eBooks Lesson Plan Printing Guide

CPR & First Aid

Included with the Instructor Manual eBooks are Printable Lesson Plans. For instructors who would prefer printed material during class instruction, a downloadable PDF will be included automatically with the purchase of the Instructor Manual eBook.

The Printable Lesson Plans are accessible from your computer, tablet, and smartphone. Go to the "Technical Requirements" here to get the most recent technical specifications.

INTERNATIONAL

Before you print

Before you can print the Lesson Plans, you must purchase an Instructor Manual. This must be done from an Internet browser.

1) Log onto eBooks.heart.org from a browser such as Safari, Chrome, or Internet Explorer.
   a. *This can be done from a computer or mobile device.*
2) Purchase an Instructor Manual.
3) From the top menu navigation, select "Bookshelf" to see your purchased title.
4) The purchased Instructor Manual will appear on the Bookshelf in your account and the Lesson Plans will appear automatically as a separate item on the Bookshelf.
   a. *If you purchased the Instructor Manual from your mobile device and do not see the printable lesson plans on the bookshelf it is because you must view the printable lesson plans in the app not on a mobile browser.*
5) Lesson Plans can be printed from a computer or mobile device.

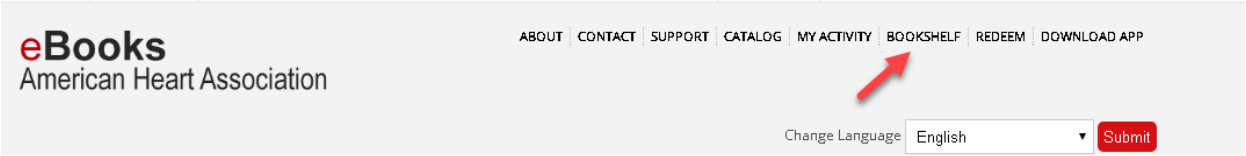
Below are the steps to print Lesson Plans

Information below outlines how to print Lesson Plans from a computer and mobile device.

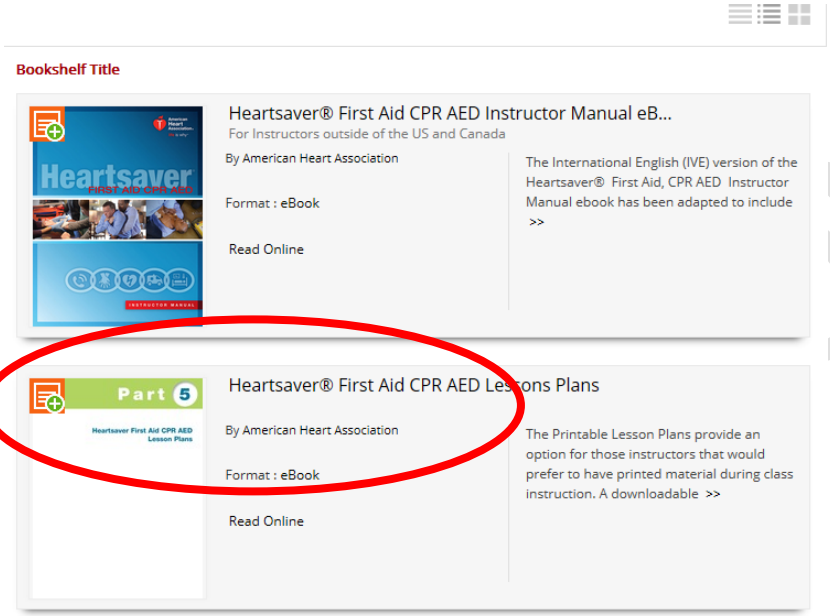
Printing from a Computer:

1) Open an Internet browser.
2) Log into your eBooks Store account.

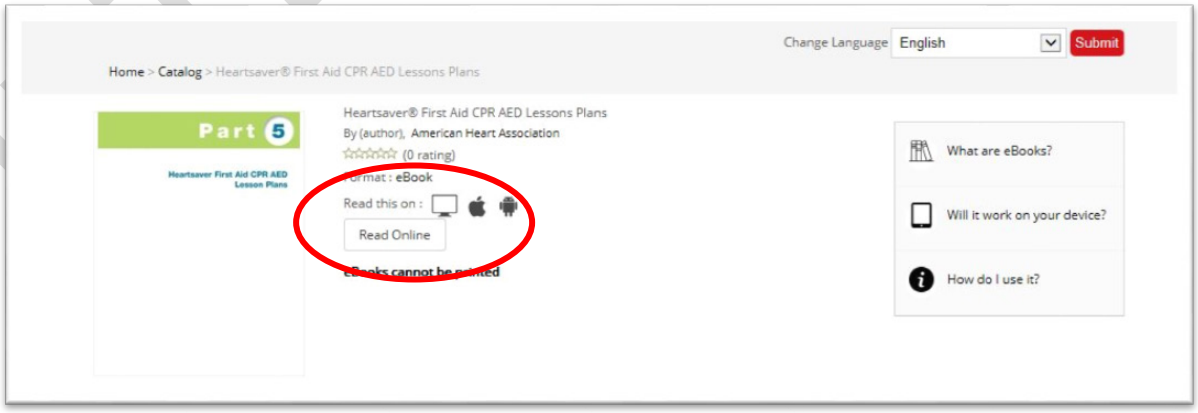
3) Your Bookshelf will appear; if not, click “Bookshelf” from the navigation menu in the upper right corner:



