

CREATING A TEACHING CASE FROM 3MRI PACS (IMAGE UPLOAD)

LOG ON

Go to <https://teachingcases.rad.msu.edu>

In the upper right, **Log In** with your MSU Radiology Windows Login Name and Password

CREATE A CASE & ADD IMAGES

Once logged in, click **Create** in the upper left, then **New Case**—the Case Editor will open

Click the **Case Images** tab and **Open image uploader**

Drag and drop your file(s) or click **Add...** to browse for desired image(s), click **Start upload**. Once complete, close uploader box.

Within the **Case Images** tab, use the black marker tool to cover any burned-in patient identifiers*, to add image captions and/or annotations, or to change the order of images.

**Note: When using the Black Marker tool, check “punch through series” to punch through all uploaded images.*

ADD SOME TEXT

Click on the **Case Text** tab to add descriptive text about the case such as history, findings, diagnosis, differential diagnosis, discussion, and references. Refer to Code of Ethics regarding plagiarism, copyright infringement, protected health information, etc.

Click on the **Case Properties** tab

- A. Add a **Descriptive Title**
- B. Add to **Folder: MR Fellows Submitted Cases**
- C. Leave **Readable By** and **Writable By** as **Owner Only (Private)**
- E. Leave any information that was auto-filled in the **Patient Information** and **Exam Date** sections*
**Note: Patient identifiers will not be made public.*
- F. Select the appropriate **Anatomy** and **Pathology** from the drop-downs

SAVE & SEND YOUR CASE FOR REVIEW

Once you are COMPLETELY done with the case:

- A. Change **Owned By:** by clicking **edit**. Check **Radiology, MSU** and **UNCHECK** your name, click **Submit**
- B. Change **Authored By:** by clicking **edit**. Check **Radiology, MSU** and **UNCHECK** your name, click **Submit**
- C. Type your name in the **Additional Authors** field
- D. Click on **Save Changes**

You must do this
to receive credit!

Each case will go through a review and certification process. You will be given credit unless you are notified otherwise. You will not be able to view the case again until it is certified by an MSU radiologist. Once certified, your cases will be made public, at which time you can view them easily in the MR Fellows Cases folder or with the **Advanced Search** tool by typing all or part of your name in the “Authored by” field. Feel free to contact us at any time to obtain copies (PowerPoint, jpeg, etc.) of your cases.