One45 – Curriculum Information Management System User Guide

Faculty and Admin Access

One45 Basics	Course Delivery	Evaluations

One45 Address: http://one45.usask.ca

One45 Help: http://www.medicine.usask.ca/One45/

I.T.Unit

College of Medicine

University of Saskatchewan

Overview

This user guide is intended for 'Faculty' & 'Admin' users and is divided into 3 main parts covering basic and course delivery tasks as well as evaluations. The titles for each section are colour coded. The tasks covered in this guide are listed below.
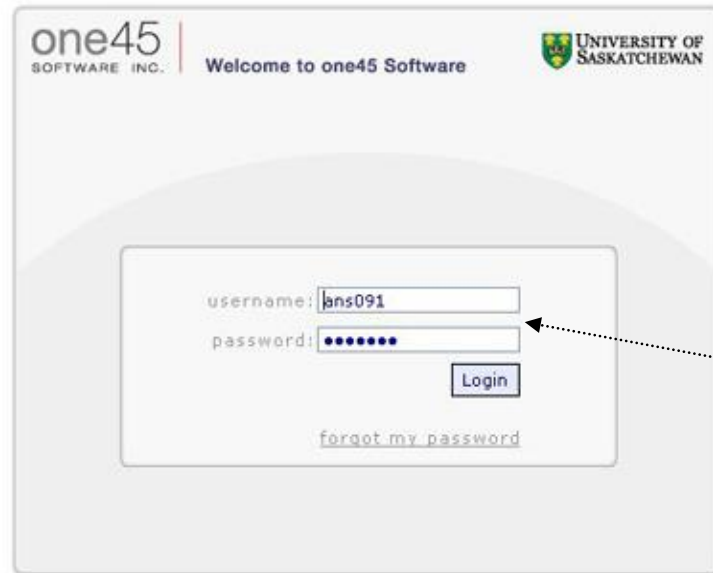
Overview (continued)

Evaluations

Evaluations

Getting Started

Login Screen

Use your **NSID** and **Password** to Login at:

http://one45.usask.ca

Getting Around One45 - Main Menu Navigation elements

Schedules Menu

Navigation Elements

1. User Role

2. Logout Link

3. Main Menu

TASK 1 : Accessing Curriculum Explorer for a Course

Schedules Menu

TASK Start

Step 1 : Click on the 'My Courses' item under the Schedules menu.

TASK 1 : Accessing Curriculum Explorer for a Course

Schedules Menu

Step 2 : Click on the "**view details**" link to open the curriculum explorer screen.

- Check the **from** and **to** dates for a course to make sure you are selecting the course for the right academic year. Courses that are completed have a check mark at the left hand column.

⚠ NOTE

My Courses

The 'My Courses' screen lists all courses that are associated with your profile as an Instructor, Co-ordinator / Director, or Administrator.

TASK 1 : Accessing Curriculum Explorer for a Course

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	**FACILITATORS** Anil Bedi, Test Faculty, ...
GRAD YEAR 2011	**HANDOUTS** Lecture Schedule for Gastrointestinal Module of Systems

print | edit

Portfolio Year 2 > Course **SYSTEMS I - GASTROINTESTINAL**

- CurrMIT Fields
- Mappings
- Bulk Mappings
- Handouts
- Search
- Sessions

Sessions

activity	name ▲	facilitator	from date	to date	from time	to time	room
Lecture	Abdominal Pain in Children		Jan 15, 2009	Jan 15, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Acute Hepatitis and Drug-Induced Liver Disease		Jan 22, 2009	Jan 22, 2009	11:15am	12:30pm	Health Sciences B6
Lecture	Approach to Abdominal Pain		Jan 2, 2009	Jan 2, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Approach to Acute Abdomen		Feb 2, 2009	Feb 2, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Approach to Esophageal Disorders		Jan 1, 2009	Jan 1, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Approach to Jaundice		Jan 22, 2009	Jan 22, 2009	10:25am	11:05am	Health Sciences B6
Lecture	Approach to Liver Mass		Feb 3, 2009	Feb 3, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Ascites		Jan 29, 2009	Jan 29, 2009	11:15am		
Lecture	Biliary Tract Disease and Ulcerative Colitis		Feb				
Lecture	Cancer Esophagus		Jan				
Case-based problems	Case - Abdominal Pain		Feb				
Case-based problems	Case - Rectal Bleed		Jan				
Case-based problems	Cases		Jan				
Lecture	Cholelithiasis		Feb				
Lecture	Cholestatic Liver Disease		Jan 26, 2009	Jan 26, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Chronic Hepatitis		Jan 26, 2009	Jan 26, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Chronic Viral Hepatitis		Jan 26, 2009	Jan 26, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Cirrhosis and Alcoholic Liver Disease		Jan 27, 2009	Jan 27, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Colon Cancer		Jan 20, 2009	Jan 20, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Colonic Polyp		Jan 20, 2009	Jan 20, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Complementary Alternative Medicine		Jan 30, 2009	Jan 30, 2009	10:30am	11:50am	Health Sciences B6
Lecture	Congenital GI Disorder I		Jan 12, 2009	Jan 12, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Congenital GI Disorder II		Jan 12, 2009	Jan 12, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Constipation - Children		Jan 15, 2009	Jan 15, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Crohn's - Medical Mx & Cases		Jan 13, 2009	Jan 13, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Diarrhea - Adult & Small Bowel Disease		Jan 13, 2009	Jan 13, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Diarrhea in Children		Jan 12, 2009	Jan 12, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Diverticulitis		Jan 16, 2009	Jan 16, 2009	10:30am	11:05am	Health Sciences B6

TASK Complete.

⚠ **NOTE**

This page will open in the same window or as a new tab/window depending on your browser.

One45 - User Guide

TASK 1.1 : Accessing Curriculum Explorer for all Courses in a Phase

eDossier View

one45 SOFTWARE INC. | help   log out   Test Faculty Faculty

- Choose eDossier to View -

To Dos **4**
Personal Info
Handouts & Links
▼ Evaluations
  Evaluations
▼ Schedules
  My Calendar
  Curriculum Calendar
  My Courses
  Programs
  Vacation/Leave

▸ Neurosurgery   program objects (2)
▸ Pediatrics   program objects (2)
▸ Pediatrics   rotation objects (16)
▸ Phase D   program objects (8)
▸ Phase D   rotation objects (341)
▸ Physical Therapy   program objects (2)
▸ Psychiatry   program objects (1)
▸ Psychiatry   rotation objects (19)
▸ R - Phase D FM   rotation objects (22)
▸ R - Phase D Medicine   rotation objects (21)
▸ S - Phase D FM   program objects (6)
▸ S - Phase D FM   rotation objects (207)
▸ Undergrad   program objects (22)

TASK Start

Step 1 : Click on the 'Handouts & Links' item in the left-hand menu.

TASK 1.1 : Accessing Curriculum Explorer for all Courses in a Phase

eDossier View

one45
SOFTWARE INC. | help | log out | Test Faculty Faculty | - Choose eDossier to View -

To Dos **4**
Personal Info
Handouts & Links
▼ Evaluations
  Evaluations
▼ Schedules
  My Calendar
  Curriculum Calendar
  My Courses
  Programs
  Vacation/Leave

▸ R - Phase D FM rotation objects (22)
▸ R - Phase D Medicine rotation objects (21)
▸ S - Phase D FM program objects (6)
▸ S - Phase D FM rotation objects (207)
▾ Undergrad program objects (22)

▸ 2011-2012 Phase A Timetable (56Kb; doc)
▸ 2012-2013 Phase A Syllabus (1029Kb; pdf)
▸ 2012-2013 Phase A Timetable (42Kb; doc)
▸ 2012-2013 Phase B Syllabus (573Kb; pdf)
▸ 2012-2013 Phase B Timetable (57Kb; doc)
▸ 2012-2013 Phase C Syllabus (9574Kb; pdf)
▸ 2012-2013 Phase C Timetable (40Kb; doc)
▸ 2012-2013 Student Information Guide (479Kb; pdf)
▸ Clicker Registration Information (url)
▸ Curriculum Browser: Phase A - 2012/2013 (url)
▸ Curriculum Browser: Phase B - 2012/2013 (url)
▸ Curriculum Browser: Phase C - 2012/2013 (url)
▸ Curriculum Calendar (url)
▸ E-Mail Policy (74Kb; pdf)
▸ Echo Lecture Recordings - Phase B (url)
▸ Echo Lecture Recordings - Phase C (url)
▸ History of Medicine Video (Dr. Houston) (url)
▸ One45 User Guide (url)
▸ Phase B KBIT Materials (url)
▸ Regina - General Hospital floor plans (177Kb; pdf)
▸ Regina - Pasqua Hospital floor plans (143Kb; pdf)
▸ Regina - Wascana Rehab floor plans (104Kb; pdf)

Step 2 : Click on the "**Undergrad program objects**" link to expand the handouts and links screen.

⚠ **NOTE**

Undergrad program objects

Handouts and links which are related to specific courses are **not** listed here. The '**Undergrad program objects**' screen lists all handouts and links that are associated with the UGME program as a whole.

