

How To Navigate eCourseOps

Your Online Course Management Tool


Webinar

Please review the Webinar for an overview of the *eCourseOps Online Course Management Tool*, which is located on the *eCourseOps* landing page and in the Course Directors only section.

Take A Tour

You can take a short tour of the *eCourseOps* process by selecting the **Take A Tour** Button at the top right hand of your Home Page. Each time you click on **Next** a box will pop up and define the section it is highlighting.

Add a New Course

You can create a new course by selecting the **Add Course** button found in the left and right margins of your Home Page. You can also Copy an existing course by selecting the **Copy icon**  under the **Upcoming or Past Courses**.

The course application screen follows along with your course application forms. You cannot enter a course date prior to today's date. Those exceptions must be submitted to Course Operations.

You do have the option to select Yes, for course closed. This will mark the course as full on the web.

You will notice a pink square, with a white triangle inside, located next to web contact and next to course facility / location. If you click on either pink square you will find recently used web contacts, and for the facility, recently used facilities for your courses. You can choose from the list provided, enter free text information, or you can do a search for your facility.

COURSE FACILITY/LOCATION

Provide the course location information by selecting from your one of y zip code for a facility, or by entering a new facility/location (ONLY if you

facility:

line 1:

line 2:

line 3:

city/state/zip:

zip code:

country:

▲

Southeastern LA University School of Nursing
4849 Essen Ln
Baton Rouge, LA

Our Lady of the Lake Regional Medical Center
5000 Hennessy Blvd
Baton Rouge, LA

OLOL Health Career Institute
7443 Picardy Avenue
Baton Rouge, LA

OLOL Health Career Institute
5220 Essen Ln
Baton Rouge, LA

Our Lady of the Lake RMC
5000 Hennessy Blvd
Baton Rouge, LA

After completing the first page, and clicking on **Next** you will come to the page where you indicate what instructors will be teaching in your course. A list will be provided of recently used instructors. You can click on their names to select them. You can also search for an instructor by instructor ID or by name, last name first name. Another way to find an instructor is to check the box for 'include additional local instructors'. This search takes a little longer as it calculates the distance of the instructor's home to the course facility.

Note that once you have selected your instructors, you can change the order simply by holding your mouse over the instructor name and moving the instructor to the new position. You can change the order to coincide with how you plan to have the students list them on the scantrons.


Once you select **Save and Finish** you will be brought to a confirmation screen where you will receive your course number. At this point you can also order manuals and pay for them if you choose, generate an indirect fee invoice and pay for them if you choose, add additional instructors, or copy the course you just entered, to an additional course.

[Manage Your Upcoming Courses](#)

Reschedule a Course

Select the course and change the start and end dates; don't forget to select **Next** and **Save and Finish** to complete the process. Note the new course number provided on the confirmation page.


Cancel an Existing Course ✕

From your *eCourseOps* Home Page, find the course you wish to cancel and click on the red X Cancel icon  on the right side of the page. The screen will bring you to a confirmation that your course has been cancelled. You will no longer see the course in the list of upcoming courses. (In order to cancel a past course, you must contact Course Operations at 847-460-4120 or 1-800-942-0011, or CourseOps@ena.org.)

Change Estimated Number of Participants


Select the course and change the number of expected participants; don't forget to select **Next** and **Save and Finish** to complete the process. A change to the expected participants will affect an early invoice for indirect fees.

Order Manuals

1. An order can be placed from the confirmation window immediately after you add or change a course, **or**
2. An order can be placed under **Upcoming Courses**; select the **Manual Icon**  on the right side of the upcoming course, or
3. An order can also be placed from your Home Screen **Purchase Manuals** found in the left margin of the screen. If you orders manuals from this area, your order will not be directly linked to any specific course. Please use one of the above methods when ordering manuals for a specific course.

Please note that Manuals will be shipped UPS Ground once payment is received. Expedited shipping is available at your own expense.

Pay for Indirect Fees

Find the course number and select the orange **Indirect Fee** Icon . You can create the invoice to pay now or pay later. For those courses where early fees apply, you will receive the early price if the indirect fees are paid prior to the course start date. If indirect fees are not paid before the course, an invoice will be sent after you enter the "actual" number of students to the course, or the Summary Performance Report is received by ENA.

Pay for Fees Using my Course Credits

On your *eCourseOps* Home Page, you can scroll down to the **Course Credits** section, or you can select **Course Credits** from the left margin to see a full listing of all available credits and credits that have already been used. The available credits can be applied to outstanding invoices or you can request a refund. In order to use your credits to pay for an invoice, or to request an invoice, please contact the ENA Finance Department at 800-900-9659.

In order to see the detail of the credit, click on the green + sign to the left of the credit memo number.

[Manage Recent Orders](#)

From your *eCourseOps* Home Page, scroll down to **Recent Orders**, or select **Recent Orders** from the left margin, and you will be able to review all of your invoices. Select an unpaid invoice to print a copy, or to pay for it. Invoice balances must be paid in full; partial payments will not be taken. You can also print a copy of a receipt for a paid invoice in this section.

[Manage Your Past Courses](#)

Add Actual Number of Participants and Instructors

Under Past Courses, find the course number and enter the number of participants by selecting the **Enter Actuals** link. A message will appear to remind you that once you enter the actuals, no other changes can be made to the course.

Pay and/or Print Invoices

From your *eCourseOps* Home Page, scroll down to **Course Invoices**, or select **Course Invoices** from the left margin. You will be able to review recent orders/invoices to pay the balance and/or print receipts.

Transfer my Course Credits or get a refund

On your *eCourseOps* Home Page, you can scroll down to the **Course Credits** section, or you can select **Course Credits** from the left margin to see a full listing of all available credits, and credits that have already been used. The available credits can be applied to outstanding invoices or you can request a refund. In order to use your credits to pay for an invoice, please contact the ENA Finance Department at 800-900-9659.

[Add an Authorized Administrator](#)

From your *eCourseOps* Home Page, in the left margin, select **Authorized Admin Users**. There you will be able to add an Authorized Administrator to add courses and manage your courses and invoices for you.

[Purchase Manuals Not Connected to a Course](#)

From your *eCourseOps* Home Page, in the left margin, select **Purchase Manuals**. Manuals will be shipped UPS Ground once payment is received.

[Automatic Email Correspondence Sent from the ENA Database](#)

From your *eCourseOps* Home Page, in the left margin, select **Email Correspondence** where you can access course confirmations and other emails that have been sent to you automatically from the ENA database.

[Online Help Contact Information](#)

The Course Operations Department will be available during the usual ENA business hours of 8:30 a.m. through 5:00 p.m. Central Time, Monday through Friday at 847-460-4120 or 1-800-942-0011. You can also email them at courseops@ena.org. If you are

emailing, please be very specific in detailing what you are trying to do so that we can understand and assist you.