

# Volunteer Mentor Training

American Heart Association

## Module 3 – eCards

Updated March 2022

*We recommend that the TCC and mentor be able to share their screen while going through each section of eCards, to reinforce the actions being described.*

# Contents and Slide Numbers

Invite eCards Locations 3-8;

Disassociate/Remove eCards Locations 9-12

Find eCards and associated subheadings 13-16

eCard Inventory 17-24

Assign to students 25-34 *Manual 27-31; Upload 32-35*

Assign Instructor eCards 36-40

View eCards Assigned to Students 41-42

Assign to Instructors 43-45

Assign to eCard Locations 46-49

Reclaim eCards 50-53

eCards Status 54-55

Search eCards 56-57

Student Edit eCard Requests 58

eCard Reports: TCC Role 59-72

eCard Reports: Instructor Role 73-80

# Invite eCard Location



Welcome,  
TCC!

YOUR INSTRUCTOR ID: 11170629970

Disciplines

## Dashboard

eLearning [Go to the Guidelines Instructor Update](#)



**2020 Guidelines Instructor Updates**

Complete Your  
2020 Guidelines Instructor Update\*  
Today!

*\*Must complete the update for each discipline you teach.  
Deadline to complete is February 1, 2021*

eCards [Action](#) [Refresh Inventory!](#)

ACLS EP	284
ACLS EP Instructor	391
ACLS Instructor	5193
ACLS Provider	1103
Advisor: BLS	1059
BLS Instructor	5184
BLS Provider	1012
Heartsaver CPR AED	1312

My Courses [Action](#) [View All](#)

START DATE	COURSE	INSTRUCTOR	TC ID
02/26/2022	<a href="#">ACLS Provider</a>	TCC LastName	TXA0003
02/01/2022	<a href="#">BLS Provider</a>	TCC LastName	TXA0003
02/01/2022	<a href="#">BLS Provider</a>	TCC LastName	TXA0003

Online Instructor Community [Go to Community](#)

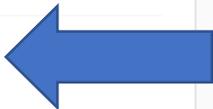



THE NEW  
**ShopCPR**  
EXPERIENCE

The AHA's new ShopCPR experience - the one-stop shop for all of your AHA CPR and ECC educational training materials - is now available!

Check it out! [ShopCPR.Heart.Org](http://ShopCPR.Heart.Org)

- [Dashboard](#)
- [Alerts](#) 5
- [View My Agreement](#)
- [My Inbox](#)
- [Edit My Profile](#)
- [My Courses](#)
- [eCards](#)
- [Instructor Search](#)
- [EMS Student CE](#)
- [Exams](#)
- [My Training Center](#)



# Invite an eCard Location: from All Users ribbon

Users

Invite an eCard Location  
eCard Location List



HIDE FILTERS ▾



ADD USER ▾

FIRST NAME

LAST NAME

- TC Admin
- Instructor
- eCard Admin

EMAIL

ROLES

- Instructor  eCard Admin  TC Admin  Training Faculty

APPLY FILTERS

CLEAR

# Invite an eCard Location: review your eCard Locations list

## eCard Locations

SHOW FILTERS ▲



INVITE ECARD LOCATION

	Location Name	Location ID	City, State	Phone	Status	<input type="checkbox"/>
▶	The Greatest Training eCard Location Ever Created	TXA0003-001	Dallas, TX	222-333-4444	Disassociated	<input type="checkbox"/>
▶	The Greatest Test Location	TXA0003-002	Dallas, TX	888-888-8888	Disassociated	<input type="checkbox"/>
▶	AHA Location	TXA0003-003	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▶	Richardson Test	TXA0003-004	Richardson, TX	2145702059	Disassociated	<input type="checkbox"/>
▶	Test Location	TXA0003-005	Richardson, TX	2145702911	Disassociated	<input type="checkbox"/>
▶	My Super Location	TXA0003-007	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▶	Sync Location1	TXA0003-008	irving, TX	1111111111	Pre-approved	<input type="checkbox"/>
▶	Super User Location	TXA0003-006	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▶	My K Location	TXA0003-010	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▶	Location Temp 1	TXA0003-024	dallas, TX	1111111111	Pre-approved	<input type="checkbox"/>
▶	DT_Test3	TXA0003-020	elsewhere, TX	7650984321	Pre-approved	<input type="checkbox"/>
▶	Super1 Location	TXA0003-009	Dallas, TX	1111111111	Approved	<input type="checkbox"/>

# Invite an eCard Location: Location Info

## Invite eCard Location - Location Info

**Alert:** Please note changes made here may take up to 5 minutes to be reflected in eCards.

Name of eCard Location\*

Nebulus CPR & First Aid

TRAINING CENTER  
A Sample Training Center

Address 1\*

7272 Greenville Ave

Address 2

City\*

Dallas

State/Province\*

Texas

Zip/Postal Code\*

75231

Phone\*

2145556789

CONTINUE

CANCEL

# Invite an eCard Location: Create Admin

## Invite eCard Location - Create Admin

**Alert:** Please note changes made here may take up to 5 minutes to be reflected in eCards.

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

**TRAINING CENTER**  
A Sample Training Center

**eCARD LOCATION INFO**  edit

Nebulus CPR & First Aid  
7272 Greenville Ave  
Dallas TX 75231  
2145556789

# Invite an eCard Location: Confirmation

## eCard Locations



eCard Location invitation has been submitted.



SHOW FILTERS ▲

INVITE ECARD LOCATION

	Location Name	Location ID	City, State	Phone	Status	
▶	My demo loc	TXA0003-029	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▶	My demo 2	TXA0003-030	Dallas, TX	1111111111	Approved	<input type="checkbox"/>
▶	NEC	TXA0003-028	Dallas, TX	4695673421	Declined	<input type="checkbox"/>
▶	Mabl Regression eCard Location	TXA0003-026	Corpus Christi, TX	3613613613	Disassociated	<input type="checkbox"/>
▶	New eCard Location #7	TXA0003-031	Dallas, CO	1231231234	Pre-approved	<input type="checkbox"/>
▶	Mabl Regression eCard Location	TXA0003-027	Corpus Christi, TX	3613613613	Approved	<input type="checkbox"/>
▶	Test Location NEC	TXA0003-032	Richardson, TX	4692475216	Approved	<input type="checkbox"/>
▶	NEC Tester	TXA0003-034	Richardson, TX	2145702000	Approved	<input type="checkbox"/>
▶	Prod Move Sanity Test	TXA0003-033	Corpus Christi, TX	5555557777	Declined	<input type="checkbox"/>
▶	Susy Mathews	TXA0003-035	Plano, TX	4693605712	Pending	<input type="checkbox"/>
▶	American Heart Association	TXA0003-036	ARCADIA, WI	6083177175	Pending	<input type="checkbox"/>
▶	Nebulya CPR & First Aid	TXA0003-037	Dallas, TX	2145556789	Pre-approved	<input type="checkbox"/>

# Disassociate/Remove an eCard Location: eCard Location List

Users

Invite an eCard Location  
eCard Location List



HIDE FILTERS ▾

ADD USER ▾

FIRST NAME	LAST NAME
<input type="text"/>	<input type="text"/>
EMAIL	
<input type="text"/>	
ROLES	
<input type="checkbox"/> Instructor <input type="checkbox"/> eCard Admin <input type="checkbox"/> TC Admin <input type="checkbox"/> Training Faculty	
<input type="button" value="APPLY FILTERS"/>	<input type="button" value="CLEAR"/>

