



**Instructor Users' Guide**  
**July 2012**

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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](mailto:ahainstructornetwork@heart.org)

## How To Add a New Class

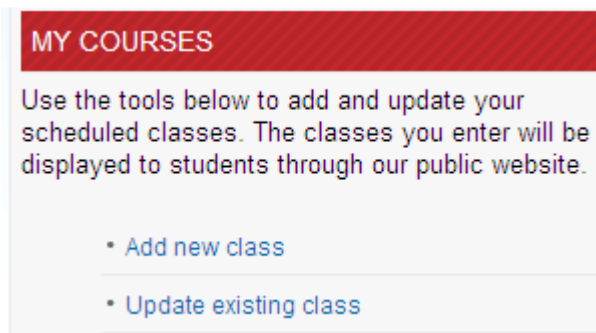
As an Instructor aligned with the AHA Instructor Network, AHA offers the My Courses tool where Instructors can enter and maintain the classes they offer to the general public. These are displayed to customers searching for scheduled classes at the AHA's CPR & First Aid website, [www.heart.org/cpr](http://www.heart.org/cpr).

### 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](http://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:

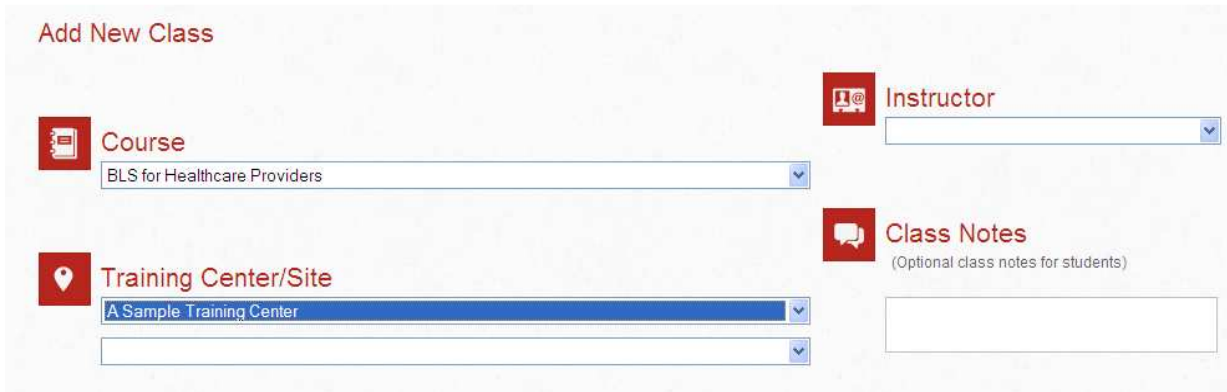
The screenshot shows the "Add New Class" form in the My Courses interface. The form is divided into several sections:

- Course:** A dropdown menu for selecting the course.
- Location:** A dropdown menu for selecting the location.
- Class Schedule:** A table with columns for Date, Description, Start Time, and End Time. Below the table is a button labeled "ADD NEW CLASS DATE & TIME" with a plus sign.
- Class Notes:** A text area for entering optional class notes for students.
- Reminder:** A field for setting a reminder (max 2) with a plus sign.
- Roster Settings:** A section with the following options:
  - Roster Limit: A field with a "Roster Limit" label.
  - Allow waiting: A toggle switch currently set to "OFF".
  - Enrollment Cutoff Date: A field for setting the enrollment cutoff date.

## 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.



The screenshot shows the 'Add New Class' form with the following fields:

- Course:** A dropdown menu with 'BLS for Healthcare Providers' selected.
- Training Center/Site:** A dropdown menu with 'A Sample Training Center' selected.
- Instructor:** A dropdown menu that is currently empty.
- Class Notes:** A text input field with the label '(Optional class notes for students)'.

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.



