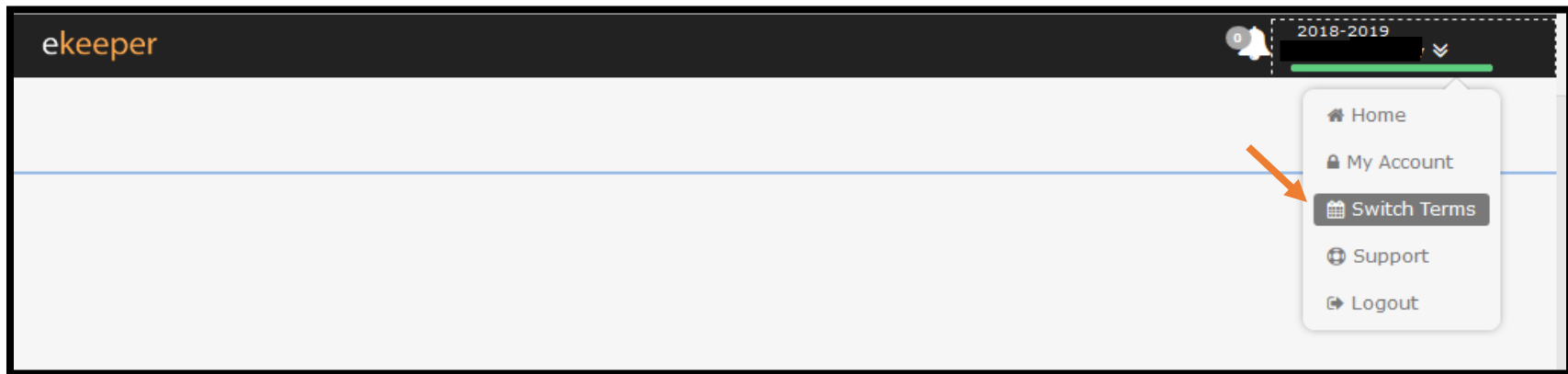


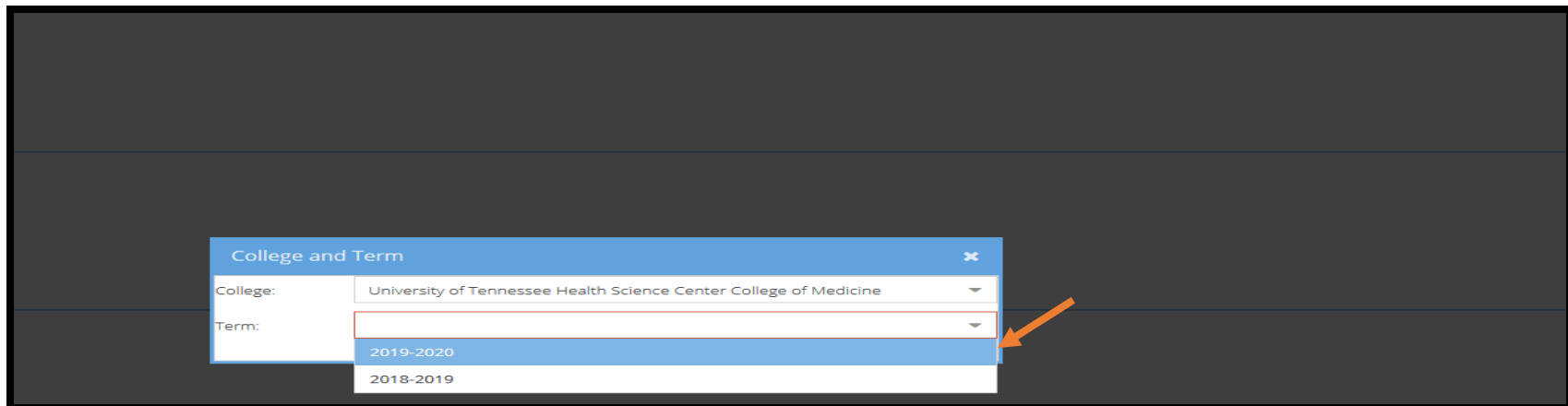
COLLEGE OF MEDICINE HOW TO SCHEDULE IN EMEDLEY - RISING 3RD YEAR STUDENTS

Phase 1 - Scheduling Core Clerkships:

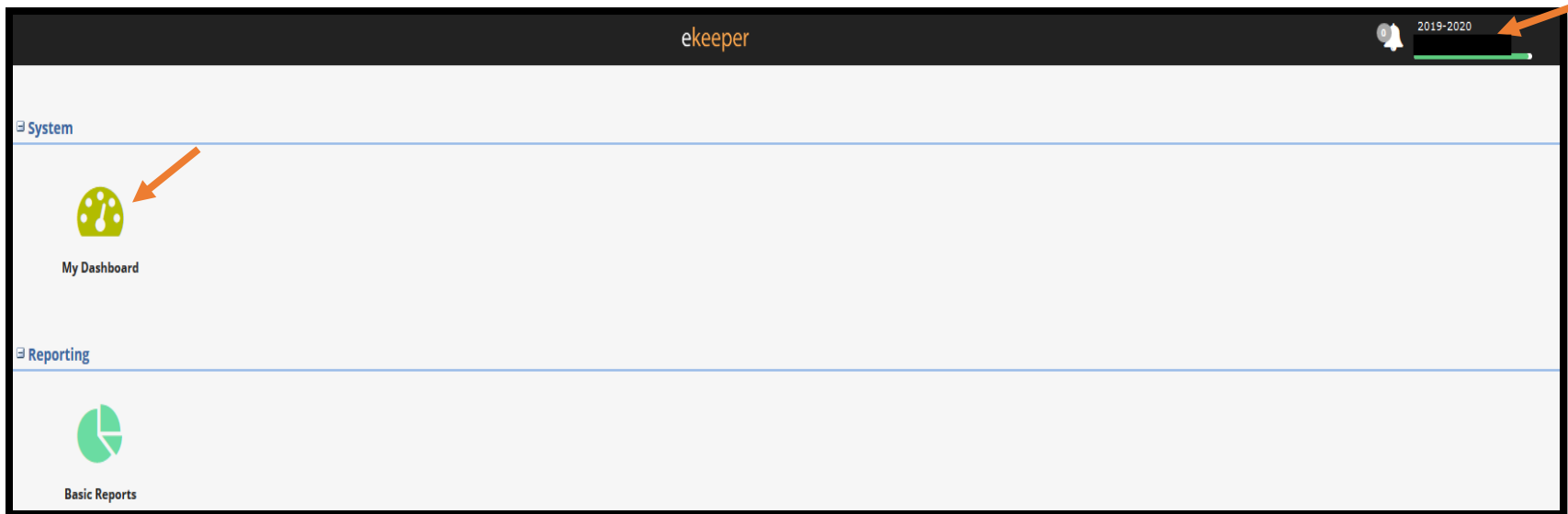
1. Between February 19th at 8:00am and Sunday February 24th at 11:59pm (CST), go to eMedley: <https://he.emedley.com/uthsccom>.
2. In the upper right hand side of the screen click the arrow icon and select “Switch Terms” from the dropdown.



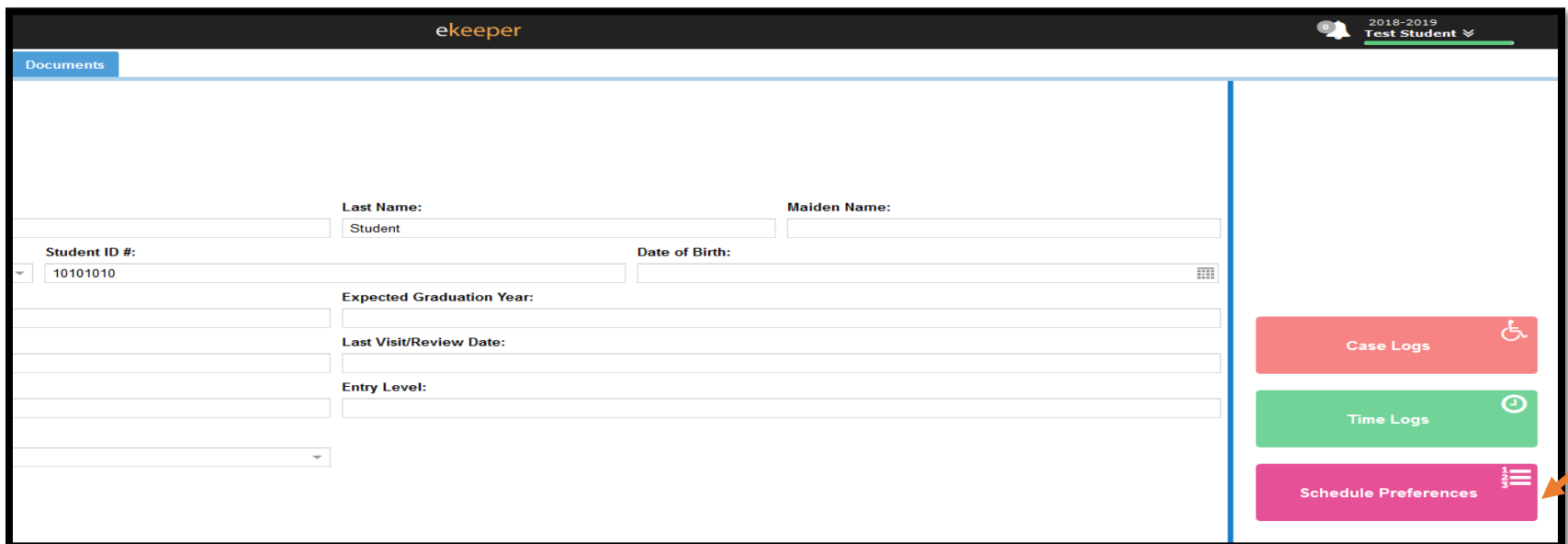
3. Select the upcoming academic year.



- 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. Then click on the “My Dashboard” icon.

