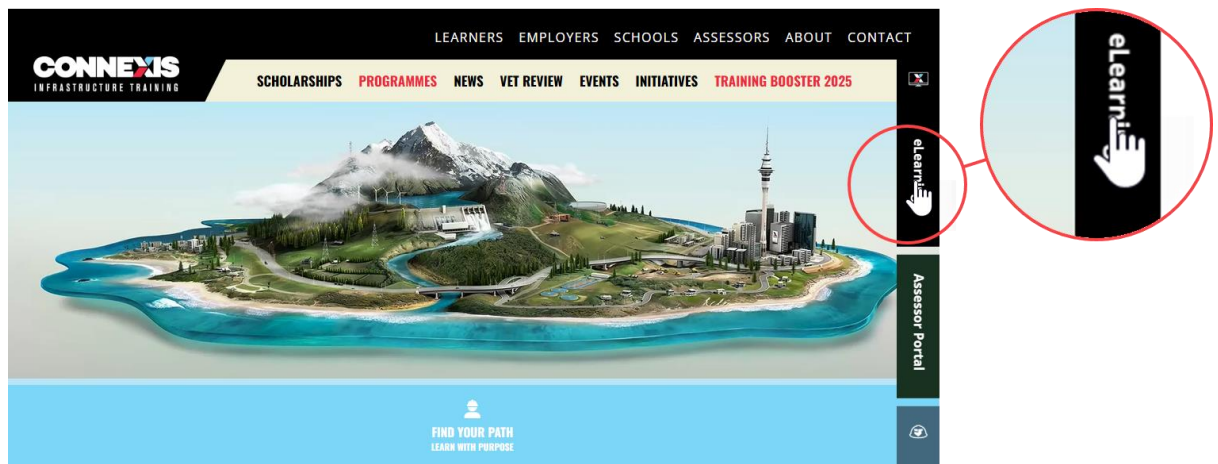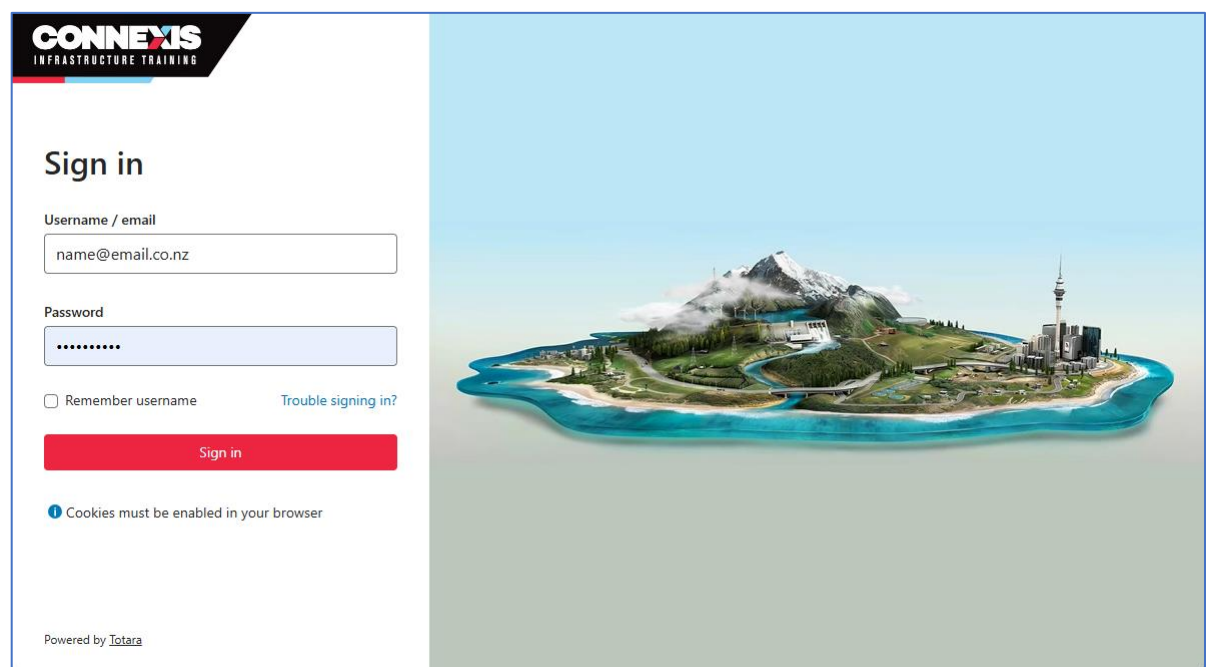# Online marking guide

