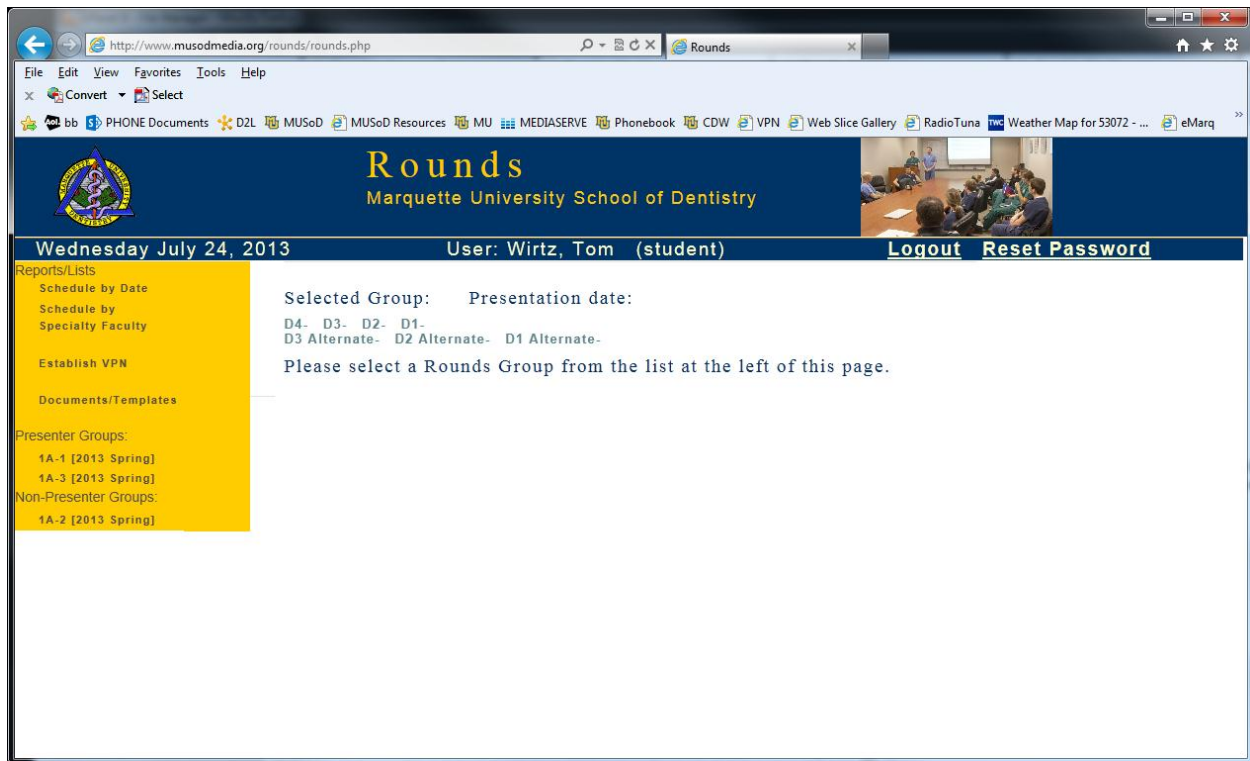


## Overview



A Rounds Web Site has been established to provide better support for a wider range of devices (computers/tablets/smartphones) and browsers (Internet Explorer, Safari, FireFox, and Chrome). Although the interface has changed, we anticipate the functions are simple and intuitive.

## Web Page Layout

The screenshot shows the MUSoD Rounds web application. The browser address bar displays <http://www.musodmedia.org/rounds/rounds.php>. The page header includes the site logo, the title "Rounds", and the affiliation "Marquette University School of Dentistry". A navigation bar shows the date "Thursday, July 25, 2013" and the user information "User: Wirtz, Tom (student)". To the right of the user information are links for "Logout" and "Reset Password".

On the left side, there is a yellow sidebar menu with the following options: "Reports/Lists", "Schedule by Date", "Schedule by Specialty/Faculty", "Relaxation VPN", "Documents/Templates", "Presenter Groups", and "Non-Presenter Groups".

