

SEARCH Desktop: Quick Start Guide

You may wish to print this guide for easy reference.

The SEARCH Desktop is an Internet application that allows you to access readings, discussions, curriculum and other SEARCH content securely over the Internet. It is developed and maintained by the Centre for Health Evidence (CHE).

Installing the Desktop

You may download the Desktop onto any computer or laptop that you use at work, at home, or elsewhere. By using your username and password to access, your Desktop environment will be consistent wherever you are.

For most computers, you will need admin rights to install the Desktop software. If you do not have admin rights, or if you're not sure, contact your network administrator for assistance. When downloading the Desktop to a computer within a Regional Health Authority, it is likely that you will need assistance from your IT department.

To download and install the SEARCH Desktop:

- Go to <http://search.cche.net/>
- Follow the instructions on this page. Further instructions will guide you through the installation
- Note: we recommend you choose to "Run" or "Open this program from its current location" when prompted for this choice

Occasionally, CHE will send out an email recommending that you update or reinstall the Desktop. This happens when there is a new release of the VIVIDESK™ software that runs the Desktop. To reinstall, follow the same instructions as above, but make sure you have the Desktop *closed* before you begin or you'll get error messages and the installation won't work.

If you encounter difficulty while installing, call the
CHE Help Desk at (780) 492-6632 on Mon-Fri, 8:30 am-4:30 pm MT
or describe the problem in an email to help@cche.net.

Logging On

When you have finished installing, close the Internet Explorer window(s) and find the following icon on your computer:



Double click on this and you'll get the following log in box:



Type in your username and password and click on the checkmark button and the Desktop will open and you're ready to go!

If you don't know your username or password, contact the CHE Help Desk (see contact info on page 1).

First Things First...

Before using the rest of the Desktop, you must read and respond to the **Desktop Consent** activity. To do this, follow these instructions:

1. Open the SEARCH Desktop and click on the Admin tab
2. Click on the Desktop Orientation button
3. Then, select: "1. SEARCH Desktop Consent Protocol"

Please take a few minutes to read the information provided and respond to the activity. It describes how your Desktop usage is monitored.

If you **agree** with the monitoring conditions described, click on "I Agree" at the end of the activity and carry on using the Desktop. At this point you may want to click on the Browser tab and explore the Visual Metaphor.

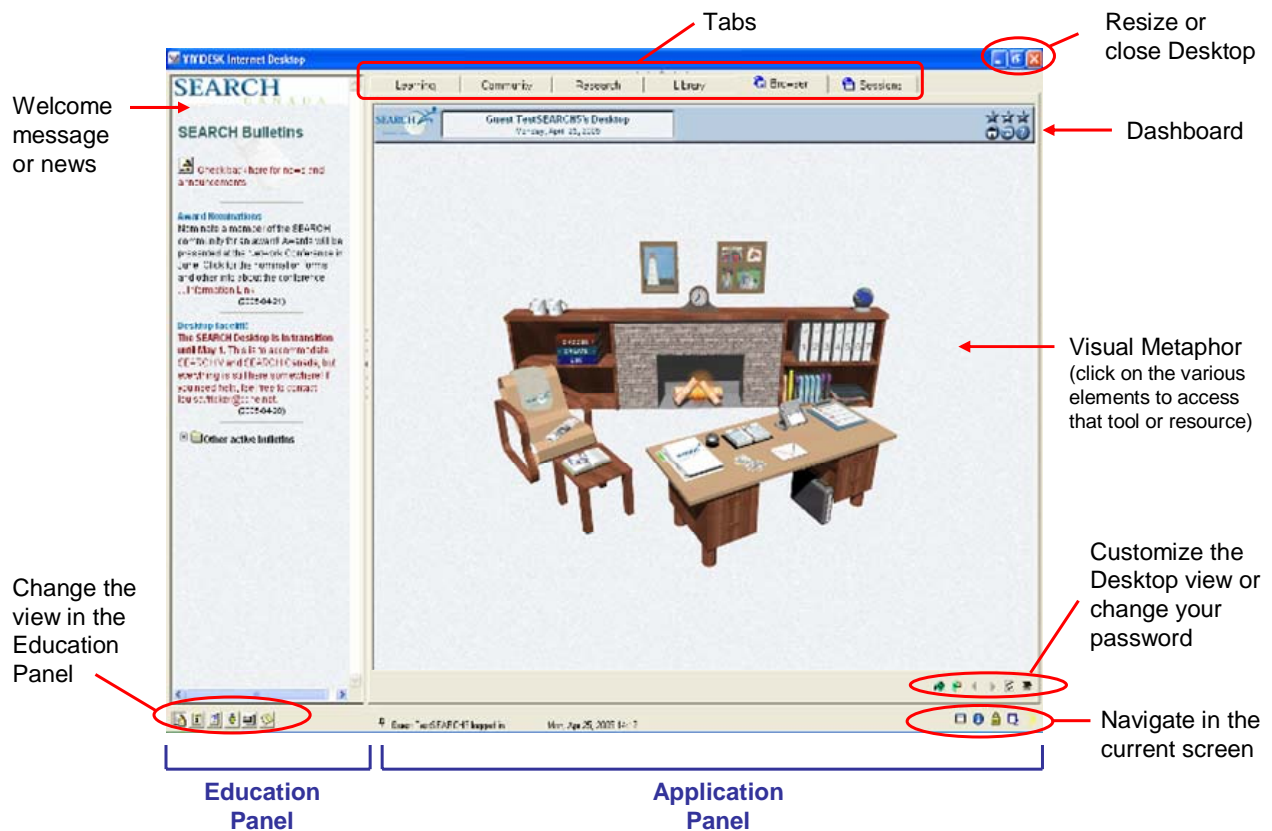
If you **disagree** with the monitoring conditions described, click on "I Disagree" at the end of the activity, close the Desktop, and contact Stuart Drozd at stuart.drozd@cche.net or (780) 492-1910.

