

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


| | |
|----------------------------|---|
| Automatic blueprint | 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. |
| Manual blueprint | When the learner order is unique, you may prefer to create a blueprint manually. |
| Staggered blueprint | 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 +

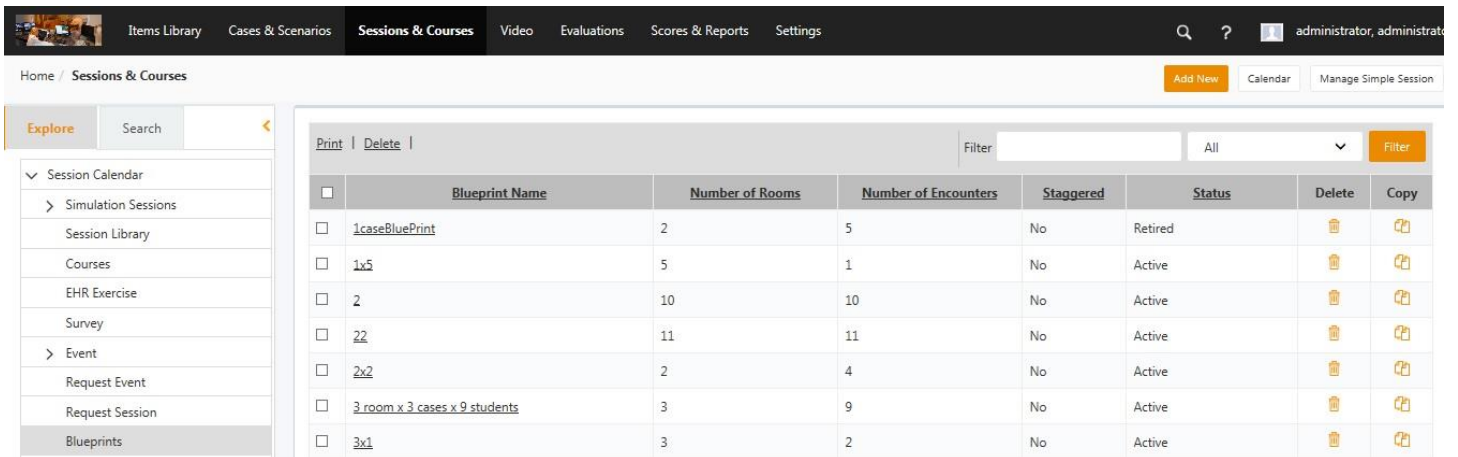


User Availability

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

New +

1. Click Sessions & Courses > Blueprints.



The screenshot shows the 'Sessions & Courses' section of the application. On the left is a navigation sidebar with 'Blueprints' selected. The main area displays a table of blueprints with columns for Name, Rooms, Encounters, Staggered, Status, Delete, and Copy.

| | Blueprint Name | Number of Rooms | Number of Encounters | Staggered | Status | Delete | Copy |
|--------------------------|---|-----------------|----------------------|-----------|---------|--------|------|
| <input type="checkbox"/> | 1caseBlueprint | 2 | 5 | No | Retired | | |
| <input type="checkbox"/> | 1x5 | 5 | 1 | No | Active | | |
| <input type="checkbox"/> | 2 | 10 | 10 | No | Active | | |
| <input type="checkbox"/> | 22 | 11 | 11 | No | Active | | |
| <input type="checkbox"/> | 2x2 | 2 | 4 | No | Active | | |
| <input type="checkbox"/> | 3 room x 3 cases x 9 students | 3 | 9 | No | Active | | |
| <input type="checkbox"/> | 3x1 | 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.

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

Generate Blueprint

3. Complete the following fields:

| Field | Description |
|----------------------------|---|
| Blueprint Name* | Enter the name of the blueprint (it is recommended that you include the number of students, rooms and maximum number of learners). |
| Options | Click either the Manual (if the blueprint author will create the blueprint) or Automatic (Automatic is the default). |
| Staggered Blueprint | 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). |
| Cases* | Enter the number of cases included in the session associated with this blueprint. |
| Rooms* | Enter the number of rooms to be used for the session. |
| Maximum Learners* | Enter the maximum number of learners included in this session. |
| Status* | Select Active or Retired (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*

| 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*

Options

Automatic Manual

Rooms*

Encounters*

Generate Blueprint

1. Complete the following fields:

| Field | Description |
|------------------------|--|
| Blueprint Name* | Enter the name of the blueprint (it is recommended that you include the number of students and rooms). |
| Options | Select Manual . |
| Encounters* | Enter the number of encounters included in the session associated with this blueprint. |
| Rooms* | Enter the number of rooms to be used for the session. |
| Status* | Select Active or Retired (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 | None | None |
| Enc2 | None | None |
| Enc3 | None | None |
| Enc4 | None | None |
| Enc5 | None | None |
| Enc6 | None | None |

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*

| 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 | | | | | |
|--|---|---|---------------------|------------------------|-------------|
| Filter | | | | | |
| <input type="checkbox"/> | | <u>Session Name</u> | <u>Session Date</u> | <u>Duration (Mins)</u> | <u>Room</u> |
| <input type="checkbox"/> |  | Emergency Medical Skill | 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**.