

This document provides a comprehensive guide on managing courses within Prism, covering essential details to share with students and facilitating administrative tasks such as generating syllabi, defining course measures, organizing resources, and scheduling course events.

- **Managing Course Details and Attributes**
 - Managing Course Measures
 - Managing Course Resources
 - Managing Course Event Schedule
 - Managing Course Resources
 - Managing Course Registration
- **Register Student for Course**
- **Managing Student Communication and Intervention**
- **Managing Course Announcements**
- **Managing Course Attestation**

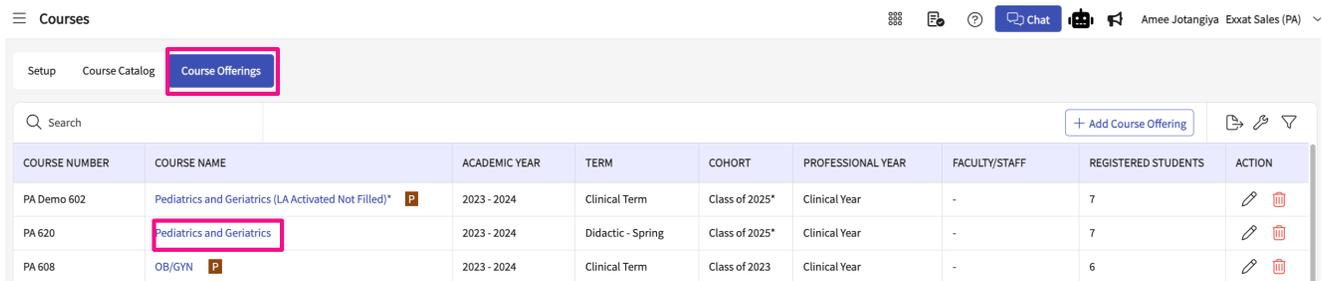
Managing Course Details and Attributes

As you build your courses within Prism, you may want to add valuable details which you can share with students and also use to generate a syllabus.

1. Select Courses from your dashboard or left menu.



2. Select the Course you'd like to manage.

A screenshot of the Prism 'Course Offerings' page. The page has a top navigation bar with 'Courses' and a search bar. Below the navigation bar, there is a table with columns: COURSE NUMBER, COURSE NAME, ACADEMIC YEAR, TERM, COHORT, PROFESSIONAL YEAR, FACULTY/STAFF, REGISTERED STUDENTS, and ACTION. The table contains three rows of course offerings. The 'Course Offerings' tab is highlighted in a pink box, and the 'Pediatrics and Geriatrics' course name in the second row is also highlighted in a pink box.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
PA Demo 602	Pediatrics and Geriatrics (LA Activated Not Filled)* 	2023 - 2024	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 620	Pediatrics and Geriatrics	2023 - 2024	Didactic - Spring	Class of 2025*	Clinical Year	-	7	 
PA 608	OB/GYN 	2023 - 2024	Clinical Term	Class of 2023	Clinical Year	-	6	 

3. You'll be taken to the Course's About page. The About page will have several sections available for you to manage.

DPT 800 Clinical Practice I*
Class of 2022* | 1st Year | Fall | 2019 - 2020 | 7 registered students

Search

Course information

About

Measures

Resources

Event schedule

Students

Announcements

Placements

Course Details

Description
Physical Therapy Across the Lifespan is a 2 credit course offered during the fall semester of the 2nd year of the Doctorate of Physical Therapy curriculum and is designed to explore concepts of human growth and development from conception to senescence including physical, cognitive, [Show More](#)

Credits	Duration	Hours
2	-	150
Nature	Type core	Departments
-	Core	-
Fields of study	Clock hours	Grading Scale
-	-	Letter grade
Share with site		
Yes		

4. Course Details: add a course description, credit and hour information along with other details and decide if this information should be shared with sites within the Site Resources page.

Course Details

Description
Physical Therapy Across the Lifespan is a 2 credit course offered during the fall semester of the 2nd year of the Doctorate of Physical Therapy curriculum and is designed to explore concepts of human growth and development from conception to senescence including physical, cognitive, [Show More](#)

Credits	Duration	Hours
2	-	150
Nature	Type core	Departments
-	Core	-
Fields of study	Clock hours	Grading Scale
-	-	Letter grade
Share with site		
Yes		

5. Attributes: if your program uses curriculum mapping, attributes are a great tool to track important aspects of your curriculum and enable generation of filtered reports based on specific topics, teaching methodology, assessment types, and more.

8. Add details on textbooks and other resources your students may need.

Textbooks And Other Resources

Required
 Cech, DJ and Martin, S. (2012). Functional Movement Development Across the Lifespan. 3rd edition, W.B. Saunders Company.

Recommended
 O’Sullivan, Schmitz and Fulk. (2014). Physical Rehabilitation 6th Edition. F.A. Davis

9. Add information as to the evaluation criteria that will be used for this course.

Evaluation Criteria

ASSESSMENT NAME	% OF GRADE
Case Study	25
Final Exam	30
Midterm Exam	30
Quizzes (2)	15

10. Add course policies using the + icon. Edit any existing policies using the pencil icon.

Course Policies

Professional Behaviors
 Up to 10% of the course grade may be deducted for failure to adhere to professional behaviors including: a) constructive participation in class and student presentations; b) cooperative effort during group projects; c) showing respect for others and avoiding behaviors that detract from other students’ learning; d) communicating responsibly regarding personal, professional, or student issues.

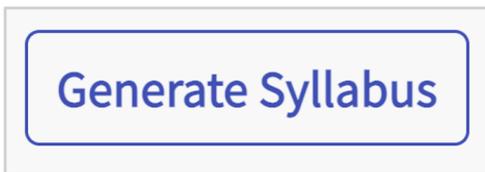
Attendance
 Students are expected to attend all classes, laboratory sessions, and clinic sessions. Please refer to the Student Handbook for the policy on Attendance and Participation.

Academic Integrity
 Cheating and plagiarism are extremely serious offenses and are a violation of the integrity of any professional. Any student caught cheating and/or plagiarizing on any assignment or examination will receive a zero for that assignment or examination. In addition, the student will be referred to the formal review process of the SPC, which may result in dismissal from the Program and the University. Please refer to the Student Handbook for the policy regarding Cheating and Plagiarism.

11. The grading scale at the end of the page will be view-only. Please head over to the Program Details section to make any necessary changes.

Grading Scale		
GRADE	MINIMUM SCALE	MAXIMUM SCALE
A	93	100
A-	90	92
B+	87	89
B	83	86

12. Once you have added all necessary information, you can download a word file of your course profile. Click Generate Syllabus at the top of the page.



13. A drawer will open, and you can select the different sections you'd like to include in your file. Once ready, click Download.

✕ Generate syllabus
Download

- School Logo
- Course details
- Pre-requisites and co-requisites
- Textbooks and other resources
- Faculty & staff
- Attributes
- Evaluation criteria
- Course policies
- Measures
- Event schedule
- Grading scale

Managing Course Measures

Measures are the components that build your courses I.e course objectives, instructional objectives, course learning outcomes, course goals etc. You can add, edit and delete them directly in the system.

