



## Outdoor Emergency Care Hybrid Instructor Guide for Online Access

### **Purpose:**

The Instructor Portal for the OEC Hybrid Online material is designed to streamline and support the teaching process for Instructor of Record (IOR) personnel. This guide aims to clarify the portal's functionality, provide guidelines for its usage, and outline the expectations for IORs during this initial phase of access. By adhering to these principles, we ensure a consistent and effective learning experience for students.

### **Key Guidelines:**

1. Exclusive Access for IORs:
  - a. At this stage, only IORs will have access to the Instructor Portal. This restricted access ensures accountability and familiarity with the platform.
  - b. Additional access for other instructors may be considered in future phases on a case-by-case basis.
2. Assigned Content Interaction:
  - a. Only engage with the course content and materials specifically assigned to you. This ensures course integrity and prevents unintended changes to the structure or flow.
3. Score Adjustments:
  - a. Do not adjust scores within the portal. Scoring protocols are managed centrally to maintain fairness and consistency.
4. Ongoing Development of Course Privileges:
  - a. The portal's privileges and access levels are actively being refined. As changes occur, updates and training will be provided to ensure users are informed and proficient.

### **Best Practices for Portal Use:**

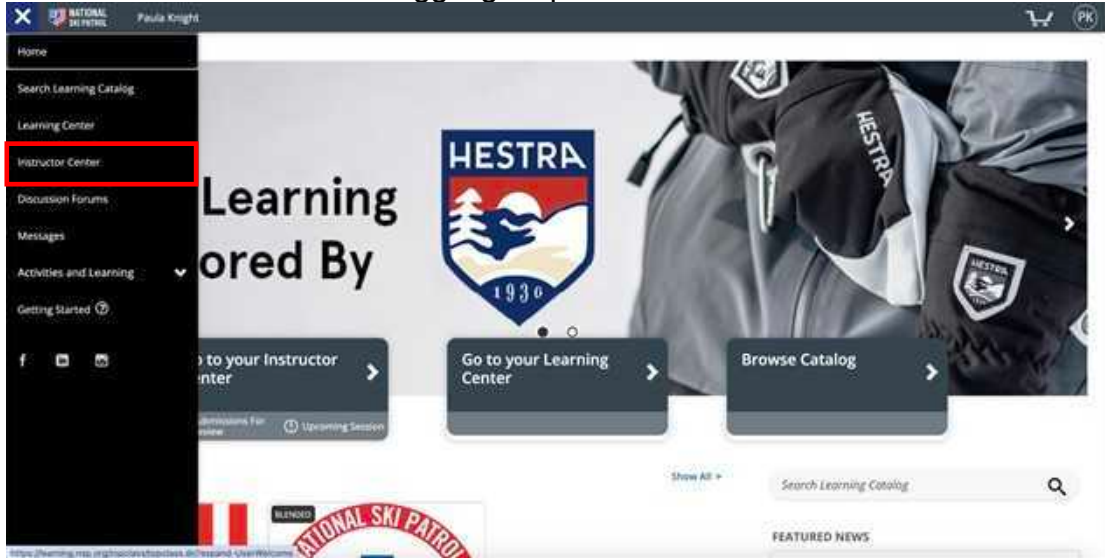
- Familiarize Yourself: Take time to explore the portal's features relevant to your role. Use this guide as a reference to navigate the platform effectively.
- Seek Support When Needed: If you encounter issues or have questions about the portal, reach out to the designated support contact or resources.
- Provide Feedback: Your experience as an IOR is valuable for improving the platform. Share any insights or challenges you encounter to help shape its future development.

By adhering to these guidelines, we collectively contribute to a reliable and professional online learning environment for OEC students.

