

# USER MANUAL – SCHEDULING EVENTS (MEP)

TARGET AUDIENCE: ADMINISTRATORS

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Updated April 29, 2024

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## WHAT IS THE EVENT MANAGER

The event manager contains all events that occur within Programs. It consists of a colour coded calendar, that is filtered based on a user’s MedSIS access.

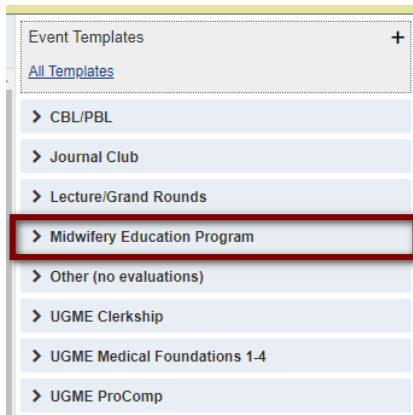
Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2
8:00 am - 9:00 am GREI Fellow Case Review	8:00 am - 12:00 pm Senior Seminar - Mandible fr...	7:30 am - 8:00 am EP Tracing Rounds	8:00 am - 9:00 am ECG Rounds	7:00 am - 8:00 am Neurosurgery - Case Review ...
8:00 am - 9:00 am Regional HIU Education Rou...	8:00 am - 9:00 am Cardiology Regional Grand R...	8:00 am - 9:00 am Department Rounds	8:30 am - 9:30 am Seizure	8:00 am - 4:00 pm PGME - TReAT
+ 3 more	+ 5 more	+ 61 more	+ 20 more	+ 7 more
5	6	7	8	9
7:30 am - 8:30 am Education Council Meeting	8:00 am - 9:00 am Cardiology Regional Grand R...	7:30 am - 8:00 am EP Tracing Rounds	8:00 am - 9:00 am ECG Rounds	7:00 am - 8:00 am Neurosurgery - Case Review ...
8:00 am - 9:00 am GREI Fellow Case Review	8:00 am - 9:00 am Evidence-Based Medicine (E...	8:00 am - 9:00 am Department Rounds	8:00 am - 9:00 am Journal Club	8:00 am - 9:00 am Hematology Academic Half Day
+ 4 more	+ 8 more	+ 41 more	+ 19 more	+ 9 more
12	13	14	15	16
7:00 am - 9:00 am Residency Program Commit...	8:00 am - 9:00 am Introduction to Transplant	7:30 am - 8:00 am EP Tracing Rounds	7:30 am - 8:30 am Wellness Committee Meeting	7:00 am - 8:00 am Neurosurgery - Case Review ...

## Event Manager Terminology

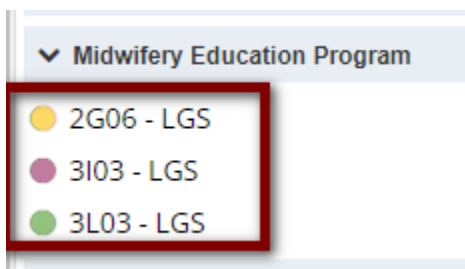
### Event Types and Event Templates

The right-hand side of the event manager contains the Event Types and Event Templates.

The Event Types are the types of events used throughout the system. MEP will only use the event type “Midwifery Education Program”. Please disregard any other templates as a MEP administrator.



Event Templates are pre-created events, assigned to a specific course for the Midwifery Education Program right now. Each Event Template will have all the students scheduled in that course for that academic year.

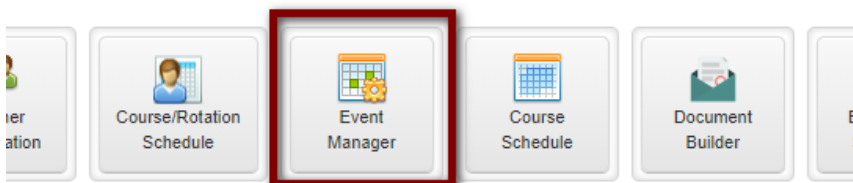


The **MEP Speaker/Presenter Evaluation** is the only evaluation tied to these events.

The evaluations will be triggered as long as the attendee(s) are marked as present. The Midwifery Education Program templates are set up so this happens automatically.

## Scheduling Events - Assigning Learners and Supervisor

**Step 1:** locate the module “Event Manager”.



**Step 2:** A calendar will open, with event templates on the right-hand side. Locate the heading “Midwifery Education Program” and use the arrow on the left to expand the menu.


