# Learning Management System

# Trustee user guide

# Frequently asked questions

## How can I enrol for a course?

Via the learning management system (LMS), using your personal LMS login. You then need to enrol in a curriculum (a selection of training options based on the type of trustee you are). Click on the 'My PD' tab, then 'Catalogue' and enrol in the curriculum appropriate to you. You can then use the 'Quicksearch' tab to find and enrol in courses.

## How can I find specific courses?

Once logged in to LMS, you must first enrol in a curriculum – click on the 'My PD' tab, then 'Catalogue' and select the appropriate curriculum. You can then click on the 'Quicksearch' tab and search for course names and locations within a specified time period.

## I don't have a login to LMS, how do I get one?

In February, we sent out an activation email for LMS.

If you did not receive this or can't find it, please email lms@nzsta.org.nz with your full name, school and email address asking to be activated in LMS.

## How do I activate my account?

An activation email will be sent to you. Follow the link and instructions within this email. The subject of this email is 'Welcome to NZSTA's Learning Management System'.

## What are the first steps once I am logged in to LMS?

You will be asked to enter the boards you are currently a member of.

You then need to enrol in a curriculum (a selection of training options based on the type of trustee you are). Click on the 'My PD' tab, then 'Catalogue' and enrol in the curriculum appropriate to you. You can then use the 'Quicksearch' tab to find and enrol in courses.

## I have forgotten my password

Click on 'Forgot Your Password?' on the LMS login page, and follow the prompts to create a new one. You can only create a new password if you have previously created one.

## How do I cancel my enrolment for a course?

Once logged in to LMS, click on the course and then press withdraw. You can also withdraw via the confirmation email you were sent when you enrolled on the course.

## I have not activated my account, and I can't find my email

Please contact us via email lms@nzsta.org.nz, and we will resend you the activation email.

## How can I transfer to another course?

Once logged in to the LMS, withdraw from the course you no longer want to attend and then you will be able to enrol in the right course.

## Can I update my email address?

Yes. Please note that, in LMS, your email address is also your username, so this will change both. Simply log in to LMS, go to the LMS home tab, click on 'Update Email' and enter your new email address.

## What does F2F mean?

It's a face-to-face course, delivered by one of our approved providers.

## Evaluation for F2F courses

We want to ensure the courses we deliver meet your expectations and are valuable. After the completion of a course, we will send you a survey to complete. Your feedback enables us to ensure the best possible service.

## Why should I fill in an assessment?

The assessment is an important way to test your understanding on a specific topic. Completing an assessment also gives you a badge.

## I am on more than one board. Can I list myself for multiple boards and positions?

Yes. Log in to LMS and click on the 'My Boards' tab to enter and update the boards you are currently a member of. You can also remove boards where you are no longer a member.

## How can I check if I am already enrolled for a course?

Once logged in to LMS, go to the 'My PD' tab and click on 'View Future Events' underneath the calendar.

## Can I view my ongoing personal record of learning?

Once logged in to LMS, you can see your personal record of learning. This will show you:

• the courses you have attended/completed

• the badges you have received.

The 'Courses and Certificates' link provides a more detailed view of the courses you have enrolled in and attended.

## Can our board secretary/administrator enrol board members on courses?

Each trustee needs to have their own individual login so they can have their own personal record of learning. However, there may be situations when others in your organisation manage your account for you – this is at your discretion.

## Can I access my previous training?

This won't be visible on LMS initially. We will keep trustees updated with any change to this situation in future.

In the interim, if the courses you previously attended have an online version, you can complete the online module on LMS – this will 'tick' that course off and be counted towards completing the curriculum (as you only have to do either the F2F or online module if a topic has both options).

## What is the difference between an online module and an F2F course on the same topic?

If there are both F2F and online module options under a specific course, you are only required to complete one of these to get a badge – however, you can do both if you wish.

## If a board wants to view an online module together, can it be recorded on each trustee's record?

No. If you view the module while logged in to an individual trustees' LMS account, it will only be recorded as completed by that person.

**Did you know?**
If you have previously completed a face-to-face session or an online module, you can go straight to the assessment on the LMS page. There is no need to redo the course.

