Swimming Canada

Learning Management System

Official's User Guide

2023-2024

# Table of Contents

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 (https://registration.swimming.ca). 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.
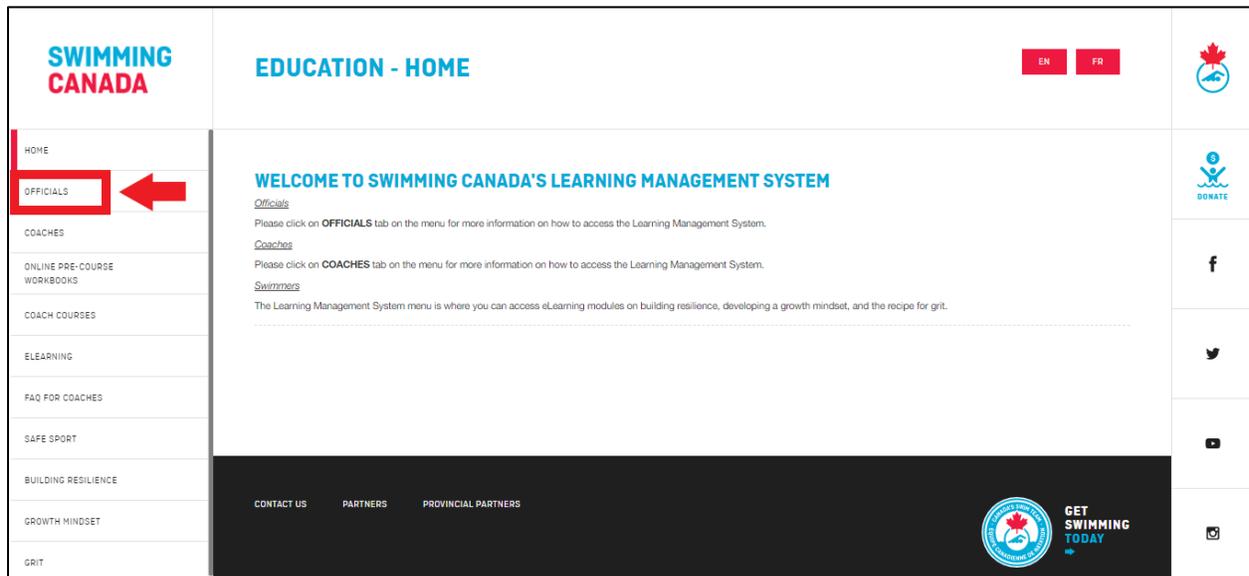
Once on the **Officials** page, click **Member Login,** as show in the image below.
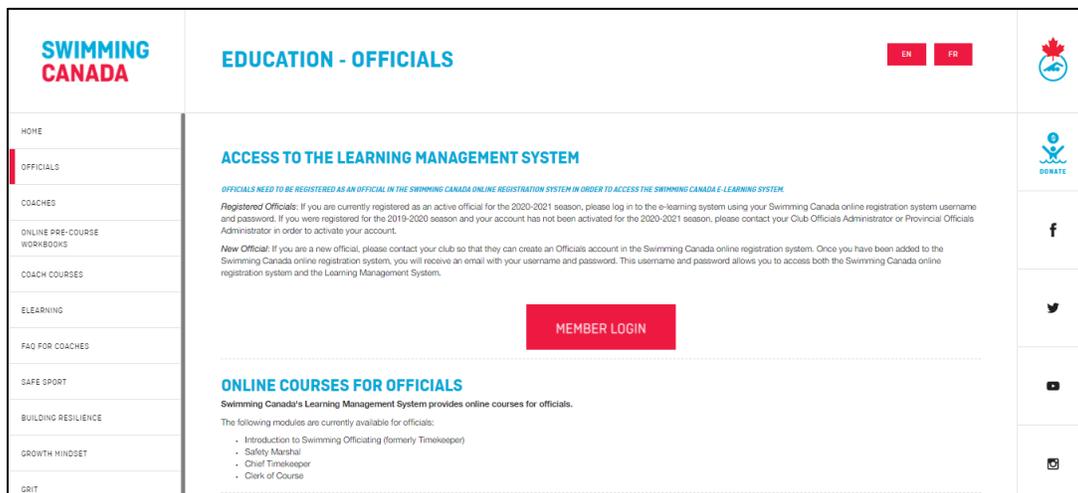
Forgotten username/password