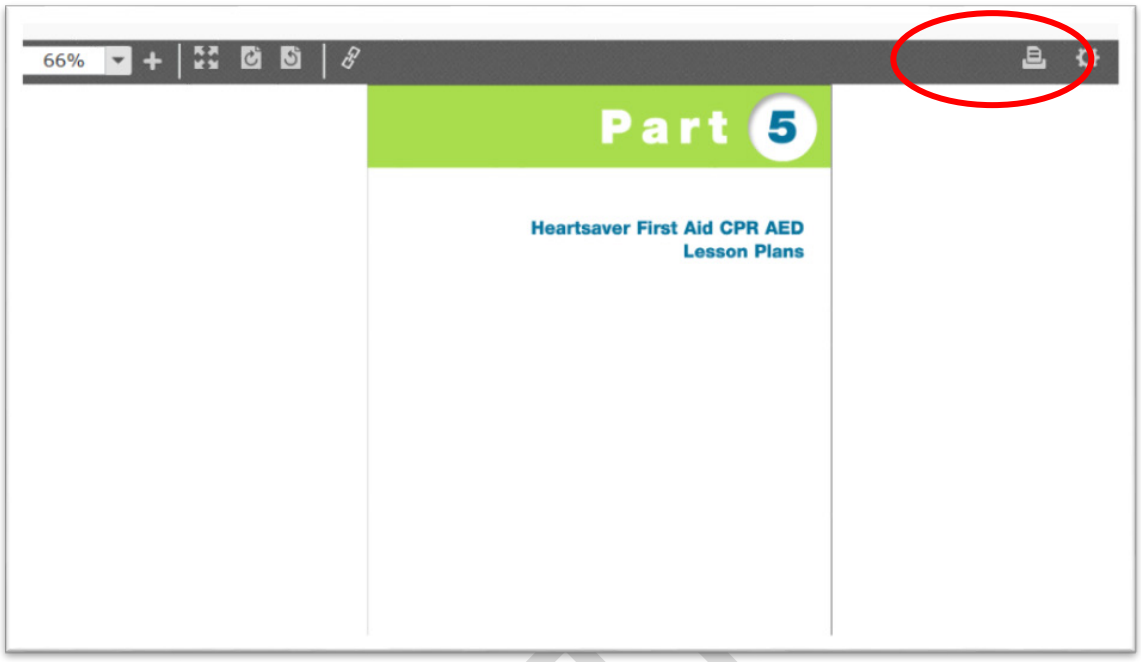
4) The Printable Lesson Plans will be a separate item on your Bookshelf.
5) Click on the item.



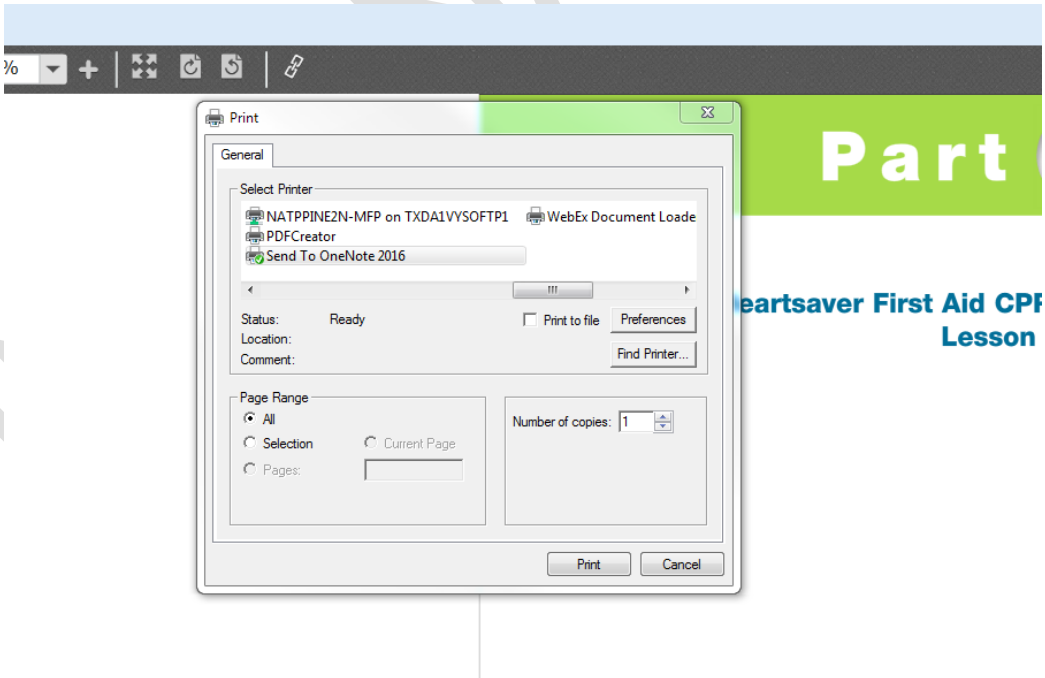
6) The item will open on a new screen.
7) Click “Read Online,” and the Lesson Plans will open.



8) Click on the “Print” icon in the upper right corner.

