How-to guide

A guide through Sectra Education Portal — From beginner to advanced

SECTRA

Knowledge and passion

Welcome to Sectra Education Portal — your online platform to view and interact with ready-to-teach material across medical disciplines. You are part of our family of Sectra Education Portal users, in which knowledge is shared world-wide. We are currently in medical universities, simulation centers, and teaching hospitals in over 50 countries.

This How-to guide aims to answer the most frequently asked questions. If you cannot find what you are looking for, please do not hesitate to contact us through support@sectra.com, or your designated Customer Success Manager.

Contact us!

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Knowledge and passion

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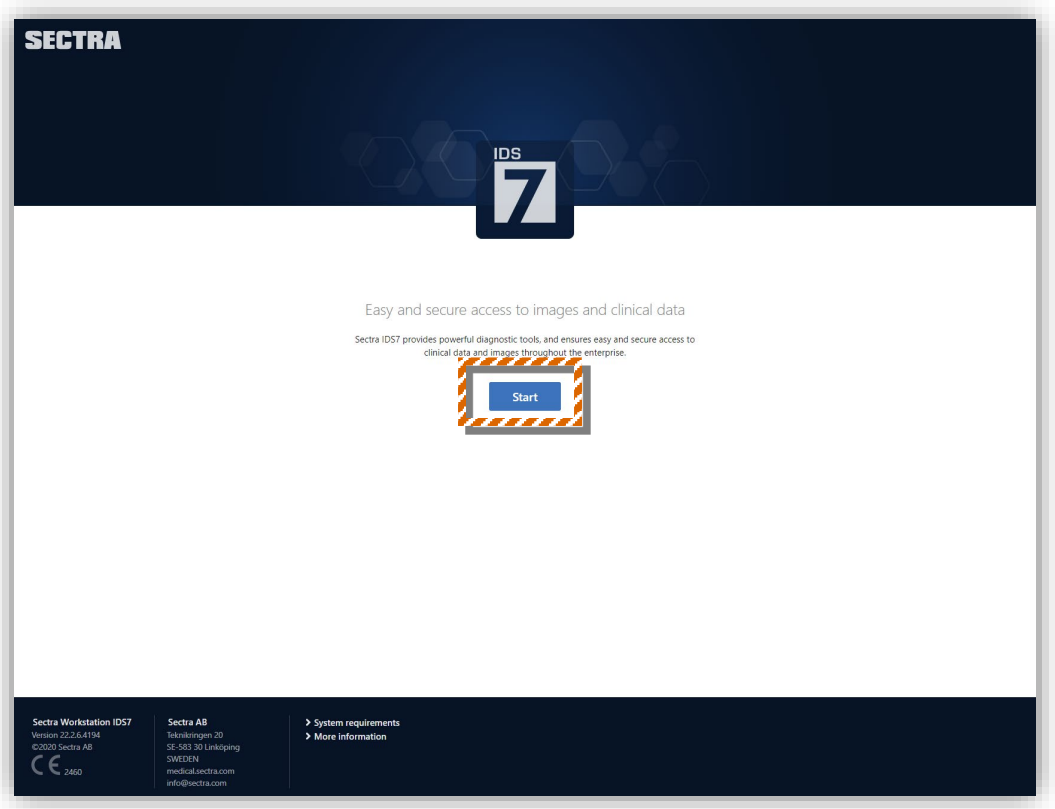
Beginner level

How to access Sectra Education Portal on the Table/Board?

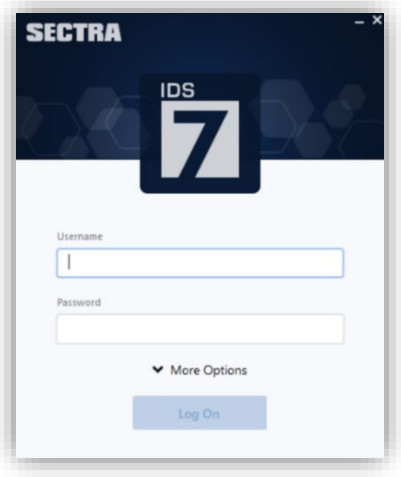
To turn on your Table, press the red button located on the right-hand side, at the Table bottom. Turn on your Board through the attached computer.

To log into Windows, swipe up the Windows screen and input your administrator username and password. The defaults are: SuperUser, password: abc123. Sectra recommends that you assign a secure Windows password.

Select the icon in the middle of the desktop named Education Portal. Alternatively, open Edge Chromium and go to [Sectra Education Portal (epsectra.com/ids7)](). Click on **Start**.



In the pop-up, input the username and password given to you by Sectra.



How to find good teaching material?

There is prepared and organized teaching material, including lessons and quizzes, found under Stories. The published Stories are an excellent way of quick starting since they contain the favorite case presentations from our users. Learn how to view Story presentations.

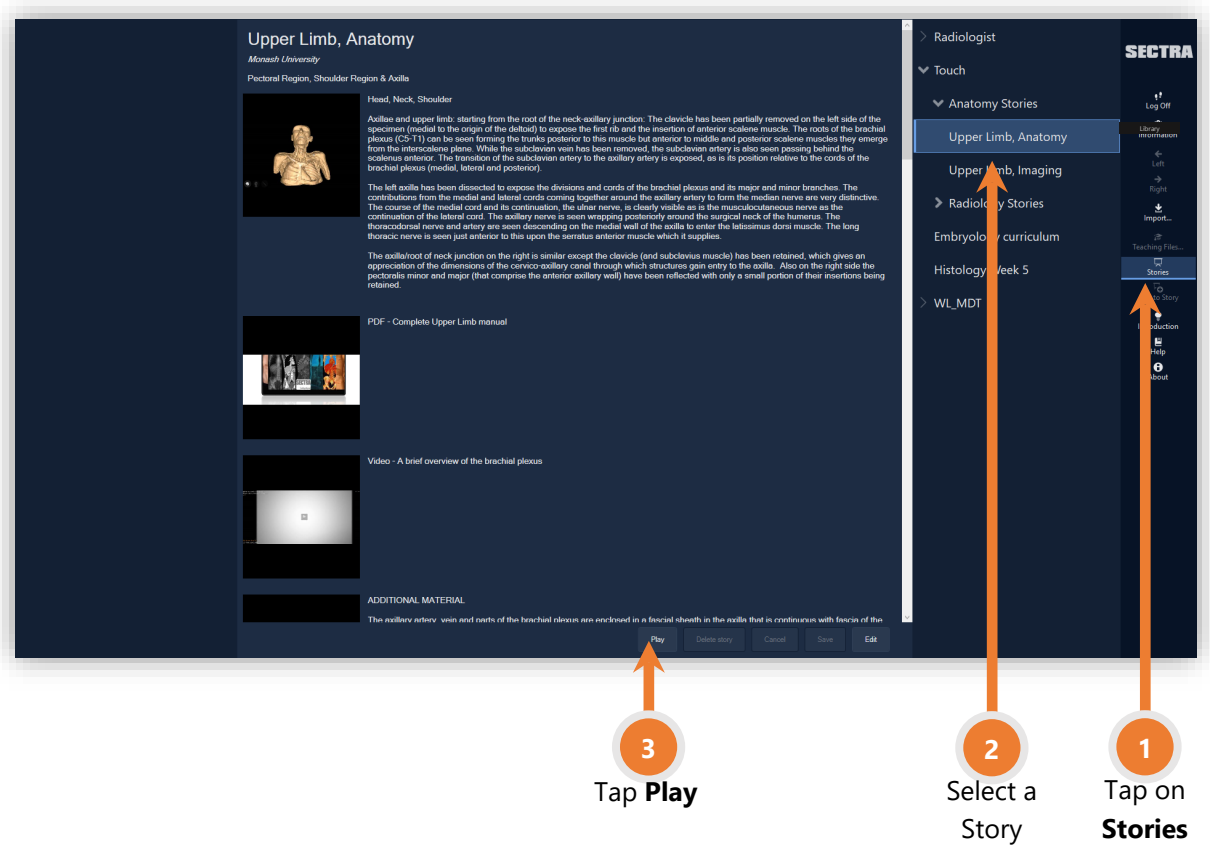
In addition, you will find the public Library organized by: embryology, body region, medical specialty, modality, system, and the Monash University 3D Anatomy Series. You will find these under **Library ➔ Public Cases**. Alternatively, you can search for a case from the search bar on the top.

The cases in Sectra Education Portal are organized by the first letter of their name:

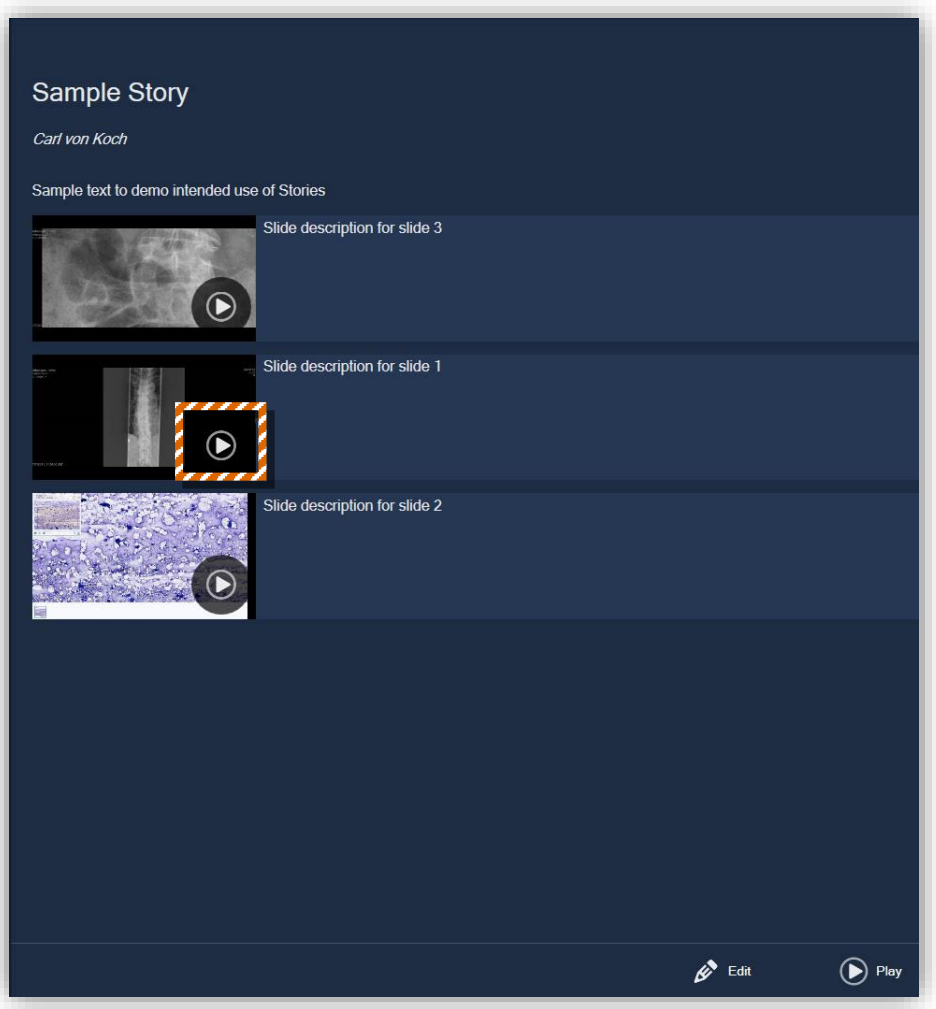
E___	Embryology cases
P___	Histology cases
C___	Cytology cases
S___	Anatomy cases, Sectra-provided
U___	Anatomy cases, User-provided
M___	Anatomy cases, prosections from Monash University

How to view Story presentations for anatomy, histology, radiology, etc.?

To view Stories, simply tap **Stories** on the toolbar on the right-hand side. Notice that the Stories tree appears. Tap to select and view a story. Tap **Play** to play the Story.



Additionally, stories can be played from any slide. Tap the **play icon** to start playing the Story from that slide.



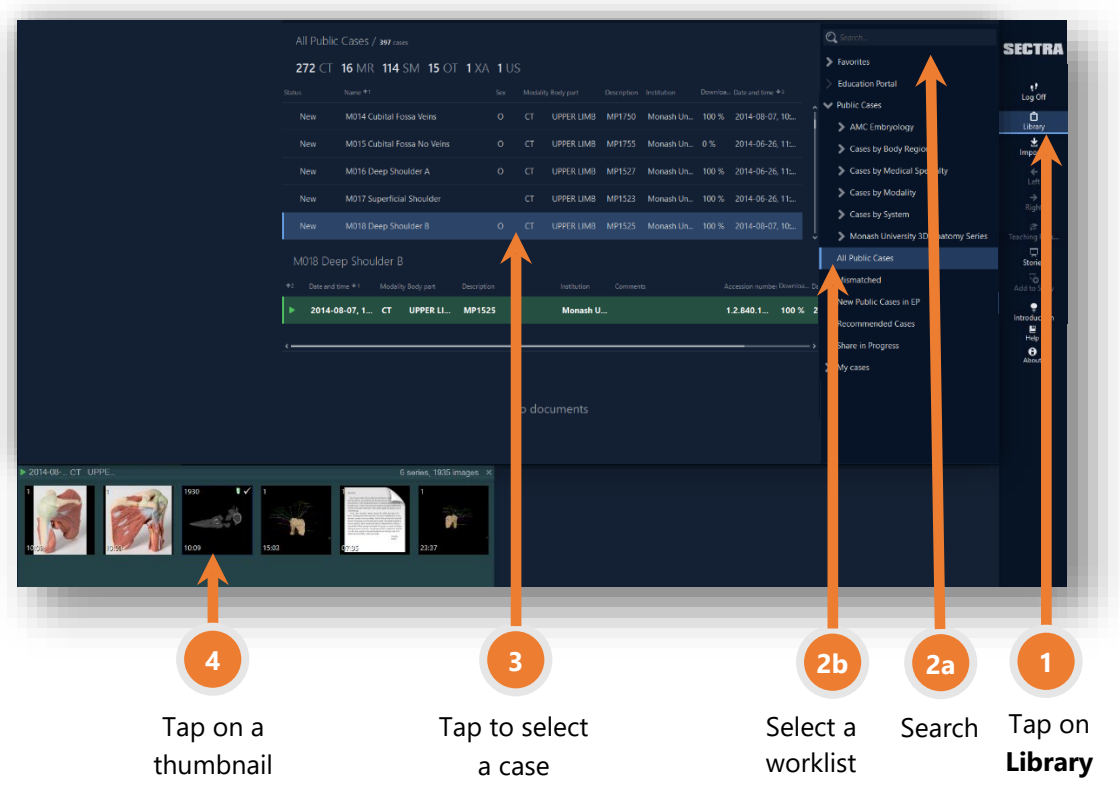
How to open a case from the Library of cases?

To open a case, tap on **Library** on the right-hand side toolbar.

You can do a search from the search bar on the top. Alternatively, you can select a worklist of different cases, for instance **Public Cases ➔ All Public Cases**.

Tap on a case from the list to select it.

You will notice that a thumbnail toolbar appears at the bottom. Tap on one of the thumbnails to open it. If you don't know which thumbnail to open, the CT/MR stack is the one where the number on the top left corner is a larger number. This number indicates the number of slices.

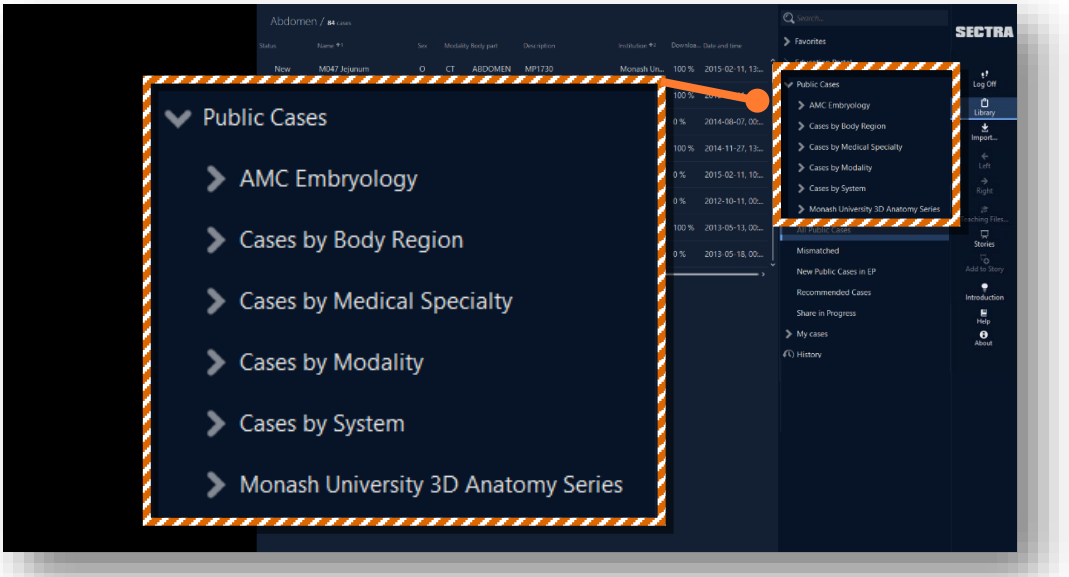


Once you have opened the CT/MR stack, learn about the touch gestures of 2D images or learn how to access the 3D view.

How to access different case types (e.g. all histology, all embryology, all abdomen)?

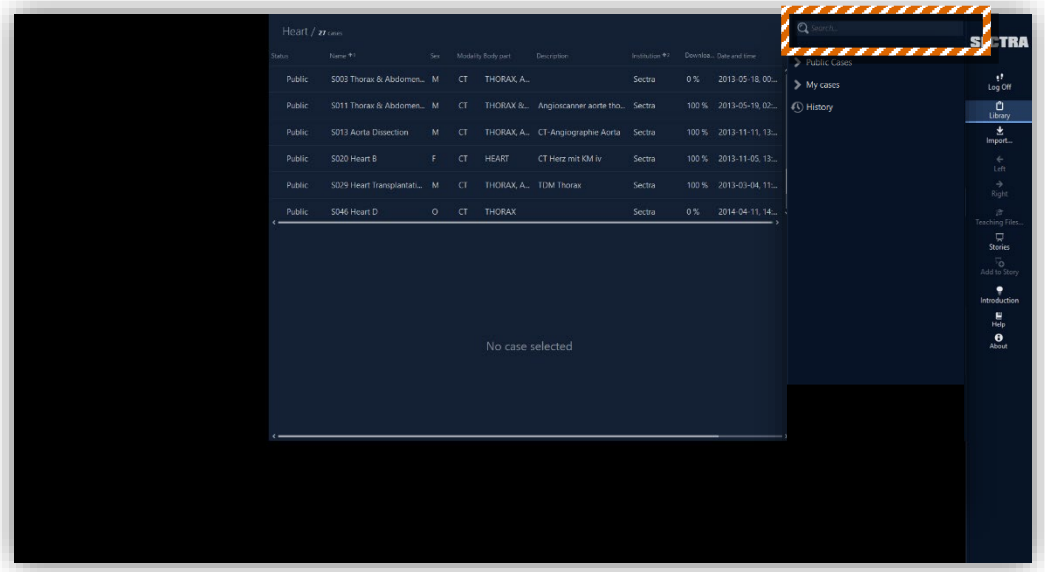
The public cases located in the Library are structured in worklists by embryology, by body region, by medical specialty, by modality, by system, and the prosection cases, found under Monash University 3D Anatomy Series.

These structured worklists are available under **Library ➔ Public Cases**.



How to search for cases?

The search bar is located on the upper right-hand side. Tap on the search bar, which will bring in the virtual keyboard. As you type, the search results will appear automatically after a few seconds.



Note: if the keyboard doesn't automatically appear, check that a physical keyboard is not plugged in.

How to find anatomy cases?

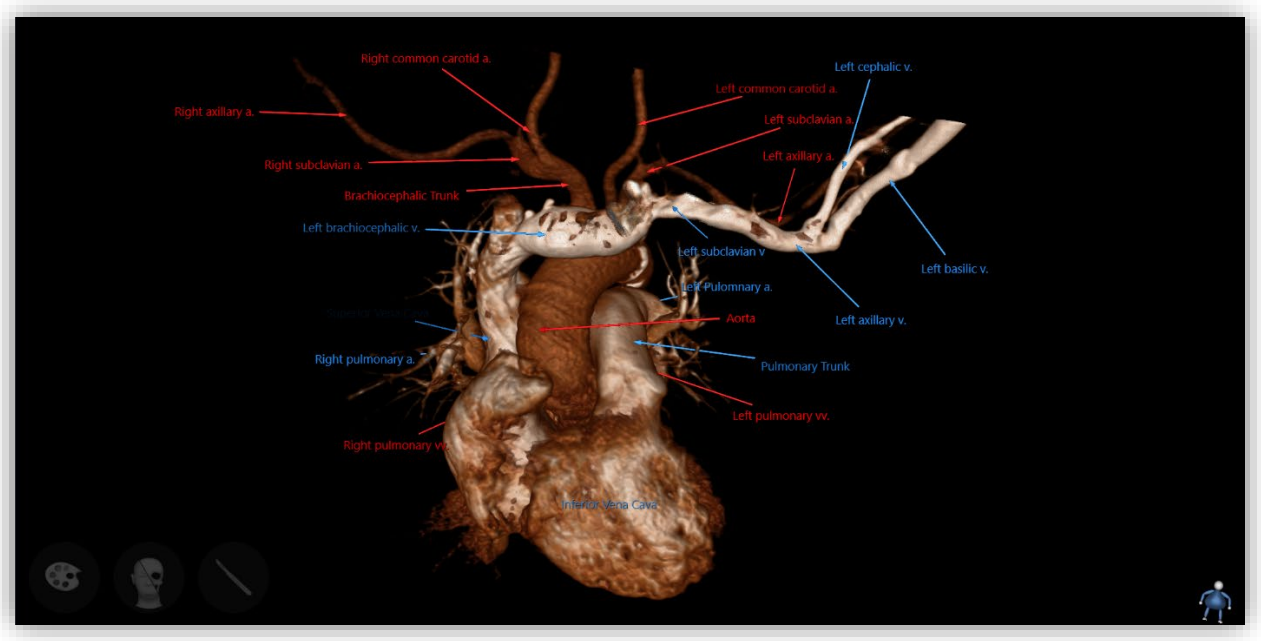
There is prepared and organized teaching material under Stories. Stories contain lists of most popularly used cases. Learn how to view Story presentations.

In addition, you will find the public Library organized by embryology, body region, system, and the Monash University 3D Anatomy Series. These structured worklists are available under **Library ➔ Public Cases**. Alternatively, you can search for a case from the search bar on the top.

The case names starting with S___ are anatomy cases provided by Sectra, the ones starting with U___ are anatomy cases provided by Sectra Education Portal users, the ones starting with M___ are the anatomy prosection cases provided by Monash University.

Tap on a case to open it. Learn how to open cases in 3D.

Figure: Case *S089 Heart H*, bookmark *Heart (labeled)*



How to find histology cases?

On the right-hand side toolbar, tap **Library ➔ Public Cases ➔ Cases by Modality ➔ Histology**. Alternatively, you can search for *histology* from the search bar on the top. Tap on a case to open it.

The case names starting with P___ are histology cases.

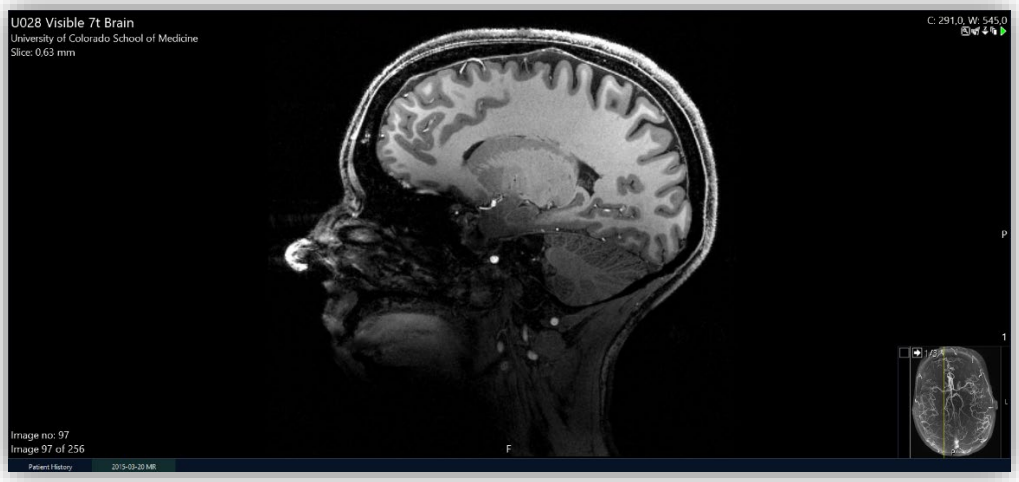
Once you have opened a histology case, learn to interact with them.

How to find radiology cases?

On the right-hand side toolbar, tap **Library ➔ Public Cases ➔ Cases by Modality ➔ CT** or **MR**. Tap on a case to open it. Alternatively, you can search for a case from the search bar on the top.

Tap on a case to select it. You will notice that a thumbnail toolbar appears at the bottom. Tap on one of the thumbnails to open it. If you don't know which thumbnail to open, the CT/MR stack is the one where the number on the top left corner is a larger number. This number indicates the number of slices in the examination.

Figure: Case *U028 Visible 7t Brain*

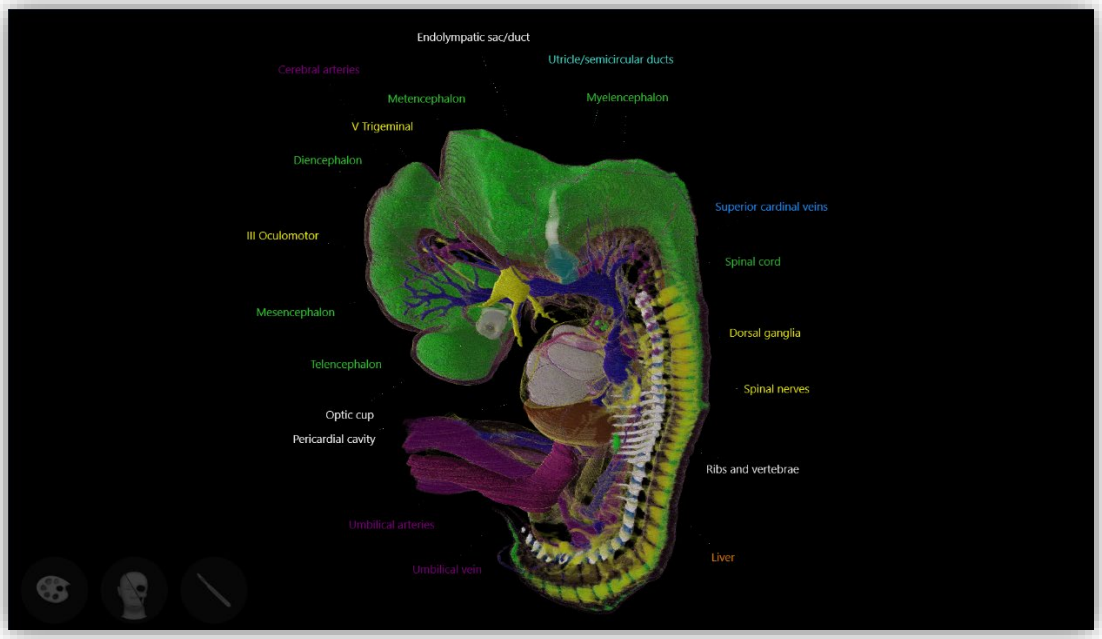


How to find embryology cases?

To access the embryology cases, search for embryology, or find the AMC Embryology worklist under **Library ➔ Public Cases**. There are 14 different Carnegie stages available, spanning from day 15 to day 60. Each case contains an interactive PDF, histology slices, and a CT scan, labeled in 3D.

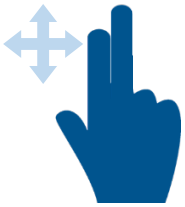
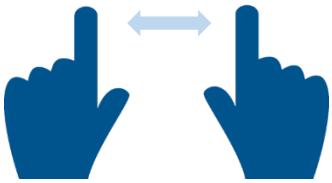
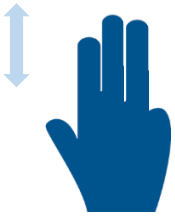
The case names starting with E___ are embryology cases.

Figure: Case *E010 Embryology Stage 17 (42-44 Days)*, bookmark *Labeled Structures*



How to interact with radiology 2D images (CT and MR stacks)?

CT and MR cases contain several CT or MR images. The basic touch interaction with 2D images are:

Touch Interaction		Mouse Interaction	Function
	One finger left-right or up-down	Press and hold mouse wheel and move left-right or up-down	Change window or contrast
	Two fingers	Press and hold left click	Pan the image
	Two fingers moving to/from each other	Ctrl + Moving mouse wheel up and down	Zoom in/out
	Three fingers up-down	Moving mouse wheel up and down	Scroll though images at slow speed (four fingers for medium speed, five fingers for fast speed)
	One finger press, hold for a second, and release	Right click	Tools menu

Learn about more functions for radiology cases and learn to combine 2D and 3D views.

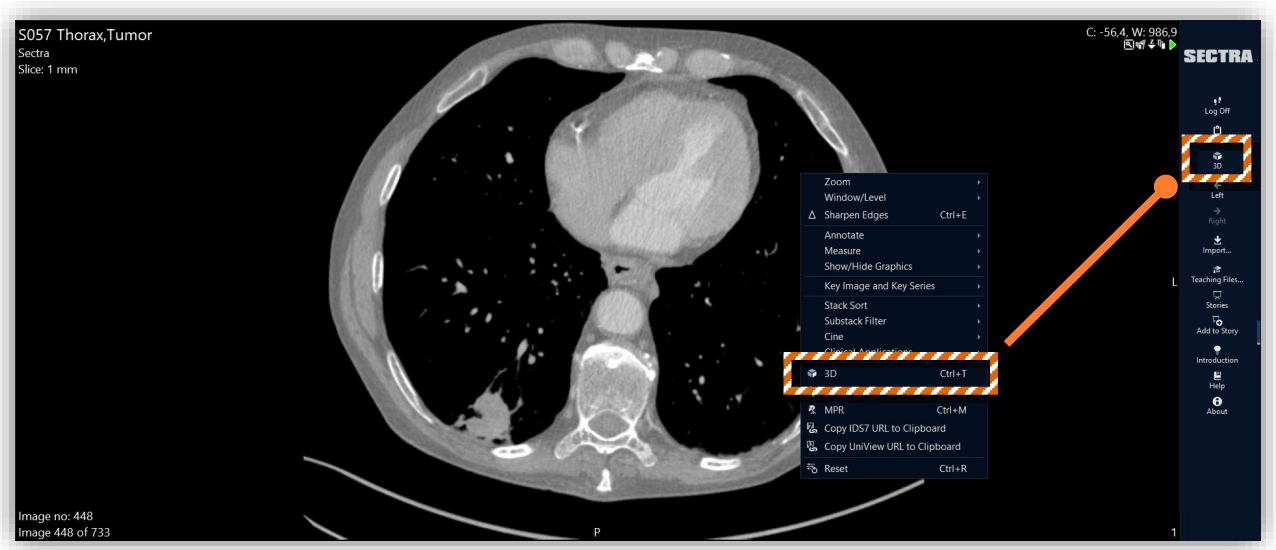
How to access 3D images?

First, open a radiology 2D CT or MR case.

Access the 3D view of the case by tapping the **3D** icon from the right-hand side toolbar.

Alternatively, you can access the Tools menu – press anywhere on a CT or MR image, hold for a second, and release. Select **3D**.

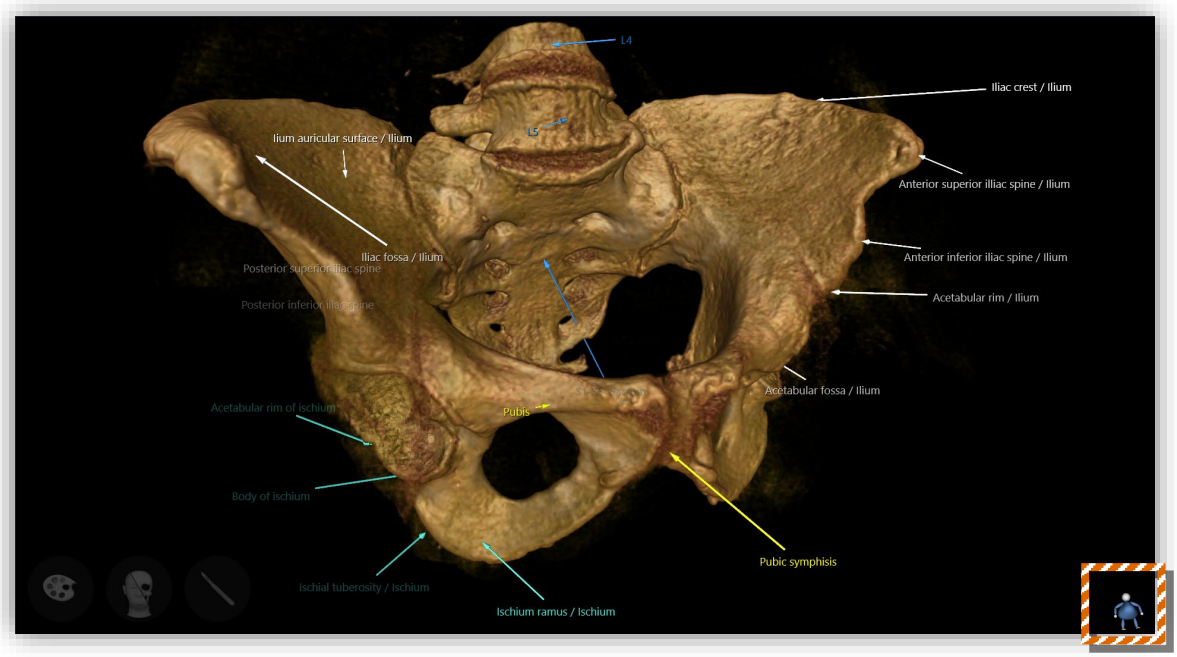
Figure: Case *S057 Thorax, Tumor*



How to interact with 3D images?