One45 - User Guide

TASK 1.1 : Accessing Curriculum Explorer for all Courses in a Phase

eDossier View

one45 SOFTWARE INC. | help log out ◇ **Test Faculty** Faculty — Choose eDossier to View -

| To Dos 4 |
| Personal Info |
| Handouts & Links |
| ▼ Evaluations |
| Evaluations |
| ▼ Schedules |
| My Calendar |
| Curriculum Calendar |
| My Courses |
| Programs |
| Vacation/Leave |

▸ R - Phase D FM rotation objects (22)
▸ R - Phase D Medicine rotation objects (21)
▸ S - Phase D FM program objects (6)
▸ S - Phase D FM rotation objects (207)
▾ Undergrad program objects (22)

▸ Class of 2017 KBIT Tracking Checklist (36Kb; xls)
▸ Clicker Registration Information (url)
▸ Curriculum Feedback Tool (url)
▸ Curriculum Information, Objectives, & Schedules (url)
▸ E-Mail Policy (74Kb; pdf)
▸ History of Medicine Video (Dr. Houston) (url)
▸ iCal Connector (url)
▸ KBIT Instructions for ACDET Site (79Kb; pdf)
▸ KBIT Tracking List (37Kb; xls)
▸ Objectives of the Undergraduate Medical Curriculum (url)
▸ Personal Data Sheet (30Kb; pdf)
▸ Regina - Application for leave (98Kb; pdf)
▸ Regina - Fit class schedule (2328Kb; pdf)
▸ Regina - General Hospital floor plans (177Kb; pdf)
▸ Regina - Park and Ride information (254Kb; pdf)
▸ Regina - Pasqua Hospital floor plans (143Kb; pdf)
▸ Regina - Patient logging link (23Kb; doc)
▸ Regina - Phase B Group List (46Kb; doc)
▸ Regina - Phase C Group List (48Kb; doc)
▸ Regina - Shuttle Schedule (75Kb; pdf)
▸ Regina - Wascana Rehab floor plans (104Kb; pdf)
▸ Regina - Welcome Booklet (1587Kb; pdf)

Step 3 : Click on the desired "**Curriculum Information, Objectives, & Schedules**" link to open the Curriculum Explorer in a new window or tab.

TASK 1.1 : Accessing Curriculum Explorer for all Courses in a Phase

Curriculum Explorer Screen

Year 2

| RUNS FROM | Jul 1, 2012 to Jun 30, 2013 | FACILITATORS | Rae Bourner, Betsy Brydon (Admin), ... |
| GRAD YEAR | 2015 | HANDOUTS | n/a |

Portfolio

print

Group
Undergrad

Portfolio
Year 2

Handouts

Courses

Courses

name ▲	from date	
2nd Year Cardiopulmonary Resuscitation	Oct 13, 201	
2nd Year Community Health & Epidemiology	Aug 22, 2012	May 10, 2013
2nd Year Interprofessional Problem Based Learning	Sep 21, 2012	Mar 15, 2013
2nd Year Microbiology and Infectious Diseases	Aug 20, 2012	May 8, 2013
2nd Year Orientation Sessions	Aug 20, 2012	May 24, 2013
2nd Year Systemic Pathology	Aug 23, 2012	May 16, 2013
Immunizations	Aug 20, 2012	
N95 Fit Testing	Dec 30, 2012	May 10, 2013
Pharmacology	Aug 21, 2012	May 9, 2013
Phase B Integrative Cases	Oct 23, 2012	May 30, 2013
Phlebotomy Training	Aug 20, 2012	May 10, 2013
Pre-Clinical Electives	Aug 20, 2012	May 10, 2013
Professional Skills II - Clinical Scenarios	Aug 20, 2012	May 10, 2013
Professional Skills II - Emergency Medicine	Aug 20, 2012	May 10, 2013
Professional Skills II - Family Medicine	Aug 20, 2012	May 10, 2013
Professional Skills II - Internal Medicine	Aug 20, 2012	May 10, 2013
Professional Skills II - Patients & Doctors	Aug 20, 2012	May 10, 2013
Professional Skills II - Pediatrics	Aug 20, 2012	May 10, 2013
Professional Skills II - Professionalism & Providing Feedback	Aug 20, 2012	May 10, 2013
Professional Skills II - Surgery	Aug 20, 2012	May 10, 2013
Regina Student Information	Aug 20, 2012	May 10, 2013
Systems I - Cardiovascular	Sep 24, 2012	Dec 3, 2012
Systems I - Dermatology	Mar 27, 2013	May 9, 2013

NOTE

This page will open as a new tab/window depending on your browser.

Step 4 : Click on the desired Course link to discover it's content.

One45 - User Guide

TASK 1.1 : Accessing Curriculum Explorer for all Courses in a Phase

Curriculum Explorer Screen

Step 5: To view Curriculum information for the course:

Option 1: Click the "Info" menu item to view course Objectives, Notes, Comments, etc.

Option 2: Click the "Mappings" menu item to view associated Mappings information.
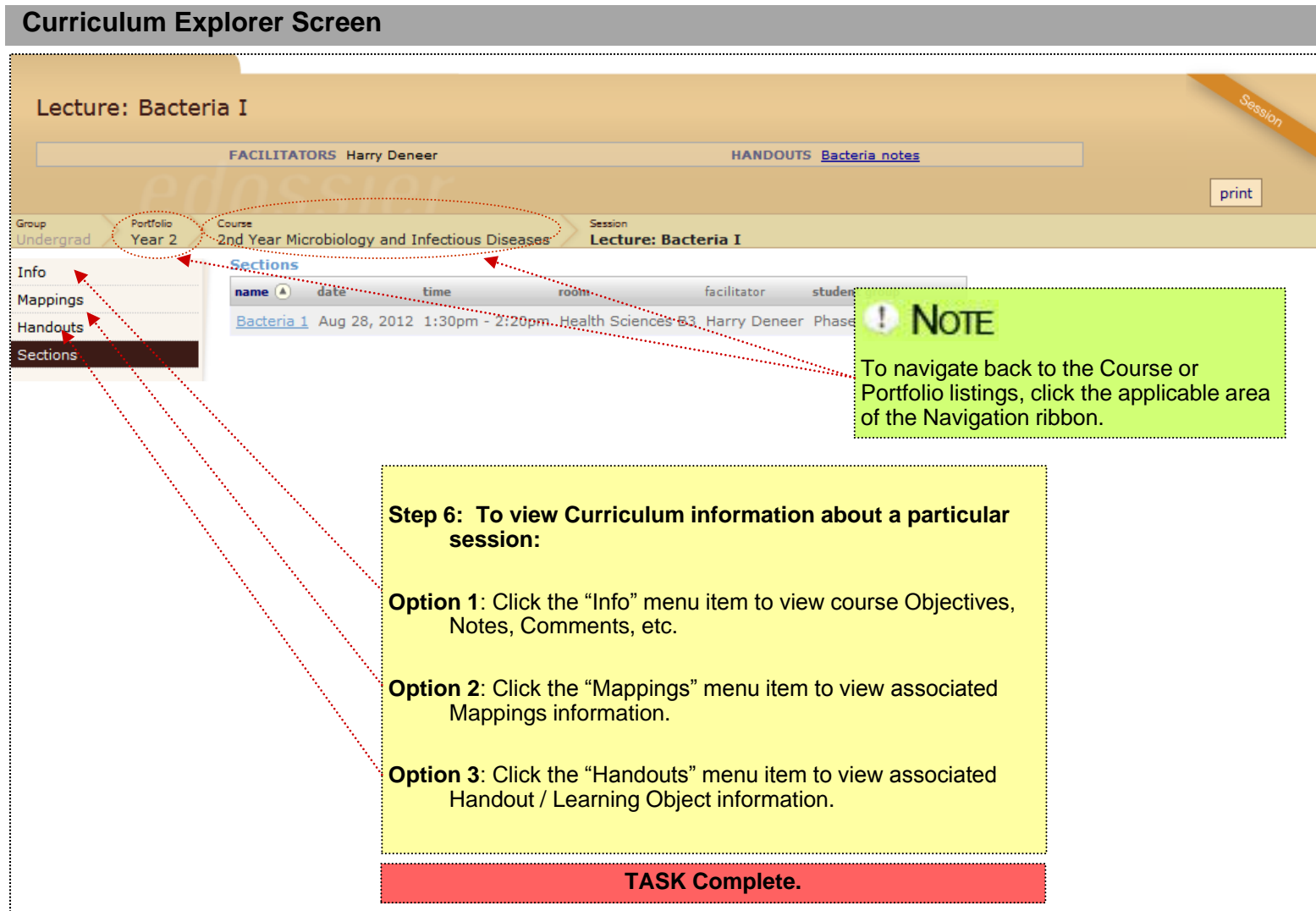
Option 3: Click the "Handouts" menu item to view associated Handout / Learning Object information.

Option 4: Click the "Sessions" menu item to view a listing of all sessions within a course.

Option 4: Click on a Session link to discover curriculum information about that specific session.

TASK 1.1 : Accessing Curriculum Explorer for all Courses in a Phase

Curriculum Explorer Screen

Lecture: Bacteria I

| FACILITATORS | Harry Deneer | | HANDOUTS | Bacteria notes |

print

| Group | Portfolio | Course | Session |
| Undergrad | Year 2 | 2nd Year Microbiology and Infectious Diseases | Lecture: Bacteria I |

Info
Mappings
Handouts
Sections

Sections

| name | date | time | room | facilitator | studen |
| Bacteria 1 | Aug 28, 2012 | 1:30pm - 2:20pm | Health Sciences B3 | Harry Deneer | Phase |

! NOTE

To navigate back to the Course or Portfolio listings, click the applicable area of the Navigation ribbon.

Step 6: To view Curriculum information about a particular session:

Option 1: Click the "Info" menu item to view course Objectives, Notes, Comments, etc.

Option 2: Click the "Mappings" menu item to view associated Mappings information.

Option 3: Click the "Handouts" menu item to view associated Handout / Learning Object information.

TASK Complete.

