

Society of
Critical Care Medicine



The Intensive Care Professionals

MySCCM Director Instructions



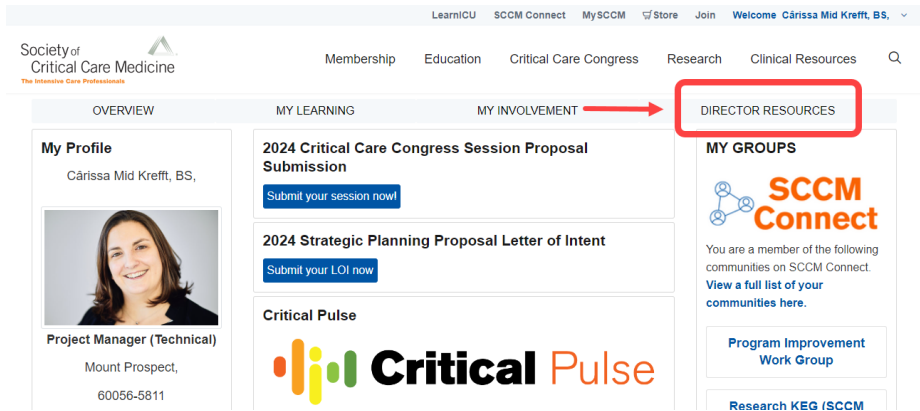
Contents

Accessing Director Resources	3
Creating a New Course	4
Managing a Course.....	5
Managing Course Faculty.....	6
Managing a Course Roster.....	8

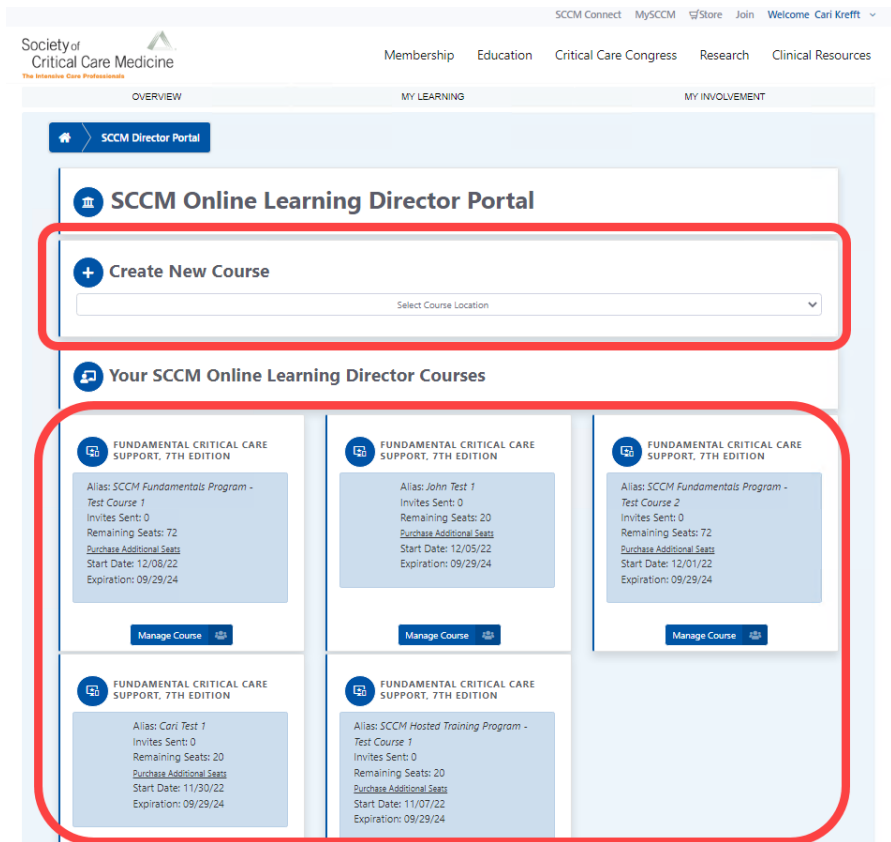
Accessing Director Resources

The course contact is the ship-to contact entered for the program in the ordering portal. This course contact can log in to mysccm.org with their SCCM Customer ID and password and follow these instructions to access the course resources.

