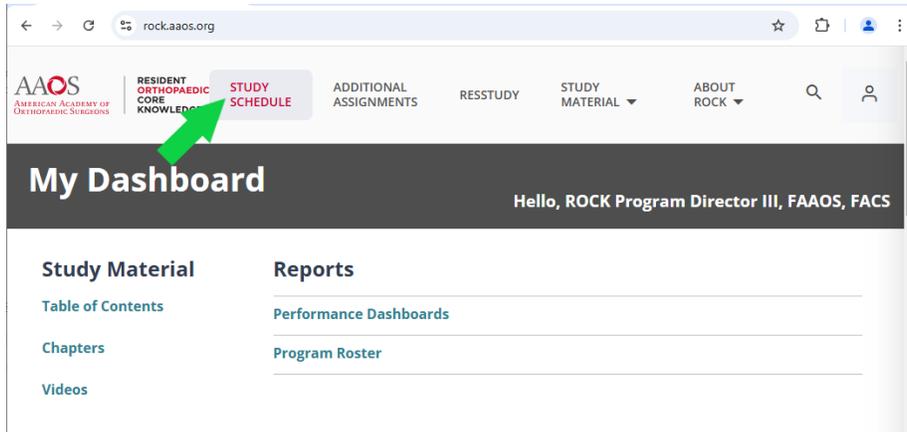


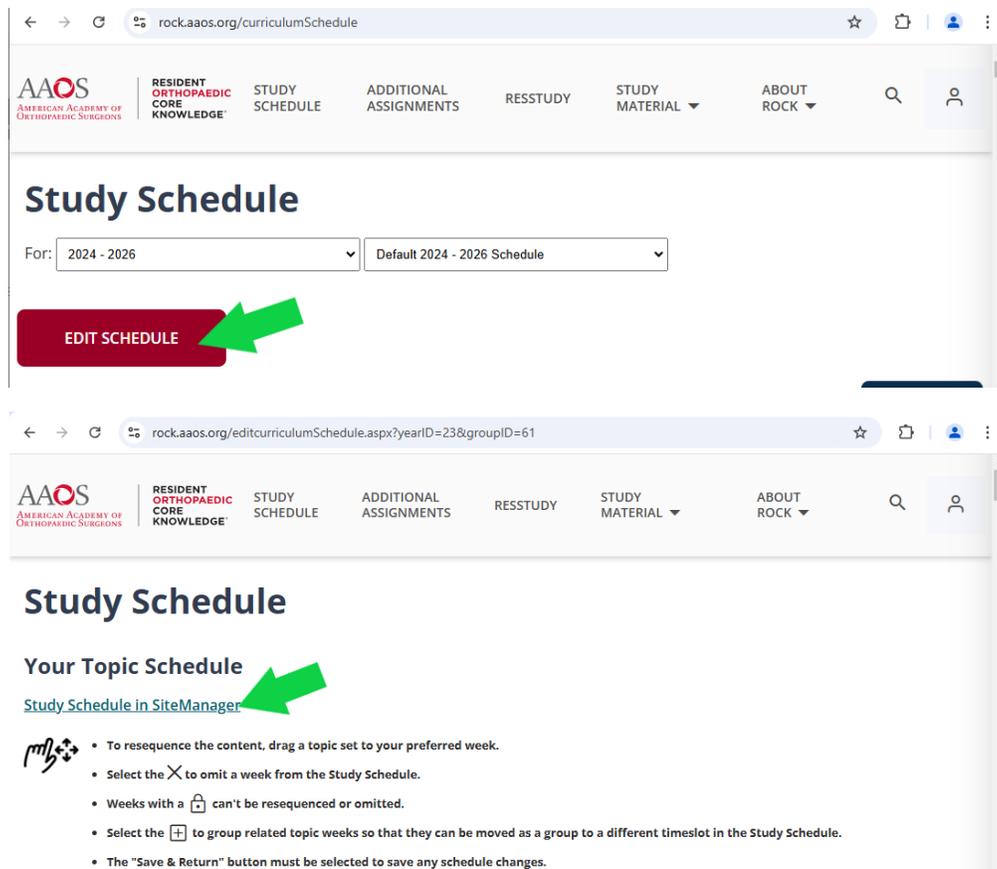
## Cloning Study Schedules

In order to create a customized version of a default Study Schedule or to create a second iteration of an already customized Study Schedule, a Program Director or Coordinator may clone any