

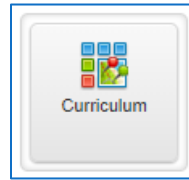
# HOW TO ASSIGN TRAINEES TO AN ACADEMIC COACH

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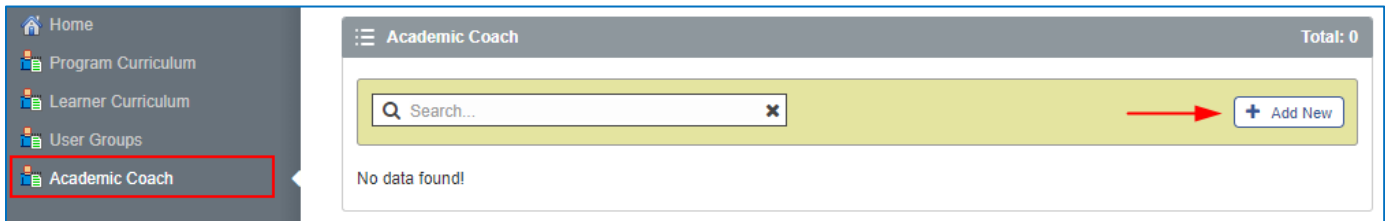
TARGET AUDIENCE: PROGRAM ADMINISTRATORS

Updated June 17, 2020

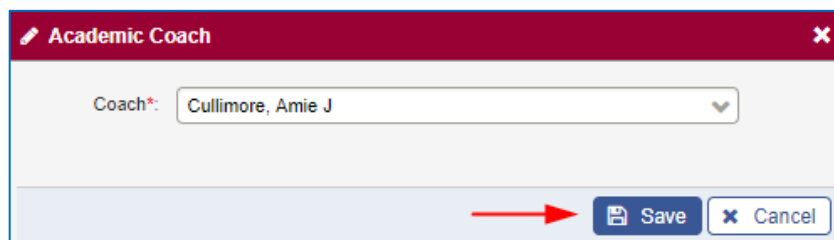
1. From the MedSIS home page, click the Curriculum button.



2. From the menu on the left, select Academic Coach. Click Add New.



3. Select an Academic Coach from the drop down list. Click Save. If the coach does not exist please contact [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)



4. There are two options for assigning trainees to a Coach. 'Add User' allows you to assign a single trainee to a Coach. 'Bulk Assignment' allows you to assign multiple trainees to a Coach.
  - a. **NOTE: The Add user functionality is currently not working. In the interim please use the bulk assignment feature.**

Abdul Wahab, Muzafar Gani

Type: Academic Coach  
Email: abdulwmg@mcmaster.ca  
Department: Pediatrics

View Details Delete Back

Bulk Assignment

Trainee Add User

Name Start Date End Date

**Bulk Assignment**

Effective Date: 01-Jun-2020

Expiry Date:

Role: Trainee

Users: --Select--

Search

SELECT ALL DESELECT ALL

Trainee

Trainee

Trainee

Trainee

Trainee

Trainee

Save Cancel

This coach will gain access to the resident's data as of this date

Multi-select the trainees that this coach should have access to

5. After you click save the list of trainees assigned to the Academic Coach will display.

Abdul Wahab, Muzafar Gani

Type: Academic Coach  
Email: abdulwmg@mcmaster.ca  
Department: Pediatrics

View Details Delete Back

Bulk Assignment

Trainee Add User

Name	Start Date	End Date
	01-Jan-2020	

### QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)