



Instructor Learning Management System Tasks

Instructors use the Car Seat Education LMS (learning management system) to:

- ✓ Monitor student progress through the hybrid certification course.
- ✓ Approve student assignments.
 - Assignments “lock” a student’s progress until the assignment is approved by an Instructor.
- ✓ Review student quiz results to identify trends that indicate topics needing review.
- ✓ View course reports for a group of students.

Monitor Student Progress

- ✓ Login to your account at **carseateducation.org**.
1. Choose **Students** in the left menu pane.
 2. If you are managing multiple groups of students and want to filter the student list by a group (or groups), use the **Select Group** drop-down list to select a group (or groups).
 3. To search for a student by name, type the name in the **Search Users** box.
 4. Click the **ellipses** next to the student’s name. Choose **Manage Courses** from the pop-up menu.

ID	First Name	Last Name	Email	Group	Completion	Last Login	Actions
110	Britney			Test Group 1	0 / 1 completed	1 month ago	...
109	Lori			Test Group 1	1 / 1 completed	4 days ago	...
52	Amy			Test Group 1	0 / 1 completed	1 month ago	...
50	Katrina			Test Group 1	0 / 1 completed	1 month ago	...
49	Renee			Test Group 1	0 / 1 completed	2 weeks ago	...
48	Melissa			Test Group 1	1 / 1 completed	2 weeks ago	...
47	Sean			Test Group 1	1 / 1 completed	1 month ago	...
46	Suzanne			Test Group 1	1 / 1 completed	1 month ago	...
45	Lindsay			Test Group 1	0 / 1 completed	1 month ago	...
42	Aubrey			Test Group 1	1 / 1 completed	1 month ago	...

5. Click the ellipses control next to the course. Choose **View Progress** from the pop-up menu.

Courses

Home / Users / Courses User Profile

Student: Amy

Show 50 courses

ID	Course	Status	Enrollment Date	Last Accessed	Expiry Date	Actions
85	National Child Passenger Safety Technician HYBRID Certification	In Progress 7%	Mar 18, 2022	1 month ago	Oct 25, 2022	...

Showing 1 to 1 of 1 courses

- View Progress
- View Activity
- No Certificate(s) found
- Remove
- Reset
- Revoke Access
- Grant Access
- Assign Certificate
- Update Expiration Date

6. Scroll to view the student's progress, module by module.

7. Assignments and Quizzes have small icons to view the student's responses. Click the desired icon to view.

View Progress

Home / Courses / National Child Passenger Safety Technician HYBRID Certification / View Progress

NHTSA National Child Passenger Safety Technician HYBRID Certification Download Report

7% Amy

STUDENT ORIENTATION MATERIALS

Name	Status	Time Spent	Last Accessed	Details
Required Resource: CPS Technician Guide Text/HTML	Completed 100%	0 h 0 m 38 s	1 month ago	
Course Completion Requirements Text/HTML	Completed 100%	0 h 0 m 19 s	1 month ago	
Student Checklists PDF	Completed 100%	0 h 4 m 42 s	1 month ago	

VIRTUAL KICK-OFF SESSION

Name	Status	Time Spent	Last Accessed	Details
Virtual Kick-off Information Text/HTML	Completed 100%	0 h 0 m 40 s	1 month ago	
Virtual Kick-off Assignment Assignment	Completed 100%	0 h 0 m 49 s	1 month ago	0/0

