

UNESCO Chair for Distance Learning

(Instructor's Guide



the OESO arm for
Continuing Medical
Education

Overview

This guide is intended for the instructor wishing to give a course over the internet using the OESO CME platform.

Main steps

1. Check availability of equipment required to give a course over the Internet

- PC, clip-on microphone, speaker and WebCam (see p.4)

2. Prepare your material two weeks before the scheduled date of the course (see p.8)

- Our team will need this period to convert your video(s) and PowerPoint presentation to a suitable format for broadcasting over the Internet

3. Upload your material onto the OESO CME server (see p.5,8)

- You will receive a notification e-mail when your material is ready to use

4. Check your material available on the OESO CME platform

- Please familiarize yourself with the OESO CME platform (see p.5-7) before the scheduled date of your course (especially if you are a first time user)

5. Giving your course live

- Go to OESO CME platform
- Select your course
- Launch your course at the planned time
- Interact with slides and videos (and questions from the audience)

6. Save your course

- It will be available on the OESO CME platform for later access.

Instructor's Guide
for Uploading Material



Instructor's Guide
for Giving a Course



The OESO Foundation
UNESCO Chair for distance
learning CME program



Useful
Information



Instructor's Guide for Uploading Material

This guide is intended for the instructor wishing to upload PowerPoint presentations and videos to prepare his/her course over the internet. Please prepare your material (both PowerPoint presentation and video(s) two weeks before your scheduled course.

Introduction

The OESO CME platform uses the Dupal system (www.dupal.org). PowerPoint presentations and Videos have to be converted by our team to be correctly broadcasted on the Web during a course. You could either submit your files directly for uploading, or submit the URL of your video(s) if they are already available on Internet.

➔ Step 1

Accessing the OESO CME Upload platform

Go to the OESO CME platform home page (see p.7)
(<http://www.hon.ch/OESO/OESOCME.html>) and click the link 'Upload your materials'.

