

GETTING STARTED AND ADMIN GUIDE

Case Files: Teaching Cases Collection, also referred to as Teaching Case Files, is an unrivaled collection of peer-reviewed clinical cases grounded in high quality pedagogy and designed specifically for active and experiential learning. The collection features clinical, peer-reviewed cases covered in medical curricula and knowledge comprehension and assessment taken from the United States Medical Licensing Examination (USMLE) outline.

Our collection of cases spans the medical field, and each case has multiple components designed to support contextual learning. Teaching Case Files integrates basic sciences with clinical exposure to align with an increasingly integrated 4-year medical curricula. Essential concepts woven into the cases include basic sciences, communication and professionalism, ethics and cultural sensitivity, epidemiology and statistics, and patient safety and quality improvement.

In addition to Dr. Eugene Toy, Editor in Chief, all case authors are content experts, including physicians, scientists, nurse practitioners, and physician assistants who are also recognized medical educators.

Key Stakeholders

In Teaching Case Files, there are three user types each with a different login. The user types are the admin, instructor (faculty), and student described below. Each user type may sign in to Teaching Case Files at: <https://teachingcasefiles.com/>.

- **Admin:** A subscription requires an administrator(s) who creates instructor accounts and communicates the login with instructors. The admin account (login credentials provided in welcome letter) is where you will create and manage user types (instructor and student), as well as create and manage class sections. The admin account also includes tools for pulling user login usage reports. Details on how to create and manage users and class sections, how to pull usage reports, and other information can be found in this guide below.
- **Instructor (Faculty):** The instructor account holds all case content and visibility controls for students. The instructor account is where instructors may share cases, assign quizzes, view student performance data, and manage their own class sections and student users separately from the admin account. It is encouraged for instructors to create and manage their class sections and student users from the instructor account. Details on the functionality, features, and tools in the instructor account can be found in the [Instructor User Guide](#).
- **Student:** The student account is where your students may view shared cases and complete assigned quizzes.

For any assistance with setup, login, or for other questions, please reach out to the **McGraw Hill Customer Success** team at customersuccess@mheducation.com.

The **Getting Started and Admin Guide** provides step-by-step instructions for setting up your Teaching Case Files account, including how to create and manage instructor and student accounts, create and manage class sections, and pull usage reports. For help, visit the Access User Center page on [Teaching Case Files](#) and the [Teaching Case Files LibGuide](#) or contact Customer Success at McGraw Hill (customersuccess@mheducation.com).

CONTENTS

Sign In (page 3)

Manage Class Sections (page 4)

Manage Users (page 7)

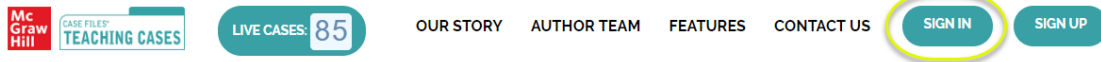
Reports (page 11)

Manage Your Account (page 13)

Resources and Support (page 14)

Sign In

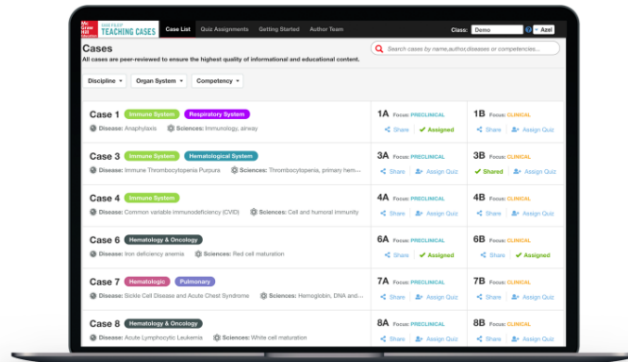
- Visit <https://teachingcasefiles.com/> and select “Sign In” in the upper-right.



Case Files™ Teaching Cases

An unrivaled collection of peer-reviewed clinical cases designed specifically for active teaching and learning

CREATE INSTRUCTOR ACCOUNT



- Sign in with your admin email/username and password received by email at the start of your subscription. If you do not know your admin username or password, contact Customer Success (customersuccess@mheducation.com). You may use the “forgot password” option to reset your password and sign in.

