

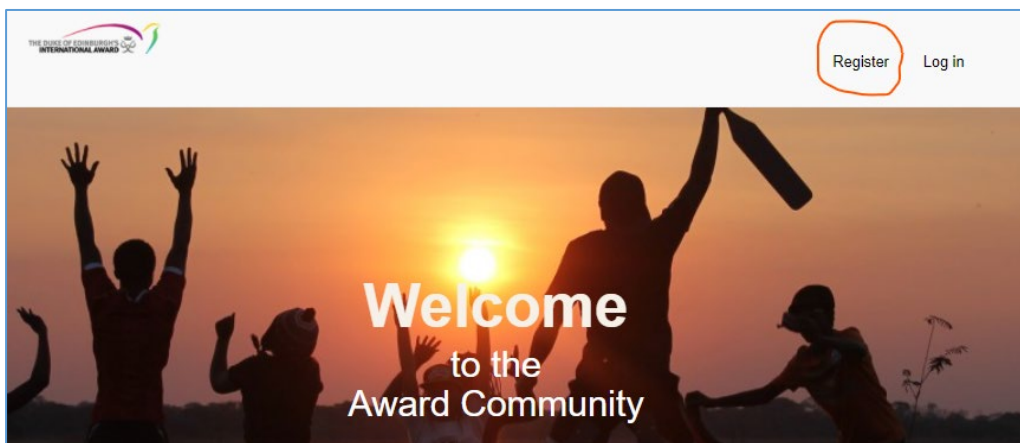
## Instructions for Administrators - Award Community

Users set up with Administrator rights for the Award Community have the access to be able to validate registrations to the Award Community for users from their Operating Authority (OA) as well as the ability to access reporting.

To gain administrative rights to Award Community, users need to be registered on Award Community. Once registered, the relevant Executive Officer sends a request to [orb@dukeofed.com.au](mailto:orb@dukeofed.com.au) to coordinate access for the nominated user.

### 1. Registering to the Award Community (if not yet registered)

- a. Go to [awardcommunity.org](http://awardcommunity.org)
- b. Select Register in the top right-hand corner

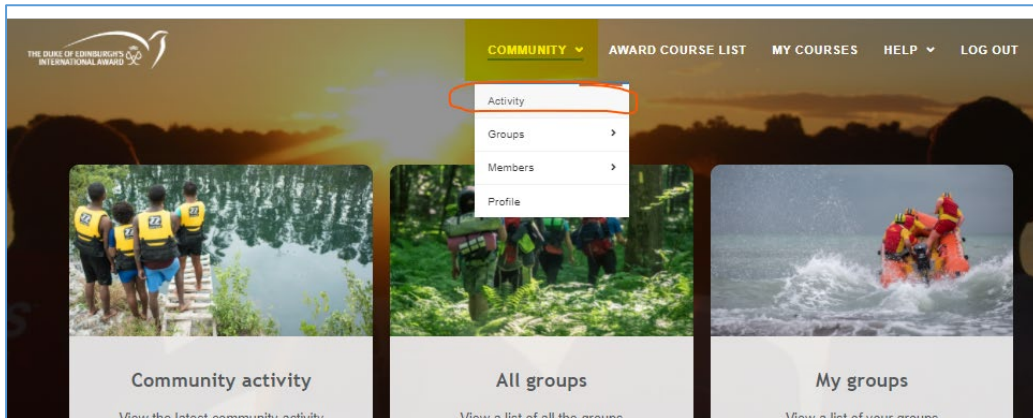


- c. Complete the form, selecting:
  - i. 'NAO' under 'Type of Organisation'
  - ii. 'Australia' under 'Country'
  - iii. The relevant Operating Authority under 'Select your OA'
  - iv. 'OA Staff' under 'Award Role'
- d. Contact [orb@dukeofed.com.au](mailto:orb@dukeofed.com.au) to verify your registration
- e. Ask your Executive Officer to contact [orb@dukeofed.com.au](mailto:orb@dukeofed.com.au) to request Administrator access for you.

