

MAS Instructor Checklist

Upon Arrival -

DO NOT enter the building if the office is open upon arrival (if you are the first on-site). Call your Campus Manager immediately. If they are unavailable, please call Kristen Scarlett.

BEGINNING OF THE DAY TASKS

- ☐ Clock in as soon to JustWorks as you arrive at the location.
- ☐ Locate the key and make sure that the lockbox is closed and the code is not visible.
- ☐ Enter the building, and be sure to keep the office key on your person until it is put back in the lockbox at the end of your shift.
- ☐ Turn off the alarm .
- ☐ Setup all supplies needed for the AM **and** PM classes - Arriving one hour prior to class starting allows time to set up for the entire day.
 - ☐ **Please ensure all labs and lecture materials are set up and ready to go prior to your students entering the building.**
- ☐ Put away any supply orders that came in.
- ☐ Confirm with other instructors scheduled as to what labs each of you will be teaching based on the lab assignment form.
- ☐ Allow students to enter the building at their scheduled start time.
- ☐ Once all students have entered the facility, lock the door.
 - ☐ The door is to remain locked throughout the duration of the class for safety. If a student is late they can knock on the door or attempt to call the school line to notify the agent on phones. It is up to the student to be on time and we cannot guarantee that the student's call will be answered.
- ☐ Enter attendance in Canvas at the **beginning** of class:
 - Search learn.zollege.com in the browser.
 - Log into your Canvas account and select the class from your dashboard.
 - Select "Attendance" from the left-hand side.
 - Mark the students present or absent using the 'List' option - make notes of any students that arrive late or plan to leave early.
 - If the attendance has already been submitted and you need to add a note or change a record, select the attendance tab, then click on **Records**. Locate the student that needs the correction and select the 'Green Check' or 'Red X' to change their attendance or add a note then select update.
 - **IMPORTANT:** Scroll to the bottom of the screen to submit the attendance

END-OF-DAY TASKS

- ☐ Once the class is finished, collect all of the student lab feedback sheets.
 - Please keep the feedback sheets in your black box until four weeks after graduation or post-week four (PW4).
- ☐ Both students and instructors will gather Zollege supplies and clean the office to leave the office satisfactory for the host office.
 - Students will **not** put Zollege supplies back into the supply cabinet.
- ☐ Dismiss students at the scheduled end of class time.
 - **DO NOT RELEASE STUDENTS EARLY UNLESS APPROVED BY THE Campus Manager**
- ☐ Submit student grades in Canvas:
 - Search learn.zollege.com in the browser.
 - Log into your Canvas account and select the class from your dashboard.
 - Select “Grades” on the left-hand side.
 - Scroll to the right to the correct week of labs.
 - Enter the grades for each student.
 - Enter a ‘0’ for Students absent for the day.
- Place an [Order for the Supplies](#) needed for the upcoming four classes.
 - Supplies can take 2-4 weeks to arrive at the location. **If supplies are needed to facilitate class but are not located on the supply order form, request the supplies from your Campus Manager.**
- Enter the [End-of-Day Notes](#) for each class.
 - If there is an AM and PM class then there should be two separate submissions.
- ☐ Return the office thermostat to the temperature it was at upon your arrival.
- ☐ Ensure all doors are locked.
- ☐ Complete a final walk-through to ensure no Zollege items were left out.
- ☐ Clock out and put a note in JustWorks if needed.
- ☐ Set the alarm.
- ☐ Exit the building and return the office key to the lockbox.
 - Ensure the lockbox code is reset.

Weekly Classroom Reminders

WEEK 12 -

- ☐ Inform students they should begin their externships after Week 14 labs. If they haven't already, they need to secure their externship office or communicate with their student advisor for support.
 - Show the students how to locate the [Zollege Job Board](#) located on the left-hand side of Canvas.
 - Show students where to enter their Externship Office on canvas and **stress that information must be entered for approval.**
 - Remind students all 80 hours must be submitted by Week 22 in order to be eligible to sit for their CCMA exam.

WEEK 14 -

- ☐ Remind students they are eligible to begin their externship this week and must complete all 80 hours by Week 22 to sit for their CCMA exam.
- ☐ Complete the [Student Externship Status Form](#) and upload into Canvas:
 - Log into Canvas - learn.zollege.com.
 - Select the Class from your dashboard - *Please be sure to select the correct class, as uploading it to the incorrect class will result in incorrect data.*
 - Select the 'Class File Upload' tab from the left-hand side.
 - Select the drop-down box and upload as directed.

WEEK 18 -

- ☐ Remind students to bring their laptops for Week 19 to register for the CCMA exam.
- ☐ Complete the [Student Externship Status Form](#) and upload into Canvas:
 - Log into Canvas - learn.zollege.com.
 - Select the Class from your dashboard - *Please be sure to select the correct class, as uploading it to the incorrect class will result in incorrect data.*
 - Select the 'Class File Upload' tab from the left-hand side.
 - Select the drop-down box and upload as directed.

