

Guide to your FreeNurseTutor

MySchool Instructor Account

It's easier than you thought!

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Introduction

Introducing MySchool!

This user guide is provided as support for educators who have already created their free MySchool Instructor Account. A MySchool Account allows instructors to create and save computer based learning activities by adding their own content to various types of activities or by editing existing activities from the FreeNurseTutor Library to meet their specific teaching needs. These interactive online activities can be used as a supplement to other teaching methods to better meet the individual learning needs of every student.

If you have not yet created your account, you go to the home page of freenursetutor.com and click on the link, Create a MySchool Account. Follow the instructions to locate or add your school and then create your MySchool Instructor Account.

You may find it helpful to read the section for each type of activity before creating or editing a particular type of activity for the first time. Otherwise, we suggest using the Guide as a reference when you have questions or encounter specific problems.

Feel free to log in and experiment with your MySchool Account. Go ahead, click around! You can't break anything. You may find that many things that you want to do are self-explanatory. If not, refer back to this guide for further instructions or information.

Remember, even the best educational tools, like all tools, are of no value unless you actually do something with them! So go ahead, get started. Create one activity today for your students. (Flash&Match, BlankIt and GroupIt are some of the quickest and easiest to create.)

If you cannot find the answer or information that you need by consulting this Guide, please contact us by email at [**fontinfo@freenursetutor.com**](mailto:fontinfo@freenursetutor.com)

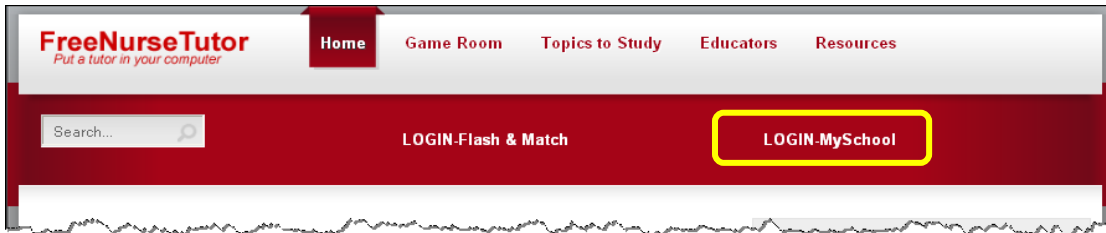
Instructor Capabilities

Instructors with MySchool accounts have the following capabilities:

- Import existing activities from the Library to your account where you can edit the content to match your specific teaching needs.
- Create, edit and save new online learning activities by adding the content that you currently teach to any of six different interactive formats.
- Enable or disable each online activity saved in your account to make them available or unavailable to your students.
- Post messages that your students can access online.
- Use InForm to create customized forms that students can complete online and then print or automatically email to their instructor as a quick, paperless way to receive information from students.
- Use InfoLink to easily create links to favorite websites and attach instructions for how the site should be used by students.
- Edit your own name, user ID, password and email associated with your MySchool Account.

How to Log In

Go to freenursetutor.com. On the Home page, click on **LOGIN-MySchool**.




The Login window opens.


Freenursetutor.com


This Login page is for:

- 1) **INSTRUCTORS** who have already enrolled for a FreeNurseTutor MySchool Instructor Account.
- 2) **STUDENTS** who have received a MySchool Student ID and Password from their instructor.
(Students cannot create their own MySchool Student Account.)

Login- MySchool

 User ID:

 Password:

 [Forgot User ID or Password?](#)

Log in as an Instructor by entering your User ID and Password that you entered when creating your MySchool Account.

(If you have forgotten your password, click on [Forgot User ID or Password?](#) to receive a reminder sent to the email address entered in your profile.)

Click Login.

The first page to open is the All Instructors' Activities page. The menu buttons at the top of the page will take you to the various parts of your MySchool Account.

Freenursetutor.com - MySchool

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info Enter Keyword **Go!** miller **Log out**

All Instructors' Activities

Here you can- Find and play activities saved by any of the instructors at your school.

Note: You do not have the capability of copying or editing another instructor's activities, but all students at your school do have access to the activities by all instructors from your school. This may avoid the need to duplicate activities that have already been created by other instructors.

1. Search for an activity by selecting one item from each column and then clicking Search.
2. Click the Play link to play any listed activity.

<u>Topic</u>	<u>Instructor</u>	<u>Type</u>
<input type="radio"/> All	<input type="radio"/> All	<input type="radio"/> All
<input type="radio"/> Asepsis & Disease	<input type="radio"/> Lisa Miller	<input type="radio"/> Flash and Match

Menu Buttons



The menu buttons, or menu items, shown above always appear at the top of the pages you will see when using your MySchool Account. The **Home** button will take you out of your MySchool Account and return you to the Home page of the main FreeNurseTutor website. The other buttons are associated with the different functions and features available to an Instructor while logged into their MySchool Account.

To use the buttons, simply move the cursor onto the desired button and left-click. For Edit & Create Activities, a dropdown menu will appear to let you click on one of the available types of activities.

Tip: If you do not see the menu buttons at the top of your screen, you may need to scroll to the top of the page for the buttons to be visible.

The following sections of this Guide will explain the functions and features associated with each menu item. You will find that each menu item is used as a heading in the Table of Contents to help you locate the needed information. The menu items are discussed in this Guide more or less in the order of simpler to more complicated, instead of in the order they are listed in the menu at the top of the page.

My Profile & Login Info

Click the Profile & Login Info button in the top menu.

From this page instructors are able to edit their profile which includes Name, User ID, Password and Email address.

Edit Instructor Info

Position:

Instructor First Name:

Instructor Last Name:

User ID:

Password:

Repeat Password:

Instructor Email:

Student Login

User ID: newstudent

Password: newst

- Editing- To edit or add information, type the new information into the appropriate text box and then click the Save button.
- User ID- Among all instructors using FreeNurseTutor, no two can have the same User ID. If you get the message, "There is already an account with this User ID", you can just add a number or symbol to the desired User ID or try a completely different one.
- Instructor Email- You must enter your email address to be able to have students send email results to you for certain activities, including the InForm activity. Your email address also must be entered here to be able to have a reminder sent to you by email if you forget your password or User ID. Your email address will never be given to any other company, but you will receive emails from FreeNurseTutor providing information about using the site.)

Tip: The User ID and Password for students is also shown on this page.

Student Login Info

Click the Student Login Info button in the top menu.

From this page you can view the current Student ID and Password that all of the students at your school will use to login to the MyScool account for your school. This is the only way students can play activities that were created or edited by instructors. Additional information about the students' login can also be found on this page.

Freenursetutor.com - MySchool

Home	Import Library Activities	Edit & Create Activities	All Instructors' Activities	MyPost	Student Login Info	My Profile & Login Info
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Understanding Student Log In

Student ID : newstudent

Student Password : newst

Without logging in, anyone can search, select and play the computer based learning activities found under Topics to Study on the freenursetutor.com home page.

To play the learning activities that were created and saved by an instructor or imported into an instructor's account and to access any messages from an instructor, the student must first login from the home page of freenursetutor.com by clicking on the MySchool link near the top of the page and then entering the Student ID and Password for your school that is shown above.

It is up to you, the instructor, to provide the Student User ID and Password to your students so that they can access the online learning activities saved in your MySchool Instructor Account.

The User ID and Password shown above is used by **all** students at your school to access the activities in all Instructor MySchool Accounts at your school only.

Unlike the Instructor's User ID and Password, the Student User ID and Password can only be changed by the FreeNurseTutor website's Super Administrator. If there is a reason why the Student User Id or Password should be changed for all students at your school, you should send an email to support@freenursetutor.com with your request.

Important: There is only one User ID and Password used by all students at each school. After the student login information is originally created, it can only be changed by the FreeNurseTutor site Super Administrator, not instructors.

MyPost

MyPost allows instructors to post news, messages, or other information that will be available to students. Information posted by an instructor will be displayed for students when the instructor's name is selected from the student MySchool home page.

Click MyPost from the top menu to post messages and to change or delete content.

The MyPost page opens.

Freenursetutor.com - MySchool

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info

Enter messages for your students here

1. Type your message in the box below.
2. Use the text editor features to change the appearance of your message.
3. Click the Save button before leaving this page or your changes will be lost.

Friday's Lab has been canceled.



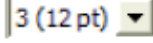













Please use the extra time to study for your final exam.

Back Save

To post news

- 1 To post news or information, type into the text box.
- 2 Use the WYSIWYG editor to change the size, style or color of letters or to add emphasis with bold, underlining etc. (For basic help using the editor, refer to the editor reference information on the following page.)
- 3 Click the Save button before you leave the page or all changes will be lost. The information you entered will now be available to students from the students' home page when they click on your name.

Below is a quick reference to the editor with the most commonly used buttons, their functions, and tips for using them.

