

ABR

AMERICAN  
BOARD OF  
RADIOLOGY

RADs  
Quick Start Guide

# RADs Quick Start Guide

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# RADs Quick Start Guide

**RADs Login:** <https://rads.theabr.org/>

**Required Web Browser:** **GOOGLE CHROME**

## Dashboard Overview

- **Add Case** button – start a new question
- **Add Question** link – add a new question to the same case
- **Submit Case** button – submit case for staff review
- **Trash** icon – delete a question
- **Status** link – view the status of a question

## My Questions - Item Writer

The screenshot shows the 'My Questions - Item Writer' interface. At the top, there is a navigation bar with 'DR Core GU' and 'DR Core GU Submission'. Below this is a search bar and a dropdown menu showing 'All Cases (3)'. To the right of the dropdown is a dark blue 'Add Case' button with a yellow arrow pointing to it from the right. Below the search bar and dropdown is a list of cases. The first case is '702166 Draft' by 'Horn, Gary [67238]'. The status 'Draft' has a yellow arrow pointing to it from the right. To the right of the case card are two buttons: 'Add Question' (with a yellow arrow pointing to it from below) and 'Submit Case' (with a yellow arrow pointing to it from the right). Below the case card, there is a preview area with the text 'A preview of your stem will appear here' followed by a trash icon and a yellow arrow pointing to it from the right.

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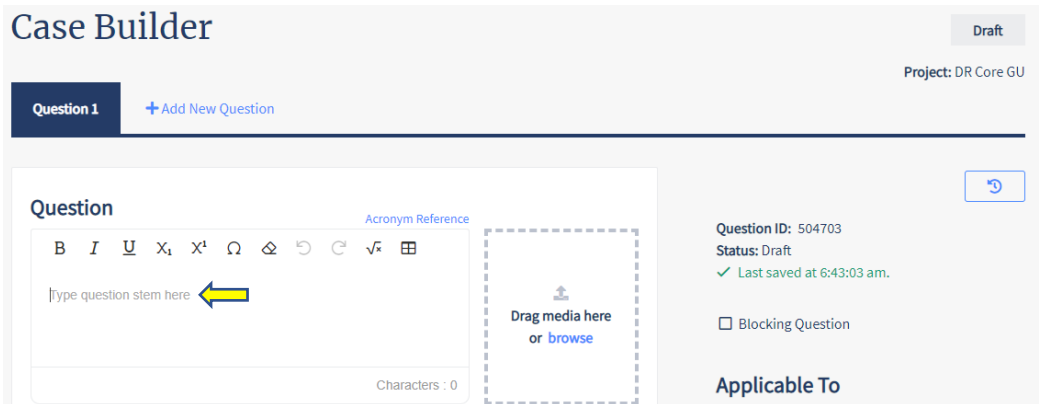
## Creating and submitting a question

1. Click “Add Case”.

My Questions - Item Writer



2. Enter question stem in the text box.

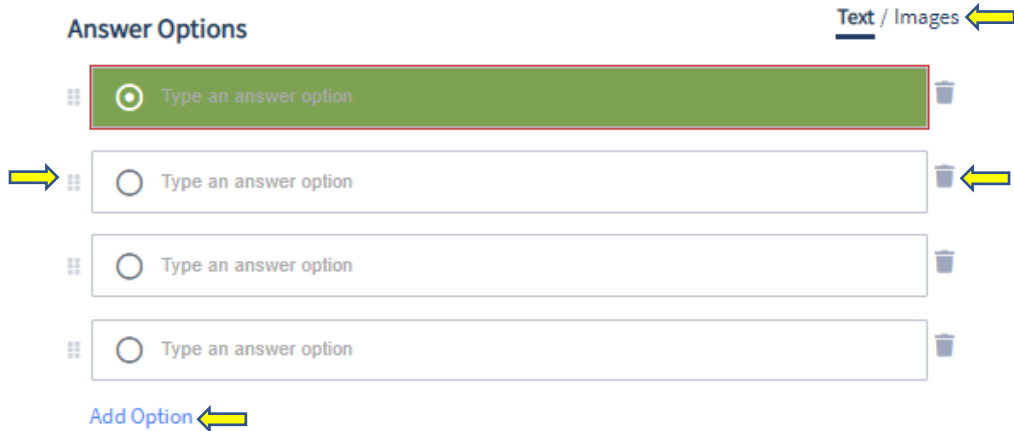


Writing tools:

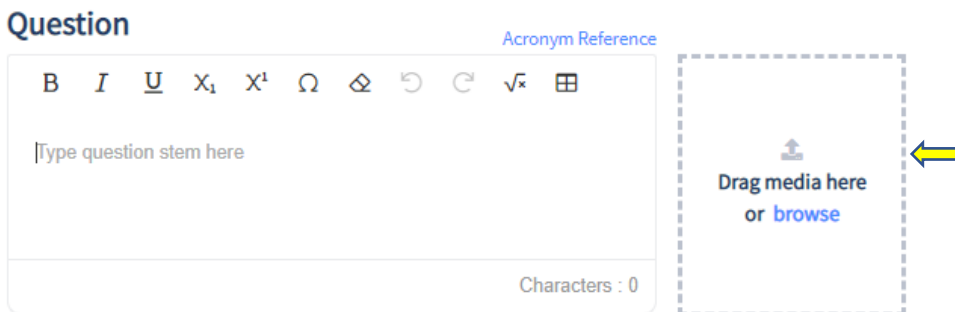
Icon:	Tool:	Description:
<b>B</b>	<b>Bold</b>	<b>Bold text</b>
<i>I</i>	<b>Italicize</b>	<b>Italicize text</b>
<u>U</u>	<b>Underline</b>	<b>Underline text</b>
$x_1$	<b>Subscript</b>	<b>Add a subscript</b>
$x^1$	<b>Superscript</b>	<b>Add a superscript</b>
$\Omega$	<b>Special characters</b>	<b>Insert a special character</b>
	<b>Clear formatting</b>	<b>Clear stem formatting</b>
	<b>Undo</b>	<b>Undo last action</b>
	<b>Redo</b>	<b>Redo last action</b>
$\sqrt{x}$	<b>Formula</b>	<b>Insert a formula</b>
	<b>Table</b>	<b>Insert a table</b>

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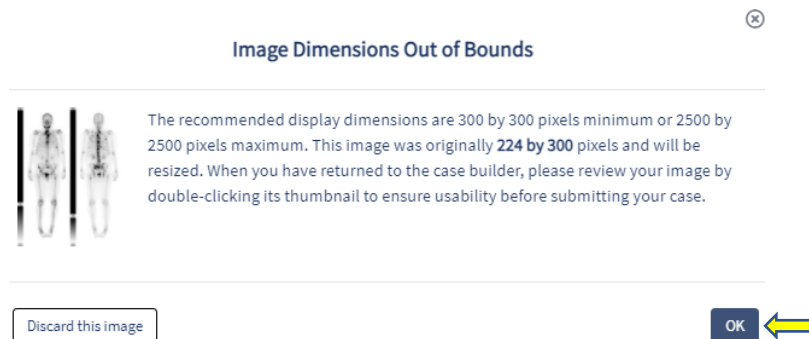
- Input answer options and select key by clicking radio button.
  - Images** link – add images as answer options
  - Add option** link – add additional answer option
  - Trash** icon – delete an option
  - Grid** icon – reorder answer options



- Add media to stem by dragging or browsing your files (if applicable).



- Images may be resized to meet ABR image sizing standards. Click “OK” to continue.



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- Click on the drop-down arrow to select modality, then click **“Done”** (if applicable).


Please select the modality for the media.


  

- Click **“Add Reference”**.

**References**

- Open drop-down menu, select reference type, and complete appropriate fields.



PubMed Id  

DOI (Digital Object Identifier)

- Click **“Save”**.

Page

- Rationale – *Only applicable to OLA*

**Rationale** Acronym Reference

**B I U X<sub>1</sub> X<sup>1</sup> Ω ☒ ↶ ↷ √ ✎**

Type rationale here

Characters : 0/1000

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11. Select appropriate metadata fields.

