Guide to Navigating DC Microsoft Teams:

The Diagnostic Challenge exercise is held in person over the course of the week. During this time, you are responsible for building and maintaining a medical record for your case. This year, you will be maintaining case records using a digital format by utilizing **Microsoft Teams**. These folders will only be accessed by your **clinic members and the facilitator**.

Step 1: Everyone will receive an invitation by email to access the "**Students - CVM Diagnostic Challenge 1**" Team. You can either work off the website or download the app to your computer or other device.

Step 2: Once in the Team, you will see 4 "channels"

1.) Your Clinic: DC1_Clinic_#
2.) General
3.) DC Forms Download Templates
4.) DC Pullman Grand Rounds

Please note that the general & DC forms are seen by ALL students (including the Logan campus) – Please work within your own clinic channel and not the general channel.

- **Please note that the "DC Form Templates" Channel is another place where you can find the necessary** forms for your DC case. You will need to "copy to" your clinic folder BEFORE editing the document. See below for how to do so:
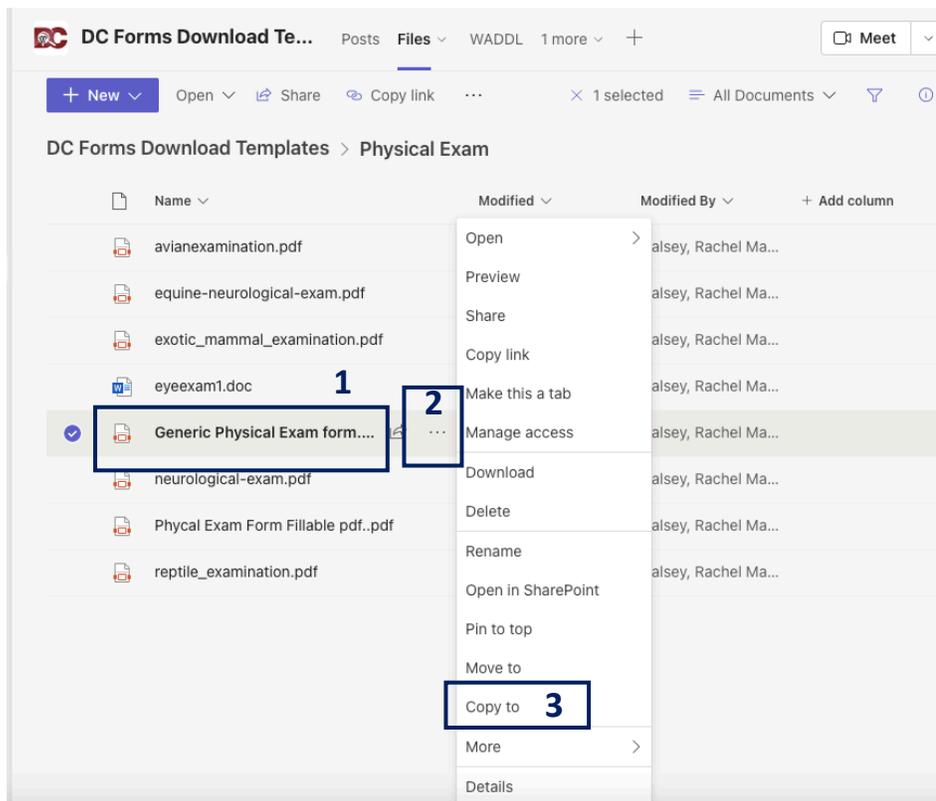
Step 3: Once in your clinic's channel, you will see the following options:
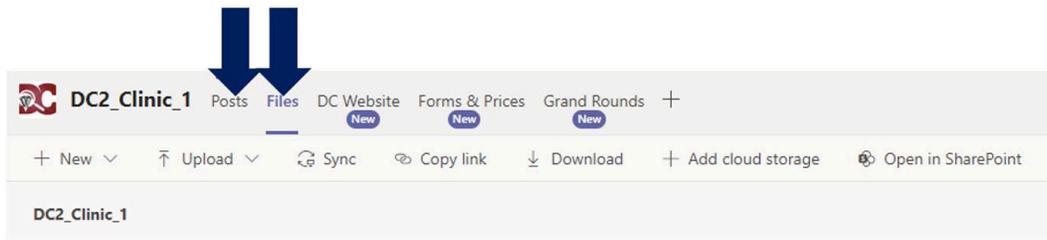
- **Posts:** This is where general group conversations or discussions can happen within your clinic (like a social media chat). This might be where your facilitator may drop information.
- **Files:** This section is your digital medical record, handouts, information, and other material. See below for more specific details. *You are welcome to move or change the organization of any of these folders as your clinic sees fit (EXCEPT for the Submission & Update folder –as this is where the facilitator will mainly be working)*
- **Websites:** These are helpful website links available for your quick reference. If you would like another link or option added, let Dr. Rachel Halsey know, and it can be added.
    - o **DC Forms& Prices :** Use the navigation bar at the top of the Teams window to select "DC Forms & Prices" to access the website directly.
    - o There is also a tab for the **DC Student Website,** which will take you to the main DC Page for easy access.