WEEK 19 -

- ☐ Ensure all students are registered for the CCMA exam.
 - Students will log into their candidate account at nhanow.com.
 - Check their homepage to be sure the organization is listed correctly.
 - They will need to be at [your location] Medical Assistant School
 - Select '**Apply For Your Exam**' in the middle of the screen OR select the 'Apply for Exam' on the left hand side.
 - Select the certification type - CCMA.
 - Read through the attestation and if applicable, agree to the terms at the bottom of the page.
 - Choose the exam section by selecting the date from the list of available dates and select continue.
 - Answer prerequisite questions then continue checkout
 - Purchase items then return to the account dashboard

WEEK 21 -

- ☐ Remind students that CPR is taking place in the next class. **They must be on time or risk being unable to participate in the course.**
 - If a student is already CPR certified and does not attend the course, they will be counted absent and receive a zero lab grade for the day.

WEEK 22 - CPR -

- ☐ Instructors should complete inventory while students are participating in CPR [Medical Inventory Sheet](#). **Be sure to check quantities and expiration dates.**
- ☐ After completing, please put pictures of the completed inventory sheet in class Slack.
- ☐ CPR grades should be entered based on the lab feedback sheet found in Canvas rather than the score the student receives on the CPR exam.

WEEK 23 - CCMA Exam Day -

- ☐ Remind students that even though they will be completing their CCMA exam today, they are still required to attend their week 24 lab final.
- ☐ CCMA Exam
 - ☐ [NHA Knowledge Center](#) - Proctoring the exam and exam day troubleshooting.
 - ☐ [NHA Proctor Process Guide](#) - NHA How to Proctor Guide

To address any issues with the NHA website, please contact the NHA directly at 800-499-9092 for troubleshooting. Keep in mind that their Saturday hours of operation are from 8 am to 1 pm CST. It's essential to ensure everything is in order before this time for testing purposes.

- **Tips and Expectations for CCMA Exam Day:**

- Arrive a bit early to set up the exam area, ensuring students are appropriately spaced and cannot see each other's computers. Consider separate exam rooms or waiting areas.
- Thoroughly monitor all students during the exam.
- Begin by reading the proctor guide, including a specific portion that must be recited to the students.
- Collect personal items from students and secure them (backpacks, phones, smartwatches, etc.). Each student may have two pieces of scratch paper and a pen/pencil.
- Ensure students bring their laptops and chargers, setting up their workstations for potential plug-in needs.
- Students must arrive on time as the exam is timed, and interruptions are not allowed. Respect for classmates' focus is crucial.
- Allow 15-20 minutes for students to review and ask questions before the exam starts.
- Once the exam begins, instructors can only address computer-related issues, not specific exam content.
- Commence the exam once all students have signed in to their NHA exams, ensuring it starts no later than 30 minutes after the class begins.
- If a student needs to use the restroom, they should raise their hand and wait for the instructor's permission to ensure the security of their computer.
- Instruct students to leave quietly after completing the exam and receiving their scores (visible on instructors' laptops).
- **If cheating is suspected, immediately halt the student's exam. Contact the Campus Manager promptly to discuss potential dismissal, and document the situation in the end-of-class notes.**

WEEK 24 - GRADUATION DAY -

- ☐ Remind students to be sure not to overlook the due date of their **ONLINE** final radiography AND textbook exams.
 - Encourage the students to complete their online exams no later than the **Wednesday after their in-person lab final**. If they fail to complete the exams, they risk being dropped from the course.

- ☐ Each student will need to fill out an Exit Interview.
 - It is imperative that we **report all student jobs**. Encourage the students to reach out to their student advisor for job search assistance if they are still looking, use the [Zollege Job Board](#) located in their student portal and/or report their jobs to their student advisor once they have located their new job!
 - Log into Canvas - learn.zollege.com.
 - Select the Class from your dashboard - *Please be sure to select the correct class, as uploading it to the incorrect class will result in incorrect data.*
 - Select the 'Class File Upload' tab from the left-hand side.
 - Select the drop-down box and upload as directed.
- ☐ Ensure that students complete all of their Final Labs.
- ☐ Ensure to 'Pin' all of the new MA's!
- ☐ Send any graduation photos through slack so we can brag on those students and the instructor team!
- ☐ Ask students that you were able to build a rapport with to leave a 5 Star Google review for you and the school.
 - [Best Practices for asking for Google Reviews](#)
 - **Please do not ask the entire class to leave a 5 star review as we know all students may not be raving fans!**

Best Practices Reminders

- ☐ Host Office Issues or Complaints should be reported to your Campus Manager **immediately**. Examples include, but are not limited to:
 - ☐ The Host Office is left unkempt.
 - ☐ Zollege or Host Office items are broken upon entry or during class.
 - ☐ etc.
- ☐ Any Student behavioral concerns should be reported to your Campus Manager and the student advisor **immediately**. Examples include, but are not limited to:
 - ☐ Suspected of being under the influence.
 - ☐ Combative Behavior.
 - ☐ Out of Uniform.
 - ☐ Suspicion of Illness.
 - ☐ etc.
- ☐ In the event of a medical emergency, **contact emergency services**

immediately and then notify your Campus Manager.

- ☐ In the event you are leaving the office more than one hour plus after your classes dismissal contact your Campus Manager.
- ☐ **Slack is the primary communication for Zollege Instructors.** However, if you are calling into your shift please you must notify your Campus Manager through a phone call. Failure to do so may result in disciplinary action.