



THE HOW-TO GUIDE FOR

TRACKING RESIDENT ATTENDANCE AND ASSIGNING ASYNCHRONOUS CREDIT

In order to monitor resident progress and performance over the course of the year, your site may choose to keep track of information related to Foundations meetings including resident attendance, completion of asynchronous work and performance on associated Rosh Review mini-tests.

Specific data that may be tracked for each Foundations Learner:

- Attendance for each Foundations Meeting (FM)
- Self-reported independent study time prior to each FM (none, 30m, 60m, 90m, 120m, >120m)
- Learning Pathway resources used to study prior to each FM (list options from LPs)
- Signature (typed is fine) to attest to accuracy of submitted info
- Rosh Review mini-tests completed by each learner
- Performance on Rosh Review mini-tests

Recommended approach for tracking data:

- Track using Google Forms -> our team has created a model Google Form (found on the website under **Quicklinks for Leadership**) that can be replicated with info specific to your site (resident names, specific Foundations sessions, etc). Please refer to step by step instructions below on how to replicate this form.
- This form can be sent out by email or as a link to residents after each FM. Completion of this form should be required in order to get credit for asynchronous work and meeting attendance.
- Data from your site's Google Forms can get exported as an excel or Google Sheets document and reorganized by your program coordinators to create summaries of resident participation and performance.
- Completion of Rosh Review tests and scores for each mini-test can be obtained using the RR PD Dashboard and can be added manually to the excel document mentioned above. It is not possible to export this data from the RR PD Dashboard into an Excel spreadsheet.
- Summary data can be reviewed and discussed with residents during mid-year and end of year evaluations and during CCC meetings.

Individualized Interactive Instruction (III)

Since residents are asked to complete 1-2hr of asynchronous work within the Learning Pathways for each unit of Foundations I and Foundations II, we suggest that you award asynchronous credit (III) to residents for this time. This will help motivate compliance with assignments. Assessment of knowledge and compliance with asynchronous work can be determined using self-reported independent study time, performance on classroom cases and performance on paired Rosh Review mini-tests linked to each Foundations unit. Of note, an important part of III is that it is interactive, thus you should only award credit if a resident is present for the in-person meeting that pairs with each independent study assignment.

How to Create Your Own Tracking Google Form from the “Template Foundations Tracking Google Form” through Google Drive. (Recommended Method)

1. Access the F1 or F2 specific “TEMPLATE Tracking Google Form 2018” through Google Drive using these links:
 - a. [Template F1 Tracking Form](#)
 - b. [Template F2 Tracking Form](#)
 2. In the upper right corner of the screen click on the three vertical dots.
 3. Select **Make a copy** from the dropdown menu.
 4. Create your own folder on your Google Drive to store the copied form.
 5. Modify the form as needed for your site. Different forms should be created for F1 and F2, but the same form/link can be used for each unit within a course.
- *** DO NOT modify the template form in the Google Drive folder with info specific to your site; this resource is shared with all sites and should be kept generic.**

How to Create Your Own Tracking Google Form from the Foundations website.

1. Under the **Quicklinks For Leaders** page select **Resident Tracking Google Form Example**.
2. Open a new blank form in Google Forms
(<https://support.google.com/docs/answer/87809?hl=en>)
3. Create a form identical to the Resident Tracking Google Form example.
(<https://support.google.com/docs/answer/2839737>)

Weekly Use of Tracking Google Forms

1. After each Foundations Meeting, we recommend you send out your site-specific Google Form to your learner groups (different forms/links for Foundations I and Foundations II)
2. You will send this out and only you/your site will have access to the results

How to Compile the Data from Completed Google Forms

1. Open a form in [Google Forms](#).
2. At the top, click **RESPONSES**.
3. Click **Select response destination**.
4. Choose from these options:
 - a. **Create a new spreadsheet:** Creates a spreadsheet for responses in Google Sheets
 - b. **Select existing spreadsheet:** Choose from your existing spreadsheets in Google Sheets to store responses
5. Click **Create** or **Select**.
6. You may reorganize spreadsheet data to sort by learner name or unit to review summary data prior to evaluations or CCC meetings.
7. **If your site is using Rosh Review**, you will need to add a column for Rosh Review Test Scores and manually enter the score for each test for each learner. This data cannot be exported from Rosh Review into Excel.