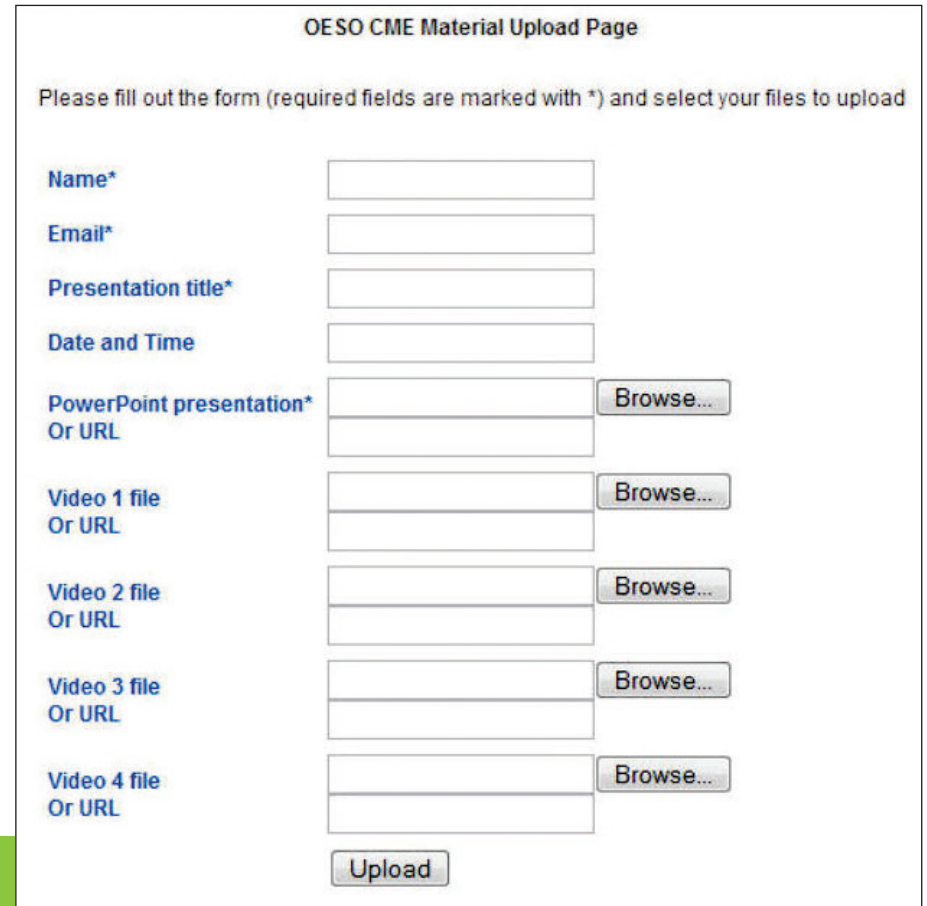
➔ Step 2

Filling in the form

After having entered login information (ask **oesocme@oeso.org** to have access), you will have to fill in a form. We need information about you to contact you after the conversion of your material to the OESO CME platform format. So please, enter your E-mail, your Name and Title of your course (Figure 1).

Depending on your preference, you can either indicate where to find the videos/presentation on the Web (by giving URLs) or upload the files. For uploading from your local disk, use the browse button, select your local file(s), and click 'Submit' button.

Figure 1: Filling out the form and Upload a video or give the URL of the files



The screenshot shows the 'OESO CME Material Upload Page' form. The title is 'OESO CME Material Upload Page'. Below the title is a instruction: 'Please fill out the form (required fields are marked with *) and select your files to upload'. The form contains the following fields and buttons:

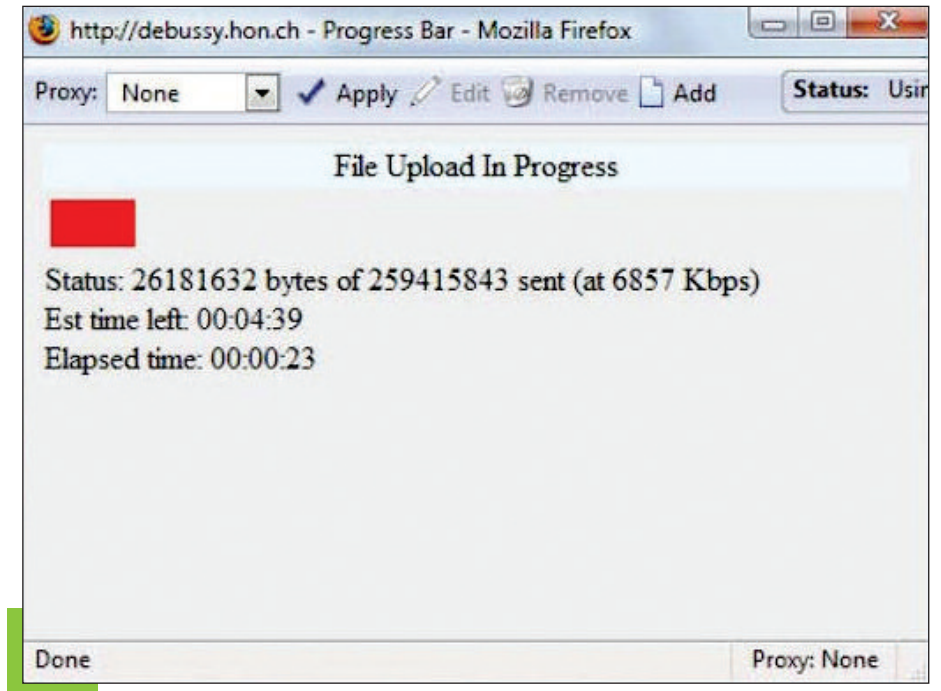
- Name***: A text input field.
- Email***: A text input field.
- Presentation title***: A text input field.
- Date and Time**: A text input field.
- PowerPoint presentation* Or URL**: A text input field with a 'Browse...' button to its right.
- Video 1 file Or URL**: A text input field with a 'Browse...' button to its right.
- Video 2 file Or URL**: A text input field with a 'Browse...' button to its right.
- Video 3 file Or URL**: A text input field with a 'Browse...' button to its right.
- Video 4 file Or URL**: A text input field with a 'Browse...' button to its right.
- Upload**: A button at the bottom of the form.

➔ Step 3

Waiting until end of uploading

Depending on the size of the video(s) and your connection band, uploading can be a long process. Thus, a progress bar will be open and will show you the uploading progress until the end (Figure 2).

Figure 2: Uploading progress bar



After the end of the uploading process, a small report will be given to confirm that all your files have been well uploaded to the OESO CME platform (Figure 3).

