
CWPS Training

Tutor Guidance

Sport for life

sportscotland
the national agency for sport

Introduction

The Tutor is highly trained in CWPS/CWPO and is approved by **sportscotland** to deliver Module 2 of this course.

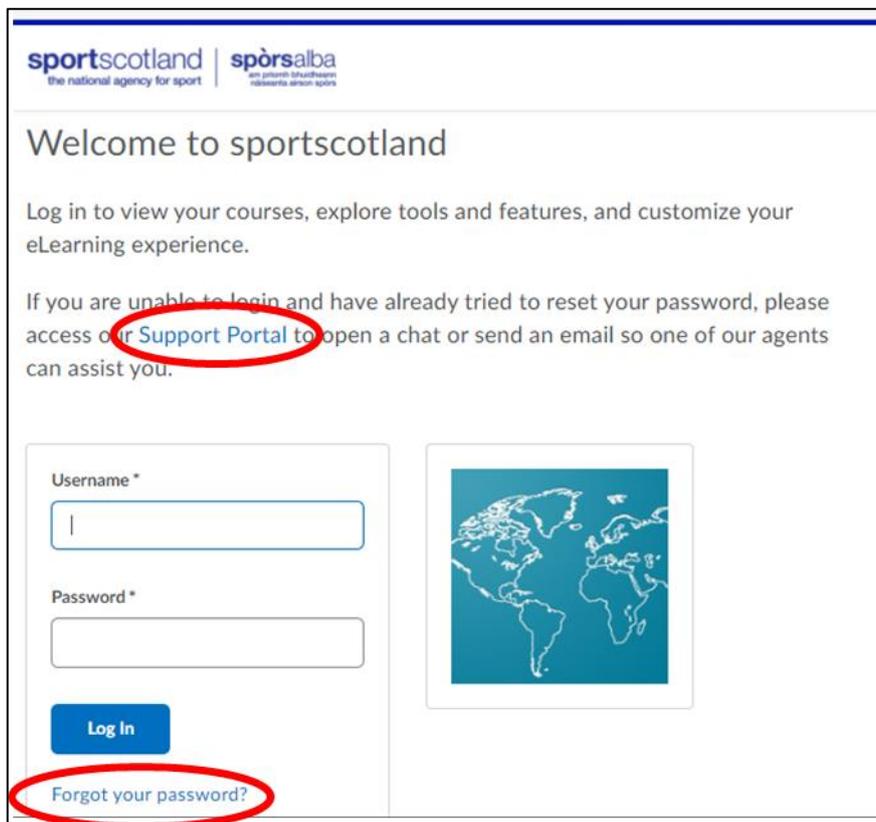
You, as a Tutor, are listed as an CWPS and/or CWPO Approved tutor and you have agreed to share your name and email address on the **sportscotland** tutor list. This list can be found on the **sportscotland**'s website.

Step by step guide

- A Course organiser will contact you directly to tutor a course they have planned for their coaches and volunteers. All participants will be over 16 years of age.
- Agree time and date with the course organiser for delivering this training and invoice the course organiser directly after you have delivered the training.
- The rate remains at £35/hour for a 3-hour session. Check the HMRC website for more details on how to claim expenses if you are self-employed, including working at home, travel expenses (if applicable), virtual platform fees etc [Expenses if you're self-employed: Overview - GOV.UK \(www.gov.uk\)](#)
- **sportscotland** has recently developed a new registration and certification process using a virtual learning environment – “Brightspace”. Learners and you, as a Tutor, can access this platform. You can also organise your own training (role of a course organiser) and use your preferred virtual classroom functions.
- **sportscotland** will register you onto Brightspace, as a “Facilitator”. You will be able to see the learners enrolled onto your course and the class progress. You will not be able to edit any lists or content on the course, but you will be able to mark an assignment as complete (more on this later).
- When **sportscotland** registers you as a “Facilitator” you will receive an email directly from Brightspace, titled sportscotland: Enrolment Confirmation. This will come from d2lsupport@learninginsport.brightspace.com . This will be issued within 24 - 48 hours.
- Please check junk and spam folders as some email accounts filter this email out because it is auto generated.
- **Please remember:** Only use only Chrome, Firefox or MS Edge internet browsers and not Internet Explorer or Legacy Edge, when logging in and accessing your course on Brightspace. The sportscotland home page can be accessed via this link <https://learninginsport.brightspace.com/>

Brightspace Learning in Sport

The first thing you will see is your log-in page as shown below. There is support and help available to you 24/7 on Brightspace. The support portal is available on the initial log in screen, home page and course home page as highlighted.



Login Page Screenshot

Top Tip: Save or bookmark the URL or download the Brightspace Pulse app to your phone/tablet so you have easy access to Brightspace. The same content is available to the Learner via this app on a phone/tablet.

