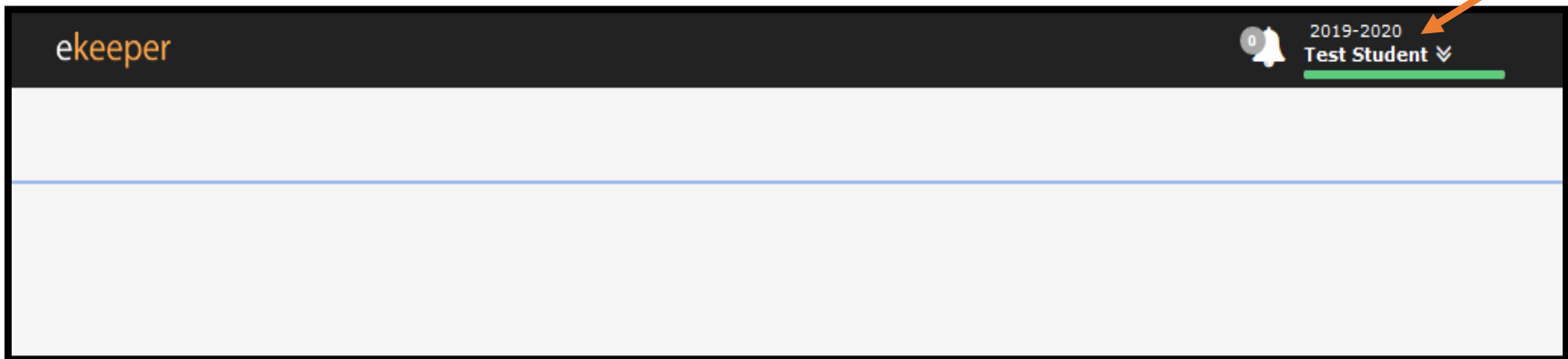
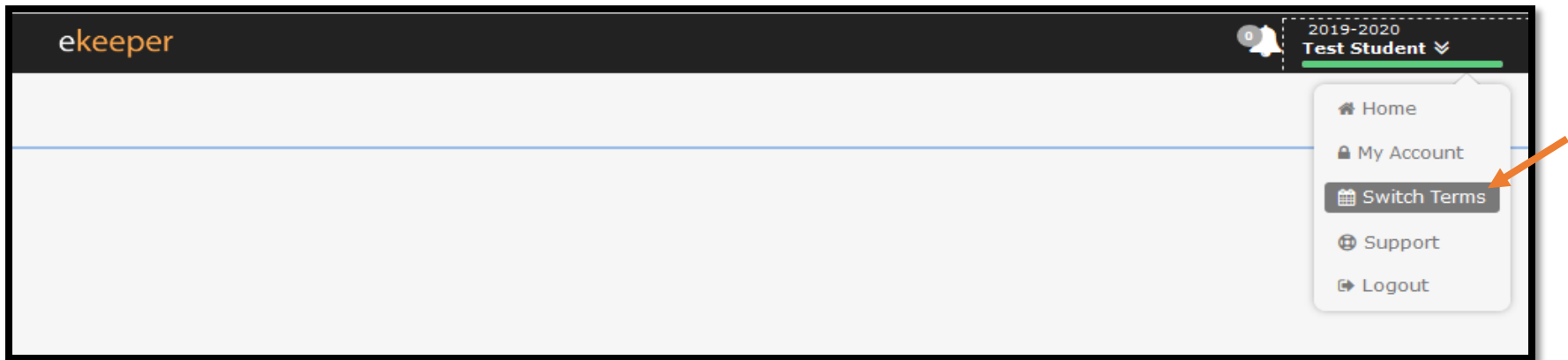


