



ImageBank Item Writer Instructions

ImageBank Policy

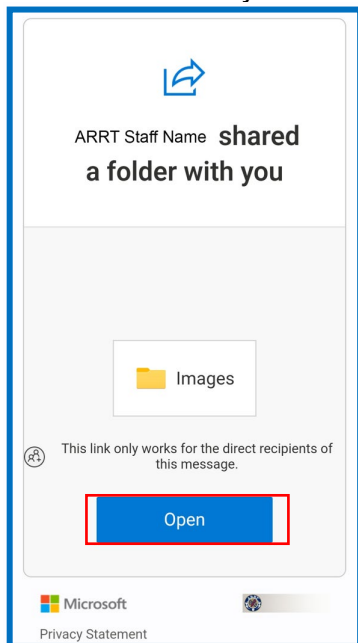
All item writers will have access to the secure ARRT ImageBank once an ARRT Item Writing Contract is on file.

Accessing the ImageBank

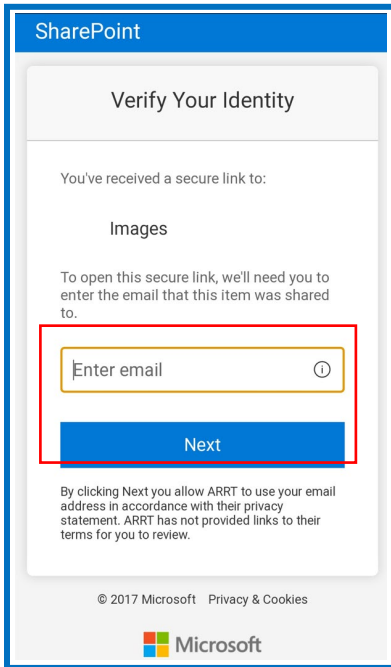
ARRT staff will initiate access to the ImageBank to your email address that is listed in the Volunteer Portal. You will have view only access to the software through that email link. The link will not work if forwarded to another email address. You will have to complete verification of your identity before the site will grant you access.

Verifying Your Identity

1. Once ARRT has enabled your access, you will receive an email with a link that says **“Open.”**

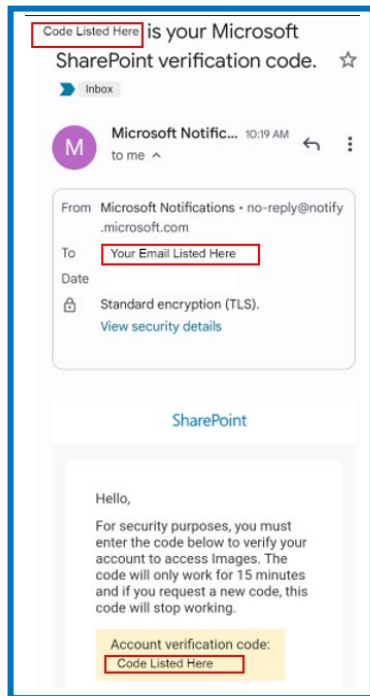


- The site will then ask you to verify your identity. Enter your email address that was used to set up the access, and select **“Next.”** This web page will then change to one that says **“Enter Verification Code.”**



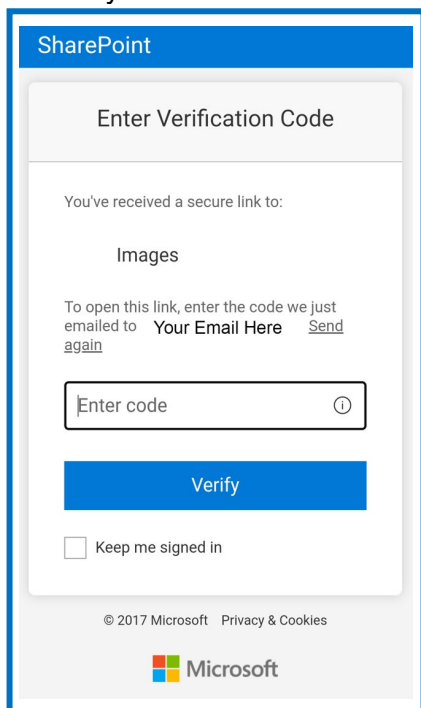
The image shows a web page titled "SharePoint" with a sub-header "Verify Your Identity". The page content includes the text "You've received a secure link to:" followed by "Images". Below this, it says "To open this secure link, we'll need you to enter the email that this item was shared to." There is a text input field with the placeholder "Enter email" and a small circular icon with an "i" to its right. Below the input field is a blue button labeled "Next". At the bottom, there is a disclaimer: "By clicking Next you allow ARRT to use your email address in accordance with their privacy statement. ARRT has not provided links to their terms for you to review." The footer contains "© 2017 Microsoft" and "Privacy & Cookies" with the Microsoft logo.

