

## HOW-TO GUIDE

The screenshot shows the DLRI (Distributed Learning and Rural Initiatives) SharePoint site. The left sidebar contains the following links: Staff home page, Rural electives (highlighted), DLRI website, Recycle bin, and Edit. The top navigation bar includes: + New, Send to, Promote, Page details, Immersive Reader, and Analytics. The main content area features a large banner image of a mountain range with the title "Rural Electives" and the name "Charlene Fouqueray, Administrative Officer". Below the banner, there is a "Please note:" section with two bullet points: "EM: all regional hospitals are at capacity until the end of the year (until December 31, 2021). Alternative placements in clinics are also considerable reduced until the end the year." and "O&G: capacity for elective in O&G is scarce for the remainder of the year (until December 31, 2021)". To the right of the notes, there is a section titled "Rural Elective Requests" with a link "Create request" highlighted by a yellow circle. A yellow arrow points from a grey box with the text "Click here to enter your request" to the "Create request" link. Below the "Create request" link is the text "Rural Elective Request Details". At the bottom left, there is a "Helpful documents" section with a "See all" link and a list of documents: Housing Policy, Rural Elective Process, Overview, and Reimbursement. At the bottom right, there is a "Welcome to your new list" message with the text "Select the New button to get started." and an icon of a folder with a downward arrow.

DLRI

UNIVERSITY OF CALGARY

Staff home page

Rural electives

DLRI website

Recycle bin

Edit

+ New Send to Promote Page details Immersive Reader Analytics

### Rural Electives

Charlene Fouqueray  
Administrative Officer

**Please note:**

- **EM:** all regional hospitals are at capacity until the end of the year (until December 31, 2021). Alternative placements in clinics are also considerable reduced until the end the year.
- **O&G:** capacity for elective in O&G is scarce for the remainder of the year (until December 31, 2021)

**Rural Elective Requests**

[Create request](#)

**Rural Elective Request Details**

**Helpful documents** [See all](#)

Title

Housing Policy

Rural Elective Process

Overview

Reimbursement

Welcome to your new list  
Select the New button to get started.



## RURAL ELECTIVES - SHAREPOINT PROCESS

# HOW-TO GUIDE

### New item

#### Rural Elective Request Form

Please complete the form below for each elective request.

<b>Last Name *</b> Fouquerey <small>Enter your last name</small>	<b>First Name *</b> Charlene <small>Enter your first name</small>	<b>Email *</b> cfouquer@ucalgary.ca <small>Enter your University of Calgary email address</small>	<b>Start Date *</b> 3/28/2022 <small>Choose when is the elective starting. If you do not have precise dates, choose the earlier starting date and indicate roughly the month the elective is to take place and the length of it (e.g. 2 weeks) in the comment box.</small>
<b>End Date *</b> 4/3/2022 <small>Choose when is the elective ending. If you do not have precise dates, choose the latest end date and indicate roughly the month the elective is to take place and the length of it (e.g. 2 weeks) in the comment box.</small>	<b>Comments</b>  <small>Enter any other information that would be relevant to your request</small>	<b>Learner Type *</b> Class 2024	<b>Rotation Type *</b> Pre-clerkship (career development) <small>Choose the type of elective</small>
<b>Area of Interest</b> anesthesia, FM <small>Indicate which specialty/ies you are interested in (maximum 3) by order of preference.</small>	<b>Geographical Location</b> South Zone Lethbridge, Medicine Hat <small>Enter your preferred geographical location or leave blank if flexible.</small>	<input checked="" type="checkbox"/> UCLIC <input type="checkbox"/> Yes	
<b>Do not edit</b> <b>Request Status *</b> Sent to DLRI Office <small>Do not change the status.</small>	<b>UCemail</b> cfouquer@ucalgary.ca <small>Do not change</small>	<b>Last Updated</b> 8/31/2021 <small>Do not change the date.</small>	<b>This section is a rough summary. INTERNAL USE ONLY</b>
<b>By saving this form you are officially placing a request for a rural elective with the DLRI office.</b>			

This step helps us to verify your status as a learner in our database.

Select your class year.

