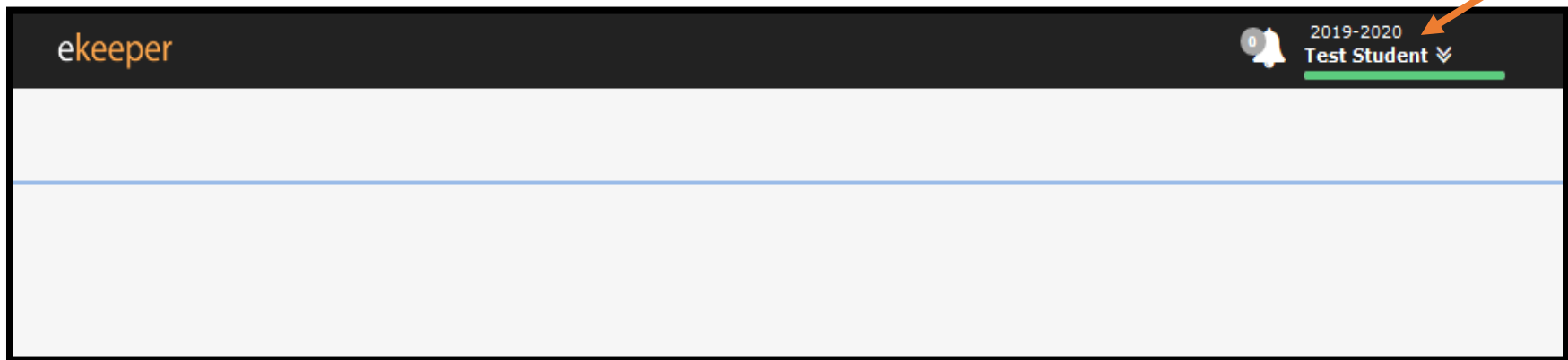
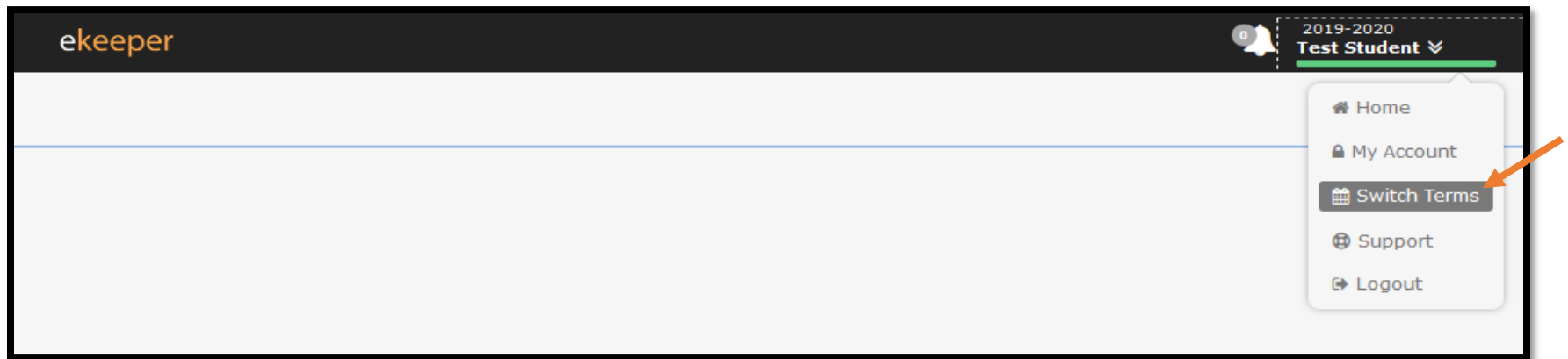


