Instructor How to Create a Class

1. Login to system
2. Go to "Manage"

   ✳ **Manage**
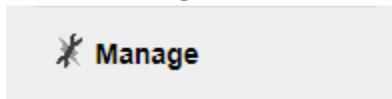
3. Select "Add New Course" in top right corner.

   ＋ Add New Course

4. Select "Course Type" Initial Caregiver Course

* Course Type	Initial Caregiver Course	⌄

5. Select "Course Name" You have two selections.
   a. Student Caregiver Course (Fire and Life Safety)
      i. Select this course if you wish to make it accessible to the public.
   b. Student Caregiver Course (Fire and Life Safety) NOT OFFERED TO THE PUBLIC
      i. Select this course if you prefer to restrict registration to individuals within your facility.
6. *NOTE: Sharing Course Number with students will assist them registering for the class.*
7. Select "Course Status"
   a. Select Approved
      i. The Course will remain as approved until every student has completed the course and received a pass or failed within the system.
8. Select "Location"
   a. Location – See description in the notes section.
      i. Select this selection if your class is in person.
      ii. Place in notes section: Name of Faciality, Address, and contact information if they have issues finding the location.
   b. Virtual Class
      i. Select this selection if your class is being given online.
      ii. Place in notes section: Instructors Contact information and instructions on how to sign-in to class.

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9. Select "Instructor"
    a. The instructor is the representative that is instructing the course.
10. "Co-Instructor"
    a. Only add a Co-Instructor if you have someone assisting the instructor.
11. "Description"
    a. Use description to provide the students with location of class or login information for the class.
12. "Start Date and Time"
    a. Provide a date and time of course.
13. "Closing Date"
    a. Closing Date will be 15 days after the course start date.
    b. ALL COURSES MUST BE COMPLETED WITH IN 15 DAYS OF COURSE START DATE. (This means all students have registered and grades have been submitted)
14. "Allow Registration"
    a. ONLY SELECT "APPLICATION FORM"
        i. Due to instances where students fail to complete the "Caregiver Student Application" and then reach out to our office months or even years later to obtain a certificate, we have devised a solution. Instructors will now be able to enroll a student in a course by having them fill out the application form. Students will indicate their desired course on the form, which will then add them to the class.

Allow Registration   ☐ Public Portal Course Lookup ☑ Application Form
                         ☐ Apply the selected license when registering through course lookup

15. "Allow Deregister"
    a. Instructors have the option to enable students to deregister, but it is not mandatory.
16. "Registration Start and Registration End"
    a. Instructors have the option to set a date range for student course registration, but it is not mandatory.
17. "Capacity"
    a. By setting the course capacity, once it is reached, no further registrations will be accepted.

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    b. REMINDER: Only 25 students per instructor are allowed.

Grade and Complete Course

1. Login to system
2. Go to "Manage"
3. Go to "Course"
4. Choose the course you wish to complete.
5. Go to "Attendees" at top.
    a. Mark the check box beside each attendee you wish to change.
    b. Under the "Bulk Actions" drop down choose "Set Completion Date and/or Attendee Status"
    c. Add "Completion Date" (this should be the date the students tested)
    d. Make your selection in the "Attendee Status" drop down to grade the student.
        i. Pass – Has a grade of 70 or higher.
        ii. Fail – Has a grade of 69 or lower.
        iii. Transferred to – Instructor needs to be replaced by another instructor.
        iv. Withdrew – Student no longer wants to attend the class.
        v. No Show – Student did not show for the class.
6. Certificate
    a. The student Certificate will be emailed to the email on file.
    b. It can also be located at all times under "My Account">"Documents"
    c. THE EXPIRATION DATE IS NOW DETERMINED BY THE CLASS COMPLETION DATE.
    d. As an instructor you have access to the student's certificate. If you are instructing for a facility and management needs all certificates you can pull theses and email to the management staff.
    e. NOTE- we are currently exploring options to offer certificates on our website for management access. Your feedback is valued, and we are diligently working to streamline the process for your convenience. Thank you for your patience.
7. Completion of the class
    a. Go to your "Course Details."
    b. Go to "Course Status"

i. Once class is completed and all students have received a grade change "Course Status" to "Attendee Status Updated and Course Complete".