

How to Close/End A Learner's Learning Path

TARGET AUDIENCE: ADMINISTRATORS AND PROGRAM DIRECTORS

It is important to maintain accurate information for each learner. **The end date of the learning path should be the date they graduate from their program, or date they left their program.** Once this date is entered, the learner can no longer trigger an assessment, and their EPA dashboard becomes view-only.

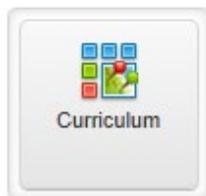
There are different ways to do this in MedSIS:

1. [Close the Learning Path from the 'Curriculum' module](#), or
2. [Close the Learning Path from 'Learner Registration' module](#).

Both ways are equivalent, you can choose the one you prefer. If you are closing the Learning Path for multiple learners, the second option may be more efficient, as it allows you to switch between learners more easily.

Curriculum Module

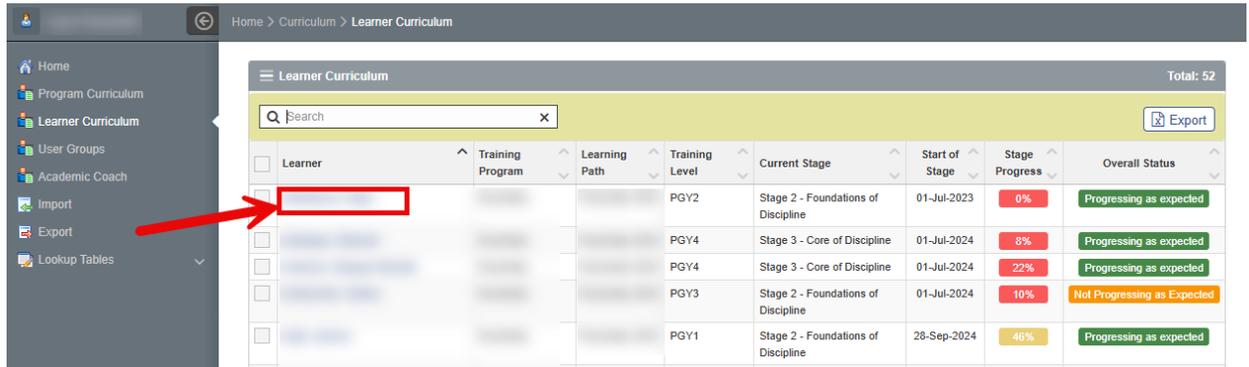
1. From the MedSIS home page, click **Curriculum**.



2. Go to **Learner Curriculum** and the side navigation menu.



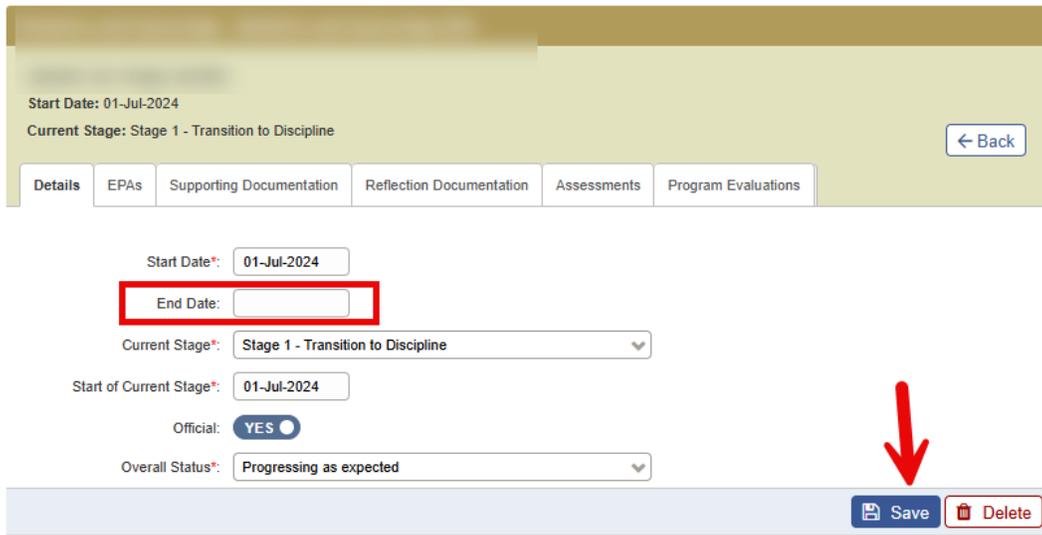
3. Click on the learners' name to access their EPA Dashboard.



The screenshot shows a web application interface for 'Learner Curriculum'. On the left is a navigation menu with items like Home, Program Curriculum, Learner Curriculum, User Groups, Academic Coach, Import, Export, and Lookup Tables. The main area displays a table with columns: Learner, Training Program, Learning Path, Training Level, Current Stage, Start of Stage, Stage Progress, and Overall Status. A red arrow points to the first learner's name in the 'Learner' column.

