

PLATINUMED.COM

School Admin User Guide



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platinumed.zendesk.com

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PLATINUMED.COM SIGN-UP INSTRUCTIONS

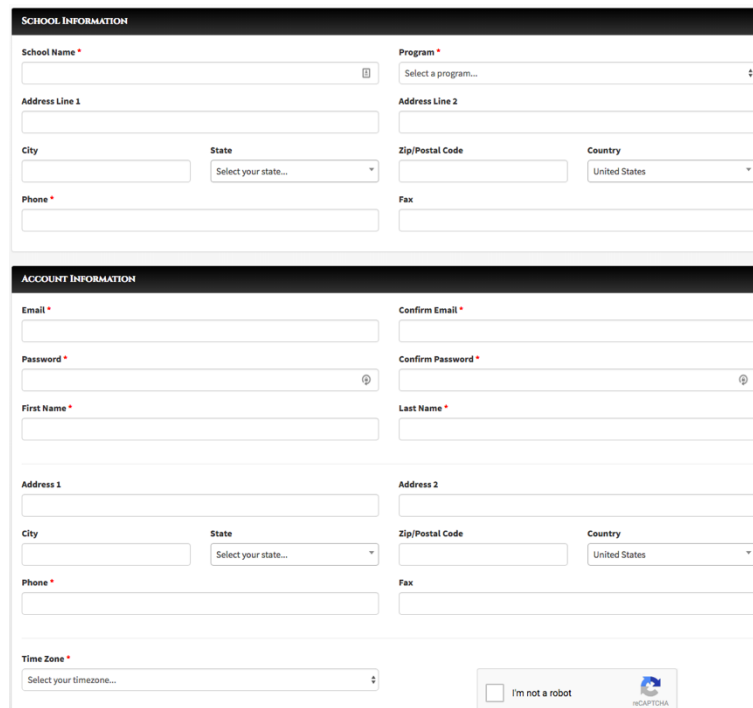
Go to your product home page (EMSTesting.com, PlatinumTests.com or PlatinumPlanner.com) and click the **Schools Contact Us** button.

SCHOOLS

If you are a **school** interested in signing up for an account, [Click here.](#)

 Schools Contact Us

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



The form is divided into two main sections: **SCHOOL INFORMATION** and **ACCOUNT INFORMATION**.

SCHOOL INFORMATION fields include:

- School Name *
- Program * (dropdown menu: Select a program...)
- Address Line 1
- Address Line 2
- City
- State (dropdown menu: Select your state...)
- Zip/Postal Code
- Country (dropdown menu: United States)
- Phone *
- Fax

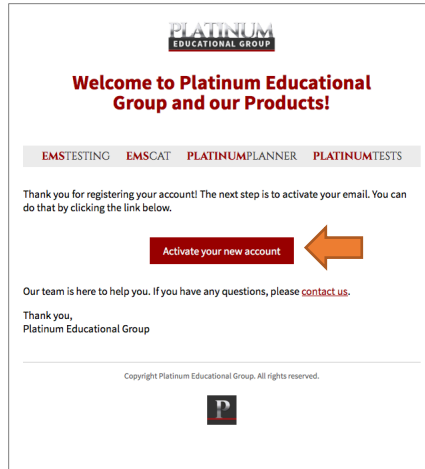
ACCOUNT INFORMATION fields include:

- Email *
- Confirm Email *
- Password *
- Confirm Password *
- First Name *
- Last Name *
- Address 1
- Address 2
- City
- State (dropdown menu: Select your state...)
- Zip/Postal Code
- Country (dropdown menu: United States)
- Phone *
- Fax
- Time Zone * (dropdown menu: Select your timezone...)

At the bottom right, there is a checkbox labeled "I'm not a robot" and a CAPTCHA logo.

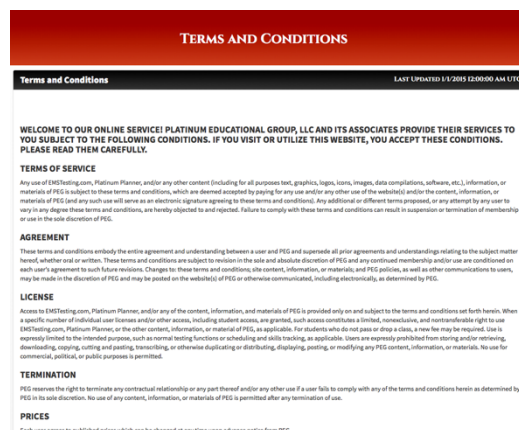
Fill out your **School Information** and your **Account Information**. Please make sure to choose your time zone from the **Time Zone** dropdown, click the "I'm not a robot" checkbox, then click **Submit**.

