



**Neonatal
Resuscitation
Program®**

American Academy
of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN™

RQI RESUSCITATION
QUALITY
IMPROVEMENT™

An American Heart Association®
and Laerdal Program

**NRP LP
Instructor (For 3rd Party LMS)
Quick Start Guide
Rev 1.0**



American
Heart
Association.



Table of Contents

| | |
|-----------------------------------------------------------------------------------------------------|-----------|
| TABLE OF CONTENTS | 2 |
| TABLE OF WORK INSTRUCTIONS (WI) | 3 |
| REVISION HISTORY | 3 |
| GENERAL INFORMATION | 3 |
| Purpose | 3 |
| Applies To..... | 3 |
| Types of Instructors | 4 |
| Quick Start Guide Structure | 4 |
| Definitions | 5 |
| Acronyms..... | 7 |
| USER REGISTRATION (WITH NRP GID / WITHOUT NRP GID) | 8 |
| WI: Initial setup (without NRP Global ID) for Accessing the User Interface of an Organization | 9 |
| WI: Initial setup (with NRP Global ID) for Accessing the User Interface of an Organization | 13 |
| WI: Accessing the User Interface of an Organization | 17 |
| WI: Logging Out from NRP Learning Platform | 18 |
| COURSES | 19 |
| Instructor-Led Provider Courses | 19 |
| Overview | 19 |
| NRP Essentials..... | 19 |
| NRP Advanced | 19 |
| NRP Instructor Candidate (IC) | 19 |
| NRP Instructor Renewal (IR) | 20 |
| Activities in a Course | 21 |
| HOME MENU (THROUGH NRP GLOBAL ACCOUNT) | 22 |
| EVENTS MENU (THROUGH NRP GLOBAL ACCOUNT) | 22 |
| Actions for an Event..... | 23 |
| COMMON EVENT ACTIONS (THROUGH NRP GLOBAL ACCOUNT) | 24 |
| WI: INSTRUCTOR APPLICATION - Applying Instructor | 24 |
| WI: ITK – Accessing the Instructor Took Kit (ITK)..... | 26 |
| WI: EVENT – Adding a New Event..... | 27 |
| WI: EVENT – Adding Students to an Event | 30 |
| WI: EVENT – Finalizing the Roster for the Event..... | 31 |
| WI: EVENT – Grading Learners of the Event..... | 32 |
| WI: EVENT – Submitting Event Results to the Attendees | 33 |

Table of Work Instructions (WI)

WI: Initial setup (without NRP Global ID) for Accessing the User Interface of an Organization 9
 WI: Initial setup (with NRP Global ID) for Accessing the User Interface of an Organization 13
 WI: Accessing the User Interface of an Organization 17
 WI: Logging Out from NRP Learning Platform 18
 WI: INSTRUCTOR APPLICATION - Applying Instructor 24
 WI: ITK – Accessing the Instructor Took Kit (ITK)..... 26
 WI: EVENT – Adding a New Event..... 27
 WI: EVENT – Adding Students to an Event 30
 WI: EVENT – Finalizing the Roster for the Event..... 31
 WI: EVENT – Grading Learners of the Event..... 32
 WI: EVENT – Submitting Event Results to the Attendees 33

Revision History

| Revision Number | Effective Date | Notes |
|-----------------|----------------|-----------------|
| 1.0 | 09/30/2021 | Initial version |
| | | |
| | | |
| | | |
| | | |

General Information

Purpose

This guide provides a quick introduction to the common Instructor interactions on the NRP Learning Platform, to access AAP NRP courses/curricula and events.

Applies To

This guide applies to:

- NRP Instructors
- NRP Instructor Mentors

The actions described in this guide can only be performed by NRP Instructors.



Types of Instructors

- Instructor Candidate
- Instructor
- Instructor Mentor

Quick Start Guide Structure

This Quick Start Guide contains information grouped into major topics, with task-specific work instructions (abbreviated WI:).



Definitions

- **AAP:** The American Academy of Pediatrics (AAP) is an American professional association of pediatricians. The Academy runs continuing medical education (CME) programs for pediatricians and sub-specialists.
- **AAP Admin:** The AAP NRP representative who manages the users in the NRP Learning Platform.
- **Advanced Provider (AP):** Advanced Provider focus on the course that delivers the online components of the blended learning course, who may participate in neonatal resuscitation beyond positive pressure ventilation.
- **Course/Curriculum:** A collection of learning components of the program, including the Online Learning Assessment (Adaptive eLearning) and the Exam (if Any). These online components along with respective ILE will assess and verify the foundational knowledge of the Neonatal Resuscitation Program.
- **Debrief the Debrief:** 'Debrief the Debrief' is the structured strategy for improving debriefing skills carried out by Instructor with the help of Instructor Mentor, who facilitate the scenario and debriefing.
- **Essentials Provider (EP):** Essential focus on the course that delivers the online components of the blended learning course, which is appropriate for anyone involved in the care of a newborn and who may be called on to initiate resuscitation and provide positive-pressure ventilation.
- **Guest:** A website visitor browsing the NRP Site (without active registrations) is deemed as a guest user. Existing registered users who have been deactivated can browse as guest visitor.
- **Instructor:** Instructors focus on hands-on instruction, simulation, communication, and teamwork with their NRP Providers aspirants.
- **Instructor Application:** Instructor Application is an online form that is required to be submitted by an active Advanced Provider being the initial process towards IC curriculum that could be approved/rejected/on hold by an AAP Admin evaluation process.
- **Instructor Candidate (IC):** Instructor Candidates are those physicians, registered nurses/nurse practitioners, respiratory care practitioners, or physician assistants with experience in the hospital care of newborns in the delivery room. An individual is deemed IC when they have completed an advanced provider curriculum and has their instructor application approved.
- **Instructor Mentor (IM):** Instructor Mentors focus on hands-on instruction, simulation, communication, and teamwork with their Instructor Candidates.
- **Instructor Toolkit / ITK:** ITK contains the instructional resources and materials available in one location to help ICs, Instructors and IMs to prepare for the online instructor course learning activity and exam.
- **Instructor-Led Event / ILE / Event:** Instructor-led Events is an offline component of a curriculum which must be registered in advance on the NRP Learning Platform. A registrant can expect to do hands-on skills stations, and team-based simulations with a manikin infant. Once successfully completed, a card will be made available to the learner identifying their rank.
- **Learner (not a rank):** A registered user has not enrolled or enrolled to any course or has ongoing learning activities on the NRP Learning platform. These courses can be self-enrolled or assigned to the learner.

Instructor (3rd Party LMS) Quick Start Guide General Information



**Neonatal
Resuscitation
Program®**

- **NRP:** The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.
- **RQI Implementer / NRP LP Implementer / Implementer:** The RQI Partners representative who manages the users and events in the NRP Learning Platform.
- **User:** A guest, registered user, RQI Implementer or AAP Admin on the NRP Learning Platform.
- **WI (Work Instructions):** Steps with screenshots to perform a task.

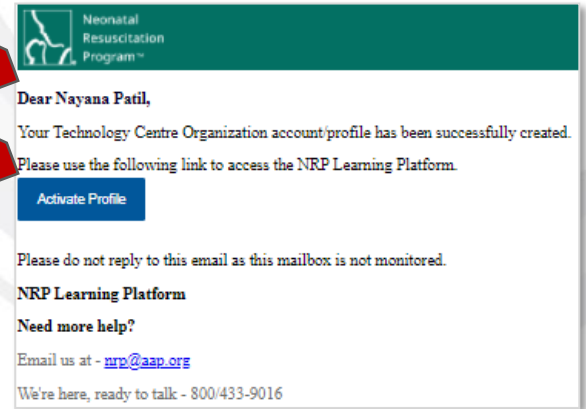


Acronyms

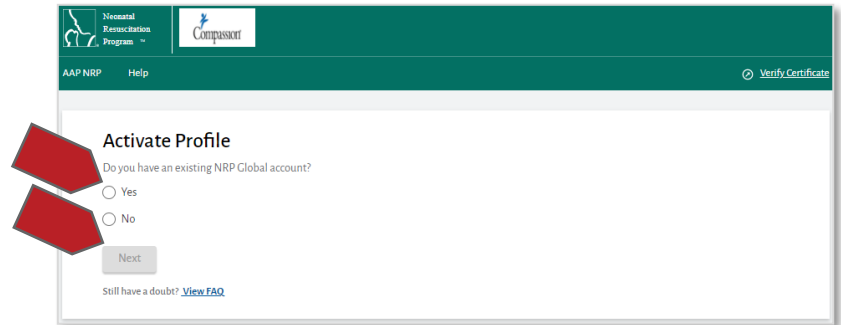
| Abbreviations | Meaning |
|----------------------|-----------------------------------|
| AAP | American Academy of Pediatrics |
| AP | Advanced Provider |
| Ed | Edition |
| EP | Essentials Provider |
| IC | Instructor Candidate |
| IM | Instructor Mentor |
| ILE | Instructor-led Event |
| IR | Instructor Renewal |
| ITK | Instructor Toolkit |
| LMS | Learning Management System |
| NRP | Neonatal Resuscitation Program |
| NRP LP | NRP Learning Platform |
| RQI | Resuscitation Quality Improvement |
| WI | Work Instructions |

User Registration (with NRP GID / without NRP GID)

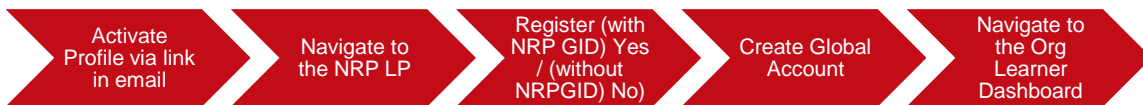
The user receives email when an Organization Admin adds the user in the published organization on the NRP LP. To activate the profile, a user has to follow either of the two methods:



- With NRP GID (Yes)
- Without NRP GID (No)



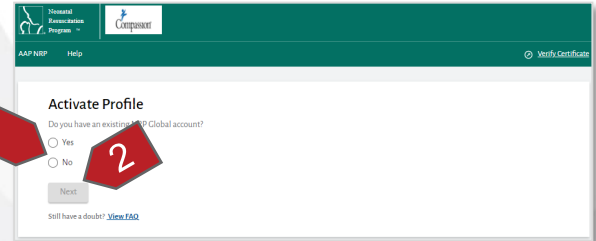
Once, the NRP Global Account is created, then the user can access organization profile or Global account through organization's (subdomain) URL or NRP learning Platform login URL, respectively.



