HOW TO REPORT A COURSE THROUGH COURSE RECORD ENTRY

Follow the steps in this document to report a classroom-only class (courses not set up in advance as a blended learning class) in the Red Cross Learning Center.

Navigate to the Red Cross Learning Center. From the home page, click the **Course Record Entry** button and complete the form. (Note: this form does not save so you must complete and submit).

STEP 1: CLASS DETAILS

Course Record Entry

You must complete and submit this Course Record Entry. The information will not be saved to complete later.

STEP 1: Class Details

Organization

* Organization ⓘ

Ad Hoc Instructor ✕

Select the organization for which you are taught (you must be affiliated with the organization).

Course Information

* Course ⓘ

lifeguarding [Search]

Enter the course name or product SKU to search for the course you want to report. Click "Select" to choose the appropriate course.
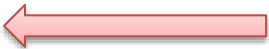
Storefront: CREStore
Search Results: 96 products.

Product SKU	Name	Select
AP-HSSAQU402R	Lifeguarding Review	>
AP-HSSAQU402	Lifeguarding	>
AP-HSSAQU803-BL	Lifeguarding Instructor-BL	>
AP-HSSAQU856	Lifeguarding Instructor/Instructor Trainer Review Course	>
AP-HSSAQU401R	Shallow Water Lifeguarding Review	>

*Course Starting Date ⓘ

*Course Ending Date ⓘ

Select the start and end dates for the class.

Cancel   Next

STEP 1: CLASS DETAILS (Continued)

Select the total number of students taught in the class.

The instructor reporting the class will be prepopulated.
Note: if this is a Partner Administrator reporting a class taught on behalf of their instructors, select the instructor. This step of selecting an instructor is only available and required for Training Provider Partners. Only instructors affiliated with this organization will be available to select.

* Total Number of Students ⓘ

Supplemental Information ⓘ

Instructors

* Instructor

Stephanie Shook

ⓘ

Additional Instructor 1 ⓘ

search..

Add additional instructors if applicable. Note – all classes will allow the addition of 1 additional instructor or instructor trainer.

- The following ratios are applied for most classes (Learn-To-Swim, ALS & PALS, etc. with special exceptions will allow lower ratios):
  o 1 – 10 students: 2 instructors
  o 11 – 15 students: 3 instructors
  o 16 – 20 students: 4 instructors
  o 21 – 25 students: 5 instructors
  o 26 – 30 students: 6 instructors
  o 31 & up students: 7 instructors

- The following ratios for instructor trainers will be applied for most instructor classes:

  ▪ 1 – 12 candidates: 2 instructor trainers
  ▪ 13 – 18 candidates: 3 instructor trainers
  ▪ 19 – 24 candidates: 4 instructor trainers
  ▪ 25 – 30 candidates: 5 instructor trainers
  ▪ 31 – 36 candidates: 6 instructor trainers
  ▪ 37 – 42 candidates: 7 instructor trainers

STEP 1: CLASS DETAILS (Continued)

Training Site Name (select)

Site Search ⓘ

search..

ⓘ

*Site Name

*Address Line 1

Address Line 2

*City   *State   *Zip

Cancel   Next

Enter the training site name, address, city, state, zip code.
You can select from site search if you have entered this site before.
Click next to go to the next screen.

STEP 2: STUDENT INFORMATION AND EVALUATION

Course Record Entry

You must complete and submit this Course Record Entry. The information will not be saved to complete later.

STEP 2: STUDENTS

Student Information and Evaluation

Number of Students

6

ENTER STUDENT INFORMATION BELOW - OR Upload Student Details (CSV File) **Upload CSV**

STUDENT INFORMATION

1	*First Name	*Last Name	Email	Phone Number
	Mike	Smith	smith@email.com	

*Evaluation	*Unsuccessful/Not Evaluated Reason	Additional Information
Successful	Select an Option if not Successful	

2	*First Name	*Last Name	Email	Phone Number
	Jim	Allen	jim@email.com	

Additional Information

Email Jill@email.com Phone Number

Additional Information

Email Stephanie@email.com Phone Number

Additional Information Failed exam two times

Email Phone Number

Cancel   Next

- Select either Successful, Unsuccessful or Not Evaluated
- Select a Reason from the picklist if you evaluated someone as **unsuccessful** or **not evaluated**. Payment will be collected for all students on the roster. Please cancel any students you will not be paying for.
  - For Unsuccessful evaluation, select one of the reasons:
    - Did not successfully complete all course objectives
    - Failed written exam
    - Unable to perform one or more skills
    - Did not attend all course sessions
  - For Not Evaluated evaluation, select one of the following reasons:
    - Did not desire grade/certificate

STEP 2: STUDENT INFORMATION AND EVALUATION (Continued)

Course Record Entry

You must complete and submit this Course Record Entry. The information will not be saved to complete

