

This guide provides comprehensive instructions on how to manage courses within the system. Users will find details on navigating through different sections such as Course Catalog, Course Offerings, Curriculum Grid, Course Details, Measures, Events, Gradebook, Announcements, and Resources. It explains how to view, edit, add, and delete information related to courses, ensuring efficient course management.

You will find all the information below

1. [Course Overview](#)
2. **Course Catalog**
3. [Assigning Attributes to a Course](#)
4. [Managing Course Measures](#)
5. [Managing Course Events](#)
6. [Gradebook View of Courses](#)
7. [Adding Course Announcements](#)
8. [Adding Course Resources](#)

Course Overview

Once associated with courses, users can view and manage them by selecting "Courses" from the dashboard or left menu. This section provides a general introduction to the course management.

1. Select Courses from your dashboard or left menu.



2. The page will have three tabs:
 1. Setup
 2. Course Catalog
 3. Course Offerings



3. The **setup** section allows you to set up course measures, academic measures, course policies, and learning activities. These data would be applicable across all courses.

Course Measures

Course Measures	
Course goals	
Assessment Method	
Case Objectives	
Course outcomes	
Lecture objectives	Inactive
Instructional Objectives	
Course Objectives	

4. The **course catalog** is a read-only section that provides you with information about courses, including the number, name, whether it requires a placement, and when it was last updated.

Course Catalog

Search Courses

[+ Upload Course\(s\)](#) [+ Add Course](#)

COURSE NUMBER ↑	COURSE NAME	REQUIRES PLACEMENT	LAST UPDATED ON	LAST UPDATED BY	ACTION
000	Site survey	No	05/01/2023	-	
10	Wishlist Course	Yes	01/04/2024	Test Faculty	
101	Mock Course	Yes	05/10/2023	-	
101 (Sec A)	Mock Course	No	09/01/2023	-	
1234	Test Course New	Yes	07/09/2024	-	
524	Practicum	Yes	07/16/2024	-	
Advising	Advising	No	08/19/2024	Joanna Perry	
DPT 1386	Sports Medicine Research	Yes	09/01/2023	-	
DPT 1387	Sports Study	Yes	09/23/2024	Sushma NS	
DPT 513	Pathophysiology of disease I (Curriculum Mapping)*	No	12/17/2024	Skyler Reddy	
DPT 750	Anatomy I	No	02/15/2022	-	
DPT 752	Anatomy II	No	02/15/2022	-	
DPT 753	Anatomy III	No	05/19/2023	-	
DPT 755	Human Physiology	No	02/15/2022	-	
DPT 759	Neuroscience*	No	03/02/2022	Megan Freeland	

Items per page: 30 | 1 - 30 of 55 | [1](#) [2](#)

5. Course Offerings will show you the individual instances of a course for which students may be registered accompanied by academic year, term, and for lockstep programs, the professional year in the program and cohort of students who will be enrolled in this course.

a. Any course offering that requires a placement will have a brown P icon.

Navigation: Courses | Course Catalog | Course Offerings

Search: [Search] | + Add Course Offering

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	CAMPUS	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 900	Clinical Practice III* 	2023 - 2024	-	Summer	Class of 2024	-	-	7	 
DPT 900	Clinical Practice III* 	2023 - 2024	3rd Year	Fall	Class of 2029	-	-	0	 
DPT 513	Pathophysiology of disease I*	2020 - 2021	1st Year	Summer	Class of 2030	-	Erin Jones	0	 
DPT 760	Movement Analysis I	2020 - 2021	1st Year	Summer	Class of 2030	-	-	0	 
DPT 755	Human Physiology	2020 - 2021	1st Year	Summer	Class of 2030	-	-	0	 
DPT 750	Anatomy I	2020 - 2021	1st Year	Summer	Class of 2030	-	-	0	 
DPT 890	Foundations of Therapeutic Exercise	2020 - 2021	1st Year	Spring	Class of 2030	-	-	0	 
DPT 877	Teaching and Learning	2020 - 2021	1st Year	Spring	Class of 2030	-	-	0	 
DPT 766	Tests and Measures	2020 - 2021	1st Year	Spring	Class of 2030	-	-	0	 
DPT 764	Movement Analysis III	2020 - 2021	1st Year	Spring	Class of 2030	-	-	0	 
DPT 757	Pharmacology	2020 - 2021	1st Year	Spring	Class of 2030	-	-	0	 
DPT 800	Clinical Practice I* 	2020 - 2021	1st Year	Fall	Class of 2030	-	Stacey Chapman, Bhavya Bansal	0	 
DPT 780	Research Methods	2020 - 2021	1st Year	Fall	Class of 2030	-	-	0	 
DPT 770	Psychological Issues	2020 - 2021	1st Year	Fall	Class of 2030	-	-	0	 
DPT 775	Clinical Seminar I	2020 - 2021	1st Year	Fall	Class of 2030	-	-	0	 

