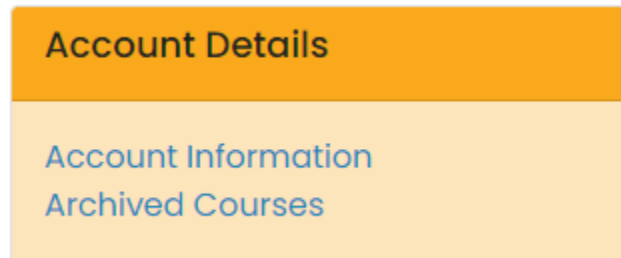


Logging In

1. **Click here**, or go to: <https://pedagogyeducation.com/>.
2. Click on **Log In/Register** in the top right corner of the page.
3. Enter your username and password and click **Log In**.
4. Under the Account Details box, click **Account Information**. Please ensure that all the correct information is listed on this page.



5. Click **Back to Main Dashboard**.
6. The courses that have been assigned to you are listed here. Click **Start Class** to launch the course.

Courses			
	Current	Completed	Memberships
Course Title	Contact Hours	Previous Test Attempts	Next Action
"How To" Course	0.00		Start Class
Basics of Peripheral IV Therapy; Current Standards of Practice	8.00		Start Class

How To Navigate Your Dashboard

In your new dashboard, you will also see the **Register a New Course** box. This is a new feature that enables facility administrators with ordering privileges to quickly start an order for their facility from their dashboard. Simply select the facility name from the drop down, pick your class, and click **Add to Cart**.



Register a New Course

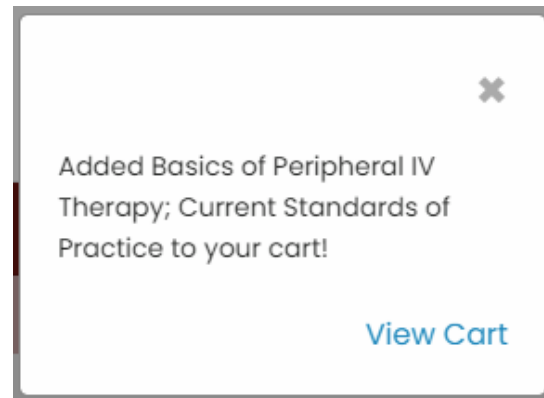
Select a Facility

--Select a facility--

Select a Class

--Select a class--

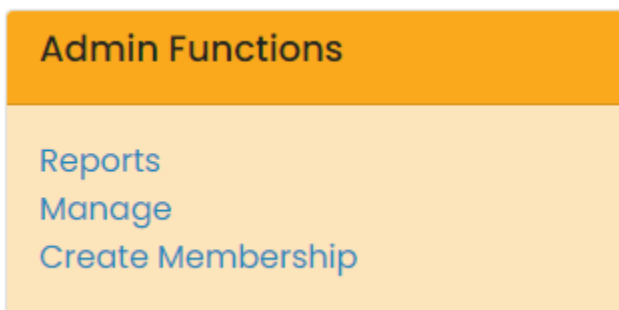
You can add multiple courses to your cart at a time by clicking the X on the pop up or click **View Cart** to check out.



Please note: You cannot add packages to your cart from the Register a New Course box. To purchase packages, click Courses at the top of the screen, click the Packages category, and click Buy Now to add your package of choice to the cart.

Admins can now autonomously place orders for their facility! You can pay immediately via credit card or select the PO option at checkout to be sent an emailed invoice to pay via check.

Another new feature is the **Admin Functions** box.



Admin Functions

[Reports](#)

[Manage](#)

[Create Membership](#)

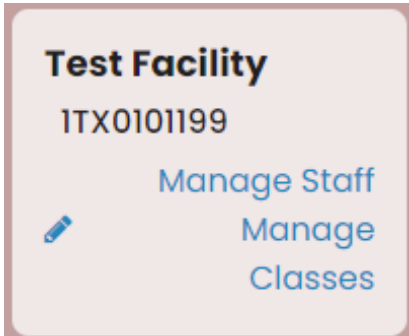
Click **Reports** to view the status of each staff member's progress in their course taking process. This can be exported to PDF, CSV, or Excel by clicking the buttons at the top right of the table. **Please note:** Reports may take a few minutes to generate and download.

