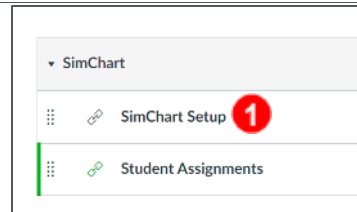# SimChart® for Nursing: Creating a SimChart Clinical, Folder Options, and Assignment Visibility Options on an LMS
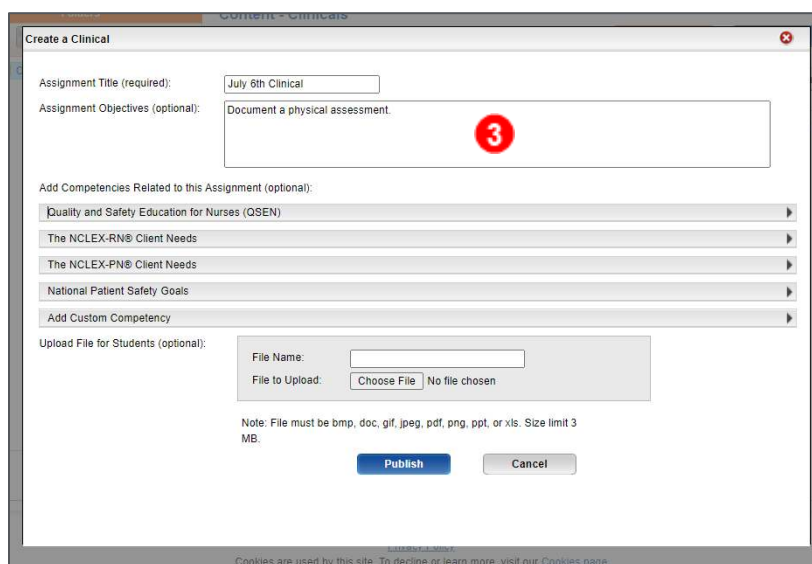
1. To publish a Clinical in a SimChart course hosted on your own LMS, start by clicking into your **SimChart Setup**.

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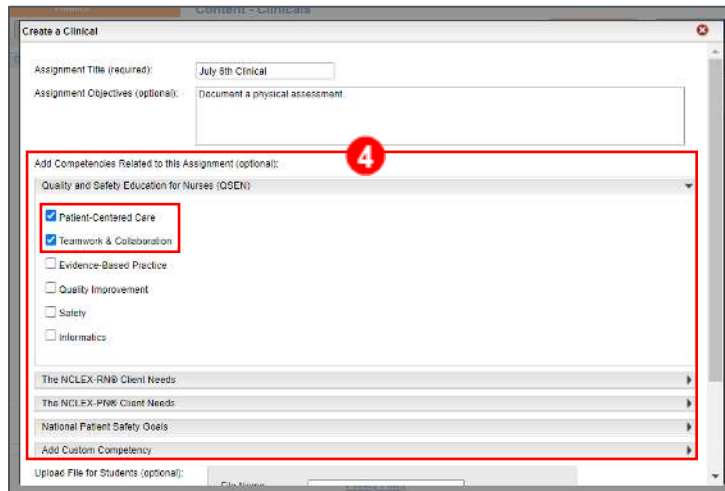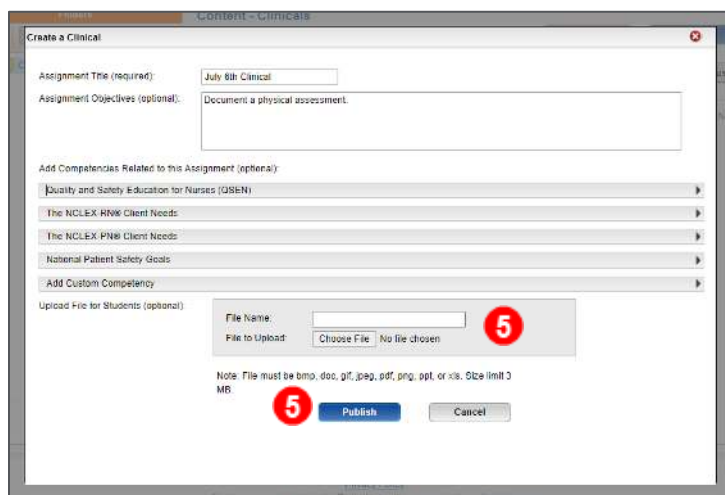