Study Schedule. Here's how to clone a Study Schedule.

- 1) From the main navigation menu, select Study Schedule.



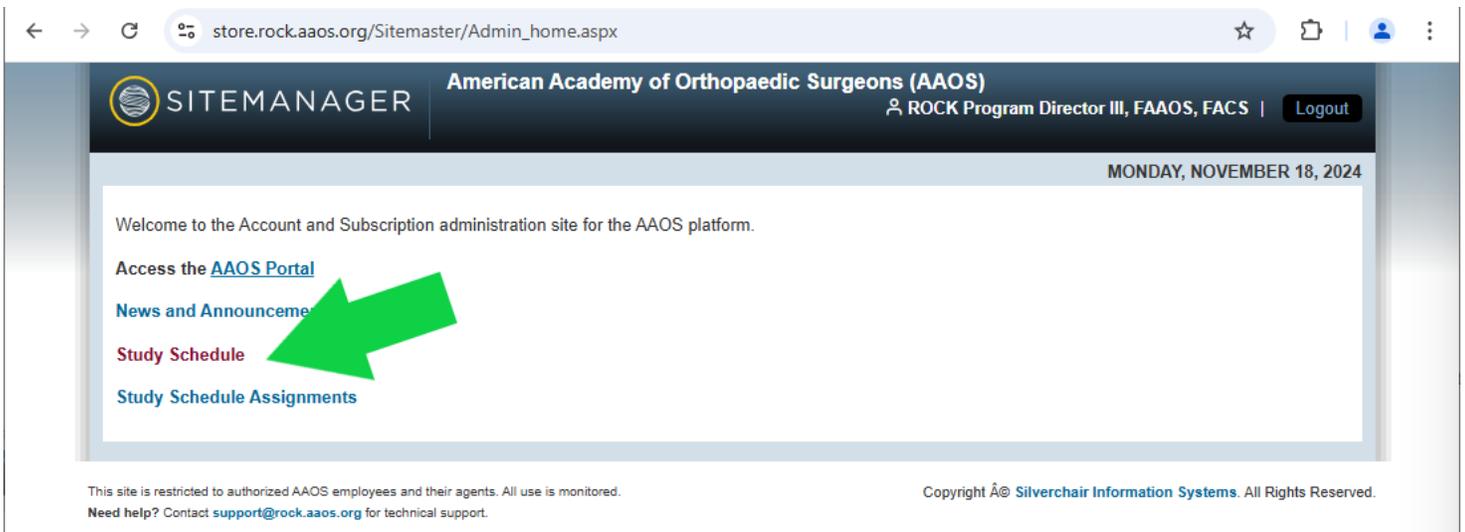
- 2) Next select the Edit Schedule, then select Study Schedule in Site Manager.



3) This opens a new tab. Select Login from this menu.



