



Swimming Canada
Learning Management System
Official's User Guide
2021



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Introduction

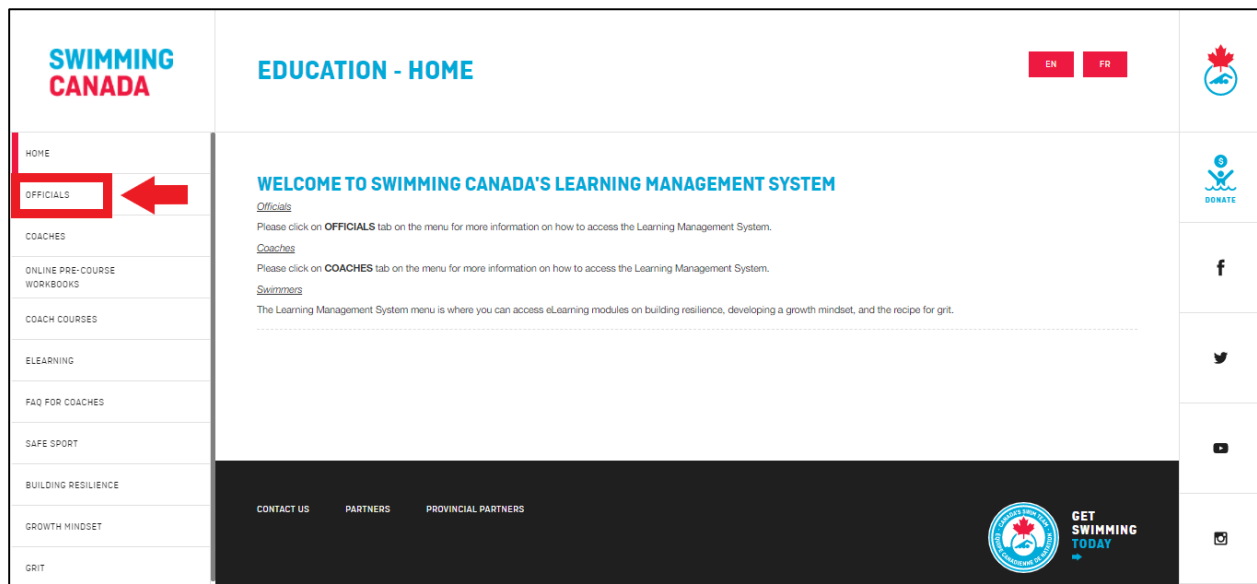
Welcome to Swimming Canada's Learning Management System (LMS). This user guide is designed for you and explains the various system features.

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

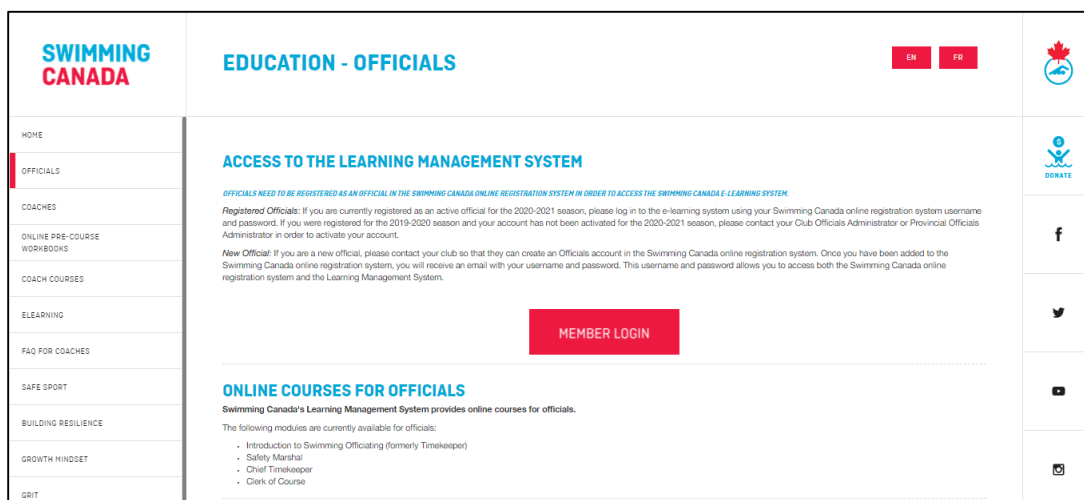
In order to gain access to the LMS, you must be a registered official in Swimming Canada's Registration, Tracking, and Results (RTR) system (<https://registration.swimming.ca>). You will need to use the same login credentials that you use to log into Swimming Canada's RTR in order to log into Swimming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

