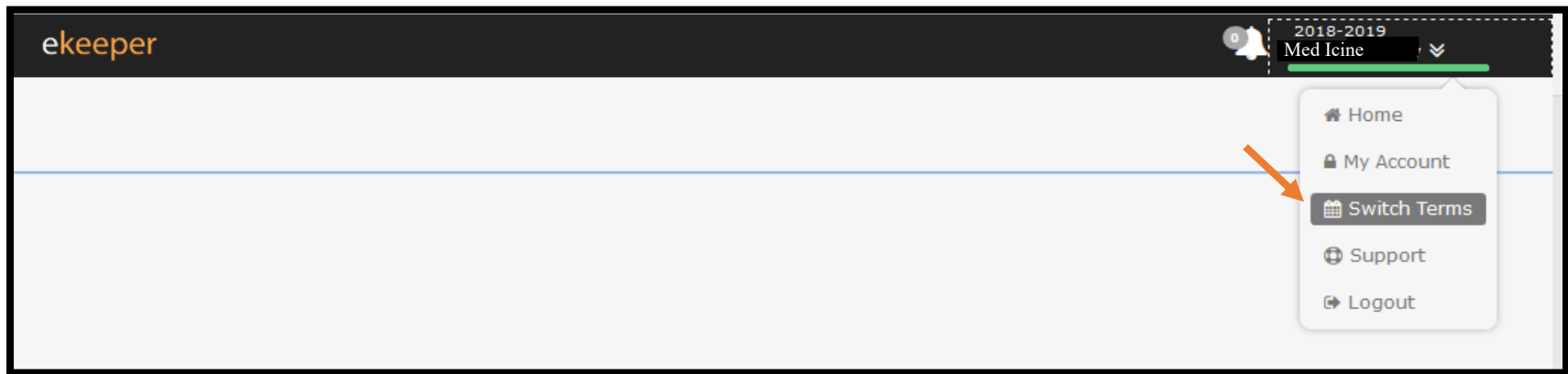


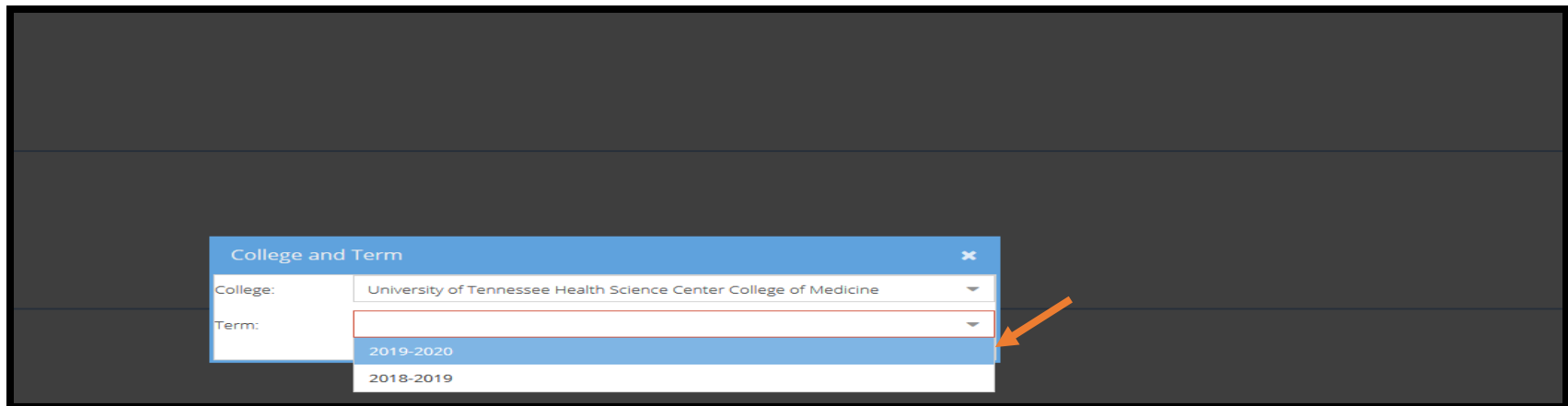
COLLEGE OF MEDICINE

HOW TO SCHEDULE IN EMEDLEY - RISING 4TH YEAR MEDICAL STUDENTS

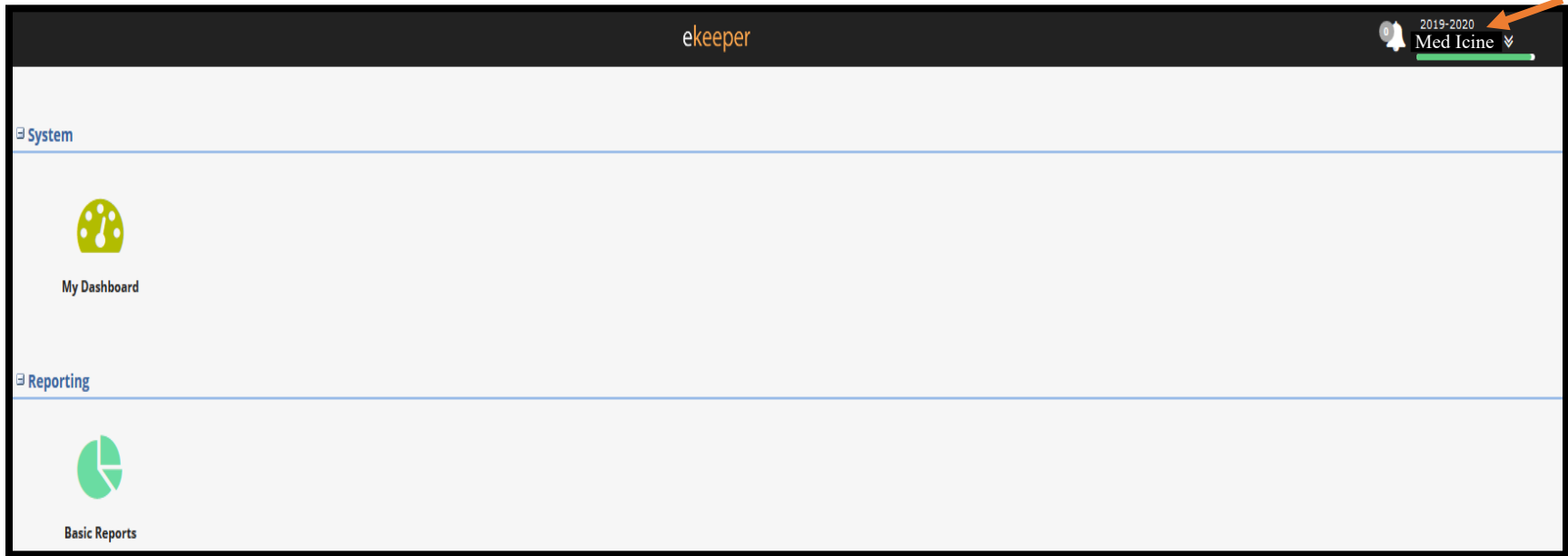
1. Check your UTHSC email for your lottery day/time and login to eMedley at your designated round 1 scheduling time:
<https://he.emedley.com/uthsccom>.
2. In the upper right hand side of the screen click the arrow icon and select “Switch Terms” from the dropdown.



