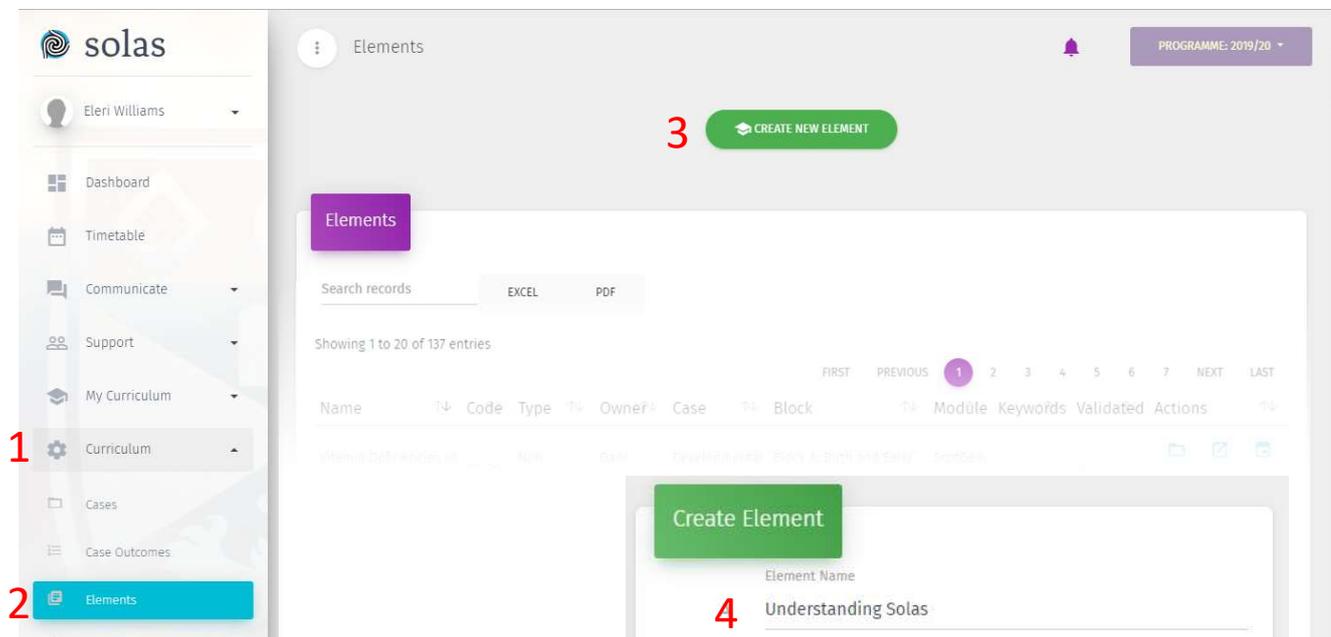


# Solas Guide

## Elements and Events

# Create Element

Users with the 'Curriculum Manger' permission have the ability to create Elements in Solas



From the sidebar as shown above, click

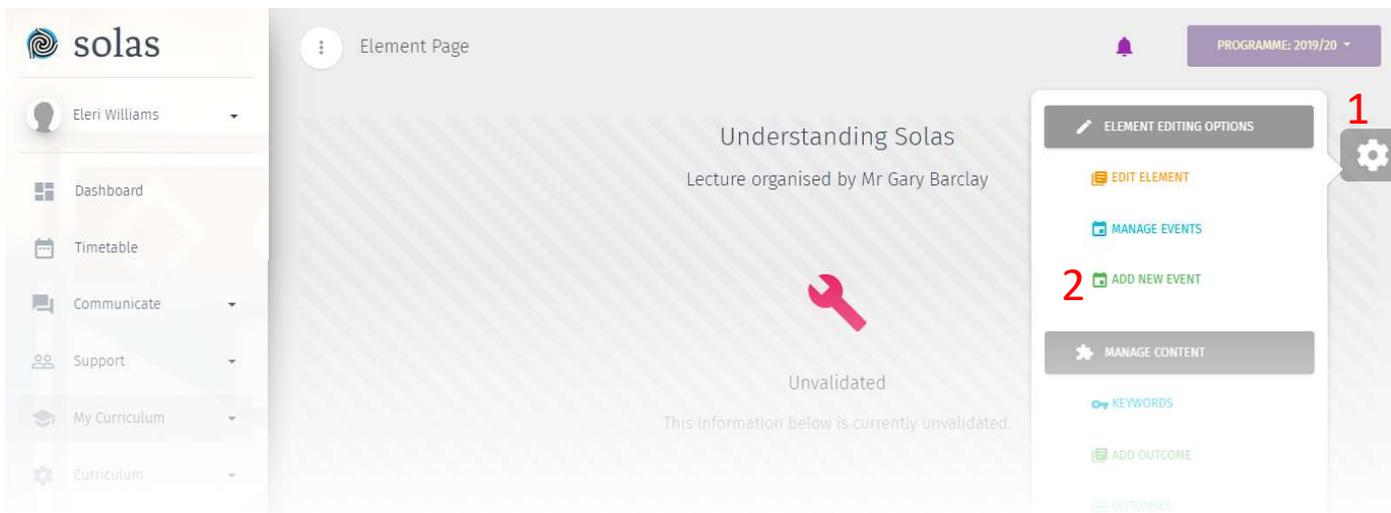
1. Curriculum
2. Elements
3. Create New Element

