

## Class Management – Find A Class

### Entering Class Information to Best Serve Prospective Students:

Atlas users who have permissions to create classes in Atlas Class Management need to communicate contact information and class details to be shared with students through the Find a Class tool. In the Atlas Class Management tool, there are several data fields, or sections, where this information can be entered so that it is shared with students.

When a TCC/TSC/TCA/TSA/Faculty/Instructor understands what information a student sees when they search a class using the AHA’s Find a Class feature, they can update or modify the data in the sections indicated by the red arrows below (Figure 1) to display what they want the student to know or do. The information in the outlined green boxes below indicates where the TCC/TSC/TCA/TSA/Faculty/Instructor can find the correlating data fields to input contact information and class details when they create a class.

### Find a Class – Student Search

When a student searches the Find A Class tool to enroll in a class or to find a class near them, the results of their search are displayed (Figure 1):

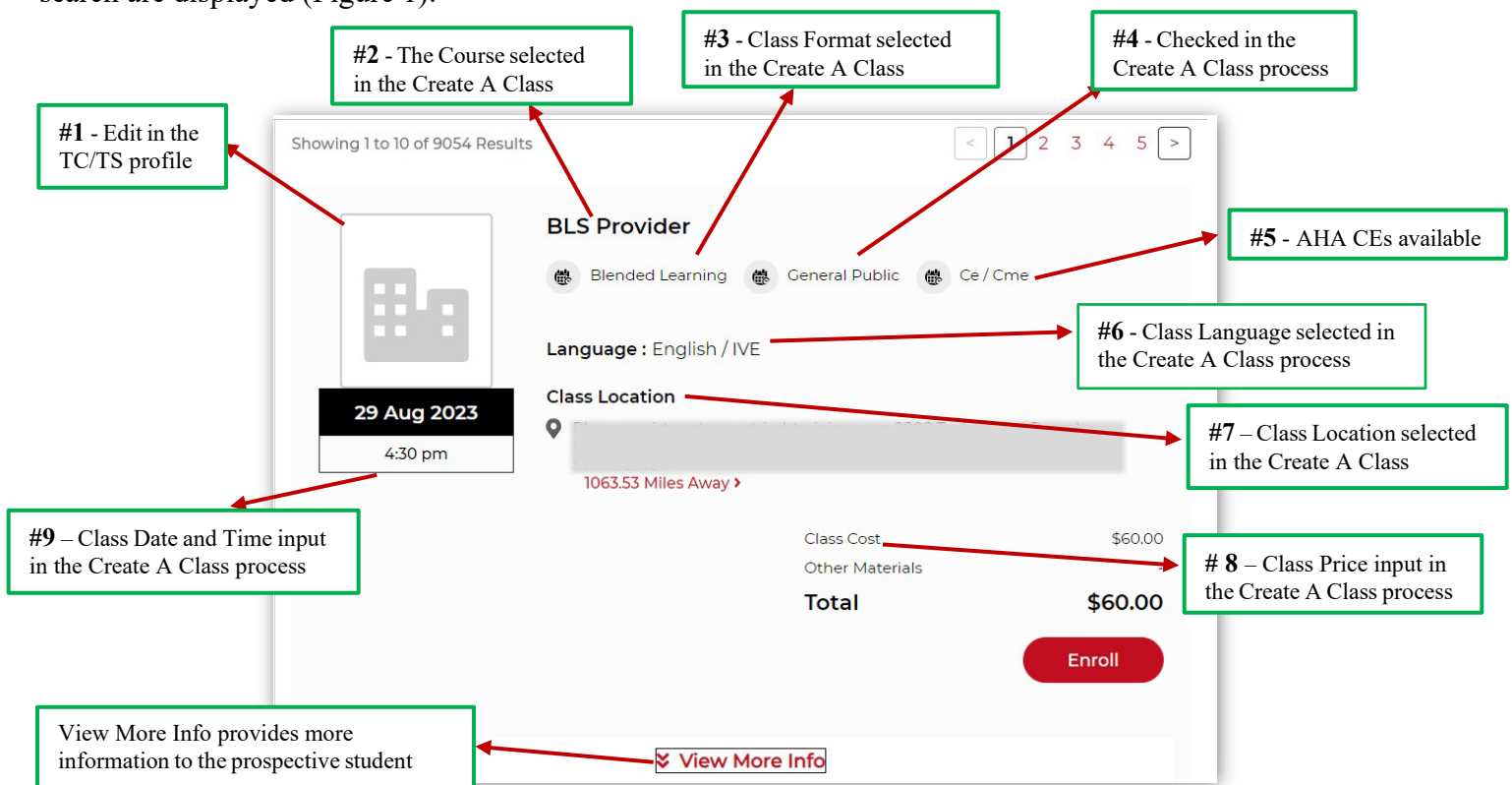


Figure 1

The information displayed in the search result comes from:

- The Training Center or Site “details” sections, which must be edited by the TCC or TSC
- The selections made when creating a class
- The Instructor Profile

The **View More Info** link provides the prospective student with additional information about the class, Training Center or Training Site, and Instructor (Figure 2):

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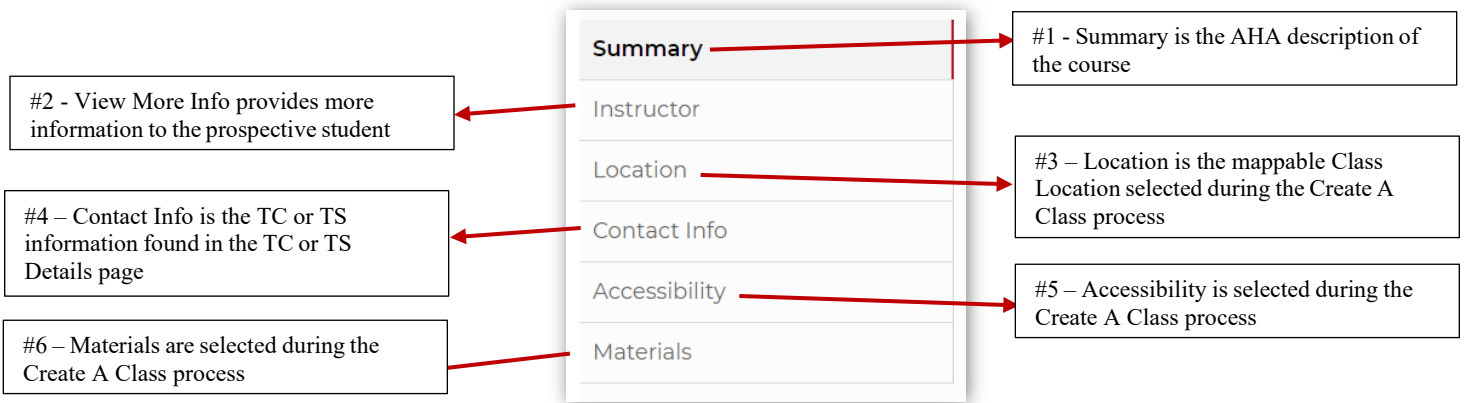


Figure 2

