

## 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. ALWAYS submit a TC Update Form to [TCCSupport@heart.org](mailto:TCCSupport@heart.org). You can get the form by contacting your Account Lead/Specialist.**

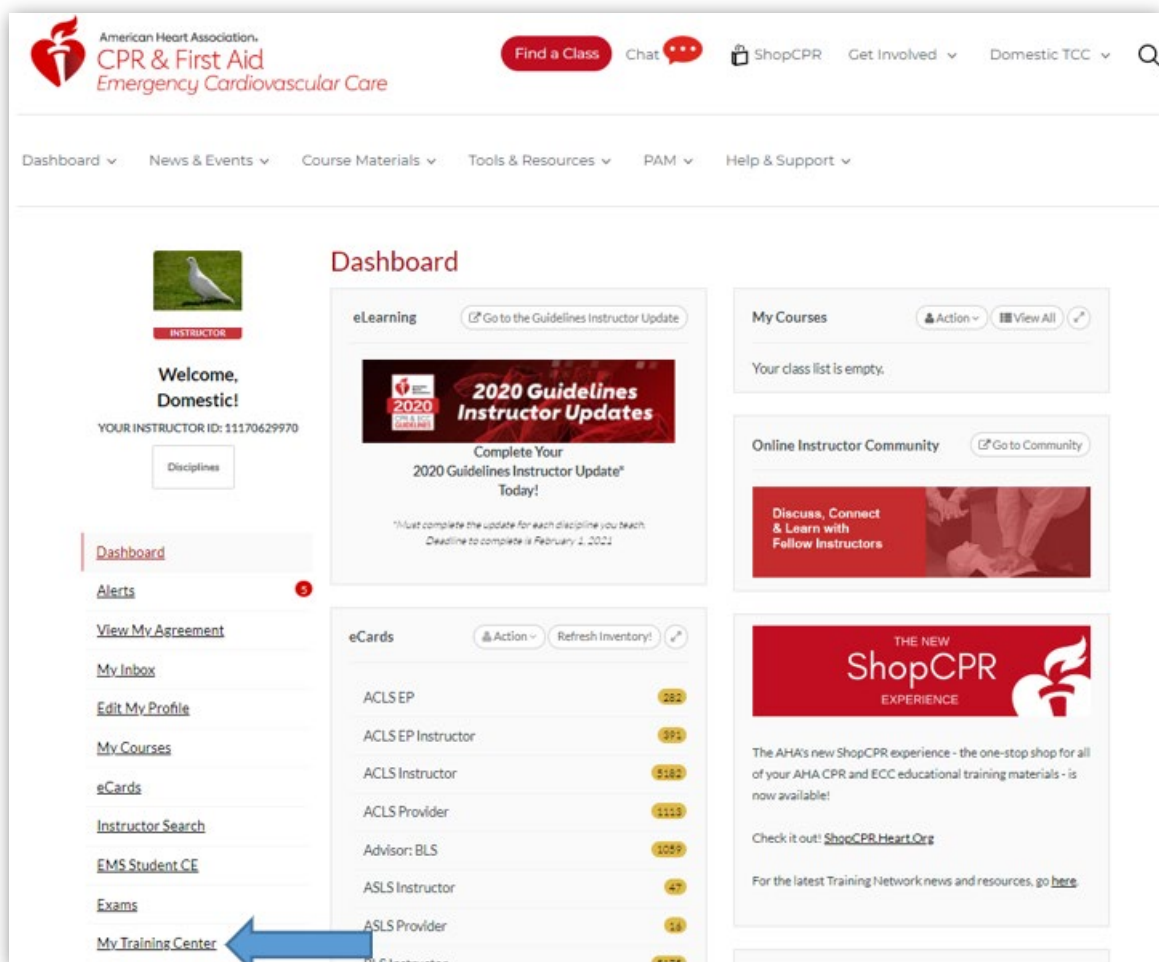
All other roles (Training Center Admin, Training Sites, Training Site Admin, and Faculty) can be updated by either the TCC or the TC Admin on the IN.

