NRP LP
Organization Administrator Guide
For 3rd party LMS Customers
Rev 5.0

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

RQI RESUSCITATION QUALITY IMPROVEMENT®
An American Heart Association® and Laerdal Program

Table of Work Instructions

Revision History

Revision Number	Effective Date	Notes
1.0	09/30/2021	Initial version
2.0	11/03/2021	Included changes from Oct 2021 update, including: Access User Profile, Recover Username/Reset Password, Viewing IA applied users from the Dashboard and assigning Instructor curriculum, Course Consumption Report, Automatic Demographic import with SFTP Location Setup enhancement including Import Type: Delta feed and Full feed, Bulk details - Download Records throughout listing grids
3.0	12/21/2021	Included changes from Dec 2021 update, including: Adding Curriculum tab on heading and Distribution of NRP 7th Edition Transitional Licenses for NRP 8th Edition Curriculum
4.0	01/24/2022	Included changes from Jan 2022 update, including: Listing of Migrated users to the organization and status of the migrated user
5.0	02/09/2022	Included changes from the Feb 09 Hotfix, including: the ability to view and download 7th Edition Certificates & eCards; Migrated users tab is renamed as 7th Edition User Status

General Information

Introduction

The AAP

The AAP is an American professional association of pediatricians. The Academy runs continuing medical education (CME) programs for pediatricians and sub-specialists. The AAP is an organization of 67,000 primary care pediatricians, pediatric medical subspecialists and pediatric surgical specialists dedicated to the health, safety and well-being of infants, children, adolescents, and young adults. For more information, visit www.aap.org.

RQI Partners LLC

RQI Partners LLC is a partnership between the American Heart Association and Laerdal Medical, positioning the organizations to deliver innovative solutions that accelerate the impact of their lifesaving mission. The company blends the Association's leadership in science and resuscitation education with Laerdal's expertise in technology and implementation to deliver impactful and innovative resuscitation quality improvement programs. For more information, visit www.rqipartners.com and follow us on Twitter and LinkedIn.

The NRP LP

NRP 8th edition introduces a new educational methodology tailored to better meet the needs of the many health care professionals who manage the newly born baby. It will include the launch of the new NRP Learning Platform (NRP LP), an enhanced LMS system to better meet the needs of NRP Providers and Instructors.

Purpose

This guide provides information to help the NRP LP Organization's Administrator to monitor and manage the delivery of the NRP programs at their organization.

Applies To

This guide applies to NRP LMS customers, who have learners who use NRP LP to access the NRP courses.

Intended Audience

This document is for the NRP LMS organization's Administrator, who is responsible for monitoring personnel and compliance in an organization utilizing the NRP programs. This guide contains the features and functionality of the NRP LP platform. Should the NRP LMS organization's Administrator have additional questions, they should reach out to their NRP LP Implementer or contact RQI Customer Support.

Organization Administrator (NRP LMS) Guide Structure

This Organization Administrator (NRP LMS) Guide contains detailed 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 & NRP programs in the NRP Learning Platform.

- **Active User**: A user in the NRP Learning Platform that has a status set to Active. The user can be assigned the curricula.

- **Advanced Provider:** 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.

- **CSV File**: A simple file format used to store tabular data, such as spreadsheets. CSV stands for Comma Separated Values.

- **Debrief the Debriefer:** 'Debrief the Debriefer' is the structured strategy for improving debriefing skills carried out by Instructor with the help of Instructor Mentor, who facilitate the scenario and debriefing.

- **Demographic Import File**: A file with a defined structure used to transmit user data from the organization to the NRP Learning Platform.

- **Essentials Provider:** 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.

- **Inactive Instructor:** An Instructor is considered 'Inactive' upon eCard / rank expiry. An Inactive Instructor cannot manage ILEs (add/cancel/view/withdraw), however, will be able to modify ILEs that were added during the 'Active' period.

- **Inactive User**: A user in the NRP Learning Platform that has a status set to Inactive. This is used when a learner leaves an organization or is no longer required to have the NRP training.

- **Instructor:** Instructors focus on hands-on instruction, simulation, communication, and teamwork with their NRP Providers aspirants.

- **Inactive Instructor Mentor:** An Instructor mentor is considered 'Inactive' upon eCard / rank expiry. An Inactive Instructor mentor cannot manage ILEs (add/cancel/view/withdraw), however, will be able to modify ILEs that were added during the 'Active' period.

- **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:** 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 the have completed an advanced provider curriculum and has their instructor application approved.

- **Instructor Mentor:** Instructor Mentors focus on hands-on instruction, simulation, communication, and teamwork with their Instructor Candidates.

- **Instructor Toolkit:** 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 Events / Events:** 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.

- **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.

- **NRP Global ID / NRP GID:** An unique identifier on the NRP Learning Platform that is auto generated for the user during the registration process on the NRP Learning Platform, through which a user can access all the learnings across the multiple profiles (Retail or Organizational).

- **NRP Learning Platform / NRP LP:** NRP 8th edition introduces a new educational methodology tailored to better meet the needs of the many health care professionals who manage the newly born baby. It will include the launch of the new NRP Learning Platform (NRP LP), an enhanced LMS system to better meet the needs of NRP Providers and Instructors.

- **NRP LMS customers:** Customers that utilize NRP Learning Platform to access and manage their user's access to the NRP course/curriculum.

- **3rd Party LMS Customers**: Customers that utilize their own LMS to access and manage their user's access to the NRP course/curriculum.

- **Organization Hierarchy**: The way to structure an organization using different levels.

- **NRP LP Implementer / RQI Implementer / Implementer:** The RQI Partners representative who manages the users and events in the NRP Learning Platform.

- **SCORM**: A collection of standards and specifications for web-based electronic educational technology (also called e-learning)

- **SFTP**: A secure protocol for transferring large files over the web.

- **Subdomain**: An additional part to the main domain name.

- **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.

- **User:** A guest, registered user, NRP LP Implementer or AAP Admin on the NRP Learning Platform.

- **Work Instructions:** Steps with screenshots to perform a task.

Acronyms

Abbreviations	Meaning
AAP	American Academy of Pediatrics
AP	Advanced Provider
CSV	Comma-Separated Values
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
SCORM	Shareable Content Object Reference Model
SFTP	Secure File Transfer Protocol
SSO	Single sign-on
WI	Work Instructions

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

NOTE: An email is triggered when an Organization Admin is added to the published organization by an NRP LP Implementer.

Example Email – Added as Admin for an Organization
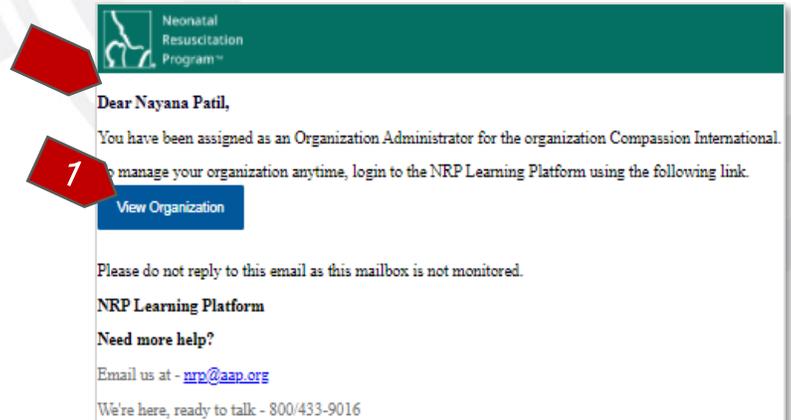
1. Click on the "View Organization" button provided in an email.

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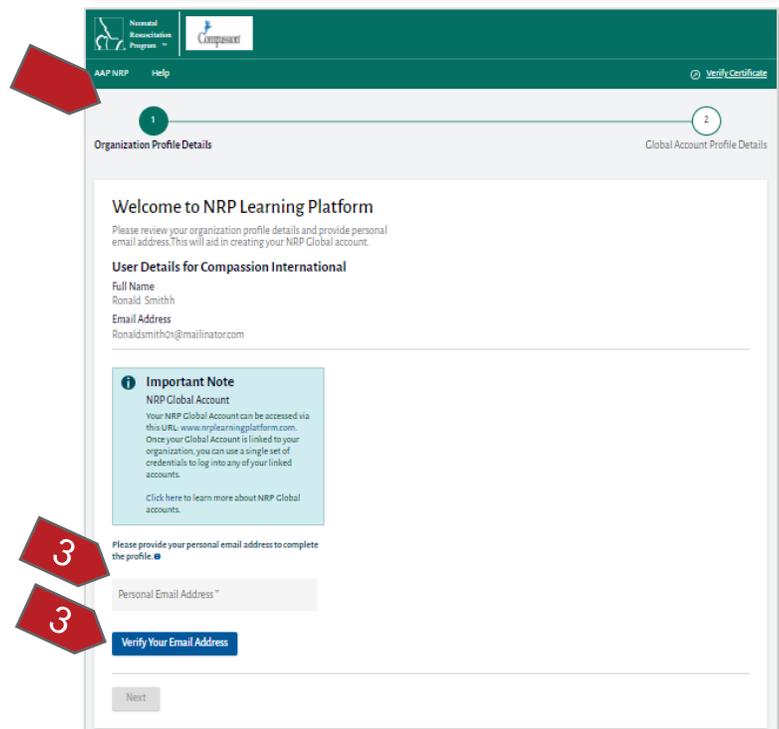
3. Enter the personal email address and click on the "Verify Your Email Address" button.

   NOTE: Example Email – Onetime Validation code

Dear Ronald Smithh,

Please enter the below validation code on NRP LP and verify your account with us.

If you did not initiate this request, please ignore this email. Your password won't be changed.

Validation Code: **527594**

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
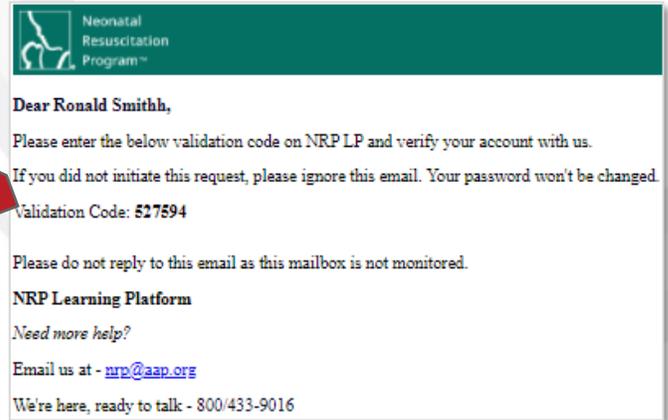
4. Enter the Validation code sent through an email and click on the "Next" button.
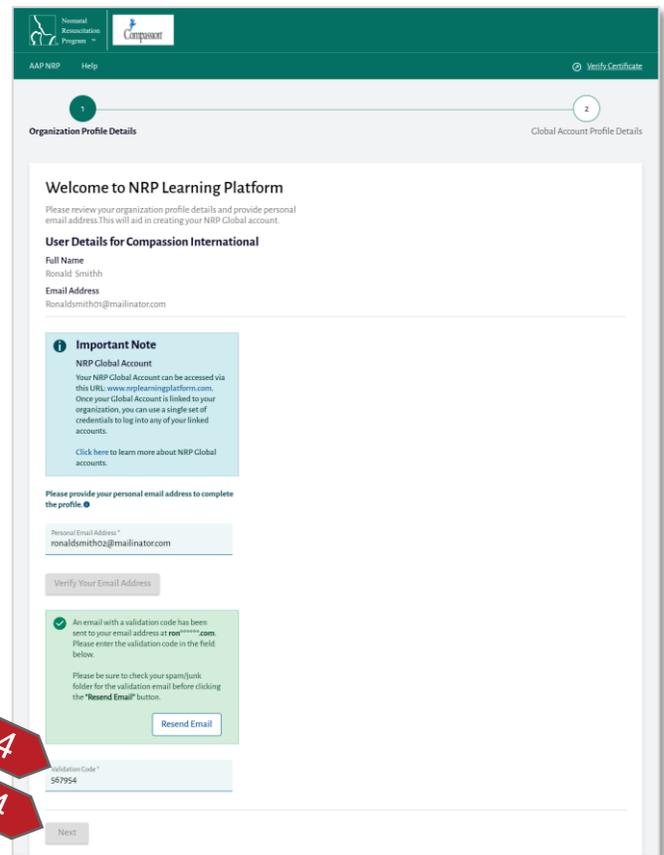
A green bar at the top of the page indicates that the NRP Global account has been created successfully along with the unique identifier NRP Global ID details.

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

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.

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.
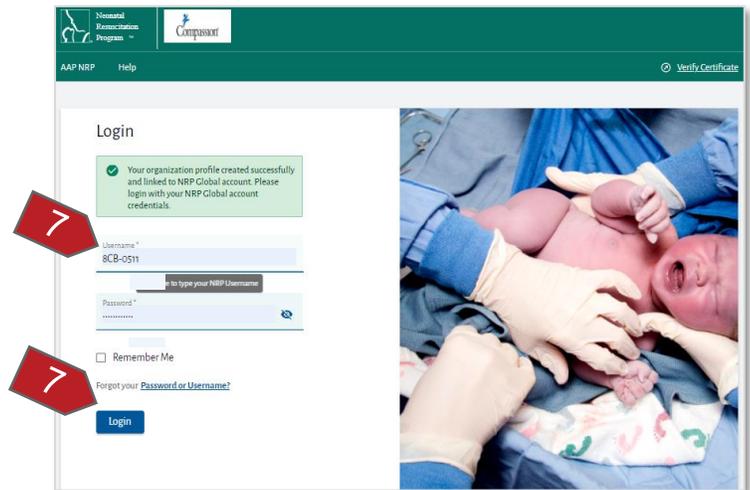
   NOTE: Example Email – New Account created

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

8. Click on the "<Organization Name> Admin" widget.
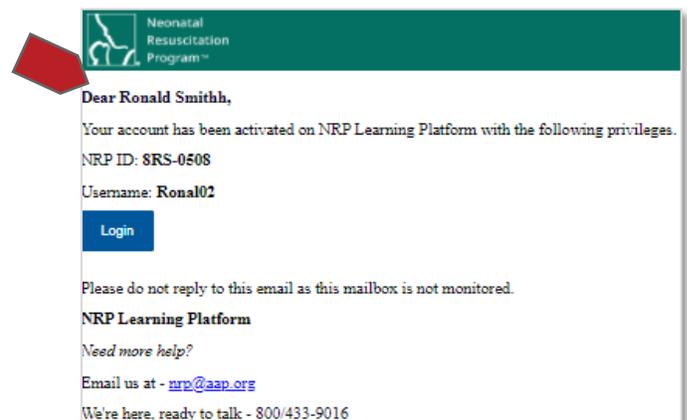
NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP Learning Platform.

Switching a role is possible at any point in time, which is covered under the title "Switching between Roles on the NRP Learning Platform".

The Administration Interface is displayed on the 'Home' tab.

```
END OF INSTRUCTIONS
```
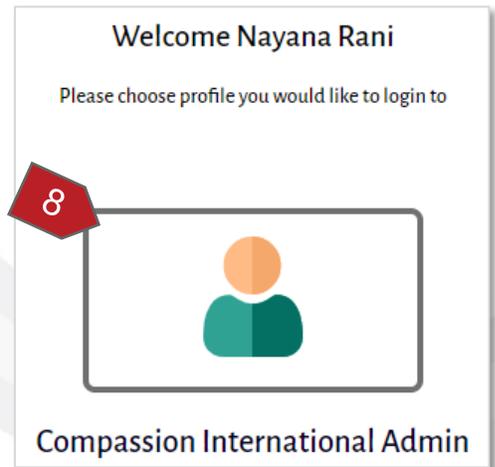
WI: Initial setup (with NRP Global ID) for Accessing the Admin Interface of an Organization

NOTE: An email is triggered when an Organization Admin is added to the published organization by an NRP LP Implementer.

Example Email – Added as Admin for an Organization
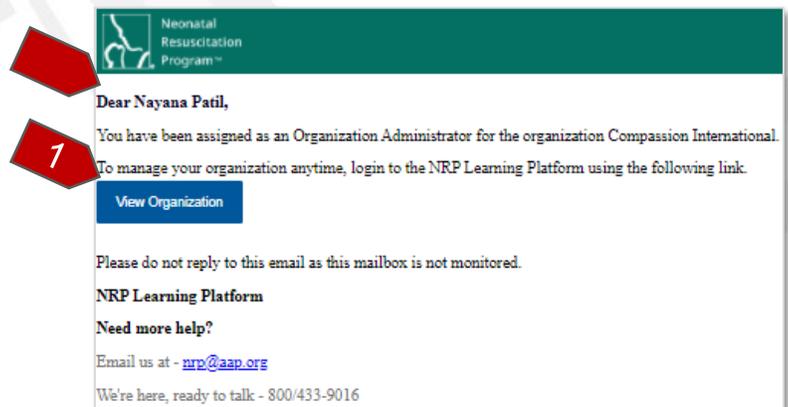
1. Click on the "View Organization" button provided in an email.

   The user is navigated to 'Activate Profile' page.
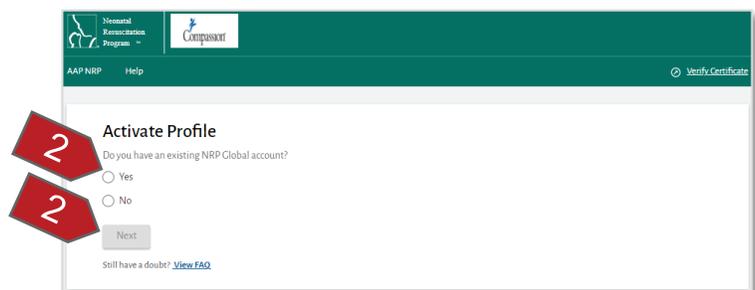
2. Select the "Yes" option (in case a user is having an account already on the NRP Learning Platform) and then click on the "Next" button.

   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:*

     o *Click on the "Recover NRP Global ID" link.*
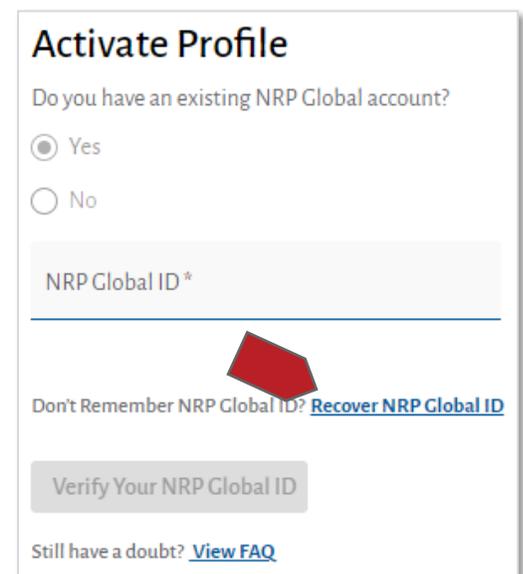
Recover NRP Global ID

Please enter your email address associated with NRP Global ID.

- o 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.

  Example Email – Recover NRP Global ID

Email Address *

Recover NRP Global ID   Cancel

Still have a doubt? **View FAQ**

Dear John Smithh,

We have received a request to recover NRP Global ID of your account. If you did not initiate this request, please ignore this email.

NRP Global ID: 8JS-0517

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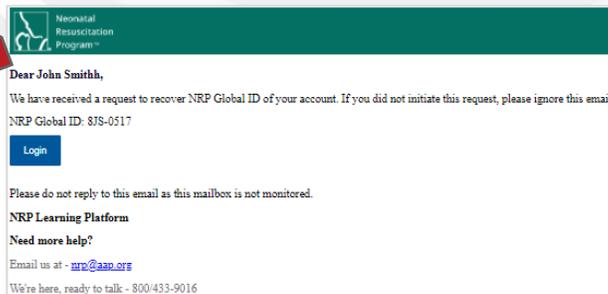
3. Enter the existing NRP Global ID and click on the "Verify Your NRP Global ID".

