Instructor Users’ Guide
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Users’ Guide Overview

This guide provides AHA Instructors with the information needed to perform the following tasks using the **My Courses** tool:

1. Add a new class
2. Update existing classes
3. Manage class rosters

This user guide will walk the Instructor through the basic steps to set up and maintain their own information as they want it to be displayed to the general public.

User Guide Definitions

**Course:** The AHA defined course (i.e. BLS for Healthcare Providers Course)

**Class:** A scheduled time/place instance of the defined course

**EXAMPLE:**
Course: BLS for Healthcare Providers Course
Date/Time: Monday, February 23 at 8:00am
Location: AHA National Center Suite 100
Instructor: John Doe

Technical Information

**Recommended Web Browsers for Use:**
Internet Explorer 8 or above
Mozilla Firefox
Apple Safari
Google Chrome

While **My Courses** is supported by lower releases of Internet Explorer, there are slight differences in look/feel and functionality.

**Additional Tech Support:**
After reviewing this Users’ Guide, if you need additional technical support that is NOT provided in this Users’ Guide, please contact:

Phone: 1-877-242-4277, Option 4
Email: ahainstructornetwork@heart.org
How To Add a New Class

As an Instructor aligned with the AHA Instructor Network, AHA offers the My Courses tool where Instructors can enter and maintain the classes they offer to the general public. These are displayed to customers searching for scheduled classes at the AHA’s CPR & First Aid website, www.heart.org/cpr.

PLEASE NOTE THE FOLLOWING:

• Before entering classes, Instructors must check with their Training Center (TC) to determine what policies their TC may have regarding Instructors entering their classes.
• Instructors still can add their classes for display through My Courses even if their TC is not participating in listing through My Courses.

To add a new class, follow these steps:

1. Go to the AHA Instructor Network - www.ahainstructornetwork.org
2. Enter your Instructor username/password in the Sign In box
3. On your My Dashboard screen, below your Instructor information, you will see the My Courses widget below. You can also access My Courses by clicking the link at the top of your My Dashboard screen.

4. Click on the “Add new class” link. Note that all of your class information can now be entered from this screen:
Select Course, Training Center and Instructor

NOTE: All fields are required unless specifically marked “Optional.”

5. Select the AHA Course for which you are scheduling a class.
6. Once a Course has been selected, fields labeled Training Center/Site and Instructor will appear.

7. Select your Training Center or Site (if applicable).
   NOTE: Your TC and Site information will auto-populate based on your confirmed TC alignments with the AHA Instructor Network. You will only see Site information if your TC has included that information in My Courses.

8. Select the Instructor.
   NOTE: If you are the Instructor, only your name will be available to select; TC Coordinators (TCCs) will see a list of their Instructors and will be able to select an instructor from that list.

9. Once the Instructor’s name is selected, fields for the Instructor’s contact information (email and phone number) will appear.
   NOTE: Your Instructor email and phone number will auto-populate based on the information in your Instructor Profile on the AHA Instructor Network. You can make edits to this information in My Courses, but these edits will not be reflected in your AHA Instructor Network profile; they will only apply to your My Courses.

10. Confirm or edit the Instructor’s email address. To edit information, simply click in the Email box and type over the information.
    NOTE: This will be the email address from which your students will receive emails about your class.

11. Confirm or edit the Instructor’s phone number. To edit information, simply click in the Phone box and type over the information.
Add a New Class Location

12. In the field labeled “Location,” you can enter a new location at which your class will be held. 
   NOTE: Once you’ve entered a Location, you will be able to select that Location for subsequent classes from the dropdown menu in the Location field.

13. Enter the Location Title
14. Enter the Address for that Location
15. Enter the City for that Location
16. Select the Location State from the dropdown list of states.
17. Make sure that USA is populated as the Location Country. 
   NOTE: My Courses is not available for international locations/classes.
18. Enter the Location ZIP Code. (You do not need to include the 4-digit postal code; however, it will not affect search results if you do)
Add Class Schedule

19. Next, you will set up your Class Schedule by clicking in the field under Class Schedule that reads, “ADD NEW CLASS DATE & TIME.” You will see the fields below:

20. Using the calendar feature, select the date of your class. Once selected, the date background will be white.
21. Enter the Class Meeting Description (Example: BLS for Healthcare Providers Class; ACLS Day 1; ACLS Day 2)
22. Enter the Start Time for the class from the dropdown list of times.
23. Enter the End Time for the class from the dropdown list of times.
   CLASS TIME NOTES:
   • The time zone for class start and end times will be the time zone of the class location address.
   • When setting up class times, please make sure you are following course time guidelines as outlined in the AHA Instructor manuals.
24. Click the blue “Add” button.
25. To create additional meeting times for a class that is held over multiple days (or multiple meetings on the same day), click again in the ADD NEW CLASS DATE & TIME field and repeat steps 20-24.
Add Class Notes, Set Reminders & Set Class Roster

26. On the right-hand side of the page, you have the option to enter Class Notes. These Class Notes will appear in the reservation confirmation and reminder emails that are sent to students after they have reserved a seat in your class.

