



ProjectConcert Instructions

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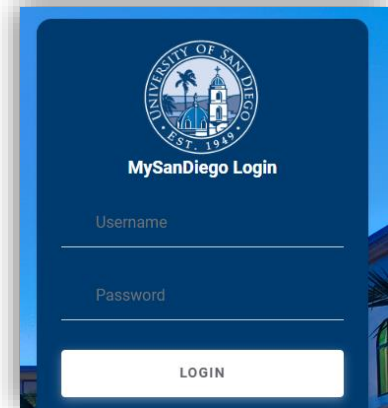
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Accessing ProjectConcert



I. Accessing ProjectConcert

<https://secure.projectconcert.com/sandiego>


Login using your USD credentials



Instructional Guides

1. The  "NEED HELP?" icon is located throughout ProjectConcert. Upon clicking on the icon, it will load an informative video about the function it is located in
2. The  orange '?' icon is located throughout certain areas of ProjectConcert. Upon clicking on the icon, it will load an informative video about the function it is located in.

Landing Page

Once you login to ProjectConcert you will be on the landing page. The landing page can always be accessed by clicking on the  icon in the upper right corner.

1. For an overview of the landing page, click on the NEED HELP? icon
2. For a tutorial on a widget, click on the corresponding '?' icon

1

2

ProjectConcert

Logged in as: STUDENT BSN A - Chance, Lisa

Welcome

Clinical Requirements: ?

2 Not Compliant

4 Pending

2 For Institution Review

Experiences: ?

8 editable rejected experiences

27 editable draft experiences

83 pending experiences

Evaluations: ?

1 incomplete scheduled evaluations

6 evaluations to review

Issues: ?

4 Total open

Current Courses: ?

	Course	Term	Section	Descrip
1	Dashboard NGR 5003L	Fall 2022	Fall 2022	Fall 202

Change password You have successfully logged in.

Logout

Course Dashboard

1. On the landing page, click on the "Dashboard" link

MISERICORDIA UNIVERSITY

Logged in as: TEST STUDENT MSN Student MSN, Test

NEED HELP? Welcome

Experiences: 1 editable rejected experiences, 17 pending experiences

Evaluations: 1 incomplete scheduled evaluations

Current Courses: [Manage Hidden](#)

	1	Course	Term	Section	Description	Shift	Start	End	
1	Dashboard	TEST	2020-21 Academic Year - Spring	TEST	TEST	TEST	05/11/2021	05/31/2021	Hide

You have successfully logged in.

2. For a tutorial on the dashboard, click on the NEED HELP? icon
3. For a tutorial on the areas in the dashboard click on the corresponding '?' icon

2

Logged in as: STUDENT 1FNP, Student

Course Dashboard -> FNP Primary Care Adult 1 (1FNP 807) - FNP Primary Care Adult 1 - Smith

FNP Primary Care Adult 1 (1FNP 807)

FNP Primary Care Adult 1 - Smith

Hours [?](#) **3** [Hide](#)

FNP Clinical Hours Log - 140.000 required hours [New Entry](#) [Existing Entries](#)

1FNP, Student Required Hours: 140

SECTION AVERAGE

	Name	Total Hours	Approved Hours	Pending Hours	Avg Entry(hours)	Oldest Pending(days)	Entry Count: (Total Approved Pending)
1	Hours Report Summary Report 1FNP, Student	146.0000000	129.0000000	17.0000000	6.9523809	87	21 18 3
2	SECTION AVERAGE	96.9166666	93.2500000	3.6666666	7.5519480	45	12.83 12.17 0.67

Journals [?](#) **3** [Hide](#)



FNP Patient Entry - 160 required entries [New Entry](#) [Existing Entries](#)

1FNP, Student Required Entries: 160

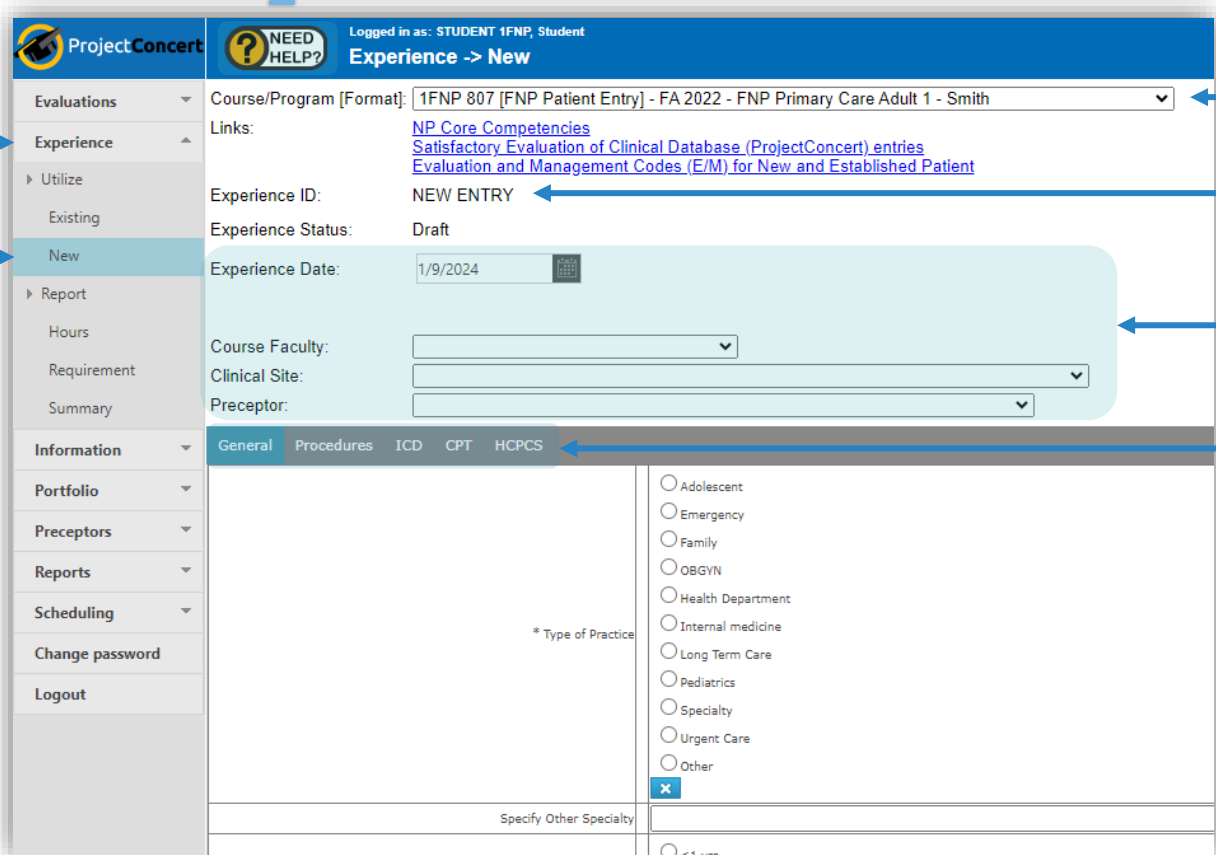
SECTION AVERAGE

	Name	Entry Count: (Total Approved Pending)	Oldest Pending(days)
1	Requirement Report Summary Report 1FNP, Student	167 162 5	87
2	SECTION AVERAGE	112.20 110.60 1.60	54

How to Complete Entries

1. Navigate to **Experience > Utilize > New**
2. For a **detailed video walkthrough** of the function, click on the  icon to watch a tutorial
3. Select the format you want to complete from the **Format dropdown**
4. The Experience ID is a unique identifier that will be created for every entry. If you are documenting a new entry, it will read New Entry, once the entry is saved then the ID of the entry will be listed.
5. Each format will be organized with overall information on the entry at the top.
Complete the details at the top of the page (i.e: Date, time, faculty, location, etc.). *
6. Each format will have **tabs** of information captured in the entry that you will **navigate through and complete** to fill out the entry. *
7. Throughout the entry, you may see orange question mark icons. Hover your mouse over  icons to load **more information**.*

*Each format will be unique depending on how your institution has set up the format and it may vary greatly depending on the format you have selected.



