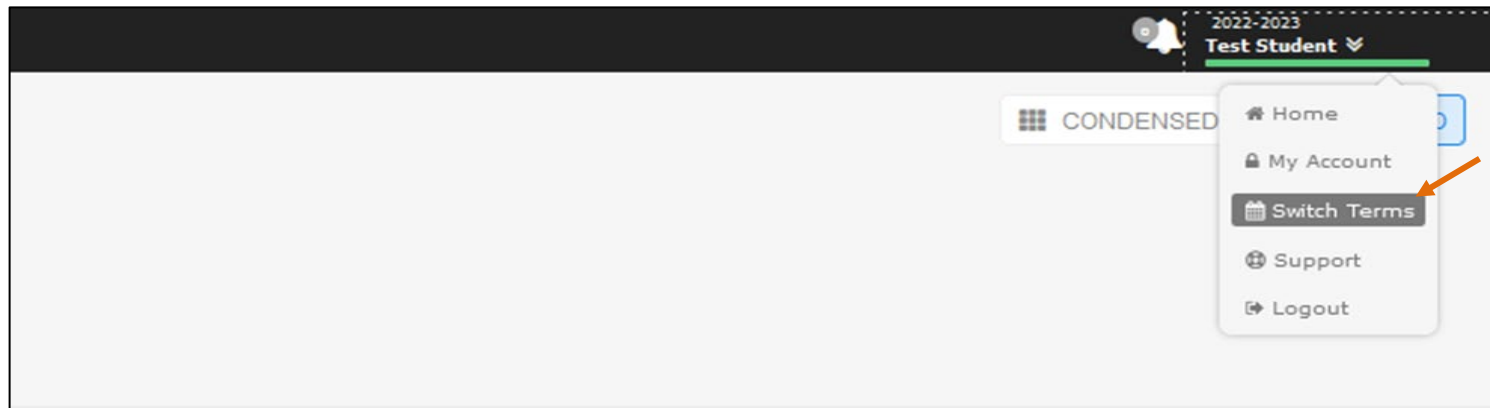


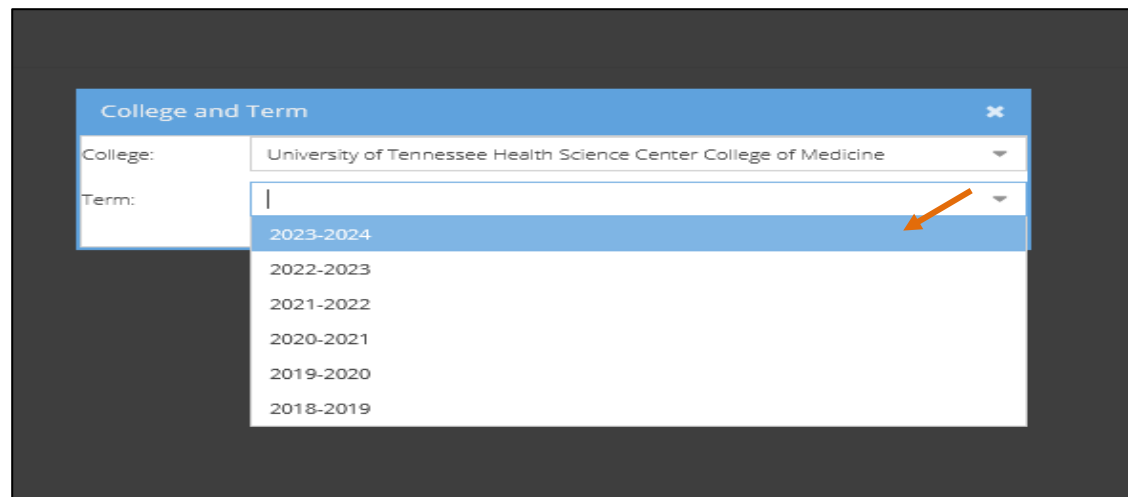
COLLEGE OF MEDICINE
HOW TO SCHEDULE IN EMEDLEY - RISING M3 STUDENTS

Phase 1 - Scheduling Core Clerkships

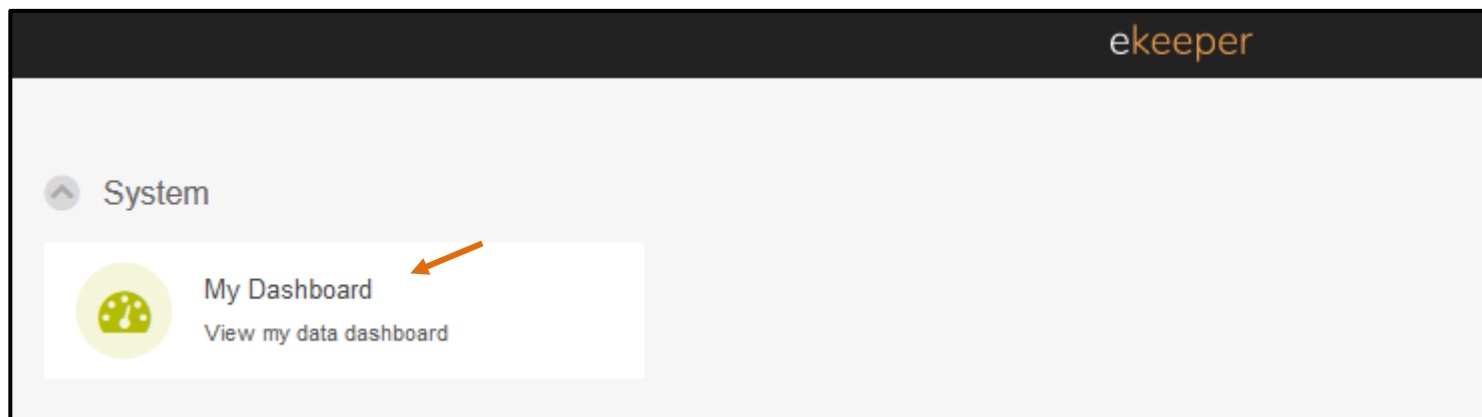
1. Between January 23 at 8:00am (CST) and January 29 at 11:59pm (CST), log