Phase 1 - Scheduling Core Clerkships

1. Between January 23 at 8:00am (CST) and January 29 at 11:59pm (CST), log in to eMedley: https://he.emedley.com/uthsc.com.
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. *

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

[Image of the eduscched interface showing how to add preferences]
**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.

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

**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”.

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.”
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.
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.

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.
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.

**PUBLICATION RULES**

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 jmcdoo3@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.
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 (45 days for block 1) 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.