The screenshot shows the ProjectConcert interface for creating a new experience entry. The page is titled "Experience -> New" and shows a user logged in as "STUDENT 1FNP, Student".

Numbered callouts indicate key features:

- 1**: Points to the "New" option in the left-hand navigation menu.
- 2**: Points to the "NEED HELP?" icon in the top navigation bar.
- 3**: Points to the "Course/Program [Format]" dropdown menu, which is currently set to "1FNP 807 [FNP Patient Entry] - FA 2022 - FNP Primary Care Adult 1 - Smith".
- 4**: Points to the "Experience ID" field, which displays "NEW ENTRY".
- 5**: Points to the "Experience Date" field, which is set to "1/9/2024".
- 6**: Points to the "General" tab in the "Information" section, which contains various fields for course details and a list of practice types.

The "Information" section includes tabs for "General", "Procedures", "ICD", "CPT", and "HCPCS". The "General" tab is active and shows fields for "Course Faculty", "Clinical Site", and "Preceptor". Below these fields is a list of radio buttons for "Type of Practice", including options like Adolescent, Emergency, Family, OB/GYN, Health Department, Internal medicine, Long Term Care, Pediatrics, Specialty, Urgent Care, and Other.


The Save and Submit options will be found at the bottom of the page:

8. Select how you want the **page to render** after you Save / Submit
 - a. **NOTE: You must make this selection BEFORE you click the save or submit button**
9. Click **Save** to save your work
10. Click **Submit** to submit your entry to make it eligible for approval or rejection
 - a. **NOTE: The system will check if all required items are completed. If not, you will be notified what items are incomplete. In these cases, please complete the required items and submit again.**

The screenshot shows a form with two dropdown menus at the top: "Percent of Population Nurse Educator" and "Percent of Population Admin/EL/NHL". Below these are three buttons: "Save", "Submit", and "AND". A blue box highlights the "Save" and "Submit" buttons, with a blue arrow labeled "9" pointing to "Save" and a blue arrow labeled "10" pointing to "Submit". To the right of the buttons is a radio button selection area with three options: "Continue editing this entry" (selected), "Create a new blank entry", and "Create a new entry that is a copy of this entry". A blue arrow labeled "8" points to this selection area. A yellow question mark icon is visible next to the "Create a new entry that is a copy of this entry" option.

How to Manage/Edit Existing Entries


To manage or edit **existing** entries:

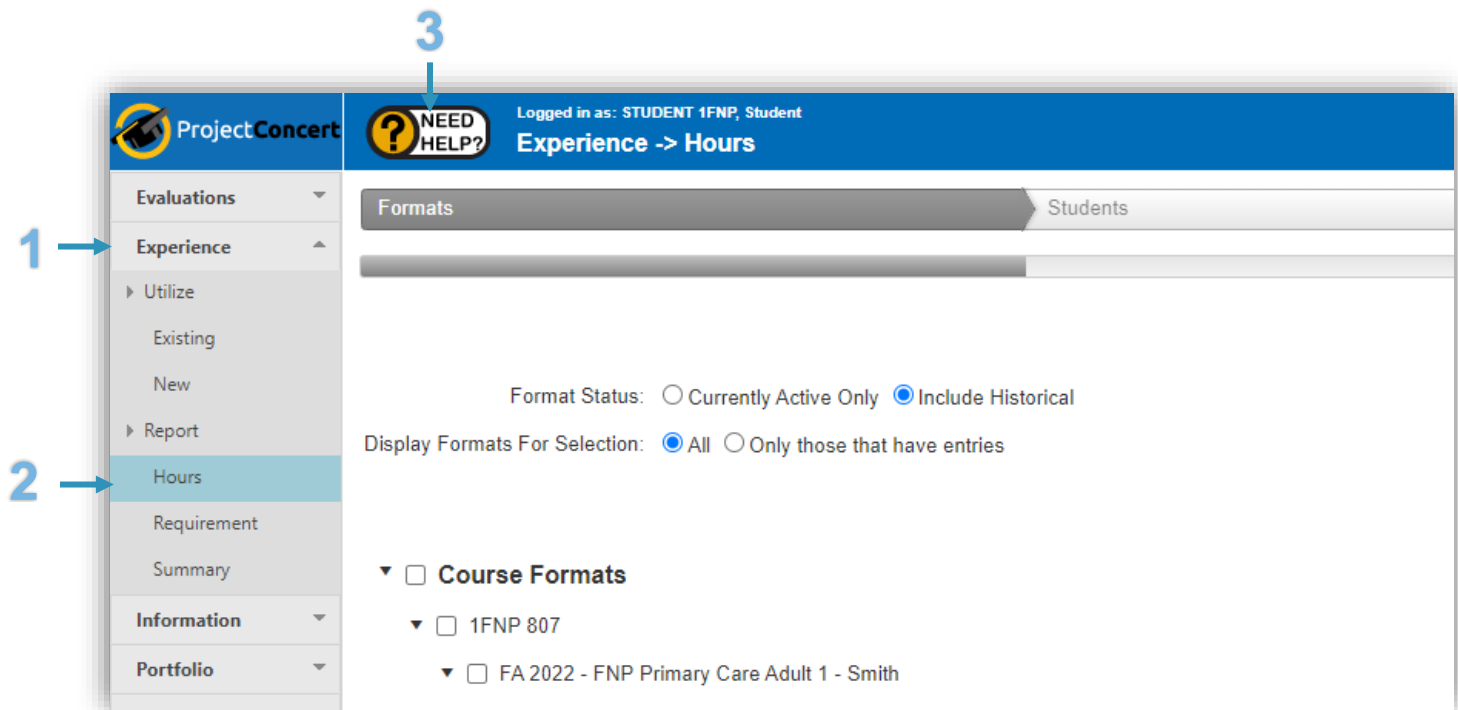
1. Navigate to **Experience > Utilize > Existing**
2. For a detailed video walkthrough of the function, click on the  button to watch a tutorial

The screenshot shows the ProjectConcert interface. The top navigation bar includes the ProjectConcert logo, a "NEED HELP?" button (pointed to by a blue arrow labeled "2"), and the user's login information: "Logged in as: STUDENT 1FNP, Student". The main header is "Experience -> Existing". On the left, a sidebar menu has "Experience" selected (pointed to by a blue arrow labeled "1") and "Existing" highlighted (pointed to by a blue arrow labeled "1"). The main content area shows a search bar, a dropdown menu for "Course [Format]: 1FNP 807 [FNP Clinical Hours Log] - FA 2022 - FNP Primary Care Adult 1 - Smith", and "Status: [x] Draft [x] Pending". Below this are fields for "Preceptor", "Start Date", and "End Date". At the bottom, there is a search bar for "Experience ID:".

