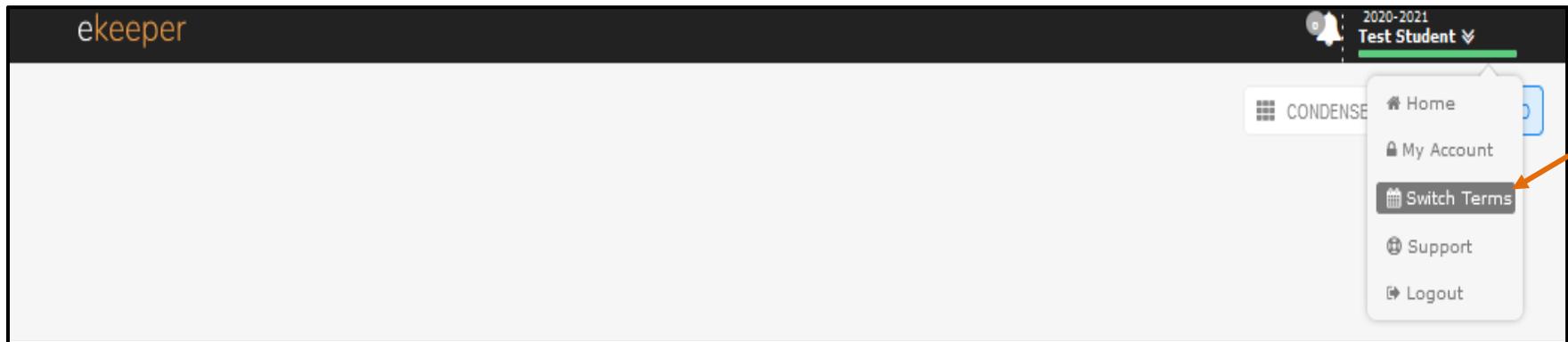


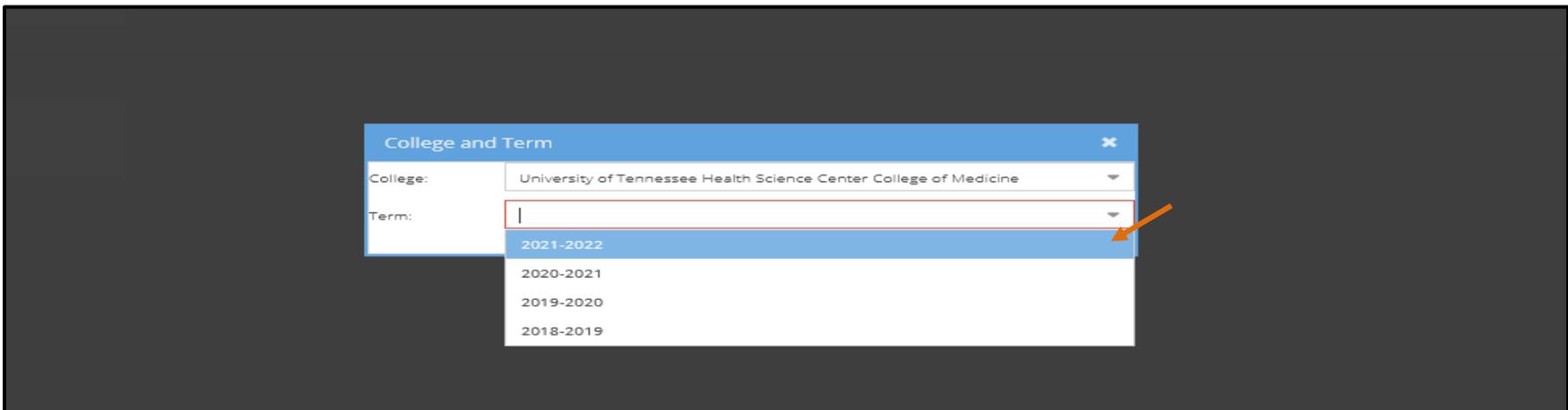
COLLEGE OF MEDICINE
HOW TO SCHEDULE IN EMEDLEY - RISING M3 STUDENTS

Phase 1 - Scheduling Core Clerkships

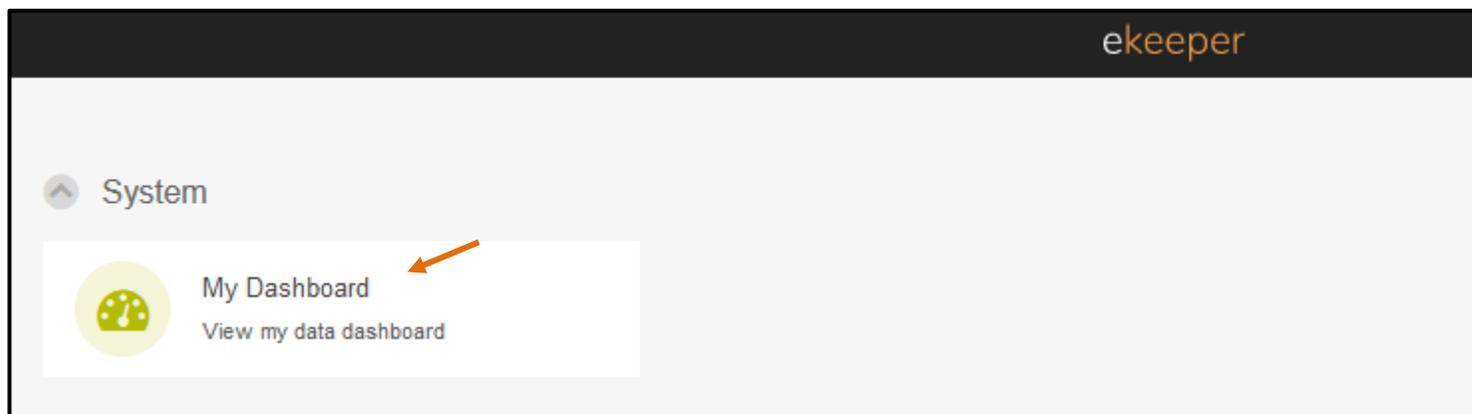
1. Between February 8 at 8:00am (CST) and February 14 at 11:59pm (CST), log in to eMedley: <https://he.emedley.com/uthsccom>.