1. Select Courses from your dashboard or left menu.



2. Select the Course you'd like to manage.

≡ Courses 🗄️ 📄 ? 🗨️ Chat 📺 📢 Ameer Jotangiya Exoat Sales (PA) ▾

Setup Course Catalog Course Offerings

+ Add Course Offering
📄 🗨️ ▾

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
PA Demo 602	Pediatrics and Geriatrics (LA Activated Not Filled)* P	2023 - 2024	Clinical Term	Class of 2025*	Clinical Year	-	7	✎ 🗑️
PA 620	Pediatrics and Geriatrics	2023 - 2024	Didactic - Spring	Class of 2025*	Clinical Year	-	7	✎ 🗑️
PA 608	OB/GYN P	2023 - 2024	Clinical Term	Class of 2023	Clinical Year	-	6	✎ 🗑️

3. Select Measures from the left panel.

The screenshot shows the course page for DPT 800 Clinical Practice I*. The left sidebar contains a search bar and several menu items: Course information, About, Measures (highlighted with a red box), Resources, Event schedule, Students, Announcements, and Placements. The main content area displays Course Details, including a description, credits (2), duration (-), hours (150), nature (-), type core (Core), departments (-), fields of study (-), clock hours (-), and grading scale (Letter grade).

Adding Measures

1. If the measures have been added already, you will find downward arrow to expand and view the data. If no data has been added, you will find the "+" icon to add a new measure in the system for a particular category.

The screenshot shows the course page with the 'Measures' section expanded. The 'Measures' menu item in the sidebar is highlighted. The main content area shows four measure categories: Course Objectives (with a downward arrow), Assignments (with a downward arrow), Assessments (with a downward arrow), and Instructional Objectives (with a red box around a plus sign). A 'Generate Syllabus' button is visible in the top right corner.

2. You can add a measure by clicking on "+" from the measure category card.

The screenshot shows the 'Assignments' measure category card expanded. The card title is 'Assignments' with an information icon and an upward arrow. Below the title are three buttons: '+ Add Assignments' (highlighted with a red box), 'Reorder', and 'Delete all'. The card content includes a case study description: 'Case Study. Students, will investigate the impact of a disorder/condition on a client across the lifespan with respect to the provision of physical therapy. Refer to separate Case Study Assignment handout for details.' Below the card are the 'Assessments' and 'Instructional Objectives' category cards, with the latter having a red box around its plus sign.

3. A drawer will pop up asking you to fill the details for the measure you are adding. Click Save once done.

1. Code: This is the number of the measure you are adding. I.e 1, 2, 3 etc.

2. Description: This is the actual description of the measure you are adding.

3. Tags: You can add any tag to this objective. For example: In progress, Reviewed, Need Review or Need attention, Highest level objective etc. In the below screenshot you can see few examples of tags. Tags work as sticky notes for you and your team to be able to generate a report based on what has been tagged. If faculty have tagged their objective as "needs reviewed" then the person overseeing the mappings can generate a report and check which objective needs to be reviewed and then tag them as "reviewed".

× Edit Assignments Save

Code *

Case Study

Description *

Students, will investigate the impact of a disorder/condition on a client across the lifespan with respect to the provision of physical therapy. Refer to separate Case Study Assignment handout for details.

Tags +

Browse to upload

Supported formats: .pdf, .doc, .jpg, .jpeg, .png, .docx, .xlsx, .pptx, .pptm, .potx, .potm
You can only upload files with file size under 10 MB.

4. To add a tag: Click on "+" icon. A pop up will appear allowing you to select from your existing list.

5. Check off the tags you'd like to add and click Apply.

6. If the tag you'd like to add is not listed, click Add. This will allow you to create a new tag with a color associated to it.

Edit Assignments [Save]

Code*
Case Study

Description*
Students, will investigate the impact of a disorder/condition on a client across the lifespan with respect to the provision of physical therapy. Refer to separate Case Study Assignment handout for details.

Tags

Browse to upload

Supported formats: .pdf, .doc, .jpg, .jpeg, .png, .docx, .xlsx, .pptx, .pptm
You can only upload files with file size under 10 MB.

Total tags (6) [Add]

- Confirmed [Edit]
- Professional Behaviors [Edit]
- General Knowledge [Edit]
- Tentative [Edit]
- NEEDS REVIEW [Edit]

[Apply]

Add a new tag here

Edit tag name here

Editing Measures

1. In order to edit any measure, you can click on the objective and then the pencil icon next to the measure and you will find a drawer pop up on the right-hand side as similar to as how you add the measures. On the description box you can edit the measure.

Assignments ⓘ

[+ Add Assignments] [≡ Reorder] [🗑 Delete all]

Case Study. Students, will investigate the impact of a disorder/condition on a client across the lifespan with respect to the provision of physical therapy. Refer to separate Case Study Assignment handout for details. [Link] [Edit] [More]

2. Click on Save once done.

× Edit Assignments Save

Code*
Case Study

Description*
Students, will investigate the impact of a disorder/condition on a client across the lifespan with respect to the provision of physical therapy. Refer to separate Case Study Assignment handout for details.

Tags +

Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm
You can only upload files with file size under 10 MB.

Deleting Measures

1. In order to delete a measure, you will have to click on the same pencil icon which will take you to the edit drawer of that measure.

Assignments ⓘ

+ Add Assignments Reorder Delete all

Case Study. Students, will investigate the impact of a disorder/condition on a client across the lifespan with respect to the provision of physical therapy. Refer to separate Case Study Assignment handout for details. 🔗 ✎ ⋮

2. On the right-hand side next to the save button, you will find the 3 dots as show in below:

3. When you click on the 3 dots, it shows the option to delete the measure.

4. Once you click on delete, the measure will be deleted along with any mappings/attributes associated.

Managing Course Resources

You may want to share course-related resources with your students. Read on to learn how!

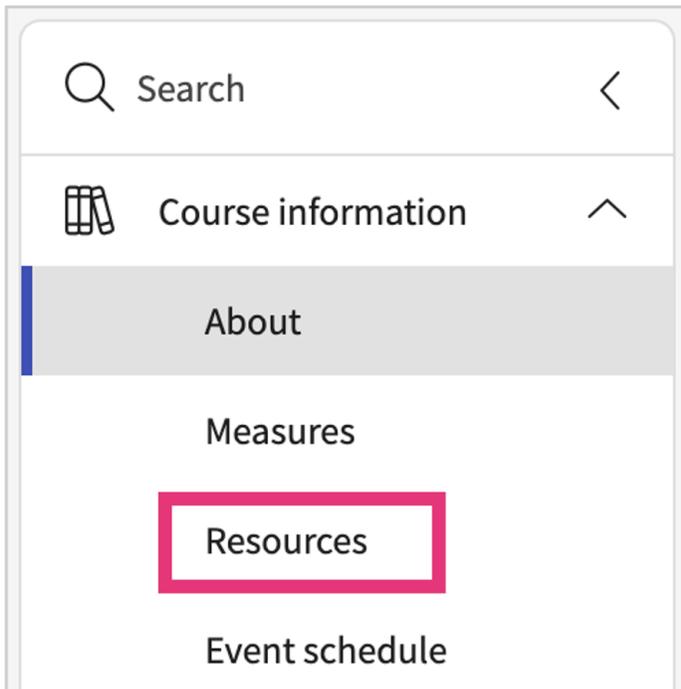
1. Select Courses from your dashboard or left menu.



