

eLearning Manual for Instructors



CANADIAN SKI PATROL
PATROUILLE CANADIENNE DE SKI™

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Introduction to eLearning for Instructors

CSP eLearning has been implemented in order to enable students to complete a significant amount of the lecture style learning remotely, in the comfort of their own home or local library, etc. This also ensures that more focus is put on practical learning and moves away from lecture and PowerPoint classroom learning. The self-guided modular learning is thorough and easy to follow. Students will make their way through the curriculum working with the in-class schedule, prepping for each class with a quiz at the end of each section.

The eLearning portion of the CSP coursework has been developed in order to ensure that more emphasis is placed on practical study within the classroom. Once students are registered for an advanced first-aid or a refresher course, they will receive an email inviting them to log into the eLearning system similar to the email received by the instructor.

The CSP eLearning Portal can be found at <http://edu3.cspsopcs.com/login/>

Your eLearning Account

When you are first registered with the system you will receive an email that looks like the following:

From: eLearning Admin <noreply@edu3.cspso pcs.com>

Subject: Canadian Ski Patrol-Patrouille Canadienne de Ski eLearning: New user account

A new account has been created for you at 'Canadian Ski Patrol-Patrouille Canadienne de Ski eLearning' and you have been issued a temporary password.

Your current login information is now:

Username: *(This will be your CSP ID#)*

Password: *(Your first password will be generated for you)*

(You will have to change your password when you login for the first time)

To start using 'Canadian Ski Patrol-Patrouille Canadienne de Ski eLearning',
login at <http://edu3.cspso pcs.com/login/>

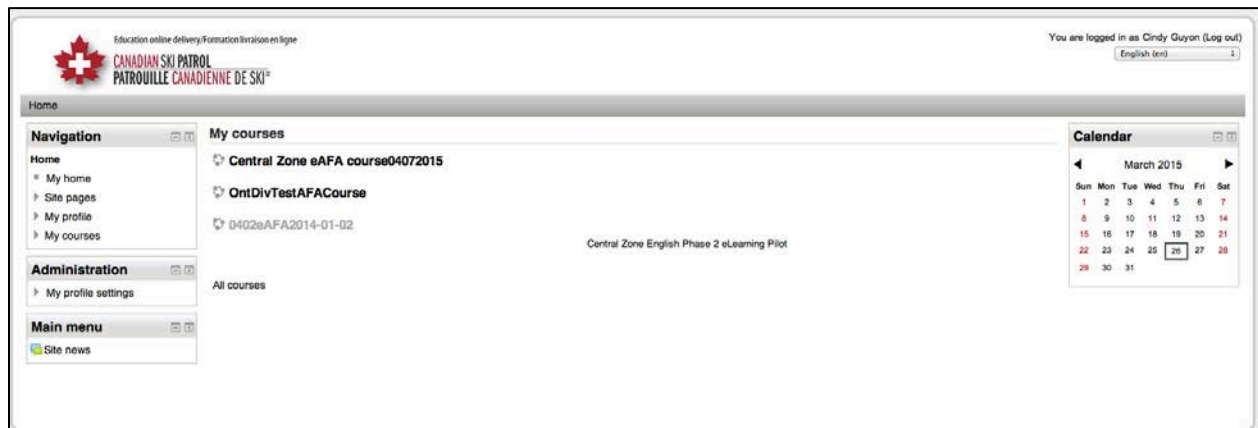
In most mail programs, this should appear as a blue link, which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Cheers from the 'Canadian Ski Patrol-Patrouille Canadienne de Ski eLearning' administrator,

System Administrator

Logging In

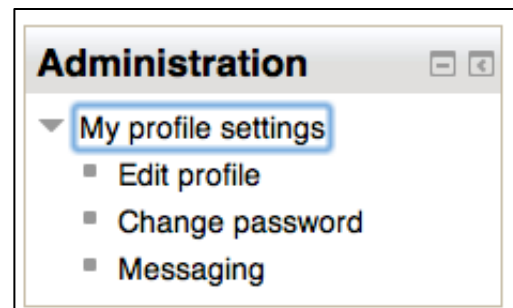
When logging on for the first time, use the password provided to you by the eLearning Administrator. After logging in you will see your home page with several **Navigation Blocks** on either side of the screen which include *Navigation*, *Administration*, and *Calendar*.



