

Instructor Portal Updates for Intermediate and Intermediate Instructor Workshop

New Link: <https://faculty.awhonn.affinityced.com/>

Attendance Roster

To Access:

1. Go to Instructor Portal
2. Click on COMPLETE OUTSTANDING ROSTERS and click on REVIEW to select the course.

Tasks

Click one of the regions below to perform its listed function. Tasks needing attention are shown with **thick orange borders**.

COMPLETE OUTSTANDING ATTENDANCE ROSTERS	COURSE FEEDBACK REPORTS	REVIEW EXAMINATION RESULTS	COMPLETE OUTSTANDING POST-COURSE SURVEYS
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Attendance rosters

Only courses scheduled to be held on or prior to today's date will be shown.

Rosters that need to be completed or reviewed are identified with a location in **bold red** text and are sorted to the top of the list.

Click "COMPLETE" in the Action column to input a course attendance roster; or "REVIEW" to review its previously-saved roster.

NOTE: you may need to scroll the table to see all of your courses.

Workshop ID	Location	Course date	Last saved on...	Action
000W2443297	Washington DC	23 January 2025	Not yet saved	REVIEW

3. Review the completion status of the participants and the possible question submissions
 - a. ONLY participants that completed the prerequisites are permitted to attend the in-person session.

Attendee roster

1. Marie Hudson • <marie2210@verizon.net> ✓ Passed prerequisites • In-person completion: not yet recorded
2. Gabriela Gutierrez • <gabrielagutierrez@gmail.com> • Incomplete prerequisites • In-person completion: not yet recorded
3. Cindy Hudson • <cindy@awhonn.org> • Incomplete prerequisites • In-person completion: not yet recorded
4. Tony Hudson • <tony@awhonn.org> ✓ Passed prerequisites • In-person completion: not yet recorded
5. Gabriela Gutierrez • <gabrielagutierrez@gmail.com> ✓ Passed prerequisites • In-person completion: not yet recorded

(in-person completion can be marked beginning on the course date)

4. AFTER the in-person session is held, a button will appear on the day of the in-person course allowing you to mark the students that successfully completed the session.

4. Gabriela Gutierrez • <gabrielagutierrez@gmail.com> • Incomplete prerequisites • In-person completion: not yet recorded
5. Tony Hudson • <tony@awhonn.org> ✓ Passed prerequisites • In-person completion: not yet recorded
6. Gabriela Gutierrez • <gabrielagutierrez@gmail.com> ✓ Passed prerequisites • In-person completion: not yet recorded

Mark In-Person Completion

5. Click on the area with the text “Not set” to change the status to **PASS for all participants who attended**. You may leave the participants who were unable to attend unmarked.
 - a. Note that only the participants that have completed the prerequisites are available to be marked for in-person completion.

Attendance roster management

Course 000W2443297 was offered on January 22nd, 2025 in Washington, DC

INSTRUCTIONS FOR THIS PAGE

[Toggle Instructions](#)

Attendance roster

Order	#	First (forename)	Middle	Last (surname)	E-mail	In-person completion
^ v	1	Maria		Maria	maria@university.edu	Not set
^ v	2	John		John	john@university.edu	Not set
^ v	3	Emily		Emily	emily@university.edu	Not set

[Go Back to Roster List](#)

Prerequisite Deadline Extension

To Access:

1. Go to Instructor Portal
2. Click on Attendance Rosters
3. Click on “Review” for any course that is being held within the next day

Tasks

Click one of the regions below to perform its listed function. Tasks needing attention are shown with **thick orange borders**.

COMPLETE OUTSTANDING ATTENDANCE ROSTERS	COURSE FEEDBACK REPORTS	REVIEW EXAMINATION RESULTS	COMPLETE OUTSTANDING POST-COURSE SURVEYS
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Attendance rosters

Only courses scheduled to be held on or prior to today's date will be shown.

Rosters that need to be completed or reviewed are identified with a location in **bold red** text and are sorted to the top of the list.

