AYSO Instructor

Log into your Regional portal: <u>https://ayso.bluesombrero.com/region9695</u> Replace 9695 with your region #

From your welcome page, click on VOLUNTEER in the left hand menu:

| ■ ▲ Logout (Register Now) 0 T ▲ ◆ ■ MY ACCOUNT ■ Open Orders Open Orders Upcoming Events Voluniter Voluniter New Messages Upcoming Events ● Participants: ● OPEN BALANCE View/Pay No participants created. Please click the above icon to start the registration process. Total Open Balance: \$0,000 | Welcome back, Linda Kovar! Your email ac | Idress is dsrtsocr@gmail.com. | | | | |
|--|--|-------------------------------|----------------------------|---------|-----------------|------------|
| CALENDAR COLUNTEER CALENDAR COUNTEER CO | ≡ | Logout | | | Register Now! 0 | 4 • |
| Participants: OPEN BALANCE View/Pay MYORDERS No participants created. Please click the above icon to start the registration Total Open Balance: Total Open Balance: | | Open Orders | New Messages | Upcomir | ng Events | |
| | | | e icon to start the regist | | Total Open Bal | ance: |
| | C HOME | | | | No Upcoming E | vents |

This will display your Roles & Certificates, click on AYSOU below your name:

| vveicome back, Linda Kovar! | Your email address is dsrtsocr@gmail.com. | |
|-----------------------------|--|------|
| ≡ | | Regi |
| | My Roles & Certificates | |
| CALENDAR | Important information from AYSO | |
| | Linda Kovar - Assessor | |
| MY ORDERS Vo | unteer 9/20/21-Instructor Assessor Evaluator 4:00 9/20/21-Instructor, Assessor, Evaluator PM PDT 35229-604090 Training | |
| (••••) MESSAGES | Details Delete AYSOU | |
| номе | Region 9695 Area 90C | |

This should log you directly into AYSOU (ETU) and display a page similar to this:

| 9 | E | |
|---|---|--|
| Linda Kovar | = | |
| Learner 25 Switch ASEERNAME AVSO.35229-604090.learn 29 Log out | Welcome Linda LMS Level: Learner This account allows you to manage the Learner. You also have the following invited accounts which you can switch between to give you a different level of access. | \sim |
| Home | © Area 19A (AVSOJ5229-604090.10A area admin) | сямитен |
| Skills Passport | © Area. 10D (ArSO.35229-604090.10D.area.admin) | switch |
| Document Library | © Area, DE (A/SG.35226-664900.10E.area.admin) © Area, DO | SWITCH |
| Training Library | (AriSO 3522)+ 604990.100 area admin) # Area 100 (AriSO 3522)+ 604090.100 area admin) | стана стан |
| Training Event | © Area. 105 (ArSO 35229-604090.105.area.admin) | swittch |
| My Training | © Area. 10V (AYSO.35229-604090.10V.area.admin) | switch |
| ?) Help | © Area. 10W (AYSO 35229-604090.10W.area.admin) | SWITCH |
| Instructor Administrator. (AYSO.35229-604090.Instru- Instructor. AYSO Instructor. (AYSO.35229-604090.instructor) | uctorAdministrator) | SWITCH SWITCH |

Everyone has a Learner role, but as Instructors/Administrators, you should see the ability to "SWITCH" roles below your name. If not, you will need to click on HELP and submit a request to link your Instructor/Administrator profile to your account.

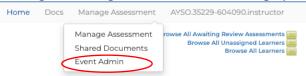
| ® | | X | Alle | Altil | | | |
|----------|--|---|------------------------------------|-------|-----------|-------------------|--------------------------------|
| | | | | C | Home Docs | Manage Assessment | AYSO.35229-604090.instructor |
| | Welcome Linda | | | | | | Browse All Unassigned Learners |
| | This account allows you to manage the AYSO Inst you also have the following linked accounts which | | e you a different level of access. | | | | |
| | Area. 10A (AYSO.35229-604090.10A.area.admin) | | | | SWITCH | | |
| | Area. 10D (AYSO.35229-604090.10D.area.admin) | | | | SWITCH | | |

Click on an Instructor role to SWITCH to, and you should see a page similar to this:

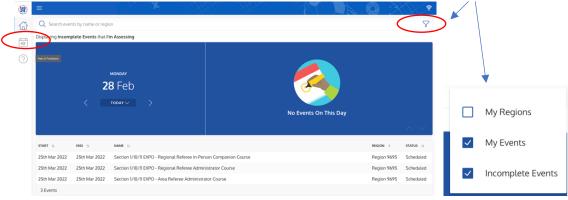
DOCS at the top left will navigate you to the training material. Referee Materials begin at 02, and are in a Zip File. All the documents you need are contained within the Zip File, with the exception of the National Referee Assessor course that has the Assessment Video under a separate tile. Referee Instructor documents are under Instructor materials.



