



Course Management System: New Features & Enhancements

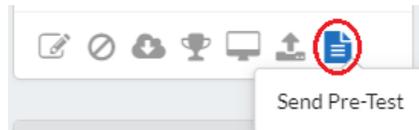
Quick overview of enhancement items outlined in this document:

1. Pre-Test Results Visibility
 - a. Outline of new features around the student pre-test and new ways in which to distribute and access results
2. Print Student Cards Feature
 - a. Course Directors can now access student cards and certificates directly through the course listing in their account.
3. Class Evaluation Module
 - a. Outline of new Faculty skill station assessments, along with added criteria to the online evaluation process.
4. Class Evaluation Report
 - a. Review of minor report enhancements.
5. ATCN Sign-in Sheet
 - a. Updated criteria and improvements.
6. Documents
 - a. Newly implemented search criteria and document categorization
7. Instructor Potential Report
 - a. Minor updates/adjustments
8. FAQ's
 - a. Frequently asked questions received by STN/ATCN Headquarters

Pre-Test Results Visibility

More visibility has been added to the CMS around the pre-test module. The pre-test can now be distributed in two different ways:

1. Once the Course Director has completed the course setup and hit the “Start Class” icon on the course card, a new icon will appear. It will state “Send Pre-test”. This button will distribute the pre-test via email to ALL students currently in the student roster.



2. **NEW:** The Course Director can now send the pre-test to an individual student. To do this, simply navigate to the grading section (trophy icon) on the course card, and then find the student in need of the pre-test. Under their name, you will find a blue button labeled “Resend Pretest”. This will resend the pretest email directly to the student.

The following are additional enhancements made around the pre-test module:

Students

At the completion of the pre-test, the student will now be able to do the following:

- See their pre-test score on their training transcript in the CMS
- Clicking on the score will now provide the full results of the pre-test
 - Both the student’s answer, and the correct answer will be listed
- Print their results for further review with the assigned Course Director

Class	Location	Type	Pre-Test	Survey	Certificate	Date Completed
2019-508	Headquarters	Student	24			12/31/2019
2020-266	Headquarters	Student	88			02/29/2020
2018-423	Headquarters	Student	100			09/28/2018

A screenshot of a pre-test results page. At the top left, a blue button labeled "Print Results" is circled in red. Below it, the "Class Information" section shows: 2019-508, Parker (Student) Allen, Start Date: 20191230, End Date: 20191231, and "You answered 6 out of 25 questions correctly." The main content area contains a question: "Preparation for a trauma patient's arrival includes:". Below the question, the student's answer is circled in red: "Your Answer: notifying family members and asking them to come to the hospital." The correct answer is: "Correct Answer: assembling anticipated resources and equipment and checking proper function." Below this, another question is shown: "During the initial assessment, a patient is noted to have massive facial swelling and bloody secretions in the mouth. The team should prepare to:". The student's answer is: "Your Answer: frequently reassess whether a compromised airway is developing." The correct answer is: "Correct Answer: provide a definitive airway without delay."

Course Director

Once the pre-test is completed by the student, the Course Director will receive an email with a corresponding link to the completed pre-test. Course Directors can also go into the grading section of the course to review/print the results for all students.

Student Parker (Student) Allen

Class Status Pass Fail No Show

Initial Passed Re-Assessment Passed Pre-test Score Post-test Attempt 1 Post-test Attempt 2

Instructor Potential

[Update](#) [Resend Email](#) [Resend Pretest](#) [View Pretest](#) [View Card/Certificate](#)

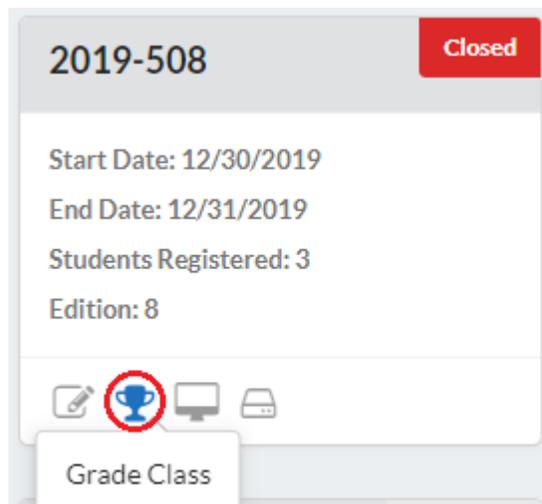
Important Note: the above information around the online pre-test is only populated when the pre-test is done via electronic means. If the pre-test is conducted via paper/outside the CMS, then this information will not be available until entered. The results breakdown won't populate if the students complete the pre-test manually and the grades are entered manually. Only the grade will show in those situations.

