

Navigating the Child Passenger Safety Learning Portal Students

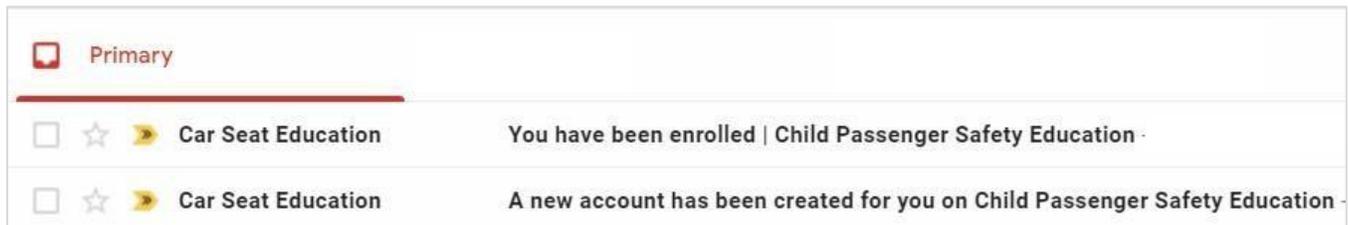


Course Registration and Learning Portal Access

You will be registered for the Hybrid course by an Administrator.

1. Once you are registered for the National Child Passenger Safety Technician Hybrid Certification course, you will receive two emails from training@cpsboard.org concerning the **Child Passenger Safety Learning Portal**

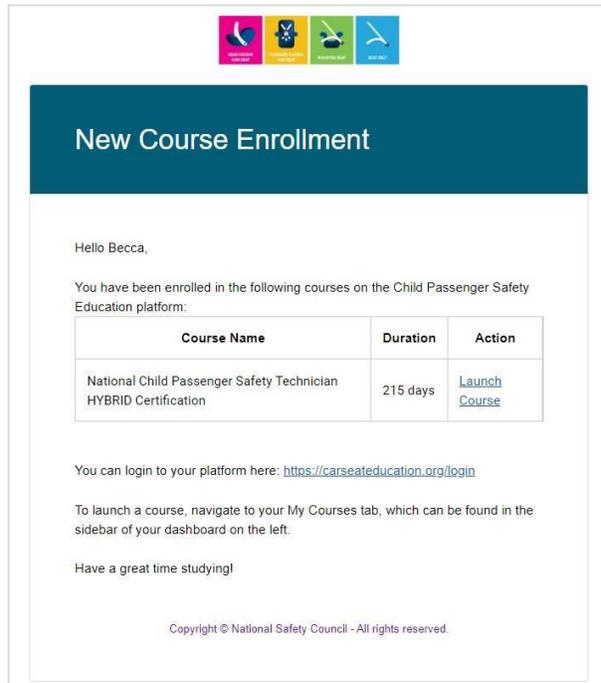
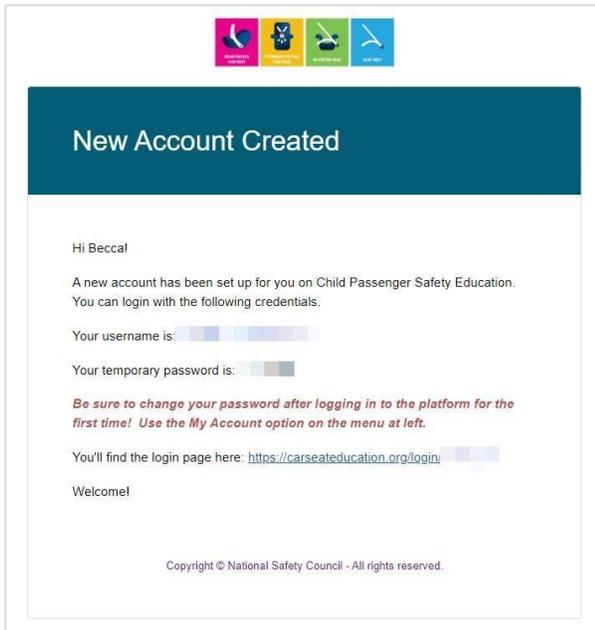
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The first email confirms creation of your account on the Learning Portal. The second email confirms your enrollment in the course.