- You will receive a second email with the SharePoint verification code.



The image is a screenshot of an email interface. At the top, it says "Code Listed Here is your Microsoft SharePoint verification code." with a star icon. Below this is an "Inbox" header. The email is from "Microsoft Notific..." to "me" at "10:19 AM". The "From" field is "Microsoft Notifications <no-reply@notify.microsoft.com>". The "To" field is "Your Email Listed Here". The "Date" field is empty. Below the header, there is a "SharePoint" logo. The body of the email starts with "Hello," followed by a paragraph: "For security purposes, you must enter the code below to verify your account to access Images. The code will only work for 15 minutes and if you request a new code, this code will stop working." At the bottom, there is a yellow box labeled "Account verification code:" containing "Code Listed Here".

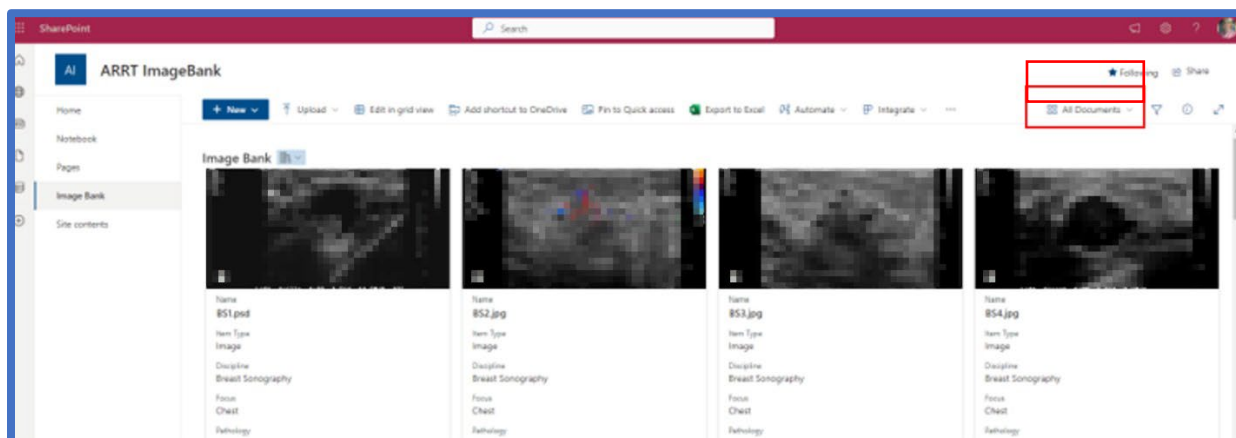
4. Enter the code you received in the second email into the web page as requested.



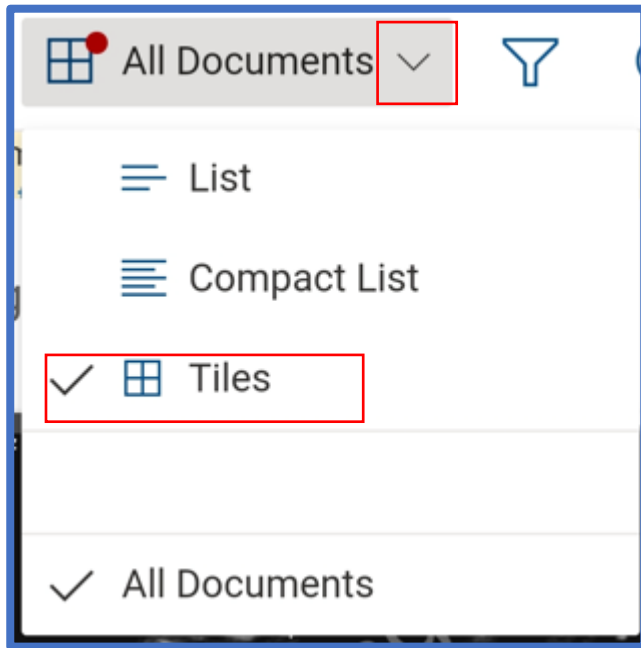
A screenshot of a SharePoint verification page. At the top is a blue header with the text "SharePoint". Below it is a white box with the title "Enter Verification Code". Inside this box, the text reads: "You've received a secure link to:", followed by "Images". Below that, it says: "To open this link, enter the code we just emailed to **Your Email Here** [Send again](#)". There is a text input field with the placeholder "Enter code" and a small circular icon with an "i" to its right. Below the input field is a blue button labeled "Verify". At the bottom of the white box is a checkbox labeled "Keep me signed in". Below the white box, the footer contains "© 2017 Microsoft" and "Privacy & Cookies" links, followed by the Microsoft logo.

