

# ASSIGNING ECARDS TO STUDENTS

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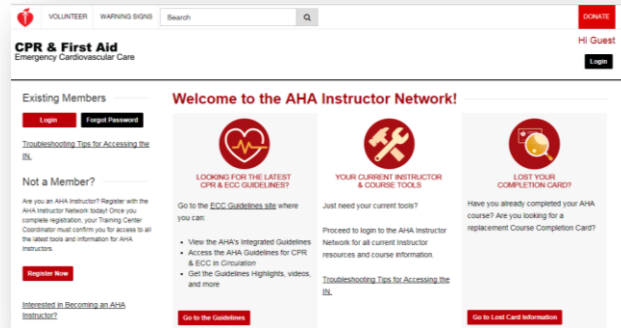
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# ASSIGNING ECARDS TO STUDENTS

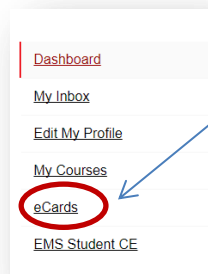
## How to assign Ecards directly to students:

(this is the process after you have submitted your roster and paid for your ecards.)

1. Go to [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org)



2. Log in to your aha instructor account.
  - a. If you cannot remember your log in, select “forgot password”
3. On your dashboard page, click “Ecards”



4. Select appropriate course type.

The screenshot shows the 'eCard Inventory' page. It has a header 'eCard Inventory' and a sub-header 'Click on the Course below to view and assign from your inventory.' Below this is a dropdown menu for 'INVENTORY SOURCE' with 'My Training Center Inventory' selected. The main content is a table with columns for 'Course', 'Available Quantity', and 'Product Number'.

Course	Available Quantity	Product Number
ACLS Provider	1	15-3000
BLS Provider	112	15-3001
HeartSaver CPR AED	80	15-3004
HeartSaver First Aid	3	15-3005
HeartSaver First Aid CPR AED	52	15-3002
HeartSaver Pediatric First Aid CPR AED	2	15-3003
PALS Provider	8	15-3006

## ASSIGNING ECARDS TO STUDENTS

5. Click “Assign to Students”
6. Enter the quantity to manually input or upload student list.
7. Enter/check the date, name and email for each student.
8. Submit

Once you submit the ecards, you will be able to download an excel document that contains the ecard code, name and email of each student.

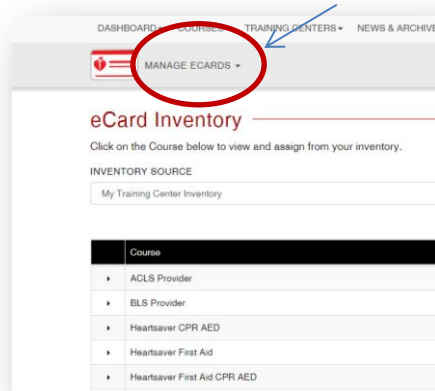
*(tip: always save this file, because if you need to search for a student to resend their ecard, edit their name or see a copy of their ecard, it is easier to search for the student by using the ecard code.)*

## ASSIGNING ECARDS TO STUDENTS

### How to search for a student's ecard after it has been assigned

(When you "search" for the ecard you will be able to edit student information, resend the ecard, & view the ecard if it has been claimed.)

1. Log into your aha instructor account
2. On the dashboard page, click "ecards"
3. Click "Manage Ecards"



4. Click "Search Ecards"


A screenshot of the 'Search eCards' form. The form is titled 'Search eCards' and includes a sub-header 'Complete one or more of the fields below to filter and customize your search results.' Below this is a 'SEARCH' section with a magnifying glass icon. The form contains several input fields: 'FIRST NAME' (First Name), 'LAST NAME' (Last Name), 'EMAIL' (Email), 'ECARD CODE' (eCard Code), 'ECARD STATUS' (Select eCard Status), 'COURSE' (Select Course), 'COURSE DATE' (Start Date TO End Date), and 'INSTRUCTOR' (Select Instructor). At the bottom of the form are 'SEARCH' and 'CLEAR' buttons.

*(tip: it is easier to search for the student by the students ecard number.)*

## ASSIGNING ECARDS TO STUDENTS

### How to edit a Student's name or email

1. Follow the previous steps on how to search for a student's ecard.
2. Click the "Edit" button. *(it looks like a pencil)*

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
Heartsaver CPR AED	6/22/2017							Claimed	Full   Wallet		

3. Save Changes.

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### How to view a student's ecard

*(you can only view the students ecard once it has been claimed.)*

1. Follow the previous steps on how to search for a student's ecard.
2. Under the "View Ecard" click either "full" or "wallet".

Course	Course Date	eCard Code	Training Center	Instructor	First Name	Last Name	Email	Status	View eCard	Edit	Resend
Heartsaver CPR AED	6/22/2017							Claimed	Full   Wallet	