Considerations for Finalizing a Class Roster for an Instructor Class

If you are finalizing the class roster for an Instructor class and are receiving the "Insufficient Inventory" error message, **please read these troubleshooting steps**. Some of these steps are related to your eCard inventory settings and permissions.

Program Administration Manual (PAM) Requirements for Instructor Classes

• As a reminder, only Training Center Coordinators can issue eCards.

Atlas Tips

- Once you have completed the Instructor class, please change the "eCard inventory comes from" from Training Center (TC) inventory back to Individual. You want to switch it back to Individual because this setting impacts all cards issued when creating classes, not just the cards created by the Training Center Administrator (TCA) or TCC.
- Students who register themselves in an "approval-based" designated class, do not receive an email notification via a tile on their Atlas dashboard. Once the Instructor/TCC/Admin views the class, they will have a notification on the roster to approve enrollment of the student.
- Students who register themselves in an "auto-enroll" designated class, do not receive an email or notification via a tile on their Atlas dashboard. The Instructor also will not receive an email or a dashboard notification because there is no action for the Instructor to take. An Instructor can see all enrolled students on their class roster.
- Instructor candidates do not have to accept the invite for you to continue with the process of finalizing the roster and managing the Instructor class.
- The Instructor that has taught or will be teaching the Instructor course, must be listed as a Training Faculty (TF) for them to appear on the dropdown list of Instructors when creating the class. If you have multiple members listed, then you need to find the person who is listed as Training Faculty for the class in which the roster needs to be finalized.
- Any Faculty member who has class management permissions can create and issue instructor classes.

NOTE: The "Insufficient Inventory" message is occurring because the "eCards inventory comes from" option under the Training Center's information has a default setting of "Individual". **Please change this to "TC Inventory."** The system reads "Individual" as if the eCards will be coming from the Instructor's inventory who taught the course instead of the TC's inventory. You may need to change the permissions under your Faculty list to TC or TS inventory as well.

Troubleshooting Tips: Insufficient Inventory Message

1. Click on Training Center tab (Figure	1)
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Dashboard Classe	Training Center A	Training Resources ¥	Help & Support ¥		
	Training Center >				
	Roles	Admins	Faculty	Instructors	
	Primary Alignments	Classes	Exams		
	Training Site >				
	Coordinators	Admins	Faculty	Instructors	
	Primary Alignments	Classes			
	Class Locations >				
	eCards 🕑				
	Classes I Teach >				
	My Alignments >				

Figure 1

2. Click on Training Center in drop down menu (Figure 2)

Dashboard	Classes 🗸	Training Center 🔨	Training Resources 🗸	Help & Support 🗸		
		Training Center >				
		Roles	Admins	Faculty	Instructors	
		Primary Alignments	Classes	Exams		
		Training Site >				
		Coordinators	Admins	Faculty	Instructors	
		Primary Alignments	Classes			
		Class Locations >				
		eCards 🛃				
		Classes I Teach >				
		My Alignments >				

Figure 2

3. After you click on Training Center, you will see "Edit" on the right-hand side. Click Edit (Figure 3)

AHA Training Center		Edit>
Because the official records for Training Centers are from within this platform.	largely housed elsewhere, most of the information for	is not editable
Training Center Details		
American Human Association. Atlas		
Training Center ID	Security ID	

4. Scroll down and change the "eCards inventory comes from" option from Individual to Training Center (Figure 4)

Advanced Cardiovascular Life Support	
Basic Life Support	
Pediatric Advanced Life Support	
Heartsaver	
Pediatric Emergency Assessment, Recognition, and Sta	abilization
ACLS for Experienced Providers	
Card Type	
Digital	
Enrollment Cutoff Date	Withdrawal Cutoff Date
Days Before	Days Before
Days Before eCard Inventory Comes From * Training Center Individual Contact and Communication Training Center Coordinator Name	Days Before Training Center Coordinator Email Addr
Days Before eCard Inventory Comes From • Training Center • Individual Contact and Communication Training Center Coordinator Name	Days Before Training Center Coordinator Email Addr

Figure 4

5. After you complete the above steps, you need to check the Faculty Permissions and change the Permissions setting if needed.

The reason you need to take this step is because when the class is created, the Instructor or Faculty teaching the class needs to be listed. Therefore, the Instructor or Faculty needs to have the correct permissions as well.

6. Click on the Training Center tab and choose Faculty from the drop-down menu (Figure 6)



Figure 6

7. Once you're in the Faculty section, click on the elipses under the "Actions" column that are displayed at the end of the row where the person's name is listed.

a. A pop-up menu will appear with two options. Select Permissions (Figure 7)

🛊 Faculty					
Training Faculty are AHA Instructors assign	ed by thei	r Training Center to facilitate AHA Instructo	r courses		
Role		Training Site		Disciplines	
Faculty	~	Choose a Training Site	*	Choose a Discipline	*
Search					
Search Enter name, email, or instructor ID	٩				
Search Enter name, email, or instructor ID	٩				
Search Enter name, email, or instructor ID Export >	٩			Sort by: Last Name	* 44
Search Enter name, email, or instructor ID Export > First Name Last Name Er	Q mail Addre	ess Organisation		Sort by: Last Name Discipline	→ ↓↑ Action(s)
Search Enter name, email, or instructor ID Export > First Name Last Name Er	Q mail Addre	ess Organisation		Sort by: Last Name Discipline / Heartsaver, BLS	v الم Action(s)

Figure 7

8. In the "eCard Inventory Comes From," you will want to make sure that Training Center is selected and not Faculty (Figure 8)

	rmission
★ Faculty Permissions for	
Name	
eCard Inventory Comes From	
Permissions	
Permissions	₩ Write

Figure 8

9. After Training Center is selected, scroll down and click the Update button (Figure 9)

2 Read	Write
Allows to Search and View the list of Classes Locations of an Organization , Export a report of the same, View details of each Location and to locate them on Google Maps.	Grants access to Create, Update, Activate, Deactivate and Delete Class Locations of an Organization.
	Cancel Reset to default Update

10. Now you can finalize the roster!