Locked Response

**Additional Settings**

Keep Option Order As Is

**Core Grid Column**

Select one ▼

**Core Grid Row**

Select one ▼

**Diagnoses**

Add Diagnosis 🔍

**Modalities**

**Question**

Add Modality ▼

**Blueprint**

**Level 1**

1 - Pharynx ▼

**Level 2**

1.1 - Normal Anatomy (including variant) ▼

12. To finalize question, click one of the following options:

- **Save** button – save question in draft state
- **Preview** button – display candidate’s view of question
- **Next: Add Question 2** button– use if a follow-up question is applicable
- **Submit Case** button – send question to staff review *\*No longer editable by writer*



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*\* Note: To finalize submission of a question that includes media, RADs will prompt writer to attest that no PHI violations are present.*

There is no PHI that violates HIPAA privacy rules in this image.  I Attest

Cancel

This Image Has PHI Violations

Submit

13. Submit case for staff review.

## Drag and Drop Question Type

1. Double click image to view in Media Builder

Question 1+ Add New Question

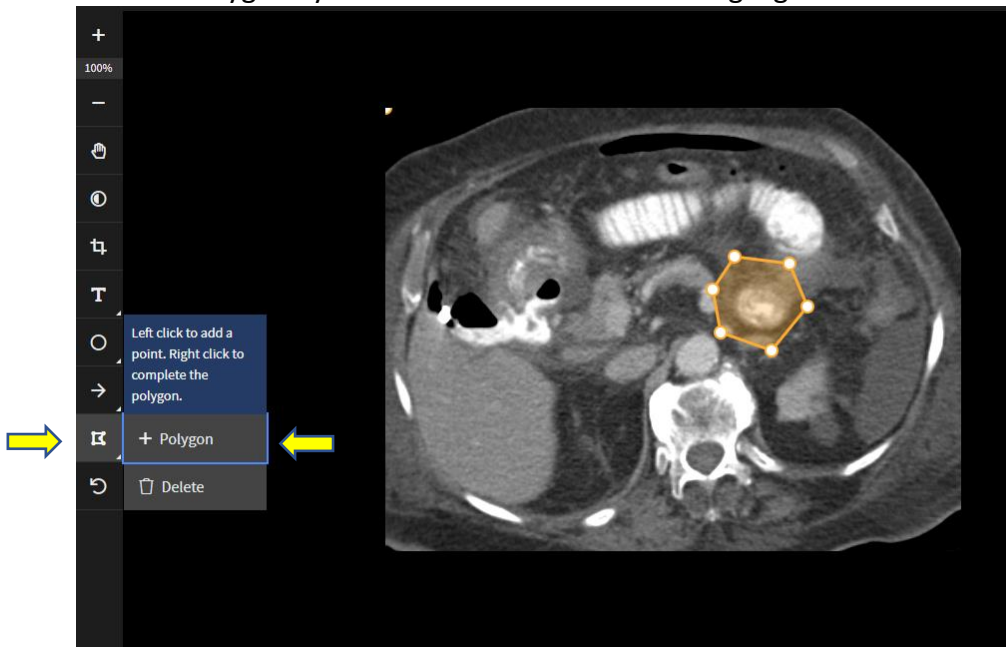
**Question**Multiple Choice ▼Acronym Reference

Type question stem here

Characters : 0

Drag media here  
or [browse](#)

2. Click on Polygon Symbol and follow instructions highlighted in blue





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3. Click Save and proceed back to question

[← Back to question](#) 