WI: Initial setup (without NRP Global ID) for Accessing the User Interface of an Organization

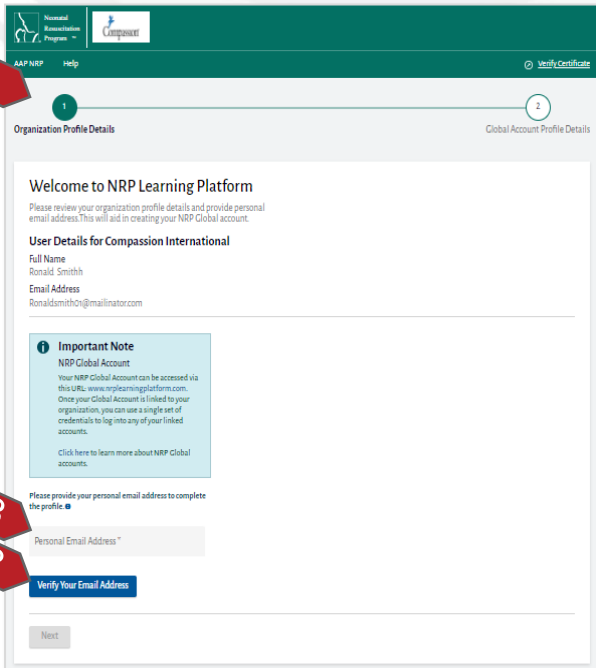
1. Launch the course from the 3rd Party LMS.

The user is navigated to 'Activate Profile' page.



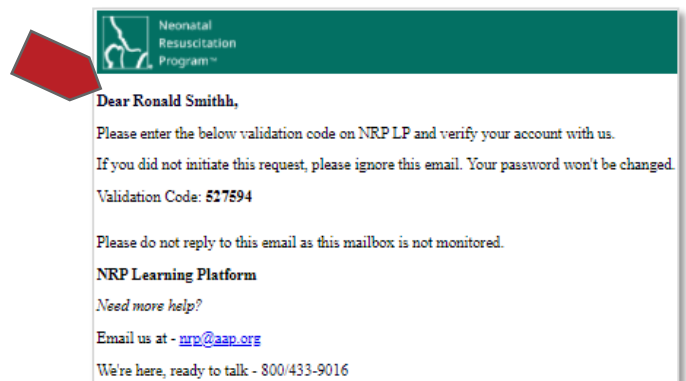
2. Select the “No” option (in case a user is not having an account on the NRP Learning Platform) and click on the “Next” button.

The user is navigated to the 'NRP Global Account creation' page.



3. Enter the personal email address and click on the “Verify Your Email Address” button.

NOTE: Example Email – Onetime Validation code



Instructor (3rd Party LMS) Quick Start Guide User Registration (with NRP GID / without NRP GID)



4. Enter the Validation code sent through an email and click on the “Next” button.

A green bar at the top of the page indicates that the NRP Global account has been created successfully along with the unique identifier NRP Global ID details.

The user is navigated to ‘Profile creation’ page.

NOTE: A unique identifier on the NRP Learning Platform “NRP Global ID” is auto generated for the user at this point that is individual to each user on the platform.

✔ Congratulations! Your NRP Global account has been created successfully along with the unique identifier NRP Global ID-8RS-0508.



5. Enter the following information:

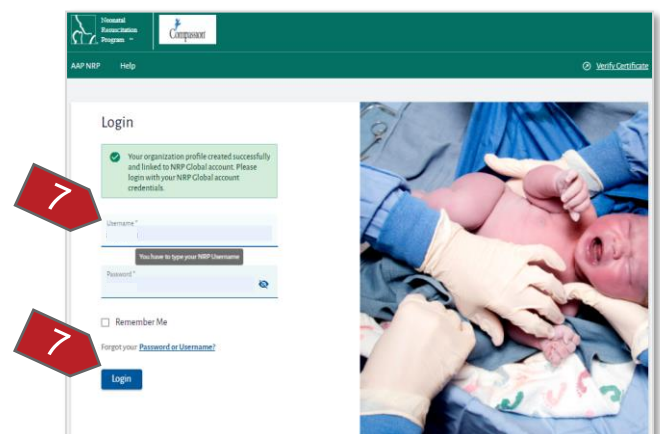
- Username – The username is by default populated with NRP Global ID but the user can create own username as well. This is allowed only at the time of Profile creation.
- Password – The password set by the user. The password must meet the following complexity requirements:
 - At least one lowercase character
 - At least one uppercase character
 - At least one digit character
 - At least 8 characters
- Confirm Password – The password to be confirmed
- Job Title (optional) – The Job Title of the user
- Address Line 1 – The address of the user
- Address Line 2 (optional) – The additional address details if the user wishes to enter
- Country – The name of the country where the user resides
- City – The name of the city where the user resides
- State / Province – The name of the state/province where the user resides
- Zip Code – The zip code of the city where the user resides
- Phone Number (optional) – The contact number of the user
- Location – Either Work or Home
- Terms of Use – The ‘Terms of Use’ to be accepted

NOTE: The platform supports the US and UAE countries. The ‘State’ values are prepopulated in the dropdown list based on the country selected.

6. Click on the “Submit” button.

The user is navigated to an organization subdomain’s ‘Login’ page.

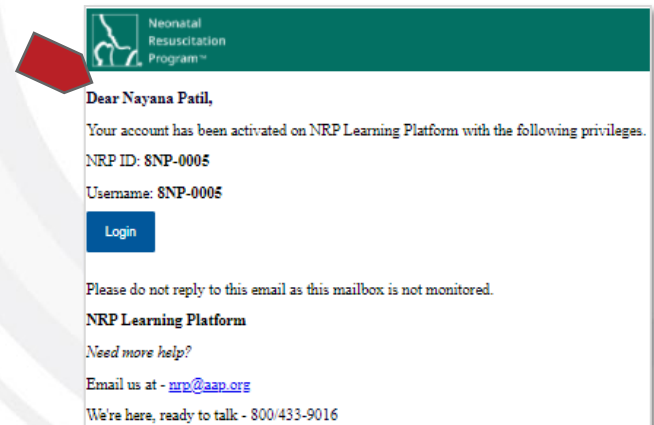
A green bar at the top of the page indicates the organization profile has been created and linked to NRP Global account.



Instructor (3rd Party LMS) Quick Start Guide User Registration (with NRP GID / without NRP GID)

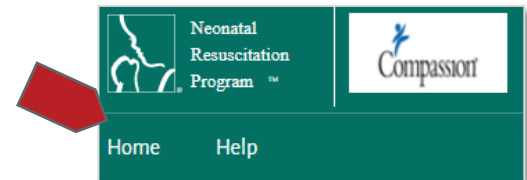
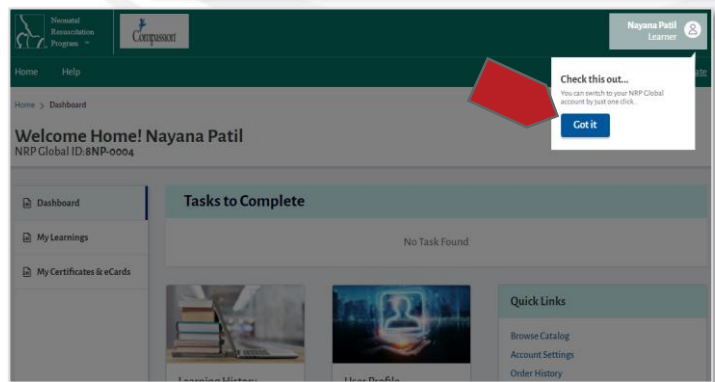


NOTE: Example Email – New Account created



7. Enter the NRP Global ID & the Password and then click on the "Login" button.

The User Interface is displayed on the 'Home' tab along with the information about the NRP Global Account.



END OF INSTRUCTIONS



WI: Initial setup (with NRP Global ID) for Accessing the User Interface of an Organization

1. Launch the course from the 3rd Party LMS.

The user is navigated to 'Activate Profile' page.

