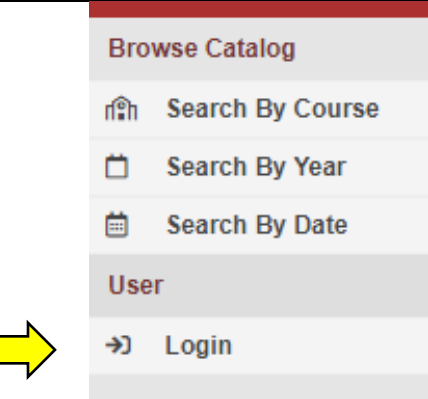
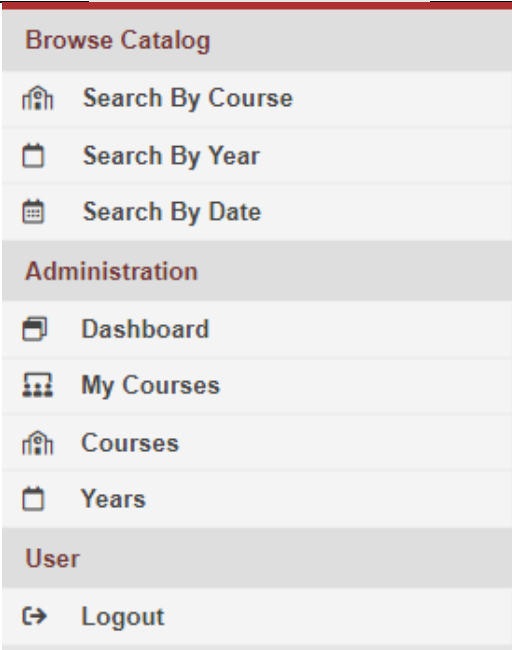
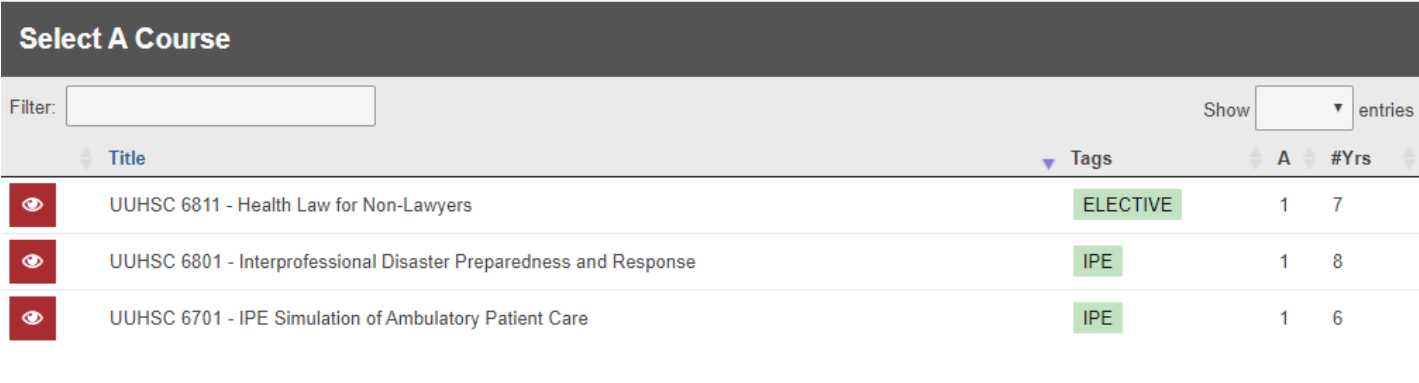
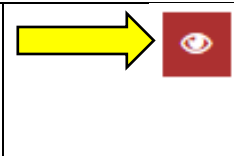


## TOOLS CATALOG INSTRUCTIONS

Located at <https://tools.medicine.utah.edu/som.catalog>. This catalog is open to the public.