in to eMedley: <https://he.emedley.com/uthsccom>.
2. In the upper right-hand side of the screen, click the arrow icon and select "Switch Terms" from the dropdown.



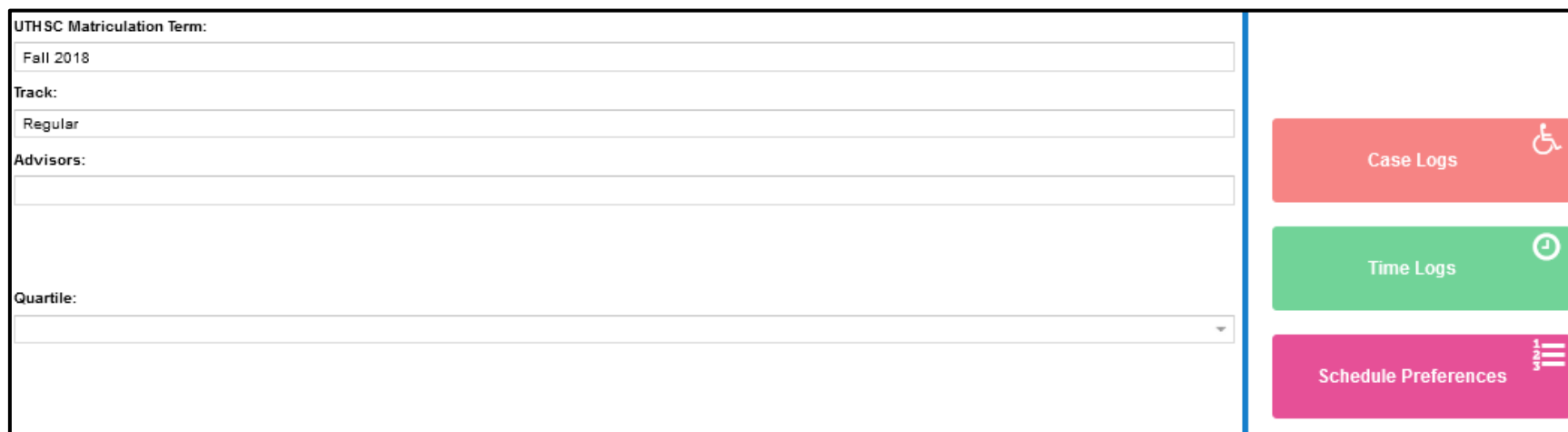
3. Select the upcoming academic year.



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.