Buttons	Functions
	Format of text
	Font of text
	Size of text
	Bold, Italic, and Underline styles
	Background Color Picker
	Text Color Picker
	Left, Center, and Right align
	Numbered and Bulleted list
	Increase and Decrease Indent
	Cut, Copy, and Paste
	Undo and Redo
	Insert Image
	Insert Table
	Insert Hyperlink
	Spell-check
	Insert Emoticons

To add text with the WYSIWYG editor:

Type your own text into the text box or cut-and-paste from another document. To paste, use CONTROL + V or click on the “Paste” icon. Unlike most text boxes, pasting text from another document into the WYSIWYG editor will preserve all of the formatting of the original.

To change the font or size of text in the WYSIWYG editor:

Select the text in the text box and then use the dropdown boxes to select a new font, size or format for the selected text by clicking on the desired font, size or format.

Tip: You **select** text by holding the left mouse button down while you move across the desired text, which leaves the text with a darkened background.

To Bold, Italicize, or Underline text in the WYSIWYG editor:

Select the text in the text box and click on the “Bold”, “Italicize” or “Underline” icon.

To align the text to the center, left or right in the WYSIWYG editor:

Select the text in the text box and click on the “Align Center”, “Align Left” or “Align Right” icon.

To add automatic numbering or bullets to the text in the WYSIWYG editor:

Select the text in the text box and click on the “Numbering” or “Bullets” icon.

To Indent Left or Indent Right the text in the WYSIWYG editor:

Select the text in the text box and click on the “Indent Left” or “Indent Right” icon.

To check the spelling of any text in the WYSIWYG editor:

Click on the “Spell Check” icon. This will open a new spell check window which will allow you to replace misspelled words with suggested spellings.

You can undo or redo operations by clicking on the “Undo” or “Redo” buttons.

To create a link to another website or webpage using the WYSIWYG editor:

Select the text in the text box that you want to become an active link, or “hyperlink”. Then click on the Hyperlink icon in the editor. This will open a new window allowing you to type in a URL (commonly referred to as the Internet address) for the link. Now, when a student clicks on the hyperlinked text, they are automatically connected to the linked page which opens in a new window.

Tip: The link cannot be tested from the instructor’s MyPost page. To test a link, an instructor must sign in as a student and click on the link from the student’s home page.

To create a table in the WYSIWYG editor:

Click on the “Create Table” icon. This will open a new window allowing you to select the number of rows and columns for the table as well as set other table attributes. Click “OK” and the new table will be inserted at the point of your cursor.

To change the color of the text in the WYSIWYG editor:

Select the text in the text box and click on the “Font Color” icon. This will open a new window to allow you to choose a color for the font. Choosing a color will return you to the editor with the selected text colored.

All Instructors' Activities

The All Instructors' Activities page allows you to search in a variety of ways to find specific activities or groups of activities. An instructor's own activities and the activities associated with other instructors at your school can be located and played.

Click the All Instructors' Activities button in the top menu.

From this page you can search for MySchool activities by **Topic**, **Instructor**, and **Type**.

Freenuresertutor.com - MySchool

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info Enter Keyword Go! miller Log out

All Instructors' Activities

Here you can- Find and play activities saved by any of the instructors at your school.

Note: You do not have the capability of copying or editing another instructor's activities, but all students at your school do have access to the activities by all instructors from your school. This may avoid the need to duplicate activities that have already been created by other instructors.

1. Search for an activity by selecting one item from each column and then clicking Search.
2. Click the Play link to play any listed activity.

Topic	Instructor	Type
<input type="radio"/> All	<input type="radio"/> All	<input type="radio"/> All
<input type="radio"/> Asepsis & Disease	<input type="radio"/> Lisa Miller	<input type="radio"/> Flash and Match
<input type="radio"/> Safety, Environment, Hygiene	<input type="radio"/> Jackson Tester	<input type="radio"/> Millionaire Game
<input type="radio"/> Intro to A&P	<input type="radio"/> David Tester	<input type="radio"/> Blank It
<input type="radio"/> Assessment, Nursing Process, Charting		<input type="radio"/> Assessment
<input type="radio"/> Cardiac System		<input type="radio"/> Charting
<input type="radio"/> Vascular System		<input type="radio"/> GroupIt
<input type="radio"/> Blood		<input type="radio"/> InfoLink
<input type="radio"/> Gastrointestinal System		<input type="radio"/> InForm
<input type="radio"/> Integumentary System		
<input type="radio"/> Urinary System		
<input type="radio"/> Endocrine System		
<input type="radio"/> Respiratory System		
<input type="radio"/> Nervous System and Senses		
<input type="radio"/> Musculoskeletal, Mobility, Inactivity		
<input type="radio"/> Reproductive System and DB		
<input type="radio"/> Medication and IVs		
<input type="radio"/> Growth and Development		
<input type="radio"/> Psychiatric Nursing		
<input type="radio"/> Pain, Relaxation, Sleep		
<input type="radio"/> Ethics and Culture		
<input type="radio"/> Miscellaneous		

Search

Important: When activities are accessed from the All Instructors' Activities page, they cannot be edited. Editing, creating and deleting can only be done from the Edit and Create Activities pages.

To search for an activity:

1. Select a Topic in the **Topic** column. (Scroll down to see all topics.)

2. Select an **Instructor** in the middle column.
3. Select a Type of activity in the **Type** column.
4. Click the **Search** button after you have selected one item from *each* column. (You may have to scroll further down the page to see the Search button.)

Tip: You can also search by entering a keyword where indicated at the top of the page and then clicking the **Go!** button. The results will list every activity that contains the keyword in its Title or Description.

A page opens listing the results of your search for Instructors' activities.

The screenshot shows the Freenursetutor.com - MySchool interface. At the top, there is a navigation menu with links: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, My Profile & Login Info, and a user profile for 'miller' with a 'Log out' link. Below the navigation menu, the page is divided into sections. The first section is titled 'Asepsis & Disease' and contains a sub-section for 'Miller' with a 'Flash and Match' activity. This activity is listed as 'Asepsis- Review of Asepsis and related information' with links to 'Play Flashcards' and 'Play Matchgame'. Below this is another activity titled 'Infection & Disease- Review information related to disease process' with similar links. The second section is titled 'Blood' and also contains a sub-section for 'Miller' with a 'Flash and Match' activity. This activity is listed as 'Drugs related to the Blood- Review drugs effecting the blood and blood production.' with links to 'Play Flashcards' and 'Play Matchgame'.

To play an activity:

To play an activity, simply click the **Play** link found at the end of the line for the desired activity.

Import Library Activities

Library activities can be edited by instructors, but only after they have been imported into a MySchool Instructor Account. (The unedited activities from the Library can be played by both students and instructors without logging into a MySchool Account.)

Click the Import Library Activities button in the top menu.

From this page you can search for Library activities by **Topic** and **Type**.

Freenursetutor.com - MySchool

Home **Import Library Activities** Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info miller [Log out](#)

Import Library Activities

Here you can- Import Library activities into your MySchool Instructor Account where they can then be edited to match your specific teaching needs.

1. Search for a Library activity by selecting one item from each column and then clicking search.
2. Click on the Play link or the Import link. Clicking the Import link will automatically add the activity to your MySchool Instructor Account and take you to the Edit & Create page.
3. To find and edit an imported activity at a later time, click on **Edit & Create Activities** from the top menu and select the correct type for the activity that you imported.

<u>Topic</u>	<u>Type</u>
<input type="radio"/> All	<input type="radio"/> All
<input type="radio"/> Asepsis & Disease	<input type="radio"/> Flash and Match
<input type="radio"/> Safety, Environment, Hygiene	<input type="radio"/> Millionaire Game
<input type="radio"/> Intro to A&P	<input type="radio"/> Blank It
<input type="radio"/> Assessment, Nursing Process, Charting	<input type="radio"/> Assessment
<input type="radio"/> Cardiac System	<input type="radio"/> Charting
<input type="radio"/> Vascular System	<input type="radio"/> GroupIt
<input type="radio"/> Blood	<input type="radio"/> InfoLink
<input type="radio"/> Gastrointestinal System	<input type="radio"/> InForm
<input type="radio"/> Integumentary System	
<input type="radio"/> Urinary System	<input type="button" value="Search"/>
<input type="radio"/> Endocrine System	
<input type="radio"/> Respiratory System	
<input type="radio"/> Nervous System and Senses	
<input type="radio"/> Musculoskeletal, Mobility, Inactivity	
<input type="radio"/> Reproductive System and OB	
<input type="radio"/> Medication and IVs	
<input type="radio"/> Growth and Development	
<input type="radio"/> Psychiatric Nursing	
<input type="radio"/> Pain, Relaxation, Sleep	
<input type="radio"/> Ethics and Culture	
<input type="radio"/> Miscellaneous	

To search for Library Activities

1. Click one choice from the **Topic** column.
2. Click one choice from the **Type** column.
3. Click the Search button. (You may have to scroll further down the page to see the Search button.)

A page opens listing the results of your search for Library activities.

