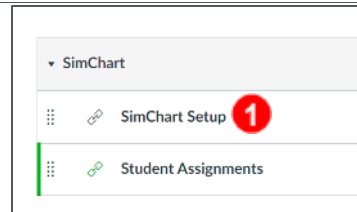


SimChart® for Nursing: Creating a SimChart Clinical, Folder Options, and Assignment Visibility Options on an LMS

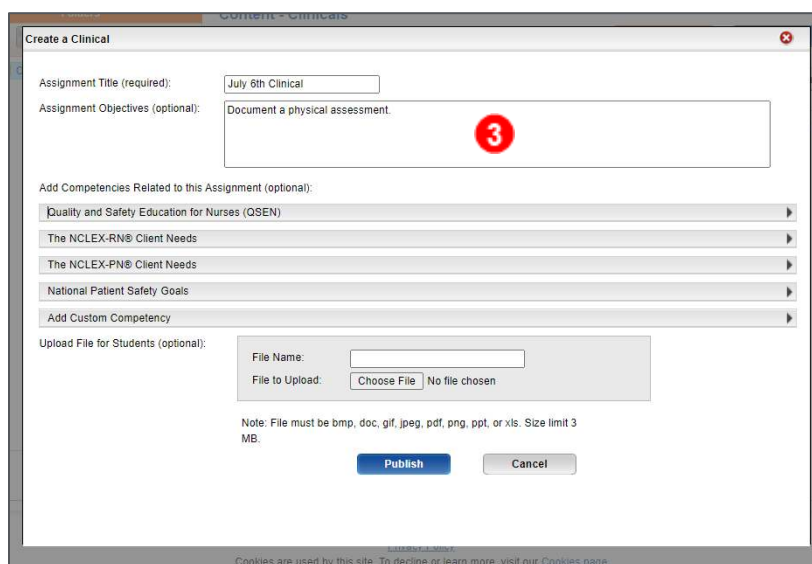
1. To publish a Clinical in a SimChart course hosted on your own LMS, start by clicking into your **SimChart Setup**.



2. This will open to your Clinicals tab. Click the orange **Create New** button on the right.

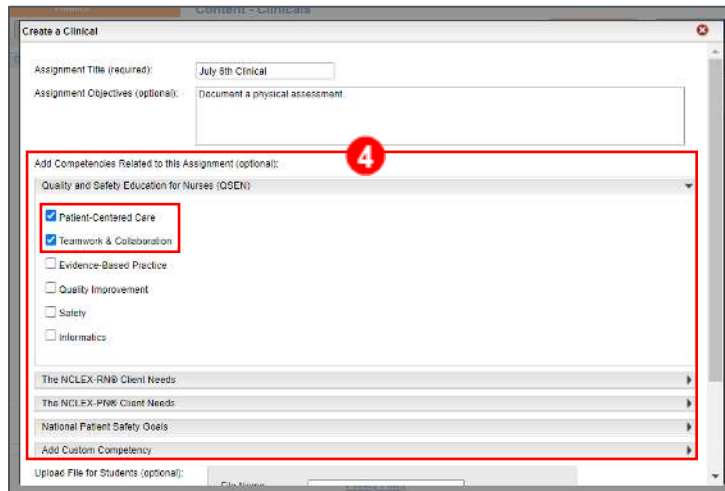


3. The Create a Clinical box will open on screen. Here you will see the required and optional settings for your Clinical. The **Assignment Title** is the only required setting. This title will be used by students to identify the clinical. In the **Assignment Objectives** box, you can enter any assignment requirements such as a list of items that the students should chart.

