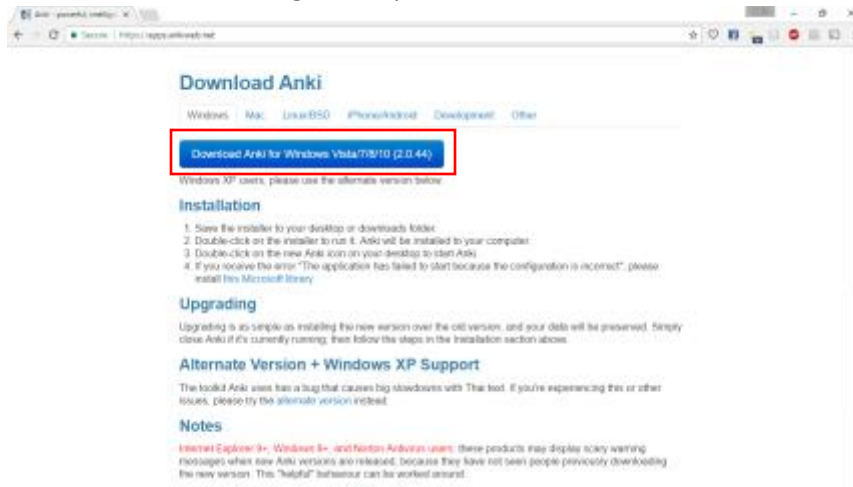The following tutorial is intended to teach you how to use Anki to study the flashcards that were uploaded onto the Canvas site. For more information on the many features of Anki, please reference the Anki User's manual at https://apps.ankiweb.net/docs/manual.html.

1. Download Anki following the steps from the "Tools" tab of Canvas website.

2. Open the Anki application. It will ask you to select a language, then it will display the home screen below.
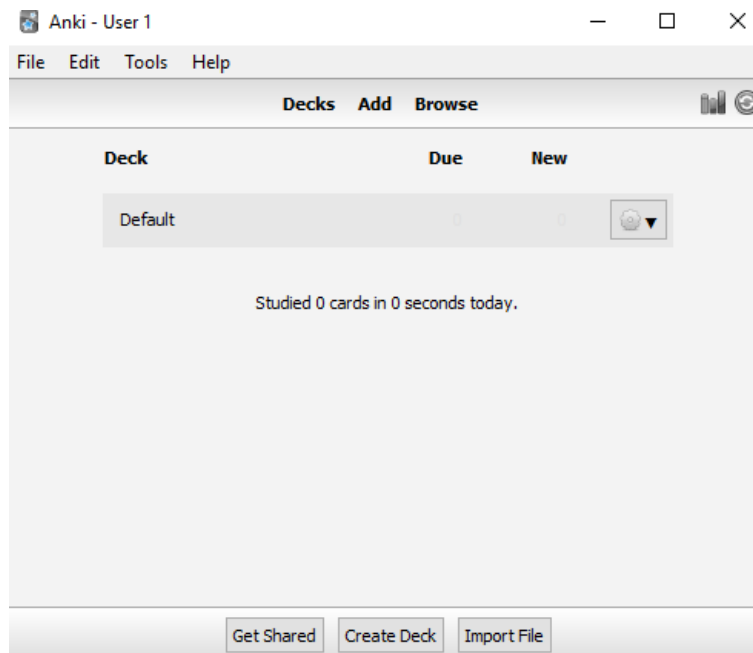
3. Download each of the Anki flashcard decks (.apkg files) listed on the Canvas Radiology site under the Modules tab. They are labeled Anatomy-Radiographic-Abdomen.apkg, Approach-to-AXR-Part1.apkg, etc. **These are not previewable files and can only be viewed on the Anki application.**
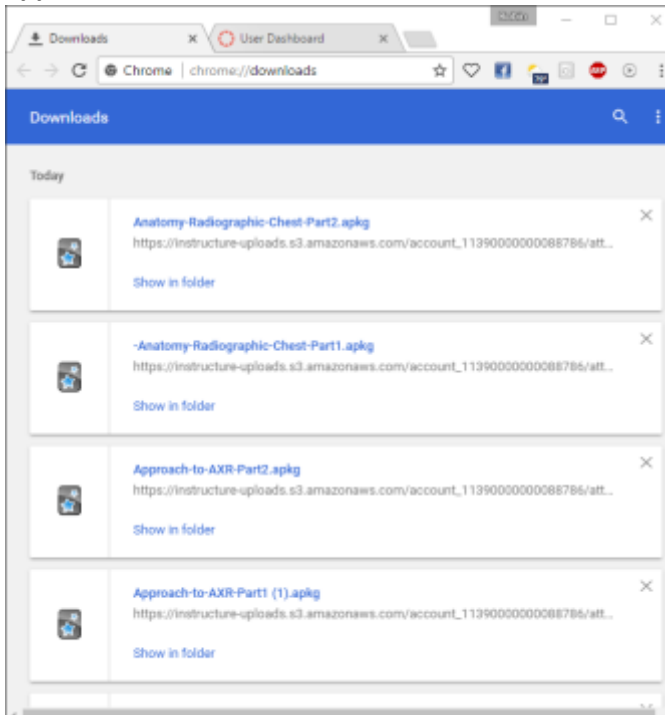

