

Use this guide to get started setting up your class. To learn more about how to use vrClinicals for Nursing, download the comprehensive User Guide, watch our OnDemand Training videos, or attend a live-webinar training:

- wltrsklwr.com/TrainandSupport-NursingFaculty
- Or go to **thePoint**®: <http://thepoint.lww.com/gateway> > Product Training

If you have any questions about the registration process or have technical problems, contact Tech Support:

 techsupp@lww.com

 +1 (800) 468-1128

+1 (301) 223-2344

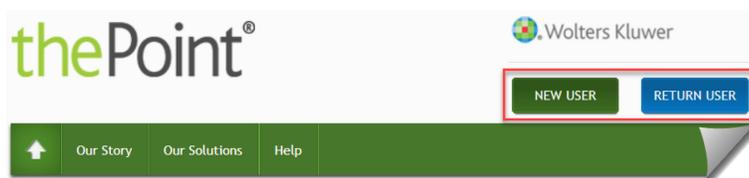
 4pm-12am ET (Sun)

8am-12am ET (M-Th)

8am-7pm ET (F)

Registering at **thePoint**® Using Your Access Code

The first step to accessing vrClinicals for Nursing is to register at **thePoint**® using the special **thePoint**® *Access Code* provided by your Sales Representative. If you do not have this access code, contact your Wolters Kluwer sales representative directly to request one.



New Users

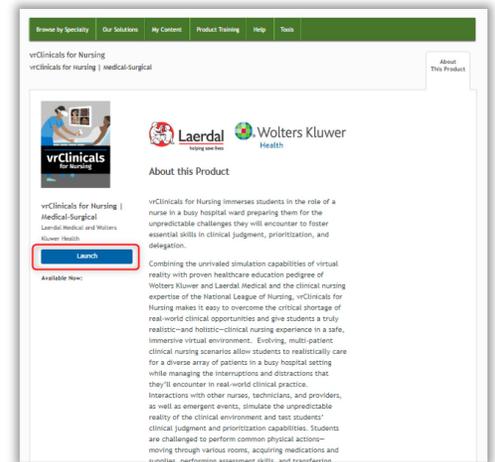
1. Go to thePoint.lww.com
2. If you haven't registered at **thePoint**® before, select **New User**.
3. Enter your **Access Code** where indicated, then select **Next**.
4. Enter your email address, select whether you have an existing password or need to create one, and select **Next**.
5. On the registration form, fill out all required fields, select the checkbox if you agree to the terms and conditions. Select **Submit**.

Returning Users

1. Go to thePoint.lww.com
2. If you are already a registered user on **thePoint**®, select **Return User** and log in with your email and previously created username and password.
3. If you have forgotten your username or password, use the forgot your password link.
4. If you need to add a new title to your My Content listing, select the Add a New Title to My Content button to enter your access code.

Launching vrClinicals for Nursing

1. On the My Content page, locate your vrClinicals for Nursing product
2. Select **Launch** from the product listing or About this Product page



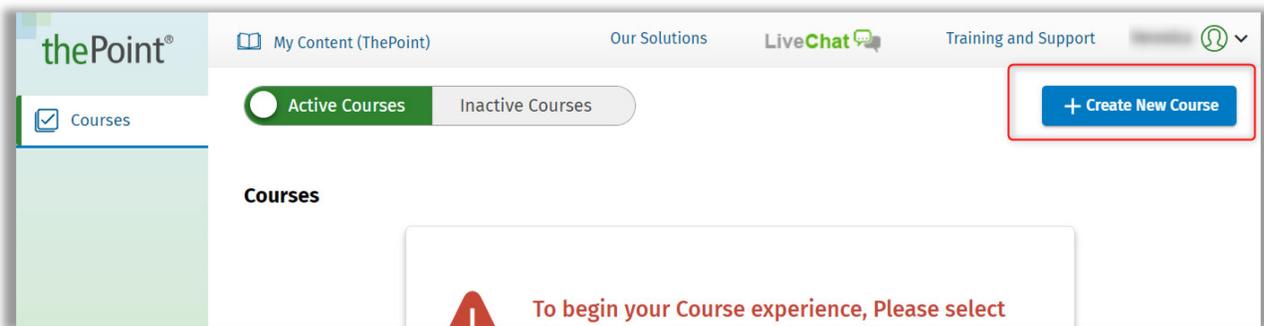
Creating a Course

The course creation function creates one course code for student access to all vrClinicals for Nursing resources.

