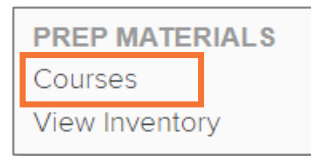# How to Manage an Exam Prep Course

This guide is for after students have been enrolled into an existing NHA course for certification prep.
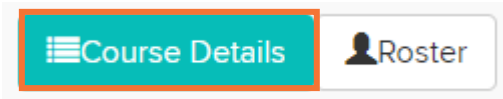
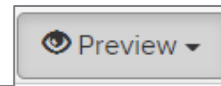**Step 1:** Log into your administrative account at **NHANOW.com**

Login / Account ▼

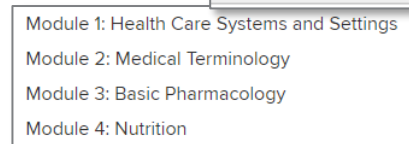**Step 2:** Under **Prep Materials** on the left-hand side and choose **Courses**

PREP MATERIALS
Courses
View Inventory

Step 3: Locate the course and select **Course Details**

≣ Course Details   👤 Roster

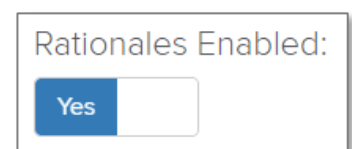**Step 4:** To view the study materials select the **Preview** feature to the right of any item
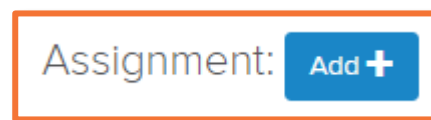- After selecting Preview, you will see content identical to your candidate(s)

👁 Preview ▾

Module 1: Health Care Systems and Settings
Module 2: Medical Terminology
Module 3: Basic Pharmacology
Module 4: Nutrition

Step 5: You have options to manage candidate access to the materials:
- Deselecting the module will turn access off for your candidates
- Adding an availability date will lock access until this date. If left blank, access will default to active
- Turning off the practice assessment rationales will provide a more "real" exam experience

☑ Module
☑ Module 1: Health Care Systems and Settings
☐ Module 2: Medical Terminology
☑ Module 3: Basic Pharmacology

Available On
12/29/2021

Rationales Enabled:
Yes
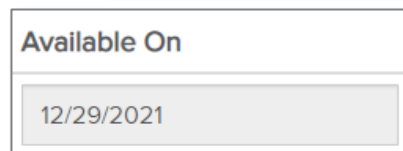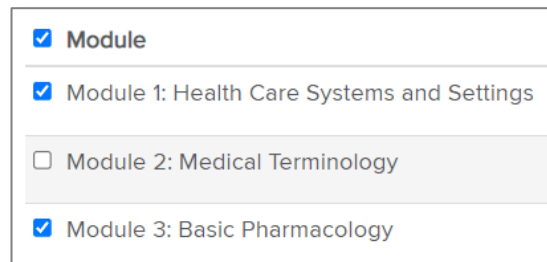
Note: For best practices on timelines and rationales, please refer to the certification material Implementation Guide.

Step 6: **Assignments** will show candidates your expectations on time spent in a module or practice assessment completion
- Assignments do not affect access to the materials

Assignment: Add ➕

Note: Adding an assignment for a practice test should reflect the test attempt: 1, 2, 3, etc.