Virtual IPE Website – Information for Facilitators

HOW TO ACCESS THE IPE SESSIONS SYSTEM

IRTUAL VIPE

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If you are logged into the Virtual IPE website and are a facilitator, you will be able to see a link for "IPE Sessions" in the site menu. Click on this link to access the IPE Sessions system.

SYSTEM OVERVIEW

Once you are in the IPE Sessions system, you will see a page listing your user profile, and any Virtual IPE (VIPE) sessions you have created.

- **My User Profile**

MY USER PROFILE

User name:	Jane Doe
Email Address:	jane_doe@wherever.com
Phone Number:	212-999-9999
Profession:	Medical Doctor
Bio Link:	https://wherever.com/jane_doe

CLICK HERE TO EDIT THIS INFORMATION

Please note: adding a phone number to your profile will make that number available to students accessing your VIPE sessions

Your user profile in the IPE Sessions system consists of your website username, your email address, your phone number (if provided), your profession (if provided), and a link to your bio webpage (if provided). This information will be visible to students viewing and/or signing up for your sessions. The username and email address will be auto-populated by default; other information must be added manually. To change any of your profile information or add new information, click on the "Click Here to Edit This Information" button.
(Note: if you want, you can change the email address to something other than the email you provided when you initially signed up for website access. For example, you may have

signed up for access using an institutional email address, but for the purposes of managing your VIPE sessions, you may prefer to use a different email address. Your username cannot be changed.)

- **My VIPE Sessions**

MY VIPE SESSIONS (UPCOMING)   show all my VIPE sessions

Click a session title below to view and/or edit session details.

DATE / TIME	TITLE	CASE NUMBER	STATUS	SIGNUPS
1/22/2020 4:04:00 PM	Jan 22 Session	Case 6 (Charles Robert (Chip) Jones)	Open	
4/20/2020 5:00:00 PM	Apr 20 Session	Case 2 (Shirley Carter)	Open	APRN

CLICK HERE TO ADD A NEW VIPE SESSION

By default, any upcoming sessions which you have created are listed here. You can view ALL your sessions (included ones in the past) if you want, by clicking on the "show all my VIPE sessions" link. For each session, you can see the date and time, the name/title of the session, the case that will be studied, the status of the session, the facilitator, and abbreviations representing all the professions that have been signed up for. You can view and/or edit full details of the session by clicking on the name/title of the session (see "Session Details" below).

SESSION DETAILS

VIPE Session Name/Title:	Apr 20 Session		
Case:	Case 2 (Shirley Carter)		
Date & Time:	4/20/2020 5:00:00 PM		
Status:	Open		
Location Information:			
Signups:	Physician Assistant		*No signup*
	Advanced Practice Registered Nurse	Nick Appleby Profession: Nursing Student john.person@gmail.com , 203-123-4567	☐ CANCEL
	Speech Language Pathologist		*No signup*
	Public Health Professional		*No signup*

Clicking on a session name/title in the "My VIPE Sessions" list will bring you to the session details page. Session details include, in addition to the information shown on the main page, information about where how the session will take place (e.g. Zoom meeting details), as well as a list of all the professions showing which ones have been signed up for (these are highlighted in gold). For each profession that has been signed up for, you will be able to see the student's name and their personal details; if you need to contact a particular student, you can click on their email address (there is also a way to simultaneously email all students who are signed up for a particular session; see "How to email all session signups" below). For each signup, there will also be a "cancel" box to the right; this is used to cancel student signups (see "How to cancel a signup" below). Finally, at the bottom of the page, you have links that allow you to edit the session (see "How to edit a session" below), email all signups (see "How to email all session signups" below), and return to the main page.

HOW TO CREATE A NEW SESSION

To create a new session, go to the Facilitator main page and click on the red "Click here to add a new VIPE session" button at the bottom of the "My VIPE Sessions" list. You must enter a reference name/title for the session, select a case to study (all the cases listed under the "Cases" menu heading are available as choices), enter a date and time for the session, and set the status if required. (NOTE: all new sessions default to "Open for Registration", which means they will appear on the students' pages as sessions that they can sign up for. If you want to

create a session but not allow signups yet, you can change the status to "Closed for Registration".)

You can also enter the location for the session if you already know it, or you can wait to enter it later. As a session's facilitator, you are responsible for deciding on how the session will be conducted - for example, you might set up a Zoom room to host a session. Once you know how a session will be hosted, you should enter that information in the location field for that session (to do this for an existing session, see "How to edit a session" below). If there are already students signed up for the session, you should also email the students to let them know the location (see "How to email all session signups" below).

Once you have entered in all the session details, click "Submit" to create the session. If it is set as "Open for Registration", it will then appear on all students' pages as available for signup.

HOW TO EDIT A SESSION

If you have created a session and want to go back and edit something in the session details (for example, to add a location or to change the status from "Open for Registration" to "Fully Registered"), you should first click on it in the "My VIPE Sessions" list on the main page; this will open it and display session details. Then click on the "Click here to edit this session" link at the bottom of the page. You can now edit any of the session details as described under "How to create a new session" above. NOTE: changing session details does not automatically contact any signed up students to let them know about the change. If you have changed something they should know about, such as entering or changing the location of the session, or changing its status to "Cancelled", you can use the session signups email functionality to send them all an email message at the same time (see "How to email all session signups" below).

HOW TO CANCEL A SIGNUP

If a student should contact you to tell you that they need to cancel their signup for a session, you can cancel it from the Session Details page. Find the session in your "My VIPE Sessions" list and click on it to view details. To the right of each student's name in the signups list, you will see a "Cancel" box. To cancel a student or multiple students, check the "Cancel" box next to their names, then click the "Click to cancel checked student signup(s)" below the signups list. In the case of cancellations, each cancelled student will automatically be sent an email letting them know that their signup has been cancelled.

Legal		*No signup*
Other 1		*No signup*
Other 2		*No signup*
Other 3 (Medical Student)	Nick Appleby Profession: Nursing Student john.person@gmail.com , 203-123-4567	☐ CANCEL
Other 4		*No signup*
	CLICK TO CANCEL CHECKED STUDENT SIGNUP(S)	

HOW TO EMAIL ALL SESSION SIGNUPS

Sometimes you may want to send an email to all of the students signed up for a particular session - for example if the location has changed, or the session has to be cancelled. To do this, find the session in your "My VIPE Sessions" list and click on it to view details. then click on the "Click here to send an email to all students signed up for this VIPE session" link at the bottom of the page. You will see a page where you can enter or change the email's subject "the default email subject is "RE: Your Virtual IPE Session Signup"), and enter the content of the email you want to send. Once you have done this, click the "Submit" button to send the emails.

This form will send an email to all students currently signed up for the VIPE session **Apr 20 Session**. Enter the email Subject and Content below, then click Submit to send the emails..

Email Subject:	RE: Your Virtual IPE Session Signup
Email Content:	
	SUBMIT

HOW TO CLOSE A SESSION OFF FROM SIGNUPS

You may want to close signups for a session, either because you already have enough signups for the session, or for some other reason. To do this, follow the instructions under "How to edit a session" above, and change the status for the session to the appropriate setting: either "Closed for Registration" if you want to temporarily disable signups, or "Fully Registered." Then click "Submit" to save the change.

HOW TO CANCEL A SESSION

Follow the instructions under "How to edit a session" above, and change the status for the session to "Cancelled".