Student Module and Exam Directions

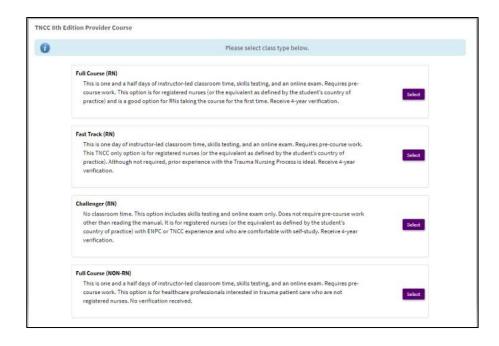
Below are screen shots and directions to help you through the features of ENA's new LMS. In this document, you are referred to as a *student*.

Let's get started!

Registering for the Course:

| Hello Katie |
|--|
| TNCC Course Director, Michelle Test, has indicated that you are interested in attending an upcoming TNCC 8 th Edition Provider Course, starting on 08/20/2021 09:00 AM CST and ending on 08/20/2021 10:00 AM CST. |
| Please register for this course with ENA by clicking on the link below. Your course number is: TP20210820-14A. You will be prompted to log in or create an ENA account. |
| If you are unsure that you have an ENA account, please use "Lookup Your Email" or "Create ENA Account" to find your information. If you know that you already have an ENA account, and you know your information, please log in under "Existing Account Sign In". |
| TNCC Course Registration Link |
| If there are any questions or you need assistance, reach out to your course director at @gmail.com |
| Sincerely, |
| The ENA Course Management Team |
| courseops@ena.org |
| 800.942.0011 |
| |

Course Directors will send their students a course registration email to the email address the student provided. The email will be 'sent from' the email address ENAU@ENA.org. Students need to click the Course Registration Link in the email to log into their ENA account. If they do not have an ENA account, they will be asked to create one.



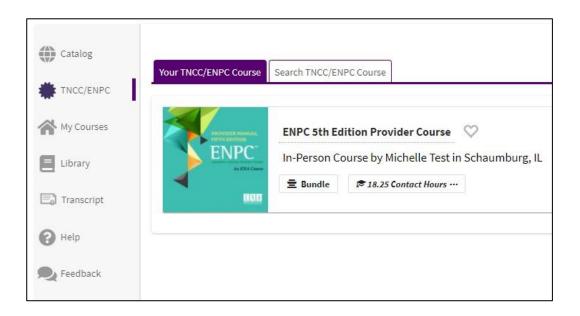
Students will be prompted to choose their class type. The options listed are Full Course RN, Fast Track RN (TNCC only), Challenger RN and Full Course Non-RN. We ask students to please check with their course director if they are unsure what class type to choose.

Logging Back in After Registration:

| C HOME / LOGIN | |
|------------------|----------|
| Login to ENA | |
| Email / Username | REQUIRED |
| | |
| Password | REQUIRED |
| | |
| | LOG IN 👳 |

If students would like to access their modules, evaluation, or exam, they can access their courses from their registration confirmation email, from the Access Your Courses link on our website, or by logging into their account at <u>enau.ena.org</u>.

TNCC/ENPC



After logging in, students should click on the TNCC/ENPC button located on the left side bar. This will show a list of their past or upcoming TNCC or ENPC courses. They can click on the course tile to access to their pre-course modules, course evaluation, and exam.

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|------------------------------|---|---|---|--|
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| E3 Inexaid | TNCC 4th Edition - TP20210526-158 - Live | | | |
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| | TRACE oth Edition Provider Course Exam | | | |

Each course consists of three tiles to illustrate course progression. Completion of all tiles is required to successfully complete the course.