# Disassociate/Remove an eCard Location: identify eCard Location

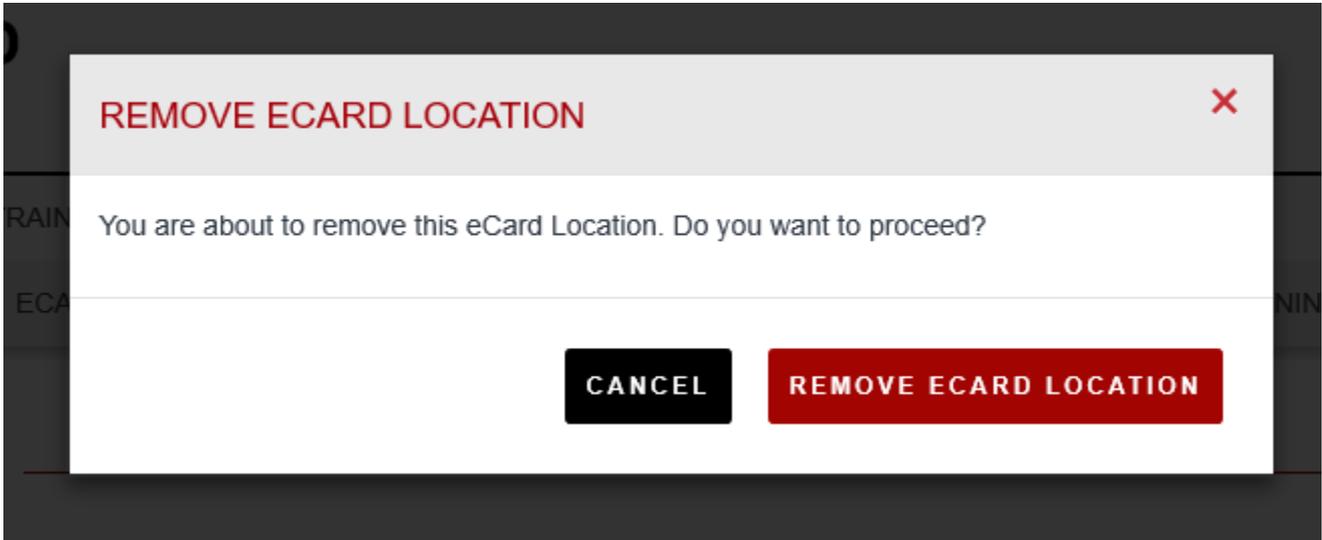
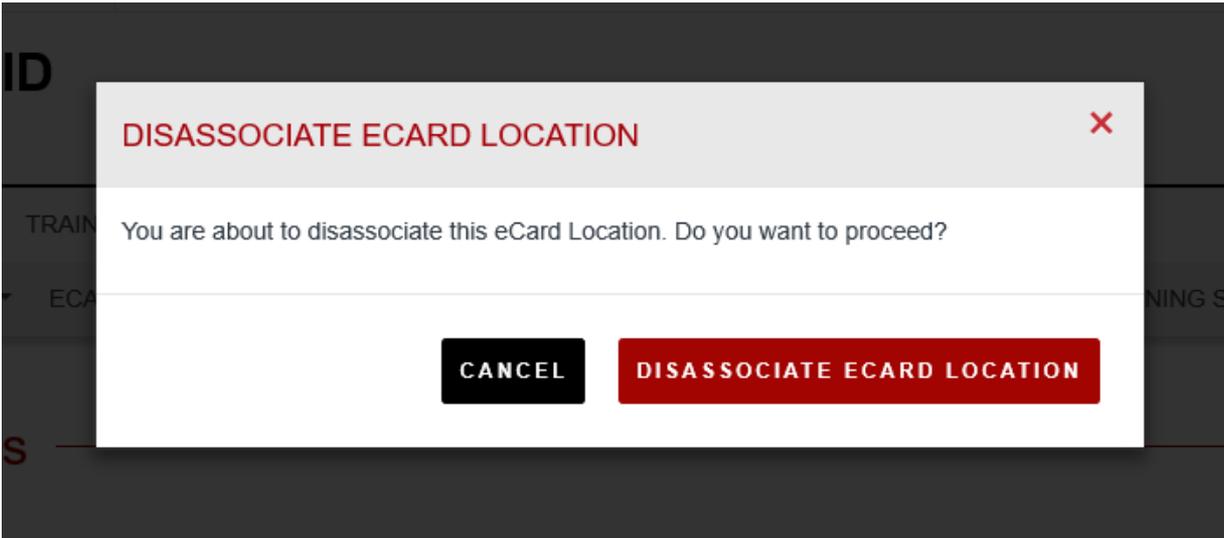
	Location Name	Location ID	City, State	Phone	Status	
▶	The Greatest Training eCard Location Ever Created	TXA0003-001	Dallas, TX	222-333-4444	Disassociated	<input type="checkbox"/>
▶	The Greatest Test Location	TXA0003-002	Dallas, TX	888-888-8888	Disassociated	<input type="checkbox"/>
▶	AHA Location	TXA0003-003	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▶	Richardson Test	TXA0003-004	Richardson, TX	2145702059	Disassociated	<input type="checkbox"/>
▶	Test Location	TXA0003-005	Richardson, TX	2145702911	Disassociated	<input type="checkbox"/>
▶	My Super Location	TXA0003-007	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▶	Sync Location1	TXA0003-008	irving, TX	1111111111	Pre-approved	<input type="checkbox"/>
▶	Super User Location	TXA0003-006	Dallas, TX	1111111111	Disassociated	<input type="checkbox"/>
▼	My K Location	TXA0003-010	Dallas, TX	1111111111	Approved	<input type="checkbox"/>

[SEND EMAIL](#) | 
 [MANAGE ADMINS](#) | 
 [EDIT](#) | 
 [DISASSOCIATE](#) | 
 [COPY AS A TRAINING SITE](#) | 
 [DETAILS](#)

▶	Test Location NEC	TXA0003-032	Richardson, TX	4692475216	Approved	<input type="checkbox"/>
▶	NEC Tester	TXA0003-034	Richardson, TX	2145702000	Approved	<input type="checkbox"/>
▶	Prod Move Sanity Test	TXA0003-033	Corpus Christi, TX	5555557777	Declined	<input type="checkbox"/>
▶	Susy Mathews	TXA0003-035	Plano, TX	4693605712	Pending	<input type="checkbox"/>
▶	American Heart Association	TXA0003-036	ARCADIA, WI	6083177175	Pending	<input type="checkbox"/>
▼	Nebulus CPR & First Aid	TXA0003-037	Dallas, TX	2145556789	Pre-approved	<input type="checkbox"/>

[SEND EMAIL](#) | 
 [REMOVE](#) | 
 [COPY AS A TRAINING SITE](#) | 
 [DETAILS](#)

# Disassociate/Remove eCard Location



# Disassociate/Remove an eCard Location: Confirmation



## eCard Locations

The selected eCard Location(s) invitation has been permanently removed. ✕

HIDE FILTERS

INVITE ECARD LOCATION

LOCATION NAME	ADMIN EMAIL
<input type="text"/>	<input type="text"/>
LOCATION ID	CITY
<input type="text"/>	<input type="text"/>
STATE	STATUS
<input type="text" value="Any"/>	<input type="text" value="Any"/>
<input type="button" value="APPLY FILTERS"/>	<input type="button" value="CLEAR"/>

# Find eCards: in Dashboard dropdown



Find a Class



ShopCPR

Get Involved ▾

TCC LastName ▾



Dashboard ▾

News & Events ▾

Course Materials ▾

Tools & Resources ▾

PAM ▾

Help & Support ▾

Dashboard

My Inbox

Edit My Profile

My Courses

eCards



Instructor Search

EMS Student CE

Exams

My Training Center

# Find eCards: left-hand navigation pane & middle navigation pane



Welcome,  
TCC!  
YOUR INSTRUCTOR ID: 11170629970

Disciplines

## Dashboard

eLearning [Go to the Guidelines Instructor Update](#)



**2020 Guidelines Instructor Updates**

Complete Your  
2020 Guidelines Instructor Update\*  
Today!

*\*Must complete the update for each discipline you teach.  
Deadline to complete is February 1, 2021*

My Courses [Action](#) [View All](#)

START DATE	COURSE	INSTRUCTOR	TC ID
02/26/2022	<a href="#">ACLS Provider</a>	TCC LastName	TXA0003
02/01/2022	<a href="#">BLS Provider</a>	TCC LastName	TXA0003
02/01/2022	<a href="#">BLS Provider</a>	TCC LastName	TXA0003

- [Dashboard](#)
- [Alerts](#) 5
- [View My Agreement](#)
- [My Inbox](#)
- [Edit My Profile](#)
- [My Courses](#)
- [eCards](#) 
- [Instructor Search](#)
- [EMS Student CE](#)
- [Exams](#)
- [My Training Center](#)

eCards [Action](#) [Refresh Inventory!](#)

ACLS EP	284
ACLS EP Instructor	391
ACLS Instructor	5193
ACLS Provider	1103
Advisor: BLS	1059
BLS Instructor	5186
BLS Provider	1016
Heartsaver CPR AED	1312

Online Instructor Community [Go to Community](#)




THE NEW  
**ShopCPR**  
EXPERIENCE

The AHA's new ShopCPR experience - the one-stop shop for all of your AHA CPR and ECC educational training materials - is now available!