Logging in

1   Go to the Connexis website **www.connexis.org.nz**

2   At the right of the webpage, select **eLearning**

3   Log in to the Totara LMS using the eLearning login and password you have been sent

If you haven't received an eLearning login, contact **learn@connexis.org.nz**

If you have forgotten your password, select **Trouble signing in?** and follow the instructions
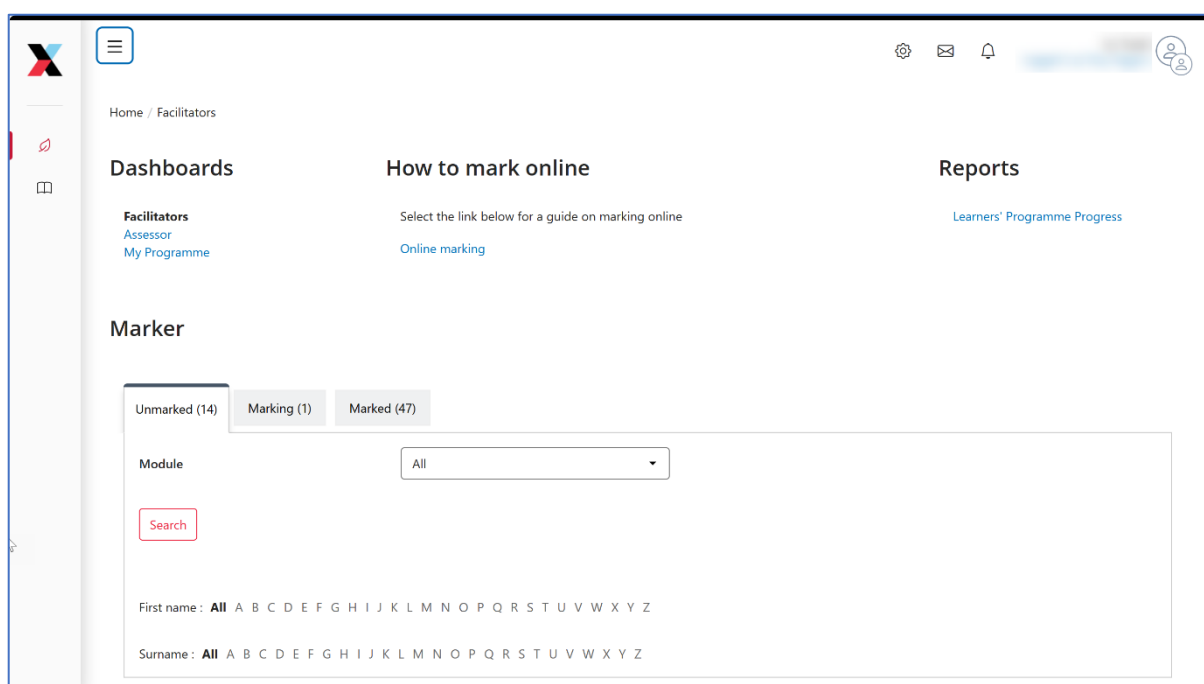
When you have successfully logged in, the Facilitators dashboard will appear showing unmarked trainee assessments.
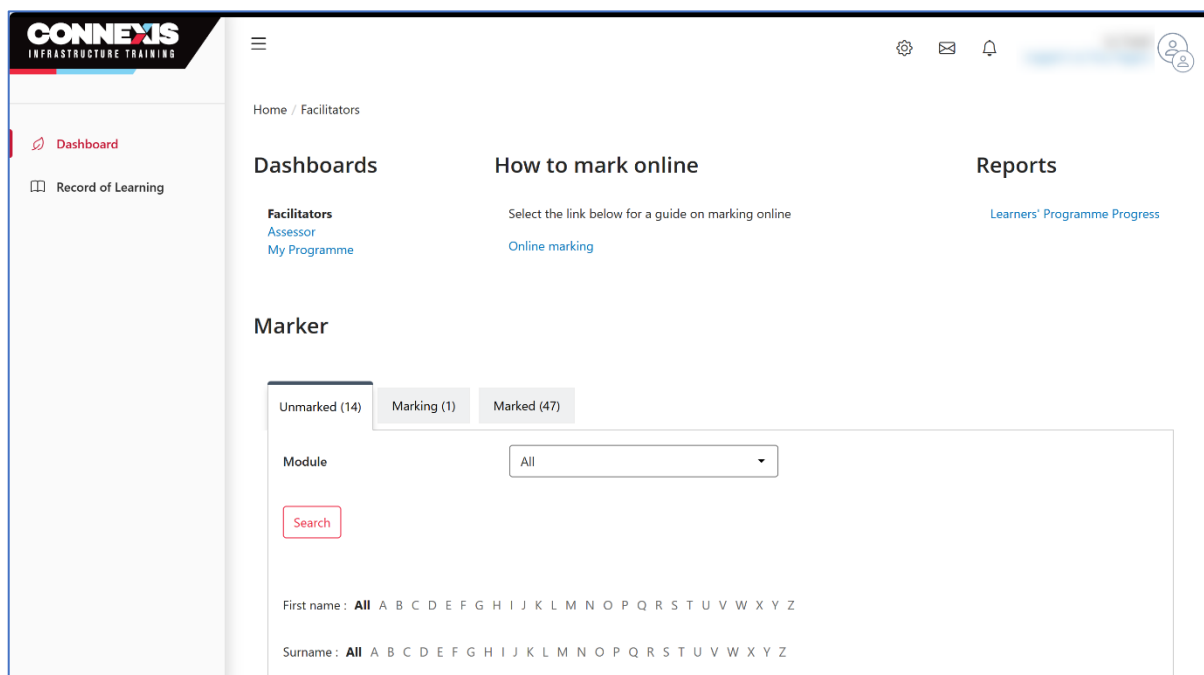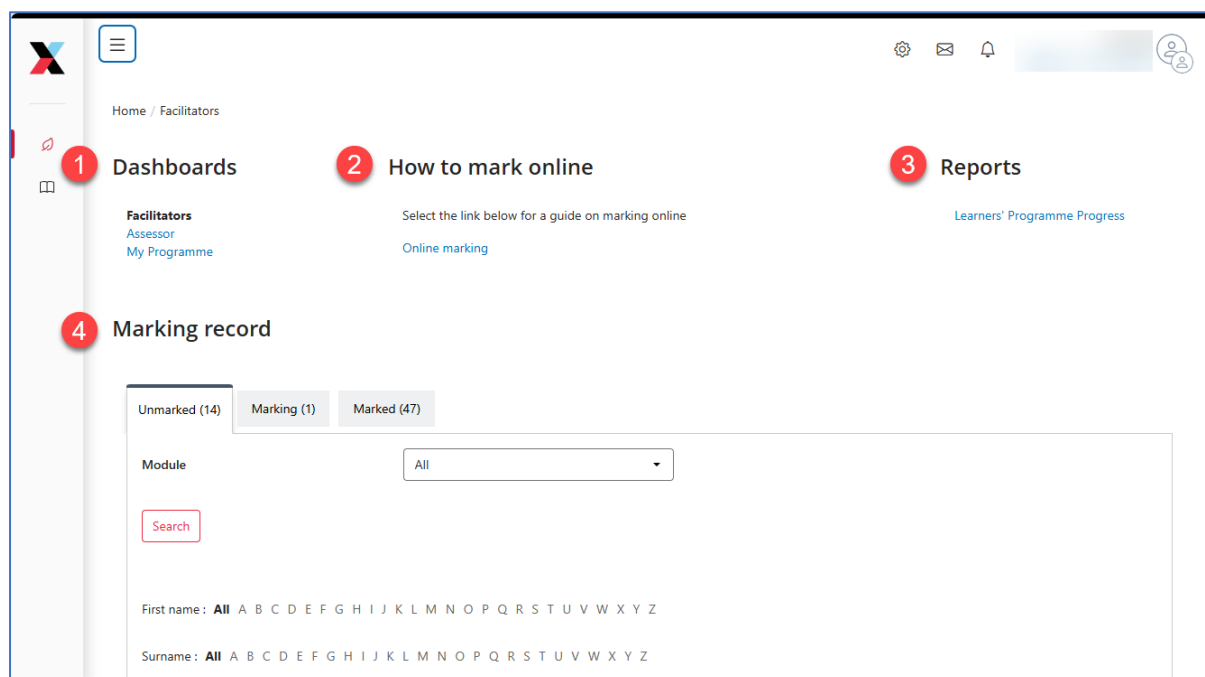