If this is not the case, please retry.



Figure 3: Upload Report

➔ *Step 4*

Receiving confirmation

You will receive a notification e-mail confirming that your video and presentation are ready to be used as a live course. In this e-mail, a link will be available to check your material on the OESO CME platform.

➔ *Step 5*

Checking your material on the OESO CME platform

You are encouraged to check your material on the OESO CME platform (especially if it's your first use).

For that, use the link available in your confirmation e-mail or go to the OESO CME platform home page (<http://www.hon.ch/OESO/OESOCME.html>) and select the link 'Give a course').

Enter Instructor login information (ask **oesocme@oeso.org** to have access). Select your course amongst the other available courses and play it.

Start recording your course, change the slides, launch the video, speak into your microphone and stop it.

Now you can check the result by playing your recorded video.

As it was just a test, you don't have to save your course.

You can then leave the OESO CME platform until your scheduled course.

For more detail about how to use the platform to give a course, please refer to the 'Instructor's Guide for Giving a Course' (available at <http://www.hon.ch/OESO/CME/GiveCourseGuide.pdf>).

Contact information

Please contact **oesocme@oeso.org** if you need more information.

Instructor's Guide for Giving a Course

This guide is intended for the instructor who will be giving a course broadcast over the Internet.

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How to use the service

⇒ Step 0

Checking requirements

Required hardware

- Clip-on microphone
- Speaker
- WebCam
- PC (less than three years old) with sound card.

Required software

- Java Runtime JRE 1.5 (minimum)
(<http://java.sun.com/javase/downloads/index.jsp>)
>> download latest version of JDK: **JDK6** (which includes JRE 1.5).

⇒ Step 1

Prepare and upload your material

To prepare and upload your material, please refer to the Instructor's Guide for Uploading Material (<http://www.hon.ch/OESO/CME/UploadMaterialGuide.pdf>). Please prepare your material 2 weeks before the due date of your course to allow preparation of the course on the OESO CME platform.

➔ Step 2

Starting and accessing your course

There are two ways to access your course:

- Use the link provided in the notification e-mail which you will receive to confirm that your material has been successfully uploaded and is ready for use,
- or
- Go to the OESO CME platform at: <http://www.hon.ch/OESO/OESOCME.html>. Then, select 'Giving a course' in the Instructor section and load the Dupal* application for OESO CME.

➔ Step 3

Identifying yourself

To log, select '**Identification**' in the 'Présentation' (**Presentation**) menu. (Fig 1).

A login box will open. You can then log in with the username '**OESO**' and the password '**OESO2007**' (Fig 2)

N.B. No statement of successful login will be displayed following this.

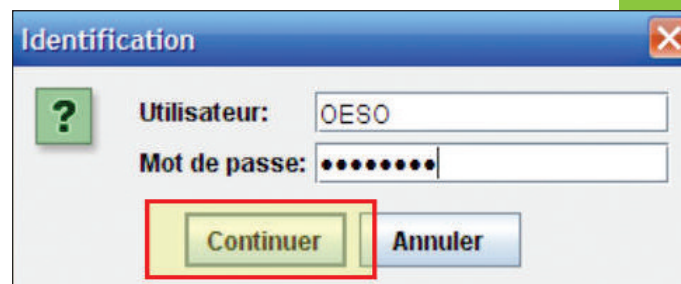
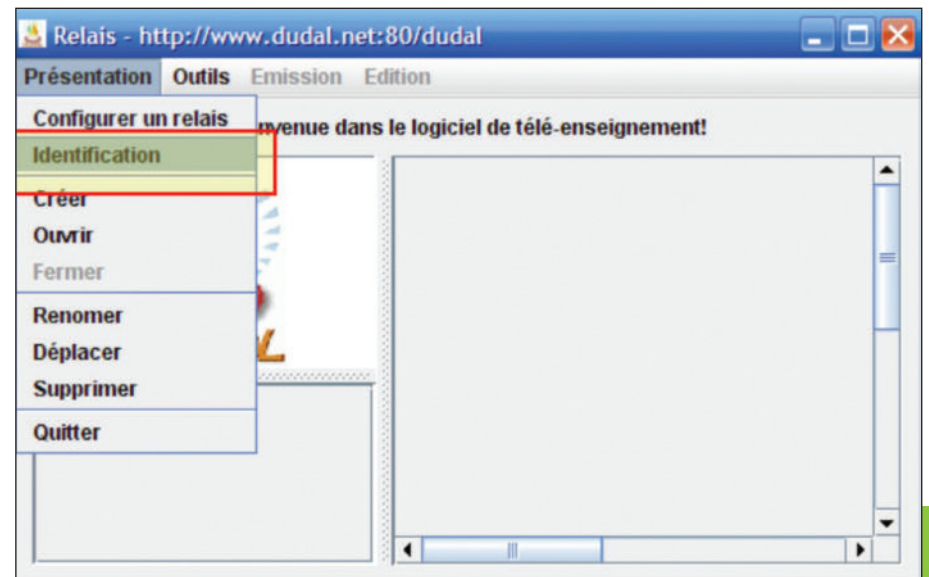