COLLEGE OF MEDICINE HOW TO ENTER TIME LOGS IN EMEDLEY

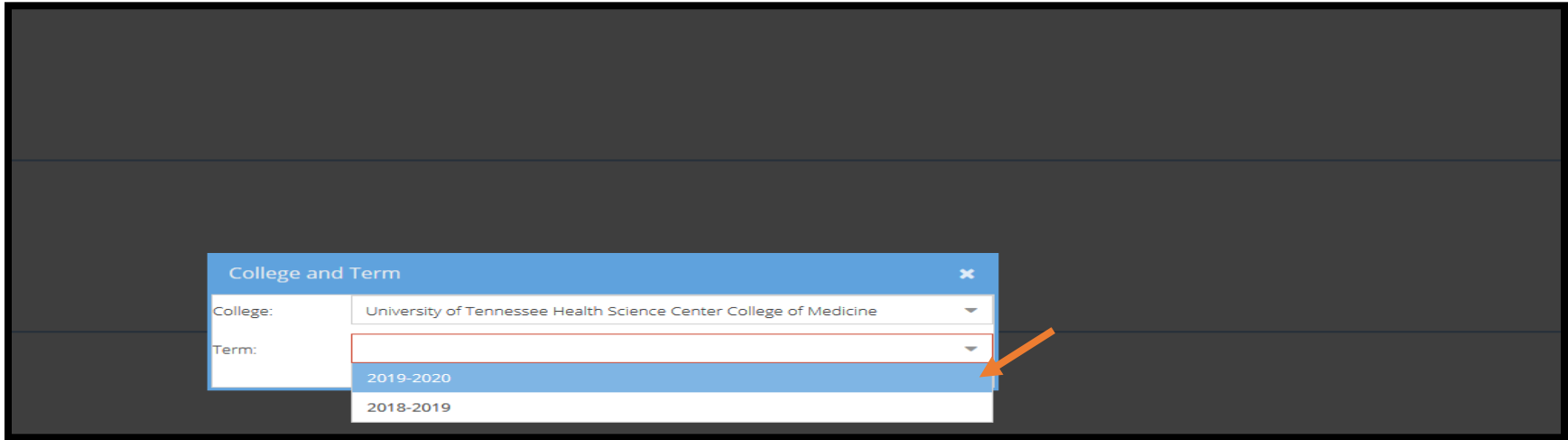
1. Go to eMedley: <https://he.emedley.com/uthsccom>.
2. Check that the term in the upper right hand side of the screen reflects the correct academic year for the time logs you intend to complete. If correct go to step 5.



3. To change the academic year, click the arrow icon and select “Switch Terms,” then select the correct year from the drop-down.



