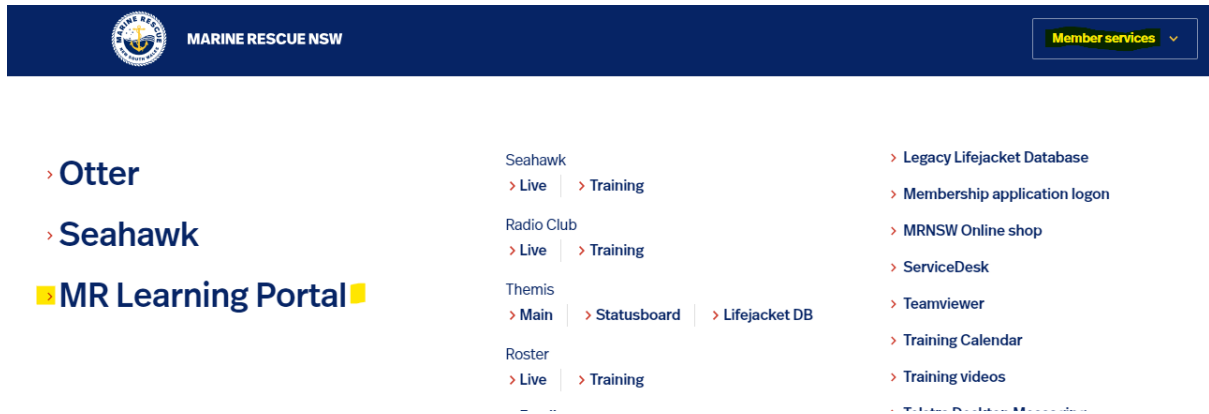




# **Training Management System Guide**

**Assessor Portal**

## Step 1: Log On to MRNSW website, member services:



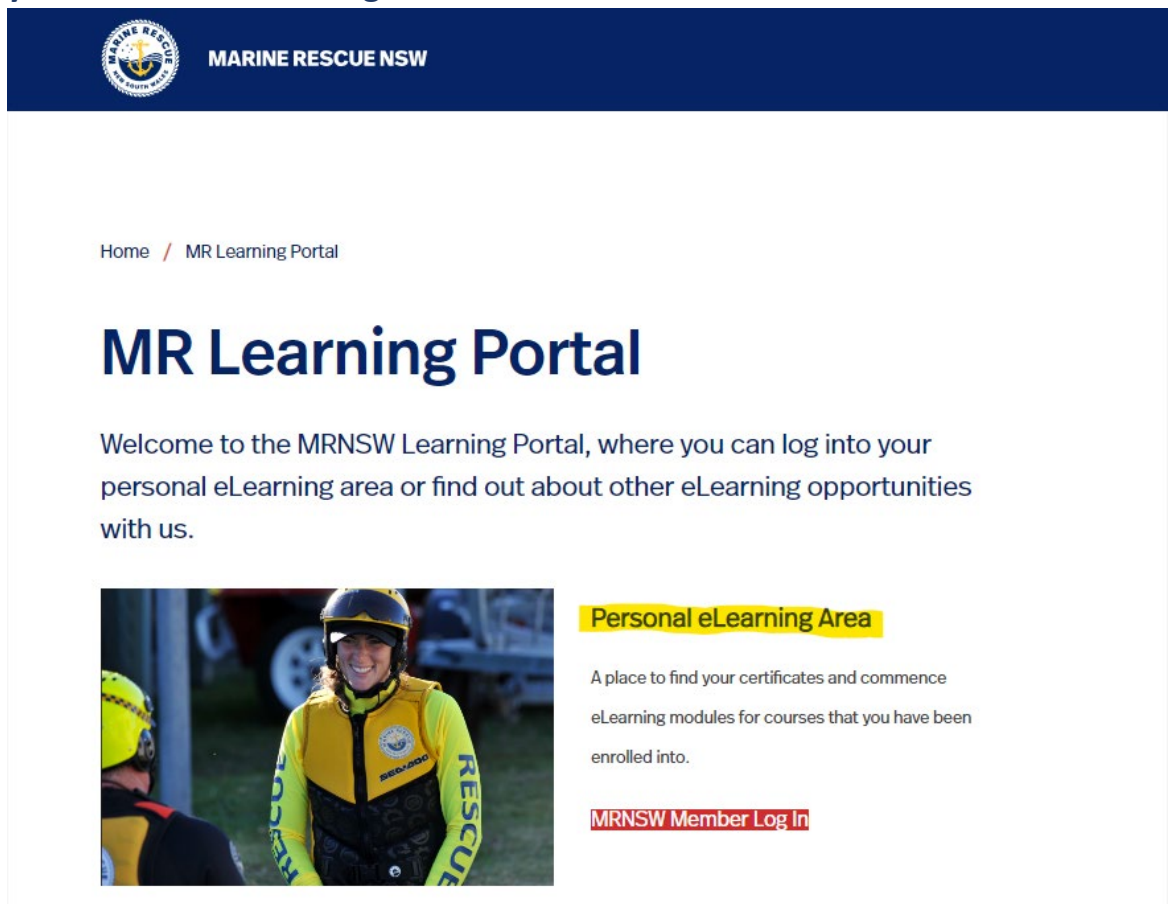
The screenshot shows the top navigation bar of the MRNSW website. On the left is the MRNSW logo and name. On the right is a 'Member services' dropdown menu. Below the header is a navigation menu with the following items:

- > Otter
- > Seahawk
- ▣ MR Learning Portal
- Seahawk
  - > Live
  - > Training
- Radio Club
  - > Live
  - > Training
- Themis
  - > Main
  - > Statusboard
  - > Lifejacket DB
- Roster
  - > Live
  - > Training
- > Legacy Lifejacket Database
- > Membership application logon
- > MRNSW Online shop
- > ServiceDesk
- > Teamviewer
- > Training Calendar
- > Training videos
- > Website Desktop Maintenance

## Step 2: Click on MR Learning Portal:

### > MR Learning Portal

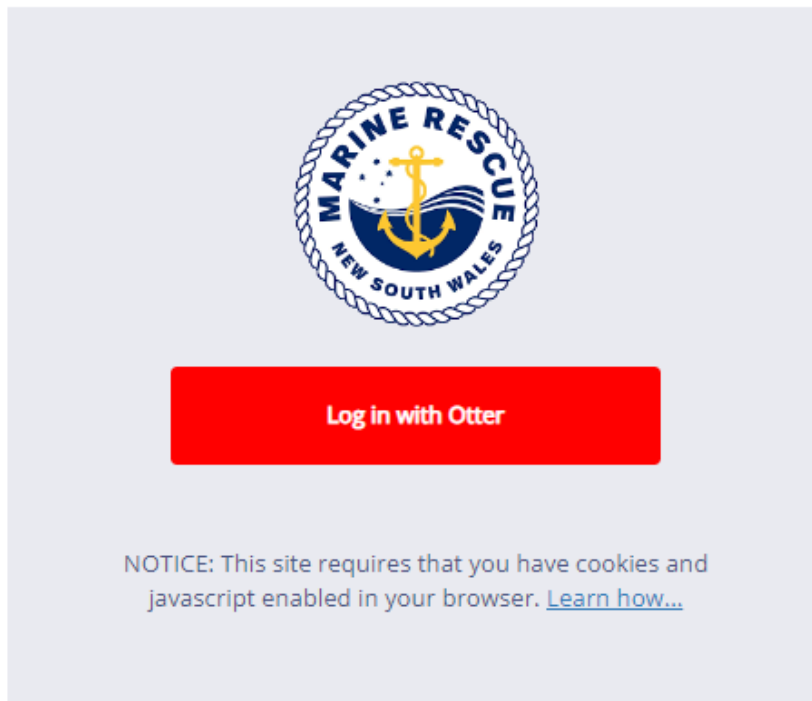
You will then be brought to the Learning Portal where you will need to go to your Personal eLearning Area:



The screenshot shows the MRNSW Learning Portal page. At the top is the MRNSW logo and name. Below the header is a breadcrumb trail: Home / MR Learning Portal. The main heading is 'MR Learning Portal'. Below the heading is a welcome message: 'Welcome to the MRNSW Learning Portal, where you can log into your personal eLearning area or find out about other eLearning opportunities with us.' To the left of the text is a photo of a smiling woman in a yellow and black MRNSW lifejacket. To the right of the text is a yellow box with the text 'Personal eLearning Area' and a description: 'A place to find your certificates and commence eLearning modules for courses that you have been enrolled into.' Below the description is a red button with the text 'MRNSW Member Log In'.

Please click on the **RED** MRNSW Member Log in button

**Step 3: It will then take you to the below where you will press the red “Log in with Otter”**



**Please use your Otter credentials to log in as below:**

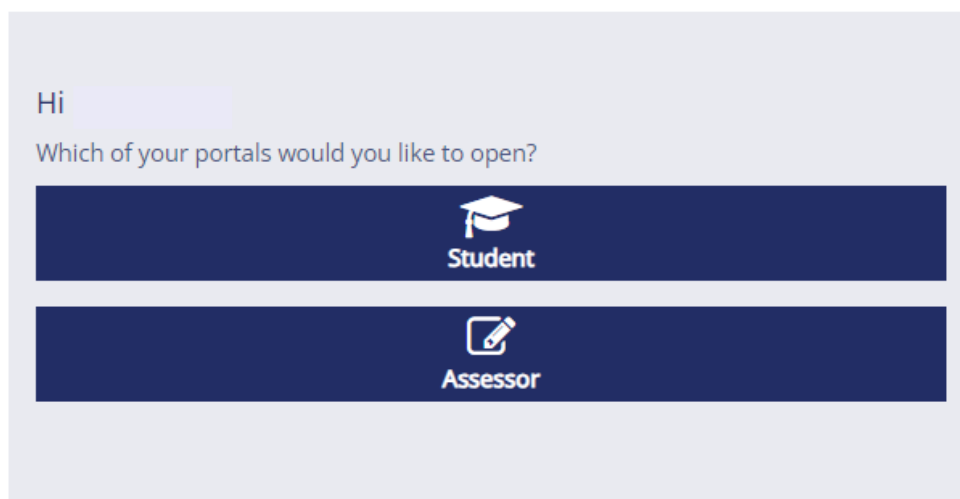
Please log in with your Otter credentials

N Number:

Password:

Log in

**Step 4: You will now see a screen prompting you to choose which portal you would like to open. Select Assessor:**



**Step 5: This screen is where any messages or notification will show and where you can view your active, new and previous students. To view your active students please click the Green “Active” Box under the heading my students.**

The screenshot shows a dashboard with several sections:

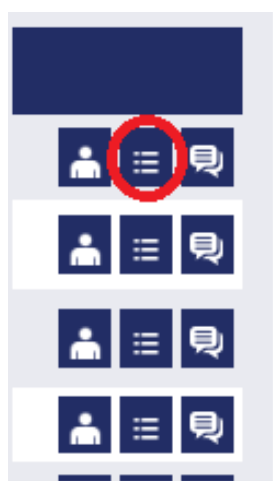
- My Unread Messages:** A green bar with a checkmark and the text "You have no unread messages."
- My Unread Notifications:** A green bar with a checkmark and the text "You have no unread notifications."
- My Students:** A section with five filter buttons: "RPL Claim Pending 0", "New 3", "Active 6" (highlighted with a yellow box), "Previous 8", and "Archived 0". Below the filters is a search bar labeled "Surname search:" and a "broadcast message" button.
- Catapult Trainer Portal:** A section with a "Sign In" button.
- Submissions For Assessment:** A section with no visible content.

