

How To Guide: The Group Admin Role

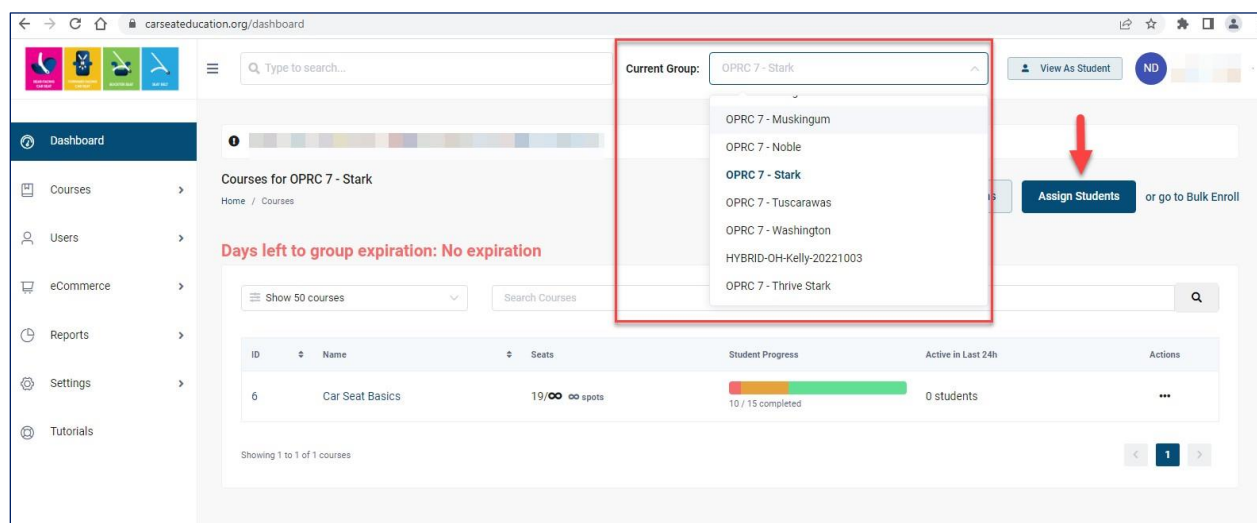
Group Admin Tasks

- Enroll students in a group.
- Monitor a student’s progress through the course(s) in the group.
- Reset a student’s course or quiz.
- View a student’s certificate of completion.
- View the Child Passenger Safety Learning Portal as a student in the group.
- View a Quiz Analysis Report for each quiz in the course(s) in the group.

Enroll Students in a Group

After submitting a [Group Delivery of Courses Request Form](#) and receiving notification from training@cpsboard.org that your group has been set up, you can enroll students into your group.

1. Log into the [CPS Learning Portal](#).
 - 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 recently created group will be at the top of the list.



Enrolling a Single User

1. To assign students one at a time, select **Assign Students**.
2. Select **Add New Student**.

Assign Student(s) to the group

* First Name Last Name

* Email * Password

* Select Courses

Select one or more courses from the list..

3. Enter the student's first name and last name.
4. Enter the student's email.
 - Please double check the student's email when on this step. The system may default to the group admin's email address. If this happens, you will receive the following warning. Select **Cancel** and re-enter the student's email.

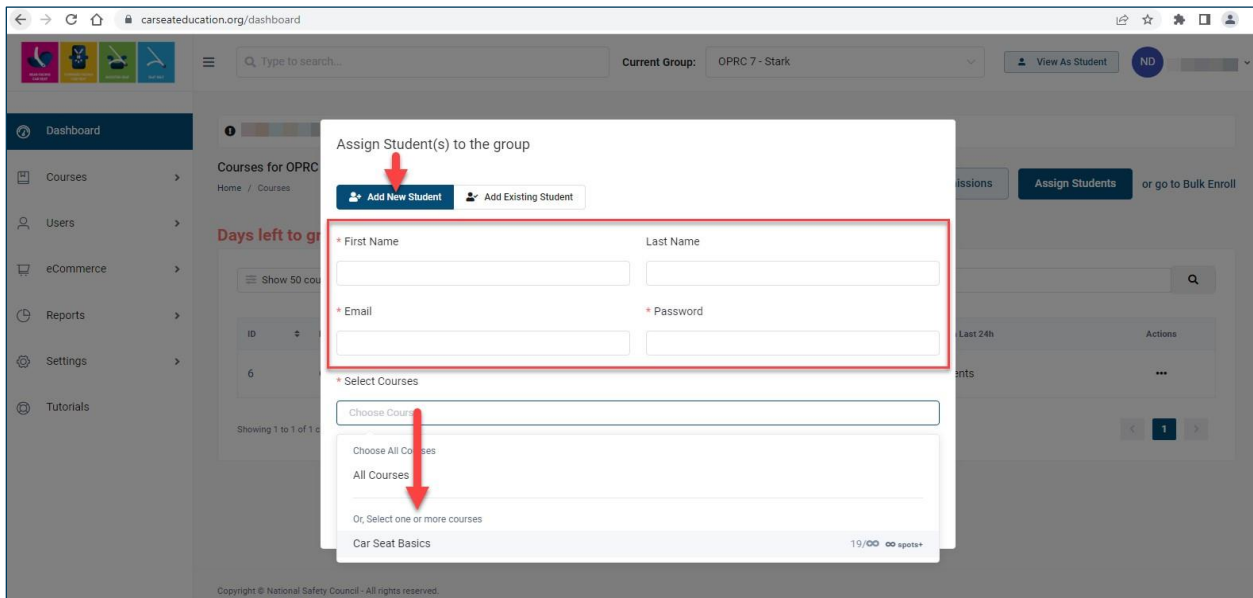
Change in Admin Status

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.