   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

Activate Profile

Do you have an existing NRP Global account?

⦿ Yes

◯ No

NRP Global ID *

Don't Remember NRP Global ID? **Recover NRP Global ID**

Verify Your NRP Global ID

Still have a doubt? **View FAQ**

Dear John Smithh,

Please enter the below validation code on NRP LP and verify your account with us.

If you did not initiate this request, please ignore this email. Your password won't be changed.

Validation Code: **950151**

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

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4. Enter the validation code in the 'Activate Profile' page and click on the "Submit" button.

Activate Profile

Do you have an existing NRP Global account?

◉ Yes

○ No

NRP Global ID
8JS-0517 ✓

✓ An email with a validation code has been sent to your email address at JohnS*****************.com. Please enter the validation code in the field below.

Please be sure to check your spam/junk folder for the validation email before clicking the "Resend Email" button.

Resend email in   **Resend Email**

4

4

Validation Code *

Submit

Still have a doubt? View FAQ

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: 8RS-0508**. Please review and confirm to link.

Full Name
Nayana Patil

Email Address
NayanaPatil01@mailinator.com

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

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Example Email – New affiliation established, and the account linked with NRP Global account.

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.

7. Click on the "<Organization Name> Admin" widget.
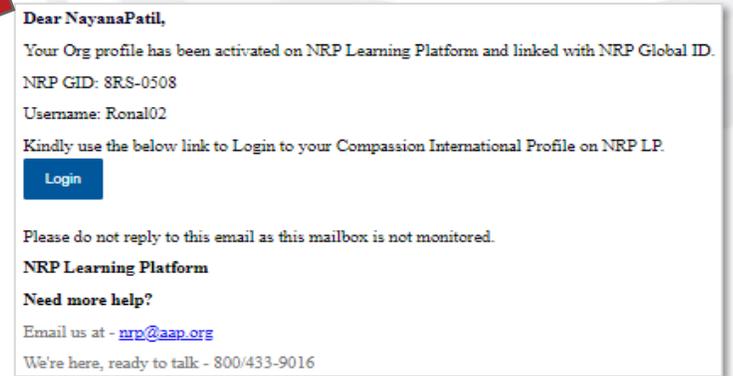
NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP Learning Platform.

Switching a role is possible at any point in time, which is covered under the title "Switching between Roles on the NRP Learning Platform".

Welcome Ronald Smithh

Please choose profile you would like to login to

Test Organization Admin   Learner

The Administration Interface is displayed on the 'Home' tab.

Neonatal Resuscitation Program ™

| Home | Users | Reports | Events |

END OF INSTRUCTIONS

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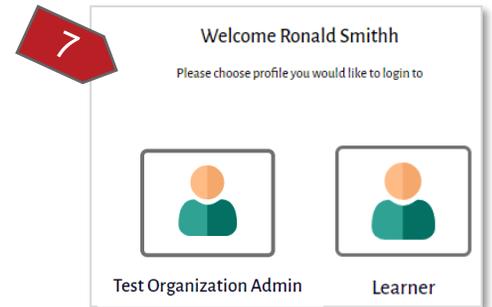
WI: Accessing the Administrator Interface of an Organization

NOTE: Each organization is given a custom subdomain of the NRPLearningPlatform.com domain by their Implementation Team during the Implementation Process.

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

   {subdomain}.nrplearningplatform.com}

   or www.nrplearningplatform.com
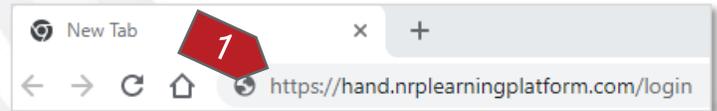
   NOTE: Replace the subdomain for the organization in place of {subdomain}. The subdomain "hand" is used in this example image.

   The user is navigated to 'Login' page.

2. Enter the Username / NRP-GID & Password and click on the "Login" button.
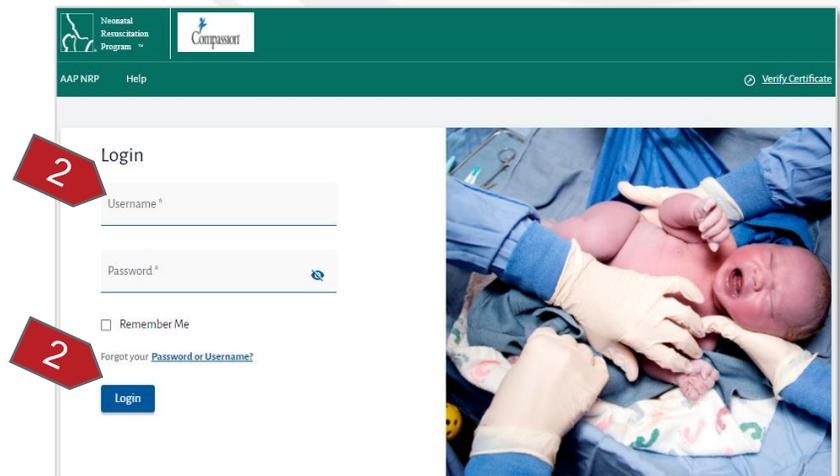
3. Click on the "<Organization Name> Admin" widget.

   NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP Learning Platform.

   Switching a role is possible at any point in time, which is covered under the title "Switching between Roles on the NRP Learning Platform".

   The Administration Interface is displayed on the 'Home' tab.

   ┌─────────────────────────────┐
   │   END OF INSTRUCTIONS   │
   └─────────────────────────────┘

WI: Forgot Password

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

   {subdomain}.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.

2. Click on the "Password or Username?" link.
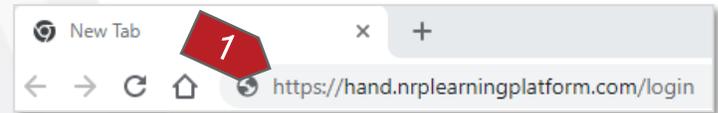
3. Enter the email address and click on the "Send Reset Link" button.
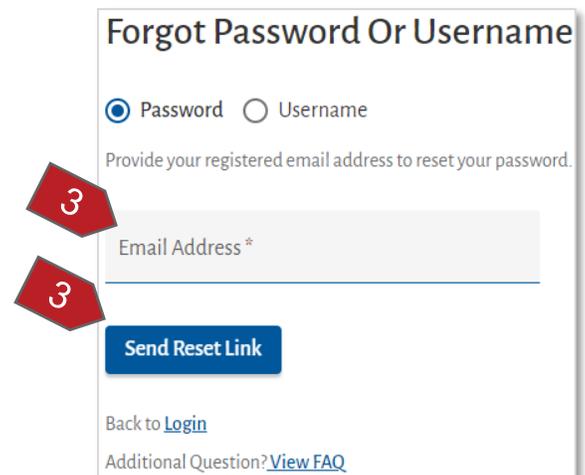
   NOTE:
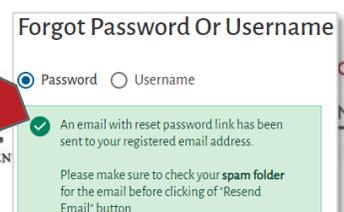
- *The user is informed that the "Reset Password" email has been sent to the registered email address.*

- *Example Email - Reset Password*
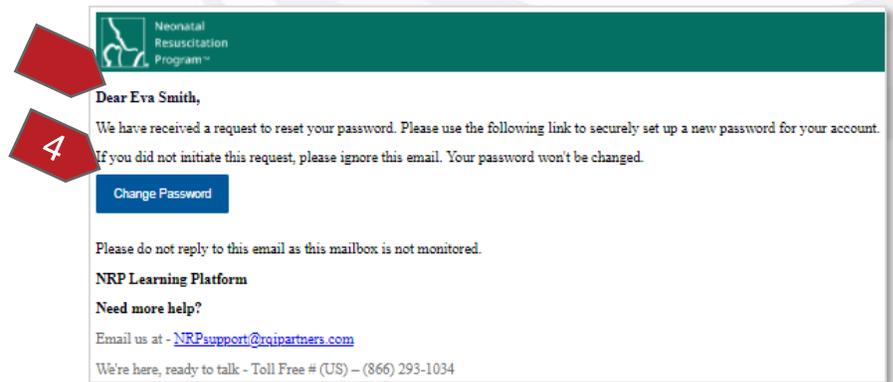
4. Click the "Change Password" link provided in the "Reset Password" email sent to the user.

5. Enter New Password and Confirm Password.

6. Click the "Reset Password" button.

A green bar at the top of the page indicates that the user has reset the password successfully.

END OF INSTRUCTIONS

Neonatal Resuscitation Program®

WI: Forgot Username

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

   {subdomain}.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.

2. Click on the "**Password or Username?**" link.
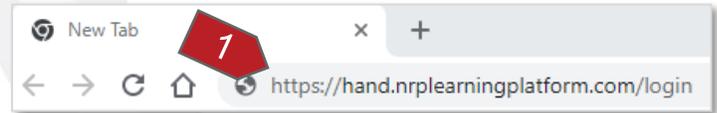
3. Click on the "Username" button.

   NOTE: The "Password" button is selected by default.

4. Enter the email address and click on the "Email Username" button.
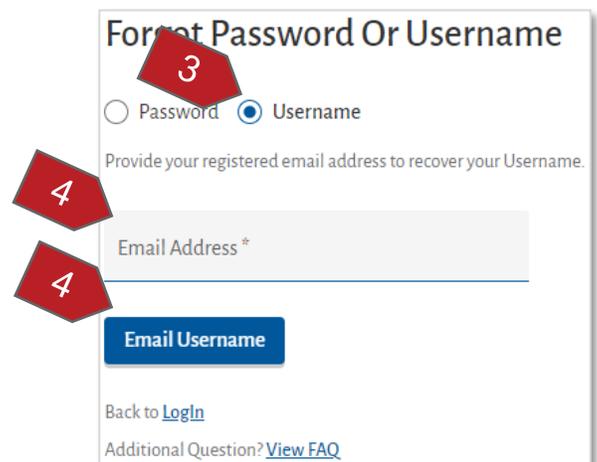
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The user is informed that an email with the Username has been sent to the registered email address.

Forgot Password Or Username

○ Password ● Username

✓ An email with the Username has been sent to your registered email address.

Please make sure to check your **spam folder** for the email before clicking of "Resend Email" button

Resend email in 0:56   Resend Email

Back to Login

Additional Question? View FAQ

NOTE: Example Email - Recover Username

Neonatal Resuscitation Program™

Dear Eva Smith,

We have received a request to recover username for your account. If you did not initiate this request, please ignore this email.

Username: **EvaSmith1510**

Login

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

NRP Learning Platform

Need more help?

Email us at - NRPsupport@rqipartners.com

We're here, ready to talk - Toll Free # (US) – (866) 293-1034

END OF INSTRUCTIONS

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NRP Global Account / Individual

The NRP LP uses an auto-generated NRP Global ID, which is the global identifier used for NRP Global Account on the NRP Learning Platform. This allows the user to link their individual consumer account with all organizational profiles that is associated by using the NRP Global ID as a single point of entry. This enables the user to use a single set of credentials to login to their customer account or any of their linked organizational profiles. The NRP Global Account can be accessed via:
www.nrplearningplatform.com

The benefits of NRP Global Account are as follows:
- Single sign on for global & organizational profiles
- Access to NRP Catalog based on Global Account
- Self-enroll to NRP curriculums
- Initiate/Resume/Complete a course assigned within the NRP LP (even after org separation)
- View Learning History of self-enrolled & Organizational assignments through dedicated dashboards
- View the eCards achieved from all the profiles

Multiple widgets can be accessed using NRP Global ID to switch a role between Admin and Learner roles.
NOTE: The role-specific widgets are made available only for the users having multiple roles in the NRP LP. Switching the role is possible at any point in time.

Multiple profiles can be accessed using NRP Global ID to switch a profile between individual and associated organizational accounts.
NOTE: The drop-down shows multiple profiles to switch only for the users associated with multiple profiles (individual or organizations) on the NRP LP. Switching the profile is possible at any point in time.
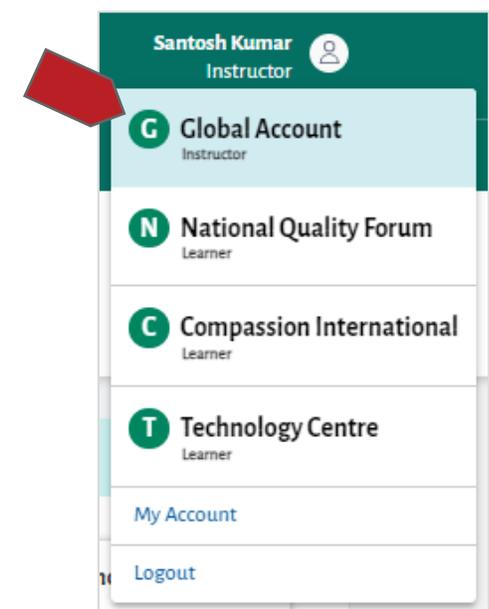
Cookies

The cookies banner notifies the user about the cookie policy that can be accepted or not.

The cookies banner is displayed throughout the NRP Learning Platform sessions until the user accepts the cookies by clicking "Accept Cookies" button or by tapping "Close/Exit(X)" button.
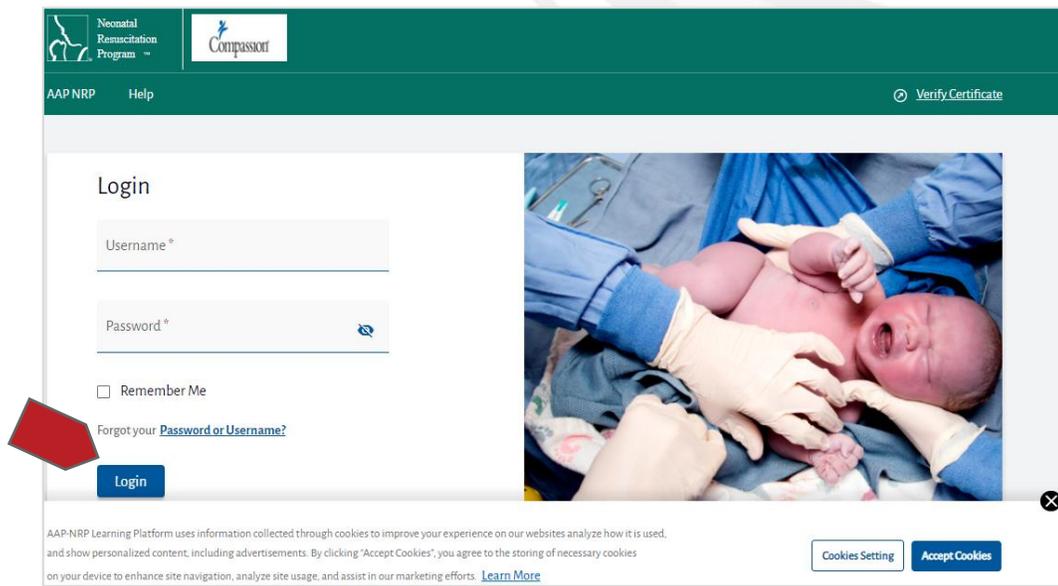
NOTE: Clicking on the "Cookies Setting" button will open the Cookies Setting detailed information in a pop-up window.

Courses/Curricula – 8th Edition NRP Courses

NOTE:

- *The 'Courses/Curricula' section describes the Instructor-led (traditional) format NRP courses, which are available in the NRP Catalog to enroll.*

- *Another option for 8th edition NRP is RQI® for NRP®, which is a quality improvement program for institutions (hence, not listed in the NRP Catalog). The program allows learners to complete NRP Essentials via a self-directed curriculum with quarterly activities to reinforce and master key NRP knowledge and NRP Essentials skills at a simulation station. However, RQI for NRP (Prep and Advanced Endorsement) ILEs is made available to be registered on the NRP Learning Platform.*

- *RQI for NRP is not required for 8th edition NRP training for those taking the Instructor-led course option.*

NRP 8th edition introduces a new educational methodology tailored to better meet the needs of the many health care professionals who manage the newly born baby.

Four NRP 8th Edition Curricula:

- **NRP 8th Edition Provider Curriculum (Essentials)** - Anyone who is involved in the care of a newborn should take NRP Essentials.

- **NRP 8th Edition Provider Curriculum (Advanced)** - It is appropriate for those who attend births and are responsible for anticipated resuscitation of a newborn with known risk factors, and for those who participate in neonatal resuscitation beyond positive-pressure ventilation.

- **NRP 8th Edition Instructor Candidate (IC) Curriculum** - 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 8th Edition Instructor Renewal (IR) Curriculum** - 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.

Part 1 Essentials / Advanced Provider Curriculum Activities

Part 1 focuses on building a foundation of Neonatal Resuscitation knowledge. The learning activities in Part I include:

- Self-study the *Textbook of Neonatal Resuscitation*, 8th Ed

- Online Learning Assessment (Adaptive Learning) – Featuring True Adaptive™ learning, a personalized method tailored to individual knowledge and confidence levels. True Adaptive learning adjusts to the learner's competence and performance in real-time.

- Advanced Exam (35 questions; for Advanced Curriculum only) – There is unlimited attempts to complete the exam

- Part 1 Evaluation

Once all the Part 1 steps are completed, the user can access to the NRP Provider Certificate in their account on the NRP Learning Platform.

Part 2 Essentials / Advanced Provider Curriculum Activities

Part 2 includes the Instructor-led Event (hands-on portion of the course). The user needs to attend an Instructor-led Event appropriate to the curriculum type (Essentials or Advanced; some events may include both).

The user must register for an NRP 8th edition Instructor-led Event before attending the event. The registration can be Self-register or registered by an instructor or administrator.

Activities include registering for an Instructor-led Event, which includes:

- Performance and Integrated Skills - The Performance Skills Station provides an opportunity to practice or review technical hands-on resuscitation skills with instructor assistance. The Integrated Skills Station allows the instructor to facilitate more than one scenario and evaluate the learner's readiness for simulation and debriefing.

- Simulation and Debriefing - Simulation and debriefing provide a safe setting in which to integrate cognitive and technical skills and focus on team communication and patient safety. The instructor will not coach, assist, or interrupt during a scenario.

Once the user completes all steps, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access to the NRP Provider eCard in their account on the NRP Learning Platform.

Part 1 Instructor Candidate / Instructor Renewal Curriculum Activities

Part 1 focuses on assessing and verifying the foundational knowledge of the *Neonatal Resuscitation Program curricula*. The learning activities in Part I include:

ITK: Study information the Instructor Toolkit, which contains resources and materials to help the user prepare for the online instructor course learning activity and exam.

- Online Learning Assessment (Adaptive Learning) – Featuring True Adaptive™ learning, a personalized method tailored to individual knowledge and confidence levels. True Adaptive learning adjusts to the learner's competence and performance in real-time.
- Advanced Exam (35 questions) – There is unlimited attempts to complete the exam
- Instructor Course – There are video course and knowledge-check questions to complete the course
- Instructor Exam (20 questions) – There is unlimited attempts to complete the exam
- Algorithm Activity – There is a NRP 8th Edition Algorithm to understand the sequence
- Part 1 Evaluation

Once all the Part 1 steps are completed, the user can access to the NRP Instructor/ NRP Instructor Mentor Certificate in their account on the NRP Learning Platform.

Part 2 Instructor Candidate / Instructor Renewal Curriculum Activities

Part 2 includes the Instructor-led Event (hands-on portion of the course). The user needs to co-teach with an Instructor Mentor:

- Co-teach three (3) ILEs with an IM for IC courses
- Teach / Co-tach at least two (2) ILEs for IR courses

Debrief the Debriefer (optional): Complete the 'Debrief the Debriefer' activity with an Instructor Mentor after any Instructor-Led Event. IM will use the 'Debrief the Debriefer' Checklist to debrief the performance.