The screenshot shows the 'Instructor' form with the following fields:

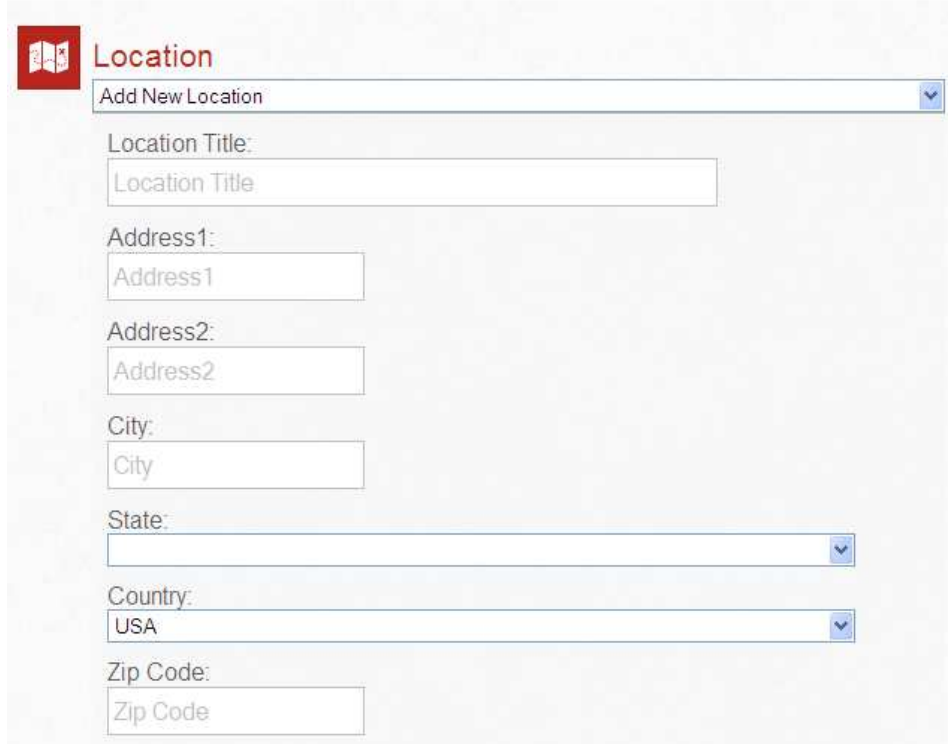
- Instructor:** A dropdown menu with 'CC Instructor' selected.
- Email:** A text input field.
- Phone:** A text input field.

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.



The screenshot shows a web form titled "Location" with a red book icon. The form contains the following fields:

- Add New Location:** A dropdown menu with a blue arrow icon.
- Location Title:** A text input field with the placeholder text "Location Title".
- Address1:** A text input field with the placeholder text "Address1".
- Address2:** A text input field with the placeholder text "Address2".
- City:** A text input field with the placeholder text "City".
- State:** A dropdown menu with a blue arrow icon.
- Country:** A dropdown menu with "USA" selected and a blue arrow icon.
- Zip Code:** A text input field with the placeholder text "Zip Code".

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:

The screenshot shows a web interface for adding a class schedule. At the top, there is a red calendar icon with the number 17 and the text "Class Schedule". Below this is a table with columns for "Date", "Description", "Start Time", and "End Time". A modal window is open with the title "SELECT DATE, ADD DESCRIPTION, START TIME AND END TIME" and a close button (X). Inside the modal, there is a calendar for July 2012. The date 8 is highlighted in white, indicating it has been selected. To the right of the calendar is a text input field for "Class Meeting Description". Below the description field are two dropdown menus for "Start Time" and "End Time". At the bottom of the modal are two buttons: a blue "Add" button and a red "Reset" button.

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.

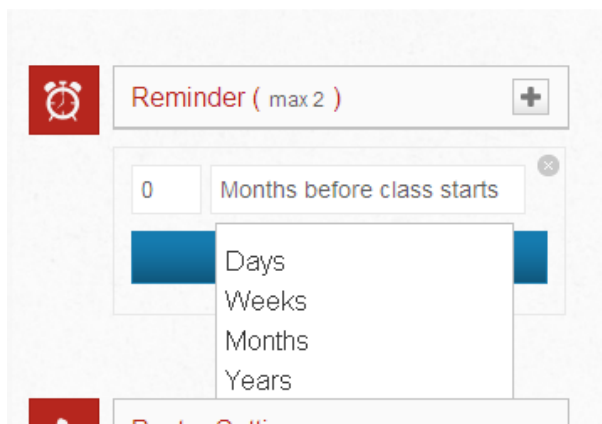
## Add Class Notes, Set Reminders & Set Class Roster

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.