A screenshot of the 'Create a Clinical' dialog box. The dialog box has a title bar that says 'Create a Clinical'. It contains several fields and sections: 'Assignment Title (required):' with the text 'July 6th Clinical'; 'Assignment Objectives (optional):' with the text 'Document a physical assessment.'; 'Add Competencies Related to this Assignment (optional):' with a list of competencies including 'Quality and Safety Education for Nurses (QSEN)', 'The NCLEX-RN® Client Needs', 'The NCLEX-PN® Client Needs', 'National Patient Safety Goals', and 'Add Custom Competency'; and 'Upload File for Students (optional):' with a 'File Name' field and a 'File to Upload' button. A red circle with the number '3' is placed over the 'Assignment Objectives' text area. At the bottom of the dialog box, there are 'Publish' and 'Cancel' buttons. A note at the bottom states: 'Note: File must be bmp, doc, gif, jpeg, pdf, png, ppt, or xls. Size limit 3 MB.'

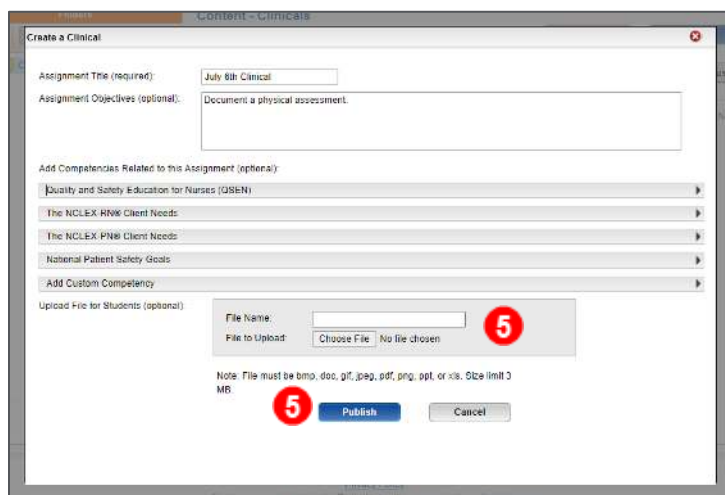
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- The Competencies section will list **QSEN, Client Needs, and National Patient Safety Goals** in drop-down sections. Click the section to display the options. Select any competencies you expect students to meet in the Clinical. There is also a section where you can enter your own custom competencies.



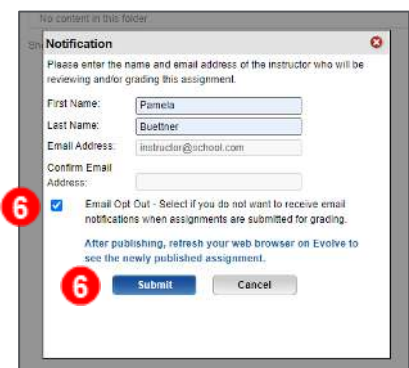
The screenshot shows the 'Create a Clinical' form. The 'Add Competencies Related to this Assignment (optional)' section is expanded, showing a dropdown menu for 'Quality and Safety Education for Nurses (QSEN)'. Below the dropdown, several checkboxes are listed: 'Patient-Centered Care' (checked), 'Teamwork & Collaboration' (checked), 'Evidence-Based Practice' (unchecked), 'Quality Improvement' (unchecked), 'Safety' (unchecked), and 'Informatics' (unchecked). A red box highlights the first two checked items. A red circle with the number '4' is positioned above the dropdown menu.

- In the file upload area, you can **Upload** a file for students to use in the clinical. These files must be **.bmp, .gif, .doc, .jpeg, .pdf, .png, or .xls** files. The size is limited to **3 MB**. Once you have filled in all options, click **Publish**.



The screenshot shows the 'Create a Clinical' form. The 'Upload File for Students (optional)' section is visible. It includes a 'File Name' field, a 'File to Upload' button, and a 'Choose File' button. A red circle with the number '5' is placed over the 'Choose File' button. Below the buttons, there is a note: 'Note: File must be bmp, doc, gif, jpeg, pdf, png, ppt, or xls. Size limit 3 MB'. A red circle with the number '5' is placed over the 'Publish' button.

- A box will open, listing your name and e-mail address. If you would like to receive a **Notification** when a student submits the clinical, confirm your e-mail address and click **Submit**. If you would like to opt out of the notifications, check the **Email Opt Out** option and click **Submit**.



