EDUCATIONAL SCHEDULING SYSTEM

http://ess.medstudent.ucla.edu

The Educational Scheduling System (ESS) is a computer program that enrolls medical students in their clinical clerkships for the upcoming academic year. The scheduling system is programmed with class rosters and all clerkship information – including starting dates, locations, and the maximum and minimum number of students for each clerkship. This information is listed on the course profile of each elective. Each student submits their list of clerkship choices (in the order of their personal priority) in the computer and the scheduling system matches the requests of the students with the spaces available.

THROUGHOUT THE YEAR, YOU WILL USE ESS FOR THE FOLLOWING:

1) To enter your clerkship requests
2) To view your schedule
3) To check availability of clerkships
4) To view your Final Summative Student Evaluations submitted to the Student Affairs Office by the clerkship chair.

ESS PASSWORDS

Each student has been assigned a login and password for ESS. Your login is your “first name,” space “last name.” Please change your password to something easy for you to remember. The password should contain letters and numbers. If you forget or misplace your password, e-mail Gezelle Miller (gmiller@mednet.ucla.edu).

HOW ESS SCHEDULES YOUR CLERKSHIPS

A. The principle behind the scheduling program is that each student be given the same opportunity to get his or her ideal schedule. The general philosophy of the scheduling process is “flexibility and equity for all students”. Every student in the class will be enrolled into one clerkship, before any student is scheduled into a second clerkship.

B. The computer is programmed with the names of all the students in your class. The list of names will be scrambled into a random sequence to be used during the clerkship scheduling process.

C. The computer will go through the list of names in the random sequence. It will enroll each student into a course or track before it goes on to the next student. One pass from the beginning to the end of the sequence of names is called a "Scheduler Round".

D. During a "Scheduler Round" the computer will address your rank list of choices by priority. It will look at the highest priority first. For example, the computer will look at priority number 10 before looking at priority number 15.

E. You will be scheduled into one course or track per "scheduler round". If the computer can't give you your 1st choice, it will look at the next choice on your schedule. It will not move on to the next student until it has enrolled you into a course or track.

F. The computer then proceeds to the next student.

G. When the computer reaches the end of the sequence of names, it will reverse directions and go back up through the same sequence enrolling each student into a second course or track.

H. The computer continues this process until all choices on each student's list have been exhausted.
PHASE I - SCHEDULING TRACKS

TRACK A (SURGERY) AND TRACK B (INPATIENT MEDICINE)

As a second year student, you will go through two phases of the scheduling process. Phase I is a preliminary step for you to pre-schedule yourself into a time slot for the Inpatient Internal Medicine and Surgery clerkships. In Phase I, you will submit the time preferences for Surgery (Track A) and Inpatient Medicine (Track B). You will either start your third with Track A (Surgery, Pediatrics and Obstetrics/Gynecology) or Track B (Inpatient Internal Medicine, Psychiatry/Neurology, Family Medicine, and Ambulatory Internal Medicine.) After the time slots for the Inpatient Medicine and Surgery clerkships have been assigned, phase II begins.

For Phase II, you submit your requests for the times and locations of all the required clerkships. Your clerkship requests should be within your assigned tracks.

ENTERING SCHEDULING REQUESTS

The ESS Request screen consists of an upper and lower frame. The **upper frame** is used to
1. enter new requests,
2. verify your new requests, and
3. search for clerkships and start dates of clerkships listed in the Handbook of Courses.
4. availability of required clerkships

The **lower frame** is used to
1. view submitted requests
2. edit requests
3. print a copy of your clerkship requests

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**Phase I: Entering Time Slot Requests for Surgery (Track A) and Inpatient Medicine (Track B)**

**Step 1:** Login into ESS and select “Edit Requests”

**Step 2:** Enter your scheduling requests in the upper frame. You will enter two time slot requests for Inpatient Medicine and two for Surgery.

* **Prty** column. (Priority Column). Enter a priority number (there is a three-digit limit)
  - Each request must have a unique priority number.
  - The lowest number is your first choice.
ESS will not address a request that doesn’t have a priority number.
Leaving the “Prty” blank deletes the request from your list.

**Step 3:** “Course” column. Enter the course number.

- For Phase I of scheduling, you will use the course numbers IM and SU for Inpatient Medicine and Surgery respectively. Remember Phase I is only to reserve time slots for the clerkships.

**Step 4:** “Week” column. Enter the academic year (06) and the starting week of the clerkship. Do not leave a space between the academic year and the week. Example, the entry “0608” refers to week 8 of the 2006-2007 academic year.

- If you leave the “Week” and “Date” column blank, ESS will enroll you in the first available time slot for the clerkship.
- It is not necessary to enter any information in the “Date” column. The date will appear in the lower frame after you submit and reload your requests.

**Step 5:** Leave the “Date,” “Ex” and “In” columns blank.

**Step 6:** Click “Submit New Requests”

- Submitting saves you requests in the system.
- Your request list should appear in the “lower frame” and disappear from the “Upper Frame.”
- If there is an error in the upper frame, ESS will indicate the error in the “Upper Frame” by the priority number.
- The course name and description will appear in the lower frame for each successful entry.

