



ELECTRICAL WORKERS REGISTRATION BOARD

Learning site

# EWRB Learning Site

## How to log in to the admin portal

In a web browser, go to <https://ewrb-learning.co.nz/admin> and enter the following details:

- **Username:** cppadmin
- **Password:** 18fF4ZTw

This will take you into the admin portal where you will see a list of all registered users. From there you can access various administrative functions.

## How to run a report to view completion status for users of module 2

After logging in to the admin portal, select the **Reports** tab at the top-left of the admin page. You'll be taken to a page where you can choose the region and time period for your report.

1. Select the region you are interested in from the dropdown list on the page. The **All** option will run a report for all regions.
2. Select the time period you're interested in. Please follow the format YYYY-MM-DD.
3. Select the **Download report** button to begin the report download process.
4. A .csv file (comma-separated values) will be downloaded to your device, which you can open in a spreadsheet application (such as Microsoft Excel or Google Sheets). You can manipulate the data as needed in this application using filters.

## How to filter reports by standard New Zealand geographical regions

The process above on running a report details how you can filter the report by region. Refer to step 1 of that process.

## How to search for users

After logging in to the admin portal, you will be taken to the **User list** page. If you're on either the **Reports** or **Documents** pages, select the **Users** tab at the top-left of the admin page to be taken to the **User list** page.

Once on the **User list** page you will see a search box on the right side of the page (below the logout button in the top-right corner).

You can search for users by typing in their first name, last name, email address, or geographic region. The search results will display in the area immediately below the search box.

After performing a search you can clear the search results by selecting the **Clear** button to the left of the **Search** button. The **Clear** button is only visible after you have performed a search.

## How to update a user's status

If the learning site has not correctly recorded a user's completion status for module 2 you can request that Wavelength do a manual update to the database for that user.

Send an email to [support.ewrb@wl.co.nz](mailto:support.ewrb@wl.co.nz) with the details of the user. We will then action your change.

## How to download master copies of the Competency workshop materials

After logging in to the admin portal, select the **Documents** tab in the top-left of the admin page. This will take you to a page with a list of all available documents to download.

## Instructions for printing certificates

Module 2 contains instructions for either printing the completion certificate or taking a screenshot of it. See Appendix 1 for screenshots of these and the certificate itself.

## Reporting errors to Wavelength

If errors are reported, please send them through to [support.ewrb@wl.co.nz](mailto:support.ewrb@wl.co.nz). Please include as much of the following information as you can.

- Description of the error.
- A screenshot of what the learning site looks like when the error occurs.
- Type of device used (desktop, laptop, tablet).
- Make and version of device used.
- Make and version of operating system used.
- Make and version of web browser used.
- Contact details of person who encountered the error so we can contact them if required.

## Tracking and reporting learner activity

The site tracks the usage of the e-learning modules and provides a simple report as a downloadable CSV file. This will provide up-to-date statistics on the learning site.

# Overview of the learning site

The learning site is located at this address <https://ewrb-learning.co.nz> and is split into two areas:

1. the learning facing pages and
2. the administrator-facing pages.