Navigating the ImageBank

Once the site grants you access, it will open to the main page of ImageBank. You will see a list of images that you can use for new items.

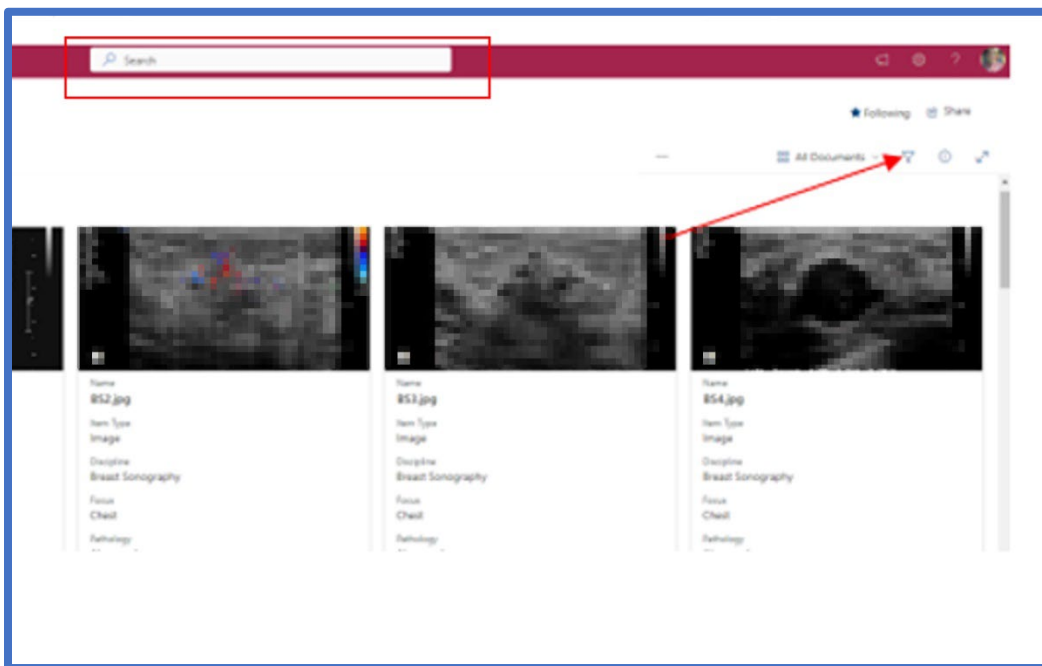


If you select the dropdown next to **All Documents**, it will give you three different view options. We recommend you stay on the “**Tiles**” view.