How to Generate an Hours Report

This report will allow you to generate how many hours you have completed.

1. Click on the **Experience** dropdown
2. Click on **Hours** under Report
3. For instructions on how to generate the hours report, please click on the  icon to **watch a tutorial**



ProjectConcert

Logged in as: STUDENT 1FNP, Student

Experience -> Hours

Formats Students

Format Status: Currently Active Only Include Historical

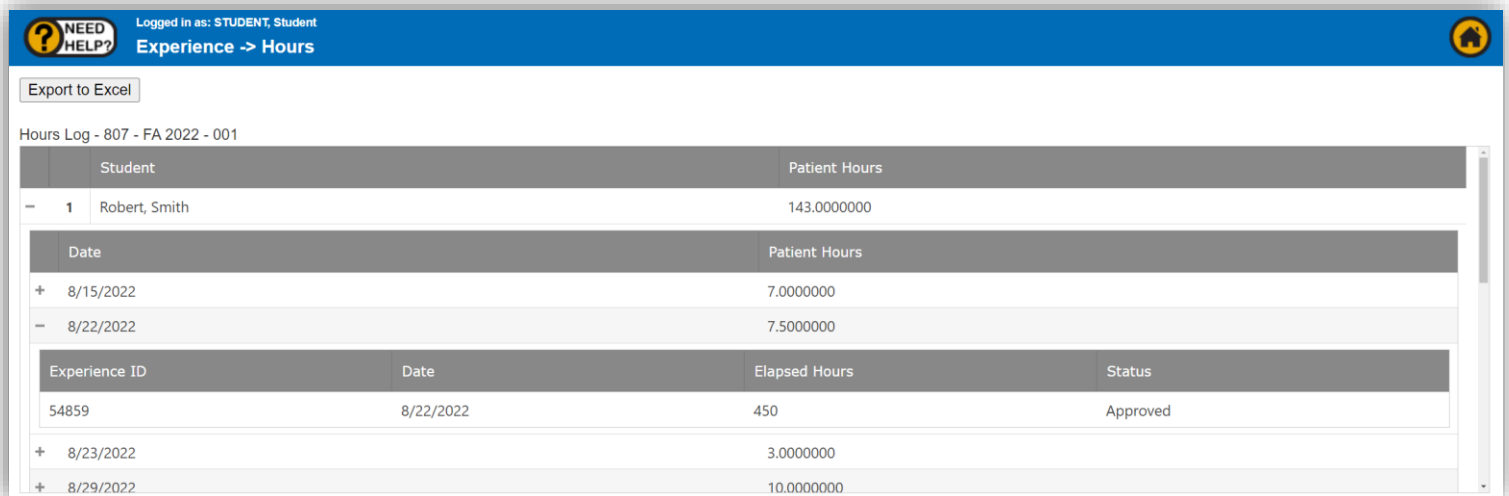
Display Formats For Selection: All Only those that have entries

Course Formats

1FNP 807

FA 2022 - FNP Primary Care Adult 1 - Smith

4. Example end report:



Export to Excel

Hours Log - 807 - FA 2022 - 001


Student	Patient Hours
1 Robert, Smith	143.0000000

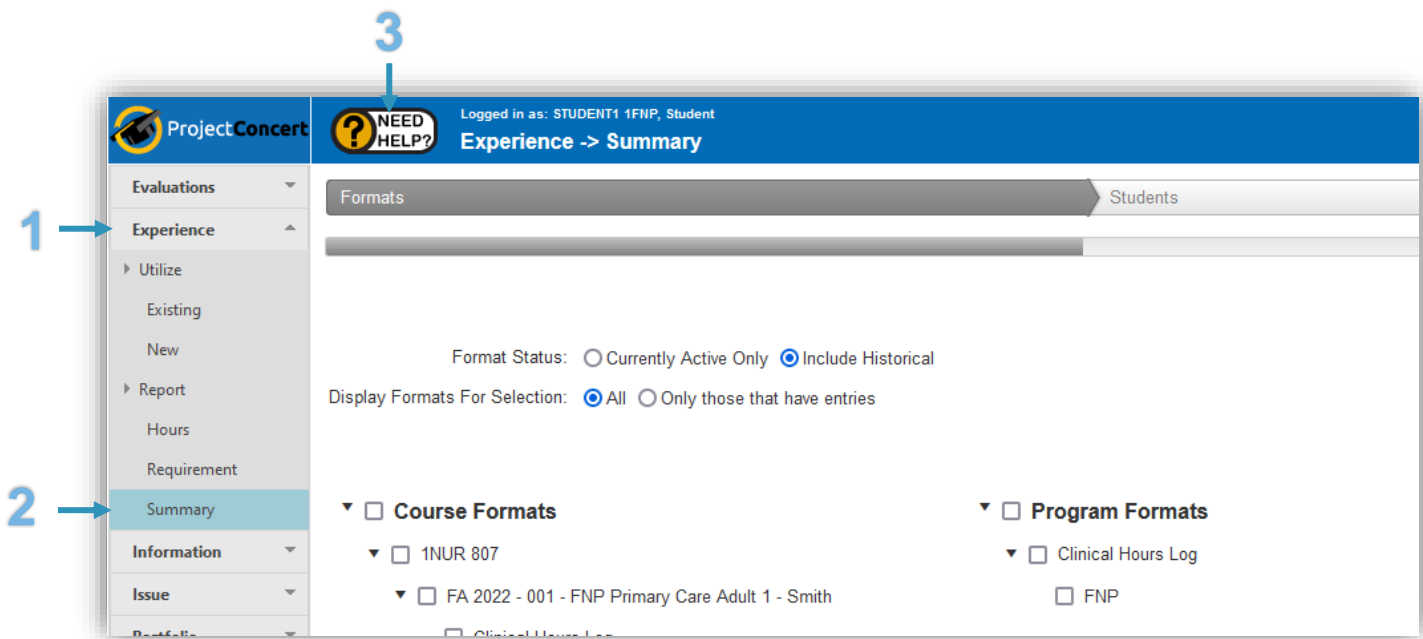
Date	Patient Hours
+ 8/15/2022	7.0000000
- 8/22/2022	7.5000000

Experience ID	Date	Elapsed Hours	Status
54859	8/22/2022	450	Approved
+ 8/23/2022		3.0000000	
+ 8/29/2022		10.0000000	

How to Generate a Summary Report

The Summary Report is a versatile tool designed for generating detailed reports about entries you have submitted (pie charts, counts, percentages, etc.)

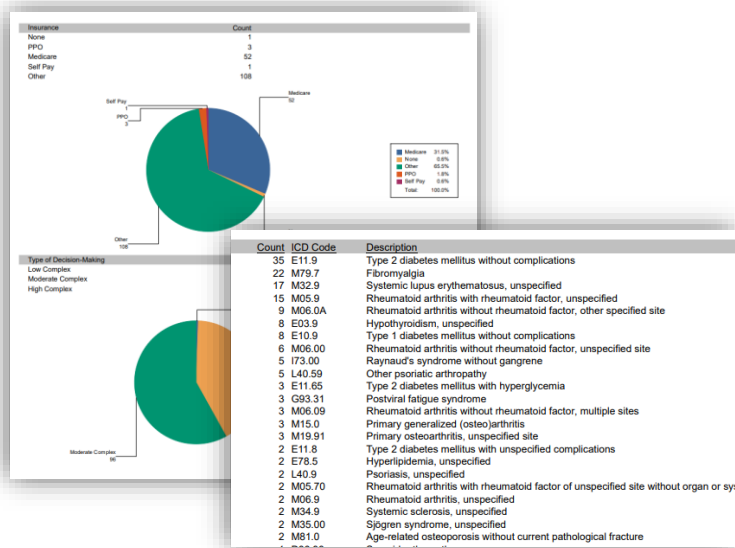
1. Click on the **Experience** dropdown
2. Click on **Summary** under Report
3. For instructions on how to generate the hours report, please click on the  icon to watch a tutorial



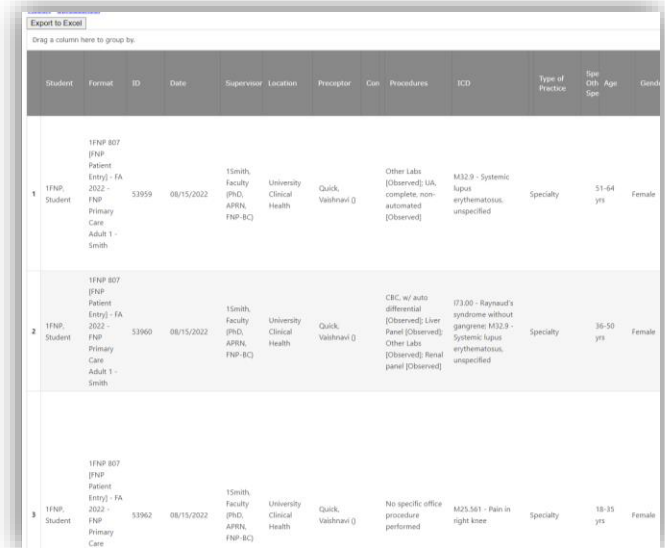
The screenshot shows the ProjectConcert interface. The top navigation bar includes the ProjectConcert logo, a 'NEED HELP?' icon, and the user's login information: 'Logged in as: STUDENT1 1FNP, Student'. The main navigation menu on the left has 'Experience' selected, and 'Summary' is highlighted under the 'Report' section. The main content area shows the 'Experience -> Summary' page with a 'Formats' dropdown set to 'Students'. Below this, there are radio buttons for 'Format Status' (Currently Active Only and Include Historical) and 'Display Formats For Selection' (All and Only those that have entries). There are also checkboxes for 'Course Formats' (1NUR 807, FA 2022 - 001 - FNP Primary Care Adult 1 - Smith) and 'Program Formats' (Clinical Hours Log, FNP).

4. Example end report:

PDF Output



Spreadsheet Output




The spreadsheet output displays a table of patient encounters. The columns are: Student, Format, ID, Date, Supervisor, Location, Preceptor, Con., Procedures, ICD, Type of Practice, Sp. Oth. Age, and Gender. The table contains three rows of data, each representing a different patient encounter.

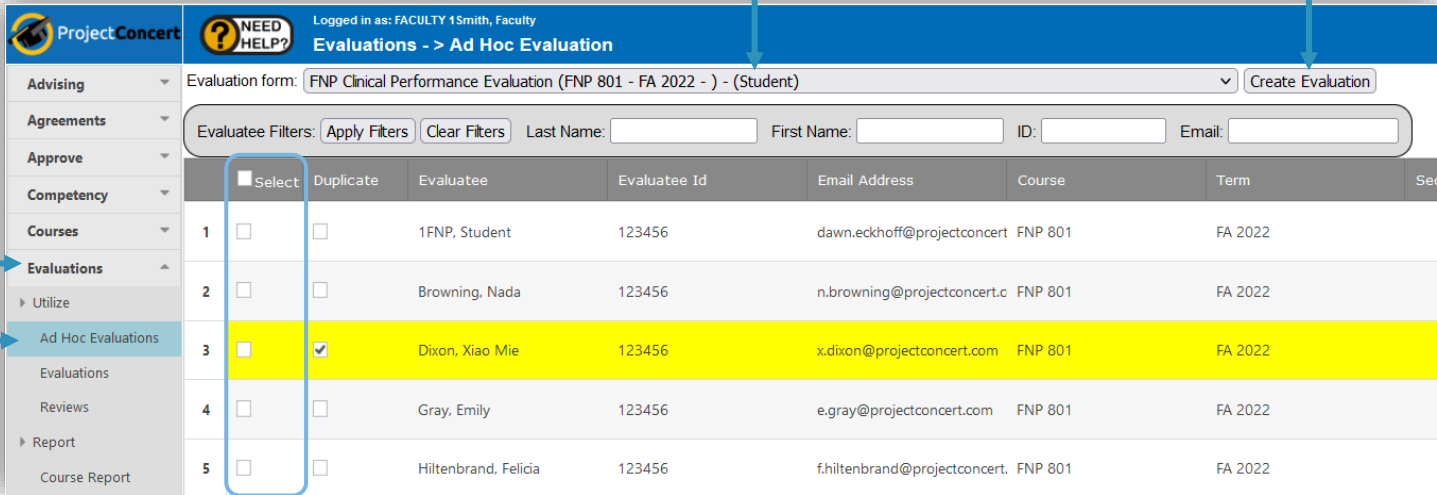
Student	Format	ID	Date	Supervisor	Location	Preceptor	Con.	Procedures	ICD	Type of Practice	Sp. Oth. Age	Gender
1FNP Student	1FNP Patient Entry - FA 2022 - FNP Primary Care Adult 1 - Smith	S3959	08/15/2022	T Smith, Faculty (PhD, APRN, FNP-BC)	University Clinical Health	Quick, Vaishnavi ()		Other Labs [Observed]; UA, complete, non-automated [Observed]	M32.9 - Systemic lupus erythematosus, unspecified	Specialty	31-64 yrs	Female
1FNP Student	1FNP Patient Entry - FA 2022 - FNP Primary Care Adult 1 - Smith	S3960	08/15/2022	T Smith, Faculty (PhD, APRN, FNP-BC)	University Clinical Health	Quick, Vaishnavi ()		CRC, w/ auto differential [Observed]; Liver Panel [Observed]; Other Labs [Observed]; Renal panel [Observed]	I73.00 - Raynaud's syndrome without gangrene; M32.9 - Systemic lupus erythematosus, unspecified	Specialty	36-50 yrs	Female
1FNP Student	1FNP Patient Entry - FA 2022 - FNP Primary Care Adult 1 - Smith	S3962	08/15/2022	T Smith, Faculty (PhD, APRN, FNP-BC)	University Clinical Health	Quick, Vaishnavi ()		No specific office procedure performed	M25.581 - Pain in right knee	Specialty	18-19 yrs	Female

How to Create/Edit/Remove an Ad Hoc Evaluation

Depending on your degree pursuit and course enrollment, you may or may not have Ad Hoc evaluations to complete.

