

Uploading your bulk reading or scanning to MAINPORT ePortfolio

- If you are keeping track of **several** articles or topics read throughout the calendar year: download, save to your desktop and use our [Bulk Journal Reading Transcript](#).
- If you are reading **one or just a few** articles in the calendar year: record your items individually in MAINPORT ePortfolio under “Reading.”

Before you upload your transcript in MAINPORT ePortfolio

CHECKLIST: REVIEW YOUR BULK JOURNAL READING TRANSCRIPT	
<input type="checkbox"/>	Is there one entry per article you read?
<input type="checkbox"/>	Does each entry have the correct information filled in? (e.g. title, date, learning outcome)
<input type="checkbox"/>	Check your credits. You can only claim one credit per article.
<input type="checkbox"/>	Remember – Do NOT attach the articles themselves or screenshots of the articles.
CHECKLIST: REVIEW YOUR THIRD PARTY ORGANIZATION TRANSCRIPT	
<input type="checkbox"/>	Check that you have your usage log <i>and</i> your certificate ready to upload — we need both. (For topics scanned through UpToDate, Medscape and OrthoEvidence, etc.)
<input type="checkbox"/>	Are all entries from the same year? If not, separate them out. You need one transcript per calendar year.
<input type="checkbox"/>	Check your credits. Topics reviewed in UpToDate, Medscape, OrthoEvidence, etc., are eligible for 0.5 credits each.
<input type="checkbox"/>	<p>Ask yourself: Would any of your reading/scanning activities be better reported as a Personal Learning Project (PLP)?</p> <p><i>Note: PLPs are valued at two MOC credits per hour. They are fitting when the reading (or scanning) and learning is done to prepare for a presentation or teaching session, research an abstract, perform an online module or course, address a clinical/academic/administrative question, etc.</i></p>