one of the topics (All, Main, or Notes for example). Your instructor may create discussion groups that are not available to students in other groups. Those will be private. All other messages will be public. "All" contains messages from all public topics. "Main" contains messages from the main discussion area.

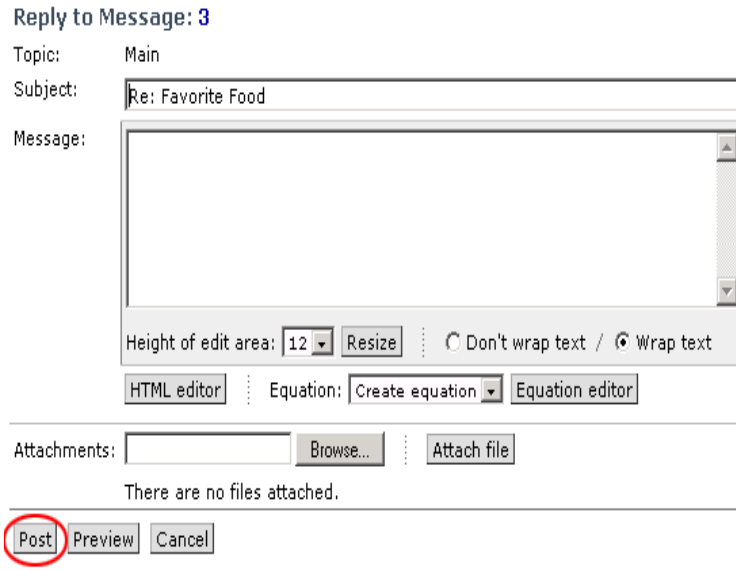


- Replying to a message

If you wish to reply to a message, click on the "Reply" button.

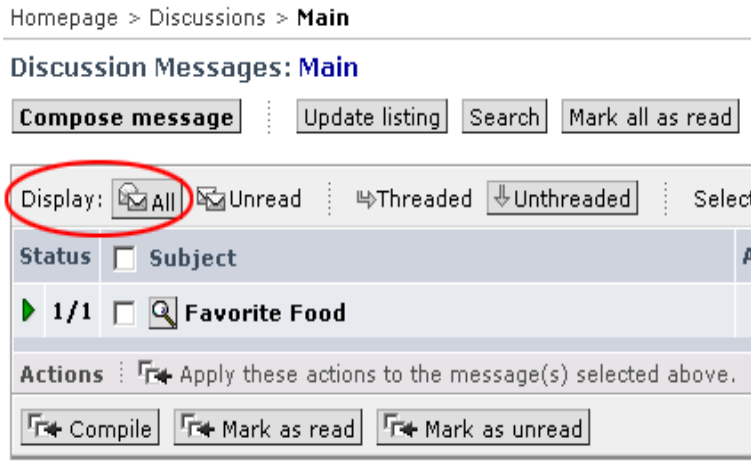


Type your message into the "Message" textbox. If you wish to send just the message in the box, click on the "Post" button. **If you want to attach a file, browse to find the file and then click “Attach file”. If you just select it and don’t click “Attach file” it will not be attached.**



- You also may want to know about “Display All” vs. “Display Unread”

Select between "Display: All" and "Display: Unread." You can select to view of the messages, or to view only the unread messages. An unread message will show an icon that looks like a closed envelope, while a read message shows an open envelope. The view in this image is "Display: Unread" – you can tell because the “All” button can be clicked.



“Threaded" vs. "Unthreaded"

Select between "Threaded" and "Unthreaded." This picture shows an unthreaded view. The unthreaded view shows all of the messages in chronological order according to the date. Click the message that you want to read by clicking on the linked subject line.	

What's New?

Coming in September 2006, this feature will be integrated with the main MEDICOL homepage. It will be included with the welcome message and contain all of the features listed under "Help!" as well as the following component, "FAQ's".

Additional Resources

- FAQ
- Software Requirements
- Hardware Requirements
- Troubleshooting
- Whom to Contact for Help