
CWPS Training

Learner Guidance

Sport for life

sportscotland
the national agency for sport

Introduction

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”.

Your learning experience should be as smooth and simple as possible and Brightspace makes learning easy and accessible. Your dashboard is personalised to you. You will only see content and section(s) you are enrolled in, nothing else.

Step-by-step guide

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). Detail 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/>
5. ****Save or bookmark the URL or download the Brightspace Pulse app to your phone/tablet so you have easy access to Brightspace****
6. **Remember** please use - Chrome, Firefox, Edge (not Internet Explorer and Legacy Edge), when logging in and accessing your course on Brightspace.
7. **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 them so one of our agents can assist you.

Brightspace

Logging in

To complete the course you will be asked to login to Brightspace by following the instructions in the enrolment confirmation email. The screen shot below is the log-in page that you will see and is accessed clicking <https://learninginsport.brightspace.com/> There is a forgotten password function on this page too and access to the Support portal for any log-in issues.

Your dashboard

You are now ready to start the training. You will see CWPS on your dashboard when you log into Brightspace.

You will see:

- o A welcome announcement and widget on how to navigate through the course.
- o Module 1 course within the relevant section.
- o End of course evaluation / survey.

Course Modules ▾

You **must** complete Module 1 before attending Module 2.

You access Module 2 via the virtual classroom link within the Welcome page in your course section on the home page.

NOTE: 100% completion is achieved when the you:

- Open and read the welcome guide
- Fully complete Module 1, including the elearning evaluation
- Attend Module 2 and completes post-course evaluation

A certificate of attendance (award) is automatically issued to you under “My Brightspace” on the blue menu bar when all of the above is achieved. If your sport or organisation requires a copy of your certificate then you can download and email it to them.

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