# Key definitions

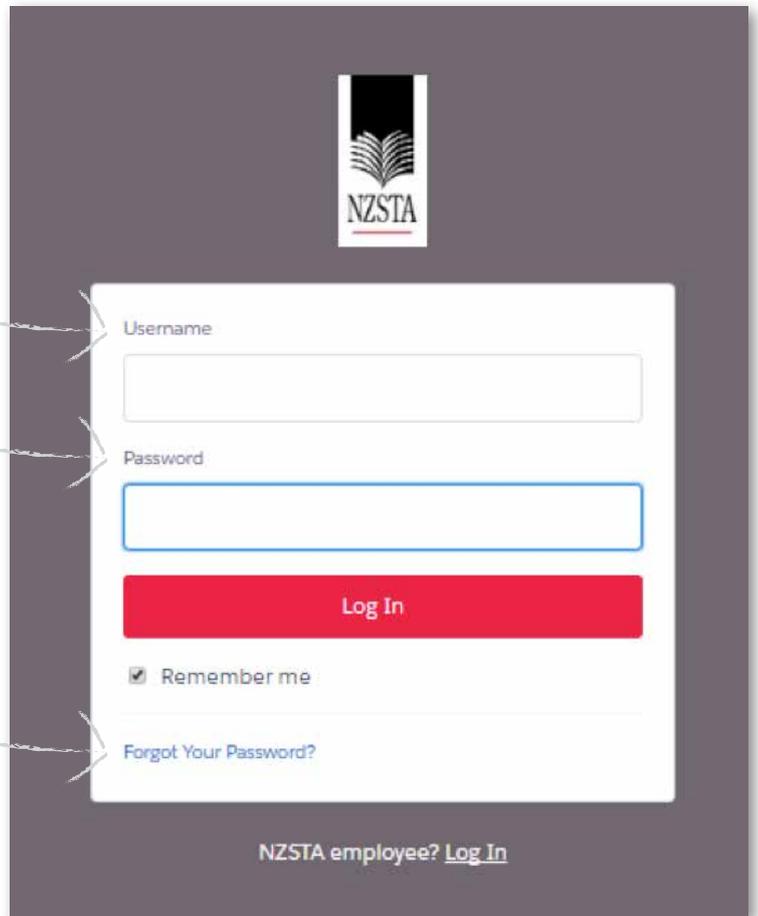| Term | Description |
|---|---|
| F2F | Is a face-to-face course at a venue delivered by an NZSTA provider. |
| Online | Is an online module of self-paced learning. |
| Course | Either a face-to-face option or an online option is available for this topic. It also includes a survey and an assessment. |
| Course badge | A trustee earns a badge by completing the course or online module including an assessment. |
| Level badge | A trustee earns a badge by completing all the required courses in a level including assessments. |
| | Denotes compulsory courses to be completed to earn Bronze, Silver and Gold badges. |
| CST | Denotes compulsory courses for Student Trustees and Staff Trustees to be completed to earn a Bronze level badge. |
| CIS | Denotes compulsory course for trustees on a State Integrated School Board. |
| CMM | Denotes compulsory course for trustees in a Māori Medium Setting. |

# Log in to LMS

## Username

This is the email address that received the activation email from NZSTA.

## Password

This is the password you selected after receiving the activation email from NZSTA.

## Forgot your password?

Click on 'Forgot Your Password?' and follow the prompts to create a new one.

Username

Password

Log In

☑ Remember me

Forgot Your Password?

NZSTA employee? Log In

# Set up school board memberships

When first logging in, you will need to select the school board you are a member of using the '**Update**' button. You may also be asked to update your boards from time to time to ensure they remain current.

Please confirm the school boards you are <u>currently</u> a member of

No School Boards

CONFIRM UPDATE
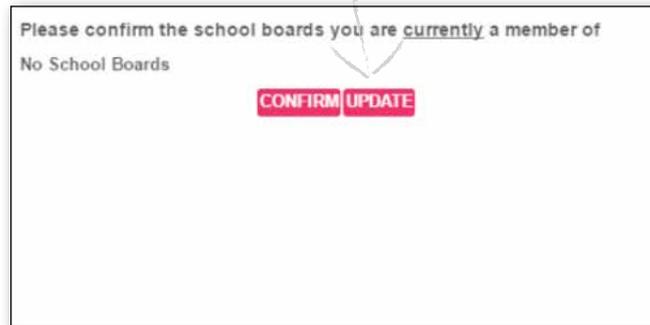
**1** Memberships can be modified by returning to the 'My Boards' tab

**2** Auto-complete helps find your school

**3** Select your position on the board

LMS Home    My PD    My Boards    Catalogue

**New School Board Membership**

School    Kor

Korakonui School - 1783
Koraunui School - 2100
Korokoro School - 2883
Koromatua School - 1784
Koru School - 1336
Manukorihi Intermediate - 2190