To manage your facility, including adding and deleting staff members, assigning courses and memberships, printing certificates, click **Manage**.

To create a custom membership for your staff, click **Create Membership**. Here you will select the facility the membership is for, fill out the name of choice and quantity, choose the type (Nurses vs Nurse Aides), and then drag and drop your selected courses from the Available Classes into the.

How to Navigate Your Facility

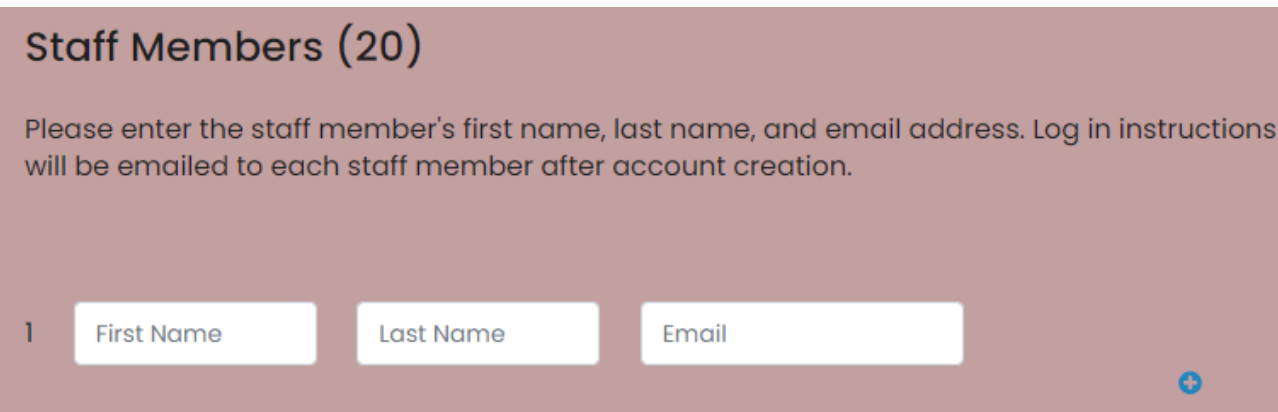
To go to your facility's dashboard, click **Manage** in the Admin Functions box. Select the facility you wish to manage from the list, you can choose to Manage Staff, Manage Classes, or to edit any facility information such as the address, click the pencil icon to go to the Facility Info tab.



The **Contacts** tab contains the contact information for each facility administrator. You can also add in other contacts such as the DON, educator contact, and Accounts Payable. If your facility pays via paper check, please ensure your AP person is set up in this tab with the email address the invoices need to be sent to! Invoices are now automatically sent out at time of order.

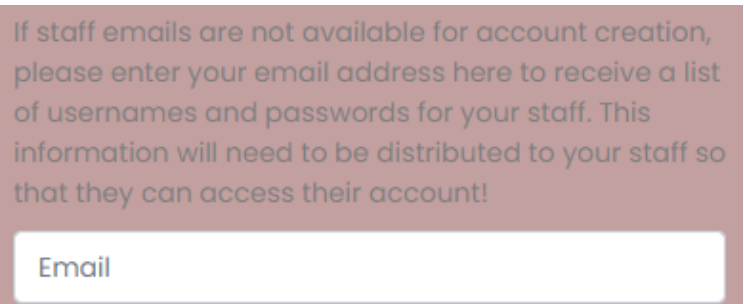
When adding a new admin to the facility, go to the **Contacts** page and click **Add**. Select Facility Admin from the Type drop down, enter in their information, and click the "Needs user account?" checkbox. If you would like them to be able to place orders for your facility, check the "Allow online purchases?" box.

