



Course Tools documentation – January 2018

Find www.nsp.org using your browser. Sign in by selecting the “Sign In” button near the top right of the page.

Register a course

1. Under the “Member Resources” menu select “Instructor Resources” then “Course Tools”
2. The IOR is automatically the person who is signed in and registering the course. Only IORs can register a course in their own name. This is for the protection of IORs.
3. **IMPORTANT NOTE:** Individuals enrolled in a course as Instructors or Instructor Trainers will not be allowed by the system to enroll themselves as students through the online course schedule. Course completion credit is only posted on records when individuals are enrolled as students. Patrols need to manage this by registering separate courses so all individuals who need course completion credit can enroll themselves as students.
4. Follow the instructions on the “Register a Course” tab.
 - a. Register your course by clicking the + sign near the top right of the list of courses. This will open the Add screen. Enter the information requested.
 - b. It may be advisable to indicate an end date that is after the actual course date to accommodate late enrollments since individuals will enroll themselves in courses. Courses will automatically be removed from the course schedule as of midnight on the end date. It may also be advisable to put the actual course date in the notes field.
 - c. Include assisting instructors, including those being mentored if you so choose, by ID number. You will need to obtain this number from the instructor or search the Member Directory which is available under the Member Resources tab. These individuals will automatically be enrolled in the course as Instructors so the course will show on the My Instructor Participation section of their profile. The system will not allow individuals to enroll as students if they are already assigned as instructors. An error message will appear in these cases.
 - d. The IT field is required. ITs within your division appear in the dropdown menu. At the present time, there is not a filter for program so all ITs for all programs will appear on this list. The IT will also automatically be enrolled in the course as an IT so the course will show on the My Instructor Trainer Participation section of the profile.
5. A script runs approximately every 15 minutes to assign a course number and update the course list. You must refresh the web page to see the course number.
6. You may edit the course fields after registering it by selecting the pencil icon on the far right of the row. Remember to use the scroll bar at the bottom of the course list to get to the right of this section.
7. Once a number is assigned, you can view the new course in the IOR Course List (the first tab within “Course Tools”). Course numbers are assigned using the following numbering convention: First letter indicates the division, next three numbers indicate the patrol, next two numbers indicate the year, last four numbers indicate the sequential numbering of courses that year within that patrol. For example: R053160022 is the 22nd course registered in the Rocky Mountain Training Patrol.
8. The course will now show on the Course Schedule so members can enroll themselves.

9. Please email education@nsp.org with the course title and course number for any course(s) you would like to be available for non-members. The non-member course schedule appears on the Get Involved tab of the website.
10. The national office is not able to collect local patrol, region, or division course fees through the online course enrollment process. Those fees will still need to be collected locally.

View course enrollment

1. Under the “Member Resources” menu select “Instructor Resources” then “Course Tools”
2. Click on the “Enrollment” tab and type in the course number to view individuals enrolled in the course.
3. Monitor enrollment list for participant names and enrollment numbers.
4. Download the enrollment list by selecting the desired format (Word, Excel, PDF, CSV, XML). Icons appear near the top right of the list. Excel is recommended.
5. Certificates of Completion may be ordered through the NSP Online Store.

Close a course

1. Under the “Member Resources” menu select “Instructor Resources” then “Course Tools”
2. Select the “Close a Course” tab, then follow the instructions on the screen.
3. Instructions on screen for course closure.
 - a. Locate the course you are closing in the list below.
 - b. Select the pencil icon located at the far right end of the course record row.
 - c. Enter the names of Students, Instructors, and/or the Instructor Trainer who did not start or did not complete the course. The system does not distinguish between not started and not completed.
 - d. After the IOR checks the Course Complete box, the IT will receive an email requesting approval of the course prior to the course showing on participant records.
4. Notice “course complete” field in overview screen says “Yes” after the box is checked.
5. Notification will be sent to the IT who will be asked to approve the course as complete by sending an email to education@nsp.org. The email received by the IT does not include any edits made by the IOR. The IOR and IT need to communicate about these edits so the IT may approve the course as edited. The IT may include additional edits, as applicable, on the course approval email to member records.
6. Once the course is approved by the IT, staff will complete the closure process at the course level.
7. Once the course close process is completed, the participants’ member profile will be automatically updated.

Cancel a course

1. Under the “Member Resources” menu select “Instructor Resources” then “Course Tools”
2. Select the “Cancel a Course” tab
3. Follow instructions on screen to cancel a course.
 - a. Select the pencil icon to open the form.
 - b. Check the Cancel Course checkbox and enter information about why the course was cancelled in the Course Cancelled Reason box.
4. The course will be removed from the Course Schedule after the staff completes the cancellation process.