

Quick Start Guide – Schedule

View Schedule, Re-send reminders for Evaluations.

1. Log-in using your Username & Password
2. Navigate to a Learners' Site View click on: Schedule
3. Scroll past the calendar and review the list of upcoming shifts and classes.

[Edit all Shifts](#)
Search:

	EVENT NAME	TYPE	DATE / TIME	END TIME	ROLE	DESCRIPTION
	Advanced Cardiac Life...	Required Class	08/02/24 9:00am	5:00pm	RN	Location- NTS Springfi... Leader- Matt Helmeric...
	Advanced Cardiac Life...	Required Class	08/03/24 9:00am	5:00pm	RN	Location- NTS Springfi... Leader- Matt Helmeric...
	Trauma Nursing Core ...	Required Class	08/06/24 8:00am	4:00pm	RN	Location- Leader-
	Trauma Nursing Core ...	Required Class	08/07/24 8:00am	4:00pm	RN	Location- Leader-
	Shift on 08/09	Orientation Shift (Ashl...	08/09/24 6:45am	7:15pm	RN	Shift at Acme ED RN ...
	Leadership Meeting w...	Meeting	08/09/24 2:00pm	2:30pm	RN	Testing, A Leader Meet..
	Shift on 08/10	Orientation Shift (Zac...	08/10/24 6:45am	7:15pm	RN	Shift at Acme ED RN wit
	Shift on 08/11	Orientation Shift (Zac...	08/11/24 6:45am	7:15pm	RN	Shift at Acme ED RN ...
	Shift on 08/15	Orientation Shift (Ashl...	08/15/24 6:45am	7:15pm	RN	Shift at Acme ED RN ...

4. View () , Edit () , or Delete () Events as necessary.
If the Event Type is not “Shift”, when you click edit you will be directed to the course record to edit those attending the course.
5. Choosing View, you can see details of the event, resend evaluation messages (highlighted yellow) if the evaluation has not been received.

Shift on 08/15

< Event List
Learner Schedule
Preceptor Schedule
Edit Event

Event Type: Orientation Shift

Date / Time: 08/15/24 6:45am - 7:15pm

Length: 12.50

Role: Acme General (RN)

Learner: Jane Doe

Preceptor: Ashley Collingwood

Last Minute Preceptor Change: No

Change Reason: ---

Resource Shift: No

Description: Shift at Acme ED RN with Ashley Collingwood

Post Event Evaluation:

Message to Preceptor

[REDACTED] m

<https://dev.nursetrainingstrategies.com/learner-evaluation.html?learner=136&e=205>

[Send](#)



Message to Learner

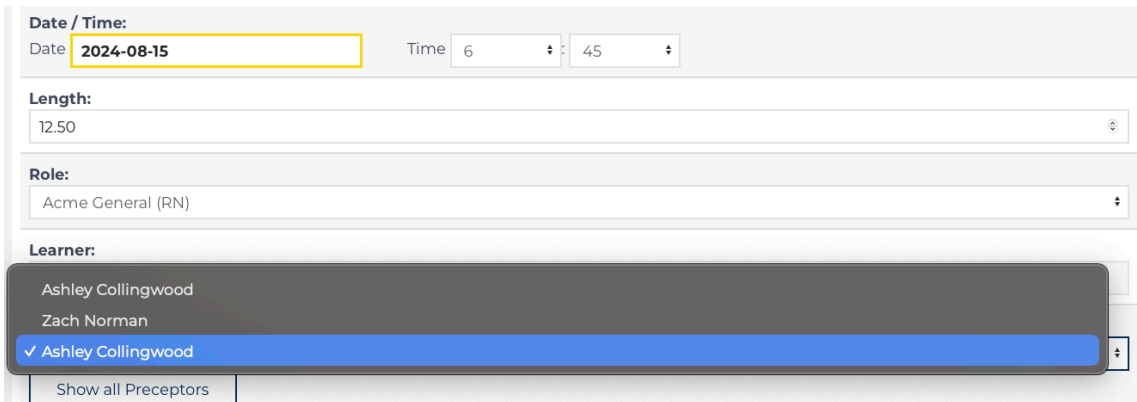
[REDACTED] m

<https://dev.nursetrainingstrategies.com/preceptor-evaluation.html?learner=136&e=205>