2. Select the Course you'd like to manage.

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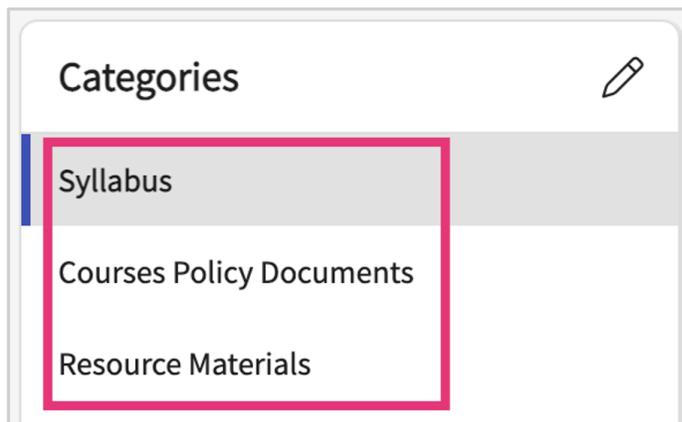
3. Select Resources from the left panel.



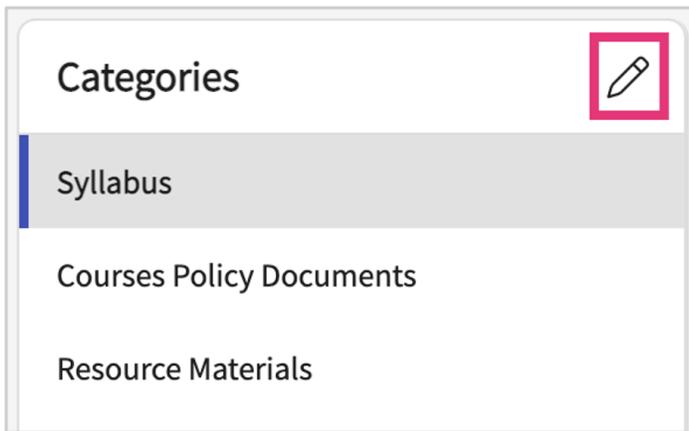
4. Select a category from the middle panel to start adding resources.

5. The Category List displays the following options:

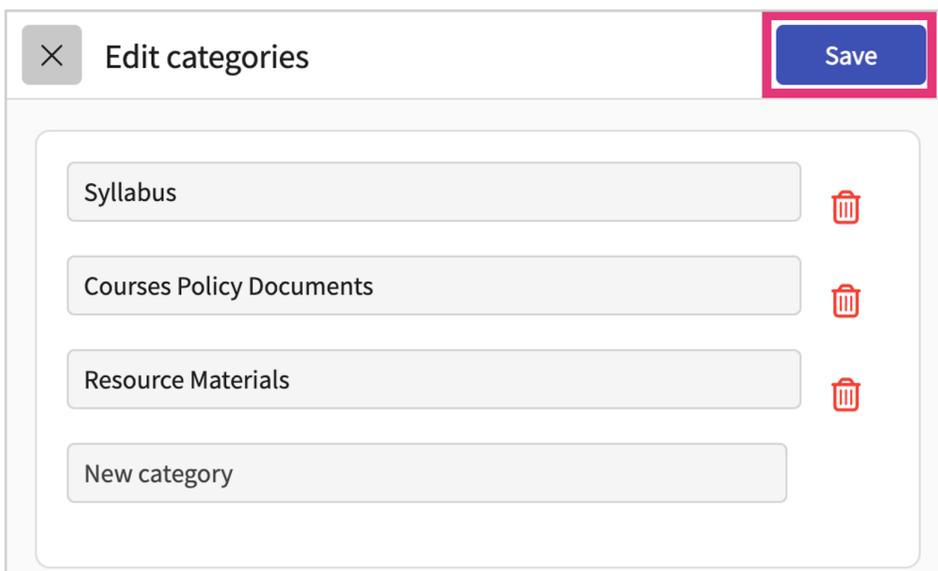
1. Syllabus
2. Courses Policy Documents
3. Reading Materials



6. Not seeing any options within the category list, or would you like to update your list? Click on the pencil icon.

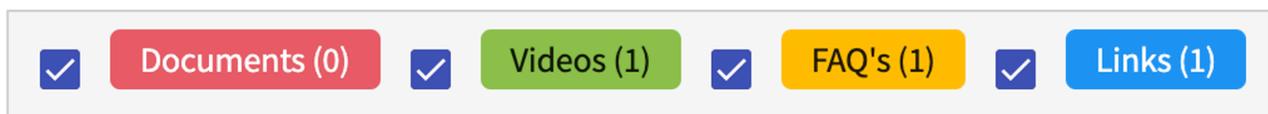


7. A drawer will appear showing you all your categories. Make all necessary changes and click Save once done.



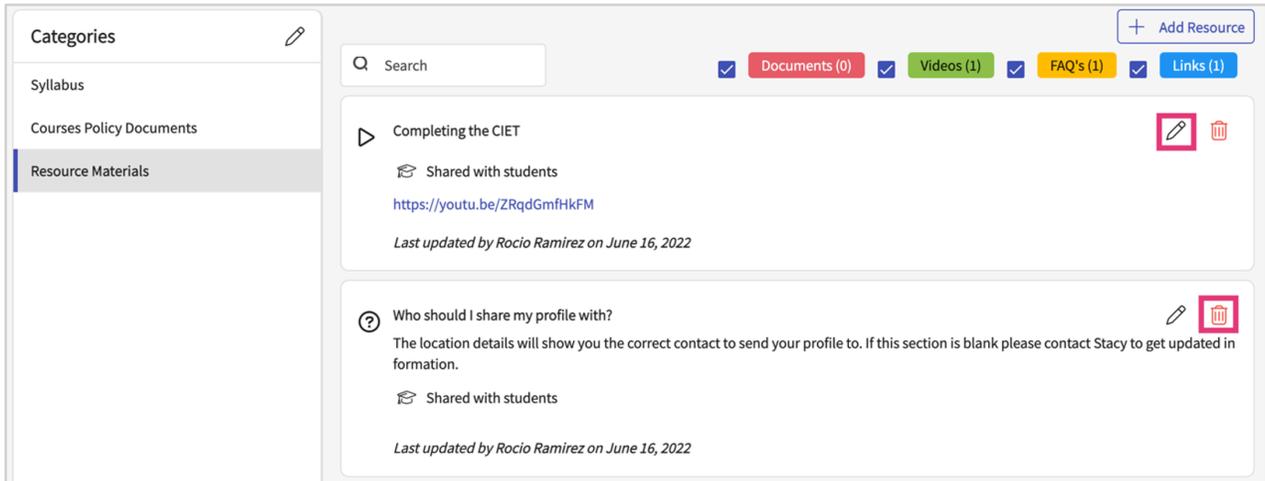
8. Once you select an item within the category list, you will see all resources added for that category.

1. If you'd like to filter to view only documents, links, etc., you can uncheck any options.



2. To edit an existing resource, click on the pencil icon.

3. To delete a resource, click on the trash bin.



9. To add a new resource, click +Add Resource.



- 10.
- Type – Select the type of resource from the following resource types:
 - Documents
 - Videos
 - FAQ's
 - Links
 - Document Category – The document category is already selected based on the category list.
 - Syllabus
 - Course Policy Documents
 - Reading Materials
 - Name – Specify the name for your resource.
 - Description – Add description for your resource material.
 - URL – Add the URL's specific to the resource.
 - Show on site resources page – Enable this option if you want to share the resource with the site.
 - Show it to Student – Enable this option if you want to share your resource with the students.
 - Browse to upload – Add files related to the resource. Click Add Resource from within the category list, specify the following, and click Save.

