



## Navigating the LMS • Group Delivery of Courses and the Association Admin Role

### 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](mailto: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>.
- ✓ **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).

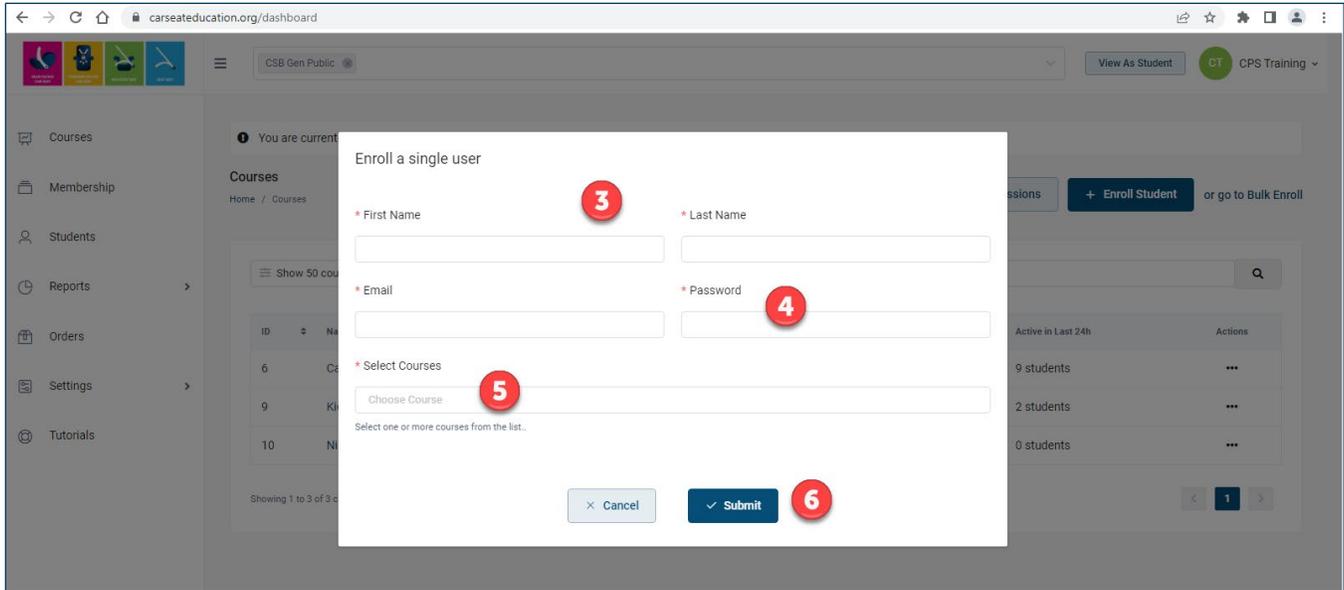
#### Enroll a Single User

1. Use the **Select Group** drop-down list to select a group.
2. Select **+ Enroll Student**.

The screenshot shows the LMS interface for an association administrator. The top navigation bar includes the NHTSA logo and four icons representing different aspects of car seat education. The main content area is titled 'Courses' and shows a list of three courses. A red circle '1' is placed over the 'CSB Gen Public' dropdown menu, and a red circle '2' is placed over the '+ Enroll Student' button. The table below shows the following data:

ID	Name	Seats	Student Progress	Active in Last 24h	Actions
6	Car Seat Basics	1147/∞ ∞ spots	462 / 1146 completed	9 students	...
9	Kids in Hot Cars	1141/∞ ∞ spots	544 / 1140 completed	2 students	...
10	Niños en autos calientes	17/17 0 spots	2 / 15 completed	0 students	...

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**.

