ATCN Student Hybrid Course Instructions & Workflow

1. In CMS, select "Classes" from the navigation menu
2. Select "New Class"
3. Select "Student" as the "Class Type" option
   a. In the future, you will see a sub-class type of "Student – Hybrid", but until then, simply select "Student."
4. Click "Add Class"
5. Once submitted, please email Parker Allen at STN Headquarters at pallen@traumanurses.org with the following information:
   a. Course Number
   b. Names of all Directors, Coordinators and Faculty that will be leading the course.
      i. You may move forward with adding these individuals to the Faculty roster upon submission/approval of the course.
6. The course listing will be received and reviewed by headquarters as normal.
7. Upon approval, the course information will be setup on the LMS.
   a. Please allow 24-48 hours for setup to be completed.
8. The following will be provided upon setup completion in the LMS.
   a. Hybrid Course Student letter to be distributed to course participants. This document will contain the following information:
      i. Course link
         1. Distribute this link to each student participant.
      ii. Access code
         1. Distribute this code, with the above course link, to each student participant.
   b. Login credentials for each Director/Coordinator/Faculty associated with the course.
      i. Directors/Coordinators/Faculty will use the same course link above, but will access the LMS with their unique set of login credentials
9. Once the LMS information has been distributed to the student participants, the standard student course process (order manuals, start course, distribute pre-test, distribute post-test, grade course, close course, etc.) can be followed.

NOTE: *the individual who creates/requests the course within the CMS will serve as the primary point of contact between headquarters and the assigned course faculty. A communication distributed by the STN headquarters as it pertains to the course, will be directly with this individual.*