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:

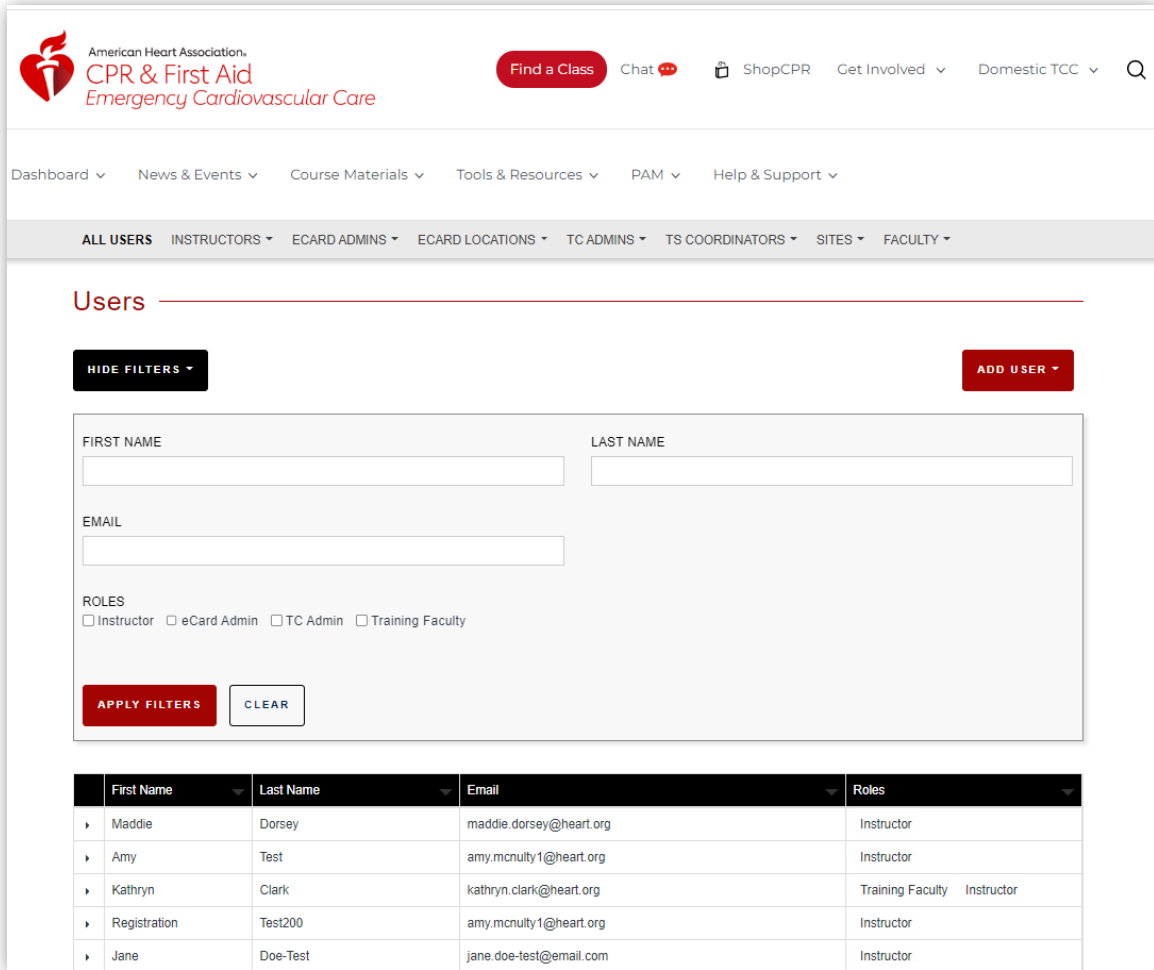
- In the left-hand navigation pane, select My Training Center (Figure 1)



(Figure 1)

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

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



(Figure 2)

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)

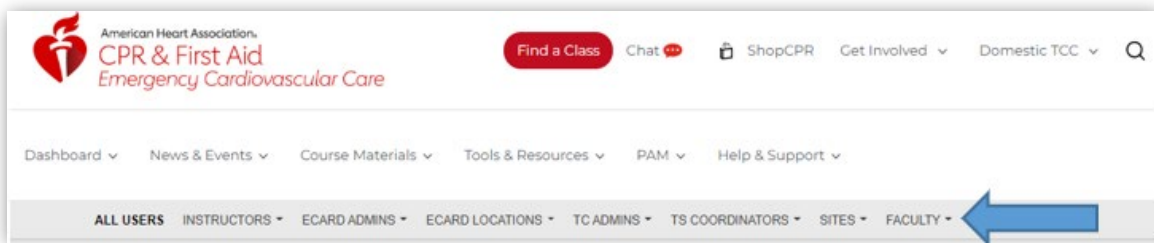


Figure 3

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.

