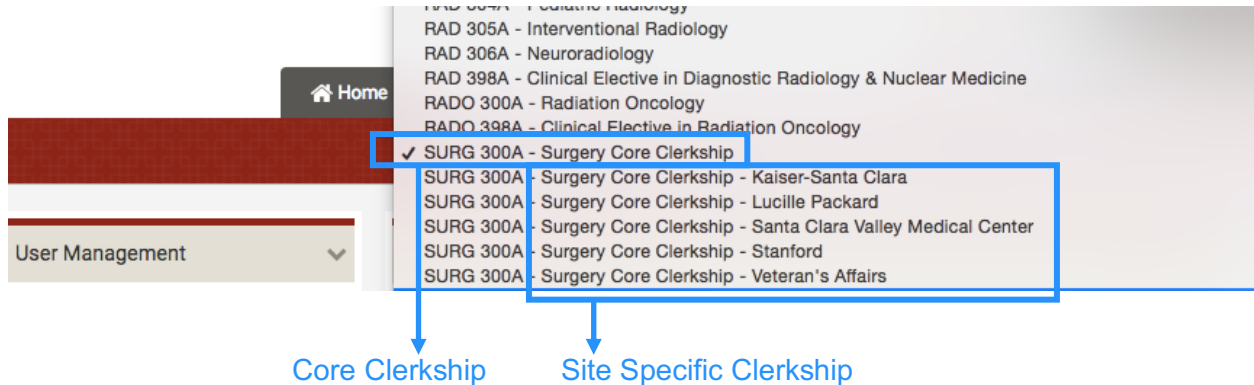


SCHEDULING

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

Urgent Tasks
(none)

Personal Calendar

Sunday, July 29
(No activities)

Monday, July 30
(No activities)

Tuesday, July 31
(No activities)

Wednesday, August 1
(No activities)

Thursday, August 2
(No activities)

User Management

(select student)

✓ (TEST) Brar, Kiran

(TEST) Russell, Irina

Service Management

Session Management

Reuters - Health News

Prince Harry, Elton John to launch coalition against HIV in men
Britain's Prince Harry and music star Elton John are joining forces to launch a "global coalition" focused on treating HIV infections in men, the singer's AIDS charity said on Thursday.

Scans increasingly catch 'incidentalomas' that are rarely problematic
(Reuters Health) - Advanced imaging tests for many common health problems may catch something else entirely: abnormalities, known as "incidentalomas," that can create anxiety about tumors but more oft...

Southeast Asia haze tied to hospitalization for breathing problems
(Reuters Health) - People are more likely to be hospitalized for respiratory disorders during the annual haze season in Southeast Asia, when densely polluted air hovers over the region, than at other ...

WHO seeks access to Syrians dying from heat, disease in south
The World Health Organization (WHO) called on Thursday for access to 210,000 displaced people who have fled fighting in southern Syria and are in urgent need of medicines and health services, includin...

Zogenix's seizure drug clears late-stage trial, shares soar
Zogenix Inc said on Thursday its drug to treat a rare form of childhood epilepsy reduced convulsive seizures in a second late-stage trial, sending the drug developer's shares up as much as 26 percent...

click here to search by typing the student name

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”

Students Demographics

< Search Students

Student: (TEST) Brar, Kiran Save

Student Summary

Demographics

Visa/Immigration

Contact Information

Education

Certifications

Test Scores

Immunizations

Training History

Enrollment/Grades

Forms/Files

Office Awards & Disciplinary Action

Enrollment/Grades

Academic Year: (all activity)

Cumulative GPA: -- Student Admin has enrolled this student to the Surgery Core Clerkship

Quartile: --

Term (Dates)	Course Name (Class/Section)	Status	Grade (Basis)	Hours	Term GPA	Actions
Summer 2018-2019 7/1-9/23/2018	SURG 300A - Surgery Core Clerkship 7/2-8/26/2018	Enrolled	--	--	--	Modify Delete

+ Schedule New Clerkship ← click here to enroll the student to a Surgery Site

Enrollment Change Audit

Transaction ID	Changed by	Date changed	Record	Notes
2401862				
2401860				

- Check that the Academic Year is correct
- Select the clerkship site
- Submit

Schedule New Clerkship

Academic Year: July 1, 2018 - June 30, 2019 Clerkship: (select clerkship)

Save

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

Schedule New Course

Clerkship: SURG 300A - Surgery Core Clerkship - Veteran's Affairs
Academic Year: July 1, 2018 - June 30, 2019

Date Period: 7/2-7/15/2018

Status: Enroll

Hours: 0.0

Final Grade: (undefined)

Enrollment Notes:

NOTE

Enrolled Wa list
1 / ∞ 0

Warnings

(1) Student scheduled to an overlapping course during this date period

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.

Save

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

Enrollment/Grades

Academic Year: (all activity)

Cumulative GPA: --
Quartile: --

Term (Dates)	Course Name (Class/Section)	Status	Grade (Basis)	Hours	Term GPA	Actions
Summer 2018-2019 7/1-9/23/2018	SURG 300A - Surgery Core Clerkship - Veteran's Affairs 7/2-7/15/2018	Enrolled	--	0.0 hrs	--	Modify Delete
	SURG 300A - Surgery Core Clerkship 7/2-8/26/2018	Enrolled	--	--		Modify Delete