SimChart® for Nursing: Publishing a SimChart Case Study, Folder Options, and Assignment Visibility Options on an LMS

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

2. This will open SimChart Setup on the Clinicals tab. Click the Case Studies tab.

![SimChart Setup and Case Studies tab](image-url)
3. Initially there will be no content on the Case Studies page. To find existing Elsevier content, click the **Elsevier Content** tab in the upper-left corner.

4. Use the folders on the left to search through the Elsevier content. When you find a Case Study you would like to use, **click the radio button** to the left of it and click the blue **Copy** at the bottom of the page.
5. A list of your My Cases folders will display. In this instance, a folder structure has not been created. Click the **folder you would like to copy** to then click **OK**.

6. To immediately open the Case Study, click **Yes** and skip to step 8; otherwise, click **Not Now**.

7. The My Cases – Case Studies tab will appear. The Case Study you moved will be listed. To assign the Case Study to your students, click the **title of the Case Study**.
8. A page will open giving you access to edit various aspects of the Case Study. There will also be a Preview button which allows you to access the Case Study as a student. To publish the Case Study without any changes, click **Assign**.

![Assign button]

9. Click **OK** to verify.

![Assign confirmation]

10. A notification box will open, listing your name and e-mail address. If you would like to receive a Notification when a student submits the assignment, **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**.

![Notification box]
11. The Case Study is now assigned. Click Return to Library Case Manager on the left.

12. The Case Study is now listed on the Case Studies tab as Published.

NOTE: once a Case Study is published it cannot be edited.

Here you will see the Date the Case Study was created, the Visibility, Availability Date, and Status. All newly published Case Studies will be immediately available to students. You can toggle the visibility by clicking ON/OFF under the Visibility.
13. Once the visibility is turned off for a Case Study, you can click the **Date** under Availability to change the date the assignment will become visible to students.

14. Click the **Availability Date** field to choose a date. Then, click **OK**. The visibility will remain set to off until the availability date arrives.
15. To the left of the Case Studies 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.

16. Enter the folder name and click **OK**.
17. Once folders are created, you can move Case Studies into the folders by checking the box to the left of the clinicals you wish to move and clicking the Move button at the bottom of the page.

18. Click OK to verify that you would like to move the content.
19. A box will open listing all your folders. Click a folder to select it, then click **OK**.

![Folder selection](image1.png)

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

![Confirmation message](image2.png)

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

![Folder content](image3.png)
Student View

1. When students access their Case Study assignments through the Student Assignments link in your course, they will first see any Case Studies that have not been moved to folders. They will be able to navigate through the folders to find their assignments. Students will click the Case Study title to begin.

END OF GUIDE