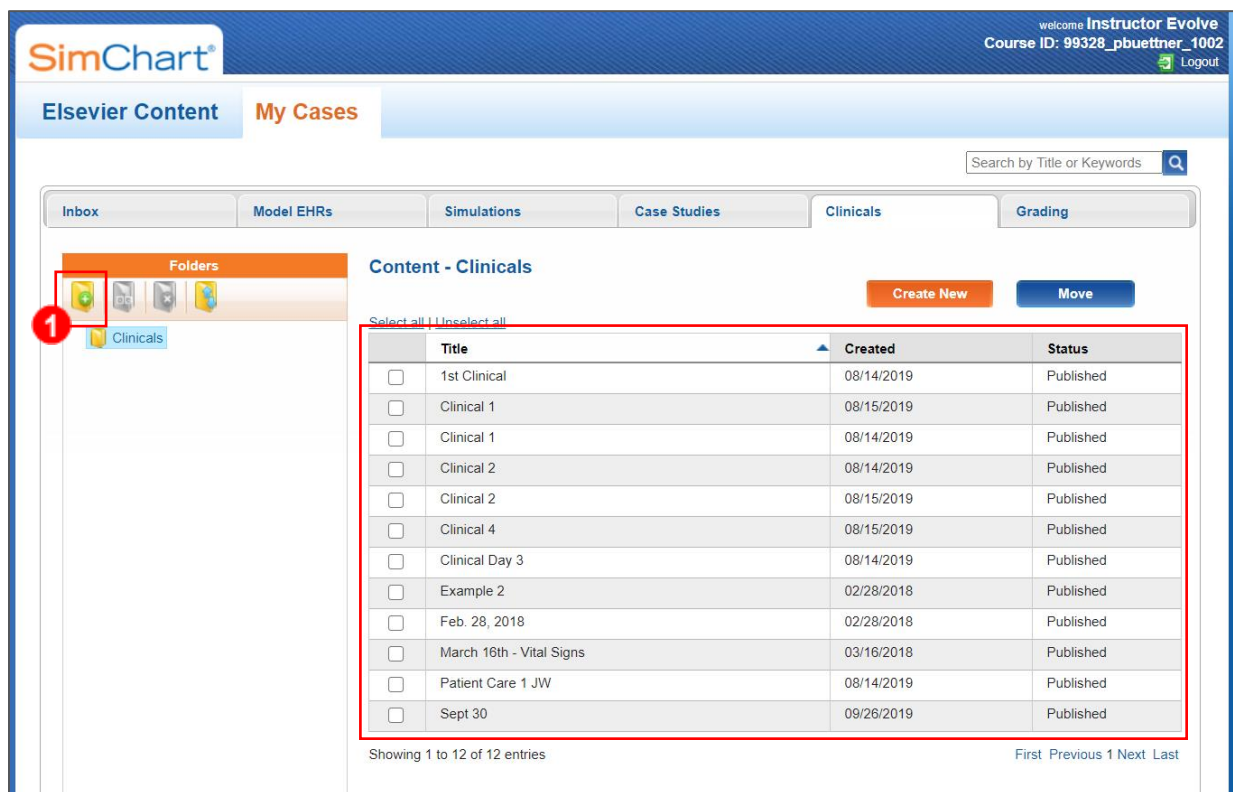


SimChart® for Nursing: Clinicals Assignment History and Folder Organization

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.

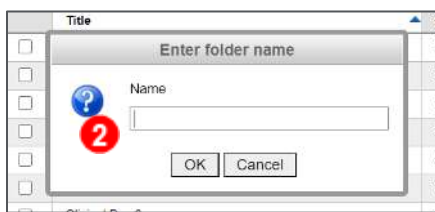
To create a folder, click the **Add Folder** button on the left.



