WIDI SIM - Administrator Manual

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1 What you can do as a department admin

At the WIDI SIM site you can:

- Review your membership list, and add and remove users.
- Assign users to participate in a SIM, and schedule their test.
- Review scores and past scores, as well as view comparative results from across the SIM testbase.

Keep reading to find out more.

1.1 Login Instructions

To login as an administrator for your institution, go to: http://widionline.com/inst

Enter your email and password as provided by your University of Florida WIDI account manager. You will arrive at your homepage.

Fig. 1

Fig. 2
2 Review/Add Users

Your group members are maintained by you. Just use the Review/Add Users tab on your administration panel to remove or add members from your group (see Fig. 2).

Fig. 3

2.1 How to add new members
Select the 'Add User' button (see Fig. 3)

Fig. 4

Complete the fields above (Fig. 4). Items with an asterisk are mandatory.
When you select 'Residency Year' the 'Start Date' field for will automatically update.

**Fig. 5**

If the user's Residency start date is not correct, you can change it manually. Check that the data is correct and select 'Save'.

(For new users who are not radiology residents, WIDI SIM automatically applies the birthdate of Wilhelm Rontgen. You may also change this 'start date' to a new date if you like)

**When you Save the user, an email invitation is automatically generated and sent to the address you have entered.**

2.1.1 Re-inviting New Users

You can monitor status of your user invitations on this tab, and if any users fail to activate their registration after receiving the invite, you can Re-invite them by selecting the Re-invite option in the Status column.

**Fig. 6**
2.2 Step 2: Assign Users to SIMs
Once you have added any new users to your group, you are ready to assign them as participants to a SIM. Select the ‘2 Assign Participants to SIM’ tab (Fig. 8)

Any SIMs to which your organization is assigned will appear in the listing here. (If you don't see the SIM you want to register participants for, contact the WIDI team at university of Florida.)

2.2.1 Add Participants
Once you have selected a SIM, you will be able to choose users from your group to assign to the SIM.

Fig. 8

Select the ‘Add Participant’ button. You will see a list of your group members. Select the users you want to add and then click 'Add Selected Users'.

Fig. 9
Once you have selected a User(s), they will appear in the Participants List:

Fig. 10

NOTES:
1. Before you are invoiced for participants you will need to Finalize the list. Before finalizing, you can add more participants, and you can also remove users from the list if necessary.

2. You can add more users after you have finalized the list, but to remove Finalized Participants, you will need to contact the WIDI team.

2.2.2 Finalize Participants
When you are ready, click 'Finalize List' (Fig. 10) to formally add your users to the SiM. Then select 'Yes' from the pop-up window that appears.

Fig. 11

Are you sure you want to finalize your SIM user list?

When you select 'Finalize' you will then be able to assign SIM dates for your users.

In addition an invoice will be generated and sent to you, based on the number of users you have assigned. This invoice must be paid in full in order for results to be released to your institution.

If you wish to add more users to this SiM, after you have finalized your initial list, you may Assign another set of users, and another invoice will be sent to your institution.

Yes
After you select 'Yes', two events will be triggered:
1. An invoice for your group's SIM fees will be generated, based on the # of users in the list you have finalized.
2. You will be able to assign finalized users to available SIM timeslots.

2.2.3 Assign Users to Timeslots
Once you have finalized your users, you can assign them to any available timeslot, using the calendar date-picker. Just click on 'Select date'.

Fig. 12

You can change these assignments whenever you want, up to the day before the SIM is assigned to that user.

For changes on the date of the scheduled SIM timeslot, or after the fact, you must contact the WIDI team.
3  View SIM Reports
Once all of your users have completed the SIM, WIDI will commence grading. Grading usually takes just a few days, but can vary based on availability of graders, who are members of the radiology teaching faculty.

3.1  Reports for your Institution
Once grading has been completed for all of your test-takers, you will receive an email notifying you that results are available for review.

Login to your SIM institutional admin, and select the '3 View SIM Results' tab. You will see a list of any SIMs that your group has participated in.

4  Support
For Support with any aspect of SIM Department Administration, contact the WIDI Team at:

    support@widionline.xray.ufl.edu

    (352) 594-5405