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.
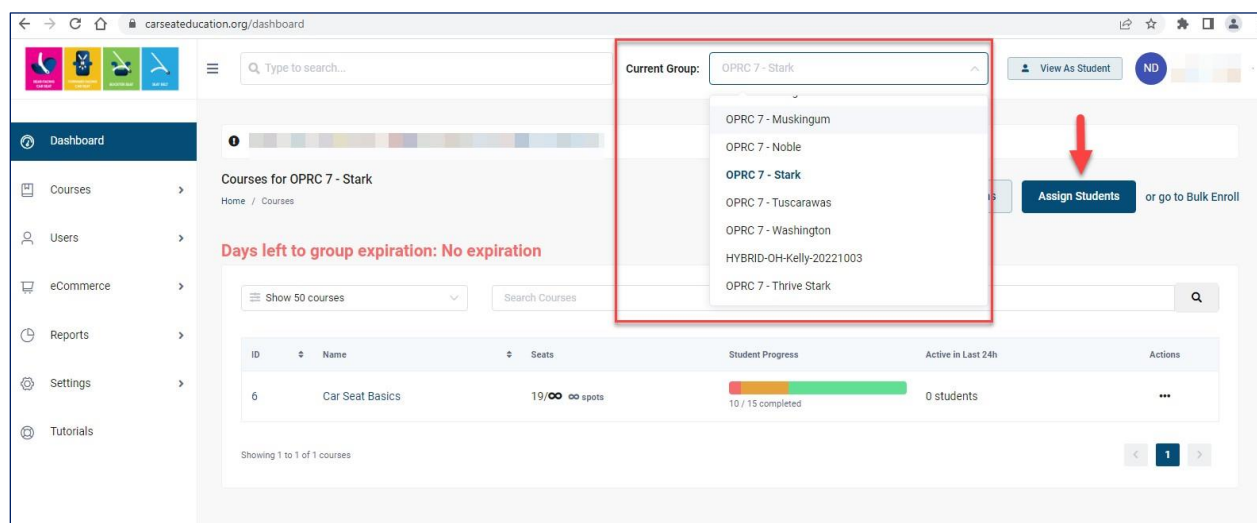
Enrolling a Single User

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

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.
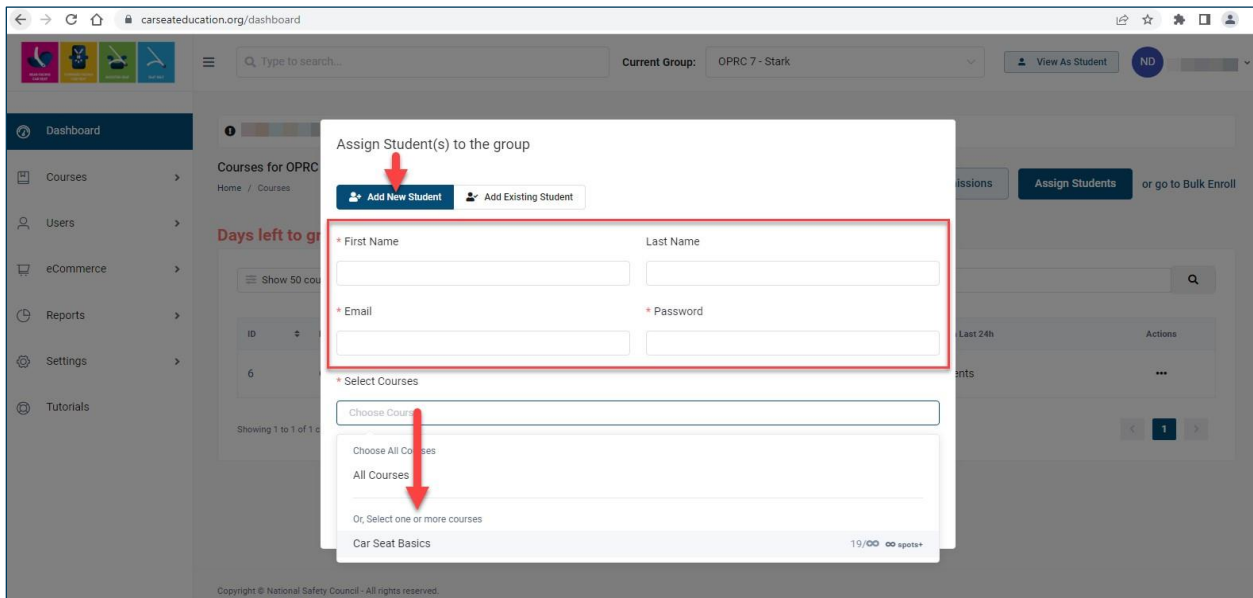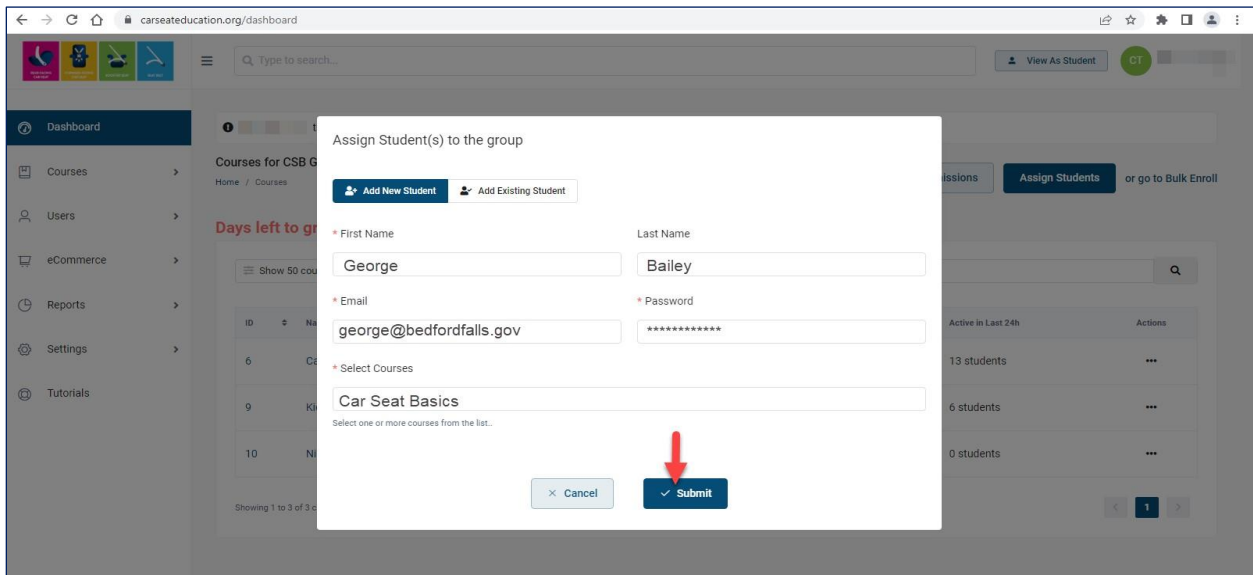

