

# Swimming Canada Learning Management System Official's User Guide 2023-2024



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# Introduction

Welcome to Swimming Canada's Learning Management System (LMS). This user guide is designed for you and explains the various system features.

Throughout this user guide, you will be provided with a series of screen shots to help you navigate through the website.

To gain access to the LMS, you must be a registered official in Swimming Canada's Registration, Tracking, and Results (RTR) system (<u>https://registration.swimming.ca</u>). You will need to use the same login credentials that you use to log into Swimming Canada's RTR to log into Swimming Canada's LMS.

# Logging into the LMS

When you want to log into the LMS, click on the Officials tab on the home page.

SWIMMING CANADA	EDUCATION - HOME	ڴ
HOME OFFICIALS	WELCOME TO SWIMMING CANADA'S LEARNING MANAGEMENT SYSTEM	DONATE
COACHES Online pre-Course Workbooks	Please click on <b>OFFICIALS</b> tab on the menu for more information on how to access the Learning Management System. <u>Coaches</u> Please click on <b>COACHES</b> tab on the menu for more information on how to access the Learning Management System. <u>Swimmers</u> The Learning Management System menu is where you can access eLearning modules on building resilience, developing a growth mindset, and the recipe for grit.	f
COACH COURSES		У
FAQ FOR COACHES SAFE SPORT BUILDING RESILIENCE		0
GROWTH MINDSET	CONTACT US PARTNERS PROVINCIAL PARTNERS	Ó

Once on the *Officials* page, click *Member Login*, as show in the image below.

SWIMMING CANADA	EDUCATION - OFFICIALS	
номе		0
OFFICIALS	ACCESS TO THE LEARNING MANAGEMENT SYSTEM	DONATE
	OFFICIALS NEED TO BE REGISTERED AS AN OFFICIAL IN THE SWIMMING CAMADA ONLINE REGISTRATION SYSTEM IN ORDER TO ACCESS THE SWIMMING CAMADA E-LEARNING SYSTEM.	
COACHES	Registered Officials: If you are currently registered as an active official for the 2020-2021 season, please log in to the e-learning system using your Swimming Canada online registration system username and password. If you were registered for the 2019-2020 season and your account has not been activated for the 2020-2021 season, please contact your Club Officials Administrator or Provincial Officials	
ONLINE PRE-COURSE	ai b passivoru jos nee registro na ne zo recer season ano you account nas no been aunado no ne zoco-zoci reason, pisase contact you cob Oncasi Administratori o renovincia a calcular you account	f
WORKBOOKS	New Official: If you are a new official, please contact your club so that they can create an Officials account in the Swimming Canada online registration system. Once you have been added to the	
COACH COURSES	Swimming Canada online neglstration system, you will receive an email with your username and password. This username and password allows you to access both the Swimming Canada online registration system and the Learning Management System.	
ELEARNING		¥
FAO FOR COACHES	MEMBER LOGIN	
SAFE SPORT	ONLINE COURSES FOR OFFICIALS	•
	Swimming Canada's Learning Management System provides online courses for officials.	
BUILDING RESILIENCE	The following modules are currently available for officials:	
GROWTH MINDSET	Introduction to Swimming Officiating (formerly Timekeeper)     Safety Marshal     Ore Timekeeper	J
GRIT	Clerk of Course	



## Forgotten username/password

If you have forgotten your username/password, clicking the *Forget Username/Password?* (as seen in the image below) will bring you to the login page for Swimming Canada's RTR. Once you arrive at this page, click *Forget Username/Password?* and complete the required information to receive a retrieve password email. The retrieved password email will be sent from the RTR, as the login information for the LMS is the same as the login information for the RTR.

The image below shows where to find the <i>Forget Username/F</i>	Password? button in the LMS.
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SWIMMING		*
CANADA		
НОМЕ		
OFFICIALS		DONATE
COACHES	If you have any questions regarding Swimming	
ONLINE PRE-COURSE WORKBOOKS	Canada's Learning Management System, please contact education@ewimming.ca.	f
COACH COURSES	SIGN IN	
ELEARNING	anewman	¥
FAQ FOR COACHES		
SAFE SPORT	Remember me	0
BUILDING RESILIENCE	LOGIN FORGOT U SEMILAME/PAS SWORD7	
GROWTH MINDSET		
GRIT		

The image below shows where you will find the *Forget Username/Password?* button once redirected to Swimming Canada's RTR.

