

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 to coordinate access for the nominated user.

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

- a. Go to 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 to verify your registration
- e. Ask your Executive Officer to contact <u>orb@dukeofed.com.au</u> 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.

THE BURE OF FORBURGES T	User Admin	Groups Activity	Courses	Home More V Account V
All Site Activity				Search
All	Mine	Friends		
		Filter Show All	~	

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 <u>orb@dukeofed.com.au</u> 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. O



5. Reporting:

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

	User Admin	Groups Activity C	ourses Home More Account 🔻
All Site Activity			Bookmarks Files
All	Mine	Friends	Members Pages
		Filter Show All	The Wire
John Vincent joined the gr	oup Global Independent Award	Centres 12 hours ago	Blogs
Patricia de Rujiter joined t	he group Key Governing Docur	nents 12 hours ago	Events
Gina Torres joined the gro	up Global Independent Award (Centres 14 hours ago	Reports istralia Dashboard
Audley Bailey joined the g	roup Award Leaders yesterday		Files Pages
LoisCwai joined the group	Covid-19 and impact on the Av	vard yesterday	Wire posts Biogs
LoisCwai joined the group	Award Leaders yesterday		Photos Photo Albums

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:

		NA	0 repo	orts ho	ome			-
			ଲି > NAO	reports home				
Kelly Wood Report user type: NAO NAO reports country: Au:	stralia							
Total users			Total in co	ourses				
2441			4448					
+ Report user notes	Course list w	ith user numb	ers 🏄	Courses + a	ll course user	s	User list	
Australia: All users wit	h link to cours	e and profile	data		Clea کې	r filters 👼 Prir	nt 🖺 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.

			m						Award in Australia (WA Division)
Name	First	Last	Email	From	Country	Role	Туре	IAN	OA
Showing 1 to 25 c	of 2,440 entries (filtered	from 13,856 total entrie	s)				« < <u>1</u> 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: A	ll users with	link to cours	e and profile	data					
						🌾 Clear	filters 🖶 Print	Excel	CSV 🌓 Copy
Show 25									
NAME 🔺	FIRST 🔺	LAST 🔺	EMAIL 🔺	REG 🔻	COUNTRY 🔺	ROLE 🔺	TYPE 🔺	IAN 🍝	OA 🔺
Kelly Wood	Kelly	Wood	kellydukeofed@ gmail.com	11/07/2018	Australia	Other	NAO		
Kelly Wood	Kelly	Wood	kelly.wood@duk eofed.com.au	22/01/2015	Australia	NAO Staff	NAO		National Award Authority
Name	Kelly	Wood	Email	From	Country	Role	Туре	IAN	OA
				То					
Showing 1 to 2 of 2 er	ntries (filtered from 13,85	6 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.

nii ar an A		COMMUNITY *	AWARD COURSE L				LOGO	
Australia			Report ge Kelly Woo Report us	enerated b od er type: 1	oy: NAO			
Target ID	43-18084							
Registered	2015-01-22							
Email	kelly.wood@dukeofe	d.com.au						
Award role	NAO Staff							
Туре	NAO							
ourse Results Ov	erview							
ourse Results Ove	erview		To Clear filters	🖶 Print	Excel Searc	■ CSV	L[®] Сору	陸 PDF
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- 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 w	ith user numb	ers 20	Courses + al	l course users	; 2 U	ser list	
ustralia: A	ll users with	n link to cours	e and profile	data					
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ihow entries	FIRST 🔺	LAST 🍝	EMAIL 🔺	REG •	COUNTRY -	To Clear	filters 🖶 Print	Excel	OA -
Show entries	FIRST A	LAST ~ Samy	EMAIL + shobna.samy@ ereafsn.edu.au	REG * 05/03/2021	COUNTRY ~	To Clear ROLE A Other	filters 🖶 Print	E Excel	OA +

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

leport user statu	s: NAO					
IAO reports cour	ntry: Australia					
our report may take	a short time to load	fully. Please be	patient and wait for a	Il records to load. If the report does not load. try	reloading the page	e in vour browser.
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					Print 🖻 Excel	🗟 CSV 🛯 🗳 Copy
how entries					Search:	
DISPLAY +	COUNTRY -	REGION -	CID +	COURSE -	STARTED -	COMPLETED -
Kalkani Pehi	Australia	Asia Pacific	11296	NEW: The Award: A Participant's Story during Covid-19	05/03/2021	05/03/2021
Kalkani 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		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