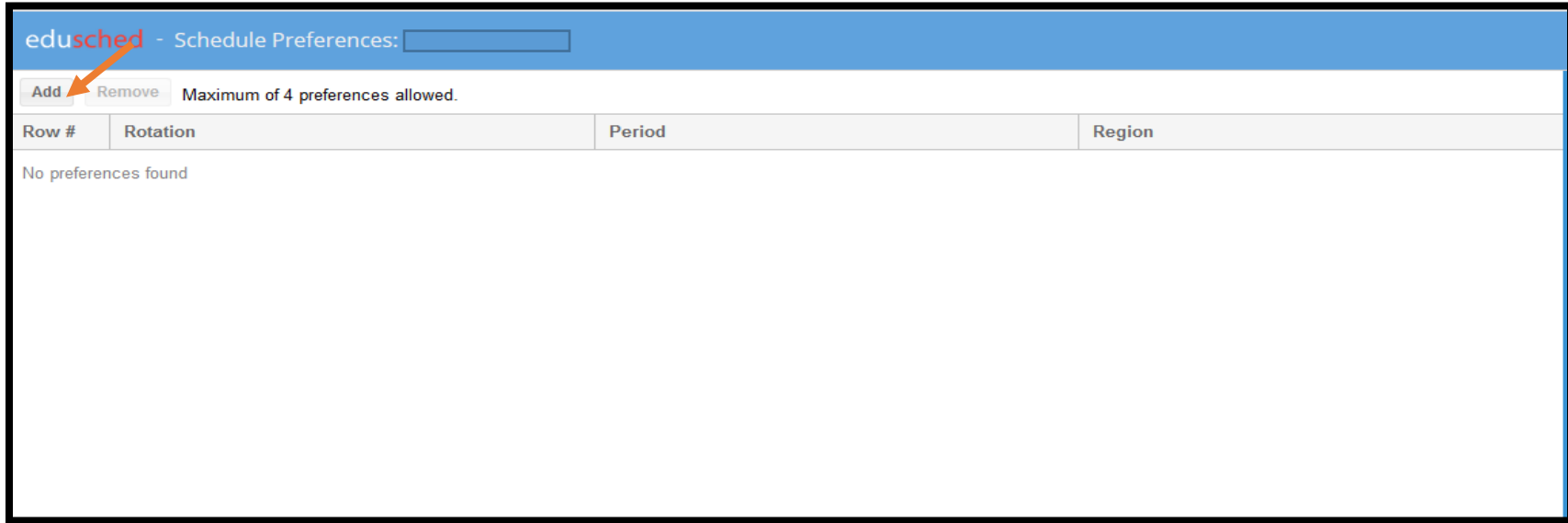


- Click on the “Schedule Preferences” link to the lower right side on the screen.



6. Students can select up to 4 preferences using 2 methods. **Please read carefully below.**

Method 1: To select preferences where the Clerkship is known go to “Add” in the upper left hand side on the screen.*

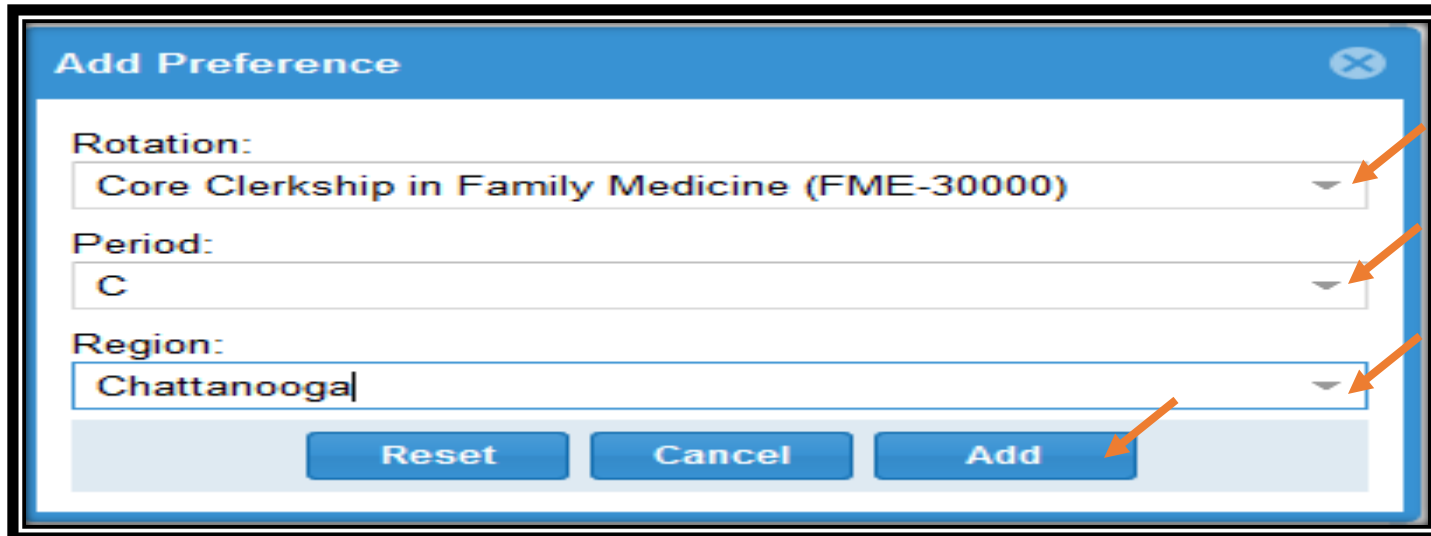


edusched - Schedule Preferences:

Maximum of 4 preferences allowed.