4. With the Anki application open, double-click on one of the Anki .apkg files that were just downloaded. This will import the flashcards from that file into the Anki application. A screenshot of what the Anki homepage should look like after importing Anatomy-Radiographic-Abdomen.apkg is shown below.
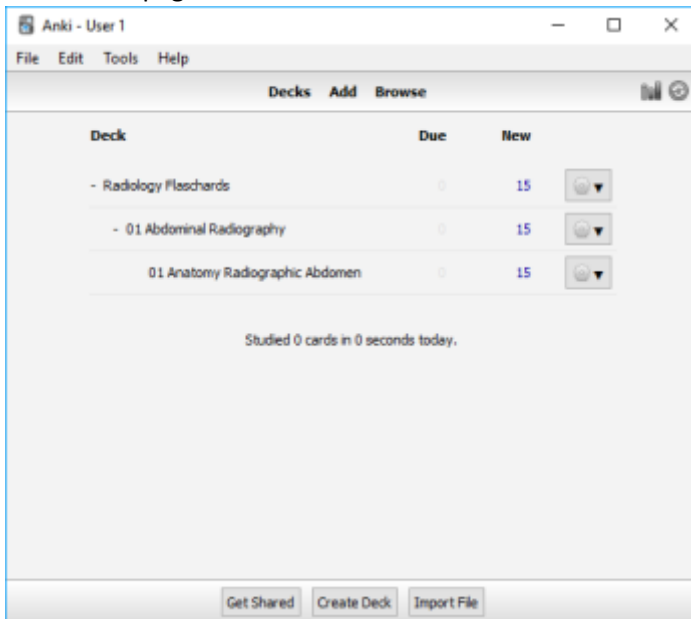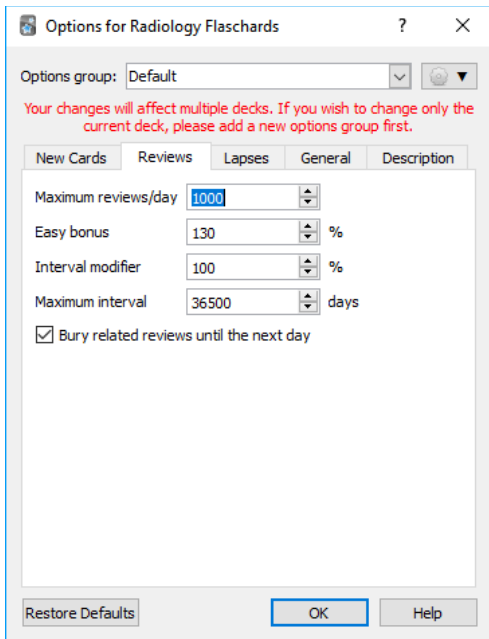
5. Repeat step 4 for each of the Anki .apkg files posted in Canvas.
6. Click the gear icon next to "Radiology Flashcards" and select Options.
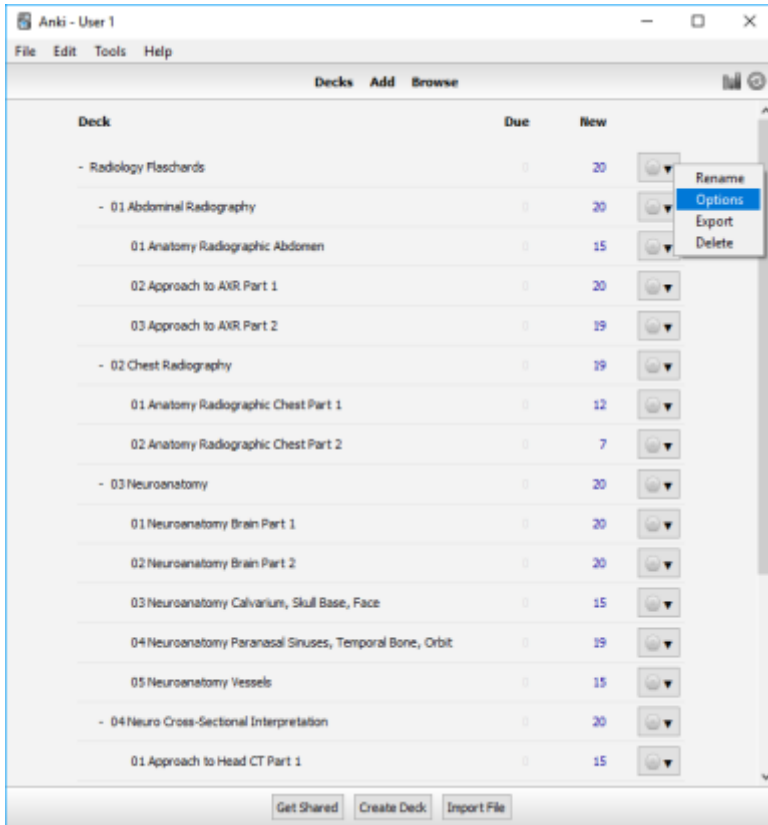
7. Change the number of new cards/day from 20 to 1000. Also change the order to "Show new cards in random order." Then click the "Reviews" tab.
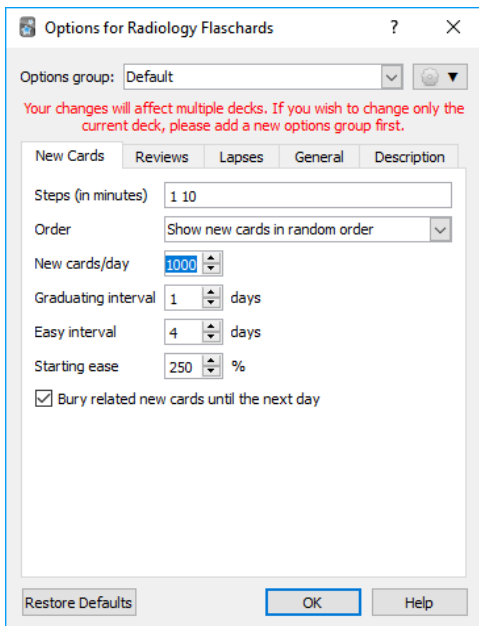
8. Change the number of maximum review/day to 1000. Then click "ok."

