

Group Registration Instructions

These instructions describe:

1. How a Group Leader adds group members to their course group.
2. How a group member takes a quiz.
3. How a group member can print their certificate.

How a Group Leader adds members to a course group

After you have purchased a course group (more than a quantity of one of a course) go to the Group Registration page and enroll members into your course group. There is a link to the group registration page on the main site menu.

When you add members that are not already registered to your group, they are automatically registered on the Bright Minds Training site. After you have completed registration of members in a course group Bright Minds Training will send an email to each member that will include their Bright Minds Training username and password. Group leaders are not allowed to access or change the passwords of the members in a course group.

On the Group Registration page click on the “Add more” button up to the quantity of the course you purchased to add members to your group. After you have entered the members name and email information click on the Add Users button. See figure 1.

Figure - 1

FIRST NAME	LAST NAME	EMAIL	ACTION
Test	Student1	teststudent1@gmail.com	Clear
Test	Student2	teststudent2@gmail.com	Clear Remove
Test	Student3	teststudent3@gmail.com	Clear Remove

Figure 2 illustrates the successful addition of a member to a course group.

Figure - 2

SUCCESS: teststudent1@gmail.com has been enrolled
teststudent2@gmail.com has been enrolled
teststudent3@gmail.com has been enrolled

Select Product
Learning Through Movement: Gross and Fine Motor Skills

Users Registration Left: 1

Enrolled User Details

Show 10 Users Search

NAME	EMAIL	ACTION
Test Student1	teststudent1@gmail.com	Remove
Test Student2	teststudent2@gmail.com	Remove
Test Student3	teststudent3@gmail.com	Remove

When a group member that you have added to a group signs on to Bright Minds Training they should go to the “Student Profile” page. There they will see the courses they have been enrolled in.


Figure 3 illustrates that the course is available to the enrolled group member

Figure - 3

Student Profile

Expand All | Collapse All

Profile

 **Name:** Test Student1
Username: teststudent1
Email: teststudent1@gmail.com
[Edit profile](#)
Earned Course Points: 0

Registered Courses

Certificate Status

Learning Through Movement: Gross and Fine Motor Skills ← -

Course Progress Overview

0% Complete

The group member can then click on the course title. This will display the course “Launch” button and a lesson with quiz to be taken after the completion of the course.

How a group member takes a quiz.

After completing the course click on the quiz

After completing the quiz enter the group member personal information. See figure 4.

Click the “Finish Quiz” button.

Figure - 4

After you complete the quiz you will be asked to provide a few items of information about yourself. This information is required by state government agencies for awarding course credits.

Information

First Name*	Test
Last Name*	Student1
Email Address*	teststudent1@gmail.com
Last 4 digits of social security number*	1234
Date of birth*	February 15 1976
Employer Name*	Self

[FINISH QUIZ](#)

How a group member can print their certificate.

If a group member has a quiz score of 80% or better they will be able to print their course certificate. To do so just click on the “Print Your Certificate” button. This will open a new browser window where the certificate will be displayed in pdf format. The certificate can be printed from that page. See figure 5.

Figure - 5

After you complete the quiz you will be asked to provide a few items of information about yourself. This information is required by state government agencies for awarding course credits.

Results

- 10 of 10 questions answered correctly
- Your time: 00:03:24
- You have reached 10 of 10 point(s), (100%)

[PRINT YOUR CERTIFICATE](#)

[CLICK HERE TO CONTINUE](#)

[VIEW QUESTIONS](#)

[RESTART QUIZ](#)

Figure 6 illustrates a course certificate.

Figure - 6



After printing the certificate close the browser window with the certificate. This will return the group member to the quiz results page. From there click on the "Click Here to Continue" button. This will display the required course survey.

Figure - 7

Learning Through Movement

After you complete the quiz you will be asked to provide a few items of information about yourself. This information is required by state government agencies for awarding course credits.

Results

- 10 of 10 questions answered correctly
- Your time: 00:03:24
- You have reached 10 of 10 point(s), (100%)

[PRINT YOUR CERTIFICATE](#)

[CLICK HERE TO CONTINUE](#) [VIEW QUESTIONS](#) [RESTART QUIZ](#)

Figure – 8 Course survey

Survey - Learning Through Movement: Gross and Fine Motor Skills

It is very important to Bright Minds Training that you received the benefits that were expected from the course that you just completed. Your feedback will enable us to deliver quality and value in our elearning products. Thank you for taking a few minutes to answer our short course survey.

The first 4 questions address this question: How do you rate this course?
1=Poor 2=Fair 3=Average 4=Good 5=Excellent

1. Question

Information was presented in a way that was easy to understand.

1 2 3 4 5

2. Question

The information that was provided was practical and applies to my daily responsibilities.