The screenshot shows a 'Notification' dialog box. It contains the following fields: 'First Name' (Pamela), 'Last Name' (Duestner), and 'Email Address' (instructor@school.com). There is a 'Confirm Email Address' field. Below these fields, there is a checkbox for 'Email Opt Out' which is checked. A red circle with the number '6' is placed over the 'Submit' button.

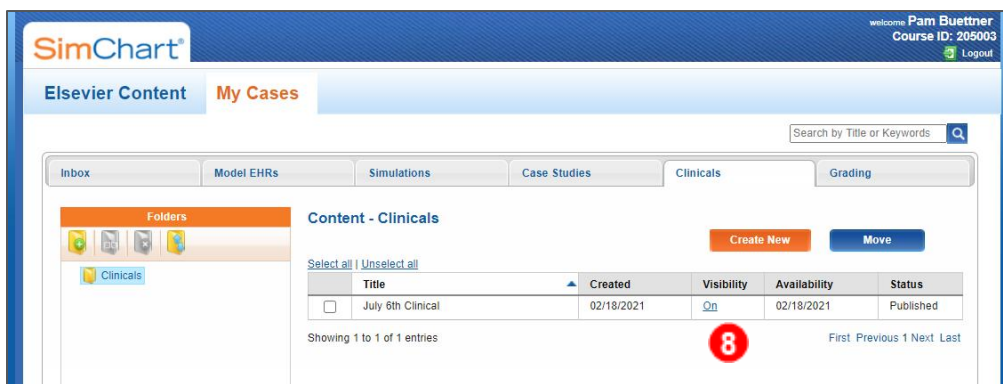


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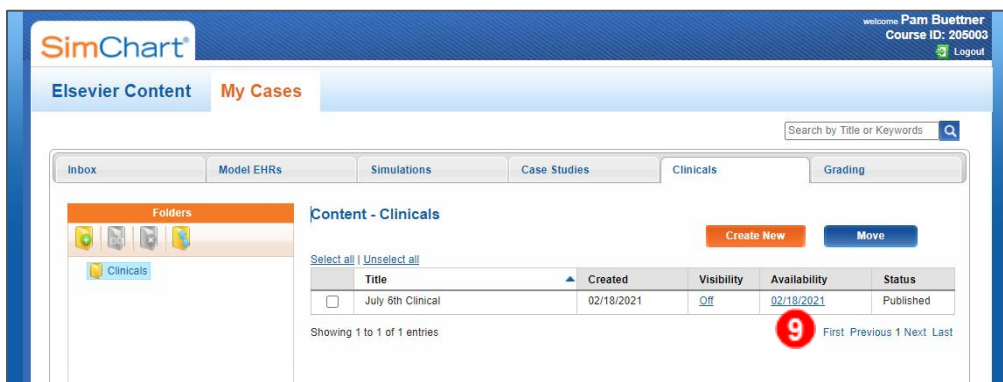
7. A message will appear, confirming that the clinical has been published. Click **OK**.



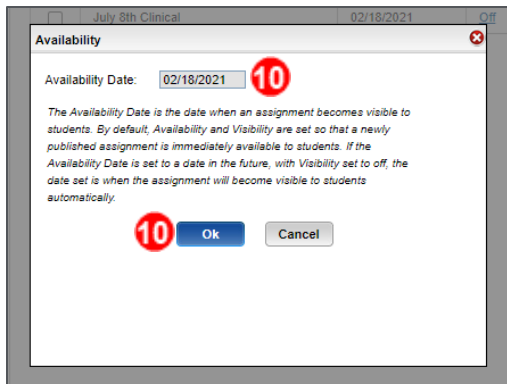
8. The clinical is now listed on the Clinicals tab. Here you will see the **Date** the Clinical was created, the **Visibility**, **Availability Date**, and **Status**. All newly published clinicals will be immediately available to students. You can toggle the visibility by clicking **ON/OFF** under the Visibility.