If you are using a laptop, or other smaller screen, we recommend collapsing the navigation pane at the left:
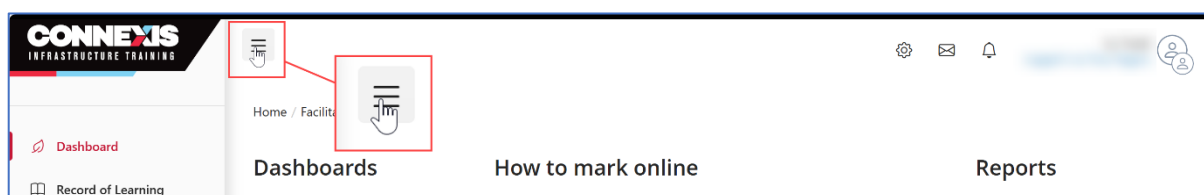
The Facilitator dashboard with the navigation pane collapsed looks like this:

What's on the Facilitator dashboard?

There are four main sections on the Facilitators dashboard.

1   **Dashboards**: Gives you access other areas of Connexis eLearning. For example, select **Assessor** to go to the Assessor dashboard where you can download Assessor Guides.

2   **How to mark online**: Select the link to open another copy of this document.

3   **Reports**: Let's you view the learners that have been assigned to you and their progress through their programmes.

4   **Marking record**: This is where you access the assessments that are available for marking. You may need to scroll down the page to see the assessments.

What's in the Marking record?

The Marking record is a list of the assessments that have been submitted for marking. There are six items that you will use or refer to regularly.

1 **Mark attempt**: Select this link to open the assessment ready for marking.

2 **Attempt number**: Which attempt the learner has submitted. Anything attempt number greater than 1 indicates a resubmitted assessment.

3 **First name / Surname**: Gives you the learner's name as a link. You can select the link to go to the learner's profile to check things such as the learner's email address, CSAM, employer, etc.

4 **Assessment**: Tells you which assessment the learner has submitted for marking.

5 **Module**: Tells you which course the assessment relates to.

6 **NSN**: Is the learner's NSN number which you'll need when reporting completed standards.

Marking trainee assessments

1   Scroll down the Facilitator dashboard until you can see the learner assessments to be marked in the Marking record

2   Find the trainee assessment to be marked

3   Select the **Mark attempt** link

You'll now see the learner's answers to the questions in the assessment.

