



American Red Cross

American Red Cross

User Guide
2014

Table of Contents

- American Red Cross3
 - Support and System Requirements4
 - Top Navigation Bar5
 - Log-In Page6
 - Secondary Navigation Bar.....7
 - Dashboard.....8
 - Tab Navigation9
 - Instructor Tools, News, and Forum Tabs10
 - Quick Links11
 - Downloadable File Types12

American Red Cross

Instructor's Corner Assistance



**American
Red Cross**

Support and System Requirements

Support

If you encounter any technical difficulties while using this website, please [click here](#) to submit a request.

System Requirements

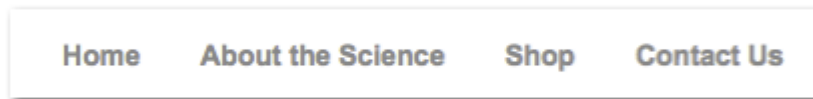
We recommend the use of one of the following web browsers:

- Internet Explorer 9.0 or higher
- Mozilla Firefox 22.0 or higher
- Safari 5.0 or higher
- Chrome 22.0 or higher

You'll also need the following tools to access content on InstructorsCorner.org:

- Adobe Reader. To download the latest version, [click here](#).
- Adobe Flash Player. To download the latest version, [click here](#).

Top Navigation Bar



You'll notice four links going across the top of your page while you navigate the Instructor's Corner website. Home, About the Science, Shop, and Contact Us tabs allow you to access these important places no matter where you are on the site.

Home

Home

The Home link takes you back to the Instructor's Corner home page.

About the Science

About the Science

The About the Science link leads you to helpful information from the Scientific Advisory Council. This is also where you learn more about the latest science guidelines.

Shop

Shop


The Shop link takes you to shopstaywell.com where you can buy print materials, DVDs, training equipment and supplies for your courses.

Contact Us

Contact Us

Contact Us contains important links and information about how to get in touch with the Red Cross.

Log-In Page

**American Red Cross**

HomeAbout the ScienceShopContact Us

INSTRUCTOR LOGIN

Please note this is not your Learning Center login.

Instructor's Corner User Name:

Instructor's Corner Password:

[Forgot password?](#) | [New user registration](#)

LEARNING CENTER

To access information on courses available, classes taught, instructor certifications and student records, log on to the [Red Cross Learning Center](#).

COURSE RECORDS ENTRY

To enter and manage course records, and to print certificates, go to the [course record entry system](#).

WHY JOIN THE RED CROSS?


- Two-year first aid and CPR certification and free digital refreshers
- Choice of digital course materials or printed options
- Quick, easy bridging process for instructors already certified with another organization.

Learn more about the benefits of being a [Red Cross Instructor](#) and how to get started.

Welcome to Instructor's Corner...

A website dedicated to supporting American Red Cross instructors who deliver our lifesaving training programs - find course updates, digital materials, teaching tools, course record forms and more.

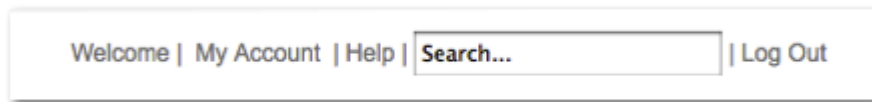
Login is required. Note that the Instructor's Corner login is distinct from your Learning Center credentials. First-time users, please select "New user registration" on the right.



Join the
NEXT GENERATION
of Red Cross Training

There are four boxes on the right-hand side of your log-in page. In the top box, you may enter your log-in information as an instructor, retrieve your password, or register as a new user. In the second box, you can log on to the [Red Cross Learning Center](#) to access information on courses, instructor certifications and student records. In the third box, you can manage course records and print certificates by going to the course record entry system. The bottom box is your link to learning more about being a Red Cross instructor.

Secondary Navigation Bar



Once you are logged in to the system you'll notice a secondary navigation. In the secondary navigation, you will discover four useful elements for getting around Instructor's Corner.

My Account

My Account |

First, My Account allows you to view and edit your account information. Here, your name, user name, and password can all be changed. This area also contains your contact information, preferences and ordering information.

Help

Help |

The Help link provides an overview of and help for Instructor's Corner.

Search

Search...