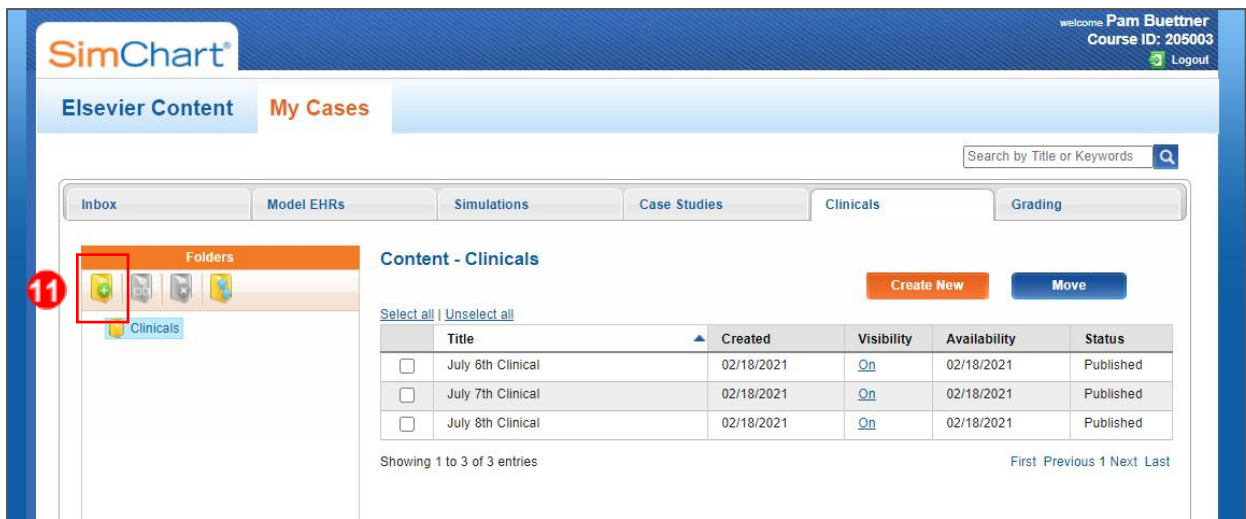
9. Once the visibility is turned off for a clinical, you can click the **Date** under Availability to change the date the assignment will become visible to students.



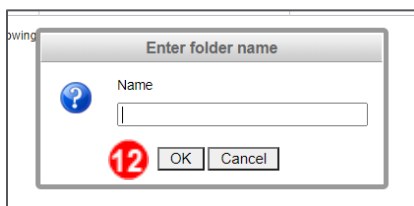
10. Click the **Availability** field to choose a date. Then, click **OK**. The visibility will remain set to off until the availability date arrives.



11. To the left of the clinicals list is the folders area. Here, you can create a folder structure to organize your clinicals. Students will see this folder structure as well when accessing their clinicals. To create a folder, click the **New Folder** button.

