



# EHR Go Guide: Assignment Scheduling

## Introduction

The assignment scheduling feature allows faculty to control students' access to content in EHR Go by determining when and how long an assignment link is available.

Along with this Assignment Scheduling feature is the ability to use Group Work, which allows faculty to enable students to work collaboratively in teams within the same EHR session and see each other's documentation. Please see the *EHR Go Guide to Group Work for Faculty* for more information.

## Assignment Scheduling set-up

The Assignment Scheduling feature is currently available for any program upon request. Contact [teaching@ehrgo.com](mailto:teaching@ehrgo.com) if your program does not already have this feature available. Once EHR Go has provided access to Assignment Scheduling for your program, faculty can use the feature with any patient or activity, whether the patient/activity is from the EHR Go library or a custom patient/activity faculty created.

To set up Assignment Scheduling for a patient/activity:

1. Select and open the patient/activity in EHR Go so you see the 1-2-3 above the patient's photo.
2. Click the 3: Assign tab, and then click the **Activate Advanced Assign** button below. This area will allow you to create custom link(s) to provide to your students.



Views: Faculty Student

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Patient: **Maria Ramirez** DUPLICATE

Assign Maria Ramirez to Students

Copy and paste this link into your Course Management System, Learning Management System (LMS) or simply paste into an email. When students click on the link, they're brought right to the patient chart.

Activate Advanced Assign

Add Custom Link

Title\*

Start Date  📅

End Date  📅

Link Type\*

SAVE

A B C

Hide Advanced Assign

- Title: this is the title of the link that will be provided to your students. Using a descriptive title will help faculty stay organized when creating multiple links. Best practices for custom link titles are to include the patient's name along with a date (e.g. Maria Ramirez Exam 11.21.2018)
- Start Date and End Date: If desired, you can add a start date/time and end date/time to control students' access to the chart. If students are provided with the link and click it before the set start date/time, they will be denied access to the chart. Once the end date/time has passed, the patient will no longer appear in the students' library and the link will no longer work. Setting a start and end time for links is optional.



- c. Link Type: Here, select either Individual or Group option. An Individual link would allow students to only see their own instance of the chart, and they would be unable to collaborate with their classmates. A Group link would allow all students provided with the link to collaborate with each other in the same chart at the same time. your needs. Please see the *EHR Go Guide to Group Work for Faculty* for more information.

3. Click **Save** when finished.

A screenshot of the "Add Custom Link" form. It contains four input fields: "Title\*" with the value "Maria Ramirez Group A 12/20/2018", "Start Date" with "12/20/2018 08:31 AM", "End Date" with "12/21/2018 08:31 AM", and "Link Type\*" with a dropdown menu showing "Individual". A blue "SAVE" button is located at the bottom right, with a red arrow pointing to it.

4. The link title you just created will now show as a custom link. Click the **Show Link** button to expose the link.




A screenshot of the "Assign Maria Ramirez to Students via Custom Links" page. It features a table with columns for "Title", "Start Date", "End Date", and "Link Type". The first row contains the link title "Maria Ramirez Group A 12/20/2018", the start date "12/20/2018 08:31 AM", the end date "12/21/2018 08:31 AM", and a "SHOW LINK" button. A red arrow points to the "SHOW LINK" button. Below the table is a "Show Previously Deleted Links" button.

5. Copy the link and paste it in your learning management system for students. You can also provide it via email or another preferred method.



Assign Maria Ramirez to Students via Custom Links

Click the SHOW LINK button to reveal the link and simply copy and paste this link into your Course Management System, Learning Management System (LMS) or into an email. When students click on the link, they're brought right to the patient chart.

Title	Start Date	End Date	Link Type
 Maria Ramirez Group A 12/20/2018	12/20/2018 08:31 AM	12/21/2018 08:31 AM	 

[https://web21.ehrgo.com/customlink/u/100271/p/679878/n/maria\\_ramirez\\_group\\_a\\_12\\_20\\_2018](https://web21.ehrgo.com/customlink/u/100271/p/679878/n/maria_ramirez_group_a_12_20_2018)

Show Previously Deleted Links







If you will have multiple groups of students accessing the patient's chart at different times, you can create additional custom links. To do so, add another custom link following the same steps outlined above.

These custom links can be edited by clicking on the blue pencil icon to the left of the Title. This allows you to:

- Change the title of the custom link
- Add or change the start and end dates/times for the custom link
- Change the link type to individual or group
- Delete the custom link

Assign Maria Ramirez to Students via Custom Links

Click the SHOW LINK button to reveal the link and simply copy and paste this link into your Course Management System, Learning Management System (LMS) or into an email. When students click on the link, they're brought right to the patient chart.

Title	Start Date	End Date	Link Type
 Maria Ramirez Group A 12/20/2018	12/20/2018 08:31 AM	12/21/2018 08:31 AM	 
 Maria Ramirez Group B 12/20/2018	12/20/2018 08:36 AM	12/21/2018 08:36 AM	 

Show Previously Deleted Links

**Note:** If a custom link that was already provided to students is deleted, students will no longer have access to the patient. Deleted custom links can be restored, by clicking on **Show Previously Deleted Links** and choosing **Restore**. If a custom link that was already provided to students is



deleted and then restored, the patient will then become available in the students' library again (provided the date/time falls within any set start and end date parameters for the link).