
CWPS Training

Learner Guidance

Sport for life

sportscotland
the national agency for sport

Introduction

Welcome to the **sportscotland** virtual learning environment. Throughout the guidance documents and the course we will refer to the Learner - the Learner is you, the person taking part in the training.

sportscotland has recently developed a new registration and certification process using a virtual learning environment – “Brightspace” which is hosted by D2L.

We aim to make your learning experience as smooth and simple as possible and Brightspace makes learning easy and accessible.

Your dashboard is personalised to you, and you will only see content and section(s) you are enrolled in, nothing else. Some parts of the course will remain hidden until you have completed an earlier part of the course.

Organising and enrolling on a course

1. You, as the Learner, first need to register onto a CWPS training course directly with a Course Organiser (via their website and through their booking site). Details can also be found on [sportscotland's website](#)
2. Your Course Organiser will then be able to register you onto Brightspace and inform you when this has been done.
3. You will receive an email directly from Brightspace, titled **sportscotland: Enrolment Confirmation**. This will come from d2lsupport@learninginsport.brightspace.com. Please check junk and spam folders as some email accounts filter this email out as it is auto generated.
4. You can access Brightspace by visiting learninginsport.brightspace.com or by following this link <https://learninginsport.brightspace.com/>

Top Tip: **Save or bookmark the URL or download the Brightspace Pulse app to your phone/tablet so you have easy access to Brightspace**

5. **Remember** please use - Chrome, Firefox, Edge (not Internet Explorer and Legacy Edge), when logging in and accessing your course on Brightspace.
6. **If you are having problems with Brightspace then there is support available for you.** The Support Portal is available on the initial log in screen, home page and course home page. If you are unable to login and have tried resetting your password please access the Support Portal to open a chat or send an email to D2L so one of our agents can assist you.

Step-by-step guide to completing the CWPS Course:

Step 1: Log in to Brightspace

Step 2: Complete all of Module 1

Step 3: Open Module 2 to obtain the virtual classroom link

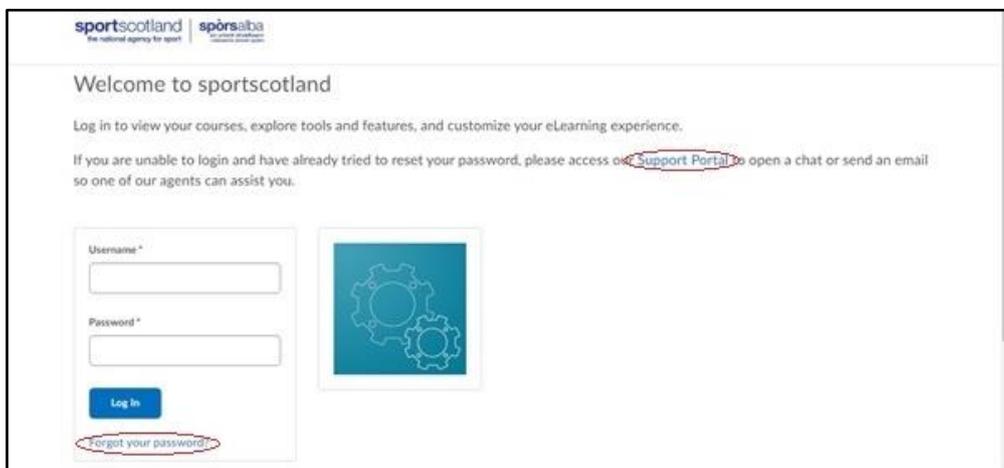
Step 4: Attend the virtual classroom session

Step 5: Log back in to Brightspace and complete the Module 2 Quiz

Step 6: Generate and save your certificate.

Step 1: Log in to Brightspace

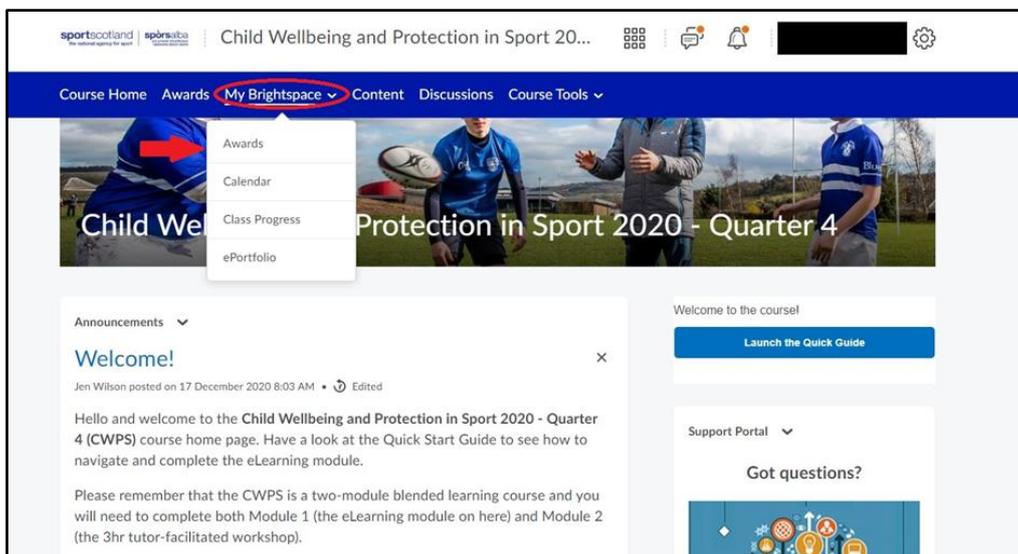
To begin the course you should login to Brightspace by following the instructions in the enrolment confirmation email. The screen shot below is the login page that you will see and can be accessed by clicking <https://learninginsport.brightspace.com/>