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.

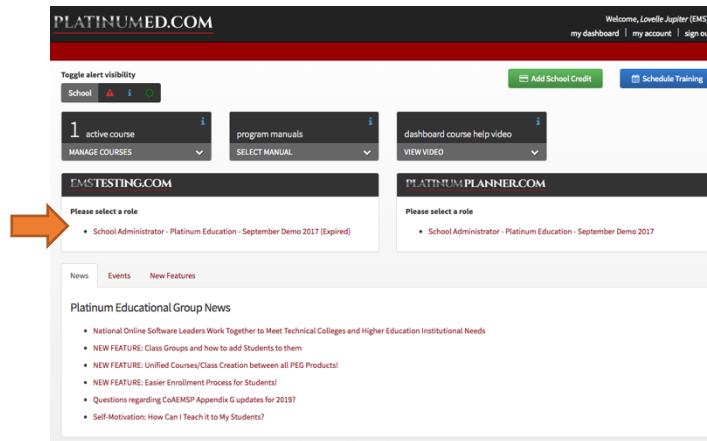


Select **I Agree** at the bottom of the page and click the **Submit** button to move forward in the sign-up process.

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.

MY.PLATINUMED.COM DASHBOARD

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.

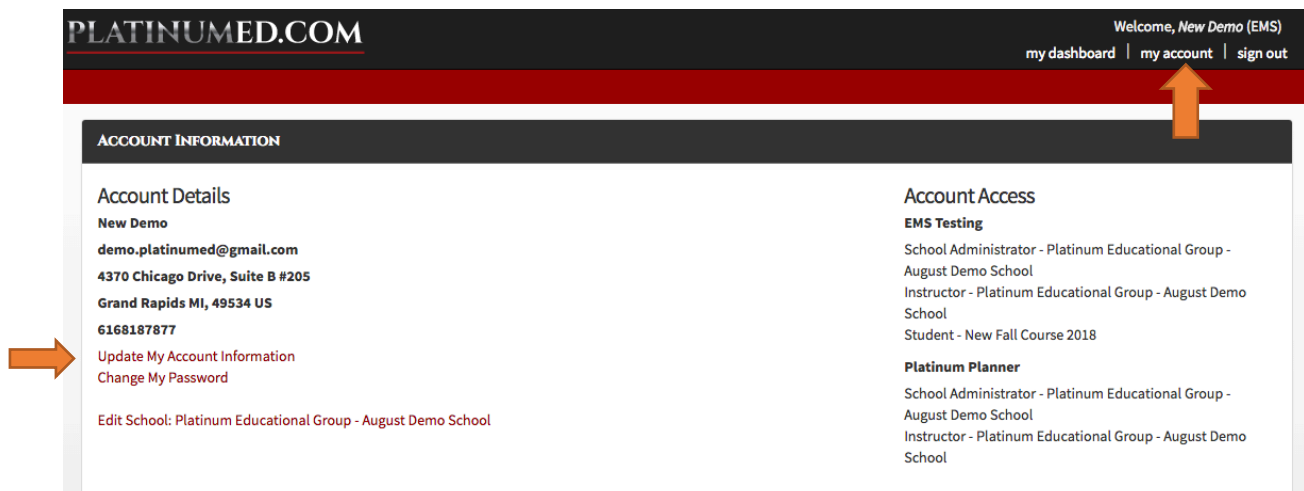
Click on the "School Administrator" link under "PlatinumPlanner" for all professions.

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.

EDIT ACCOUNT

Email: erika+76@platinumed.com

Confirm Email: erika+76@platinumed.com

First Name: Demo

LastName: School

Address 1: 6663 Montreux St.

Address 2:

City: Montreux

State: Idaho

Zip: 55671

Phone #: 6165551234

Fax #:

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Profession: EMS

Agreed to the latest terms on 6/21/2016 5:43:11 pm

Cancel Update Account

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.

