



NRP® Cross-Organization Instructor-led Event How-to Guide

When would this be required?

A Cross-Organization Instructor-led Event is required when the students or Instructor Candidates are accessing their curriculum through a different organization from the organization in which the Event was created. (For example, a student self-enrolls in the Provider curriculum through the NRP LMS and attends an Instructor-led Event at a hospital. The instructor creates the Instructor-led Event through the hospital's HealthStream account.)

This guide will show you:

- How to make an Instructor-led Event cross-organization
- How students or Instructor Candidates can be added to the Event

For directions on submitting an Instructor-led Event, see the [NRP Instructor LMS How-to Guide](#)

1 Adjust the settings of your event so it is cross-organization

From the Settings page of the Event:

- Check the box next to "Cross-Organization" under "Availability."
- "Registration Access" should automatically change to "Self-Registration and Admin of Hosting Organization."
- Make sure "Never Close Registration" is selected under "Registration Rules."
- Click "Save."

The screenshot shows the 'Settings' page for an event titled 'ABC Hospital NRP'. The 'General' tab is active. Under 'Availability', the 'Cross-Organization' checkbox is checked. Under 'Registration', the 'Registration Access' dropdown is set to 'Self-Registration and Admin of Hosting Organization'. Under 'Registration Rules', the 'Never Close Registration' radio button is selected. At the bottom, the 'Save' button is highlighted in green. Red arrows from the instructions point to the 'Cross-Organization' checkbox, the 'Registration Access' dropdown, the 'Never Close Registration' radio button, and the 'Save' button.

Section	Field	Value
General	Event Name	ABC Hospital NRP
General	Type	NRP
General	Start	3/21/2018 10:30 AM
General	End	3/21/2018 2:30 PM
General	Availability	<input checked="" type="checkbox"/> Cross-Organization
Registration	Minimum Registrants	1
Registration	Maximum Registrants	8
Registration	Registration Access	Self-Registration and Admin of Hosting Organization
Registration	Waitlist	<input type="checkbox"/> Allowed
Registration Rules	Never Close Registration	<input checked="" type="radio"/>
Registration Rules	Close Self-Registration	<input type="radio"/> 1 Day(s) before event starts.
Grading	What is required to complete this event?	<input checked="" type="radio"/> Pass-Fail
Grading		<input type="radio"/> Attendance Only
Grading		<input type="radio"/> Grade 80 / 100

2 Registering Students or Instructor Candidates

From the roster page of the Instructor-led Event, you will **not** be able to add Instructor Candidates or students by searching their name or User ID. You may be able to add them by entering their HealthStream ID into the search field. The HealthStream ID should be a personal email address. If the HealthStream ID is not entered exactly as the user created it, they will not be found in a search. If you do not have their HealthStream ID, the student or Instructor Candidate will have to self-register for the Event.

3 Self-Registering for a cross-organization Event

- From the curriculum, click "Choose an Event."
- If you know the name of the Event, enter the name or part of it into the search bar and click the search icon.
- Change the date range to include the date of the Event. "From" should be at least one day before, and "To" at least one day after the Event date.
- Check the box next to "Include events outside my organization."
- Click "Register" next to the Event.

Get stuck?
We can help!



NRP

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