

## GUIDE TO ATTENDANCE IN THE MD PROGRAM

Attendance is required and will be confirmed at all educational sessions during your MD training. Attendance is considered necessary as part of professional identity formation.

### HOW WILL ATTENDANCE BE CONFIRMED?

#### Large Group In-person Sessions:

##### LONDON

- Attendance will be confirmed via Geolocation (identifying your location at a single point in time) through the Elentra learning management system.
- Students must confirm their attendance in Elentra by navigating to the corresponding learning event.
- The window to confirm attendance will be open 5 minutes before the class and 30 minutes into the class.
- Students having technical difficulties and are unable to mark their attendance via the Elentra geolocation will be required to take a screen shot or picture indicating their technology issue and visit the front desk of the UME office for technical support. The front desk administrator will manually input your attendance for that particular session.
- For full instructions on how to mark yourself present at a large group event, see the Attendance Confirmation in Elentra- Student Guide (below) and/or the [Introduction to Elentra Module](#) (Note – the Introduction to Elentra Module will host the most up to date instructions should there be any changes).

##### WINDSOR

- Windsor Campus is currently experiencing Wifi issues that are impacting the ability of students to confirm their attendance through Elentra. Manual attendance will be taken by the respective UME administrators until the server issue is resolved. Once the issue is resolved, student will confirm their attendance through Elentra as indicated in the Attendance Confirmation in Elentra- Student Guide (below).

##### IMPORTANT NOTE:

**As of September 30<sup>th</sup>**, 'forgetting' to mark your attendance during a large group, in-person session or emailing indicating that you 'forgot' to mark attendance will no longer be an acceptable reason for absence. These will be considered as an 'unapproved absence'.

You should only need to visit the UME office (London) or your course administrator (Windsor) if you are experiencing technical issues with confirming your attendance through Elentra. In these instances, you should go to the UME office (London) or your course administrator (Windsor) immediately following the class and provide a screenshot or picture of your issue so that the UME office can troubleshoot

accordingly. If you have another class directly following, please attend your next class and visit the UME Office (London) or your course administrator (Windsor) afterwards.

If you are experiencing a technology issue and your class ends after 4pm then you can email your course administrator or [undergraduate.medicine@schulich.uwo.ca](mailto:undergraduate.medicine@schulich.uwo.ca).

#### **Large Group Virtual Sessions:**

- Students must log-in to the zoom session, add their full name to zoom, and turn their camera on for the entirety of the session (as per the *Statement on Virtual Engagement* within the course Syllabus).
- Course administrators will pull a full report of attendance 15 minutes into the educational session.

#### **Small Group Sessions (in-person and virtual):**

- Small group facilitators will have the list of students in their small group and will take attendance at each small group session (in-person or virtual).
- Facilitators will report students missing for small group learning to their respective course administrator and/or the UME office.
- For virtual small group sessions, students must log-in, add their full name to zoom, and turn their camera on (as per the *Statement on Virtual Engagement*).

#### **NEED TO MISS CLASS?**

We recognize that circumstances will arise that may prevent you from attending some learning sessions. As such, for each year that students are in the MD program, they are granted the following number of absences:

- Academic Leave (5)
- Non-academic Leave (3)
- Flex Days (3)

These absences are tracked within the [Schulich Medicine & Dentistry Hub](#) and re-set at the start of the academic year as specified in the [Sessional Dates](#) calendar. When submitting an absence request through the HUB, students are encouraged to consult the [Attendance and Absence Policy](#) for further information and to ensure their request is submitted within the appropriate advance notice period as specified below:

#### ***Requests for Non-Academic Leave (including Flex Days) must be:***

- Received by the UME Office via the HUB at least 1 week in advance for Years 1, 2, and 4.
- Received for *Clerkship* or *Clinical Electives* at least six (6) weeks before the start date of the relevant core rotation or elective.

***Requests for Academic Leave must be:***

- Received by the UME Office at least six (6) weeks in advance for mandatory educational experience in Years 1, 2, and 4.
- Received for *Clerkship* or *Clinical Electives* at least six (6) weeks before the start date of the relevant core rotation or elective.

In instances where an absence must be taken for a sudden health, personal emergency or compassionate circumstance, please follow the notification guidelines as outlined in the [Attendance and Absence Policy](#).

