

myPortfolio Resident User Guide

Table of Contents

1. What's New with myPortfolio?.....	2
2. Portfolio Tour.....	2-6
A. Home.....	2-3
B. Getting Started.....	3
C. Resources.....	3-5
D. CME Credit.....	5-6
3. Tutorial: Uploading a File to myPortfolio.....	7-11

So, what's new with myPortfolio?

The newest version of myPortfolio includes several new features that may be unfamiliar to you.

New Layout – myPortfolio's layout has been updated to provide quicker access to the tools you use most. This user guide will explain the changes made to the layout and provide in-depth information on how each section works.

Tagging Files and Activities – Tags are sortable labels that are assigned to each file or activity uploaded to the Portfolio. When uploading files, you will have default tags corresponding to the ACGME competencies that you may assign to the file or activity. If you wish to add a tag other than the ACGME Competencies, you can add your own tag to a file or activity. You can then sort the contents of your Portfolio by tags you have assigned.

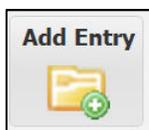
Integration of ACGME Competencies – With our new file/activity tagging feature, you can now assign core ACGME Competency categories to any entry in myPortfolio. We have added an enhanced search feature that allows you to filter myPortfolio entries by competency.

Portfolio Tour

MyPortfolio is organized into several sections to make documenting residents' educational progress an easy process. Below, each section of myPortfolio is explored in further detail.

Home

This section provides a homepage for myPortfolio, including a "News Feed" that details the most recent updates to your myPortfolio. You can access all major functions from this page.



Add Entry – this button is used whenever you wish to upload documents or activities to the Portfolio. For specific instructions on uploading files and activities to myPortfolio, please see page 7-11.

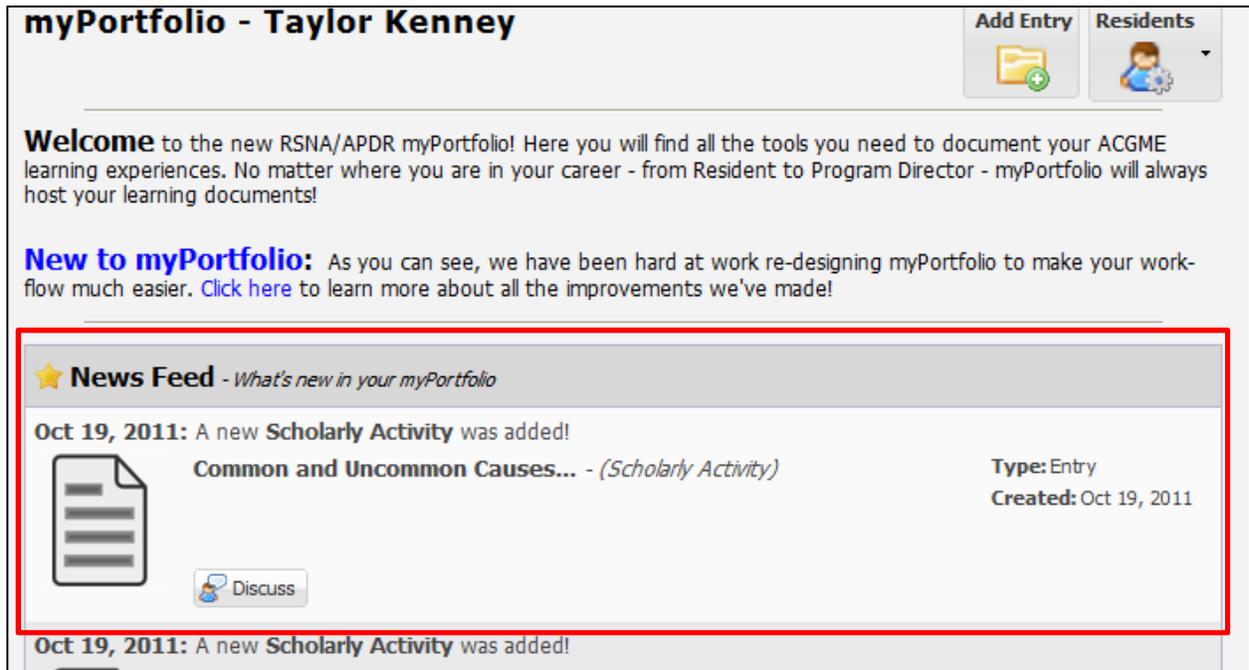
Each entry that is made into the Portfolio will be assigned one of the following resources:

Case Logs	Credentials
Individual Learning	QA/QI
Scholarly Activity	Self-Assessment
Miscellaneous	Summary Evaluation



Residents – this button is used by program administrators to toggle back and forth between resident Portfolios. Clicking on this button will provide a drop-down list of residents; simply click on the resident's name to be taken directly into their Portfolio.