Figure 1: Identification of the user

Figure 2: User identification

* Dupal is the name of the software used to broadcast courses over the Internet

➔ Step 4 Opening your presentation

Select '**Ouvrir**' (Open) in the '**Présentation**' (Presentation) menu (Figure 3).

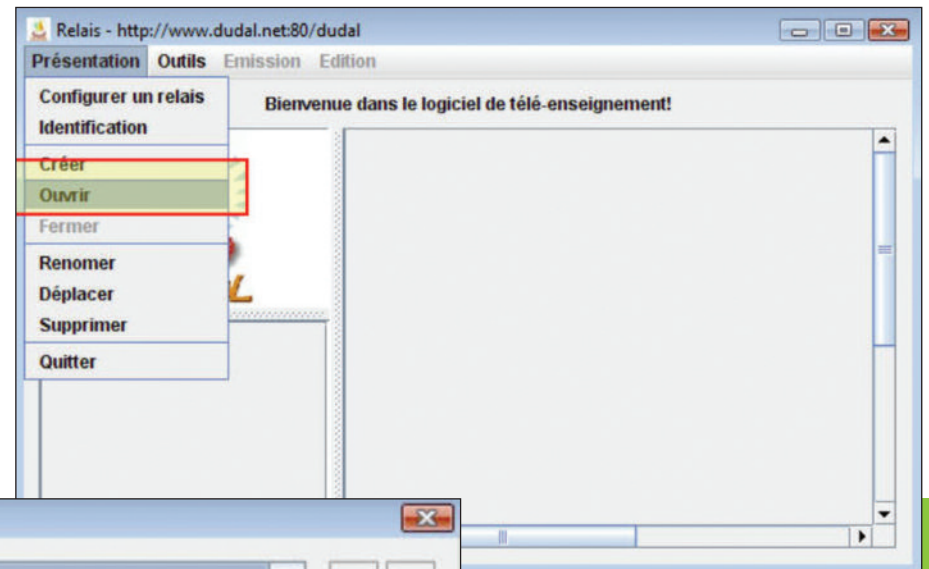


Figure 3:
Opening the
presentation

Then, select
the '**OESO**' folder
(Figure 4).

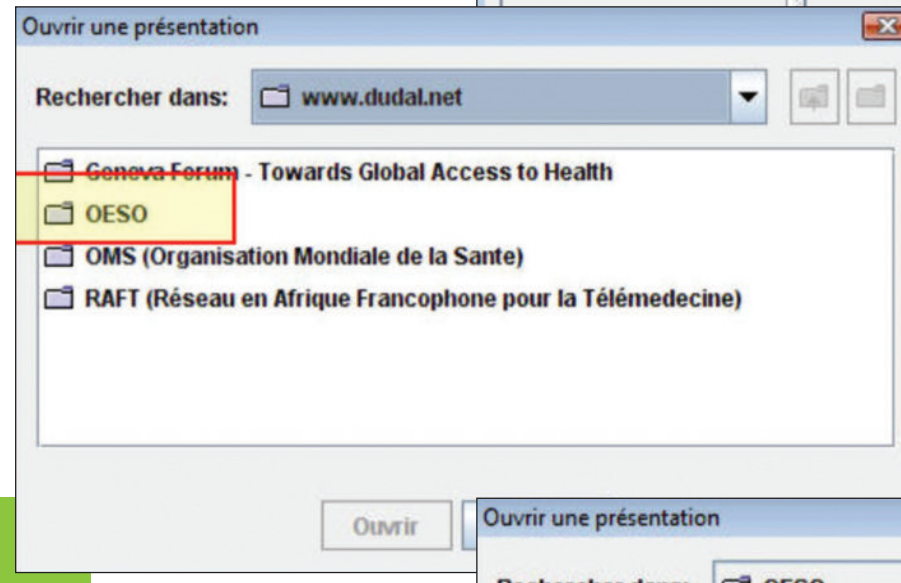


Figure 4:
Selecting the
OESO folder

Finally, select your presentation (Figure 5)