Changing your Password

To change your password you will need to do the following:

1. Click on **My profile settings** under the *Administration block* on the left hand side to view more options.
2. Select **Change password**.
3. You will then be asked to enter your current password and the new password you would like to use.



Note: password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

4. Click **Save changes** prior to leaving the change password page to ensure your new password is updated.

Profile

Your profile may be accessed through the Administration block. Click on ***My profile settings*** to expand the menu and then select ***Edit profile***.

On the edit profile page you will find several sections as you scroll down the screen with different options you can set.

These include:

- General
- Preferences
- User Picture
- Additional Names
- Interests
- Optional

What you set in here will be displayed on your profile page for others to see. You do not need to fill all these fields in if you don't want too. The more you fill in though will provide CSP students with more information about you as an instructor.

Forgotten Password or Username

If you have forgotten your Username or Password you will find a link on the login page just below the 'Log In' button.


Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

When you click on the ***'Forgotten your username or password link'*** you will be taken to a page where you will be given two options (username or email address) for the system to try and find your account.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

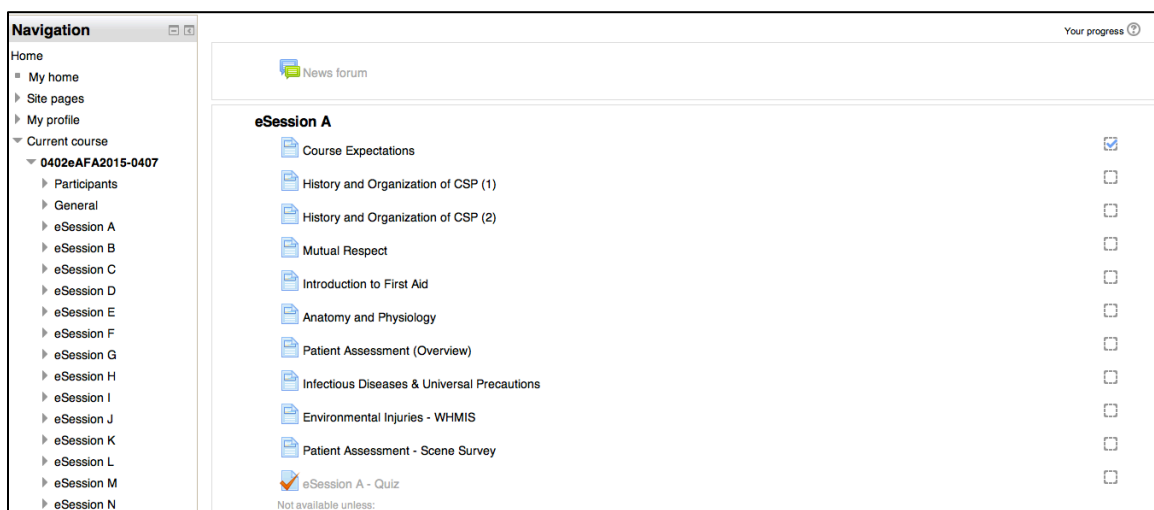
Email address

Fill in one of these two options and then click ***'Search'***. If you are found in the system you will receive an email with instructions on how to reset your account.

Navigating the Course

When you log on, you will see the **My Course** screen that will allow you to navigate through the different eSessions. Each eSession coincides with a physical classroom session of the New Patroller Advanced First Aid (AFA) course. For the Refresher, returning patrollers will be expected to complete all eSessions prior to attending their chosen recertification course.

Clicking on the sections of the eSessions will bring up the video for viewing.



Once the video has been viewed you can then move to the next module in that eSession. You can do this two ways:

1. Choose the next module in the list found in the Navigation block on the left side of the screen.
2. Click on your browsers back button to return to the main menu for that course.

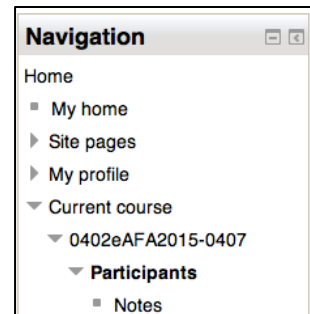
All of the sections within the eSession must be completed prior to attempting the quizzes. This quizzes may be attempted unlimited times and the system will only keep the highest graded attempt. A check will appear to the right of the sections that have been completed. If the quiz attempt resulted in a fail, a red x will appear to the right of the quiz.