Sign In

Email / Username:

Password:

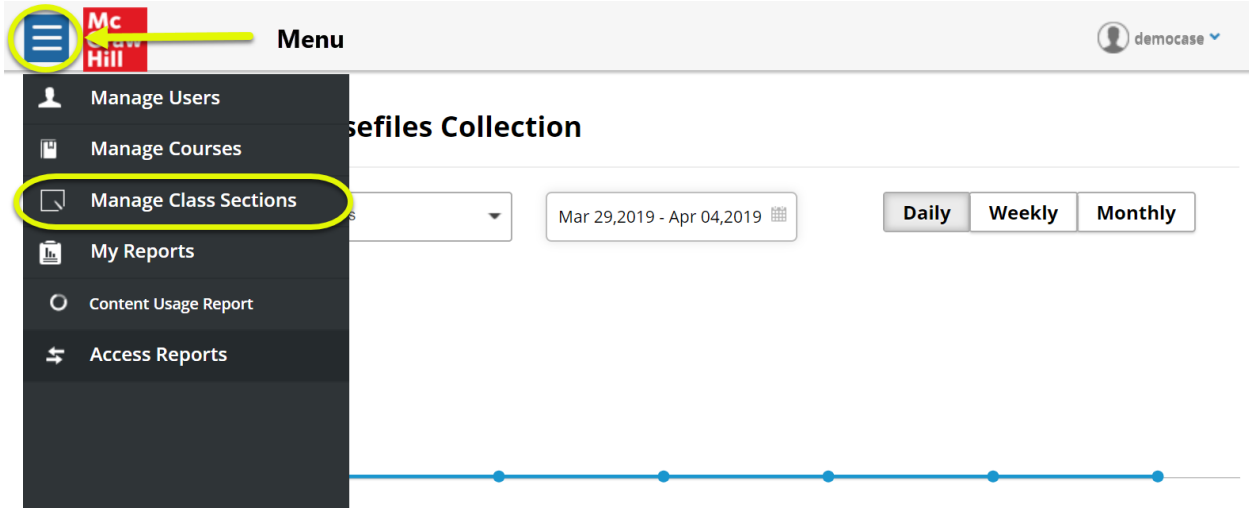
Remember me

LOGIN

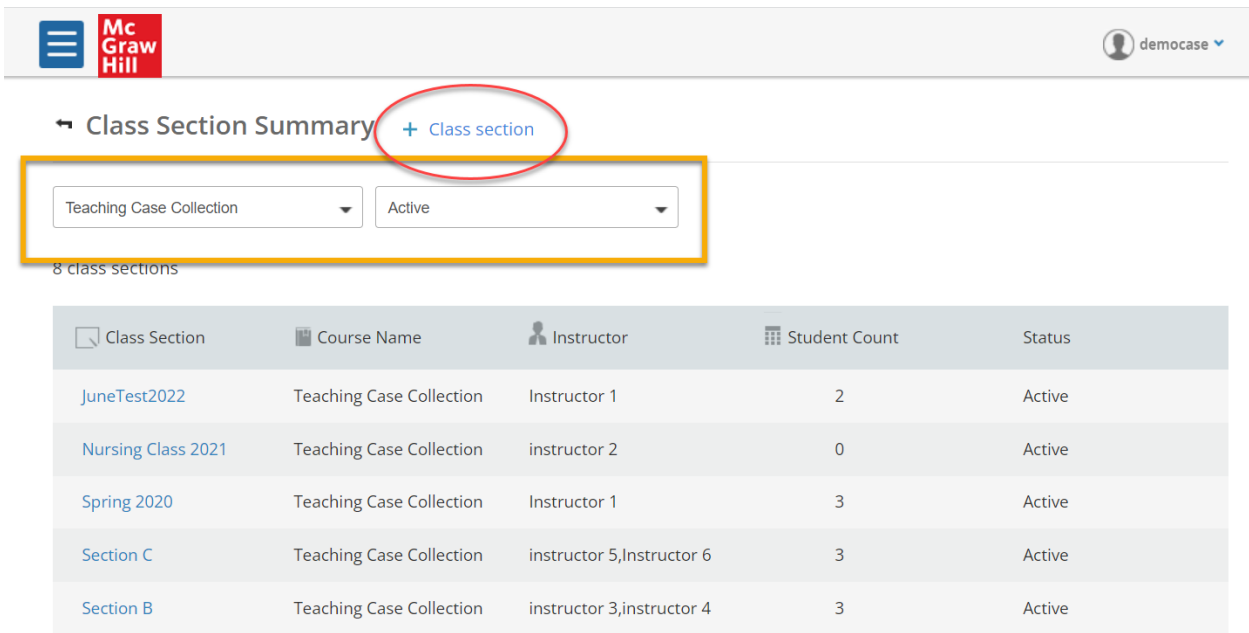
[I forgot my Password](#)

Manage Class Sections

- To create and manage class sections, navigate to the “Menu” in the upper-left, and in the dropdown menu, select “Manage Class Sections.”



