

2024-2025

Course Administrator OASIS User Guide

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<u>2024-2025 Schedule (Tentative)</u>	
Aug 21 – Oct 6	Course Review Period
Sept 25	Class of 2026 Flight Group Lotteries Begin
Oct 9	Advanced Integration Level Lottery Testing Begins
Oct 13	Class of 2026 VT Site Lottery Opens
Oct 16	Class of 2025 Begins Browsing Advanced Integration Level Offerings
Jan 8 – 30	Advanced Integration Level Lotteries, see page 9
Feb 5	Advanced Integration Level Add/Drop Period Opens (4 p.m.)
Mar 11	Class of 2026 Clerkship Year Begins
Mar 18	Class of 2025 Advanced Integration Level Offerings Begin

Resources for Assistance

Advanced Integration
[Emma Faustner](#)

Clerkships, VT
[Justine King](#)
[Catherine Daniel](#)

Clerkships, CT
[Joanna Conklin](#) (Danbury)
[Moira Barber](#) (Norwalk)

LCOM Registrar
[Melissa Long](#)

What is OASIS?

OASIS stands for Online Access to Student Information and Scheduling. It is the software that is used to schedule courses, including through lottery processes, to record student grades, and where students complete various requirement checklists and course/faculty evaluations.

Advanced Integration

Following scheduling lotteries, as a course administrator, you will use the software to manage your course enrollment, narrative student performance assessments and evaluations, and to assign final grades.

Clerkships

Following scheduling lotteries, the OME Clerkship Team manages enrollment changes, working with clerkship coordinators to determine enrollment limits and other course information. Clerkship administrators use the software to view course rosters and student information, to monitor fulfillment of site requirements, and to review course evaluation data analysis reports.

Log-In Instructions

<https://uvm.OASISscheduling.com>

Log-in to [OASIS](#) via the **Web Service** link using your LCOM or UVMMC credentials

OASIS does not store any passwords. If you experience difficulty logging-in 1) confirm that you are using the “Web Services” link, 2) try clearing any cached websites or passwords, 3) make sure you entered your username (M# or NetID) rather than your full email address, and/or 4) try an alternate internet browser. If still unable to log-in, verify that you are using the correct username assigned to your OASIS account via OASIS@med.uvm.edu. Once you have confirmed that you are using the correct username, contact the IT department that issued the credentials for assistance. Please note [log-in instructions for UVMMC credentials](#).

*** Please note that all changes for the class of 2025 students must be made in OASIS year 2024-2025. This year has already been created; therefore, new or very recent changes in 2023-2024 will not be reflected in 2024-2025. Make sure you have made your revisions in both years if applicable. ***

Welcome

to 2024-2025

(Reselect Year)

My Courses

Course  Catalog Information
Editing Descriptive Course Information

Important Note: The format of Catalog Information in OASIS was stipulated by the Medical Education Leadership Team (MELT). Be sure to review and update the information listed for each of your offerings carefully to make sure that you have appropriately populated all fields.

For each course, review the following to ensure the information that appears is correct, complete, and formatted appropriately. Note that all course offerings must list at least one course contact name and email address. You may want to view what students will see when they search the course catalog. To do this, choose Manage > Search Course Catalog.

1. Course Description

Course importance to the student, such as mastery of basic science or clinical skills.

2. Course Objectives

The observable student learning performance of knowledge, skills and behaviors achieved by the end of the course expressed in the [AAMC Competency Outcomes-based Objectives](#).

3. Learning Activities

Include, as appropriate, the following: conferences, lectures, schedule, and/or other such as logbooks, presentations, papers.

4. Required Readings

5. Formative Student Assessment

The purpose of formative assessment is to improve student learning by providing feedback on how well the student is learning the instructional content during the course. Formative assessment does not provide grades. Please describe what formative feedback the student will receive during the course (e.g., during course non-graded quizzes, presentations, exercises, projects to provide feedback to students on their progress). Required if this is a four-week course.

6. Summative Student Assessment

The summative evaluation assesses the learning and development of a learner by the end of a course. Summative assessment proves student learning and is graded. Please describe what will be included in determining the final grade (such as course evaluation, papers, logbooks, etc.).