Check it out! [ShopCPR.Heart.Org](http://ShopCPR.Heart.Org)

# eCards: Manage eCards ribbon



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS



Please note that your session will time out after 30 minutes of inactivity.



## eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Training Center Inventory

	Course	Available Quantity	Product Number
▶	ACLS EP	284	15-3007
▶	ACLS EP Instructor	391	15-3014
▶	ACLS Instructor	5193	20-3015
▶	ACLS Provider	1099	20-3000

# eCards subheadings

## Left-hand pane; Manage eCards ribbon

- eCard Inventory
- Assign to Students
- Assign to Instructor Candidates/Renewals
- View eCards Assigned to Students
- Assign to Instructors
- Reclaim eCards
- Assign to eCard Location
- eCard Status
- Search eCards
- Student Edit eCard Requests
- Reports

## Middle pane

- eCard Inventory
- Assign to Students
- View eCards Assigned to Students
- Assign to Instructors
- Assign to eCard Location
- Reclaim eCards
- eCard Status
- Search eCards
- Student Edit eCard Requests
- Reports

# eCard Inventory: My Training Center Inventory



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS



Please note that your session will time out after 30 minutes of inactivity.



## eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Training Center Inventory



	Course	Available Quantity	Product Number
▶	ACLS EP	284	15-3007
▶	ACLS EP Instructor	391	15-3014
▶	ACLS Instructor	5193	20-3015
▶	ACLS Provider	1099	20-3000

# eCard Inventory: My Training Center Inventory

	Course	Available Quantity	Product Number
▶	ACLS EP	284	15-3007
▶	ACLS EP Instructor	391	15-3014
▶	ACLS Instructor	5193	20-3015
▶	ACLS Provider	1099	20-3000
▶	Advisor: BLS	1060	20-3018
▶	BLS Instructor	5187	20-3016
▶	BLS Provider	1013	20-3001
▶	Heartsaver CPR AED	1286	20-3004
▶	Heartsaver First Aid	1190	20-3005
▶	Heartsaver First Aid CPR AED	1389	20-3002
▶	Heartsaver for K-12 Schools	1091	20-3011
▶	Heartsaver Instructor	4998	20-3017
▶	Heartsaver Pediatric First Aid CPR AED	1380	20-3003
▶	PALS Instructor	5196	20-3013
▶	PALS Provider	1228	20-3006
▶	PEARS Instructor	198	15-3012
▶	PEARS Provider	272	15-3008

# eCard Inventory: assigning eCards from Inventory list



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS

## eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Training Center Inventory

Course	Available Quantity	Product Number
ACLS EP	284	15-3007
ACLS EP Instructor	391	15-3014
ACLS Instructor	5193	20-3015
ACLS Provider	1099	20-3000
Advanced ACLS	1059	20-3018
ACLS Instructor	5184	20-3016
BLS Provider	1009	20-3001
HeartSaver CPR AED	1291	20-3004



# eCard Inventory: assigning eCards from Inventory list

## eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Training Center Inventory

Course	Available Quantity	Product Number
▶ ACLS EP	284	15-3007
▶ ACLS EP Instructor	391	15-3014
▶ ACLS Instructor	5193	20-3015
▶ ACLS Provider	1099	20-3000
▶ Advisor: BLS	1059	20-3018
▶ BLS Instructor	5184	20-3016
▶ BLS Provider	1009	20-3001

**ASSIGN TO INSTRUCTOR**   **ASSIGN TO ECARD LOCATION**   **ASSIGN TO STUDENTS**

▶ Heartsaver CPR AED	1291	20-3004
----------------------	------	---------

# eCard Inventory: My Instructor Inventory

Find a Class

ShopCPR

Get Involved ▾

TCC LastName ▾



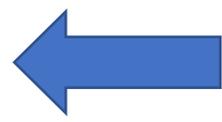
 MANAGE ECARDS ▾

## eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Instructor Inventory ▾



	Course ▾	Available Quantity ▾	Product Number ▾
▶	ACLS Provider	4	20-3000
▶	BLS Provider	4	20-3001
▶	Heartsaver CPR AED	21	20-3004

Showing 1 to 3 of 3 entries

# eCard Inventory: My Instructor Inventory

## eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

My Instructor Inventory

	Course	Available Quantity	Product Number						
▶	ACLS Provider	4	20-3000						
▼	BLS Provider	3	20-3001						
<table border="1"><thead><tr><th>Training Center</th><th>eCard Location</th><th>Available Quantity</th></tr></thead><tbody><tr><td>A Sample Training Center</td><td></td><td>3</td></tr></tbody></table>				Training Center	eCard Location	Available Quantity	A Sample Training Center		3
Training Center	eCard Location	Available Quantity							
A Sample Training Center		3							
<p><b>ASSIGN TO STUDENTS</b></p>									
▶	Heartsaver CPR AED	21	20-3004						

# eCard Inventory: Inventory Assigned to Instructors

Find a Class

ShopCPR

Get Involved ▾

TCC LastName ▾



MANAGE ECARDS ▾

## eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

Inventory Assigned to Instructors ▾



INSTRUCTOR

AHA TestUser - 11027130929 ▾



**DOWNLOAD ALL**



	Course ▾	Available Quantity ▾	Product Number ▾
▶	ACLS EP	5	15-3007

Showing 1 to 1 of 1 entries

# eCard Inventory: Inventory Assigned to Instructors

## eCard Inventory

---

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

Inventory Assigned to Instructors ▼

INSTRUCTOR

AHA TestUser - 11027130929 ▼

**DOWNLOAD ALL**

	Course ▼	Available Quantity ▼	Product Number ▼						
▼	ACLS EP	5	15-3007						
<table border="1"><thead><tr><th>Training Center</th><th>eCard Location</th><th>Available Quantity</th></tr></thead><tbody><tr><td>A Sample Training Center</td><td></td><td>5</td></tr></tbody></table>				Training Center	eCard Location	Available Quantity	A Sample Training Center		5
Training Center	eCard Location	Available Quantity							
A Sample Training Center		5							

# Assign to Students



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS

## Assign to Students

\* Asterisk indicates a required field.



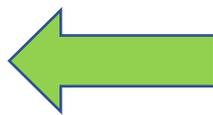
Watch Video Tutorial

Step-by-Step Guide

Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?  
[Learn more about claiming an eCard via SMS/text.](#)

COURSE \*

Select Course



# Assign to Students: Course, Inventory Source



Find a Class

ShopCPR

Get Involved ▾

TCC LastName ▾



MANAGE ECARDS ▾

## Assign to Students

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)



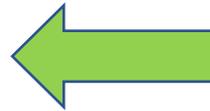
Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?

[Learn more about claiming an eCard via SMS/text.](#)



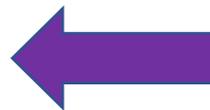
COURSE \*

BLS Provider ▾



INVENTORY SOURCE \*

Select Inventory ▾



# Assign to Students: Manual Entry

## Assign to Students

\* Asterisk indicates a required field.

 Watch Video Tutorial

 Step-by-Step Guide



Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?

