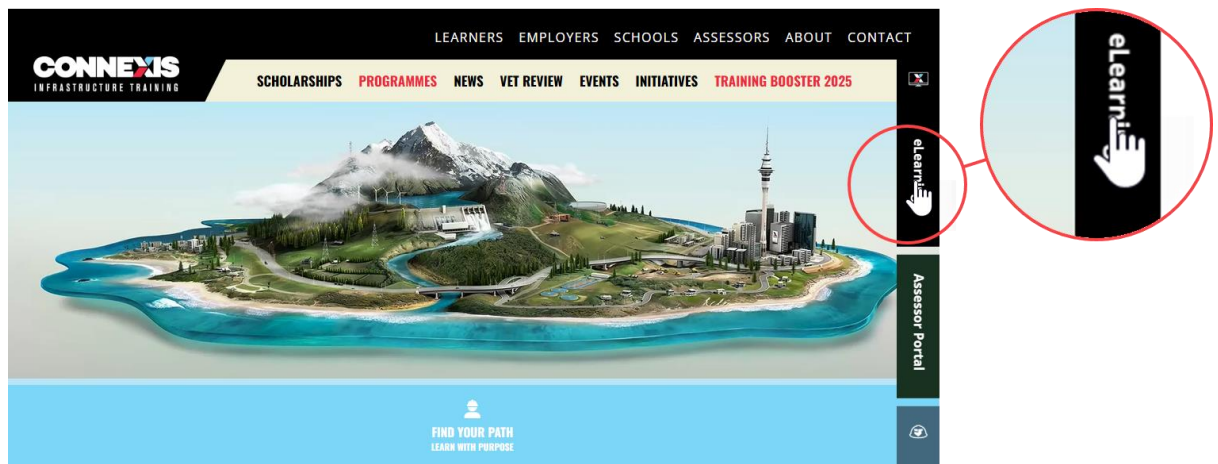


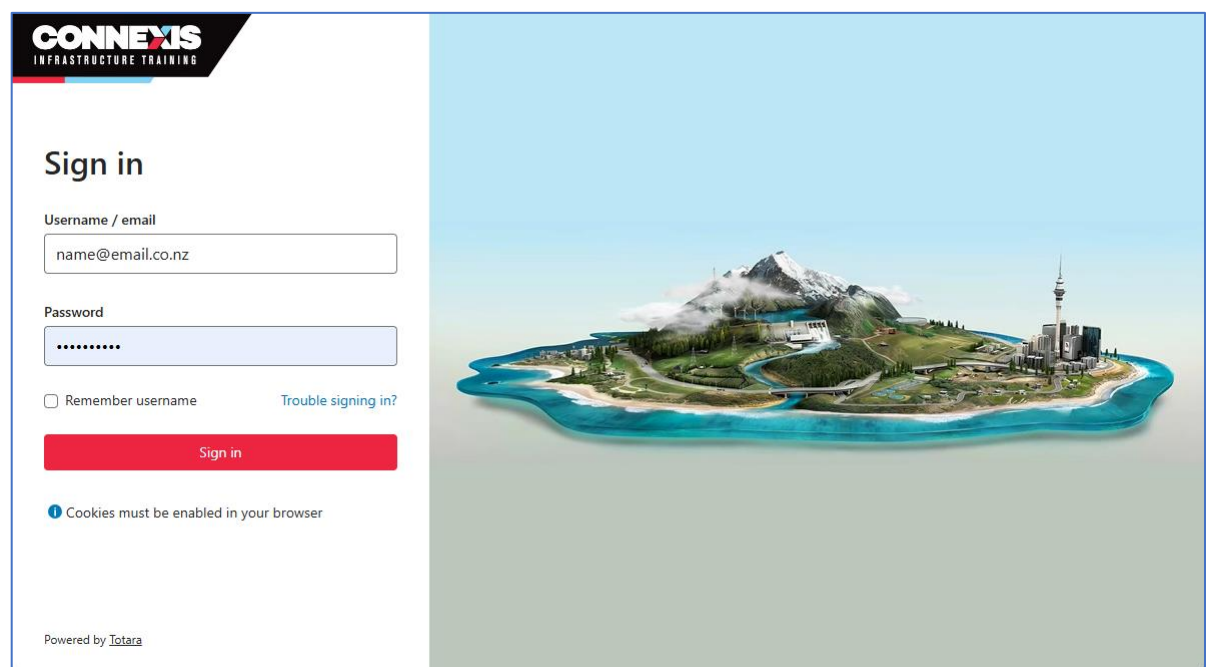
Online marking guide

Logging in

- 1 Go to the Connexis website www.connexis.org.nz
- 2 At the right of the webpage, select **eLearning**



