



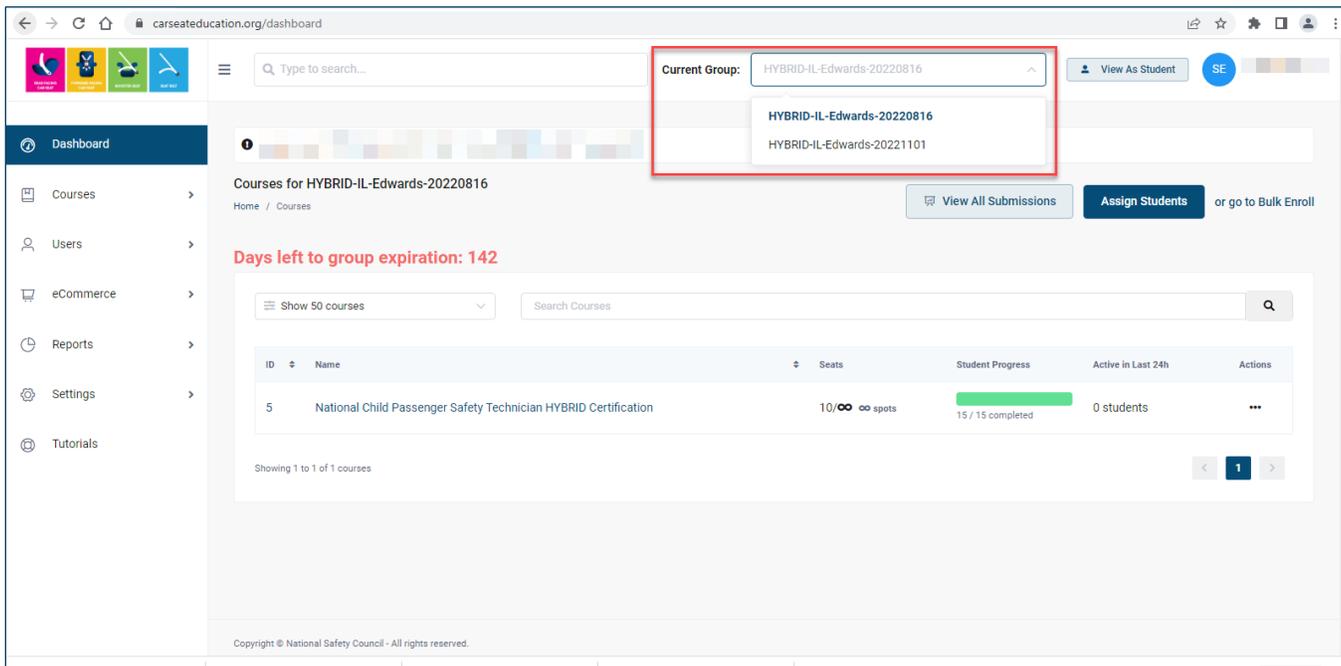
## Instructor Learning Management System Tasks

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

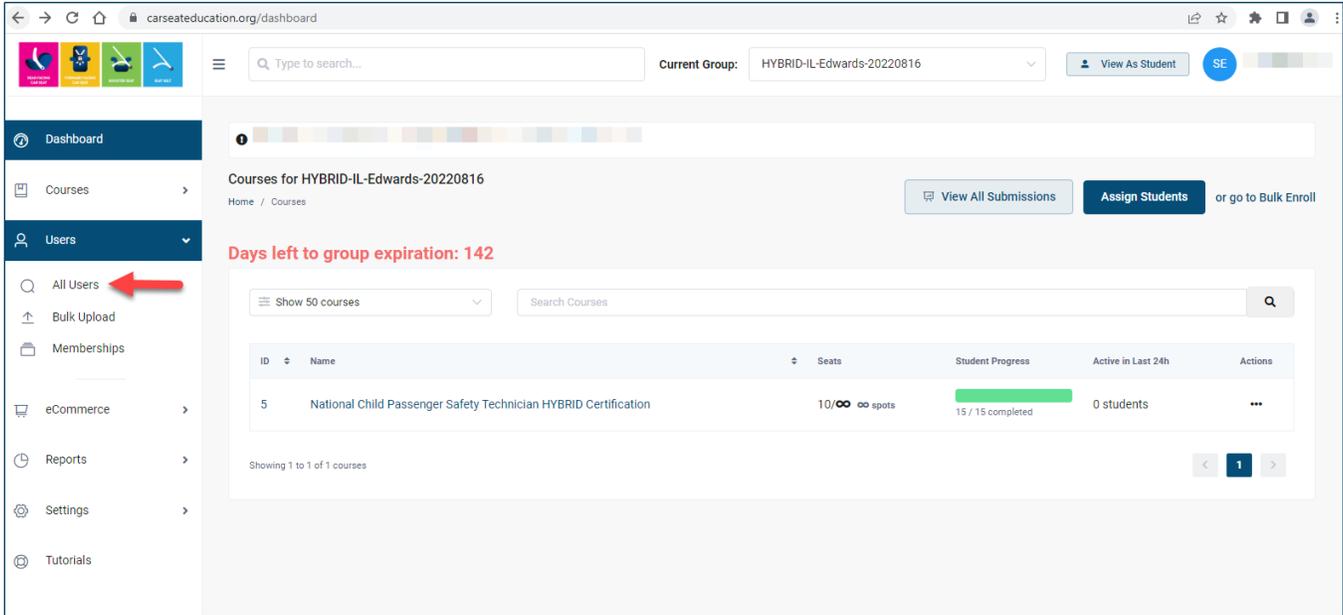
- ✓ Monitor student progress through the hybrid certification course.
- ✓ Approve student assignments.
  - Assignments “lock” a student’s progress until the assignment is approved by an Instructor.
- ✓ Review student quiz results to identify trends that indicate topics needing review.
- ✓ View course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