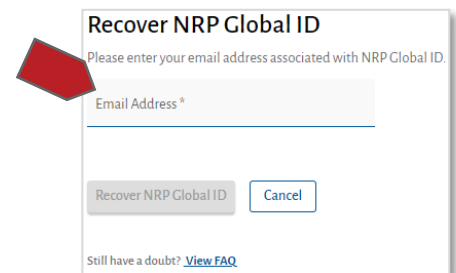
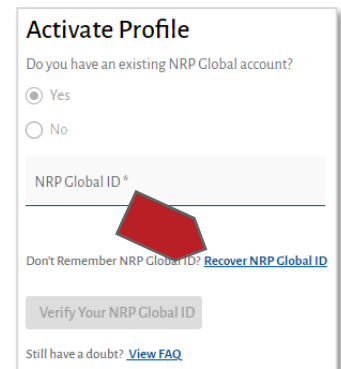
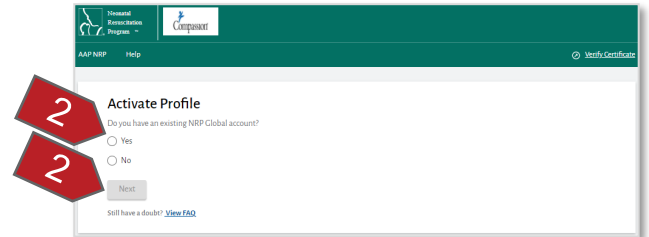
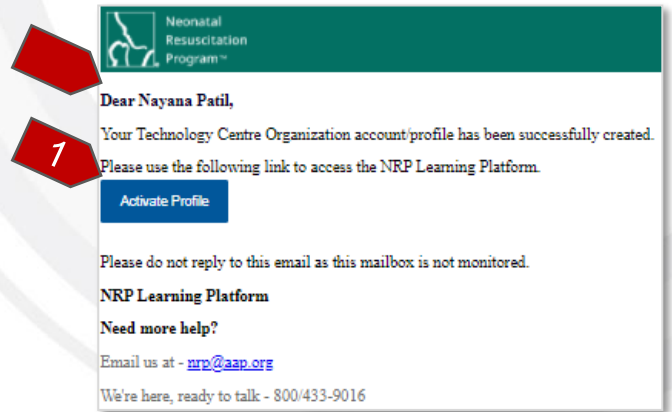
2. Select the "Yes" option (in case a user is having an account already on the NRP Learning Platform) and then click on the "Next" button.

NOTE:

- In case a user has created the NRP Global ID already but has forgotten, then it can be recovered by following the below steps:

- Click on the "Recover NRP Global ID" link.
- Enter the email address and click on the "Recover NRP Global ID" button.

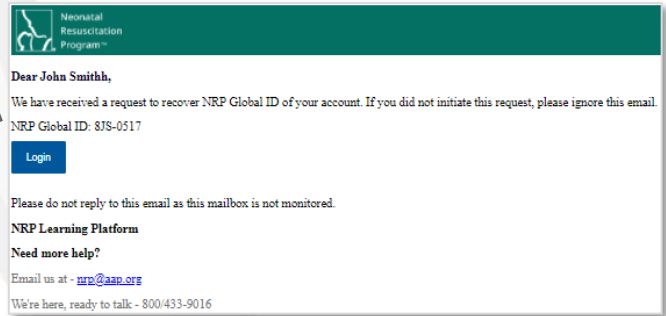
The user's 'NRP Global ID' is sent through an email, which can be entered in the 'Activate Profile' page to link the organization and retail global accounts.



Instructor (3rd Party LMS) Quick Start Guide User Registration (with NRP GID / without NRP GID)



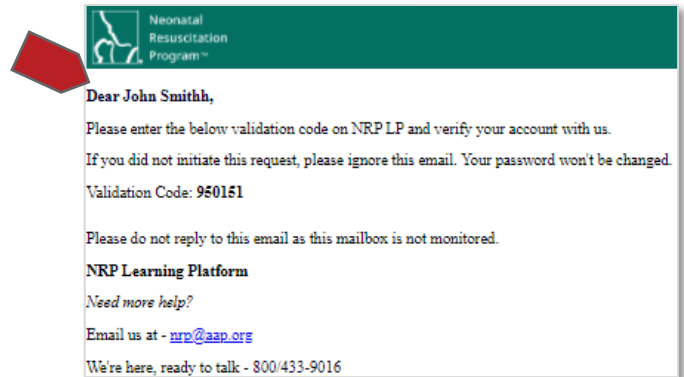
Example Email – Recover
NRP Global ID



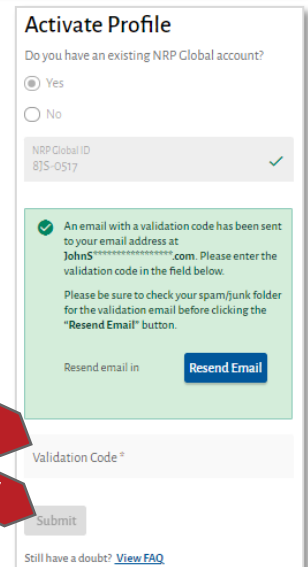
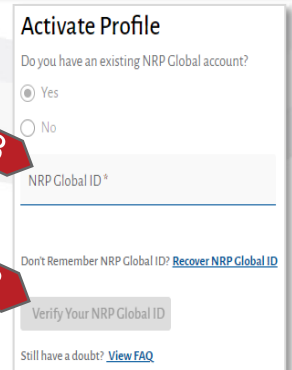
3. Enter the existing NRP Global ID and click on the “Verify Your NRP Global ID”.

The one-time validation code is sent to the user through an email associated with the ‘NRP Global ID’ entered.

Example Email – One Time
Validation code



4. Enter the validation here code in the ‘Activate Profile’ page and click on the “Submit” button.



Instructor (3rd Party LMS) Quick Start Guide User Registration (with NRP GID / without NRP GID)



The 'Organization Profile Details' success message popup appears indicating that both the retail account ('NRP global ID' account) and an organization profile will be linked.

Organization Profile Details

Your NRP Global ID has been successfully verified. Your Organization profile will be linked with NRP Global ID: 8NP-0005. Please review and confirm to link.

Full Name
Naina Rani

Email Address
nainarani01@mailinator.com

Organization Unit
Organization

Job Title
-

Note: If you need to change any information, please contact your organization administrator.

5 Confirm Cancel

5. Click on the "Confirm" button to link both the accounts.

The user is navigated to an organization subdomain's 'Login' page.

A green bar at the top of the page indicates the organization profile has been created and linked to NRP Global account.

Login

✓ Your organization profile created successfully and linked to NRP Global account. Please login with your NRP Global account credentials.

6 Username *

Password *

Remember Me

Forgot your [Password or Username?](#)

6 Login Register now

Example Email – NRP GID has new affiliation

Dear NayanaPatil,

Your account has new affiliation established with Compassion International on NRP Learning Platform and linked with your NRP GID.

NRP GID: 8RS-0508

Username: Ronal02

Kindly use the below link to view the affiliations and manage the account visibility.

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - nrp@aap.org

We're here, ready to talk - 800/433-9016

Example Email – Organization profile created & linked successfully

Dear NayanaPatil,

Your Org profile has been activated on NRP Learning Platform and linked with NRP Global ID.

NRP GID: 8RS-0508

Username: Ronal02

Kindly use the below link to Login to your Compassion International Profile on NRP LP.

Login

Please do not reply to this email as this mailbox is not monitored.

NRP Learning Platform

Need more help?

Email us at - nrp@aap.org

We're here, ready to talk - 800/433-9016

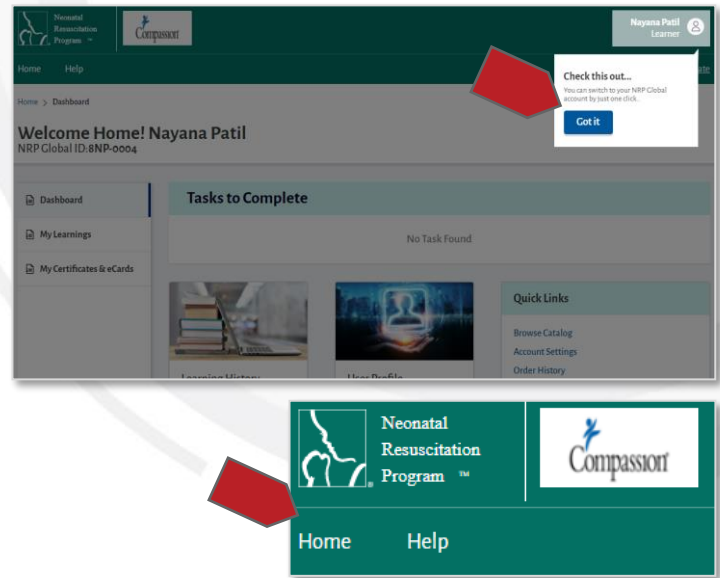
6. Enter the NRP Global ID & the Password and then click on the "Login" button.



Instructor (3rd Party LMS) Quick Start Guide User Registration (with NRP GID / without NRP GID)



The User Interface is displayed on the 'Home' tab along with the information about the NRP Global Account.



END OF INSTRUCTIONS



WI: Accessing the User Interface of an Organization

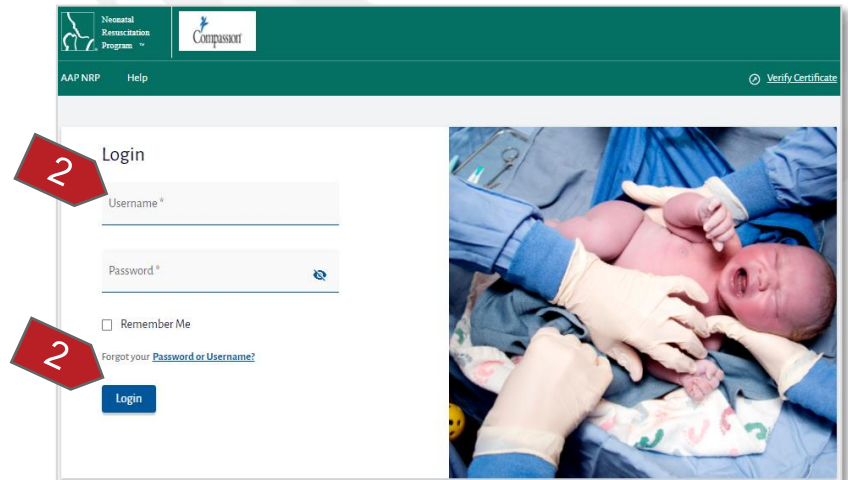
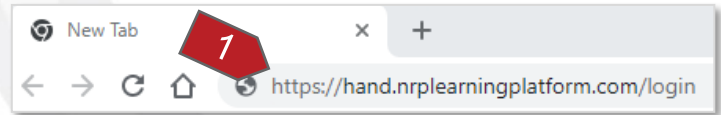
1. Using any web browser, navigate to the website:

[\[subdomain\].nrplearningplatform.com](https://hand.nrplearningplatform.com)

or www.nrplearningplatform.com

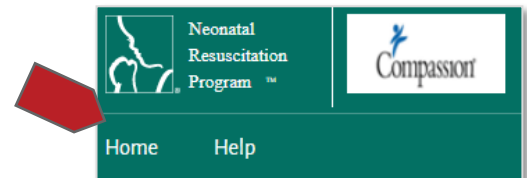
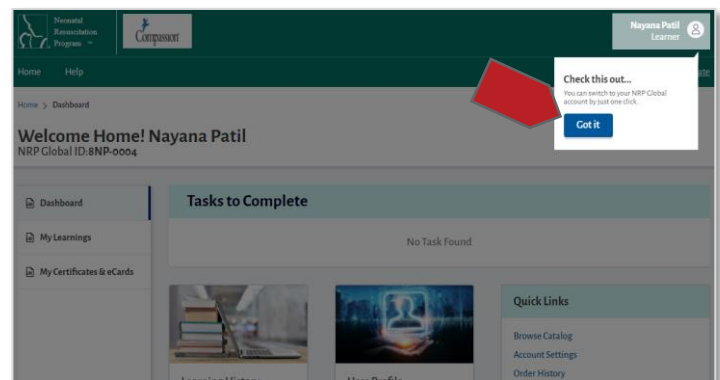
NOTE: Replace the subdomain for the organization in place of {subdomain}. The subdomain “hand” is used in this example image.

The user is navigated to ‘Login’ page.



2. Enter the Username / NRP-GID & Password and click on the “Login” button.

The User Interface is displayed on the ‘Home’ tab along with the information about the NRP Global Account.



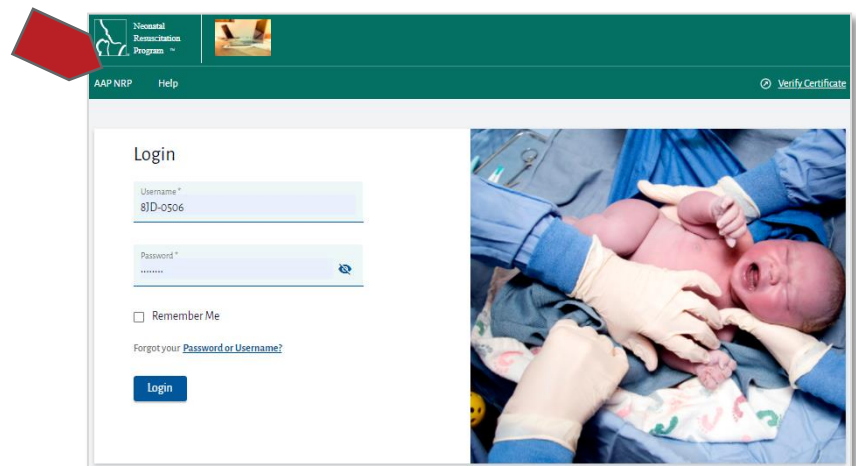
END OF INSTRUCTIONS

WI: Logging Out from NRP Learning Platform

1. Click the user icon.
2. Click the “Logout” option from the drop-down menu.



The user will be logged out & navigated to Login page.



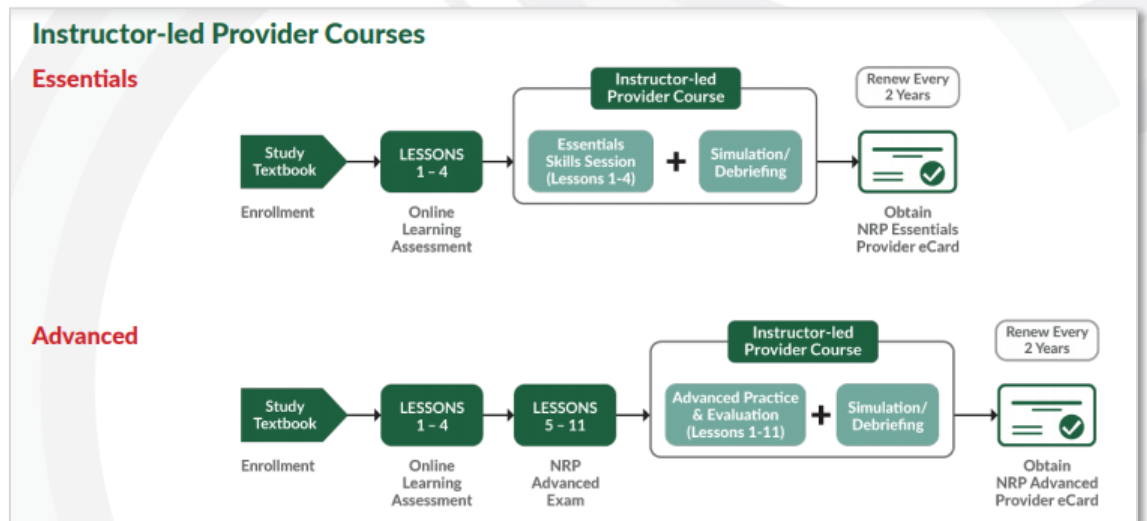
END OF INSTRUCTIONS

Courses

The Neonatal Resuscitation Program® (NRP®) course conveys an evidence-based approach to care of the newborn at birth and facilitates effective team-based care for healthcare professionals who care for newborns at the time of delivery.

Instructor-Led Provider Courses

Overview



NRP Essentials

This course content delivers curricula for Essentials Providers, which is appropriate for everyone involved in the care of a newborn and who may be called upon to initiate resuscitation including positive pressure ventilation.

NRP Advanced

This course content delivers curricula for Advanced Providers who may participate in neonatal resuscitation beyond positive pressure ventilation.

NRP Instructor Candidate (IC)

This course content delivers the necessary curricula to become an NRP Instructor, which is available only to the Advanced Provider who must apply for an Instructor Application and get approved by an AAP Admin. This course must be enrolled and started within 30 days of the enrollment else the IA must be re-submitted.

NRP Instructor Renewal (IR)

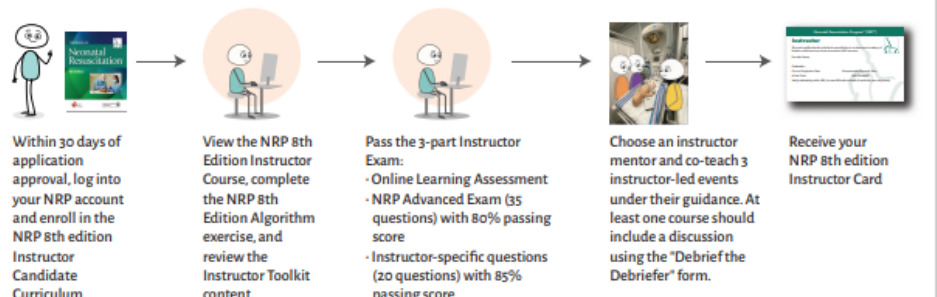
This course content delivers the necessary curricula to *maintain* Instructor Status, which is available only for the Instructors and Instructor Mentors, who wish to maintain Instructor status prior expiration of Instructor eCard. If an instructor’s status expires prior meeting Instructor status maintenance requirements, then the instructor eligibility requirements must be met followed by completing the Instructor course requirements to maintain Instructor status.

Instructor Eligibility and Maintenance

Eligibility

- Instructor candidates must have a current NRP 7th edition Provider Card or NRP 8th edition Advanced Provider status.
- An NRP instructor candidate must be a physician, registered nurse/nurse practitioner, respiratory therapist, or physician assistant with experience in the hospital care of newborns.
- The NRP instructor candidate must have current maternal-child educational or clinical responsibility within a hospital setting.
- It is recommended that NRP instructors and instructor candidates have ongoing delivery room experience.

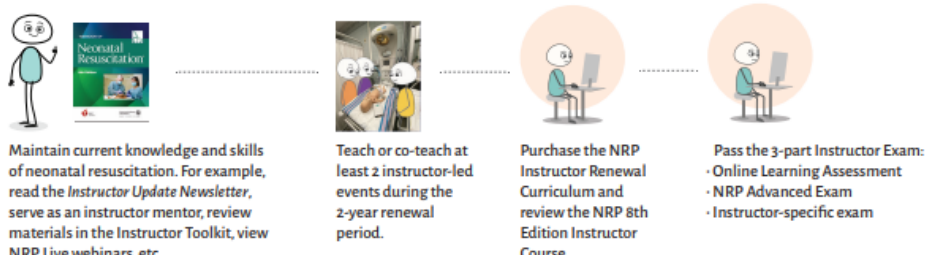
Complete these Steps within One Year of Your Application Approval Date



If your NRP Provider eCard expires in less than one year, your renewal date will automatically extend by one year from your application approval date.

Maintaining your NRP Instructor Status

An NRP instructor in good standing remains an NRP instructor as long as the maintenance requirements are met before the instructor renewal date every 2 years. The NRP instructor must complete the steps below at some point before their renewal date, which is the last day of the month in which your NRP Instructor status was first attained. NRP Instructors at an RQI for NRP hospital should also maintain their Essentials eCredential.



Maintain current knowledge and skills of neonatal resuscitation. For example, read the *Instructor Update Newsletter*, serve as an instructor mentor, review materials in the Instructor Toolkit, view NRP Live webinars, etc.

