

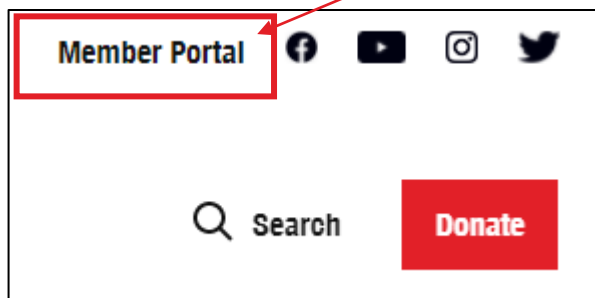
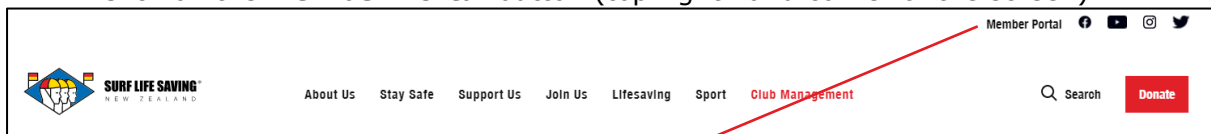
Online Learning User Guide for Assessors: Seeing learner progress

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)

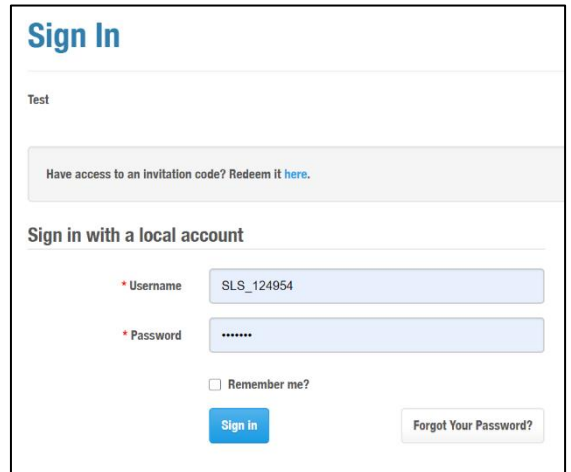


OR you can click directly on this link: <https://webportal.surflifesaving.org.nz/>