Freemursetutor.com - MySchool

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info miller Log out

Asepsis & Disease

Library

Flash and Match

Asepsis- Review of Asepsis and related information	Play Flashcards-Play Matchgame	Import
Infection & Disease- Review information related to disease process	Play Flashcards-Play Matchgame	Import
Lymph, Infection, Disease- Review information related to infection, immune responses and disease	Play Flashcards-Play Matchgame	Import

Infolink

Chain of Infection- Review the chain of infection

Play Import

To Import and Edit an activity from the Library

- 1 Click **Import** to automatically copy and import the Library activity into your individual Instructor account.
- 2 An Edit & Create Activities page will open for the particular Type of activity you imported. You will find the Topic, Title, and Description of the newly imported activity included in the list, along with any previously imported or created activities of this Type.

Freemursetutor.com - MySchool

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info miller Log out

Create new flashcards

Topic ↓↑	Title ↓↑	Description ↓↑	Visible ↓↑				
Asepsis & Disease	Asepsis	Review of Asepsis and related information	✓	Edit	Delete	play flashcards	play matchgames
Reproductive System and OB	Reproductive System	Anatomy and Physiology of the reproductive system	✓	Edit	Delete	play flashcards	play matchgames
Growth and Development	Erickson	Review the stages of development related to Erickson	✓	Edit	Delete	play flashcards	play matchgames
Blood	Drugs related to the Blood	Review drugs effecting the blood and blood production.	✓	Edit	Delete	play flashcards	play matchgames
Asepsis & Disease	Infection & Disease	Review information related to disease process	✓	Edit	Delete	play flashcards	play matchgames

Important: You can only edit a Library activity after it has been imported into an instructor's MySchool account and accessed from Edit & Create Activities.

Click **Edit** to make changes to the activity by typing in new information and then clicking Save.

Click **Delete** to delete the activity. This will only delete the activity from the instructor's MySchool account, not from the Library.

Click **Play** from an Edit & Create Activities page to play a Library activity after it is imported into your MySchool Account. You can also find and play the activity from the All Instructors' Activities search results, but only if the Visible checkbox has been checked by the instructor who imported the activity.

Tip: To find an imported activity at a later time, return to your Edit & Create Activities page by clicking the Edit & Create Activities button in the top menu and selecting your own name for Instructor and the correct Type of the imported activity. If you don't remember the topic, just select All in the Topic column. The activities page will open and you will see a list of activities including any Library activities that you imported.

Edit & Create Activities

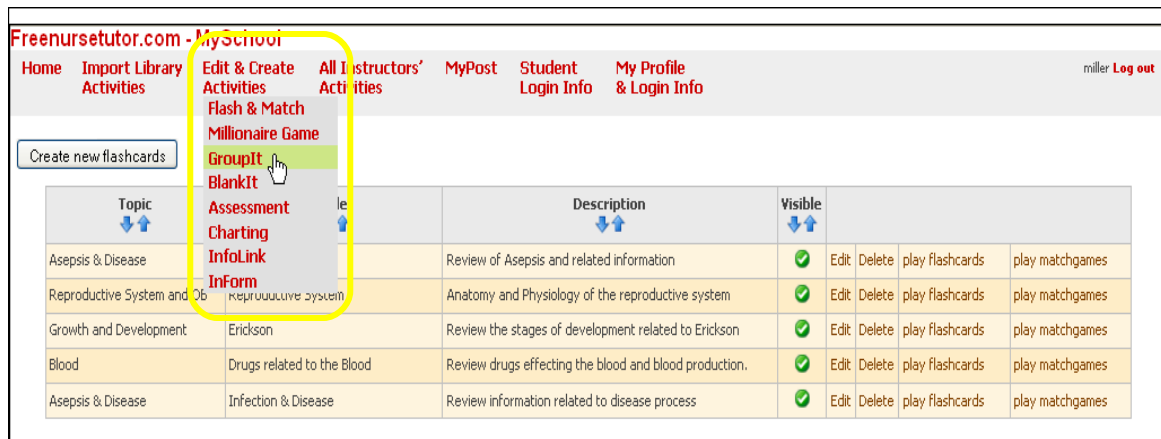
From the Edit & Create Activities pages, Instructors can View, Play, Create, Edit and Delete activities within their individual Instructor account.

Tip: This is the **only** place where instructors can create, edit or delete activities.

Click the Edit & Create Activities button in the top menu.

A drop-down menu will appear listing all available activity types.

Move the cursor down and click on the desired activity type.



The screenshot shows the website interface for Freenursetutor.com. The top navigation bar includes links for Home, Import Library Activities, Edit & Create Activities (highlighted with a yellow box), All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. A user named 'miller' is logged out. Below the navigation bar, there is a search bar and a 'Create new flashcards' button. A dropdown menu is open under 'Edit & Create Activities', listing options: Flash & Match, Millionaire Game, GroupIt (highlighted with a mouse cursor), BlankIt, Assessment, Charting, InfoLink, and Inform. Below the dropdown is a table of activities.

Topic ↓↑	Description ↓↑	Visible ↓↑				
Asepsis & Disease	Review of Asepsis and related information	✓	Edit	Delete	play flashcards	play matchgames
Reproductive System and Ob reproductive system	Anatomy and Physiology of the reproductive system	✓	Edit	Delete	play flashcards	play matchgames
Growth and Development	Review the stages of development related to Erickson	✓	Edit	Delete	play flashcards	play matchgames
Blood	Review drugs effecting the blood and blood production.	✓	Edit	Delete	play flashcards	play matchgames
Asepsis & Disease	Review information related to disease process	✓	Edit	Delete	play flashcards	play matchgames

A page opens listing all of the activities, of the selected Type only, that have been created by the instructor or imported from the Library.




Freenursetutor.com - MySchool

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info miller Log out

Create new GroupIt

Tonic	Title	Description	Visible			
Cardiac System	EKGs	Practice EKG rhythm facts	<input checked="" type="checkbox"/>	Edit	Delete	Play
Endocrine System	Hypothyroid vs Hyperthyroid	Review the differences between hyperthyroid and hypothyroid	<input checked="" type="checkbox"/>	Edit	Delete	Play
Urinary System	Fluid Balance-Potassium and Sodium	Review the effects of Potassium and Sodium on fluid balance	<input checked="" type="checkbox"/>	Edit	Delete	Play
Miscellaneous	Postoperative complications	Learn the symptoms of the most common postoperative complications.	<input checked="" type="checkbox"/>	Edit	Delete	Play
Reproductive System and OB	Signs of Pregnancy	Review the presumptive, probable and positive signs of pregnancy	<input type="checkbox"/>	Edit	Delete	Play
Cardiac System	Heart Failure	Review the differences between left and right heart failure.	<input type="checkbox"/>	Edit	Delete	Play

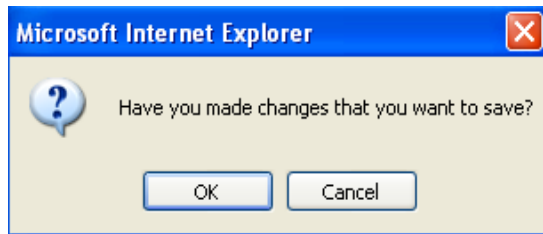
Understanding the Icons

- The arrows  in the header of each column allow the rows to be sorted by the column criteria. Click on the up or down arrow to sort in ascending or descending order.
- A green check mark  in the Status column indicates that this activity is visible to the students. (To change the status, you must click Edit and then click the Visible for students checkbox.)
- A red X  in the Status column indicates an activity that is not visible to the students.

Edit, Delete, Play

Click **Edit** to view or edit any part of an activity. To make changes, simply enter new information according to the same guidelines as when creating the activities. Then click the **Save** button.

If you attempt to leave an editing page where changes could have been made, without first clicking **Save**, the popup shown below will appear.



Click OK, if you have made changes, and the changes will be saved.

Click Cancel if you have not made changes *or* if you do not want to save the changes that you made to the activity.

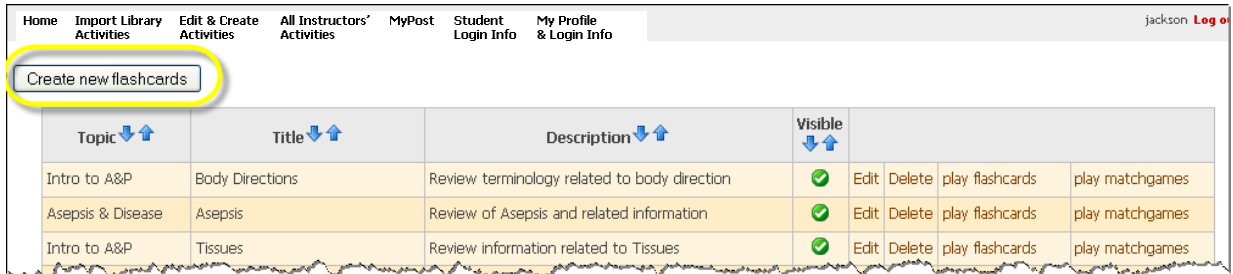
Clicking **Delete** will delete the entire activity. Activities cannot be recovered after being deleted.

The listed activities can be played by instructors, in the same way that the activities are played by students, by clicking **Play**.

To **Create** new activities using content from your own teaching, refer to the sections that follow with headings for each Type of activity.

