

## GUIDE TO ATTENDANCE IN THE MD PROGRAM

Attendance is required at all educational sessions during your MD training. Attendance will be confirmed for each educational session.

### HOW WILL ATTENDANCE BE CONFIRMED?

#### Large Group In-person Sessions:

##### LONDON/WINDSOR

- Attendance will be confirmed 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 confirm their attendance via the Elentra will be required to take a screen shot 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 - 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).

#### 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 student absences for all 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.

### 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.
- 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 – 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 confirm your attendance.**

Sessions conducted remotely will be tracked via Zoom, and facilitators will monitor attendance for small group sessions.

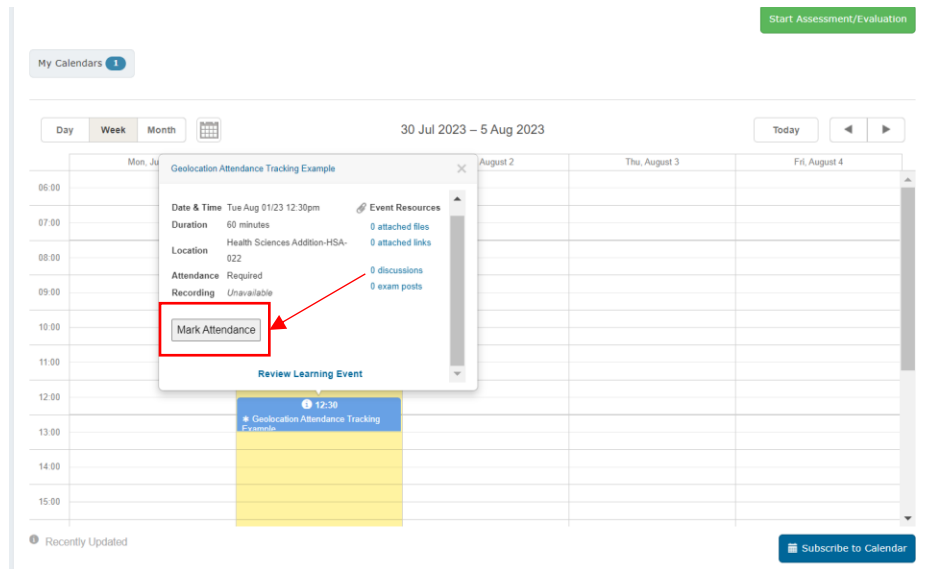
**Supported Elentra browsers: Chrome, Safari, Firefox**

This guide will cover the following:

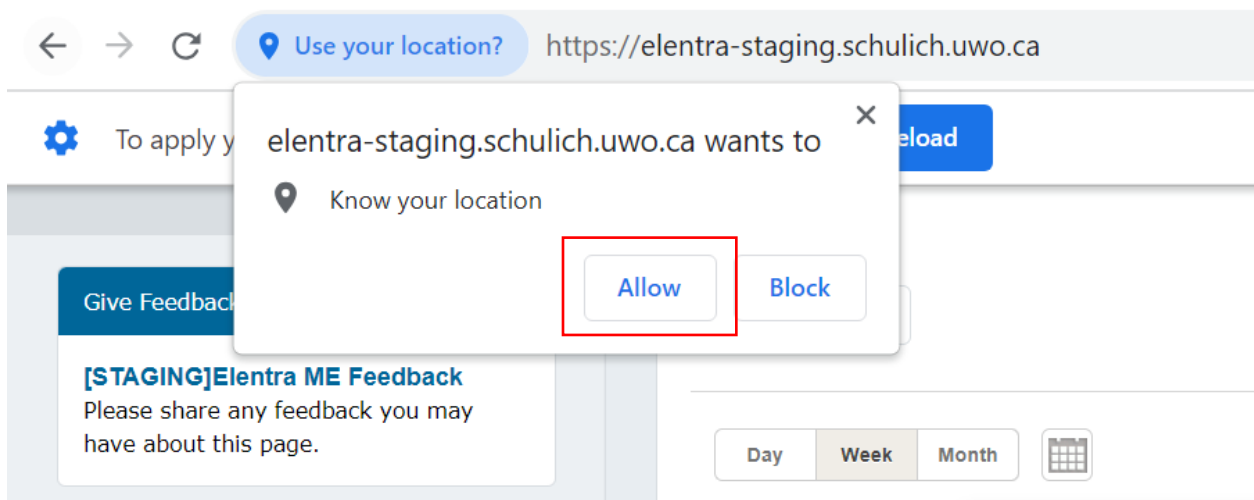
1. [Attendance Confirmation Desktop Instructions](#)
2. [Attendance Confirmation Mobile Instructions](#)
3. [Tips & Troubleshooting](#)