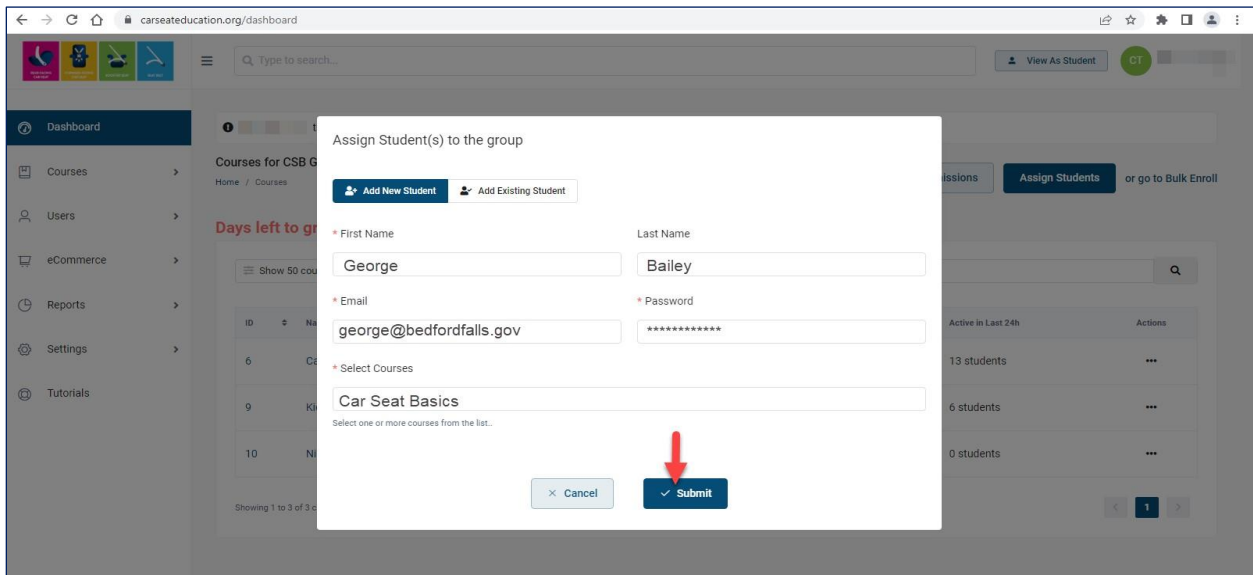
Are you sure you want to continue?

5. Create a password for the student.

6. Select the course(s) using the **Select Courses** drop-down list.

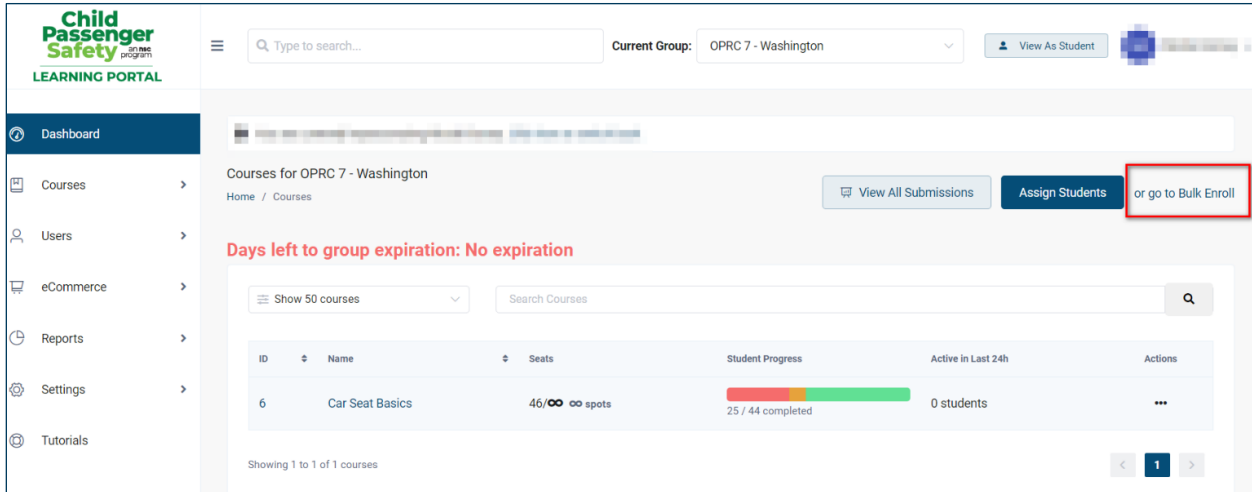


7. Select **Submit**



Bulk Enroll

1. Select **go to Bulk Enroll**.



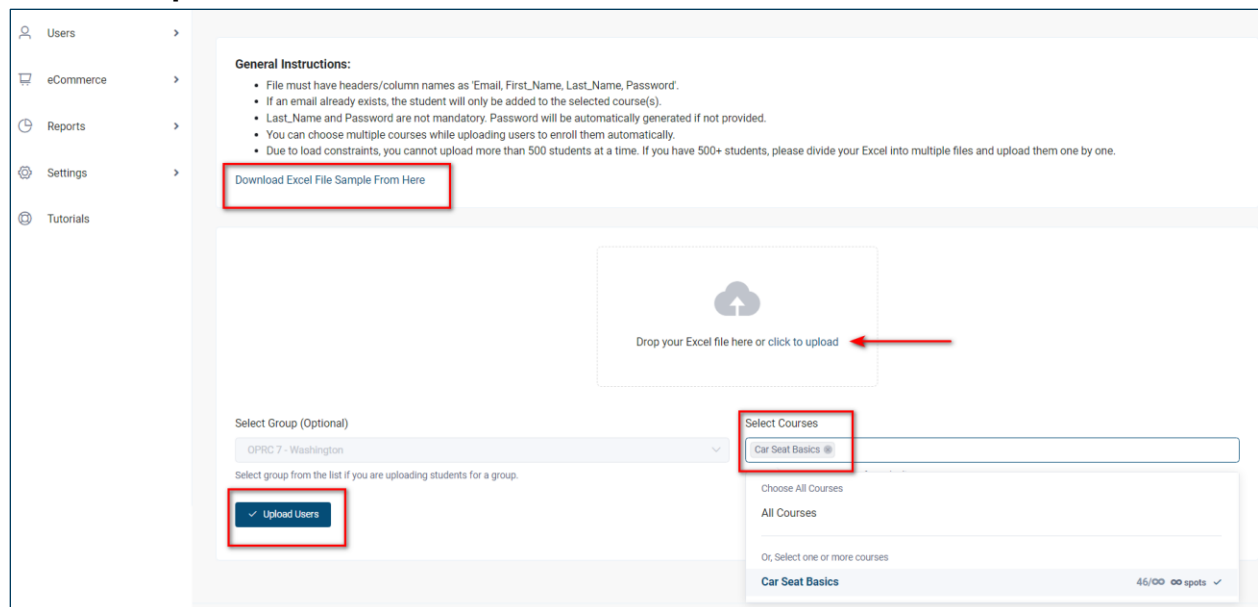
2. Select **Download Excel File Sample from Here**.

