





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







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Organization Administrator Guide (3rd Party LMS) Revision History



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 7 th Edition Transitional Licenses for NRP 8 th 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:).



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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.



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- **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.



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- 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
ІТК	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



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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.



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

NOTE: Example Email – Onetime Validation code

4. Enter the Validation code sent

"Next" button.

through an email and click on the



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 - <u>nrp@aap.org</u>

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

0	
Organization Profile Details	Global Account Pro
Welcome to NRP Learning Platform	
Please review your organization profile details and provide personal email address.This will aid in creating your NRP Clobal account.	
User Details for Compassion International	
Full Name Ronald Smithh	
Email Address Ronaldsmith01@mailinator.com	
f Important Note	
NRP Global Account	
Your NRP Global Account can be accessed via this URL: www.nrplearningplatform.com.	
Once your Clobal Account is limited to your organization, you can use a single set of condentiale too inter own of some lisked	
accounts.	
Click here to learn more about NRP Global accounts.	
Please provide your personal email address to complete the profile.	
Personal Email Address * ronaldsmith02@mailinator.com	
Verify Your Email Address	
An email with a validation code has been	
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	
Validation Code * \$67954	

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

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.

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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



	NRP Global Account Information Please set a passwerd for your account and provide the basic details.		
	User Details for NRP Globa	l Account	
	Record Smithh		
5	Email Address ronaldamith02@mailinatoc.com		
	Liamana * BRS-0508	~	
	Password *	8	
		0/32	
	Confirm Password *	8	
	Job Tide	-	
	Mailing Address		
	Address Line 1 *		
	Address Line 2		
	⊡ty"		
	Density United States of America	-	
	State/Province*	-	
	Zip Code *		
	Phone Number	e.	
	Location		
	O Work		
6	I agree to the <u>Terms Of Use</u> -		
	Submit		



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- 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

- Enter the NRP Global ID & the Password and then click on the "Login" button.
- 8. Click on the "<Organization Name> Admin" widget.







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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







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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.





Activat	e Profile	
Do you have	an existing NRP (Global account?
Yes		
O No		
NRP Globa	I ID*	
Don't Remem	ber NRP Global ID?	Recover NRP Global ID
Verify You	r NRP Global ID	
Still have a do	ubt? <u>View FAQ</u>	







 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

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

	0
	Recover NRP Global ID
	Please enter your email address associated with NRP Globa
	Email Address *
	Recover NRP Global ID Cancel
	Still have a doubt? <u>View FAQ</u>
Neonatal Resuscitation	n
r John Smithh, have received a re P Global ID: 8JS-(.ogin ase do not reply to	equest to recover NRP Global ID of your account. If you did not initiate this request, please ignore th 0517 this email as this mailbox is not monitored.
NRP Learning Platfe Need more help? Email us at - <u>nrp@aan</u> We're here, ready to to	9791 2.075 alk - 800/433-9016
The first start of the start of	
	Activate Profile
	Do you have an existing NRP Global account?
	Yes
3	⊖ No
	NRP Global ID *
3	Don't Remember NRP Global ID? <u>Recover NRP Globa</u>
	Verify Your NRP Global ID
	Still have a doubt? <u>View FAQ</u>
Res Pro	onatal suscitation ogram ~
Dear John S	smithh,
Please enter If you did no	the below validation code on NRP LP and verify your account with us. of initiate this request, please ignore this email. Your password won't be ch
Validation C	ode: 950151
Please do no	t reply to this email as this mailbox is not monitored.
Please do no NRP Learni	t reply to this email as this mailbox is not monitored. ing Platform
Please do no NRP Learni Need more h	t reply to this email as this mailbox is not monitored. ing Platform slp?

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





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.

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.

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 NavanaPatil01@mailinator.com Confirm Cancel Login Your organization profile created successfully and linked to NRP Global account. Please login with your NRP Global account credentials. 6 Username " Password * 0 Remember Me Forgot your Password or Username? 6 Login Register now RESUSCITATION OUALITY American Academy

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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 - <u>nrp@aap.org</u> We're here, ready to talk - 800/433-9016 Dear NayanaPatil, Example Email – Organization profile Your Org profile has been activated on NRP Learning Platform and linked with NRP Global ID. created & linked successfully 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 - <u>nrp@aap.org</u> We're here, ready to talk - 800/433-9016 Welcome Ronald Smithh







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

- 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".

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

END OF INSTRUCTIONS







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











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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.





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3. Enter the email address and click on the "Send Reset Link" button.

Forgot Password Or Username



🔘 Password 🔘 Username

Email[®] butto

An email with reset password link has been

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

sent to your registered email address

NT.

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





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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.



