


How to update the rounds, events and activities pages on the FHS website

1. Nancy will email the events and rounds word document as an attachment. Open the word document.

UPCOMING ROUNDS

 This is before you edit.

Date: Tuesday April 8, 2008

Round Type: Educational Rounds

Round Topic: Marginal structural models for causal inference from observational data.
Too good to be true?

Department: Centre for Evaluation of Medicines

Time: 12:30 pm - 1:30 pm

Location: CEM, 105 Main St. E, P1

Speaker(s): Eleanor Pullenavegum, Centre for Evaluation of Medicines, McMaster University

Description: The Marginal Structural Model (MSM) is a relatively new method that claims to yield causal inferences from observational data. This talk will unpack what can and cannot be achieved through marginal structural models. Like many techniques for deriving causal inferences from observational data, marginal structural models rely heavily on the underlying probability models being correct. A technique for assessing goodness-of-fit will be described.

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2. Edit the word document so that all lines beginning with “Date” are in bold and remove the line breaks after the date line through the location line. Edit the text as appropriate.

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3. Start Contribute. 
4. Browse to the following pages on at a time:

- Round schedule page:

http://fhs.mcmaster.ca/main/round_schedule.html

For practice, browse to the test Round page:

http://fhs.mcmaster.ca/main/round_schedule_test.html

- Event schedule page:

http://fhs.mcmaster.ca/main/event_schedule.html

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- Activity schedule page:

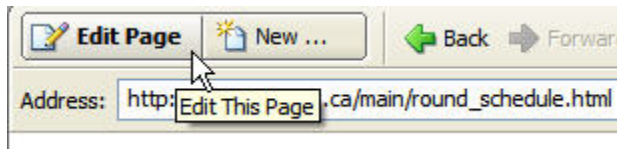
http://fhs.mcmaster.ca/main/activity_schedule.html

- Event main page:

<http://fhs.mcmaster.ca/main/events.html>

The event main page contains the event of the week that is contained in the email. The event of the week will be one of the rounds, events or activities in the attached word document.

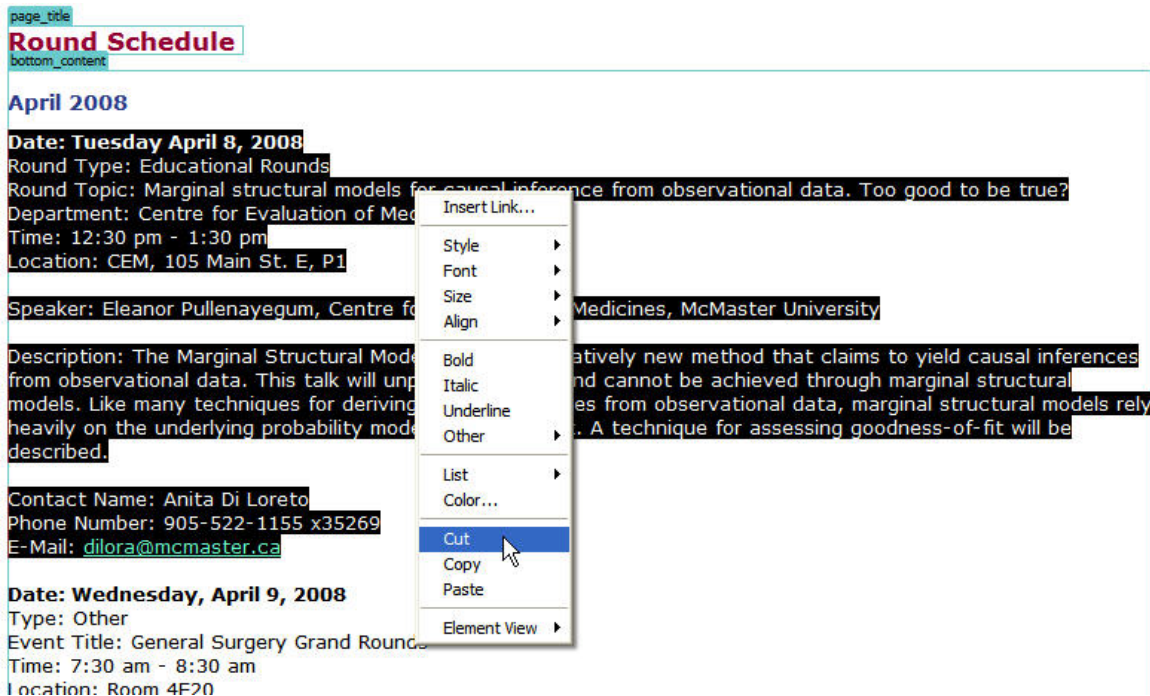
5. Click Edit Page.



6. A draft of the page will be created. All drafts are listed in the pages panel on the left side of the window. A draft is a temporary version of the page. Editable regions on the page will appear inside of blue-green boxes with labels above the top left corner of each box.

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7. To remove the rounds, events or activities that have expired, highlight the text for all of the expired items, right click and select Cut.



The screenshot shows a web editor interface for a 'Round Schedule' page. The page title is 'Round Schedule'. The content is organized by month, with 'April 2008' selected. Under this month, there are two event entries. The first entry is for 'Tuesday April 8, 2008', an 'Educational Round' on the topic 'Marginal structural models for causal inference from observational data. Too good to be true?'. The second entry is for 'Wednesday, April 9, 2008', an 'Other' event titled 'General Surgery Grand Rounds'. A context menu is open over the text of the first event, with the 'Cut' option highlighted. The menu includes options like 'InsertLink...', 'Style', 'Font', 'Size', 'Align', 'Bold', 'Italic', 'Underline', 'Other', 'List', 'Color...', 'Cut', 'Copy', 'Paste', and 'Element View'.

8. To add new rounds, events and activities, cut the text from the word document, go back into Contribute, place the cursor where the item will be located, right click and select Paste. Repeat for all new rounds, events and activities. Not all items in the word document will necessarily be new. You do not have to redo any items that have already been posted. You may sometimes have to adjust the text in Contribute because it does not always translate exactly from the word document. To enter a new paragraph, hit the <Enter> key. A paragraph is a new line with a line of space in between. To enter a line break alone, hit <Shift><Enter> simultaneously.
9. Click F12 to view the page draft in your browser. Review the text.
10. Click Publish. The page has been updated on the server.
11. Check the page to make sure the text is correct.