27. To set Reminders about your class that will be emailed to your students (a maximum of two email reminders can be set), click the plus sign in the Reminder box.
28. Select the number of Days, Weeks, Months or Years before your class that you want your students to receive their Reminder.
29. Click the blue Add Reminder button.
30. To add another Reminder, click the plus sign in the Reminder box again.

31. In the Roster Settings box, enter the Roster Limit for the class.
   NOTE: Please make sure you are following student to Instructor ratios as outlined in the AHA Instructor manuals and the Program Administration Manual.
32. If you would like to allow students to join a waitlist for your class when your Roster Limit is full, move the “Off” switch to the right to turn your waitlist “On.”

33. Once “Allow waiting” is switched to on, a field labeled “Waiting List Limit” will appear.
34. Enter the Waiting List Limit for your class waitlist.
35. Using the calendar feature, select the Enrollment Cutoff Date for your class.

36. Once all information has been entered for your class, click the blue Save button on the bottom right-hand of the screen.
How to Update an Existing Class

**Search for Class to Edit**

If at any point your class schedule changes, you can update any of your class information. These updates will be available for search on the AHA CPR & First Aid website.

To update an existing class, once you have logged into the AHA Instructor Network:

1. On your My Dashboard screen, below your Instructor information, you will see the My Courses widget below. You can also access My Courses by clicking the link at the top of your My Dashboard screen.

2. Click the “Update existing class” link. You will see this screen:

3. Select the AHA Course for the class you want to edit.
4. Once a Course has been selected, the Instructor search field will appear. Select the Instructor name.

5. Once the Instructor has been selected, the Class search field will appear. Select the class you want to edit from the dropdown list of scheduled classes.

6. Once the class has been selected, a blue Next button will appear. Click Next. You will see all of the information for your scheduled class (example below):
**Update Class Information**

7. To edit or update any class information, simply click on the current information and you will be able to make changes by typing over that information or reselecting from dropdown lists.

8. Once you have made a change to any of the information for your class, click the blue Save button on the bottom right-hand side of the page.

9. After you save your changes, you will see a notification at the top of the screen that reads, “Your class has been updated successfully.”
**Notify Students of Class Updates**

NOTE: When you make any changes to a scheduled class for which students have already reserved a seat, it is very important that you notify students of the changes to the class. My Courses will not send students an email about the changes automatically; the Instructor must take action to do this. However, you will see an alert reminding you to notify your students when you update class information.

My Courses offers easy ways to notify your students of changes to a class. These options will only be available if there are students who have reserved a seat in your class. To notify students:

- Click the Email to Students button under the Roster List box to send an email to your students that includes the updated class information (this is an email template from the AHA).
- Click the Manage My Roster button in the Roster List box. This will take you to your Roster Manager screen where you can select the students you want to email and compose and send your email from your email client.
10. From the Update Existing Class screen, you can also delete your class by clicking the red Delete button. You will receive a warning message asking you to confirm that you really want to delete the class. If you delete a class, any students (reserved or waitlisted) will automatically receive an email notifying them the class has been cancelled.
Add Student to Roster

11. From the Update Existing Class screen, Instructors can add students to their Class Roster. To add a student, simply click the blue Add Student button in the Roster List box.

12. Once you click the Add Student button, you will see the screen below. Enter the required information for the student and click the blue Add button.

13. You will see a green notification at the top of the screen that reads, “You have added the Student successfully.”
Manage Class Roster

Once there are students reserved for your class (either by reserving a seat through the AHA CPR & First Aid website or because they were added by the Instructor), you will see that the following features are available in the Roster List box on the Update Existing Class screen.

- **Manage Roster button** – this section allows you to view and download your roster (both reserved and waitlisted students), email students, mark students as having paid for your class and move students to and from your class waitlist
- **Hyperlinked student name** – click this link to update the individual student’s information; once you have made changes to the student’s information on the Edit Student page, click the blue Update button
- **Paid column** – allows you to see who has paid for the class and change payment from not paid to paid
  
  NOTE: This status is automatically set to an unpaid status since payment is handled by the Training Center or Instructor. The Instructor can mark the student as unpaid or paid by clicking the X to the right of the student’s name or through the Roster Manager.
- **Ability to move students from your waitlist to reserved (or vice versa) by dragging and dropping the student’s name onto the list** – this only applies when you have students on your waitlist.

1. To access your Roster Manager, click the Manage My Roster button in the Roster List box. You will see this screen:

2. View your reserved and waitlisted students by clicking on the Reserved and Waiting tabs.
3. To take action on an individual student, click the box to the left of the student’s name and then click the button for the action you want to take. You can also select multiple students. Actions include:
   a. Emailing students
   b. Downloading student lists
   c. Marking students as paid or unpaid
   d. Moving students to and from reserved and waiting statuses

4. To take action on your full list of reserved or waitlisted students, click the box on the far left of the on the gray header row. This will add a check mark next to all students. Then you will click the button for the action you want to take.