5. Create a password for the student.

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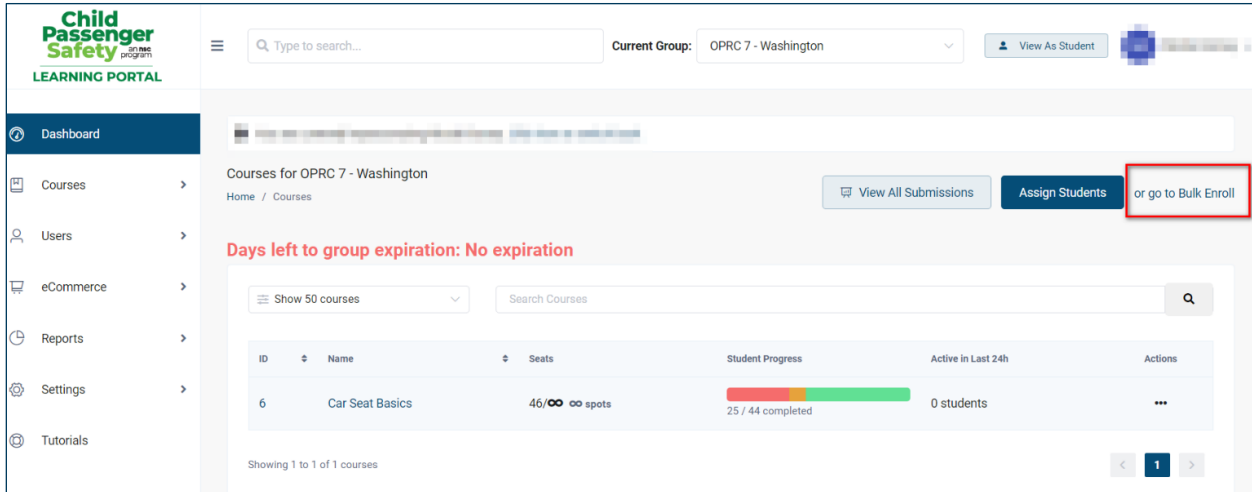

7. Select **Submit**

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**.