This takes you to the create element form shown to the right. Here is where you set the following attributes:

4. Element Name
5. Element Type (e.g. Lecture, Tutorial, etc)
6. Element Owner (The person responsible for the educational content)
7. Module (Which year group is it for)
8. Block (Which 'themed' block is it part of, if any)
9. Case (Which Case is part of, if any)
10. Element text (Explanatory text regarding the element and any requirements, e.g. Wear shorts, bring your own device)
11. Validated (A validated element makes the content visible to students immediately, in most cases this should be done by the owner)
12. Click 'Save' when complete

# Create Event

Users with the 'Curriculum Manger' permission have the ability to schedule Events in Solas



From the 'Element Page' as shown above, click

1. The Cog
2. 'Add New Event'

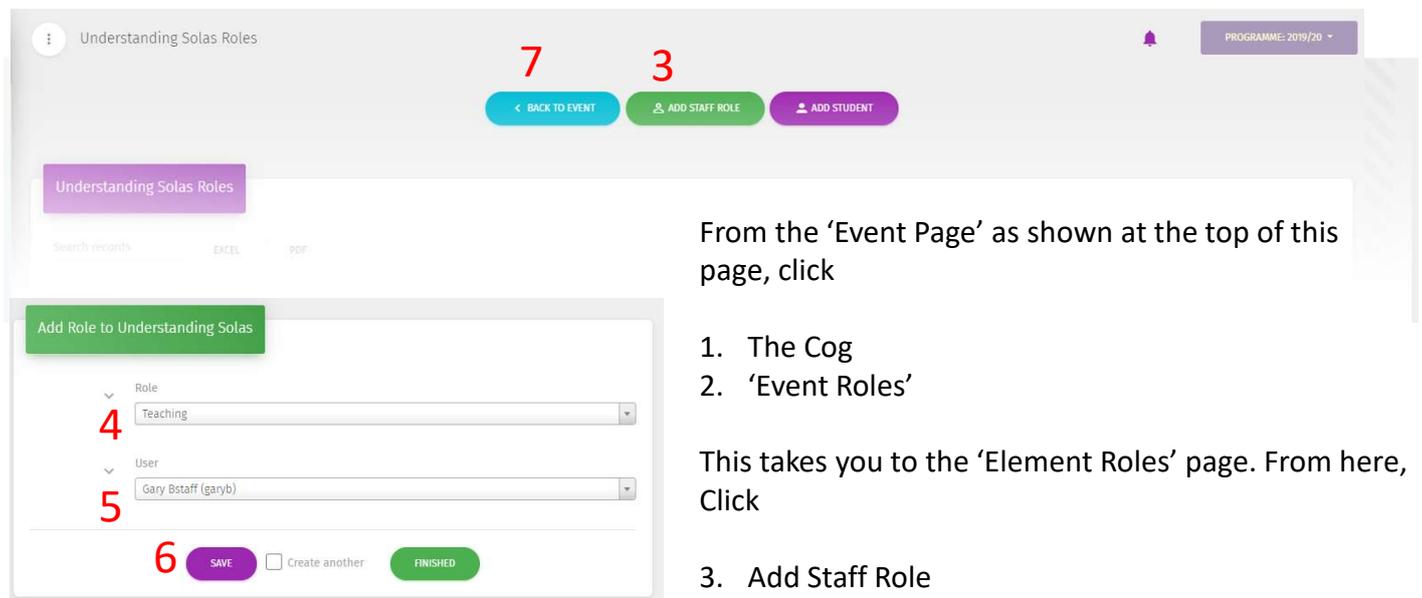
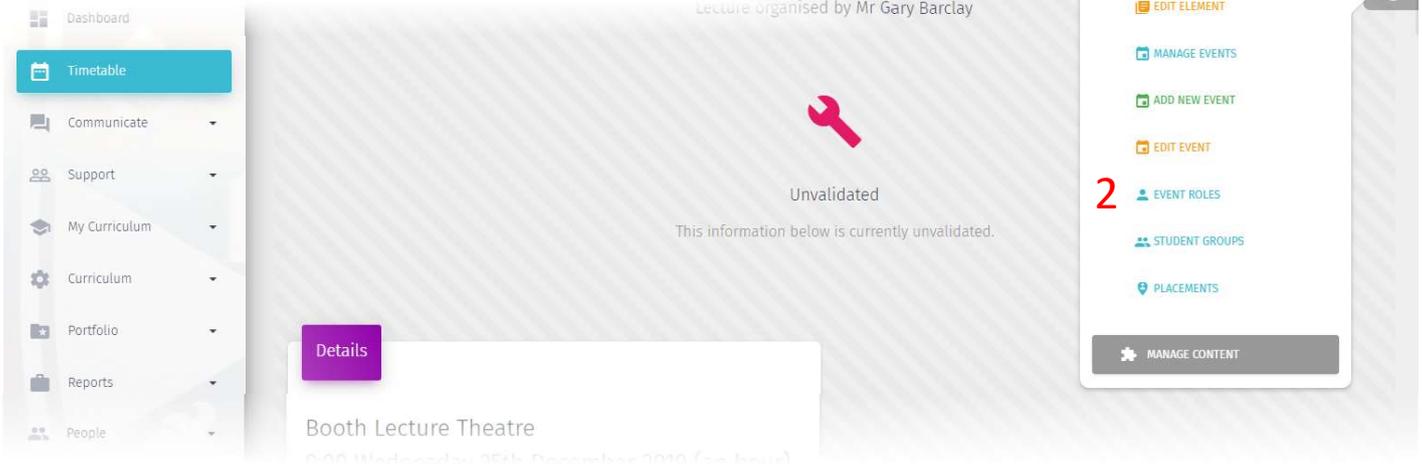
This takes you to the create event form shown to the left. Here is where you set the following attributes:

3. Start Time (There is a date/time picker function in this field. Use the tool to navigate to the desired start time)
4. End Time (The end time changes based on a default duration for the element type, but it can be changed as desired)
5. Location (Choose from a preset list of locations. If the required location isn't in this list, contact medhelpdesk to request a new location to be added to Solas)
6. Event Text (This should be text relating to this scheduling only, eg something about the venue specific to this event)
7. Student Groups (Allocate which group of students should attend this event)
8. Click 'Save' when complete

'Week' is an unused attribute at this time (Jan' 2020) and the 'Active' checkbox should always be left ticked.

# Manage Event

Curriculum Mangers need to allocate staff to events. Understanding Solas



From the 'Event Page' as shown at the top of this page, click

1. The Cog
2. 'Event Roles'

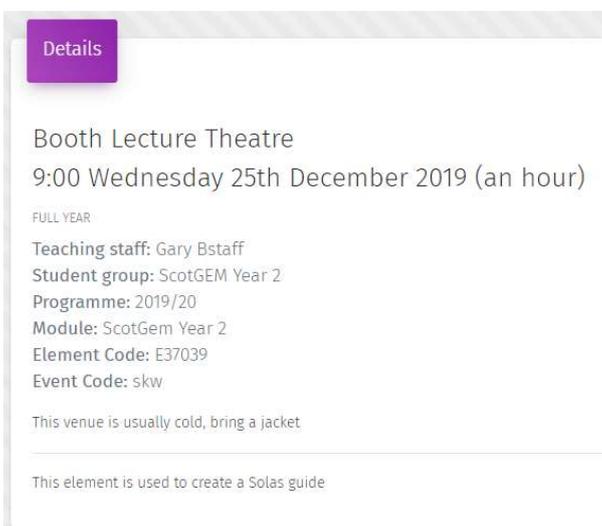
This takes you to the 'Element Roles' page. From here, Click

3. Add Staff Role

This takes you to the Add Role form shown to the left where you can add different roles of staff to the element

4. Choose 'Role' type (e.g. Teaching, Support, etc)
5. Select staff member (And staff member can be assigned as any role)
6. Click 'Save'
7. Once this is done, return to the event page using the link on the 'Element Roles' page

Once an element has successfully had an event scheduled and allocated location, staff and students, the 'Detail's card should appear similar to the image to the left showing all relevant information.