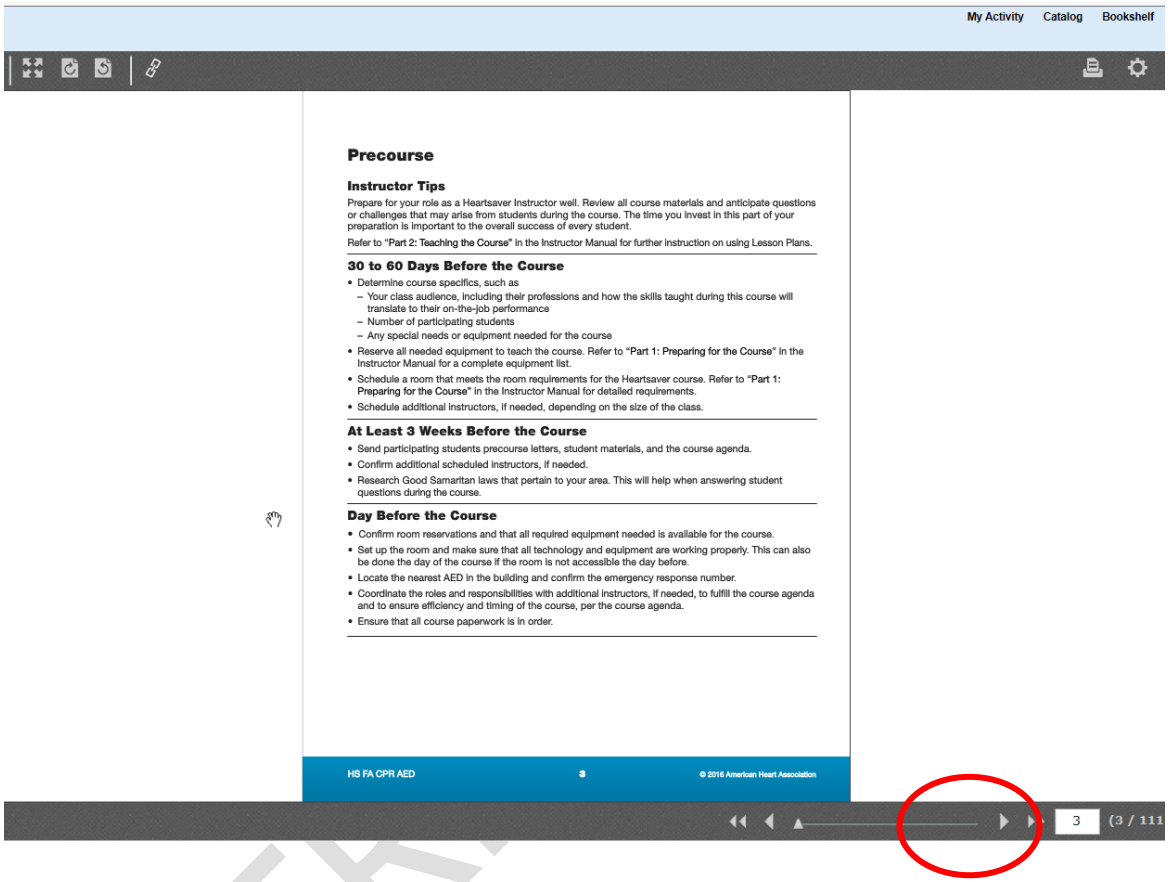


9) After clicking “Print,” the following window will appear to allow you to select your printer and print. Please note that Lesson Plans do *not* print in full; see below the screenshot for further explanation.



Note: You will ONLY be able to print the page(s) that are on your screen when you click “Print.” In most cases, this means one page at a time, unless you are viewing the Lesson Plans in a double page view, which will allow you to print both the pages that are visible on screen.

10) To print the next page(s), you must advance the screen using the arrow in the lower left corner and repeat steps 7, 8 and 9.



Printing from a Mobile Device

To print from a mobile device, you must first download the AHA eBook Reader App for iOS or Android.

1) Click on the links below to be taken to each store to download the App:

   iOS App

   Android App

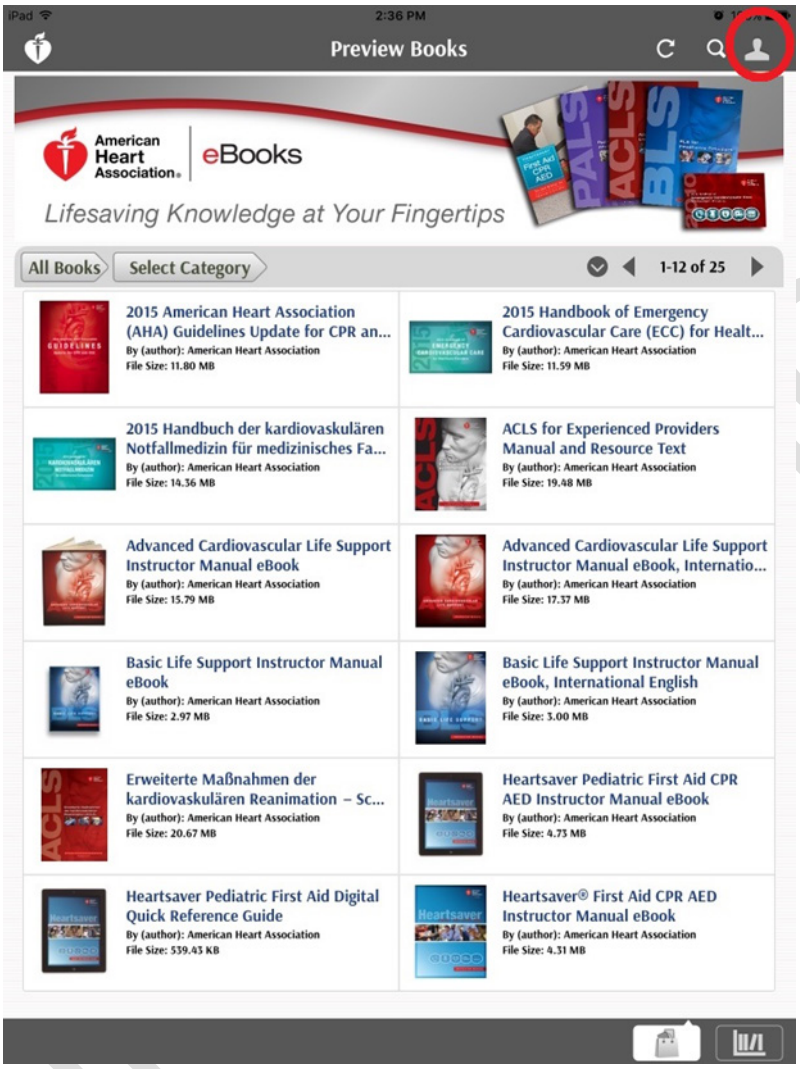
2) Once the App is downloaded, you must sign in to view your purchased books.
3) The purchased Instructor Manual will appear on the Bookshelf in your account, and the Lesson Plans will appear automatically as a separate item on the Bookshelf.

