

## Atlas Class Management – Create A Class

Classes can be created by any role within the Training Center (TC) as long as the permission is given for that role or individual.

### Create a Class

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

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

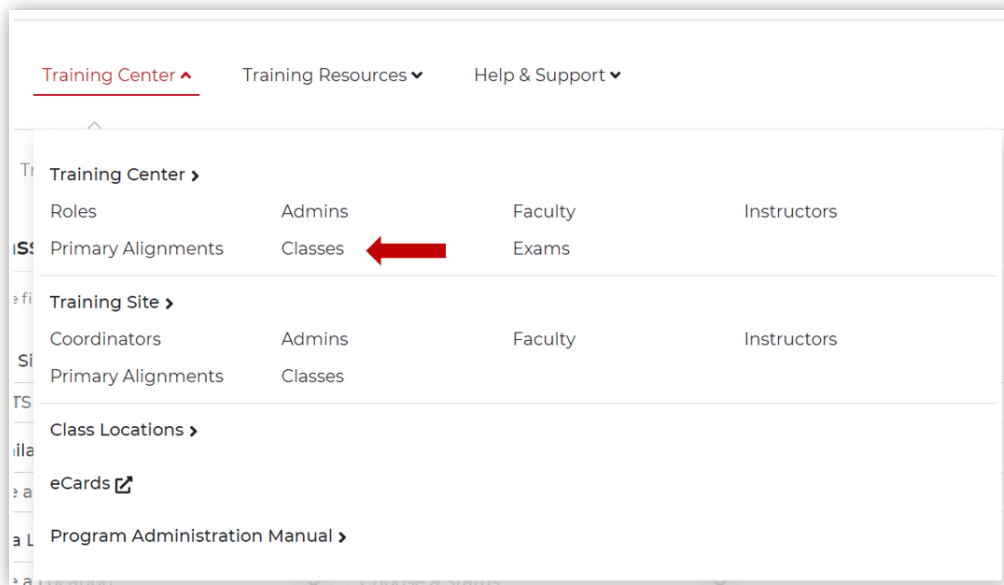


Figure 1

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

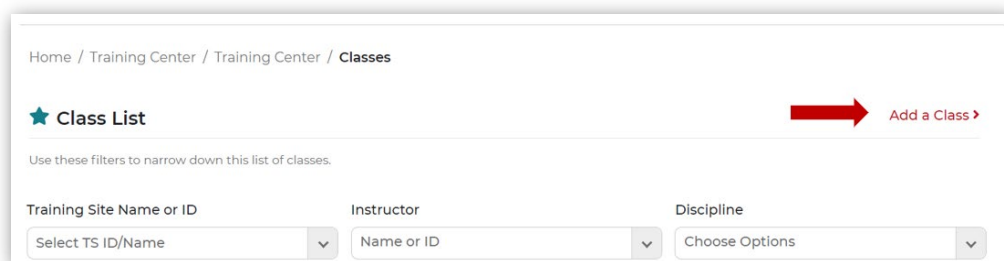


Figure 2

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

**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 \*  
Choose a Course

Class Format \* ⓘ  
Choose a Class Format

Class Language \*  
Choose a Language

Private Class ⓘ

Figure 3

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

**Course Information:**

- i. Course
  1. Once selected, will activate the Class Format data field.
- ii. Class Format
  1. The way the class will be conducted, either Classroom or Blended
  2. Making a selection will activate the Class Language data field.
- iii. Class Language
  1. The language the class will use for materials and in the classroom (**NOTE: For US classes, users must NOT select IVE – International Version English language or materials**)
  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

Class Format \* ⓘ  
Classroom x

Class Language \*  
English/IVE x

Exam \*  
Select Exam Type

Proof of Completion \*  
Select Proof of Completion

Purchase Code  
Select Purchase code

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. The options are:
  1. Online – exam is offered through the online platform
  2. Offline – the exam will be offered in the classroom
  3. Both – 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 card will be provided
  1. Digital – an online eCard
  2. Print – a printed paper card

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- vi. Purchase Code: Only required for eBooks and eLearning; the purchase code acts as a license to access inventory
- vii. Private Class (Figure 5)

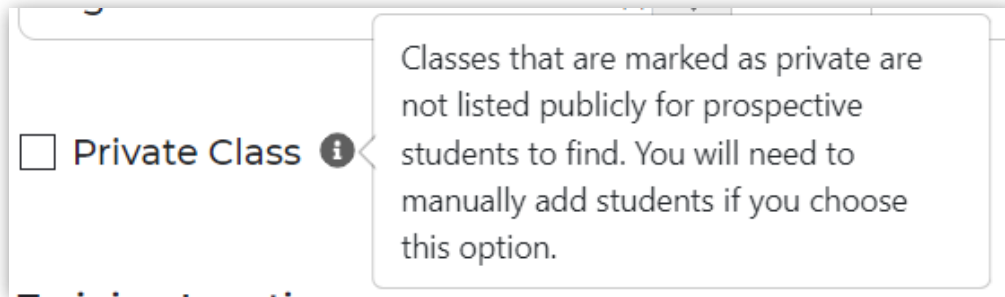
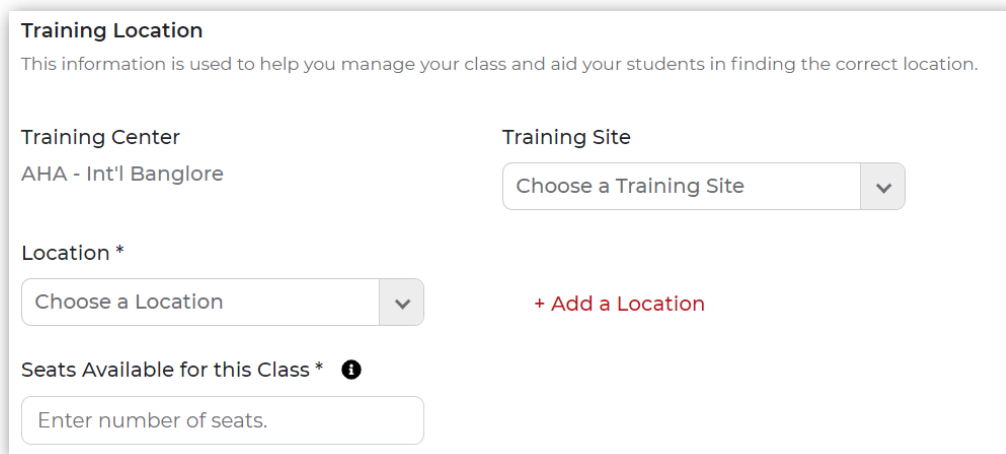