Only select this if you are a UCLIC student

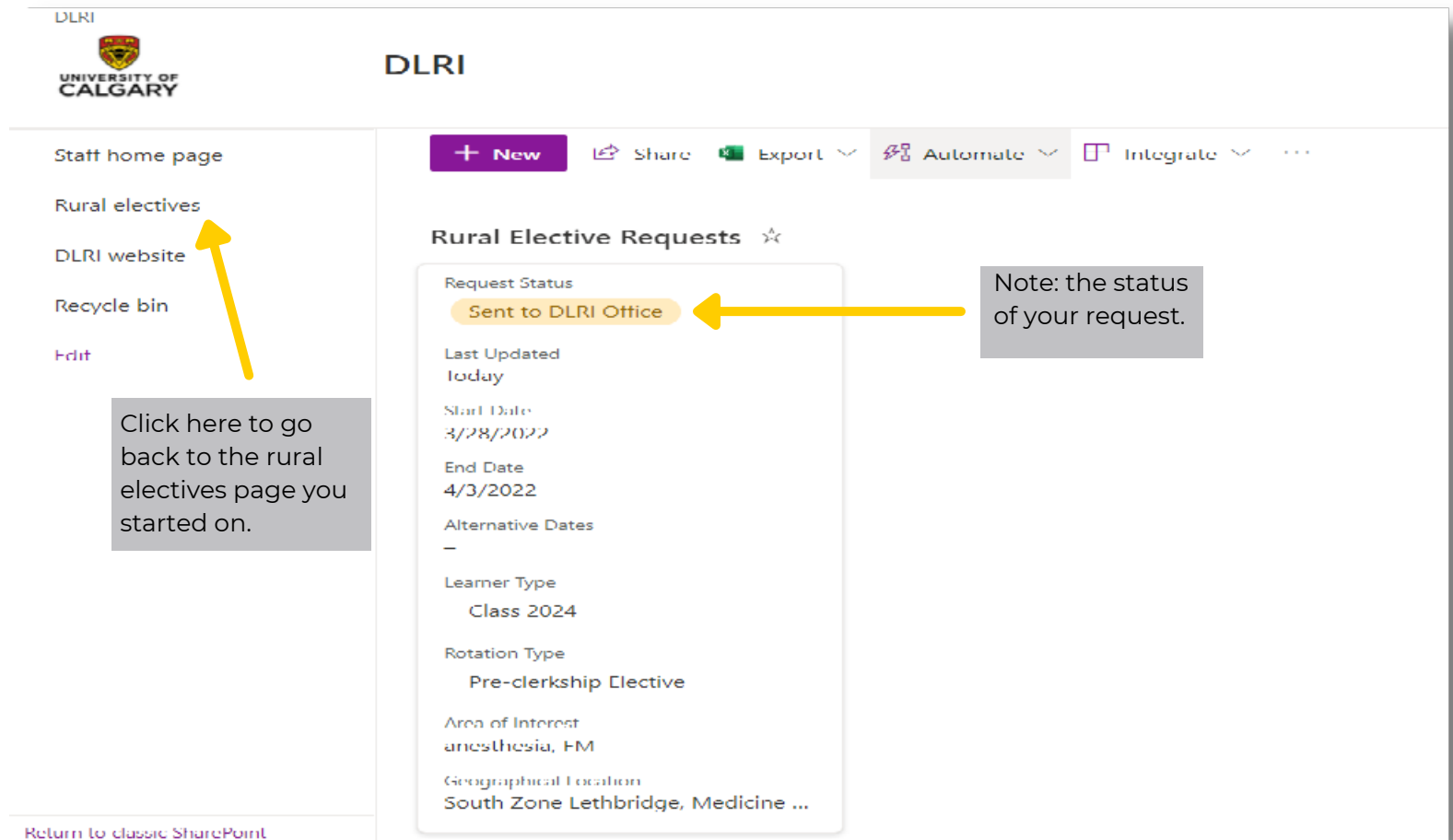
Do not forget to save your request, this will bring you to the next window.

If you do not have a geographical preference, leave it blank, otherwise, list in order of preference either by AHS zone or city/town you would like to complete your elective in.



**UNIVERSITY OF CALGARY**  
CUMMING SCHOOL OF MEDICINE  
Distributed Learning and Rural Initiatives

## HOW-TO GUIDE



DLRI

UNIVERSITY OF CALGARY

DLRI

Staff home page

Rural electives

DLRI website

Recycle bin

Edit

+ New

Share

Export

Automate

Integrate

Rural Elective Requests ☆

Request Status

Sent to DLRI Office

Last Updated

Today

Start Date

3/28/2022

End Date

4/3/2022

Alternative Dates

—

Learner Type

Class 2024

Rotation Type

Pre-clerkship Elective

Area of Interest

anesthesia, FM

Geographical Location

South Zone Lethbridge, Medicine ...

Note: the status of your request.

Click here to go back to the rural electives page you started on.

Return to classic SharePoint





## HOW-TO GUIDE

DLRI

UNIVERSITY OF CALGARY

DLRI

Staff home page

+ New Send to Promote Page details Immersive Reader Analytics

Rural electives

DLRI website

Recycle bin

Edit

### Rural Electives

Charlene Fouquerey  
Administrative Officer

**Please note:**

- **EM:** all regional hospitals are at capacity until the end of the year (until December 31, 2021). Alternative placements in clinics are also considerable reduced until the end the year.
- **O&G:** capacity for elective in O&G is scarce for the remainder of the year (until December 31, 2021)

**Helpful documents** [See all](#)

Title
Housing Policy
Rural Elective Process
Overview
Reimbursement

### Rural Elective Requests

[Create request](#)

### Rural Elective Request Details

Request Status
Sent to DLRI Office
Last Updated Today
Start Date 3/28/2022
End Date 4/3/2022
Alternative Dates -
Learner Type Class 2024
Rotation Type Pre-clerkship Elective

The summary of your rural elective requests including their status, will be displayed on this page. You can click on them to view more details.



## HOW-TO GUIDE

Click here to return to the main page.

Staff home page

Rural electives

DLRI website

Recycle bin

Edit

Edit all

DLRI > Rural Electiv... > Item properties

**Rural Elective Request Form**

Please complete the form below for each elective request.

Last Name *	First Name *	Email *	Start Date *
Charlene	Fouqueray	cfouquer@ucalgary.ca	3/28/2022
End Date *	Alternative Dates	Learner Type *	Rotation Type *
4/3/2022	Enter value here	Class 2024	Pre-clerkship Elective
Area of Interest	Geographical Location	<input checked="" type="checkbox"/> UCLIC	
anesthesia, FM	South Zone Lethbridge, Medicine Hat		

**Do not edit**

Request Status *	UEmail	Last Updated
Sent to DLRI Office	cfouquer@ucalgary.ca	Today

By saving this form you are officially placing a request for a rural elective with the DLRI office.

The status of the request will be shown here. It goes from Sent to DLRI Office to:

- Received / Rejected
- Preceptor contacted
- 2nd preceptor contacted
- 3rd preceptor contacted
- Confirmed / unable to place / cancelled by learner

This field indicates the date the DLRI office reviewed your request.

