



COURSE COORDINATOR USER DOCUMENTATION

**A Guide to Commonly Used Features
For Course Coordinators
Within the
ITLS Course Management System (CMS)**

ITLS - International Trauma Life Support
USER DOCUMENTATION - COURSE COORDINATOR

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OVERVIEW

The ITLS Course Coordinator is an ITLS Instructor responsible for the overall performance, success and administration of the chapter's role in conducting ITLS courses.

The ITLS Course Management System (CMS) is a tool which automates the ITLS Course Coordinator's administrative responsibilities, including:



-  Scheduling of courses
-  Maintenance of course dates, location and type
-  Maintenance of student records for courses coordinated
-  Maintenance of student performance within courses coordinated
-  Submission of post-course records to Chapter

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BASIC NAVIGATION



CMS Ribbon Bar (Menu):

-  Accesses features pertaining to the ITLS Course Management System
-  Represent actions which can be invoked at any step in the screen activity

ITLS Menu:

-  Access features pertaining to the ITLS Website

Add/ Choose/ Remove Text Field Commands:

-  Add:

Course Faculty

CHOOSE FACULTY NEW FACULTY FIRST NAME NEW FACULTY LAST NAME

[Add] OR Create New Faculty [Add]

	Coordinator	Med. Director	Affiliate	Instructor	Instructor Candidate	Assistant
[Remove] Celliti, Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Remove] Proust, Art	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Enter a portion of a name or phrase.
2. Select the name from the list which appears. (See Figure below)

Course Faculty

CHOOSE FACULTY NEW FACULTY FIRST NAME NEW FACULTY LAST NAME

[Add] OR Create New Faculty [Add]

322 - Smith, Irvin (145 Brookside Cove Paducah)

323 - Smith, Robert (1009 Wedgewood Rd. Lexington)

2477 - Smith, Valerie (5401 S. Hyde Park #304 Chicago IL (Illinois) United States)

2742 - Smith, Robert (2358 33rd ST Moline IL (Illinois) United States)

2815 - Smith, Charles Rick (5617 N Fairmont Dr Peoria IL (Illinois) United States)

2827 - Smith, Tom (521 White Oak Lane Pocahontas IL (Illinois) United States)

2864 - Smith, Brad (6767 Tipple Rd. Rockford IL (Illinois) United States)

3181 - Smith, Mike (904 Stevens Road Monroe NC (North Carolina) United States)

	Instructor Candidate	Assistant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The selected name populates the text field.
4. Select Add.
5. The selected name appears listed in a table below.
6. The text field clears to allow additional names to be added.

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Choose:

COURSE COORDINATOR

[Choose]

[Remove] 29 - Blackwelder, Kate

1. Enter a portion of a name or phrase.
2. Select the name from the list which appears.
3. The selected name populates the text field.
4. Select Choose to assign the name value.
5. The text field clears and the CMS displays the assigned name value below.

Remove:

1. Removes a previously chosen name. (See Choose above)
2. Removes a previously added name listed in a table. (See Add above)

Table (List) Row Features:

Options:

1. Right-Click for shortcuts to specific features available for this data type.

Course Search Results (Right-click for options, Left-click to edit)

ID#	Date	Country	State/Prov.	Chapter	Language	Level	Type	Description	Status	Enrollment
15	8/7/2007	United States			ish	Advanced	Instructor	Certification	Paid	Closed
6	9/29/2007	United States			ish	Combined	Provider	Certification	Active	Open
16	10/2/2007	United States			ish	Combined	Provider	Certification	Complete	Closed
8	11/10/2007	United States	NV (Nevada)	Nevada	English	Basic	Access	Certification	Complete	Open

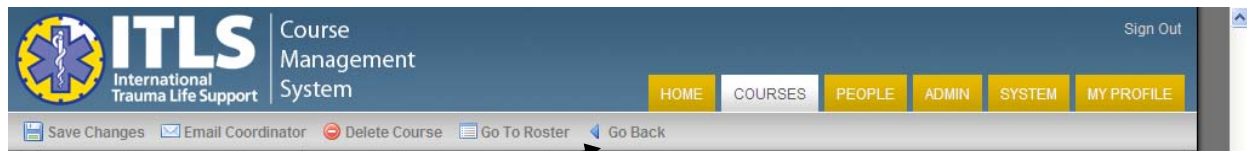
Edit:

1. Left-Click to open a maintenance screen for this data type.


Sort:

1. Click on a column heading to sort, using the arrows to change from ascending to descending order.

Go Back:



The screenshot shows the ITLS Course Management System interface. At the top left is the ITLS logo and the text 'International Trauma Life Support'. To the right of the logo is the text 'Course Management System'. In the top right corner, there is a 'Sign Out' link. Below the logo and text is a navigation bar with buttons for 'HOME', 'COURSES', 'PEOPLE', 'ADMIN', 'SYSTEM', and 'MY PROFILE'. At the bottom of the page, there is a toolbar with buttons for 'Save Changes', 'Email Coordinator', 'Delete Course', 'Go To Roster', and 'Go Back'. An arrow points to the 'Go Back' button.

-  This is the recommended method to go back to the previous screen.

Required Fields:

-  Required fields are in red. (See Login example below)

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LOGIN

Request Login

A Course Coordinator must obtain an authorized user login in order to sign into the CMS with administrative rights. From the "Sign In" screen, select the [Request Login](#) link to retrieve the "Request a Login" screen.