I. Creating an Ad Hoc Evaluation

1. Click on the “**Evaluations**” dropdown
2. Click “**Ad Hoc Evaluations**” under Utilize
3. For a tutorial on creating evaluations, click on the  icon
4. Click on the “**Evaluation form**” dropdown
 - a. Select the proper evaluation
5. Select the “**Evaluatee(s)**” by checking the corresponding boxes
6. Click the “**Create Evaluation**” button



The screenshot shows the ProjectConcert interface for creating an Ad Hoc Evaluation. The interface includes a navigation menu on the left, a header with a 'NEED HELP?' icon, and a main content area with a table of evaluatees. Numbered callouts indicate the following steps:

- 1**: Points to the 'Evaluations' dropdown in the left navigation menu.
- 2**: Points to the 'Ad Hoc Evaluations' option under the 'Utilize' sub-menu.
- 3**: Points to the 'NEED HELP?' icon in the top header.
- 4**: Points to the 'Evaluation form' dropdown menu, which is currently set to 'FNP Clinical Performance Evaluation (FNP 801 - FA 2022 -) - (Student)'.
- 5**: Points to the 'Select' checkbox in the first column of the evaluatee table.
- 6**: Points to the 'Create Evaluation' button in the top right corner.

	Select	Duplicate	Evaluatee	Evaluatee Id	Email Address	Course	Term	Sec
1	<input type="checkbox"/>	<input type="checkbox"/>	1FNP, Student	123456	dawn.eckhoff@projectconcert	FNP 801	FA 2022	
2	<input type="checkbox"/>	<input type="checkbox"/>	Browning, Nada	123456	n.browning@projectconcert.c	FNP 801	FA 2022	
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dixon, Xiao Mie	123456	x.dixon@projectconcert.com	FNP 801	FA 2022	
4	<input type="checkbox"/>	<input type="checkbox"/>	Gray, Emily	123456	e.gray@projectconcert.com	FNP 801	FA 2022	
5	<input type="checkbox"/>	<input type="checkbox"/>	Hiltensbrand, Felicia	123456	f.hiltensbrand@projectconcert.	FNP 801	FA 2022	

Continued >

II. Accessing an Evaluation

On the left side of the screen:

7. Click on the “**Evaluations**” dropdown
8. Click “**Evaluations**” under Utilize
9. Click the “**Select**” button to open and edit an evaluation

ProjectConcert Logged in as: FACULTY 1Smith, Faculty
Evaluations -> Evaluations

		Evaluatee	Form	Detail	Due Date	Due Status	Form Status	Close Date	
1	<input type="button" value="Select"/>	1FNP, Student (dawn.eckhoff@projectcon	FNP Clinical Performance Evaluation	1FNP 807 - FNP Primary Care Adult 1 - Smith (08/01/2022 12/23/2022)		AD HOC	INCOMPLETE		<input type="button" value="Decline"/>
2	<input type="button" value="Select"/>	1FNP, Student (dawn.eckhoff@projectcon	SOAP Notes Rubric	Experience ID 69316 FNP 807 [FNP Soap Notes] - FA 2022 - Management of Complex Health Problems (11/12/2022)	11/13/2022	OVERDUE	INCOMPLETE		<input type="button" value="Decline"/>

III. Removing a Created Evaluation

On the left side of the screen:

10. Click on the “**Evaluations**” dropdown
11. Click “**Evaluations**” under Utilize
12. Click the “**Decline**” button to remove the evaluation


ProjectConcert Logged in as: FACULTY 1Smith, Faculty
Evaluations -> Evaluations

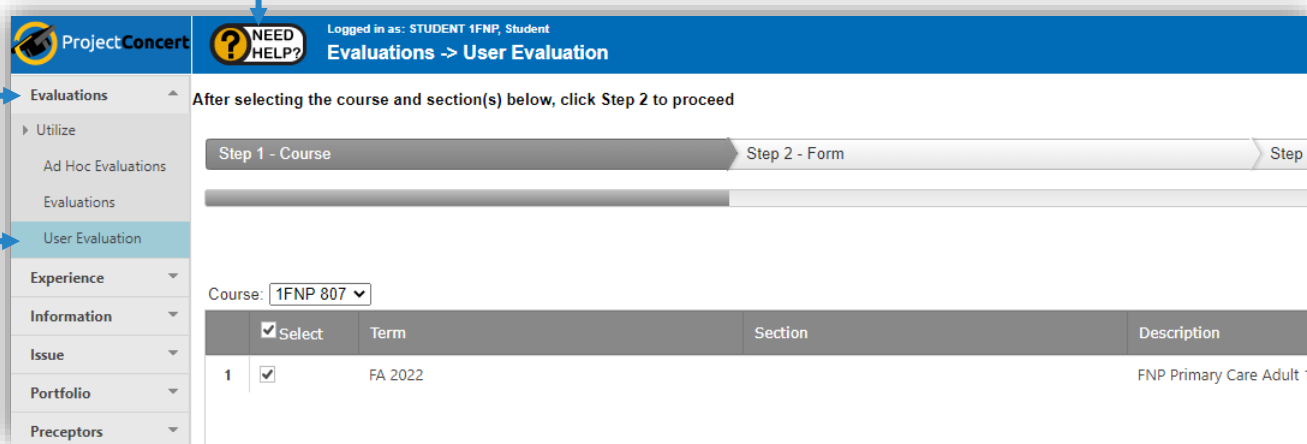
		Evaluatee	Form	Detail	Due Date	Due Status	Form Status	Close Date	
1	<input type="button" value="Select"/>	1FNP, Student (dawn.eckhoff@projectcon	FNP Clinical Performance Evaluation	1FNP 807 - FNP Primary Care Adult 1 - Smith (08/01/2022 12/23/2022)		AD HOC	INCOMPLETE		<input type="button" value="Decline"/>
2	<input type="button" value="Select"/>	1FNP, Student (dawn.eckhoff@projectcon	SOAP Notes Rubric	Experience ID 69316 FNP 807 [FNP Soap Notes] - FA 2022 - Management of Complex Health Problems (11/12/2022)	11/13/2022	OVERDUE	INCOMPLETE		<input type="button" value="Decline"/>

How to Schedule Evaluations for a Preceptor

Depending on your degree pursuit and course enrollment, you may or may not have to schedule evaluations for your preceptor(s).

To schedule an evaluation for a preceptor, you will use the User Evaluation function:

1. Navigate to **Evaluations > Utilize > User Evaluation**
2. For a **tutorial** on creating evaluations, click on the  icon



1 → Evaluations

1 → Utilize

1 → User Evaluation

2 → NEED HELP?

