

## Samonline Instructions Step by Step-

1. Log in to <https://samonline.cardionics.com/Account/Login.aspx> using Using Username- CHSimulation and Password- Unit52020

Note: Please note that to enroll students we need to have a class and teachers first; To have a class we need enroll teachers first.

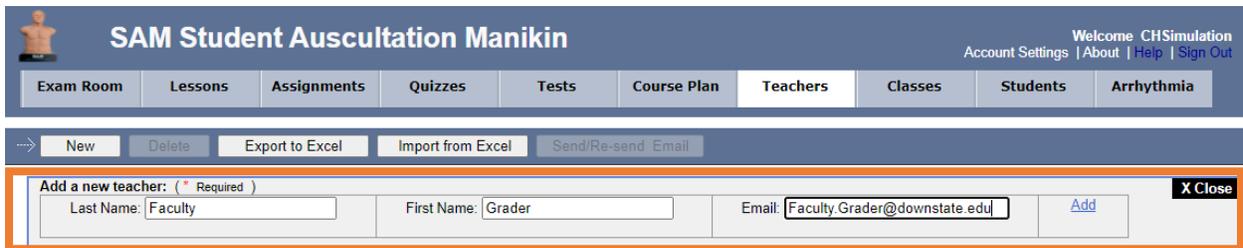
2. Enrolling the faculties: (We have 10 Faculty Licenses)
  - Go to “Teachers” Tab
  - Click on “New” button



The screenshot shows the SAM Student Auscultation Manikin interface. The 'Teachers' tab is selected. Below the navigation bar, there are buttons for 'New', 'Delete', 'Export to Excel', 'Import from Excel', and 'Send/Re-send Email'. A table lists existing teachers:

<input type="checkbox"/>	No.	Last Name	First Name	Email	Status	Action
<input type="checkbox"/>	1	Quinn	Antonia	antonia.quinn@downstate.edu	Active	<a href="#">Edit</a>
<input type="checkbox"/>	2	Bromberg	Kenneth	kenneth.bromberg@downstate.edu	Active	<a href="#">Edit</a>

- Enroll the faculty by putting all information in the Last name, First name and Email Section and Click “Add”

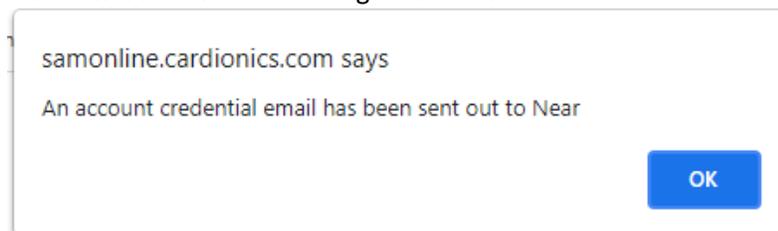


The screenshot shows the SAM Student Auscultation Manikin interface with the 'Add a new teacher' form open. The form fields are:

- Last Name: Faculty
- First Name: Grader
- Email: Faculty.Grader@downstate.edu

There is an 'Add' button and an 'X Close' button.

- Click on Register; (Faculty will receive a Welcome email from [samonline@cardionics.com](mailto:samonline@cardionics.com) with Login information)
- Admin will receive this message. Click OK



The screenshot shows a notification message from samonline.cardionics.com:

samonline.cardionics.com says  
An account credential email has been sent out to Near

OK

3. Creating a class:

- Go to “Classes” Tab
- Click on “New” button to add a new class.
- Enter the Class Name, Start date and End date (you can get these informations from Dr. Antonia Quinn)

The screenshot shows the 'Add a new class' form in the SAM Student Auscultation Manikin interface. The form has the following fields and options:

- Class Name:** SamOnline Test Class
- Start Date:** 07/14/2021
- End Date:** 01/31/2022 (with a calendar dropdown for January 2022)
- Teacher Name:** A list of teachers with checkboxes:
  - Quinn, Antonia
  - Bromberg, Kenneth
  - Grotell, Lauren
  - Artiles, Cristina
- Action:** Add

- Check off all the faculties you want to add to this class and click “Add”

This close-up shows the teacher selection list with the following details:

Teacher Name	Action
<input type="checkbox"/> Dattner, Laura	<a href="#">Add</a>
<input type="checkbox"/> Casagrande, Danielle	
<input type="checkbox"/> Stavile, Karen	
<input checked="" type="checkbox"/> Peer, Near	

(You can remove and add faculties from a class anytime)

4. Enrolling Students:

- Open the Spreadsheet called “Students TMP”
- Put the student information in the spreadsheet and save it

	A	B	C	D	E
1	No.	Student ID	Last Name	First Name	Email
2	1	1	Student	Sample	sudent@cardionics.com
3					
4					
5					
6					

- Go to the tab called Students and select the class where you want to enroll the students-

- Click on Import from Excel
- Click on and choose file and select the spreadsheet with student information.
- Click on **“Upload”**

- You will see the student list on the Click on **“Register”**.

<input type="checkbox"/>	3	11111111	Raisa	Student	rtarannum21@gmail.com	Email not sent yet	 <a href="#">Edit</a> <a href="#">Register</a>
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- The students will receive an account creation email.