## Monitor Student Progress

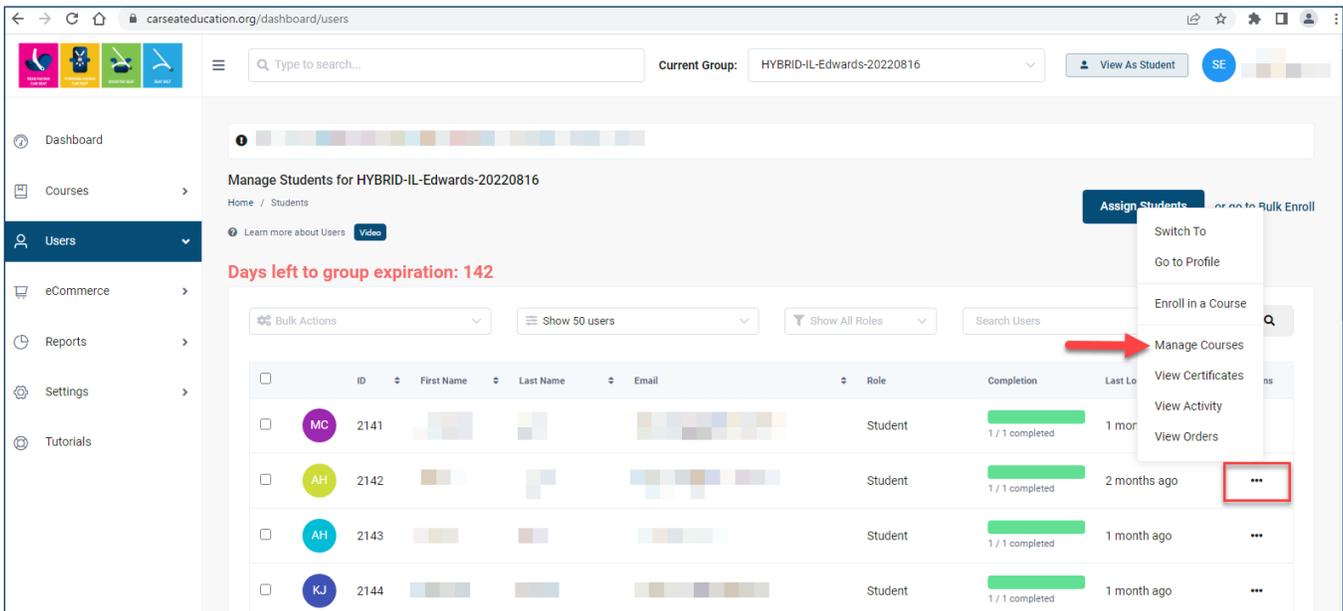
- ✓ Login to your **carseateducation.org** account.
1. For group admins with multiple groups in the Car Seat Education LMS, use the **Current Group** drop-down list to select a group.
    - For group admins with one group in the Car Seat Education LMS, the view will default to your group. The **Current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



