Creating and Submitting PEPP Course Rosters
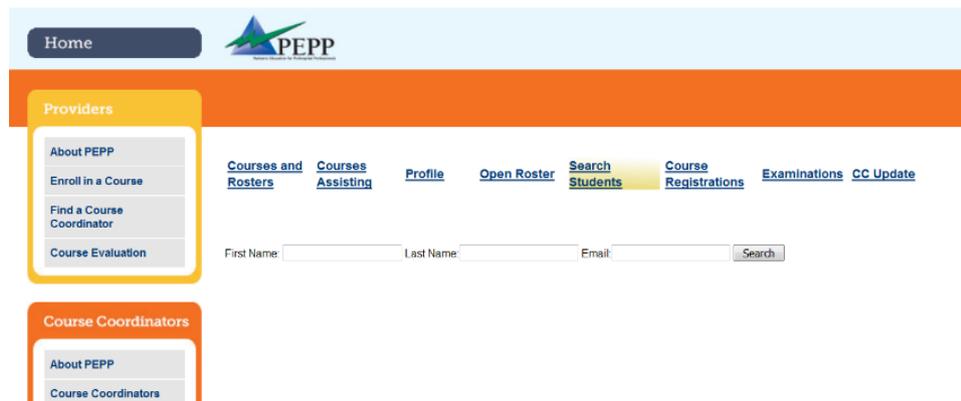
Overview

Introduction   The section explains the functionalities of the Course Coordinator (CC) Only section of the PEPP website and how to create and submit PEPP Course Rosters.

Contents

Tabs of the Course Coordinator Only section of the PEPP Website

CC Only Tabs   Rosters are created, managed, and submitted in the CC Only section of the PEPP website.

What do the tabs help me to accomplish?   There are 8 tabs in the CC Only section of the website.

Tab	Function
Courses and Rosters	Create, edit, manage, and submit your courses/rosters.
Courses Assisting	Detailed list of courses that you are registered for as an Assisting Instructor.
Profile	Edit your name, email address, and address for your account. *Note:* In this tab, you can opt into being copied on all emails associated with your courses.
Open Roster	Search for students by their first and last names and view their precourse work.
Search Students	Search for students by their first name, last name, and/or email address.
Course Registrations	Accept or deny students who registered for your course. *Note:* In order to input students on your roster, you must accept them into the course.
Examinations	Links for Examination A and B with corresponding answer keys.
CC Update	Review relevant CC updates.

Prior to Your Course Taking Place

Creating a Course

The Courses and Rosters tab is where you create a course.

Step	Action
1	Click on the COURSES AND ROSTERS tab
2	Click on CREATE A COURSE button
3	Fill out each field with a red asterisk next to it
4	Click SUBMIT

Student Precourse Work & Access Codes

All providers must take either the pretest or online modules, *prior* to working with a PEPP CC in the onsite portion of a PEPP course. Providers will redeem an online access code on the Jones & Bartlett Learning website located within their textbook to access either the pretest or modules.

Access Codes:

If …	Then …
A student purchased a new textbook	They will find the access code in the textbook
A student borrows or libraries a book	They must purchase a separate access code on the JBL website

Precourse Work:

If ...	Then ...
A student is taking a traditional onsite course	Must complete the pretest in advance of the course
A student is taking a hybrid course	Must complete the 9 online modules in advance of the course

Finding & Adding Students

There are three different ways to add students to your course roster:
- Add Drop-Down Box
- Open Roster Tab
- Course Registrations Tab

If you want to use the…	Then…
Add Drop-Down Box	1. Click on COURSES AND ROSTERS 2. Find the course roster to which you wish to add students & click VIEW ROSTER 3. Click on the ADD drop-down box, & select STUDENT 4. Type in student's email address 5. Click CHECK EMAIL box 6. Once the student appears, click ADD TO COURSE

Finding & Adding Students,
continued

If you want to use the…	Then…

Open Roster Tab	1. Click on the OPEN ROSTER tab
	2. Enter in your search criteria. Search using:
	  ▪ First Name
	  ▪ Last Name, and/or
	  ▪ Email Address
	3. Once you've found the student you want, click ADD TO COURSE

Course Registrations Tab	1. Click on the COURSE REGISTRATIONS tab. 2. Click on the ACCEPT button to add the students to your roster. *Note:* Click the DENY button for any students you don't want to accept in to your course. This will remove them from your Course Registrations.

Adding Assisting Instructors & Medical Advisors

In order to add Assisting Instructors & Medical Advisors to your course roster, use the Add Drop-Down box.

If you want to…	Then…
Add an Assisting Instructor	1. Click on COURSES AND ROSTERS 2. Find the course roster you wish to add Assisting Instructors to, and click VIEW ROSTER 3. Click on ADD Drop-Down Box, and select Assisting Instructors 4. Type in Assisting Instructor's email address 5. Click CHECK EMAIL box 6. Once the Instructor appears, click ADD TO COURSE
Add a Medical Director	1. Click on COURSES AND ROSTERS 2. Find the course roster you wish to add a Medical Director to, and click VIEW ROSTER 3. Click on ADD Drop-Down Box, and select Medical Director 4. Type in Medical Director's email address 5. Click CHECK EMAIL box 6. Once the Medical Director appears, click ADD TO COURSE

Steps After Teaching Your Course

Grading a Student   Each student receives a grade after completing the PEPP course.

Step	Action
1	Click on COURSES AND ROSTERS, and view the course you just taught
2	Find the student you wish to grade
3	Find the ONSITE MODULE column. You will see the word FAIL as a drop-down box *Note:* The default grade for the Onsite Module is Fail.
4	If the student passed, move the drop-down to PASS. The student now has a passing grade *Note:* If the student failed the Onsite Module, you do not need to change the drop-down option.

> *Note:* The passing score for the PEPP Examination is 80%.

Submitting a Roster   Once you have completed your course roster, click the SUBMIT button on the bottom left of the screen to submit your roster for approval.

Note: Saving a roster does not submit it.

Criteria for Roster Approval   To ensure your roster is approved after submission, you must meet the following requirements:

Roster Component	Requirement
Instructor to Student Ratio	1:6
Course Length Requirement	ALS Onsite – at least 2 days ALS Hybrid & BLS courses – at least 1 day
Students/Instructors/Medical Director	A course participant can only be listed as *one* of the following: • Student • Instructor • Medical Director