## ATTENDANCE CONFIRMATION DESKTOP INSTRUCTIONS

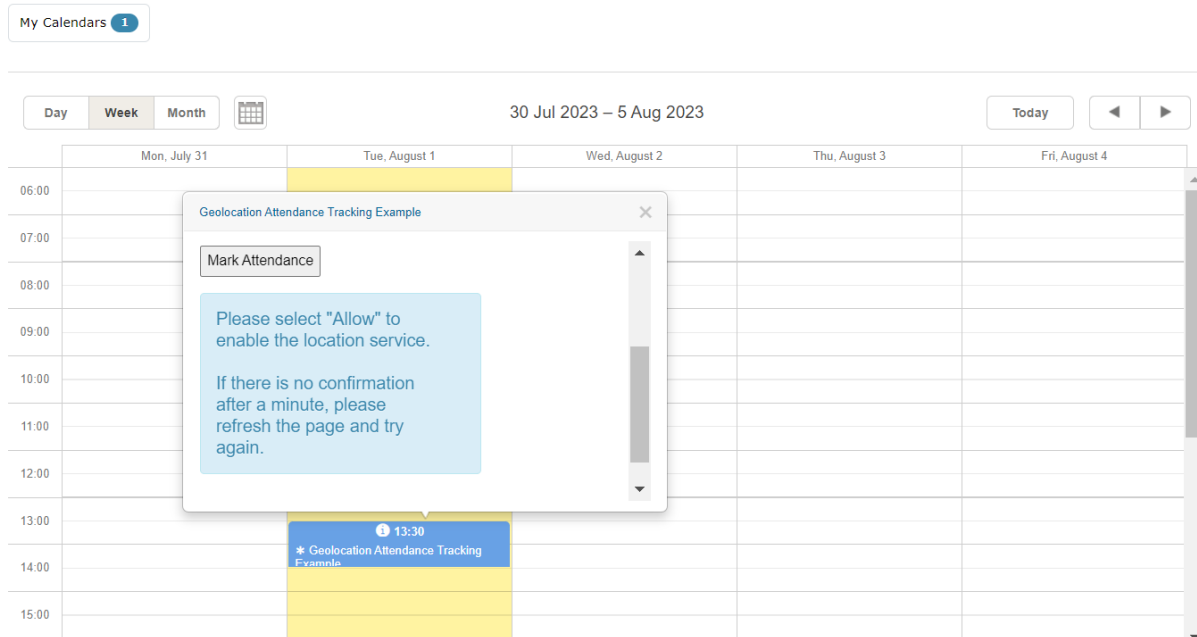
1. Login to your Elentra account – on your main Dashboard, you will see your Learning Events. Click on the corresponding Learning Event, then select “Mark Attendance” (**Note – you may need to use the scroll bar to see this option**).



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**).