Change My Password

New Password *

Confirm Password *

Cancel Change Password

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.

The screenshot shows the 'EDIT SCHOOL' form with the following fields and sections:

- School Name ***: Platinum Education - September Demo 2017
- Address 1**: 543322 Kokos Rd.
- Address 2**: (empty)
- City**: Grand Rapids
- State**: Michigan
- Zip/Postal Code**: 493503
- Country**: United States
- Phone #**: 654223344
- Fax #**: (empty)
- Time Zone ***: (UTC-05:00) Eastern Time (US & Canada)
- Profession ***: EMS
- Attendance Tracking**: Testing Classes (disabled), Tests (disabled), Planner Classes (disabled), Clinicals (disabled), Labs (disabled), Scenarios (disabled)
- ☐ Allow instructors to use the 'login as' feature
- Current School Balance**: \$0.00
- Add School Credit**: (button with orange arrow pointing to it)
- Default Verifystudents.com Campaign Code (more info)**: Enter a code for student validation
- Testing Subscription Plan**: Platinum EMSTesting
- Testing Expiration Date**: (Not Set)
- Renew Testing Subscription**: (button with orange arrow pointing to it)
- Planner Expiration Date**: 09/21/2018
- Buttons**: Close, Update School

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

The screenshot shows the 'Add School Credit' form with the following fields and sections:

- Current Balance**: \$200.00 (with orange arrow pointing to it)
- Access Card Number**: (empty) with a 'Lookup' button
- Access Card Info**: (empty)
- Access Card Amount**: \$0.00
- First Name As Displayed On Card ***: (empty)
- Last Name As Displayed On Card ***: (empty)
- Credit Card Number ***: (empty)
- Security Code ***: (empty)
- Expiration Month ***: 01 - January
- Expiration Year ***: 2017
- Credit Card Amount ***: 0.00
- NOTE**: Purchases will appear on your credit card statement as Platinum Educational Group.
- Buttons**: Cancel, Submit

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.

Renew School Subscription

Select Products:

☒ RENEWAL | Platinum EMSTesting \$500.00

Total Price: \$500.00

Access Card Number

Lookup

Access Card Info

Access Card Amount

\$0.00

Account Credit Amount *

\$0.00

Available Credit: \$0.00

Credit After Payment: \$0.00

First Name As Displayed On Card *

Last Name As Displayed On Card *

Credit Card Number *

Security Code *

Expiration Month *

01 - January

Expiration Year *

2017

Credit Card Amount *

500.00

NOTE: Purchases will appear on your credit card statement as Platinum Educational Group.

Before purchasing, please make sure you are familiar with our [refund policy](#)

Cancel

Submit

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

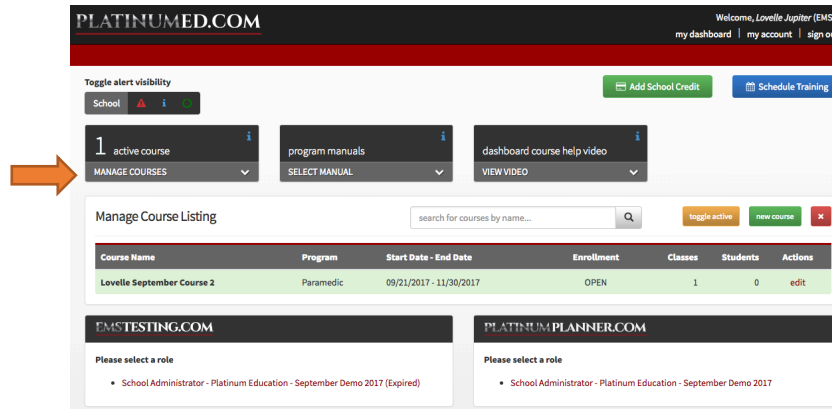
TRANSACTION HISTORY

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

School Settings Transaction History									
From Date		To Date		Search for					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Date	User	Type	Amount	Funding Type	Program	Course	Info	Comments	
08/03/2017 5:30 pm	New Demo	School Purchase	\$180.00	Account Credit	Paramedic	New Fall Course 2018	Student: Akostraz, Abner	EMS Testing: Full Access, Platinum Planner: Full Access	
08/01/2017 9:01 pm	New Demo	School Purchase	\$180.00	Account Credit	Paramedic	New Fall Course 2018	Student: Student, Demo		
08/01/2017 2:46 pm	Demo Student	School Credit	\$1000.00	Credit Card					

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.

