Scheduling Students

1.) Log into mCE. You should see the approved rotation on your Home Page already, BUT you may use your search parameters to look for a particular request/group of requests. Scroll to the bottom of this Help File for detailed instructions on how to search your Home Page.

2.) On the right side of the screen there is a column labeled *Schd*. For the rotation for which you want to schedule students, click on the **0.**

A/R	Schld	Status ⇕	Req. Student ⇕
8/8	0	Approved	

3.) This opens a pop-up window.

4.) The top half of the pop-up displays the approved rotation details. Take note in case the Hospital made any changes to what you requested (i.e. different dates, added a Preceptor name, selected multiple Units etc.)

5.) To begin assigning students, use the search box on the bottom right side (see black outline below). You can use the search parameters to limit your search OR you can leave all the search parameters blank to see the entire roster (except Program – it is a required parameter).

6.) Click the orange **Search** button (black arrow) to display all students that qualify under your set parameters.

7.) Students with the dollar sign ($) by their name have a paid account and can be scheduled for this rotation. Students with an asterisk symbol (*) have an unpaid/expired account and will need to provide a payment in order to be scheduled for this rotation.

8.) Select one or more students by clicking the check mark box next to their name(s) – see green box above.

9.) Once you have selected the students you wish to schedule, click **Schedule Student** (black arrow)

10.) The selected students will appear on the left side of the screen.

a.) Above the list of students' names, you will see a pair of numbers separated by a slash (#/#) – green outline above. The number on the left is how many students you have scheduled and the number on the right is the number of students who have been approved by the Organization for the rotation.

11.) Repeat steps 5 – 9 until you have scheduled your students, mCE will automatically send them a notification informing them that they have been scheduled. The notification will also include directions for the student on how to log in and get started on their requirements.

7.) Click **Close** at the top right corner. If you have scheduled students into all available slots, the Request will "disappear" from your Home Page and you will need to use your Search to find it again.

Searching Your Home Page

1.) On your home page, look to the top left corner and click on the **sandwich** icon to open your search criteria.

2.) YOU MUST change the Status drop down at the bottom of the search criteria as appropriate:
   a. **All** – will return ALL requests within the parameters you set below.
   b. **Approved** – will return requests that have been approved.
   c. **Submitted to Consortium** – Arizona and Tallahassee Only – will return requests that have been submitted to the Consortium and are still being reviewed by them.
   d. **Incomplete** – will return requests that are approved but not all students have been scheduled into the rotation.
   e. **Denied** –will show you all declined Requests.
   f. **Cancelled** – will return requests that are either a.) Cancelled by the University OR b.) Cancelled by the Hospital on behalf of the University
   g. **Pending** – will return requests that have not been approved AND requests that have been approved and the full numbers of students have not been scheduled.

3.) You may also set your other search parameters OR leave them blank
   a. **Rotation Period**: Enter a start and end date to look for Requests whose start date falls within that time period.

1. i.e. If you enter 9/1/17 to 9/30/2017, mCE will show you all requested rotations whose start date is sometime between 9/1 and 9/31.
   2. You do not have to set an end date. If you leave the end date blank, mCE will look as far into the future as your requests go.
   b. **Organization**: Select one or more Hospitals to look at
      1. i.e. I want to see Requests that I submitted to Mayo clinic.
   c. **Student Program:** Select the program the student is enrolled in at your University
      1. i.e. I want to see rotations that I requested for my Nursing ASN students
   d. **Cohort**: Select the cohort the student is enrolled in at your University
      1. i.e. I want to see the Requests I entered for my Spring 2017 group
   e. **Requested Program**: Select the type of rotation you requested for the student
      1. i.e. I want to see Requests that I made for a "Phlebotomy" rotation or a "Physical Therapy" rotation.
   f. **Requested Department**: Select a department(s) where you requested rotations
      1. i.e. I want to see Requests for the Med/Surg or the OB department
   g. **Degree**: Select the degree your students are working towards completing.
      1. i.e. I want to see the rotations I requested for my PT students vs. my PTA students
   h. **Requested Unit**: This is a drill down from the department selection above
      1. i.e. I want to see the Requests I made for the 10th floor vs the 12th floor under the Med/Surg department
   i. **Instructor**: Type in part or all of an instructor's name to find Requests you submitted, and that particular Instructor was assigned to the rotation.
      1. i.e. Type in "Mary" to find all the Requests where my Instructor, Mary Smith, has been assigned
   j. **Req. Student**: Type in part or all of a student's name to find Requests you submitted specifically for that student. This function will only work when the Hospital specifically has fields set up for you to enter a student's name on the New Request page.
   k. **Course**: From the drop down, select a course to see Requests you submitted, and that particular course was selected.
      1. i.e. Find me all the Requests I submitted for my NURS101 class.

4.) Click **Search** to return results

ALWAYS set your search parameters first. But from there, you can filter your search even further by typing in the "Header" bars in the various columns.

1.) **Req #**: Type in part or all of a Request number and mCE will start limiting your Home Page by matching Request numbers.
2.) **Degree:** Search by degree that the student is working towards finishing. You can type in part or all of the name of the degree.
3.) **Cohort:** Same as degree
4.) **Course:** Same as degree
5.) **Program:** This will be the Requested Program at the Hospital. So if your Academic Institution calls your Program "Nursing" and the Hospital splits between "Nursing-Cohorts" and "Nursing-Preceptorship", you'll need to search by THEIR Program names.

6.) **Dept**: Type in part or all of the "Department" name to pull up Requests specific to that Department. For example, if you have "Med Surg I" and "Med Surg II", you can type in "Med Surg" to pull up both OR specifically enter "Med Surg I" to see JUST that Department.

7.) **Unit**: Same as above.

8.) **Status**: Type in part or all of a "Status". For example, if you want to see all Cancelled requests and see how many you canceled and how many the University cancelled, you can type in "Cancel" and BOTH "Cancelled by School" and "Cancelled by Hospital" sets of Requests will appear.

9.) **Req. Student**: IF the Hospital's set up REQUIRES you to enter student information as part of creating a New Request (This is NOT the same as typing student info in the "Comments" box), the student's name will appear in this column and you can type part or all of a student's name in the header bar to pull up the Request tied to them.

You may also click the gray up/down arrows to the right of each header to sort the information in ascending or descending order

Quick Search on the Home Page

If you know the Request #, you may use the Quick Search option which is located next to the sandwich icon at the top of the page.
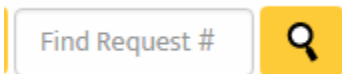
1.) Enter the Request number in the text box.

2.) Click the **Magnifying Glass** to see just that Request on your Home Page.