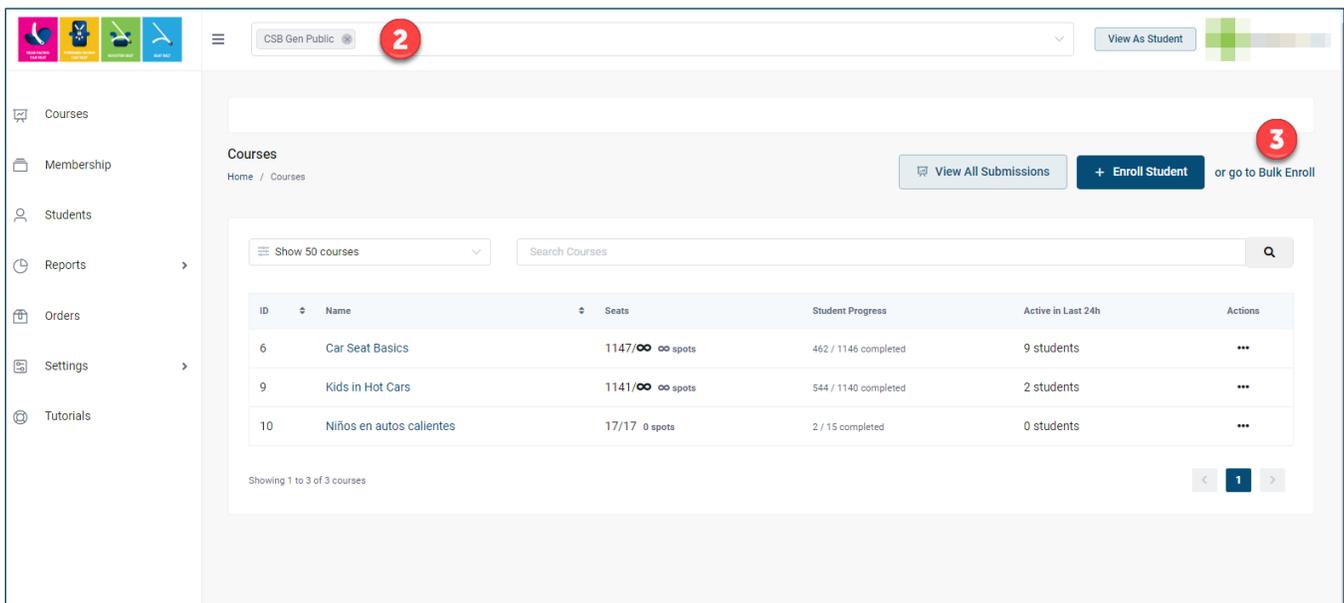


## Bulk Enroll

1. Create an Excel spreadsheet with the students' information using the following column headings:

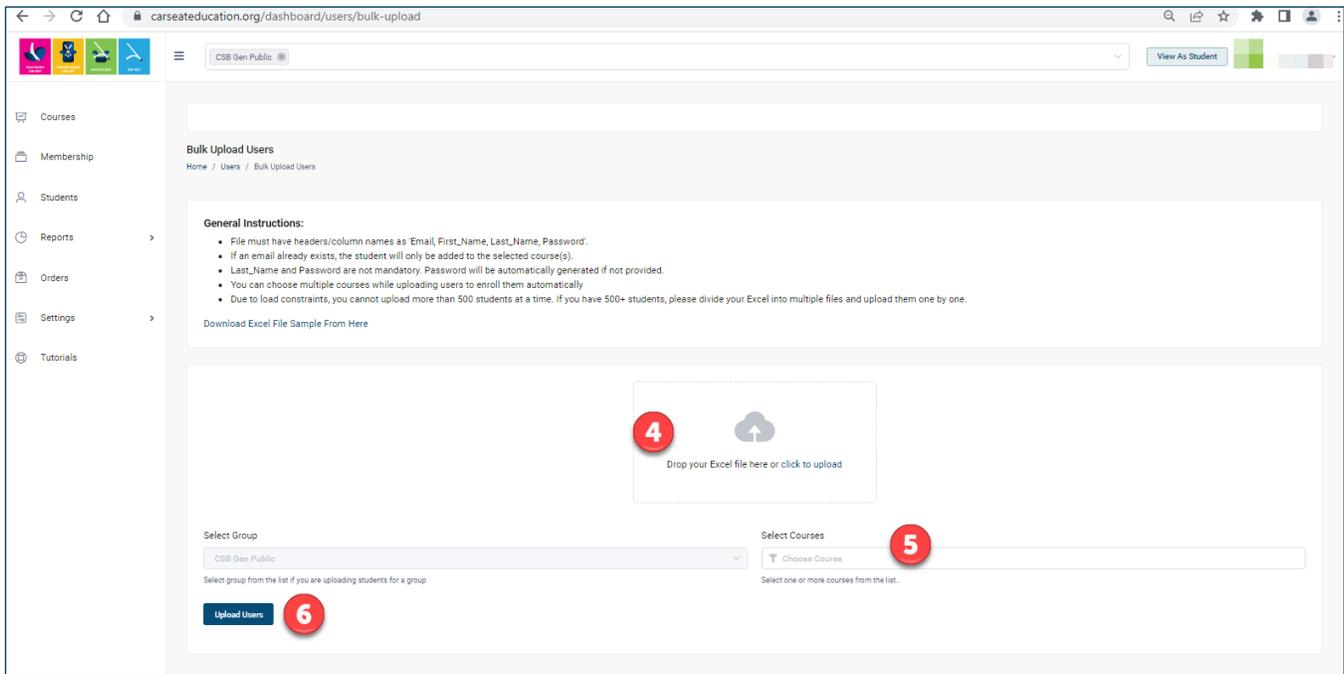
Email	First_Name	Last_Name	Password
george@xyz.org	George	Bailey	Z\$K0Lk132