Items per page: 30 | 1 - 30 of 278 | Page 1 of 2

6. Clicking on the name of any course takes you to the Course Details page which allows you to edit the learning objectives, schedule, pre-requisites, required materials, policies, grading scale, and more, simply click the name of the course. You also have access to viewing the students registered for a course as well as setting up and grading the assignments those students have completed. You can add "Attestions" to the course offering

← DPT 513 Pathophysiology of disease I*
2020 - 2021 | 1st Year | Summer | Class of 2030 | 0 registered students

Search <

Course information ^

- About
- Measures
- Resources
- Event schedule
- Students ^**
- Communications & Inter...
- Student Registration
- Student Compliance
- Announcements
- Learning activities ^
- Setup
- Review
- Gradebook
- Attestations

Course Details

Description
Pathophysiology of disease I is a 2 credit course offered during the summer semest and is designed to provide the student with essential skills basic to the practice of
[Show More](#)

Credits	Duration
2	-
Nature	Type core
-	Core
Fields of study	Clock hours
-	-
Share with site	
No	

Pre-requisites And Co-requisites

Textbooks And Other Resources

Required
-

Recommended
-

Evaluation Criteria

Managing Course Details

Once you've been associated with a course, you can update course information.

A read-only section that provides information about courses, including course number, name, placement requirements, and last update.

1. Select Courses from your dashboard or left menu.



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

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	 
DPT 950	Clinical Practice IV*	2023 - 2024	Spring	Class of 2026	3rd Year	-	2	 
I01	Mock Course	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	 
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	 
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	 
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	 
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028	-	-	1	 
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	 
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	 

3. The course will open the About section, where you can update:

- a. Course details
- b. Pre-requisites and co-requisites
- c. Textbooks and other resources
- d. Evaluation criteria
- e. Course policies
- f. Grading scale
- g. Faculty and staff

4. Click the pencil icon in each section to add or edit information.

≡ About 🗨️ Chat 📢 Ask Leo Ameer Jotangiya Exat Sales (Physical Therapy) ▾

← DPT 513 Pathophysiology of disease I*
2020 - 2021 | 1st Year | Summer | Class of 2030 | 0 registered students Generate Syllabus 🗺️ Go to Mapping 📄 Clone from

🔍 Search

- 📖 Course information
- About
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- Event schedule
- 👤 Students**
- Communications & Inter...
- Student Registration
- Student Compliance
- 📢 Announcements
- 📅 Learning activities
- Setup
- Review
- Gradebook
- 👤 Attestations

Course Details 

Description
Pathophysiology of disease I is a 2 credit course offered during the summer semester of the 1st year of the doctor of physical therapy curriculum and is designed to provide the student with essential skills basic to the practice of physical therapy
[Show More](#)

Credits 2	Duration -	Hours -
Nature -	Type core Core	Departments -
Fields of study -	Clock hours -	Grading Scale Letter grade

Share with site
No

Pre-requisites And Co-requisites

Textbooks And Other Resources

Required	
-	
Recommended	
-	

Evaluation Criteria 

ASSESSMENT NAME	% OF GRADE
second	20
...	..

Attributes 

Thread

- Pain Management
- Professionalism

Lifespan (CAPTE 6L1)

- Adults (18 - 64)
- Adolescents (13 - 17)

Instructional Methods(CAPTE 6I)

- Team Based Learning

Assessment Methods

- CPI Outcomes

Faculty & Staff 

EJ Jones, Erin
Guest Lecturer

5. A drawer will open for you to update information. Click Save once done.

× Course details Save

Description

Paragraph **B** *I* U

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, social and emotional development. Theories of aging including somatic and other factors that influence wellness and disability across the lifespan will be addressed. Course content has been organized to provide the student with a theoretical knowledge base that can be used in the diagnosis, prognosis, examination, and intervention of individuals with metabolic, endocrine, gastrointestinal, genitourinary, and other pathologies.

