**Section 1: Pre-Course Preparation**

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**Section 2: Post Course Reports**

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**ATLS® Course Report Flow Chart**

Step 1) **Course Coordinator** creates/submits a Course Request Authorization (CRA) for approval.

Step 2) **State/Provincial Chair** reviews and approves CRA

Step 3) **ATLS® Regional Coordinator** approves CRA and creates a course serial number

   - *ATLS course takes place*

Step 4) **Course Coordinator** completes/submits Post Course Report (PCR)

Step 5) **State/Provincial Chair** reviews and approves PCR

Step 6) **ATLS® Regional Coordinator** reviews and approves PCR

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**ATLS® Web Course Management System (WCMS) Training Manual**

www.atlscourserports.com
Section 1: Pre-Course Preparation

Course Request Authorization
Manage Existing Courses
Person Maintenance
ATLS Faculty with no ATLS ID Update Search
ATLS Faculty with ATLS ID Update Search
Facility Maintenance
CME & Disclosure Documents
User Manual
ATLS Promotional Merchandise
Logout

- Approximately 6 months before the course, log onto www.atlscourserreports.com to create a Course Request Authorization (CRA).

Note: your ATLS Regional Coordinator can view your Course Management System activities at any time.

- Select ‘Show Local Sites’ to choose your course site. This will show sites in your region.

After your first course request, you can select ‘Show My Sites’- a short list of your frequently used sites.

To Add a new course facility, see page 8.
Click on ‘Select’ in the first column to choose your course site. The site information will automatically populate.

- **Course Begin/End Dates**: Select the course begin and end dates on the calendar.

- **Commercial Support Agreement**: See Faculty Manual for an explanation of commercial support agreements.

- **Course Closed**: A closed course is not available to the public.


- **Course Type**

- **Length of Course**

- **Special Situation Course**
Courses that do not follow standard ATLS® guidelines should go through this Special Situation Approval Process. If this is the case, please include an explanation of the special situation in the comment box.
Select your ‘Projected Course Faculty’.

For Student and Student Refresher courses, add the Student Course Director and Coordinator. Both names are required in order to submit the CRA.

For Instructor courses, add the Educator, Coordinator and Instructor Course Director.

Other faculty can be added after the CRA has been approved.

-Search for faculty by ATLS ID number or first and last name.
Select the Course Director.

Select the Coordinator.

Select ‘View’ to see their teaching history.

In order to add a faculty member to a CRA, they must be updated on the latest edition of the manual and have a current expiration date. If the ‘Select’ option is not available, contact your Regional Coordinator for more details.

-When the mandatory faculty are entered, Select ‘Close Window’.
- Select ‘Projected Course Attendees’.

- Indicate the types and numbers of attendees you anticipate for this course. Select the ‘Add Projected Attendees’ button. Then ‘Close Window’. More attendees can be added after the CRA has been approved.
- Press the ‘Submit Course Request Form’ to the State/Provincial Chair.

An email notification will be sent to the Chair, Coordinator and ATLS Regional Coordinator. The Chair should approve the CRA within 14 days of submission. Then your ATLS Regional Coordinator will assign a course serial number.

The coordinator will receive an email notification with the course serial number. The coordinator can then log onto www.atlscourserreports.com and manage their upcoming course.
Adding a New Course Site

- In the CRA form, select the ‘Add New Site’ button.

*Please Note: All new courses site must first be approved by the State/Provincial Chair and ATLS Regional Coordinator.*

- Enter the site information. The Facility ID is automatically generated.

- Select the appropriate region and region area. The drop down box will populate with the region area options if applicable. Select [here](#) to view the ATLS Region Maps.

- Check the ‘Active’ box.
-Log onto the course management system. Select the course serial number under the Courses Approved section.

To view instructions on adding students to an Instructor Course, see page 20

The Detailed Course Management Screen is the main menu for this particular course.

-Select the ‘Participant Information Sheet’ to enter participants into the course.
Entering Participants

Already existing participants

- Select ‘Add student’.

- The ATLS People Lookup Screen will generate. Search for participants using their ATLS ID number or first and last name.

- If you are searching for someone that has previously participated in ATLS, their ATLS record should populate.

- Press ‘Select’ to enter them into your course.

(You may select ‘View’ to see their ATLS training history).

- Update the participant’s specialty by selecting ‘view / edit specialties’.

- Indicate the Participant Type for this course*

- Enter a ‘0’ in the Post1 score.

- Select ‘Save’ - this enters the participant into the course and automatically emails a link to the electronic pretest.

(For more information on the pretest email, see page 13)
Entering Participants
New participants

- select ‘Add Student’ and search for the participant’s first and last name.

- select ‘Add New Person’.

