

Navigating the Child Passenger Safety Learning Portal Instructors



Instructor Learning Portal Tasks

Instructors use the Child Passenger Safety Learning Portal 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 Learning Portal, use the **Current Group** dropdown 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.

The screenshot shows the dashboard for the group HYBRID-IL-Edwards-20220816. The 'Current Group' dropdown menu is open, showing three options: HYBRID-IL-Edwards-20220816 (selected), HYBRID-IL-Edwards-20220816, and HYBRID-IL-Edwards-20221101. Below the dropdown, the dashboard displays 'Courses for HYBRID-IL-Edwards-20220816' with a 'Days left to group expiration: 142' warning. A table lists the courses, with one course visible: 'National Child Passenger Safety Technician HYBRID Certification' with 10/∞ spots and 15/15 completed.

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	...

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

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

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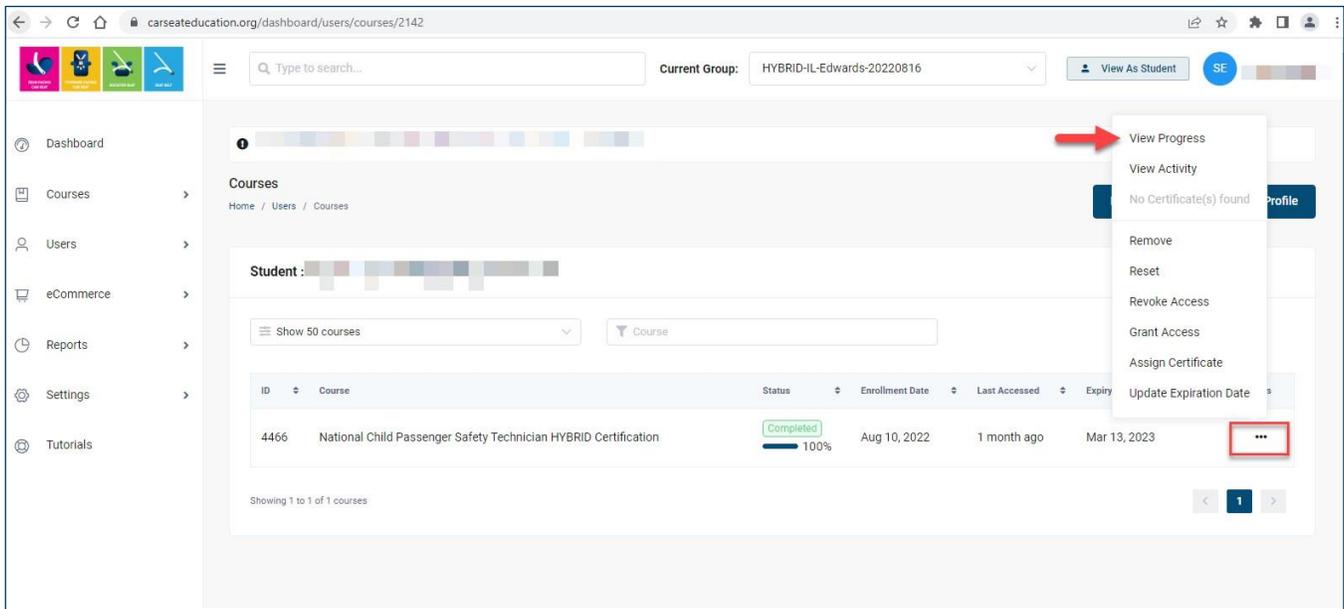
The screenshot shows the Learning Portal dashboard for the group 'HYBRID-IL-Edwards-20220816'. The left sidebar contains a navigation menu with 'Users' highlighted. A red arrow points to the 'All Users' option in the 'Users' dropdown. The main content area displays 'Courses for HYBRID-IL-Edwards-20220816' with a table of courses. The first course is 'National Child Passenger Safety Technician HYBRID Certification' with 10/∞ spots and 15/15 completed. A red arrow points to the 'All Users' option in the left sidebar.

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.

The screenshot shows the 'Manage Students for HYBRID-IL-Edwards-20220816' page. A table lists students with columns for ID, First Name, Last Name, Email, Role, Completion, and Last Login. A red arrow points to the 'Manage Courses' option in the dropdown menu that appears when the ellipses next to a student's name are clicked. The dropdown menu also includes options like 'Switch To', 'Go to Profile', 'Enroll in a Course', 'View Certificates', 'View Activity', and 'View Orders'.