3. Enter the students' information into the Excel template and save the document.

4. Select **Drop your Excel file here or click to upload** to upload the Excel document.

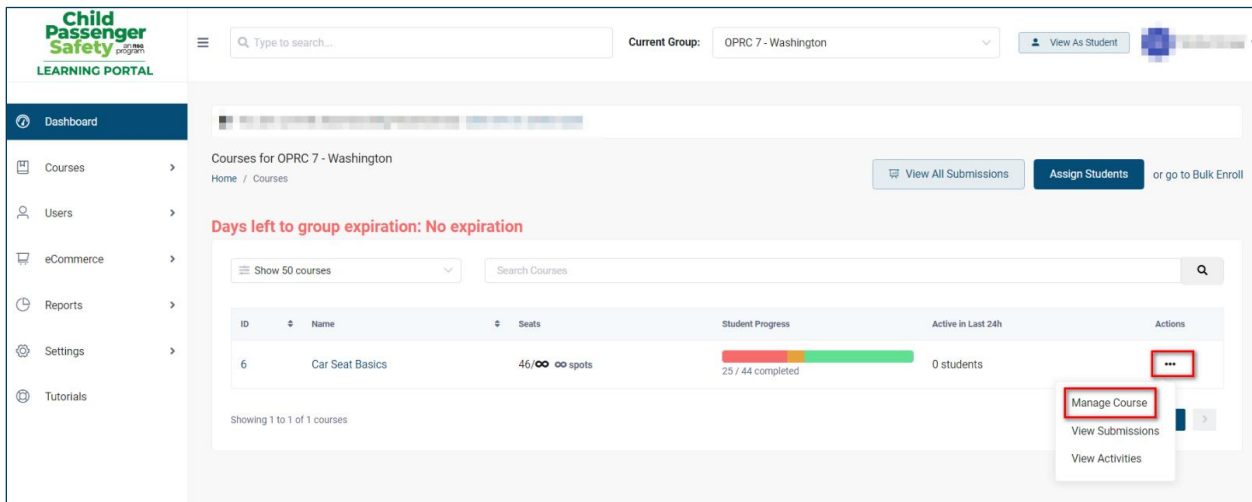
5. Select the course(s) using the **Select Courses** drop-down list.

6. Select **Upload Users**.

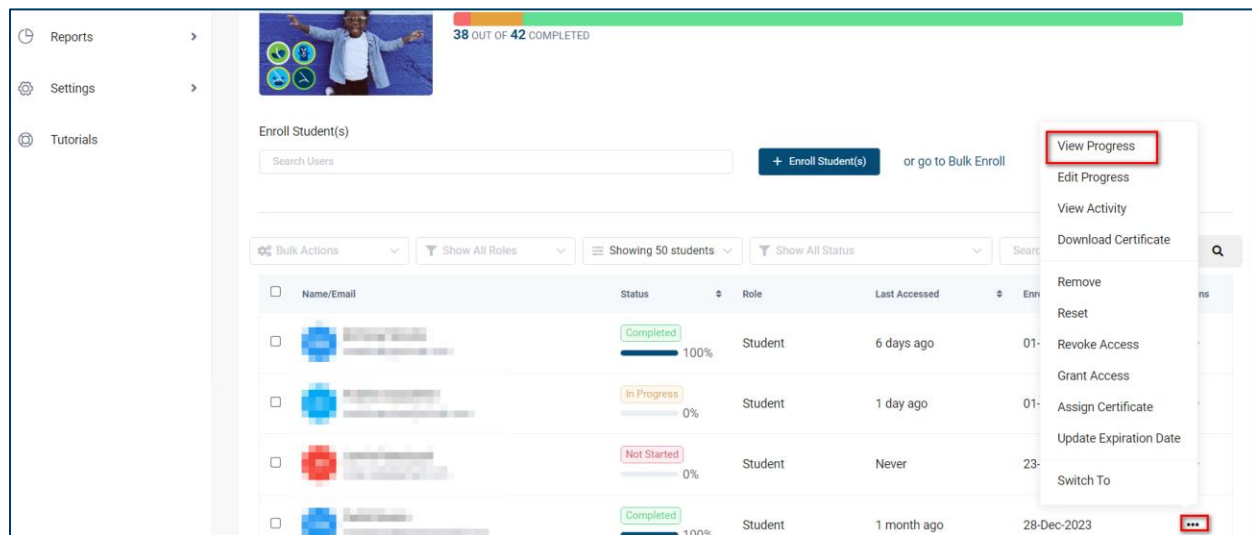


Monitoring A Student's Progress

1. Log into the [CPS Learning Portal](#).
 - 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 recently created group will be at the top of the list.
2. Select the **ellipsis** (three horizontal dots) next to the course.
3. Select **Manage Course** from the drop-down list.



4. Select the **ellipsis** (three horizontal dots) next to the student's name.
5. Select **View Progress** from the drop-down list.



6. View the student's progress.
 - Quizzes have small icons to view the student's responses. Click the **icon** to view the results.

Reset a Student's Course or Quiz

A student is given two (2) attempts to pass a quiz within a course.

