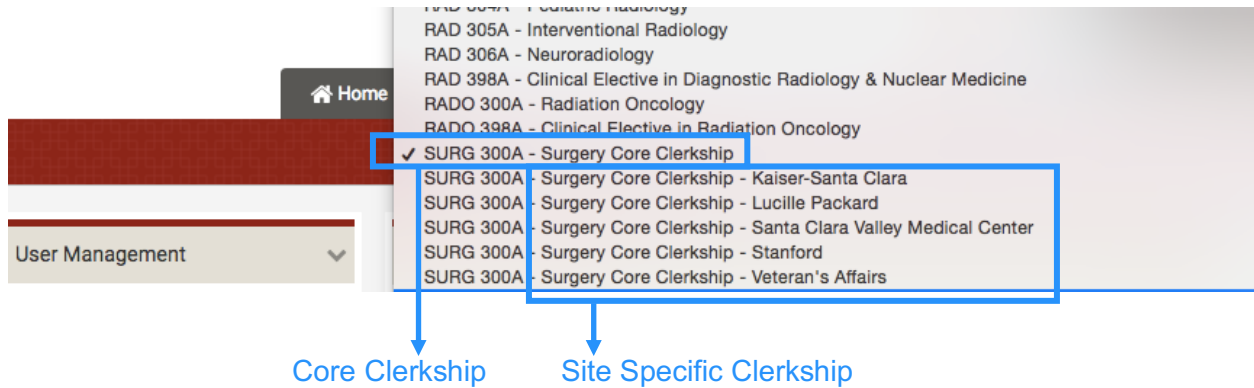


# SCHEDULING

## 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 – Scheduling Students to a Service

- Select the Clerkship Site from right side drop down
- From the Home page, select the Schedules tab
- Check to make sure the Academic Year is correct
- View Type: select “By Students”

Site Specific Clerkship

SURG 300A - Surgery Core Clerkship - Veteran's Affairs

Home Schedules Procedures Evaluations Conferences Reports Help

Home » Rotation Schedules SURG 300A - Surgery Core Clerkship - Veteran's Affairs

Rotation Schedules

Rotations Clinics Individuals

Academic Year dates pre-set by MedHub

To schedule students, select “By Students” for View Type

Academic Year: July 1, 2018 - June 30, 2019

by Services  
 by Students  
 by Faculty

Enrollment Period: (all periods)

Rotation:	1	2	3	4	5
Student:	7/1-7/1	7/2-7/15	7/16-7/29	7/30-8/12	8/13-8/26
(TEST) Brar, K.					
		 VA	 VA		
				 VA Plastic	
				 VA Plastic	
		 VA Plastic			

STANDARD ACTIVITIES: (exceptions to primary rotations)

- Select the blue pencil icon next to the student you wish to schedule
  - The blue pencil icon will only be available for dates in which the student is enrolled in that specific clerkship site

Rotation:	1	2	3
Student:	7/1-7/1	7/2-7/15	7/16-7/29
(TEST) Brar, K.			

- Select the service you wish to add the student to

Rotation:	1	2									
Student:	7/1-7/1	7/2-7/15									
(TEST) Brar, K.		<table border="1"> <tr> <td>Service:*</td> <td>Start:*</td> <td>End:*</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>✓ (none)</li> <li>VA Example Surgery</li> <li>VA General Surgery</li> <li>VA Plastic Surgery</li> </ul> </td> <td>7/02 ↓</td> <td>7/15 ↓</td> </tr> <tr> <td></td> <td>7/02 ↓</td> <td>7/15 ↓</td> </tr> </table>	Service:*	Start:*	End:*	<ul style="list-style-type: none"> <li>✓ (none)</li> <li>VA Example Surgery</li> <li>VA General Surgery</li> <li>VA Plastic Surgery</li> </ul>	7/02 ↓	7/15 ↓		7/02 ↓	7/15 ↓
Service:*	Start:*	End:*									
<ul style="list-style-type: none"> <li>✓ (none)</li> <li>VA Example Surgery</li> <li>VA General Surgery</li> <li>VA Plastic Surgery</li> </ul>	7/02 ↓	7/15 ↓									
	7/02 ↓	7/15 ↓									

Only the services you created within this Clerkship Site will be available

- Select the start and end dates that the student will be in this service

Rotation:	1	2	3						
Student:	7/1-7/1	7/2-7/15	7/16-7/29						
(TEST) Brar, K.		<table border="1"> <tr> <td>Service:*</td> <td>Start:*</td> <td>End:*</td> </tr> <tr> <td>VA Example Surgery ↓</td> <td>7/02 ↓</td> <td>7/15 ↓</td> </tr> </table>	Service:*	Start:*	End:*	VA Example Surgery ↓	7/02 ↓	7/15 ↓	
Service:*	Start:*	End:*							
VA Example Surgery ↓	7/02 ↓	7/15 ↓							

- Submit

Rotation:	1	2		
Student:	7/1-7/1	7/2-7/15		
(TEST) Brar, K.		Service:*	Start:*	End:*
		VA Example Surgery	7/02	7/15
		(none)	7/02	7/15
		(none)	7/02	7/15
		(none)	7/02	7/15
<b>Submit</b>				

- The student is now enrolled to the Service

### SHC-T Medical School Schedule

Academic Year:  View Type:  Enrollment Period:

Rotation:	1	2	3
Student:	7/1-7/1	7/2-7/15	7/16-7/29
(TEST) Brar, K.		VA Example	
Aluko, S.		VA	VA