NOTE: All courses less than four weeks and all non-clinical courses are graded on a Pass/Fail basis.

7. First Day Information

Include the following information for the student: Where to go, when to be there, who to meet, and what to bring.

8. Course Director

9. Course Administrator/Coordinator (if applicable)

10. Contact Information

Contact information for at least one course administrator is required. At a minimum, include their email address.

11. Additional Notes

Course Course Set-up

Details about each of the Course Set-Up options/steps are included on the next pages. For each course, please review the following:

1. Viewable in Course Catalog
2. Waiting List
3. Allow Custom Weeks
4. Number of Times to Allow the Student to Repeat in Same Year
5. Public Catalog Show Availability
6. Notification Days
7. Restriction Days
8. Type of Course
9. Enrollment Set-Up Steps
 - A. Locations
 - B. Start Dates
 - C. Fine Tune Dates
 - D. Enrollment Limits

1. Viewable in Course Catalog

The default answer to this question should be YES. Exceptions to this setting are generally administered by the Office of Medical Education. If, however, you would like your offering to be hidden from view choose NO and confirm this setting with Emma Faustner. Hidden courses are not visible to students, even during lotteries.

2. Waiting List *****READ ME*****

There are three options: YES, NO, or ALWAYS. When waiting lists are enabled, students will be able to view the course and add themselves to the waitlist. Then the coordinator will manage which students are officially enrolled using the approve feature via the course roster.

- Select **YES** to allow students to add themselves to a waitlist once the maximum enrollment in a course has been reached. Students will be able to directly add the enrollment if there is an open space. Use this option to enable a waitlist for managing any “overflow interest.”
- Select **NO** if you do not want to manage enrollment in your course using a waitlist.
- Select the **ALWAYS** option to always require students to add themselves to the course waitlist and to always prevent them from enrolling themselves in the course. **The software excludes courses that use ALWAYS waitlists from the lotteries by default. If you opt to use ALWAYS waitlist, the LCOM Registrar will confirm lottery intentions and settings with you. Please ensure that your settings are in place by the end of the administrative review period (no later than 10/6/23).**

3. Allow custom weeks

The answer to this question is NO.

4. Number of Times to allow the student to repeat in same year

The default answer to this question is ZERO. There are very few exceptions (e.g., reading and research months, and the two-week surgery subspecialty course SURG-9550).

5. Public Catalog show availability

The default answer to this question is NO. This setting is specific to the public course catalog; LCOM students will still be able to view availability during the scheduling process and your catalog description will still be viewable.

6. Notification Days

These are simply the number of days prior to the start date of an activity when the assigned course administrators will receive an automated email notification whenever a student is dropped or added. The standard notification period is 60 days. Please set the number of days according to your preference.

***Note that no automatic notifications are sent from OASIS following lottery enrollments. Course administrators will want to check their course rosters when the lotteries conclude on **February 5, 2024**. Results of individual lottery stages are subject to change. Students may drop previous lottery placements during any subsequent lottery stage. While you are welcome to check your course rosters on the end date of any lottery stage, please do not assume that your rosters will remain static until the final lottery stage closes and Add/Drop opens.

If you find that you’re receiving too many emails, you may reduce the notification period under COURSE>COURSE SET-UP at any time. You may wish to set-up a folder in Outlook and an accompanying rule to automatically re-direct these emails. (The IT department can provide assistance with this, if needed.)

7. Restriction Days

These are the number of days prior to the start date of an activity when a student may add or drop themselves to/from the course without going through the course coordinator. Once within the designated number of days before the course begins, students must contact the coordinator to place them in or drop them from the activity.

The usual restriction period is 30 days. As with the notification days above, you are welcome to change this setting at any time.

Some coordinators have opted to set their restriction period to 730 days. This will effectively prevent students from ever adding and/or dropping the activity without going through the course coordinator. However, please note that restriction periods are not observed while the lottery is running; they are only effective during add/drop. Outside of the lottery, students must have the coordinator manage their enrollment in a course during a restricted period.

