

American Heart Association ECC Class ConnectorTM

Instructor User Guide

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User Guide Overview

This guide was developed to provide Instructors with the information needed to perform the following tasks to have their classes listed in the ECC Class Connector:

1. Add new class
2. Update existing classes
3. Finalize class record
4. Update Instructor Profile

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

Timeline

AHA will disclose the General Public launch date to every Training Center Coordinator and Instructor. Please note that NO classes scheduled prior to that date will be displayed to the general public.

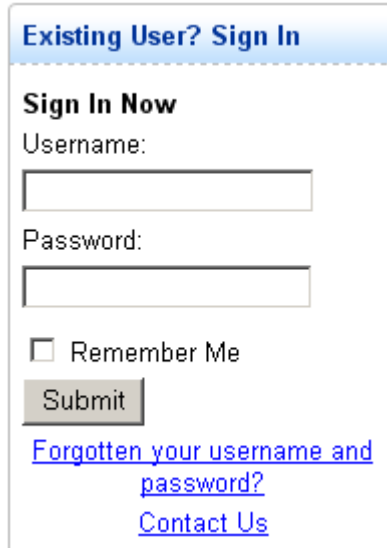
As an Instructor, do not add any new classes that are scheduled to take place prior to the General Public Launch Date as communicated by AHA.

How To Add a New Class

As an Instructor, you now have the ability to enter and maintain your class schedule. This schedule is displayed to the general public on the ECC Class Connector.

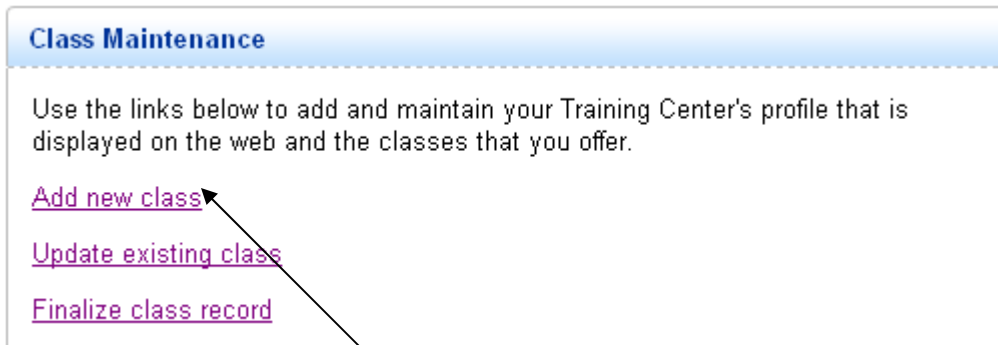
To add a new class, follow these steps:

1. Go to the AHA Instructor Network - www.ahainstructornetwork.org
2. Enter your Instructor username/password in the Sign In box



The screenshot shows a sign-in form with a blue header that reads "Existing User? Sign In". Below the header, the text "Sign In Now" is displayed. There are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember Me". A "Submit" button is located below the checkbox. At the bottom of the form, there are two blue links: "Forgotten your username and password?" and "Contact Us".

3. You will see a new box titled "Class Maintenance."



The screenshot shows a box titled "Class Maintenance" with a blue header. Below the header, the text reads: "Use the links below to add and maintain your Training Center's profile that is displayed on the web and the classes that you offer." There are three purple links: "Add new class", "Update existing class", and "Finalize class record". An arrow points from the "Add new class" link to the right.

4. Click on the "Add new class" link. You will see this screen:

Select Course, Training Center and Instructor

ECC Class Connector

Add Class: Select Course ? A

Course*: None ?

Training Center: None ?

Training Site: None ?

Instructor*: #5: John Smith ?

Next

5. Select the Course Name
6. Select your Training Center (PLEASE NOTE: Every instructor can still add their classes for display on the ECC Class Connector even if their Training Center is not participating)
7. Select your Training Site (if applicable and available)
8. Confirm that your name is in the Instructor field

ECC Class Connector

Add Class: Select Course ? A

Course*: ACLS ?

Training Center: Test Training Center 3 ?

Training Site: None ?

Instructor*: John Smith ?

Next

9. Click Next. You will see this screen (PLEASE NOTE: All the content shown below is test content).

Add New Location

ECC Class Connector

Add Class: Select Location ? A

Location*: None ?

New Location: [Click Here](#) ?

[Next](#)

10. If you already have a stored Location (physical place where the class is taking place), then select it from the drop down and Click “Next”.
11. If you do not already have a stored Location, click the button next to the “New Location” text. You will see this screen:

ECC Class Connector

Update New Location Record ? A

Location ID: 69 ?

Location Title: Required ?

Address 1: ?

Address 2: ?

Address 3: ?

City: ?

State: ?

Zip: ?

Country: ?

Phone Number: ?

Email: ?














TC: Test Training Center 3 ?

Cancel New Location/ Return to Add Class: [Click Here](#) ?

[Next](#)

12. Fill in all the information. This is the location information that will be displayed on the ECC Class Connector website (Address 2 and Address 3 are not required). A map will be available to this location for the student interested in your class.

