

Child Passenger Safety Learning Portal

How-To Guide: Group Delivery of Courses and the Group Admin Role



Group Delivery of Courses

Group delivery of courses is available on the Child Passenger Safety Learning Portal at carseateducation.org.

Designated group administrators are assigned the role of **group admin** in the Learning Portal 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

Requests for group creation in the Learning Portal should be completed through the [Group Delivery of CPS Courses on Child Passenger Safety Learning Portal Request Form](#). Once your request is received, please allow 3 business days for group set-up.

When completing the request form, keep the following in mind:

Group name should be recognizable for anyone taking the course, e.g. **Acme FD CPS**

- ✓ **Group referral code** will be a code given to those who will register for the group course, e.g. **AFD** ✓
Course(s): Currently available courses are found at carseateducation.org/course-catalog.
- ✓ One **Group Admin** is required, but you are allowed as many as needed for your course.
- ✓ Enter **First name, last name** and **email** for group admin(s) ✓ Allow 3 business days for group set-up.

Group Admin: Enrolling Students

You will be notified that your group course has been set up. Once this occurs you can begin to enroll students.

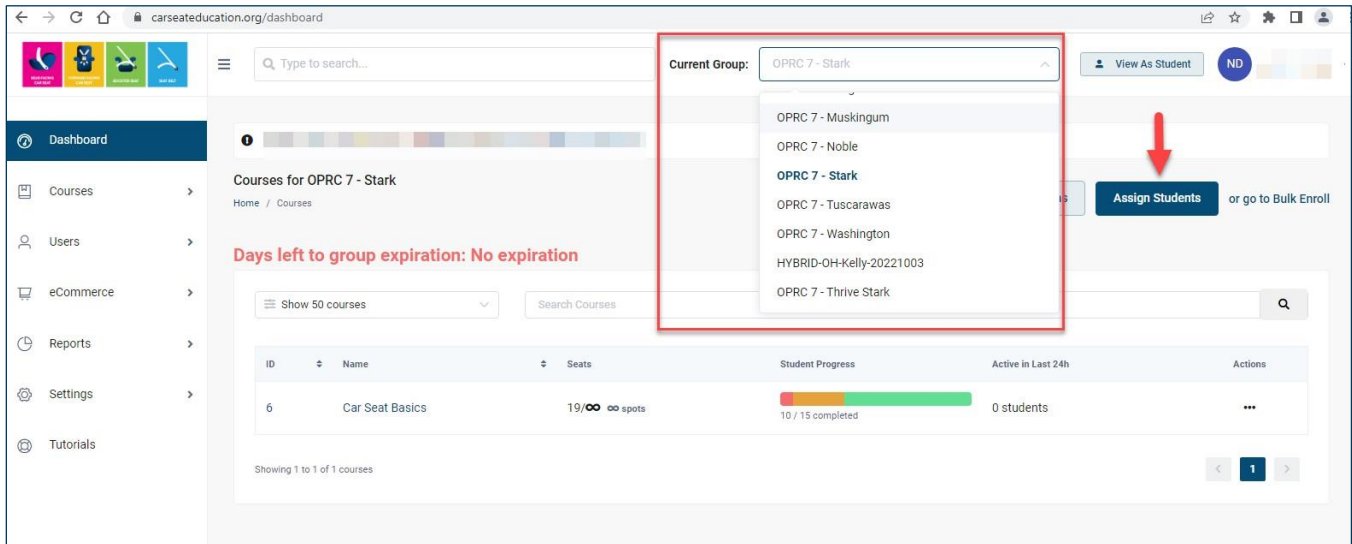
- ✓ Login to your carseateducation.org account.

Enrolling a Single User

1. For group admins with multiple groups in the Learning Portal, use the **Current Group** drop-down list to select a group.

- For group admins with one group in the Learning Portal, 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.