2. Use the **Select Group** drop-down list to select a group.
3. Select **Go to Bulk Enroll**.



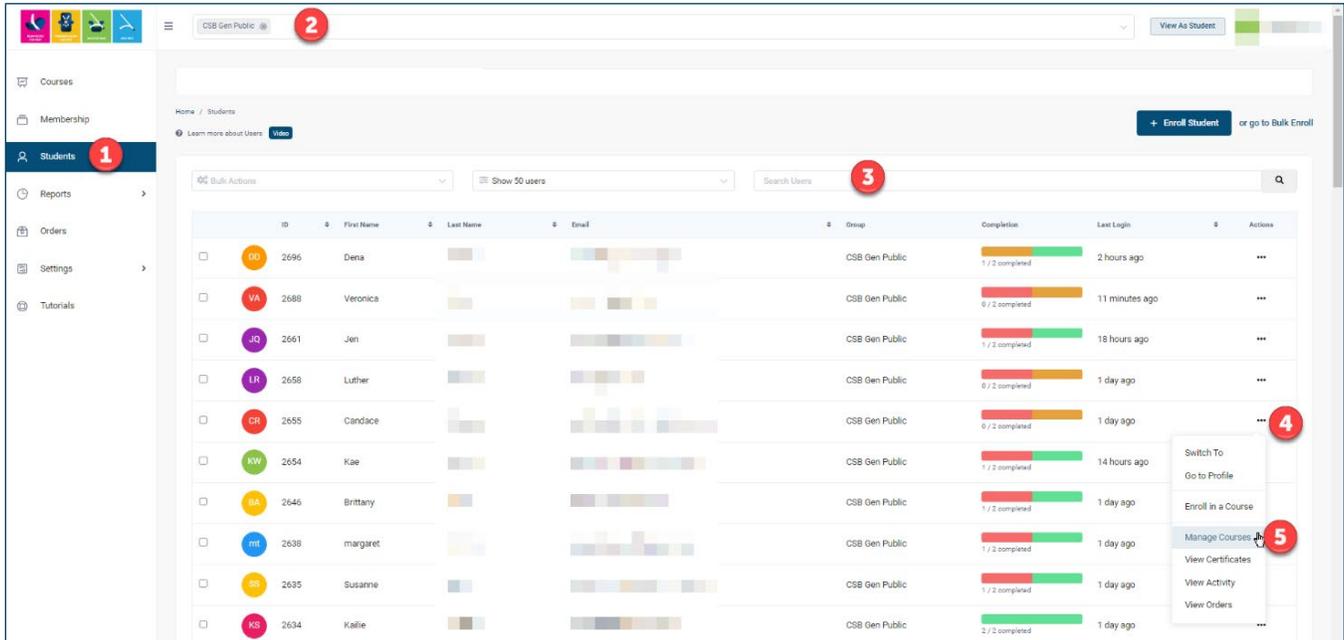
4. Drop the Excel file or click to upload.

