



How to submit your educational materials to POGOe

The Portal of Geriatric Online Education (POGOe) is a free public repository of a growing collection of geriatric educational materials in various e-learning formats, including lectures, exercises, virtual patients, case-based discussions, simulations, as well as links to other resources. This manual will describe how to submit educational materials for consideration as a product in the POGOe Product Library.

Content and format

POGOe materials are intended for use in teaching geriatrics. The pedagogical format is less important than the usefulness of the content in an educational setting. POGOe accepts a wide range of materials from a robust curricular module that contains a lecture presentation with handouts and interactive web content to a product that simply includes a brief pocket card. Every POGOe product must include instruction on how and when the materials should be used within a curriculum. The different learning resource types include but are not limited to Case-Study/Case Series, Educational Game, Faculty Development Materials, Learner Assessment, Lecture/Presentation, Podcast, Quick Reference/Pocket Card and Virtual Patient.

Materials may be submitted to POGOe in a variety of different formats, including but not limited to jpg, mov, qt, mpg, mp3, doc, xls, pdf, ppt, and zip. The maximum upload size is 800 MB. Larger files may be considered on a case by case basis.

The Submission Form

Before you can begin your product submission, you must be logged into your POGOe account. If you do not already have an account, go to <http://www.pogoe.org/user/register> to create one. Once you are logged in, you will be able to access the submissions menu (pictured below) and you can click on “Submit New Product”.

The screenshot shows the POGOe website interface. At the top left is the POGOe logo and the text "Portal of Geriatric Online Education". On the top right, there is a search bar with the text "key words, institution, product id, category" and a "GO" button. Below the search bar is the text "advanced search". The main navigation bar includes "Content Library", "Product Library", "Video Library", "Geriatrics Competencies", and "My Account". A dropdown menu is open under "My Account", showing "My Bookmarks", "My Submissions", "Log out", "My Products", "Tutorial", and "Submit New Product". A red arrow points to the "Submit New Product" option. Below the navigation bar, there is a "Welcome, POGOe DEMO!" message. A section titled "What is POGOe?" features logos for various organizations: R, ADGAP, AMERICAN SOCIETY OF GERIATRICS SOCIETY, I F, HGNi Hartford Geriatric Nursing Initiative, and VA. Below this, there is a section for "Recent Products" with a table:

Title	Resource Types
Using a checklist to evaluate hospitalized patients who suffer a fall	Lecture/Presentation, Quick Reference/Pocket Card

After clicking, you will be taken to the submission form, where you will be able to fill in all of the descriptive data about your product and upload the materials. Some parts of the submission form may not apply to every product. The sections that are required for every submission will be described in bolded font.

The screenshot shows the 'Submit New Product' page. At the top, there is a breadcrumb trail: Home > My Account > My Submissions > Submit New Product. Below this is a 'Product Title:' field with an asterisk, followed by an empty text input box. A horizontal tabbed menu contains six tabs: 'Instructions' (selected), 'Product Information', 'Product Categories', 'Authors/Contacts', 'Copyright', and 'Documents'. The main content area contains several paragraphs of text providing instructions and policies. At the bottom, there is a 'Posting status:' dropdown menu currently set to 'Saved for Later', a 'Revision information' section with a right-pointing arrow, and 'Save' and 'Preview' buttons.

Product Title: *

Instructions Product Information Product Categories Authors/Contacts Copyright Documents

Please begin the product submission process by filling out the above tabs starting with "Product Information". Once all of the fields are filled out, remember to change your Posting Status to "Submitted for Review". At this point your product will be sent for review by the POGOe Editors who will then post it to the POGOe Library.

POGOe accepts geriatrics-related educational and assessment materials geared toward medical students, residents, practicing physicians, nurses, nursing students, and other learner audiences. Topic areas include, but are not limited to, Geriatric Syndromes, Aging Principles, Communication Skills, and Models of Care. Materials may come in any learning resource type such as Lecture/Presentations, Reference Materials, Simulations, Case Studies, Tutorials, Standardized Patients, Virtual Patients or other formats. Any files associated with the product such as faculty/instructional guides or evaluation forms should also be uploaded directly to POGOe.

POGOe does not accept commercial products. This is in accordance with POGOe's mission to promote geriatric education through the provision and encouragement of free exchange of instructional and assessment materials that support the fields of geriatrics and gerontology.

It is also POGOe's policy that all products posted to the site that contain any work created by someone other than the product author must clearly attribute that work to its original creator, on the page where the material is used, using standard citation format. All non-original work must be limited to small amounts (relative to the size of the entire work) of factual (not imaginative, creative) material. POGOe relies on the fair use exception of the Copyright Law which permits use of a small portion of factual material for educational purposes. You may use materials under the fair use standard as long as you meet all of the following: (1) The amount and substantiality of the portion used is small in relation to the size of the entire copyrighted work; (2) The material used is factual in nature (as opposed to creative); and (3) The material is used for teaching or nonprofit purposes.

For more information, please contact POGOe Managing Editor at editor@pogoe.org.

Posting status: *

Select "Saved For Later" if you are still working on your product and want to save it. Select "Submitted for Review" when your product is ready to be posted. The editors will be notified and review it. Select "Edited, Needs Review" if you edit your product after it has been posted or the editor has already reviewed it.

Saved for Later

Revision information

Save Preview

The first part that you must complete is the product title. You should give your product a short, but descriptive title so that a user scanning a list of products will have some idea of the content of your product when browsing a list and also be able to differentiate it from other products on the same topic.

Underneath the title is a series of tabbed sections. The first tab contains simple instructions that you should read through.