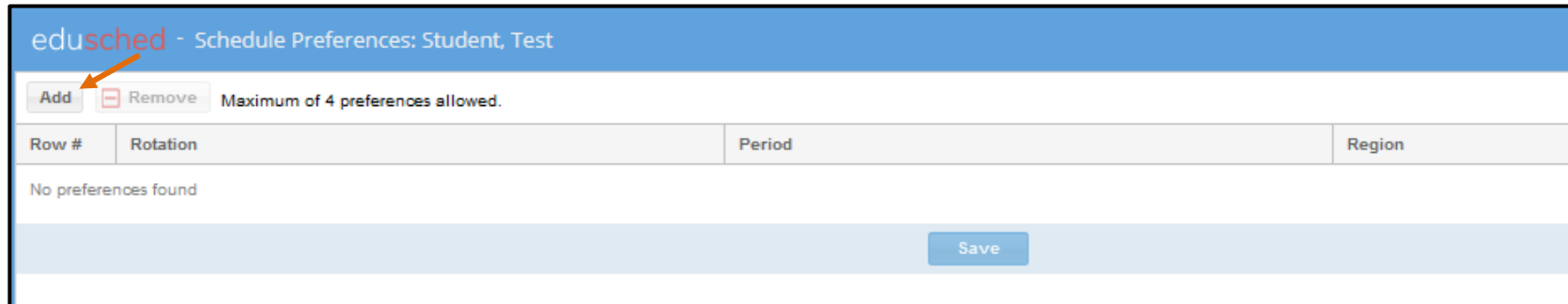
5. Click on the “Schedule Preferences” link on the lower right side of the screen.




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. *



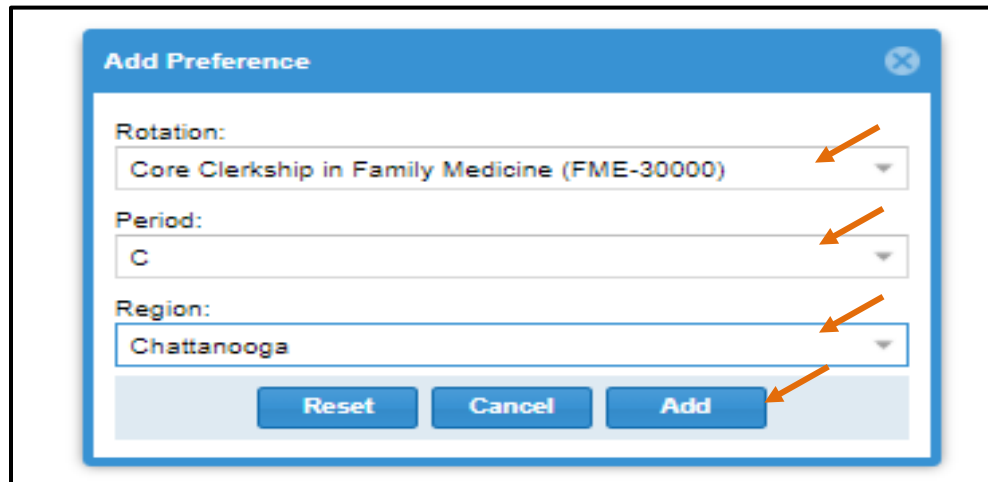
edusched - Schedule Preferences: Student, Test


Add  Remove Maximum of 4 preferences allowed.

