

## 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:

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)