

Course Coordinator Area

My Courses/My Rosters

Add a New Course

- Press the “Add a New Course” button, which is located above the course table. After entering your course details, press the “Submit” button to save your changes. Note that any new course with an expiration date that falls after today’s date is immediately visible on the Student Sign-up page.
- To exit the form without saving the course details, press the button labeled “[close]” in the top, right-hand corner of the form.

Edit Course Information

- Press the “Edit Course” button that occupies the same row as the course details. An “Edit Course” box will open. Once modifications to the course details are completed; then press the “Update” button to save your changes.

View the Course Roster

- To view a Course Roster, press the “View/Edit Roster” button near the course’s details.

Adding the Medical Director

- Using the drop down box next to “Add” (located beneath the heading “Course Roster”), select “Medical Director.” A “Add Medical Director” box will appear. Enter the instructor’s first name, last name, and email address, and press the “Next” button.
 - If a match is found in the database for the email address that was input, a list of candidates will appear beneath the “Medical Director” box. This prevents duplicate individuals and email addresses from being entered into the database. Select one of the candidates from the list by pressing the “Select” button adjoining the candidate’s name. The selected candidate’s name, email address, and any accompanying details will be displayed in the “Add Medical Director” form. To add the selected candidate to the course, press the “Add to Course” button at the bottom of the form.
 - If no match is found for the entered email address, an empty form will appear. Input the Medical Director’s information and press the “Submit” button.
 - The Medical Director will appear beneath the student table.
- To exit the “Add Medical Director” box without submitting any changes, press the button labeled “[close]” in the top, right-hand corner of the form.

Add an Instructor

- Using the drop down box next to “Add” (located beneath the “Course Roster” heading), select “Instructor.” An “Add Instructor” box will appear. Enter the instructor’s first name, last name, and email address, and press the “Next” button.
 - If a match is found in the database for the email address that was input, then a list of candidates will appear beneath the “Instructor” box. This prevents duplicate individuals and email addresses from being entered into the database. Select one of the candidates from the list by pressing the “Select” button adjoining the candidate’s name. The selected candidate’s name, email address, and any accompanying details, will be displayed in the “Add Instructor” form. To add the selected candidate to the course, press the “Add to Course” button at the bottom of the form.
 - If no match is found for the entered email address, an empty form will appear. Input the Instructor’s information and press the “Submit” button.
 - The Instructor will appear beneath the student table.
- To exit the “Add Instructor” box without submitting any changes, press the button labeled “[close]” in the top, right-hand corner of the form.

Add a Student

- Using the drop down box next to “Add” (located beneath the “Course Roster” heading), select “Student.” An “Add Student” box will appear. Enter the student’s first name, last name, and email address, and press the “Next” button.
 - If a match is found in the database for the email address that was input, a list of candidates will appear beneath the “Add Student” box. This prevents duplicate individuals and email addresses from being entered into the database. Select one of the candidates from the list by pressing the “Select” button adjoining the candidate’s name. The selected candidate’s name, email address, and any accompanying details, will be displayed in the “Add Student” form. To add the selected individual to the course, press the “Add to Course” button at the bottom of the form.
 - If no match is found for the entered email address, an empty form will appear. Input the rest of the candidate’s information, and then press the “Submit” button.
- To exit the “Add Student” box without submitting any changes, press the button labeled “[close]” in the top, right-hand corner of the form.

Edit a Student’s Details

- Press the “Edit Details” button that occupies the same row as the student’s name. An “Edit Student Details” box will appear. Once modifications to the student’s details are completed, press the “Edit” button to save your changes. To exit the “Edit Student Details” box without submitting any changes, press the button labeled “[close]” in the top, right-hand corner of the form.

Approve Pending Students

- Pending students are those students who have submitted an application to participate in a class.

Approve a Pending Student

- Select the “Approve” button that occupies the same row as the student’s name. A “Send Approval” email box will appear.
 - The applicant’s email address is displayed next to the “To:” field. Note that you are unable to edit this field.
 - The “From:” textbox contains an editable field and should display the coordinator’s default email address.
 - The “Subject:” textbox contains an editable field. This is the subject that will be displayed to the email recipient.
 - The text area below the subject line contains an editable text field. The body of the email will be displayed to the recipient exactly as it appears in this text area. You may modify this content.
- Press the “Update Status and Send” button to send the email. The applicant is now approved to participate in the course. The student’s information is viewable in the “My Courses/My Rosters” screen. To exit the “Send Approval” email box without changing the student’s status and without sending the email response, press “Cancel.”

Deny a Pending Student

- Select the “Deny” button that occupies the same row as the student’s name. A “Send Denial” email box will appear.
 - The applicant’s email address is displayed next to the “To:” field. Note that you are unable to edit this field.
 - The “From:” textbox contains an editable field and should display the coordinator’s default email address.
 - The “Subject:” textbox contains an editable field. This is the subject that will be displayed to the email recipient.

Submitting a Roster

Edit a Student’s Grade

- Press the “Edit Grade” button that occupies the same row as the student’s name. The column labeled “Course Grade” is editable, and a selectable drop-down list will appear in the column labeled “Passed Course.” Once the desired fields are updated, press the “Save” button that occupies the same row as the student’s name.

Submit Roster for Approval

- Press the “Submit Roster for Approval” button at the bottom of the roster screen. Submitting a roster indicates to the course administrator that the roster is ready for the review and approval process. Note that a roster cannot be edited after it has been submitted for approval.