

COLLEGE OF MEDICINE HOW TO TRACK MY CASE LOGS PROGRESS IN EMEDELY These should can be used for tracking case log completion starting with blocks 11, 11/12, and G, 2019

- 1. Go to eMedley: <u>https://he.emedley.com/uthsccom.</u>
- 2. Check that the term in the upper right-hand side of the screen reflects the correct academic year for the case logs you intend to complete. If <u>correct</u> go to step 5.

ekeeper	2019-2020 Test Student ≽

3. To change the academic year, click the arrow icon and select "Switch Terms," then select the correct year from the drop-down.

ekeeper	2019-2020 Test Student ≽
	# Home
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	🕒 Logout

4. Select the appropriate academic year from the drop-down.

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5. Click the "My Dashboard" icon.

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6. Go to "Reports"

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7. Select "Competency Completion" under the Student Information header.

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8. Select the rotation you want to review from the "Section" dropdown.

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9. Use the scroll bar at the bottom of the screen to view all required competencies for the selected rotation. *

*Red X= Not submitted or in draft status **Green Check = Approved by administrator P= Pending Approval from administrator**

D= **Denied by administrator (needs revision)**