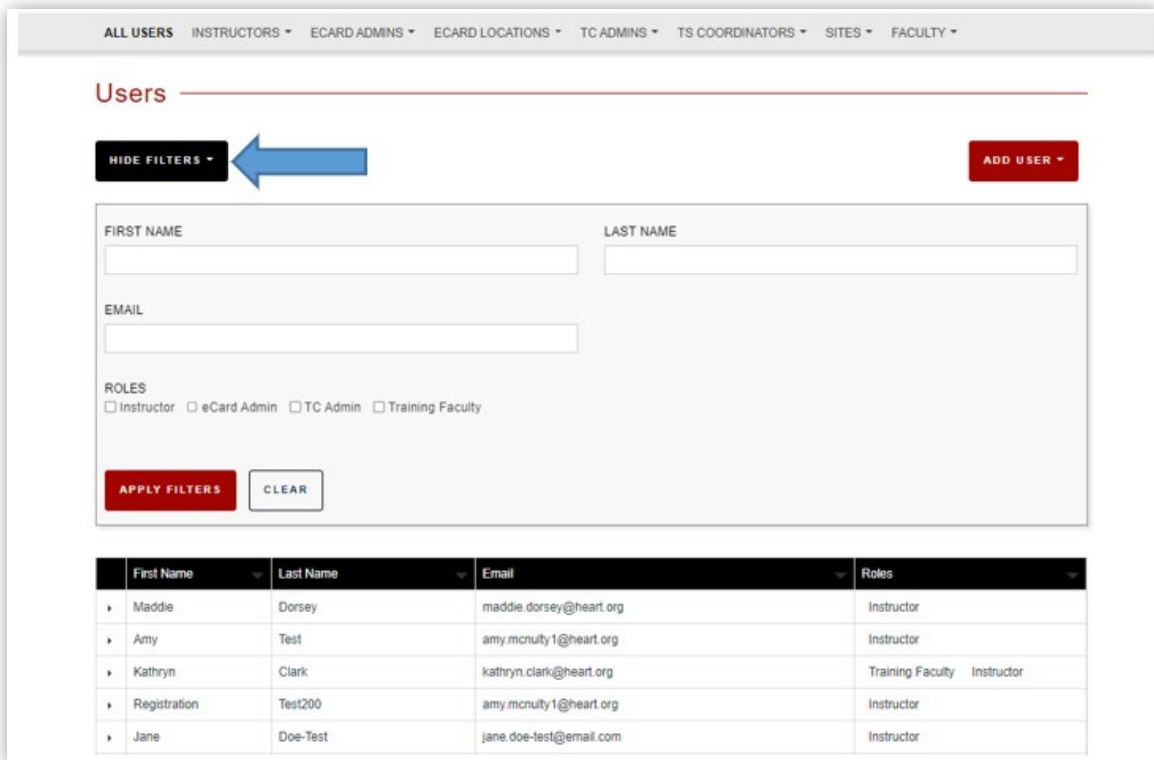


Figure 4

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

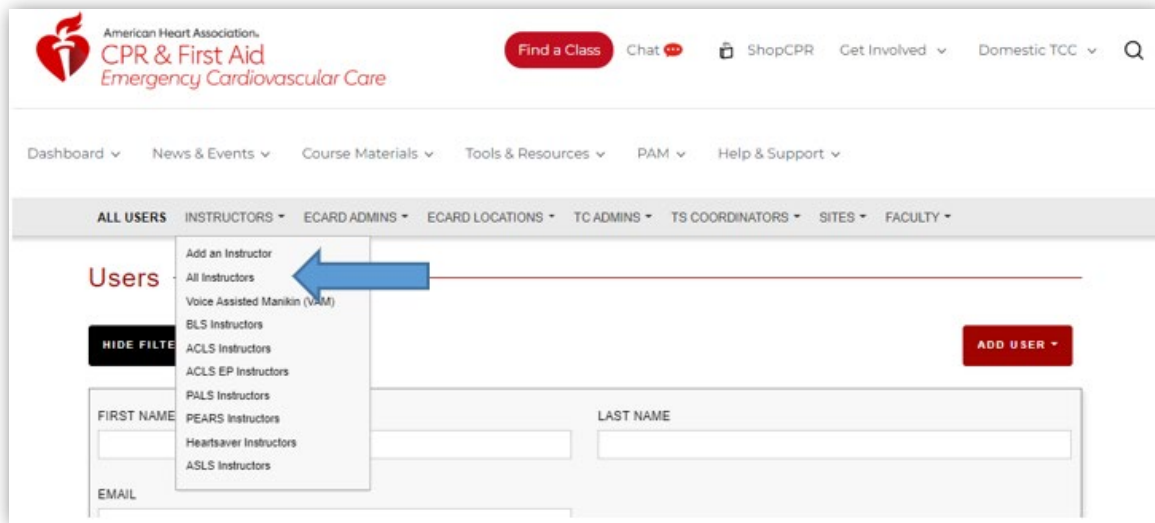
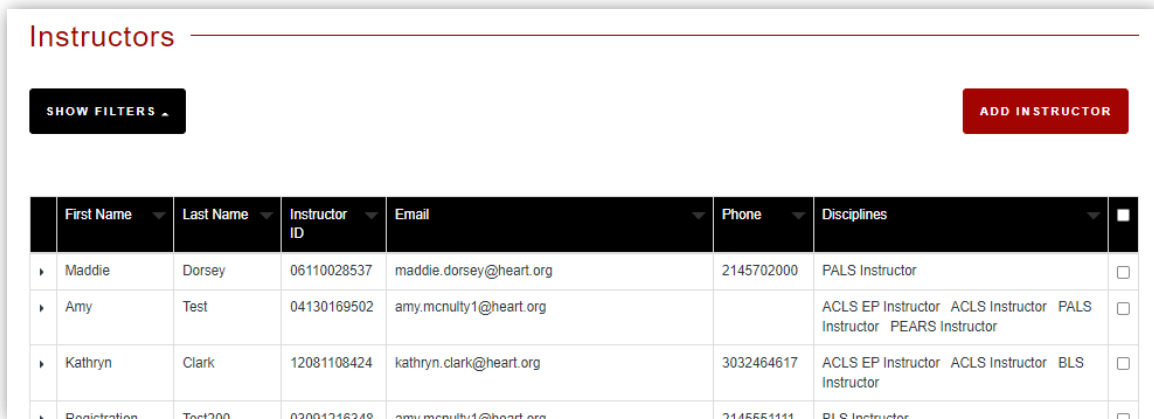


Figure 5

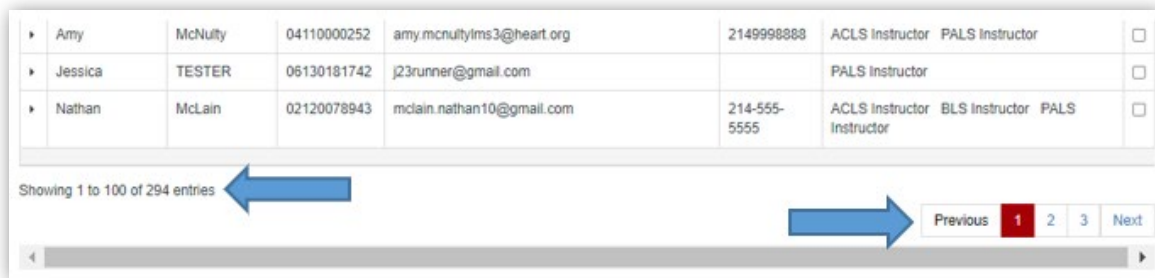
5. The grid will display all of your Instructors, except Voice Assisted Manikins (VAMs). This display shows all your instructors including their first and last name, Instructor ID, email address, phone number and disciplines
6. The results in the grid can be sorted by any of the column headings by clicking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



