CTSA CLINICAL RESEARCH COORDINATOR COUNCIL (CCRCC) USER GUIDE

ABOUT THIS DOCUMENT

This document will act as a guide for using the main features of the website actscience.org, specifically the Special Interest Group (SIG) portion. The instructions in this guide are for those that have already created an account. If you need assistance creating an account please contact Bob Kolb, kolbhr@ufl.edu.

MAIN FEATURES

The Special Interest Group (SIG) portion of the ACTS website has a lot of great features, but we are just going to focus on three:

Forums	Files	Calendar
• Start converstations by posting and commenting	• Share resources by uploading files	• View upcoming events and download to your Outlook calendar

This guide will dive into each of these features and how to use them.

You can get to the CTSA Clinical Research Coordinator Council (CCRCC) Special Interest Group (SIG) by:

- Logging in and clicking "Communities"
- Click on "Special Interest Groups"
- And finally click on "CTSA Clinical Research Coordinator Council (CCRCC)"
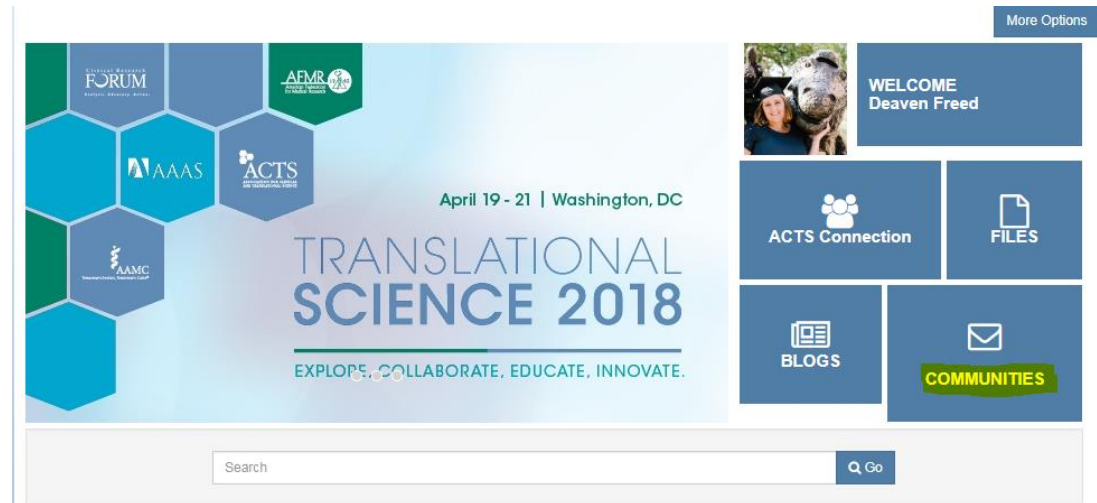
> FORUMS

You can access forums from the homepage (see screenshot):

This forums page will be used for:

- Creating topics for discussions
- Asking questions
- Posting resources
- Sharing tips and insights

>> HOW TO USE THE FORUMS

You will use the blue side menu as your guide for this section (see screenshot). This next section will go through each item in that side menu from top to bottom:

- To post a new thread (a new post), you will click the (+) icon highlighted.
- You can subscribe to the topic by clicking the email icon. This means you will get emails/notifications when someone comments.
- You will likely not use the feed, so ignore that for now.
- The next icon (the three bars) is for tools, another feature you will not need to use.
- The magnifying glass is for searching the forums. This is especially helpful once there are more posts.
- The next three icons will come as little use, so you can ignore those for now as well.

To comment on a forum, use the message box seen in the screenshot to the right.

> FILES

You can access files from the homepage (see screenshot):

The files section of the site will be used for uploading files that are relevant to the group. This could be a journal article, presentation or .PDF. You can also link to articles.

>> HOW TO USE THE FILES

When you arrive on the files page, it is organized by popular articles at the top and folders at the bottom (folders highlighted in yellow on screenshot).

You can access articles by clicking either of those links.

Once you click on an article you will have another blue side menu to guide you in interacting with the article.

- The first icon allows you to edit the file, which unless it is your file you should avoid doing.
- The heart allows you to add this file as a favorite.
- Don't worry about the RSS feed.
- Use the magnifying glass to search through the files.
- Clicking the conversation bubble icon will allow you to comment on the file.
- The thumbs up icon "likes" the file.
- Don't worry about any of the options within the three dots.
- The rest of the icons allow you to share via social media.

There are two ways to add a new file.

- When you are viewing a file, the menu at the top will show an option to "Add File"
- If you click on a folder, you will see the "+" icon in the blue side menu to add a new file.

Enhancing Clinical Research Professionals' Training and Qualifications (ECRPTQ)
Article
March 9, 2017 2:45pm

Education and training of clinical and translational study investigators and research coordinators:
Article
March 14, 2017 12:05pm

The Critical Need for Academic Health Centers to Assess the Training, Support, and Career Develop...
Article
December 19, 2017 1:27pm

VIEW MORE

Community Members

Community Calendar

January 2018

23 **Weekly phone call**
Tuesday, January 23 - Tuesday, January 23, 2018

29 **Weekly phone call**
Monday, January 29 - Monday, January 29, 2018

February 2018

5 **Weekly phone call**
Monday, February 5 - Monday, February 5, 2018

VIEW MORE

> CALENDAR

You can use the calendar to view upcoming events or add your own events. Any events added should be relevant to the group, such as a webinar or conference.

You can view upcoming events on the homepage under the heading "Community Calendar". To view the whole calendar click "View More".

>> HOW TO USE THE CALENDAR

To add a calendar item to your Outlook:

- Click on the event and use the blue side menu to download the calendar item.

If you want to add your own calendar item:

- Once you click "View More" from the homepage, you can click the "+" icon to add a new event.
- You can also add a new event from the homepage by clicking "Add Calendar Item" to the blue side menu

Calendar Home | All Calendars | More Options

Weekly phone call

Download Calendar Item (.ics)
Edit Calendar Item
Guests and Subscribers
Reminders
Move Calendar Item
Delete Calendar Item
Copy Calendar Item

CTSA Clinical Research Coordinator Council (CCRCC) (Private)
Private
Weekly phone call
CTSA Clinical Research Coordinator Council (CCRCC)
Deaven Freed [University of Florida]

> OTHER FEATURES

- On that homepage side menu (seen to the right), you can see there are items for survey and polls. Feel free to use those to facilitate communication and discussion!

CTSA Clinical Research Coordinator Council (CCRCC)

CTSA Clinical Research Coordina

CTSA Clinical Research Coordina

Calendar Options

Calendar: All Calendars
Calendar Items During: Upcoming ▼
View As: List ▼

Name

Latest Files

Enhancing Clinical Research Professionals' Training and Qualifications (ECRPTQ)
Article
March 9, 2017 2:45pm

Educatio
clinical a
study inv
research
Article

Community Administration
View Members
Add Calendar Item
View Community Surveys
View Community Polls
Add Survey
Add Poll
Edit Links