Strategi Institute

Radar

User Manual

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Foreword

Radar is Strategi Institute's online learning management system, built using Totara software and hosted by Catalyst.

Housing over 250 articles available to suit your CPD requirements, you can be confident that your company and employee information, content and outcomes are safe and secure with Radar having met the standard security protocols demanded by banks, insurance companies, universities and NZ government's security requirements.

Radar also offers the following benefits:

1. **Your PDPs and CPD logs in one location:** Create your professional development plan (PDP) and track your progress via CPD logs in one location on Radar.
2. **Compliance reporting made easy:** Track the training progress of your staff, both individually and as a team, and schedule reports to send to you automatically.
3. **Upload your own content:** Host company training content which only your staff, or those you select, will be able to view.
4. **Your own brand and colours:** Have a customised learning platform that reflects your branding, making it look like you have your own learning platform.
5. **Help available at your fingertips:** Access to dedicated Strategi Institute staff to answer questions and support during business hours via live chat, phone and email.

Subscription options

To view our subscription options, download our Radar information guide.

Group pricing is available on request.

Contents

How to login to Radar

System: Radar (Strategi Institute's learning management system)

Audience: All users

Date: 18 Jan 2024

Assumptions:

- Instructions assume reader has a subscription to Radar. Refer Radar information guide for additional information about subscription plans and pricing.

Process steps and screenshots

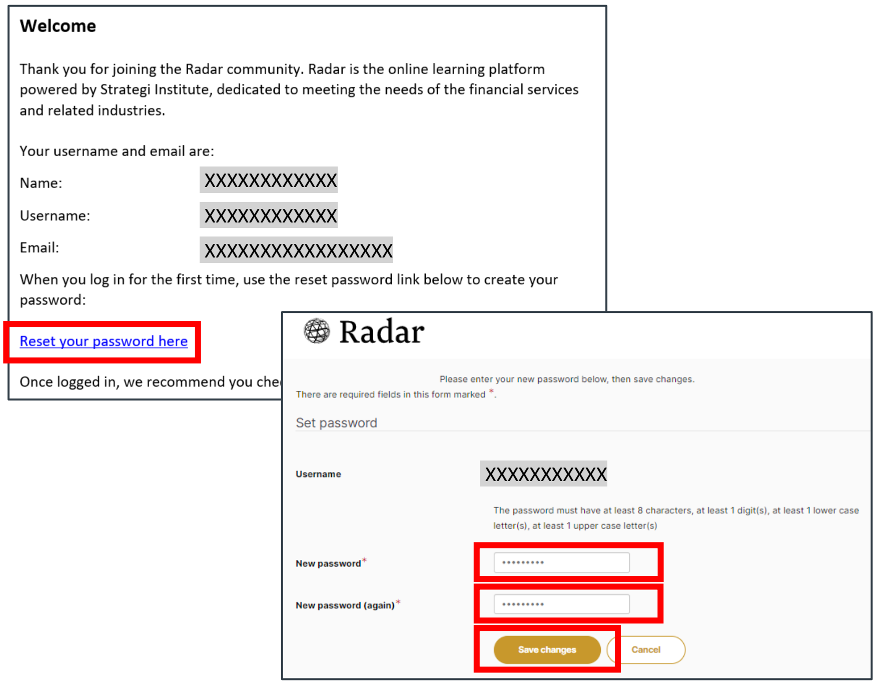
First time user

1. **Receive system email**
   1. Receive welcome email.

      Take note of your username and email log in details.
   2. Click the **reset your password here** hyperlink.
   3. Enter your new password.

      Take note of the system rules for password requirements.
   4. Enter your new password again.
   5. Select **save changes.**

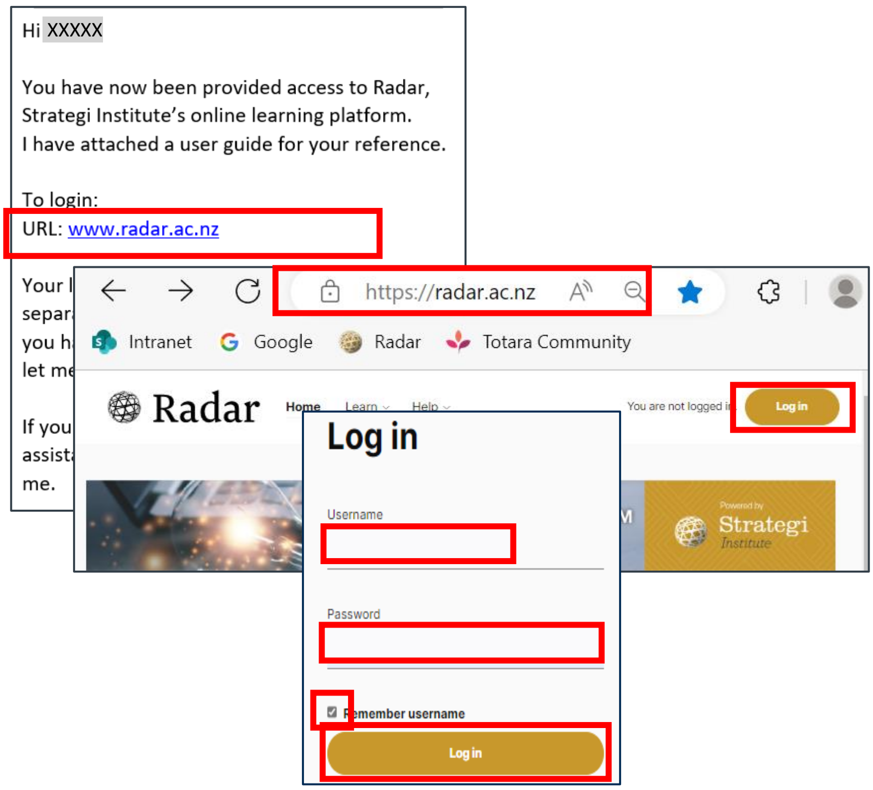
      You will be taken to the secure Radar landing page (https://radar.ac.nz/).

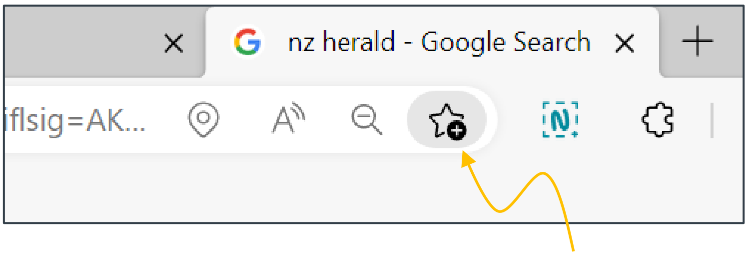
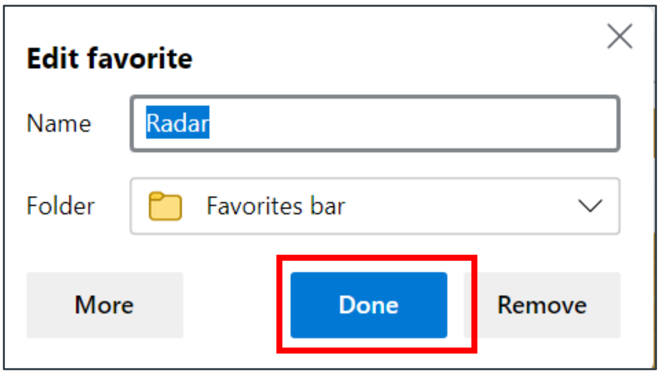
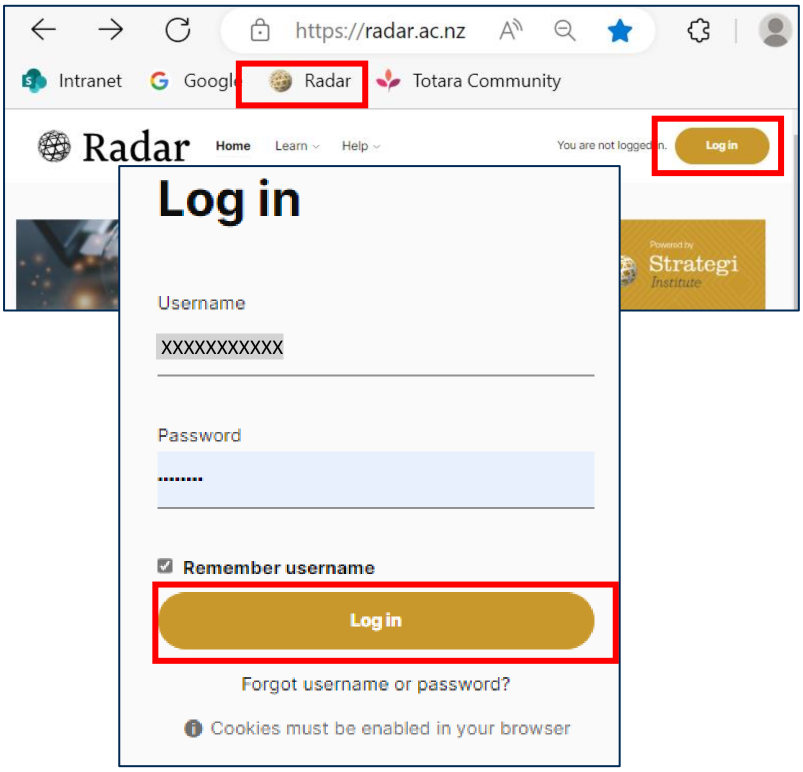