Logged in as: STUDENT 1FNP, Student
Evaluations -> User Evaluation

After selecting the course and section(s) below, click Step 2 to proceed


Step 1 - Course Step 2 - Form Step 3

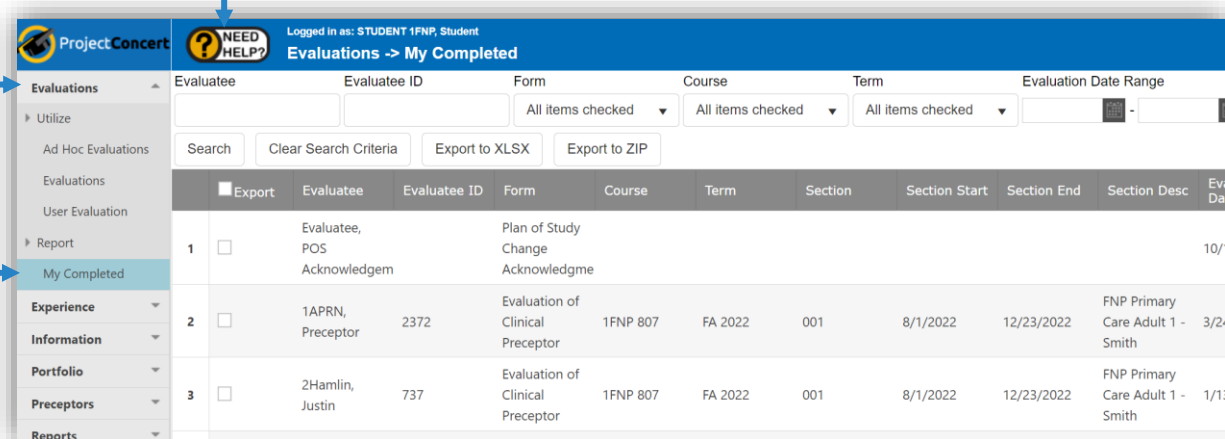
Course: 1FNP 807

<input checked="" type="checkbox"/> Select	Term	Section	Description
<input checked="" type="checkbox"/>	FA 2022		FNP Primary Care Adult 1

Viewing Your Completed Evaluations

To view any of the evaluations you have completed you will use the My Completed function:

1. Navigate to **Evaluations > Report > My Completed**
2. For a **tutorial** on the function, click on the  icon



1 → Evaluations

1 → Report

1 → My Completed

2 → NEED HELP?

Logged in as: STUDENT 1FNP, Student
Evaluations -> My Completed

Evaluatee Evaluatee ID Form Course Term Evaluation Date Range

All items checked All items checked All items checked

Search Clear Search Criteria Export to XLSX Export to ZIP

<input type="checkbox"/> Export	Evaluatee	Evaluatee ID	Form	Course	Term	Section	Section Start	Section End	Section Desc	Eva Dat
<input type="checkbox"/>	Evaluatee, POS Acknowledgem		Plan of Study Change Acknowledgme							10/1
<input type="checkbox"/>	1APRN, Preceptor	2372	Evaluation of Clinical Preceptor	1FNP 807	FA 2022	001	8/1/2022	12/23/2022	FNP Primary Care Adult 1 - Smith	3/24
<input type="checkbox"/>	2Hamlin, Justin	737	Evaluation of Clinical Preceptor	1FNP 807	FA 2022	001	8/1/2022	12/23/2022	FNP Primary Care Adult 1 - Smith	1/13

Existing Evaluations

To manage existing evaluations, you will use the Evaluations function:

1. Navigate to Evaluations > Utilize > Evaluations
2. For a tutorial on creating evaluations, click on the NEED HELP? icon

The screenshot shows the ProjectConcert interface. The top navigation bar includes the ProjectConcert logo, a 'NEED HELP?' icon, and the user's login information: 'Logged in as: STUDENT 1FNP, Student'. Below the navigation bar, the breadcrumb trail is 'Evaluations -> Evaluations'. The left sidebar menu has 'Evaluations' selected, with 'Utilize' and 'Evaluations' sub-items. The main content area is titled 'Outstanding Evaluations' and contains a table with the following data:

		Evaluatee	Form	Detail	Due Date	Due Stat
1	Select	19th Medical Group ()	Clinical Setting	1FNP 807 - FNP Primary Care Adult 1 - Smith (08/01/2022 12/23/2022)		AD HOC
2	Select	19th Medical Group ()	Clinical Setting	1FNP 807 - FNP Primary Care Adult 1 - Smith (08/01/2022 12/23/2022)		AD HOC
3	Select	19th Medical Group ()	Clinical Setting	1FNP 807 - FNP Primary Care Adult 1 - Smith (08/01/2022 12/23/2022)		AD HOC

Self E-Record

To access your electronic record, you will use the Information Edit function:

1. Navigate to Information > Utilize > Information Edit
2. For a tutorial on creating evaluations, click on the NEED HELP? icon

The screenshot shows the ProjectConcert interface. The top navigation bar includes the ProjectConcert logo, a 'NEED HELP?' icon, and the user's login information: 'Logged in as: STUDENT 1FNP, Student'. Below the navigation bar, the breadcrumb trail is 'Information -> Edit'. The left sidebar menu has 'Information Edit' selected. The main content area displays a form for editing personal information:

Name: Student | Faith | 1FNP | Garon

Student ID: 123456 | Advisor: Nikbakht, Sharon | Email(s): isabella.akbari@projectconcert.c

Birthdate: 5/1/1997 | Age: 26

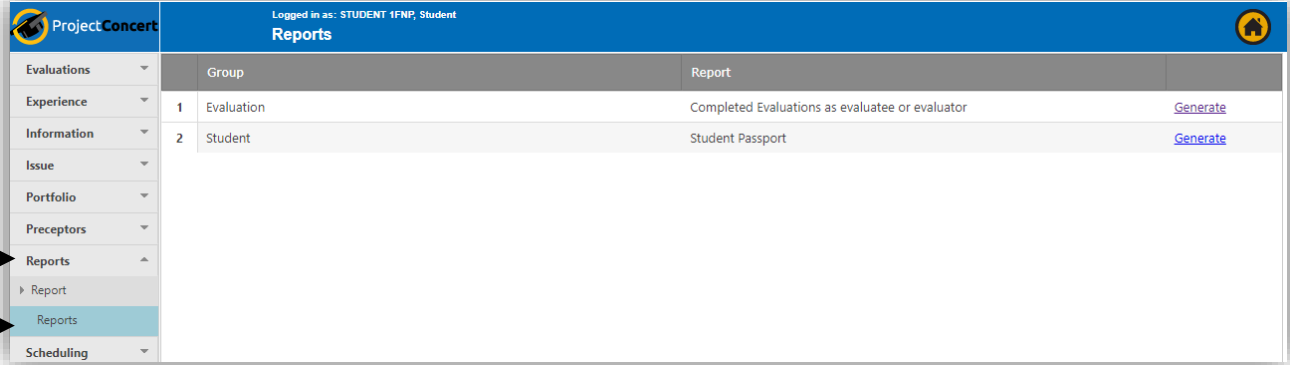
Updated: 5/17/2023 - Akbari, Isabella | Pronouns: She, Her, Hers

The form is organized into sections: Clinical Compliance Requirements, Documents, and Programs. The Clinical Compliance Requirements section includes: Agreements, Courses, Admission Criteria, and Plan of Study. The Documents section includes: Committees: University, College, Community; License and Certifications; Grants, Contracts, and Spons. The Programs section includes: DEI activities; CEs and Professional Development activities; Demographics. The bottom section includes: Professional Membership / Leadership; Publications; Demographic Information for Grants; and Conferences Attended; Time Commitment: Study & Work.