Your Dashboard/Course Homepage

You will see the following content:

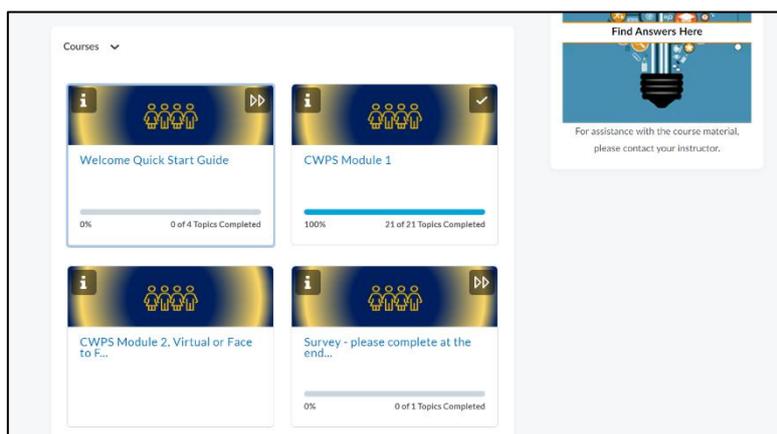
- A welcome announcement and quick start guide widget on how to navigate through the course, we recommend that everyone reads through this guide before going any further.
- **Module 1:** this module contains eLearning and a number of Quiz based knowledge checks.
- **Module 2** - You will see all the versions of Module 2 that you have been enrolled in, Module 2 contains the link or details of the virtual or face to face classroom session.

Note that Module 2 will only become visible to LEARNERS after they have completed Module 1 so they will not see it the first time they log in, or until after they have completed Module 1.

- **End of Course Survey.** - The End of Course Survey is optional, but we would appreciate the feedback if they can spare the time!



Course Homepage/Dashboard Screenshot

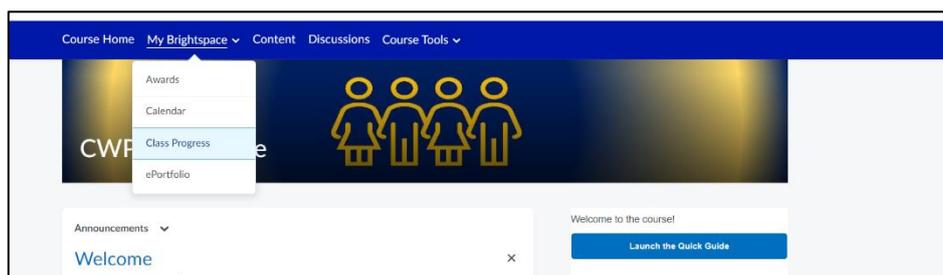


Course Modules Screenshot

Sportscotland will add your virtual classroom link, or the details of the face-to-face course on the Module 2 course page, Learners can use this link/information to access your training course. We can also add any other relevant information as required - please let us know what to include in plenty of time.

Class Progress

You will be able to keep track of Learner class progress by selecting Class Progress, under My Brightspace on the Navbar.



Class Progress Screenshot

100% completion is achieved when the Learner:

- Opens and reads all the parts of the Welcome Quick Start guide.
- Opens and fully completes Module 1, including the eLearning content, quizzes, main points page and the CWPS Survey Form.
- Opens Module 2.
- Completes the end of course survey.

Note that 100% completion is not required to pass the course, for example if a Learner is familiar with Brightspace they can legitimately skip the Welcome and Quick Start Guide, and the Survey is optional.