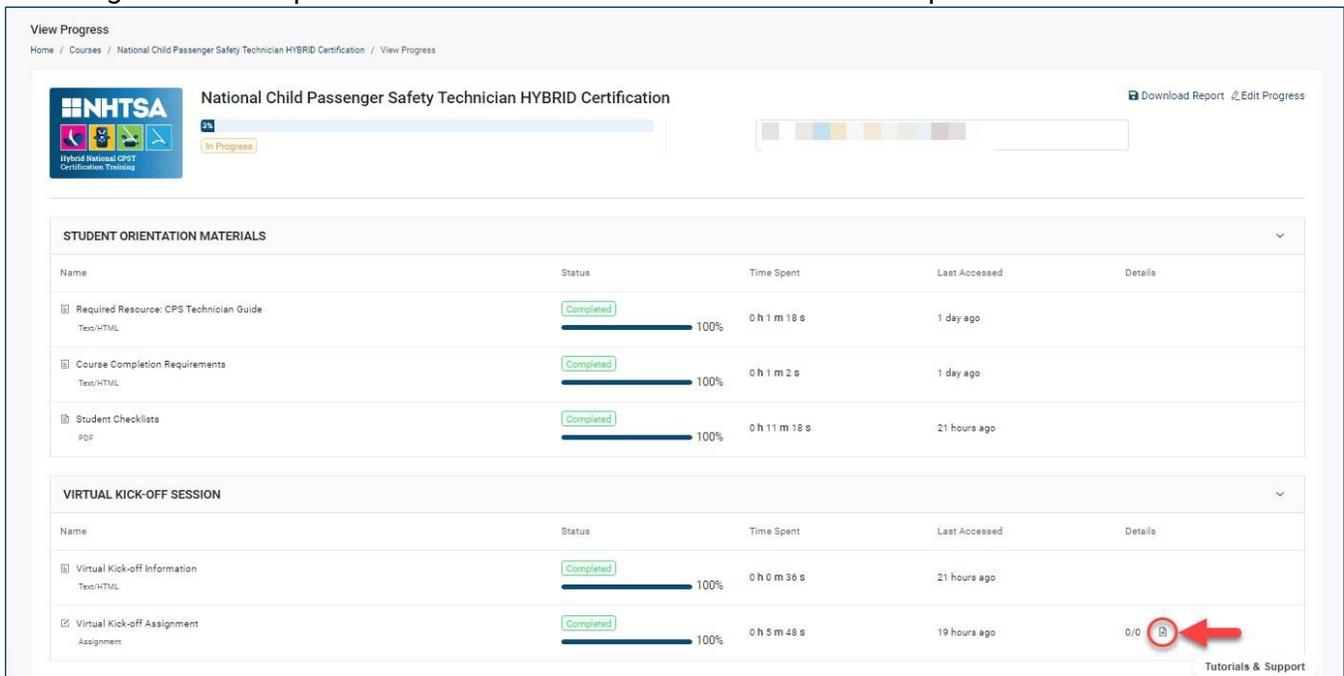
7. Click the ellipses next to the course.

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.

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- 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. Choose **Reports** from the left menu pane.

The screenshot shows the Learning Portal dashboard for the group HYBRID-IL-Edwards-20220816. The left-hand navigation menu is visible, with the 'Reports' item highlighted by a red arrow. The main content area displays 'Courses for HYBRID-IL-Edwards-20220816' and a table of courses. A red box highlights the 'Current Group' dropdown menu, which is currently set to 'HYBRID-IL-Edwards-20220816' and shows a list of available groups: 'HYBRID-IL-Edwards-20220816' and 'HYBRID-IL-Edwards-20221101'.