- On the “Class Section Summary” page that appears, select “Teaching Case Collection” in the first dropdown menu, select “Active” in the second dropdown menu (you may toggle between active and disabled class sections), and then “+ Class Section” to create a new class section.



- After selecting “+ Class Section”, input the required information and select “Teaching Case Collection” in the “Choose a Course” dropdown menu. You may add instructors to the class section later.
- There is also an option to add a “Start Date” and “End Date” for the class section. If you do not enter a start and end date, the class section will be available indefinitely.

Mc
Graw
Hill

☰

↩ Create a new class section

Class Section Name*

Choose a course*

Start Date

End Date

Pick an instructor ⓘ

Cancel

NOTE: To “Pick an Instructor” for a class section, select “Manage Users” in the menu and create the instructor role. See “Manage Users” section of this user guide for how to create instructor and student accounts. For questions and help, please contact Customer Success (customersuccess@mheducation.com).

- After creating a class section, the admin can perform multiple actions on the class section using the “Action” dropdown menu, including to deactivate selected students (those selected in the check boxes in the class roster), reset a password, edit student information, add a co-teacher, and disable the class section.

Test2022

Class Section Name: Test2022

Start Date : 06/22/2022

End Date : 06/23/2022

Students

No Students Found

Action ▾

- Deactivate Selected Students
- Reset Password
- Edit Student
- Add Co-Teacher
- Disable Class Section

- To edit class section information, select “Manage Class Sections” in the menu, select “Teaching Case Files” in the first dropdown menu on the “Class Section Summary” page, and select the class section you want to edit.

Class Section Summary

All Courses ▾ Active ▾

Select class section to edit info

10 class sections

Class Section	Course Name	Instructor	Student Count	Status
Test Section	Teaching Case Collection		0	Active
Test 2	Teaching Case Collection	Instructor 1	1	Active
Summer 2020 Test	Teaching Case Collection	Instructor 1	4	Active

- When selecting a class section to edit, admins can also choose to “View As This Student” to view a particular student’s login in the class section.

Class Section Name: Section C

Start Date:

End Date:

Students

<input type="checkbox"/>	Full Name	Email	Status	View As Student
<input type="checkbox"/>	Student 7	student7@userservices.com	Not Logged In	NA
<input type="checkbox"/>	Student 8	student8@userservices.com	Not Logged In	NA
<input type="checkbox"/>	Student 9	student9@userservices.com	Last signed in on Apr 15, 2022 09:35 AM	View as this Student

Manage Users

- To create and manage instructor and student accounts, visit the “Menu” in the upper-left, and in the dropdown menu select “Manage Users.”

Email	Institutions	Role / Class Section	Course Count
555@tamu.edu	Demo Casefiles Collection	Student / Test 2	1
444@tamu.edu	Demo Casefiles Collection	Student / Summer 2020 ...	1

- On the “User Summary” page that appears, select “Browse” and then select “Teaching Case Collection” in the first dropdown menu and the course section in the second dropdown menu. After selecting the course section, “+ Import Instructors”, “+ Import Students”, and “+ New User” will appear.

5 users [+ Import Instructors](#) [+ Import Students](#) [+ New user](#)

Full Name	Email	Institutions	Role / Class Section	Course Count
Student 3	student3@userservice...	Demo Casefiles Collect...	Student / Section A	1

- To batch import users, scroll to select the “Download Students/Instructors Template.”

5 users [+ Import Instructors](#) [+ Import Students](#) [+ New user](#)

Full Name	Email	Institutions	Role / Class Section	Course Count
Student 3	student3@userservice...	Demo Casefiles Collect...	Student / Section A	1
Student 2	student2@userservice...	Demo Casefiles Collect...	Student / Section A	1
Student 1	student1@userservice...	Demo Casefiles Collect...	Student / Section A	1
instructor 2	instructor2@userservi...	Demo Casefiles Collect...	Instructor / Section A	1
Instrctor 1	instructor1@userservi...	Demo Casefiles Collect...	Instructor / Section A	1

[Download Students/Instructors Template](#)

- Download the file, input the users' information (first name and last name, email address, snapwiz [universal password]), and save as a .csv file. Users may change their passwords in the profile page in their login.
- Download and save separate template files for instructors and students.

