



# Pediatric First Aid for Caregivers and Teachers

(PedFACTs)

SECOND EDITION

## Course Creation and Roster Management Guidance

### Pediatric First Aid for Caregivers and Teachers, Second Edition

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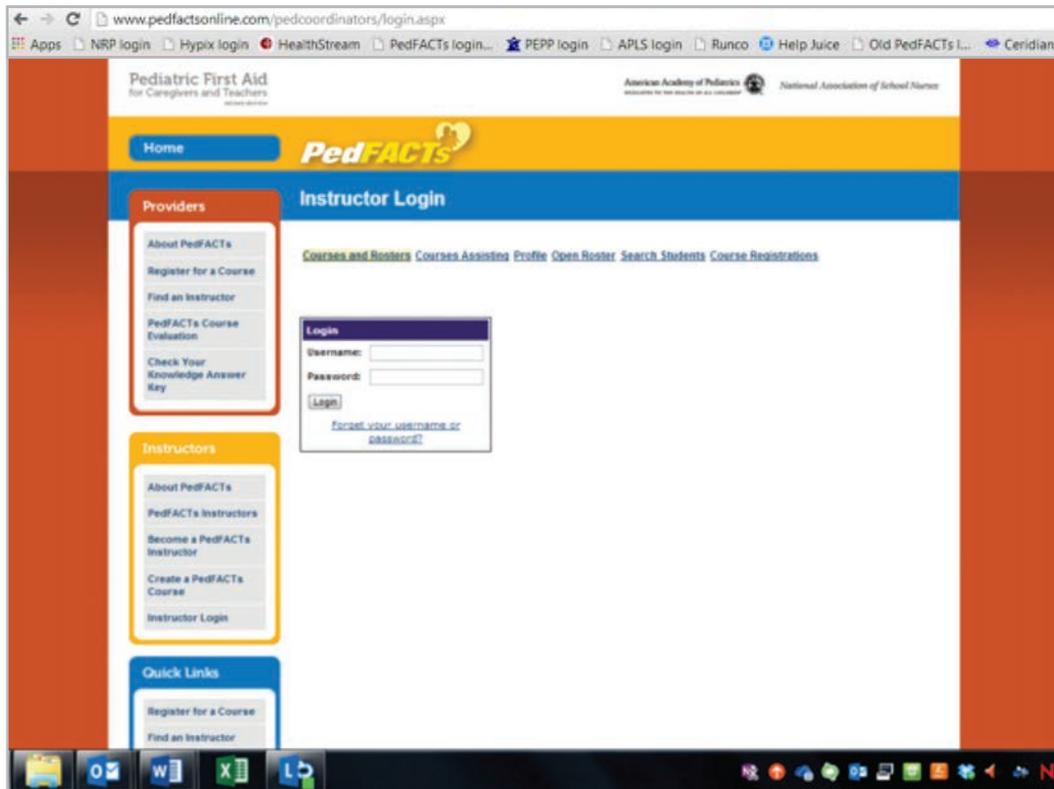
### To Add a New Course

Log into your **Instructor account** by going to [www.pedfactsonline.com](http://www.pedfactsonline.com).



Click on the **"Instructor Login"** link under the yellow box labeled **"Instructors"**.

If you do not know your Username or Password, please contact the AAP by emailing [info@pedfacts.org](mailto:info@pedfacts.org) or call **800/433-9016**, ext **4798**.



Click on the **"Courses and Rosters"** heading in the **Instructor Only** area. Press the **"Create a Course"** button, which is located above the course table. After entering your course details, press the **"Submit"** button to save your changes. Note that any new course with an expiration date that falls after today's date is immediately visible on the Student Sign-up page.

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[Create a Course](#)

Course Status:  Roster Status:

Course Type	Start Date	End Date	Description	Course Status	Roster Status	Roster Type			
Onsite	10/09/2012	04/05/2013		Public Course	Approved	Onsite	View	Edit	Delete
Onsite	03/21/2013	01/01/2014		Public Course	Pending	Hybrid	View	Edit	Delete
Onsite	08/31/2012	01/01/2014		Public Course	Unsubmitted	Onsite	View	Edit	Delete
Onsite	01/16/2012	01/01/2014		Public Course	Unsubmitted	Onsite	View	Edit	Delete
Hybrid	08/28/2012	01/01/2014		Public Course	Pending	Hybrid	View	Edit	Delete

[\[next\]](#) [\[last\]](#)

To exit the form without saving the course details, press the "Cancel" button at the bottom of the form.