One45 - User Guide

TASK 1.2 : Accessing the Curriculum Calendar for all Courses

eDossier View

one45
SOFTWARE INC.   help   log out   Test Faculty Faculty

- Choose eDossier to View -

To Dos **4**
Personal Info
Handouts & Links
▼ Evaluations
    Evaluations
▼ Schedules
    My Calendar
    Curriculum Calendar
    My Courses
    Programs
    Vacation/Leave

▸ Neurosurgery program objects (2)
▸ Pediatrics program objects (2)
▸ Pediatrics rotation objects (16)
▸ Phase D program objects (8)
▸ Phase D rotation objects (341)
▸ Physical Therapy program objects (2)
▸ Psychiatry program objects (1)
▸ Psychiatry rotation objects (19)
▸ R - Phase D FM rotation objects (22)
▸ R - Phase D Medicine rotation objects (21)
▸ S - Phase D FM program objects (6)
▸ S - Phase D FM rotation objects (207)
▸ Undergrad program objects (22)

TASK Start

Step 1 : Click on the 'Handouts & Links' item in the left-hand menu.

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TASK 1.2 : Accessing the Curriculum Calendar for all Courses

eDossier View

Step 2 : Click on the "**Undergrad program objects**" link to expand the handouts and links screen.

NOTE

Undergrad program objects

Handouts and links which are related to specific courses are **not** listed here. The '**Undergrad program objects**' screen lists all handouts and links that are associated with the UGME program as a whole.

TASK 1.2 : Accessing the Curriculum Calendar for all Courses

eDossier View

Step 3 : Click on the "**Curriculum Calendar**" link to open the Curriculum Calendar in a new window or tab.

TASK 1.2 : Accessing the Curriculum Calendar for all Courses

Curriculum Calendar Screen

Academic Years
2006/2007
2007/2008
2008/2009
2009/2010
2010/2011
2011/2012
2012/2013

Student Groups
Year 1
Year 2
Year 3
Year 4

Schedule Filter
☑ Form & Function of the Human Body - Module 2: Communication Systems I & II
☑ Professional Skills I
☑ Form & Function of the Human Body - Module 3: Movement Systems
☑ Civic Professionalism
☑ Life Cycles & Humanities in Medicine
☑ Genetics

≪ ≫ print print event list export   **Sep 17 - 23, 2012**   jump today day week month
Last modified: Sep 18, 2012

	Mon - 17	Tue - 18	Wed - 19	Thu - 20	Fri - 21	

! NOTE

This page will open as a new tab/window depending on your browser.

Navigation Options: Years

Click on the desired "Academic Year".

Click on the desired Phase of Curriculum for the Academic Year.

Navigation Options: Back and Forward

Click on the forward or back button to view the previous or next week / month of schedules.

Navigation Options: Jumping Directly to a Month/Year

Click on the "jump" button to view a particular month/year.

Navigation Options: Views

Click on the desired chronological view to see the schedule for a day, week, or month. Choosing "Today" will take you directly to the current date in the calendar.

10:30am - 11:30am [X]
Form & Function of the Human Body - Module 2: Communication Systems I & II
Lecture: Embryology - Tetratogens
Course details
Lecture details
Today's details
Location: Health Sciences B450
With: Greg Malin
Handouts/Links: List of Teratogens; Embryo - Teratogens

Navigation Options: Session Details

Clicking on any of the sessions within the calendar will pop up a Session Details box. This contains details such as start & end time, course name, session name, location, instructor, and applicable handouts/links.

Clicking the Course, Lecture, or Today's details links within this box will open the Curriculum Explorer for that course or session.

TASK Complete.

TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	FACILITATORS Anil Bedi, Test Faculty, ...
GRAD YEAR 2011	HANDOUTS Lecture Schedule for Gastrointestinal Module of Systems

print   edit

Portfolio   Course
Year 2   **SYSTEMS I - GASTROINTESTINAL**

- CurrMIT Fields
- Mappings
- Bulk Mappings
- Handouts
- Search
- **Sessions**

Sessions

activity	name ▲	facilitator	from date	to date	from time	to time	room
Lecture	Abdominal Pain in Children		Jan 15, 2009	Jan 15, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Acute Hepatitis and Drug-Induced Liver Disease						
Lecture	Approach to Abdominal Pain						
Lecture	Approach to Acute Abdomen						
Lecture	Approach to Esophageal Disorders						
Lecture	Approach to Jaundice						
Lecture	Approach to Liver Mass						
Lecture	Ascites						
Lecture	Biliary Tract Disease and Ulcerative Colitis						
Lecture	Cancer Esophagus						
Case-based problems	Case - Abdominal Pain						
Case-based problems	Case - Rectal Bleed						
Case-based problems	Cases						
Lecture	Cholelithiasis		Feb 3, 2009	Feb 3, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Cholestatic Liver Disease		Jan 26, 2009	Jan 26, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Chronic Hepatitis		Jan 26, 2009	Jan 26, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Chronic Viral Hepatitis		Jan 26, 2009	Jan 26, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Cirrhosis and Alcoholic Liver Disease		Jan 27, 2009	Jan 27, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Colon Cancer					12:30pm	Health Sciences B6
Lecture	Colonic Polyp					11:50am	Health Sciences B6
Lecture	Complementary Alternative Medicine					11:50am	Health Sciences B6
Lecture	Congenital GI Disorder I					11:05am	Health Sciences B6
Lecture	Congenital GI Disorder II					11:50am	Health Sciences B6
Lecture	Constipation - Children					11:50am	Health Sciences B6
Lecture	Crohn's - Medical Mx & Cases					12:30pm	Health Sciences B6
Lecture	Diarrhea - Adult & Small Bowel Disease					11:05am	Health Sciences B6
Lecture	Diarrhea in Children					12:30pm	Health Sciences B6
Lecture	Diverticulitis					11:05am	Health Sciences B6

TASK Start

Step 1: To add learning objects at the session level, start at the session listings screen by selecting the 'Sessions' menu from the left.

Step 2: Select a session from the list by clicking on the desired session.

Note

Learning objects / handouts must be under 50MB (megabytes). Attempting to upload a file larger than 50MB will not work and may display an error message.

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TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

Lecture: Cholelithiasis

FACILITATORS none   HANDOUTS Gallstone Disease

print   edit

Session

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lecture: Cholelithiasis**

CurrMIT Fields
Mappings
Handouts
Search
Sections

Sections

name ▲	date	time	room	facilitator	student group
1 PhaseB	Feb 3, 2009	11:15am - 11:50am	Health Sciences B6		

⚠ **NOTE**

If you are an instructor and not a course administrator, you will need to add handouts to each Section within the Session (instead of the Session itself).

To go into a Section, click the Section(s) listed and then continue to the next step.

Step 3: Select the handouts link from the left menu.

Check the top corner of the screen to make sure you are in the correct context.

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TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

Lecture: Cholelithiasis

FACILITATORS none   HANDOUTS Gallstone Disease

edossier

print   edit

Session

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lecture: Cholelithiasis**

CurrMIT Fields   add learning object
Mappings
Handouts   * Gallstone Disease *(1575kb; ppt)*   del
Search
Sections

Step 4: In the handouts screen, click on the add learning objects link to pop up the 'Add Learning Object' window.

⚠ NOTE

Only handouts for the currently selected Session are listed.

TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

Lecture: Cholelithiasis

FACILITATORS none   HANDOUTS Gallstone Disease

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lecture: Cholelithiasis**

CurrMIT Fields
Mappings
Handouts
Search
Sections

add learning object

▸ Gallstone Disease *(1575Kb; ppt)*   del

Add Learning Object

name   enter url OR click Browse to upload a file   Browse...

object type   ▾   object format   ▾   note :: published with link

publish ::   ☑ for faculty   ● always available   ○ restrict access
              ☑ for students   ● always available   ○ restrict access

added by :: *T. Faculty - Jul 23 2008*   private note :: not published with link

cancel   Save

Step 2 : Find the item to upload from your file system by clicking on "Browse" or specify a web location by typing or pasting in the web address.

Clicking the Browse button will display a file select window from which the file can be located and uploaded to One45

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TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

Lecture: Cholelithiasis

FACILITATORS none | HANDOUTS Gallstone Disease

print | edit

Portfolio
Year 2 | Course
SYSTEMS I - GASTROINTESTINAL | Session
Lecture: Cholelithiasis

CurrMIT Fields
Mappings
Handouts
Search
Sections

add learning object

▶ Gallstone Disease *(1575Kb; ppt)*   del

Add Learning Object

name | enter url OR click Browse to upload a file | Browse...

object type

publish :: ☑ for faculty
☑ for students

added by :: *T. Faculty - Jul 2*

Step 3 : Find the item to upload on your local disc/network drive and select open.

Choose file

◄ ► ▼ ► Work Files ► One45 ► | ▼ | �↓ | Search | 🔎

Organize ▼ ⊞ Views ▼ 📁 New Folder | ❓

Favorite Links
📄 Documents
🎵 Music
🖼 Pictures
More »

Folders ▼
🗑 Recycle Bin
📁 Clip01.01.18
📁 TVUPlayer
📁 Work Files
📁 One45
📁 Clip01.01.18
📁 clip01.01.20a
📁 Plone 3
📁 TVUPlayer

Name	Date modif...	Type	Size
📁 New Docs			
🔲 One45_Course_Management			
🔲 One45_Mapping_Guide			
🔲 One45_PhaseB_Students_User_Guide			

File name: | ▼ | All Files (*.*) | ▼

Open | Cancel

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TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

Step 4 : Enter a title for the item
Step 5 : (Optional) Select the type of the item
Step 6 : (Optional) Select the format of the item (pdf, ppt, etc.)
Step 7 : Select who can access the item by clicking on the check boxes 'for faculty' or 'for students'. By default, it's set to allow both at all times.

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TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

Step 7 : If desired, restrict access to the item for a specific period of time by checking the restrict access radio button.

Step 8 : Select the start date by clicking on the calendar icon to pop up the calendar as shown in the inset.

Step 9 : Choose the start date from the calendar. This will select the date and close the calendar.

Step 10 : Repeat steps 7 – 9 for the end date by clicking on the second calendar icon.