Once students have been uploaded into the course, they will be listed under *Participants*. This can be found in the *Navigation Block* on the left hand side.

Searching for a Student

In order to search for a student, you must first select the course they are registered in. In the Navigation block select 'My courses', then choose your desired course.

This will bring up the menu for that course. Under 'Current Course' select 'Participants'. When the page first loads you will be shown a list (broken up by pages) of all the students.



My courses

Inactive for more than

User list

Current role

All participants: 12

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

At the top of this page you find several tools you can use to search for a student.

Each time you change the settings in these drop down menus, or choose a letter for first name or Surname, the page will reload with the students matching the criteria you have chosen.

1. **My Courses** – allows you to change the course you would like to view.
2. **Inactive for more than** – allows you to search for students who have been inactive for a certain period of days.
3. **User List** – 2 different user lists are available for displaying students (Brief and User Details)
4. **Current Role** – Allows you to view users based on their role in the system
5. **First Name or Surname** – search for students based on the first letter in their name.

Communicating with Students

Sending Student(s) a Message Through eMail

The CSP eLearning system allows you to communicate with your students via email. This is a very useful tool that can be used to notify users of what eSessions they are required to complete prior to attending there in-class sessions.

To send an email to students you will need to access the *Participants* list. This can be done using the following steps:

1. In the Navigation block select *'My Courses'*.
2. From the drop down menu select the course that the student(s) are registered in.
3. You will now see the *'Current Course'* menu. Select *'Participants'* to bring up the list of students.

<input checked="" type="checkbox"/>		Adam Killick	040200615	killicka@gmail.com			1 day 20 hours
<input checked="" type="checkbox"/>		Allison Theriault	040200515	allisontheriault_87@hotmail.com			Never
<input checked="" type="checkbox"/>		Andrew Edward Baskerville	040200215	abaskerville@gmail.com			Never
<input checked="" type="checkbox"/>		Douglas William Hart	040200715	DHARTT700@BELL.NET			Never
<input checked="" type="checkbox"/>		Gaby Abdo	040200815	Gaby.Abdo@yahoo.ca			5 days 16 hours
<input checked="" type="checkbox"/>		Thomas Patrick Ransom	040200415	Thomaspransom@yahoo.ca			Never
<input checked="" type="checkbox"/>		Marek Badzynski	040203511	mbad@rogers.com	Toronto	Canada	2 hours 10 mins

Page: 1 2 3 4 5 (Next)

From here you can select individual students or all. To select all scroll to the bottom of the screen where you will find a button labeled *'Select All'*.

Once you have selected your students you will also find at the bottom of the screen a drop down menu. From this drop down choose *'Send a Message'*. Once selected you will be taken to a screen where you can type your message. When done, click the *'Preview'* button. You will then be shown your message, if you find everything ok, you can then click send.

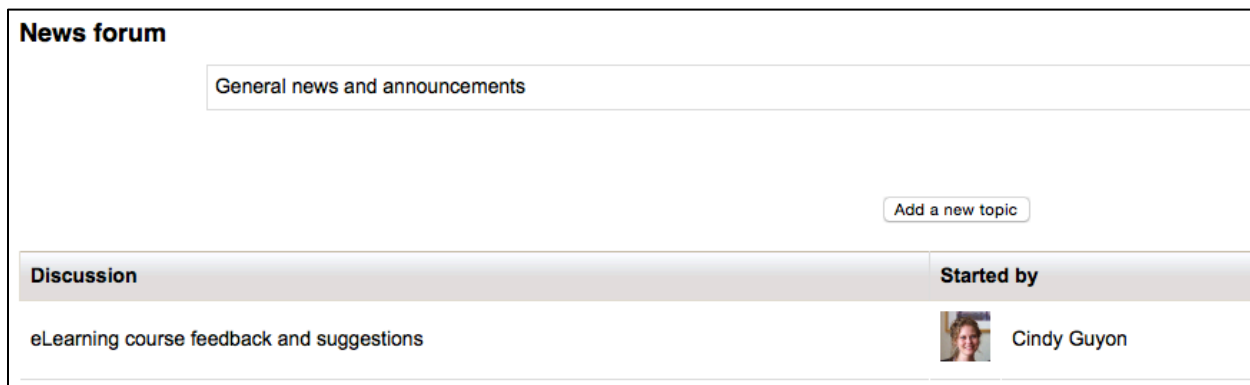
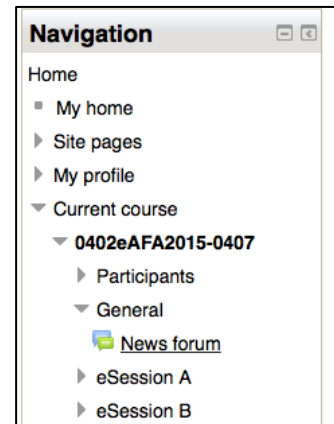
Select all Deselect all With selected users...