Print Student Cards Feature

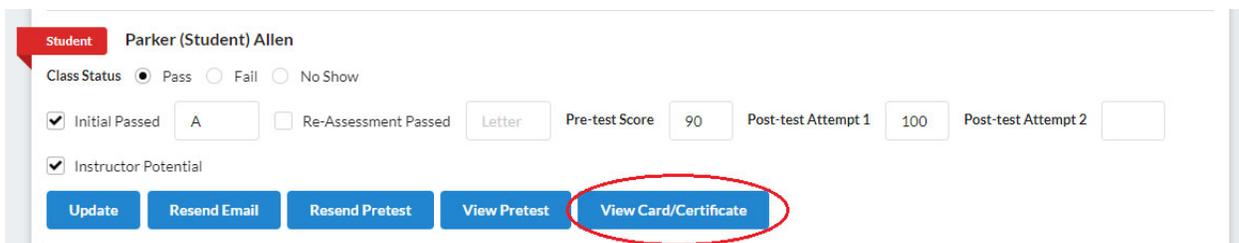
Student ATCN cards and certificates can now be viewed and/or created by the Course Director. Once all grades have been finalized and the course has been moved to “Closed” status, the Course Director will be able to generate student course cards from the grading section (trophy icon). Simply navigate to the student’s name in the grading section, and you will see a blue icon under their name that will read “View Card/Certificate”. Clicking on this link will allow the Course Director access to view and/or print the card/certificate for the student.

The student will still be able to access their card/certificate directly through their online account as well.

1. From the course card view, select “Grade Class” (trophy icon)



2. Locate the name of the student and select “View Card/Certificate” under their name.

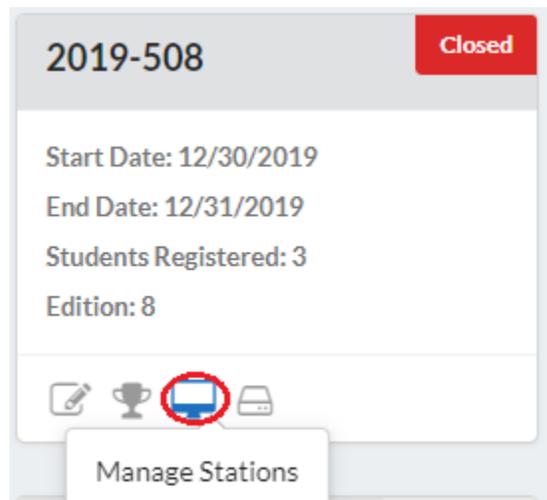


Class Evaluation

The class evaluation has been updated with the following enhancements:

- Course Directors can now go into the “Manage Station” section and assign the faculty associated with each skill station. This will help with future evaluation reports to determine how faculty members are doing on the stations they teach.
- The following criteria have been added to the online evaluation
 - Course Number
 - Location Name
 - Class Type (Student, Faculty, Update)
 - Course Edition (7th vs. 8th)
- All questions have been updated to most recent list received

1. The “Manage Stations” icon is found on the course card and displayed by a computer screen icon (see image below).



2. In this section, the Course Director will need to identify the correct Faculty to the associated Skill Station.

Class Information			
CLASS	2019-508	LOCATION	Headquarters
START DATE	12/30/2019	END DATE	12/31/2019
CLASS TYPE	Student	CLASS EDITION	8

Faculty Available for Stations			
Station ID	Name	Select Faculty	Update
1	Initial Assessment Station A	Parker (Faculty) Allen	Update
2	Initial Assessment Station B	LeAnne Young	Update
3	Initial Assessment Station C	Parker (Faculty) Allen	Update

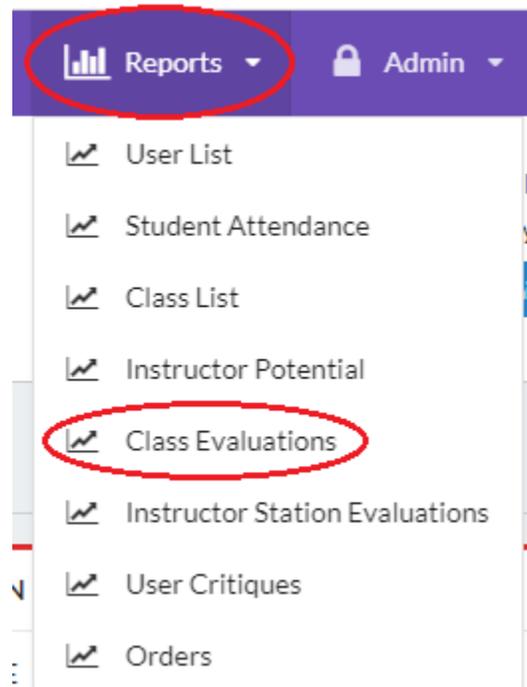
Class Evaluations Report

The following updates/enhancements have been implemented to the “Class Evaluations” report:

1. Class results are now only visible to assigned Course Directors of the specific site location.
2. Implementation of the “Instructor Station Evaluation Report” which will now reflect the number of each station an instructor has taught, along with the date they last taught that specific station.