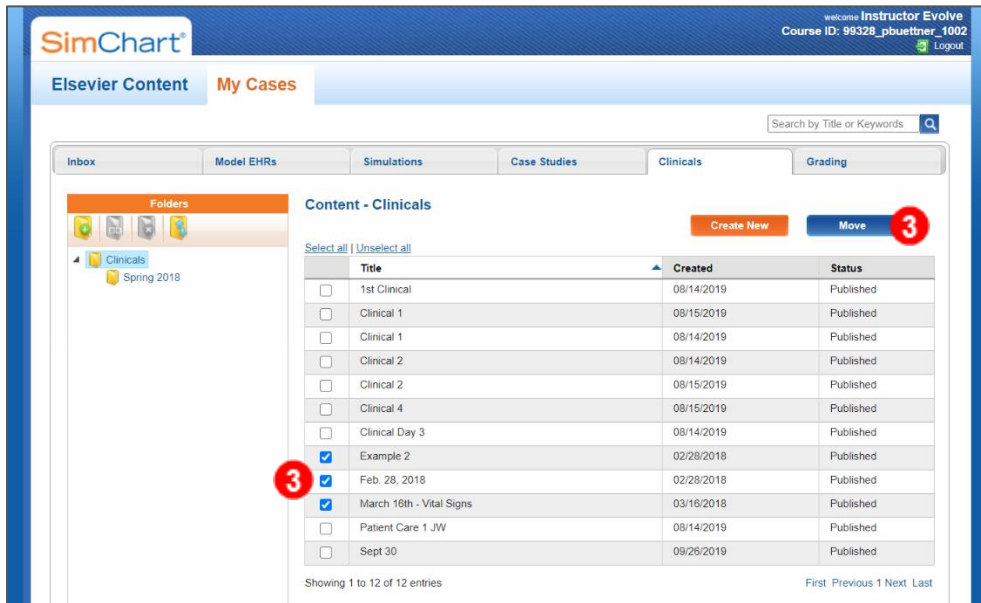
The screenshot shows the SimChart interface for 'Content - Clinicals'. On the left, there is a 'Folders' panel with a red circle and the number '1' around the 'Add Folder' button. The main area displays a table of clinical assignments. The table has columns for 'Title', 'Created', and 'Status'. Below the table, it says 'Showing 1 to 12 of 12 entries' and 'First Previous 1 Next Last'.

	Title	Created	Status
<input type="checkbox"/>	1st Clinical	08/14/2019	Published
<input type="checkbox"/>	Clinical 1	08/15/2019	Published
<input type="checkbox"/>	Clinical 1	08/14/2019	Published
<input type="checkbox"/>	Clinical 2	08/14/2019	Published
<input type="checkbox"/>	Clinical 2	08/15/2019	Published
<input type="checkbox"/>	Clinical 4	08/15/2019	Published
<input type="checkbox"/>	Clinical Day 3	08/14/2019	Published
<input type="checkbox"/>	Example 2	02/28/2018	Published
<input type="checkbox"/>	Feb. 28, 2018	02/28/2018	Published
<input type="checkbox"/>	March 16th - Vital Signs	03/16/2018	Published
<input type="checkbox"/>	Patient Care 1 JW	08/14/2019	Published
<input type="checkbox"/>	Sept 30	09/26/2019	Published

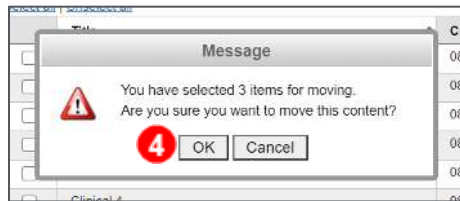
2. This will open a **box** allowing you to name the folder. Enter the **folder name** and click **OK**.