9. You should now see the Anki home screen again. Note that the numbers under the new column have changed because you increased the daily limit of new cards/day. Also note that the organization of the flashcards is identical to that seen in Canvas.
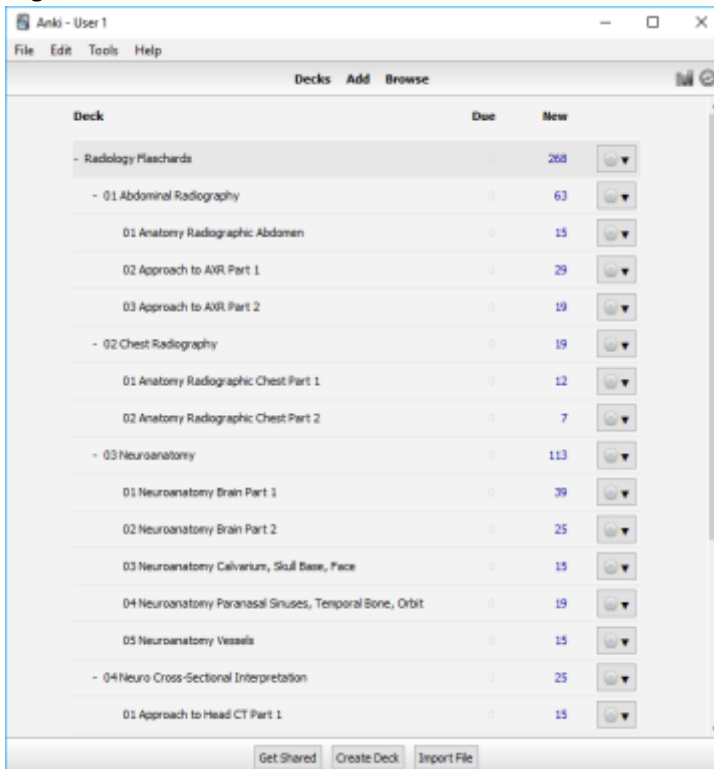
10. You are now ready to study using Anki. Please watch this YouTube video for an overview of how Anki works: https://www.youtube.com/watch?v=QS2G-k2hQyg&yt:cc=on. A written summary is shown below:

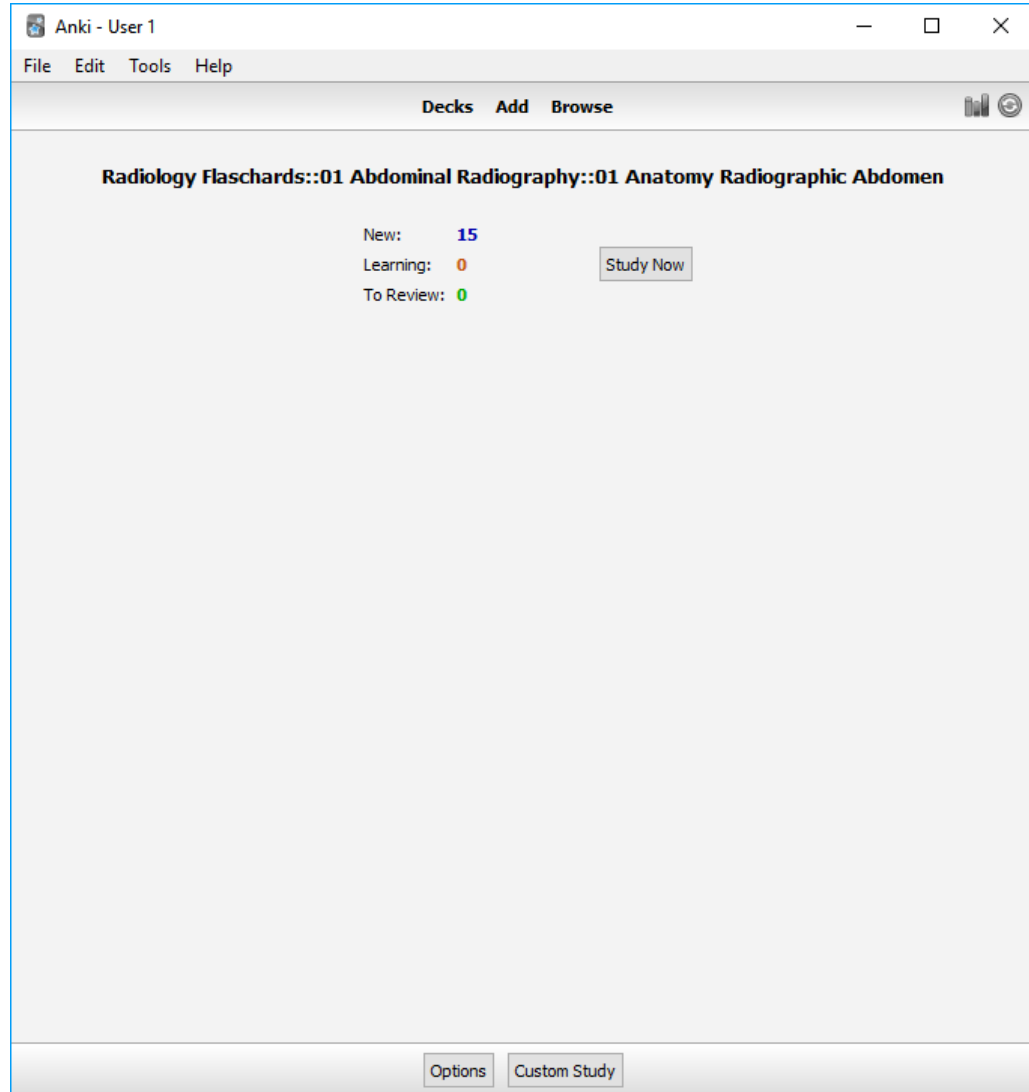   a. To study flashcards from a particular deck, click on that deck. For example, click on "01 Anatomy Radiographic Abdomen" in the home screen in Anki.

   b. Notice the "New," "Learning," and "To Review" numbers.

- **New** refers to cards that you have downloaded or entered in, but have never been studied before.

- **Learning** refers to cards that were reviewed for the first time recently, and are still being learned.

- **To Review** refers to cards that were previously learned, and now need to be reviewed so they are not forgotten.

For optimum memory, you should review a deck every day until the numbers in each of these three fields reaches zero. Anki uses a spaced repetition algorithm to "space out" how many days in the future you will have to review cards depending on how well you know each card.

c. Click "Study Now."

d. The front side of a flashcard with a question will now appear. You should pause to think of the answer, and then press "Show Answer."

e. The correct answer is now displayed. Review the answer. There are three rating buttons when learning. Notice the three different time values above "Again," "Good," and "Easy." This represents the amount of time until you will see that card again. The amount of time associated with "Again", "Good", and "Easy" will change depending on your answer choice history for a particular card. Eventually a particular card will be scheduled for another day if you answer that card correctly enough times in a row.

- **Again.** If you did not know the answer or knew the answer but did not fully understand the reasoning, select this option. Selecting this will make the card appear again, typically within 10 min or 1 min.

- **Good**. If you fully understood the answer and the reasoning behind it, select this option. Once you have selected "Good" a couple of times in a row for a new card, the card will be shown again the next day, then at increasingly long delays.

- **Easy**. By default, the card will be shown again 4 days later for new cards, and then at increasingly long delays. You should generally not press "Easy" unless this is a card you would be comfortable with not reviewing again for an extended period of time.

