

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.



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

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	COHORT	PROFESSIONAL YEAR
DPT 762	Movement Analysis II	2024 - 2025	Class of 2027	1st Year
DPT 750	Anatomy I	2022 - 2023	Class of 2022*	-
DPT 513	Pathophysiology of disease I*	2019 - 2020	Class of 2022*	1st Year
DPT 850	Clinical Practice II* P	2026 - 2027	Class of 2025	2nd Year

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

A screenshot of the "Course Details" page for "DPT 850 Clinical Practice II*". The page shows a left sidebar with navigation options: Course information, Students, Announcements, Placements, Learning activities (expanded), and Review. The "Learning activities" section is highlighted, and the "Setup" option is circled in red. The main content area displays course details such as Description, Credits (4), Nature, Fields of study, and Share with site (No).

← DPT 850 Clinical Practice II*
Class of 2025 | 2nd Year | Summer | 2026 - 2027 | 3 registered students

Search

Course information

Students

Announcements

Placements

Learning activities

Setup

Review

Course Details

Description
Clinical Practice II is a 9-week, full-time clinical practice course under the supervision of a licensed physical therapist. This clinical experience is designed to provide the student opportunities to improve clinical decision-making and critical thinking skills
[Show More](#)

Credits	Duration	Hours
4	-	-
Nature	Type core	Departments
-	Core	-
Fields of study	Clock hours	Grading Scale
-	-	Letter grade
Share with site		
No		

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

Patient Logs	PT Patient Log	Status: Activated	
Timesheet	0% Weightage	Status: Not Activated	
Time Off	0% Weightage	Status: Not Activated	

5. A drawer will open. Make sure to activate the timesheet and set your preferences. Once done, click Save.

a. 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.

× Time Off Save

Setup

Activate

Inform Clinical Instructor when student requests Time Off? [Template Preview](#)
 Yes No

Require students to categorize Time Off?
 Yes No

Require document upload?
 Yes No

Inform School when student request Time Off?
 Yes No

Email Placement Faculty each time a time off is submitted?
 Yes No

6. Your form will now be activated!

a. If you need to make any changes, click on the pencil icon.

Time Off | 0% Weightage

Status: **Activated**