Clicking on Manage Assessment, will bring up another menu:



To schedule a course, click on Event Admin, the default for the filter at the top is My Events and Incomplete Events. Click on the "funnel" to change the default settings:



On the left hand menu, click on Events Management:

| | | | | A 1 4 1 4 | | | - | | <u> </u> |
|---------------------|--------------------|-----------------|------------------|--------------------------|----------------|------|----------|-------------|-----------|
| ≡ Events Manage | ement | | X | | | | Q | | ۽ |
| Q Search events | by name or regio | n | | | | | | | 7 |
| Displaying Incomple | te Events that I'n | n Assessing | | | | | | | |
| START 11 | END 11 | NAME 11 | | | | | LEARNERS | REGION † | STATUS 1 |
| 25th Mar 2022 | 25th Mar 2022 | Section 1/10/11 | I EXPO - Regiona | al Referee In-Person Con | npanion Course | | 1 | Region 9695 | Scheduled |
| 25th Mar 2022 | 25th Mar 2022 | Section 1/10/11 | I EXPO - Regiona | al Referee Administrator | Course | | 5 | Region 9695 | Scheduled |
| 25th Mar 2022 | 25th Mar 2022 | Section 1/10/11 | I EXPO - Area Re | eferee Administrator Cou | rse | | 3 | Region 9695 | Scheduled |
| 3 Events | | | | | | | | | |
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This displays the courses you are managing. In the bottom right corner, click on the + sign to create a new course and when finished, click on CREATE EVENT in the bottom right corner:

| (۱) | | | |
|---------|--|--------------|---------------------------|
| | Event Details | | |
| ها ا | REGION* | | |
| B | Search for a region | | ė v |
| ? | | | |
| | COURSE(S)* | | |
| | Search for a course/s | | ~ |
| | | | |
| | TOTAL NUMBER OF LEARNERS | | LIMIT EXTERNAL LEARNERS 🔽 |
| | Leave blank if there is no limits, specify a positive numb | er otherwise | |
| | | | |

Important notes:

- Region: If your region is less than 3 digits long, you cannot just enter the Region number (i.e., type Region 4, NOT 4)
- Sessions: If needed, you can post date the course start and finish. When you MARK COMPLETE the roster, the students will have a completion date of the course date.
- INSTRUCTORS: Only Instructors that have the appropriate level of certification can be listed as an Instructor. If you know that they are certified, but cannot find them, it may be because they have not logged into ETU and their Instructor profile.

Once you have created the event, it will show up in your Events Management menu. If you need to make any modifications to your course, you can do so by clicking on the 3 vertical dots to the left of your event. From here you can Edit, Clone, or delete the event. Displaying Incomplete Events that I'm As

| | START ↑↓ | END ↑↓ | NA |
|---|---------------|---------------|----|
| : | 25th Mar 2022 | 25th Mar 2022 | Se |
| ÷ | 25th Mar 2022 | 25th Mar 2022 | Se |
| E | :022 dit | 25th Mar 2022 | S€ |
| C | lone | | |
| D | elete | | |

To "register" students for your event, "assess" your students, or complete your roster, simply click on the title of your event:



To add students, click on LEARNERS in the top menu bar, and then click on the + sign at the bottom right corner:

| OVERVIEW | LEARNERS | ASSESS | | STATUS | |
|--|----------------|--------|---------|----------|---------|
| SIGNED IN LEARNERS 0 | | | | | |
| Q Search learners by name | | | | | |
| NAME 1 | | | CONTACT | STATUS | |
| i Jason Koelliker | | | | Enrolled | Sign In |
| 1 Learner | | | | | |
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| | Enroll Learner | | | × | |
| | Enroll Learner | | | × | |
| Search for learner by first name and laz | | | | × • | |
| | | | | | |
| | | | | | |
| | t name | | | | |
| Courses to participate in | t name | | | • | |
| Courses to participate in | t name | | | • | |