Update New Location Record  


Location ID:	69	
Location Title:	<input type="text" value="Fire Station 123"/>	
Address 1:	<input type="text" value="99 Main Street"/>	
Address 2:	<input type="text" value="Suite 100"/>	
Address 3:	<input type="text"/>	
City:	<input type="text" value="Dallas"/>	
State:	<input type="text" value="TX"/>	
Zip:	<input type="text" value="75231"/>	
Country:	<input type="text" value="USA"/>	
Phone Number:	<input type="text" value="214-555-2222"/>	
Email:	<input type="text" value="email@email.com"/>	
TC:	<input type="text" value="Test Training Center 3"/>	
Cancel New Location/ Return to Add Class:	<input type="button" value="Click Here"/>	



13. If you need to cancel off this screen, then click on the “Cancel New Location/Return to Add Class” and you will be taken back to the previous screen.
14. Click Next and you will see this screen:



Class Profile


ECC Class Connector


Add Class: Complete Class Information



Class Title: 


Start Date*:  


End Date*:  


Class Notes: 


Roster Max*: 


Enrollment Cut Off Date:  


Allow Waitlist: 


Maximum Waitlist Size: 


Email `From` Address for Reminders: 

Reminder Time Period 1: 

Reminder Time Period 2: 

Location: 

Add Class Meeting Time: 

Review Class Meeting Time: 

15. You can change the following profile information on this screen:

Field Name	Description
Start Date	The Start Date and time that your class begins. This date will be used when finding matching classes through the search on the ECC Class Connector. The clock is a 24 hour clock, so please double check your time.
End Date	The End Date and time that your class ends. The clock is a 24 hour clock, so please double check your time.
Class Notes	You can add your notes in this field. For example, payment information, specific directions to finding the class, what to bring to the class, etc. This information will be included in the confirmation email to the student.

Roster Max	The maximum number of people that you are going to allow to reserve a seat in this class online.
Enrollment Cut Off Date	The date that your class will no longer be visible in search. It is defaulted to the year 2031 and can be left at the default.
Allow Waitlist	You can select “Yes” if you want people to be able to put their name on a waitlist if someone cancels from the class.
Maximum Waitlist Size	The maximum number of people that you want to be able to put their name on the waitlist.
Email “From” Address for Reminders	You have the ability to set up reminder emails to the students. This is the email address where the email will come from. You should put your email or your Training Centers email address in this field.
Reminder Time Period 1 and 2	If you would like reminder emails delivered to the students who have reserved a seat in your class, then you can specify when you want these emails delivered
Location	The location that you selected on the previous screen. You can also change the location to a different one here if needed.
Add Class Meeting Time	You will need to add the specific dates and times that your class meets. This will be explained in more depth below.
Review Class Meeting Time	You can update your already created dates and times that your class meets.

16. To Add a Class Meeting Time, you will see this screen:

Add Class Meeting Time

The screenshot shows a web browser window with the URL <http://lmsqa.americanheart.org>. The page title is "Review/Modify Activity Record". The form contains the following elements:

- Activity Title:** A text input field with a green question mark help icon to its right.
- Duration (hours):** A text input field containing the value "0" with a green question mark help icon to its right.
- Date/Time:** A date and time picker showing "12/17/2008 11:21:27" with a green question mark help icon to its right.
- Time Zone:** A dropdown menu currently set to "None" with a green question mark help icon to its right.
- Delete this activity:** A button labeled "Click Here" with a green question mark help icon to its right.
- Buttons:** "Done" and "Refresh" buttons are located at the bottom left of the form.

17. Enter the name of the activity

18. The Duration of the class meeting time in hours

19. The Date/Time – The clock is a 24 hour clock, so please double check your time.

20. The Time Zone

http://lmsqa.americanheart.org - KMx - Your Prescription for Performance - Microsoft Internet Explorer

Review/Modify Activity Record

Activity Title:

Duration (hours):

Date/Time:

Time Zone:

Delete this activity: [Click Here](#)

21. If you need to delete this activity, then click on the button next to the “Delete this Activity” text and you will be taken to the previous screen.
22. Once you have completed your entry, click Done. You will see this confirmation screen:

http://lmsqa.americanheart.org/ihtml/application/student/interface.ecc/form_bridge.ihtml?step=9 - Micros...

You have successfully updated your class meeting time. If your class meets at additional times, then add a new class meeting time. This information will be updated in the ECC Class Connector.

23. Click the Close Window button
24. You will be taken back to the Add Class Screen.
25. If you need to add additional meeting times, then follow the previous steps in this section to add additional meeting times.
26. Once you have completed your class profile information, click on the “Done” button
27. You will see this confirmation screen:

ECC Class Connector

Thank you! You have successfully finalized your course: ACLS. If your class is still open, students will be able to continue to reserve a seat in this course. Remember that you or your training center will need to contact the students for payment options. In addition, students may contact you or your training center with additional questions.

At this point, you have successfully added your class. This information will be updated on the ECC Class Connector website for the general public immediately.