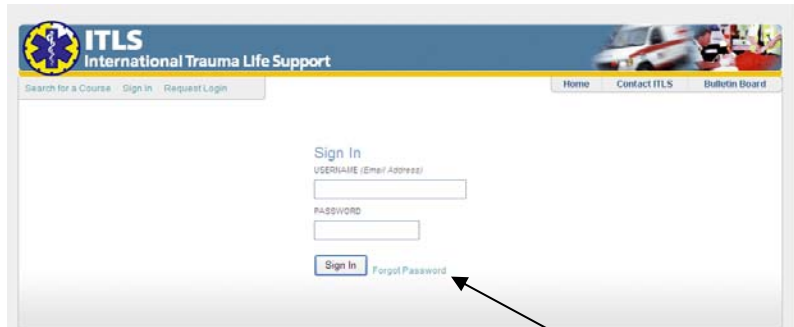
Figure - Request a Login

1. Select the [Request Login](#) link from the ribbon bar to retrieve the "Request a Login" screen.
2. Please make sure to select the appropriate Type of Login Request from the first drop-down menu, as this will determine whether your Login Request is approved or denied.
3. Fill-in the requested information. All fields labeled in red font are mandatory and must be completed for system to accept the Login Request.
4. It is essential to select your Chapter (see Figure above) when submitting a Login Request, to make sure that your request is routed to the appropriate individual for approval. If you do not know what Chapter you are part of, or are not part of a Chapter, make sure to check the appropriate box as well.

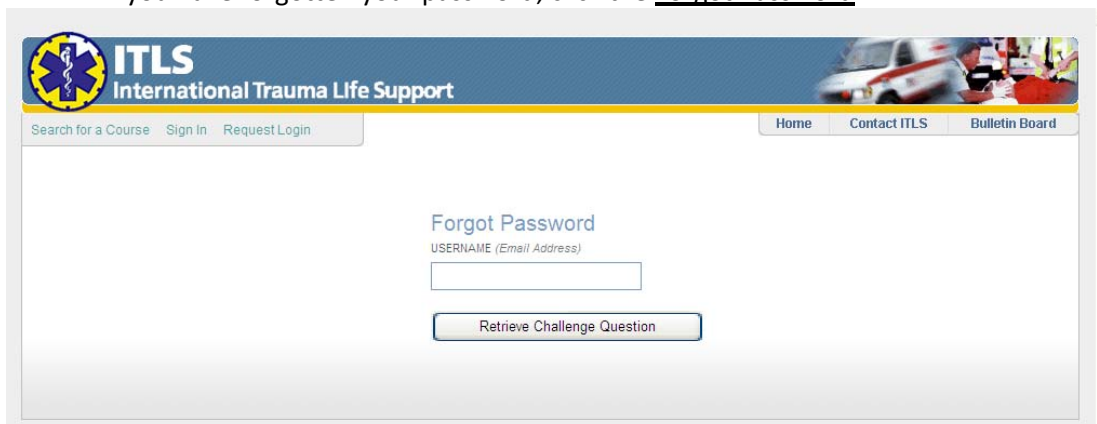
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5. If you are a Course Coordinator who coordinates courses in more than one Chapter (ex., a Course Coordinator who lives on the border of Illinois and Missouri and coordinates courses in both), please add an Affiliate Chapter as well. The Affiliate Chapter is the secondary chapter(s) in which you coordinate courses.
6. Click the "Submit Login Request" button when complete.
7. Once the appropriate authority reviews the login request, the CMS user receives an e-mail approving or denying the pending request. Follow the instructions within the e-mail.

Sign In



1. Sign in with your username and password.
2. If you have forgotten your password, click the [Forgot Password](#) link.



3. Enter your Username (same as e-mail address)
4. Click the "Retrieve Challenge Question" button.

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The screenshot shows the ITLS website interface. At the top left is the ITLS logo and name. Below it are links for 'Search for a Course', 'Sign In', and 'Request Login'. On the right, there are links for 'Home', 'Contact ITLS', and 'Bulletin Board'. The main content area is titled 'Forgot Password' and contains the following fields and buttons:

- USERNAME (Email Address):
- CHALLENGE QUESTION: What was the model of your first car?
- ANSWER:
- Retrieve Password button

5. Answer the challenge question correctly and click the “Retrieve Password” button.
6. Retrieve your password from the system generated e-mail.
7. Sign in.


Menu

The following menu tabs are available to a Course Coordinator once successfully logged into the CMS:




Tabs:

Home:

-  Alerts Course Coordinator with a list of open action items, each of which is a direct link to carry out that specific action.


Courses:

-  Request new courses; maintain course details, including completing course roster; update student scores; print certificates (if permitted by your Chapter).

People:

-  Adding and maintaining student records.

My Profile:

-  Updating personal and contact information; maintaining password.

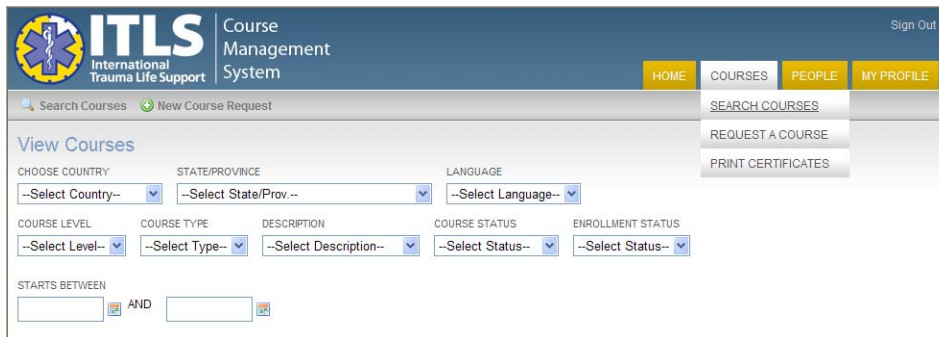
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COURSES

Search for a Course

Course Coordinators may pull up a list of all of their courses or search out specific courses they have coordinated by entering search criteria. The Search Courses tab is the starting point for Editing a Course and Maintaining the Course Roster.

