

How to Navigate the Event Manager

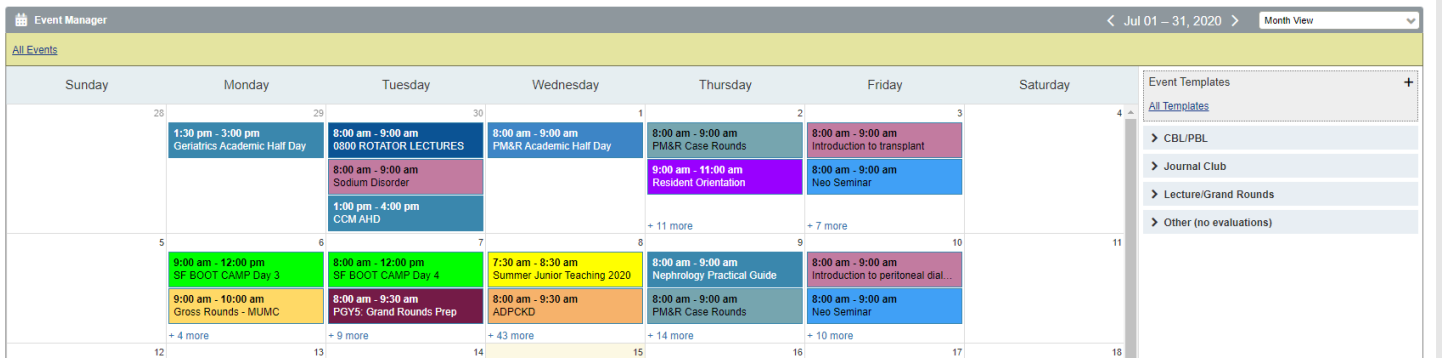
Target Audience: Administrators

Updated *July 15, 2020*

WHAT IS THE EVENT MANAGER

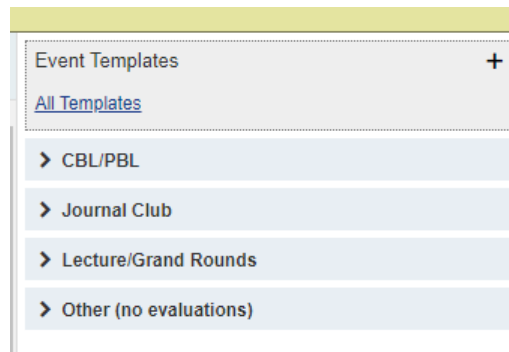
The event manager contains all events that occur within Programs. These can include academic half days, journal clubs, ground rounds, or extracurricular events taking place within a program.

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



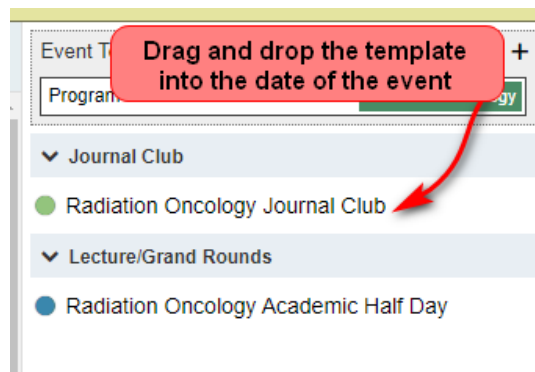
EVENT TEMPLATE

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.

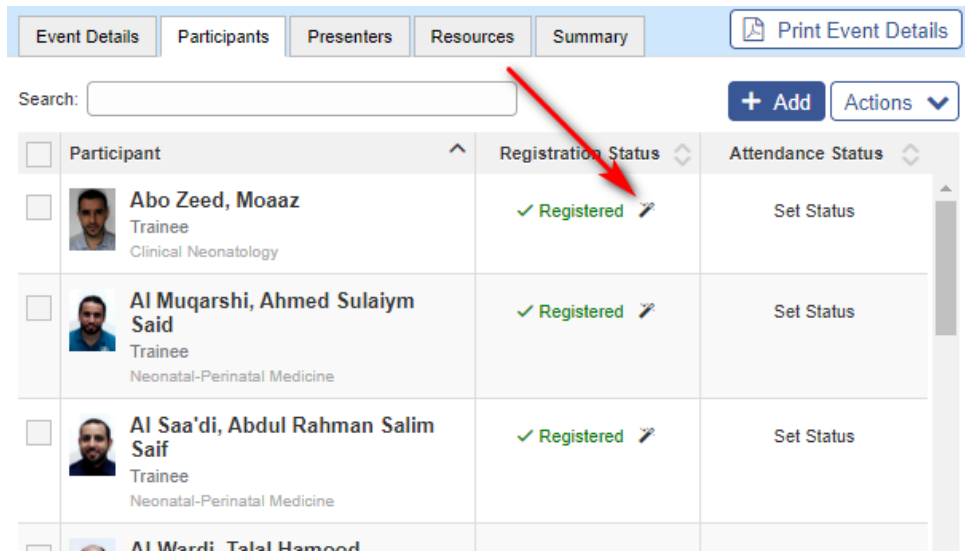


For more information on how to create a template, please find the user documentation called "How to Create A Template" on the MedSIS website - www.healthsci.mcmaster.ca/medsis.