Choose...
 Choose...
Send a message
 Add a new note
 Add a common note

News Forums

Another feature for communication is the use of News Forums. The forum may be used to communicate, within the confines of the course, specific news and updates.

To start a new Forum, click on the course under the *Navigation* block for which you would like to start a topic. Click on **General**, and then **News Forum**. From the *News Forum* page, simply click on **Add a new topic**.



Adding a New Forum Topic

The *Add a new topic* page enables you to customize your topic for the forum. All students and instructors registered to the course are automatically subscribed to the forum.

News forum

General news and announcements

▼ Your new discussion topic

Subject*

Message*

☰
A ▾
B
I
☰
☰
🔗
🌟
🖼️
📺
📎

Subscription ?


Everyone is subscribed to this forum

Attachment ?

Maximum size for new files: 64MB, maximum attachments: 1

📎
☰

▶ 📁 Files



You can drag and drop files here to add them.

Mail now

Group

All participants

Post to forum
Cancel

There are required fields in this form marked *.

At the bottom of the New Topic screen you are given the option to **Mail now**. As all students and instructors are already subscribed to the forum, the **Mail now** box will enable you to notify the class of the new forum.

This forum is an excellent space to discuss changes and observations about the eLearning experience. The Administrators of the course will also receive these emails.

Managing Students - Reports and Activity Tracking

Quick Student or Instructor Access Report

To look at your students or instructors activities, click on 'My Courses' and then select the specific course you would like to look at. You will now see the 'Current Course' drop down menu and can select 'Participants'.

Looking at the right hand column of the participants list you will be able to see the last time they accessed the course. You may also find that they may have never logged in, which may require you to send a message and let them know they need to start their training.

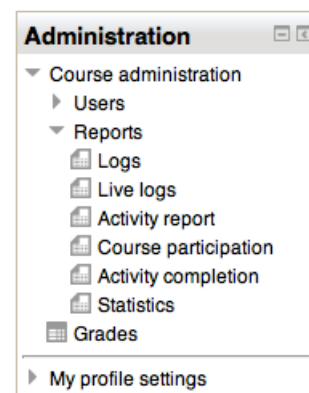
City/town	Country	Last access to course
Milton	Canada	Never
Orillia	Canada	Never
North Bay	Canada	2 hours 6 mins
		2 days 22 hours
	Canada	1 day
	Canada	18 hours 49 mins

Course Reports

The CSP eLearning system allows instructors to request course reports telling which modules in a course have been accessed, when, and by whom. These reports can be found under *Administration Block > Course Administration > Reports*.

There are 3 very useful reports:

- Logs
- Activity Report
- Activity Completion



Logs

Course logs allow instructors to see which resources or activities have been accessed and when. You can check to see if an individual student has viewed a specific resource or participated on a particular activity. You can limit your search to a specific day, or get results for a specified period of time.

When you first arrive at the Logs page you will see an array of drop-down menus.