2. Open either the **New Account Created** email or the **New Course Enrollment** email.

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Both have links to login to the Learning Portal. Click the login page link.

3. Login using the **username** (your email address) and the **temporary password** provided in the **New Account Email**.

REAR-FACING CAR SEAT FORWARD-FACING CAR SEAT BOOSTER SEAT SEAT BELT

Login with your registered email address and password

Your email

@gmail.com

Password

.....

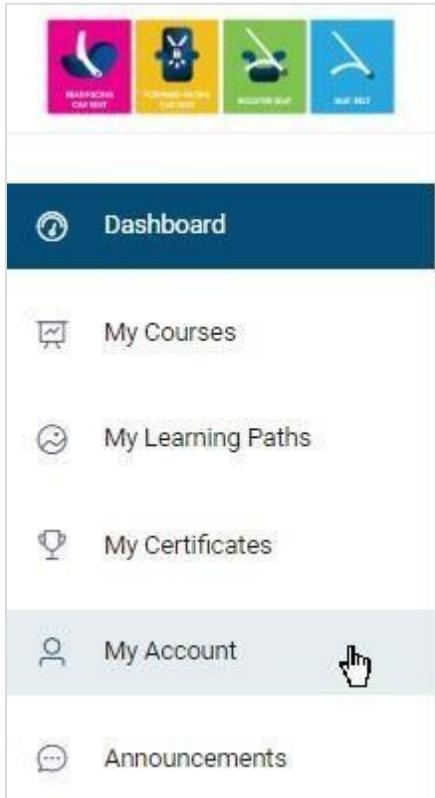
Remember me [Forgot your password?](#)

Login

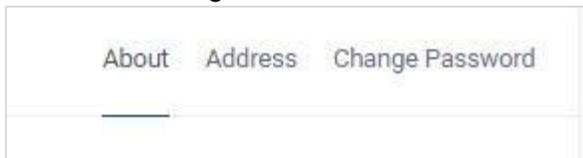
OR

+ Create an account

4. When the Learning Portal system opens, change your password.
 - a. Choose **My Account** from the Menu at screen left.



b. Choose **Change Password** from the menu at screen right.



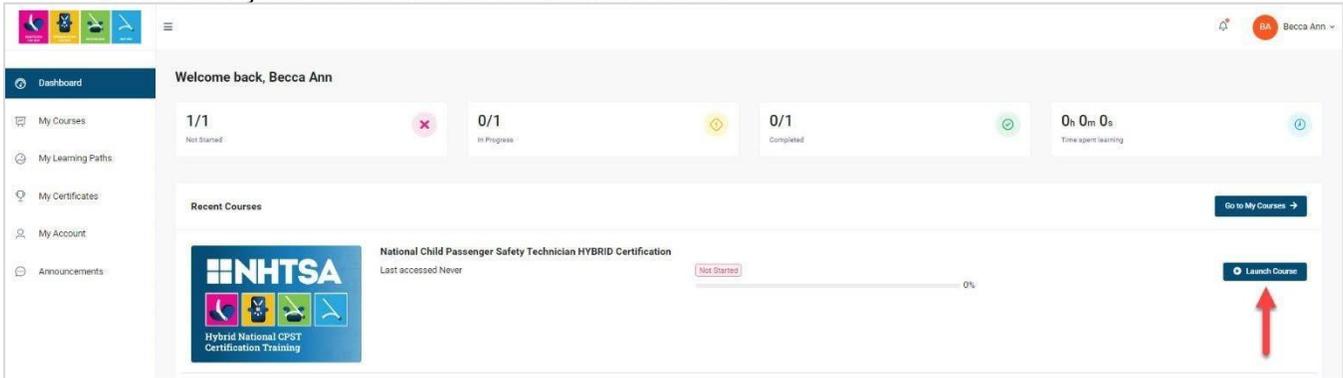
c. Type your new password into the **Password** and **Confirm Password** boxes, then click the **Update Password** button.

A screenshot of a password change form. It contains two text input fields. The first is labeled "Password" and contains a series of dots. The second is labeled "Confirm Password" and also contains a series of dots. Below the input fields is a dark blue button with a white checkmark icon and the text "Update Password".

