



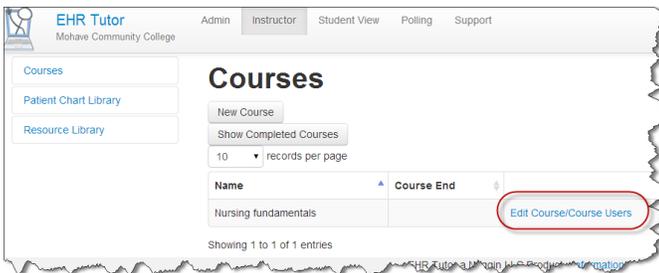
EHR Tutor Instructor Tipsheet: Completing Courses and Copying Activities to New Courses

If you have courses from last semester that are finished, you will want to complete those courses in EHR Tutor if you have not already done this. A Course will automatically complete when it has an End Date that has passed. Completing a course will hide it from your Courses page. You will only want your active current courses showing on your Course Page.

Completing a Course

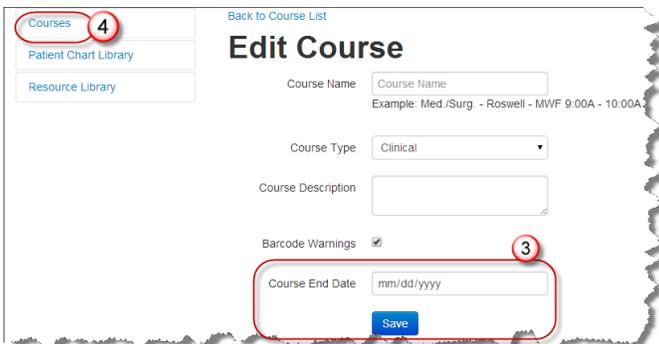
To complete an existing course that is no longer current, follow these instructions:

1. Go to your Course page.



2. Click the **Edit Course/Course Users**.

The Edit Course window opens.

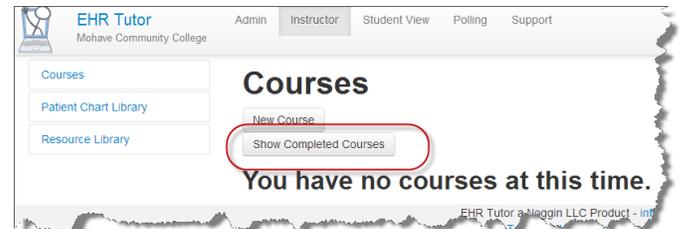


3. In the Course End Date field enter a date that is in the past and then click the **Save** button.

Note: you may want to enter information in the Course Description field to identify this course related to year, semester etc. This will make copying activities easier in the future, as you will be able to better identify each course.

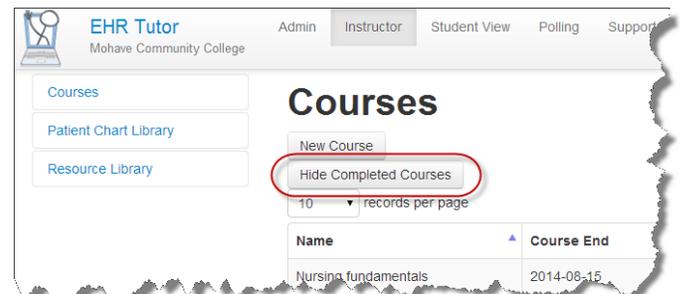
4. Go back to the Course list by clicking the **Courses** button to see that your course is now hidden.

Showing and Hiding Complete Courses



1. Click the **Show Completed Courses** button to see all completed Courses.

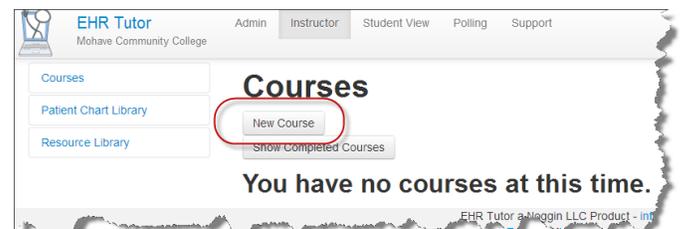
All hidden courses display.