Neonatal Resuccitation Program ~	
AAP NRP Help	Verify Certificate
Login	
Username *	
Password *	
Remember Me	
Forgot your Password or Username?	
Login	
	A A A A A A A A A A A A A A A A A A A

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
O Password 💿 Username
An email with the Username has been sent to your registered email address.
for the email before clicking of "Resend Email" button
Resend email in 0:56 Resend Email
Back to Login
Additional Question? <u>View FAQ</u>

NOTE: Example Email - Recover Username



END OF INSTRUCTIONS



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Organization Administrator Guide (3rd Party LMS) NRP Global Account / Individual



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.*



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Organization Administrator Guide (3rd Party LMS) Cookies



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.



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Organization Administrator Guide (3rd Party LMS) Courses/Curricula – 8th Edition NRP Courses



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.



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Organization Administrator Guide (3rd Party LMS) Courses/Curricula – 8th Edition NRP Courses



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



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Organization Administrator Guide (3rd Party LMS) Courses/Curricula – 8th Edition NRP 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.



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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





Organization Administrator Guide (3rd Party LMS) Organization Administration (3rd Party LMS) Interface



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



Organization Administrator Guide (3rd Party LMS) Users



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

Users	Add Users
Users Upload History	
Q NRP Global ID/Name/Email Address	Select Unit / Department
Rank 🔹 Rank Expiry Date Range 💼 Groups 😴 Job Titl	e 👻 Apply Fil
Select Action	
□ NRP Global ID Name Email Address Unit Rank Rank Expiry Job	Title Status Action

Users						Add Users
Users Upload History						
Upload Date Range 💼	Uploaded Type	• 0	Uploaded By	Select Statu	s 🗸	Apply Filter
File Name	Uploaded Date/Time	Uploaded Type	Uploaded By	Upload Status	Records Updated	Failed Records
Compassion International	Oct 29, 2021, 05:13 PM	Manual	Laerdal BLR Admin	Failed 🕕	0	0
intlcomp.csv	Oct 27, 2021, 09:01 AM	Manual	Laerdal BLR Admin	Successful	2	<u>3 Records</u>



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me > Users						
Users Upload History	7th Edition User Status					
Q NRDID/HICHser Na	me/Name/Email Address					
	ine/Name/Email Address					
Rank	 Rank Expiry Date 	e Range 💼	Status	✓ User Ma	pping Status	- Apply Filter
Select Action	- Apply					
NRP ID / Card	HLCUser Name	Email Address	Rank	Rank Expiry	Status M	apping Action

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

	А	В	С	D	Е	F	G	н	I.	J	к
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	К	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
А	InstitutionID	Text	50	
В	InstitutionName	Text	100	
С	DepartmentID	Text	50	
D	DepartmentName	Text	100	
E	UserID*	Text	255	Unique Identifier per user specific to HR AD, NRP LMS, 3 rd party LMS
F	FirstName*	Text	50	
G	MiddleName	Text	50	
Н	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	
К	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:

 An existing email address in an organization will not be accepted.

	Add Users
	Single User O Bulk User Upload
З	User Details
	Unit Name * Select Unit
	First Name "
	Middle Name
	Last Name "
	Job Title 👻
	Email Address *
	User ID "
4	Groups
	Add Add Another Cancel





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- 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.
- 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.

END OF INSTRUCTIONS







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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.

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- 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.
- 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

Add Users O Single User Bulk User Upload **Bulk Upload Template** Download Template → Read Instructions User Allocation Full Feed (All users) Delta Feed (New users) Upload Template Supported format CSV only 159 Bytes 1632594614_templat... × Change Template Upload Back To User Management Bulk upload initiated. <u>Click here</u> to view the upload status.



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

 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.

d History D/Name/Email A	ddress						
)/Name/Email A	ddress						
•	Rank Expiry Date Range	•	Groups	•	Job Title	-	Apply Fi
		_					
	T Name	Ank Expiry Date Range D Name Email Address	Rank Expiry Date Range	Croups Groups Groups Groups D Name Email Address Unit Rank	Rank Expiry Date Range Groups Groups Groups D Name Email Address Unit Rank Rank R	Rank Expiry Date Range Groups Job Title Job Title D Name Email Address Unit Rank Rank Expiry Job Title	Rank Expiry Date Range Groups Job Title Job Title Job Title

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.

7th Edition User Status	Upload History			
Rank	/Email Address Rank Expiry Date Range 💼	Status -	User Mapping Status	Apply Filter
Select Action ~	Apply	Pank	Pank Evning Statue	Mapping Action

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.