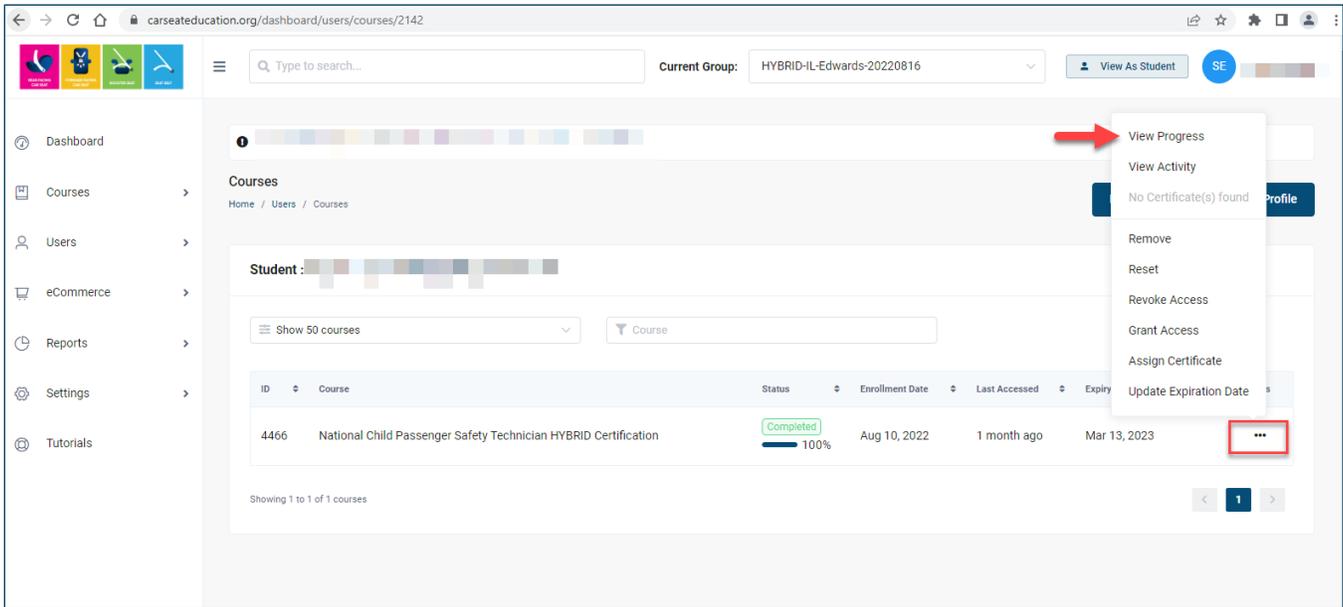
2. Select **Users** in the left menu pane.
3. Select **All Users** in the drop-down list.



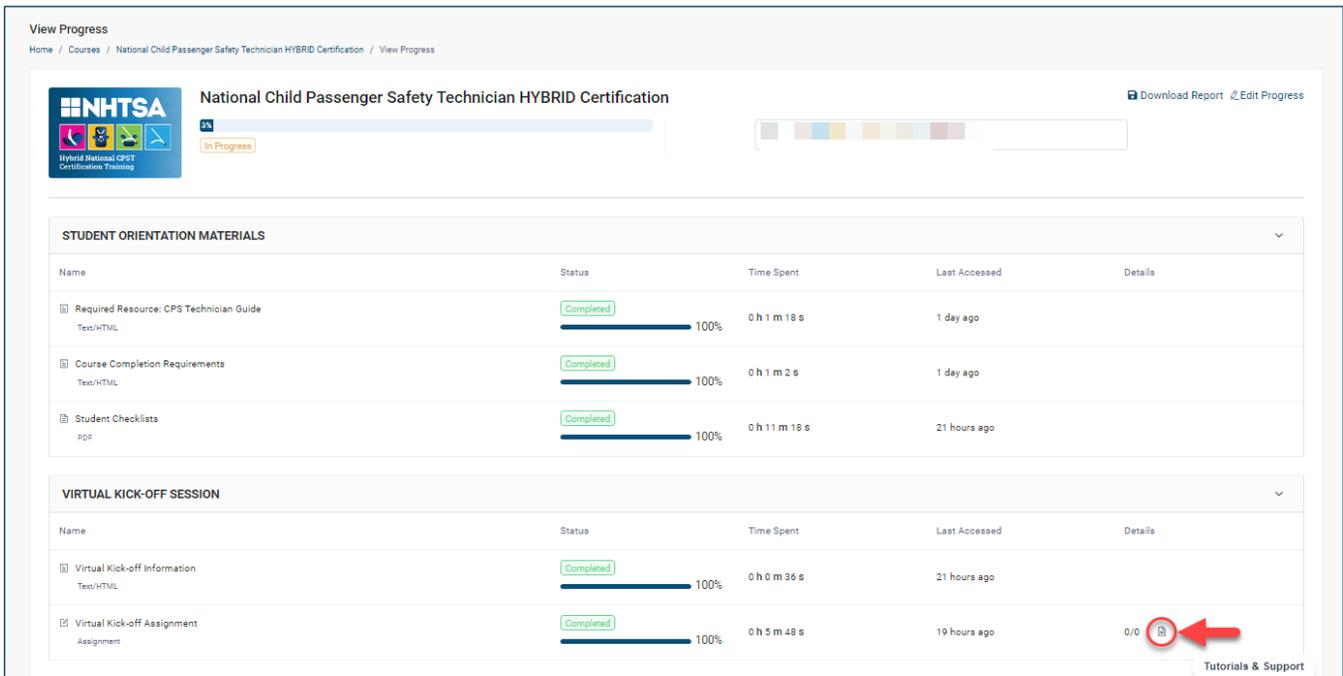
4. To search for a student by name, type the name in the **Search Users** box.
5. Click the **ellipses** (three horizontal dots) next to the student's name.
6. Choose **Manage Courses** from the pop-up menu.



