SimChart® for Nursing: Clinicals Assignment History and Folder Organization

1. A history of all clinicals that have been published will be listed on the Clinicals page with the date they were created. To organize your clinical assignments, you can use the Folders feature on the left side of the page.

**NOTE:** Please keep in mind that students cannot see these folders; they are only for your organizational needs.

To create a folder, click the Add Folder button on the left.

2. This will open a box allowing you to name the folder. Enter the folder name and click OK.
3. Once a folder has been created, you can move clinicals to that folder. Click the checkbox next to any Clinical you wish to move and click the blue Move button on the right.

4. Click OK to verify that you want to move the selected content.

5. Select the folder you where you want to move the content and click OK.
6. A box will pop up confirming that the items have been moved. Click **OK**.

![Image of a box pop up with 'OK' button]

7. Once folders have been created you can click on the **folder name** on the left to open and view that folder’s contents.

8. When a **folder** is selected on the left, you can rename that folder by clicking the **Rename Folder** button on the left.

![Image of a folder with a rename button and a list of folders]

9. Enter the **new name** and click **OK**.

![Image of a rename folder pop up]
10. When an **empty folder** is selected, you can delete it by clicking the **Delete Folder** button on the left and clicking **OK** to confirm.

![Delete Folder](image1)

11. When the **top-level folder** is selected, you can rearrange the folders by clicking the **Rearrange Folders** button on the left.

![Rearrange Folders](image2)

12. Then click and drag the **folders** into the correct order and click **OK**.

![Rearrange Folders](image3)

*END OF GUIDE*