4   Under the first question, select **Mark this question**

5   You'll now see an example answer and/or judgement statement for the question.

6   In the **Comment** box (labelled 1), enter a comment on the trainee's answer – we recommend adding your initials to your comment

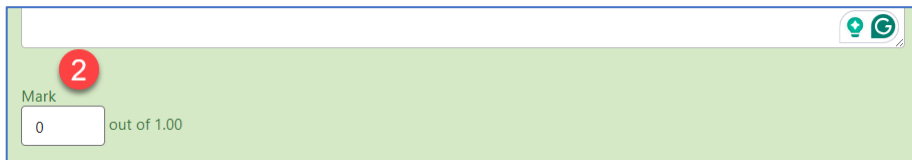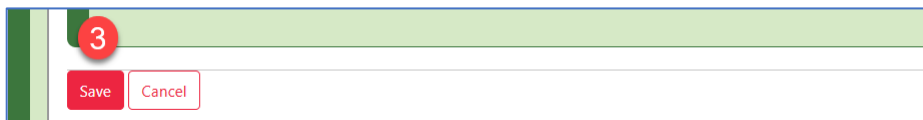7   In the **Mark** box (labelled 2), enter 1 or 0 where:

- 1 is an acceptable answer

- 0 is an answer where the trainee needs to provide more information
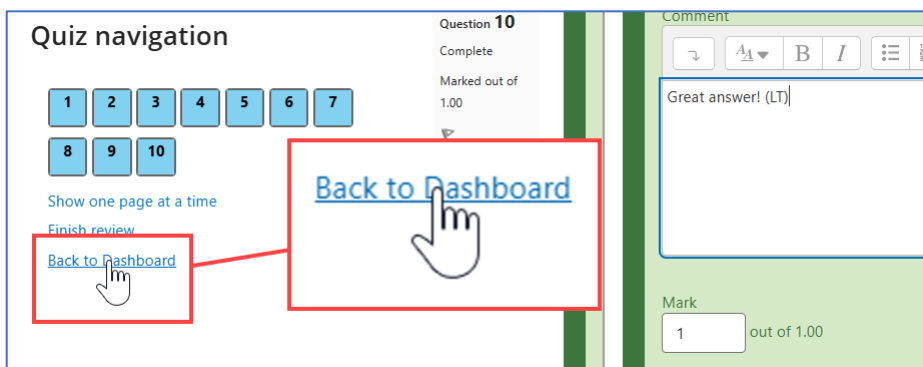
8   When you have finished marking the question, select **Save** (labelled 3)

9   Mark the remaining questions in this assessment

10   When you have marked all the questions, return to the Marker dashboard by selecting **Back to Dashboard** in the Quiz navigation


Once you have marked all questions, the learner is automatically notified. There is a 30-minute delay before the notification is sent.

Quiz navigation

During marking

In the Quiz navigation area, questions you have marked are coloured blue whereas questions you haven't marked are coloured white. This is a good way to check that you have saved your marking for all questions before returning to the dashboard.
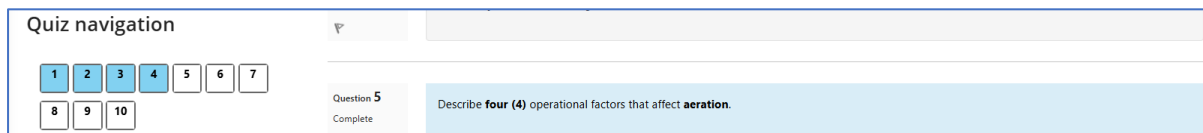

