

Sign Up to Support Classroom Learning

WHHT Super Users

Super Users learn best by seeing, doing and teaching. The EPR Project team strongly encourages each Super User to attend your assigned classroom learning, then join an additional class as a Facilitator or Classroom Helper.

You can sign up via PromisePoint to assist with a classroom experience.

Step 1: Log into PromisePoint

Go to: www.promisepoint.com/whht Username = Your email.

The screenshot shows the PromisePoint interface for West Hertfordshire Hospitals NHS Trust. The top navigation bar includes 'Learning', 'Resources', 'Report', and 'Classroom Schedule' (highlighted with a red box). The main content area is divided into three sections: 'MY LEARNING ASSIGNMENTS' (0% completion), 'MY UPCOMING CLASS' (no classes scheduled), and 'Resources'. The 'Resources' section features a search bar and a table of documents. The 'Super Users' folder is highlighted with a red box.

Title	Updated	Description
Barnett's Bus Timetable	09/29/2021 9:15 AM	
Frequently Asked Question	09/24/2021 3:44 PM	
How to Use PromisePoint	09/28/2021 8:52 AM	
Quick Reference Guides	10/01/2021 4:32 PM	
Super Users	10/09/2021 10:04 AM	

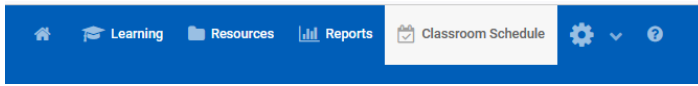
Step 2: Review Classroom Schedule

A complete list of classroom session date and time options is found within the Super User folder in resources. This file is updated once per week.

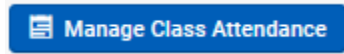
We do request that a MAXIMUM of 2 Super Users sign up to support each classroom session.

Step 3: Enroll Yourself as a Facilitator

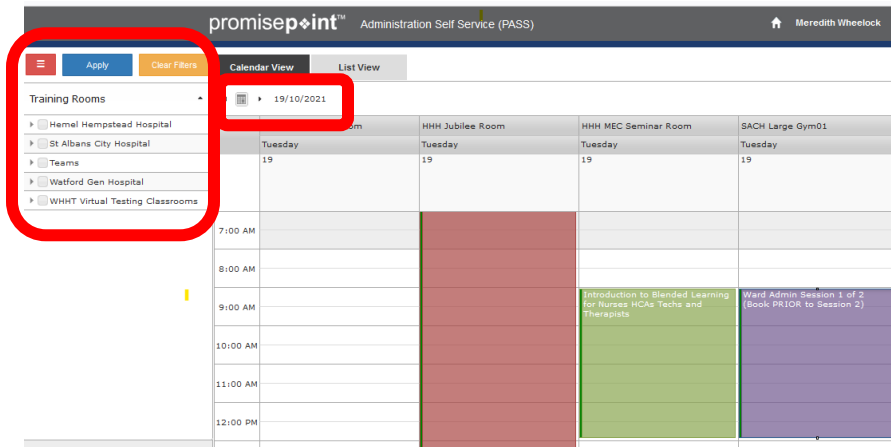
- Go to the **Classroom Schedule** page in PromisePoint (top menu).



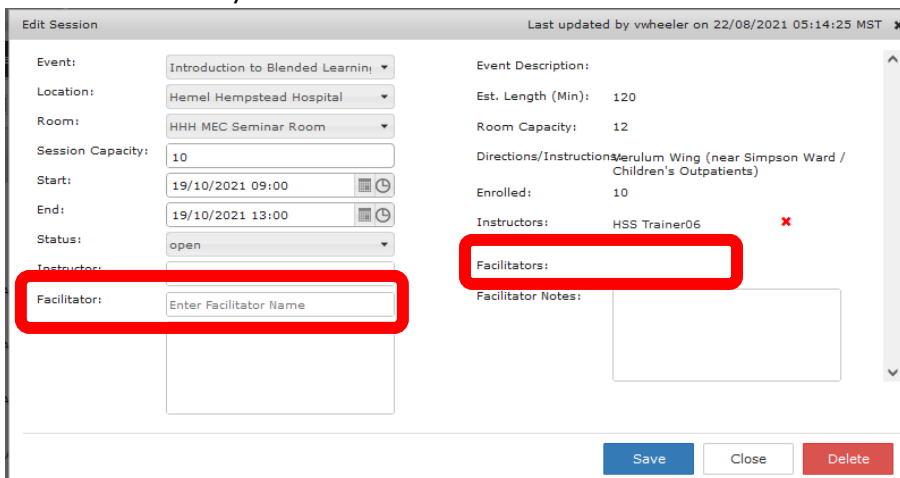
- Click on the **Manage Class Attendance** button on the page



- Find the session you plan to support.
 - You can apply filters to search for a specific class.
 - Navigate specific days within the calendar
 - Choose to search a day, week or month



- Edit the session by double clicking or right clicking
- Add yourself as a Facilitator by clicking in the Facilitator field and typing your name first then last or your username.



** Please ensure only 1 or 2 facilitators are enrolled per class.

- Click Save