Choose which logs you want to see:

Central Zone eAFA course04072015 ▾

All participants ▾ | All days ▾

All activities ▾ | All actions ▾

Educational level ▾ | Standard log ▾ | **Get these logs**

Choose one or more options to narrow the search:

- **Course filter** - The default is the current course.
- **Participant filter** - The default is all users (participants). Pull down the list to select a particular participant.
- **Day filter** - The default is all days. Pull down the list to select a specific date.
- **Activity filter** - The default is all activities. Pull down the list to narrow the filter to one activity.
- **Action filter** - The default is all actions. Pull down the list to limit the action to View, Update, Delete or All Changes.

To view the logs, click **Get these logs**. The reports page will open showing a list of the filtered activity.













Logs may be used prior to classes to view group activities or the activities of a specific student.

Note: The report filters Participant and Activity are among the most useful, as they result in important insights into student activity.

Activity Report

An activity report is a simple report with no filters. It will show all activity in the course.

- Items are listed in order of appearance in the course sections.
- The *Activity* column shows the *icon* for the activity type and the *name* of the activity.
- The *Views* column tells how many times each item has been viewed.
- The *Last access* column tells the date the item was last viewed, and elapsed time since it was last viewed.

Activity	Views	Related blog entries	Last access
 News forum	8	-	Tuesday, 1 September 2015, 3:35 PM (8 days 7 hours)
eSession A			
 Course Expectations	10	-	Monday, 7 September 2015, 12:10 PM (2 days 10 hours)
 History and Organization of CSP (1)	3	-	Monday, 7 September 2015, 12:28 PM (2 days 10 hours)
 History and Organization of CSP (2)	4	-	Monday, 7 September 2015, 12:38 PM (2 days 10 hours)
 Mutual Respect	1	-	Monday, 7 September 2015, 12:48 PM (2 days 10 hours)
 Introduction to First Aid	1	-	Monday, 7 September 2015, 12:55 PM (2 days 10 hours)
 Anatomy and Physiology	3	-	Monday, 7 September 2015, 1:44 PM (2 days 9 hours)
 Patient Assessment (Overview)	1	-	Monday, 7 September 2015, 1:55 PM (2 days 9 hours)
 Infectious Diseases & Universal Precautions	1	-	Monday, 7 September 2015, 2:19 PM (2 days 8 hours)
 Environmental Injuries - WHMIS	2	-	Monday, 7 September 2015, 2:33 PM (2 days 8 hours)
 Patient Assessment - Scene Survey	1	-	Monday, 7 September 2015, 2:49 PM (2 days 8 hours)
 eSession A - Quiz	18	-	Monday, 7 September 2015, 3:42 PM (2 days 7 hours)

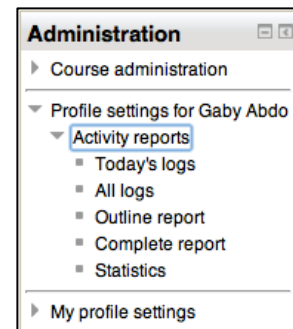
Activity Completion

This report generates a list of all participants and displays whether they have completed activities.

First name / Surname	ID number	Email address	Course Expectations	History and Organization of ...	History and Organization of ...	Mutual Respect	Introduction to First Aid	Anatomy and Physiology	Patient Assessment (Overview)	Infectious Diseases & ...	Environmental Injuries - WHMIS	Patient Assessment - Scene ...	eSession A - Quiz	Musculoskeletal System	Nervous System	Respiratory System	Circulatory System	eSession B - Quiz	Patient Assessment - ...	Patient Assessment - ...	Medical Conditions - ...	Patient Assessment - ...	Patient Assessment - Vital ...	Patient Assessment - Pain ...	Patient Assessment - ...	Patient Assessment - ...	eSession C - Quiz
Gaby Abdo	040200815	Gaby.Abdo@yahoo.ca																									
Andrew Edward Baskerville	040200215	abaskerville@gmail.com																									
Douglas William Hartt	040200715	DHARTT700@BELL.NET																									
Adam Killick	040200615	killicka@gmail.com																									
Christopher Lim		pumpandblowcpr@gmail.com																									
Boris David Martinez Morales		d_morales@live.com																									
Thomas Patrick Ransom	040200415	Thomaspransom@yahoo.ca																									
Allison Theriault	040200515	allisontheriault_87@hotmail.com																									

Individual Student Progress Reports – Activity Reports

Course reports are very useful but you can also view reports on individual student progress. In the lower left hand corner, you will see a box called **Administration**. This is where you can go to take a look at individual student progress through reports.