Marking reattempts

When marking a trainee's reattempt, correctly answered questions appear green in Quiz navigation. The questions you need to mark are coloured white.
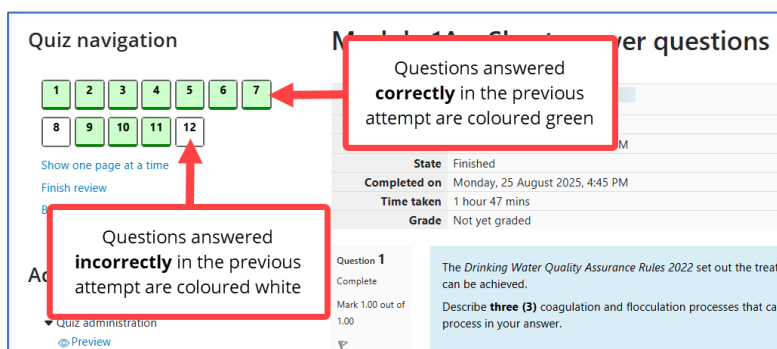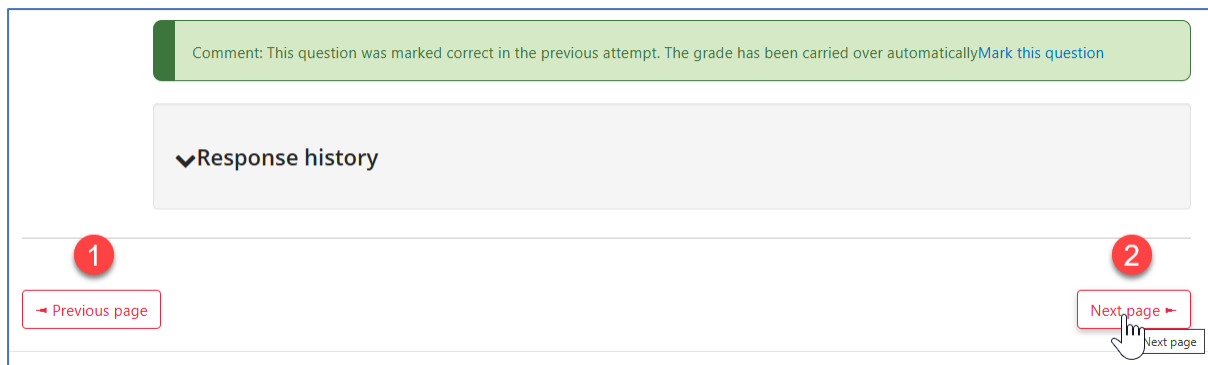

Select a question number to go to that question.