Teach or co-teach at least 2 instructor-led events during the 2-year renewal period.

Purchase the NRP Instructor Renewal Curriculum and review the NRP 8th Edition Instructor Course.

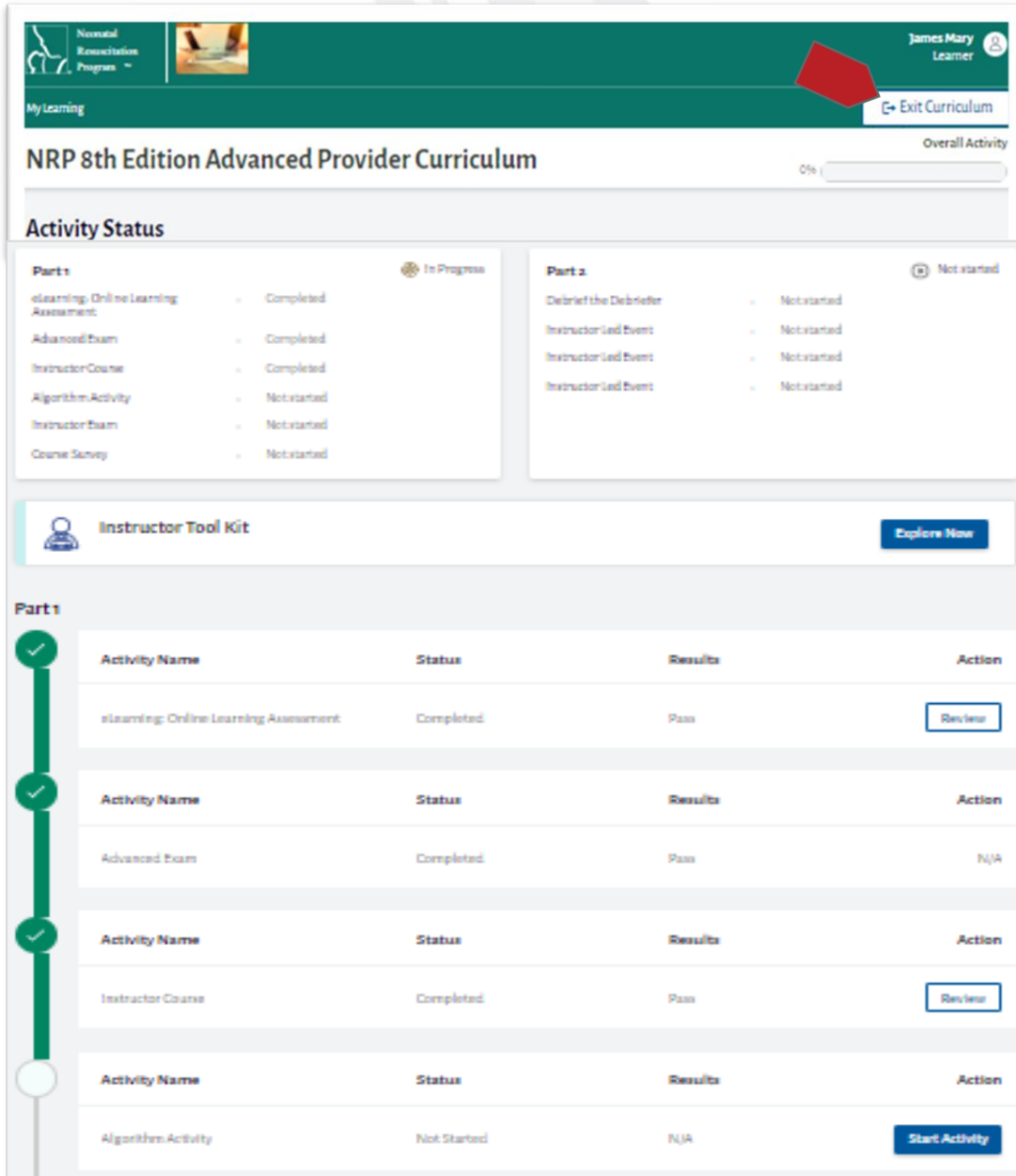
Pass the 3-part Instructor Exam:

- Online Learning Assessment
- NRP Advanced Exam
- Instructor-specific exam

If an instructor’s status expires prior to meeting these maintenance requirements, they must meet the current instructor eligibility requirements, apply to be an instructor candidate, and complete all current edition requirements to attain instructor status.

Activities in a Course

The “Activity” page shows the different activities that are part of the course. The page shows a summary at the top, and details below, with buttons to act on the activity.



Activity Status

| Part 1 | Status |
|---------------------------------------|-------------|
| eLearning: Online Learning Assessment | Completed |
| Advanced Exam | Completed |
| Instructor Course | Completed |
| Algorithm Activity | Not started |
| Instructor Exam | Not started |
| Course Survey | Not started |

| Part 2 | Status |
|-----------------------|-------------|
| Debrief the Debrieger | Not started |
| Instructor Led Event | Not started |
| Instructor Led Event | Not started |
| Instructor Led Event | Not started |

Instructor Tool Kit [Explore Now](#)

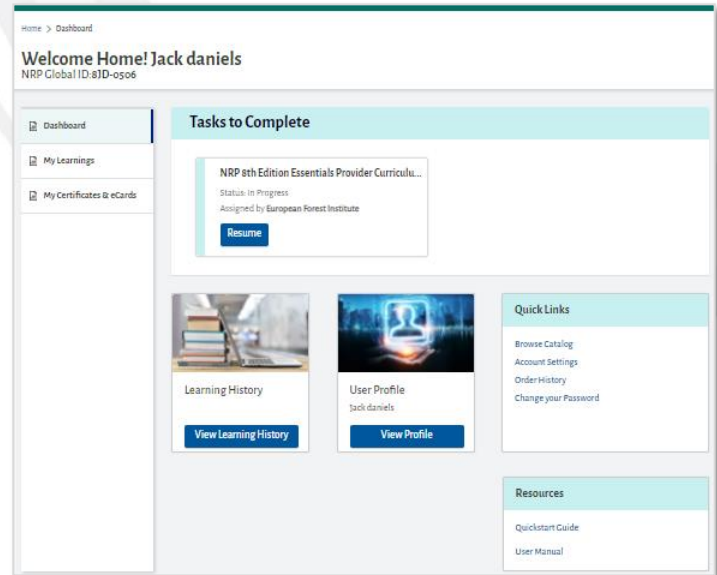
Part 1

| Activity Name | Status | Results | Action |
|---------------------------------------|-------------|---------|--------------------------------|
| eLearning: Online Learning Assessment | Completed | Pass | Review |
| Advanced Exam | Completed | Pass | N/A |
| Instructor Course | Completed | Pass | Review |
| Algorithm Activity | Not Started | N/A | Start Activity |

Home Menu (through NRP Global Account)

The “Home” Menu is the landing page after logging in to the NRP LP. The side menu shows three tabs:

- Dashboard – Provides quick access to common tasks, such as continuing or enrolling in courses, viewing learning history, etc.
- My Learnings – Shows the Active Learnings as well as the Completed Learnings.
- My Certificates & eCards – Shows the certificates and eCards that the learner has earned.



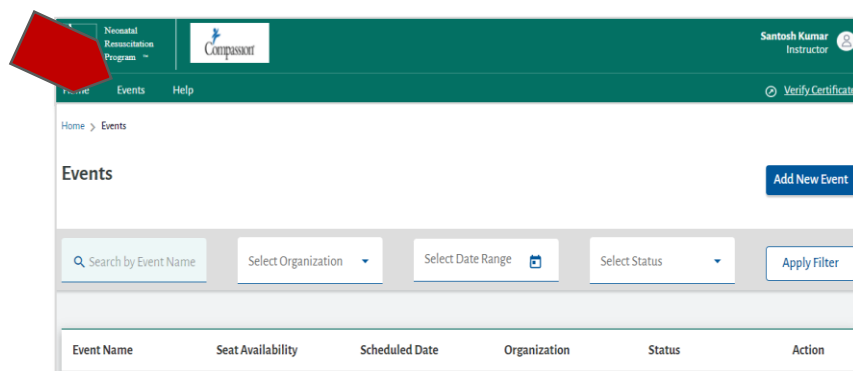
Events Menu (through NRP Global Account)

NOTE: An Instructor / Instructor Mentor is considered 'Inactive' upon eCard / rank expiry.

An Inactive Instructor / Instructor Mentor cannot manage ILEs (add/cancel/view/withdraw), however, will be able to modify ILEs that were added during the 'Active' period.

The “Events” menu contains “Add New Event” button and the list of the Instructor Led Events. Each event will have one of the following statuses:

- Scheduled – The event is in Scheduled state when the event is published.
- Draft – The event is in Draft state when the user has saved the event without publishing.
- Active – The event is in Active state when the event has started.
- Completed – The event is in Completed state when the user has completed grading all the students.
- Cancelled – The event is in Cancelled state when the user selects the event to be cancelled.

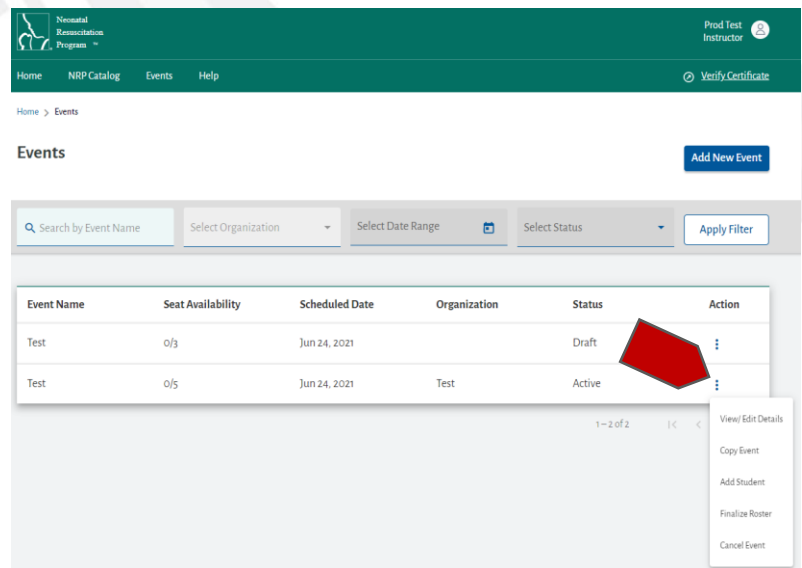


Actions for an Event

Click the Action button (the three dots under the Actions column) to open a menu to perform actions on the events.