**Step 6: You will now see a list of all active students and the courses they are enrolled in:**

**My Active Students**  
Showing records 1 - 4 of 4 results found

Surname	First Name	Active Enrolments	Date Assigned	RPL Ackn.	Ackn.	
Blue	Greg	RWCO Rescue Water Craft Operator	11 May 2023	n/a	<input type="checkbox"/>	
Green	Henry	MAR10220 Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	17 Jul 2023	n/a	<input type="checkbox"/>	
Red	Timothy	MAR10220 Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	27 Jul 2023	n/a	<input type="checkbox"/>	
Yellow	Rodrick	HLTAID011 Provide First Aid	8 Aug 2023	n/a	<input type="checkbox"/>	

**To view the student’s results/mark their progress please press the middle button with the 3 bullet points as circled below:**



**Step 7: This will bring up the student's enrolment dossier from here you will be able to see what the student has completed and what has been submitted for marking:**

## Enrolment Dossier



Student  
**Timothy Red**  
 timothyred@gmail.com  
 Mob: 04123456789

Brand: Marine Rescue NSW  
 Enrolment: Certificate I in Maritime Operations (General Purpose Hand Near Coastal)  
 Funding: Fee for service  
 Started: 17 July 2023  
 Status: New  
 Must Complete By: *No time limit applied.*  
 Transcript: download  
 Progress:

1 MR Crew Unit Cluster  
 Unit Status: **NEW**  
 Pathway: Pathway 1

Activity	Status	Outcome/Grade	Assess
Reading Material (Elective)	Completed	competent	
Crew Learner Information Guide	LOCKED [unlock]	100.0%	
Assignment (Compulsory) Boat Licence Validation	Complete (unverified)	pending -	
Assignment (Compulsory) SROCP Licence Validation	Completed LOCKED [unlock]	competent 100.0%	
Assignment (Compulsory) First Aid/Advance Resus Certificate Validation	New	pending -	
Assignment (Compulsory) Fight Fires/Sea Survival Certificate Validation	New	pending -	
Assignment (Compulsory) Skills Log	New	pending -	
Assignment (Compulsory) Learner Activity Workbook	New	pending -	
Assignment (Compulsory) Marine Drills	New	pending -	
Assignment (Compulsory) Sea Time Log	New	pending -	

**If the status says complete (unverified) this means the student has submitted work and you will need to go and click the in the assess column in and mark off this work as either Satisfactory or Not Satisfactory and fill in their grade as 100% if Satisfactory:**

3 Grading/Assessment

Grade (optional)  %

Outcome

Status

Comment for student

**Fill in the grade here as 100% if they have completed the work Satisfactorily**

**You can also add comments for the student here.**

**Once marking is finished Click save assessment**

If a student's work needs to be returned to the student or resubmitted for any reason please change outcome to Pending and the Status to Return to Student. This will then allow the student to resubmit the work.

Grade can be left empty

3 Grading/Assessment

Grade (optional)  %

Outcome **i** Pending

Status Return To Student

Comment for student

save assessment

Change Outcome to pending

Change Status to return to return to student

Click Save once finished

On this screen where you mark the student you also have the option to directly message the student using the Message Student function.

1 Information provided to student

**Certificate I in Maritime Operations (General Purpose Hand Near Coastal)**

Unit  
MR Crew Unit Cluster

Assignment  
Boat Licence Validation  
Please tick the below box to confirm your Boat Licence has been seen and verified by your assessor.

2 Response submitted

Attached Files

No new files have been attached to this response.

3 Grading/Assessment

Grade (optional)  100 %

Outcome **i** Satisfactory (activity will be I

Status Accepted

Comment for student

save assessment

Message Student

Subject

Body

attach file(s)  attach link to activity

send message

Once you have written your message simply hit send message for it to be sent directly to the student

Note: On the enrolment dossier if the status says New this means the student has not yet submitted anything to mark and that will be reflected when you click the Assess button in the far left

Assignment (Compulsory) Skills Log	New	pending	
---------------------------------------	-----	---------	--

The following submitted responses are ready for assessment.