Logging into the LMS

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



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

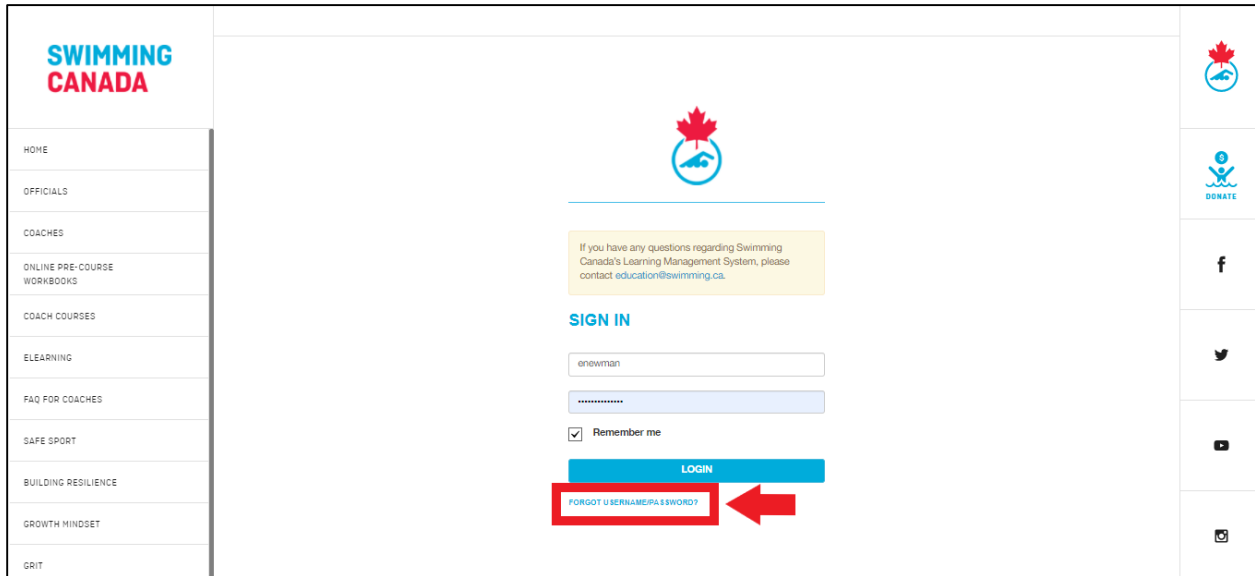




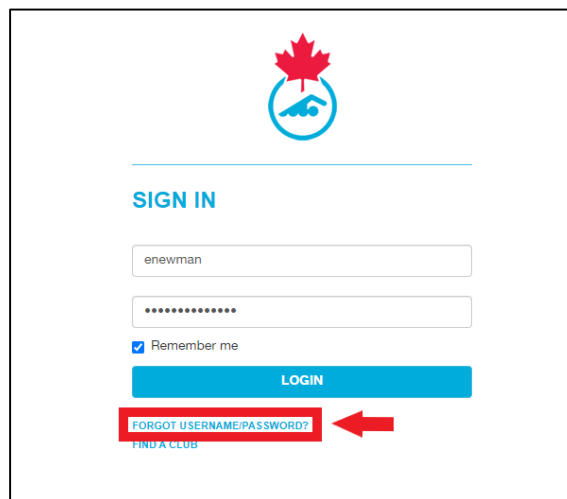
Forgotten username/password

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 is where to find the **“Forget Username/Password”** button in the LMS.