TASK 2.1: Course Delivery: Adding Learning Objects to Sessions

Curriculum Explorer Screen

Lecture: Cholelithiasis

Session

FACILITATORS none   HANDOUTS Gallstone Disease, Cholelithiasis - Notes

print | edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Cholelithiasis

CurrMIT Fields
Mappings
Handouts
Search
Sections

add learning object

▸ Gallstone Disease (1575Kb; ppt)

▸ Cholelithiasis - Notes (url)

del

Results of adding a learning object

▸ cholelithiasis notes (12Kb; doc)

Delete learning object?

Delete | Cancel

! NOTE

Deleting a Session or Section's Learning Object
Delete Session or Section level learning objects by clicking on the 'del'
     link beside the learning object. This will pop up the delete
     confirmation box as shown in the inset above.

Adding Learning Objects for a Course
Learning objects can be added for a Course by following the same steps
     as demonstrated above. Start at the Course level and select the
     'handouts' menu option while in the Course context.

TASK Complete

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TASK 2.2: Course Delivery: Editing a Session (Name and Type)

Curriculum Explorer Screen

Lecture: Cholelithiasis

FACILITATORS none   HANDOUTS Gallstone Disease

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lecture: Cholelithiasis**

CurrMIT Fields
Mappings
Handouts
Search
Sections

Sections

name ⌃	date	time	room	facilitator	student group
1 PhaseB	Feb 3, 2009	11:15am - 11:50am	Health Sciences B6		

Lecture: Cholelithiasis

FACILITATORS none   HANDOUTS Gallstone Disease, Cholelithiasis - Note

Editing Session   ✕

Activity: Lecture ▼

Session name: Cholelithiasis

cancel   save

TASK Start

To edit a session name and type, start at the session main screen as shown in page 19.

Step 1: Click and select the 'edit' option from above, to pop up the edit window as show in the inset on the left.

Step 2: Click and select an activity type from the activity drop-down menu, if required.

Step 3: Click in the session name input box and enter the new session name, if required.

Step 4: Click 'save' to confirm changes or 'cancel' to cancel the changes.

TASK Complete

TASK 2.3: Course Delivery: Editing a Session schedule (date, time, location)

Curriculum Explorer Screen

Lecture: Cholelithiasis

FACILITATORS none   HANDOUTS Gallstone Disease

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Cholelithiasis

CurrMIT Fields
Mappings
Handouts
Search
Sections

Sections

name ⓐ	date	time	room	facilitator	student gr
1 PhaseB	Feb 3, 2009	11:15am - 11:50am	Health Sciences B6		

TASK Start

To edit a session schedule, start at the session main screen as shown in page 19.

Step 1: Click and select the sections menu from the left menu.

Step 2: Select the section to edit by clicking on the section name.

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TASK 2.3: Course Delivery: Editing a Session schedule (date, time, location)

Curriculum Explorer Screen

1 PhaseB

DATE/TIME Feb 3, 2009 from 11:15am - 11:50am	FACILITATORS none
BUILDING/ROOM Health Sciences B6	HANDOUTS n/a

Section

print   edit

Portfolio	Course	Session	Section
Year 2	SYSTEMS I - GASTROINTESTINAL	Lecture: Cholelithiasis	**1 PhaseB**

CurrMIT Fields
Handouts
Search
Groups/Students

Step 3: Check the *top corner* of the screen to confirm you are now in the section context.

Step 2: Click and select the 'edit' option from above, to pop up the edit window as shown in the inset o the left.

Step 3: Enter/edit the date information, using the input box or the pop up calendar.

Step 4: Enter/edit the 'from' and 'to' time.

Step 5: Select a different room from the 'Room/Building' drop down list, if required.

Step 6: Click save to confirm changes or cancel to cancel the changes.

TASK Complete

1 PhaseB

DATE/TIME Feb 3, 2009 from 11:15am - 11:50am
BUILDING/ROOM Health Sciences B6

Editing Section

Section name: 1 PhaseB

Date/Time: Feb 3 2009   from 11:15am   to 11:50am

Room/Building: HSc B6

cancel   save

TASK 2.4: Course Delivery: Adding/ updating people associated with a section (or other elements)

Curriculum Explorer Screen

Lecture: Abdominal Pain in Children

FACILITATORS none   HANDOUTS Adominal Pain in Pediatrics

print   edit

Session

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Abdominal Pain in Children

CurrMIT Fields
Mappings
People
Handouts
Search
Sections

Sections

name ▲	date	time	room	facilitat
1 PhaseB	Jan 15, 2009	12:00pm - 12:30pm	Health Sciences B6	

TASK Start

To add or update people associated with a section, start at Sessions screen in the curriculum explorer window.

Step 1: Click and select the sections menu from the left menu.

Step 2: Select the section to edit by clicking on the section name.

⚠ NOTE

People like learners and instructors should be associated at the Section level (not the Session level) for each activity they need to be scheduled to attend and/or deliver.

The Course level should have all Learners listed for the course, along with the Coordinator / Director of the course, and the course's Administrative staff person. Adding additional Facilitators at the Course level grants them access to the entire course and it's contents, depending on the role you choose for them. Typically this is not necessary unless they need access to modify things within the course. The same notion applies to the Session level.

Only users with "Course Co-ordinator" or "Admin Sender" role for a course will be able to add / update People.

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TASK 2.4: Course Delivery: Adding/ updating people associated with a section

Curriculum Explorer Screen

1 PhaseB

DATE/TIME Jan 15, 2009 from 12:00pm - 12:30pm
BUILDING/ROOM Health Sciences B6

FACILITATORS none
HANDOUTS n/a

Section

print   edit

Portfolio	Course	Session	Section
Year 2	SYSTEMS I - GASTROINTESTINAL	Lecture: Abdominal Pain in Children	**1 PhaseB**

CurrMIT Fields
People
Handouts
Search
Groups/Students

Step 3: Check the *top corner* of the screen to confirm you are now in the right context of where you want to add people.

Step 4: Click on the People menu item in the left menu.

TASK 2.4: Course Delivery: Adding/ updating people associated with a section

Curriculum Explorer Screen

1 PhaseB

DATE/TIME Jan 15, 2009 from 12:00pm - 12:30pm
BUILDING/ROOM Health Sciences B6

Portfolio — Year 2
Course — SYSTEMS I - GASTROINTESTINAL
Session — Lecture: Abdominal Pain in Children

CurrMIT Fields
People
Handouts
Search
Groups/Students

Learners **Facilitators** Administrators

Facilitators   add

Name   Role   Confirm

FACILITATORS

Search
Bedi   [Search]

Families   **Groups**
My Facilitators   Bedi, Anil

click to navigate   double click to add   click to add

Groups   **Individuals**
                     Bedi, Anil

double click to remove   double click to remove

Add facilitators as:
Lecturer ▼

[Cancel]   [Save]

! **NOTE**

People
Students should be assigned to all Sections in all Sessions, as blank Sections indicate there is no. They are listed on the Learners list with the role of Student.
Instructors will need to be added/updated on the Facilitators list.

Roles
The usual role that should be selected at the Section level when adding instructors to the Facilitator's list is: "Facilitator".

For every videoconferenced lecture, there should be multiple Sections in One45; one Section for each room location with the correct students attached to each location. The location presenting should have the instructor listed as *Lecturer* and the other location(s) tuning into the video/audio feed should have the same instructor listed as *Remote Presenter*.

Step 5: Associate instructors with the section by clicking on the Facilitators link and the add option. This will pop up the add window as shown.

Step 6: Type in the last name of the person to be associated with the course in the search box and hit search.

Step 7: Select and highlight the name of the facilitator to add it to the Individuals list. Only the name(s) that are added to this box will be used.

Step 8: Click on the 'Add facilitator as' drop down list and select "Facilitator" or "Lecturer" as the role of the person to be associated with the class.

Step 9: Hit Save to confirm addition. This facilitator will now see this event in their personal calendar.

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TASK 2.4: Course Delivery: Adding/ updating people associated with a section

Curriculum Explorer Screen

1 PhaseB

DATE/TIME Jan 15, 2009 from 12:00pm - 12:30pm	**FACILITATORS** Anil Bedi
BUILDING/ROOM Health Sciences B6	**HANDOUTS** n/a

Section

print | edit

Portfolio	Course	Session	Section
Year 2	SYSTEMS I - GASTROINTESTINAL	Lecture: Abdominal Pain in Children	**1 PhaseB**

CurrMIT Fields
People
Handouts
Search
Groups/Students

Learners   **Facilitators**   Administrators

Facilitators   add

Name	Role	Confirm		
Bedi, Anil	Lecturer		Confirm	del

Step 10: If required, confirm the addition by clicking 'Confirm'. A note may be typed into the text box if needed.

! NOTE

To delete a facilitator, use the 'del' link next to the name of the facilitator.

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TASK 2.4: Course Delivery: Adding/ updating people associated with a section

Curriculum Explorer Screen

1 PhaseB

DATE/TIME Jan 15, 2009 from 12:00pm - 12:30pm   FACILITATORS none
BUILDING/ROOM Health Sciences B6   HANDOUTS n/a

print   edit

Portfolio	Course	Session	Section
Year 2	SYSTEMS I - GASTROINTESTINAL	Lecture: Abdominal Pain in Children	1 PhaseB

Info
People
Eval
Handouts
Search
Groups/Students

Learners   Facilitators   Administrators   ✉ mailout

Learners   add   add
Name   **Role**

LEARNERS

Search
[   ] Search

Families   **Groups**

Dentistry - 1st Year
Dentistry - 2nd Year
Phase B
Phase C
Phase D 2015
Phase D 2016
click to navigate

Peds Interactive Group 0
Phase B - Full
Phase B - Regina
Phase B - Saskatoon
Phlebotomy Group 1
Phlebotomy Group 2
double click to add

Ac   Fa (Student)
Ac ,Scott (Student)
And   Lindsey (Student)
Arc Ja (Student)
Bae ,Ang
click to add

Groups
Phase B - Saskatoon

Individuals

double click to remove   *double click to remove*

Add learners as:
[Student ▼]

Cancel   Save

Step 11: Associate learners with the section by clicking on the Learners tab and the add option. This will pop up the add window as shown.