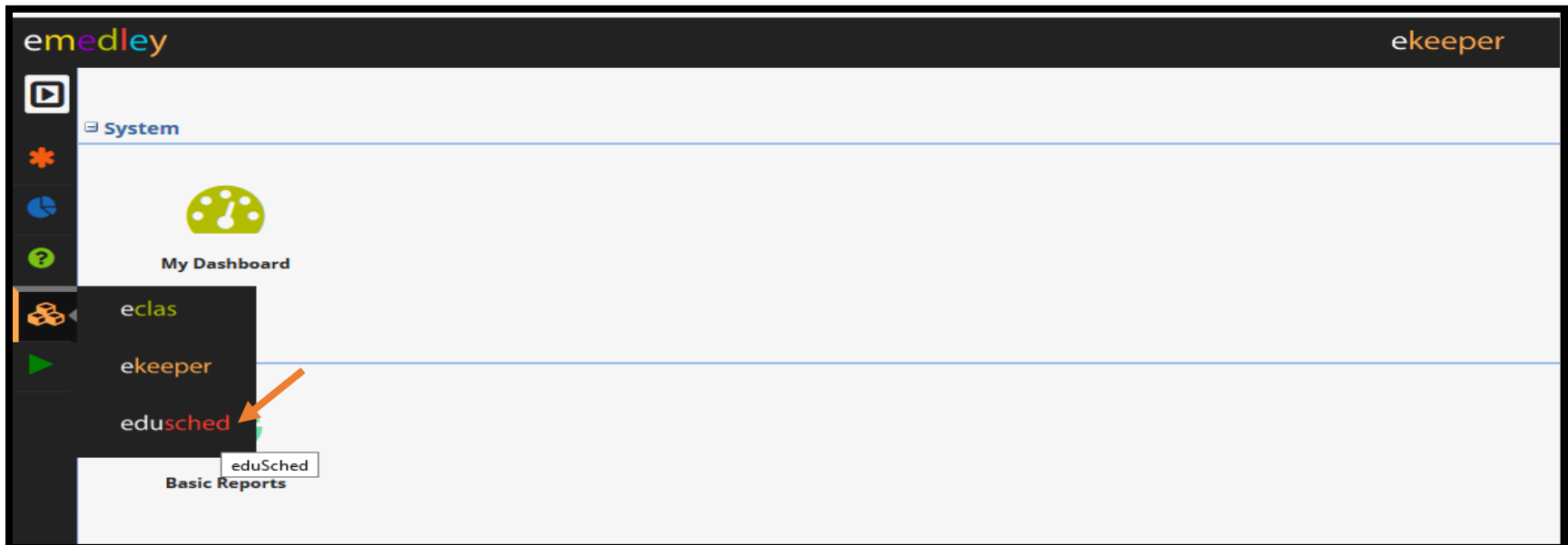
3. Select the upcoming academic year.



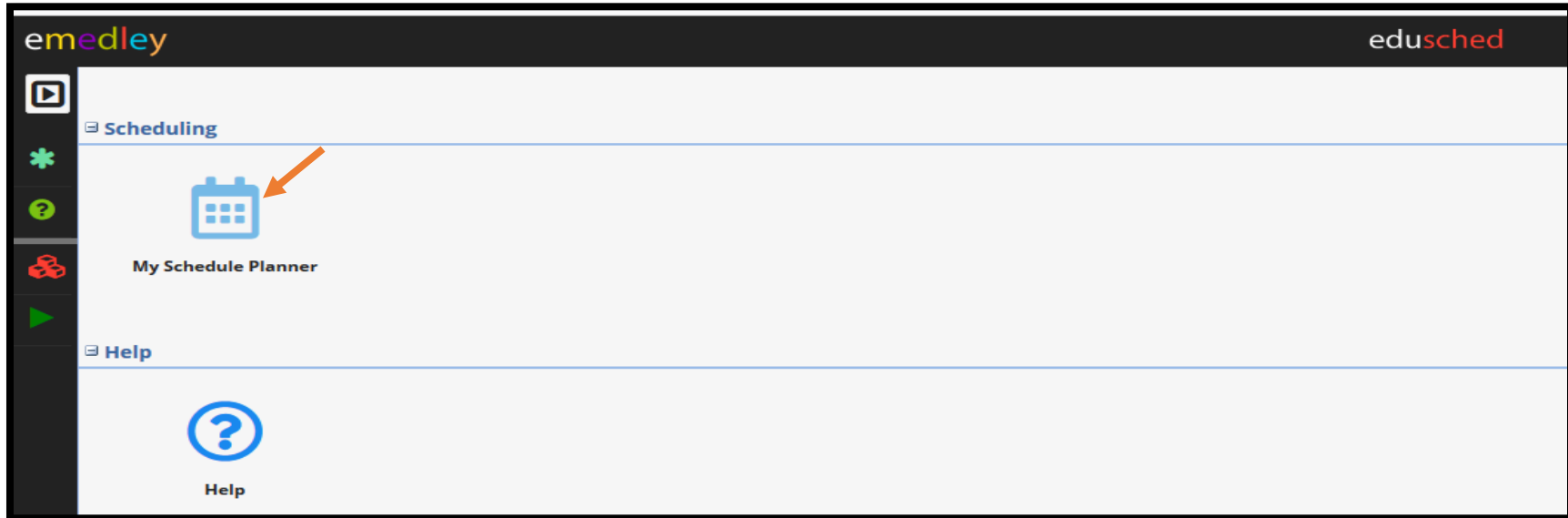
4. Once the term is selected, check that the upcoming academic term is displayed above your name in the upper right hand side of the screen.