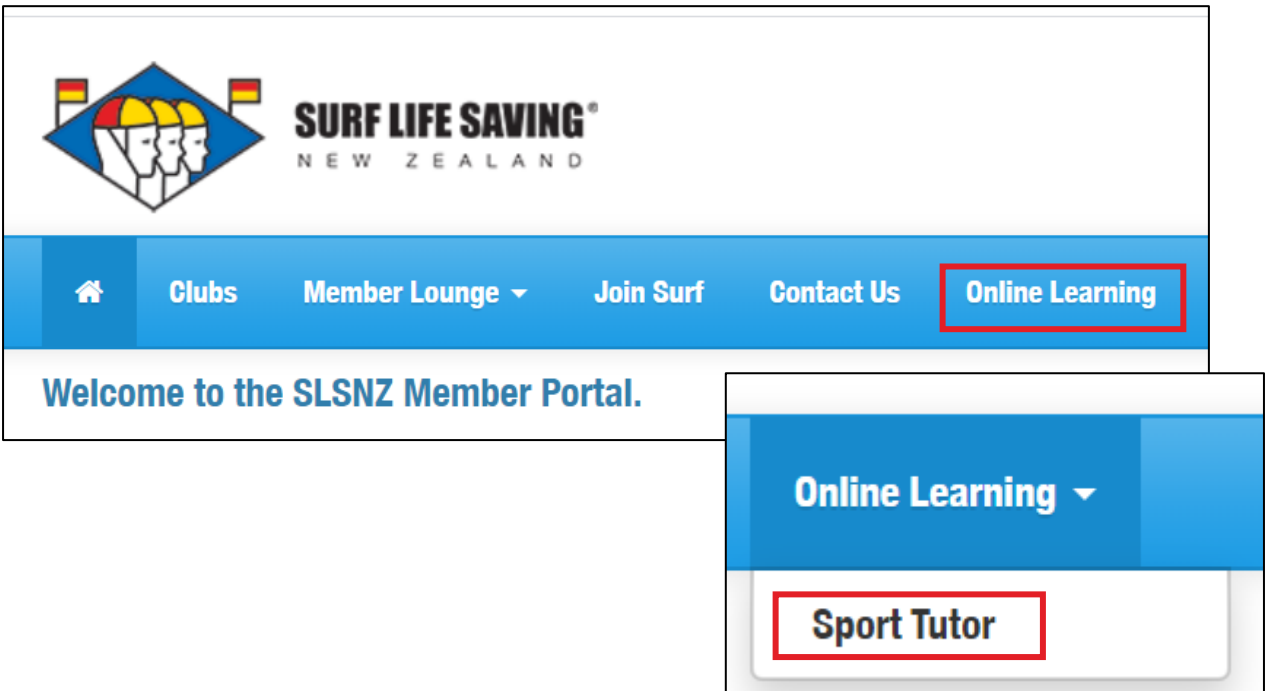
3. Click on the **"Sign In"** button



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



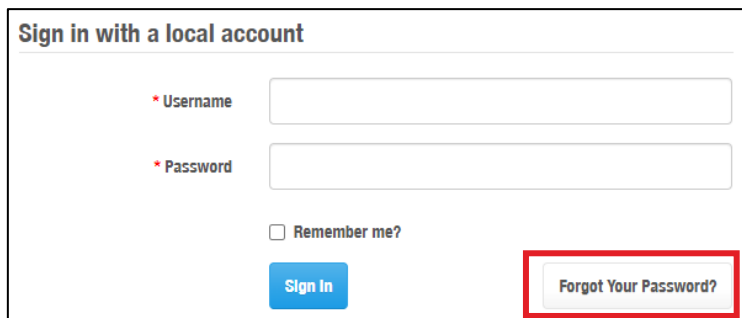
7. Once logged in,
 - a. click on the **Online Learning** button
 - b. click on the **Sport Tutor** dropdown
... to **access the online learning**



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. The Online Learning button is highlighted with a red box. A dropdown menu is shown below it, with the Sport Tutor option highlighted with a red box.

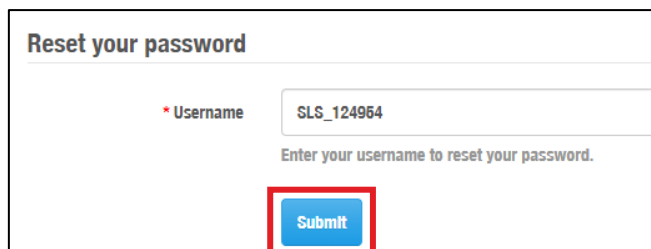
If you do not know your username or password, you can:

- 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. The 'Forgot Your Password?' button is 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' and a 'Submit' button. The 'Submit' button is 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*):

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

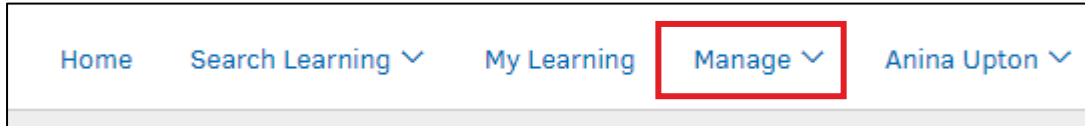
- viii. Type in the current "temporary" password, choose a new password (that you will remember) and type it in twice. Click "Change Password"

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

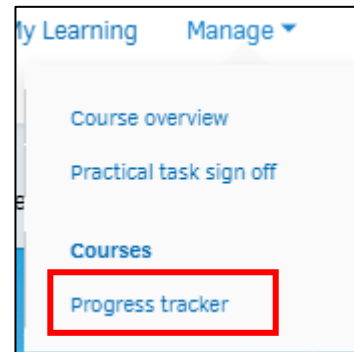
Terms of Use: By logging in, you are attesting that you are logging in with **YOUR** password and login and no one else's.