Row #	Rotation	Period	Region
No preferences found			

Save

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



Add Preference 

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

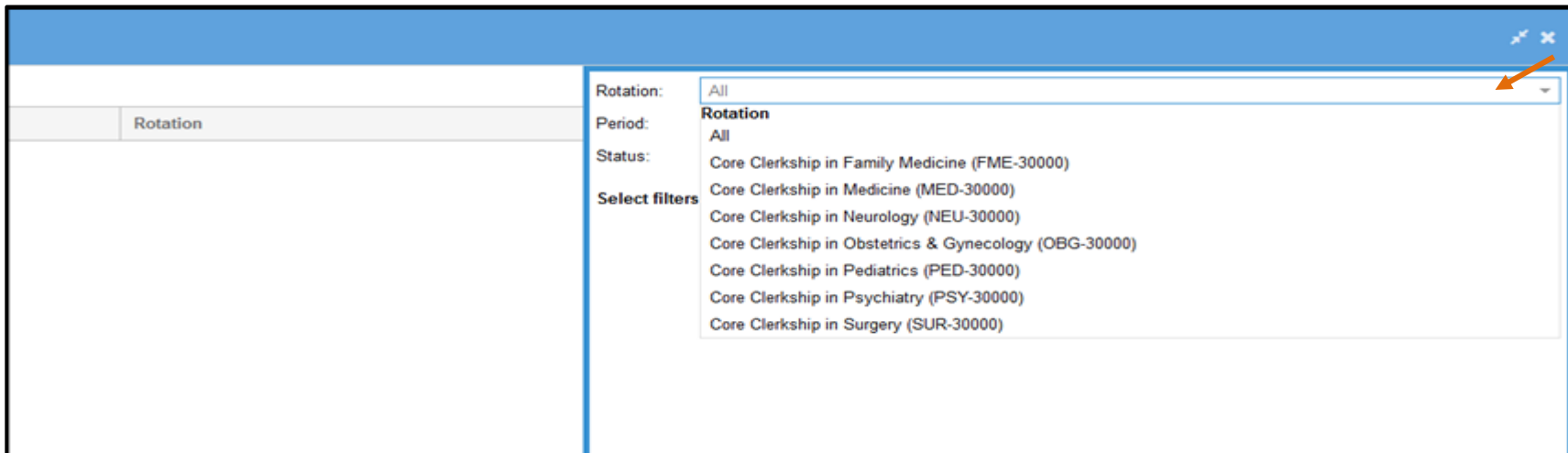
Period:
C

Region:
Chattanooga

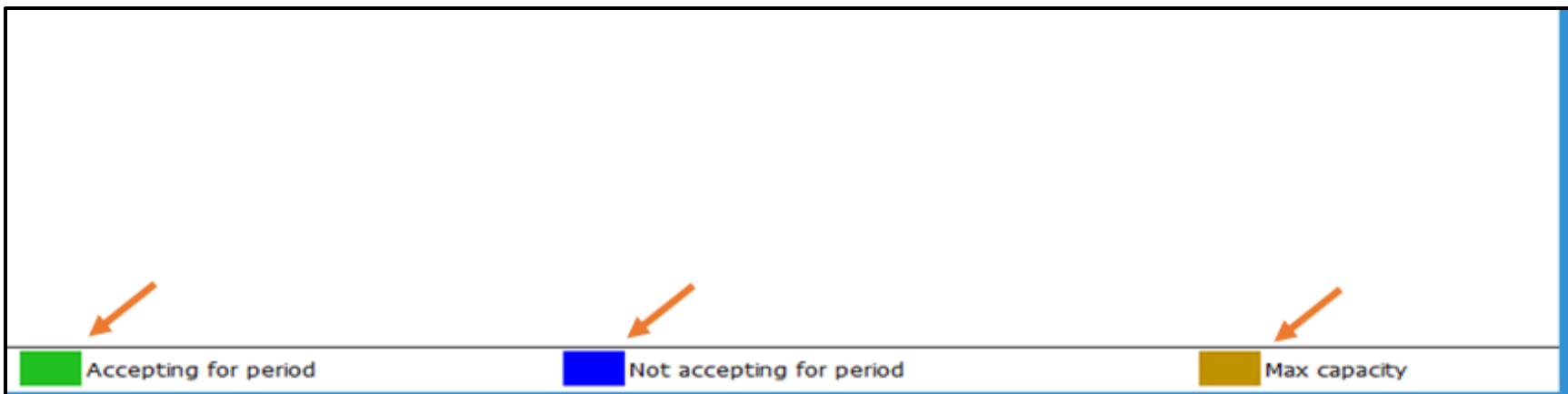
Reset **Cancel** **Add**

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
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	C (May 1, 2023 - Jun 9, 2023)	Chattanooga
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	C (May 1, 2023 - Jun 9, 2023)	Knoxville
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	C (May 1, 2023 - Jun 9, 2023)	Memphis
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	D (Jun 12, 2023 - Jul 21, 2023)	Chattanooga
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	D (Jun 12, 2023 - Jul 21, 2023)	Knoxville
<input checked="" type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	D (Jun 12, 2023 - Jul 21, 2023)	Memphis
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	E (Jul 24, 2023 - Sep 1, 2023)	Chattanooga
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	E (Jul 24, 2023 - Sep 1, 2023)	Knoxville
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-30000)	E (Jul 24, 2023 - Sep 1, 2023)	Memphis

