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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 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.csppcs.com/login/

Your eLearning Account and Access

Please note that the server has changed for the eLearning system. The new address is now. http://edu3.csppcs.com/login/

eLearning Access eMail

From: eLearning Admin <noreply@edu3.csppcs.com>

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

The body of the email:

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: CSP # 0402*****

password: *******

(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',

http://edu3.csppcs.com/login/
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 to  
http://edu3.cspsopcs.com/login/, use the password provided to you by the eLearning administrator (eLearning Admin <noreply@edu3.cspsopcs.com>), you will see your home page with the navigation bar, course(s) and calendar.

Changing your Password

Changing your password can be done by clicking on My profile settings under the Administration menu on the left hand side.

From the Administration menu click the arrow to drop down the menu and select Change password. Passwords require at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, at least 1 non-alphanumeric character. 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 menu. The Administration menu, scroll down to My profile settings and then click on Edit profile.

Adding a Picture

To add a profile picture, click on My profile from the Administration menu and then click on Edit profile. On the Edit profile page, scroll down to the bottom options. Here you will find a tab for User Picture. Click on the File icon to upload your picture.

Adding your CSP #

Some of the profiles have not included your CSP #.

Scroll to the bottom of your profile page and select Optional.

Add your CSP number into the ID Number field. Please note that the ID number and Username are both your 0402 CSP#.

Forgotten Password or Username

Passwords require at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, at least 1 non-alphanumeric character.
On the login page at http://edu3.cspsopes.com, click on **Forgotten your username or password?**

You will be emailed a link to change your password this is your email addressed that was used to register on Zims. If your email address has changed or you did not receive a password, please contact elearning@skipatrolcentral.com

### Navigating the Course

Once students have been uploaded into the course, they will be listed under *Participants* in the *Current Course* menu on the *Navigation* menu on the left hand side of the screen.

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 will need to click on your browser’s back button to return to the course navigation screen.

All of the sections within the eSession must be completed prior to attempting the quizzes. These 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 a 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 systems enable 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 will 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. Please note that instructors will be able to see if you have fast-tracked through the modules. Once all modules for an eSession have been completed, you will be able to attempt that eSession's quiz.
Quizzes

Once you have competed all of an eSession’s modules, that eSession’s 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.

View after module completion. 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.
Prior to completing the quiz, you will be given the opportunity to review your answers.

**Take note: eSession H, eSession F**

eSession F - Basic Life Support, currently has no recorded voice.

eSession H – Environmental Injuries, Code of Conduct does not have a quiz.

**Communicating with Students and Instructors**

**Sending Student(s) or Instructors a Message Through eMail**

You will be able to select fellow students and/or instructors, and send them a message directly from the system.
News Forum

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 and in the Navigation menu no the left side of the screen 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 setup page
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.

**Accessing the eLearning on your Mobile Device**

Although the eLearning site does not have a mobile application, you will still be able to access your courses through your mobile devices Internet browser.


**Quiz Completion – Individual Student**

The quiz completion report can be used to prove that you have completed all of the eSessions prior to attending your course. To look at the quiz activity of an individual student, Select User report under the under the Grade Administration menu.
Search

In order to search for a student, you must first select the course that they are registered in.

From the course select Participants. The search is set up to enable you to search by the first letter of the student’s first name, the first letter of the last name, or both.

You will be able to switch to other courses within the main navigation page along with being able to choose the type of participant, the type of list, and the participant’s role.

NOTE: You will need to reset “All” to begin a new search or you will be refining the search based on your first letter choice.
The “Type” of user list in the upper right hand corner drops down a menu that enables you to create a detailed list or a brief list.

The other option to search for a specific student is down at the bottom left side. This search option enables you to search for CSP numbers, partial or full first and last names, along with partial or full email addresses.

eLearning technical support and feedback

For any questions or suggestions on the eLearning system please contact elearning@skipatrolcentral.com