4. Select the appropriate academic year from the drop-down.

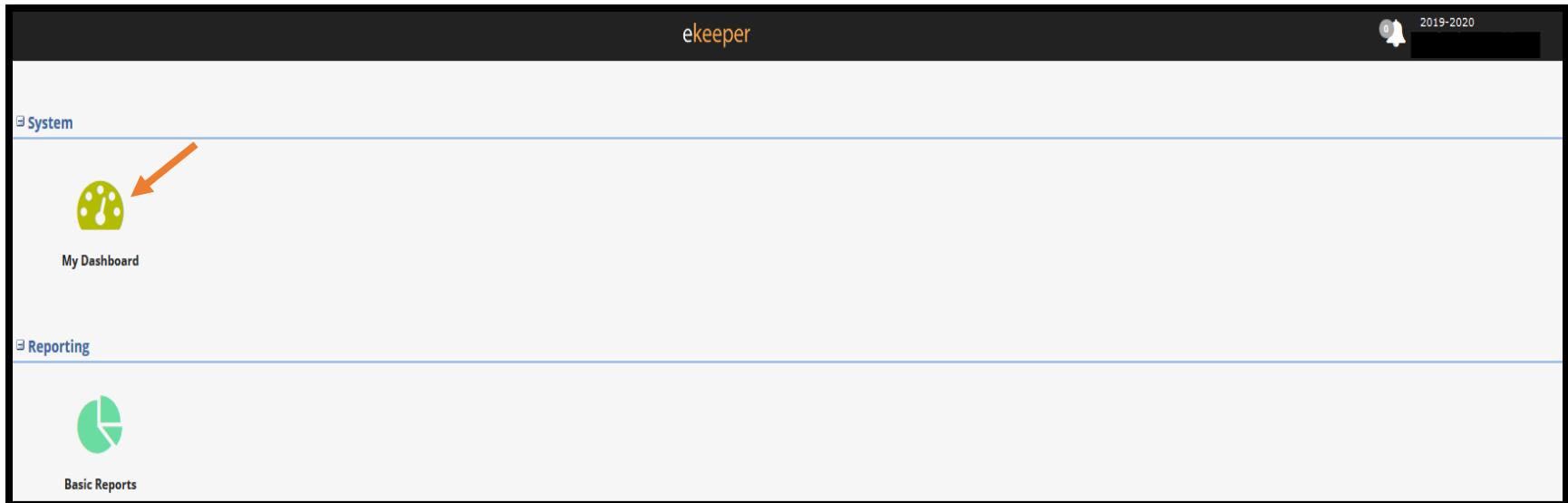


College and Term

College: University of Tennessee Health Science Center College of Medicine

Term: 2019-2020
2018-2019

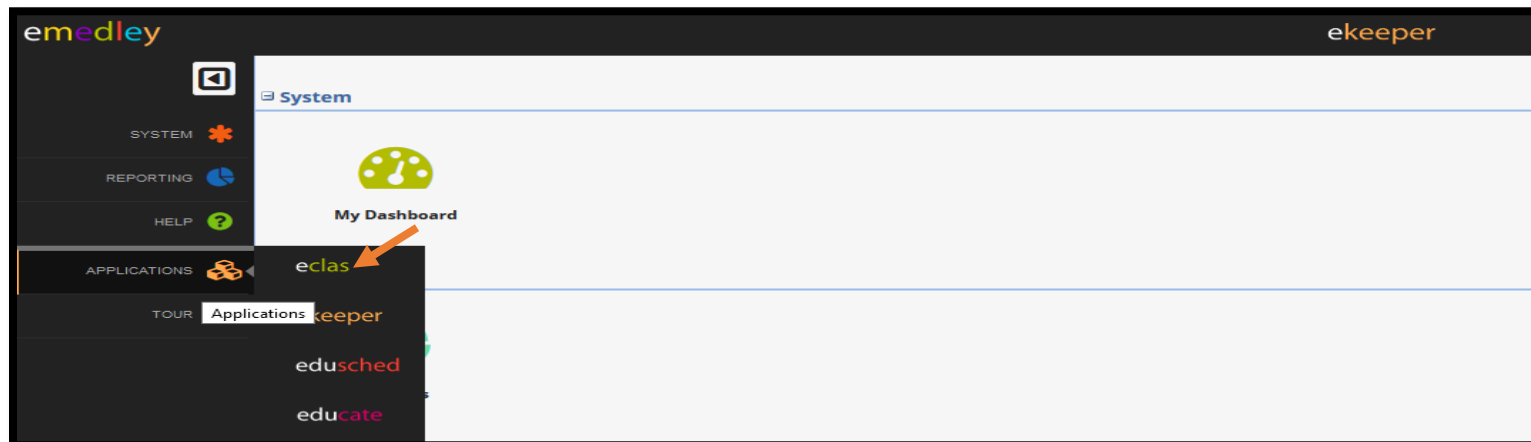
5. Click the “My Dashboard” icon.



6. Click on the “Time Logs” link near lower right side on the screen.*

The screenshot shows the ekeeper application interface. The top header displays the ekeeper logo and the user's name, Test Student, for the 2019-2019 academic year. The main content area is a form for student information, including fields for Last Name, Maiden Name, Student ID # (10101010), Date of Birth, Expected Graduation Year, Last Visit/Review Date, and Entry Level. A sidebar menu on the right contains three buttons: Case Logs (red), Time Logs (green), and Schedule Preferences (pink). An orange arrow points to the Time Logs button.