Event Templates

[All Templates](#)

- > CBL/PBL
- > Journal Club
- > Lecture/Grand Rounds
- > Midwifery Education Program
- > Other (no evaluations)
- > UGME Clerkship
- > UGME Medical Foundations 1-4
- > UGME ProComp

**Step 3:** MedSIS has created Large Group Sessions (LGS) for the needed MEP courses. Locate the course you are scheduling, and then drag and drop that LGS into the date of the event.

Tuesday	Wednesday	Thursday	Friday	Saturday	
31	1	2	3	4	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Event Templates</p> <p><a href="#">All Templates</a></p> <ul style="list-style-type: none"> <li>&gt; CBL/PBL</li> <li>&gt; Journal Club</li> <li>&gt; Lecture/Grand Rounds</li> <li style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px;">● 2G06 - LGS</li> <li>● 3I03 - LGS</li> <li>● 3L03 - LGS</li> </ul> </li> <li>&gt; Other (no evaluations)</li> <li>&gt; UGME Clerkship</li> <li>&gt; UGME Medical Foundations 1-4</li> <li>&gt; UGME ProComp</li> </ul> </div>
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
31	1	2	3	4	



**Step 4:** Open the course and go to the Learner tab to ensure the students were registered. Any students registered for that course will automatically be registered for the event. Review the list of students to ensure attending the event are registered.

**2G06 - LGS**

Program: Midwifery Education Program

Rotation/Course: MIDWIF 2G06: Clinical Skills for Midwifery Practice [Midwifery Education Program]

Type: Midwifery Education Program

Template: 2G06 - LGS [Print Event Details](#)

Event Details | Learner | Presenter | Resources | Summary

Search:  [+ Add](#) [Actions](#)

<input type="checkbox"/>	Learner	Registration Status	Attendance Status
<input type="checkbox"/>	Learner Name Learner BHsc - MEP	✓ REGISTERED ✓	✓ Present
<input type="checkbox"/>	Learner Name Learner BHsc - MEP	✓ REGISTERED ✓	✓ Present
<input type="checkbox"/>	Learner Name Learner BHsc - MEP	✓ REGISTERED ✓	✓ Present
<input type="checkbox"/>	Learner Name Learner BHsc - MEP	✓ REGISTERED ✓	✓ Present
<input type="checkbox"/>	Learner Name Learner BHsc - MEP	✓ REGISTERED ✓	✓ Present

**Step 5:** Add the Presenter to the event.

- I. In the Presenter tab, locate the “Add” button.

**2G06 - LGS**

Program: Midwifery Education Program

Rotation/Course: MIDWIF 2G06: Clinical Skills for Midwifery Practice [Midwifery Education Program]

Type: Midwifery Education Program

Template: 2G06 - LGS [Print Event Details](#)

Event Details | Learner | Presenter | Resources | Summary

Search:  [+ Add](#) [Actions](#)

<input type="checkbox"/>	Presenter	Registration Status
No data available in table		

- II. In the search bar, search the name of the Presenter.
- III. Locate the Presenter on the list and check off the box on the left-hand side next to their name.
- IV. Then click “Add”.

Event Details | Learner | Presenter | Resources | Summary

User Role: Supervisor

Smith, David

Q Smith

SELECT ALL DESELECT ALL

<input type="checkbox"/>	Smith, Charles
<input type="checkbox"/>	Smith, Christopher
<input type="checkbox"/>	Smith, Christopher
<input type="checkbox"/>	Smith, Claire
<input type="checkbox"/>	Smith, Claudia
<input type="checkbox"/>	Smith, Courtney
<input checked="" type="checkbox"/>	Smith, David

+ Add Cancel

Ensure they are entered!

Once the event passes, the system will know who the students should be evaluating based on who is assigned under the presenter tab.

### How to Review/Print the Event Details

To review the event, click "Print Event Details"

2G06 - LGS

Program: Midwifery Education Program

Rotation/Course: MIDWIF 2G06: Clinical Skills for Midwifery Practice [Midwifery Education Program]

Type: Midwifery Education Program

Template: 2G06 - LGS

Print Event Details

Event Details | Learner | Supervisor | Resources | Summary

### How to Change Attendance Status

Students not able to attend for various reasons, can be marked as absent within the event. Locate "Set Status" under the Attendance Status column. Attendance Status can be changed for one learner or multiple

#### How to change attendance status - one learner

- I. Locate the learner in the list
- II. Go to "Set Status"

- III. Go to the Select dropdown menu
- IV. Expand and select the Attendance Status for the student
- V. Enter Comments if applicable
- VI. Then click "Set Status".

