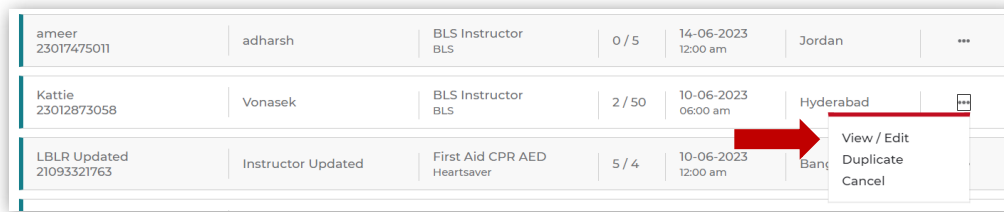


Class Management – Manage a Class

Manage a Class

NOTE: We have incorrectly used the term “Finalize the Class.” This does not happen. Each individual Student can have their last score or skills check-off date entered and be issued their eCard, one-at-a-time. There is no single action that makes a class “finalized.” A class is considered “Complete” when there are no “students in progress” on the roster.

1. From the Class List page
 - 1.1. Use the filters to search for the class that was created
 - 1.2. In the Actions column select View/Edit to view or edit the class (Figure 1)



The screenshot shows a table with three rows of class information. The third row is highlighted, and a dropdown menu is open over its 'Actions' column. A red arrow points to the 'View / Edit' option in the menu.

| | | | | | | |
|-----------------------------|--------------------|---------------------------------|--------|------------------------|-----------|------------------------------------|
| ameer 23017475011 | adharsh | BLS Instructor BLS | 0 / 5 | 14-06-2023 12:00 am | Jordan | ... |
| Kattie 23012873058 | Vonasek | BLS Instructor BLS | 2 / 50 | 10-06-2023 06:00 am | Hyderabad | ... |
| LBLR Updated 21093321763 | Instructor Updated | First Aid CPR AED Heartsaver | 5 / 4 | 10-06-2023 12:00 am | Bang | View / Edit Duplicate Cancel |

Figure 1

- 1.3. The Class page (title of the page is the type of class that was created) allows the ability to (Figure 2):
 - Edit the Class
 - View Student Details
 - View Class Details
 - Add Student (by sending a student a request)
 - The student will receive an email notifying them to accept the invitation.
 - If the student is registered on Atlas, they will have a Task card displayed on their dashboard notifying them to accept the invitation.
 - Re-send Invitations
 - Cancel the Class
 - Finalize Roster

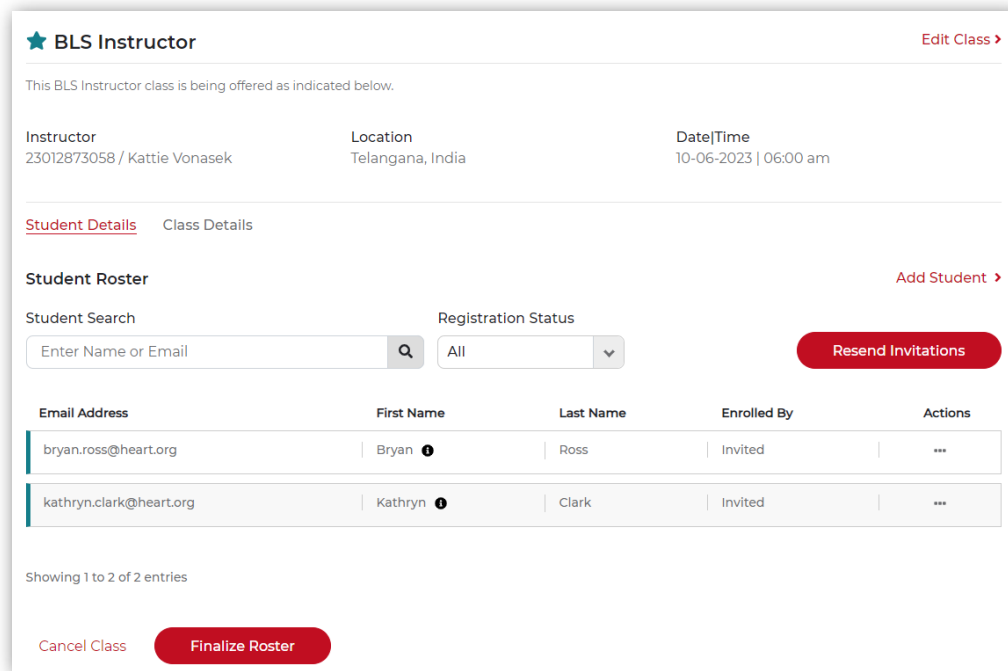


Figure 2

1.4. To Finalize the roster (this reserves the eCards for the students enrolled in the class), click Finalize Roster button (Figure 3)