Users					
Users	7th Edition User Statu	Upload History			
Q NR	RP ID/HLC User Name/N	lame/Email Address			
Rank	-	Rank Expiry Date Range 📋	Status	- User Mapping Status	• Apply Filter
Select	t Action	- Apply			
	RPID/Card Hs Number Nar	Name Email Addre	ss Rank	Rank Expiry Status	Mapping Status Action

END OF INSTRUCTIONS



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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.

2	Upload History				Add Users
	Upload Date Range 💼	Uploaded Type 🗸	Q Uploaded By	Select Status 🗸	Apply Filter
	File Name U	ploaded Date/Time Uploaded Type	Uploaded By Tot	tal Count Status	Action

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.

Upload History				Add Users
Upload Date Range 💼	Uploaded Type 👻	Q Uploaded By	Select Status 🗸	Apply Filter
File Name U	oloaded Date/Time Uploaded Type	Uploaded By 1	īotal Count Status	Action

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.

Home > Users Users							4	Add Users
Users Upload His	story							
Q NRP Global ID/Na	ame/Email Address							
Rank	- Rai	nk Expiry Date Range 💼	Group	05	•	Job Title	• [Apply Filter
Select Action	• Name	Apply Email Address	Unit	Rank	Rank Expiry	Job Title	Status	Action
	12 a	hjk78@mailinator.com	fg12	Learner	NA	Physician	Enabled	:
□ ·	123 75	samdemo65@mailinat	. fg12	Learner	NA	-	Enabled	:
8AB-0512	Agram Bagram	bagrami100@yopmail	. Organization	Learner	NA	EMT		1
-	Airtel broadband	l airtel@mailinator.com	Organization	Learner	NA	EMT	Disabled	View/Edit Details
	and datas	andy.lelson@yopmail.c	. fg12	Learner	NA		Disabled	Recover Username/Re
	andy leison							





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'

Neonatal

Program

Resuscitation

Email Address

- 1. From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.
- 2. Click on the "Select Action" dropdown menu.
- Users Curriculums Reports Events Settings Users Add Users Users Upload History Q NRP Global ID/Name/Email Addres Rank Expiry Date Range 📋 Groups Job Title Apply Filter Rank ÷ Select Action Apply

Organisation/Retail

Rank

Rank Expiry

Job Title

Action

Status

option.

3. Select "Download Records"

 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. G Δ В C D F F н NRP Global Id Organisation/Retail Name Email Address Rank Rank Expiry Job Title Status END OF INSTRUCTIONS RESUSCITATION

NRP Global ID Name

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WI: Users – Viewing/Editing User Details

- From the NRP LP Administration interface, click on the "Users" heading in the top menu bar.
- 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
 - o View Details
- Learnings The list of learnings completed by the user
 - View eCard
 - View Certificates
 - o View Details
 - o 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



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and Laerdal Program

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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

Profile Details	Profile Details
Learnings	User Information
Certificates & eCard	NRP Global ID
Instructor Applications	First Name
	12
Events	Middle Name
	Last Name
	75
	Username
	Email Address
	samdemo65@mailinator.com
	User Rank
	Learner
	Rank Expiry Date
	N/A
	Unit/Department
	fg
	JobTitle
	N/A
	User Status

• View Details

NOTE: The NRP Global ID will be populated only when the user registers on the NRP Learning Platform.

END OF INSTRUCTIONS



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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.
- Click on the three dots Action button for the user and select "Add Assignment" option.
- Select the Curriculum & Assignment respectively from the "Select Curriculum" and "Select Assignment" dropdowns from the "Assign Curriculum" popup.

N R Pi	eonatal esuscitation rogram ⇒				
7	Users	Curriculums	Reports	Events	Setting
				Status Actio	ons
			τ.	Enabled •••	
				View / Edit Profile De Access User Profile	etails
				Add Assignment	
				Recover Username/ Disable User	Reset Password
		Assign Curriculum			
		Select Curriculum °		~	
	4	Select Assignment *			
				Confir	m Cancel

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

NOTE:

- Same assignments or assignments associated with existing curriculums (Active / Inprogress 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.

END OF INSTRUCTIONS



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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.
 - 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.

2	Neonatal Resuscitatio Program ™	•					
Hom	Users	Curriculu	ns	Reports	Event	S	Setting
Users							Add User
Users Upload His	tory						
९ NRP Global ID/Na	me/Email Address						
Rank	- Rank E	expiry Date Range 📄	Groups	-	Job Title	•	Apply Fil
Select Action	¥	Apply					
NRP Global ID	Name E	mail Address Unit	Rank	Rank Expir	ry Job Title	Status	Action
	12 a hj	ik78@mailinator.com fg12	Learner	NA	Physician	Enabled	÷



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of Pediatrics



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

	Assign Curriculum			
9.	Select Curriculum *	Ŧ		
	Select Assignment *	Ŧ		
			Confirm	Cance

NOTE:

- Same assignments or assignments associated with existing curriculums (Active / Inprogress 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.