EDIT COURSE NEW COURSE 2

Course Info EMS Testing (not enabled) Platinum Planner (not enabled) Class Groups Students (0 / 0 / 0)

School: Platinum Education - JJJ Profession: EMS Program: Paramedic

Name: New Course 2 Start Date: 02/03/2018 End Date: 08/02/2018

Description: [Empty text area]

Course Instructors: Instructor, Demo

Course Code: DWAHN

☐ Allow students to message each other
☒ Allow students to manually enroll in this course
☒ Allow instructors to manage student class enrollments

Student Verification is Disabled (more info)

Please Note Before Students Can Enroll...

1. You must complete the setup for either EMS Testing or Platinum Planner.
2. You must create at least one active (or future) class.

Discard Changes Save

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.

EDIT COURSE NEW COURSE NAME

Course Info EMS Testing (not enabled) Platinum Planner (not enabled) Class Groups Students (0 / 0 / 0)

Enable Testing

Close Save

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**.

EDIT COURSE NEW COURSE NAME

Course Info EMS Testing Platinum Planner (not enabled) Class Groups Students (0 / 0 / 0)

Testing setup instructions

You are about to setup testing for this course. In order to complete the setup you will need to save the new testing information.
If you leave this page without saving any changes will be lost..
Once you have saved the new information for the the course, you will then be able to setup additional settings.

How would you like to proceed?

✓ Create a New Course
Clone an Existing Course
Create based-on a Template

Settings

Curriculum *

Please select a curriculum...

Discard Changes Save

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.

EDIT COURSE NEW COURSE NAME

Course Info EMS Testing Platinum Planner (not enabled) Class Groups Students (0 / 0 / 0)

Settings Classes 0

Curriculum *

Module, Topic, Objective

Close Save

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

EDIT COURSE NEW COURSE NAME

Course Info EMS Testing Platinum Planner (not enabled) Class Groups Students (0 / 0 / 0)

Settings Classes 0

Class Name	Start/End Date	Students	
			+ New Class

Close Save

Click the green **New Class** button.

CREATE NEW CLASS

Settings

New class setup instructions

You must complete the following information before the remaining class options will be available.

Course Name Course Code Program

EMST: Paramedic Course 2019 PEF3G Paramedic-Advanced Life Support

Class Name * Class Instructor(s) *

Class Begins * Class Ends * Curriculum *

06/27/2018 08/31/2018 Module, Topic, Objective

Class Description/Summary

Discard Changes Save

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.

Class Name	Start/End Date	Students
New Class Name	08/09/2017 - 09/09/2017	1

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.

Enable Platinum Planner

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**.

Planner setup instructions

You are about to setup planner services for this course. In order to complete the setup you will need to save the new planner information.

If you leave this page without saving any changes will be lost..

Once you have saved the new information for the the course, you will then be able to setup additional settings.

How would you like to proceed?

- ✓ Create a New Course
- Clone an Existing Course
- Create based-on a Template

☐ This course will use scheduling only (no skills tracking, labs, or scenarios)

Please Note Before Students Can Enroll...

1. You must create at least one active (or future) class.

Discard Changes Save

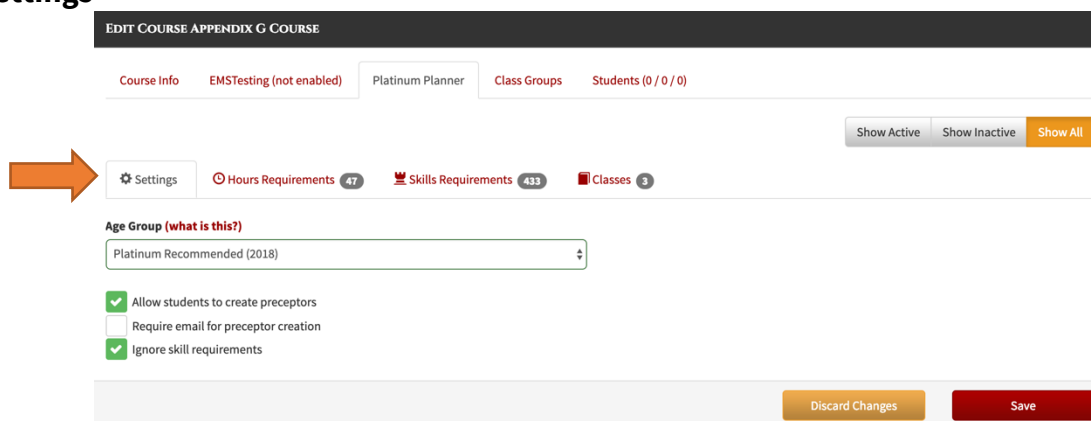
Important! The **Schedule only** checkbox must be **unchecked** to create a course with skills tracking, labs and scenario. This option is for schools that **do not use Platinum Planner** for **skills tracking** and want limited reporting for hours.