### Create a Course

\* Start Date  

\* End Date  

Course Time   
(8:00 am - 5:30 pm)

\* Course Type

\* Roster Type

Course Description

Training Site

\* Address Line One

Address Line Two

Address Line Three

\* City

\* State

\* Zip Code

\* Country

\* Registration Phone

\* Registration E-Mail

\* Access Type:

## To Edit Course Information

Select “**Edit**” that occupies the same row as the course details. An “**Edit Course**” box will open. Once modifications to the course details are completed, press the “**Submit**” button to save your changes.

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American Academy of Pediatrics  
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National Association of School Nurses

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Course Status: All ▼
Roster Status: All ▼

Course Type	Start Date	End Date	Description	Course Status	Roster Status	Roster Type			
Hybrid	10/14/2013	10/16/2013		Private Course	Unsubmitted	Hybrid	<a href="#">View Roster</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Onsite	11/20/2013	11/20/2013		Private Course	Pending	Onsite	<a href="#">View Roster</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Hybrid	10/22/2013	10/30/2013		Private Course	Unsubmitted	Hybrid	<a href="#">View Roster</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Onsite	06/26/2013	06/26/2013	School Nurse Instructor Course - Pediatric First Aid for Caregivers and Teachers	Private Course	Approved	Onsite	<a href="#">View Roster</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Onsite	04/01/2013	04/02/2013		Public Course	Unsubmitted	Onsite	<a href="#">View Roster</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

[\[next\]](#)
[\[last\]](#)

## To View the Course Roster

To view a Course Roster, press the "View Roster" near the course's details.

**Courses and Rosters** Courses Assisting Profile Open Roster Search Students Course Registrations

Create a Course

Course Status:		All		Roster Status:		All	
Course Type	Start Date	End Date	Description	Course Status	Roster Status	Roster Type	
Onsite	10/09/2012	04/05/2013		Public Course	Approved	Onsite	View Roster Edit Delete
Onsite	03/21/2013	01/01/2014		Public Course	Pending	Hybrid	View Roster Edit Delete
Onsite	08/31/2012	01/01/2014		Public Course	Unsubmitted	Onsite	View Roster Edit Delete
Onsite	01/16/2012	01/01/2014		Public Course	Unsubmitted	Onsite	View Roster Edit Delete
Hybrid	08/28/2012	01/01/2014		Public Course	Pending	Hybrid	View Roster Edit Delete

[next] [last]

View All Courses

Course Type	Start Date	End Date	Description	Status	Roster Status	Roster Type	Date Submitted	Date Approved
Onsite	10/09/2012	04/05/2013		Public Course	Approved	Onsite	11/06/2012	03/07/2013

### Students

First Name	Last Name	Email	Precourse Work	Onsite Module	
<input type="checkbox"/>	Nancy	Smith	NSmith@_com	Complete	Pass
<input type="checkbox"/>	Brian	Jones	JonesB@_com	Incomplete	Fail
<input type="checkbox"/>	Jane	Brown	JaneBrown@_net	Incomplete	Pass

Move Selected Student(s) to ABC Training -8/31/2012

### Assisting Instructors

First Name	Last Name	Email
Justin	Lee	JLee@_com

## To Add an Assisting Instructor

Select "Edit" next to the roster in which you are adding the Instructor. Using the drop down box next to "Add" (located beneath the "Course Roster" heading), select "Assisting Instructor." An "Add Faculty" box will appear. Enter the instructor's email address, and press the "Search Instructors" button.

- If a match is found in the database for the email address that was input, the instructor's name will appear beneath the "Assisting Instructors" box. This prevents duplicate individuals and email addresses from being entered into the database. To add the selected candidate to the course, press the "Add to Course" button at the bottom of the form. The selected candidate's name, email address, and any accompanying details, will be displayed in the "Assisting Instructors" portion of the roster.

To exit the "Add Instructor" box without submitting any changes, press the button labeled "Cancel" in the top, right-hand corner of the form. Please note that you cannot add an Assisting Instructor after a roster has been submitted. If this occurs, please contact the AAP by emailing [info@pedfacts.org](mailto:info@pedfacts.org) or call 800/433-9016, ext 4798.