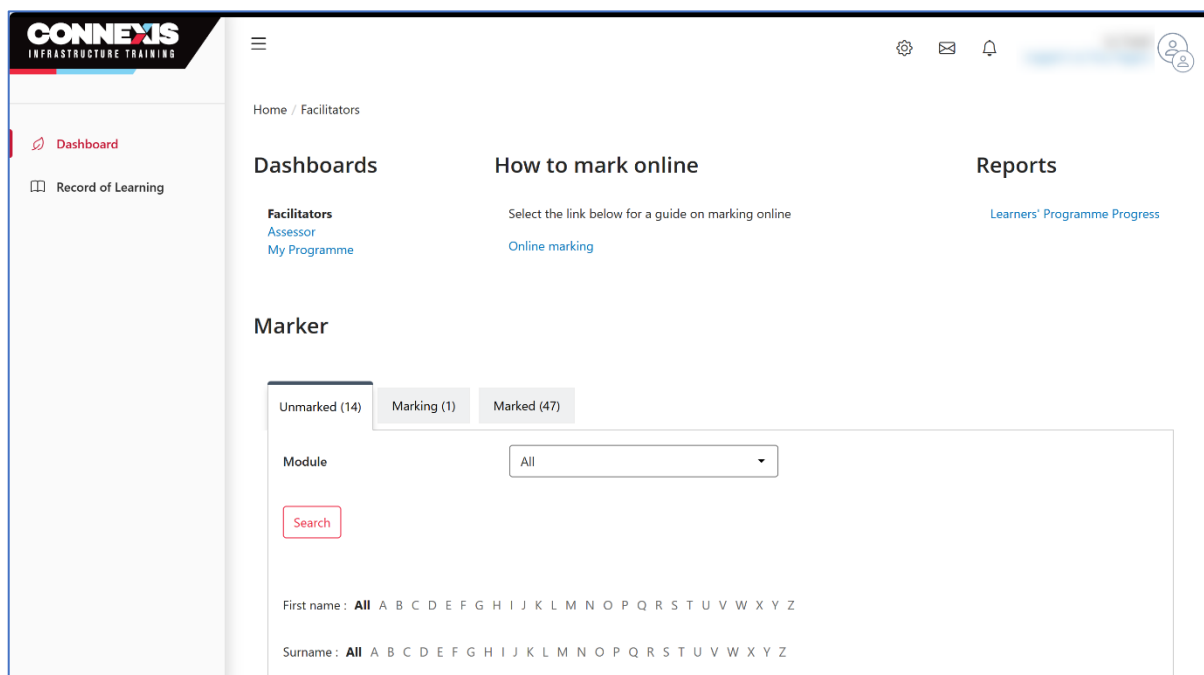
- 3 Log in to the Totara LMS using the eLearning login and password you have been sent



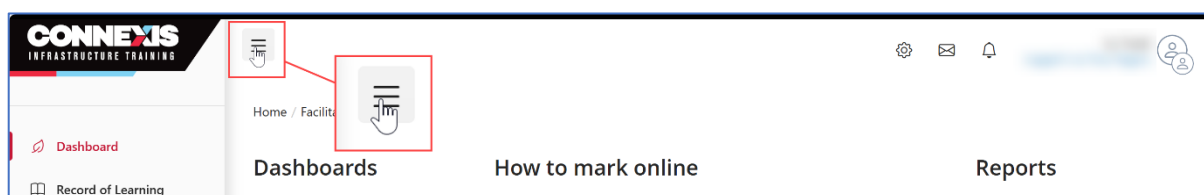

If you haven't received an eLearning login, contact learn@connexis.org.nz

If you have forgotten your password, select **Trouble signing in?** and follow the instructions

