



# EHR Tutor Instructor Quick Start Guide

Welcome to EHR Tutor! There are 3 basic tasks that you will need to complete to get started with our product:

## Create a Course

### Add Students to the Course

### Create or Select Activities to add to the Course.

Log into the site from the link [my.ehrtutor.com](http://my.ehrtutor.com). If you have not set up your account, review our [help page on account activation](#).

## Create a Course

When you login the first time click **Course List** on the left hand navigation list. There may be no courses listed.

1. Click the **New Course** button to create a Course so that you can add activities and your students to it. *You must have a course to add students and activities.*



2. The Edit course page opens.

3. Enter the following information:

- Enter the **Course Name**.
- Enter **Course Description**. This is visible to your students. Many instructors leave this blank as it fills up the student course page.
- **Barcode Warnings** is selected (checked) by default. This box should remain checked to best simulate the current procedures being used in medical facilities. If checked, students will receive warnings that barcode scanning is required to identify the patient and meds before they can administer a medication. Students can continue without using a barcode scanner, but they must select a reason first for not scanning. You can find a more details about barcode

warnings in the Tipsheet titled, [Medication Administration with or without Barcode Scanning](#)

- Enter the **Course End Date**. (This is not required)  
A course will be hidden from your course list when the end date arrives to keep the list of courses more manageable for you and your students. The course is not deleted and you can see your completed courses after the end date by clicking the **Show Completed Courses** button on the main Courses page.



Later you will learn how to copy and add activities from a completed course into a new course.

4. Click the **Save** button. When you return to the Course List page, your course will appear on the list.

5. **Advanced Options** If your school has an Administrator, you can enter your School Course ID in here. Please read our Admin guide for full advanced functionality.

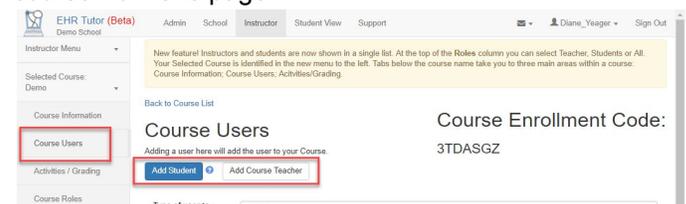
## Add your Students

There are several methods for adding students to a course:

- Instructor uses the **Add Student** button to add them.
- Students use the Course code to add themselves.

### Add students using Add Student button

1. After your course is saved, the Course Users page opens. You add students and/or other Instructors to the course from this page.



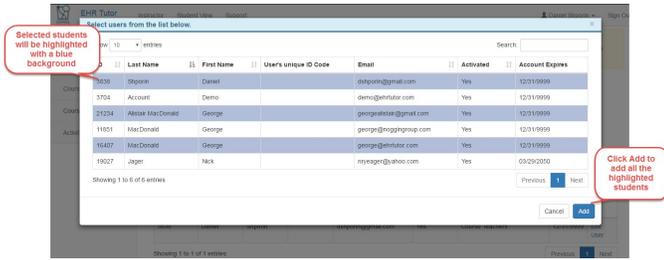


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After you click **Add** at the bottom of the list, the students or instructors will be added to your course and you are returned to the updated Edit Course window where all added students and instructors can now be seen.

2. Click the **Add Student** or **Add Course Teacher** button.

A pop-up window opens with all the active students or instructors in your school.



To see all students listed, you may need to change the **records per page** setting or use the **Previous** and **Next** page buttons. You can also use the **Search** field to search for specific students.

3. Click on the student names to be added. The selected students will be highlighted with a blue background. To deselect a student click on the name again.

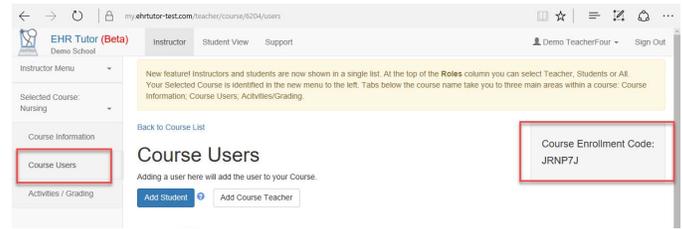
4. Click the **Add** button at the bottom of the list. *Remember- The highlighted students will not be added to your course until you click this button.*

After you click **Add** at the bottom of the list, the students or instructors will be added to your course and you are returned to the updated Edit Course window where all added students and instructors can now be seen.