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)	D (06/12/2023 - 07/21/2023)	Memphis

Rotation: Core Clerkship in Pediatrics (PED-30000)

Period: All

Region: All

Status: Accepting for period

List

	Rotation	Period	Region
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-...	C (May 1, 2023 - Jun 9, 2023)	Chattanooga
<input type="checkbox"/>	Core Clerkship in Pediatrics (PED-...	C (May 1, 2023 - Jun 9, 2023)	Knoxville

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)	D (06/12/2023 - 07/21/2023)	Memphis
2	Core Clerkship in Obstetrics & Gynecology (OBG-300...	F (09/05/2023 - 10/13/2023)	Knoxville
3	Core Clerkship in Medicine (MED-30000)	11/12 (10/16/2023 - 12/15/2023)	Memphis
4	Core Clerkship in Family Medicine (FME-30000)	A (01/02/2024 - 02/09/2024)	Memphis

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

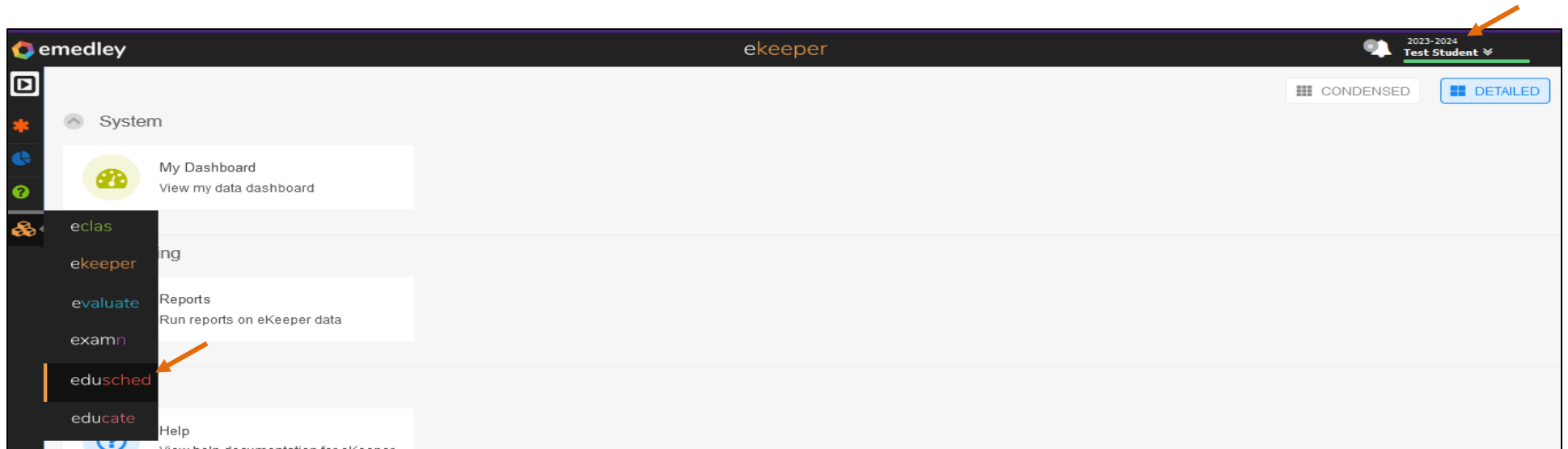
Add Remove Maximum of 4 preferences allowed.

Row #	Rotation	Period	Region
1	Core Clerkship in Pediatrics (PED-30000)	D (06/12/2023 - 07/21/2023)	Memphis
2	Core Clerkship in Obstetrics & Gynecology (OBG-300...	F (09/05/2023 - 10/13/2023)	Knoxville
3	Core Clerkship in Medicine (MED-30000)	11/12 (10/16/2023 - 12/15/2023)	Memphis
4	Core Clerkship in Family Medicine (FME-30000)	A (01/02/2024 - 02/09/2024)	Memphis