A Few Notes Regarding Waitlists and Restriction/Notification Days

- Students may add and remove themselves to/from a waitlist regardless of the number of restricted days set. Restriction days only prevent students from adding and dropping actual course enrollments.
- Automated email notifications generated when students add themselves to waiting lists are only generated if a) there is available space in the rotation, or b) the enrollment limit is set to negative one (not recommended). Individual notifications are not sent to course administrators if a student adds themselves to a waitlist and there are no available seats to move them into.
- However, a weekly email is sent from OASIS to all course administrators notifying each if there are any students on your waiting lists so that you do not miss anyone who has added themselves to the waiting list in a course where there is currently no space to move the student into.
- Consider adding text indicating instructions to students for adding your course under “Additional Notes” via COURSE>CATALOG INFORMATION if self-enrollment is restricted in any way.

8. Type of Course

Unless already configured otherwise, this should remain set at NONE.

HIT SAVE COURSE SETTINGS BEFORE PROCEEDING

9. Enrollment Set-Up Steps

To view the enrollment set-up information at a glance, you may find it easiest to select COURSE > ENROLLMENT INFORMATION. However, to change any of this information, you will need to return to COURSE > COURSE SET-UP and choose from ENROLLMENT SET-UP STEPS at the bottom of the screen.

A. Locations

Confirm that all locations that the course is offered are checked. If changes need to be made, please first contact the appropriate OME curriculum level coordinator.

B. Start Dates

C. Fine Tune Dates

Confirm the start and end dates for each location. The approved 2024-2025 Advanced Integration course dates are included on the next page. Using “Fine Tune Dates” is easiest. Be sure to include both number of weeks and credits—these fields should be equal (2 or 4). If weeks or credits are not entered, the offering will not reflect

credits on the student's transcript nor will it appear to fulfill course requirements in degree audits. You may use this screen to create a new rotation or to hide a rotation. Note that hidden rotations do not copy forward into the next year when the new OASIS year is created. Never delete a rotation after the annual administrative review period ends; rather, you should hide it instead.

D. Enrollment Limits

Confirm enrollment limits for each activity's start dates and locations. Do this by highlighting "Advanced Integration" as the allowable student level and choosing the location to display. Set the Total Maximum and check the "Allowed" checkbox next to the appropriate student level(s) for the activity. You may establish whatever enrollment limits you prefer.

During the lotteries, students cannot sign-up for courses with enrollment limits of zero or below. If you set an enrollment limit to negative 1 and enable a waitlist, students will be able to add themselves to the waitlist only once Add/Drop opens; they will not be able to add themselves to an actual spot.

The software is designed so that it will prevent over-enrollment for any start date. If you choose to allow both a four-week and a two-week rotation that both begin on the same start date with an enrollment limit of one, the system will only allow one student in either rotation (total). It will not allow one student in each.

Tip: COURSE>ENROLLMENT INFORMATION displays a summary of the information configured under the above enrollment set-up steps.

Tip: Some course administrators choose to set enrollment limits for select rotations lower during the lottery, then to increase the capacity when Add/Drop opens.

All clerkships are configured as follows:

- | | |
|---|-------------------------------|
| 1. Viewable in Course Catalog | YES |
| 2. Waiting List | NO |
| | (Never change this to Always) |
| 3. Allow Custom Weeks | NO |
| 4. Number of Times to Allow the Student to Repeat in Same Year | 0 |
| 5. Public Catalog Show Availability | NO |
| 6. Notification Days | 730/730 |
| 7. Restriction Days | 730/730 |
| 8. Type of Course | NONE |
| 9. Enrollment Set-Up Steps: Locations, Dates, and Enrollment Limits | As appropriate |

Students at the Clerkship Level may use OASIS to view their schedules, final grades and degree audits; to complete evaluations; to attend to requirement checklists; and to respond to surveys. However, they do not have the ability to drop or add courses themselves. The courses are *always restricted*, meaning that a member of the OME Clerkship Team must add/drop the student. Notifications are always sent, meaning that whenever a student adds/drops the course, an email notification is automatically forwarded to all administrators assigned to the course.