*You are automatically added as an instructor to any course you create. Other instructors can be added by clicking the **Add Course Teacher** button and selecting the desired instructors from the pop-up list just as you did for students.*

## Students Enroll themselves in a course

You can have students add themselves to a course by giving them the Course Enrollment Code from the Course Users window.



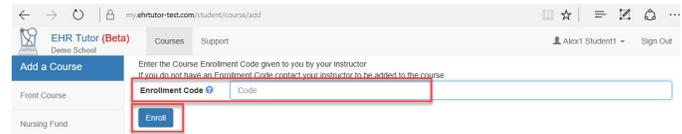
When the student logs into EHR Tutor they will then be able to add themselves to the course using the following method.



On the left side of the student home page they will see a list of all courses that they have been added to.

1. If they do not see a specific course but they have been given the course enrollment code they can click the **Add a Course** button.

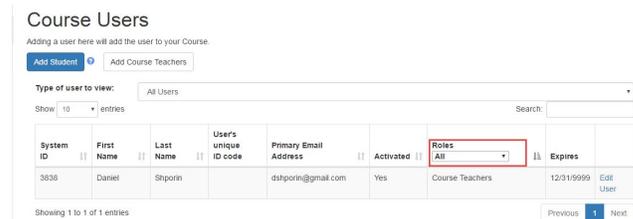
An Enrollment Code field will appear that will allow them to enter the Course Enrollment Code given to them by their instructor.



2. After entering the code, click **Enroll**.

The course is immediately added to the student course list on the left and any activities that have been created by the instructor will appear for the student. The student's name will also appear on the instructor's course user list.

After adding your users, you can filter your list to only see your Instructors or Students, please use the dropdown below Roles.





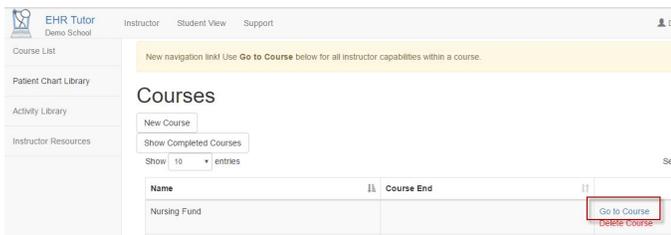
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**Hint:** You can also get to Course Users page from the Course List page by clicking **Go to Course** and then the **Course Users** tab on the left.

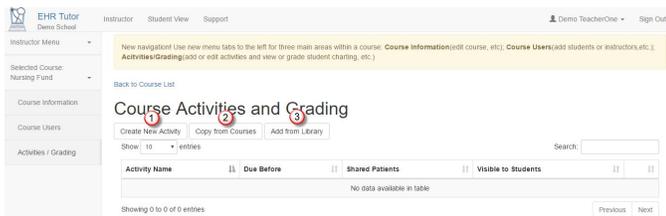
## Creating Activities within a Course

After courses are created, you can add activities that students will use within that course.

1. To begin, go to the Courses page by clicking the **Course List** tab on the left side of the page. Click **Go to Courses**.



The Course Activities and Grading page opens

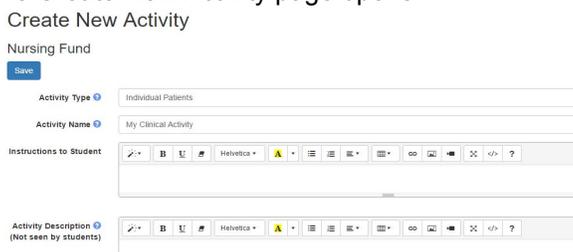


There are three ways to add activities to a course.

- **Create New Activity** lets you quickly create your own activity.
- **Copy from Courses** lets you copy all of the activities from one of your courses to another.
- **Add from Library** lets you add pre-made activities provided by EHR Tutor.

3. Click the **Create New Activity** button

The Create New Activity page opens.