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:

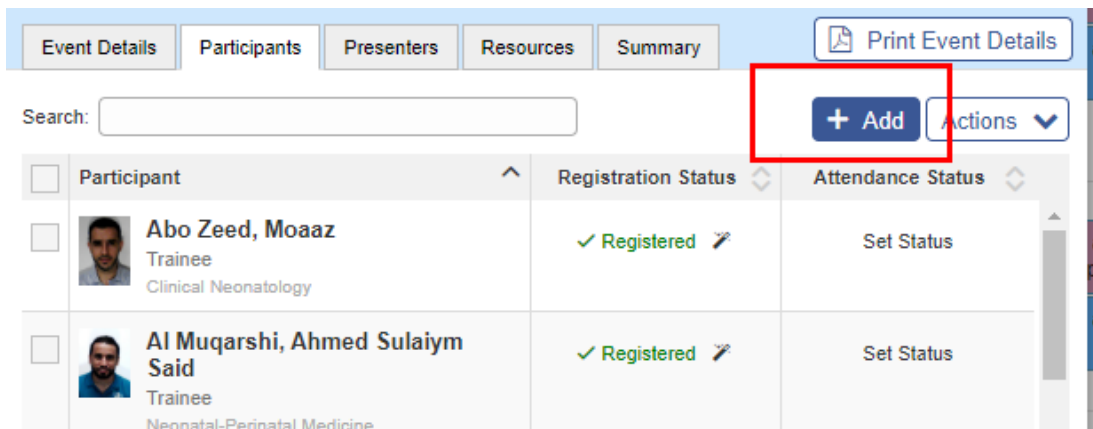


Double click on the event to see the details. The “participants” tab will auto register all learners who will attend the event based on the template. The wand beside a learner’s name indicates that they were auto registered into the event.

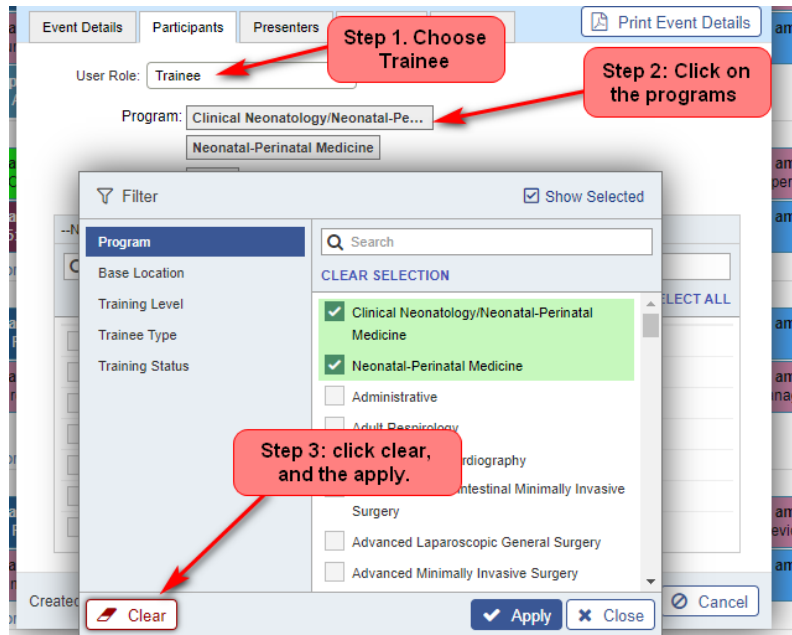


ADD A LEARNER MANUALLY INTO EVENT

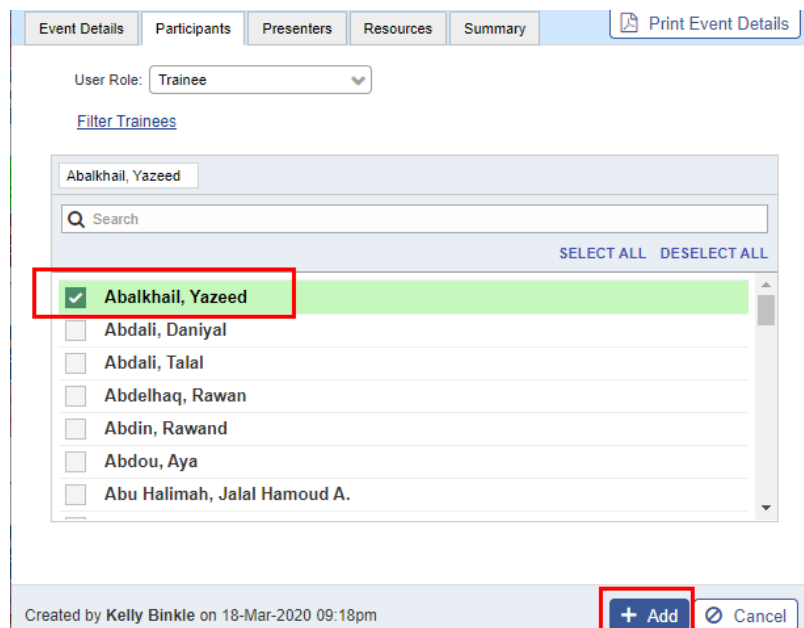
Sometimes there will be off service learners rotating through your program that a required to attend your academic half day. To manually add a learner into an event, click the “+ add” button under the “participants” tab:



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

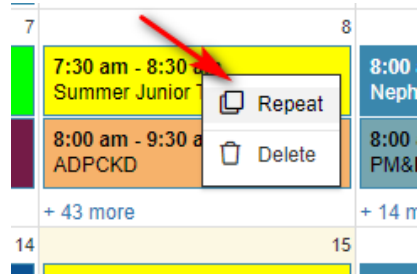


Select the learner and choose “+ add”. This will add the learner to the event:

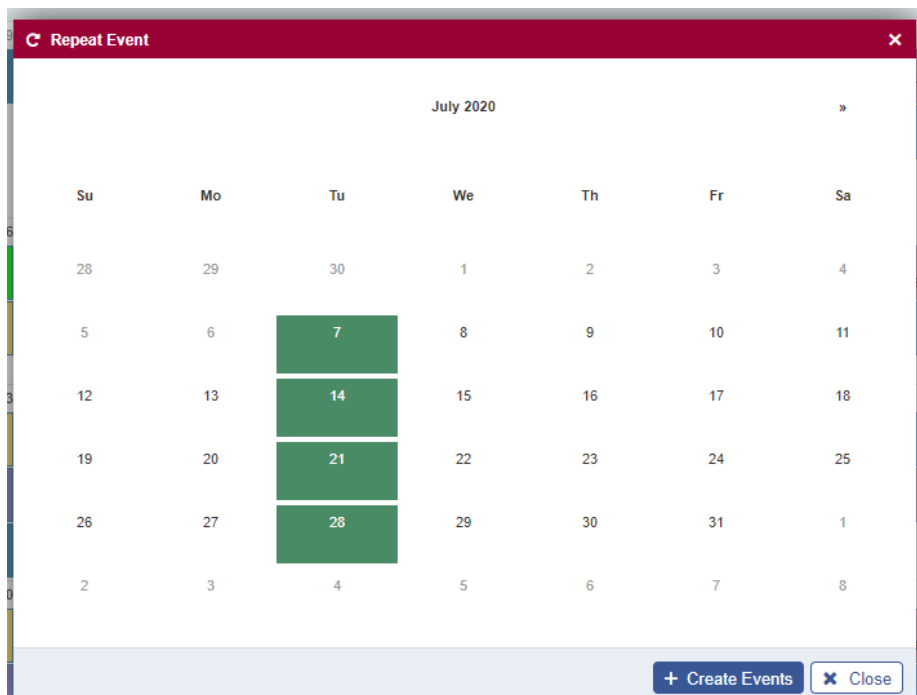


HOW TO REOCCUR AN EVENT

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

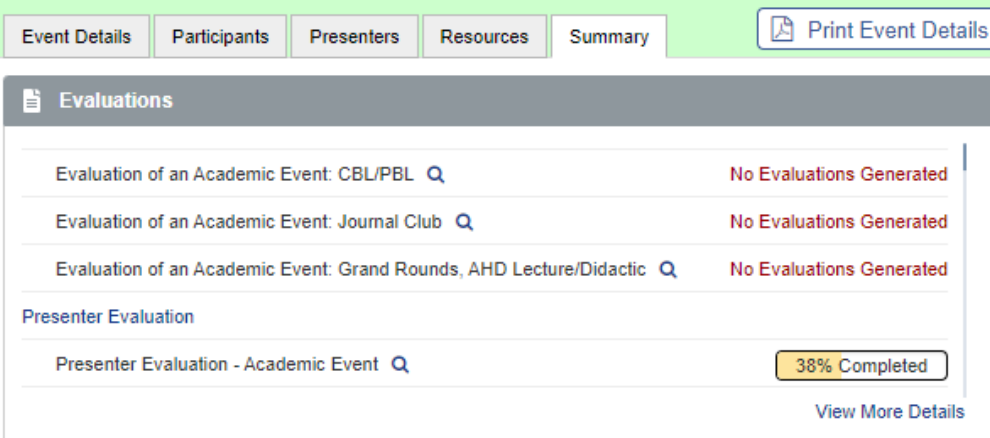






Select the dates that you would like to reoccur the event and then select “+ Create Events”:



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 Details
Evaluations					
Evaluation of an Academic Event: CBL/PBL 				No Evaluations Generated	
Evaluation of an Academic Event: Journal Club 				No Evaluations Generated	
Evaluation of an Academic Event: Grand Rounds, AHD Lecture/Didactic 				No Evaluations Generated	
Presenter Evaluation					
Presenter Evaluation - Academic Event 				38% Completed	
View More Details					

QUESTIONS?

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