Click “COMPLETE” in the Action column to input a course attendance roster; or “REVIEW” to review its previously-saved roster.

NOTE: you may need to scroll the table to see all of your courses.

Workshop ID	Location	Course date	Last saved on...	Action
000W2443297	Washington DC	23 January 2025	Not yet saved	REVIEW

4. When the course is eligible for an extension, a red text will display notifying that prerequisite deadline has passed. Click on the blue “Extend Prerequisite Deadline” button to extend.

Attendance roster for 000W2443297 (Jan 23, 2025 FHM Intermediate Course)

This roster was last updated on January 22nd, 2025 at 12:13AM PST.

Click the "Home" icon (🏠) in the navigation bar above or "Return to your home page" link below to return to your home page.

Please scroll down the page see questions submitted by participants during the prerequisite training.

Attendee roster

1. Marie Hudson • <Marie0010@verizon.net> ✓ Passed prerequisites • In-person completion: not yet recorded
2. Shrikers Schrieth • <shrikersschrieth@gmail.com> • Incomplete prerequisites • In-person completion: not yet recorded
3. Cindy Hudson • <[redacted]@awhonn.org> • Incomplete prerequisites • In-person completion: not yet recorded
4. Tanya Hudson • <[redacted]@yahoo.com> ✓ Passed prerequisites • In-person completion: not yet recorded
5. Cally Ann Robertson • <CallyRobertson000@gmail.com> ✓ Passed prerequisites • In-person completion: not yet recorded

(in-person completion can be marked beginning on the course date)

The deadline for prerequisite completion has passed (you may extend to 11:59 PM pacific time by clicking on the button below)

Extend Prerequisite Deadline

Transfer Attendance

5. Once clicked, the button will disappear, and a green notification will replace the text.

3. Cindy Hudson • <[redacted]@awhonn.org> • Incomplete prerequisites • In-person completion: not yet recorded
4. Tanya Hudson • <[redacted]@yahoo.com> ✓ Passed prerequisites • In-person completion: not yet recorded
5. Cally Ann Robertson • <CallyRobertson000@gmail.com> ✓ Passed prerequisites • In-person completion: not yet recorded

(in-person completion can be marked beginning on the course date)

The prerequisite deadline for this course has been extended to 11:59 PM Pacific tonight!

Transfer Attendance

Move Attendance

To Access:

1. Go to the Instructor Portal
 - a. You MUST be the instructor of the course that the participant is being moved to. If you are not, then the participant may instead contact support either by using the link in the participant portal or by sending an e-mail to fhm@awhonn.org

2. Click on Attendance Rosters and select “Review” for any course that is currently available for prerequisite completion (beginning 30 days before course date, but before the day of the course)

Tasks

Click one of the regions below to perform its listed function. Tasks needing attention are shown with **thick orange borders**.

COMPLETE OUTSTANDING ATTENDANCE ROSTER	COURSE FEEDBACK REPORTS	REVIEW EXAMINATION RESULTS	SEE PREVIOUSLY- COMPLETED POST- COURSE SURVEY
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FHM Course examination results

Click [review](#) to review the examination proficiency of a course's attendees. Only courses held on or prior to today's date will be listed.

NOTE: you may need to scroll the table to see all of your courses.

Workshop ID	Location	Course date	Action
000W2525252	Sample Location	28 February 2025	review

3. Click on “Transfer Attendance”

5. Sally Ann Robertson • <Sally.Robertson200@gmail.com> ✓ Passed prerequisites • In-person completion: not yet recorded
(in-person completion can be marked beginning on the course date)

The prerequisite deadline for this course has been extended to 11:59 PM Pacific tonight!

[Transfer Attendance](#)

Questions Submitted by Participants

4. Enter Participant Materials ID of any participant that has started the process for a course, but has not attended the in-person for it

Attendance roster management

You can use this form to transfer in a participant **from a different course** who has already started the prerequisite process, but did not complete the in-person session requirements. The participant must provide you with their Participant Materials ID.

Participant Materials ID:

Submit

Cancel

- Note that the course edition must be the same to allow transfer. Otherwise, an error will be displayed.