- Only after the scheduled class start date/time
- Only if all the pending requests from the students for a scheduled class are either Accepted or Declined
- Only if all the students added in the roster show a Preassessment Status of Pass (if required)
- Only if the Training Center has enough eCard inventory for the number of students added to the roster

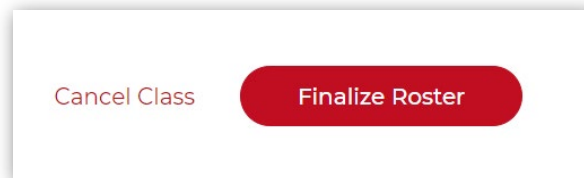


Figure 3

- In the confirmation pop-up box (Figure 4),
 - Click Finalize to complete the action
 - Click Cancel to return to the Class page
- A notification will display above the class title indicating the roster has been finalized

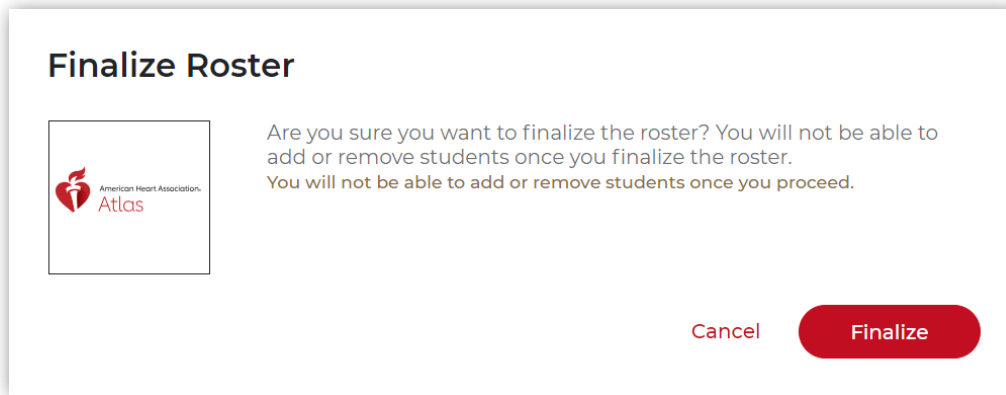


Figure 4

- The roster can now be exported to a .csv file (Figure 5). Click Export

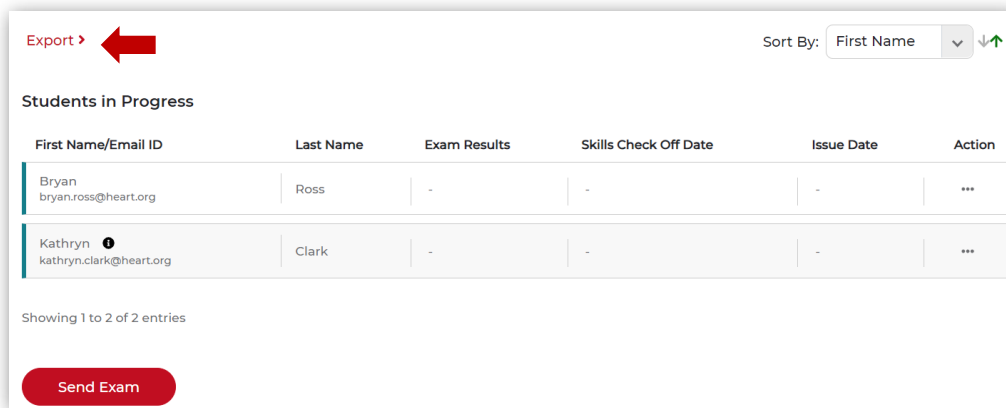


Figure 5

- Click Send Exam, which unlocks the ability to enter scores and an issue date. There are two ways to enter results (Figure 6):
 - Results can be uploaded using a template
 - Results can be entered one student at a time