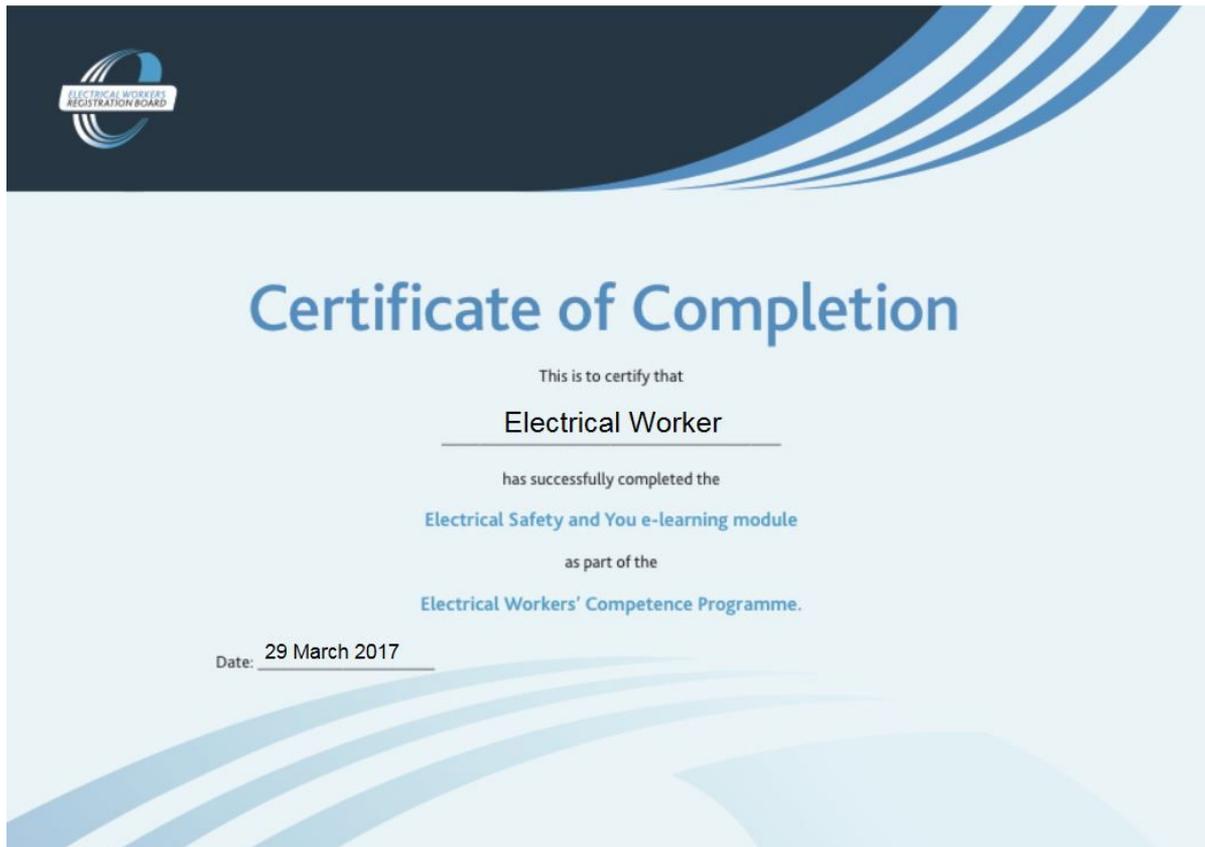
The learning site is a stand-alone site that is separate from the EWRB site (<http://ewrb.govt.nz>). A user with a login to the EWRB site needs a separate account for the learning site as these two sites are not connected.

Modules viewed by users will be tracked and can be reported on by an administrator.

See Appendix 2 for screenshots, a page list, and a page description.

# Appendix 1: Certificate and printing instructions

## Certificate



## Printing instructions

On successful completion of this module you'll need to print or save a certificate. Not sure how? [Click here](#).

Continue

You'll receive a certificate when you complete this module.

Make sure you can print, save, or take a screenshot of it, as you will need to take this with you to the course.

Click an option below to find out how to print, save, and take screenshots on your device.



Android tablet



Apple iPad



Apple Mac



Windows

Continue

## Apple Mac instructions

Take a screenshot

Print the certificate

Save the certificate as a PDF

To take a screenshot of your certificate:

1. Press the **Shift** key, the **Command** key (⌘), and the number **3** key at the same time.
2. If your sound is on, your computer should make a camera shutter noise.
3. The screenshot will be saved on your desktop as a .png file.