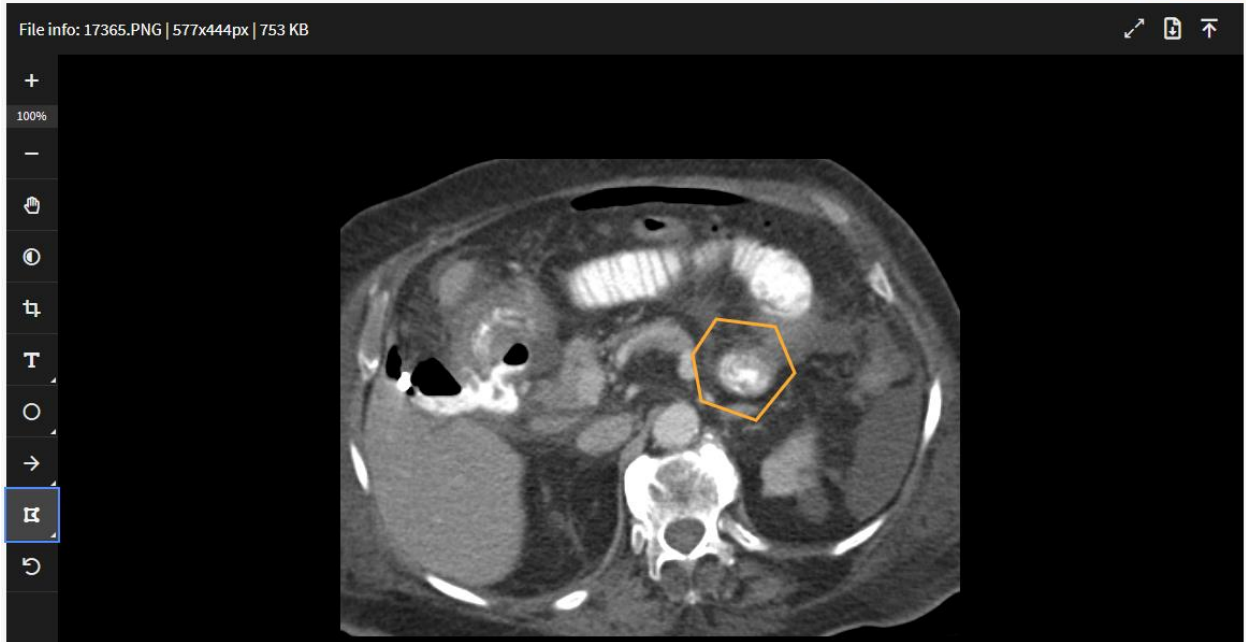
## Media Builder

Image 17365 | Case 704264 | Question 3003279

Draft




Request Imaging Modifications

Save 

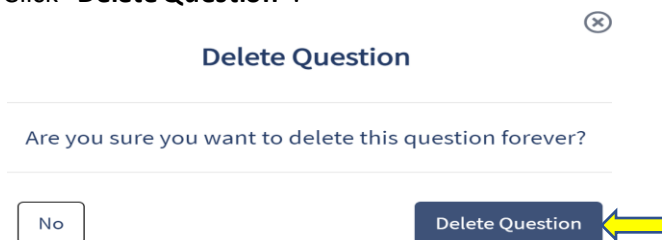


## Deleting a question

1. Click on **Trash** icon from dashboard.

Case	Status
702153	Draft
	Glaab, Jonathan [71194]
ID: 504631	
	What is the most likely diagnosis?
ID: 504632	What is the most likely diagnosis? →  

2. Click “Delete Question”.



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## Creating media modifications

1. Double-click on image to enter the Media Builder.



Image editing tools:

Icon:	Tool:	Description:
	Zoom in/ Zoom out	Increase or decrease magnification
	Contrast/Brightness	Color enhancement
	Cropping	Crop out unwanted sections
	Labels	Add a text label
	Circle	Circle area of interest
	Arrows	Point to area of interest
	Undo	Reset image and undo all edits

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## Creating stacks

1. Upload multiple images together to create a stack.
2. Click “Yes” to confirm.

You have selected multiple files. Is this an image stack?