Row #	Rotation	Period	Region
No preferences found			

Method 1 Continued: Select from the Rotation, Period, and Region dropdowns and then select “Add”



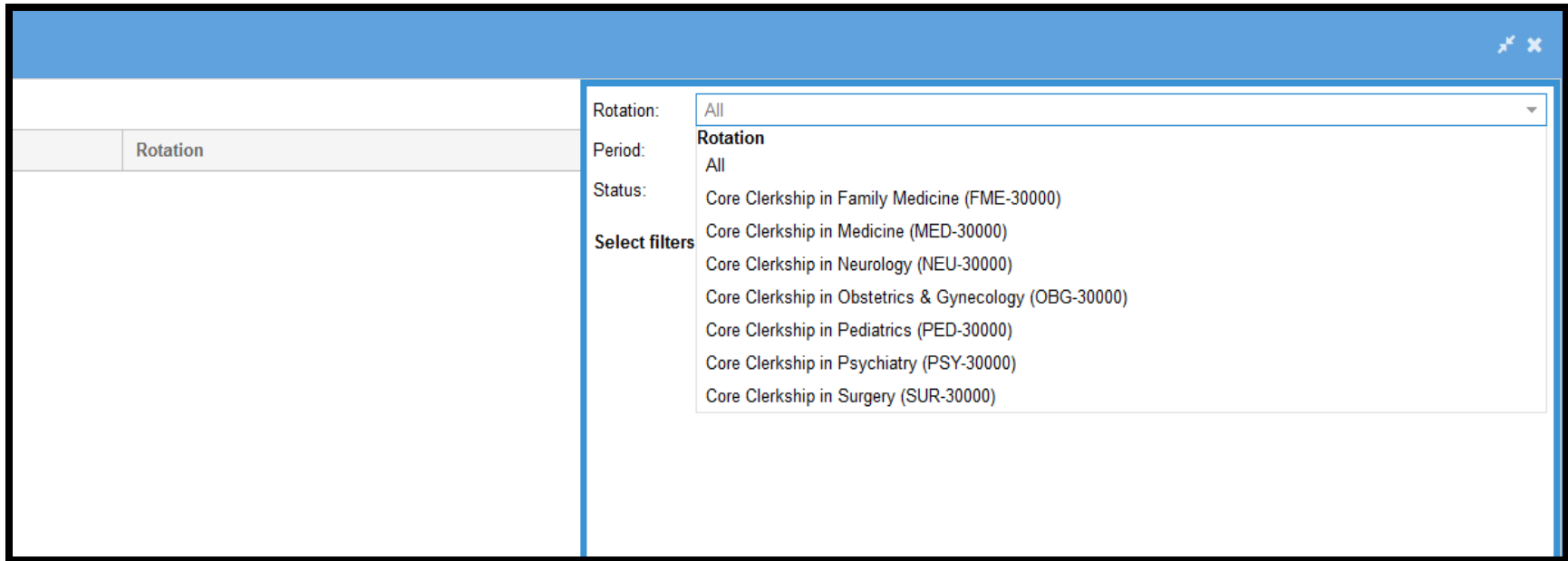
Add Preference

Rotation:

Period:

Region:

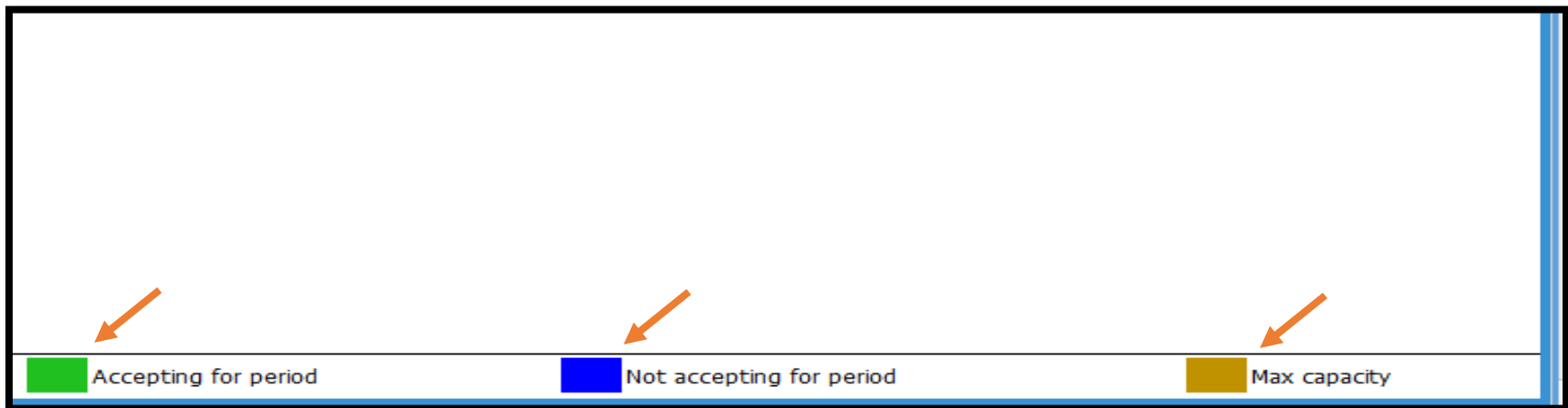
Method 2: For selecting preferences is to use the dropdown options on the right hand side of the screen. Using these options allows students to select the “All” option for Clerkships. This will also give a listing of which clerkships are available in each region and period.



The screenshot shows a web application interface with a blue header bar. On the left, there is a table with a single header row labeled "Rotation". On the right, there is a dropdown menu with the following options:

- Rotation: All
- Period: All
- Status: All
- Select filters:
 - Core Clerkship in Family Medicine (FME-30000)
 - Core Clerkship in Medicine (MED-30000)
 - Core Clerkship in Neurology (NEU-30000)
 - Core Clerkship in Obstetrics & Gynecology (OBG-30000)
 - Core Clerkship in Pediatrics (PED-30000)
 - Core Clerkship in Psychiatry (PSY-30000)
 - Core Clerkship in Surgery (SUR-30000)

Note: At the bottom of the screen is a color-coded key to use when viewing your selected clerkship list.