MODULE 1—INTRODUCTION

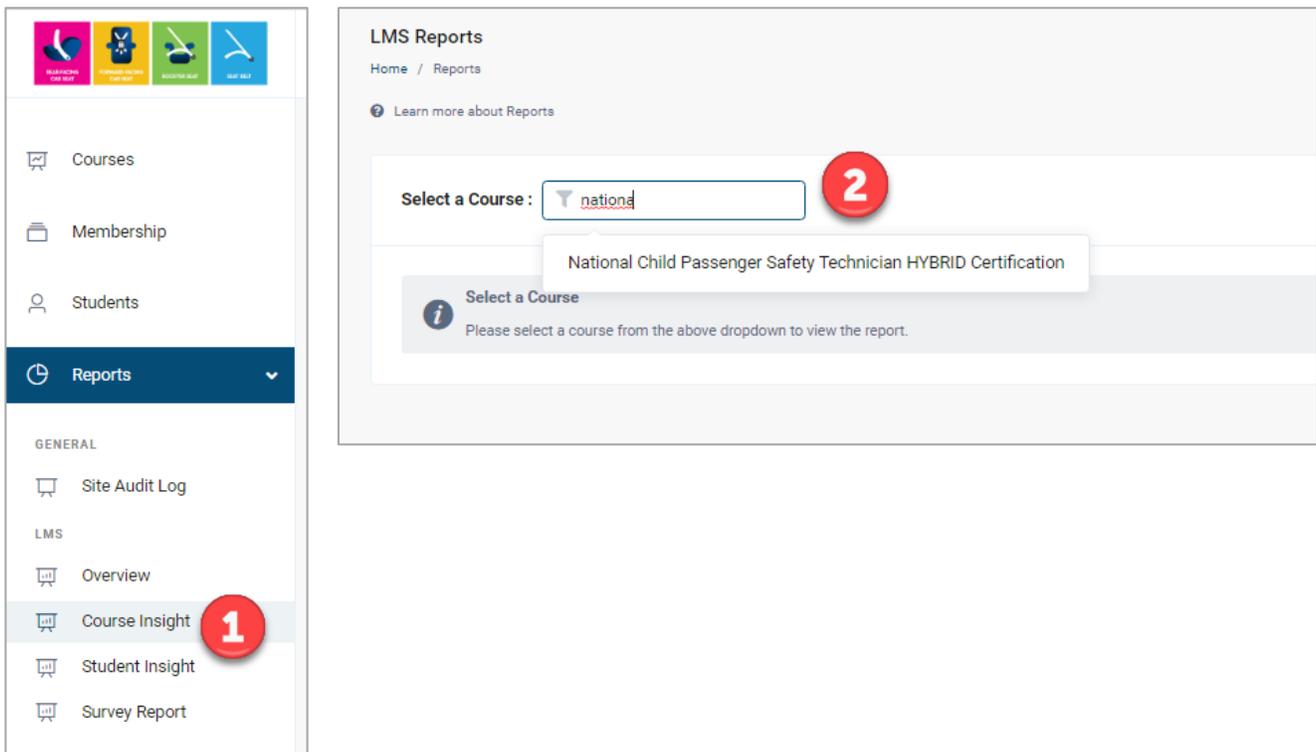
Name	Status	Time Spent	Last Accessed	Details

Course Insight Report

To view the status of your students' progress through the course, use the Course Insight report.

✓ Login to your account at **carseateducation.org**.

1. Choose **Reports, Course Insight** from the left menu pane.
2. In the **Select a Course** box, begin typing the course name, and select the course when it displays.



3. If you are managing multiple groups of students and want to filter the student list by a group (or groups), use the **Select Group** drop-down list to select a group (or groups).
 - Do not use the **Select Group** control above the data table. (See the “X” in the following diagram.)
4. Use the **Status** drop-down list to filter the student status by **Started, In Progress, or Complete**.
 - You may select more than one option from the **Status** list. Select and unselect options as desired.
5. Review the data table showing student metrics.

3

LMS Reports
Home / Reports
Learn more about Reports

Select a Course: National Child Passenger

National Child Passenger Safety Technician HYBRID Certification

4

Export Results Search By name or Email Status Select Group No data

5

Name/Email	Status	Enrollment Date	Start Date	Completed Date	Last Accessed	Percentage Achieved	Time Spent	Certificate Achieved
Woody	In Progress 22%	14-Apr-2022	14-Apr-2022		2 weeks ago		2h 55m	No
Britney	In Progress 71%	24-Mar-2022	27-Mar-2022		1 day ago		9h 14m	No
Lori	Completed 100%	24-Mar-2022	24-Mar-2022	29-Apr-2022	4 days ago	98.83	16h 34m	No
Amy	In Progress 7%	18-Mar-2022	24-Mar-2022		1 month ago		0h 50m	No
Katrina	In Progress 7%	18-Mar-2022	18-Mar-2022		1 month ago		0h 14m	No

Approve Student Assignments

There are two ways an Instructor can review and approve student assignments:

1. By clicking a direct link to the assignment from a notification email.
2. By logging in to Car Seat Education and viewing pending assignments on the dashboard.