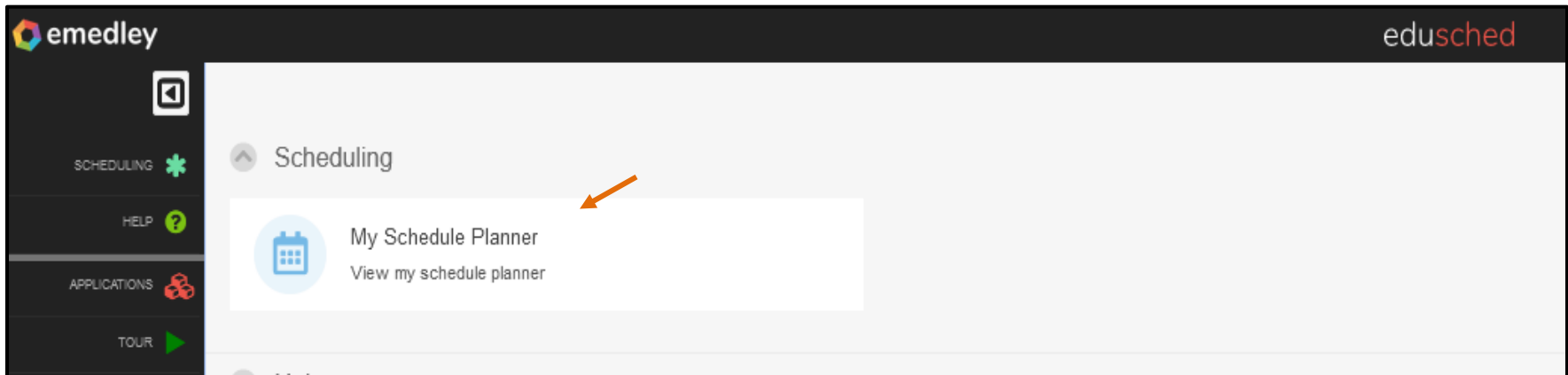
Save

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.

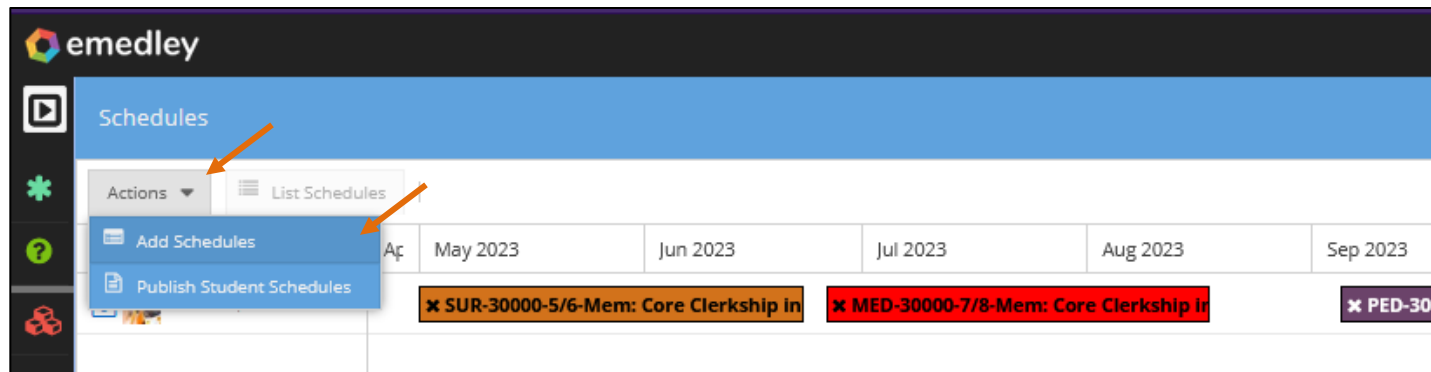


3. To see rotation details hover over the rotation to view the block and location.

	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
	7/8-Mem: Core Clerkship in	× PED-30000-F-Mem: Core Cli		× OBG-30000-G-Knox: Core Clerksh	
					
			<div data-bbox="1039 511 1690 649"><p>🔗 : PED-30000-F-Mem: Core Clerkship in Pediatrics (PED-30000) 📅 : Sep 5, 2023 - Oct 13, 2023 ✔ : Approved 🚫 : Not Published</p></div>		

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 CEs 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.