2. In the upper right-hand side of the screen, click the arrow icon and select "Switch Terms" from the dropdown.



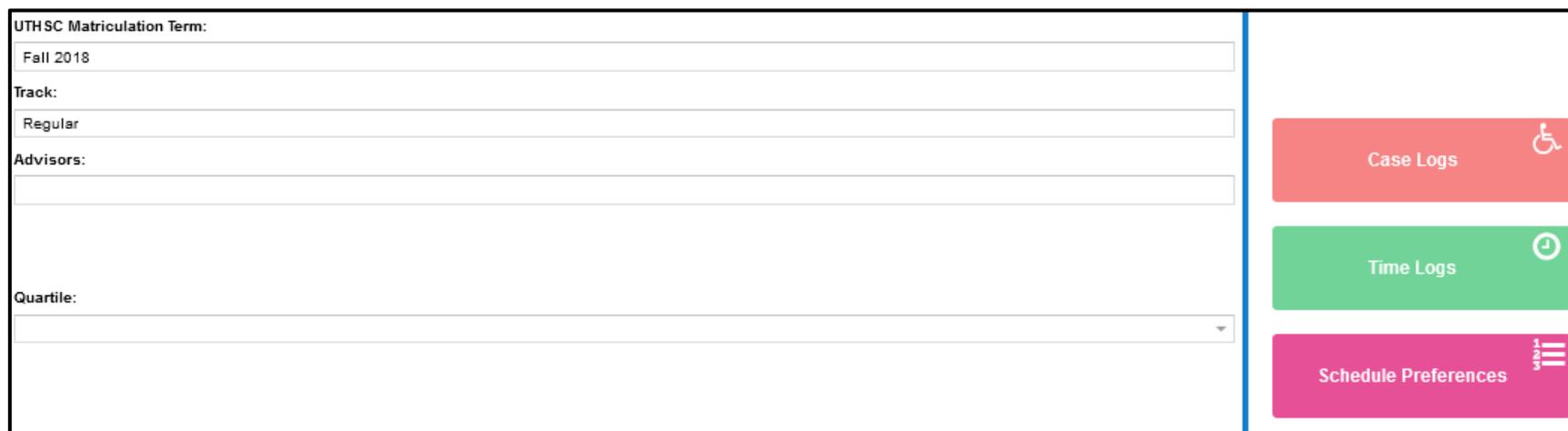
3. Select the upcoming academic year.



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. Then click on the “My Dashboard” icon.



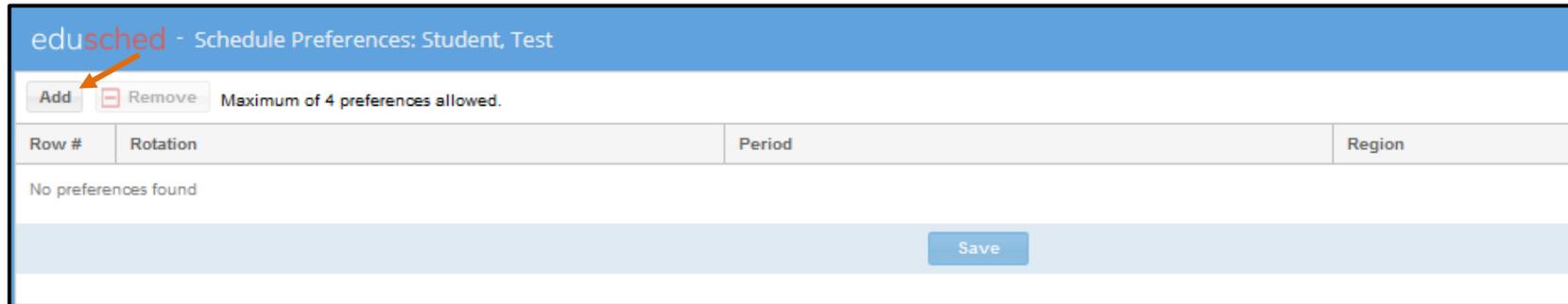
5. Click on the “Schedule Preferences” link on the lower right side of the screen.



