

User Manual – Copying Courses/Rotations

TARGET AUDIENCE: ADMINISTRATORS

Updated August 24, 2023

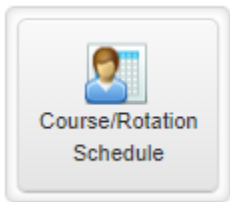
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Accessing the Learner Schedule

To copy rotations, you must access the Learner Schedule. Click on the menu item called Course/Rotation Schedule. Then click on Learner Schedule.

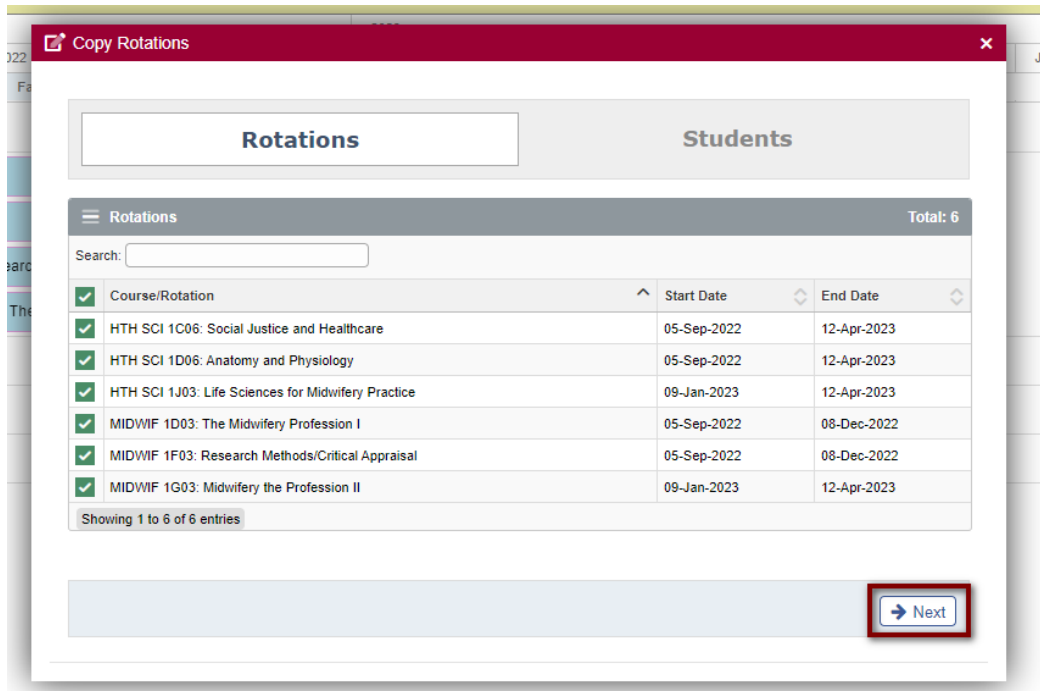


Copying Courses/Rotations

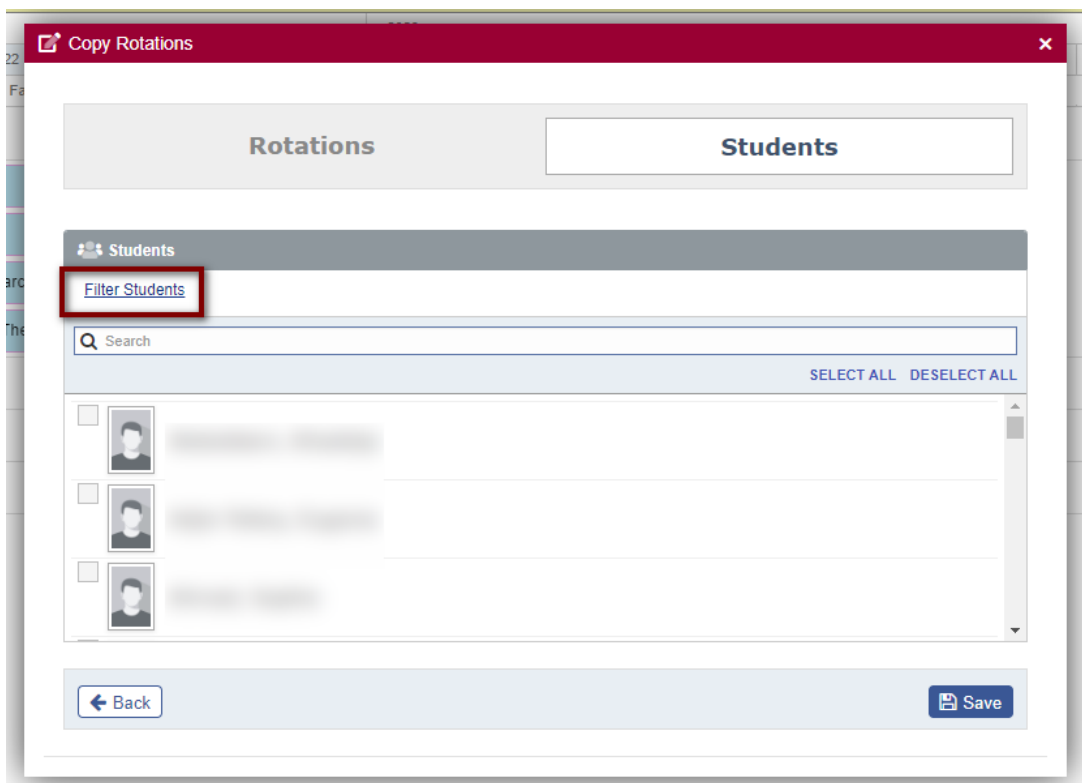
Step 1: Locate the course/rotation in the learner’s schedule you wish to copy. Select the copy icon to the right of the learner’s name.