✕ Edit resources
Save

Type *

Documents
 Videos
 FAQ's
 Links

Document category

Resource Materials

Name *

Who should I share my profile with?

Description

The location details will show you the correct contact to send your profile to. If this section is blank please contact Stacy to get updated information.

Url

Show on site resources page
 Show it to student

Browse to upload

On the **Resources** window, you can filter the view by selecting or deselecting the resource type.

Managing Course Event Schedule

Within Prism, you can create your entire class schedule for each course.

1. Select Courses from your dashboard or left menu.



2. Select the Course you'd like to manage.

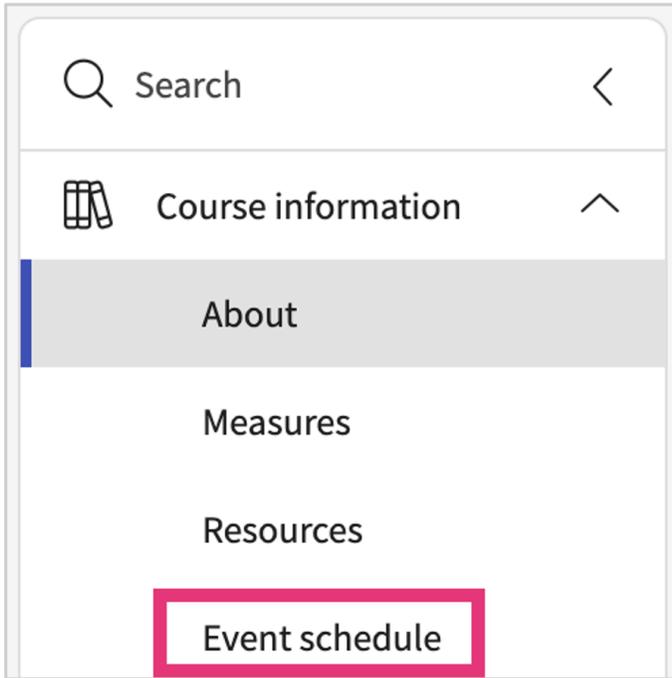
≡ Courses 🗄️ 📄 🕒 🗨️ Chat 📺 📢 Ameer Jotangiya Exxat Sales (PA) ▾

Setup Course Catalog Course Offerings

🔍 Search + Add Course Offering 📄 🗨️ 🗑️

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
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PA 608	OB/GYN P	2023 - 2024	Clinical Term	Class of 2023	Clinical Year	-	6	

3. Select Event Schedule from the left panel.



4. On the event schedule tab, you will find “Add Event” button on the right-hand side. This will allow you to add events.

1. Click on the pencil icon to edit existing events.
2. Click on the trash bin to delete events.

Search events											+ Add Event
DATE	TIME	TITLE	FACULTY	LOCATION	REFERENCE MATERIAL	DOCUMENTS	LAST UPDATED ON	LAST UPDATED BY	ATTRIBUTES	ACTION	
May 15, 2023	12:00 PM - 1:00 PM	Anatomy	Stacey* Chapman			-	March 21, 2023	Stacey Chapman	Instructional Methods Small Groups Team Based Learning	 	

5. A drawer will open where you can provide event details. Click Save once done.

1. Event Faculty: this dropdown will only list faculty assigned to this particular course.
2. Instructional Methods: if you have activated any attribute for a course event during the mapping setup, that will show up within this dropdown.

× Edit event Save

Title *

Anatomy

Date

May 15, 2023

Start time

12:00 PM

End time

1:00 PM

Faculty

Location

Reference material

Instructional Methods

Small Groups , Team Based Learning

Browse to upload

Supported formats:
.pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm
You can only upload files with file size under 10 MB

Manage Student Course Registration

While students within the selected cohort for a course will automatically be registered, you may need to make changes!

This feature will also allow you to register students outside of the selected cohort.

1. Select Courses from your dashboard or left menu.



2. Select the Course you'd like to manage.

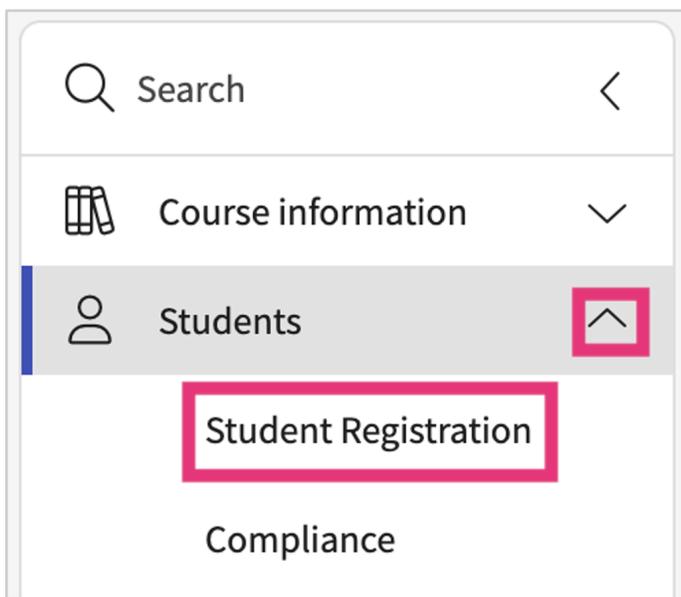
≡ Courses 🗖️ 📄 ? 🗨️ Chat 📺 📢 Ameer Jotangiya Exxat Sales (PA) ▾

Setup Course Catalog **Course Offerings**

🔍 Search + Add Course Offering 📄 🗑️ ▾

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
PA Demo 602	Pediatrics and Geriatrics (LA Activated Not Filled)* 📄	2023 - 2024	Clinical Term	Class of 2025*	Clinical Year	-	7	✎️ 🗑️
PA 620	Pediatrics and Geriatrics	2023 - 2024	Didactic - Spring	Class of 2025*	Clinical Year	-	7	✎️ 🗑️
PA 608	OB/GYN 📄	2023 - 2024	Clinical Term	Class of 2023	Clinical Year	-	6	✎️ 🗑️

3. Open up the Students option from the left panel and select Student Registration.



4. The system will display all students registered for the course.

First Name ▾ 🔍 Search + Select To Register + Upload List To Register 📄 ▾

STUDENT NAME	EMAIL	COHORT	GROUP	ENROLLMENT	GRADUATION	CAMPUS	STUDENT CATEGORY	ACTION
Deitra, Kay*	kay.deitra@exxat.com	Class of 2022*	Residential	Summer 2019	Spring 2022	Newark Campus	-	Unregister
Elton, Megan	megan.elton@exxat.com	Class of 2022*	Residential	-	-	-	-	Unregister
Jaylee, Valerie	valerie.jaylee@exxat.com	Class of 2022*	Residential	-	-	-	-	Unregister

5. If you would like to register additional students, you have two options:

1. + Select to Register allows you to find and select students from the system
2. + Upload List to Register allows you to upload a list of students

(please note that students must exist in the system for them to be registered for the course)

6. To search and select students, click + Select to Register.



7. A drawer will open. Use the search options available and click Search Record.

A search drawer interface for "DPT 950 Clinical Practice IV*". At the top left is a close button (X) and the title "Select to register for DPT 950 Clinical Practice IV*". At the top right is a blue "Register" button. The main area contains several filter sections: "Student name" with a text input; "Cohort" with a dropdown menu showing "Class of 2024"; "Group" with a dropdown menu; "Tags" with a dropdown menu; "Enrollment" with a dropdown menu; "Graduation" with a dropdown menu; "Campus" with a dropdown menu; and "Student Category" with a dropdown menu. To the right of these filters is a light blue button labeled "Search student to register". At the bottom left, there are two buttons: "Search Record" (highlighted with a red box) and "Clear All".

