1. Access your SimPractice course through your My Evolve page.

2. Once inside your course, you can change the Course Title by clicking on the title and entering a new title for the course. Clicking outside of the title text box will save your entry.

3. The Course ID is listed below the course title. This can be given to students to allow them to self-enroll. This is also used on the Roster and Teams page to enroll students or faculty.

4. The View as Student button can be used to view your course from a student perspective. You can confirm that your viewing settings are correct.

5. The Announcements area of the Course Home page allows you to write messages for your students or other instructors.
Course Tools

6. The **Grades** is typically not used in SimPractice courses as the simulation grades are generated into a report, which can be found in Graded Reports under Content Home. The settings for the simulations can be changed to make them graded assignments. This adds a listing for the simulation in the gradebook, but grades would need to be entered manually.

7. The **Grading Queue** is not used in the SimPractice Course.

8. On the **Roster & Teams** page you will see a list of all students and instructors that have access to the course. Additional instructors or students can be added using the Submit Roster button. **Teams** can be added on the Roster and Teams page by clicking the Add Team button. Teams can then be used to manage visibility settings on assignments or folders.

9. The **Question Bank** is not used in SimPractice courses.

10. The **Course Calendar** will display any assignment due dates that you add to the course as well as any course events. Course Events can be added by clicking a date on the calendar. The calendar can be changed to a week or day view by clicking the buttons in the upper-right.
11. The Login Report records timestamps for when users have accessed the course. This can be used to track the time students spend in the course.

<table>
<thead>
<tr>
<th>User</th>
<th>Logins</th>
<th>First Login</th>
<th>Last Login</th>
<th>Duration (Total)</th>
<th>Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte Connay</td>
<td>0</td>
<td>3/27/2020 2:59 PM</td>
<td>2/13/2021 19:42 AM</td>
<td>0:00:00</td>
<td>Session Details</td>
</tr>
</tbody>
</table>

12. The Search function is used to find assignments by searching for keywords in the titles.

Course Content

13. The Content Home page contains the course links, folders, and assignments.

14. To add additional content to the course, such as folders to organize your assignments, use the blue Add Content button in the upper-right.

**NOTE:** When viewing the content in your course, remember that blue links are visible to students while orange links are only visible to instructors.

15. The Before You Begin link will show the software requirements for using SimPractice.