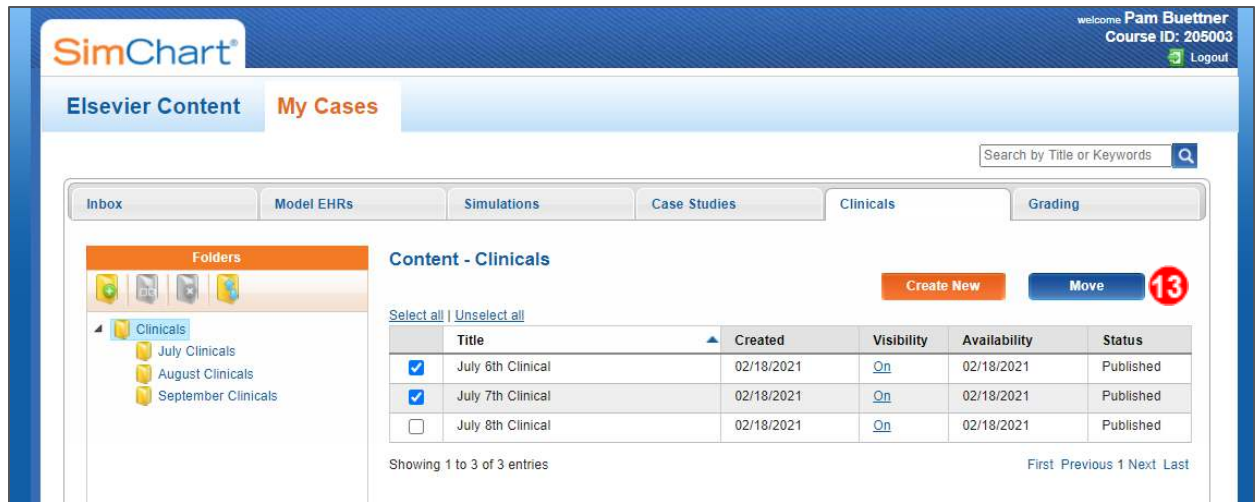


12. Enter the folder name and click **OK**.

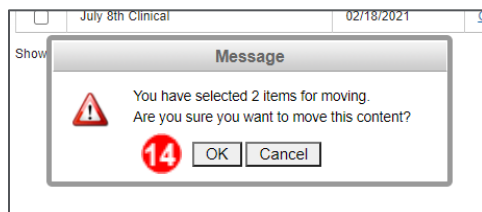


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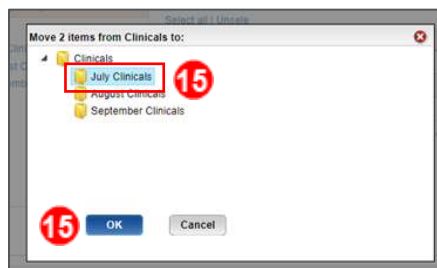
13. Once folders are created, you can move clinicals into the folders by checking the box to the left of the clinicals you wish to move and clicking the **Move** button.



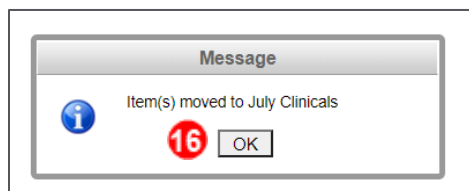
14. Click **OK** to verify that you would like to move the content.



15. A box will open listing all your folders. Click a **folder** to select it, then click **OK**.

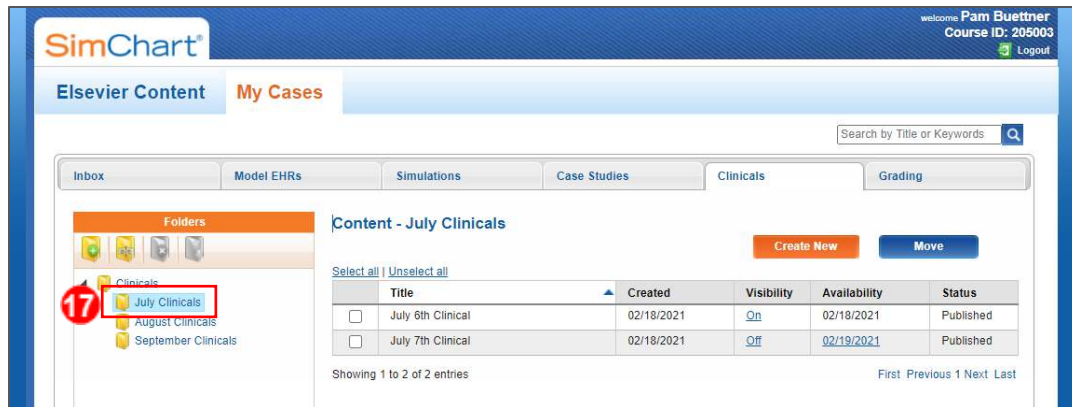


16. A message will appear to confirm that the content has been moved. Click **OK**.



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17. Click on the folder name to open that folder. You will see any content that has been moved there.



