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

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

2. This will open the Clinicals tab. Click the Simulations tab.

3. Initially there will be no content on the Simulations page. To find existing Elsevier content, click the Elsevier Content tab in the upper-left corner.
4. Click into the **Simulations tab**. Use the folders on the left to search through the Elsevier content. When you find a Simulation 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 Simulation, click Yes and skip to step 8. Otherwise click Not Now.

7. The My Cases – Simulations tab will appear. The Simulation you moved will be listed. To assign the Simulation to your students, click the title of the Simulation.

8. A page will open giving you access to edit various aspects of the Simulation. There will also be a Preview button which allows you to access the Simulation as a student. To publish the Simulation without any changes, click Assign.
9. Click OK to verify.

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.

11. The Simulation is now assigned. Click Return to Library Case Manager on the left.
12. The Simulation is now listed on the Simulation tab as Published.

**NOTE:** Once a Simulation is published it cannot be edited.

Here you will see the **Date** the Simulation was created, the **Visibility, Availability Date**, and **Status**. All newly published Simulations 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 Simulation, 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 Simulations list is the folders area. Here, you can create a folder structure to organize your Simulations. Students will see this folder structure as well when accessing their Simulations. 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 Simulations into the folders by checking the box to the left of the Simulations 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.

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

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

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

END OF GUIDE