

Schedule a Randomly Recurring Session

Complete the steps below to schedule a randomly occurring session:

Add Session | Availability Check

To create a new session, type the session name, select the session type and a preferred time. Sessions marked as **Training session only** can be deleted even after the training session has been scored. Select a **Room Group** to limit the type of rooms available for this session. Click **Create Recurring Session** to create a series of sessions. Click **Copy Session** to copy an existing session. Click **Create** to define the session.

Enter the amount of time needed in the **Duration** field to reserve the room on the Session Calendar. If there are multiple encounters, make this the sum of all encounters.

Session Name*

Is Training Session

Session Type* **Status*** **Start Date***

Start Time* **Duration*** Mins **Room Group**

Create recurring session

Recurring Session
Occurs

None
Daily
Weekly
Monthly
Random

Create

1. When creating a new session, select the **Start Date** and **Start Time** of the first randomly recurring session and then complete the remaining required fields.
2. Click the **Create recurring session** checkbox.
3. Click **Random** from the **Recurring Session** drop-down.

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Session Name*

Is Training Session

Session Type* **Status*** **Start Date***

Start Time* **Duration*** Mins **Room Group**

Create recurring session

Recurring Session
Occurs

Date* **Start Time***

Date	Time	Delete
No record(s) found.		

Add

Create

- Select the **Date** and **Start Time** of the next randomly occurring session and then click **Add**. Continue to add the dates and times of the random sessions as needed.

Add Session Availability Check

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Enter the amount of time needed in the **Duration** field to reserve the room on the Session Calendar. If there are multiple encounters, make this the sum of all encounters.

Session Name*

Is Training Session

Session Type*

Status*

Start Date*

Start Time*

Duration* Mins

Room Group

Create recurring session

Recurring Session

Occurs

Date*

Start Time*

Date	Time	Delete
10/25/2017	2:00 PM	<input type="button" value="Delete"/>
10/27/2017	2:00 PM	<input type="button" value="Delete"/>
10/31/2017	2:00 PM	<input type="button" value="Delete"/>

3 record(s) found... 15 1

- Click **Create** when you are finished.

Edit recurring session ×

The following sessions were created as part of your recurring session request. If you are creating a new recurring session, click the checkbox below to assign participants and then click **Continue**.

Session List

Session Name	Date	Start Time	Duration
session	10/25/2017	2:00 PM	30 Mins
session	10/27/2017	2:00 PM	30 Mins
session	10/31/2017	2:00 PM	30 Mins

3 record(s) found... 15 ▾ 1

Assign case and participants to recurring sessions

Continue

6. Click the **Assign cases and participants to the recurring sessions** checkbox and then click **Continue**.

Case/Scenario and Room ×

To assign the room, case/scenario, SP, Evaluator, and EHR patient to be used in the session in one step, click **Add Case/Scenario and Room Details**. Click **Show Available Users** to show the SPs available for the session date and time. Use the **Order** column to change order of the case/scenario(s) and then click **Save Changes**.

Session Date :
10/25/2017 2:00 PM

Case and Blueprint for all Recurring sessions will be the same.

Options

Use Existing Blueprint

Use Existing Case Collection

Show Available SPs

Show Trained Users

Show Approved Users

Add Case/Scenario and Room Details

Order	Room	Case/Scenario	Debrief Room	SP	Evaluator	EHR	Delete
No record(s) found.							

Skip Process

Save Changes

7. Add the **Case/Scenario and Room Details** and then click **Save Changes** OR click **Skip Process**.

Add Participants ×

To assign participants to a recurring session, either click the checkbox to use the same participants for all recurring sessions, click the checkbox to assign learner groups, or enter specific search criteria and then click **Search**. If a scenario was selected, click the drop-down arrow to select the Role. Click the checkbox next to the participants you wish to add to the recurring session and then click **Add**.

Use same participants for all recurring sessions

Session Date: 10/25/2017 3:30 PM

Keyword **in** **Learner Group** **Graduation Year**

Participant List

Filter	<input type="text"/>	All	▼	Filter	Show Selected
<input type="checkbox"/>	<u>Name</u>	Student ID			

8. Click the checkbox(es) next to the participants you wish to add to the randomly recurring session. Click **Use same participants for all recurring sessions** if applicable.
9. Click **Save Changes**.

Note: You can update or delete future sessions, but not sessions that are already completed. Any changes to session data be will changed for all randomly recurring sessions created.