Instructors:

Courses will need to be created on the NRP Learning platform so that learners can search and register for the class. The instructions below are intended to guide instructors on the process or creating and then finalizing events.

1. Navigate to the NRP LP site to create your course www.nrplearningplatform.com
2. Click on the Events tab at the top of the page

Home	Users	Curriculums	Reports	Events	Settings

3. Click on   Add New Event
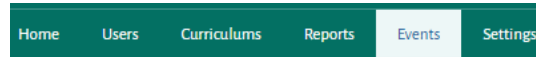
4. Name the Event using the following naming convention:

   IU Health + facility location + course type

   Example: IU Health Ball Advanced Endorsement

5. Choose the type of ILT you will be offering.

   a. Choose the **Essentials Prep** for the RQI NRP Ready Essentials

   Type
   - ○ ESSENTIALS
   - ○ ADVANCED
   - ○ ESSENTIALS & ADVANCED
   - ● ESSENTIALS PREP ⓘ
   - ○ ADVANCED ENDORSEMENT

   b. Choose the **Advanced Endorsement** for the advanced endorsement course

   Type
   - ○ ESSENTIALS
   - ○ ADVANCED
   - ○ ESSENTIALS & ADVANCED
   - ○ ESSENTIALS PREP ⓘ
   - ● ADVANCED ENDORSEMENT

6. Select "My organization" Indiana University Health for Event Visibility, enter your contact details and then click Save & Next
   a. The first time you will have to "type to search" for Indiana University Health

Event Visibility
- ● My Organization

Type to search

Clear Selection

☑ Indiana University Health

Contact Details

Contact Name *

Phone Number *

Email Address *

Save & Next

Number of Registrants

Minimum *
1

Maximum *
10

Registration Access

☑ Self Register
☑ Admin

Close Self Registration
◉ Never Close
○ Close By

7. Choose the minimum and maximum Number of Registrants for the course
    a. You must have at least 1 as the minimum
    b. The AAP recommends a 1:4 instructor to student ratio

8. Select BOTH "Self Register" and "Admin" for registration access

9. You can choose to close the registration before the course date if you like

Schedule

Event Date *
6/14/2022

Start Time *
10:00 AM

End Time *
12:00 PM

10. Fill out the location details

11. Fill out the schedule date and time

12. Add instructors

Basic Details — Registration — Location and Schedule — Instructor Details — Additional Details — Review and Conf

Instructor Details   Add Instructor

⚠ AAP recommended ratios for Instructor to Student is 1:4 and Instructor Mentor to Instructor Candidate is 1:1

Additional Details

Instruction to Students *
notes

1495 character limit

Message to Instructors *
notes

1495 character limit

13. Add any additional details/notes to students and instructors
    a. If you have no instructions type NA

14. Review and Publish the event
    a. Class size cannot be edited once published. Review carefully

Publish Event

FAQs

Can I add students to the roster?

YES. Learners will be self registering. But, instructors can pull students into a created course. Learners MUST have at least launched the Ready Essentials or Advanced Endorsement Course. The NRP LP will not allow instructors to pull a student into an event they have not at least launched from their assignment in eLMS

Can I remove students from the roster?

Yes. Check the box next to the students name on the roster and click Delete Student

How can I tell if students have completed their course pre-requisites?

There is a column on the roster that will indicate if the student has completed all pre-work for the course

☑	Student Name	Email Address	Provider Curriculum	Job Title	Parts Status	Status
☑	Kristen Olsen	kolsen@iuhealth.org	Advanced Endorsement	N/A	N/A	Registered

Can I complete a course if all of the students haven't completed their pre-work?

Yes. That student will not be completed until such time as they complete the prework.