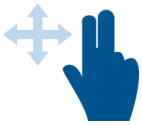
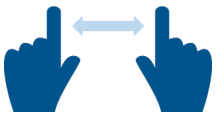
The icon of the **Mannequin**, the bottom right one, indicates the orientation, and it rotates according to the rotation of the 3D image. It also gives access to the 3D Menu.

Figure: Case *S064 Hip*, bookmark *Pelvis (Labeled)*



The icon of the **Mannequin**. It rotates as you rotate the case, and gives access to the **Menu**

The basic touch interaction with 3D images are:

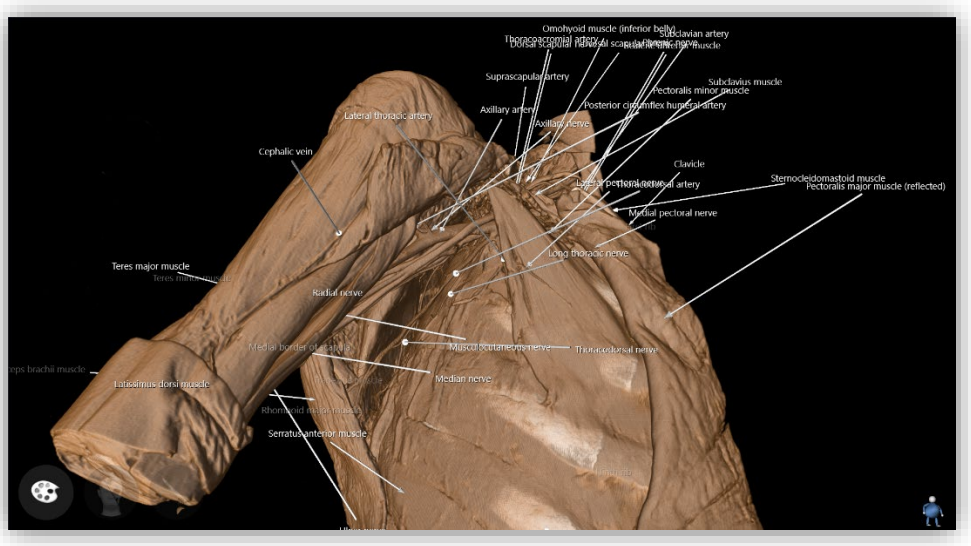
Touch Interaction		Mouse Interaction	Function
	One finger	Press and hold left click	Rotate
	Two/three fingers	Press and hold right click	Pan the image
	Two fingers moving to/from each other	Moving mouse wheel up and down	Zoom in/out
	Double tap	-	Select rotation axis
	Tap with three fingers simultaneously	-	Call the puck tools
	One finger holds a structure for 2+ seconds	Through right click menu, see arrow creation	Create labels
	One finger holds and one finger taps	Through right click menu, see 2D Menu in 3D	Open 3D menu (also accessible by tapping the **Mannequin** icon)
	Two fingers hold at the edges of a structure	Through right click menu, see measurement creation	Measurement
	Four fingers hold on a structure	-	Natural size

To close the 3D view, tap **Mannequin ➔ Close**. Then, tap on **Library** to access the list of cases.

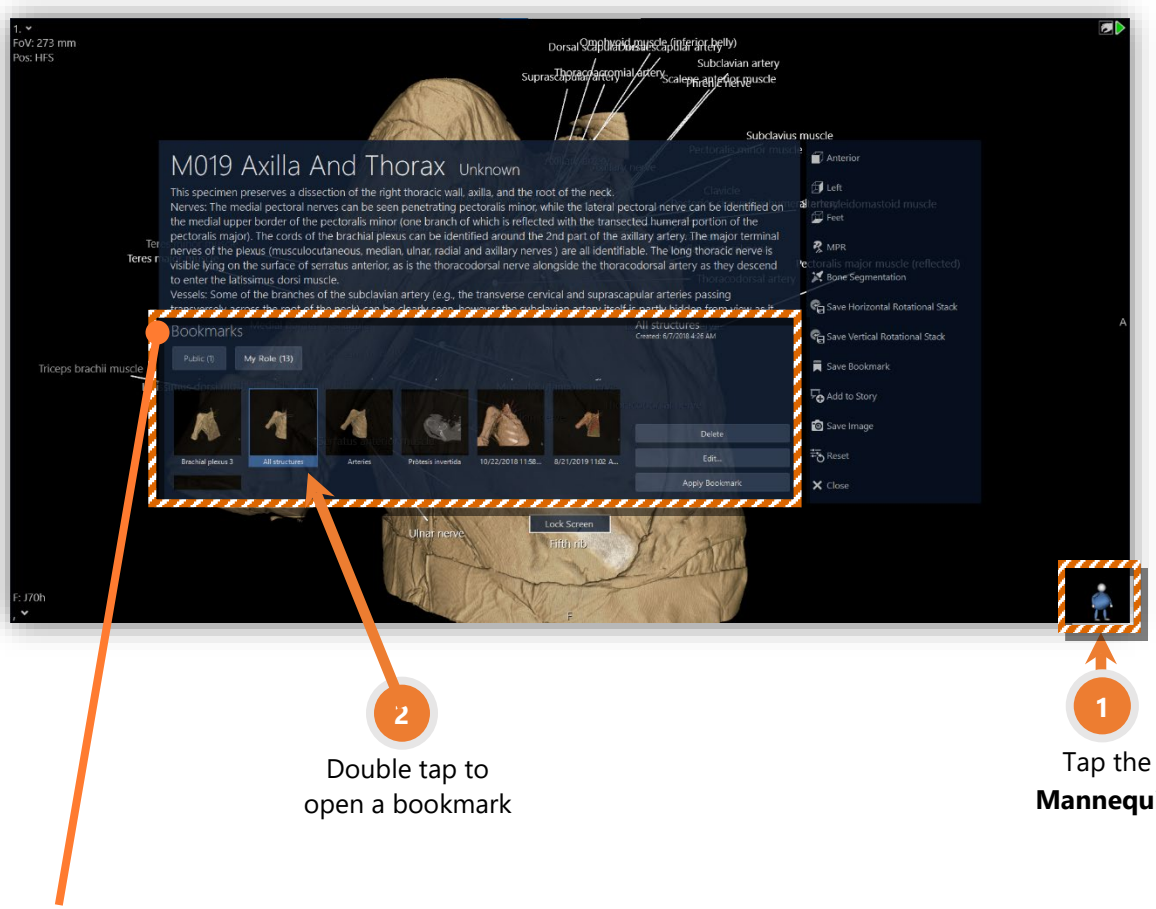
How to access bookmarks?

Many cases contain bookmarks: ready-to-teach material connected to that specific case. Already collected and structured lists of bookmarks of different cases are found under Stories.

Figure: Case *M019 Axilla and Thorax*, bookmark *All structures*



To access bookmarks, you must be viewing a 3D image. Tap the icon of the **Mannequin**. You will see the available bookmarks as thumbnail pictures. Double tap on a bookmark to open it.



Bookmarks are structured into tabs. The tab **Public** contains bookmarks recommended and verified by Sectra. The tab **My institution** [the name of your institution] refers to the ones saved by someone from your university, center or hospital. The tab **Others** contains bookmarks saved by other institutions around the world. Learn to create your own bookmarks.

How to interact with histology cases?

The basic touch interaction with histology images are:

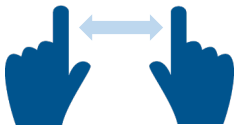
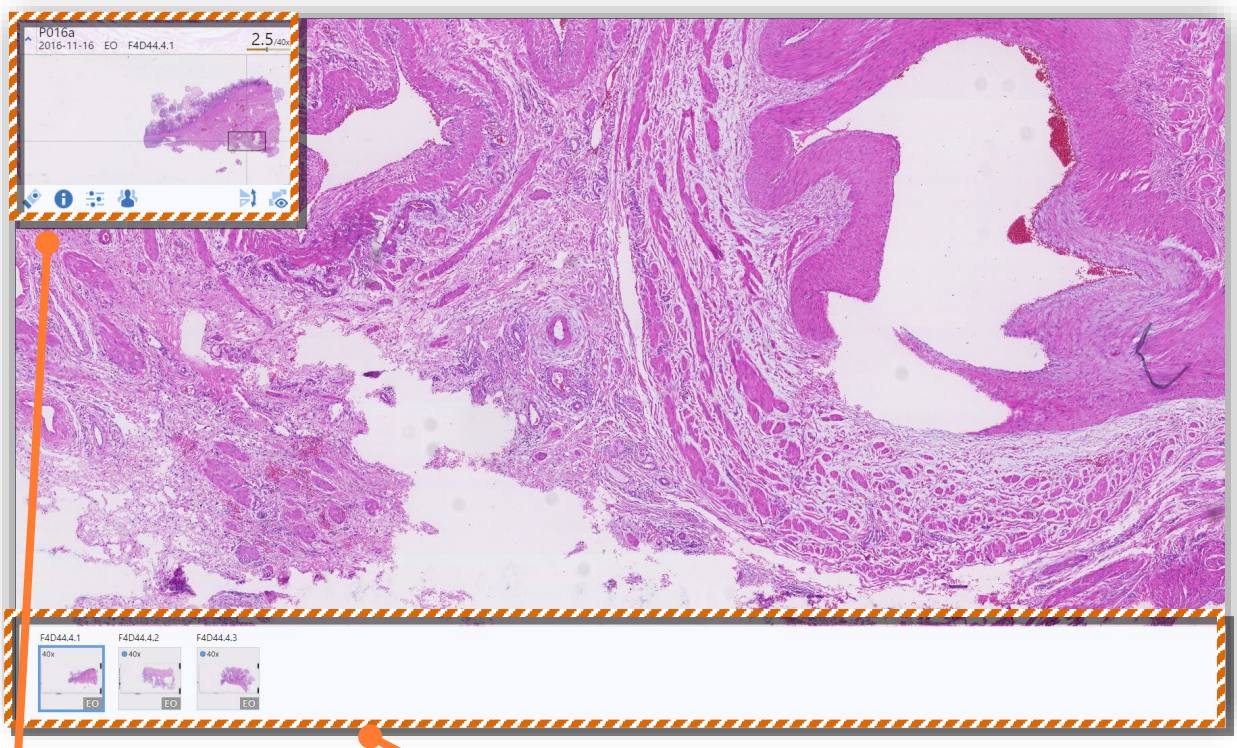
Touch Interaction		Mouse Interaction	Function
	One finger	Press and hold left click	Pan the image
	Two fingers moving to/from each other	Moving mouse wheel up and down	Zoom in/out
	Double tap	Double left click	Zoom to maximum magnification
	One finger press, hold for a second, and release	Right click	Tools menu (intermediate level)

Figure: Case *P015 Female Genital 4*



How to access information about a case?

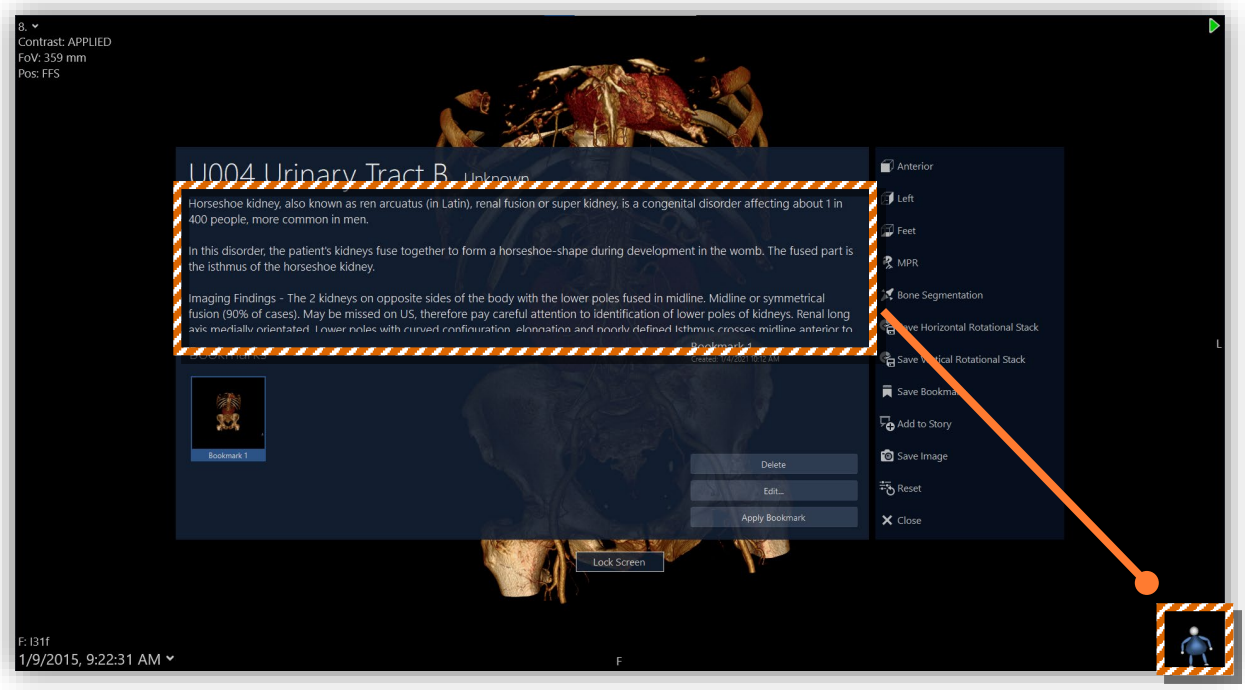
The case descriptions can be found under Teaching Files.

In 2D, you can access the Teaching Files by opening a case and selecting the **Teaching Files** icon from the toolbar on the right.

Figure: Case *U004 Urinary Tract B*

In 3D, you can access the Teaching Files by tapping the icon of the **Mannequin**, found on the bottom right corner. On the appearing menu, the Teaching File with the case description shows under the case name.

Figure: Case *U004 Urinary Tract B*



How to use the Table/Board for a smaller number of people (e.g. group discussions, labs)?

The Table comes with a motorized mechanism at the back that makes it possible to choose a tilt position: place it horizontally for the impression of a dissection table or tilt it under an angle for group panel discussions.

The Board is wall-mounted or used on a stand with wheels. Both solutions are suitable for group discussions.

Connect a USB directly to the Table (there are 3x USB ports on the right-hand side) or your Board (through the computer) and view your teaching material directly there.

How to use the Table/Board for a larger number of people (e.g. lecture halls)?

It is possible to connect the Table/Board to a projector. On the Table, on the bottom right-hand side, you will find an HDMI port (Table versions late F14, F16, F18) or DVI-I port (Table versions J28, early F14) to connect your projector. On the Board, you can connect the projector through the HDMI or DVI-I port on the computer.

Connect a USB directly to the Table (there are 3x USB ports on the right-hand side) or your Board (through the computer) and view your teaching material directly there.

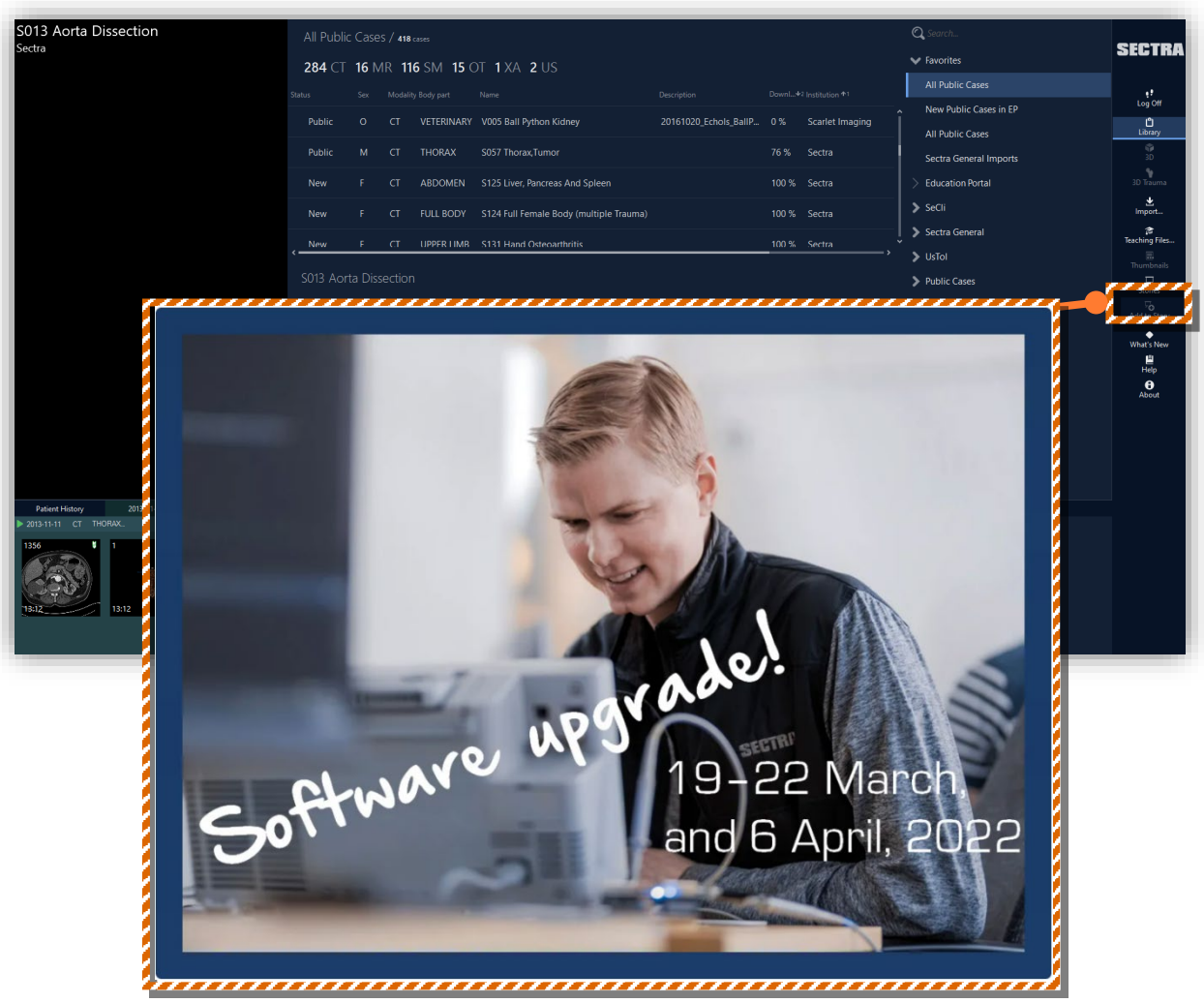
How to change my password?

Open Edge Chromium and go to [Sectra IDS7 (epsectra.com/ids7)](). Click on **Start**. In the pop-up, choose **More Options ➔ Change Password**.

Note: If your institution uses the Sectra Education Portal User Administration website to create logins, passwords will have to be changed through your institution's Sectra Education Portal Administrator, not via the above IDS7 log on.

How to get update information – software upgrade dates, new content added, online training sessions, etc?

Choose **What´s New** to access Resource Hub that has information about our software upgrade dates, guides, training videos, etc.

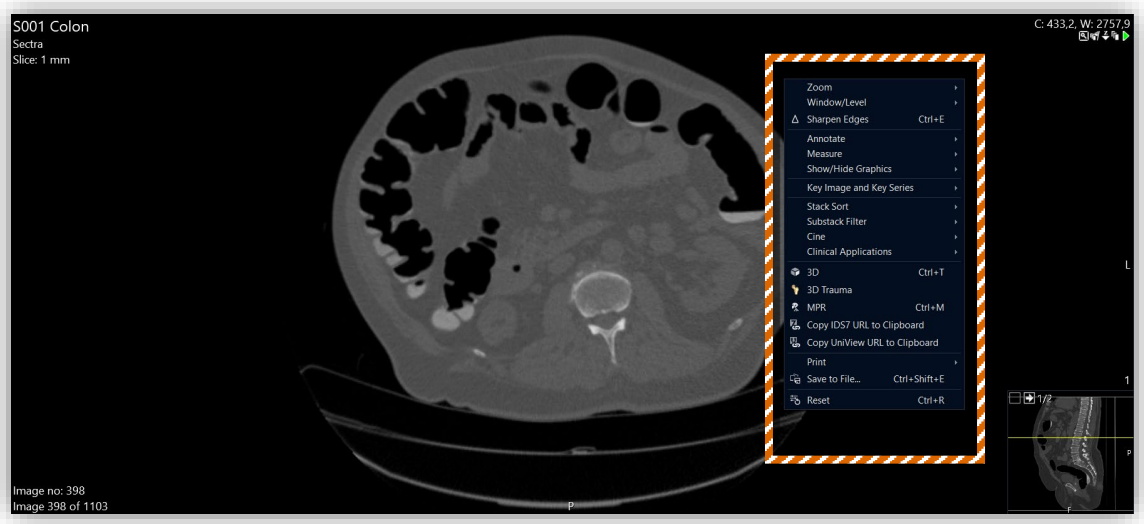


Intermediate level

How to interact with radiology 2D cases (CT, MR stacks)?

For additional options, bring up the menu: press with one finger, hold for a second, and release it.

Figure: Case *S001 Colon*



The menu has additional options. Some of the most used ones are:

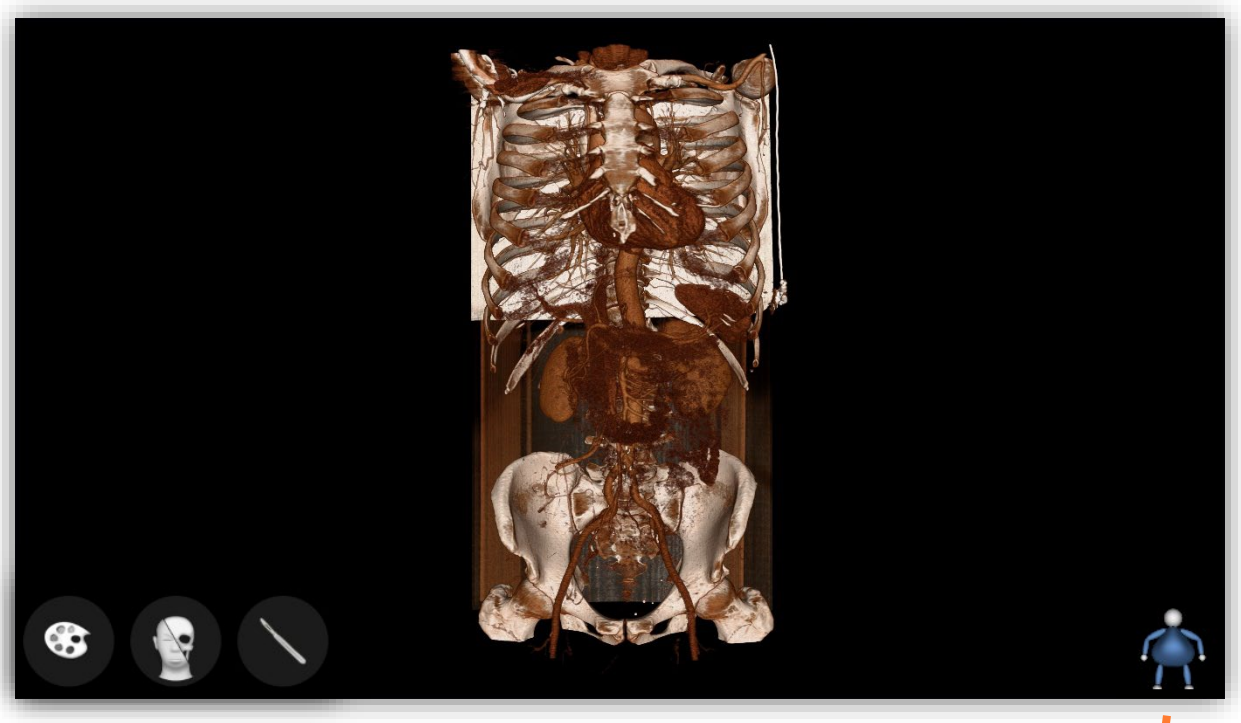
Tool Name	Description
Zoom ➔ True size	View the true, natural size of the patient, 1:1 scale
Window/Level	Set preset window levels or move
Annotate (Submenu)	
Text, Text Mark	Write text
Line, Polyline, Arrow, Circle, Ellipse	Draw lines and shapes
Measure (Submenu)	
Distance, Angle	Create measured distance (mm) and angle measurements
ROI area, ROI circle, Histogram circle	Region of interest area, and preset circle area with or without histogram
Cine ➔ Cine loop	To play the images in the stack. When clicked, a Cine toolbar will appear on the left side, with options such as playing and stop playing the images, changing the frame rate speed, etc.
3D	Generate the 3D view
3D Trauma	Generate the 3D view suitable for orthopedic surgery planning **(add-on tool)**
MPR	To access the sagittal, coronal, and axial multiplanar reconstructions
Copy IDS7 URL to Clipboard	Copies the URL link of the case; select this and paste the URL on the browser to open it with the Advanced Workspace (teacher login required). Learn to work with URL links.
Copy UniView URL to Clipboard:	Copies the URL link of the case; paste it to open it with the Viewer for student access (teacher or student login required). Learn to work with URL links.
Save image	Saves the single image or stack of images to the computer
Reset	Reset changes

How to interact with 3D cases?

Opening the 3D view, you will see the case in 3D, on the bottom left corner the three Puck tools: Color Presets, Tissue, and Cut, and on the bottom right corner the icon of the Mannequin. These are explained in continuation.

Learn about the touch interactions of 3D images at the Beginner section of this guide.

Figure: Case *S011 Thorax Abdomen B*



Color Presets

Tissue

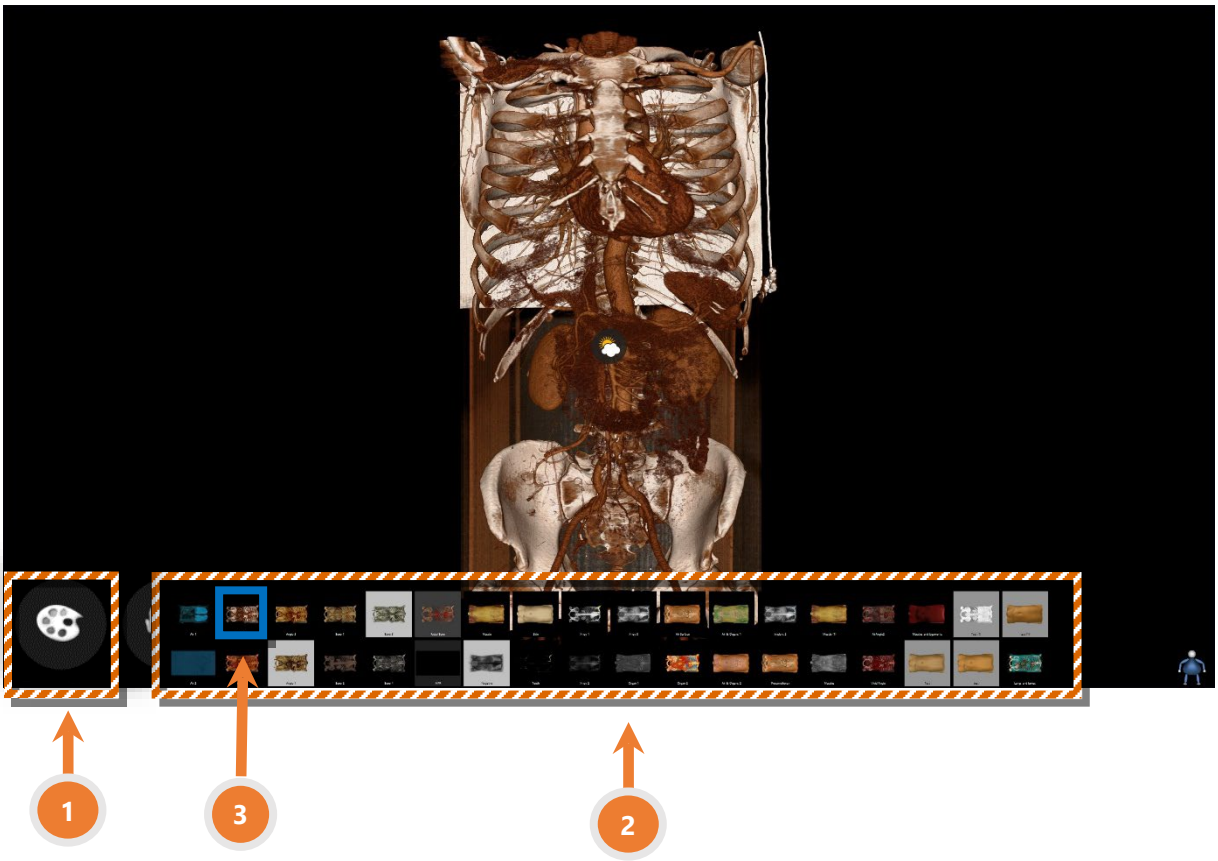
Cut

The icon of a **Mannequin**.
It gives you access to the **Menu**.
The icon rotates as you rotate the case.

3D interaction – Color Presets

Color Presets apply different colors to different Hounsfield densities of the CT stacks. The Color Presets are only applicable to CT stacks.

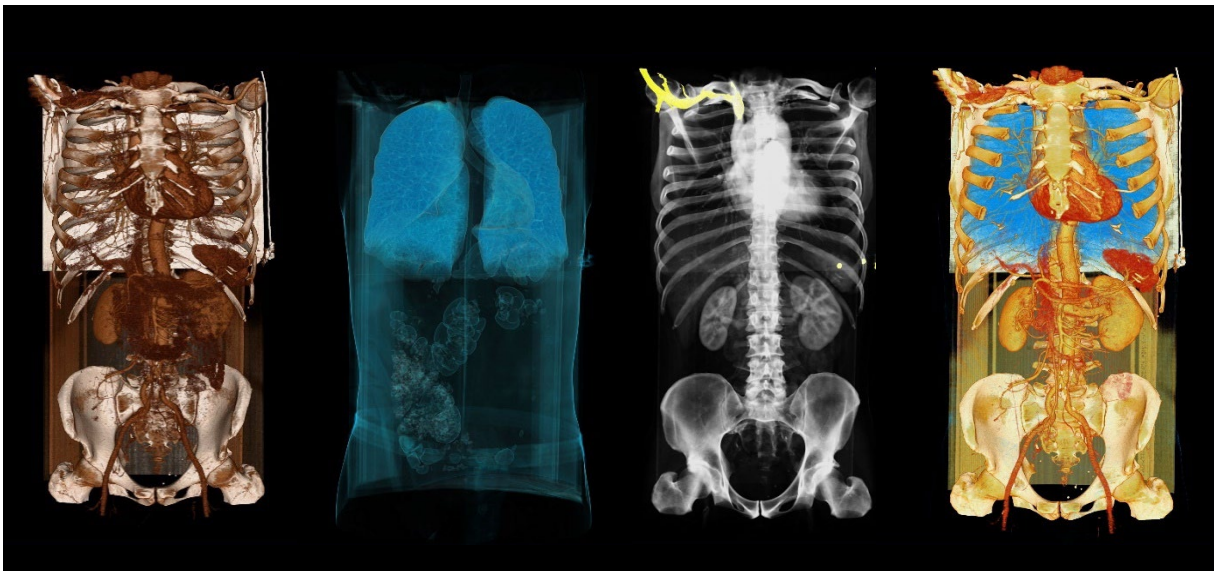
Figure: Case *S011 Thorax Abdomen B*



Tap to show **Color Presets**

Currently viewed **Color preset** shows selected state with a blue-lined frame

Select a Color Preset

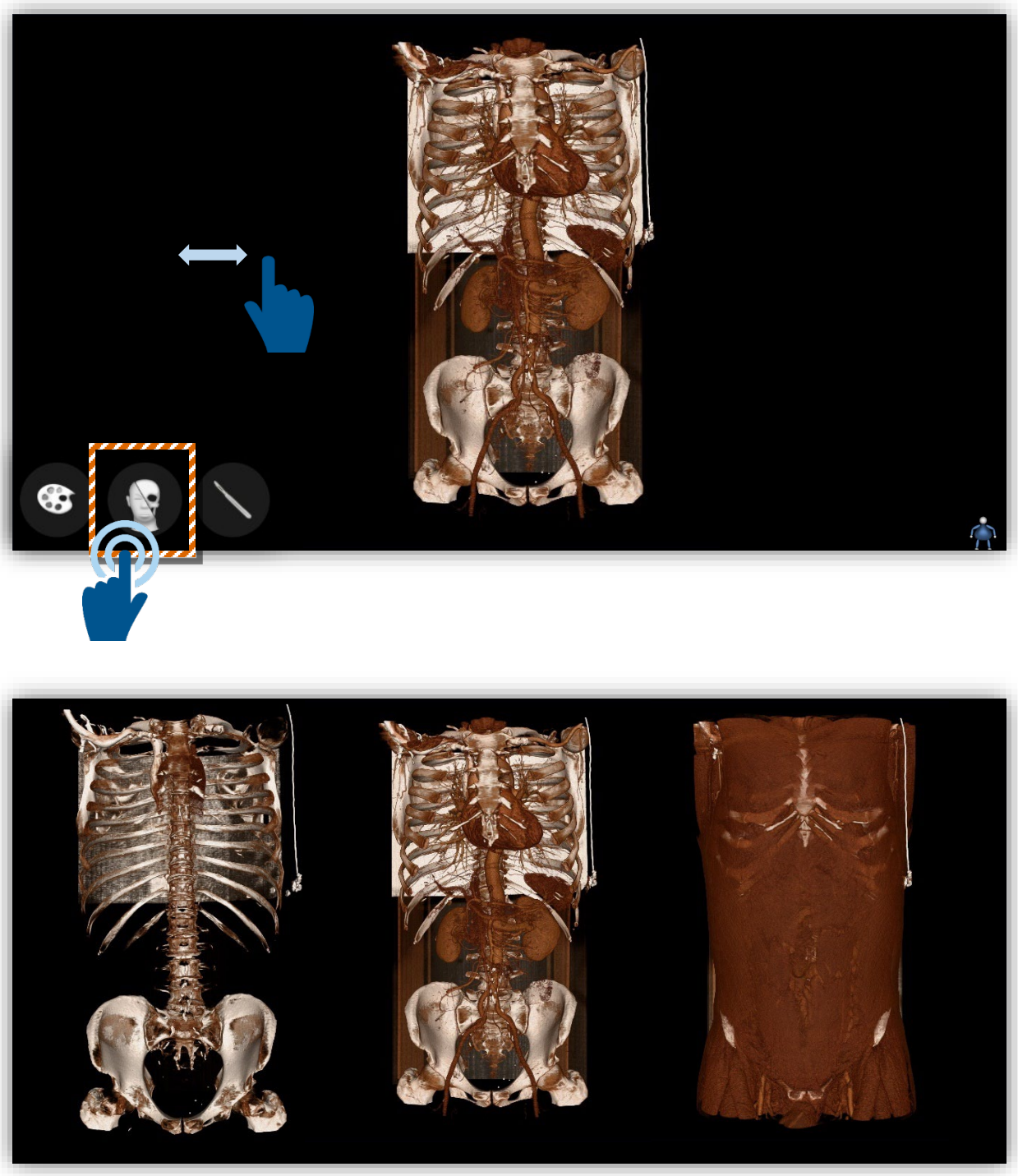


Some of the Color Presets, left to right: Angio1, Air1, X-Ray1, Organ2

3D interaction – Tissue

Tissue adds or removes tissue layers. To activate it, press and hold the icon with one finger, while dragging another finger left-right across the screen.