5. Select course(s) using **Choose Course** drop-down list.
6. Click **Upload Users**.

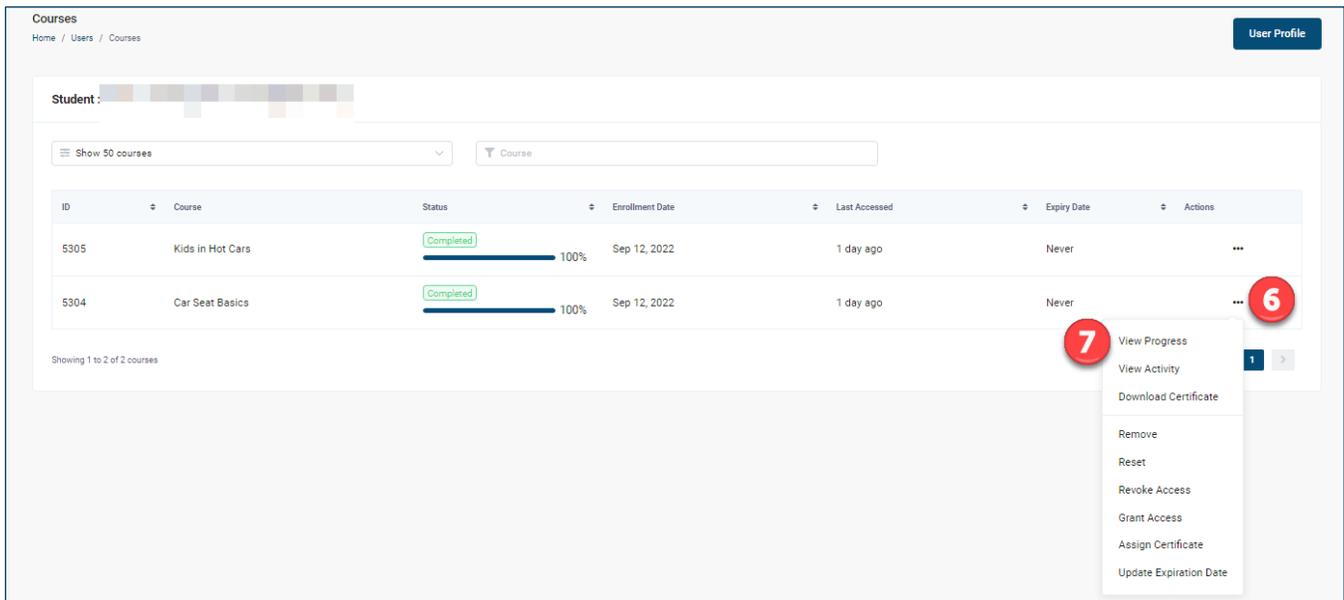


# Association Admin: Monitoring Student Progress

- ✓ 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.

The screenshot shows the 'View Progress' page for a course titled 'Car Seat Basics'. At the top, there is a navigation bar with 'CSB Gen Public' and a 'View As Student' button. Below this, the course title 'Car Seat Basics' is displayed with a 'Completed' status and a 'Download Certificate' link. A progress bar shows 100% completion. Below the progress bar, there are three summary cards: '8 Obtained Marks', '10 Total Marks', and '80 Percentage'. A table below these cards lists the course items:

Name	Status	Time Spent	Last Accessed	Details
Car Seat Basics Scorm	Completed	0 h 44 m 37 s	1 day ago	/
Car Seat Basics QUIZ Quiz	Completed	0 h 2 m 2 s	1 day ago	8/10

## 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.

The screenshot shows a notification email with a header containing four icons: 'REAR-FACING CAR SEAT', 'FORWARD-FACING CAR SEAT', 'BOOSTER SEAT', and 'SEAT BELT'. The main content of the email is as follows:

**A Quiz has been submitted**

Hello,

We wanted to notify you that a Quiz (Car Seat Basics QUIZ) has been submitted by Amanda [redacted].