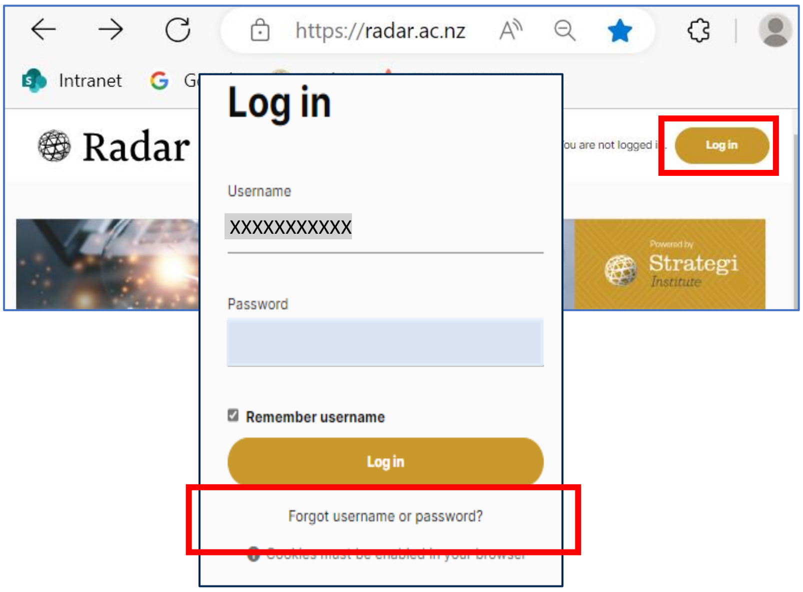
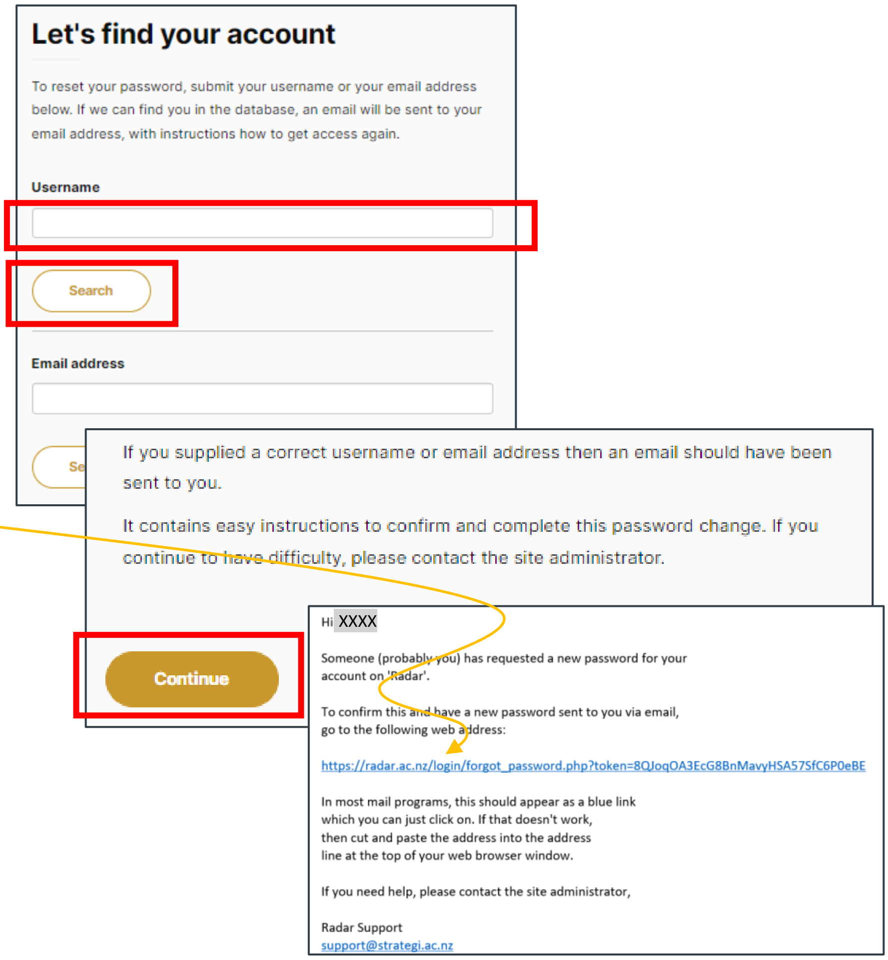
2. **Receive strategi email**
   1. Receive user instructions email.
   2. Click on hyperlink to go to the unsecure *Radar Home Page* (https://radar.ac.nz/).
   3. Select **Log in.**
   4. Enter **Username** and **Password.**

      NOTE:
      - Fields are case sensitive.
      - Tick the **Remember username** checkbox for easier logging on next time.
   5. Select **Log In.**

      You will be taken to the secure *Radar Landing Page.*



Bookmark Radar webpage		
Bookmarking the website will make it easier to access Radar from your desktop.		
1.	**Commence bookmark** 1. Go to [https://radar.ac.nz/.](https://radar.ac.nz/) 2. Select Ctrl + D from your keyboard or the Star icon from your browser. You will be taken to the *Edit favorite* window.	
2.	**Add a Bookmark** 1. Enter **Radar** in the Name field. 2. Select your preferred bookmark location using the dropdown arrow. 3. Select **Done.**	
Repeat user		
1.	**Login to Radar** 1. Click on your **Radar** bookmark You will be taken to the secure *Radar Landing Page*. 2. Select **Log in.** 3. Enter **Username** and **Password.** NOTE: ○ These fields are case sensitive. ○ Tick the **Remember username** checkbox for easier logging on next time. 4. Select **Log in.** You will be taken to the secure *Radar Landing Page.*	

<table>
<tr><th colspan="3">Forgot password process</th></tr>
<tr><td>1.</td><td>Commence log in
1. Click on your Radar Bookmark
You will be taken to the secure Radar Landing Page.
2. Select Log in.
3. Select Forgot username or password.
You will be taken to the Account Search window.</td><td></td></tr>
<tr><td>2.</td><td>Start forgot password process
1. Enter your Username or Email address from your system email.
2. Select Search.
You will receive a system message.
3. Select Continue.
If you entered correct details an email will be sent with password reset instructions.
4. Click on the reset <u>hyperlink</u> from the email.
You will be taken to the Radar Reset password window.</td><td></td></tr>
</table>

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<tr>
<td>3.</td>
<td>

End forgot password process

1. Enter your New password.

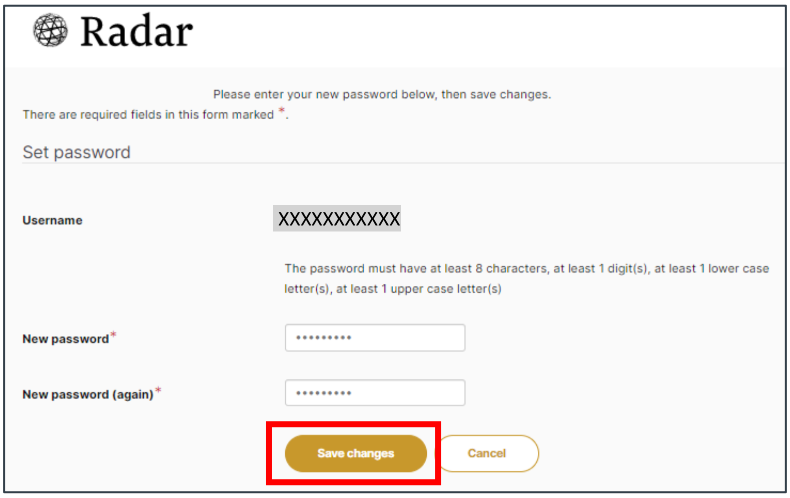
   Take note of the system rules for password requirements.