- Please check student email when on this step. The system defaults to the group administrator's email address. You may need to change the email to the student's 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:

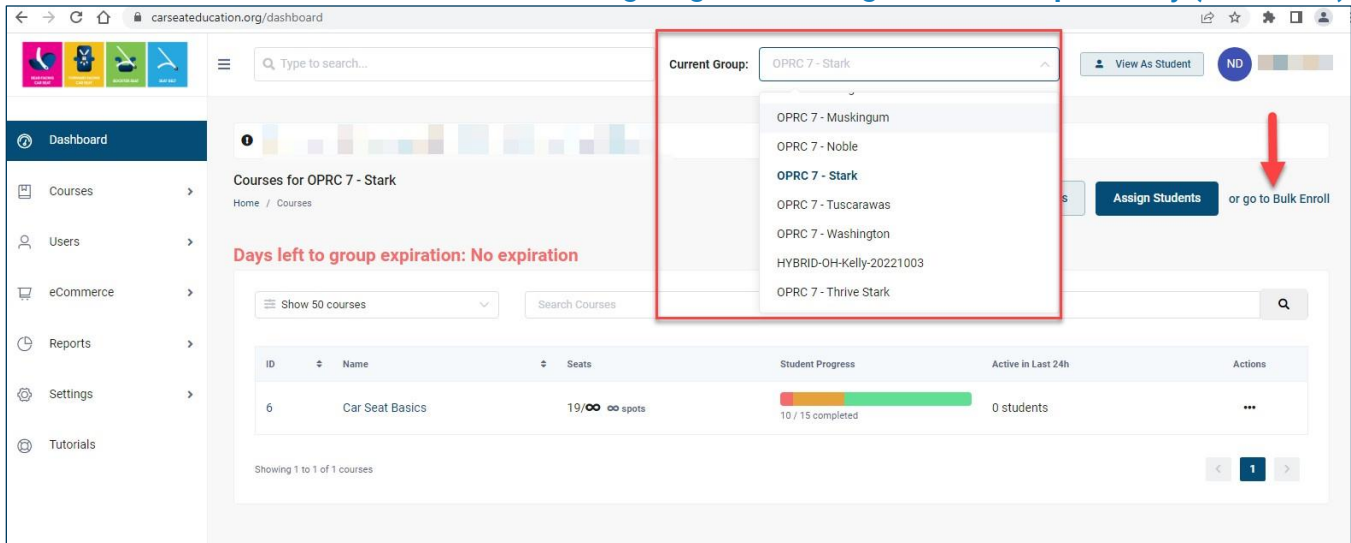
Email	First_Name	Last_Name	Password
george@bedfordfalls.gov	George	Bailey	Z\$koLk132-l5

2. For group admins with multiple groups in the Car Seat Education LMS, use the **Current Group** dropdown list to select a group.

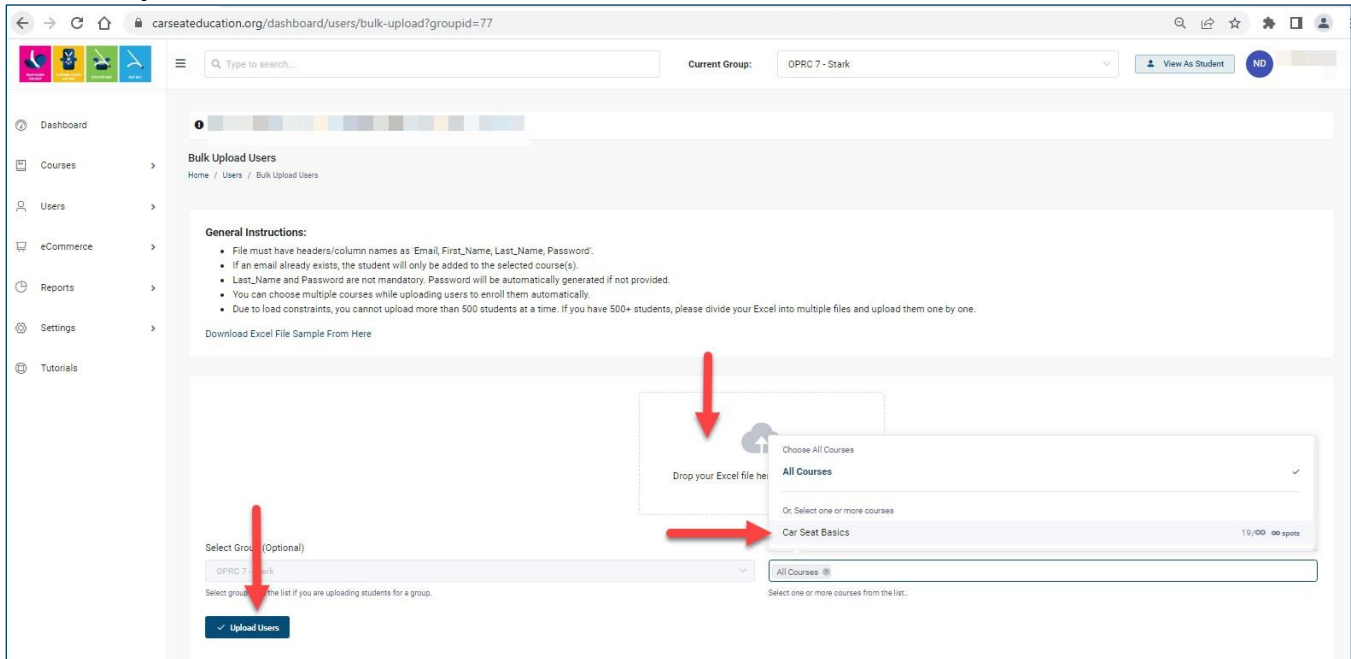
- For group admins with one group in the Car Seat Education LMS, the view will default to your group. The **Current Group** drop-down list is not available.

