## Update/Confirm/Download Data on the Instructor Network (IN)

### **Update All Roles for Your Training Center**

As TCC you will need to ask your Instructors to update their Profile on the IN to be sure their contact information, disciplines, and alignments are current. Please direct your Instructors to the **Instructor Job Aid** – **Update Profile on Instructor Network** for step-by-step instructions on updating their Profile.

\*\*CAUTION\*\* As TCC NEVER update your information using My Profile. <u>ALWAYS</u> submit a *TC Update Form* to <u>TCCSupport@heart.org</u>. You can get the form by contacting your Account Lead/Specialist.

All other roles (Training Center Admin, Training Sites, Training Site Admin, and Faculty) can be updated by either the TCC or the TC Admin on the IN.

Continue to update all of this information until you are asked to not put any new information on the IN. At this time you will want to download or print all the current information so it can be verified once the new platform launches.

### **Display/Download All Instructors**

To review your Instructors or download the Instructor list on the IN, first display all Instructors. Start at My Dashboard:

• In the left-hand navigation pane, select My Training Center (Figure 1)



(Figure 1)

1. The new page defaults to display ALL USERS (Figure 2)

E	nerican Heart Associat CPR & First A mergency Car	ion. Nid diovascular Care	Find a C	lass Chat 💬	🛱 ShopCPI	Get Involved 🗸	Domestic TCC 💉
oard •	<ul> <li>News &amp; Ever</li> </ul>	its 🗸 🛛 Course Materi	ials 🗸 🛛 Tools & Resource	es v 🛛 PAM v	Help & Suppo	ort v	
AL	LUSERS INSTRUC	TORS - ECARD ADMINS	ECARD LOCATIONS - 1	TC ADMINS - TS	COORDINATORS -	SITES - FACULTY -	
н	DE FILTERS -						ADD USER -
FIF	RST NAME			LAST NAME			
EN	IAIL						
		∖dmin □ TC Admin □ Tra	sining Faculty				
	APPLY FILTERS	CLEAR					
	First Name	- Last Name	- Email			Roles	
•	First Name Maddie	Last Name Dorsey	maddie.dorsey@h	eart.org		Roles     Instructor	~
							~
•	Maddie	Dorsey	maddie.dorsey@h	art.org		Instructor	Instructor



2. We are focusing on Instructors for this task, but you may change the group of people you want to focus on by selecting a tab across the top of the page (Figure 3)

	ican Heart Association. R & First Aid ergency Cardiova	scular Care	Find a Cl	ass Chat 👁	ShopCP!	R Get Involved 🗸	Domestic TCC 🗸	Q
Dashboard 🗸	News & Events 🗸	Course Materials 🗸	Tools & Resource	rs v PAM ∨	Help & Suppo	ort v	10	
ALL U	SERS INSTRUCTORS -	ECARD ADMINS - EC	CARD LOCATIONS - T	CADMINS - TS	COORDINATORS -	SITES - FACULTY -		

Figure 3

3. You may also hide the filter box by clicking the HIDE FILTERS button (Figure 4) to display more results in the grid on the lower section of the page.

# TCC Job Aid: Update/Confirm/Download IN Data

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н	IDE FILTERS -				· · · · · · · · · · · · · · · · · · ·	ADD USER
FIF	RST NAME			LAST NAME		
EN	IAIL					
	DLES					
		Admin C TC Admin D Ti	raining Faculty			
		Admin 🗆 TC Admin 📄 Ti	raining Faculty			
•		Admin TC Admin Ti	raining Faculty			
•	Instructor 🗆 eCard		raining Faculty			
•	Instructor C eCard	CLEAR			Patra	
	Instructor © eCard APPLY FILTERS First Name	CLEAR Last Name		Bheatlan		
•	Instructor C eCard APPLY FILTERS First Name Maddie	CLEAR Last Name Dorsey	Enait     maddle.dorsey@		Instructor	
	Instructor © eCard APPLY FILTERS First Name	CLEAR Last Name		heart.org		

Figure 4

4. To display only your Instructors, click the down arrow to the right of the INSTRUCTORS tab and select ALL INSTRUCTORS (Figure 5)