Child Passenger Safety
an nsc program
LEARNING PORTAL
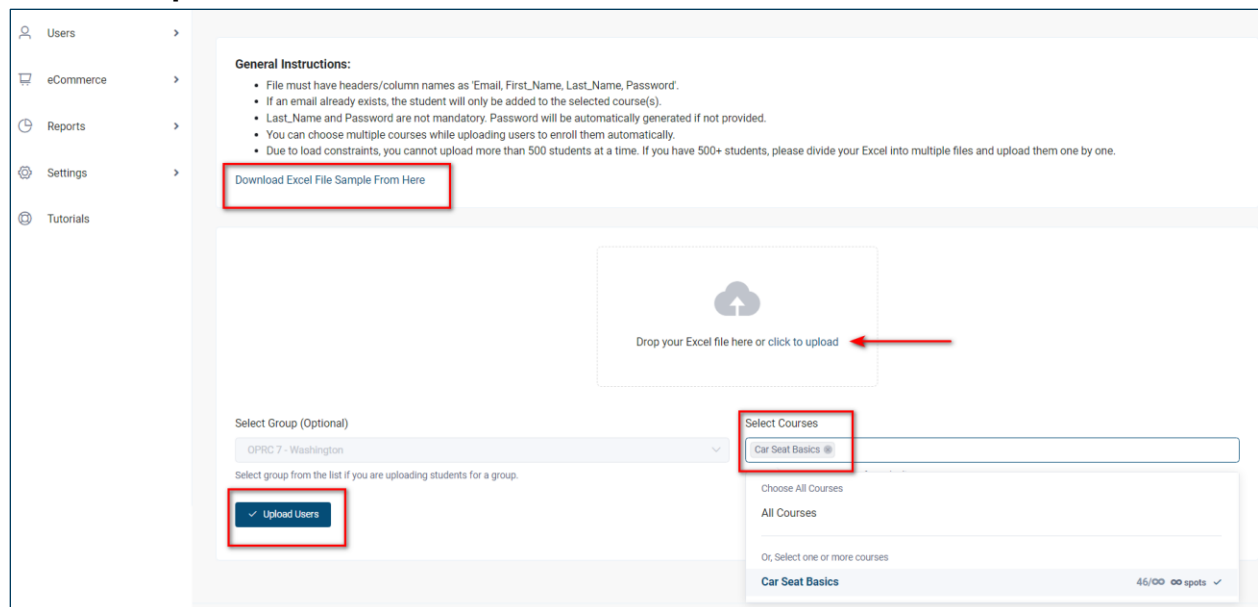
Monitoring A Student's Progress

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.
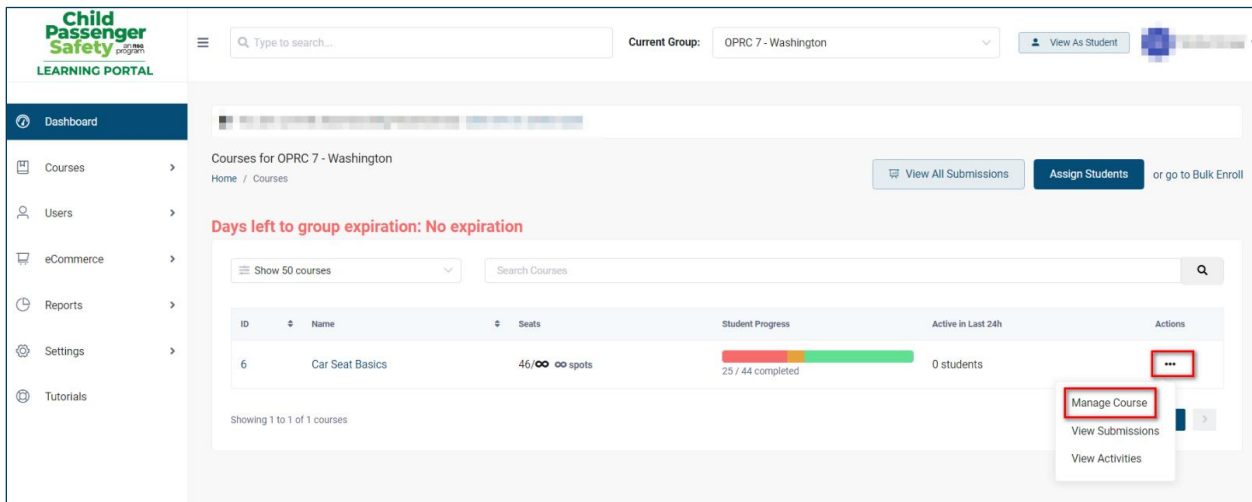
4. Select the **ellipsis** (three horizontal dots) next to the student's name.
5. Select **View Progress** from the drop-down list.
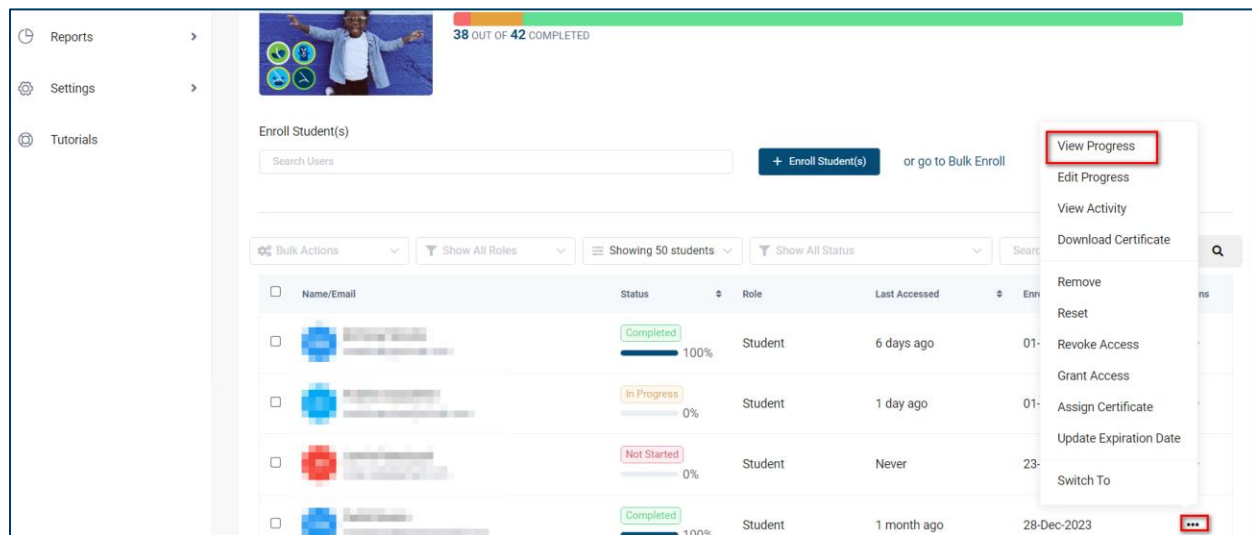
6. View the student's progress.
    - Quizzes have small icons to view the student's responses. Click the **icon** to view the results.