The screenshot shows a color-coded key at the bottom of the screen. It consists of three colored squares with corresponding text labels:

- A green square labeled "Accepting for period".
- A blue square labeled "Not accepting for period".
- A yellow square labeled "Max capacity".

Three orange arrows point from the text labels to their respective colored squares.

Method 2 Continued: Click on the desired clerkship from the listing to select the preference.*

Rotation: Core Clerkship in Neurology (NEU-30000)

Period: All

Status: Accepting for period

List

	Period	Rotation	Region
	8 (Jul 29, 2019 - Aug 23, 2019)	Core Clerkship in Neurology (NEU-...	Knoxville
	11 (Oct 21, 2019 - Nov 15, 2019)	Core Clerkship in Neurology (NEU-...	Chattanooga
	11 (Oct 21, 2019 - Nov 15, 2019)	Core Clerkship in Neurology (NEU-...	Memphis
	12 (Nov 18, 2019 - Dec 20, 2019)	Core Clerkship in Neurology (NEU-...	Knoxville
	12 (Nov 18, 2019 - Dec 20, 2019)	Core Clerkship in Neurology (NEU-...	Memphis
	1 (Jan 6, 2020 - Jan 31, 2020)	Core Clerkship in Neurology (NEU-...	Memphis
	2 (Feb 3, 2020 - Feb 28, 2020)	Core Clerkship in Neurology (NEU-...	Chattanooga
	2 (Feb 3, 2020 - Feb 28, 2020)	Core Clerkship in Neurology (NEU-...	Knoxville
	2 (Feb 3, 2020 - Feb 28, 2020)	Core Clerkship in Neurology (NEU-...	Memphis

Note: The selected clerkship will appear on the left hand side of the screen as in the example below:

edusched - Schedule Preferences: Student, Test

Remove Maximum of 4 preferences allowed.

Row #	Period	Region	Rotation
1	12 (11/18/2019 - 12/20/2019)	Knoxville	Core Clerkship in Neurology (NEU-30000)

Rotation: Core Clerkship in Neurology (NEU-30000)

Period: All

Status: Accepting for period

List

	Period
	8 (Jul 29, 2019 - Aug 23, 2019)
	11 (Oct 21, 2019 - Nov 15, 2019)
	11 (Oct 21, 2019 - Nov 15, 2019)
	12 (Nov 18, 2019 - Dec 20, 2019)

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

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

7. Repeat step 6 using method 1 or 2, until you have added all desired preferences and click “Save.”

Row #	Rotation	Period	Region
1	Core Clerkship in Family Medicine (FME-30000)	C (05/06/2019 - 06/14/2019)	Chattanooga
2	Core Clerkship in Medicine (MED-30000)	5/6 (05/06/2019 - 06/28/2019)	Nashville
3	Core Clerkship in Obstetrics & Gynecology (OBG-30000)	D (06/17/2019 - 07/26/2019)	Knoxville
4	Core Clerkship in Surgery (SUR-30000)	Any	Any

Save

Tips for selecting preferences:

- It is not required to select an East location preference, but if completing a specific clerkship in an East location or completing an East rotation within a specific time period is important, be sure to indicate that as one of your 4 preferences.
- The same clerkship or location can be selected multiple times in different periods if desired.
- Selecting an 8 week clerkships (Medicine or Surgery) or the two 4 week Clerkships together (Neurology and Psychiatry) at the beginning of the academic year can result in more preferences being represented on clerkship schedules.

8. To remove a preference already selected click on the desired clerkship to highlight and then click “Remove” and then “Save.”

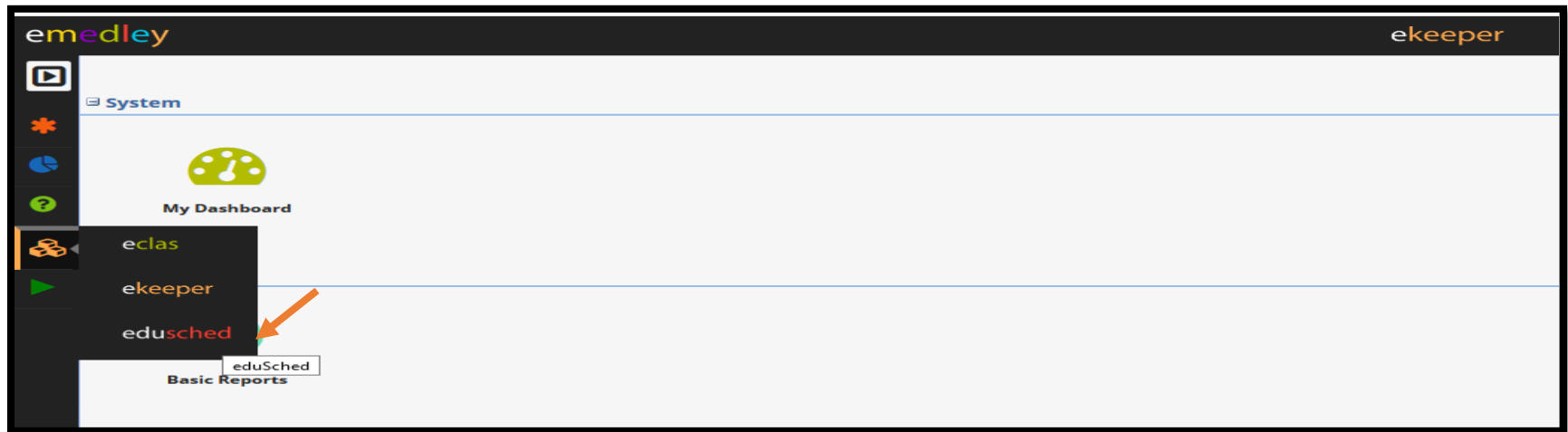
Row #	Period	Region	Rotation
1	12 (11/18/2019 - 12/20/2019)	Knoxville	Core Clerkship in Neurology (NEU-30000)
2	3 (03/02/2020 - 03/27/2020)	Memphis	Core Clerkship in Neurology (NEU-30000)

