

Society of Critical Care Medicine



The Intensive Care Professionals

MySCCM Hosted Training Instructions



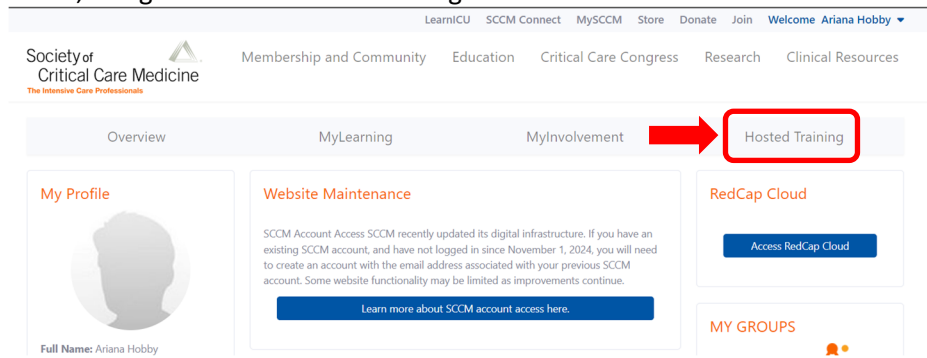
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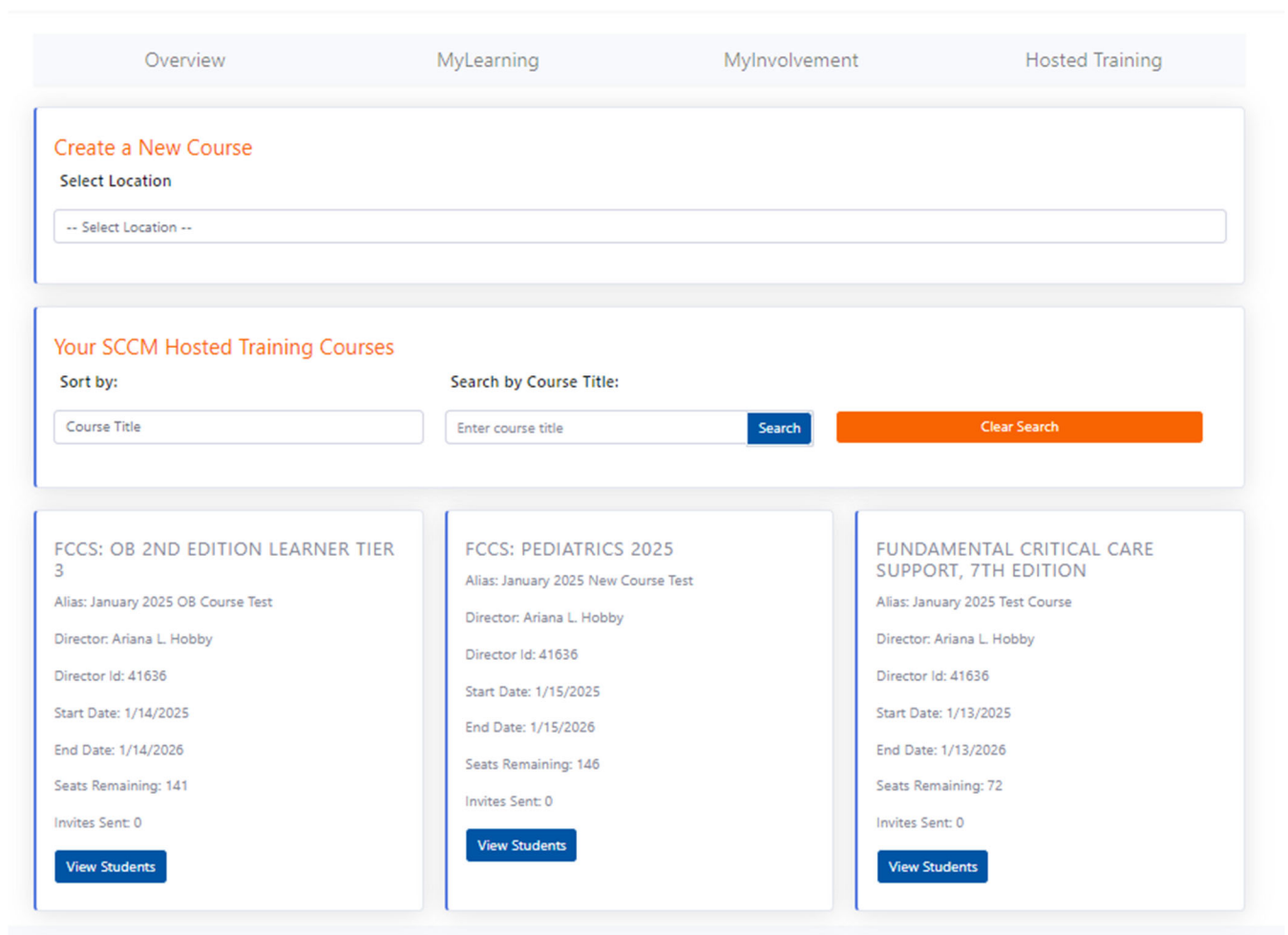
Accessing Hosted Training

The course contact is the ship-to contact entered for the program when ordering learners. This course contact can log in to mysccm.org with their email and the password they created when they set up their course and follow these instructions to access the course resources.