STEP 2: STUDENTS

Student Information and Evaluation

Number of Students

6

ENTER STUDENT INFORMATION BELOW - OR Upload Student Details (CSV File)   **Upload CSV**

STUDENT INFORMATION

1 *First Name   *Last Name   Email
Mike   Smith   smith@email.com

*Evaluation   *Unsuccessful/Not Evaluated Reason   Additional Information
Successful   Select an Option if not Successful

2 *First Name   *Last Name   Email
Jim   Allen   jim@email.com

*Evaluation   *Unsuccessful/Not Evaluated Reason   Additional Information
Successful   Select an Option if not Successful

3 *First Name   *Last Name   Email
Jill   Smith   Jill@email.com

Optional: You also have an option to upload student details using a csv spreadsheet file (you are required to use the Course Record Entry Student Details Template .csv file) provided under the Resources tab. Also see the instructions document for using the csv option.
When entering the evaluation, unsuccessful/not evaluated reason the wording must match exactly what the picklist items are in the Course Record Entry form or you will get an error.

Upload Student Information CSV file

Step - 1 : Your CSV file must match the format in the template given here

Step - 2 : Click Upload Files button or drop CSV file in drop files

⬆ Upload Files   Or drop files

Cancel

Step 3: Review

Course Record Entry

You must complete and submit this Course Record Entry. The information will not be saved to complete later.

STEP 3: Review

Review that all information has been entered correctly and opt-in to the legal agreement before submitting.

Legal Agreement

☑ I certify this course has been conducted in accordance with the policy and procedure requirements of the American Red...

- Review the course information, student information and the evaluations.
- Check the box under Legal Agreement to confirm that the course has been conducted in accordance with the policy and procedure requirements of the American Red Cross.

Class Details

Course	Organization
Lifeguarding	Ad Hoc Instructor
Course Ending Date	Instructor
2019-06-22	John Thompson

Supplemental Information

Training Site
JT's Pool House, 431 18th Street, , Washington, DC, 20006

Students and Evaluations   EDIT

Number of Students
6
STUDENTS

	NAME	EMAIL	PHONE #	GRADE	FAIL REASON	ADDITIONAL INFO
1	Mike Smith	smith@email.com		Successful		
2	Jim Allen	jim@email.com		Successful		
3	Jill Smith	Jill@email.com		Successful		
4	Stephanie Smith	Stephanie@email.com		Unsuccessful	Failed written exam	Failed exam two times
5	Megan Smith	megan@email.com		Successful		
6	Don Smith	don@email.com		Not Evaluated	Did not attend all course sessions	

Cancel   Next

Click 'Next' button.

Step 4: Payment

Close ClassPH

You must complete and submit this Close a Course entry. The information will not be saved to complete later.

STEP 3: PAYMENT

Payment

Cart Summary: 1 items.

Product SKU	Name	List Price	Quantity	Extended Price
AP-HSSSFA511-BL	Adult CPR/AED-BL	$22.00	3	$66.00
Total:				$66.00

Reload Cart

On the payment screen, you can review a summary of the per student price and total fees.

Select the payment option and complete the information.

- For Credit Card, enter the information about the cardholder, the credit card number and billing address associated with the card, then select Make Payment.
- For Invoice, choose one of the following options -
  - *No PO*: Use this when your organization has been approved for invoicing privileges and does not require a Purchase Order number printed on the Invoice in order to remit payment.
  - *Existing PO*: Use this when you have already set up Purchase Orders in this system. You may update any existing POs to amend purchase limits or expiration dates as needed. The PO number you select will be listed on the Invoice.
  - *New PO*: Enter information from your organization's Purchase Order here to set up a new PO. You will be able to select this PO next time you enter training. This PO number will be listed on the Invoice.
  - Click Submit Payment

Close ClassPH

Billing Address: Ad Hoc Instructor / 121 5th Avenue / New York, NY / US, 10003   Shipping Address: None   Choose

Payment Details:

Invoice

Purchase Order Payment

○ No PO   ● Existing PO   ○ New PO

My Wallet: 1 stored payments.

PO Name	Start Date	End Date	Original PO Amount	Remaining PO Amount	Select
Ad Hoc PO	Apr 26, 2019	Dec 31, 2099	$10,000.00	$9,924.00	○

☐ Update remaining PO amount

Submit Payment

Cancel

Step 4: Payment Confirmation and Submit

Close ClassPH

You must complete and submit this Close a Course entry. The information will not be saved to complete later.

STEP 3: PAYMENT

Payment

Thank you, your payment has been received.

Click submit to record course completion and student evaluations. You will receive an email confirmation shortly.

Cancel   Submit

The Confirmation of Payment screen will confirm that the payment has been received.

Click Submit to report the course and the student evaluations. You must complete this step for the course to be reported. The previous step was for payment only.