[Learn more about claiming an eCard via SMS/text.](#)



COURSE \*

BLS Provider

INVENTORY SOURCE \* 

My Training Center Inventory

TRAINING CENTER \*

A Sample Training Center

SELECT INSTRUCTOR STATUS

Current  Past

INSTRUCTOR \*

AHA TestUser - 11027130929

AVAILABLE ECARDS QUANTITY

1013

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

4

OR

Upload student list in xls or xlsx format

SUBMIT

# Assign to Students: Manual entry

## Assign eCards to Students

Hide Info ▾

Course	BLS Provider
Training Center	A Sample Training Center
Instructor	AHA TestUser - 11027130929
Available eCards Quantity	1013
Assign Quantity	4

### SELECT COURSE DATE

Course Date	First Name	Last Name	Email	Mobile Phone (optional) ?	Delete
<input type="text" value="Course Date"/> 	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="xxx-xxx-xxxx"/>	
<input type="text" value="Course Date"/> 	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="xxx-xxx-xxxx"/>	
<input type="text" value="Course Date"/> 	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="xxx-xxx-xxxx"/>	
<input type="text" value="Course Date"/> 	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="xxx-xxx-xxxx"/>	

CONTINUE

GO BACK

# Assign to Students: Manual entry

## Assign eCards to Students

Hide Info ▾

Course	BLS Provider
Training Center	A Sample Training Center
Instructor	AHA TestUser - 11027130929
Available eCards Quantity	1013
Assign Quantity	4

### SELECT COURSE DATE

Course Date	First Name	Last Name	Email	Mobile Phone (optional) ?	Delete
<input type="text" value="09/22/2021"/> 	<input type="text" value="First"/>	<input type="text" value="Student1"/>	<input type="text" value="FStudent1@email.net"/>	<input type="text" value="234-567-8901"/>	
<input type="text" value="09/22/2021"/> 	<input type="text" value="Second"/>	<input type="text" value="Student2"/>	<input type="text" value="SStudent2@email.net"/>	<input type="text" value="345-678-9012"/>	
<input type="text" value="09/22/2021"/> 	<input type="text" value="Third"/>	<input type="text" value="Student3"/>	<input type="text" value="TStudent3@email.net"/>	<input type="text" value="456-789-0123"/>	
<input type="text" value="09/22/2021"/> 	<input type="text" value="Fourth"/>	<input type="text" value="Student4"/>	<input type="text" value="FStudent4@email.net"/>	<input type="text" value="xxx-xxx-xxxx"/>	

CONTINUE

GO BACK

# Assign to Students: Confirm

## Assign eCards to Students - Confirm

### Confirm

Confirm the information below is correct to finish assigning your eCards.

Clicking the **FINISH** button from this page will result in an AHA eCard being sent to a Student via email. Please make sure each Student has successfully completed all course requirements *before* clicking the **FINISH** button.

Show  entries

Search:

Course Date	First Name	Last Name	Email	Mobile Phone	Delete
9/22/2021	First	Student1	FStudent1@email.net	234-567-8901	
9/22/2021	Second	Student2	SStudent2@email.net	345-678-9012	
9/22/2021	Third	Student3	TStudent3@email.net	456-789-0123	
9/22/2021	Fourth	Student4	FStudent4@email.net		

Showing 1 to 4 of 4 entries

Previous **1** Next

**FINISH**

**GO BACK**

# Assign to Students: Complete

## Assign eCards to Students - Complete

[Hide Info](#) ▼

 Complete

Course	BLS Provider
Training Center	A Sample Training Center
Instructor	AHA TestUser - 11027130929
New Available eCards Quantity	1009
Assigned Quantity	4

Show  entries

Search:

eCard Code	Course Date	First Name	Last Name	Email	Mobile Phone
215415968806	9/22/2021	First	Student1	FStudent1@email.net	234-567-8901
215415968807	9/22/2021	Second	Student2	SStudent2@email.net	345-678-9012
215415968808	9/22/2021	Third	Student3	TStudent3@email.net	456-789-0123
215415968809	9/22/2021	Fourth	Student4	FStudent4@email.net	

Showing 1 to 4 of 4 entries

[Previous](#) **1** [Next](#)

[DOWNLOAD](#)

[GO TO INVENTORY](#)

# Assign to students: Upload student list

eCard inventory

## Assign to Students

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

**?** Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?  
[Learn more about claiming an eCard via SMS/text.](#) ✕

**COURSE \***  
BLS Provider

**INVENTORY SOURCE \* **?****  
My Training Center Inventory

**TRAINING CENTER \***  
A Sample Training Center

**SELECT INSTRUCTOR STATUS**  
 Current  Past

**INSTRUCTOR \***  
AHA TestUser - 11027130929

**AVAILABLE ECARDS QUANTITY**  
**1013**

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR

Upload student list in xls or xlsx format

No file chosen

**←**

**DOWNLOAD STUDENT LIST TEMPLATE** **?**

**SUBMIT**

# Assign to Students: Student List template

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do Share Comments

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Course Date	First Name	Last Name	Email	Phone (Optional)												
2																	
3																	
4																	

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing



# Assign to students: Upload student list

eCard inventory

## Assign to Students

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

**i** Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?  
[Learn more about claiming an eCard via SMS/text.](#) ✕

**COURSE \***  
BLS Provider

**INVENTORY SOURCE \* *i***  
My Training Center Inventory

**TRAINING CENTER \***  
A Sample Training Center

**SELECT INSTRUCTOR STATUS**  
 Current  Past

**INSTRUCTOR \***  
AHA TestUser - 11027130929

**AVAILABLE ECARDS QUANTITY**  
**1013**

ENTER QUANTITY TO MANUALLY INPUT STUDENT INFORMATION

OR

Upload student list in xls or xlsx format

No file chosen

**DOWNLOAD STUDENT LIST TEMPLATE** *i*



**SUBMIT**

# Assign to Instructor Candidates/Renewals (Instructor eCards)



Find a Class

ShopCPR

Get Involved

TCC LastName



Return to Admin



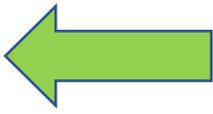
MANAGE ECARDS

## Assign to Instructor Candidates/Renewals

\* Asterisk indicates a required field.

Step-by-Step Guide

COURSE \*



# Assign Instructor eCards: entering the Training Faculty (TF)

## Assign to Instructor Candidates/Renewals

\* Asterisk indicates a required field.

[Step-by-Step Guide](#)

COURSE \*  
BLS Instructor

INVENTORY SOURCE \* ⓘ  
My Training Center Inventory

TRAINING CENTER \*  
A Sample Training Center

SELECT INSTRUCTOR STATUS  
 Current  Past

INSTRUCTOR \*  
AHA TestUser - 11027130929

AVAILABLE ECARDS QUANTITY  
**5186**



**SUBMIT**

# Assign Instructor eCards: Issue Date and Select Instructors

## Assign eCards to Instructor Candidates/Renewals

[Hide Info](#) ▼

<b>Course</b>	BLS Instructor
<b>Training Center</b>	A Sample Training Center
<b>Instructor</b>	AHA TestUser - 11027130929
<b>Available eCards Quantity</b>	5186

### SELECT ISSUE DATE

### INSTRUCTOR CANDIDATES/RENEWALS \*

**CONTINUE**

**GO BACK**

# Assign Instructor eCards: Confirm

## Assign eCards to Instructor Candidates/Renewals - Confirm

[Hide Info](#) ▾

### Confirm

Confirm the information below is correct to finish assigning your eCards.

<b>Course</b>	BLS Instructor
<b>Training Center</b>	A Sample Training Center
<b>Instructor</b>	AHA TestUser - 11027130929
<b>Available eCards Quantity</b>	5186
<b>Assign Quantity</b>	2

Clicking the **FINISH** button from this page will result in an AHA eCard being sent to an Instructor Candidate/Renewal via email. Please make sure each Instructor Candidate/Renewal has successfully completed all course requirements *before* clicking the **FINISH** button.

Show  entries

Search:

Course Monitored Date	First Name	Last Name	Email	Instructor ID	Mobile Phone	Delete
9/17/2021	Amy	McNulty	amy.mcnulty1@fake.tst	03060014630		
9/17/2021	Andre	Prod	t-andre.alexander@heart.org	05140251831		

Showing 1 to 2 of 2 entries

[Previous](#) **1** [Next](#)

**FINISH**

**GO BACK**

# Assign Instructor eCards: Complete

## Assign eCards to Instructor Candidates/Renewals - Complete

Hide Info ▾

 Complete

Course	BLS Instructor
Training Center	A Sample Training Center
Instructor	AHA TestUser - 11027130929
New Available eCards Quantity	5184
Assigned Quantity	2

Show  entries

Search:

eCard Code ▾	Course Monitored Date ▾	First Name ▾	Last Name ▾	Email ▾	Instructor ID ▾	Mobile Phone ▾
218935969689	9/21/2021	Amy	McNulty	amy.mcnulty1@fake.tst	03060014630	
218935969690	9/21/2021	Andre	Prod	t-andre.alexander@heart.org	05140251831	

Showing 1 to 2 of 2 entries

Previous **1** Next

**DOWNLOAD**

**GO TO INVENTORY**

# View eCards Assigned to Students

Find a Class

ShopCPR

Get Involved

TCC LastName



 MANAGE ECARDS

## eCards Assigned to Students

View status of eCards previously assigned and sent to students.

