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FAQ: Should I record vacations on the block schedule?

Vacations should be recorded on the block schedule as non-primary rotations.

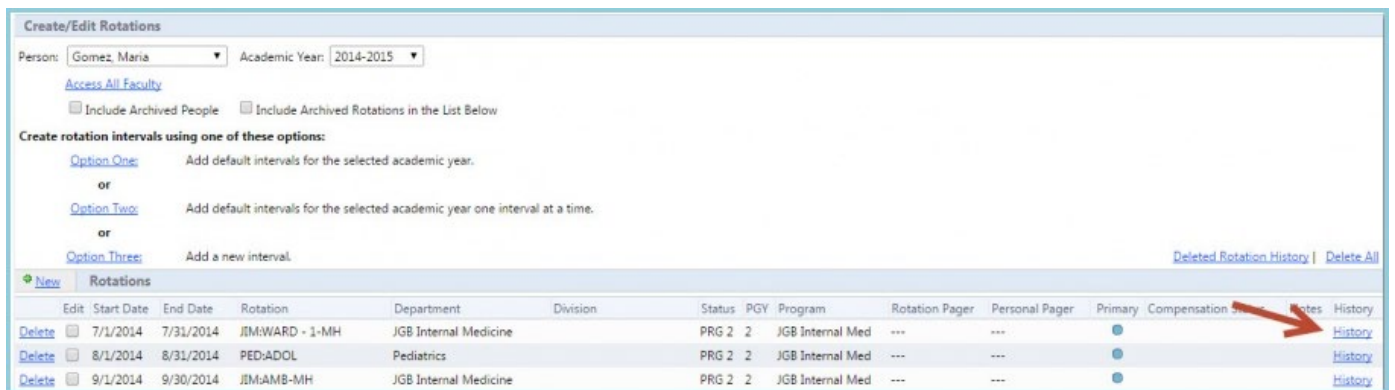
FAQ: Why do faculty need to be on the block schedule?

The faculty are put on the block schedule so they automatically match with residents and fellows in the Evaluations module. When faculty and residents are on the same rotation for the same dates, they can be matched to evaluate each other.

FAQ: How can I determine who scheduled a rotation?

View Scheduled Rotation History

1. Go to *Schedules > Block Scheduling > Schedule Rotations*
2. Select the name from the dropdown list
3. Select the Academic Year
4. Click **History**



The screenshot shows the 'Create/Edit Rotations' interface. At the top, there are dropdown menus for 'Person: Gomez, Maria' and 'Academic Year: 2014-2015'. Below these are checkboxes for 'Include Archived People' and 'Include Archived Rotations in the List Below'. The main section is titled 'Create rotation intervals using one of these options:' and lists three options: 'Option One: Add default intervals for the selected academic year.', 'Option Two: Add default intervals for the selected academic year one interval at a time.', and 'Option Three: Add a new interval.' At the bottom right of this section are links for 'Deleted Rotation History' and 'Delete All'. Below this is a table with columns: Edit, Start Date, End Date, Rotation, Department, Division, Status, PGY, Program, Rotation Pager, Personal Pager, Primary, Compensation, Notes, and History. A red arrow points to the 'History' link in the 'Notes' column of the first row.

Edit	Start Date	End Date	Rotation	Department	Division	Status	PGY	Program	Rotation Pager	Personal Pager	Primary	Compensation	Notes	History
Delete	7/1/2014	7/31/2014	JIM:WARD - 1-MH	JGB Internal Medicine		PRG 2	2	JGB Internal Med	---	---	<input checked="" type="checkbox"/>			History
Delete	8/1/2014	8/31/2014	PED:ADOL	Pediatrics		PRG 2	2	JGB Internal Med	---	---	<input checked="" type="checkbox"/>			History
Delete	9/1/2014	9/30/2014	JIM:AMB-MH	JGB Internal Medicine		PRG 2	2	JGB Internal Med	---	---	<input checked="" type="checkbox"/>			History

View information about the Rotation for which a Person scheduled. Below that is the history for the Rotation.

History for Rotation															
Type of Object:	Rotation														
ID:	8185														
Name:	Rotation														
Description:	Benn, Jason on EM:EM:Red (07/01/2017-07/31/2017)														
Today's Date:	Friday, August 25, 2017 12:49:27 PM														
Last Update Date:	Friday, April 21, 2017 10:12:51 AM														
Last Update By:	NI Personnel														