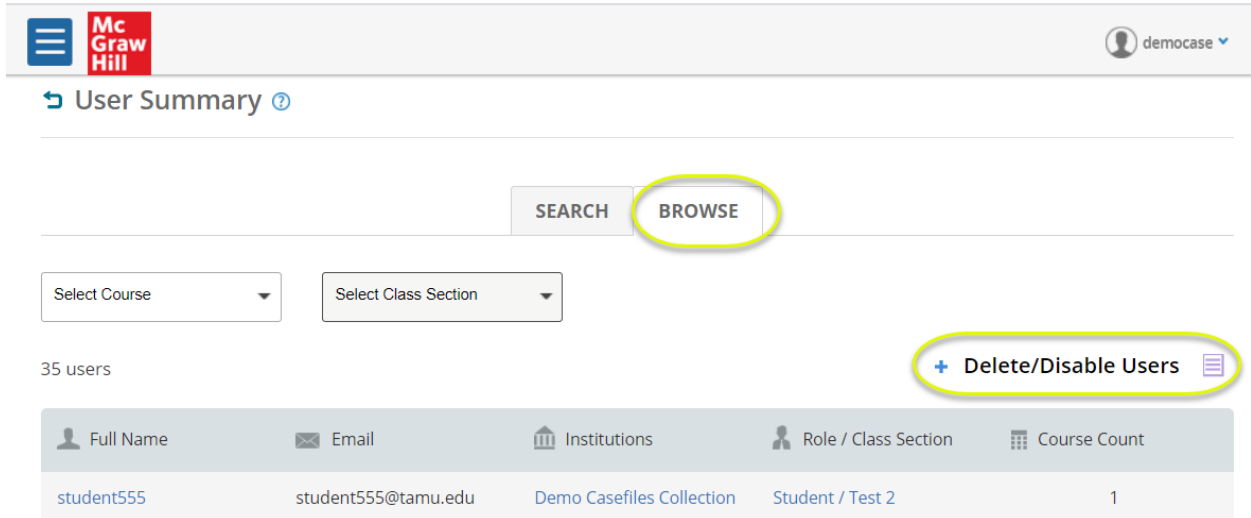
	A	B	C	D	E	F	G
1	FirstName	LastName	Email	Password			
2	Wesley	Holloway	wesley.holloway@mheducation.com	snapwiz			
3	studentuat1		studentuat1@test.com	snapwiz			
4	studentuat2		studentuat2@test.com	snapwiz			
5	studentuat3		studentuat3@test.com	snapwiz			
6	studentuat4		studentuat4@test.com	snapwiz			
7	studentuat5		studentuat5@test.com	snapwiz			



- Select “+ Import Instructors” to add instructor accounts (prompts you to select the corresponding saved template file).
- Select “+ Import Students” to add student accounts (prompts you to select the corresponding saved template file).
- Select “+ New User” to add user accounts manually.

NOTE: The admin account creates and manages instructor and student accounts and class sections. The instructor login also can create and manage student users and class sections. If you are the admin for your account and an instructor, you will have separate admin and instructor logins. For questions and help, please contact Customer Success (customersuccess@mheducation.com).

- To delete, disable, or deactivate users, select “Manage Users” in the menu, select the “Browse” tab, and select “+ Delete/Disable Users” which prompts you to choose the template file used to import old students.



McGraw Hill logo and user profile (democase) are visible in the top right.

