

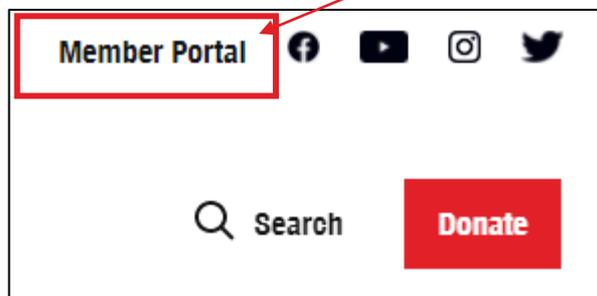
Online Learning User Guide for Assessors: Seeing learner progress

If you have any questions, problems or feedback please contact your club administrator or member.education@surflifesaving.org.nz.

As the approved Assessor/Admin, you might want to see how learners are tracking in terms of completing components of an online course.

These steps will show you how:

1. Go to the SLSNZ website: <https://www.surflifesaving.org.nz/>
2. Click on the **Member Portal** button (top right hand corner of the screen)

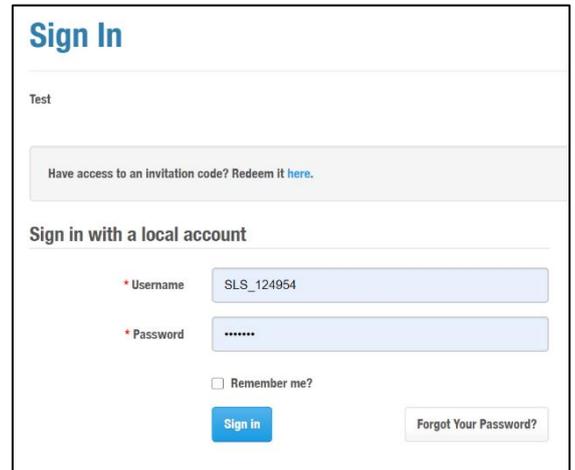


OR you can click directly on this link: <https://webportal.surflifesaving.org.nz/>

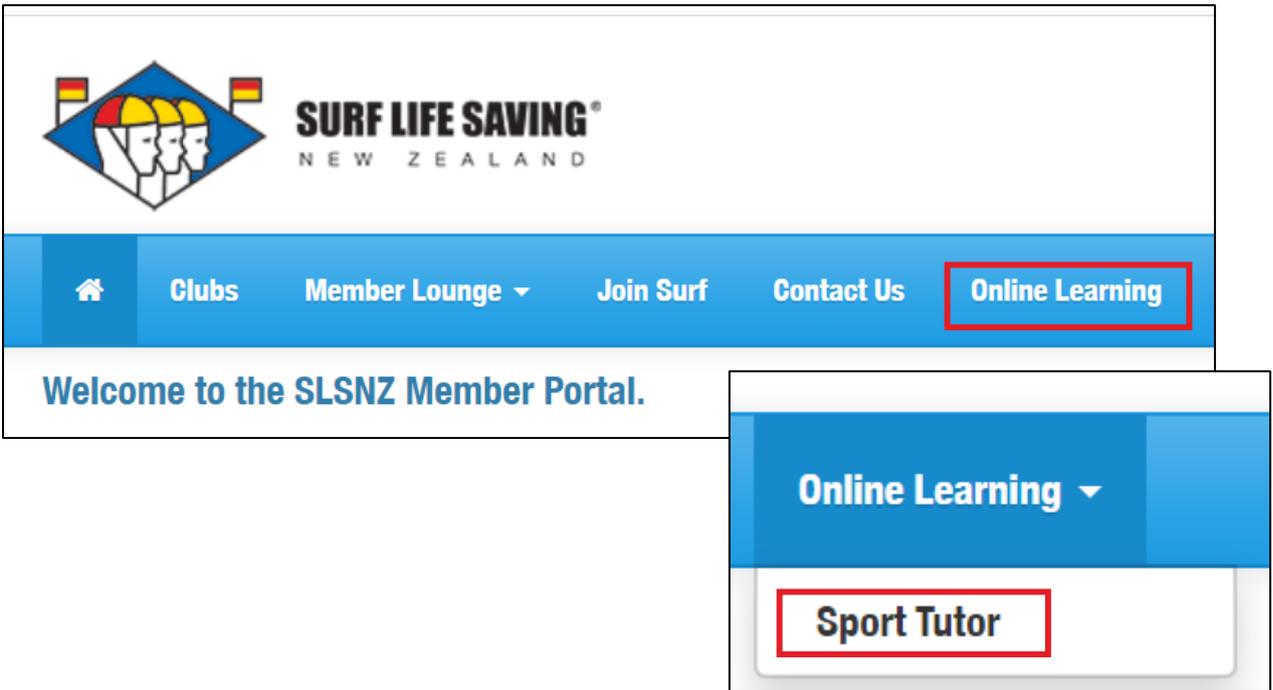
3. Click on the **"Sign In"** button



4. Type in your **Username** (The username format is the letters 'SLS' and your 'SLSNZ membership number', separated by an underscore, i.e. SLS_69233 - DO NOT add your email here and remember the SLS & the underscore and your membership number)
5. Type in your **Password** (all passwords have been reset to **yourlastname20**, i.e. bond20 – all in lower case)
6. Click on the **"Sign In"** button