SIGN IN			
enewman			
••••••••••••••••••••••••••••••••••••••			
	LOGIN		
FORGOT USERNAME	PASSWORD?	-	

*Note:* If you change your username and password for one system, it will automatically update for the other website.



# **Navigating the Learning Management System**

Once you have successfully logged into the LMS, a series of tabs will be presented. Each tab leads to a separate page that will be described in detail in the following sections.

SWIMMING CANADA	OFFICI/	AL INST	RUCTI	ONS			
	WELCOME	STATUS	CLINICS	SESSION	RESOURCES	PROFILE	LOGOUT

#### Welcome

The *Welcome* page provides a brief description of each tab available across the top of the page.

### **Status**

The *Status* page is where you can enroll in any eLearning modules available and see which official's clinics you have completed.

The image below shows an example of what the *Status* page looks like.

SWIMMING CANADA	STATUS WELCOME STATUS	CLINICS	SESSION RESOURCES PROFILE LOOGUT		
			ERICA NEWMAN'S STATUS MEDIT PROFILE		
LEVEL 1					
			MODULE	ENROLLED	COMPLETED
		0	Intro to Officiating (Timekeeper) eModule	ENROLL	-
		8	Safety Marshal eModule	ENROLL	

#### eLearning modules

This page displays all of the eLearning modules that are available for officials. Officials can enroll in any eLearning modules by clicking the *Enroll* button beside the module they would like to take.

SWIMMING CANADA	STATUS WELCOM STATUS CLIMICS SESSION RESOURCES PROFILE LOCOUT						
			ERICA NEWMAN'S STATUS 🗹 EDIT PROFILE				
LEVEL 1							
			MODULE	ENROLLED	COMPLETED		
		0	Intro to Officiating (Timekeeper) eModule	ENROLL			
		0	Safety Marshal eModule	ENROLL	-		
LEVEL 2							
			MODULE	ENROLLED	COMPLETED		
		0	Chief Timekeeper eModule	ENROLL			
		0	Clerk of Course eModule	ENROLL	-		



Once an eLearning module is complete, there will be a green check mark under the *Completed* column. The information for the eLearning module will be sent to the RTR and will appear in the *Officiating Info* page.

#### **In-Person Clinics**

If you have completed any in-person officiating clinics, the information will also appear on this page.

## **Clinics**

This page is where you can browse through the clinics that are available to you. You can narrow your search by using the different filter options.

Ontario 🔻 All Clinics 🔻	2021	•
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You will be able to see the *Register* button as shown in the image below. The deadline shown under the *Register* button is the course registration deadline.



More details will be provided on how to enroll in a clinic later in the user guide.

## Session

The *Session* page serves as a bookmark. When the *Session* tab is selected, it will bring you directly to the last eLearning module page you were working on prior to logging out of the LMS.

## Resources

The *Resources* tab is where you can find additional official's resources. This tab is constantly being updated to provide you with information to help enhance your learning and development.

SWIMMING Canada	RESOU	RCES						
	WELCOME	STATUS	CLINICS	SESSION	RESOURCES	PROFILE	LOGOUT	
Below are the links to the various rest GENERAL GENERAL 2018 Quinteral								
	ng Canada Rules fication Pathway							



## **Profile**

The *Profile* tab is where your contact and sign-up information is stored in the LMS.

The information in the *Profile* tab must be updated in your profile through Swimming Canada's RTR (<u>https://registration.swimming.ca</u>). Once the information has been updated in the RTR, the information will update in the LMS.

## Logout

Clicking the *Logout* tab will sign you out of the LMS and return you to the main landing page for the LMS (<u>https://edu.swimming.ca/</u>)

# Working through an eLearning module

In the LMS, the following eLearning modules are available to help with your certification.

- Intro to Officiating (Timekeeper)
- Intro to Officiating (Timekeeper) REFRESHER
- Safety Marshal eLearning module
- Chief Timekeeper eLearning module
- Clerk of Course eLearning module
- Canadian Para Swimming Online Deck Officials

Once you have enrolled in an eLearning module, the module will appear on your screen and will walk you through each slide. The eLearning modules are narrated and the instructions on how to complete the eLearning module are included in the introduction of each eLearning module. To move to the next or previous slide, you will use the arrows on the bottom right of the module.