END OF INSTRUCTIONS



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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.
- Click on the three dots Action button for the user and select "Recover Username/Reset Password" option.



 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.





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NOTE:

• Example Email – Reset Password



• Example Email – Recover Username

Neonatal Resuscitation Program*
Dear Kumar Ritesh,
We have received a request to recover username for your account. If you did not initiate this request, please ignore this email.
Username: 8KR-0505
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

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



3. Click on the "Confirm" button.

Disable User	Enable User
Are you sure want to disable "Tobo Beans" ?	Are you sure want to enable "Tobo Beans"?

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





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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.

Neonatal

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







Hon	Use	ers Curriculum	s Repor	ts Even	its	Settin
Users						Add User
Users Upload His	itory					
Q NRP Global ID/Na	ıme/Email Add	ress				
Rank	•	Rank Expiry Date Range 💼 🛛	Groups	Job Title	•	Apply Fi
Select Action	•	Apply				
NRP Global ID	Name	Email Address Unit	Rank Ra	k Expiry Job Title	Status	Action
o -	12 a	hjk78@mailinator.com fg12	Learner NA	Physician	Enabled	:
		and an a factor that the	learner N/		Enabled	

Users								Add Us
Users	Upload History							
Q NRP	Global ID/Name/Email A	ddress						
ank	•	Rank Expiry Date Range		Groups	•	Job Title	•	Apply
Disable	e User							
Add to	Assignment	Apply						
Downl	oad Records							
	Global ID Name	Email Address	Unit	Rank	Rank Exp	iry Job Title	Status	Actio



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

sers								
Jsers Upload History	7th Edition User	Status						
Q NRP ID/HLC User Nam	ne/Name/Email A	ddress						
Rank	PankE	voin Data Danga	Et atur		Lisor M	anning Stat	115 -	Apply Filter
Marin		xpiry Date Kange	• Status	•	Oseriv	apping stat	us -	
NATIK		xpiry Date Range	• Status	•	0.5er IV	аррінд этат		
Select Action	• Raik E	Apply	Status	·	USEIN	аррпвэтас	us	(1499) (INC)
Select Action NRP ID / Card H Number	+ Rank Ez	Apply me En	nail Address	Rank	Rank Expiry	Status	Mapping Status	Action
Select Action NRP ID / Card H Number 8635370 1052	+ Kalik E + LC User Nar Name Nar 2704 Aar	Apply me En nair Tajudd ata	nail Address	Rank Advanced Prov	Rank Expiry Mar 31, 2023	Status Active	Mapping Status Mappe	Action





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
- Click on the three dots Action button for the user and select "View Details" option.

	<u>a</u> -	Neonatal Resuscitat Program	ion 📄					
	Hom	Users	Curriculun	ns R	eports	Even	its	Settings
Users Uplos	7th Edition	User Status						
Q NRP ID/HLC User	Name/Name/Ema	ail Address nk Expiry Date Ran	ige 🖬 Status	-	User Map	oping Status	-	Apply Filter
Select Action	*	Apply						
NRP ID / Card Number	HLC User Name	Name	Email Address	Rank	Rank Expiry	Status	Mapping Status	Action
8635370	1052704	Aamair Tajudd	atajuddin@gmail.com	Advanced Prov	Mar 31, 2023	Active	3	1
8197131	994502	Aaron Bagley	bagger189@gmail.com	Advanced Prov	Oct 31, 2023	Active N	lapped	View Details

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

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

Certificates & eCard	Certificates & eCard					
	Q Certificate / eCard Na Se	elect Date Range 💼	Туре	Status	- Ap	ply Filt
	Certificate / eCard Name	Туре	Generated Date	Valid Until	Status	Acti
	7th Edition NRP Provider	eCard	Mar 10, 2021		NA	:
	7th Edition NRP Provider Course Par	t1 Certificate	Jan 17, 2021	N/A	NA	:
				1-2 of 2	12 2	

END OF INSTRUCTIONS







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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

