SCHEDULING

Core Clerkships, Sites, and Services

In MedHub, clerkships are organized by a core clerkship and site specific clerkships. Within sites, Clerkship Coordinators create services to schedule students and faculty to in order to assign evaluations.

Student Administrators enroll students and Clerkship Directors to the Core Clerkship.

Clerkship Coordinators enroll students and faculty to the Site Specific clerkships. If a Site is missing from the list, Clerkship Coordinators should contact Kiran Brar. After students and faculty are enrolled in Sites, Course Coordinators create services and then enroll students, faculty, and residents.
INSTRUCTIONS – Enrolling Students to a Clerkship Site

- Select the appropriate Core Clerkship from the right side drop down
- From the Home page, under User Management, select a student
  - You can also click the magnifying glass to search for a student by typing in their name

Look here to double check that you're in the correct clerkship
After selecting the student:

- Select “Enrollment/Grades” on the left column
  - This page displays the core clerkships that the student administrators have added the students to
- Select “+Schedule New Clerkship”

Student Admin has enrolled this student to the Surgery Core Clerkship

• Check that the Academic Year is correct
• Select the clerkship site
• Submit
On the next page, enter:

- **Date Period**: Select the dates that the student will be at this clerkship site
- **Status**: Keep as "Enroll"
- **Hours**: Keep as 0.0
- **Final Grade**: Keep as "(undefined)"
- **Enrollment Notes**: (optional)
- **Submit**

The student is now enrolled in a site within the Core Clerkship. Select “Modify” to make any changes.

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Since students are enrolled in the Core Clerkship for overlapping dates, this message will appear when you schedule students to a site within the Core Clerkship. Ignore.