

Block Schedule Training Outline

Section	Pages	Recommended Webinar
Introduction <ul style="list-style-type: none"> • Importance of Block Schedule • How the block schedule feeds into other modules 	3-5	Help>Tutorial Videos>[4.0] Block Schedule-Block Schedule Basics
Glossary	5	
Privileges	5	
Creating an Academic Year <ul style="list-style-type: none"> • Single academic year • Recurring years • Multiple academic years 	6-9	Help>Tutorial Videos>[2.07]Admin>Academic Year - Create
Viewing Rotation Favorites <ul style="list-style-type: none"> • Adding Existing Rotation to Favorites 	9-11	
MMCGME Rotations <ul style="list-style-type: none"> • Primary MMCGME Rotations • Time Away Extends Rotation • Non-Primary MMCGME Rotations 	12-13	
Requesting New Rotations or Updating Existing Rotations <ul style="list-style-type: none"> • Naming Standard 	14	
Creating a Block schedule on the Web <ul style="list-style-type: none"> • 3 options for building block schedule • Rotation Interval Screen • Situations that may dictate changes in the block schedule 	15-20	Help>Tutorial Videos [4.1] Block Schedule-Creating a Block Schedule on the Web
Delete a Block Schedule <ul style="list-style-type: none"> • Deleting one rotation • Deleting multiple rotations 	20-21	
Copying Block Schedules	21-22	
Creating a Block Schedule from your Desktop <ul style="list-style-type: none"> • Creating a Block schedule by Person • Creating a Schedule by Rotation 	23-28	Help>Tutorial Videos [6.1] MedScheduler-Overview & Installation
Creating Custom Views	29-31	
Creating Faculty Block Schedule	32-33	
Set Up Rotation Requirements	34	
ICalendar Set up	35-36	
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