

NAVIGATING AND USING ONE45

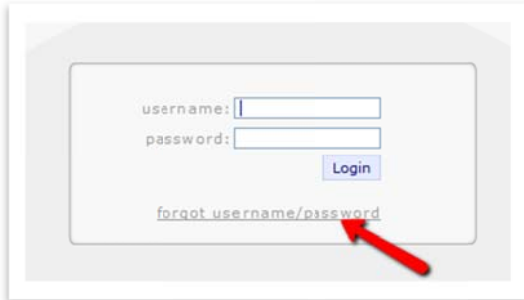
In order to see your tutor schedule, complete student assessments, or view results of your tutor evaluations, you will need to log in to one45. To get started, follow the steps below. If you have any questions, please contact one45@dal.ca.

1. Navigate to <https://one45.med.dal.ca> in your browser.



2. Enter your log-in information.

- a. If you do not know your log-in information, try the *forgot username/password* link.



- b. Enter your email into the box. If you have more than one email address, such as a *dal* and *cdha* account, but aren't sure which one was used in setting up your account, try both. .



- c. In your inbox, look for an email from Dalhousie University.



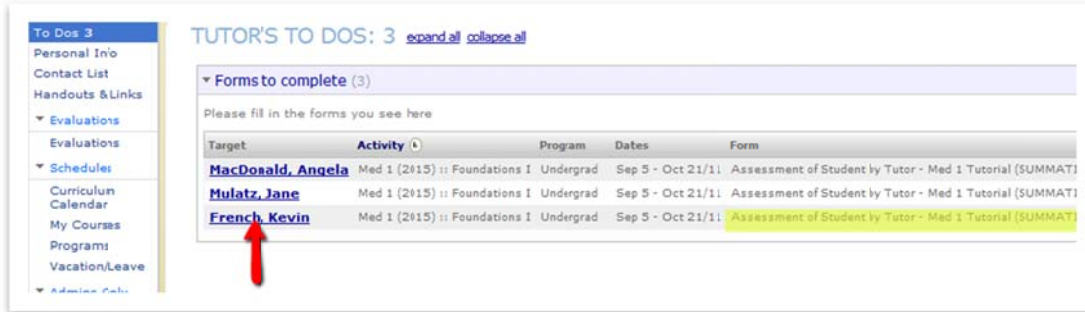
- d. In the email, please find a link with a username and temporary password listed. Click the link.



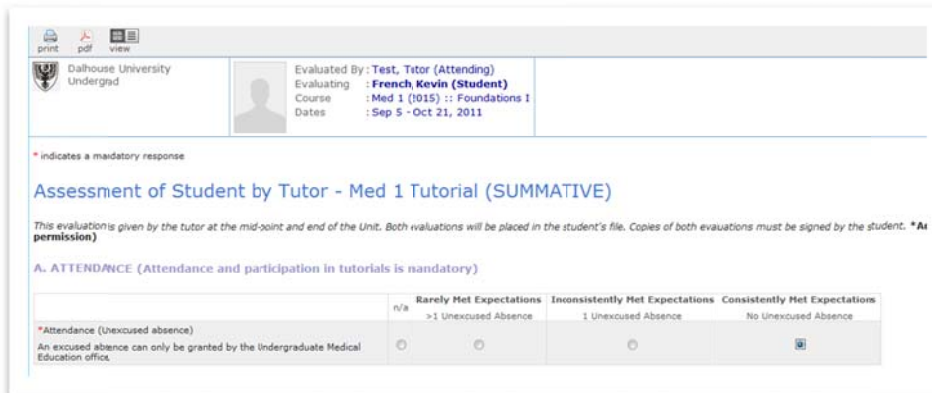
- e. In the log-in box, enter the provided username and password. You will now be asked to change your password.

- When you first log-in to one45, you will be taken to your *To Dos* page.

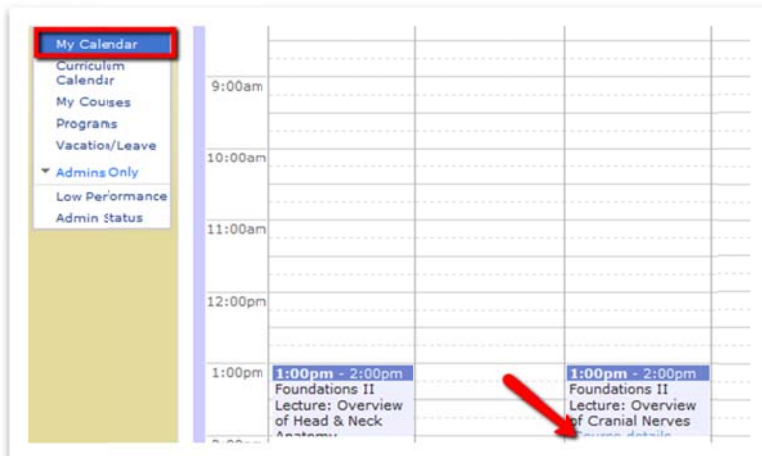
When the time comes to assess the student, assessment forms for you to complete will be located on this page. To start an assessment, click the name of the student in the list.



- Complete the form. As you are expected to talk about the results of the assessment with the student before submitting, you may want to complete it ahead of time, click Save and Close, and then open the form up again with the student present prior to hitting submit.



- You can also find your schedule in one45. Click on *My Calendar* to see the items you are scheduled as tutor, lecturer, or other role within the schedule. If you want to see more details, click the session box in the calendar.



6. If you would like to see the schedule for an entire medical year, click *Curriculum Calendar*. There you will see multiple years and courses. Pick the year and course that you are interested in. Depending on the time of year, you may have to navigate forward or backward in the calendar to see listings.

The screenshot shows a web-based interface for viewing a curriculum calendar. On the left is a sidebar with a 'To Dos' section and a list of navigation options: 'Personal Info', 'Contact List', 'Handouts & Links', 'Evaluations', 'Schedules', 'My Calendar', 'Curriculum Calendar' (highlighted in red), 'My Courses', 'Programs', 'Vacation/Leave', 'Admins Only', 'Low Performance', and 'Admin Status'. The main content area is titled 'Schedule Filter' and shows a weekly view for 'Sep 5 - 11, 2011'. A 'Schedule Filter' box at the top contains 'Undergrad' and '2011/2012' (highlighted in red), with checkboxes for 'Professional Competencies I' and 'Foundations I'. Below the filter is a grid with time slots on the y-axis (7:00am to 12:00pm) and days on the x-axis (Mon-05 to Fri-09). Course listings are shown in colored boxes within the grid, such as '8:00am - 5:00pm Professional Competencies I Clinical: Shadow a Physician Day' on Tuesday and '8:30am - 9:30am Foundations I Lecture: Anatomy Introduction, Resources and' on Wednesday. A 'Curriculum Calendar' link is also visible in the sidebar.

7. Once students have completed evaluations on you and they have been released, you may find these reports in the *Reports* section of your account.

The screenshot shows a vertical navigation menu with three main sections: 'Evaluations', 'Evaluations Results', and 'Schedules'. The 'Evaluations Results' section is highlighted in blue, and a red arrow points to it from the right. The 'Evaluations' and 'Schedules' sections are also highlighted in blue.