M4 Lottery in OwlMed - Written instructions and video

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M4 OwlMed Lottery Instructions

Video Instructions: https://fau.mediasite.com/Mediasite/Play/95744f326d7a4258b27c43ee304ee1e81d

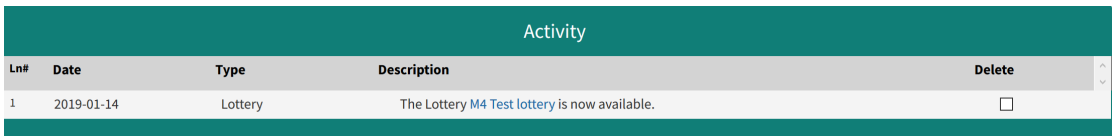
A Lottery in OwlMed lets you pick **Elements** from a list. You are able to rank order your preferences, and the system will do its best to give you your first choice. Each choice has a maximum capacity. If the number of selections exceeds the capacity of an Element, then the system will randomly select students for the Element. The system will move on to the second choice and so on, until the student is assigned to an Element.

Step 1: How will I be notified that I have a lottery to complete?

The Activity icon (bell) will have a red number next to it when you have a new Activity Alert. And when you click on the Bell icon, you will be taken to your Activity Report, where you will see a list of your Activities, including this Lottery/Sign Up notification.

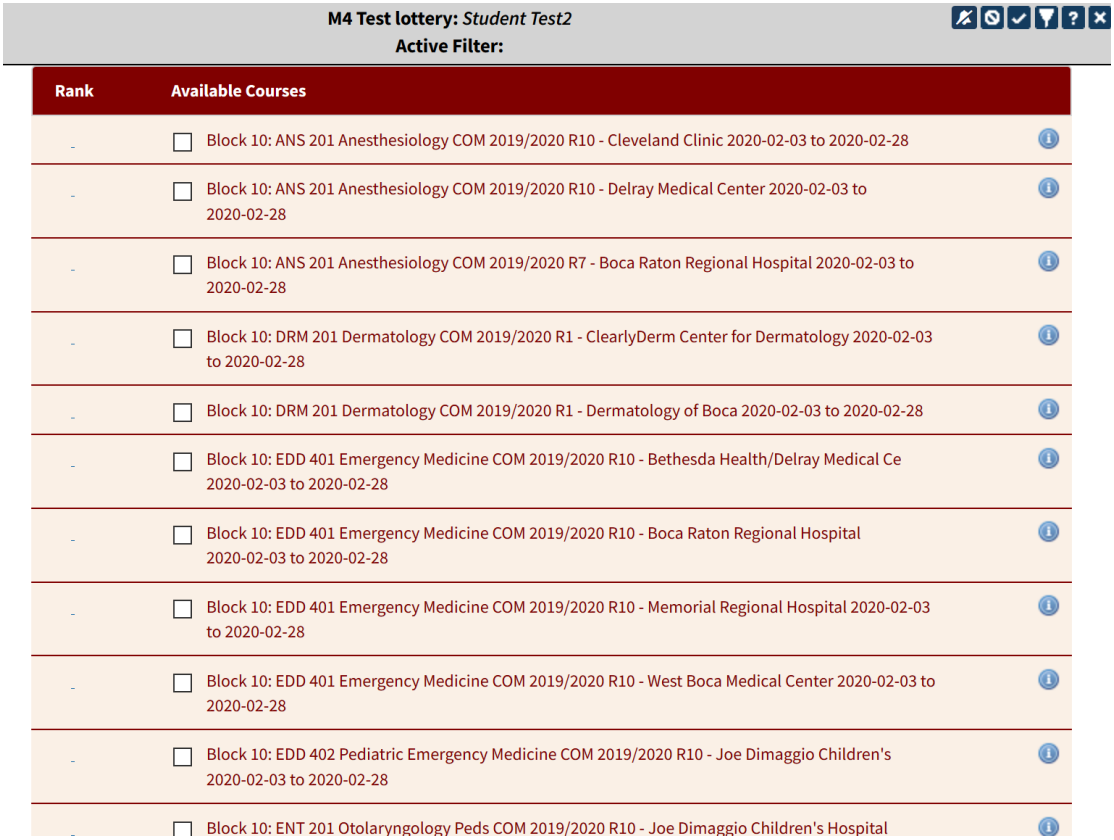


Click on the Activity icon and then click on the Lottery link to which you were added.