Once the user completes all steps, the instructor will approve the user's skills and the eCard will be generated. Then, the user can access the NRP Instructor eCard in an account and achieved Instructor status on the NRP Learning Platform.

Organization Administration (3ʳᵈ Party LMS) Interface

The Administration Interface contains the following menus, submenus, and tiles:

- Home:
  - Dashboard:
    - Tasks to Complete
    - View Users
    - Manage Curriculum
    - View Reports
    - View Events
    - Quick Links:
      - ❖ Manage Users
      - ❖ Manage Events
      - ❖ View Reports
    - Resources:
      - ❖ User Manual

- Users

- Reports
  - Student Progress Report

- Events
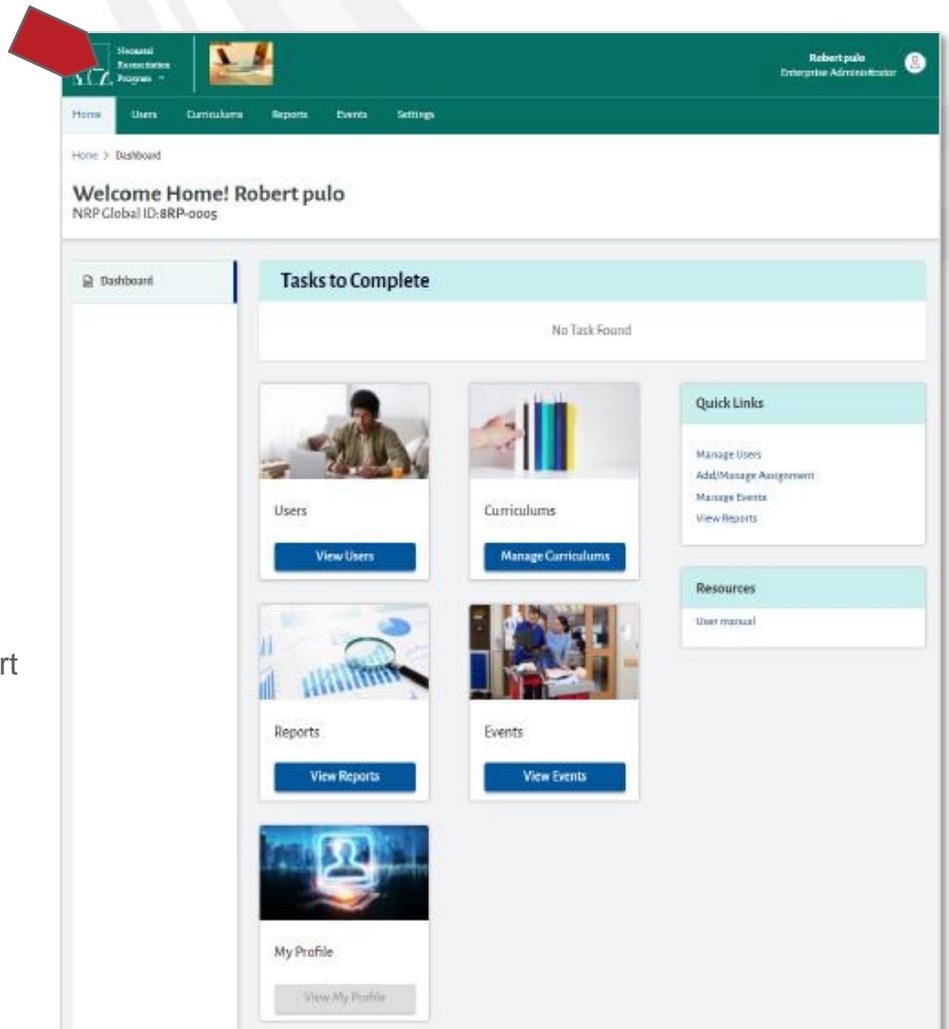
WI: User Manual – Accessing PDF

1. From the NRP LP Administration interface, click on the "Home" heading in the top menu bar.

2. Click on the 'Resources -> User manual" link.
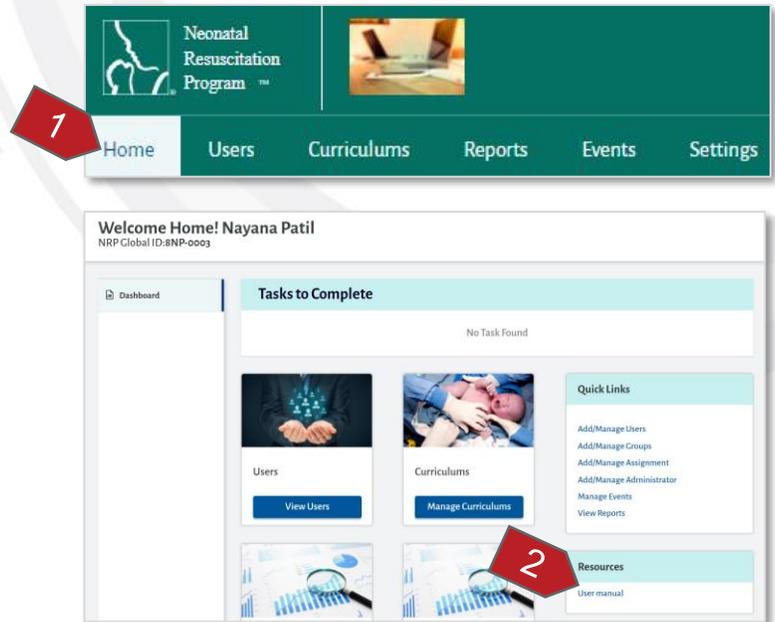
The PDF is displayed to 'View' along with 'Download/Print' options.

END OF INSTRUCTIONS

Users

Users – User Menu General Information

The 'Users' menu contains the following submenus:

- Users – A list of students (Learner, Essential Provider, Advanced Provider, Instructor, and Instructor Mentor) in an organization
- Upload History – A list of files (user's bulk upload) along with the number of records being uploaded through the file

The 'Users' menu also shows the option to 'Add Users' (single or bulk users). Actions can be performed on a single user and multiple users. The users can be searched/filtered, and the resulting columns can be sorted.

The 'Users' submenu columns:

- Selection Check Box – Can select all or some users
- NRP Global ID – The NRP Global ID of the user
- Name – The first name, middle name, and last name of the user
- Email Address – The email address of the user
- Unit – The name of the unit in organization hierarchy
- Rank – The rank (highest active rank among the current organization and accounts being exposed) of the user
- Rank Expiry – The expiry date of the user's rank (highest active rank among the current organization and accounts being exposed). N/A in case of Learner.
- Job Title – The job title of the user
- Status – The status of the user, either Enabled or Disabled
- Action – An action button to perform actions on the user

The 'Upload History' submenu columns:

- File Name – The name of the file (template) that contains the list of the users
- Uploaded Date/Time – The date/time of the uploaded file
- Uploaded Type – The type of the uploaded file, either Manual or Automatic
- Uploaded By – The name of the Admin who uploaded the file
- Upload Status – The status of the file, either 'In Progress', 'Successful' or 'Failed'
- Records Updated – The total number of records in a file being uploaded
- Failed Records – An action button to perform actions on failed records and download the CSV file

The '7th Edition User Status' submenu columns (Only applicable to the organization having migrated users from HealthStream):

- NRP ID/Card Number – The NRP ID or Card Number of the user
- HLC User Name– The HLC User Name of the user
- Name – The first name, middle name, and last name of the user
- Email Address – The email address of the user
- Rank – The rank of the migrated user
- Rank Expiry – The expiry date of the user's rank
- Status – The status of the user, either Enabled or Disabled
- Mapping Status – The status of the user, either Not Mapped or Mapped
  NOTE:The 'Mapping Status' status change to "Mapped" when user links Past Learning History on NRP Learning Platform.
- Action – An action button to perform actions on the 7th Edition User

NOTE:

- *The link in the 'File Name' column downloads the CSV file with the users' details*

- *The link in the 'Failed Records' downloads the CSV file with the errors' details.*

Demographic Import File Structure

Each row of the Demographic Import File describes two things about each unique user:

- The user's position in the organization hierarchy (the standard 3-Level hierarchy is shown below). The templated shows the flexible hierarchy levels based on the set heirarchy levels by an Implementer.

- User-specific details such as User ID, First name, Middle Name, Last Name, Email, JobTitle, Status.

Example: Demographic Template with samples

	A	B	C	D	E	F	G	H	I	J	K
1	InstitutionID	InstitutionName	DepartmentID	DepartmentName	UserID	FirstName	MiddleName	LastName	Email		JobTitle	Status
2											
3	Inst101	Manipal	Dept234	Radiology	01RP32	John		Smith	Johnsmith15@mailinator.com	Radilogist	Enabled
4	INS77	Rainbow	DEP65	Pediatrics	ab76RN	Katleen	K	Kennedy	katleenkenneddyk@yopmail.com	Pediatrics	Disabled

Technical Requirements / Limitations

- The Demographic Import File is a CSV file. When creating the Demographic Import File, use the .csv file extension.
- The mandatory columns are marked with "*" symbol
- Level 1 of the organization hierarchy is the Organization Name, hence it will not be included in the Demographic Import File
- If the Level ID & Level Name field of the lower levels of hierarchy are omitted, the user will be assigned directly to the next highest hierarchy level
- Spaces are allowed in all Text type fields
- The delimiter character (comma (,) – for most customers, caret (^) – HealthStream customers) is not allowed in any of the data fields
- Duplicate records i.e., identical UserID or Email in the uploaded file will overwrite if it is existing, else latest UserID or Email is considered
- Non-unique fields are standardized to maintain the consistency of data.
- Leading zeros (which are zeros before numerical data) is avoided
- The demographic file import should not exceed 5 MB. The file can be split into smaller sections if needed. The delta demographic file imports can be New Users Only for efficiency.
  NOTE: Notify the Support Team if the files routinely will be larger than these limits, and they will evaluate accommodations on a case by case basis.

Technical Validations

#	Column Name	Data Type	Length	Possible Values / Technical Requirements
A	InstitutionID	Text	50	
B	InstitutionName	Text	100	
C	DepartmentID	Text	50	
D	DepartmentName	Text	100	
E	UserID*	Text	255	Unique Identifier per user specific to HR AD, NRP LMS, 3ʳᵈ party LMS
F	FirstName*	Text	50	
G	MiddleName	Text	50	
H	LastName*	Text	50	
I	Email*	Text	255	Valid email address. The NRP LP platform will send the user emails for account generation and password re-set, and, if applicable, alerts for assignments, etc.
J	JobTitle	Text	100	
K	Status	Text	10	Enable / Disable. For example, during the initial upload, learners should be set to Active. When a learner leaves the company or is no longer required to have training compliance from an organization, then the learner would be set to Inactive. However, the user can access the course through a Global Account.

SFTP Location setup

SFTP Inbound/Outbound - General Information

NRP LP uses a SFTP (Secure File Transfer Protocol) site to transfer files to and from an organization. The Implementation Team created the default SFTP site during an implementation process. The NRP LP Implementer can create a customer SFTP site as well.

Examples of files transferred using the SFTP site:

- Demographic Import File (Inbound) – File used to transfer user information to the NRP LP platform.
- HRIS (Outbound) – File used to transfer course completion information to an organization's HR system.

Users – Methods of Adding Users to the NRP LP Platform

There are two methods of adding users to the NRP LP platform:

- Manually, via the Demographic Import File, bulk user upload (RECOMMENDED).
- Manually, via the NRP LP Administration Interface, one user at a time.
- Automatically, via a Demographic Import File and the SFTP site, which can be a full list of users (Full Feed) or just the changes to the current listing in the NRP LP (Delta feed).

WI: Users – Manually Adding Users via the NRP LP Administrator Interface

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the "Add Users" button.
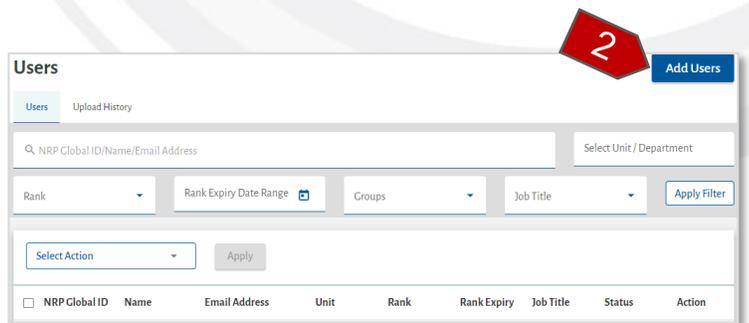
3. Enter the following details:

   - Unit Name (optional) – The name of the unit to which the user belongs to in an organization hierarchy
   - First Name* – The first name of the user
   - Middle Name (optional) – The middle name of the user
   - Last Name* – The last name of the user
   - Job Title (optional) – The job title of the user
   - Email Address* – An email address of the user

     NOTE:

     o *An existing email address in an organization will not be accepted.*
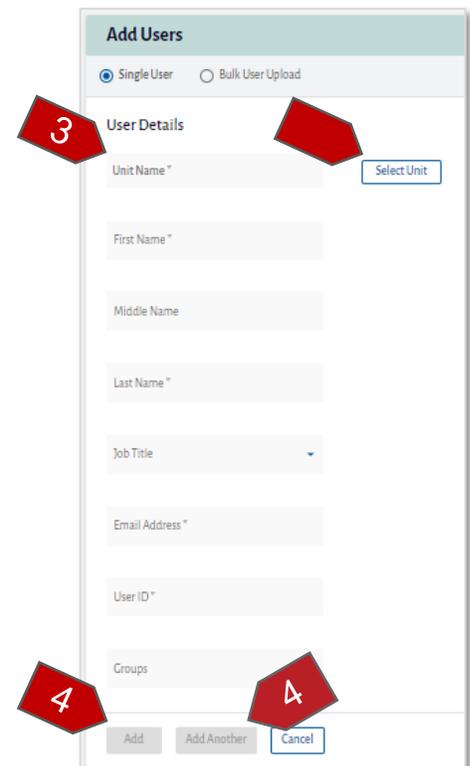
o *Existing Individual personal email address can be added.*

- User ID* - The user ID of the user
- Groups (optional) – The name of the group to which the user needs to be included

NOTE:

- By default, the 'Single User' button would be selected.
- To select a unit, click on the 'Select Unit' button in the 'Add Users' page, that displays the 'Select Unit' popup along with the units under an organization. Click on the "Select" button of a specific unit followed by "Confirm" button to select the unit for a user to be included.

Select Unit

- Organization
  - jai   Select
    - world
  - fg
  - pari
  - hani

Confirm   Cancel

4. Click on the "Add" button to add the user in an organization or click on the "Add Another" to save the user details entered and clear the fields to add the details of another user.

A green bar at the top of the page indicates that the user has been added successfully.

✔ Successfully added Bob Linn User
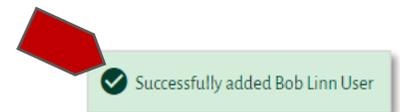
END OF INSTRUCTIONS

WI: Users – Manually Adding Users using the Demographic Import File

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the "Add Users" button.
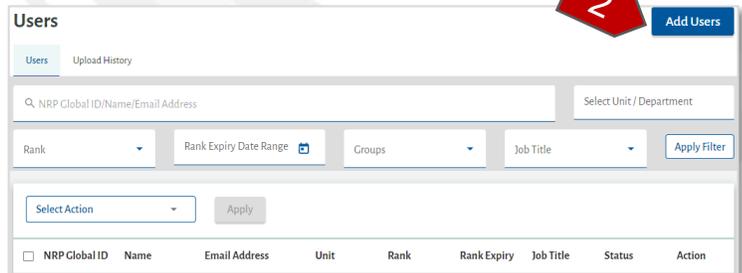
3. Select the "Bulk User Upload" button.
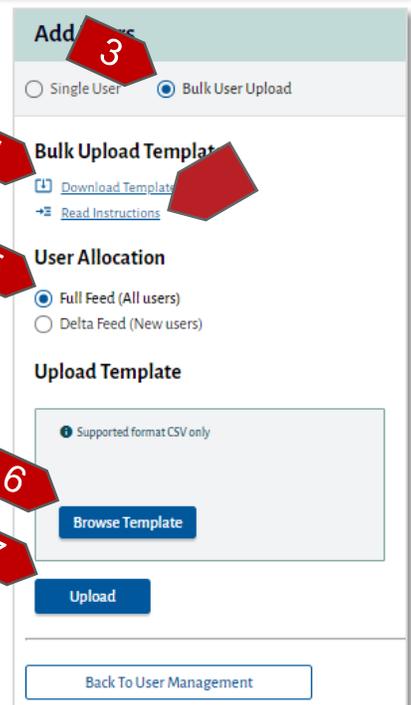
4. Click on the "Download Template" link, which downloads the file.

   The Admin needs to enter the user details manually in the downloaded file and save as .CSV file.
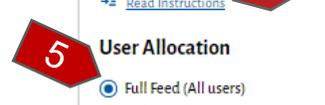
   NOTE: The instructions to 'Bulk Upload Template' have been provided in the "Read Instructions" link.
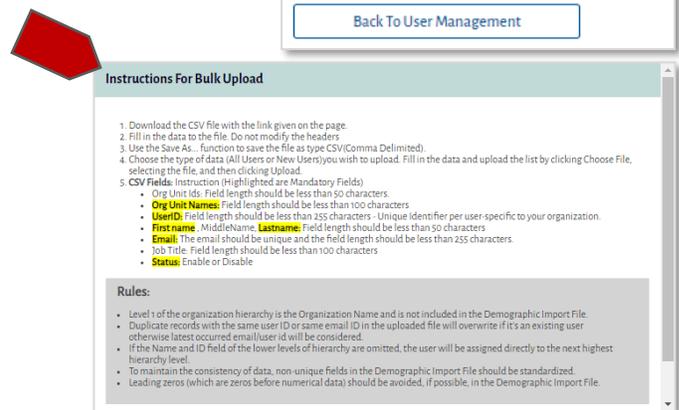
5. Select either of the "*User Allocation*":

   - Full Feed – For All Users
   - Delta Feed – Only for New Users

6. Click on the "Browse Template" button and select the file.

7. Once the file has been selected and displayed in the 'Upload Template' tile, click on the "Upload" button.

   NOTE: The browsed file can be changed or deleted in case a user has selected the wrong file, by clicking on the "Change Template" button and 'delete icon' respectively.

A green bar at the top of the page indicates that the process of bulk upload has been initiated *along* with the link to view the upload status.

NOTE: The status of the uploaded file can be viewed by clicking on the "Click here" link in the green bar or on the "Upload History" submenu.
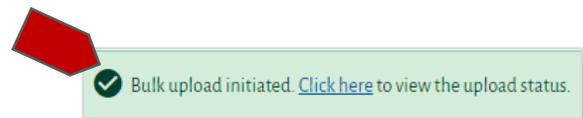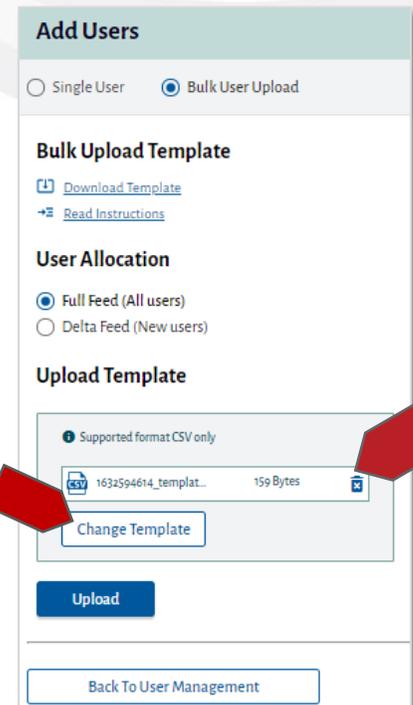
END OF INSTRUCTIONS

WI: Users – Searching/Filtering the Users List on 'Users' submenu

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Enter part of a search term NRP Global ID/Name/Email Address (minimum 3 characters or more), and/or select a Rank, and/or select the Rank Expiry Date Range and/or select a Group and/or select a Job Title and click on the "Apply Filter" button. The list of users will update based on the search criteria. Click on the "Clear Filter" button to return to the default view.