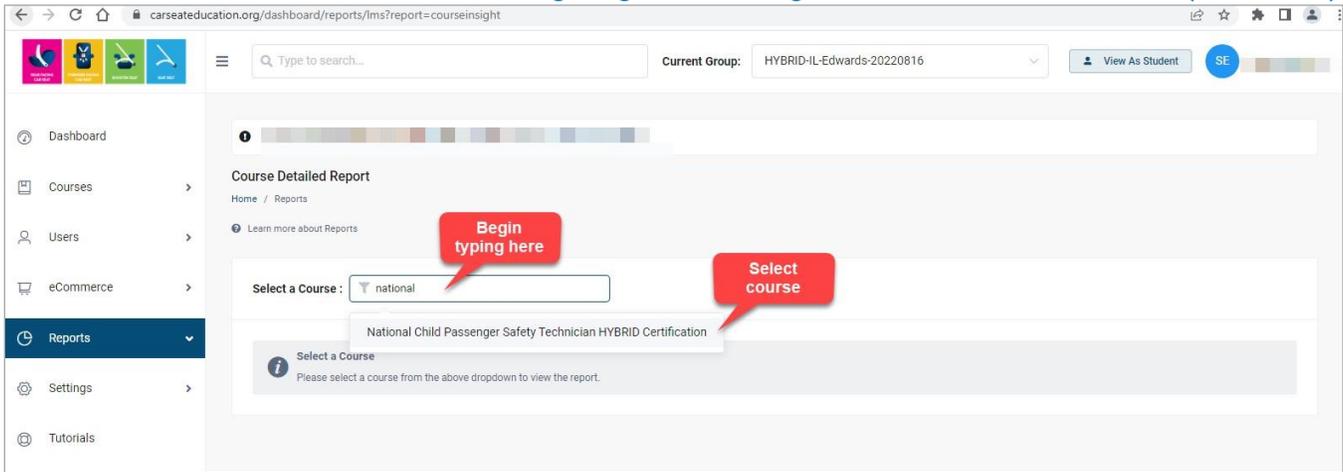
ID	Name	Seats	Student Progress	Active in Last 24h	Actions
5	National Child Passenger Safety Technician HYBRID Certification	10/∞ ∞ spots	15 / 15 completed	0 students	...

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

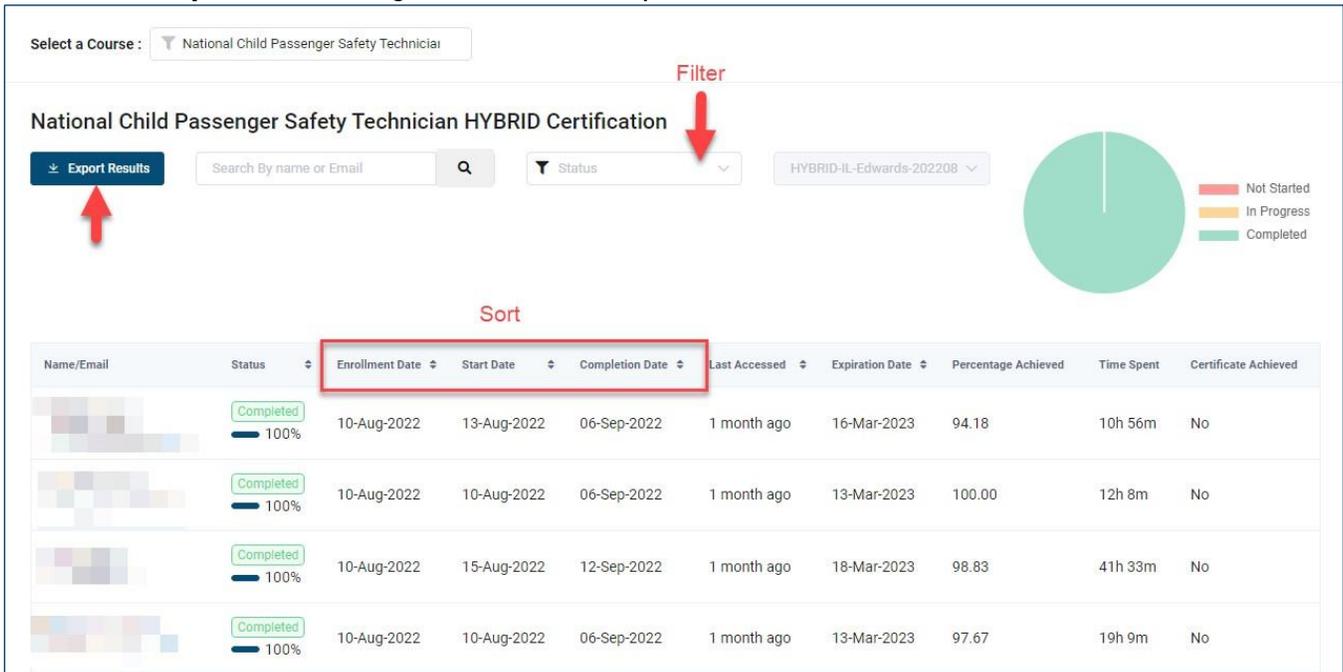
The screenshot shows the Learning Portal dashboard for the group HYBRID-IL-Edwards-20220816. The left-hand navigation menu is expanded, and the 'Course Insight' item is highlighted by a red arrow. The main content area displays 'Courses for HYBRID-IL-Edwards-20220816' and a table of courses. The 'Current Group' dropdown menu is still visible, showing the same list of available groups as in the previous screenshot.

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	...

- 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.



