

Creating School Courses

To prepare gather the data you need to enter. The required fields for the data you must have ready to enter are the **name of the course**, the **term** in which it runs, its **start and end dates**, the course's **description**, and the list of **required checkoffs** associated with the course.

1. From the left-side menu choose Assignments—> School Courses.
2. From the Action column, choose “Add”.



— Clinical Trac Course Definitions

Course: * Required Semester: * Required

Semester Start Date: * Required Semester End Date: * Required

Semester Course Description:

Available Topics:

May 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

3. Enter all the pertinent information. When putting in dates, select the box next to “Semester Start Date” (or “Semester End Date”) and use the pop-up calendar for the date. If you try to type in the date, the system may not be able to correctly process the date.

4. When selecting checkoffs, if you would like to select multiple consecutive checkoffs, select one, press down and hold the shift key on your keyboard, and select another— and every checkoff will be highlighted in between. To select scattered groups of checkoffs down and hold the control key while clicking on all the checkoffs you want.

Available Topics:

Select Evaluation Topics
PEF Activity O2Admin - #RT22 - Oxygen Administration
PEF Activity PO - #RT22 - Pulse Oximetry
PEF Activity MDI - #RT22 - Metered Dose Inhalers
PEF Activity DPI - #RT22 - Dry Powder Inhalers
PEF Activity Sx ETT - #RT22 - Airway Clearance Adjuncts
PEF Activity HumiAer - #RT22 - Humidity and Aerosol Delive
PEF Activity IPPV - #RT22 - Hyperinflation Therapy
PEF Activity AMD - #RT22 - Aerosolized Medication Delivery
PEF Activity NT Sv - #RT22 - Tracheal Suctioning

5. When done, select the “Save” button. You will know you have correctly saved the entry when you see the green bar at the top left with the text, “Success: course record saved successfully.” You will also see that the course name will appear in the “Course Name” column of the record.

— Clinical Trac Course Profile

School	Course Name	Period
DEMO	RTH 115	Term 2
DEMO	RTH 125	Term 3
DEMO	RTH 205	Term 4

Displaying 1 to 3 (of 3 records)