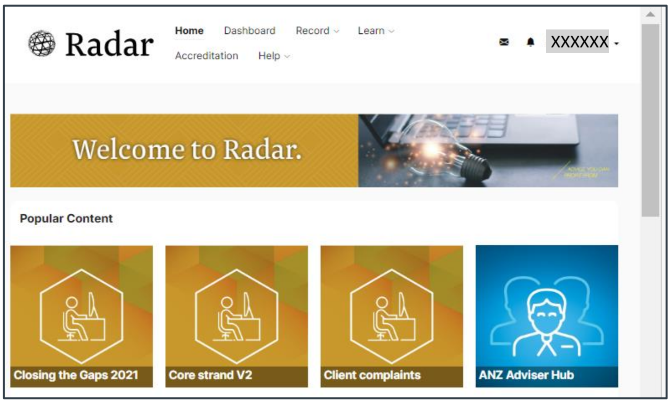
2. Enter your New password again.

3. Select **Save changes.**

   You will be taken to the secure Radar Landing Page (https://radar.ac.nz/).

</td>
<td>





</td>
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</table>

How to navigate Radar

System: Radar (Strategi Institute's learning management system)

Audience: All users — Date: 18 Jan 2024

Additional information:

- Detailed instructions for managing the **Record** and **Learn** pages is covered in detail further in the manual. This section provides an overview only.

Process steps and screenshots

1. **Radar home page**

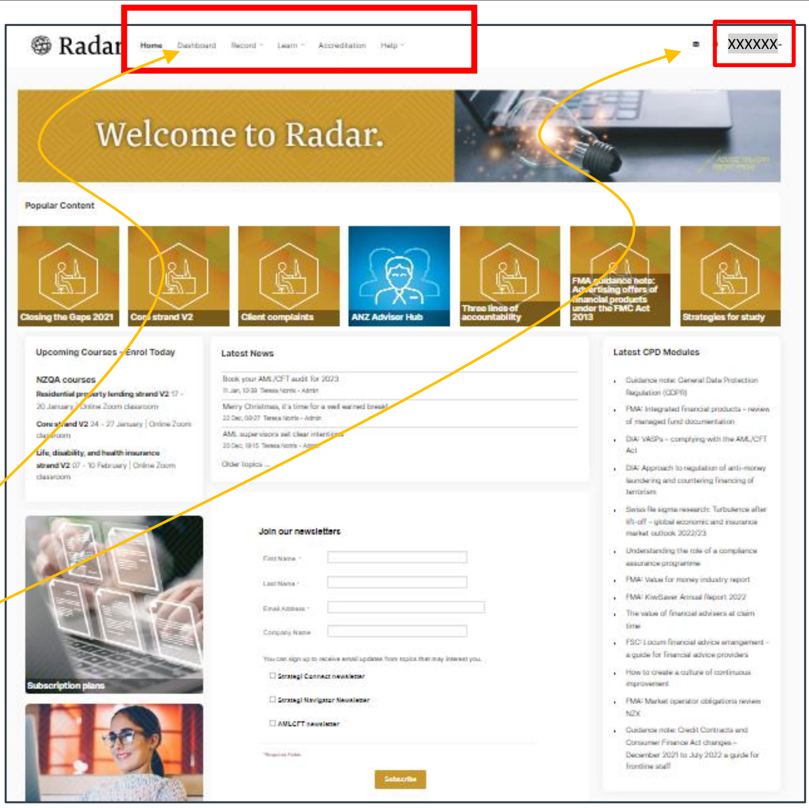
   The home page provides a portal for directly accessing content, news, and important information (Contact details and newsletter subscriptions).

   NOTE: Colours and logos may vary based on customisation by your company).

   From the home page you can also:

   - Navigate to Radar sub-pages (see below).
   - Access and edit profile and preference information

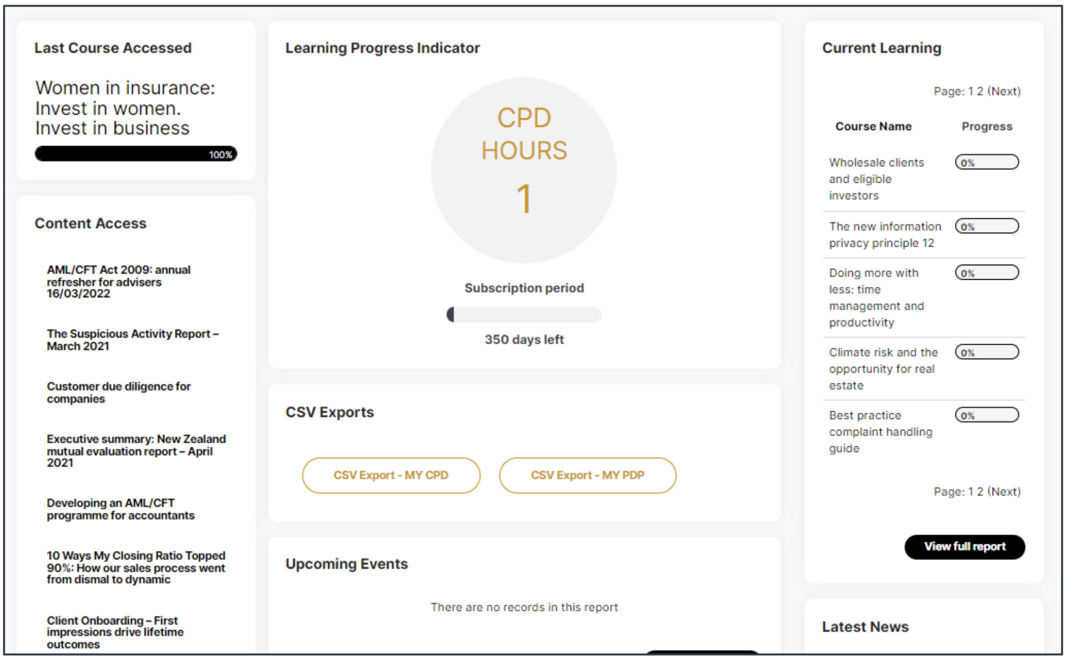
     We suggest liaising with your training manager before editing any settings.



2. **Radar sub-pages:**

Page	Details
Dashboard	Portal displaying *news* and *event* alerts as well as information specifically tailored to **you** e.g., courses you've been enrolled in, your CPD Hours, and progress against your subscription period, as well as an export function for both your PDP or CPD log (we have provided an example on the following page).
Record	Record allows you to access to the following to sub-pages: 1. **My PDP:** Create, view, and manage your professional development plans (PDP). 2. **My CPD Log:** View your CPD Log and add evidence items (i.e., external CPD course).
Learn	Portal that provides visibility to all Learning material. NOTE: Access is determined by your subscription.
Accreditation	Stores product provider assessments, communications, and resources for advisers accredited with them. NOTE: Access to this material is only granted by the product provider.
Help	Help provides direct access to this user manual, general information about Radar, and a contact us page for your convenience.

Sample dashboard



Sample PDP export

radar

PDP Export XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

Export at: Saturday, 7 January xxxxxxxxxxxxxx
Learning Plan xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Type	Name	Description	Linked Course/Evidence	Hours	Time completed (Linked Item)	Type(Linked Item)
	CLIENTS		flourishing: applying positive psychology to financial planning			
Objective	PERSONAL DEVELOPMENT		Doing more with less: time management and productivity	0.75		Course
Objective	PERSONAL DEVELOPMENT		Time management for advisers	1	7 Jan XXXXX	Course
Objective	PERSONAL DEVELOPMENT		How does the economy shape the financial advisory profession?	1		Course
Objective	PERSONAL DEVELOPMENT		Working remotely: The full guide for New Zealand businesses and employees	0.25		Course
Objective	BUSINESS DEVELOPMENT		RBNZ: Monetary Policy Statement August 2022	0.75		Course
Objective	BUSINESS DEVELOPMENT		RBNZ: Financial Stability Report May 2022	0.75		Course

Sample CDP log export

radar

CPD Log Export XXXXXXXXXXXXXX
XXXXXXXXXXXXXX

Monday, 9 January xxxxxxxxxxxxxx

Type	Name	Provider	CPD Hours	Time completed
Course Completion	7 steps to facilitate exquisite listening	Strategi	0.25	8 Jan xxxxxx
Course Completion	The time management hack that can raise revenue	Strategi Institute	0.25	8 Jan xxxxxx
Course Completion	Time management for advisers	Strategi Institute	1.00	7 Jan xxxxxx
Course Completion	FMA guidance note: Advertising offers of financial products under the FMC Act 2013	Strategi Institute	1.00	12 Dec xxxxxx

How to create a professional development plan

System: Radar (Strategi Institute's learning management system)

Audience: All users

Date: 18 Jan 2024

It is highly recommended that PDPs are captured in Radar to assist with visibility and tracking. Tracking is possible by *linking* Radar *training* modules to PDP *objectives*, creating a singular view of completion rates, dates, and gaps.