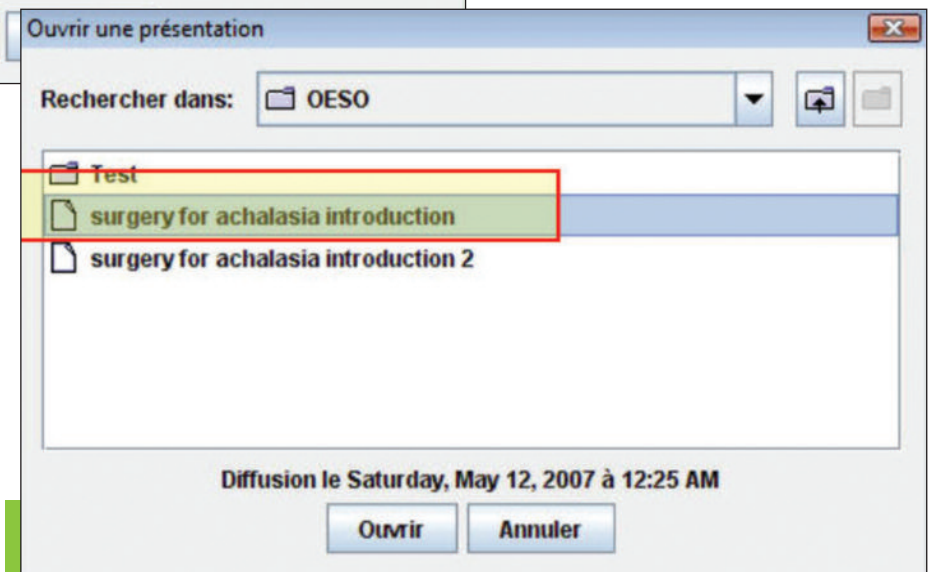
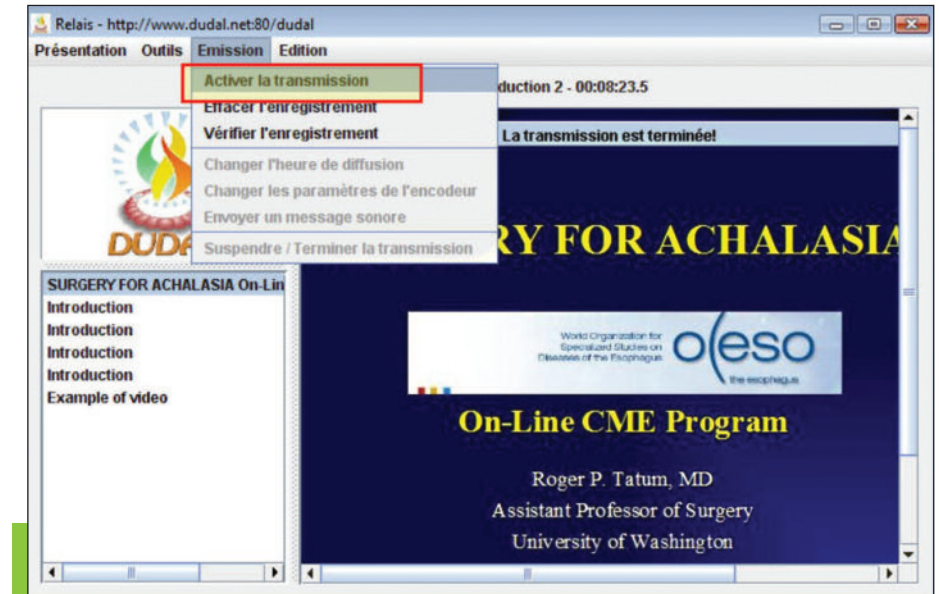