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

Navigating the Learning Portal • Group Delivery (20230109)



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 Learning Portal, use the **Current Group** drop-down list to select a group.
 - For group admins with one group in the Learning Portal, the view will default to your group. The **Current Group** drop-down list is not available.
2. Select **Users** in the left menu pane.

The screenshot shows the Learning Portal dashboard for the group 'OPRC 7 - Stark'. The 'Current Group' dropdown menu is open, displaying a list of groups including 'OPRC 7 - Stark'. A red arrow points to the 'Users' link in the left sidebar.

3. Select **All Users** in the drop-down list.

The screenshot shows the Learning Portal dashboard with the 'Users' dropdown menu open. The 'All Users' option is selected, indicated by a red arrow. The dashboard displays a table of courses for the 'OPRC 7 - Stark' group.

ID	Name	Seats	Student Progress	Active in Last 24h	Actions
6	Car Seat Basics	20/∞ ∞ spots	10 / 16 completed	0 students	...

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.

Manage Students for OPRC 7 - Stark

Days left to group expiration: No expiration

ID	First Name	Last Name	Email	Role	Completion	Last Login
3411				Student	1/1 completed	1 day ago
3369				Student	0/1 completed	Never
3229				Student	1/1 completed	1 week ago
3210				Student	0/1 completed	4 days ago
3195				Student	1/1 completed	2 weeks ago
3144				Student	1/1 completed	2 weeks ago

7. Click the ellipses next to the course.

8. Choose **View Progress** from the pop-up menu.

Courses

Student: [Name]

ID	Course	Status	Enrollment Date	Last Accessed	Expiry Date	Actions
6236	Car Seat Basics	Completed	Oct 11, 2022	2 weeks ago	Never	...

9. View the student's progress.

10. Quizzes have small icons to view the student's responses. Click the icon to view.

View Progress

Home / Courses / Car Seat Basics / View Progress

Car Seat Basics

Completed 100%

Download Certificate

Name	Status	Time Spent	Last Accessed	Details
Car Seat Basics Score	Completed	1 h 13 m 22 s	2 weeks ago	/
Car Seat Basics QUIZ	Completed	0 h 2 m 23 s	2 weeks ago	8/10 [View Progress Icon]

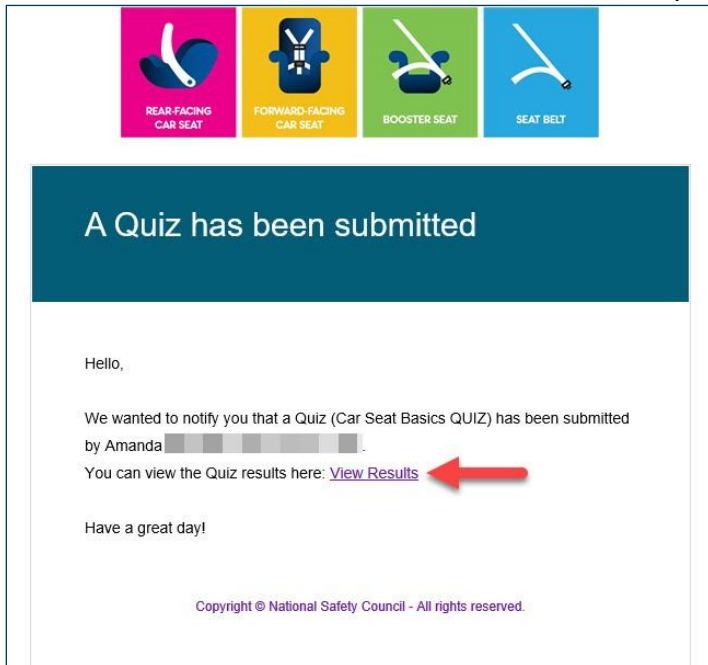
Group Admin: Reviewing Student Quiz Results