First, navigate to the Director Resources tab.

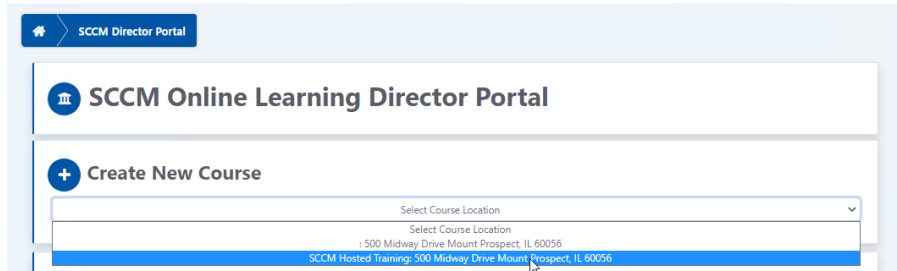


On the Director Resources tab, you can access an existing course or create a new course.

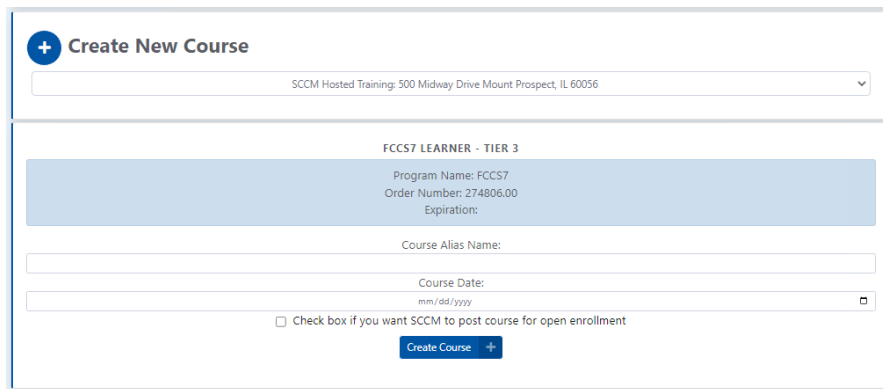


Creating a New Course

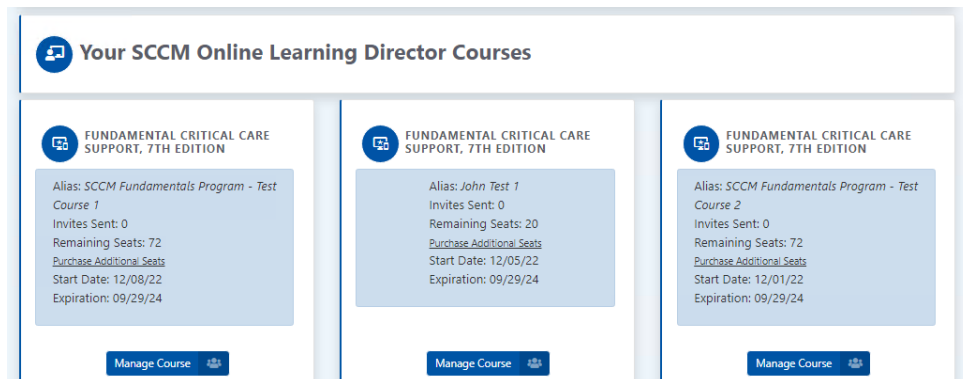
1. In the Create New Course section of the Director Resources tab in mysccm.org, select a course location from the drop-down menu.



2. Create a course alias name and course date.
 - The course alias should be a name that describes the course to distinguish it from other hosted courses at the same location. For example, First Quarter Course or Dr. Smith's Course.
3. If you want SCCM to post the course on its public Event Calendar for open enrollment, check the box to request this.
4. Click Create Course.

