

eLearning Reporting – club basics



How do 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 20 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 eLearning and Assessment modules?	Select the course name from 'Course'	<ul style="list-style-type: none"> <i>Bronze Medallion</i> 	Best to use the 'Date training was assigned' option. By selecting <i>custom value</i> , you can set your own date range. SLS Year is 1/9/22 – 48 hours ago	<ul style="list-style-type: none"> For SRC, please select the course - <i>Surf Rescue Certificate</i> For SRC to Bronze Transition, please select the course – <i>SLS – SRC – BM Transition Course</i>
How are my club going with their Skills Maintenance online assessment this season?	Select the course name from 'Course'	<ul style="list-style-type: none"> <i>Skills Maintenance 2023/24 - Bronze Medallion (BM) Theory</i> This report will show completion of the online theory component only.	As above	<ul style="list-style-type: none"> There is a corresponding course for SRC <i>Skills Maintenance 2023/24 - Surf Rescue Certificate (SRC) Theory</i> Note : there is no online theory component for the ART awards for season 2023/24
How are my club going with their Skills Maintenance this season?	Select the course name from 'Course'	<ul style="list-style-type: none"> <i>Skills Maintenance 2023/24 - Bronze Medallion (BM)</i> This report will show the progress of all elements of the BM skills maintenance – both online and practical.	As above	<ul style="list-style-type: none"> For SRC, please select <i>Skills Maintenance 2023/24 - Surf Rescue Certificate (SRC)</i> For ART, select <i>Skills Maintenance 2023/24 - Advanced Resus Techniques (ART)</i> or <i>Skills Maintenance 2023/24 - Advanced Resus Techniques [AID] (ART)</i> Similarly named courses exist for other awards

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