Resuscitation Program				Robert pulo Enterprise Administ
lome Users (Curriculums Reports Events Settings			
Home > Curriculums				
Curriculums				
	ID / Curriculum Name			Sear
- With Carricalan				
- And Cancalan				
Available 7	th Edition Transitional Licenses -	Derovider:	100/100	Instructor: 150
Available 7 Curriculum ID	th Edition Transitional Licenses - Curriculum Name	Quantity	100/100 Usage	Instructor: 150
Available 7 Curriculum ID 20-3585	th Edition Transitional Licenses - Curriculum Name NRP 8th Edition Instructor Candidate Curriculum	Quantity Unlimited (10)	100/100 Usage 2 ()	Instructor: 150 Status Active
Available 7 Curriculum ID 20-3585 20-3586	th Edition Transitional Licenses - Curriculum Name NRP 8th Edition Instructor Candidate Curriculum NRP 8th Edition Instructor Renewal Curriculum	Quantity Unlimited (10) Unlimited (100)	100/100 Usage 2 1	Instructor: 150 Status Active Active
Available 7 Curriculum ID 20-3585 20-3586 20-3583	th Edition Transitional Licenses - Curriculum Name NRP 8th Edition Instructor Candidate Curriculum NRP 8th Edition Instructor Renewal Curriculum NRP 8th Edition Essentials Provider Curriculum	Quantity Unlimited (100) Unlimited (100) Unlimited (100)	100/100 Usage 2 0 1 0 14 0	Carlos Status Carlos Active Active Active Active





WI: Curriculum – Searching/Filtering the Curricula

 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.

Curriculums				
0				
Q NRP Curriculum I	D / Curriculum Name			Search
Available 7t	h Edition Transitional Licenses -	👰 Provider:100/100		Instructor: 150/1
Curriculum ID	Curriculum Name	Quantity	Usage	Status
Curriculum ID	Curriculum Name NRP 8th Edition Instructor Candidate Curriculum	Quantity Unlimited (10)	Usage	Status Active
Curriculum ID 20-3585 20-3586	Curriculum Name NRP 8th Edition Instructor Candidate Curriculum NRP 8th Edition Instructor Renewal Curriculum	Quantity Unlimited (10) Unlimited (100)	Usage 2 1	Status Active Active
Curriculum ID 20-3585 20-3586 20-3583	Curriculum Name NRP 8th Edition Instructor Candidate Curriculum NRP 8th Edition Instructor Renewal Curriculum NRP 8th Edition Essentials Provider Curriculum	Quantity Unlimited (10) Unlimited (100) Unlimited (100)	Usage 2 1 14 1	Status Active Active Active

END OF INSTRUCTIONS





WI: Curriculum – Sorting the Curricula

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

Neonatal Resocitation	. 2	2		
Home Users	Curriculums	Reports	Events	Settings

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

nome y cancarans				
Curriculums				
Q NRP Curriculum I	D / Curriculum Name			Search
Available 7t	h Edition Transitional Licenses -	🕵 Provider:	100/100	Instructor: 150/150
Curriculum ID	Curriculum Name	Quantity	Usage	Status
Curriculum ID	Curriculum Name	Quantity Unlimited (10)	Usage	Status Active
Curriculum ID 20-3585 20-3586	Curriculum Name NRP 8th Edition Instructor Candidate Curriculum NRP 8th Edition Instructor Renewal Curriculum	Quantity Unlimited (10) Unlimited (100)	Usage 2 1	Status Active Active
Curriculum ID 20-3585 20-3586 20-3583	Curriculum Name NRP 8th Edition Instructor Candidate Curriculum NRP 8th Edition Instructor Renewal Curriculum NRP 8th Edition Essentials Provider Curriculum	Quantity Unlimited (10) Unlimited (100) Unlimited (100)	Usage 2 3 1 3 14 3	Status Active Active Active

END OF INSTRUCTIONS





Reports

Reports – Reports Menu General Information

The 'Reports' menu shows two reports:

- Student Progress Report
- Course Consumption Report

Neonatal Resuscitation Program 14	<u>.</u>		Robert pulo Enterprise Administ	trator
Home Users Curriculums	Reports Events	Settings		
Home > Reports				
Reports				
Report Name			Act	tion
Report Name Student Progress Report			Act	tion wnloa
Report Name Student Progress Report Course Consumption Report-Use	r		Act Dow Dow	tion wnlo: wnlo:





WI: Reports – Downloading Student Progress Report

- 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.

2	Neonatal Resuscitation Program ™		4		
Home	Users	Curriculu	Reports	Events	Settings
eports					
Report Name					Action
Student Progress Report					Download
Course Consumption Repo	rt-User				Download
				1 – 2 of 2	I< < > >I

- 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)







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



END OF INSTRUCTIONS



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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)

à.	Neonatal Resuscitation Program ™		2		
Home	Users	Curriculu	Reports	Events	Settings
Report Name					Action
itudent Progress Report					Download

View/Download - Cour	se Consumption Repo	rt-I
Report Name		
Select Date Range	ē	
Parent Organization		
Select Product	•	
Formats CSV PDF Excel		
Download Cancel]	

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 green bar at the top of the page indicates that the report has been 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

Neonatal Resuscitation Program ™						Rob Enterprise	ert pulo Administrator	2
Home Users Curriculu	ms Events	Settings						
Home > Events								
Events							Add New Eve	nt
Q Search by Event Name	Select Organization	ı(s) 🔻	Select Date Range	٥	Select Status	•	Apply Filt	:er
Select Action	•	Apply						
Event Name	Seat Availability	Scheduled Date	Organiz	ation	Status		Action	



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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.
 - From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.
 - 2. Click on the "Add New Event" button.
 - 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



Email Address *

Save & Next



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Exit



 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.