Figure 5

### Training Location (Figure 6):

- i. Training Center: Is selected 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):
  - 1. Select from the dropdown list
  - 2. Add a location if needed
- iv. Seats Available for this Class

A screenshot of the 'Training Location' form. The form title is 'Training Location' and it includes a subtitle: 'This information is used to help you manage your class and aid your students in finding the correct location.' The form contains the following fields:

- Training Center:** A text field with the value 'AHA - Int'l Bangalore'.
- Training Site:** A dropdown menu with the text 'Choose a Training Site' and a downward arrow.
- Location \*:** A dropdown menu with the text 'Choose a Location' and a downward arrow. To its right is a red link that says '+ Add a Location'.
- Seats Available for this Class \*:** A text field with the placeholder text 'Enter number of seats.' and an information icon (i) to its right.

Figure 6

### Schedule (Figure 7):

- i. Recurring Classes: Used to schedule many similar classes at one time
- ii. Class Date (required field)
- iii. Time (required field)
- 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 a Supporting Instructor
  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** ⓘ

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 TCC/TCA/TSC/TSA, then the Instructor dropdown list displays all the Instructors aligned with the selected Training Center/Training Site and selected course.
- If a user logs in as an Instructor, then it is only that Instructor’s name that displays in the Instructor dropdown list.
- A user can select any number of Supporting Instructors as a standby option, in case the primary Instructor is unavailable to deliver the scheduled class.
- Supporting Instructors will only have Class Management “read” permissions (meaning they cannot make changes), while the primary Instructor will have Class Management “read” and “write” permissions (meaning they can view and make changes).
- The TSC/TSA role should have Class Management “write” permissions to create a class for the respective Training Sites.

## Enrollment Information (Figure 9):

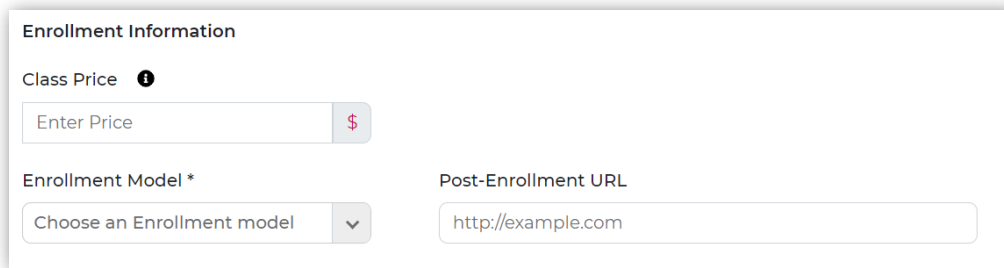
- i. Class Price:
  1. This is the fee the student should expect to pay for the class; it may or may not include materials.

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2. The class and the materials fees can be bundled for convenience to the student.
- 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) the student should visit for more information, to purchase the class, or purchase class materials

### Important Points to Note:

- Use the Post-Enrollment URL to list the website of the vendor to purchase materials from when not using ShopCPR: For example, WorldPoint at [www.worldpoint.com](http://www.worldpoint.com)
- Add a **Task** or **Notes** (see the section **Other Information**) to provide specific tasks or instructions for students to purchase the class or materials if using a specific provider or vendor.



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

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

Figure 9

**Other Information** (Figure 10): In this section, you can provide students with additional information and contact information. Be specific.

### Things to Do:

- i. Task Name:
  1. Use up to 20 characters
  2. Enter as many tasks as necessary. Tasks may include purchasing materials from the Instructor, Training Center, or specific AHA vendor (such as WorldPoint)
  3. Name the task so it is understandable, for example "Purchase Materials"
- ii. Task Description:
  1. Use 50 characters to describe the task
  2. For example, using the above example for purchasing classroom materials, enter the WorldPoint URL
- iii. Add Another Task: Enter as many tasks as necessary
- iv. Material Included:
  1. DO NOT check any of the items if students should purchase their materials from the TC, the Instructor, or WorldPoint
  2. Check the items ONLY if students should purchase from ShopCPR

**Other Information**  
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                                      | Task Description  |
|--|---|
| <input type="text" value="Enter a Task Name"/> | <input type="text" value="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): Include contact information for the person 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**

|  |  |
|--|--|
| <b>Contact Name</b><br><input type="text" value="Enter the contact's name"/>           | <b>Phone Number</b><br><input type="text" value="Enter the contact's phone number"/> |
| <b>Email Address</b><br><input type="text" value="Enter the contact's email address"/> |  |
| <b>Notes</b> ⓘ<br><input type="text"/>   |  |

Figure 11

- c. Click Create