Figure 5:
Selecting the
OESO presentation

➔ Step 5 Broadcasting

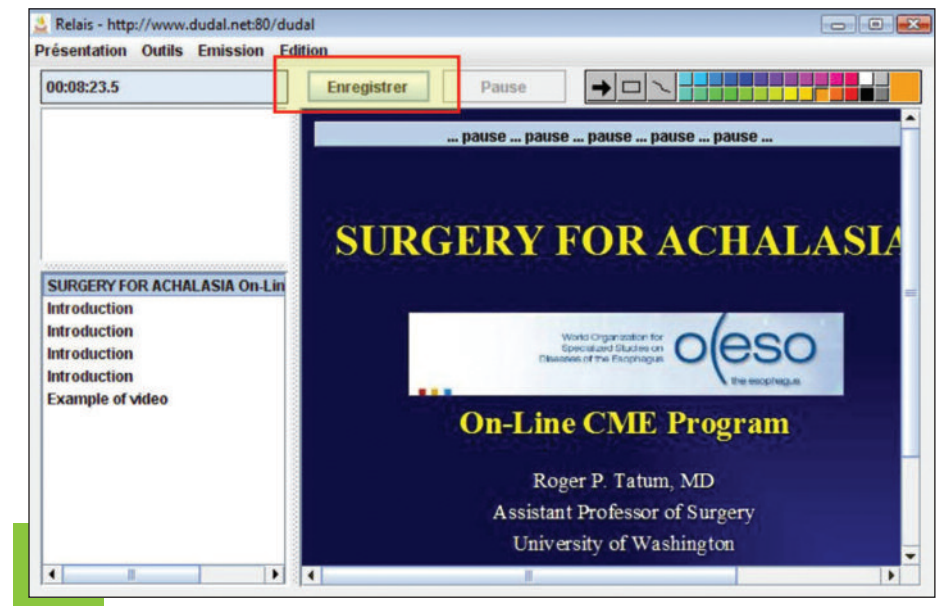
In the 'Emission' (Broadcasting) menu, select 'Activer la transmission' (activate the broadcast) (Figure 6).

Figure 6:
Activate the broadcast



To start the course, click once on 'Enregistrer' (Record) and start speaking (Figure 7).

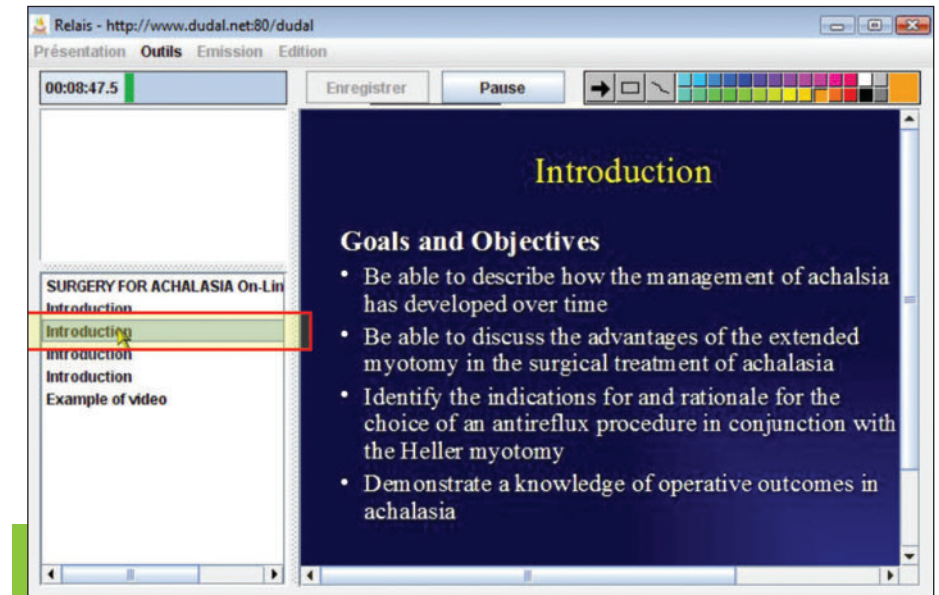
Figure 7:
Broadcasting the course



➔ Step 6 Changing a slide

You can change the order of your slides by simply clicking on the title of the slides on the left lower part of the Outils (Tools) menu, (Figure 8).