- You can use the 1, 2 and 3 keys on your keyboard to select a particular button, where 1 is "Again," 2 is "Good," and 3 is "Easy." Pressing the spacebar will select "Good."
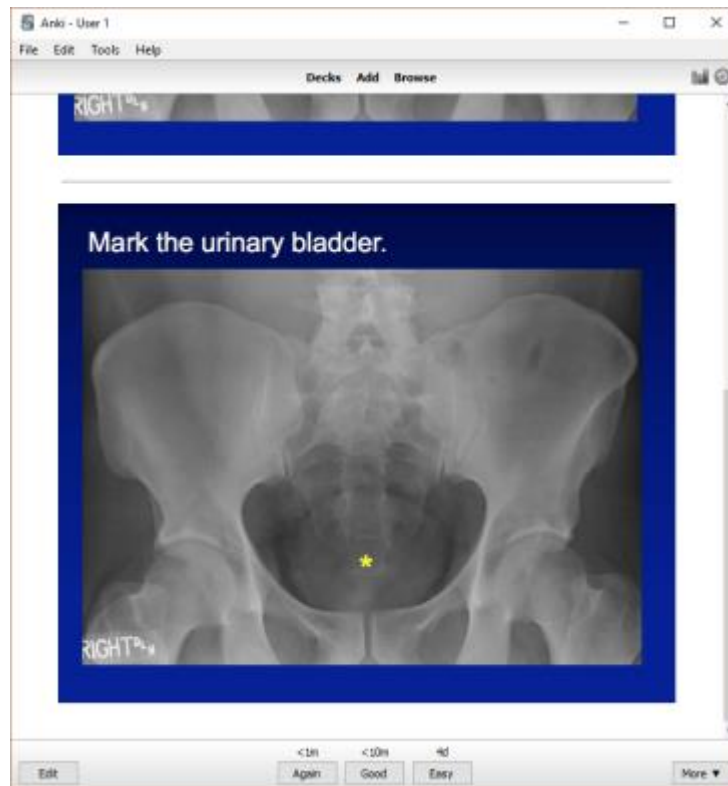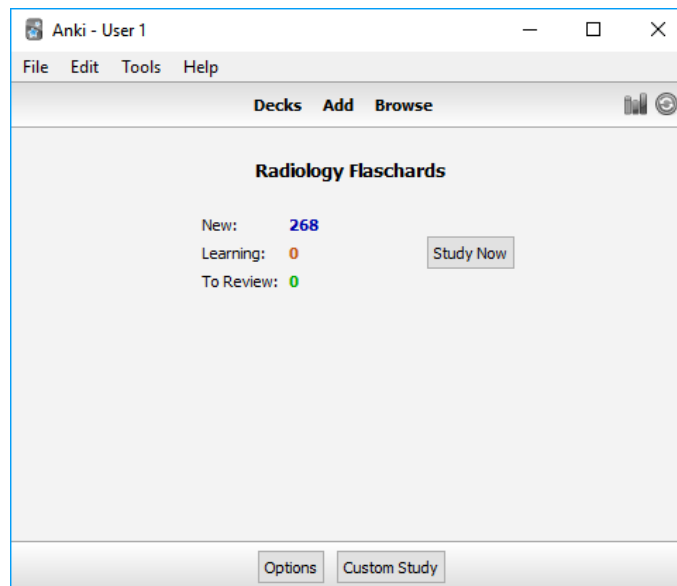

11. Click "Decks" on the top of the Anki window to return to the home screen.

12. Step 10 described how to studying a single deck at once. **There are several different ways to study multiple decks at once using Anki.** This will be useful when studying for quizzes that combine multiple units. The possibilities are (a) studying all module decks within a block at once, such as the "Anatomy Radiographic Abdomen" deck, "Approach to AXR Part 1" deck, and "Approach to AXR Part 2" deck all from the Abdominal Radiography block, (b) studying all Radiology Flashcards at once, and (c) studying a custom set of decks at once (i.e. only two out of three decks from a block, or certain decks from different blocks).

   a. To study all module decks within a block at once, click on that block. For example, click on "01 Abdominal Radiography" in the home screen in Anki.
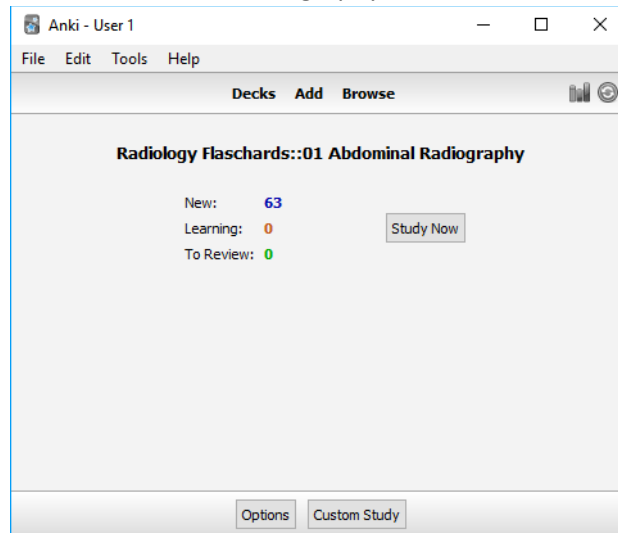

   b. To study all Radiology cards at once, click on "Radiology Flashcards" in the home screen in Anki.

   c. To study a custom set of decks at once, you will need to create a filtered deck. To create a filtered deck, you must use tags.