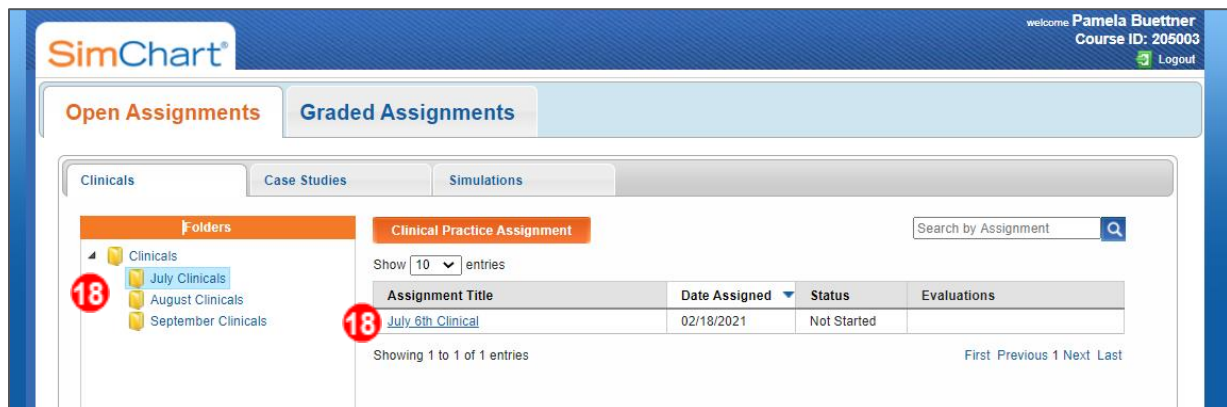
The screenshot shows the SimChart interface for a course. The user is logged in as Pam Buettner, Course ID: 205003. The main navigation bar includes 'Elsevier Content' and 'My Cases'. Below this, there are tabs for 'Inbox', 'Model EHRs', 'Simulations', 'Case Studies', 'Clinicals', and 'Grading'. The 'Clinicals' tab is active, showing a 'Content - July Clinicals' view. On the left, a 'Folders' sidebar shows a tree structure with 'Clinicals' expanded, and 'July Clinicals' highlighted with a red box and a red circle containing the number 17. The main content area displays a table of clinical assignments:

Title	Created	Visibility	Availability	Status
<input type="checkbox"/> July 6th Clinical	02/18/2021	On	02/18/2021	Published
<input type="checkbox"/> July 7th Clinical	02/18/2021	Off	02/19/2021	Published

Buttons for 'Create New' and 'Move' are visible above the table. The table also includes 'Select all' and 'Unselect all' links. At the bottom, it says 'Showing 1 to 2 of 2 entries' and provides navigation links: 'First Previous 1 Next Last'.

Student View

18. When students access their assignments through the **Student Assignments** link in your course, they will first see any clinicals that have not been moved to folders. They will be able to navigate through the folders to find their assignments. Students will click the clinical titles to begin.



The screenshot shows the SimChart interface for a course. The user is logged in as Pamela Buettner, Course ID: 205003. The main navigation bar includes 'Open Assignments' and 'Graded Assignments'. Below this, there are tabs for 'Clinicals', 'Case Studies', and 'Simulations'. The 'Clinicals' tab is active, showing a 'Clinical Practice Assignment' view. On the left, a 'Folders' sidebar shows a tree structure with 'Clinicals' expanded, and 'July Clinicals' highlighted with a red box and a red circle containing the number 18. The main content area displays a table of clinical practice assignments:

Assignment Title	Date Assigned	Status	Evaluations
July 6th Clinical	02/18/2021	Not Started	

Buttons for 'Show 10 entries' and 'Search by Assignment' are visible above the table. At the bottom, it says 'Showing 1 to 1 of 1 entries' and provides navigation links: 'First Previous 1 Next Last'.

END OF GUIDE