No change was made to how the “Class Evaluations” report is accessed. You may simply do the following:

1. Hover over the “Reports” tab in the navigation menu and select “Class Evaluations”.



2. A list of completed course, with course evaluations will populate for your review.
 - o Please note that it may take a few moments for the list to populate.

01/01/2020 to 04/06/2020

Class ID	Date	Type	Average Score	Faculty	Location	Edition
2020-266	02/28/2020	Student	138 (138)	Parker (Director) Allen	Headquarters	8

ATCN Sign in Sheet

The sign-in sheet for ATCN courses has now been updated to include the following pieces of criteria:

- Now in alphabetical order by last name
- ATCN# is included
- Field for letter of scenario completed
- Email address now included

Advanced Trauma Care for Nurses®

Student Class Information Report Form

Class Date: 03/12/2020-03/13/2020

Location: Headquarters

ATCN Course Authorization: #2020-277

Course Contact: Ashley Metcalf

Course Contact Email: ametcalf@ghs.org

ATCN ID	Student Information	Pre-Test Score	Post-Test Score	Skill Stations Passed	Scenario	Faculty Potential	Course Complete	Signature
121009	Parker Allen pallen@traumanurses.org							
101362	Brian Doty bdoty@traumanurses.org							
130311	LeAnne (STUDENT) Young lsyoung@beaconhealthsystem.org							

Society of Trauma Nurses
446 East High Street, Ste. 10
Lexington, KY 40507
Phone: 859-977-7456
Fax: 859-271-0607

Print Name: _____

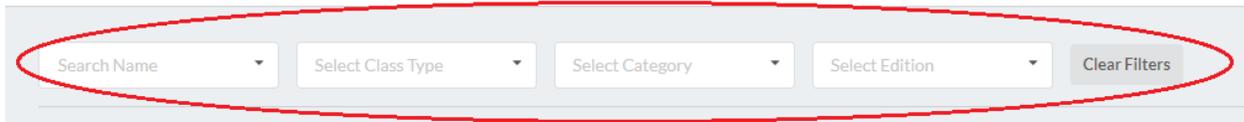
Signed: _____

Course Director

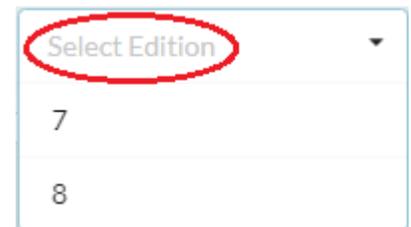
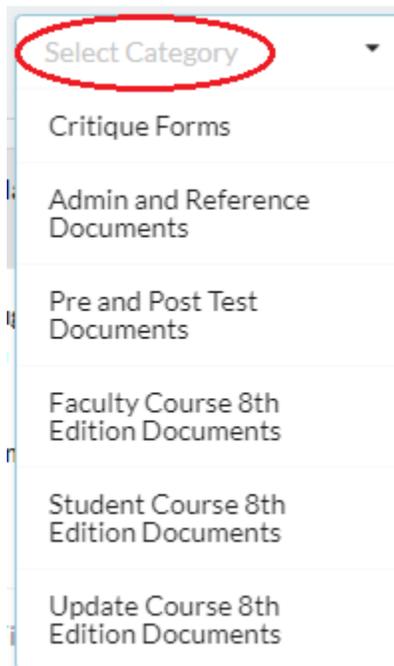
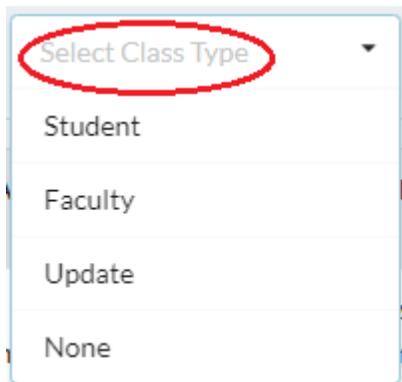
Documents

The “Documents” section of the CMS has been enhanced to include more robust categorization and search capabilities. You will find the following modifications when navigating through documents.