COLLEGE OF MEDICINE HOW TO ENTER TIME LOGS IN EMEDELY

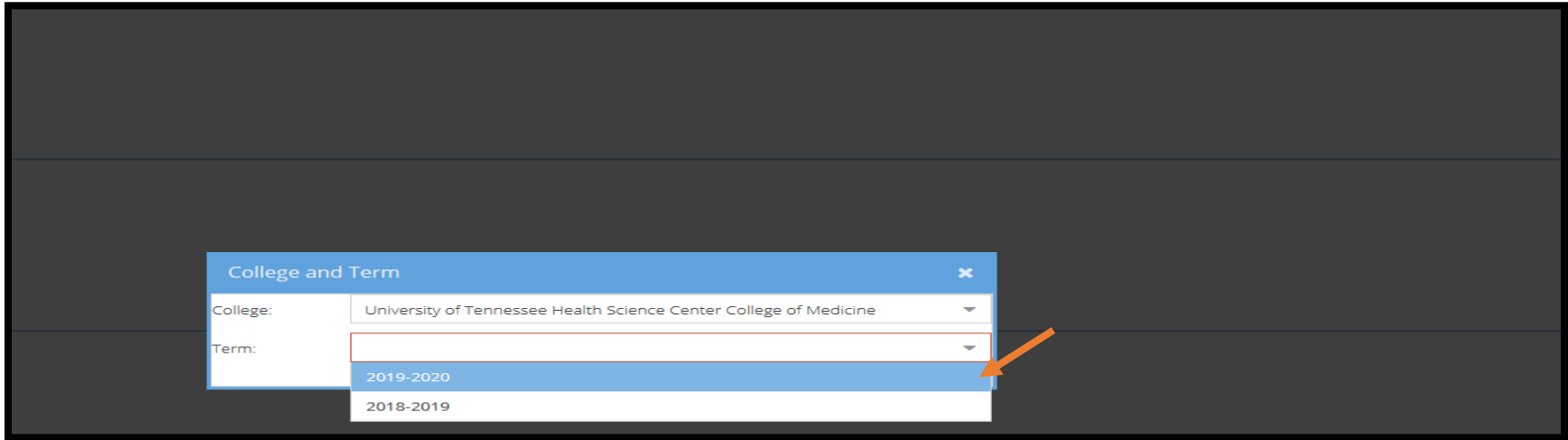
1. Go to eMedley: <https://he.emedley.com/uthsccom>.
2. Check that the term in the upper right hand side of the screen reflects the correct academic year for the time logs you intend to complete. If correct go to step 4.



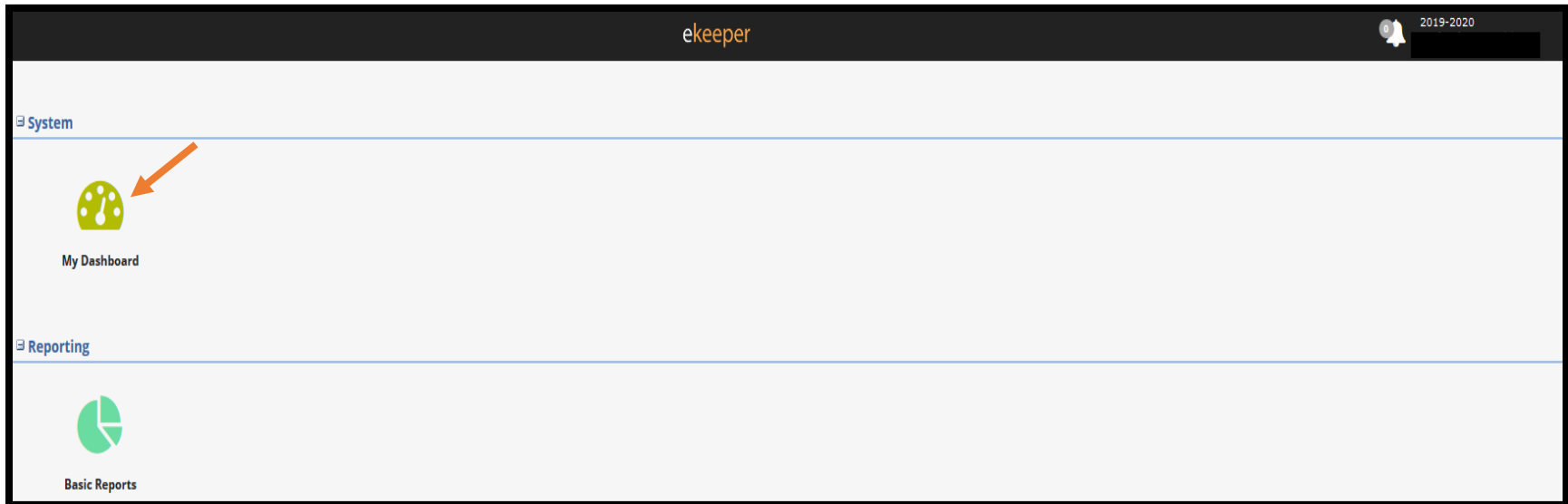
3. To change the academic year, click the arrow icon and select “Switch Terms,” then select the correct year from the drop-down.