Type in the Learner's name, select the one that you want (you may have to go by email) and press ENROLL:

| Sign In Learner | |
|--|---|
| Jason lin | × |
| Jason McCauslin Username: AYSO.98592-295674.learner Email: holshot59@yahoo.com | |
| Jason Bullington Username: AYSO.12945-620495.learner Email: vbullington50@gmail.com | |
| J <u>ason Lin</u> gel Username: AYSO.92550-587307.learner Email: jason.lingel@gmail.com | |
| Jason Darling Username: AYSO.78885-298363.learner Email: jasondarling@hotmail.com | |
| Jason Gemberling Username: AVSO 35172-363763 learner Email: cemberling11@vahoo.com | |

| ۲ | \equiv Sample course for EXPO demonstration | | | | | Ø1m 🛜 : |
|---|---|----------|--------|---------|-----------|---------|
| ~ | OVERVIEW | LEARNERS | ASSESS | STATUS | | |
| | SIGNED IN LEARNERS 1 | | | | | |
| ø | Q Search learners by name | | | | | |
| ? | NAME † | | | CONTACT | STATUS | |
| | : Jason Lin | | | | Signed In | |
| | 1 Learner | | | | | |
| | | | | | | |

After the course/event is over, click on ASSESS in the top menu and then click on the + sign to expand out the assessment activities:

| () | \equiv Sample course for EXPO demonstration | | | | | Ø | Q 1m 후 : |
|------------|---|----------|-------------------------|------------------|--------|---|-------------------|
| ~ | OVERVIEW | LEARNERS | | ASSESS | STATUS | | |
| ٢ | | | Regional Referee - Full | In-Person Course | | | |
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| \bigcirc | | | | | | | Rec. |
| 0 | | | | | | | Topata |
| | | | | | | | Registral Referee |
| | NAME 1 | | | | | | |
| | Robert Wright | | | | | | \smile |
| | Robert wright | | | | | | |

You can then click off on the top row of boxes, or the individual boxes to show what was completed:

| ()) = s | Sample course for EXPO demonstration | × | | | | | | Ø | Ø | m 후 i |
|---------|--------------------------------------|------------------|------------------|------------------|----------------------|--------------------|----------------------|-----------------------|--------------|----------|
| OVER | VIEW | LEARNERS | | ASSESS | | | STATUS | | | |
| | Regional Referee - In Person (FULL C | OURSE IN PERSON) | | | | | | | | Ó |
| Q | Search learners by name | | | | | | | | | |
| ? | | | Mot B. REROST G. | Mot 13: fundante | And 1 & IL! RESULT | Not 34 TF. Journa. | Mod IO, Ref and R. | Mot S: Stopping L. | Etam, Min 15 | 80 C. |
| NAME | E T | | \checkmark | \checkmark | | ✓ ✓ | | | | |
| LaRo | ic Kovar | | \checkmark | \checkmark | ~ | ✓ | | | | |
| Robe | ert Wright | | ✓ | \checkmark | ~ | ✓ ✓ | ~ | ✓ | \checkmark | ~ |

If you have a learner with an "angry triangle", triangle with the ! inside, you will have to remove them from your roster. They may have completed a portion of this course under the old AYSOU and their record must be updated manually by the ETU staff.



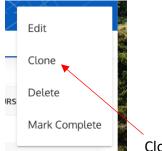
Send in a HELP ticket by pressing the ? on the left side menu and Submit Request:

| | = Help & Feedback |
|-----------|---|
| 5 | Thank you for using the etrainu assessment application. |
| لتر ها | If you are facing difficulties, please click the Help Desk link below to be taken to our library of support resources. Alternatively, if you'd prefer to submit a request to our Help Desk team, simply click the link below to submit a request. |
| | Help Desk - https://etrainusupport.zendesk.com/hc/en-us/categories/360000772696-AVSO-Helpdesk |
| ? | Submit Request - https://etrainusupport.zendesk.com/hc/en-us/requests/new Contact Us - https://etrainu.com/contact/ |
| | Contact us - https://etrainut.on/contact/ |

When you click on STATUS in the top menu, you will see those students that have completed the learning and those that are incomplete.