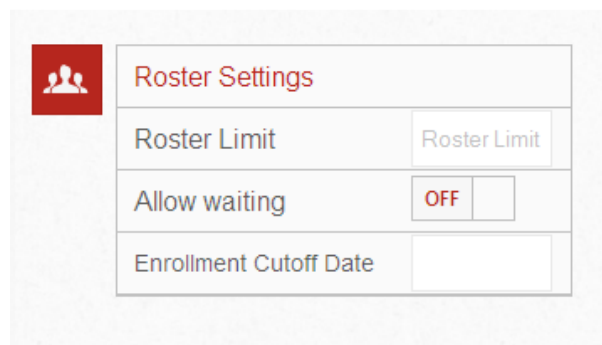
The screenshot shows a 'Class Notes' section with a red speech bubble icon and the text '(Optional class notes for students)'. Below it is a large empty text input box. Underneath is a 'Reminder' section with a red alarm clock icon, the text 'Reminder ( max 2 )', and a plus sign button.

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.



The screenshot shows the 'Reminder ( max 2 )' box with a plus sign button. A dropdown menu is open, showing a numeric input field with '0' and the text 'Months before class starts'. Below the input field are four options: 'Days', 'Weeks', 'Months', and 'Years'. A blue bar highlights the 'Days' option.

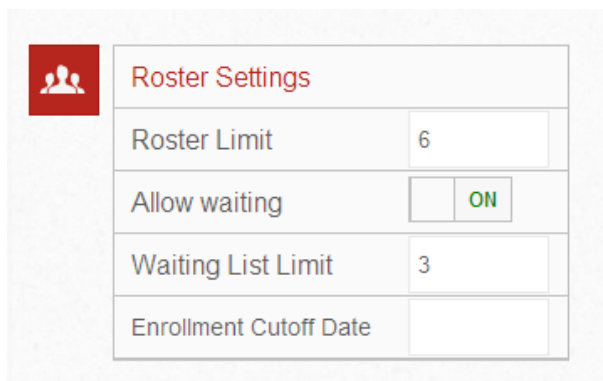
31. In the Roster Settings box, enter the Roster Limit for the class.  
**NOTE: Please make sure you are following student to Instructor ratios as outlined in the AHA Instructor manuals and the Program Administration Manual.**



The screenshot shows the 'Roster Settings' section with a red icon of three people. It contains four rows of settings:

Roster Limit	<input type="text" value="Roster Limit"/>
Allow waiting	<input type="checkbox" value="OFF"/>
Enrollment Cutoff Date	<input type="text"/>

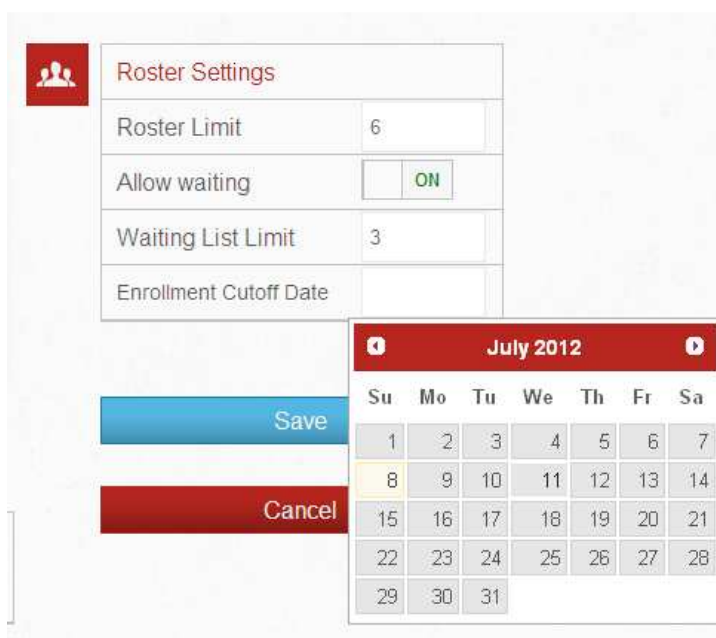
32. If you would like to allow students to join a waitlist for your class when your Roster Limit is full, move the “Off” switch to the right to turn your waitlist “On.”