284 characters left

Credits *

2

Duration

Hours

150

Nature

6. The evaluation criteria section will allow you to enter in assessment options and indicate the % of the grade.

× Add/Edit evaluation criteria Save

Assessment name	% of grade	
<input type="text"/>	<input type="text"/>	Add
Assessment name Case Study	% of grade 25	
Assessment name Final Exam	% of grade 30	
Assessment name Midterm Exam	% of grade 30	
Assessment name Quizzes (2)	% of grade 15	

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.

7. Within Course Policies, you can edit existing entries or add new ones using the + 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.

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

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
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I01	Mock Course	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

3. Select Measures from the left panel.

← DPT 800 Clinical Practice I*
Class of 2022* | 1st Year | Fall | 2019 - 2020 | 6 registered students Generate Syllabus

Search <

Course information ^

About

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Event schedule

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 [Show More](#)

Credits 2 **Duration** - **Hours** 150

Nature - **Type core** Core **Departments** -

Fields of study - **Clock hours** - **Grading Scale** Letter grade

Share with site Yes

Attributes

Faculty & Staff

Herrera, Jermaine
Course Coordinator, Course Advisor

Chapman, Stacey*
Course Coordinator

4. The system will display different categories of measures for you to view and manage.

a. If measures have already been added, you will see a downward facing arrow which you can use to expand the section.

b. If no data has been entered for a section, you will see a + icon which you can use to add a new measure.

← DPT 800 Clinical Practice I*
Class of 2022* | 1st Year | Fall | 2019 - 2020 | 6 registered students Generate Syllabus

Search <

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Event schedule

Course Objectives

Assignments

Assessments

Instructional Objectives

Lecture objectives

Details

Linked()

5. To add a measure, click on +Add or the + icon.

The screenshot displays a vertical list of course components. At the top, two callout boxes are present: 'Rearrange order of measures' and 'Delete all measures'. Below these are four main sections: 'Course Objectives', 'Assignments', 'Assessments', and 'Instructional Objectives'. The 'Assignments' section is expanded, showing a list of items with a description: 'Case Study. Students, will investigate the impact of a disorder/condition on ...'. Within this section, three buttons are visible: '+ Add Assignments', 'Reorder', and 'Delete all'. The '+ Add Assignments' button is highlighted with a red box. The 'Instructional Objectives' section at the bottom has a red box around its '+ Add' icon. Red arrows point from the 'Rearrange order of measures' box to the 'Reorder' button and from the 'Delete all measures' box to the 'Delete all' button.

6. A drawer will open, and you can enter the following:

- a. Code: number of the measure you are adding
- b. Description: details of the measure
- c. Tags: select from existing tags, or create new tags to easily filter through reports on items you may need (In progress, Needs Review, etc.)

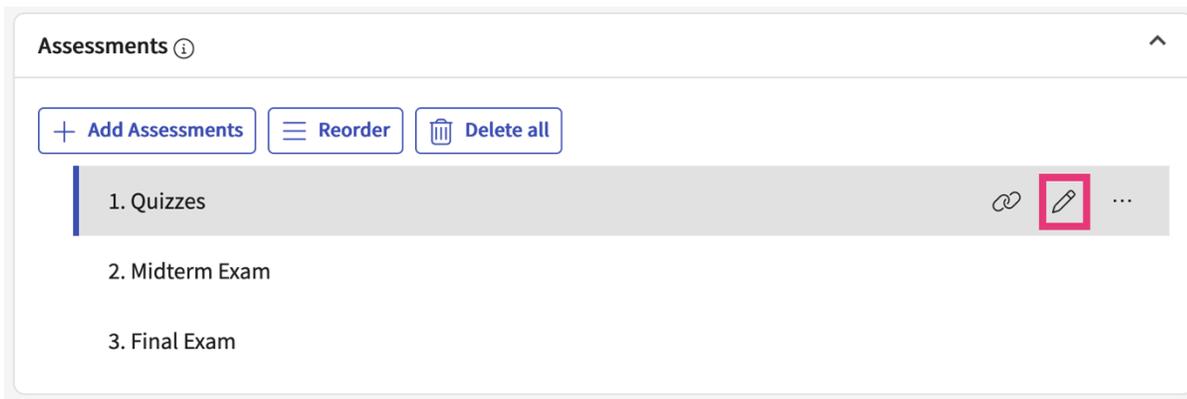
d. Upload any attachments.