You can view the Quiz results here: [View Results](#)

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. 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.

The screenshot shows the 'View Progress' page for 'Car Seat Basics'. At the top, there is a progress bar at 100% and a 'Download Certificate' button. Below this, three summary boxes show: 9 Obtained Marks, 10 Total Marks, and 90 Percentage. A table below lists activities:

Name	Status	Time Spent	Last Accessed	Details
Car Seat Basics Score	Completed 100%	1 h 2 m 59 s	4 hours ago	/
Car Seat Basics QUIZ Quiz	Completed 100%	0 h 2 m 24 s	37 minutes ago	9/10 <b>3</b>

Red circles with numbers 2 and 3 highlight the quiz row and the document icon respectively.

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

The screenshot shows the 'Car Seat Basics QUIZ' results page. At the top, it displays 'Total Score 9 / 10'. Below this are four summary boxes:

- 9/10 Correct Answers
- 1/10 Incorrect Answers
- 1/3 Attempts
- 0 h 2 m Time spent

The first question is shown below:

**Question 1 of 10** Correct

Children should ride in the back seat of a vehicle until at least age:

**Your Answer**  
13

**Correct Answer**  
13

**Explanation**  
Best practice is for children to ride in the back seat until they are at least 13 years old.

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

**Question 6 of 10** Incorrect

The function of a booster seat is to (select all that apply):

**Your Answer**  
position the child so the vehicle's seat belt fits on the hips and upper thighs and across their shoulder

**Correct Answer**  
position the child so the vehicle's seat belt fits on the hips and upper thighs and across their shoulder, prevent seat belt syndrome

**Explanation**  
The job of a booster seat is to position the child so the vehicle's lap belt fits on the hips and upper thighs and the shoulder belt fits across the shoulder, not touching the neck. This proper placement of the seat belt helps prevent seat belt syndrome. Improperly positioned seat belts can cause serious injuries to the spine and abdominal organs.

## 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.

The screenshot shows the Association Admin interface. On the left is a navigation menu with categories: GENERAL, LMS, and Orders. Under the LMS category, 'Course Insight' is highlighted with a red circle and the number '1'. A red arrow points from this menu item to the main content area. The main content area is titled 'Course Detailed Report' and includes a search box labeled 'Select a Course:' with the text 'car seat' entered. A dropdown menu is open, showing 'Car Seat Basics' as a suggestion, which is also circled in red with the number '2'. Below the search box, there is an information icon and the text: 'Please select a course from the above dropdown to view the report.'

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.

The screenshot displays the 'Course Detailed Report' for 'Car Seat Basics'. The interface includes a sidebar with navigation options like Courses, Membership, Students, Reports, Orders, Settings, and Tutorials. The main content area shows a search bar, an 'Export Results' button (marked with a red circle 6), a search input, and a 'Status' dropdown menu (marked with a red circle 4) with options: Not Started, In Progress, and Completed. A table below displays student records with columns for Name/Email, Status, Enrollment Date, Start Date (marked with a red circle 5), Completed Date, Last Accessed, Percentage Achieved, Time Spent, and Certificate Achieved. A pie chart on the right shows the distribution of student statuses: Not Started (red), In Progress (orange), and Completed (green).

Name/Email	Status	Enrollment Date	Start Date	Completed Date	Last Accessed	Percentage Achieved	Time Spent	Certificate Achieved
[Redacted]	Completed 100%	12-Sep-2022	14-Sep-2022	14-Sep-2022	3 hours ago	90.00	1h 14m	Yes
[Redacted]	Completed 100%	13-Sep-2022	13-Sep-2022	14-Sep-2022	12 hours ago	90.00	1h 12m	Yes
[Redacted]	Completed 100%	13-Sep-2022	13-Sep-2022	13-Sep-2022	17 hours ago	90.00	1h 10m	Yes
[Redacted]	Completed 100%	12-Sep-2022	12-Sep-2022	13-Sep-2022	22 hours ago	70.00	1h 27m	No
[Redacted]	Completed 100%	12-Sep-2022	13-Sep-2022	13-Sep-2022	1 day ago	100.00	0h 29m	Yes