Close these instructions

## Windows instructions

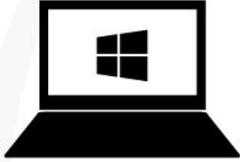
Take a screenshot	Print the certificate	Save the certificate as a PDF
<p>To save your certificate as a PDF:</p>		
<p>In Microsoft Edge:</p> <ol style="list-style-type: none"><li>1. Click the <b>menu</b> icon (the three horizontal dots in the top right-hand corner of the browser.)</li><li>2. Click <b>Print</b>. (Alternatively, you can skip steps 1 and 2 by pressing the <b>Control</b> key and <b>P</b> key at the same time.)</li><li>3. Select 'Microsoft Print to PDF' from the Printer drop-down menu.</li><li>4. Select 'Landscape' from the <b>Orientation</b> drop-down menu.</li><li>5. Click <b>Print</b>.</li><li>6. Enter a file name in the <b>File name:</b> field.</li><li>7. Select where you would like to save the file.</li><li>8. Click <b>Save</b>.</li></ol>	<p>In Internet Explorer 11:</p> <ol style="list-style-type: none"><li>1. Click the <b>Save</b> icon.</li><li>2. Select where you would like to save the file.</li><li>3. Click <b>Save</b>.</li></ol> <p><b>Note:</b> If you're on Windows 8 or earlier you will need to save the certificate as an XPS file.</p>	



Close these instructions

## Windows instructions

Take a screenshot	Print the certificate	Save the certificate as a PDF
<p>To print your certificate:</p>		
<p>In Microsoft Edge:</p> <ol style="list-style-type: none"><li>1. Click the <b>menu</b> icon (the three horizontal dots in the top right-hand corner of the browser.)</li><li>2. Click <b>Print</b>. (Alternatively, you can skip steps 1 and 2 by pressing the <b>Control</b> key and <b>P</b> key at the same time.)</li><li>3. Click <b>Print</b>.</li></ol>		
<p>In Internet Explorer 11:</p> <ol style="list-style-type: none"><li>1. Click the <b>Print</b> icon.</li><li>2. Select the printer you want to use from the <b>Printer:</b> drop-down menu.</li><li>3. In the Orientation section, click the <b>Landscape</b> radio button.</li><li>4. Click <b>Print</b>.</li></ol>		



Close these instructions

## Apple devices

Take a screenshot

Print the certificate

To take a screenshot of your certificate:

1. Press and hold down the **power button** and **home button** at the same time.
2. After a few seconds, you will hear a camera shutter sound, and the device will fade to white briefly.
3. You can access the screenshot from your photo album.



Close these instructions

## Apple Mac instructions

Take a screenshot

Print the certificate

Save the certificate as a PDF

To save your certificate as a PDF:

1. Select **Print...** from the **File** menu, or press the **Command** key (⌘) and **P** key at the same time.
2. Select **Save as PDF ...** from the **PDF** drop-down menu.
3. Enter a file name in the **Save As:** field.
4. Select where you would like to save the PDF in the **Where:** field.
5. Click **Save**.



Close these instructions

## Windows instructions

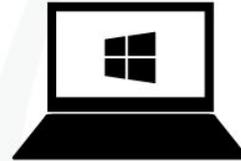
Take a screenshot

Print the certificate

Save the certificate as a PDF

To take a screenshot of your certificate:

1. Press the **Windows** key and the **Prt Scrn** key at the same time.
2. The screenshot will be saved in the **Pictures** library, in the folder called **Screenshots**.



Close these instructions

## Android devices

Take a screenshot

Print the certificate

To print your certificate:

**Note:** These instructions assume that you already have a printer set up on your device.

1. Tap the **menu button** in the top-right corner of your browser. (This looks like three dots stacked vertically.)
2. Tap **Print**.
3. Select the printer you'd like to use from the drop-down menu.
4. Tap the **Print** icon. (This looks like a printer.)



Close these instructions

## Android devices

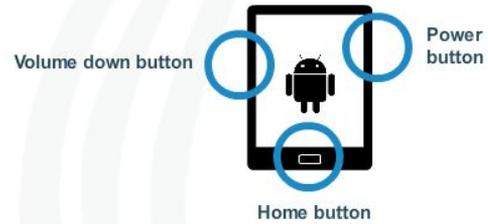
Take a screenshot

Print the certificate

To take a screenshot of your certificate:

1. Press and hold down the **power button** and **volume-down button** at the same time. Alternatively, if your device has a physical home button (for example, the Samsung Galaxy S6), press and hold down the **power button** and **home button** at the same time.
2. After a few seconds, the device will chime, and your screenshot will briefly display then fade.
3. You can access the screenshot from your photo gallery.