6. Students can select up to 4 preferences using 2 methods. [Please read carefully below.](#)

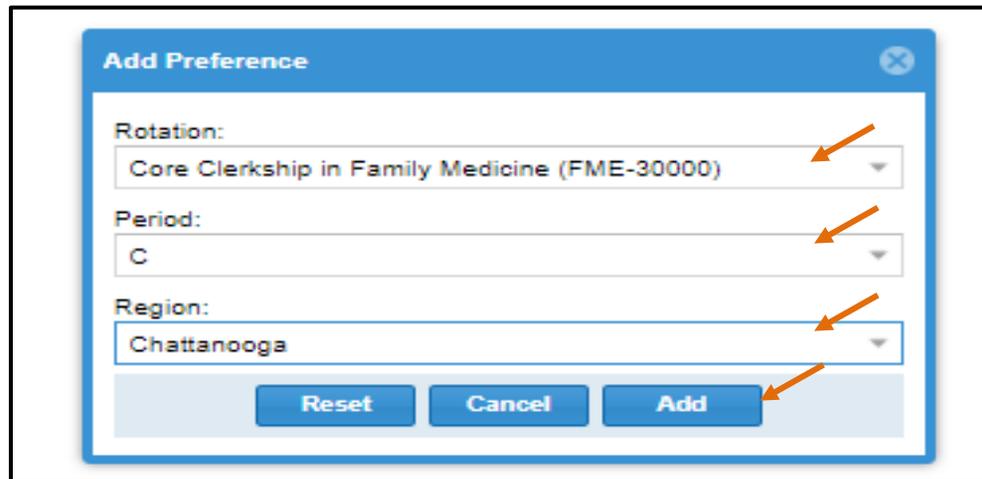
Method 1:

To select preferences where the clerkship is known, go to “Add” in the upper left-hand side of the screen. *



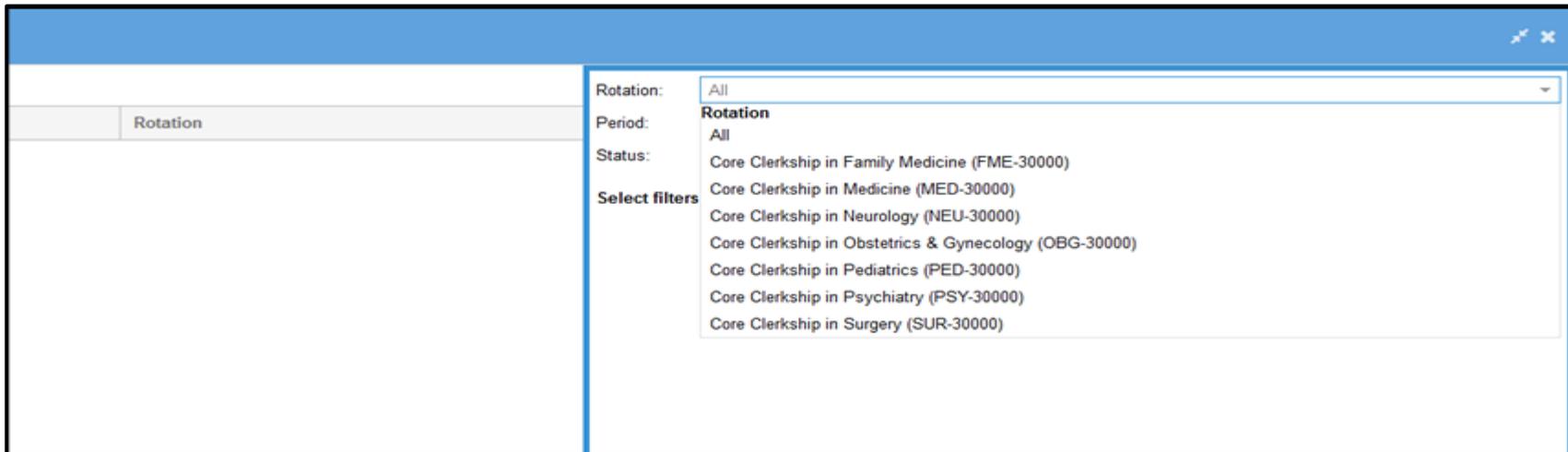
Row #	Rotation	Period	Region
No preferences found			

Select from the Rotation, Period, and Region dropdowns and then select “Add”.

