

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To complete an existing course that is no longer current, follow these instructions: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

Courses	Courses		
Patient Chart Library			
Resource Library	New Course		
resource cloudly	Show Completed Cours	es	
	10 • records per p	age	
	Name	Course End	\$
	Nursing fundamentals		Edit Course/Course Users

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.

EHR Tutor Mohave Community College	Admin Instructor Student	View Polling Support
Courses	Courses	1
Patient Chart Library	New Course	
Resource Library	Hide Completed Courses) 5
	10 • records per page	
	Name	Course End
La martina	Nursing fundamentals	2014-08-15

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.

EHR Tutor Mohave Community College	Admin	Instructor	Student View	Polling	Support	
Courses	Co	ourse	s			1
Patient Chart Library	New	Course	Ŭ			- 5
Resource Library	Snov	V Completed C	ourses			
	You	u have	no cou	irses	at this t	ime.
	all and		unter all in	EHR TU	tor a Moggin LLC Pr	oduct - inf

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.

Courses	Courses				
Patient Chart Library	Here Brown				
Resource Library	New Course				
	10 • records per page				
	Name		Course End		
	Nursing Fundamentals			Edit Course/Course Users	Manage Activities/View Student Charting
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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.

10 • records per page	Se	arch:		
name	description	÷	valid until	_
Nursing fundamentals			2014-08-15)
Nursing Fundamentals				

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 onor your new course.

Courses	Nursing Fundamentals									
Patient Chart Library	Create New Activity Copy fits	om Courses Add fro	m Library							
EMS Run Library	Activity Name	Due Date	Shared Patients	Visible to Students						
Resource Library	Admission Labor Patient		No	Yes	Edit Activity	Student Charting	Delete Activity			
	Introduction to EHR		No	Yes	Edit Activity	Student Charting	Delete Activity			
	Newborn Assessment		No	Yes	Edit Activity	Student Charting	Delete Activity			
	Safety		No	Yes	Edit Activity	Student Charting	Delete Activity			
	Vitai Signs		No	Yes	Edit Activity	Student Charting	Delete Activity			

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.

Courses	Nursing I	Nursing Fundamentals								
Patient Chart Library	Create New Activity 0	Copy from Courses	Add from Library							
Resource Library	Activity Name	Duel	Date Sha	ed Patients Visible to t	Itudents					
	Admission Labor Patient		No	Yes	Edit Activity	Student Charting	Delete Activity			
	Introduction to EHR		No	Yes	Edit Activity	Student Charting	Delete Activity			
	Newborn Assessment		No	Yes	Edit Activity	Student Charting	Delete Activity			
	Safety		No	Yes	Edit Activity	Student Charting	Delete Activity			
mark and	Vital Signs		No	Yes	Edit Activity	Student Charting	Delete Activity			

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.