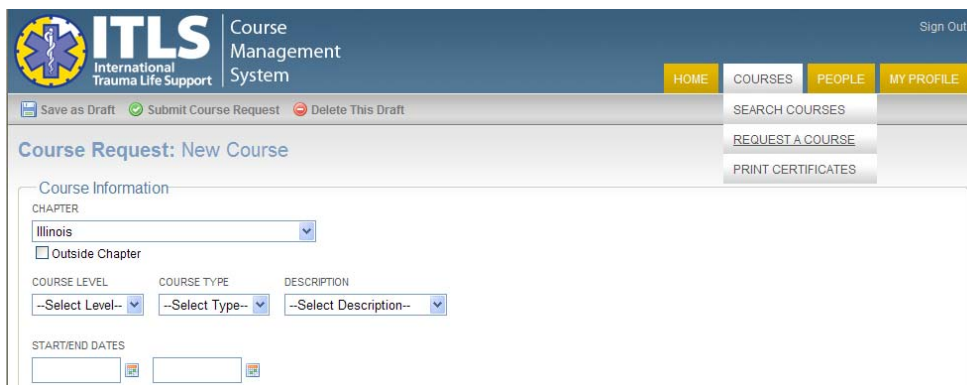
Figure - Find a Course



1. From the Courses tab, select “Search Courses”
2. Filter your search on one, many or all fields by using the appropriate drop-down menu(s) or perform an unfiltered search to view the entire course table.
3. Click the “Search Courses” button from the ribbon bar. (See Figure above)
4. A “Search Results” table will load with all of the selections that match your search criteria.

Request New Course

The Course Coordinator can request new courses to be added to the CMS. The Course Coordinator submits course requests to be approved by the Chapter Coordinator. Steps to request a new course include:



*PLEASE NOTE: Detailed screenshots of this step-by-step process follow on Pages 10-14.

1. From the Courses tab, select “Request a Course”

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2. Enter Course Information details
3. Enter Course Location details
4. Enter Course Registration Contact details
5. Save Course Request.
 - a. You must save the course before you can add/edit faculty members.
 - b. Once saved, the "Choose Faculty" field appears.
6. Add / Edit Course Faculty. Please note that Course Requests may include faculty but this is not required before the request is submitted, as ITLS understand that faculty may be as yet unconfirmed when the course is requested. Course Coordinators have the option to Add Faculty via the Roster after the course has been approved.
7. Enter Additional Information
8. Submit course request
OR
Save as Draft

Drafts may be accessed and edited from 2 places:

1. Listed as open items on your Home Screen
2. Search Courses from the Courses tab and enter "Draft" as the selection criteria in the Course Status drop-down menu.

1. Enter Course Information details

The screenshot shows the ITLS Course Management System interface. The header includes the ITLS logo (International Trauma Life Support) and the text "Course Management System". There are navigation buttons for "HOME", "COURSES", "PEOPLE", and "MY PROFILE", along with a "Sign Out" link. Below the header, there are two buttons: "Save as Draft" and "Submit Course Request". The main content area is titled "Course Request: New Course" and contains a form for entering course information. The form includes the following fields:

- CHAPTER:** A dropdown menu with "--Select Chapter--" and a checked checkbox for "Outside Chapter".
- COURSE LEVEL:** A dropdown menu with "--Select Level--".
- COURSE TYPE:** A dropdown menu with "--Select Type--".
- DESCRIPTION:** A dropdown menu with "--Select Description--".
- START/END DATES:** Two date input fields with calendar icons.
- TIME(S):** A text input field.
- LANGUAGE COURSE TAUGHT IN:** A dropdown menu with "--Select Language--".
- ENROLLMENT STATUS:** A dropdown menu with "--Select Status--".

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2. Enter Course Location details

(Course Request screen continued)

The screenshot shows the 'Course Location' section of the ITLS Course Management System. The header includes the ITLS logo, 'International Trauma Life Support', and 'Course Management System'. Navigation buttons for 'HOME', 'COURSES', 'PEOPLE', and 'MY PROFILE' are visible. Below the header, there are two buttons: 'Save as Draft' and 'Submit Course Request'. The form fields include: 'FACILITY (OPTIONAL)' (text input), 'ADDRESS 1' (text input), 'ADDRESS 2' (text input), 'CITY' (text input), 'STATE/PROV.' (dropdown menu with '--Select State/Province--'), 'ZIP/POSTAL CODE' (text input), and 'COUNTRY' (dropdown menu with '--Select Country--').

3. Enter Course Registration Contact details

(Course Request screen continued)

The screenshot shows the 'Course Registration Contact' section of the ITLS Course Management System. The header is identical to the previous screenshot. Below the header, there are two buttons: 'Save as Draft' and 'Submit Course Request'. The form fields include: 'CONTACT PERSON' (text input), 'EMAIL' (text input), and 'PHONE' (text input).

4. Save Course Request

(Course Request screen continued)

The screenshot shows the 'Course Faculty' section of the ITLS Course Management System. The header is identical to the previous screenshots. Below the header, there are two buttons: 'Save as Draft' and 'Submit Course Request'. The form area contains the text: 'You must save the course before you can add/edit faculty members. (Save Course Request Now)'. The text '(Save Course Request Now)' is circled in red.

1. You must save the course before you can add/edit faculty members.
2. Once saved, the "Choose Faculty" field appears. (See below.)

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5. Add / Edit Course Faculty

Course Faculty

CHOOSE FACULTY

[Add]

1. Enter an existing faculty member or select from an existing list.
 - a. Enter the faculty member's name. As you start entering characters, a faculty member list appears.
2. Select the faculty name from the list.
3. Click **Add**. The faculty member appears in a table, with options for his/her role for this course.

Course Faculty

CHOOSE FACULTY

[Add] OR Create New Faculty NEW FACULTY FIRST NAME NEW FACULTY LAST NAME [Add]

	Coordinator	Med. Director	Affiliate	Instructor	Instructor Candidate	Assistant
[Remove] Cellitti, Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Remove] Proust, Art	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Repeat steps # 3 - # 5 to add additional faculty for this course.
5. Please note that Course Requests may be submitted without adding faculty. Faculty may be added later, to an approved course, via the Roster, Scores and Faculty page.