Reports

Your account will have reports you can generate, to access the reports you will use the Reports function:

1. Navigate to Reports > Reports > Reports
2. Click the Generate hyperlink on the report you want to generate
3. For a tutorial on creating a report, click on the NEED HELP? icon located in the report's page



The screenshot displays the ProjectConcert interface. The top navigation bar is blue and contains the ProjectConcert logo, the text "Logged in as: STUDENT IFNP, Student", and a home icon. Below the navigation bar is a "Reports" section with a table. The table has two columns: "Group" and "Report". The first row shows "1 Evaluation" and "Completed Evaluations as evaluatee or evaluator" with a "Generate" link. The second row shows "2 Student" and "Student Passport" with a "Generate" link. On the left side, there is a sidebar menu with items: Evaluations, Experience, Information, Issue, Portfolio, Preceptors, Reports, Report, Reports, and Scheduling. A blue "1" with an arrow points to the "Reports" item in the sidebar, and another blue "1" with an arrow points to the "Reports" sub-item in the sidebar.

Group	Report
1 Evaluation	Completed Evaluations as evaluatee or evaluator Generate
2 Student	Student Passport Generate

How to Access and Create/Update Your Schedule

Accessing:

I. Accessing Your Schedule

1. Click on “**Information**” dropdown
2. Click on “**Information Edit**” under utilize
3. Click the “**Schedule**” tab
 - This tab may appear in a different area than in the example view below.

ProjectConcert

Logged in as: STUDENT1 1FNP, Student

Information -> Edit

Name: Student First Faith Middle 1FNP Last Garon Previous Last RN, BSN Suffix Faith Preferred Name

Student ID: 123456 Advisor: Nikbakht, Sharon Email(s): akcdda@gmail.com Birthdate: 5/1/1997 Age: 26 Pronouns: She, Her, Hers

Updated: 09/05/2023 09:42 AM(CT) - ProjectConcert, 140

Clinical Requirements Documents **Schedule** Admission Criteria Plan of Study

Academic Scholarships

1 / 2024 < Back Forward > Add Tabular Calendar Export to Excel

	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students	Recurr Pattern
1	1NUR 502	08/01/2022	12/23/2022	FA 2022 - 1NUR I	MANUAL	CLINICAL	Advent Health	1Smith, Faculty Anne	1APRN, Preceptor Jane	SERIES	01/16/2022 07:00	01/16/2022 13:00	1FNP, Student Faith [123456]	WEEKLY every 1 on Tue on Fri

II. Navigating “Schedule”

1. To export the schedule to Excel, click the “**Export to Excel**” button
2. The schedule will display one month at a time: Select a specific year and month via the dropdowns
3. The buttons “**Back**” & “**Forwards**” navigate backwards or forwards one month at a time
4. Your schedule can be displayed in two ways: in a **Tabular** format or as a **Calendar** view. To switch between these, select either the 'Tabular' (refer to pg.11 III) or 'Calendar' (refer to pg. 11 IV) button.

Clinical Requirements Documents **Schedule** Admission Criteria Plan of Study

Academic Scholarships

1 / 2024 < Back Forward > Add Tabular Calendar Export to Excel

	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students	Recurr Pattern	End Recurr
1	1NUR 502	08/01/2022	12/23/2022	FA 2022 - 1NUR I	MANUAL	CLINICAL	Advent Health	1Smith, Faculty Anne	1APRN, Preceptor Jane	SERIES	01/16/2022 07:00	01/16/2022 13:00	1FNP, Student Faith [123456]	WEEKLY every 1 on Tue on Fri	by 04/30/2
2	1NUR 502	08/01/2022	12/23/2022	FA 2022 - 1NUR I	MANUAL	DIDACTIC		1Smith, Faculty Anne		SERIES	01/16/2022 09:00	01/16/2022 10:00	7	WEEKLY every 1 on Thu	after 5 occurred

III. Tabular Schedule Display

1. This display will show **one row for each scheduled item**
2. The column “**Recurrence Pattern**” shows **what day(s)** the items are scheduled on
 - **Items that do not recur will be indicated as 'N/A' (Not Applicable)**
3. The column “**End Recurrence**” shows the **last iteration** of the pattern
 - **Items that do not recur will be indicated as 'N/A' (Not Applicable)**
4. Click the “**Info**” button to view **extra information** pertaining to your schedule as it relates to that specific row

	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type	Meeting Start	Meeting End	Students	Recurrence Pattern	End Recurrence
1	1NUR 502	08/01/2022	12/23/2022	FA 2022 - 1NUR I	MANUAL	CLINICAL	Advent Health	1Smith, Faculty Anne	1APRN, Preceptor Jane	SERIES	01/16/2024 07:00	01/16/2024 13:00	1FNP, Student Faith [123456]	WEEKLY every 1 on Tue Fri	by 04/30/2024
2	1NUR 502	08/01/2022	12/23/2022	FA 2022 - 1NUR I	MANUAL	DIDACTIC		1Smith, Faculty Anne		SERIES	01/16/2024 09:00	01/16/2024 10:00	7	WEEKLY every 1 on Thu	after 5 occurrences

IV. Calendar Schedule Display

1. The calendar shows items as a traditional calendar would.
2. The **course** will be listed
3. The **term & the section** will be listed
4. The **start time and end time** will be listed
5. If accessible, hyperlinks are provided for viewing information exclusively related to the site, faculty, and/or preceptor.

FA 2022
Section: FA 2022

1NUR 502 - CLINICAL

07:00 - 13:00 (6 hours)

[Advent Health](#)
1Smith, Faculty Anne
[1APRN, Preceptor Jane](#)
- 1 student(s)
1FNP, Student Faith

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Jan 14, 2024	Jan 15, 2024	Jan 16, 2024	Jan 17, 2024	Jan 18, 2024	Jan 19, 2024
		FA 2022 Section: FA 2022 1NUR 502 - CLINICAL 07:00 - 13:00 (6 hours) Advent Health 1Smith, Faculty Anne 1APRN, Preceptor Jane - 1 student(s) 1FNP, Student Faith		FA 2022 Section: FA 2022 1NUR 502 - DIDACTIC 09:00 - 10:00 (1 hours) 1Smith, Faculty Anne - 7 student(s) Bring your stethoscope!	FA 2022 Section: FA 2022 1NUR 502 - CLINICAL 07:00 - 13:00 (6 hours) Advent Health 1Smith, Faculty Anne 1APRN, Preceptor Jane - 1 student(s) 1FNP, Student Faith
Jan 21, 2024	Jan 22, 2024	Jan 23, 2024	Jan 24, 2024	Jan 25, 2024	Jan 26, 2024
		FA 2022 Section: FA 2022 1NUR 502 - CLINICAL 07:00 - 13:00 (6 hours) Advent Health 1Smith, Faculty Anne		FA 2022 Section: FA 2022 1NUR 502 - DIDACTIC 09:00 - 10:00 (1 hours) 1Smith, Faculty Anne	FA 2022 Section: FA 2022 1NUR 502 - CLINICAL 07:00 - 13:00 (6 hours) Advent Health 1Smith, Faculty Anne

Creating:

I. Creating a New Item

In either the tabular or calendar view:

1. Click the “Add” button

The screenshot shows the ProjectConcert interface for a student named Faith 1FNP. The 'Schedule' tab is active, and the 'Add' button is circled in blue. The interface includes a navigation menu on the left, a top navigation bar with a 'NEED HELP?' icon, and a main content area with tabs for Clinical Requirements, Documents, Schedule, Admission Criteria, and Plan of Study. Below the tabs is a table of scheduling items with columns for Course, Course Start, Course End, Section, Status, Class Type, Location, Faculty, Preceptor, Type, Meeting Start, Meeting End, Students, and Recurr Pattern. The 'Add' button is located above the table, and the 'Tabular' view is selected.