2. Click the **Hide Completed Courses** button and they will not be shown on the Courses page.

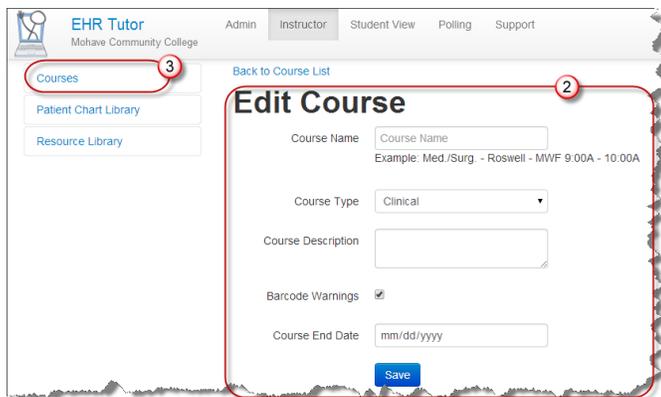
Creating a Course with Activities from Another Course.

If you have a course that you would like to duplicate, you can copy all the activities from that course to another.



1. From the Courses page, click the New Course button.

The New Course window opens



2. Enter the details for the course and then click the **Save** button.
Note: If your students have been uploaded into your school, you should add them to the course at the bottom of the page using the **Add Student** button.
3. To go back to the course your list of courses, click the **Courses** button.

You return to the Courses window.



Now let's copy the activities from your old course.

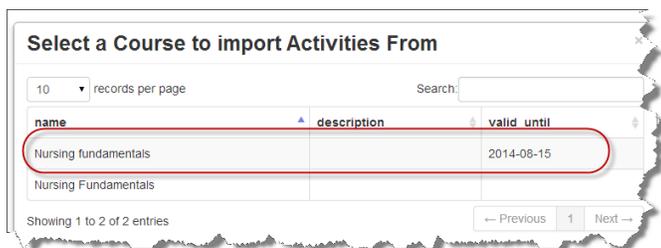
4. Click **Manage Activities/View Student Charting** for your new course that you created.

The Course opens.



5. Click the **Copy from Courses** button.

The Select a course to Import window opens.



6. Select the course that you want to add from the list of courses.

You return to the course to see that **all** activities that were in your previous course are now listed on your new course.



You will need to delete each activity that you do not want in your new course. You can edit or delete the activities.

You can also use the **Create New Activity** button to create a new activity.

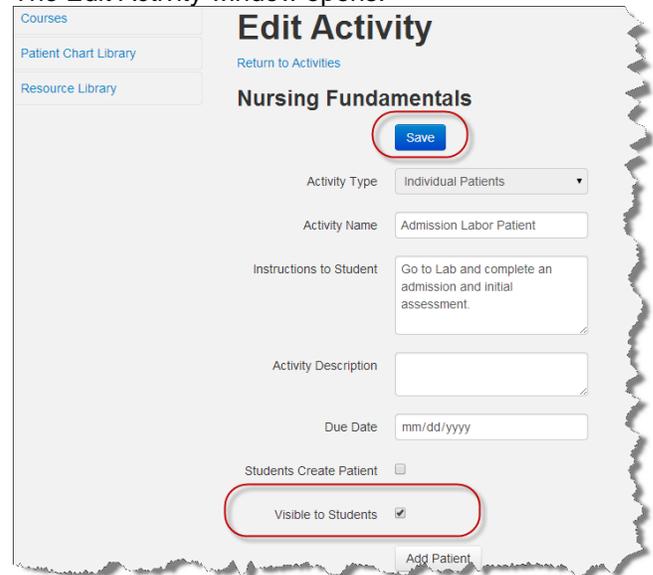
Making Activities "Invisible" to Students

Activities can be Visible or not Visible to students. This is important because your students can open an activity and start charting before you want them to if the activity is Visible. It is also helpful to have students not see all past and future activities appearing on their activities list to avoid confusion.



1. Click **Edit Activity** for a particular course containing activities that you want to hide.

The Edit Activity window opens.



2. Uncheck the **Visible to Students** checkbox and then click **Save**.