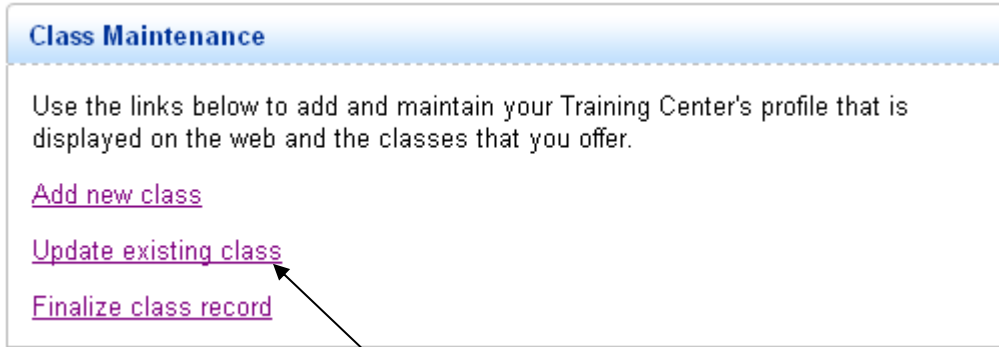
If you need to update any of your information in the future, just follow these steps to complete the update.

How to Update an Existing Class

If at any point your class schedule changes, you can update any of your class information at any time. These updates will be available for search on the ECC Class Connector immediately (only after the General Public launch has taken place).

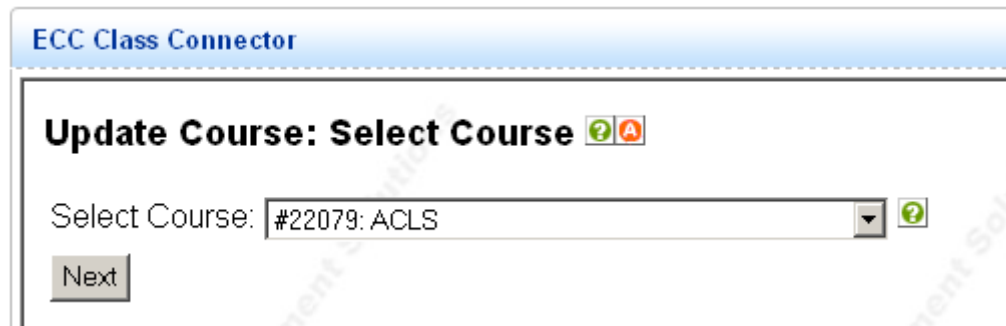
To update your class, follow these steps:

1. You will see a new section titled “Class Maintenance.”



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

Select Course, Instructor, Class



3. Select the Course Name
4. Click Next and you will see this screen:



5. Verify that your name is in the Instructor drop down
6. Click Next and you will see this screen:

ECC Class Connector

Update Class: Select Class ? ?

Select Course: #22079: ACLS ?

Select Instructor: #5: John Smith ?

Select Class: #101961: ACLS Class 12/17/2008 ?

Next

7. Select your Class from the Class drop down. Your class will be listed with the Course Name (i.e. ACLS Class) and the Start Date of your class (12/17/2008). This information will help you narrow down your list of classes.
8. Click Next and you will see this screen:

Class Profile

ECC Class Connector

Update Class: Review or Edit Class Info ? ?

Course: ACLS ?

Class Title/ Information: ACLS Class 12/17/2008 ?

Location*: Fire Station 123 ?

New Location: [Click Here](#) ?

Start Date*: 12/17/2008 19:00:00 ?

End Date*: 12/17/2008 21:00:00 ?


Time Zone: Central ?


Class Notes/Instructions:
 ?


Max Students (0=Closed): 20 ?


Current Students Enrolled: 1 ?


Allow Waitlist: no ?


Maximum Waitlist Size: 


Waitlisted Students: 0 


Class Waitlist: [Click Here](#) 


Class Roster: [Click Here](#) 

Reminder Time Period 1: 

Reminder Time Period 2: 

Send email to enrollees: [Click Here](#) 

Add Class Activity: [Click Here](#) 

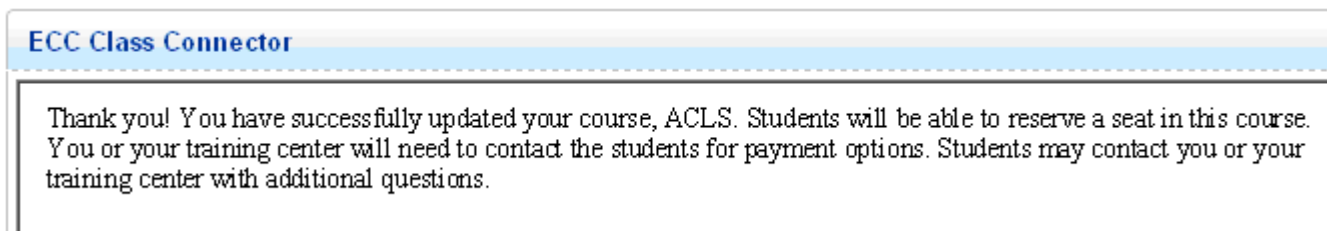
Review Class Activity Record: [Click Here](#) 