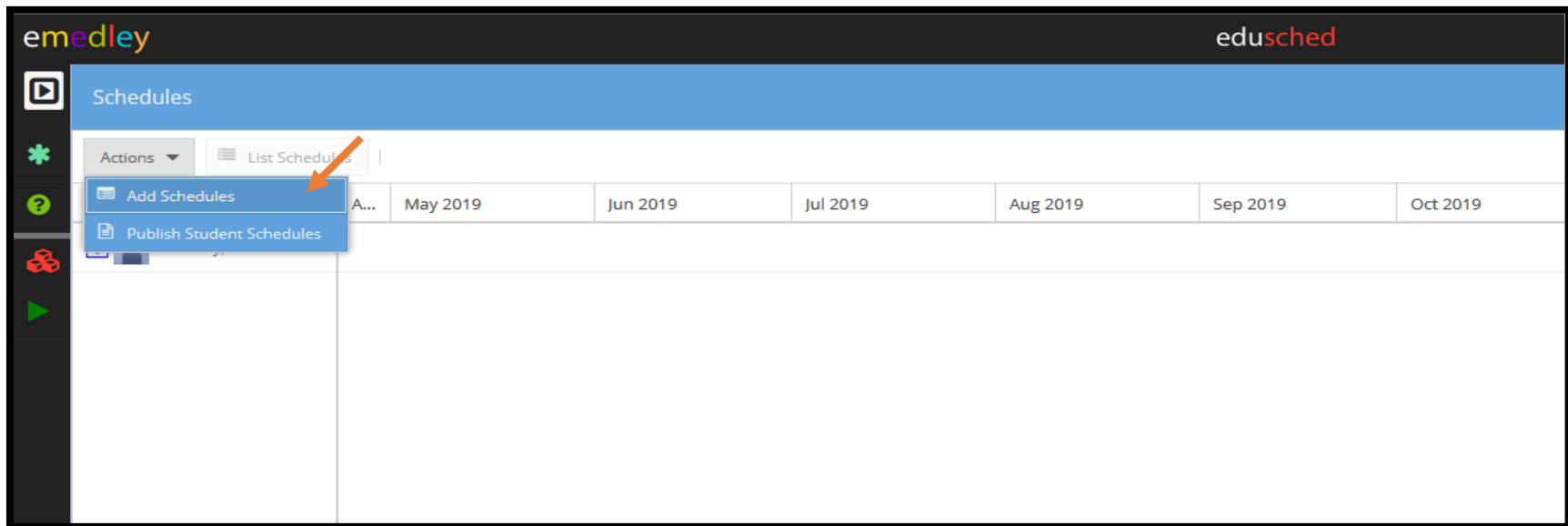
5. Go to the cube icon on the left side of the screen and select "EduSched."



6. Click on “My Schedule Planner”



7. Click on “Actions” and select “Add Schedules”



8. Use the search dropdowns to select by Period, Region, and/or Rotation and click “Add.”
- Tip: for a broad search without additional filters, use the dropdown titled “Period/Rotation/Region/Dates” only.

Note: Rotation blocks or “periods” are indicated with the following codes:

- 8 weeks = 5/6, 7/8, 9/10, 11/12, 1/2, 3/4
- 4 weeks = 5, 6, 7, 8, 9, 10, 11, 12, 1, 2, 3, 4, 5 (2020)
- 6 weeks = C, D, E, F, G, A, B
- 2 weeks = 5H.1, 5H.2, 5H.1 (2020), 5H.2 (2020), 6H.1, 6H.2, 7H.1, 7H.2, 8H.1, 8H.2, 9H.1, 9H.2 etc.