The “Home” page also provides a “News Feed” to keep track of the newest additions to your Portfolios:



myPortfolio - Taylor Kenney Add Entry Residents

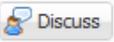
Welcome to the new RSNA/APDR myPortfolio! Here you will find all the tools you need to document your ACGME learning experiences. No matter where you are in your career - from Resident to Program Director - myPortfolio will always host your learning documents!

New to myPortfolio: As you can see, we have been hard at work re-designing myPortfolio to make your work-flow much easier. [Click here](#) to learn more about all the improvements we've made!

★ News Feed - *What's new in your myPortfolio*

Oct 19, 2011: A new **Scholarly Activity** was added!

 **Common and Uncommon Causes...** - *(Scholarly Activity)* **Type:** Entry **Created:** Oct 19, 2011

 Discuss

Oct 19, 2011: A new **Scholarly Activity** was added!

Use the “Home” section as a jumping off point for all of your Portfolio needs.

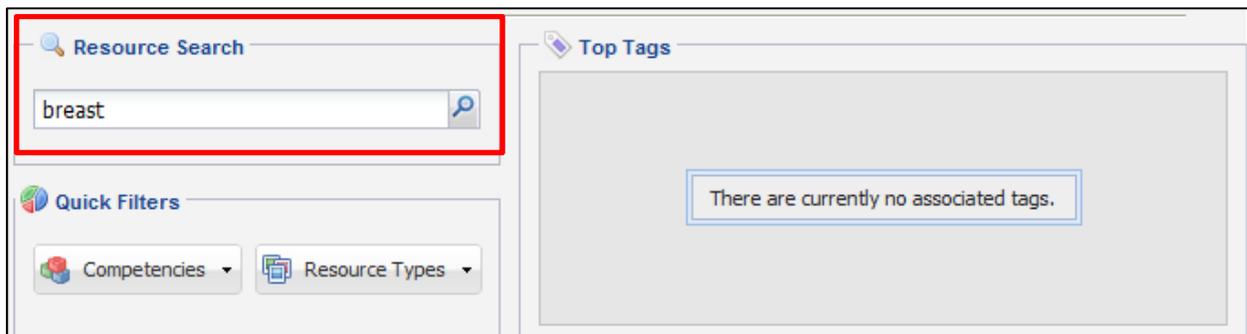
Getting Started

This page describes updates and “need to know” information about myPortfolio. User Guides and FAQs are available from this section, as well as contact information in case you have questions. Updates to myPortfolio are documented here, so check back frequently for new updates!

Resources

This section allows you to sort, search, and view entries (“resources”) into myPortfolio.

Resources Search – Use this feature to search resources (files or activities) uploaded to myPortfolio. Simply type in your search term, and press the magnifying glass button to begin your search.



Resource Search

breast

Quick Filters

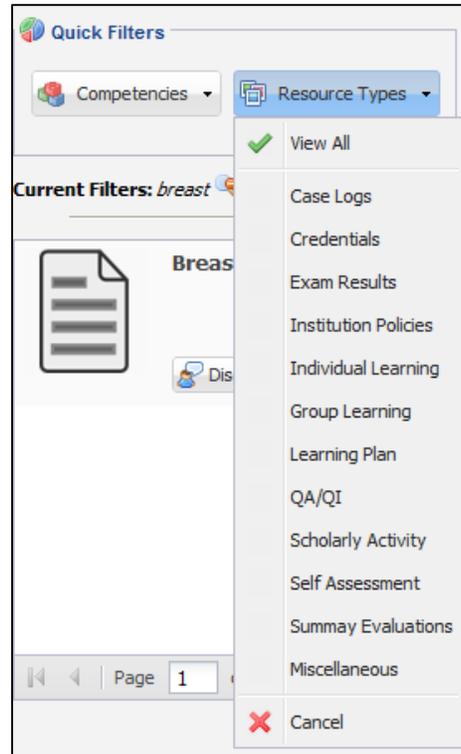
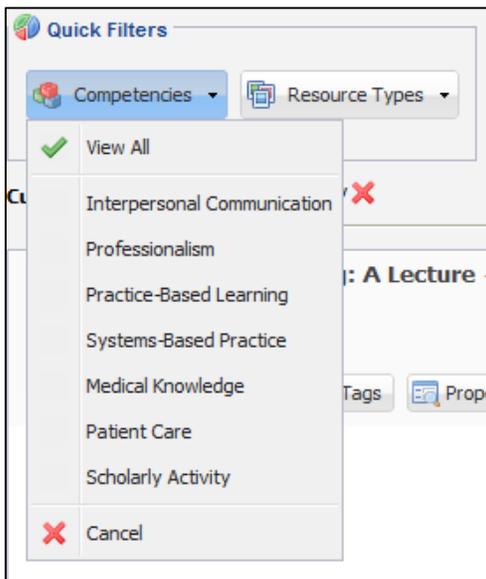
Competencies Resource Types

