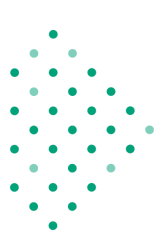


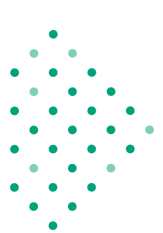
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## **SUPPLIER AND ASSESSOR USER GUIDE**

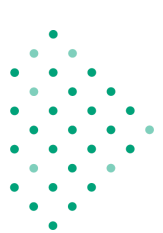


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## Introduction

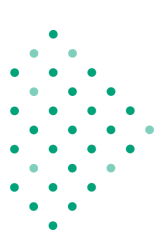
Welcome to the etrainu e-Learning Learning Management System (LMS). Our LMS is designed to cater for your every training need and boasts a number of features, including course completion, Assessor lead or self-marking assessments, practical face-to-face assessment capability, and more. Our LMS is also designed to provide you with the ability to self-manage the majority of your own platform and give you full visibility into your staff or member training.

Our LMS is accessible 24/7 from anywhere in the world, and our Help Desk Support Team is readily available to assist you as needed.

Here at etrainu, we offer a range of both accredited and non-accredited training across a vast number of industry sectors. These include hospitality and tourism, disability services, mining and construction, sporting, health and wellbeing, business and more being added daily! To view the full range of courses available, visit [www.etrainu.com](http://www.etrainu.com).

This User Guide specifically helps you understand the Assessor Administrator Area, where you have the ability to manage your Assessors and assessment area, as well as the Assessor functions within the LMS.

Happy learning!

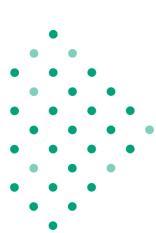


## Overview of the LMS - Supplier Area

When you log into the Supplier Area of the LMS for the first time, you will notice it is slightly different from the standard LMS area.

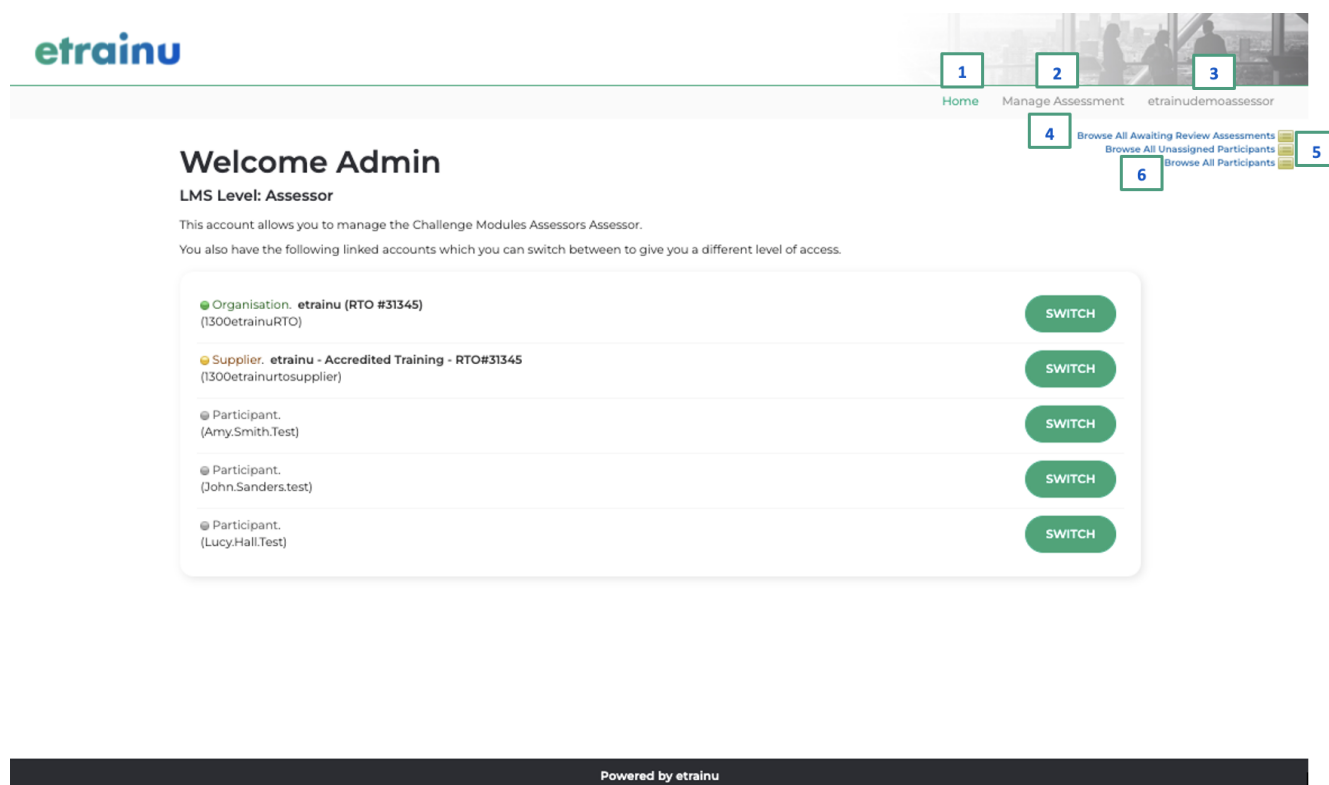
The Supplier account allows you to complete all assessing functions (excluding the assessing app) within the LMS, as well as manage your Assessors. As an example, if you needed to create a new Assessor account, you can do this via the Supplier Area.

1. **Home:** This will bring you back to the Supplier home page.
2. **Participants:** This allows you to manage the assessment items.
3. **Administration:** This allows you to manage your Assessors, including creating their accounts and allocating training to your Assessors.
4. **Reports:** This menu item showcases our reporting menu and reporting functions.
5. **Account:** This section allows you to switch between your accounts or logout at any time.

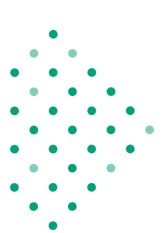


## Overview of the LMS - Assessor Area

When you log into the Assessor Area, it will allow you to complete all functions required to mark assessment for your Participants within the LMS.