8. Select the students you'd like to register for the course and click Register.

× Select to register for DPT 850 Clinical Practice II* Register

Student name

Cohort
Class of 2023

Group

Tags

Total 5 student found Student selected

<input type="checkbox"/>	STUDENT NAME ↑	COHORT	GROUP	ENROLLMENT	GRADUA
<input type="checkbox"/>	Brewer, Donald	Class of 2023	Residential	Summer 2023 (June 5, 2023)	Spring 2
<input checked="" type="checkbox"/>	Long, Kimberly	Class of 2023	Residential	Summer 2020	Spring 2
<input type="checkbox"/>	Phelps, Lester	Class of 2023	Hybrid	Summer 2020	Spring 2
<input type="checkbox"/>	Todd, Jeannie	Class of 2023	Hybrid	Summer 2020	Spring 2
<input type="checkbox"/>	Vaishnav, Kunal	Class of 2023	-	Summer 2020	Spring 2

9. If you prefer to upload a list, click + Upload List to Register.



10. A drawer will open. Download the template provided.

× Upload to Register Register

Step 1: Download excel template student upload template.xlsx 

Step 2: Upload the filled excel file

 **Browse to upload**

Supported formats: .xlsx

11. On the downloaded file, enter your student roster. Please provide their first and last name, along with an email address. Once done, head back to the system and upload your file.

12. The system will then find your students in the database. Click Register.

1. If your list includes any students who are not yet added the system, you will not be able to move forward.

0 students record found in the system

Excel upload complete. 0 students found in the system

1 student not found in the system

× Upload to Register

Register

Step 1: Download excel template student upload template.xlsx 

Step 2: Upload the filled excel file

 Student_Registration_Excel.xlsx

2 students record found in the system

Excel upload complete. 2 students found in the system

Total students: 2

<input checked="" type="checkbox"/>	STUDENT NAME	EMAIL
<input checked="" type="checkbox"/>	Blair, Marty	marty.blair@exxat.com
<input checked="" type="checkbox"/>	Dawson, Spencer	spencer.dawson@exxat.com

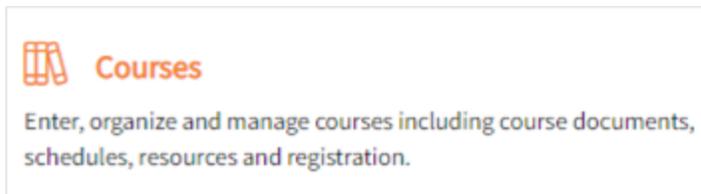
13. To unregister any student, click Unregister from the Action column for the desired student.

STUDENT NAME	EMAIL	COHORT	GROUP	ENROLLMENT	GRADUATION	CAMPUS	STUDENT CATEGORY	ACTION
Mills, Marco	marco.mills@exxat.com	Class of 2024	Residential	Summer 2021	Spring 2024	Newark Campus	Pediatric Specialization	Unregister
Rios, Terri	terri.rios@exxat.com	Class of 2024	Residential	-	-	-	-	Unregister
Stevenson, Samantha	samantha.stevenson@exxat.com	Class of 2024	Residential	-	-	-	-	Unregister

Managing Student's Communications and Interventions through Course Offering

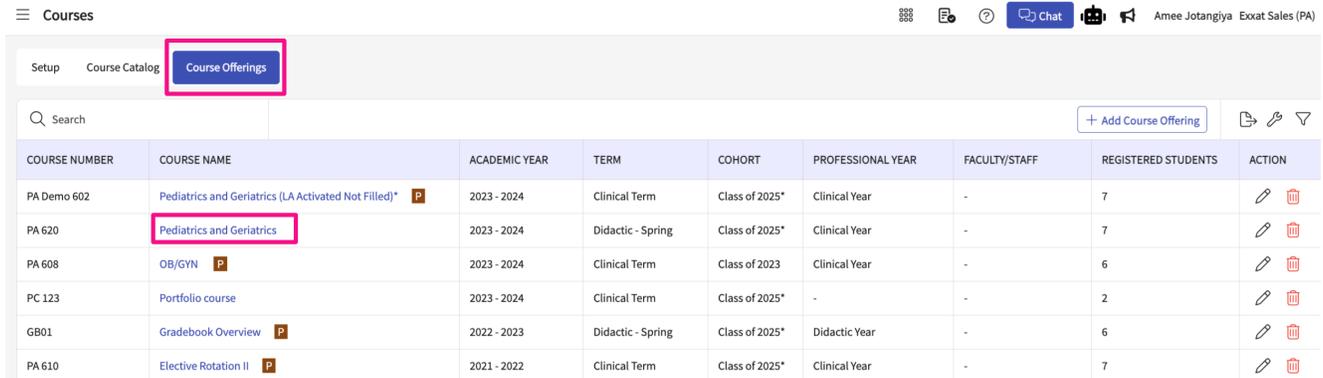
or your course offerings created, you will be able to log the communications and interventions for all students registered to that course from the same page without going to the students page.

1. On your dashboard, select Courses.

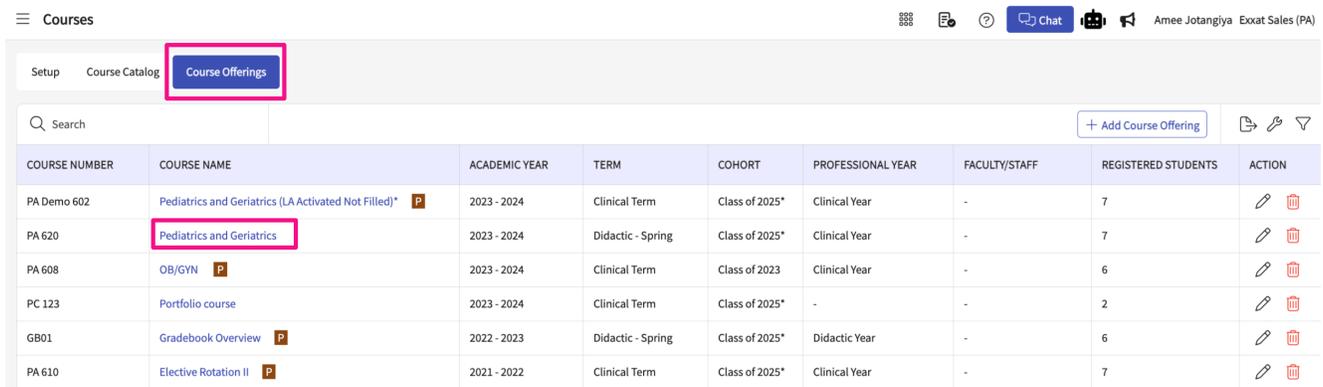


(A) You can also access this from the left hand side menu.

2. You'll be redirected to the Course Offerings tab. Here you will see all course offerings previously added to your system.