The image below is where you will find the **“Forget Username/Password”** button once redirected to Swimming Canada’s RTR.

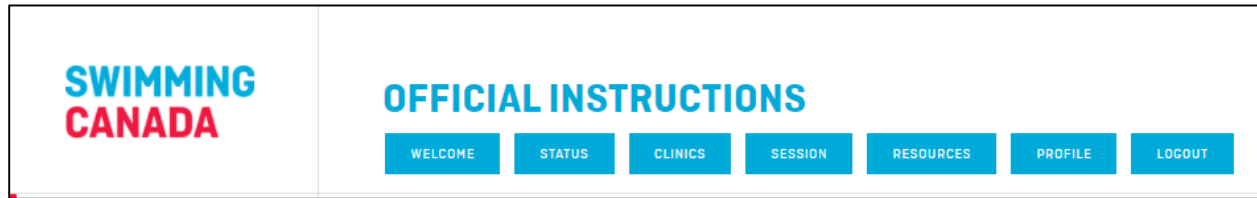


NOTE: If you change your username and password for one system, it will automatically update for the other website.



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.



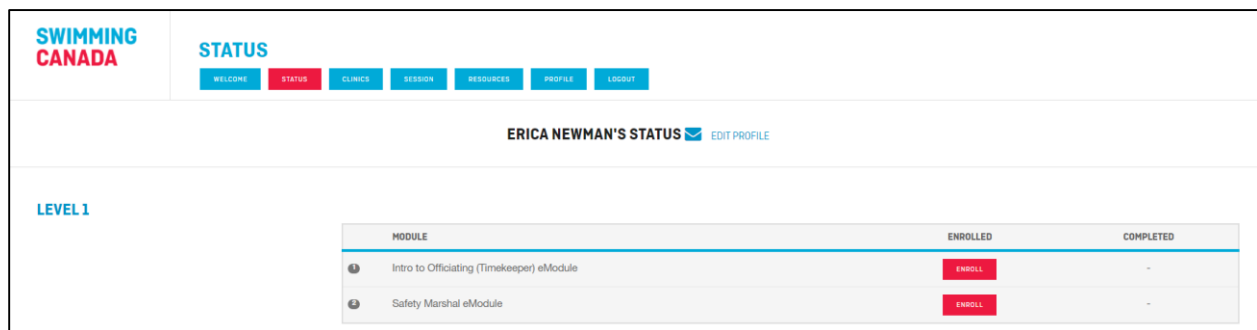
Welcome

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

Status

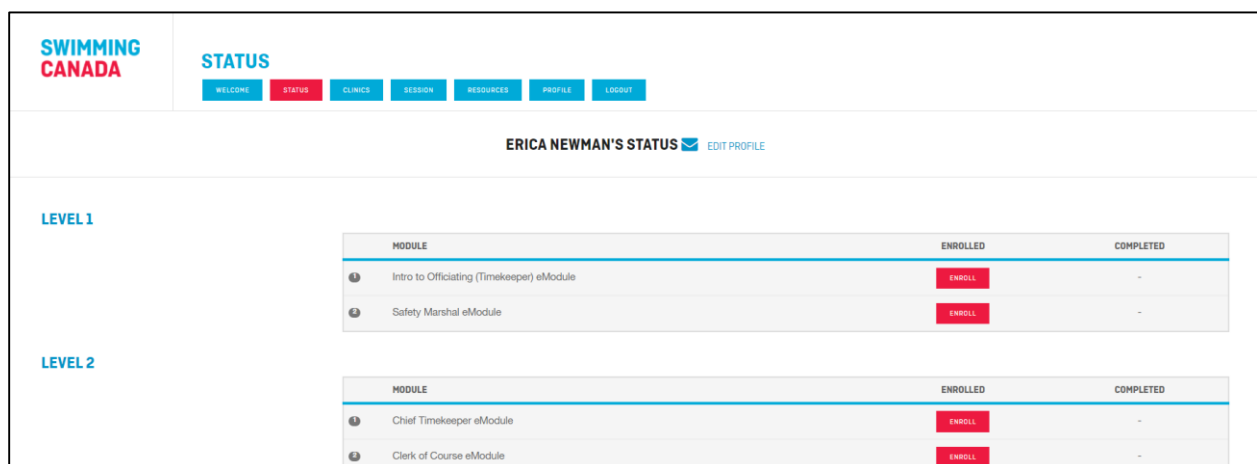
The **“Status”** page is where you can enroll in any eModules available and see what official’s courses you have completed.

