

User Manual – Scheduling Individual Courses for Learners

TARGET AUDIENCE: ADMINISTRATORS

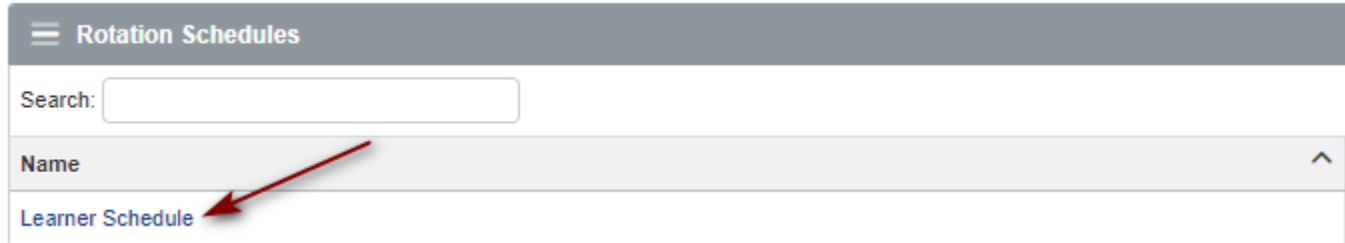
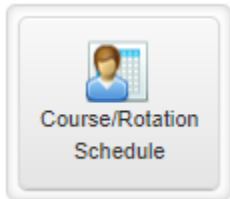
Updated August 24, 2023

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Accessing the Learner Schedule

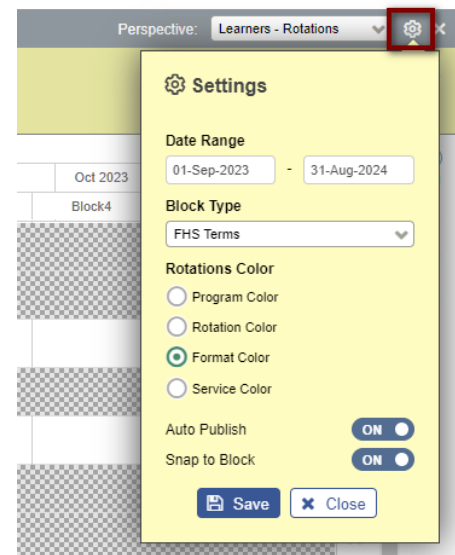
To access the learner schedule, click on the menu item called Course/Rotation Schedule. Then click on Learner Schedule.



Set Course/Rotation Schedule Dates (If applicable)

By default, the dates on the course/rotation schedule will start/end 6 months prior/after today’s date. Upon the first time that you enter the schedule, please update your dates to September 1 – August 31 of the current academic year. If your dates are already updated, they can be left alone. This means the MedSIS team set them up ahead of time.


To update, click on the gear icon in the top right corner of the rotation schedule. Update the date range to reflect the needed academic session. Please keep the block type as “FHS Terms” and the rotation colour as “Format Color”, as well as have “auto-publish” and “snap to block” switched on.

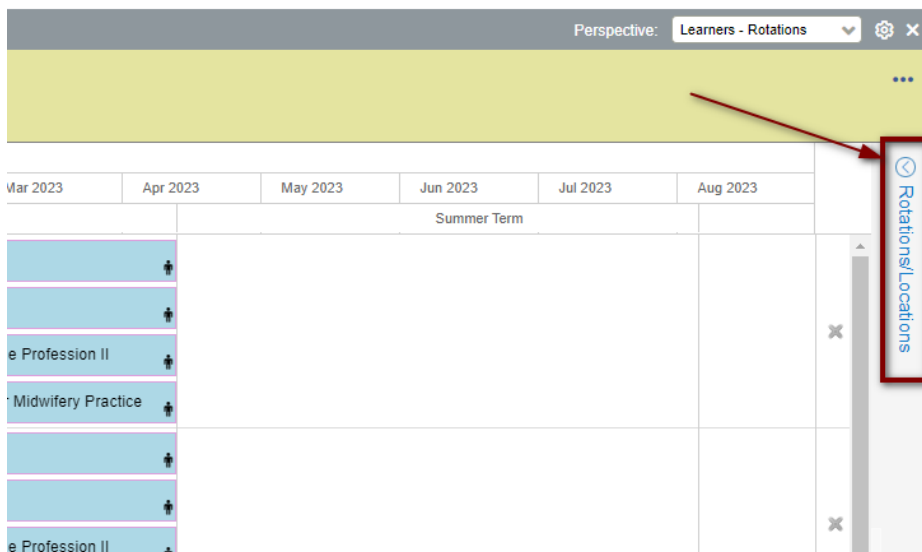


Putting Courses into Learner Schedule & Updating the Supervisor(s)

