Welcome to the process for Instructor-led Events (courses). This guide details what to do Before, During, and After your Instructor-led Events.

Follow the steps below to:
- Login
- Schedule 7th Edition Instructor-led Events
- Register providers for your Instructor-led Events
- Review or change your Instructor Mentor status
- Submit grades and finalize roster

For the best experience, we recommend using Google Chrome or Microsoft Internet Explorer as your web browser. Make sure to check your system configuration before beginning.

1. **Before**

   **Schedule 7th Edition Instructor-led Events**

   All NRP 7th Edition Instructor-led Events (formerly called “courses”) must be registered in advance. Here is how to post your Instructor-led Events in advance of teaching so that learners can enroll.

<table>
<thead>
<tr>
<th>Step</th>
<th>From This Screen</th>
<th>Do These Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Sign In</td>
<td>Enter <strong>User ID &amp; Password</strong>, Click <strong>LOGIN</strong>.</td>
</tr>
<tr>
<td>A2</td>
<td>Select Affiliation</td>
<td>Select radio button under <strong>Administrator</strong>, Click <strong>PROCEED WITH LOGIN</strong>. Then <strong>CONTINUE</strong> if prompted.</td>
</tr>
<tr>
<td>A3</td>
<td>Welcome to NRP LMS Events</td>
<td>Click <strong>Add an Event</strong> under <strong>My Events</strong>.</td>
</tr>
</tbody>
</table>
   | A4   | Add Event        | General
       |                  | - Type in the name of your event.
       |                  | - Select the Start & End dates & times. **Start and End dates should be the same.**
       |                  | - Select the "Cross-Organizational" availability if you want the course to be accessible to all learners in the HealthStream system.
       |                  | Registration
       |                  | - Set Minimum & Maximum number of learners.
       |                  | - Select Registration Access.
       |                  | - Set Registration Rules to reflect when you want self-registration to end.
       |                  | Grading
       |                  | Note: All NRP courses will be “pass-fail.” You are not able to change this default.
       |                  | When finished, click **SAVE**.
   | A5   | Resources & Instructor(s) | Event Defined Resource
       |                  | - Type in location information & any notes you would like to add.
       |                  | Instructor(s)
       |                  | - Add the instructors (include yourself & any assisting instructors) in the “Select instructor(s)” field. To find a specific instructor, you may do the following:
       |                  | - Type a few letters of the last name to do a “Quick Search.”
       |                  | - Type in the instructor’s user ID or hStream ID (personal email)
       |                  | - Click **Browse All Instructor(s)** to select from a list
       |                  | When finished, click **SAVE**.
   |

To schedule multiple events, repeat the steps above.
Register Learners for Your Instructor-led Events

Once you have scheduled your instructor-led event, you may notify providers to register. Registration may be done

✔ Individually (self-registration) ✔By an administrator at the provider's institution ✔By the instructor

To register providers for an Instructor-led Event, follow the steps below. Note: The provider must already be enrolled in the NRP Provider Curriculum and started Part 1 to be registered in the 7th Edition NRP Provider Course Part 2.

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<td>Sign In</td>
<td>Enter User ID &amp; Password. Click LOGIN.</td>
</tr>
<tr>
<td>B2</td>
<td>Select Affiliation</td>
<td>Select radio button under Administrator. Click PROCEED WITH LOGIN. Then CONTINUE if prompted.</td>
</tr>
<tr>
<td>B3</td>
<td>Event Management Menu</td>
<td>Click My Events Calendar under My Events.</td>
</tr>
</tbody>
</table>
| B4   | My Events | To add a learner to an Instructor-led Event:  
• Locate the specific event from your list of scheduled Instructor-led Events.  
• Click Options (to the right of the Event). Choose Manage Event from the drop-down menu. |
| B5   | Event Name | • You should see the name of your Event at the top of the screen in the blue bar.  
• Select Roster (tab on left side).  
• Locate the Quick Search box to the right of Students. Type in a few letters of the learner's last name or their full hStream ID. Click on the correct name when you find it. A green check mark will appear to indicate that you have selected the name. ✔ If the Event is Cross-Organizational, see the Cross-org How-To Guide.  
• The learner’s name should now appear in the roster list.  
• Repeat for additional learners. Click SAVE when finished. |

Communicate with Learners Before the Instructor-led Event

In advance of the Instructor-led Event, communicate with the registered learners. Before the Event, learners should do the following:

2. Complete the NRP Provider Course Part 1: Provider Exam Section 1 (covers Lessons 1 - 5), Provider Exam Section 2 (covers Lessons 6 - 11), eSim Cases: 2 out of 4 Cases are required, Provider Exam and eSim Evaluation.
3. Print the Certificate of Completion.*

* Learners must bring their Certificate of Completion with them to the Event.

During Each learner must show the Certificate of Completion upon arrival at the Instructor-led Event. This verifies that the provider has completed the required pre-work assignments. Remind learners to complete the Instructor-led Event Evaluation in the 7th Edition NRP Provider Course Part 2 to receive their official NRP Provider eCards. They can complete the evaluation after you submit their grades.

After

Submit Grades After the Instructor-led Event, follow these steps to submit a grade for each learner:

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<tr>
<td>C2</td>
<td>Select Affiliation</td>
<td>Select radio button under Administrator. Click PROCEED WITH LOGIN. Then CONTINUE if prompted.</td>
</tr>
<tr>
<td>C3</td>
<td>Event Management Menu</td>
<td>Click My Events Calendar under My Events.</td>
</tr>
</tbody>
</table>
| C4   | My Events | To submit grades for an Instructor-led Event  
• Locate the specific event from your list of scheduled Instructor-led Events.  
• Click Options (to the right of the Event). Choose Manage Event from the drop-down menu. |
| C5   | Event Name | • You should see the name of your Event at the top of the screen in the blue bar.  
• Select Grading (tab on left side).  
• You should see a roster list of Instructor Candidates and Students who are registered for the Event.  
• Click on PASS, FAIL, or NO SHOW to the right of each student’s name to submit the grade.  
• Repeat for additional Instructor Candidates and Students.  
• Click SAVE to continue submitting grades at a later time or FINALIZE AND SUBMIT TO AAP when finished. |

Get stuck? We can help!

NRP
Call: 800-433-9016, selection 4#, Monday - Friday, 8am - 4:30pm CST
Email: lifesupport@aap.org

HealthStream
Call: 800-269-7737
Monday - Friday, 7am - 7pm CST
Email: customer.service@healthstream.com

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