- 1. Pre-course Modules
- 2. Skills Station in Live, in-person or virtual course
- 3. Course Evaluation Survey
- 4. Course Exam

Pre-Course Module Status:

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| * By Courses | | | | - | |
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| E Library | PRE-COURSE Completed | Course Modules | | — | |
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| | TNCC 8th Edition Pro | nider Course Vanna | | | |
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As each of the pre-course modules are completed, the bar representing that module will turn green. When all of the pre-course modules have been completed, the full line will be green and the student will be eligible to attend the live in-person or virtual course led by the Course Director.

Please note: There is no evaluation to complete after the pre-course modules are finished, so students will not be able to print a pre-course module completion certificate. Instead, Course Directors will see the completion date populate to the student's name in the course roster.

Course Recommended Learning Material Image of a contract of a

Pre-Course Modules Selections:

To access their modules, students should click on the pre-course module tile, and all of the precourse modules will appear. Students will see a green check mark next to module once it is complete. When all of the modules are complete, click the 'Mark as Viewed' button at the bottom of the page. The downloadable documents are available for reference but are not required viewing.

Skills Station Scores:

| THEODORE | TNCC #th Edition contains 3 courses. You can access them below. | |
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| ₽ Achievements | | |
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| | TNCC ath Edition Provider Course Exam | |

As skills station scores are entered by the Course Director, the first bar in the Skill Station tile will turn green indicating that the student has passed the skill testing with a score of 70% or higher. Once the bar is green, the student must click the Skill Station tile to access to the required course evaluation. This evaluation must be completed before the exam can be accessed.

Evaluation:

| THECKPHE | TNCC at | h Edition contains 3 courses. You can access them below | | |
|----------------|--------------------|---|-------|--|
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| | COURSE EXAM | TNCC 8th Edition Provider Course Exam | | |

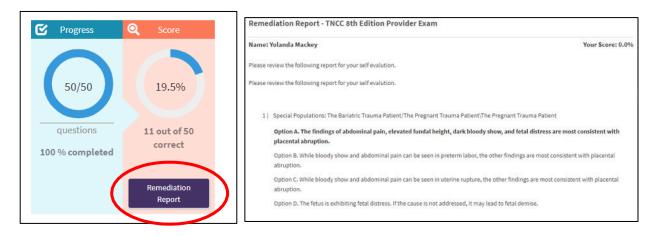
To reach the Course Evaluation, students should click on the Skill Station tile, then click the Start button. The names of the course instructors will automatically populate for the students to evaluate. When the Evaluation is complete, the second half of the bar will also turn green indicating that the exam can now be accessed. After completing the Evaluation, the student can print their CE certificate.

Exam:

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| | COURT EXAM | | |

Students can access the exam by clicking on the Course Exam tile. Students have two attempts to pass the exam. The two halves of the exam bar represent each attempt. The exam bar is color coded. Red indicates that the exam was failed. Green indicates that the exam was passed with a score of 80% or higher.

Failed Exam, Next Steps:



If a student fails their first attempt, they will be able to view their Remediation Report. They will then have access to the 2nd attempt or 'make-up exam'. This 2nd attempt needs to be completed within the seven-day exam window. If the student fails their 2nd attempt, they will need to enroll in a new provider course if they require the verification.

Passed Exam, Next Steps:

| Progress | Q Score |
|---------------------------------------|---------------------------------|
| 50/50 questions 100 % completed | 100% 50 out of 50 correct |
| | Remediation Report |

Once the student has passed the exam, they will again be able to view their Remediation Report. They can also print their provider card.

Accessing CE Certification and Provider Card:

| Course Name | Contact Hours | Completion Date | Certificate |
|--|---------------|-----------------|-------------|
| ENPC 5th Edition Provider Course - PP20210509-14A - Live | 7.75 | May 10, 2021 | Download |
| Total Credits | 7.75 | | |
| | | | |

Students can access their CE Certification and Provider Card at any time. Click 'Transcript' on the left side toolbar and all past certificates and provider cards will be available for download.

Please contact ENA's Course Management Team at <u>ENAU@ENA.org</u> or 847-460-4120 if you have any questions.