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**View All Courses** Add: --

Email	First Name	Last Name	State	Country	Cancel
SWilliams@_com	Sarah	Williams			Add to course

Course Type	Start Date	End Date	Description	Status	Roster Status	Roster Type
Hybrid	10/22/2013	10/30/2013		Private Course	Unsubmitted	Hybrid

**Students**

First Name	Last Name	Email	Precourse Work	Onsite Module	Edit
Jackie	Wilson	JWilson@_com	Complete	Fail	Select Delete
John	Martin	JMartin@_net	Incomplete	Fail	Select Delete

Move Selected Student(s) to: -10/14/2013

**Assisting Instructors**

No Assisting Instructor.

**Submit Roster**

## To Add a Student

Using the dropdown box next to “Add” (located beneath the “Course Roster” heading), select “Student.” An “Add Student” box will appear. Enter the student’s email address, and press the “Check Email” button.

Courses and Rosters Courses Assisting Profile Open Roster Search Students Course Registrations

View All Courses Add: --

Students

Move Selected Student(s) to

Assisting Instructors

Submit Roster

View All Courses Add: --

Add Student

Email:  Check Email Close

- If a match is found in the database for the email address that was input, the student’s information will appear in the “Add Student” box. This prevents duplicate individuals and email addresses from being entered into the database. To add the selected individual to the course, press the “Add to Course” button at the bottom of the form. The selected candidate’s name, email address, and any accompanying details, will be displayed in the “Add Student” form.

Add Student

Email: John.Campbell@\_.com Check Email Close

Email	First Name	Last Name	Precourse	Course Status	Cancel
John.Campbell@_.com	John	Campbell	Incomplete	Not Enrolled	Add to course

Students

First Name	Last Name	Email	Course Type	Precourse Work	Onsite Module	Edit
<input type="checkbox"/>	John	Campbell	John.Campbell@_.com	Incomplete	Fail	Select

Move Selected Student(s) to

To exit the “Add Student” box without submitting any changes, press the button labeled “Close” at the bottom of the form. Please note that you cannot add a Student after a roster has been submitted.

### Another way to add a student to a roster who has already redeemed their access code is by searching the open rosters.

Select the heading labeled “Open Roster”.

Click the “Search” button and type in the last name of the student you are wanting to add to your roster.

Choose the “Select” button next to the student’s name and then click “Add to Course”.

You can then add him to the course they are planning to attend by selecting “Add” and “OK”.

The individual will now appear as a student in your course roster.

# Another Way To Add a Student

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Name	Email	Address	Course Type	Precourse Work	
Michael Smith	MSmith@_org	5 Wall Street Burlington, MA, 01801 US	Onsite	Incomplete	<a href="#">Add to Course</a>
Nancy Smith	NSmith@_com	5 Wall Street Burlington, MA, 01801 US	Hybrid	Complete	<a href="#">Add to Course</a>
Brian Jones	JonesB@_com	5 Wall Street Burlington, MA, 01801 US	Onsite	Complete	<a href="#">Add to Course</a>
Jane Brown	JaneBrown@_net	5 Wall Street Burlington, MA, 01801	Onsite	Complete	<a href="#">Add to Course</a>

**Search:**

First Name	Last Name	Email	Precourse Work Status	
John	Campbell	John.Campbell@_net	Hybrid Incomplete	<a href="#">Add to Course</a>
Jackie	Martin	MartinJ@_net	Hybrid Complete	<a href="#">Add to Course</a>

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Name	Email	Address	Course Type	Precourse Work	
Mark Scaleece	MSC@_com	5 Wall St 5 Wall St Burlington MA, 01803 US	Hybrid	Incomplete	<a href="#">Add to Course</a>

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# Another Way To Add a Student (Continued)

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[X Close](#)

