

Assigning eCards
AHA Instructor Network
Individual

- Log into the AHA Instructor network website
- On the dashboard click eCards
- On the top left corner hover over the “manage eCards” drop down menu
- Click Assign to students
- On the student assignment page click the appropriate options
- select number of cards
- submit
- enter course date, student first name, student last name, e-mail address (phone number is optional)
- click continue
- review information
- click submit

Assigning eCards
AHA Instructor Network
Excel format

- Log into AHA Instructor network website
- On the dashboard click eCards
- On the top left corner hover over “manage eCards” drop down menu
- Click Assign to students
- On the assignment page click the appropriate options
- check off the box saying “upload student list in xls or xlsx format”
- Download the template
- enter course date, student first name, student last name, e-mail address (phone number is optional)
- save file
- Using the options on the eCard website submit the roster
- Click continue
- review information
- click submit

Reviewing Student Surveys
AHA Instructor Network

- Log into AHA Instructor Network Website
- On the dashboard click eCards
- On the top left corner hover over the “manage eCards” drop down menu
- Click Reports
- On the drop down menu provided click “survey responses”
- Select the appropriate options as far as dates and training center info are concerned
- Submit