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.

EDIT COURSE DEMO INSTRUCTOR - APPENDIX G

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

Show Active Show Inactive Show All

Hours Requirements 4 Skills Requirements 185 Classes 4

Total Hours Required: 20

5 ADDITIONAL REQUIRED HOURS 5 EMS 5 EMS Field Internship

5 ER/ED

Close Save

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

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

Show Active Show Inactive Show All

Settings Hours Requirements Skills Requirements 185 Classes 4

Audit Skills

You can drop your Appendix G Matrix Excel file here, or click this box to select a file.

Lab Skills 83 Scenario Skills 47 Clinical Skills 84

Skill Source Display Toggle Skill Classification Display Toggle

Appendix G (CoA) Custom Platinum Portfolio (NR) Basic Competency Basic Competency Scenario Individual Individual Scenario

Enabled	Skill Name	Minimums		Proficiency	Sims Value
		Peer	Instructor		
✓	1 & 2 Rescuer CPR for Adults Source: Portfolio (NR), Appendix G (CoA) Classification: Basic Competency Skill	1	0	/	1
✓	1 & 2 Rescuer CPR for Adults Source: Portfolio (NR), Appendix G (CoA) Classification: Basic Competency Scenario Skill		2	/	1

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: https://coaemsp.org/Self_Study_Reports.htm

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

The screenshot shows the top of the Skill Requirements interface. At the top, there are three tabs: 'Lab Skills' with a count of 71, 'Scenario Skills' with a count of 47, and 'Clinical Skills' with a count of 56. Below these are two toggle sections. The 'Skill Source Display Toggle' section has four buttons: 'Appendix G' (highlighted in green), 'Custom', 'National Registry', and 'Platinum'. The 'Skill Classification Display Toggle' section has four buttons: 'Basic Competency', 'Basic Competency Scenario', 'Individual', and 'Individual Scenario' (highlighted in green).

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.

Course Audit for: PPC: Paramedic Course w/ Scenario 2018		
19 SKILLS WITH POSSIBLE ISSUES		
Airway Obstruction Removal by Direct Laryngoscopy (Lab)	Peer Min	Instructor Min
Course Settings	1	0
Classes		
Scenario Course - Lab/Lecture Class	0	1
Class Totals	0	1
Needed to meet course requirements	1	0
Average for Courses in this Program	2	2
Apply a Nasal Cannula (Lab)	Peer Min	Instructor Min
Course Settings	0	2
Classes		
Scenario Course - Lab/Lecture Class	0	1
Class Totals	0	1
Needed to meet course requirements	0	1
Average for Courses in this Program	2	2
Apply a Non Re-Breather Mask (Lab)	Peer Min	Instructor Min
Course Settings	0	2

Close

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.

The screenshot shows the 'EDIT COURSE' interface with the following elements:

- Header: EDIT COURSE NEW COURSE NAME
- Navigation tabs: Course Info, EMS Testing, Platinum Planner, Class Groups, Students (0 / 0 / 0)
- Buttons: Show Active, Show Inactive, Show All
- Sub-navigation tabs: Settings, Hours Requirements, Skills Requirements, **Classes** (highlighted with an orange arrow)
- Table header: Class, Type, Start/End Date, Instructors, Students
- Table body: Empty table with a '[+] New Class' button in the top right corner (highlighted with an orange arrow)
- Footer buttons: Discard Changes, Save

Click the green **New Class** button.

CREATE NEW CLASS

New class setup instructions
You must complete the following information before the remaining class options will be available.