Remove Maximum of 4 preferences allowed.

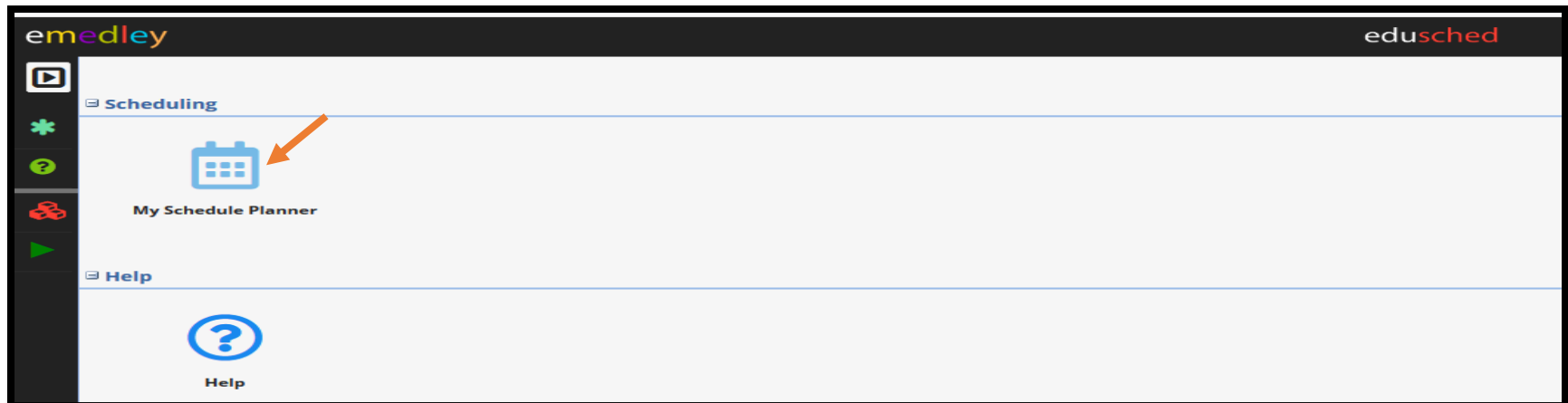
Save

Phase 2 - Reviewing your Clerkship Schedule & Scheduling Career Exploration Electives (CE's):

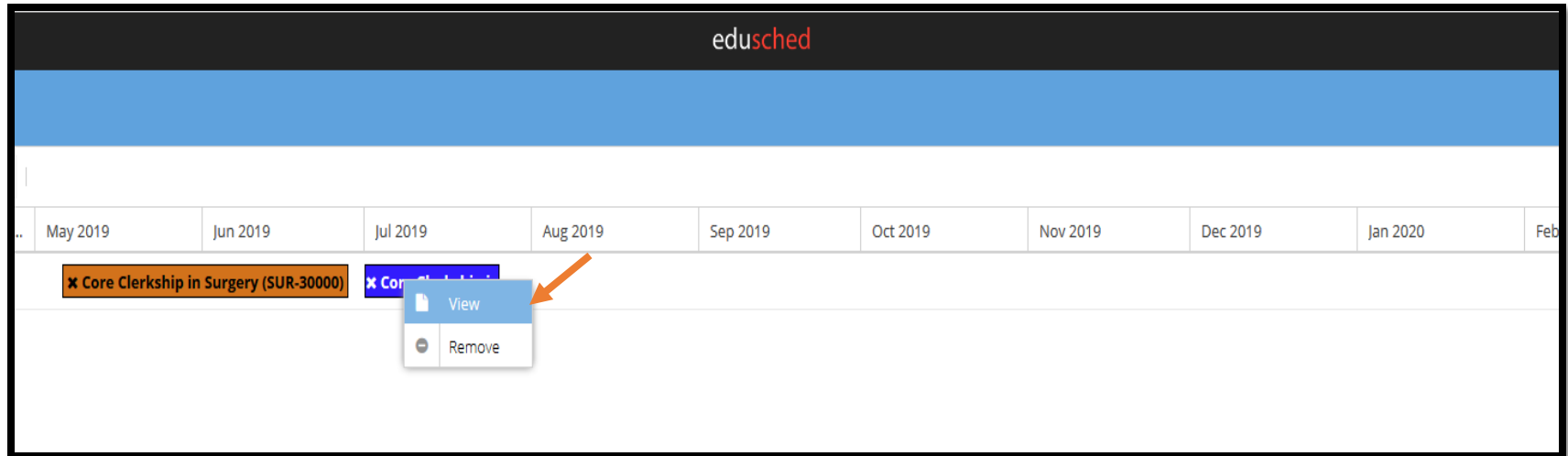
1. A notification will be sent to the class advising that Clerkship schedules are viewable. To review your clerkship schedule in eMedley, login and change the term to the upcoming academic year.
2. Go to the cube icon on the left side of the screen and select “EduSched.”