First Name	Last Name	Instructor ID	Email	Phone	Disciplines	
Maddie	Dorsey	06110028537	maddie.dorsey@heart.org	2145702000	PALS Instructor	<input type="checkbox"/>
Amy	Test	04130169502	amy.mcnuity1@heart.org		ACLS EP Instructor ACLS Instructor PALS Instructor PEARS Instructor	<input type="checkbox"/>
Kathryn	Clark	12081108424	kathryn.clark@heart.org	3032464617	ACLS EP Instructor ACLS Instructor BLS Instructor	<input type="checkbox"/>
Registration	Test200	02001216248	amy.mcnuity1@heart.org	2145551111	BLS Instructor	<input type="checkbox"/>

Figure 6

- 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).
- Also note the left-hand side below the grid displays the number of lines in the grid and the number of results.



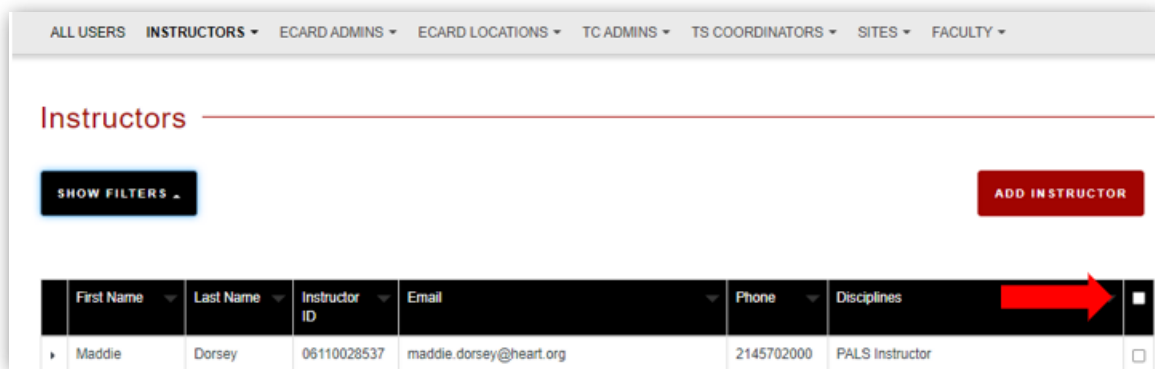
Amy	McNulty	04110000252	amy.mcnuitylms3@heart.org	2149998888	ACLS Instructor PALS Instructor	<input type="checkbox"/>
Jessica	TESTER	06130181742	j23runner@gmail.com		PALS Instructor	<input type="checkbox"/>
Nathan	McLain	02120078943	mclain.nathan10@gmail.com	214-555-5555	ACLS Instructor BLS Instructor PALS Instructor	<input type="checkbox"/>

Showing 1 to 100 of 294 entries

Previous 1 2 3 Next

Figure 7

- 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).



First Name	Last Name	Instructor ID	Email	Phone	Disciplines	
Maddie	Dorsey	06110028537	maddie.dorsey@heart.org	2145702000	PALS Instructor	<input type="checkbox"/>

Figure 8

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

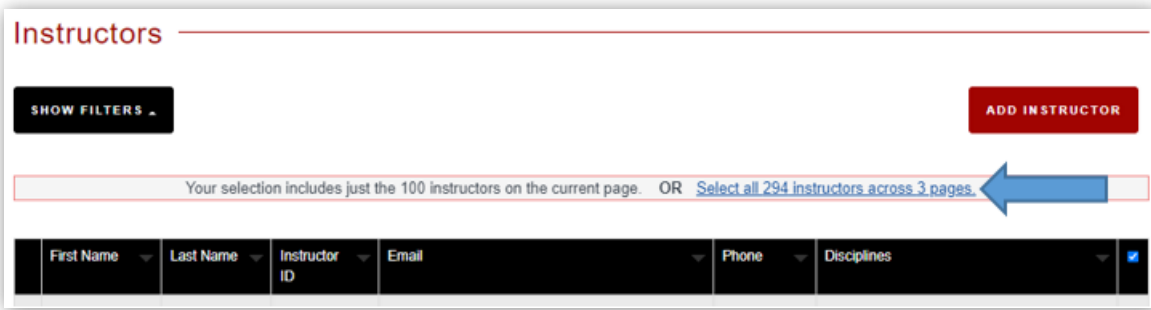


Figure 9

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)