CPR &	nt Association. First Aid cy Cardiovascular Co	Find a Class Chat 🛥 👸 ShopCPR Get Involved 🗸 Domestic TCC 🗸 G
Dashboard 🗸 Nev	vs & Events 🗸 🦷 Course N	laterials 🗸 Tools & Resources 🗸 PAM 🗸 Help & Support 🗸
ALL USERS		MINS * ECARD LOCATIONS * TC ADMINS * TS COORDINATORS * SITES * FACULTY *
Users	Add an Instructor All Instructors Voice Assisted Manikin (VAM) BLS Instructors	
HIDE FILTE	ACLS Instructors ACLS EP Instructors	ADD USER *
FIRST NAME	Heartsaver Instructors	LAST NAME
EMAIL	ASLS Instructors	

Figure 5

- 5. The grid will display all of your Instructors, except Voice Assisted Manikins (VAMs). This display shows all your instructors including their first and last name, Instructor ID, email address, phone number and disciplines
- 6. The results in the grid can be sorted by any of the column headings by clicking on the column heading (Figure 6)

n	structors						
S	HOW FILTERS					ADD INSTRUCTO	R
	First Name 👻	Last Name 🤝	Instructor -	Email	Phone -	Disciplines	
•	Maddie	Dorsey	06110028537	maddie.dorsey@heart.org	2145702000	PALS Instructor	C
•	Maddie Amy	Dorsey Test	06110028537 04130169502	maddie.dorsey@heart.org amy.mcnulty1@heart.org	2145702000	PALS Instructor ACLS EP Instructor ACLS Instructor PALS Instructor PEARS Instructor	
> >	Amy				2145702000 3032464617	ACLS EP Instructor ACLS Instructor PALS	



- 7. The results grid contains a maximum 100 names. If you have more than 100 instructors you will need to page through the additional pages by clicking on the page selection in the lower right-hand side (Figure 7).
- 8. Also note the left-hand side below the grid displays the number of lines in the grid and the number of results.

Image: Sessica         TESTER         06130181742         j23runner@gmail.com         PALS Instructor           Nathan         McLain         02120078943         mclain.nathan10@gmail.com         214-55- 5555         ACLS Instructor BLS Instructor PALS Instructor

Figure 7

9. To download the full list of Instructors to an Excel spreadsheet, from the display 1<sup>st</sup> page, click the box on the far right to check all instructors (Figure 8).

AL	L USERS	INST	RUCTORS -	ECARD ADMINS -	ECARD LOCATIONS -	TC ADMINS -	TS COORDINATORS	<ul> <li>SITES •</li> </ul>	FACULTY -
In	struct	ors	s ——						
		_	-						
8	HOW FILT	ERS							ADD INSTRUCTOR
5	HOW FILT	ERS							ADD INSTRUCTOR
S	First Name		Last Name	✓ Instructor ✓ ID	Email		v Phone v	Disciplines	ADD INSTRUCTOR



10. Check the banner at the top of the grid to select all of your instructors or just the one page of instructors (Figure 9)

Instructors	
SHOW FILTERS	ADD INSTRUCTOR
	Your selection includes just the 100 instructors on the current page. OR Select all 294 instructors across 3 pages.
First Name 🤝 L	Last Name V Instructor V Email V Phone V Disciplines V

Figure 9

- 11. To select all instructors, click the underlined blue text stating "Select all XXX instructors across X pages."
- 12. Scroll to the bottom of the page where you find the Download Selected button. Click the button to download the list to an Excel file on your computer (Figure 10)

•	Nathan	McLain	02120078943	mclain.nathan	10@gmail.com		0	214-555- 5555	ACLS Instructor Instructor	BLS Instructor	PALS	
			DOWNLOAD	SELECTED	EMAIL SELEC	TED	MANAG	E DISCIPLIN	ES			294
how	ving 1 to 100 o	f 294 entries								Previous 1	2 3	Next
•												

Figure 10

### **Discipline Alignment**

- 1. The Instructor Discipline alignments, Primary and Secondary, must match what you have on file for the Instructor in your Instructor Records.
- 2. To update the discipline alignment for an Instructor
  - a. From the Instructors tab, on the My Training Center page, select the Instructors by discipline to view (Figure 11). You will want to step through each discipline that your TC is authorized to teach:

ALL	USERS	INSTRUCTORS - ECARD AD	MINS - ECARI	D LOCATIONS - TC ADMINS -	TS COORDINATORS -	SITES -	FACULTY -	
		Add an Instructor All Instructors Voice Assisted Manikin (VAM) BLS Instructors ACLS Instructors ACLS EP Instructors PALS Instructors	-				ADD U	ER -
	First Nan	PEARS Instructors	Ŧ	Email		- Rol	es	
•	Maddie	Heartsaver Instructors ASLS Instructors		maddie.dorsey@heart.org		In	structor	
	Amy			amy monulty1@beart org			structor	



b. In the resulting display, select the Instructor whose discipline alignment you want to review or update by clicking on the arrow to the left of their First Name (Figure 12)

Js	ers —			
SH	IOW FILTERS			ADD USER -
	First Name 🚽	Last Name 🚽	Email	Roles
,	Maddie	Last Name  Dorsey	Email maddie.dorsey@heart.org	Roles
, , , (	Maddie	Dorsey	maddie.dorsey@heart.org	Instructor



c. This exposes the selection buttons for that Instructor (Figure 13)

Us	ers —			
\$1	IOW FILTERS			ADD USER -
	First Name 🚽	Last Name 🚽	Email	Roles
•	Maddie	Dorsey	maddie.dorsey@heart.org	Instructor
•	Amy	Test	amy.mcnuity1@heart.org	Instructor
*	Kathryn	Clark	kathryn.clark@heart.org	Training Faculty Instructor
		UPDATE INSTR	UCTOR DISCIPLINES MAKE TO ADMIN MAKE ECARD	ADMIN
•	Registration	Test200	amy.mcnulty1@heart.org	Instructor

Figure 13

- d. Select UPDATE INSTRUCTOR DISCIPLINES
- e. From the Update Discipline Instructor Name page (Figure 14) you can: (NOTE: each discipline is listed as either Primary or Secondary, depending on the Instructor's alignments with other TCs. You cannot change the Primary or Secondary designation in the list)
  - i. Deactivate a discipline that is listed as APPROVED
  - ii. Or you may ADD a discipline
    - 1. When your ADD a discipline an email is generated, which you can review before sending, that notifies the Instructor an alignment for a named discipline has been added by you
    - 2. It will take several minutes for the system to process the action before you will see the results listed in the Instructor list

American Heart Association. CPR & First Aid Emergency Cardiovascular Care	Find a Class Chat 😁 🍟	ShopCPR Get Involved v Domestic	
oard 🗸 News & Events 🗸 Course Materials 🗸 1	Гools & Resources ∨ PAM ∨ Help	∂&Support ∨	
ALL USERS INSTRUCTORS - ECARD ADMINS - ECARD	LOCATIONS - TC ADMINS - TS COORDIN	ATORS - SITES - FACULTY -	
Update Discipline - Kathryn Cla Alert: Please note changes made here may take up to 5 minutes to b			
Secondary BLS Instructor Approved		SINSTRUCTOR CONTACT INFO	
O Deactivate   No Action	Name Kathryn Clark	Email kathryn.clark@heart.org	
Secondary ACLS Instructor Approved O Deactivate  No Action	Instructor ID 12081108424	Phone 3032464617	
Primary ACLS EP Instructor Approved O Deactivate  No Action			
Secondary PALS Instructor O Add			
Primary PEARS Instructor O Add			
Primary Heartsaver Instructor O Add			
Primary ASLS Instructor O Add			

Figure 14

f. Once the Instructor information has been reviewed and updated for all of your Instructors you should download the list for your files.

#### **Display/Download All Other IN Roles**

All other roles within your Training Center need to be updated as well. As we get closer to the launch date, download the TC's data to be able to verify the data.

• From your Dashboard, select My Training Center, and go through each tab across the grey ribbon to review and download each role in your TC (Figure 15).



Figure 15

- Depending on the number of entries in the grid, you may not be able to download the list
  - a. When you are unable to click the box on the far right side of the grid to select all (see Figure 8) and the Download button does not appear, you will need to:
    - i. take a screenshot of the list to print or save to another printable document, such as MS Word

ii. OR – you may print from your web browser, in which case you may need to change some print settings, such as the orientation of the paper (landscape), or the margins