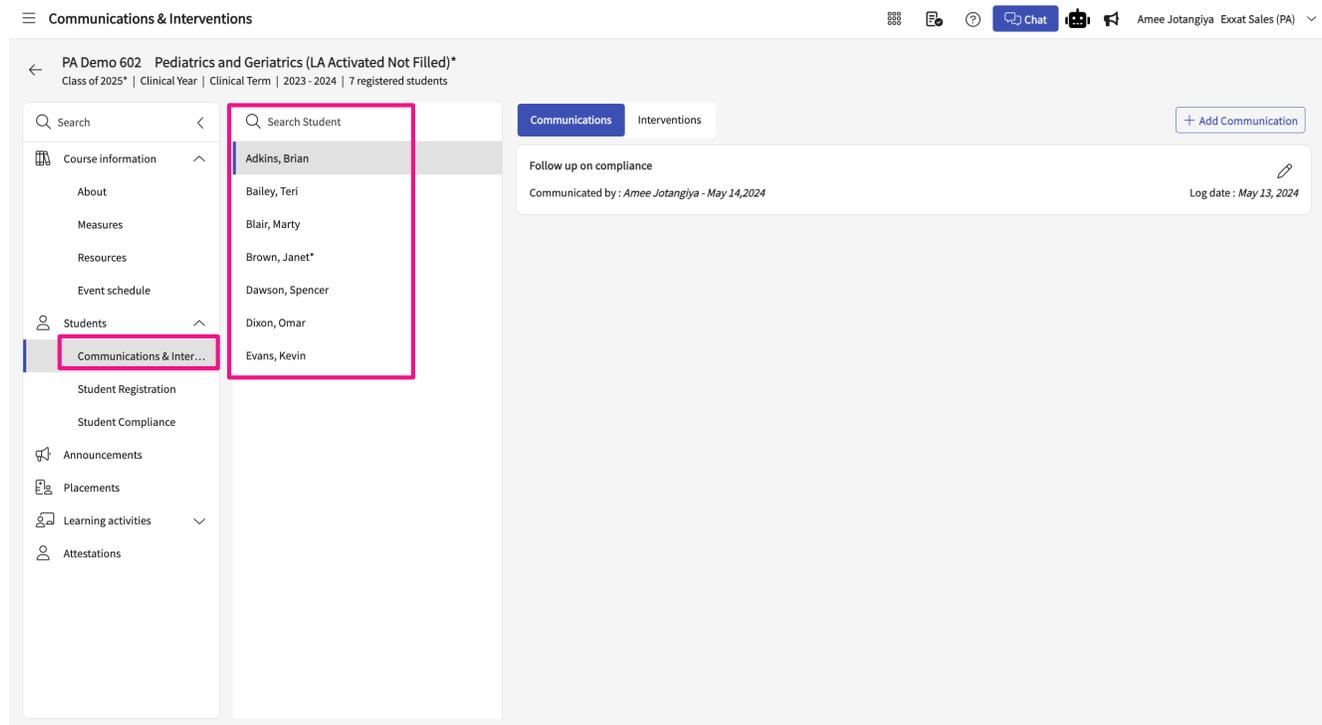


3. When you click on a course offering, you will find the "Communications & Interventions" page under Students. Click on it.

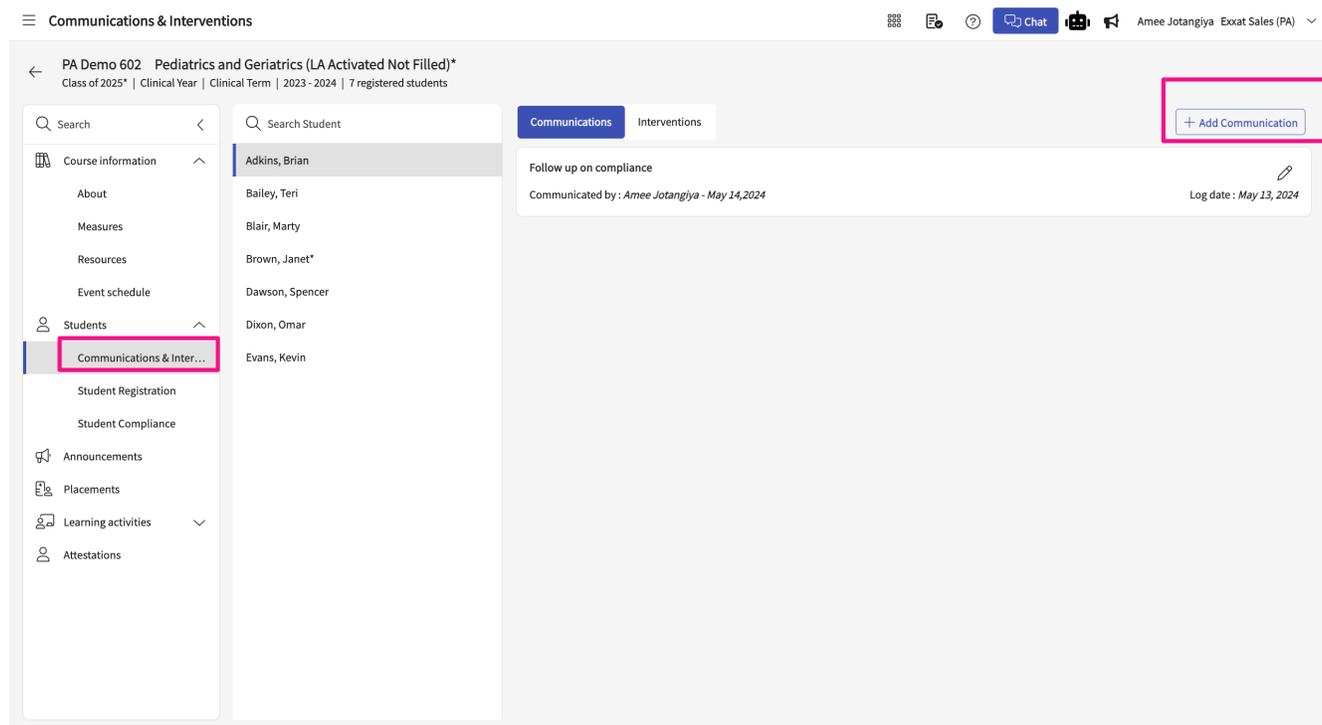


4. This will show you list of all students registered to the course on the left side and you can now begin to log the information for each student. You will find the two different tabs one for

Communication and next to it one for Intervention.



5. By default, you will be on the Communications tab where you can use the “Add Communication” button to add the details.



6. A drawer will open up on the right hand side where you can fill out all the details while adding a communication.

× Communication

Save

Communication

Mode of communication *

Audio Call
 Video Call
 Email
 In Person
 Other

Communicated by *

Subject *

Paragraph ▾ **B** *I* @

Description

Communication date

📅 ↻

Date of update

7. Click on Save once you fill out the details on the top right hand side.

8. When you switch to Interventions, you will find the "Add intervention" button on right hand side to add the details.

☰ Communications & Interventions
📄 🗂️ 🕒 🗨️ 🏠 📌 Ameer Jotangiya Exxat Sales (PA) ▾

🏠 PA Demo 602 Pediatrics and Geriatrics (LA Activated Not Filled)*
Class of 2025* | Clinical Year | Clinical Term | 2023 - 2024 | 7 registered students

📄 Course information ▾
 About
 Measures
 Resources
 Event schedule

👤 Students ▾
 Communications & Inter...