When a prospective student clicks on each section above, the information will be displayed to the right of the selection box (matches descriptions given above). The screenshots below show what each section like when clicked/expanded:

- #1 – Summary:


<b>Summary</b>	Basic life support (BLS) training reinforces healthcare professionals' understanding of the importance of early CPR and defibrillation, performing CPR, choking relief, using an AED, and the role of each link in the Chain of Survival.
Instructor	
Location	
Contact Info	
Accessibility	
Materials	

- #2 – Instructor:

Summary	 <b>Instructor Name</b> <b>Bio</b> <b>Other Skills</b> 👤
<b>Instructor</b>	
Location	
Contact Info	
Accessibility	
Materials	

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- #3 – Location:

Summary	<b>Location Info</b>	 <a href="#">View on Map &gt;</a>
Instructor	Class Location Name	
<b>Location</b>		
Contact Info		
Accessibility		
Materials		

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- #4 – Contact Info:

Summary	<b>Training Center Name</b>
Instructor	TC/TS Name
Location	<b>Contact</b>
<b>Contact Info</b>	Phone: -
Accessibility	Email: -
Materials	Website: -
	<b>Address</b>
	TC/TS Address

- #5 – Accessibility:

Summary	✓ Ramp
Instructor	✓ Parking for the Disabled
Location	
Contact Info	
<b>Accessibility</b>	
Materials	

- #6 – Materials:

Summary	Materials Required	Included	Not Included
Instructor	BLS Provider Manual (EBOOK)	✓	
Location	BLS Provider Manual (PRINT)	✓	
Contact Info			
Accessibility			
<b>Materials</b>			

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## Class Management – Create A Class

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Classes can be created by any role within the TC if the permission is given for that role or individual.

