

eLearning Reporting – club basics



How to I run a report to see what progress my participants have in a course?

1. Login and switch to your admin level account.
2. Select *Reports – Training Status*.
3. There are 2 options:
 - a. select the report for your entire club - select club name from 'Sub Organisation' drop down menu, or;
 - b. for a 'Participant Group' which has been set up already – select name from drop down menu. (for information on how to set up a Participant Group, refer to page 12 of the eLearning User Guide [here](#)).
4. The table below indicates what area of the 'Training Item' section you need to select depending on which report you want to generate.

Report I want to generate	Training Item	What it is called in the drop down	Dates to select	Other info to note
How are my BM squad progressing with their online Theory Modules?	Select the course name from 'Individual'	<ul style="list-style-type: none"> <i>Bm Theory</i> 	Best to use the 'Date training was assigned' option. By selecting <i>custom value</i> , you can set your own date range. <i>SLS Year</i> is 1/9/21 – 48 hours ago	<ul style="list-style-type: none"> For SRC, please select <i>Surf Rescue Certificate Theory</i> Depending on when your squad were enrolled in their course, either select <i>Surf Rescue Certificate Theory Assessments</i> or <i>Surf Rescue Certificate Theory Assessments (Pre-14nov2021)</i>. For BM Online Assessment, please select <i>Bronze Medallion Theory Assessments (Pre-14nov2021)</i> or <i>Bronze Medallion Theory Assessments</i>
How are my club going with their Skills Maintenance online assessment this season?	Select the course name from 'Individual'	<ul style="list-style-type: none"> <i>Skills Maintenance 2021/22 Theory</i> – this report will show completion of the online assessment only 	As above	<ul style="list-style-type: none"> Remember that this is the online Skills Maintenance for SRC, BM, Resus, ART
How are my club going with their Skills Maintenance this season?	Select the course name from 'Bundle'	<ul style="list-style-type: none"> <i>Skills Maintenance 2021/22 Bronze Medallion (Bm)</i> - this report will show all elements of the BM skills maintenance – online and 	As above	<ul style="list-style-type: none"> For SRC, please select <i>Skills Maintenance 2021/22 Surf Rescue Certificate (Src)</i> accordingly For a report on the Theory Assessment for Skills Maintenance, use the 'Individual' Training Item section and select the report in the section listed above

5. Click 'Submit'
6. The results will be displayed on the page, and you can choose to export to excel or pdf if required.
7. If you are still having issues, please lodge a ticket at support.sls.com.au