Tip: If you have never created a course, the **Add a Course form** will prompt you to create a class upon launching your course. If you have previously created a course, select the **Add New Course** button.

1. Select vrClinicals for Nursing as the product and click Continue
2. Enter the Course Details
 - Type your **Institution Name**. A drop-down menu will show a list of institutions. Select the best match.
 - Enter the **Program Type**
 - Enter **Course Name** and **Course Number**
 - Enter the **Section Name**
 - Click **Continue**
3. Enter Date & Term information and click **Continue**

Tip: Students will not be able to enroll into a class before the designated start date. And once at least one student has enrolled into the class, the start date cannot be changed. The end date can be extended.



4. Copy the Course ID and Instructions from the Confirmation Page.

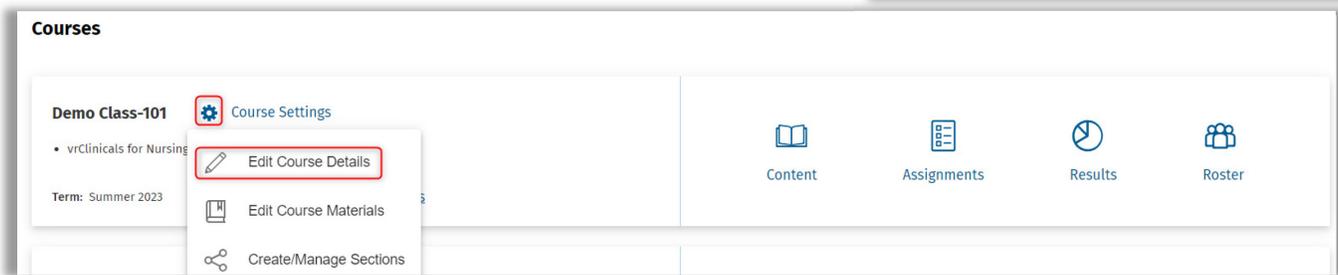
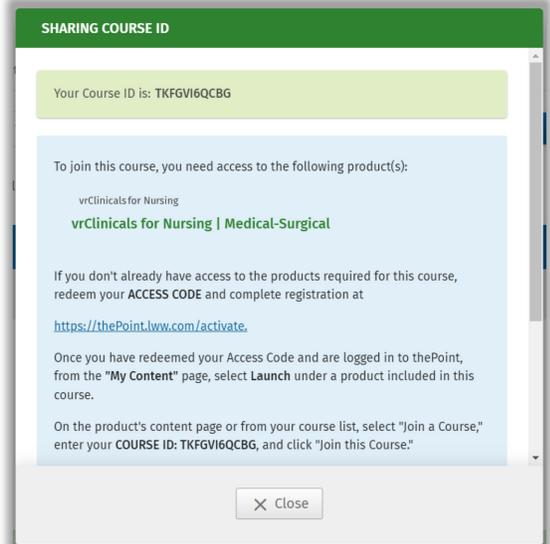
Tip: If the Course ID is needed later, the Course ID Instruction can also be found in **Roster**. Select **+ Invite Student** button to copy instructions.

- Disseminate this information to your students. Email or post it in your LMS. Your students will need this Course ID in order to enroll into your class.
- Select **Close**

Tip: When you distribute the **Course ID** to your students, make sure they understand that **thePoint® Access Code** and **Course ID** are two different things.

- thePoint® Access Code** is used to set up an account at **thePoint®** (thePoint.lww.com) and get access to all online resources that accompany course materials.
- Course ID** is used by students to join the course you have set up for them.

Tip: Use the cog icon to edit Course details.



Class Tools Menu

Each course has its own Tools Menu. You can select an icon to access the following options:

- Content** – view and assign the content for this product
- Assignments** – view and edit assignments for this class
- Results** – view and export student and class results
- Roster** – view, add and delete co-instructors and students