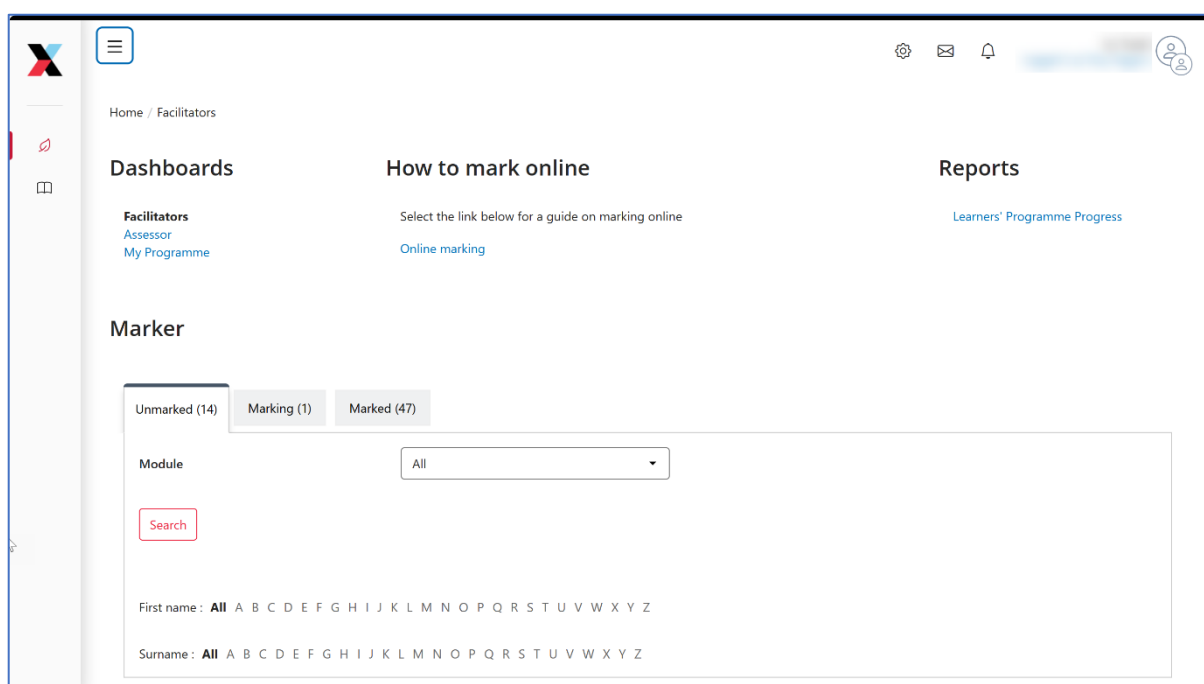
When you have successfully logged in, the Facilitators dashboard will appear showing unmarked trainee assessments.



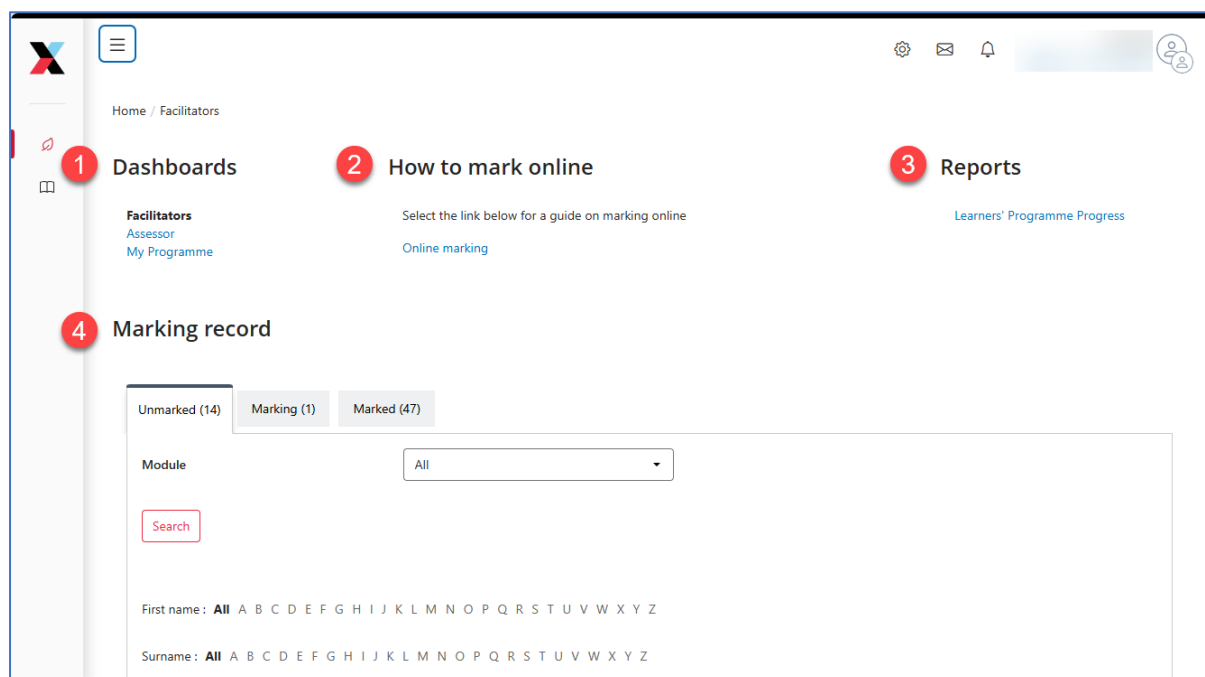
If you are using a laptop, or other smaller screen, we recommend collapsing the navigation pane at the left:



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.