Begin the Course

5. Choose **Dashboard** from the Menu at screen left.

- Courses you are registered for display.
- Locate the Hybrid course and choose **Launch Course**.



6. The list of course modules displays.

- Modules must be completed in order.
- The **Launch Module** button becomes available for each new module as you progress through the course.



NOTE: Module is a term used by the Learning Portal to identify individual course segments. This term is hard-coded into the system and cannot be modified. The Hybrid course uses the term **segments** for the individual segments of the course, and the term **module** for the 13 main topic areas in the course. Within each of the 13 **modules** there are multiple **segments**.

All Modules			
STUDENT ORIENTATION MATERIALS			
Required Resource: CPS Technician Guide Last accessed Never	Not Started 0%	Text/HTML	Launch Module
Course Completion Requirements Last accessed Never	Not Started 0%	Text/HTML	Module Locked
Student Checklists Last accessed Never	Not Started 0%	PDF	Module Locked
VIRTUAL KICK-OFF SESSION			
Virtual Kick-off Information Last accessed Never	Not Started 0%	Text/HTML	Module Locked
Virtual Kick-off Assignment Last accessed Never	Not Started 0%	Assignment	Module Locked
MODULE 1—INTRODUCTION			
1-1. Introduction Last accessed Never	Not Started 0%	Scorm	Module Locked
1-2. Welcome Video Last accessed Never	Not Started 0%	Video	Module Locked
1-3. Partnerships and Purpose Last accessed Never	Not Started 0%	Scorm	Module Locked
1-4. Resources for Statistics Last accessed Never	Not Started 0%	Scorm	Module Locked

Navigating through Segments

7. When you complete a course segment, you can progress to the next segment using the **Next Module** button in the top Navigation bar.

- If you want to return to the complete list of modules and segments, choose the **Back to All Modules** button.

- For course segments other than quizzes or the skills evaluation, you can **ignore** the **Total Time Spent** counter. There is no minimum or maximum time required in any segment other than quizzes.



Segment Types

TEXT SEGMENT

To complete a text segment, make sure you've read all the text and have scrolled to the bottom of the text if necessary. (Most text segments are very brief and don't require scrolling.)



Sample Text Segment

PDF SEGMENT

PDF segments allow you to read and download a PDF file. **You must scroll to the end of the PDF file for the segment to mark complete.**

National Child Passenger Safety Technician HYBRID Certification / Student Checklists

Jump to Module | Back to All Modules | Previous Module | Next Module

These optional checklists can help you quickly assess the work to be accomplished during the block. You can use it to track items as you complete them.

3 of 3 | 100%

Learning Block 3 Student Checklist

E-LEARNING

- Complete Modules 9–13 on the LMS.

MATERIALS AND PREPARATION

- Arrange access to as many forward-facing car seats (including convertible and combination) as possible with car seat instruction manuals OR access to the online car seat instruction manuals.
- Arrange access to as many booster seats (including convertible and combination used in the booster mode) as possible.

POST TO YOUR CLASS CHANNEL

- Does your state require seat belts on school buses?
- Respond to other students' posts. Compliment, encourage, and offer helpful suggestions.
- Review the video you recorded in Module 2, Segment 2 of this training, when you did your first car seat installation. Reflect on your progress, and what you've learned. Create a post in the Slack Workspace describing the advice you'd give to your "former self" who did the first installation in Learning Block 1. Answer the following questions in your post:
 - Now that you've learned and practiced the skills for proper car seat installation, what guidance would you give yourself, based on your video recording?
 - How do you rate your progress based on your video recording, and how you feel now?

LEARN • PRACTICE • EXPLAIN

- Complete the following **Learn • Practice • Explain** videos. Submit these to your instructor via direct message in the Slack workspace.
 - LPE: Motivate for Booster Seat Use (Module 10, Segment 5)
 - LPE: Motivate to Use Best Practices (Module 10, Segment 12)
- Practice and prepare to contribute to the **Learn • Practice • Explain** discussion during Checkpoint 3.
 - LPE: Harness Topics (Module 9, Segment 6)
 - LPE: Communication Skills (Harness) (Module 9, Segment 9)
 - LPE: Booster Seat Conversions (Module 10, Segment 7)
 - LPE: Social Media Scenarios (Module 12, Segment 7)

HANDS-ON PRACTICE

- Install a forward-facing car seat in a vehicle.
- Secure a booster seat in a vehicle.