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



9. Scroll to view the student's progress, module by module.
10. Assignments and quizzes have small icons to view the student's responses. Click the icon to view.

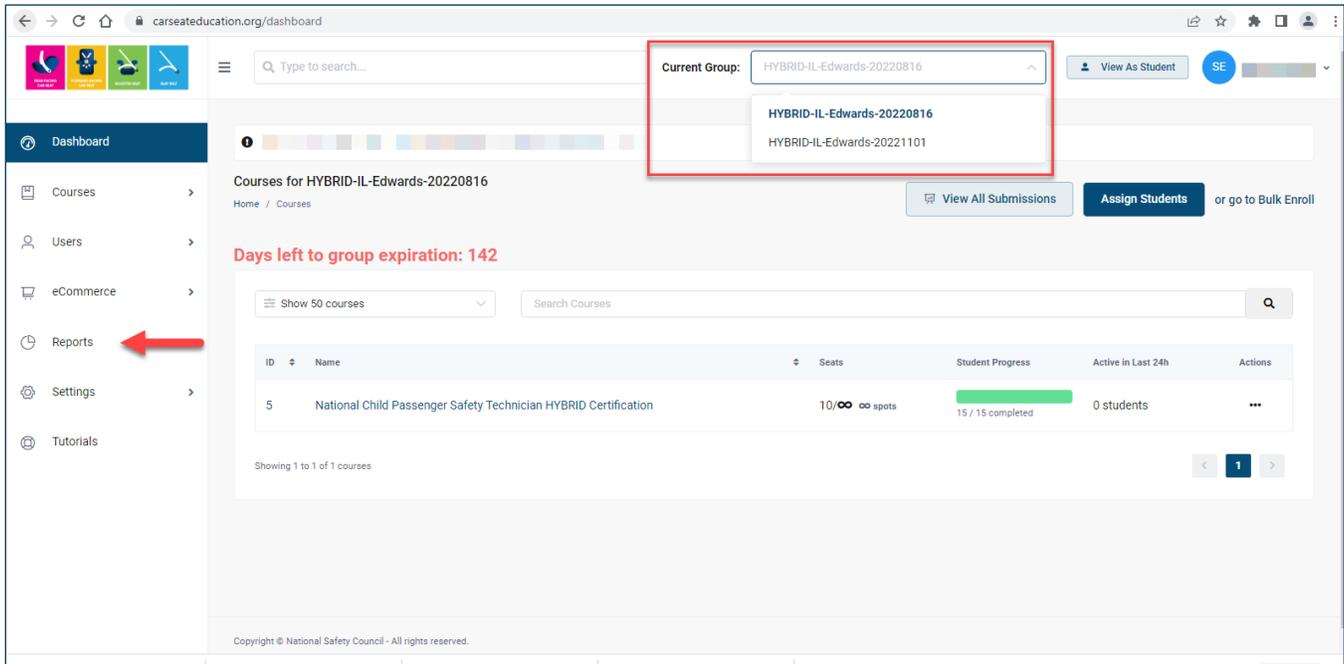


# Course Insight Report

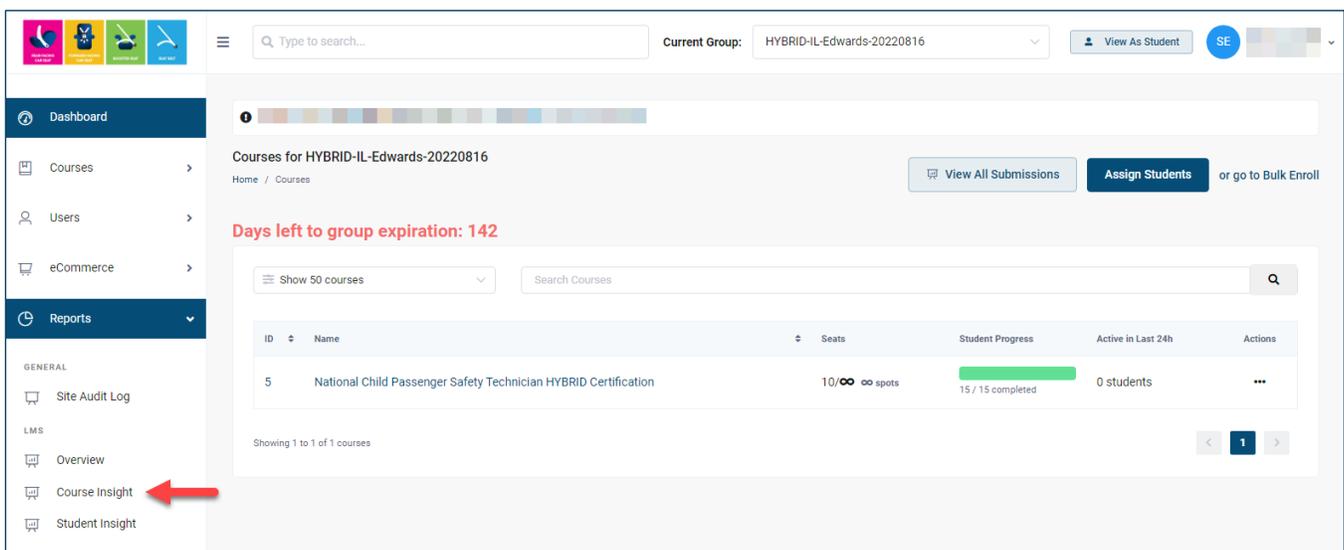