The screenshot shows the 'Marking record' interface. At the top, there are tabs for 'Unmarked (14)', 'Marking (1)', and 'Marked (47)'. Below these are filters for 'Module' (set to 'All') and a 'Search' button. There are also alphabetical lists for 'First name' and 'Surname'. The main table has columns: 'Actions', 'Attempt number', 'First name / Surname', 'Submitted', 'Assessment', 'Module', 'Status', 'Last marked by', and 'NSN'. Red callout numbers 1 through 6 point to specific elements: 1 points to the 'Mark attempt' link in the Actions column; 2 points to the 'Attempt number' column; 3 points to the 'First name / Surname' column; 4 points to the 'Assessment' column; 5 points to the 'Module' column; and 6 points to the 'NSN' column.

Actions	Attempt number	First name / Surname	Submitted	Assessment	Module	Status	Last marked by	NSN
1 Mark attempt Set as marked	1		18/08/2025	Module 1 – Short answer questions	Aggregates, mixes and manual excavation	Not marked	-	
Mark attempt Set as marked	1		18/08/2025	Module 2 – Short answer questions	Aggregates, mixes and manual excavation	Not marked	-	
Mark attempt Set as marked	1		24/08/2025	Module 1 – Short answer questions	INFR2401	Not marked	-	
Mark attempt Set as marked	1		26/08/2025	Practical assessment 1	Maintaining and using tools and small machinery	Not marked	-	

- 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

The screenshot shows the 'Marking record' interface. At the top, there are tabs for 'Unmarked (14)', 'Marking (1)', and 'Marked (47)'. Below these are filters for 'Module' (set to 'All') and a 'Search' button. There are also filters for 'First name' and 'Surname', each with an 'All' button and a list of letters (A, B, C, D, E, F, W, X, Y, Z). A red box highlights the 'Mark attempt' and 'Set as marked' links in the 'Actions' column of the table. The table has columns for 'Actions', 'Assessment', 'Module', 'Status', 'Last marked by', and 'NSN'.

Actions	Assessment	Module	Status	Last marked by	NSN		
Mark attempt Set as marked	1	18/08/2025	Module 1 – Short answer questions	Aggregates, mixes and manual excavation	Not marked	-	
Mark attempt Set as marked	1	18/08/2025	Module 2 – Short answer questions	Aggregates, mixes and manual excavation	Not marked	-	

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

The screenshot shows the 'Module 1 – Short answer questions - review' interface. On the left, there is a 'Quiz navigation' section with a bar of numbers 1 through 10, where '1' is highlighted. Below this are links for 'Show one page at a time', 'Finish review', and 'Back to Dashboard'. There is also an 'Administration' section with links for 'Quiz administration', 'Preview', 'Results', 'Permissions', and 'Logs'. The main content area shows the question review for 'Question 1'. It includes a 'Started on' date and time, 'State' (Finished), 'Completed on' date and time, 'Time taken' (10 days), and 'Grade' (Not yet graded). The question text is 'Describe the purpose of pre-treatment in relation to water quality.' and the answer is 'Pre-treatment processes of all raw / source water makes it easier to treat at the plant.' There is a 'Mark this question' button and a 'Response history' section.

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

Question 1
Complete
Marked out of 1.00

Describe the purpose of pre-treatment in relation to water quality.

Pre-treatment processes of all raw / source water makes it easier to treat at the plant.

Mark this question

Response history

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

Grading

Describe the purpose of pre-treatment in relation to water quality.

Pre-treatment processes of all raw / source water makes it easier to treat at the plant.

Example answer
All pre-treatment processes make raw water easier to treat. Pre-treatment processes impact the performance of protozoal compliance and downstream processes.

Judgement statement
The trainee correctly describes the purpose of pre-treatment in relation to water quality.