3. The Create a Clinical box will open on screen. Here you will see the required and optional settings for your Clinical. The **Assignment Title** is the only required setting. This title will be used by students to identify the clinical. In the **Assignment Objectives** box, you can enter any assignment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

4. 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.
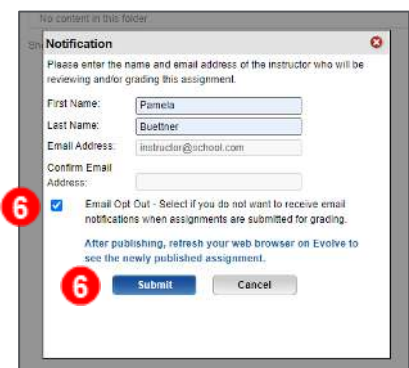

5. In the file upload area, you can **Upload** a file for students to use in the clinical. These files must be **.bmp, .gif, .doc, .jpeg, .pdf, .png, or .xls** files. The size is limited to **3 MB**. Once you have filled in all options, click **Publish**.

6. 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**.

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.
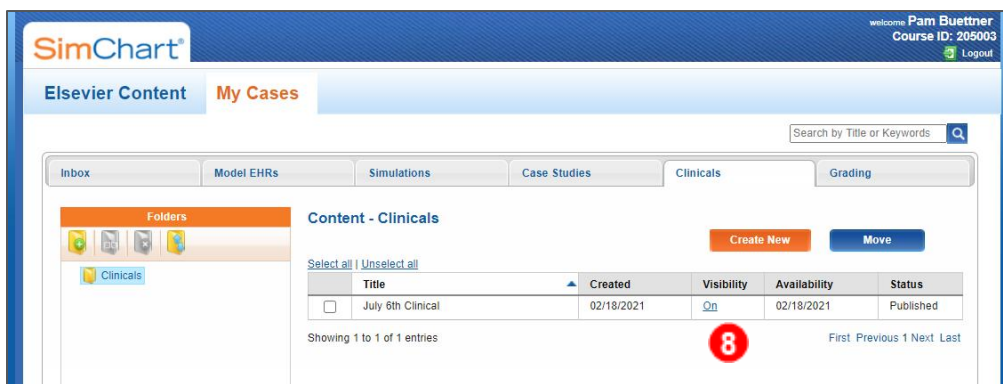

