

## LifeSavers New Course Management System

LifeSavers, Inc has developed a new Course Management System. This system is designed to reduce the amount of paperwork, simplify the process for submitting classes, allow instructors to better manage their students, and decrease card processing times. You will not need to use our website to register a class, as all tasks are completed via this website. You can use paper during class and then transfer the info in the online system afterwards, or the system is designed that you can do everything from a laptop, tablet, or even your phone.

### Instructor Account Set-up

- >Log on to 'http://lifesavers.digipowers.com,' Click "Login," Click on the 'forgot your password' link to enter your email address and create your password (Contact LifeSavers if you are unsure what email address is on file)
- >You will receive an email at this email address with a link to create a password
- >You can then log into the LifeSavers Course Management Site
- >To update your account info, click on your name in the top right corner of the screen and click "edit profile"

### Create a course location- (A course location must be created before a class can be entered)

- >Click course "Course Locations" on left sidebar
- >Scroll to bottom of page and click "New Course Location"
  - If you have taught at a location previously, let LifeSavers know and we can transfer it
- >Enter course location information, click "Submit"
- >You only need to create the course location one time. It will be saved for future classes.

### Creating a new course-

- >Click on "Courses" on left scroll bar, scroll to bottom and click "new course"
- >Enter information and click "submit"
  - >When entering the date and time, please use the selection tools to enter the data. If you just enter the date and time and it is not in the required format, you will get an error.

The image contains two side-by-side screenshots of the LifeSavers Course Management Site. The left screenshot shows the 'New Course Location' form. It has fields for Course Type (BLS Instructor), Course Training Type (Initial Training), Course Location, Start Date, End Date, Start Time, End Time, Manikin Count, and Card Sent Location (Student). A 'Time Entry Tool' is circled around the Start Time and End Time fields. The right screenshot shows the 'New Course' form. It has fields for Course Type (BLS Instructor), Course Training Type (Initial Training), Course Location, Start Date, End Date, Start Time, End Time, Manikin Count, Card Sent Location (Student), and a 'Processed?' checkbox. A 'Date Entry Tool' is circled around the Start Date and End Date fields.

- >Once a course is created you can access it by clicking on the course number.
- >From the Course Info page you can click "Edit Course" if you need to make any changes.

### Adding Students to a class-

>From the course listing, click on the course number you are adding students to access the course info page.

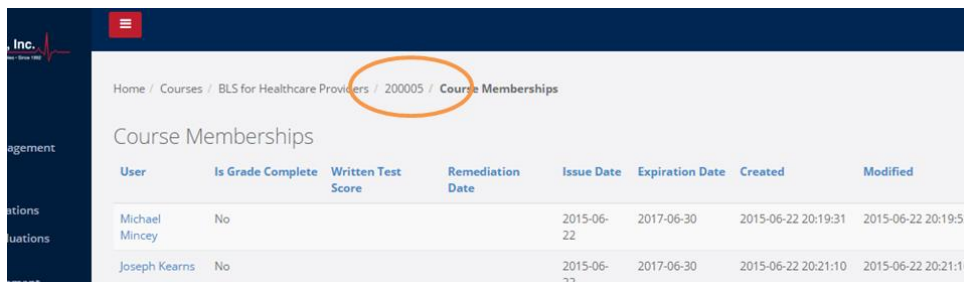
>Click “List Course Memberships” and then

>Click “Create New Student and Course Membership” for a new student

>Click “New Course Membership for Existing Student” for an existing student

>When creating new students, you will be prompted to enter a password. This feature is not supported right now, and students will not get any notifications. Please just enter any 6 digit password for the time being. When all student info has been added, Click ‘Create Account’

>When all students are added, click on the course number from the top page trail to return to the course info page.



User	Is Grade Complete	Written Test Score	Remediation Date	Issue Date	Expiration Date	Created	Modified
Michael Mincey	No			2015-06-22	2017-06-30	2015-06-22 20:19:31	2015-06-22 20:19:53
Joseph Kearns	No			2015-06-22	2017-06-30	2015-06-22 20:21:10	2015-06-22 20:21:10

### Adding Skill Sheets-

>From the course page, click “Score” on the right side of page for each skill test

>Start typing the name of the student and select them from the dropdown list. Then check off each skill and at the bottom check ‘complete,’ enter written test score (if applicable), and remediation date (if applicable) and click “Submit”

\*If “Grade Complete” is not checked, a card will not be printed for that student\*

>Enter Skill sheets for all students enrolled in the course

>Please note- You cannot enter skills until the students have been added to the class.

### Skill Testing-

>Follow the same process to create a class and enter skill sheets for completing a skills testing session.

>After the skills test is recorded, click on “List course memberships” from the course info page

>Find the students name and to the right of the row click “Edit”

>Scroll to the bottom and enter the code from the online certificate and the date that is on the online certificate. (This date must be the date on the online certificate, not the day of the skills test, otherwise the certificate cannot be validated)

>Click “Submit” when the info has been entered

### Course Evaluations-

>From the course page, scroll to bottom and click “Add Course Evaluation”

> Course evaluations can be added by instructor, or the URL-

[lifesavers.digipowers.com/eval/course#](https://lifesavers.digipowers.com/eval/course#) can be entered into a phone/tablet/computer web browser and completed by the student that way

>A course evaluation is required for each student enrolled in the course

### Course Completion-

>Once a completed skill sheet and course evaluation for each student has been completed the course is marked as “Needs Processing” to let LifeSavers know that the cards are ready to be printed.