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**.

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.

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

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

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

**END OF GUIDE**