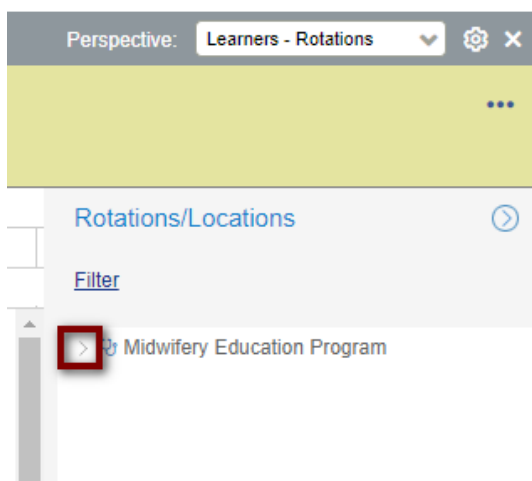
Step 1: Use the “Learners” and “Rotations” filters to refine what is appearing in the schedule. *Tip: Scheduling by year level may be easiest. Filter on a certain year and you can copy/edit an entire year level at once.*



Step 2: Locate the Course/Rotation schedule on the right-hand side. Use the  icon to expand and collapse the menu.



Step 3: Expand the Midwifery Education Program list using the arrow icon.



Step 2: Locate the Course/Rotation from the list. Click on the bracket symbol beside the course/rotation name to view the listed locations (For MEP, all will be Hamilton Region). Select Hamilton Region from the list below and drag and drop it over to the correct term.

Step 5: Drag and drop the rotation over to either the Fall term, Winter term or Spring term.

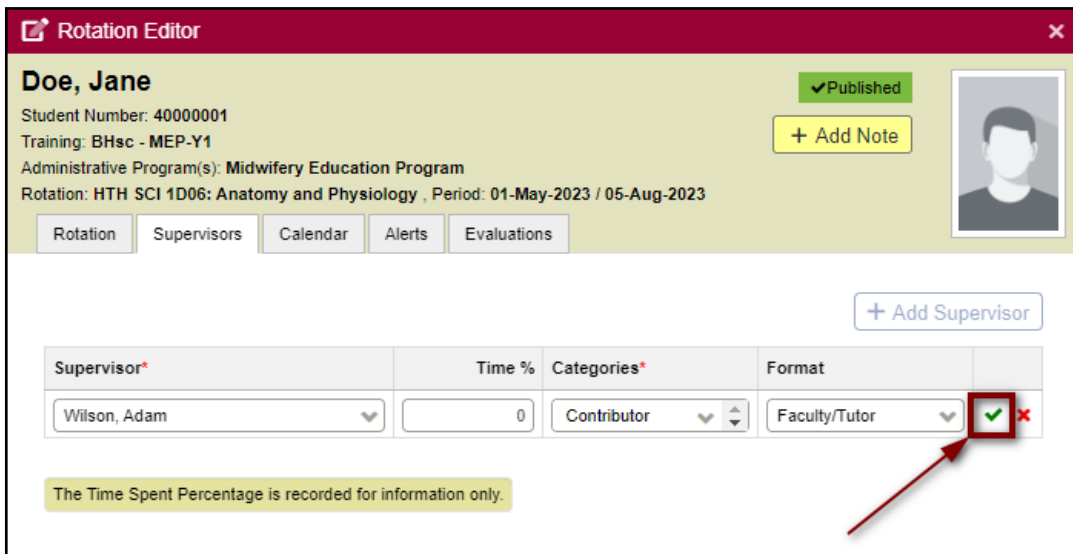
Learner	2022				2023						
	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023
Doe, Jane Midwifery Education Program-Y1	Fall Term			Winter Term			Summer Term				

Step 5: Add the supervisor.

