

# MHFA Connect Submit-a-Course Course Management and Resource Guide

## For In-person teen MHFA Courses

Mental Health First Aid (MHFA) Connect Submit-a-Course is an alternate method of course data collection and management outside of MHFA Connect. This guide offers an overview of the steps and resources Instructors and Coordinators need to manage their In-person teen MHFA courses with electronic or printed evaluations using the Submit-a-Course method.

### With Electronic Evaluations

1. Create course in [Submit-a-Course](#)\*
2. Conduct trainings.
  - a. Three 90-minute sessions or six 45-minute sessions.
  - b. At the beginning of the first training, share the [course QR code](#) and the [self-generated ID code instructions](#) so learners can access the course and complete the pre-evaluation.
3. At the end of the final training, share the [course QR code](#) and the [self-generated ID code instructions](#) again to access the course. Provide the password **MHFAsubmitacourse** to access and complete the post-evaluation.
4. Submit course in [Submit-a-Course](#).

Alternative option: Instead of displaying the QR code, Instructors can use their laptop or mobile device to open the evaluations (linked below) so learners can complete the evaluations on site. If you use this method, you are responsible for providing printed [certificates](#) to your learners.

*\*Please refer to the MHFA Connect User Guide for more details.*

### Resources and Links

- **Submit-a-Course:** <https://portal.mentalhealthfirstaid.org>
- **Course QR code:** <https://connect.mentalhealthfirstaid.org/r/4kswlyx3x0cvyc1ruz7heytnims872m>
- **Self-generated ID code instructions:**  
<https://connect.mentalhealthfirstaid.org/r/o9s9x8m822s06bers70s1ot5i0sxqjz>
- **Pre-evaluation link:** <https://www.surveymonkey.com/r/tMHFAPreStandardSACF>
- **Post-evaluation link:** <https://www.surveymonkey.com/r/tMHFAPostStandardSACF>
- **Certificate template:**  
<https://connect.mentalhealthfirstaid.org/r/mmsxrmmz92brncm6snrhy3t4i8sk7yj>

## With Printed Evaluations

1. Create course in [Submit-a-Course](#)\*
2. Conduct trainings.
  - a. At the beginning of the first training session, distribute and collect printed [pre-evaluations](#).
  - b. At the end of the final training session:
    - i. Distribute and collect printed [post-evaluations](#).
    - ii. Provide printed [certificate](#) to learners.
3. Prepare evaluation data.
  - a. **Two options:** Electronically on behalf of learners (links below) **OR** Excel template (links below) for each evaluation.
4. Submit course in [Submit-a-Course](#).
  - a. If submitting evaluation data via Excel templates, you will upload the files on Submit-a-Course.
    - We strongly encourage Instructors, Coordinators, and organizations uploading data via an Excel template to save their records independently.

*\*Please refer to the MHFA Connect User Guide for more details.*

### Resources and Links

- **Submit-a-Course:** <https://portal.mentalhealthfirstaid.org/>
- **Pre-evaluation:** <https://connect.mentalhealthfirstaid.org/r/rqsy54qvmzu7xszys2rhxntzi1s1k2e>
- **Post-evaluation:**  
<https://connect.mentalhealthfirstaid.org/r/x7s3lvw5qmu6jt0ec0vbmvtni1sovxk>
- **Certificate template:**  
<https://connect.mentalhealthfirstaid.org/r/mmsxrmz92brncm6snrhy3t4i8sk7yj>
- **Pre-evaluation form to submit learner's evaluation data electronically on their behalf:**  
<https://www.surveymonkey.com/r/tMHFAPreStandardSACF>
- **Post-evaluation form to submit learner's evaluation data electronically on their behalf:**  
<https://www.surveymonkey.com/r/tMHFAPostStandardSACF>
- **Pre-evaluation data Excel template:**  
<https://connect.mentalhealthfirstaid.org/r/4kswl322mmbvyc1ruz7heytnims8yq2>
- **Post-evaluation data Excel template:**  
<https://connect.mentalhealthfirstaid.org/r/4kswl32r53hvyc1ruz7heytnims8yq1>