6. Save as Draft

(Course Request screen continued)

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HOME COURSES PEOPLE MY PROFILE

Save as Draft Submit Course Request

1. Click "Save as Draft" from the ribbon bar to preserve the course request prior to modifying or entering additional information.

7. Enter Additional Information

(Course Request screen continued)

ITLS International Trauma Life Support Course Management System

HOME COURSES PEOPLE MY PROFILE

Save as Draft Submit Course Request

Additional Information

ADDITIONAL COURSE NOTES

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1. Enter additional notes, or modify existing information.
2. Save as a draft to update the existing course request or submit the course request for approval.

8. Submit course request

(Course Request screen continued)

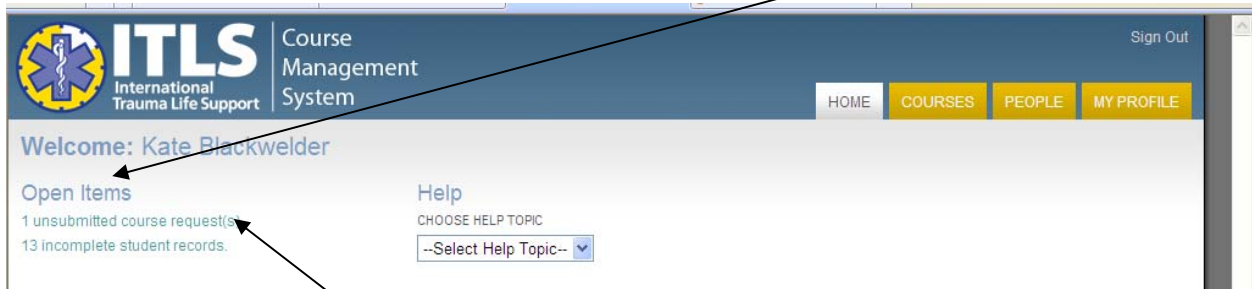


1. Click "Submit Course Request" to submit this request to the Chapter Coordinator for approval.
2. The CMS displays a confirmation that the course request was successfully submitted and clears the screen to process another new course request.

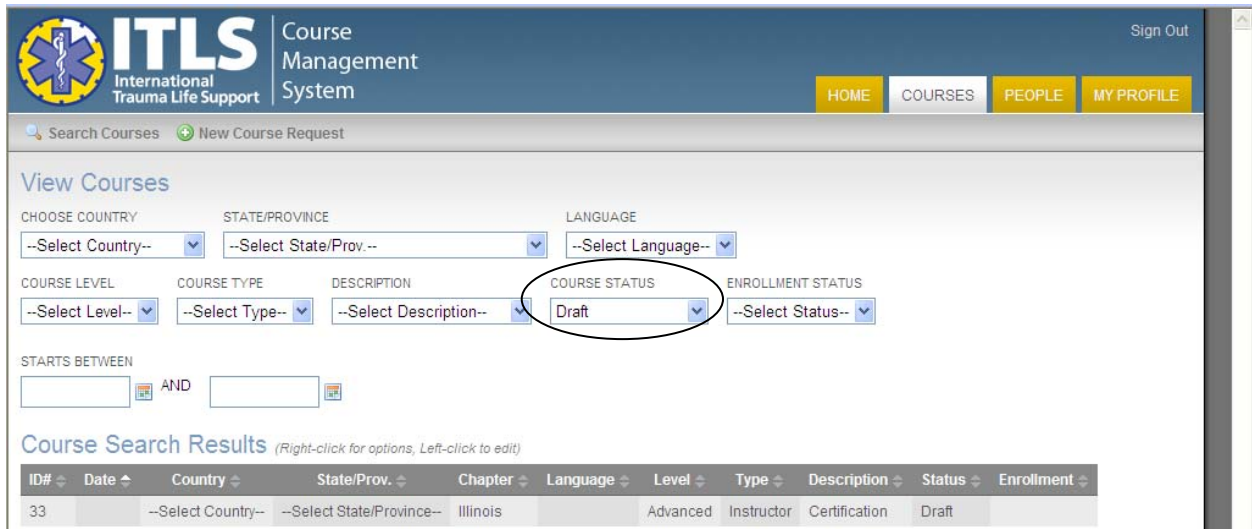
View / Edit Drafts (Unsubmitted Course Requests)

The Course Coordinator may retrieve this course from the Home page by selecting the unsubmitted course request(s) link under "Open Items"

View / Edit Unsubmitted Course Requests



1. On the Home tab, select unsubmitted course request(s) link.
OR: Search for Draft Courses



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- The system displays the View Courses screen listing all unsubmitted course requests.
 - In the above example, the "Course Status" value is set to "Draft", indicating that the course request was saved as a draft, and therefore not yet submitted.
- Select the course from the Course Search Results table to edit the course.

Course Maintenance

A Course Coordinator may modify existing course details, update the roster including students' scores, and also assign faculty to the course.

Edit a course

- Search courses to select a course from the Course Search Results table.

The screenshot shows the ITLS Course Management System interface. The top navigation bar includes the ITLS logo, the text 'Course Management System', and a 'Sign Out' link. Below the navigation bar are tabs for 'HOME', 'COURSES', 'PEOPLE', and 'MY PROFILE'. The main content area is titled 'View Courses' and contains several search filters: 'CHOOSE COUNTRY' (United States), 'STATE/PROVINCE' (IL (Illinois)), 'LANGUAGE' (English), 'COURSE LEVEL' (--Select Level--), 'COURSE TYPE' (--Select Type--), 'DESCRIPTION' (--Select Description--), 'COURSE STATUS' (--Select Status--), and 'ENROLLMENT STATUS' (--Select Status--). Below these filters is a 'STARTS BETWEEN' section with date pickers for '01/01/2008' and '02/28/2008'. The 'Course Search Results' section is titled '(Right-click for options, Left-click to edit)' and contains a table with the following data:

ID#	Date	Country	State/Prov.	Chapter	Language	Level	Type	Description	Status	Enrollment
19	1/12/2008	United States	IL (Illinois)	Illinois	English	Combined	Instructor	Re-Cert/Refresh/Update	Active	Open
20	1/25/2008	United States	IL (Illinois)	Illinois	English	Combined	Instructor	Re-Cert/Refresh/Update	Active	Open

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2. Add, choose, remove, or update:
 - a. Course information.