Using a Notification Link

1. From the notification email, click the link to the assignment.

REAR-FACING CAR SEAT FORWARD-FACING CAR SEAT BOOSTER SEAT SEAT BELT

Assignment Has Been Submitted

Hello,

We wanted to notify you that an Assignment (Virtual Kick-off Assignment) has been submitted by Suzanne [redacted].

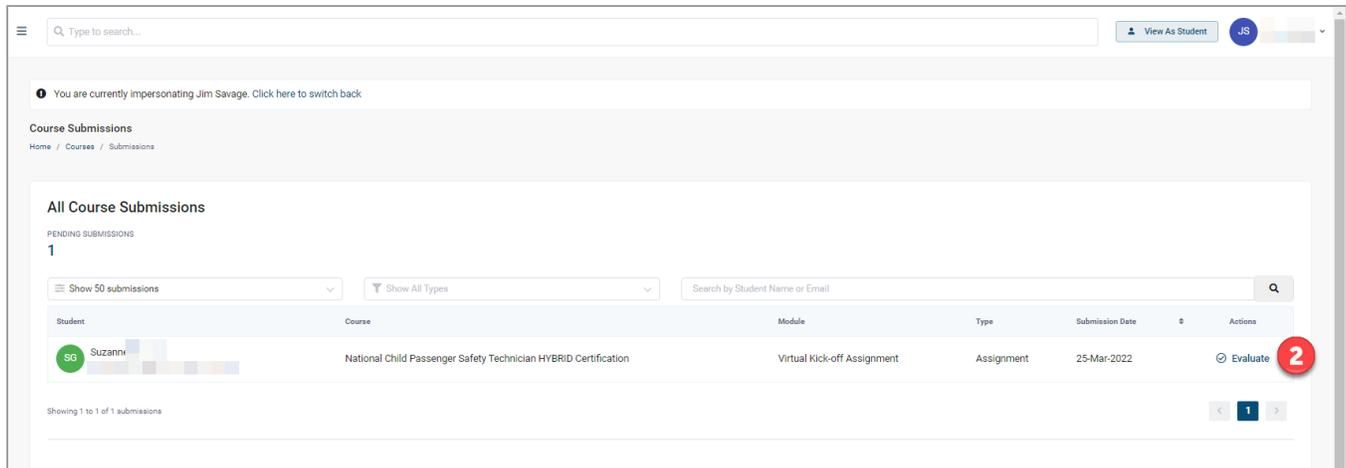
You can evaluate or view the submission here: [Evaluate Assignment](#) **1**

Have a great day!