- Only organization administrators (TCCs, TCAs, TSC, and TSA) can create classes and assign any Instructor within their organization(s) as the Instructor for the class
- Instructors can only assign themselves when creating classes

## Create a Class

The information displayed for the TC(s) you are aligned with either as Primary or Secondary comes from your Profile. To update your Instructor Profile:

1. From the dashboard, click Training Center
2. Select Classes (Figure 1)

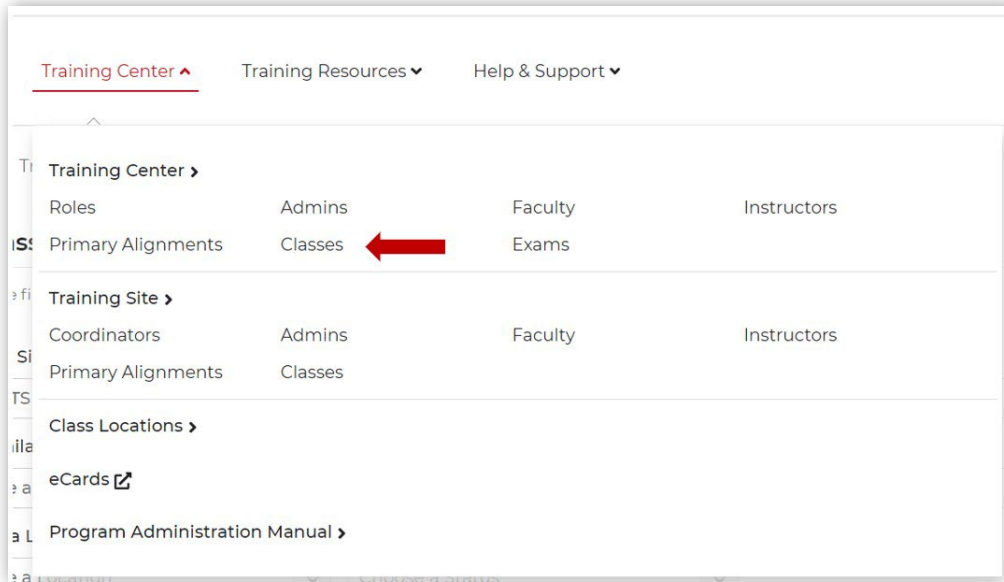


Figure 1

3. From the Class List page, select Add a Class (Figure 2)

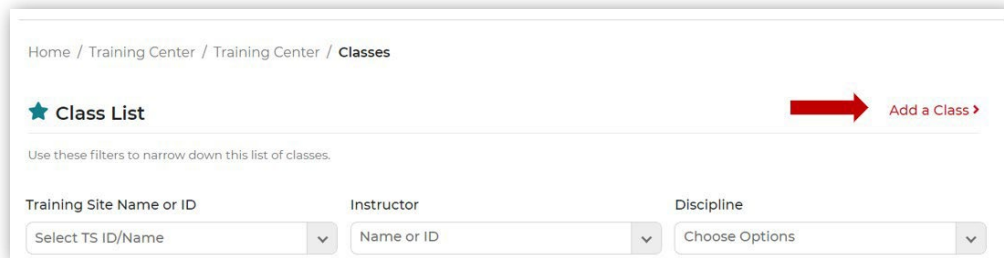


Figure 2

4. From the Create a Class page, complete the data fields using the dropdown lists provided
  - a. Starting with Course Information (Figure 3)