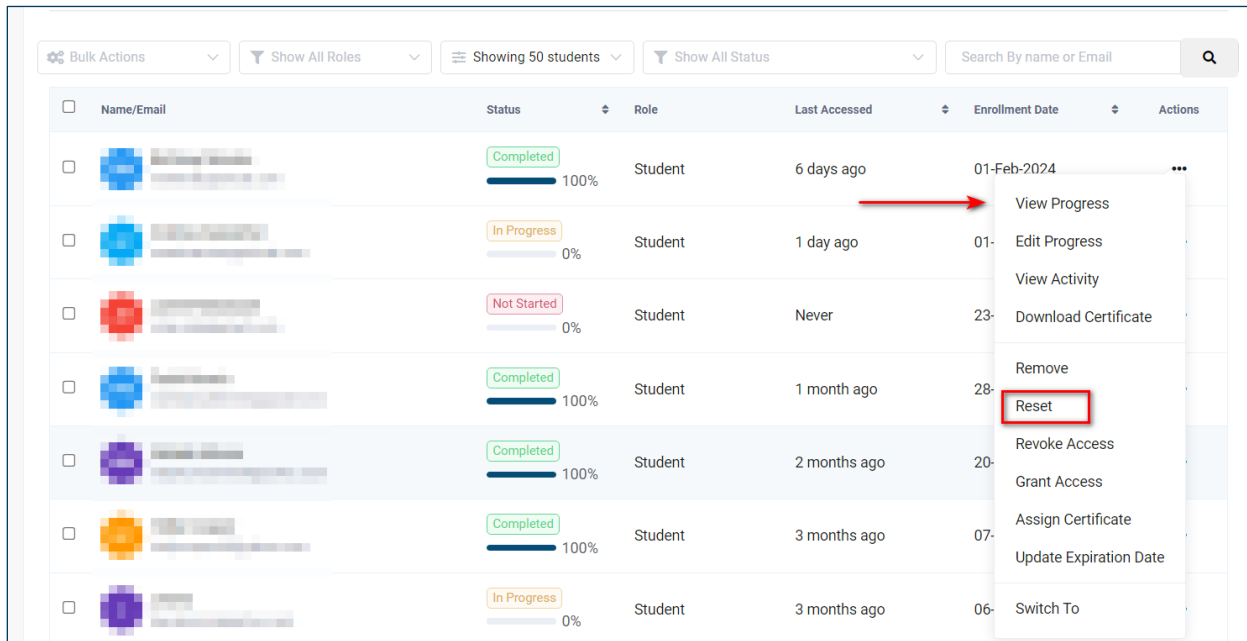
- *Car Seat Basics*: The passing score is 70% or higher.
- CPST CEU courses: The passing score is 80% or higher.

If a student in the group does not pass the course quiz, the Group Admin can decide to:

- Reset the entire course. [The student will have to watch the video or take the course again before access to the quiz is granted.]
- Reset the student quiz access for another two (2) attempts. [The student will only need to retake the quiz.]

Course Reset

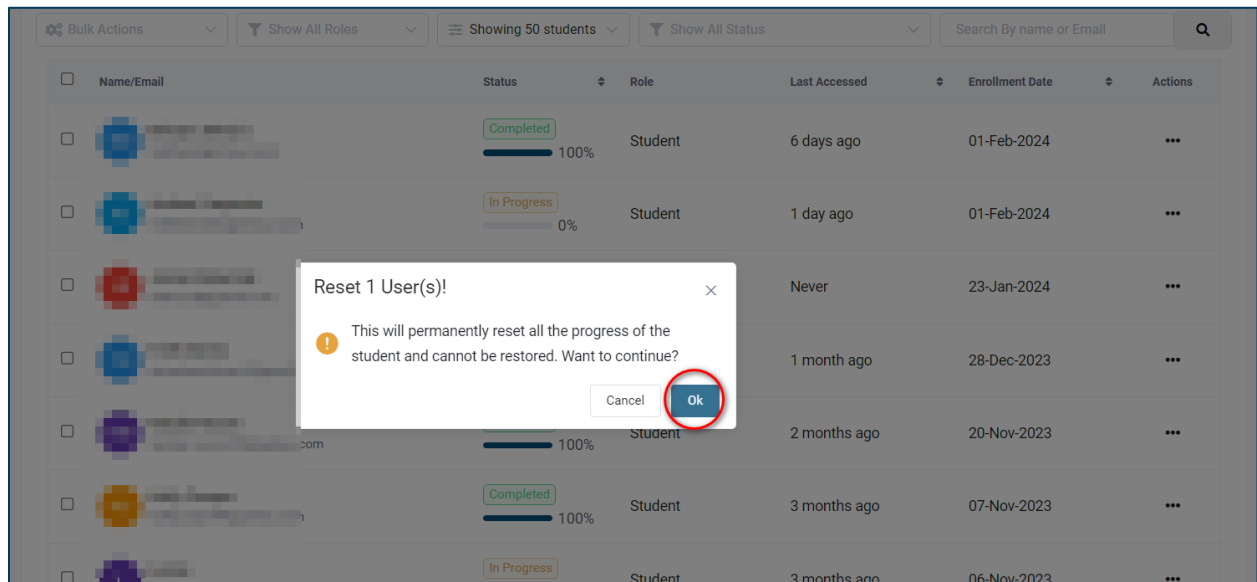
1. As shown in the steps **Monitoring a Student's Progress** above, select the group and course and then select **Manage Course** from the drop-down list.
2. Select the **ellipsis** (three horizontal dots) next to the student's name and select **Reset**.



The screenshot shows a table of students with columns for Name/Email, Status, Role, Last Accessed, Enrollment Date, and Actions. A dropdown menu is open for the first student, showing options like View Progress, Edit Progress, View Activity, Download Certificate, Remove, Reset (highlighted with a red box), Revoke Access, Grant Access, Assign Certificate, Update Expiration Date, and Switch To.