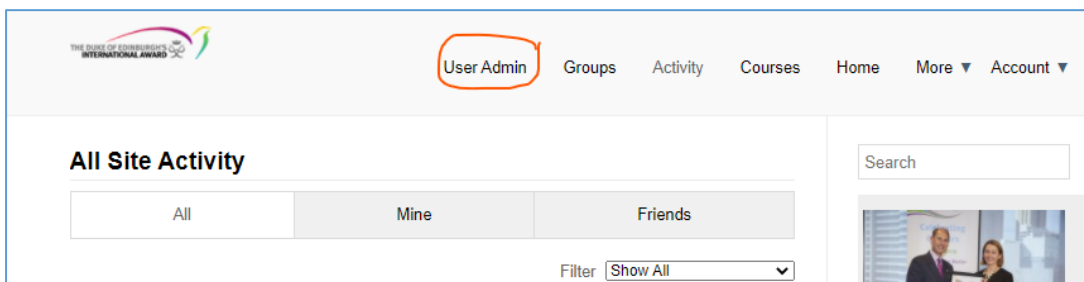
*Please note that generating admin access can take up to 48 hours.*

## 2. Finding the administrator functions

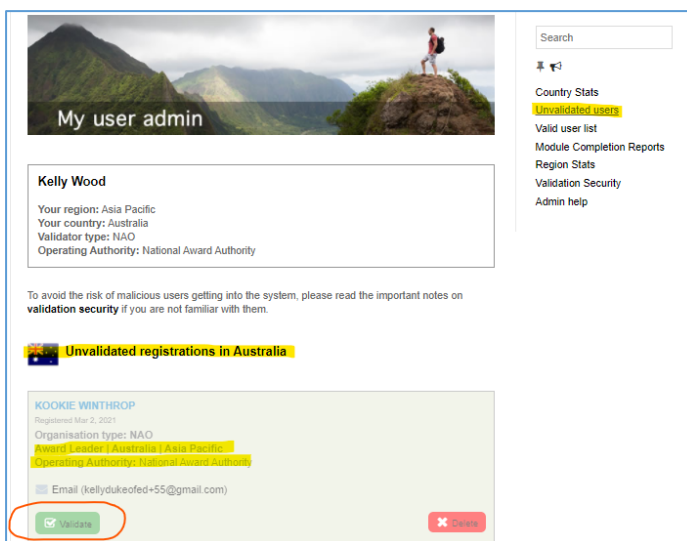
- a. Once a user has been granted Administrator access, a number of new menu items will be available once logged in.
- b. Upon login, select 'Activity' from the 'Community' menu (screenshot below) to see any registrations for validation and have access to the Australian user database



- c. Resulting page gives this view. Select 'User Admin' menu.



- d. The resulting page defaults to the 'Unvalidated Users' view. Which is a list of registrations yet to be approved. All Australian administrators have the access level to be able to validate these registrations and give appropriate Award Leaders access to the system.



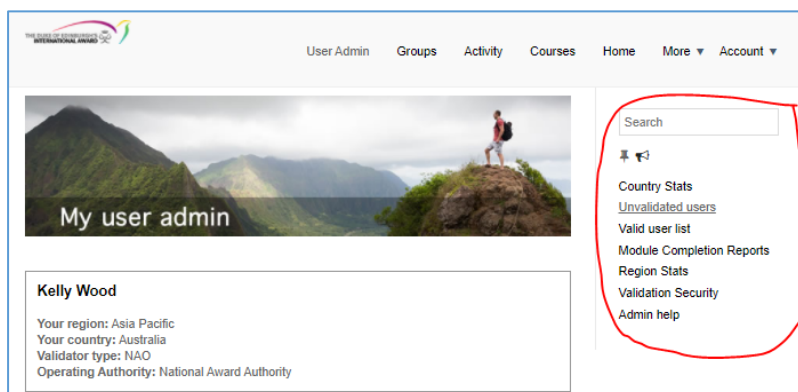
### 3. Validating Registrations

See screenshot on previous page.