Reset a Student's Course or Quiz

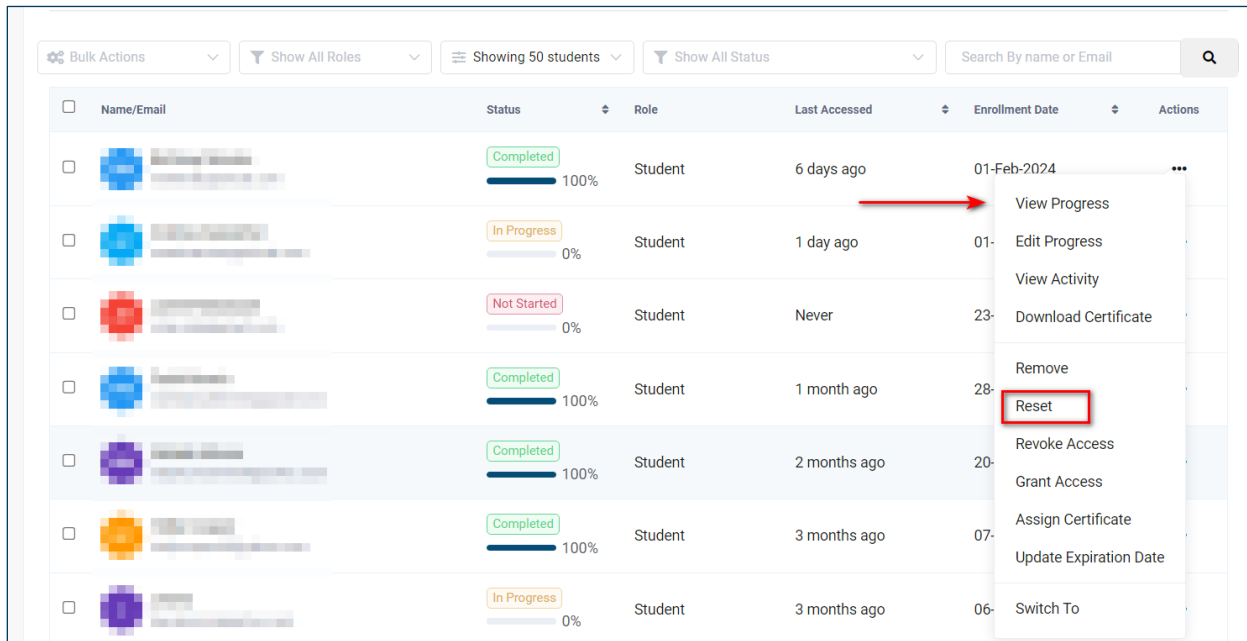A student is given two (2) attempts to pass a quiz within a course.