To print the lesson plans, your device must be connected to the Internet.

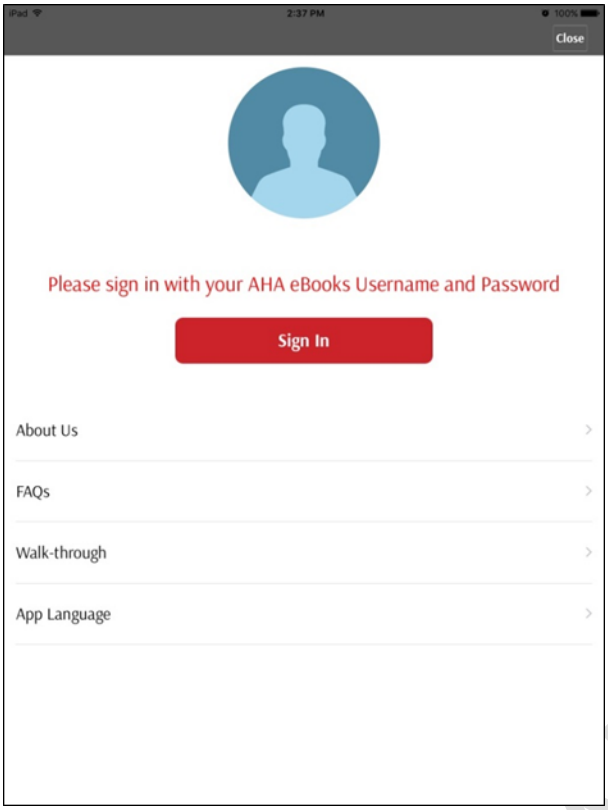
INTERNAL

Printing from an iOS device

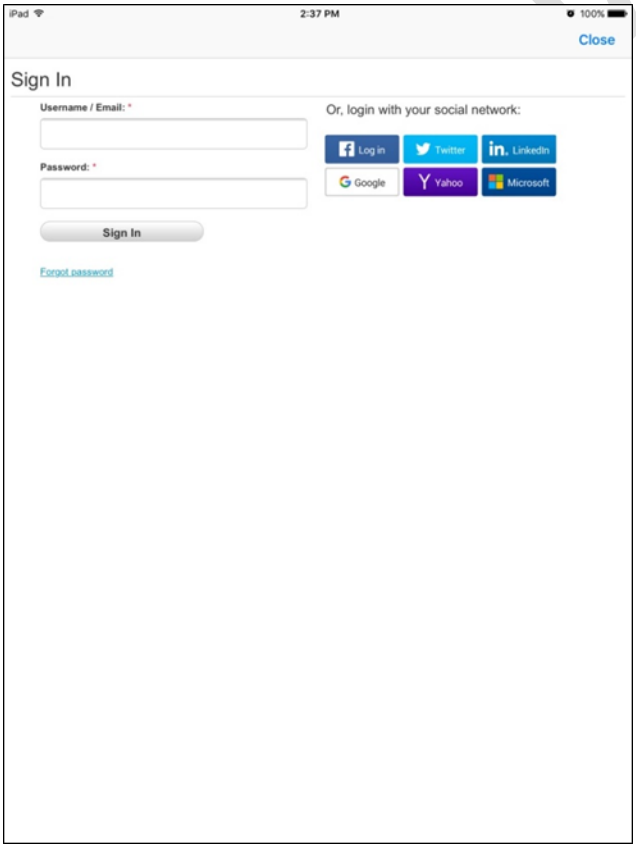
1) Open the AHA eBooks Reader App.
2) Log into your eBooks Store account by clicking on the icon in the upper right corner.