QUIZ AND SKILLS EVALUATION

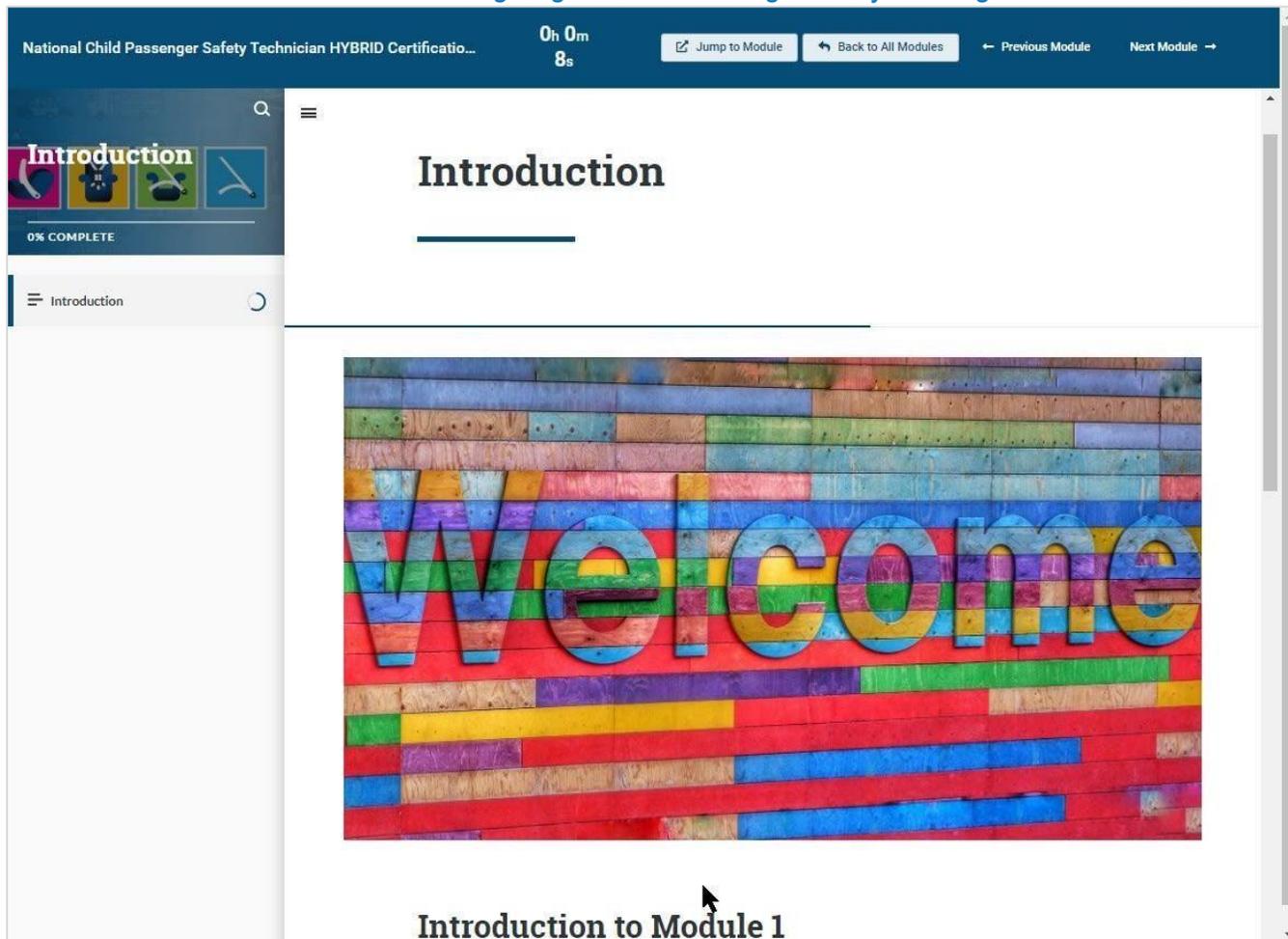
- Prepare for and take Quiz 3.
- Prepare for and complete the skills evaluation, which assesses your ability to identify car seat installation errors in photos.

