

scarlet
CANVAS



THE OHIO STATE
UNIVERSITY
COLLEGE OF MEDICINE

user guide

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introduction to Scarlet

Scarlet Canvas (Scarlet) is a web-based Learning Management System (LMS). Scarlet is used by learning institutions, educators, and participants to access and manage courses that are offered to the public, not for an academic program at The Ohio State University.

types of courses

continuing
education

professional
development



community
benefit

features

tools to create, customize, and manage your course


analytics

educational tools to optimize learning and engagement (similar to the integrations available in Carmen Canvas)




check out the
Scarlet catalog
(external link)

Login




Collective Responsibility at...

This course will provide participants with a structural analysis of public health and will...


 THE OHIO STATE UNIVERSITY
COLLEGE OF PUBLIC HEALTH

Jun 21 - Oct 30, 2021
\$350 | 14.25 credits




Level 1: Swift Coding and...

Start here! As a beginner, apply Swift coding basics and logic. Use Xcode to develop a basic app. ...


 THE OHIO STATE UNIVERSITY

Self-paced
\$350




FREE
Molecular Epidemiology

This course will provide a comprehensive overview on the core molecular approaches used...


 THE OHIO STATE UNIVERSITY

Self-paced
FREE



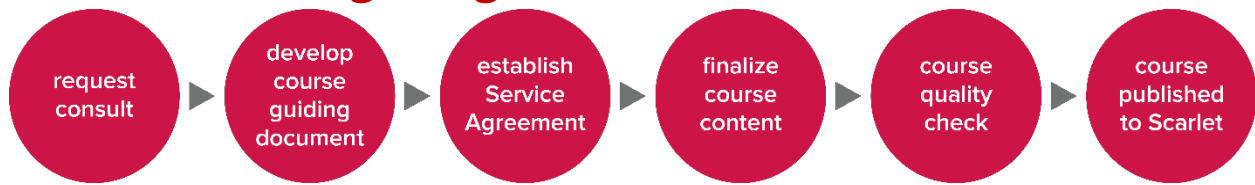
Remote Pilot Exam Prep

The Remote Pilot Exam Prep Training course is a workforce development program designed...

 THE OHIO STATE UNIVERSITY

Time limit: 21 days
\$399

getting started with Scarlet



1. Fill out the [OCS consult form](#) (external link)

The form will present the following prompts:

- Requestor's name and contact information
- Brief description of the support needed for Scarlet
- Name of Course
- Course description
- Department or Center that will own the course
- Whether content needs to be migrated from a Carmen Course
- Duration of the Course
 - Time required to complete Course (days, weeks, months)
 - Time period within which Course must be completed
 - Enrollment (Open/rolling, or calendar-based [academic year, monthly, quarterly])
- Continuing education credits (if applicable)
- Course fees

2. Initial consult with COM Scarlet Team

The following will be discussed during the consult:

- a. Creating a [Course Guiding Document](#) (external link) for your course
- b. Establishing a Service Agreement
- c. Developing/refining your course content

3. Execute Service Agreement
4. Finalize course content
5. Course quality check for final approval to publish
6. Course published to Scarlet



questions?
schedule a consult with
the COM Scarlet team at
go.osu.edu/OCSconsult
(external link)

course guiding document

The Course Guiding Document ([external link](#)) is similar to a syllabus and will outline your course for participants. The Course Guiding Document introduces participants to the course content, structure, navigation, and completion requirements and includes acknowledgements for individuals and resources that contributed to the course development or content.

course guiding document

- ✓ course name
- ✓ course description
- ✓ modules
- ✓ mode of delivery
- ✓ pace of course
- ✓ goals and objectives
- ✓ instructional content
- ✓ technology requirements
- ✓ completion requirements
- ✓ fees
- ✓ point of contact
- ✓ course acknowledgements



course guiding document template
([external link](#))

financial obligations

Scarlet is a pay-for-use platform with an annual subscription fee. COM pays for the subscription and administrative and instructional design staff as a service to health professions Departments and Centers.

To offset the subscription and staffing costs, Departments and Centers will be assessed three types of fees:

1. Course Fees
 - a. A one-time new course fee, which covers the consult and administrative time required to set up a new course
 - b. An annual renewal fee, which covers the administrative time required to reapprove courses
2. Enrollment Fees
 - a. For fee-based courses, a set percentage of the revenue
 - b. For free courses, a set rate based on the number of new enrollments, which covers the administrative time to manage customer issues
3. Instructional Design Fees
 - a. An hourly rate for ID consult, design, and development

Course Fee	\$450
<i>Annual Course Renewal Fee</i>	\$50
Enrollment Fee	
<i>Revenue-Generating Course</i>	25% of Enrollment Fees
<i>Non-revenue-Generating Course</i>	
<100 enrollments	\$45
101 – 299 enrollments	\$135
300-499 enrollments	\$225
500-999 enrollments	\$500
1000-1999 enrollments	\$750
>2000 enrollments	\$1000
<i>Outreach Course</i>	--
Instructional Design Fee	\$45/hr.