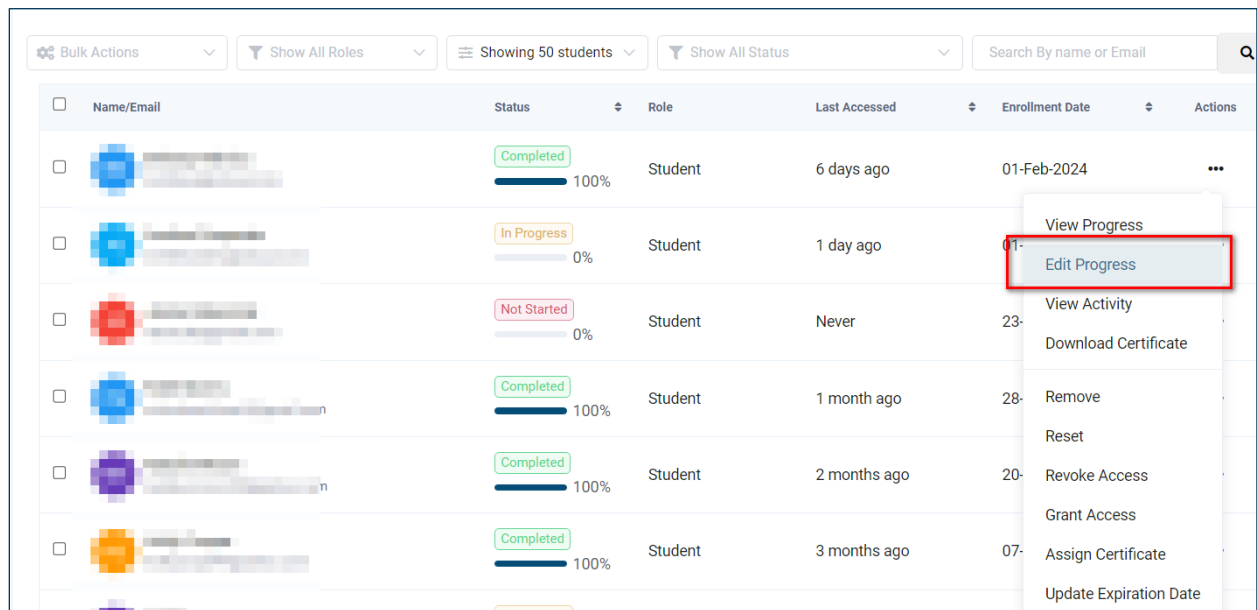
Name/Email	Status	Role	Last Accessed	Enrollment Date	Actions
[Redacted]	Completed 100%	Student	6 days ago	01-Feb-2024	View Progress, Edit Progress, View Activity, Download Certificate, Remove, Reset , Revoke Access, Grant Access, Assign Certificate, Update Expiration Date, Switch To
[Redacted]	In Progress 0%	Student	1 day ago	01-	
[Redacted]	Not Started 0%	Student	Never	23-	
[Redacted]	Completed 100%	Student	1 month ago	28-	
[Redacted]	Completed 100%	Student	2 months ago	20-	
[Redacted]	Completed 100%	Student	3 months ago	07-	
[Redacted]	In Progress 0%	Student	3 months ago	06-	

3. Select **OK** to reset the entire course.

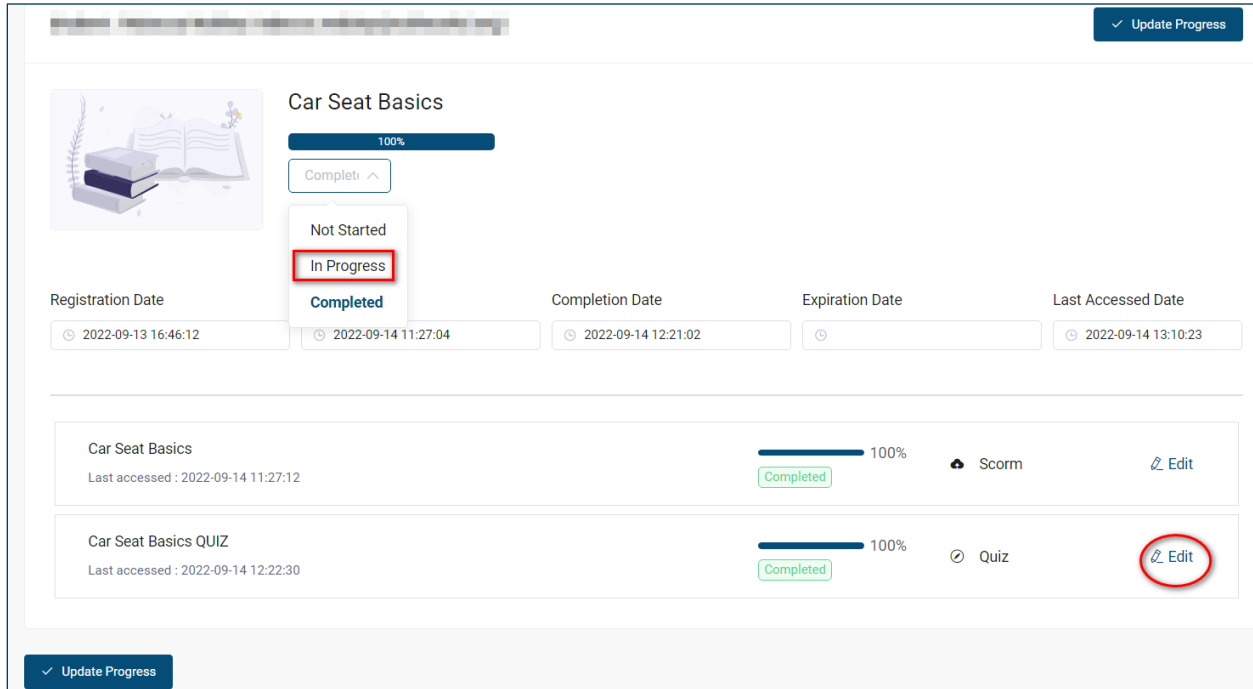


Quiz Reset

1. As shown in the steps **Monitoring a Student's Progress** above, select the group and course and then select **Manage Course** from the drop-down list.
2. Then select the **ellipsis** (three horizontal dots) next to the student's name and select **Edit Progress** from the drop-down list.