The main content area is divided into several sections, each with a table of data:

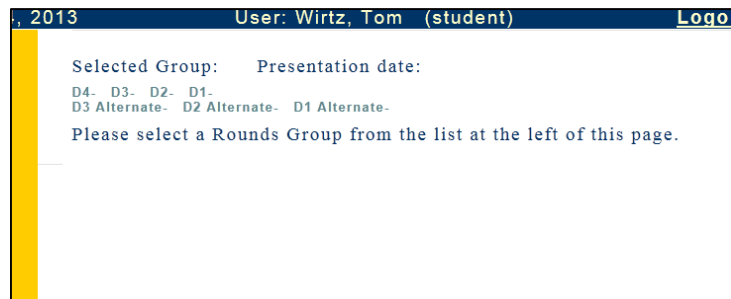
- Selected Group:** 1A-1 [2013 Spring] **Presentation date:** 6/30/2013
- Group Members:** D4-Alpers, Kristopher D3-Wirtz, Tom D2-Azer, Hany D1-Alternata D2 Alternata D1 Alternata
- Presentation Files:** A table with columns: Presentation Files, Group Leader Approval, Uploaded by, Upload Date, Download, Replace, Remove. It lists items like "D4 - Presentation", "D4 - Case Due 05/09/2013", "D3 - PICO Question", "D2 - Pathology", "D1 - Basic Science", "D3 Alternate - PICO Question", "D2 Alternate - Pathology", and "D1 Alternate - Basic Science".
- Articles Title / Author:** A table with columns: Articles Title / Author, Uploaded by, Upload Date, Show to Post an Article. It lists articles like "Domestic water and dental caries / HT Dean" and "Assessment of mothers' participation in a program of prevention and control of caries and periodontal diseases for infants / Silva RA".
- Additional Files/Images:** A table with columns: Additional Files/Images, Uploaded by, Upload Date, Download, Replace, Remove. It lists files like "fback.jpg" and "tevilanofarc.jpg".
- Self Evaluation:** A table with columns: Self Evaluation, Submitted by, Submission Date, Discussion Question. It lists items like "D1" and "D2 - 354".
- Submitted by:** A table with columns: Submitted by, Submission Date, Discussion Question. It lists items like "D1" and "D2 - 354".

Numbered callouts (1-10) are placed on the image to identify key features: 1 points to the left menu bar, 2 points to the user name and role, 3 points to the Logout button, 4 points to the Reset Password button, 5 points to the Selected Group information, 6 points to the Presentation Files table, 7 points to the Articles / Classify Articles table, 8 points to the Additional files and images table, 9 points to the Self-evaluation for presenters table, and 10 points to the Discussion questions table.

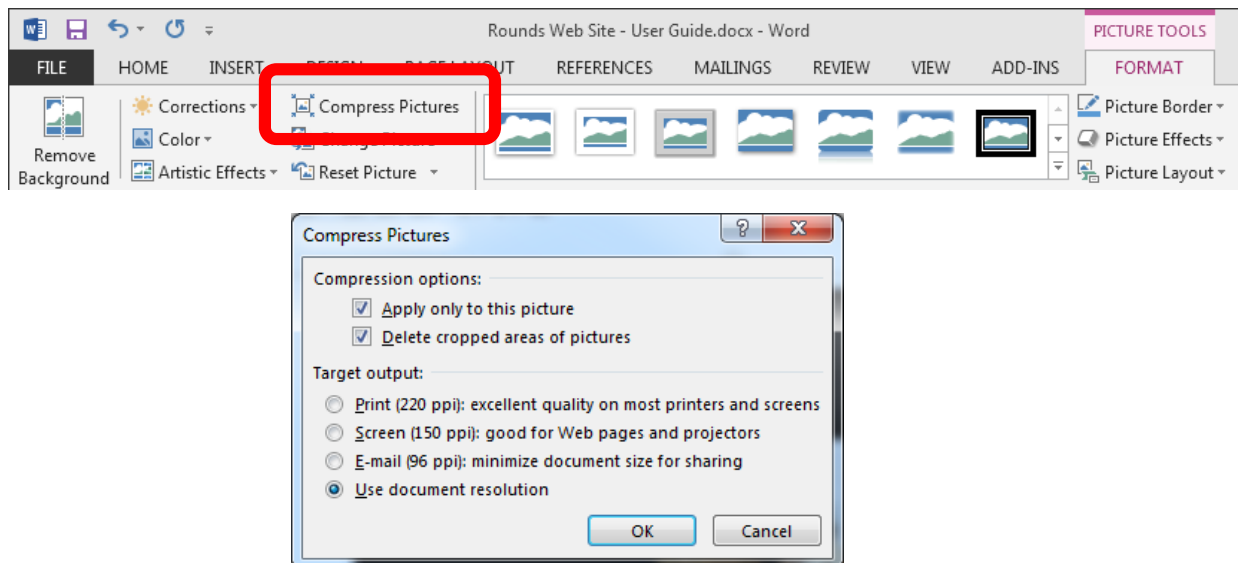
1. Left menu bar
2. User name and role
3. Logout
4. Reset password
5. Information about selected group
6. Presentation Files
7. Articles / Classify Articles
8. Additional files and images
9. Self-evaluation for presenters
10. Discussion questions

## Items of Note

- After completion of some features, the main window is blank. You need to select a group. For example, you are working in Group 2B-4 and upload the presentation. After the upload, the main screen is blank. Select the group from the left menu to continue working.