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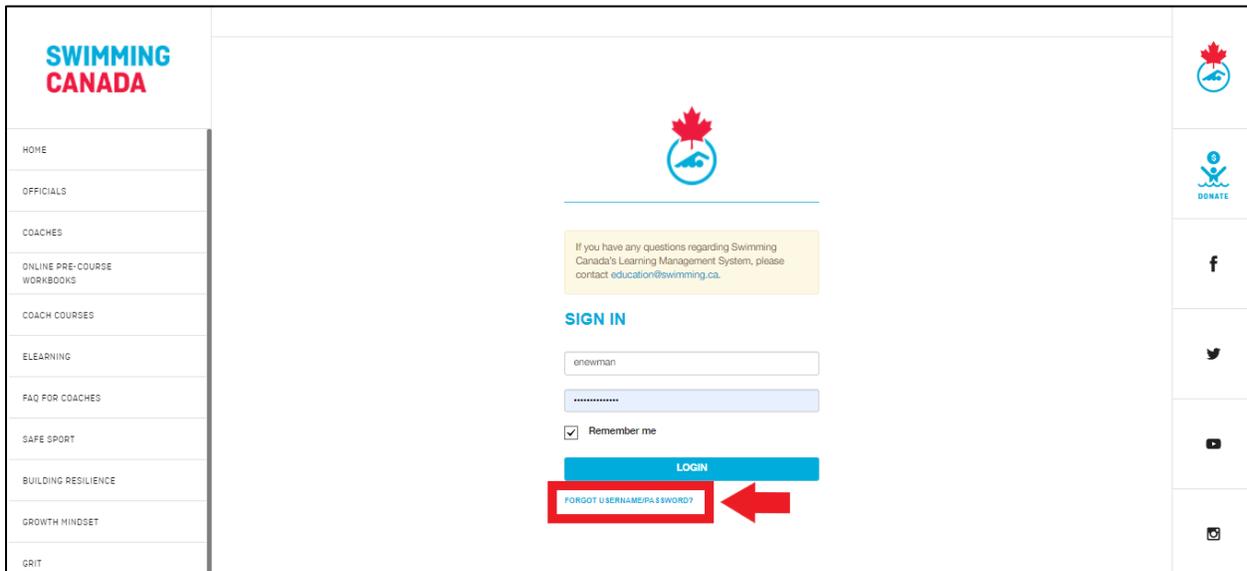
The image below shows where you will find the **Forget Username/Password?** button once redirected to Swimming Canada's RTR.
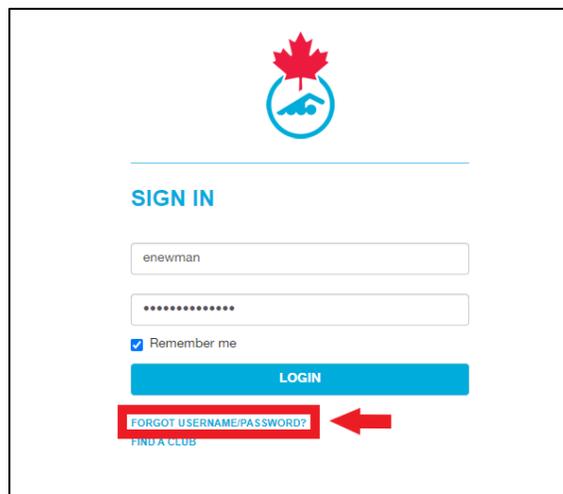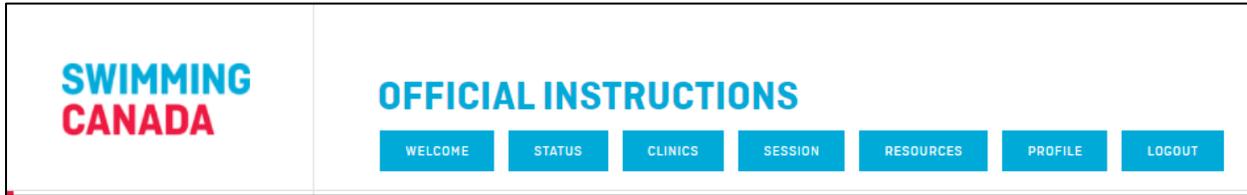

Note: If you change your username and password for one system, it will automatically update for the other website.

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.
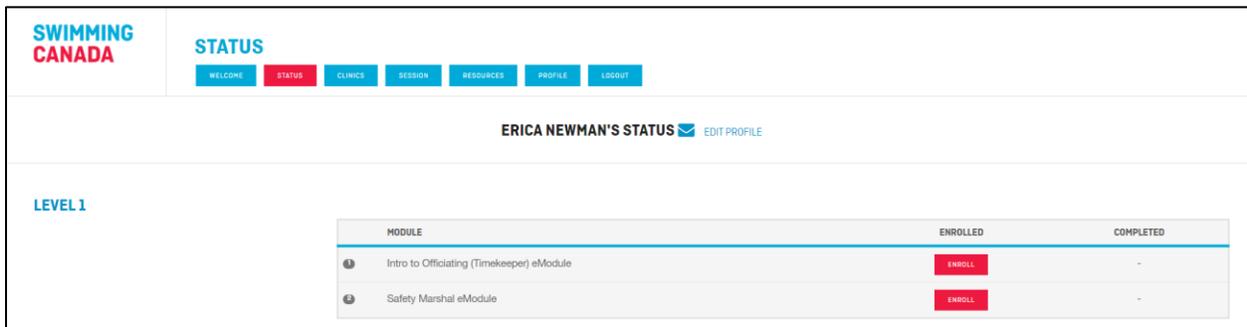

Welcome

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 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.