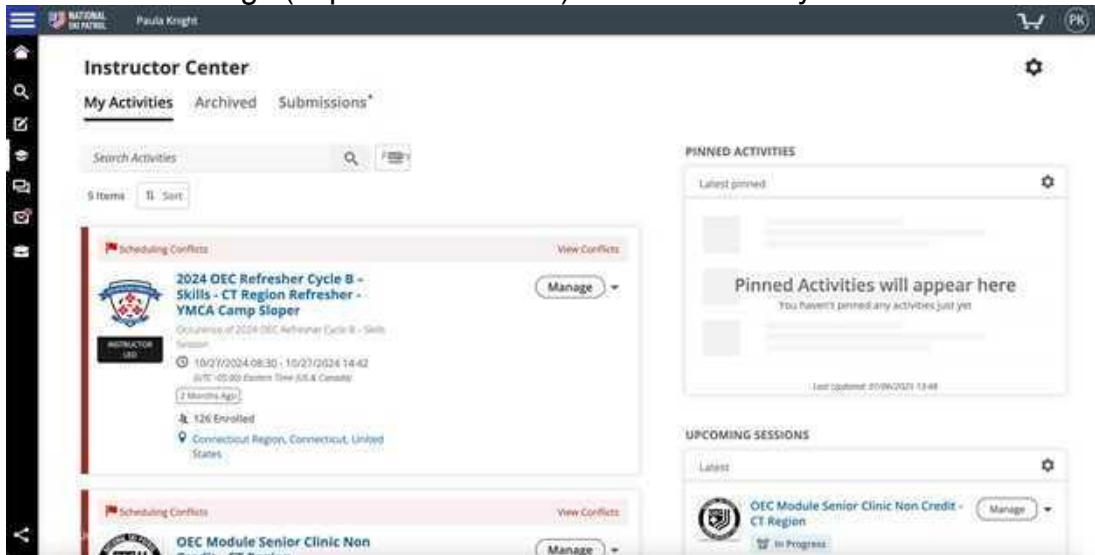


## Step 1: Instructor Center

- Once logged into nsp.org and heading to the Center for Learning, go to the Instructor Center menu item, by selecting the three horizontal lines in the upper lefthand corner and toggling it open.



- Once the Instructor Center is selected, the list of all classes including instructor led trainings (in-person sessions) and the OEC Hybrid online class will appear.



Note: the Outdoor Emergency Care Hybrid online offering is typically at the bottom of the list, so scroll down until you find it.

## Step 2: Reviewing Submissions



- To check student progress, the instructors should select the button, “Enrollments” to review student progress in the OEC Hybrid course.

**Outdoor Emergency Care Hybrid** Enrollments

5559 Enrolled

3857 Not Started 1227 In Progress 475 Completed

BLENDDED

- Once “Enrollments” is selected, every student in the OEC Hybrid course will appear in a long list. To view a student’s progress, select view submissions on the list. Or, search a specific student by typing in the search bar at the top of the list of students. We recommend using last name. If they have “Email” next to their name, then it means they have not started the hybrid course.

### Instructor Center

My Activities Archived Submissions

Return | Showing results for Outdoor Emergency Care Hybrid

Search Student

5559 Items

Students that you are appointed to instruct in this activity are listed here

NAME	PROGRESS
AP A Graham Powers	0% COMPLETE <input type="button" value="Email"/>
AE Aaron Brad Eaton	3% COMPLETE <input type="button" value="View Submissions"/>
AB Aaron Brillhart	0% COMPLETE <input type="button" value="Email"/>
AB Aaron Bruckman	100% COMPLETE <input type="button" value="View Submissions"/>



- Once “View Submissions” is selected next to the student of interest, it will take the instructor to the submissions for that student. Each submission is a piece of content in the OEC Hybrid course. There are practice tests, module content, an exam, an introduction page, and a course survey.