Comment

1

2

Mark
out of 1.00

3

Save Cancel

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

Comment

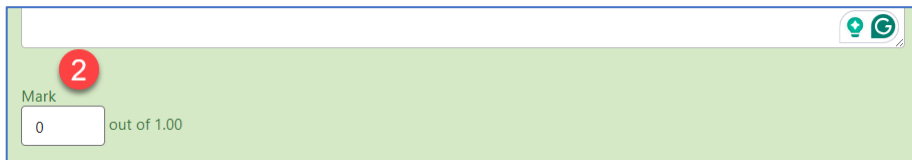
Please add some more information, e.g., how does it make water easier to treat at the plant? (LT)

1

1

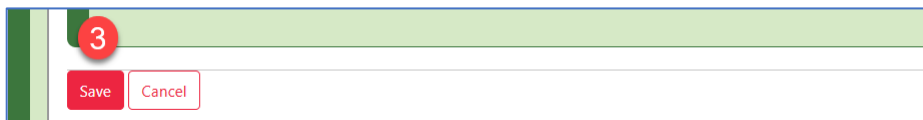
7 In the **Mark** box (labelled 2), enter 1 or 0 where:

- 1 is an acceptable answer
- 0 is an answer where the trainee needs to provide more information



A screenshot of a green rectangular box. At the top right, there are two small circular icons: one with a green plus sign and one with a green 'G'. Below these, on the left, is a red circle with the number '2'. In the center, the word 'Mark' is written above a small input field containing the number '0'. To the right of the input field, the text 'out of 1.00' is displayed.

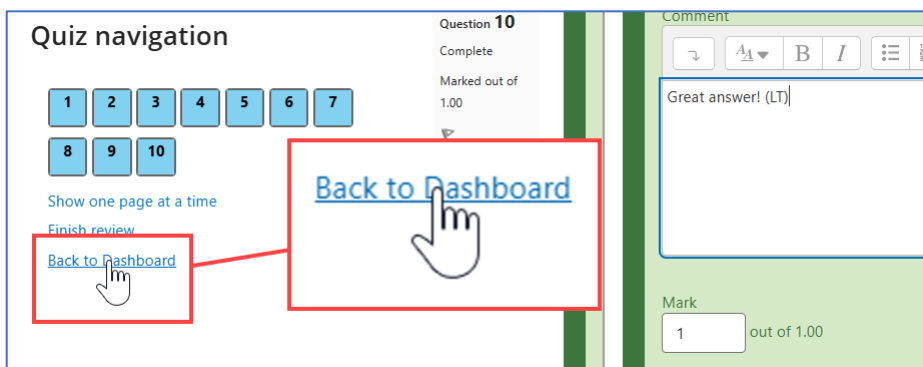
8 When you have finished marking the question, select **Save** (labelled 3)



A screenshot of a green rectangular box. At the top left, there is a red circle with the number '3'. Below it, there are two buttons: a red 'Save' button and a white 'Cancel' button with a red border.

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



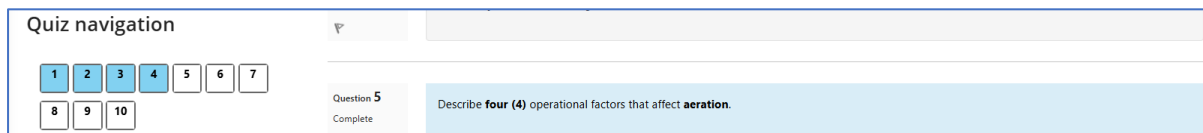
A screenshot of a 'Quiz navigation' panel. It features a grid of blue buttons numbered 1 through 10. Below the grid, there are links for 'Show one page at a time', 'Finish review', and 'Back to Dashboard'. A red box highlights the 'Back to Dashboard' link, and a larger red box with a hand cursor icon points to it. To the right of the navigation panel, there is a 'Question 10' section showing 'Complete' and 'Marked out of 1.00'. Further right, there is a 'Comment' section with a text area containing 'Great answer! (LT)' and a 'Mark' section with an input field containing '1' and 'out of 1.00'.

