

How to add an academic coach role to a supervisor and assign learners

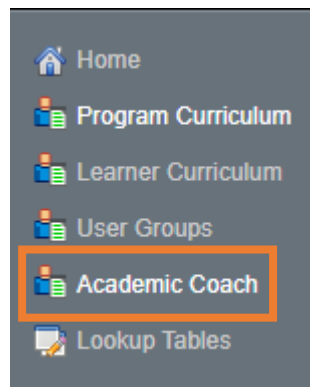
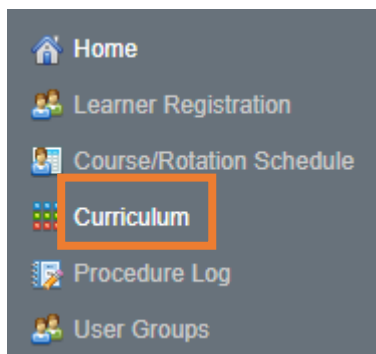
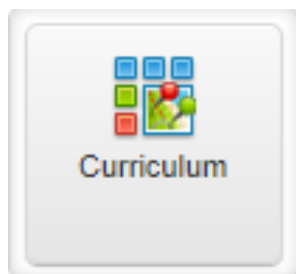
Audience: Program Admin, Program Director, Competence Committee
Chair

The Academic Coach role is an additional role (user group) assigned to an existing supervisor. The user must already be in the system.

A] Select your Academic Coach



Click on the Curriculum menu or tile > select Academic Coach



Begin by doing a search to verify if the Supervisor already has the Academic Coach Role.
Begin by searching by last name; some supervisors may use a shortened version of their first name (eg. John vs Jonathan)



If the supervisor name appears with Academic Coach in the “Type” column, they already have the Coach role. Click on their name to link residents – see section B below.

If the search does not provide any result, click on “+ Add New”



To add a new designation, select “**Academic Coach**” as **type** and select your **Supervisor name**, then **Save**
Note: if the Supervisor is not in the drop-down menu, they already have the Academic Coach designation or they are not in MedSIS yet.



Add User Group [X]

Type: Academic Coach [v]

Supervisor: --Select-- [v]

[Save] [Cancel]

The new Academic Coach will automatically be selected.

B] Add Learners to the Academic Coach



Click on Bulk Assignment (right part of your screen) to add new Learners. Some Academic Coaches may already have Learners attached to their profile.

Home > User Groups > Manage User Groups

Grayfest, John

Type: Academic Coach
Email: john.grayfest@medis3c.com
Department: Emergency Medicine

[View Details] [Delete] [Back]

[Bulk Assignment]

Name	Program	Training Level	Campus	Start Date	End Date
Andi, Martest	Emergency Medicine	PGY5			
Lintest, Ashley	Emergency Medicine	PGY2			



Search and select learners. You can filter by program, training year ... by clicking on "All Data"

Bulk Assignment [X]

Effective Date: []

Expiry Date: []

Role: Learner [v]

[All Data]

Users: --Select--

[Search]

SELECT ALL DESELECT ALL

- Abartest, Helena
Learner
- Acartest, Chris
Learner
- Adamtest, John
Learner
- Addtest, Emma
Learner
- Altest, Anna
Learner

[Save] [Cancel]