



How to Assign Trainees to an Academic Coach

TARGET AUDIENCE: PROGRAM ADMINISTRATORS Updated June 17, 2020





1. From the MedSIS home page, click the Curriculum button.



2. From the menu on the left, select Academic Coach. Click Add New.

| 💣 Home 🏪 Program Curriculum | i∃ Academic Coach | Total: 0 |
|--------------------------------|-------------------|----------|
| Learner Curriculum | Q Search X | Add New |
| Academic Coach | No data found! | |

3. Select an Academic Coach from the drop down list. Click Save. If the coach does not exist please contact <u>medsis@mcmaster.ca</u>

| 🖋 Academic Co | ach | \$ | \$ |
|---------------|-------------------|-----------------|----|
| Coach*: | Cullimore, Amie J | ~ | |
| | | 🖹 Save 🗶 Cancel |] |

- 4. There are two options for assigning trainees to a Coach. 'Add User' allows you to assign a single trainee to a Coach. 'Bulk Assignment' allows you to assign multiple trainees to a Coach.
 - a. NOTE: The Add user functionality is currently not working. In the interim please use the bulk assignment feature.



| | | | | | | | _ |
|-------------------|--------------|---|--------------|-------------------------|------------|--------------------------------------|--------|
| Abdul Wahab, Mu | zafar Gani | | | | | | |
| Type: Academic Co | ach | | | | | | |
| Email: abdulwmg@ |)mcmaster.ca | | | | | | |
| Department: Pedia | itrics | | | | | | |
| | | | | | C view | | ack |
| | | | | | | 💙 🔯 Bulk Assignm | nent |
| | | | | | | + Add Us | ser |
| Name | | | | | Start Date | End Date | |
| Bulk Assignme | ent | | | | × | | |
| Effective Date: | 01-Jun-2020 | < | This coach v | vill gain access to the |) | dae4You Corporation All rights res | arvad |
| Expiry Date: | | | resident's | data as of this date | | uger rou corporation. Air rights res | sived. |
| | | | | | | | |
| | | | | | | | |
| Role: | Trainee | | | | ~ | | |
| Users*: | Select | | | | | | |
| | Q Search | | | | | | |
| | | | | SELECT ALL DESELECT | ALL | | |
| | - | | | | | | |
| | Trainee | | Multi-select | he trainees | | | |
| | Trainee | | hat this coa | ach should | | | |
| | | | have ac | cess to | | | |
| | Trainee | | nare ac | | | | |
| | | | | | | | |
| | Trainee | | | | | | |
| | Trainee | | | | | | |
| | | | | | | | |
| | | | | > 🖺 Save | X Cancel | | |
| | | | | | | | |

5. After you click save the list of trainees assigned to the Academic Coach will display.

| Abdul Wahab, Muzafar Gani | | |
|-----------------------------|----------------|-----------------|
| Type: Academic Coach | | |
| Email: abdulwmg@mcmaster.ca | | |
| Department: Pediatrics | Q View Details | Delete C Back |
| | | Bulk Assignment |
| iΞ Trainee | | + Add User |
| Name | Start Date | End Date |
| | 01-Jan-2020 | |

QUESTIONS?

Mc

University

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