i. First, click "Browse" on the top of the Anki window. This displays the Browser. The Browser is a library that contains information about all your Anki flashcards. It can be used to make changes to individual Anki cards as well. Select "Anatomy Radiographic Abdomen" from the menu on the left side of the screen as shown below.
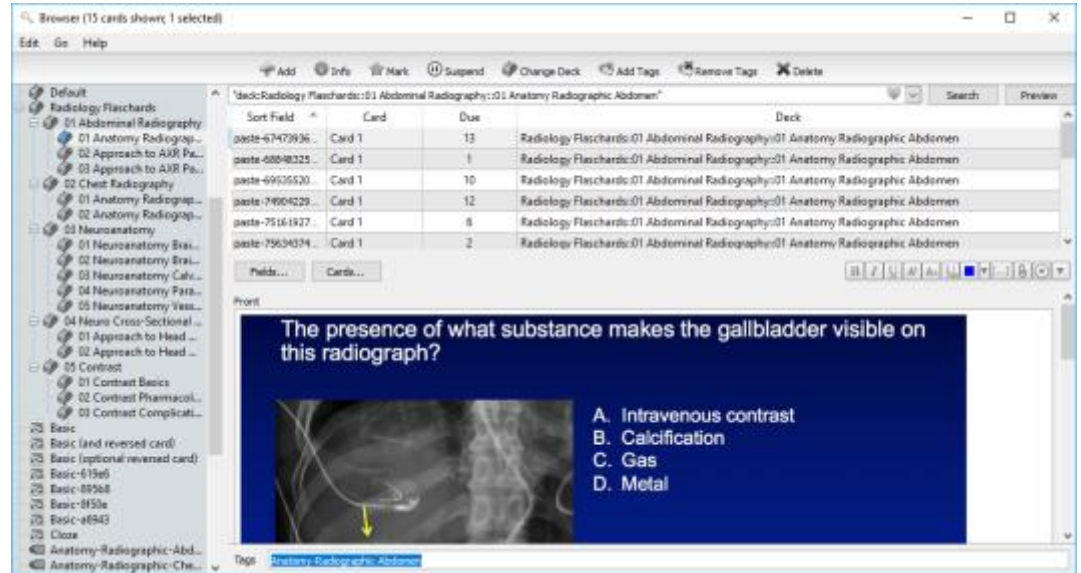
Note the tag listed highlighted in the image above. There is a unique tag that corresponds to each deck. Each card that belongs to a particular deck will have the same tag. For example, the tag for the Anatomy Radiographic Abdomen deck is "Anatomy-Radiographic-Abdomen" and the tag for the Approach to AXR Part 1 deck is "Approach-to-AXR-Part1". For the Radiology flashcards, the spelling of each tag was formatted to be identical to the file name that precedes ".apkg."

ii. Copy to your clipboard the tag "Anatomy-Radiographic-Abdomen" as highlighted in the image above.

