

Enter Course Information

Six (6) step process

Step 1

The instructor will select the Course Event Number from the list below to finalize the course submission

TO ENTER A COURSE ROSTER, PLEASE PICK THE COURSE FROM THE TABLES BELOW: IF YOU HAVE MORE THAN ONE COURSE BELOW, PLEASE MAKE SURE THAT YOU CHOOSE THE CORRECT COURSE, ANY MISTAKES CAN BE COSTLY TO THE CENTER AND THE INSTRUCTOR.

IF THERE ARE ANY INTENT TO TRAINS YOU DO NOT NEED, PLEASE DELETE.

CAUTION !!!

PLEASE MAKE SURE OF THE INTENT TO TEACH YOU ARE DELETING: IF YOU ACCIDENTALLY DELETE ONE, YOU WILL NEED TO START OVER TO RECEIVE A NEW ONE. YOU WILL NOT BE ABLE TO RETRIEVE THE DELETED ONE.

	CourseEventId	Course	CardRate	Course Start	Location Of Course	City	State	Number Of Students	Delete
Select	7933	BLS INSTRUCTOR	7.0000	7/30/2016 9:00:00 AM	SECTC	Newton	AL		Delete
Select	7925	BLS HCP	7.0000	5/30/2016 1:00:00 PM	Southeast Community Training Center	Newton	AL		Delete
Select	7914	BLS INSTRUCTOR	7.0000	5/20/2016 1:00:00 PM	sectc	Newton	AL		Delete
Select	7913	BLS INSTRUCTOR	7.0000	8/22/2016 9:00:00 AM	sectc	Newton	AL		Delete

Step 2

Information on the right side is auto loaded form when instructor entered his intent to teach.

At this point the Instructor on has to select or Enter Information:

- Card Type: **Select from Drop-down**

- Course End Date/Time: **Select from Calendar**

- Total Time: **Select from Drop-down**
- Course Director: **Select from Drop-down**
(TCC determines who the course Directors are for each Training Sites)
- Student To Manikin Ratio: **Select from Drop-down**
1:1 2:2 or 3:1
- Manikin Decontaminated By **Auto populated with lead instructor Name**

To add assisting instructor is simple if you have their AHA Id

The screenshot shows a web form titled "Add Assisting Instructor" with a light blue header and a light blue body. The form contains the following fields and buttons:

- Header:** "Add Assisting Instructor" with a small icon of a person with a red prohibition sign.
- Form Fields:**
 - AHA ID:
 - AI First Name:
 - AI Expiration Date:
 - AI Last Name:
 - AI Module:
- Buttons:**
 - A blue button with a yellow lightning bolt icon and the text "Click Here to CHECK IF EXISTS" is positioned above the AI Last Name field.
 - A blue button with a yellow lightning bolt icon and the text "Click Here to ADD ASSISTING INSTRUCTOR" is positioned below the AI Expiration Date field.

Step 3

The Online Evaluation is like the AHA CLASS R8/13 © 2012 American Heart Association but it is a summary format.
(Optional For Training Centers)

Select Course Class Info Evaluation Students Making Billing Completion

Course Evaluation
Back to Class Information

Please Enter The Course Evaluation Summary Information Below

How many Students were in this course?

How many evaluations were collected?

Instructor/Skills Evaluation

1 Provided instruction and help during my skills practice session
Yes
No

2 Answered all of my questions before my skills test
Yes
No

3 Was professional and courteous to the students
Yes
No

Course Content

1. The course learning objectives were clear.
Yes
No

2. The overall level of difficulty of the course was:
Too Hard
Too Easy
Appropriate

3. The content was presented clearly.
Yes
No

4. The quality of videos and written materials was:
Excellent
Good
Fair
Poor

5. The equipment was clean and in good working condition.
Yes
No

Skill Mastery

1. The course prepared me to successfully pass the skills session.
Yes
No

2. I am confident I can use the skills the course taught me.
Yes
No
Not Sure

3. I will respond in an emergency because of the skills I learned in this course.
Yes
No
Not Sure

4. I took this course to obtain professional education credit or continuing education credit.
Yes
No


Optional questions

Have you previously taken this course via another method, such as in a classroom or online? Which learning method do you prefer and why?