Class Name * Class Type * Course Name Course Code ⓘ

⚙️ Settings

Class Description

Class Starts * Class Ends *

☐ Allow students to create clinicals
☒ Require instructors to apply their signature before approving student documentation
☐ Allow preceptors to view student comments.
☐ Allow students to view preceptor comments

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.

EDIT CLASS CLINICAL FOR APPENDIX G

Class Name *

Class Type *

Course Name

Course Code

Display:

Settings Instructors 2 Skills Requirements 55 Forms 0 Students 2

Class Description

Class Starts *

Class Ends *

Documentation Due In (Hours)

Grading Process

☒ Use form default values

☒ Include global PCR PDF during clinical documentation

☒ Allow students to create clinicals

☐ Require instructors to apply their signature before approving student documentation

☐ Allow preceptors to view student comments.

☐ Allow students to view preceptor comments

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.

EDIT CLASS CLINICAL FOR APPENDIX G

Class Name *

Clinical For Appendix G

Class Type *

Clinical

Course Name

Appendix G Course - Version 0.98 Beta

Course Code ?

Q5NS8

Display

Active Inactive All

Settings

Instructors 7

Skills Requirements 56

Forms 4

Students 2

Enabled	Name	Email	Classes	Actions
<input type="checkbox"/>	1, Demo Teacher	teacher1@mailinator.com	0	login as
<input type="checkbox"/>	2, Demo Teacher	demoteacher2@mailinator.com	0	login as
<input type="checkbox"/>	Box, Sand	sandbox@platinumplanner.com	3	login as
<input checked="" type="checkbox"/>	Instructor, Demo	erika@platinumed.com	8	login as
<input checked="" type="checkbox"/>	Johnson, David	dj@gmail.com	8	login as
<input type="checkbox"/>	Test, Clyde	clyde.test@yahoo.com	0	login as
<input type="checkbox"/>	Test, Demo	clyde@malinator.com.not	0	login as

Close

Save

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.

EDIT CLASS DAG - CLINICAL

Class Name *

DAG - Clinical

Class Type *

Clinical

Course Name

2. Demo App G Course

Course Code ?

7ZHNN

Display

Active Inactive All

Settings

Instructors 1

Skills Requirements 55

Forms 1

Students 1

Clinical Skills 55

Skill Source Display Toggle

Appendix G (CoA) Platinum Portfolio (NR)

Skill Classification Display Toggle

Live Clinical

Enabled

Skill Name

Minimums Instructor

Proficiency

Sims Value

<input checked="" type="checkbox"/>	12-Lead ECG Placement Source: Portfolio (NR) , Appendix G (CoA) Classification: Live Skill	4	/	1
<input checked="" type="checkbox"/>	Abnormal Delivery with Newborn Care Source: Portfolio (NR) , Appendix G (CoA) Classification: Clinical Skill	4	/	1

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.

EDIT CLASS SCENARIO COURSE - CLINICAL CLASS

Class Name * Scenario Course - Clinical Class

Class Type * Clinical

Course Name PPC: Paramedic Course w/ Scenario (Pr

Course Code LTRKQ

Display Active Inactive All

Settings Instructors 3 Skills Requirements 28 Forms 2 Students 4

Form	Description	Student	Preceptor
Preceptor Class Clinical Summary Form	This form should be attached to all clinical classes, select the preceptor checkbox.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Class Clinical Summary Form	Attach this form to all clinical classes and select student checkbox.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Display All Forms

Close Save

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.

EDIT CLASS PARAMEDIC TEST LAB CLASS

Class Name * Paramedic Test Lab Class Class Type * Lab Course Name A Test Course - Paramedic 2015-2016 Course Code VUFTT

Display Active Inactive All

Settings Instructors 2 Schedule 1 Skills Requirements 140 Forms 1 Students 12

Student	Email	Actions
Archer, Molly	Molly.Archer@svodemo.com	login as flag student
Caputo, Joe	JoeCup@svodemo.com	login as flag student
Cheap, Sally	SallyCheap@svodemo.com	login as flag student
Draco, Eve	EveDraco@svodemo.com	login as flag student

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.

EDIT COURSE AUGUST DEMO COURSE

Course Info EMS Testing Platinum Planner (not enabled) Class Groups Students (1 / 0 / 0)

[+] New Class Group

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.

