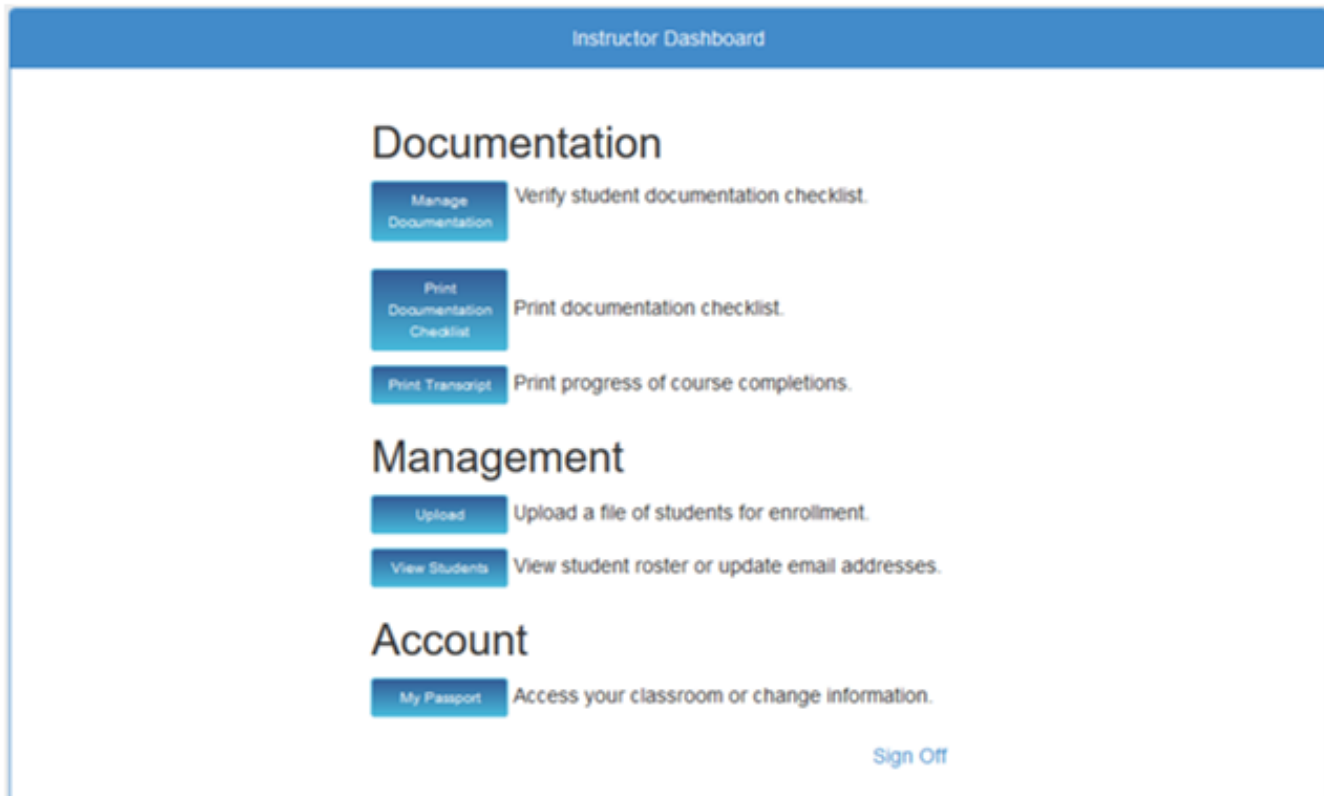


PASSPORT: Instructor Dashboard Instructions

Passport provides students pursuing careers in healthcare a quick, easy way to meet clinical rotation site requirements. Passport students complete one set of compliance courses acceptable to multiple clinical rotation sites. Passport also provides a checklist for documenting other requirements, such as CPR certifications, immunizations, etc. Passport's fee is \$10 for 365 days of access starting at enrollment.

The **Passport Instructor Dashboard** provides ways to update student information, run reports, and enter your Passport classroom.

INSTRUCTOR DASHBOARD



From the **Instructor Dashboard**, you can:

Manage Documentation.

Verify that students have provided supporting documentation for background check, drug screen, etc.

Print Documentation Checklist.

Print Transcript for student courses.

Upload students to enroll them in Passport.

NOTE: Students can self-purchase at <https://passport.carelearning.com>.

View Student roster and manage student email addresses.

My Passport access your classroom.

NOTE: Your classroom comes with the same set of courses as your students.

DOCUMENTATION

MANAGE DOCUMENTATION

Provides the means to **verify supporting documentation** has been received. The number of verifications needing to be addressed is listed next to the Manage Documentation button. **NOTE:** *Number verifications waiting* may refer to number of Checklist types to be verified, not number of students needing verification.

To verify, **click Manage Documentation.**

The screenshot shows the 'Instructor Dashboard' with a blue header. Below the header, there are three main sections: 'Documentation', 'Management', and 'Account'. Each section has a blue button and a description. The 'Documentation' section includes a 'Manage Documentation' button with the text 'Verify student documentation checklist. 5 verifications waiting.' The 'Management' section includes 'Upload' and 'View Students' buttons. The 'Account' section includes a 'My Passport' button. A 'Sign Off' link is located at the bottom right of the dashboard.

Instructor Access

The screenshot shows the 'Instructor Access' page with a blue header. Below the header, there is a breadcrumb trail 'Home / Manage'. The main heading is 'Manage Documentation'. Below this, there is a radio button selected next to 'MUSC - Medicine (5 waiting)'. At the bottom, there are two buttons: 'By Student' and 'By Type'.

Select Institution:

If only one institution is assigned the button will be clicked by default.

If more than one institution is assigned, select the desired institution by clicking the button before the institution's name.

NOTE: *Number waiting* may refer to number of types to be verified, not number of students needing verification.

Verify By Student or By Type.

To verify by Student, **click By Student.**

Instructor Access

Home / Manage

Manage Documentation

● MISC - Medicine (5 waiting)

By Student By Type

Students will be listed by name with the number of items needing to be verified.

Instructor Access

Home / Manage / By Student

Verify Selection

Name	Needs Verified	
Demo, South Carolina	5	View

Click View.

Click Verify for items with supporting documentation. **NOTE:** Only items needing verification will be listed. If student has not entered data for a Checklist item it will not appear in verification screen.

[Home](#) / [By Student](#) / [View Unverified For Student](#)

Verify South Carolina Demo's Documentation

 Check all

Professional Screenings

Title	Completion Date	Verify
Background Check	6/21/2018	<input type="checkbox"/>

Certifications

Title	Expiration Date	Verify
Basic Life Support (BLS)	6/19/2018	<input type="checkbox"/>

Health Records

Title	Administered Date	Verify
Hepatitis B #1	Not Applicable	<input type="checkbox"/>
Tdap (Tetanus, Diphtheria, Pertussis)	Not Applicable	<input type="checkbox"/>

License Number

Title	Number	Verify
RN	1234	<input type="checkbox"/>

[Cancel](#)[Save](#)**Click Save.**

After clicking Save, Documentation Checklist will show name of person who verified supporting documentation was received.

Documentation Checklist

South Carolina Demo

MUSC - Medicine

Professional Screenings

Title	Completion Date	Verified By
Background Check	6/21/2018	Nick Oldaker
Drug Screen	11/19/2018	Nick Oldaker

To verify by Type, **Click By Type.**

Instructor Access

Home / Manage

Manage Documentation

● MUSC - Medicine (5 waiting)

By Student **By Type**

Click View to verify student/s listed for the Checklist item. **NOTE:** Number in Count column refers to number of students needing verification.

Instructor Access

Home / Manage / By Type

Verify Selection

Professional Screenings

Name	Count	
Background Check	1	View

Certifications

Name	Count	
Basic Life Support (BLS)	1	View

Click Verify for type where supporting documentation has been received.

View Unverified Documentation by Type

Home / By Type / View Unverified For Type

Verify Background Check Documentation

Check all

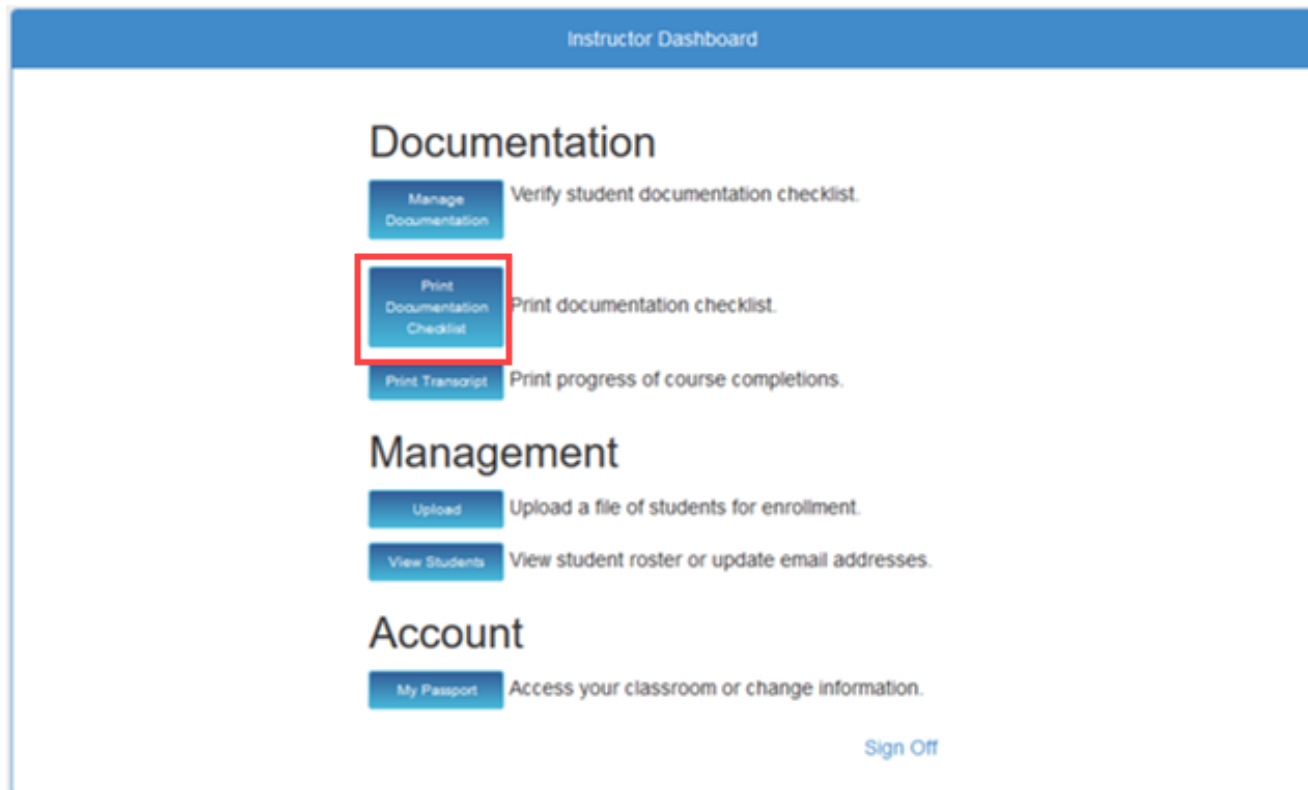
Student	Completion Date	Verify
Demo, South Carolina	6/21/2018	<input type="checkbox"/>

Cancel [Save](#)

Click Save.

PRINT DOCUMENTATION CHECKLIST

Print Documentation Checklist provides a quick way to run reports required by clinical rotation sites.



Instructor Print

Documentation Checklist reports can be run **By Student or By Type**.



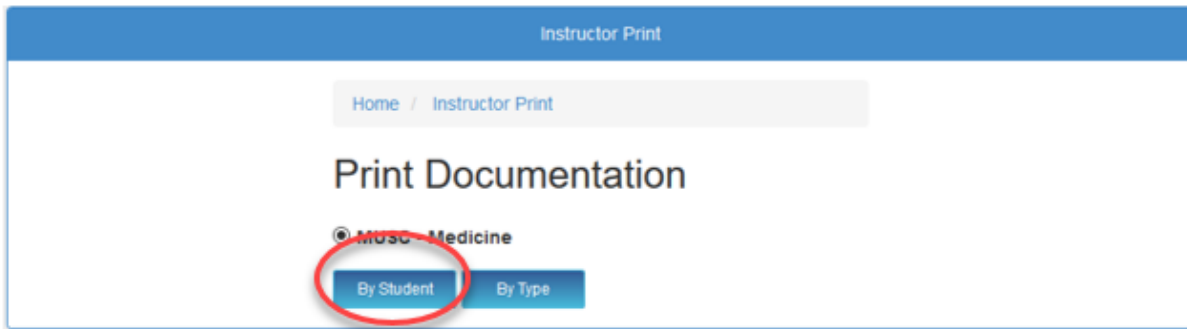
Click Institution Name:

If only one institution is assigned the button will be clicked by default.

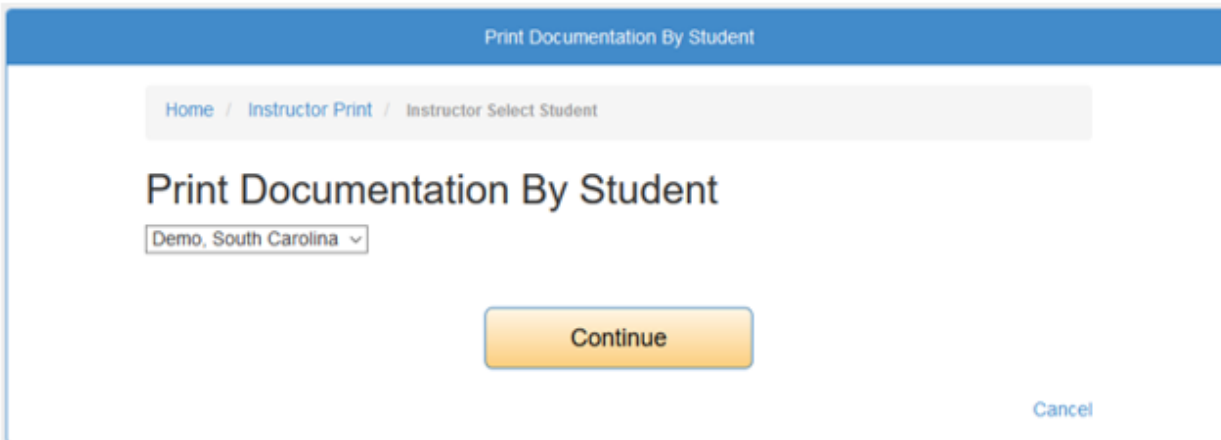
If more than one institution is assigned, select the desired institution by clicking the button before the institution's name.

To Print Individual Student Documentation:

Click By Student



Select Student from dropdown or type name in box.



Click Continue.

South Carolina Demo

Charleston Southern University

Professional Screenings

Title	Completion Date	Verified By
Background Check	6/21/2018	
Drug Screen		

Certifications

Title	Expiration Date	Verified By
Basic Life Support (BLS)	6/19/2018	

Health Records

Title	Administered Date	Verified By
Hepatitis B #1	Not Applicable	
Hepatitis B #2		
Hepatitis B #3		
Hepatitis Titer		
MMR (Measles, Mumps, & Rubella) #1		
MMR (Measles, Mumps, & Rubella) #2		
MMR (Measles, Mumps, & Rubella) Titer		
Tdap (Tetanus, Diphtheria, Pertussis)	Not Applicable	
Varicella (Chickenpox) #1		
Varicella (Chickenpox) #2		
Varicella (Chickenpox) Titer		

Annual Health Requirements

Title	Date Administered	Verified By
Influenza		
Tuberculosis (TST) #1		
Tuberculosis (TST) #2		
Tuberculosis (GFT-GIT or T-Spot)		

License Number

Title	Number	Verified By
RN	1234	

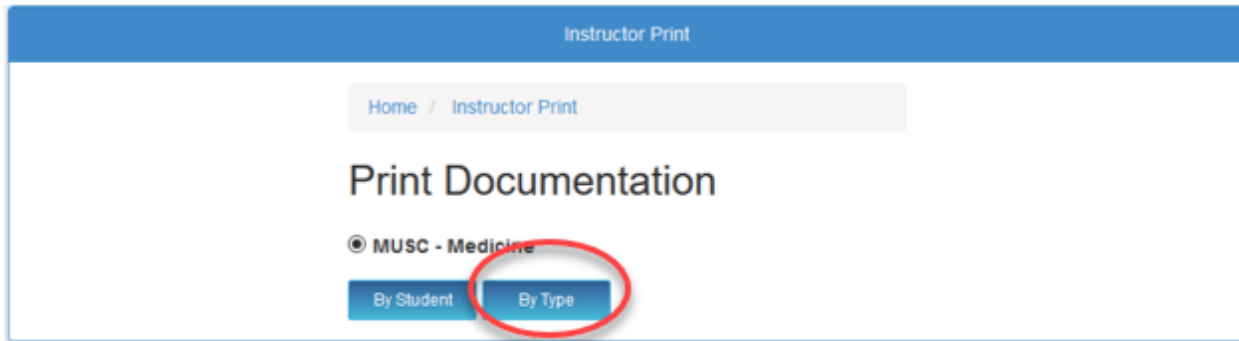

 A rectangular button with rounded corners, a yellow-to-orange gradient, and the text "Print" centered in black.

Print

Cancel

To Print Type Documentation:

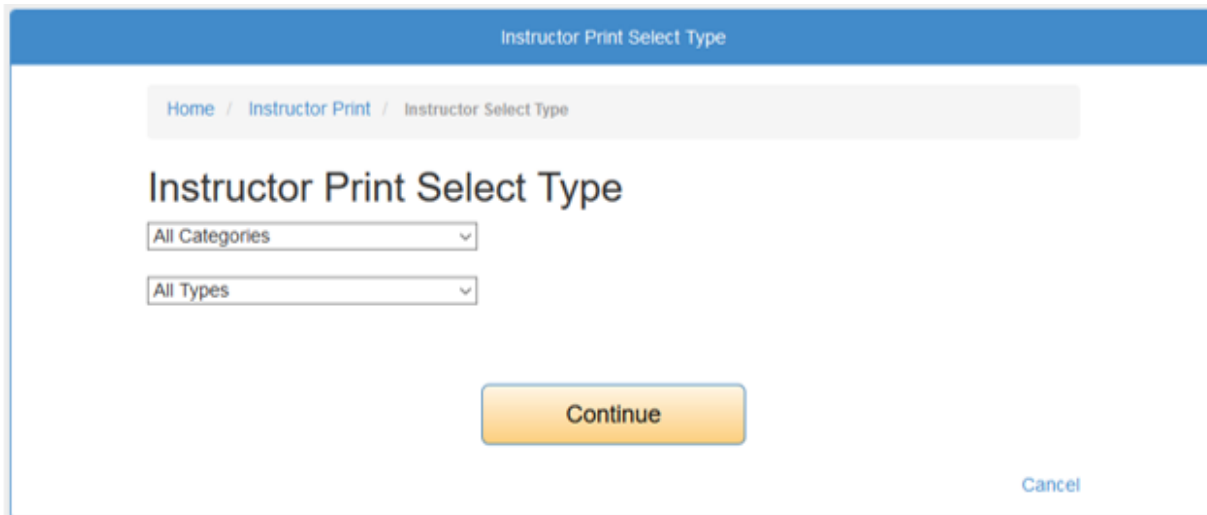
Click By Type.



Select report criteria:

All Categories dropdown offers broad categories, such as Professional Screenings, Certifications, Health Records, etc.

All Types dropdown offers individual items within a category, such as Background Check, Drug Screen, Basic Life Support, Hepatitis B, etc.



Click Continue.

Example – All Categories

Print Type

[Home](#) / [Instructor Select Type](#) / [Print Type](#)

Print All Categories Documentation

[Download](#)
[Print](#)

Name ▾	Type ▾	Value ▾	Verified By ▾
Demo, South Carolina	Background Check	6/21/2018	
Demo, South Carolina	Drug Screen		
Demo, South Carolina	Basic Life Support (BLS)	6/19/2018	
Demo, South Carolina	Hepatitis B #1	Not Applicable	
Demo, South Carolina	Hepatitis B #2		
Demo, South Carolina	Hepatitis B #3		
Demo, South Carolina	Hepatitis Titer		
Demo, South Carolina	MMR (Measles, Mumps, & Rubella) #1		

PRINT TRANSCRIPT

Instructor Dashboard

Documentation

- Manage Documentation
Verify student documentation checklist.
- Print Documentation Checklist
Print documentation checklist.
- Print Transcript
Print progress of course completions.

Management

- Upload
Upload a file of students for enrollment.
- View Students
View student roster or update email addresses.

Account

- My Passport
Access your classroom or change information.

[Sign Off](#)

Click **Print Transcript**.

Click either **Student Transcripts** to access report criteria selection.

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Student Passport

The student passport program allows students to complete all regulatory training and any hospital specific courses before reporting for clinicals. The program is hosted by careLearning, a non-profit organization operated by more than 40 state hospital associations. Our award winning learning, competency, and performance management systems are created solely for healthcare organizations by healthcare organizations.

Click the **Student Transcripts** link to begin running reports.

Students that are part of the program are required to take the following courses:

- ✔ Abuse and Neglect
- ✔ Bloodborne Pathogens
- ✔ Cultural Competence in the Workplace

Select report criteria:

By Student

By College/University

Set date range to narrow your search.

By Hospital/Course.

Default report shows all courses per student. Unchecking the Show Other Courses checkbox will report only the Hospital/Course per College/University per student.

Select name from dropdown or type name in appropriate report box.

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Student Transcripts

Use the below controls to run student transcript reports on individual students or by selecting their college/university.

By Student

[Dropdown Menu] [Go]

OR

By College/University

[Dropdown Menu] [Go]

Enrolled Between: [1/1/2017] and [12/31/2018]

OR

By Hospital/Course

[Dropdown Menu] [Go]

Click Go.

EXAMPLE: By Student

Student Transcripts

CSV PDF Print

[Redacted] Technical College	
Email: [Redacted]	
✔ Abuse and Neglect	8/17/2017
✔ McLeod Health - Student Orientation	8/21/2017
AIDET	Not Complete
Bloodborne Pathogens	Not Complete
Culturally Competent Care	Not Complete
Disaster Preparedness	Not Complete
Electrical Safety	Not Complete
Fire Safety	Not Complete
Hand Hygiene	Not Complete
Hazard Communication	Not Complete
HIPAA	Not Complete
Isolation and Standard Precautions	Not Complete
Lewis Blackman Patient Safety Act	Not Complete
Moving, Lifting and Repetitive Motion	Not Complete
✔ McLeod Health - Student Passport	8/21/2017
✔ Carolinas Hospital System Orientation	8/23/2017

EXAMPLE: By College/University

Student Transcripts

CSV PDF Print

[Redacted] University	
Email: [Redacted]	
✔ Abuse and Neglect	7/16/2018
✔ Bloodborne Pathogens	7/16/2018
✔ Disaster Preparedness	7/16/2018
✔ Fire Safety	7/16/2018
✔ Hand Hygiene	7/16/2018
✔ AIDET	7/24/2018
✔ Culturally Competent Care	7/24/2018
✔ Hazard Communication	7/24/2018
✔ HIPAA	7/24/2018
✔ Isolation and Standard Precautions	7/24/2018
✔ Lewis Blackman Patient Safety Act	7/24/2018
✔ Moving, Lifting and Repetitive Motion	7/24/2018
Electrical Safety	Not Complete
✔ South Carolina Student Passport Survey	7/24/2018
Spartanburg Regional Healthcare System	Not Complete

[Redacted] University	
Email: [Redacted]	
✔ Abuse and Neglect	6/13/2018
✔ AIDET	6/14/2018
✔ Bloodborne Pathogens	6/14/2018
✔ Culturally Competent Care	6/14/2018
✔ Disaster Preparedness	6/14/2018
✔ Electrical Safety	6/14/2018
✔ Fire Safety	6/14/2018
✔ Hand Hygiene	6/15/2018

EXAMPLE: By Hospital/Course with Show Other Courses unclicked

Student Transcripts

CSV PDF Print

Show Other Courses

██████████ Technical College (z4004m)	██████████ Regional Medical Center
✓ Barrios, ██████████	1/9/2018
██████████ - Health Professions (z4004m)	██████████ Regional Medical Center
Kelly, ██████████	Not Complete
Other (z4004m)	██████████ Regional Medical Center
✓ Ogden, ██████████	9/1/2017
██████████ Technical College (z4004m)	██████████ Regional Medical Center
✓ Thompson, ██████████	1/13/2018
✓ Johnson, ██████████	1/2/2018
✓ Edwards, ██████████	1/6/2018
✓ Anderson, ██████████	1/8/2018
✓ Ardis, ██████████	11/11/2017
✓ Gardner, ██████████	11/6/2017
✓ Walker, ██████████	12/16/2017
✓ Osborne, ██████████	12/26/2017
✓ Coper, ██████████	12/29/2017

MANAGEMENT

UPLOAD

Bulk Enrollment of students is available. **NOTE: From date of enrollment**, students have 365 days of classroom access.

There are **two ways to bulk enroll** students. **NOTE:** There is a **time difference** between methods.

Immediate enrollment: Upload file through the Instructor Dashboard and select the person to be invoiced.

Enrollment within three (3) business days: Email file to support@carelearning.com and include in the email the person to be invoiced.

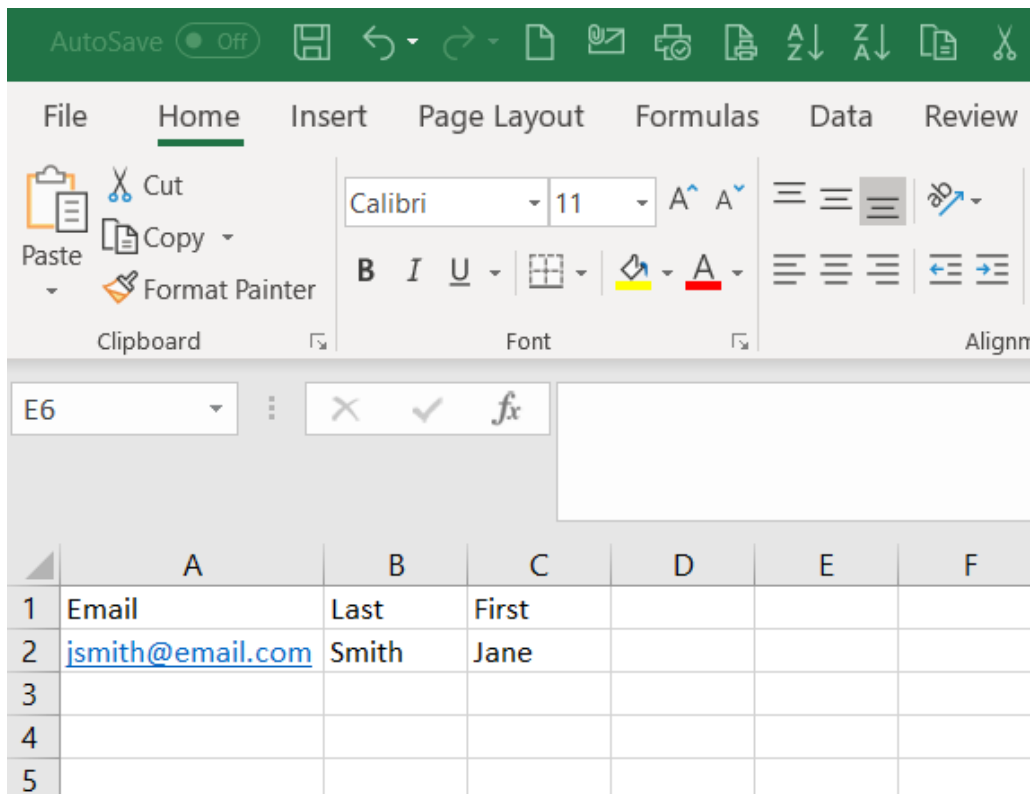
Either method requires a **CSV file** with the student data formatted in the following manner:

Three (3) columns titled: Email,Last,First

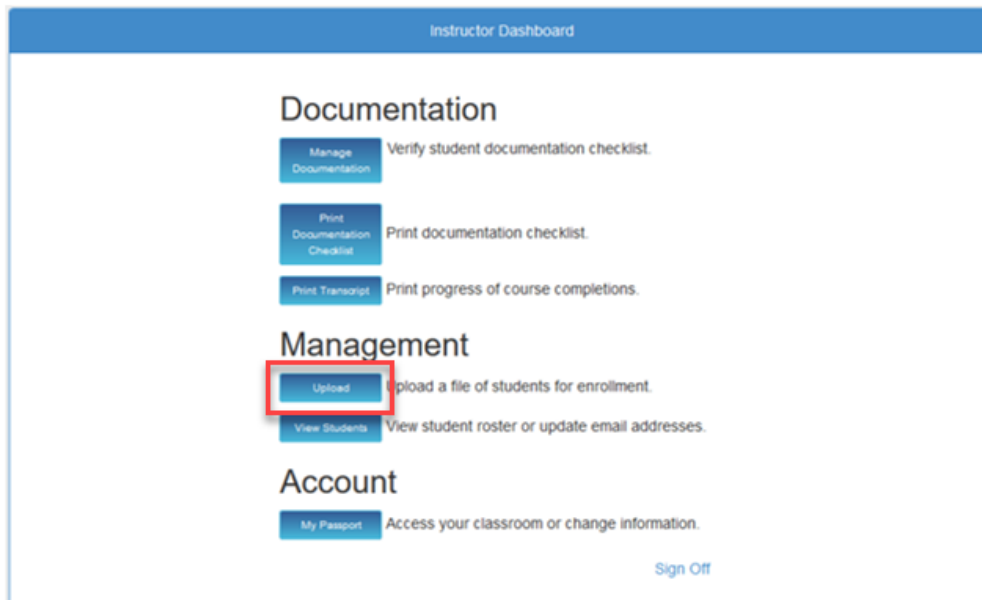
Example – CSV File Required Format:

Email, Last, First

jsmith@email.com, Smith, Jane



For immediate enrollment, **click Upload.**



Select school from the dropdown.

Instructor Upload Students

Upload Student List

Please select a school. ▼

Choose File

Cancel

Select Billing Contact from the dropdown.

Instructor Upload Students

Upload Student List

College - Registered Nursing ▼

Billing Contact

Please select a contact. ▼

Choose File

Cancel

Click Choose File to select appropriate CSV Student file.

Confirm Upload: Review that the file and Billing Contact are correct.

Click Cancel if the number of students or the person to be invoiced is incorrect. Return to the Instructor Upload Students screen to choose the correct file and/or Billing Contact.

Confirm Upload

Please review this request.

Upon clicking "Finish" **159** student(s) will be added. Emails will be sent to these students who then can start their courses immediately.

An invoice for **\$1,590.00** will be sent to [REDACTED]

Finish

Cancel

Import Details

First Name	Last Name	Email Address
Mohammad	[REDACTED]	[REDACTED]@carolinas.vcom.edu

Click **Finish**.

NOTE: Upon enrollment, students are emailed instructions on how to access their Passport classroom, **but** access to the classroom requires students to complete the enrollment process by creating passwords for their accounts.

Import Summary lists all students and emails that were enrolled.

Click **Dashboard** to return to the Instructor Dashboard Main Menu.

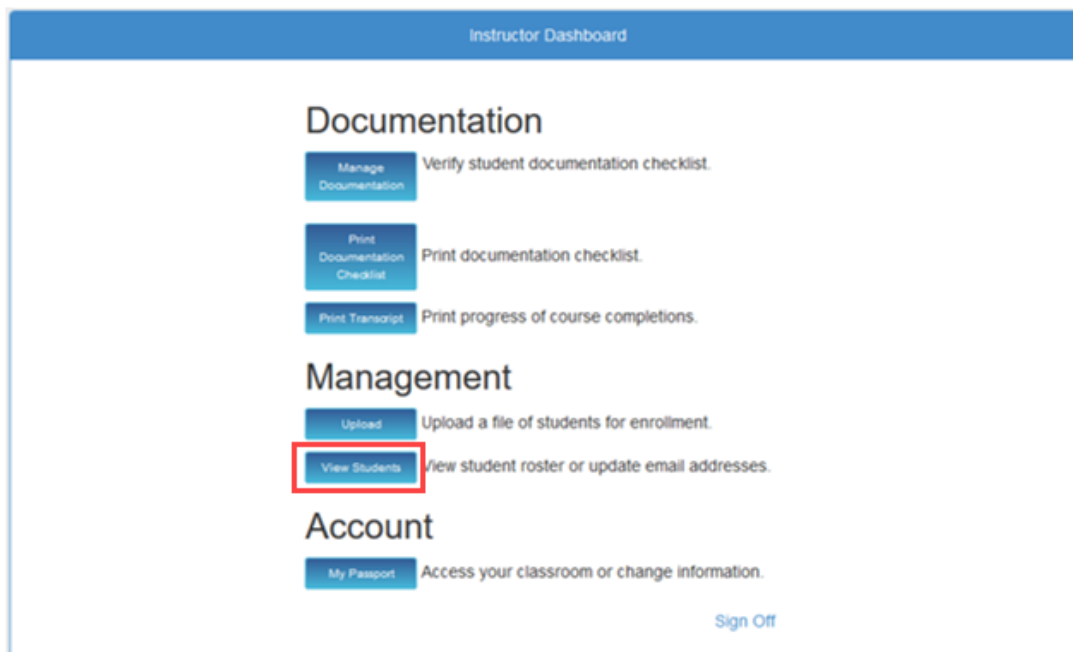
Import Summary for [REDACTED]

159 students have been added. They will immediately receive email notifications and can begin taking their courses.

[Dashboard](#) [Return to instructor dashboard](#)

First Name	Last Name	Email Address
Alexander	[REDACTED]	[REDACTED]@carolinas.vcom.edu
Ashley	[REDACTED]	[REDACTED]@carolinas.vcom.edu
Axita	[REDACTED]	[REDACTED]@carolinas.vcom.edu

VIEW STUDENTS



Students will be listed by last name, first name, email address used for setting up account, status of purchase, and date of last login.

The screenshot shows the Student List for Medicine. The table has columns for Name, Email Address, Purchased, Last Login, and Transcript. A 'Download' button is located above the table. The 'Purchased' column contains 'Expired' status for all listed students.

Name	Email Address	Purchased	Last Login	Transcript
Adkins, [redacted]	[redacted]@musc.edu	Expired	3/4/2016	Transcript
Alsarraf, [redacted]	[redacted]@musc.edu	Expired	9/29/2016	Transcript
Appleby, [redacted]	[redacted]@musc.edu	Expired	1/26/2016	Transcript
Baker, [redacted]	[redacted]@musc.edu	Expired		Transcript
Bankhead, [redacted]	[redacted]@musc.edu	Expired		Transcript
Barnwell, [redacted]	[redacted]@musc.edu	Expired	12/9/2016	Transcript
Bianke, [redacted]	[redacted]@musc.edu	Expired	2/14/2016	Transcript
Boling, [redacted]	[redacted]@musc.edu	Expired	1/9/2017	Transcript

Clicking Transcript to view/print of selected Student's Transcript.

Clicking Download for spreadsheet version of the Student Roster.

To edit an Email Address:

Hover mouse next to the end of the email address to be edited.

A pencil icon will appear.

Click pencil icon.

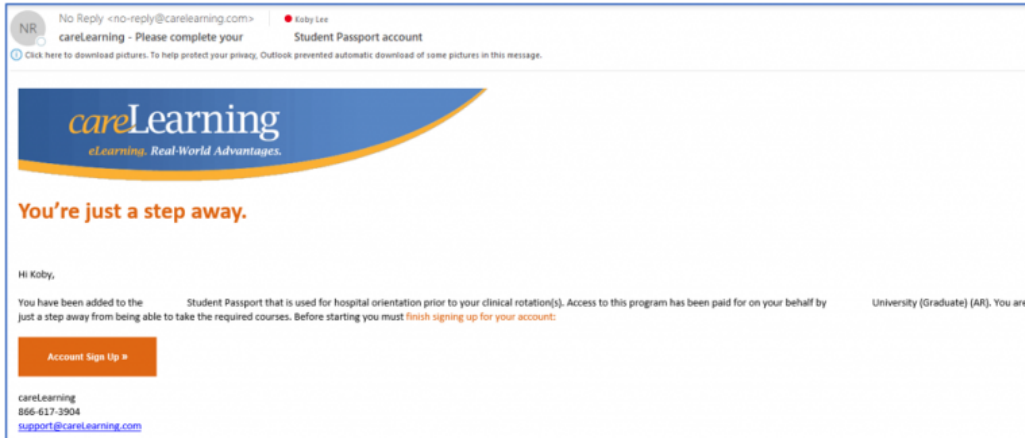
ENROLLMENT

To enroll, Instructors can either self-pay or be enrolled by their institution. **NOTE:** Please verify enrollment policy with your institution before self-enrolling.

INSTITUTION PAID ENROLLMENT

For Institution Paid Enrollment, email support@carelearning.com your school, name, and email address along with the person to be invoiced. Once your account has been set up, you will receive notification via email. To **complete enrollment**, you must **create a password** and **confirm the email address** used for your account.

Example – Enrollment Email Notification



To complete enrollment, **click Account Sign Up.**

Provide **Account Information.**

Account Information

Email Address

We will not share your personal information.

It is recommended you use your school email address. Your user name will be your emailAddress address so please make proper note.

First Name

Last Name

Phone Number

Password

Six or more characters with at least one uppercase, lowercase, and number.

Confirm Password

Enter Phone Number.

Create Password.

Confirm Password.

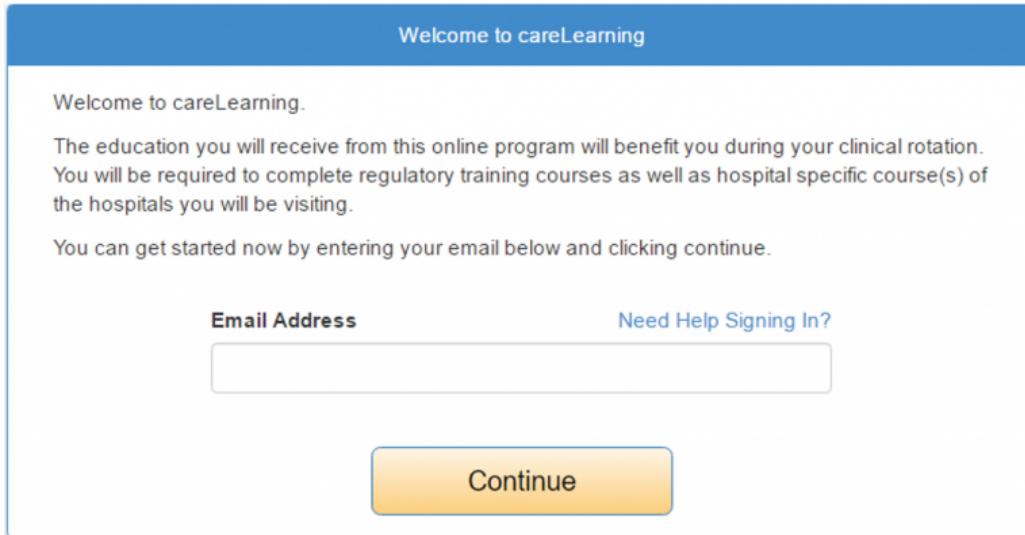
Click Sign Up.

Confirm Email. Clicking Sign Up will generate a confirmation email. Check your Inbox and confirm that you have signed up for Passport. **NOTE:** If you do not see the email in your Inbox, please check your Junk/Spam folder.

If you do not receive a confirmation email:

Go to <https://passport.carelearning.com>

Enter Email Address – You must enter the same email address as provided by your institution when enrolling you in Passport.



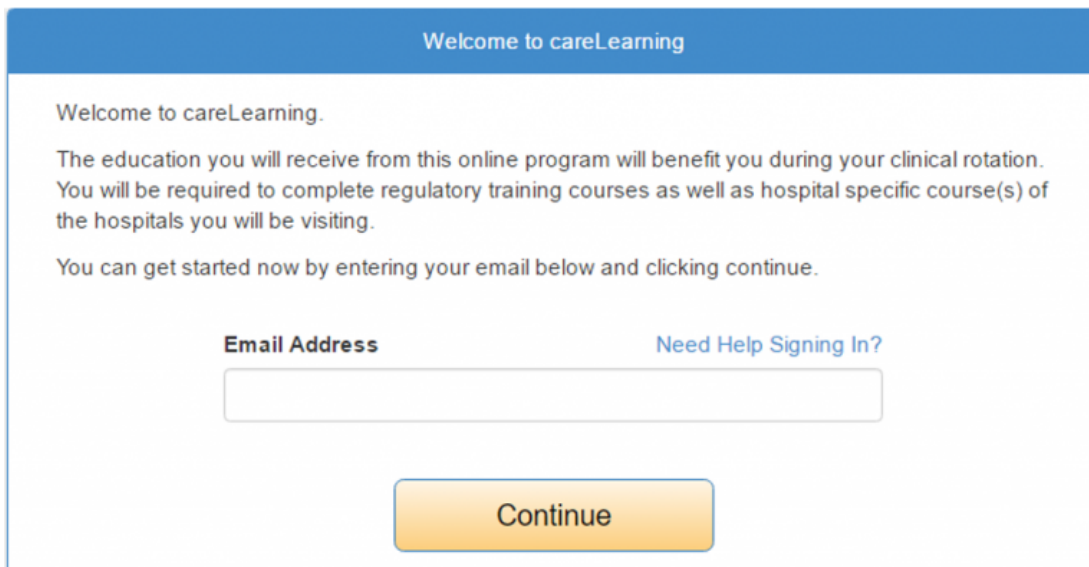
Click Continue to access the Account Information/Password set up page.

SELF-PAY ENROLLMENT

Go to <https://passport.carelearning.com>

Enter Email Address – the email address you enter becomes your User Name. To re-enter your account, you must use the same email address.

Click Continue.



Enter the requested information:

First Name

Last Name


Select State from dropdown

Select School from dropdown. **NOTE:** Some schools have multiple programs listed.

Phone Number

Sign Up


You will be charged a fee of \$10.00 upon signing up.
This fee will provide you access to the online courses for 1 year.




Paypal will securely process the above payment types.
Use the form below to complete account sign up.

Account Information

Email Address

 We will not share your personal information.

 It is recommended you use your school email address. Your user name will be your emailAddress address so please make proper note.

First Name


Last Name

State

School

Phone Number

Password

 Six or more characters with at least one uppercase, lowercase, and number.

Confirm Password

[Cancel](#)

Create Password.

Confirm Password.

Click Sign Up.

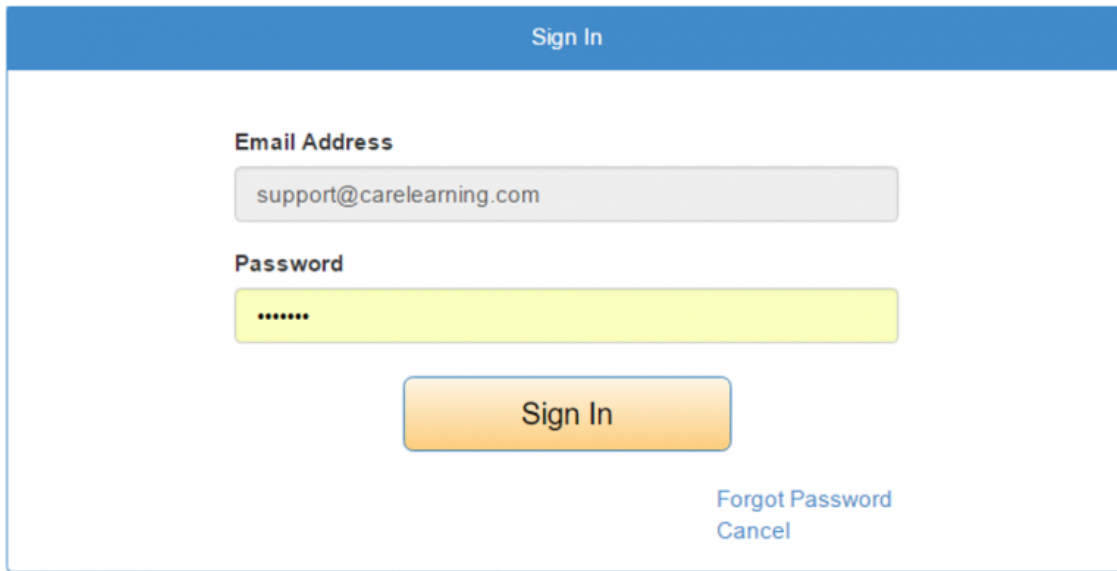
Confirm Email.

Clicking Sign Up will generate a confirmation email. Check your Inbox and confirm that you have signed up for Passport.

NOTE: If you do not see the email in your Inbox, please check your Junk/Spam folder.

Enter **Password**.

Click **Sign In**.



The image shows a 'Sign In' form with a blue header. Below the header, there are two input fields: 'Email Address' containing 'support@carelearning.com' and 'Password' containing six dots. Below the password field is an orange 'Sign In' button. At the bottom right, there are two links: 'Forgot Password' and 'Cancel'.

If you have any questions, please contact Ray Shackelford at support@carelearning.com or call 304-353-9741.