Step 12: Learners are typically added by group rather than individual. Start by selecting the Family of groups.

Step 13: Locate and double-click the desired group to add it to the Groups list. Only the group(s) that are added to this bottom box will be attached to this event. All learners in the group are listed to the top right and will be automatically included.

Step 14: Click on the 'Add learners as' drop down list and select "Student" as the role of the person to be associated with the event.

Step 15: Hit Save to confirm addition. These learners will now see this event in their personal calendars.

TASK Complete

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TASK 2.5: Course Delivery: Adding a New Session

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009
GRAD YEAR 2011

FACILITATORS Anil Bedi, Test Faculty, ...
HANDOUTS Lecture Schedule for Gastrointestinal Module of Systems

print   edit

Portfolio   Course
Year 2   **SYSTEMS I - GASTROINTESTINAL**

CurrMIT Fields
Mappings
Bulk Mappings
Handouts
Search
Sessions

Sessions add session

activity	name	facilitator	date	date	time	time	
Lecture	Abdominal Pain in Children	Anil Bedi	Jan 15, 2009	Jan 15, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Acute Hepatitis and Drug-Induced Liver Disease		Jan 22, 2009				
Lecture	Approach to Abdominal Pain		2009	2009			Sciences B6
Lecture	Approach to Acute Abdomen		Feb 2, 2009	Feb 2, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Approach to Esophageal Disorders		Jan 1, 2009	Jan 1, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Approach to Jaundice		Jan 22, 2009	Jan 22, 2009	10:25am	11:05am	Health Sciences B6
Lecture	Approach to Liver Mass		Feb 3, 2009	Feb 3, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Ascites		Jan 29, 2009	Jan 29, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Biliary Tract Disease and Ulcerative Colitis		Feb 3, 2009	Feb 3, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Cancer Esophagus		Jan 1, 2009	Jan 1, 2009	12:00pm	12:30pm	Health Sciences B6
Case-based problems	Case - Abdominal Pain		Feb 2, 2009	Feb 2, 2009	12:00pm	12:30pm	Health Sciences B6
Case-based problems	Case - Rectal Bleed		Jan 6, 2009	Jan 6, 2009	12:00pm	12:30pm	Health Sciences B6
Case-based problems	Cases		Jan 2, 2009	Jan 2, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Cholelithiasis		Feb 3, 2009	Feb 3, 2009	11:15am	11:50am	Health Sciences B6

TASK Start

To Add a New Session for a Course, start at the sessions screen in the Curriculum Explorer window.

Step 1: Click on the 'add sessions' option.

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TASK 2.5: Course Delivery: Adding a New Session

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	**FACILITATORS**	Anil Bedi, Test Faculty, ...
GRAD YEAR 2011	**HANDOUTS**	Lecture Schedule for Gastrointestinal Module of Systems

print   edit

Portfolio   Course
Year 2   **SYSTEMS I - GASTROINTESTINAL**

CurrMIT Fields
Mappings
Bulk Mappings
Handouts
Search
Sessions

1
Session Name: Test Session One
Activity: Lectue
add another add multiple »

Submit   Cancel

Step 2: Enter the session name and select the session type.
Step 3: Click submit to add the session. This will take you back to the sessions screen, with the updated sessions list.

Tip:
To add more than one session at a time, use the:
- *Add another* option to add another row for session information.
- *Add multiple* option to add multiple rows for sessions.

TASK 2.5: Course Delivery: Adding a New Session

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	**FACILITATORS** Anil Bedi, Test Faculty, ...
GRAD YEAR 2011	**HANDOUTS** Lecture Schedule for Gastrointestinal Module of Systems

print   edit

Portfolio   Course
Year 2   **SYSTEMS I - GASTROINTESTINAL**

CurrMIT Fields
Mappings
Bulk Mappings
Handouts
Search
Sessions

Lecture	Perianal Disease/ Hemorrhoids		Jan 16, 2009	Jan 16, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Peritonitis						
Lecture	Portal Hypertension						
Lecture	Radiology		Jan 23, 2009	Jan 23, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Radiology - Colon		Jan 8, 2009	Jan 8, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Radiology - Liver pancreas, biliary duct		Jan 23, 2009	Jan 23, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Radiology - SB		Jan 5, 2009	Jan 5, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Radiology - Upper GI		Jan 5, 2009	Jan 5, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Surgical Aspects of IBD		Jan 16, 2009	Jan 16, 2009	11:15am	11:50am	Health Sciences B6
Lectue	Test Session One						del
Lecture	Trauma		Jan 19, 2009	Jan 19, 2009	11:15am	12:30pm	Health Sciences B6
Lecture	Ulcerative Colitis		Jan 9, 2009	Jan 9, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Upper Aerodigestive Cancer		Jan 1, 2009	Jan 1, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Upper GI Bleeding		Jan 6, 2009	Jan 6, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Vascular Disease		Jan 19, 2009	Jan 19, 2009	10:30am	11:05am	Health Sciences B6
Grand Rounds	test session	UGME Faculty3	Jan 5, 2009	Jan 5, 2009	12:00pm	12:00pm	

The new session is created with the information provided.

TASK Complete

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TASK 2.6: Course Delivery: Adding a New Section

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	**FACILITATORS** Anil Bedi, Test Faculty, ...
GRAD YEAR 2011	**HANDOUTS** Lecture Schedule for Gastrointestinal Module of Systems

Course

print   edit

Portfolio
Year 2 | Course
SYSTEMS I - GASTROINTESTINAL

CurrMIT Fields
Mappings
Bulk Mappings
Handouts
Search
Sessions

Lecture	Perianal Disease/ Hemorrhoids					
Lecture	Peritonitis					
Lecture	Portal Hypertension					
Lecture	Radiology		Jan 23, 2009	Jan 23, 2009	11:15am	11:50am Health Sciences B6
Lecture	Radiology - Colon		Jan 8, 2009	Jan 8, 2009	12:00pm	12:30pm Health Sciences B6
Lecture	Radiology - Liver pancreas, biliary duct		Jan 23, 2009	Jan 23, 2009	12:00pm	12:30pm Health Sciences B6
Lecture	Radiology - SB		Jan 5, 2009	Jan 5, 2009	12:00pm	12:30pm Health Sciences B6
Lecture	Radiology - Upper GI		Jan 5, 2009	Jan 5, 2009	11:15am	11:50am Health Sciences B6
Lecture	Surgical Aspects of IBD		Jan 16, 2009	Jan 16, 2009	11:15am	11:50am Health Sciences B6
Lectue	Test Session One					del
Lecture	Trauma		Jan 19, 2009	Jan 19, 2009	11:15am	12:30pm Health Sciences B6
Lecture	Ulcerative Colitis		Jan 9, 2009	Jan 9, 2009	12:00pm	12:30pm Health Sciences B6
Lecture	Upper Aerodigestive Cancer		Jan 1, 2009	Jan 1, 2009	11:15am	11:50am Health Sciences B6
Lecture	Upper GI Bleeding		Jan 6, 2009	Jan 6, 2009	10:30am	11:05am Health Sciences B6
Lecture	Vascular Disease		Jan 19, 2009	Jan 19, 2009	10:30am	11:05am Health Sciences B6
Grand Rounds	test session	UGME Faculty3	Jan 5, 2009	Jan 5, 2009	12:00pm	12:00pm

TASK Start

Step 1: To add scheduling information for the Session, one or more Sections must be added to the Session. Click on the Session name and proceed to the Session window.

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TASK 2.6: Course Delivery: Adding a New Section

Curriculum Explorer Screen

Lectue: Test Session One

FACILITATORS none   HANDOUTS n/a

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lectue: Test Session One**

CurrMIT Fields

Mappings

Handouts

Search

Sections

Sections add section

name ⊙ date   time   room   facilitator   student group

Step 2: Add a Section by clicking on the 'add section' option.

TASK 2.6: Course Delivery: Adding a New Section

Curriculum Explorer Screen

Lecture: Test session one

FACILITATORS none   HANDOUTS n/a

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Test session one

CurrMIT Fields
Mappings
Handouts
Search
Sections

Individual Sections   Weekly Sections

1

Name: ⦿ Auto Number   OR   ◯ Unique: Section Name

Time: 8 ▾ : 30 ▾   am ▾   to   10 ▾ : 30 ▾   am ▾

Date: Jan 5 2009

Room: HSc B450   ▾

People: Learners add   Facilitators add   Administrators add

copy last row ▶▶   add blank rows ▶▶

Submit   Cancel

Step 3: Use the default 'Auto Number' option for the session name field. If desired, a custom name can be provided by selecting "Unique".

Step 4: Select :
- start and end time
- session date
- room location.

Step 5: Click on the 'add' link for Learners, to add a list of students who will attend this session. This will pop up the Learners window as shown on the next page.

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TASK 2.6: Course Delivery: Adding a New Section

Curriculum Explorer Screen

Lectue: Test Session One

FACILITATORS none   HANDOUTS n/a

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lectue: Test Session One**

CurrMIT Fields
Mappings
Handouts
Search
Sections

Individual Sections   Weekly Sections

LEARNERS

Search

[   ]   Search

Families   **Groups**

Dentistry - 2nd Year	Phase A - Full	Bairagi, Suranjan
Phase A ▶		Balaton, Breanna
Phase B		Baptiste, Kellen
Phase C		Baptiste, Roryck
Phase D		Baxter, Julie
		Blackstock, Kalah

click to navigate   *double click to add*   *click to add*

| **Groups** | **Individuals** |
| Phase A - Full | |

double click to remove   *double click to remove*

Add learners as:
[Student   ▼]

Cancel   Add

Step 5a: Select the appropriate student group, from the 'Families' list.

