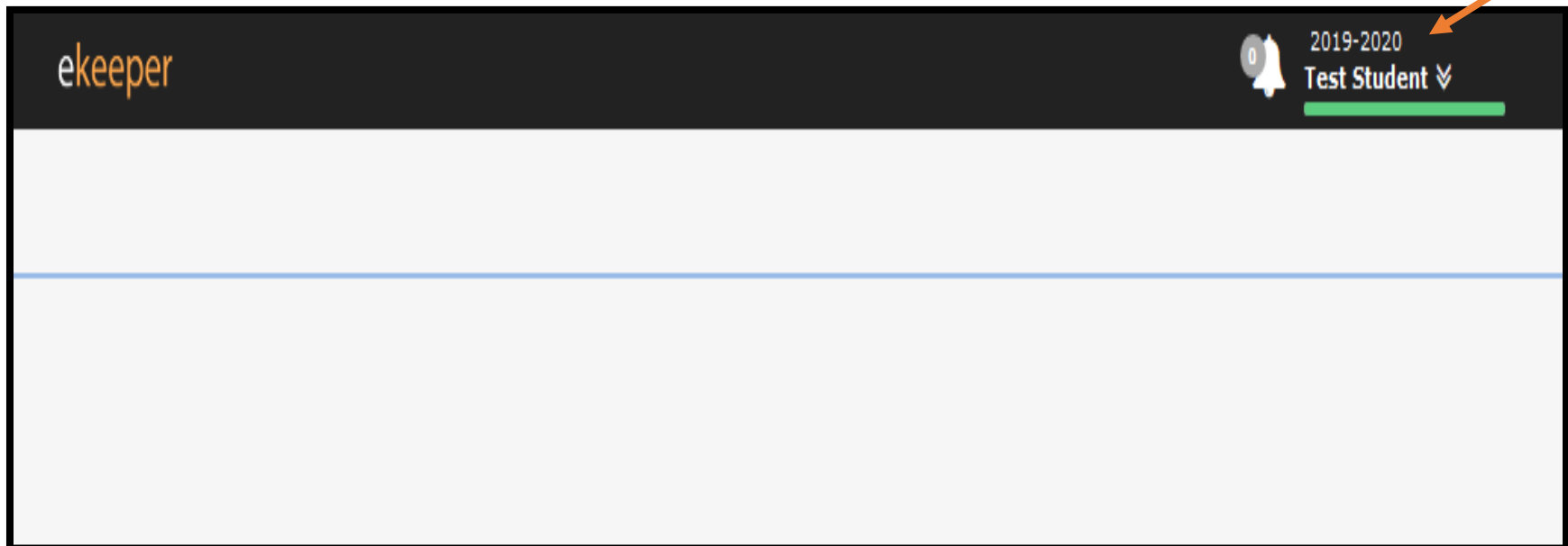


COLLEGE OF MEDICINE
HOW TO TRACK MY CASE LOGS PROGRESS IN EMEDELY

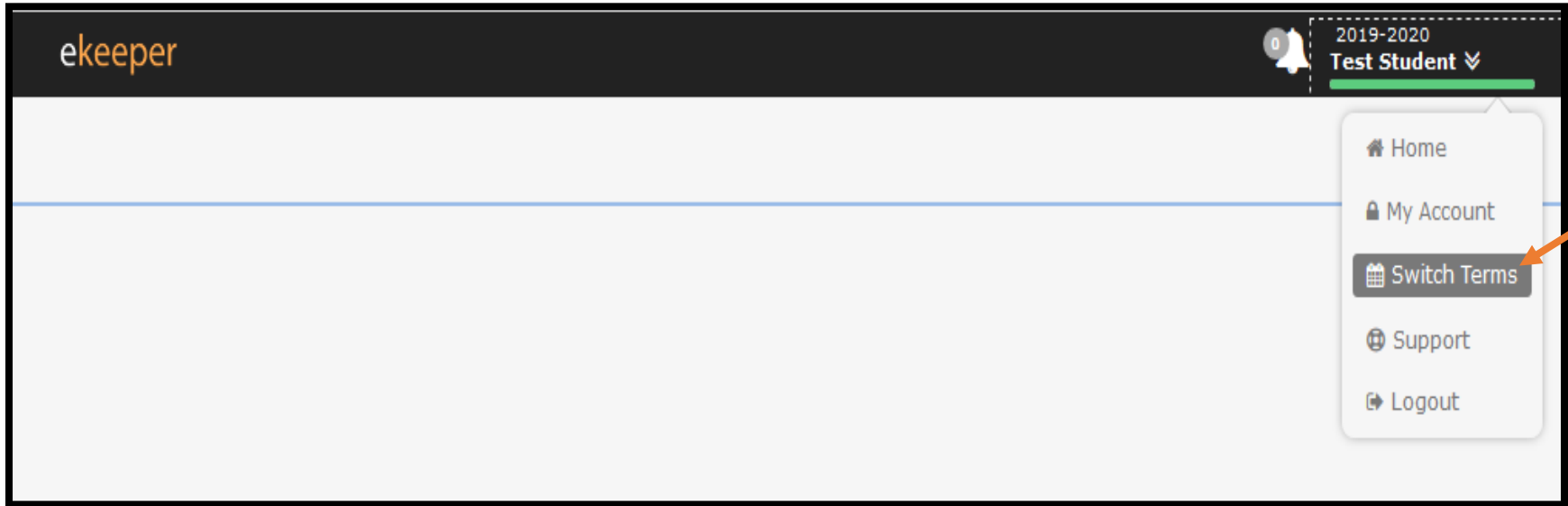
These should can be used for tracking case log completion starting with blocks 11, 11/12, and G, 2019