\* Asterisk indicates a required field.

SEARCH

Show / Hide

<b>COURSE *</b> Select Course(s)	<b>DATE OF ASSIGNMENT *</b> 09/13/2021	TO	09/18/2021
<b>INVENTORY SOURCE *</b> My Training Center Inventory			
<b>SEARCH</b>	<b>CLEAR SEARCH</b>		

RESULTS: 5-DAY VIEW

# eCards Assigned to Students: Results

SEARCH

Show / Hide

COURSE \*  
Select Course(s) [dropdown]

DATE OF ASSIGNMENT \*  
09/13/2021 [calendar] TO 09/18/2021 [calendar]

INVENTORY SOURCE \*  
My Training Center Inventory [dropdown]

SEARCH CLEAR SEARCH

## RESULTS: 5-DAY VIEW

Show 25 entries

Search: [input]

Course	Training Center	eCard Location	Instructor	Instructor ID	Date of Assignment	Assigned Quantity	eCard Detail
Advisor: BLS	A Sample Training Center		Chas Test	06160474708	9/18/2021	1	View Detail
BLS Provider	A Sample Training Center		TCC LastName	11170629970	9/18/2021	1	View Detail
BLS Instructor	A Sample Training Center		Dan Taldo	10170622174	9/18/2021	1	View Detail

Showing 1 to 3 of 3 entries

Previous 1 Next

DOWNLOAD

# Assign to Instructor



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS

## Assign to Instructor

Send eCards to Instructors so they can assign directly to their students.

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

COURSE \*

**AHA Instructor Network Customer Support :**  
1-877-AHA-4CPR (1-877-242-4277)  
ahainstructornetwork@heart.org  
Available 8 a.m. - 5 p.m. Central Time  
Monday - Friday

**International Inquiries**  
**Global Web Support (email)**

# Assign to Instructor

## Assign eCards to Instructor

Send eCards to Instructors so they can assign directly to their students.

[Hide Info](#) ▼

<b>Course</b>	BLS Provider
<b>Training Center</b>	A Sample Training Center
<b>Available eCards Quantity</b>	1013

Course	Instructor	Assign Quantity	Delete
BLS Provider	AHA TestUser - 11027130929	<input type="text" value="0"/>	
BLS Provider	Amy McNulty - 03060014630	<input type="text" value="0"/>	
BLS Provider	Andre Prod - 05140251831	<input type="text" value="0"/>	
BLS Provider	Anthony Robertson - 06115281441	<input type="text" value="0"/>	

**CONTINUE**

**GO BACK**

# Assign to Instructor: Confirm

## Assign eCards to Instructor - Confirm

[Hide Info](#) ▾

### Confirm

Confirm the information below is correct to finish assigning your eCards.

<b>Course</b>	BLS Provider
<b>Training Center</b>	A Sample Training Center
<b>Available eCards Quantity</b>	1013
<b>Assign Quantity</b>	50

Course	Instructor	Assign Quantity	Delete
BLS Provider	AHA TestUser - 11027130929	10	
BLS Provider	Amy McNulty - 03060014630	5	
BLS Provider	Andre Prod - 05140251831	10	
BLS Provider	Anthony Robertson - 06115281441	25	

**FINISH**

**GO BACK**

# Assign to eCard Location



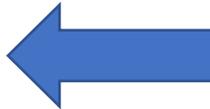
## Assign eCards to eCard Location

Send eCards to eCard Location so they can assign directly to Instructors and students.

\* Asterisk indicates a required field.

 Watch Video Tutorial  Step-by-Step Guide

Add or edit eCard Location(s) and eCard Admins [here](#).



COURSE \*

Select Course ▾

**AHA Instructor Network Customer Support :**

1-877-AHA-4CPR (1-877-242-4277)

ahainstructornetwork@heart.org

Available 8 a.m. - 5 p.m. Central Time

Monday - Friday

**International Inquiries**

**Global Web Support (email)**

# Assign eCards to eCard Location: fill in dropdown boxes

## Assign eCards to eCard Location

Send eCards to eCard Location so they can assign directly to Instructors and students.

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

Add or edit eCard Location(s) and eCard Admins [here](#).

COURSE \*

TRAINING CENTER \*

ECARD LOCATION \*

AVAILABLE ECARDS QUANTITY  
**1009**

ASSIGN QUANTITY (Enter quantity below)

**SUBMIT** **CANCEL**

**AHA Instructor Network Customer Support :**  
1-877-AHA-4CPR (1-877-242-4277)  
ahainstructornetwork@heart.org  
Available 8 a.m. - 5 p.m. Central Time  
Monday - Friday

**International Inquiries**  
**Global Web Support (email)**

# Assign to eCard Location: Confirm

## Assign eCards to eCard Location - Confirm

### Confirm

Confirm the information below is correct to finish assigning your eCards.

Training Center	A Sample Training Center
Course	BLS Provider
eCard Location	Super1 Location (TXA0003-009)
Available Quantity	1009
Assign Quantity	9

**FINISH**

**GO BACK**

**AHA Instructor Network Customer Support :**  
1-877-AHA-4CPR (1-877-242-4277)  
ahainstructornetwork@heart.org  
Available 8 a.m. - 5 p.m. Central Time  
Monday - Friday

**International Inquiries**  
Global Web Support (email)

# Assign to eCard Location: **Complete**

## Assign eCards to eCard Location - Complete

---

 **Complete**

Training Center	A Sample Training Center
Course	BLS Provider
eCard Location	Super1 Location (TXA0003-009)
New Available eCards Quantity	1000
Assigned Quantity	9

**GO TO INVENTORY**

# Reclaim eCards



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS

## Reclaim eCards

Reclaim eCards from eCard Locations or Instructors before they have been assigned to students.

\* Asterisk indicates a required field.

COURSE \*

**AHA Instructor Network Customer Support :**  
1-877-AHA-4CPR (1-877-242-4277)  
ahainstructornetwork@heart.org  
Available 8 a.m. - 5 p.m. Central Time  
Monday - Friday

**International Inquiries**  
**Global Web Support (email)**

# Reclaim eCards: fill in dropdown boxes

## Reclaim eCards

Reclaim eCards from eCard Locations or Instructors before they have been assigned to students.

\* Asterisk indicates a required field.

COURSE \*

RECLAIM FROM \*

Instructor  eCard Location

ECARD LOCATION \*

AVAILABLE ECARDS QUANTITY

**11**

RECLAIM QUANTITY (Enter quantity below)

**CONTINUE**

# Reclaim eCards: Confirm

## Reclaim eCards - Confirm

---

Confirm the information below is correct to finish reclaiming your eCards and return them to your inventory.

RECLAIMING

5

COURSE

BLS Provider

ECARD LOCATION

Super1 Location (TXA0003-009)

AVAILABLE ECARDS

QUANTITY

1000

FINISH

GO BACK

**AHA Instructor Network Customer Support :**

1-877-AHA-4CPR (1-877-242-4277)

ahainstructornetwork@heart.org

Available 8 a.m. - 5 p.m. Central Time

Monday - Friday

**International Inquiries**

**Global Web Support (email)**

# Reclaim eCards: **Complete**

## Reclaim eCards - Complete

---

**RECLAIM SUCCESSFUL**



COURSE  
**BLS Provider**  
ECARD LOCATION  
Super1 Location (TXA0003-009)

NEW AVAILABLE  
ECARDS QUANTITY  
**1005**  
RECLAIMED  
QUANTITY  
5

**GO TO INVENTORY**

# eCard Status



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS

## eCard Status

\* Asterisk indicates a required field.