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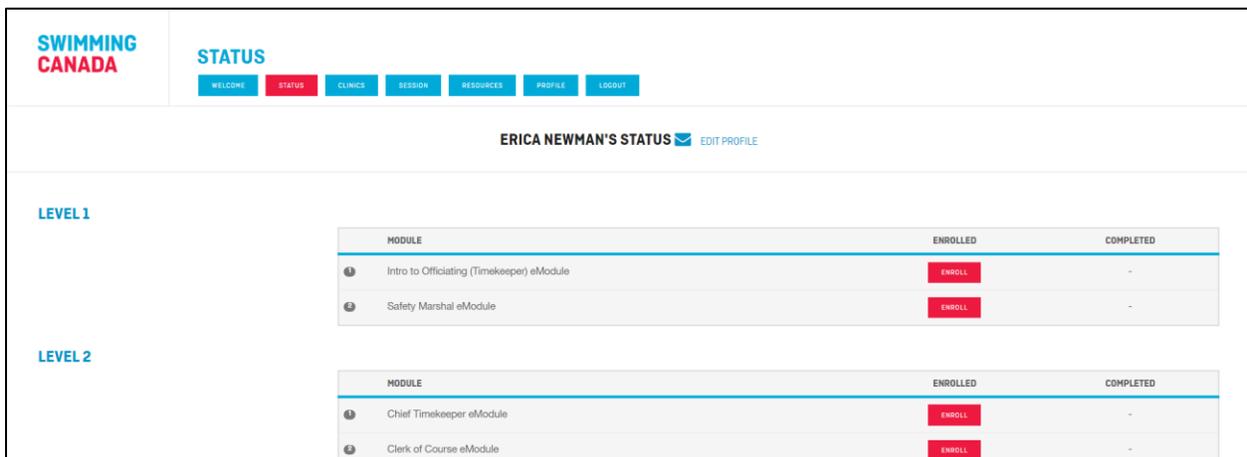
Once an eLearning module is complete, there will be a green check mark under the **Completed** column. The information for the eLearning module will be sent to the RTR and will appear in the **Officiating Info** page.

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.
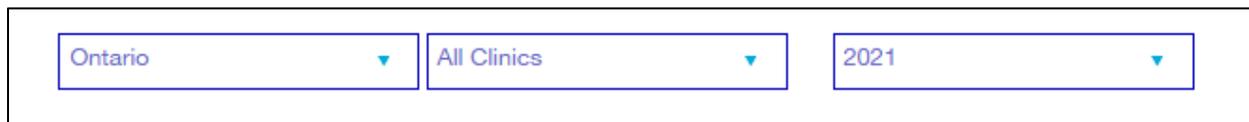
You will be able to see the **Register** button as shown in the image below. The deadline shown under the **Register** button is the course registration deadline.
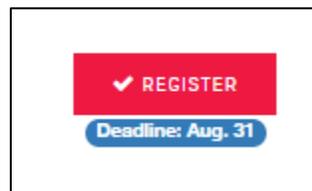
More details will be provided on how to enroll in a clinic later in the user guide.

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.
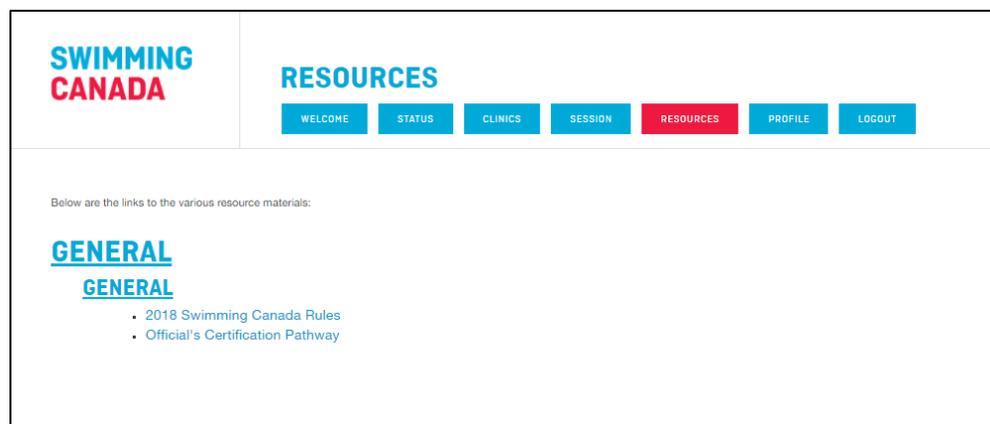
Profile

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 (https://registration.swimming.ca). 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 (https://edu.swimming.ca/)

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.

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.

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 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.

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 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.