- You may now select search criteria of “Class Type”, “Category” and “Edition”
 - All pieces of search criteria will assist in narrowing your search to more accurately locate the file needed
 - Files are now listed alphabetically to assist with the overall search



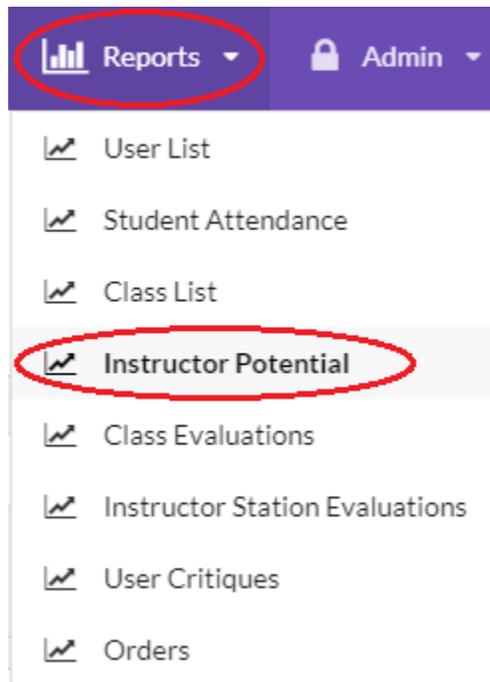
Available search options include:



Instructor Potential Report

The previous version of the “Instructor Potential Report” would pull any student who is marked as “Instructor Potential” from the grading portion of their course. This has been updated to remove the individual from the report once they have progressed to “Faculty Candidate” and above.

There is no change with regards to how to access this report. It is found under the “Reports” tab on the navigation menu, and is labeled “Instructor Potential”



FAQ's

Question:	I received the email to complete my evaluation, but when logging in I receive the error message, "User Not Found"?
Answer:	This is due to an additional "space" at the beginning, or end, of your email address upon entry. Please reach out to ATCN headquarters, or your course director to have your email address corrected.

Question:	I saved my "Pass/Fail/No Show" option in the grading section, but it does not seem to save?
Answer:	This is a known issue with Internet Explorer, and sometimes Microsoft Edge. Internet Explorer is an outdated browser, no longer supported by Microsoft. We highly recommend using Google Chrome or Firefox when interacting with the CMS.

Question:	I have completed all course items, but am still not given the option to "Close Course"?
Answer:	Double check that you have fully entered all grading criteria in the grading section and that the sign-in sheet has uploaded successfully. The system will not allow you to close the course if these items are not completed.

Question:	My students are reporting that they did not receive the notification email when the course was closed?
Answer:	Have your students check their spam/junk folders? If they still have not received the communication, this is most often due to email security settings set by healthcare institutions. If it can be done, we suggest discussing with your IT staff to have our domain whitelisted within the network. Alternatively the student's email address can be updated to a personal email.

Question:	I need to order books, but the CMS requires a credit card. Can I be invoiced so that my organization can submit a check?
Answer:	Yes, the paper order form is still accepted. The form can be found in the "documents" section of the CMS labeled "ATCN Manual & Material Order Form". Complete this form and have submitted to STN headquarters by emailing pallen@traumanurses.org .

Question:	The student has multiple records in the CMS, and I am uncertain which one is correct/current?
Answer:	Please contact Parker Allen at STN headquarters to assist in the review and merging of the records. Email: pallen@traumanurses.org .

Question:	I am attempting to create a new course, but my training/course location is not populating correctly?
Answer:	If you are assigned to more than one organization in the CMS, make sure that you are currently signed into the correct organization. Under your name in the top right corner you will see a blue button labeled "Organization". Click this link and select your organization. Always ensure you are creating the course under the correct organization.

Question:	I am having difficulties making the payment for my manuals through the CMS?
Answer:	Make sure that a pop-up blocker is not activated on your internet browser. Upon hitting the payment button, a pop-up message will appear asking that you click a link in order to proceed with payment. If there is a pop-up blocker active on the browser, this message may not display.

Question:	I submitted a Faculty critique form for my student, but either a) they have not been updated, or b) they were only updated to Faculty Candidate.
Answer:	<p>Student status is not automatically updated upon submission of the Faculty critique form. These forms are reviewed once per week (primarily on Tuesday's) by STN headquarters. This may be why you are seeing a delay.</p> <p>If you are seeing that the student was not updated to full Faculty status (or remains at Faculty Candidate status), it is due to the student only having completed the Faculty course portion and have not yet completed their instructor portion. Both must be completed before full Faculty status can be awarded.</p> <p>If you have questions, or need the critique form reviewed timelier, please contact Parker Allen at STN headquarters for further assistance. Email: pallen@traumanurses.org.</p>