- *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.]
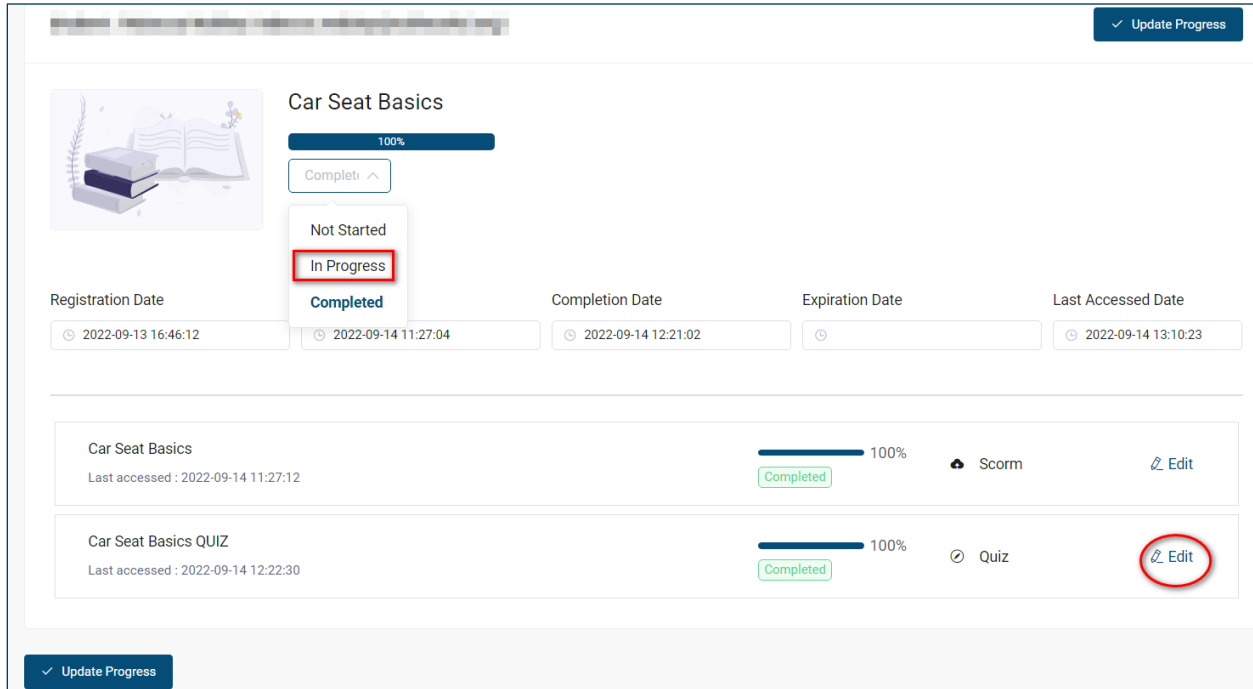
Course Reset

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.**

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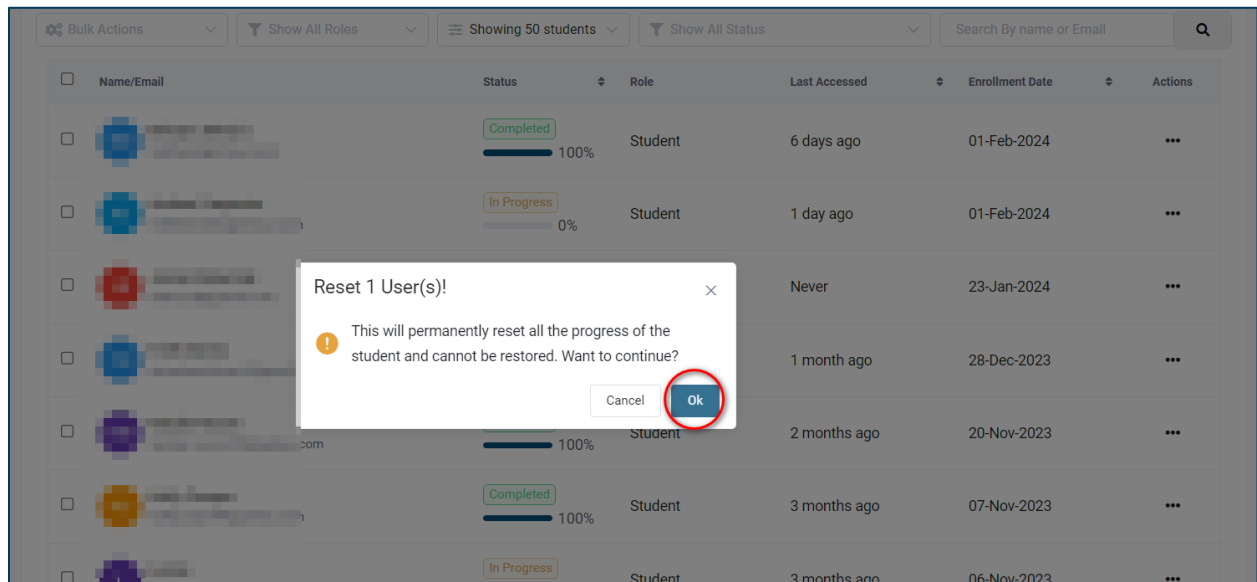
Quiz Reset