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- 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.
- Enter the following details in 'Registration' section of "Add New Events" page and click on the "Save & Next" button:
 - Number of Registrants Minimum & Maximum 4 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 selfregistration needs to be closed before an event start

Add New Ev	ents				
asic Details	Registration	Location and Contact	Instructor Details	Additional Details	Review and
Registrat	tion				
Number of	fRegistrants				
Minimum* 4					
Maximum*					
Peristratio	an Access				
Self Registr	er				
🗆 Admin					
Close Self Re	egistration				
 Never Clos Close By 	e .				
1 Days/V Day(s	s) before e	event starts			
Previous	Save & Next				Exit

NOTE: The user can use the "Previous" button to navigate back to an Event creation wizard.



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- 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

sic Details	Registration	Location and Schedule	Instructor Details	Additional Details	Review and Co
Location &	Contact Detail	S			
Location Det	tails				
Location Name	*				
Location Name					
Address Line 1					
Address Line 2					
Country United States o	f America	*			
State/Province	÷	•			
City*					
Zip Code *					
Schedule					
Event Date *		•			
Start Time *	S End Time*	Q			

	0				0
letails	Registration	Location and Contact	Instructor Details	Additional 6	Review and
nstructor	Details				Add Instructor
AAP recon	nmended ratios for Instruct	or to Student is 1:4 and Instructor Mentor to Ir	istructor candidate is it.		
Instructor Nan	nmended ratios for Instruct	r to Student is 1:4 and instructor Mentor to in Email Address	Instructor	Rank	Action

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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.
- 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.





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

0	_0_		_0_		
Basic Details	Registration	Location and Contact	Instructor Details	Additional Details	Review and Confirm
Review a	nd Confirm				
Basic Infor	mation				
Event Name Essentials/Adv	anced ILE Mr. Rathod				
Organization N	Name				
Type Essentials & A	dvanced				
Event Visibility Across Organiz	/ zation				
Schedule Date					
Schedule Time					
End Time - 6:0	o AM IST				
Registratio	on				
Number of reg Minimum Sea	gistrants ts				
4					
Maximum Sea 12	its				
Registration A Admin	ccess				
Location a	nd Contact				
Organization	Name				
Country United States					
Street Address Abc	\$1				
Street Address	\$ 2				
State Alabama					
Contact De	etails				
Contact Name					
Phone					
2343454656					
Pqr01@Malina	ator.Com				
Instructor	Details				
Instructor N	ame	Email Address		Instructor Rank	
qa aa inst		instructorqa@mailinator.com		INSTRUCTOR	
Additional	Information				
Instructions to abcd	Students				
se to Ins	tructors				
10					
	Difference -				
Previous	Publish Event				Exit

The 'Successfully Published' popup message is displayed.

END OF INSTRUCTIONS





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WI: Events – Searching/Filtering the Events

 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.

Events					Add New Event
Q Search by Event Name	Select Organization	▼ Select Date F	tange 💼 Selec	t Status 🔹	Apply Filter
Event Name	Seat Availability	Scheduled Dat	Organization	Status	Action
Moore-Hansen	0/7	Sep 15, 2021	2 Organizations	Scheduled	÷
Robin Smith	0/0		National Quality Forum	Draft	÷
Clear try-Conv-Conv	0/6	Oct 22, 2021	Compassion International	Draft	

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

 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.

	Events					Add New Event
	Q Search by Event Name	Select Organization	✓ Select Date Ra	nge 💼	Select Status 🔹	Apply Filter
2	Event Name	Seat Availability	Scheduled Date	Organization	Status	Action

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'

- 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.
- Neonatal Resuscitation Program " Settings Curriculums Home Users Events Rei Home > Event Events Add New Ev Select Date Range Select Status Q Search by Event Na Select Organization(s) Apply Filter Apply Select Action Download Records Seat Availability Scheduled Date Event Name Organization Status Action
- 3. Select "Download Records" option.
- 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.