NOTE: The "Clear Filter" button appears only post clicking the "Apply Filter" button.

END OF INSTRUCTIONS

WI: Users – Sorting the Users List on 'Users' submenu

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. The Users list can be sorted alphabetically by clicking the column headings.

END OF INSTRUCTIONS

WI: Users – Searching/Filtering the Users on '7th Edition User Status' submenu

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the "7th Edition User Status" submenu.

3. Select the Rank, and/or Select Rank Expiry Date Range, and/or Select Status, and/or User Mapping Status and click on the "Apply Filter" button. The list of users will update based on the search criteria. Click on the "Clear Filter" button to return to the default view.

NOTE: The "Clear Filter" button appears only post clicking the "Apply Filter" button.

END OF INSTRUCTIONS

WI: Users – Sorting the Users List on '7th Edition User Status' submenu

1. From the NRP LP Administration
   interface, click on the "Users"
   heading in the top menu bar.

2. The Users list can be sorted alphabetically by clicking the column headings.

END OF INSTRUCTIONS

WI: Users – Searching/Filtering the Uploaded Files List on 'Upload History' submenu

4. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

5. Click on the "Upload History" submenu.

6. Select the Updated Date Range and/or Uploaded Type, and/or Uploaded By, and/or Select Status and click on the "Apply Filter" button. The list of uploaded files will update based on the search criteria. Click on the "Clear Filter" button to return to the default view.
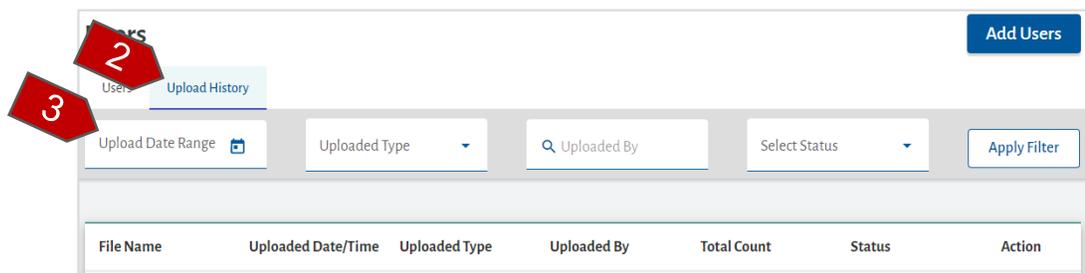
NOTE: The "Clear Filter" button appears only post clicking the "Apply Filter" button.

END OF INSTRUCTIONS

WI: Users – Sorting the Uploaded Files List on 'Upload History' submenu

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the "Upload History" submenu.

3. The Uploaded files list can be sorted alphabetically by clicking the column headings.
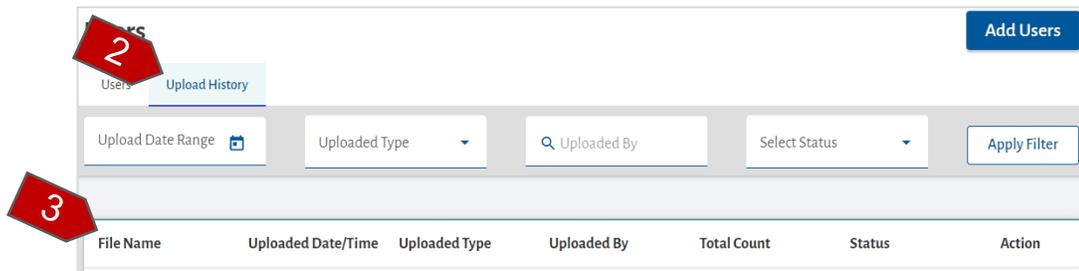
END OF INSTRUCTIONS

Users – Action on the Users

The Action button (the three dots under the Actions column) opens a menu to perform actions on the users, including:

- View/Edit Profile Details – Allows to view the user details

- Access User Profile – Allows to access the user profile (Learner, Essentials Provider, Advanced Provider, Instructor Candidate, Instructor, Instructor Mentor)

- Add Assignment – Allows to assign a course/curriculum to the user

- Recover UserName/Reset Password – Allows to Recover UserName and/or Reset Password

- Enable/Disable User – Allows to either enable/disable the user, respectively

    NOTE: The status of the user is default "Disabled" until the user activates an account on the NRP Learning Platform.

To perform bulk actions, the users can be selected by clicking on the 'check box' of all or some users followed by clicking on the 'Select Action' drop down and select the respective actions.
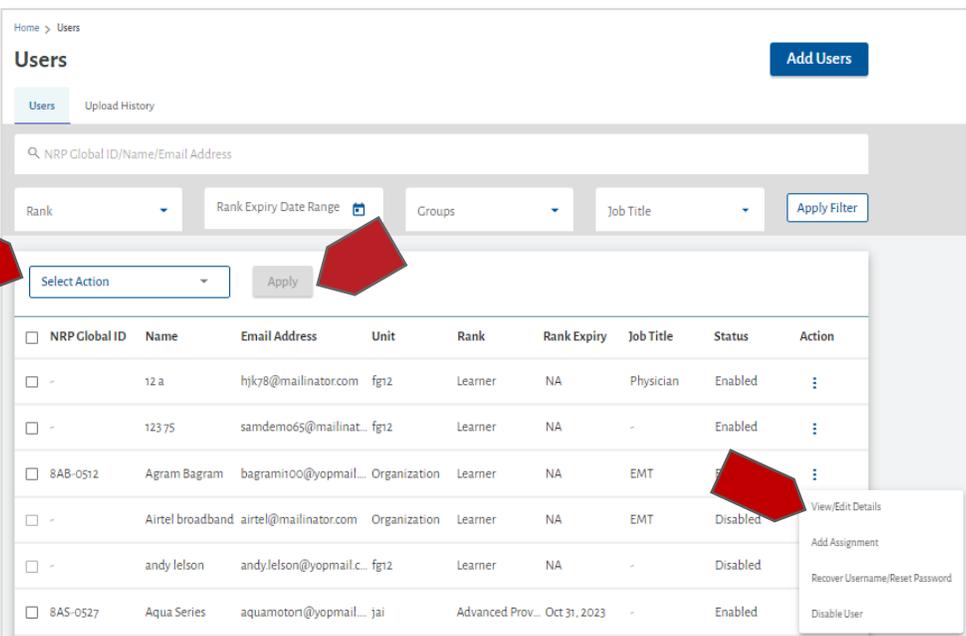
Select Action – Download Records

A CSV doc of all the user's details that is a report available to track the user details being added by the Implementer.

WI: Users – Downloading the records of all the Users through 'Select Action'

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the "Select Action" drop-down menu.
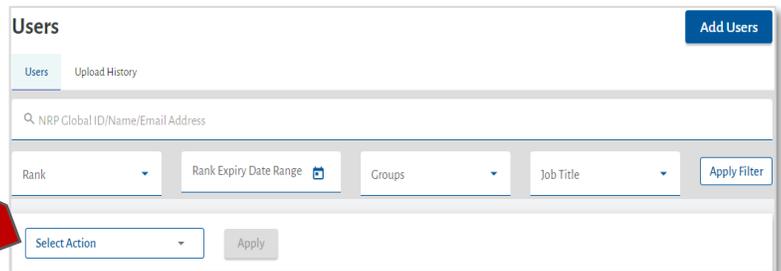
3. Select "Download Records" option.

4. Click on the "Apply" button for exporting the user(s) details to a CSV file.

> *NOTE: The 'Download Records' option exports the search results.*

A CSV file with the user(s) details is downloaded.

A	B	C	D	E	F	G	H
NRP Global Id	Name	Email Address	Organisation/Retail	Rank	Rank Expiry	Job Title	Status

END OF INSTRUCTIONS

WI: Users – Viewing/Editing User Details

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the three dots Action button for the user and select "View/Edit Details" option.
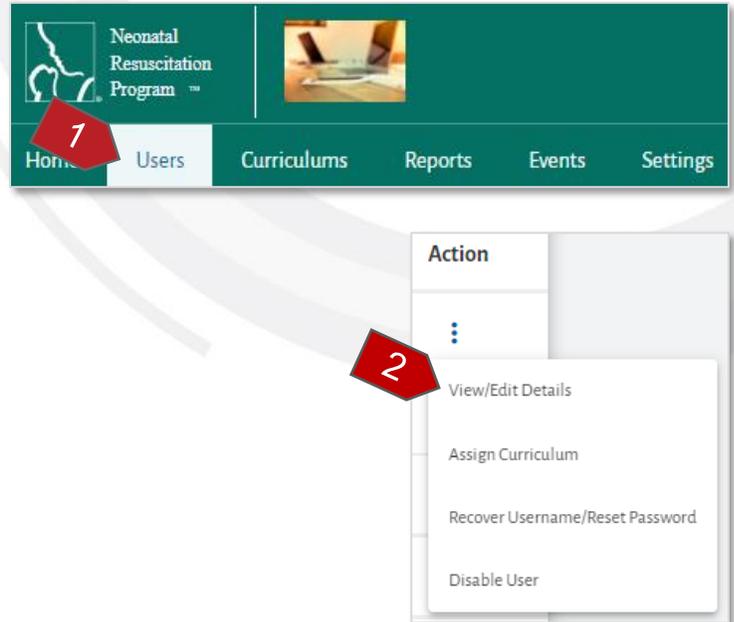
The 'View/Edit User Details' page is displayed to view/edit the following details:

- Profile Details – The basic details of the user

- Order History – The list of orders done by the user
    - View Details

- Learnings – The list of learnings completed by the user
    - View eCard
    - View Certificates
    - View Details
    - View Status
    - Unenroll – This is applicable only for the yet to be started, started, or expired courses. Unenrolling a curriculum in progress would not allow the revoked license to be reused.

- Certificates & eCard – The list of certificates & eCards earned by the user:
    - View Certificate
    - Email Certificate
    - View Email History
    - Download Certificate

NOTE: An organization administrator can view the highest rank and the ecard validity of the

highest rank displayed in this section, as the user has linked all the profiles through NRP Global ID.

- Instructor Applications – The list of instructor applications along with the status, the user has applied

  NOTE: The Org Admin can view all the instructor applications of the user applied by the user through Global Account. Once, the status has been approved, the IC curriculum can be assigned to the user.

- Events – The list of events the user has registered and completed
    - View Details
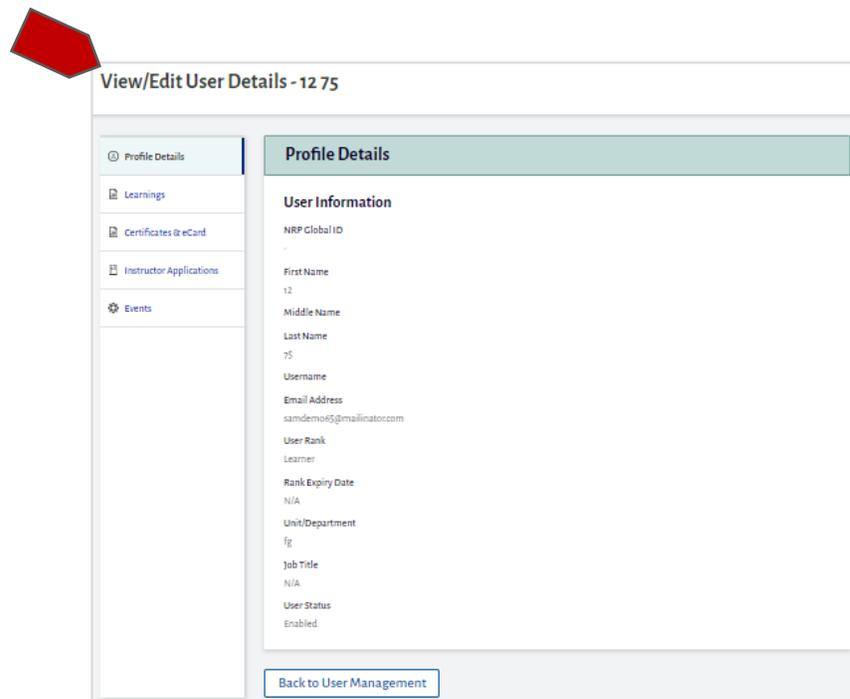
NOTE: The NRP Global ID will be populated only when the user registers on the NRP Learning Platform.

END OF INSTRUCTIONS

WI: Users – Assigning an Assignment to the Individual User

NOTE:
- *An assignment can be assigned to the user also through the "My Account -> Learnings -> Add New Assignment" button.*
- *An assignment can be added only to the user whose status is 'Enabled' in an organization, which means, the user needs to activate an account on NRP LP in order to receive an assignment.*
- *An assignment is not assigned to the user who is already having the curriculum or do not carry the rank eligibility.*

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the three dots Action button for the user and select "Add Assignment" option.

3. Select the Curriculum & Assignment respectively from the "Select Curriculum" and "Select Assignment" dropdowns from the "Assign Curriculum" popup.
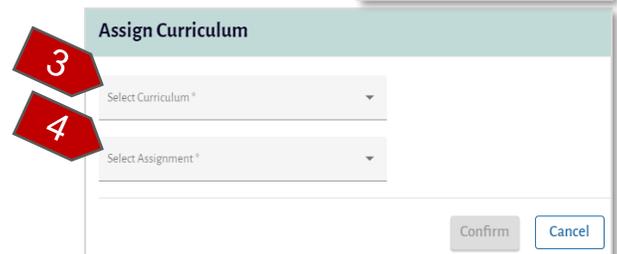
   NOTE:

   - *Same assignments or assignments associated with existing curriculums (Active / In-progress status) associated with the user are not allowed to be assigned again.*

   - *Multiple assignments of different curriculums may be assigned to organizational user(s) at once.*

4. Click on the "Confirm" button.

   A green bar at the top of the page indicates that the user has been assigned with selected curriculum successfully.

   Successfully assigned NRP 8th Edition Essentials Provider Curriculum - Tsting SK Automatic

   END OF INSTRUCTIONS

WI: Users (Bulk) – Assigning an Assignment to the Bulk Users

NOTE:
- *An assignment can be assigned to the user also through the "My Account -> Learnings -> Add New Assignment" button.*
- *An assignment can be added only to the user whose status is 'Enabled' in an organization, which means, the user needs to activate an account on NRP LP in order to receive an assignment.*
- *An assignment is not assigned to the user who is already having the curriculum or do not carry the rank eligibility.*

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Select the users to add an assignment from the list by clicking the checkbox next to 'NRP Global ID' column.

   NOTE: If the users are not selected, by default the assignment will be assigned to all the eligible users.

3. Click on the "Select Action" dropdown.

4. Select "Add Assignment" option from the dropdown.
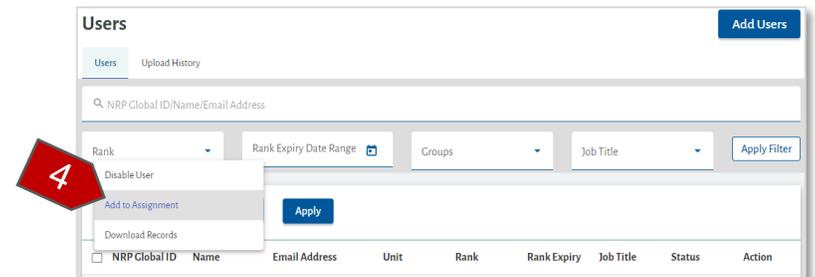
5. Click on the "Apply" button.

6. Select the Curriculum and Assignment from the dropdowns in the "Assign Curriculum" popup.

Assign Curriculum

Select Curriculum *

Select Assignment *

Confirm   Cancel

NOTE:

- *Same assignments or assignments associated with existing curriculums (Active / In-progress status) associated with the user are not allowed to be assigned again.*

- *Multiple assignments of different curriculums may be assigned to organizational user(s) at once.*

7. Click on the "Confirm" button.

A green bar at the top of the page indicates that the user has been assigned with selected curriculum successfully.

✓ Successfully assigned NRP 8th Edition Essentials Provider Curriculum - Tsting SK Automatic

```
          END OF INSTRUCTIONS
```

WI: Users – Recovering Username/Resetting Password for a User

1. From the NRP LP Implementer interface, click on the "Users" heading in the top menu bar.

2. Click on the three dots Action button for the user and select "Recover Username/Reset Password" option.
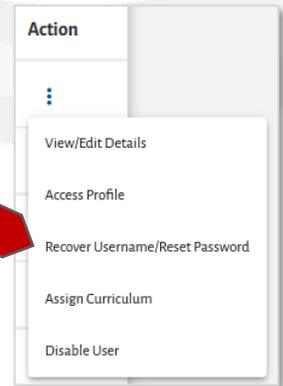
3. Click on the "Recover Username" and/or "Reset Password" checkbox in the 'Recover Username/Reset Password' popup.

4. Click on the "Confirm" button.

A green bar at the top of the page indicates that a 'Username/Reset Password' notification has been sent to the registered email id.
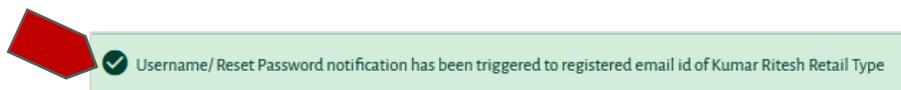
NOTE:

- *Example Email – Reset Password*
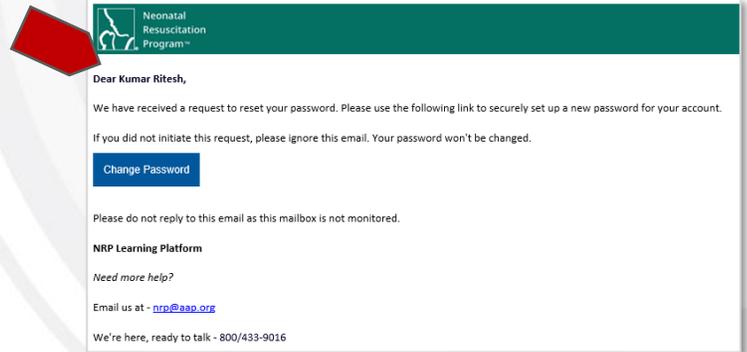
- *Example Email – Recover Username*
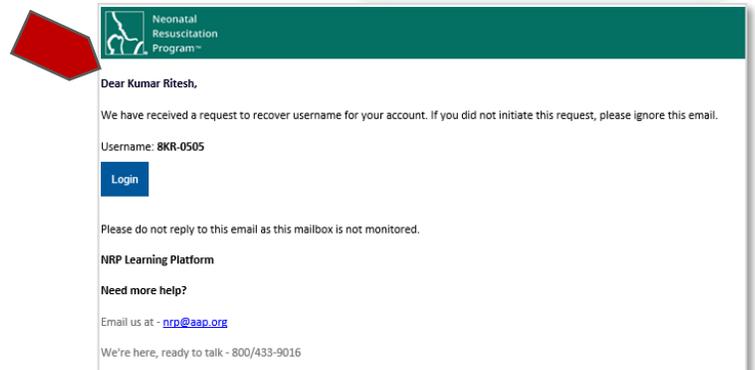
END OF INSTRUCTIONS

WI: Users – Disabling/Enabling Individual User

NOTE: The status of the user is set default to "Disabled" until the user activates an account on the NRP Learning Platform.