Add

Position    --None-- ▾
--None--
Chair
Principal
Trustee

**School Name**

| School | | Position | Action |
|---|---|---|---|
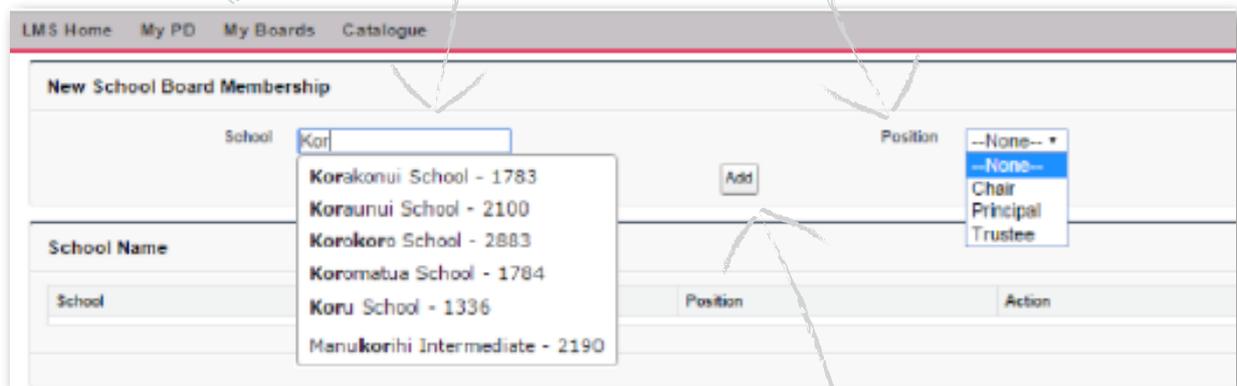
**4** Click Add

# Enrol in a curriculum

In the '**My PD**' tab, select '**Catalogue**'.
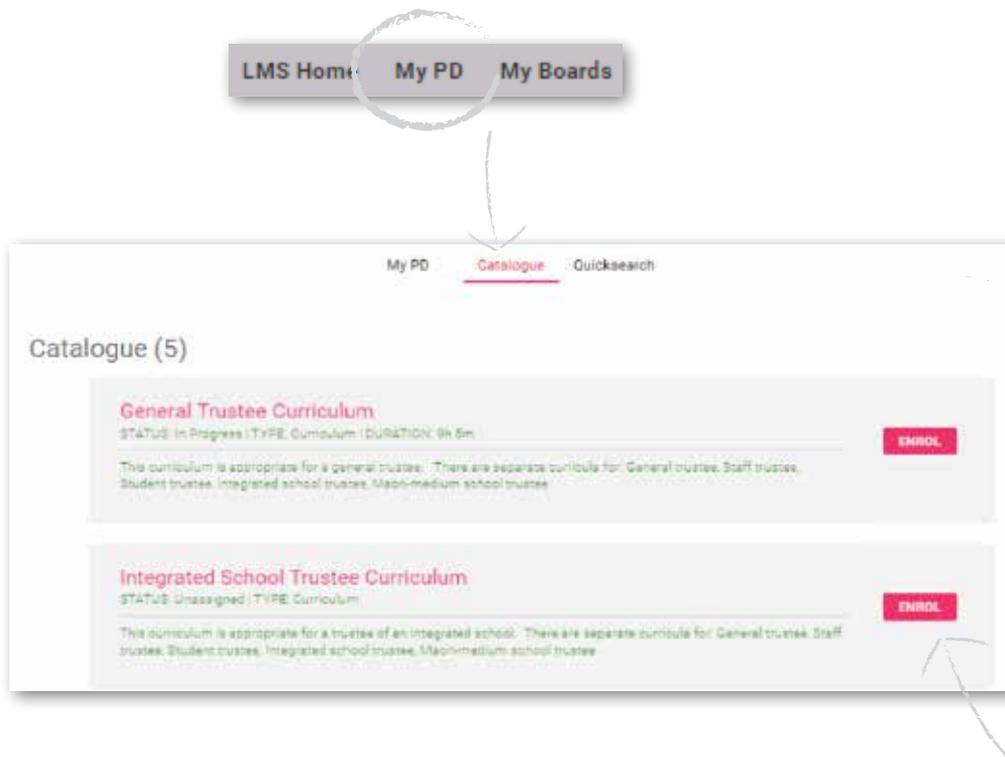


The catalogue enables you to navigate through NZSTA's curriculum and find training resources. Click '**Enrol**' on the curriculum appropriate for your school/role.

You can enrol in the following curriculums:

- General Trustee
- Staff Trustee
- Student Trustee
- Integrated School Trustee
- Maori-Medium School Trustee

The '**My PD**' tab shows which curriculum you are enrolled in and the percentage complete.