Navigation: User Summary

Buttons: SEARCH, BROWSE

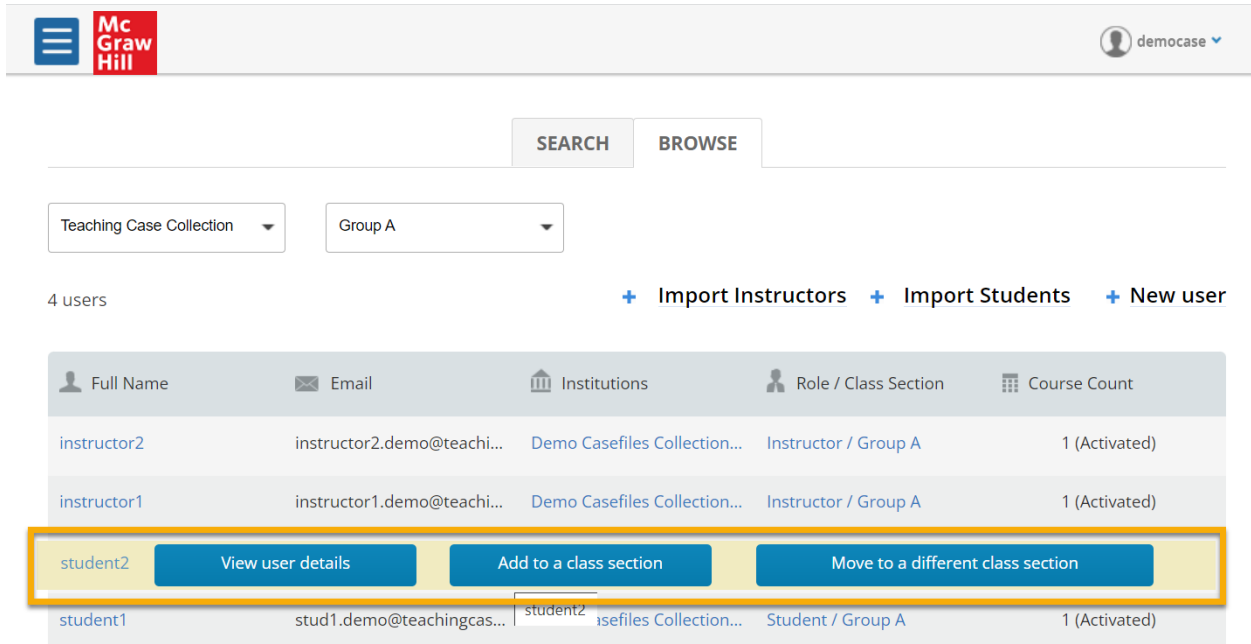
Filters: Select Course, Select Class Section

35 users

+ Delete/Disable Users

Full Name	Email	Institutions	Role / Class Section	Course Count
student555	student555@tamu.edu	Demo Casefiles Collection	Student / Test 2	1

- To view user details (edit information, email, password) or add or move users to a different class section, select “Manage Users” in the menu, select the “Browse” tab, select “Teaching Case Collection” in the first dropdown menu, select the appropriate class section in the second dropdown menu, and hover over the user’s name to select “View User Details,” “Add to a Class Section,” or “Move to a Different Class Section.”



McGraw Hill logo and user profile (democase) are visible in the top right.

Navigation: SEARCH, BROWSE

Filters: Teaching Case Collection, Group A

4 users

+ Import Instructors + Import Students + New user

Full Name	Email	Institutions	Role / Class Section	Course Count
instructor2	instructor2.demo@teachi...	Demo Casefiles Collection...	Instructor / Group A	1 (Activated)
instructor1	instructor1.demo@teachi...	Demo Casefiles Collection...	Instructor / Group A	1 (Activated)
student2				
student1	stud1.demo@teachingcas...	student2...sefiles Collection...	Student / Group A	1 (Activated)

Buttons for student2: View user details, Add to a class section, Move to a different class section

- After selecting “View User Details,” on the “User Details” page, you may view and edit user information, including changing the user’s password and username. Scroll to deactivate the user.

