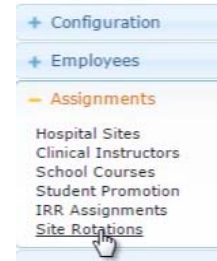


Creating Site Rotations

To prepare gather the clinical schedule, specifically the following:

- **Name** you will give the **rotation** (following your system of naming conventions)
- **Name** of the **course** aligned with the rotation
- Names of the **students**
- **Sites** where each student will be placed

1. From the left-side menu choose Assignments—> Site Rotations.
2. From the Action column, choose “Add”.
3. After entering the name of the rotation and selecting the course from the “Course Criteria” dropdown, and then select students and their associated site/clinical instructor from the “Available Clinicians” dropdown.



4. When selecting students, if you would like to select multiple consecutive students, select one, press down and hold the shift key on your keyboard, and select another—and every student will be highlighted in between. To select non-consecutive students, press down and hold the control key while clicking on all the students you want.

5. When done, select the “Save” button. You will know you have correctly saved the entry when you see the green bar at the top left with the text, “Success: rotation record saved successfully.” You will also see that the newly created clinical group will appear in the “Rotation Assignment” section.

Course	Ranking	Student	Hospital
01-RTH 125	Senior	Chi Ejiolor	02-Enterprise Medical Center

6. Choose the 2nd blue bar titled “Rotation Definitions” and finish entering all the clinical groups assigned to this rotation.

7. When you are all done you can see the rotation with all the students entered under Assignments —> School Courses.

School	Course Name	Period	Students
SJVCR	01-RTH 125	Term 2	7