

# User Manual – Copying Rotations

**TARGET AUDIENCE: ADMINISTRATORS**

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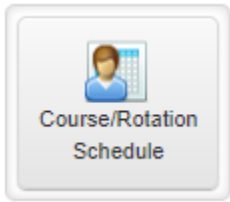
Updated December 18, 2023

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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 rotation in the learner’s schedule you wish to copy. Select the copy icon to the right of the learner’s name.

< Learner Schedule

Learners

Courses/Rotations: [All](#)

Learner	2022			
	Jul 2022	Aug 2022	Sep 2022	Oct 2022
 <b>Alison, Alison</b> alison.alison@mcgill.ca	<input type="checkbox"/>			
 <b>Alison, Alison</b> alison.alison@mcgill.ca	<input type="checkbox"/>	Cardiac Surg - HGH	Cardiac Imagin	Trauma - HGH
 <b>Alison, Alison</b> alison.alison@mcgill.ca	<input type="checkbox"/>	Fly In Call - SJHH/Charl		
 <b>Alison, Alison</b> alison.alison@mcgill.ca	<input type="checkbox"/>	Vas Surg - HGH	Vas Surg - HGH	
 <b>Alison, Alison</b> alison.alison@mcgill.ca	<input type="checkbox"/>	Clini	Acad	Op

**Step 2:** Select which 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.”*

**Courses/Rotations** **Students**


☰ Courses/Rotations Total: 13

Search:



<input checked="" type="checkbox"/>	Course/Rotation ^	Start Date ◇	End Date ◇
<input checked="" type="checkbox"/>	Cardiac Anesthesia	14-Feb-2023	13-Mar-2023
<input checked="" type="checkbox"/>	Cardiac Care Unit	09-Apr-2024	06-May-2024
<input checked="" type="checkbox"/>	Cardiac Imaging	02-Aug-2022	29-Aug-2022
<input checked="" type="checkbox"/>	Cardiac Surgery	27-Sep-2022	19-Dec-2022
<input checked="" type="checkbox"/>	Cardiac Surgery	01-Jul-2023	28-Aug-2023
<input checked="" type="checkbox"/>	Cardiac Surgery	01-Jul-2022	01-Aug-2022
<input checked="" type="checkbox"/>	Cardiac Surgery	29-Aug-2023	25-Sep-2023
<input checked="" type="checkbox"/>	Cardiac Surgery	19-Dec-2023	08-Apr-2024

[➔ Next](#)

**Step 3:** Use the filters to refine your search (for example, if you want to copy this rotation to only PGY2 learners please use the filters to select PGY2 learners)




 Copy Courses/Rotations ✕


Courses/RotationsStudents

 Students 

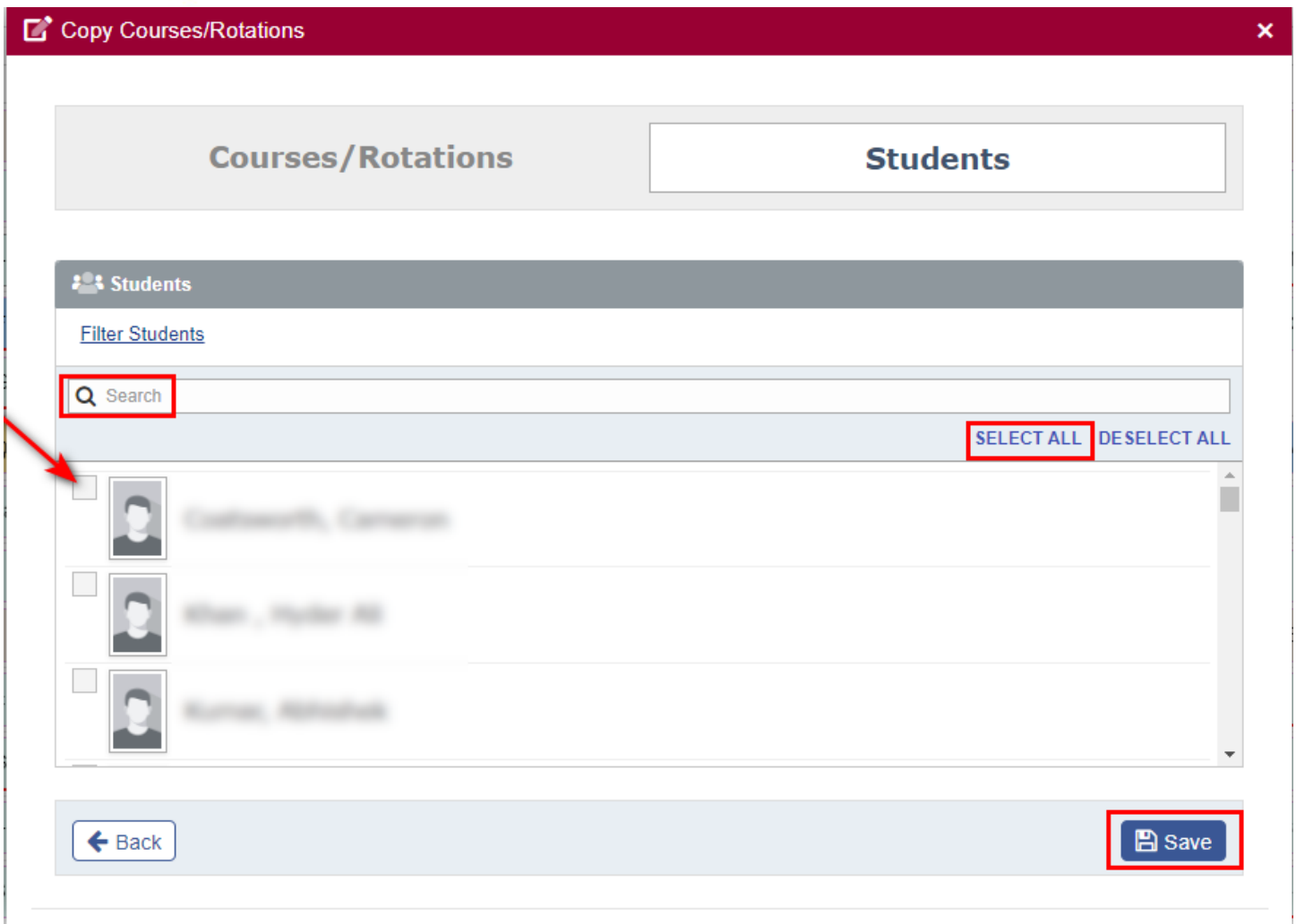
Filter Students

[SELECT ALL](#) [DESELECT ALL](#)

<input type="checkbox"/>	 <span style="font-size: small;">Lindsay, Caroline</span>
<input type="checkbox"/>	 <span style="font-size: small;">Wong, Victor M</span>
<input type="checkbox"/>	 <span style="font-size: small;">Kumar, Anshul</span>

[← Back](#) Save

**Step 4:** Select the learners you wish to copy the previously selected rotations to. Use the search bar to find specific learners. 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 rotations in the schedule!

**Some Notes:**

- If your auto publish is on, any bulk copy changes made will be published and you can not roll back the changes.
- If you copy expired rotations, no evaluations will be triggered for those rotations.

**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](https://medsishelp.mcmaster.ca)

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