Figure: Case *S011 Thorax Abdomen B*

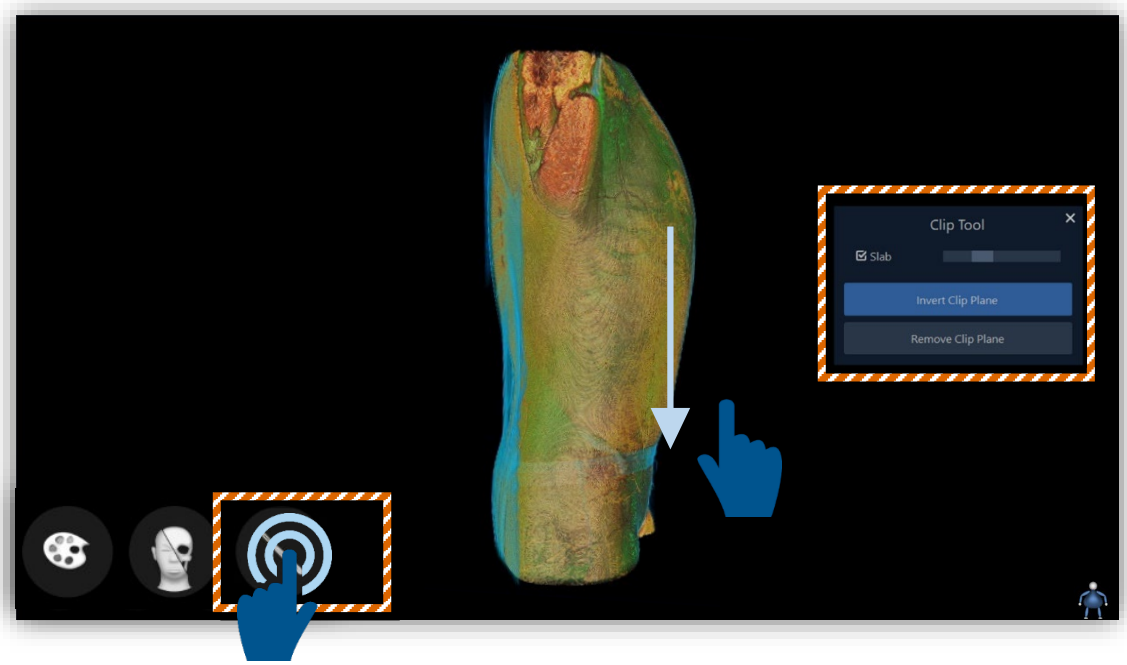


Adding/removing tissue

3D interaction – Cut

The **Cut** tool allows you to create a cut or a slice. To cut, press and hold the icon with one finger, while with another finger cutting through the tissue. You can do a straight cut or a circular one. If the **Cut icon** is only pressed once, an automatic mid-axial cut will be performed. The **Clip Tool** menu will appear once the **Cut** function is activated, which allows to revert or remove the plane, create and modify a slab or deactivate the **Cut** tool. Press the **Cut icon** again to unactivate the **Cut** tool. Planes will always be shown as reference while the **Cut** tool is active.

Figure: Creating a cut, case *S011 Thorax Abdomen B*

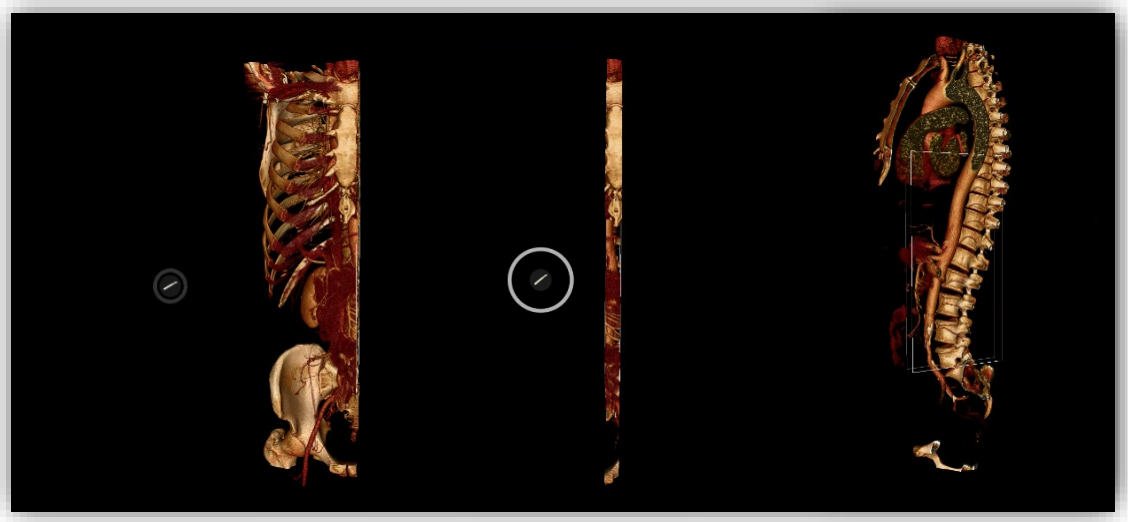


After inactivating the **Cut** tool, rotate and move the structure as normal.

To modify the cut plane with touch interaction: after a cut, hold the **Cut** icon with one finger (the cut plane will appear in white) and with one, two or three fingers move the cut plane or rotate. Release the **Cut** icon.

To create a slice with touch interaction: first create a cut and do NOT release the **Cut** icon. Then with another finger drag the concentric circle of the **Cut** icon, the more you drag the circle, the thicker the slice will be.

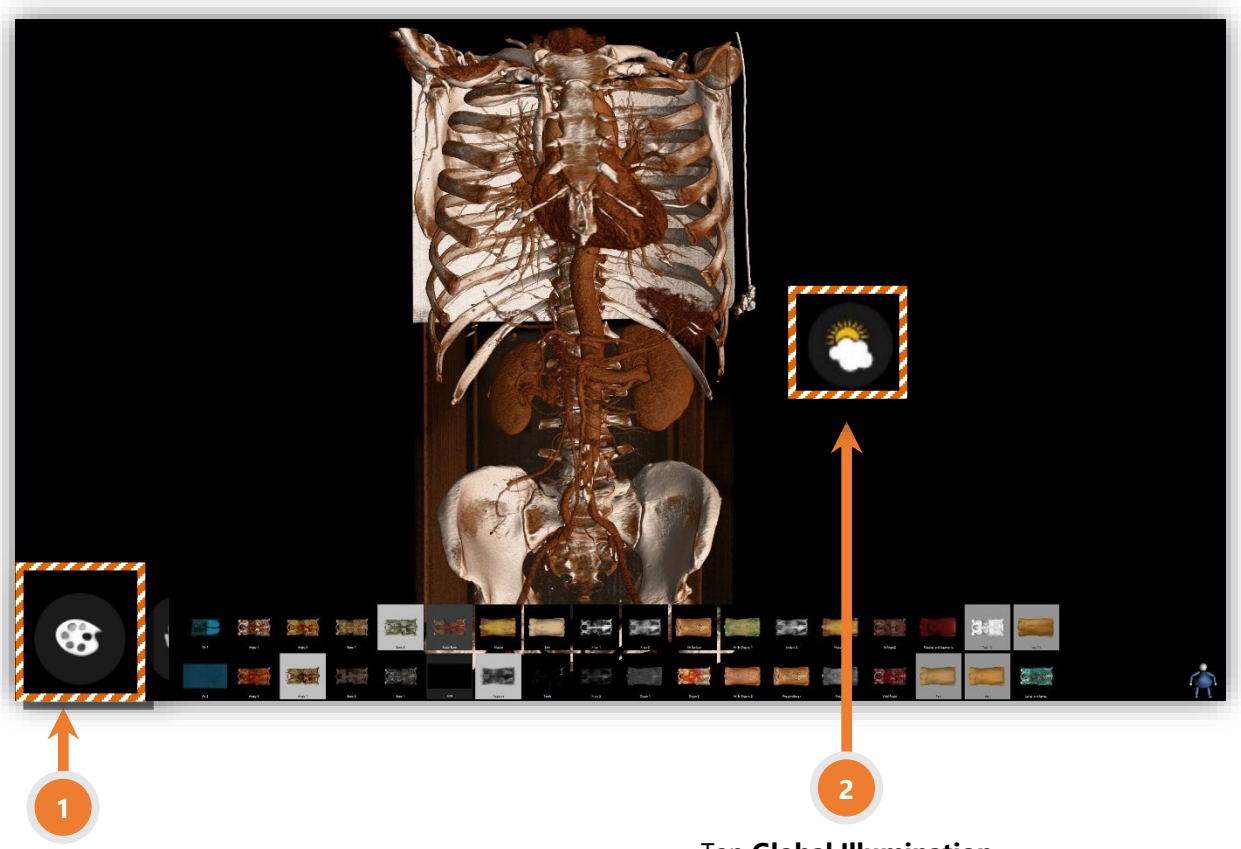
Figure: Creating a slice, case *S011 Thorax Abdomen B*



3D interaction – Global Illumination

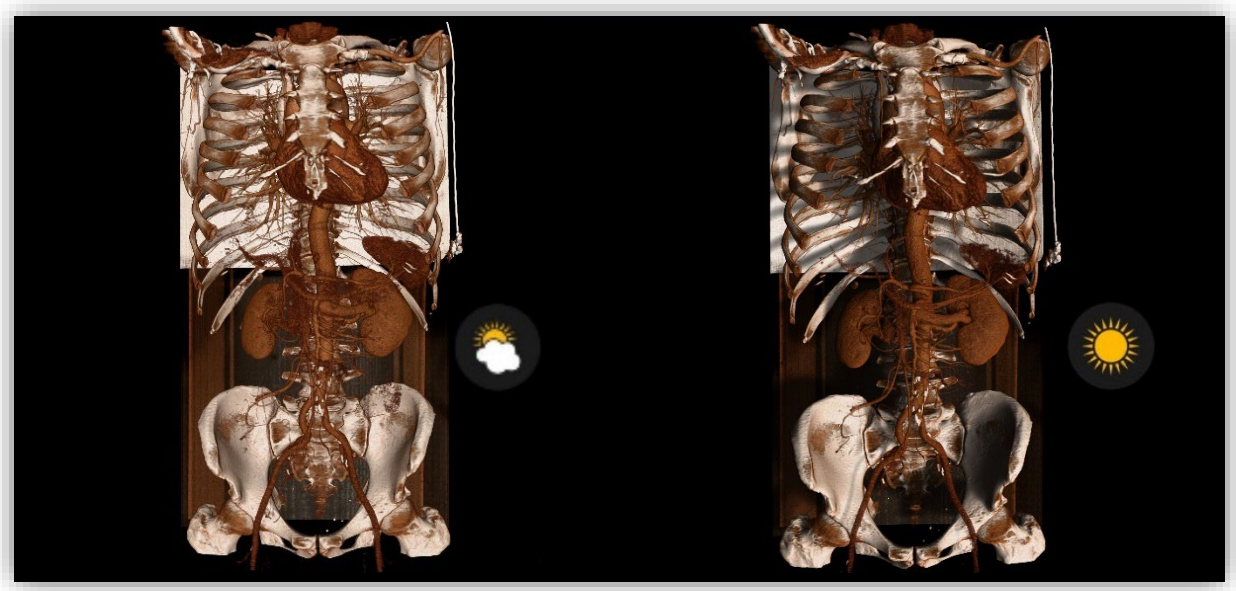
Global illumination is a light source adding highlights and shades, to make the structures more vivid. To access Global Illumination, tap on **Color Presets** followed by the sun and clouds icon, which is the **Global Illumination** icon. To activate it, just tap this icon and it will display a shining sun.

Figure: Case *S011 Thorax Abdomen B*



Tap **Color Presets**

Tap **Global Illumination**



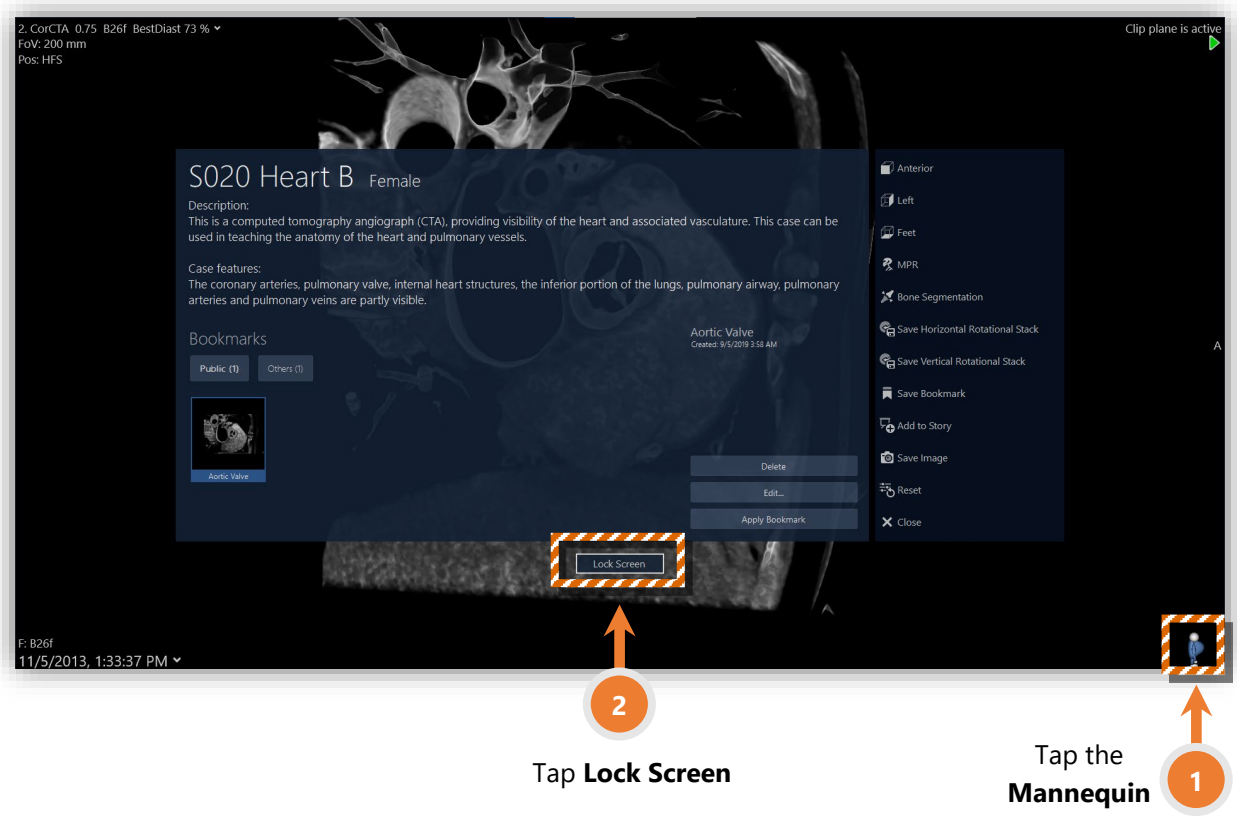
Global Illumination OFF

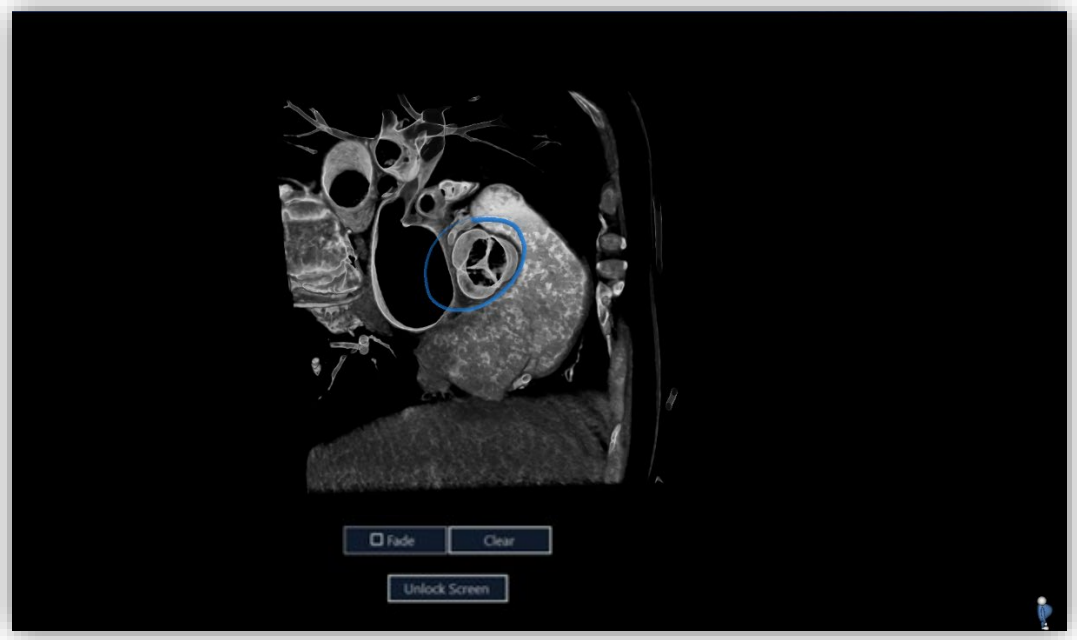
Global Illumination ON

3D interaction – Lock Screen

Lock the screen to draw. To lock the screen, access the **Menu** by tapping on the icon of the **Mannequin** and tapping **Lock Screen**.

Figure: Case *S020 Heart B*, bookmark *Aortic Valve*





Mark or unmark the **Fade** button to have the drawings automatically fade out or to remain on the screen. Press **Clear** to remove all drawings. To unlock the screen, tap **Unlock Screen.** Drawings will not remain after unlocking the screen.

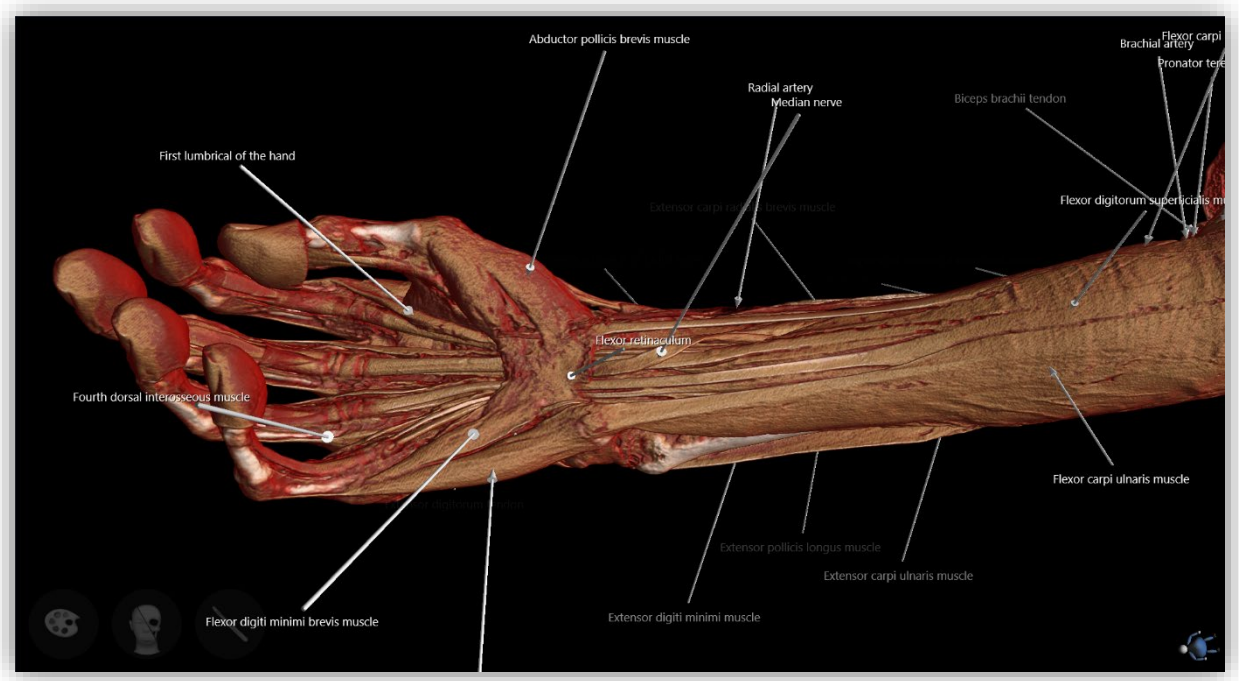
3D interaction – Labels

To create a label, press and hold on a structure until an arrow appears. While you continue pressing, drag the arrow to the side and then release. Tap on the created label to bring the menu up.

Labeled structures are available as bookmarks in all the Monash University 3D Anatomy Series, as well in most of the bookmarks of other cases.

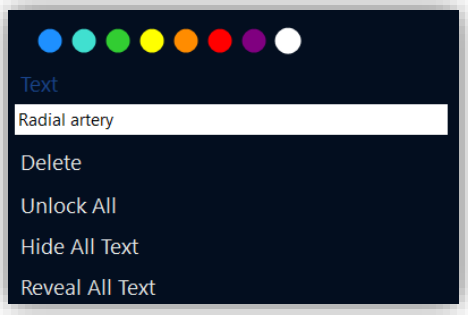
Save your labeled structures as a bookmark, by tapping **Mannequin ➔ Save Bookmark**.

Figure: Labels, case *M020 Deep Upper Limb A*, bookmark *All structures*



Tapping on an existing label will bring up the label menu. You can change the label color, name, and hide or reveal all labeled text.

Figure: Label menu



Select **Lock All** to be able to hide or reveal all text.

3D interaction – Combine 2D and 3D views

A useful approach is to combine 2D radiology images with the generated 3D dataset. It is possible to combine the sagittal, coronal, and axial multiplanar reconstructions with the 3D dataset.

Tap on the icon of the **Mannequin** (to access the Menu) and tap on **MPR** (which stands for multiplanar reconstruction).

Figure: 3D menu, case *U004 Urinary Tract B*

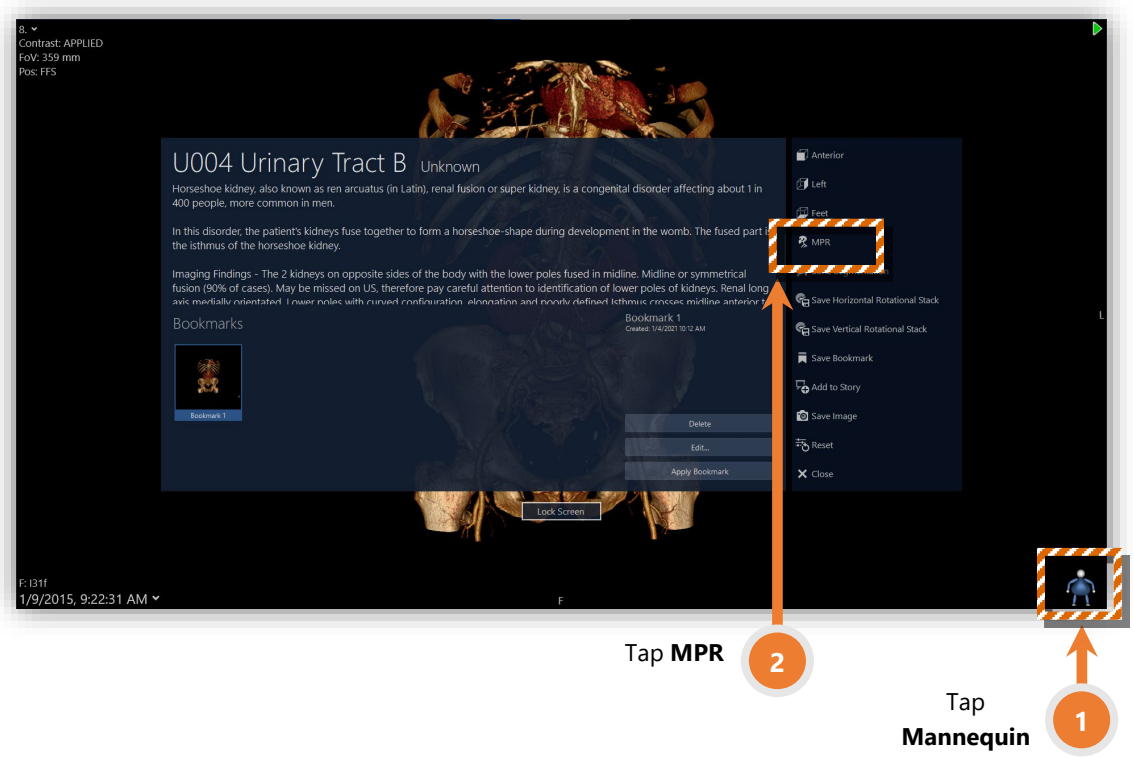
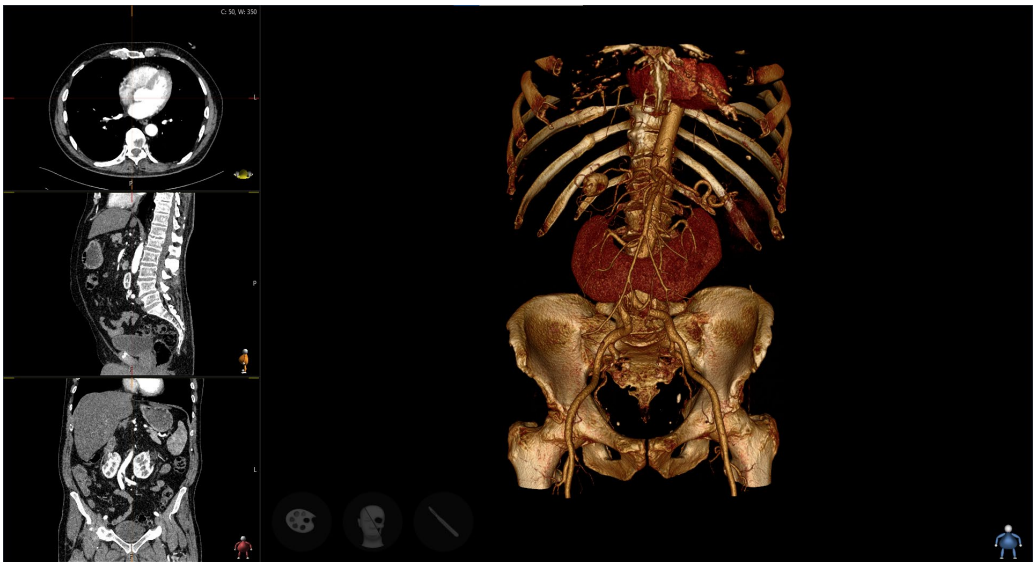


Figure: 3D with 2D, case *U004 Urinary Tract B*



Double tap anywhere on the 3D structure. Notice that the sagittal, coronal, and axial MPRs will center on that structure. Double tap on one of the reconstructions to expand it to full screen. Double tap to bring it back.

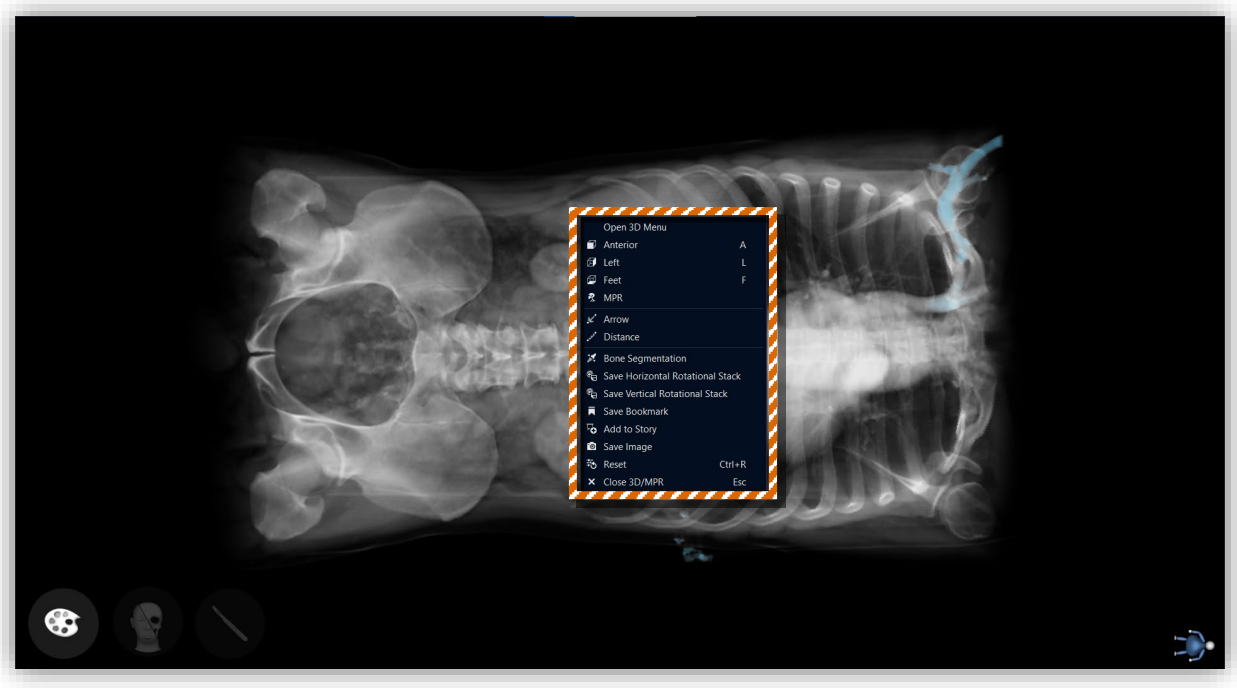
Interact with the sagittal, coronal, and axial MPRs the same way you would do with any radiology images. Slide with three, four or five fingers to scroll through the 2D stack.

Mouse and Keyboard Interaction – Handling 3D Reconstructions

The Interactive Workspace is fully usable with a mouse and keyboard. The 3D reconstruction can be **paned** by right-clicking and holding the image, **rotated freely** by left-clicking and holding in the middle section of the screen or **rotated in one axis** by left-clicking and holding in the outside sections of the screen.

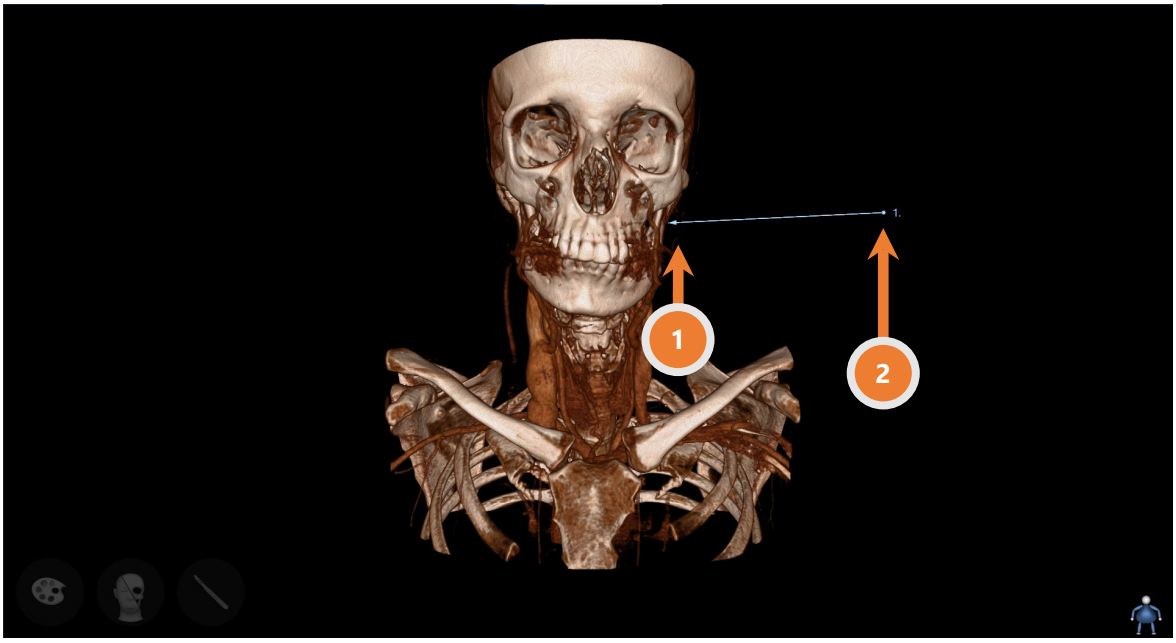
By right clicking on a 3D reconstruction, a 2D menu will be displayed, from which the 3D Menu can be accessed, as well as other tools available in the 3D Menu.

