

one45 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

See these help articles:

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**
See help article: [How do I change the PGY \(Post Graduate Year\) levels of my residents?](#)

Update Rank

3. Update Rank via eDossier > **Personal Info > edit rank** for any students becoming residents or residents becoming attendings
See help article: [How do I edit a learner's rank to resident or faculty?](#)

Step 3. Roll Over Blocks

Rolling over block dates

1. Roll over blocks into next year via **Setup > Manage Blocks**
See help article: [How do I roll over my block dates to a new academic year?](#)
2. Clone block dates into other groups you administer (if applicable) via **Manage Blocks**
See help article: [How do I clone my block dates from one group to another?](#)

Step 4. Build The Rotation Schedule

Manage Rotations

1. Create any new rotations and deactivate old ones under **Setup > Manage rotations**
See help article: [Manage Rotations](#)

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

Create Rotation Schedule

2. Manually enter your rotation schedule via **Schedules > Rotation Schedule** or import your rotation schedule via **Schedules > Rotation Planner**

See these help articles:
[How do I enter my rotation schedule?](#)
[How do I import my schedule via the rotation planner?](#)

Step 5. Roll Over Grades

Roll Over Grade Sheets

1. Roll over existing grades sheets via **Setup > Grades > last year's sheets**
See help article: [How do I roll over my grade sheet to the new academic year?](#)

Note: Grade sheets attached to a course must be rolled over by one45, please submit a ticket for this

New Grades Setup

IMPORTANT: Notify one45 **2 months** prior to the start of the academic year of any grade changes required for your program

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**
4. Review /update Low Performance Flags via **Forms > Low Performance**

See these help articles:
[How do I build a form?](#)
[How do I change/modify my Evaluation Workflow?](#)
[How do I edit my low performance flag set up?](#)

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 edit my student groups for the new academic year?](#)