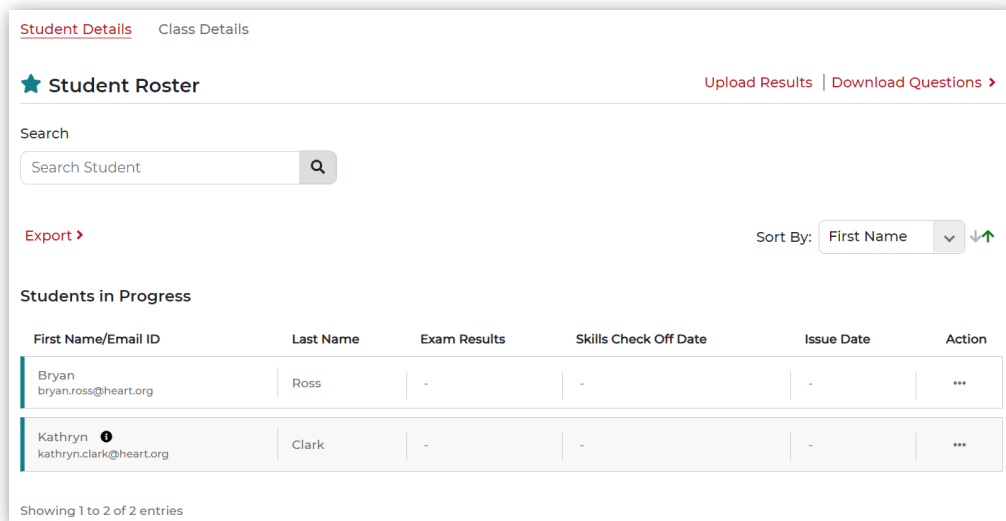


Figure 6

Job Aid: Atlas Class Management – Manage a Class

- To Upload Results:
 - First, select any student who has failed the class (Figure 7)
 - Under the Actions ellipses (...)
 - Select Fail Student

| First Name/Email ID | Last Name | Exam Results | Skills Check Off Date | Issue Date | Action |
|------------------------------------|-----------|--------------|-----------------------|------------|-----------------------------|
| Bryan bryan.ross@heart.org | Ross | - | - | - | ⋮ |
| Kathryn kathryn.clark@heart.org | Clark | - | - | - | View / Edit Fail Student |

Figure 7

- On the confirmation page (Figure 8), click the Fail Student button
- This marks the student as Failed
 - This removes the student from the roster (Figure 9)
 - **And releases the eCard that was reserved for that student**

Are you sure you want to fail Bryan Ross ?

Cancel Fail Student

Figure 8

| First Name/Email ID | Last Name | Exam Results | Skills Check Off Date | Issue Date | Action |
|------------------------------------|-----------|--------------|-----------------------|------------|--------|
| Kathryn kathryn.clark@heart.org | Clark | - | - | - | ⋮ |

Showing 1 to 1 of 1 entries

| First Name/Email ID | Last Name | Exam Results | Skills Check Off Date | Issue Date | Action |
|-------------------------------|-----------|--------------|-----------------------|------------|--------|
| Bryan bryan.ross@heart.org | Ross | - | - | - | ⋮ |

Showing 1 to 1 of 1 entries

Figure 9

- Select Upload Results to receive a template and instructions to complete the template. Save the file, and upload the file to complete a set of scores (Figure 10).