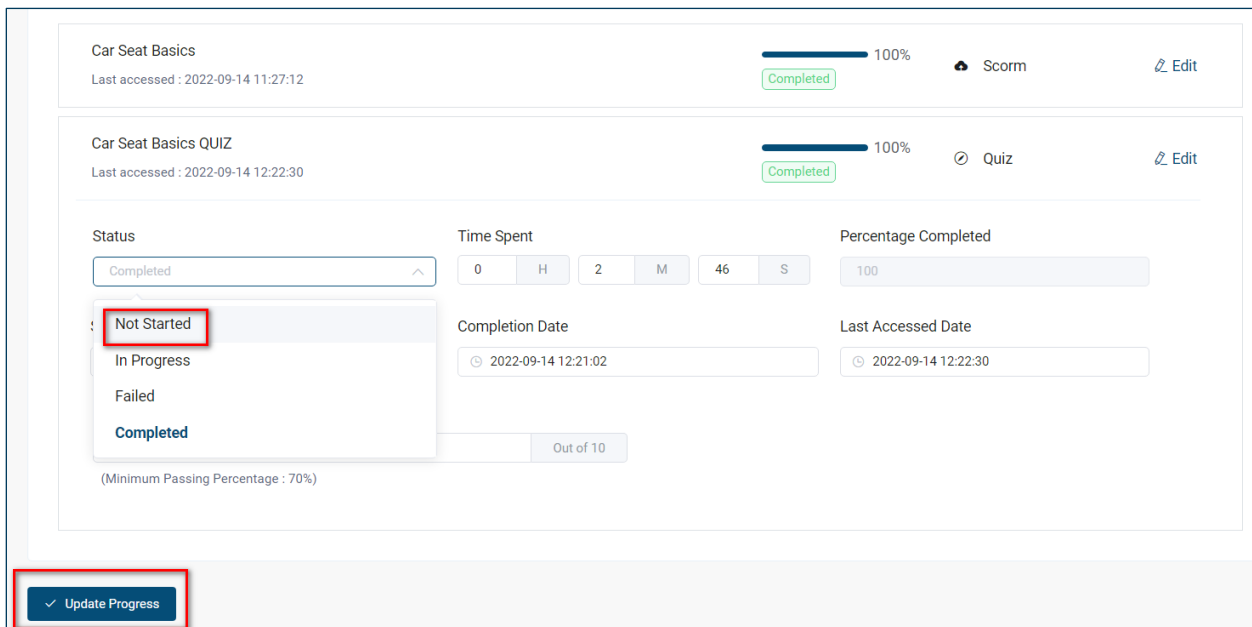


3. Under the percentage completed indicator, select the arrow next to **Completed** and change to **In Progress**.
4. Select **Edit** next to the quiz.



The screenshot shows the 'Car Seat Basics' section in the Learning Portal. At the top right, there is a blue button labeled 'Update Progress'. Below it, the 'Car Seat Basics' title is followed by a progress bar at 100%. A dropdown menu is open under the progress bar, showing options: 'Completed', 'In Progress' (highlighted with a red box), 'Not Started', and 'Completed'. Below this, there are fields for 'Registration Date', 'Completion Date', 'Expiration Date', and 'Last Accessed Date'. At the bottom, there is a table listing two items: 'Car Seat Basics' and 'Car Seat Basics QUIZ'. The 'Car Seat Basics QUIZ' row has an 'Edit' button circled in red. At the bottom left, there is another 'Update Progress' button.

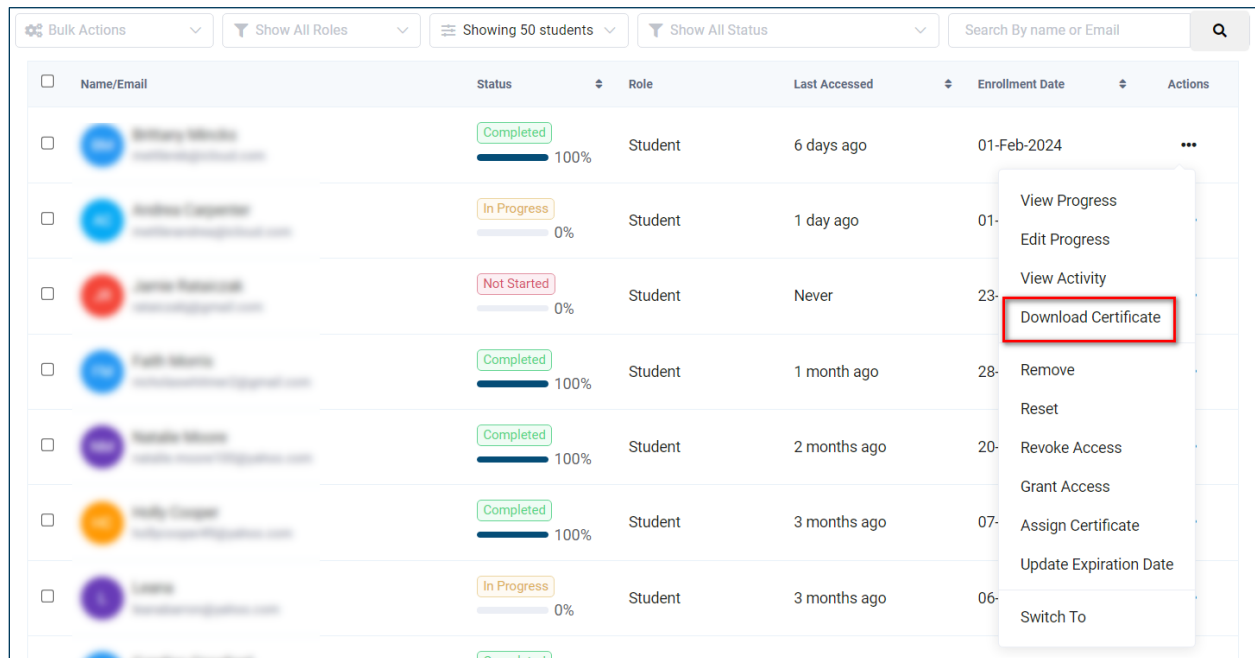
5. In the drop-down list under Status, select **Not Started**.
6. Select **Update Progress**.



The screenshot shows the 'Car Seat Basics QUIZ' section in the Learning Portal. At the top, there is a progress bar at 100%. Below it, there are fields for 'Status', 'Time Spent', and 'Percentage Completed'. The 'Status' dropdown menu is open, showing options: 'Not Started' (highlighted with a red box), 'In Progress', 'Failed', and 'Completed'. Below this, there are fields for 'Completion Date' and 'Last Accessed Date'. At the bottom left, there is a blue button labeled 'Update Progress' circled in red. At the bottom right, there is a button labeled 'Out of 10'. At the bottom center, there is a note: '(Minimum Passing Percentage : 70%)'.

View a Certificate of Completion

1. As shown in the steps **Monitoring a Student's Progress** above, select the group and course and then select **Manage Course** from the drop-down list.
2. Then select the **ellipsis** (three horizontal dots) next to the student's name and select **Download Certificate**.