Were there any strengths or weaknesses of the course that you would like to comment on?

What would you like to see in future courses developed by the AHA?

Continue When All Information is Correct



Step 4

This is where you will enter your student or update the information of the student who has registered for the course.

For each student, you have to mark course as completed OR delete them.

First Name	Last Name	Course Completed	Remediation	Test Score	Print Card		
Edit	William	Gainey	No	No	N/A	No	Delete

Please Enter The Student Information Below

First Name	<input type="text" value="William"/>	Course Complete	<input type="text" value="No"/>
Last Name	<input type="text" value="Gainey"/>	Remediation	<input type="text" value="No"/>
Address	<input type="text" value="611 Jones Rd"/>	Test Score	<input type="text" value="N/A"/>
City	<input type="text" value="Newton"/>	Print Card	<input type="text" value="Yes"/>
State	<input type="text" value="Alabama"/>	Student Email	<input type="text" value="sectcedu@gmail.com"/>
Zip	<input type="text" value="32653"/>		
Phone	<input type="text" value="(334) 237-2623"/> Example: 334-797-4956		

Save When All Information is Correct

[Click Here to SAVE](#)


When you landed on this page they were a student who had registered on the event Calendar. To added this student to the Course you will need to click on the Edit

[Back to Course Evaluation](#) | [Back to Class Information](#)

Please Edit the Course Complete, Remediation, Test Score and Print Card in the table below to add student to your class roster.
This is the people who has Pre-Registered on your course event calendar.

	First Name	Last Name	Course Completed	Remediation	Test Score	Print Card	
Edit	Greg	Gainey	Yes	No	100	Yes	Delete

[Click Here to ADD ANOTHER STUDENT](#)



In The edit mode you change the Course Complete to **Yes**, Remediation to **No/Yes** and Print Card to **Yes**

After all Information has been set to the desired selection **Click Save**


Please Edit the Course Complete, Remediation, Test Score and Print Card in the table below to add student to your class roster.
This is the people who has Pre-Registered on your course event calendar.
For each student, you have to mark course as completed OR delete them.

First Name	Last Name	Course Completed	Remediation	Test Score	Print Card		
Edit	William	Gainey	No	No	N/A	No	Delete

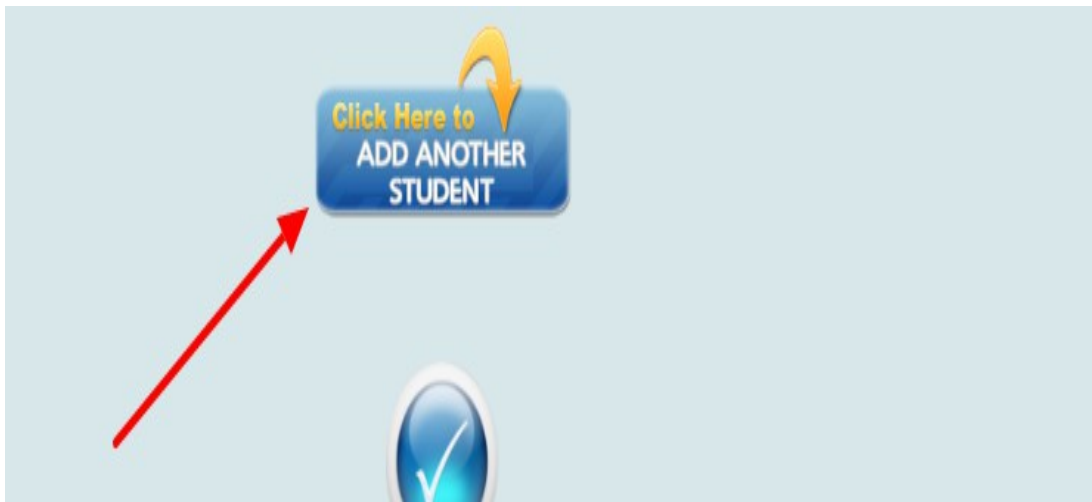
Please Enter The Student information Below

