Ultimate Training Center Manager

Welcome **greg** Log Out

Leader in Training Center Management Software.

Home	About us	User Agreement	Contact Us	Calendar Events	Online AHA	Instructor Network

Instructor Portal	Training Site Portal	Training Center Portal	Admin Portal	Faculty Portal

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

Select Course   Class Info   Evaluation   Students   Mailing Billing   Completion

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

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** — Mailing Billing — Completion

Course Evaluation
Back to Class Information

Please Enter The Course Evaluation Summary Information Below

How many Students were in this course? 0

How many evaluations were collected? 0

Optional questions

Instructor/Skills Evaluation

1. Provided instruction and help during my skills practice session
   Yes 0
   No 0
2. Answered all of my questions before my skills test
   Yes 0
   No 0
3. Was professional and courteous to the students
   Yes 0
   No 0

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

Course Content

1. The course learning objectives were clear.
   Yes 0
   No 0
2. The overall level of difficulty of the course was
   Too Hard 0
   Too Easy 0
   Appropriate 0
3. The content was presented clearly.
   Yes 0
   No 0
4. The quality of videos and written materials was
   Excellent 0
   Good 0
   Fair 0
   Poor 0
5. The equipment was clean and in good working condition.
   Yes 0
   No 0

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

Skill Mastery

1. The course prepared me to successfully pass the skills session.
   Yes 0
   No 0
2. I am confident I can use the skills the course taught me.
   Yes 0
   No 0
   Not Sure 0
3. I will respond in an emergency because of the skills I learned in this course.
   Yes 0
   No 0
   Not Sure 0
4. I took this course to obtain professional education credit or continuing education credit.
   Yes 0
   No 0

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

Continue When All Information is Correct

CONTINUE

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: William		Course Complete: No
Last Name: Gainey		Remediation: No
Address: 611 Jones Rd		Test Score: N/A
City: Newton		Print Card: Yes
State: Alabama		Student Email: sectcedu@gmail.com
Zip: 32653		
Phone: (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 poeple 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

If you need to enter more student click on Add Another Student.
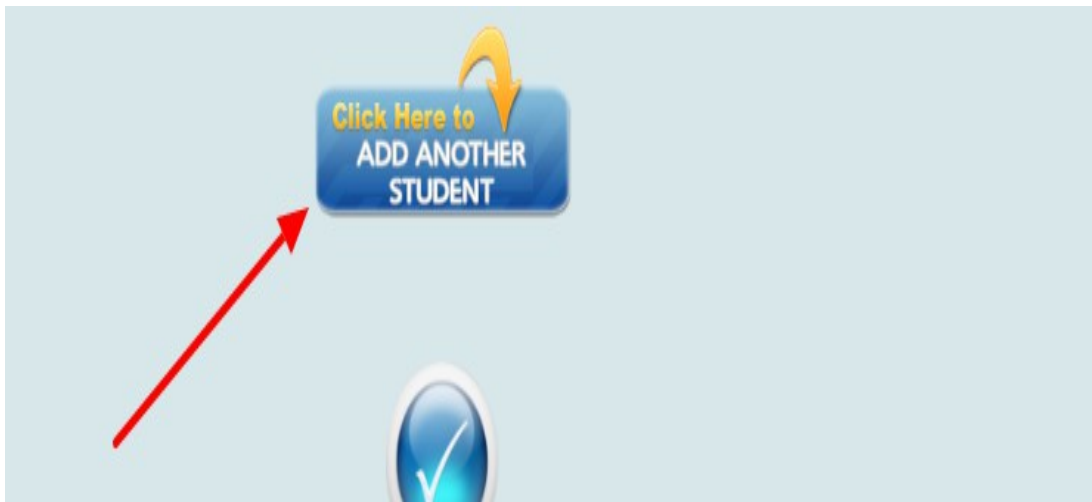
If no more students needs to be added or edited click the check mark

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.

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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.

(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*

This Has Completed the Help PDF for Entering the Course Information