Step 5b: If you want all students in the selected group, double click on the group name in the 'Groups' list.

OR

To select specific students from the list, double click student names to populate the '*Individuals'* list.

Only the group(s) or name(s) that are added to these bottom boxes will be used.

Step 5c: Click Add to confirm selections.

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TASK 2.6: Course Delivery: Adding a New Section

Curriculum Explorer Screen

Lectue: Test Session One

FACILITATORS none   HANDOUTS n/a

print edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lectue: Test Session One**

CurrMIT Fields
Mappings
Handouts
Search
Sections

Individual Sections   Weekly Sections

1

Name: ○ Auto Number   OR   ● Unique: 1PhaseB

Time: 8 ▼ : 30 ▼ am ▼   to   10 ▼ : 30 ▼ am ▼

Date: Jan 5 2009 📅 .

Room: HSc B450

People:
Learners add   Facilitators add   Administrators add
Phase A - Full X

copy last row ≫ add blank rows ≫

Submit   Cancel

Step 6: Click on the 'add' link for Facilitators, to add a faculty role to the section. This will pop up the Facilitators window as shown on the next page.

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TASK 2.6: Course Delivery: Adding a New Section

Curriculum Explorer Screen

Lecture: Test session one

FACILITATORS none   HANDOUTS n/a

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Test session one

CurrMIT Fields
Mappings
Handouts
Search
Sections

Individual Sections   Weekly Sections

FACILITATORS

Search
Bedi   Search

Families   **Groups**   Bedi, Anil

My Facilitators

double click to add   click to add

Groups   **Individuals**
                    Bedi, Anil

double click to remove   double click to remove

Add facilitators as:
Lecturer

Cancel   Add

Step 6a: Search for the faculty member by typing in the last name in the search field and clicking search.

Step 6b: Double click on the faculty name in the search results list, to add it to the individuals list below. Only the name(s) that are added to this box will be used.

Step 6c: Assign a role to the faculty member from the 'Add facilitators as:' drop-down list.

Step 6d: Click 'Add' to confirm changes. .

NOTE

Roles
The usual role that should be selected at the Section level when adding instructors to the Facilitator's list is: "Facilitator".

For every videoconferenced lecture, there should be multiple Sections in One45; one Section for each room location with the correct students attached to each location. The location presenting should have the instructor listed as *Lecturer* and the other location(s) tuning into the video/audio feed should have the same instructor listed as *Remote Presenter*.

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TASK 2.6: Course Delivery: Adding a New Section

Curriculum Explorer Screen

Lectue: Test Session One

FACILITATORS none   HANDOUTS n/a

print edit

Portfolio	Course	Session
Year 2	SYSTEMS I - GASTROINTESTINAL	Lectue: Test Session One

CurrMIT Fields

Mappings

Handouts

Search

Sections

Sections add section

name	date	time	room	facilitator	student group	
1PhaseB	Jan 5, 2009	8:30am - 10:30am	Health Sciences B450	Anil Bedi	Phase A	del

TASK Complete

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TASK 2.7: Course Delivery: Deleting a Session

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009   FACILITATORS Anil Bedi, Test Faculty, ...
GRAD YEAR 2011   HANDOUTS Lecture Schedule for Gastrointestinal Module of Systems

Course

print   edit

Portfolio   Course
Year 2   SYSTEMS I - GASTROINTESTINAL

CurrMIT Fields
Mappings
Bulk Mappings
Handouts
Search
Sessions

			2008	2008		Sciences B6
Lecture	Metabolic Liver Disease		Jan 27,	Jan 27,	11:15am	12:30pm Health
Lecture	Pancreatitis		2009	2009		Sciences B6
Lecture	Pediatric Liver Disease/Case - Pediatric jaundice		Jan 23, 2009	Jan 23, 2009	12:00pm	12:30pm Health Sciences B6
Lecture	Peptic Ulcer		Jan 8, 2009	Jan 8, 2009	11:15am	11:50am Health Sciences B6
Lecture	Perianal Disease/ Hemorrhoids		Jan 16, 2009	Jan 16, 2009	12:00pm	12:30pm Health Sciences B6
Lecture	Peritonitis		Feb 2, 2009	Feb 2, 2009	11:15am	11:50am Health Sciences B6
Lecture	Portal Hypertension		Jan 29, 2009	Jan 29, 2009	10:30am	11:05am Health Sciences B6
Lecture	Radiology		Jan 23, 2009	Jan 23, 2009	11:15am	11:50am Health Sciences B6
Lecture	Radiology - Colon		Jan 8, 2009	Jan 8, 2009	12:00pm	12:30pm Health Sciences B6
Lecture	Radiology - Liver, pancreas, biliary duct		Jan 23, 2009	Jan 23, 2009	12:00pm	12:30pm Health Sciences B6
			Jan 5, 2009	Jan 5, 2009	12:00pm	12:30pm Health Sciences B6
	Radiology - Upper GI		Jan 5, 2009	Jan 5, 2009	11:15am	11:50am Health Sciences B6
	IBD		Jan 16, 2009	Jan 16, 2009	11:15am	11:50am Health Sciences B6
Session One		Anil Bedi	Jan 5, 2009	Jan 5, 2009	8:30am	10:30am Health Sciences B450

TASK Start

Step 1: To delete a session, all sections in the session must first be deleted. Click on the session name to proceed to the sections list.

⚠ **NOTE**

Deleting Sessions:
Although Sessions can be deleted, it is imperative that the full schedule of lectures / labs for a course remain complete at all times, since this drives the student calendar.

If a particular lecture topic is cancelled, instead of deleting the Session altogether, follow the procedures outlined in the "UGME Curriculum Scheduling Procedures" document (https://share.usask.ca/medicine/one45/Shared%20Documents/UGME%20Curriculum%20Scheduling%20Procedures.doc)

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TASK 2.7: Course Delivery: Deleting a Session

Curriculum Explorer Screen

Lectue: Test Session One

FACILITATORS none   HANDOUTS n/a

print edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lectue: Test Session One

CurrMIT Fields
Mappings
Handouts
Search
Sections

Sections add section

name	date	time	room	facilitator	student group	
1PhaseB	Jan 5, 2009	8:30am - 10:30am	Health Sciences B450	Anil Bedi	Phase A	del

facilitator   student group

0 Ani   **Delete? Are you sure? yes no**

Step 2: Click the 'del' link for the section to delete the section.
Step 3: Confirm the delete action by selecting 'yes' in the popup.
Step 4: Return to the course sessions list using the location bar.

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TASK 2.7: Course Delivery: Deleting a Session

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	**FACILITATORS** Anil Bedi, Test Faculty, …
GRAD YEAR 2011	**HANDOUTS** Lecture Schedule for Gastrointestinal Module of Systems

print edit

Portfolio
Year 2
Course
SYSTEMS I - GASTROINTESTINAL

CurrMIT Fields
Mappings
Bulk Mappings
Handouts
Search
Sessions

	Hemorrhoids		2009	2009			Sciences B6
Lecture	Peritonitis		Feb 2,	Feb 2,	11:15am	11:50am	Health
Lecture	Portal Hypertension		Jan 29,	Jan 29,			Health Sciences B6
Lecture	Radiology		2009	2009			Sciences B6
Lecture	Radiology - Colon		Jan 8, 2009	Jan 8, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Radiology - Liver pancreas, biliary duct		Jan 23, 2009	Jan 23, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Radiology - SB		Jan 5, 2009	Jan 5, 2009	12:00pm	12:30pm	Health Sciences B6
Lecture	Radiology - Upper GI		Jan 5, 2009	Jan 5, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Surgical Aspects of IBD		Jan 16, 2009	Jan 16, 2009	11:15am	11:50am	Health Sciences B6
Lectue	Test Session One						del
Lecture	Trauma		Jan 19, 2009	Jan 19, 2009	11:15am	12:30pm	Health Sciences B6
Lecture	Ulcerative Colitis		Jan 9, 2009	Jan 9, 2009			
Lecture	Upper Aerodigestive Cancer		Jan 1, 2009	Jan 1, 2009	11:15am	11:50am	Health Sciences B6
Lecture	Upper GI Bleeding		Jan 6, 2009	Jan 6, 2009	10:30am	11:05am	Health Sciences B6
Lecture	Vascular Disease		Jan 19, 2009	Jan 19, 2009	10:30am	11:05am	Health Sciences B6
Grand Rounds	test session	UGME Faculty3	Jan 5, 2009	Jan 5, 2009	12:00pm	12:00pm	

Step 5: Delete the session using the 'del' link and confirming the action in the pop up window.

TASK Complete

Delete? Are you sure? yes no

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TASK 2.8: Course Delivery: Sending Group Email

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	FACILITATORS Anil Bedi, Test Faculty, ...
GRAD YEAR 2011	HANDOUTS Lecture Schedule for Gastrointestinal Module of Systems

print   edit

Portfolio   Course
Year 2   SYSTEMS I - GASTROINTESTINAL

CurrMIT Fields
Mappings
Bulk Mappings
People
Handouts
Search
Sessions

Learners   Facilitators   Administrators   ✉ send email

Learners   add

Name	Role	
Phase B - Full	Student	del

TASK Start

To start group email tasks, start at the One45 main screen and select the desired Course, Session, or Section as demonstrated in the General section pages 5 -7.

Step 1: To send a group email to the learners in the selected Course, Session, or Section, select the 'People' menu for the course. This will take you to the 'People' screen.