The screenshot shows a 'Roster Settings' form with a red icon of three people in the top left corner. The form contains the following fields:

Roster Limit	6
Allow waiting	<input checked="" type="checkbox"/> ON
Waiting List Limit	3
Enrollment Cutoff Date	

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.



The screenshot shows the 'Roster Settings' form with a calendar overlay. The form fields are the same as in the previous image. The calendar is for July 2012 and has a blue 'Save' button and a red 'Cancel' button below it.

July 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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



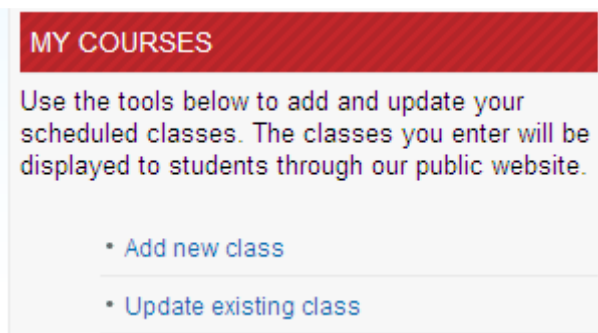
# How to Update an Existing Class

## Search for Class to Edit

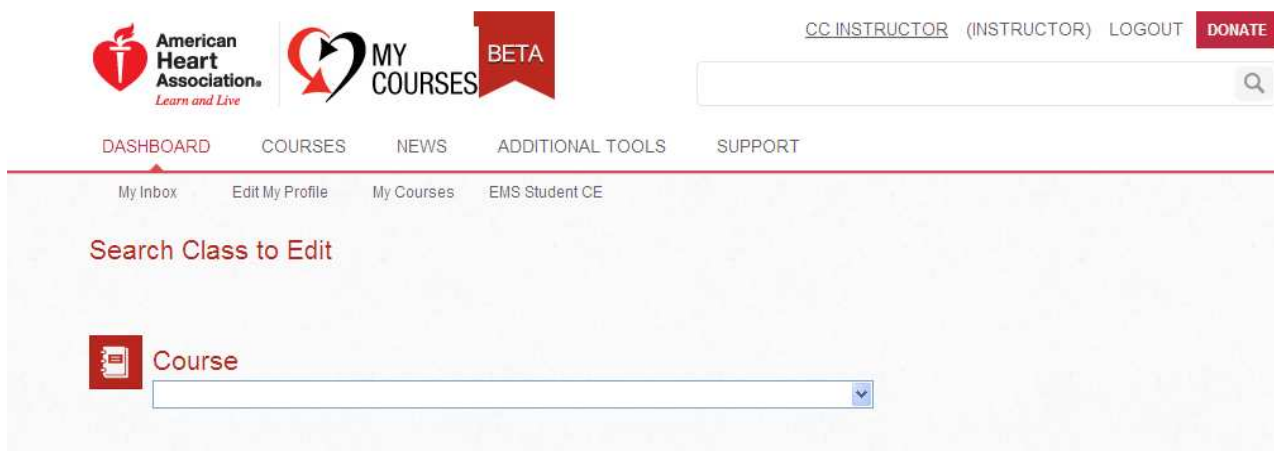
If at any point your class schedule changes, you can update any of your class information. These updates will be available for search on the AHA CPR & First Aid website.

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.

## Search Class to Edit

 **Course**


 **Instructor**

- Once a Course has been selected, the Instructor search field will appear. Select the Instructor name.

## Search Class to Edit

 **Course**

 **Instructor**

 **Class**

- 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.
- 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 Existing Class



### Course

BLS for Healthcare Providers



### Training Center/Site

A Sample Training Center



### Location

Robin's TC  
7272 Greenville Avenue  
Dallas TX USA 75231



### Class Schedule

Date	Description	Start Time	End Time
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### Instructor

CC Instructor

Email:

robinc@heart.org

Phone:

5554447777



### Class Notes

(Optional class notes for students)

Payment for this class will be taken upon arrival to class July 12th.