1. Go to eMedley: <https://he.emedley.com/uthsccom>.
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 correct go to step 5.

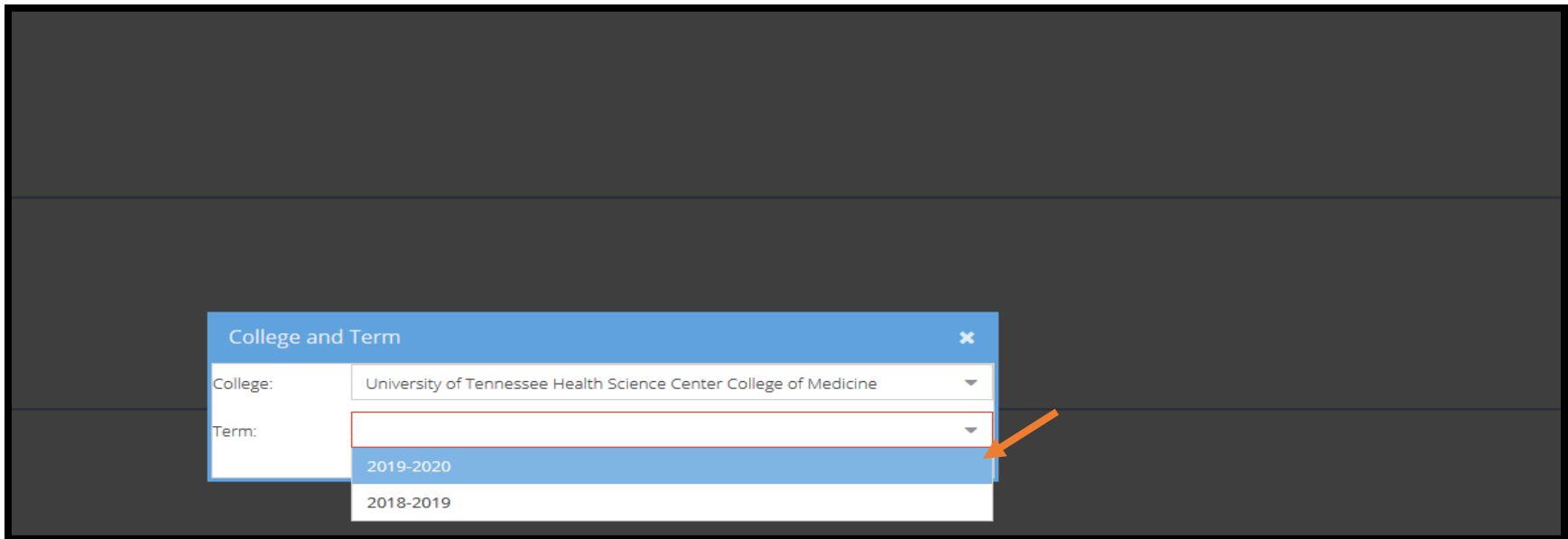


2

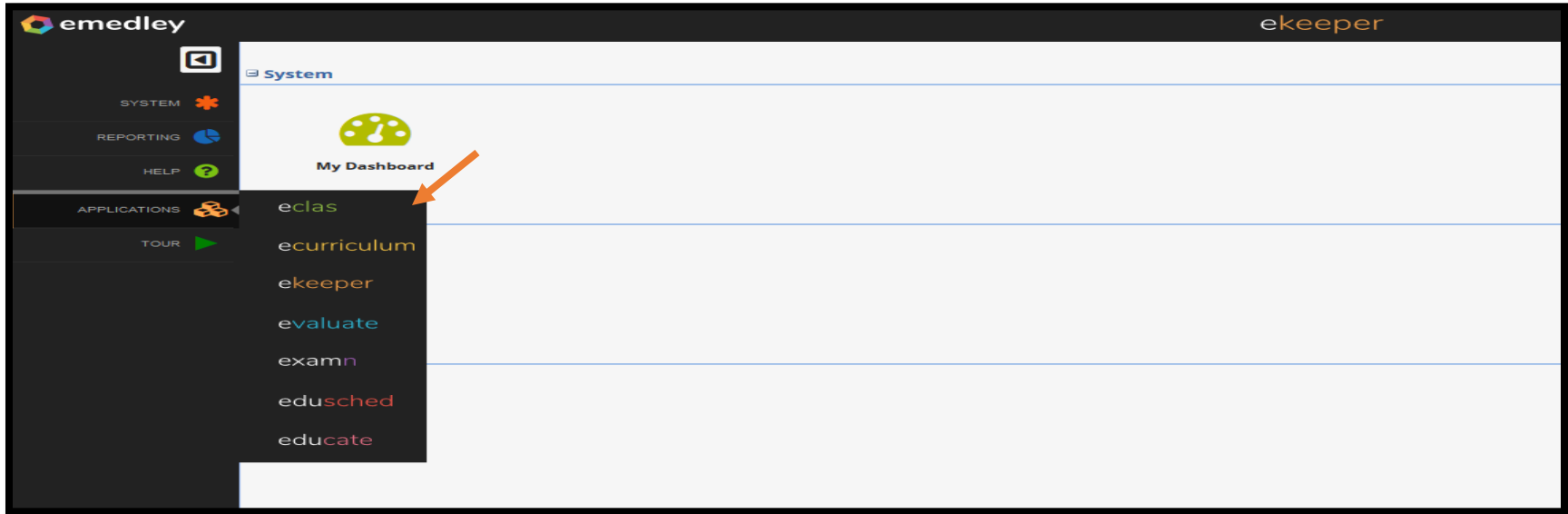