Assumptions:

- Instructions assume reader is already registered in Radar.

Process steps and screenshots

Create and activate a plan

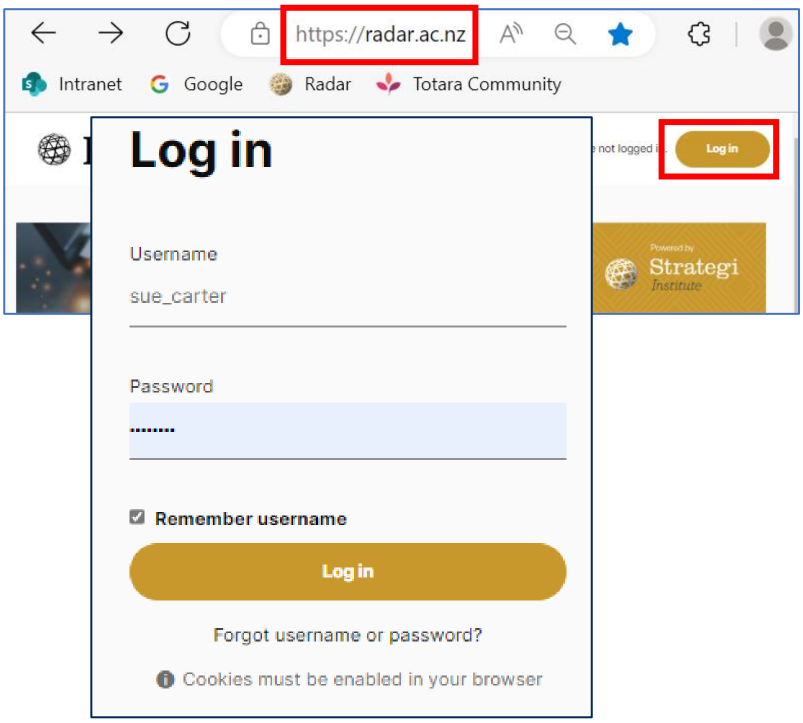
1. Login to Radar

1. Go to https//radar.ac.nz.
2. Select **Log in.**
3. Enter **Username** and **Password.**

   NOTES:

   - These fields are case sensitive.
   - Tick the **Remember username** checkbox for easier logging on next time.
4. Select **Log in.**

   You will be taken to your secure *Radar landing page.*



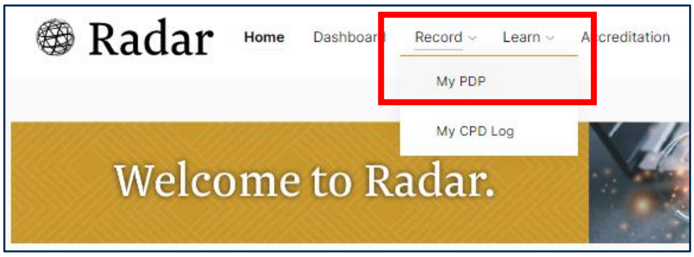
2. Access PDP main page

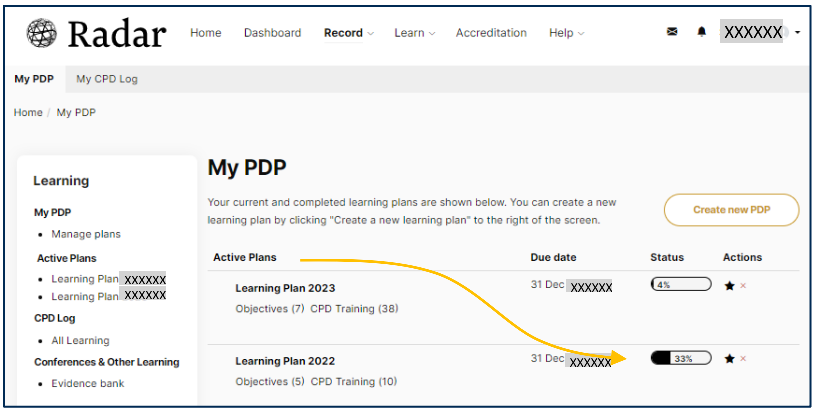
1. Select **Record** *(via Navigation Menu).*
2. Select **My PDP** *(via Navigation Sub-Menu).*

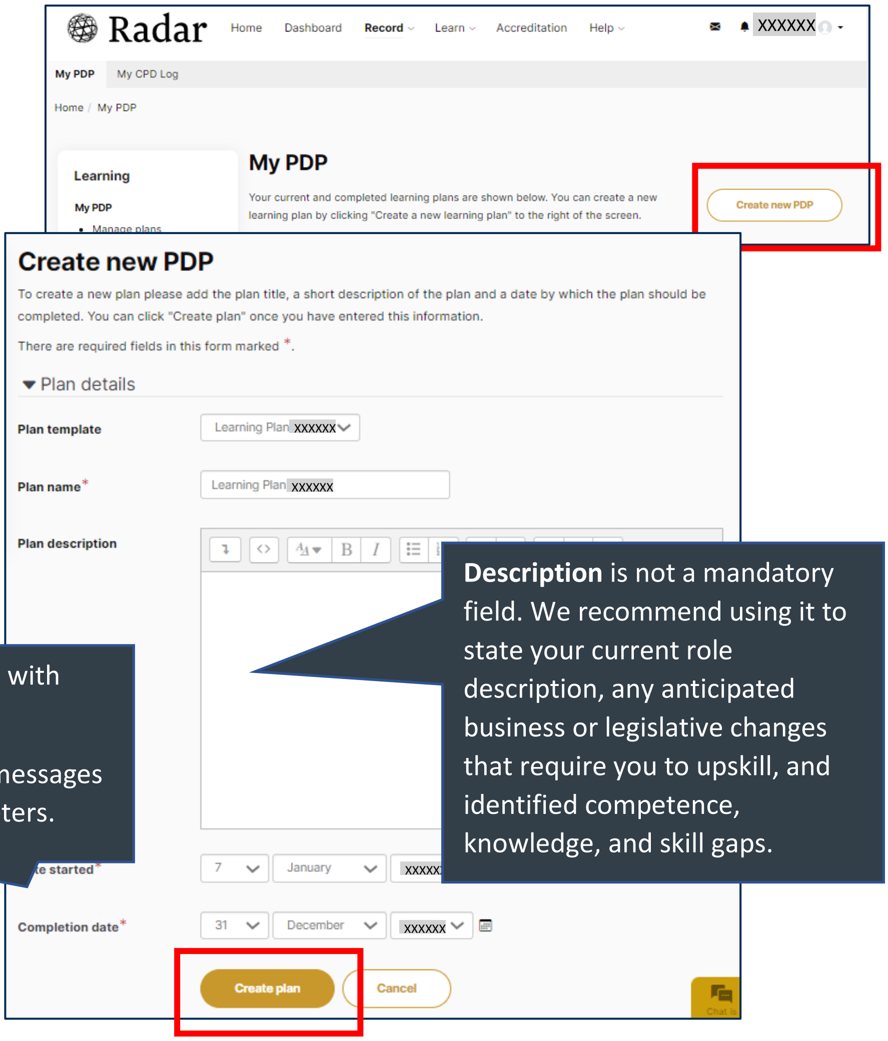
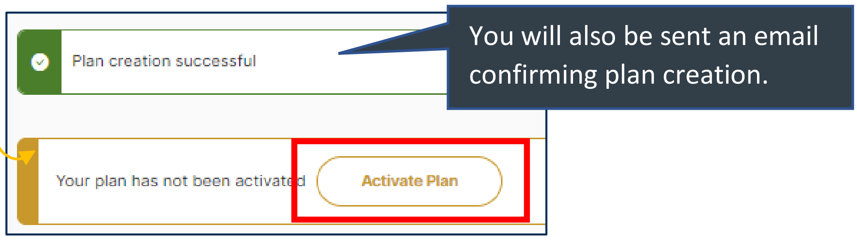
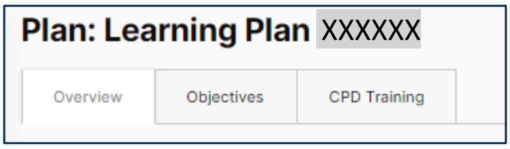
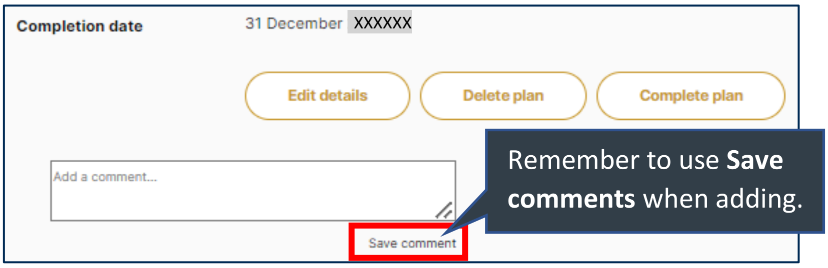
   You will be taken to the *PDP main page.*

   From this page you will be able to:

   - Create, delete a plan (or mark plan as complete).
   - View your plan history and snapshots of progress.
   - Access existing plans to edit if required.