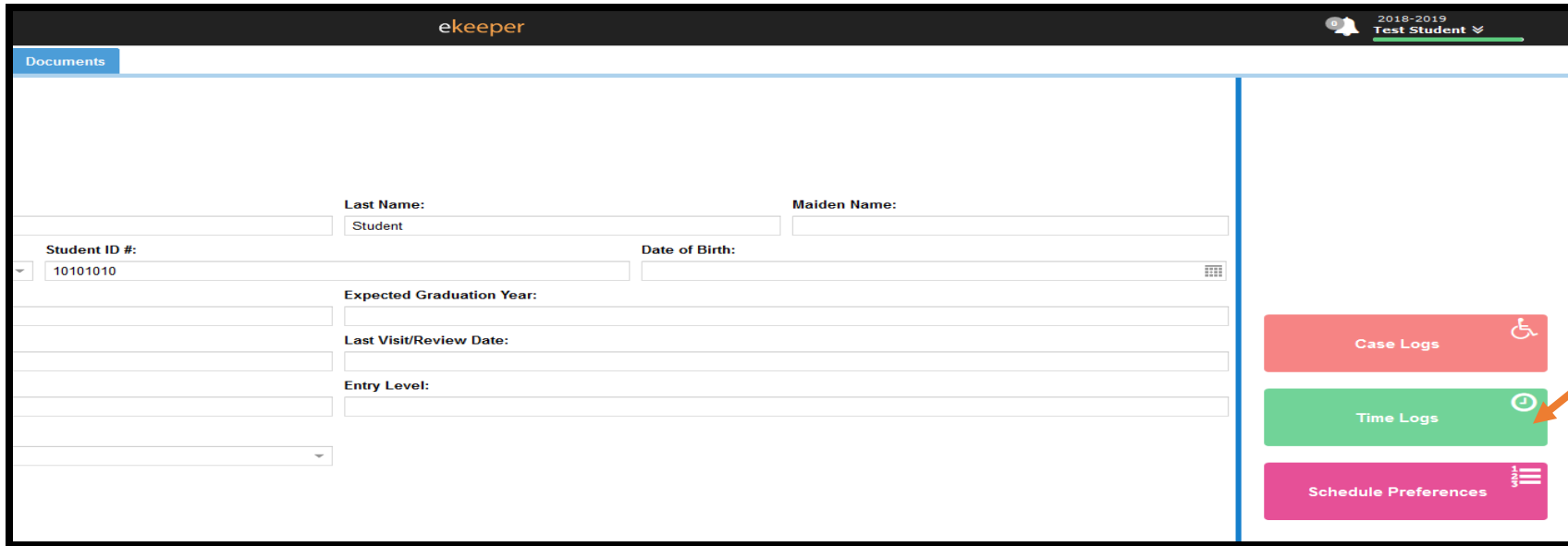
- 4. Select the appropriate academic year from the drop-down.



- 5. Click the “My Dashboard” icon.

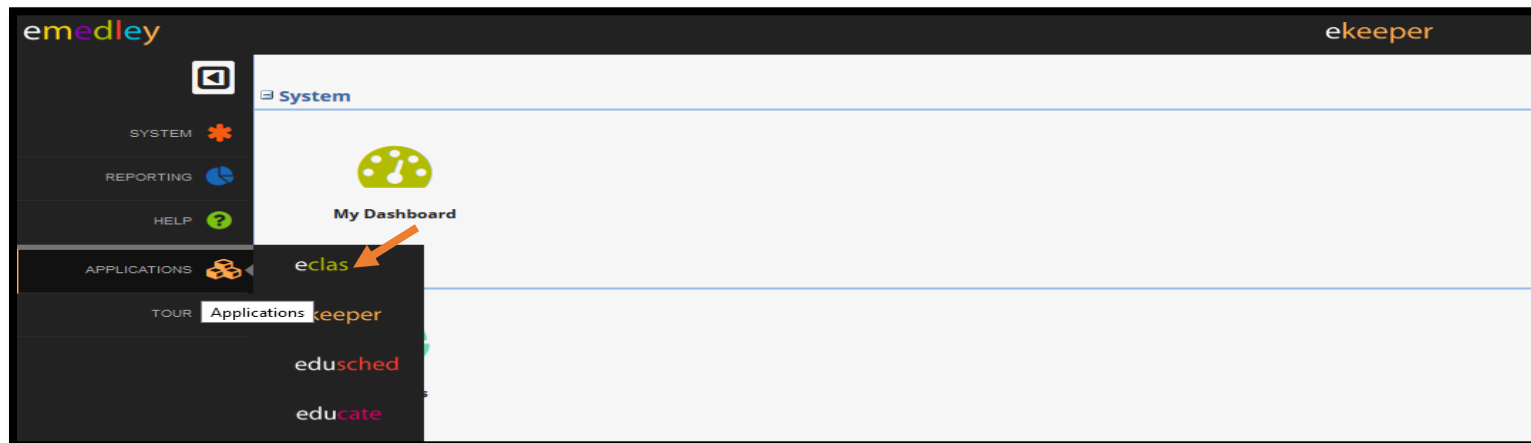


6. Click on the “Time Logs” link near lower right side on the screen.*



The screenshot shows the ekeeper application interface. The top header displays the ekeeper logo and the user's name, "Test Student", for the 2019-2019 academic year. The main content area is titled "Documents" and contains a form for student information. The form includes fields for Last Name (Student), Maiden Name, Student ID # (10101010), Date of Birth, Expected Graduation Year, Last Visit/Review Date, and Entry Level. On the right side, there is a sidebar menu with three items: Case Logs (red button with a wheelchair icon), Time Logs (green button with a clock icon, highlighted by an orange arrow), and Schedule Preferences (pink button with a list icon).