Viewing in Student's Progress

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

Using a Notification Link

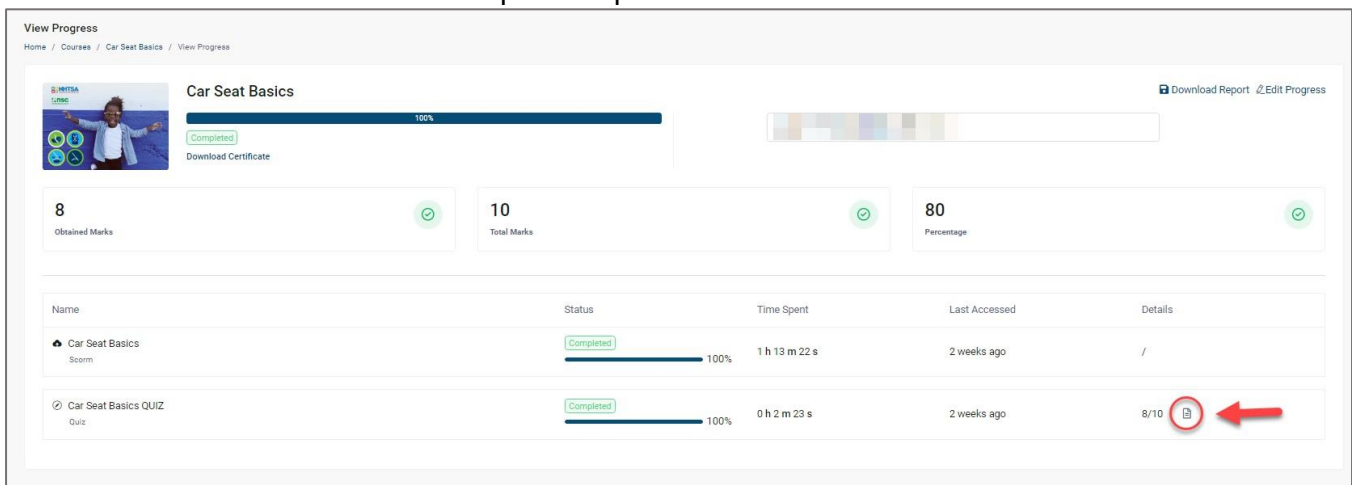
1. From the notification email, click the link to the quiz results.



❑ If you are not currently logged in to Learning Portal, 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.

Car Seat Basics QUIZ

Total Score
9 / 10

9/10
 Correct Answers

1/10
 Incorrect Answers

1/3
 Attempts

0 h 2 m
 Time spent

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.