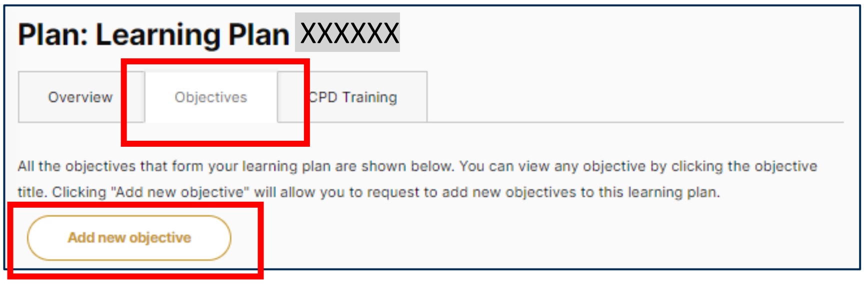


3.	**Create PDP** 1. Select **Create new PDP.** 2. Complete Form fields. NOTE: Fields marked with an asterisk (*) are mandatory. 3. Select **Create plan** to complete the task. You will be taken to your PDP, defaulting to the **Overview** tab. NOTE: You can think of the plan as a ‘folder’ which allows you to store your objectives and training information.	
4.	**Activate plan** Two system messages will be presented: 1. Select **Activate plan.** This will now allow you to add **objectives** and **CPD training** to your plan. NOTE: From the **overview** tab you can also: ○ Edit, delete, or complete the plan. ○ Add comments as required.	  

Create objectives

1. **Access objectives tab**

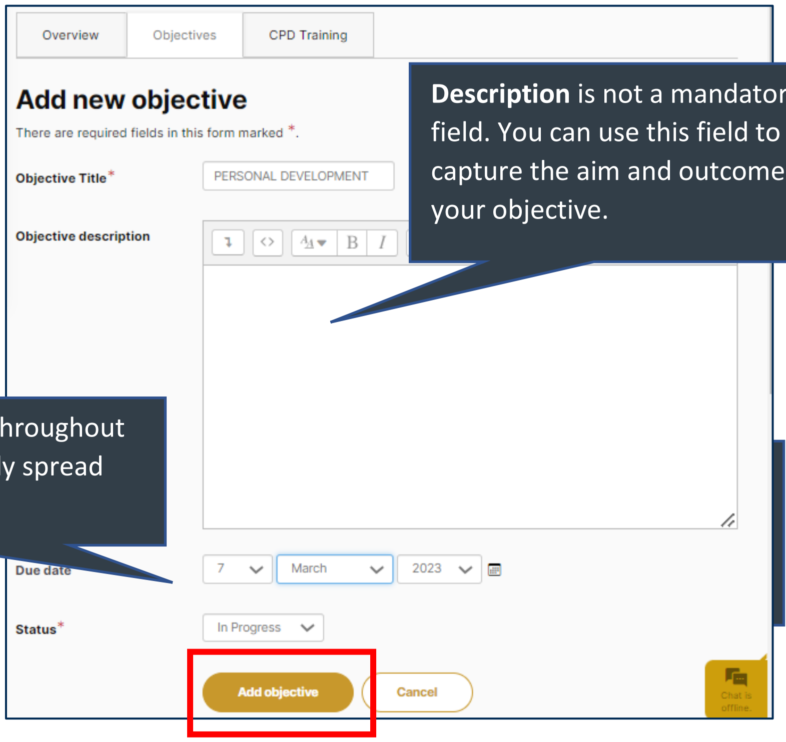
1. Navigate to the **Objectives** tab within your plan.



2. **Add objectives**

1. Select **Add new objective.**
2. Complete form fields.

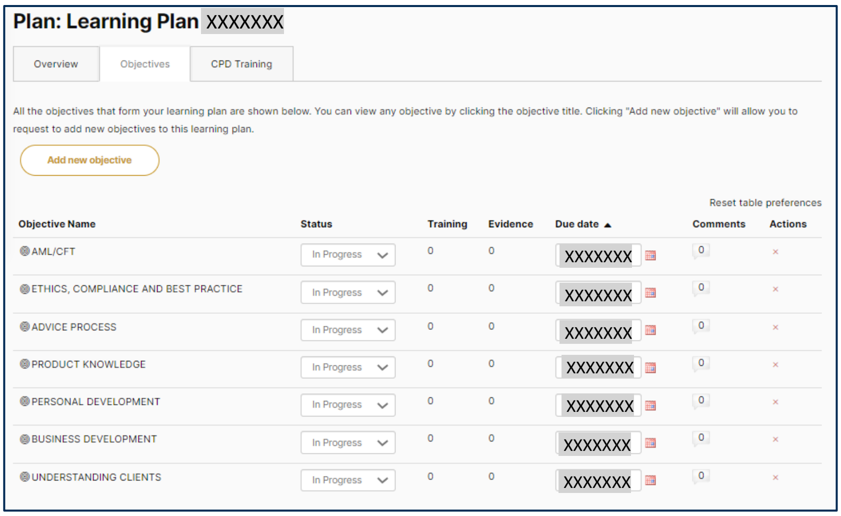
   NOTE: Fields marked with an asterisk (*) are mandatory.
3. Select **Add objective** to complete the task.



Description is not a mandatory field. You can use this field to capture the aim and outcomes of your objective.

Spread the objective due dates throughout the year, so that training is evenly spread across months.

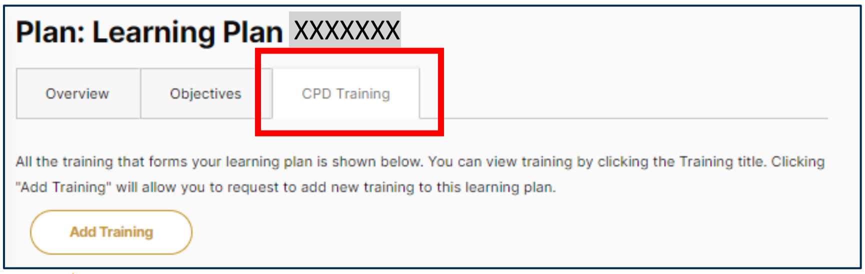
4. Repeat steps 1-3 to add all *objectives* to the plan <u>before</u> attaching relevant Radar *training* modules.



Attach Radar training modules to plan

1. Access CPD training tab

1. Navigate to the **CPD training** tab within your plan.



2. Attach training module

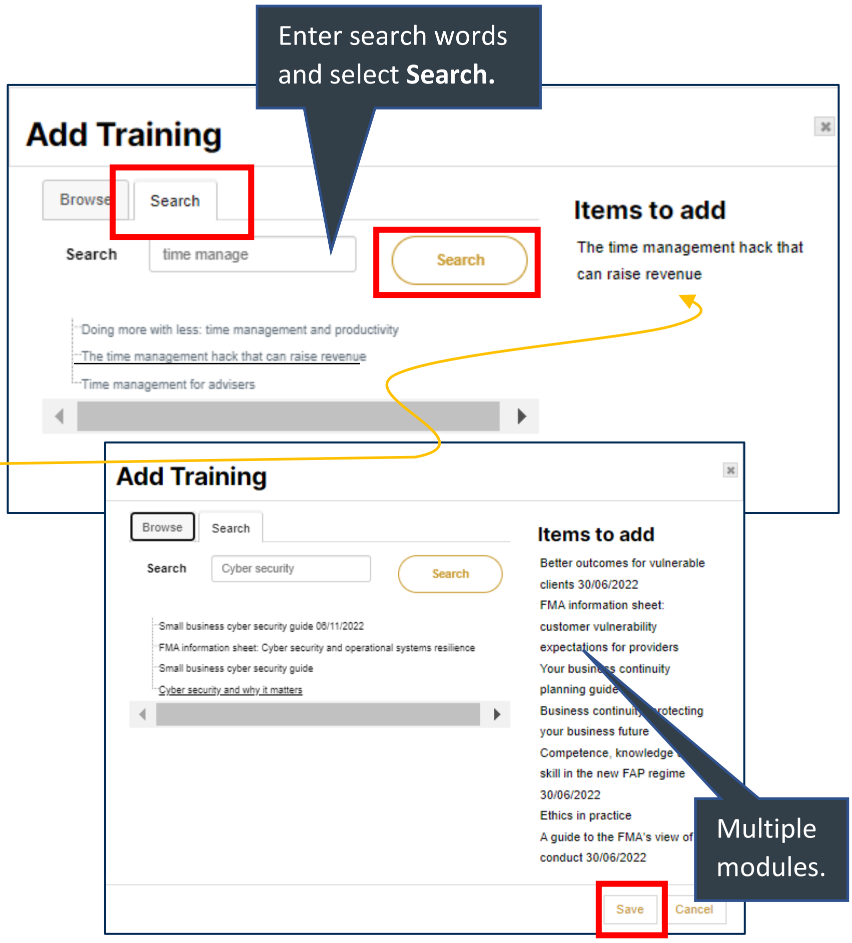
1. Select **Add training.**
2. Source the desired training module via the:
   - **Browse** tab, or
   - **Search** tab (as shown).
3. Click the relevant module title.