📄 Student Registration
📄 Student Compliance

📢 Announcements
📄 Placements
📄 Learning activities ▾
👤 Attestations

Adkins, Brian
Bailey, Teri
Blair, Marty
Brown, Janet*
Dawson, Spencer
Dixon, Omar
Evans, Kevin

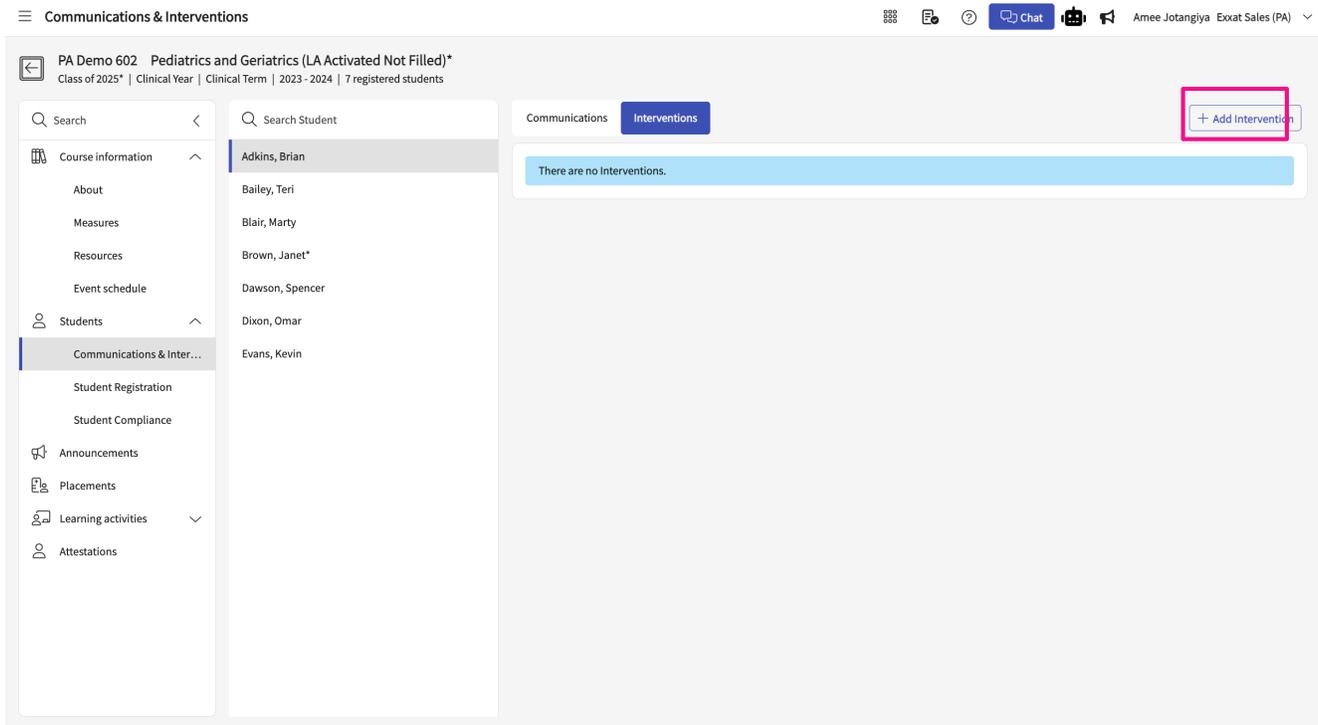
Communications

Interventions

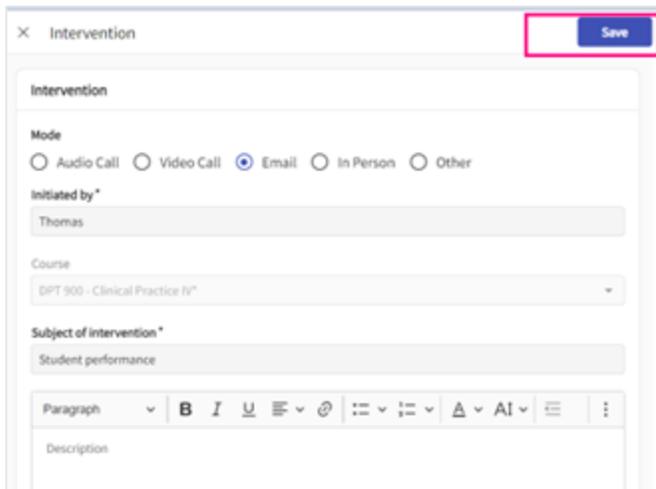
+ Add Intervention

There are no Interventions.

9. Click on +Add interventions button



10. A drawer will pop up on the right hand side where you can add the details for intervention. Click on save once done.



Managing Course Announcements

You can use the announcements feature to provide updates or inform students of upcoming items related to a course!

1. Select Courses from your dashboard or left menu.



2. Select the Course you'd like to manage.

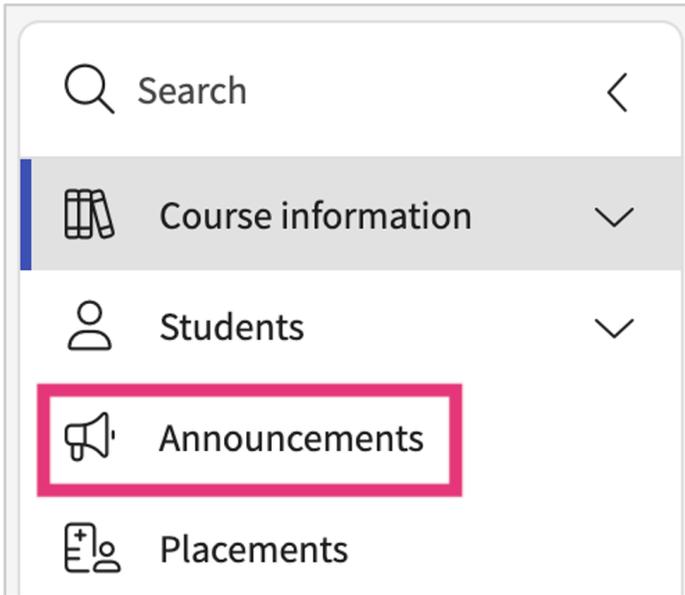
☰ Courses 🗄️ 📄 ⌚ 🗣️ Chat 📺 📢 Ameer Jotangiya Exorot Sales (PA) ▾

Setup Course Catalog **Course Offerings**

🔍 Search + Add Course Offering 📄 🗑️ 🔍

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
PA Demo 602	Pediatrics and Geriatrics (LA Activated Not Filled)* P	2023 - 2024	Clinical Term	Class of 2025*	Clinical Year	-	7	 
PA 620	Pediatrics and Geriatrics	2023 - 2024	Didactic - Spring	Class of 2025*	Clinical Year	-	7	 
PA 608	OB/GYN P	2023 - 2024	Clinical Term	Class of 2023	Clinical Year	-	6	 

3. Select Announcements from the left panel.



4. The system will load all announcements created previously. Click on + Add Announcement.

1. To edit existing announcements, click the pencil icon.
2. To delete existing announcements, click the trash icon.

+ Add Announcement

Active

Live now May 22, 2023 - June 1, 2023  

Don't forget to check your compliance documents
Friendly reminder that all compliance documents must be current and valid through the LAST DAY of your placement - without exception.