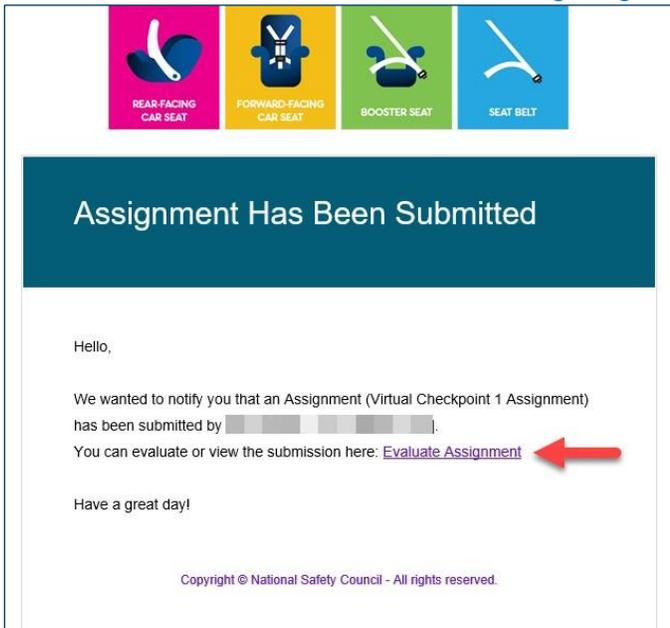
Approve Student Assignments

Instructors can review and approve student assignments as follows:

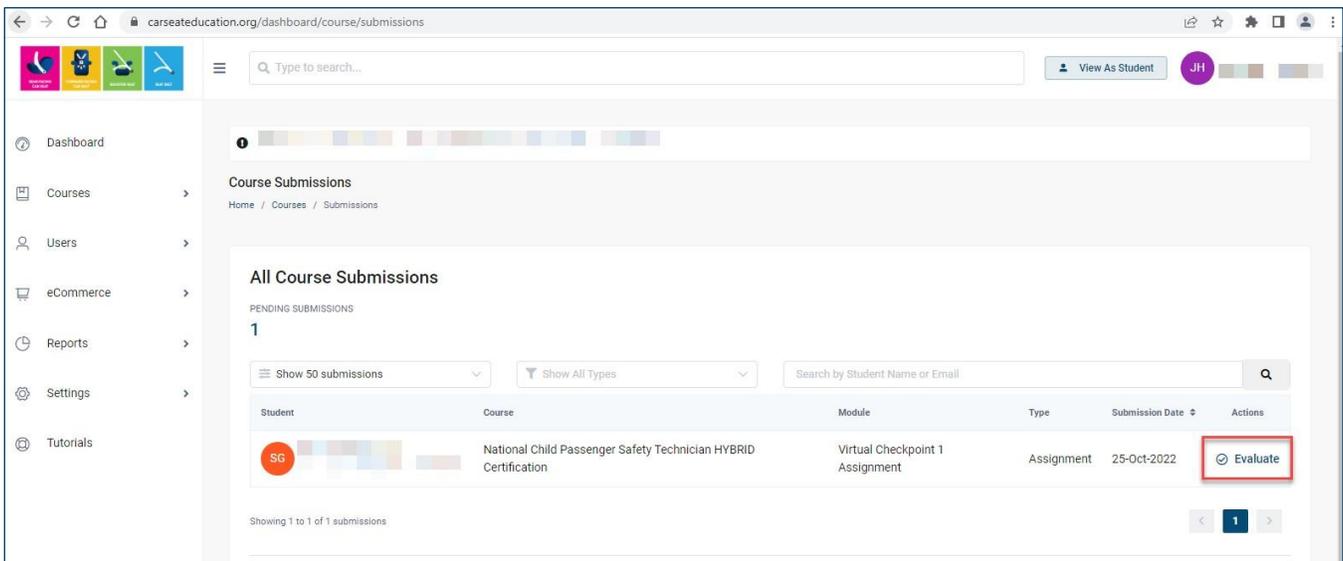
1. By clicking a direct link to the assignment from a notification email.
2. By logging into the Learning Portal and viewing pending assignments on the dashboard.

Using a Notification Link

1. From the notification email, click the link to the assignment.
 - If you are not currently logged into the Learning Portal, 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**.