The screenshot shows the 'Add Assignments' form with the following elements and annotations:

- Code ***: Input field containing '2'. A red box labeled 'Add new tags here' is positioned above the form.
- Description ***: Text area containing 'Sample description'.
- Tags**: A section with a dashed box and a 'Browse' button. A red box labeled 'Add' is next to the 'Browse' button.
- Supported formats**: .pdf, .doc, .jpg, .jpeg, .png, .docx, .xlsx, .pptx. Below this, it states 'You can only upload files with file size under 10 MB.'.
- Total tags (6)**: A list of tags with checkboxes and pencil icons for modification:
 - Confirmed
 - Professional Behaviors
 - General Knowledge
 - Tentative
 - NEEDS REVIEWA red box labeled 'Modify existing tags' is positioned below the list.
- Buttons**: 'Save' (top right), 'Add' (next to tags), and 'Apply' (bottom right).

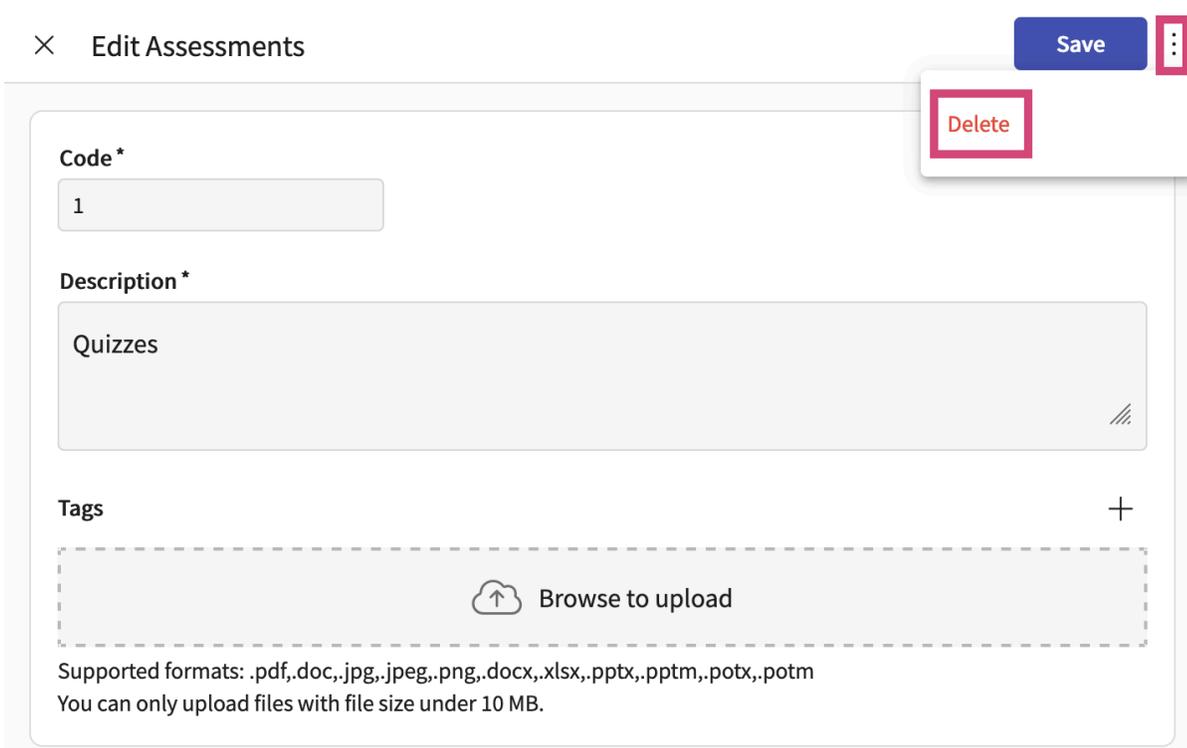
7. Once you've added a measure, you may need to make changes, or delete your entry entirely!