First Name	<input type="text" value="William"/>	Course Complete	<input type="text" value="Yes"/>
Last Name	<input type="text" value="Gainey"/>	Remediation	<input type="text" value="No"/>
Address	<input type="text" value="511 Jones Rd"/>	Test Score	<input type="text" value="N/A"/>
City	<input type="text" value="Newton"/>	Print Card	<input type="text" value="Yes"/>
State	<input type="text" value="Alabama"/>	Student Email	<input type="text" value="sectcedu@gmail.com"/>
Zip	<input type="text" value="32653"/>		
Phone	<input type="text" value="(334) 237-2623"/>		
	<input type="text" value="Example 334-797-4956"/>		

Save When All Information is Correct



If you need to enter more student click on Add Another Student.



If no more students needs to be added or edited click the check mark



Step 5

On This page you will see the invoices page.
On this page it will have to option to change Mailing And Billing Information.

Note: When in Edit Mode the Editable Area will be **Yellow**. You must Save before you can Continue
The TCC you can set the price of Printed and E Cards for each Instructor.

The screenshot displays the 'Invoice' page for SECTC. At the top, a progress bar indicates the current step is 'Mailing Billing'. The page is divided into several sections:

- Organization Information:** Address (611 Jones Rd, Newton, AL 36352), Phone (334-797-4956), Email (edu@sectc.net), Website (sectc.net).
- Edit Billing Information:** Bill To (Organization Name: sectc, Name: William Gainey, Address: 611 Jones Rd, City: Newton, State: Alabama, Zip: 36352, Phone: (334) 797-4956).
- Edit Mailing Information:** Mail To (Organization Name: sectc, Name: William Gainey, Address: 611 Jones Rd, City: Newton, State: Alabama, Zip: 36352, Phone: (334) 797-4956).
- Invoice Summary Table:**

Date	Invoice #
5/20/2016	7933
Terms	Due Date
Due on Receipt of	5/20/2016
Amount Due	Enclosed
\$7.00	

Card Number	Number Of Cards	Description	Cost Per Card	Sub-Total
90-1800	1	BLS INSTRUCTOR_2011	\$7.00	\$7.00

Thank You For Your Business

Buttons: [Click Here to FINISH](#), [Click Here to PRINT INVOICE](#)

(This page is optional for Training Sites)

If the Instructor need to have a copy of the Invoices they can print it here
by Clicking the **Print Invoices**

Note: The Invoice can be Viewed at any time by going to the View/Print Invoice

Step 6

Here All Course Information is saved and the Instructor can print Course Roster

Note: The Roster can be Viewed at any time by going to the View/Print Course Roster

The screenshot displays a progress bar at the top with six steps: Select Course, Class Info, Evaluation, Students, Mailing Billing, and Completion. The 'Completion' step is highlighted with a white bar, indicating it is the current step. Below the progress bar, a red banner reads 'Course Input Completed'. The main content area contains a confirmation message: 'The Course Event and all associated records have been successfully saved. Thank you for submitting your course information roster to the Ultimate Training Center Manager. Your training center coordinator will receive an email that you have entered your course information. You will Receive An Invoice in your E mail in a PDF format with in 24 - 48 Hours'. At the bottom, there are two blue buttons: 'Click Here to PRINT COURSE ROSTER' and 'Click Here to RETURN TO INSTRUCTOR PORTAL'.

**This Has Completed the Help PDF for Entering
the Course Information**