Show one page at a time

By default, all questions appear in a list that you must scroll through. If you prefer, you can show one question at a time by selecting **Show one page at a time**.
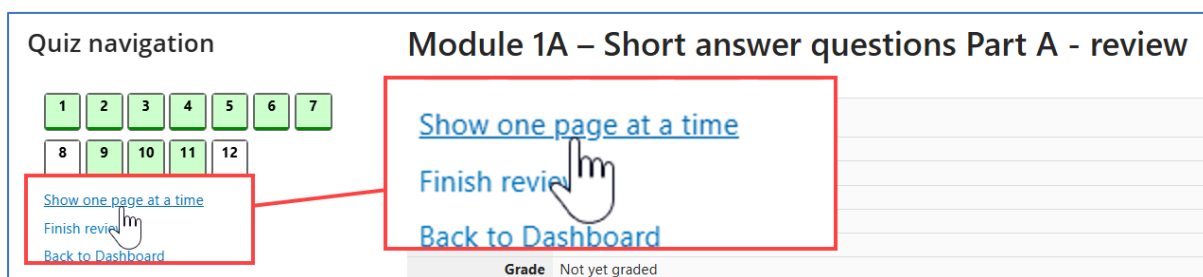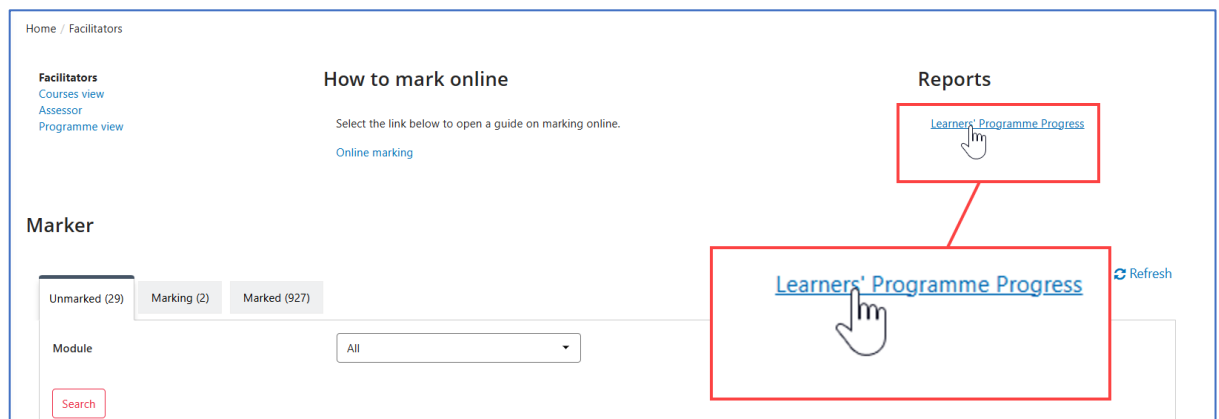
You can then use the **Previous page** and **Next page** links to move through the trainee's questions.

Check trainee progress

You can check the progress of the eLearning trainees assigned to you.

1   Under **Reporting Links**, select **Learners' Programme Progress**

2   You'll see a list of trainees showing their overall progress through their programme

3   If you'd like to see a trainee's progress by course, select the **Course Progress** link for the trainee

You'll then see the trainee's progress through the courses/unit standards in the programme

From there, you can view the course activities (e.g. assessments) that the learner has completed.

4   To see which assessments the trainee has completed, select **Activity Progress**

5   You'll now see the activities the trainee has completed

Note: You may see 'Scorm' activities in the activity list. 'Scorm' is the eLearning content the trainees work through before completing the assessment tasks.

6   Use the browser **Back** button to go back to the previous report(s)

Reporting unit standards

Our eLearning platform does not talk to the Assessor Portal where unit standards are reported. This means that you must report completed unit standards in the same way you do for trainees using printed resources.

To assist you with reporting results, please follow the steps below to access the Assessor Portal:

1   Go to www.connexis.org.nz to access the assessor portal
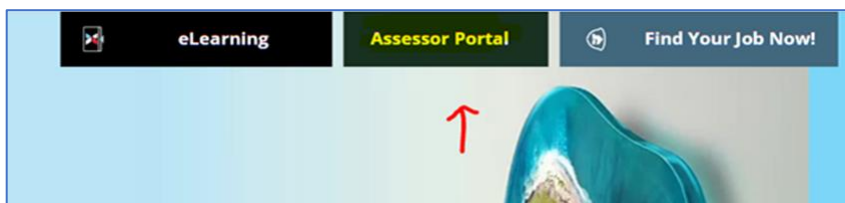
2   In the **Trainee details** search bar, enter the trainee's National Student Number (NSN) *or* Training Plan ID, then click **Search**

3   The page should display the trainee's name and NSN. Click **Select**

4   Next, the **Training Plans** section will open, and you can click **Select** for the correct Training Plan, which will allow you to report results

If you encounter any issues with the portal, common fixes include logging out and back in, closing the window, or trying an incognito window.