 Shared with students

Last updated by Rocio Ramirez on May 22, 2023 *Edited*

Scheduled

No upcoming announcements

Expired

No expired announcements

5. A drawer will open. Enter in any necessary information and click Save once done.

1. Show on site resources page: this will be shared with sites on the Site Resources page.

2. Show it to student: turning this on will show it to your students on their dashboard once they login.

Edit announcement Save

Start date and time *
05/22/2023 6:27 AM

End date and time *
06/01/2023 11:55 AM

Title *
Don't forget to check your compliance documents

Description

Paragraph **B** *I* U := ½ ⋮

Friendly reminder that all compliance documents must be current and valid through the LAST DAY of your placement - without exception.

Show on site resources page

Show it to student

Managing Course Attestation

You can add course-specific attestations for registered students. You can add attestations to agree to terms and conditions to adhere to site-specific

To add attestations, perform the following:

1. Go to Dashboard and click Courses.

Curriculum Management



Courses

Enter, organize and manage courses including course documents, schedules, resources and registration.



Curriculum Mapping

Build your curriculum, map it with standards, and get insightful reports.

OR

2. Go to the menu on the top left corner and click Courses.
3. Click Course Offerings on the Courses window.

Setup Course Catalog **Course Offerings**

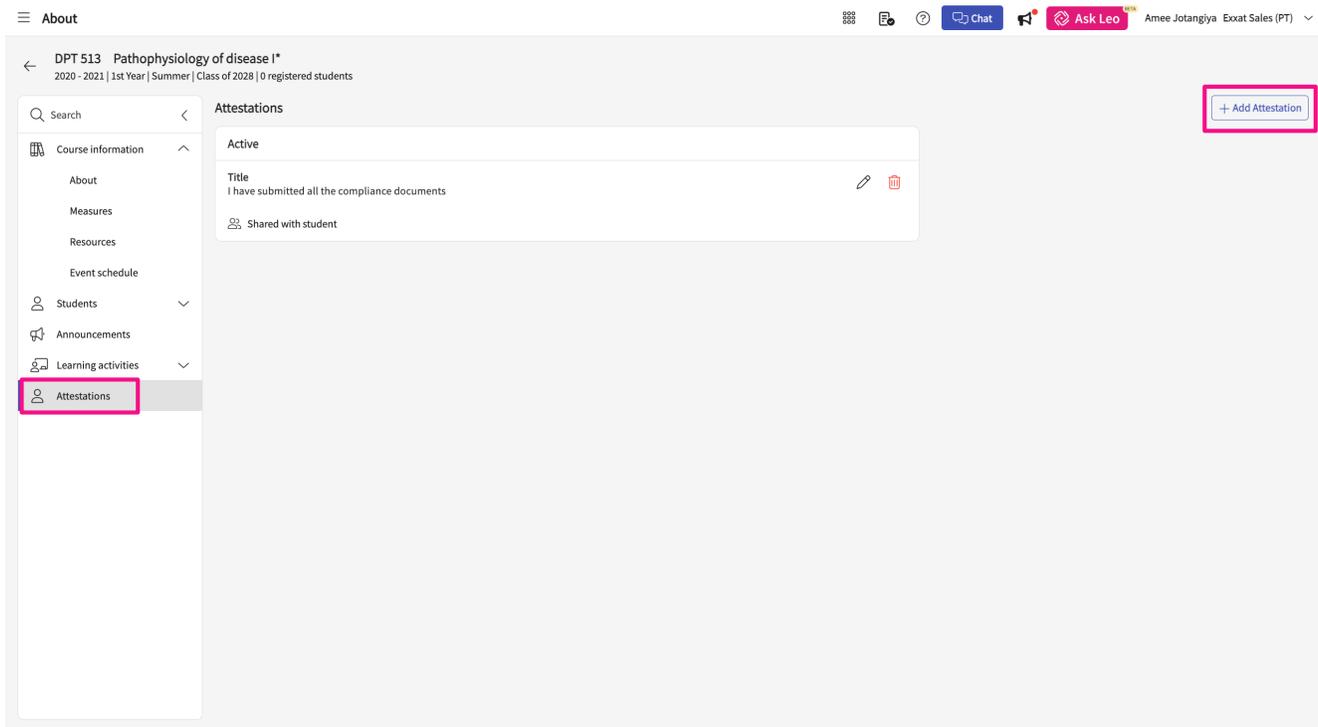
Search + Add Course Offering

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	SECTION	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 1386	Sports Medicine Research P	2023 - 2024	3rd Year	Fall	Class of 2022*	-	Erik Huff	0	
DPT 513	Pathophysiology of disease I*	2020 - 2021	1st Year	Summer	Class of 2028	-	Erin Jones	0	
DPT 760	Movement Analysis I	2020 - 2021	1st Year	Summer	Class of 2028	-	-	0	
DPT 755	Human Physiology	2020 - 2021	1st Year	Summer	Class of 2028	-	-	0	
DPT 750	Anatomy I	2020 - 2021	1st Year	Summer	Class of 2028	-	-	0	
DPT 890	Foundations of Therapeutic Exercise	2020 - 2021	1st Year	Spring	Class of 2028	-	-	0	
DPT 877	Teaching and Learning	2020 - 2021	1st Year	Spring	Class of 2028	-	-	0	
DPT 766	Tests and Measures	2020 - 2021	1st Year	Spring	Class of 2028	-	-	0	
DPT 764	Movement Analysis III	2020 - 2021	1st Year	Spring	Class of 2028	-	-	0	
DPT 757	Pharmacology	2020 - 2021	1st Year	Spring	Class of 2028	-	-	0	
DPT 800	Clinical Practice I* P	2020 - 2021	1st Year	Fall	Class of 2028	-	Stacey Chapman, Bhavya Bansal	7	
DPT 780	Research Methods	2020 - 2021	1st Year	Fall	Class of 2028	-	-	0	
DPT 770	Psychological Issues	2020 - 2021	1st Year	Fall	Class of 2028	-	-	0	
DPT 775	Clinical Seminar I	2020 - 2021	1st Year	Fall	Class of 2028	-	-	0	
DPT 762	Movement Analysis II	2020 - 2021	1st Year	Fall	Class of 2028	-	-	0	
DPT 759	Neuroscience	2020 - 2021	1st Year	Fall	Class of 2028	-	-	0	
DPT 752	Anatomy II	2020 - 2021	1st Year	Fall	Class of 2028	-	-	0	

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4. Select the required course name from the list.

5. Click Attestations from the left menu.



6. Click Add Attestations on the top right corner.

7. On the Add Attestation section, specify the following and click Save:

The "Add Attestation" form is displayed, featuring a "Save" button in the top right corner. The form includes the following fields and options:

- Show it to student:** A toggle switch that is currently turned on.
- Title *:** A text input field for the attestation title.
- Content:** A large text area for entering the details of the attestation.
- Due date:** A date selection field with a calendar icon and a refresh icon.

- Show it to student – enable this option if you want to display the attestation to the student.
- Title – Specify the title for the attestation.
- Content – Specify the details of the attestation.
- Due date – Specify the due date for the attestation. Select one of the following:
- Specific date – select this option to display the attestation on the selected date. Click the calendar and select the date, month, and year on which you want the placement attestation to be required.
- Anchored date – Select this option to display the attestation required to be agreed upon before or after the specified date. Using this option, you are selecting the number of days before or after the placement starts or ends. Select the following from the drop-down menu:

- Days – Specify the number of days.
 - Before or After – Select Before or After.
 - Anchor – Select Placement Start Date or Placement End Date.
 - **Note: This option is not available for didactic courses.**
8. The attestations are displayed on the Attestations window.

Note: The attestations are displayed to the students within the Coursework section of the student dashboard.