9. Once the visibility is turned off for a clinical, you can click the **Date** under Availability to change the date the assignment will become visible to students.
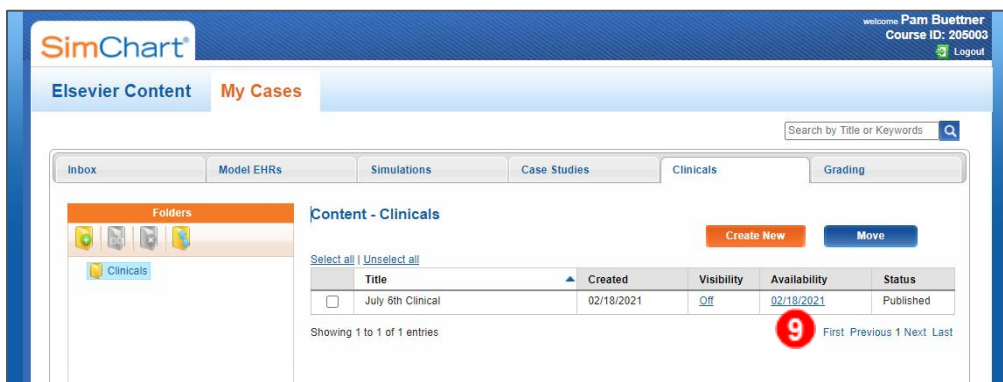
10. Click the **Availability** field to choose a date. Then, click **OK**. The visibility will remain set to off until the availability date arrives.
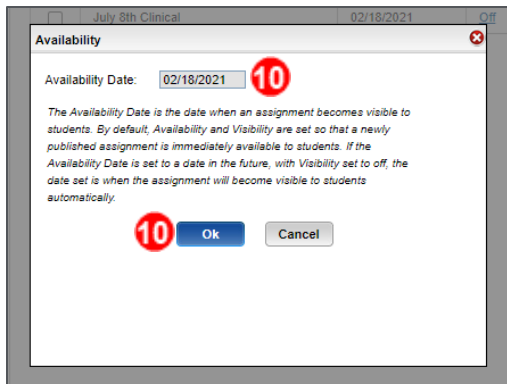
11. To the left of the clinicals list is the folders area. Here, you can create a folder structure to organize your clinicals. Students will see this folder structure as well when accessing their clinicals. To create a folder, click the **New Folder** button.
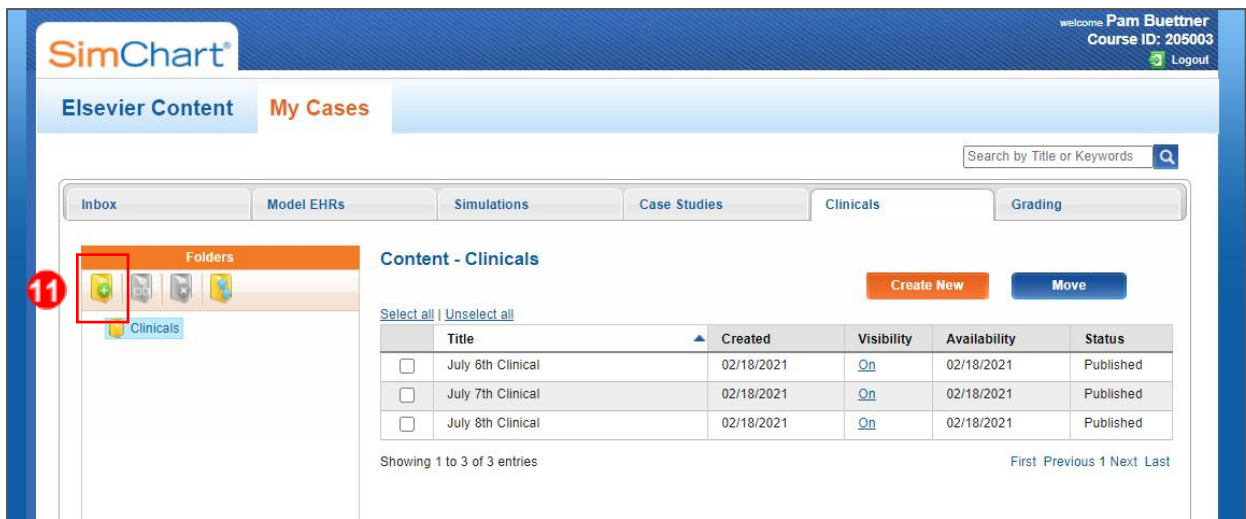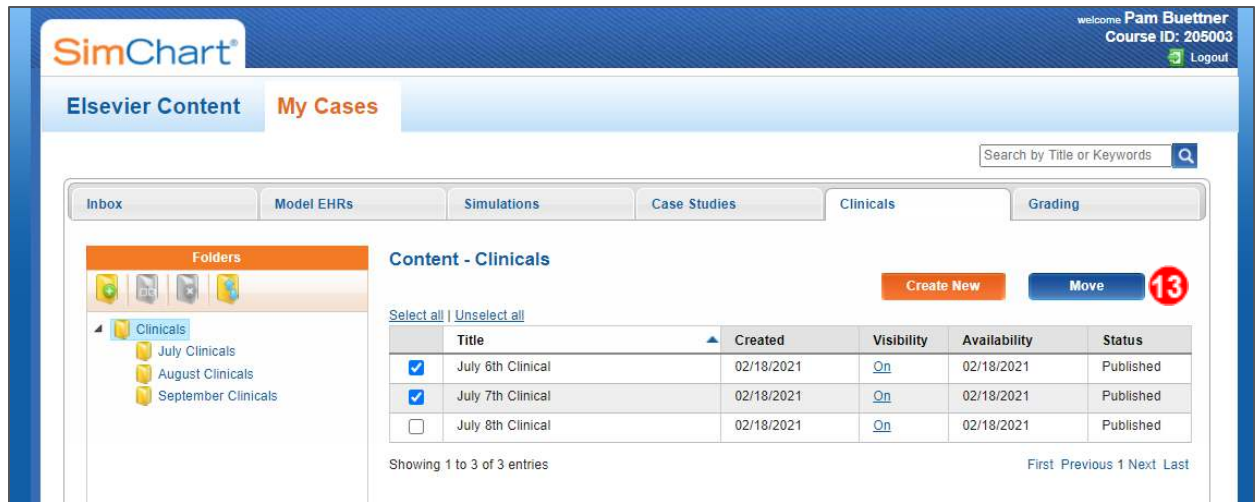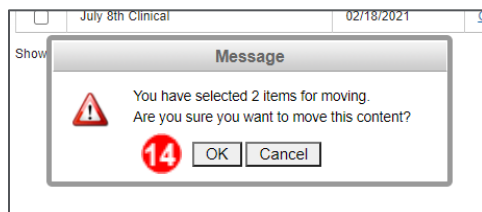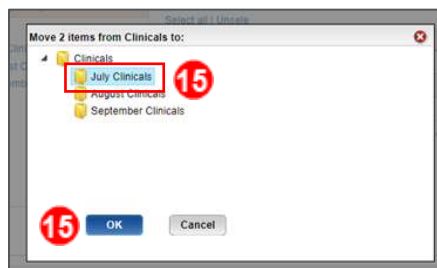

