

User Guide – How to Search and Export Learners

TARGET AUDIENCE: ADMINISTRATORS

Updated *March 27, 2024*

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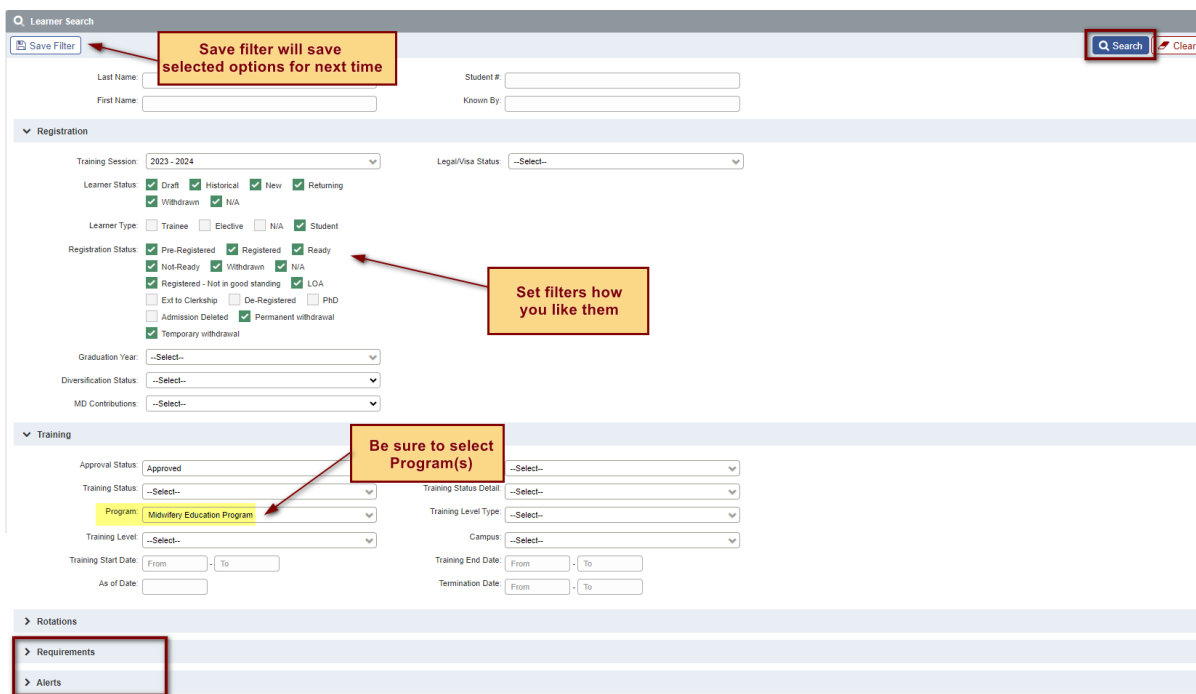
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SEARCHING LEARNERS

- From the Homepage of MedSIS, click on Learner Registration



- Select filters according to your preferences/program needs.
 - Tip: Don't forget the requirement and alert filters! These filters will help when looking at learner registration.*
- Save Filter (this will save the filter for the next time you visit MedSIS, so it doesn't need to be set again).



- To view the learners, individually select the learner profiles or select all learner profiles at once. The total number of selected learners will appear on the top right.

Learner Search Result

Search:

Print Documents | Export | **View Profile**

Name	Student #	Last Training Level	Last Program	Learner Status	Default Email	Registration Status
<input type="checkbox"/> Darren, Rachel	40000008	Year 2	BHsc - MEP	Returning Student	mcmasterlearner71@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/> Doe, Jane	40000004	Year 2	BHsc - MEP	Returning Student	mcmasterlearner21@mcmaster.ca	Not-Ready
<input type="checkbox"/> Koals, Hia	40000004	Year 2	BHsc - MEP	Returning Student	learneremail2@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/> Moore, Chen	40000005	Year 2	BHsc - MEP	Returning Student	learneremail3@mcmaster.ca	Not-Ready
<input type="checkbox"/> Patel, Nina	40000002	Year 2	BHsc - MEP	Returning Student	learneremail4@mcmaster.ca	Not-Ready
<input type="checkbox"/> Smith, Nick	40000003	Year 2	BHsc - MEP	Returning Student	learneremail5@mcmaster.ca	Not-Ready