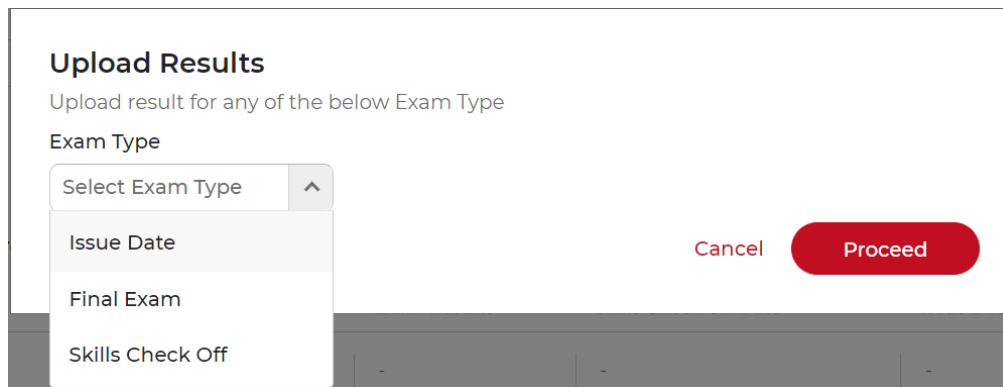


Figure 10

- The three templates that can be uploaded are:
 - Issue Date
 - Final Exam
 - Skills Check-Off
- Each Template will have instructions to open the template, save it, and upload it (Figure 11)

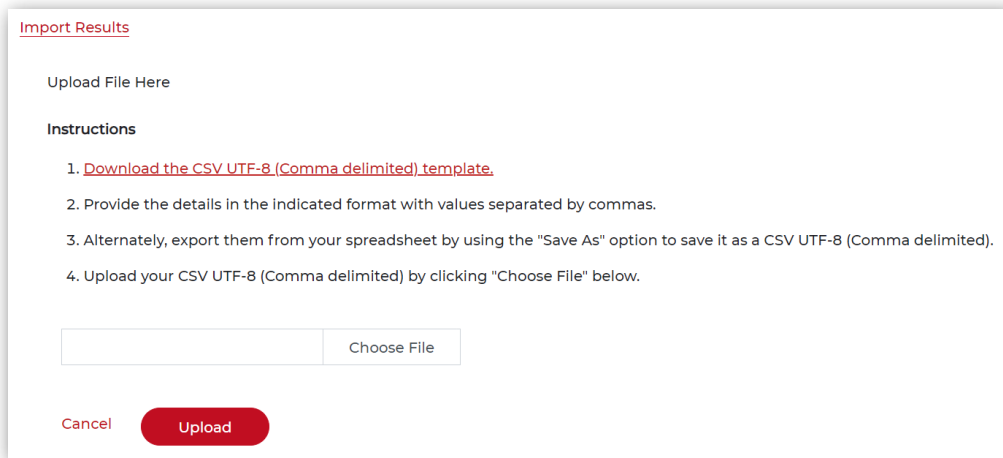


Figure 11

- The template must be downloaded and uploaded separately, and the results uploaded for each result
- Each template will open with the list of students who have not failed
- Each template will need the column completed for each set of results
- When entering information in the template
 - DO NOT change any of the student information pre-loaded in the template
 - DO NOT have spaces before or after the data you enter
 - SAVE the file as a **CSV COMMA DELIMITED** file to upload
- To complete the process, once the saved file is listed in the data field in the Import Results dialog box, click Upload
- To enter results one student at a time, select each student and under the Actions ellipses (...) (Figure 12)

| First Name/Email ID | Last Name | Exam Results | Skills Check Off Date | Issue Date | Action |
|------------------------------------|-----------|--------------|-----------------------|------------|--------------|
| Bryan bryan.ross@heart.org | Ross | - | - | - | View / Edit |
| Kathryn kathryn.clark@heart.org | Clark | - | - | - | Fail Student |

Showing 1 to 2 of 2 entries

Figure 12

- Click View/Edit
- In the display for the student (Figure 13)

BLS Instructor - Bryan Ross Edit >

Student Details

Email
bryan.ross@heart.org

Final Exam Score: - Skills Check Off Date: - Issue Date: -

[Back](#)

Figure 13

- Click Edit (Figure 14)

BLS Instructor - Bryan Ross Fail Student

Student Details

Email
bryan.ross@heart.org

Final Exam Score:

Skills Check Off Date:

Issue Date:

[Cancel](#) [Update](#)

Figure 14

- Each Student can be marked one of two ways, as:
 - **Failed**, by clicking the orange button at the top right of the student's page
 - To complete the process, click Update
 - A notification message will appear
 - This marks the student as Failed
 - This action removes the student from the roster
 - **And releases the eCard that was reserved for that student**
 - **Passed** by:
 - Entering the Final Exam Score
 - Entering the Skills Check-Off Date (the date of the monitor)
 - Entering the Issue date (date of the monitor)
 - Clicking Update – this will issue the card
 - To complete the process, click Update