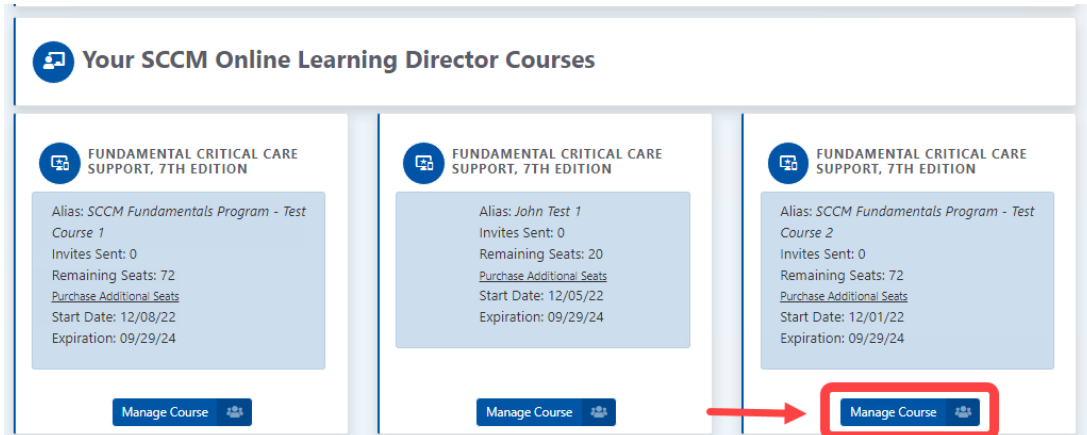


The newly created course will appear in the Learning Director Courses section of the Director Resources tab. Courses appear by date, with the most recent courses first.



Managing a Course

1. Navigate to the Your SCCM Online Learning Director Courses section on the Director Resources tab in mysccm.org.
2. Click Manage Course.



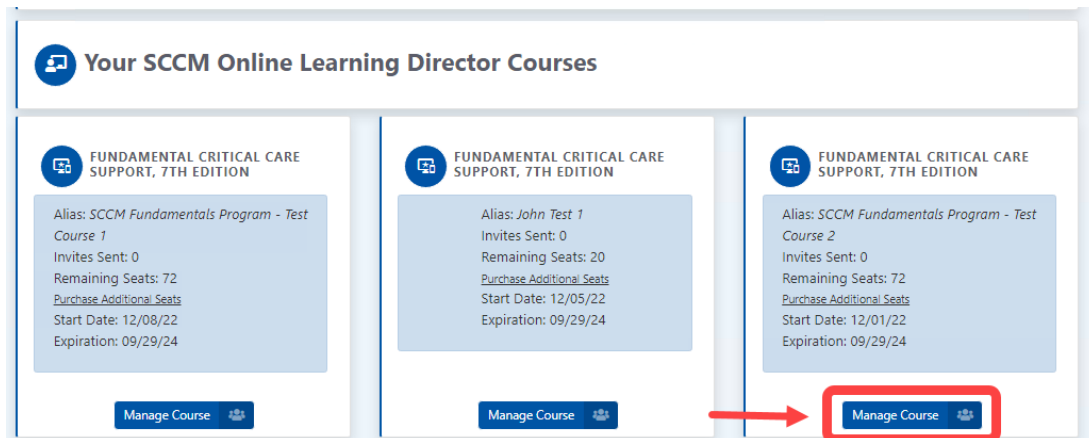
The first section of the Manage Course page contains the following links:

- Manage Faculty
 - Instructions document for managing faculty
- Participant Evaluation Report Link
 - Report of participants' evaluations
- Site Evaluation
 - Must be completed by course director before certificates are printed
- Course Materials
 - Administrative instructions and course content
- Purchase Additional Seats
 - Access to the Hosted Training Ordering Portal