   NOTE: Available modules will be underlined when hovering.

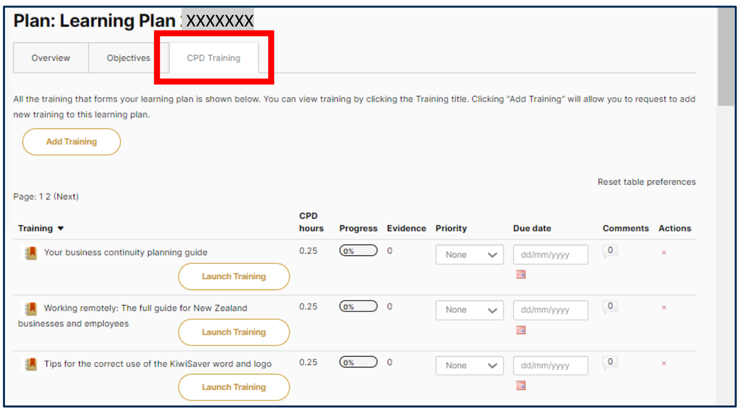
   Once selected, the module will appear in the **Items to add** column on the right.

4. Repeat step 2 and 3 until all required training modules appear in the **Items to add** column.
5. Select **Save.**

   You will be returned to the **CPD training** tab which will allow you to now *link* these modules to your Objectives.



CPD training tab showing *attached* modules in plan.



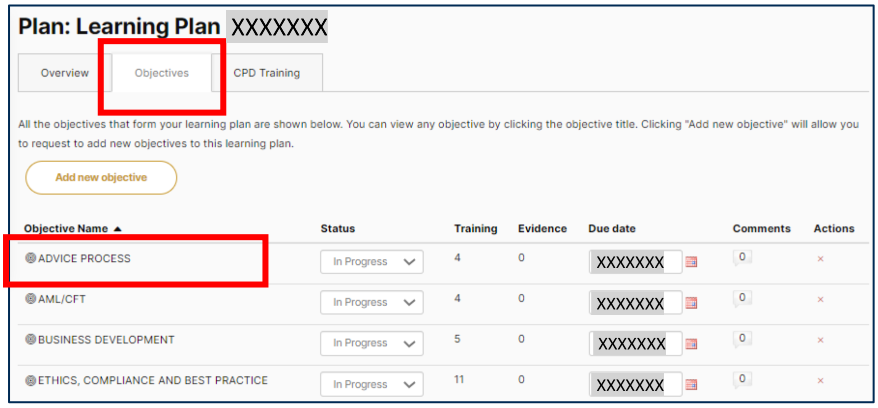
Link Radar training modules to objectives

*** The *linking* task is critical and will allow you to correctly track your objectives and plan completion rates ***

1. Open objective

1. Navigate back to **Objectives** tab within your plan.
2. Click the required objective title.

   You will be taken to the *objective's* sub-window.



2. Link training modules

1. Select **Add linked courses from plan.**

   You will be taken to the *Add linked courses from plan* sub-window.
2. Click the relevant module title you want to *link* to the objective.

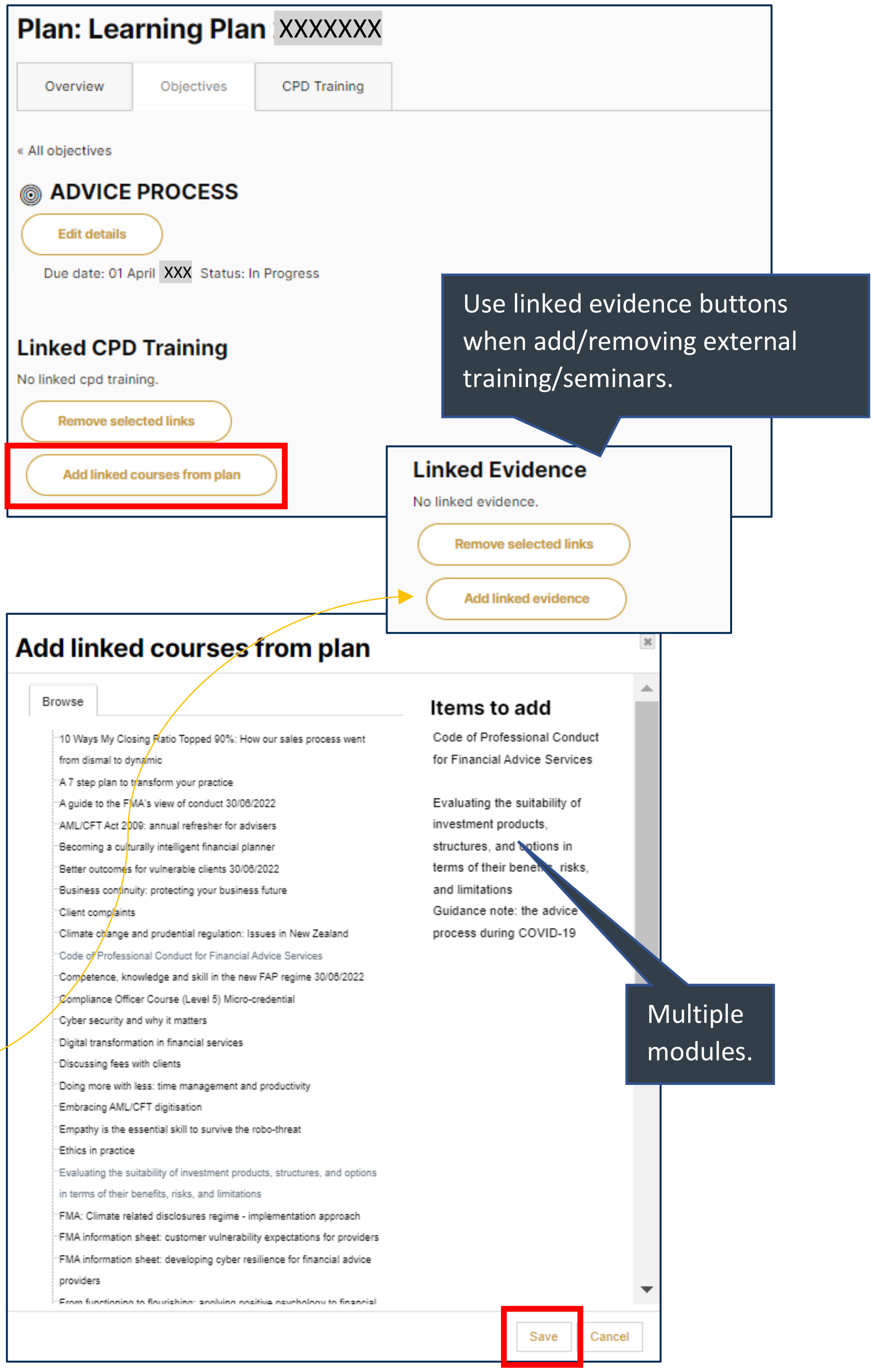
   Once selected, the module will appear in the **Items to add** column on the right.
3. Repeat step 2 and 3 until all required training modules for that objective appear in the **Items to add** column.
4. Select **Save.**

