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.

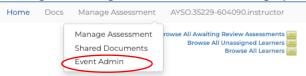
®		X	Alle	Altil			
				C	Home Docs	Manage Assessment	AYSO.35229-604090.instructor
	Welcome Linda						Browse All Unassigned Learners
	This account allows you to manage the AYSO Inst you also have the following linked accounts which		e you a different level of access.				
	Area. 10A (AYSO.35229-604090.10A.area.admin)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

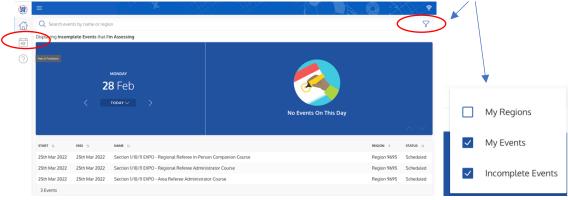
DOCS at the top left will navigate you to the training material. Referee Materials begin at 02, and are in a Zip File. All the documents you need are contained within the Zip File, with the exception of the National Referee Assessor course that has the Assessment Video under a separate tile. Referee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

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	

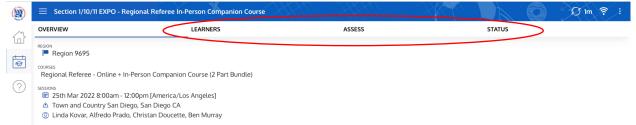
Important notes:

- 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					
				×	
	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			
چ ا							
\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.



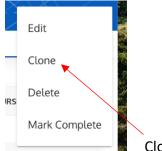
Send in a HELP ticket by pressing the ? on the left side menu and Submit Request:

	= 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.