Course Type	Start Date	End Date	Description	Course Status	Roster Status
Hybrid	10/14/2013	10/16/2013		Private Course	Unsubmitted <a href="#">Add</a>
Onsite	11/20/2013	11/20/2013		Private Course	Pending <a href="#">Add</a>
Hybrid	10/22/2013	10/30/2013		Private Course	Unsubmitted <a href="#">Add</a>
Onsite	06/26/2013	06/26/2013	School Nurse Instructor Course - Pediatric First Aid for Caregivers and Teachers	Private Course	Approved <a href="#">Add</a>
Onsite	04/01/2013	04/02/2013		Public Course	Unsubmitted <a href="#">Add</a>
Onsite	01/01/2014	12/31/2014		Private Course	Unsubmitted <a href="#">Add</a>
Onsite	11/06/2013	11/26/2013	pedfacts	Private Course	Unsubmitted <a href="#">Add</a>

Name	Email	Address	Course Type	Precourse Work
Mark Scaleece	MSC@_com	5 Wall St 5 Wall St Burlington MA, 01803 US	Hybrid	Incomplete <a href="#">Add to Course</a>

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## To Edit a Student's Details

Press the "Select" link that occupies the same row as the student's name. A "Student Details" box will appear. Once modifications to the student's details are completed, press the "Submit" button to save your changes. To exit the "Student Details" box without submitting any changes, click the "Cancel" button at the bottom of the form.

### Students

First Name	Last Name	Email	Precourse Work	Onsite Module	Edit
<input type="checkbox"/> Ryan	Taylor	Ryan.Taylor@_.net	Incomplete	Fail ▼	Select Delete

Move Selected Student(s) to: ABC Training -8/31/2012 ▼

#### Student Details

Email:

First Name:

Last Name:

Designation:

Caregiver

Parent

Teacher

Other (Please specify below.)

#### Preferred Mailing Address

Address Type:  ▼

Address:

Address Line 2:

Address Line 3:

City:

State:  ▼

Zip Code:

Country:  ▼

#### Preferred Phone Number

Phone Number Type:  ▼

Phone:

## To Approve Pending Students

Pending students are those students who have registered for a course but have not yet received an approval or denial email from the instructor. They can be found listed under the “[Course Registrations](#)” heading.

Select the “[Approve](#)” button that occupies the same row as the student’s name. A “[Send Approval](#)” email box will appear.

- The applicant’s email address is displayed next to the “**To:**” field. Note that you are unable to edit this field.
- The “**From:**” textbox contains an editable field and should display the coordinator’s default email address.
- The “**Subject:**” textbox contains an editable field. This is the subject that will be displayed to the email recipient.
- The text area below the subject line contains an editable text field. The body of the email will be displayed to the recipient exactly as it appears in this text area. You may modify this content.

Press the “[Update Status and Send](#)” button to send the email. The applicant is now approved to participate in the course. The student’s information is viewable in the “[My Courses/My Rosters](#)” screen. To exit the “[Send Approval](#)” email box without changing the student’s status and without sending the email response, press “[Cancel](#).”

The screenshot displays the PedFACTS web application interface for instructors. The header includes the PedFACTS logo and logos for the American Academy of Pediatrics and the National Association of School Nurses. The main navigation bar is labeled "Instructor Only" and contains links for "Courses and Rosters", "Courses Assisting", "Profile", "Open Roster", "Search Students", and "Course Registrations".

The "Send Approval" form is open, showing the following details:

Student Name	Course Type	Course Detail	Approve	Deny
Johnson, Ethan	Hybrid	10/22/2013 -- 10/30/2013	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>
Garcia, Luis	Onsite	6/26/2013 -- 6/26/2013	<input type="button" value="Approve"/>	<input type="button" value="Deny"/>

The "Send Approval" form includes the following fields:

- To: EJohnson@\_com
- From: LSGarcia@\_net
- Subject: PedFACTS Course Approval

The email body text is as follows:

<p>You recently signed up for a PedFACTS course with Jackie Hughes on 10/22/2013. Your registration has been approved for this course.</p><p>Review the Pediatric First Aid for Caregivers and Teachers (PedFACTS) Participant Manual and return to [www.pedfactsonline.com](http://www.pedfactsonline.com). Redeem your access code, found in the front of your participant manual, and create your username and password. Take the online pretest and print out your certificate. If you have selected the Hybrid course option you will be directed to work through three online modules, followed by a final exam.</p><p>You will receive a confirmation email from your instructor with specific information on course logistics, such as location, fees (if applicable), and time of the course.</p><p>If you have any questions regarding the PedFACTS course, materials, or any other issues please contact the Division of Life Support Programs at 800/433-9016; ext. 4798, or via e-mail at [pedfacts@asp.org](mailto:pedfacts@asp.org).</p><p>Sincerely,  
</p><p>Division of Life Support Programs  
Staff<br/>American Academy of Pediatrics</p>

Buttons at the bottom of the form are "Update Status and Send" and "Cancel".

