Managing Course Activities - Timeshe

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During a placement, your students may need to take time away from clinic. Whether it is due to sickness, bereavement, or a significant event, you can track these requests via the Time Off learning activity.

1. Select Courses from your dashboard or left menu.



1. On the Course Offerings page, find and select the course you’d like to manage.



1. Expand the Learning Activities option on the left panel and select Setup.



1. Another pathway you can take is by going to Learning Activities from your dashboard or left menu.



1. Find and the course you’d like to manage and click Setup from the action column.



1. The system will load all learning activities and will indicate any that are activated. Click on the pencil icon for Time Off.



1. A drawer will open. Make sure to activate the timesheet and set your preferences. Once done, click Save.
	1. Each option will be pre-filled on your behalf, but make sure to read through each one and update based on your program’s needs.



1. Your form will now be activated!
	1. If you need to make any changes, click on the pencil icon.