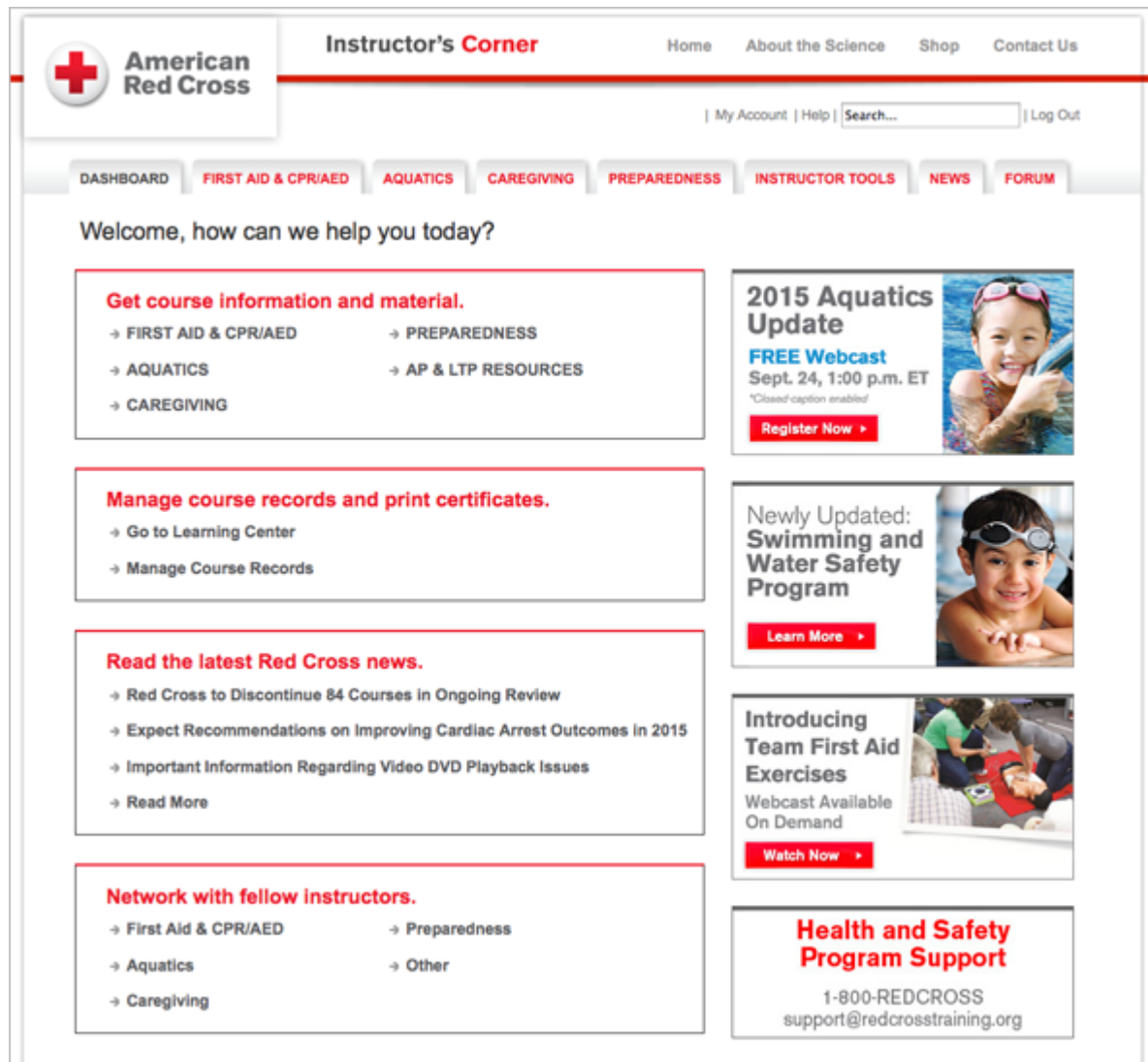
Having trouble finding that file? The search tool allows you to perform a Search by typing one to two words into the search box. As you type, search results will begin to display in a list beneath your search term. You can then click on a result or click "View All."

Log Out

Log Out

This link will log you out of the system and return you to the log-in page.