Figure: Case *S011 Thorax Abdomen B*



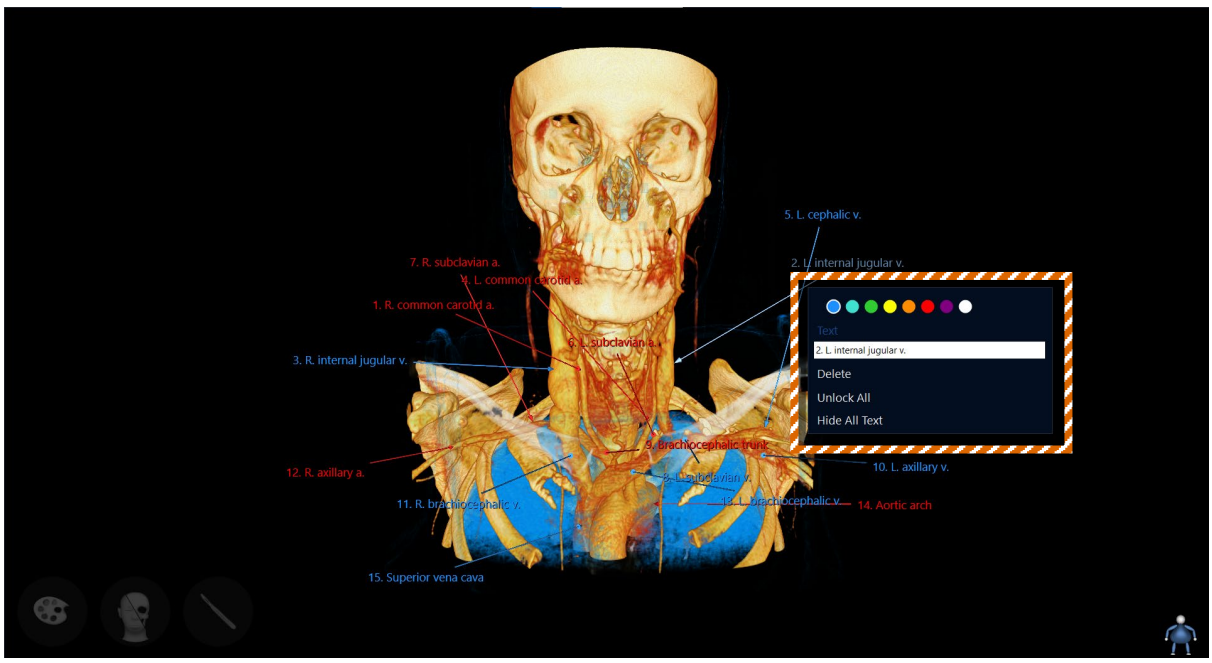
Mouse and Keyboard Interaction – Labels & Distance

To create arrows and annotations, go to the 2D Menu in 3D and select **Arrow**. Create an arrow as you would in the 2D View by performing a first click in the arrow start and a second click in the arrow end, the arrows will be numbered just as is done through touch.



To edit the arrow (modify color, add text, delete, lock/unlock annotations, hide/show all text) right click over the automatically created number.

Figures: Case *S032 Neck Angio, Bookmark: Major Vasculature (below)*



To create a distance measurement, go to the 2D Menu in 3D and select **Distance**. Create a distance measurement as you would create an arrow by performing a first click in the measurement start and a second click in the measurement end. To edit the distance measurement (delete, lock/unlock measurements) right click over the automatically created number.

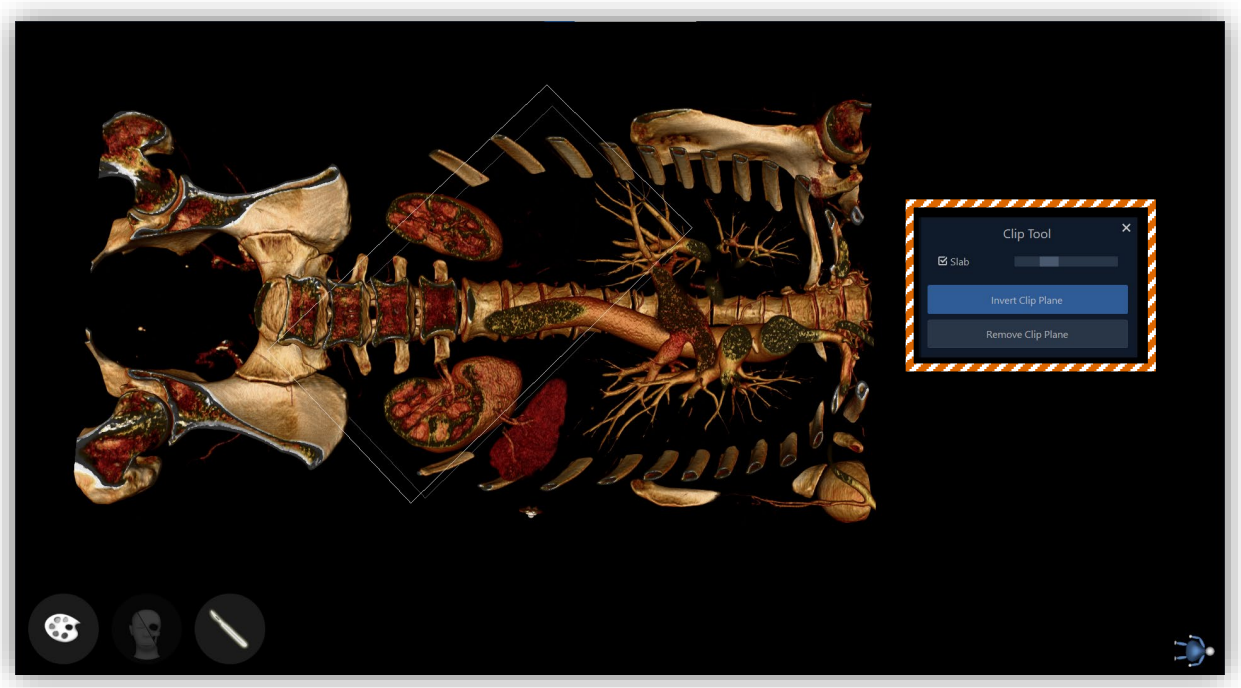
Any Arrow or Distance **measurement length** can be edited by left clicking and dragging any end of the measurement.

Mouse and Keyboard Interaction – Color Presets, Tissue and Cut

The **Color Presets** and **Cut** tools can be used by clicking on the usual bottom left corner icons, and the **Tissue** tool can be controlled by pressing the mouse wheel (a sun icon will appear) and moving the cursor horizontally and vertically. The **Cut** tool can be controlled by the additional pop-up menu.

Note: To modify the cut plane with mouse interaction: after a cut, click on the **Cut** icon (the cut plane will appear in white), then press and hold left click and simultaneously move the mouse to rotate the cut plane. Release left click, and scroll the mouse wheel, you can adjust the cut plane without changing its position. To create a slice with mouse interaction: first create a cut, then toggle **Slab** in the **Clip Tool** menu. You can change the slice thickness by dragging the slider next to Slab.

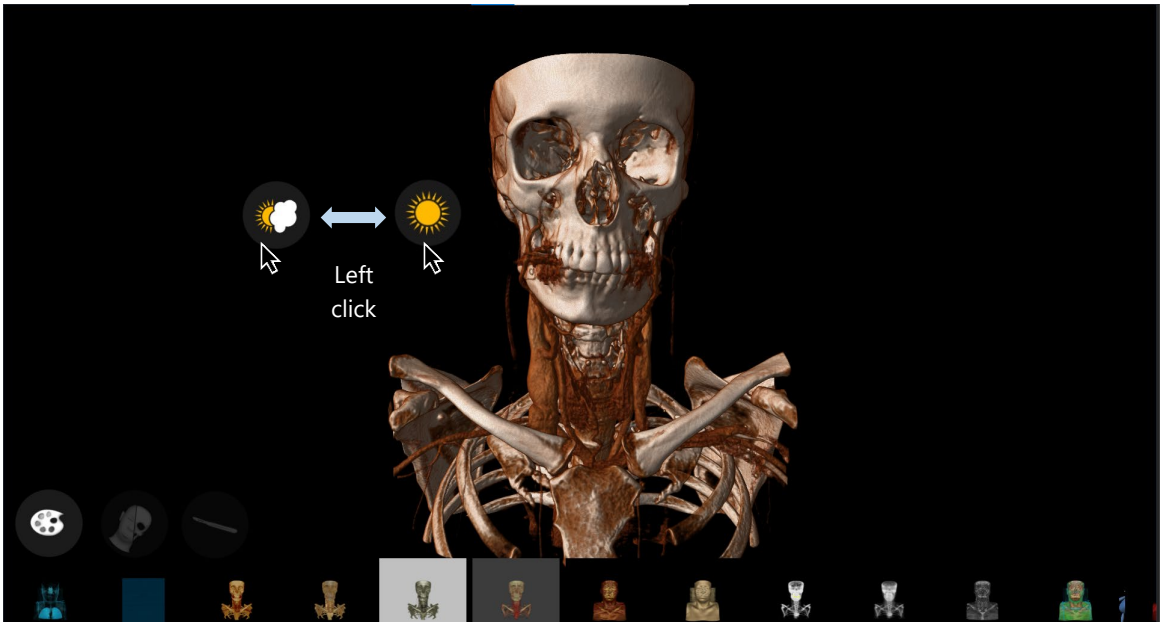
Figure: Case *S011 Thorax Abdomen B*



Mouse and Keyboard Interaction – Global Illumination

Global Illumination's (GI) icon appears when clicking on the Color Presets tool, to change between GI modes, left click once on the icon. To change the illumination angle, left click and hold the GI icon and hover it around the screen.

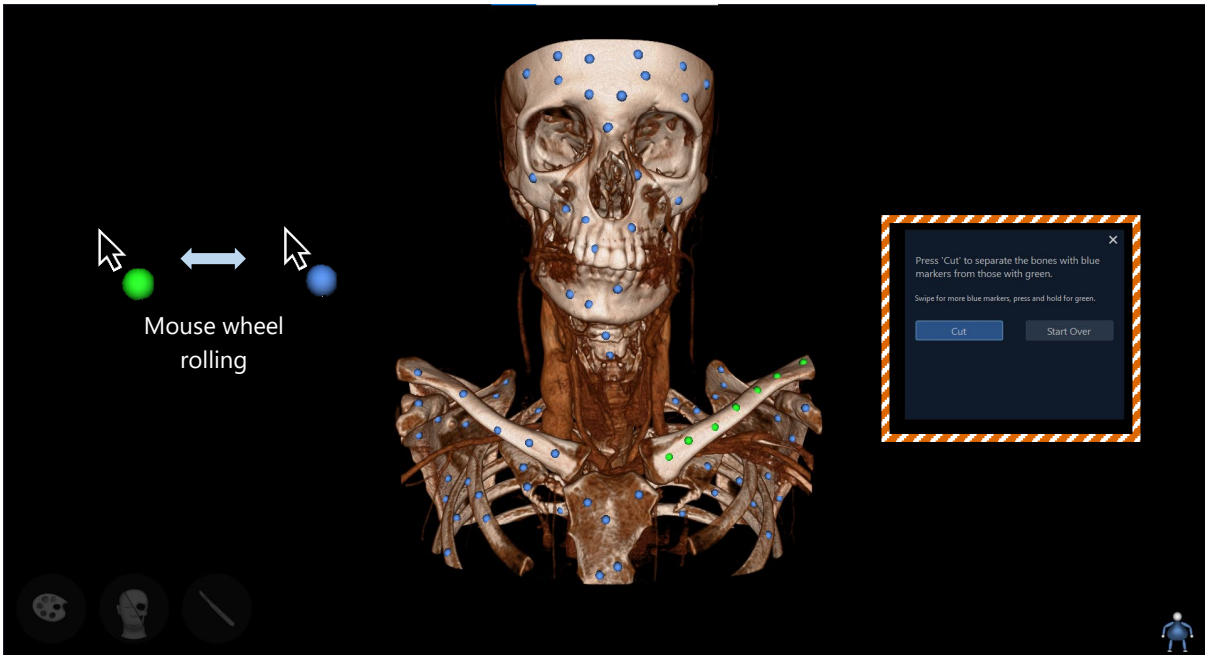
Figure: Case *S032 Neck Angio*



Mouse and Keyboard Interaction – Bone Segmentation

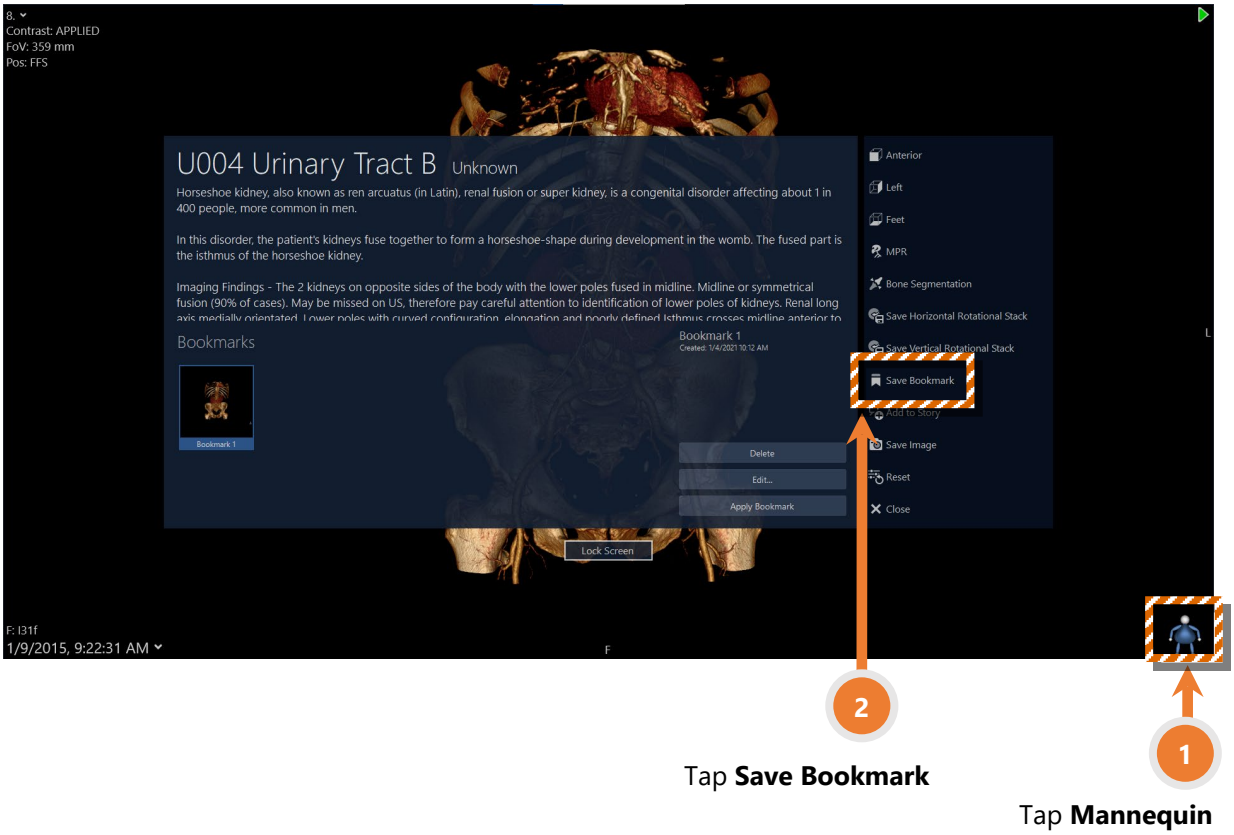
To perform **Bone Segmentation**, select the option in the 3D menu. To segment structures, green and blue dots must be added to the reconstruction. The first step is to perform a left click on a bone that you want to keep, and a green dot is added. Then perform left clicks on other bones that you want to remove, and blue dots are added. To switch between dot colors, scroll the mouse wheel a little bit, a dot below the cursor will indicate the color. To change the color of a dot, left click again on it with the cursor set to the desired color. To delete a dot, left click again on it with the cursor set to the same color. Click **"Cut"** to isolate the desired bone or start over by clicking on the **"Start Over"** button.

Figure: Case *S032 Neck Angio*



How to save a bookmark?

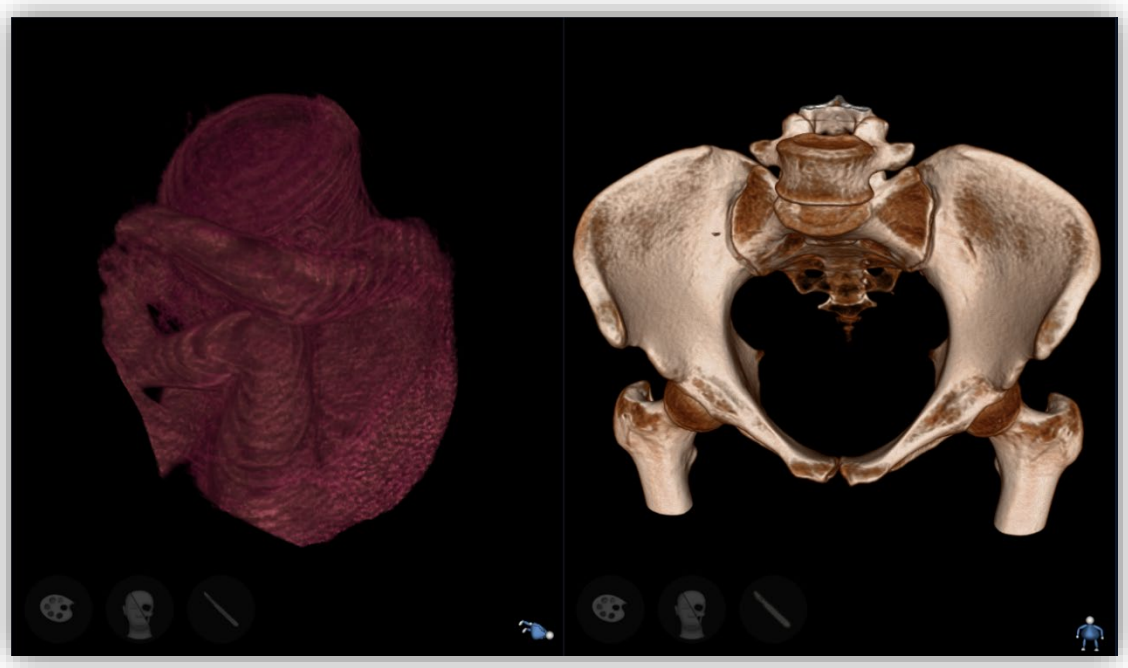
To save a bookmark, tap on the **Mannequin ➔ Save Bookmark**. To access the saved bookmark, tap on the **Mannequin**. You will see your newly created bookmark saved under the bookmark tab **My Institution** [the name of your institution].



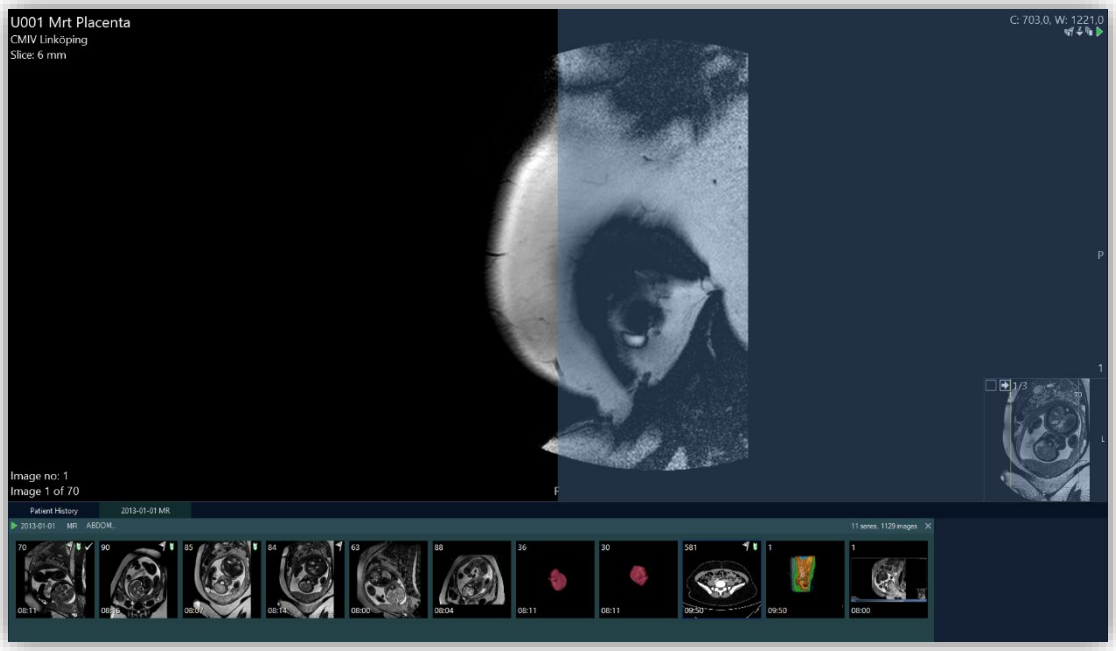
How to do a split screen?

A split screen allows you to view multiple bookmarks, CT examinations or any combination of the above simultaneously.

Figure: Case *U001 Mrt Placenta*. Left: MR, bookmark: *Fetus*. Right: CT, bookmark: *Pelvis*



To do a split screen, simply drag the desired thumbnail icon to one of the screen sides – left, right, upper, lower. You will see that side highlighted, as on the lower image. Release the thumbnail.

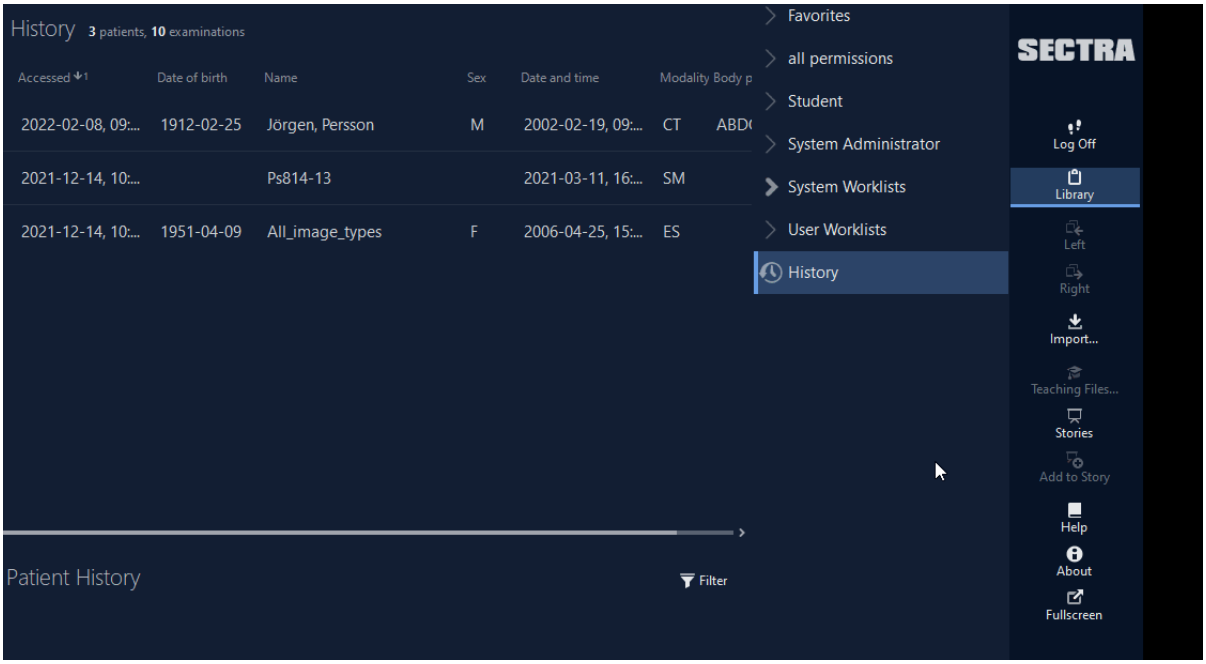


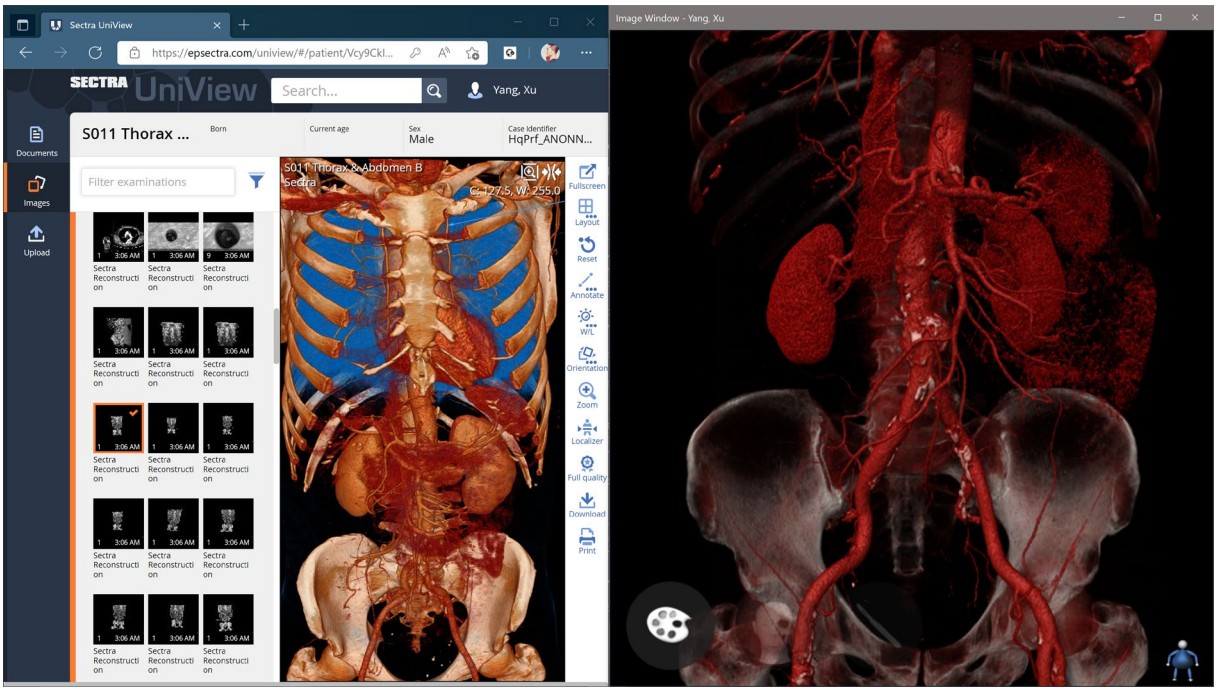
Once you have done a split screen, you can interact with it as you would normally do with radiology 2D images. Scroll with three, four or five fingers through the image stack. Press, hold, and release to bring the menu, and select **3D** for a 3D view. Once in 3D, tap on the **Mannequin** to access bookmarks.

How to do a split screen between Sectra Education Portal and another application?

Split screen between Sectra Education Portal and another application will make teaching a lot easier, especially when you need to compare teaching content, perform a quiz, and even take some notes.

To do a split screen between Sectra Education Portal and another application, simply tap **Fullscreen** in 2D, then drag Interactive Workspace window header to either left or right of your screen. Once one half of your screen is highlighted, release your finger. Then Windows will show all the applications that you have launched, choose the one that you want to present on the other side of the screen.





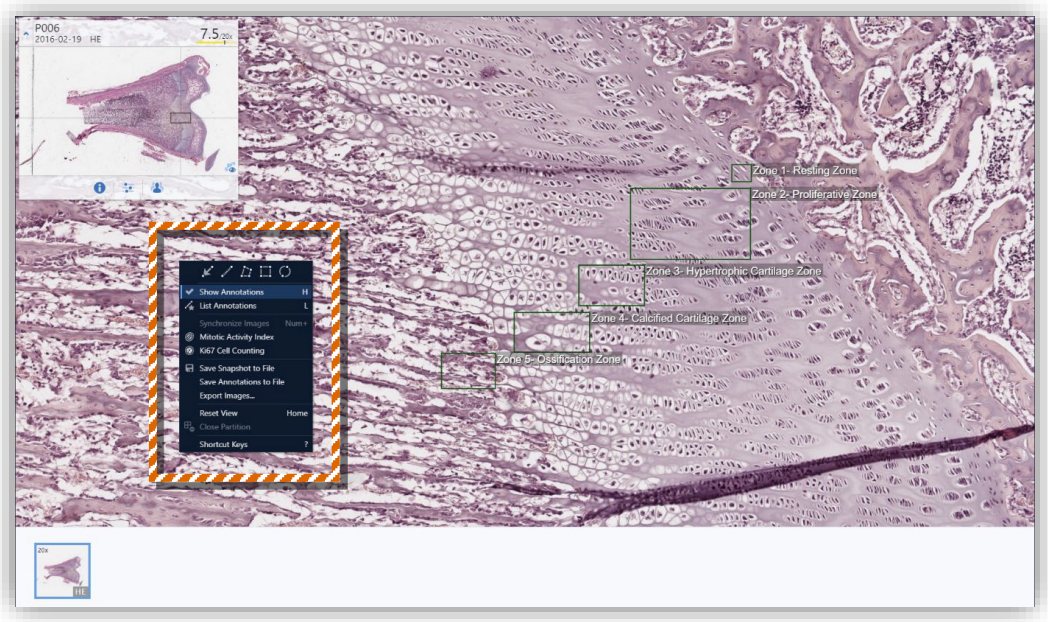
How to interact with histology cases?

The basic touch interaction with histology cases is described here.

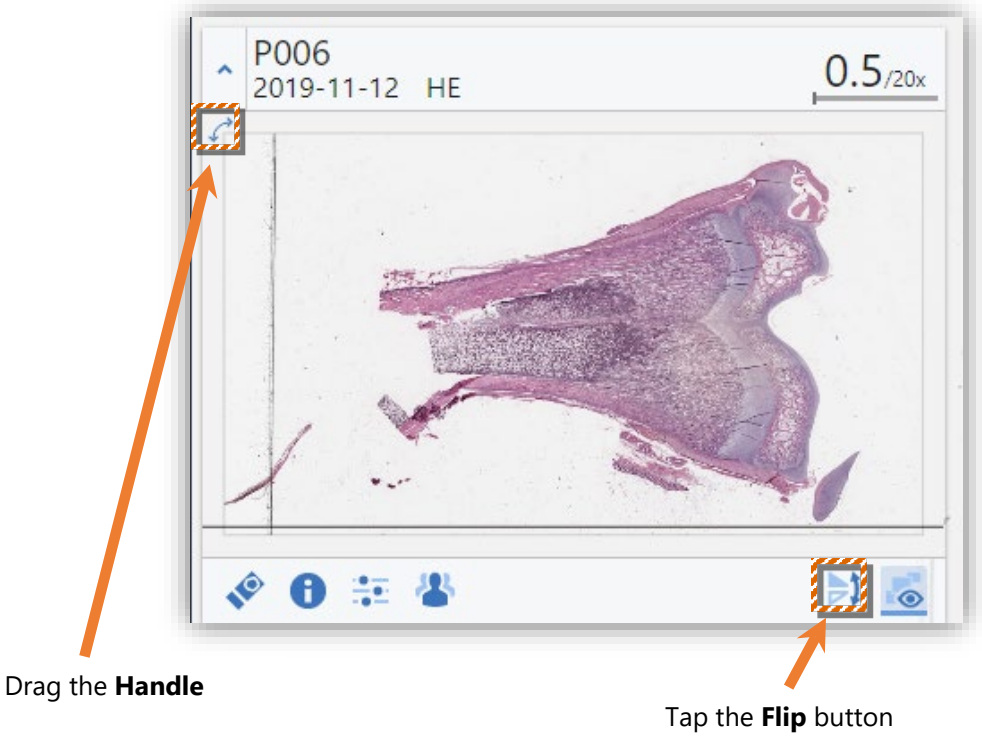
To access the histology menu on a histology image, press and hold for a second with one finger.

The menu allows you to do measurements, labels, draw structures or write text. It also contains additional features, such as exporting the image, calculating the mitotic activity index (the magnification must be at lease 20x), or Ki67 cell counting (available only with a mouse).