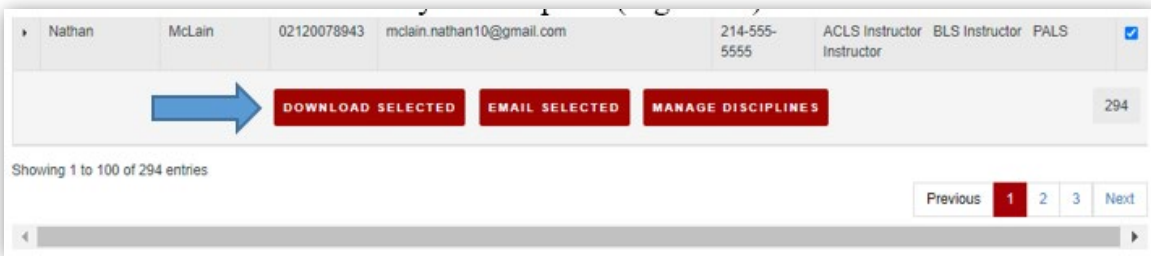


Figure 10

## 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:

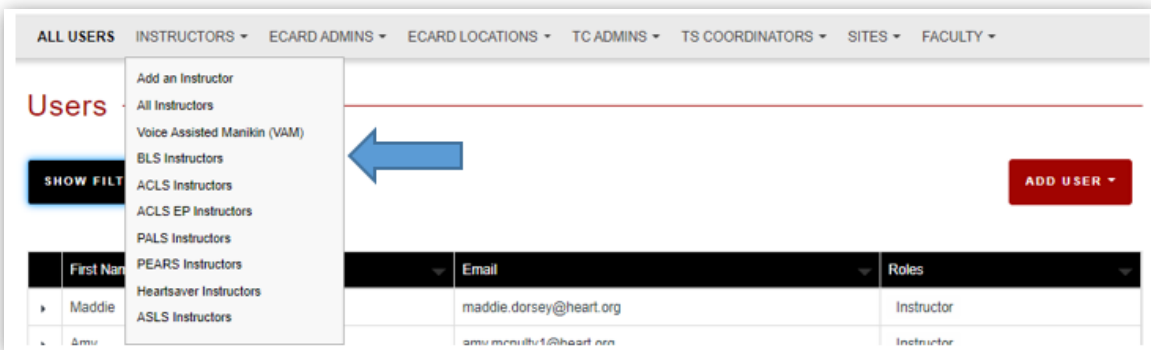
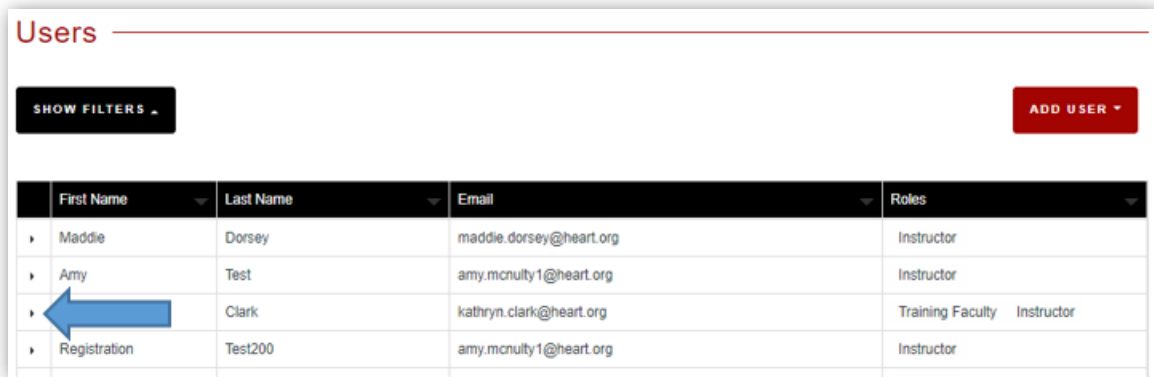