8. Expand the section you'd like to modify measures for, hover over the entry and click the pencil icon.



9. A drawer will open where you can make changes.

10. If you'd like to delete your measure, click on the vertical ellipsis and click Delete.



Assigning Attributes to a Course

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, etc. You can assign attributes to a course if you would like to track things like – whether a course meets a particular assessment method, or how the course is being taught.

1. Select Courses from your dashboard or left menu.



Courses

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

Setup Course Catalog **Course Offerings**

Q Search + Add Course Offering 📄 🖨️ ⌵

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
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101	Mock Course	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

3. Click the pencil icon within the Attributes section.



4. A drawer will open where you can provide attributes for Thread, Lifespan, Instructional Methods, and Assessment methods.

a. The items shown in the dropdown list are created by your program. If you would like to make modifications to this list, reach out to your system administrator.

Attributes Save

Thread
Interprofessional Education (6F) ⓘ

Lifespan
Older Adults (< 65) , Adults (18 - 64) , Adolescents (13 - ... ⓘ

Instructional Methods
Case Studies ⓘ

Assessment Methods ⓘ

- Quizzes
- CPI Outcomes
- Written Exam
- Practical Exam/Standardized Patients

Managing Course Events Schedule

Faculty can create and manage class schedules by adding, editing, or deleting events. The Event Schedule section allows for detailed scheduling and management. In Prism, you can create your entire class schedule for each course and house the details in it.

1. Select Courses from your dashboard or left menu.



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

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
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DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	 
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	 
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DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	 
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	 

3. Select Event Schedule from the left panel.

DPT 800 Clinical Practice I*
Class of 2022* | 1st Year | Fall | 2019 - 2020 | 6 registered students

[Generate Syllabus](#)

Search

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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 [Show More](#)

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

Share with site
Yes

Attributes

Faculty & Staff

 Herrera, Jermaine
Course Coordinator, Course Advisor

 Chapman, Stacey*
Course Coordinator

4. The system will show you events previously entered. To add a new event, click + Add Event.

- a. Click on the pencil icon to edit existing events
- b. Click on the trash bin to delete existing events

DATE	TIME	TITLE	FACULTY	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. Provide all necessary details and click Save.

× Edit event Save

Title *
Anatomy

Date
May 15, 2023

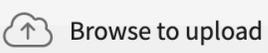
Start time 12:00 PM **End time** 1:00 PM

Faculty
Stacey* Chapman

Location

Reference material

Instructional Methods
Small Groups , Team Based Learning



Managing Students for a course

1. Select Courses from your dashboard or left menu.



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

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
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DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

3. Click on the Students section to manage students' communications and interventions, Student registrations, and Student compliance.

Communications & Interventions

NUR 114 DNP Course 1
2023 - 2024 | Spring | FNP-Summer 2023 | 9 registered students

Search Student

- Brown, Janet
- Evans, Kevin
- Cain, Jenny
- Charles, Joyce (Joy)
- Potter, Harry
- Potter, Harry
- Granger, Hermione
- Bartlett, Jared
- Anderson, Jason

Interventions

Open Interventions

Not adhering to course attendance

Intervention added by: Ameer Jotangiya - 01/07/2025 | Intervention Date : 01/07/2025 | Last updated date - 01/07/2025

Gradebook for Courses

1. Select Courses from your dashboard or left menu.



2. Find and select your desired course offering.

Setup Course Catalog **Course Offerings**

Search + Add Course Offering

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	
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DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

3. Select Announcements from the left panel.

4. Click on Learning Activities

5. Click on Gradebook to manage scores

Gradebook Chat Ask Leo Amee Jotangiya Exxat Sales (Nursing)

NUR Demo 111 Grad Course 1 (FNP log, All forms, Timesheet)*
2023 - 2024 | Year 2 | Fall | BSN-Summer 2023 | 31 registered students