Step 2: Click the 'send email' link.

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TASK 2.8: Course Delivery: Sending Group Email

Curriculum Explorer Screen

SYSTEMS I - GASTROINTESTINAL

RUNS FROM Jan 5, 2009 to Feb 9, 2009	FACILITATORS Anil Bedi, Test Faculty, ...	
GRAD YEAR 2011	HANDOUTS Lecture Schedule for Gastrointestinal Module of Systems	

print edit

Portfolio Course
Year 2 SYSTEMS I - GASTROINTESTINAL

CurrMIT Fields
Mappings
Bulk Mappings
People
Eval
Handouts
Search
Sessions

to: ☑ Learners ☐ Facilitators ☐ Administrators
subject: Subject here
from: Mark Drapak
reply email: mark.drapak@usask.ca
attachment 1: C:\Documents and Settings\mdd223\Desktop\Course update.xls Browse...
attachment 2: Browse...
message: Message goes here...

○ Include a link to the login page in the email
○ Include an auto-login link in the email

☐ Send a copy of this email to me as well

Send cancel

Step 3 : Select the appropriate **group** by clicking to check the appropriate box. Selecting 'Learners' will address the email message to all students who are taking the class.

Step 4 : Fill-in the email details

Step 5 (optional) : Add any attachments by browsing for the file on your drives.

Step 6 : Add your email message

Step 7 (optional) : Add a link to the One45 login page. The option to 'include an auto-login link' does not apply when emailing students.

Step 8 (optional) : Send a copy of the email to yourself.

Step 9 : Click **Send**

TASK Complete

TASK 3 : Setting Up an Evaluation

Curriculum Explorer Screen – Eval Tab

Lecture: Abdominal Pain in Children

FACILITATORS Anil Bedi   HANDOUTS Adominal Pain in Pediatrics

Session

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Abdominal Pain in Children

CurrMIT Fields   add new package
Mappings
People
Eval
Handouts
Search
Sections

Evaluation Tab

Choose the Eval tab to prepare, edit, send, and view evaluations.

Evaluations are contextual. They can be associated to:
• the entire course
• a particular session (eg. a lecture)
• a specific section (eg. separately scheduled group labs)

An evaluation can be used to have an **administrator, facilitator, or learner** evaluate a **course, learner, facilitator, or administrator.** They can also be used for **self-evaluation** or **survey** purposes.

⚠ NOTE

Note that in this example we are performing the evaluation (survey) at the Session level for a particular lecture. This is indicated by the **location bar** and **contextual banner**.

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One45 - User Guide

TASK 3.1 : Adding a New Package

Curriculum Explorer Screen – Eval Tab

Lecture: Abdominal Pain in Children

FACILITATORS Anil Bedi   HANDOUTS Adominal Pain in Pediatrics

print   edit

Portfolio Course Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Abdominal Pain in Children

CurrMIT Fields   add new package
Mappings
People
Eval
Handouts
Search
Sections

TASK Start

Step 1 : To set up an evaluation, click the 'add new package' link. This will bring up the 'New Package' form.

⚠ NOTE

Setting up evaluations in One45 involves the concept of **packages** & **forms**.

An evaluation package contains one or more evaluation forms. Sending an evaluation in One45 involves creating the package, then putting one or more forms in it, then sending the package. This is much like addressing an envelope, placing a letter in it, then mailing it.

TASK 3.1 : Adding a New Package

Curriculum Explorer Screen

Lecture: Abdominal Pain in Children

FACILITATORS Anil Bedi	HANDOUTS Adominal Pain in Pediatrics

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lecture: Abdominal Pain in Children**

CurrMIT Fields
Mappings
People
Eval
Handouts
Search
Sections

New Package

Send On

Jan 26 2009

Save   Cancel

« 2008 2009 ⌄ 2010 »
«   January ⌄   »
Sun Mon Tue Wed Thu Fri Sat
                        1   2   3
4   5   6   7   8   9   10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Cancel Clear

Complete the New Package form:

Step 2: Send On: The date you want the package of
   evaluations sent.

Step 3: Click Save.

TASK 3.2 : Adding Forms To a Package

Curriculum Explorer Screen

Lecture: Abdominal Pain in Children

FACILITATORS Anil Bedi   HANDOUTS Adominal Pain in Pediatrics

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Abdominal Pain in Children

CurrMIT Fields   add new package

Mappings

People   ▷ 26 Jan 2009   T. Faculty   edit   delete   new form

Eval

Handouts

Search

Sections

Now that we have created the package, we'll add one
or more evaluation forms to it:

Step 4 : Click the 'new form' link to add a form to the
package. This will bring you to the evaluation creation
form.

TASK 3.2 : Adding Forms To a Package

Curriculum Explorer Screen

Step 5: Select the 'evaluator' and 'target' from the drop down menus. "Evaluator" is the role that will be completing the evaluation, and "target" is what will be evaluated.

Step 6: Select the available evaluator and target options, such as whether the evaluators will remain anonymous, can opt out, or to send the survey to a random sample size of evaluators by percentage.

Step 7: Choose which form you want to use. To add evaluation forms to this list, they must be created in advance by IT Support.

Step 8: Choose how you would like to match evaluators to targets. The most common choice for distributing evaluations is "according to schedule". Choosing this option will send the evaluation to all students (or other evaluator role) assigned to this course.

Step 9: Choose when you would like to close the evaluation from submissions. When an incomplete evaluation is closed, it will no longer show up in the evaluator's "To Do's".

Step 10: Select who should receive the evaluations when they are submitted. Unless special handling of the evaluation is required, the choice should be "returned directly".

Step 11: Click the Submit button. You will be brought back to the main Eval tab.

ain in Children

ITATORS Anil Bedi   HANDOUTS Adominal Pain in Pediatrics

print   edit

ESTINAL   Session
Lecture: Abdominal Pain in Children

have   evaluate
learner   course, self or survey   (5)

☑ **Student**   ⊙ session   (6)
☑ **anonymous**   ○ self-evaluation
  ☐ opt out   ○ survey

  ☐ sampling

Standard Evaluation Questions with C.A.S.E   (7)

match: learner <-> session
according to schedule (default)   (8)

all learnersmatched toall sessions

keep open for Jan 30 2009
4 ▼ : 30 ▼ pm ▼   (9)
☐ keep open indefinitely

results
returned directly (default)   (10)   submit   (11)

⚠ NOTE
If you choose 'someone else matches' on step 8, you can choose the distributer, who will then have a new 'To Do' item to distribute the evaluation forms. Also, see the important note in section 3.4 on pg.57 regarding this.

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TASK 3.2 : Adding Forms To a Package

Curriculum Explorer Screen – Eval Tab

Lecture: Abdominal Pain in Children

FACILITATORS Anil Bedi   HANDOUTS Adominal Pain in Pediatrics

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lecture: Abdominal Pain in Children**

CurrMIT Fields
Mappings   add new package
People
Eval   ▼ 26 Jan 2009   T. Faculty   edit   copy down   delete   new form   send now
Handouts   learner -> session   Standard Evaluation Questions with C.A.S.E   edit   delete
Search
Sections

Results of adding an evaluation form to an evaluation package

TASK Complete

⚠ NOTE

When setting the 'evaluators' and 'targets' for your evaluation sendout, One45 looks at the 'People' tab to determine who matches the role(s) you selected. If no people have yet been added which match the role you picked for the evaluation, an error message will appear.

Therefore, you will need to ensure that at least 1 person has been added to this curriculum element's 'People' menu in order for the sendout to work. They must be added using the same role you picked for your evaluation setup.

You can either add everyone necessary now, or if you chose to use a distributer, then the distributer can add any additional people necessary when they receive the ToDo to distribute forms.

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TASK 3.3 : Sending an Evaluation Package

Curriculum Explorer Screen – Eval Tab

Lecture: Abdominal Pain in Children

FACILITATORS Anil Bedi   HANDOUTS Adominal Pain in Pediatrics

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   Lecture: Abdominal Pain in Children

CurrMIT Fields
Mappings
People
Eval
Handouts
Search
Sections

add new package

▼ 26 Jan 2009   T. Faculty   edit   copy down   delete   new form   send now
   learner   ->   session   Standard Evaluation Questions with C.A.S.E   edit   delete

Send now?
Send   Cancel

TASK Start

NOTE

When you created a new evaluation package, you also chose a 'Send On' date. That evaluation package, along with all the forms you add to it, will automatically be sent out on your chosen 'Send On' date.

To manually send the evaluation package or to send it immediately, follow these steps.

To manually send an evaluation package:

Step 1: Select the Eval tab of the course or session you want to send the evaluation from.

Step 2: Click the 'send now' link next to the evaluation package you wish to send.

Step 3: Click the resulting 'Send button'.

Your evaluation package is now sent!

TASK Complete

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TASK 3.4 : Distributing Evaluations

To Dos Screen

TASK Start

You will only need to distribute forms if you chose to identify a distributor for the evaluations when setting them up.

To distribute forms:

Step 1: Click your 'To Dos' menu item. You will also be brought to your 'To Dos' when you log into One45.

You will now see the form distribution activity in your 'Forms to distribute' section.

Step 2: Click the 'form activity' link to begin distributing the forms.

⚠ NOTE

If you chose to have someone match evaluators to targets, they will only be able to do so *after* the evaluation package is sent.

The evaluations will be sent out immediately once the 'form distributer' has completed the matches. Keep this in mind, as the actual evaluators will not receive those forms until the 'forms distributer' completes matching.