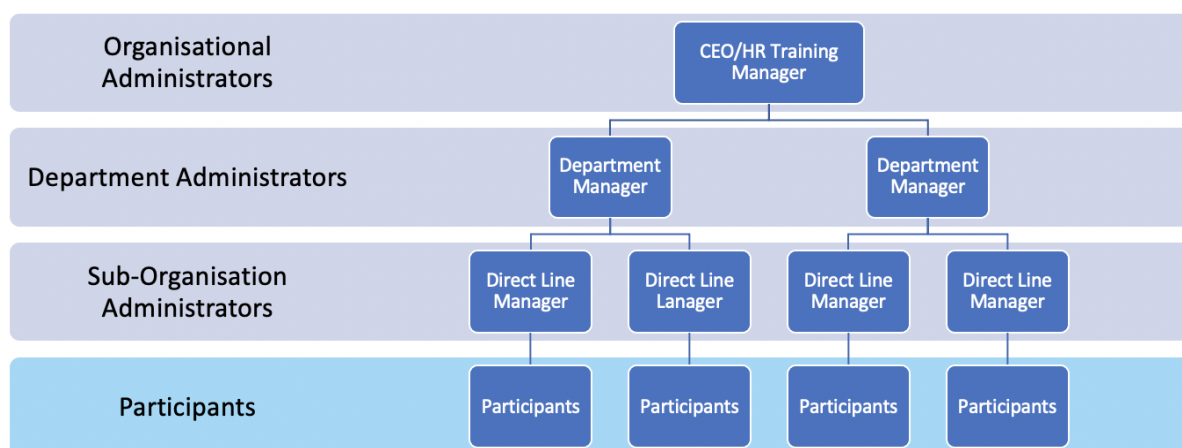
1. **Home:** This will bring you back to the Assessor home page.
2. **Manage Assessment:** This allows you to manage the assessment items, shared documents and Participant lookup. In addition, you can access the Training Event Administrator App via this menu item.
3. **Account:** This section allows you to switch between your accounts or logout at any time.
4. **Browse All Awaiting Review Assignments:** You can review all assignments submitted by the Participants that are yet to be reviewed by an Assessor.
5. **Browse All Unassigned Participants:** This allows you to view all Participants that are not assigned to an Assessor. You have the option to assign them to an Assessor.
6. **Browse All Participants:** This section allows you to view all Participants in the LMS.



## System Hierarchy

The etrainu LMS gives you the ability to create your personalised hierarchy in accordance with your organisation structure and reporting requirements. Our hierarchy functionality allows you to personalise a three-layer administration hierarchy approach.

We refer to these layers as organisation, department, and sub-organisation. You can add and change departments / sub-organisations at any time, and even though you are restricted to the three layers vertically, you can build as many Departments / Sub-organisations horizontally as you require.

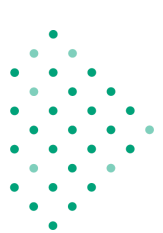


Each layer of management can oversee all layers below; however, not any layers above nor any layers beside. Please see below a brief overview of each administration access type:

**Organisation:** This administrator has full access to the entire Organisation.

**Area:** This administrator has full access to their Area and the Sub-Organisations within it.

**Sub-Organisation:** This administration only has access to their Sub-Organisation.



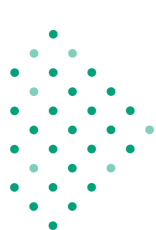
## Logging into your Account

Your organisation will have a unique URL to access your etrainu LMS platform. Typically, this URL is usually organisationname.etrainu.com/training. If you do not know your URL, please contact your Manager or [helpdesk@etrainu.com](mailto:helpdesk@etrainu.com).

1. When you reach the login page, enter your login credentials and click “Sign in”.
2. If you are unsure of your credentials, please check your inbox, including spam folders or contact your system administrator.



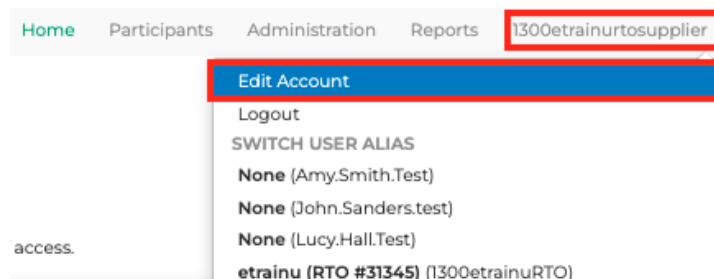




## Managing your Personal Details

It is important to keep your information up-to-date at all times while you are using the platform.

1. Click on “Edit Account” on the top right of the screen.



2. Make the required adjustments to your account information and click “Save”.

### Edit Account Information

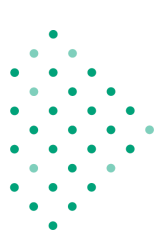
Edit Account Information for *Mary Jane*

You will need a valid email address in order to receive notification messages from etrainu.

Please add etrainu.com to your email safe list so that these messages are not marked as spam.

Account Information	Contact Information
<p><b>Username *</b></p> <input type="text" value="maryjane"/> <small>Enter a unique username</small>	<p><b>Email *</b></p> <input type="text" value="admin@etrainu.com"/> <small>Enter a valid email address</small>
<p><b>Personal Information</b></p> <p><b>Title</b> <input type="text" value="Miss"/></p> <p><b>Middle Name:</b> <input type="text" value="Middle Name"/></p> <p><b>Gender</b> <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other</p> <p><b>First Name: *</b> <input type="text" value="Mary"/></p> <p><b>Last Name: *</b> <input type="text" value="Jane"/></p> <p><b>Date of Birth:</b> <input type="text" value="01/01/1980"/> <small>Enter in the format dd/mm/yyyy.</small></p>	<p>Please double check that this address is correct and working. This email address needs to be your own email address so that etrainu can contact you if you require assistance.</p> <p>Please provide the physical address (street number and name NOT post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</p> <p><b>Building/Property Name</b> <input type="text" value="Building Name"/></p> <p><b>Street Number</b> <input type="text" value="(e.g. 205 or Lot 118)"/></p> <p><b>Suburb</b> <input type="text" value="Suburb"/></p> <p><b>Country</b> <input type="text" value="Australia"/></p> <p><b>Postcode</b> <input type="text" value="1234"/></p> <p><b>Flat/Unit Details</b> <input type="text" value="level 3"/></p> <p><b>Street Name</b> <input type="text" value="Street Name"/></p> <p><b>State</b> <input type="text" value="Queensland"/></p> <p><b>Phone Number</b> <input type="text" value="17712345678"/> <small>Please include the country code if you do not reside in Australia. This phone number needs to be your own so that etrainu can contact you if you require assistance.</small></p>
<p><input type="button" value="CANCEL"/> <input type="button" value="SAVE"/></p>	