Dashboard



The screenshot shows the 'Instructor's Corner' dashboard for the American Red Cross. At the top, there is a navigation bar with the American Red Cross logo, the title 'Instructor's Corner', and links for Home, About the Science, Shop, and Contact Us. Below this is a secondary navigation bar with links for My Account, Help, a search bar, and Log Out. The main content area features a horizontal tab bar with eight tabs: DASHBOARD, FIRST AID & CPR/AED, AQUATICS, CAREGIVING, PREPAREDNESS, INSTRUCTOR TOOLS, NEWS, and FORUM. The DASHBOARD tab is selected. Below the tabs, a welcome message reads 'Welcome, how can we help you today?'. The dashboard is organized into two columns. The left column contains four boxes: 'Get course information and material.' with links to First Aid & CPR/AED, Preparedness, Aquatics, AP & LTP Resources, and Caregiving; 'Manage course records and print certificates.' with links to Go to Learning Center and Manage Course Records; 'Read the latest Red Cross news.' with links to Red Cross to Discontinue 84 Courses in Ongoing Review, Expect Recommendations on Improving Cardiac Arrest Outcomes in 2015, Important Information Regarding Video DVD Playback Issues, and Read More; and 'Network with fellow instructors.' with links to First Aid & CPR/AED, Preparedness, Aquatics, and Other. The right column contains three promotional boxes: '2015 Aquatics Update' featuring a 'FREE Webcast' on Sept. 24 at 1:00 p.m. ET with a 'Register Now' button; 'Newly Updated: Swimming and Water Safety Program' with a 'Learn More' button; and 'Introducing Team First Aid Exercises' with a 'Watch Now' button. At the bottom right, there is a box for 'Health and Safety Program Support' with the phone number 1-800-REDCROSS and the email support@redcrosstraining.org.

American Red Cross

Instructor's Corner

Home About the Science Shop Contact Us

| My Account | Help | Search... | Log Out

DASHBOARD FIRST AID & CPR/AED AQUATICS CAREGIVING PREPAREDNESS INSTRUCTOR TOOLS NEWS FORUM

Welcome, how can we help you today?

Get course information and material.

- FIRST AID & CPR/AED
- PREPAREDNESS
- AQUATICS
- AP & LTP RESOURCES
- CAREGIVING

2015 Aquatics Update

FREE Webcast
Sept. 24, 1:00 p.m. ET
*Closed-caption enabled

Register Now

Manage course records and print certificates.

- Go to Learning Center
- Manage Course Records

Newly Updated: Swimming and Water Safety Program

Learn More

Read the latest Red Cross news.

- Red Cross to Discontinue 84 Courses in Ongoing Review
- Expect Recommendations on Improving Cardiac Arrest Outcomes in 2015
- Important Information Regarding Video DVD Playback Issues
- Read More

Introducing Team First Aid Exercises

Webcast Available On Demand

Watch Now

Network with fellow instructors.

