Navigating the Child Passenger Safety Learning Portal

2024 Child Passenger Safety Technician Hybrid Certification Training

Group Admin (Instructor) CPS Learning Portal Tasks

1. Monitor student progress.
2. Approve student assignments.
3. View the Quiz Analysis Report for each written quiz.

Monitor Student Progress

1. Log into the Child Passenger Safety Learning Portal.
2. Select the group you want to view.
   - For group admins with only one group in the CPS Learning Portal, the view will default to your group.
   - For group admins with multiple groups in the CPS Learning Portal, use the **Current Group** drop-down list to select a group. The most recent course will be at the top of the list.
3. Once the group has been selected, select the course name to view a list of students in the course and their status.
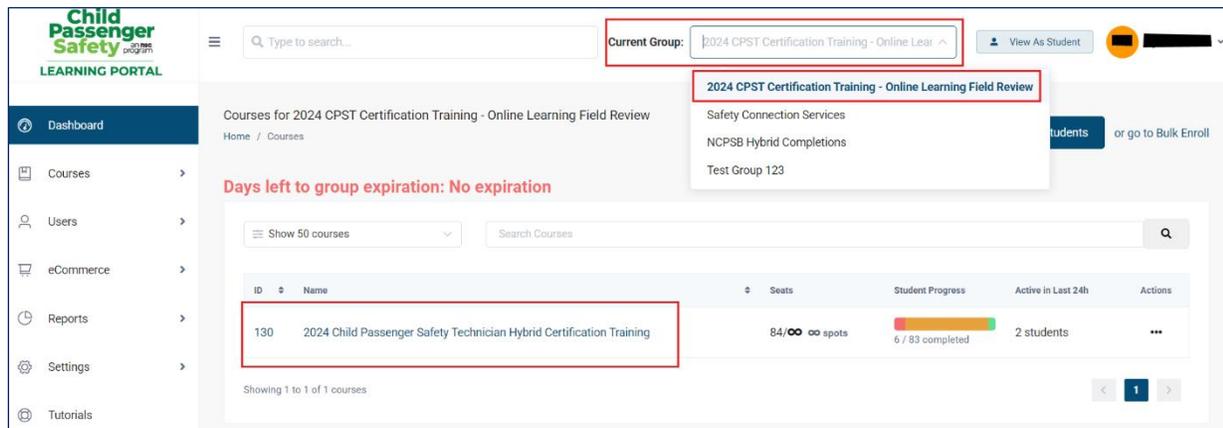
4. Select the **ellipsis** (3 horizontal dots) next to the student's name you would like to view.
5. Select **View Progress** from the pop-up menu.

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- Scroll to view student's progress by online learning module.
- In the Protected Instructor Materials, refer to the [Quick Reference Guide: Online Learning Percentage Completed to see which online learning modules the student has completed by percentage.](#)

- Assignments and quizzes have icons to view student's responses. Select the icon to view.