Flash & Match

Click Flash & Match from the Edit & Create Activities drop-down menu to Create, Edit, Delete or Play flashcard sets and matchgames. (The previous section of this guide explains Edit, Delete, Play and the Icons.)



The screenshot shows a navigation menu at the top with the following items: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. The 'Edit & Create Activities' menu is open, and a yellow circle highlights the 'Create new flashcards' option. Below the menu is a table with the following columns: Topic, Title, Description, Visible, and a set of action buttons (Edit, Delete, play flashcards, play matchgames). The table contains three rows of data.

Topic	Title	Description	Visible				
Intro to A&P	Body Directions	Review terminology related to body direction	✓	Edit	Delete	play flashcards	play matchgames
Asepsis & Disease	Asepsis	Review of Asepsis and related information	✓	Edit	Delete	play flashcards	play matchgames
Intro to A&P	Tissues	Review information related to Tissues	✓	Edit	Delete	play flashcards	play matchgames

To create a new Flash & Match activity

Click the Create new flashcards button.

The Create a flashcard set page appears.

The screenshot shows the 'Create a flashcard set' page. At the top is a navigation bar with links: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. Below the navigation bar is the title 'Create a flashcard set' and a section for 'Instructions' with two bullet points. The 'Title and Description' section contains three input fields: 'Title', 'Description', and 'Topic' (a drop-down menu). The 'Cards' section has a table with two columns, 'Front' and 'Back', and five rows. At the bottom, there is a 'Save' button, a 'Visible for students' checkbox, and a link 'add more cards'. Numbered callouts (1-6) point to the Title and Description fields, the Topic drop-down, the Front and Back input fields, the 'add more cards' link, and the 'Save' button.

- 1 Enter the Title and Description. The wording you use will appear on search results pages to help students and instructors identify the activity and have a brief description of the content.
Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or AAA to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.
- 2 Select a topic by clicking Select Topic and then clicking on the desired topic listed in the drop-down menu.
Tip: You may have to scroll to see all possible topics.
- 3 Add the flashcard information in the Front and Back fields.

- 4 You can add more cards to the deck by clicking Add more cards.
- 5 Click the Visible for students checkbox to allow students to have access to the activity. This box can be unchecked if you do not want the activity to be available to students at a particular time.
- 6 Click **Save** before leaving the page or all work will be lost. When a Flash & Match activity is saved, both a flashcard set and a matchgame with the same information are automatically created and can then be found by using Search Activities or Edit & Create Activities.

Tip: You can return to make changes to any part of the activity that you have created by clicking Edit & Create Activities, Flash&Match, and then Edit.

Millionaire Game

Click Millionaire Game from the Edit & Create Activities drop-down menu to create, edit, delete or play Millionaire Games. (A previous section of this guide explains Edit, Delete, Play and the Icons.)

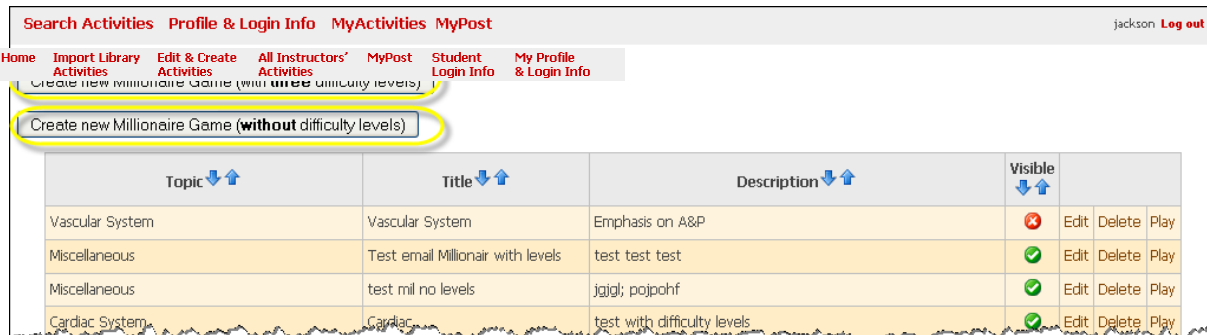
To create a new Millionaire Game

There are two types of Millionaire Games- One with three difficulty levels and one without difficulty levels.

The game with three difficulty levels requires the instructor to mark questions as easy, medium or hard. When the student plays the game the first five questions are easy, the second five are medium, and the last five are hard. This game is a little more complicated to create, but your students may appreciate the challenge of increasingly difficult questions.

In the game without difficulty levels, the questions are not marked for difficulty and all questions appear in random order when played.

Click either the Create new Millionaire Game (with **three** difficulty levels) button or the Create new Millionaire Game (**without** difficulty levels) button.



The screenshot shows a web interface with a navigation bar at the top. The navigation bar includes links for 'Search Activities', 'Profile & Login Info', 'MyActivities', and 'MyPost'. On the right side of the navigation bar, the user's name 'jackson' and a 'Log out' link are visible. Below the navigation bar, there is a secondary menu with links for 'Home', 'Import Library', 'Edit & Create', 'All Instructors', 'MyPost', 'Student', and 'My Profile'. The 'Edit & Create' link is highlighted, and a dropdown menu is open, showing two options: 'Create new Millionaire Game (with three difficulty levels)' and 'Create new Millionaire Game (without difficulty levels)'. The second option is highlighted with a yellow box. Below the dropdown menu, there is a table with four columns: 'Topic', 'Title', 'Description', and 'Visible'. The table contains four rows of data, each representing an activity. The 'Visible' column has a red 'X' icon for the first row and green checkmark icons for the other three rows. Each row also has 'Edit', 'Delete', and 'Play' buttons.

Topic	Title	Description	Visible			
Vascular System	Vascular System	Emphasis on A&P	✗	Edit	Delete	Play
Miscellaneous	Test email Millionair with levels	test test test	✓	Edit	Delete	Play
Miscellaneous	test mil no levels	jgijg; pojpojh	✓	Edit	Delete	Play
Cardiac System	Cardiac	test with difficulty levels	✓	Edit	Delete	Play

The Create a Millionaire game window opens. The page shown below is for the Millionaire Game with three difficulty levels. If you choose the Millionaire Game without difficulty levels, the page will look the same except the difficulty choices will not appear on the page.

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info

Create a millionaire game

Instructions

- For a game to function properly, you must designate at least five questions as *easy*, five questions as *medium*, and five questions as *hard*.
- It is not necessary to enter feedback. (But, adding feedback can increase the educational value of a question.)
- To delete an entire question, delete all text *in the question field only*. The question, answers and feedback will then all be automatically removed.

Title and Description

Title:

Description:

Topic:

Questions

1.

Answers:

<input checked="" type="radio"/>	<input type="text"/>	Feedback: <input type="text"/>
<input type="radio"/>	<input type="text"/>	Feedback: <input type="text"/>
<input type="radio"/>	<input type="text"/>	Feedback: <input type="text"/>
<input type="radio"/>	<input type="text"/>	Feedback: <input type="text"/>

Difficulty: Easy Medium Hard

[add more questions](#)

Visible for students:

Which options will be available to students?

E-mail to instructor:

Print:

- 1 Enter the Title and Description. The wording you use will appear on search pages to help students and instructors identify the activity and see a brief description of the content.
Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or xxx to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.
- 2 Select a topic by clicking [Select Topic](#) and then clicking on the desired topic listed in the drop-down menu.
Tip: You may have to scroll to see all possible topics.
- 3 Enter the question.
- 4 Enter the answers/choices. Make sure you indicate the correct answer by Difficulty levels will appear only if you previously chose Create Millionaire Game (with three difficulty levels). Continue entering information for at least fifteen questions and answers.
Important: You must complete at least fifteen questions and answers for the game to work properly. When difficulty levels are used, you must mark at least five questions as easy, five questions as medium, and five questions as difficult.
- 5 Difficulty levels are chosen by clicking the appropriate radio button for each question.
- 6 Enter the feedback for each question if desired. This is optional.
Tip: Feedback can greatly add to the educational value of the game.
- 7 Click the [Add more questions](#) link, found after the last question and answers on the page, to add more than fifteen questions. You can add an unlimited number of questions.
- 8 Check the **E-mail to instructor** box, by clicking on the checkbox, only if you want students to email you a report of their results of playing a Millionaire Game. When this box is checked, the results can be sent by a student to the email address entered in your Profile. The report will indicate the level reached by the student when playing the game. The name of the activity and the student’s name(as entered by the student) will appear in the subject line of the email.
Tip: This feature gives instructors the opportunity to give points or a grade for playing a Millionaire Game. The emailed reports can be graded and easily returned to the student by reply email to the student’s email address that they have entered. To add a comment, points or letter grade just click Reply, then type in your comments before clicking Send from your email service. You can add color or emphasis to your comments by using the editor that comes with your email service.