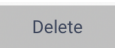
[Send](#)

Edit Event, Update Preceptor, and Delete Event:


1. From the Schedule Click  (to edit) or  (to delete) Events as necessary.
2. Edit any field (Date/Time, shift length, etc.)⁴

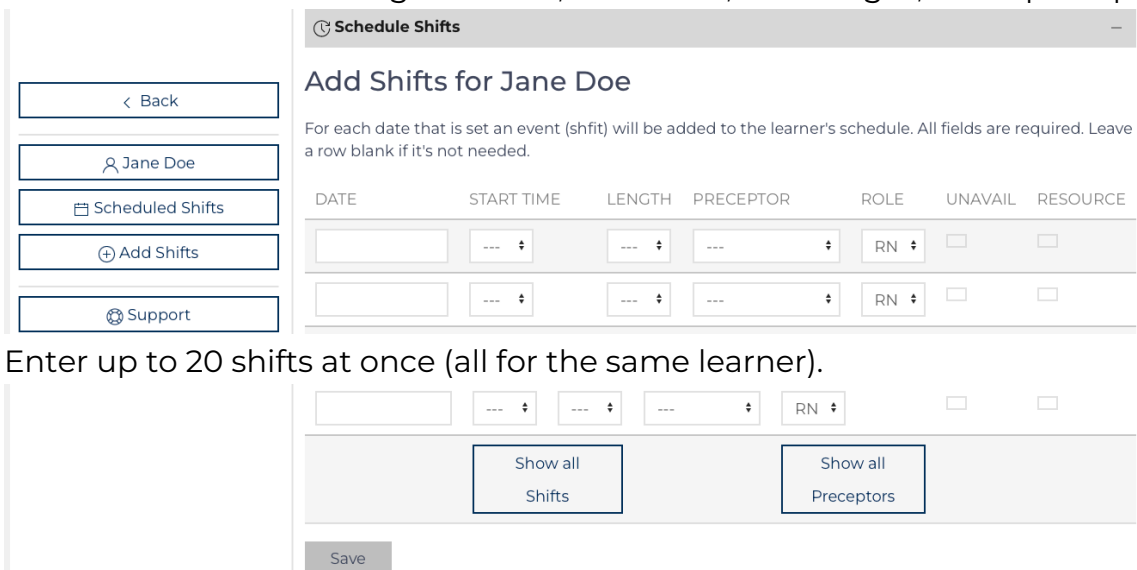


You can toggle the **Preceptor** drop-down to show all eligible preceptors.

3. Click:  |  **Update** (saves changes)
Delete (removes event from schedule & from transcript).

Add schedule

1. Log-in using your Orientation Nurse Username & Password
2. Choose “Schedule Shifts” from dropdown under Learners, choose a learner from the dropdown OR click  on an individual Learner’s Site View.
3. Fill-in each row indicating the date⁵, start-time, shift length, and a preceptor.



4. Enter up to 20 shifts at once (all for the same learner).
5. There are buttons that toggle Start Time and Preceptor from showing the “standard” shift start times to every hour of the day and from a Learners’ preceptor list to All eligible preceptors for the affiliate.
6. Click Save once shifts necessary have been filled in, evaluation reminders and now scheduled.

⁴ Editing the shift before the end time will update the post event evaluation reminder messages before they are sent (sends to the correct preceptors at the right time).

⁵ **Shifts should always be in the future.** If entering a shift in the past, the system will send the reminder messages to complete evaluations. Messages are sent by the server every 20 min.