

## Create a Blueprint

Blueprints define the sequence in which the learners rotate through encounters in a session. The blueprint is a “road map” that designates where the learner is expected to be and when.

You can create automatic or manual blueprints and add, edit or delete blueprint information. You can then associate a blueprint with a case or scenario when scheduling your session.

### Types of Blueprints


<b>Automatic blueprint</b>	If you are running an OSCE-like session where there is a predictable order in which your learners will rotate through the encounters, you can create a blueprint automatically.
<b>Manual blueprint</b>	When the learner order is unique, you may prefer to create a blueprint manually.
<b>Staggered blueprint</b>	For sessions where the number of students is larger than the number of examination rooms that are used (for example, students who rotate between exam rooms and a post-encounter station with a student in each room at all times).

### **IMPORTANT!**

- Case count cannot exceed Room count and Room count should be multiples of Case count.
- The blueprint cannot be created if the Case, Room and Maximum Learner combination exceeds 75 or more encounters.

### Automatic Blueprint


An Automatic Blueprint calculates the number of encounters for each room and plots the number of the learners for each room/encounter.



**Simulation Sessions**

Schedule a session for training or evaluating learners.


New +



**Courses**

Create a course, assign cases and/or scenarios, and manage course registration and completion.


New +



**EHR Exercise**

Schedule an EHR exercise independent of a session.


New +



**Schedule Survey**

Schedule a case, session, course or overall survey.


New +



**Schedule Event**

Schedule a public event at your institution.


New +



**Session Request**

Request time and equipment for simulation sessions


New +



**Event Request**

Request a public event at your institution.


New +



**Blueprints**

Define the number of rooms and encounters in a session.

New +

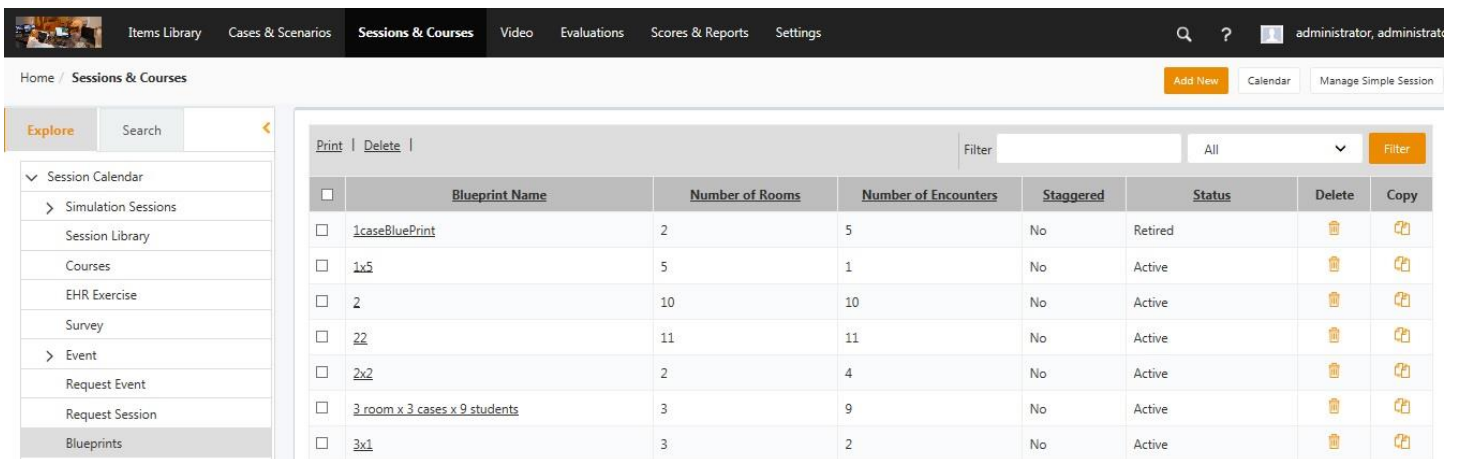


**User Availability**

Define the data and times users are available to be assigned to sessions.