TASK 3.4 : Distributing Evaluations

To Dos Screen

one45 | help | LOG OUT | Test Faculty Faculty | - Choose eDossier to View -

To Dos **3**
Personal Info
Handouts & Links
▼ Evaluations
  Evaluations
▼ Schedules
  My Calendar
  Curriculum Calendar
  My Courses
  Programs
  Vacation/Leave
▼ Academic Sessions
  Phase D JAHD

Lecture: Abdominal Pain in Children :: Jan 5 - Feb 9, 2009
Standard Evaluation Questions with C.A.S.E

Please pick the **evaluators** (Students) for this form by clicking the checkboxes (☐). If none of the Students on the list match your needs, click "Add Student".

reassign to new distributor

	Studenta, Test (2011) Undergraduate Medical Program	Studentb, Test (2010) Undergraduate Medical Program
Standard Evaluation Questions with C.A.S.E	☑	☑

Send Forms   Cancel

Step 3: Pick the evaluators for the form by clicking the checkboxes.

Step 4: Click 'Send Forms' once you've completed your selections. You will be brought to a confirmation screen.

TASK 3.4 : Distributing Evaluations

To Dos Screen

one45 | help LOG OUT | Test Faculty Faculty   - Choose eDossier to View - ▼

To Dos **3**
Personal Info
Handouts & Links
▼ Evaluations
  Evaluations
▼ Schedules
  My Calendar
  Curriculum Calendar
  My Courses
  Programs
  Vacation/Leave
▼ Academic Sessions
  Phase D JAHD

Lecture: Abdominal Pain in Children :: Jan 5 - Feb 9, 2009
Standard Evaluation Questions with C.A.S.E

Please confirm that the proper evaluators (Students) are listed to receive this form indicated by the form name appearing under their name.

Studenta, Test (2011)   **Studentb, Test** (2010)

Standard Evaluation Questions with C.A.S.E   Standard Evaluation Questions with C.A.S.E

[Yes, these are correct]   [No, let me re-match]   [Cancel]

Please make sure you have made all of your selections. You will not be able to make other matches later.

Step 5: Click the "Yes, these are correct' button to complete the form distribution.
Or
click the 'No let me re-match' button to go back to the previous screen.

TASK Complete

TASK 3.5 : Monitoring Evaluation Progress

Curriculum Explorer Screen – Eval Tab

Lecture: Abdominal Pain in Children

FACILITATORS none   HANDOUTS Adominal Pain in Pediatrics

print   edit

Portfolio   Course   Session
Year 2   SYSTEMS I - GASTROINTESTINAL   **Lecture: Abdominal Pain in Children**

CurrMIT Fields
Mappings
People
Eval
Handouts
Search
Sections

add new package

▾ 03 Nov 2008   M. Drapak   details   view forms   sent
  learner –> session   Standard Evaluation Questions with C.A.S.E   2/3   view

! NOTE
Click this exposure triangle to show/hide the bottom line.

TASK Start

One45 allows you to monitor how many people have completed the evaluation, and optionally send an email reminder to the rest.

Step 1: Select the Eval tab of the course or session you want to monitor.

Step 2: Click the 'view forms' link on the evaluation package. This will open the 'Form Search Results' in a new window or tab.

! NOTE

From this screen you can quickly see the number of completed evaluations. In this example, 2 out of 3 have been completed.

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TASK 3.5 : Monitoring Evaluation Progress

Form Search Results Screen

bulk email reminder: (click to send to all evaluators/dist'r on this list with incomplete forms) ①
personal email: (click evaluator name to send personal email)

s: (next to rotation) - flags a single send   e: (next to evaluator) - send an individual email reminder   students
h: (next to rotation) - flags a head evaluator form   fwd: (next to evaluator) - forward the form to a different evaluator   residents
r: (next to rotation) - flags a released form   edit: (next to date) - change the date of the form   faculty
■: (under status) - saved but not completed   admins

Rotation	Evaluator (or Dist'r)	Target	rotation dates	Form	date received	Status		
1. ○ Lecture: Abdominal Pain in Children	Studenta, Test	Lecture: Abdominal Pain in Children	Jan 5/09 - Feb 9/09 edit	Standard Evaluation Questions with C.A.S.E	Nov 3/08	☑	reopen	delete 👥
2. ○ Lecture: Abdominal Pain in Children	Studentb, Test	Lecture: Abdominal Pain in Children	Jan 5/09 - Feb 9/09 edit	Standard Evaluation Questions with C.A.S.E	Nov 3/08	☑	reopen	delete 👥
3. ○ Lecture: Abdominal Pain in Children	Studentc, Test e fwd	Lecture: Abdominal Pain in Children	Jan 5/09 - Feb 9/09 edit	Standard Evaluation Questions with C.A.S.E	Nov 3/08	☐		delete 👥

③   ④ ⑤ ⑥

The 'Form Search Results' window contains the following sections:

1 - Bulk Email Reminder: Send a bulk email reminder to everyone on this list with incomplete forms.

2 - List of evaluators.

3 - Email or Forward: Next to the evaluator's name, click the 'e' link to send the individual an email reminder, or click the 'fwd' link to forward the survey to another evaluator.

4 - Evaluation Status: Completed evaluations will have a checkmark in the status box.

5 - Reopen: Click this link to reopen the individual evaluation. Occasionally, individuals will make mistakes when completing a form. They may misunderstand the directions or evaluate the wrong person or program. In these cases, they may ask you to reopen the form so they can make corrections.

6 - Delete: Click this link to remove the form from the evaluators' 'To Dos'.

⚠ **NOTE**

You can only forward forms that haven't been completed yet. If the form has already been completed (by the wrong person), you will have to delete the form and re-send it to the correct evaluator.

⚠ **NOTE**

Be cautious when asked to reopen a form by an evaluator who has already seen the results of their own evaluations. This consideration will help guard against individuals making changes in response to an unsatisfactory personal evaluation.

TASK Complete

TASK 3.6 : Viewing Evaluation Results

Curriculum Explorer Screen – Eval Tab

Systems I - Hematology

RUNS FROM Aug 25, 2008 to Sep 26, 2008	**FACILITATORS** Syed Ali, Sharon Card, ...	
GRAD YEAR 2011	**HANDOUTS** n/a	

print   ed

Group	Portfolio	Course
Undergrad	Year 2	**Systems I - Hematology**

Info
Mappings
Bulk Mappings
People
Eval
Handouts
Objectives
Search
Facilitators
Sessions

add new package   view evaluation results   view all forms

▸	08 Oct 2008	Kate Hounjet	details	view forms	catchup	sent
▸	15 Sep 2008	Kate Hounjet	details	view forms	catchup	sent
▸	31 Oct 2008	Mark Drapak	details	view forms	catchup	sent
▸	23 Feb 2009	Mark Drapak	details	view forms	catchup	sent
▸	13 May 2009	Mark Drapak	details	view forms	catchup	sent

TASK Start

To view the results of an evaluation:

Step 1: Select the Eval tab of the course (or other curriculum element) you want evaluation results from.

Step 2: Click the 'view evaluation results' link. This will open the 'Course Results' in a new window or tab.

TASK 3.6 : Viewing Evaluation Results

Course Results Screen

Inside the browser window:

Course:: SYSTEMS I - HEMATOLOGY

evaluation of **Learning moment** by **Student**

▼ Standard Evaluation Questions with C.A.S.E view results

			sent	date range
☐	view	SYSTEMS I - HEMATOLOGY (Module evaluation)	Oct 20, 2008	Aug 25, 2008 to Sep 26, 2008

↰ view grouping

Step 3: Click the 'view results' link to see the results of all evaluations in that package.

Alternately:
Click the 'view' link next to each evaluation to see the results of that single evaluation.
Or
Place a checkmark in the boxes and click 'view grouping' to make a selection of evaluations to view.

A new window will open titled 'Report Options'

TASK 3.6 : Viewing Evaluation Results

Report Options Screen

Step 4: Select your desired report options. 'One overall view' will average and combine all results into one report. 'Many individual' will show each evaluation form as they were filled out, one by one in the same report..

Step 6: Choose your viewing format. It is currently recommended to 'view as a regular webpage', then save that page as a PDF if desired.

Step 5: Click 'View Results'.

This will open the report in a new window or tab.

TASK 3.6 : Viewing Evaluation Results

Report Screen

| one45 - University of Saskatchewan | Curriculum Schedule | **Report** | ▼ |

University of Saskatchewan
Undergraduate Medical Program

Compiled on: **Oct 21, 2008**

Note: **Overall results for:: SYSTEMS I - HEMATOLOGY**

where Student evaluates Learning moment

This is an example of what the resulting Report will look like.

TASK Complete

Standard Evaluation Questions with C.A.S.E

General

Please indicate the extent to which you agree (or disagree) with each of the following statements about this course where 1 is Strongly Disagree and 10 is Strongly Agree

	N/A	1 Strongly Disagree	2	3	4	5	6	7	8	9	10 Strongly Agree	N	Mean
1) The objectives of the course were clearly stated and explained at the outset.	0	0	0	0	0	1	0	0	0	0	0	1	5.0
2) There was considerable agreement between the stated objectives of the course and what was actually taught.	0	0	0	0	0	0	1	0	0	0	0	1	6.0
...provided structured opportunities to engage in self-directed learning?	0	0	0	0	0	0	1	0	0	0	0	1	6.0
23) To what extent were you provided with structured opportunities to apply and reflect upon theoretical knowledge?	0	0	0	0	0	0	0	1	0	0	0	1	7.0
	0	0	0	0	0	6	11	6	0	0	0	23	6.0

24) What aspects of the course did you like the most?
  ● The C.A.S.E. curriculum was great!

25) What aspects of the course would you suggest be changed in the future?
  ● None at the moment.

26) What one thing was done in this course that most helped you learn?
  ● Active participation through the use of "clickers".

27) Did anything about this course come as a surprise to you? If so, please describe.
  ● Nope.

28) Is there anything else that you feel is important for us to know about this course?
  ● It was great!

Done

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