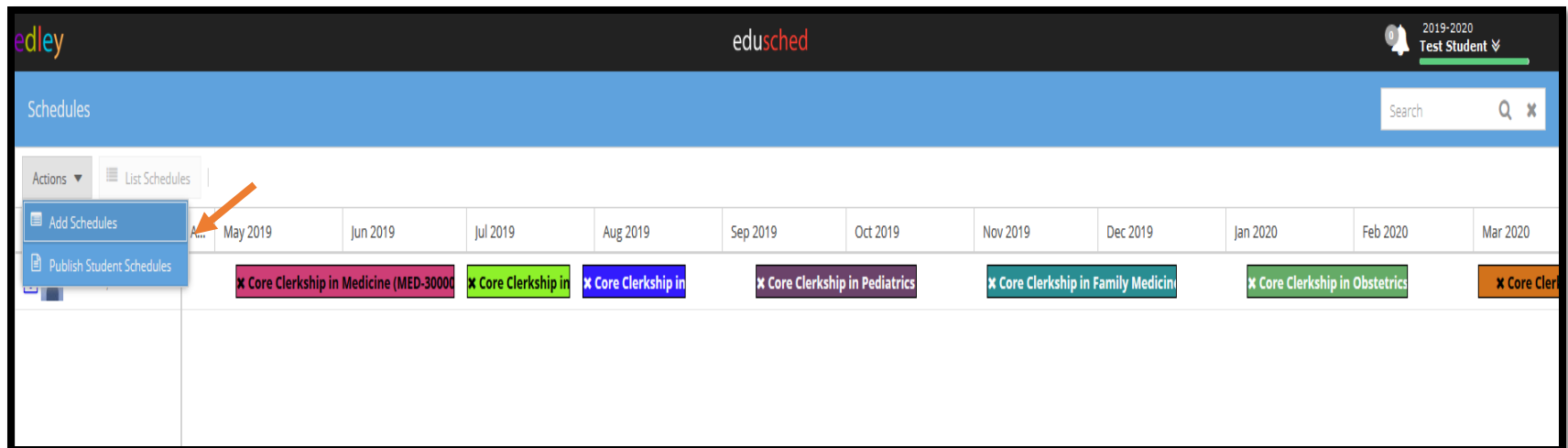
3. Click on the “My Schedule Planner” icon.



4. To review your clerkship schedule and determine the locations and/or periods scheduled, click on each clerkship and then click “View” to see all rotation details.



5. **A list of lottery assignments will be sent via ListSery.** Based on assigned Round 1 lottery day and time, log back into eMedley and return to the schedule planner. **Add 1 (CE) by clicking “Actions” and select “Add Schedules.” Core Clerkships cannot be edited during the lottery.***



***Students who add more than 1 CE in round one will be dropped from all CE’s and will be required to wait until their round 2 lottery day and time to schedule CE’s. Student’s will not be able to add Core Clerkships in the system during the lottery. Do not drop your scheduled Core Clerkships.**

6. Select the desired rotation by using the drop down within a period where a Core Clerkship does not exist on the schedule. Once selected, click add.

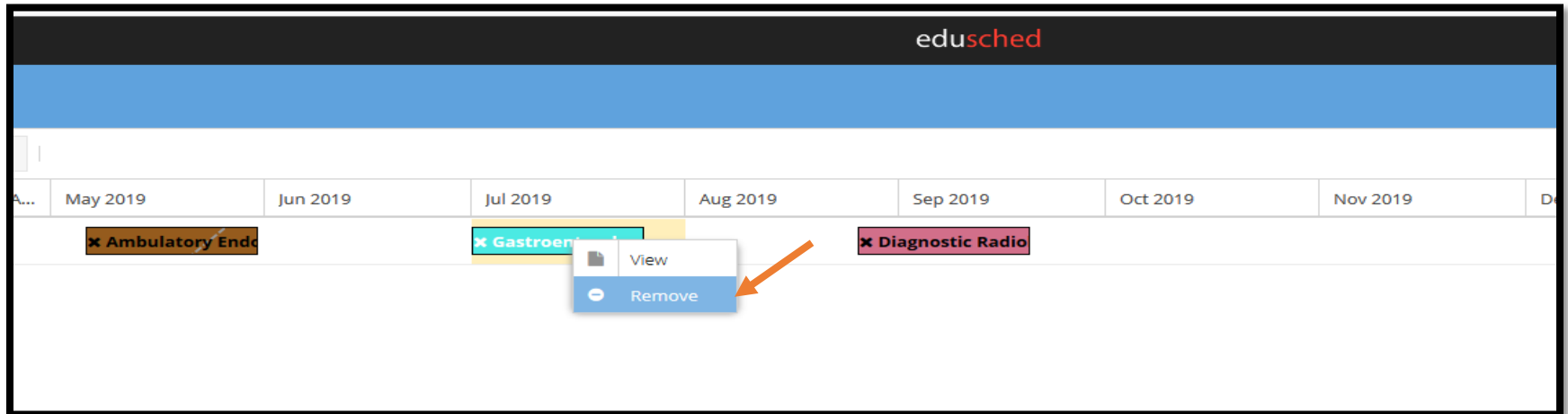
The screenshot shows a web application interface for selecting a rotation. At the top, there are three dropdown menus: "Period:" (set to "9H.2"), "Region:" (set to "All"), and "Rotation:" (set to "All"). Below these is a search bar labeled "Period / Rotation / Region / Dates:". A list of rotations is displayed, with the first item selected: "9H.2 / Diagnostic Radiology CE (RAD-35010) / Memphis / Sep 9, 2019 - Sep 20, 2019". Other rotations include "Anatomic and Clinical Pathology CE (PAT-35010)", "Career Exploration Special Elective CE (IDE-35000)", "Dermatology CE (MED-35011)", "Diagnostic Radiology CE (RAD-35020)", "Endocrinology & Diabetes CE (MED-35020)", "General Pathology CE (PAT-35020)", and "Head & Neck Medicine (Non-Surgical) CE (OTO-35020)". At the bottom, there are "Add" and "Cancel" buttons. Orange arrows point to the "9H.2" dropdown, the selected rotation, and the "Add" button.