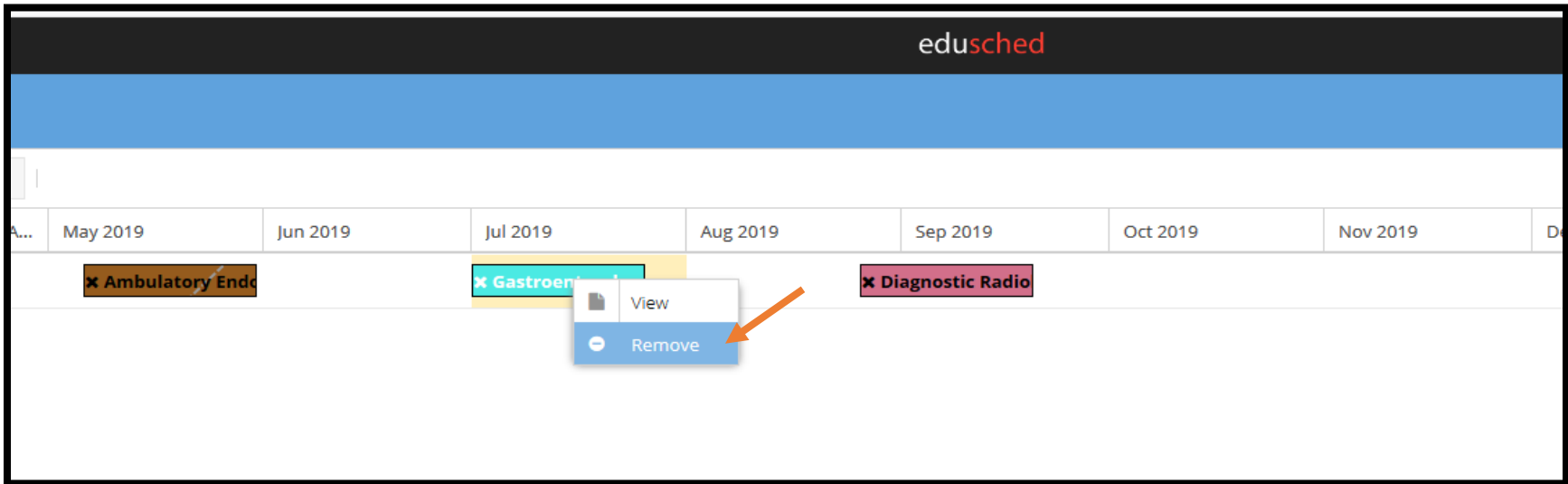
The screenshot shows the 'Schedule' application interface. At the top, there is a 'Details' section with three dropdown menus: 'Period:' (set to 7), 'Region:' (set to Memphis), and 'Rotation:' (set to All). Below these is a search dropdown labeled 'Period / Rotation / Region / Dates:' which is currently set to 'PSY'. The search results list four items, each with a green icon and '0 / X spots filled' status:

- 7 / Child & Adolescent Psychiatry (PSY1-4130/F) / Memphis / Jul 1, 2019 - Jul 26, 2019 0 / 2 spots filled.
- 7 / Junior Internship in Adult Psychiatry (PSY1-3010/F) / Memphis / Jul 1, 2019 - Jul 26, 2019 0 / 1 spots filled.
- 7 / Junior Internship in Child & Adolescent Psychiatry (PSY1-3011/F) / Memphis / Jul 1, 2019 - Jul 26, 2019 0 / 2 spots filled.
- 7 / Private Practice with Focus on Mood Disorders (PSY1-4069/F) / Memphis / Jul 1, 2019 - Jul 26, 2019 0 / 1 spots filled.

