How to create a class in enrollware and submit student data

Log into enrollware.com

If you are being paid by Big Texas CPR LLC (Employee or Independent Contractor) – skip to step #18

All other instructors start with step 1

1. Click "schedule a class" (yes, you are using this). Yes, it is best to do it AFTER a class. Yes, we know it shows "schedule a class" and you are doing this afterwards.
2. Pick the correct class. Never pick a class that is **Presented by Big Texas CPR LLC**
3. Leave client spot blank.
4. Use "Instructor will assign location."
5. Find your name and click it as the instructor (contact us if not listed).
6. Add Start date and time of class and End date and time of class.
   - Never click the green Plus button (contact us for explanation).
7. Class Price – If there is a price shown, change it to ZERO ($0.00).
8. Put number of total hours – this must match the Date/time entered above (step 6).
9. Max number students - put the ACTUAL number of students that attended. Yes, we know it says MAX Students, but you must enter the number of actual students that you taught.
10. Pick the student / manikin ratio.
    - Note it is Student/Manikin ratio.
      - DO NOT PUT 1:3 (one student used three manikins)
11. Listing in the online class catalog - **be sure to unclick the box.**
    - **This is very important – we are not listing your class on the Big Texas CPR online class catalog!**
12. Close Registration Early - both boxes need to indicate 0 days.
13. If you had assistants – be sure to pick them from the list (contact us if they are not listed)
14. Public Notes -leave public notes Blank.
    - As mentioned in item 11: We are not listing your class on the Big Texas CPR online class catalog, so Public Notes are never needed.
15. Put whatever information you want in the Internal Notes box.
16. **Hit the Update Class button.**
17. **If NOT being paid by Big Texas CPR LLC – skip to step #20.**
18. If being paid by Big Texas CPR LLC – Use the PAST classes link to find your class.
19. Click on the action button – far right of listed class.

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20. You should now see your class.
    - If not being paid by Big Texas CPR LLC – all the information you entered, from steps 1 thru 16 above, should be here.
    - If being paid by Big Texas CPR LLC – do not change any information, continue following steps in this guide.
21. Record the Class ID number – you will need it later.
22. Find the Documents folder, **add the following Documents:**
    - Rosters
        - AHA
            - If not being paid by Big Texas CPR LLC, you must complete a roster.
            - If paid by Big Texas CPR LLC, check your email for the roster and the request for you to sign it – we will put it in document folder afterwards.
        - ECSI
            - Rosters will be generated after everything is inputted into enrollware.
    - Skill Sheets
        - All Instructors must perform skill sessions.
        - AHA Instructors, and all ECSI Instructors teaching an EMR course, must put skill sheets, from every student, every live class or skill session only event, into this document folder.
        - If you are an employee or independent contractor, or this is an ECSI course (not EMR): we will do the skill sheet for you.
    - Written test (if you taught a live class)
        - All Instructors MUST put graded written test, from every student, every live class, into this documents folder. Graded also means you must put the grade ON THE STUDENT ANSWER SHEET. Record the grades. You will need this later.
        - Skill Session only students do not have to take a written test (it is included in their online course).
    - Copy of each student's course completion certificate (if you conducted a skills session only event).
        - All Instructors MUST put course completion certificates, from every student, into this documents folder.
            - If paid by Big Texas CPR LLC – you might see a certificate already in the document folder –add any that are not there.
        - AHA Instructors: Record the certificate number found in the lower left corner of student’s completion certificate. You will need it later.

- Class Evaluation – if you taught a live class, and if you gave a class evaluation form to one of your students (class evaluations are optional).

Items that should be in this documents folder, after teaching a live class:

Rosters (for AHA), Skill Checklist, Test Exams, Course evaluations (if applicable).

Items that should be in this documents folder, after conducting a skill session only event:

Rosters (for AHA), Skill Checklist, Online Course Completion certificates.

23. Now it is time to enter data about students.
    a. If paid by Big Texas CPR LLC, you might see students already listed, you might also need to add students that are not listed but did attend.
    b. If paid by Big Texas CPR LLC, **and you do not need to add students**, skip to step #34
    c. All Instructors – to add students: follow the steps below.

There are several ways to add students.

Steps to add students are the same for all classes, skill session only events.

24. Click on the "Add student" button.
    a. We will use this method for this training. Instructors can use whatever method works best for them.
25. Makes sure class information is correct: Type of class, date, and time.
26. *If* you see a Reg Type box – leave it as is, DO NOT CHANGE IT.
27. Leave the "charges" box as is, DO NOT CHANGE IT.
28. Leave the Labels box empty – OR DO NOT CHANGE it if there is something there.
29. *If* you see an Options box – leave it as is, DO NOT CHANGE IT.

Remember, you might not see a Reg Type Box, or an Option Box.. that is fine…. Especially since you should never change them if you do see them.

30. Enter all student information. ***Mandatory items include First Name, Last Name, Email and Phone numbers.*** Addresses are optional but a good idea.
31. Leave Registration IP Address, Promo Code, Client, Delivery and Comments / Request, and Codes, as is. DO NOT CHANGE anything.
32. eCard Code. This is the spot to put the eCard code for students.
    a. If this was an ECSI course/skill session, do not worry about this box. We will put the data here after we issue the eCard on your behalf.
    b. If paid by Big Texas CPR LLC - do not worry about this box. We will put the data here after we issue the eCard on your behalf.

   c. If this was an AHA event, and you are not paid by Big Texas CPR LLC – You should have recorded the code after you issued the eCard, using Atlas,heart,org – put that code # here.

33. If not paid by Big Texs CPR LLC – skip to step #36
34. If paid by Big Texas CPR LLC – and you did not need to enter a new student – you should see the list of students.
35. Click on the edit button on the far right of any student listed` .
36. All Instructors – make sure all information is correct.
37. Change the status to Complete and mark the box Yes for checked in.
38. If this was a live class – you will see a box for Test Score. Put the students score here.
39. If this was a skill session only event – you will see a box for Certificate # - this is the number found in the lower left corner of an AHA certificate of completion after they did the online Heartcode BLS course. For ECSI events – leave this spot blank.
40. All Instructors – Make sure everything is correct and click the Update Student button. A green bar should appear on the bottom of your screen that says student information has been updated.
41. **All Instructors – go back to step # 23 and repeat for every student.**

Contact us with questions….. (832) 930-0277, Michael@bigtexascpr.com