	FULL SCREEN	
Menu	Introduction to Swimming Officiating	esources
1.1. Intro 1.2. Welcome 1.3. The professional official		2
1.8. Orticate on the deck 1.8. Officials on the deck - ref., 1.7. Officials on the deck - i 1.8. Officials on the deck - de.,	INTRODUCTION TO	
1.10. The Pool Deck 1.11. Pool Deck 1.12. Activity 1	SWIMMING	
1.14. Activity 10 1.15. The Bole of the Coach 1.16. Key Terms 1.17. Key terms. builthead, s	OFFICIATING	
1.18. Key terms - recall rope, 1.19. Key terms - carded mee 1.20. Key terms - long course 1.21. Key terms - short cours	January 8, 2018	
1.22. Activity 2 1.23. Activity 2A		
	<ul> <li>1. httroduction to Switming Of</li> <li>1. httro</li> <li>1. httro</li> <li>1. httro</li> <li>1. The professional difficial</li> <li>1. Officials on the deck of the</li> <li>1. A cativity 1</li> <li>1.1. A cativity 10</li> <li>1.1.5. Key terms</li> <li>1.1.6. Key terms</li> <li>1.1.7. Key terms</li> <li>1.1.8. Key terms</li> <li>1.1.9. Key terms</li> <li>1</li></ul>	1. Introduction to Swimming Orticating     1. The production to Swimming Orticating     1. The production of Swimming Orticating     1. The Productication of Swimming Orticating     1. The Product



Throughout the eLearning modules, there will be questions to test your knowledge of the content. You will not be able to continue through the module without correctly completing the questions in the eLearning modules.

*Note:* You can only resume a course on the same electronic device and in the selected language. If you are using a tablet, you may be required to download an app to play the eLearning module.

# **Enrolling in a Clinic**

You can browse through the clinics available to you by clicking on the *Clinics* tab at the top of the page. Once in the *Clinics* tab, you can enroll in a clinic by clicking the red *Register* button found beside the clinic of choice. The registration deadline is included below the *Register* button for you to clearly know the deadline.

Before registering for a clinic, it is recommended to review the details provided. On the right side of the clinic there is a *Details* button. Some of the information that is included when selecting this tab is payment information, what you will need to bring, directions to the venue, parking information, etc.

The image below shows both where the *Register* and *Details* buttons can be found for a clinic.

2 CLINICS											
	CITY	PROVINCE	CLINIC	DATE & TIME	LOCATION	COST	FACILITATOR	CONTACT	CONTACT Email	NOTES	
✓ REGISTER Deadline: Aug. 11	Victoria	BC	★ Chief Timekeeper	Aug 12/21 @ 9:02am to 12:00pm (PST)	virtual (Zoom)		Carrie Matheson	carrie	N		
RECISTER  Descline: Aug. 22	Kitimat	BC	★ Clerk of Course	Aug 24/21 @ 7:00pm to 11:30pm (PST)	virtual clinic (Zoom)		Carrie Matheson	Carrie Matheson	2		

Once you have clicked *Register* for the clinic you would like to take, you will be brought to the confirmation page. Follow the instructions on the page to complete your registration. An automatic email from our system will be sent to the email address on file confirming your registration for the clinic.

For any questions regarding the clinic you have registered for, please email the clinic contact or your Club Official's Administrator.

# Contact

For any questions regarding this user guide or the Learning Management System, please contact <u>education@swimming.ca</u>.



# **Key Terms**

List of acronyms and terms used throughout the user guide

#### Clinic

This term is used when referring to a course that is held in-person or online over a conferencing platform, such as Zoom. Official's clinics are available to active officials and provides the education material the official needs to progress through their certification.

#### eLearning module

Swimming Canada eLearning modules are available to all officials and provides the educational material the official needs to complete the module and progress through their certification.

#### Enroll

This term is used when someone registers to begin working on their eLearning module or clinic.

#### LMS

This acronym stands for *Learning Management System (LMS*). Swimming Canada's LMS can be found at <u>https://edu.swimming.ca/</u>. The LMS has been specifically designed for Coaches and Officials education in Canada.

### RTR

This acronym stands for *Registration, Tracking, and Results*. Swimming Canada's RTR is Swimming Canada's national online database. The RTR can be found at <u>https://registration.swimming.ca</u>.