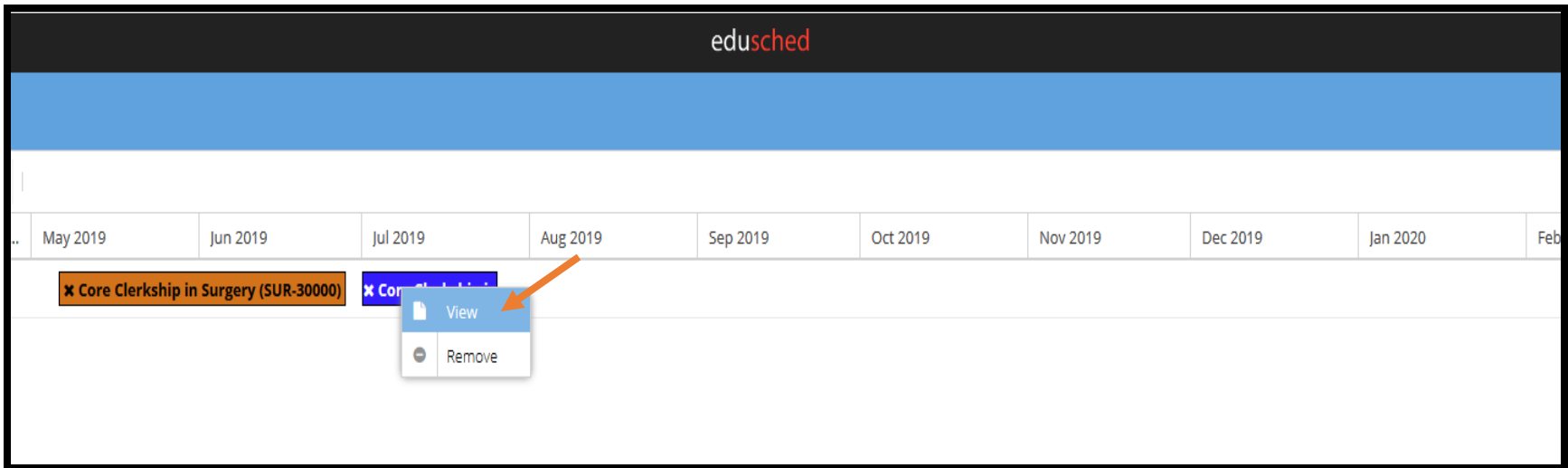
At the bottom of the interface, there are two buttons: 'Add' and 'Cancel'. Orange arrows point to the 'Period:' dropdown, the 'Region:' dropdown, the search dropdown, and the 'Add' button.

9. Repeat step 8 until all odd periods are scheduled for the upcoming academic year.

10. At your designated Round 2 scheduling day and time, repeat step 8 to add even period rotations to complete your schedule for the academic year. Odd blocks can be edited as needed in Round 2.
11. To remove scheduled rotations left click on the specific rotation and select “Remove.”