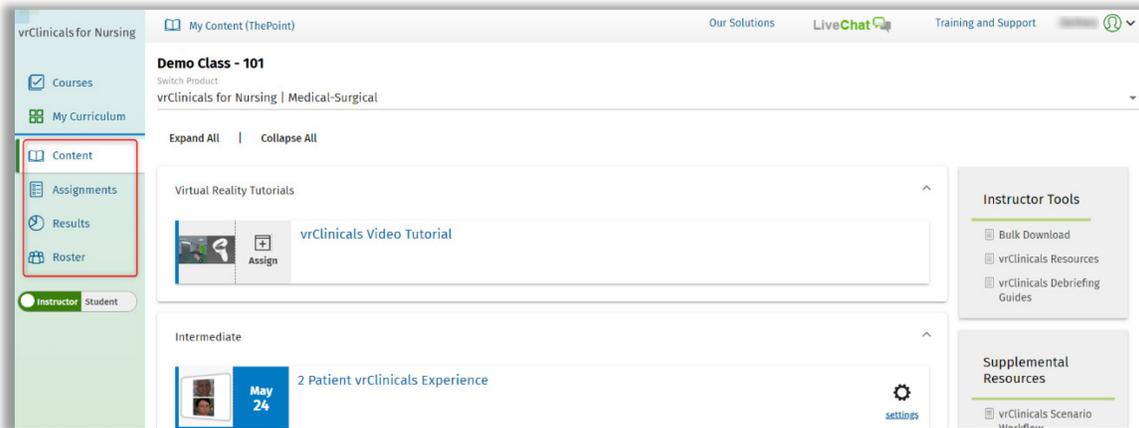


Navigation

- Select a **Class Tool** icon from the Course Homepage



2. The **Class Tools** will move to a vertical menu on the left side of the screen.



Roster

View and manage co-instructors and students that are enrolled in your class.

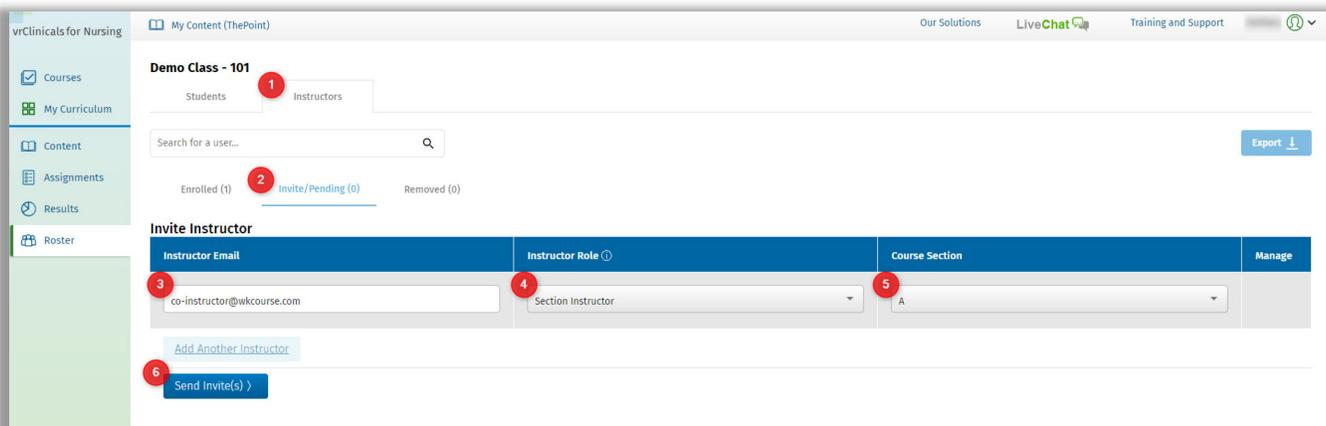
On the Course homepage, select the **Roster** icon:



Invite Co-Instructor

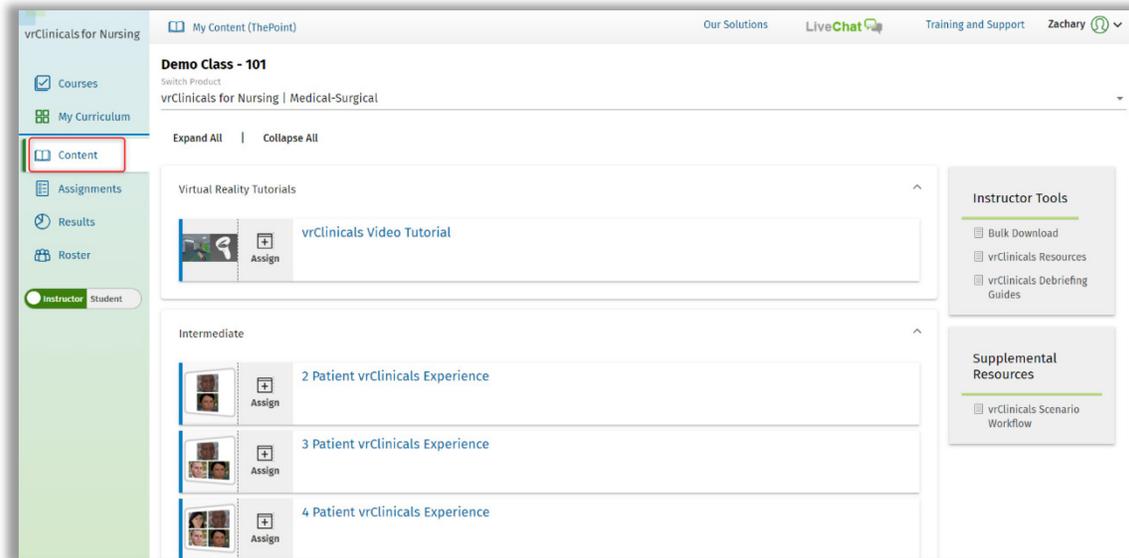
Co-instructors have the same instructor privileges as the primary instructor and can view all student results in the shared course. The co-instructor only has access to the course for which you sent an invitation, so you may need to send more than one invitation if you want to share multiple courses with a co-instructor.

1. Select the **Instructors** tab and
2. Select the **Invite/Pending** sub-tab
3. Enter the email address of the instructor you would like to add.
4. Select the Role of the co-instructor.
 - Roles are defined when you click the information link next to the column header
5. Select the Course Section.
6. Select **Send Invite(s)**



Content

On the Content dashboard you will find all scenarios and tutorial videos from your vrClinicals for Nursing product.



Assigning Content

You can assign vrClinicals scenarios to your students to complete by a specific date.

1. Locate the vrClinicals scenario you would like to assign to your students
2. Select the **Assign** button next to the title of the vrClinicals scenario you want to assign
3. Follow the prompts to set start dates, due dates, grading options, attempts, etc.



Editing an Assignment

You can edit an assignment from the **Assignments** icon or the **Content** icon. If there are no student submissions for an assignment, you can edit all the settings. However, if any student has submitted the assignment, then only the due date can be updated.

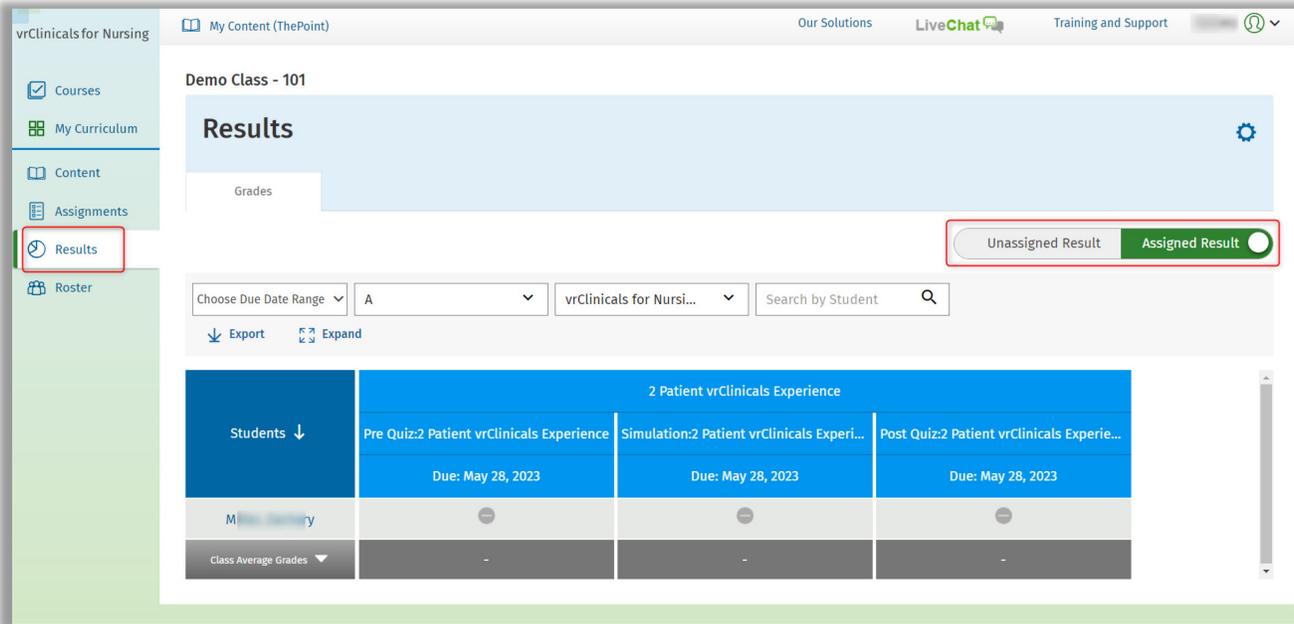
1. Select the **Settings cog** next to the assignment you would like to edit.
2. Follow the prompts to edit the assignment settings