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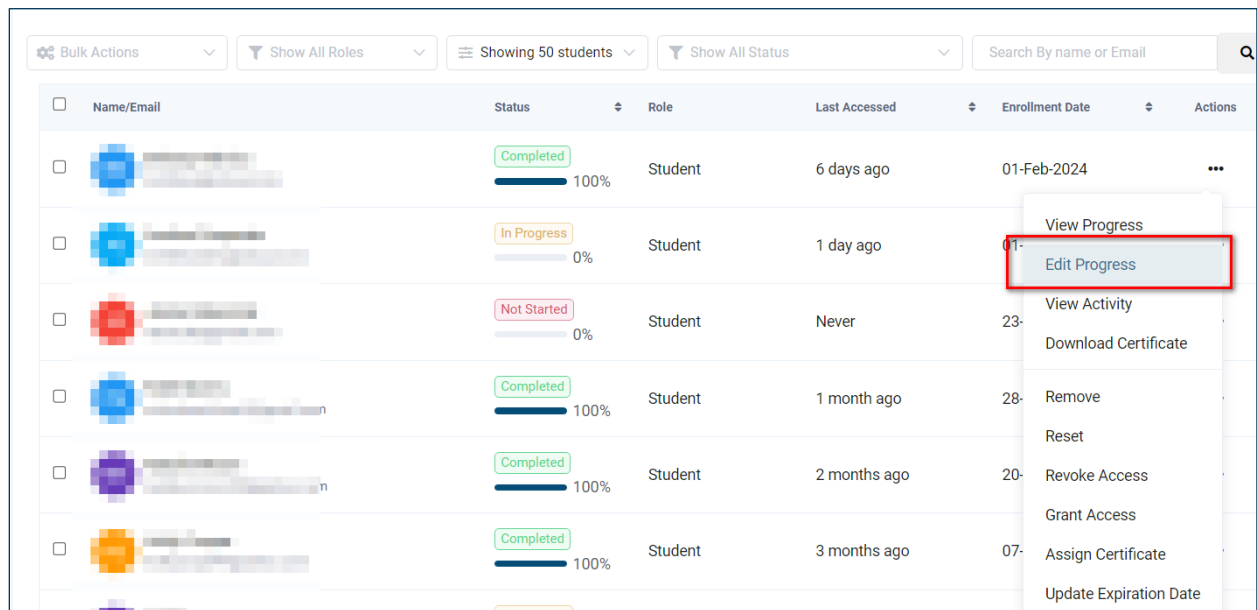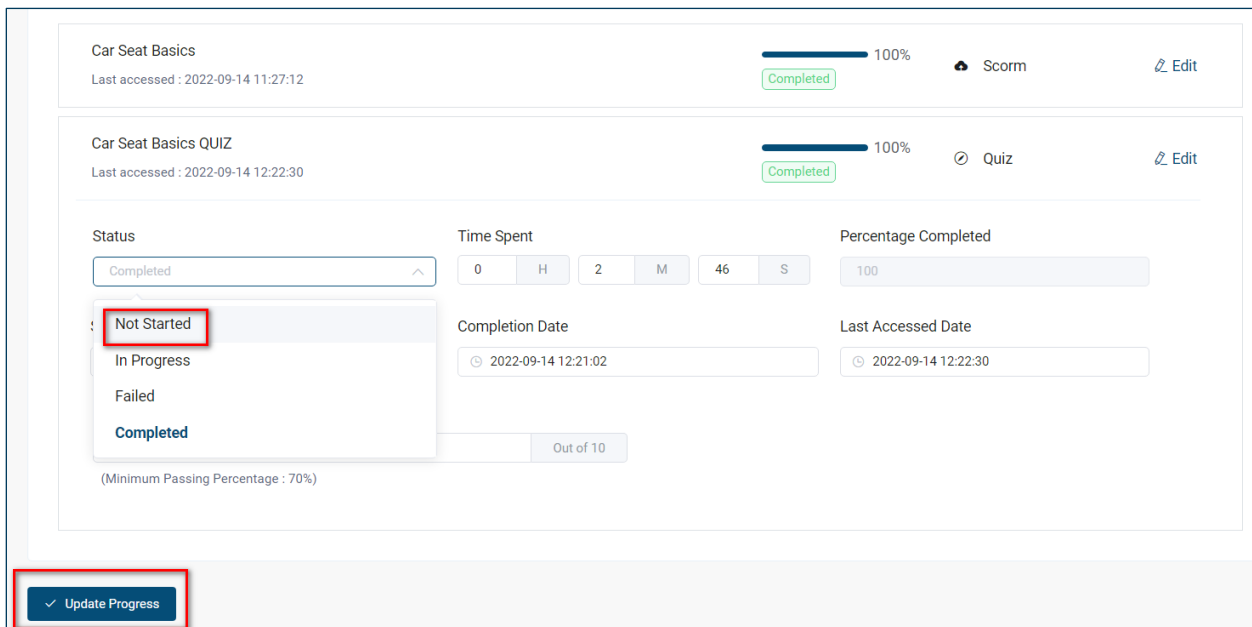
3. Under the percentage completed indicator, select the arrow next to **Completed** and change to **In Progress.**