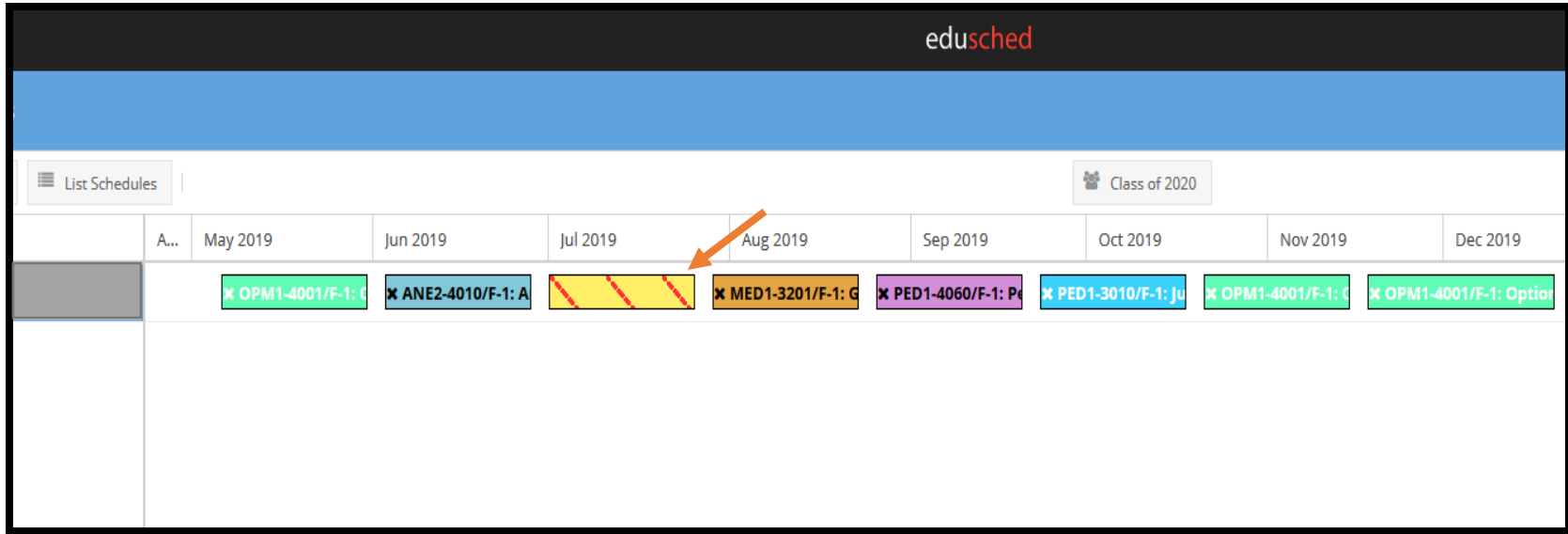


12. To view details such as region (city) for a rotation that is already scheduled, left click the specific rotation and click “View.”

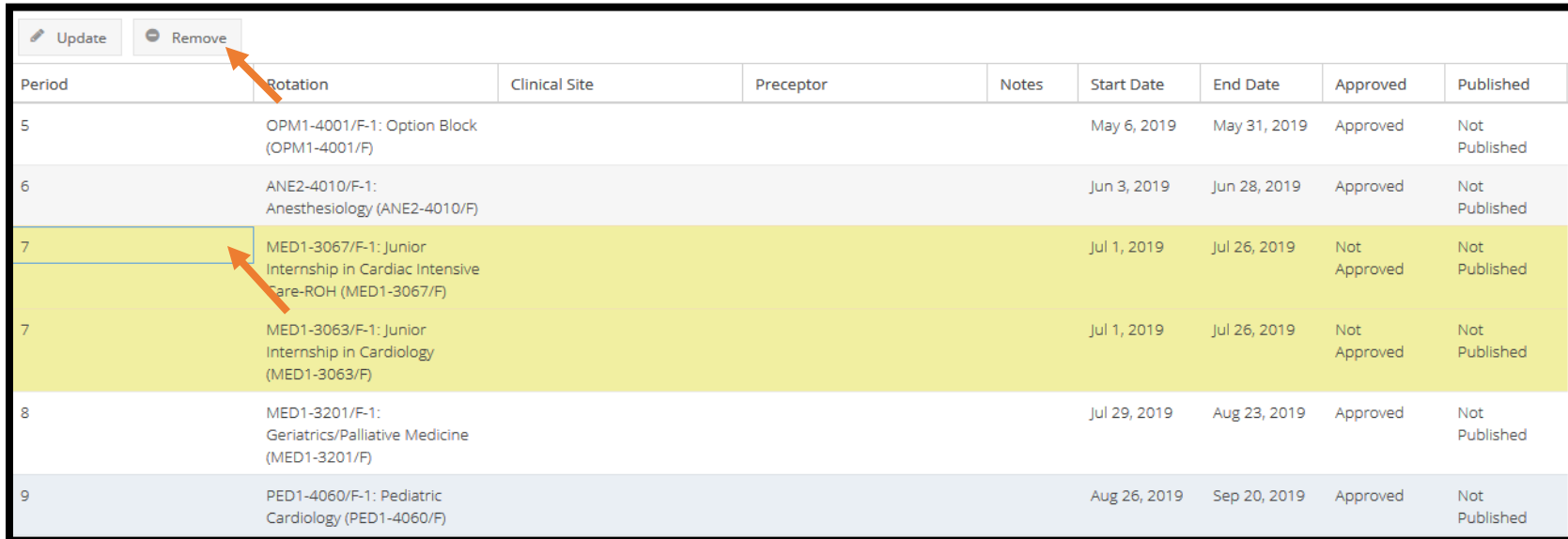


13. If overlapping rotations have been scheduled, they will appear yellow with red lines. To clear this error, follow the steps below:

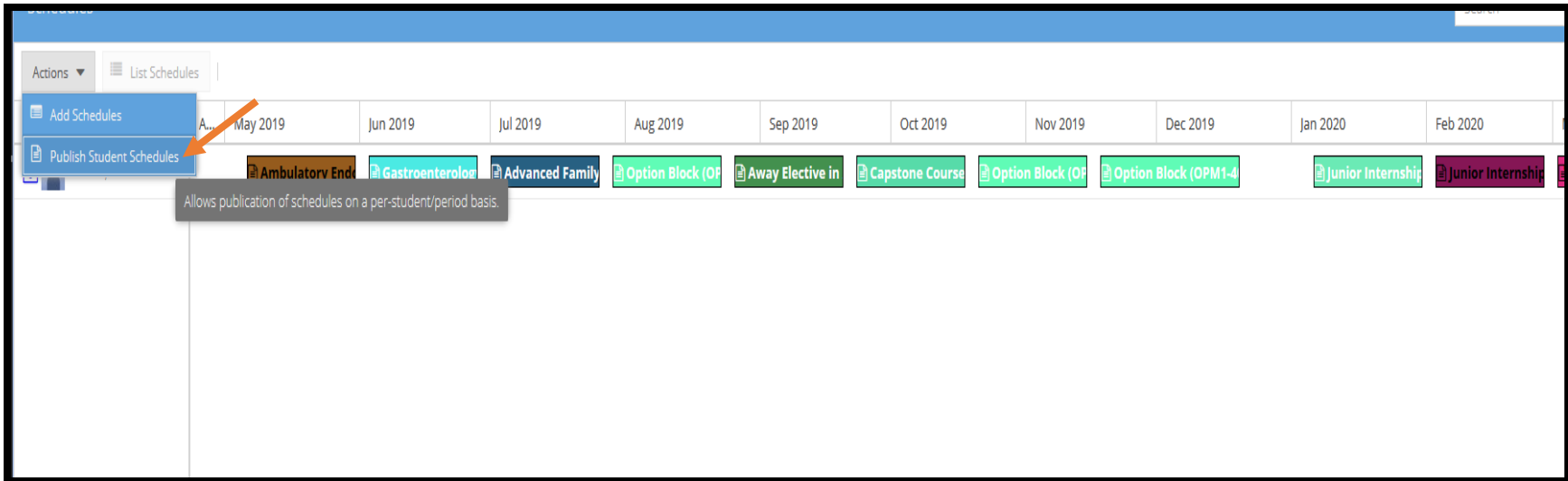
A. Click on the overlapping rotation.



B. The overlapping rotations will be highlighted in yellow. Click the overlapping rotation(s) you want to drop, and then click “Remove.”



14. Once all desired rotations are added to your schedule, students can attempt to publish in order to finalize scheduling by clicking on “Actions” and then “Publish Student Schedules.” Note Publications rules and errors on page 8.



PUBLICATION RULES

Note: Unpublished schedules are *not* considered final and can be subject to change if not finalized prior to the start of the upcoming term. Students can make changes to their schedules up to 30 days prior to the start of a rotation provided that all publication rules are met. Please also see publication rule exceptions on page 8.

An error will occur if any of the 7 publication rules listed below are not met:

1. Any 2 Junior Internships are scheduled.
2. 16 weeks of electives are scheduled.
3. 8 weeks of option blocks scheduled in blocks 11, 12, or 1.
4. Capstone is scheduled.
5. Geriatrics/Palliative Medicine is scheduled.
6. All prerequisites have been met.
7. All courses requiring prior authorization/administrator approval must be approved by the Instructor of Record/Schedule Administrator*, **

***4 week Rotations:** Request the faculty member or coordinator to send an email to Miranda Fairley mfairle1@uthsc.edu confirming approval for a specific rotation and block.

****2 Week Rotations:** Send requests directly to Miranda Fairley mfairle1@uthsc.edu

Tip: Wait until the end of round 2 scheduling to request approvals because often changes are made and students may choose to shift rotations around while scheduling even blocks.

Timeline for meeting publication rules:

- Students should not attempt to publish until the end of round 2 scheduling.
- In mid-March of the current academic year, students who have not published their schedules for the upcoming year will be contacted with reminders.
- At least 30 days before the start of the new academic year, all students are required to finalize their schedules by completing the publication step.*
*Students can make changes to their schedules up to 30 days before the start of a rotation; however, when these changes occur, all publication rules must be met.

Publication rule overrides can be requested based on the following criteria:

1. A student is on track to enter a career field with early match and is requesting an exemption to the option block rules.
2. A student is expected to graduate in the fall of the upcoming academic year.
3. A situation arises that requires an extended leave of absence.

Schedule Administrator Contact Information:

Miranda Fairley, Clinical Curriculum Coordinator

Mfairle1@uthsc.edu | 901-448-2928