2G06 - LGS

Program: Midwifery Education Program

Rotation/Course: MIDWIF 2G06: Clinical Skills for Midwifery Practice [Midwifery Education Program]

Type: Midwifery Education Program

Template: 2G06 - LGS

Print Event Details

Event Details | Learner | Supervisor | Resources | Summary

Search:

+ Add Actions

<input type="checkbox"/>	Learner	Registration Status	Attendance Status
<input type="checkbox"/>	 Learner BHsc - MEP	✓ REGISTERED	Set Status

✓ Set Attendance Status

Absent

Reason for Absence in comments

Set Status Cancel

If you need to change the status at any point, click on the status to update:

Program: Midwifery Education Program

Print Event Details

Resources Summary

+ Add Actions

Registration Status	Attendance Status
✓ REGISTERED	✗ Absent

Updated by on 08-Nov-2023 10:11

**Tip:** If you hover over the attendance status of the learner in the event, a pop up will show when the attendance status was last updated and by which user.

### How to change attendance status - multiple learners

To change the attendance status of all learners, click the “Select All” button and then “Actions”.

2G06 - LGS

Program: Midwifery Education Program

Rotation/Course: MIDWIF 2G06: Clinical Skills for Midwifery Practice [Midwifery Education Program]

Type: Midwifery Education Program

Template: 2G06 - LGS

Print Event Details

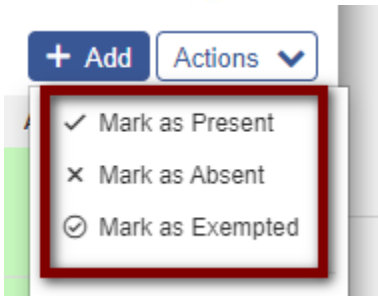
Event Details Learner Supervisor Resources Summary

Search: + Add Actions

Learner	Registration Status	Attendance Status
✓ Learner Name Learner BHsc - MEP	✓ REGISTERED	✗ Absent
✓ Learner Name Learner BHsc - MEP	✓ REGISTERED	Set Status
✓ Learner Name Learner BHsc - MEP	✓ REGISTERED	Set Status
✓ Learner Name Learner BHsc - MEP	✓ REGISTERED	Set Status
✓ Learner Name Learner BHsc - MEP	✓ REGISTERED	Set Status

Locate the Action from the list and all Learner’s selected will have their attendance status updated.



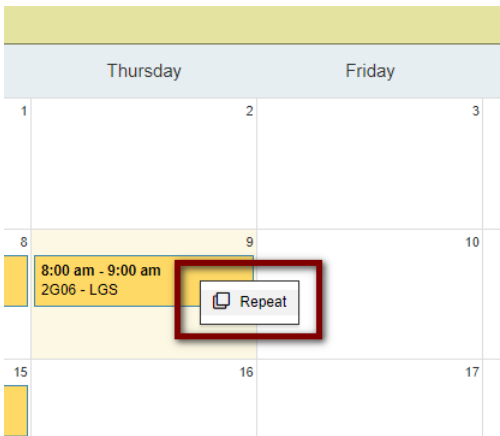


## How to repeat events

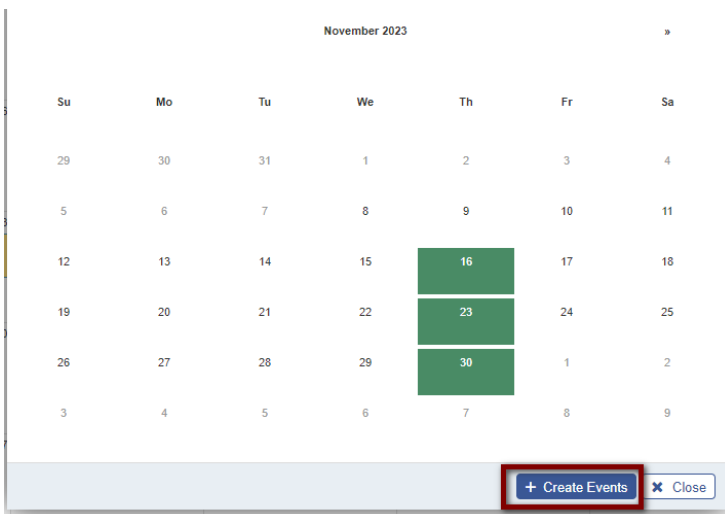
Repeat events that have the same learners and presenter(s)!

**Step 1:** Right-click on the event you wish to copy.

**Step 2:** Select repeat.



**Step 3:** For the events you want to repeat, select the dates in the calendar window. Once selected, that date will become green. Then click "Create Events" at the bottom of the calendar.



### *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](#)