

Checklist for SimChart® Responsibilities

Campus Course Faculty NR 224

- All Job Aides, Standardized Simulation Scenarios and Student Instructions will be placed into your Course Collaborative Shells and Campus Shells by the CIS

Date Due	Completed	Description
Week 3 Friday		Verify all students, including online students (as applicable), have access to their SimChart® course and are in the correct course by assisting with student self-enrollment and verifying your roster within rosters and teams. <i>(SimChart® Student Self Enrollment Process Job Aide)</i>
Ongoing		Assist students with self-enrollment <i>(SimChart® Student Self Enrollment Process Job Aide)</i>
As assigned		Complete assigned training pre-work and attend webinar and onsite training <i>(Accessing SimChart® Student Orientation Video; Completing SimChart® My Clinicals Assignment; Creating Folders; Creating Teams; Evolve Enrolling Co-Instructors Job Aide)</i>
Upon receiving End of Course survey results		Review End of Course Survey results related to SimChart®
As appropriate		Respond to all emails from students regarding SimChart® within 24 hours
As received		Assist student with SimChart® questions as needed
As required		Un-enroll student from SimChart® if they are unsuccessful in course <i>(Unenrolling Process Job Aide)</i>
As needed		Enroll faculty or staff that do not have access <i>(Evolve Enrolling Co-Instructors Job Aide)</i>
As needed		Email faculty facilitating experiential learning opportunity, the simulation scenario and student instructions if they do not have access to the eCollege course shell

Required Student Standardized Simulation Assignment for NR 224:

Weeks 6-8

Maria Hernandez simulation