- As each result is entered, the Students in Progress page will display the information in colors to indicate passing or failing (Figure 15)

| First Name/Email ID | Last Name | Exam Results | Skills Check Off Date | Issue Date | Action |
|------------------------------------|-----------|--------------|-----------------------|------------|--------|
| Kathryn kathryn.clark@heart.org | Clark | Pass | 09-06-2023 | - | ... |

Showing 1 to 1 of 1 entries

Completed Students

| First Name/Email ID | Last Name | Exam Results | Skills Check Off Date | Issue Date | Action |
|-------------------------------|-----------|--------------|-----------------------|------------|--------|
| Bryan bryan.ross@heart.org | Ross | - | - | - | ... |

Figure 15

- When the last result is entered for a student a notification of successful completion will display above the Students in Progress title for that student
- When all the results are entered the page is titled Student Roster and displays the results for all students (Figure 16)

★ Student Roster Download Questions >

Search
Search Student

Export > Sort By: First Name

Completed Students

| First Name/Email ID | Last Name | Exam Results | Skills Check Off Date | Issue Date | Action |
|------------------------------------|-----------|--------------|-----------------------|------------|--------|
| Bryan bryan.ross@heart.org | Ross | - | - | - | ... |
| Kathryn kathryn.clark@heart.org | Clark | Pass | 09-06-2023 | 09-06-2023 | ... |

Showing 1 to 2 of 2 entries

Figure 16

- The class is now “finalized” and cannot be edited
- The class will be listed in the Classes search for the TC and Training Site (if it was taught under the TS)

IMPORTANT TO NOTE:

- **Entering the Issue Date:**
 - Issues the eCard to the student
 - Auto-claims the eCard
- **The student will receive a notification on their dashboard reminding them to take the class survey.**

2. What the Student Sees

2.1. Tasks to Complete on their Dashboard (Figure 17)

- There will be Class Updated tiles that need to be viewed, showing the Instructor-entered data.
- There will be a View eCard tile.

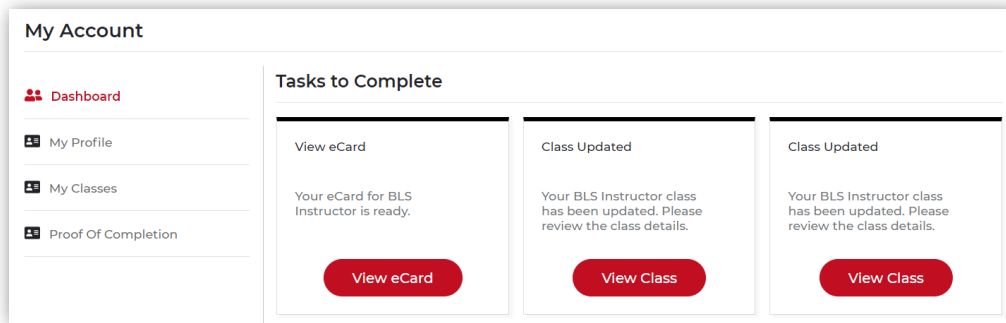


Figure 17

2.2. Proof of Completion (Figure 18)

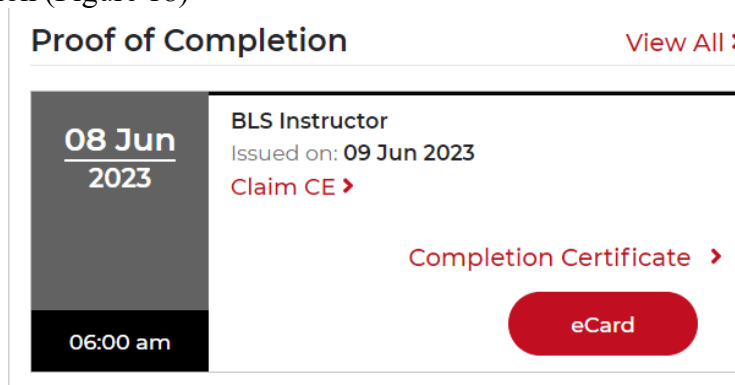


Figure 18

- The card displays:
 - The class information
 - The eCard information
 - A link to claim any available CEs provided by the class
 - Links to view the certificate or the eCard