Top Tags

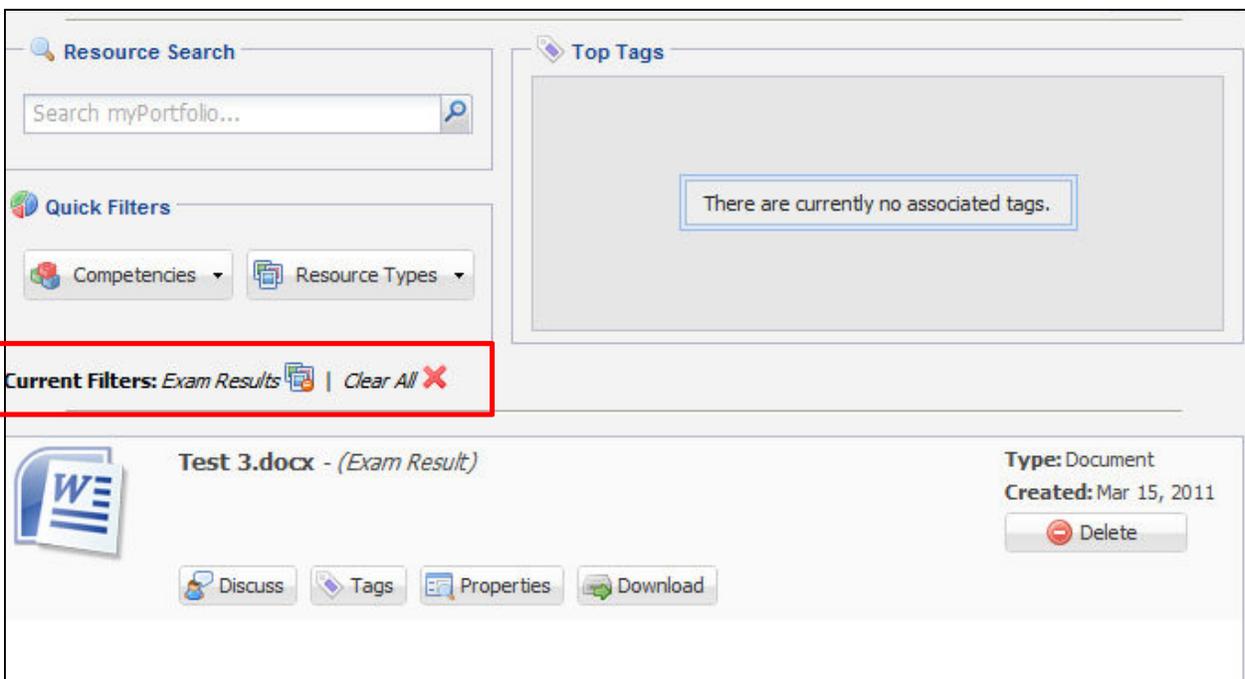
There are currently no associated tags.

Quick Filters

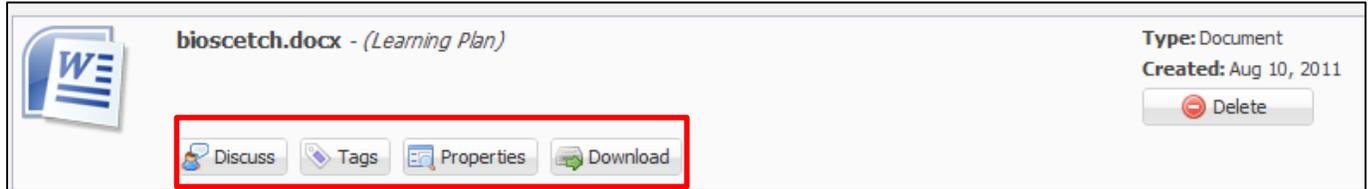
This section allows you to filter files and activities in myPortfolio by either Competency or Resource Type. Choosing a resource type or competency will filter those search results to the top of your Resources page.