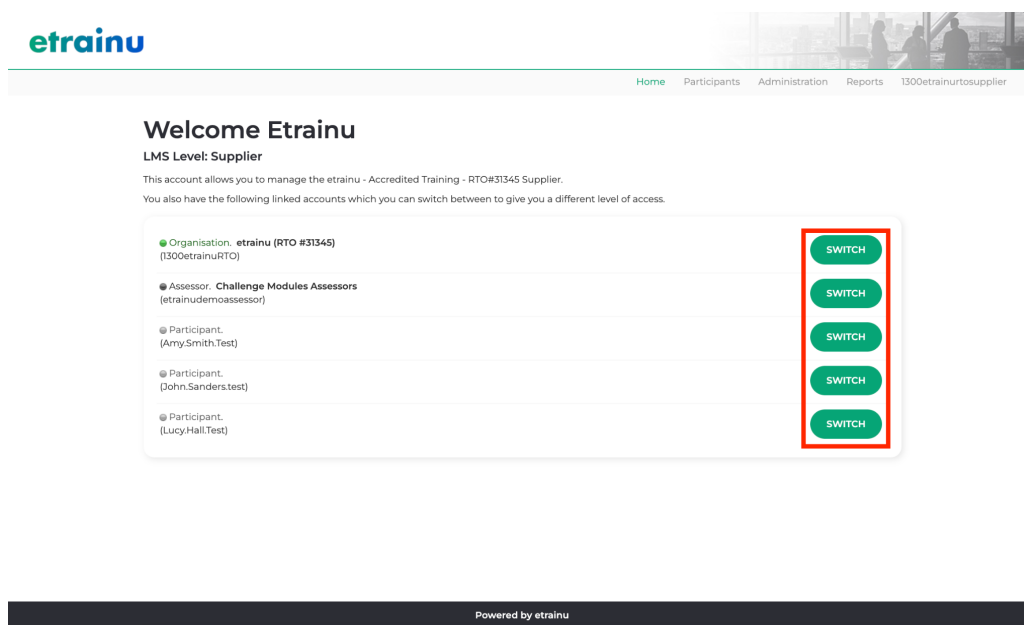
*Note: Organisations that have an integration or have switched off this menu option will not be able to edit their account details. Please contact your manager if you need assistance.*



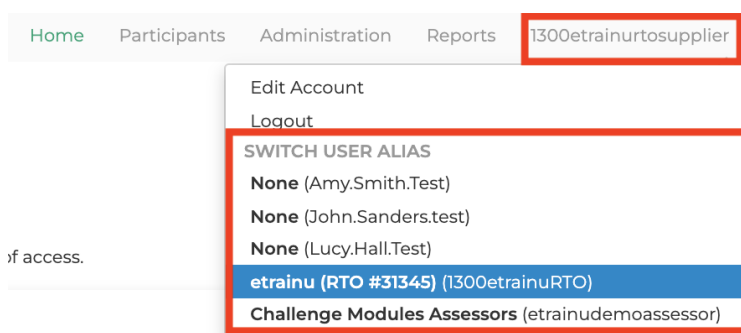
## Switching between your Accounts

You are able to switch between multiple accounts from your administrator account. There are two ways you can switch between accounts.

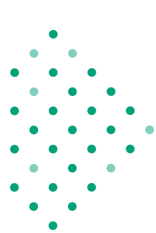
1. Click on the “Switch” button for the account you would like to switch into from the home page.



2. Click on your username in the menu bar on the top right and select the account you would like to switch into.



*Note: You can switch back into any account when you have logged in.*

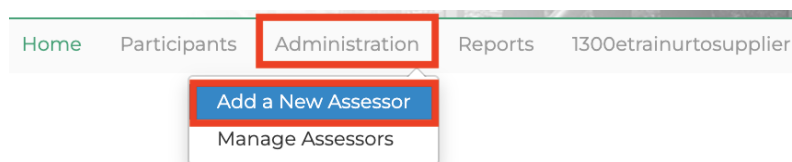


## Creating an Assessor Account

Within your Supplier account, you are able to manage your Assessors. This includes all areas from creating accounts, assigning training to them, and editing their details where required.

To create an Assessor account, follow these steps:

1. Click on “Administration” followed by “Add a New Assessor” in the menu bar.



2. Complete the account creation for your Assessor and press “save”.

### Manage Assessors

Add a New Assessor for etrainu - Accredited Training - RTO#31345

#### Account Information

**Username \***  
firstname.lastname.assessor  
Enter a unique username

**Password \***  
\*\*\*\*\*  
Very Strong  
Passwords must be between 8 and 50 characters and contain at least 3 of the following: English upper case; English lower case; Numeric characters (0 through 9); Non-alphabetic printable characters

#### Personal Information

**Title**  
Title

**Middle Name:**  
Middle Name

**Gender**  
☐ Male  
☐ Female  
☐ Other

**First Name: \***  
etrainu

**Last Name: \***  
Demo

**Date of Birth:**  
  
Enter in the format dd/mm/yyyy

#### Contact Information

**Email \***  
helpdesk@etrainu.com  
Enter a valid email address  
Please double check that this address is correct and working. This email address needs to be your own email address so that etrainu can contact you if you require assistance.

Please provide the physical address (street number and name NOT post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

**Building/Property Name**  
Building Name

**Street Number**  
(e.g. 205 or Lot 118)

**Suburb**  
Suburb

**Country**  
Country

**Postcode**  
1234

**Flat/Unit Details**  
Unit Number

**Street Name**  
Street Name

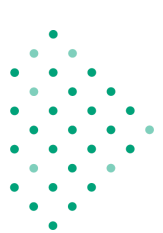
**State**

**Phone Number**  
0712345678  
Please include the country code if the user does not reside in Australia.

CANCEL

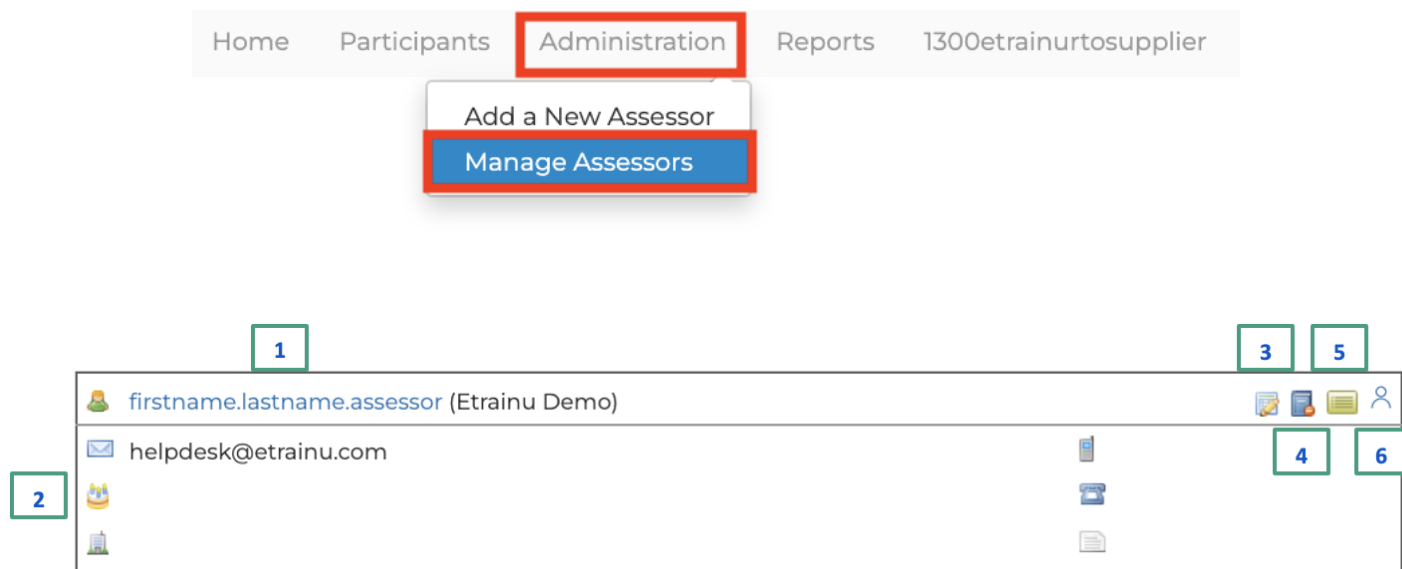
SAVE

*Note: Once you have created your Assessor account, you must assign them the training they are due to assess.*