New +

**1. Click Sessions & Courses > Blueprints.**



The screenshot shows the application's navigation bar with 'Sessions & Courses' selected. Below the navigation bar, the 'Blueprints' option is highlighted in the left sidebar. The main content area displays a table of blueprints with the following data:

Blueprint Name	Number of Rooms	Number of Encounters	Staggered	Status	Delete	Copy
<a href="#">1caseBlueprint</a>	2	5	No	Retired		
<a href="#">1x5</a>	5	1	No	Active		
<a href="#">2</a>	10	10	No	Active		
<a href="#">22</a>	11	11	No	Active		
<a href="#">2x2</a>	2	4	No	Active		
<a href="#">3 room x 3 cases x 9 students</a>	3	9	No	Active		
<a href="#">3x1</a>	3	2	No	Active		

**2. Click Add New**

## Blueprint ✕

To define the number of rooms and encounters in a session and the sequence in which learners will enter a given room, complete the required fields and then click **Generate Blueprint**. Blueprints may be created automatically or manually if the rotation schedule is unique.

<b>Blueprint Name*</b>	<b>Status*</b>
<input type="text"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Active"/> <span style="float: right;">▼</span>
<b>Options</b>	
<input checked="" type="radio"/> Automatic <input type="radio"/> Manual	<input type="checkbox"/> Staggered Blueprint
<b>Rooms*</b>	<b>Maximum Learners*</b>
<input type="text"/>	<input type="text"/>
<b>Cases*</b>	
<input type="text"/>	

Generate Blueprint

3. Complete the following fields:

Field	Description
<b>Blueprint Name*</b>	Enter the name of the blueprint (it is recommended that you include the number of students, rooms and maximum number of learners).
<b>Options</b>	Click either the <b>Manual</b> (if the blueprint author will create the blueprint) or <b>Automatic</b> (Automatic is the default).
<b>Staggered Blueprint</b>	Click this checkbox for sessions where the number of students is larger than the number of examination rooms that are used (for example, students who rotate between exam rooms and a post-encounter station with a student in each room at all times).
<b>Cases*</b>	Enter the number of cases included in the session associated with this blueprint.
<b>Rooms*</b>	Enter the number of rooms to be used for the session.
<b>Maximum Learners*</b>	Enter the maximum number of learners included in this session.
<b>Status*</b>	Select <b>Active</b> or <b>Retired</b> (Active is the default).
*Required field	

4. Click **Generate Blueprint**.

## Change the order or select another learner

To change the order or select another learner for a room/encounter, perform the following steps:

### Blueprint ✕

To define the number of rooms and encounters in a session and the sequence in which learners will enter a given room, complete the required fields and then click **Generate Blueprint**. Blueprints may be created automatically or manually if the rotation schedule is unique.

Blueprint Name\*

Status\*

Regenerate Blueprint

The blueprint appears below. Click **Add Breaks** to include session breaks.

Add Breaks

	Room1	Room2
Enc1	<u>1</u>	<u>2</u>
Enc2	<u>2</u>	<u>1</u>
Enc3	<u>3</u>	<u>4</u>
Enc4	<u>4</u>	<u>3</u>

Student Number

Save

- Enter a new student number from the range you have defined (a number up to three digits is allowed).
- Click the number you wish to replace (new number value is entered automatically). **Note:** Clicking the number without selecting a student number changes the hyperlink value to None.

### Add Breaks

1. Click **Add Breaks** to add time between each encounter.

### Breaks ×


Break Name\*  Duration\*  Mins



After Encounter\*

**Update**

Field	Description
Break Name*	Enter the name of the break.
Duration*	Enter the duration of the break.
After Encounter*	Enter the number of the encounter from your blueprint.
*Required field	

2. Click **Update**.

	Room1	Room2	
Enc1	<u>1</u>	<u>2</u>	
break( 2 Mins.)			 
Enc2	2	1	
Enc3	<u>3</u>	<u>4</u>	
Enc4	4	<u>3</u>	

**Note:** Edit break information by clicking the  icon, or press  to delete the break. Click **Add Breaks** to add additional breaks between encounters on your blueprint.