When doing multiple searches, remember to clear your filters! To clear a search filter, hover your mouse over the filter and click to delete. To clear all filters, click "Clear All"



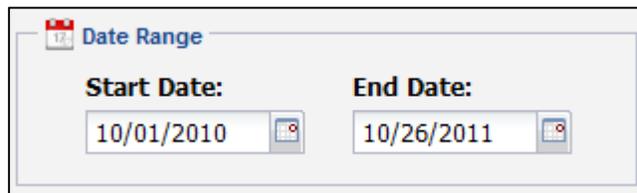
You can also edit files uploaded to myPortfolio by using the function buttons right under your file in myPortfolio:



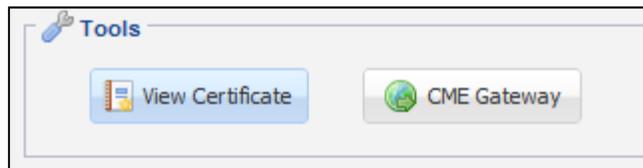
CME Credits

This section of myPortfolio documents CME credits obtained by the resident.

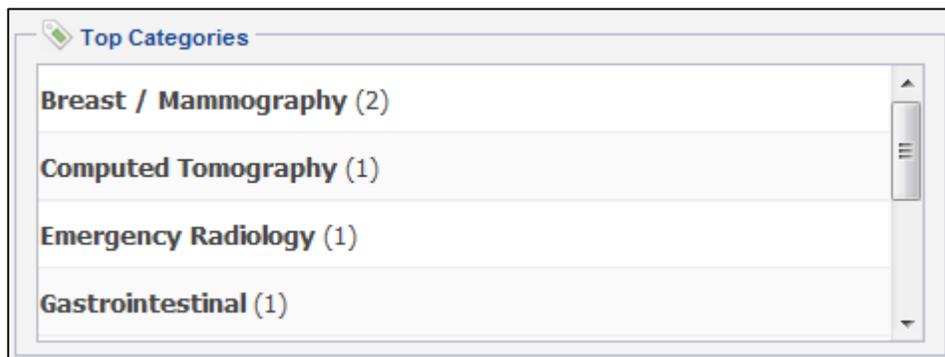
Date Range – use this functionality to search for CME credits in a certain time-frame. Click on the calendar icon to change the Start and End date, or simply type in the dates you wish to use. myPortfolio will automatically populate all CME credits during that time period.



Tools – this area provides quick-links to view a cumulative CME certificate or to access the CME Gateway with a click of a button.



Top Categories – this area provides a quick overview of the top categories of CME credits you have obtained. You can easily keep track of your completed CME requirements by using this feature.



CME Credits - Resident CME credits are displayed in the panel below the search options detailed above.

Totals - AMA PRA Category 1 Credits™: 4.5 SAM Credits as qualified by the ABR: 2	
RY-MS-RAD-11-1983 ~ Pulmonary Volume Loss and Diaphragm Shift after Endobronchial Valve Placement: Documentation by Standard Chest x-ray	
Date Awarded: October 21, 2011	AMA PRA Category 1 Credit™: 0.5
Self-Assessment Module: Imaging Pregnant Patients – Appropriateness & Risk	
Date Awarded: October 6, 2011	AMA PRA Category 1 Credits™: 2.5
Categories Genitourinary OB/GYN Quality Assurance	SAM Credit as qualified by the ABR: 1
Self-Assessment Module: Acute Conditions of the Abdomen	
Date Awarded: September 15, 2011	AMA PRA Category 1 Credit™: 1.5
Categories Computed Tomography Emergency Radiology Gastrointestinal	SAM Credit as qualified by the ABR: 1
Page 1 of 1	Displaying 1 - 3 of 3

Tutorial: Uploading a File to myPortfolio (any section)

1. Log into myRSNA, and access myPortfolio
2. Look for the button in the upper-right that says, "Add Entry"

The screenshot shows the myPortfolio dashboard for Taylor Kenney. On the left is a navigation menu with sections: myDashboard, mySearch, myFiles & Bookmarks, myGroups, myCommittees, and myPortfolio. The myPortfolio section includes links for Home, Getting Started, Resources, CME Credits, and Administration. The main content area features a welcome message, a news feed with two entries (a Learning Plan and an Individual Learning entry), and an 'Add Entry' button highlighted with a red box in the top right corner.