Now that you're Here, Tell us a Little About Yourself

Next, go through activity: "3. Personal Profile." This will take you through the steps for updating your contact information on the Desktop. Keeping this info current will help others in the SEARCH Network to keep in touch with you.

There are other activities you may want to go through as well!

SEARCH Desktop Layout






The Visual Metaphor is the home page of the Browser tab. Each of the elements links to a feature on the Desktop. For example, to find someone's contact information, click on the Rolodex image. To read the SEARCH Light newsletter, click on the picture of a lighthouse.

Note that some Desktop features are restricted to certain user groups, so some elements of the Visual Metaphor may not work for you. In this case, simply click on something else and see where it takes you!

Another way to access Desktop content is to click on a tab and then click on the buttons organized there. For example, to access PubMed, go to the Library tab and click on the PubMed button. (Features that are not available to your user group will not appear on the tabs.)

The Visual Metaphor links and tabs/buttons are simply different routes to the same content. Use whichever you are most comfortable with.

Note that the Browser tab acts like a regular web browser.

- Click on the first star  to access helpful search engines
- Use the open webpage button  to open a new webpage
- The home button  will always bring you back to the visual metaphor

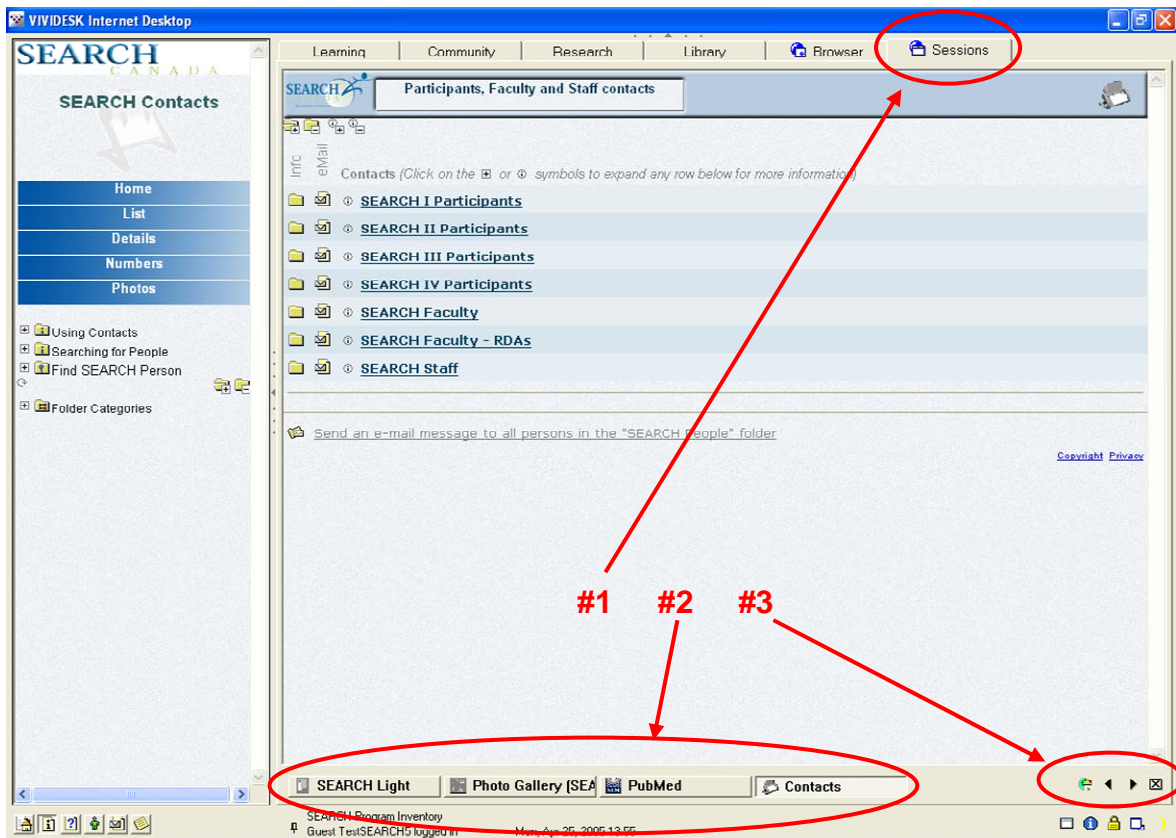
While you're using the Desktop, the Education Panel will display context-specific information about where you are on the desktop, how to use a resource, etc.

