



# USER MANUAL – ADDING ROTATIONS TO SCHEDULE

## **TARGET AUDIENCE: ADMINISTRATORS**

Updated November 28, 2023





## **ADDING NEW ROTATIONS**

To access the rotation schedule, click on the menu item called Rotation Schedule then click on Learner Schedule.

Home > Dashboard							
	Student Registration	Learner Registration	Course/Rotation Schedule				
Home > Course/Rotation Schedule > Schedules							
E Course/Rotation Schedules							
Search:							
Name							
Learner	Schedule						
-							

**NOTICE:** As of the retooling updates to the schedule in early 2023, the drag and drop feature will only work on currently active blocks.

#### Are the blocks blank?

**Step 1:** Drag across any whitespace in the schedule to create a rotation from scratch. Drag and drop will not work when there are no active blocks.



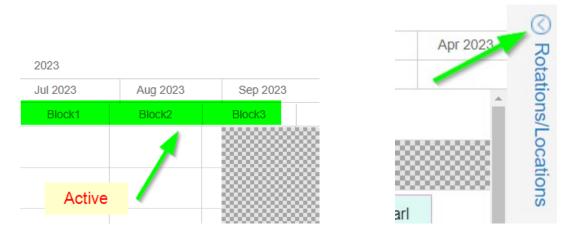




Sep 2022	Oct 2022	Nov 2022				
niatry (Adol and C	hild) - MCH 🖌	CL - RJCH				
		E				
Bla	nk	I				
Child and Adolescent Ps						
Rotation Supervisor	rs Calendar	Alerts Evaluatio	Enter these 3			
Learner Program*:	Select	~	fields to save rotation			
Rotation Program*:	Select	►	Rotation*:Sele	ct 🗸		
Service:	Select	~	Format:Sele	ct 🔹		

### Are the blocks active?

**Step 1:** Click on Rotations/Locations on the right side of the schedule to view a list of all rotations available to your program.



**Step 2:** Click on the program and then the rotation to have the dropdown for locations appear.

**Step 3:** Drag and drop the location into the correct block in the schedule.





Rotations/Locations					
Filter					
😲 Fellowship					
> 🔮 Cardiac Surgery					
> & Cardiovascu Drag and drop	- 1				
> V MCS/Trans	- 1				
> 🦞 PEAP Cardiac Surgery					
> ᠑ Pediatric Cardiac Surgery					
√ 𝔥 Research					
🖪 Hamilton					
🖪 Hamilton General Hospital					
C International					
I Trillium Health Centre					

**Step 4:** Double click on the rotation to update the details.

#### NOTE: Please ensure that the following fields of each rotation are filled out:

- Trainee Program
- Rotation Name
- Service
- Rotation Format
- Primary Location
- Start/End Date

If any of these fields are missing, the ITER will not go out at the end of rotation.

### **QUESTIONS?**

If you have any questions or difficulties with this process, please submit a JIRA ticket.