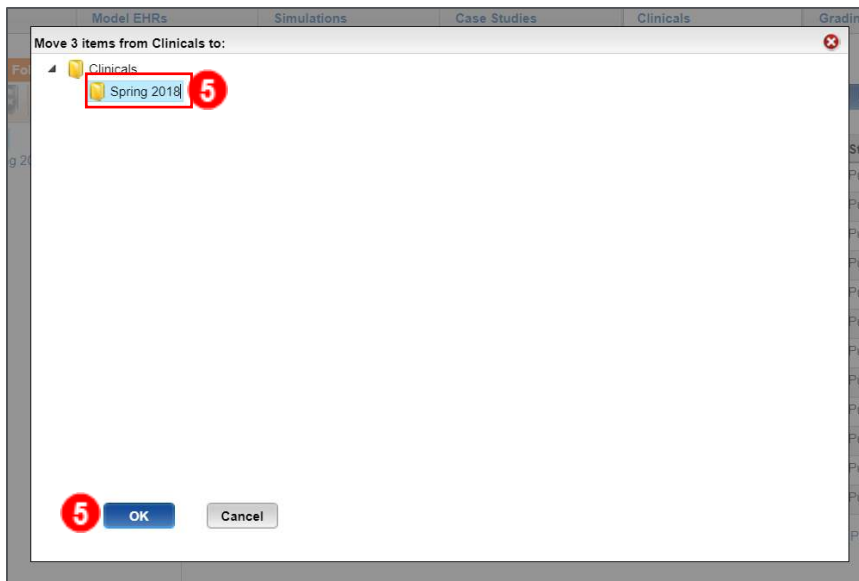
- Once a folder has been created, you can move clinicals to that folder. Click the **checkbox** next to any Clinical you wish to move and click the blue **Move** button on the right.



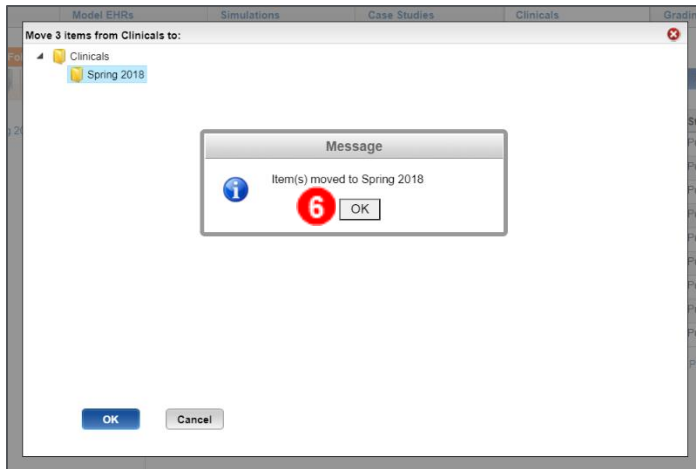
- Click **OK** to verify that you want to move the selected content.



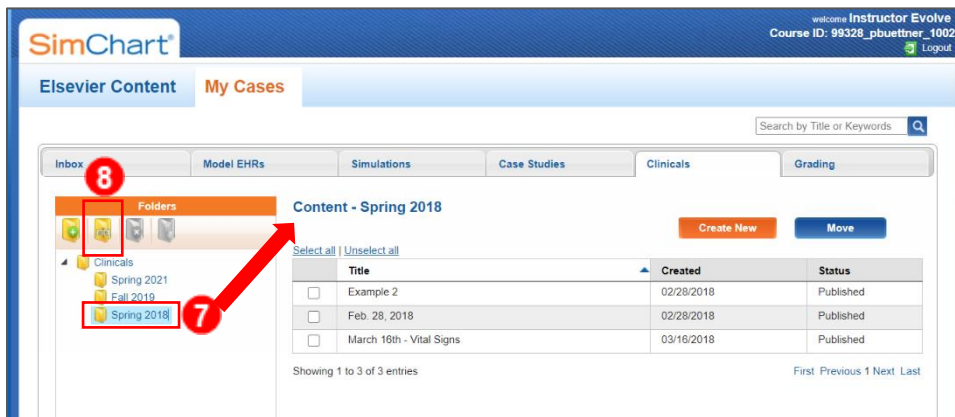
- Select the **folder** you where you want to move the content and click **OK**.