Prices are subject to change at the discretion of the College.
For up-to-date pricing, please visit go.osu.edu/comscarletcanvas (external site)

invoicing

Revenues and fees will be evaluated quarterly, and Departments will be issued an invoice.

Fees will be due within sixty (60) days of the issuance of the invoice.

developing your Scarlet course

As you begin developing your Scarlet course, there are a number of things to keep in mind to ensure consistency and compliance.





branding

When creating content for Scarlet, it is important to adhere to the University's brand guidelines. Branding allows for the University to present a clear, consistent voice and image in its products.

logo

The Ohio State University logo includes the Block O image and the wordmark ("The Ohio State University"). The Block O should be presented alongside the University's wordmark and should not be altered in any way.



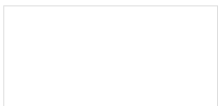

The preferred logo for the University is horizontal with a scarlet Block O and gray (University) or black (College of Medicine) wordmark on a white or light background.

style	logo	logo with unit identifier
Horizontal (Preferred)		
Vertical		
Stacked (Limited Use)		

color

Color is perhaps the most recognizable component of the Ohio State brand. When incorporating color, you may use the primary and secondary palettes. For more detailed information on the color specifications, visit the [Ohio State Brand website](#) (external link).

Primary Palette

			
PMS 200 CMYK: 3 100 63 12 RGB: 187 0 0 HEX: #bb0000	PMS 424 CMYK: 56 47 47 15 RGB: 102 102 102 HEX: #666666	White CMYK: 0 0 0 0 RGB: 255 255 255 HEX: #ffffff	Black CMYK: 0 0 0 100 RGB: 0 0 0 HEX: #000000

Secondary Palette

					
PMS 2597 CMYK: 80 99 0 0 RGB: 68 35 105 HEX: #442369	PMS 644 CMYK: 42 10 2 6 RGB: 146 176 215 HEX: #92b0d7	PMS 380 CMYK: 18 0 82 0 RGB: 212 223 72 HEX: #d4df48	PMS 5473 CMYK: 86 20 32 51 RGB: 38 104 109 HEX: #26686d	PMS 110 CMYK: 2 22 100 8 RGB: 220 170 56 HEX: #dcaa38	PMS 7532 CMYK: 23 37 45 65 RGB: 69 56 49 HEX: #453831
					
PMS 391 CMYK: 23 5 100 33 RGB: 144 151 56 HEX: #909738	PMS 159 CMYK: 1 72 100 7 RGB: 214 88 40 HEX: #d65828	PMS 1205 CMYK: 0 3 43 0 RGB: 255 234 174 HEX: #ffeaee	PMS 563 CMYK: 50 0 29 2 RGB: 110 187 171 HEX: #6ebbab	PMS 7534 CMYK: 5 5 15 8 RGB: 221 222 198 HEX: #dddec6	PMS 2425 CMYK: 40 100 10 26 RGB: 133 30 94 HEX: #851e5e

imagery

Images are a great way to add emotion and vibrancy to your content.

High resolution images of people, places, and spaces of Ohio State are available for download on the [Ohio State Brand website](#) (external link).



questions

Visit the [Ohio State Brand website](#) (external link) for complete branding guidelines and downloads.

digital accessibility

Digital accessibility is usability for people with disabilities. Effective digital accessibility practices make digital information and services (e.g., documents, websites, and audio/video files) usable to the widest audience possible and ensure compliance with federal law and University policy.

digital accessibility requirements

Prior to a course being made available to the public, **all content posted to Scarlet must be completely accessible**: all users must be able to access and use the digital information in roughly the same amount of time with approximately the same level of ease.

- **Closed captioning** – All multimedia with audio must have accurate, synchronous closed captions.
 - All closed captioning files generated from a recorded event must be edited prior to being posted for public view.



submit requests for
closed captioning
editing to [go.osu.edu/
OCSconsult](https://go.osu.edu/OCSconsult) (external link)

- **Transcript** – All multimedia with audio must have an accessible transcript document.
- **Text formatting** – Learning content must make appropriate, consistent and logical use of text headers, styles, and fonts.
- **Document accessibility** – Ensure your document is accessible to keyboard tabbing and screen reader. Use accessibility checker in Word or PDF.
- **Use of color** – Colors should be sufficiently contrasted (use a contrast checker), and color alone should not convey meaning in your learning content.
- **Animations** – Do not include flashing content. Content transitions should be simple and slow.
- **Hyperlinks** – Hyperlinks should describe the content of the link; they should not read out the URL itself.
- **Alt tags** – Alt tags (or alternative text) must be applied to any image that contributes to the learning content. Decorative images do not need alt tags and should be used sparingly.
- **External websites** – External websites must be checked for their accessibility. Using the WAVE toolbar can help do this.
- **Quiz items** – Quiz items that are not accessible for all users (e.g. drag and drop) must be avoided.
- **Charts and tables** – Appropriate alt text must be added to charts and tables.
- **Keyboard navigation/tab order** – Ensure a learner is able to tab through the content. Adjust the tab order as needed.

questions

For **College of Medicine** inquiries, email the [COM Digital Accessibility Coordinator](#) (external link), or visit [Digital Accessibility Services \(DAS\)](#) (external link) for resources.

copyright

Each individual in The Ohio State University community is responsible for understanding and complying with the copyright laws of the United States, [Title 17, U.S. Code](#) (external link), and when applicable, of foreign countries.

what is fair use?

Fair use is a defense against charges of copyright infringement determined through the analysis and application of the four fair use factors:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- the effect of the use upon the potential market for or value of the copyrighted work



use the Copyright Fair Use Checklist (external link) to help you determine whether your content meets the requirements for fair use

questions

For questions or more information, visit The Ohio State University [Health Sciences Library webpage](#) (external link).

intellectual property

Faculty, staff, and students are encouraged to engage in the creation and dissemination of knowledge, including works of authorship, discoveries, inventions, patents, and tangible property that can serve the public through open academic exchange and commercial development.

Most content developed for Scarlet will be covered by Section IV.C.1 of the University's [Intellectual Property Policy](#) (external link).

If content is not covered by section IV.C.1, authors are required to submit a formal [Copyright License Agreement](#) (external link) prior to being published on Scarlet.



use the IP Decision Tool to help you determine whether your content is covered by Section IV.C.1

personal health information (phi)

PHI, or protected health information, is federally protected under the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. The [PHI-HIPAA Policy](#) (external link) requires permission from individuals when capturing images or obtaining other PHI outside of the clinical setting.

what you should know

- The [Release of Patient Information for Media, Educational Purposes or Case Studies](#) (external link) authorization form is required when obtaining permission for writing and/or publishing case studies.
 - The authorization form grants permission for use of an individual's images or PHI for purposes outside of the clinical setting such as **education** (i.e., teaching outside of the clinical setting including presentations, posters, or research/case studies), **advertising** (i.e., advertisements or newsletters), or **other purposes** (i.e. social media).
 - For additional guidance, refer to the [Guidance on Case Studies](#) (external link).
- The Procedural/Surgical Informed Consent is not a replacement of the Release of Patient Information for Media, Educational Purposes or Case Studies form and cannot be used when obtaining permission for using images outside of the clinical setting.
- For additional guidance, refer to the [Photography of Patients Policy & Photography FAQs](#) (external link).

phi scenarios

scenario	example	form
Education	Request for patient's photo to be used in an educational presentation	Release of Patient Information for Media, Educational Purposes or Case Studies Form (external link)
Research/Case Study	Request for a patient's pathology slide to be used in a case study	Release of Patient Information for Media, Educational Purposes or Case Studies Form (external link)
Media (patient/non-patient)	Request for patient's photo to be placed on OSUWMC's social media site	Release of Patient Information for Media, Educational Purposes or Case Studies Form (external link)
Release of Information	Request for release of patient medical records	Authorization to Release Medical Information (external link)

questions

For questions, contact the Compliance Integrity and Privacy Office at 614-293-4477 or privacyoffice@osumc.edu (external link).

continuing education credits and certification

medical education credits

for departments



- The [Activity Checklist](#) (external link)
- The [Proposal for Consideration](#) (external link)
- All members of a planning committee will need to complete the [Planning Committee Disclosure Form](#) (external link).
- Contact Brian Ehrlich at brian.ehrlich@osumc.edu for fee schedule information.

for speakers

- All speakers or lecturers will need to fill out a [Speaker Disclosure Form](#) (external link).
- All presentation or lecture slides must be sent to the CCME Office for review at least two weeks in advance of the event or recording.

presentation review

- ✓ a balanced view of products with other options
- ✓ no promotion of commercial interests
- ✓ no commercial logos present
- ✓ use of scientific, not commercial names, wherever possible
- ✓ a carefully balanced clear message with no commercial products endorsements

for learners

- All course content will be presented on the OSU Scarlet Website.
- Learners that wish to obtain AMAPRA Category 1 credit(s) will need to successfully pass a posttest.
- All credits will be entered into the CCME website on the first of each new month.
- Learners will need to create an account on the [CCME website](#) (external link), where they will be able to download and print their CCME certificates.

other continuing education credits



program certifications

- Scarlet course completion or achievement certificates can be generated per course and/or program.
- Scarlet certificates may be issued to non-credit students who are not enrolled at The Ohio State University.
- Carmen courses can be repurposed into Scarlet course content; however learning content used in active Carmen courses must be approved by the [Office of Distance Education and eLearning](#) (external link).

questions

For questions, contact the [Office of Distance Education and eLearning](#) (external link).

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