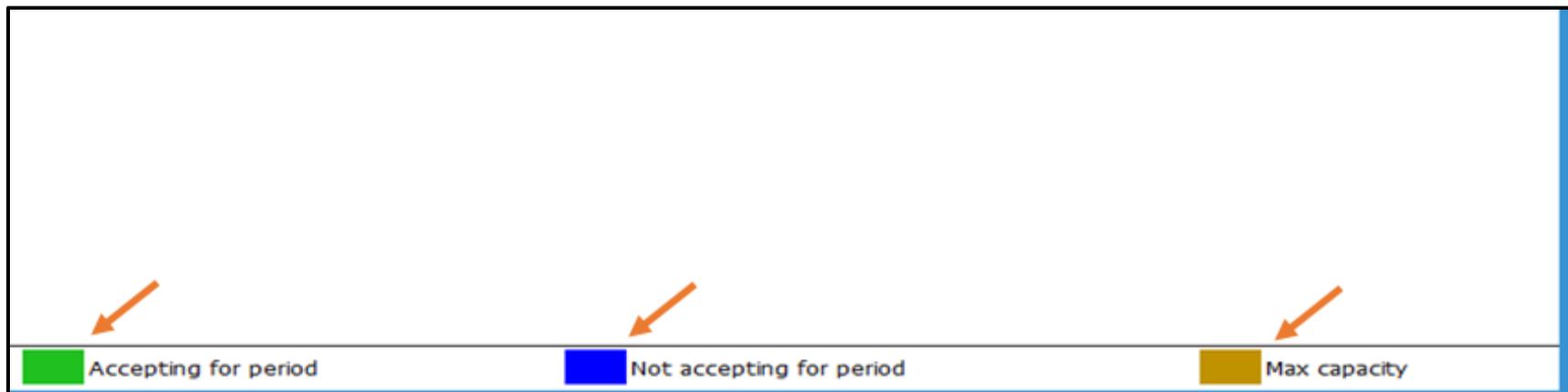


Method 2:

For selecting preferences, 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.



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



Method 2 continued:

Click on the desired clerkship from the listing to select the preferences.

Rotation: Core Clerkship in Pediatrics (PED-30000)
Period: All
Region: All
Status: Accepting for period

List

	Rotation	Period	Region
	Core Clerkship in Pediatrics (PED-30000)	C (May 3, 2021 - Jun 11, 2021)	Chattanooga
	Core Clerkship in Pediatrics (PED-30000)	C (May 3, 2021 - Jun 11, 2021)	Memphis
	Core Clerkship in Pediatrics (PED-30000)	D (Jun 14, 2021 - Jul 23, 2021)	Chattanooga
	Core Clerkship in Pediatrics (PED-30000)	D (Jun 14, 2021 - Jul 23, 2021)	Knoxville
	Core Clerkship in Pediatrics (PED-30000)	D (Jun 14, 2021 - Jul 23, 2021)	Memphis
	Core Clerkship in Pediatrics (PED-30000)	E (Jul 26, 2021 - Sep 3, 2021)	Chattanooga
	Core Clerkship in Pediatrics (PED-30000)	E (Jul 26, 2021 - Sep 3, 2021)	Knoxville
	Core Clerkship in Pediatrics (PED-30000)	E (Jul 26, 2021 - Sep 3, 2021)	Memphis
	Core Clerkship in Pediatrics (PED-30000)	F (Sep 7, 2021 - Oct 15, 2021)	Chattanooga

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

edusched - Schedule Preferences: Student, Test

Maximum of 4 preferences allowed.

Row #	Rotation	Period	Region
1	Core Clerkship in Pediatrics (PED-30000)	E (07/26/2021 - 09/03/2021)	Memphis

Rotation: Core Clerkship in Pediatrics (PED-30000)
Period: All
Region: All
Status: Accepting for period

List

	Rotation	Period	Region
	Core Clerkship in Pediatrics (...)	C (May 3, 2021 - Jun 11, 2021)	Chattanooga
	Core Clerkship in Pediatrics (...)	C (May 3, 2021 - Jun 11, 2021)	Memphis

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

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

edusched - Schedule Preferences: Student, Test

Add Remove Maximum of 4 preferences allowed.

Row #	Rotation	Period	Region
1	Core Clerkship in Pediatrics (PED-30000)	E (07/26/2021 - 09/03/2021)	Memphis
2	Core Clerkship in Obstetrics & Gynecology (OBG-30000)	C (05/03/2021 - 06/11/2021)	Knoxville
3	Core Clerkship in Medicine (MED-30000)	11/12 (10/18/2021 - 12/17/2021)	Memphis
4	Core Clerkship in Family Medicine (FME-30000)	A (01/03/2022 - 02/11/2022)	Chattanooga

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 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.