NOTE: The menu options will change, based on the STATUS of the event.

- View/Edit Details
- Copy Event – Allows the user to copy the existing event details and schedule with a different time & location.
- Add Student
- Cancel Event
- Resume – Allows the user to resume creating an event.
- Delete Event – Allows the user to delete an event that has not been published.
- Finalize Roster – Allows the user to finalize the roster of a published event.
- Grade Student – Allows the user to grade the students of the event.



The screenshot displays the NRP Global Account interface. At the top, there is a navigation bar with 'Home', 'NRP Catalog', 'Events', and 'Help'. Below this, the 'Events' section is visible, featuring a search bar and filter options for Organization, Date Range, and Status. A table lists two events: 'Test' (Draft) and 'Test' (Active). A red arrow points to the 'Action' column for the 'Active' event, which has opened a dropdown menu with the following options: View/Edit Details, Copy Event, Add Student, Finalize Roster, and Cancel Event.

| Event Name | Seat Availability | Scheduled Date | Organization | Status | Action |
|------------|-------------------|----------------|--------------|--------|--------|
| Test | 0/3 | Jun 24, 2021 | | Draft | ⋮ |
| Test | 0/5 | Jun 24, 2021 | Test | Active | ⋮ |

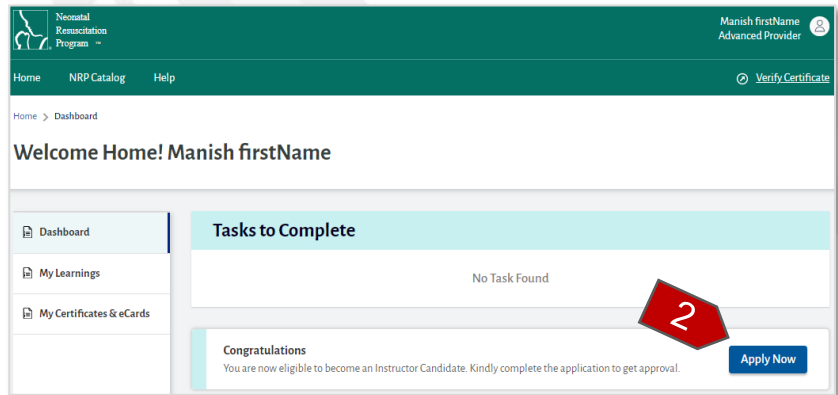


Common Event Actions (through NRP Global Account)

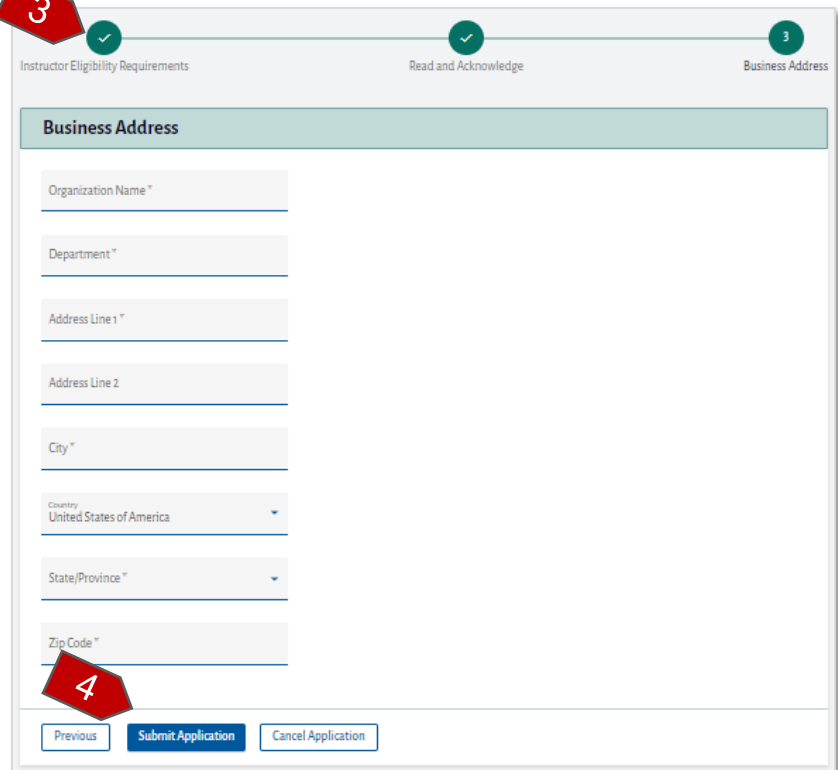
WI: INSTRUCTOR APPLICATION - Applying Instructor

NOTE: The “Apply Now” option is available only for Advanced Provider.

1. Login to NRP Learning Platform.
2. Click on the “Apply Now” button.



3. Enter the following details:
 - Instructor Eligibility Requirements
 - Read and Acknowledge
 - Business Address



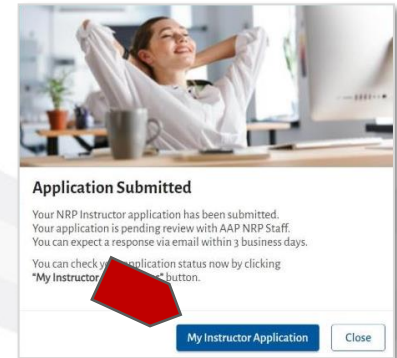
NOTE: Click on the ‘Download the AAP’s How to become an NRP Instructor PDF’ link to view/download/print under ‘Read and Acknowledge’ section for reference.



Instructor (3rd Party LMS) Quick Start Guide Common Event Actions (through NRP Global Account)

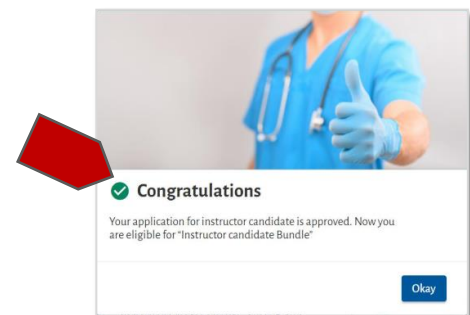
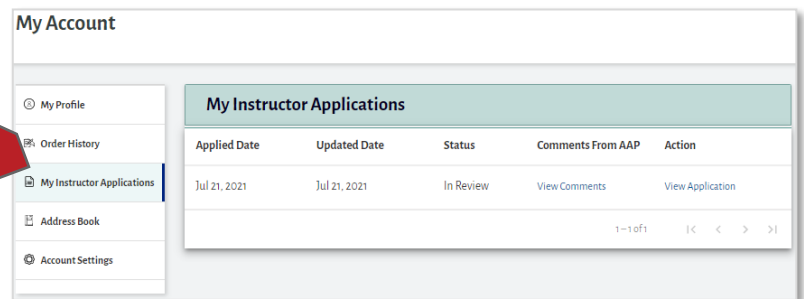
- Click on the 'Submit Application' button.

The 'Application Submitted' confirmation popup is displayed.



NOTE:

- The submitted instructor application details can be viewed by clicking 'My Instructor Application' from the 'Application Submitted' popup or 'My Account' page.
- Once the AAP Admin approves the instructor application, the 'Congratulations' popup confirmation is displayed.



END OF INSTRUCTIONS

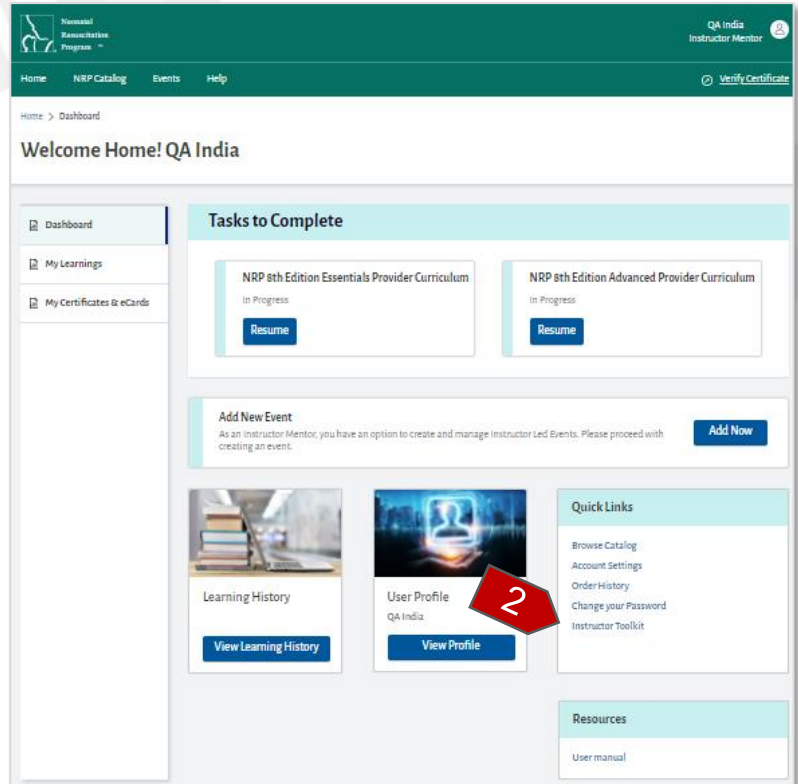
Instructor (3rd Party LMS) Quick Start Guide Common Event Actions (through NRP Global Account)