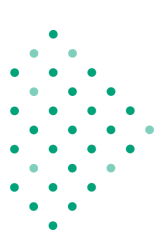


## Managing an Assessor Account

To view your list of Assessors and manage their accounts, click on “Administration” followed by “Manage Assessors” in the menu bar.



1. **Username:** Username for the Assessor.
2. **Personal details:** Details of the Assessor.
3. **Edit Account:** This allows you to edit the Assessor’s details.
4. **Archive:** This allows you to archive the Assessor’s account when it is no longer required.
5. **View Assigned Training:** This allows you to view and assign training to the Assessor.
6. **Manage Attached Sub-orgs (Sub-Organisations):** this allows you to assign specific Sub-Organisations to the Assessor so that they only see assessment items within that Sub-Organisation.



## Edit Assessor Account Details

To edit an Assessor's account, follow the below instructions.

1. Click the "edit" icon from the menu bar.

The screenshot shows the top menu bar of the Etrainu interface. It includes a user profile icon, the text 'firstname.lastname.assessor (Etrainu Demo)', and several utility icons. The 'edit' icon, which is a document with a pencil, is highlighted with a red rectangular box.

2. Make the edits required for the Assessor account and click "save".

### Manage Assessors

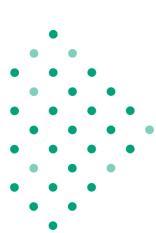
Edit an Existing Assessor for etrainu - Accredited Training - RTO#31345

The screenshot displays the 'Manage Assessors' form. It is divided into two main sections: 'Account Information' and 'Contact Information'. The 'Account Information' section includes fields for Username (with a 'RESET PASSWORD' button), Personal Information (Title, First Name, Middle Name, Last Name, Gender, and Date of Birth), and a 'RESET PASSWORD' button. The 'Contact Information' section includes fields for Email, Building/Property Name, Flat/Unit Details, Street Number, Street Name, Suburb, Country, State, Postcode, and Phone Number. A red box highlights the 'SAVE' button at the bottom right of the form.

## Archive an Assessor Account

In the instance where an Assessor no longer requires access to the LMS, you can archive their account. To do this, click the "archive" icon from the menu bar.

The screenshot shows the top menu bar of the Etrainu interface. It includes a user profile icon, the text 'firstname.lastname.assessor (Etrainu Demo)', and several utility icons. The 'archive' icon, which is a document with a trash can, is highlighted with a red rectangular box.



## Assign Training to an Assessor Account

In order for an Assessor to have visibility to assessment items, they must be assigned the specific training items they are required to assess.

1. Click the “View Assigned Training” icon from the menu bar.



2. If your organisation has Assessment Training Groups set-up in the system you are able to select this and this will allocate the list of training / assessment items to your assessor if not review step 3.

### Browse Assigned Training

Browse Assigned Training for *Etrainu demo assessor*

Assessment Training Groups

Select one or more assessment training groups

3. From here, you will notice a list of training / assessment items available. Tick the box in the action column to assign a training item / assessment item individually. If you tick the box at the top this will assign all training / assessment items.

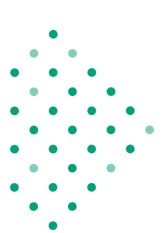
### Browse Assigned Training for *Etrainu Demo*

Click on the header to sort by that column.

100 / 50 = 2

Training Name	<input type="checkbox"/>
AS4000 – 1997 General Conditions of Contract – For Contractors	<input checked="" type="checkbox"/>
CMCCDCDC001 Dealing with Complaints and Difficult Customers	<input type="checkbox"/>

4. If you wish to remove an assessment item from an Assessor, simply untick the relevant assessment item.



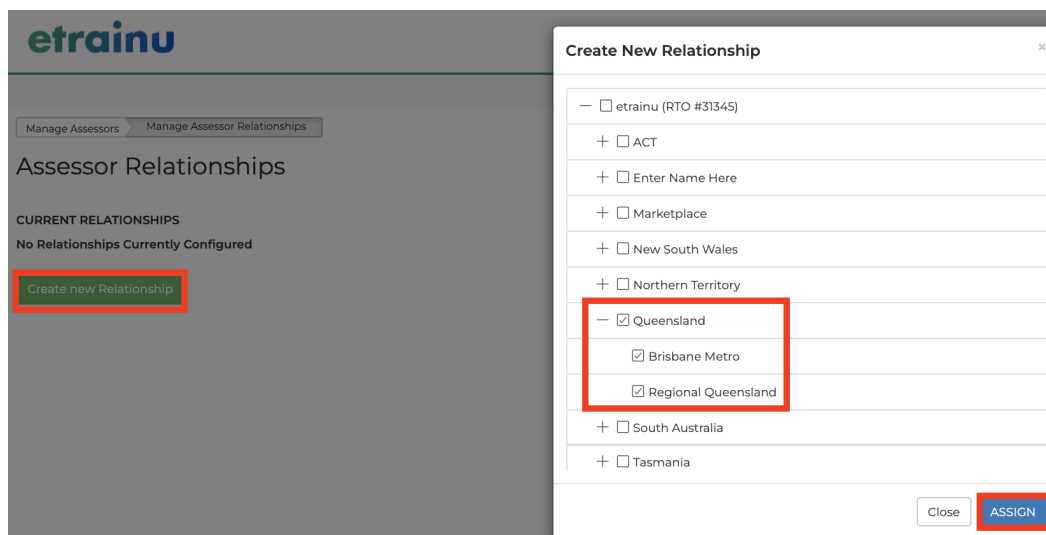
## Manage Attached Sub-orgs (Sub-Organisations)

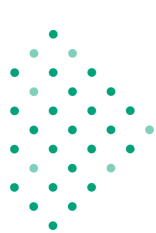
As a general set up, Assessors will be able to view assessment items across your entire Organisation, unless filtered otherwise. To limit the view of Participants your Assessor has, you may choose to allocate only specific Sub-Organisations or Departments to that Assessor's account by creating a relationship. This means they will only be able to view Participants and their assessments if their profile is within the selected Sub-Organisations where the Assessor has visibility.