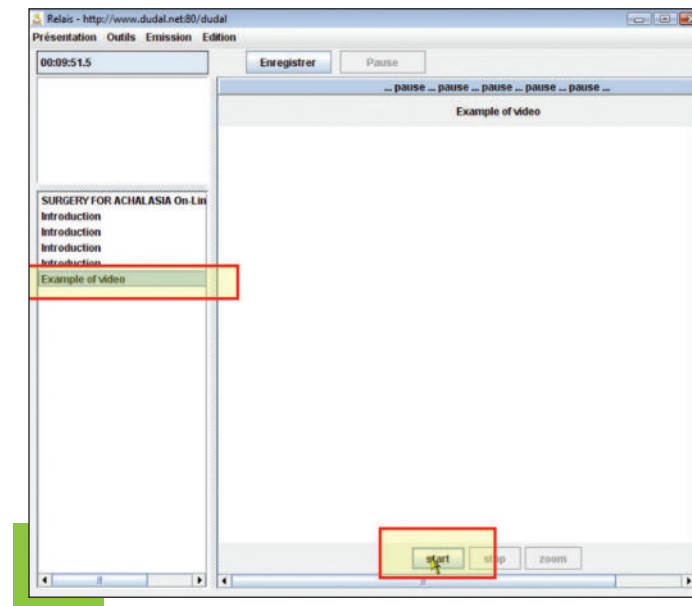
Figure 8:
Changing a slide



➔ Step 7 Starting a video

To start a video, click on its title on the same window as used for the slides (left lower part of the tools menu) and click '**Start**' (Figure 9).

Figure 9:
Starting a video



Once the video is running, recording of the course will automatically stop.

At this stage, live comments of the video are not possible and only those already recorded will be broadcast.

This means that any further comment you wish to make on your video has to be made either before or after the clip.

When the video is finished, the application will ask whether you want to continue recording. Click on the '**Oui**' (Yes) button (Figure 10) and continue to speak until the end of your course.

➔ *Step 8* *Interacting with your audience*

To interact with your audience, you can read their questions by opening the '**Outils**' ('Tools') menu, then clicking on '**Forum**'.

Please note that it may be useful to have someone assisting you to inform you of any questions or comments from the audience while you give your presentation.