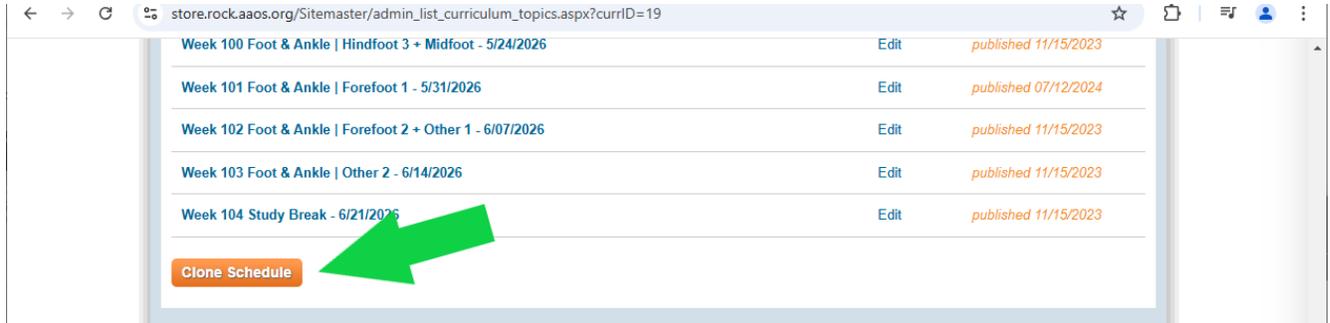
4) Select Study Schedule from the drop down.



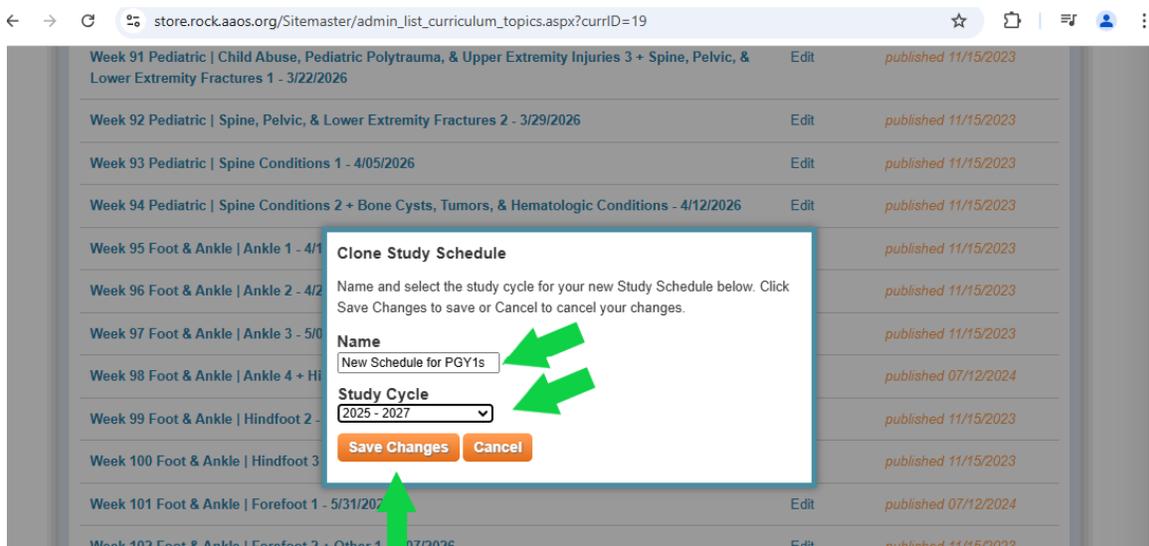
5) Select the Study Cycle and Study Schedule to clone, then scroll to the bottom of the page.



6) Locate the Clone Schedule button and select.



7) Input a name for the new Study Schedule. Select the Study cycle for in which it should appear and select Save Changes Now in the new Study Cycle, the cloned schedule appears.



Remember the newly cloned Study Schedules weeks will automatically show as published. However, residents will not be able to view newly cloned Study Schedule until it is assigned to them and until the study cycle year of the new Study Schedule begins.

Once cloned, a Study Schedule may be further customized by modifying the chapters per weekly assignment, resequencing the weekly assignments, grouping weekly assignments by topic, block scheduling, and more.

Remember, a Study Schedule must be assigned by program directors or coordinators and of the current year or study cycle for residents to see it and receive its weekly assignments.