**Tip:** Take care when pressing and holding the buttons. If you press the power button too soon, the device will turn off; if you press the volume down button too soon, your screenshot will show the onscreen volume control.



Close these instructions

## Apple Mac instructions

Take a screenshot

Print the certificate

Save the certificate as a PDF

To print your certificate:

1. Select **Print...** from the **File** menu, or press the **Command key** (⌘) and **P** key at the same time.
2. Select the printer you want to use from the drop-down menu, and click **Print**.



Close these instructions

## Appendix 2: List of pages

### Administration-facing pages

- **Login** page
- **User list** page with access to the following sub-pages:
  - **Browse users:**
    - User detail page for each user where the following properties can be viewed and modified:
      - Password
      - First name
      - Last name
      - Email address
      - Registration number
      - Region
      - Enabled modules
      - Delete user
  - **Add user** button: takes you to a blank user detail page where you can manually set up a user
  - **Delete selected users** button: this will delete any user's selected from the user list. *This can't be undone*
  - **Enable/disable selected users** buttons: these will allow you to control access to a user's account
- **Reports** page:
  - Download report all or a single region and a date range. The format for the report is a CSV file that can be opened in a spreadsheet application for additional filtering and manipulation of the report.
- **Documents** page:
  - Download master versions of the competency workshop materials.

### Learner-facing pages

- **Login** page (when you have an existing account)
- **Reset password** page (to send an email with reset password link to registered email address)
- **Register a new account** page
- **Learning path**
- **Modules**

# Login page

## Learner-facing pages



### Login

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Enter your EWRB learning site email address and password below, or click the 'Sign up here' link at the bottom of the screen to create an account. Please note that you cannot use your RealMe login here.

Email Address:

Password:

Forgot your password? [Reset password](#)

[Log in](#)

Don't have a login? [Sign up here](#)

# Reset password

Learner-facing pages



## Reset your password

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Enter your email address and we'll send an email to reset your password.

Email:

Reset password

# Register a new account

Learner-facing pages



## Register a new account

Already have an account? [Login](#)

### Create your EWRB learning site account here.

This learning site is separate from the main EWRB site. It currently requires a new account to be set up that is separate from your RealMe login.

Fill out the form below and click 'Create your account' to get started. All fields are required.

First name:

Last name:

Registration number:

Region:

Email:

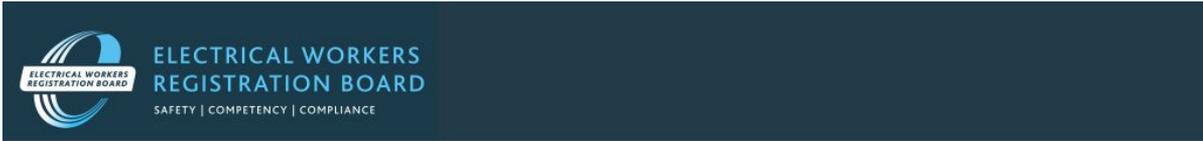
Choose a password:

Reenter Password:

Create your account

# Learning path

Learner-facing pages



## Your learning path

Josh Olsen | [Logout](#)