### HOW TO EDIT COURSE

Click LOGIN on the left menu	 <p>A screenshot of a navigation menu with the following items: Browse Catalog, Search By Course, Search By Year, Search By Date, User, and Login. A yellow arrow points to the 'Login' option.</p>																
Click MY COURSES in the ADMINISTRATION section on the left menu.	 <p>A screenshot of a navigation menu with the following items: Browse Catalog, Search By Course, Search By Year, Search By Date, Administration, Dashboard, My Courses, Courses, Years, User, and Logout. A yellow arrow points to the 'My Courses' option.</p>																
<p>This view will show you all active courses that have been assigned to you. You can only make edits to these courses.</p>																	
 <p><b>Select A Course</b></p> <p>Filter: <input type="text"/> Show <input type="text"/> entries</p> <table border="1"><thead><tr><th>Title</th><th>Tags</th><th>A</th><th>#Yrs</th></tr></thead><tbody><tr><td>UUHSC 6811 - Health Law for Non-Lawyers</td><td>ELECTIVE</td><td>1</td><td>7</td></tr><tr><td>UUHSC 6801 - Interprofessional Disaster Preparedness and Response</td><td>IPE</td><td>1</td><td>8</td></tr><tr><td>UUHSC 6701 - IPE Simulation of Ambulatory Patient Care</td><td>IPE</td><td>1</td><td>6</td></tr></tbody></table>		Title	Tags	A	#Yrs	UUHSC 6811 - Health Law for Non-Lawyers	ELECTIVE	1	7	UUHSC 6801 - Interprofessional Disaster Preparedness and Response	IPE	1	8	UUHSC 6701 - IPE Simulation of Ambulatory Patient Care	IPE	1	6
Title	Tags	A	#Yrs														
UUHSC 6811 - Health Law for Non-Lawyers	ELECTIVE	1	7														
UUHSC 6801 - Interprofessional Disaster Preparedness and Response	IPE	1	8														
UUHSC 6701 - IPE Simulation of Ambulatory Patient Care	IPE	1	6														
To view the course details, click on the red VIEW button in front of the course number.	 <p>A red square button with a white eye icon, representing the 'VIEW' button. A yellow arrow points to it from the left.</p> <p>UUHSC 6811 - Health Law for Non-Lawyers</p>																

## My Course Details

This section lists the course number/title, description and department from the UU's General Catalog.





Course	UUHSC 6811 - Health Law for Non-Lawyers
Description	This course is an introduction to health law for non-lawyers. It will introduce health care professionals to important aspects of the legal structure of the US health care system. Topics covered will include major federal statutes affecting health care (Medicare, Medicaid, the ACA, EMTALA, ADA, HIPAA, GINA), as well as the regulatory and case law aspects of intellectual property, research and medical malpractice, non-discrimination and the duty to treat. While being a general health law course, the course will draw on case studies from the fields of genetics and genomics. no previous legal course work is required.
Department	Health Science Education

Any changes to these fields must be submitted to Kualu first and then we will make the changes in Tools.

- Log in to Kualu: <https://utah.kualu.co/apps/>
- Click on CURRICULUM.
- Search for current course and click on it.
- Click on "Propose Changes" in the right menu.
- Update fields where changes are desired.
- Click "Leave Edit Mode" in the right menu.
- Click "Submit For Approval." Course proposal changes must complete entire Kualu workflow process before changes are made in the Tools Catalog.

## Available Years

This section lists the course catalog and enrollment history.

	Title	Year	Tags	#Sec	State
 	UUHSC 6811 - Health Law for Non-Lawyers	2020/2021	ELECTIVE		PUBLISHED
 	UUHSC 6811 - Health Law for Non-Lawyers	2019/2020	ELECTIVE	1	PUBLISHED

Action Buttons     
 Course Number - Title     
 Academic Years     
 Course Classification     
 # of Sections Offered     
 Catalog Status

Action buttons:

- VIEW
- EDIT

Click the EDIT button



UUHSC 6811 - Health Law for Non-Lawyers

This dashboard displays all the information related to the course. Departments are only permitted to edit these fields:

- **Permission Required**
  - YES = Students must contact course contacts for permission to enroll.
  - NO = Students can be added by Student Affairs advisors if spots are available in the section.
- **Description** = Copied from UU’s General Catalog but can be customized per year. We recommend departments enter additional specifics students need to know about your elective, such as off-campus locations, specific dates and times for didactic classes, etc.
- **Syllabus** = Upload syllabus as PDF file (if available)

Click SAVE CHANGES once updates are made. Changes are automatically published in the public view.

