Assign a Assessment Coordinator for **CHILD** Rotation
Once you have logged in (uofm.ventis.ca), the following landing page Dashboard will open. Click on “SetUp” top tab
Click on “Rotation” => “Rotations” left menu.
The Rotations Lists Opens. **Click on arrow icon** of a parent rotation to open all the Child Rotations (Off-Service Programs/Trainees coming to your program for this rotation).

**Click on “Edit” of the CHILD Rotation**
The selected **Child** Rotation opens.

Scroll down the page, you will see the **Assessments** box.
Click on the Assessment Coordinator to select a Clinical Teacher/Faculty Member from the drop down menu.

** You can type in the first few letter of the name to search for the person.
After selecting the Assessment Coordinator, Click on “Actions” => “Save Changes”.
A message will appear indicating the information of Assessment Coordinator is saved.

**Note:** The Assessment Coordinator does not need to be the same Assessment Coordinator as the parent rotation or the same for every child rotation (an off-service resident coming to your program).

To remove the Coordinator, Click on the “X”