Account view



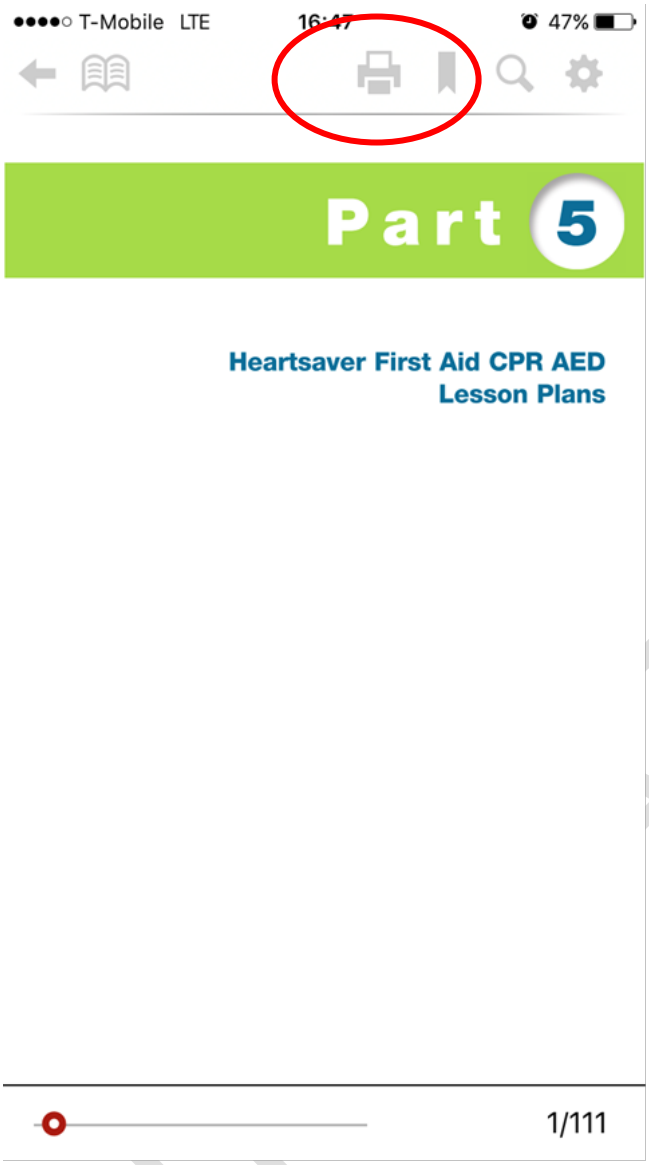
Log in view



IATIONAL

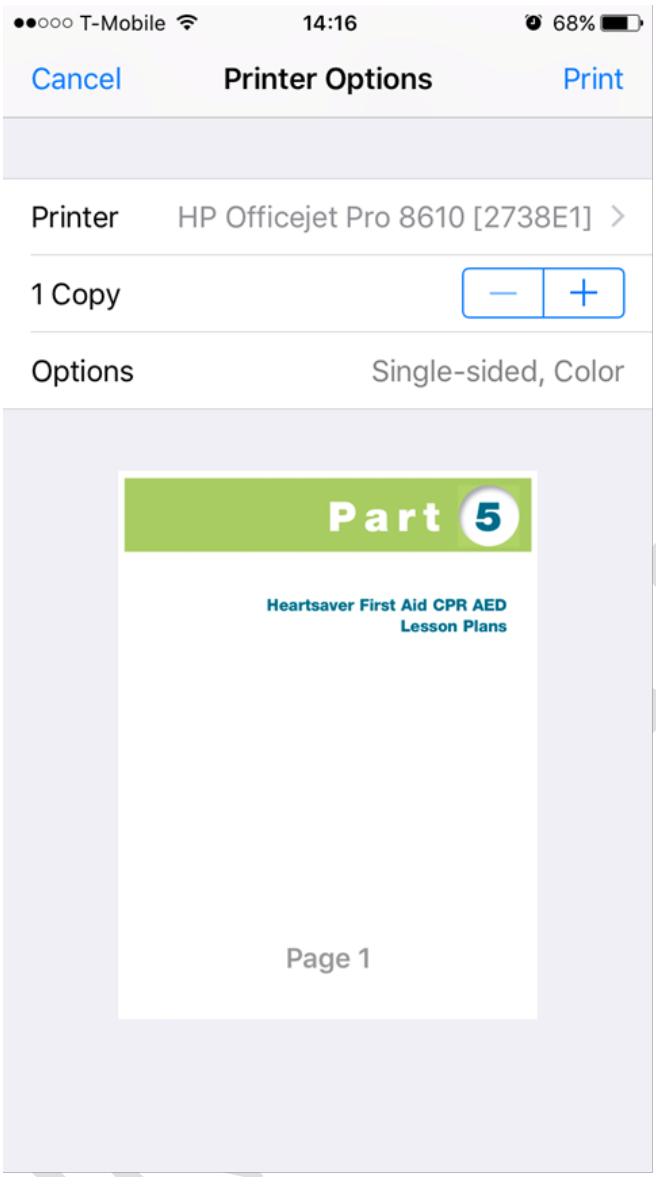
3) After logging in, your Bookshelf will appear. Click on the Lesson Plans eBook.

4) Click on the Print icon.