Create New Class Group

Group Name September Class Evening Class - 7 pm to 9:30 pm

☐ EMS Testing: August Demo Class ☒ EMS Testing: September Class ☐ EMS Testing: October Class

Cancel Save

August Demo Class Afternoon - 1 pm to 5 pm edit delete

August Demo Class Morning - 8 am to 12 pm edit delete

EMS Testing: August Demo Class

August Demo Class Evening - 7 pm to 9:30 pm edit delete

Close Save

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

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**

Access Card Number *

Access Card Info

Access Card Amount

Lookup

\$0.00

Account Credit Amount *

Available Credit: \$0.00

Credit After Payment: \$0.00

\$0.00

First Name As Displayed On Card *

Last Name As Displayed On Card *

Credit Card Number *

Security Code * ⓘ

Expiration Month *

Expiration Year *

01 - January

2017

Credit Card Amount *

95.00

NOTE: Purchases will appear on your credit card statement as **Platinum Educational Group**.

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

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

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.

2 active courses
MANAGE COURSES

1 course enrollment requests
MANAGE COURSE REQUESTS

2 class enrollment requests
MANAGE CLASS REQUESTS

program manuals/videos
SELECT MANUAL/VIDEO

Manage Course Listing

search for courses by name...

toggle active new course

Course Name	Program	Start/End Date	Enrollment	Classes	Students	Actions
Appendix G Course - Version 0.98 Beta	Paramedic	06/01/18 - 01/01/22	CLOSED	5	2	edit
PPC: Paramedic Course w/ Scenario (Pre-G) 2021	Paramedic	08/10/14 - 12/31/21	CLOSED	13	11	edit

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.

EDIT COURSE APPENDIX G COURSE - VERSION 0.98 BETA

Course: EMSTesting Platinum Planner Class Groups Students (1 / 0 / 2)

Settings: Classes (1)

Class Name	Start/End Date	Students	[+] New Class
Testing Class For Appendix G	06/01/2018 - 01/01/2022	2	edit

Close Save

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.

EDIT CLASS TESTING CLASS FOR APPENDIX G

Settings Segments Grade Book Students Tests Adaptive

ENROLLED STUDENTS (2)

▼ Instructor, Demo login as | flag student

▼ Jones, Mary login as | flag student

Extra Test Time 0 %

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.

Accept Abner Akostraz into August Demo Course

School Pays Student Pays

Select Products:

- ☐ EMS Testing | Assessment \$5.00
- ☐ EMS Testing | Full Access \$95.00

Total Price: \$0.00

Access Card Number * Access Card Info Access Card Amount

Account Credit Amount *

First Name As Displayed On Card * Last Name As Displayed On Card *

Credit Card Number * Security Code * Expiration Month * Expiration Year *

Credit Card Amount *

NOTE: Purchases will appear on your credit card statement as Platinum Educational Group.

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

Before purchasing, please make sure you are familiar with our [refund policy](#)

Cancel Submit

Accept Abner Akostraz into August Demo Course

School Pays Student Pays

Select Products:

- ☐ EMS Testing | Assessment \$5.00
- ☐ EMS Testing | Full Access \$95.00

Total Price: \$0.00

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

Before purchasing, please make sure you are familiar with our [refund policy](#)

Cancel Submit

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).

Accept Cedar Jubilee into August Demo Course

School Pays Student Pays

Select Products:

✓ EMS Testing | Full Access \$95.00

Total Price: **\$95.00**

Access Card Number * Access Card Info Access Card Amount

\$0.00

Account Credit Amount *

\$0.00 Available Credit: \$0.00 Credit After Payment: \$0.00

First Name As Displayed On Card * Last Name As Displayed On Card *

Credit Card Number * Security Code * ? Expiration Month * Expiration Year *

01 - January 2017

Credit Card Amount *

\$95.00

NOTE: Purchases will appear on your credit card statement as Platinum Educational Group.

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

Select class groups for this student...

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

Cancel Submit

Accept Cedar Jubilee into August Demo Course

School Pays Student Pays

Select Products:

✓ 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

Select class groups for this student...