3. On the next screen, you'll be asked to select what type of upload you'd like to do. Choose the area that best fits your needs

The screenshot shows the 'Add an entry to myPortfolio' wizard. The title is 'Welcome to the myPortfolio Entry Wizard!' and the instruction is 'Select type of entry you would like to add:'. On the left is a list of entry types: Case Logs, Credentials, Individual Learning, Learning Plan, QA/QI, Scholarly Activity, Self Assessment, Miscellaneous, and Summary Evaluation. A red box highlights the 'Upload a file' button. To the right of the buttons is a question: 'Would you like to upload a file as Documentation of Individual Learning, or fill out a form to create an entry?'. At the bottom are buttons for Cancel, Back, Next, and Finish.

4. If you have chosen a section that allows you to upload files or fill out a form, you'll be asked to select whether you'd like to "Upload a File" or "Fill in a Form".

The screenshot shows a sidebar menu on the left with the following items: Case Logs, Credentials, Individual Learning (highlighted with a red box), Learning Plan, QA/QI, Scholarly Activity, Self Assessment, Miscellaneous, and Summary Evaluation. The main content area contains the text: "Would you like to upload a file as Documentation of Individual Learning, or fill out a form to create an entry?". Below this text are two buttons: "Upload a file" (with a file icon) and "Fill in a form" (with a form icon), both highlighted with red boxes.

5. Click "Next" when you are ready to proceed.

The screenshot shows a "Summary Evaluation" section at the top. At the bottom of the interface, there are four buttons: "Cancel" (with a red X icon), "Back" (with a left arrow icon), "Next" (with a right arrow icon and highlighted with a red box), and "Finish" (with a green checkmark icon).

6. On the next screen, you will be asked to either browse your computer to find the file you wish to upload or fill out a form for the activity.

To Upload a File:

Use the "Browse" button to select your file.

The title of your document will be automatically populated based on your file name. If you'd like to change the file name, simply click inside the "Title" box and begin typing.

When you're ready, click "Next".

 **Add an entry to myPortfolio**

Select your Individual Learning file

Use the form below to select which file you would like to upload.
If you'd like to rename the file, just edit the "Title" field.

File:  Browse... 

Title: 

 Cancel  Back  Next  Finish

To Fill in a Form

To fill out a form for an activity, simply fill in the blanks provided.

 **Add an entry to myPortfolio**

Complete the form below

Fill in the form to create a "learning plan" entry.

Topic/Question: 

Category:  

Entry Date:  

Admin Notes: 

Why do you need to know this?:

Sources: 

Answer/Result: 

Follow-up/action taken as a result: 

 Cancel  Back  Next  Finish

When you're ready, click "Next".

7. On the next screen, you'll be asked to add tags to your document.

Tags are labels you put on each file or activity uploaded to the Portfolio. The default tags available for myPortfolio documents correspond with the ACGME Core Competencies for residents. Simply click on the checkbox next to the competency you wish to assign to this file or activity.

Add an entry to myPortfolio

Core Competencies & Additional Tags

Use the checkboxes below to flag your new entry with one or more of the ACGME Core Competencies.

While you're at it, check out the tagging area to add RadLex (or custom term) tags to your entry for easy searching and organization.

Core Competencies: ⓘ

<input type="checkbox"/> Interpersonal Communication	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Practice-Based Learning
<input type="checkbox"/> Systems-Based Practice	<input checked="" type="checkbox"/> Medical Knowledge	<input type="checkbox"/> Patient Care
<input type="checkbox"/> Scholarly Activity		

Add Tags: Enter your tags here... + ▼ ⓘ

Begin typing in the text area above to automatically search for RadLex terms or add your own tag by clicking the "plus" button.

Page 1 of 0 ⏪ ⏩ ↻ No data to display

✖ Cancel ⏪ Back ⏩ Next ✔ Finish

Or, if you'd like to add your own tag, use the "Add Tags" area to enter your tag for this file or activity. Press the green plus button to add this tag to your file or activity.

Add an entry to myPortfolio

Core Competencies & Additional Tags

Use the checkboxes below to flag your new entry with one or more of the ACGME Core Competencies. While you're at it, check out the tagging area to add RadLex (or custom term) tags to your entry for easy searching and organization.

Core Competencies:

<input type="checkbox"/> Interpersonal Communication	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Practice-Based Learning
<input type="checkbox"/> Systems-Based Practice	<input checked="" type="checkbox"/> Medical Knowledge	<input type="checkbox"/> Patient Care
<input type="checkbox"/> Scholarly Activity		

Add Tags:

Begin typing in the text area above to automatically search for RadLex terms or add your own tag by clicking the "plus" button.

Page 1 of 0

No data to display

8. Once you have assigned tags to your file or activity, click "Finish".

9. Your file or activity will be added to myPortfolio and will appear at the top of your "News Feed". To view the activity or file you just uploaded, visit the "Resources" section of myPortfolio.