- a. To approve the registration, select the green 'Validate' button.
  - i. You can perform a search first to ensure that the registration is not a duplicate using the search bar on top right of the page.
- b. To delete the registration, select the 'Delete' button
  - i. Delete tends to only be used for duplicate registrations, rather than those with errors.
  - ii. Many users make mistakes in their registration forms as the form is not very user-friendly. Users often register to the incorrect Operating Authority or incorrect country type. Rather than delete registrations with errors, registrations can be edited. To do this, contact [orb@dukeofed.com.au](mailto:orb@dukeofed.com.au) and provide the details of changes required. These changes can take up to 48 hours to affect.

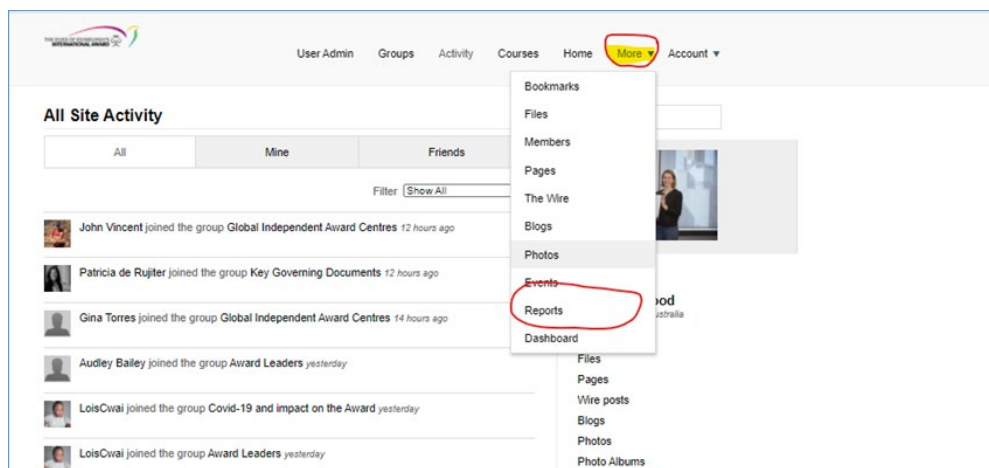
### 4. Side menu on User Admin page:

Don't use any of it. It is all completely useless. 😊



### 5. Reporting:

- a. For any reporting from the Award Community, use the reports option from the 'More' menu (and definitely **not** the 'module completion reports in the menu noted in point 4).



- b. The resulting NAO reports home page defaults to a list of all users with a link to course and profile data. There are a few options for finding the data needed:

NAO reports home

NAO reports home

Kelly Wood

Report user type: NAO

NAO reports country: Australia

Total users	Total in courses
2441	4448

+ Report user notes

Course list with user numbers | Courses + all course users | User list

Australia: All users with link to course and profile data

Clear filters | Print | Excel | CSV | Copy

Show 25 entries

NAME	FIRST	LAST	EMAIL	REG	COUNTRY	ROLE	TYPE	IAN	OA
------	-------	------	-------	-----	---------	------	------	-----	----

- i. **Option 1:** Search each person that you want to check on (probably the least frustrating):
- On the reports home page, scroll to the bottom of the entries and you will notice a blank row at the bottom. This is the search function for the reporting.

Name	First	Last	Email	From	To	Country	Role	Type	IAN	OA
------	-------	------	-------	------	----	---------	------	------	-----	----

Showing 1 to 25 of 2,440 entries (filtered from 13,898 total entries)

1 2 3 4 5 ... 98

- Enter the name of the person whose training status you wish to view and their details should come up in the list.

Australia: All users with link to course and profile data

Clear filters Print Excel CSV Copy

Show 25 entries

NAME ^	FIRST ^	LAST ^	EMAIL ^	REG v	COUNTRY ^	ROLE ^	TYPE ^	IAN ^	OA ^
<a href="#">Kelly Wood</a>	Kelly	Wood	<a href="mailto:kellydukeofed@gmail.com">kellydukeofed@gmail.com</a>	11/07/2018	Australia	Other	NAO		
<a href="#">Kelly Wood</a>	Kelly	Wood	<a href="mailto:kelly.wood@dukeofed.com.au">kelly.wood@dukeofed.com.au</a>	22/01/2015	Australia	NAO Staff	NAO		National Award Authority
Name	<input type="text" value="Kelly"/>	<input type="text" value="Wood"/>	Email	From	Country	Role	Type	IAN	OA
	<input type="text"/>	<input type="text"/>		To					

Showing 1 to 2 of 2 entries (filtered from 13,856 total entries)

- Click on the name link in the first column for the person whom you wish to review. Their results for any training undertaken should show in a table, featuring the course name, start date and completion date.

