



Instructor Development eCourse 2016 instructions

1. Patrollers click on the Knowledge Direct web login page
<https://nsp.knowledgedirectweb.com/kd/10.cfm>

2. New students click on the box below to register and use the Access Code: nsponline.

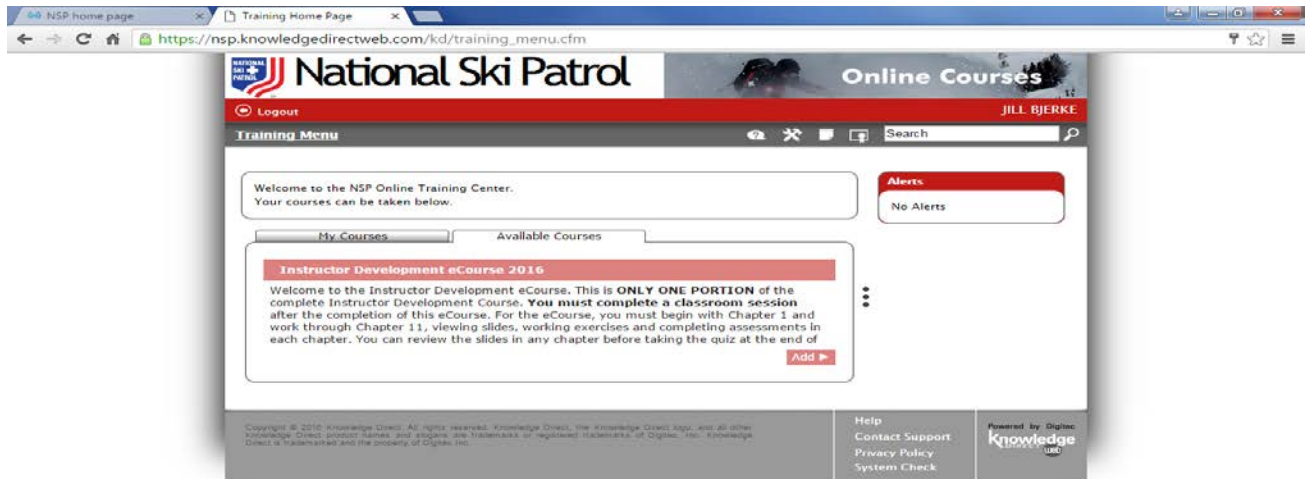


3. Most patrollers already have a Knowledge Direct account. However, that account is not synchronized with the NSP member account. Unless the individual has changed his or her user name and/or password, the default user name and password are the patroller's email address that was in the NSP database as of Fall 2014.
4. Patrollers can use the Forget Password function to send the password to the email address that was used for the Knowledge Direct account. If a patroller has changed his or her email address, that change was not imported into Knowledge Direct so the patroller should establish a new Knowledge Direct account.