Approve Student Assignments

Instructors can review and approve student assignments through a direct link in an email or by using their CPS Learning Portal dashboard.
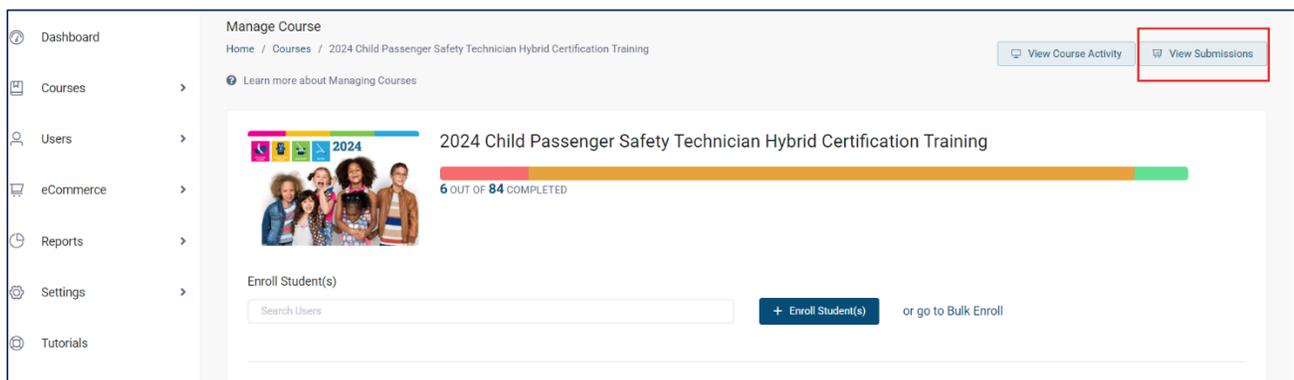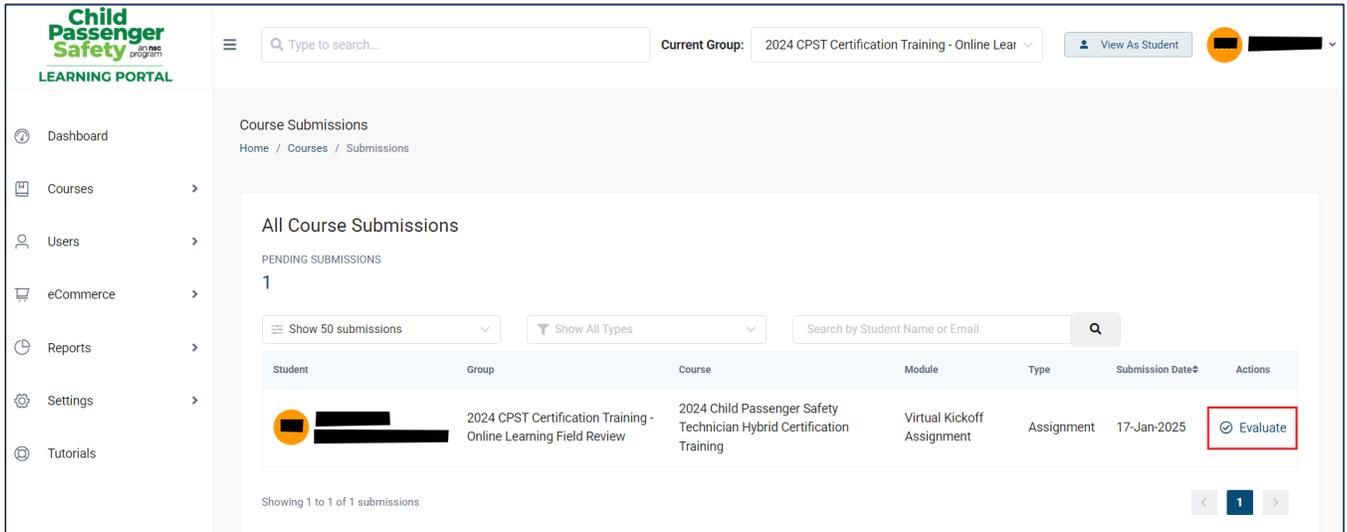
Using the Email

Select **Evaluate Assignment** from the email notification and log into the Child Passenger Safety Learning Portal then follow steps 2 - 6 below.
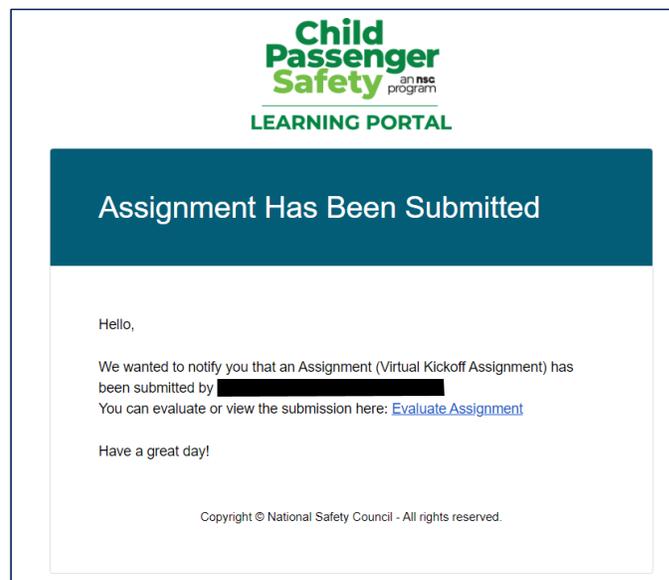
Using the CPS Learning Portal Dashboard