# Quickly enrol in a course

In the '**My PD**' tab, select '**Quicksearch**'.



Enter search criteria and click '**Search**'.

Search criteria can be any of:

- name (or partial name) of a course
- preferred location (region and city)
- date range.

Only courses that match your chosen search criteria will be displayed. Online modules do not have a location or date, so all matching modules will be displayed regardless of location or date.
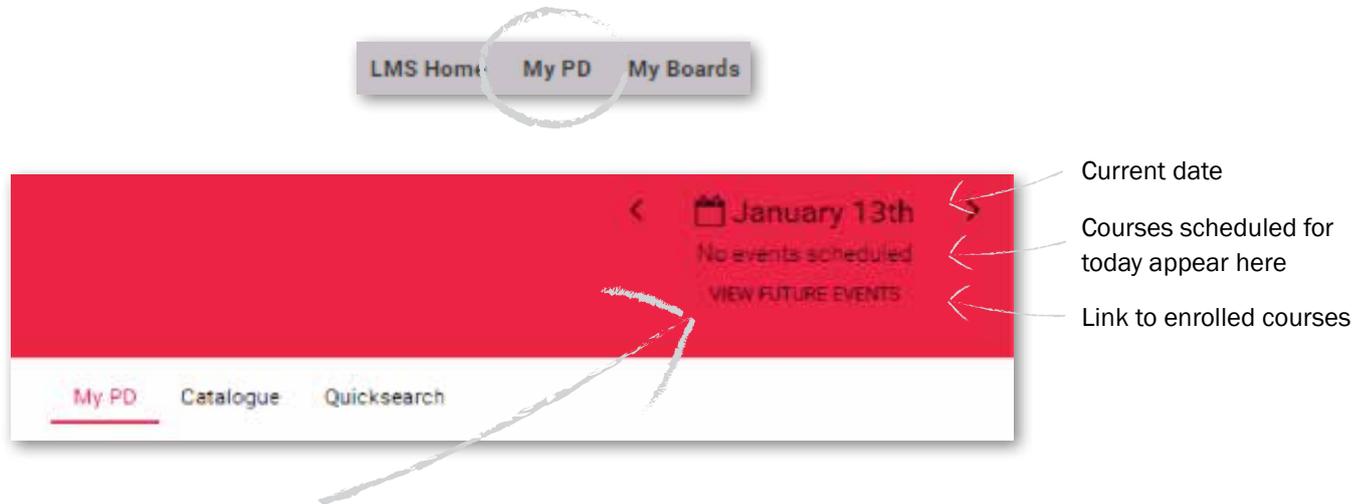
Search for courses and online modules by name

Search for courses held in a region

Search for courses held in a city

Search for courses within a date range



## Quickly find and enroll on a course

Essentials

NZSTA Region

**Wellington/Wairarapa** ▾

City

Lower Hutt

Date Range

01/01/2017

31/05/2017

SEARCH    CLEAR

### Governance Essentials 1 & 2 [F2F]

STATUS: Unassigned | TYPE: Event

This workshop provides an introduction for new Trustees. Staff and Student trustees, trustees of schools taught through Maori, and trustees of Integrated schools should attend the training targeted to their situation.

**Lower Hutt (Petone)**

FROM: 1/05/2017 8:00 AM | TO: 1/05/2017 9:00 AM
STATUS: Unassigned | TYPE: Class | LOCATION: Lower Hutt (Petone) | DURATION: 1h