[Watch Video Tutorial](#)

[Step-by-Step Guide](#)

VIEW BY ROLE \*

TCC

SEARCH

Show / Hide

ECARD TYPE \*

Select Course(s)

TRANSACTION DATE \*

8/19/2021

TO

9/19/2021

SEARCH

CLEAR SEARCH

RESULTS: 30-DAY VIEW

# eCard Status

RESULTS: 30-DAY VIEW

Show  entries

Search:

Course	Transaction With	Role Type	Instructor ID	Transaction Type	Transaction Date	Quantity
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/17/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/16/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/15/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/14/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/13/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/12/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/11/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/10/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/9/2021	1
Heartsaver CPR AED	Mabl Regression eCard Location (TXA0003-027)	eCard Location		Reclaimed	9/8/2021	1

Showing 1 to 10 of 33 entries

Previous **1** 2 3 4 Next



DOWNLOAD

# Search eCards

## Search eCards

---

Complete one or more of the fields below to filter and customize your search results.

 SEARCH

Show / Hide 

FIRST NAME	LAST NAME	EMAIL
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>
ECARD CODE	ECARD STATUS	
<input type="text" value="eCard Code"/>	<input <img="" alt="dropdown arrow" data-bbox="1812 731 1831 745" type="text" value="Select eCard Status"/>	
COURSE	COURSE DATE	
<input <img="" alt="dropdown arrow" data-bbox="892 882 911 896" type="text" value="None selected"/>	<input <img="" alt="calendar icon" data-bbox="1232 868 1278 902" type="text" value="Start Date"/>	TO <input <img="" alt="calendar icon" data-bbox="1665 868 1711 902" type="text" value="End Date"/>
SELECT INSTRUCTOR STATUS		
<input checked="" type="radio"/> Current <input type="radio"/> Past		
INSTRUCTOR		
<input <img="" alt="dropdown arrow" data-bbox="892 1139 911 1153" type="text" value="AHA TestUser - 11027130929"/>		
<input type="button" value="SEARCH"/>	<input type="button" value="CLEAR"/>	

# Search eCards: Results

## RESULTS

Show  entries

Search:

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
BLS Provider	9/22/2021	215415968806	A Sample Training Center	AHA TestUser	First	Student1	FStudent1@email.net	Sent			<a href="#">EMAIL</a>
BLS Provider	9/22/2021	215415968807	A Sample Training Center	AHA TestUser	Second	Student2	SStudent2@email.net	Sent			<a href="#">EMAIL</a>
BLS Provider	9/22/2021	215415968808	A Sample Training Center	AHA TestUser	Third	Student3	TStudent3@email.net	Sent			<a href="#">EMAIL</a>
BLS Provider	9/22/2021	215415968809	A Sample Training Center	AHA TestUser	Fourth	Student4	FStudent4@email.net	Sent			<a href="#">EMAIL</a>
Heartsaver for K-12 Schools (2015)	2/24/2021	218509152991	A Sample Training Center	AHA TestUser	Joey	Galindo	joey.galindo@heart.org	Sent			<a href="#">EMAIL</a> <a href="#">TEXT</a>
Heartsaver First Aid CPR AED (2015)	2/24/2021	216009152935	A Sample Training Center	AHA TestUser	Joey	Galindo	joey.galindo@heart.org	Sent			<a href="#">EMAIL</a> <a href="#">TEXT</a>

# Student Edit eCard Requests



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS

## Student Edit eCard Requests

Please review and approve or deny the student-initiated eCard changes listed on this page.

No results found.

**AHA Instructor Network Customer Support :**  
1-877-AHA-4CPR (1-877-242-4277)  
ahainstructornetwork@heart.org  
Available 8 a.m. - 5 p.m. Central Time  
Monday - Friday

**International Inquiries**  
**Global Web Support (email)**



**National Center**  
7272 Greenville Ave.  
Dallas, TX 75231

- About Us
- About the AHA/ASA >
- Annual Report (PDF) >
- AHA Financial Information >
- Careers >
- International Programs >
- Latest Heart and Stroke News >

- Get Involved
- Donate Now >
- Make a Memorial Gift >
- Ways to Give >
- Advocate >
- Volunteer >
- Go Red For Women >

- Our Sites
- American Stroke Association >
- CPR & ECC >
- Professional Heart Daily >
- More Sites >

# eCard Reports



Find a Class

ShopCPR

Get Involved

TCC LastName



MANAGE ECARDS

## Reports

\* Asterisk indicates a required field.

Watch Video Tutorial Step-by-Step Guide

VIEW REPORT BY ROLE \*

TCC

SELECT REPORT \*

Choose a Report

**AHA Instructor Network Customer Support :**  
1-877-AHA-4CPR (1-877-242-4277)  
ahainstructornetwork@heart.org  
Available 8 a.m. - 5 p.m. Central Time  
Monday - Friday

**International Inquiries**  
**Global Web Support (email)**



**National Center**  
7272 Greenville Ave.  
Dallas, TX 75231

### About Us

- About the AHA/ASA >
- Annual Report (PDF) >
- AHA Financial Information >
- Careers >
- International Programs >

### Get Involved

- Donate Now >
- Make a Memorial Gift >
- Ways to Give >
- Advocate >
- Volunteer >

### Our Sites

- American Stroke Association >
- CPR & ECC >
- Professional Heart Daily >
- More Sites >

# Reports: Students with Expiring eCards: Summary

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

VIEW REPORT BY ROLE \*

TCC

SELECT REPORT \*

Students with Expiring eCards

## Students with Expiring eCards

This report shows all students with eCards expiring within the next 30, 60, or 90 days.

Select how you would like to view your report:  
 Summary  Detail

TC ID #: TXA0003

### RESULTS:

Training Center ID	Training Center Name	Current Date	0 - 30 Days	31 - 60 Days	61 - 90 Days
TXA0003	A Sample Training Center	9/26/2021	0	11	1

Showing 1 to 1 of 1 entries

# Reports: Students with Expiring eCards: Detail

 RESULTS

Show  entries

Search:

Student Name	Student Email	Phone	Instructor	eCard Location ID	Course	Renewal Due
Joey Galindo	joey.galindo@heart.org		Allison Groom		BLS Provider (2015)	< 90
krish marri	Cary.Majors@heart.org		BugFix Test		BLS Provider (2015)	< 60
Test krish	krishna.marri@heart.org		Andre Prod		BLS Provider (2015)	< 60
Joey Galindo	joey.galindo@heart.org		Allison Groom		ACLS EP Instructor	< 60
Joey Galindo	joey.galindo@heart.org		Allison Groom		PEARS Instructor	< 60
Joey Galindo	joey.galindo@heart.org		Bette Porter		PALS Instructor (2015)	< 60
Joey Galindo	joey.galindo@heart.org		Amy McNulty		Heartsaver Instructor (2015)	< 60
Joey Galindo	joey.galindo@heart.org		Allison Groom		BLS Instructor (2015)	< 60
Krishna marri	krishna.marri@heart.org		Allison Groom		BLS Provider (2015)	< 60
Joey Galindo	joey.galindo@heart.org		James Staff		BLS Provider (2015)	< 60
AHA TestUser	ahatestuser@somerby.net	5555555555	Chas Palmetto		ACLS Instructor (2015)	< 60
Joey Galindo	joey.galindo@heart.org		Gloria Bermudez		ACLS Instructor (2015)	< 60

Showing 1 to 12 of 12 entries

**DOWNLOAD**

# Reports: Training Center Total Quality Score: Course

## Training Center Total Quality Score

These Quality Scores are calculated from students who claim an eCard and submit a post-course survey. The data is available at the course (e.g. Heartsaver CPR/AED) and discipline (e.g. BLS) levels and includes Quality Scores for all aligned Instructors.

Select how you would like to view your report:  Course  Discipline

DATE RANGE \*   TO

TC ID #: TXA0003

**SEARCH**

### RESULTS

Show  entries

Search:

Course	Course Quality Score	eCards Assigned	eCards Claimed	Claimed / Assigned (%)	Surveys Completed	Surveys / Claimed (%)
Advisor: BLS	0	1	0	0	0	0
BLS Provider	96	6	2	33	2	100

Showing 1 to 2 of 2 entries

**DOWNLOAD**

# Reports: Training Center Total Quality Score: Discipline

## Training Center Total Quality Score

These Quality Scores are calculated from students who claim an eCard and submit a post-course survey. The data is available at the course (e.g. Heartsaver CPR AED) and discipline (e.g. BLS) levels and includes Quality Scores for all aligned Instructors.