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

- 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
 - o Basic Details
 - o Registration
 - Location & Contact
 - Additional Details
 - Instructors Details
 - Roster
 - Add Students
 - o Delete Students
 - Finalize Roster and Grade



END OF INSTRUCTIONS





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WI: Events – Viewing Details of the Completed Event

- From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.
- Click on the three dots Action button for the Event and select "View Details" option.
- 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
 - Registration
 - Location & Contact
 - Additional Details
 - o Instructors Details
 - Roster
 - o Add Students
 - o Delete Students
 - Finalize Roster and Grade



END OF INSTRUCTIONS



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WI: Events – Copying an Event

- From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.
- Click on the three dots Action button for the Event and select "Copy Event" option.

- Enter the Schedule details in 'Basic Details' section of "Add New Events" page.
- 4. Click on the "Save & Next" button.

Neonatal Resuscitation Program Settings Curriculums Home Users Rep Events Events Add New Event Select Date Range Select Status Completed **Q** Search by Event Name Select Organization • Clear Filter Event Name Seat Availability Scheduled Date Organization Status Action Lana Bailey 1/71 Sep 26, 2020 N/A Completer essEvent-QA 1/2 Sep 12, 2021 European Forest Institute Cor Copy Event **Basic Details** 3 Essentials/Advanced ILE Mr.Rathod-Copy Organization Name Туре ○ ESSENTIALS ADVANCED ESSENTIALS & ADVANCED Event Visibility Across Organizations Schedule Event Date ' Bvent Date is required fiel Start Time * 🕓 End Time * 🕓 Event End Time is required field Event Start Exit Save & Next

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.



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

0-0-				
lasic Details Registration	Location and Contact	Instructor Details	Additional Details	Review and Confirm
Review and Confirm				
Basic Information				
Event Name				
Organization Name				
Type Eccentials & Advanced				
Event Visibility				
Across Organization Schedule Date				
Jun 8th, 2021				
Schedule Time Start Time - 4:00 AM IST				
End Time - 6:00 AM IST				
Registration				
Number of registrants				
Minimum Seats				
4 Maximum Seats				
12				
Registration Access Admin				
Location and Contact				
Organization Name				
Country United States				
Street Address 1				
ADC Street Address 2				
State				
Alabama				
Contact Details				
Contact Name				
PQR				
Phone 2343454656				
Email Address				
rqrongenalinator.com				
Instructor Details				
Instructor Name	Email Address		Instructor Rank	
qa aa inst	instructorqa@mailinator.com		INSTRUCTOR	
Additional Information				
Instructions to Students abcd				
stage to Instructors				
5				
Previous Publish Event				Exit



END OF INSTRUCTIONS

An event has been added in an

'Successfully Published' popup

Event listing page and the

is displayed.



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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.

- From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.
- Click on the three dots Action button for the Event and select "Add Student" option.



vents				I	Add New Event
Q Search by Event Name	Select Organization	✓ Select Date Ra	nge 💼 Select S	tatus 🗸	Apply Filter
Event Name	Seat Availability	Scheduled Date	Organization	Status	Action
Moore-Hansen	0/7	Sep 15, 2021	2 Organizations	Scheduled	1
Robin Smith	0/0		N/A	Draft	View/Edit Deta
lear try-Copy-Copy	0/6	Oct 23, 2021	National Quality Forum	Draft	Copy Event Add Student
'handa Leon	0/6	Oct 16 2020	N/A	Active	Cancel Event

 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.



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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.

	Search by Student name / E	inan Address	Select Type	Select Job Triles	
	Student Name	Email Address	Provider Curriculum	Job Title	
	John Cena	johncena16timechamp(@mailinatorRqi Prep		
	Local a Dish	Localchutney@mailinat	or.com Rqi Prep	EMT	
0 Rec	rord(c) Colocted				D

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.

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



 Click on the three dots Action button for the Event and select "Add Instructor Candidate" option.

Events				ľ	Add New Event
Q copy	Select Organization 1 Organization Select	t • Select Date R	ange 💼 Select	Status 🔹	Clear Filter
Event Name	Seat Availability	Scheduled Date	Organization	Status	Action
essEvent-QA-Copy-Copy	0/2	Sep 17, 2021	Economic Corporation	Scheduled	:
essEvent-QA-Copy	0/2	Sep 14, 2021	Economic Corporation	Scheduled	View/Edit Details
				1-2 of 2	Add Student
					Add Instructor Candidate
					Cancel Event

- 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

- From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.
- Click on the three dots Action button for the Event and select "Copy Event" option.



A green bar at the top of the page indicates that an event has been deleted successfully.