3. To change the academic year, click the arrow icon and select “Switch Terms,” then select the correct year from the drop-down.



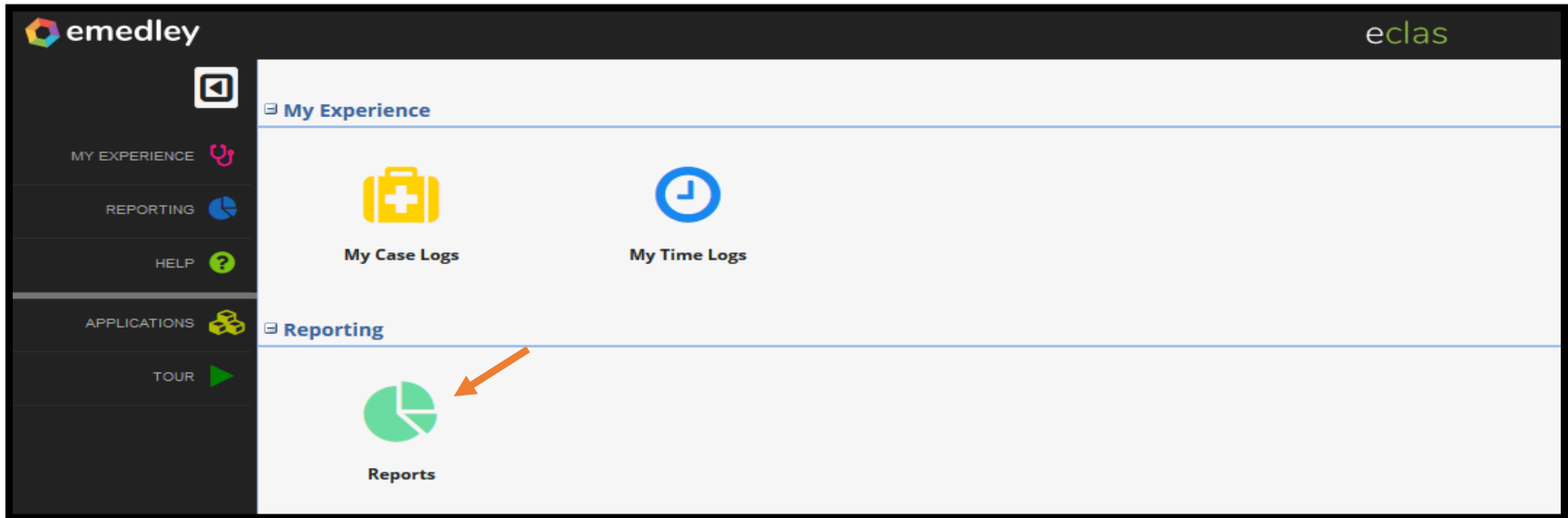
4. Select the appropriate academic year from the drop-down.