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the three dots Action button for the user and select "Disable/Enable User" option accordingly.
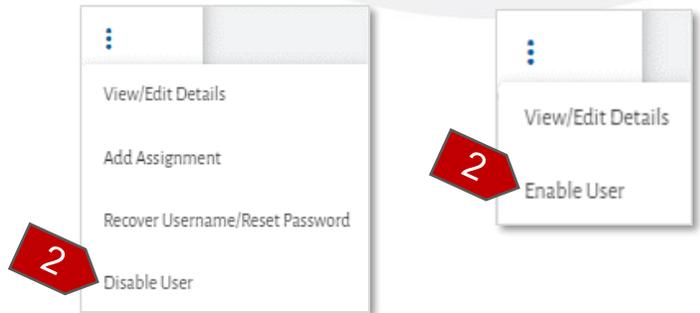
3. Click on the "Confirm" button.

A green bar at the top of the page indicates that the user has been disabled successfully.
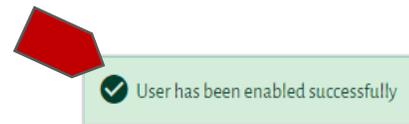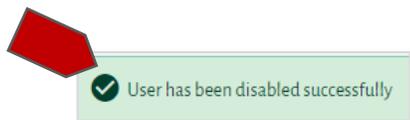
END OF INSTRUCTIONS

WI: Users (Bulk) – Disabling/Enabling the Bulk Users

NOTE: The status of the user is set default to "Disabled" until the user activates an account on the NRP Learning Platform.

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Select the users to add an assignment from the list by clicking the checkbox next to 'NRP Global ID' column.

   NOTE: If the users are not selected, by default the assignment will be assigned to all the eligible users.
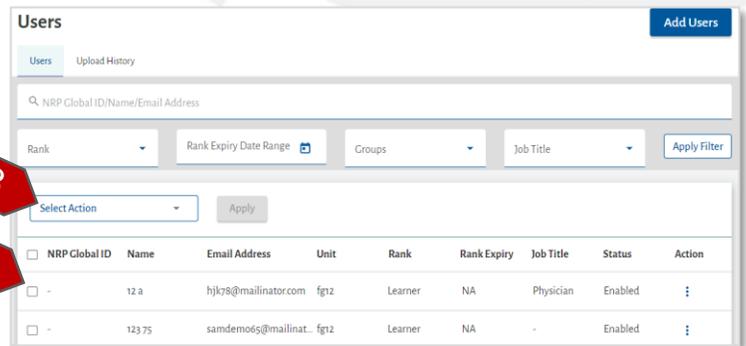
3. Click on the "Select Action" dropdown.

4. Select "Enable/Disable User" respective option from the dropdown.
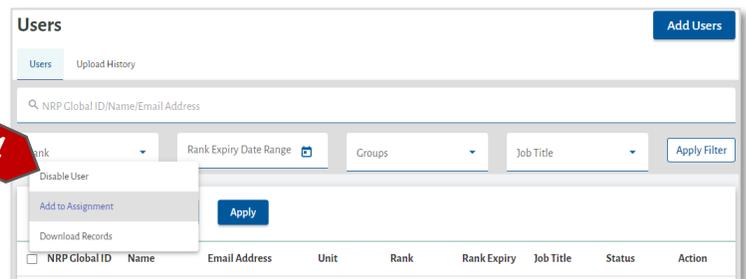
5. Click on the "Apply" button.

   A green bar at the top of the page indicates that the user has been disabled successfully.
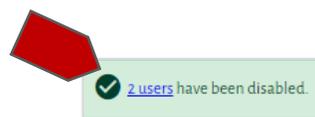
<div style="border:1px solid; display:inline-block; padding:4px 16px;">END OF INSTRUCTIONS</div>

Users – Action on 7ᵗʰ Edition User Status submenu

The Action button (the three dots under the Actions column) opens a menu to perform actions on the users, including:

- View Details – Allows to view archived details of user

WI: Users – Viewing Archived Details of User

1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.

2. Click on the "7th Edition User Status" submenu
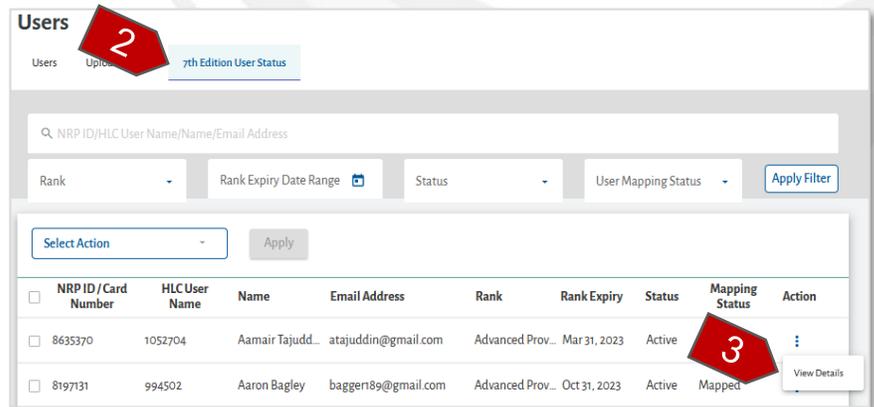
3. Click on the three dots Action button for the user and select "View Details" option.

The "Archived Details" page is displayed to view the following details:

- Certificates & eCard – The list of certificates & eCards earned by the user:
  - View Certificate
  - Email Certificate
  - View Email History
  - Download Certificate
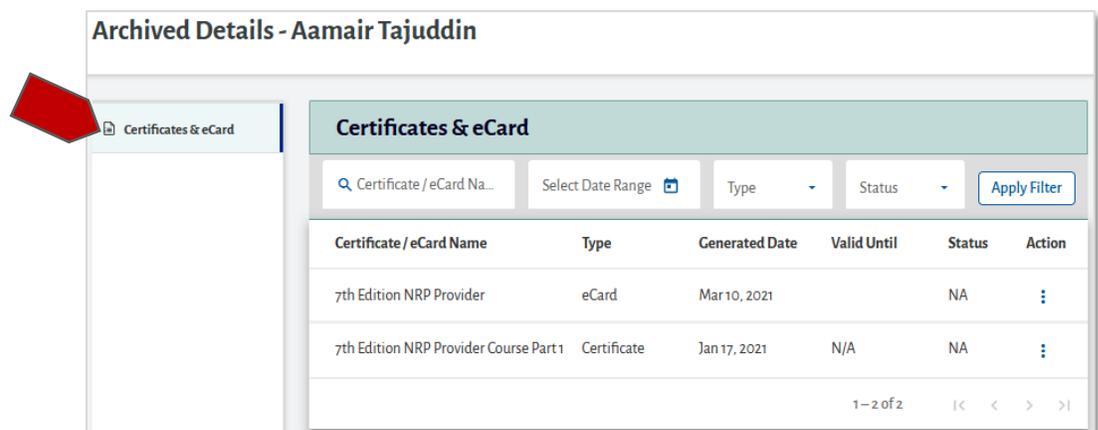
END OF INSTRUCTIONS

Curriculum

Curriculums – General Information

The 'Curriculums' menu shows the list of all the courses/Curricula available for an organization. The curriculum can be searched/filtered, and the resulting columns can be sorted.

The NRP 7th Edition Transitional Licenses are available under the curriculum menu with Provider and Instructor course along with total available licenses/total Licenses added.

The consumption of the 7th Edition Transitional Licenses are consumed as follow:

- Provider Licenses are consumed for –
    - ❖ NRP 8th Edition Essential Provider Curriculum
    - ❖ NRP 8th Edition Advance Provider Curriculum
- Instructor Licenses are consumed for –
    - ❖ NRP 8th Edition Instructor Candidate Curriculum
    - ❖ NRP 8th Edition Instructor Renewal Curriculum

NOTE: In case of Standard Licenses and Transitional Licenses are available for the assignment of curriculum, first the Transitional Licenses are consumed and then the Standard Licenses for the courses will be consumed.

The 'Curriculum' menu columns:

- Curriculum ID – The unique Curriculum ID of the course/curriculum
- Curriculum Name – The name of the course/curriculum
- Quantity – The number of licenses being allotted to an organization
- Usage – The number of licenses consumed by an organization
- Status – The status of the course/curriculum, either Active or Inactive
  NOTE: If the status of course/curriculum is inactive, then the organization admin will not be able to create assignments for the course/curriculum
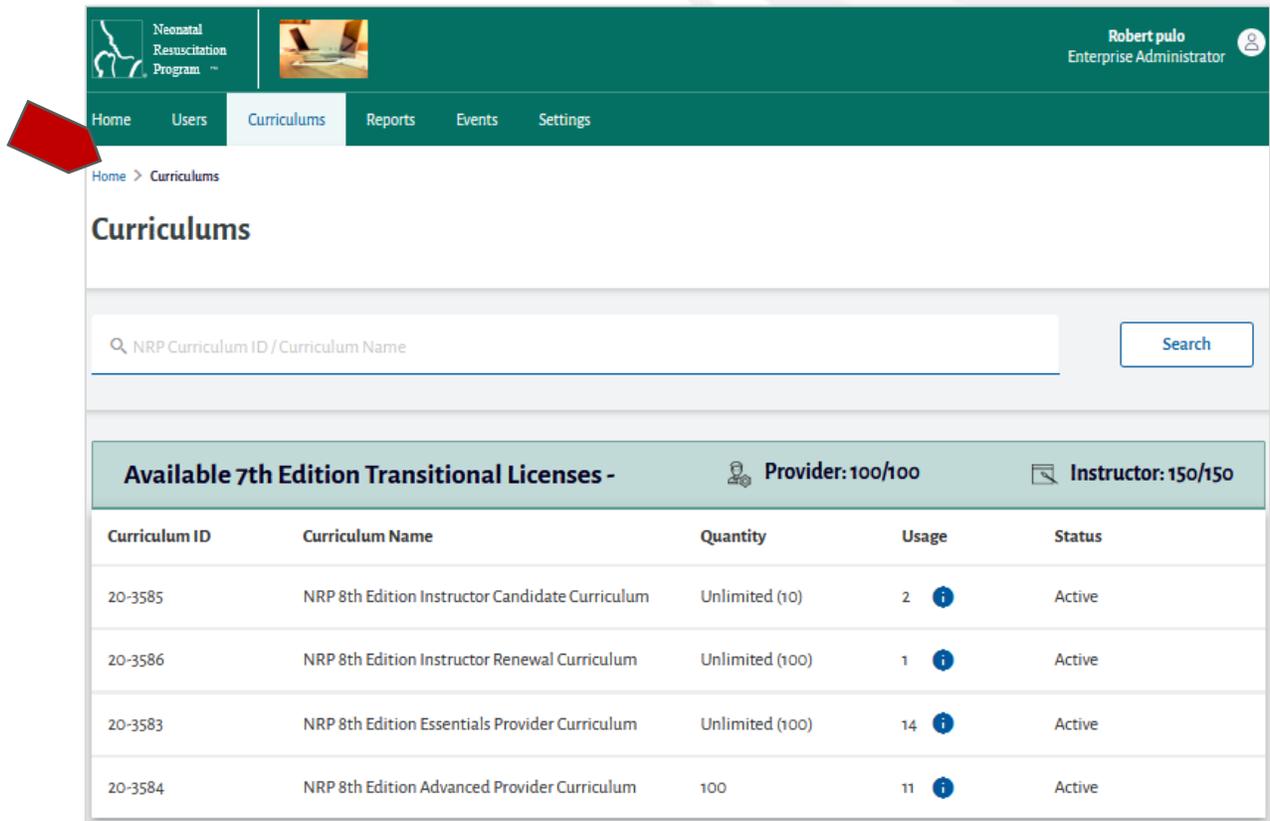
WI: Curriculum – Searching/Filtering the Curricula

1. From the NRP LP Administration interface, click on the "Curriculums" heading in the top menu bar.

2. *Enter part of a search term NRP Curriculum ID / Curriculum Name and click on the "Apply Filter" button. The list of curricula will be updated based on the search criteria. Click on the "Clear Filter" button to return to the default view.*
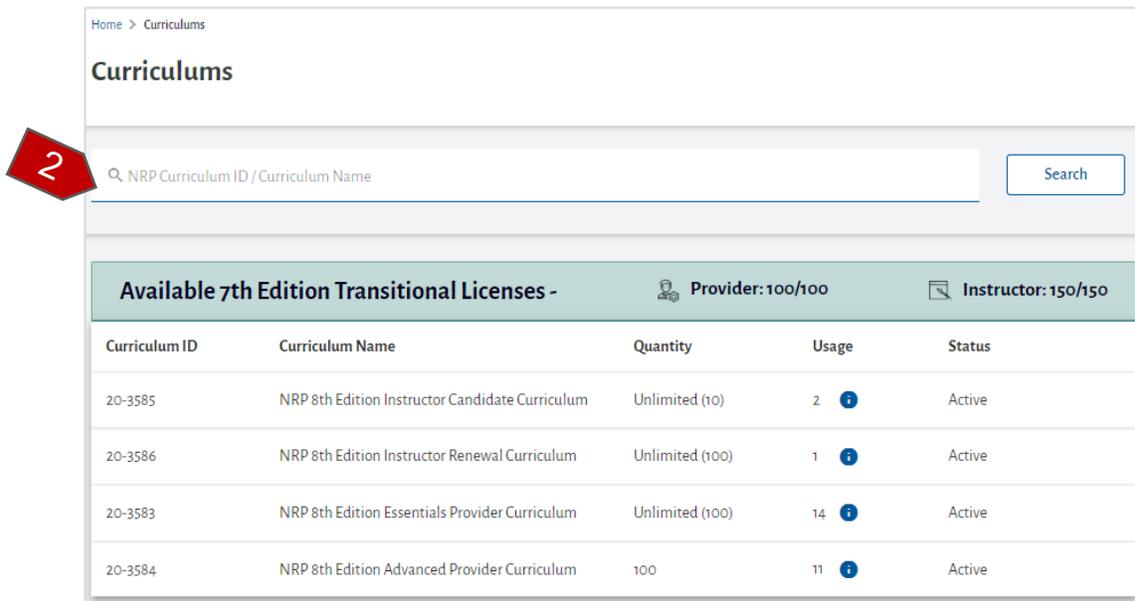
Home > Curriculums

Curriculums

Q NRP Curriculum ID / Curriculum Name   [Search]

Available 7th Edition Transitional Licenses -		Provider: 100/100		Instructor: 150/150
Curriculum ID	**Curriculum Name**	**Quantity**	**Usage**	**Status**
20-3585	NRP 8th Edition Instructor Candidate Curriculum	Unlimited (10)	2 ⓘ	Active
20-3586	NRP 8th Edition Instructor Renewal Curriculum	Unlimited (100)	1 ⓘ	Active
20-3583	NRP 8th Edition Essentials Provider Curriculum	Unlimited (100)	14 ⓘ	Active
20-3584	NRP 8th Edition Advanced Provider Curriculum	100	11 ⓘ	Active

END OF INSTRUCTIONS

WI: Curriculum – Sorting the Curricula

1. From the NRP LP Administration interface, click on the "Curriculums" heading in the top menu bar.

2. The Curricula list can be sorted alphabetically by clicking the column headings.

END OF INSTRUCTIONS

Reports

Reports – Reports Menu General Information

The 'Reports' menu shows two reports:

- Student Progress Report
- Course Consumption Report

WI: Reports – Downloading Student Progress Report

1. From the NRP LP Administration interface, click on the "Reports" heading in the top menu bar.

2. Click on "Download" link of the Student Progress Report.
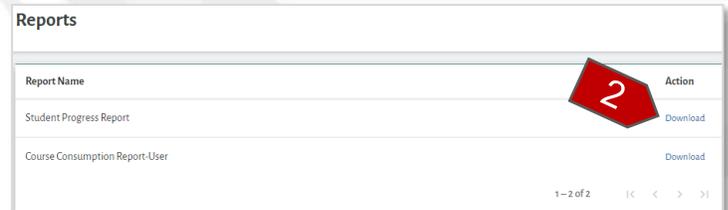
3. Enter the following details:

   - Report Name (optional) – The name of the download copy chosen by user

   - Select Date Range (optional) – The date range of student progress report

   - Job Title (optional) – The user's job title

   - Curriculum Name (optional) – The name of the curriculum the user has started

   - Curriculum Status (optional) – The status of the curriculum

   - Country (optional) – The country user belongs to

   - State (optional) – The state user belongs to

   - Formats – CSV (by default)

NOTE: All the above listed information is optional. In case, an Organization Admin has not entered the values, the report will be downloaded ASIS including the default report name, unfiltered.

4. Click on the "Download" button.

   A CSV file with the Product details is download.

   NOTE: Downloaded CSV file is based on the selection criteria.

A	B	C	D	E	F	G	H	I	J	K	L
First Name	Last Name	Email ID	NRP ID	Job Title	Rank	curriculum Enrolled	Enrollment Type	Organization Name	Part 1 completion Status	Part 1 completion Date	certificate number

M	N	O	P	Q
Part 2 completion Status	Part 2 completion Date	Ecard code	Curriculum Status	Curriculum Completion Date

A green bar at the top of the page indicates that the report has been downloaded successfully.

Report downloaded successfully.
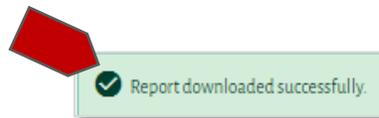
END OF INSTRUCTIONS

WI: Reports – Downloading Course Consumption Report-User

1. From the NRP LP Administration interface, click on the "Reports" heading in the top menu bar.

2. Click on "Download" link of the Course Consumption Report.

3. Enter the following details:

   - Report Name (optional) – The name of the download copy chosen by user

   - Select Date Range – The date range of Course Consumption Report

   - Parent Organization – The name of the parent Organization

   - Select Product – The name of the curriculum

   - Formats – CSV (by default)
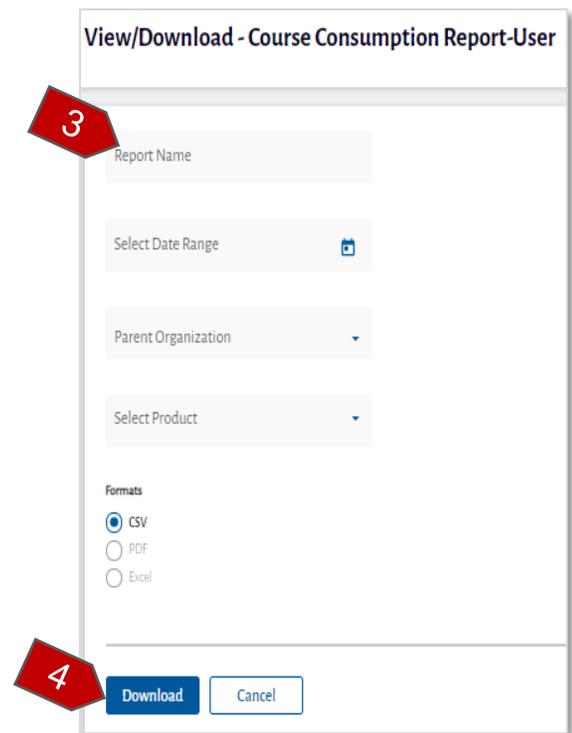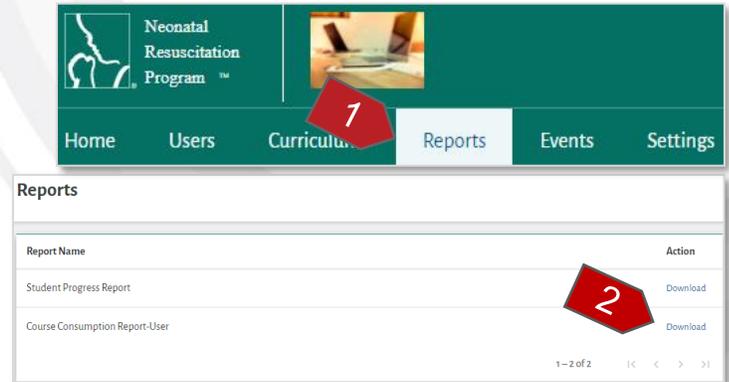
   NOTE: All the above listed information is optional. In case, an Organization Admin has not entered the values, the report will be downloaded ASIS including the default report name, unfiltered.