2. A window will open and will allow you to create a new scheduling item

3. Enter the information in **steps 4-7 below** in the **First Occurrence** field

- **When entering a scheduling item that spans multiple days, enter only the first occurrence in this box; do not attempt to enter multiple occurrences.**

The screenshot shows the 'ADD' scheduling item creation window. A large blue '3' is overlaid on the 'First Occurrence' field. The window includes a 'Save' button at the top. The 'First Occurrence' field is set to 1/19/2021 at 1:00 AM. The 'Recur' checkbox is checked, and the recurrence is set to 'every 1 week(s) on Sun Mon Tue Wed Thu Fri Sat'. The 'End by' date is 1/19/2021. The 'Course Section' is A_NUR 481 | 01/07/2019 | 04/26/2019. The 'Class Type' is CLINICAL. The 'Students' table shows one student: A - Chance, Lisa.

4. Enter the **date of the First Occurrence**
5. Enter the **Start Time** via the dropdowns
6. Enter the **End Time** via the dropdowns
 - The end time will not be the last day of your assignment. This is only for the very first day.
7. Click the checkbox if an assignment is going **over midnight** and elapsing **more than one calendar day**
 - For example, a 7:00 PM to 7:00 AM assignment would go over midnight & the box would need to be selected

ADD

First Occurrence: 4 1/19/2021 31. 7 This first day of availability spans more than one calendar day

Start Time: 5 1 : 00 AM 6 End Time: 1/19/2021 31. 1 : 00 AM

8. Select the "**Recur**" check box If the item is going to recur
 9. Select the respective **days of the week** the item will recur on by checking the boxes
 10. Type in the **number of weeks** you want the reoccurrence to repeat after
 - 11.A. Select the **date the item** ends on
- OR
- 12.B. Type the **number of occurrences** the item should end after

8 Recur 10 every 1 week(s) on Sun Mon Tue Wed Thu Fri Sat 9

11A End by 1/20/2021 31. 11B End after 1 occurrence(s)

Continued on next page>

13. Select your **course section** from the sections that are available to you

- The selections in the dropdown are dependent on the courses our system is aware that you are enrolled. If you are missing information here, you need to escalate and alert those responsible at your institution that you are missing a choice.

14. Select the **Class Type**

(Step 15 might differ based on the class type you choose)

15. a. If directed, choose a **location, faculty, and/or preceptor** from the separate dropdowns

15. b. Select the **placement** you want to schedule to

16. Enter any comments

17. Click the **“Save”** button and the newly added item will appear in the view.

13 → Course Section: A_NUR 481 | 01/07/2019 | 04/26/2019 Filter Faculty

14 → Class Type: CLINICAL

15a → Location:

15a → Faculty:

15a → Preceptor:

15a → Program:

16 → Comment:

Students:

Student
1 A - Chance, Lisa

17 → Save

13 → Course Section: NURS 824 | Test | Test | Placeholder | 01/01/1900 | 01/01/2055

14 → Class Type: CLINICAL

15b → The selected Course Section / Class Type requires choosing a clinical placement:

15b →

16 → Comment:

17 → Save

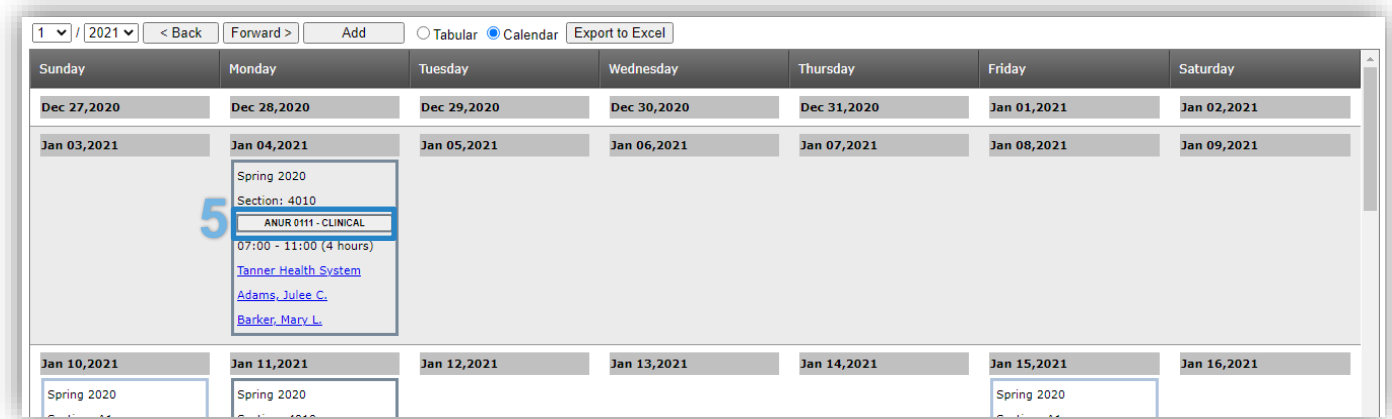
II. Altering Existing Items

* You are only able to affect changes to items that you have created yourself. You will not be allowed to edit items created for you.

1. If in the **tabular view**, click the **“Edit”** button to edit the entry*
2. Click the **“Delete”** button to delete the entry & you will be asked to confirm*
3. Click the **“Copy”** button to copy the entry*

Admission Summary		ATI Scores		Contact / Employment		Demographic Information for Grants				
Demographics		Courses		Plan of Study		Schedule				
Programs		Clinical Requirements		Documents						
1	2021	< Back	Forward >	Add	<input checked="" type="radio"/> Tabular <input type="radio"/> Calendar	Export to Excel				
	Course	Course Start	Course End	Section	Status	Class Type	Location	Faculty	Preceptor	Type
2	A_NUR 481	01/07/2020	04/26/2020		MANUAL	CLINICAL	Health Science Lab	Ander, Cindy	Bartlett, Janae K	SERIES
3	EDIT									
	DELETE									
	COPY									

4. If in the **calendar view**, locate the occurrence you wish to alter
5. Click on the button with the course labeled



6. A prompt will appear, click **“Edit Occurrence”** or **“Edit series”**
7. Make any edits as needed
8. If you selected **“Edit Occurrence”**, then an additional row will populate in the **“Tabular”** display
 - If a mistake was made, you can delete the new occurrence, make an edit to the main series, and hit save to repopulate the missing date.