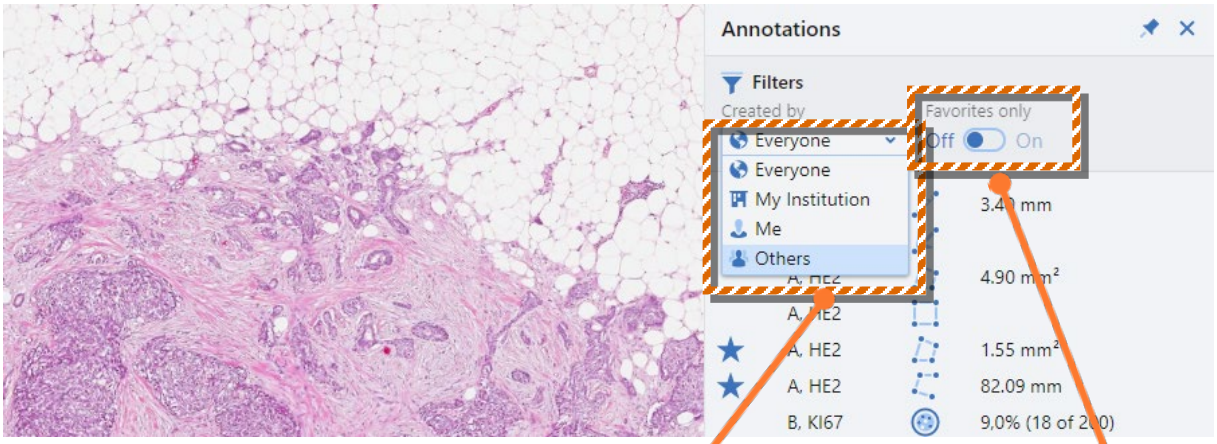
Figure: Case *P006 Ossification*



You can easily change the orientation of the image. Press and drag the **Handle** to rotate the image and tap the **Flip** button to flip/mirror the image vertically.

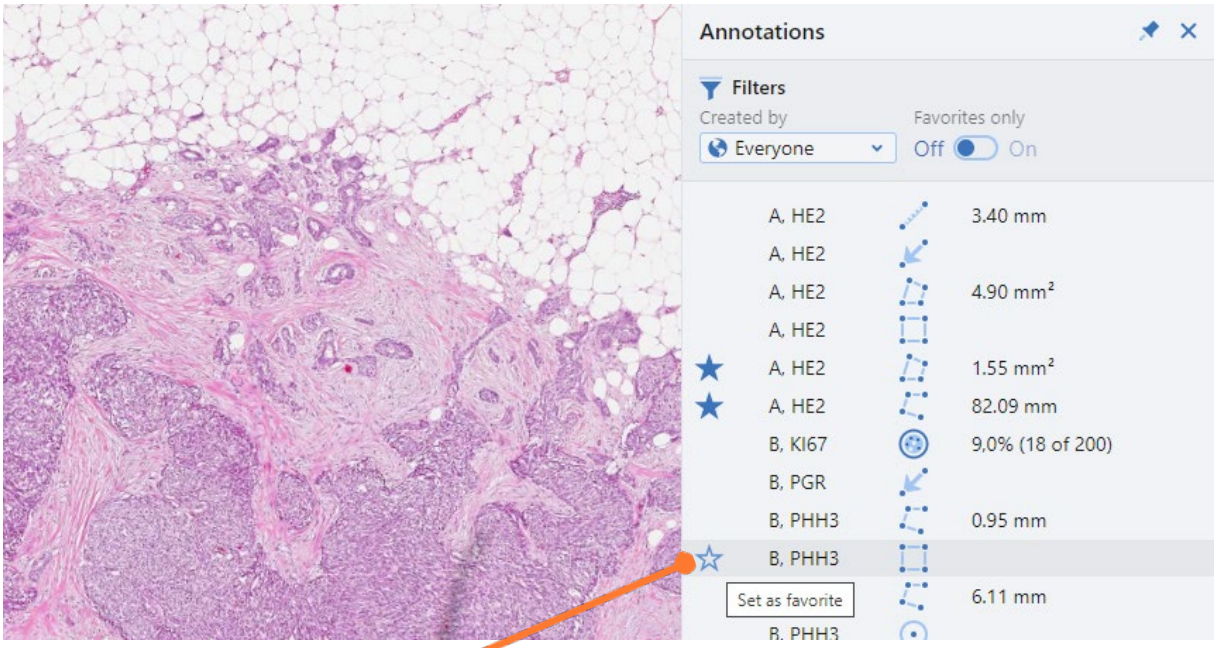


You have the possibility to filter and edit annotations based on who created the annotation: **Everyone**, **My Institution**, **Me** and **Others**. **Favorites** is another layer to filter annotations, to add annotations as favorites, simply tap the **Star** icon. Find these options in the **Annotations list.**



Filter annotations based on who created the annotations

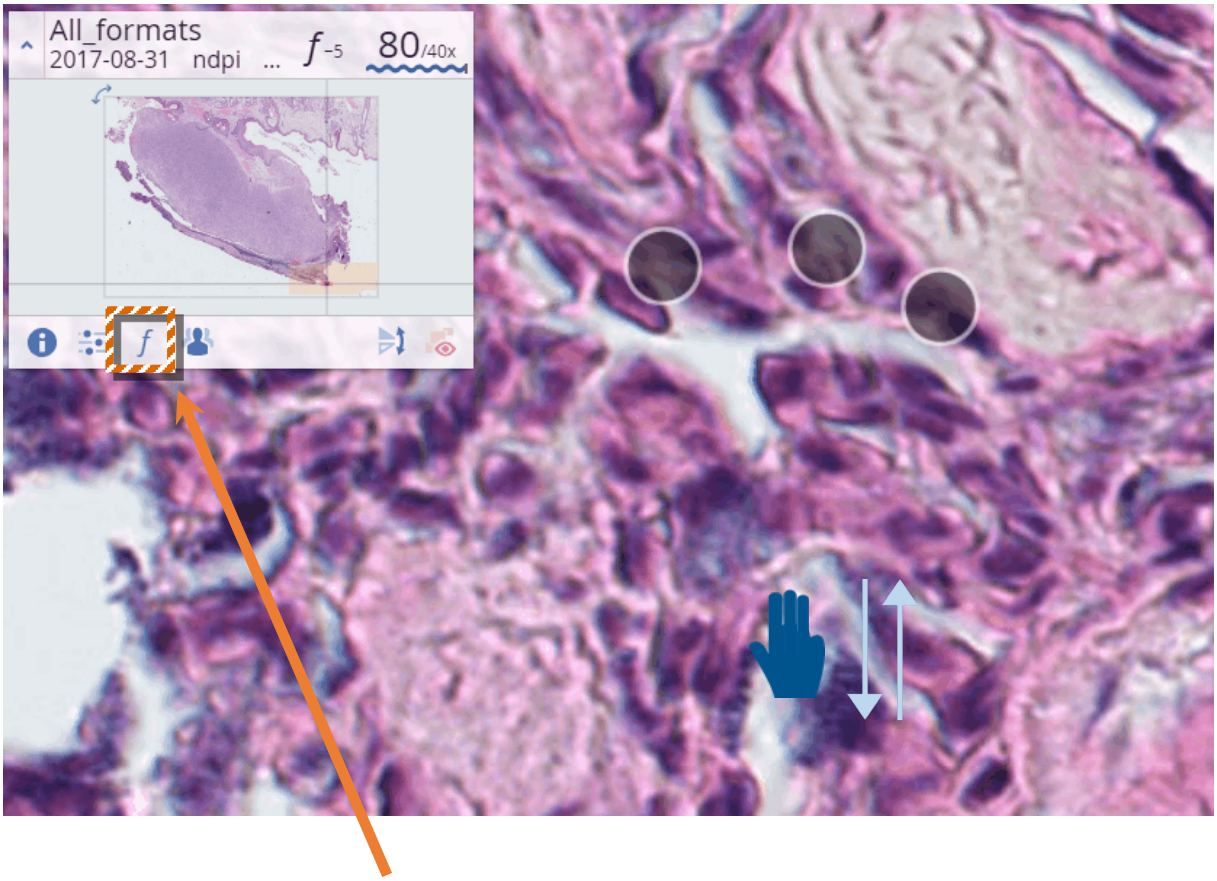
Filter to only show annotations marked as favorites



Hover the annotation and click the **Star** icon to add as Favorites

How to interact with cytology cases?

Move three fingers vertically on the screen to change the focus in cytology images with multiple focus layers. Tap the “f” to see the distance between focal layers.

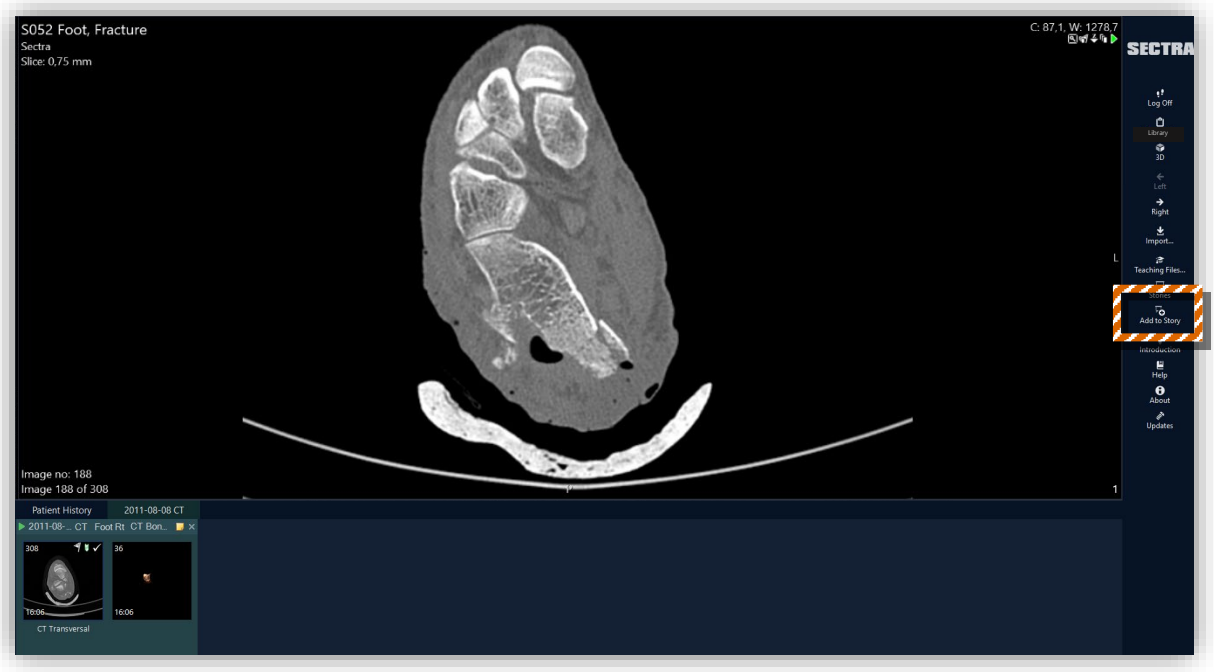


Tap the **“f”** button

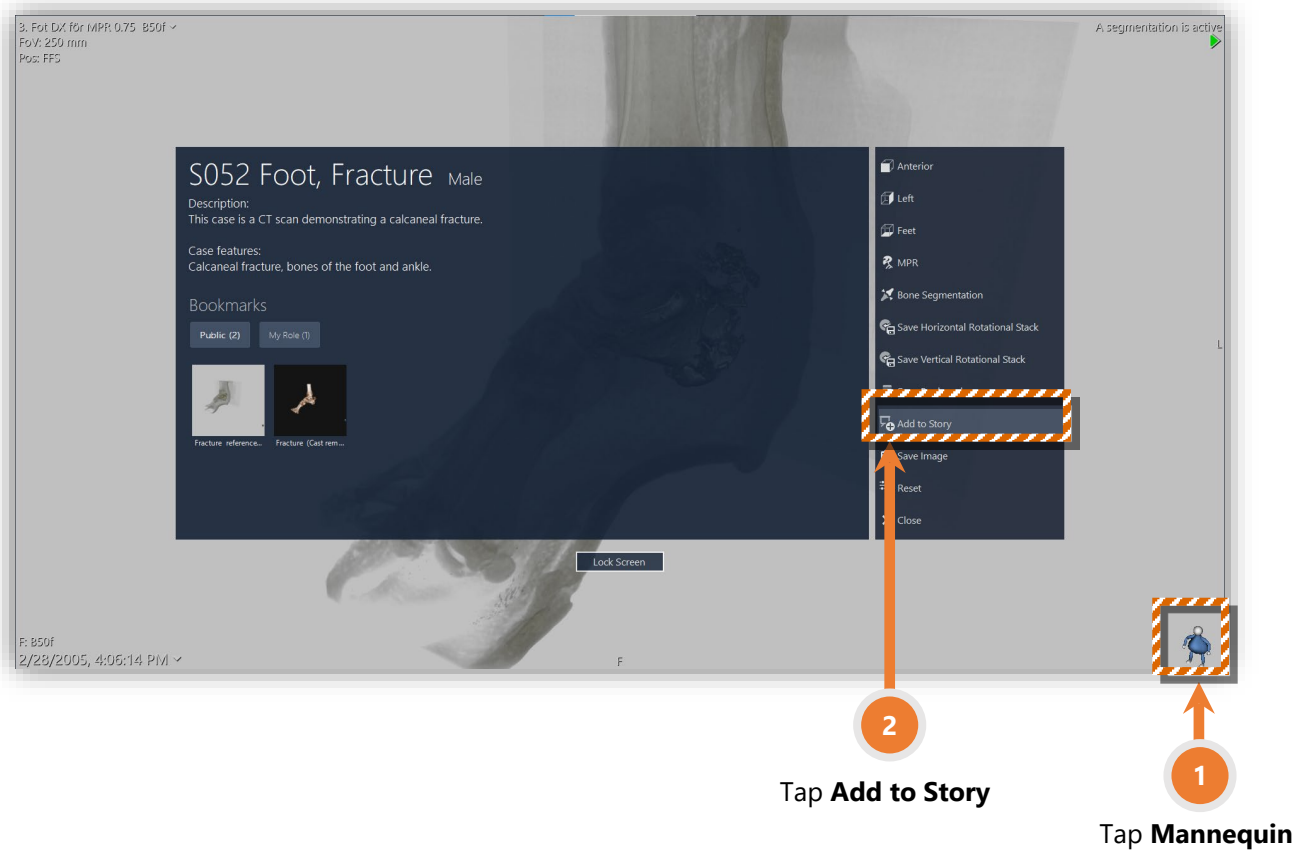
How to create a Story presentation?

A Story consists of a series of story slides. A story slide can be an image in 2D, in 3D, a bookmark, a histology slide, a video, screenshot, PDF, or anything else available from the thumbnail bar.

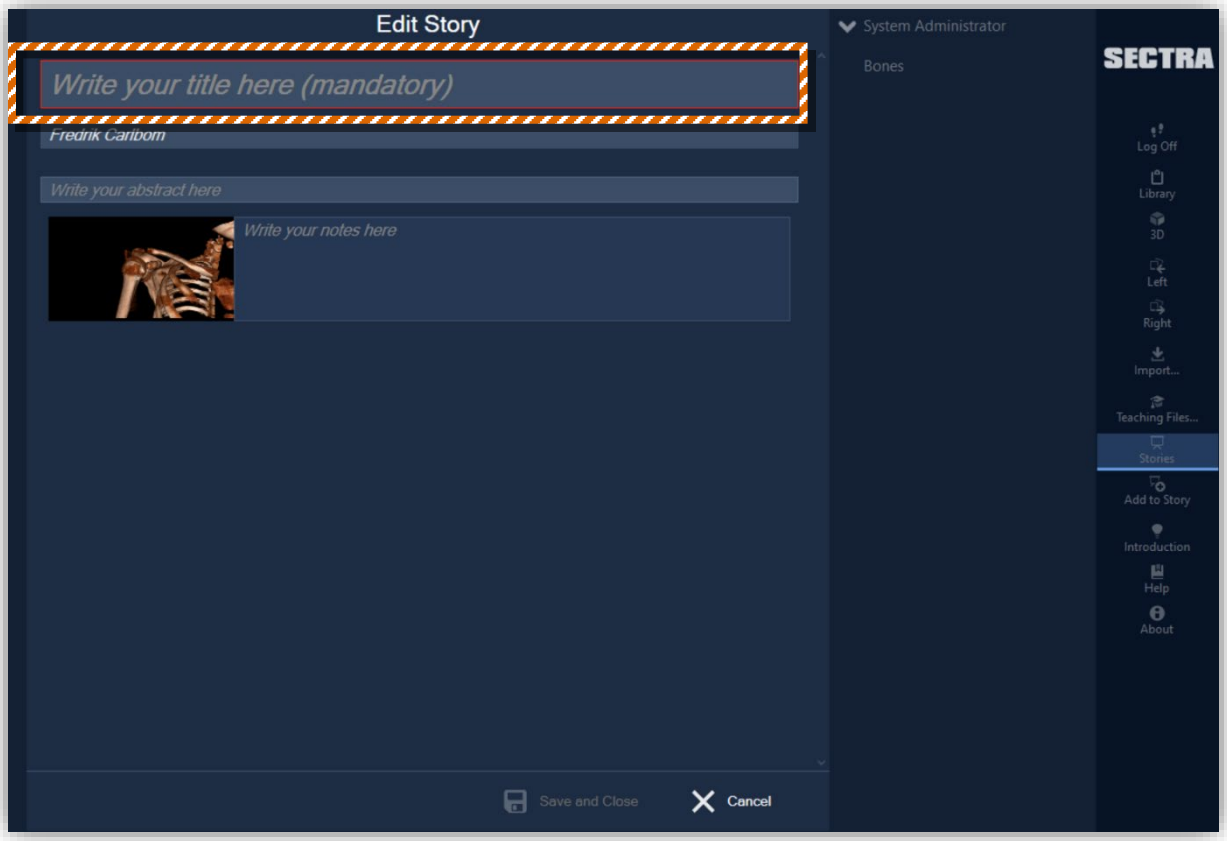
To create a story slide in 2D, tap on the **Add to Story** button on the right-hand side toolbar.



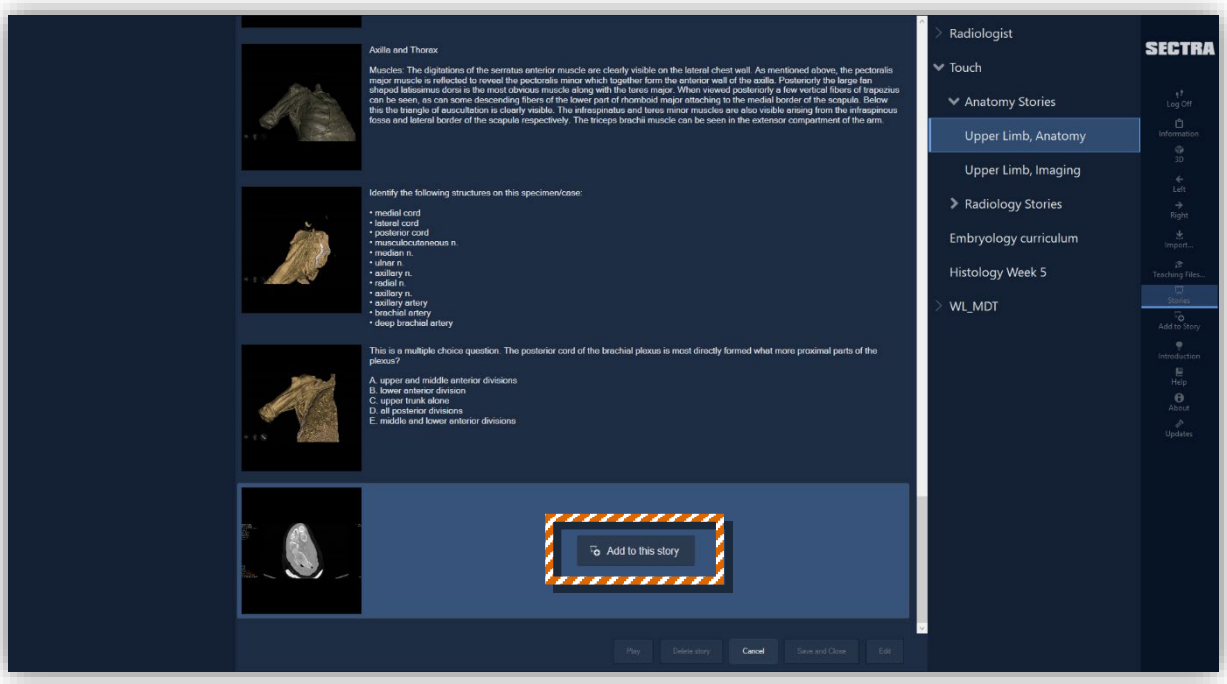
To create a story slide in 3D, go to 3D. Tap the **Mannequin ➔ Add to Story**.



The story slide will by default get added to a newly created story. You need to add a title for the Story to be created.

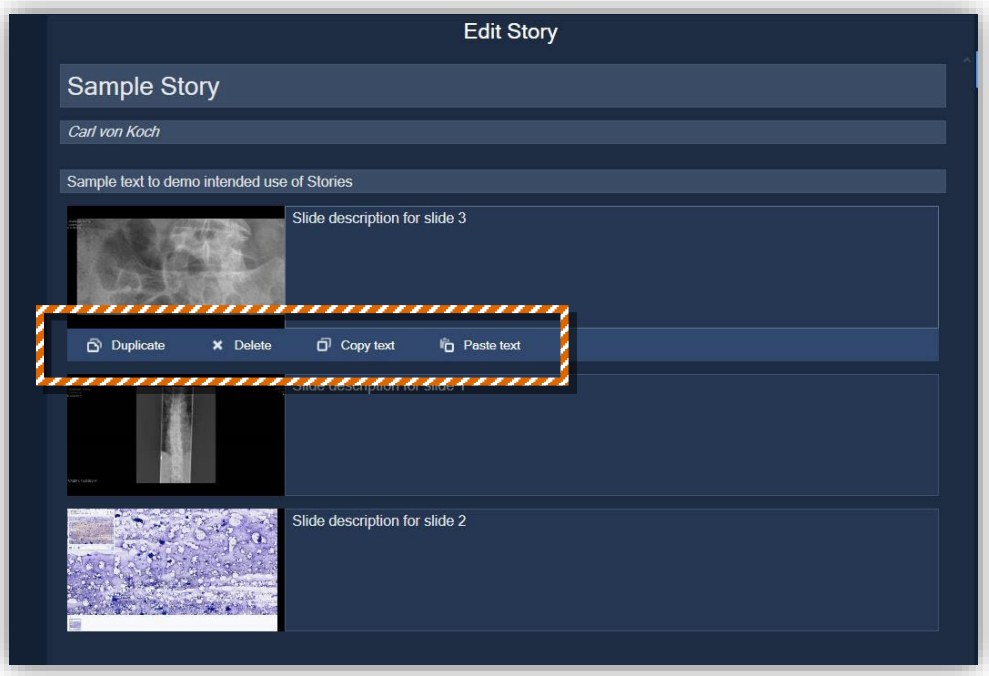


If, instead, you want to add it to an existing story, choose it from the right-hand side Story tree. The added story slide will appear *at the bottom* of the selected story. Tap **Add to this story**.

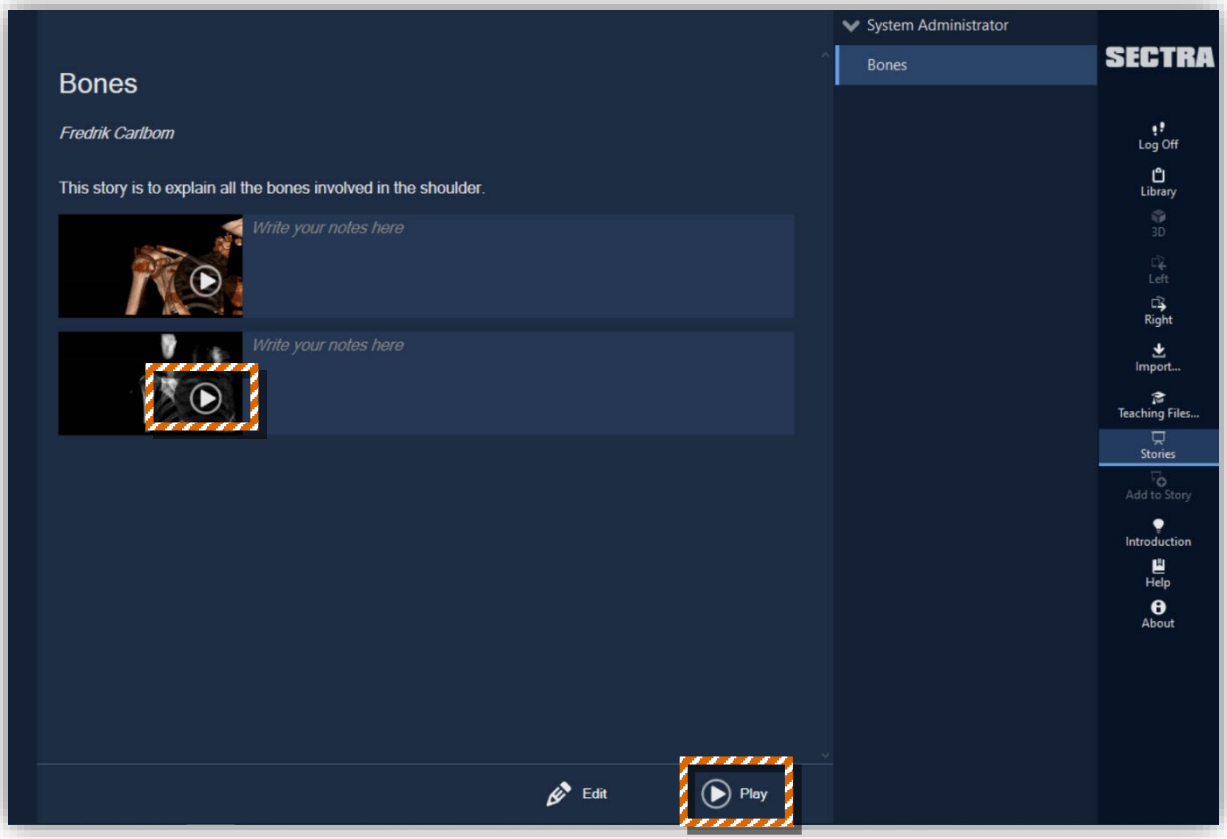


To edit existing Stories, select **Edit** at the bottom of the story screen. By clicking on a slide or text box, you will bring up the slide menu below the selected slide. There you can duplicate the story slide, copy

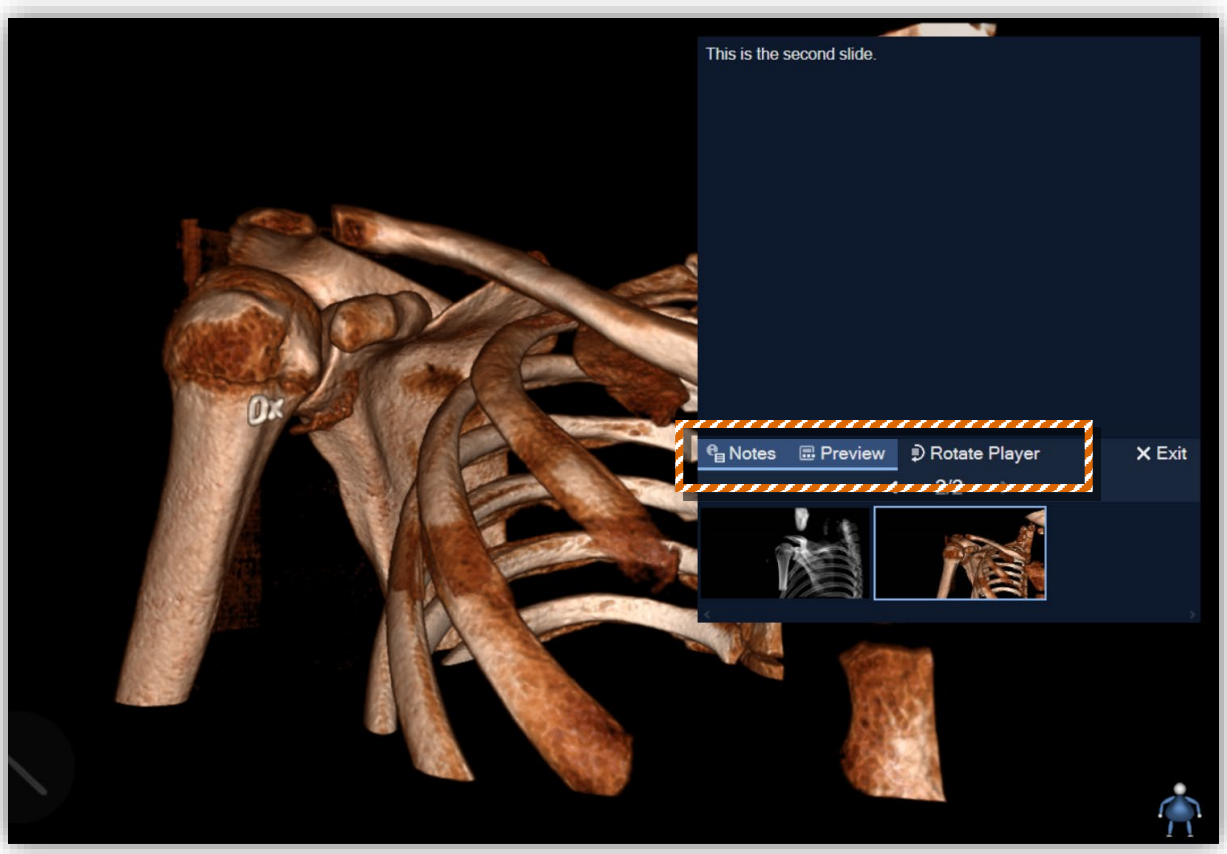
or paste text, move the slide up or down the story, or delete it. To reorganize the slide order, simply click on the slide, and without removing your finger, drag and drop it to the place where you want it to be.



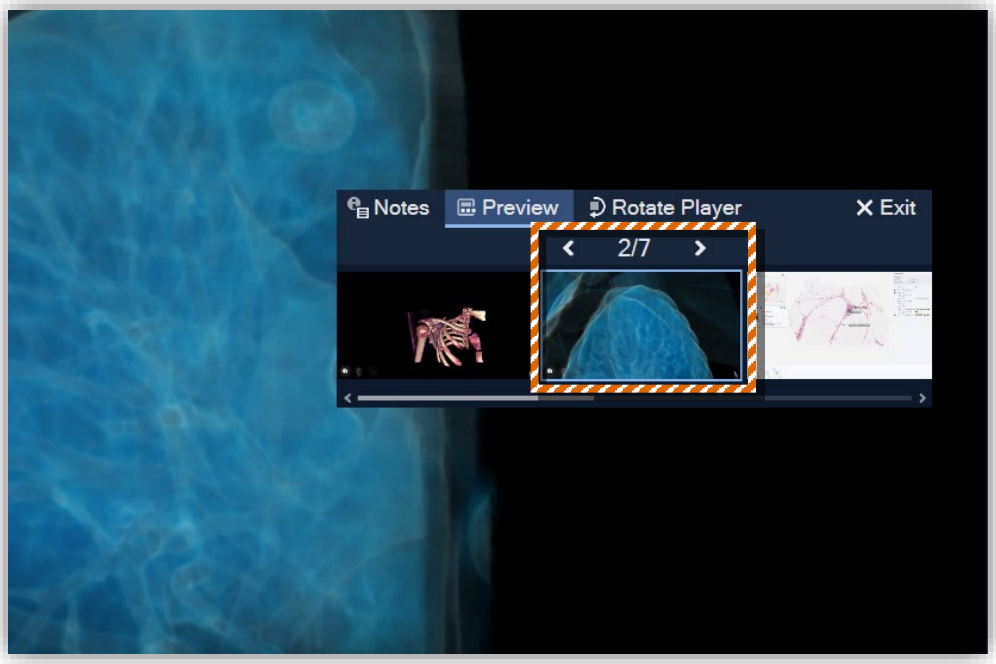
To play a story, select **Play** from the bottom of the story screen, this action will play the story from the start. You can also tap the **play icon** on any slide to start the presentation from that slide.



When you are in the Presentation Mode, you can decide to show or hide the **Notes** and **Preview** in the Story Player. You can also rotate the story player 180° which could be helpful if you are using the Sectra Table completely horizontally.



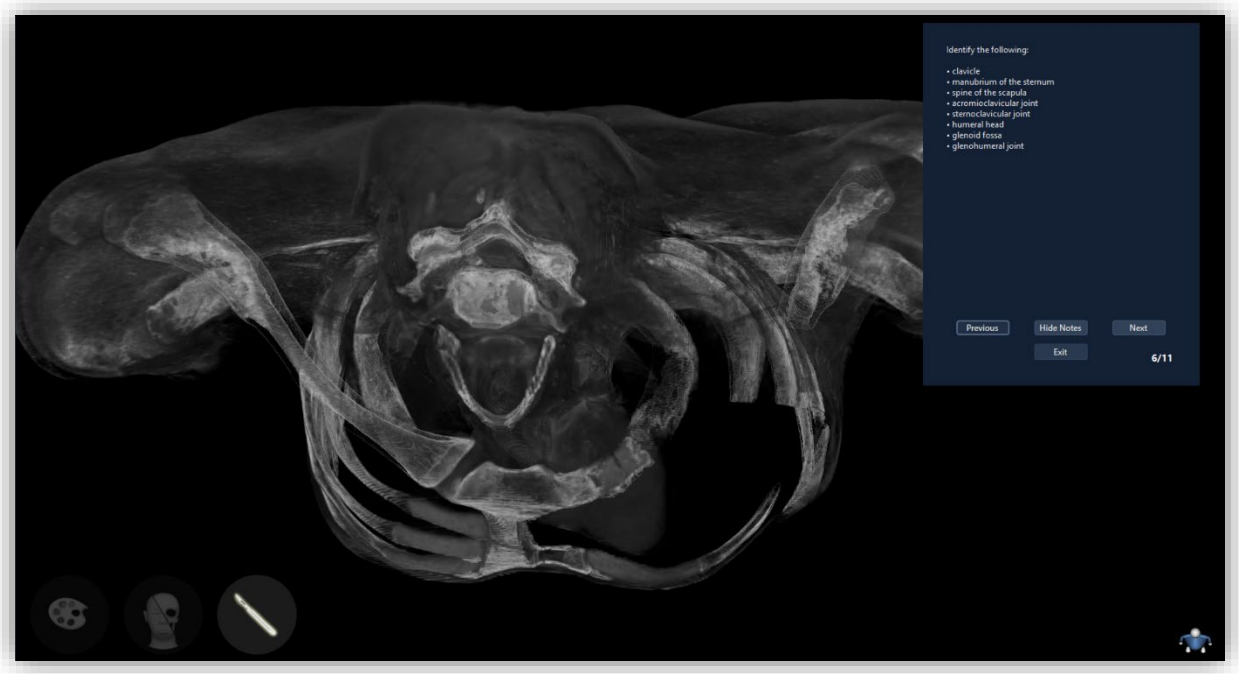
Using **Preview** you can select any slide and jump to that place in the presentation.