1. Click the “Manage Attached Sub-orgs (Sub-Organisations)” icon from the menu bar.



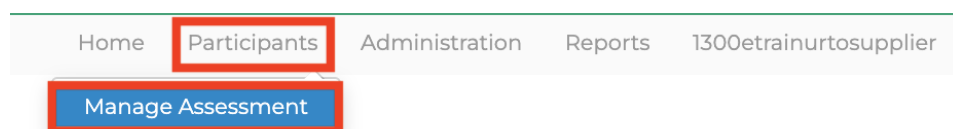
2. Click on “Create New Relationship” and, using the Sub-Organisation selector, select the Sub-Organisations and/or areas that you want to allocate to the Assessor and click the “Assign” button.





## Manage Assessments

An Assessor will typically do the marking of assessments, however within the Supplier area of the LMS you will also have access to do so. To log into the Manage Participant Assessment area, click “Participants” from the menu bar, followed by “Manage Assessment”.



Within this screen, you will notice a range of filters available to you.

### Manage Participant Assessment

1

Browse All Participants

2

Browse All Locked Assessment

3

Browse All Awaiting Final Competency Training

4

Browse All Awaiting Review Assessment

5

**Browse All Training**

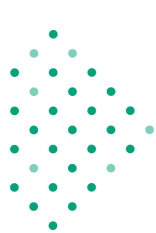
Management of Participant Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

Click on the header to sort by that column.

Training Name	Browse Participants
Scope Australia - Accessible Information	<a href="#">Browse</a>

1. **Browse All Participants:** This screen will show you all Participants in the platform so you can view their assessment individually.
2. **Browse All Locked Assessment:** Participants may be “locked out” of their assessment for a period of time if they incorrectly answer assessment items. This screen will allow you to unlock assessments.
3. **Browse All Awaiting Review Assessment:** To view all assessment submissions, you can click this screen to see a completed list of outstanding assessments to be marked.
4. **Browse All Awaiting Final Competency Training:** In instances where an assessment requires a final competency check, you can view and approve these using this screen.
5. **Browse All Training:** The default view shows all training items included within your LMS.





## Browse All Participants

Click “Browse All Participants” to view all Participants within the system.

### Manage Participant Assessment

Browse All Participants Browse All Locked Assessment Browse All Awaiting Final Competency Training  
 Browse All Awaiting Review Assessment

#### Browse All Training

Management of Participant Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

From here, you can search for an individual Participant using the search function, as well as browse training submissions by clicking “Browse” under the “Browse Training” column.

#### Browse All Participants

Management of Participant Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

Select from the drop down box the column header you wish to sort by then enter the key word in search field in relation to that column.

Keywords

[clear all filters](#)

Click on the header to sort by that column.

Participant Name	Email	Sub-Organisation	Browse Training	Records
A Person	aperson@email.com	Harvey Norman Flemington Head Office	Browse	

From here, you can see the below information.

#### Browse Training for *etrainu Courses Test*

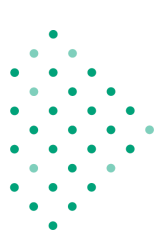
Management of Participant Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

**Please Note: Repeating a stage will reset all stages following the repeated stage and these will need to be recompleted by the user.**

Click on the header to sort by that column.

1	2	3	4	5	6	7
Training Name	Status	Expiry	Browse Assessment	Repeat Stages	Assigned To	Records
CNC3RESASE001 Sales and Service	Not Started		<a href="#">Browse</a>	<a href="#">Browse</a>		
SITXFSA001A Implement food safety procedures	Not Started		<a href="#">Browse</a>	<a href="#">Browse</a>		
SITXOHS002A Follow workplace hygiene procedures	Not Started		<a href="#">Browse</a>	<a href="#">Browse</a>		

1. **Training Name:** This outlines the name of the course the Participant is enrolled into.
2. **Status:** This outlines whether the user is either Not Started, In Progress, or Complete.
3. **Expiry:** This outlines whether there is an expiry date attached to the course.
4. **Browse Assessment:** Clicking this allows you to view their assessment submissions.
5. **Repeat Stages:** This allows you to reset the stage for a user for them to complete again.



6. **Assigned To:** This outlines the assessor the user has been assigned to.
7. **Records:** there are two icons available for view; Stages Notes and Checklist.\*  
*\*Note: this functionality is no longer available*

To view a user's assessment submission, click on the "Browse Assessment" text.  
This will bring you to a new page outlining each module included within the course.

	Training Name	Status	Expiry	Browse Assessment	Repeat Stages	Assigned To	Records
	SITXFSA001A Implement food safety procedures	Not Started		<a href="#">Browse</a>	<a href="#">Browse</a>		
	SITXOHS002A Follow workplace hygiene procedures	Not Started		<a href="#">Browse</a>	<a href="#">Browse</a>		

Click "View Report" under the "View Results" column to view a Participant's assessment answers to date.

Assessment Name	Limited Attempts	Pass %	Started	Completed	Status	Times Locked	Assessor	View Results
SENDING YOUR CONFIRMATION			23/07/2020 02:25:25 PM		Open	0		<a href="#">View Report</a>
Food Safety					Closed	0		<a href="#">View Report</a>

On this screen, you can view the assessment answers the Participant advised.  
You also have the option to review the Assessment, add notes, documents, send an email and also mark as not proficient.

## View Assessment Results

[Browse Assessment History](#) [Browse Assessment](#) [Mark as Not Proficient](#)  
 [User Notes](#) [User Documents](#) [View/Send Email](#)

### Assessment Report

#### Summary

**Student**

Jaspa Lee

**Unit Title**

6.1 Self-analysis Project

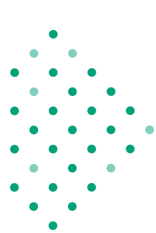
**Date of Assessment Commencement**

05:56 PM | 16/06/2021

**Date of Assessment Submission**

06:47 PM | 01/01/2022

**Assessment**



## Browse All Awaiting Review Assessments

Click “Browse All Awaiting Review Assessments” to view a full list of assessment submissions that need to be marked.

### Manage Participant Assessment

Browse All Participants Browse All Locked Assessment Browse All Awaiting Final Competency Training Browse All Awaiting Review Assessment

#### Browse All Training

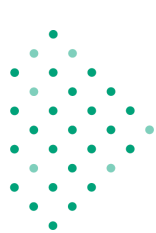
Management of Participant Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

On this page, you will notice the following areas.

Click on the header to sort by that column.