4. Select **Edit** next to the quiz.

5. In the drop-down list under Status, select **Not Started.**

6. Select **Update Progress.**

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.**

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.**


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.
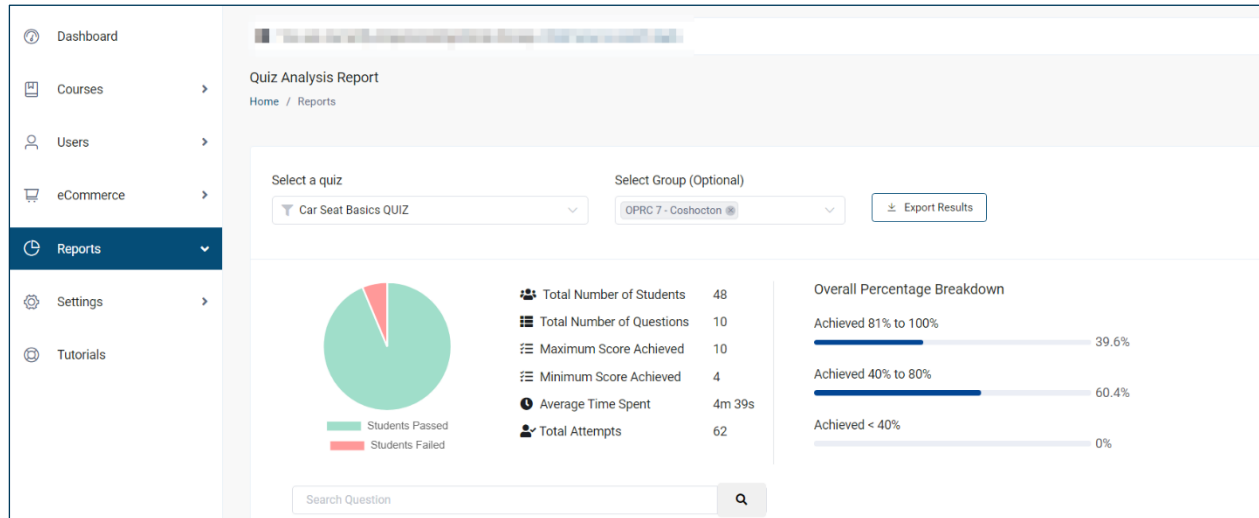
1. Select **Reports** from the left navigation menu.
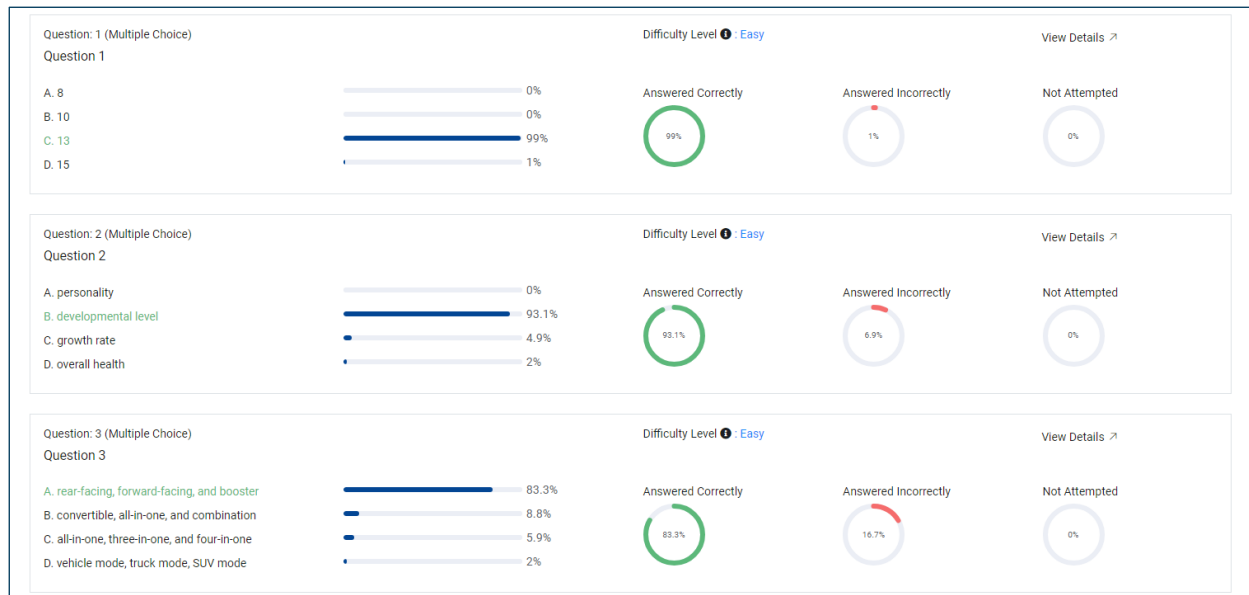2. Select **Quiz Analysis**.
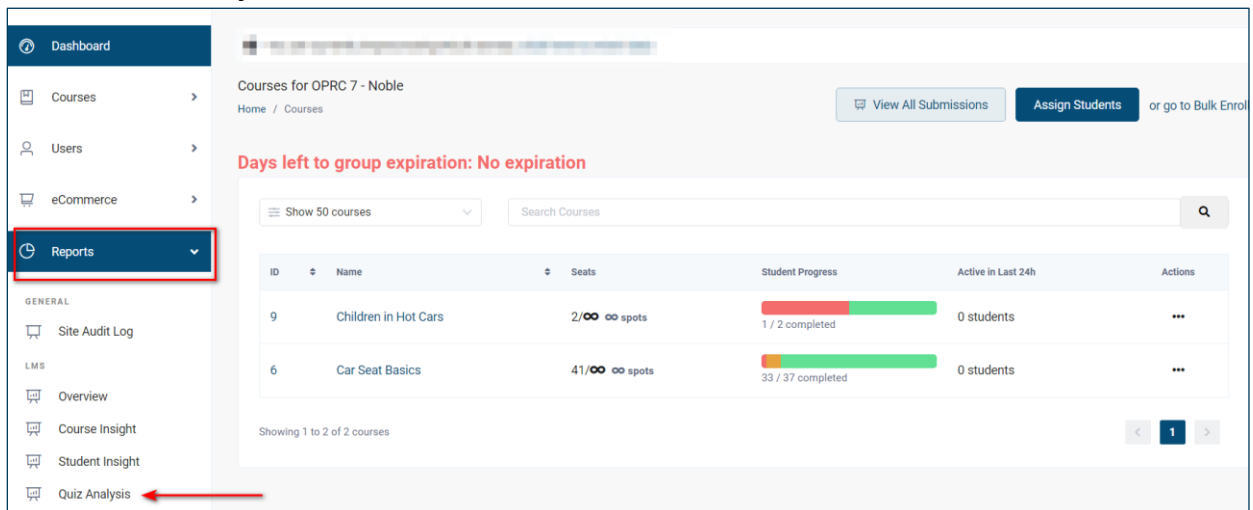
3. In the **Select a Quiz** box, select the quiz or skills evaluation you want to review.