ROTATION INFORMATION																	
Change Date	Change Type	Owner	Start Date	End Date	Person Status	Rotation Department	Rotation	Primary	Work Load	Compensation Status	Home Department	Program	Post Graduate Year	Person Pager	Rotation Pager	Notes	Updated By
4/21/2017 10:12:51 AM	Current	Benn, Jason	07/01/2017	07/31/2017	PRG 2	Department of Emergency Medicine/Emergency Medicine	EM:EM:Red	True	100	C3	Department of Emergency Medicine/Emergency Medicine	Emergency Medicine	3	(330) 329-8817	---	this is a note here.	NI Personnel
4/21/2017 10:12:51 AM	Update	Benn, Jason	07/01/2016	07/31/2016	PRG 2	Department of Emergency Medicine/Emergency Medicine	EM:EM:Red	True	100	C3	Department of Emergency Medicine/Emergency Medicine	Emergency Medicine	3	(330) 329-8817	---	---	NI Personnel
7/8/2016 8:25:35 AM	Update	Benn, Jason	07/01/2016	07/31/2016	PRG 1	Department of Emergency Medicine/Emergency Medicine	EM:EM:Red	True	100	C3	Department of Emergency Medicine/Emergency Medicine	Emergency Medicine	3	(330) 329-8817	---	---	NI Personnel
7/9/2015 9:29:21 AM	Update	Benn, Jason	07/01/2014	07/31/2014	PRG 2	Department of Emergency Medicine/Emergency Medicine	EM:EM:Red	True	100	C3	Department of Emergency Medicine/Emergency Medicine	Emergency Medicine	3	(330) 329-8817	---	---	NI Personnel
7/2/2014 11:00:04 AM	Update	Benn, Jason	07/01/2014	07/31/2014	PRG 3	Department of Emergency Medicine/Emergency Medicine	EM:EM:Red	True	100	C3	Department of Emergency Medicine/Emergency Medicine	Emergency Medicine	3	(330) 329-8817	---	---	NI Personnel
5/27/2014 3:14:58 PM	Insert	Benn, Jason	07/01/2014	07/31/2014	PRG 3	Department of Emergency Medicine/Emergency Medicine	EM:EM:Red	True	100	C3	Department of Emergency Medicine/Emergency Medicine	Emergency Medicine	3	(330) 329-8817	---	---	NI Personnel

[Export to Excel](#)

FAQ- How can I see a block schedule with just my residents on it?

Follow these steps to create a custom view that displays only your residents:

1. Go to Schedules>Block Scheduling>View Schedules
2. Click **New**
3. In the box labeled "Include These Status Types", select the status types for your residents
4. In the Rotators section, check "Do Not Show" if you don't want residents who rotate to your department to be included
5. Click **View Block Schedule**
6. If you wish to save this view to be available in the Schedule View drop down box , Enter a name and click **Save**
7. If you wish this view to be the default view displayed, check "Set as default".

FAQ - How can I include the dates of the blocks when I view the block schedule?

If you would like the Block rotation dates to appear when viewing the Block Schedule, you will need to include the dates in the Academic Year.

- Go to *Administration > Software Setup > Local Setup > Academic Years*
- Click on the name of the academic year
- Check the "Include Dates" checkbox
When checked, we add the date to each academic year interval name. This interval name shows up in schedules and throughout the software
- Click **Save**

FAQ - How can I hide the block schedule for the upcoming year from my residents until it is complete?

You can hide the block schedule from residents by hiding the academic year: This action will not hide it for level 5 and 6 administrators.

1. Go to *Administration > Software Setup > Local Setup > Academic Years*
2. Click on the academic year name
3. Place a check in the check box labeled "Hidden"
4. Click **Save**

When you are ready to publish the schedule simply retrace the steps outlined above and uncheck the "Hidden" option.

FAQ - Why do certain rotation names not show up on our block schedule?

Make sure that the view displayed has not been filtered to omit certain rotation names. To check:

1. Go to *Schedules > Block Scheduling > View Schedule*
2. To the right of the Schedule View name click **Edit**
3. Under the section labeled 'Which Rotations' make sure the rotation name you seek is included (hold down the ctrl button to select it)
4. Click **Save and Return**

FAQ - How can I view a complete block schedule for a prior academic year?

[Viewing an Individual's Schedule for a prior Academic Year](#)

- Go to *Schedules > Block Scheduling > Schedule Rotations*
- Select the Academic Year
- Check to Include Archived People and Archived Rotations in the List Below
- Select the individual's name

Block Scheduling Create/Edit

Create/Edit Rotations

Person: Academic Year:

[Access All Faculty](#)

Include Archived People Include Archived Rotations in the List Below

Notes:

View a Complete Department Schedule for a Prior Academic Year

- Go to *Schedules > Block Scheduling > View Schedule*
- Click **New**
- Click **Show Department Filter for Personnel Below**
- Click Include Archived for Departments, People and Statuses
- Click **Update People List**
- Click **Show Department and Training Location Filters for Rotations Below**
- Check to Include Archived Departments, Rotations and Show all Institutions/Locations
- Click Update Rotation List
- Click **View Block Schedule**
- Select the desired Academic Year