Figure 11

- 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)

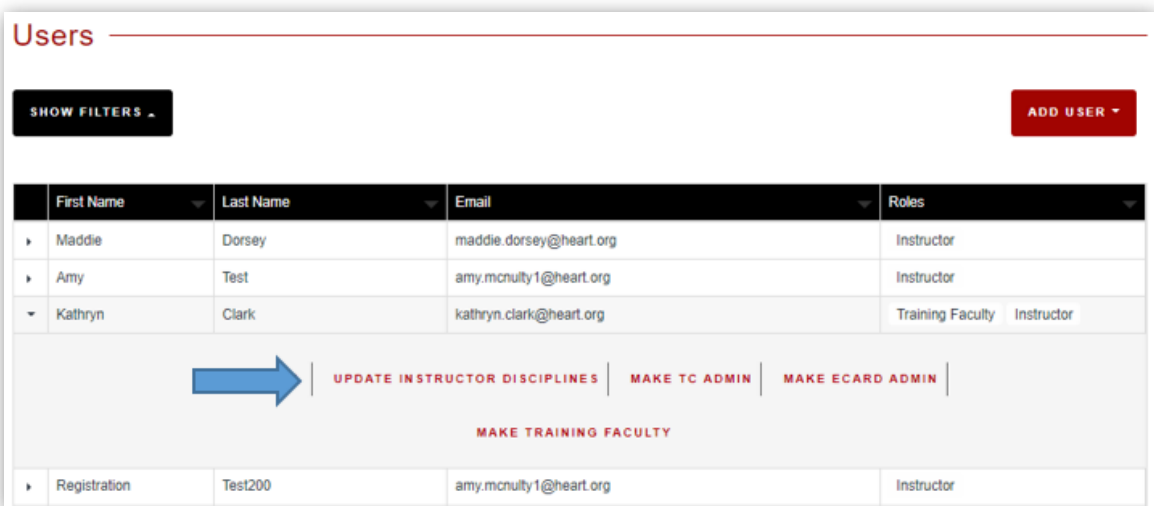


The screenshot shows a 'Users' management page with a table of users. A blue arrow points to the row for 'Kathryn Clark'. The table has columns for First Name, Last Name, Email, and Roles.

	First Name	Last Name	Email	Roles
▶	Maddie	Dorsey	maddie.dorsey@heart.org	Instructor
▶	Amy	Test	amy.mculty1@heart.org	Instructor
▶	Kathryn	Clark	kathryn.clark@heart.org	Training Faculty Instructor
▶	Registration	Test200	amy.mculty1@heart.org	Instructor

Figure 12

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



The screenshot shows the 'Users' management page with the 'Kathryn Clark' row expanded. Below the row, there are four action buttons: 'UPDATE INSTRUCTOR DISCIPLINES', 'MAKE TC ADMIN', 'MAKE ECARD ADMIN', and 'MAKE TRAINING FACULTY'. A blue arrow points to the 'UPDATE INSTRUCTOR DISCIPLINES' button.

	First Name	Last Name	Email	Roles
▶	Maddie	Dorsey	maddie.dorsey@heart.org	Instructor
▶	Amy	Test	amy.mculty1@heart.org	Instructor
▼	Kathryn	Clark	kathryn.clark@heart.org	Training Faculty Instructor
<a href="#">UPDATE INSTRUCTOR DISCIPLINES</a>   <a href="#">MAKE TC ADMIN</a>   <a href="#">MAKE ECARD ADMIN</a>   <a href="#">MAKE TRAINING FACULTY</a>				
▶	Registration	Test200	amy.mculty1@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 you 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