**Step 7:** Print a copy of your requests list

<table>
<thead>
<tr>
<th>Prty</th>
<th>Course</th>
<th>Week</th>
<th>Date</th>
<th>Ex</th>
<th>In</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lower Frame**

<table>
<thead>
<tr>
<th>Prty</th>
<th>Course</th>
<th>Week</th>
<th>Date</th>
<th>Ex</th>
<th>In</th>
<th>Course Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SU</td>
<td>0627</td>
<td>10/20/2007</td>
<td></td>
<td></td>
<td>Surgery</td>
<td>NONE</td>
</tr>
<tr>
<td>2</td>
<td>IM</td>
<td>0617</td>
<td>10/03/2006</td>
<td></td>
<td></td>
<td>Internal Medicine</td>
<td>NONE</td>
</tr>
<tr>
<td>3</td>
<td>IM</td>
<td>0601</td>
<td>10/16/2006</td>
<td></td>
<td></td>
<td>Internal Medicine</td>
<td>NONE</td>
</tr>
<tr>
<td>4</td>
<td>SU</td>
<td>0641</td>
<td>10/16/2007</td>
<td></td>
<td></td>
<td>Surgery</td>
<td>NONE</td>
</tr>
</tbody>
</table>
Phase II: Entering Request for Times and Locations of All Required Clerkships

Step 1: Login into ESS and select “Edit Requests”

Step 2: Enter your scheduling requests in the upper frame. ESS allows you to enter up to eight clerkship requests at a time.

**“Prty” column.** (Priority Column). Enter a priority number (there is a three-digit limit)
- Each request must have a unique priority number.
- The lowest number is your first choice.
- ESS will not address a request that doesn't have a priority number.
- Leaving the “Prty” blank deletes the request from your list.

Step 3: “Course” column. Enter the course number.
- UCLA and UCR/UCLA students refer to pages 27 through 29 of for course numbers.
- Drew/UCLA students refer to pages 57 through 58.

Step 4: “Week” column. Enter the academic year (06) and the starting week of the clerkship. Do not leave a space between the academic year and the week. Example, the entry “0608” refers to week 8 of the 2006-2007 academic year.
- If you leave the “Week” and “Date” column blank, ESS will enroll you in the first available time slot for the clerkship.
- It is not necessary to enter any information in the “Date” column. The date will appear in the lower frame after you submit and reload your requests.

Step 5: Leave the “Date.” Ex” and “In” columns blank.

Step 6: Click “Submit New Requests”
- Submitting saves you requests in the system.
- Your request list should appear in the “lower frame” and disappear from the “Upper Frame.”
- If there is an error in the upper frame, ESS will indicate the error in the “Upper Frame” by the priority number.
- The course name and description will appear in the lower frame for each successful entry.

Step 7: Review your request lists
1) Priority Numbers
- Every entry should have a priority number
- Do not use the same priority number twice
- Priority numbers are limited to three digits

2) Requests List
- List at least eight requests for Inpatient Medicine, Family Medicine and Ambulatory Medicine
- List at least six requests for Pediatrics and Obstetrics/Gynecology
- List at least five requests for Psychiatry and Neurology

Step 8: Print a copy of your requests list
EDITING YOUR REQUEST LIST

Submitting an Edit
To edit your list after it has been saved (it appears in the lower frame), make the change in the lower frame, click the “SUBMIT Edits” button (located in the lower frame).

Deleting an Entry
To delete an entry, delete the priority number and select “SUBMIT Edits”.

Edit your choice in the lower frame and click “Submit Edits”. Be sure to submit any new requests you may have before you submit edits.

To delete an entry after you have submitted the request, go to the lower frame to delete the priority number of the entry click “Submit Edits” and the “Reload” button in the lower frame. The request will no longer appear in your request list.

Using the “Renumber” button. The “Renumber” located in the lower frame, next to the “Submit Edits,” causes the priority numbers in your request list to be renumbered in increments of 10 (keeping the list in the same order).

A VIEW OF YOUR ONLINE SCHEDULE

<table>
<thead>
<tr>
<th>Appointment time</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10/2006 10:00 AM</td>
<td>Surgery</td>
<td>KASPER</td>
</tr>
<tr>
<td>7/11/2006 1:00 PM</td>
<td>Pediatrics</td>
<td>KASPER</td>
</tr>
<tr>
<td>7/12/2006 2:00 PM</td>
<td>Obstetrics/Gynecology</td>
<td>OVM</td>
</tr>
<tr>
<td>7/13/2006 3:00 PM</td>
<td>Ambulatory Internal Medicine</td>
<td>KASPER</td>
</tr>
<tr>
<td>7/14/2006 4:00 PM</td>
<td>Family Medicine</td>
<td>MIDVALLEY</td>
</tr>
<tr>
<td>7/15/2006 5:00 PM</td>
<td>Psychiatry</td>
<td>CHS</td>
</tr>
<tr>
<td>7/16/2006 6:00 PM</td>
<td>Psychiatry</td>
<td>CHS</td>
</tr>
<tr>
<td>7/17/2006 7:00 PM</td>
<td>Neurology</td>
<td>CHS</td>
</tr>
<tr>
<td>7/18/2006 8:00 PM</td>
<td>Inpatient Internal Medicine</td>
<td>WACABS</td>
</tr>
</tbody>
</table>