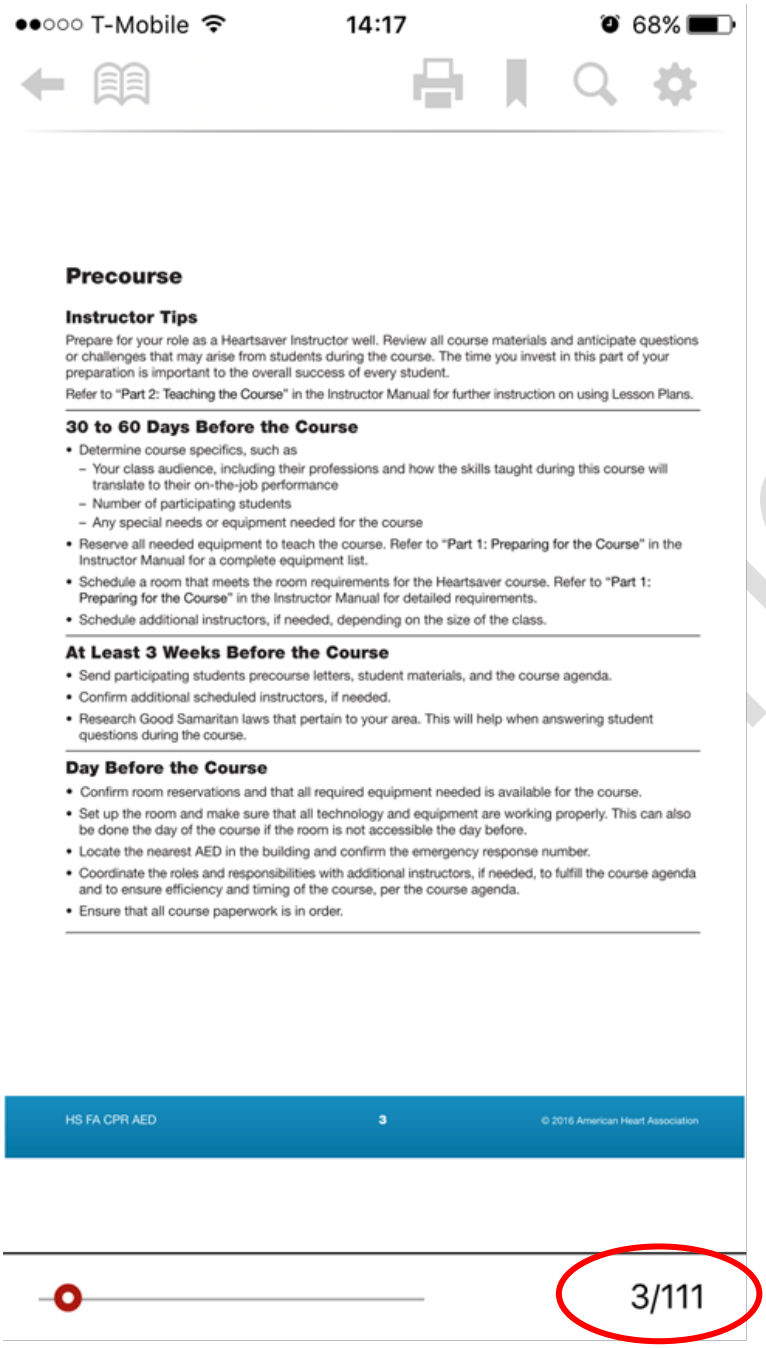
INTERNATIONAL

5) After clicking “Print,” the following window will appear to allow you to select your printer and print. Please note that Lesson Plans do *not* print in full; see below the screenshot for further explanation.



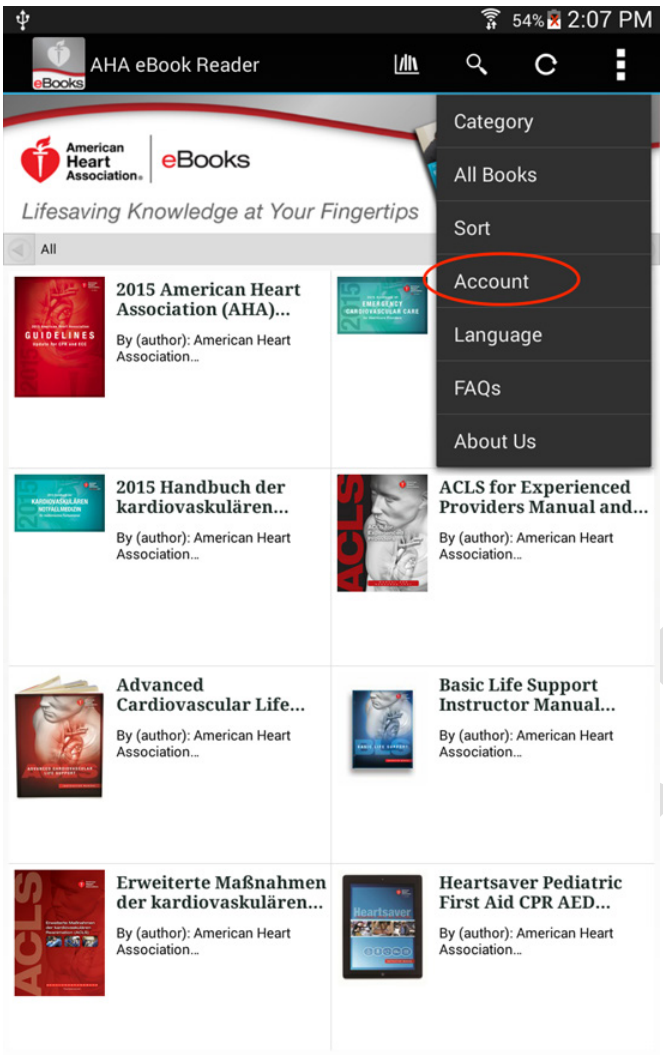
Note: You will ONLY be able to print one page at a time. The page visible on your screen when you click the “Print” icon will be the page that prints.