**Instructor Center**

My Activities Archived **Submissions**

Return | Showing results for Outdoor Emergency Care Hybrid | AE Aaron Egan

Unreviewed All Submissions

Search Submissions: [ ] [ ] Columns [ ] Sort [ ]

18 Items

SUBMISSION	ACTIVITY	NAME	STATUS	SCORE	↓ SUBMITTED	REVIEWED
OEC-M1-Principles of Emergenc... Manual correction	Outdoor Emergency Care Hybrid 37% COMPLETE	PK Aaron Egan	Unreviewed		12/11/2024 10:37	View
OEC-M6-Principles of Trauma Manual correction	Outdoor Emergency Care Hybrid 37% COMPLETE	PK Aaron Egan	Reviewed	0/100	12/11/2024 10:37	View
Course Player Instructions Manual correction	Outdoor Emergency Care Hybrid 37% COMPLETE	PK Aaron Egan	Reviewed	0/100	11/27/2024 16:35	View

- Here is what each column means:
  - **Submission:** This shows what part of the activity the student interacted with. If it doesn't say Practice Test or Exam, then it's either the module content, the course survey, or the introduction page.
  - **Activity:** This means course progress, which is why it shows as the same for each component of content. For example, this person is 37% complete with the entire OEC Hybrid course content.
  - **Name:** The student's name
  - **Status:** This will show whether a student has completed the content component or not. For module content, this means viewing all the necessary content (80% of slides) and for tests this means passing. Note: Practice Tests in the OEC Hybrid are passable at 80%, same with the OEC Exam.
    - **Unreviewed:** The student has not completed the component of content.
    - **Reviewed:** The student has completed the component of content.
  - **Score:** This is the score the student received on the component of content. For practice tests this will be out of 20. For online module content, this will show up as 0/100, once a student has completed it. For the exam, the score will be out 100 points.
  - **Submitted:** This is the date that the student completed the content.
  - **Reviewed:** This is not important for our purposes.



- If an instructor wants to view the student view of progress on any of these different pieces of content, the instructor can click into any of these items by selecting the submission name or selecting “view”.

**Instructor Center**

My Activities Archived **Submissions**

Return Showing results for Outdoor Emergency Care Hybrid AE Aaron Egan

Unreviewed All Submissions

Search Submissions

18 Items

SUBMISSION	ACTIVITY	NAME	STATUS	SCORE	SUBMITTED	REVIEWED
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- Once there, it will pull up that component of content within the student’s full course. This is the “student view”.
- For practice tests, an instructor can see what questions a student got incorrect or correct. If clicking into one of the practice tests from the submission view, the instructor will be able to see what a student got wrong by the amount of points they got.
  - NOTE: This will give instructors the ability to adjust students’ scores by changing the points for each question. DO NOT change students’ scores. This is a setting we’re working on turning off, but for this pilot version, we had to release it without taking away this privilege.
  - If accessing a practice test from within a student’s view of the course material, the ability to change points will be unavailable and the instructor can more clearly see what the student got correct and incorrect.

### Step 3: Managing Online Courses

- There are other features of the OEC Hybrid course that instructors can utilize. To see them, select the dropdown arrow to see the list of all options on how to best manage the session.



Submissions Awaiting Review (34)

**Outdoor Emergency Care Hybrid**

5525 Enrolled

3865 Not Started 1235 In Progress 425 Completed

Review

- Submissions
- Enrollments
- Preview Activity
- View in Catalog
- Archive
- Pin

- **Submissions:** This takes you to all the student submissions for the course. You will use this the most when managing the online course.