Reminder ( max 2 )

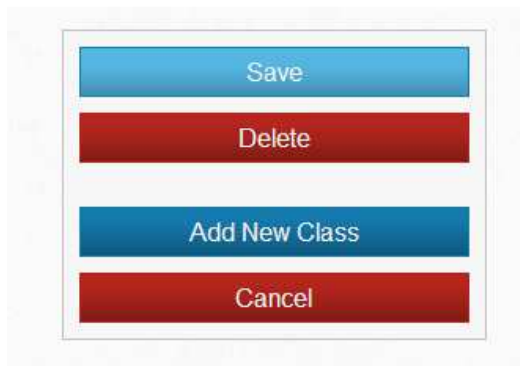


5 Days before class start.

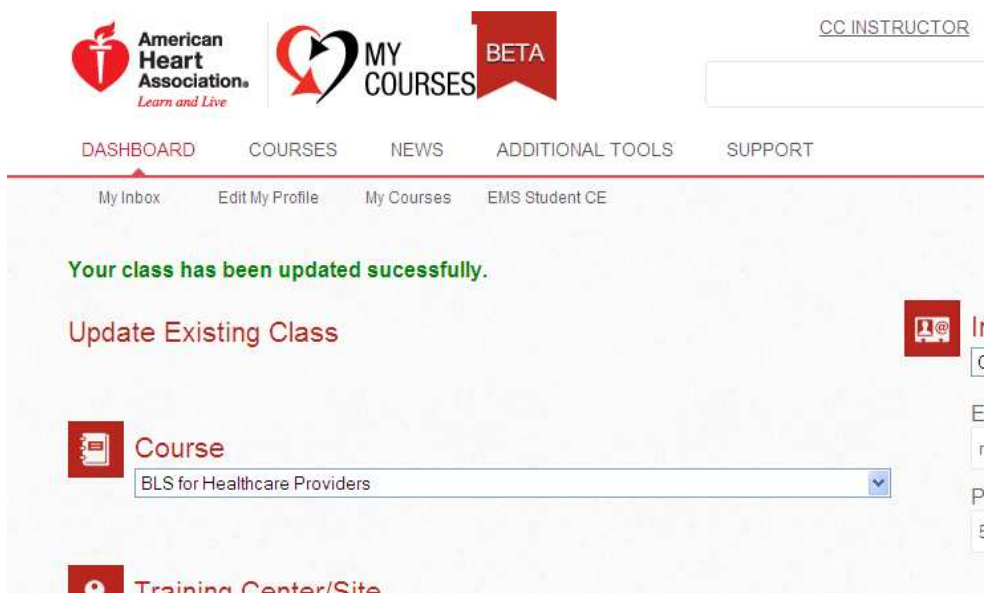


## Update Class Information

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."

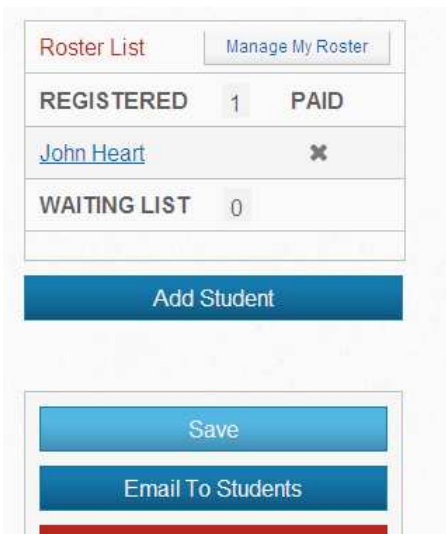


## Notify Students of Class Updates

**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.



The screenshot displays the 'Roster List' interface. At the top, there is a 'Roster List' label and a 'Manage My Roster' button. Below this is a table with columns for 'REGISTERED' (count: 1) and 'PAID'. A single student, 'John Heart', is listed with a blue link and a red 'x' icon. Below the table is a 'WAITING LIST' section with a count of 0. A large blue 'Add Student' button is positioned below the table. At the bottom of the interface, there are two buttons: a blue 'Save' button and a blue 'Email To Students' button.