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

edusched - Schedule Preferences: Student, Test

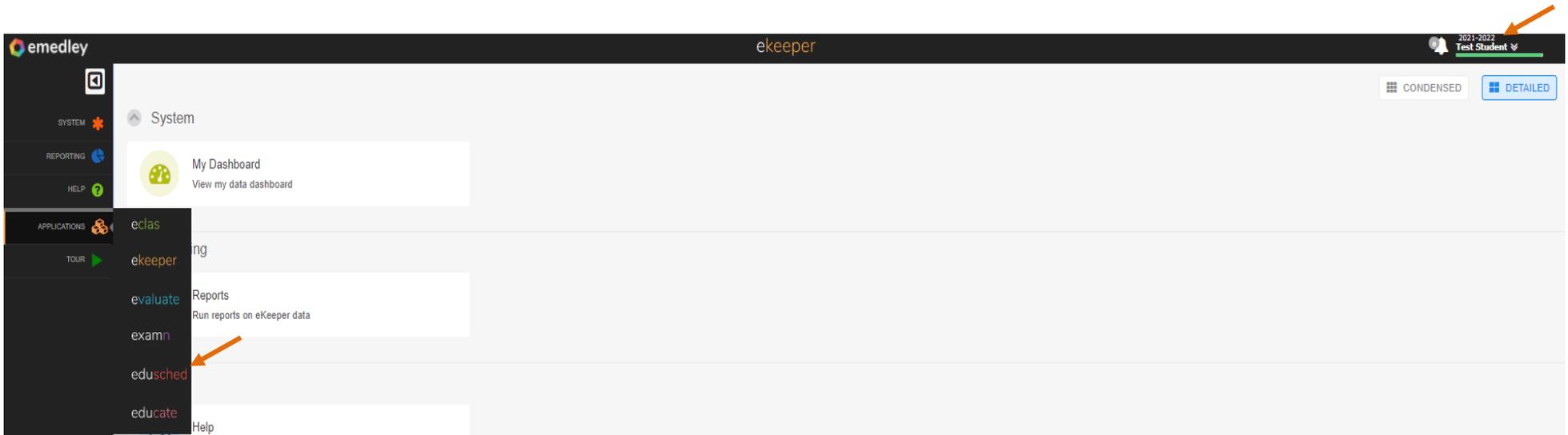
Add Remove Maximum of 4 preferences allowed.

Row #	Rotation	Period	Region
1	Core Clerkship in Pediatrics (PED-30000)	E (07/26/2021 - 09/03/2021)	Memphis
2	Core Clerkship in Obstetrics & Gynecology (OBG-30000)	C (05/03/2021 - 06/11/2021)	Knoxville
3	Core Clerkship in Medicine (MED-30000)	11/12 (10/18/2021 - 12/17/2021)	Memphis

