



**ACA Course Management System  
Update Bulletin No. 2 – April 4, 2020**

New features and feature updates were added to the CMS on April 4, 2020. This bulletin summarizes these changes.

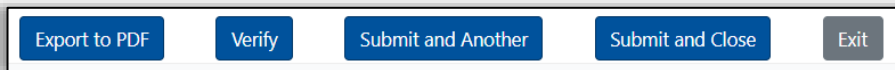
**Highlights**

- Additional features for course registrations
- Enhanced support for PDF creation, downloading and printing
- Enhanced support for course evaluations, endorsements and Dashboards

**Course Registrations** – The following changes have been implemented for course registrations:

- Course names have been added to the course abbreviation drop down list to assist those not familiar with the abbreviations. The abbreviations are listed by level in ascending sequence. That is, L1 courses are listed first, then L2, etc.
- The rapid submission of multiple EZ Report courses has been made easier by the addition of two submission buttons that appear when the EZ Report option is selected. The buttons are “Submit and Another” and “Submit and Close”. If “Submit and Another” is selected, the course is accepted and the CMS returns to the EZ Report screen with the following fields carried forward from the previous submission:

Discipline	Course Name	Country
Course Abbreviation	City	Course Lead
Course Type	State/Province	
Course Level	Postal Code	



Venue, course dates, assisting instructors and lead signature are the only fields not carried forward. The fields carried forward can be overridden if necessary.

- Course registrations can now accommodate an unlimited number of assisting instructors. Course leads can also delegate the ability to edit course rosters and candidate evaluations to specific assisting instructors. However, only course leads can submit completed courses. Course leads and assisting instructors are now also automatically added to course rosters, so they can receive teaching credit towards certification renewals.

**Assisting Instructors**

Assisting Instructor #1 Member Number

Assisting Instructor #1 Name  (auto filled, verify correct)

Assisting Instructor #1 Allow Edit?  Yes  No

- Date validation has been implemented that prevents a course from being reported as complete before the course end date.
- The initial course registration date has been added to the upper left of the registration screen to help the support team understand what rules were in effect when a course was registered.

**PDF Support** – The ability to create, download and print PDF’s from CMS screens has been expanded to include:

- Course Registrations
- Course Rosters
- Course Evaluations – with and without participant names depending on logged in user
- Course Evaluation forms – PDF icon provided on template lists
- Candidate Evaluations
- Candidate Evaluation forms – blank forms that can be laminated and used on the water for scoring, PDF icon provided on template lists

Note: Template access has been limited to level 5 and above permissions to reduce confusion on which forms need to be completed for course and candidate evaluations.

**Course Evaluations** – A “Course Evaluation Due” message will now appear in the first section of a member’s Dashboard as soon as a course roster is submitted. The message will be automatically removed as soon as the evaluation is submitted. This addition will make it easier for course participants to find evaluation forms which are also listed on the “Course Evaluations – Participant” screen.

**Endorsements** – A column has been added to the Curriculum Table to indicate if a course can offer endorsements (see image below). “Same” indicates that endorsements can be offered, but only to instructors in that discipline. “Any” indicates that endorsements can be offered to instructors in any discipline (with the possibility of a Safety & Rescue exception). N/A indicates that endorsements are not offered. This feature is being added in preparation for Digital Credentials.

Course Level	Unique Course Abbreviation	Identifier Type	Course Description	Min Age	Certification Years	Additional Disciplines	Use	End	Status	Actions
L2	ROLL	END	Kayak Rolling	18	n/a		Both	Same	Offered	
L2	CKCC	END	Coastal Kayaking Camping Course	18	n/a		Both	Same	Offered	
L3	CKTS	END	Coastal Kayak Traditional Skills	18	n/a		Both	Same	Offered	

**Dashboards** – To reduce clutter, a toggle has been added to the “Your Certifications/Endorsements” section of the Dashboard that allows expired credentials to be shown or hidden. The default setting is hidden, but a member’s last selection will be saved on each device used (i.e. PC, tablet or smartphone). This feature is being added in preparation for Digital Credentials which will add assessments to Dashboards.

**Course Abbreviations** – A column has been added to the Curriculum Table to indicate if a course abbreviation can be used for course registrations only, course results only or both. For example, the ECT abbreviation, Essentials of Canoe Touring, can only be used when registering a course. The ECTS, Solo, and ECTT, Tandem, abbreviations are only used for reporting ICE and ICW results. This capability is currently used for Canoe Touring and River Canoe courses. See the image below for L2 Canoe Touring course offerings. This feature is intended to simplify course registrations and certification reporting. It is also needed in preparation for Digital Credentials.

Mentoring Courses \*  Hide  Show

Discipline: Canoe Touring (CAN) ▼

Show 10 entries Find: I2

Course Level	Unique Course Abbreviation	Identifier Type	Course Description	Min Age	Certification Years	Additional Disciplines	Use	End	Status	Actions
L2	ECT	SKL	Essentials of Canoe Touring	n/a	n/a		Both	n/a	Offered	<a href="#">✓</a>
L2	ECT	ASS	Essentials of Canoe Touring	n/a	n/a		Both	n/a	Offered	<a href="#">✓</a> <a href="#">✕</a>
L2	ECT	IDW	Essentials of Canoe Touring	n/a	n/a		Both	n/a	Offered	<a href="#">✓</a> <a href="#">✕</a>
L2	ECT	ICE	Essentials of Canoe Touring - Course	18	4		Reg	n/a	Offered	<a href="#">✓</a> <a href="#">✕</a>
L2	ECT	ICW	Essentials of Canoe Touring - Course	18	4		Reg	n/a	Offered	<a href="#">✓</a>
L2	ECT	IUD	Essentials of Canoe Touring - Course	18	4		Reg	n/a	Offered	<a href="#">✓</a> <a href="#">✕</a>
L2	ECTT	ICE	Essentials of Canoe Touring - Tandem	18	4		Res	n/a	Offered	<a href="#">✓</a> <a href="#">✕</a>
L2	ECTS	ICE	Essentials of Canoe Touring - Solo	18	4		Res	n/a	Offered	<a href="#">✓</a> <a href="#">✕</a>
L2	ECTT	ICW	Essentials of Canoe Touring - Tandem	18	4		Res	n/a	Offered	<a href="#">✓</a>
L2	ECTS	ICW	Essentials of Canoe Touring - Solo	18	4		Res	n/a	Offered	<a href="#">✓</a>

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