[Done](#) [Delete](#) [Refresh](#)

9. You can change any of your class information (for descriptions, see “Add New Class” section).
10. In addition, you can view this information:

Field Name	Description
Current Students Enrolled	This number will show you how many students have reserved a seat in this class.
Waitlisted Students	This number will show up how many students have placed their name on the waiting list
Class Waitlist	A popup window that will show you the list of students who have entered their name on the waiting list. You will be able to contact them from this list if needed.
Class Roster	A report that will display the students who have reserved a seat in your class. You will have contact information so that you can contact them for payment, etc.
Send email to enrollees	You can send an email to all students who have enrolled in this class. If you need to let students know a change in the location, time, or if they need to bring something, you can use this functionality to communicate with all students at one time.

11. Once you have updated all of your class information, click Done. You will see this screen:



At this point, you have successfully updated your class. This information will be updated on the ECC Class Connector website for the general public immediately.

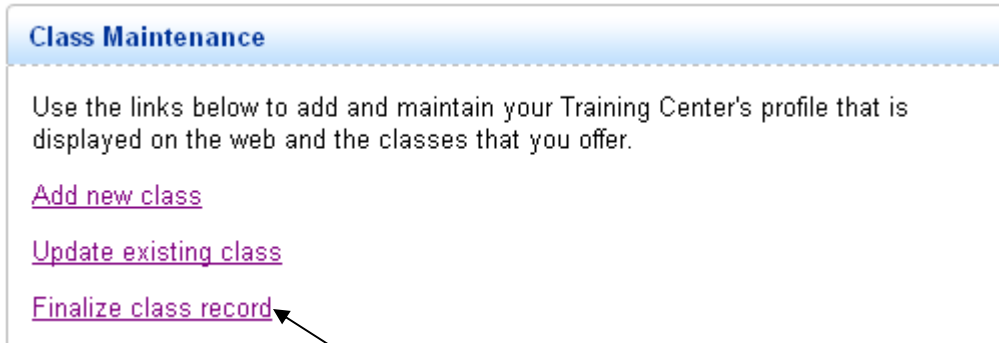
If you need to update any of your information in the future, just follow these previous steps to complete the update.

How to Finalize a Class Record

Once your class takes place, you can finalize your class record.

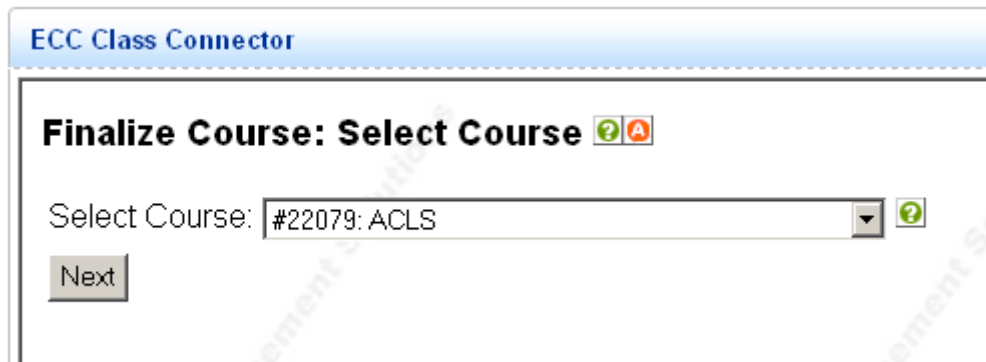
To finalize your class record, follow these steps:

1. You will see a new section titled “Class Maintenance.”

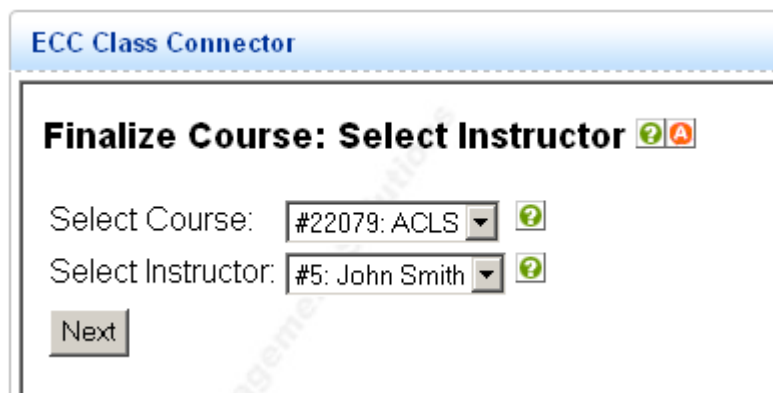


2. Click on the “Finalize class record” link. You will see this screen:

Select Course, Instructor, Class



3. Select the Course Name
4. Click Next and you will see this screen:



5. Verify that your name is in the Instructor drop down
6. Click Next and you will see this screen:

ECC Class Connector

Finalize Class: Select Class ? ?

Select Course: #22079: ACLS ?

Select Instructor: #5: John Smith ?