### Certificate I in Maritime Operations (General Purpose Hand Near Coastal)

No items found.

**Step 8: Once the students work has been marked as completed it will show in their enrolment dossier as below in green.**

**1** MR Crew Unit Cluster  
Unit Status: **IN PROGRESS**  
Pathway: Pathway 1

Activity	Status	Outcome/Grade	Assess
Reading Material (Elective) Crew Learner Information Guide	Completed <span style="color: red;">LOCKED [unlock]</span>	<span style="color: green;">competent</span> 100.0%	
Assignment (Compulsory) Boat Licence Validation	Completed <span style="color: red;">LOCKED [unlock]</span>	<span style="color: green;">competent</span> 100.0%	
Assignment (Compulsory) SROCP Licence Validation	Completed <span style="color: red;">LOCKED [unlock]</span>	<span style="color: green;">competent</span> 100.0%	

**Once all work is completed the dossier will look as below:**

### Enrolment Dossier

Student  
**Timothy Red**  
timothyred@gmail.com  
Mob: 04123456789

Brand	Marine Rescue NSW
Enrolment	Certificate I in Maritime Operations (General Purpose Hand Near Coastal)
Funding	Fee for service
Started	10 June 2022
Status	Complete
Must Complete By	<i>No time limit applied.</i>
Transcript	download
Progress:	<div style="background-color: #4CAF50; width: 100%; height: 10px; margin-bottom: 5px;"></div> <div style="background-color: #4CAF50; width: 100%; height: 10px; position: relative;"> <span style="position: absolute; right: 0; top: -2px; color: white; font-size: 8px;">100% Complete</span> </div>

**1** MR Crew Unit Cluster  
Unit Status: **COMPETENCY ACHIEVED**  
Pathway: Pathway 1

9. Alternatively, once a student has submitted work and hit the “Lodge” button within their portal you will receive a notification at the top of your portal as the below:

My Unread Messages

✓ You have no unread messages.

My Unread Notifications

From	Subject	Received	
Timothy Red student	Lodged Assessment Request for Learner Activity Workbook	15 Aug 2023 09:49	<a href="#">remove</a>
Timothy Red student	Lodged Assessment Request for Skills Log	15 Aug 2023 09:49	<a href="#">remove</a>
Timothy Red student	Lodged Assessment Request for SROCP Licence Validation	15 Aug 2023 09:49	<a href="#">remove</a>
Timothy Red student	Lodged Assessment Request for Boat Licence Validation	15 Aug 2023 09:45	<a href="#">remove</a>

My Students

RPL Claim Pending 0	New 0	Active 6	Previous 9	Archived 0
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Surname search:

[broadcast message](#)

From here when clicking on the students name you will be taken to this screen:

Student Profile [back](#)

Personal & Contact Information

Full Name **Timothy Red**  
Date of Birth 01/02/1970  
USI Provided? Yes ✓  
Email [timothyred@gmail.com](mailto:timothyred@gmail.com)  
Phone 04123456789  
Postal Address 42 Wallaby Way  
Sydney NSW 2345

[upload files to profile](#)  
[contact log](#)

Enrolments  
(for which I am the assigned assessor)

Enrol Date	Course	Status	Open
17 Jul 2023	Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	In Progress	
27 Jul 2023	Provide First Aid	New	
11 May 2023	Rescue Water Craft Operator	New	

You will then need to click the 3 lines under open to be able to view the enrolment dossier:

Enrolments  
(for which I am the assigned assessor)

Enrol Date	Course	Status	Open
17 Jul 2023	Certificate I in Maritime Operations (General Purpose Hand Near Coastal)	In Progress	
27 Jul 2023	Provide First Aid	New	

From here please follow steps 7 to 8 to mark the students work.