About the Electrical Workers' Competence Programme

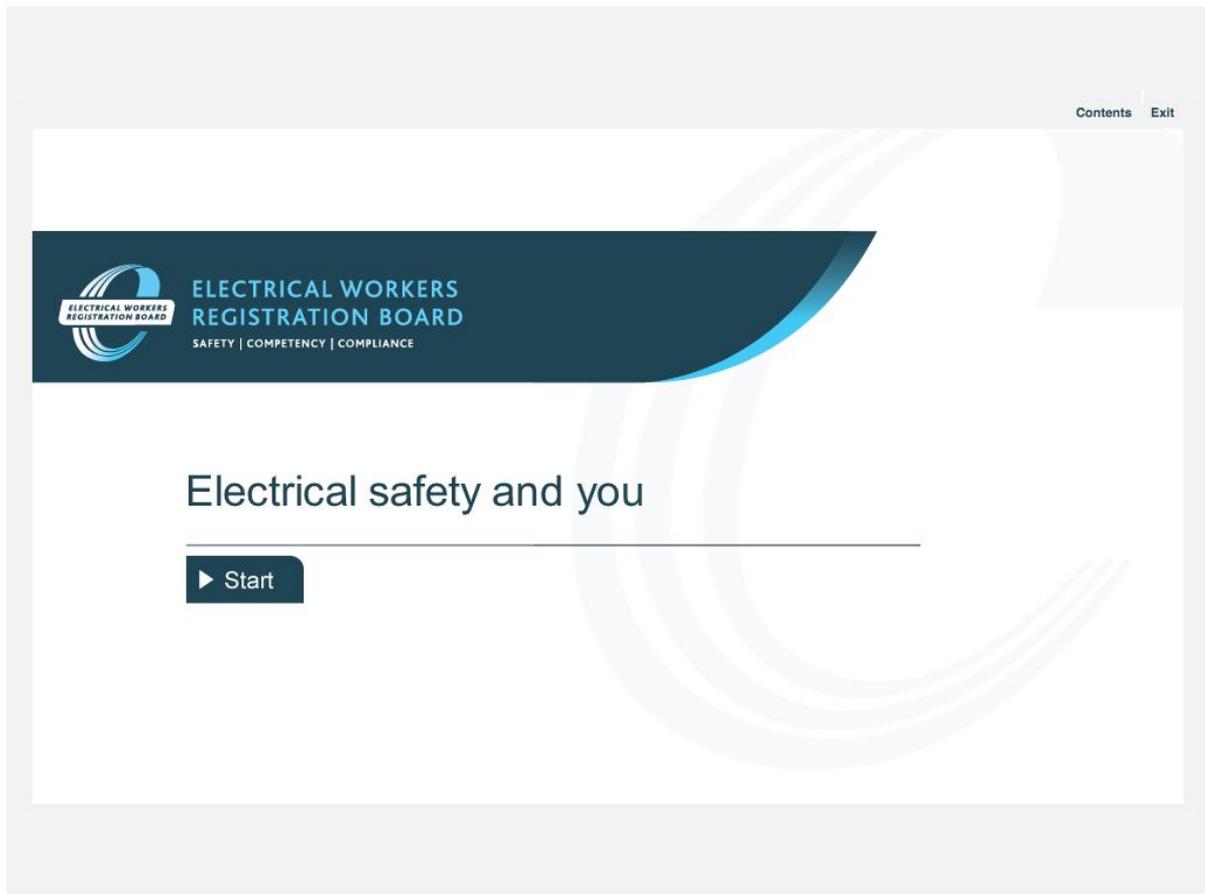
Start

Electrical Safety and You

Start

# Modules

Learner-facing pages



The screenshot shows a learner-facing page for the Electrical Workers Registration Board. At the top right, there are links for 'Contents' and 'Exit'. A dark blue header banner contains the logo on the left, which consists of a stylized 'E' and the text 'ELECTRICAL WORKERS REGISTRATION BOARD'. To the right of the logo, the text reads 'ELECTRICAL WORKERS REGISTRATION BOARD' in large blue letters, with 'SAFETY | COMPETENCY | COMPLIANCE' in smaller white letters below it. The main content area features the title 'Electrical safety and you' in a large, dark blue font, followed by a horizontal line. Below the line is a dark blue button with a white play icon and the text 'Start'.

# Login page

Administration-facing pages



## Admin login

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Username:

Password:

Log in

# User list page

## Administration-facing pages



ELECTRICAL WORKERS  
REGISTRATION BOARD  
SAFETY | COMPETENCY | COMPLIANCE

Users Reports Documents Logged in as: cppadmin Logout

### User list

Filter by group  Search

Add user Delete Enable Disable 20 users Page 1 of 2 Previous Next

	First name	Last name	Email	Airport	Enabled
<input type="checkbox"/>	oto	ago	otag@example.com	Otago	enabled
<input type="checkbox"/>	bigG	borneland	gizzy@example.com	Gisborne	enabled
<input type="checkbox"/>	canty	bury	canty@example.com	Canterbury	enabled
<input type="checkbox"/>	windy	city	well@example.com	Wellington	enabled
<input type="checkbox"/>	west	coastie	western@example.com	West Coast	enabled
<input type="checkbox"/>	Rebecca	Cole	rebecca@wl.co.nz	Wellington	enabled
<input type="checkbox"/>	north	enor	nrthnr@example.com	Northland	enabled
<input type="checkbox"/>	bay of	hawkes	hb@example.com	Hawke's Bay	enabled
<input type="checkbox"/>	marls	hills	marls@example.com	Marlborough	enabled
<input type="checkbox"/>	auck	lander	ork@example.com	Auckland	enabled
<input type="checkbox"/>	wai	lander	moo@example.com	Waikato	enabled
<input type="checkbox"/>	tazzman	mainlander	tazzy@example.com	Tasman	enabled
<input type="checkbox"/>	the	naki	nakibro@example.com	Taranaki	enabled
<input type="checkbox"/>	sunny	nelson	nel@example.com	Nelson	enabled
<input type="checkbox"/>	Josh	Olsen	josh@wl.co.nz	Wellington	enabled
<input type="checkbox"/>	bayof	plenty	bop@example.com	Bay of Plenty	enabled
<input type="checkbox"/>	Dan	Reu	daniel@wl.co.nz	Wellington	enabled

# User detail page

## Administration-facing pages



ELECTRICAL WORKERS  
REGISTRATION BOARD  
SAFETY | COMPETENCY | COMPLIANCE

Users Reports Documents

Logged in as: **cppadmin** Logout

### User detail

[Reset password](#) [Back to list](#)

First name:

Last name:

Email:

Registration number:

Region:

Enabled modules:  
 E Safety and You

[Delete](#) [Update](#)

# Reports

## Administration-facing pages

 **ELECTRICAL WORKERS  
REGISTRATION BOARD**  
SAFETY | COMPETENCY | COMPLIANCE

[Users](#)   [Reports](#)   [Documents](#)

Logged in as: **cppadmin**   [Logout](#)

## Report

Region  

Date range   [Download report](#)

# Downloaded report

Employee number	Last name	First name	Email	Region	Module	Status	Score	First access	Last access	Completed	Time in module
E9937	Reu	Dan	daniel@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/07 14m53	17/03/07 14m53		0
E9937	Reu	Dan	daniel@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/07 15m03	17/03/07 15m03		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/07 16m48	17/03/07 16m48		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/07 17m38	17/03/07 17m38		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/07 17m47	17/03/07 17m47		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/07 21m26	17/03/07 21m26		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 10m14	17/03/08 10m14		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 10m21	17/03/08 10m21		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 11m11	17/03/08 11m11		0
12345	Cole	Rebecca	rebecca@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 13m44	17/03/08 13m44		0
88r89wersfafaas	RU	DA	daniel@reurich.kiwi.nz	Wellington	E Safety and You	incomplete		17/03/08 14m55	17/03/08 14m55		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 15m08	17/03/08 15m08		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 15m08	17/03/08 15m08		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 15m10	17/03/08 15m10		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 15m56	17/03/08 15m56		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 15m56	17/03/08 15m56		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 15m57	17/03/08 15m57		0
	1 Olsen	Josh	josh@wl.co.nz	Wellington	E Safety and You	incomplete		17/03/08 16m23	17/03/08 16m23		0

# Documents

## Administration-facing pages

 ELECTRICAL WORKERS REGISTRATION BOARD SAFETY   COMPETENCY   COMPLIANCE	Users	Reports	Documents	Logged in as: <b>cppadmin</b> <a href="#">Logout</a>
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### Competency workshop materials (master versions)

Facilitator's Guide	<a href="#">Download .pdf file</a>	
Industry News template	<a href="#">Download .docx file</a>	
Question Bank	<a href="#">Download .doc file</a>	<a href="#">Download .docx file</a>
Assessment Book template	<a href="#">Download .doc file</a>	<a href="#">Download .docx file</a>

2:20 pm Friday 31 March 2017

[www.ewrb.govt.nz](http://www.ewrb.govt.nz)