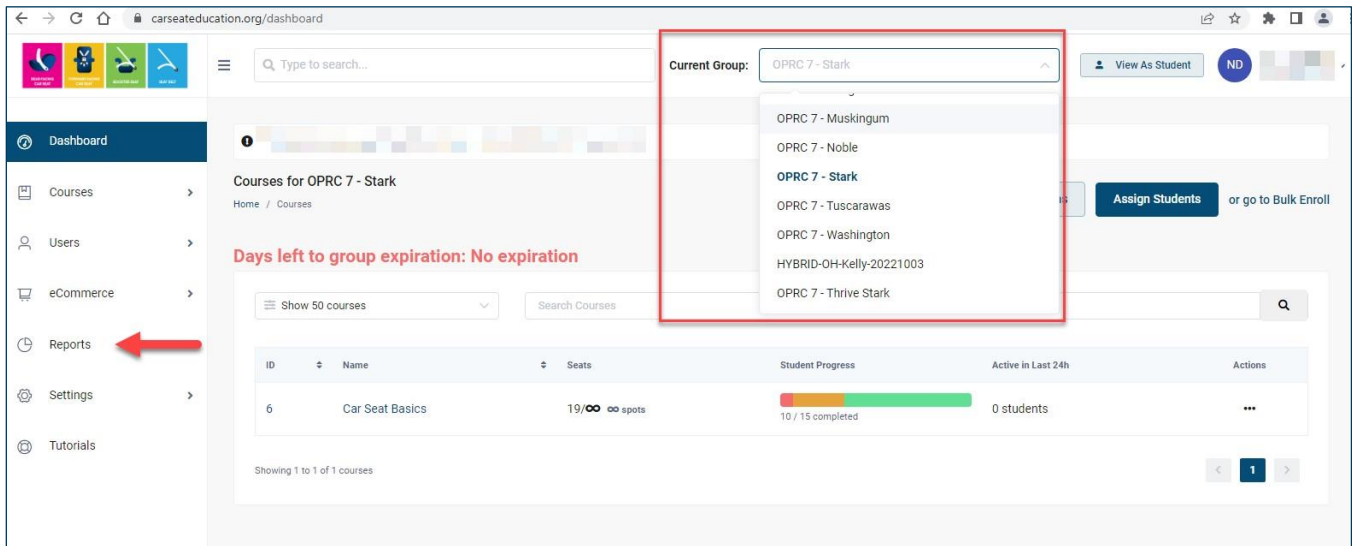
Group Admin: Viewing Course Insight Report

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 Learning Portal, use the **Current Group** drop-down list to select a group.
 - For group admins with one group in the Learning Portal, the view will default to your group. The **Current Group** drop-down list is not available.

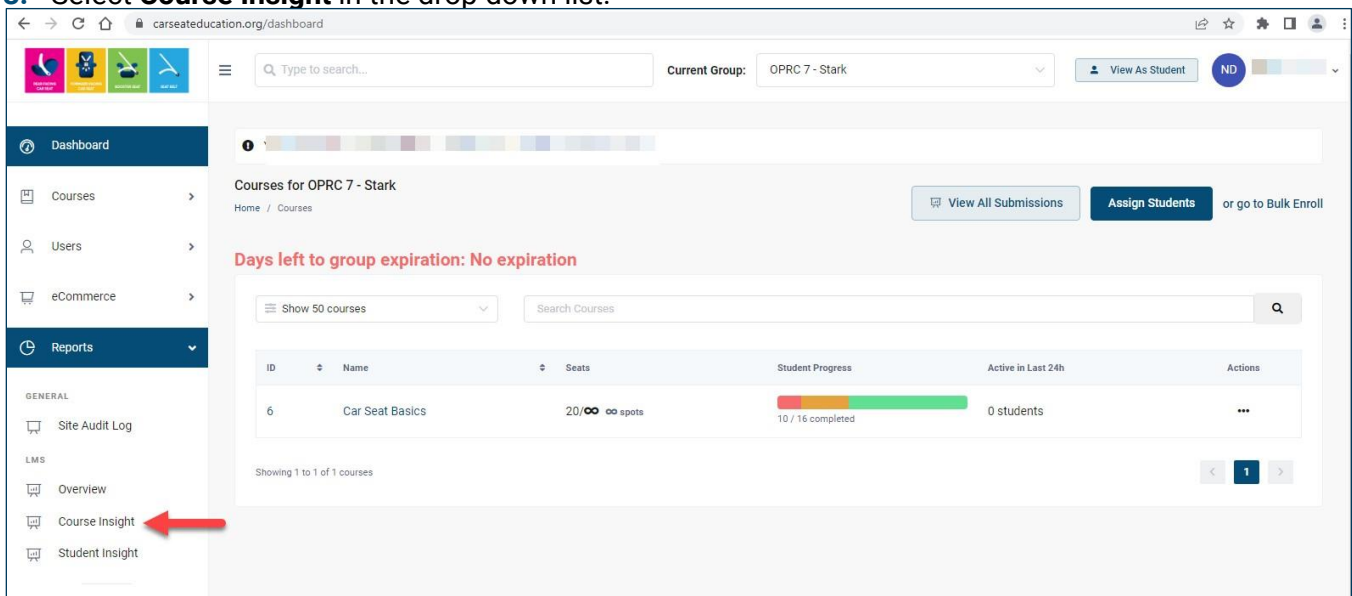
2. Select **Reports** in the left menu pane.