6) To print the next page in the Lesson Plans, swipe right on your device to advance the screen and repeat steps 3, 4, and 5.



Printing from an Android device

1) Open the AHA eBooks Reader App.
2) Log into your eBooks Store account by clicking on the dots in the upper right corner and clicking on "Account."



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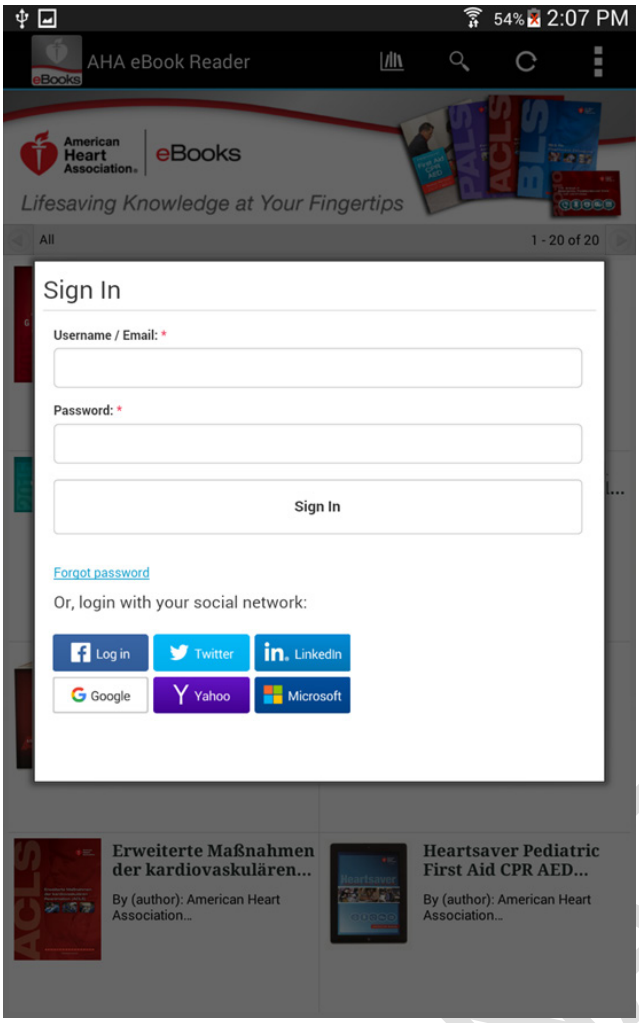
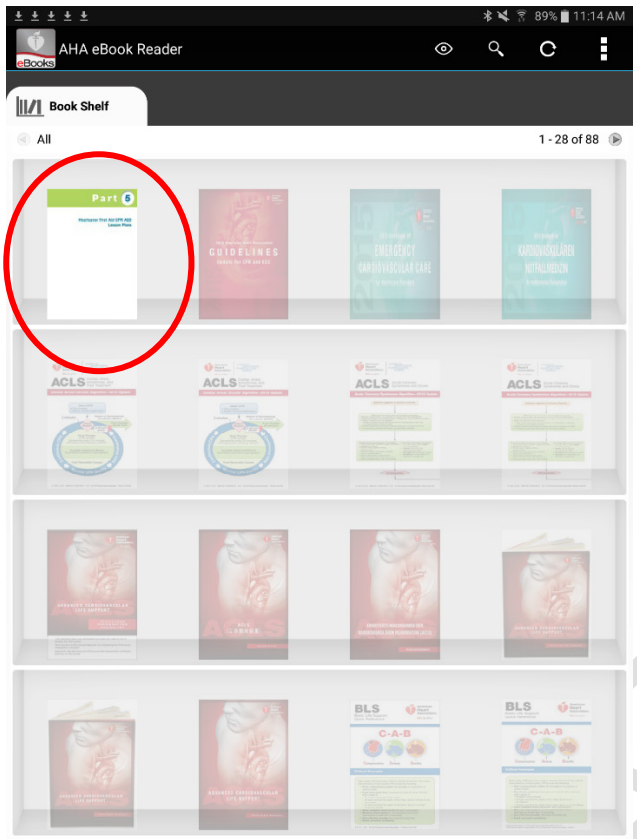


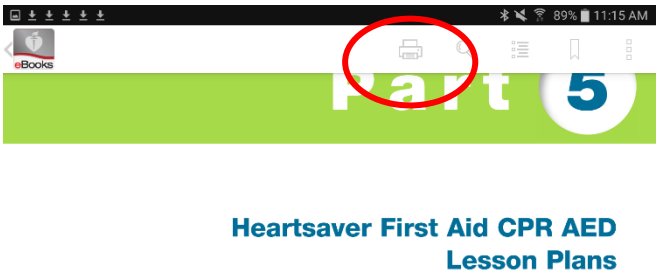
INTERNATIONAL

3) After logging in, your Bookshelf will appear. Click on the Lesson Plans eBook.



