

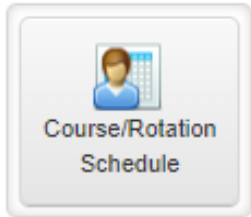
USER MANUAL – COURSE/ROTATION SCHEDULE FILTERS

TARGET AUDIENCE: ADMINISTRATORS

Updated August 24, 2023

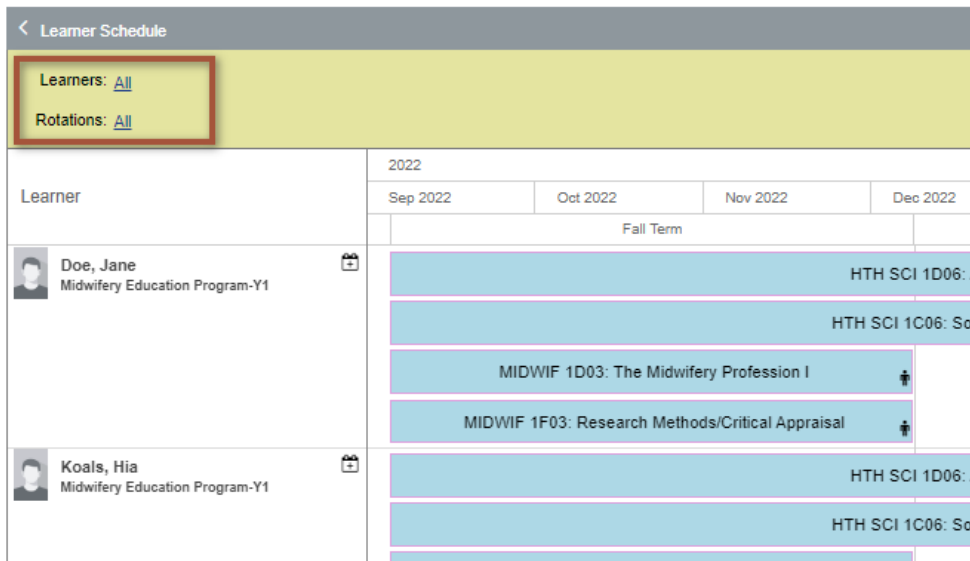
COURSE/ROTATION SCHEDULE

To access the course/rotation schedule, you must access the Learner Schedule. Click on the menu item called Course/Rotation Schedule. Then click on Learner Schedule.

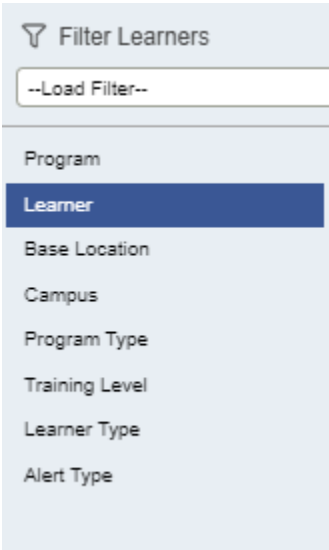


Filter Functionality

There are two main filters to utilize in order to change your view of the rotation schedule - Learner and Rotation filter.



Learner Filter Options:



Filter Learners

--Load Filter--

Program

Learner

Base Location

Campus

Program Type

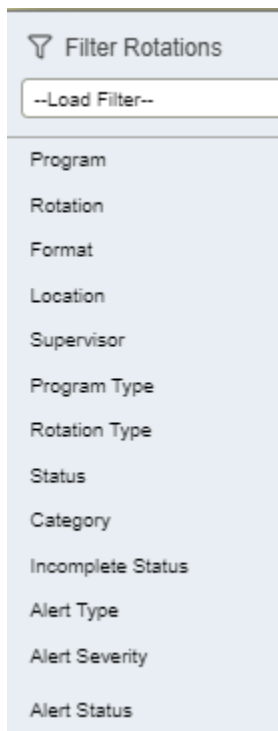
Training Level

Learner Type

Alert Type

- **Program** - Use this filter to see specific programs or if you are scheduling trainees for one of your programs.
- **Learner** – Use this filter to search a specific learner.
- **Base Location** - Use this filter to see specific learners from a required base location
- **Campus (Applicable to only FHS Programs/UGME)** - Use this filter to see specific learners from a campus
- **Program Type (Applicable to only PGME)** – Option to choose INTERNAL or EXTERNAL trainees
 - INTERNAL – view your internal residents
 - EXTERNAL - view off-service residents coming to your rotation
- **Training Level** – Use this filter if you would like to look up trainees in specific levels
- **Learner Type** – option to select ELECTIVE or TRAINEE.
 - ELECTIVE – to view external elective learners
 - TRAINEE – to view only McMaster trainees
- **Alert Type** – option to select a course/rotation alert