NATIONAL CPST CERTIFICATION TRAINING STUDENT CHECKLIST • PAGE 3 OF 3

Sample PDF Segment

SCROLLING INTERACTIVE SEGMENT

Scrolling interactive segments feature content that you scroll through vertically. You must reach the last block in the segment for the segment to mark **complete**.



Sample Scrolling Segment

END of Module 1, Segment 1

Sample End of Segment Block

SLIDE-BASED INTERACTIVE SEGMENT

Slide-based segments look like presentation slides but have interactive components. You can view a list of all screens in the segment using the small hamburger-style menu control at screen left. You must reach the final slide in the segment for the segment to mark **complete**.

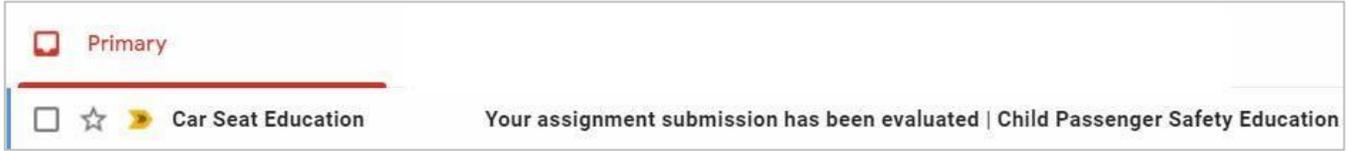
The screenshot shows the NHTSA learning portal interface. At the top, there is a navigation bar with the text 'National Child Passenger Safety Technician HYBRID Certification / 1-3. Partnerships and Purpose' and a timer '0h 0m 9s'. Below the navigation bar is a menu on the left with a search icon and a list of items under 'Partnerships and Purpose'. The main content area features a video player with a blue background and white text that reads 'MODULE 1 • Introduction SEGMENT 3 Partnerships and Purpose'. Below the text are four icons representing different car seat types: Rear-Facing Car Seat, Forward-Facing Car Seat, Booster Seat, and Seat Belt. A green 'START' button is positioned to the right of the icons. The NHTSA logo is at the bottom of the video player. A red arrow points to the 'Partnerships and Purpose' link in the menu.

ASSIGNMENT SEGMENT

Assignment segments must be completed by the student and approved by an Instructor before the next segment will be unlocked for the student. To complete an assignment, type your response in the **Your Submission** box and choose the **Submit Assignment** button. You'll receive an email notification when the assignment has been approved.

The screenshot shows the 'Virtual Kick-off Assignment' page. The top navigation bar includes the text 'National Child Passenger Safety Technician HYBRID Certification / Virtual Kick-off Assi...' and navigation buttons for 'Jump to Module', 'Back to All Modules', 'Previous Module', and 'Next Module'. Below the navigation bar, the page title is 'Virtual Kick-off Assignment' and the 'TOTAL TIME SPENT' is '0h 0m 31s'. A yellow 'In Progress' badge is visible. The main content area features a blue banner with a paper airplane icon and the word 'Takeaways' in large yellow and blue letters. Below the banner are three bullet points: 'Please provide two takeaways from the Virtual Kick-Off session.', 'Use the Text Box provided to type and submit your response.', and 'Once your response has been accepted by your instructor, you can move on to the first e-learning segment.' Below the instructions is a 'Your Submission' section with a text box containing the placeholder 'Type your answer here' and a blue 'Submit Assignment' button.

Sample Assignment Segment



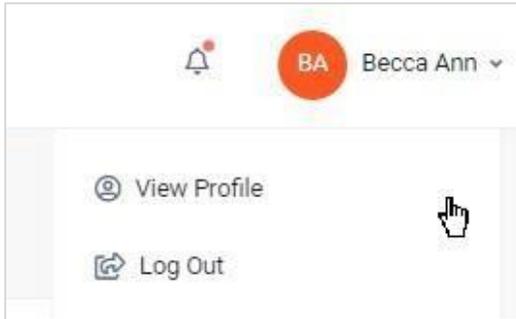
Sample Assignment Approval Email Notification

QUIZ SEGMENT

Quiz segments and the skills evaluation are the only timed segments. The quiz's introductory text will tell you how much time you have to complete the quiz. You can go back and review or change any previous questions before you submit your quiz.