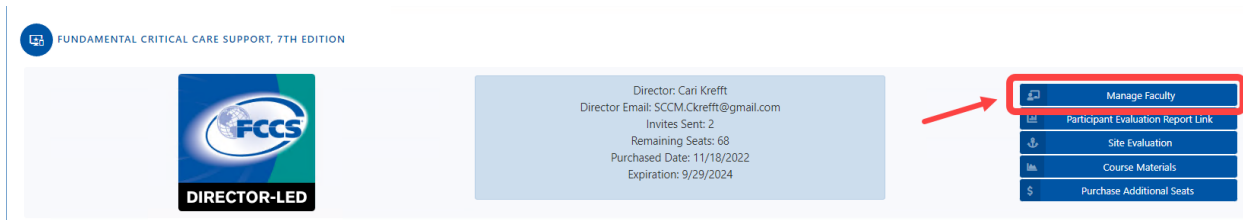


Managing Course Faculty

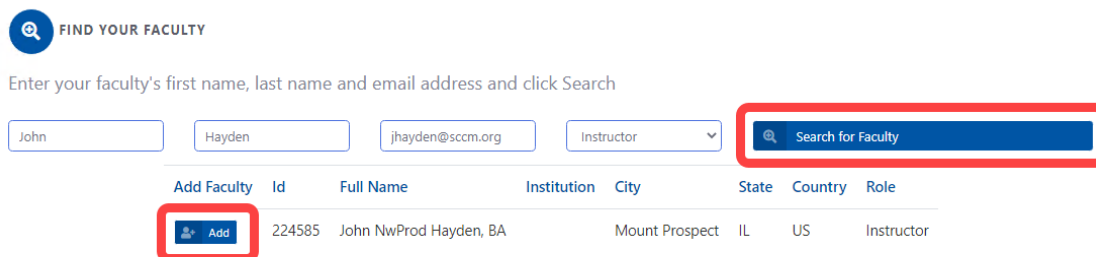
1. Navigate to the Your SCCM Online Learning Director Courses section on the Director Resources tab in mysccm.org.
2. Click Manage Course.




3. Click Manage Faculty.







4. Search for eligible faculty: Enter first name, last name, email address, and role. Click Search for Faculty. Note: Only SCCM-approved instructors are searchable.
 - If your desired faculty member is an approved instructor, click Add.
 - If you cannot find your desired faculty member, contact hostedtraining@sccm.org.



- Once you have entered all instructors, directors, and consultants, scroll down to the last section of the page to assign instructors to each module and skill station. Multiple instructors can be assigned to a module or skill station.
- Click Assign.

 FACULTY TEACHING ASSIGNMENTS


Sort by Faculty ▾


Module	Skill Station	Instructor Name	Assign Module
00. Introduction	<input type="checkbox"/>		 Assign
01. Mechanical Ventilation I	<input checked="" type="checkbox"/>		 Assign
01. Recognition and Assessment of the Seriously Ill Patient	<input type="checkbox"/>		 Assign
02. Airway Management	<input type="checkbox"/>		 Assign

- Select the instructor, director, or consultant from the drop-down menu.
- Click Assign Instructor to Module.









00. Introduction

Carissa Krefft, BS,





 **Assign Instructor to Module**

Repeat steps 4 through 7 until all faculty have been assigned to their modules or skill stations.

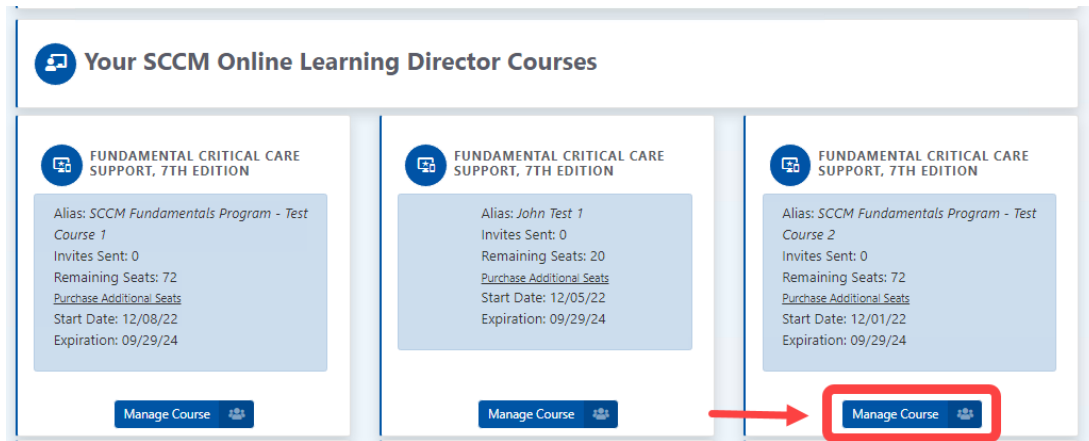
Module	Skill Station	Instructor Name	Assign Module
00. Introduction	<input type="checkbox"/>	Carissa Krefft, BS,	 Assign  Remove
01. Mechanical Ventilation I	<input checked="" type="checkbox"/>	Chad Am Eklund	 Assign  Remove
01. Mechanical Ventilation I	<input checked="" type="checkbox"/>	John NwProd Hayden, BA	 Assign  Remove
01. Recognition and Assessment of the Seriously Ill Patient	<input type="checkbox"/>	John NwProd Hayden, BA	 Assign  Remove

