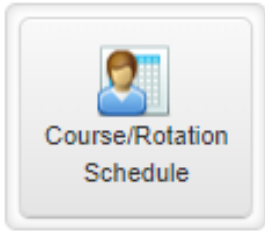# USER MANUAL – HOW TO EXPORT COURSES/ROTATIONS

TARGET AUDIENCE: ADMINISTRATORS

Updated August 24, 2023

Exporting Courses/Rotations

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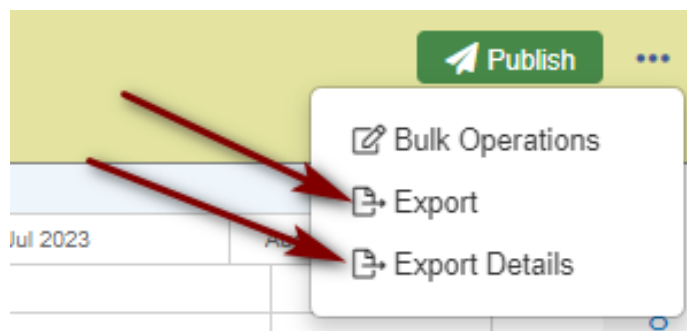

Step 1: Use the "Learners" and "Rotations" filters to refine which courses/rotations are appearing in the schedule.

Step 2: Click on the 3 dots located on the right-hand side of the yellow filter panel and select either:

1. Export
2. Export Details.

Export vs. Export Details:

1. Export – creates a rotation schedule within excel.

| Learner Schedule | | | | | | | | | | | Date : 26 May 2023 | | |

Learner	Program	Level	Blocks	27-Sep-2022 - 24-Oct-2022	25-Oct-2022 - 21-Nov-2022	22-Nov-2022 - 19-Dec-2022	20-Dec-2022 - 16-Jan-2023	17-Jan-2023 - 13-Feb-2023	14-Feb-2023 - 13-Mar-2023	14-Mar-2023 - 10-Apr-2023	11-Apr-2023 - 08-May-2023
Doe, Jane 40000001	BHsc - MEP	Y1	09-01-2022 - 08-31-2023		HTH SCI 1D06: Anatomy and Physiology						
					HTH SCI 1C06: Social Justice and Healthcare						
				MIDWIF 1F03: Research Methods/Critical Appraisal			HTH SCI 1J03: Life Sciences for Midwifery Practice				
				MIDWIF 1D03: The Midwifery Profession I			MIDWIF 1G03: Midwifery the Profession II				
Smith, Nick 40000003	BHsc - MEP	Y1	09-01-2022 - 08-31-2023		HTH SCI 1D06: Anatomy and Physiology						
					HTH SCI 1C06: Social Justice and Healthcare						
				MIDWIF 1F03: Research Methods/Critical Appraisal			HTH SCI 1J03: Life Sciences for Midwifery Practice				
				MIDWIF 1D03: The Midwifery Profession I			MIDWIF 1G03: Midwifery the Profession II				

2. Export Details – Exports the rotation details into an excel sheet, where the data can be manipulated.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P
ID	Program	Level	Learner Type	Last Name	First Name	Birth Date	Student Number	CPSO	Address	Student Email	Telephone	Training Start Date	Training End Date	Base Hospital Code
	BHsc - ME	Y1	Student	Doe	Jane	11-Aug-20	40000001			learneremail1@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Doe	Jane	11-Aug-20	40000001			learneremail1@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Doe	Jane	11-Aug-20	40000001			learneremail1@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Doe	Jane	11-Aug-20	40000001			learneremail1@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Doe	Jane	11-Aug-20	40000001			learneremail1@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Doe	Jane	11-Aug-20	40000001			learneremail1@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Smith	Nick	09-Jun-19!	40000003			learneremail5@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Smith	Nick	09-Jun-19!	40000003			learneremail5@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Smith	Nick	09-Jun-19!	40000003			learneremail5@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Smith	Nick	09-Jun-19!	40000003			learneremail5@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Smith	Nick	09-Jun-19!	40000003			learneremail5@n		01-Sep-20	31-Aug-20	
	BHsc - ME	Y1	Student	Smith	Nick	09-Jun-19!	40000003			learneremail5@n		01-Sep-20	31-Aug-20	

Step 2: The icon beside the selected action will spin, indicating the files are being generated. Please wait a few moments for the reports to be built. The more data in the report, the longer it may take. Once done, the file will open in excel.
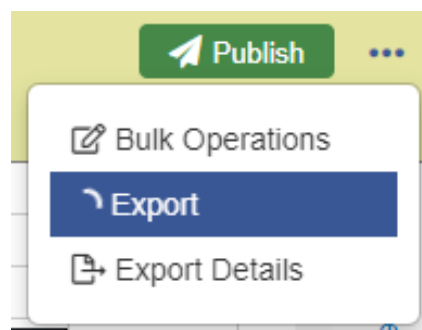
If you have any questions or difficulties with this process, please submit them through our ticketing system.

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

User Guide: How to Submit a Ticket