<input type="checkbox"/>	Name/Email	Status	Role	Last Accessed	Enrollment Date	Actions
<input type="checkbox"/>	[Name/Email]	Completed 100%	Student	6 days ago	01-Feb-2024	...
<input type="checkbox"/>	[Name/Email]	In Progress 0%	Student	1 day ago	01-	View Progress Edit Progress View Activity Download Certificate Remove Reset Revoke Access Grant Access Assign Certificate Update Expiration Date Switch To
<input type="checkbox"/>	[Name/Email]	Not Started 0%	Student	Never	23-	
<input type="checkbox"/>	[Name/Email]	Completed 100%	Student	1 month ago	28-	
<input type="checkbox"/>	[Name/Email]	Completed 100%	Student	2 months ago	20-	
<input type="checkbox"/>	[Name/Email]	Completed 100%	Student	3 months ago	07-	
<input type="checkbox"/>	[Name/Email]	In Progress 0%	Student	3 months ago	06-	
<input type="checkbox"/>	[Name/Email]	Completed				

View as a Student in the Group

1. As shown in the steps **Monitoring a Student's Progress** above, select the group and course and then select **Manage Course** from the drop-down list.
2. Then select the **ellipses** (three horizontal dots) next to the student's name and select **Switch To**.

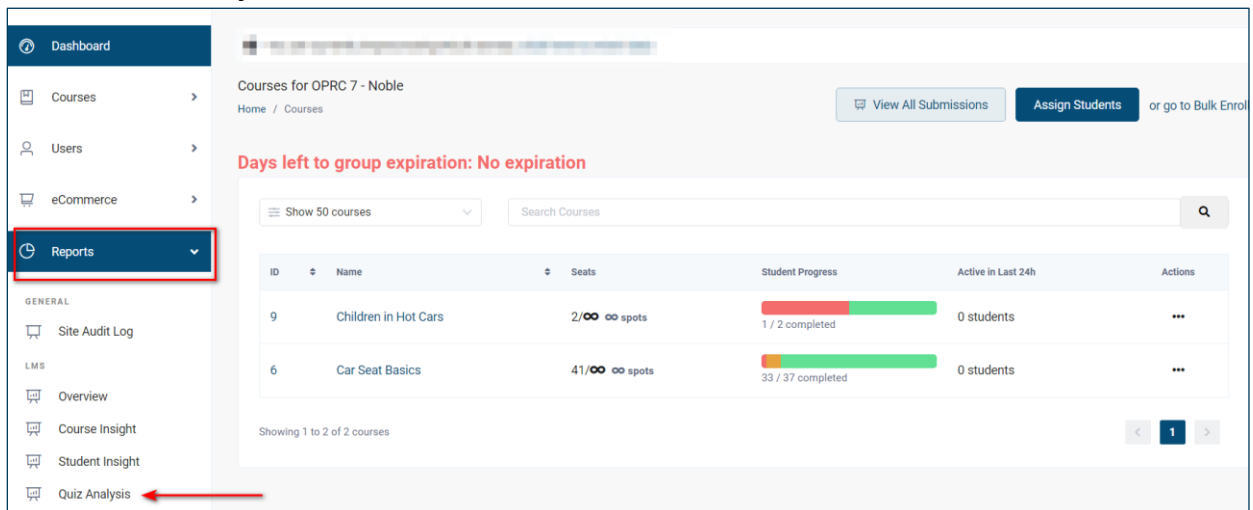
Name/Email	Status	Role	Last Accessed	Enrollment Date	Actions
[Avatar] John Peterson	Completed 100%	Student	6 days ago	01-Feb-2024	...
[Avatar] Andrew Carpenter	In Progress 0%	Student	1 day ago	01-	...
[Avatar] John Peterson	Not Started 0%	Student	Never	23-	...
[Avatar] John Peterson	Completed 100%	Student	1 month ago	28-	...
[Avatar] John Peterson	Completed 100%	Student	2 months ago	20-	...
[Avatar] John Peterson	Completed 100%	Student	3 months ago	07-	...
[Avatar] John Peterson	In Progress 0%	Student	3 months ago	06-	...

3. You can now view the student's screen and help them to navigate the CPS Learning Portal.
4. To exit the student's view, select **Click here to switch back**.

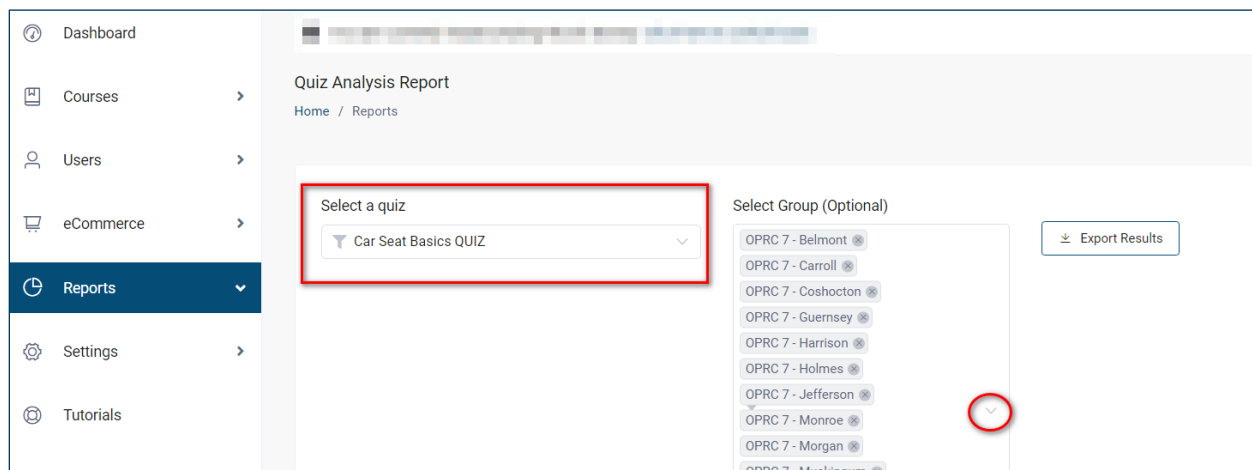
View a Quiz Analysis Report

The Quiz Analysis Report is used to view trends or commonly missed questions throughout a course providing Group Admin(s) guidance on which topics to cover in more depth.