Assessor portal login issues

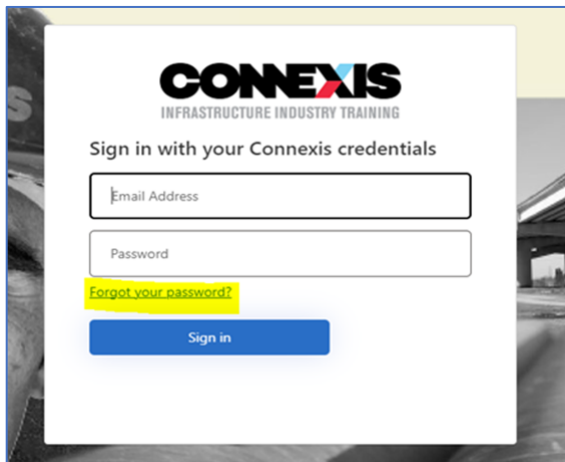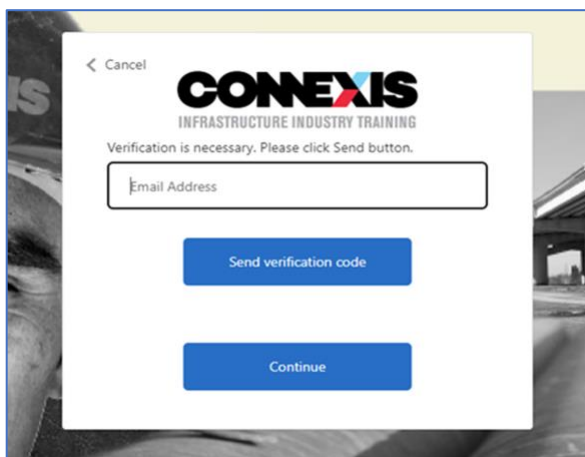If you're having trouble logging into the assessor portal, please follow the steps below to reset your password:

1   In an incognito window, go to the assessor portal login page and click **Forgot your password?**

2   Enter your email address and click **Send verification code**.

3   Check your email for a six-digit verification code. If it does not show up, please check your Spam/Junk and Other folders. If necessary, repeat the previous two steps to resend the code. The email containing the code might look something like this:
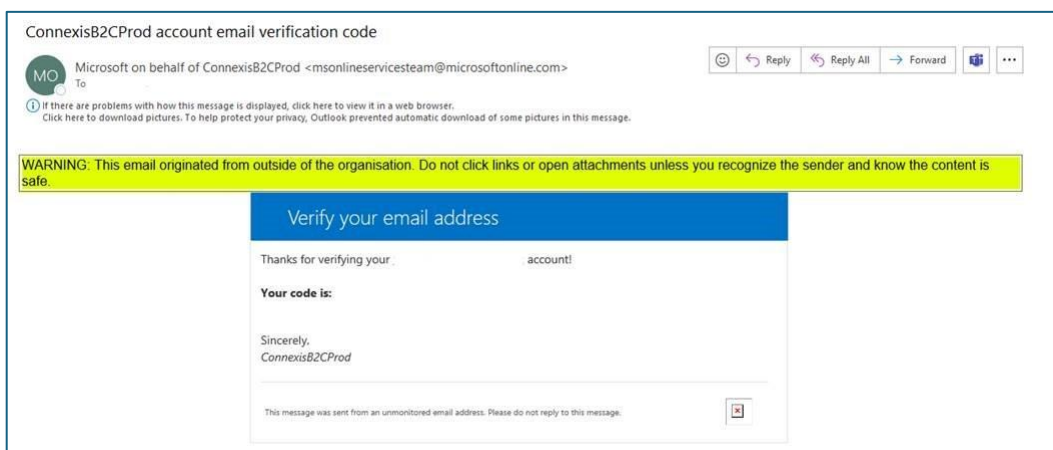
4   Once you have received the verification code, select **Continue** and follow the steps to enter the code and reset your password.

Other common fixes include:

- Clearing your browser history and cache before logging in.
- Continuing to use an Incognito window whenever logging in.
- Double-checking that you have entered your email and password correctly.

If you are still unable to log in after following these steps, please contact quality@connexis.org.nz for further assistance.