You can remove a faculty member from the module by clicking Remove.

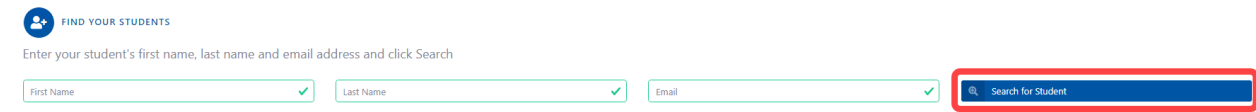
Module	Skill Station	Instructor Name	Assign Module
00. Introduction	<input type="checkbox"/>	Carissa Krefft, BS,	 Assign  Remove

Managing a Course Roster

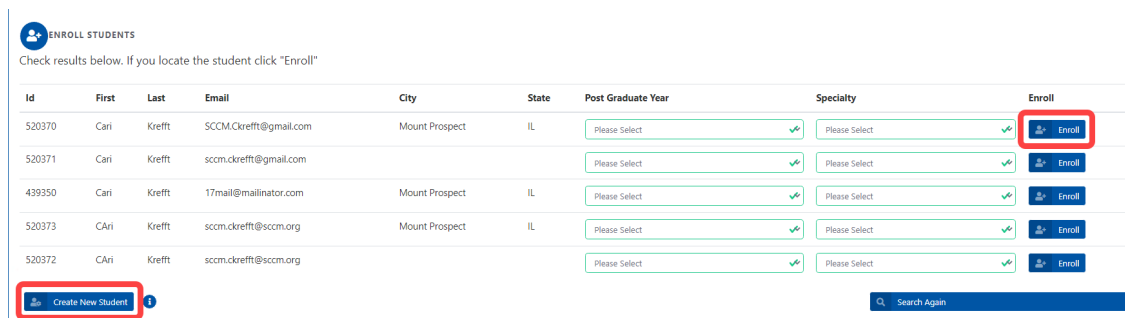
1. Navigate to the Your SCCM Online Learning Director Courses section on the Director Resources tab in mysccm.org.
2. Click Manage Course.



3. Search for participants: Enter first name, last name, and email address. Click Search for Student.



4. Potential matches in the SCCM system will appear.
 - If the student appears in the list, click Enroll.
 - If the student does not appear in the list, click Create New Student and enter the required information.



The student roster will appear in the Current Students section.

ID	First	Last	Email	Resend Email	Pre-Test	Course Progress	Post-Test	Exam Details	Drop	Nominate	Skill Complete	Print Cert
224585	John	Hayden	jhayden@sccm.org	Resend					Drop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In addition to pretest results, course progress, posttest results, and individual exam details, the student roster contains the following columns:

- **Resend Email:** Resend the enrollment email to a student by clicking Resend Email.
- **Drop:** Drop a student who has not yet started their course by clicking Drop.
- **Nominate:** Nominate a student to become an instructor by checking the Nominate box. An email will automatically be sent to the student with instructions on how to navigate the application process.
- **Skill Complete:** Check the Skill Complete box after the student has completed the skill stations.
- **Print Cert:** After completing the site evaluation and after the student has completed the pretest, posttest, and skill stations, check the Print Cert box. You can print certificates individually or for the entire roster.