State	PUBLISHED		
Course	UUHSC 6811 - Health Law for Non-Lawyers		
Academic Year	2020/2021		
Credit	2	Min Credit Range	2
Max Credit Range	2		
Permission Required	No		
Description	<p>This course is an introduction to health law for non-lawyers. It will introduce health care professionals to important aspects of the legal structure of the US health care system. Topics covered will include major federal statutes affecting health care (Medicare, Medicaid, the ACA, EMTALA, ADA, HIPAA, GINA), as well as the regulatory and case law aspects of intellectual property, research and medical malpractice, non-discrimination and the duty to treat. While being a general health law course, the course will draw on</p>		
+ Syllabus	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">No syllabus. ( Click on button to download syllabus )</div>		
Save Changes	<div style="background-color: #800000; color: white; padding: 5px; display: inline-block;">Save Changes</div>		

## SECTION CREATION

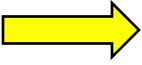
Departments can either add sections one-by-one or bulk add them for clinical rotations.

2020/2021 2019/2020 2018/2019 2017/2018 2016/2017 2015/2016

**Available Sections** Add Section Add Multiple Sections

### HOW TO CREATE A SINGLE SECTION

Click ADD SECTION button.


 Add Section Add Multiple Sections

\* Year/Block: Spring

\* Credit(s): 2

\* Openings (Min): 1      \* Openings (Max): 1

\* Start Date: MM/DD/YYYY      \* End Date: MM/DD/YYYY




Create Section 

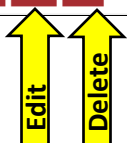
#### Editable Fields:

- **Year/Block** = Spring or Fall
  - See academic calendar to determine which semester to place your elective in
  - If your elective takes place across semesters, use the end date to determine which semester to use. For example, if a course meets from 7/1/2020 to 4/15/2021, enter SPRING semester.
- **Credits** = Tools will automatically default to the lowest minimum credit available for your elective. You can increase the number if your course has a credit range, but do not enter lower than the default number.
- **Openings (Min)** = Set minimum openings if your department will cancel the section if the minimum number is not reached.
- **Openings (Max)** = Set maximum openings available in your section.
- **Start Date** = Type in date or select date on calendar
- **End Date** = Type in date or select date on calendar

Click CREATE SECTION, and it will go to **Review** by the SOM Registrar's Office. Once approved, it will be **Published**.

At the bottom of this screen, you can view all sections for your course. Click the EDIT button to make edits as needed. Click the DELETE button if you need to delete a section.

Yearly Sections										
	Title	Year	Block	Start	End	#En	#Cr	State		
			Health Law for Non-Lawyers	2019/2020	SPRING	03/02/2020	04/05/2020	9	2	PUBLISHED



## HOW TO BULK ADD SECTIONS (CLINICAL ROTATIONS)

If your course has multiple sections that begin on Mondays only, this dashboard will allow you to create multiple sections per semester instead of having to enter them one-by-one.

Click ADD MULTIPLE SECTIONS button.




		<b>Add Section</b>		<b>Add Multiple Sections</b>	
* Year/Block	Spring				
* Credit(s)	2				
* Openings (Min)	1	* Openings (Max)	1		
* Start Date	MM/DD/YYYY	* Repeat (#times)	1		
* Duration (In Days)	7	* Repeat Every	1	Week(s)	
<b>Create Section(s)</b>					

### Editable Fields:

- **Year/Block** = Spring or Fall
  - See academic calendar to determine which semester to place your elective in
- **Credits** = Tools will automatically default to the lowest minimum credit available for your elective. You can increase the number if your course has a credit range, but do not enter lower than the default number.
- **Openings (Min)** = Set minimum openings if your department will cancel the section if the minimum number is not reached.
- **Openings (Max)** = Set maximum openings available in your section.
- **Start Date** = Type in date or select date on calendar.
- **Repeat (# times)** = Enter how many times the section will repeat.
  - Example: If your 2-week elective is open from the beginning of Fall block to the end of Fall block, it will repeat 14 times.
- **Duration (In Days)** = Include weekend days. 1 week = 7 days, 2 week = 14 days, etc.
- **Repeat Every** = Enter how many times the section repeats and select WEEK(S) or MONTH(S).

Click CREATE SECTION(S), read through details, and then click OK. The sections will go to **Review** by the SOM Registrar's Office. Once approved, they will be **Published**.

At the bottom of this screen, you can view all sections for your course. Click the EDIT button to make edits as needed. Click the DELETE button if you need to delete a section.

Yearly Sections								
Title	Year	Block	Start	End	#En	#Cr	State	
   Health Law for Non-Lawyers	2019/2020	SPRING	03/02/2020	04/05/2020	9	2	PUBLISHED	

