



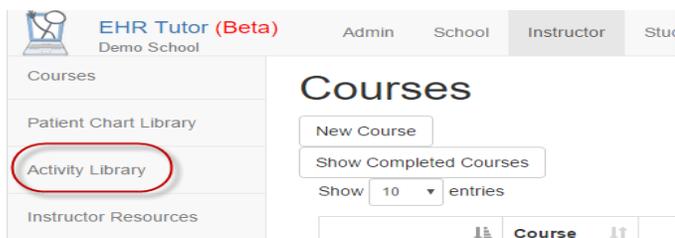
# EHR Tutor Instructor Tipsheet: Adding Activities to the Activity Library

## The Activity Library

The Activity Library helps instructors store and access commonly used activities, such as simulations, easily and efficiently. It also allows sharing of these activities with other instructors within the same school. It is beneficial for organizing simulations and clinical assignments. Adding simulations to a course is just one button click which saves time. You can now create Clinical assignments with their own instructions. These can be used among several instructors at the same level.

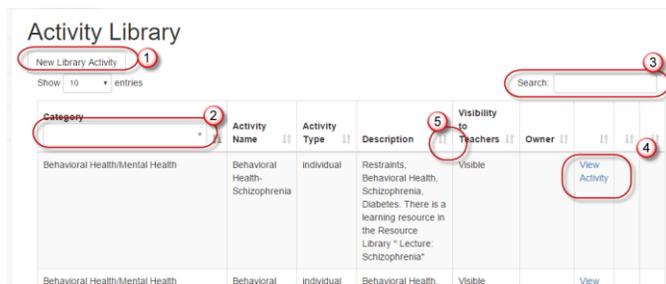
You can add activities in two ways to the library:

- Create a new activity
- Add an activity from your current course



1. Click the **Activity Library** tab on the left of the window.

The Activity Library opens.



From this main page of the Activity Library you can:

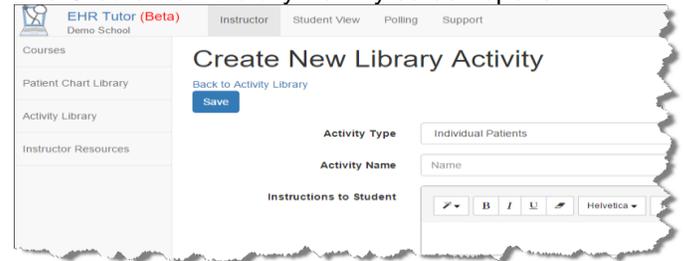
1. Create a New Library Activity
2. Search for existing Activities by category
3. Search for activities by owner, name of activity, keywords in description.
4. View the Activity as it was created, including lesson plan.
5. Utilize the arrows at the top of columns to sort.

## Creating an Activity in the Library

Go to the Activity Library and then click **New Library Activity**.

Revised 3/8/2016

The Create New Library Activity screen opens.



Enter the information as indicated:

- **Activity Type-** Select either Individual Patient or Shared Patient. If you want your students to have their own “private” copy of the patient chart for individual charting, select *Individual Patient*. This is the most frequently used setting. Shared Patients are commonly used for simulation. To learn the differences between Individual Patients and Shared Patients refer to the Tipsheet titled, *Shared or Individual Patients*. It is important to remember to set this to **Shared** if this activity is used as simulation with small groups.
- **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.)
- **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. Keep in mind that Protected Health Information (PHI) for a real patient should never be entered into an academic EHR!
- **Visible to Teachers-** This box must be checked for the activity to be visible to other teachers at your institution.
- **Categories-** This field allows you to select one or more categories to relate to this activity. This will allow for multiple ways to search for activities that will meet your needs.
- **Add Patient-** This button opens the list of patients that you can add to your activity from the Patient Chart Library. The added patient chart appears at the bottom of the Create New Library Activity page.
- **Save-** Always remember to click save or your changes will be lost.

- Click Save to reveal **Edit Lesson Plan**.

EHR Tutor (Beta)  
Demo School

Instructor Student View Polling Support

Instructions to Student

Activity Description

Students Create Patient  Inpatient Chart

Visible to Teachers

Categories

Add Patient

Name: A Test Copy  
MRN: 15729  
Sex: M  
Description:  
Age: 74 year old  
[Remove Patient](#)

[Save](#)

[Edit Lesson Plan](#)

- You can add information related to your activity. Only instructors see this information.  
*Examples:*  
*Sim lab preparation? You can enter that here.*  
*Guided questions to remember to ask during this activity*  
When you have added your Lesson Plan, click **Save**.
- Click the Back to Activity Library link at the top of the page to return to the Activity List.

## Moving an activity from your course into the Activity Library.

You can add activities that you have already created to the activity library.

- Go to your Activity that you want to add to the library.

Practice

Create New Activity Copy from Courses Add from Library

Show 10 entries Search:

Activity Name	Due Before	Shared Patients	Visible to Students		
Introduction to EHR		No	Yes	<a href="#">Edit Activity</a>	<a href="#">Student Charting</a> <a href="#">Delete Activity</a>
Vital Signs		No	Yes	<a href="#">Edit Activity</a>	<a href="#">Student Charting</a> <a href="#">Delete Activity</a>

Showing 1 to 2 of 2 entries

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- Click **Edit Activity**.  
The Edit Activity screen opens.

## Edit Activity

[Return to Activities](#)

Practice

[Save](#) [Copy Activity to Library](#)

Activity Type Individual Patients

Activity Name Introduction to EHR

Instructions to Student

Use the Documenting Patient Date tipsheet to guide yourself through EHR Tutor after you have logged in. When you have gone through the tipsheet and followed along on your computer, then complete the worksheet.

Activity Description

Visible to Students

- Click **Copy Activity to Library**.

The Create New Library Activity window opens and is populated with the copied activity information.

[Back to Activity Library](#)

[Save](#)

Activity Type Individual Patients

Activity Name Introduction to EHR

Instructions to Student

Use the Documenting Patient Date tipsheet to guide yourself through EHR Tutor after you have logged in. When you have gone through the tipsheet and followed along on your computer, then complete the worksheet. (You can use the tipsheet to complete the worksheet)

Activity Description

Students Create Patient  Inpatient Chart

Visible to Teachers

[Categories](#)

[Add Content](#)

- Click in the Categories field and select the appropriate category/categories for this activity.
- Click **Save** to reveal **Edit Lesson Plan**

[Save](#)

[Edit Lesson Plan](#)

- Click **Edit Lesson Plan**.

You can add information related to your activity. Only instructors see this information. If this is a sim lab and there is preparation you can enter that here. If there are guided questions that you want to remember to ask during this activity this is a great place to add those. When you have added your Lesson Plan, click **Save**.

- To go back to the Activity Library list, click the **Back to Activity Library** link at the top of the window.