- When completing the Person General Information Entry Form:
  - Check the Active box.
  - Enter an email address for the electronic pretest.
  - Select an address type.
  - Indicate that participant’s region.
  - Indicate the region area if applicable.
    (Select here to view the ATLS Region Maps)

- Select ‘Save’. Complete the Participant Information Entry form (as shown on page 10).
-Select ‘Add Student’ and search for the participant’s first and last name.

-If multiple ID numbers generate, identify the correct person by selecting ‘View’ to see their training history. Then ‘Select’ the correct person.

- Complete the Participant Information Entry form (as shown on page 10).

For all participants, select their names to update their contact information.
Electronic Pretest

The electronic pretest is automatically emailed when the Participant Information Entry Form is saved or updated (as shown on page 10). The coordinator is also copied on that email.

*‘View Results’* under the Pretest Info Score/Detail Result shows the individual answers for each participant.

- The ‘Pretest Metrics’ summarizes the responses of all the participants.

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If a participant does not receive the pretest email:

1. Confirm their email address by selecting their name on the participant information form. Make adjustments as necessary. In the Edit section, enter a ‘0’ in post1 score again. Select “Update”.

2. Ask the participant to check the spam folder in their inbox.

3. Forward the coordinator’s copy of the pretest email to that participant.
**Entering Faculty**

**Student and Student Refresher Course**

To view instructions on adding faculty to an Instructor Course, see [page 22](#).

- On the Detailed Course Management Screen, select ‘Faculty Information Sheet’.
- Select ‘Add Faculty’.
- The ATLS People Lookup Screen will generate. Search for faculty using their ATLS ID number or first and last name.
- Press ‘Select’. Note that many people have multiple faculty types, so please select the correct type. *(Select ‘View’ to see their ATLS teaching history.)*

All faculty must be updated on the latest edition of the manual and have a current expiration date. If the ‘Select’ option is not available, contact your [Regional Coordinator](#) for more details.

- When completing the Faculty Information Entry Form, please remember to:
  - Indicate the lecture
  - Indicate the skill station *(select ‘I’ for testing stations)*
  - Check the Initial Assessment box if they will conduct a testing station as an Instructor Candidate
  - Check ‘Critiqued’ only if this person is will be monitored as a Candidate
  - Teaching Credit will automatically generate if all requirements are met
- Select ‘Save’.

*This form can also be modified after the course.*
Ordering Course Materials
For U.S. and Canada only

- On the Detailed Course Management Screen, select the ‘Material Order Form’.

- On the Material Order Form, indicate the quantity of each product you are ordering, then press the ‘tab’ button your keyboard. The other columns will automatically populate.

- Enter the shipping address. Limit the address to two lines, and do not use symbols in the address (i.e. & , #)

- Select ‘Save’.
Ordering Course Materials
For U.S. and Canada only

- Select ‘Click Here’ to generate the shipping rate for your order. This may take about a minute.

- Choose the appropriate shipping method and rate.

- Submit your order by selecting ‘Click Here’ next to Place your final shipping request.

- Select ‘OK’ to confirm the order.
-A summary of your order with the total amount due will populate.

-Send your payment to the ACS ATLS Program Office. Upon receipt of payment, your order will be processed and shipped.

-You can track your order by selecting the Tracking Numbers on the order summary.

(If you need to reorder materials for the same course, contact your Regional Coordinator).

Payment Options:

Credit Card- Please complete and sign the following form: Credit Card Authorization form

Check- Make checks payable to: The American College of Surgeons

Wire Transfer- Contact your Regional Coordinator for bank information.

Mail or fax all payments to: The American College of Surgeons ATLS Program 633 N Saint Clair St Chicago, IL 60611 Fax: +312-202-5013
Section 2: Post Course Reports

Within 90 days of a course, the post course report must be submitted to the State/Provincial Chair and ATLS Regional Coordinator.

- On the Main Page, select the course serial number under the Courses Approved section.

- On the Detailed Course Management Screen, select ‘Participant Information Sheet’.

If the post course report is not submitted within 90 days, the course site cannot request new courses or order course materials until that course is submitted.
Post Course Reports
Participant Section
Student and Student Refresher Courses

- Select ‘Edit’ to the right of the participant’s name.

- Written Tests
  - Post1 - enter the post test score.
  - Remedial Post2 - enter retest score, if required.
  - Remedial Post3 - enter final retest, if required.

- Overall Skills Score
  - Select ‘Successful’ if they passed both the Initial Assessment and Skill Stations.
  - Select ‘Incomplete, Remedial’ if they need to retest (either written test, IA, or Skill Station).
  - Select ‘Incomplete Repeat Course’ if they failed the written, IA, and Skill Stations.

- Completion Status
  - Check Attend Entire Course.
  - Check Instructor Potential if Course Director identified them as IP.

- Select ‘Update’.

- Select ‘Print’ to the right of the student’s name.