iii. On the Anki home screen. Go to Tools->Create Filtered Deck.
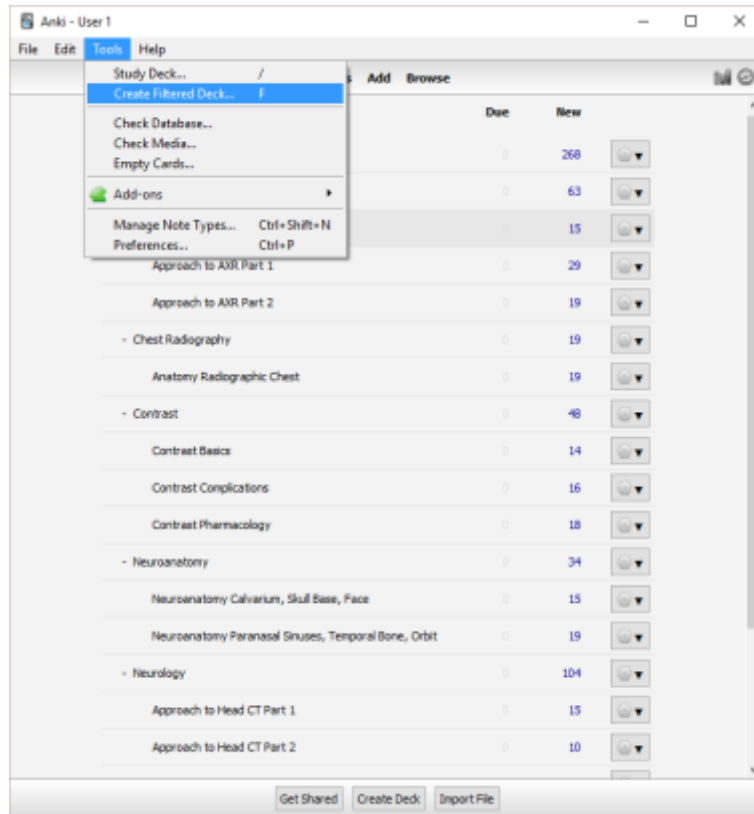
iv. For the search field, you will need to paste the tags of each of the decks you want to study in the format "*tag:tag name or tag:tag name or tag:tag name*" as shown in the example below. Return the Browser and repeat steps 12.c.i and 12.c.ii to copy each tag you desire. In the example below, the tags "Anatomy-Radiographic-Abdomen" and "Approach-to-AXR-Part1" were retrieved. Remember you can also just retrieve the tag name from the title of the .apkg file instead of using the Browser. Also change "cards selected by" to "Random" and "Limit to" to 1000.
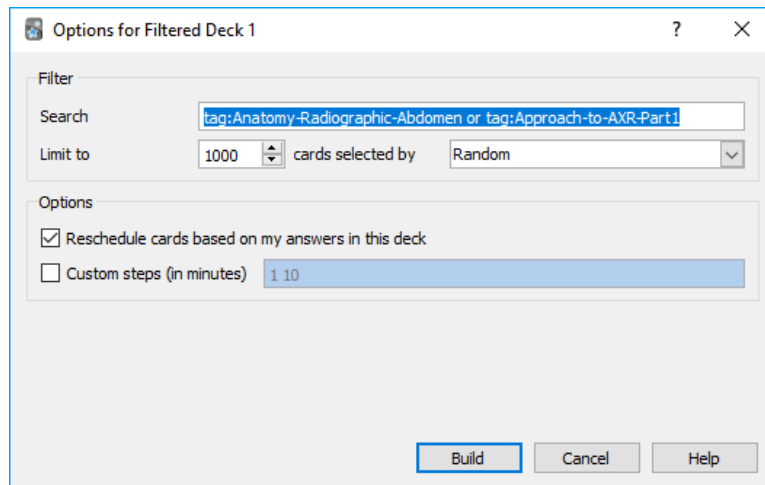
v. Click "Build." An image similar to below should now appear. You have successfully created a deck that contains cards from more than one deck. Once you review the cards in this filtered deck, the cards will be returned to their original deck. It is recommended that you create a filtered deck each time you wish to study multiple decks in one sitting.
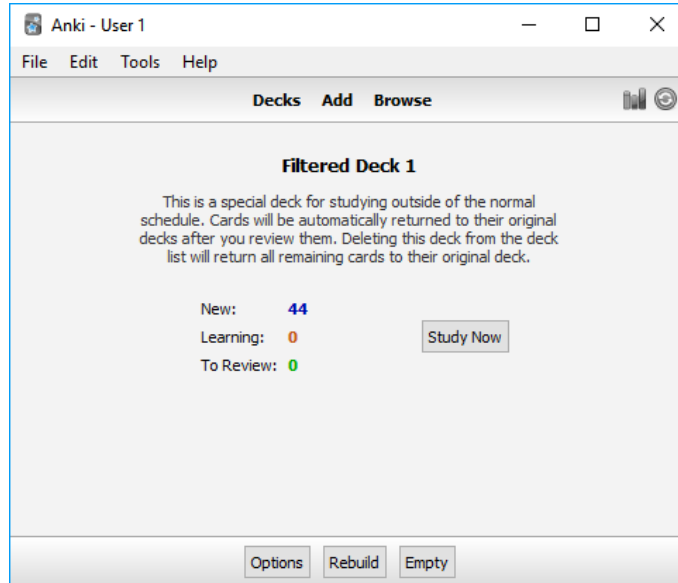

vi. Click "Decks" to return to the Anki home screen. Notice there is now a row that says "Filtered Deck 1." Also notice that there are no blue numbers in the rows for "01 Anatomy Radiographic Abdomen" and "02 Approach to AXR Part 1." This indicates that the cards from those decks were moved into the filtered deck.
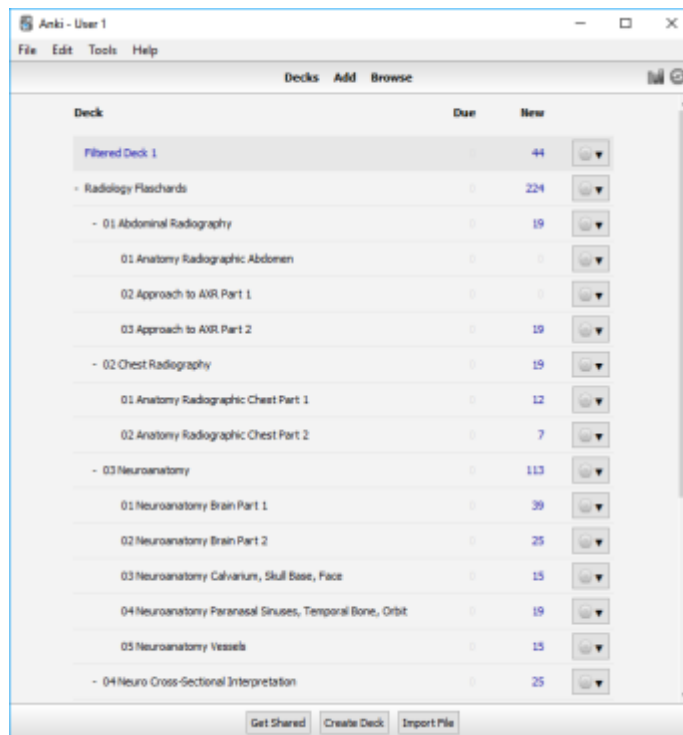
vii. The cards are returned to their original decks as you work through the flashcards. If you want to return all cards in this filtered deck to their respective decks before you finish completely reviewing the cards, you can do so by selecting the gear icon next to the "Filtered Deck" and clicking "Delete." This will return the cards back to their original decks, NOT delete cards from Anki. **You should not do this for any of the other decks except for the filtered decks. Performing this action on other decks will actually delete cards from Anki.**

