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 group admin in the Car Seat Education LMS providing permissions to:

- Enroll students in a 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.
- First name, last name and email for group admin(s)

Allow 3 business days for group set-up.

Group Admin: Enrolling Students

- Login to your carseateducation.org account.

Enroll a Single User

1. For group admins with multiple groups in the Car Seat Education LMS, use the Current Group drop-down list to select a group.
   - For group admins with one group in the Car Seat Education LMS, the view will default to your group. The Current Group drop-down list is not available.

2. Select Assign Students.
3. Select **Add New Student**.

4. Enter student’s first name, last name and email.

5. Type a strong password for the student.

6. Select course(s) using **Select Courses** drop-down list.

7. 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@bedfordfalls.gov">george@bedfordfalls.gov</a></td>
<td>George</td>
<td>Bailey</td>
<td>Z$k0Lk132-!5</td>
</tr>
</tbody>
</table>

2. For group admins with multiple groups in the Car Seat Education LMS, use the Current Group drop-down list to select a group.
   - For group admins with one group in the Car Seat Education LMS, the view will default to your group. The Current Group drop-down list is not available.

3. Select Go to Bulk Enroll.

4. Drop the Excel file or click to upload.

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

6. Click Upload Users.
Group Admin: Monitoring Student Progress

✓ Login to your carseateducation.org account.

1. For group admins with multiple groups in the Car Seat Education LMS, use the Current Group drop-down list to select a group.
   - For group admins with one group in the Car Seat Education LMS, the view will default to your group. The Current Group drop-down list is not available.

2. Select Users in the left menu pane.
3. Select All Users in the drop-down list.

4. To search for a student by name, type the name in the Search Users box.

5. Click the ellipses (three horizontal dots) next to the student’s name.

6. Choose Manage Courses from the pop-up menu.
7. Click the ellipses next to the course.
8. Choose **View Progress** from the pop-up menu.

9. View the student’s progress.
10. Quizzes have small icons to view the student’s responses. Click the icon to view.
Group Admin: Reviewing Student Quiz Results

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

Using a Notification Link

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

   ![Notification Email Screenshot]

   - 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.

Group 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. For group admins with multiple groups in the Car Seat Education LMS, use the Current Group drop-down list to select a group.
   - For group admins with one group in the Car Seat Education LMS, the view will default to your group. The Current Group drop-down list is not available.
2. Select **Reports** in the left menu pane.

3. Select **Course Insight** in the drop-down list.
4. In the **Select a Course** box, begin typing the course name and select the course when it displays.

5. 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.

6. Click on **Enrollment Date**, **Start Date** or **Completed Date** to sort by date.

7. Click on **Export Results** to generate an Excel spreadsheet.