***Requests for Non-Academic Leave for health or compassionate circumstances must be:***

- Received by the UME or LEO office via the Hub on or before the session missed
- Received for Clerkship or Clinical Electives before the start of the shift or event and students must notify 1) their clinical team, 2) the administrative personnel for that rotation or elective and 3) the School via an entry into the Hub.

NOTE: Any Illness (including COVID), personal injury, and medical appointment absences **do not** count towards your academic leave tally.

**UNAPPROVED ABSENCES**

- Students recorded as absent from any educational experience without approval from either LEO or the UME Office will have the unapproved absence documented on their academic record.
- Persistent unapproved absences are considered a breach of professionalism.
- Students recorded as absent from more than one session without approval may be required to meet with the VD UME (or delegate) or the AD Windsor (or delegate) and addressed under MD Program processes with a caution documented in their academic record.
- Ongoing attendance issues will be in violation of Western's Student Code of Conduct and may be recorded on the student's Medical Student Performance Record (MSPR) submitted during for the CaRMS application. "Failure to sign-in" will not be considered a legitimate excuse for non-attendance at any educational session.
- Consult with the [Attendance and Absence Policy](#) for further information.

# ATTENDANCE CONFIRMATION IN ELENTRA— STUDENT GUIDE

This guide is for students confirming their attendance in Elentra.

**Please note that this functionality is only enabled for IN PERSON LARGE GROUP SESSIONS.**

**Attendance is open 5 minutes prior to the session start time and ends 30 minutes after the start of the event. After this time you will no longer be able to mark your attendance.**

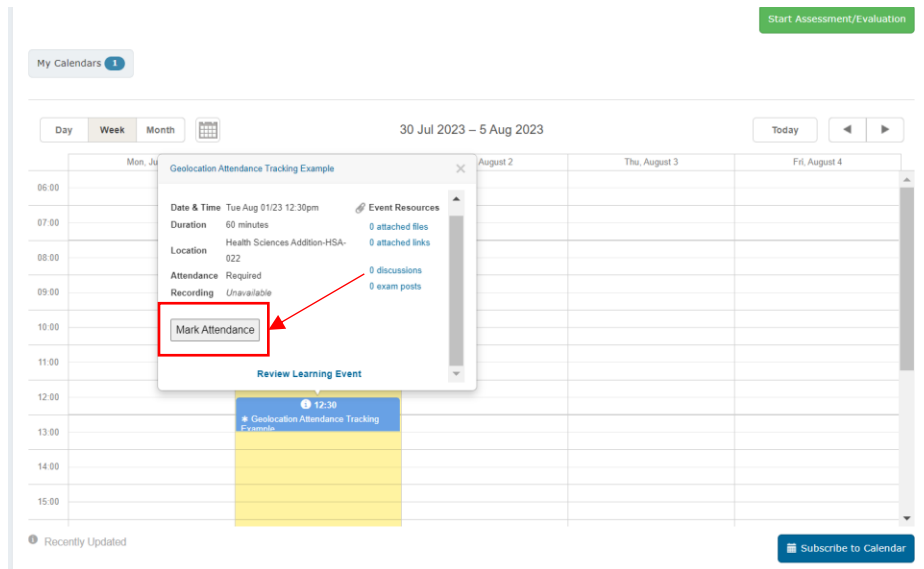
**Supported Elentra browsers: Chrome, Safari, Firefox**

This guide will cover the following:

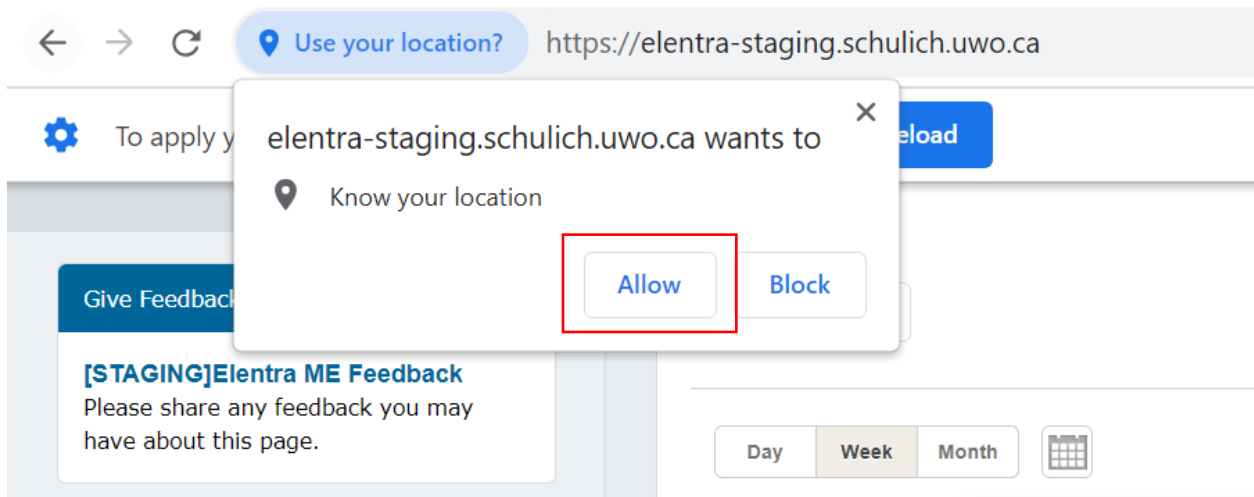
1. [Geolocation Attendance Tracking Desktop Instructions](#)
2. [Geolocation Attendance Tracking Mobile Instructions](#)
3. [Tips & Troubleshooting](#)

## GEOLOCATION ATTENDANCE TRACKING DESKTOP INSTRUCTIONS

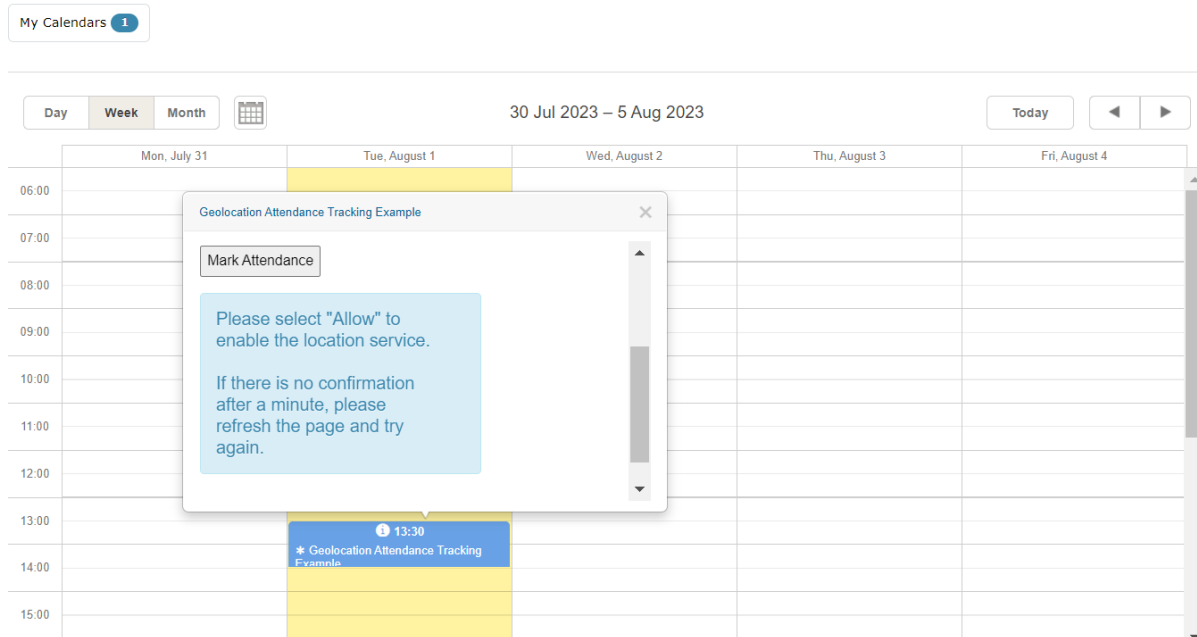
1. Login to your Elentra account – on your main Dashboard, you will see your Learning Events. Click on the corresponding Learning Event, then select “Mark Attendance” (**Note – you may need to use the scroll bar to see this option**).