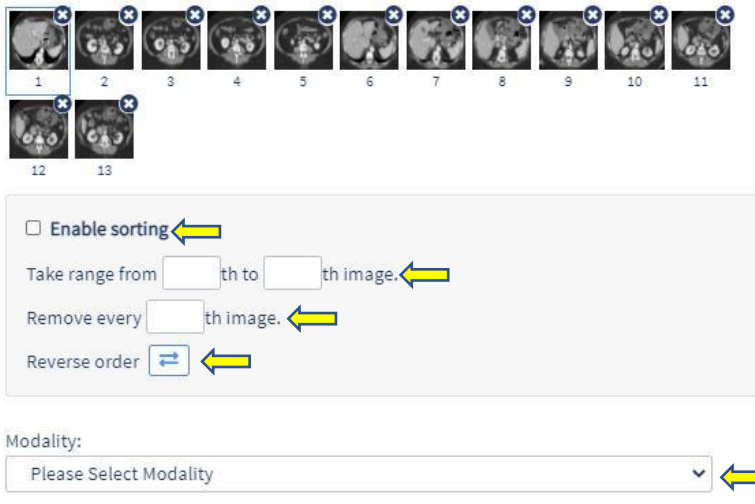
3. Click “Proceed with these images” to submit image resizing request (if applicable).

Image stacks should be a uniform size. ⓧ

These images are not of uniform size. Please upload a stack of uniform size, or this stack will be flagged for further modification by the ABR Imaging staff.



4. Select desired stack modifications and choose “Modality” from drop-down menu.
  - **Enable sorting** – rearrange order by selecting and dragging images
  - **Take range from \_ to \_ image** – will include only specified range
  - **Remove every \_ image** – remove specified frames
  - **Reverse order** – begin stack with last image and end with first image



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*\*Note: The following alerts may appear in stack creations:*

Image count: 6

- The images have been modified to meet the ABR image size standards.
- This image stack has been flagged for further assistance by ABR staff because the images are not uniform in size.

## Creating composites

1. Upload images and click **“No”**.

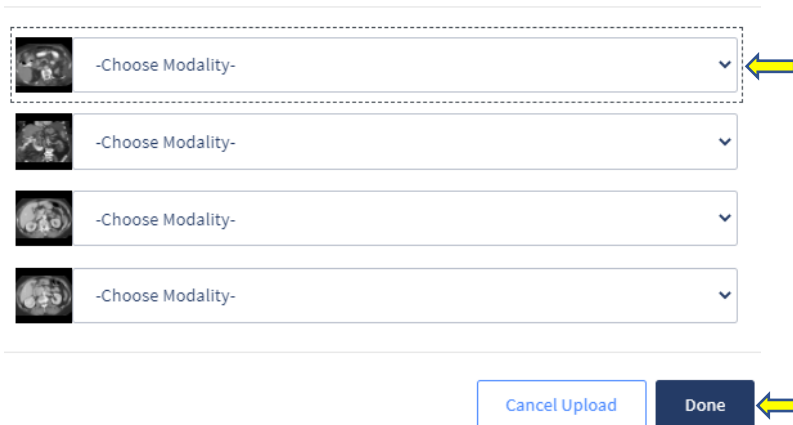
*\*Note: Images can be uploaded individually or grouped*

You have selected multiple files. Is this an image stack?



2. Open **Choose Modality** drop-down, select modality, and click **“Done”**.

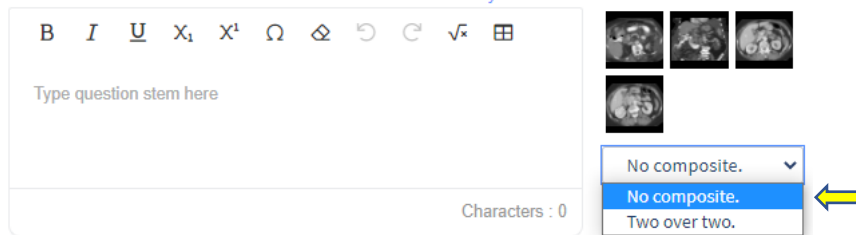
Please select the modality for the media.