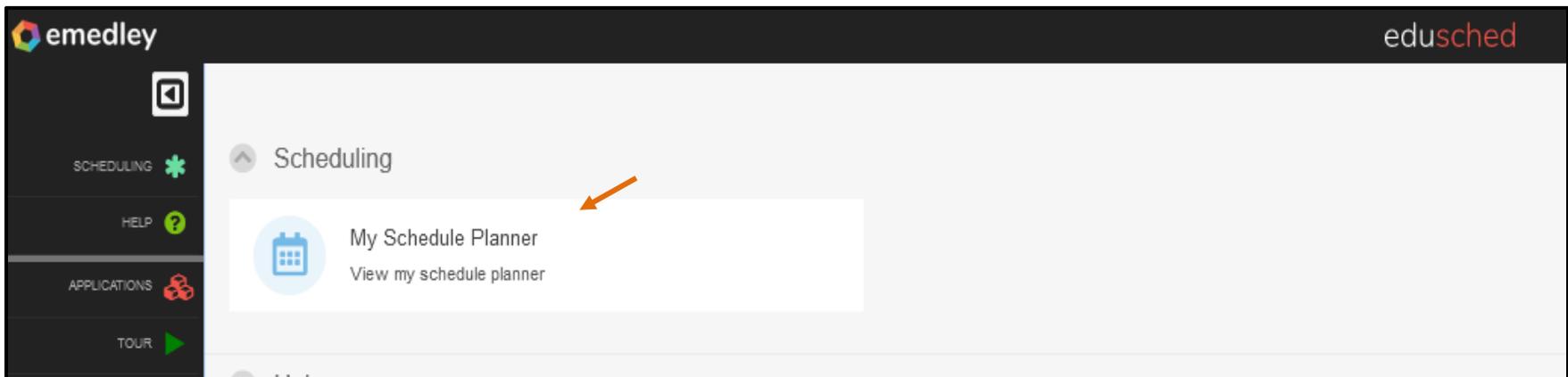
Save

Phase 2 - Reviewing your Clerkship Schedule

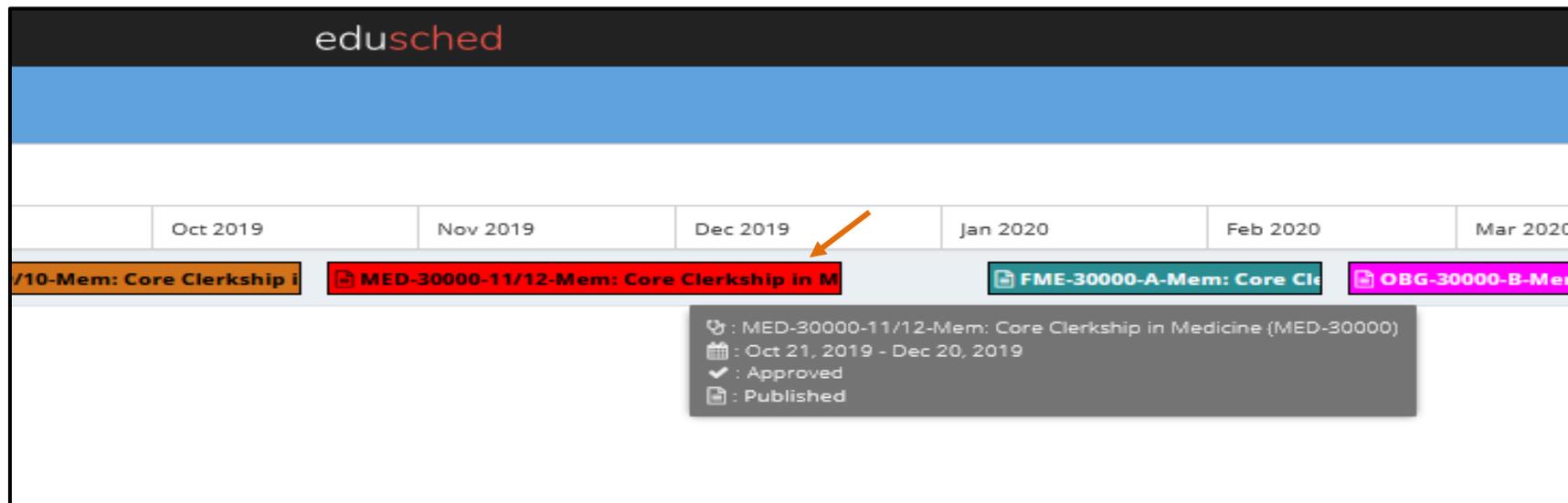
1. A notification will be sent to the class advising the clerkship schedules are viewable. To review your clerkship schedule in eMedley, log in and change the term to the upcoming academic year. Then select edusched from the applications list.



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



3. To see rotation details hover over the rotation to view the block and location.

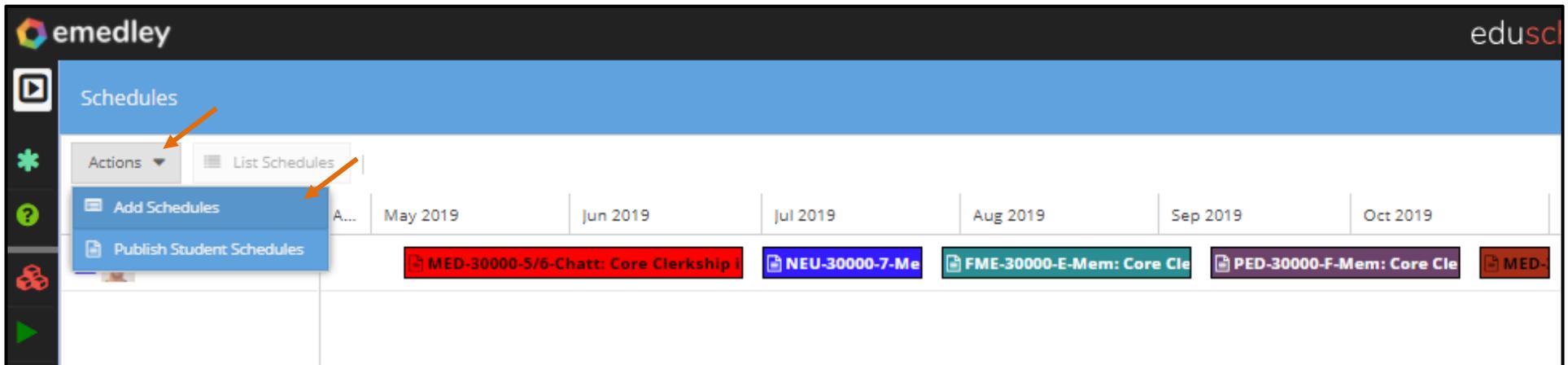


The screenshot shows the 'edusched' website interface. At the top, the 'edusched' logo is displayed. Below the logo is a navigation bar with tabs for months: Oct 2019, Nov 2019, Dec 2019 (highlighted with an orange arrow), Jan 2020, Feb 2020, and Mar 2020. Below the navigation bar, there are several colored buttons representing different rotations: a blue button for '/10-Mem: Core Clerkship i', a red button for 'MED-30000-11/12-Mem: Core Clerkship in M', a green button for 'FME-30000-A-Mem: Core Cl', and a purple button for 'OBG-30000-B-Mem'. A tooltip is visible over the red button, displaying the following information:

- 📄 : MED-30000-11/12-Mem: Core Clerkship in Medicine (MED-30000)
- 📅 : Oct 21, 2019 - Dec 20, 2019
- ✓ : Approved
- 📄 : Published

Phase 3 – Scheduling CE's:

1. A list of lottery assignments will be sent via ListServ and posted to the Clerkship Information tab on the Office of Medical Education website. Based on assigned Round 1 lottery day and time, log back into eMedley and return to the schedule planner. *
2. Click on “Actions” and then “Add Schedules.”



***If 2 CE's are scheduled during round 1, the second CE will be administratively dropped.**

3. Select the desired CE by using the drop down for an open spot on your schedule. Once selected, click add.

The screenshot shows a software interface for selecting Continuing Education (CE) activities. At the top, there are three dropdown menus for 'Period:', 'Region:', and 'Rotation:', all set to 'All'. Below these is a search bar labeled 'Period / Rotation / Region / Dates' containing '9H.1'. A list of CE activities follows, each with a status indicator (green or yellow) and the number of spots filled. The activity '9H.1 / Anesthesiology CE (ANE-35010) / Memphis / Aug 26, 2019 - Sep 6, 2019' is highlighted in blue. At the bottom, there are 'Add' and 'Cancel' buttons. Orange arrows point to the search bar, the highlighted CE item, and the 'Add' button.

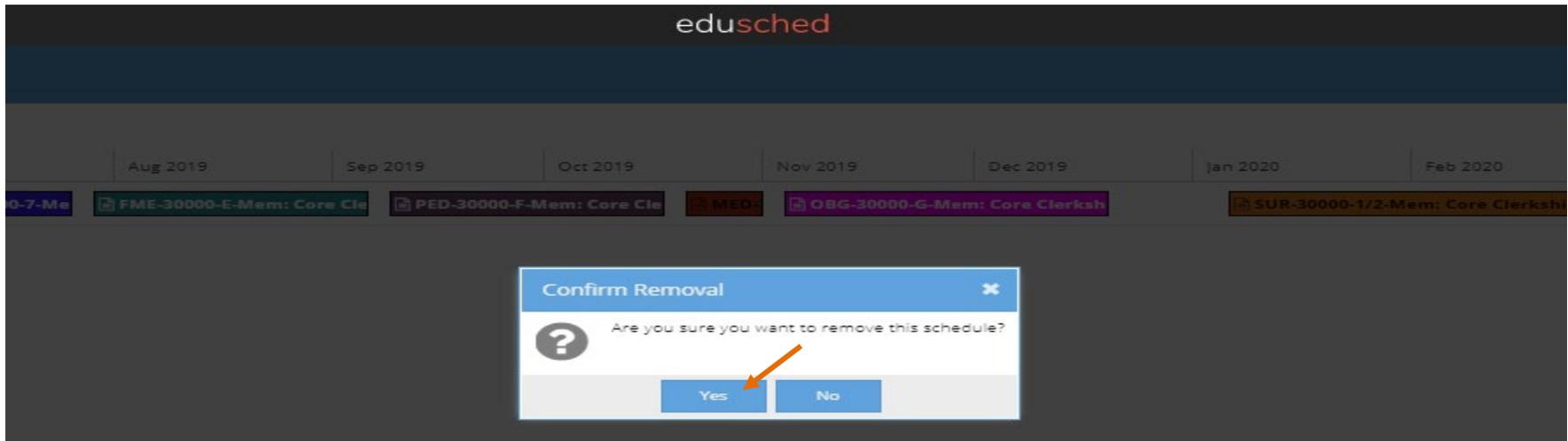
CE Activity	Status	Spots Filled
9H.1 / Ambulatory Endocrinology CE (MED-35021) / Memphis / Aug 26, 2019 - Sep 6, 2019	Green	0 / 1
9H.1 / Anatomic and Clinical Pathology CE (PAT-35010) / Memphis / Aug 26, 2019 - Sep 6, 2019	Yellow	2 / 2
9H.1 / Anesthesiology CE (ANE-35010) / Memphis / Aug 26, 2019 - Sep 6, 2019	Green	0 / 1
9H.1 / Career Exploration Special Elective CE (IDE-35000) / Memphis / Aug 26, 2019 - Sep 6, 2019	Green	1 / 999
9H.1 / Community Family Medicine CE (FME-35011) / Memphis / Aug 26, 2019 - Sep 6, 2019	Green	1 / 2
9H.1 / Dermatology CE (MED-35011) / Memphis / Aug 26, 2019 - Sep 6, 2019	Yellow	1 / 1
9H.1 / Developmental Pediatrics CE (PED-35015) / Memphis / Aug 26, 2019 - Sep 6, 2019	Yellow	1 / 1

Note: This example uses the 9H.1 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.

