Instructor eCard Verification Instructions

Finding Student Records

- 1) Log in to the instructor network, <u>www.ahainstructornetwork.com</u>
- 2) On the left hand side click on "eCards".

Welcome.	Dashboard		
Brian! YOUR INSTRUCTOR ID: 06115443049	My Courses Antio	e (WerA) (*)	Online Instructor Community (C Gots Community
Obrigiliums	Your class list is empty.		Discuss, Connect
Dashboard	eCards (&Action -)	Refresh Inventory $\left \left(\vec{x}\right)\right $	Fellow Instructors
View My Agreement	ACLSEP		THE NEW
My Inbox	ACLS EP Instructor		ShopCPR
Edit My Profile	ACL5 Instructor		EXPERIENCE
My Courses	ACLS Provider		The AHAYs new ShopCPR experience - the one-stop shop for all
eCards	BLS Instructor		of your AHA CPR and ECC educational training materials - is now available:
Instructor Search	BLS Provider	040	

3) Select the "Manage eCards" dropdown, followed by "Search eCards".

•	MANAGE ECARDS -	
	eCard Inventory	
Sear	Assign to Students	
Complete	Assign to Instructor Candidates/Renewals	Iter and customize
Q SEAR	View eCards Assigned to Students	
	Assign to Instructors	
FIRST N/	Assign to eCard Location	LAST N
First Na	Reclaim eCards	Last N
ECARD	eCard Status	
eCard (Search eCards	
	Student Edit eCard Requests	

4) Under the course section, select the drop down arrow, then check the box "select all." Next click on "search".

Complete one or more of the fields be	low to filter and customize your searc	ch results.			
SEARCH					Sh
FIRST NAME	LAST NAME		EMAIL		
First Name	Last Name		Email		
ECARD CODE		ECARD STATUS			
eCard Code		Select eCard Sta	atus		
COURSE		COURSE DATE			
All selected		• Start Date	то	End Date	=
Select all		A			
ACLS					
ACLS EP					
ACLS EP (2011)					
ACLS EP Instructor					

5) You will now see a list of all the class you have taught and all the students who have attended.

	ý _ ,	/ANAGE EC	ARDS -									
•	Only the fir	st 200 results	of your search an	e displayed. Pl	ease use additio	onal filters to na	arrow your searc	h results.				×
:	Show 25	✓ entries							Search:			
	Course 🚽	Course 🔺 Date	eCard	Training Center	Instructor	First	Last	Email 🤝	Status 🚽	View eCard	Edit	Resen
	BLS Provider	8/16/2021	215415021761	Kirkwood Community College	Brenda Surom	Blake	Coffey	blakeedcoffey@gmail.com	Claimed	Full Wallet	1	
	BLS Provider	8/16/2021	215415021762	Kirkwood Community College	Brenda Surom	Christine	Housken	christine- housken@student.kirkwood.edu	Sent		1	EMA
	BLS Provider	8/16/2021	215415021763	Kirkwood Community College	Brenda Surom	Rebecca	Kimm	bkimm27@gmail.com	Sent		1	EMA
	BLS Provider	8/16/2021	215415021784	Kirkwood Community College	Brenda Surom	Katie	Madsen	ktanderson87@gmail.com	Claimed	Full Wallet	1	

Now that the student records have been found, you can update a misspelling, check claimed cards, or resend a card:

Updating A Misspelling

1) If a student's name is misspelled you can correct that by finding the student's name and select the pencil image, located under the Edit column.

RESULTS											
Show 25 🗸	• entries							Search:			
Course 🚽	Course 🔺 Date	eCard	Training 🚽 Center	Instructor 🤝	First 🚽 Name	Last	Email 🔷	Status 🤝	View eCard	Edit	Resend
Heartsaver First Aid CPR AED	7/23/2021	216014907682	Kirkwood Community College	Eugene Brink	Melissa	Jensen	melissa.jensen@kirkwood.edu	Claimed	Full Walle	1	

2) Update the student's record. When complete select "Save Changes"

216014907682	
COURSE	
Heartsaver First Aid CPR AED	
FIRST NAME *	LAST NAME *
Melissa	Jensen
EMAIL *	PHONE
melissa.jensen@kirkwood.edu	319-530-5490
COURSE DATE *	COURSE MODULES
TRAINING CENTER Kirkwood Community College	
INSTRUCTOR *	
Exercise Delete	

Checking Card Status

- 1) If the student's card has been claimed previously, you will see the words "Full | wallet" under the View eCards column. This verifies that the card has been claimed previously.
 - a. To resend a claimed card to a student, select "wallet" under the View eCard column.

Course	Course 🔺 Date	eCard Code	Training Center	Instructor 🤝	First 🔷 Name	Last Name	Email	Status 🤝	View eCard	Edit	Resend
Heartsaver First Aid CPR AED	7/23/2021	216014907682	Kirkwood Community College	Eugene Brink	Melissa	Jensen	melissa.jensen@kirkwood.edu	Claimed	Full I Wallet	1	

- b. A copy of the student's card will now appear. You may now download the AHA card and send in an email to the student.
- 2) If the student's card has <u>not</u> been claimed previously, your search result will appear with nothing in the View eCard column. Instead, you will see the word email under the Resend column. Select "Email".

RESULT	S										
Show 25	✓ entries							Searc	ch:		
Course 🚽	Course 🔺 Date	eCard Code	Training - Center	Instructor 🔷	First 🚽 Name	Last 🤝 Name	Email 🔷	Status 🤝	View eCard	Edit	Resend
BLS Instructor	6/1/2021	218933400625	Kirkwood Community College	Deanna Schnebbe	Brenda	Surom	b_surom@yahoo.com	Sent		1	EMAIL

a. Enter the student's email and select "Resend eCard"

RESEND	×
STUDENT'S EMAIL ADDRESS *	
b_surom@yahoo.com	
RESEND ECARD	SAVE EMAIL ADDRESS & RESEND ECARD