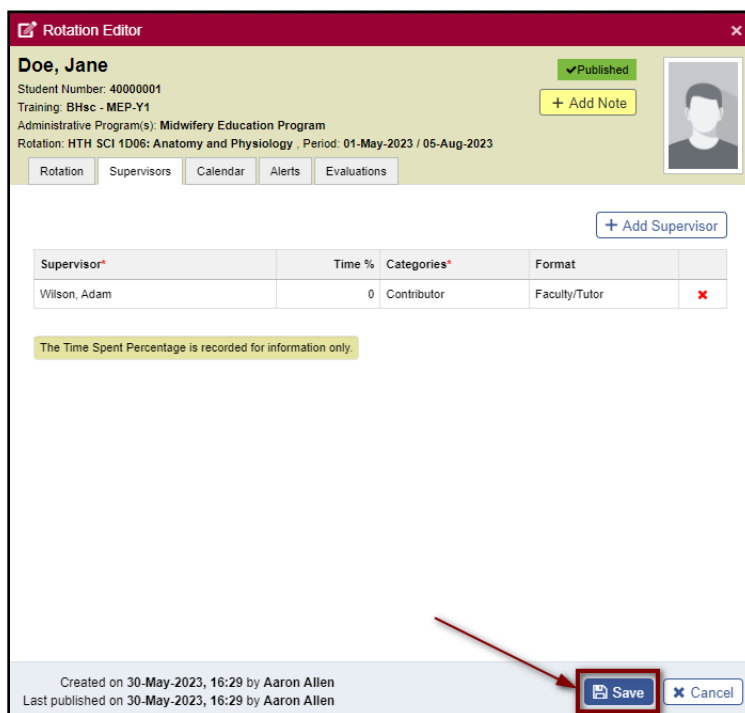
Supervisors must be added for faculty evaluations to out. Please refer to the [User Guide: Midwifery Evaluations](#) to see which supervisor categories and formats trigger which evaluations.

To add the supervisor, double click on the course/rotation to open its details. In the supervisor tab, select add supervisor and fill in the needed details. Once the details are added, click the checkmark to finalize the update.

For information concerning copying courses/rotations to other learners, please reference the (link)User Guide: Copying Courses/Rotations.



1.

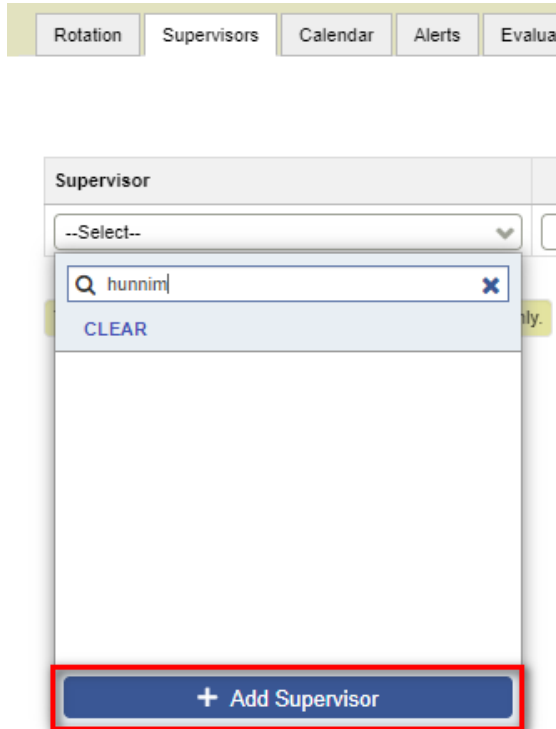


2.

Adding New Supervisors to the System

If you are searching for a supervisor and they do not appear on the list, they need to be added to the system.

1. Click on blue “+ Add Supervisor” button at the bottom of the dropdown.



2. Fill out first name, last name, CPSO (if applicable), email address and role for the supervisor.

- **Role legend:**

- Physician: This is a licensed physician. In Ontario, all physicians will have a CPSO number.
- Allied Health Professional: Any Healthcare Provider/Professional that does not have a CPSO number (Registered Practical Nurse, Physiotherapist, Chiropractor, etc.)
- Student: This is an individual currently enrolled as a student in a UGME or FHS program
- Trainee: This is an individual currently enrolled as a trainee/resident in a PGME program, including fellowships

+ Add Supervisor
×

First Name *

Last Name *

CPSO#

Email *

Role *

Select “save” and the new supervisor will appear in the rotation. This supervisor now has an account created in MedSIS. **Please do not use this field to update email addresses** for supervisors, it will create an entirely new account. For updating supervisor email addresses or names, please submit a JIRA MedSIS ticket.

Publishing Courses/Rotations

Course/Rotations must be published for learners to be able to view the rotation in their schedule and evaluations to be sent out. Your rotation schedule filter set-up to auto-publish all changes in the FHS schedules.

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](#)