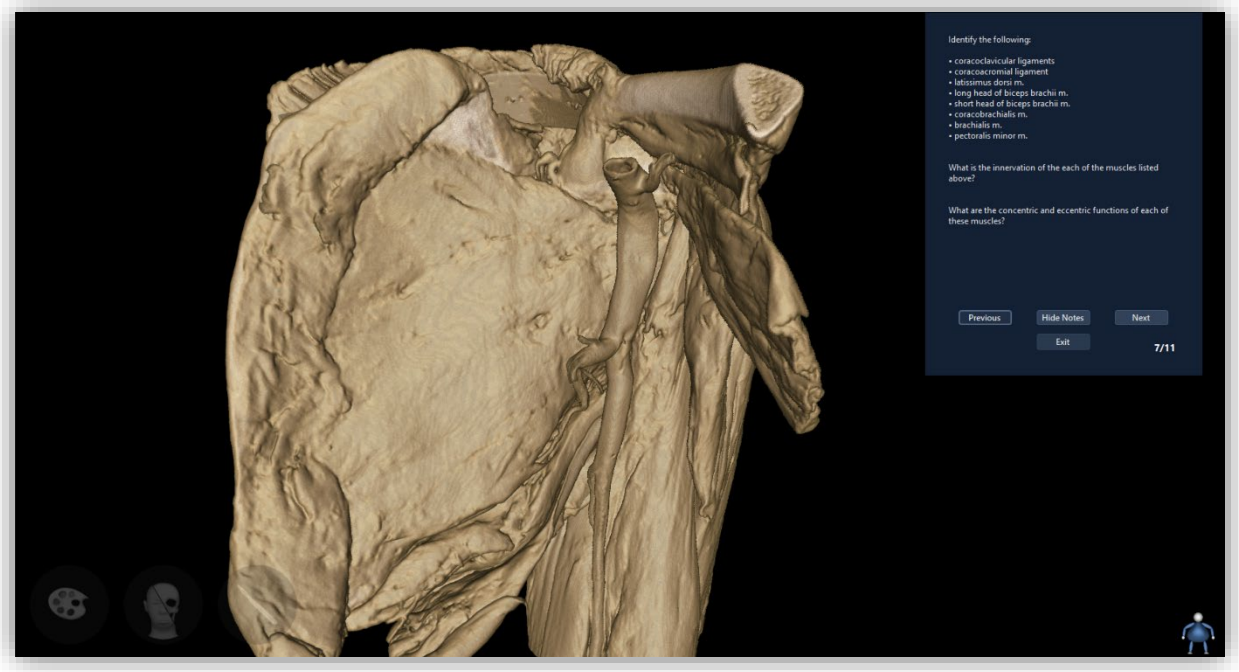


How to create quizzes for my students?

You can create stories with specific questions for students, aimed for discussions, PBL, or tests.

There are some already available on the Sectra Education Portal, found under **Stories**.





Note that there is no incorporated grading system on Sectra Education Portal.

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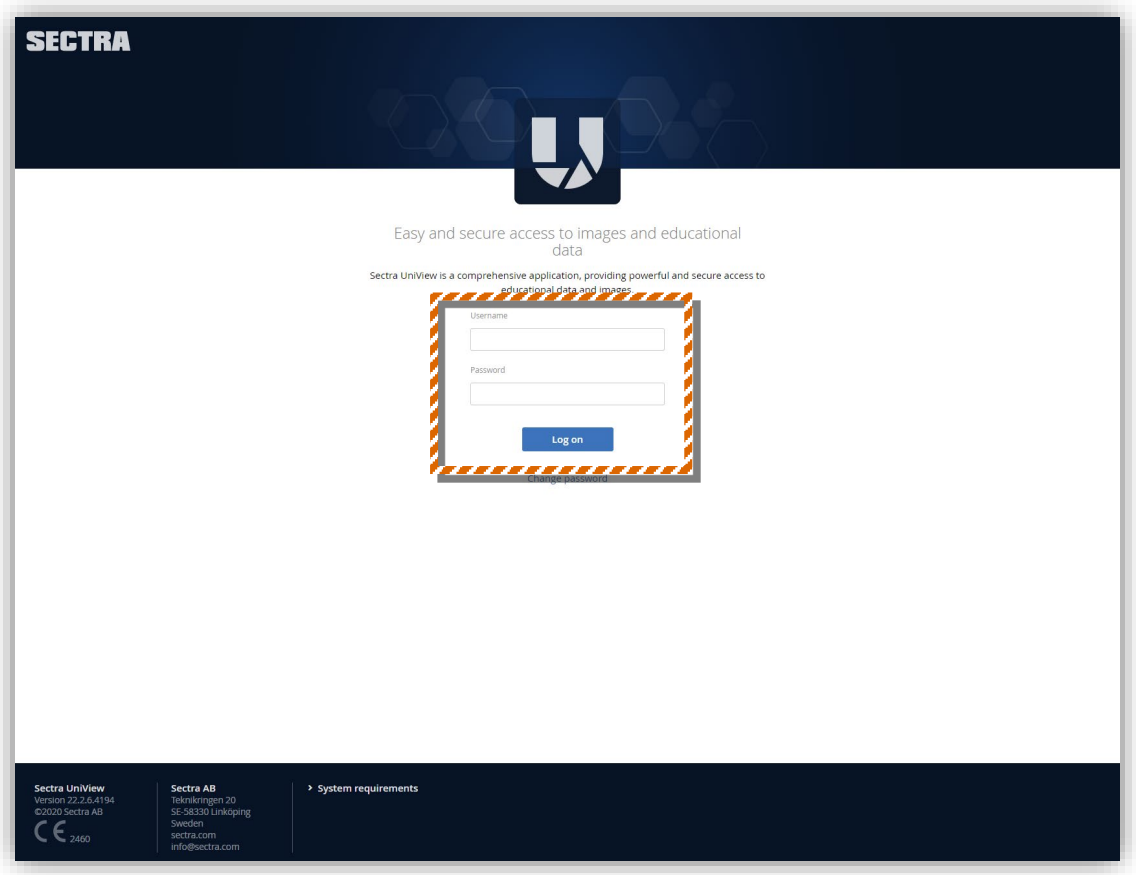
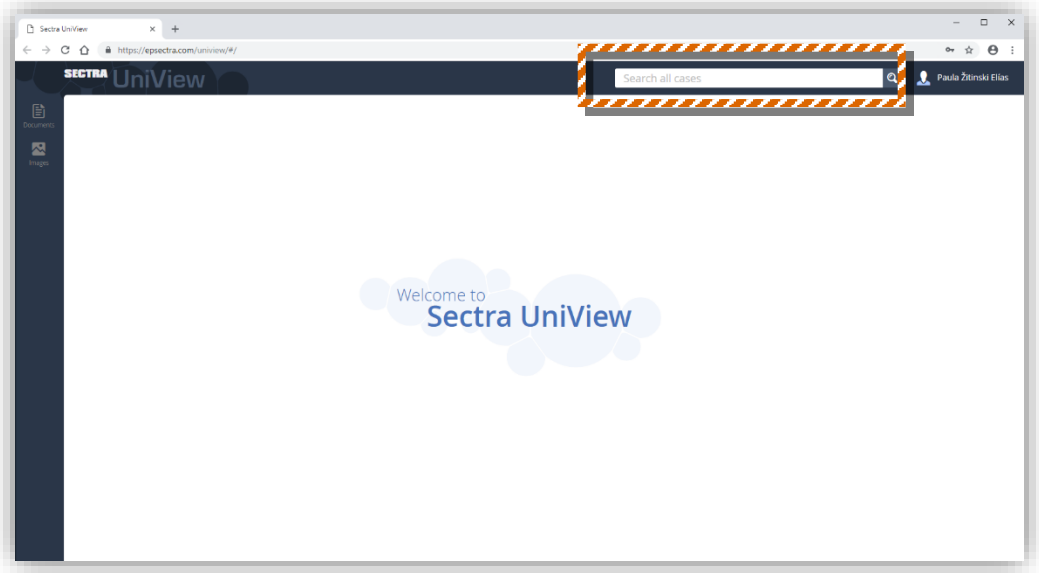
How to use my cellphone/tablet to access Sectra Education Portal?

To access Sectra Education Portal from your cellphone/tablet, simply go to [the Viewer (epsectra.com/uniview)](). Use your Teacher or Student login credentials. You can also access the Viewer via your computer, using a mouse and keyboard instead.



Once you have logged in, use the search bar, located on the top, to search and access cases.

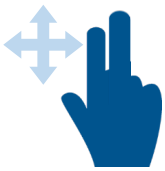


How to interact with radiology 2D images (CT and MR stacks) on my cellphone/tablet?

CT and MR cases contain several CT or MR images. The basic touch interaction with 2D images through the Viewer:

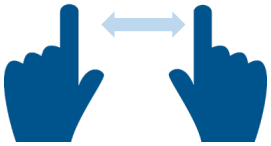
One finger up-down

Scroll though images



Two fingers

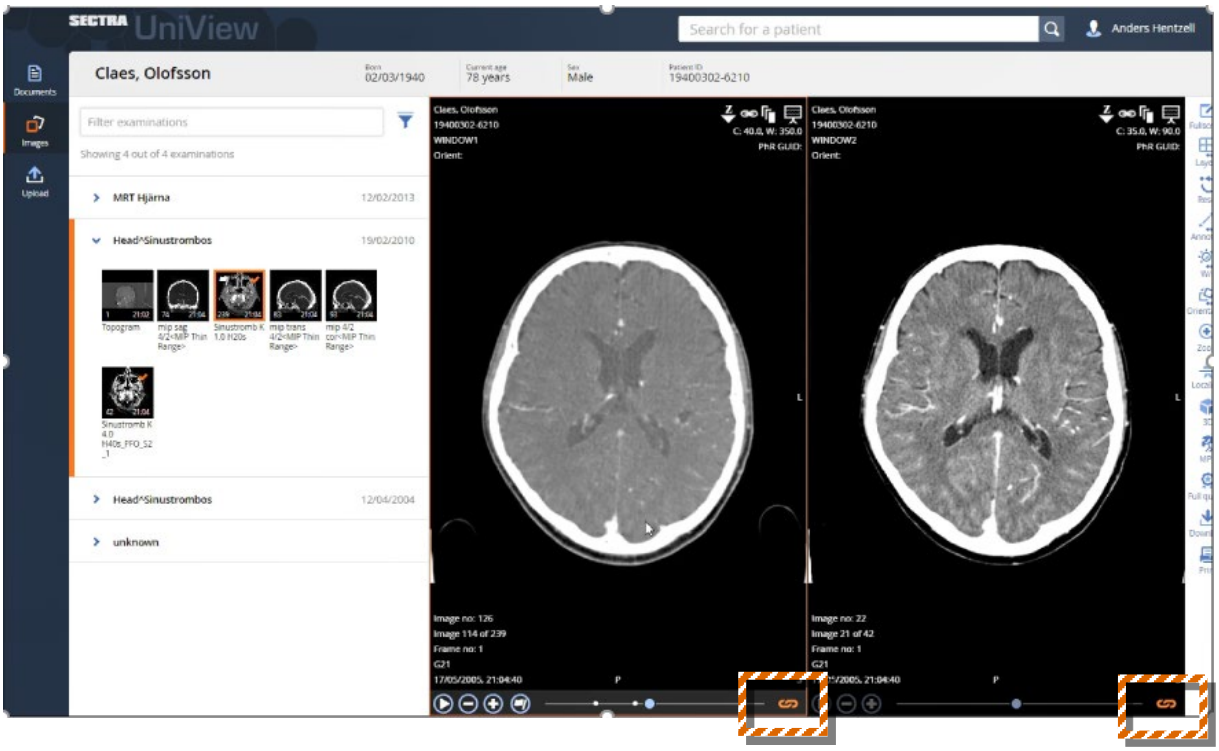
Pan the image



Two fingers moving to/from each other

Zoom in/out

Through the Student Login's zero-footprint viewer, you can **Drag and Drop** multiple images for split screen and even synchronize scrolling of 2D images by activating the **chain links** highlighted below.

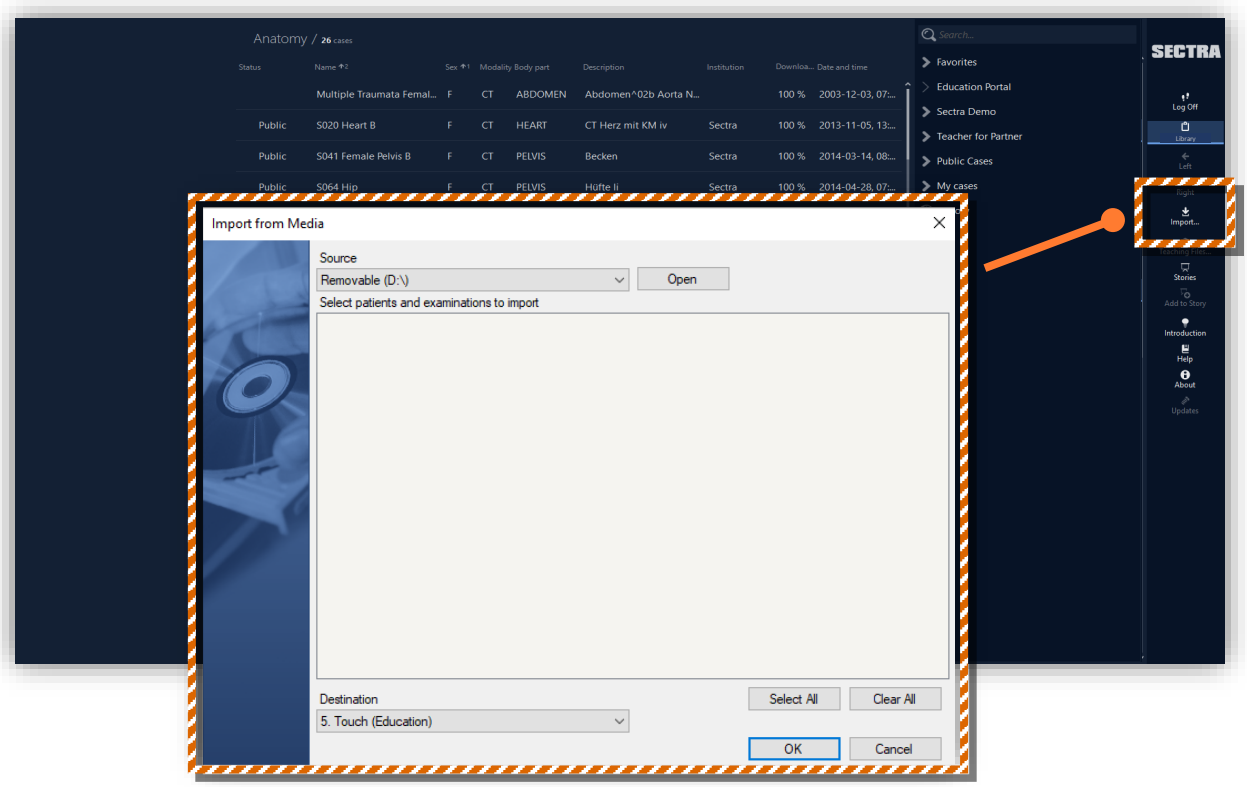


How to import cases – and what about patient privacy?

Feel free to upload any patient case, at it will automatically be visible to your institution only. Therefore, patient privacy is fully protected as it will not get shown to anyone other than the login accounts attached to your institution.

Plug in a USB or external hard drive with the patient DICOM data to the USB ports. On the Table, the USB ports are located on the right-hand side of the Table. On the Board, these are available on the computer.

There is an **Import** button, located on the right-hand side toolbar. Select the location of your case file (external hard drive/USB, or CD). The import destination is locked to your institution's private space, ensuring patient privacy compliance.



You can then access your imported cases through **Library ➔ Imported**. *(Note: Occasionally, anonymized files will be imported into **Library ➔ Mismatched** instead, because of either a lack of input information or duplicate IDs in the system. If this happens, please contact support@sectra.com.)*

When importing a case, it is recommended to add additional information about it, such as keywords and clinical information, which will appear under **Teaching Files**. Keywords constitute a useful way to perform a case search. Enter the keywords for your case and at least information about patient age, sex, body part and normal vs. abnormal. Note: When typing in a keyword, suggested keywords will automatically appear. Please try using the suggested keywords whenever possible.

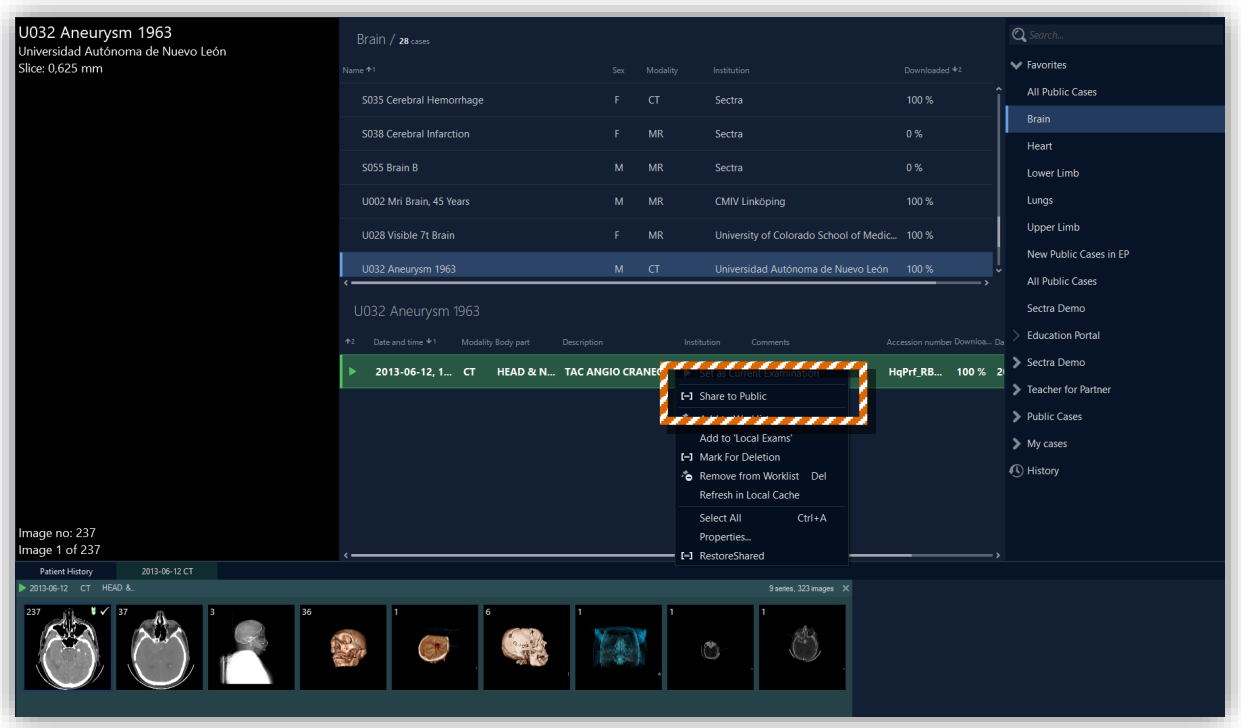
How to share my cases to the public – and what about patient privacy?

Share your imported case from your Private Space to the Public Space, adding your institution to the list of respected contributors from around the world.

Sectra will check the quality of the scan, fully anonymize, and rename the case, add your institution name and upload the case to Sectra Education Portal for all other Sectra Education Portal users to see and use. Any incompletely anonymized data from the original upload is deleted. This process might take up to a week.

Sectra employs a strict policy of case anonymization — the removal all identifying information from the image data — that ensures the protection of all patient privacy rights in strict compliance with ethics and the law.

To share a case, click on the examination (green on the below image). Press, hold, and release to bring out the menu, and choose **Share to Public**.



Under the examination's Teaching File, enter a suitable name for the case, together with an explanation. *This information is required before a Sectra administrator will start working on the case.*

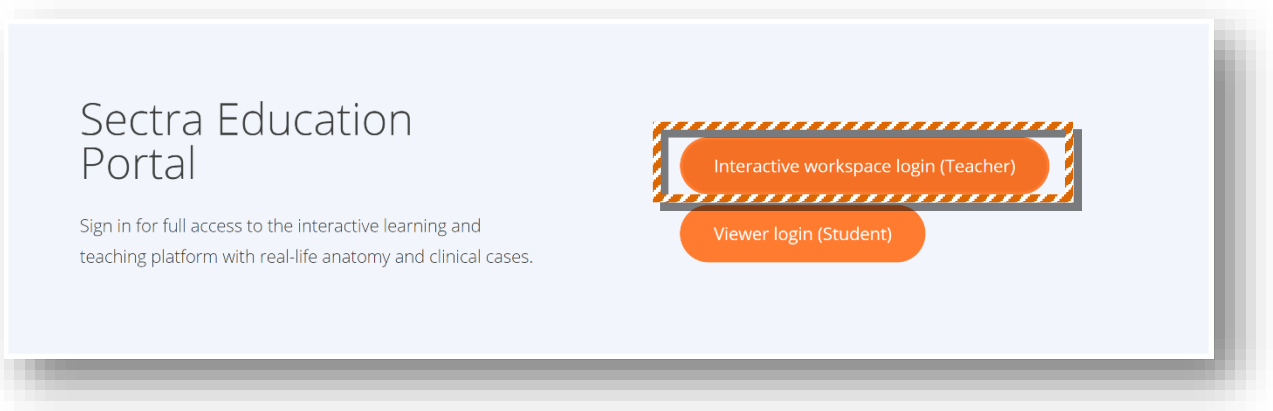
Title: Include primary focus or teaching benefit of the case, either the body part and/or descriptive word for the diagnosis, or the procedure needed or completed on the patient. Examples: Thorax, Tumor; Spine, Scoliosis; Aorta Dissection (stented); Cerebral Hemorrhage. Limit: 27 characters (with spaces).

Institution name: You can choose a shortened name for your institution to be shown on Sectra Education Portal. Limit: 15 characters (with spaces).

Advanced level

How to use my computer to access Sectra Education Portal?

On your **Windows computer**, open **Edge Chromium** and go to educationportal.sectra.com. Click on **Login**, then select **Interactive workspace login (Teacher)**.



In the pop-up, input the username and password given to you by Sectra. Touch screen is NOT required by the system, and the default workspace is **Interactive Workspace**. If you want to access **Advanced Workspace**, in the pop-up, select **More Options**, go to Workspace, and choose **IDS7** in the dropdown list, then **Log On**.

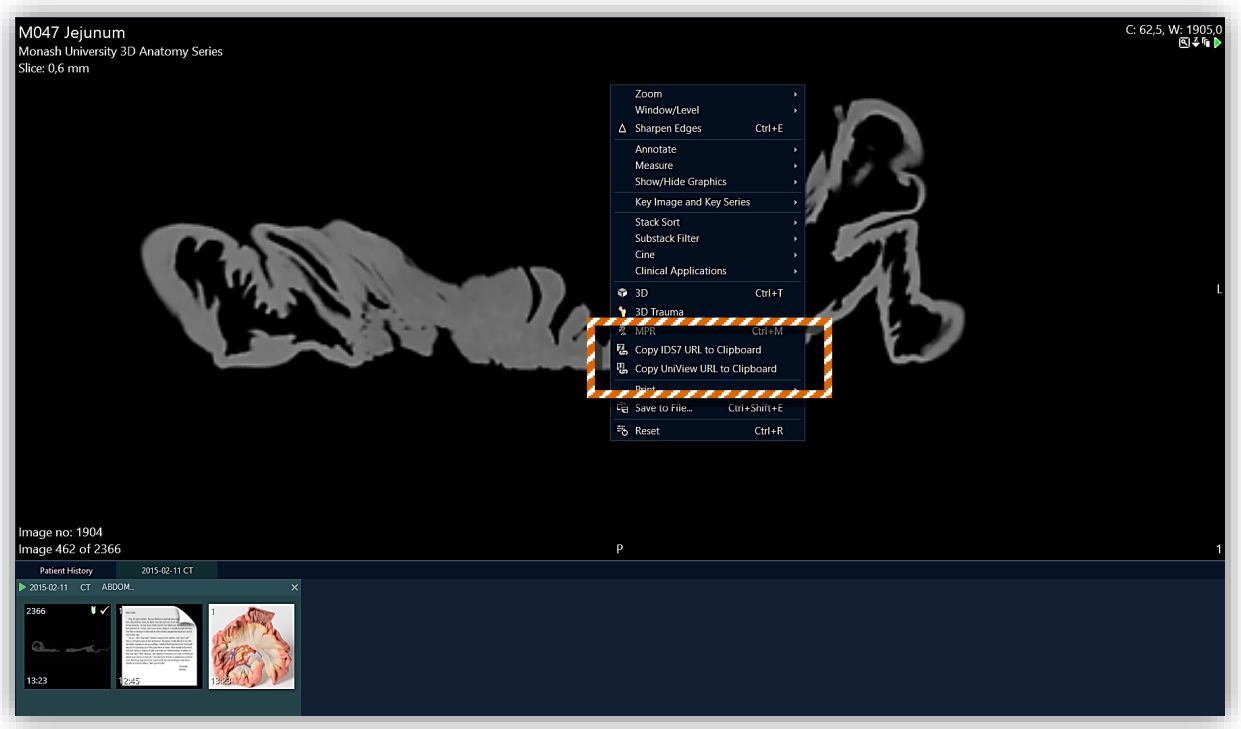
How to send a case URL link to my students?

Each case can be accessed through a URL link. The person accessing the case will need a Sectra Education Portal username and password.

To copy a URL link, access the **Menu** on any 2D image by pressing, holding and releasing with one finger. On the menu, select **Copy IDS7 URL to Clipboard** or **Copy UniView URL to Clipboard**.

Copy IDS7 URL to Clipboard gives access to the case through the teacher account on the Table/Board, or through your home computer. It gives unlimited access.

Copy UniView URL to Clipboard gives access to the case through the teacher or student account on any device. The access is limited; for instance, bookmarks or stories cannot be accessed.

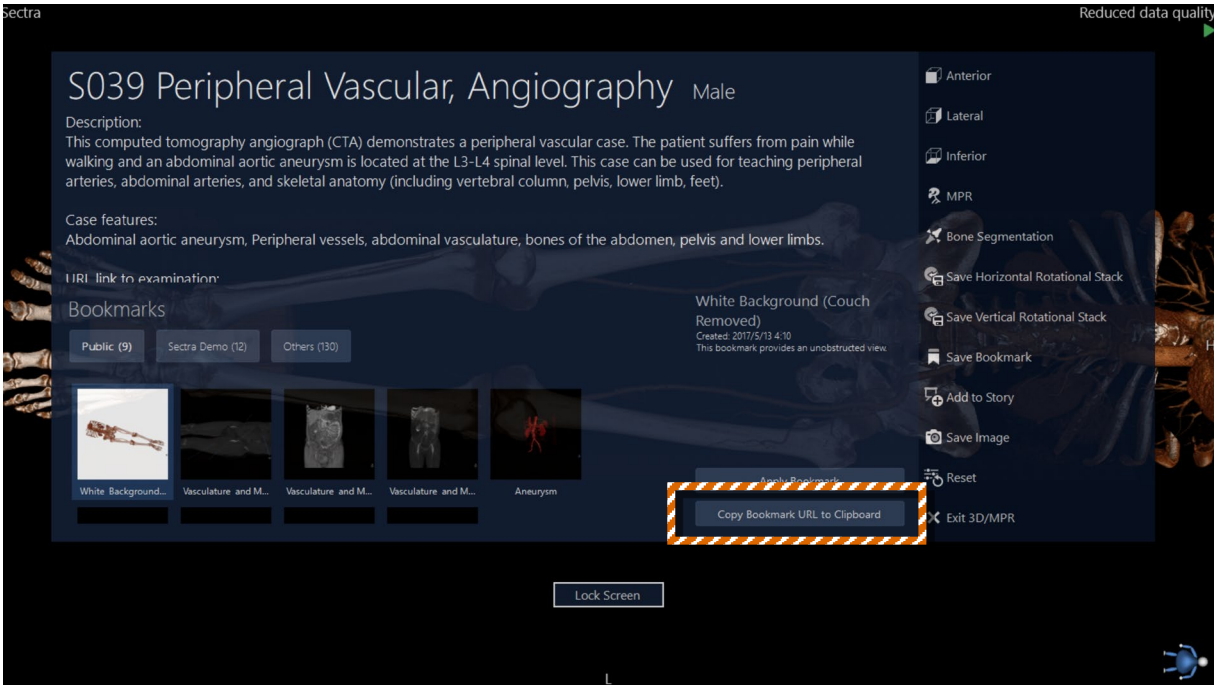


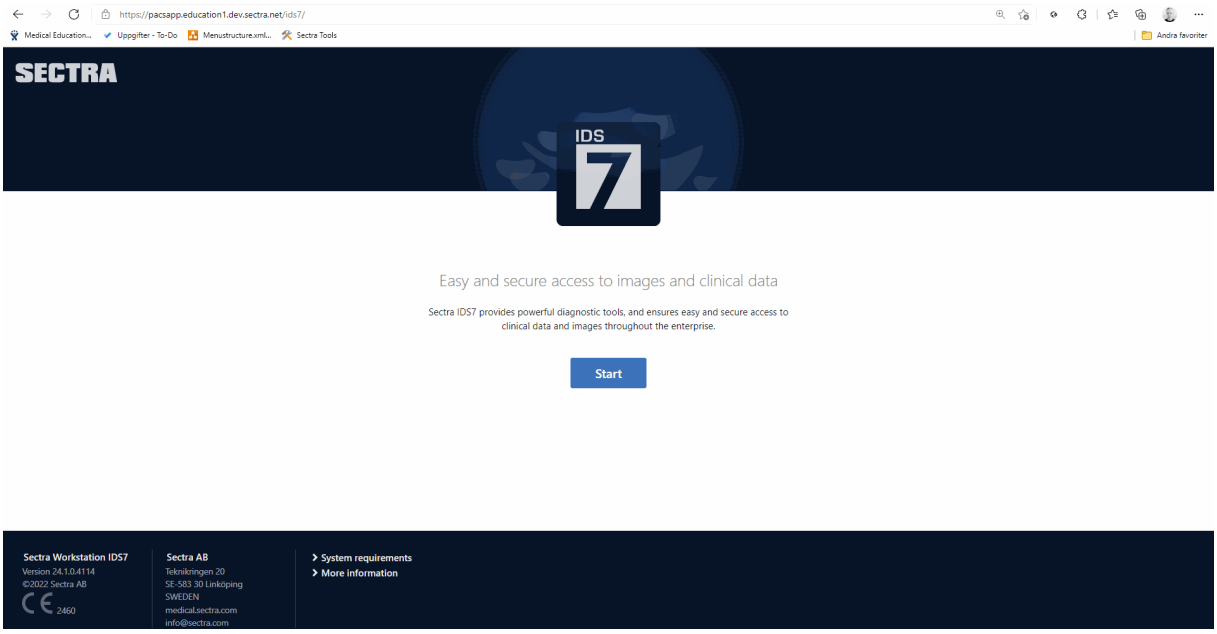
Once you have copied a link, open a document, PowerPoint presentation, or any text editing file. Paste the link.

How to send a bookmark URL link to my students?

Bookmarks can be accessed through a URL link. The person should use Edge Chromium in order to access the bookmark.

In 3D, when you have opened the 3D Menu, and when your bookmarks appear, you will see **Copy Bookmark URL to Clipboard**, tap on it, then you can send the bookmark URL to your students via email, so that they can paste it in Edge Chromium then open it in the Interactive Workspace of Sectra Education Portal.





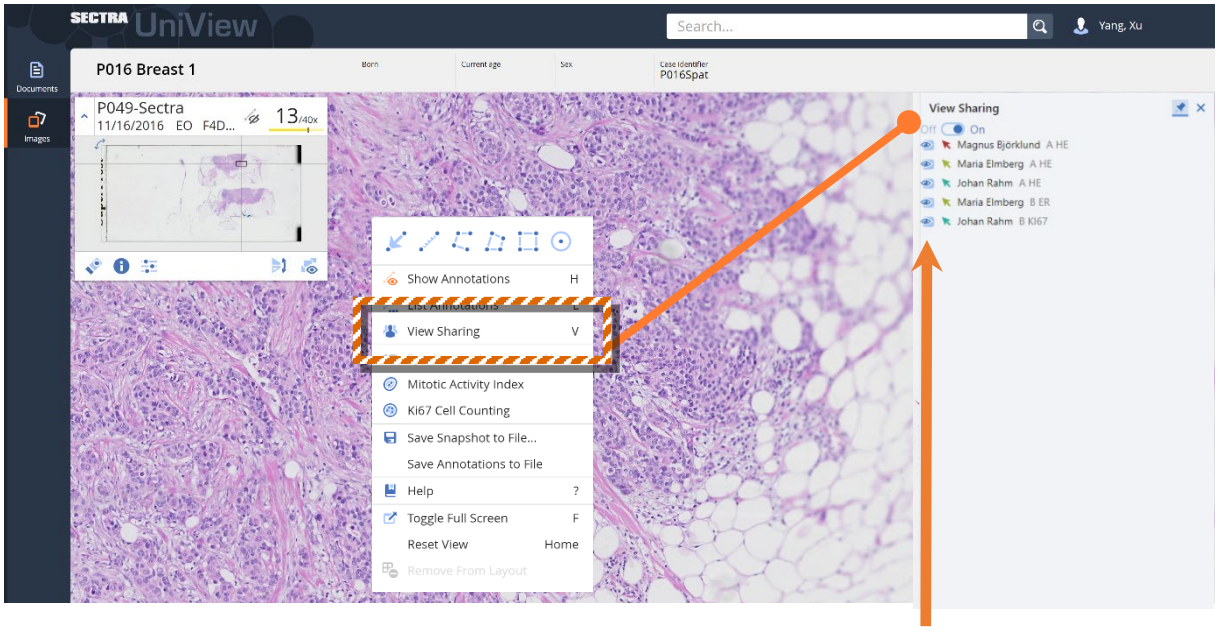
How to use histology View Sharing with my students?