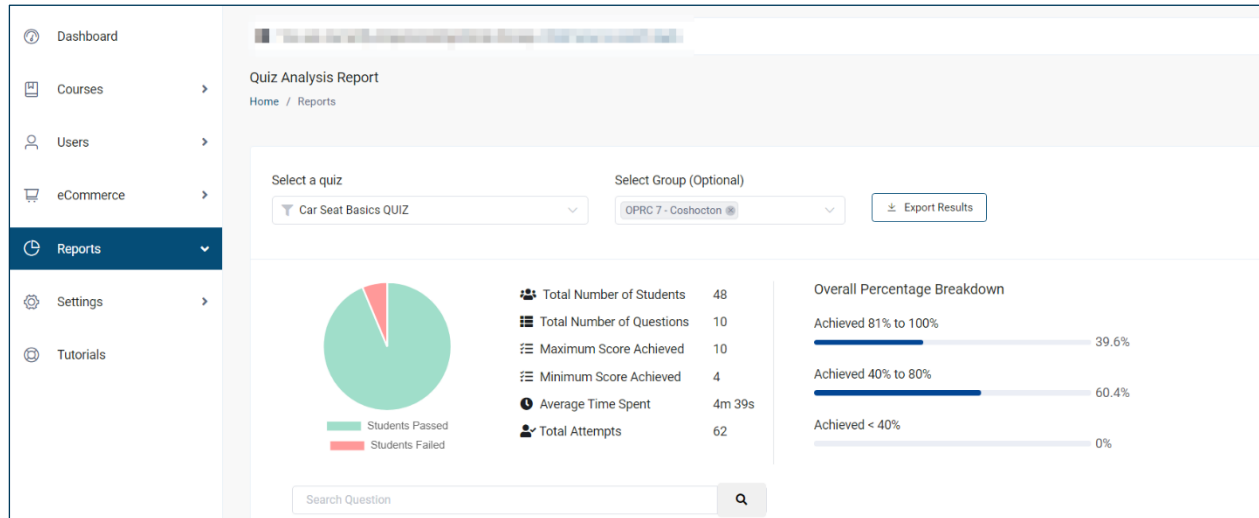
1. Select **Reports** from the left navigation menu.
2. Select **Quiz Analysis**.



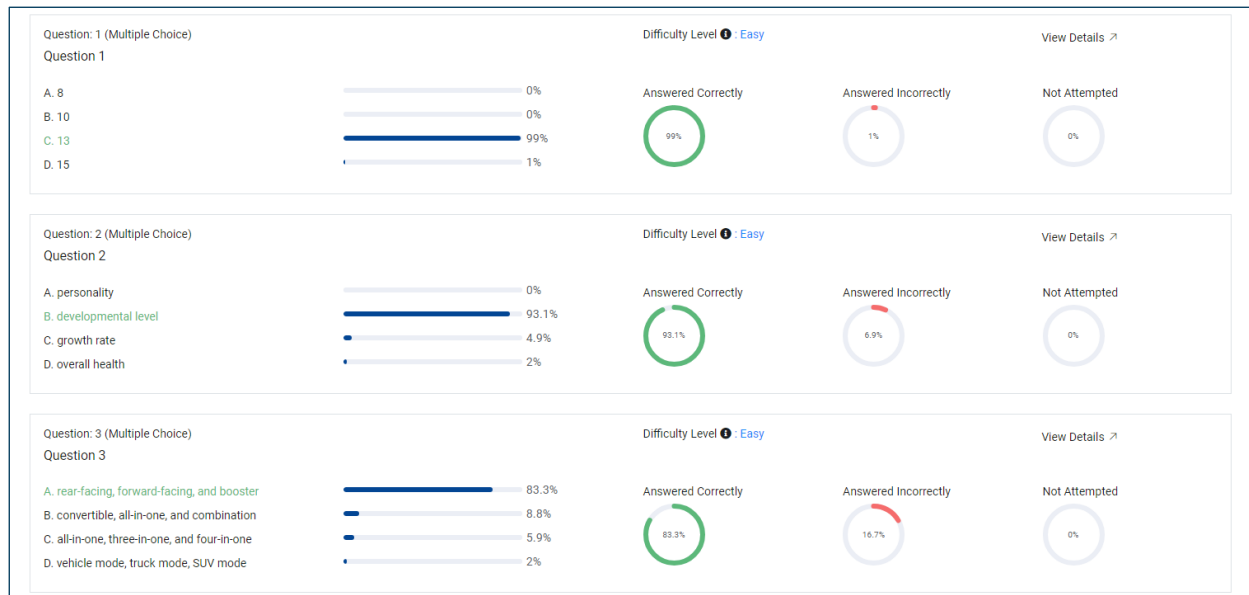
3. In the **Select a Quiz** box, select the quiz or skills evaluation you want to review.
 - Once the quiz or skills evaluation is selected, the results for all your groups will be displayed.
4. To view the results for a specific group, hover over the **down arrow** in the Select Group box until it becomes an X and then select the **X** to clear all groups.



5. Select the **down arrow** in the Select Group box again and select the group(s) that you like to view from the drop-down list.



6. View individual student responses to each question by selecting **View Details** for that question.



Question	Options	Answered Correctly	Answered Incorrectly	Not Attempted
Question 1 (Multiple Choice)	A. 8 (0%), B. 10 (0%), C. 13 (99%), D. 15 (1%)	99%	1%	0%
Question 2 (Multiple Choice)	A. personality (0%), B. developmental level (93.1%), C. growth rate (4.9%), D. overall health (2%)	93.1%	6.9%	0%
Question 3 (Multiple Choice)	A. rear-facing, forward-facing, and booster (83.3%), B. convertible, all-in-one, and combination (8.8%), C. all-in-one, three-in-one, and four-in-one (5.9%), D. vehicle mode, truck mode, SUV mode (2%)	83.3%	16.7%	0%

Question Submission Details

Name/Email	Course Name	Marked Answer(s)	Is Correct Response
	National Child Passenger Safety Technician HYBRID Certification	True	Yes
	National Child Passenger Safety Technician HYBRID Certification	True	Yes
	National Child Passenger Safety Technician HYBRID Certification	True	Yes
	National Child Passenger Safety Technician HYBRID Certification	True	Yes
	National Child Passenger Safety Technician HYBRID Certification	True	Yes
	National Child Passenger Safety Technician HYBRID Certification	True	Yes
	National Child Passenger Safety Technician HYBRID Certification	True	Yes

Showing 1 to 7 of 7 results