	Participant Name	Training	Department	Sub-Organisation	Assessment Name	Limited Attempts	Pass %	Date Submitted	Documentation	Lockouts	Assigned To	View Results	View Training
1	Etrainu Test	COVID-19 (Coronavirus): What It Is, How to Prevent Spread	Queensland	Brisbane	COVID-19 (Coronavirus): What It Is, How to Prevent Spread		100	17/09/2021 10:55:47 AM		0	Amy Jones	View	View

- Assign Assessor:** This icon works in two ways; if you are in your Supplier account you can assign a specific assessor to this assessment, or, if you are in your Assessor Account, you can use this to assign the assessment item to yourself.
- Mark as Proficient/Not Yet Proficient:** This icon when clicked will mark the assessment item as either proficient or not yet proficient. Please note when this is clicked, the status cannot be reversed.
- Participant Name:** This shows the Participant's name.
- Training Menu:** These columns showcase the training course, Department, Sub-Organisation, assessment name, whether the assessment has a limited attempt attached to it, pass percentage and date the assessment was submitted. If in the event there is a resubmit attempt, this will also appear highlighted in red.
- Documentation:** You can click on “User Notes” to add any comments required about the participant, and click “User Documentation” to view any additional upload information.
- Lockouts:** This helps identify how many times (if any) the participant has been “locked out” of their assessment.
- Assigned to:** This column will show you the assessor that has been assigned to this assessment item, noting that the column will be blank if no assessor has been assigned.



8. **View Results/View Training:** These menu items will allow you to view either the assessment submission or training slides attached to this participant.

## Browse All Awaiting Final Competency

Click “Browse All Awaiting Final Competency” to view a full list of assessment submissions that need to be marked.

### Manage Participant Assessment

[Browse All Participants](#) [Browse All Locked Assessment](#) [Browse All Awaiting Final Competency Training](#)  
 [Browse All Awaiting Review Assessment](#)

#### Browse All Training

Management of Participant Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

In instances where a course requests a final competency check, you will additionally be required to mark their entire course as competent. The Participant’s name will appear on this screen after their final assessment item has been marked as competent.

## Browse All Awaiting Final Competency Training

Management of Participant Assessment relates only to training which is provided through you. Training delivered by another provider will be managed by them.

By clicking on View Results you can see each of the participant's attempts at this assessment.

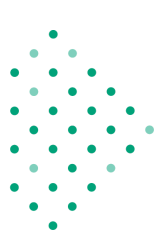
Select from the drop down box the column header you wish to sort by then enter the key word in search field in relation to that column.

Keywords

[clear all filters](#)

Click on the header to sort by that column.

Participant Name	Training	Department	Sub-Organisation	Status	Browse Assessment	View Training
Jaspa Lee	Covid - 19	Queensland	Brisbane	Awaiting Final Competency	<a href="#">Browse</a>	<a href="#">View</a>



To browse the assessment, click “Browse” under the “Browse Assessment” column.

Click on the header to sort by that column.

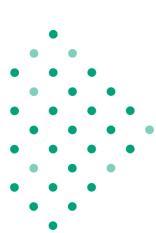
Participant Name	Training	Department	Sub-Organisation	Status	Browse Assessment	View Training
Jaspa Lee	Covid - 19	Queensland	Brisbane	Awaiting Final Competency	<b>Browse</b>	View

To mark the course as complete and competent, click the “Mark as Competent” icon beside the Participant’s name. This will then mark the entire course as “complete” in the LMS and generate a certificate of completion (if the bundle has been assigned one).

Click on the header to sort by that column.

Participant Name	Training	Status	Browse Assessment	View Training
Alexander White	Covid - 19	Awaiting Final Competency	Browse	View

Similar to other screens, if a Participant has had to resubmit any assessment items, their record will appear highlighted in red.



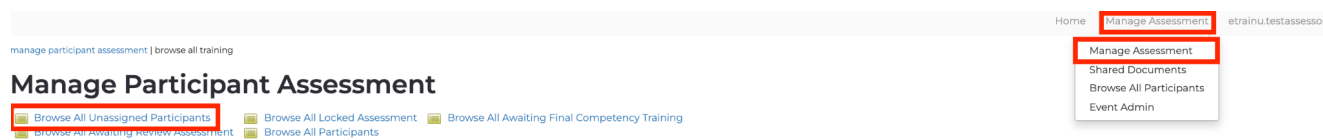
## Assessment Functions within the LMS

The following section will highlight the different functions within the LMS so you can manage assessment of your participants effectively. These processes are like-for-like across both the Supplier and Assessor account types.

The workflow and icons shown below will be consistent throughout each of the menu views above mentioned.

## Assigning an Assessor

Where a participant does not have an assessor assigned, you can either allocate the assessment to yourself (Assessor Account), or, you can assign an assessor to the participant (Supplier Account). To assign an assessor, you need to click on “Browse All Awaiting Review Assessments”.






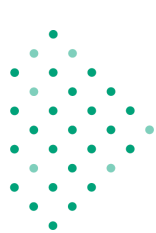
## Supplier Account

Where an assessment has not been assigned to an assessor, you will notice the “Assigned To” column is blank.

To assign an assessor to this participant, click on the “Assign Assessor” icon and select an assessor from the list provided.

Click on the header to sort by that column.

Participant Name	Training	Department	Sub-Organisation	Assessment Name	Limited Attempts	Pass %	Date Submitted	Documentation	Lockouts	Assigned To	View Results	View Training
  Etrainu Test	Covid - 19	Queensland	Brisbane	Covid - 19: Workbook		100	12/11/2021 01:38:43 PM		0		<a href="#">View</a>	<a href="#">View</a>



## Assessor Account

Where an assessment has not been assigned to an assessor and you wish to assign this assessment to yourself (You must be in your assessor account).

You need to click on “Browse All Unassigned Participants”.

manage participant assessment | browse all training

Home

Manage Assessment

etrainu.testassessor

Manage Participant Assessment

Browse All Unassigned Participants

Browse All Locked Assessment

Browse All Awaiting Final Competency Training

Browse All Awarding Review Assessment

Browse All Participants

Manage Assessment




Shared Documents

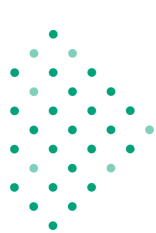
Browse All Participants

Event Admin

Then click the “Assign Assessor” icon. This will then allocate that participant to you so you can mark their assessment.

Click on the header to sort by that column.

Participant Name	Training	Department	Sub-Organisation	Assessment Name	Limited Attempts	Pass %	Date Submitted	Documentation	Lockouts	Assigned To	View Results	View Training
  Etrainu Test	Covid - 19	Queensland	Brisbane	Covid - 19: Workbook		100	12/11/2021 01:38:43 PM		0		<a href="#">View</a>	<a href="#">View</a>





## Viewing and Marking Assessments

Once a Participant has submitted their assessment, it needs to be marked by an authorised assessor. The marking of assessments can be completed and both the Supplier and Assessor levels of access.

To view a Participant's submission, click "View" under the "View Results" column.

Click on the header to sort by that column.

Participant Name	Training	Department	Sub-Organisation	Assessment Name	Limited Attempts	Pass %	Date Submitted	Documentation	Lockouts	Assigned To	View Results	View Training
 Etrainu Test	Covid - 19	Queensland	Brisbane	Covid - 19: Workbook		100	17/09/2021 10:55:47 AM		0	Amy Jones	<div>View Results</div> <div>View</div>	<div>View Training</div> <div>View</div>

You will then be directed through to the "View Assessment Results" page.

