Student Class Creation

How to submit a New Student or Practicum Observer Class Request

This process will be available in the Student courses or the Practicum Observer

Step 1: From your trainer dashboard, select a course:

Click on the course you want.

How to submit a New Student or Practicum Observer Class Request (cont.)

*Please note, the system uses the term "Groups" when we want to collect a number of users together into a single group. For our purposes, this refers to "<mark>classes</mark>".

Step 2: Look for Create Groups with Enrollment Key (right hand side panel)
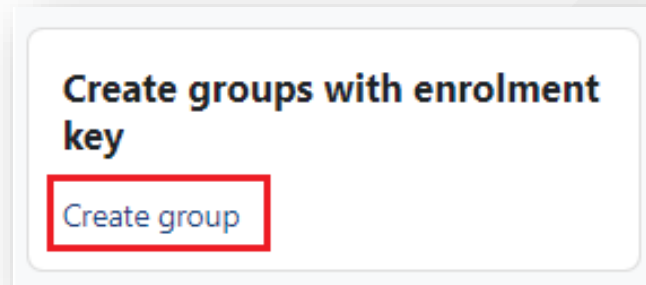
Complete and submit the request

Step 3: Fill out "Course start date" field, and if needed, the "Backup MedAdmin Trainer" field (optional, you choose more than one)

Start typing the name of the backup trainer or email address **(*Please note – the back up trainer you select must already be in the system as a certified trainer.)**

Step 4: After filling in the fields click the blue "Create" button

Complete and submit the request

Step 5: On the next page, the "created group data" will be displayed. This data will be used by students to join your Class

The Email with the data of the created group has been sent correctly.

Continue

The created group data is:

Group name: AguirreAngie (MedAdmin Trainer)__20241026

Enrollment key: 8=lfks4l

The Group name and Enrollment key will also be sent to you via email.

FYI: the enrollment key is 8 digits.

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New Class Request Email - sample

Example of the email MedAdmin trainers will receive after they create their class.

Hello Martha Ventura,

Thank you for requesting a student course in the Medication Administration platform.

Below you will find four documents:

- Account Creation (PDF): to help your students create their account profiles so that they can access your class.
- How to Start the Standard Medication Administration Course - Enter Enrollment Key (PDF)How to Start the Standard Medication Administration Course - Enter Enrollment Key (PDF): to show your students where the enrollment key should be entered.
- Tips for New Trainers (PDF): to provide additional tips for new and veteran trainers about student scores, etc.
- New System Instructions for trainers (PDF): to provide you with information about how to access student grades, enter presentation scores, etc.

Students will now access the same site that you are using with the same URL, to access the Medication Administration site: https://medadmin.myodp.org.

Please send the Account Creation link, the Enrollment Key link, and the information in italics below to your students in order to access your class or group. The Account Creation link explains how the students are to create their own profiles. The information includes the type of class based on your request, the class name or group name, and the 10-character enrollment key. (Make sure you do not enter any extra spaces in front of or behind the class name or the enrollment key.) If they have trouble accessing the class, they should contact you first. If it isn't an error that you can fix (like entering the wrong enrollment key or selecting the wrong type of class) please create a ticket at www.mahelpdesk.com. Include your full name (as the trainer), the name of the class, whether it is Independent, Group, or Practicum Observer, and the full name of the student in the ticket.

*Instead of attachments, the email has links that open into the same documents.

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New Class Request Email – sample (cont.)

Example of the email MedAdmin trainers will receive after they create their class.

Dear Student:

You will be taking the Medication Administration Training Course in order to learn to administer medication.

Course type: *Practicum Observer*
Course Name: VenturaMartha_MY HOME, INC_20230725
Enrollment Key: KO*oEd5l0+

* this is where you will see the course link, name of your class, and Enrollment key

Please use copy and paste to copy the enrollment key. Make sure you do not copy any extra spaces in front of or behind the enrollment key when it is entered.

Looking forward to our class together.

Martha Ventura

Let us know if you have any other questions.

Thanks, and have a great day!

Medication Administration Help Desk Team

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Send enrollment key and course link to students

Step 6: Distribute the enrollment key to your students along with the link to the appropriate course

(2024 Independent) Medication Administration Standard Student Course
https://medadmin.myodp.org/course/view.php?id=25

(2024 Group) Medication Administration Standard Student Course
https://medadmin.myodp.org/course/view.php?id=24

Medication Administration Practicum Observer

https://medadmin.myodp.org/course/view.php?id=7

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Student enrolls into your class

Step 7: The student should use the link and enrollment key to Enroll into the course as part of your class.

*Please refer to the Class Request Email for instructions on Account creation and submitting the enrollment key

Course type: **Practicum Observer**
Course Name: _____ HOME, INC_20230725
Enrollment Key: KO*oEd5l0+

(2024 Independent) Medication Administration Standard Student Course

Enrollment options

(2024 Independent) Medication Administration Standard Student Course 🔑

medication administration

Self enrollment (Student)

Enrollment key   ••••••••

Enroll me

Tips

- Any classes created prior to today will remain available to you and your students.

- The enrollment key does not expire.

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