The screenshot shows the Learning Portal dashboard at carseateducation.org/dashboard. The left sidebar contains a menu with items: Dashboard, Courses, Users, eCommerce, Reports, Settings, and Tutorials. The 'Reports' item is highlighted with a red arrow. The main content area displays 'Courses for OPRC 7 - Stark' with a search bar and a table of courses. A dropdown menu for 'Current Group' is open, showing a list of groups including 'OPRC 7 - Stark'.

ID	Name	Seats	Student Progress	Active in Last 24h	Actions
6	Car Seat Basics	19/∞ ∞ spots	10 / 15 completed	0 students	...

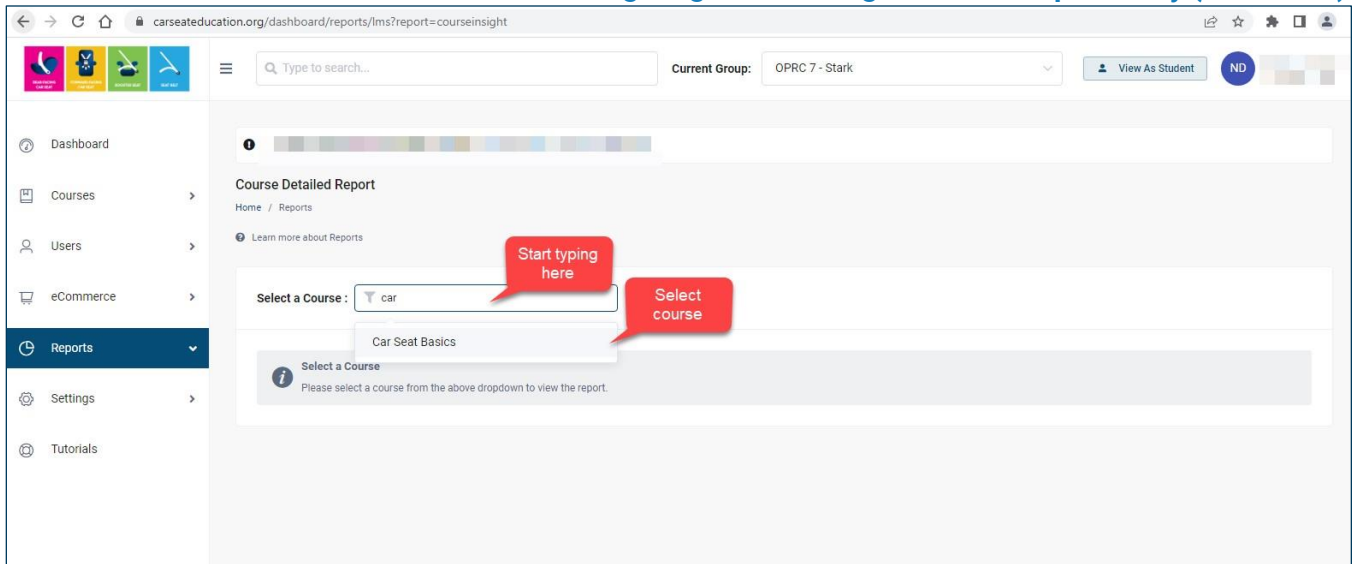
3. Select **Course Insight** in the drop-down list.



The screenshot shows the Learning Portal dashboard at carseateducation.org/dashboard. The left sidebar contains a menu with items: Dashboard, Courses, Users, eCommerce, Reports, Settings, and Tutorials. The 'Reports' item is expanded, showing a sub-menu with items: GENERAL, Site Audit Log, LMS, Overview, Course Insight, and Student Insight. The 'Course Insight' item is highlighted with a red arrow. The main content area displays 'Courses for OPRC 7 - Stark' with a search bar and a table of courses. A dropdown menu for 'Current Group' is open, showing a list of groups including 'OPRC 7 - Stark'.

ID	Name	Seats	Student Progress	Active in Last 24h	Actions
6	Car Seat Basics	20/∞ ∞ spots	10 / 16 completed	0 students	...

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.