Report generated by: Kelly Wood  
Report user type: NAO

Australia

Target ID: 43-18084  
Registered: 2015-01-22  
Email: [kelly.wood@dukeofed.com.au](mailto:kelly.wood@dukeofed.com.au)  
Award role: NAO Staff  
Type: NAO

Course Results Overview

Clear filters Print Excel CSV Copy PDF

Show entries Search:

NAME ^	COURSE ^	STARTED ^	COMPLETED ^
<a href="#">Kelly Wood</a>	Online Record Book (ORB) for Participants	31/05/2018	28/02/2019
<a href="#">Kelly Wood</a>	Level 1: Award Induction	21/02/2019	21/02/2019
<a href="#">Kelly Wood</a>	Award Leader Training	21/02/2019	
<a href="#">Kelly Wood</a>	New Zealand Award	21/02/2019	
<a href="#">Kelly Wood</a>	Level 1: Award Delivery	21/02/2019	21/02/2019
<a href="#">Kelly Wood</a>	Online Record Book (ORB) for Award Leaders	28/02/2019	
<a href="#">Kelly Wood</a>	Level 2: Adventurous Journey Pre-Learning	23/05/2019	
<a href="#">Kelly Wood</a>	Special Delivery: Three Ends, Dunes, Coastguard and Safety	20/05/2019	

ii. **Option 2:** Select the list of most recent completions:

- Go back to Reports home page and select Courses and all course users

Course list with user numbers **Courses + all course users** User list

Australia: All users with link to course and profile data

Clear filters Print Excel CSV Copy

Show entries

NAME ^	FIRST ^	LAST ^	EMAIL ^	REG v	COUNTRY ^	ROLE ^	TYPE ^	IAN ^	OA ^
<a href="#">Shobna Samy</a>	Shobna	Samy	<a href="mailto:shobna.samy@eresfns.edu.au">shobna.samy@eresfns.edu.au</a>	05/03/2021	Australia	Other	IAC		St Joseph's Flexi Learning Centre
<a href="#">Ferg Ferguson</a>	Ferg	Ferguson	<a href="mailto:Ferg.Ferguson">Ferg.Ferguson</a>	05/03/2021	Australia	Other	IAC		St Joseph's

- Sort column by completions (you will have to do this twice to get it in date order from most recent)

Report user status: NAO

NAO reports country: Australia

Your report may take a short time to load fully. Please be patient and wait for all records to load. If the report does not load, try reloading the page in your browser.

Australia: Course list and completion data

Print Excel CSV Copy

Show entries Search:

DISPLAY	COUNTRY	REGION	CID	COURSE	STARTED	COMPLETED
Kaikani Pehi	Australia	Asia Pacific	11200	NEW: The Award: A Participant's Story during Covid-19	05/03/2021	05/03/2021
Kaikani Pehi	Australia	Asia Pacific	8721	Level 1: Award Induction	24/02/2021	05/03/2021
Bridget Pound-Gow	Australia	Asia Pacific	8739	Level 1: Award Delivery	05/03/2021	05/03/2021
Bridget Pound-Gow	Australia	Asia Pacific	8721	Level 1: Award Induction	24/02/2021	05/03/2021
Gavin Ritchie-Haydn	Australia	Asia Pacific	8721	Level 1: Award Induction	04/03/2021	05/03/2021
Sally Redpath	Australia	Asia Pacific	8721	Level 1: Award Induction	05/03/2021	05/03/2021
James Lee	Australia	Asia Pacific	9044	Level 2: Adventurous Journey Pre-Learning	21/02/2021	04/03/2021
Elena Efimova	Australia	Asia Pacific	8721	Level 1: Award Induction	03/03/2021	03/03/2021
Elena Efimova	Australia	Asia Pacific	8739	Level 1: Award Delivery	03/03/2021	03/03/2021
Bryan Yose	Australia	Asia Pacific	9044	Level 2: Adventurous Journey Pre-Learning	03/03/2021	03/03/2021

- iii. Option 3: Select 'Course list with user numbers' on the Reports home page:

Kelly Wood

Report user type: NAO

NAO reports country: Australia

Total users Total in courses

2440 4429

+ Report user notes

Course list with user numbers Courses + all course users User list

Australia: All users with link to course and profile data

Clear filters Print Excel CSV Copy

- Select the course that you would like to generate information about

Reports country: Australia

Your report may take a short time to load fully. Please be patient and wait for all records to load. If the report does not load, try reloading the page in your browser.