To edit your staff list, click the **Staff Members** tab. Use the pencil icon to edit a staff member's information, or the trash can to delete them from the facility. (Note: If the staff member has already started their courses, the courses go with them when they are deleted.) To add staff members, click **Add**, enter in their name and email address. You can now add multiple staff members at one time by

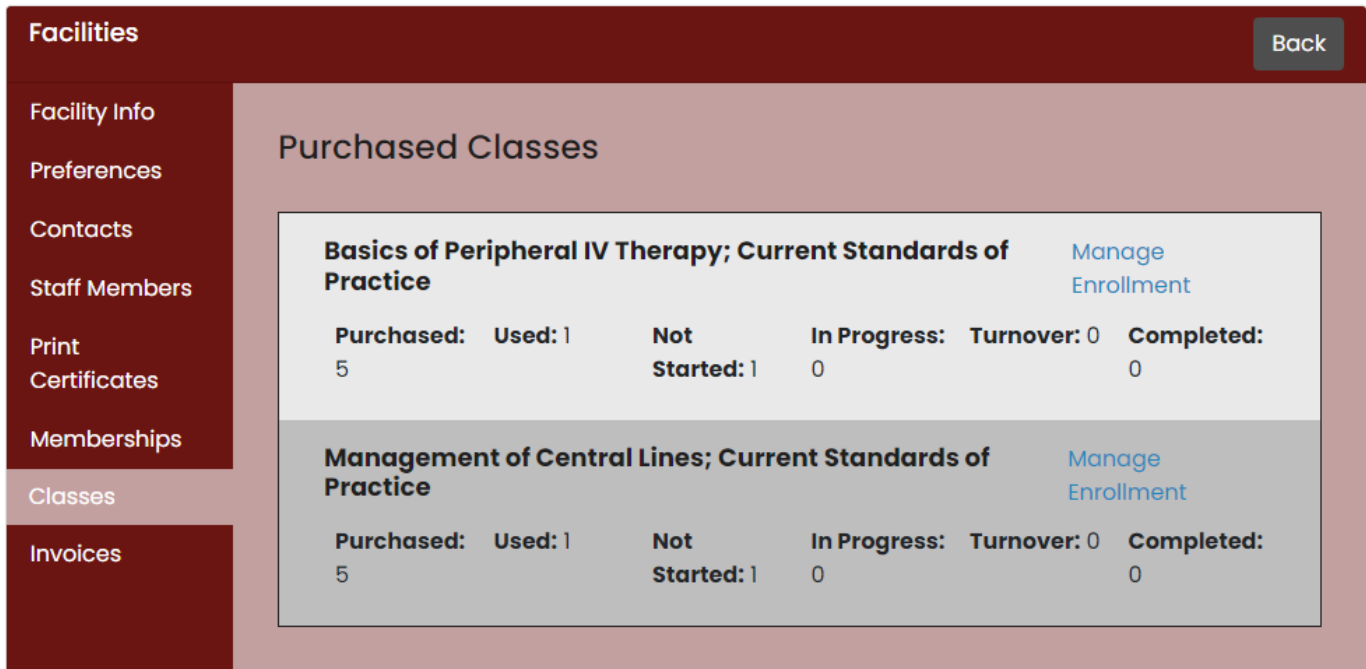


clicking the + to add extra rows.

If you do not have email addresses for your staff, you will be asked to enter your email address into the box shown here:



To assign courses, you can click **Manage Classes** on the individual staff member's card, or click the **Classes** tab. In the Classes tab, find the course you need to assign, and click **Manage Enrollment**.

