What to do AFTER teaching students

AHA Instructors: Make sure you have issued cards (recorded eCard numbers), completed rosters, completed skill session sheets, copied tests answer sheets (if live class), copied Heartcode completion certificates (if skill session).

ECSI Instructors: Make sure you have completed any forms you are providing.

All instructors, Log in to your HOVN account. Be sure to change your view from Member to Instructor in the upper left corner

Ny Training Sessions	Scheduled Sessions View and manage your upcoming training sessions.	
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Click on the green date of the session you just finished:

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Look for these Tabs:

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First is Bookings and it should show you the names of your students.

If there is only an email and no other information, then you did not follow the instructions for **What to do prior to teaching students** – STOP and go follow those instructions.

Now.. Click on Roster

Bookings Roster Certifications	Orders Files				
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Student 🗘	Reference	Contact	Status 🗘	Order Status	
Jessica Bennett	BRN_PL20FL	jessic.bennett@davita.com (832) 474-7371	Confirmed	Paid	
+ Booking					Available seats: 3

If this was a skill session - mark pass or fail in Results tab

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Result	
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If this was a live class – put the test score in the box - ECSI instructors can put 100 if wanted.

Now click on Certifications and add the AHA eCode for the card that you issued and its expiration date. ECSI instructors leave blank - we will take care of this when we issue cards

Certifications Orders Files	
Certification # 0	expiration ≎
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Next click on Files and add all AHA files that you copied – Rosters, skill sessions sheets, answer sheets for live test OR Heartcode certificates . ECSI instructors add whatever you have

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