4. Click on the "Download" button.

A CSV file with the Product details is download.

NOTE:

- *Downloaded CSV file is based on the selection criteria.*
- *The maximum size of the file should be 5 MB.*
- *In case of file size is more than 5 MB, then the Course Consumption Report will be downloaded as a ZIP file with 2 or more files.*

A	B	C	D	E	F	G	H	I
User ID	First Name	Last Name	Email ID	Parent organization	Organization Name	Product Code	Product Name	Consumption status

A green bar at the top of the page indicates that the report has been downloaded successfully.

✓ Report downloaded successfully.

END OF INSTRUCTIONS

Events

The "Events" menu shows the list of all the events on the NRP Learning Platform. A new event can be added. Actions can be performed on a single event. The events can be searched/filtered, and the resulting columns can be sorted.

The 'Events' menu columns:

- Event Name – The name of the event created by the user
- Seat Availability – The number of seats available in the event
- Scheduled Date – The date of the event being scheduled
- Organization – The name of the organization
- Status – The status of the event, either Active, Scheduled, Draft, Cancelled or Completed
- Action – An action button to perform actions on the user

Following indications are used to display the status of the events:

- Scheduled – An event status is displayed as 'Scheduled' once it has been published by the NRP LP Implementer/ Instructor / Instructor Mentor
- Draft – An event will be marked as 'Draft' state if the user has saved it without publishing
- Active – An event is marked as 'Active' when the 'Scheduled' event commences
- Completed – An event is marked as 'Completed' when the user completes grading of all the students
- Cancelled – An event is marked as 'Cancelled' when the user cancels it post scheduling
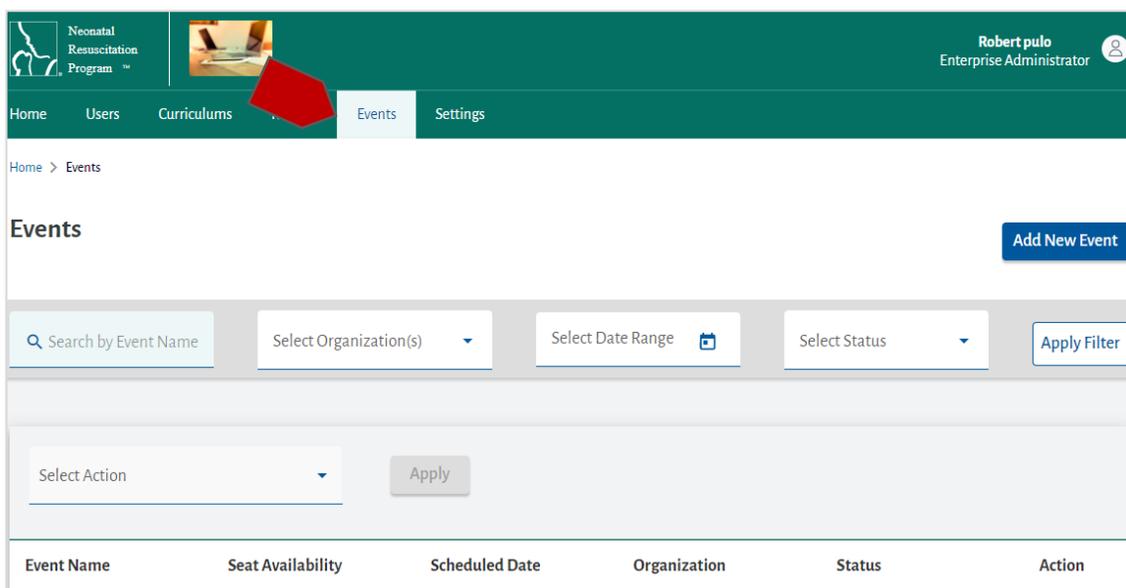
WI: Events – Adding New Event

NOTE:

- *The user having the NRP LP Implementer role; and Instructor & Instructor Mentor (IM) rank can add an event.*

- *The 'Add Event' activity is also the part of IR Curriculum wherein only the events with Instructor Mentor will be listed.*

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the "Add New Event" button.
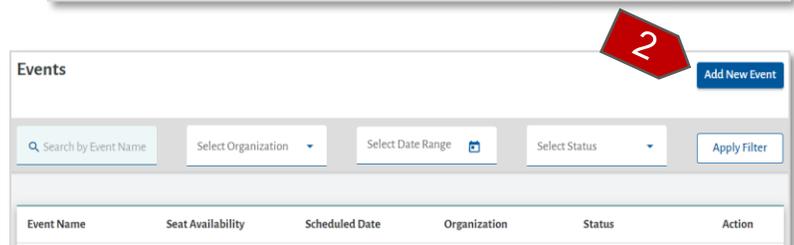
3. Enter the following details in Basic Details section of "Add New Events" page and click on the "Save & Next" button:
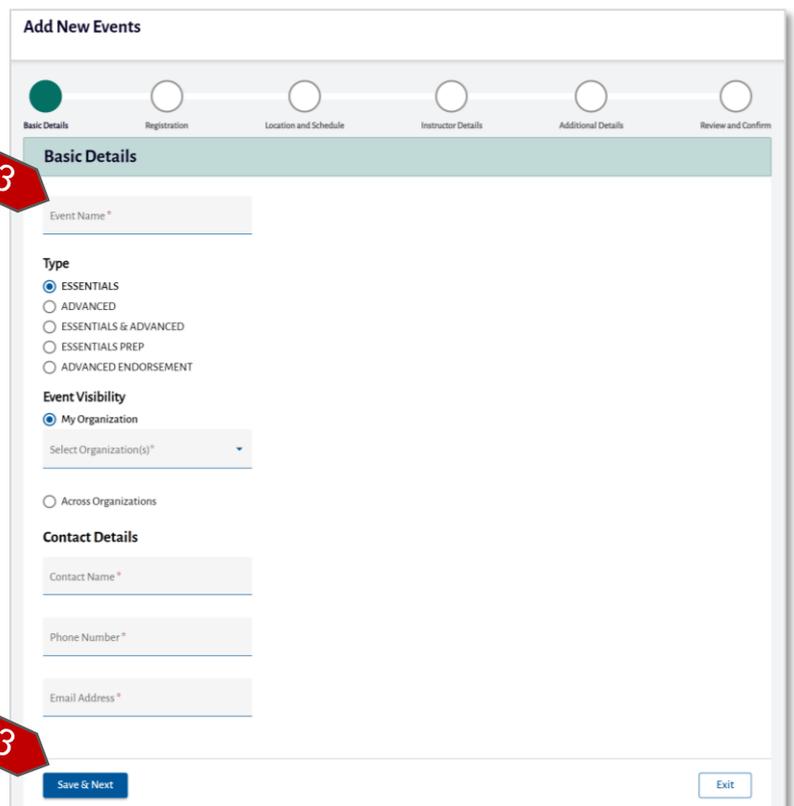
   - Event Name – The name of an event

   - Organization Name (optional) – The name of the Organization the user belongs

   - Type – Either Essentials / Advanced / Essentials & Advanced

   - Event Visibility – Either My Organization / Across Organizations

- Select Organization(s) – The name of the Organization the user belongs

  NOTE: The "Select Organization(s)" option is displayed only when "My Organization" option is selected from 'Event Visibility' field.

- Select Organization(s) – The name of the Organization the user belongs

  NOTE: The "Select Organization(s)" option is displayed only when "My Organization" option is selected from 'Event Visibility' field.

- Contact Name – The name of the contact person who can assist with event details

- Phone Number – The phone number of the contact person who can assist with event details

- Email Address – The email address of the contact person who can assist with event details

NOTE:

- *The Events (once published) are visible only to the students associated with the specific organization(s) chosen in the "My Organization" field.*

- *The Events (once published) are visible to all the students on the platform when "Across Organization" field is chosen.*

- *The event details are saved & the user is navigated to Event listing page along with the event in Draft status, by clicking on the "Exit" button.*

4. Enter the following details in 'Registration' section of "Add New Events" page and click on the "Save & Next" button:

- Number of Registrants – Minimum & Maximum number of registrants allowed in an event

- Registration Access – Either Self Register or Admin

- Close Self Registration (appears only when the user has selected 'Self Register' in Registration Access option) – Either 'Never Close' (default) or 'Close By days'

- Days/Weeks before event starts (appears only when the user selects "Close By" in Close Self Registration option – The number of days or weeks the self-registration needs to be closed before an event start
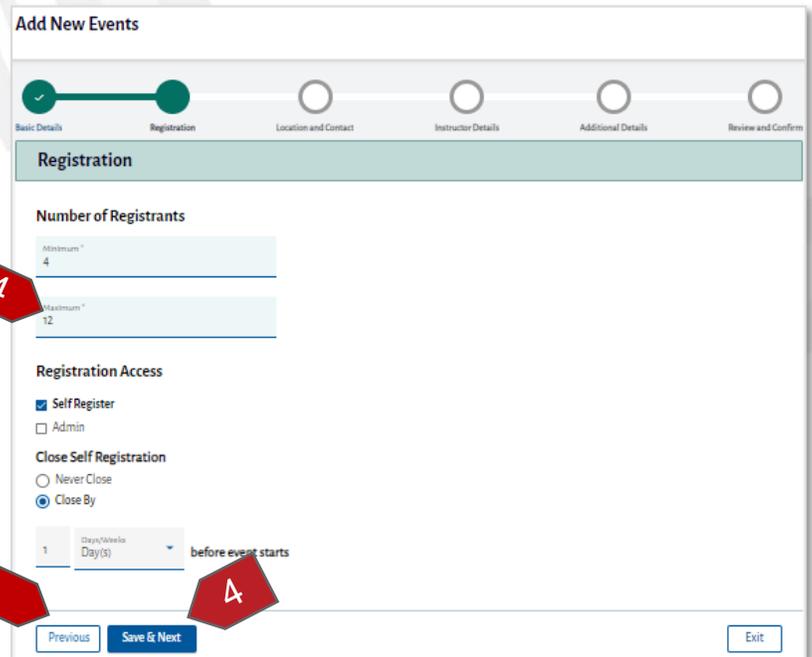
NOTE: The user can use the "Previous" button to navigate back to an Event creation wizard.

Neonatal Resuscitation Program®

5. Enter the following details in Location Details & Schedule section of "Add New Events" page and click on the "Save & Next" button:

    • Location Name – The name of the location where an event is going to be held

    • Address Line 1 – The address of an event going to be held

    • Address Line2 (optional) – An additional address details if the user wishes to enter

    • City – The city where an event is going to be held

    • State / Province – The state/province where an event is going to be held

    • Zip code – The zip code where an event is going to be held

    • Schedule – Event Date, Start Time & End Time
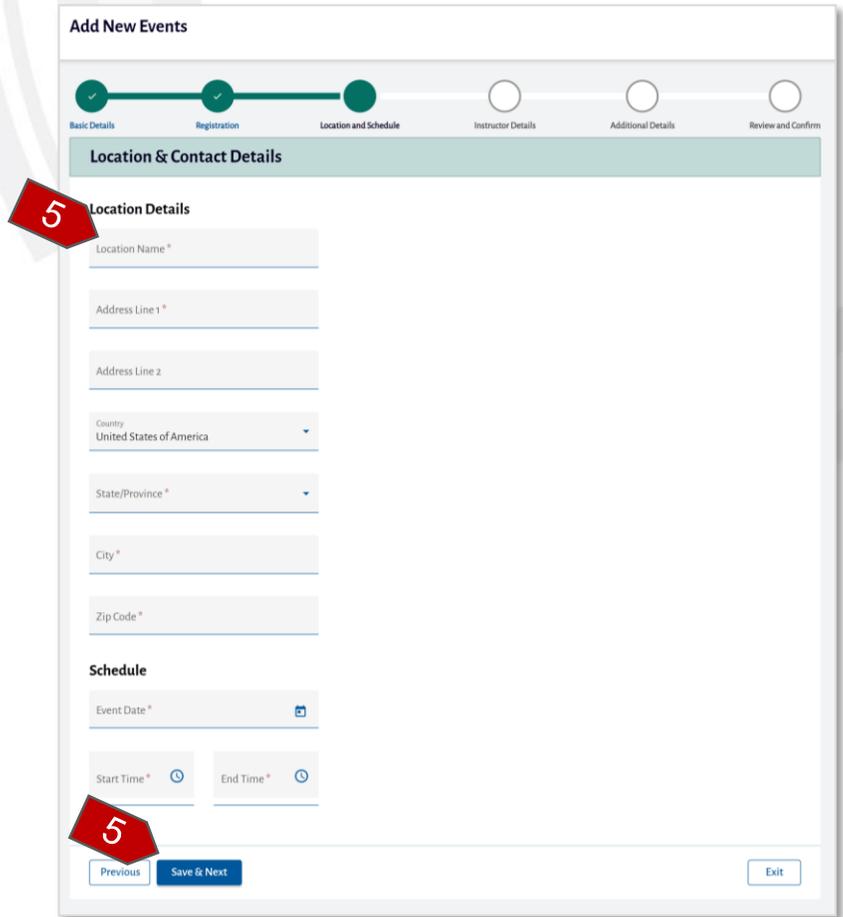
6. Click on "Add Instructor" button Instructors/IMs (at least one is mandatory).

    NOTE:

    • *The "Add Instructor / Mentor" popup is displayed, wherein the user can search for*
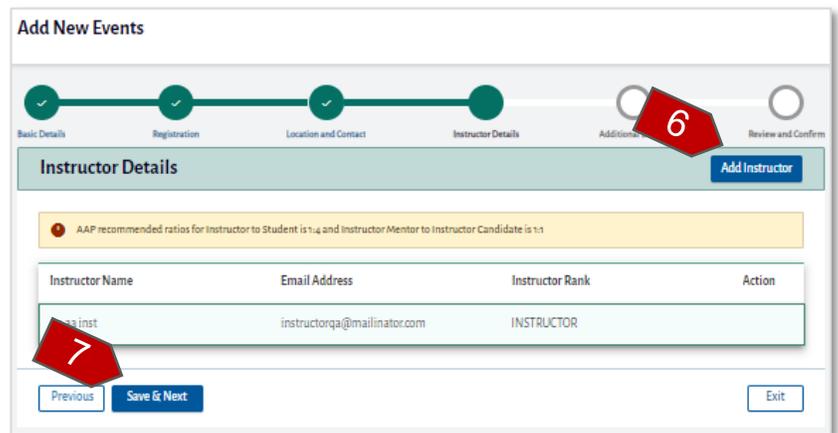
American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

RQI RESUSCITATION QUALITY IMPROVEMENT®
An American Heart Association® and Laerdal Program

other Instructors / IMs who have registered on the NRP Learning Platform. Select the user and click on "Add" button in the popup.

- *The AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1.*

7. Click on the "Save & Next" button.

8. Enter the following details in Additional Details section of "Add New Events" page:

    - Instruction to Students – The detailed instructions of an event to the students
    - Message to Instructors – The message to Instructors/IM who have been added to an event
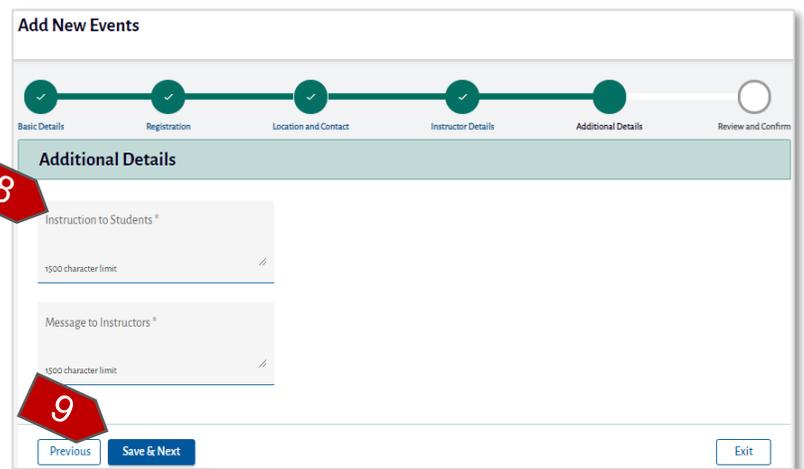
9. Click on the "Save & Next" button.

10. Review all the details entered while creating an event and click on the "Publish Event" button.

The 'Successfully Published' popup message is displayed.
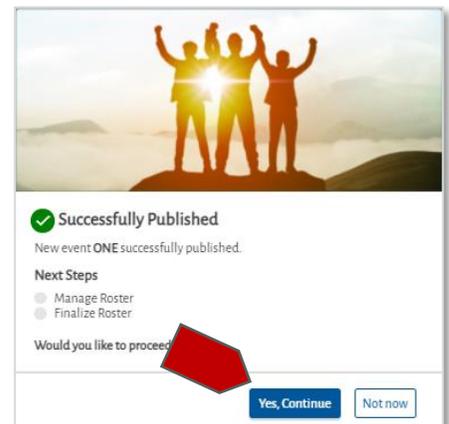
END OF INSTRUCTIONS

WI: Events – Searching/Filtering the Events

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. *Enter part of a search term Event Name (minimum 3 characters or more) and/or select an Organization or 'All Organizations', and/or select Date Range and/or select a Status and click on the "Apply Filter" button. The list of events will update based on the search criteria. Click on the "Clear Filter" button to return to the default view.*

NOTE:

- *The "Clear Filter" button appears only post clicking the "Apply Filter" button.*

- *In case, the user is associated with more than one organization, then the organization names are displayed on clicking the 'Organization' column value along with the number of organizations.*

END OF INSTRUCTIONS

WI: Events – Sorting the Events

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. The Events list can be sorted alphabetically by clicking the column headings.
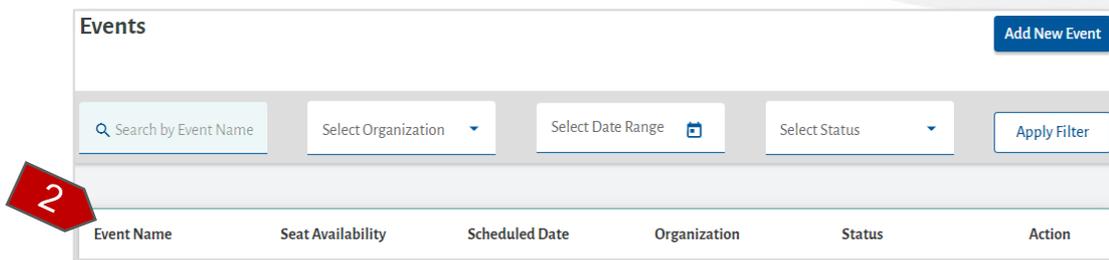
END OF INSTRUCTIONS

Events – Action on the Created Events

The Action button (the three dots under the Actions column) opens a menu to perform actions on the events, including:

- View/Edit Details – Allows the user to view or edit the details of an added event

- View Details – Allows the user to view the details of the completed events

- Copy Event – Allows the user to copy the existing event details and schedule with a different time & location

- Add Student – Allows the user to add student(s) to an event

- Add Instructor Candidate – Allows the user to add instructor candidate(s) to an event

- Cancel Event – Allows the user to cancel the added event

- Resume – Allows the user to resume an event

- Delete Event – Allows the user to delete an event

- Finalize Roster – Allows the user to finalize the roster of the passed event

- Grade Student – Allows the user to grade the students according to the performance of the student who has completed an event

- Add Instructor Candidate – Allows the user to add the Instructor Candidate to an event
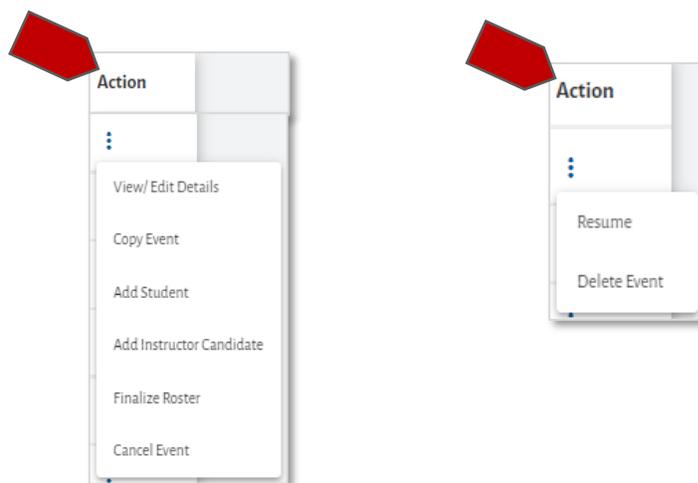
NOTE:

- *View/Edit Details, Add Student, Cancel Event options are available to the events that is in Scheduled or Active (only until roster is finalized) statuses*

- *Finalize Roster option is available to the events that is in Active status*

- *Copy Event option is available to the events that is in all the statuses*

- *View Details option is available to the events that is in Completed or Cancelled status*

- *Delete Event option is available to the events that is in Draft status*

- *Add Instructor Candidate is available to the events that is in Scheduled or Active (only until roster is finalized) statuses and has Instructor Mentor in the event*

Select Action – Download Records

A CSV doc of all the event details that is a report available to track the event details being added by the Implementer.