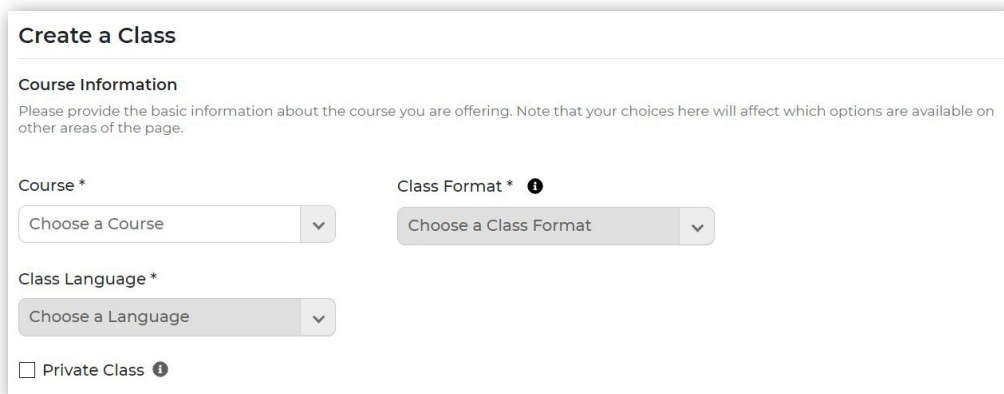


Figure 3

- b. Select the following data fields and using the dropdown boxes

## Course Information:

- i. Course (Refer to Page 1, Figure 1, Arrow/Text #2)
  1. Once selected, will activate the Class Format data field
- ii. Class Format (Refer to Page 1, Figure 1, Arrow/Text #3)
  1. This is how the class will be conducted (classroom or blended)
  2. Making a selection will activate the Class Language data field
- iii. Class Language (Refer to Page 1, Figure 1, Arrow/Text #6)
  1. This indicates the language the class will use for materials and in the classroom
  2. Making a selection will activate the following data fields (Figure 4):

**Create a Class**

**Course Information**  
Please provide the basic information about the course you are offering. Note that your choices here will affect which options are available on other areas of the page.

Course \*  
ACLs Provider x v

Class Format \* ⓘ  
Classroom x v

Class Language \*  
English/IVE x v

Exam \*  
Select Exam Type v

Proof of Completion \*  
Select Proof of Completion v

Purchase Code  
Select Purchase code v

Private Class ⓘ

Figure 4

- iv. Exam (required field): Not every course has an exam, so this field appears based on the type of course selected. Options include:
  1. Online – Exam is offered through the eLearning portion completed on the online platform
  2. Offline – Exam is offered in the classroom
  3. Both – This indicates a mix of both online and offline (for example, a preassessment exam and a final exam)
- v. Proof of Completion (required field): What type of proof of completion will be provided
  1. Digital – AHA eCard
  2. Print – Printed paper card (**not available in the US**)
- vi. Purchase Code: This is only required for eBooks and eLearning; purchase code acts as a license to access online inventory
- vii. Private Class (Figure 5):