Log Out

To log out, select your name at top screen right, and choose **Log Out**.



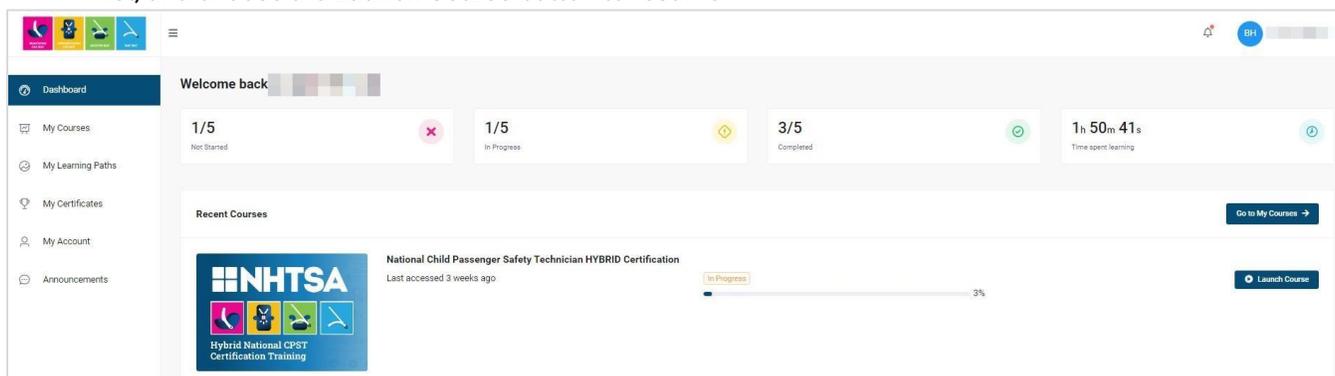
Returning to the LMS

When returning to the Learning Portal to continue work in the Hybrid course, use carseateducation.org.

1. Login using your **username** (your email address) and **password**.

2. Your in-progress course displays on your **Dashboard**.

- Choose the **Launch Course** button to resume.
- If the course does not display, choose the **Go to My Courses** button, locate your in-progress course in the list, and choose the **Launch Course** button to resume.



Devices

- ✓ The Hybrid Curriculum is playable on mobile devices.
- ✓ If playing the Hybrid Curriculum on a **convertible device**—a laptop PC with a tablet mode—use the mouse to navigate the e-learning screens.
 - Convertible devices operate using desktop operating systems, not mobile operating systems. These operating systems do not support the full range of touchscreen gestures.
 - Only mobile operating systems have the circuitry to allow all touchscreen gestures such as pinching, swiping, etc.

- ✓ While most segments are easy to complete via a mobile device, it is not recommended to complete more complex segments via a small mobile phone screen.
 - Tablet devices will work well, but mobile phone screens may be too small to see some of the images, which are critical to student success.
 - The course is highly dependent on detailed photographs and pages from car seat instruction manuals or vehicle owner’s manuals. Therefore, for the best learning experience, take the course on a tablet, laptop, or desktop PC.

Supported Browsers

The Learning Portal supports the following desktop and mobile browsers.

DESKTOP BROWSERS

Browser	Supported	Version	Operating System
Microsoft Edge	YES	Latest version	Windows/Mac OS
Google Chrome	YES	Latest version	Windows/Mac OS
Mozilla Firefox	YES	Latest version	Windows/Mac OS
Apple Safari*	YES	Latest version	Mac OS
Browser	Supported	Version	Operating System
Opera	NO		
Internet Explorer	NO		

MOBILE BROWSERS

Browser	Supported	Version	Operating System
Google Chrome for Android	YES	Latest version	Android
Apple Safari*	YES	Latest version	iOS

* **IMPORTANT.** Safari’s default settings prevent media from playing automatically. You will need to change this setting to allow media to autoplay. For more information: <https://browserhow.com/how-to-allow-or-blockautoplay-sound-access-in-safari-mac/>



Old browsers such as Internet Explorer will NOT work. Since alternate browsers are free to download and use, it is highly recommended that you use a modern browser to avoid headaches.

BROWSER VERSION

- ✓ To check that you have the latest version of your browser, visit: <https://www.whatismybrowser.com/>