**Group Delivery of Courses**

Group delivery of courses is available on the Car Seat Education Learning Management System (LMS). Designated group administrators are assigned the role of **association admin** in the Car Seat Education LMS providing permissions to:

- Enroll students in their group.
- Monitor student progress through the course(s) in their group.
- Review student quiz results to identify topics needing review.
- View course reports for a group of students.

**Group Set-up**

Email requests for group creation in the Car Seat Education LMS to training@cpsboard.org providing the following:

- Group name, e.g. **National Safety Council**
- Group referral code, e.g. **NSC**
- Course(s): Currently available courses are found at [https://carseateducation.org/course-catalog](https://carseateducation.org/course-catalog).
- **First name, last name** and email for group administrator(s)

Allow 3 business days for group set-up.

**Association Admin: Enrolling Students**

- Login to your account at [carseateducation.org](https://carseateducation.org).

**Enroll a Single User**

1. Use the **Select Group** drop-down list to select a group.
2. Select **+ Enroll Student**.
3. Enter student’s first name, last name, and email address.

4. Type a strong password for the student.

5. Select course(s) using **Choose Course** drop-down list.

6. Click **Submit**.

**Bulk Enroll**

1. Create an Excel spreadsheet with the students’ information using the following column headings:
   
<table>
<thead>
<tr>
<th>Email</th>
<th>First_Name</th>
<th>Last_Name</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:george@xyz.org">george@xyz.org</a></td>
<td>George</td>
<td>Bailey</td>
<td>Z$kJ0Lk132</td>
</tr>
</tbody>
</table>

2. Use the **Select Group** drop-down list to select a group.

3. Select **Go to Bulk Enroll**.

4. Drop the Excel file or click to upload.
5. Select course(s) using **Choose Course** drop-down list.

6. Click **Upload Users**.
Association Admin: Monitoring 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.

5. Choose Manage Courses from the pop-up menu.

6. Click the ellipses control next to the course.

7. Choose View Progress from the pop-up menu.
8. View the student’s progress.

9. Quizzes have small icons to view the student’s responses. Click the icon to view.

Association Admin: Reviewing Student Quiz Results

Viewing in Student’s Progress
✓ Follow the directions provided in the previous section, Association Admin: Monitoring Student Progress.

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.

2. The link takes you to the student’s View Progress page. Scroll to the Quiz module.

3. Click the small document icon to open the quiz results.

4. The quiz opens in a pop-up window. Scroll to review results.
5. Incorrect answers are flagged with an Incorrect label.

6. For incorrect answers, compare the student’s response to the correct response.

Association Admin: Viewing Course Insight Report

To view the status of your group’s progress through the course, use the Course Insight report.

✓ Login to your account at carseateducation.org.

1. Choose Reports, Course Insight from the 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).

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.

5. Click on Start Date or Completed Date to sort by date.

6. Click on Export Results to generate a spreadsheet.