12. Enter the folder name and click **OK**.
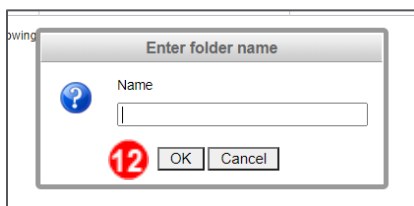
13. Once folders are created, you can move clinicals into the folders by checking the box to the left of the clinicals you wish to move and clicking the **Move** button.
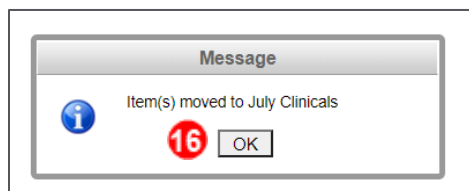

14. Click **OK** to verify that you would like to move the content.

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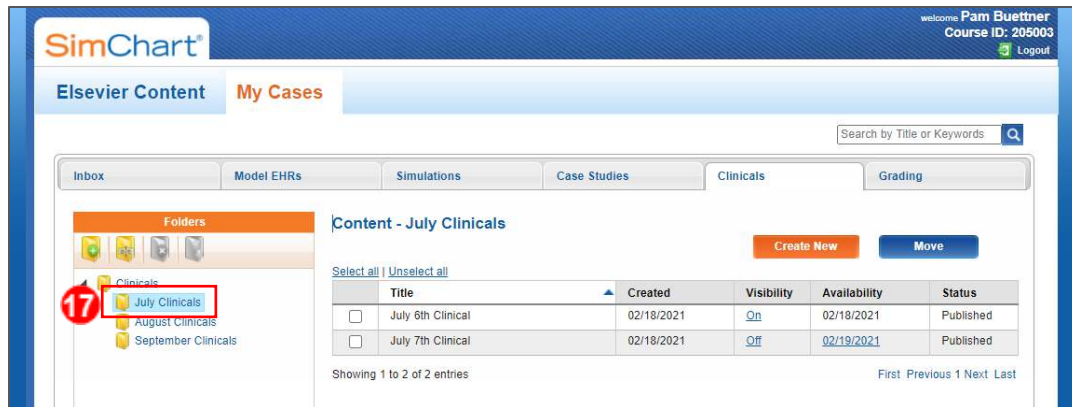

16. A message will appear to confirm that the content has been moved. Click **OK.**

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

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.

END OF GUIDE