First, navigate to the Hosted Training tab.

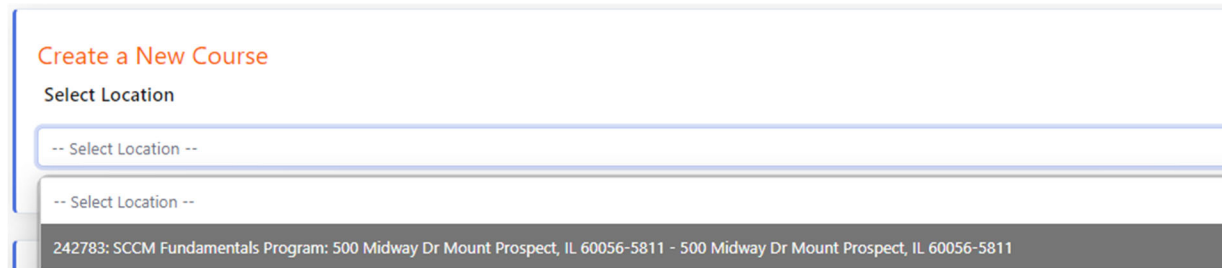


On the Hosted Training tab, you can create a new course or access an existing course.



Creating a New Course

1. In the Create a New Course section of the Hosted Training tab in [MySCCM](#), select a course location from the drop-down menu.



Create a New Course

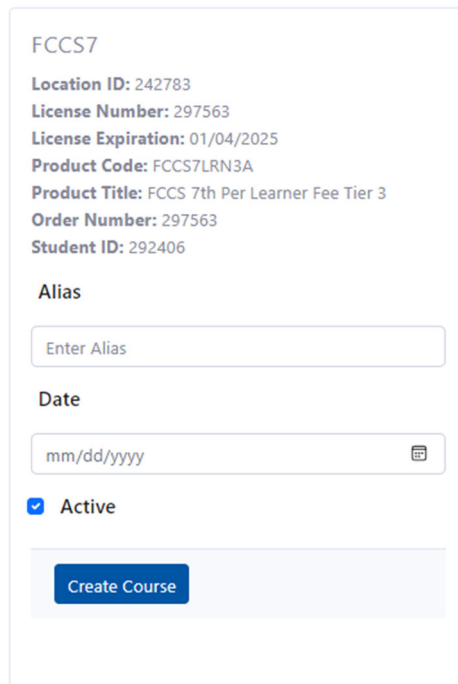
Select Location

-- Select Location --

-- Select Location --

242783: SCCM Fundamentals Program: 500 Midway Dr Mount Prospect, IL 60056-5811 - 500 Midway Dr Mount Prospect, IL 60056-5811

2. Create an alias name and course date.
 - The 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.



FCCS7

Location ID: 242783

License Number: 297563

License Expiration: 01/04/2025

Product Code: FCCS7LRN3A

Product Title: FCCS 7th Per Learner Fee Tier 3

Order Number: 297563

Student ID: 292406

Alias

Enter Alias

Date

mm/dd/yyyy

☒ Active

Create Course

- Click Create Course. The newly created course will appear in the Your SCCM Hosted Training Courses section of the Hosted Training tab. Courses appear in order of start date; however, you can search by course title, start date, or end date, using the Search function.

Your SCCM Hosted Training Courses

Sort by:

Course Title

Course Title

Start Date

End Date

Search by Course Title:

Enter course title

Search

Clear Search

FUNDAMENTAL CRITICAL CARE SUPPORT: RESOURCE LIMITED

Alias: January test course FCCSRL

Director: Ariana L. Hobby

Start Date: 12/31/2025

Seats Remaining: 118

Invites Sent: 0

View Students

FCCS: PEDIATRICS 2025

Alias: January 2025 New Course Test

Director: Ariana L. Hobby

Start Date: 1/15/2025

Seats Remaining: 123

Invites Sent: 1

View Students

FCCS: OB 2ND EDITION LEARNER TIER 3

Alias: January test course FCCSOB

Director: Ariana L. Hobby

Start Date: 1/14/2025

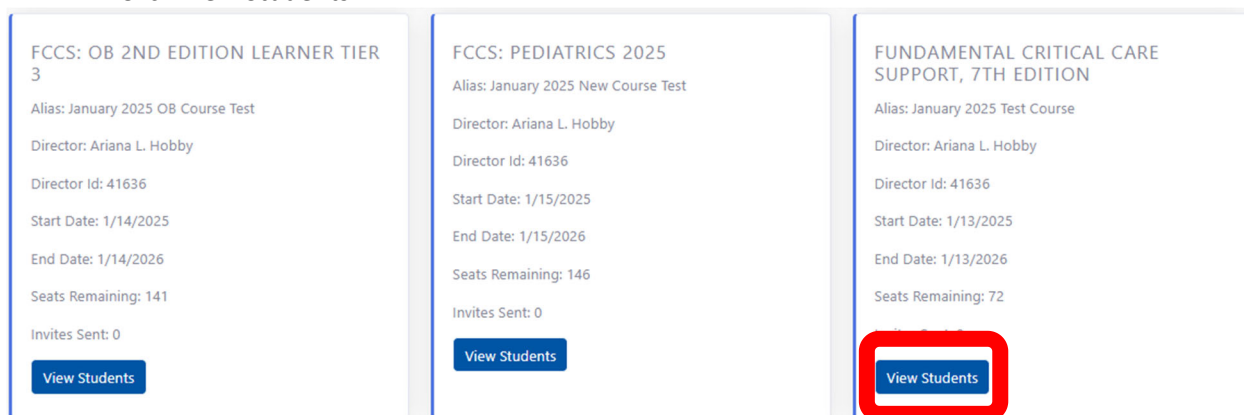
Seats Remaining: 136

Invites Sent: 2

View Students

Managing a Course

1. Navigate to the Your SCCM Hosted Training Courses section on the Hosted Training tab in [MySCCM](#).
2. Click View Students.



The first section of the View Students page contains the following links:

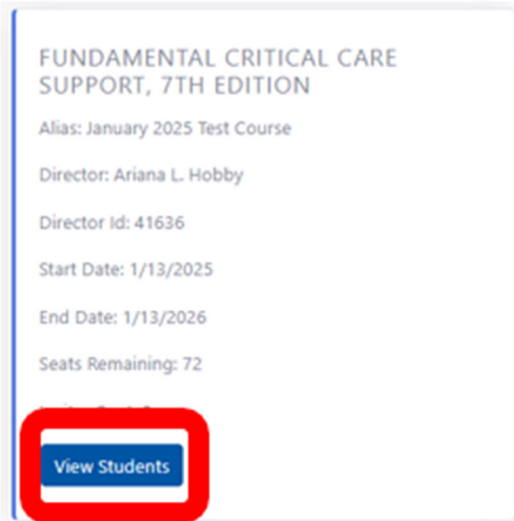
- Site Evaluation
 - Must be completed by course contact before certificates are printed
- Manage Faculty
 - Add approved faculty to course to document teaching activity
- Show Material Links
 - Administrative instructions and course content
- Purchase Additional Seats
 - Order link to purchase more learners as needed.



This section will also show course information, invitations sent, and remaining seats.

Managing Course Faculty

1. Navigate to the Your SCCM Hosted Training Courses section on the Hosted Training tab in <https://my.sccm.org>.
2. Click View Students.



3. Click Manage Faculty.

Fundamental Critical Care Support, 7th Edition

Course Image

Director: Ariana L. Hobby (ahobby@sccm.org)

Company: SCCM Fundamentals Program

Start Date: 1/13/2025

End Date: 1/13/2026

License Number: INV-17377-H4X6B1

Invites Sent: 0

Remaining Seats: 72

Program Name: FCCS7

Site Evaluation

Manage Faculty

Show Material Links

Purchase Additional Seats

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 to Course.
 - If you cannot find your desired faculty member, contact hostedtraining@sccm.org.

Faculty Search

Search Instructions

Enter faculty first name, last name, email address and role in the fields below.

Click Search for Faculty.

If your faculty is available, click Add. If your faculty does not display, please email hostedtraining@sccm.org for more information.

First Name	Last Name	Email (optional)	Role
<input type="text" value="Ariana"/>	<input type="text" value="Hobby"/>	<input type="text" value="ahobby@sccm.org"/>	<input type="text" value="Instructor"/>
<input type="button" value="Search"/>			

Search Results

ID	First Name	Last Name	Email	Position Title	City	State/Province	ZIP	Action
41636	Ariana	Hobby	ahobby@sccm.org	Instructor	Mount Prospect	IL	60056-5811	<input type="button" value="Add to Course"/>

- Once you have added all instructors, directors, and consultants, scroll down to the Select Current Faculty section. Select a faculty member from the drop-down list.