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

Quiz navigation

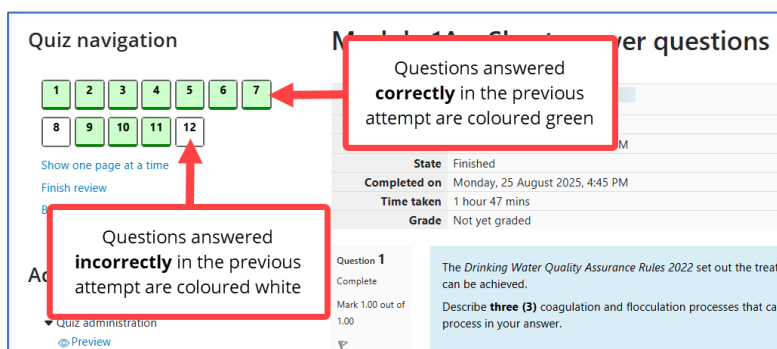
During marking

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

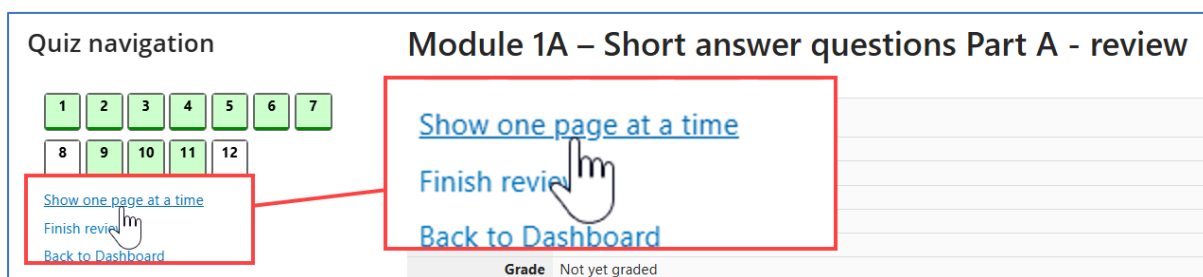
When marking a trainee's reattempt, correctly answered questions appear green in Quiz navigation. The questions you need to mark are coloured white.



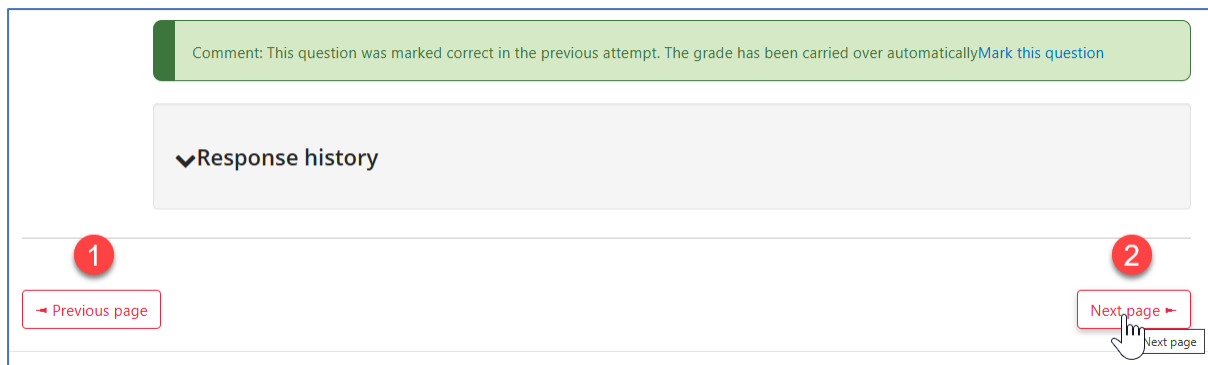
Select a question number to go to that question.

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**.



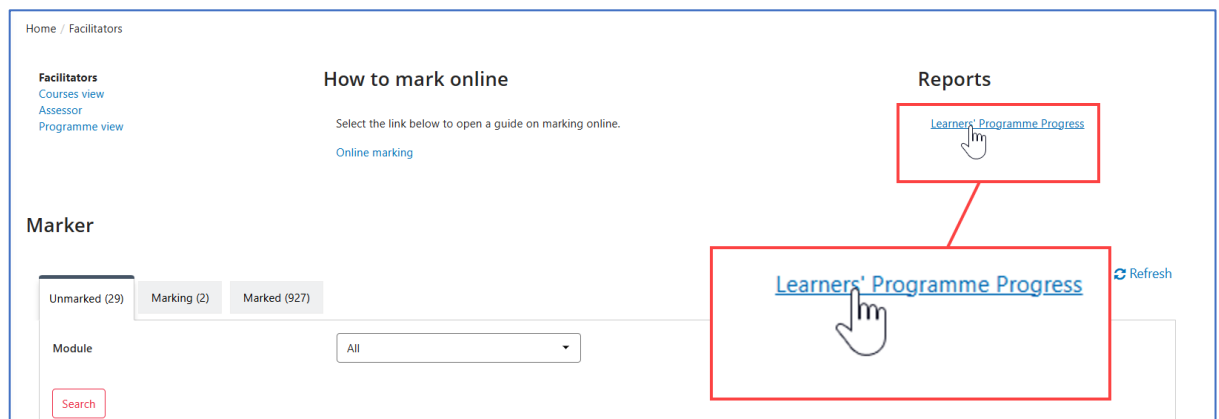
You can then use the **Previous page** and **Next page** links to move through the trainee's questions.



