

Instructor Portal Update

The development of the Heart and Stroke Foundation of Canada (HSFC) Instructor portal is making good progress. A number of comprehensive User acceptance tests have been completed and the HSFC is on track to launch the Instructor portal in January, 2012.

To facilitate the implementation of the new Instructor portal, the project team is now in the process of training HSFC staff. The next step is to select volunteer Instructors and Program Administrators to test the portal from an operational perspective.

Although the portal has been designed to be easily navigated, a comprehensive video-based teaching package is being developed for all instructors and users of the portal. The step by step video will take Instructors and users through important tasks which would need to be completed.

As part of the functionality all administrative processes can be completed through the portal including:

1. Manage your instructor profile which includes contact information, number of courses taught and renewal dates;
2. Manage course processes, i.e. invite Instructors, add students;
3. Download all administrative documentation associated with HSFC courses;
4. Find information on ordering course materials, submit fees and complete course rosters;
5. View national policy and procedure associated with providing HSFC courses across Canada;
6. The ability to post courses and contact details for booking onto a course will be available for Instructors who wish to advertise courses across Canada;
7. Emailed notifications sent to students on renewal;
8. Course completion card production and distribution.

All provider level cards will be pre-printed with student names and mailed directly to the student. For those students who require proof of attendance, standard documentation will be available on the portal for Instructor use. HSFC is currently looking into the format of the cards for both Instructors and Providers.

The Instructor portal is designed to be a tool which will help all Instructors and users to administer courses. We will work with Instructors and users in the transition to this new electronic format to ensure we provide a high quality service.