Department of Radiology
MICHIGAN STATE UNIVERSITY

Submitting Teaching Cases
to rad.teachingcases@msu.edu

1. For more detailed instructions go to **education.rad.msu.edu/hss** and watch the **Submitting Teaching Cases video**. This is also where you can download the **Case Template** Word document.

2. Open the Case Template and fill in the appropriate information.

3. Save each case as a separate Word file with the following name format:

   ### YourFirstName_LastName_CaseTitle
   Example: Joe_Smith_SubduralHematoma.docx

4. Save key images separately from the Word file (preferably jpeg files) with the following name format in the order in which they should appear:

   Examples: SubduralHematoma_1, SubduralHematoma_2, SubduralHematoma_3

   > ANNOTATIONS To include an image with annotations (arrows, circles, etc.), attach two copies of each image, the first *without* annotations adding an "a", the second *with* annotations adding a "b" (Examples: SubduralHematoma_1a.jpeg, SubduralHematoma_1b.jpeg)

5. When the case is ready to submit, log in to any email account & compose an email addressed to **rad.teachingcases@msu.edu**

6. Title the subject line of the email the same as the Word file name (Send each case in a separate email)

7. Attach the Word file to the email

8. Attach the images to the email (do not insert images into the Word file)

9. Send the case

NOTES

- **DO NOT INCLUDE PROTECTED HEALTH INFORMATION** (PHI) IN TEXT OR ON IMAGES, cases with PHI will be rejected.
- **DO NOT INCLUDE COPY-WRITTEN MATERIALS** (i.e. from books, websites, online databases, etc.) without proper reference (refer to Code of Ethics).
- Cases will be given credit unless notified otherwise
- Once accepted and uploaded, each case will be reviewed by an MSU Radiologist who will determine if the case will be made public for teaching purposes
- Save copies of all files for personal records
- All images and content become copyrighted property of Michigan State University

Email cases to rad.teachingcases@msu.edu
**View the repository of cases at** teachingcases.rad.msu.edu
Download resources (templates, etc.) at education.rad.msu.edu/hss

Viewing Teaching Cases
at TeachingCases.rad.msu.edu

SEARCH

Search for cases using keywords. Narrow your results using filters or leave the search field blank to search all cases in the filter category.

| Search |
| Filters |
| Any Anatomy |
| Any Pathology |
| Any Modality |
| Any Age |
| Any Gender |
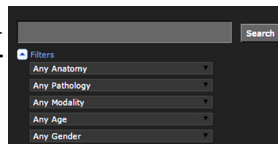
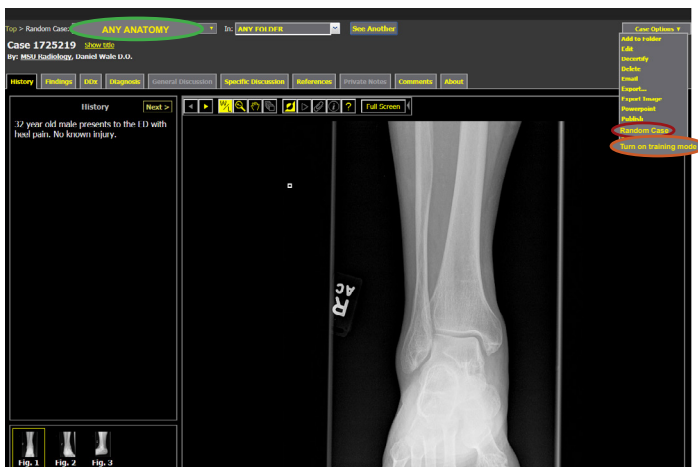### STUDY

TEST YOURSELF WITH THESE TOOLS

TRAINING MODE

Combine your filtered searches with Training Mode to hide case titles. Turn Training Mode on and off in the upper right **(circled in orange below)**. Use the tabs-based viewer to sequentially review the case. Click "Show title" to reveal the case title.

RANDOM CASE

Use the Random Case function to study a broader selection of cases. When a case is open, select Random Case from the Case Options drop-down **(circled in red below)**. If desired, choose an anatomy from the drop-down **(circled in green below)**.

Want to see **YOUR** cases?

Once your cases have been approved by an MSU Radiologist, find them with the **Advanced Search** tool! Type all or part of your name in the "Authored by" field to view them.

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