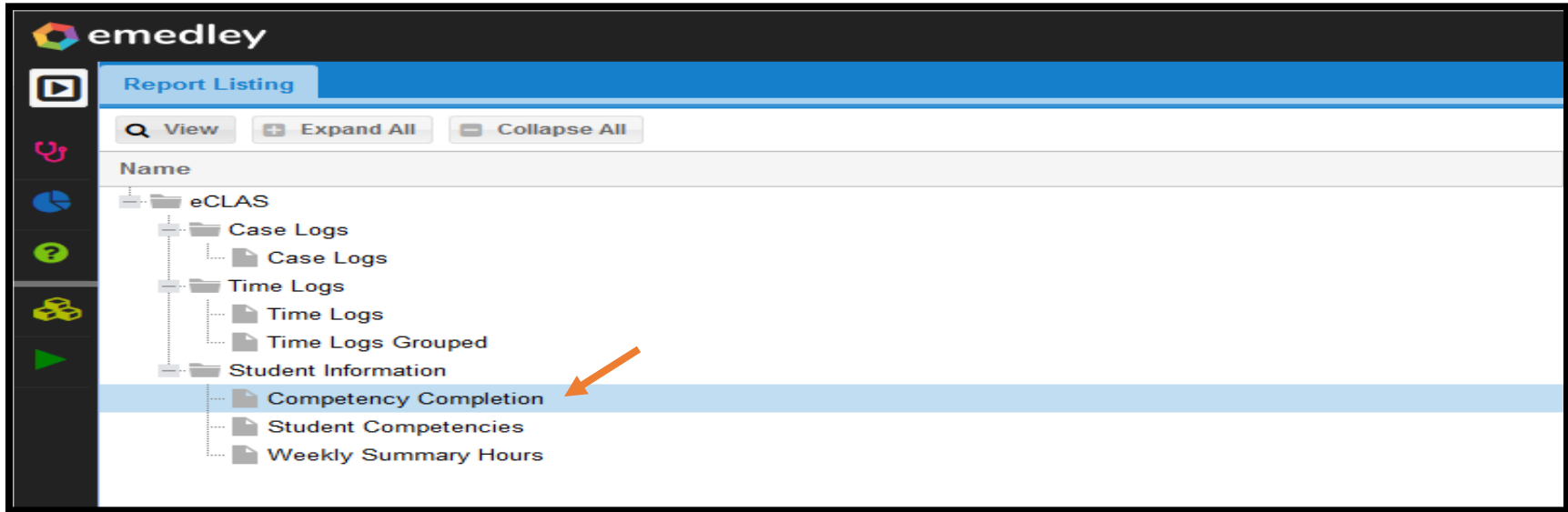
5. Click the “My Dashboard” icon.



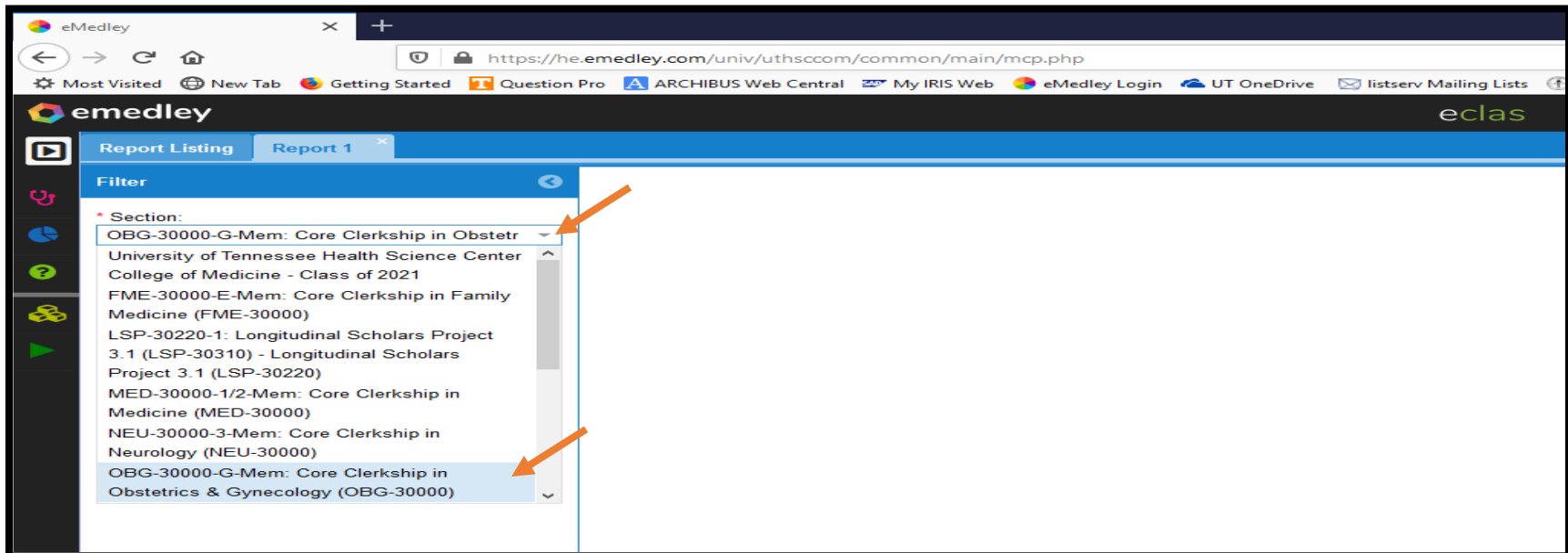
6. Go to “Reports”