Results

Select the **Results** icon on Class Tools Menu to view student and class performance.

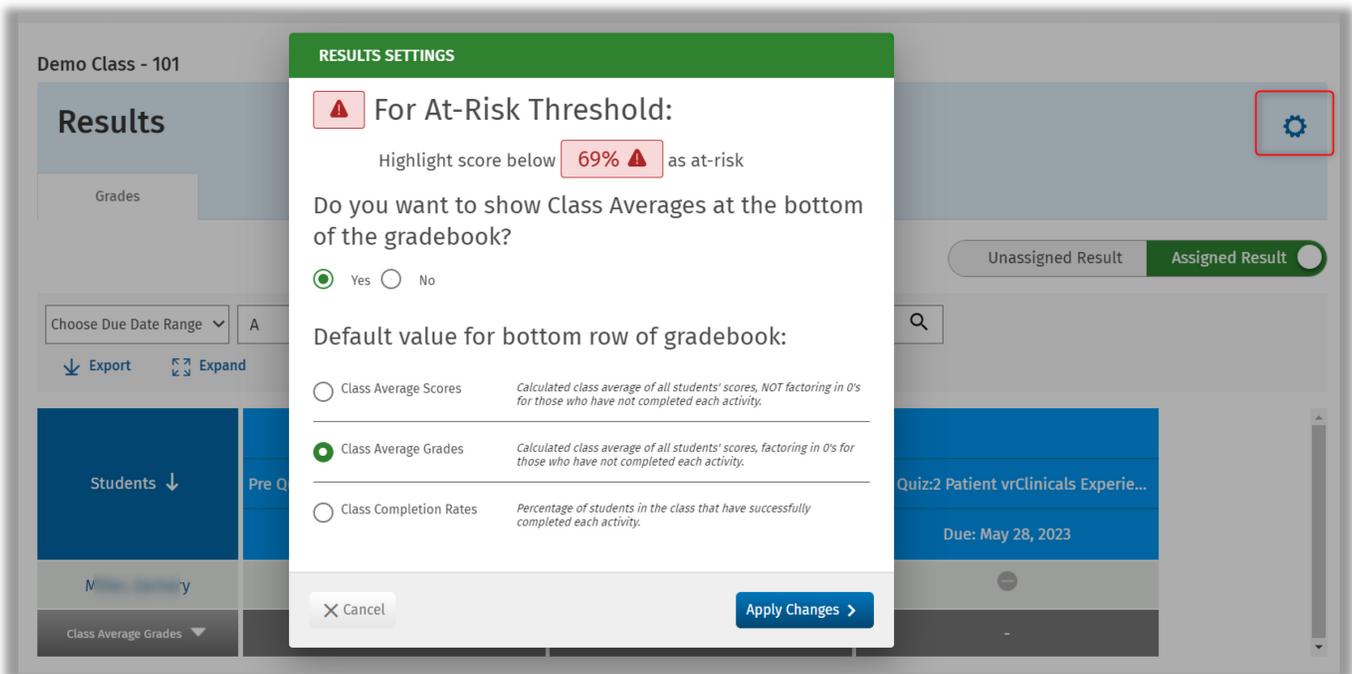
Unassigned Results and Assigned Results

The gradebook has two views: The **Unassigned Result** view and the **Assigned Result** view.



Gradebook Settings

To edit the gradebook settings, select the **Settings cog**.



Instructor Tools

Instructor Tools contains all the instructor resources that are ready for download. These include items such as **User Guides**, **Scenario Overviews**, **Scenario Debriefing Guides**, **Curriculum Integration Guides**, **Clinical Replacement Packets**, and **Acknowledgments**.

1. Select the **Content** icon tab
2. Click the resources and choose view or download