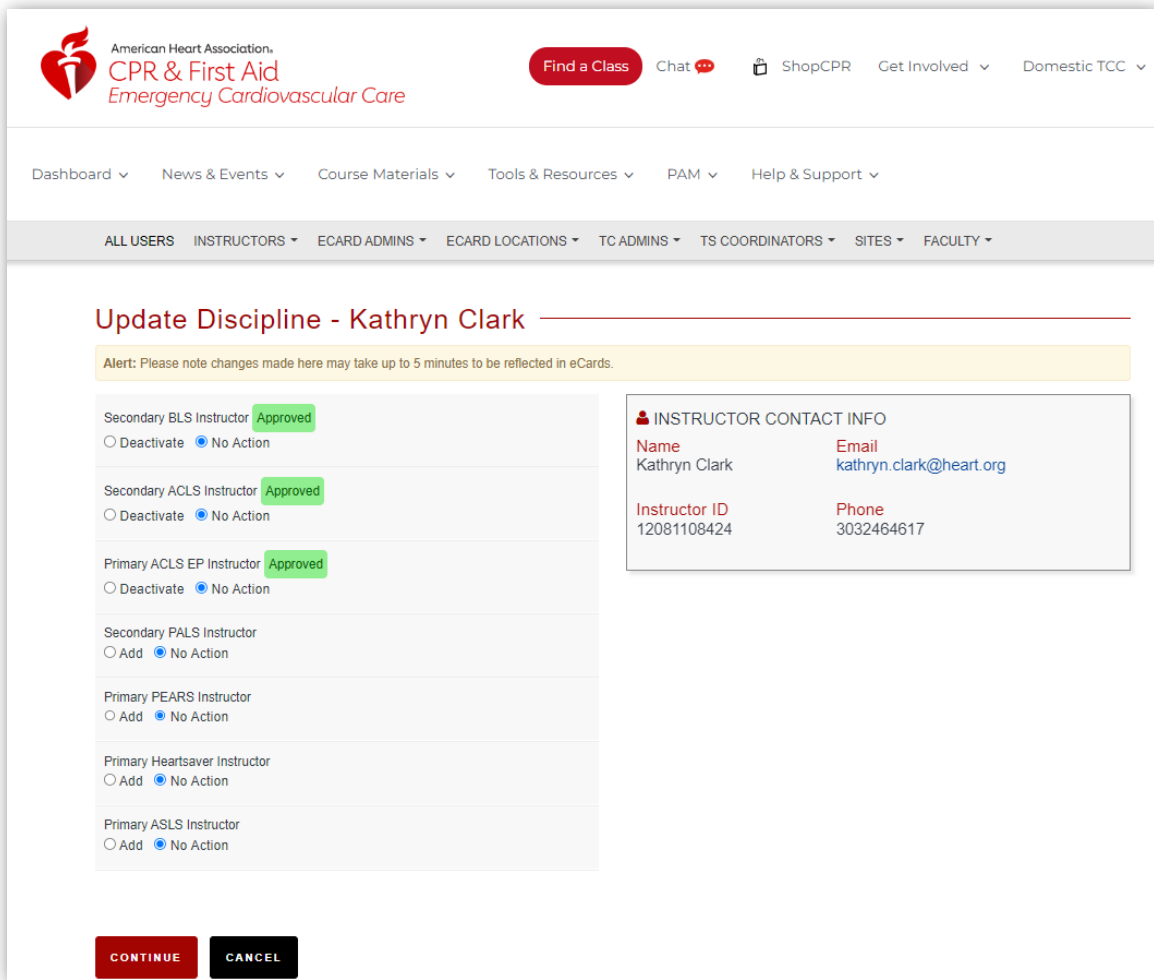


Figure 14

- 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).

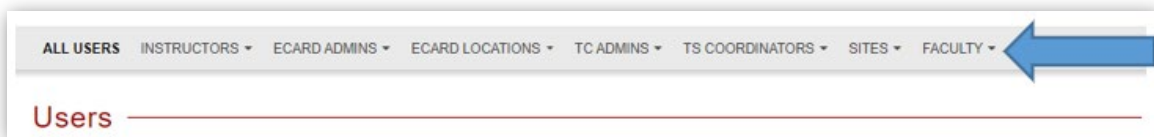


Figure 15

- 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

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

---

- 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