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



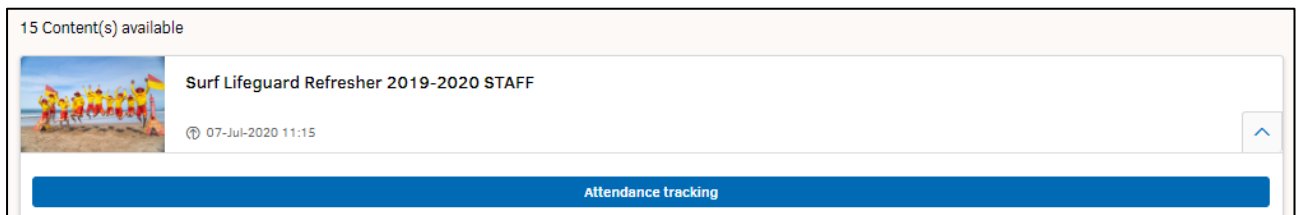
9. Here you have 3 options:
- Course Overview – **DO NOT USE THIS! It will be removed by next season.**
 - Practical task sign off
 - Progress tracker



10. Click "Progress tracker"

11. Search for the course you wish to review

12. Click on the correct course name

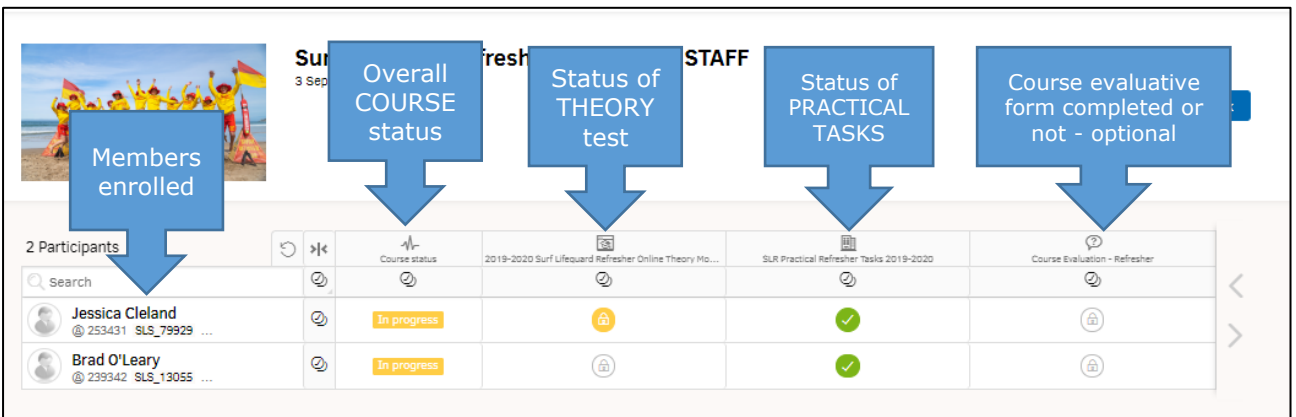


13. Click on "Attendance tracking"

Here you should be able to see:

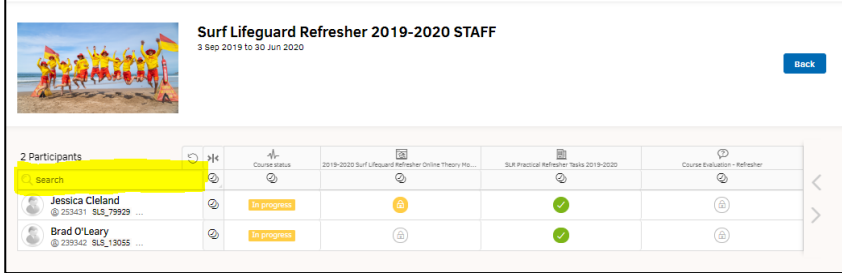
- Everyone who has been enrolled AND have started a module
- Their progress (not started, in progress or completed)

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



Members enrolled	Overall COURSE status	Status of THEORY test	Status of PRACTICAL TASKS	Course evaluative form completed or not - optional
2 Participants	Course status	2019-2020 Surf Lifeguard Refresher Online Theory Mo...	SLR Practical Refresher Tasks 2019-2020	Course Evaluation - Refresher
Jessica Cleland @ 253431 SLS_79929 ...	In progress	🔒	✅	🔒
Brad O'Leary @ 239342 SLS_13055 ...	In progress	🔒	✅	🔒

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 Ho...	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**