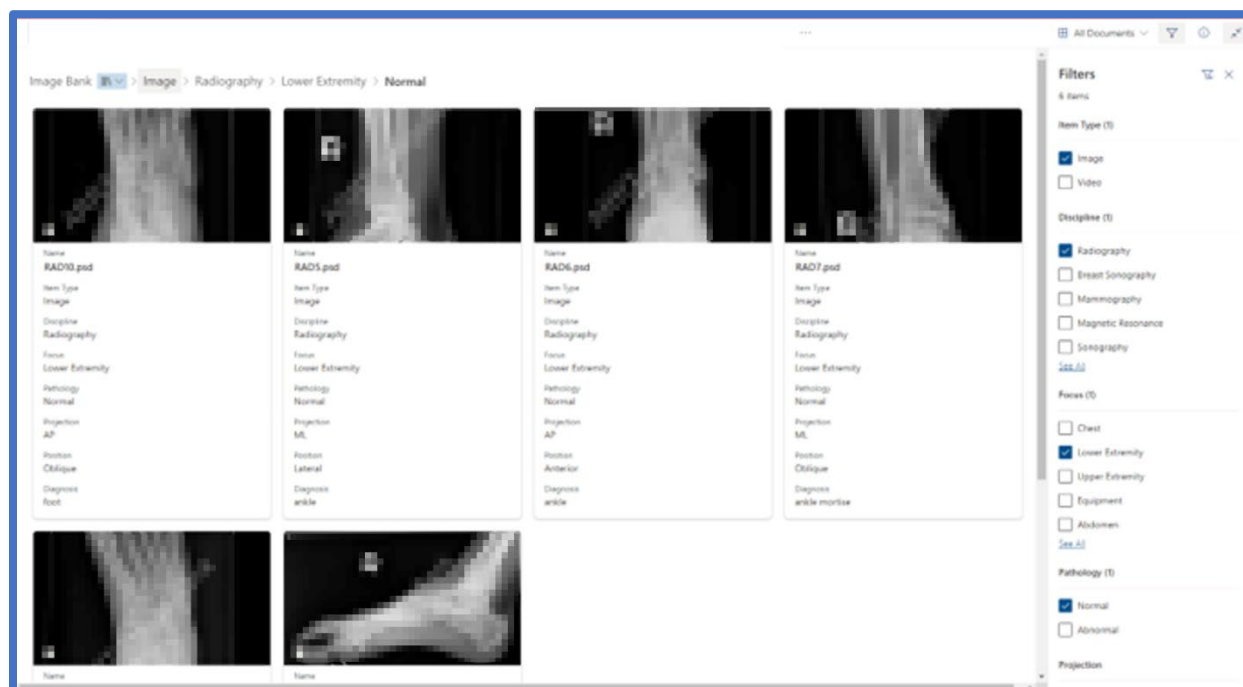


Filtering Images

Use the **filter** icon on the top right to narrow down the images shown. You can also use the **Search** bar to type in the keywords you wish to search.

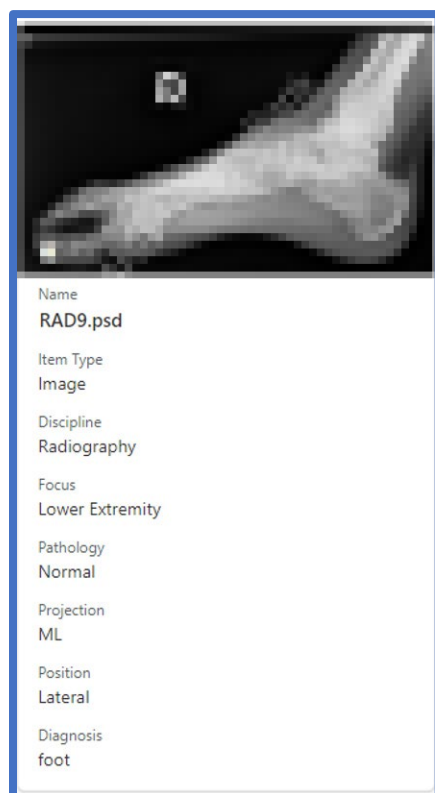


By selecting the filter icon it will open a toolbar on the side of the screen. You can select what types of images you are looking for.



Selecting an Image

Use the name of the image (e.g., RAD1, MAM3) to indicate to ARRT staff which image you want to use for your item. In the Item Writing Software, when you enter your item's information, make a note in the **Notes** section indicating the image from the ImageBank to be added. Additionally, please add information regarding any annotations you would like added:



Content Code: A.1.A - Patient Communication (MAM Effective 2020) 

Reference: Textbook Title, Author, Edition, Publication Date, Page Number

(Please include in this order: full title, author, edition, publication date, page number)

Item Writer: 09R08 

Question Type: Multiple Choice  Number of Options: 4

Media File:  Browse ...

Stem:  What does the arrow on image XXX indicate?

Key

A: ☐ talus

B: ☐ fibula

C: ☐ tibia

D: ☐ calcaneus

Note: Please attach image RAD9 and add an arrow pointing to the calcaneus.

Save for Later

Submit