2. You may get a pop up similar to the window below requesting your location, click “Allow” (**Note - you may need to re-load your web page, and repeat Step 1 for the changes to take effect**).

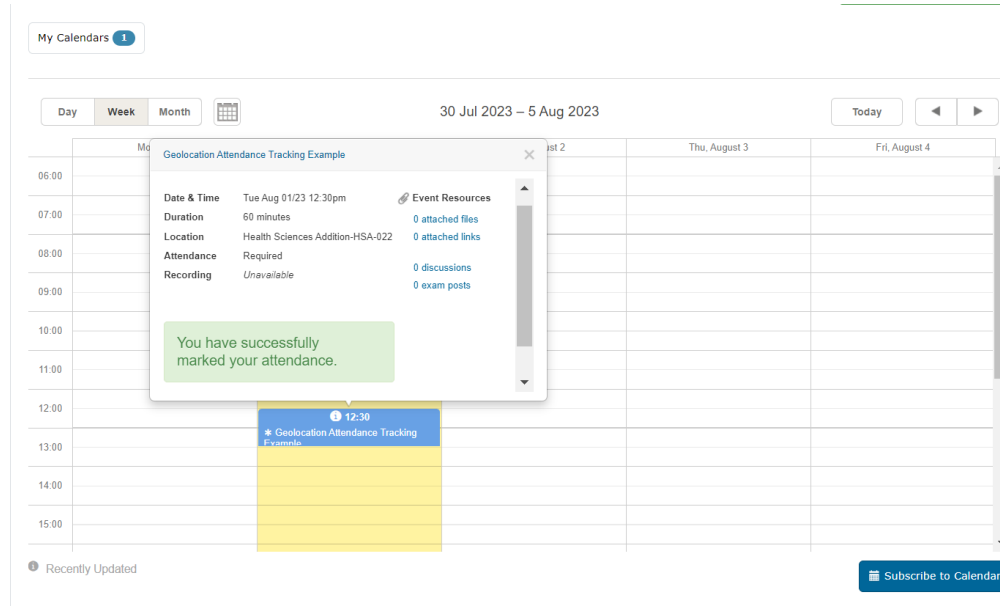


3. a) If you do not have your location enabled, you will get the following message:



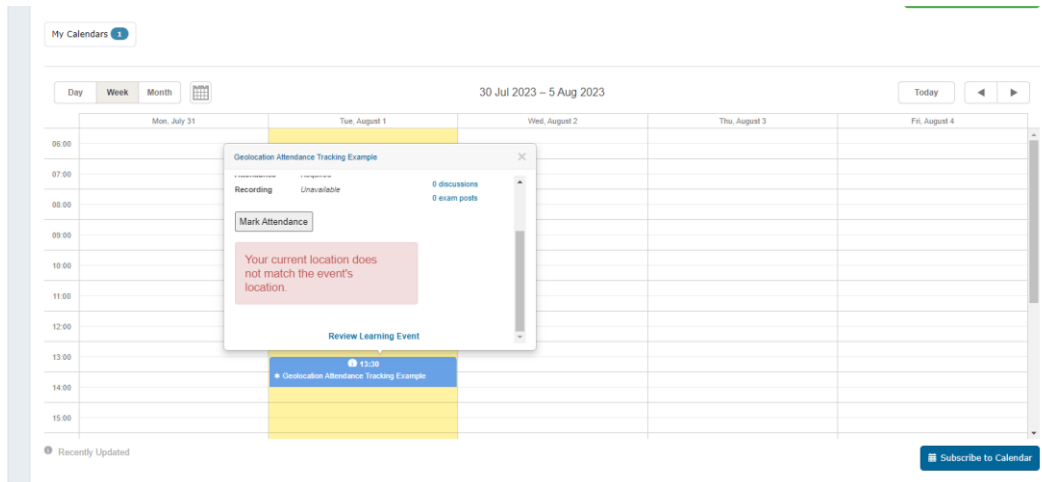
The screenshot shows a calendar application interface. At the top left, there is a "My Calendars" button with a notification icon. The main calendar view is for the week of 30 Jul 2023 to 5 Aug 2023, with the "Week" view selected. A "Today" button and navigation arrows are on the right. The calendar grid shows days from Monday, July 31 to Friday, August 4. A yellow highlight is on Tuesday, August 1. A modal dialog box titled "Geolocation Attendance Tracking Example" is open, featuring a "Mark Attendance" button and a blue message box that reads: "Please select 'Allow' to enable the location service. If there is no confirmation after a minute, please refresh the page and try again." In the background, a calendar event for Tuesday, August 1 at 13:30 is visible, titled "\* Geolocation Attendance Tracking Example".