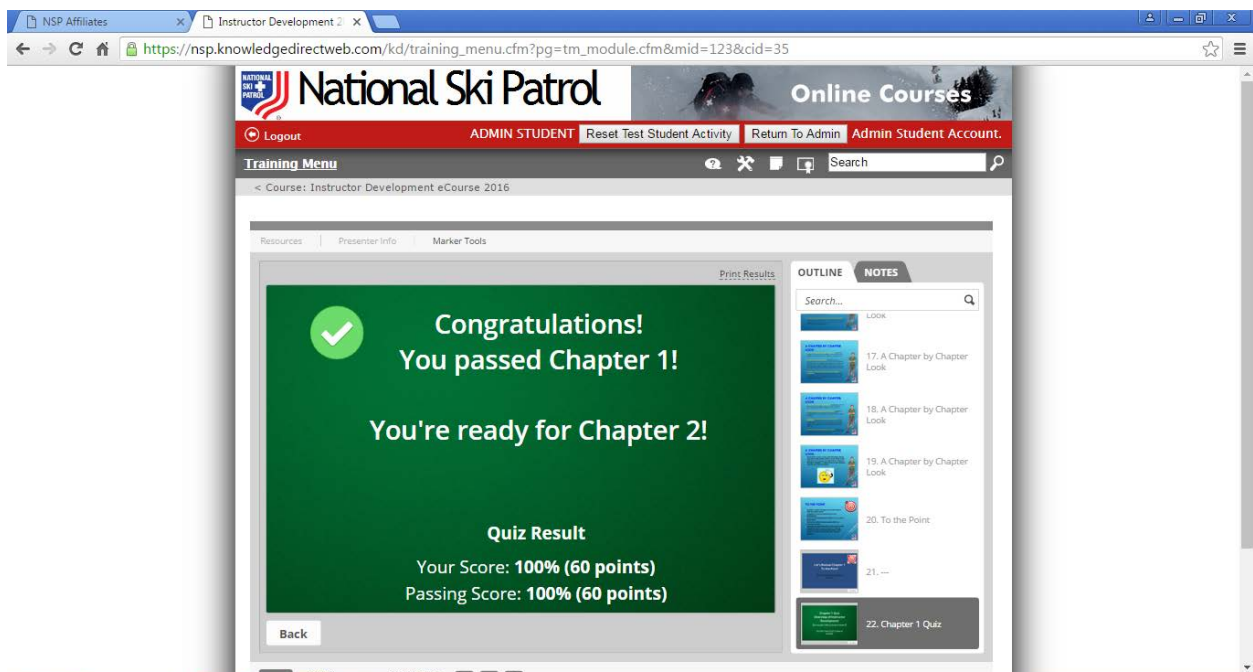


5. Use of Chrome, Firefox or Safari browsers is recommended. Please avoid use of Windows 10 and the new Edge browser because its compatibility with the software used to build the course has not been fully tested.

6. After logging in, patrollers can select the Available Courses tab where the ID eCourse 2016 will display. Patrollers can select the Course title, then Add. The Add Course button on the next screen should be selected then the course will appear in the patroller's My Courses tab.



7. When patrollers complete the quiz at the end of each chapter, they select the Course:Instructor Development eCourse 2016 link to return to the List of Activities and select the next Chapter.



- Upon successful completion of all 11 chapters, the Final Assessment button will appear at the top right of the List of Activities. There is no time limit on the Final Assessment and patrollers have an opportunity to review all of their responses prior to final submission of the exam.

The screenshot shows the National Ski Patrol Online Courses interface. The main content area is titled "Course: Instructor Development eCourse 2016". Below the title, there is a welcome message and instructions. A "List of Activities" table is displayed, showing the completion status for each chapter. A "Final Assessment" button is located at the top right of the table.

Activity	Completed Score
Instructor Development 2016 Chapter 1	Completed Score: 100%
Instructor Development 2016 Chapter 2	Completed Score: 100%
Instructor Development 2016 Chapter 3	Completed Score: 93%
Instructor Development 2016 Chapter 4	Completed Score: 100%
Instructor Development 2016 Chapter 5	Completed Score: 100%
Instructor Development 2016 Chapter 6	Completed Score: 100%
Instructor Development 2016 Chapter 7	Completed Score: 94%
Instructor Development 2016 Chapter 8	Completed Score: 100%
Instructor Development 2016 Chapter 9	Completed Score: 100%
Instructor Development 2016 Chapter 10	Completed Score: 100%
Instructor Development 2016 Chapter 11	Completed Score: 100%

- After passing the exam with a score of 80% or higher, the patroller returns to the Training Menu and selects the Instructor Development eCourse 2016 link. The Course survey button will appear at the top right. The Course Survey must be completed prior to the patroller seeing the Print Certificate button. Some text – even if it is just n/a – must be entered into the text boxes at the bottom of the Course Survey.

Course: Instructor Development eCourse 2016

Welcome to the Instructor Development eCourse. This is **ONLY ONE PORTION** of the complete Instructor Development Course. **You must complete a classroom session** after the completion of this eCourse. For the eCourse, you must begin with Chapter 1 and work through Chapter 11, viewing slides, working exercises and completing assessments in each chapter. You can review the slides in any chapter before taking the quiz at the end of the chapter. The chapters must be done in order. The full eCourse should take between 3 and 4 hours to complete. Following completion of all chapters, you will need to take a Final Exam. A passing score for the exam is a minimum of 80%. After passing the exam, you will need to complete the course survey before you are able to print a certificate to take to the classroom portion of the full course. The button for the exam, survey and certificate is located in the upper right of the screen. Please note that you must answer all questions on the survey to proceed. An answer of n/a is acceptable.

If you are using a tablet, please do not launch the presentation in iSpring Viewer. This takes you out of the module and doesn't track progress or quiz scores. Scroll down and select "View in browser." The graphics are not as good but progress is tracked. In addition, you may need to use the up/down arrows rather than the scroll bar to navigate in the exam.

This is a "beta" version of this course. Please send comments to Sheila Summers at ssummers@nsp.org by June 30th, 2016.

Modules	Course Survey
Instructor Development 2016 Chapter 1	Completed Score: 100%
Instructor Development 2016 Chapter 2	Completed Score: 100%
Instructor Development 2016 Chapter 3	Completed Score: 93%
Instructor Development 2016 Chapter 4	Completed Score: 100%
Instructor Development 2016 Chapter 5	Completed Score: 100%
Instructor Development 2016 Chapter 6	Completed Score: 100%
Instructor Development 2016 Chapter 7	Completed Score: 94%
Instructor Development 2016 Chapter 8	Completed Score: 100%
Instructor Development 2016 Chapter 9	Completed Score: 100%
Instructor Development 2016 Chapter 10	Completed Score: 100%
Instructor Development 2016 Chapter 11	Completed Score: 100%

10. Once the Course Assessment is completed, the patroller selects the Return to Course link and a Print Certificate button will appear at the top right hand corner of the list of modules.

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