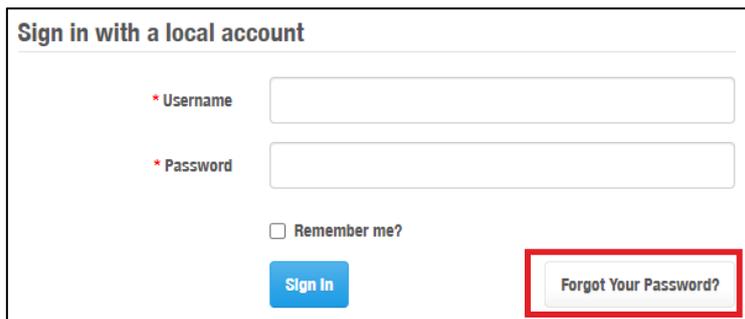
7. Once logged in,
 - a. click on the **Online Learning** button
 - b. click on the **Sport Tutor** dropdown
... to **access the online learning**



The screenshot shows the Surf Life Saving New Zealand Member Portal. The navigation menu includes: Home, Clubs, Member Lounge, Join Surf, Contact Us, and Online Learning (highlighted with a red box). Below the menu, a dropdown menu for 'Online Learning' is shown, with 'Sport Tutor' highlighted by a red box.

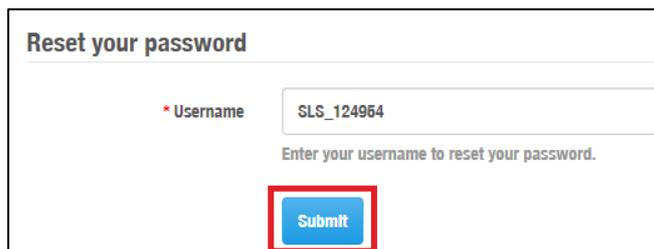
If you do not know your username or password, you can:

- a. Contact your club admin who can **tell you your username** and **reset your password, OR**
- b. Email database@surflifesaving.org.nz and the database administrator can tell you your username and reset your password, **OR**
- c. You can change it yourself through these steps:
 - i. Click on the "**Forgot Your Password?**" button



The screenshot shows the 'Sign in with a local account' form. It includes fields for Username and Password, a 'Remember me?' checkbox, a 'Sign In' button, and a 'Forgot Your Password?' button (highlighted with a red box).

- ii. Add in your **Username** (the same as step 4 above) and click the submit button



The screenshot shows the 'Reset your password' form. It includes a Username field with the value 'SLS_124964', a message 'Enter your username to reset your password.', and a 'Submit' button (highlighted with a red box).



- iii. Here it will ask you a security question. **Type in the answer** to the question and click 'Submit'
- iv. Now **check your email** for a temporary password (*Note: this can take up to 1 hour to come through if online traffic is high*)
- v. **Repeat steps 1-6** above with the temporary password provided (this password is difficult to remember, so we recommend these next steps):

The screenshot shows a 'Reset your password' form. It includes fields for 'Username' (SLS_124964) and 'Question' (2+2=). The 'Answer' field contains the number '4' and is highlighted with a red box. Below the answer field is a 'Submit' button. A note below the answer field reads: 'Answer the question correctly to receive your password.'

- vi. Click on Member Lounge and Select "My Profile"
- vii. Select "Change Password"

The screenshot shows the 'Member Lounge' dropdown menu with 'My Profile' selected. Below it, the 'Profile' page is visible, showing the user's name 'Anina Upton' and a 'Change Password' button highlighted with a red box.

- viii. Type in the current "temporary" password, choose a new password (that you will remember) and type it in twice. Click "Change Password"

The screenshot shows a 'Change Password' form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field contains a series of dots representing masked text. A 'Change Password' button and a 'Cancel' button are at the bottom.

- ix. Continue with **step 7** to access the online learning

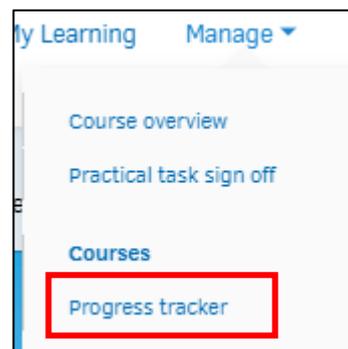
Terms of Use: By logging in, you are attesting that you are logging in with YOUR password and login and no one else's.

Assessors/Admin will have a **Manage Tab** at the top of their page next to 'My Learning'. If this tab is not there, please contact member.education@surflifesaving.org.nz to address this issue.