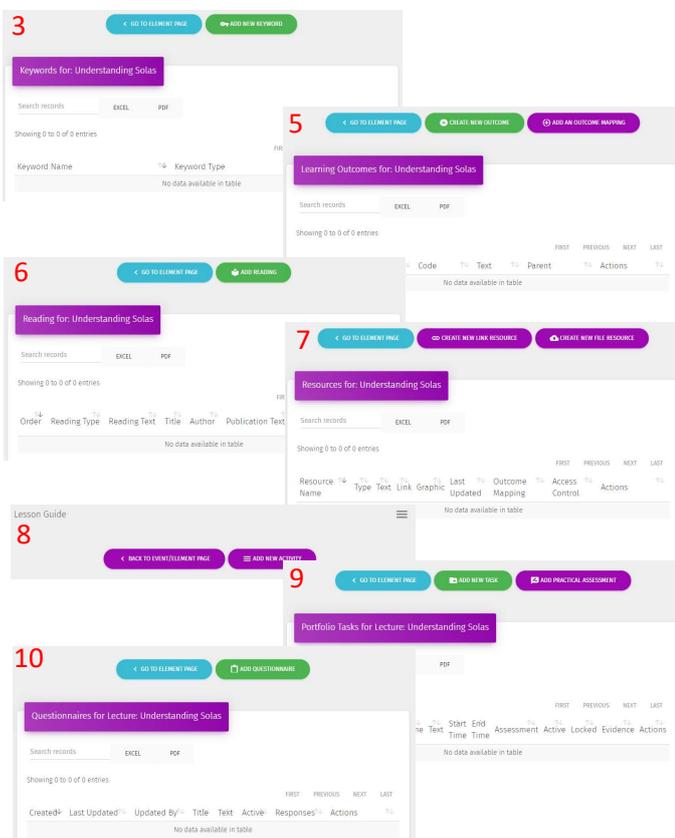
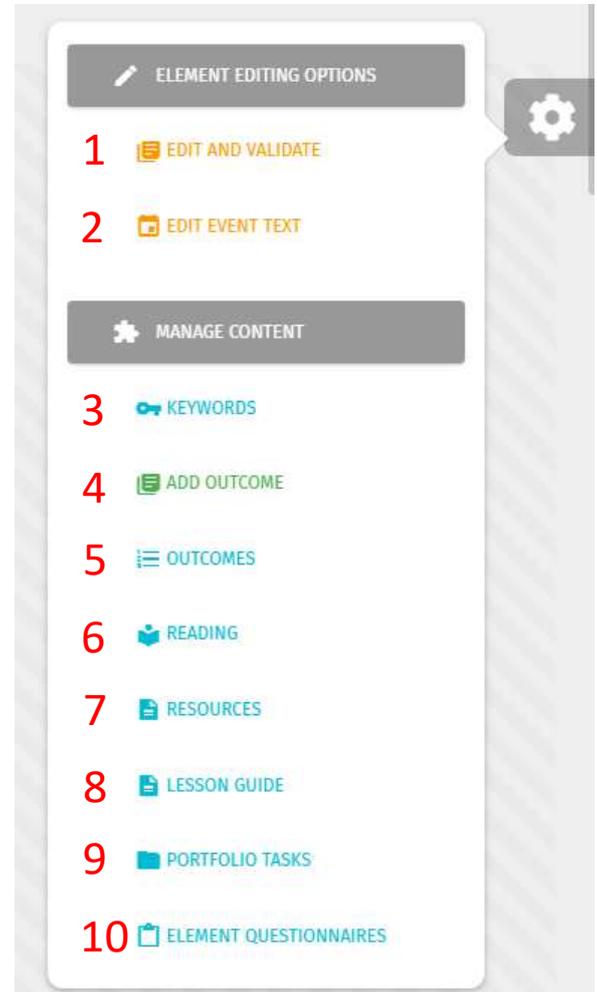


# Manage Element

The element owner can manage the educational content of an element (resources, tasks, descriptive text etc)

The options available to an Element Owner are shown to the right from within the 'Cog menu'

1. Edit and Validate (Element text can be edited here, and then the element validated once all the other content is added)
2. Edit Event Text (to change the text associated with the event)
3. Keywords (This is not used commonly yet. Can be used to 'tag' elements with specific words for reporting or search purposes)
4. Add Outcome (This option saves a click and can be found in 'Outcomes [5]')
5. Outcomes (Here is where individual element learning outcomes can be added. Also where the element can be mapped to a case learning outcome)
6. Reading (Specify pages/chapters from the available publications from the reading list, or own books can be added)



7. Resources (Upload files or link to online resources)
8. Lesson Guide (Used on GCM day elements. Create a planned set of activities which can be mapped to outcome, linked to resources and assigned durations)
9. Portfolio Tasks (add a task, where a student is required to engage in someway such as confirming reading or uploading work)
10. Element Questionnaires (Currently can only be added by system admin, existing created questionnaires can be attached to the element, eg for feedback)

Most of these options take you to a similarly functioning page with a data table of existing items that have been already added, if any, and a button for you to add your desired entry onto the element. This is shown to the left