|) 📃 Sample course for EXPO demonstration | on 🥻 🎽 | | | <i>I</i> Im ኛ |
|--|----------|--------------|---|---|
| OVERVIEW | LEARNERS | ASSESS | STATUS | |
| EVENT COMPLETE DATE: - | | | | |
| COMPLETE LEARNER † | | COMPLETE COL | JRSE ↑↓ | COURSE SYNCED DATE $~~\uparrow\downarrow~~$ |
| Robert Wright | | Regional Re | feree - Full In-Person Course | - |
| 1 Learner | | | | |
| | | | | |
| INCOMPLETE LEARNER ↑ | | | INCOMPLETE COURSE 1 | |
| LaRoc Kovar | | | Regional Referee - Full In-Person Cours | e |
| 1 Learner | | | | |
| | | | | |

If all looks good, click on the 3 vertical dots in the upper right corner, and select MARK COMPLETE and click on COMPLETE EVENT to close out your event.



Clone your event if you want to duplicate it before you MARK COMPLETE



Any student that was incomplete, will have their progress captured. They can register for another offering of the course, and you will see the faded out check marks indicating these activities were previously completed:

| () | \equiv Sample Course for EXPO de | emonstration | | | | | Q 1m 후 i |
|----|------------------------------------|--------------------------------|---------------------|-------------------|---|--------------------------------|-----------------|
| | OVERVIEW | LEARNERS | | ASSESS | | STATUS | |
| | ← Regional Referee - In F | Person (FULL COURSE IN PERSON) | | | | 🗸 - Ma | rked previously |
| ¢ | Q Search learners by name | | | | | | |
| ? | | | Moto P. Pre Rock C. | Mod 13: FUINDAIRE | MORI INC STR. COUSE | Not 10. Ref. and 6. Stooping L | S. Stopping C. |
| | NAME 1 | | \checkmark | ✓ ✓ | ✓ ✓ ✓ | ✓ ✓ | |
| | LaRoc Kovar | | | | | V | |

Check off the remaining modules, and this student will now show as having completed the required learning:

| | ■ Sample Course for EXPO demonstration | X | - Alter A | S INTE | | | Q In | ? | ł |
|------------|--|----------|-----------|--------------------|-----------------------|--------|--------------|----------|---|
| \sim | OVERVIEW | LEARNERS | A | SSESS | | STATUS | | | |
| ۲ | EVENT COMPLETE DATE: - | | | | | | | | |
| ø | COMPLETE LEARNER † | | | COMPLETE COURSE | | | COURSE SYNCE | DATE 1 | |
| \bigcirc | LaRoc Kovar | | | Regional Referee - | Full In-Person Course | | | | |
| | 1 Learner | | | | | | | | |
| | | | | | | | | | |
| | INCOMPLETE LEARNER † | | | | INCOMPLETE COURSE | | | | |
| | | | | | | | | | |
| | 0 Learners | | | | | | | | |
| | | | | | | | | | |

Cloning an Event:

Reasons you might want to Clone:

- 1. You are holding the same or similar event (e.g., Regional Referee Full In-person course, you are the contact person). This minimizes the amount of information you have to type in again.
- 2. You have students that are incomplete, that will finish "soon" (next day or two). DO NOT hold up MARK COMPLETE of your roster for these students, we need to credit those that have COMPLETED their work. Clone your course, MARK COMPLETE your previous course, add your incomplete soon to finish students to the Cloned roster, and leave this roster open to allow them to finish and then MARK COMPLETE.
- 3. Because you can!

To Clone: Click on the 3 vertical dots on the left of the list of your Events

Displaying Incomplete Events that I'm As

| | START ↑↓ | | END | ţ↓ | NA |
|---|------------|------|------|----------|----|
| : | 25th Mar 2 | 2022 | 25th | Mar 2022 | S€ |
| : | 25th Mar 2 | 2022 | 25th | Mar 2022 | Se |
| E | dit | 022 | 25th | Mar 2022 | S€ |
| С | lone | | | | |
| D | elete | | | | |

This will bring you to the CREATE EVENT page with all of your "cloned" information

| ۱ | ≡ Clone Event | X | X | | \$ \$ |
|--------|---|------|---|--|-------------------------|
| | Event Details | | | | |
| t Ø | REGION* | | | | |
| | (Region 9695 X) | | | | 1 × × |
| ? | course(s)* | | | | |
| | COURSE(S) ^ | | | | |
| | (Regional Referee - Onlineon Course (2 Part Bundle) X | | | | × ~ |
| | TOTAL NUMBER OF LEARNERS | | | | LIMIT EXTERNAL LEARNERS |
| | Leave blank if there is no limits, specify a positive number otherw | vise | | | |
| | Event Contact | | | | |
| | NAME* | | | | |
| | Linda Kovar | | | | |

Referee Assessment/Evaluation

The Assessment/Evaluation is going to fall under EVENT 2 of whatever certification the candidate is working on.