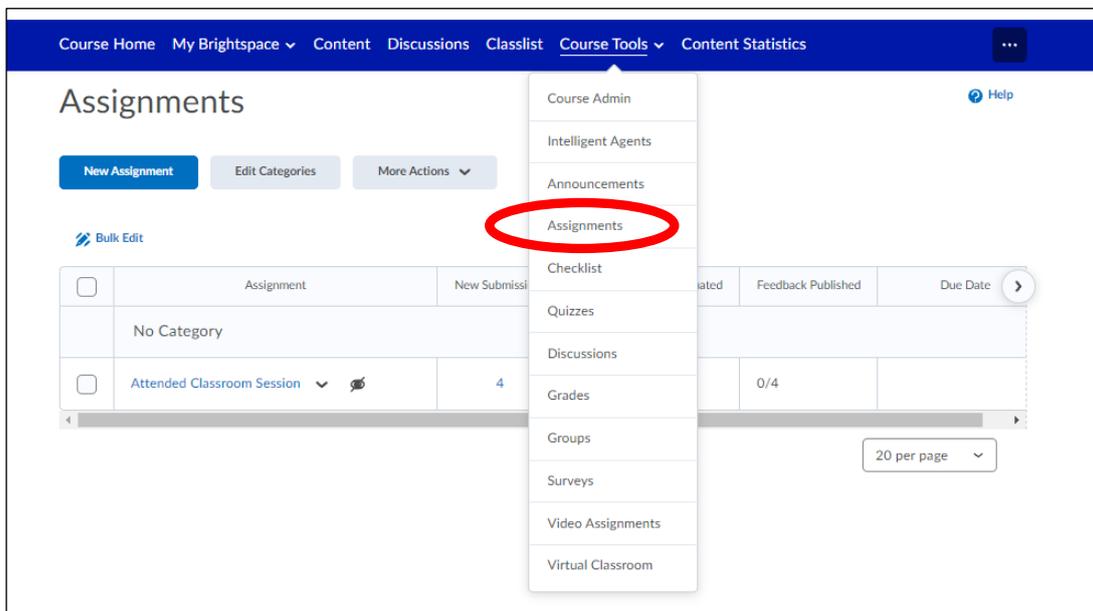
The Learner passes the course when all the quizzes/knowledge checks have been completed in Module 1 and they have been marked as having attended the virtual classroom session in Brightspace by you, the course Tutor.

Marking Learners that have attended the classroom session in Brightspace

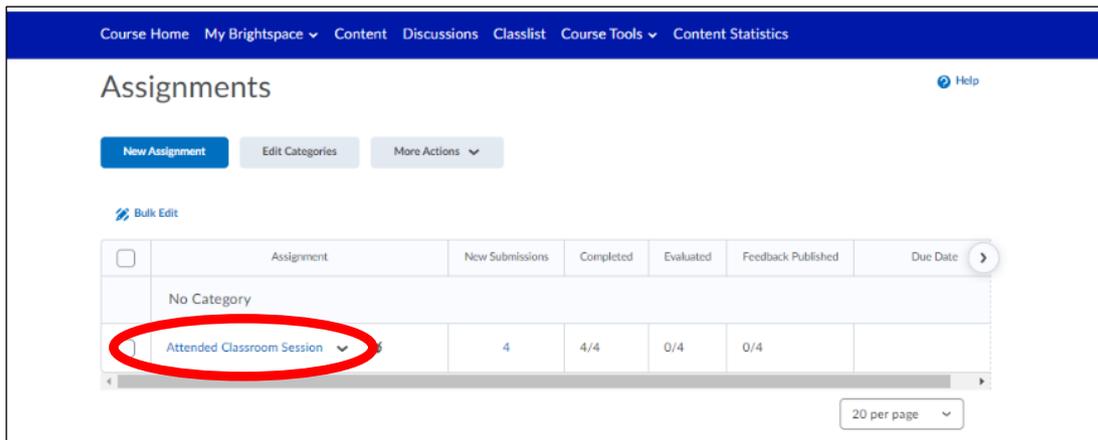
The classroom session is set up in Brightspace as an assignment that the tutor has “observed in person” and it is hidden from the Learners. The attendance certificate is released when the Learners have completed the Module 1 knowledge checking content and they have been marked, by you, as attending the classroom session. This means that in most cases the Certificate will be dated when you mark the assignment as complete.

To mark the attendance of a Learner at one of your classroom sessions follow the following steps:

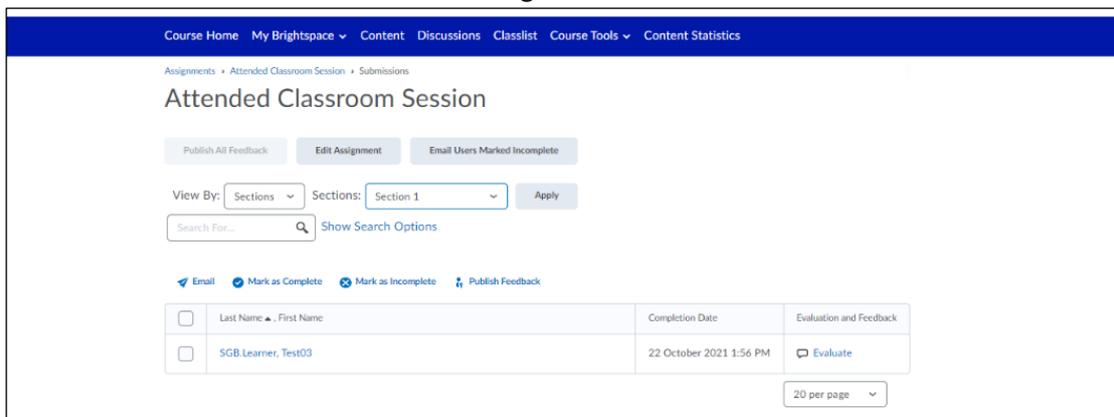
- Log in to Brightspace
- Click on Course Tools, then Assignments.