While still on the *'Participants'* page for a specific course, click on the student you would like to look at, and their name will appear in the Administration block.

Under *'Profile settings for (student name)'*, you may choose **Activity reports**. This will give you the option to look at reports on the specific student you have selected.











The 4 useful reports include:

- **Today's logs** – this will display a report of all activity by this user on the current day.
- **All logs** – This will display a report of all activity since the user has been in the system
- **Outline report** – will list the entire course Activities along with their associated grades.
- **Complete Report** –will list all of the course Activities along instructor feedback, and associated grades.

Sample Outline Report

eSession A		
 Course Expectations	1 views	Friday, 27 March 2015, 7:04 PM (5 days 17 hours)
 History and Organization of CSP (1)	1 views	Friday, 27 March 2015, 7:04 PM (5 days 17 hours)
 History and Organization of CSP (2)	-	
 Mutual Respect	-	
 Introduction to First Aid	-	
 Anatomy and Physiology	-	
 Patient Assessment (Overview)	-	
 Infectious Diseases & Universal Precautions	-	
 Environmental Injuries - WHMIS	-	
 Patient Assessment - Scene Survey	-	
 eSession A - Quiz	Grade: -	

Sample Complete Report

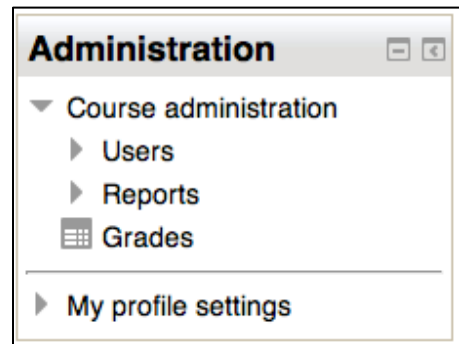
General
 Forum: News forum No posts
eSession A - Patient Assessment
 Page: eFA112 Patient Assessment - Overview 4 views - most recently Friday, 28 August 2015, 6:48 AM
 Page: eFA113 Patient Assessment - Scene Survey 1 views - most recently Wednesday, 26 August 2015, 6:31 PM
 Page: eFA114A Patient Assessment - Primary Assessment - Part A 1 views - most recently Thursday, 27 August 2015, 12:16 PM
 Page: eFA114B Patient Assessment - Primary Assessment - Part B 1 views - most recently Thursday, 27 August 2015, 12:18 PM
 Page: eFA114C Patient Assessment - Primary Assessment - Part C 1 views - most recently Thursday, 27 August 2015, 12:18 PM
 Page: eFA115 Patient Assessment - Transportation Decisions 1 views - most recently Thursday, 27 August 2015, 12:18 PM
 Page: eFA116 Patient Assessment - Vital Signs 1 views - most recently Thursday, 27 August 2015, 12:18 PM
 Page: eFA117 Patient Assessment - Secondary Assessment 1 views - most recently Thursday, 27 August 2015, 12:19 PM
 Page: eFA118 Patient Assessment - Pain Management 1 views - most recently Thursday, 27 August 2015, 12:19 PM

Grades

'Grades', which can be found in the *Administration* block under *Course Administration*, allow instructors to quickly see their students' progress through the quizzes.

A very important report here is the **Grader Report**.

Clicking on **Grades** will bring you directly to the *Grader Report*. This report will help you track the progress of students through their quiz attempts.



Students are required to complete all modules in an eSession prior to attempting a quiz. This makes the Grader report very useful in tracking course completion. The Grader report shows all of the student's best attempt at all the quizzes.