To view the status of your students' progress through the course, use the **Course Insight** report.

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

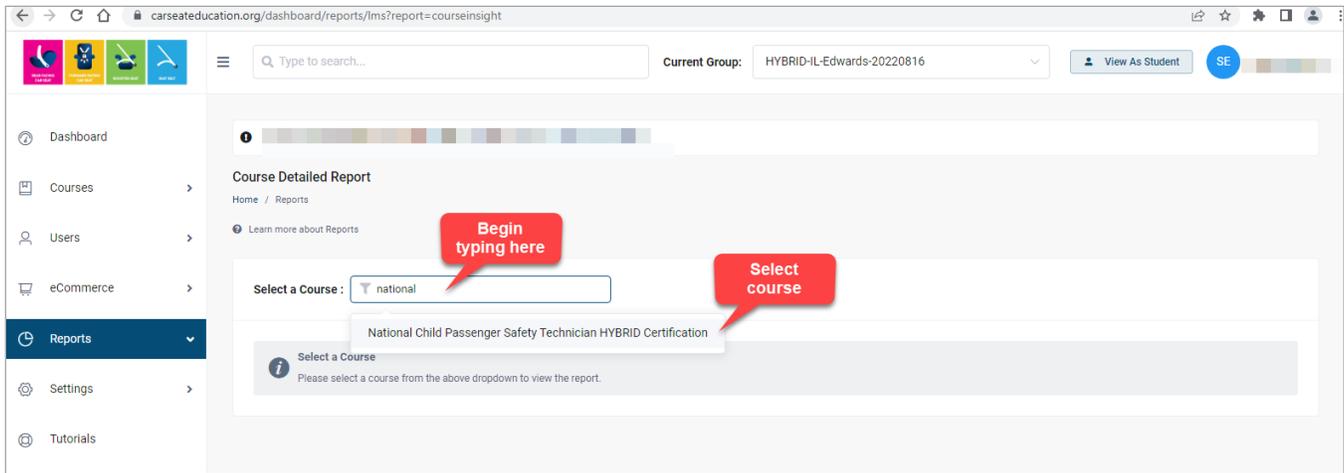
- For group admins with multiple groups in the Car Seat Education LMS, use the **Current Group** drop-down list to select a group.
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- Choose **Reports** from the left menu pane.