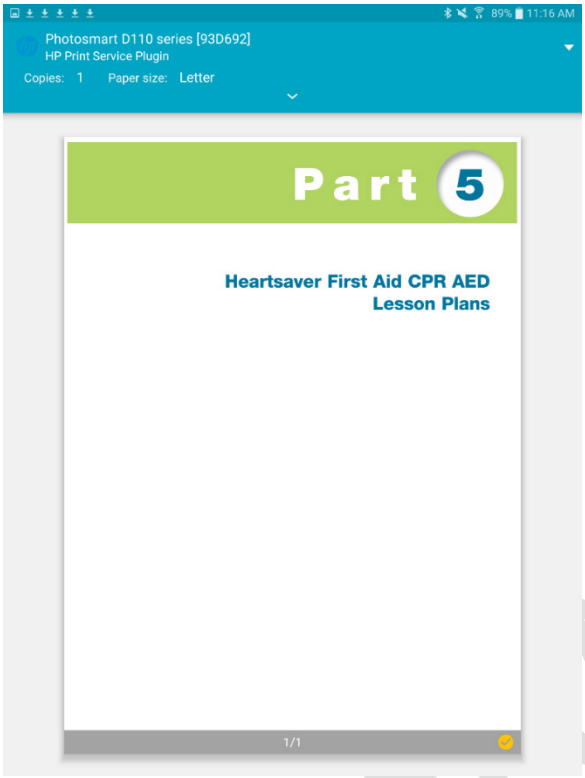
INTERNATIONAL

4) Click on the “Print” icon in the upper right corner.



INTERNATIONAL

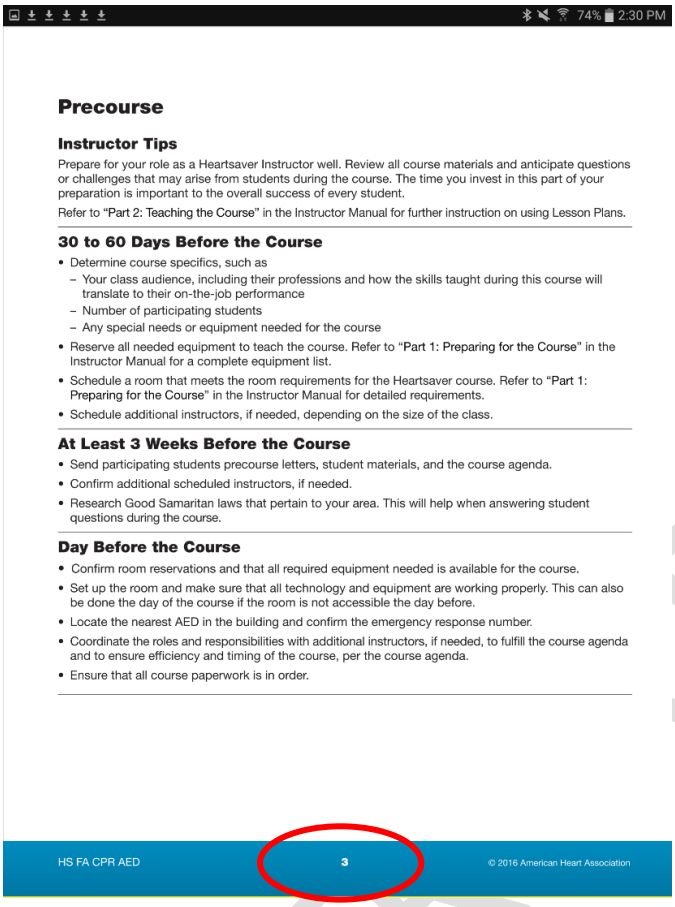
5) After clicking “Print,” the following window will appear to allow you to select your printer and print. Please note that Lesson Plans do *not* print in full; see below the screenshot for further explanation.



Note: You will ONLY be able to print one page at a time. ***The page visible on your screen when you click the “Print” icon will be the page that prints.***

INTERNATIONAL

6) To print the next page in the Lesson Plans, swipe right on your device to advance the screen and repeat steps 3, 4 and 5.



74% 2:30 PM

Precourse

Instructor Tips

Prepare for your role as a Heartsaver Instructor well. Review all course materials and anticipate questions or challenges that may arise from students during the course. The time you invest in this part of your preparation is important to the overall success of every student.

Refer to "Part 2: Teaching the Course" in the Instructor Manual for further instruction on using Lesson Plans.

30 to 60 Days Before the Course

- Determine course specifics, such as
  - Your class audience, including their professions and how the skills taught during this course will translate to their on-the-job performance
  - Number of participating students
  - Any special needs or equipment needed for the course
- Reserve all needed equipment to teach the course. Refer to "Part 1: Preparing for the Course" in the Instructor Manual for a complete equipment list.
- Schedule a room that meets the room requirements for the Heartsaver course. Refer to "Part 1: Preparing for the Course" in the Instructor Manual for detailed requirements.
- Schedule additional instructors, if needed, depending on the size of the class.

At Least 3 Weeks Before the Course

- Send participating students precourse letters, student materials, and the course agenda.
- Confirm additional scheduled instructors, if needed.
- Research Good Samaritan laws that pertain to your area. This will help when answering student questions during the course.

Day Before the Course

- Confirm room reservations and that all required equipment needed is available for the course.
- Set up the room and make sure that all technology and equipment are working properly. This can also be done the day of the course if the room is not accessible the day before.
- Locate the nearest AED in the building and confirm the emergency response number.
- Coordinate the roles and responsibilities with additional instructors, if needed, to fulfill the course agenda and to ensure efficiency and timing of the course, per the course agenda.
- Ensure that all course paperwork is in order.

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INTERNATIONAL