Sample 'Grader Report'

Grader report										
All participants: 9/9										
First name : A I A B C D E F G H I J K L M N O P Q R S T U V W X Y Z										
Surname : A I A B C D E F G H I J K L M N O P Q R S T U V W X Y Z										
Central Zone eAFA ...				eSession A - Quiz	eSession B - Quiz	eSession C - Quiz	eSession D - Quiz	eSession E - Quiz	eSession F - Quiz	eSession G - Quiz
Surname	First name	ID number	Email address							
Gaby	Abdo	040200815	Gaby.Abdo@yahoo.ca	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Andrew Edward	Baskerville	040200215	abaskerville@gmail.com	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Douglas William	Hartt	040200715	DHARTT700@BELL.NET	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Adam	Killick	040200615	killicka@gmail.com	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Christopher	Lim		pumpandblowcpr@gmail.com	90.91 %	100.00 %	88.89 %	100.00 %	100.00 %	100.00 %	100.00 %
Boris David	Martinez Morales		d_morales@live.com	81.82 %	100.00 %	83.33 %	100.00 %	100.00 %	80.00 %	-
Eric Justin	Moyer		ericjustinmoyer@gmail.com	-	-	-	-	-	-	-
Thomas Patrick	Ransom	040200415	Thomaspransom@yahoo.ca	90.91 %	83.33 %	83.33 %	100.00 %	100.00 %	80.00 %	100.00 %
Allison	Theriault	040200515	allisontheriault_87@hotmail.com	90.91 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Overall average				94.32 %	97.92 %	94.44 %	100.00 %	100.00 %	95.00 %	100.00 %

Quiz Completion – Individual Student

To look at the quiz activity of an individual student, select **User report** under the *Grade Administration* menu.

In the upper right corner of the User Report screen you will find a drop down where you can select a specific student.

The screenshot shows a dropdown menu with the text "Select all or one user" and a "Choose..." button. Below the dropdown are three tabs: "Range", "Percentage", and "Contribution to course total".

User report - Zachary Bartlett

Select all or one user Zachary Bartlett ▼

Grade item	Grade	Range	Percentage	Contribution to course total
0102eAFA2014-01-01				
<input checked="" type="checkbox"/> eSession A - Quiz	100.00 %	0-11	100.00 %	-
<input checked="" type="checkbox"/> eSession B - Quiz	100.00 %	0-10	100.00 %	-
<input checked="" type="checkbox"/> eSession C - Quiz	100.00 %	0-10	100.00 %	-
<input checked="" type="checkbox"/> eSession D - Quiz	-	0-10	-	-
<input checked="" type="checkbox"/> eSession E - Quiz	100.00 %	0-10	100.00 %	-

Once you have selected your student the page will reload with the students quiz results.

As you may have guessed by reading the text beside the student selection drop down, this report can also be used to view all students at once by selecting 'All users'.

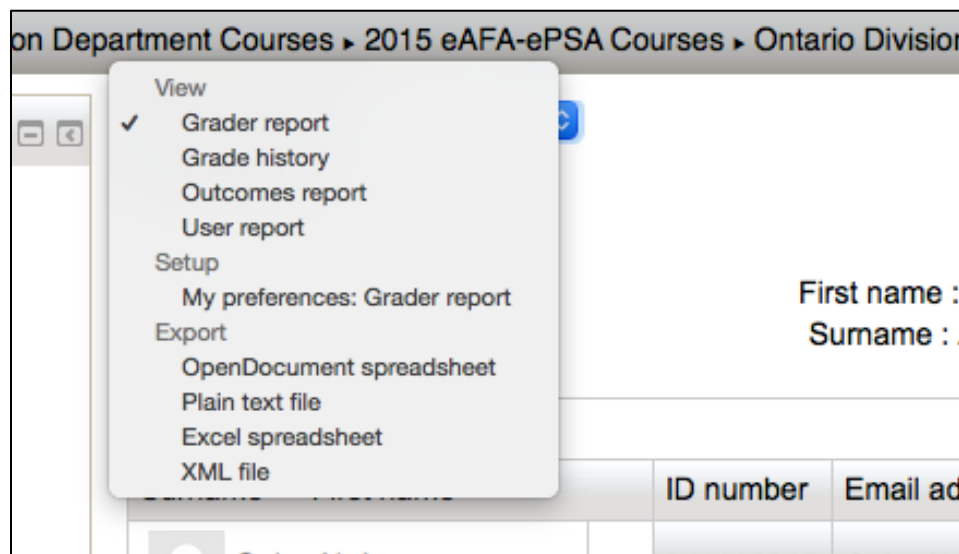
Printing Grade Reports

Although the steps for printing any of the available Grade Reports are the same, the most useful report to print is the **Grader Report** which shows quiz completion. Quizzes can only be attempted once all of the eSessions modules have been completed. For this reason, the Grade Report would be the best to print prior to a class or course.