Select how you would like to view your report:

Course  Discipline

DATE RANGE \*   TO

TC ID #: TXA0003

### RESULTS

Show  entries

Search:

Discipline	Discipline Quality Score	eCards Assigned	eCards Claimed	Claimed / Assigned (%)	Surveys Completed	Surveys / Claimed (%)
BLS	96	7	2	29	2	100

Showing 1 to 1 of 1 entries

# Reports: eCard Location Total Quality Score

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

### Please Note:

The student survey and related reports have changed. Questions for each discipline and course are now customized to better measure overall course quality. Due to the survey changes, all prior scores are not comparable and therefore have been removed.

VIEW REPORT BY ROLE \*

SELECT REPORT \*

## eCard Location Total Quality Score

These Quality Scores are calculated from students who claim an eCard and submit a post-course survey. The data is available at the course (e.g. Heartsaver CPR AED) and discipline (e.g. BLS) levels and includes Quality Scores for all aligned Instructors.

Select how you would like to view your report:  
 Course  Discipline

DATE RANGE \*  
8/26/2021  TO 9/26/2021 

ECARD LOCATION \*

**SEARCH**

# Reports: eCard Location Total Quality Score

## eCard Location Total Quality Score

These Quality Scores are calculated from students who claim an eCard and submit a post-course survey. The data is available at the course (e.g. Heartsaver CPR AED) and discipline (e.g. BLS) levels and includes Quality Scores for all aligned Instructors.

Select how you would like to view your report:

Course  Discipline

DATE RANGE \*

8/26/2021  TO 9/26/2021 

ECARD LOCATION \*

Mabl Regression eCard Location (TXA0003-027) 

**SEARCH**

### RESULTS

No results found.

# Reports: Individual Instructor Quality Score

VIEW REPORT BY ROLE \*

TCC

SELECT REPORT \*

Individual Instructor Scores

## Individual Instructor Quality Score

This report provides you with your Quality Score by Instructor and course, based on post-course surveys completed by students. Please note, the Instructor's score will only be displayed if at least 10 surveys have been submitted for a Course.

Search Individual Quality Score by:

Course  Discipline

DATE RANGE \*

8/26/2021 TO 9/26/2021

INSTRUCTOR(S) \*

Select Instructor(s)

- Select All
- VAM TXA0003 - 09180719938
- AHA TestUser - 11027130929
- Amy McNulty - 03060014630
- Amy McNulty - 04110000252
- Andre Prod - 05140251831

International Inquiries  
Global Web Support (email)

# Reports: Individual Instructor Scores: Results

INSTRUCTOR(S) \*

All Selected

**SEARCH**

## RESULTS

Show 25 entries

Search:

Instructor ID	Instructor First Name	Instructor Last Name	TC ID #	Course	Course Quality Score	eCards Assigned	eCards Claimed	Claimed / Assigned (%)	Surveys Completed	Surveys / Claimed (%)
06160474708	Chas	Test	TXA0003	Advisor: BLS	0	1	0	0	0	0
09140274108	Test	Instructor	TXA0003	BLS Provider	91	6	2	33	1	50
11027130929	AHA	TestUser	TXA0003	BLS Provider	0	6	2	33	0	0
11170629970	TCC	LastNamew	TXA0003	BLS Provider	100	6	2	33	1	50

Showing 1 to 4 of 4 entries

**DOWNLOAD**

# Reports: Reclaims

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

VIEW REPORT BY ROLE \*

TCC

SELECT REPORT \*

Reclaims

## Reclaims

Select a date range to view your reclaim history.

DATE OF RECLAIM \*

9/21/2021

TO

9/26/2021

SEARCH

### RESULTS

Show 25 entries

Search:

Course	Reclaim	Reclaim Quantity	Reclaim From
BLS Provider	9/26/2021	5	Super1 Location (TXA0003-009)

Showing 1 to 1 of 1 entries

Previous 1 Next

EXCEL

# Reports: Survey Responses

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

### Please Note:

The student survey and related reports have changed. Questions for each discipline and course are now customized to better measure overall course quality. Due to the survey changes, all prior scores are not comparable and therefore have been removed.

VIEW REPORT BY ROLE \*

SELECT REPORT \*

## Survey Responses

This report will show survey responses by question for your Training Center. Use the filters below for eCard Location or Instructor to refine your search.

Select how you would like to view your report: \*

Course  Discipline

DATE RANGE \*

8/26/2021



TO

9/26/2021



SELECT COURSE STATUS

Active  Inactive

COURSE \*

ECARD LOCATION

INSTRUCTOR

SEARCH

# Reports: Survey Responses: Results

Question	Strongly Disagree	%	Disagree	%	Neither Agree Nor Disagree	%	Agree	%	Strongly Agree	%	Yes	%	No	%
I would recommend my instructor(s) as someone who helped me learn.	0	0.00	0	0.00	0	0.00	1	50.00	1	50.00	0	0.00	0	0.00
I am confident in my ability to perform resuscitation skills/techniques when needed.	0	0.00	0	0.00	0	0.00	0	0.00	2	100.00	0	0.00	0	0.00
I received feedback that improved my hands-on skills.	0	0.00	0	0.00	0	0.00	0	0.00	2	100.00	0	0.00	0	0.00
My performance was evaluated fairly.	0	0.00	0	0.00	0	0.00	0	0.00	2	100.00	0	0.00	0	0.00
The cases presented in the course were relevant to me.	0	0.00	0	0.00	0	0.00	1	50.00	1	50.00	0	0.00	0	0.00
I understand my role as a lifesaving team member.	0	0.00	0	0.00	0	0.00	1	50.00	1	50.00	0	0.00	0	0.00
A device or manikin was used to provide real-time measures of my rate and depth of chest compressions.	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	100.00	0	0.00
		<b>0</b>		<b>0</b>		<b>0</b>		<b>25</b>		<b>75</b>		<b>100</b>		<b>0</b>

**DOWNLOAD**

# Reports: Student Edit eCard Report

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

VIEW REPORT BY ROLE \*

SELECT REPORT \*

## Student Edit eCard Report

Select a date range to search for student edit eCard approvals.

DATE RANGE \*

 TO  

TC ID #: TXA0003

**SEARCH**

# Reports: Student Edit eCard Report: Results

## RESULTS

Show  entries

Search:

Request Date	Listed Name	Requested Name	Listed Email	Requested Email	Reason	Approved By	Approved Date
9/24/2021	Baranitharan Natarajan	Baranithara Nataraja	Barani.natarajan@heart.org		Correction	TCC LastNamew	9/24/2021
9/24/2021	Baranithara Nataraja	Baranitharan Natarajan	Barani.natarajan@heart.org		Correction	TCC LastNamew	9/24/2021
9/24/2021	Baranitharan Natarajan	Baranithara Nataraja	Barani.natarajan@heart.org		Correction	TCC LastNamew	9/24/2021
9/24/2021	Baranithara Nataraja	Baranitharan Natarajan	Barani.natarajan@heart.org		Correction	TCC LastNamew	9/24/2021
9/24/2021	Baranitharan Natarajan	Baranithara Nataraja	Barani.natarajan@heart.org		Correction	TCC LastNamew	9/24/2021

Showing 1 to 5 of 5 entries

Previous **1** Next

**DOWNLOAD**

# Reports: Instructor Role: Quality Score: by Course

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

### Please Note:

The student survey and related reports have changed. Questions for each discipline and course are now customized to better measure overall course quality. Due to the survey changes, all prior scores are not comparable and therefore have been removed.

VIEW REPORT BY ROLE \*  
Instructor

SELECT REPORT \*  
Quality Score

## Total Quality Score

This report provides you with your Quality Score. If you are aligned with a primary and a secondary TC, then your Quality Score will be reported separately by TC.

Select how you would like to view your report:  
 Course  Discipline

DATE RANGE \*  
3/21/2020 TO 3/21/2022

TRAINING CENTER \*  
A Sample Training Center

**SEARCH**

# Reports: Instructor Role: Quality Score: Results by Course

## RESULTS

Show 25 entries

Search:

Instructor ID	Instructor First Name	Instructor Last Name	TC ID #	Course	Course Quality Score	eCards Assigned	eCards Claimed	Claimed / Assigned (%)	Surveys Completed	Surveys / Claimed (%)
11170629970	TCC	LastName	TXA0003	Heartsaver CPR AED (2015)	100	382	2	1	1	50
11170629970	TCC	LastName	TXA0003	ACLS Provider	0	1	0	0	0	0
11170629970	TCC	LastName	TXA0003	BLS Provider	100	2	1	50	1	100
11170629970	TCC	LastName	TXA0003	Heartsaver CPR AED	0	28	0	0	0	0

Showing 1 to 4 of 4 entries

Previous **1** Next

DOWNLOAD

# Reports: Instructor Role: Quality Score by Discipline

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

### Please Note:

The student survey and related reports have changed. Questions for each discipline and course are now customized to better measure overall course quality. Due to the survey changes, all prior scores are not comparable and therefore have been removed.