Approved 2024-2025 Advanced Integration Course Dates

IMPORTANT:

All Advanced Integration Level offerings, including acting internships, must conform to the two- and/or four-week blocks established below. There are no full-month exceptions to the four-week block model. **Do not adjust the start or end dates for courses other than for custom independent studies.**

<u>Acting Internships & Electives (4 wk)</u>		<u>Electives (2 wk)</u>	
4/1/2024 ~	4/26/2024	3/18/2024 ~	3/29/2024
5/6/2024 ~	5/31/2024	4/1/2024 ~	4/12/2024
6/3/2024 ~	6/28/2024	4/15/2024 ~	4/26/2024
7/1/2024 ~	7/26/2024	5/6/2024 ~	5/17/2024
8/5/2024 ~	8/30/2024	5/20/2024 ~	5/31/2024
9/2/2024 ~	9/27/2024	6/3/2024 ~	6/14/2024
9/30/2024 ~	10/25/2024	6/17/2024 ~	6/28/2024
10/28/2024 ~	11/22/2024	7/1/2024 ~	7/12/2024
11/25/2024 ~	12/20/2024	7/15/2024 ~	7/26/2024
1/6/2025 ~	1/31/2025	8/5/2024 ~	8/16/2024
2/3/2025 ~	2/28/2025	8/19/2024 ~	8/30/2024
3/3/2025 ~	3/28/2025	9/2/2024 ~	9/13/2024
4/7/2025 ~	5/2/2025	9/16/2024 ~	9/27/2024
		9/30/2024 ~	10/11/2024
		10/14/2024 ~	10/25/2024
		10/28/2024 ~	11/8/2024
		11/11/2024 ~	11/22/2024
		11/25/2024 ~	12/6/2024
		12/9/2024 ~	12/20/2024
		1/6/2025 ~	1/17/2025
		1/20/2025 ~	1/31/2025
		2/3/2025 ~	2/14/2025
		2/17/2025 ~	2/28/2025
		3/3/2025 ~	3/14/2025
		3/17/2025 ~	3/28/2025
		4/7/2025 ~	4/18/2025
		4/21/2025 ~	5/2/2025

March and April are overlap enrollment blocks that, although available to both the graduating and the rising classes, is sometimes reserved for only one of these at the department's discretion.

Add/Drop for the Advanced Integration will begin on **February 5, 4:00 p.m.**
The Advanced Integration Level academic year begins on **March 18, 2023.**

Academic calendars are posted online on the [Vermont Integrated Curriculum webpage](#).
[Class of 2025 calendar](#)
[Class of 2026 calendar](#)

Advanced Integration Lotteries

The 2024-2025 Advanced Integration Level Lotteries will run as they did last year. The selection/ranking periods for various stages are **tentatively scheduled** to run in January 2024 as listed below. In most cases, results are released the next business day. If you wish to change whether a course is included in or excluded from a lottery stage, please contact the [LCOM Registrar](#). Please note that no department will be permitted to exempt themselves from the lotteries.

Lottery I Top Choice

1/8/24-1/9/24

This stage, introduced last year, is similar to the electives stage. During this first lottery, students are permitted to choose from all course offerings, including acting internships, emergency medicine, and electives. Only extramurals and individualized independent study offerings will be excluded. Students are not required to participate. Those who participate will be placed in no greater than one course determined by the student's rank list priorities and availability/course capacity.

Lottery I Second Choice

1/11/24-1/12/24

This new stage will run exactly as the Top Choice stage above.

Lottery III CT Campus: Internal Medicine Acting Internship/Emergency Medicine 1/17/24-1/18/24

Connecticut Branch Campus students only will participate in this new lottery stage. They will be limited to CT campus internal medicine and emergency medicine offerings. Students will receive up to two placements if not placed in Internal Medicine and/or Emergency Medicine during the first two choice stages. Students will not receive more than one IM acting internship or required EM course. [Emergency Medicine: EMED9503; Internal Medicine: MED2585, MED2586]

Lottery IV VT Campus: Internal Medicine Acting Internship/Emergency Medicine 1/22/24-1/23/24

Only Vermont campus students and Connecticut students with pre-approved exemptions will participate in this new lottery stage. They will be limited to VT campus internal medicine and emergency medicine offerings. Students will receive up to two placements if not placed in Internal Medicine and/or Emergency Medicine during the first two choice stages. Students will not receive more than one IM acting internship or required EM course. [Emergency Medicine: EMED9502; Internal Medicine: MED2516, MED2518, MED2522]

A Medicine Acting Internship and/or required Emergency Medicine course will be assigned through an administrative lottery process to any student who emerges from Lottery IV without scheduling either requirement.

