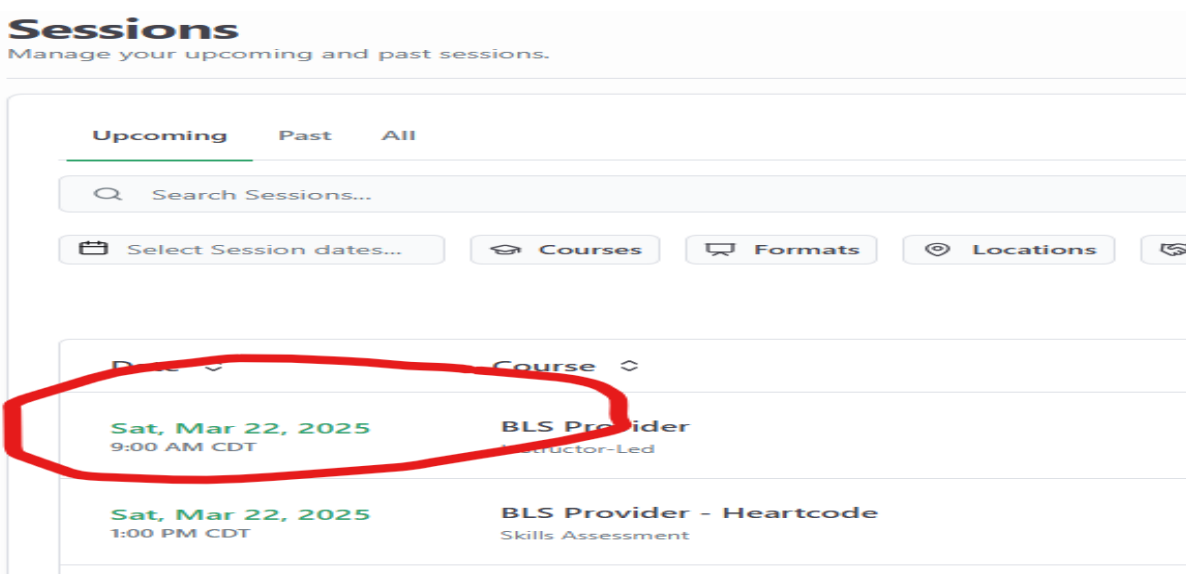# What to do AFTER teaching students

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).

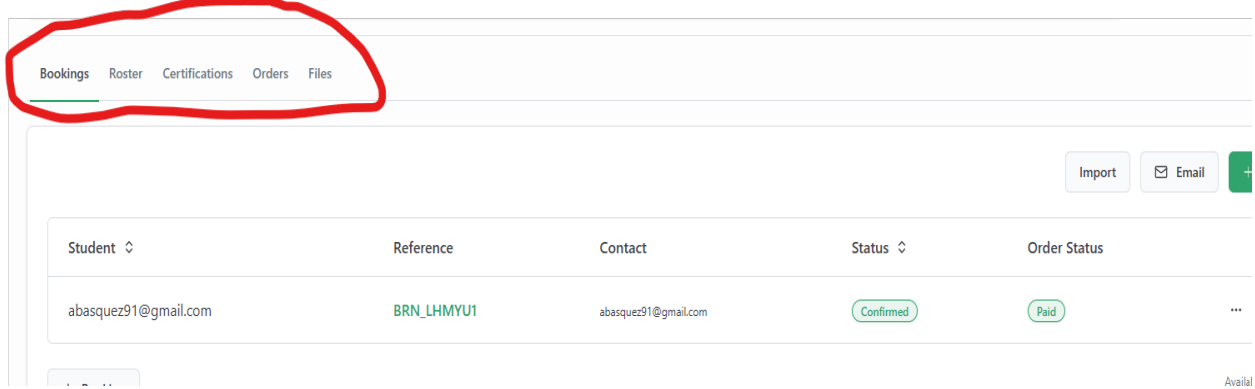ECSI Instructors: Make sure you have completed any forms you are providing.