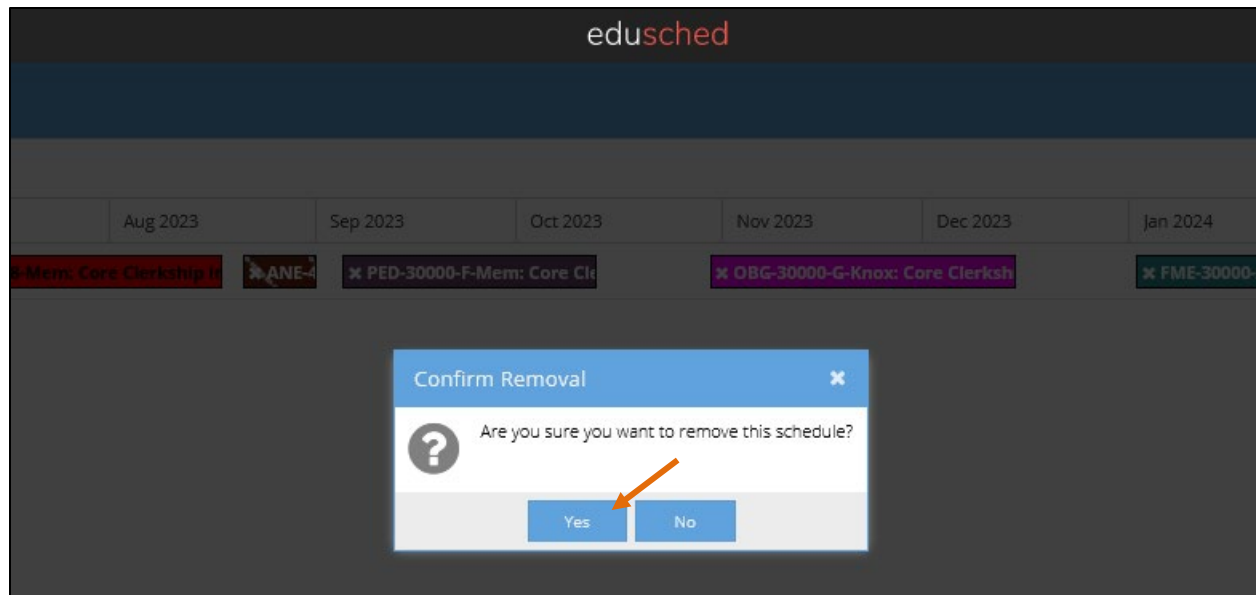
The screenshot shows a software interface with a purple header labeled "Details". Below the header are three dropdown menus for "Period:", "Region:", and "Rotation:", all set to "All". Below these is a search bar labeled "Period / Rotation / Region / Dates:" containing the text "9H.1". An orange arrow points to this search bar. Below the search bar is a list of search results, each showing a period, specialty, location, dates, and the number of spots filled. The first result, "9H.1 / Anesthesiology (ANE-45010) / Memphis / Aug 21, 2023 - Sep 1, 2023 0 / 4 spots filled.", is highlighted in blue. An orange arrow points to this highlighted row. At the bottom of the interface, there are two buttons: "Add" and "Cancel". An orange arrow points to the "Add" button.

Period	Specialty	Region	Dates	Spots Filled
9H.1	Advanced Family Medicine (FME-45010)	Chattanooga	Aug 21, 2023 - Sep 1, 2023	0 / 1 spots filled.
9H.1	Advanced Laparoscopic Surgery (SUR-45025)	Knoxville	Aug 21, 2023 - Sep 1, 2023	0 / 2 spots filled.
9H.1	Advanced Pathology (PAT-45040)	Memphis	Aug 21, 2023 - Sep 1, 2023	0 / 1 spots filled.
9H.1	Ambulatory Endocrinology (MED-45021)	Memphis	Aug 21, 2023 - Sep 1, 2023	0 / 2 spots filled.
9H.1	Anatomic and Clinical Pathology (PAT-45010)	Memphis	Aug 21, 2023 - Sep 1, 2023	0 / 1 spots filled.
9H.1	Anesthesiology (ANE-45010)	Memphis	Aug 21, 2023 - Sep 1, 2023	0 / 4 spots filled.
9H.1	Anesthesiology (ANE-45020)	Knoxville	Aug 21, 2023 - Sep 1, 2023	0 / 4 spots filled.
9H.1	Away Elective in Anesthesiology (ANE-49000)	Memphis	Aug 21, 2023 - Sep 1, 2023	0 / 999 spots filled.

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.