Lottery V Electives

1/26/24-1/30/24

Students are permitted to choose from all course offerings, including remaining acting internships, emergency medicine rotations, and electives. Only extramurals and individualized independent study offerings will be excluded. Students are not required to participate. Those who participate will be placed in as many courses as possible determined by the student's rank list priorities and availability/course capacity. Students will not receive more than one IM acting internship or required EM course. [Exceptions are leaves of absence, vacation, clerkships, fellowships/preceptorships, away rotations, the teaching requirement, any course that requires an independent study form, as well as department-identified offerings.]

When the lotteries are open, students may drop placements from previous lottery stages. Once Add/Drop opens, enrollment restrictions set within the course determine their ability to self-add/drop.

The Add/Drop Period opens after the lotteries on 2/5/24 at 4:00 p.m. and remains open throughout the remainder of 2024-2025.

Lottery Settings

Restriction Days

The lottery overrides any restriction day settings. These settings that limit when a student may add or drop themselves from activities only function during the Add/Drop Period beginning in January as noted above.

Waitlists and Enrollment Limits

During the lottery students are only assigned to open spots. Students cannot place themselves on waitlists while the lottery is open. This means that if your enrollment limit is set at zero or a negative number, students will not be able to select that rotation during the lottery. Instead, they will have to wait until Add/Drop opens. However, if you have an enrollment limit set greater than zero with the waitlist enabled, students will be able to add themselves to the course during the lottery.

Course Rosters

Tip: When viewing the roster, you may find it helpful to check two checkboxes at the top of the screen: the “Entire Year” box and the one that says, “Only show student in starting week.” Then hit “Refresh List.”

Adding and Dropping Enrollment

Add a Student

1. Click on the “Add student” button at the top of the course roster.
2. Select the student using the drop-down menus on the next screen.
3. Select the predefined start/end date from the drop-down menu.
4. Click on “Add to Course”

If you are creating a custom enrollment period for the student, instead of #3 above, select the start date from the drop-down menu under “Or specify a custom time period for this student,” then enter the appropriate end date, number of weeks and number of credits—these should be equal (2 or 4). Click on “Add to Course.”

NEVER populate the CRN, Term or ‘Student is locked’ fields. (Doing so will “break” the data exchange process between OASIS and Banner in the main campus Registrar’s Office.)

If you receive a flag with an override button, as the course administrator you have the discretion to ‘push the button’ to override the flag. If the student has a conflicting activity already scheduled, you will receive a flag, but no option to override. Contact the student, they must drop the conflict before you will be able to add them to your roster.

Drop a Student

Click on “Drop” after the student’s name on the course roster.

VERY IMPORTANT: If you decide to close a month so that it is not available any time after a student has been enrolled in it, it is very important that you HIDE rather than delete the rotation. Go to COURSE>COURSE SET-UP>#3 FINE TUNE START DATES and check the checkbox under HIDE next the appropriate start date. Do not delete the end date, credits and weeks. Do not go to COURSE>COURSE SET-UP>#2 START DATES and uncheck (delete) the box next to the start date. OASIS data is married to the main campus registrar software, Banner. The data exchange process requires retention of embedded records related to the original rotation.

Approving/Denying Enrollment from a Wait List

Students on wait lists are highlighted green on the course roster. Click on “Approve” or “Drop” after the student’s name on the roster to approve or deny their actual enrollment in the course. Students on wait lists are not considered enrolled in the course until approved. Once approved, the enrollment record is transmitted to Banner in the Registrar’s Office. If denying a student, it is recommended that you also contact the student so that they know to pursue other plans. Though, students will see if they were approved from a wait list via their schedules in OASIS.

Final Grades

Final grades may be entered on the course roster by clicking “Grade” after the student’s name. They may also be entered via the narrative student performance assessment form.

When entering a grade via the course roster:

Do NOT use the “Comments” field to enter narrative commentary regarding the student’s performance. This type of commentary should be reserved for textboxes in the student performance evaluations.

Only use the “Comments” field to indicate the last date of attendance if a student fails or withdraws from the course. This is required for compliance with federal regulations. Be sure to indicate a “reason code” when awarding a grade of Incomplete or when changing a grade.