ENROLL

Click to enrol

### Governance Essentials [Online]

STATUS: Not Started | KEYWORDS: | LANGUAGE: English |
TYPE: Module

Online self-paced learning for new Trustees

LAUNCH

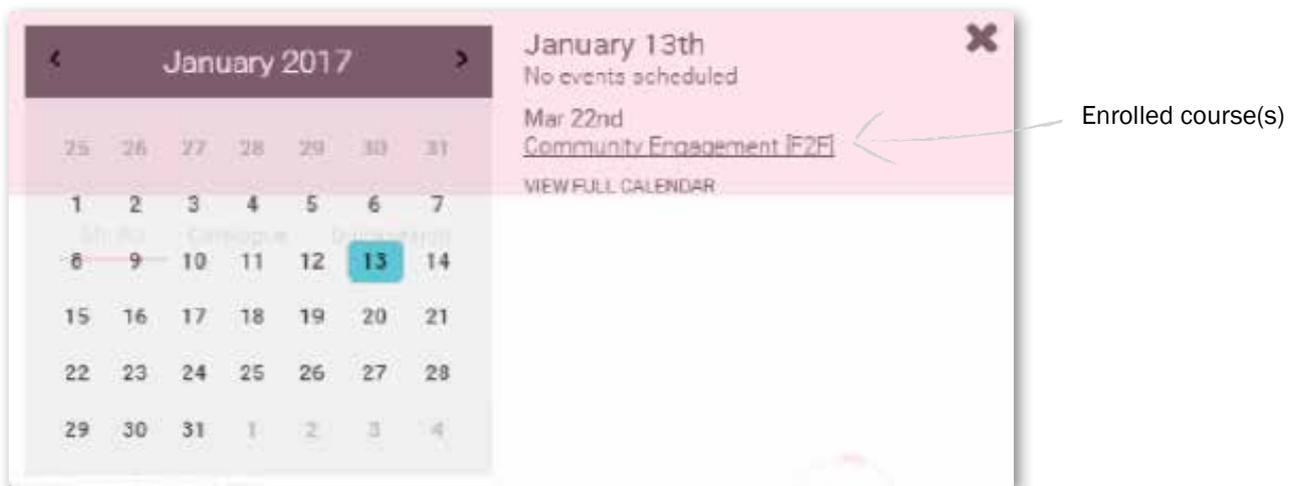Launch online module

# View upcoming courses

Go to 'My PD'. At the top right of the red bar is a calendar that shows the current date, any courses scheduled for today and a link to see future courses in which you are enrolled.

LMS Home    My PD    My Boards

< 📅 January 13th >

No events scheduled

VIEW FUTURE EVENTS

My PD    Catalogue    Quicksearch

Current date

Courses scheduled for today appear here

Link to enrolled courses

Click on 'View Future Events' to bring up a pop-up calendar and a list of enrolled courses by date.

| < | January 2017 | | | | | > |
|---|---|---|---|---|---|---|
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

January 13th
No events scheduled

Mar 22nd
Community Engagement [F2F]

VIEW FULL CALENDAR

Enrolled course(s)

# Navigate using the catalogue

In the '**My PD**' tab, select '**Catalogue**'.

LMS Home    My PD    My Boards    Catalogue

My PD    Completed    Catalogue    Quicksearch

The catalogue enables you to navigate through NZSTA's curriculums to find learning resources. Select your curriculum to navigate to NZSTA learning levels.

## General Trustee Curriculum

STATUS: Unassigned | TYPE: Curriculum | DURATION: 9h 20m

This curriculum is appropriate for a general trustee. There are separate curricula for: General trustees, Staff trustees, Student trustees, Integrated school trustees, Māori-medium school trustee.

Trainings Included (3)

Click to select a level

### Emerging [General Trustee]

STATUS: Unassigned | TYPE: Learning Path | DURATION: 9h 5m

Workshops and learning materials for new trustees and those wanting to understand the essentials. This Level includes required courses for a General Trustee.

Each level contains courses, which are the basic learning units in LMS. Not all the courses are required to complete a level, but trustees are welcome to complete them all. Read the description for more detailed information on each course.

## Emerging [General Trustee]

STATUS: Unassigned | TYPE: Learning Path | DURATION: 9h 5m

Workshops and learning materials for new trustees and those wanting to understand the essentials. This Level includes required courses for a General Trustee.

Trainings Included (7)

Click to select a course

### Governance Essentials 1 & 2

STATUS: Unassigned | TYPE: Course | DURATION: 2h 10m

This workshop provides an introduction for new Trustees. Staff and Student trustees, trustees of schools taught through Māori and trustees of integrated schools should attend the training targeted to their situation.

### Role of the Staff Trustee

STATUS: Unassigned | TYPE: Course | DURATION: 2h

# Understand course structure

Each course consists of learning material, which may be an instructed course such as a workshop, and/or an equivalent online module. Instructed courses are indicated with 'F2F' (meaning face-to-face) and online Modules with 'Online'.

In addition to the learning material, a course contains a survey, which allows NZSTA to assess learner satisfaction with the material and instruction, and an assessment, which allows a learner to demonstrate knowledge gained from a course.

Click to search for a course to enrol in

Click to launch an online module

Click to complete the survey (after completing the training)

Click to complete the assessment (after completing the training)

# View your learning record

From the LMS home page, you can view your learning record. The training summary shows:

- the number of courses completed
- the number of course badges received – to obtain a course badge, the assessment associated with a course must be completed successfully
- the number of level badges received – to obtain a level badge, the assessments associated with all the courses in a level must be completed successfully.

The 'Courses and Certificates' link provides a more detailed view of the available and completed courses and links to download certificates for attended courses.