This print option is only available for physicians and physician extenders who have a successful completion status.

A different version of the post test must be used when proctoring a remedial exam.

If the student is from a different course site, contact your Regional Coordinator.
On the Detailed Course Management Screen, select the ‘Participant Information Sheet’ to enter participants into the course.

Select ‘Add student’.

- Search for the student with the first and last name.
- Press ‘Select’ when the student’s name appears.

- On the Participant Information Entry Form, enter the ‘Prior Student Course’ information.
- Select the ‘Participant Type’.
- In Score 1, select ‘Successful’ if they passed. If they failed, select ‘Incomplete, repeat course’.
- Select ‘Attend Entire Course’.
- Select ‘Instructor Potential’.
- Select ‘Save’.

All Instructor course participants must have been identified as Instructor Potential in an ATLS course no more than three years prior to the Instructor course.

If the participant’s name cannot be selected, please contact your Regional Coordinator.
- On the Detailed Course Management Screen, select ‘Faculty Information Sheet’.

- Review the Faculty Information Sheet and update the lectures or skill stations that each faculty taught. Please ensure that the online faculty list coincides with the hard copy course schedule.

For a Student Refresher course, instructors receive credit for teaching a skill station only. Please indicate which skill station they taught.
Post Course Reports
Faculty Section
Instructor Courses

- On the Detailed Course Management Screen, select ‘Faculty Information Sheet’.

- Select ‘Add Faculty’.

- Search using ATLS ID number or first and last name.

- Press ‘Select’ to add the instructor to the course.

- On the faculty information form, indicate the skill station.

- Select ‘Critiqued’ only for an Instructor Course Director Candidate. 
  Please note: Instructor Candidates cannot teach in Instructor Courses.

- Select ‘Save’.

Teaching Credit will automatically generate.

All faculty must be updated on the latest edition of the manual and have a current expiration date. If the ‘Select’ option is not available, contact your Regional Coordinator for more details.
- On the Detailed Course Management Screen, select ‘Course Receipts and Disbursements’.

- Select ‘Course Receipts’ to report all money received during the course.

- Select the receipt type (type of participant tuition).

- Enter the number of that participant type.

- Enter the amount received per participant type.

- Select ‘Save’.

- Enter all of the receipt types, then select ‘Close Window’.
-Select ‘Course Disbursements’ to report the money spent during the course.

-Select the disbursement type (all of your expenses).
-Enter the number of that type.
-Enter the amount disbursed per type.
-Select ‘Save’.

-Enter all of the disbursement types, then select ‘Close Window’.
- Select the ‘Entity Responsible for Underwriting Loss’.

- If the entity is not in the drop-down list, select ‘Add New Profit Loss Entity’.

- Enter the name of the entity in the box that pops up. Select ‘Add Entity’.

- Select your new entity in the drop-down list.

- In the ‘Proceeds Use’ comment field, explain how you will use any proceeds.

- Select ‘Save Comment’.

- Select ‘Close’.
-Select ‘Submit Hard Copy Reports to State/Provincial Chair’.

-Select ‘Yes’ and enter the date that each set of documents were sent to the Chair for approval.

-Select ‘Submit’.
-Select ‘Participant Evaluation Form’

(Please note: The participant Evaluation Form is not available online for Instructor Courses. Please send a summary of the evaluations with the hard copies.)

-Summarize the course evaluations from your students and complete the Course Evaluation Form. Enter a summary of their comments into the comment boxes.

-Select ‘Submit’.
Post Course Report is complete

Please ensure you have completed the following forms:

- Participant Information Sheet
- Faculty Information Sheet
- Course Receipts and Disbursements
- Submit Hard Copy Reports
- Participant Evaluation Form

(Please note that these forms may be listed as ‘Partially Completed’. If you have entered all required information, please disregard that status and submit the post course report).

Select ‘Submit Post Course Reports’. This will submit the post course report to the Chair and Regional Coordinator.

The Regional Coordinator will review the post course report and will contact you with any questions or concerns.
Contact your Regional Coordinator:

1. To alter the course request authorization after it has been approved, i.e. change the dates or course type, or cancel the course.
2. To confirm someone’s Instructor Potential status.
3. To add a new course site.
4. To reorder course materials for the same course.
5. If certain faculty cannot be selected for a course.
6. If you cannot find a student refresher’s name.
7. If you have any questions or concerns.

For Regional Coordinator’s contact information, visit our [website](#)

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Course Forms and Documents

- Annual Faculty Disclosure Form
- Faculty Disclosure List
- Instructor Candidate Critique Form
- Coordinator Candidate Critique Form
- Course Director Candidate Critique Form
- Educator Candidate Critique Form
- Microteaching Evaluation Worksheet
- Triage Scenarios
- Participant Evaluation- Instructor Course
- Participant Evaluation- Student Course
- CME Documents

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