Showing 1 to 6 of 6 entries | Show 25 entries | First | Previous | 1 | Next | Last

To individually select learner profiles

Learner Search Result

Search:

Print Documents | Export | **View Profile**

Name	Student #	Last Training Level	Last Program	Learner Status	Default Email	Registration Status
<input checked="" type="checkbox"/> Darren, Rachel	40000008	Year 2	BHsc - MEP	Returning Student	mcmasterlearner71@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/> Doe, Jane	40000004	Year 2	BHsc - MEP	Returning Student	mcmasterlearner21@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/> Koals, Hia	40000004	Year 2	BHsc - MEP	Returning Student	learneremail2@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/> Moore, Chen	40000005	Year 2	BHsc - MEP	Returning Student	learneremail3@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/> Patel, Nina	40000002	Year 2	BHsc - MEP	Returning Student	learneremail4@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/> Smith, Nick	40000003	Year 2	BHsc - MEP	Returning Student	learneremail5@mcmaster.ca	Not-Ready

Showing 1 to 6 of 6 entries | Show 25 entries | First | Previous | 1 | Next | Last

To select all

- In the individual learner profiles, the most important data such as email, MacID, year level, campus, grad year etc. can be found in the top of the header.
- If you need more specific data, or need to update data, go to each of the menu item on the left-hand side.

Home > Learner Registration > Learner Profile > Initial View

1 out of 6

Darren, Rachel
OPHRDC #: 9200, Student #: 40000008
Year 1, Midwifery Education Program, BHsc - MEP, 01-Sep-2022 / 31-Aug-2023
Mac ID: mcmasterlearner71
Registered Active New Student

Email: mcmasterlearner71@mcmaster.ca

Campus: Greater Ontario Area

Most important learner data can be found in the header

4 Alert(s)

Initial View | Personal Info | Contact Info | Training Lines | Emodules | Requirements | Alerts | Notifications

Review Learner info on each menu item

Training

+ Add Training

Session 2023 - 2024 Returning Student | Not-Ready | Edit Registration

Program	Training Level	Training Status	Start Date	End Date	Type	Campus	FTE	Approval Status
BHsc - MEP	Year 2	Active	01-Sep-2023	31-Aug-2024	Student	Greater Ontario Area	1	Approved

EXPORTING LEARNERS

- From the Learner Registration > Learner Search page, use the filters to refine search for the export required (e.g., if you only want to export Year 2 learners, use the filters to select Year 2 only). Click Search once your filters have been set.

- Select All. Review the number of learners selected on the top right. This is how many learners will be included in the export, based on the filters defined in Step 1.

Registration Info: Training Session: 2023 - 2024 Learner Type: Student Registration Status: Registered,Pre-Registered,Not-Ready,Ready,Withdrawn,Registered - Not in good standing,LOA,Permanent withdrawal,Temporary withdrawal,N/A Approval Status: Approved Program: Midwifery Education Program

Learner Search Result **Select all** Selected: 6 Total: 6

Name	Student #	Last Training Level	Last Program	Learner Status	Default Email	Registration Status
<input checked="" type="checkbox"/> Darren, Rachel	40000006	Year 2	BHsc - MEP	Returning Student	mcmasterlearner71@mcmaster.ca	Not Ready
<input checked="" type="checkbox"/> Doe, Jane	40000001	Year 2	BHsc - MEP	Returning Student	mcmasterlearner21@mcmaster.ca	Not Ready
<input checked="" type="checkbox"/> Koals, Hia	40000004	Year 2	BHsc - MEP	Returning Student	learneremail2@mcmaster.ca	Not Ready
<input checked="" type="checkbox"/> Moore, Chen	40000005	Year 2	BHsc - MEP	Returning Student	learneremail3@mcmaster.ca	Not Ready
<input checked="" type="checkbox"/> Patel, Nina	40000002	Year 2	BHsc - MEP	Returning Student	learneremail4@mcmaster.ca	Not Ready
<input checked="" type="checkbox"/> Smith, Nick	40000003	Year 2	BHsc - MEP	Returning Student	learneremail5@mcmaster.ca	Not Ready

Showing 1 to 6 of 6 entries Show 25 entries

- Select only the fields you want to include on the export file > Click Export.

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](#)