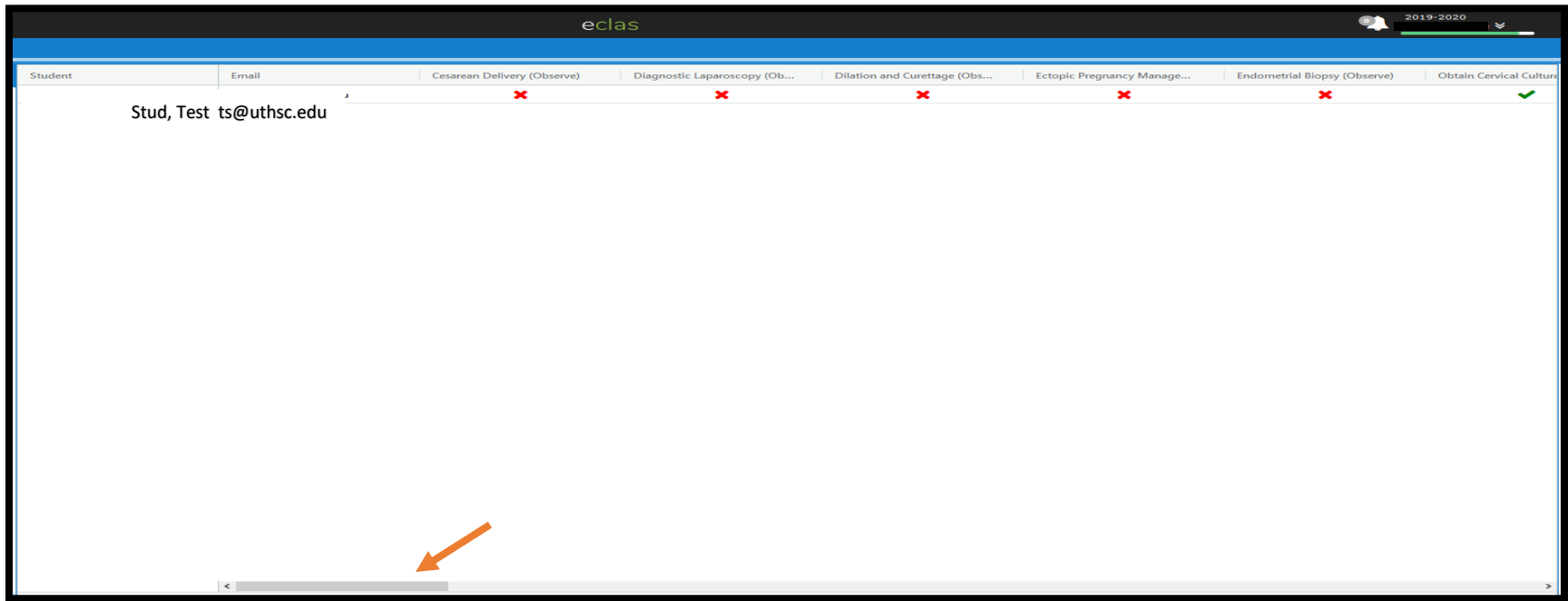
7. Select “Competency Completion” under the Student Information header.



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



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)**