The Educational Scheduling System is a computer program that assigns medical students into 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 clerkship information is listed on pages 19 –20 of your Handbook of Required Clerkships. 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. Students do not always get their ideal schedule, but most students are pleased with the result.

As second year students, the scheduling process has two phases. In the first phase you will submit the time preferences for yours tracks. ESS will either schedule you to start your third year with Track A (Surgery, Pediatrics and Obstetrics/Gynecology) or with Track B (Inpatient Internal Medicine, Psychiatry/Neurology, Family Medicine, and Ambulatory Internal Medicine.)

ESS can be accessed through the medical student web site, http://www.medstudent.ucla.edu.

Throughout the year, you will also use ESS to view your schedule once ESS enrolls you in clerkships, to check availability of clerkships, and to view what evaluations have been submitted for you from the clerkships.

ESS Passwords
Each student has been assigned a login and password for ESS. You may wish to change your password to something easier to remember. If you forget or misplace your login and/or password or if the login and/or password is not working, contact Gezelle Miller (zgmiller@mednet.ucla.edu).

How ESS Schedules You in 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 scheduled 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.
ENTERING YOUR TRACK SCHEDULER CHOICES

1) The Upper Frame of your screen is used to enter your track or clerkship choices.

2) Enter your priority number in the “Prty” column. There is **three-digit limit** for priority numbers. If you leave this column blank, ESS will delete the request from your list.

3) Tab to the “Course” column and enter the course number. Enter TRA for Track A and TRB for Track B.

4) Tab to the “Week” column and enter the academic year and the week number. Do not leave any space between the academic year and the week. Example, the entry “0201” refers to week 1 of the 2002 (’02) academic year.

   Leaving the “Week” and “Date” column blank, tells ESS to enroll you in the first available time slot.

   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.

5) **Please enter a choice for Track A and Track B**

6) **You will not need to use** the “Excl” (Exclusion) or “Incl” (Inclusion) columns until next year when you are scheduling electives.

7) When you have entered your choices for Track A and Track B, click “Submit New Requests” located on the top right of the upper frame.
8) To view and verify your entries, click the “Reload” button located at the top of the lower frame. Do not use the “Reload” button on the browser.

The course name should appear in the “Course Description” column. No location will appear because you are only reserving a time slot. You will select your location times and locations of all your required clerkships during the MAXI Scheduler run.

9) Be sure to print your choices to verify what you have entered. To print, place your cursor anywhere in the lower frame and then from the top of the screen, select File, Print Frame, and then OK.

10) To exit the program, click “Logoff” located in the upper frame, next to “Submit New Requests”. It is very important to also exit Netscape for security reasons. If you do not exit Netscape and leave the computer, other people will have access to the information that you have entered.

**MAKING CORRECTIONS**

*Getting an Error.* If you try to submit a request and the course number is not valid or the course is not offered on the date that you are requesting, ESS will give you an error message by indicating the priority number of the entry that is incorrect.

To return to the data entry screen, use the “Back” button on the browser tool bar.

*Submitting an Edit.*

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

*Deleting an Entry.* To delete an entry, before you have submitted the request, simply delete the priority number and it will not appear in the lower frame when you Submit New Request and Reload.

To delete an entry after you have submitted the request, go to the lower frame, and delete the priority number of the entry. In the lower frame, click “Submit Edits” and then the “Reload” button to view your edits. 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).

**FREQUENTLY ASKED QUESTIONS**

*How do I get back to the data entry screen once I receive an error?*

Use the Back feature on your Browser.

*When I try to use the look-up function to search for course offerings, I get a >100 error.*

You need to narrow your search. For example, instead of typing “ME..”, try entering “ME210..” or instead of entering just a date in the “Date” column, try entering the date and “NE..”. This will give you the listing of all neurology courses starting on that date.

*I did not have enough room to enter all of my choices.*

The upper screen only allows you to enter eight requests at a time. Click “Submit New Requests” from the upper frame and click the “Reload” button located in the lower frame. Do not use the “Reload” button on the browser.
ENTERING YOUR CLERKSHIP SCHEDULING CHOICES

1. You should follow the same procedures to enter your Clerkship choices as you did to enter your Track choices.

2. The upper frame only allows you to enter eight choices at a time. Therefore, you must click “Submit New Requests” and “Reload” before continuing to enter more choices. Do not use the “Reload” button on the browser.

3. You should enter at least **eight** choices for your Inpatient Internal Medicine rotation, **eight** choices for Ambulatory Internal Medicine, **eight** choices for Family Medicine, **six** choices for Pediatrics, and **six** choices for Ob/Gyn if location is important to you.

4. You only need to enter the academic year and the week in the “Week” column. The date, course name and course location will appear when click “Submit New Requests” and “Reload.”

**Using the Look-up Functions.** With the Look-up function, you can search for courses that begin on a particular date or you can search for the starting dates of a particular course or courses.

1) To search for courses starting on a particular date, type the prefix of the course number in the “Course” column followed by “..” the starting date in the “Date” column and click “Course for Dates.”

   Example, if you enter “IM..” in the “Course” column and “0201” in the “Date” column you should get a listing of all Inpatient Internal Medicine that begin on week 1 (7/8/02).

2) To search for the dates that a course is offered, type the course number in the “Course” column and click “Dates for Course.”

   Example, if you enter IM013 in the “Course” column and click “Dates for Course”, you will get a list of starting dates for Inpatient Internal Medicine at CHS/WLVA.

**VIEWING YOUR SCHEDULE ON THE WEB**

Throughout the year, you may view and print your schedule from the web, so keep your ESS password in a safe place. If you forget or misplace your password, e-mail Gezelle Miller at zgmiller@mednet.ucla.edu.

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The asterisk located in the next to Surgery in the “Grade” column indicates that an evaluation has been submitted to the Student Affairs Office. To view the evaluation, ask any staff member to pull your file.