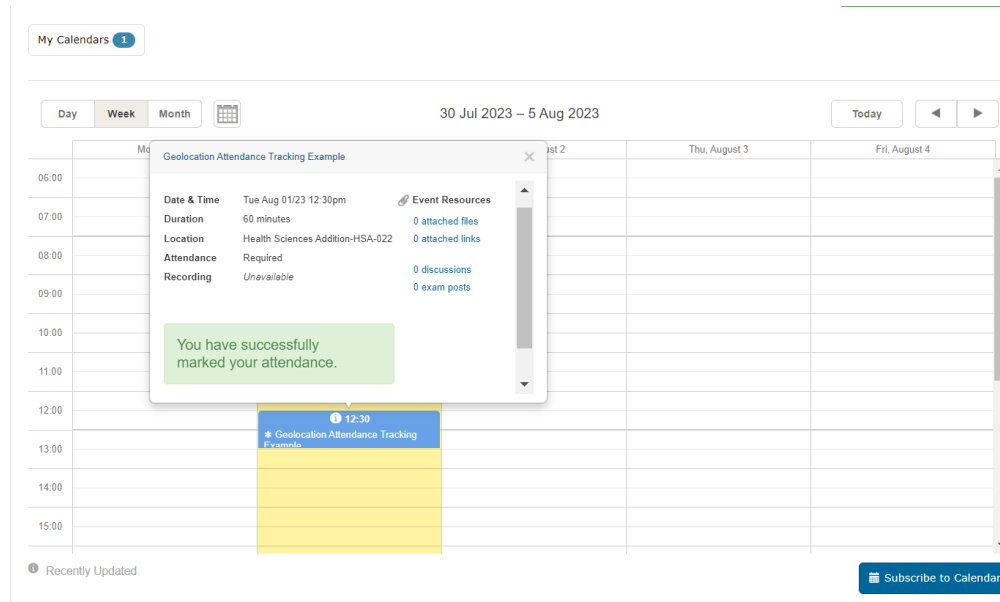


3. a) If you do not have your location enabled, you will get the following message:



The screenshot shows a web-based calendar interface. At the top left, there is a button labeled "My Calendars" with a small blue circle containing the number "1". Below this, the calendar view is set to "Week" mode, displaying the dates from "30 Jul 2023" to "5 Aug 2023". The days of the week are listed as "Mon, July 31", "Tue, August 1", "Wed, August 2", "Thu, August 3", and "Fri, August 4". The time slots range from 06:00 to 15:00. A modal dialog box titled "Geolocation Attendance Tracking Example" is overlaid on the calendar. It contains a "Mark Attendance" button and a light 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." Below the message box, there is a blue button labeled "13:30" with a small information icon, and a yellow button labeled "\* Geolocation Attendance Tracking Example".

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

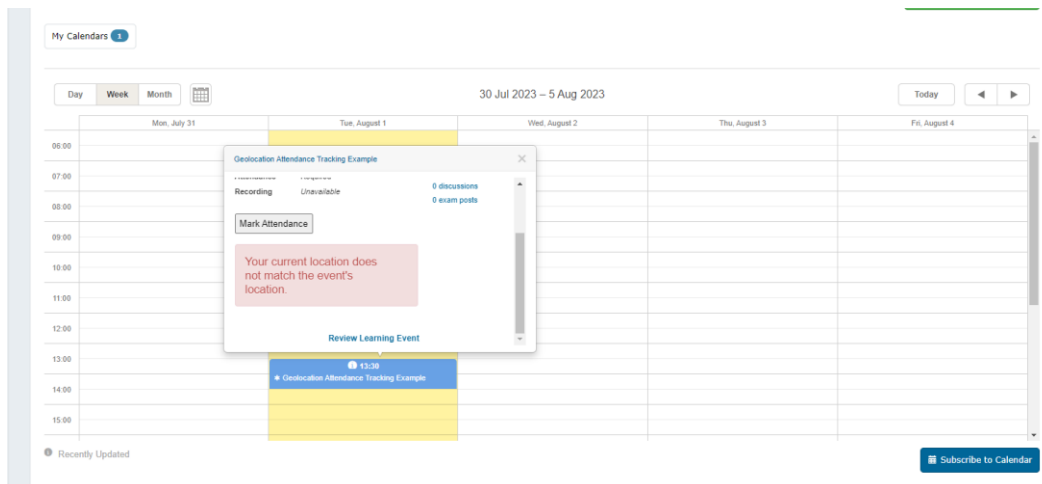


The screenshot shows a calendar application with a modal window open for an event titled "Geolocation Attendance Tracking Example". The modal displays the following details:

- Date & Time:** Tue Aug 01/23 12:30pm
- Duration:** 60 minutes
- Location:** Health Sciences Addition-HSA-022
- Attendance:** Required
- Recording:** Unavailable
- Event Resources:** 0 attached files, 0 attached links, 0 discussions, 0 exam posts

A green message box in the center of the modal states: "You have successfully marked your attendance." Below the message, there is a blue button labeled "12:30" and a yellow button labeled "Geolocation Attendance Tracking Example". The background calendar shows a week view from 30 Jul 2023 to 5 Aug 2023.