HIGHLY RECOMMEND that the Assessments/Evaluations be ticked off by the ARA/SRA versus the assessor/evaluator.

If you are the assessor/evaluator, you must have an instructor profile to "tick" off the event in ETU.

Follow all the steps as an instructor to create the event and register your candidate.

When you click on Assess, you will see progress to date, and will check off on the single event that you were assessing or evaluating.

When you click on STATUS, if it was the last event to complete their certification, you will see them listed under COMPLETE LEARNER. MARK COMPLETE your event, and your candidate's status will be updated to include the event you have just evaluated/assessed.

If they are now complete with their upgrade, please be sure to notify their RRA/ARA/SRA so they can follow up with next steps.

Searching a Learner's Training Record

From your Instructor Profile:

| (| X X Alto Alto | |
|--------------|---|---|
| | | Home Docs Manage Assessment AYSO.35229-604090.instructor |
| | Welcome Linda LMS Level: Instructor This account allows you to manage the AYSO Instructors Instructor. You also have the following linked accounts which you can switch between to give you a different level of access. | Browe All AvsRing Rovew Assessments Brows All Unssigned Learners Brows All Learners |
| Click on Bro | owse Learners in the Upper Right corner: | |

This will bring up a window that allows you to type in the name of the Learner:

| | | | | | Home Docs | Manage Assessment | AYSO.35229-604090.instructor |
|-------------------------|---|--|------------------------------|--------------|------------------|-------------------|------------------------------|
| manage lea | arner assessment browse all learners | | | | | | |
| Browse | WSE Learners All Learners nent of Learner Assessment relates only to training | which is provided through you. Training delivered by an | other provider will be manag | ged by them. | | | |
| Select fror Keywords | m the drop down box the column header you wish Learner Name V Linda Kovar Submit | n to sort by then enter the key word in search field in rela | tion to that column. | | | | |
| clear all fil | ters | | | | | | |
| Click on th | he header to sort by that column. | | | | | | |
| | Learner Name | Email | | Region | 🖉 Browse Trainii | ng | Records |

Type in the Learner Name, and click on SUBMIT:

| 1 | A A | | | | | |
|--|---|---------------------------------|-----------|-----------|-------------------|------------------------------|
| | | | | Home Docs | Manage Assessment | AYSO.35229-604090.instructor |
| manage learner assessment browse all learners | | | | | | |
| Browse Learners | | | | | | |
| Browse All Learners Management of Learner Assessment relates only to training which is prov | ided through you. Training delivered by: | another provider will be manage | d by them | | | |
| | | | | | | |
| Select from the drop down box the column header you wish to sort by th | en enter the key word in search field in re | elation to that column. | | | | |
| Keywords Learner Name V | | | | | | |
| Linda Kovar | | | | | | |
| Submit | | | | | | |
| clear all filters | | | | | | |
| | | | | | | |
| Click on the header to sort by that column. | | | | | | |
| Learner Name Email Region 2 Bro | wse Training 📝 Records | | | | | |
| Linda Kovar dsrtsocr@gmail.com Region 9695 | Browse 😼 🔩 | | | | | |

You can now click on BROWSE and see the complete training history of the Learner

Emailing Learners

From the Learner screen, click on the 3 vertical dots in the upper right corner:

|) | ≡ Test case - Referee Instructor Evaluat | or | | | O SQ | Edit |
|---|--|----------|--------|---------|--------|---------------------|
| ζ | OVERVIEW | LEARNERS | ASSESS | STATUS | | |
| ſ | SIGNED IN LEARNERS 0 | | | | | Clone |
| ÷ | Q Search learners by name | | | | | Delete Email All |
|) | NAME ↑ | | | CONTACT | STATUS | Export |
| | | | | | | |
| | 0 Learners | | | | | |

You can select to Email All. You can also Export your roster to Excel and manipulate the data as you need.