Rotation filter options:

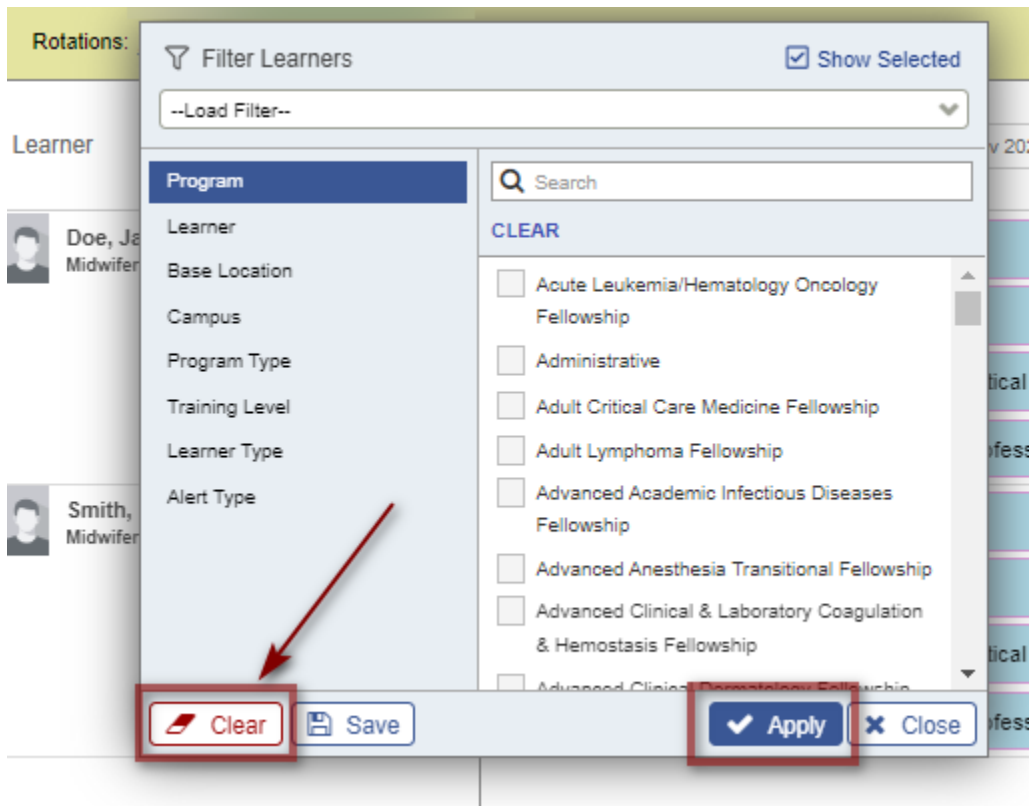


- **Program** - Use this filter to view rotations within certain programs (ex: FM admins displaying all rotations scheduled for her residents in Pediatric program)
- **Rotation** – Use this filter to view specific rotations
- **Format** - Use this filter to view only core, elective, private practice, etc.
- **Location** – Use this filter to view all trainees rotating through a specific location.
- **Supervisor** – Use this filter to view all rotations that have that specific supervisor assigned to the rotation.
- **Program Type (Applicable to only PGME)** – Option to choose INTERNAL or EXTERNAL trainees
 - INTERNAL – view your internal residents
 - EXTERNAL - view off-service residents coming to your rotation
- **Rotation Type** – Multi-site versus Single-site
- **Status** – Use this filter to view all published rotations, or all deleted rotations.
- **Category** - Use this filter to view which rotations have the following categories selected:
 - No Rotation Evaluation
 - No Rotation ITER
 - No Transcript
 - Repeat Rotation

- **Incomplete Status** – filter on rotations that are incomplete. This will auto filter when using the “incomplete rotations” alert at the top of the rotation schedule.
- **Alert Type**– filter on rotations by alert type
- **Alert Severity** – filter on rotations by alert severity.
- **Alert Status** – filter on rotations that are incomplete. This will auto filter when using the “incomplete rotations” alert at the top of the rotation schedule.

Clearing Filters

Click on the “Clear” button in the filter option to clear all filters:



QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

User Guide: [How to Submit a Ticket](#)