The image below is an example of what the **“Status”** page looks like.



eModules

This page displays all of the eModules that are available for officials. Official’s can enroll in any eModules by clicking the **“Enroll”** button beside the module they would like to take.





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

In-Person Clinics

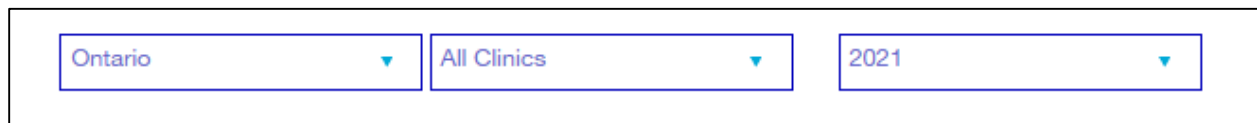
If you have completed any in-person officiating clinics, the information will also appear on this page.

Session

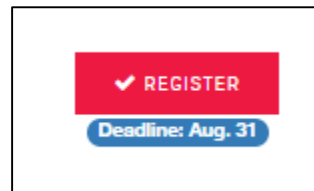
The **“Session”** page serves as a bookmark. When the **“Session”** tab is selected, it will bring you directly to the last eModule page you were working on prior to logging out of the LMS.

Clinics

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



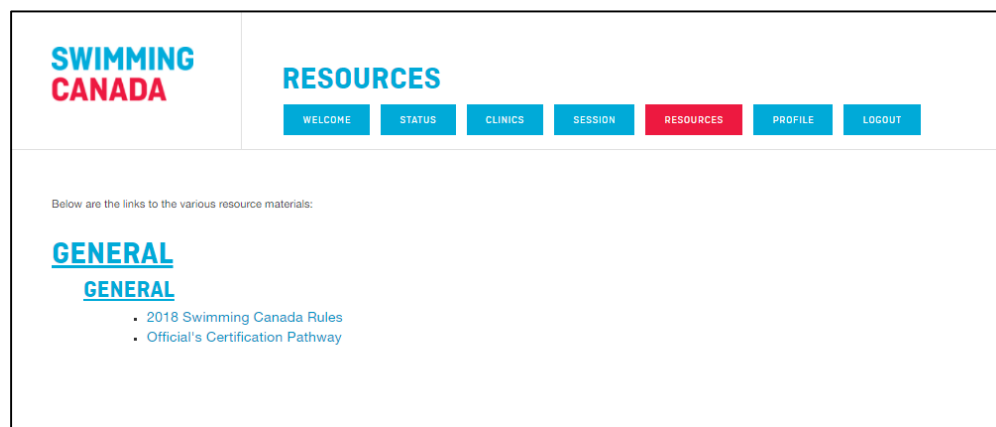
You will be able to see the **“Register”** button as shown in the image below. The deadline shown under the **“Register”** button is the course registration deadline.



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

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.