   ▪ Once the quiz or skills evaluation is selected, the results for <u>all your groups</u> 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.
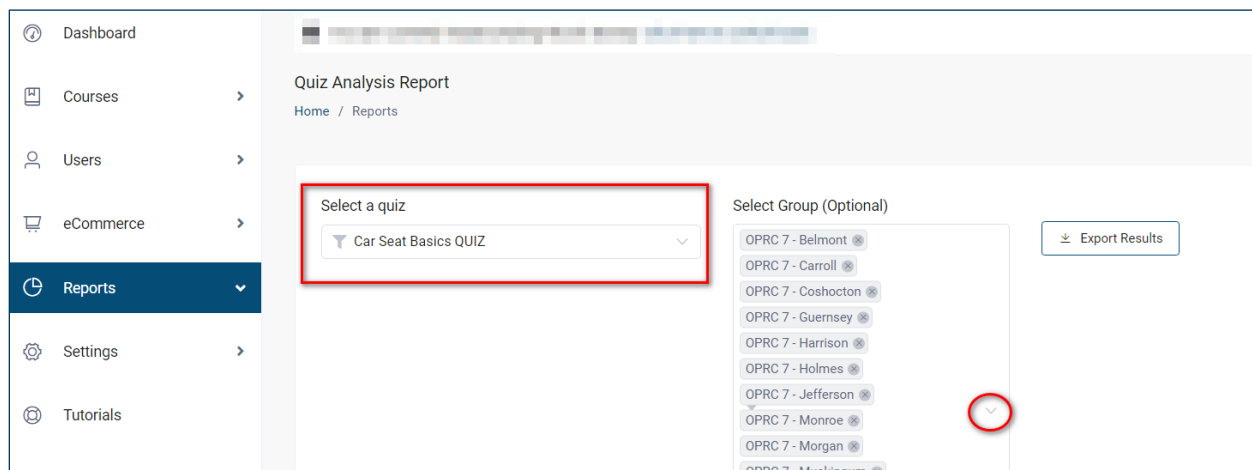
5. Select the **down arrow** in the Select Group box again and select the group(s) that you like to view from the drop-down list.

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

Question 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

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