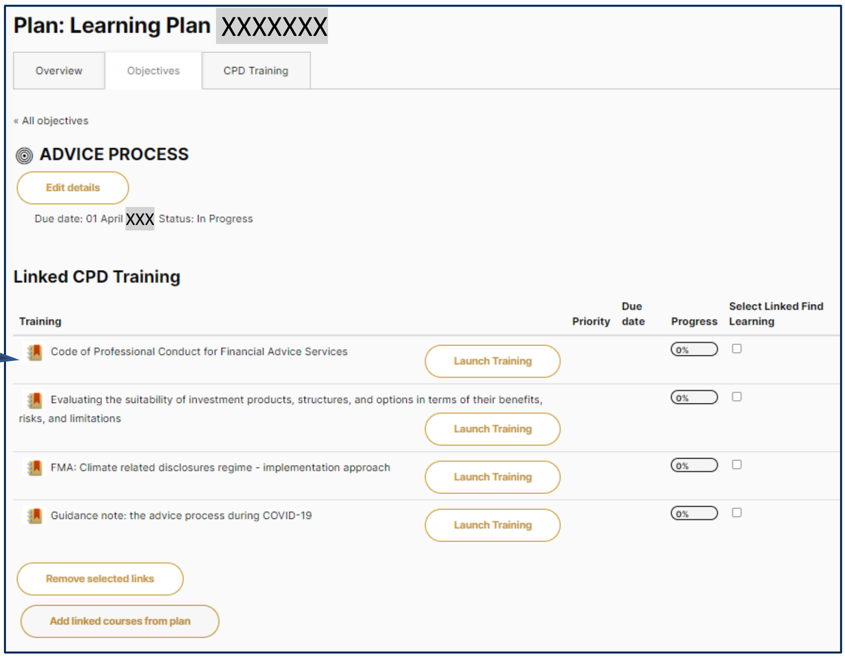
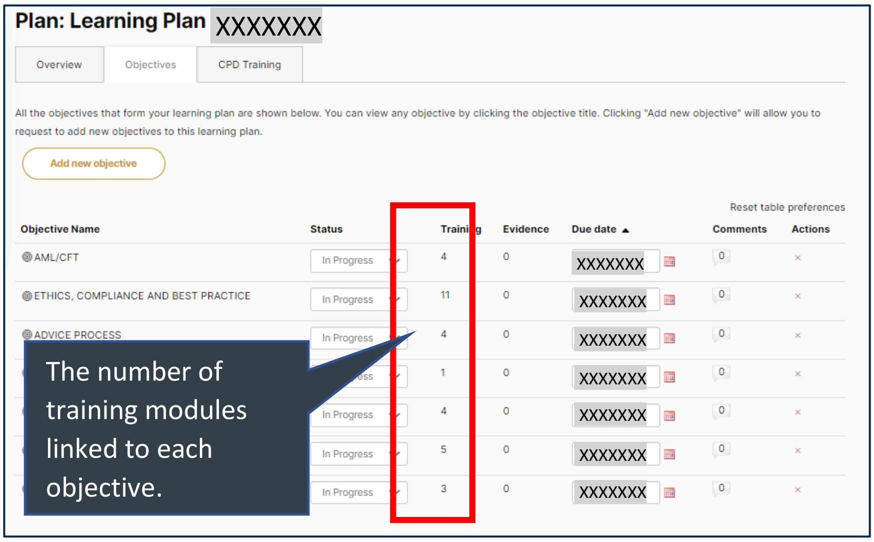
   You will be returned to the objective's sub-window.

   See next page for example.

NOTE: Evidence (i.e., external training courses/seminars) can be linked the same way by selecting **Add linked evidence.** However, you must have created the evidence and had this approved before completing linking.

Refer [How to manage your CPD | Add External Events.]



	Objective (ADVICE PROCESS in this example) showing *linked* modules.	
3.	**Complete linking** 1. Repeat steps 1-4 from 'Link training modules' sub-task until all objectives have been updated. Once completed you should be able to see the linked modules against each objective via the **Objectives** tab.	

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How to manage your professional development plan

System: Radar (Strategi Institute's learning management system)

Audience: All users

Date: 18 Jan 2024

Once your PDP has been created, viewing and maintaining content can be undertaken via the PDP landing page or within the plans themselves. NOTE: Completed plans cannot be edited unless they are re-activated.

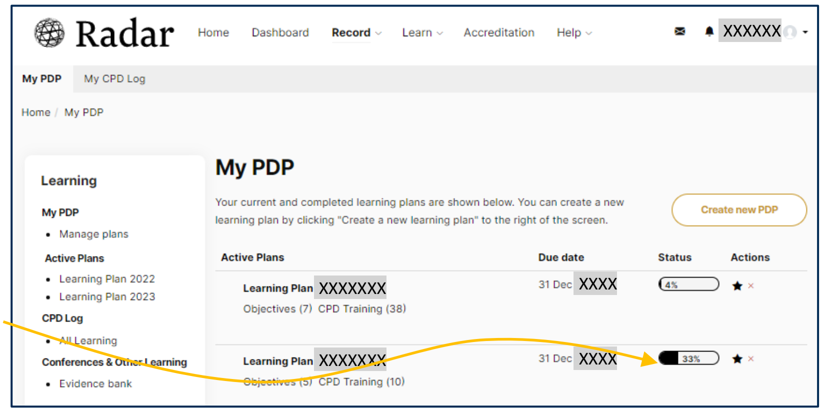
Process steps and screenshots

1. **PDP landing page**

   1. Go to **Record | My PDP** *(via navigation menu).*

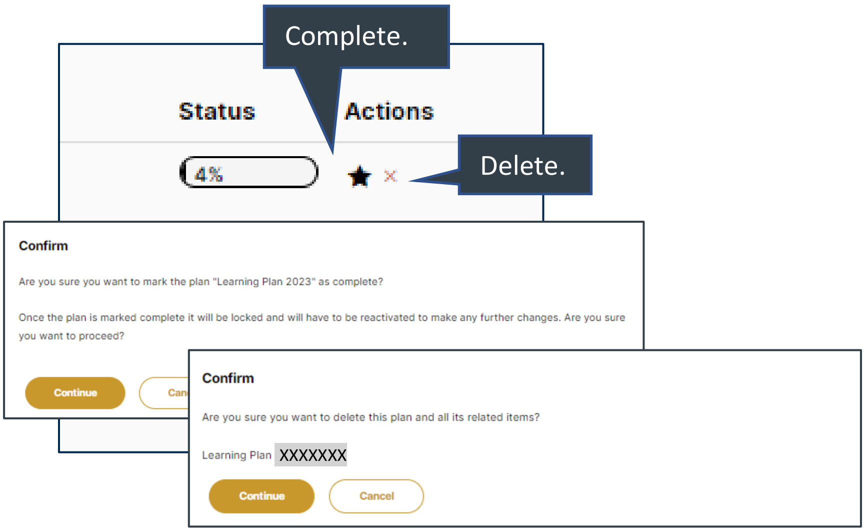
      From this page you will be able to:

      - Create, delete a plan (or mark plan as complete).
      - View your plan history and snapshots of progress.
      - Access existing active plans to edit if required.



2. **Delete or complete PDP**

   1. Select the **star** or **X** icons under **Actions** to either complete or delete your PDP.
   2. Select either Confirm or Cancel on the system message to confirm or cancel your action.

