CONCUSSION AWARENESS TRAINING TOOL

Group Session User Guide

Setup

Prior to the group session, we recommend the following:

- Ensure that Chrome (https://www.google.com/chrome/) is installed and updated on all computers that will be accessing a Concussion Awareness Training Tool (CATT) e-learning course
- Go through the entire course on the wifi network that will be used during the group session to ensure that the computers on your network can access the site. If any of the following checklist items do not work as expected, please capture a screenshot of the unexpected behaviour and contact concussion@bcchr.ca prior to your group session:

  - ☐ Complete a quiz and click Check Answers to submit your answers. Correct answers should be highlighted and results provided
  - ☐ Upon completion of the Final Assessment quiz, complete the certification form and download your individualized certificate
  - ☐ Check your email for a course completion email

During the group session

We recommend using incognito mode in Chrome to ensure that you are able to access the most up-to-date version of the CATT courses without any errors arising from previously cached versions of the site.

Each course contains a set of modules, each of which consists of a short video followed by a knowledge testing quiz pertaining to the contents of the video. Upon the completion of the Final Assessment quiz, participants will be prompted to enter their Name, Email, Country, Province, City, and School Name to receive a downloadable certificate.

How to receive individualized certificates for your participants

To receive completion certificates for all participants of a group training session of a Concussion Awareness Training Tool (CATT) e-learning course, please submit a list of participants to concussion@bcchr.ca, using "Certificate Request" in the subject line.

Participants will each be sent their individualized CATT completion certificate to the e-mail address provided.

If your organization has mandated the CATT training, a copy of the certificate will also be sent to the organization.

Please include the date and location of the training session, and specify which CATT e-learning course was completed.

For School Professionals/Administrators, please include the following information for each participant:

- First Name, Last Name
- Email address
- Country, Province, City

If in British Columbia, please include:
- School District (#), and School Name

If outside of British Columbia, please include:
- Organization/School Name

For Coaches or for Parents & Caregivers, please include the following information for each participant:

- First Name, Last Name
- Email address
- Country, Province, City
- Organization

If the organization is BC Hockey, please include:
- The name of your hockey association