All instructors, Log in to your HOVN account. Be sure to change your view from Member to Instructor in the upper left corner
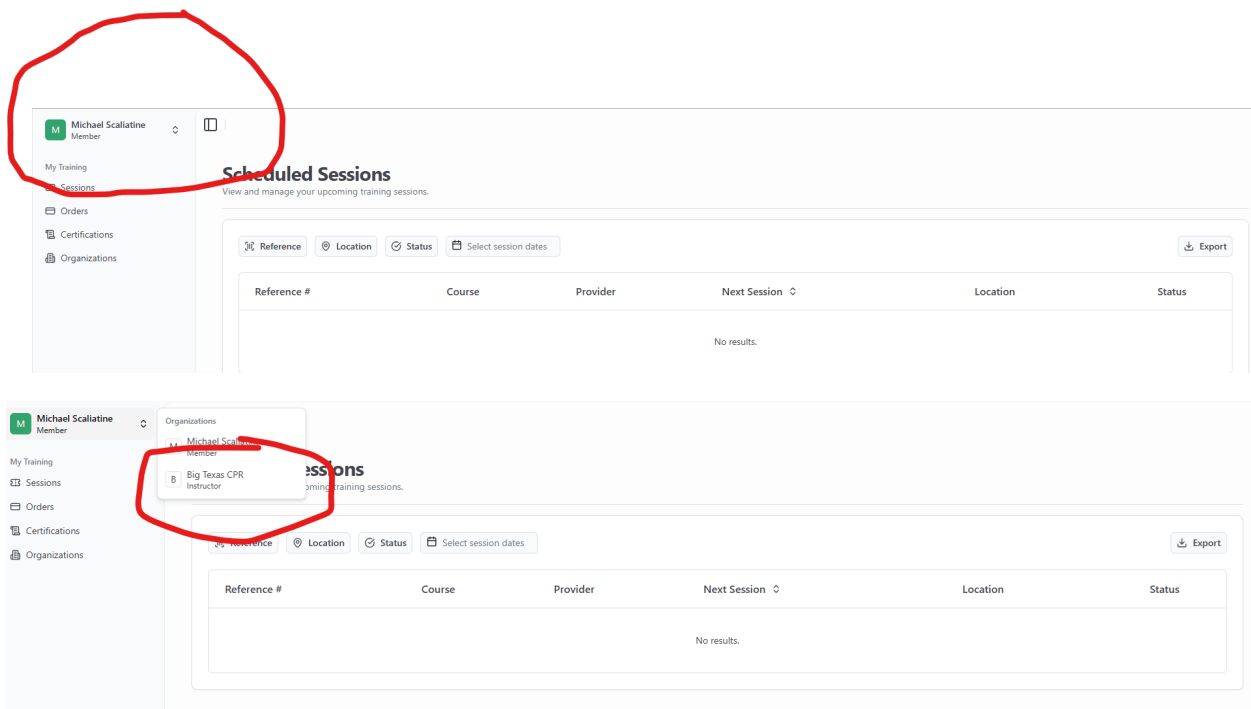
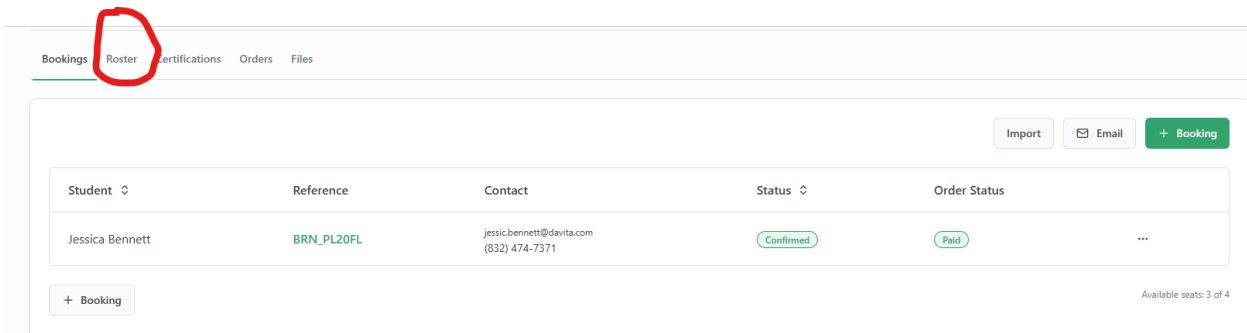Click on the green date of the session you just finished:
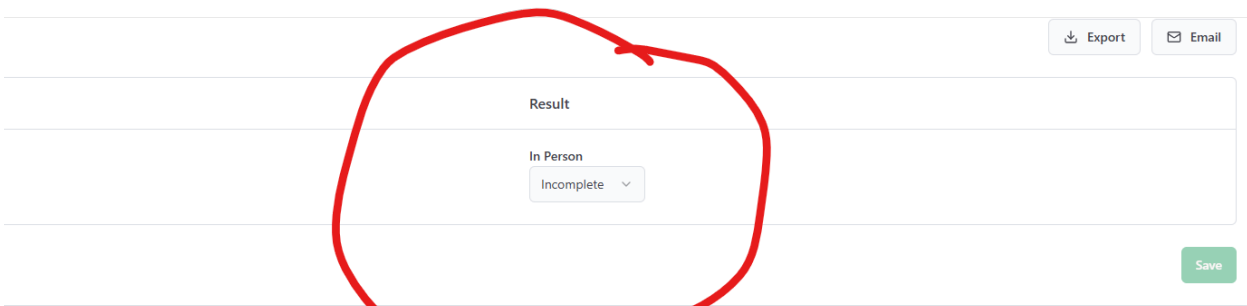
Look for these Tabs:

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.
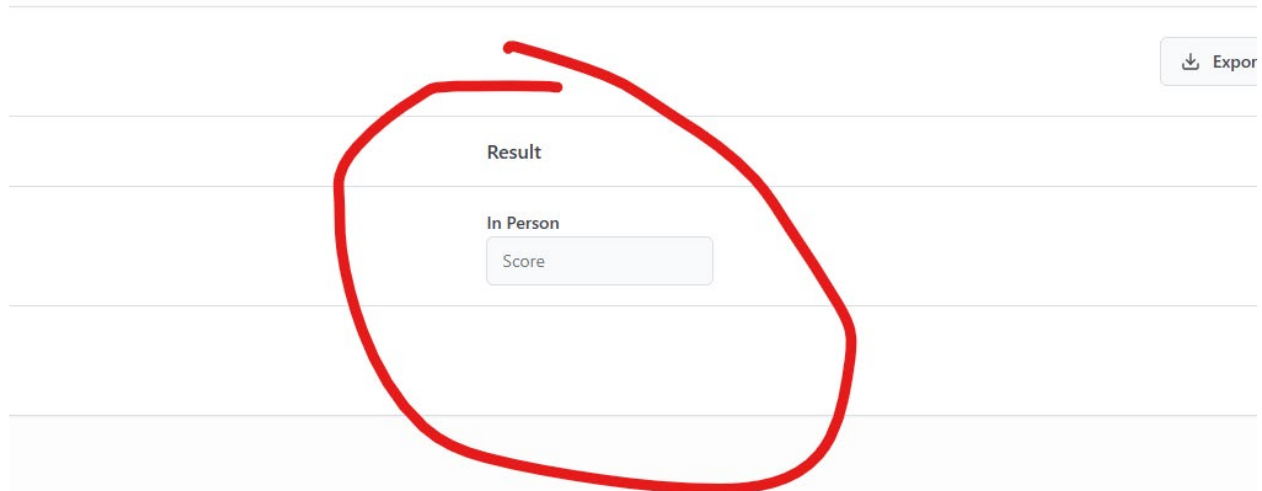
Now.. Click on Roster

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

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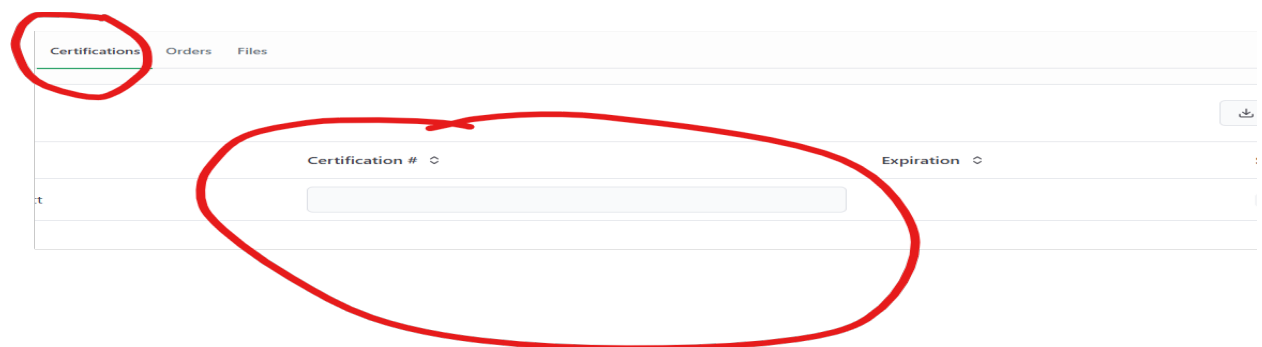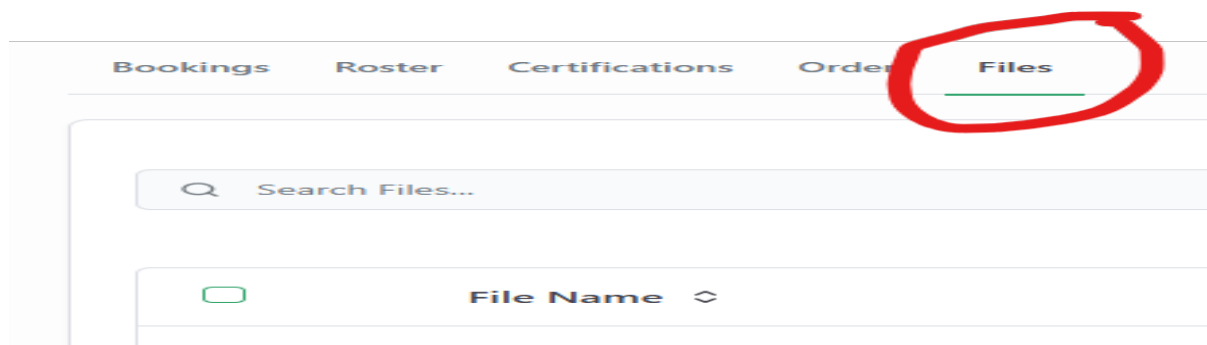
Result

In Person

Score

Export

 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 #   ⇵   Expiration   ⇵

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

Bookings   Roster   Certifications   Orde   Files

Q   Search Files...

File Name   ⇵

That's it !!