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

The screenshot shows a table titled "Results - 9 records" with a "Show/Hide Columns" button in the top right. The table has six columns: "USER'S FULLNAME", "LAST LOGIN", "PROGRAMME NAME", "PROGRAMME ENROLMENT DATE", "PROGRESS (%)", and "LINK COURSE PROGRESS". The table contains 9 rows of data. At the bottom, there is an "Export as" dropdown menu set to "CSV" and an "Export" button.

USER'S FULLNAME	LAST LOGIN	PROGRAMME NAME	PROGRAMME ENROLMENT DATE	PROGRESS (%)	LINK COURSE PROGRESS
	8 July 2024	NZC in Infrastructure Works (L2) (Version 3)	4 June 2024	0%	Course Progress
	24 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	15 Jan 2025	60%	Course Progress
	5 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	25 Feb 2025	66%	Course Progress
	11 July 2025	NZC in Infrastructure Works (L2) (Version 3)	28 Feb 2025	40%	Course Progress
	20 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	14 Mar 2025	61%	Course Progress
	25 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	2 Apr 2025	0%	Course Progress
	29 July 2025	NZC in Infrastructure Plant Operations L3	22 Apr 2025	21%	Course Progress
	19 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	24 Apr 2025	13%	Course Progress
	15 July 2025	NZC in Infrastructure Works (L2) (Version 3)	24 Apr 2025	0%	Course Progress

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

Results - 9 records Show/Hide Columns

USER'S FULLNAME	LAST LOGIN	PROGRAMME NAME	PROGRAMME ENROLMENT DATE	PROGRESS (%)	LINK COURSE PROGRESS
	8 July 2024	NZC in Infrastructure Works (L2) (Version 3)	4 June 2024	0%	Course Progress
	24 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	15 Jan 2025	60%	Course Progress
	5 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	25 Feb 2025	66%	Course Progress
	11 July 2025	NZC in Infrastructure Works (L2) (Version 3)	28 Feb 2025	0%	Course Progress
	20 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	14 Mar 2025	0%	Course Progress
	25 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	2 Apr 2025	0%	Course Progress
	29 July 2025	NZC in Infrastructure Plant Operations L3	22 Apr 2025	0%	Course Progress
	19 Aug 2025	NZC in Infrastructure Works (L2) (Version 3)	24 Apr 2025	0%	Course Progress
	15 July 2025	NZC in Infrastructure Works (L2) (Version 3)	24 Apr 2025	0%	Course Progress

Export as CSV Export

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

Learner Course Progress

Results - 5 records Show/Hide Columns

LEARNER	COURSE NAME	LINK	COURSE PROGRESS
	Health, safety and environmental care	Activity Progress	100%
	Working safely and responsibly	Activity Progress	75%
	Workplace professionalism	Activity Progress	60%
	Maintaining and using tools and small machinery	Activity Progress	0%
	Aggregates, mixes and manual excavation	Activity Progress	66%

Export as CSV Export

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**

Learner Course Progress

Results - 5 records Show/Hide Columns

LEARNER	COURSE NAME	LINK	COURSE PROGRESS
	Health, safety and environmental care	Activity Progress	100%
	Working safely and responsibly	Activity Progress	75%
	Workplace professionalism	Activity Progress	60%
	Maintaining and using tools and small machinery	Activity Progress	0%
	Aggregates, mixes and manual excavation	Activity Progress	66%

Export as CSV Export

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

Learner Activity Progress

Results - 4 records Show/Hide Columns

LEARNER	COURSE NAME	ACTIVITY	ACTIVITY MODIFIED	STATUS	ACTIVITY LINK
	Working safely and responsibly	Module 1 – Short answer questions	March 5, 2025	Passed	View Quiz Attempt
	Working safely and responsibly	Module 2 – Short answer questions	March 5, 2025	Passed	View Quiz Attempt
	Working safely and responsibly	Module 3 – Short answer questions	March 5, 2025	Passed	View Quiz Attempt
	Working safely and responsibly	Practical assessment	-	Incomplete	View Quiz Attempt