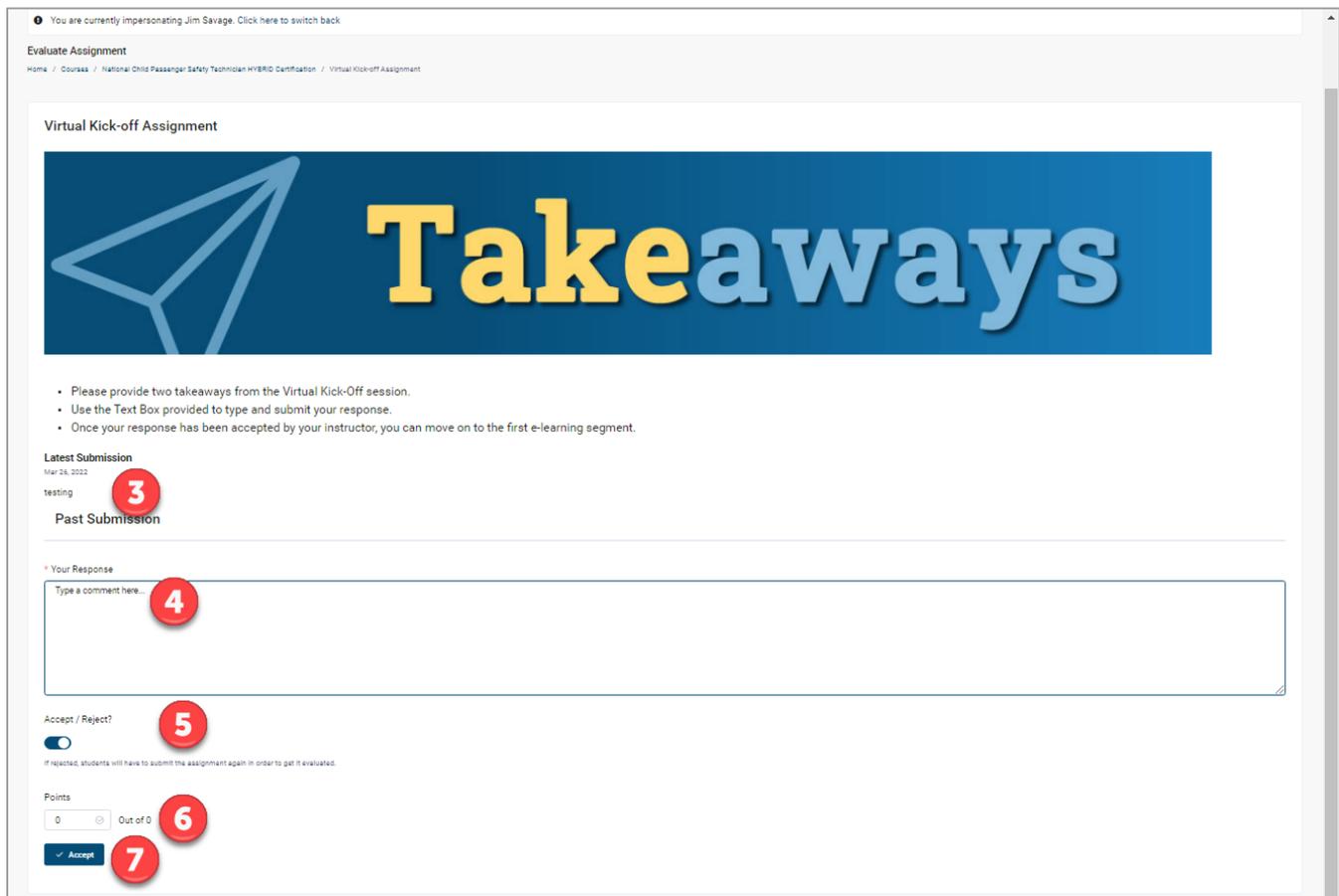
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- ✓ If you are not currently logged in to Car Seat Education, you will be prompted to login.

2. Click **Evaluate** next to the student's name.

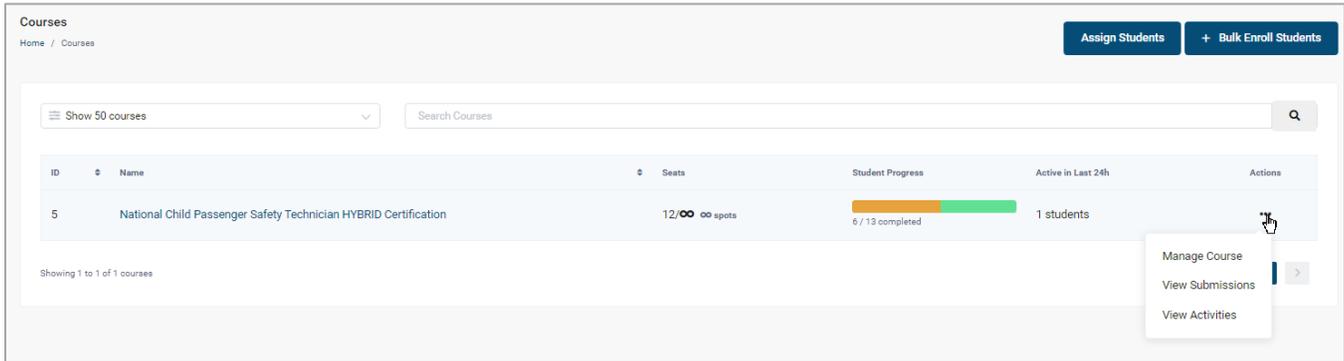


3. Read the student's submission.
4. Type a response to the student.
5. Make sure **Accept** is chosen.
6. Input a "0" for the score.
7. Click **Accept**.