1. Enter the information as indicated on this page and then click the blue **Save** button. *Always remember to Save all work in EHR Tutor.*

- **Activity Type-** Select either Individual Patient or Shared Patient. If you want each student to have their own copy of the patient chart for individual charting, keep *Individual Patient* selected. This is the most frequently used setting. Shared Patients are used mainly for simulation. To learn the differences between Individual Patients and Shared Patients refer to the Tipsheet titled, *Shared or Individual Patients*.
- **Activity Name-** Enter a name that will help you remember the purpose of the activity.
- **Instructions to Student-** Describe what your students are expected to do for this activity.
- **Activity Description-** Students do not see this field. Use this for your own notes related to this activity (ex- when to use, how to set up, etc.)
- **Due Before-** Enter a due date and time for students if desired. Format is 01/01/2000 2300. This due date will be displayed next to the activity name for your students to see.
- **Do not allow student charting after due date-** If this checkbox is checked, the student will not be able to add new documentation or edit the chart after the due date. After the due date and time, students can continue to see the activity name and any grades or comments. *If the instructor wants the students to review and fix their original work the instructor must come back and uncheck this box.*
- **Students Create Patient-** Selecting this checkbox requires students to create their own patient charts starting with a completely empty electronic health record. Students will see a **New Inpatient chart** button when they open the activity instead of a patient name. One situation in which this may be used is for the students' clinical experiences with real patients in which students will add patient data to a chart they create *without using the real patient's name or any identifiers matching the real patient.*
  - **Keep in mind that Protected Health Information (PHI) for a real patient should never be entered into an academic EHR!**
- **Visible to Student-** This box must be checked for the activity to be visible to your students. This setting is also important because the first time a student opens a patient chart the charting dates



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are automatically shifted forward to be made current at that exact date. If you want to make sure dates are the same for all students and current when your students start an assigned activity, you can change the activity setting to Visible on the day you want students to start an activity, and not before. There is also an option for scheduling a time and date that an activity becomes visible.

- **Add Patient-** This button opens the list of patients that you can add to your activity from the Patient Chart Library. This will include the patient charts provided by EHR Tutor, FA Davis any patient charts that you have created, and patient charts created by other instructors at your school. Click the desired chart to add to the activity. The added patient chart appears at the bottom of the Edit Activity page.

**Important!** When a student first starts an activity by clicking the patient name, a separate student copy of the patient chart is created. From this point on, the Library and Student copies are completely separate. **Therefore, changes to the Library copy must be made before the student opens the chart if you want students to see those changes.**

## Inspect your activity using Student View

**Student View** is useful to make sure your activity is set up and working as you intended. For every course that you create, you are automatically added to the course as a student. Clicking **Student View** in the top menu lets you see exactly what your students see and do exactly what they can do. From Student View select the correct course and then click on the patient name in blue text to see the activity exactly as your students will. When you first click on the patient name to open the chart, your student copy of the chart will be created. If you go back to the Patient chart library to make changes to the original patient chart, you will **not** see these changes on your current copy in student view.

## Questions and Answers

*What if I want to add or change orders, doctor's notes, vital signs or other information to the patient chart that I am adding to an activity?*

All changes to a chart should be made in the Patient Chart Library before adding the patient chart to an activity. If you want to change or create a new patient

chart for an activity, you should refer to the Tipsheet, [Patient Chart Library Basics- Create and Edit Patient Charts](#)

*Why don't my students see the changes I made to the chart in the Patient Chart Library on their patient chart?*  
The **first** time a student opens a patient chart a separate student copy is made. That student copy is unaffected by later changes to the copy in the Library. If you want to change a patient chart for your activity, you must do that **before** students open the activity.

*Will all date be old when my students eventually open a chart I added to an activity?*

The **first** time a student opens a patient chart the charting dates are automatically adjusted to be made current. Dates that matched the date the chart was created are automatically moved forward to the date the student opens the chart for the first time. This includes orders, physician notes, vital signs, flowsheet entries.

*Why does the same patient have a different date of birth in the Patient Chart Library than in Student View and for different students?*

Birth dates are adjusted forward to keep the patient's **age** the same as when the chart was created and saved in the Library. Different students will see different birth dates if they **first** open the chart on different days.

*How do I make sure my students see the chart dates the way I want them to be seen?*

For a better understanding of how chart dates work within EHR Tutor, refer to the our help pages related to [patient charts](#).

For more help, click on the [Support button](#) at the top of your screen. You will see the ability to search by topic or question at the top of the screen. You can also call 440-305-6188 or email [support@ehrtutor.com](mailto:support@ehrtutor.com) with any questions.



### EHR TUTOR SUPPORT