The screenshot displays the ITLS Course Management System interface. The header includes the ITLS logo, the text "Course Management System", and a "Sign Out" link. Navigation buttons for "HOME", "COURSES", "PEOPLE", and "MY PROFILE" are visible. Below the header, there are action buttons: "Save Changes", "Email Coordinator", "Delete Course", "Go To Roster", and "Go Back". The main content area is titled "Course Maintenance: 19, Combined, Instructor, Re-Cert/Refresh/Update". The "Course Information" section contains the following fields:

- COURSE COORDINATOR: A dropdown menu with "[Choose]" selected.
- [Remove] 29 - Blackwelder, Kate
- CHAPTER: "Illinois" (dropdown), COURSE STATUS: "Active" (dropdown), Enrollment Is Full
- Outside Chapter
- COURSE LEVEL: "Combined" (dropdown), COURSE TYPE: "Instructor" (dropdown), DESCRIPTION: "Re-Cert/Refresh/Update" (dropdown)
- START/END DATES: "1/12/2008" and "1/12/2008" (calendar icons)
- TIME(S): "9:00 AM - 12:00 PM"
- LANGUAGE COURSE TAUGHT IN: (empty field)

- b. Course Location.

The screenshot displays the ITLS Course Management System interface, showing the "Course Location" section. The header and navigation elements are identical to the previous screenshot. The "Course Location" section contains the following fields:

- LANGUAGE COURSE TAUGHT IN: "English" (dropdown)
- ENROLLMENT STATUS: "Open" (dropdown)
- PRINT MODE: Cards/Certificates can be printed on-site following course completion.
- INTERNATIONAL FEE PER STUDENT: "\$ 0.00" (dropdown)
- COURSE LOCATION: "Vista Medical Center" (text input)
- ADDRESS 1: (empty text input)
- ADDRESS 2: (empty text input)

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c. Course Registration Contact.

The screenshot shows the ITLS Course Management System interface. The header includes the ITLS logo, the text "Course Management System", and a "Sign Out" link. Navigation buttons for "HOME", "COURSES", "PEOPLE", and "MY PROFILE" are visible. Below the header, there are action buttons: "Save Changes", "Email Coordinator", "Delete Course", "Go To Roster", and "Go Back". The main form area is divided into sections: "ADDRESS 2" (with a redacted field), "CITY" (Waukegan), "STATE/PROV." (IL (Illinois)), "ZIP/POSTAL CODE" (60085), and "COUNTRY" (United States). The "Course Registration Contact" section contains fields for "CONTACT PERSON" (Sue McDonough), "EMAIL" (suem@icep.org), and "PHONE" (630-495-6400 x 201). The "Course Faculty" section has a "CHOOSE FACULTY" field and an "[Add]" button.

d. Course Faculty.

The screenshot shows the ITLS Course Management System interface, focusing on the "Course Faculty" section. The header and navigation elements are the same as in the previous screenshot. The "Save Changes" button is circled with a red arrow. Below the "CHOOSE FACULTY" field, there is a table with the following data:

		Coordinator	Med. Director	Affiliate	Instructor	Instructor Candidate	Assistant
[Remove]	Cellitti, Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Remove]	Proust, Art	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

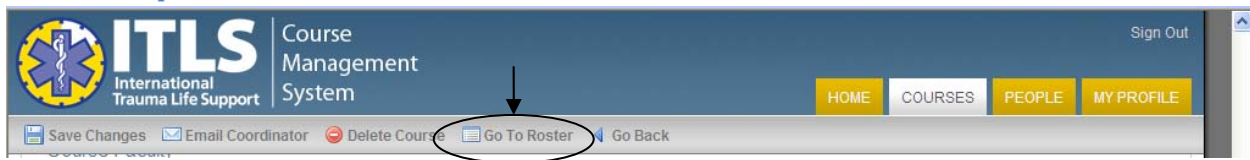
Below the table is the "Additional Information" section, which contains a text area labeled "ADDITIONAL COURSE NOTES".

e. Additional Information.

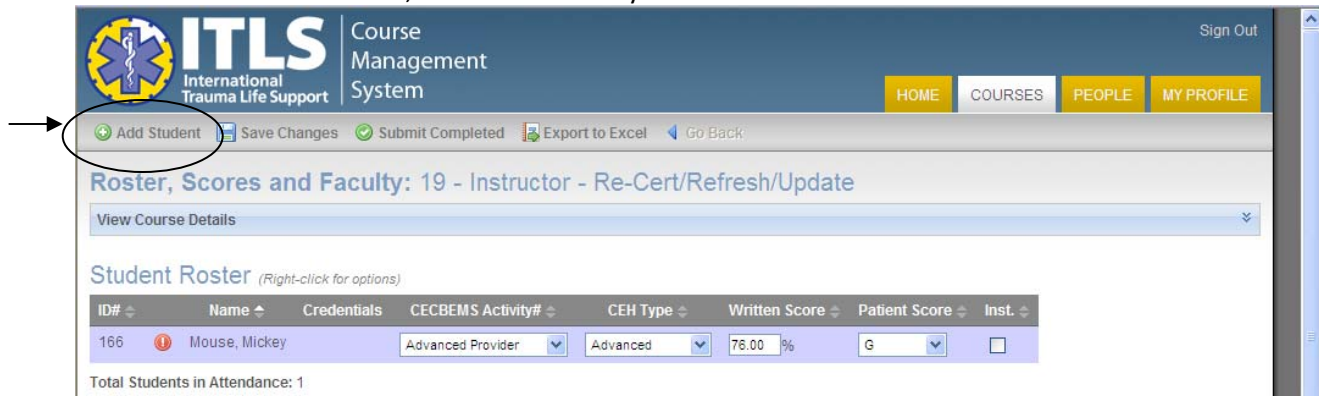
3. Save changes.