VIEW REPORT BY ROLE \*

SELECT REPORT \*

## Total Quality Score

This report provides you with your Quality Score. If you are aligned with a primary and a secondary TC, then your Quality Score will be reported separately by TC.

Select how you would like to view your report:

- Course
- Discipline

DATE RANGE \*

TO

TRAINING CENTER \*

**SEARCH**

# Reports: Instructor Role: Quality Score: Results by Discipline

## RESULTS

Show 25 entries

Search:

Instructor ID	Instructor First Name	Instructor Last Name	TC ID #	Discipline	Discipline Quality Score	eCards Assigned	eCards Claimed	Claimed / Assigned (%)	Surveys Completed	Surveys / Claimed (%)
11170629970	TCC	LastName	TXA0003	ACLS	0	1	0	0	0	0
11170629970	TCC	LastName	TXA0003	BLS	100	412	3	1	2	67

Showing 1 to 2 of 2 entries

Previous **1** Next

**DOWNLOAD**

# Reports: Instructor Role: Survey Responses by Course

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

### Please Note:

The student survey and related reports have changed. Questions for each discipline and course are now customized to better measure overall course quality. Due to the survey changes, all prior scores are not comparable and therefore have been removed.

VIEW REPORT BY ROLE \*

SELECT REPORT \*

## Survey Responses

This report will show survey responses by question.

Select how you would like to view your report: \*

 Course  Discipline

DATE RANGE \*

SELECT COURSE STATUS

 Active  Inactive

TRAINING CENTER \*

COURSE \*

# Reports: Instructor Role: Survey Responses: Results by Course

## RESULTS

Completed Surveys: 1

Question	Strongly Disagree	%	Disagree	%	Neither Agree Nor Disagree	%	Agree	%	Strongly Agree	%	Yes	%	No	%
I would recommend my instructor(s) as someone who helped me learn.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I am confident in my ability to perform resuscitation skills/techniques when needed.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I received feedback that improved my hands-on skills.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
My performance was evaluated fairly.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
The cases presented in the course were relevant to me.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I understand my role as a lifesaving team member.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>100</b>		<b>100</b>		<b>0</b>

**DOWNLOAD**

# Reports: Instructor Role: Survey Responses by Discipline

## Reports

\* Asterisk indicates a required field.

[Watch Video Tutorial](#) [Step-by-Step Guide](#)

### Please Note:

The student survey and related reports have changed. Questions for each discipline and course are now customized to better measure overall course quality. Due to the survey changes, all prior scores are not comparable and therefore have been removed.

VIEW REPORT BY ROLE \*

SELECT REPORT \*

## Survey Responses

This report will show survey responses by question.

Select how you would like to view your report: \*

Course  Discipline

DATE RANGE \*

 TO  

DISCIPLINE \*

TRAINING CENTER \*

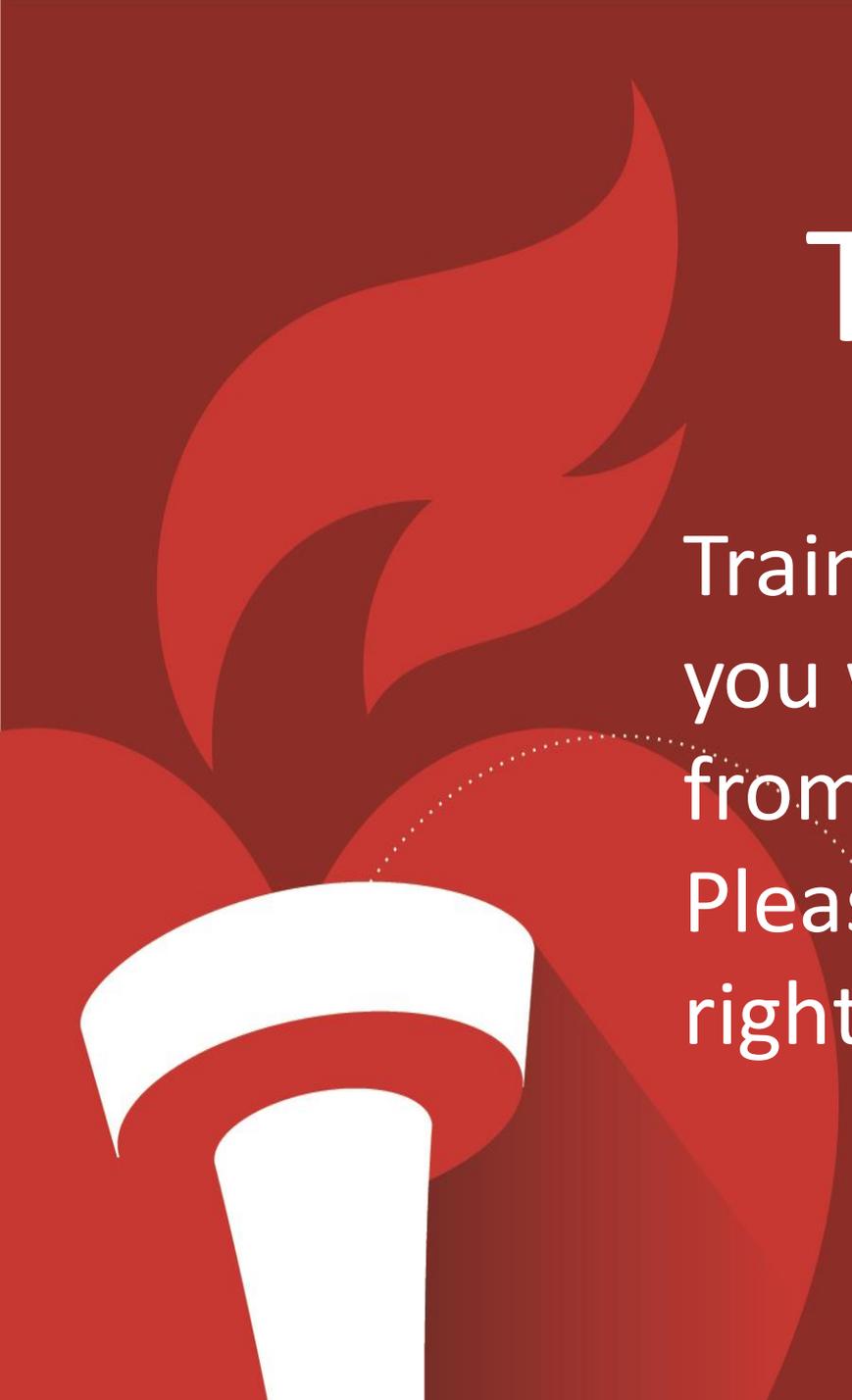
**SEARCH**

# Reports: Instructor Role: Survey Responses: Results

## RESULTS

Completed Surveys: 1

Question	Strongly Disagree	%	Disagree	%	Neither Agree Nor Disagree	%	Agree	%	Strongly Agree	%	Yes	%	No	%
I would recommend my instructor(s) as someone who helped me learn.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I am confident in my ability to perform resuscitation skills/techniques when needed.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I received feedback that improved my hands-on skills.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
My performance was evaluated fairly.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
The cases presented in the course were relevant to me.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I understand my role as a lifesaving team member.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I would recommend my instructor(s) as someone who helped me learn.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I am confident in my ability to perform the skills I learned.	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00
I received feedback that	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	0	0.00	0	0.00



# Thank You!

Training Center Coordinator:  
you will receive a survey link  
from [ben.seibert@heart.org](mailto:ben.seibert@heart.org)  
Please complete your survey  
right away!

# Reminder to Mentor:

- Notify the VSS ([ben.seibert@heart.org](mailto:ben.seibert@heart.org)) of completion of Module 3

## **Prepare for Module 4 – Legal Aspects and Instructor Training:**

- Preview the Module and Notes