American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Pediatric First Aid
for Caregivers and Teachers
(PedFACTs)

SECOND EDITION

Course Creation and Roster Management Guidance

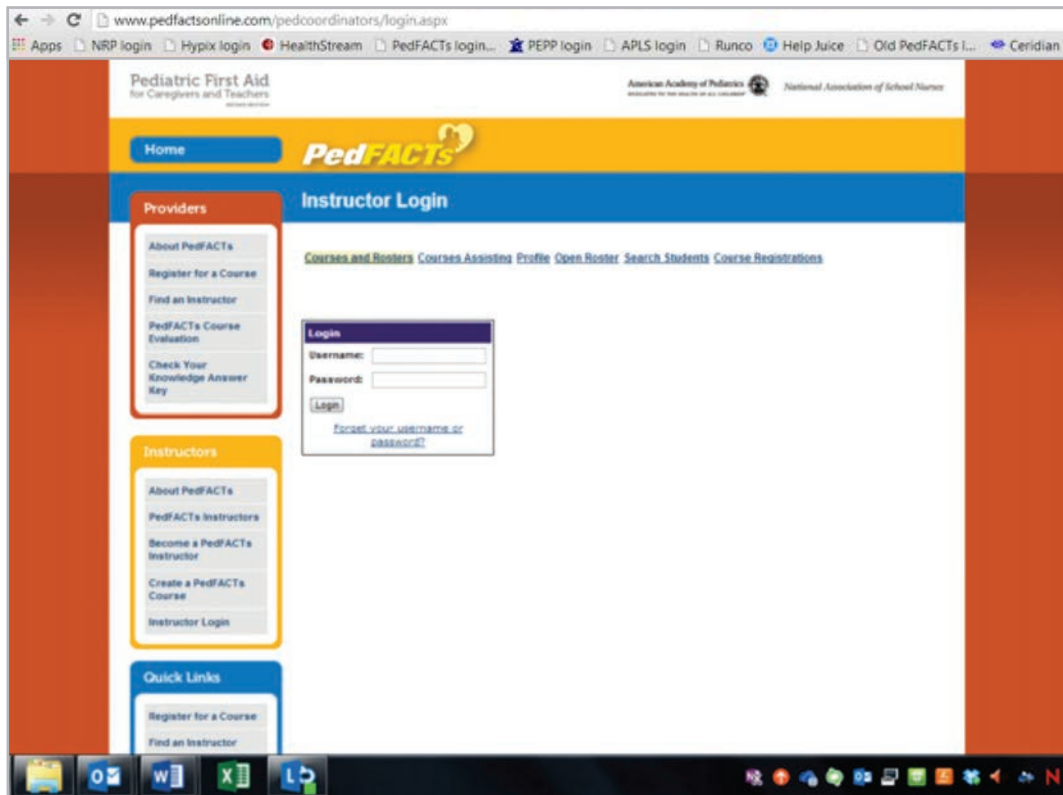### Pediatric First Aid for Caregivers and Teachers, Second Edition

To Add a New Course

Log into your **Instructor account** by going to **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
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.

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]

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	Onsite ▼
* Roster Type	Onsite ▼
Course Description	[ ]
Training Site	[ ]
* Address Line One	[ ]
Address Line Two	[ ]
Address Line Three	[ ]
* City	[ ]
* State	[ ] ▼
* Zip Code	[ ]
* Country	UNITED STATES ▼
* Registration Phone	[ ]
* Registration E-Mail	[ ]
* Access Type:	Public ▼

Submit   Cancel

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.

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
☐	Nancy	Smith	NSmith@_.com	Complete	Pass
☐	Brian	Jones	JonesB@_.com	Incomplete	Fail
☐	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 or call 800/433-9016, ext 4798.

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:	--	▼
			--	
			Student	
			Assisting Instructor	

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
☐	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

Screen 1

Providers
- About PedFACTs
- Register for a Course
- Find an Instructor
- PedFACTs Course Evaluation
- Check Your Knowledge Answer Key

Instructors
- About PedFACTs
- PedFACTs Instructors
- Become a PedFACTs Instructor
- Create a PedFACTs Course
- Instructor Login

Quick Links
- Register for a Course
- Find an Instructor
- FAQ
- Updates
- Purchase Materials
- First Edition Users Only

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

[Search]

Name	Email	Address	Course Type	Precourse Work	
Michael Smith	MSmith@_.org	5 Wall Street Burlington, MA, 01801 US	Onsite	Incomplete	Add to Course
Nancy Smith	NSmith@_.com	5 Wall Street Burlington, MA, 01801 US	Hybrid	Complete	Add to Course
Brian Jones	JonesB@_.com	5 Wall Street Burlington, MA, 01801 US	Onsite	Complete	Add to Course
Jane Brown	JaneBrown@_.net	5 Wall Street Burlington, MA, 01801	Onsite	Complete	Add to Course

Search: Scaleece [Search]   X Close

First Name	Last Name	Email	Precourse Work Status	
				Add to Course

Name	Email	Address	Course Type	Precourse Work	
John Campbell	John.Campbell@_.net	5 Wall Street Burlington, MA, 01801 US	Hybrid	Incomplete	Add to Course
Jackie Martin	MartinJ@_.net	5 Wall Street Burlington, MA, 01801	Hybrid	Complete	Add to Course

Screen 2

Pediatric First Aid for Caregivers and Teachers
SECOND EDITION

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN

National Association of School Nurses

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PedFACTs

Instructor Only

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- Instructor Login

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

[Search]

Name	Email	Address	Course Type	Precourse Work	
Mark Scaleece	MSC@_.com	5 Wall St 5 Wall St Burlington MA, 01803 US	Hybrid	Incomplete	Add to Course

Another Way To Add a Student (Continued)

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
☐	Ryan	Taylor	Ryan.Taylor@_.net	Incomplete	Fail ▾	Select Delete

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

Student Details

Email: [Ryan.Taylor@_.net]

First Name: [Ryan]

Last Name: [Taylor]

Designation:
- ○ Caregiver
- ○ Parent
- ○ Teacher
- ○ Other (Please specify below.)

[   ]

Preferred Mailing Address

Address Type: [Other ▾]

Address: [5 Wall Street]

Address Line 2: [   ]

Address Line 3: [   ]

City: [Burlington]

State: [Massachusetts ▾]

Zip Code: [01803]

Country: [US ▾]

Preferred Phone Number

Phone Number Type: [Home ▾]

Phone: [   ]

[Submit] [Cancel]

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."

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.

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..

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.