Desktop Sessions


Each time you open a resource or other item on the Desktop, it opens up as a “session” and appears on the Sessions tab (see #1 below).

Multiple sessions can be opened at the same time. Move quickly between sessions by clicking on the buttons at the bottom (#2).

The Sessions tab has its own navigation buttons (#3) that allow you to return to the session home page (not the same as the desktop home page / Visual Metaphor), move forward or backward, or close the sessions.



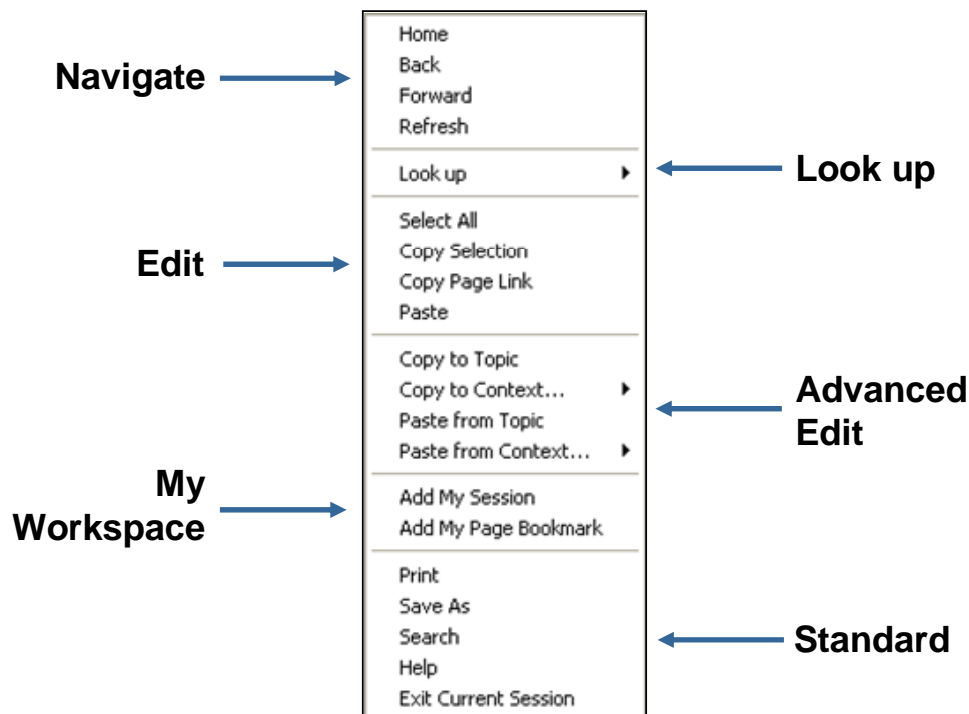
Popup Pages

Note that some links are set up to open in a new window. If you click on one of these it will open in a new tab called Popup. To return to the Sessions tab (but leave the Popup tab open), click on the  button. To close the Popup tab entirely, click on .

Right-Click Menu

A context-sensitive menu is available to you at any time by right-clicking.

This menu shows you the options you have at any given time. The options change slightly depending on where the mouse is when you right-click (for example, some options are not available in the Education panel).



Technical Support

Technical support arrangements vary by organization. To find out the agreement that applies to you, go to the Visual Metaphor (Browser tab, click on Home button) and click on the help bell on the desk. This brings up the Help page; scroll down and read the support procedure that applies to you. If your organization is not listed, contact Stuart Drozd at stuart.drozd@cche.net or (780) 492-1910.