Select Current Faculty

-- Select Faculty --

-- Select Faculty --

Ariana L. Hobby - - Instructor (Mount Prospect, IL,)

- Under the Faculty Module List, click Add next to each module the selected faculty member instructed.

Module Faculty List

Module	Instructor ID	Instructor Name	Required	Skill Station	Action
00. Introduction	0		No	No	<input type="button" value="Add"/>
01. Mechanical Ventilation I	41636	Ariana L. Hobby	Yes	Yes	<input type="button" value="Remove"/>
01. Recognition and Assessment of the Seriously Ill Patient	41636	Ariana L. Hobby	Yes	No	<input type="button" value="Remove"/>
02. Airway Management	0		Yes	No	<input type="button" value="Add"/>
02. Mechanical Ventilation II	0		Yes	Yes	<input type="button" value="Add"/>
03. Cardiopulmonary/Cerebral Resuscitation	0		Yes	No	<input type="button" value="Add"/>

- Repeat for all faculty members. You will need to assign faculty only to modules for which you have SCCM-approved faculty. If you have expert faculty teaching, those modules can remain unassigned.
- You can remove a faculty member from the module by clicking Remove.

Managing a Course Roster

1. Navigate to the Your SCCM Online Learning Director Courses section on the Hosted Training tab in [MySCCM](#).
2. Click View Students.

The screenshot displays three course cards in a grid. Each card contains the following information: Course Title, Alias, Director Name, Director ID, Start Date, End Date, Seats Remaining, and Invites Sent. Below this information is a 'View Students' button. The third card, 'FUNDAMENTAL CRITICAL CARE SUPPORT, 7TH EDITION', has its 'View Students' button highlighted with a red rectangle.

Course Title	Alias	Director	Director ID	Start Date	End Date	Seats Remaining	Invites Sent	Action
FCCS: OB 2ND EDITION LEARNER TIER 3	January 2025 OB Course Test	Ariana L. Hobby	41636	1/14/2025	1/14/2026	141	0	View Students
FCCS: PEDIATRICS 2025	January 2025 New Course Test	Ariana L. Hobby	41636	1/15/2025	1/15/2026	146	0	View Students
FUNDAMENTAL CRITICAL CARE SUPPORT, 7TH EDITION	January 2025 Test Course	Ariana L. Hobby	41636	1/13/2025	1/13/2026	72	0	View Students

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

The screenshot shows a search form titled 'Search for Contacts for FCCS7'. It contains three input fields labeled 'First Name', 'Last Name', and 'Email'. Below each field is a placeholder text: 'Enter first name', 'Enter last name', and 'Enter email'. To the right of the 'Email' field is a blue 'Search' button.

4. Potential matches in the SCCM system will appear.
 - If the learner appears in the list, click Add to Course.
 - If the learner does not appear in the list, click Show Create User Form and enter the required information.

The screenshot displays the search results for 'Search for Contacts for FCCS7'. It shows a table with one row of results for Ariana Hobby. Below the table is a 'Show Create User Form' button.

ID	Name	City	State/Province	Email	Action
41636	Ariana Hobby	Mount Prospect	IL	ahobby@sccm.org	Add to Course

Below the table is a blue button labeled 'Show Create User Form'.

The learner roster will appear in the Course Students section.

Course Students for FCCS7

ID	First Name	Last Name	Email	ReSend Email	Unenroll	Course Progress	Pass/Fail	Exam	PreTest Score	PostTest Score	Eval Complete	Skill Station	Nominate	Send Certificate
41636	Ariana	Hobby	ahobby@sccm.org	ReSend	Unenroll	N/A	<input type="checkbox"/>	N/A	N/A	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Send All Certificates	Download CSV									

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

- **Resend:** Resend the enrollment email to a learner by clicking Resend.
- **Unenroll:** Unenroll a learner who has not yet started their course by clicking Unenroll.
- **Nominate:** Nominate a learner to become an instructor by checking the Nominate box. An email will be automatically sent to the learner with instructions on how to navigate the application process.
- **Skill Station:** Check the Skill Station box after the learner has completed the skill stations.
- **Send Certificate:** After completing the site evaluation and after the learner has completed the pretest, posttest, and skill stations, click Send Certificate. This will email a PDF of the certificate of successful completion to the learner. The course contact will also receive a copy of the email. Certificates can be sent individually by clicking Send next to each learner's name, or the entire roster can be sent at once by clicking Send All Certificates at the bottom of the roster.