6. A **box** will pop up confirming that the items have been moved. Click **OK**.



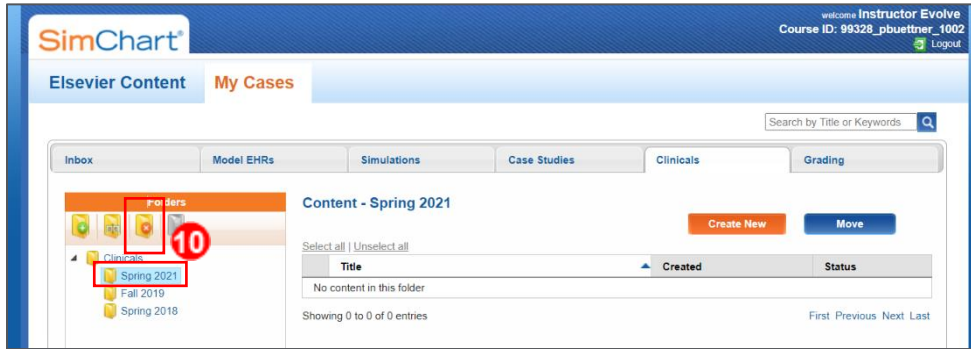
7. Once folders have been created you can click on the **folder name** on the left to open and view that folder's contents.
8. When a **folder** is selected on the left, you can rename that folder by clicking the **Rename Folder** button on the left.



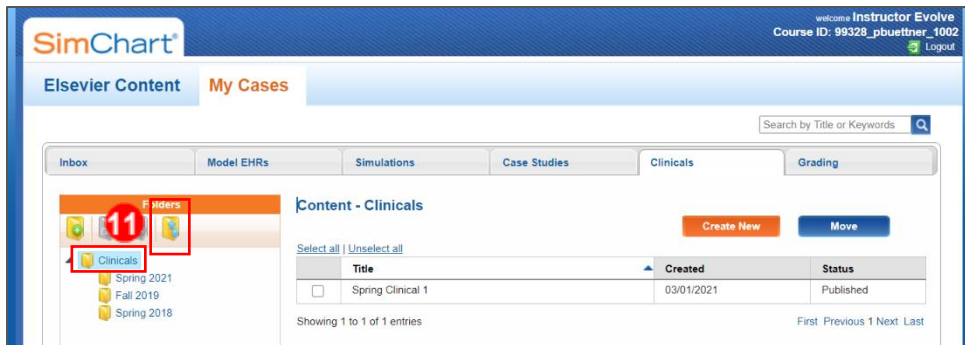
9. Enter the **new name** and click **OK**.



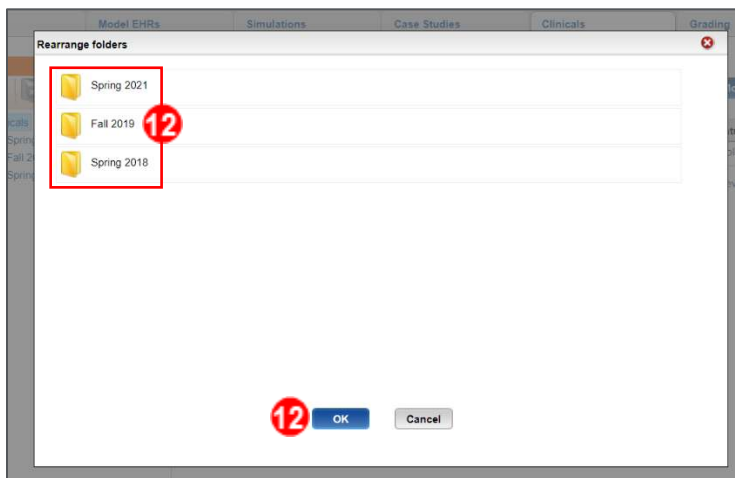
10. When an **empty folder** is selected, you can delete it by clicking the **Delete Folder** button on the left and clicking **OK** to confirm.



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