

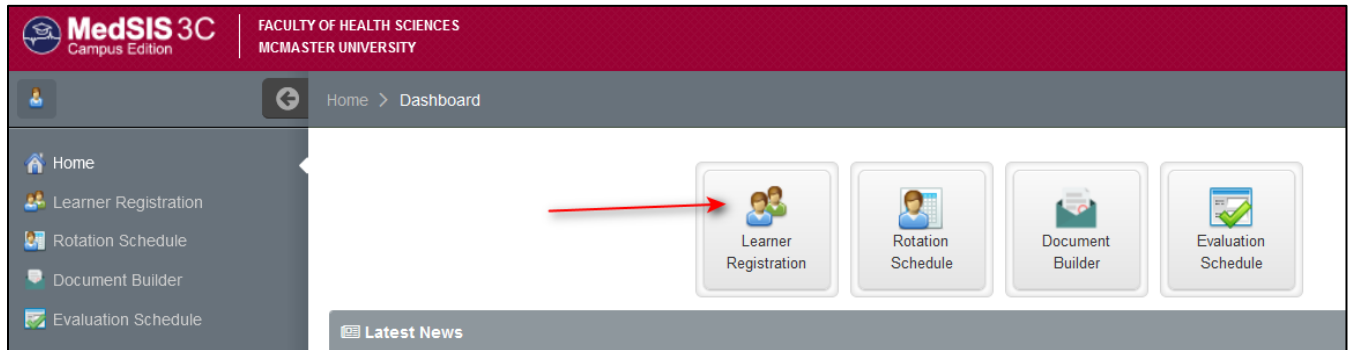
User Guide – How to Search and Export Learners

Target Audience: Administrators

Updated *September 28, 2022*

SEARCHING LEARNERS

1. From the Homepage of MedSIS, click on Learner Registration



2. Select filters according to your preferences/program needs
3. Save Filter (this will save the filter for the next time you visit MedSIS, so it doesn't need to be set again)

Save Filter ← Save filter will save selected options for next time

Last Name: Student #:
First Name: Known By:

Registration

Training Session: 2022 - 2023 Legal/Visa Status: --Select--

Learner Status: Draft Historical New Returning
 Withdrawn N/A

Learner Type: Trainee Elective N/A Student

Registration Status: Pre-Registered Registered Ready
 Not-Ready Withdrawn N/A
 Registered - Not in good standing LOA
 Ext to Clerkship De-Registered PhD
 Admission Deleted Permanent withdrawal
 Temporary withdrawal

Training

Approval Status: Approved Training Completion Status: --Select--
Training Status: --Select-- Training Status Detail: --Select--
Program: **FHS Nursing** Training Level Type: --Select--
Training Level: --Select-- Training Start Date: From - To

← Set filters how you like them

← Be sure to select Program(s)

4. Individually select learner profiles to view, or select all learners at once. The total number of selected learners will appear on the top right.

Home > Learner Registration > Learner Search

Registration Info: Training Session: 2022 - 2023 Learner Type: Student Registration Status: Registered,Pre-Registered,Not-Ready,Ready,Withdrawn,Registered - Not in good standing,LOA,Permanent withdrawal,Temporary with...

Program: FHS Nursing

Selected: 1508 Total: 1508

Print Documents Export View Profile

Name	Student #	OPHRDC #	Learner Status	Default Email	Registration Status
Abbasi, Mashal	400353426	920014700	New Student	abbasm41@mcmaster.ca	Registered
Abdelaal, Pasant	400336690	920014887	New Student	abdelaap@mcmaster.c	Registered
Abdulkadir, Hamdi	400095364	920015285	New Student	abdulkah@mcmaster.c	Registered
Abdulle, Hanan	400333287	920014888	New Student	abdulh21@mcmaster.c	Registered
Abdulraheem, Baneen	400369060	920014949	New Student	abdulrb@mcmaster.ca	Registered
Abejo, Joeahanna	400353739	920014701	New Student	abejoj@mcmaster.ca	Registered

- Upon reviewing individual learner profiles, most important data such as email, MacID, year level, campus, grad year etc. can be found in the top of the header.
- If you need more specific data, or to update data, go to each of the menu items on the left hand side.