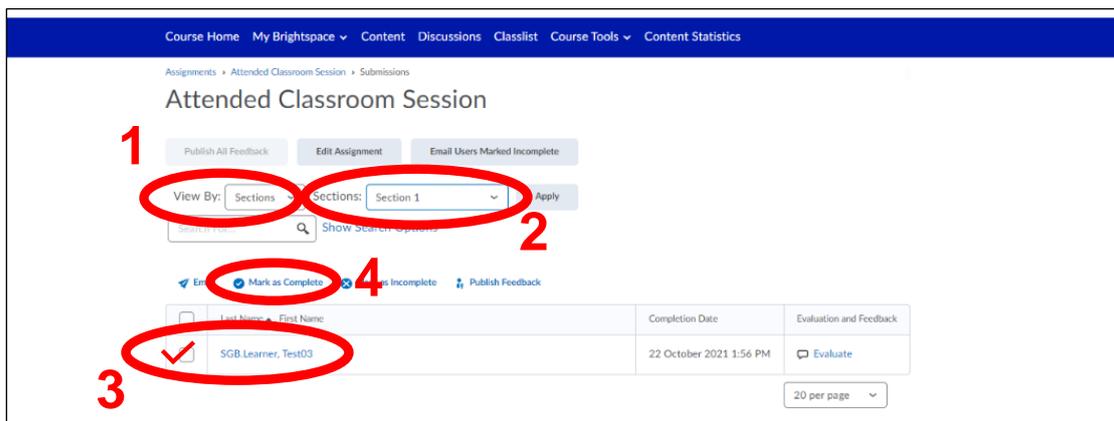
- Click on the Assignment “Attended Classroom Session” it should be the only one present.



- The Attended Classroom Session Assignment Screen looks like this:



- Then:
 - 1) Select "Sections" from the drop-down list in the "View By" box.
 - 2) Select the specific Section you are marking from the drop-down list in the "Sections" box.
 - 3) Tick the checkbox to the left of the Learner(s) that attended your session, (Note that multiple Learners can be selected at the same time).
 - 4) Click Mark as complete.

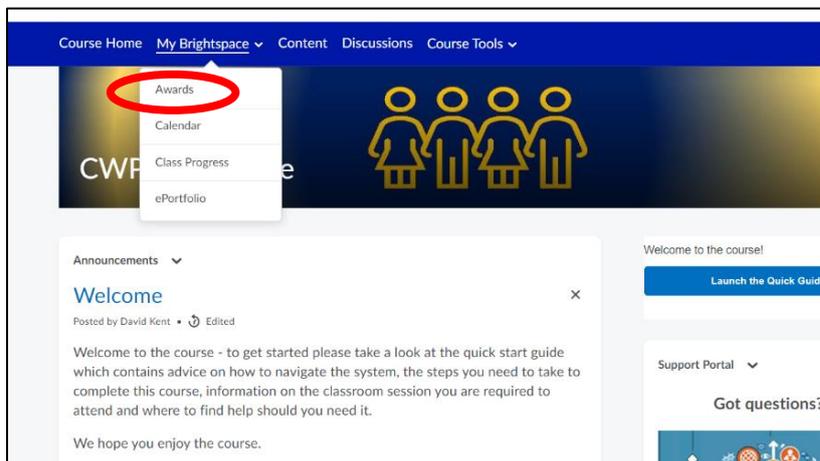


The Certificates will then be awarded automatically so it may be worth double checking that the correct learners' checkboxes have been ticked before you click on "Mark as Complete".

If a Learner does not attend then please leave the checkbox unticked, please **DO NOT** select the "mark as incomplete" option.

Advising Learners how to obtain their certificates

The completion certificate can be accessed in the Awards section of Brightspace after all the pass criteria have been achieved. Learners should look on the blue course navbar under “My Brightspace” to find the Awards section – highlighted in the Dashboard screenshot below.



Login Page Screenshot



Certificate Pop-Up

If Learners click on the certificate icon a window will pop up that will allow a pdf of the certificate to be generated (see links at the bottom). The pdf can then be saved or printed as required.

Other information

Any questions or issues that you receive from Learners regarding Brightspace log in or certification please ask them to use Brightspace support portal, check with their Course Organiser, or refer to the Learner guide and/or FAQs on sportscotland website. The quick start guide also gives some useful tips on navigating the course and accessing the certificate.

We think it is extremely valuable if you can give us your feedback on any areas of challenge or questions you may receive in your session, we will be happy to receive it either good or bad.

If you do not know the answer to any questions you are asked and need support or need an “official answer”, then please contact sportscotland National Trainer or Children 1st as soon as you can after the training.