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Complete Roster



1. From the Course Maintenance screen ribbon bar, select Go To Roster to go to the “Roster, Scores and Faculty” screen



2. The Course Coordinator can take the following actions:
 - a. Edit or remove (right-click) a student record listed on the Student Roster table from the course
 - b. Add (click Add Student from the ribbon bar) a new student to this course.

1. Check to see if student is already in the database. Find an Existing Student by entering search criteria and hitting Search. This should always be your first step, BEFORE you Create New Student.
2. If correct student is returned, select record by left-clicking to highlight it and hit “Add.” Student will be added to Course Roster.

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3. If correct student does not return from search results, Create a New Student. Enter the First Name and Last Name and hit “Add” to add this new student to the Course Roster.
 - c. Update the CECBEMS (Continuing Education Coordinating Board for Emergency Medical Services) required information, including activity number and continuing education type (CEH).
 - For information on how to complete these fields, please see the Glossary at the end of this document or the support document “Receiving CECBEMS Credit for Your Courses”

The screenshot shows the ITLS Course Management System interface. At the top, there is a navigation bar with the ITLS logo, 'Course Management System', and a 'Sign Out' link. Below this are tabs for 'HOME', 'COURSES', 'PEOPLE', and 'MY PROFILE'. A secondary navigation bar contains 'Add Student', 'Save Changes', 'Submit Completed', 'Export to Excel', and 'Go Back'. The main content area is titled 'Roster, Scores and Faculty: 19 - Instructor - Re-Cert/Refresh/Update'. Below this is a 'View Course Details' dropdown. The 'Student Roster' section is active, showing a table with columns: ID#, Name, Credentials, CECBEMS Activity#, CEH Type, Written Score, Patient Score, and Inst. The first row shows student Mickey Mouse with ID# 166. The 'CECBEMS Activity#' dropdown is set to 'Advanced Provider' and the 'CEH Type' dropdown is set to 'Advanced'. The 'Written Score' is 76.00% and the 'Patient Score' is 'G'. The 'Inst.' checkbox is unchecked. Below the table, it says 'Total Students in Attendance: 1'.

3. Save changes.

Update Student Scores

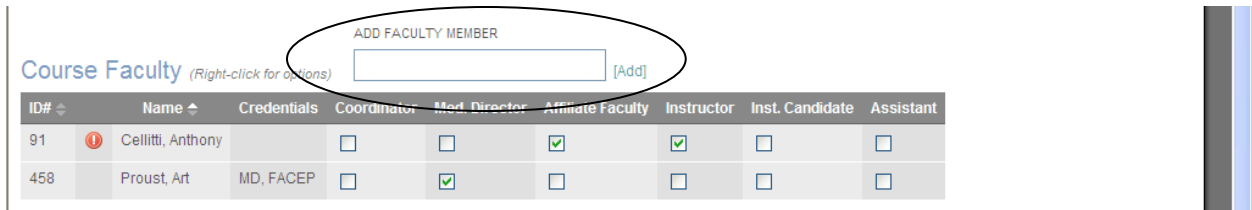
This screenshot is similar to the previous one, showing the 'Student Roster' for Mickey Mouse. In this view, the 'Written Score' (76.00%) and 'Patient Score' (G) fields are circled. An arrow points from the 'Inst.' checkbox to the 'Patient Score' field.

1. From the Student Roster, tab through the list of students to enter / update student's written and patient scores.
2. Assess the student's potential as an instructor by checking the “Inst.” box.
3. Save changes.

Add / Update Faculty Assignments

This screenshot shows the top portion of the ITLS Course Management System interface, including the navigation bar with the ITLS logo, 'Course Management System', and 'Sign Out' link, and the secondary navigation bar with 'Save Changes', 'Email Coordinator', 'Delete Course', 'Go To Roster', and 'Go Back'.

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1. From within the “Roster, Scores and Faculty” screen, scroll down to the “Course Faculty” table.
2. Add faculty members to this course via the “Add Faculty Member” text field using the [Add](#) command as described in the [Navigation](#) section at the beginning of this document.
3. Edit or remove (right-click) a faculty record listed on the table from the course.
4. Modify the faculty member’s roles and responsibilities for this course.
5. Save changes.

Print Certificates

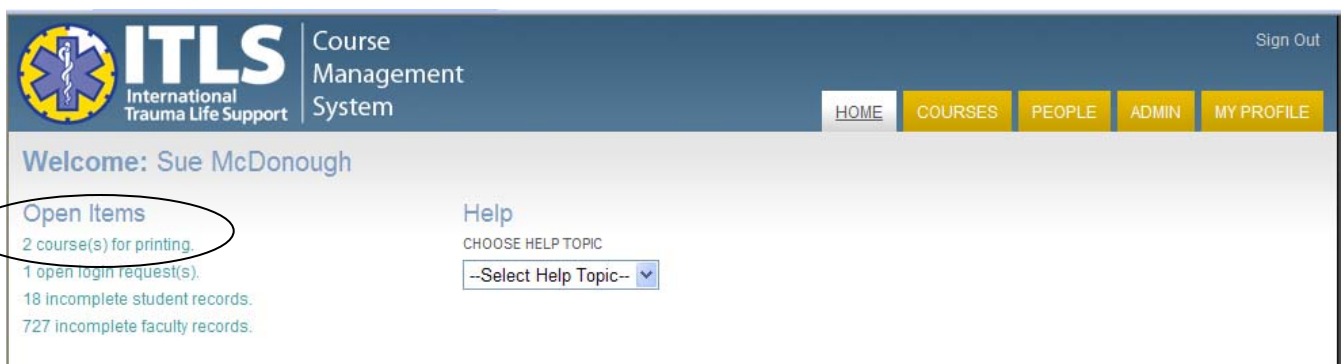
Some Chapters permit their Course Coordinator Print Cards and Certificate in order to distribute them to students on-site at the course. Please note that Course Coordinators who are given this permission still must complete full course records (Roster, Scores and Faculty) in order for cards to be available for printing.

