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 Report.*
3. There are 2 options:
    a. select the report for your entire club – This is the default – State and Club are shown in the first box;
    b. for a 'Member Group' which has been set up already – select name from drop down menu. (for information on how to set up a Member Group, refer to page 17 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 menu	Dates to select	Other info to note
How are my BM squad progressing with their online Modules?	Select the course name from 'Course'	• *SLS – Bronze Medallion*	Best to use the 'Date training was assigned' option. By selecting *custom value*, you can set your own date range. *SLS Year* is 1/9/22 – 48 hours ago	• For SRC, please select Course - *Surf Rescue Certificate* **For reporting on the Theory Assessments** • For SRC Theory Assessment progress, select Module - S*urf Rescue Certificate Theory Assessments* • For BM Theory Assessment progress, please select Module - *Bronze Medallion Theory Assessments*
How are my club going with their Skills Maintenance online assessment this season?	Select the module name from 'Module'	• *BM Theory Assessment (SM 2022/23)* – this report will show completion of the online assessment only	As above	• There are corresponding modules for other awards e.g. ART *Theory Assessment (SM 2022/23)*
How are my club going with their Skills Maintenance this season?	Select the course name from 'Course'	• *Skills Maintenance 2022/23 Bronze Medallion (BM)* - this report will show all elements of the BM skills maintenance – online and practical	As above	• For SRC, please select Skills Maintenance 2022/23 Surf Rescue Certificate (SRC) accordingly • For a report on the Theory Assessment for Skills Maintenance, use the 'Module 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