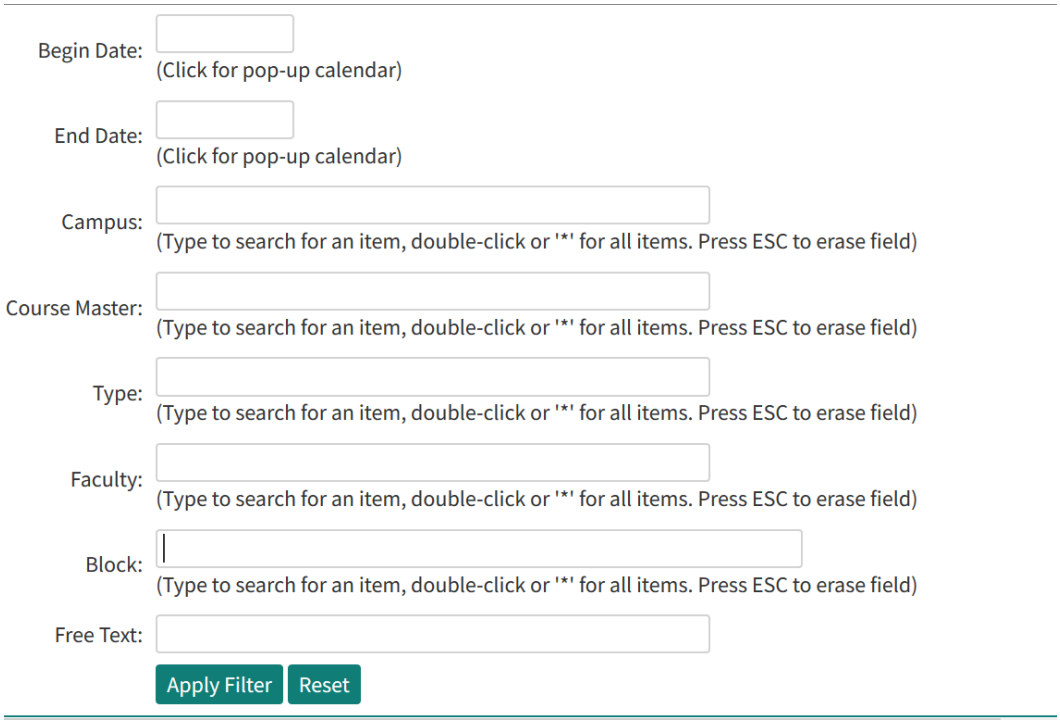
Step 2: Viewing the choices

- You will now be presented with all the courses available for the lottery.
- At the top of the screen, you will see the name of the lottery and your name.
- There is no active filter so you are viewing every option



Step 3: How to Filter Choices

- Click on this icon  in the upper right hand corner to filter your available choices



You can filter by:

- beginning and end dates of a desired block
- Campus (locations, e.g. Cleveland Clinic, etc.)
- Course Master (e.g. MED 602)
- Click on the **Apply Filter** button to apply the filter.

This is not a block lottery so you will not be able to filter by block.

To remove a filter:

- If you would like to remove the filter, click back on the filter icon at the top right hand corner.
- Click the green **RESET** button, then the **APPLY FILTER** button.
- The filter is now reset to **None.**
    - **Note:** Your rankings remain at the the top of the list. All other unfiltered options are displayed below.

Please note: Newly selected items will be ranked at the bottom of your list.

Step 4: Make Necessary Ranking adjustments:

Adjust your selections by clicking on the up or down green arrows until the rankings are correct.



Step 5: Close the lottery

Once you have made your selections and ranked them, you can just close the lottery by closing the window. You can go in and make changes until the lottery actually closes.

When the lottery closes you will receive one rotation.

FYI: Lottery icons:



- **Bell with /:** This will hide the Lottery/Sign Up notifications and it will no longer be visible in your Activity List.
- **NO symbol:** Deselects all selected items.
- **Check Mark:** Select all items.
- **Filter:** Filters allow you to view only the elements that you are interested in. You can filter by dates, Courses, Campus, and other fields.
- **Question Mark:** Help Screen for this option.
- **Close:** Closes window.