View Sharing is a feature that allows automatic view tracking between the users of the same institution. It is available for histology and cytology images.

A good way to apply it is by accessing the same case from the Table/Board/computer and from the students' cellphones/tablets/computers. A Sectra Education Portal account per device is needed.

All the users that are viewing the same histology case will be shown on the upper right corner when you open the menu and open **View Sharing**.

Figure: View Sharing, case *P016 Breast 1*



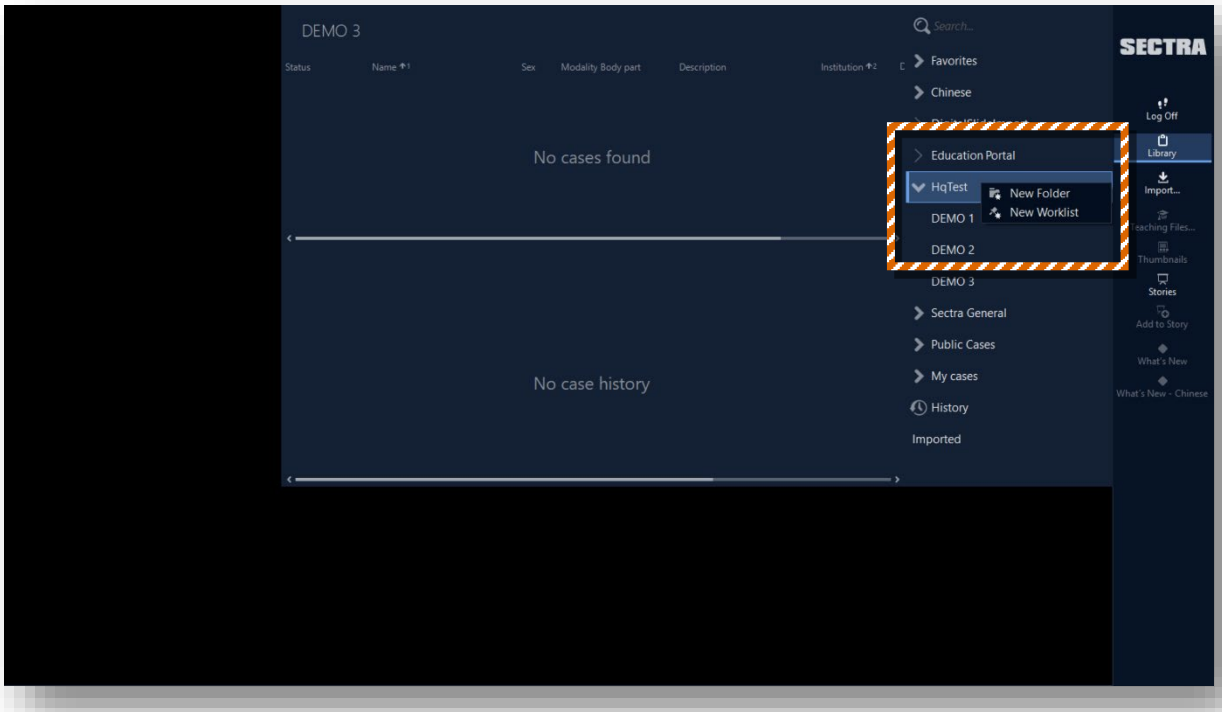
Eye Icon

Apart from tracking the users that are viewing the case, you ask them to click on the **Eye Icon** next to your username to follow you. The icon will change color. You are now leading the session – whatever movement you do, the students will follow it automatically on their devices. To unfollow you, they should again click on the **Eye Icon** next to your username.

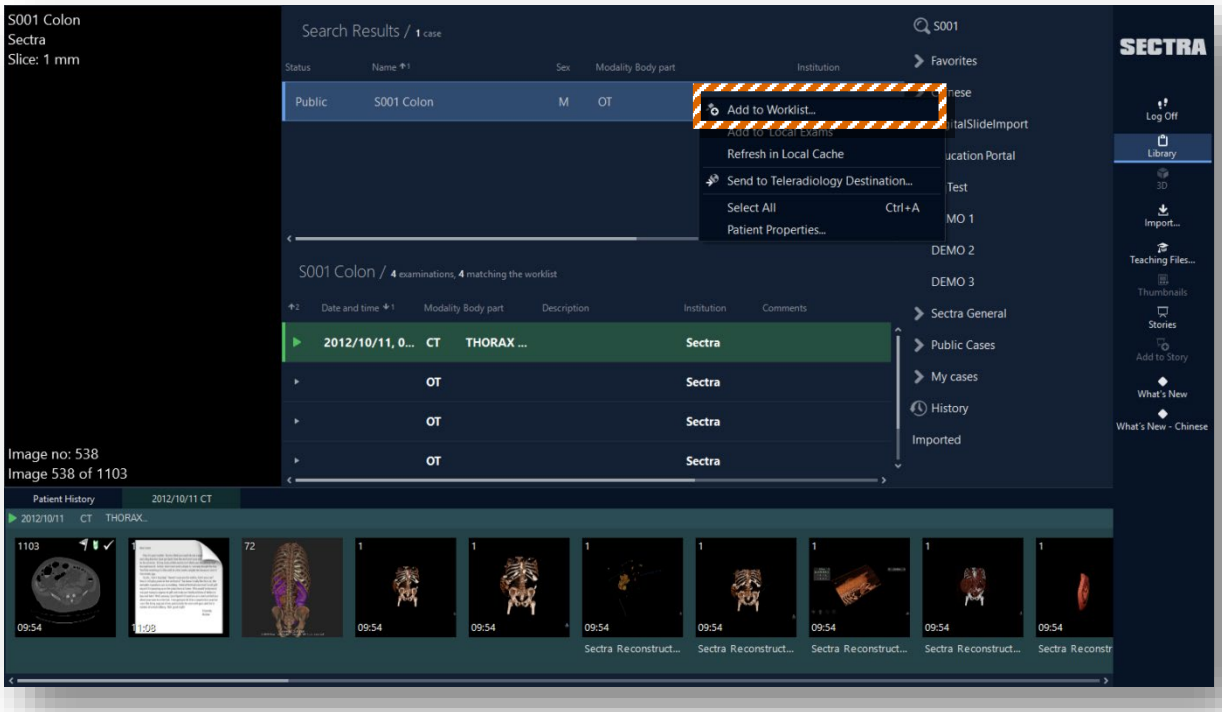
How to organize cases using worklists?

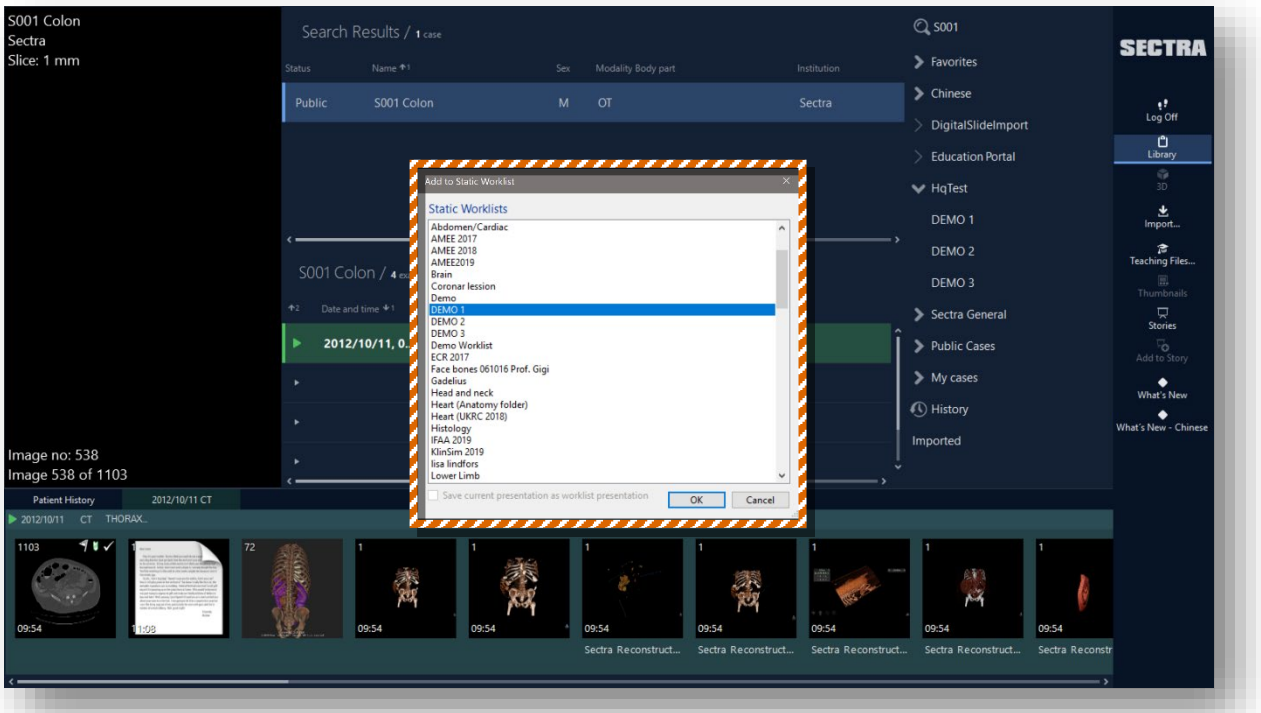
Worklists are a great way to keep cases organized for quick access.

Through the Interactive Workspace, by right clicking or performing a long touch over your *preferred role (the combination of your country code and your institution acronym)*, a menu will appear to be able to create folders or worklists.



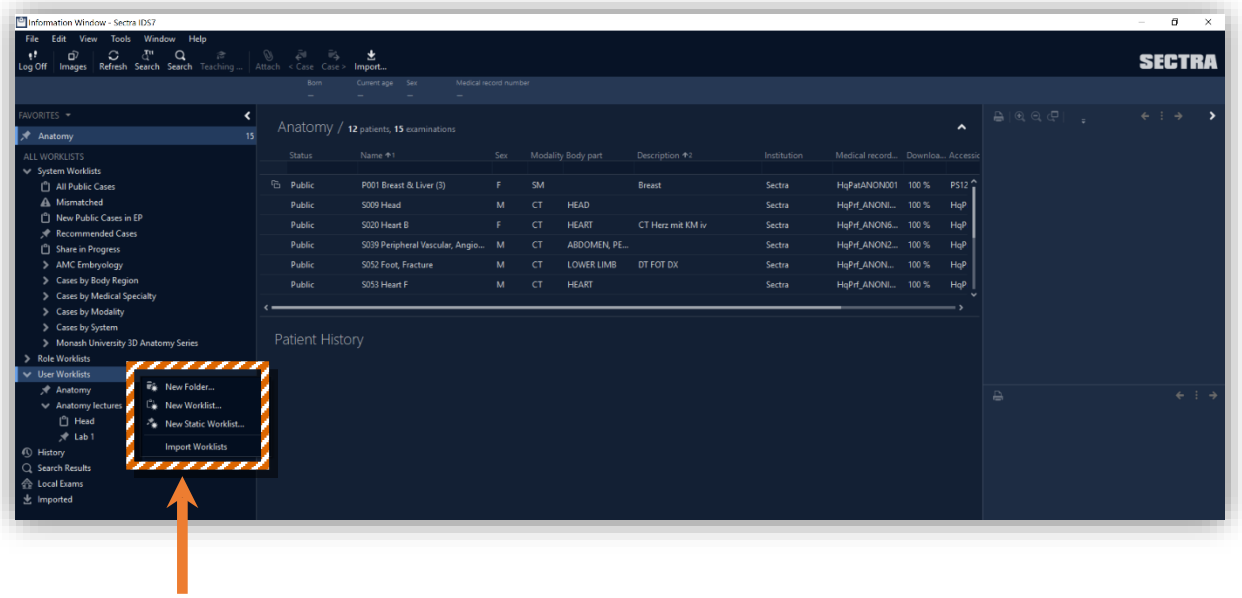
To add cases to your worklist, right click or perform a long touch over a case, select **Add to Worklist**, a window will pop up, find the worklist that you created there, select it and click OK.





You can drag and drop worklists into a folder under your preferred role to change their location.

You can also create worklists through the Advanced Workspace. To create worklists *visible to the users within your institution*, go to **Role Worklists** ➔ Right-click ➔ **New Static Worklist**. To create worklists *visible only to you*, go to **User Worklists** ➔ Right-click ➔ **New Static Worklist**. Name the new worklist. The **New Worklist** option refers to dynamic worklists, where cases get automatically added to it according to set parameters.



User Worklists ➔ Right-click ➔
New Static Worklist

You can also add folders through the same right-click menu.

The worklists are viewable through the Advanced and Interactive Workspace.

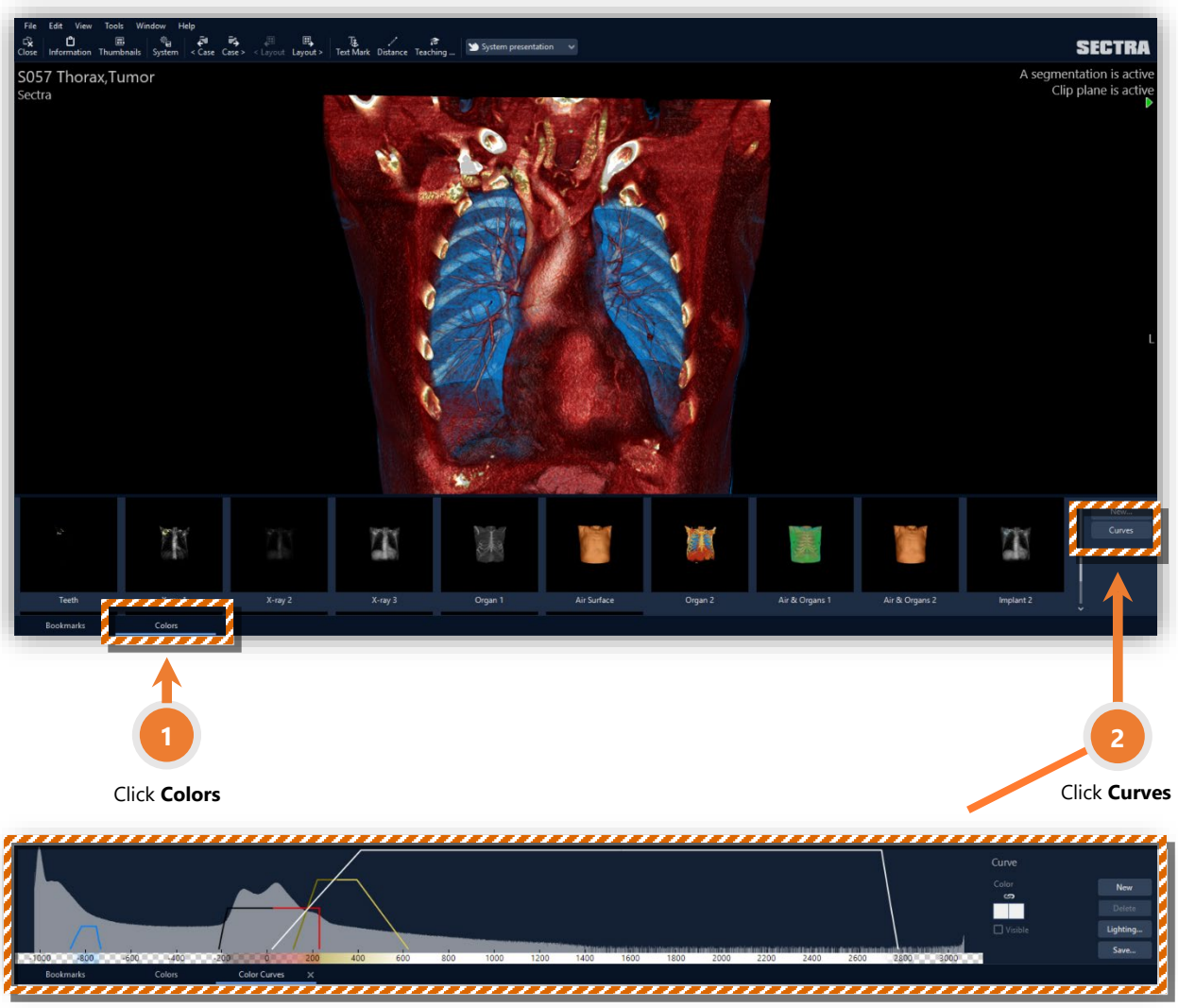
How to create advanced color presets?

Color presets allow you to color and visualize different body structures. They are based on assigning color values to the CT Hounsfield units, where 0 represents water and -1000 represents air. More about the Hounsfield scale: https://en.wikipedia.org/wiki/Hounsfield_scale.

Assigning color values to specific Hounsfield units or Hounsfield unit ranges allows you control over the colorized structure.

To access the advanced color presets, log in to Sectra Education Portal through the computer. Double-click on a case to open it. Bring up the menu by right-clicking and select **3D**. Once the case has opened in 3D (as in the figure below), click on the tab **Colors** at the bottom of the screen. On the right of the appearing tap, click **Curves**. You will notice the **Color Curves** tab appearing.

Figure: case *S057 Thorax, Tumor*, bookmark *Thorax structures*



The **Color Curves** tab is a histogram of the Hounsfield scale. You can create new curves or modify existing ones. You can assign range values to the curves, color them, and add advanced lightning options through **Lightning**. You can tick on/off the **Visible** box to hide or unhide Hounsfield units.

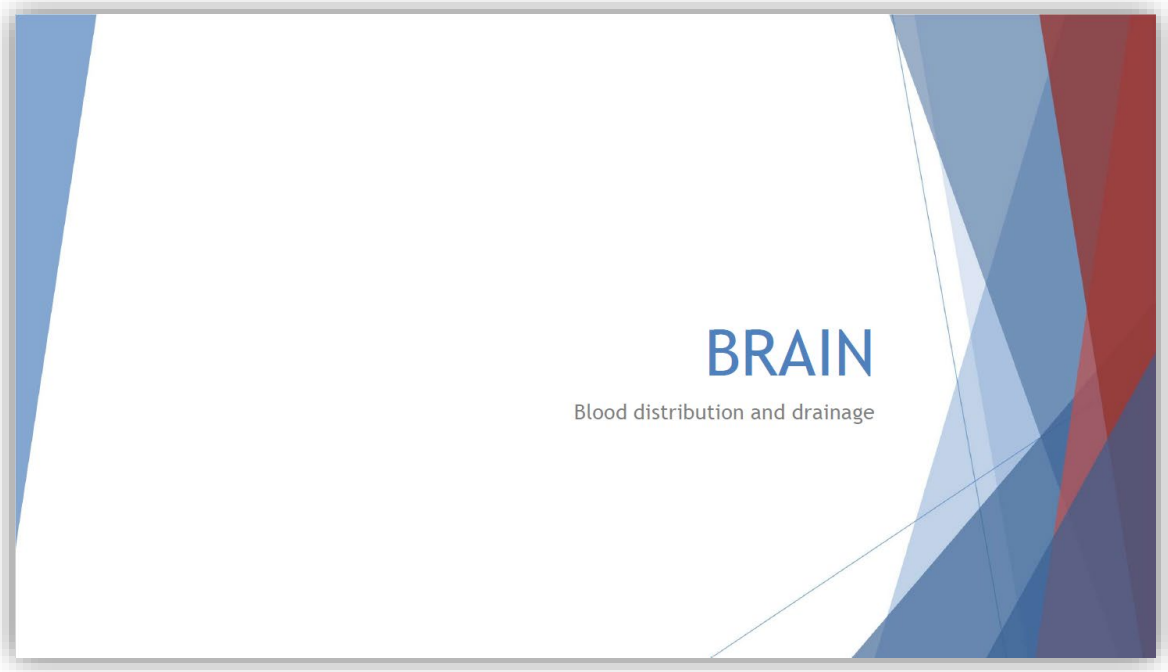
How to create PowerPoint presentations with Sectra Education Portal content?

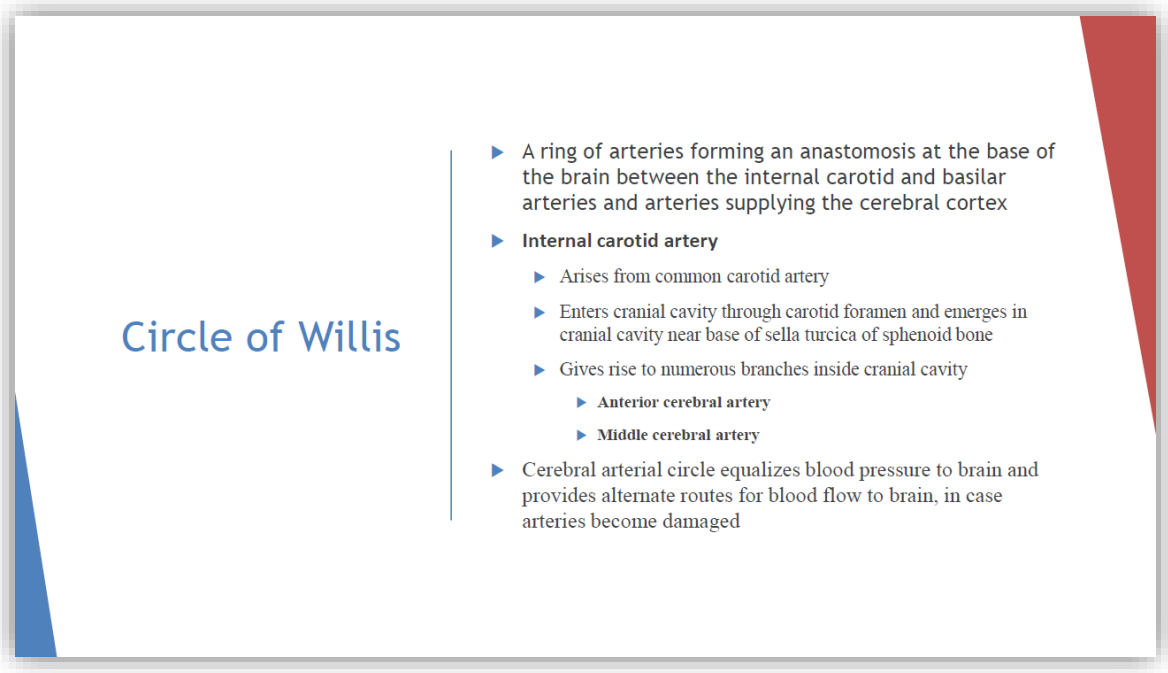
You can easily incorporate Sectra Education Portal content into your PowerPoint presentations. For instance, you can take screenshots of the Sectra Education Portal cases and paste them into your presentation. You can also incorporate URL links that, when clicked, take you to the 2D view of that case.

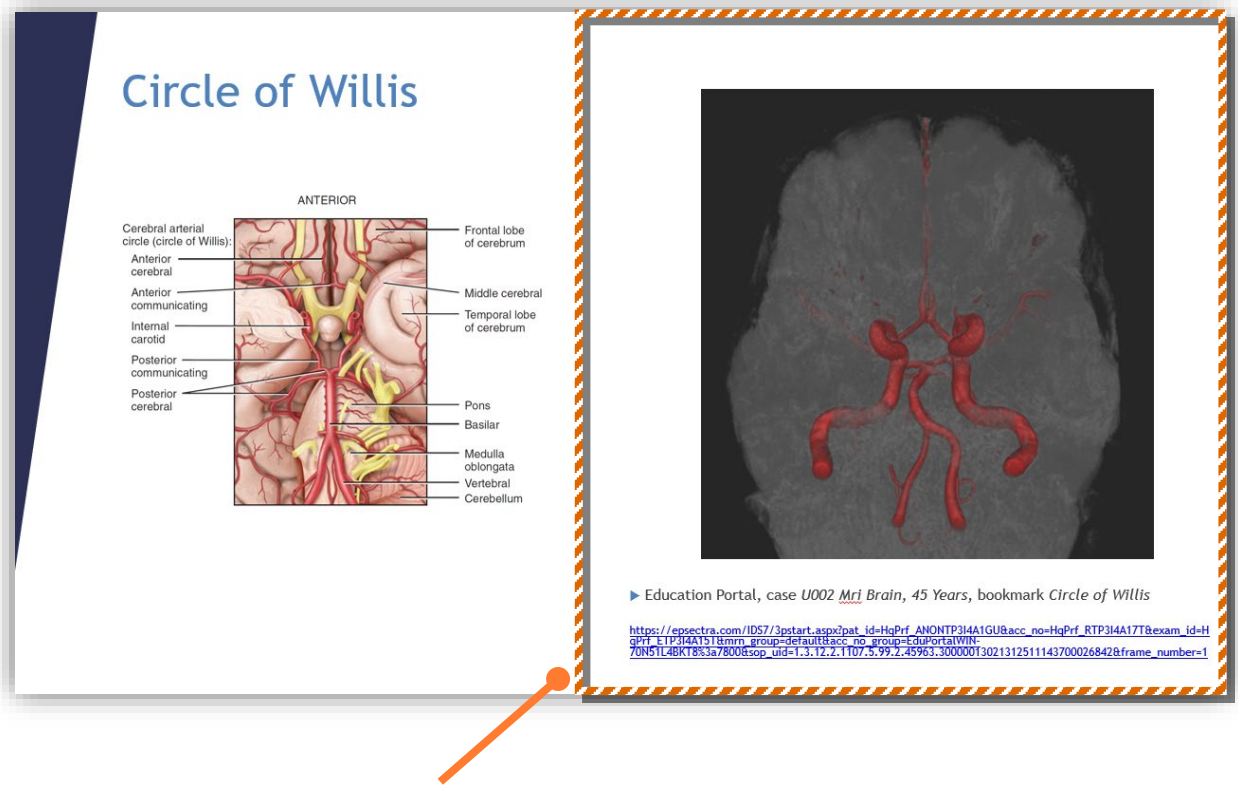
To take screenshots, use the Windows installed program Snipping Tool, available on the Table and on Windows computers.

To incorporate URL links, open a case, bring up the menu (on the Table: press with one finger, hold for a second, and release it; on the computer: right-click), and select **Copy IDS7 URL to Clipboard**. Paste the link on your presentation.

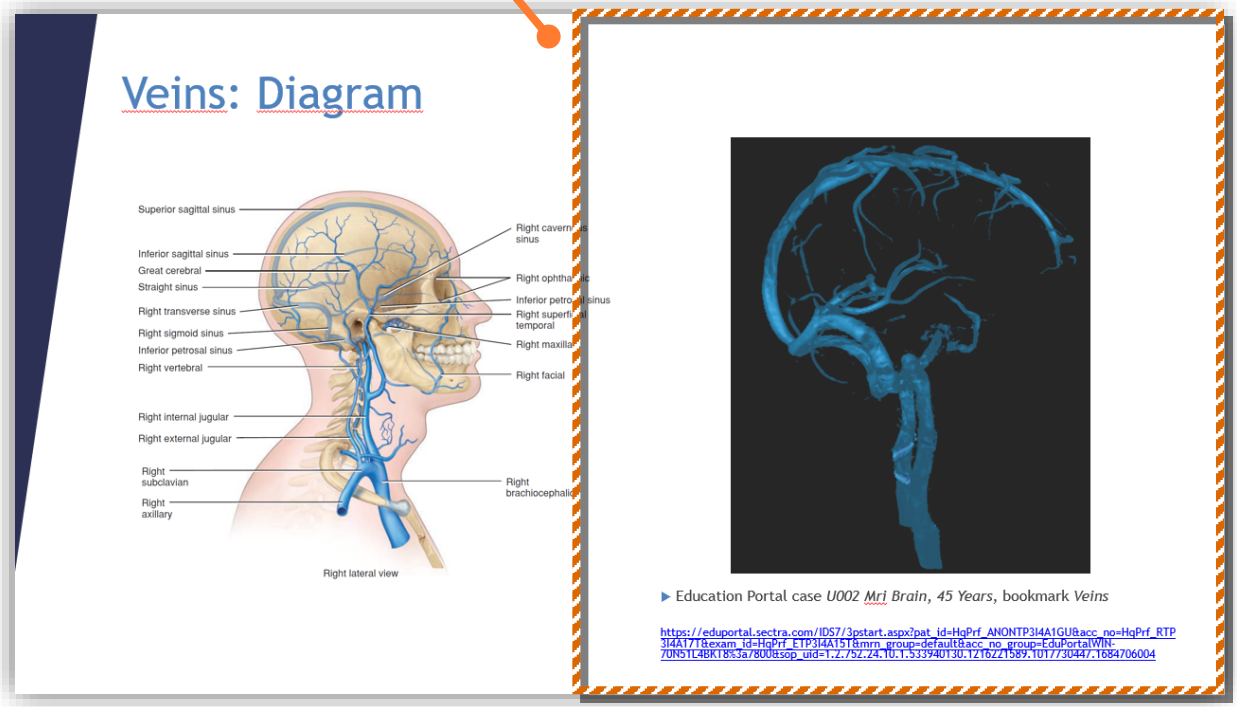
An example presentation below.







A PowerPoint presentation slide, incorporating a screenshot of Sectra Education Portal cases with URL links. Clicking on the links on the presentation will take you directly to that case on Sectra Education Portal, where you can continue explaining it.



Veins: Anatomy and Physiology

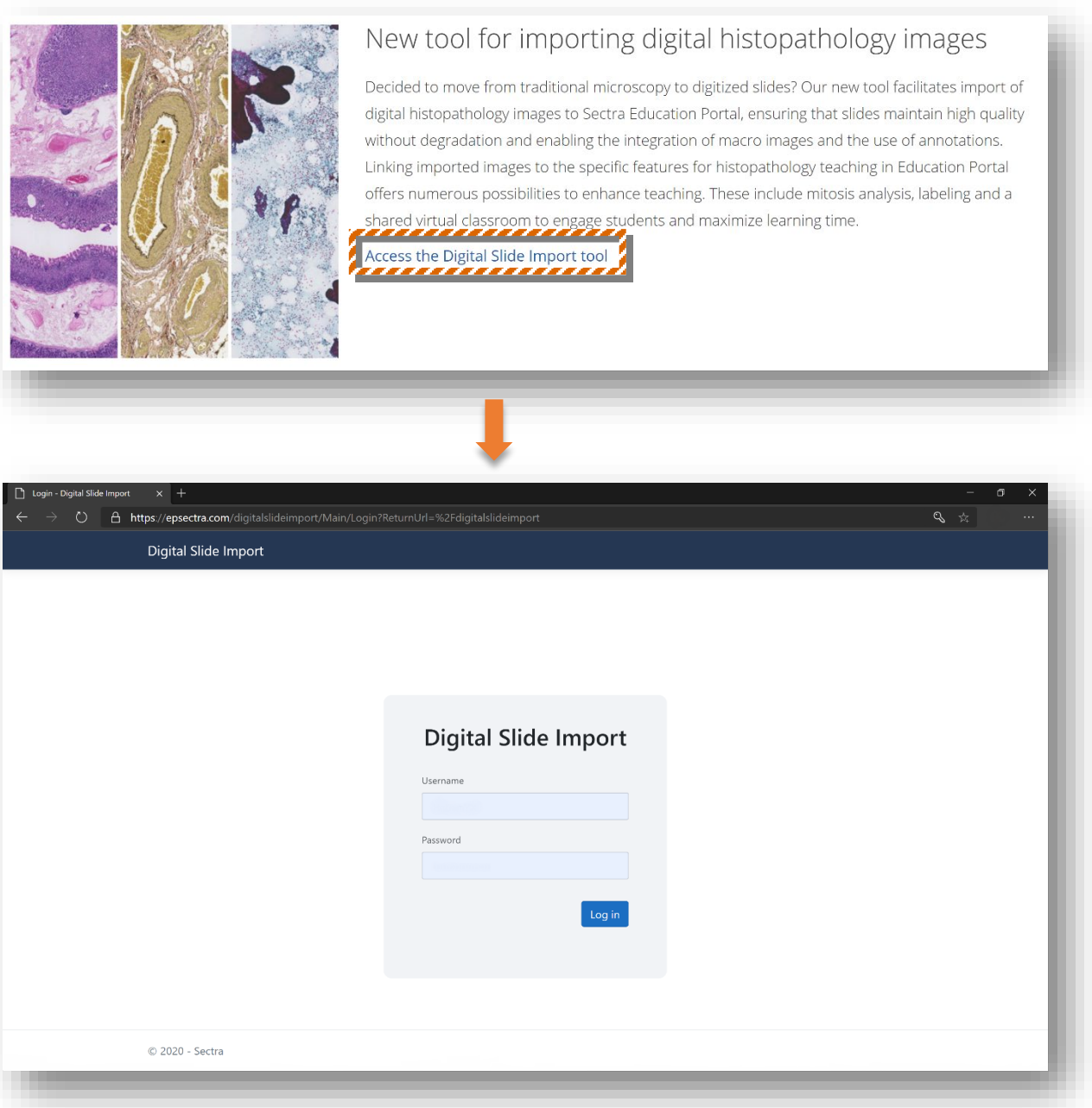
- **Internal jugular veins**
  - Internal jugular veins anastomose with subclavian veins to form brachiocephalic veins
  - Major dural sinuses that contribute to the internal jugular vein are as follows:
    - **1. Superior sagittal sinus:** begins at frontal bone and passes posteriorly to occipital bone along midline of skull and medial aspects of cerebrum
    - **2. Inferior sagittal sinus** is much smaller than superior sagittal sinus, it begins posterior of falx cerebri and receives great cerebral vein to become straight sinus
    - **3. Straight sinus** runs in tentorium cerebelli and it typically drains into left transverse sinus
    - **4. Sigmoid sinuses** are located along posterior aspect of petrous temporal bone
    - **5. Cavernous sinuses** are located on either side of sphenoid bone, cavernous sinuses are unique because they have major blood vessels and nerves passing through their way to orbit and face

How to import histopathology slides?