If at any point you need to contact the CHE Help Desk, call (780) 492-6632 or email help@cche.net.

Explore

The most important thing to remember about the desktop is that there are many resources available to you so *explore!*

SEARCH Desktop for Faculty

Curriculum



All session syllabus information on the SEARCH Desktop is entered into a template and displayed in a similar way for consistency. Session information should be sent to CHE at least two weeks prior to a module to be entered into the template and posted to the Desktop. It should be sent with all of the following (if applicable):

- **Syllabus Form(s)** completed in full to outline the details of your session(s). (available on the Admin tab in the Curriculum Kit).
- **PowerPoint slides** should use the SEARCH PowerPoint template (also available in the Curriculum Kit)
- **Readings** should include as much publication information as possible (i.e. include journal name, volume, and page number), and a URL to the reading online or a PDF copy of the reading itself.
- **Handouts** and other materials are usually converted to PDF before being posted to the Desktop. If you wish for these materials to be made available in their original format (e.g. a worksheet in Word format containing editable fields), make a note of this when sending it.

Note that CHE staff do not proofread materials for content, spelling/grammar, formatting, etc. The responsibility for this lies with the faculty member submitting the materials.

Discussion Forums



Discussion Forums facilitate collaboration and communication. There are general and curriculum-based discussions on the Community tab and group project-based discussions on the Research tab. If you would like a forum set up, contact the SEARCH Desktop Manager (see page 7).

Project Tools



The SEARCH Desktop contains a variety of project tools designed to help participants manage their SEARCH projects and communicate progress with fellow participants and faculty. Most of these resources are located on the Research tab and include items such as:

- **My Local Project** – A private area for participants to collect documents and other resources pertaining to their individual Local Projects. Within “My Local Project”, participants can also build a “Project Workbook” to assist in project planning and reporting.
- **Group Folders** – A collaboration space for the members of each “Provincial Project” group and their faculty advisors to share documents, presentations, links, and other resources. Group members can also partake in online discussions and utilize group Project Workbooks.
- **Local Projects: Faculty** – An application designed to provide SEARCH Faculty with the means to review the Local Project Workbooks and other project-related files of current SEARCH participants.
- **Project Manual** – A filing cabinet of policies, guidelines, and tips to assist participants in completing their project work.

Bulletins



Bulletins appear in the Education Panel when you open the Desktop. These are usually news items related to the program's curriculum or people, curriculum tips, program housekeeping messages, or general information of interest. Faculty members can submit new bulletins to the Desktop Manager. They should include the following information:

- **Title** (max 6 words)
- **Synopsis** (max 35 words) – This is the teaser; below it is a link to the Bulletin Details. If your message is short enough to fit in the synopsis, details are not required.
- **Bulletin Details** – This is the full text of the message. There's no word limit, but up to 150 words works best to fit in the panel. Small graphics are no problem at all (up to 160 pixels wide).
- **URL or Document** – If applicable, include a link to a website or a document to be downloaded.
- **Expiry Date** – Indicate how long you want this message to be visible in the Bulletins panel. The default setting is for 1 month. All expired bulletins are still available in the archive.

Interactivities & Surveys



Interactivities, surveys, and evaluations all use VIVIDESK™ Surveyor technology. This flexible technology also allows for the creation of interactive assignments, quizzes, guided searches, tutorials, and more. The consent activity (see page 2) is an example of an interactivities. Any faculty member wishing to develop an interactivity or survey should contact the Desktop Manager for details.

Educational Desktops Guide



"Educational Desktops: A Guide to Effective Online Learning" is a guide to effective teaching through understanding the medium of the VIVIDESK™ Desktop, as deployed by CHE for educational purposes. It presents the relationships among instructors, curriculum, instructional approaches, technologies, and learners, and suggests solutions to common pitfalls. It is located on the Admin tab on the Desktop.

The SEARCH faculty members are really the experts on this subject, some having taught within the SEARCH virtual learning community for several years! We welcome any feedback or suggestions for the guide and on using the Desktop as an education support tool.

Committee Folders



Similar to the Group Project folders, the various committee folders found on the Admin Tab are only available to SEARCH faculty and staff. These collaborative workspaces allow groups to share and use: contact information, presentations, documents, files, records, and links to other initiatives relevant to group objectives. Meeting details, agendas, minutes and much more is also available in the committee folders.

SEARCH Desktop Manager



Stuart Drozd is the SEARCH Desktop Manager. You can reach him at (780) 492-1910 or stuart.drozd@cche.net. In the event that he is unavailable and you require immediate assistance please contact the CHE Help Desk at (780) 492-6632 or help@cche.net.