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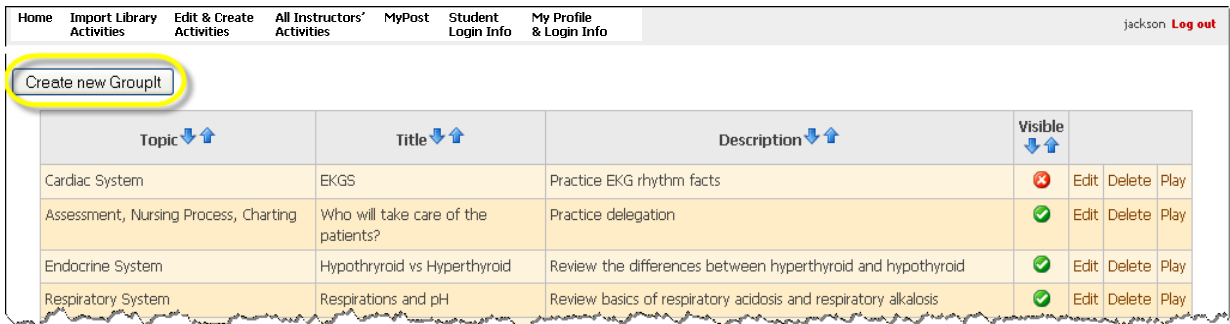
- 9 Check the **Print** box, by clicking on the checkbox, only if you want students to print their results when they have completed a Millionaire Game.
- 10 Click the **Visible for students** checkbox to allow students to access the activity.
- 11 Click **Save** before leaving the page or all work will be lost.
Tip: You can return to make changes to any part of the game that you have created by clicking **Edit & Create Activities**, **Millionaire Game**, and then **Edit**.

GroupIt Activity

Click GroupIt from the Edit & Create Activities drop-down menu to create, edit, delete or play GroupIt activities. (A previous section of this guide explains Edit, Delete, Play and the Icons.)

To create a new GroupIt activity

Click the Create new GroupIt button.



The screenshot shows the top navigation bar of the GroupIt interface. The 'Edit & Create Activities' menu is selected, and the 'Create new GroupIt' button is highlighted with a yellow circle. Below the navigation bar is a table of activities with columns for Topic, Title, Description, and Visible. The 'Visible' column contains a red 'X' icon for the first activity and green checkmark icons for the others. Each row also has 'Edit', 'Delete', and 'Play' buttons.

Topic ↓↑	Title ↓↑	Description ↓↑	Visible ↓↑			
Cardiac System	EKGS	Practice EKG rhythm facts	✗	Edit	Delete	Play
Assessment, Nursing Process, Charting	Who will take care of the patients?	Practice delegation	✓	Edit	Delete	Play
Endocrine System	Hypothyroid vs Hyperthyroid	Review the differences between hyperthyroid and hypothyroid	✓	Edit	Delete	Play
Respiratory System	Respirations and pH	Review basics of respiratory acidosis and respiratory alkalosis	✓	Edit	Delete	Play

The Create GroupIt page opens.

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info test **Log out**

Create a GroupIt game

Instructions:

Type information into the boxes below as indicated.
You can create a minimum of two and maximum of eight categories.
To delete a category and all the cards for that category,click the "Delete Category" button.
To delete a single card to delete all the information from that particular card.
Remember to click the save button before leave the page or all the changes will be lost.

Title and Description

Title: 1

Description:

Topic: 2

Category Name 3

Enter or edit the name of the category here.
Add more categories by clicking the Add another category button after you enter card information below.

Category Facts 5

Enter information here that your students should know about this category.

Card Information

Enter information for the cards belonging to this category in the boxes below.
Add more cards as needed by clicking the Add more cards button.

6

7

4

Click this button to delete this category and all questions belonging to this category.

8

Visible for students: 11

Which options will be available to students?

E-mail to instructor: 9

Print: 10

12

- 1 Enter the Title and Description. The wording you use will appear on search pages to help students and instructors identify the activity and see a brief description of the content.
Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or xxx to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.

- 2 Select a topic by clicking Select Topic and then clicking on the desired topic listed in the drop-down menu.
Tip: You may have to scroll to see all possible topics.

- 3 Type a Category Name into the text box. You will be able to have a maximum of eight categories for each GroupIt game.

- 4 If you later decide to remove a category from the game, click the **Delete category** button. This will remove the category and all information cards belonging to this category.

- 5 Type information into the Category Facts text box to provide students with important information that they should know about the category. This is optional. This information can viewed by a student before or during the game for educational value, but is not actually part of playing the game.

- 6 Type information into the Card Information text boxes. Students will match the information on these cards to the correct category when playing the game.

- 7 To add more than the original four cards for a category, click the **Add More Cards** button. You can add an unlimited number of cards. Cards that are left blank will not be saved.

- 8 Click the **Add another category** button to go create the next category. Repeat the steps described above to enter the card information for the new category. Continue until you have added up to eight categories and information cards for each category.

(continued)

- 9 Check the **E-mail to instructor** box, by clicking on the checkbox, only if you want students to email you the results when they have completed a GroupIt game. When this box is checked, the results can be sent by a student to the email address entered in your Profile. The report will indicate their number of mistakes and the time to complete the game. The name of the activity and the student's name(as entered by the student) will appear in the subject line of the email.

Tip: This feature gives instructors the opportunity to give points or a grade for a completed GroupIt activity. The emailed reports can be graded and easily returned to the student by reply email to the student's email address that they have entered. To add a comment, points or letter grade just click Reply, then type in your comments before clicking Send from your email service. You can add color or emphasis to your comments by using the editor that comes with your email service.

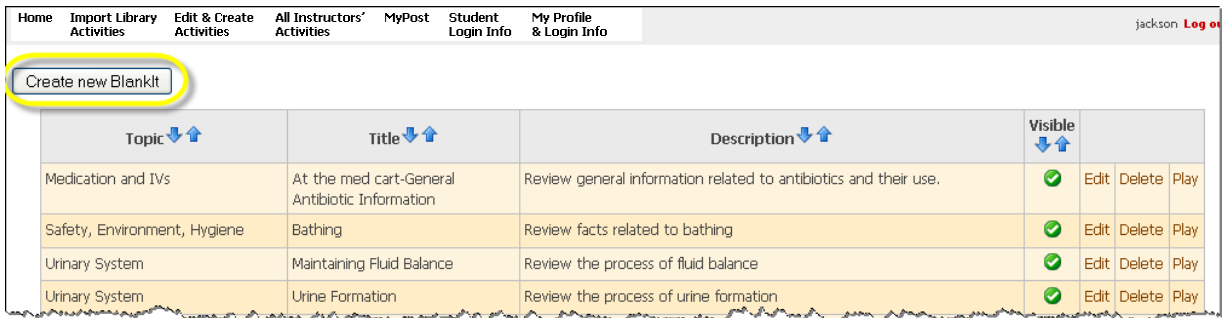
- 10 Check the **Print** box, by clicking on the checkbox, only if you want students to print the results when they have completed a GroupIt game. The printed report will show the number of mistakes and the time to complete the game.
- 11 Click the **Visible for students** checkbox to allow students to access the activity.
- 12 Click **Save** before leaving the page or all work will be lost.
Tip: You can return to make changes to any part of the game that you have created by clicking Edit & Create Activities, GroupIt, and then Edit.

BlankIt Activity

Click BlankIt from the Edit & Create Activities drop-down menu to create, edit, delete or play BlankIt activities. (A previous section of this guide explains Edit, Delete, Play and the Icons.)

To create a new BlankIt activity

Click the Create new BlankIt button.



The screenshot shows a web interface with a navigation menu at the top. The menu items are: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. The user is logged in as 'jackson' with a 'Log out' link. Below the menu is a button labeled 'Create new BlankIt', which is highlighted with a yellow circle. Below the button is a table with four columns: Topic, Title, Description, and Visible. The table contains four rows of activities, each with a 'Visible' status (indicated by a green checkmark) and three action buttons: Edit, Delete, and Play.

Topic	Title	Description	Visible			
Medication and IVs	At the med cart-General Antibiotic Information	Review general information related to antibiotics and their use.	✓	Edit	Delete	Play
Safety, Environment, Hygiene	Bathing	Review facts related to bathing	✓	Edit	Delete	Play
Urinary System	Maintaining Fluid Balance	Review the process of fluid balance	✓	Edit	Delete	Play
Urinary System	Urine Formation	Review the process of urine formation	✓	Edit	Delete	Play

The Create BlankIt page opens.

The screenshot shows the 'Create BlankIt Paragraph' page. At the top is a navigation bar with links: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. Below the navigation bar is the title 'Create BlankIt Paragraph' in red. A yellow callout box with the number '4' contains a list of instructions: 'Type a paragraph in the text box below.', 'To create a multiple-choice pop-up list, put brackets [] around a set of choices.', 'Choices must be separated by a forward slash /.', and 'Place an asterisk * in front of the correct choice.'. Below this is an example sentence: 'Example: There are [six/*seven/eight] days in a week. There are [ten/eleven/*twelve/thirteen] months in a year.' Underneath is the section 'Title and Description' in blue. It contains three input fields: 'Title:' (callout 1), 'Description:' (callout 1), and 'Topic:' (a dropdown menu with 'Select Topic' and a callout 2). Below these is a large text area for 'Quiz Text:' (callout 3). At the bottom left, there is a checkbox for 'Visible for students:' (callout 5) and a 'Save' button (callout 6).