Navigate to the group you would like to view and Select **View Submissions** then follow steps 2 - 6 below.
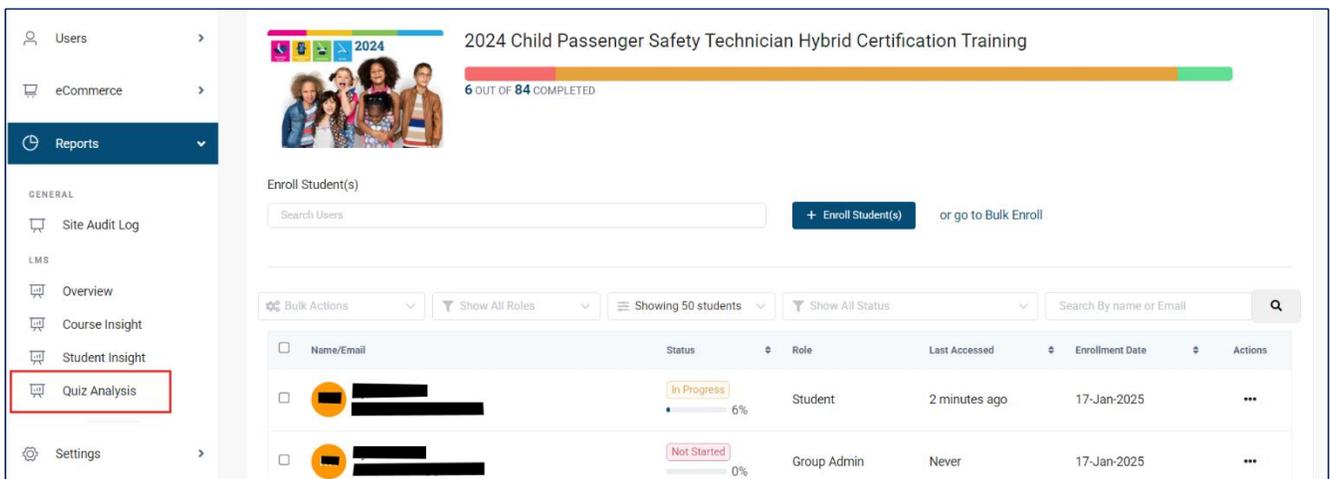
1. Select **Evaluate.**
2. Type a response to the student.
3. Make sure **Accept** is selected.
4. Input "0" for the score.
5. Select **Accept.**

View Quiz Analysis Report

The Quiz Analysis Report is used to view trends or commonly missed questions throughout a course. This will give the Instructor Team guidance on which topics to cover in more depth.