- If you include images in your Word document, compress the pictures to keep the files size small. To compress pictures:
  - Select Image
  - Click on “Picture Tools Format” Tab in ribbon at top of page
  - Click option to “Compress Pictures”



- In “Compress Pictures” window
  - Uncheck box “Apply only to this picture”. We want to compress all images in the file.
  - In “Target output”, select either “Screen” or “E-mail” option.
  - Click “OK” to compress images
- Save the document.

- You will not be able to post a PowerPoint file; many PowerPoint files with images are 100MB and larger. Instead, save the presentation as a PDF and post the PDF.
- Several forms will now be submitted on-line through this Rounds web site. This includes the listing of articles, classification of articles, and self-evaluation for D2-D4.
- Most documents posted are Word and PDF files. Some devices/browsers are not configured to display these documents. Some devices/browsers download the file rather than open in the browser to view. Here are some things you can try to view the file:
  - Right-click and choose “save-as”
  - Right-click and choose “open”
  - On tablets and smartphones, press and hold on the word “Download” and select an option from the tablet to open/download/view the file.
- Right-click on “Down-load” and “Link” options to open the item in another tab. This way, the Rounds web site stays loaded in a tab and can be used to view other information.
- D3 students need to post information about articles used in the presentation. Copyright agreements prevent us from posting copies of articles on the web pages. So D3 students should post the title of the article, the author, and a link to the main PubMed page.
- Most features on this site work off-campus or on-campus. However, to access full text or PDF of articles through the library, the user should first establish a VPN connection. A link to the university page to establish the VPN exists in the left menu bar.
- Presentation due dates and due dates for group leader approval appear only for the presenters. For example, the students from the presenting group will see the due dates for their presentation, but will not see due dates for presentations in which they are observers.

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## Features by User

### Students

- As a presenter, you can
  - post your presentation files,
  - post links for articles to be reviewed,
  - post additional files for the presentation such as x-rays or other images
  - submit your self-evaluation
  - view discussion questions
- As an observer, you can
  - view presentation files and additional files and images
  - view and classify articles
  - view and post discussion questions
- View the Rounds schedule
- Access documents and templates

### Faculty

- You can view information for all groups
  - presentation files
  - articles
  - additional files and images
  - discussion questions
- View the Rounds schedule
- Access documents and templates

### Group Leader

- Approve case and topics for your group
- Review due date for presentation files that have not been submitted

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## Frequently Asked Questions

### HOW DO I ACCESS THE NEW ROUNDS WEB SITE?

- Go to [www.musodmedia.org/rounds/login.php](http://www.musodmedia.org/rounds/login.php)

### HOW DO I GET MY PASSWORD?

- At the login page, enter your Marquette e-mail, check the box “I don’t know my password”, and submit. Your password will be e-mailed to your Marquette e-mail account.

### HOW DO I CHANGE MY PASSWORD?

- Once you are logged in, click on “Reset Password” on the title information line.

### WHO DO I CONTACT IF I AM HAVING PROBLEMS?

- If you are having technical problems, contact Mr. Wirtz ([thomas.wirtz@marquette.edu](mailto:thomas.wirtz@marquette.edu) or 414-288-6208).

### I DON'T SEE THE GROUP IN THE LEFT MENU. WHO DO I CONTACT IF I NEED TO BE ADDED AS A PRESENTER OR OBSERVER TO A GROUP?

- Contact Mr. Wirtz ([thomas.wirtz@marquette.edu](mailto:thomas.wirtz@marquette.edu) or 414-288-6208), Ms. Glanzmann ([stephanie.glanzmann@marquette.edu](mailto:stephanie.glanzmann@marquette.edu) or 414-288-7586), or Mr. Pilak ([thomas.pilak@marquette.edu](mailto:thomas.pilak@marquette.edu) or 414-288-7475) .

### WHY IS THE DUE DATE LISTED FOR PRESENTATION INFORMATION SUCH AN ODD DATE (MORE THAN 40 YEARS AGO)?

- If the presentation date has not been set, the due dates do not report accurately.