Links to the forgotten password function and the Support Portal (if you have any login issues) can be seen on this page and are highlighted by a red ellipse on the above screen shot.

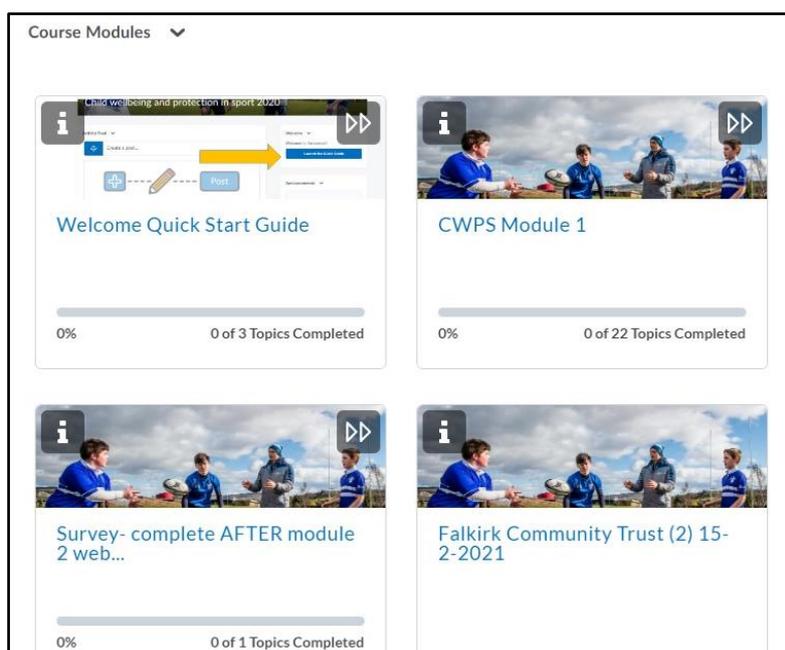
Your Dashboard

You are now ready to start the training, after you click on the Child Wellbeing and Protection in Sport Course your dashboard will look like this:



You will see:

- A welcome announcement and quick start guide widget on how to navigate through the course, we recommend that you read through this guide before going any further.
- **Module 1**
- **Module 2** - Module 2 will only become visible after you have completed Module 1 so you will not see it the first time you log in, or until after you have completed Module 1.
- **End of Course Survey**. - The End of Course Survey is optional but we would appreciate the feedback if you can spare the time!



Step 2: Complete all of Module 1

Module 1 contains the bulk of the elearning content, some further contact information and a number of quizzes, all of which need to be completed before you progress any further.

We strongly recommend that you complete Module 1 at least one week before attending the virtual classroom session detailed in Module 2. This will allow you to digest and reflect on the learning and be better prepared for the virtual classroom session.

Step 3: Open Module 2 to obtain the virtual classroom link

Module 2 contains the link and other information related to your virtual classroom session. Module 2 also contains the final course Quiz, which should not be attempted until after the virtual classroom session.

Step 4: Attend the virtual classroom session

The virtual classroom session is normally held outside of Brightspace on another virtual meeting software platform and it is led by an approved Tutor. The session takes around three hours to complete. Module 2 also contains the final course Quiz.

Step 5: Log back in to Brightspace and complete the Module 2 Quiz

Note that the Module 2 Quiz is required to be completed before your Certificate is Issued so you will need to log back in to Brightspace after the virtual classroom session and complete the very short Module 2 Quiz.

Step 6: Generate and save your certificate.

A certificate of attendance award is automatically issued to you when you have completed the required elements of the course within **both** Modules. Many sports governing bodies require to see a copy of your certificate and it can be accessed in the Awards section of Brightspace - look on the blue course navbar under "My Brightspace" if you are having trouble finding the Awards section.

If you click on the Certificate icon a window will pop up that will allow you to generate a pdf of the certificate which you can save or print as required.

Note on Completion

100% completion is achieved when you:

- Open and read the Welcome Quick Start guide;
- Open and fully complete Module 1, including the eLearning content, quizzes, main points page and the CWPS Survey Form;
- Open Module 2 and attend the Virtual Classroom Session;
- Complete the Module 2 Quiz;
- Complete the survey.

We hope you enjoy the course!

Remember the Support Portal is available on the initial log in screen, home page and course home page. If you are unable to login and have tried resetting your password please access the Support Portal to open a chat or send an email so that one of our agents can assist you.