3. Choose **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.

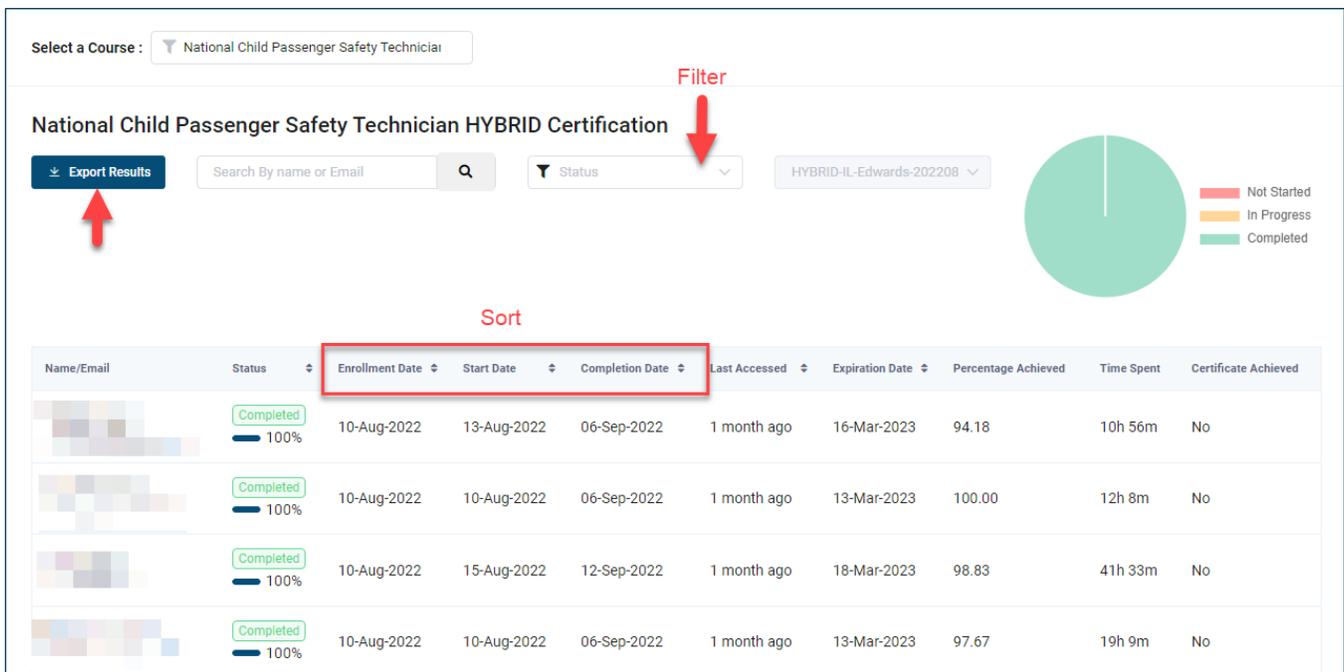


5. Use the **Status** drop-down list to filter the student status by **Started**, **In Progress**, or **Complete**.

- 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.



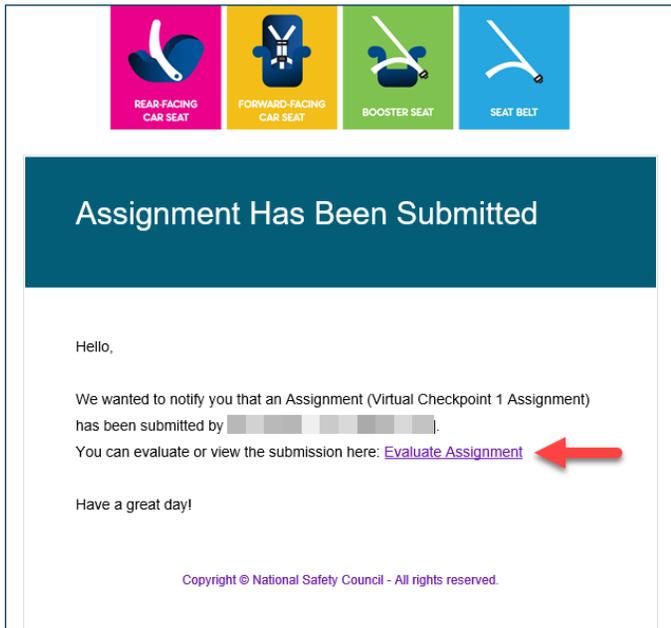
## Approve Student Assignments

Instructors can review and approve student assignments as follows:

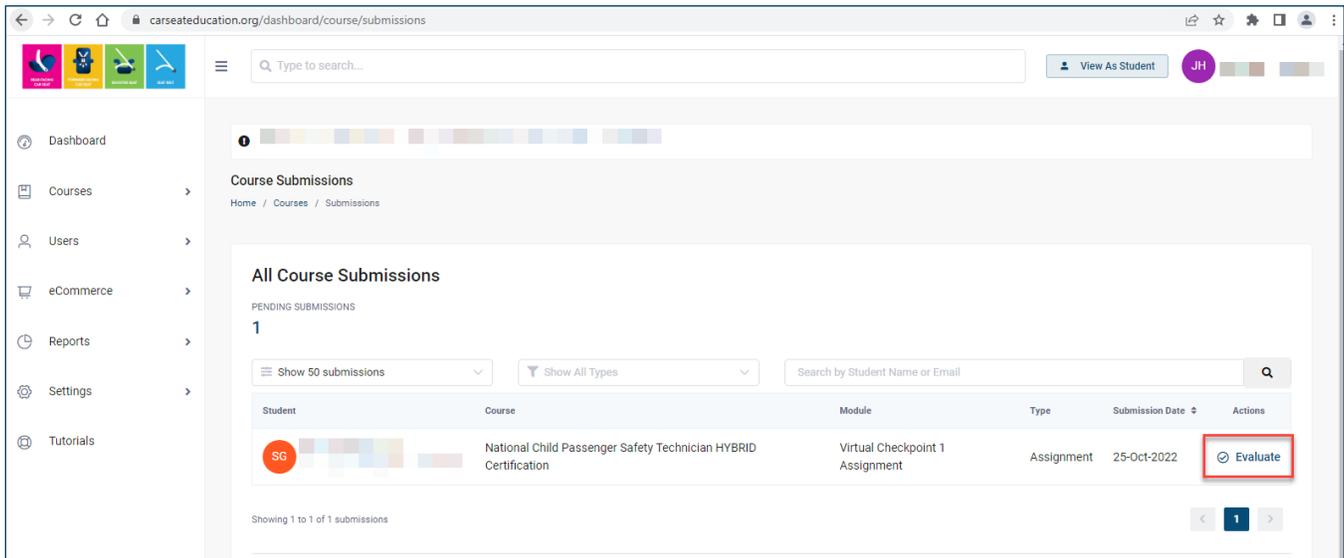
1. By clicking a direct link to the assignment from a notification email.
2. By logging into Car Seat Education and viewing pending assignments on the dashboard.

## Using a Notification Link

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

• Please provide two takeaways from the Virtual Checkpoint 1.

• Use the Text Box provided to type and submit your response.

• Once your response has been accepted by your instructor, you can move on to the first e-learning segment.

**Latest Submission**  
Mar 26, 2022

Student takeaways are shown here... **Read student submission**

**Past Submission**

**Your Response**

Type a comment here... **Type response to student**

**Accept / Reject?**

**Accept** **Reject**

If rejected, students will have to submit the assignment again in order to get it evaluated.

**Points**

0 Out of 0

**Accept**

## Using the Instructor Dashboard

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2. Click **View All Submissions**.

Current Group: HYBRID-IL-Edwards-20220816

HYBRID-IL-Edwards-20220816

HYBRID-IL-Edwards-20221101

**View All Submissions** **Assign Students** or go to Bulk Enroll

Days left to group expiration: 142

ID	Name	Seats	Student Progress	Active in Last 24h	Actions
5	National Child Passenger Safety Technician HYBRID Certification	10/∞ spots	15 / 15 completed	0 students	...

Showing 1 to 1 of 1 courses

- Proceed to **Step 2** of the **Approve Student Assignments: Using a Notification Link** section to review and approve the submission.