On this page, you will notice a Summary section and Assessment section, as well as a key on the top left of the page.

The Summary section will give you general information about the Participant and assessment submission.

### View Assessment Results

 [Browse Assessment History](#)  [Browse Assessment](#)  [Mark as Proficient](#)  
 [Mark as Not Proficient](#)  [User Notes](#)  [User Documents](#)  
 [View/Send Email](#)

Legend:  correct answer  selected answer

#### Assessment Report

This assessment item needs to be marked as proficient. Please click the link above if you feel the answers below are correct.

##### Summary

###### Student

Etrainu Test

###### Assessor

Amy Jones

###### Company

-

###### Address

-

###### Telephone

-

###### Unit Title

Covid - 19: Workbook

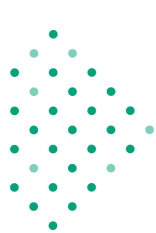
###### Date of Assessment Commencement

10:55 AM | 17/09/2021

###### Date of Assessment Submission

10:55 AM | 17/09/2021





The Assessment section will outline each of the participant's responses for all questions that form that completed assessment.

From here, you are required to review each response and determine whether the participant is proficient or not yet proficient in their responses.

Where a question is a short or long response, the answers will appear in a highlighted blue box under the relevant question. Where there is a document upload required, this will appear as a hyperlink within this same light blue box under the question. Where answers are selected (e.g. multiple choice, multiple response, etc.), there will be an orange arrow highlighting the correct response for ease of marking. In most cases, any of these question types will be automatically marked by the LMS, subject to your organisation's specific set up requirements.


### Assessment


**Activity 1**  
**Topic:** Covid - 19: Annual Seasonal Plan  
**Question Type:** File Upload  
Upload your document using the button shown.  
[ANNUAL SEASONAL PLAN modified.xlsx](#)


Before marking the assessment proficient / not yet proficient, we recommend that you communicate with the participant.


You can do this by clicking the "View/Send Email" icon at the top of the screen. This allows you to provide specific feedback on why the assessment was proficient / not yet proficient.


## View Assessment Results


 Browse Assessment History


 Browse Assessment

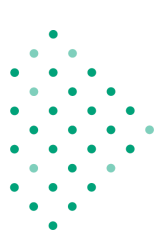
 Mark as Proficient

 Mark as Not Proficient

 User Notes

 User Documents

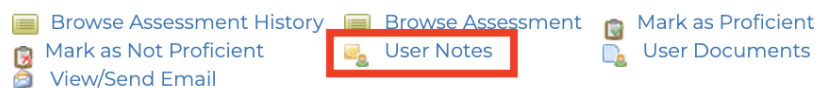
 View/Send Email



You may also choose to document any notes about the participant for assessor use only. You can do this by clicking the “User Notes” icon at the top of the screen.

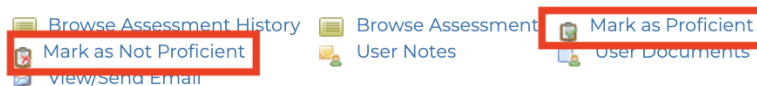
This allows you to track any internal notes and is a great tool if you have multiple assessors assessing the same assessment item for Participants. These notes are only visible for administrators and assessors.

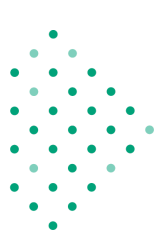
## View Assessment Results



To mark the assessment as proficient or not yet proficient, select either icon at the top of the screen. The participant will then be notified of their result via email.

## View Assessment Results





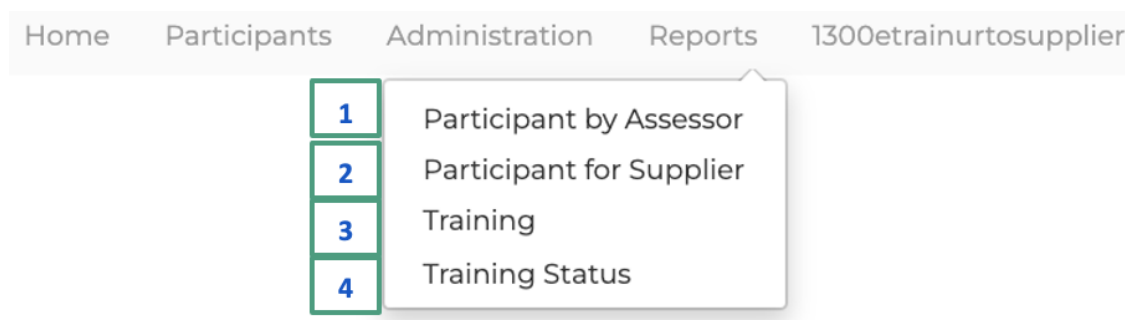
## Viewing Reports - Supplier Level Only

The etrainu LMS Supplier Area has a range of reports that can be switched on/switched off for your organisation subject to your organisational needs.

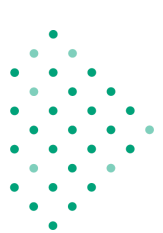
When building your reports, you have the ability to customise and filter these according to your individual reporting needs. You can filter by date ranges, completion status, individual bundles, participant groups and training groups.

All reports can be exported in excel, CSV and PDF formats.

The below reports are our most commonly used reports and functions within the Supplier area.



1. **Participant by Assessor:** This report will outline each Participant and their assessment item, and outline the assigned Assessor.
2. **Participant by Supplier:** This report will provide you with a list of Participants enrolled into any courses that are supplied by your organisation.
3. **Training:** This report will show you a full list of modules/inductions and the total number of Participants allocated, in progress and complete.
4. **Training Status:** This report will show you the training status and progress for all Participants within a selected course.



## Participant by Assessor

The Participant by Assessor report outlines a full list of Participants in the LMS, the assessment items they are working through and the assigned assessor to each. To build your report, consider the following filters:

1. **Assessors:** you can select all assessors, or select a single assessor to build this report.
2. **Status(es):** you can select as many or little statuses based on the report you want to run.
3. **Date:** if you are looking for a specific date range, you may use these date filters.

### View Reports

#### Assessor Performance Report

1

State  
Assessor  
Status(es)

All States  
All Assessors  
☒ Complete  
☒ Awaiting Final Competency  
☒ In Progress  
☒ Not Started  
☒ Deactivated

2

3

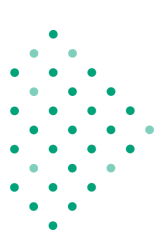
Date

From  
To

01 / 01 / 2022  
20 / 01 / 2022

Submit

Note\* For training items that are part of a training plan the date selected will be the date that the training plan was allocated to the participant. For training items not within training plans, the date selected will be the date that the course was allocated to the participant.