Search Total Weightage : 100

Gradebook

STUDENT NAME ↑	FINAL WEIGHTED SCORE	COMPETENCY TRACKING ... (30%)	COMPETENCY TRACKING ... (10%)	CLINICAL EVALUATION ... (5%)	PATIENT LOG (35%)	TIMESHEET (20%)
Barrett, Donte(Grad)*	45.04	4/4 30 (W)	4/4 10 (W)	3.44/5 3.44 (W)	0/10 0 (W)	8/10
Bartlett, Jared	34.08	3.64/4 27.3 (W)	2.71/4 6.78 (W)	-/5 -/10	-/10	-/10
Bishop, Esperanza(UG)*	37.88	3.11/4 23.32 (W)	4/4 10 (W)	3.56/5 3.56 (W)	0/10 0 (W)	5/10
Blair, Osvaldo	40.70	3.48/4 26.1 (W)	3.57/4 8.92 (W)	3.68/5 3.68 (W)	0/10 0 (W)	10/10
Booker, Sanai	45.97	3.95/4 29.62 (W)	3.86/4 9.65 (W)	4.7/5 4.7 (W)	0/10 0 (W)	10/10
Browning, Paul	41.02	3.51/4 26.32 (W)	4/4 10 (W)	4.7/5 4.7 (W)	0/10 0 (W)	0/10
Brown, Janet	35.20	3.04/4 22.8 (W)	3.26/4 8.15 (W)	4.25/5 4.25 (W)	0/10 0 (W)	-/10
Burch, Nikolai	38.90	3.32/4 24.9 (W)	3.8/4 9.5 (W)	4.5/5 4.5 (W)	0/10 0 (W)	0/10
Charles, Joyce	44.05	3.92/4 29.4 (W)	3.9/4 9.75 (W)	4.9/5 4.9 (W)	0/10 0 (W)	0/10
Daugherty, Brayden	43.18	3.89/4 29.18 (W)	3.8/4 9.5 (W)	4.5/5 4.5 (W)	0/10 0 (W)	0/10
Garcia, Gianni	43.87	3.94/4 29.55 (W)	3.85/4 9.62 (W)	4.7/5 4.7 (W)	0/10 0 (W)	0/10
Jacobs, Hamza	-	-/4	-/4	-/5	-/10	-/10
Janet, Brown	-	-/4	-/4	-/5	-/10	-/10

6. Click on the pencil icon to edit any score

The screenshot shows the 'Gradebook' interface for 'NUR Demo 111 Grad Course 1 (FNP log, All forms, Timesheet)*'. The table lists 15 students with their final weighted scores and scores for various competencies. A red box highlights the pencil icon in the 'COMPETENCY TRACKING' column for the first student, Barrett, Donte(Grad)*.

STUDENT NAME ↑	FINAL WEIGHTED SCORE	COMPETENCY TRACKING (30%)	COMPETENCY TRACKING (10%)	CLINICAL EVALUATION ... (5%)	PATIENT LOG (35%)	TIMESHEET (20%)
Barrett, Donte(Grad)*	45.04	4/4 30 (W)	4/4 10 (W)	3.44/5 3.44 (W)	0/10 0 (W)	8/10
Bartlett, Jared	34.08	3.64/4 27.3 (W)	2.71/4 6.78 (W)	-/5	-/10	-/10
Bishop, Esperanza(UG)*	37.88	3.11/4 23.32 (W)	4/4 10 (W)	3.56/5 3.56 (W)	0/10 0 (W)	5/10
Blair, Osvaldo	40.70	3.48/4 26.1 (W)	3.57/4 8.92 (W)	3.68/5 3.68 (W)	0/10 0 (W)	10/10
Booker, Sanai	45.97	3.95/4 29.62 (W)	3.86/4 9.65 (W)	4.7/5 4.7 (W)	0/10 0 (W)	10/10
Browning, Paul	41.02	3.51/4 26.32 (W)	4/4 10 (W)	4.7/5 4.7 (W)	0/10 0 (W)	0/10
Brown, Janet	35.20	3.04/4 22.8 (W)	3.26/4 8.15 (W)	4.25/5 4.25 (W)	0/10 0 (W)	-/10
Burch, Nikolai	38.90	3.32/4 24.9 (W)	3.8/4 9.5 (W)	4.5/5 4.5 (W)	0/10 0 (W)	0/10
Charles, Joyce	44.05	3.92/4 29.4 (W)	3.9/4 9.75 (W)	4.9/5 4.9 (W)	0/10 0 (W)	0/10
Daugherty, Brayden	43.18	3.89/4 29.18 (W)	3.8/4 9.5 (W)	4.5/5 4.5 (W)	0/10 0 (W)	0/10
Garcia, Gianni	43.87	3.94/4 29.55 (W)	3.85/4 9.62 (W)	4.7/5 4.7 (W)	0/10 0 (W)	0/10
Jacobs, Hamza	-	-/4	-/4	-/5	-/10	-/10
Janet, Brown	-	-/4	-/4	-/5	-/10	-/10