Here is a quick and easy reference guide to some of the most important files your Teams Folder will contain and its uses:

- **"Before," "During," & "After":** These folders are divided by time frames. Be sure to check back here when you have questions… one of these documents likely contains the answer!
- **Within "During":**
    - o **Submissions & Uploads:** This is where you will submit your lab requests, and your facilitators will drop the results. (Some facilitators may use email instead.) This is where you will submit your Medical Records.
        - ▪ **Facilitator uploads to Students:** This folder will contain uploads of any documents, information, or pictures that facilitators provide for you *(i.e. a picture of the dog, radiographs, etc.).*
            - How your forms are returned is also facilitator preference (may be returned to Teams or emailed back out to group – check with your facilitator on preference).

- ▪ **Submitted to Facilitator:** This folder is where you will place your filled out, ready to be submitted diagnostic forms, lab requests, and your medical record.
  - ****Please note: ****
    - Lab request uploads will be based on facilitator preference. You should upload ALL submissions here but may also need to email them to your facilitator (or at least notify facilitator that it was uploaded).
    - **Medical Record (Student & Facilitator)** – this will be used to submit your medical records to your facilitator. **Needs to include:**
      - ○ **MPL, Hx, and PE:** Upload your Master Problem List, History, and Physical Exam forms here. These forms can be found on the DC website.
      - ○ **SOAPS:** upload your completed SOAPS here by 9 am the next morning.
      - ○ **Dx results:** the results to the labs that you uploaded need to be stored here.
- ○ **Case Updates:** Facilitators will give you updates about your case here. This may update multiple times a day. (Some facilitators may use posts instead.)
- ○ **Schedule:** This folder contains your daily schedules for the DC. This may be updated as things change.
- ○ **In Progress Case Material:** This space can be organized any way your team chooses – this is a "storage folder."
- ○ **Information & Handouts:** This folder contains copies of some blank forms as well as handouts that you may find useful.
  - ▪ **Blank Forms:** This contains a few blank forms. *All* of the blank forms can be found in the "DC Forms Download Templates" channel or the DC Forms Website.
  - ▪ **History Taking Resources:** This contains some resources to help guide in your history taking.
- ○ **Grand Rounds:** This includes information and forms for grand rounds as well as a drop box for your facilitators to look at your draft. When you are finished, put your presentation and handout in the shared "Grand Rounds" Teams so that they can be seen by everyone.
  - ▪ **During GR Assignments**: This folder contain the assignments that need to be completed during Grand Rounds.
  - ▪ **Presentation and Handout Drop Box**: This folder is where you will drop your draft of your presentation and handout for your facilitators to review. This is NOT your final submission area. The final submission is in the "DC Pullman Grand Rounds" channel

Good Luck and Have Fun!