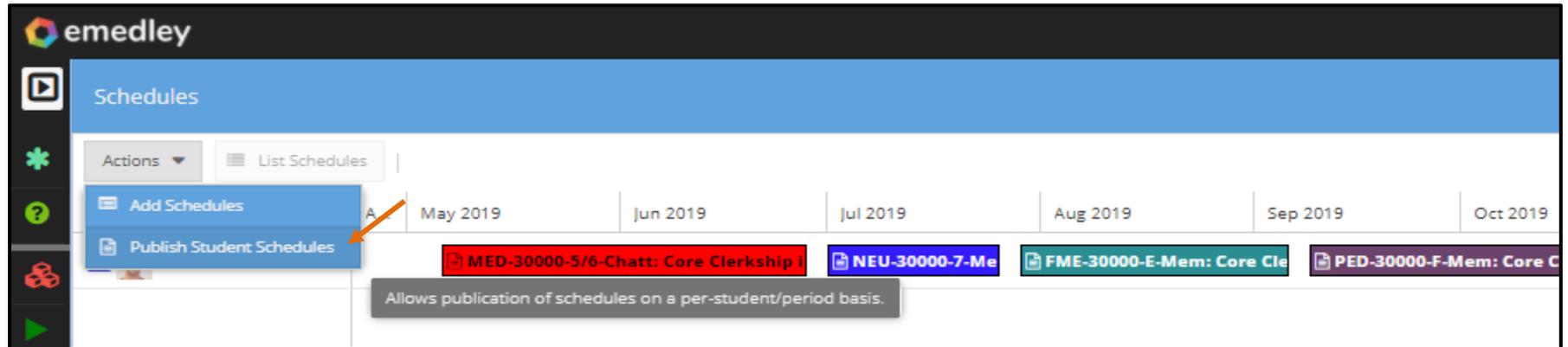
4. At your designated Round 2 lottery day and time, repeat step 5 to add up to two additional CEs to complete your schedule for the academic year. If only 4 weeks of CEs are desired, schedule **OPN-35000** within the open time period.
5. To remove scheduled rotations, simply click on the specific rotation and select “Yes” from the pop-up window.



***Students will not be able to add core clerkships in the system during the lottery. DO NOT drop your scheduled core clerkships.**

Phase 4 - Finalizing Your Schedule:

1. Once all desired rotations are added to your schedule, students can attempt to publish to finalize scheduling by clicking on “Actions” and then “Publish Student Schedules.” Note Publications rules and errors on page 14-15.



The screenshot displays the emedley Schedules interface. The top navigation bar is blue with the emedley logo and the word "Schedules". Below this, there is a "Actions" dropdown menu and a "List Schedules" button. The "Actions" menu is open, showing "Add Schedules" and "Publish Student Schedules" options. An orange arrow points to the "Publish Student Schedules" option. The main area shows a grid with columns for months from May 2019 to Oct 2019. Below the grid, there are four colored boxes representing different rotations: a red box for "MED-30000-5/6-Chatt: Core Clerkship I", a blue box for "NEU-30000-7-Me", a green box for "FME-30000-E-Mem: Core Cle", and a purple box for "PED-30000-F-Mem: Core C". A grey tooltip box is visible below the red box, containing the text "Allows publication of schedules on a per-student/period basis."

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 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 department coordinator and/or the Instructor of Record/Jenn Wilson.
 - a. Request the course coordinator or faculty member send an email to jmcadoo3@uthsc.edu confirming approval.
 - b. 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).
 - c. Rotations requiring approval are indicated with gray lines within the schedule planner and are listed as “Not Approved” in the rotation details.

The screenshot displays a monthly schedule planner for the first half of 2021. The months shown are Jan 2021, Feb 2021, Mar 2021, Apr 2021, and May 2021. In March 2021, there are three rotation blocks: a brown block for 'SUR-30000-1/2-Mem: Core Clerkship in', a green block for 'ANE-3', and two purple blocks for 'OBG-'. An orange arrow points to the 'ANE-3' block. A tooltip for the 'ANE-3' block is visible, containing the following information: 'ANE-35010-3H.1-Mem: Anesthesiology CE (ANE-35010)', 'Mar 1, 2021 - Mar 12, 2021', a checkmark icon followed by ': Not Approved', and a document icon followed by ': Not Published'. A second orange arrow points to the ': Not Approved' status.

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.
2. A student is off cycle and has completed 1 or more core clerkships in an earlier academic year.