

# SLSNSW Online Theory Assessment Reporting Cheat Sheet

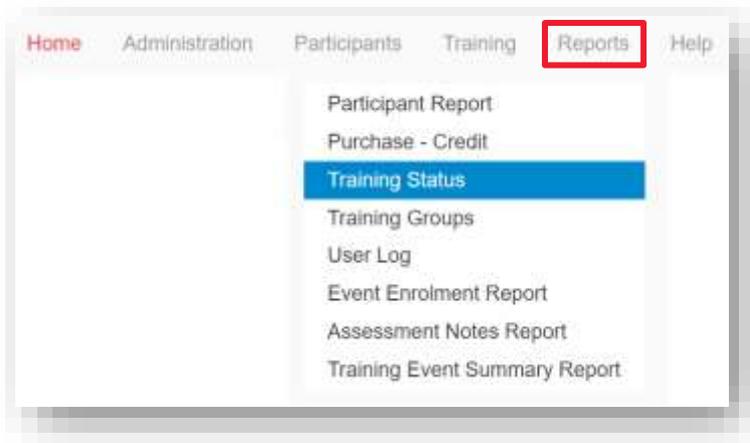
v1 Oct 2021

## Steps for eLearning Administrators

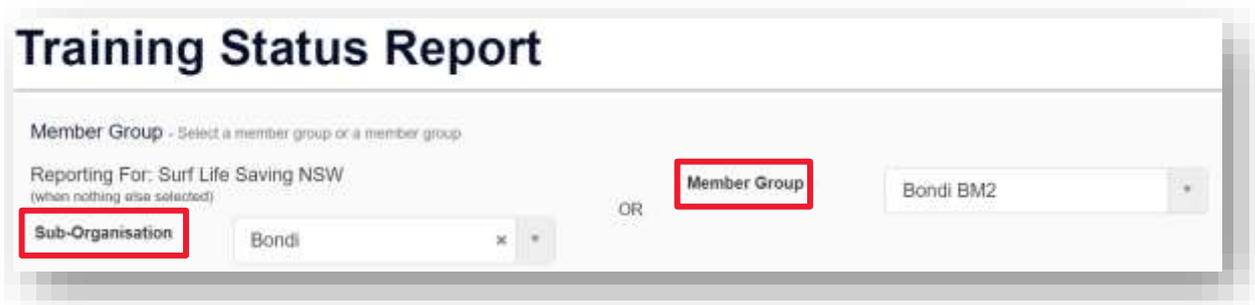
1. **Login** to the SLS eLearning platform as per the latest [SLSA eLearning User Guide](#).
2. **Switch** to your **Administrator Account** to view the Administrator Menu options.  
(Refer to the latest [SLSA eLearning FAQs](#) for more information on how to obtain administrator access)



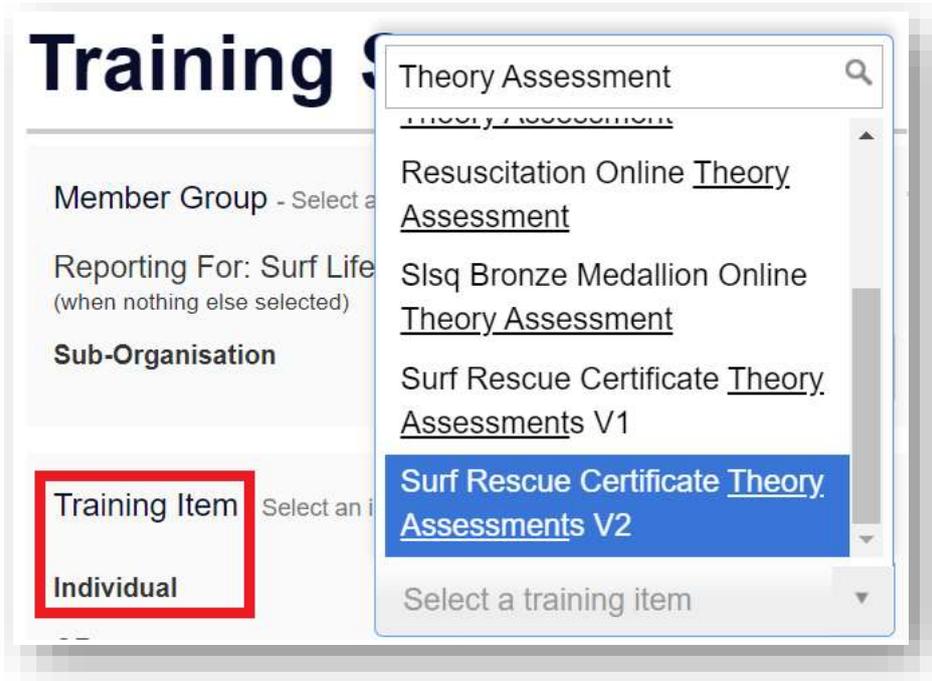
3. Go to the **Reports** menu option.
4. **Select** the **Training Status Report**.



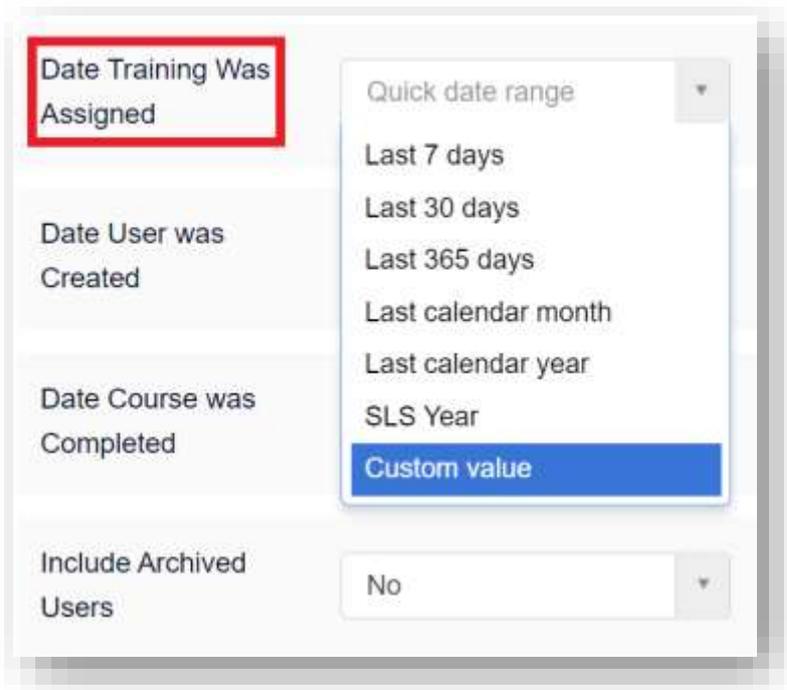
5. **Select** your members to include in the report. This can be your entire SLSC membership ('Sub-Organisation') **OR** a pre-created group of course participants ('Member Group').  
(Refer to the [SLSA eLearning User Guide](#) for how to create a 'Member Group')



6. **Search** within the '**Individual Training Item**' option using the words '**Theory Assessment**'.
7. **Select** the most current version of a SLS course's online theory assessment task used in NSW. For example:
  - Surf Rescue Certificate Theory Assessments V2 (not V1).
  - BM Theory Assessments V2 (not V1).
  - ART Online Theory Assessment
  - Resuscitation Online Theory Assessment.



8. Select your reporting **Date Range** (a custom value for the date training was assigned is recommended).



9. Click **Submit**.
10. **Export** the displayed report to excel or PDF as required.

**Submit**

Export To Excel    Export To CSV    Export To PDF