Roll Over Cheat Sheet - Transition to the new academic year in 5 easy steps

Step 1. Switch Academic Years

- **Switching Academic Years**
  1. Log into the one45 system
  2. Click the academic year in the top left of the screen
  3. Click the year you want to view

Step 2. Update Rolodex and Users

- **Add or Remove Users from Rolodex**
  1. Click Setup > Manage PGY Levels
    - How do I add learners to my rolodex?
    - How do I remove learners from my rolodex?
    - How do I add faculty to my rolodex?
    - How do I remove faculty from my rolodex?

- **Update PGY Levels**
  2. Click Setup > Manage PGY Levels
  3. Update Rank via eDossier > Personal Info > edit rank for any students becoming residents or residents becoming attendings

- **Update Rank**
  1. Roll over blocks into next year via Setup > Manage Blocks
  2. Clone block dates into other groups you administer (if applicable) via Manage Blocks
  3. Review forms via Forms > Forms/Logs > View
  4. Build your own forms or send updates at least 2 months prior to the start of the academic year.
  5. Review/update evaluation workflow with new forms via Setup > Evaluation Workflow

Step 3. Roll Over Blocks

- **Rolling over block dates**
  1. Create any new rotations and deactivate old ones under Setup > Manage rotations

Step 4. Build The Rotation Schedule

- **Manage Rotations**
  1. Create a rotation schedule via Schedules > Create Rotation Schedule or import your rotation schedule via Schedules > Rotation Planner

Step 4 (cont’d). Build The Rotation Schedule

- **Create Rotation Schedule**
  2. Roll over existing grades sheets via Setup > Grades > last year’s sheets
  3. Review/update evaluation workflow with new forms via Setup > Evaluation Workflow

Step 5. Roll Over Grades

- **Roll Over Grade Sheets**
  1. Manually enter your rotation schedule via Schedules > Rotation Schedule or import your rotation schedule via Schedules > Rotation Planner
  2. Notify one45 2 months prior to the start of the academic year of any grade changes required for your program

- **New Grades Setup**
  - IMPORTANT: Notify one45 2 months prior to the start of the academic year.

- **Evaluations / Logs**
  1. Review forms via Forms > Forms/Logs > View
  2. Build your own forms or send updates at least 2 months prior to the start of the academic year.
  3. Review/update evaluation workflow with new forms via Setup > Evaluation Workflow

- **Curriculum Schedule Roll Over**
  - At least 2 months before the start of the academic year, contact us to roll over your curriculum. Provide us with the following information:
  1. Start date of the first course for each portfolio
  2. Whether you would like to roll over:
    a. Student groups, facilitators, and administrators
    b. Mappings and objectives
    c. Handouts and links

Once you have finalized your curriculum schedule, you will need to add your current students to your existing student groups.

See help article: How do I roll over my grade sheet to the new academic year?