Export as CSV Export

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)

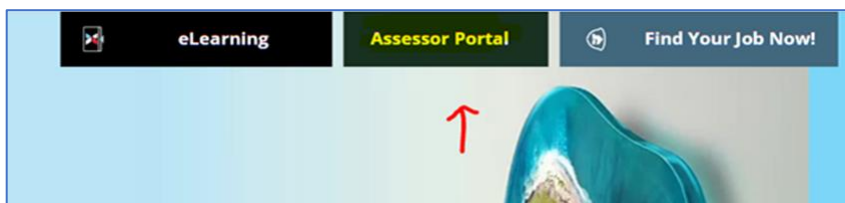


Reporting unit standards

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**

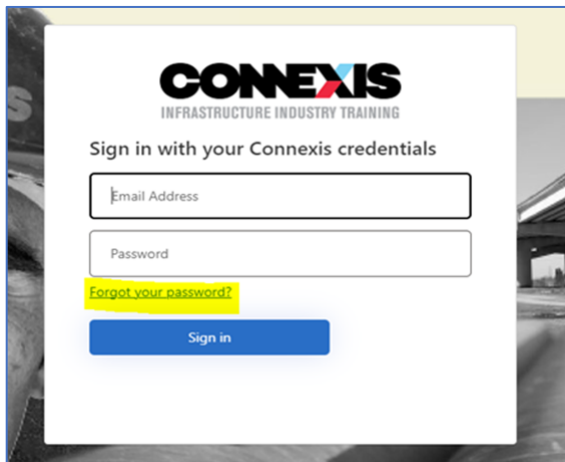
- 4 Next, the **Training Plans** section will open, and you can click **Select** for the correct Training Plan, which will allow you to report results

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

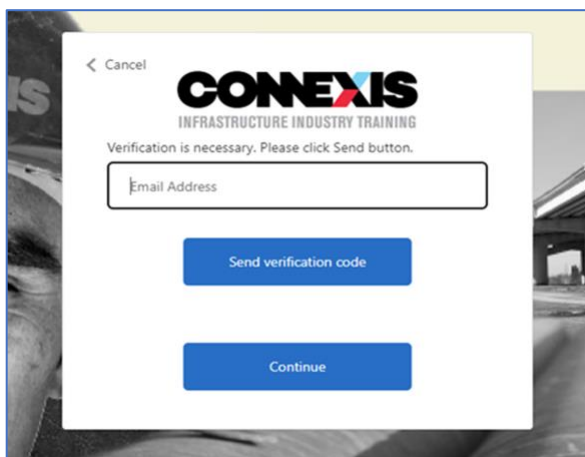
Assessor portal login issues

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

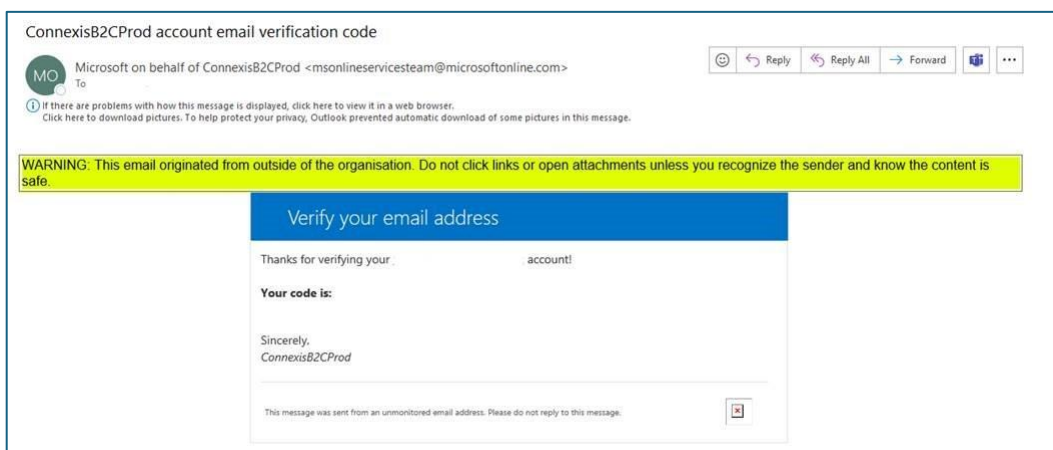
- 1 In an incognito window, go to the assessor portal login page and click **Forgot your password?**



- 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.