Sectra's Digital Slide Import Tool allows you to import your digital slides to your private space inside Sectra Education Portal, which then allows you to work remotely and simultaneously with as many people as you would like!

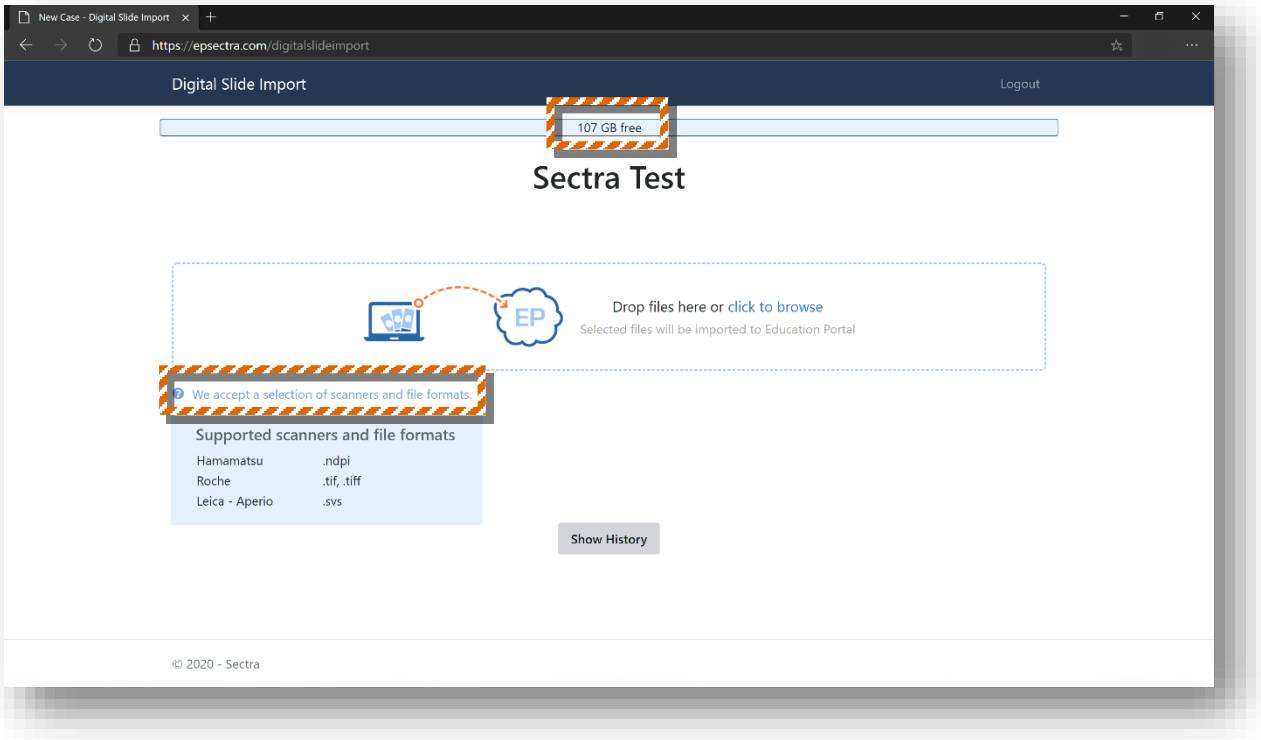
Please note that when using Digital Slide Import tool, it is important to keep the browser open during the entire upload. This is to ensure that all the slides are imported as intended. The steps to use the tool are the following:

1. On your computer, open your browser (Edge Chromium, Chrome, Firefox, etc.) and go to educationportal.sectra.com. Click on **Login**, scroll down the page a little bit till you find the tool introduction, then click on **Access the Digital Slide Import tool**.

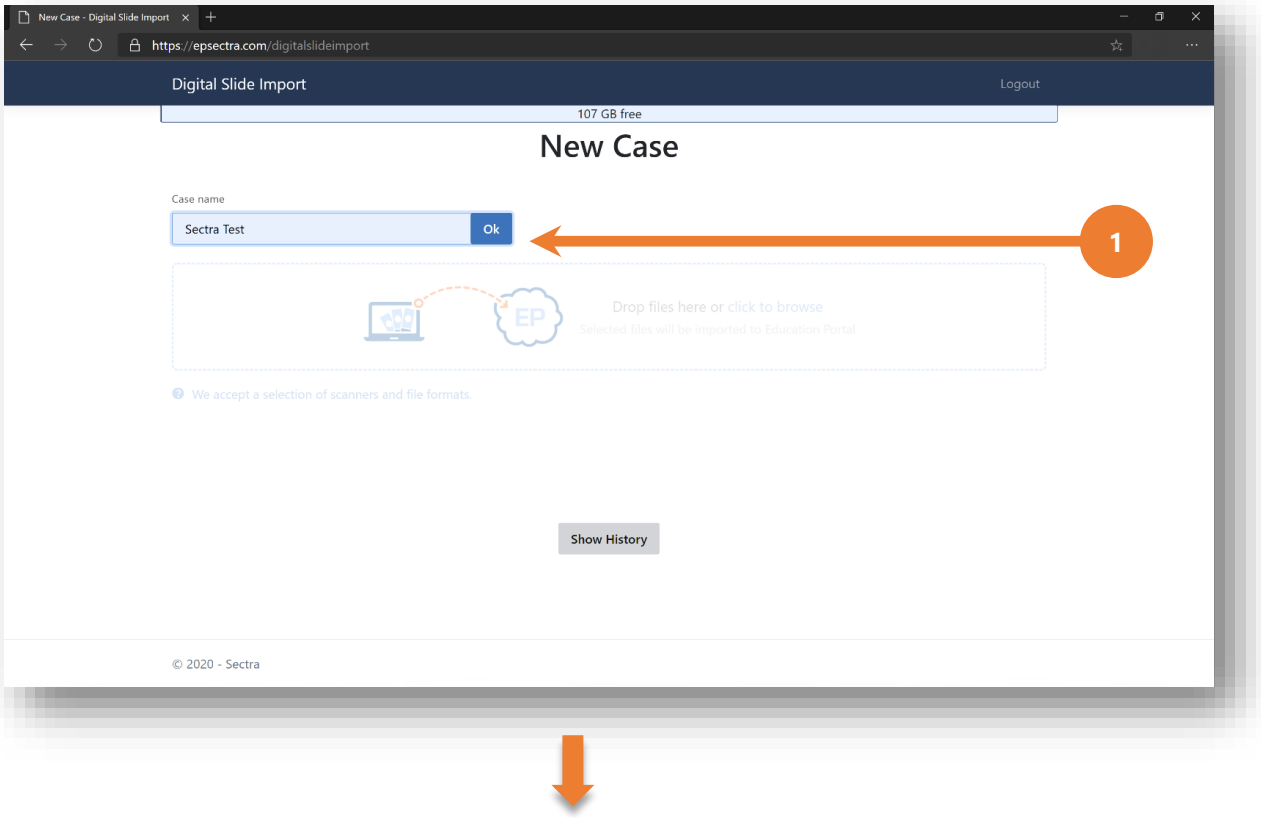


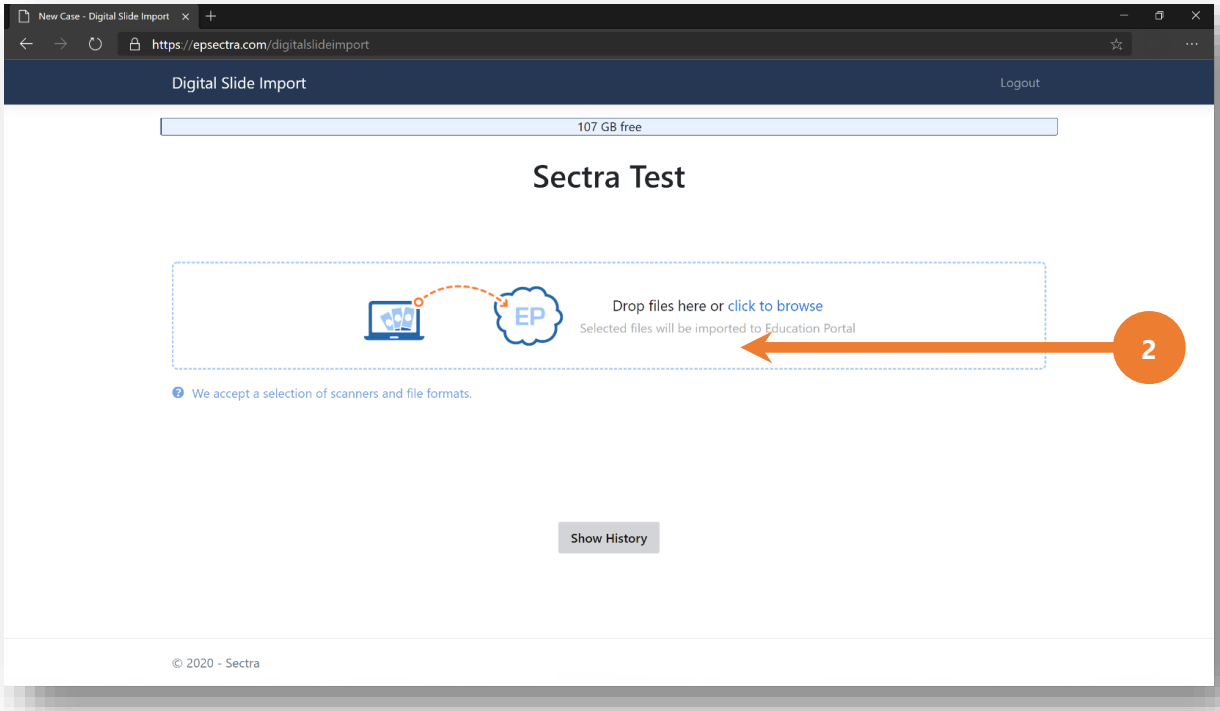
You should use the **same Teacher credentials** that you normally use accessing Sectra Education Portal. Once logged in, you can find your available storage of your private space on top of the page. Before importing, please also make sure that your scanner and file formats are supported by our system, you can check this out if you click **We accept a selection of scanners and file formats**, and you will find

the supported scanners are: Hamamatsu, Roche, Leica – Aperio, with supported file formats: .ndpi, .tif/.tiff, .svs.

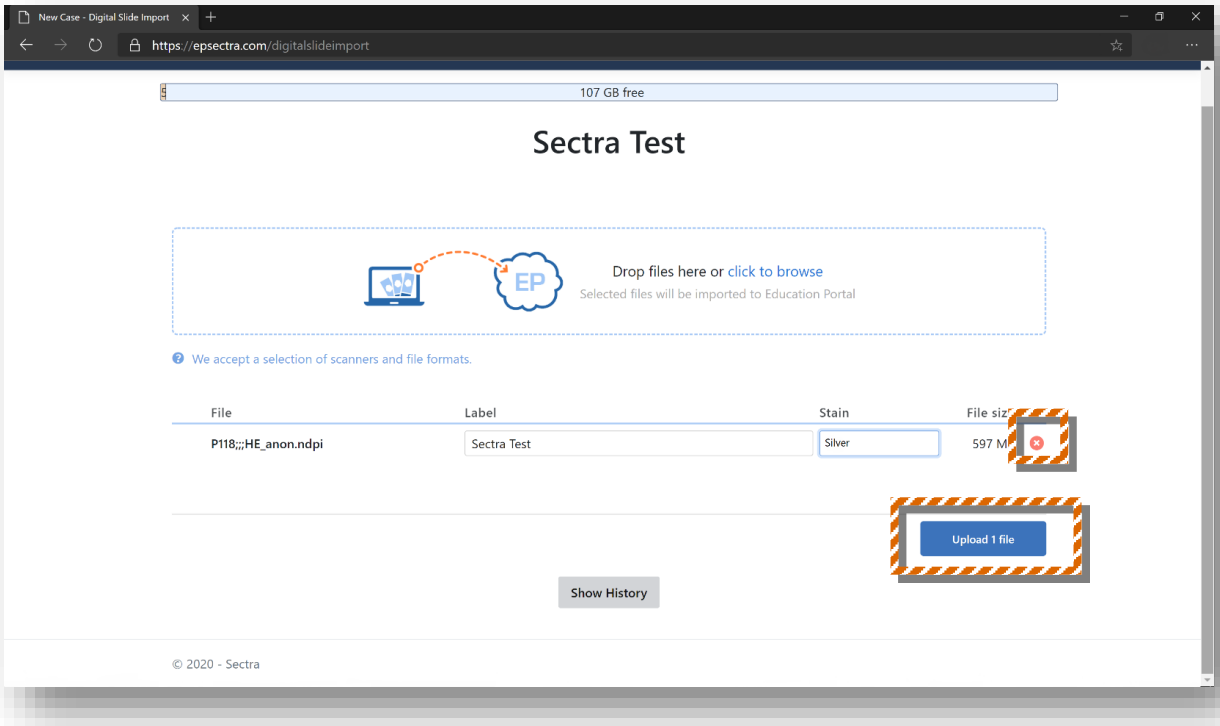


2. You need to input your " **Case name**", click "**OK**", then select the file(s) that will be imported to Sectra Education Portal, by clicking "**click to browse**" or by using the drag and drop method. You can select as many files as you want at the same time to the same case (if you have a new slide for this case later, you can still import it to this case, just input the same case name).



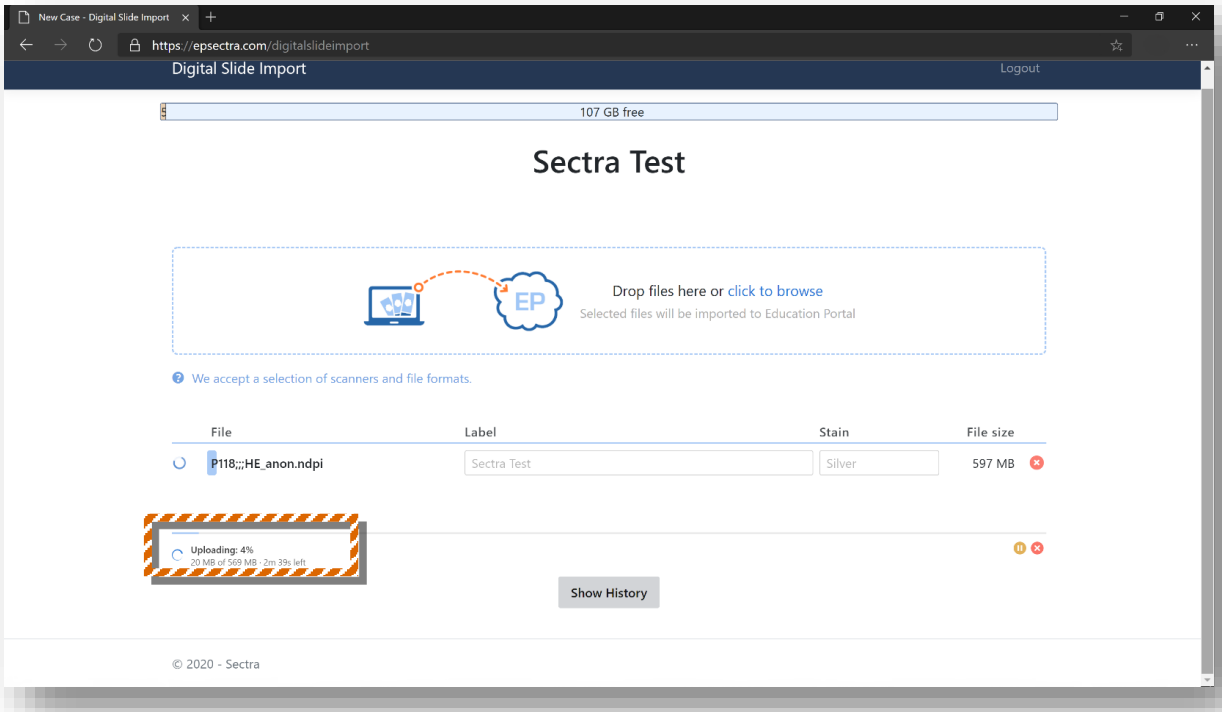


3. You need to write the "**Label**". Additionally, you can choose or write the "**Stain**". Then, click "**Upload 1 file**".

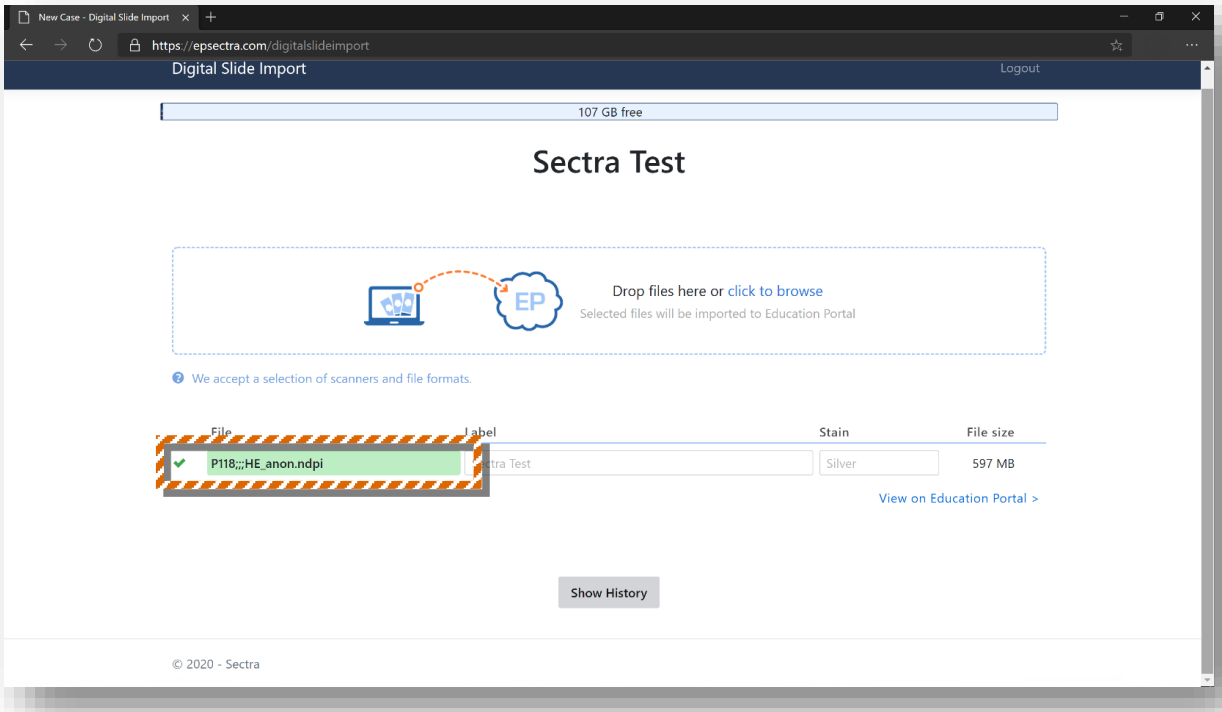


Note: if you want to remove one file from the list, just click the red cross icon to the right of the file. And if you want to import several **cases** simultaneously, just open Digital Slide Import tool in a new tab and do the same steps above (give the second case a new name).

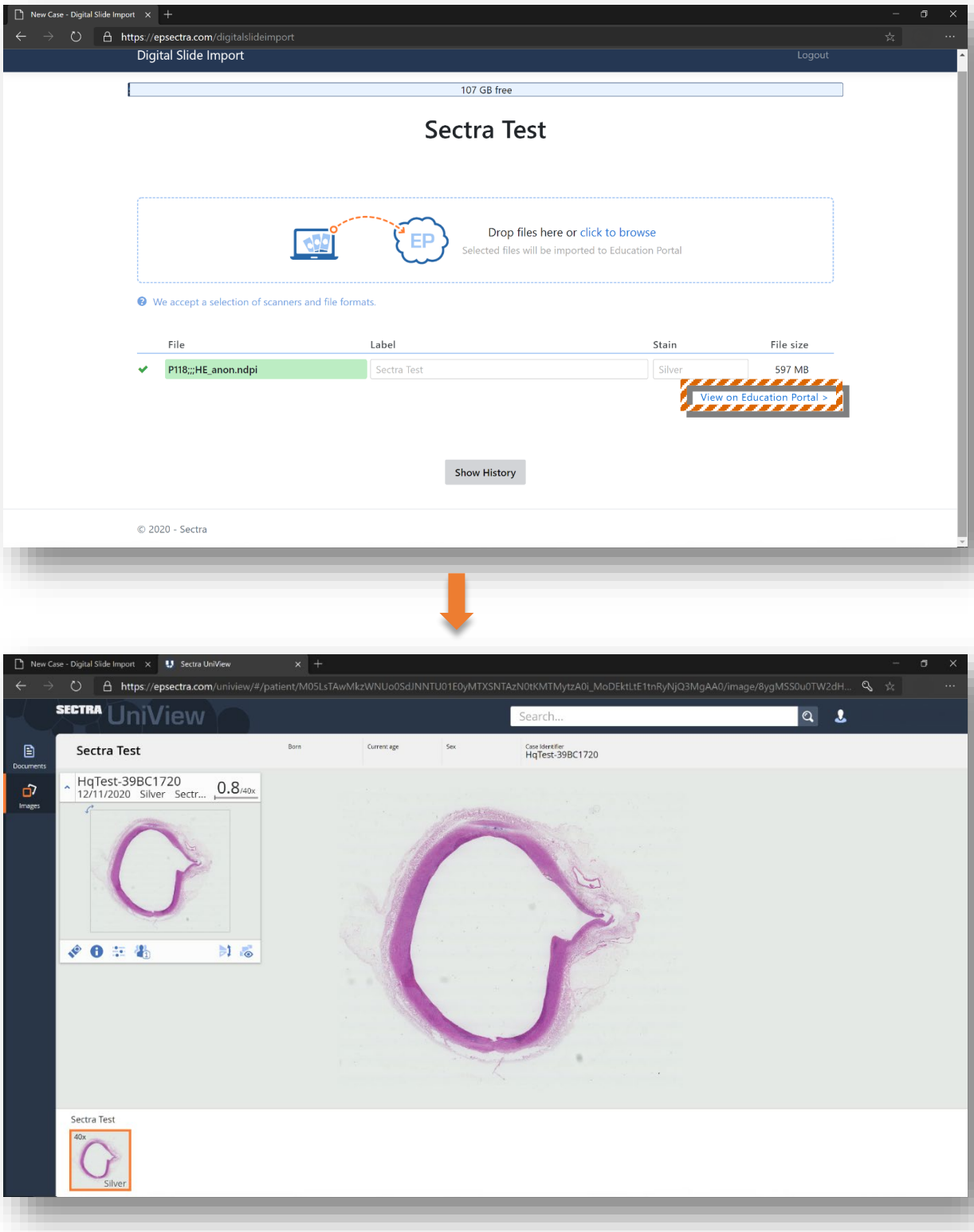
4. While the file is being uploaded, you can see the progress.



5. When the case has been uploaded, you will find a green check mark to the left of the file, at the same time, the background area of the file name turns green.

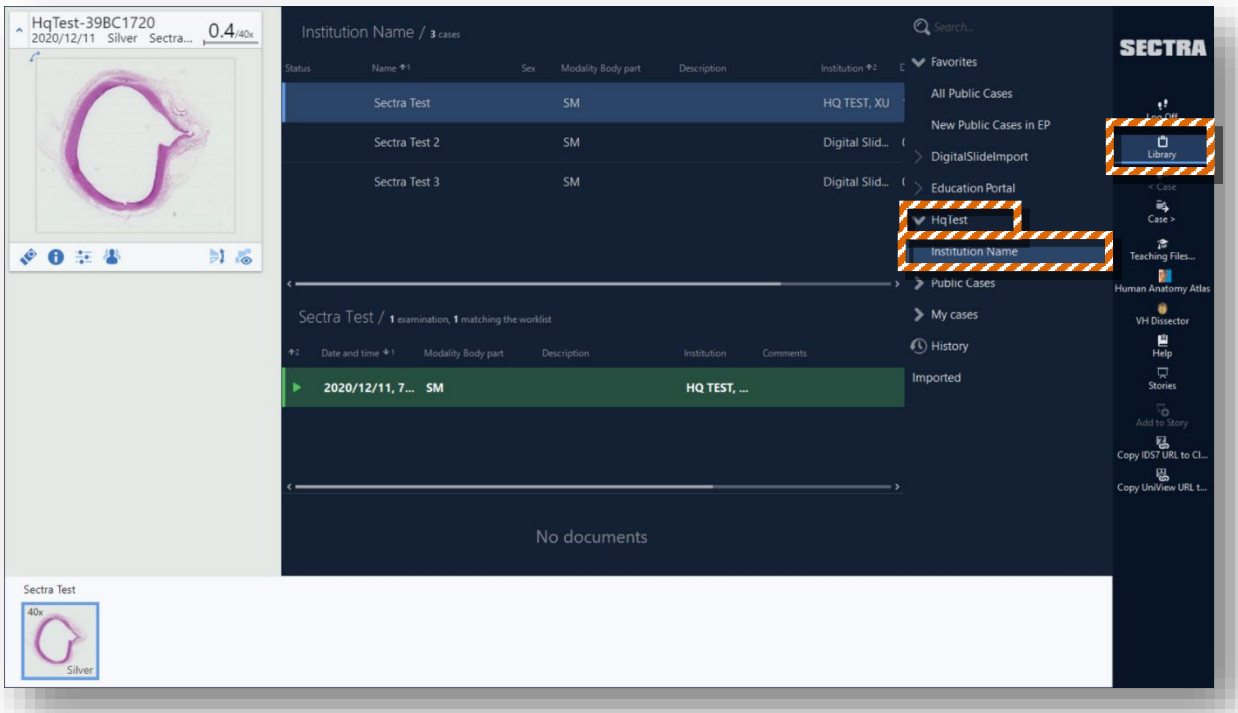


6. Click "**View on Education Portal**" to see the imported slide in the Viewer.



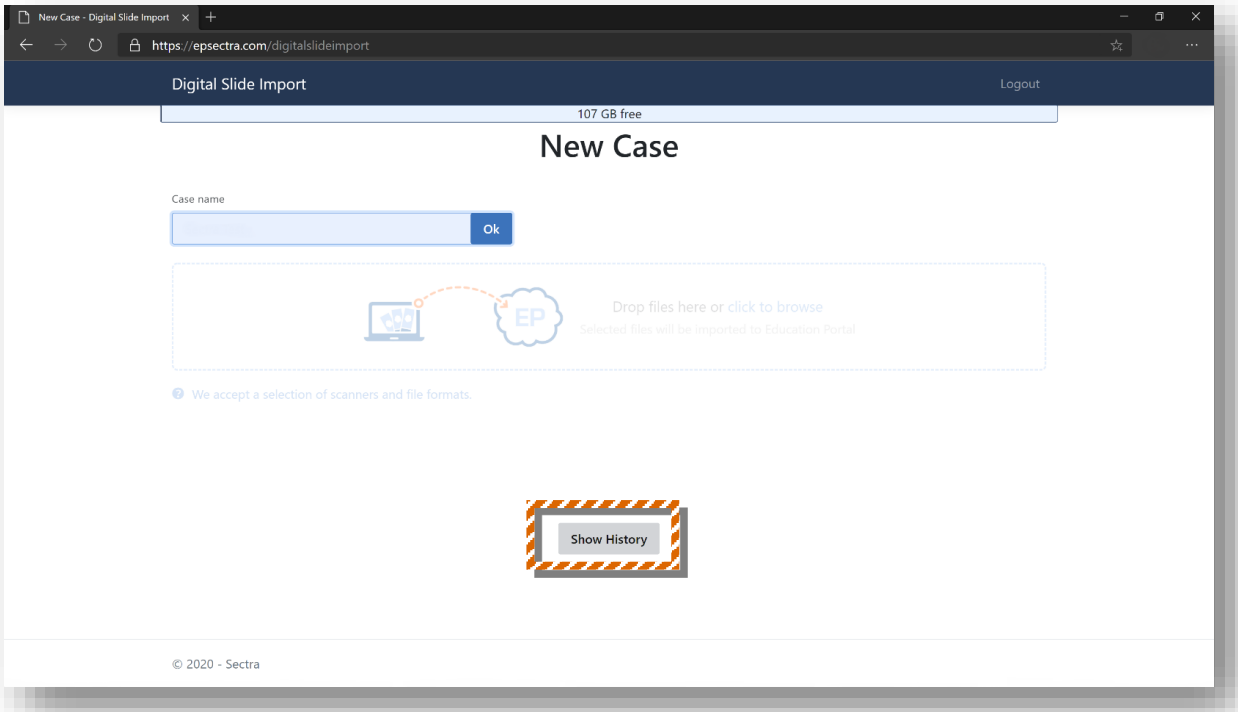
Alternatively, you can log in and access Interactive Workspace to find the cases just uploaded to your private worklist.

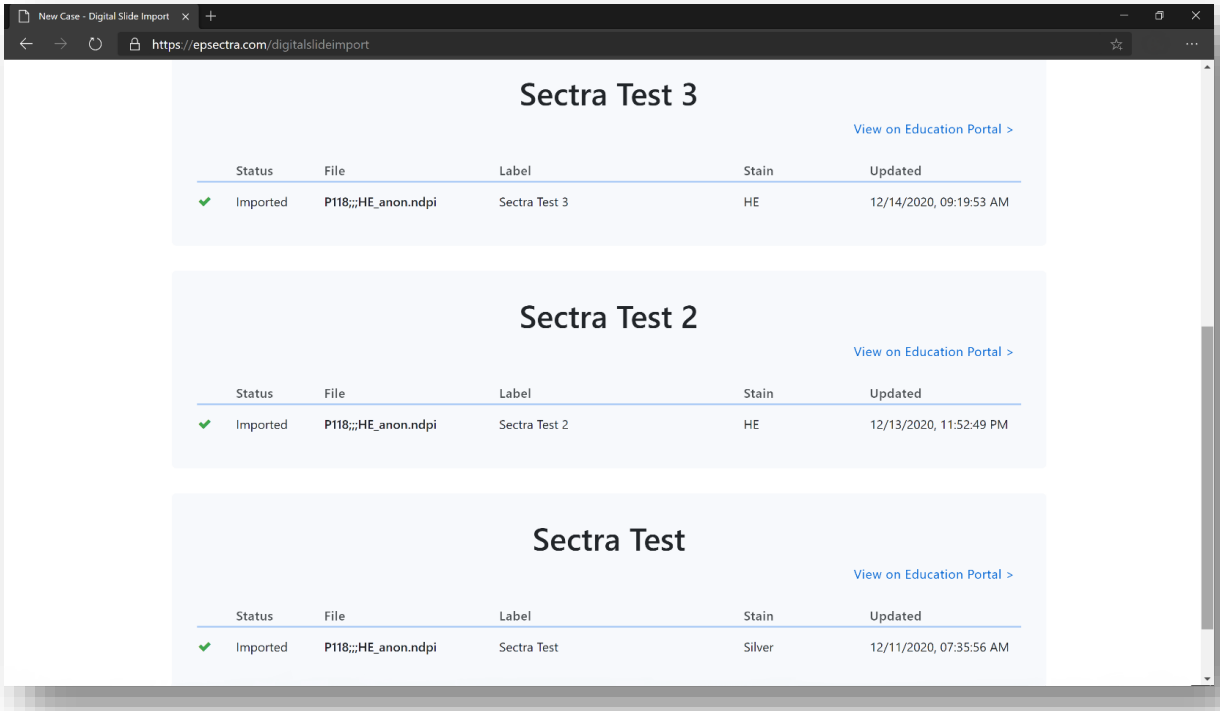
In Interactive Workspace, you can find your imported cases via: **Library – *your preferred role (the combination of your country code and your institution acronym, in this case, it is HqTest) – your worklist (your institution name)***; or you can directly search the case name in the search bar.



Note: The patient ID is generated automatically, and you will find it on the upper-left corner of the slide, in this case, the patient ID is HqTest-39BC1720. Once the case is imported, neither case name nor patient ID is changeable.

If you want to check out your history for import, just click **History** on the homepage of Digital Slide Import tool.




New Case - Digital Slide Import
https://epsectra.com/digitalslideimport
Sectra Test 3
View on Education Portal >
Status File Label Stain Updated
Imported P118;;;HE_anon.ndpi Sectra Test 3 HE 12/14/2020, 09:19:53 AM
Sectra Test 2
View on Education Portal >
Status File Label Stain Updated
Imported P118;;;HE_anon.ndpi Sectra Test 2 HE 12/13/2020, 11:52:49 PM
Sectra Test
View on Education Portal >
Status File Label Stain Updated
Imported P118;;;HE_anon.ndpi Sectra Test Silver 12/11/2020, 07:35:56 AM