7. A drawer will open up to edit the scores

The screenshot shows the 'Competency tracking (NONPF-preceptor evaluation of student-final) - Quantitative (30%)' drawer. The table lists students and their scores for various placements. A red box highlights the pencil icon in the 'OBTAINED SCORE' column for the first student, Barrett, Donte(Grad)*.

STUDENT NAME ↑	PLACEMENT DETAILS	OBTAINED SCORE	CALCULATED SCORE	WEIGHTED SCORE
<input checked="" type="checkbox"/>	Abundant - Action Therapy (Geocoding Enabled)* Family Medicine Grad Course 1	4		
<input checked="" type="checkbox"/>	Barrett, Donte(Grad)* Acute Care Grad Course 1 (ADV Schedule) (Slots Added)	2	3	22.5
	Broadwater Clinic - Family Medicine Neurosurgery Competency_Mapping	-		
<input checked="" type="checkbox"/>	Bartlett, Jared Broadwater Clinic - Family Medicine Neurosurgery Competency_Mapping	3.64	3.64	27.3
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* Family Medicine Grad Course 1	3.11		
<input checked="" type="checkbox"/>	Bishop, Esperanza(UG)* Broadwater Clinic - Family Medicine Neurosurgery Competency_Mapping	-	3.11	23.32
	Alliance Medical Center - Med Surg (Geocoding Enabled)* OB Grad Course 1	2.97		
	Alliance Medical Center - Cardiology (Geocoding enabled)* Family Medicine Grad Course 1	4		

Adding Course Announcements

When managing a course, you may want to provide students with handy reminders as the placement start date nears. This Section provides instructions for setting up announcements for students, including start and end times, titles, descriptions, and display options.

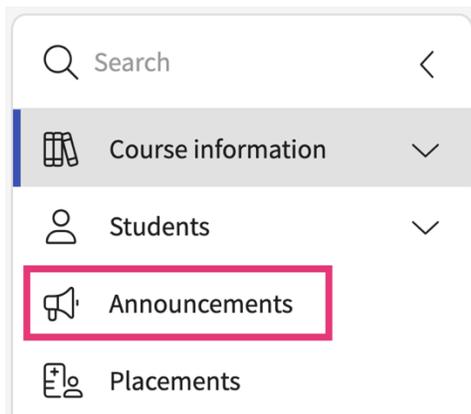
1. Select Courses from your dashboard or left menu.



2. Find and select your desired course offering.

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	
DPT 950	Clinical Practice IV*	2023 - 2024	Spring	Class of 2026	3rd Year	-	2	
101	Mock Course	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

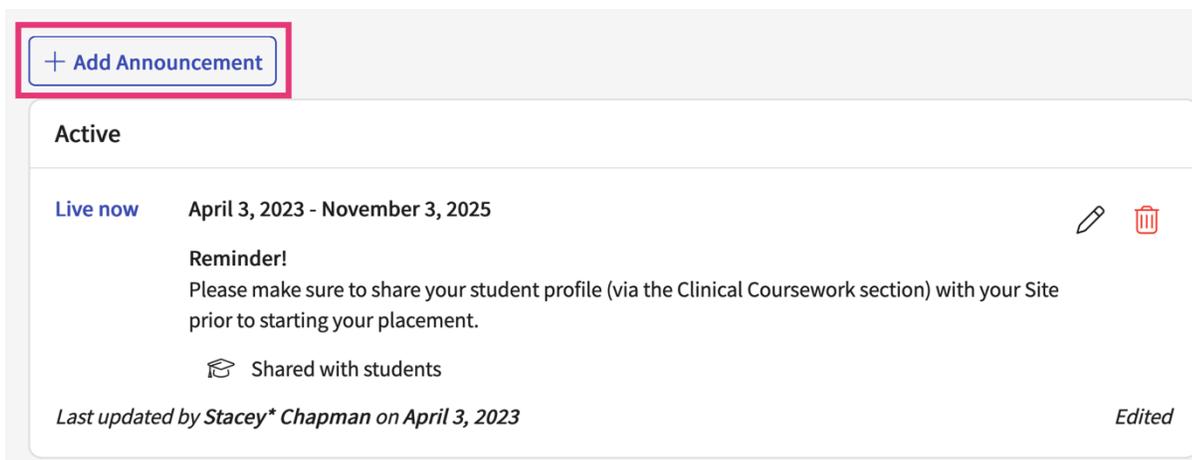
3. Select Announcements from the left panel.