Profile

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

Any information in the **“Profile”** tab must be updated in your profile through Swimming Canada’s RTR (<https://registration.swimming.ca>). Once the information has been updated in the RTR, simply refresh your “Profile” tab in the LMS and the new information will appear.

Logout

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

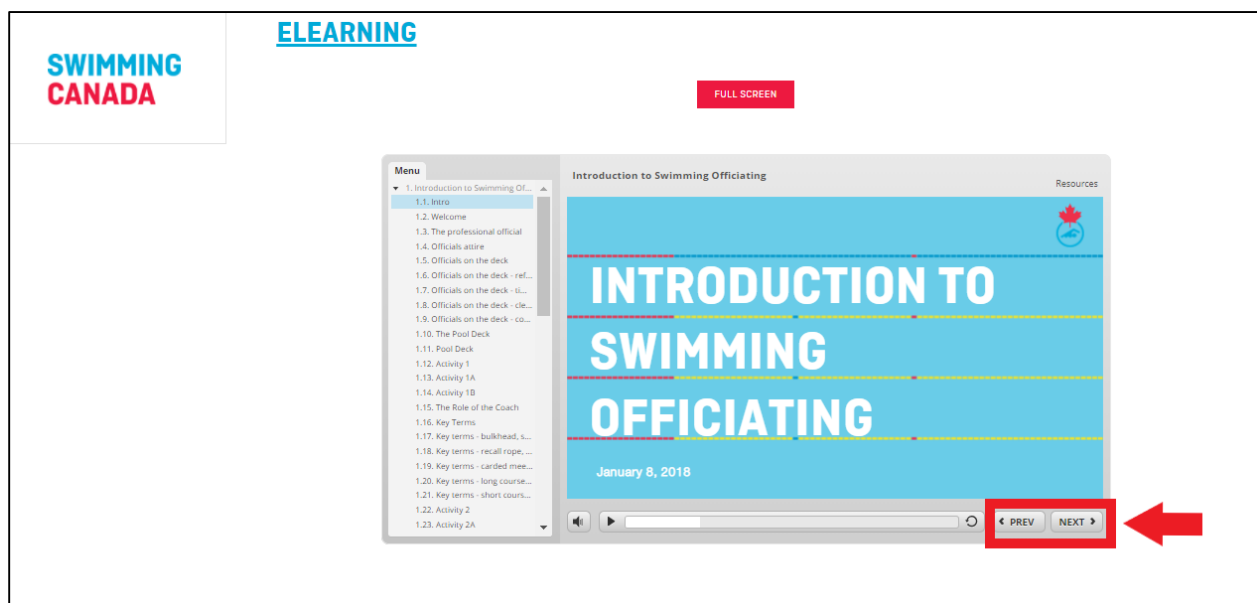


Working through an eModule

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

- Intro to Officiating (Timekeeper)
- Intro to Officiating (Timekeeper) REFRESHER
- Safety Marshal eModule
- Chief Timekeeper eModule
- Clerk of Course eModule

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



Throughout the 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 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 in order to play the eModule.



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 course.

CLINICS										
	CITY	PROVINCE	CLINIC	DATE & TIME	LOCATION	COST	FACILITATOR	CONTACT	CONTACT EMAIL	NOTES
	Victoria	BC	★ Chief Timekeeper 	Aug 12/21 @ 9:02am to 12:00pm (PST)	virtual (Zoom)	-	Carrie Matheson	carrie		-
	Kitimat	BC	★ Clerk of Course 	Aug 24/21 @ 7:00pm to 11:30pm (PST)	virtual clinic (Zoom)	-	Carrie Matheson	Carrie Matheson		-

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 in order 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 education@swimming.ca.



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.

eModule

This acronym stands for *eLearning Module*. Swimming Canada eModules 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 eModule or clinic.

LMS

This acronym stands for *Learning Management System (LMS)*. Swimming Canada's LMS can be found at <https://edu.swimming.ca/>. 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 <https://registration.swimming.ca>.