**Instructor Center**

My Activities Archived Submissions\*

Return | Showing results for Outdoor Emergency Care Hybrid

Search Student

5525 Items Columns Sort Email

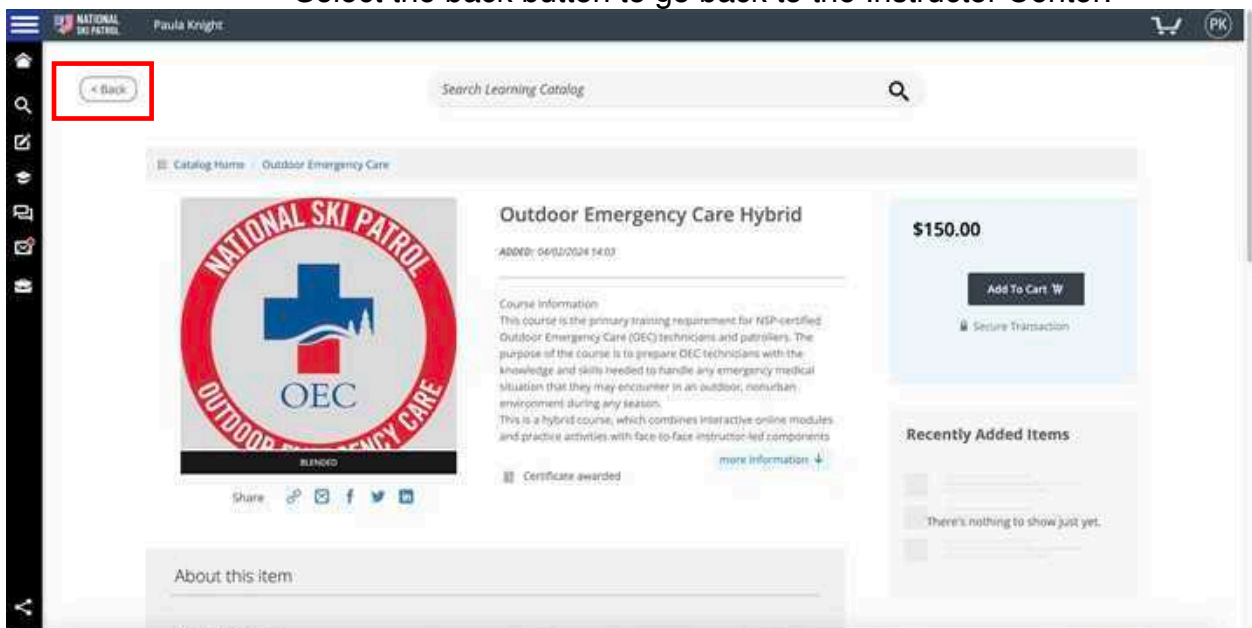
Students that you are appointed to instruct in this activity are listed here.

NAME	PROGRESS	
AP A Graham Powers	0% COMPLETE	Email
AD Aaron Brad Eaton	0% COMPLETE	View Submissions
AD Aaron Brillhart	0% COMPLETE	Email
AD Aaron Bruckman	0% COMPLETE	View Submissions

- **Enrollments:** It's the same as submissions. It will take you to the same screen above.
- **Preview Activity:** This will show you what students see when they get enrolled in the activity.
  - To exit and go back to the Instructor Center view, select exit in the upper right hand corner.



- **View in Catalog:** This will take you to the offering in the catalog.
  - Select the back button to go back to the Instructor Center.



- **Archive and Pin:** These are just like the session options.
  - You can archive this activity if you are no longer monitoring student progress, and it will go into the archived folder in your Instructor Center.
  - Or, you can pin this activity and it will show in the pinned activities in the upper righthand part of the screen.



Paula Knight

### Instructor Center

My Activities **Archived** Submissions\*

Search Activities

3 items | Sort

**Scheduling Conflicts** [View Conflicts](#)

**2024 DEC Refresher Cycle II - Skills - CT Region Refresher - YMCA Camp Sloper** [Manage](#)

Continuation of 2024 DEC Refresher Cycle II - Skills

10/27/2024 18:30 - 10/27/2024 14:42

USC 4648 - Eastern Time (ET & Canada)

1 Month Ago

126 Enrolled

Connecticut Region, Connecticut, United States

**Scheduling Conflicts** [View Conflicts](#)

**DEC Module Senior Clinic Non Credit - CT Region** [Manage](#)

**FINISHED ACTIVITIES**

Latest joined

**Outdoor Emergency Care Hybrid** [Review](#)

Submissions Pending Review (04)

Last Joined: 01/08/2025 13:27

**UPCOMING SESSIONS**

Latest

**DEC Module Senior Clinic Non Credit - CT Region** [Manage](#)

In Progress

12/08/2024 14:30 - 04/27/2025 14:30

SUTZ 42700 - Mountain Time (MT & Canada)

Connecticut Region, Connecticut, United States

**DEC Module Senior Evaluation - CT** [Manage](#)