WI: Users – Downloading the records of all the Events through 'Select Action'

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the "Select Action" drop-down menu.
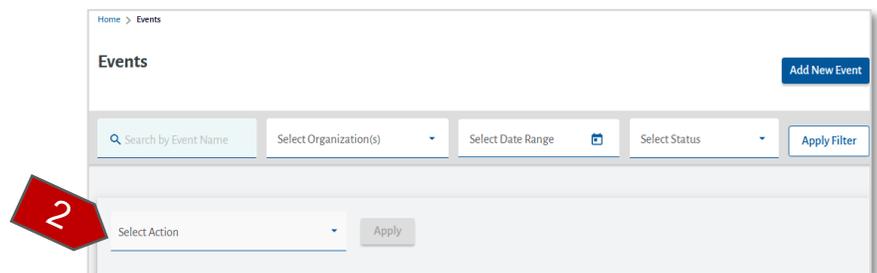
3. Select "Download Records" option.
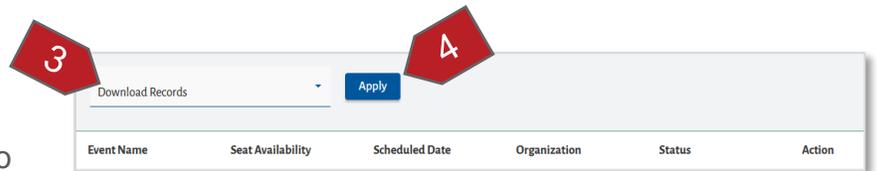
4. Click on the "Apply" button for exporting the event(s) details to a CSV file.

   NOTE: The 'Download Records' option exports the search results.

   A CSV file with the event(s) details is downloaded.

A	B	C	D	E	F	G	H	I
EventName	SeatAvailability	OrganisationName	Status	CreatedDate	UpdatedDate	IsFinalized	StartDateTime	EndDateTime

   END OF INSTRUCTIONS

WI: Events – Viewing/Editing Details of an Event

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "View/Edit Details" option.
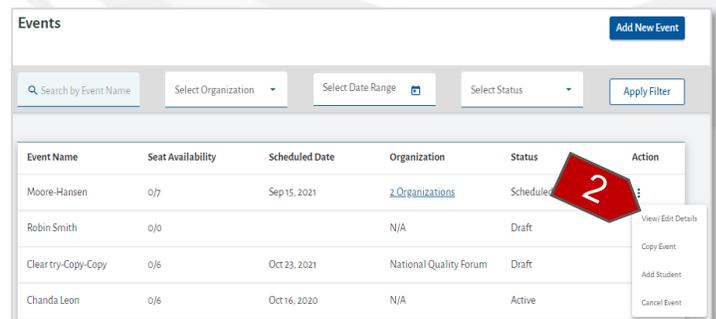
3. Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view and click on the "Edit" link to modify the information:
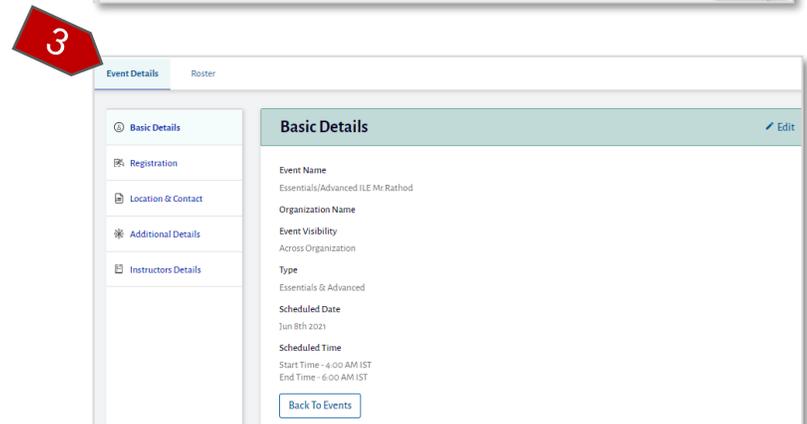
   - Event Details
     - Basic Details
     - Registration
     - Location & Contact
     - Additional Details
     - Instructors Details
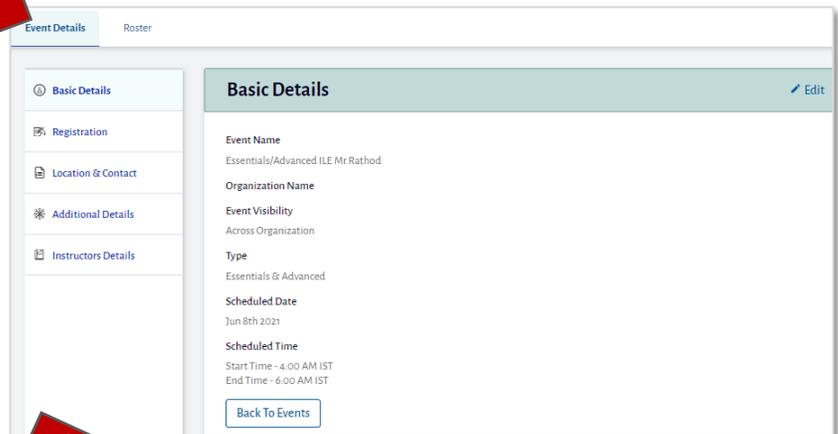
   - Roster
     - Add Students
     - Delete Students
     - Finalize Roster and Grade

   END OF INSTRUCTIONS

WI: Events – Viewing Details of the Completed Event

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "View Details" option.

3. Navigate to either tabs (Event Details or Roster) followed by sub-tabs accordingly to view the details of the completed event:

   - Event Details

     o Basic Details
     o Registration
     o Location & Contact
     o Additional Details
     o Instructors Details

   - Roster

     o Add Students
     o Delete Students
     o Finalize Roster and Grade

```
END OF INSTRUCTIONS
```

WI: Events – Copying an Event

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Copy Event" option.

3. Enter the Schedule details in 'Basic Details' section of "Add New Events" page.

4. Click on the "Save & Next" button.
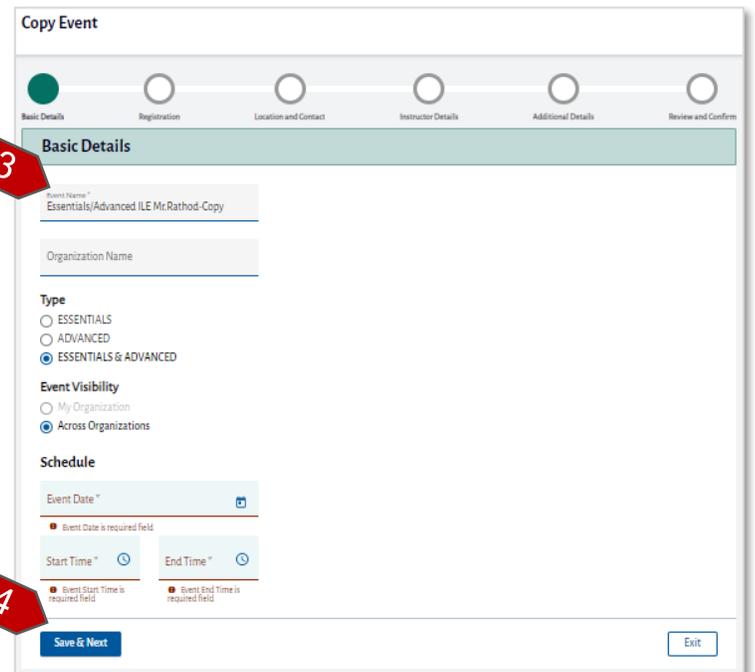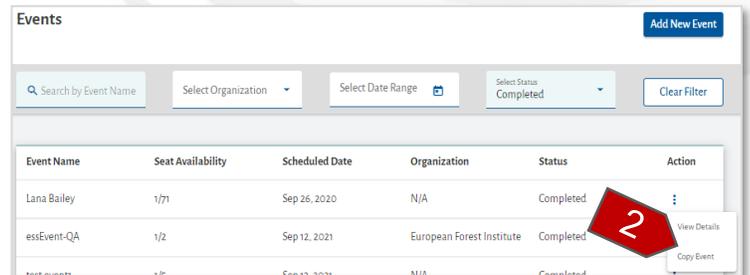
NOTE: The event details are saved & the user is navigated to Event listing page along with a Draft status, by clicking on the "Exit" button.

5. Modify the required details in the subsequent sections that are automatically populated and then click on the "Publish Event" button.

An event has been added in an Event listing page and the 'Successfully Published' popup is displayed.
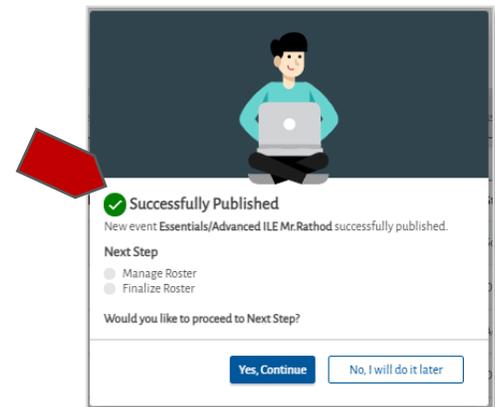
END OF INSTRUCTIONS

WI: Events – Adding Student(s) to an Event

NOTE: The student(s) can be added to an event also in the "Events -> View/Edit details -> Roster" tab.

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Add Student" option.

3. Search the part of a search (Student Name / Email Address) & click on the "Select" button provided for each searched user.
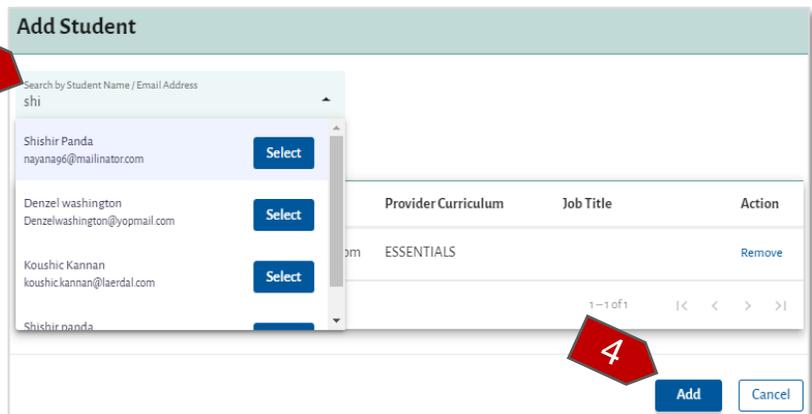
4. Click on the "Add" button.

NOTE:

- *Only the students who are enrolled to the curriculum corresponding to the Event type would be searchable.*

- *The selected user(s) can be excluded before adding to the student list by clicking on the "Remove" button provided for each selected user.*

A green bar at the top of the page indicates that the student has been added successfully.
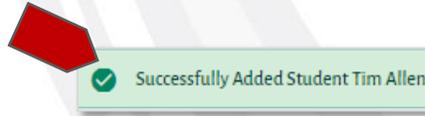
NOTE: The student is added in the "Roster -> Student" table section.

END OF INSTRUCTIONS

WI: Events – Adding Instructor Candidates

NOTE: The Instructor Candidates/IMs can be added to an event in the "Events -> View/Edit details -> Roster" tab.

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Add Instructor Candidate" option.
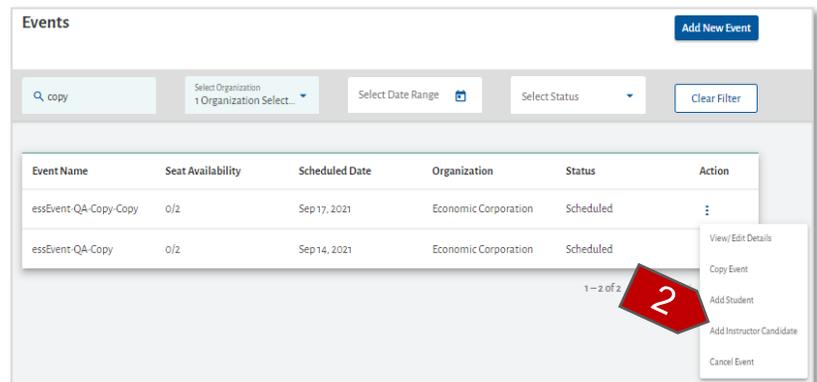
3. Search the part of a search (Instructor Candidate Name / Email Address) (minimum 3 characters or more).

4. Click on the "Add" button to add the Instructor Candidate to the list.
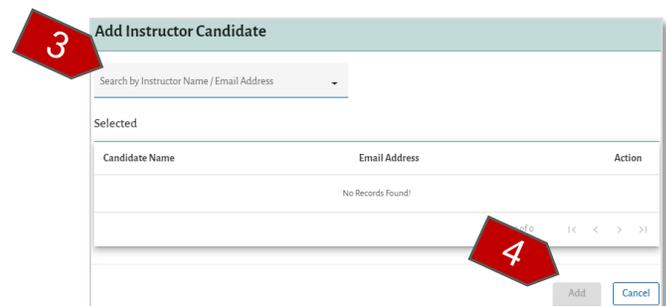
END OF INSTRUCTIONS

WI: Events – Cancelling an Added Event

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Copy Event" option.

3. Click on the "Yes, Confirm" button.
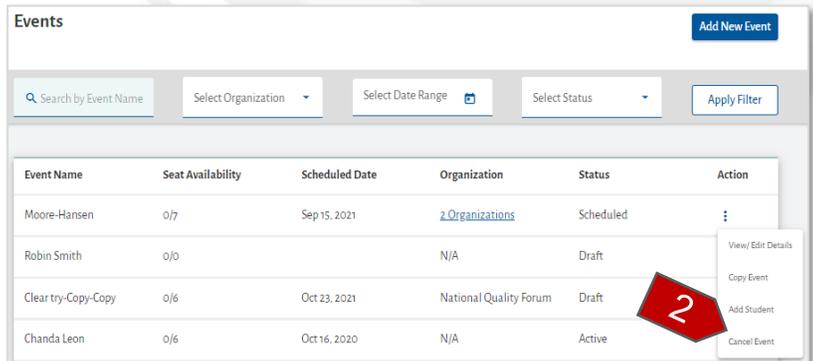
   A green bar at the top of the page indicates that an event has been deleted successfully.
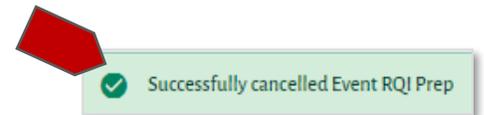
   END OF INSTRUCTIONS

WI: Events – Resuming the Drafted Event

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Resume" option.
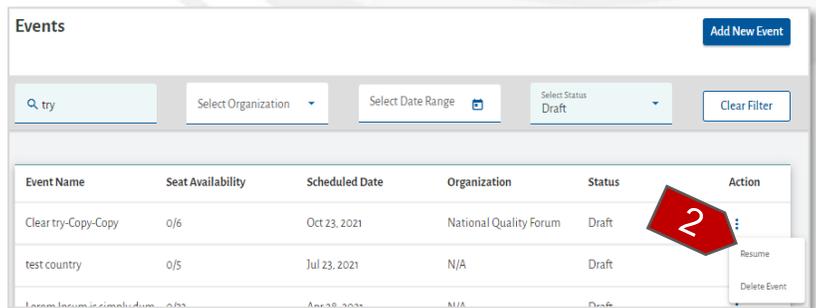
The user is navigated to any of the sections of the "Add New Event" page, where the user has paused by clicking on the "Save & Exit" button.
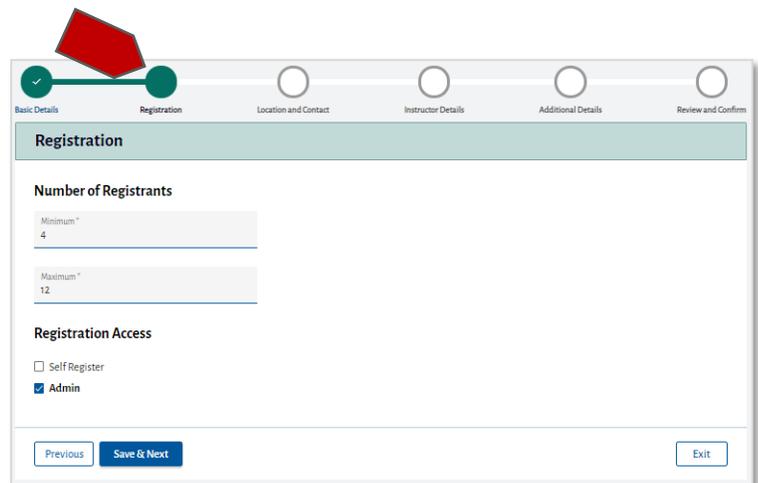
END OF INSTRUCTIONS

WI: Events – Deleting the Drafted Event

1. From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.

2. Click on the three dots Action button for the Event and select "Delete Event" option.
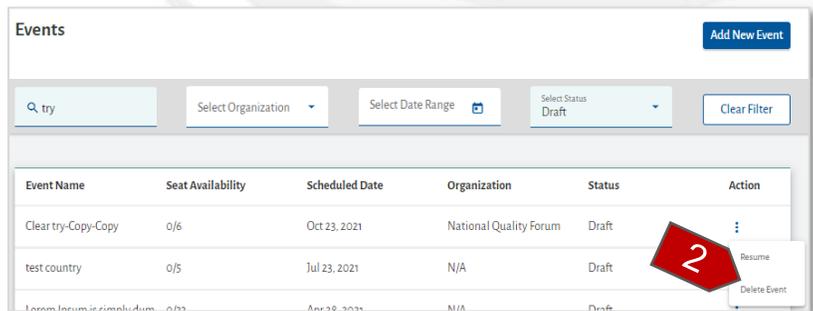
3. Click on the "Yes, Confirm" button in the "Delete Event" popup.
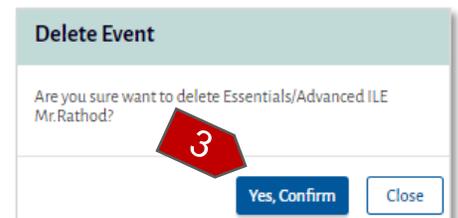
   A green bar at the top of the page indicates that an event has been deleted successfully.
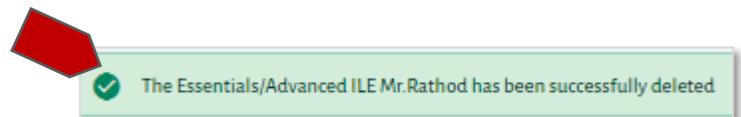
   ┌─────────────────────────────┐
   │   END OF INSTRUCTIONS   │
   └─────────────────────────────┘

Instructor Application Status

The 'Instructor Application Status' widget in the 'Home - Dashboard' menu contains the list of all the users who have applied the Instructor Application with respective statuses (Pending Review, On Hold, Rejected, Expired, Approved), However, the Instructor curriculum assignment can be assigned only to the users whose IA has been approved by AAP Admin.