- b) If you are successful in marking your attendance, you will get a green message such as the following:



The screenshot shows a calendar view for the week of 30 Jul 2023 to 5 Aug 2023. A modal window titled "Geolocation Attendance Tracking Example" is open, displaying event details: Date & Time (Tue Aug 01/23 12:30pm), Duration (60 minutes), Location (Health Sciences Addition-HSA-022), Attendance (Required), and Recording (Unavailable). A green message box in the modal states "You have successfully marked your attendance." Below the message, a blue event card for "Geolocation Attendance Tracking Example" is visible at 12:30 on Tuesday, August 1st. The calendar grid shows a yellow highlight for the event's duration.

- c) If you are not in the location of the event, you will get the following error:

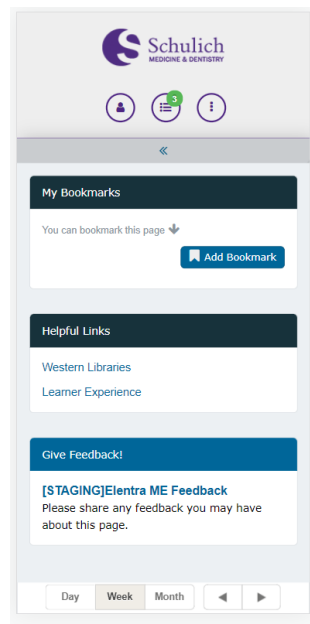


The screenshot shows the same calendar view as in (b). A modal window titled "Geolocation Attendance Tracking Example" is open, displaying event details: Recording (Unavailable), 0 discussions, and 0 exam posts. A red message box in the modal states "Your current location does not match the event's location." Below the message, a blue event card for "Geolocation Attendance Tracking Example" is visible at 12:30 on Tuesday, August 1st. The calendar grid shows a yellow highlight for the event's duration.

## ATTENDANCE CONFIRMATION MOBILE INSTRUCTIONS

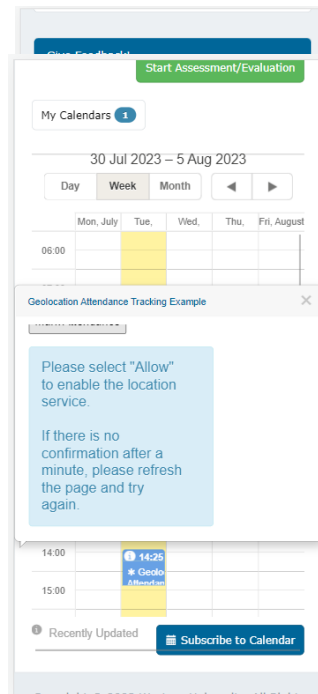
The steps in section 1 of this guide can be followed on a mobile device as well. Please note that to access Elentra on a mobile device, you will need to use your device browser to navigate (there is no Schulich Elentra App).

1. When you access Elentra on your mobile device, if you do not see your Learning Events on the main screen, you may need to close the side bar by clicking on the arrow:



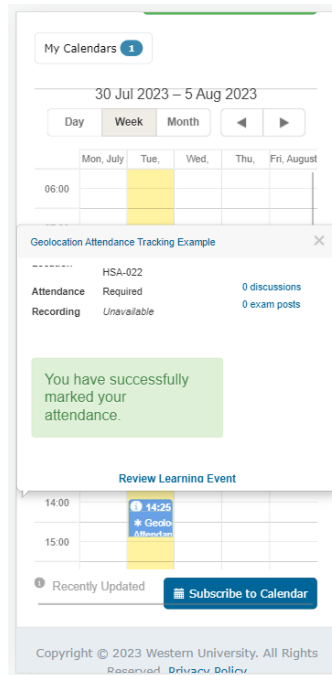


2. On your main Dashboard, you will see your Learning Events. Click on the corresponding Learning Event, then select “Mark Attendance” (**Note – you may need to scroll bar to see this option**).