Using the Instructor Dashboard

- ✓ Login to your account at **carseateducation.org**.
- ✓ Click the ellipses control next to the course title and choose View Submissions.

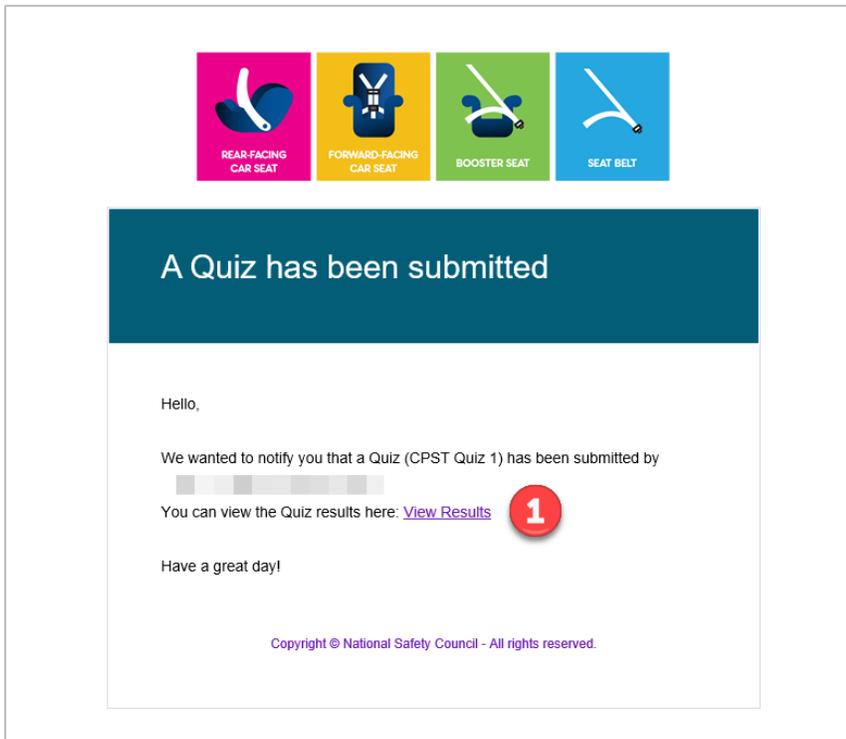


- ✓ Proceed to **Step 2** of the previous process to review and approve the submission.

View Student Quiz Results

Using a Notification Link

1. From the notification email, click the link to the quiz results.



- ✓ If you are not currently logged in to Car Seat Education, you will be prompted to login.

- The link takes you to the student's **View Progress** page. Scroll to the Quiz module and click the small document icon to open the quiz results.

LPE Video Progress Checklist				
Name	Status	Time Spent	Last Accessed	Details
LPE Video Checklist 1 <small>Survey</small>	Completed <div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	0 h 0 m 16 s	1 week ago	View Response

QUIZ 1				
Name	Status	Time Spent	Last Accessed	Details
CPST Quiz 1 <small>Quiz</small>	Completed <div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	0 h 2 m 42 s	1 day ago	21/23  2

- The quiz opens in a pop-up window. Scroll to review results.



CPST Quiz 1

Total Score

21 / 23

21/23

Correct Answers



2/23

Incorrect Answers



1/1

Attempts



Time spent



Question 1 of 23 Correct

To listen to the question and answers in audio form, use the following audio control.

▶ 0:00 / 0:37 ————— 🔊 ⋮

Match the organization with its role in the National Child Passenger Safety Technician (CPST) Certification Training: National Child Passenger Safety Board (NCPSB)

Your Answer

B. Maintains the quality and integrity of the National CPST Certification Training curriculum. The National Safety Council manages this entity's activities.

Correct Answer

B. Maintains the quality and integrity of the National CPST Certification Training curriculum. The National Safety Council manages this entity's activities.

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4. Incorrect answers are flagged with an **Incorrect** label.
5. For incorrect answers, compare the student's response to the correct response.

Question 12 of 23 **4** Incorrect

To listen to the question and answers in audio form, use the following audio control.

▶ 0:00 / 0:09 ———▶ 🔊 ⋮

The most common type of crash is:

Your Answer
D. None of the above

Correct Answer
C. Frontal

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