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 number	s Courses + all course users Suser list
Australia: All users with link to course and profile d	ata
	🌾 Clear filters 👼 Print 🔤 Excel 🗮 CSV 🍺 Copy

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

our report may take a short time to load fully. Please be patient and wo	it for all records to load. If the repor	t does not load, try reloading	the page in your browser.
ustralia: Course list and completion data			
ustralia: Course list and completion data			
ustralia. Course list and completion data			
		🖶 Print 🗖	Excel 🗮 CSV 🌓 Copy
how optrion			
now churcs			
COURSE_NAME A	TOTAL REGISTERED A	TOTAL STARTED	TOTAL COMPLETED A
Online Record Book	59	52	39
Award Leader Training	409	404	187
National Award Resources	74	73	48
IGE	20	19	17
New Zealand Award	18	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 Pelathan Pemimpin	6	6	0
Certificate in Business Administration (University of Surrey Business School)	3	3	1
IAC: Award Induction	2	2	0
	8	8	4
Adventurous Journey Supervisor and Assessor Training Pre-Course Work	-		
Adventurous Journey Supervisor and Assessor Training Pre-Course Work Award Verifier Course	9	9	0
Adventurous Journey Supervisor and Assessor Training Pre-Course Work Award Verfler Course Level 1: Avage Induction	9	9 1,305	0
Adventurous Journey Supervisor and Assessor Training Pre-Course Work Award Verifier Course Level 1. Award Indiverse Level 1. Award Delivery	9 1,300 1,244	9 1,305 1,244	0 1.273 1.173

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

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Kelly Wood						
Report user status:	NAO					
IAO reports count	ry: Australia					
our 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.
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DISPLAT *	COUNTRY A	REGION	CID *	COURSE A	STARTED A	COMPLETED -
Kalkani Pehi	Australia	Asia Pacific	8721			COMPLETED -
Bridget Pound-Gow				Level 1: Award Induction	24/02/2021	05/03/2021
Gavin Ritchie-Haydn	Australia	Asia Pacific	8721	Level 1: Award Induction	24/02/2021 24/02/2021	05/03/2021 05/03/2021
Sally Rednath	Australia	Asia Pacific Asia Pacific	8721 8721	Level 1: Award Induction Level 1: Award Induction Level 1: Award Induction	24/02/2021 24/02/2021 04/03/2021	COMPLETED - 05/03/2021 05/03/2021 05/03/2021
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Elena Efimova Ryan Vose Xavier Russell	Australia Australia Australia Australia Australia Australia	Asia Pacific Asia Pacific Asia Pacific Asia Pacific Asia Pacific Asia Pacific	8721 8721 8721 8721 8721 8721 8721	Level 1: Award Induction Level 1: Award Induction	24/02/2021 24/02/2021 04/03/2021 05/03/2021 03/03/2021 02/03/2021 01/03/2021	COMPLETED - 05/03/2021 05/03/2021 05/03/2021 05/03/2021 03/03/2021 03/03/2021 01/03/2021
Elena Efimova Ryan Vose Xavier Russell James Mooney	Australia Australia Australia Australia Australia Australia Australia	Asia Pacific Asia Pacific Asia Pacific Asia Pacific Asia Pacific Asia Pacific Asia Pacific	8721 8721 8721 8721 8721 8721 8721 8721	Level 1: Award Induction Level 1: Award Induction	24/02/2021 24/02/2021 04/03/2021 05/03/2021 03/03/2021 02/03/2021 01/03/2021 28/02/2021	COMPLETED
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PLEASE NOTE: while it appears that you can export the information into Excel of 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...

			om						Award in Australia (WA Division)
Dahna McMahon	Dahna	McMahon	dahna.momaho n@rtschools.ne t	25/02/2021	Australia	Award Leader	NAO	Darwin Middle School	The Duke of Edinburgh's Award (NT Division)
Name	First	Last	Email	Prom To	Country	Role	Type	IAN	<u>OA</u>