To run the grade report, select 'Grades' in the Administration block. This will then show you the **Grade Administration menu**. Next, click on '**Grader report**'. Your report will then appear on screen.

At the top of the screen you will find a drop down menu that gives you three sections with several options to choose from.

1. **View** – in this section you can choose the different Grade Reports to view. A check mark will appear beside the current report you are viewing.
2. **Setup** – this will take you to a page to set your preferences for the *Grader Report*.
3. **Export** – these options can be used to retrieve student data from the system and download it to your computer.



To retrieve the student data you will need to select one of the export options. The best option here will probably be ***'Excel Spreadsheet'***.

You are then asked to select the quizzes you would like to include in the report. Select or deselect them by clicking the box to the right of the quiz. By default all are selected.

Once you have selected your quizzes you can then click the ***'Download'*** button found at the bottom of the screen.

Excel spreadsheet

Export to Excel spreadsheet

Grade items to be included

- eSession A - Quiz
- eSession B - Quiz
- eSession C - Quiz
- eSession D - Quiz
- eSession E - Quiz
- eSession F - Quiz
- eSession G - Quiz
- eSession H - Quiz
- eSession I - Quiz
- eSession J - Quiz
- eSession K - Quiz
- eSession L - Quiz
- eSession M - Quiz
- eSession N - Quiz
- eSession O - Quiz
- eSession P - Quiz
- eSession Q - Quiz
- eSession R - Quiz
- eSession S - Quiz
- Course total

Select all/none

Export format options

Download

Your report will then be downloaded to your computer as an Excel file. You can then open the report and print.

Example of Grader Report in Excel

	A	B	C	D	E	F	G	H	I	J	K
1	Username	First name	Surname	ID number	Institution	Department	Email	Quiz: eSession A - Quiz	Quiz: eSession B - Quiz	Quiz: eSession C	Quiz: eSession D
2	040200815	Gaby	Abdo	040200815				11	10	10	10
3	040200215	Andrew Edward	Baskerville	040200215				11	10	10	10
4	040200715	Douglas William	Hartt	040200715				11	10	10	10
5	040200615	Adam	Killick	040200615				11	10	10	10
6	040201115	Christopher	Lim					10	10	8.89	10
7	040200915	Boris David	Martinez Morales					9	10	8.33	10
8	040200415	Thomas Patrick	Ransom	040200415				10	8.33	8.33	10
9	040200515	Allison	Therault	040200515				10	10	10	10
10											

Tips and Tricks to Verify Student Activity

Verifying Student Access

A quick way to find out who has logged on and when their last access was is the Participants option. Click on your preferred course in the **Navigation** block in the upper left hand side of the screen, and then select **Participants**.

Confirming Modules are Being Viewed

A student may be fast-forwarding through the modules in order to skip through them fast and open up the quiz at the end. Using the Logs report will help you spot the students that are trying to cheat the system.

In the Administration block on the left hand side of the screen, click on *'Reports'*, and select *'Logs'*.

This will give you a number of options at the top of the main screen. Select your course, keep the default for *'All participants'*, unless you are looking at a specific student, keep the default of *All activities*, unless you are suspicious about a particular module. Click **'Get these logs'** as seen below.

You can now scan through the report and pick out students that are not spending enough time to complete the modules.

As you can see below from the report below, Gary started the first module in the course (Course Expectations) at the time of **20:16**. But, he also viewed two more modules at the same time. This means he viewed all three modules in less than one minute.

10 Sep, 21:16	Gary Collins	-	Page: Mutual Respect	Page	Course module viewed
10 Sep, 21:16	Gary Collins	-	Page: History and Organization of CSP (2)	Page	Course module viewed
10 Sep, 21:16	Gary Collins	-	Page: Course Expectations	Page	Course module viewed

Technical and eLearning Support

If you require technical support, or have any questions or suggestions regarding the CSP eLearning system, please contact your **Zone eLearning Support Representative** that has been assigned to your zone.

We do our best to resolve all issues as quickly as we can. But, please remember that we are a volunteer organization, so responses may not be as immediate as you would find in the commercial sector.