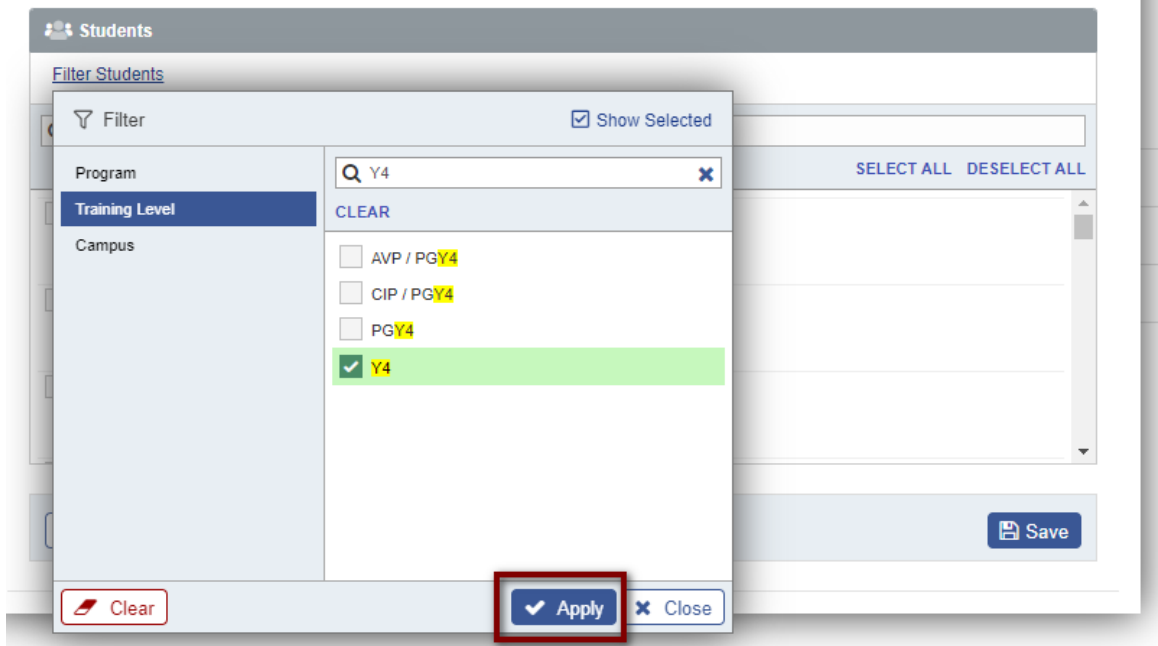
Learner	2022				
	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023
	Fall Term				
 Doe, Jane Midwifery Education Program-Y1					
 Koals, Hia Midwifery Education Program-Y1					
 Moore, Chen Midwifery Education Program-Y1					
 Patel, Nina Midwifery Education Program-Y1					
 Smith, Nick Midwifery Education Program-Y1					

Step 2: Select which courses/rotations you want to copy to other learners and click Next. *Tip: To select all, click the box at the very top, next to the "course/rotation column."*

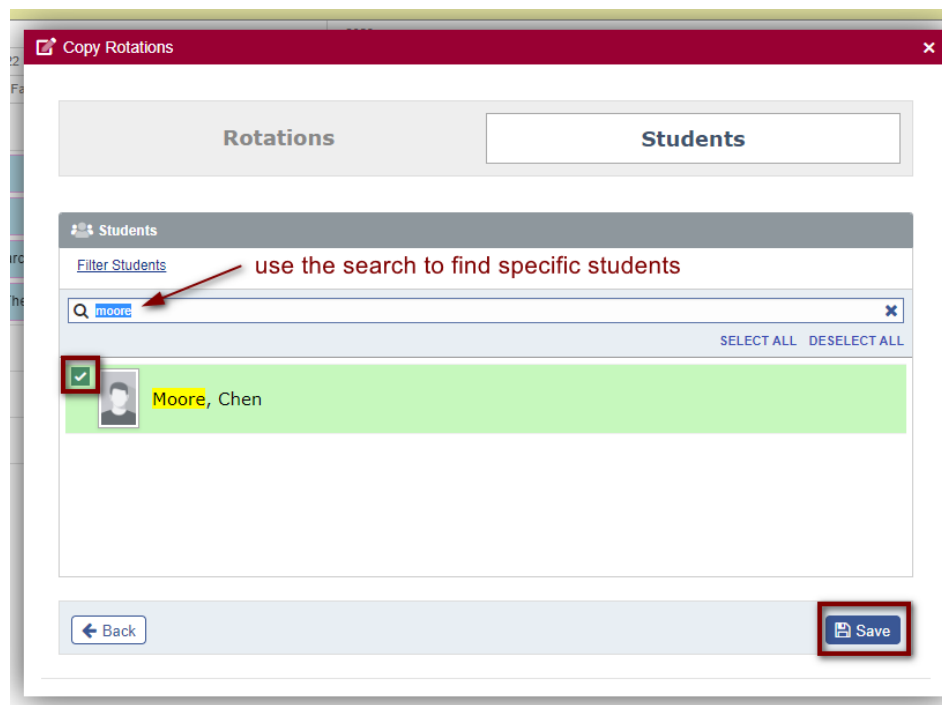


Step 3: Use the filters to refine your search (for example, if you want to copy this course/rotation to only Year 4 learners, please use the filters to select only Year 4).





Step 4: Select the learners you wish to copy the previously selected courses/rotations to. Use the search bar to find specific students. If copying to all those in the list, click “Select All” on the right-hand side. Once done, click Save.



Step 5: Review the copied course/rotations in the schedule!

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](#)