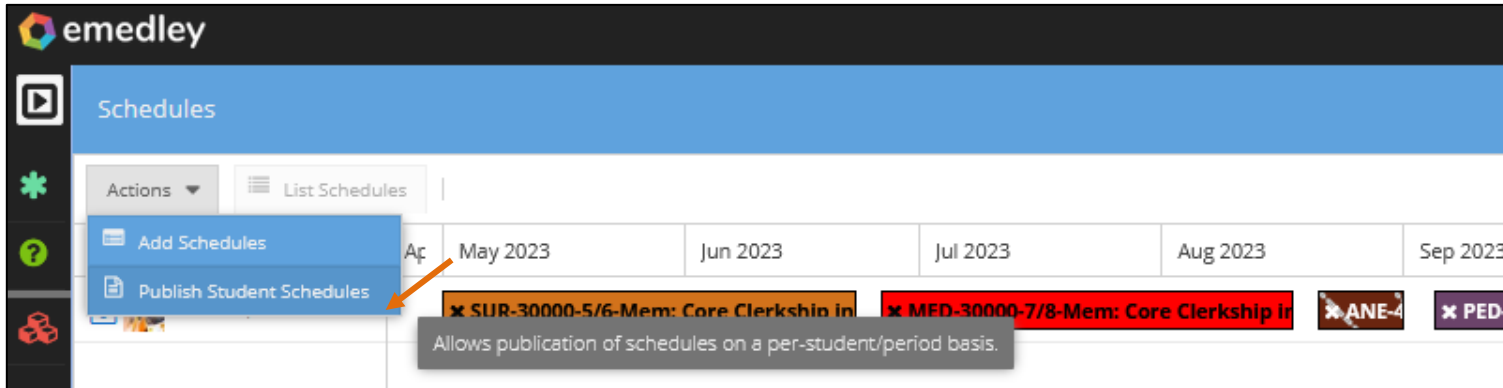
4. At your designated Round 2 lottery day and time, repeat step 5 to add up to two additional CEs to complete your schedule for the academic year. If only 4 weeks of CEs are desired, schedule **OPN-35000** within the open time period.
5. To remove scheduled rotations, simply click on the specific rotation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



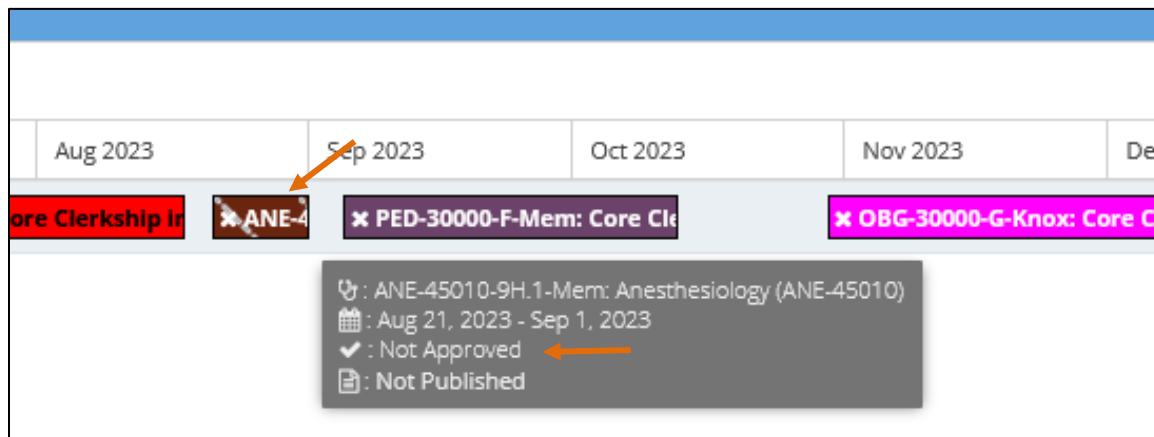
The screenshot displays the emedley Schedules interface. The top navigation bar includes the emedley logo and the title 'Schedules'. Below this, there is a sidebar with icons for home, settings, help, and a calendar. The main content area features an 'Actions' dropdown menu with options for 'Add Schedules' and 'Publish Student Schedules'. An orange arrow points to the 'Publish Student Schedules' option. Below the menu, a table shows a schedule grid with columns for 'May 2023', 'Jun 2023', 'Jul 2023', 'Aug 2023', and 'Sep 2023'. The first row of the grid contains several colored boxes representing different rotations: a blue box for 'SUR-30000-5/6-Mem: Core Clerkship in', a red box for 'MFD-30000-7/8-Mem: Core Clerkship in', a brown box for 'ANE-4', and a purple box for 'PED-'. A tooltip is visible over the first row, stating '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.



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.