4. The system will show you any announcements added previously. Click +Add Announcement.

a. To modify existing announcements, click on the pencil icon.

b. To delete existing announcements, click on the trash bin.



5. A drawer will open where you can set up your announcement. Once done, click Save.

a. A **start** and **end** time to display your message

- b. Provide a **title** for your announcement
- c. Enter a **description**
- d. Decide if your announcement should be **displayed to students**, and shared on your program's **site resources page**.

× Edit announcement Save

Start date and time *
April 3, 2023 12:40 PM 

End date and time *
November 3, 2025 11:55 AM 

Title *
Reminder!

Description
Paragraph **B** *I* U

Please make sure to share your student profile (via the Clinical Coursework section) with your Site prior to starting your placement.

Show on site resources page

Show it to student

6. The system will save your announcement and will start displaying it to students (and sites if included) on their dashboard on the set start date and time!

Adding Course Resources

Faculty can add and share resources with students and sites. The Resources section allows for the organization and sharing of various course materials.

1. Select Courses from your dashboard or left menu.



Courses

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

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	3rd Year	Jermaine Herrera, Stacey Chapman	6	
DPT 950	Clinical Practice IV*	2023 - 2024	Spring	Class of 2026	3rd Year	-	2	
101	Mock Course	2023 - 2024	Fall	0. Mock Cohort	2nd Year	Erik Huff	1	
DPT 975	Health Care Delivery*	2023 - 2024	Summer	Class of 2022*	2nd Year	-	0	
DPT 950	Clinical Practice IV*	2023 - 2024	Summer	Class of 2022*	2nd Year	Jermaine Herrera, Stacey Chapman	8	
DPT 513	Pathophysiology of disease I*	2023 - 2024	Fall	Class of 2022*	2nd Year	-	1	
DPT 900	Clinical Practice III*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 850	Clinical Practice II*	2023 - 2024	Summer	Class of 2028	-	-	1	
DPT 800	Clinical Practice I*	2023 - 2024	Summer	Class of 2028	-	-	6	

3. Select Resources from the left panel.

← DPT 800 Clinical Practice I*
Class of 2022* | 1st Year | Fall | 2019 - 2020 | 6 registered students

Generate Syllabus

Search

Course information

About

Measures

Resources

Event schedule

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

Show More

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

Attributes

Faculty & Staff

Herrera, Jermaine
Course Coordinator, Course Advisor

Chapman, Stacey*
Course Coordinator

4. The system will display different categories which are created by your program.

5. Select a category to view and add resources.

Categories

Syllabus

Courses Policy Documents

Reading Materials

Search

Documents (1) Videos (0) FAQ's (0) Links (0)

Syllabus

Shared on site resources Shared with students

View documents

Last updated by on March 8, 2022

+ Add Resource

6. Click + Add Resource

Categories

Syllabus

Courses Policy Documents

Reading Materials

Search

Documents (1) Videos (0) FAQ's (0) Links (0)

+ Add Resource

Syllabus

Shared on site resources Shared with students

View documents

Last updated by on March 8, 2022

7. A drawer will open where you can add your resource and decide if it should be shared with students and sites.

× Add resource Save

Type *
 Documents Videos FAQ's Links

Document category
Syllabus

Name *

Description

Url

Show on site resources page

Show it to student

 Browse to upload