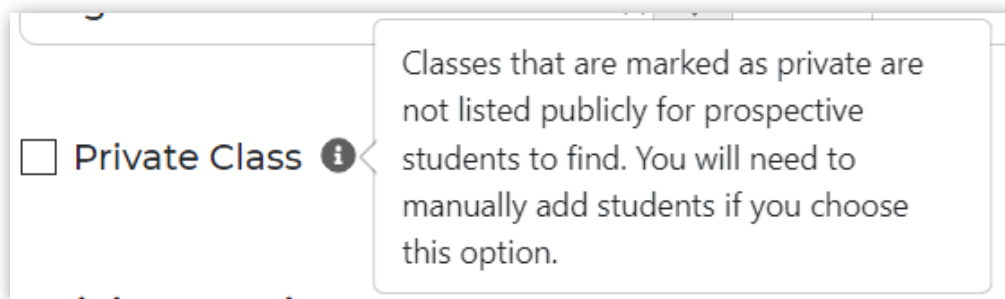
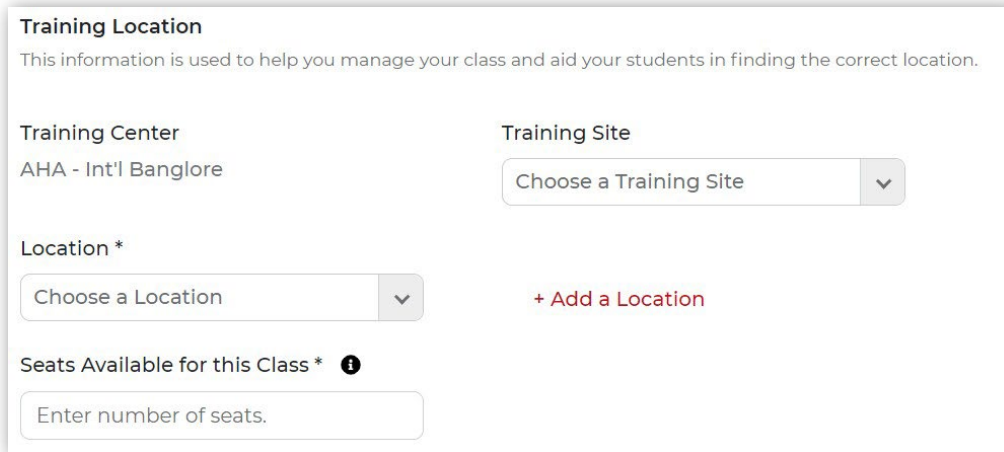


Figure 5

## Training Location (Figure 6):

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- i. Training Center: Auto-populated based on the TC of the user creating the class
- ii. Training Site: Select from the dropdown list populated with the names of Training Sites for the TC
- iii. Location (required field) (Refer to Page 1, Figure 1, Arrow/Text #7)
  1. Select from the dropdown list
  2. Add a Location, if needed (see Create Class Location Job Aid)
- iv. Seats Available for this Class: Maximum number of students allowed to enroll in the class



**Training Location**  
This information is used to help you manage your class and aid your students in finding the correct location.

Training Center  
AHA - Int'l Bangalore

Training Site  
Choose a Training Site

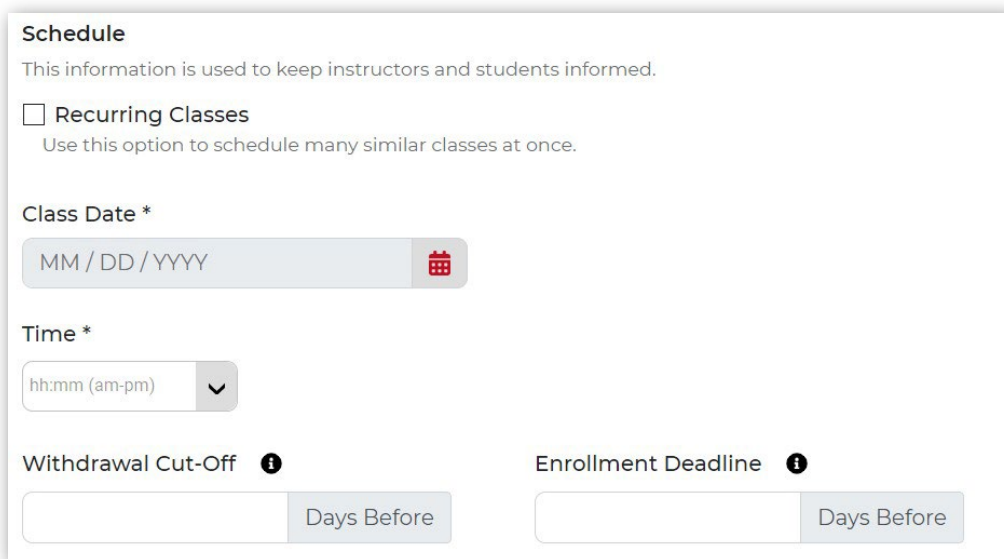
Location \*  
Choose a Location + Add a Location

Seats Available for this Class \* ⓘ  
Enter number of seats.