- First Aid & CPR/AED
- Preparedness
- Aquatics
- Other
- Caregiving

Health and Safety Program Support

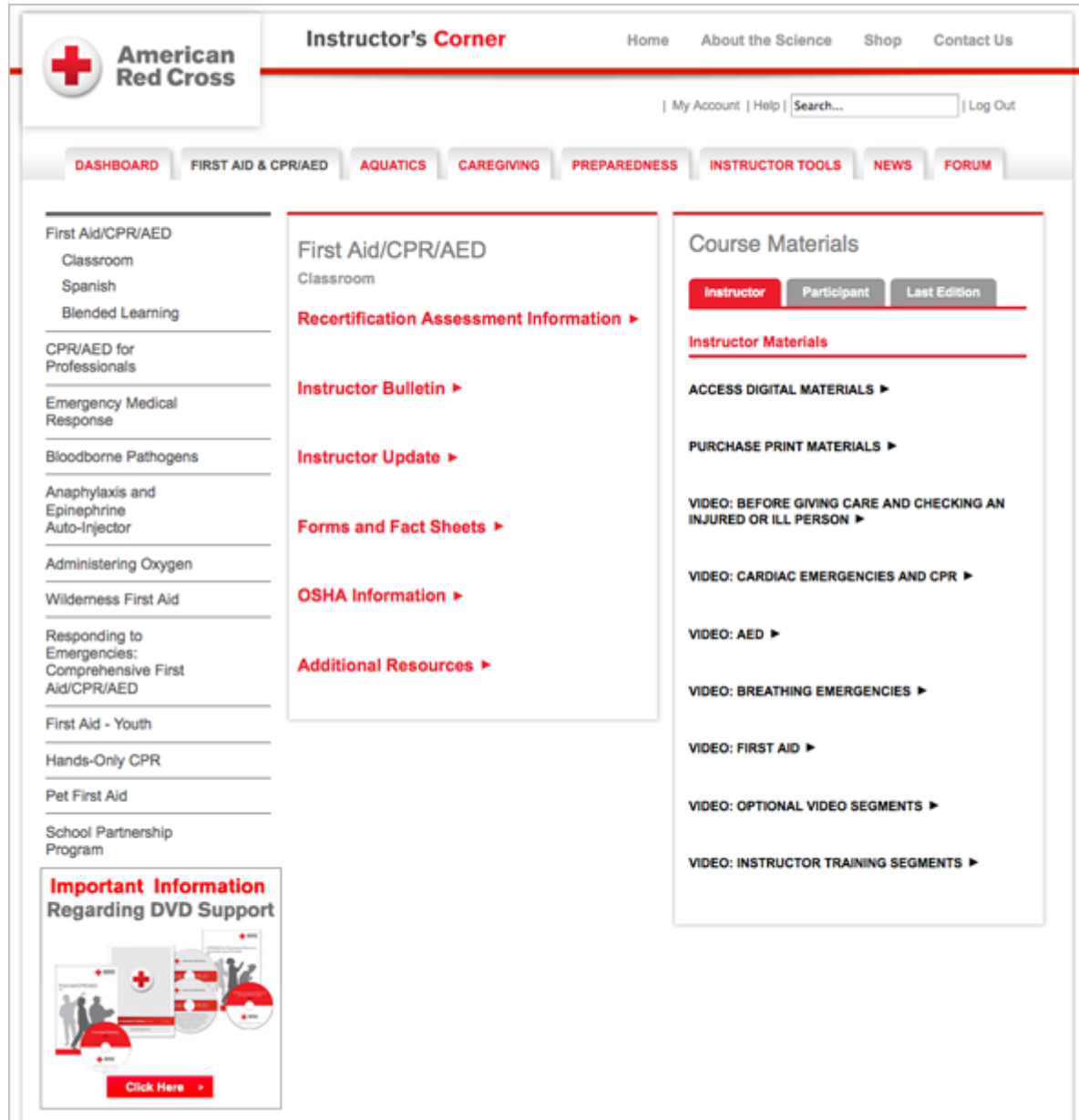
1-800-REDCROSS
support@redcrosstraining.org

Across the top of your screen, there are 8 tabs. The first tab, Dashboard, is the home page. The Dashboard is your starting point for accessing the large database of PDFs, Word documents, course presentations, digital books, and streaming videos. The next 4 tabs are the content-area tabs: First Aid & CPR/AED, Aquatics, Caregiving, and Preparedness. The last 3 tabs, Instructor Tools, News, and Forum, contain general instructor news and tools.