END OF INSTRUCTIONS



 \sim



Successfully cancelled Event RQI Prep



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WI: Events – Resuming the Drafted Event

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



		0	0	0	
Basic Details	Registration	Location and Contact	Instructor Details	Additional Details	Review and Confirm
Registra	tion				
Number o	f Registrants				
Minimum* 4					
Maximum *					
Pogistrati	on Accord				
Self Regist	ter				
🗹 Admin					
Previous	Save & Next				Exit

END OF INSTRUCTIONS



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WI: Events – Deleting the Drafted Event

- From the NRP LP Administration interface, click on the "Events" heading in the top menu bar.
- Click on the three dots Action button for the Event and select "Delete Event" option.

 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.
- 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:





Neonatal

Program[®]

Resuscitation

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

- 1. Login to NRP Learning Platform.
- 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 **⊁** Compassion Ritesh Kumar **Candidate Name** Enterprise Admini Email Address • Curriculums Report Settings Applied Date • 3 Instructor Application Status Updated Date • **Instructor Application Status** Expiry Date Status Application Expiry Date Range 💼 Apply filter Q NRP Global ID / Username / Email Address Application Status Action Add to Assignment NRP Global ID Candidate Name Email Address Applied Date Updated Date Status Action Expiry Date Packet Goods goodspacking10@... Oct 29,2021 8PG-0006 Oct 29,2021 Nov 28,2021 Approved : 8SK-0539 Stamp Keeper keeper50@yopma... Oct 29,2021 Oct 29,2021 Nov 28,2021 Approved :







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

Q N	RP Global ID / User	name / Email Address	4	Application Expiry D	ate Range 💼	Application	Status 🔹	Apply
				6				
	Add to Assignment	-	Apply					
	Add to Assignment	•	Apply					
	Add to Assignment NRP Global ID	- Candidate Name	Apply Email Address	Applied Date	Updated Date	Expiry Date	Status	Actio

Add to Assignment	
Select Curriculum " NRP 8th Edition Instructor Candidate Curriculum	•
Select Assignment " test555	
	Confirm Canc

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





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



Л	Click on the "Select Action"	1	nstructor App	lication Stat	us					
4.	drop-down menu.		Q NRP Global ID / Useri	name / Email Address		Application Expiry Dat	te Range 🔳	Application S	tatus 👻	Apply filter
		4	Select Action	Ŧ	Apply					
		3	NRP Global ID	Candidate Name	Email Address	Applied Date	Updated Date	Expiry Date	Status	Action
			✓ 8PG-0006	Packet Goods	goodspacking	0@ Oct 29,2021	Oct 29,2021	Nov 28,2021	Approved	÷
			✓ 8SK-0539	Stamp Keeper	keeper50@yop	ma Oct 29,2021	Oct 29,2021	Nov 28,2021	Approved	:
			✓ 8WP-0001	Wrestler Player	wrestlingames	10 Oct 29,2021	Oct 29,2021	Nov 28,2021	Approved	:
5.	Select "Download Selected Records" option.	5	NRP Clobal ID / Candid	fate Name	Select Appl	ied Date Range	• 51	tatus	•	Apply filter



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 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.



END OF INSTRUCTIONS



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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.

Necutal Resuccitation Program *	ert pulo
Home Users Curriculums Reports Events Settings	Switch Role
Home > Dashboard	My Account
Websers Densel Debergeruh	Logout
Weicome Home: Kobert pulo NRP Global ID:8RP-0005	

- 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

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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.

Neonatal Resuscitation Program ···	bert pulo e Administrator
Home Users Curriculums Reports Events Settings	My Account
Welcome Home! Robert pulo NRP Global ID:8RP-0005	Logout

3. Click on the "My Account" option.

The user details are displayed to view.

My Account					
My Profile	My Profile				
Account Settings	User Information				
	First Name				
	Charley				
	Middle Name				
	Last Name				
	Boss				
	Username				
	8CB-0511				
	Email Address				
	charleyboss@mailinator.com				
	Status				
	Active				
	Time Zone				
	Preferred Language				
	English				

END OF INSTRUCTIONS



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Organization Administrator Guide (3rd Party LMS) My Account



WI: My Profile – Changing the Password being Set Earlier

- 1. Login to NRP Learning Platform.
- 2. Click on the user icon.

Neonatal Resuscitation Program -	Robert pulo Enterprise Administrator
Home Users Curriculums Reports Events Settings	3 Switch Role My Account
Welcome Home! Robert pulo NRP Global ID:8RP-0005	Logout

- 3. Click on the "My Account" option.
- 4. Click on the "Account Settings" tab.

tab.	(S My Profile	Account Settings
	C Account Settings	Change Password
NOTE: By default, "My Profile	27	Current Password *
page is displayed.		New Password * o/25
		6 Confirm New Password *
		Change Password

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 choose yo	our password?	
	Confirm	Cancel







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



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