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# Child Wellbeing and Protection Officer Training

## Learner Guidance

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Sport for life

**sportscotland**  
the national agency for sport

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### 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 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 Child Wellbeing and Protection in Officer (CWPO) 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** approximately 2 weeks before a course takes place. This will come from [d2lsupport@learninginsport.brightspace.com](mailto: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](https://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: Check details of the course and to obtain the virtual classroom link or face to face session details**

#### Step 4: Attend the virtual or face to face classroom session

**Step 5: Log back in to Brightspace to 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/>

sportscotland

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Welcome to sportscotland

Log in to view your courses, explore tools and features, and customize your eLearning experience.

If you are unable to login and have already tried to reset your password, please access the 'Get Help' bubble on the bottom right of your screen to open a chat where one of our agents can assist you. Alternatively, visit our [Support Portal](#) to send an email to End User Support.

Username \*

Password \*

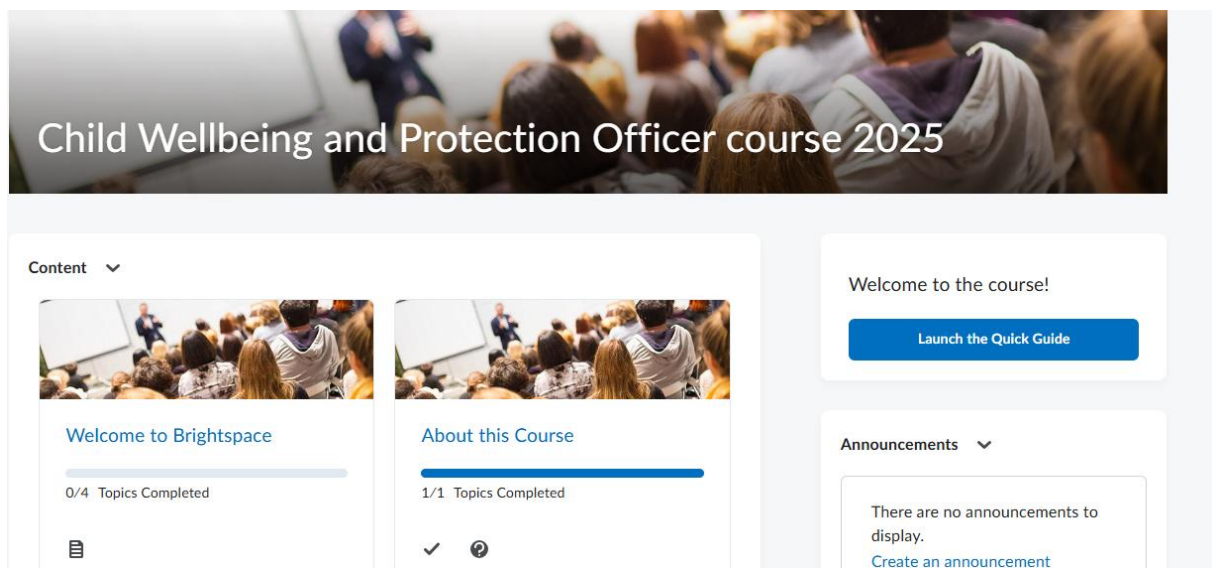
Log In

[Forgot your password?](#)

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 circle on the above screenshot.

## ***Your Course Homepage / Dashboard***

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



You will see:

**Welcome quick start guide** on how to navigate through the course. We recommend that you read through this guide before going any further.

**About the course** widget which gives you further information about the course.

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

## **Step 2: Check details of the course and to obtain the virtual classroom link or face to face session details**

The information here either has the link and other information related to your virtual classroom session, or the details of your conventional face to face classroom session.

## **Step 4: Attend the virtual or face to face classroom session**

The classroom session is normally held outside of Brightspace on another virtual meeting software platform. Alternatively you will attend a regular face-to-face session, and it is led by an approved Tutor. The session takes around three hours to complete.

After you have completed the classroom session, your Tutor will record your attendance in Brightspace. Your certificate will only be awarded after your attendance on the course

## **Step 5: Log back into Brightspace to 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. Certificate 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 (click on the ‘generate certificate’ link at the bottom of the pop-up window) which you can save or print as required.

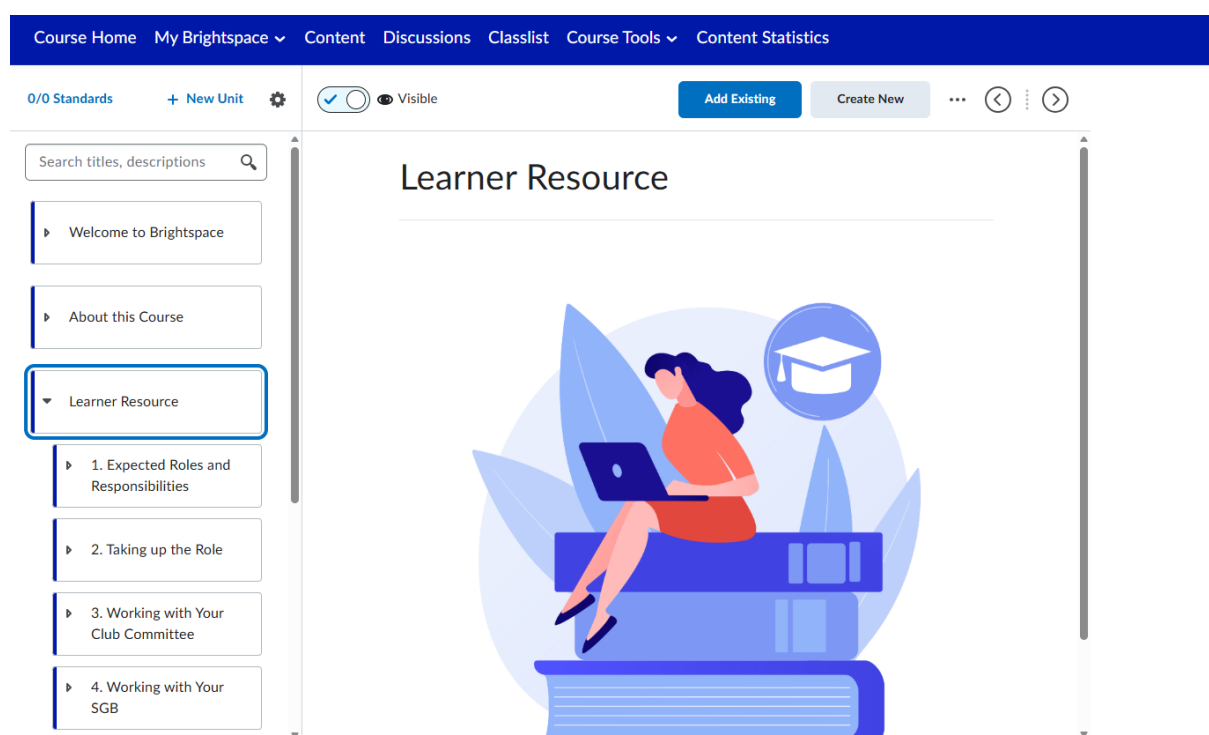
## Note on Completion

100% completion is achieved when you:

- Open and read the Welcome Quick Start guide and About the Course widgets;
- Open Module
- Have been marked as attending the classroom session by the Tutor.
- Complete the survey. Please complete the survey so we can make improvements to this learning experience.

## The course resource

This is available on your Brightspace page following the completion of the training. This information supports you as a CWPO in your club or organisation. The resource looks like this below.



***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.