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

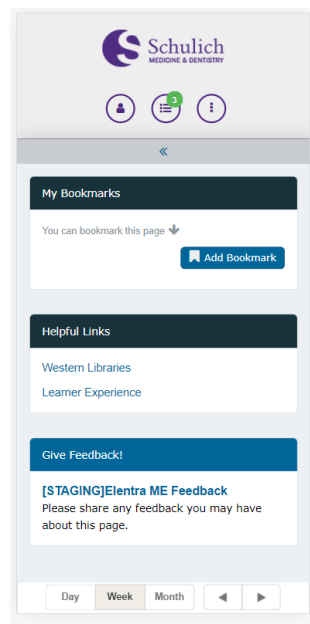


The screenshot shows the same calendar application with the modal window open for the "Geolocation Attendance Tracking Example" event. The modal displays the same details as in the previous screenshot. However, a red error message box is displayed in the center of the modal, stating: "Your current location does not match the event's location." Below the error message, there is a blue button labeled "12:30" and a yellow button labeled "Geolocation Attendance Tracking Example". The background calendar shows a week view from 30 Jul 2023 to 5 Aug 2023.

## ATTENDANCE CONFIRMATION MOBILE INSTRUCTIONS

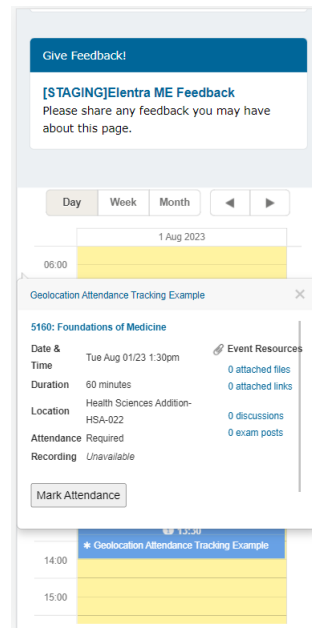
The steps in section 1 of this guide can be followed on a mobile device as well. Please note that to access Elentra on a mobile device, you will need to use your device browser to navigate (there is no Schulich Elentra App).

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:

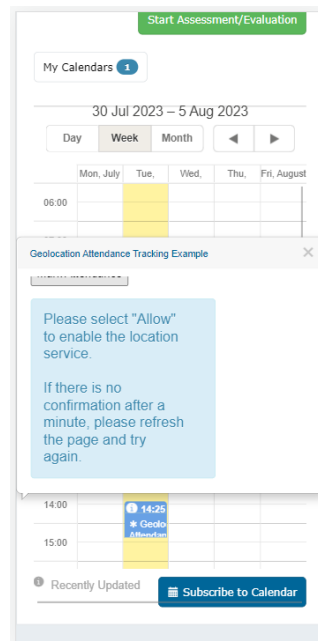




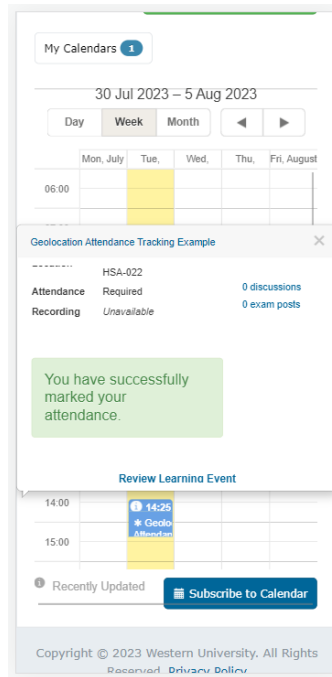
2. On your main Dashboard, you will see your Learning Events. Click on the corresponding Learning Event, then select “Mark Attendance” (**Note – you may need to scroll bar to see this option**).



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



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



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

Western Libraries

Learner Experience

Give Feedback!

**[STAGING]Elentra ME Feedback**

Please share any feedback you may have about this page.

Day Week Month

Mon, July Tue, Wed, Thu, Fri, August

Geolocation Attendance Tracking Example

Attendance Required 0 discussions

Recording Unavailable 0 exam posts

Mark Attendance

Your current location does not match the event's location.

13:00 13:30 14:00

Geo Location

## 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 are tracked via Zoom, and small group sessions are monitored by faculty for attendance. Only large group sessions require attendance confirmation.

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

Please take a screenshot of your error and visit the UME Office immediately after the session to identify yourself as present. Someone in the office will 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](#)