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

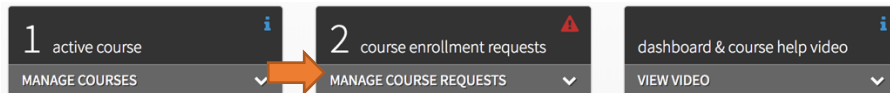
Cancel Submit

Full Course Students

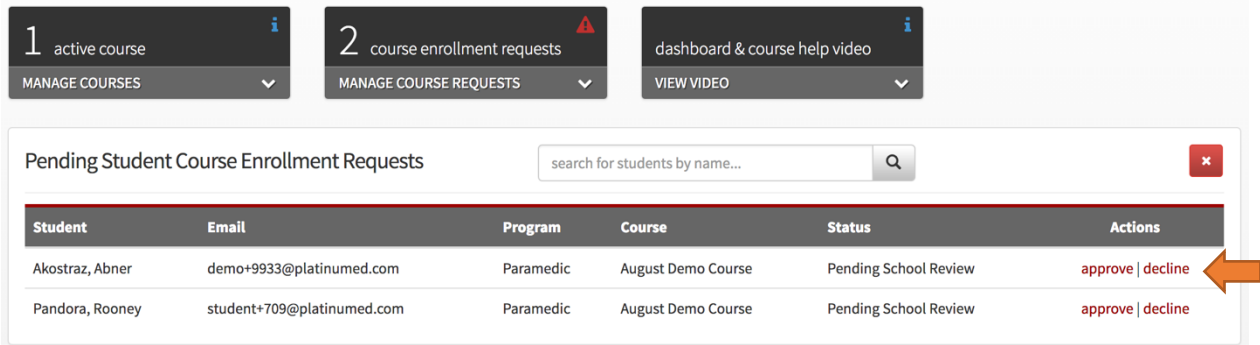
This area will show all the Students already ACCEPTED into this course and which program they have paid for and the number of classes they are in.

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.

Accept Abner Akostraz into August Demo Course

School Pays **Student Pays**

Select Products:

☐ EMS Testing | Assessment \$5.00

☐ EMS Testing | Full Access \$95.00

Total Price: \$0.00

Access Card Number * Access Card Info Access Card Amount

Account Credit Amount * Available Credit: \$0.00 Credit After Payment: \$0.00

First Name As Displayed On Card * Last Name As Displayed On Card *

Credit Card Number * Security Code * Expiration Month * Expiration Year *

Credit Card Amount *

NOTE: Purchases will appear on your credit card statement as Platinum Educational Group.

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

Before purchasing, please make sure you are familiar with our [refund policy](#)

Accept Abner Akostraz into August Demo Course

School Pays Student Pays

Select Products:

☐ EMS Testing | Assessment \$5.00

☐ EMS Testing | Full Access \$95.00

Total Price: \$0.00

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

Select class groups for this student...

Before purchasing, please make sure you are familiar with our [refund policy](#)

Cancel Submit

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.

ACCOUNT INFORMATION

Account Details

Demo Instructor

demo@platinumed.com

MI, 49301

Update My Account Information

Change My Password

Edit School: Platinum Education - JJJ

Account Access

EMS Testing

Site Administrator

School Administrator - Platinum Education - JJJ

Medical Director - Platinum Education - JJJ

Instructor - Platinum Education - JJJ

Student - Paramedic 2015-2016

Student - AEMT Class 2016-2017 (Payment Required)

Platinum Planner

Site Administrator

School Administrator - Platinum Education - JJJ

Instructor - Platinum Education - JJJ

Clinical Site User - Downtown Grand Rapids Location

Preceptor - Platinum Education - JJJ

Shared Site User - Platinum Hospital

Student - Erika Test Course (Pending Approval)

Student - Paramedic Course w/ Scenario 2015 - 2016

Student - Paramedic 2016 (Payment Required)

Click the “**Edit School: Your School Name**” link.

EDIT SCHOOL

School Name
Platinum Education - JJJ

Address 1
2644 Sun Valley

Address 2

City
Jenison

State
Michigan

Zip
49301

Phone #
6168187877

Fax #

Country

Time Zone
(UTC-08:00) Pacific Time (US & Canada)

Profession
EMS

Attendance Tracking

Testing Classes - Enabled Tests - Enabled Planner Classes - Enabled Clinicals - Enabled Labs - Enabled Scenario - Disabled

Cancel Update School

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.