WI: ITK – Accessing the Instructor Took Kit (ITK)

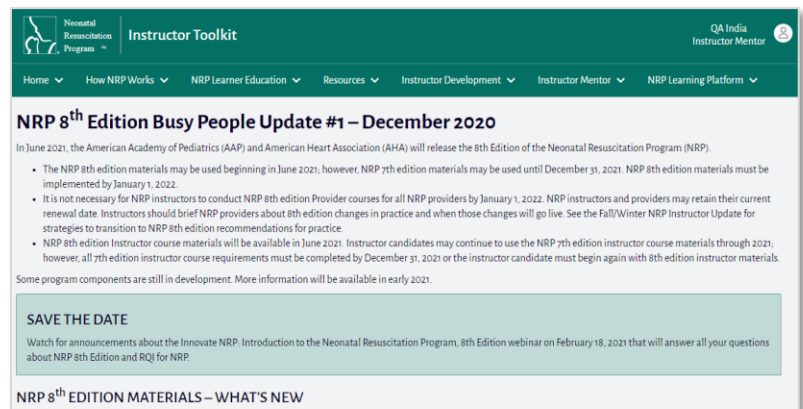
NOTE: ITK is also available in the IC Activity page.

1. Login to NRP Learning Platform.
2. Click on the “Instructor Toolkit” link provided in the ‘Quick Links’ section.



A new tab will open on the “Instructor Toolkit” web resource page. The information is structured by segregating in the Top Menu as follows:

- Home
- How NRP Works
- NRP Learner Education
- Resources
- Instructor Development
- Instructor Mentor
- NRP Learning Platform



END OF INSTRUCTIONS



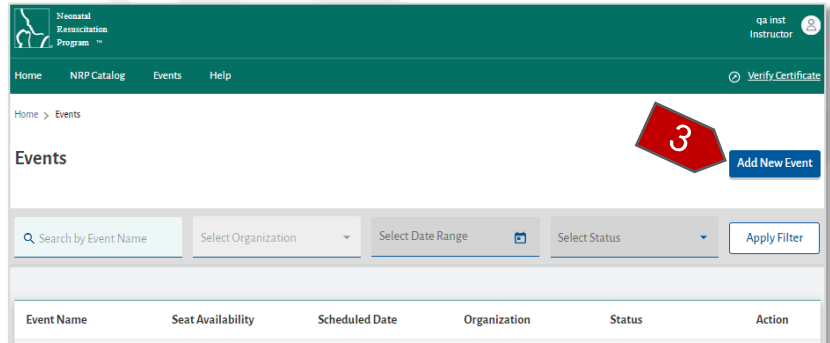
WI: EVENT – Adding a New Event

NOTE: The user having the Instructor/Instructor Mentor (IM) rank can add the event also in the recommendation instruction under Dashboard tab.

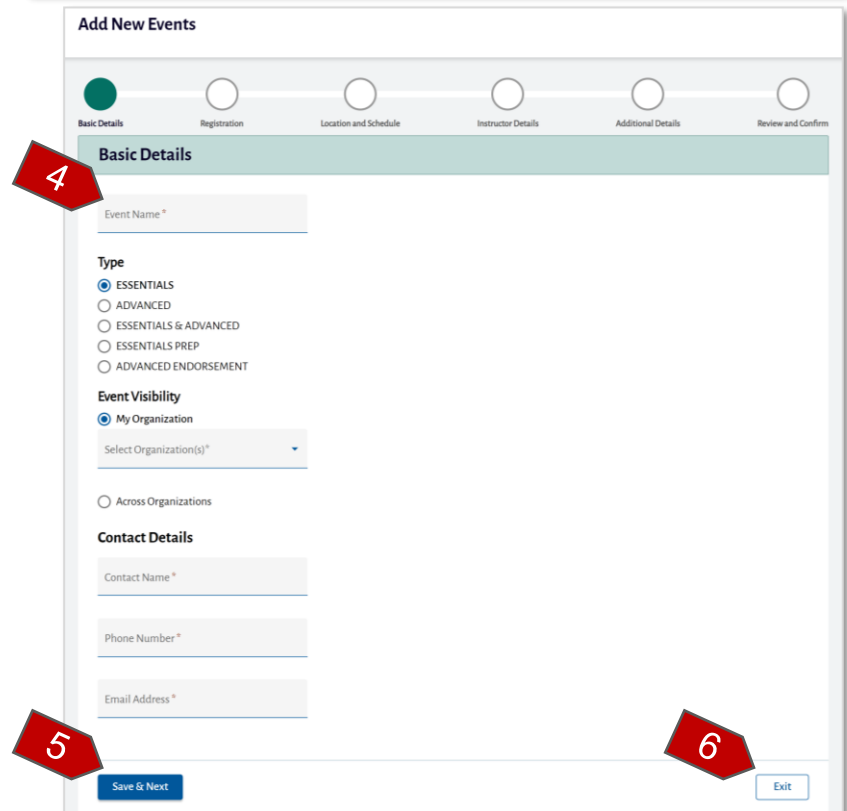
1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.



3. Click on “Add New Event” button.



4. **Basic Details** – Enter the Basic Details for the event.
 - Event Name – The name of the event
 - Schedule – When the event will take place.
5. Click the “Save & Next” button to proceed.
6. Alternatively, at any time during the Event Creation process, press the EXIT button to exit the event creation. The event details will be saved, and the event will be in a “Draft” status.



Add New Events

Basic Details Registration Location and Schedule Instructor Details Additional Details Review and Confirm

Basic Details

Event Name *

Type

ESSENTIALS
 ADVANCED
 ESSENTIALS & ADVANCED
 ESSENTIALS PREP
 ADVANCED ENDORSEMENT

Event Visibility

My Organization
Select Organization(s) *

Across Organizations

Contact Details

Contact Name *

Phone Number *

Email Address *

Save & Next Exit



7. **Registration** – Enter the registration information.
 - Registration Access – Either Self Register or Admin added.
 - Close Self Registration – Either “Never Close” or “Close By” number of days before event starts. This option is available only when the user selects “Self Register” in Registration Access option.
8. Click the “Save & Next” button to proceed.

Add New Events

Basic Details Registration Location and Contact Instructor Details Additional Details Review and Confirm

Registration

Number of Registrants

Minimum *
4

Maximum *
12

Registration Access

Self Register
 Admin

Close Self Registration

Never Close
 Close By

1 Days/Weeks
Day(s) before event starts

Previous Save & Next Exit

9. **Location and Contact** – Enter the Location and Contact information.
 - Location – The name and address of the location where the event is going to be held.
 - Contact Details – The name and contact information of the of the contact person who can assist with event details.
10. Click the “Save & Next” button to proceed.

Add New Events

Basic Details Registration Location and Contact Instructor Details Additional Details Review and Confirm

Location & Contact Details

Location Details

Location Name *

Country
United States

Address Line 1 *

Address Line 2

State/Province *

City *

Zip Code *

Contact Details

Contact Name *

Phone Number *

Email Address *

Previous Save & Next Exit



Instructor (3rd Party LMS) Quick Start Guide Common Event Actions (through NRP Global Account)



11. **Instructor Details** – Click the “Add Instructor” button to add Instructors or Instructor Mentors to the event.
12. The “Add Instructor / Mentor” pop up appears, wherein the user can search for other Instructors / IMs who have registered on NRP Learning Platform.
13. Click “Save & Next” button to proceed.
14. **Additional Details** – Enter additional instructions to Students or Instructors.
15. Click “Save & Next” button to proceed.

| Instructor Name | Email Address | Instructor Rank | Action |
|-----------------|-----------------------------|-----------------|--------|
| aa inst | instructorqa@mailinator.com | INSTRUCTOR | |

Buttons: Previous, Save & Next, Exit

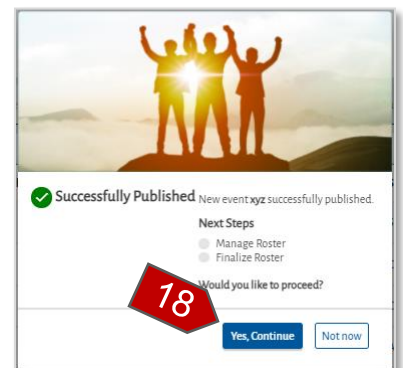
16. **Review and Confirm** – Review all the details entered while creating the event

Buttons: Previous, Save & Next, Exit

17. Click on “Publish Event” button.

The Successfully Published pop up appears.

18. Click either the “Yes, Continue” button to manage the roster, or the “Not Now” button to return to the Event page.



END OF INSTRUCTIONS





WI: EVENT – Adding Students to an Event

1. Login to NRP Learning Platform.
2. Click the “Events” menu.

3. Click on the three dots under the Action column and select “Add Student”.

The Add Student pop-up will appear.

4. Search for the students in the search box.
Press the SELECT button from the search results to add the student to the Selected data table.
5. Click the ADD button to add the students in the Selected data table to the roster for the event.

A green button appears at the top of the page indicating the users were added successfully.