WI: Instructor Application Status – Viewing users who have applied the Instructor Application(s)

1. Login to NRP Learning Platform.

2. Click on the "View Users" button in the 'Instructor Application Status' widget available on the Dashboard.

   NOTE: The 'Tasks to Complete' tile in the Dashboard has only the list of users who have applied IA and got approved. The 'Instructor Application Status' widget has the list of all the users who have applied IA with respective statuses (Pending Review, On Hold, Rejected, Expired, Approved).
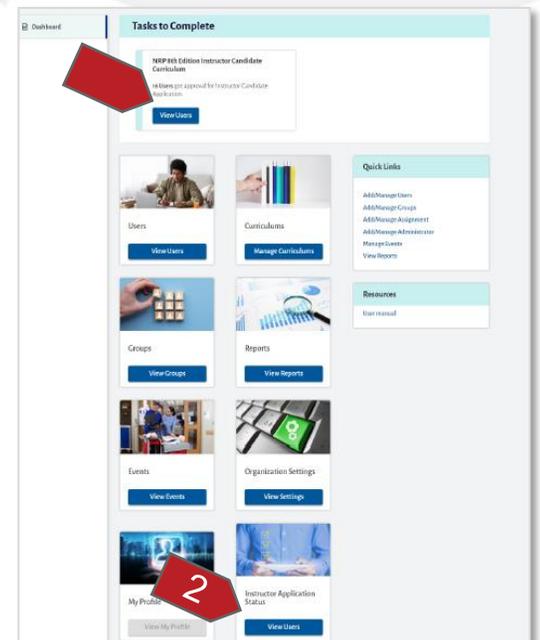
3. The list of users is displayed with the following details:

   - NRP Global ID
   - Candidate Name
   - Email Address
   - Applied Date
   - Updated Date
   - Expiry Date
   - Status
   - Action
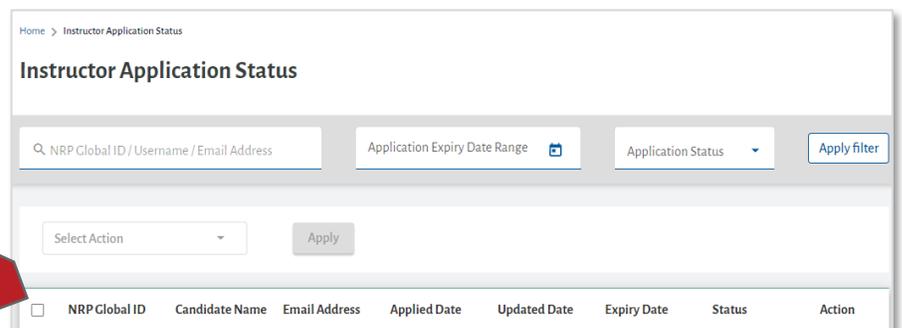
<div style="border:1px solid black; text-align:center;">END OF INSTRUCTIONS</div>

WI: Instructor Application Status – Assigning Instructor Curriculum to the users whose IA has been approved

1. Login to NRP Learning Platform.

2. Click on the "View Users" button in the 'Tasks to Complete' tile or the 'Instructor Application Status' widget available on the Dashboard.

3. The list of users is displayed with the following details:

    - NRP Global ID
    - Candidate Name
    - Email Address
    - Applied Date
    - Updated Date
    - Expiry Date
    - Status
    - Action

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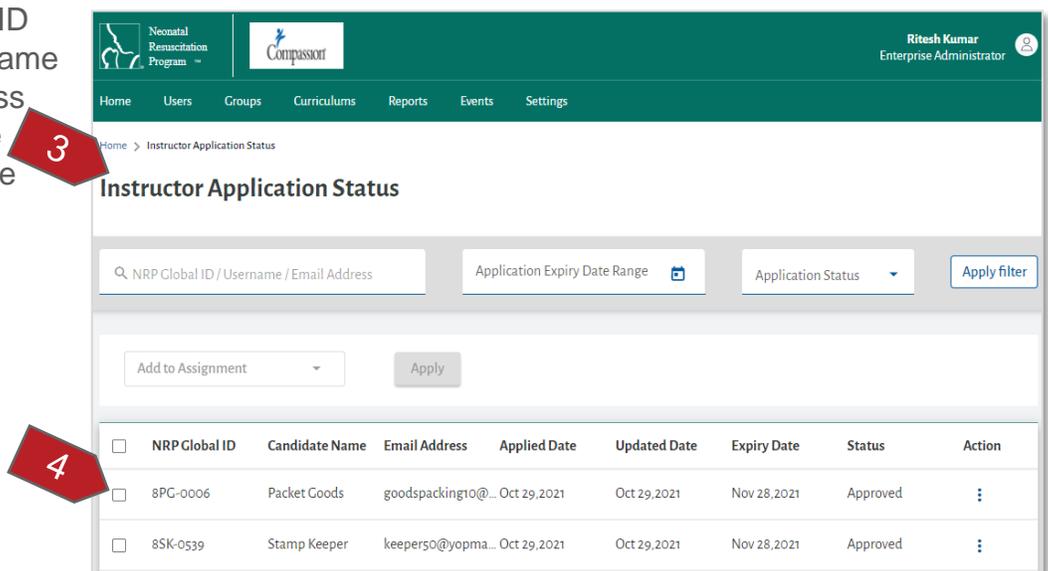
4. Select the users by clicking the Check box next to the 'NRP Global ID' column to select one or more users.

5. Select the "Add to Assignment" option.

6. Click on the "Apply" button.

7. Select the 'Curriculum' and 'Assignment' from the dropdown in the 'Add Assignment' popup.

8. Click on the "Confirm" button.

A green bar at the top of the page indicates that the user received the assignment successfully

END OF INSTRUCTIONS

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Neonatal Resuscitation Program®

Select Action – Download Selected Records

A CSV doc of all the event details that is a report available to track the event details being added by the Implementer.

WI: Instructor Application Status – Downloading the records of all the Events through 'Select Action'

1. Login to NRP Learning Platform.

2. Click on the "View Users" button in the 'Tasks to Complete' tile or the 'Instructor Application Status' widget available on the Dashboard.

3. Select the users by clicking the Check box next to the 'NRP Global ID' column to select one or more users.
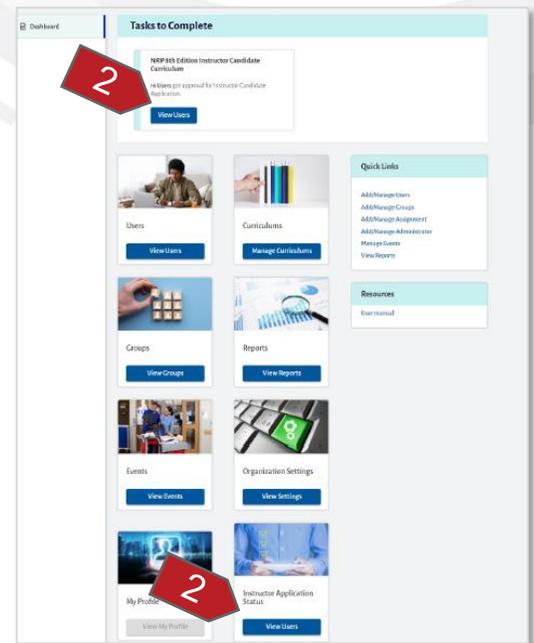
4. Click on the "Select Action" drop-down menu.
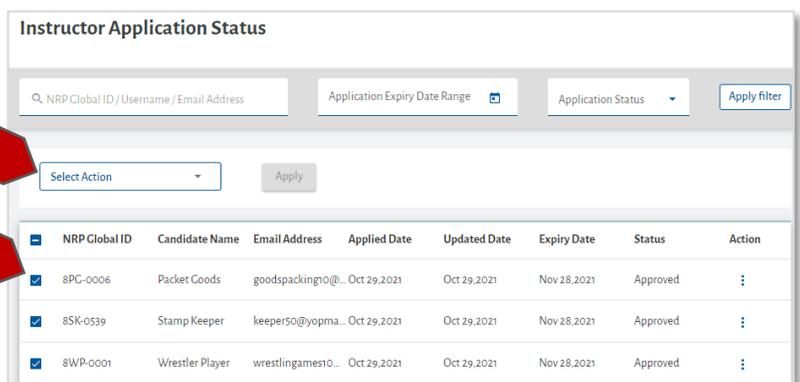
5. Select "Download Selected Records" option.
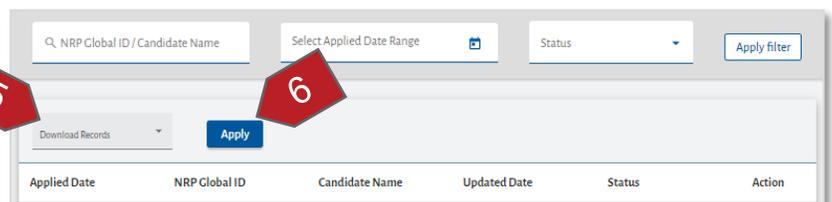
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6. Click on the "Apply" button for exporting the user(s) details to a CSV file.

   NOTE: The 'Download Selected Resources' option exports the search results.

   A CSV file with the user's IA status details is downloaded.

	A	B	C	D	E	F	G
1	NRP Global ID	Candidate Name	Email Address	Applied Date	Updated Date	Expiry Date	Status

END OF INSTRUCTIONS

Switch Role

The "Switch Role" menu contains the widgets that allow the user to switch to a different role, only in case the user is associated with multiple roles on the NRP Learning Platform.

WI: Switch Role – Switching between Roles on the NRP Learning Platform

1. Login to NRP Learning Platform.

2. Click on the user icon.
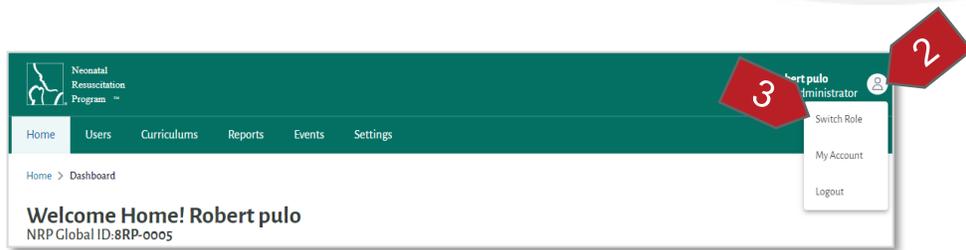
3. Click on the "Switch Role" option.

4. Click on the widget to which the role needs to be switched accordingly.

    NOTE:
    - *The role-specific widgets are made available only for the users having multiple roles in the NRP Learning Platform. Switching the role is possible at any point in time.*

    - *The 'Rank Editor' role is dedicated to only one functionality to upgrade the Learner rank to other ranks on the platform along with 'Rank Expiry' date.*

END OF INSTRUCTIONS

My Account

My Account – 'My Account' Menu General Information

The 'My Account' menu shows two tabs:

- My Profile (default) – Allows to view the user details
- Account Settings – Allows to reset the password of a user

WI: My Profile – Viewing 'My Profile' details

1. Login to NRP Learning Platform.

2. Click on the user icon.
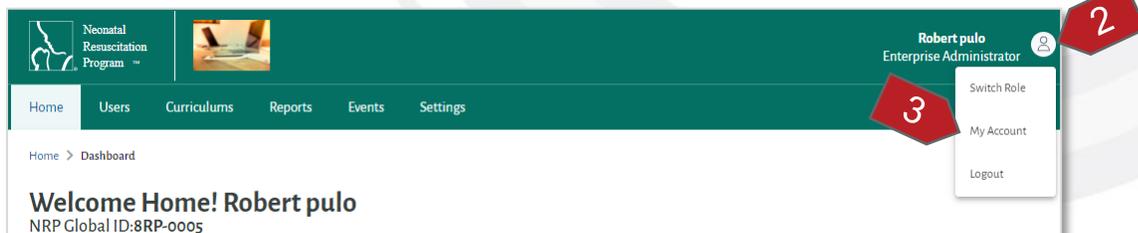
3. Click on the "My Account" option.

   The user details are displayed to view.
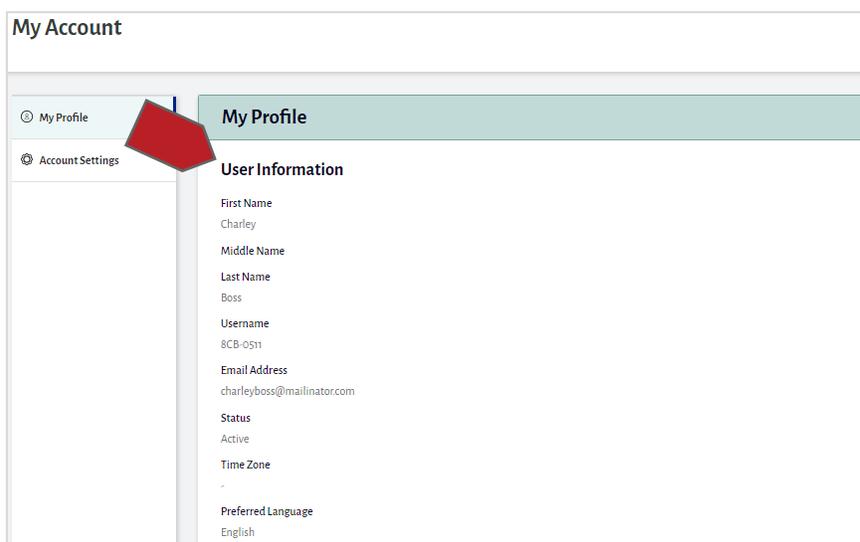
END OF INSTRUCTIONS

WI: My Profile – Changing the Password being Set Earlier

1. Login to NRP Learning Platform.

2. Click on the user icon.
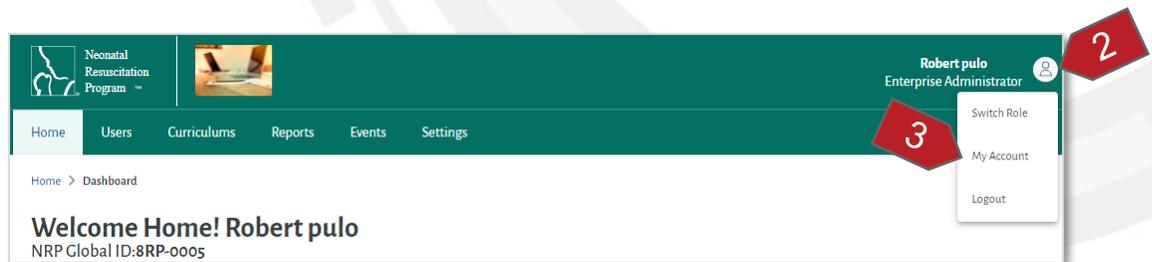
3. Click on the "My Account" option.

4. Click on the "Account Settings" tab.

   NOTE: By default, "My Profile" page is displayed.
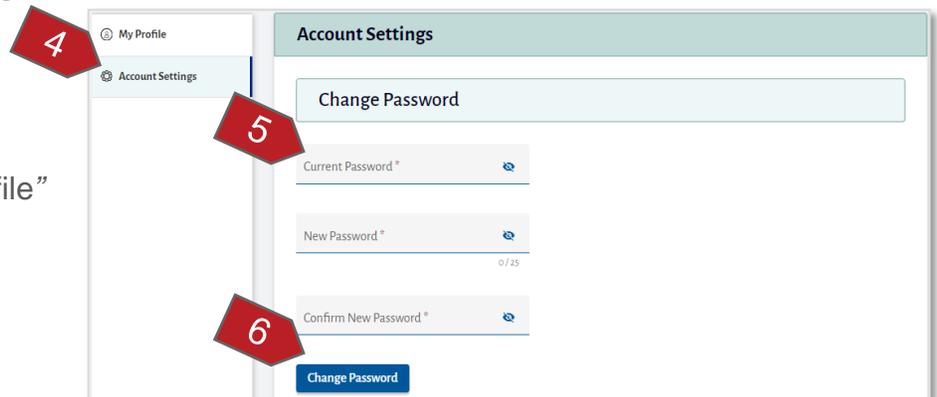
5. Enter the details of the Current Password and New password & Confirm New Password to be set.

   NOTE: 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*

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6. Click on the "Change Password" button.

7. Click on the "Confirm" button in the "Change Password" popup.

   A green bar at the top of the page indicates that the password has been changed successfully.

   | END OF INSTRUCTIONS |

Change Password

Are you sure want to change your password?

7

Confirm   Cancel

✓ Your password has been changed successfully

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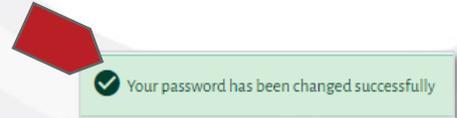
Logout

WI: Logout – Logging Out from the NRP Learning Platform

1. Login to NRP Learning Platform.

2. Click on the user icon.
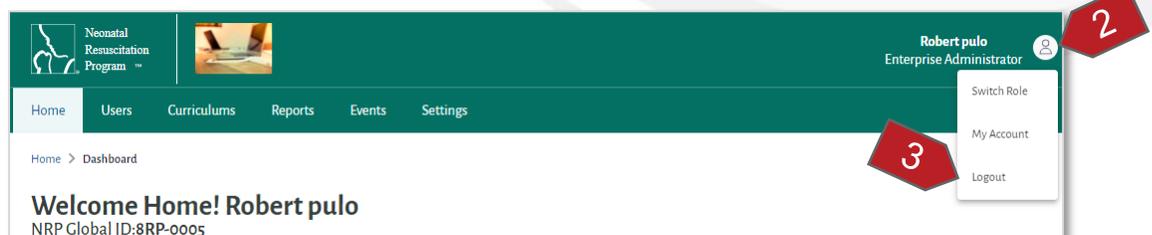
3. Click on the "Logout" option from the drop-down menu.

   The user will be logged out and navigated to Login page.
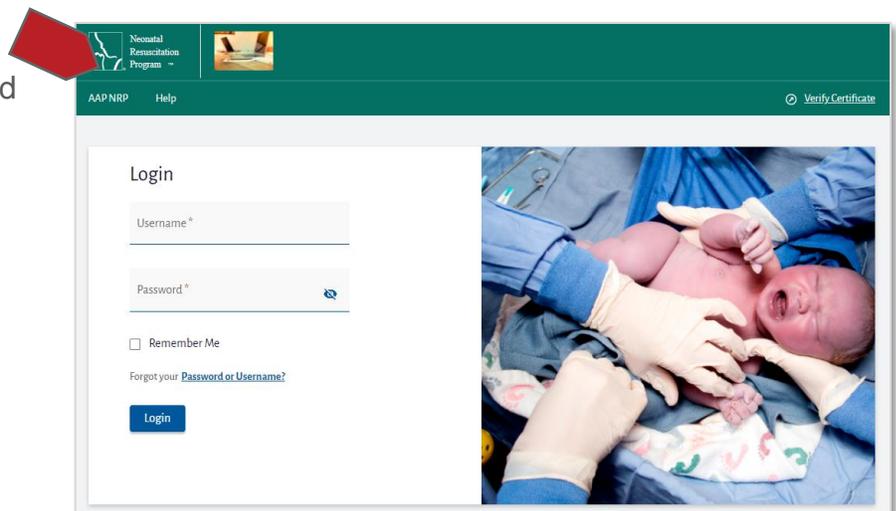
> END OF INSTRUCTIONS

END OF DOCUMENT