3. Open composite drop-down menu to create composite.

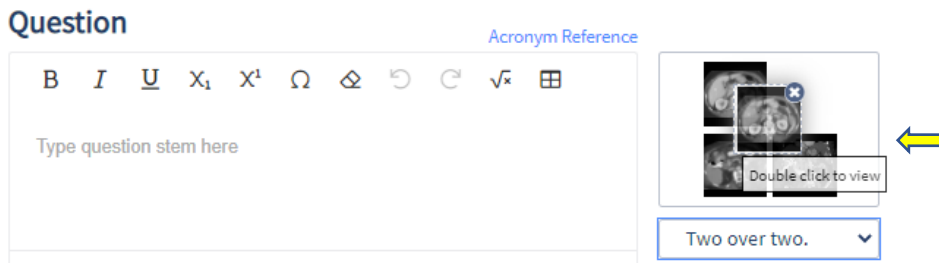
### Question

Acronym Reference



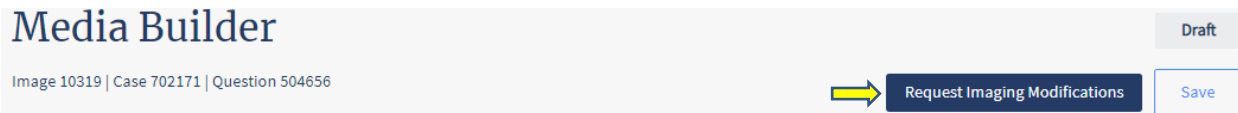
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4. Click on image icon and drag to desired order.

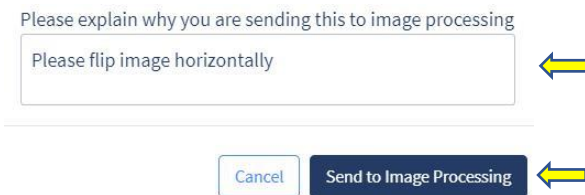


## Requesting special media modifications

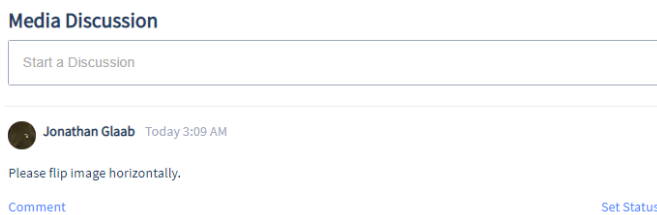
1. Click **“Request Imaging Modifications”** to request image modifications if unavailable in imaging tools.



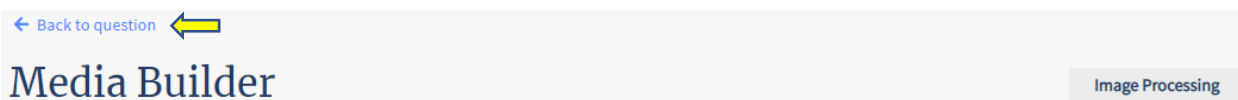
2. Describe desired image modification and click **“Send to Image Processing”**.



3. Submitted request will appear in **“Media Discussion”** field.





4. Click **“Back to question”** to return to Case Builder.



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## Viewing questions states in Dashboard

**Draft** – Ready to be submitted; not missing any information/has no special image modification requests.


Case	Status	
702153	Draft	<a href="#">Submit Case</a> ←
Glaab, Jonathan [71194]		
ID: 504631		What is the most likely diagnosis? → 
<hr/>		
ID: 504632	What is the most likely diagnosis?	

**Draft (image edits requested)** – Question is ready for submission, but special image modifications have been requested.

*\*Note: Question can only be submitted from Case Builder screen*

Case	Status	
702170	Draft 	<a href="#">Submit Case</a>
<div style="border: 1px solid black; padding: 2px; width: fit-content;"><p>This case is waiting on image edits to be made by the ABR staff. When those edits are complete, the case will be moved to the next state.</p></div>		
What is the most likely diagnosis?		
<hr/>		
ID: 504655		What is the most likely diagnosis?

**Staff Review** – Case has been submitted and is under staff review; no longer editable.

Case	Status	
702153	Staff Review (Item Development) ←	
Unassigned		
ID: 504631		What is the most likely diagnosis?
<hr/>		
ID: 504632	What is the most likely diagnosis?	