### Regenerate Blueprint

Click **Regenerate Blueprint** to return to your initial blueprint dialog and enter new information using the same blueprint name. After creating your blueprint, click **Save** to retain all blueprint data.

## Manual Blueprint

Generate a blueprint using the defined number of encounters and rooms and then manually place the learners in order for each encounter.

### Blueprint ✕

To define the number of rooms and encounters in a session and the sequence in which learners will enter a given room, complete the required fields and then click **Generate Blueprint**. Blueprints may be created automatically or manually if the rotation schedule is unique.

**Blueprint Name\***

**Status\*** Active ▼

**Options**  
 Automatic  Manual

**Rooms\***

**Encounters\***

**Generate Blueprint**

1. Complete the following fields:

Field	Description
<b>Blueprint Name*</b>	Enter the name of the blueprint (it is recommended that you include the number of students and rooms).
<b>Options</b>	Select <b>Manual</b> .
<b>Encounters*</b>	Enter the number of encounters included in the session associated with this blueprint.
<b>Rooms*</b>	Enter the number of rooms to be used for the session.
<b>Status*</b>	Select <b>Active</b> or <b>Retired</b> (Active is the default).
*Required field	

2. Click **Generate Blueprint**.

## Blueprint ✕

To define the number of rooms and encounters in a session and the sequence in which learners will enter a given room, complete the required fields and then click **Generate Blueprint**. Blueprints may be created automatically or manually if the rotation schedule is unique.

Blueprint Name\*

Status\*

**Regenerate Blueprint**

The blueprint appears below. Click **Add Breaks** to include session breaks.

**Add Breaks**

	Room1	Room2
Enc1	<a href="#">None</a>	<a href="#">None</a>
Enc2	<a href="#">None</a>	<a href="#">None</a>
Enc3	<a href="#">None</a>	<a href="#">None</a>
Enc4	<a href="#">None</a>	<a href="#">None</a>
Enc5	<a href="#">None</a>	<a href="#">None</a>
Enc6	<a href="#">None</a>	<a href="#">None</a>

Student Number

**Save**

Enter the **Student Number** at the text box and click the Room/Encounter hyperlink (defaulted to None) to manually populate the student number.

### Add Breaks

1. Click **Add Breaks** to add time between each encounter.

### Breaks ×

Break Name\*  Duration\*  Mins



After Encounter\*

Update

Field	Description
Break Name*	Enter the name of the break.
Duration*	Enter the duration of the break.
After Encounter*	Enter the number of the encounter from your blueprint.
*Required field	

2. Click **Update**.

	Room1	Room2	
Enc1	<u>1</u>	<u>2</u>	
break( 2 Mins.)			 
Enc2	2	1	
Enc3	<u>3</u>	<u>4</u>	
Enc4	4	<u>3</u>	

**Note:** Edit break information by clicking the  icon, or press  to delete the break. Click **Add Breaks** to add additional breaks between encounters on your blueprint.

#### **Regenerate Blueprint**

Click **Regenerate Blueprint** to return to your initial blueprint dialog and enter new information using the same blueprint name. After creating your blueprint, click **Save** to retain all blueprint data.



**Print Blueprint/Learner Sign In**

[Print](#) | [Scoring Properties](#) | [Change Session Name](#) | [Print Blueprint/Learner Sign In](#)

<input type="checkbox"/>	<a href="#">Filter</a>	<b>Session Name</b>	<b>Session Date</b>	<b>Duration (Mins)</b>	<b>Room</b>
<input type="checkbox"/>		<a href="#">Emergency Medical Skill</a>	8/2/2017 3:30 PM	60	ROOM 1

To print the login sheet and blueprints for multiple sessions:

1. On the **Session** landing page, click the checkboxes next to the sessions for which you need to print login sheets and blueprints.
2. Click the **Print Blueprint/Learner Sign In** link.
3. Select the Blueprint/Learner Sign in options and then click **Print**.