1 2 3 4 5

After the group member has completed the survey Click on “Click Here to Continue” button. This will take them back to the course page. See figure 9.

Figure – 9 Completed Survey

Survey - Learning Through Movement: Gross and Fine Motor Skills

It is very important to Bright Minds Training that you received the benefits that were expected from the course that you just completed. Your feedback will enable us to deliver quality and value in our elearning products. Thank you for taking a few minutes to answer our short course survey.

The first 4 questions address this question: How do you rate this course?
1=Poor 2=Fair 3=Average 4=Good 5=Excellent

Results


Your time: 00:01:28

Click on the “Click Here To Continue” button to return to the course, then select Student Profile from the main menu. If you did not already print your certificate you can do so by clicking on the certificate icon for this course on the student profile page.

[CLICK HERE TO CONTINUE](#)

From the course page click on “Student Profile” link in the main menu as illustrated in figure 10.

Figure - 10



The screenshot shows the top navigation bar of a course page. The 'Student Profile' link is highlighted with a red box. Below the navigation bar, the course title 'Learning Through Movement: Gross and Fine Motor Skills' is displayed. A calendar for January 2018 is visible on the right. The course status is 'COMPLETED'. A 'PRINT YOUR CERTIFICATE' button is present, along with a 'Launch' button. The course description and a 'ARCHIVES' section are also visible.

Course Status: COMPLETED ★

[PRINT YOUR CERTIFICATE](#)

This course will explore gross motor skills and fine motor skills. When finished, you will understand what they are, why they are important and what milestones to watch for in your children. Lots of great activities for each age group are shared along with many practical tips on building and strengthening these skills.

Click on the browser refresh button if you are using the Google Chrome browser and the orange course “Launch” button does not appear after you purchase this course.

[Launch](#)

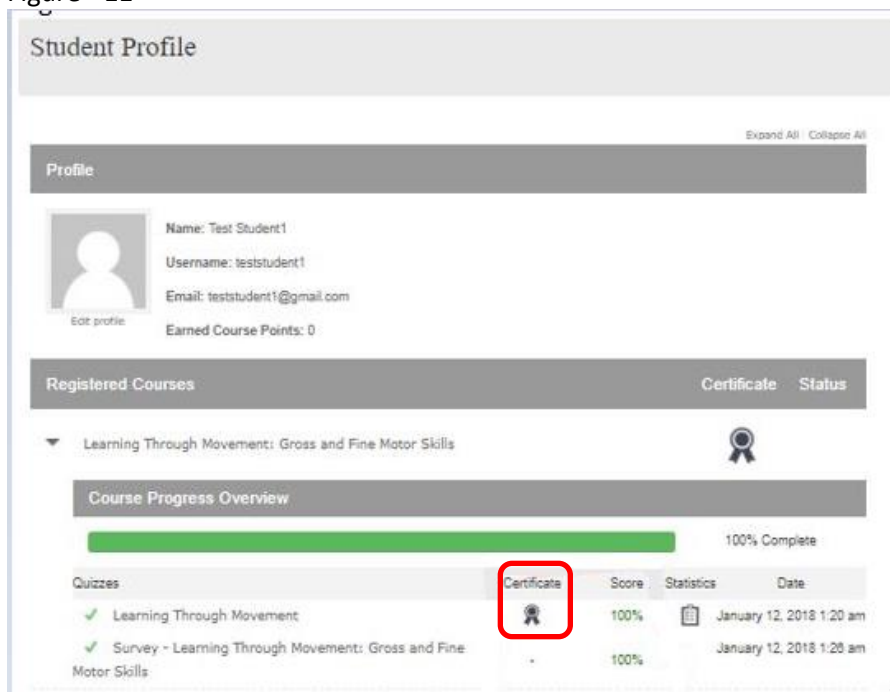
ARCHIVES

January 2018

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Figure 11 illustrates that the updated course information for the student profile. If the group member needs to reprint their certificate they can do so from this page by clicking on the course certificate icon.

Figure - 11



The screenshot shows the 'Student Profile' page. The profile information is expanded. The 'Registered Courses' section shows the course 'Learning Through Movement: Gross and Fine Motor Skills' with a certificate icon. The 'Course Progress Overview' shows 100% completion. The 'Quizzes' table lists two quizzes, both with 100% scores. The 'Certificate' icon in the table is highlighted with a red box.

Student Profile

Expand All Collapse All

Profile

Name: Test Student1
Username: teststudent1
Email: teststudent1@gmail.com
Earned Course Points: 0

Registered Courses

Course	Certificate	Status
Learning Through Movement: Gross and Fine Motor Skills		

Course Progress Overview

100% Complete

Quizzes	Score	Statistics	Date
Learning Through Movement	100%		January 12, 2018 1:20 am
Survey - Learning Through Movement: Gross and Fine Motor Skills	100%		January 12, 2018 1:28 am