

eLearning Manual for Students



CANADIAN SKI PATROL
PATROUILLE CANADIENNE DE SKI™

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Introduction to eLearning for Students

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. Similarly, returning patrollers are expected to complete all modules and quizzes prior to attending their recertification course.

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.

The link to the eLearning site is <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.cspsopcs.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.cspsopcs.com/login/>

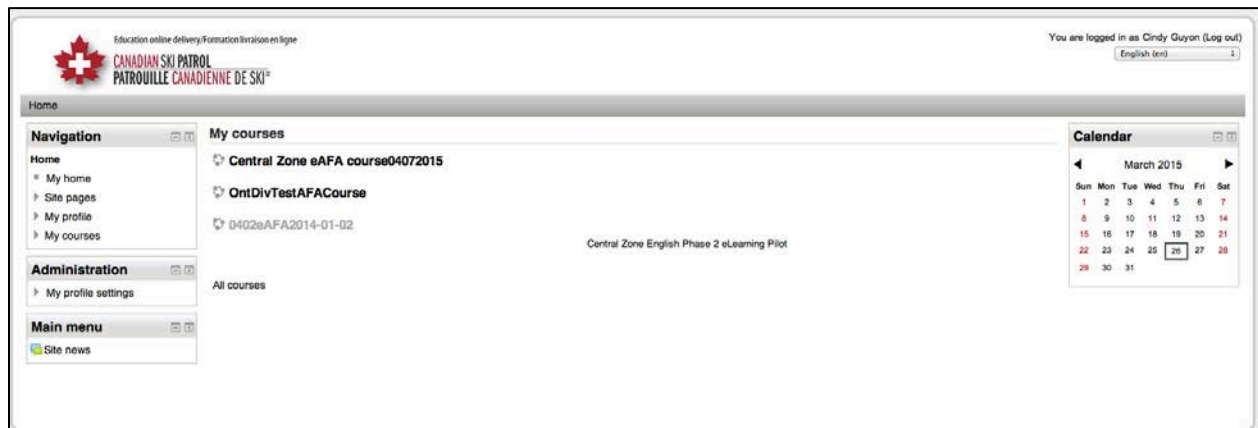
In most mail programs, this should appear as a blue link, which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

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

System Administrator

Logging In

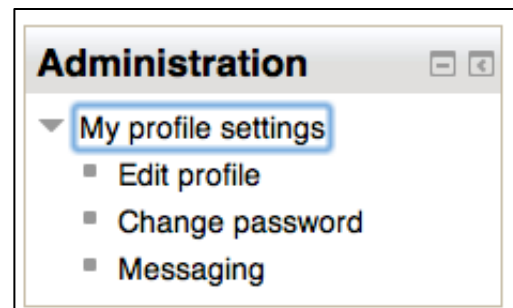
When logging on for the first time, use the password provided to you by the eLearning Administrator. After logging in you will see your home page with several **Navigation Blocks** on either side of the screen which include *Navigation*, *Administration*, and *Calendar*.



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 fellow students and instructors with more information about yourself.

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.

The screenshot displays a web-based course interface. On the left is a 'Navigation' sidebar with a tree view: Home (My home, Site pages, My profile), Current course (0402-eRecert-Fall2015), and Administration (Course administration, Turn editing on, Edit settings, Course completion). The main content area is titled 'eSession A - Patient Assessment' and lists 12 activities with checkboxes for completion status. Activities eFA112 through eFA119 are marked as complete, while eFA120 is not. A 'Quiz' activity is also listed. A 'Not available unless:' section follows, listing conditions for eFA114A, eFA114B, eFA114C, eFA115, eFA116, eFA117, eFA118, and eFA119. A 'News forum' icon is visible at the top of the main content area.

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.

For Returning Patrollers, all modules and quizzes must be completed prior to attending the recertification course.





The eLearning system enables instructors to track a student’s progress. Not only will they be able to see what the student has completed, they will also be able to see if students try to cheat the system and quickly scroll through the modules. For students that attempt to fast-track the system, they will be expected to repeat the required modules prior to attending their refresher course.

If all modules are not completed in their entirety prior to attending their chosen refresher, students may be asked to sign up for another course.

Completing Modules to Open Quizzes

In order to complete a module, you must watch the module in its entirety. When a module has been completed, a blue check mark will appear in the box to the right of that module. Once all modules for an eSession have been completed, you will be able to attempt that eSessions quiz.

eSession B - Shock & Severe Bleeding




 eFA147 Shock & Severe Bleeding - Basic	<input checked="" type="checkbox"/>
 eFA149 Shock & Severe Bleeding - External Bleeding	<input checked="" type="checkbox"/>
 eFA150 Shock & Severe Bleeding - Internal Bleeding	<input checked="" type="checkbox"/>
 eSession Shock & Severe Bleeding - Quiz	<input type="checkbox"/>

Quizzes





Once you have completed all of an eSessions modules that eSessions quiz will be available to you.

Quizzes will not open up until you have completed all of the eSessions modules.

View prior to Module completion

eSession D - Fractures, Dislocations, and Soft-Tissue Injuries	
 eFA178 Fractures	<input checked="" type="checkbox"/>
 eFA179 Dislocations	<input type="checkbox"/>
 eFA180 Soft-Tissue Injury	<input checked="" type="checkbox"/>







View after module completion

eSession D - Fractures, Dislocations, and Soft-Tissue Injuries	
 eFA178 Fractures	<input checked="" type="checkbox"/>
 eFA179 Dislocations	<input checked="" type="checkbox"/>
 eFA180 Soft-Tissue Injury	<input checked="" type="checkbox"/>
 eSession Fractures, Dislocations, and Soft-Tissue Injuries - Quiz	<input type="checkbox"/>







You will now be able to see and attempt the eSessions Quiz.