MedSIS 3C Campus Edition FACULTY OF HEALTH SCIENCES MCMASTER UNIVERSITY

Michelle Buchner Home > Learner Registration > Learner Profile > Training Lines 1 out of 1508

Abbasi, Mashal (Mashal)

OPHRDC #: 920014700, Student #: 400353426

Year 4, FHS Nursing, Nursing, 01-Sep-2022 / 31-Aug-2023

Email: abbasm41@mcmaster.ca

Grad Year: 2023

Campus: Conestoga

Registered Active

Initial View Personal Info Contact Info Training Lines

Review Learner Info on each menu item

Most important learner data can be found in the header

+ Add Training

Session 2022 - 2023 - Current New Student Registered Download Edit Registration

Program	Training Level	Training Status	Start Date	End Date	Type	Campus	FTE	Approval Status
Nursing	Year 4	Active	01-Sep-2022	31-Aug-2023	Student	Conestoga	1	Approved

Session 2021 - 2022 New Student Registered Download Edit Registration

Program	Training Level	Training Status	Start Date	End Date	Type	Campus	FTE	Approval Status
Nursing	Year 3	Active	01-Sep-2021	31-Aug-2022	Student	Conestoga	1	Approved

Session 2020 - 2021 New Student Registered Edit Registration

Program	Training Level	Training Status	Start Date	End Date	Type	Campus	FTE	Approval Status
Nursing	Year 2	Active	01-Sep-2020	31-Aug-2021	Student	Conestoga		Approved

EXPORTING LEARNERS

- From the Learner Registration > Learner Search page, use the filters to refine search for the export required (e.g. if you only want to export Year 2 learners, use the filters to select Year 2 only). Click Search once your filters have been set.

Home > Learner Registration > Learner Search

Learner Search

Save Filter Search Clear

Last Name: Student #:

First Name: Known By:

Registration

Training Session: 2022 - 2023 Legal/Visa Status: --Select--

Learner Status: Draft Historical New Returning
 Withdrawn N/A

Learner Type: Trainee Elective N/A Student

Registration Status: Pre-Registered Registered Ready
 Not-Ready Withdrawn N/A
 Registered - Not in good standing LOA
 Ext to Clerkship De-Registered PhD
 Admission Deleted Permanent withdrawal
 Temporary withdrawal

Training

Approval Status: Approved Training Completion Status: --Select--

Training Status: --Select-- Training Status Detail: --Select--

Program: FHS Nursing Training Level Type: --Select--

Training Level: Year 2 Training Start Date: From - To

Training End Date: From - To As of Date:

Termination Date: From - To

Use filters to refine search

2. Select All. Review # of learners selected on the top right. This is how many learners will be included in the export, based on the filters defined in Step 1.

Home > Learner Registration > Learner Search

Registration Info: Training Session: 2022 - 2023 Learner Type: Student Registration Status: Registered,Pre-Registered,Not-Ready,Ready,Withdrawn,Registered - Not in good standing,LOA,Permanent withdrawal,Temporary withdrawal,N/A Approval Status: Approved Program: FHS Nursing Training Level: Year 2

Learner Search **Select All** Selected: 369 Total: 369

Search: Print Documents Export View Profile

<input checked="" type="checkbox"/>	Name	Student #	OPHRDC #	Learner Status	Default Email	Registration Status
<input checked="" type="checkbox"/>	Abdulraheem, Baneen	400369060	920014949	New Student	abdulrb@mcmaster.ca	Registered
<input checked="" type="checkbox"/>	Abel-Ajilore, Chelsea (Olushola)	400426464	920014847	New Student	abelajio@mcmaster.ca	Registered
<input checked="" type="checkbox"/>	Abraham, Emma	400382359	920015045	New Student	abrahe5@mcmaster.ca	Registered
<input checked="" type="checkbox"/>	Abu-Aita, Shahed	400399269	920015256	New Student	abuaitas@mcmaster.ca	Registered
<input checked="" type="checkbox"/>	Adebayo, Ayomide	400383163	920015160	New Student	adebaa4@mcmaster.ca	Registered

3. Select only the fields you want to include on the export file > Click Export.

Learners Export [X]

Please select the training period and the fields to be exported.

As of current date Training Session All [v]

Learner Info

<input checked="" type="checkbox"/> Learner Name	<input checked="" type="checkbox"/> Student #
<input type="checkbox"/> OPHRDC #	<input type="checkbox"/> Hospital Employee #
<input type="checkbox"/> MINC #	<input checked="" type="checkbox"/> Mac ID
<input type="checkbox"/> CPSO #	<input checked="" type="checkbox"/> DOB
<input type="checkbox"/> CMPA #	<input checked="" type="checkbox"/> Gender
<input checked="" type="checkbox"/> Default Email	<input type="checkbox"/> Legal Status
<input checked="" type="checkbox"/> Current Living Residence	<input type="checkbox"/> Mailing Address
<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Emergency Contact
<input checked="" type="checkbox"/> Learner Status	<input checked="" type="checkbox"/> Known By

Training Info

<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Base Program
<input type="checkbox"/> Training Level Type	<input checked="" type="checkbox"/> Training Level

[Export] [Close]

Select only the fields you want to include on the export file

QUESTIONS?

If you have any questions or difficulties with this process, please submit a ticket at medsishelp.mcmaster.ca