## Participant by Supplier

The Participant by Supplier report will provide you with a full list of Participants assigned to any courses which your organisation supplies. Depending on your specific operation model, you may have Participants on this report that sit both within your organisation and outside your organisation.

To build your report, consider the following filters:

1. **Keywords:** You can filter your report based on keywords throughout a selection of filters
2. **Date:** You can filter your report based on a specific date range, as well as filter either by date commenced or date completed.

## View Reports

### Supplier Participants Report for *etrainu - Accredited Training - RTO#31345*

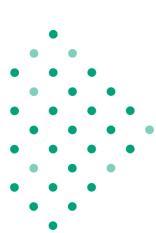
---

Select from the drop down box the column header you wish to sort by then enter the key word in search field in relation to that column.

To search using two filters - click the submit button under the first filter and wait for the information to sort. Then click submit under the second filter to complete the search.

Keywords	Training ▼	Date	From	<input type="text"/>	
	<input type="text"/>		To	<input type="text"/>	
	<input type="button" value="Submit"/>			Date Commenced ▼	
				<input type="button" value="Submit"/>	

---



## Training Report

The Training report will provide you with a full list of modules and the total number of Participants allocated to that module. In addition, it will separate your “in progress” and “complete” statuses through the main screen. To build your report, consider the following filters:

1. **Keywords:** You can filter your report based on keywords throughout a selection of filters.
2. **Date:** You can filter your report based on a specific date range, as well as filter either by date commenced or date completed.

## View Reports

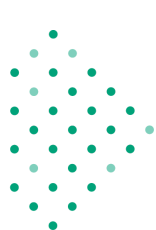
Status Report for *etrainu - Accredited Training - RTO#31345*

---

Select from the drop down box the column header you wish to sort by then enter the key word in search field in relation to that column.

To search using two filters - click the submit button under the first filter and wait for the information to sort. Then click submit under the second filter to complete the search.

Keywords	Training ▼	Date	From	<input type="text"/>	
	<input type="text"/>		To	<input type="text"/>	
	<input type="button" value="Submit"/>			Date ▼	
				<input type="button" value="Submit"/>	



## Training Status Report

The Training Status report outlines the training status for your Participants and can be filtered to suit your needs. To build your report, consider the following filters:

### Training Status Report

1

ORGANISATION

etrainu - Training

2

DEPARTMENT

Select department

3

SUB-ORGANISATION

Select sub-organisation

4

PARTICIPANT GROUP

OR  
Select participant group

5

COURSE

COVID-19: What It Is, How to Prevent Spread

6

MODULE

Select training

7

TRAINING GROUP

Select training

8

TRAINING STATUS \*

In Progress X Completed X

9

DATE TRAINING WAS ASSIGNED

Last 30 days

10

DATE USER WAS CREATED

Select a date range

11

DATE COURSE WAS COMPLETED

Select a date range

12

EXTRA DISPLAY FIELDS

Department X DOB X Email X Gender X Phone X Sub Org X

13

ADDITIONAL OPTIONS

☐ INCLUDE ARCHIVED USERS

LOAD REPORT

#### Report Filters

Organisation  
etrainu - Training

Department  
No filter selected

Sub-organisation  
No filter selected

Training  
COVID-19: What It Is, How to Prevent Spread

Training Status  
In Progress, Completed

Date Training Was Assigned  
Last 30 days

Date User Was Created  
No filter selected

Date Course Was Complete  
No filter selected

Extra Display Fields  
Department, DOB, Email, Gender, Phone, Sub Org

Additional Options  
No filter selected

☒ Save report on submit?

REPORT NAME

☒ Set a schedule

SCHEDULE FREQUENCY

EMAIL RECIPIENTS  
Comma separated email address

Add Schedule

SAVE & SUBMIT

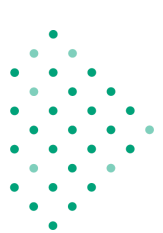
8

9

1. **Department/Sub-organisation:** If you wish to only pull data for a specific Department or Sub-organisation, you may use these filters - leaving this blank will pull all data you have access to.
2. **Participant Group:** If you have a specific Participant Group set up, you can pull this group of Participants.

etrainu - Supplier and Assessor User Guide

Last Updated: October 2022

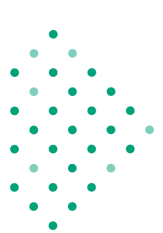


3. **Course/Module/Group:** A Course (bundle) is the completed course itself in full (recommended); A Module (induction) is a section within a Course (bundle); a "Group" refers to a Training Group which captures a group of training courses (refer to "Training Groups" to understand this functionality).
4. **Training Status:** At Course and Group Level you can filter the training status by "In Progress", "Complete" or "Deactivated". The "In Progress" and "Completed" options are selected as a default. At Module level you can filter the training status by "Not Started", "Awaiting Final Competency", "In Progress", "Completed" or "Deactivated".
5. **Date Ranges:** You can filter the reports based on training assigned dates, participant creation dates and/or completion dates.
6. **Extra Display Fields:** You can choose to select All fields or you can select additional fields such as Department, Date of Birth, Email, Gender, Phone, Sub-Org.
7. **Additional Options:** You can choose to include users that have been archived.
8. **Save Report:** You also have the option to save the report on the left. This functionality allows you to save the report (so you don't have to complete the above fields next time) and also set a schedule to have the report sent to a nominated email address.
9. **Save & Submit:** Click this to create your report.

## Event Admin

Please refer to the etrainu - Assessor Assessing App User Guide.





## FAQ's and Support

Within our etrainu Support Centre, we have a range of helpful articles and training videos available to help you with any questions or concerns you may have while you complete your training.

It is always recommended that, if you are completing training via an Organisation, to reach out to your System Administrator first.

However, if you are unable to have your questions answered, please see the below helpful links.

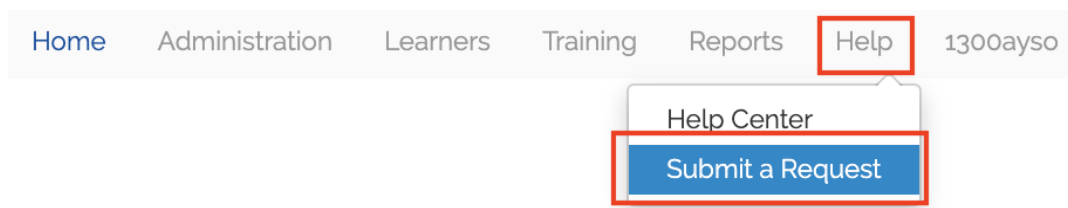
## The etrainu Support Centre

To access the Support Centre, click on the link below:

<https://etrainusupport.zendesk.com/hc/en-us>

## Contact Us

To log a ticket with our Help Desk, click on “Help” from the menu bar on the top right, followed by “[Submit a Request](#)”.



Please allow up to 2 business days for a response.