You may attempt the quiz as many times as you would like with your highest mark being recorded. If your quiz attempt is not successful, a red X will appear in the box to the right of the quiz. A successful completion of the quiz will give you a green checkmark to the right of the quiz.





Unsuccessful attempt

eSession G - Persons with Disabilities		
 eFA241 Persons with Disabilities - Basic Assessment		
 eFA241X Persons with Disabilities - Sit Ski Removal		
 eSession G - Persons with Disabilities - Quiz		

Successful attempt

eSession F - Basic Life Support		
 eFA129 BLS - Suction		
 eFA131 BLS - Oropharyngeal Airways		
 eSession F - BLS - Quiz		

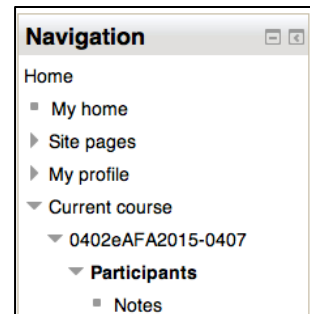
Prior to completing the quiz, you will be given the opportunity to review your answers.

eSession G - Persons with Disabilities - Quiz	
Started on	Tuesday, 8 September 2015, 8:03 AM
State	Finished
Completed on	Tuesday, 8 September 2015, 8:03 AM
Time taken	15 secs
Marks	0/2
Grade	0 out of 10 (0%)
Question 1	If a disabled person does not want assistance you should:
Incorrect Mark 0 out of 1 	Select one: <input checked="" type="radio"/> a. Ask for a trauma pack and transport as this will always be needed.  <input type="radio"/> b. Call for additional patrolers to assist anyway. <input type="radio"/> c. Investigate further to try to discover what is 'his normal'. <input type="radio"/> d. Leave the scene as no assistance is required.
	Your answer is incorrect. The correct answer is: Investigate further to try to discover what is 'his normal'.
Question 2	When packaging a disabled patient for transport:
Incorrect Mark 0 out of 1 	Select one: <input checked="" type="radio"/> a. Leave adaptive equipment behind for someone else to look after.  <input type="radio"/> b. Take extra care to maintain comfort and homeostasis. <input type="radio"/> c. Disregard patient's instructions. <input type="radio"/> d. Splint injuries as usual.
	Your answer is incorrect. The correct answer is: Take extra care to maintain comfort and homeostasis.

Searching for Students and Instructors

In order to search for other students and instructors you must go to the Navigation block and 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 and instructors assigned to that course.



My courses

Inactive for more than

User list

Current role

All participants: 12

First name : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ

At the top of this page you will 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 and instructors who have been inactive for a certain period of days.
3. **User List** – 2 different user lists are available for displaying students and instructors information (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 and Instructors

Sending a Message Through eMail

The CSP eLearning system allows you to communicate with other students and/or Instructors 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 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 participants in that course.

<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/instructors 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...

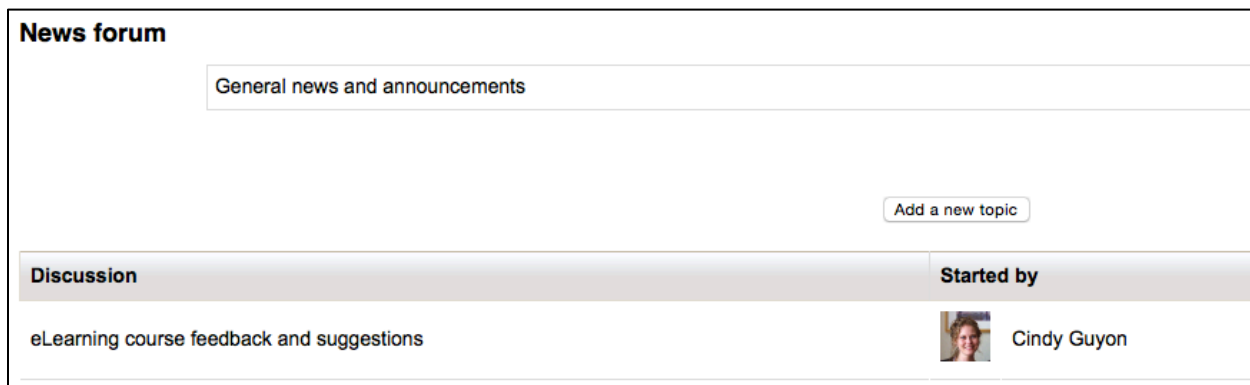
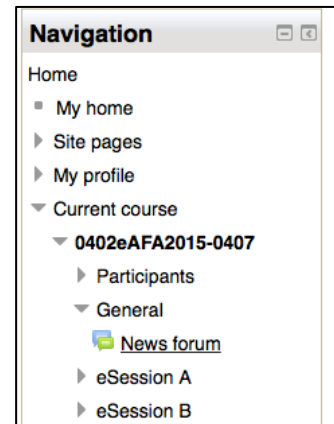
Choose...

- 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.

eLearning Technical Support

If you require technical support, or have any questions or suggestions regarding the CSP eLearning system, please contact your **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.