Select Class: #101961: ACLS Class 12/17/2008 ?

Next

7. Select your Class from the Class drop down. Your class will be listed with the Course Name (i.e. ACLS Class) and the Start Date of your class (12/17/2008). This information will help you narrow down your list of classes.
8. Click Next and you will see this screen:

Class Profile

ECC Class Connector

Finalize Class ? ?

Course: ACLS ?

Class: ACLS Class 12/17/2008 ?

Instructor: John Smith ?

Start Date: 12/17/2008 19:00:00 ?

End Date: 12/17/2008 21:00:00 ?

Current Students Enrolled: 1 ?

Class Roster: [Click Here](#) ?

Add Participants: [Click Here](#) ?

Email Roster: [Click Here](#) ?

Mark Final*: no ?

Done Delete Refresh

9. You can see the profile of your class including the number of students enrolled and your class roster.

Add Participants

10. In addition, you can add Participants. Participants that you will add will be those students who enrolled over the phone, walked in, etc. Anyone who did not reserve a seat for your class online can be added in this manner.
11. To Add Participants, click on the button next to the “Add Participants” text. You will see this screen.

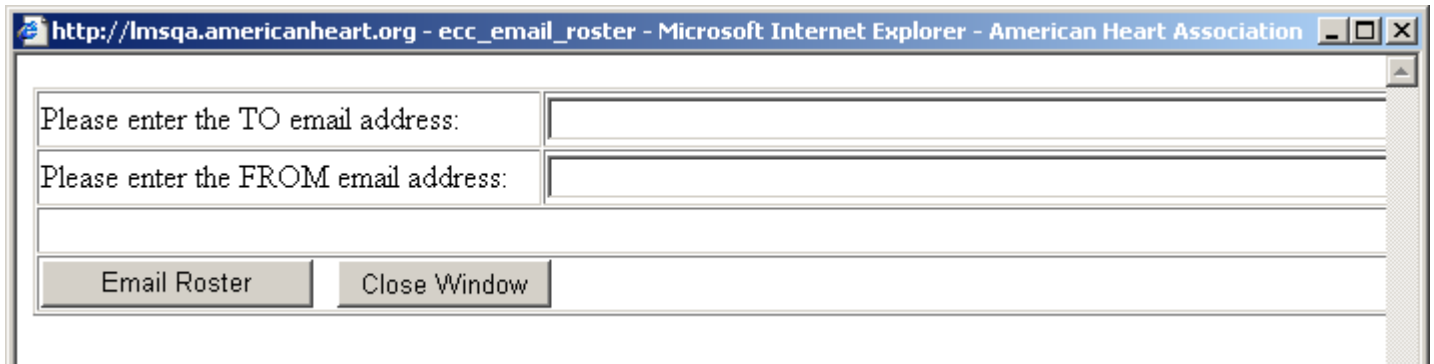
The screenshot shows a web browser window titled "http://lmsqa.americanheart.org - Add Participants - Microsoft Internet Explorer - American Heart Association". The page content is titled "Add Participants to Class". It features two columns of input fields: "Add First Enrollee" and "Add Second Enrollee". The "Add Second Enrollee" column has a checkbox next to its header. The fields include: First Name, Last Name, Address, City, State (dropdown menu with "Alabama" selected), Zip Code, Country (dropdown menu with "United States" selected), Institution, Home Phone, Work Phone, and Email. The "Add Second Enrollee" fields are greyed out. At the bottom, there are "Submit" and "Close Window" buttons. The browser's status bar shows "Done" and "Internet".

12. Enter all the student’s required information and click Submit. This student will now show up on your Class Roster.
 - a. Required Fields are:
 - i. First Name
 - ii. Last Name
 - iii. Address
 - iv. City
 - v. State
 - vi. Zip Code
 - vii. Country
 - viii. Institution
 - ix. Email

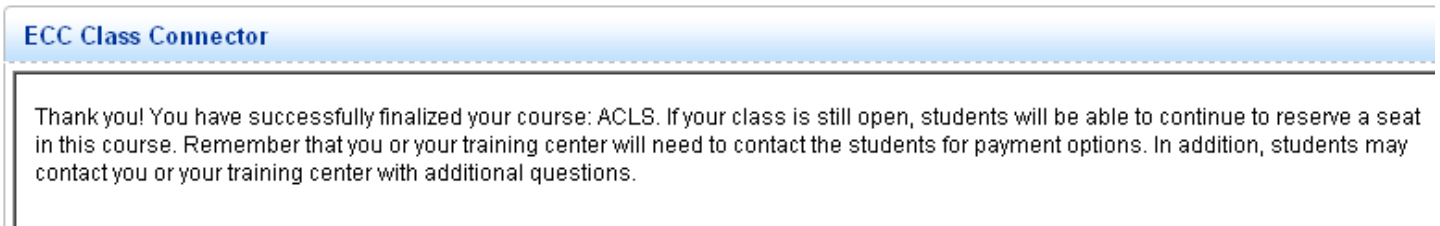
13. In addition, if you want to add another enrollee, you can select the checkbox next to the “Add Second Enrollee” text.
14. When you are done, click on the “Close Window” button.
15. You will be taken back to the Class Profile screen.