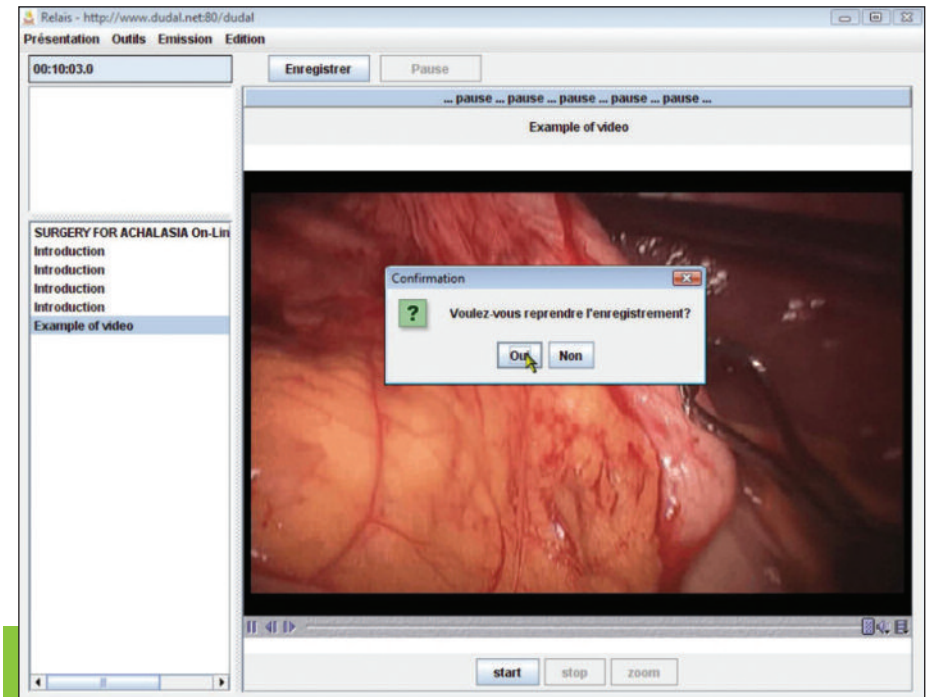


Figure 10: End of the video

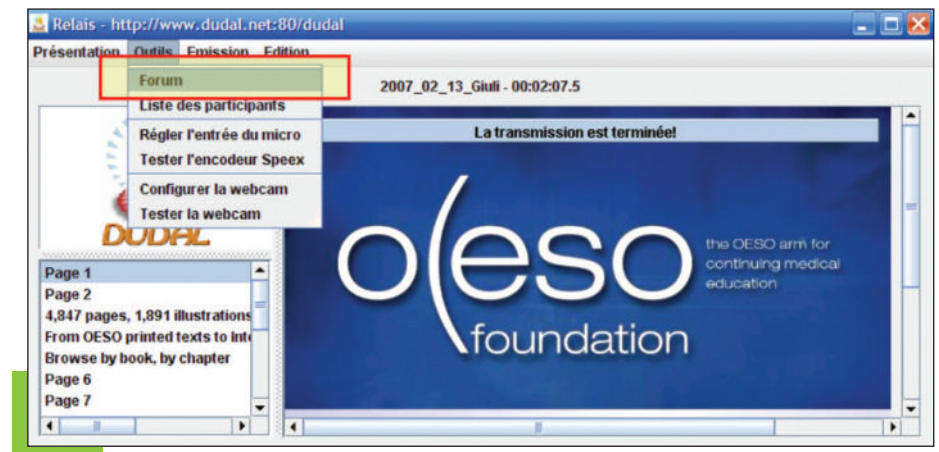


Figure 11: Forum for instructor

The OESO Foundation UNESCO Chair for distance learning CME program

This program for Continuing Medical Education offers the following advantages:

- **True multi-disciplinarity,**
- **Two levels of competence:**
 - current practice,
 - specialized practice
- Access of certain sections to **French-speaking audiences.**

The OESO CME platform takes into account the variable technical specifications of the user's connection, as well as the time difference existing between the broadcast site and the area of reception:

- Courses proposed in **two formats,**
 - Presentation of still images (Power point) with or without the webcam inset of the speaker.
 - Video sequences, preceded and/or followed by commentaries.
- Courses **broadcast by two means:**
 - From a single site, as a traditional lecture,
 - From multiple sites, in the form of a discussion between specialists of an anonymous clinical case selected in view of its educational interest.
- Courses **accessible in two ways:**
 - In real time, giving the audience the possibility to interact with the teaching team.
 - Pre-recorded, using a recording included in the "**OESO Knowledge Interactive Information System**" of the OESO Foundation.

Useful Information

➔ *Detailed guides*

- Instructor's Guide for uploading materials: (<http://www.hon.ch/OESO/CME/GiveCourseGuide.pdf>)
- Instructor's Guide for giving a course: (<http://www.hon.ch/OESO/CME/UploadMaterialGuide.pdf>)
- OESO CME Learner Guide: (<http://www.hon.ch/OESO/CME/LearnerGuide.pdf>)

➔ *OESO CME platform (see p.5,7)*

- Access OESO CME from this URL: <http://www.hon.ch/OESO/OESOCME.html>
from the OESO site <http://www.hon.ch/OESO>.

➔ *Required equipment*

- Clip-on microphone, Speaker, Web Cam and PC (less than three years old) with a sound card.

➔ *Required software*

- Java Runtime JRE 1.5 minimum (<http://java.sun.com/javase/downloads/index.jsp>)
>> download last version of JDK, **JDK6** (which includes JRE 1.5)

➔ *Contact*

- If you have any questions, you can contact us at: **oesocme@oeso.org**.

Contacts



Technical information

Service d'Informatique Médicale
Hôpitaux Universitaires de Genève
24, rue Micheli-du-Crest
CH-1211 Genève 14
Tél. +41 22 372 62 01 • Fax +41 22 372 62 55
E-mail oesocme@oeso.org
www.oeso-foundation.org



Scientific coordination

2 Boulevard Pershing
75017 Paris - France
Tél. +33 (0) 1 55 37 90 15 • Fax +33 (0) 1 55 37 90 40
E-mail robert.giuli@oeso.org
www.oeso.org