## Delete Class

- 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.

The screenshot displays a web application interface for managing classes. On the left, a table lists class details:

Description	Start Time	End Time	
BLS HCP New Schedule	8:15 AM	12:45 PM	

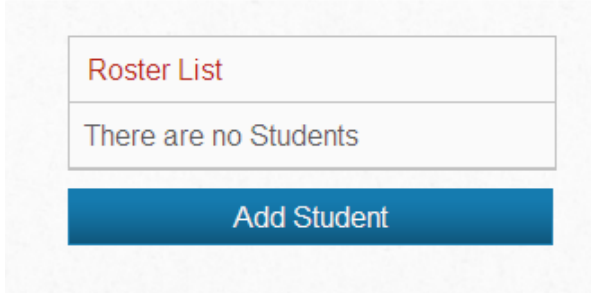
Below the table is a section labeled "CLASS DATE & TIME" with a plus sign icon. A "Warning! Do you want to delete the class?" dialog box is overlaid on the screen, featuring "OK" and "Cancel" buttons. To the right, the "Roster Settings" section includes:

- Roster Limit: 6
- Allow waiting:  ON
- Waiting List Limit: 3
- Enrollment Cutoff Date:

Below these settings is a "Roster List" section with the text "There are no Students" and an "Add Student" button. At the bottom right, there are "Save" and "Delete" buttons.

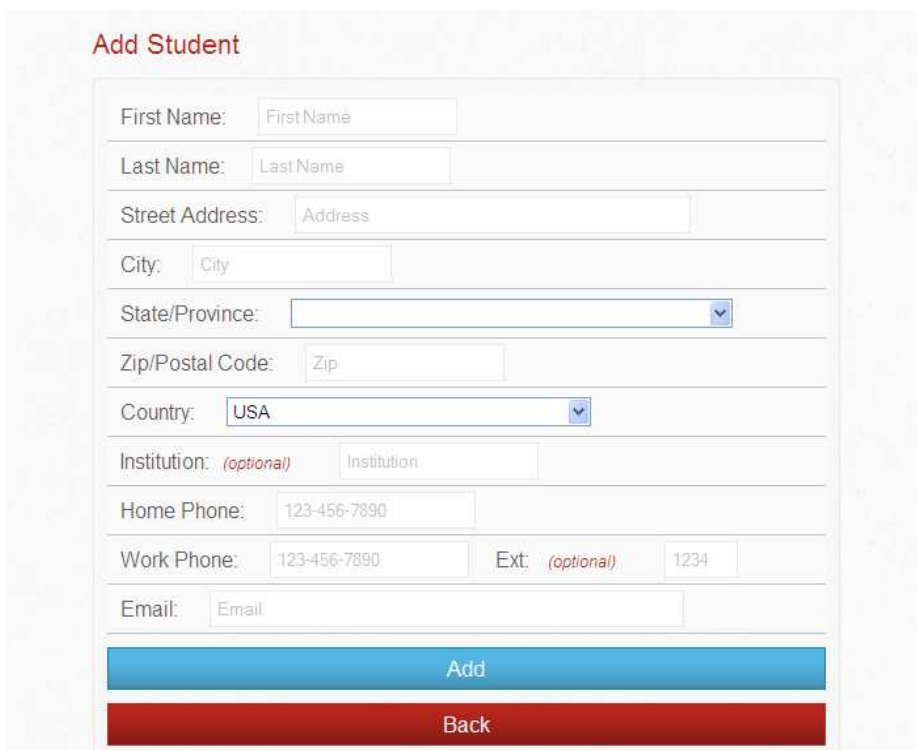
## Add Student to Roster

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.



The screenshot shows a rectangular box with a light gray background. At the top, the text "Roster List" is displayed in a reddish-brown font. Below this, the text "There are no Students" is centered in a gray font. At the bottom of the box is a prominent blue button with the white text "Add Student".