1. Select **Reports** from the left navigation menu.
   - Select **Quiz Analysis.**

2. In the **Select a Quiz** box, select the quiz you want to review.
   - Once the quiz is selected, the CPS Learning Portal will show results for the selected quiz from all your groups.
   - To view the results for a specific group, hover over the **down arrow** in the select Group box until it becomes an **X** and then select the **X** to clear all groups.
   - To view multiple groups, select the "**X**" next to group names you would like to eliminate from the report.
   - To clear all groups, hover over the down arrow to turn to an "**X**" and select the "**X.**" Then select the group(s) you want to view.
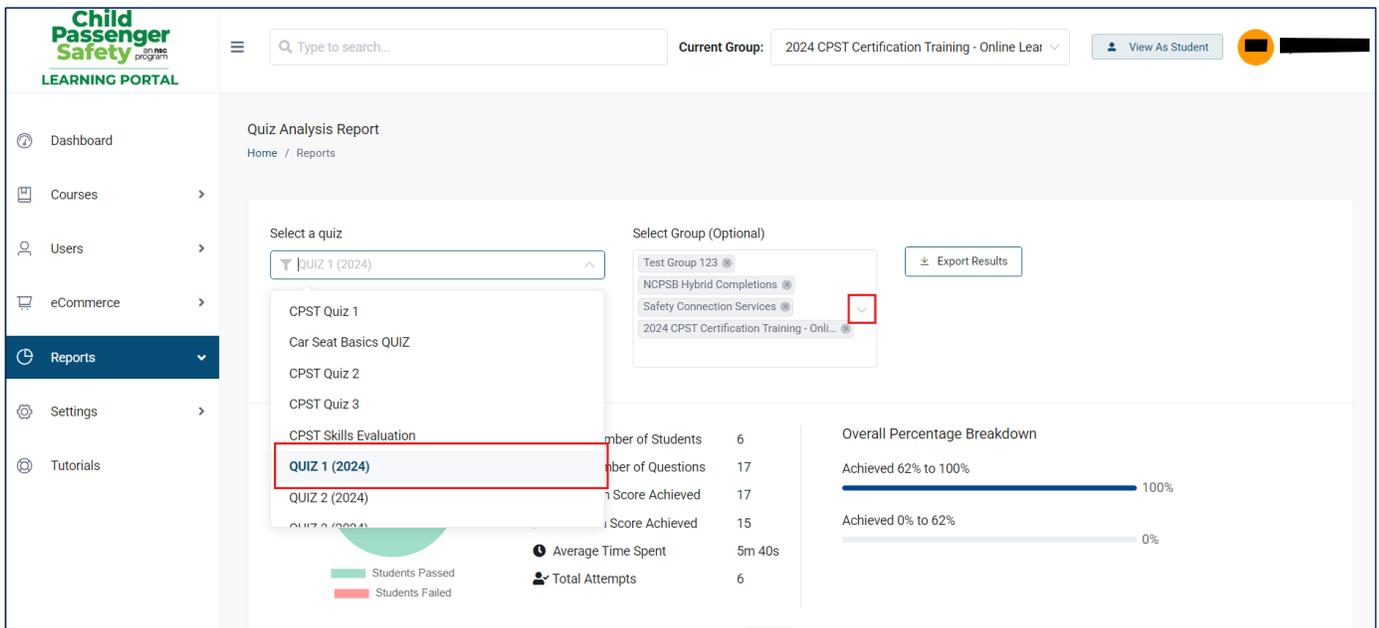
NOTE: For the CEUs and *Car Seat Basics*, you can use the pie chart for quick reference of how many people have passed the quiz. It does not work for the *CPST Certification Training* quizzes as it is a cumulative score.
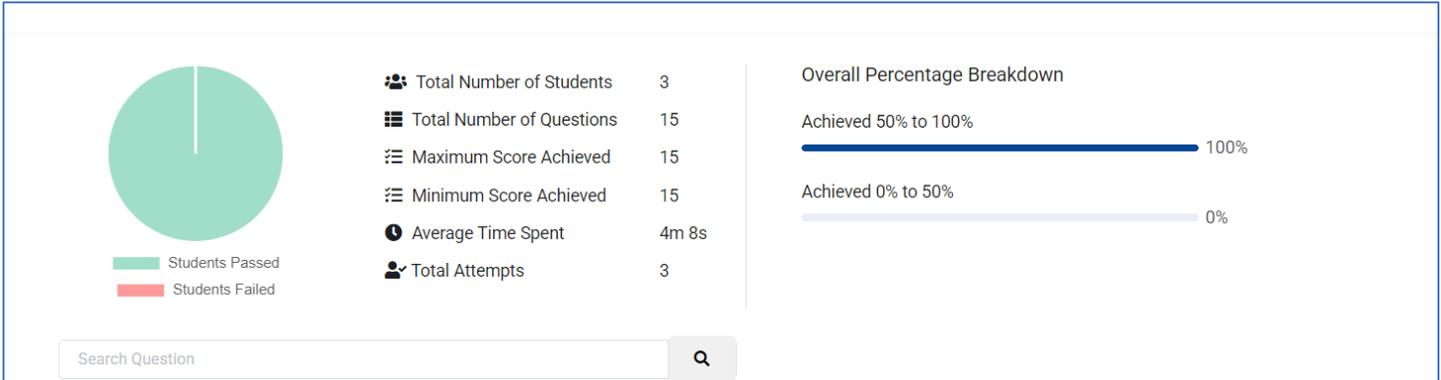
Tips and Tricks Navigating the Child Passenger Safety Learning Portal

You can assist students and view their dashboard by clicking the **ellipsis** (3 horizontal dots) next to the student's name and select **Switch To.**

Change in Admin Status

When enrolling students into a course in the Child Passenger Safety Learning Portal , sometimes the group admin's email will default as the student's email address. If that happens, a pop-up will alert the group admin that their status will change from group admin to student. Select **cancel** and enter the student's email address.

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If you confirm this change in admin status and reset your status to student, you must contact training@cpsboard.org to be reset as a group admin in the CPS Learning Portal.

Change in Admin Status

You are about to add a new member using your own email address. If you proceed, your current Group Admin status will be revoked, and you will be turned into a Student for this group. This means you will no longer have access to administer the group, and your admin privileges will be permanently removed.

Are you sure you want to continue?

Cancel   Confirm