Figure 6

### Schedule (Figure 7):

- i. Recurring Classes: This is used to schedule many similar classes at one time; the first recurrence must be 7 days after the date of the original class
- ii. Class Date (required field) (Refer to Page 1, Figure 1, Arrow/Text #9)
- iii. Time (required field) (Refer to Page 1, Figure 1, Arrow/Text #9)
- iv. Withdrawal Cut-Off: The number of days prior to the beginning of the class that students will not be allowed to withdraw from the class
- v. Enrollment Deadline: The number of days prior to the beginning of the class that no new students will be allowed to enroll



**Schedule**  
This information is used to keep instructors and students informed.

Recurring Classes  
Use this option to schedule many similar classes at once.

Class Date \*  
MM/DD/YYYY

Time \*  
hh:mm (am-pm)

Withdrawal Cut-Off ⓘ Days Before

Enrollment Deadline ⓘ Days Before

Figure 7

### Instructor Information (Figure 8):

- i. Instructor (required field): Based on the course details provided earlier, the dropdown list will display the available list of Instructors
- ii. Supporting Instructors:
  1. Enter the name or Instructor ID# of any supporting Instructor(s)
  2. Enter as many supporting Instructors as necessary

**Instructor Information**  
Instructors selected here will be able to access (and potentially manage, depending on permissions) the details of this class.

Instructor\* Supporting Instructor ⓘ

Enter an ID or Name Enter an ID or Name

Please provide course details, class date, and class time above to see the list of available instructors.

Figure 8

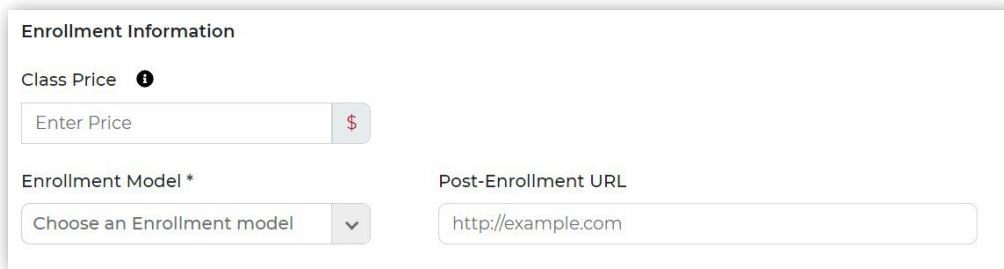
## Important Points to Note:

- If a user logs in as a TCC/TCA/TSC/TSA, the Instructor dropdown list displays all the Instructors aligned with the selected Training Center/Training Site and selected course who are available during the specific time of the class
- If a user logs in as an Instructor, only that Instructor’s name displays in the Instructor dropdown list, as long as that Instructor is available for the specific time of the class
- A user can select any number of Supporting Instructors necessary for the number of students allowed in the class
- Supporting Instructors will only have Class Management “Read” permissions, while the Primary Instructor will have Class Management “Read” and “Write” permissions
- The TSC/TSA role should have Class Management “Write” permissions to create a class for the respective Training Sites

## Enrollment Information (Figure 9):

- i. Class Price (Refer to Page 1, Figure 1, Arrow/Text #8)
  1. This is the fee the student should expect to pay for the class; it may or may not include materials
  2. You may bundle the class and materials costs into one fee
- iii. Enrollment Model (required field):
  1. Auto-Enroll – Students may directly enroll
  2. Approval-Based – Students must wait until the Organization Admin or Instructor approves the enrollment
- iv. Post-Enrollment URL\*: The URL (web address) where the student can find more information, purchase the class, or purchase class materials once they are enrolled in the class
  1. URL of the vendor from which students should purchase materials if not using ShopCPR (for example, WorldPoint at [www.worldPoint.com](http://www.worldPoint.com))
  2. Of a website you want the student to go to after they enroll in the class (for example to pay for the class, or complete enrollment with the TC)





The screenshot shows a form titled "Enrollment Information". It contains the following fields:

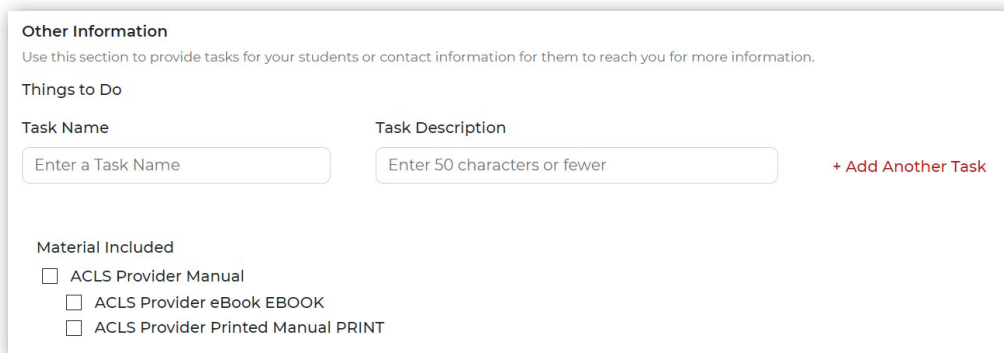
- Class Price**: A text input field with a dollar sign icon on the right.
- Enrollment Model \***: A dropdown menu with the text "Choose an Enrollment model".
- Post-Enrollment URL**: A text input field containing "http://example.com".

Figure 9

**Other Information** (Figure 10): Use this section to provide students with additional information and contact information. Be specific.

**Things to Do:**

- i. Task Name
  1. Use up to 25 characters
  2. Enter as many tasks as necessary. Tasks may include purchasing materials from the Instructor, TC, or specific AHA vendor (such as WorldPoint)
  3. Name the task so it is understandable (for example “Purchase Materials”)
- ii. Task Description
  1. Use up to 500 characters to describe the task
  2. For example, using the above example of for purchasing classroom materials, enter the WorldPoint URL
- iii. Add Another Task: Enter as many tasks as necessary
- iv. Material Included (Refer to Page 2, Figure 2, Arrow/Text #6)
  1. Check only those materials that will be included in the cost displayed on the search results “tile”
  2. DO NOT check any of the items if students should purchase their materials directly from the TC, from the Instructor, or from WorldPoint
  3. Check the items ONLY if students should purchase from ShopCPR



The screenshot shows a form titled "Other Information" with the instruction: "Use this section to provide tasks for your students or contact information for them to reach you for more information."

**Things to Do**

**Task Name**: Enter a Task Name

**Task Description**: Enter 50 characters or fewer

[+ Add Another Task](#)

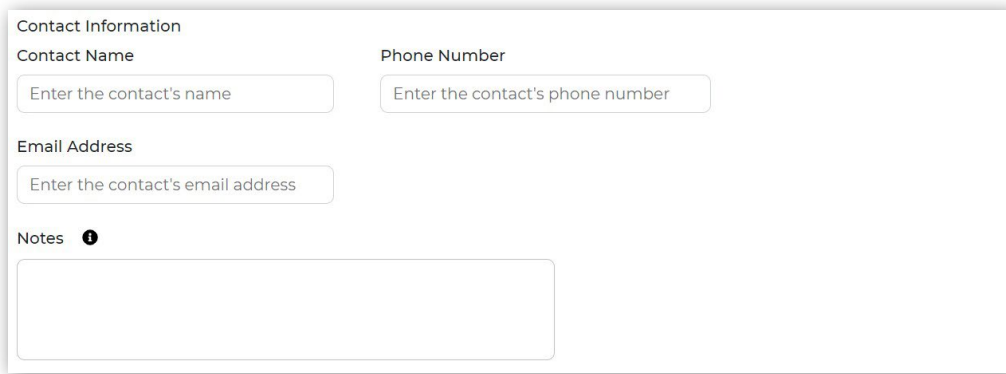
**Material Included**

- ACLS Provider Manual
- ACLS Provider eBook EBOOK
- ACLS Provider Printed Manual PRINT

Figure 10

**Contact Information** (Figure 11): List whom the student should contact with any questions

- i. Contact Name
- ii. Phone Number
- iii. Email Address
- iv. Notes: Use this field to add any additional information the student needs to know before the class starts



Contact Information

Contact Name

Phone Number

Email Address

Notes ⓘ

*Figure 1*

- c. Click Create: This action adds the class to the search results for the TC or Site