8. HOVER on the **"Manage"** menu heading



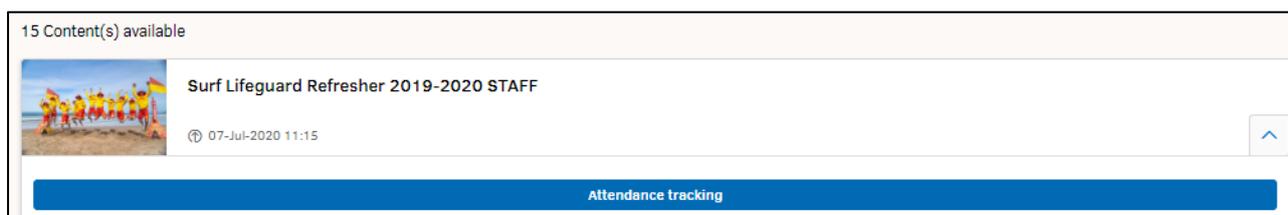
9. Here you have 3 options:
- Course Overview – **DO NOT USE THIS! It will be removed by next season.**
 - Practical task sign off
 - Progress tracker



10. Click **"Progress tracker"**

11. **Search** for the course you wish to review

12. Click on the **correct course name**

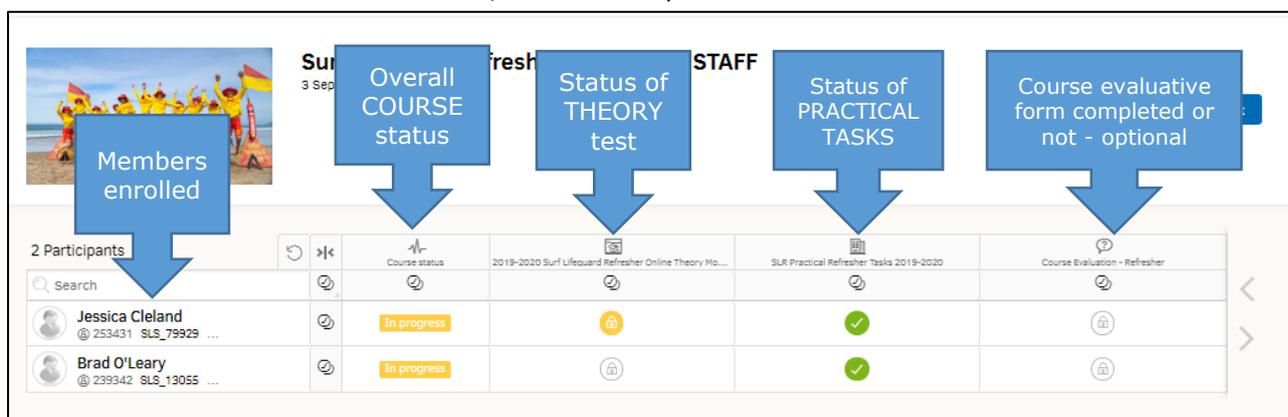


13. Click on **"Attendance tracking"**

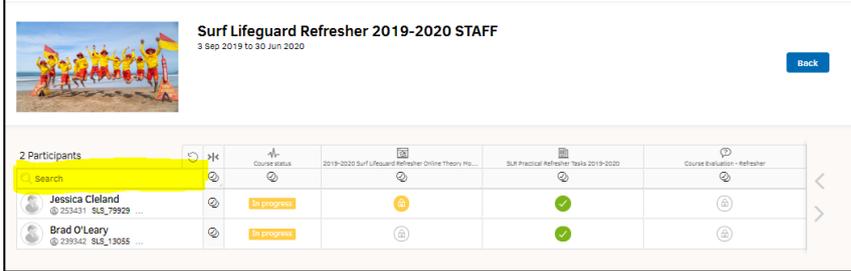
Here you should be able to see:

- Everyone who has been enrolled AND have started a module
- Their progress (not started, in progress or completed)

These look different for each course, as an example for the SLA Refresher:



NOTE: You can search for your training candidate by using the search field:



Surf Lifeguard Refresher 2019-2020 STAFF
3 Sep 2019 to 30 Jun 2020

2 Participants

Search	Course Status	2019-2020 Surf Lifeguard Refresher Online Theory No...	Surf Practical Refresher Trials 2019-2020	Course Evaluation - Refresher
Jessica Cleland ID: 235437 945_79929 ...	In progress	🔒	✅	🔒
Brad O'Leary ID: 235542 945_13055 ...	In progress	🔒	✅	🔒

14. Click "**Back**" to exit

VERY IMPORTANT: Once you have completed your online learning, **ALWAYS CLICK** the '**SIGN OUT**' button and close the window it lands on.



 **SURF LIFE SAVING**
NEW ZEALAND

Home ▾ Search Learning ▾ My Learning My People ▾ Manage ▾

🔍 ☰ 👤 **Sign out**