*Students can also access Case Logs from the eClas application found in the application menu.

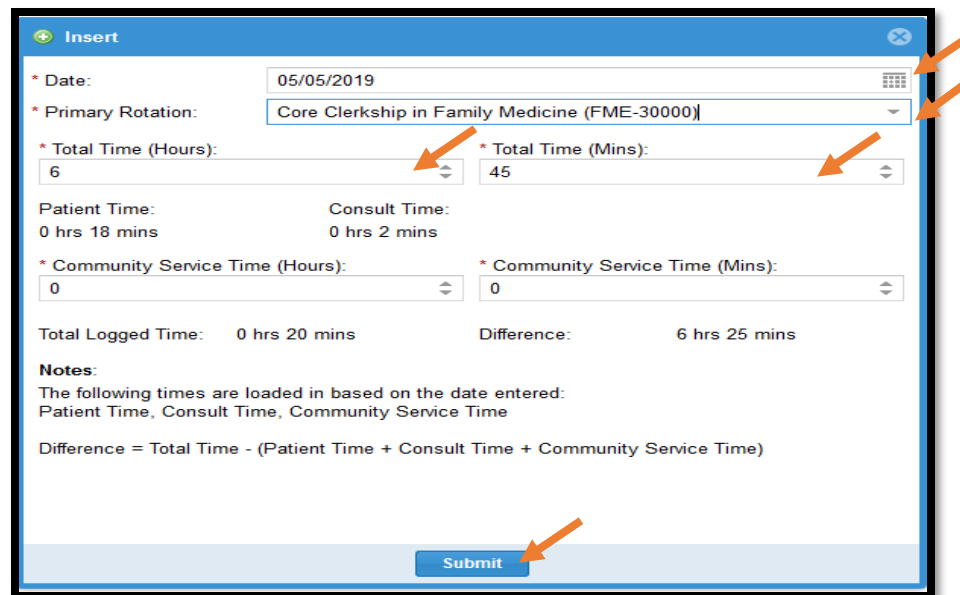


7. To create a new Time Log, click “Insert”



Date	Primary Rotation	Total Time	Patient Time	Consult Time	Community Service Time	Total Logged Time	Difference (+/-)
05/02/2019	Core Clerkship in Family Medicine (...)	6.50	0.00	0.00	0.00	0.00	6.50
05/01/2019	Core Clerkship in Family Medicine (...)	6.00	0.16	0.08	0.00	0.25	5.75

8. Fill in the appropriate information in the “Date,” “Primary Rotation,” “Total Time (Hours),” and “Total Time (Minutes)” fields and click “Submit.”*



Insert

* Date: 05/05/2019

* Primary Rotation: Core Clerkship in Family Medicine (FME-30000)

* Total Time (Hours): 6

* Total Time (Mins): 45

Patient Time: 0 hrs 18 mins

Consult Time: 0 hrs 2 mins

* Community Service Time (Hours): 0

* Community Service Time (Mins): 0

Total Logged Time: 0 hrs 20 mins

Difference: 6 hrs 25 mins

Notes:
 The following times are loaded in based on the date entered:
 Patient Time, Consult Time, Community Service Time
 Difference = Total Time - (Patient Time + Consult Time + Community Service Time)

Submit

*Leave Community Service time in hours and minutes set to 0. These hours are not required.

9. To view, update, or delete a submitted time log entry to back to the time log section in eMedley (details listed in step 6), and click on the appropriate time log to highlight. Once highlighted, select “Update” or “Delete” as needed.*

Date	Primary Rotation	Total Time	Patient Time	Consult Time	Community Service Time	Total Logged Time	Difference (+/-)
05/05/2019	Core Clerkship in Family Medicine (...)	6.75	0.30	0.03	0.00	0.33	6.41
05/02/2019	Core Clerkship in Family Medicine (...)	6.50	0.00	0.00	0.00	0.00	6.50
05/01/2019	Core Clerkship in Family Medicine (...)	6.00	0.16	0.08	0.00	0.25	5.75

*If multiple logs have been entered, the filter option in the upper right hand side of the screen can be used to narrow the displayed logs.

****For more information or questions about time logs submission requirements, please review the course syllabus and/or contact your Clerkship Director.****