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.



The screenshot displays the "Add Student" form. At the top left, the title "Add Student" is in a reddish-brown font. The form consists of several rows of input fields:

- First Name:
- Last Name:
- Street Address:
- City:
- State/Province:
- Zip/Postal Code:
- Country:
- Institution: (optional)
- Home Phone:
- Work Phone:  Ext: (optional)
- Email:

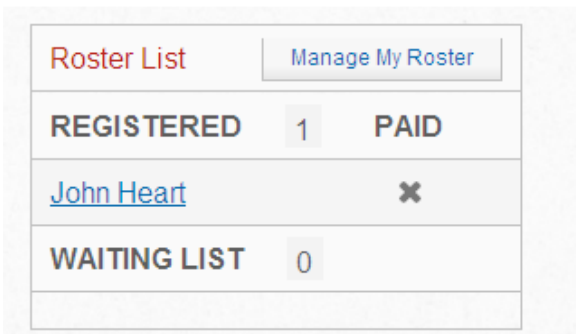
At the bottom of the form are two buttons: a blue "Add" button and a red "Back" button.

13. You will see a green notification at the top of the screen that reads, "You have added the Student successfully."

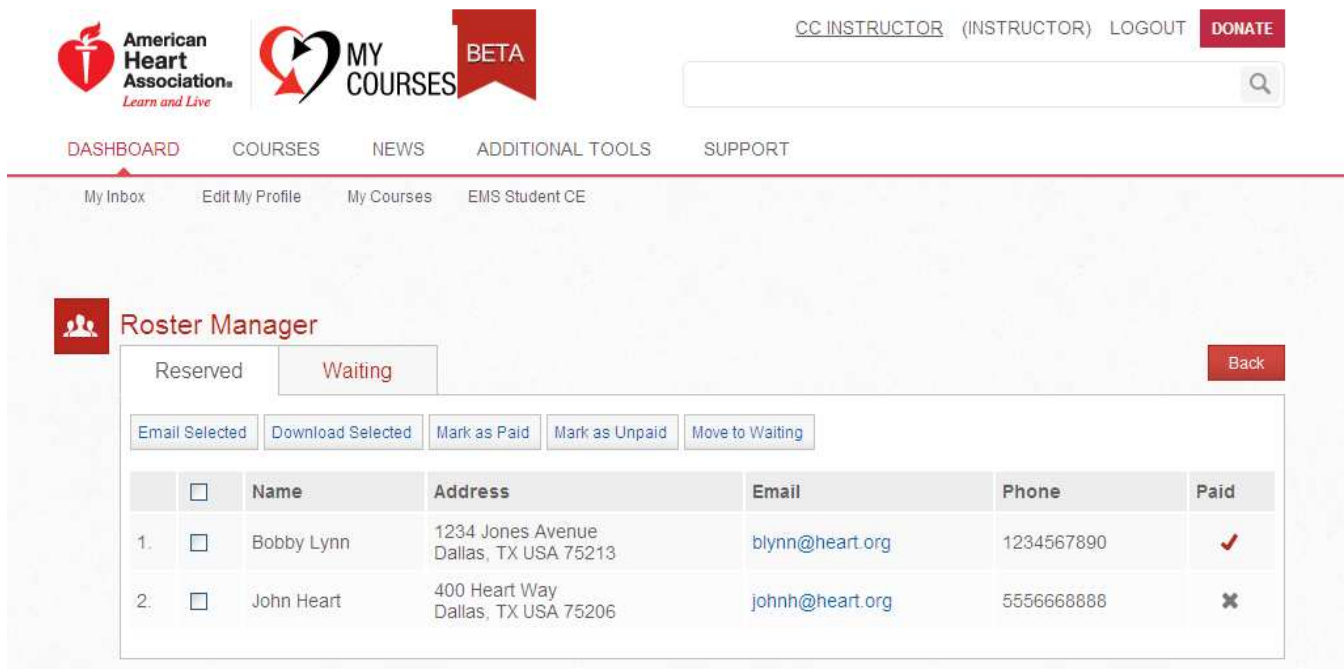
# Manage Class Roster

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.