Tab Navigation



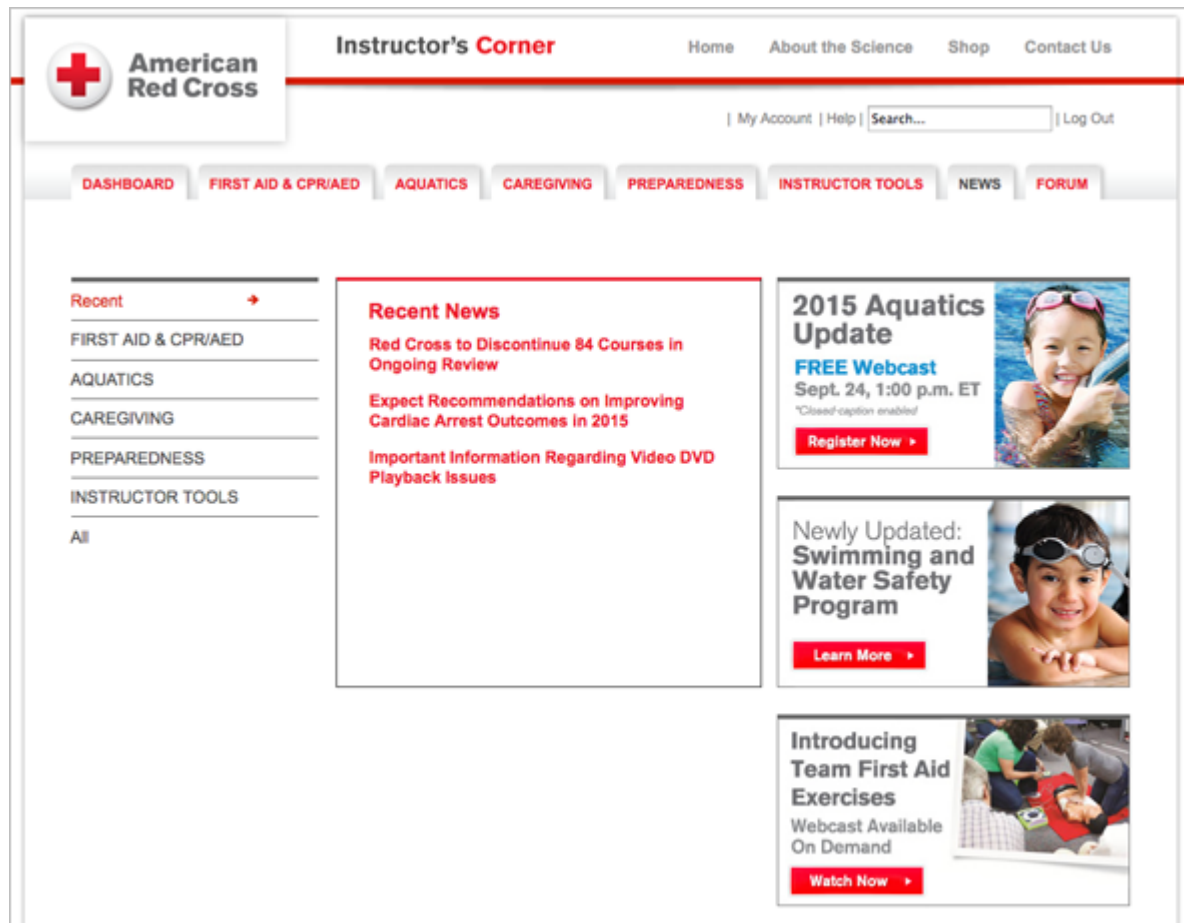
You can click on any of the 4 content-area tabs to see all the course topics within the content area. The content-area landing pages are divided into 3 columns. The left column lists courses within the content area. The middle column contains administrative documents for the selected course. The Course Materials section in the right-hand column contains downloads and links to digital and print course materials.



Instructor Tools, News, and Forum Tabs



The Instructor Tools tab provides the latest instructor news and access to instructor administrative tools and resources. The News tab contains American Red Cross news releases. The Forum tab is a place for instructors to communicate with one another.



Quick Links


▶ QUICK LINKS	
Home	RedCross.org
Shop	Privacy Policy
Contact Us	Terms and Conditions
About the Science	

If you scroll down any page in Instructor's Corner, you'll notice seven quick links listed: Home, Shop, Contact Us, About the Science, Redcross.org, Privacy Policy and Terms and Conditions. The Home link takes you back to the Instructor's Corner home page (Dashboard). The Shop link takes you to shopstaywell.com where you can buy print materials, DVDs, training equipment and supplies for your courses. Contact Us contains important links and information for getting in touch with the Red Cross. The About the Science link leads you to helpful information from the Scientific Advisory Council. This is also where you learn more about the latest science guidelines. RedCross.org is a link to the Red Cross website. Privacy Policy and Terms and Conditions are both links that offer further detail on those topics.

Downloadable File Types

Each of the files within a course have icons that indicate the type of file it is: .doc, .pdf, .wmv, .mp3 or URL.

A .doc file requires Microsoft Word. 

A .pdf file requires Adobe Acrobat Reader. 

A .wmv file requires Windows Media Player. 

A .mp4 file requires an HTML5 browser. 

A URL link requires Internet access. 