Attendance roster management

You can use this form to transfer in a participant **from a different course** who has already started the prerequisite process, but did not complete the in-person session requirements. The participant must provide you with their Participant Materials ID.



Cannot transfer attendance

Course editions must be the same to allow transfer!

Participant Materials ID:

Submit

Cancel

- If there are no errors, you will see a confirmation page. Click confirm after checking to make sure the information is correct.

Attendance roster management

Transfer **Jane Doe** from **000W2525252** (2025-02-10) to **000W2525253** (2025-02-23)?

Confirm

Cancel

Exam Review (for Intermediate Courses only)

To Access:

- Go to Instructor Portal
- Review Examination Results

3. Select review on any course held after February 1, 2025

Tasks

Click one of the regions below to perform its listed function. Tasks needing attention are shown with **thick orange borders**.

COMPLETE OUTSTANDING ATTENDANCE ROSTER	COURSE FEEDBACK REPORTS	REVIEW EXAMINATION RESULTS	SEE PREVIOUSLY- COMPLETED POST- COURSE SURVEY
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FHM Course examination results

Click [review](#) to review the examination proficiency of a course's attendees. Only courses held on or prior to today's date will be listed.

NOTE: you may need to scroll the table to see all of your courses.

Workshop ID	Location	Course date	Action
000W2525252	Sample Location	28 February 2025	review

4. Click on Review Attempt for any participant

Examination Participation for course 000W2525252 (28 February 2025, in Washington, DC)

A total of **four people** completed the examination. You can preview each participant's latest attempt by clicking on the blue Review button.

Jane Doe has **passed** the examination on 24 March 2025.
Scored **96%** with **3** attempts.

[Review Attempt](#)

John Doe has **failed to pass** the examination on 22 March 2025.
Scored **78%** with **3** attempts.

[Review Attempt](#)

Bob Smith has **passed** the examination on 1 March 2025.
Scored **100%** with **1** attempt.

[Review Attempt](#)

5. You can preview their latest saved attempt. To go back to the previous page, click on the blue link at the top.

[CLICK HERE TO GO BACK](#)

This is a preview of the participant's saved answers to their last attempt.
Please note that the order of questions and answers will be randomized to an extent.

Case Study (1)

Silvia, a 28-year-old G1P0000 at 39 1/7 weeks by sonogram, and her partner arrived at the labor unit at 0730 for scheduled induction for intrauterine grown restriction (IUGR). Silvia's family history is negative for medical problems except her mother's long-term history of diabetes. Silvia developed gestational diabetes with this pregnancy, but her other prenatal labs were all normal. During one of the ultrasound examinations performed to evaluate the IUGR, a single umbilical artery was noted. On her most recent biophysical profile (BPP), the amniotic fluid index (AFI) was 11 cm (AFI less than 5 cm is defined as oligohydramnios) and the estimated fetal weight (EFW) was 2524 grams (7th percentile).

1 The single umbilical artery impacts which component of the oxygen transfer system?

- ☒ Oxygen affinity
- ☐ Oxygen consumption
- ☒ Oxygen delivery
- ☐ Carbon Dioxide delivered to the fetus

Rationale:
Umbilical cord compression is the physiologic basis for variable fetal heart rate decelerations. Having a single umbilical artery increases the possibility of variable decelerations.

Complete Post-Course Survey

To Access:

- Go to Instructor Portal
- Click on “COMPLETE OUTSTANDING POST-COURSE SURVEYS”
- Click “COMPLETE” to start the process

Tasks

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COMPLETE OUTSTANDING ATTENDANCE ROSTERS	COURSE FEEDBACK REPORTS	REVIEW EXAMINATION RESULTS	COMPLETE OUTSTANDING POST-COURSE SURVEYS
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Attendance rosters Only courses scheduled to be held on or prior to today's date will be shown.

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Workshop ID	Location	Course date	Last saved on...	Action
000A252222	Sample Location	20 February 2025	Not yet saved	COMPLETE