Remember this key difference between a filtered deck and single module decks, the block decks, and the entire Radiology deck: a filtered deck must be recreated following the steps in 12.c each day you study because, as you study, cards move back to their original decks. For single decks, the block decks, and the entire Radiology deck, cards stay in the same location after you study them, so you can simply click on the name of that deck the next day to study again following steps 12.a or 12.b.
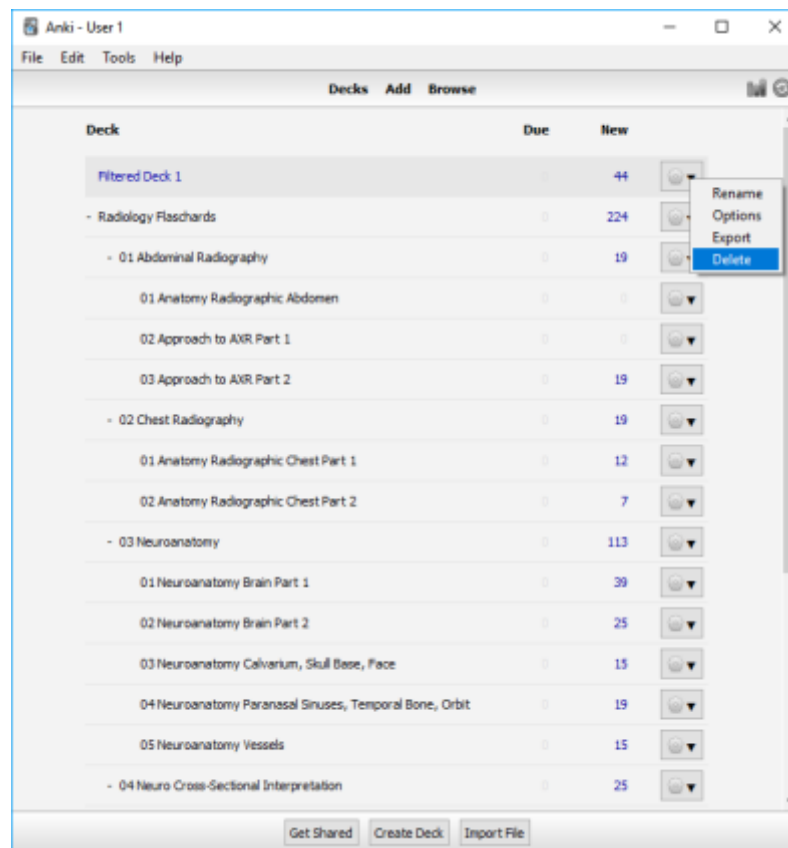
13. Expected use of Anki.

It is expected that you use Anki in two different ways.

1. Studying for quizzes: To study for a block quiz, it is recommended to go through all of the Anki cards for a particular block as in step 12a. It is advised that you take at least 2-3 days to review the cards multiple times until you are comfortable with the material.

2. Long-term retention: It is expected that you will continue to study the Anki flashcards for blocks even after you have passed quizzes for them. Anki's spaced repetition algorithm eases the burden of studying by remembering your answers and presenting the most difficult flashcards more frequently than the easier ones.
Preferably on a daily basis, but at least once a week, you should study your "due" cards for blocks you have already completed. Remember, on the home screen, your decks will be displayed in a list. There are two number columns, "due" and "new". "Due" is the count of waiting reviews and cards currently in learning. "New" is the number of new cards that are ready to be learned that day.

   If you keep up with your review of due cards, this should only take 15-30 min a day. Even if you feel overwhelmed with the number of due cards, Anki will keep track of your progress if you don't finish the entire set. When you study "due" cards, the most overdue cards will appear first.

   It is recommended that you look at the home screen to see which decks have "due" cards and use step 12c to compile a filtered deck so you can review all of the previously studied blocks in a random order.

14. Registering your Anki account. In order to synchronize Anki across multiple devices, such as a smart phone and a computer, you will need to create a free online Anki Account. Follow the directions on https://ankiweb.net/account/register. Then click on the recycle sign on the top right of the Anki home page and enter in the AnkiWeb ID and password you just created. In general, you should sync whenever you finish studying for the day, or when you switch between studying on your phone and studying on the computer.