Class Management Tool – Manage an Instructor Class

An Instructor class is no different than any other class created in the Class Management tool. The Instructor selection dropdown will populate with available Faculty to teach the class.

Manage an Instructor 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)

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	View / Edit Bang 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 in Atlas, they will have a "task" tile displayed on their Dashboard notifying them to accept the invitation
 - Resend Invitations
 - Cancel the Class
 - Finalize Roster

★ BLS Instructor				Edit Class >
This BLS Instructor class is being offered as indi	cated below.			
Instructor 23012873058 / Kattie Vonasek	Location Telangana, India		Date Time 10-06-2023 06:00 am	
Student Details Class Details				
Student Roster				Add Student >
Student Search	Registrat	tion Status		
Enter Name or Email	Q All	*		Resend Invitations
Email Address	First Name	Last Name	Enrolled By	Actions
bryan.ross@heart.org	Bryan 🚯	Ross	Invited	
kathryn.clark@heart.org	Kathryn 🚯	Clark	Invited	
Showing 1 to 2 of 2 entries				
Cancel 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). This can be done:
 - 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

Finalize Ro	ster
American Heart Association. Atlas	Are you sure you want to finalize the roster? You will not be able to add or remove students once you finalize the roster. You will not be able to add or remove students once you proceed.
	Cancel Finalize

Figure 4

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

irst Name/Email ID	Last Name	Exam Results	Skills Check Off Date	Issue Date	Actio
Bryan bryan.ross@heart.org	Ross	-	-	-	•••
Kathryn 🚯 kathryn.clark@heart.org	Clark	-	-	-	•••



- 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

Student Roster			Upi	oad Results Downloa	ia Questions
arch					
earch Student	Q				
port >				Sort By: First Nam	ne 🗸 🎶
port >				Sort By: First Nam	ne 🗸 🎶
udents in Progress					
	Last Name	Exam Results	Skills Check Off Date	Sort By: First Nam	Action
udents in Progress	Last Name Ross	Exam Results	Skills Check Off Date		

Figure 6

- 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 Studen	t 🛻



- 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)
 - o 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 0 kathryn.clark@heart.org	Clark	-		-	***
howing 1 to 1 of 1 entries					
Completed Students					
First Name/Email ID	Last Name	Exam Results	Skills Check Off Date	Issue Date	Action
Bryan	Ross				

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)

Upload Results Upload result for any of the Exam Type	e below Exam Type				
Select Exam Type					
Issue Date			Cancel	Proceed)
Final Exam					
Skills Check Off		-		-	
	Eiguna 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)

Import Results
Upload File Here
Instructions
1. Download the CSV UTF-8 (Comma delimited) template.
2. Provide the details in the indicated format with values separated by commas.
3. Alternately, export them from your spreadsheet by using the "Save As" option to save it as a CSV UTF-8 (Comma delimited).
4. Upload your CSV UTF-8 (Comma delimited) by clicking "Choose File" below.
Choose File
Cancel Upload

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	-	-	-	***
Kathryn 📵 kathryn.clark@heart.org	Clark	-	-	View / Edit Fail Student	-

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
 Skills Check Off Date

 Final Exam Score
 Skills Check Off Date

 MM / DD / YYYY
 MM / DD / YYYY



- 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 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)
 - Click Update (this action will issue the eCard)
 - 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)

Last Name	Exam Results	Skills Check Off Date	Issue Date	Action
Clark	Pass	09-06-2023	-	•••
Last Name	Exam Results	Skills Check Off Date	Issue Date	Action
	Clark	Clark Pass	Clark Pass 09-06-2023	Clark 99-06-2023 -



- 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 student (Figure 16)

🕈 Student Roster				Download Q	uestions >
Search					
Search Student	Q				
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 0 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 Training Center 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 tile on their Dashboard reminding them to take the class survey

2. What the Student sees

- 2.1. Tasks to Complete tiles (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

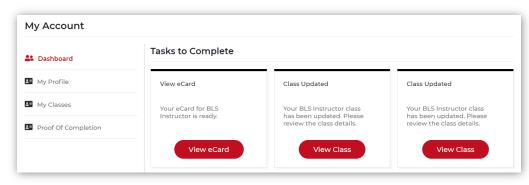


Figure 17

2.2. Proof of Completion (Figure 18)

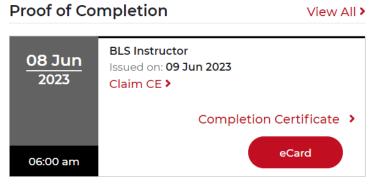


Figure 18

- The card displays:
 - The class information
 - The eCard information
 - o A link to claim any available CEs provided by the class
 - Links to view the certificate or the eCard
- 2.3. My Disciplines (Figure 19)

My Disciplines	View More >
Disciplines	Primary Alignment
Basic Life Support	None
Heartsaver	None

Figure 19

- The card displays:
 - The Disciplines and the alignment
 - o Click View More to search for a TC and request an alignment

• Atlas will open a pop-up dialog box recommending an alignment with the TC/TS from which the student took the Instructor class (Figure 20)

Recommended Ali	gnment		к
• Training Center	AHA - Int'l Test TC Training Center ID:5393 Location 7272 Greenville Ave. (6.77 Miles Away)		Disciplines
		Cancel	BLS Request to Align

Figure 20

- To Request this alignment, click the Request to Align button
 - The request will appear on the TCC's Dashboard
 - Once the alignment is accepted, it will show on the Instructor's Dashboard
- To request additional alignments, use the Training Center and Training Site Search features to search for other TCs or TSs