Note: This example uses the 9H.2 period as the only search criteria for a broad search. A combination of period, region, and rotation can be used for a narrow search.

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

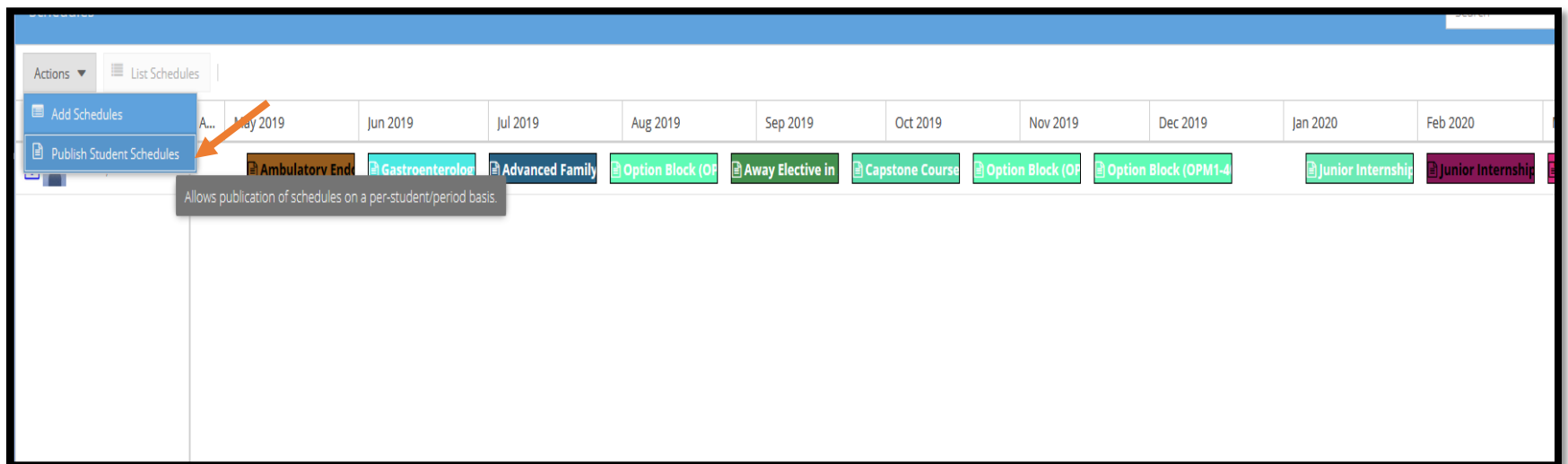
- 8 weeks = 5/6, 7/8, 9/10, 11/12, 1/2, 3/4
- 4 weeks = 5, 6, 7, 8, 9, 10, 11, 12, 1, 2, 3, 4
- 6 weeks = C, D, E, F, G, A, B
- 2 weeks = 5H.1, 5H.2, 6H.1, 6H.2, 7H.1, 7H.2, 8H.1, 8H.2, 9H.1, 9H.2 etc.

- At your designated Round 2 lottery day and time, repeat step 6 to add up to two additional CE's to complete your schedule for the academic year. If only 4 weeks of CE's are desired, schedule **OPN-35000** within the open time period.
- To remove scheduled rotations left click on the specific rotation and select "Remove."



Phase 3-Finalizing Your Schedule:

- 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 12.



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.

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

1. All 7 required Core Clerkships are scheduled in the current academic year or one or more unscheduled Core Clerkships have been completed in a previous academic year.
2. All courses requiring prior authorization/administrator approval must be approved by the Instructor of Record/Schedule Administrator*, **, ***
*Request the faculty member or coordinator send an email to Miranda Fairley mfairle1@uthsc.edu confirming approval.
**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 their additional CE choice(s).
***Rotations requiring approval are indicated with gray lines within the schedule planner, and are listed as “Not Approved” in the rotation details.

Timeline for meeting publication rules:

- Students should not attempt to publish until the end of round 2 scheduling.
- In late 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 situation arises that requires an extended leave of absence.

Schedule Administrator Contact Information:

Miranda Fairley, Clinical Curriculum Coordinator
Mfairle1@uthsc.edu | 901-448-2928