Product Information

The next tab is Product Information. This is where you will describe what your product is about using descriptive keywords so that it can be found when a POGOe user searches for your topic.

- **The first part to fill out is your Institution. There is a dropdown list with all of the institutions that are currently found in the POGOe database.**

Product Information cont'd

- If you do not see your institution in the list, you can enter it in the “Other” section.
- Next, you have the option to upload the logo for your institution. If you do not upload an image, your product will display the POGOe Product logo.
- **The estimated time to complete is the amount of time that you expect a learner to need to use the materials that you are providing.**
- If your product contains multiple choice questions, it will be included in an upcoming POGOe feature which provides a database of multiple choice questions with a link back to the product they came from.
- **The abstract is the most important section on this tab. It should be approximately a paragraph and should summarize the who, what, why and how of your product.**
- **Educational objectives tell the POGOe user what to expect to gain from using your product.**
- If you have information about your product that did not fit into the abstract, you should add it to the Additional Information section. This is where you will provide extra information such as special instructions on the use of your materials or acknowledging people or institutions that have helped contribute to the creation of your materials.
- If your materials have been discussed in a publication or presented at a conference, you should provide a citation to acknowledge the dissemination of your work in other forums.
- Date last updated is the date of your last revision. This date will be used to determine when your product must be reviewed to ensure that the information remains current and accurate. Under the POGOe expiration policy, your product must be reviewed every 3 years.
- You can acknowledge the availability of CME credits from your product, if applicable. Please provide instruction on how the CME credits can be obtained.
- If your product has been peer reviewed, you should acknowledge this.
- The last two questions apply to the POGOe expiration policy and should be left as “Not applicable” when you first submit your product.

Product Categories

The next tab is Product Categories. There are six descriptive categories on this tab. Some of them may not apply to your particular product, but you should fill them out whenever relevant. **There are three that are required. These are “Learning resource types”, “Discipline/specialty”, and “Intended learner audience”.** You should choose the options that best describe your product. Do not select every option that your product touches upon. For example, if you have a virtual patient that wears glasses, but the case presented has nothing to do with the patient’s vision, you should not select Ophthalmology under the discipline.

- If your product is intended for medical students, once you’ve clicked that option, you will see another category with the list of Minimum Geriatric Competencies. You should only choose one of these if your product can be used to teach a particular competency.

Authors/Contacts

The next tab is Authors/Contacts.

- **You can choose from the dropdown list of authors on the POGOe database and then press “Add Selected”.** You can add more than one author, and once you have a list of names, you can click and drag to re-order them.
- If you don’t see your author on the list, click Create New Author and a window will pop up where you can enter the information for the new author.
- The Contact Person is the person that a POGOe user should contact if they have any questions about your product. This person’s email address will be publicly displayed. To protect the privacy of our POGOe authors, we do not include our database of authors here. You will create your own personal list of Contact Persons and must provide the appropriate email addresses.

Copyright

The next tab is Copyright.

- **First you must choose from two statements to acknowledge that your work is original or that you have provided proper citations.** All text or images that have been copied from another person's work must include appropriate citation. You should also ensure that any images from actual patient cases do not include PHI.
- **Choose a Creative Commons License for your product from the dropdown list.** POGOe uses the Creative Commons License framework, which allows authors to retain their copyright while granting others permission to copy and distribute the work, provided they give credit on the conditions indicated by the license selected by the author(s). All products posted to POGOe are automatically assigned the Attribution Non-commercial Share Alike (by-nc-sa) License. This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms. Furthermore, others can download, redistribute, and translate your work. All new work based on yours will carry the same license, so any derivatives will also be non-commercial in nature. For more information about the Creative Commons License framework, please visit <http://creativecommons.org/licenses>.
- **In the next section, you will acknowledge any Conflict of Interest.** Select the appropriate statement from the two choices. If you have conflicts to acknowledge, you can enter the details. If you need more space, click the button to add another item.
- **Lastly, you must check the box at the bottom of the Copyright tab to acknowledge that you have read the POGOe Terms of Use and you agree to it on behalf of all the authors of your product.**

Documents

The last tab on the submission form is the Documents tab. This is where you'll upload all of the materials that go with your product.

- **Click "Choose file", find it on your computer, and then press Attach.** You can then rename it to something a little more user friendly. And just like the authors, you can reorder them if you have more than one.
- **If your product is a website instead of a document or pdf, type the URL into the next section.**
- If your website requires special instructions, such as a required login or a certain place on the site where users should click, you should include that in the Product Viewing Instructions.
- If the documents attached to your product should be hidden and only provided to verified faculty members, change the Access limitations to "Restrict access to confirmed faculty and specific users". You may specify individual users that should have access to your product if you know their user ids.

You can save your submission form at any time by clicking the Save button at the bottom of the page. Make sure your Posting Status is Saved for Later until you've completed the entire submission form. Once you've finished, change your status to Submitted for Review and it will be placed in the queue for review by the POGOe Editors.

Submission Process

When you submit your product for review, it will first be looked over by the Submissions Coordinator to make sure that everything has been submitted properly. You may be asked to revise your product if you did not provide enough information or if there is a formatting problem. After revisions, the product will be given to the Content Editor for a final review. The Content Editor ensures that the geriatric education content is appropriate and accurate. If the materials are approved by the Content Editor, the product is Posted and made publicly available to all POGOe users. After a product has been posted, you may still edit it at any time, but it will need to be reviewed again before it can be re-posted.

If you have questions about any step in this entire process, feel free to contact the POGOe team by using the Contact Us link at the bottom of every page on POGOe or by emailing Editor@POGOe.org.