Student Reports

To generate a useful report **similar to traditional face sheets** that contains information about the students on your course roster, go to COURSE>STUDENT REPORT. Opt for the “Quick report” or specify which information to include. Select the students to include by name and/or start date. Specify your preferred method of output: on screen, pdf, or emailed file.

******Important FERPA Reminder******

With exception of specific information designated by UVM as “directory information,” all data in OASIS is considered FERPA-protected education records. FERPA limits access to this information to school officials with a legitimate educational interest. **DO NOT SHARE INFORMATION ABOUT A STUDENT’S SCHEDULE WITH OTHER STUDENTS.**

A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official also may include a volunteer or contractor outside the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Assessments and Evaluations

Student Performance Assessments

Students are only able to view student performance assessments once a final grade has been assigned. Email the OME curriculum level coordinator associated with the course ([Emma Faustner](#), Advanced Integration Level) if you should ever need to re-open a submitted or closed assessment form.

A number of course administrators continue to manage student performance assessments manually (see below); however, preferred options exist to for you to manage the process using software features.

Software-Facilitated

An immediate advantage of using OASIS to facilitate assessments is that automated notifications and reminders with a link to the online form will be sent directly to the evaluator.

If your course has only [one preceptor/evaluator per student you may follow these linked instructions](#).
Do not assign more than 1 evaluator to a single student using this method.

If your course has [more than one faculty member assessing a single student's performance, you will need to use a slightly different format and process](#), and to first work with OME around some additional behind-the-scenes configurations.

Manual Management

Shortly before a rotation ends, course administrators receive an automatic email notification with an embedded link indicating that a student performance evaluation is open/due. This could prompt you to send a Word version of the evaluation form to the appropriate evaluator(s) who complete and return the form(s) to you so that you may enter the responses in OASIS. If more than one person is evaluating the same student, you must combine/summarize the information to enter on one online evaluation form in OASIS. If there is a disagreement among evaluators, the course director should arbitrate, including award of the final grade.

Course Evaluations

Assistance with Course and/or Faculty Evaluations

[Cara Simone](#) manages and supports course and faculty evaluation processes. Please contact her for assistance with evaluations and assessments, including help adding course- or department-specific supplemental questions to your course evaluation(s).

Availability of Evaluations for Student Completion

Course evaluations open for student completion two days prior to the end of all Advanced Integration Level offerings and remains open for 24 days (22 days after the end date). OASIS will email users automated reminders. After the "open period" closes, students will not be able to access or complete the evaluation without assistance.

Availability of Course Evaluation Data to Course Administrators

Course administrators may run reports on completed evaluations using the Data Analysis Report option located under COURSE>EVALUATIONS once the end of the "open period" is reached and all course evaluations have been submitted or closed. If all evaluations are submitted but the date has not been reached, the evaluations will not be released. Similarly, if the date has been reached but all evaluations are not submitted/closed, the evaluations will not be released.

The data analysis report is an impressive interface, but it requires some exploration to discover your preferences.

1. Select and load the appropriate base evaluation (often site-based)
2. All of the questions from the evaluation will automatically be included. Fine tune the questions you'd like to include in your report, by removing those you select.
3. You may filter by date or year
4. Select which evaluations to include (filter by site as appropriate)
5. Select which student levels to include. (Recommended default to "All Student Levels in the course" which will include any students who may be 'straddling class of years.')
6. Group as desired, choosing the "Data Analysis Report," hit "Submit"

Data Analysis Report - Course
2014-2015 : Family Medicine : FM-610 - Family Medicine Clerkship

Modify View ▼ [Create New Report](#) Reset/Show All

Report includes courses starting on/after 03/17/2014 and ending on/before 08/08/2014.
6 of 8 (0%) evaluation forms have been submitted.
Showing 1 of 6 evaluation forms.

[Show/Hide Distribution Graphs](#)
[Copy to Excel!](#) [PDF](#)

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You may further modify the view of the resulting report by selecting from options under the drop-down menu "Modify View." This will allow you to show short answers, show numbers rather than percentages, etc. If you would like to email yourself a copy of the report, use the "Download" drop-down menu to select the file format. Or use the "PDF" to automatically open or save a pdf version.