Australia: Course list and completion data

Print Excel CSV Copy

Show entries

COURSE_NAME	TOTAL REGISTERED	TOTAL STARTED	TOTAL COMPLETED
Online Record Book	59	62	39
Award Leader Training	409	404	187
National Award Resources	74	73	45
ISE	20	19	17
New Zealand Award	16	15	1
Special Projects - Three Funds: Process, Guidance and Criteria	34	34	28
Online Record Book (ORB) for Participants	160	160	139
Online Record Book (ORB) for Award Leaders	472	472	328
Award Palathan Pamplin	6	6	0
Certificate in Business Administration (University of Surrey Business School)	3	3	1
IAC: Award Induction	2	2	0
Adventurous Journey Supervisor and Assessor Training Pre-Course Work	8	8	4
Award Verifier Course	9	9	0
Level 1: Award Induction	1,300	1,300	1,273
Level 1: Award Delivery	1,244	1,244	1,173
Level 2: Adventurous Journey Pre-Learning	372	372	287
Award Trainer Skills Course (Level 1)	20	20	8

- Select completed twice to get the list of recent completions:

NAO Reports Home | Previous Report |

**Kelly Wood**  
Report user status: NAO  
NAO reports country: Australia

Your report may take a short time to load fully. Please be patient and wait for all records to load. If the report does not load, try reloading the page in your browser.

**Australia: Course list and completion data**

Print Excel CSV Copy

Show entries Search:

DISPLAY ^	COUNTRY ^	REGION ^	CID ^	COURSE ^	STARTED ^	COMPLETED v
Kaikani Pehi	Australia	Asia Pacific	8721	Level 1: Award Induction	24/02/2021	05/03/2021
Bridget Pound-Gow	Australia	Asia Pacific	8721	Level 1: Award Induction	24/02/2021	05/03/2021
Gavin Ritchie-Haydn	Australia	Asia Pacific	8721	Level 1: Award Induction	04/03/2021	05/03/2021
Sally Redpath	Australia		8721	Level 1: Award Induction	05/03/2021	05/03/2021
Elena Efimova	Australia	Asia Pacific	8721	Level 1: Award Induction	03/03/2021	03/03/2021
Ryan Vose	Australia	Asia Pacific	8721	Level 1: Award Induction	02/03/2021	03/03/2021
Xavier Russell	Australia	Asia Pacific	8721	Level 1: Award Induction	01/03/2021	01/03/2021
James Mooney	Australia	Asia Pacific	8721	Level 1: Award Induction	28/02/2021	01/03/2021
nicholas stanford	Australia		8721	Level 1: Award Induction	23/02/2021	27/02/2021
Jade Gilbert	Australia	Asia Pacific	8721	Level 1: Award Induction	25/02/2021	28/02/2021

PLEASE NOTE: while it appears that you can export the information into Excel or CSV files or print, the system only exports the part of the list you can see on a single page. If you do wish to export, make sure you export all of the page views with entries...

Lauren Bailly	Lauren	Bailly	misslaurenmay bailly@gmail.com	25/02/2021	Australia	Award Leader	NAO		The Duke of Edinbrough's Award in Australia (WA Division)
Dahna McMahon	Dahna	McMahon	dahna.mcmahone@ntschools.net	25/02/2021	Australia	Award Leader	NAO	Darwin Middle School	The Duke of Edinbrough's Award (NT Division)
Name	First	Last	Email	From To	Country	Role	Type	IAN	OA

Showing 1 to 25 of 2,439 entries (Filtered from 13,655 total entries)

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