

OEC Refresher C course registration instructions (2016-17)

- 1. Instructors of Record only register Refresher Cycle C. See the Instructor Guide for how to register courses in the new system. People do not need an NSP course number to use the online refresher, however.
- 2. There is no separate Instructor Refresher course in the database. In the Notes field please place the comment "Instructor Only Refresher."
- Patrollers click on the Online Learning Center link on the NSP Member Services (current system) or Member Resources (new system) web page where they will be taken to the Knowledge Direct web login page <u>https://nsp.knowledgedirectweb.com/kd/10.cfm</u>
- 4. Patrollers who completed the OEC Refresher A and/or B online course should already have a Knowledge Direct user name and password and may log in using those credentials. <u>The default user name and password that was loaded in 2014-15 was the patroller's email address so that may work for most patrollers.</u> <u>Because the request was made to move the course out of the NSP store, OEC Refresher login credentials are not the same as NSP member services or store login credentials.</u>
- 5. Patrollers who did not complete the Refresher A and/or B online course are new students. New students should use the Access Code: nsponline.



If necessary, previous students can click on the Forget Password link to recover their password via email.



- Use of either Chrome or Firefox 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.
- 7. After login, patrollers will select the Available Courses tab on the page shown below.



8. On that tab, patrollers will select Add in the red box at the bottom right corner of the OEC Refresher Cycle C 2016 description.

• Logout		Online Co	JILL BJERKE	
Training Menu Welcome to the NSP Online Training Center. Your courses can be taken below. My Courses Available OEC Refresher Cycle C 2016 Welcome to the 2016 GEC Online Refresher S work your way in order through Module 6. U assessments, please complete the Course Sur modules You will then be able to print a cert the Course Survey) that you can take to the	E Courses Station. You must begin with Module ipon completion of all six modules and rvey (button found at the same loca IOR of your in-person Skills Refresher	Alerts No Alerts		
Copyright © 2016 Knowledge Direct. All rights reserved. Knowledge Knowledge Direct product names and slogans are trademarks or re Direct is trademarked and the property of Digitec Inc.	Direct, the Knowledge Direct logo, and all other egistered trademarks of Digitec, Inc. Knowledge	Help Contact Support Privacy Policy	Powered by Digitec	

https://nsp.knowledgedirectweb.com/kd/training_menu.cfm?pg=tm_courseDisplay.cfm&cid=36

9. As shown, the Course Price is Free. Select Add Course in the grey box.



10. After the course is selected, it will appear in the My Courses tab and is ready for launch.

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Training Menu 🕢 🛠 🛡 🗊 Search 🖉	
Welcome to the NSP Online Training Center. Your courses can be taken below. My Courses	
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 sides, working exercises and completing assessments in each chapter. <u>All exercises and the chapter quiz must be completed before you can proceed</u>	
Caunch ► OEC Refresher Cycle B 2015 Welcome to the 2015 OEC Online Refresher Station. You must begin with Module 1 and work your way in order through Module 7. Upon completion of all seven modules and assessments, please complete the Course Survey (button found at top right of list of modules) You will then be able to print a certificate (button found in the same location as the Course Survey) that you can take to the IOR of your in-person Skills Refresher. Launch ►	
OEC Refresher Cycle C 2016	
Welcome to the 2016 OEC Online Refresher Station. You must begin with Module 1 and work your way in order through Module 6. Upon completion of all six modules and assessments, please complete the Course Survey (button found at top right of list of modules) You will then be able to print a certificate (button found in the same location as the Course Survey) that you can take to the IOR of your in-person Skills Refresher.	

11. Patrollers will be asked to enter their Member ID and either their patrol name or number on first access to the course. A course completion report will be sent to the IOR as a back-up for submission of completion certificates. Because all patrollers are enrolled in a single course, IORs will not be assigned an Instructor role in the learning management system. 12. After the final module is completed, patrollers should return to the course main page in the Training Menu where a course survey will appear in the top right corner of the course list of activities. Completion of the course survey is required to print a certificate. If the button does not show right away, please log out and log back in.



13. After the survey is complete, patrollers should return to the Course main page where a Print Certificate button will appear in the top right corner of the course list of activities (as below).

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