



# How to Navigate the Event Manager

# Target Audience: Administrators

Updated July 15, 2020





## WHAT IS THE EVENT MANAGER

The event manager contains all events that occur within Programs. These can include academic half days, journal clubs, ground rounds, or extracurricular events taking place within a program.

The event manager consists of a color coated calendar that is filtered based on a user's MedSIS access.

vent Manager						< .	Jul 01 – 31, 2020 > Month View
vents							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Event Templates
	28 2	29 3	0 1		2 3	4	All Templates
	1:30 pm - 3:00 pm Geriatrics Academic Half Day	8:00 am - 9:00 am 0800 ROTATOR LECTURES	8:00 am - 9:00 am PM&R Academic Half Day	8:00 am - 9:00 am PM&R Case Rounds	8:00 am - 9:00 am Introduction to transplant		> CBL/PBL
		8:00 am - 9:00 am		9:00 am - 11:00 am	8:00 am - 9:00 am		> Journal Club
		Sodium Disorder		Resident Orientation	Neo Seminar		> Lecture/Grand Rounds
		1:00 pm - 4:00 pm CCM AHD		+ 11 more	+ 7 more		> Other (no evaluations)
	5	6	7 8		10	11	
	9:00 am - 12:00 pm SF BOOT CAMP Day 3	8:00 am - 12:00 pm SF BOOT CAMP Day 4	7:30 am - 8:30 am Summer Junior Teaching 2020	8:00 am - 9:00 am Nephrology Practical Guide	8:00 am - 9:00 am Introduction to peritoneal dial		
	9:00 am - 10:00 am Gross Rounds - MUMC	8:00 am - 9:30 am PGY5: Grand Rounds Prep	8:00 am - 9:30 am ADPCKD	8:00 am - 9:00 am PM&R Case Rounds	8:00 am - 9:00 am Neo Seminar		
	+ 4 more	+ 9 more	+ 43 more	+ 14 more	+ 10 more		
	12 1	13 1.	4 15	1	5 17	18	

#### **EVENT TEMPLATE**

The right-hand side of the event manager contains the Event Templates. Each event template has a specific event evaluation that is tied to it. These are generic forms that are used by all programs and are automatically generated once the event takes place.

Event Templates +
All Templates
> CBL/PBL
> Journal Club
, countral on b
Lecture/Grand Rounds
> Other (no evaluations)

For more information on how to create a template, please find the user documentation called "How to Create A Template" on the MedSIS website - <u>www.healthsci.mcmaster.ca/medsis</u>.

Once the templates are created for your program, drag, and drop the template into the schedule on the date that the event will take place:







Double click on the event to see the details. The "participants" tab will auto register all learners who will attend the event based on the template. The wand beside a learner's name indicates that they were auto registered into the event.

Event Details Participants Presenters Resources	urces Summary	Print Event Details
Search:	$\sim$	+ Add Actions 🗸
Participant ^	Registration Status 🔿	Attendance Status
Abo Zeed, Moaaz Trainee Clinical Neonatology	✓ Registered 🎾	Set Status
Al Muqarshi, Ahmed Sulaiym Said Trainee Neonatal-Perinatal Medicine	✓ Registered 🎽	Set Status
Al Saa'di, Abdul Rahman Salim Saif Trainee Neonatal-Perinatal Medicine	✓ Registered 🎽	Set Status
Al Wardi Talal Hamood		

#### ADD A LEARNER MANUALLY INTO EVENT

Sometimes there will be off service learners rotating through your program that a required to attend your academic half day. To manually add a learner into an event, click the "+ add" button under the "participants" tab:

Event Details Participants Presenters Resou	urces Summary	Print Event Details
Search:		+ Add Actions 🗸
Participant ^	Registration Status 🔷	Attendance Status \Rightarrow
Abo Zeed, Moaaz Trainee Clinical Neonatology	✓ Registered 🌾	Set Status
Al Muqarshi, Ahmed Sulaiym Said Trainee Neonatal-Perinatal Medicine	✓ Registered 🌾	Set Status





Choose Trainee, click on the programs and choose "clear" to have all learners in the system appear:

Event Details Participants Presenters Step 1. Choose Print Event Details an User Role: Trainee Step 2: Click on the programs Program: Clinical Neonatology/Neonatal-Pe							
	am peri						
√ Filter N	Show Selected						
Program Base Location	Q Search						
Training Level	Clinical Neonatology/Neonatal-Perinatal						
Trainee Type	Medicine am						
Training Status	Neonatal-Perinatal Medicine Administrative Inac						
	Administrative Inac						
	3: click clear, d the apply.						
	Surgery am Advanced Laparoscopic General Surgery evic						
	Advanced Minimally Invasive Surgery						
Created Clear	Apply × Close						

Select the learner and choose "+ add". This will add the learner to the event:

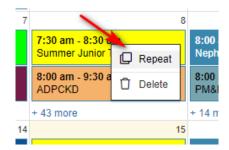
Event Details	Participants	Presenters	Resources	Summary		Print Event Details
User Role	Trainee		~			
Filter Tra	inees					
Abalkhail, Y	azeed					
Q Search					SELECT ALL	DESELECT ALL
🔽 Abal	khail, Yazeed					A
Abd	ali, Daniyal					
Abd	ali, Talal					
Abd	elhaq, Rawan					
Abd	in, Rawand					
Abd	ou, Aya					
Abu	Halimah, Jala	al Hamoud A				•
Created by Kelly	Binkle on 18-I	Mar-2020 09:1	8pm		+	Add 🖉 Cancel





### HOW TO REOCCUR AN EVENT

Events typically take place weekly for the entire academic year. To reoccur an event, right click on an event and choose "repeat":



Select the dates that you would like to reoccur the event and then select "+ Create Events":

C Repeat Event						×
			July 2020			»
Su 6	Мо	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
3 12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 nt
0 2	3	4	5	6	7	8
					+ Create Even	ts 🗙 Close





## **ADDITIONAL TABS IN AN EVENT**

- 1. **Presenter**: choose a presenter name and click add. Once a presenter is added, the presenter evaluation will automatically send out to all participants to complete.
- 2. **Resources**: any documentation required for the event can be added to this tab. It will be available for all learners to view once uploaded.
- 3. **Summary**: displays a summary of all evaluations that were sent out for the event. Click on "view more details" to view the evaluations in the evaluation dashboard.

Event Details Participants Presenters Resources Summary	🛯 Print Event Detail		
Evaluations			
Evaluation of an Academic Event: CBL/PBL Q	No Evaluations Generated		
Evaluation of an Academic Event: Journal Club Q	No Evaluations Generated		
Evaluation of an Academic Event: Grand Rounds, AHD Lecture/Didactic $~~\mathbf{Q}$	No Evaluations Generated		
Presenter Evaluation			
Presenter Evaluation - Academic Event Q	38% Completed		
	View More Details		

# **QUESTIONS?**

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca