PLATINUMED.COM

School Admin User Guide

PLATINUM
EDUCATIONAL GROUP
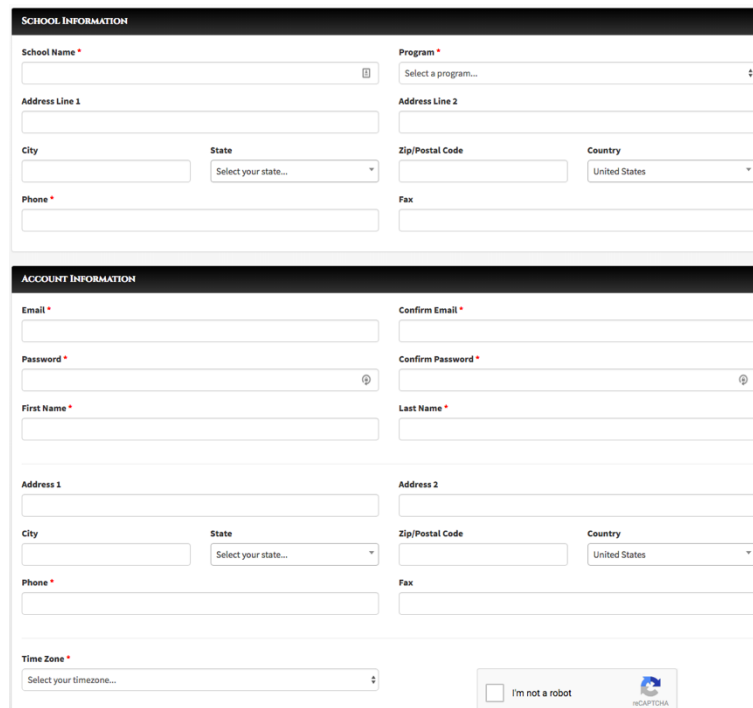
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PLATINUMED.COM SIGN-UP INSTRUCTIONS

Go to your product home page (EMSTesting.com, PlatinumTests.com or PlatinumPlanner.com) and click the **Schools Contact Us** button.

After you have contacted Platinum Educational Group, we will send you a link to the **New School Signup** page.

Fill out your **School Information** and your **Account Information**. Please make sure to choose your time zone from the **Time Zone** dropdown, click the "I'm not a robot" checkbox, then click **Submit**.

You will be sent a confirmation email. Open that email and click on the **Activate your new account** button to verify your email address.
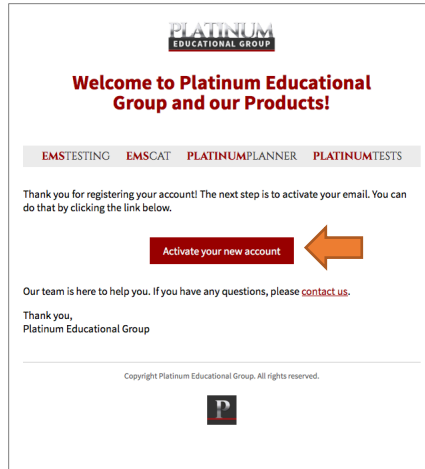
TERMS AND CONDITIONS

Reading the terms and conditions is important. It outlines some of the things you can and cannot use the website for, and may answer potential future questions.
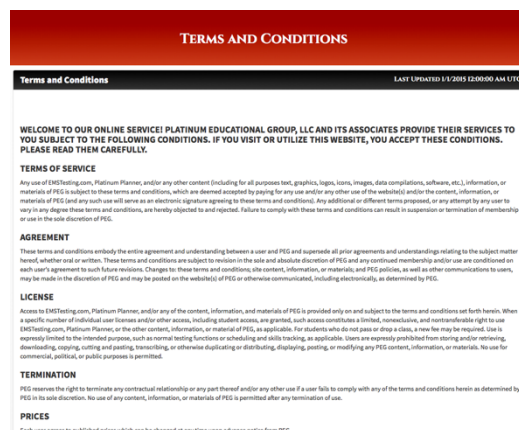
Select **I Agree** at the bottom of the page and click the **Submit** button to move forward in the sign-up process.

Note: *If you already have a School login for EMSTesting.com, PlatinumTests.com or PlatinumPlanner.com use that to login from the product site you are using.*

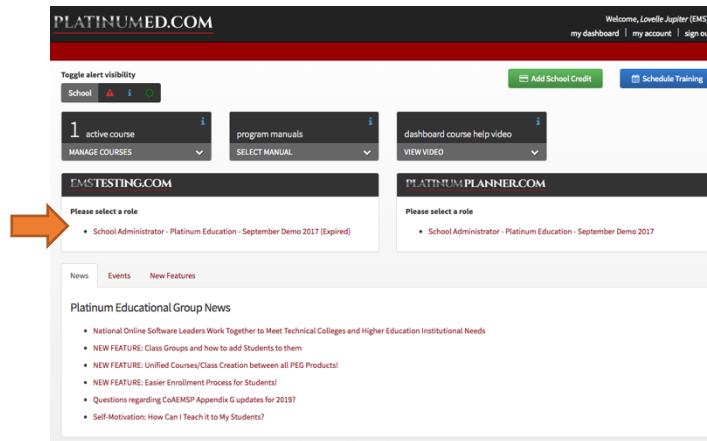You will then be logged in and brought to the **my.platinumed.com** dashboard.

Click on the "School Administrator" link under "EMSTesting" if you are an EMS School or "Platinum Tests" if you are a Nursing School.

Click on the "School Administrator " link under "PlatinumPlanner" for all professions.

Please Note: If your status changes to "Pending" for either program, you may have a short wait for Platinum Educational Group to verify your new school account. You will receive an email letting you know when your account has been verified.

If you have any questions regarding your account, please contact sales@platinumed.com or call 616-818-7877.

MANAGING YOUR ACCOUNT/SCHOOL TIME ZONE/SUBSCRIPTION

Click the **my account** link on the top right of your screen to get to your account information.
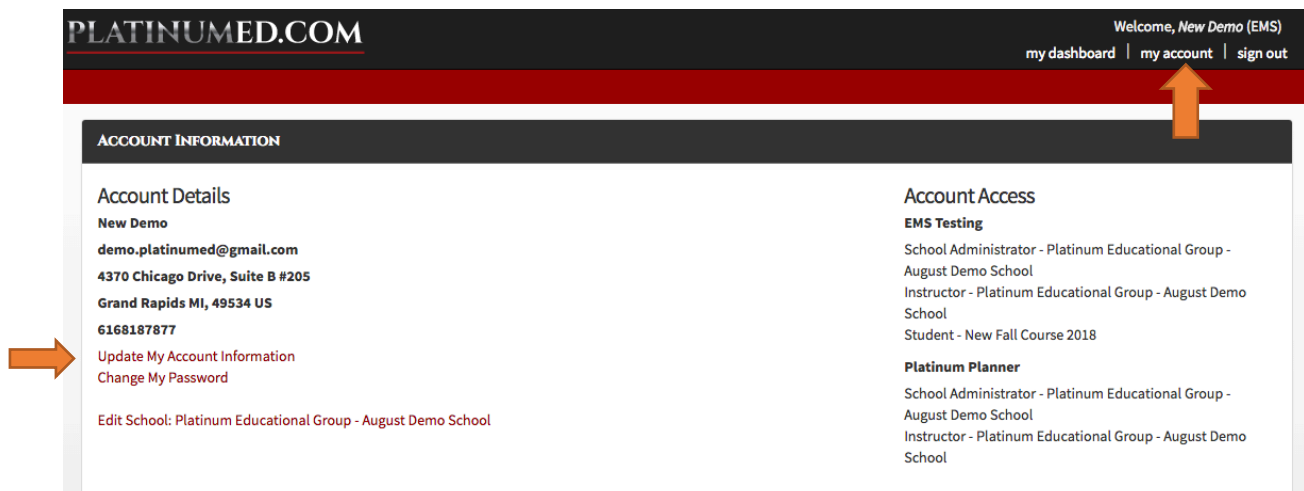
Click the **Update My Account Information** link to update your account information.

You can change **email address**, update your own **time zone** (if different from your school time zone), **profession**, etc.

Click the **Update Account** button to save your changes.

CHANGE PASSWORD

To change your password, click on the **Change My Password** link. Enter your new password and confirm it by typing it in again.

Click the **Change Password** button.

EDIT SCHOOL

Click the **Edit School: "School Name"** link to edit your school information.

Here you can **edit school information**, enable **attendance tracking**, **add school credit**, add a **default campaign code** if using verifystudents.com, see **testing subscription plan**, **testing expiration date**, **renew testing subscription** and see **platinum planner expiration date**.

If you would like to allow **Instructors** in your School the ability to login as other users, check the box to enable this feature.

Note: If you are not the School's primary contact, you will not be able to edit your school information, however, as a School Administrator you will have a link to View School information that the primary contact has set.

Click on the **Add School Credit** button.

Here you can use access cards or a credit card to purchase school credit. If you have a current credit balance, it will show on the top left of the page. Your school balance will show after you have hit the **Submit** button, on the edit school page under **Current School Balance**.

Click on the **Renew Testing Subscription** button.

The **Renew Testing Subscription** button allows you to renew your annual school subscription to EMSTesting or PlatinumTests.
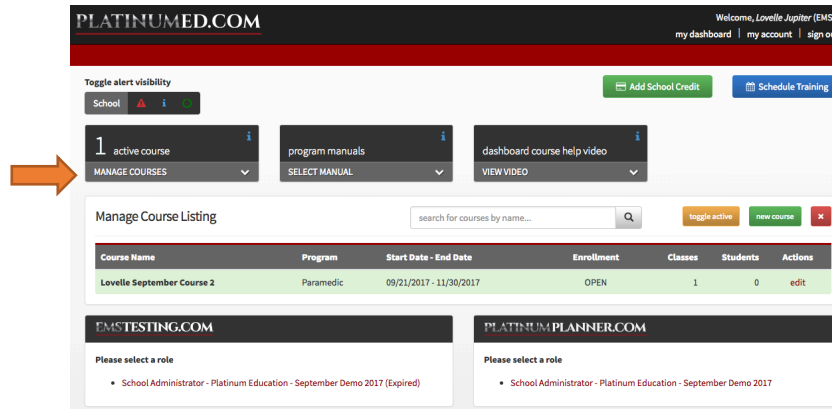
TRANSACTION HISTORY

The **Transaction History** tab will give you all history of the transactions that have been made in your School Account.

MANAGE COURSES

Schools can now manage courses from my.platinumed.com for all our products. Click on the **Manage Courses** callout to show the **Manage Course Listing** area.

If you have courses already, they will be listed in this area. To create a new course, click the green **new course** button on the top right.

Choose your **profession**, **program**, **course name**, **start and end dates** and **description**.

Important! The **Course Code** is listed when you create a course, enable one of the programs and create at least one class. Give this code to your students to automatically enroll them into this course. **This will greatly simplify enrollment for your students!**

Important! As a School Administrator, if you would like **instructors** to have the ability to **manage student class enrollments**, check the checkbox.

Important! As a School Administrator, if you would like to assign an **instructor** full access to **edit the course** and **manage student course/class enrollments**, select the **Course Admins** dropdown and choose an instructor. Only School Administrators can add/remove Course Admins. **Note:** You must have created an instructor account in one of the programs (EMSTesting, PlatinumPlanner or PlatinumTests) before that instructor will show in this dropdown.

The orange **Student Verification** button is used if your school is using verifystudents.com for background checks. If you have a Verification Campaign Code for your school, click the student verification button and enter in your campaign code. This will require students in the class to go through verifystudents for a background check before entering the course.

Note: You can also enable verifystudents for the school if you do not want to use it by course.

Click **Save** to continue. You will see 5 tabs upon saving your new course.

EMSTESTING/PLATINUMTESTS COURSES/CLASSES

If you have a school subscription to EMSTesting/PlatinumTests, click on the tab to enable the course by clicking the large green enable testing button.

Once you have enabled the course in EMSTesting/PlatinumTests, you will see setup instructions and a dropdown titled "How would you like to proceed?" You can **create a new course**, **clone an existing course** or **create based-on a template**.

Courses based-on a template: Templates are created by the Platinum Education Department. If you have any questions, please contact us.

After you have selected your options, click the **Save** button to continue.

In the **Settings** tab, choose your curriculum then click on the **Classes** tab.

Click the green **New Class** button.

Course Code: This unique code (code shown is an example only) can be given to students to help them get into the course and class without having to search for it when enrolling.

Give your class a **Name**, choose **Instructor(s)**, class **Begin and End Dates**, **Curriculum** and any short **Class Description/Summary**.

Click the **Save** Button.

PLATINUMPLANNER COURSES/CLASSES

If you have a school subscription to PlatinumPlanner, click on the tab to enable the course by clicking the large green enable platinum planner button.

Once you have enabled the course in Platinum Planner, you will see setup instructions and a dropdown titled "How would you like to proceed?" You can **create a new course**, **clone an existing course** or **create based-on a template**.
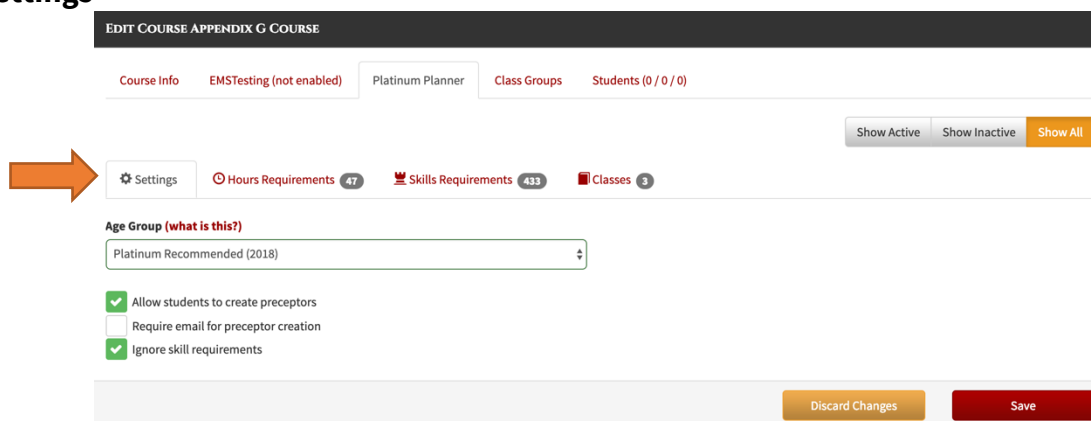
Important! The **Schedule only** checkbox must be **unchecked** to create a course with skills tracking, labs and scenario. This option is for schools that **do not use Platinum Planner** for **skills tracking** and want limited reporting for hours.

Clone an Existing Course: A dropdown will appear with previous courses to clone a new class from. Choose the course you want to clone and then select if you want to create the classes from the course. Rename the classes for less confusion.

Courses based-on a template: Templates are created by the Platinum Education Department. If you have any questions, please contact us.

After you have selected your options, click the **Save** button to continue.

Settings

Please Note: If you are creating a **Paramedic Level Course** on or after **August 1, 2016** the NREMT requires a scenario class to meet portfolio requirements for the course.

Age Group

The **Age Group** dropdown will default to "Platinum Recommended (2018)," and will follow Newborn (1 hr. to 23 hrs.), Neonate (1 day to 28 days), Infant (more than 28 days less than 1 year}, Toddler (1 year to less than 3 years), Preschooler (3 years to less than 6 years), School Ager (6 years to 12 years), Adolescent (more than 12 years, less than 18 years), Adult (18 years to less than 64 years), Geriatric (64 years and greater).

"Platinum Legacy (Pre-2018)" will follow Newborn (1 hour to less than 1 month, 7 hours), Infant (1 month, 7 hours to 1 year), Toddler (More than 1 year to less than 3 years), Preschooler (3 years to less than 6 years), School Ager (6 years to less than 12 years), Adolescent (12 years to less than 18 years), Adult (18 years and less than 64 years), Geriatric (64 years and greater).

Note: Labs and Clinicals created for students will use the age group you have created/selected here in the course setup. See **Options** > **Manage Age Groups** in the Platinum Planner School Manual for setting up custom age groups.

Allow students to create preceptors: This box checked, allows students to create preceptors from their account. This is recommended.

Require preceptor email address: This box checked, forces students to provide an email address when creating their preceptors. This is recommended.

Hours Requirements

In the **Hours Requirements** tab you will see hour requirements pre-populated for you, based on the type of Course you created. The system automatically distributes your required clinical and field internship hours.

All active hours' requirements, skill requirements and classes will show in **green** when you select the tab.

If you choose "All" from the **Display only** toggle, you will be able to view all hour requirement categories.

Skill Requirements

The top dotted line area is where you can upload or drop your **Appendix G Matrix** Excel file for importing your schools course skill requirements directly into the skill requirements area.

Note: The Appendix G Student Minimum Competency Matrix excel file can be found on the CoAEMSP website under Self Study Reports or you can view it here:

In the **Skill Requirements** tab you will see where **Lab Skills, Scenario Skills** and your **Clinical Skills** are set.

Audit Skills

The audit skills link looks for possible discrepancies between your courses and classes and lets you know if you need to adjust skills in your course settings. The "average for courses in this program" line shows you what other schools in your same program are setting skill minimums to.

Skill Source Display Toggle
This area shows toggles or buttons that can turn skills off and on based on the requirements for the course. In this example, If you want to display all **Appendix G** skills, turn off all other skills to view. The same for **Custom** (School created skills), **National Registry** and **Platinum** (Platinum created skills) skills.

Skill Classification Display Toggle
The Appendix G course we are building has 4 different skill classifications. **Basic Competency**, **Basic Competency Scenario**, **Individual** and **Individual Scenario**. To display the skills in each category, turn on/off skills.

Skill Minimums
The Skill Minimums are automatically set in Platinum Planner based on certification requirements for the program and the program type of the course. The number is a count of the minimum number of times a

student must complete a skill in order to meet graduation requirements. Also, a student **Peer** or **Instructor** must review the documentation for these skill attempts. Completion of these skills will show in the student Progress Report.

Proficiency
If you would like the student to complete the skill more times than the minimum requirement (listed in the skill minimums above) in order to gain additional experience or confidence in a skill, you can add **Proficiency** values.

The **Proficiency** values are the number of successful attempts at a skill you would like to see a student complete out of a number of consecutive attempts. **Ex:** 3/5 or 3 out of 5 would suggest you would like to see the student successfully complete the skill 3 times out of 5 consecutive attempts before they(or you) might consider them proficient in the skill.

If a student completes the **Proficiency** benchmarks it will display in their Progress Report when clicking on an individual skill.

Sims Used/Sims Value
The Sims Value is automatically set based on requirements for the program/program type of the course .

The **Sims Value** is how much each attempt at the skill is worth (ex. If the sims value is 0.50 it means that each successful completion of that skill on a simulated patient is only worth half a point, rather than the whole point they would receive if working on a live human).

Click **Save** to save your entered course information.

Classes
Your courses contain all your classes and is the last tab in the edit course area. You may have different instructors teaching them and different students in them. This area is where you can setup your classes and specifications.

Click the green **New Class** button.

Settings

Give your class a **Name**, choose **Class Type**, class **Class Description** and **Start and End Dates**.

Course Code: This unique code (code shown is an example only) can be given to students to help them get into the course and class without having to search for it when enrolling.

Allow students to create clinicals: If you want students to create their own clinical opportunities in the system, check this box.

Require instructors to apply their signature before approving student documentation: If you want your school instructors to sign off on student documentation before approval, click this box.

Allow preceptors/Allow Students to view preceptor comments: Checking either of these boxes will allow either the preceptor or student or both (if both checked) to view any preceptor comments made.

Click the **Save** button. You will now see the options of assigning additional **Settings**, **Instructors**, **Skill Requirements**, **Forms** and **Students** to the class.

The **Settings** tab includes additional options (if applicable to class type).

Documentation Due In (Hours): You can choose how many hours after a clinical/field opportunity has ended for documentation to be due in the by entering an amount here in hours. The default is automatically set to "0", meaning there is no set amount of time after an opportunity completes that clinical/field documentation is due.

Use form default values: If checked, some forms fields (multiple choice, dropdown, rating) allow default values to be pre-selected. If unchecked, the class will not use default values and will require users to specify a response rather than using a default value that may have been set up for that field.

Include global PCR PDF during clinical documentation: PlatinumEd provides a global PCR PDF for students to use during clinicals. Enable this option if you want to have it available during student **clinical** documentation.

Instructors
On the **Instructors** tab, click the "Display All" toggle on the top right if you do not have any instructors listed.

Click the checkbox under the **Enabled** column to choose the instructor(s) you want to have access to the class and any student documentation associated with it.

Skill Requirements

The **Skill Requirements** tab allows your school to set skill requirements for your class.

Instructor Minimums

The Instructor Minimums are automatically set based on program type, course requirements and class type. Minimums are set to the minimum number of times a student must successfully complete a skill in the class and have the instructor review the documentation.

Proficiency

If you would like the student to complete the skill more times than the minimum requirement in order to gain additional experience or confidence in a skill, you can add Proficiency values.

The Proficiency values are the number of successful attempts at a skill you would like to see a student complete out of a number of consecutive attempts. **Ex**: 3/5 or 3 out of 5 would suggest you would like to see the student successfully complete the skill 3 times out of 5 consecutive attempts before they(or you) might consider them proficient in the skill.

Sims Used/Sims Value
The Sims Value is automatically set and is for students that are using simulations of a person to attempt a skill.

The Sims Value is how much each attempt at the skill is worth (ex. If the sims value is 0.50 it means that each successful completion of that skill on a simulated patient is only worth half a point, rather than the whole point they would receive if working on a live human).

Forms
The forms tab contains all forms associated with the Class and if you want to have the student or the preceptor complete them by checking the boxes next to the forms. Click the "Display All" toggle on the top right if you do not have any forms listed.

For more on creating custom forms, see **Options** > **Manage Forms** in the Platinum Planner School Manual.

Students
The students tab shows all students enrolled in the class and any enrollment requests for the class.

Note: When adding students to classes, click the Display **All** toggle on the top right to see all students.

CLASS GROUPS

Class Groups are groups under a "Course" that can be used to organize or group students. After payment, the student would go directly into this group you select for that student.

Note: Class Groups must be setup before students enroll into the Course.

After the setup of a Course and Class(es), click the "Class Groups" tab in the "Edit Course" area.

Click the "New Class Group" button and give the "Class Group" a name, then select which "Class" or classes you would like that group to contain.

Click the "Save" button to return to the Class Group tab.

Click on the new "Class Group" to expand and see which class it is tied to. You can also edit or delete the class group(s).

When you accept your student into the Course, you will have the ability to select the "Class Group" you setup above to auto-enroll student's in.

School Pays

Student Pays

Accept Rooney Pandora into August Demo Course

School Pays | **Student Pays**

Select Products:

☐ EMS Testing | Assessment $5.00

☑ EMS Testing | Full Access $95.00

Total Price: **$95.00**

Select The Class Group(s) To Auto-Enroll This Student Into After Payment Has Been Processed

| × August Demo Class Evening - 7 pm to 9:30 pm | ▾ |

Before purchasing, please make sure you are familiar with our refund policy

Cancel | Submit

STUDENTS

The **Students** tab shows the school account balance or credit that your school currently has and the ability to **add credit**. If you need to add credit to your school account, click the **add credit** link.

Course Info | EMSTesting (not enabled) | Platinum Planner | Class Groups | Students (1 / 0 / 10)

School Account Balance: **$16.00** (add credit)

ENROLLMENT REQUESTS (1)

Student	Email	Submitted At	Status	Actions
One, Five Seventy	erika+571@platinumed.com	05/10/2018 16:09	Background Checks Initiated...	approve	decline

FULL COURSE STUDENTS (10)

Student	Email	Platinum Planner	# Classes	Actions
Box, Sand	sandbox@platinumplanner.com	**Paid**	3	flag/unflag	back-out	login as
Doe, Hanna	hannadoe@email.com	**Paid**	0	flag/unflag	back-out	login as
EMS Student 001, Jason	jason+emsstudent001@platinumed.com	**Paid**	2	flag/unflag	back-out	login as
Instructor, Demo	test@platinumed.com	**Paid**	5	flag/unflag	back-out	login as
Student, Demo	demo@platinumed.com	**Paid**	7	flag/unflag	back-out	login as
Redmond, Marcus	erika+651@platinumed.com	Not Paid (payment)	0	reverse	flag/unflag	login as
Ronson, Harvey	erika+001@platinumed.com	**Paid**	1	flag/unflag	back-out	login as
Stone, Sarah	sarah.stone@email.com	**Paid**	2	flag/unflag	back-out	login as
Test, Apple	appletest@platinumed.com	**Paid**	2	flag/unflag	back-out	login as
Wilson, Senna	erika+09@platinumed.com	Not Paid (payment)	0	reverse	flag/unflag	login as

Close | Save

The student tab shows students in (pending) **Enrollment Requests**, (pending) **Assessments Only** and **Full Course Students** that are accepted into the course along with their payment status. If a student has not paid, a **payment** link is provided for a school to pay with credit or to send a request to the student to pay.

Add Extra Test Time for a Student in EMSTesting/Platinum Tests
This feature gives a student extra time on both static and adaptive tests in EMSTesting/Platinum Tests.

On your dashboard, click the **Manage Courses** tile and click **edit** on the **course** for the student you would like to add extra time to.

Select the **EMSTesting**/**Platinum Tests** tab, then the **Classes** tab. Go to the **Students** tab, then click on the student in the list to expand the extra test time area.

You can enter **50** (to give the student 50% more time). On a test that is set for 60 minutes, the student you select to give more time to would be allowed 90 minutes.

Enrollment Requests

Student enrollment requests that you will need to approve or decline so that the student can be added to the course in your school. Click **approve** to add the student, **decline** (if needed).

A payment window will come up, it is defaulted to the **School Pays** window. If the student must pay, click and select the **Student Pays** button.

Assessments Only Students

These students only paid to do assessments and have not paid for the full program. If this student now needs access to the full program, click **approve** to add the student for the full program, **decline** (if needed).

A payment window will come up, it is defaulted to the **School Pays** window. If the student must pay, click and select the **Student Pays** button. (The only option that will appear will be for the full program).

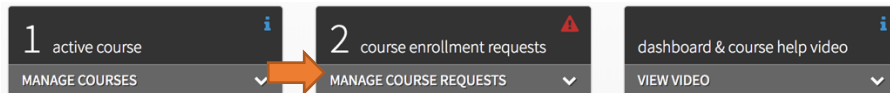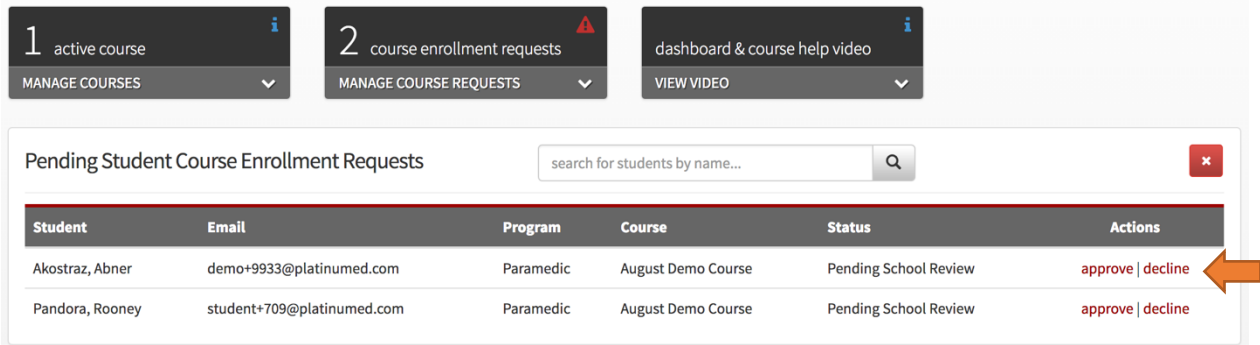**Full Course Students**

This area will show all the Students already ACCEPTED into this course and which program they have paid for and the number of classes they are in.

MANAGE COURSE REQUESTS

The School Administrator dashboard will show callouts when new student **course enrollment requests** have been made. You will see that callout appear on your dashboard.

Click on the down arrow to show your pending students that have requested enrollment into your course.

Click **approve** to add the student(s) to the Course, or **decline** (if needed).

Note: Yes, there are 2 ways to approve and pay for students. Choose which is easier for you, either straight from the dashboard or from the student tab on the course.

A payment window will come up, it is defaulted to the **School Pays** window. If the student must pay, click and select the **Student Pays** button.

From the School or Student pay area: choose the **Product** (based on product initially selected for course) you are enrolling the student into and if you have a class group setup (see section above) select that now and click the **Submit** button.

The student will now be accepted into the Course and NOT show in the "Pending Course Enrollments Requests" area.

ATTENDANCE TRACKING

My.Platinumed.com has an attendance feature built in that works with all our products. Only the **Primary School Administrator** can "turn-on" the feature to be used in all our products.

To setup the attendance feature, sign-in to your my.platinumed.com dashboard and click the **my account** link on the top right in the black bar.

Click the "**Edit School: Your School Name**" link.

On the **Edit School** page, you will see a new group of settings under the "Attendance Tracking" heading. These settings allow the primary School Administrator to customize the attendance tracking notifications that students will see on their dashboard.

The settings also control what the instructor can view on their **Manage Attendance** page. By default, these will all be disabled and are up to the primary School Administrator to enable.

"Testing Classes" and "Tests" are specifically for EMSTesting and PlatinumTests.

Enabling these buttons will show a notification to students on their dashboard that they have a request to check-in for their class or classes and for tests as well.

Once the student chooses to "check-in", the attendance feature will record the student's site, event, type, name, check-in and check-out dates and times, attendance and hours.

*The image below shows an example of what **Instructor's** only will see on their Manage Attendance page on their my.platinumed.com dashboard.*

Site	Event	Type	Last Name	First Name	Check-in	Check-out	Marked As	Hours	Actions
EMS Testing	Paramedic 2015-2016	CLASS	Instructor	Demo	1/29/2017 8:03 am	1/30/2017 8:03 am	Present	24	View | Delete
EMS Testing	AEMT Quiz 1	TEST	Student2	Demo	1/4/2017 2:59 pm	1/4/2017 3:04 pm	Present	0.08	View | Delete
EMS Testing	Paramedic 2015-2016	CLASS	Student3	Demo	1/29/2017 8:03 am	1/30/2017 8:03 am	Present	24	View | Delete
EMS Testing	Paramedic 2015-2016	CLASS	Student4	Demo	2/10/2017 12:59 pm	2/10/2017 1:00 pm	Present	0	View | Delete
EMS Testing	Paramedic 2015-2016	CLASS	Test	Student	1/29/2017 8:03 am	1/30/2017 8:03 am	Absent	24	View | Delete

Under the **View** link in the image above, the **Instructor** will be able to view more information about their students. This includes the student's location, as well as a map and the coordinates of their location. **Please Note:** If the location was captured on a device that does not have GPS, the location shown will be based on an IP address which may not be an accurate predictor of location.

"Planner Classes", "Clinicals", "Labs", "Scenario" is for all programs in PlatinumPlanner.

Enabling these buttons will show a notification to students on their dashboards that they have a request to check-in for their class, clinicals, labs and/or Scenario.

Click the **Update School** button when you have completed the Attendance Tracking area.