NRP® Cross-Organizational Instructor-led Event How-to Guide

When would this be required?

A Cross-Organizational Instructor-led Event is required when the students or Instructor Candidates are accessing their curriculum through a different organization from the organization in which the Event was created. (For example, a student self-enrolls in the Provider curriculum through the NRP LMS and attends an Instructor-led Event at a hospital. The instructor creates the Instructor-led Event through the hospital's HealthStream account.)

This guide will show you:

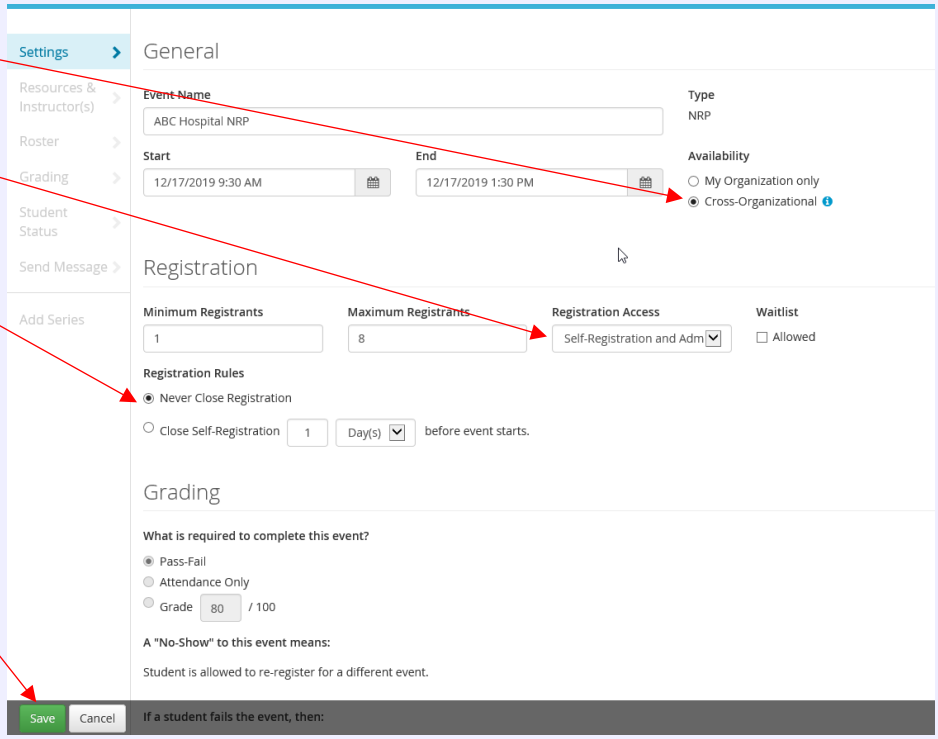
- How to make an Instructor-led Event cross-organizational
- How students or Instructor Candidates can be added to the Event

For directions on submitting an Instructor-led Event, see the [NRP Instructor LMS How-to Guide]

1 Adjust the settings of your event so it is cross-organizational

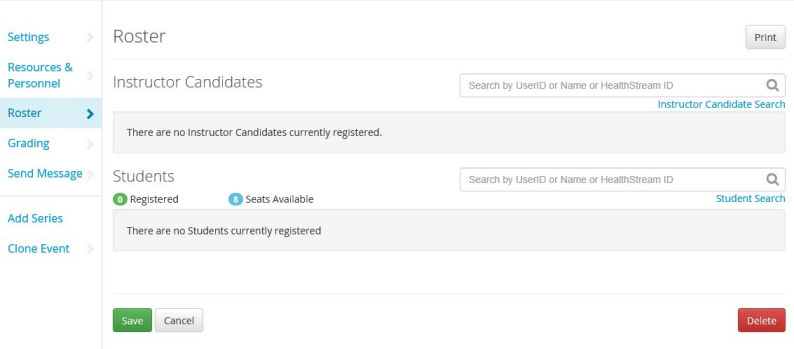
From the Settings page of the Event:

A. Check the option: "Cross-Organizational" under "Availability."
B. "Registration Access" should automatically change to "Self-Registration and Admin of Hosting Organization."
C. Make sure "Never Close Registration" is selected under "Registration Rules."
D. Click "Save."



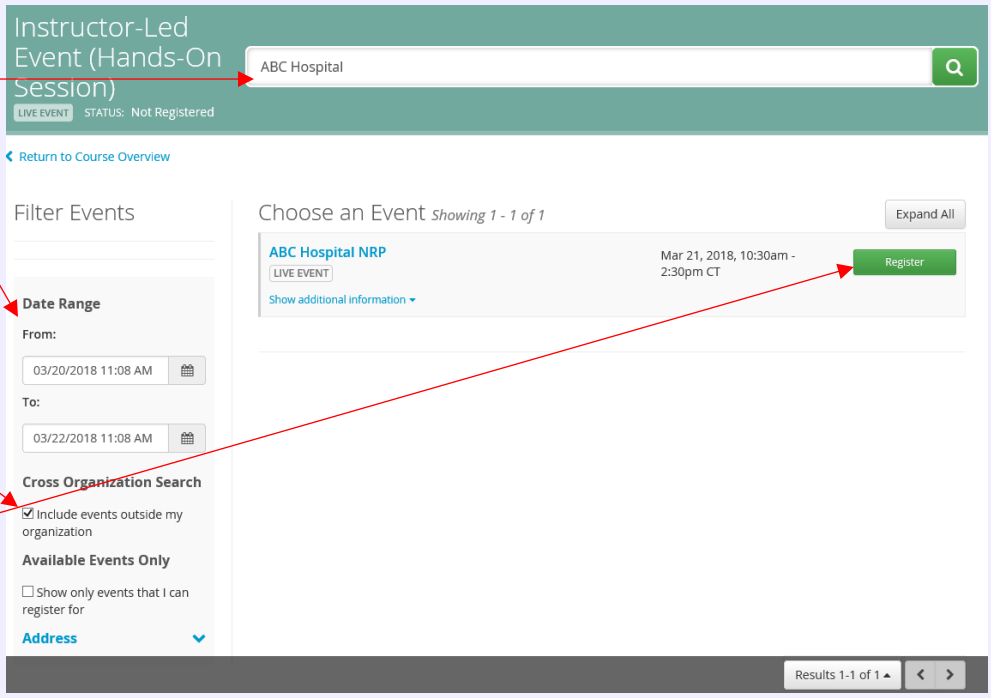
2 Registering Students or Instructor Candidates

From the roster page of the Instructor-led Event, you may not be able to add Instructor Candidates or students by searching their name or User ID. You may be able to add them by entering their hStream ID into the search field. The hStream ID should be a personal email address or phone number. If the hStream ID is not entered exactly as the user created it, they will not be found in a search. If you are unable to add them, the student or Instructor Candidate will have to self-register for the Event.



3 Self-Registering for a cross-organizational Event

A. From the curriculum, click "Choose an Event."
B. If you know the name of the Event, enter the name or part of it into the search bar and click the search icon.
C. Change the date range to include the date of the Event. "From" should be at least one day before, and "To" at least one day after the Event date.
D. Check the box next to "Include events outside my organization."
E. Click "Register" next to the Event.



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