Email Roster

16. From the class profile screen, you can also email your roster. Click on the button next to the “Email Roster” text. You will see this screen:



17. Enter the email address that you want the roster delivered to and your email address in the “From” line.
18. Click on the “Email Roster” button.
19. Once you have completed all actions on this screen, click on the “Done” button. You will see this confirmation screen.



How To Update Your Instructor Profile

You now have the ability to maintain a profile for yourself online that is available for search only by Training Center Coordinators and AHA Staff members. This information is just to help identify you if you are willing to travel to teach classes.

To update your instructor profile, follow these steps:

1. You will see a new section titled “Instructor Search.”



Instructor Search












Use the links below to add and maintain your Training Center's profile that is displayed on the web and the classes that you offer.

[Update Instructor Profile](#)

2. Click on the “Update Instructor Profile” link. You will see this screen:

ECC Class Connector

Update Your Instructor Profile  

Show on the web:	<input type="text" value="yes"/>	
First Name:	<input type="text" value="John"/>	
Last Name:	<input type="text" value="Smith"/>	
Full Name (last, first):	<input type="text" value="Smith, John"/>	
City:	<input type="text" value="Dallas"/>	
State:	<input type="text" value="TX"/>	
Zip / Postal Code:	<input type="text" value="75209"/>	
Country:	<input type="text" value="USA"/>	
Public Email Address:	<input type="text" value="amy.mcnulty@heart.org"/>	
Public Phone Number:	<input type="text" value="2145551111"/>	
List of states I'm willing to teach in:	<input type="button" value="Click Here"/>	
List of courses to include in search:	<input type="button" value="Click Here"/>	

3. You can change the following profile information on this screen:

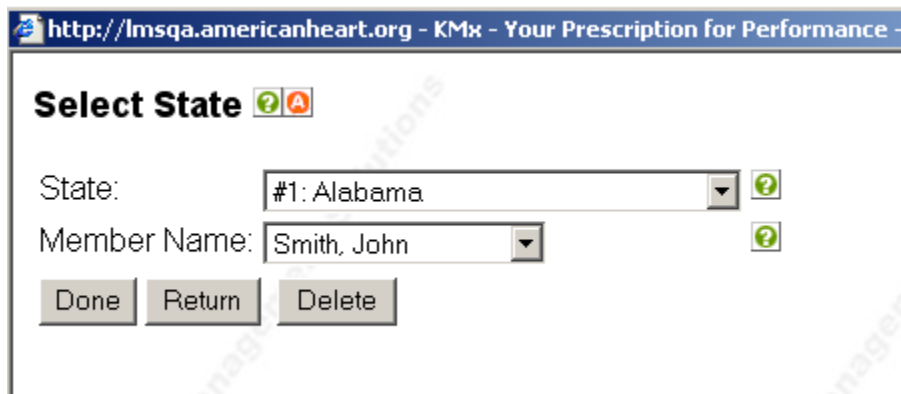
Field Name	Description
Show on web?	This is a yes/no question. If you want your instructor profile to display within the search results on the AHA Instructor Network, then select “Yes”. You can select “No”, if you want to temporarily remove your instructor profile from the search.
First Name	Your first name and how you would like it displayed in the search results.
Last Name	Your last name and how you would like it displayed in the search results.
Full Name (last, first)	Your full name and how you would like it displayed in the search results.
City	Your city
State	Your state
Zip/Postal Code	Your zip code
Country	Your country
Public Email Address	Your public email address. Please remember that this email address will appear in the search results for others to see.
Public Phone Number	Your public phone number. Please remember that this phone number will appear in the search results for others to see.
List of states I’m willing to teach in	A list of all the states that you are willing to travel to in order to teach.
List of courses to include in search	A list of all course names that you are willing to travel to teach.

Update List of States

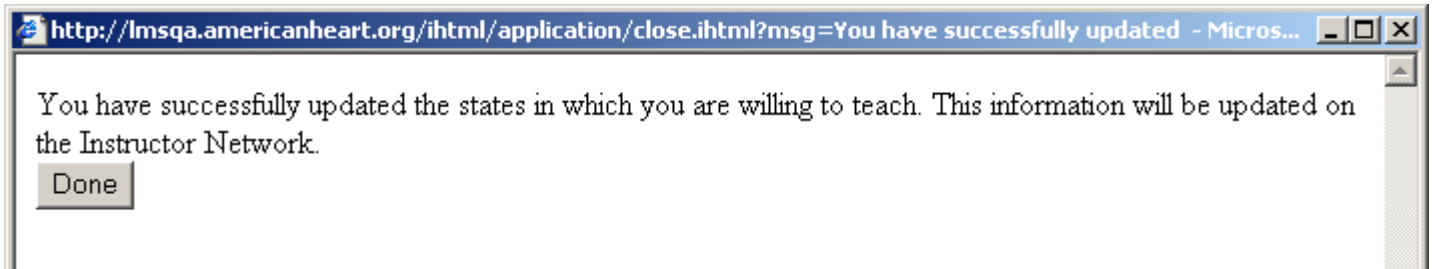
4. To change the list of states I’m willing to teach in, click on the button next to the text. You will see this screen:



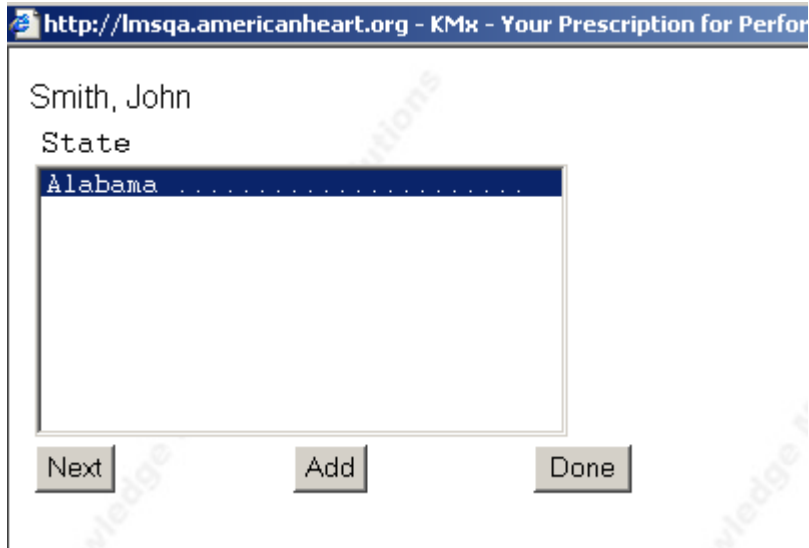
5. Click on the Add Button. You will see this screen:



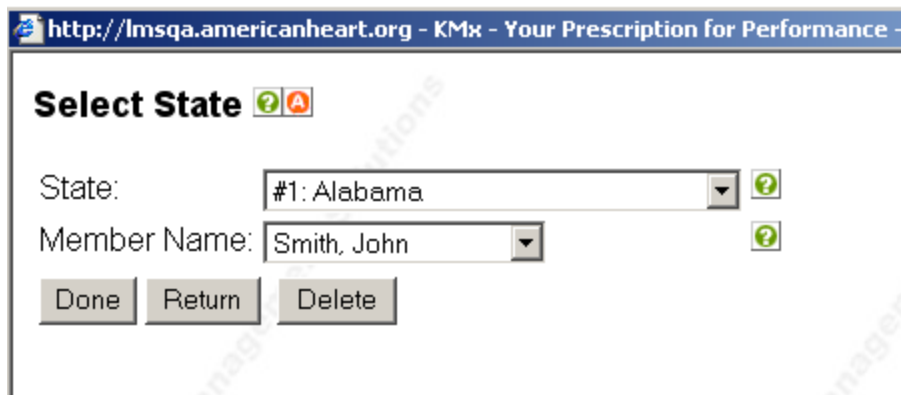
6. Select the state from the drop down and click “Done”. You will see this screen:



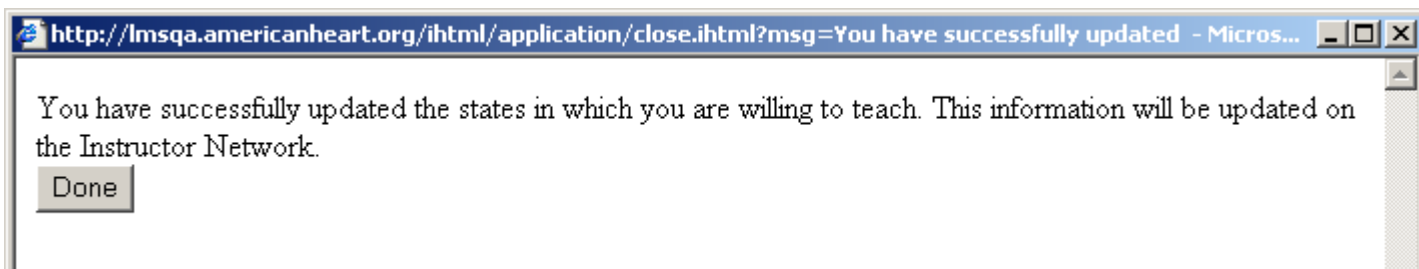
7. Click Done. You will be taken back to the Instructor Profile screen.
8. To add more states, click the button next to the text. You will see this screen now:



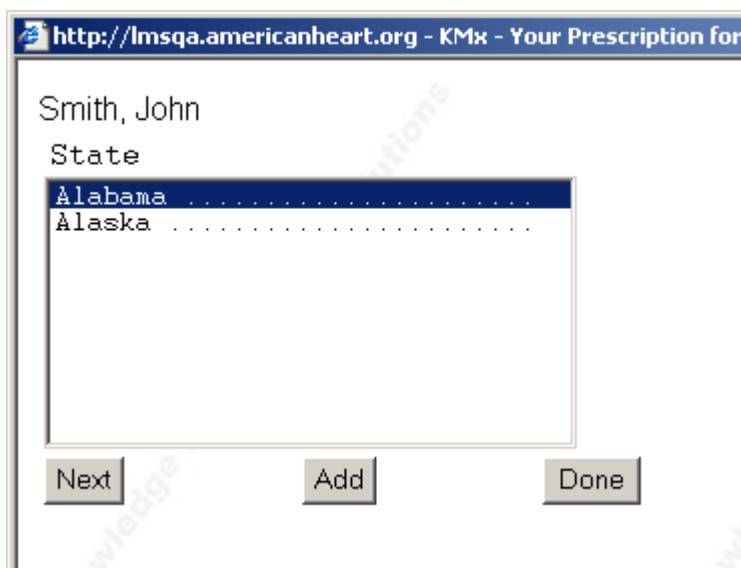
9. Click "Add". You will see this screen:



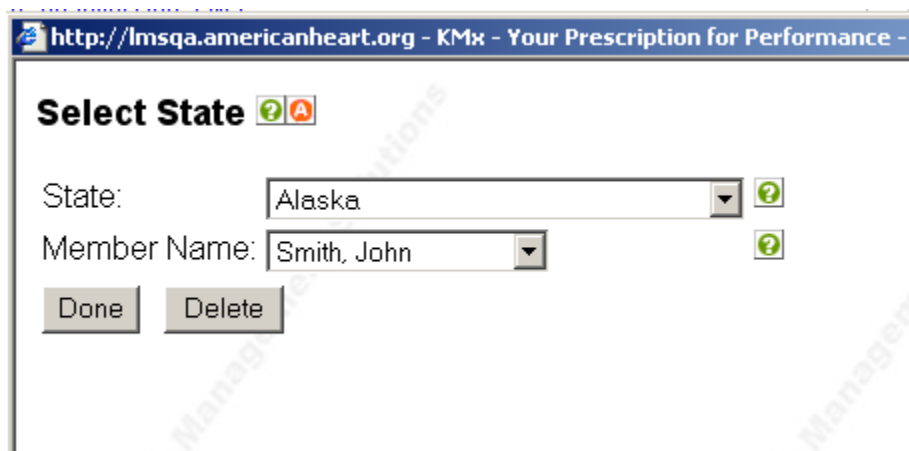
10. Select the state from the drop down and click "Done". You will see this screen:



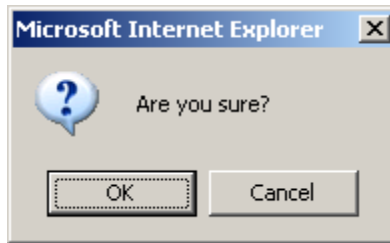
11. Click Done. You will be taken back to the Instructor Profile screen.
12. To delete a state, click the button next to the text. You will see this screen now:



13. Select the state that you want to delete and click "Next". You will see this screen:



14. Click "Delete". You will see this screen:



15. Click "OK". You will be taken back to the list of states screen.
16. Click Done and you will be taken back to the Instructor Profile screen.

Update List of Courses

17. To change the list of courses that you are willing to teach, click on the button next to the text. You will see this screen (what is displayed is not a complete list of courses):

Course Title	Display in Search
ACLS	<input checked="" type="checkbox"/>
ACLS EP	<input checked="" type="checkbox"/>
ACLS EP Instructor	<input checked="" type="checkbox"/>
ACLS Instructor	<input type="checkbox"/>
ACLS Skills Test	<input type="checkbox"/>
AHA Core Instructor Course	<input type="checkbox"/>
BLS for Healthcare Providers	<input type="checkbox"/>
BLS for Healthcare Providers Skills Test	<input type="checkbox"/>
BLS Instructor	<input type="checkbox"/>
Family & Friends CPR	<input type="checkbox"/>
Family & Friends First Aid for Children	<input type="checkbox"/>
Heartsaver AED	<input type="checkbox"/>
Heartsaver AED Skills Test	<input type="checkbox"/>
Heartsaver CPR	<input type="checkbox"/>
Heartsaver CPR in Schools	<input type="checkbox"/>
Heartsaver First Aid	<input type="checkbox"/>
Heartsaver Pediatric First Aid	<input type="checkbox"/>

Update Close Window

18. Select which courses that you are willing to teach.
19. Click on the "Update" button.
20. You will see that your information has been updated:

Update

Close Window

Updated.

21. Click “Close Window”.
22. You will be taken back to the Instructor Profile screen.
23. Once you have updated all of your information, click on the “Done” button. You will see this screen:

ECC Class Connector

You have successfully updated your instructor profile. This information will be updated on the Instructor Network. Training Center Coordinators will be able to search for you and will contact you if you meet their training needs.

At this point, you have successfully added/updated your instructor profile on the search. This information will be updated on the AHA Instructor Network search results immediately.

If you need to update any of your information in the future, just follow the previous steps to complete the update.

Please note that this information is only available within the AHA Instructor Network to logged in Training Center Coordinators and AHA Staff. No general public will have access to this information.