Takeaways

- 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 / 0 Out of 0 **Accept**

Using the Instructor Dashboard

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2. Click **View All Submissions**.

carseateducation.org/dashboard

Current Group: HYBRID-IL-Edwards-20220816

View As Student SE

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

Days left to group expiration: 142

Show 50 courses Search Courses

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

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

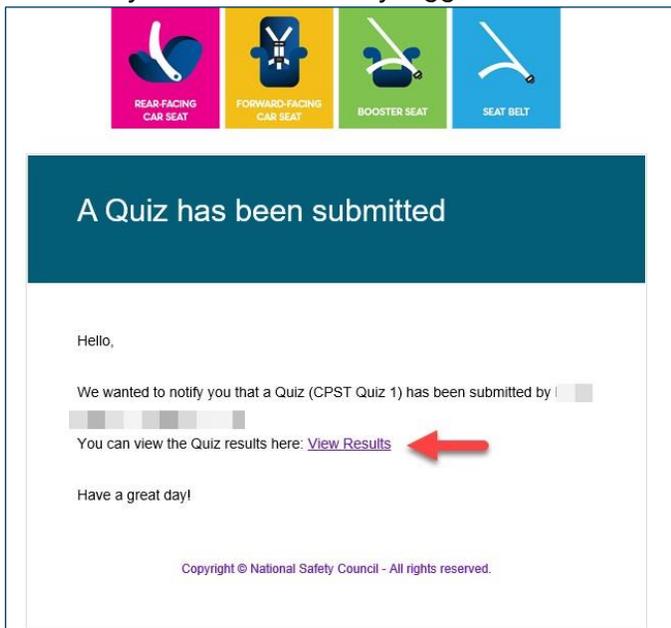
View Student Quiz Results

Instructors can review quiz results as follows:

- By clicking a direct link to the quiz from a notification email.
- By logging into the Learning Portal 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 into the Learning Portal, 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 

- 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.

 0:00 / 0:37

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.

 0:00 / 0:09

The most common type of crash is:

Your Answer

D. None of the above

Correct Answer

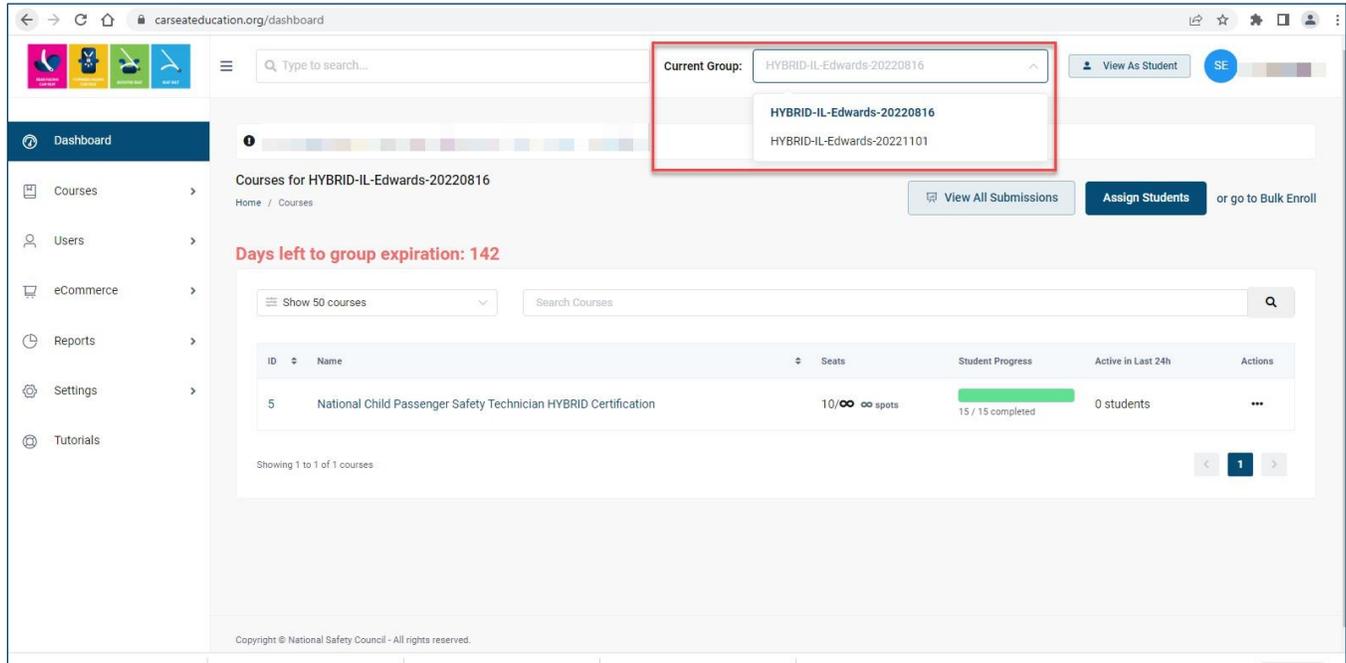
C. Frontal

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