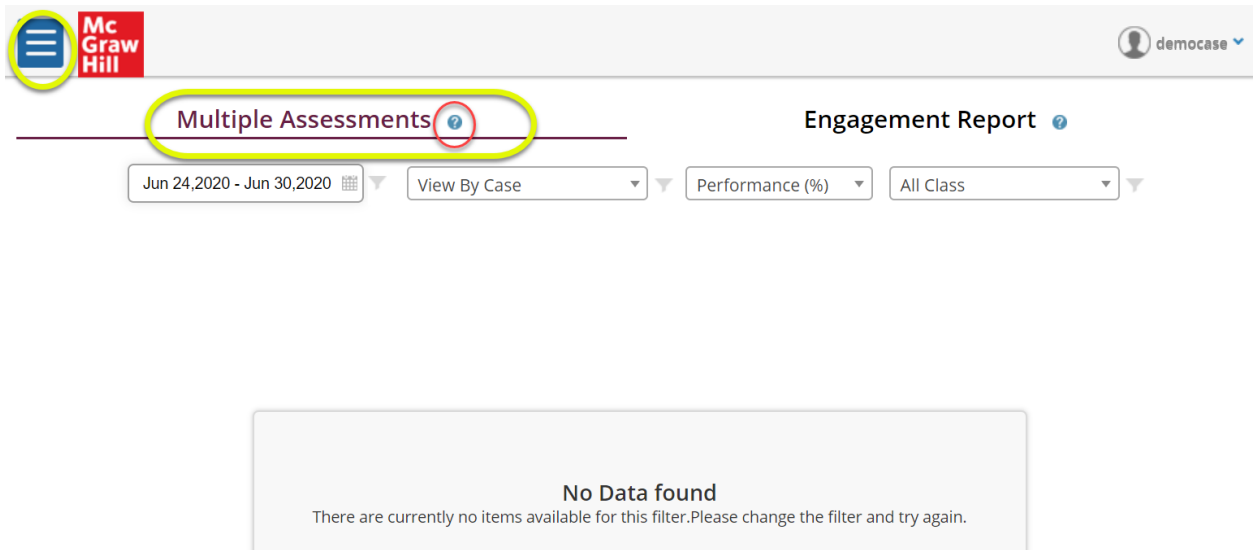
Reports

- On the Teaching Case Files dashboard (homepage), you may pull user login usage reports by selecting “Teaching Case Collection” in the first dropdown; selecting the calendar icon and highlighting a date range; selecting either a daily, weekly, or monthly display of the data; and scrolling to select “Download” to generate the user logins usage report.
- In the menu, “Access Reports” will show the same user login usage data as the homepage. User login usage date shows how many times the site is being logged into by users.

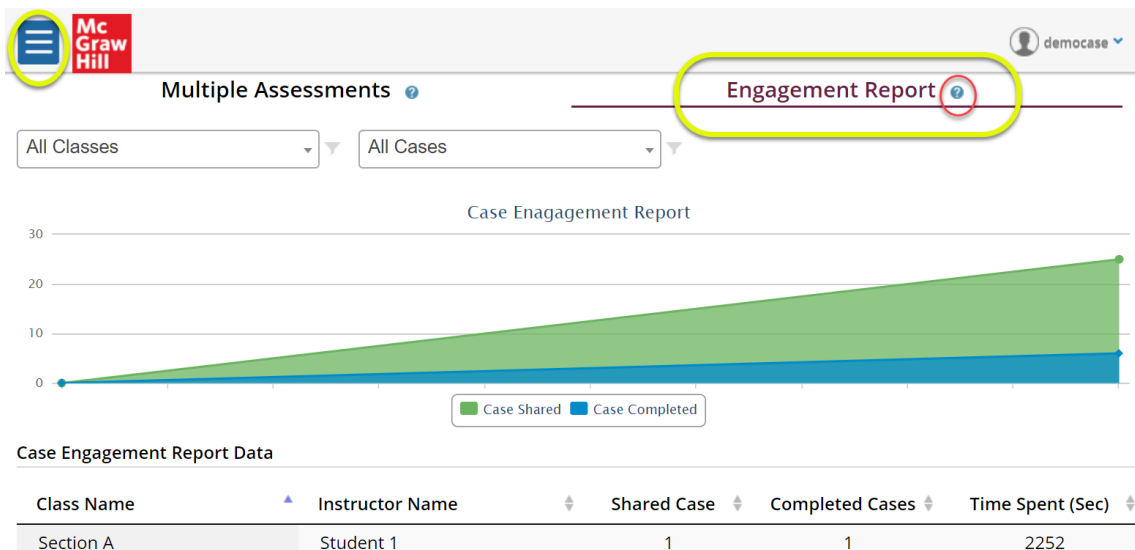
NOTE: User login usage reports will not be available for the current month until after five business days into the succeeding month. For questions and help, please contact Customer Success (customersuccess@mheducation.com).

- For other usage reports, visit the “Menu” in the upper-left and select “Case Files Usage Report.” The reports will show data from multiple assessments and engagement. Use the “?” icon beside each report heading to learn more about the data each report provides.

Multiple Assessments reports shows student performance data on assigned content.



Engagement reports show class activities, including cases shared, completed, and time spent.



Class Name	Instructor Name	Shared Case	Completed Cases	Time Spent (Sec)
Section A	Student 1	1	1	2252

Manage Your Account

- Once signed in, you may view and edit your admin profile information.

Full name: democase

Email address: democase@test.com

[Change Password](#)

[Cancel](#) [Save](#)

- You may edit the admin account name, email address, and password from the profile page.

Full name: democase **Edit**

Email address: democase@test.com

[Change Password](#)

[Cancel](#) [Save](#)



Resources and Support

Please visit the Access User Center page on [Teaching Case Files](#) and the [Teaching Case Files LibGuide](#) for additional instructional resources, tutorials, and user guides.

For help and training, contact Customer Success (customersuccess@mheducation.com).