



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.



E Rotation Schedules	
Search:	
Name	^
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.*

< Learner Schedule	
Learners: <u>All</u>	
Rotations: <u>All</u>	

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

				Perspective:	Learners - Rotations	~	6	≽ ×
Var 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023			() R
			Summer Term					otatio
e Profession II	*					×	Â	ins/Locations
Midwifery Pract	tice 🛉							
	+							
e Profession II	+					×	Ŀ	

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

Perspective:	Learners - Rotations	👻 🕸 🗙
 Rotations/L	ocations	\odot
Filter		
<mark>></mark> े Midwife	ry Education Program	





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.

Program	Midwifery Education Pro
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> ዘ የታ	HTH SCI 2M03: Reproductive Physiology
> 양 F	NDIG 3H03: Indigenous Medicine I: Philosophy
> _ N ዊያ F	AIDWIF 1D03: The Midwifery Profession I
। २	/IDWIF 1F03: Research /lethods/Critical Appraisal
) የታ የታ	AIDWIF 1G03: Midwifery the Profession II
> 😵 I	MIDWIF 2F03: Pharmacotherapy
। < एष	AIDWIF 2G06: Clinical Skills for Aidwifery Practice
<u> </u>	MIDWIF 2H15: Normal Childbearing
	Hamilton Region
> <mark>1</mark> 양 F	MDWIF 3A09: Interprofessional Placements
> छ ।	MIDWIF 3F03: Midwifery Issues
। ए	MDWIF 3H15: Complications and Consultation
> 1	/IDWIF 3103:Advanced Clinical

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

			2022				2023						
Learr	er		Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 20	23 May 2023	Jun 2023	Jul 2023
				Fall Tem	n			Winter Te	erm			Summer Terr	n
0	Doe, Jane Aidwifery Educatio	on Program-Y1	<u>⊕</u>										Î
			2024							_			
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	/ 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024		Program	Midwifery Educ	ation Brod
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						MIDWIF 3J06:				•	V MIDWITERY Pra	ctice	
											> HTH SCI 2M0	3: Reproductive	
											> INDIG 3H03: I	ndigenous Medic	ine I:
											9 Philosophy	2	
											> MIDWIF 1D03 V Profession I	: The Midwifery	
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				to the o	correct	dates.	· .				W MIDWIF 2H15	: Normal Childbe	aring
		L									> MIDWIF 3A09	: Interprofessiona	al de la constante de la const
											> 9t MIDWIF 3F03	Midwiferv Issue	
											> MIDWIF 3H15 & Consultation	: Complications a	and





Step 5: Add the supervisor.

Supervisors must be added for faculty evaluations to out. <u>Please refer to the User Guide: Midwifery Evaluations to see</u> 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.

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										+ Add S
Sup	ervisor*					Time %	Categories	;*	Format	
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	inite oper					ion only.				
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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.)
 - o 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 Cancel





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