## To Deny a Pending Student

Select the “Deny” button that occupies the same row as the student’s name. A “Send Denial” email box will appear.

- The applicant’s email address is displayed next to the “To:” field. Note that you are unable to edit this field.
- The “From:” textbox contains an editable field and should display the coordinator’s default email address.
- The “Subject:” textbox contains an editable field. This is the subject that will be displayed to the email recipient.

The screenshot shows the PedFACTS web application interface for instructors. At the top, there are logos for Pediatric First Aid for Caregivers and Teachers, American Academy of Pediatrics, and National Association of School Nurses. The main header includes a 'Home' button and the 'PedFACTS' logo. Below the header, there are three main sections: 'Providers', 'Instructors', and 'Quick Links'. The 'Instructor Only' section is active, displaying a navigation menu with links for 'Courses and Rosters', 'Courses Assisting', 'Profile', 'Open Roster', 'Search Students', and 'Course Registrations'. A table lists pending student enrollments with columns for 'Student Name', 'Course Type', and 'Course Detail'. Each row has 'Approve' and 'Deny' buttons. The 'Deny' button for the first student, Ethan Johnson, is highlighted. A 'Send Denial' modal window is open, showing a form with 'To:' (EJohnson@\_.com), 'From:' (LSGarcia@\_.net), and 'Subject:' (PedFACTS Course Denial). The body of the email contains a denial message. At the bottom of the modal, there are 'Update Status and Send Denial' and 'Cancel' buttons.

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Approve or deny pending student enrollment in your courses.

Student Name	Course Type	Course Detail	Approve	Deny
Johnson, Ethan	Hybrid	10/22/2013 -- 10/30/2013	Approve	Deny
Garcia, Luis	Onsite	6/26/2013 -- 6/26/2013	Approve	Deny

**Send Denial**

To: EJohnson@\_.com  
From: LSGarcia@\_.net  
Subject: PedFACTS Course Denial

<p>You recently signed up for a PedFACTS course with Jackie Hughes on 10/22/2013. Your registration has been denied for this course.</p><p>You will receive a separate email from your instructor with specific information on why your registration was denied and how you can register into an alternate course.</p><p>If you have any questions regarding the PedFACTS course, materials, or any other issues please contact the Division of Life Support Programs at 800/433-9016; ext. 4798, or via e-mail at pedfacts@aap.org.</p><p>Sincerely,</p><p>Division of Life Support Programs Staff<br/>American Academy of Pediatrics</p>

Update Status and Send Denial Cancel

## To Edit a Student's Grade

Open the roster in which you would like to edit by selecting "View Roster". The column labeled "Onsite Module" is editable by using the drop-down list. Once the desired fields are updated, a pop up box will appear confirming the module status has been updated..

### Students

First Name	Last Name	Email	Course Type	Precourse Work	Onsite Module	Edit
<input type="checkbox"/>	Lucas	Anderson	L.Anderson@_org	Complete	Fail	Select

Move Selected Student(s) to

## Submit Roster for Approval

Press the "Submit Roster" button at the bottom of the roster screen. Submitting a roster indicates to the course administrator that the roster is ready for the review and approval process. Note that a roster cannot be edited after it has been submitted for approval. Only someone from the AAP office can edit a roster after submission.

Add: --

Course Type	Start Date	End Date	Description	Status	Roster Status	Roster Type
Onsite	08/31/2012	01/01/2014		Public Course	Unsubmitted	Onsite

### Students

First Name	Last Name	Email	Precourse Work	Onsite Module	Edit	
<input type="checkbox"/>	Olivia	Harris	Harris55@_.net	Incomplete	Fail	Select Delete

Move Selected Student(s) to

### Assisting Instructors

First Name	Last Name	Email	Edit
Zoe	Davis	ZDS17@_.com	Select Delete
Martin	Jackson	MartinJ@_.org	Select Delete