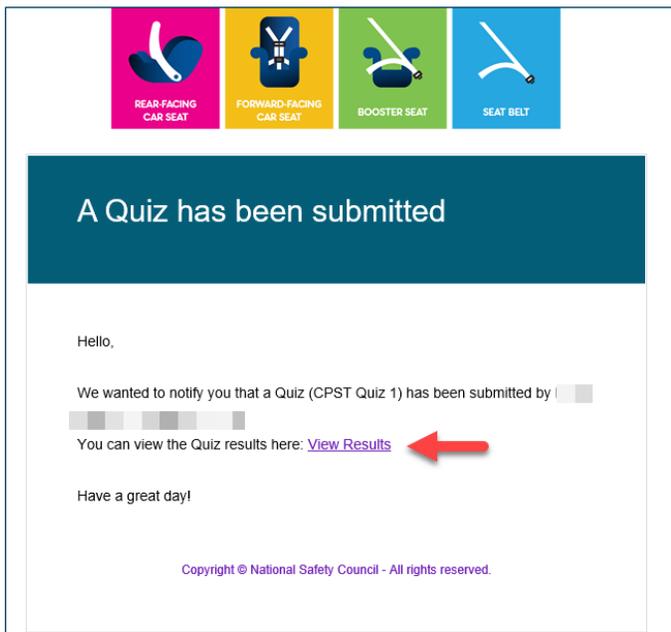
## View Student Quiz Results

Instructors can review quiz results as follows:

- By clicking a direct link to the quiz from a notification email.
- By logging into Car Seat Education and viewing the student's progress.

### Using a Notification Link

- 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 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 100%	0 h 2 m 42 s	1 day ago	21/23  

3. 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.*



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

**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.

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**

Incorrect


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



**The most common type of crash is:**

**Your Answer**

D. None of the above

**Correct Answer**

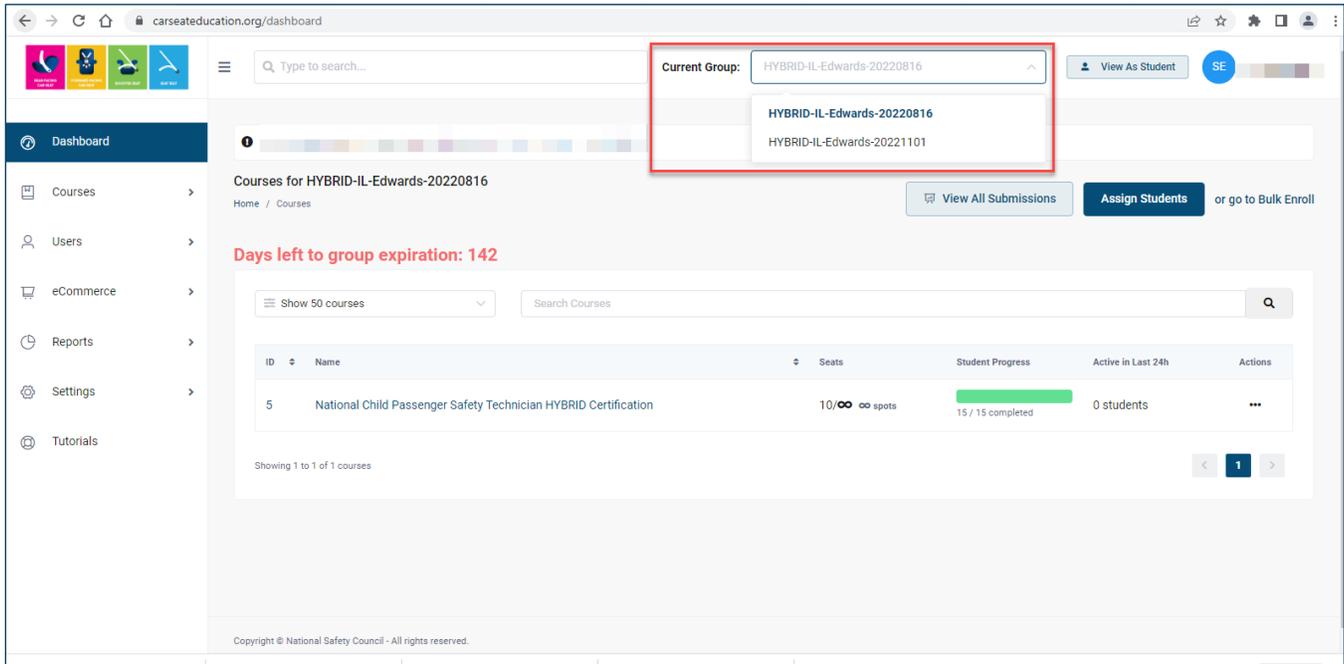
C. Frontal

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2. Proceed to **Step 2** of the **Monitor Student Progress** section to review the quiz results.