Learner	Training Program	Learning Path	Training Level	Current Stage	Start of Stage	Stage Progress	Overall Status
[Red Arrow]			PGY2	Stage 2 - Foundations of Discipline	01-Jul-2023	0%	Progressing as expected
			PGY4	Stage 3 - Core of Discipline	01-Jul-2024	8%	Progressing as expected
			PGY4	Stage 3 - Core of Discipline	01-Jul-2024	22%	Progressing as expected
			PGY3	Stage 2 - Foundations of Discipline	01-Jul-2024	10%	Not Progressing as Expected
			PGY1	Stage 2 - Foundations of Discipline	28-Sep-2024	46%	Progressing as expected

4. Under the Details tab of the learner's EPA dashboard, assign the learner's end date. Click Save.



The screenshot shows the 'Details' tab of the EPA dashboard. It includes fields for Start Date (01-Jul-2024), End Date (highlighted with a red box), Current Stage (Stage 1 - Transition to Discipline), Start of Current Stage (01-Jul-2024), Official (YES), and Overall Status (Progressing as expected). A red arrow points to the 'Save' button at the bottom right.

Start Date: 01-Jul-2024
Current Stage: Stage 1 - Transition to Discipline

Details | EPAs | Supporting Documentation | Reflection Documentation | Assessments | Program Evaluations

Start Date*: 01-Jul-2024
End Date*: [Red Box]
Current Stage*: Stage 1 - Transition to Discipline
Start of Current Stage*: 01-Jul-2024
Official: YES
Overall Status*: Progressing as expected

Save Delete



Learner Registration Module

1. From the MedSIS home page, click **Learner Registration**



2. Search learner by Last Name. Click **Search**.

Home > Learner Registration > Learner Search

Learner Search

Save Filter

Last Name:

Student #:

First Name:

Known By:

Search Clear

3. Select all your learners and click **View Profile**.

Home > Learner Registration > Learner Search

Registration Info: Training Session: 2025-2026 Approval Status: Approved Program: Anesthesiology

Learner Search Result

Search:

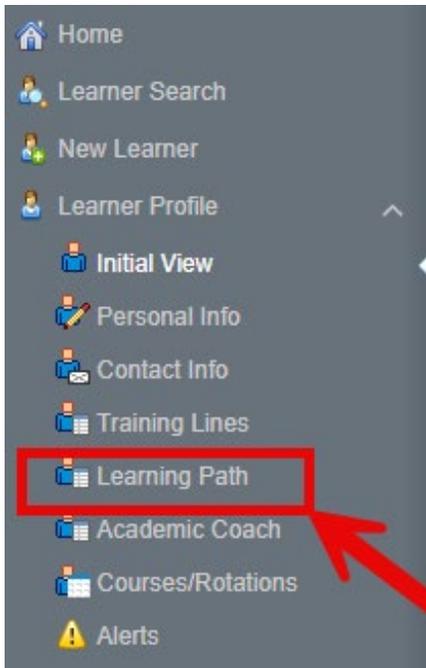
Name	Student #	Learner Status	Default Email	Registration Status	Cur
<input checked="" type="checkbox"/>		New Trainee		Ready	
<input checked="" type="checkbox"/>		New Trainee		Ready	
<input checked="" type="checkbox"/>		New Trainee		Ready	
<input checked="" type="checkbox"/>		New Trainee		Ready	
<input checked="" type="checkbox"/>		New Trainee		Ready	
<input checked="" type="checkbox"/>		New Trainee		Ready	
<input type="checkbox"/>		Returning Trainee		Ready	
<input type="checkbox"/>		Returning Trainee		Ready	
<input type="checkbox"/>		Returning Trainee		Ready	

Selected: 7 40

Print Documents Export Send Email Run Task View Profile

am	Last Training Level	Last Training Start Date	Last Training End Date
siology	PGY1	01-Jul-2025	30-Jun-2026
siology	PGY1	01-Jul-2025	30-Jun-2026
siology	PGY1	01-Jul-2025	30-Jun-2026
siology	PGY1	01-Jul-2025	30-Jun-2026
siology	PGY1	01-Jul-2025	30-Jun-2026
siology	PGY1	01-Jul-2025	30-Jun-2026
siology	PGY1	01-Jul-2025	30-Jun-2026
siology	PGY2	01-Jul-2025	30-Jun-2026
siology	PGY3	01-Jul-2025	30-Jun-2026
siology	PGY3	01-Jul-2025	30-Jun-2026

4. From the menu on the left, select **Learning Path**.



5. Click on the **Learning Path**.

Home > Learner Registration > Learner Profile > Learning Path

+ Add Note

Ready New Trainee

Learning Path

+ Add Learning Path

Diagnostic and Molecular Pathology - Diagnostic and Molecular Pathology 2023 (01-Jul-2025) Official Progressing as expected

Stage	Start Date	Progress
Stage 1 - Transition to Discipline // CURRENT	01-Jul-2025	0%
Stage 2 - Foundations of Discipline		0%
Stage 3 - Core of Discipline		0%
Stage 4 - Transition to Practice		0%

5. Under the Details tab of the learner's EPA dashboard, assign the **learner's end date**. Click **Save**.



Start Date: 01-Jul-2024
Current Stage: Stage 1 - Transition to Discipline ← Back

Details | EPAs | Supporting Documentation | Reflection Documentation | Assessments | Program Evaluations

Start Date*: 01-Jul-2024
End Date*:
Current Stage*: Stage 1 - Transition to Discipline
Start of Current Stage*: 01-Jul-2024
Official: YES
Overall Status*: Progressing as expected