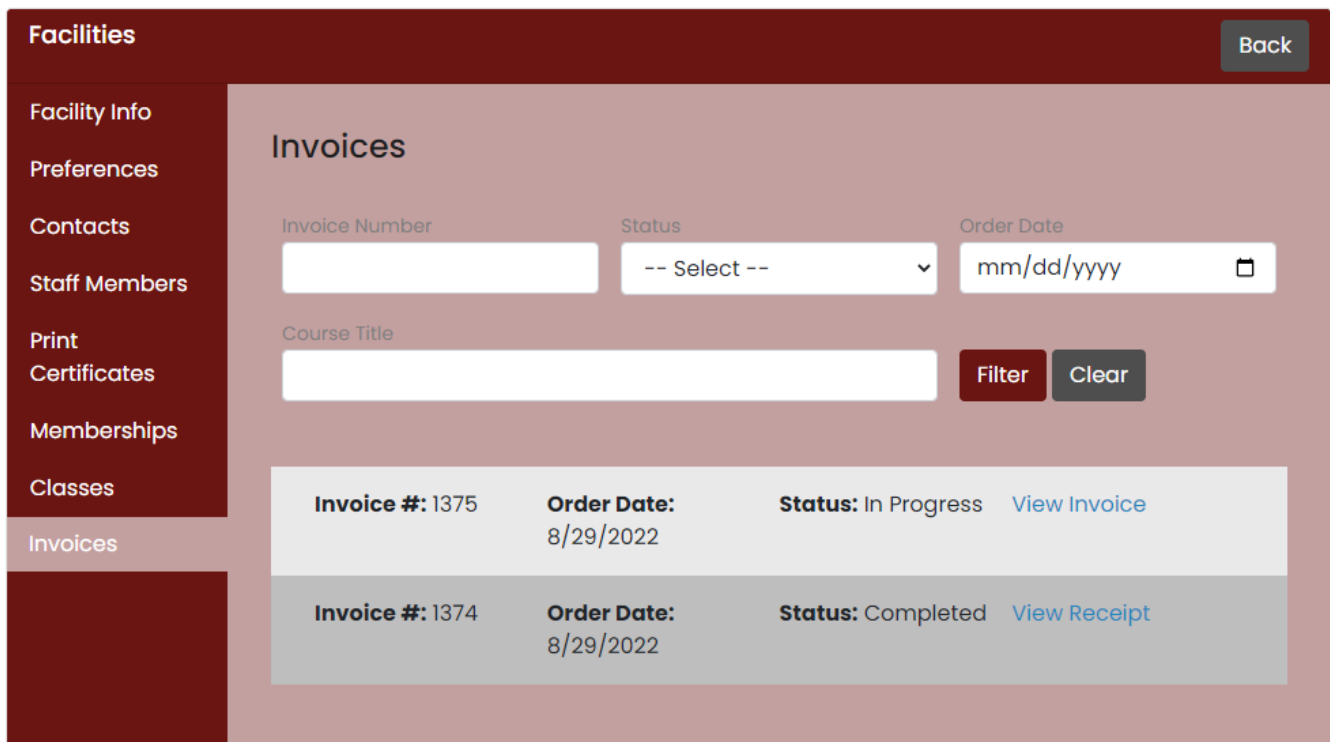


The screenshot shows a sidebar with navigation options: Facilities, Facility Info, Preferences, Contacts, Staff Members, Print Certificates, Memberships, Classes, and Invoices. The main content area is titled 'Purchased Classes' and contains two course entries:

Basics of Peripheral IV Therapy; Current Standards of Practice						Manage Enrollment
Purchased:	Used:	Not Started:	In Progress:	Turnover:	Completed:	
5	1	1	0	0	0	

Management of Central Lines; Current Standards of Practice						Manage Enrollment
Purchased:	Used:	Not Started:	In Progress:	Turnover:	Completed:	
5	1	1	0	0	0	

You can view and pay your invoices and receipts from within your facility dashboard through the **Invoices** tab. To pay unpaid invoices, click **View Invoice**, then click the **Pay Invoice** button at the bottom.



The screenshot shows the 'Invoices' section with a sidebar and search filters. The search filters include:

- Invoice Number:
- Status:
- Order Date:
- Course Title:

Buttons for **Filter** and **Clear** are located below the search filters.

Invoice #: 1375	Order Date: 8/29/2022	Status: In Progress	View Invoice
Invoice #: 1374	Order Date: 8/29/2022	Status: Completed	View Receipt

Use the **Print Certificates** tab to print staff's certificates of completion. You can select all or select individual staff members. If your staff member has multiple certificates, they will be combined onto one PDF titled by their name.

Facilities Back

Facility Info

Preferences

Contacts

Staff Members

Print Certificates

Memberships

Classes

Invoices

Certificates of Completion

Place a check mark by the staff members you would like to print certificates for, then click the "Download Certificates" button. This will create a zip file containing a PDF document for each name selected. This PDF document will contain all of the staff member's certificates, so it may be multiple pages.

Select All

Test Nurse

Download Certificates