- 1 Enter the Title and Description. The wording you use will appear on search pages to help students and instructors identify the activity and see a brief description of the content.

Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or xxx to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.

2 Select a topic by clicking [Select Topic](#) and then clicking on the desired topic listed in the drop-down menu.

Tip: You may have to scroll to see all possible topics.

3 Type the paragraph text in the box labeled Quiz Text. (You do not need to type in the multiple choices yet.)

4 Create multiple-choice pop-up lists within the paragraph by carefully following the instructions that appear on the Create new BlankIt page.

- Select important words within the paragraph and add choices by typing in words before or after the original correct word. Choices must be separated by forward slashes / .

- Put brackets [] around the set of choices.

- Place an asterisk * in front of the correct choice.

- Example: There are [six/*seven /eight days in a week]. There are [ten/eleven/*twelve] months in a year.

Tip: The choices always appear for students in the same order they appear in your paragraph, so you should vary the position of the correct answer.

5 Click the **Visible for students** checkbox to allow students to access the activity.

6 Click **Save** before leaving the page or all work will be lost. After you save your new BlankIt activity, it is a good idea to play the activity yourself to make sure you haven't made any mistakes and it works properly.

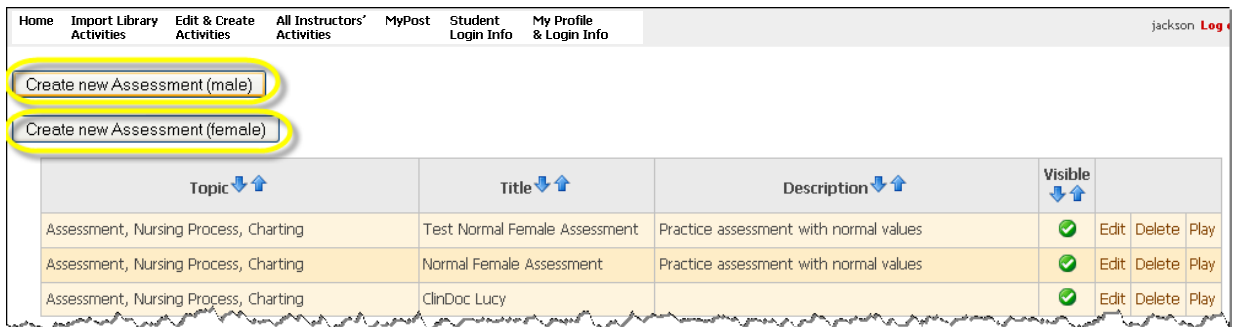
Tip: You can return to make changes to any part of the game that you have created by clicking [Edit & Create Activities](#), [BlankIt](#), and then [Edit](#).

Assessment Activity

Click Assessment from the Edit & Create Activities drop-down menu to create, edit, delete or play Assessment activities. (A previous section of this guide explains Edit, Delete, Play and the Icons.)

To create a new Assessment activity

Click either Create new Assessments (male) or Create new Assessments (female).



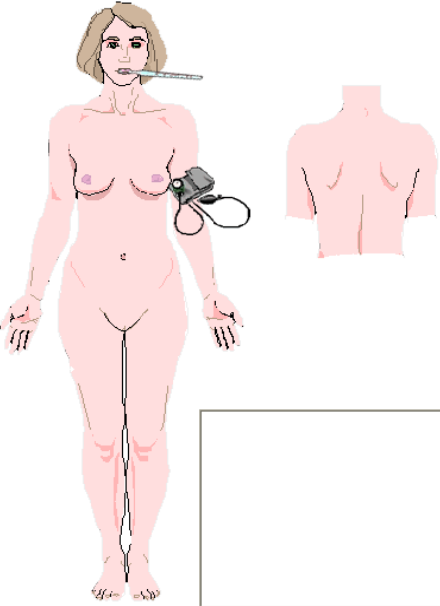
The screenshot shows a navigation menu at the top with the following items: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. The user is logged in as 'jackson'. Below the menu, two buttons are highlighted with yellow circles: 'Create new Assessment (male)' and 'Create new Assessment (female)'. Below these buttons is a table of existing assessment activities.

Topic ↓ ↑	Title ↓ ↑	Description ↓ ↑	Visible ↓ ↑			
Assessment, Nursing Process, Charting	Test Normal Female Assessment	Practice assessment with normal values	✓	Edit	Delete	Play
Assessment, Nursing Process, Charting	Normal Female Assessment	Practice assessment with normal values	✓	Edit	Delete	Play
Assessment, Nursing Process, Charting	ClinDoc Lucy		✓	Edit	Delete	Play

The Create Assessment page opens.

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info test **Log out**

Create Assessment



Assessment Information
Text entered here will appear when the student moves the cursor over each assessment location on the figure.

Mental Status:

Pupils:

Oral Temperature:

Anterior Left Lung:

Anterior Right Lung:

Apical Pulse:

Blood Pressure:

4 Left Pulse:

Right Pulse:

L. Hand Capillary Refill:

R. Hand Capillary Refill:

R. Upper Quad:

L. Upper Quad:

R. Lower Quad:

L. Lower Quad:

Urinary Output:

L. Leg Strength:

R. Leg Strength:

Pedal Pulses:

Poster L. Upper Lung Sounds:

Poster R. Upper Lung Sounds:

Poster L. Lower Lung Sounds:

Poster R. Lower Lung Sounds:

Title and Description

Title: **1**

Description:

Topic: **2**

Important Assessment Information
Provide additional patient information, offer tips related to the patients assessment, or provide any other important information here.

3

Instructor's Written Assessment
Text entered here will appear when student clicks **Compare**.

5

Visible for students : **8**

Which options will be available to students?

E-mail to instructor: **6**

Print: **7**

9

- 1 Enter the Title and Description. The wording you use will appear on search pages to help students and instructors identify the activity and see a brief description of the content.
Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or xxx to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.
- 2 Select a topic by clicking Select Topic and then clicking on the desired topic listed in the drop-down menu.
Tip: You may have to scroll to see all possible topics.
- 3 Type additional patient information into the **Important Assessment Information** text box. Instructors can enter any information here that they would like to include for students. Examples of this would be a summary of patient history, an introduction to a scenario, additional instructions for the student, etc.
- 4 Type data into the Assessment Information boxes. It is recommended that you enter information in all boxes, but not required. Text that is entered here will appear when students move the cursor over each assessment location on the figure.
Tip: You can save time and effort by Importing the Normal Female Assessment or Normal Male Assessment from the Library. These Library activities contain normal values in each text box. You can then change only the information that is not normal for your new patient. Don't forget to change the Title and Description before saving if you start with the Library activity.
- 5 In the text box labeled Instructor's Written Assessment, type a narrative assessment for the assessment data you entered for this activity. The Instructor's Written Assessment will be used by the student to compare with their own written assessment. It is a good idea for the instructor's input to match clinical expectations. This will aid in preparing the student for the clinical experience and provide an alternative way for the student to practice assessment skills.

(continued)

- 6 Check the **E-mail to instructor** box, by clicking on the checkbox, only if you want students to email you the completed Assessment form for a grade or points. (Students will not be able to view the Instructor's written assessment if this box is checked.) When this box is checked, the results can be sent by a student to the email address entered in your Profile. The name of the activity and the student's name (as entered by the student) will appear in the subject line of the email.

Tip: This feature gives instructors the opportunity to give points or a grade for a completed Assessment activity. The emailed reports can be graded and easily returned to the student by reply email to the student's email address that they have entered. To add a comment, points or letter grade just click Reply, then type in your comments before clicking Send from your email service. You can add color or emphasis to your comments by using the editor that comes with your email service.

Important: The Compare button will not appear on the student page and students will not be able to view the instructor's written assessment if the Email to instructor box is checked. Checking this box allows the activity to be used as a graded activity, but not as an effective practice activity.
- 7 Check the **Print** box, by clicking on the checkbox, only if you want students to print the completed form for a grade or points.

Important: The Compare button will not appear on the student page and students will not be able to view the instructor's written assessment if the Print box is checked. Checking this box allows the activity to be used as a graded activity, but not as an effective practice activity.
- 8 Click the **Visible for students** checkbox to allow students to access the activity.
- 9 Click **Save** before leaving the page or all work will be lost.

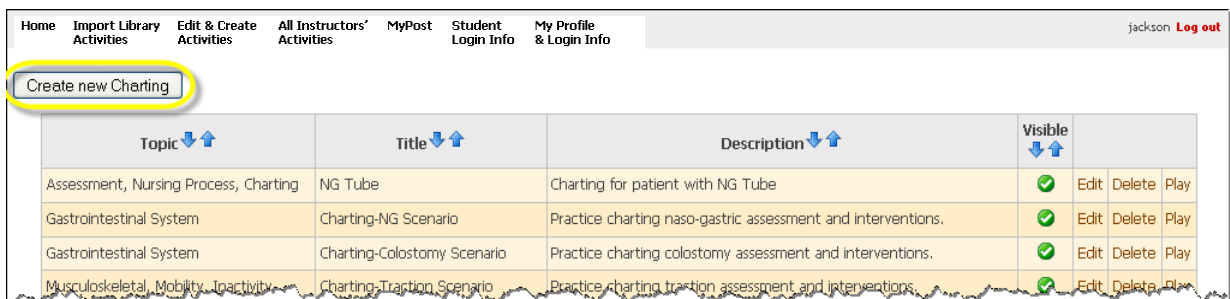
Tip: You can return to make changes to any part of the game that you have created by clicking Edit & Create Activities, Assessment, and then Edit.