Select Courses Ready for Certificate/Card Printing

A Course Coordinator can check the Home page to determine if certificates are ready for printing (Option A) or select “Print Certificates” from the Courses Tab (Option B).

Option A:

1. On the Home page, under “Open Items”, click on the [course\(s\) for printing](#) link.
2. The CMS will display the “Courses Ready for Certificate/Card Printing” screen.
3. Continue with Option B.



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Option B:



1. On the “Courses Ready for Certificate/Card Printing” screen, click the print icon for each course which you desire to print.
2. The certificates will print to a .pdf file which can be previewed on the screen and printed to a local printer

Mark selected courses as printed

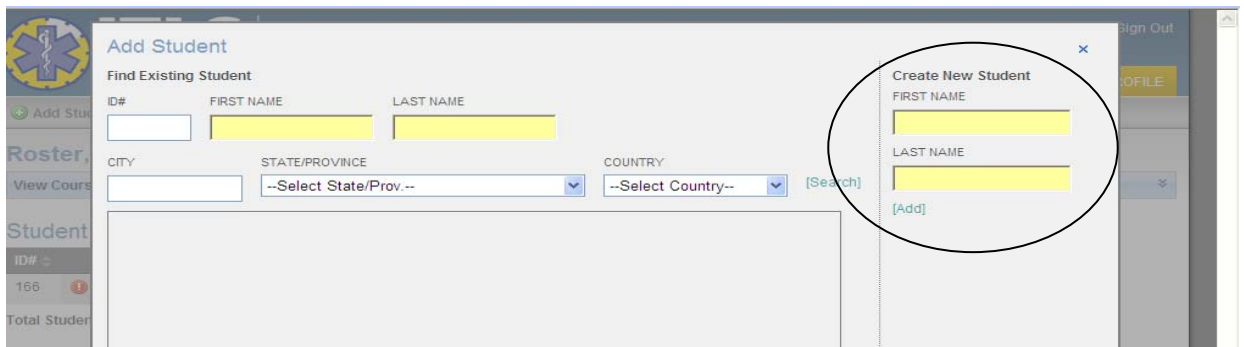
1. After successfully printing the certificates, check the box for each course which printed.
2. Click “Mark Selected as Printed” from the ribbon bar.
3. The selected courses are removed from the “Courses Ready for Certificate/Card Printing” table.

People

Create a student

A Course Coordinator can create a student using multiple methods:

1. Add a new student from within the Student Roster.
 - a. A Course Coordinator can create a new student when adding students to a course roster.



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2. Create a new student from the People tab, Students option.
 - a. After entering data (all items marked with red font are REQUIRED), remember to hit Save Changes on the ribbon bar to save the student into the database.

The screenshot shows the 'Student Maintenance: New Student' form in the ITLS Course Management System. The ribbon bar at the top contains 'HOME', 'COURSES', 'PEOPLE', and 'MY PROFILE'. Below the ribbon bar, there are navigation buttons: 'Create New Student', 'Save Changes' (circled in red), 'Delete Student', and 'Go Back'. The form is divided into several sections:

- Contact Information:** Fields for PREFIX (dropdown), FIRST NAME, LAST NAME, SUFFIX, ADDRESS 1, ADDRESS 2, CITY, STATE/PROV. (dropdown), ZIP/POSTAL CODE, COUNTRY (dropdown), and EMAIL ADDRESS.
- Phone:** Fields for PHONE, ALTERNATE PHONE, and FAX.
- Credentials:** An 'ADD CREDENTIAL' field with an '[Add]' button and a checkbox labeled 'Student does not have any credentials.'
- Skills and Licensure:** Fields for SKILL LEVEL (dropdown), LICENSE NUMBER, LICENSE STATE/PROVINCE (dropdown), LICENSE TYPE (dropdown), and LICENSE EXPIRATION (calendar icon).
- NREMT:** Fields for NREMT NUMBER and EXPIRATION DATE (calendar icon), with a checked checkbox labeled 'Student does not have an NREMT Number.'

3. Import students via Microsoft Excel using a template available.
 - a. Download the Template File. This will be the Microsoft Excel spreadsheet that you complete with your student data.
 - b. Download the Lookup Sheet for reference to acceptable values within the spreadsheet. Copy and paste these values from the Lookup Sheet into the correct cell(s) within your template-based Student Import file.
 - c. If fields are left blank within the Excel spreadsheet, they will remain incomplete in the student records that are uploaded to the CMS.
 - d. The CMS will notify you during the import process if you have data that does not fit the acceptable Excel format. If you receive this error, please refer to the Lookup Sheet for examples of the acceptable values.

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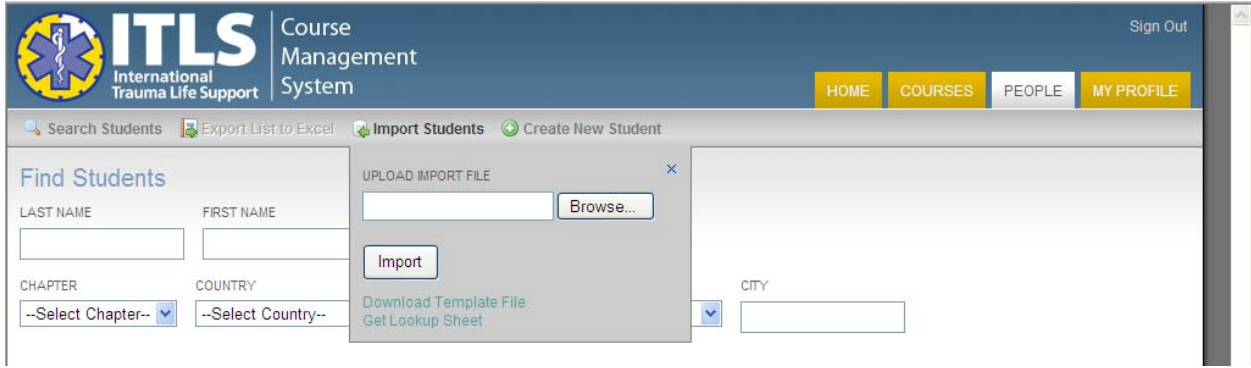