Events

| Event Name | Seat Availability | Scheduled Date | Organization | Status | Action |
|------------|-------------------|----------------|--------------|--------|--------|
| Test | 0/3 | Jun 24, 2021 | | Draft | ⋮ |
| Test | 0/5 | Jun 24, 2021 | Test | Active | ⋮ |

Add Student

Search by Student Name / Email Address

Selected

| Student Name | Email Address | Provider Curriculum | Job Title | Action |
|-------------------|---------------|---------------------|-----------|--------|
| No Records Found! | | | | |

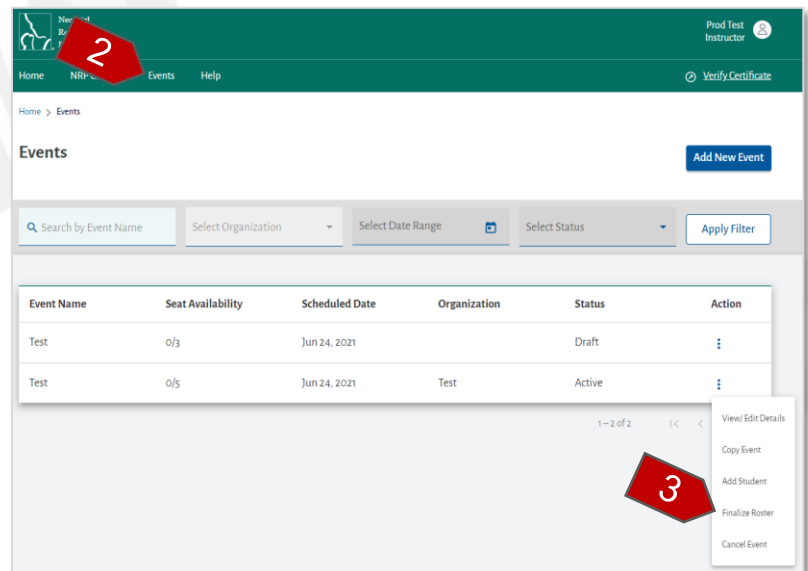
Add Cancel

END OF INSTRUCTIONS



WI: EVENT – Finalizing the Roster for the Event

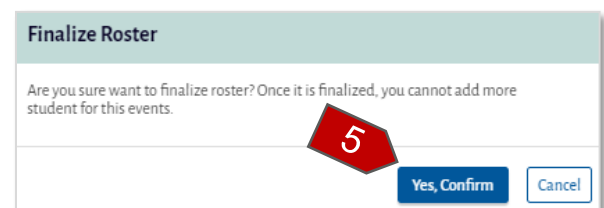
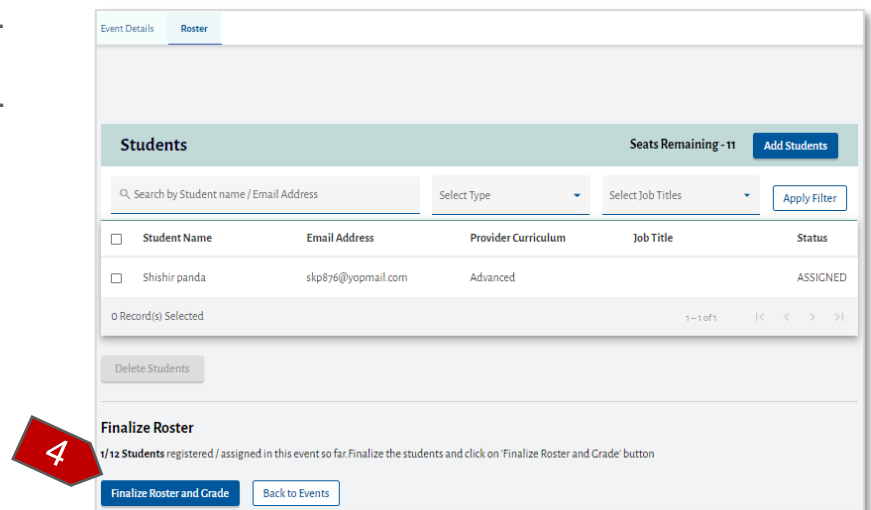
1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.
3. Click on three dots under the Action column, then select “Finalize Roster”.



The Roster of the event will load. Students may be added by clicking the Add Students button.

Below the Students data table is the Finalize Roster section.

4. Click on “Finalize Roster and Grade” button.
5. Click on “Yes, Confirm” button to finalize the roster.



A green bar at the top of the page indicates that the roster has been finalized successfully.

END OF INSTRUCTIONS



WI: EVENT – Grading Learners of the Event

1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.
3. Click on three dots under the Action column, then select “Grade Student”.

| Event Name | Seat Availability | Scheduled Date | Organization | Status | Action |
|------------|-------------------|----------------|--------------|--------|--------|
| Test | 0/3 | Jun 24, 2021 | | Draft | ⋮ |
| Test | 1/5 | Jun 24, 2021 | Test | Active | ⋮ |

The Roster page will load.

4. Use the multi-select check boxes to select students.
5. Use the buttons at the bottom to mark the selected students as “Pass”, “Fail”, or “No Show”.

| <input checked="" type="checkbox"/> | Student Name | Email Address | Provider Curriculum | Job Title | Result |
|-------------------------------------|--------------------|---------------------------------|---------------------|-----------|--------|
| <input checked="" type="checkbox"/> | John Smith | JohnSmith01@mailinator.com | Advanced | | |
| <input checked="" type="checkbox"/> | Prachujya a Saikia | prachujya.saikia@laerdal.com | Advanced | Physician | PASS |
| <input type="checkbox"/> | Santosh a Kumar | santosh.kumar.padhi@laerdal.com | Advanced | Physician | PASS |

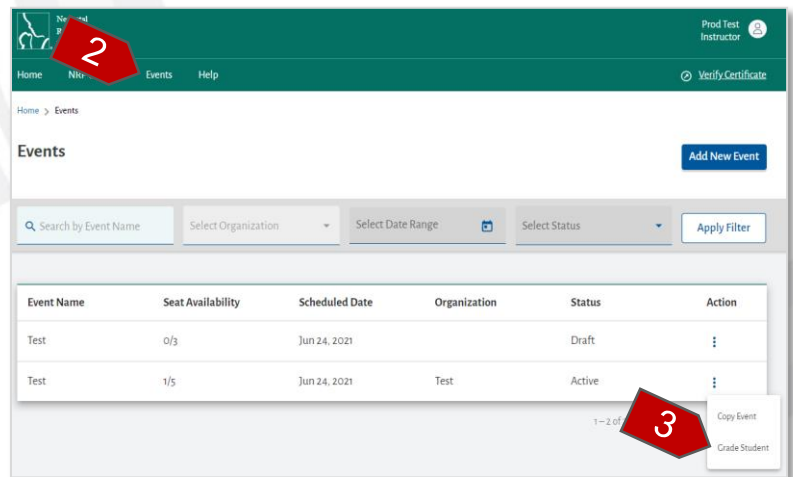
A green bar will appear at the top of the page to indicate that the selected students has been graded successfully.

END OF INSTRUCTIONS



WI: EVENT – Submitting Event Results to the Attendees

1. Login to NRP Learning Platform.
2. Navigate to “Events” menu.
3. Click on three dots under the Action column, then select “Grade Student”.

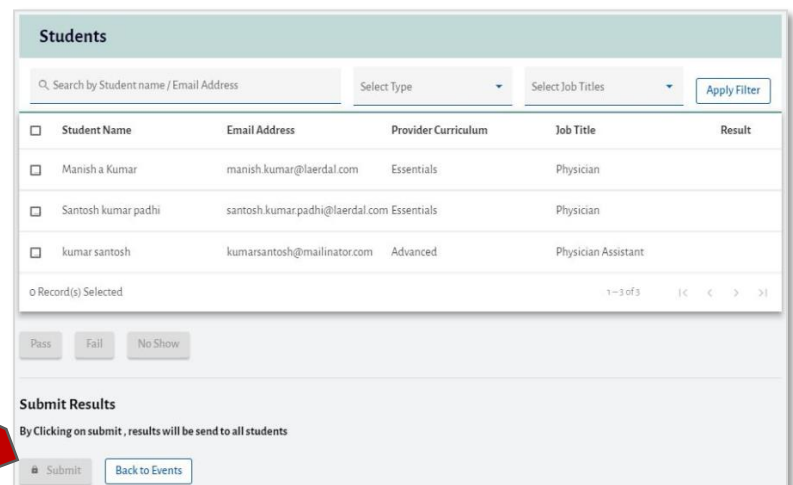


| Event Name | Seat Availability | Scheduled Date | Organization | Status | Action |
|------------|-------------------|----------------|--------------|--------|--------|
| Test | 0/3 | Jun 24, 2021 | | Draft | ⋮ |
| Test | 1/5 | Jun 24, 2021 | Test | Active | ⋮ |

The Roster page will load.

After the students have been graded, the “Submit” button will be active.

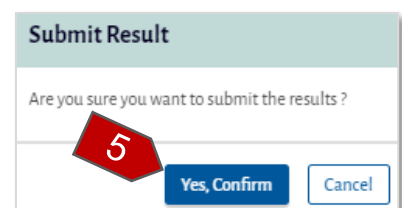
4. Click on “Submit” button to notify the students about the their results.



| Student Name | Email Address | Provider Curriculum | Job Title | Result |
|----------------------------------------------|---------------------------------|---------------------|---------------------|--------|
| <input type="checkbox"/> Manish a Kumar | manish.kumar@laerdal.com | Essentials | Physician | |
| <input type="checkbox"/> Santosh kumar padhi | santosh.kumar.padhi@laerdal.com | Essentials | Physician | |
| <input type="checkbox"/> kumar santosh | kumarsantosh@mailinator.com | Advanced | Physician Assistant | |

Submit Results
By Clicking on submit, results will be send to all students

5. Click on “Yes, Confirm” button to submit the results.
A green bar at the top of the page indicates that the event has been completed successfully.



Submit Result

Are you sure you want to submit the results ?

END OF INSTRUCTIONS

END OF DOCUMENT