***Students can also access Time Logs from the eClas application found in the application menu as seen below.**



7. To create a new Time Log, click “Insert”

Date	Primary Rotation	Total Time	Patient Time	Consult Time	Community Service Time	Total Logged Time	Difference (+/-)
05/02/2019	Core Clerkship in Family Medicine (...)	6.50	0.00	0.00	0.00	0.00	6.50
05/01/2019	Core Clerkship in Family Medicine (...)	6.00	0.16	0.08	0.00	0.25	5.75

8. Fill in the appropriate information in the “Date,” “Total Time (Hours),” and “Total Time (Minutes)” fields and click “Submit.” *

Insert

* Date: 12/12/2019

* Primary Rotation: Core Clerkship in Surgery (SUR-30000)

* Section (Region): SUR-30000-11/12-Mem: Core Clerkship in Surgery (SUR-30000)

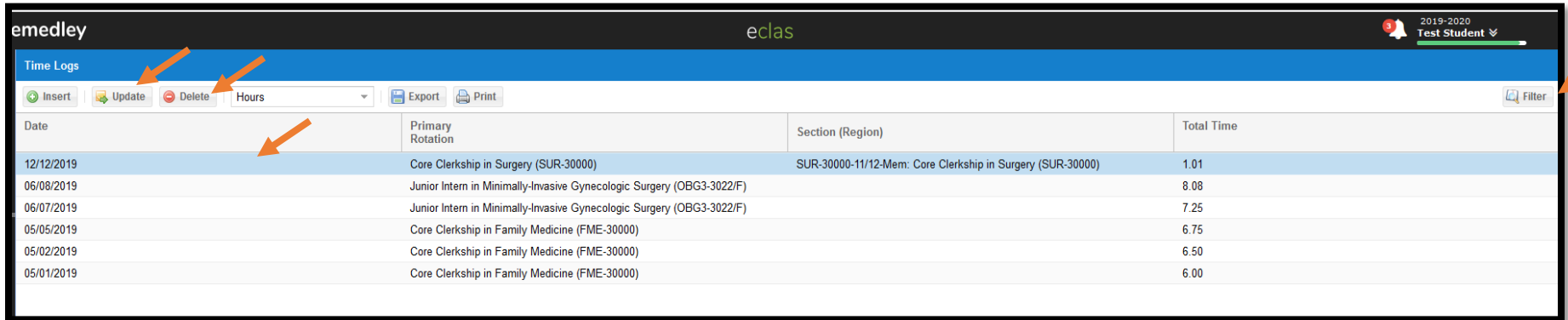
* Total Time (Hours): 0

* Total Time (Mins): 0

Submit

***Based on the time log date entered the, Primary Rotations and Section fields will automatically populate.**

9. To view, update, or delete a submitted time log entry, go back to the time log section in eMedley (details listed in step 6), and click on the appropriate time log to highlight. Once highlighted, select “Update” or “Delete” as needed.*



The screenshot displays the eMedley interface for viewing time logs. The top navigation bar includes the eMedley logo, the eclas logo, and the user's name 'Test Student' for the 2019-2020 academic year. Below the navigation bar is a toolbar with buttons for 'Insert', 'Update', 'Delete', 'Hours' (dropdown), 'Export', and 'Print'. A 'Filter' button is located in the top right corner. The main content area is a table with the following data:

Date	Primary Rotation	Section (Region)	Total Time
12/12/2019	Core Clerkship in Surgery (SUR-30000)	SUR-30000-11/12-Mem: Core Clerkship in Surgery (SUR-30000)	1.01
06/08/2019	Junior Intern in Minimally-Invasive Gynecologic Surgery (OBG3-3022/F)		8.08
06/07/2019	Junior Intern in Minimally-Invasive Gynecologic Surgery (OBG3-3022/F)		7.25
05/05/2019	Core Clerkship in Family Medicine (FME-30000)		6.75
05/02/2019	Core Clerkship in Family Medicine (FME-30000)		6.50
05/01/2019	Core Clerkship in Family Medicine (FME-30000)		6.00

***If multiple logs have been entered, the filter option in the upper right-hand side of the screen can be used to narrow the displayed logs.**

For more information or questions about time logs submission requirements, please review the course syllabus and/or contact your Clerkship Director/Course Director.