Figure 1 - MS EXCEL Worksheet - Formatted for Student Import

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Prefix	FirstName	LastName	Suffix	Address1	Address2	City	StateProv	PostalCod	Country	Email	Phone	Alternate	Fax	LicenseNu	License
2	Mr.	John	Smith		1 S. West		East Chica	IL	60021	US						
3	Ms.	Jane	Adams		150 S. Wacker Dr		Chicago	IL	60601	US						
4																

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Address2	City	StateProv	PostalCod	Country	Email	Phone	Alternate	Fax	LicenseNu	LicenseSt	LicenseTy	LicenseExpi	NREMTNu	NREMTDate
2		East Chica	IL	60021	US										
3	ker Dr	Chicago	IL	60601	US										
4															

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GLOSSARY

Affiliate Chapter	A secondary chapter for which one serves as a course coordinator or instructor
Assistant	A faculty member without ITLS certification that assists with the operations and instruction of the course. May refer to a non-medical individual or a field expert who lacks formal ITLS instructor certification.
CECBEMS Activity Number	Refers to the type of ITLS course as CECBEMS recognizes course for continuing education credit; determines the number of hours of CE available per course. Options: <ul style="list-style-type: none"> • Access • Advanced Provider • Basic Provider • Combined Provider • Hybrid • Instructor • Military • Pediatric • Recert/Refresh/Update Select the option that best describes the course. This activity number will remain constant for all students in a course.
CEH Type	Refers to the type of Continuing Education Hours requested from CECBEMS. Options vary based on the course and are detailed below.
	Advanced: Primary CEH type for all Advanced providers for most ITLS courses. (Exception: Instructor courses will always receive Educator CEH regardless of skill level.)
	Basic: Primary CEH type for Basic providers that include EMT-Bs, etc., for most ITLS courses. (Exception: Instructor courses will always receive Educator CEH regardless of skill level.)
	Educator: Must be selected for all Instructor Courses and Instructor Recert/Refresh/Update Courses. May not be selected for any other course option. Applies to Advanced, Basic, and First Responders.
	First Responder: CEH type for Certified First Responders (CFR) and other first responders / Basic providers who do not hold EMT-B certification or higher.
	Management: May be selected only for Trauma Conference course.
Course Status	Refers to the current status of the Course within the CMS system. Options include: Draft; Active; Denied; Pending; Cancelled; Complete; Paid; Payment Pending; and Printed. Status definitions are detailed below.
	Draft: Course has been started and saved by Course Coordinator but has not been submitted to Chapter
	Active: Course has been approved by Chapter; Course Coordinator is able to enter rosters, scores and faculty data; final Course Roster has not yet been submitted to Chapter
	Denied: Course Request has been submitted to the Chapter and Chapter has denied approval. Course Coordinator is unable to enter additional data.

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	Pending: Course Request has been submitted to the Chapter; Chapter has taken no action yet (neither approved nor denied request).
	Cancelled: Course has been approved by Chapter but Course Coordinator or Chapter has indicated that course will not take place as planned, so course has been cancelled.
	Complete: Course Coordinator has completed all data for the Rosters, Scores and Faculty form, and course has been submitted to the Chapter. Cards are available to Chapter for printing and also available to Course Coordinator for printing if Chapter has authorized it.
	Paid: Chapter has submitted completed course to International and paid for course online via ATM/credit card.
	Payment Pending: Chapter has submitted completed course to International and indicated that payment will be sent by check or wire transfer.
	Printed: Chapter or Course Coordinator has generated PDF file of cards for course and marked course as printed.
Course Level	Refers to the skill level of participants that a course is targeted for. Options include: <ul style="list-style-type: none"> • Advanced, for advanced EMTs, paramedics, trauma nurses, physicians, and other advanced EMS personnel • Basic, for EMT-Bs, first responders, and other technicians • Combined, which includes both Advanced and Basic prehospital personnel
Course Type	Four options for ITLS courses: <ul style="list-style-type: none"> • Provider, which includes ITLS Advanced and ITLS Basic • Access • Pediatric • Instructor Course Type is used in conjunction with Course Level and Description to formulate the exact ITLS course offered.
Description	Modifies the Course Type to formulate the specific course being offered. Options: <ul style="list-style-type: none"> • Bridge • Certification (ITLS Advanced and ITLS Basic are both Certification courses.) • Hybrid • Military (Used in conjunction with Advanced course level only) • Refresher/Re-Cert/Update (Used in conjunction with Instructor course type only)
Credential	The medical degrees or certifications held by an individual. Ex., MD, RN, EMT-P
Enrollment Status	Options: Open or Closed. Does NOT refer to whether the course is currently accepting registrations. Enrollment Status refers to whether the course is open to the public for registration (Open) or restricted to participants within a specified organization (Closed).
Potential Instructor (IP)	A Faculty Type that indicates an individual has taken an Advanced or Basic certification course and demonstrated potential to become an ITLS instructor. Before becoming an instructor, the IP must take the instructor course and complete other requirements as outlined by his chapter.

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NREMT Number	Registry number for National Registry of Emergency Medical Technicians. An optional licensure held by paramedics, primarily in the United States
Open Items	Refers to items that require your attention within the CMS system. These are shown on the Home screen of your personal CMS page, accessed by logging in with your Username (email address) and password.