3. a) If you do not have your location enabled, you will get the following message:

b) If you are successful in marking your attendance, you will get a green message such as the following:

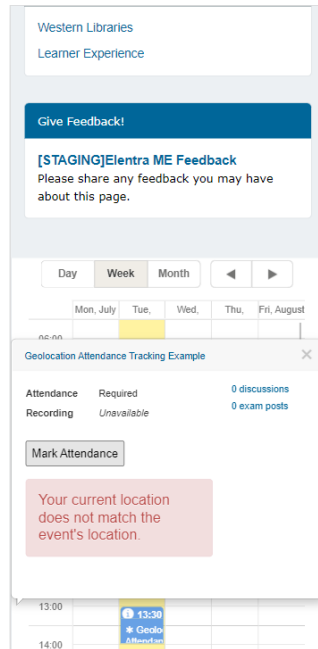


The screenshot shows a mobile calendar interface. At the top, it says "My Calendars 1" and "30 Jul 2023 - 5 Aug 2023". Below this are navigation options for "Day", "Week", and "Month", along with left and right arrow buttons. A calendar grid shows the days of the week: "Mon, July", "Tue.", "Wed.", "Thu.", and "Fri, August". A yellow highlight is visible under "Tue." at the 06:00 time slot. A modal window titled "Geolocation Attendance Tracking Example" is overlaid on the calendar. It displays the following information:

-----	HSA-022	
Attendance	Required	0 discussions
Recording	Unavailable	0 exam posts

Below the table is a green message box that reads: "You have successfully marked your attendance." Underneath the message is a "Review Learning Event" link. The calendar grid below the modal shows a blue event icon at 14:25 labeled "Geo" and "Attendance". At the bottom of the calendar, there is a "Recently Updated" indicator and a "Subscribe to Calendar" button. The footer of the app contains the text: "Copyright © 2023 Western University. All Rights Reserved. Privacy Policy."

c) If you are not in the location of the event, you will get the following error:



The screenshot shows a mobile application interface. At the top, there are links for "Western Libraries" and "Learner Experience". Below that is a blue button labeled "Give Feedback!". Underneath is a feedback form titled "[STAGING]Elentra ME Feedback" with the text "Please share any feedback you may have about this page." Below the form is a calendar navigation bar with tabs for "Day", "Week", and "Month", and arrows for navigation. The calendar shows "Mon, July", "Tue.", "Wed.", "Thu.", and "Fri, August". A modal window titled "Geolocation Attendance Tracking Example" is open, displaying the following information:

Attendance	Required	0 discussions
Recording	Unavailable	0 exam posts

Below the table is a "Mark Attendance" button. A red error message box is displayed, stating: "Your current location does not match the event's location." At the bottom of the screen, a calendar grid shows the time slots 13:00 and 14:00, with a blue event icon for "13:30 \* Circle Affair" at 13:30.

## TIPS & TROUBLESHOOTING

### **What if I can't find my corresponding Learning Event to mark my attendance?**

If you can't find your corresponding learning event, you may have a filter on preventing you from seeing this event. Remove all filters to resolve.

### **What if there is not a Mark Attendance option on my Learning Event?**

If there is no Mark Attendance option – your event is likely a virtual or small group session. Virtual sessions attendance is confirmed via Zoom, and small group sessions are monitored by faculty/facilitators for attendance. Only large group sessions require confirmation of attendance through Elentra.

### **What if I am in the classroom but I am not getting the green successful screen to mark my attendance?**

Please visit the UME Office immediately after the session, to identify yourself as present, and provide a screenshot of the issue. Someone in the office will help you troubleshoot your technology concerns and mark you as present in the event on your behalf.

If you continuously have technical issues – please email [Elentra.support@schulich.uwo.ca](mailto:Elentra.support@schulich.uwo.ca) to help troubleshoot on your device.

### **Tip – Add Elentra as a bookmark on your mobile device to use similar to an Application for easy use.**

To add a webpage as a bookmark for easy navigation on your device – visit these steps:

- [Apple Devices](#)
- [Android Devices](#)