The Charting Activity

Click Charting from the Edit & Create Activities drop-down menu to create, edit delete or play Charting activities. (A previous section of this guide explains Edit, Delete, Play and the Icons.)

To create a new Charting activity

Click Create new Charting.



The screenshot shows a web interface with a navigation menu at the top and a table of charting activities below. The navigation menu includes: Home, Import Library Activities, Edit & Create Activities (highlighted with a yellow circle), All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. The user's name 'jackson' and a 'Log out' link are visible in the top right corner.

Topic ↓↑	Title ↓↑	Description ↓↑	Visible ↓↑			
Assessment, Nursing Process, Charting	NG Tube	Charting for patient with NG Tube	✓	Edit	Delete	Play
Gastrointestinal System	Charting-NG Scenario	Practice charting naso-gastric assessment and interventions.	✓	Edit	Delete	Play
Gastrointestinal System	Charting-Colostomy Scenario	Practice charting colostomy assessment and interventions.	✓	Edit	Delete	Play
Musculoskeletal, Mobility, Inactivity	Charting-Traction Scenario	Practice charting traction assessment and interventions.	✓	Edit	Delete	Play

The Create Charting page opens.

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info lwo2 Log out

Create Charting

Title and Description

Title: 1

Description: 2

Topic: 2

Scenario/Patient Information

Optional: You may create a scenario for students to read, or provide more patient information here. 3

Doctor's Orders

Text entered here will appear on the chart when students play the activity. 4

Instructor's Example of Charting

Text entered here will appear when student clicks **Compare**. 5

Visible for students : 8

Which options will be available to students?

E-mail to instructor: 6

Print: 7

9

- 1 Enter the Title and Description. The wording you use will appear on search pages to help students and instructors identify the activity and see a brief description of the content.
Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or xxx to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.
- 2 Select a topic by clicking Select Topic and then clicking on the desired topic listed in the drop-down menu.
Tip: You may have to scroll to see all possible topics.
- 3 In the text box labeled Scenario/Patient Information, type the information that you want students to see such as scenario information, instructions, etc.
- 4 In the text box labeled Doctor’s Orders, type information that a doctor might provide.
Tip: If you choose to use the Charting activity for a different type of scenario without doctor’s orders, you can enter other types of information here or leave it blank.
- 5 In the text box labeled Instructor’s Example of Charting, type an example of acceptable charting related to this activity. This is a great way to help prepare the student for charting in the clinical area. It is a good idea to have agreement among the staff related to what is “good” charting, so that there is little or no confusion for the students at your school.
- 6 Check the **E-mail to instructor** box, by clicking on the checkbox, only if you want students to email you the completed Charting form for a grade or points. (Students will not be able to view the instructor’s example of charting if this box is checked.) When this box is checked, the results can be sent by a student to the email address entered in your Profile. The name of the activity and the student’s name (as entered by the student) will appear in the subject line of the email.
Tip: This feature gives instructors the opportunity to give points or a grade for a completed Charting activity. The emailed reports can be graded and easily returned to the student by reply email to the student’s email address that they have entered. To add a comment, points or letter grade just click Reply, then type in your comments before clicking Send from your email service. You can add color or emphasis to your comments by using the editor that comes with your email service.
Important: The Compare button will not appear on the student page and students will not be able to view the instructor’s example of charting if the Email to instructor box is checked. Checking this box allows the activity to be used as a graded activity, but not as an effective practice activity.

(continued)

- 7 Check the **Print** box, by clicking on the checkbox, only if you want students to print the completed form for a grade or points.

Important: The Compare button will not appear on the student page and students will not be able to view the instructor's example of charting if the Print box is checked. Checking this box allows the activity to be used as a graded activity, but not as an effective practice activity.

- 8 Click the **Visible for students** checkbox to allow students to access the activity.

- 9 Click **Save** before leaving the page or all work will be lost.

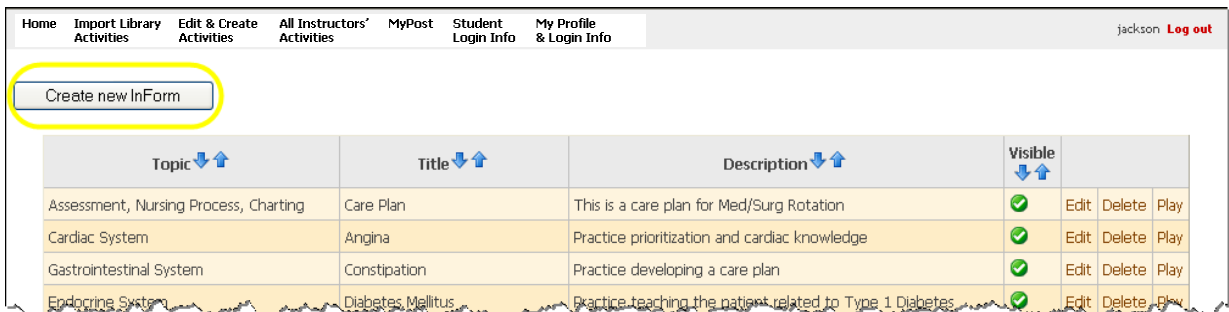
Tip: You can return to make changes to any part of the game that you have created by clicking Edit & Create Activities, Charting, and then Edit.

InForm Activity

Click InForm from the Edit & Create Activities drop-down menu to create, edit, delete or play InForm activities. (A previous section of this guide explains Edit, Delete, Play and the Icons.)

To create a new InForm activity

Click the Create new InForm button.



The screenshot shows the InForm interface. At the top, there is a navigation bar with the following items: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, My Profile & Login Info, and a user profile for 'jackson' with a 'Log out' link. Below the navigation bar, a button labeled 'Create new InForm' is highlighted with a yellow circle. Below the button is a table with the following columns: Topic, Title, Description, Visible, and three action buttons (Edit, Delete, Play). The table contains four rows of activity data.

Topic	Title	Description	Visible			
Assessment, Nursing Process, Charting	Care Plan	This is a care plan for Med/Surg Rotation	✓	Edit	Delete	Play
Cardiac System	Angina	Practice prioritization and cardiac knowledge	✓	Edit	Delete	Play
Gastrointestinal System	Constipation	Practice developing a care plan	✓	Edit	Delete	Play
Endocrine System	Diabetes Mellitus	Practice teaching the patient related to Type 1 Diabetes	✓	Edit	Delete	Play

The Create InForm game page opens.

Home Import Library Activities Edit & Create Activities All Instructors' Activities MyPost Student Login Info My Profile & Login Info

Create a InForm game

Instructions:

This activity gives the instructor the ability to create form based activities (Care Plans, Evaluations, etc)

Title and Description

Title:

Description:

Topic:

3 Enter Instructions or other information that you would like students to see

In each block below enter a question or describe the information to be provided by students

Which options do you want?

E-mail

Print

4

5 Add another Block

Visible for students:

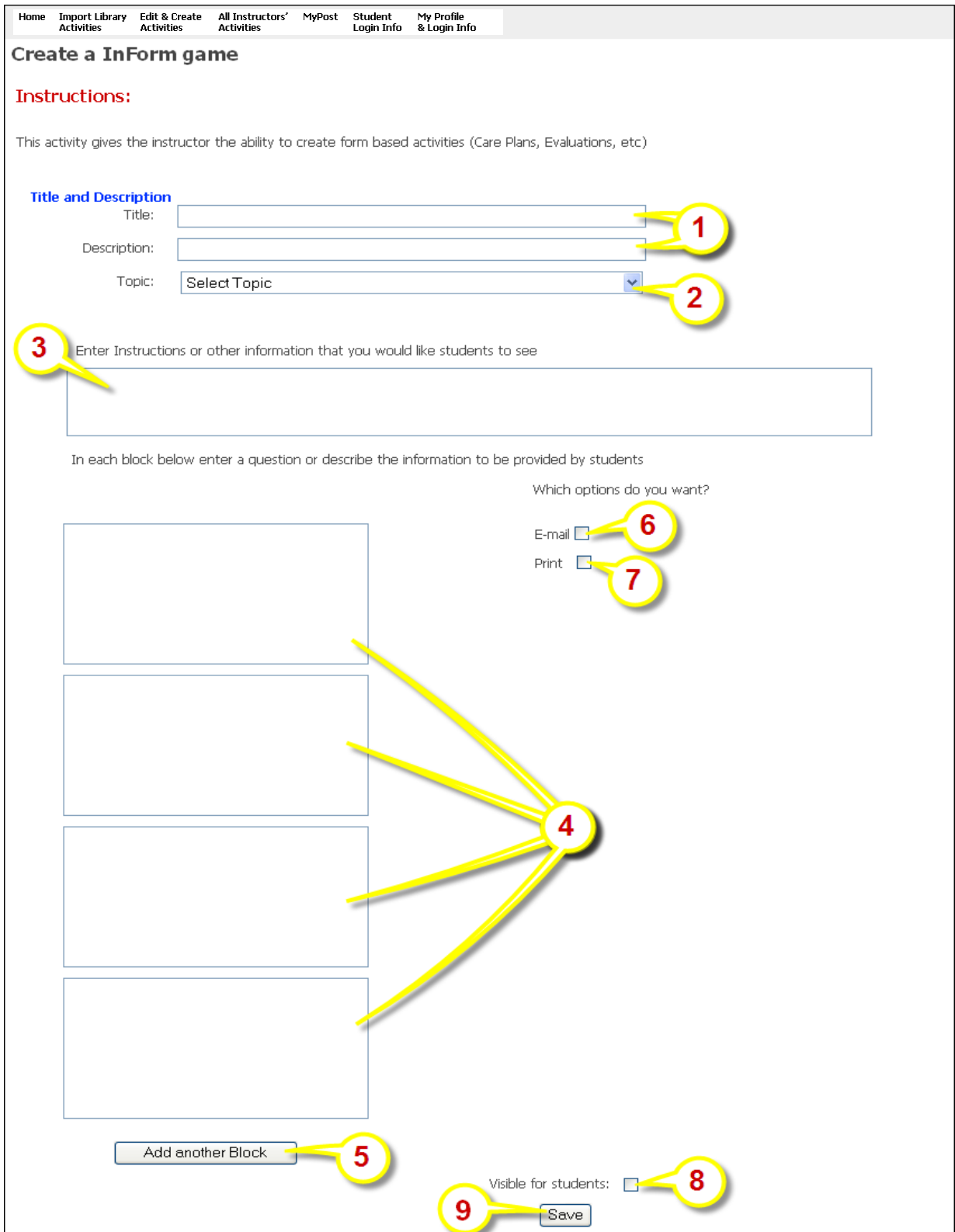
9 Save

1

2

6

7



- 1 Enter the Title and Description. The wording you use will appear on search pages to help students and instructors identify the activity and see a brief description of the content.
Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or xxx to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.
- 2 Select a topic by clicking Select Topic and then clicking on the desired topic listed in the drop-down menu.
Tip: You may have to scroll to see all possible topics.
- 3 Enter instructions or other information where indicated. The information that you enter here will depend on the type of InForm activity you are creating.
- 4 In the available text boxes, type questions or direct students to provide information. You can create many different types of forms or tests depending on the way you structure your questions. Careplans and Scenarios with questions are easy to create and save with InForm. Some of the possibilities for tests are Short Answer, True/False and Multiple Choice.
Tip: For Multiple Choice tests, you must enter the question and answer choices in the same text box. You can find samples of different types of tests and forms using Inform in the Library listed under type InForm and topic Miscellaneous.
- 5 Click **Add another Block** to add more boxes for additional questions. You can have an unlimited number of question blocks.
- 6 Check the **E-mail to instructor** box, by clicking on the checkbox, only if you want students to email you the results when they have completed an InForm activity. When this box is checked, the completed form can be sent by students to the email address entered in your Profile. The name of the activity and the student’s name(as entered by the student) will appear in the subject line of the email.
Tip: This feature allows the instructor receive students’ responses quickly and without the use of paper. The emailed reports can be graded and easily returned to the student by reply email to the student’s email address(entered by student). To add a comment, points or letter grade just click Reply, then type in your comments before clicking Send from your email service. You can add color or emphasis to your reply comments by using the editor that comes with your email service.

(continued)

- 7 Check the **Print** box, by clicking on the checkbox, only if you want students to print the completed form.
- 8 Click the **Visible for students** checkbox to allow students to access the activity.
- 9 Click **Save** before leaving the page or all work will be lost.
Tip: You can return to make changes to any part of the game that you have created by clicking **Edit & Create Activities**, **InForm**, and then **Edit**.

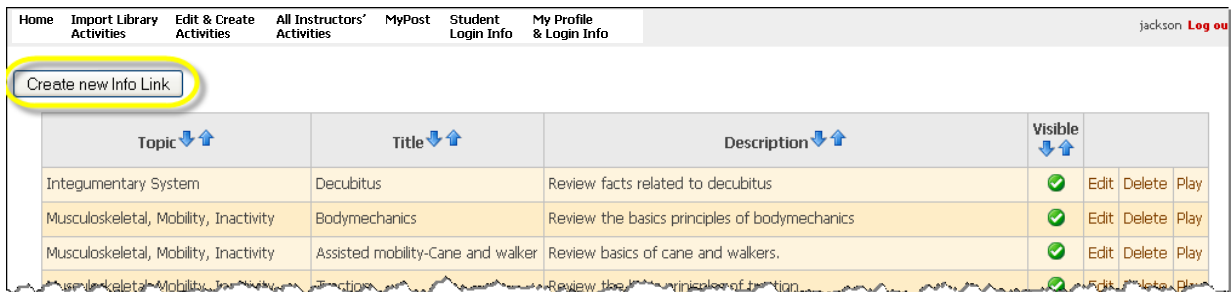
InfoLink

InfoLink is not really an activity itself. Instead, it is a convenient way to connect to other Internet resources. It allows instructors to provide students with a link to other websites and include instructions and information related to that resource. InfoLink also provides a way for the Library to contain educational activities other than those that can be created by using FreeNurseTutor.

Click InfoLink from the Edit & Create Activities drop-down menu to create, edit delete or play InfoLink activities. (A previous section of this guide explains Edit, Delete, Play and the Icons.)

To create a new InfoLink activity

Click the Create new InForm button.



The screenshot shows the top navigation bar with the following items: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, My Profile & Login Info, and a user profile for 'jackson' with a 'Log out' link. Below the navigation bar is a button labeled 'Create new Info Link' which is highlighted with a yellow circle. Below the button is a table with the following columns: Topic, Title, Description, and Visible. The table contains three rows of data:

Topic	Title	Description	Visible			
Integumentary System	Decubitus	Review facts related to decubitus	✓	Edit	Delete	Play
Musculoskeletal, Mobility, Inactivity	Bodymechanics	Review the basics principles of bodymechanics	✓	Edit	Delete	Play
Musculoskeletal, Mobility, Inactivity	Assisted mobility-Cane and walker	Review basics of cane and walkers.	✓	Edit	Delete	Play

The Create InfoLink page opens.

The screenshot shows the 'Create an Info Link' page. At the top is a navigation menu with links: Home, Import Library Activities, Edit & Create Activities, All Instructors' Activities, MyPost, Student Login Info, and My Profile & Login Info. Below the menu is the title 'Create an Info Link' and a sub-header: 'This activity allows you to link to another web page or website to be used as a learning resource for your students.' Underneath is the 'Instructions:' section with two bullet points. The main form area is titled 'Title and Description' and contains several input fields: 'Title:' (text box), 'Description:' (text box), 'Topic:' (dropdown menu with 'Select Topic' selected), 'Address of linked page:' (text box), and 'About this resource:' (text area). A 'Visible for students:' checkbox is located at the bottom right, and a 'Save' button is at the very bottom. Six yellow callout circles with red numbers 1 through 6 point to the Title field, Description field, Topic dropdown, Address of linked page field, Visible for students checkbox, and the Save button, respectively. A note below the address field provides an example: '(An example of a complete Internet address is-- http://www.newnursetutor.com)'.

- 1 Enter the Title and Description. The wording you use will appear on search pages to help students and instructors identify the activity and see a brief description of the content.

Tip: Remember the search by keyword will search for any word that you include in the Title or Description. You can further organize your activities by including a distinctive code in the Title or Description such as !!! or xxx to identify a particular group of activities. A keyword search using the “code word” will find all activities with that code included in Title or Description.

- 2 Select a topic by clicking [Select Topic](#) and then clicking on the desired topic listed in the drop-down menu. You can use the Miscellaneous topic if no other topic applies.
Tip: You may have to scroll to see all possible topics.
- 3 Enter the complete Internet address of a website or webpage that you intend to make available to students with a link from FreeNurseTutor. If you aren't sure of the Internet address of an online resource open a separate browser window and navigate to the site or page that you want to make available to students. When the desired page is displayed on the screen, copy the address from the address bar. The image below shows the address to MedlinePlus as an example.

Tip: It is easier and you are less likely to make a mistake if you use copy and paste rather than typing the address yourself.



- 4 Use the About this Resource text box to enter instructions about how students should use the linked resource and other information about the resource that you would like to provide to students.
- 5 Click the **Visible for students** checkbox to allow students to access the InfoLink activity.
- 6 Click **Save** before leaving the page or all new information will be lost.
Tip: You can return to make changes to an InfoLink by clicking [Edit & Create Activities](#), [InfoLink](#), and then [Edit](#).