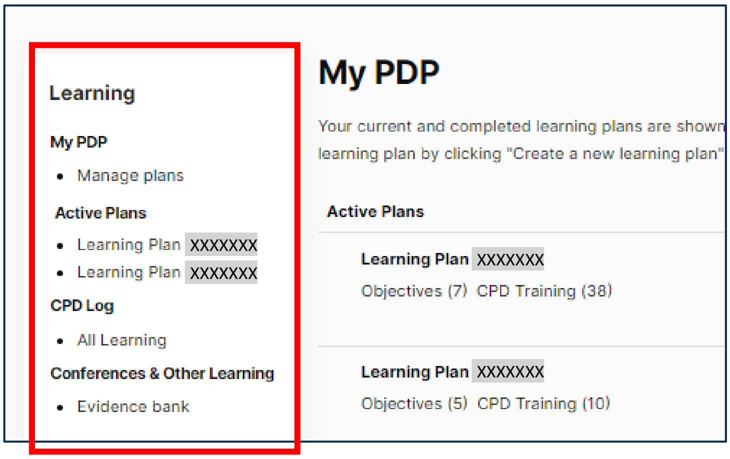


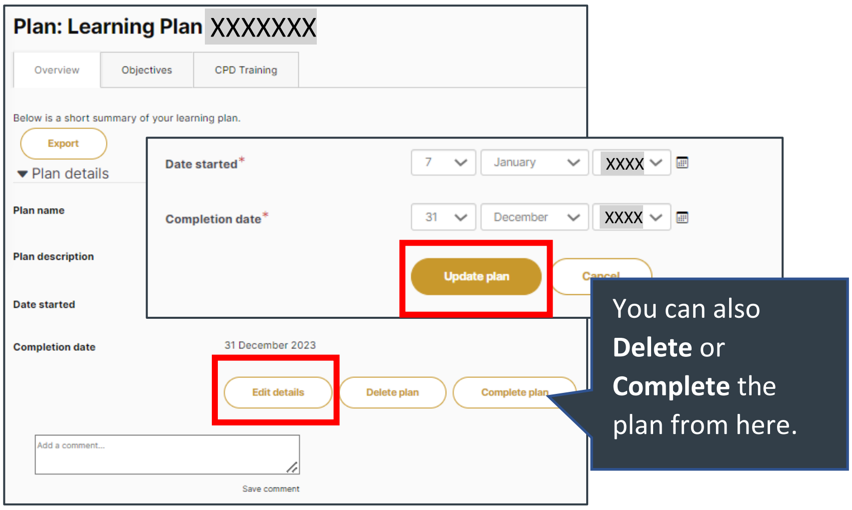
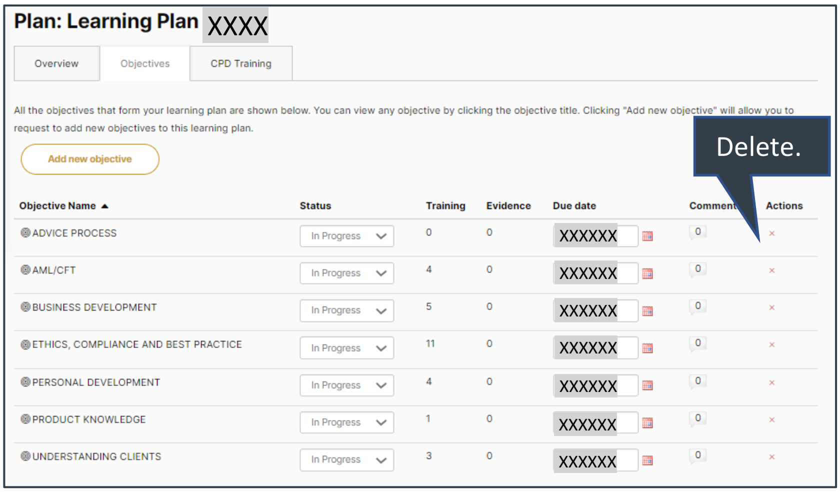
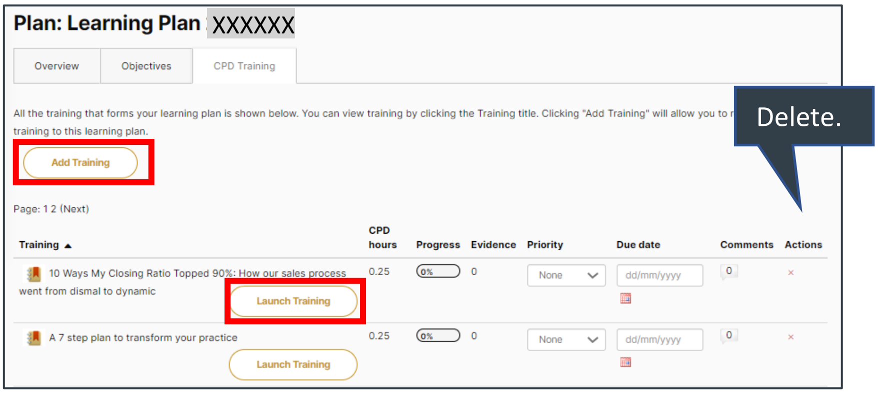
3. **Access plans**

   1. Access plan details to view or edit via the:

      - **Learning** panel.
      - Selecting the plan (or objectives and CPD training) from the **Active plans** list.

      NOTE: You can also go directly to **CPD Logs** from the **Learning** panel.



4.	**Edit plan** 1. Go to **Overview** tab. 2. Select **Edit details.** 3. Update required fields. 4. Select **Update plan.** NOTE: Completed plans cannot be edited unless they are re-activated.	
	Edit objectives 1. Go to **Objectives** tab. From this tab you will be able to: o Add an objective. o Update objective **Status.** o Update **Due date.** o Delete objective. NOTE: The status should be updated as you progress through CPD Training attached to the objective.	
	Edit CPD training 1. Go to **CPD training** tab. From this tab you will be able to: o Add training (Refer *[Attach Radar training modules to plan]()* for details). o Launch training modules. o Update **Priority.** o Update **Due date.** o Delete training. NOTE: This just removes the training module from your plan – it does not delete the module itself.	

How to manage your CPD log

System: Radar (Strategi Institute's learning management system)

Audience: All users — Date: 18 Jan 2024

Once your PDP has been created, your CPD log allows you to formally track any completed training and CPD hours. Filtered lists can be generated and reports exported to .pdf as desired.

External training, seminars are also attached via this page.

Process steps and screenshots

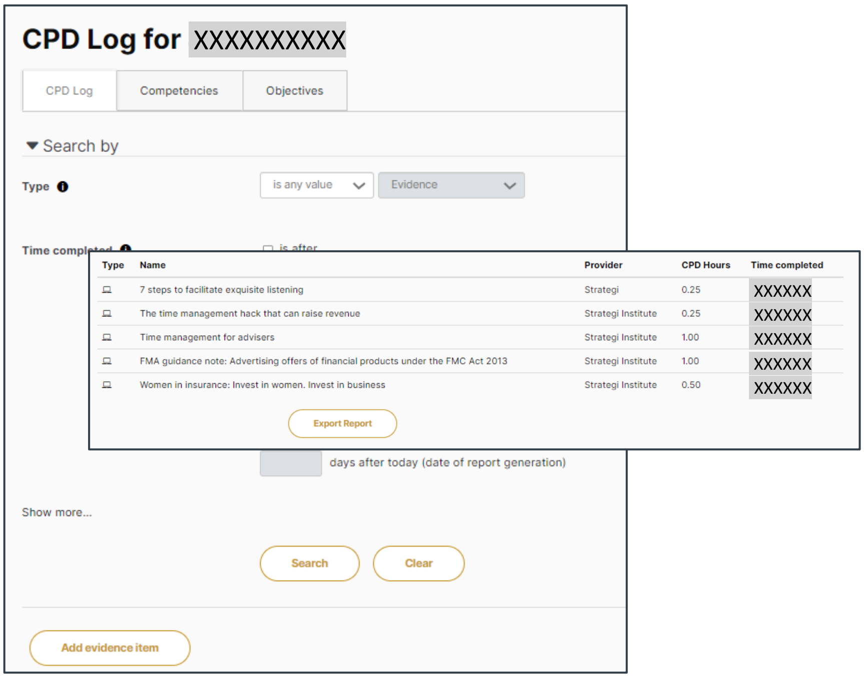
View completed CPD training

1. **CDP log landing page**

   1. Go to **Record | My CPD Log** *(via navigation menu).*

      From this page you will be able to:

      - View all completed training and CPD hours.
      - Create filtered lists of completed training.
      - Export CPD log reports.
      - Add evidence items (i.e., external CPD).

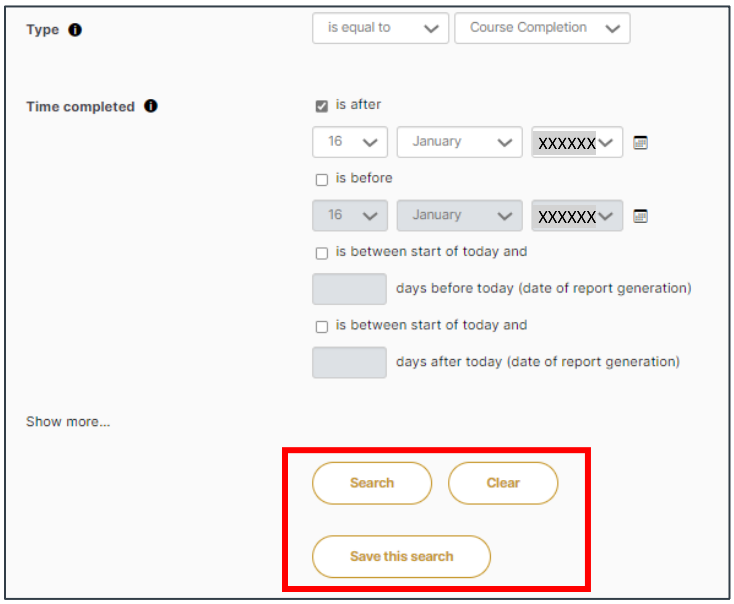


2. **Filter CPD training lists**

   1. Update required **Type** and/or **Time completed** fields.
   2. Select **Search.**

      This will return the desired subset.

      NOTE: You can choose to **Save this search** if it is one you will be viewing frequently (e.g. completed training for the current year).
   3. Select **Clear** to conduct a new filter.



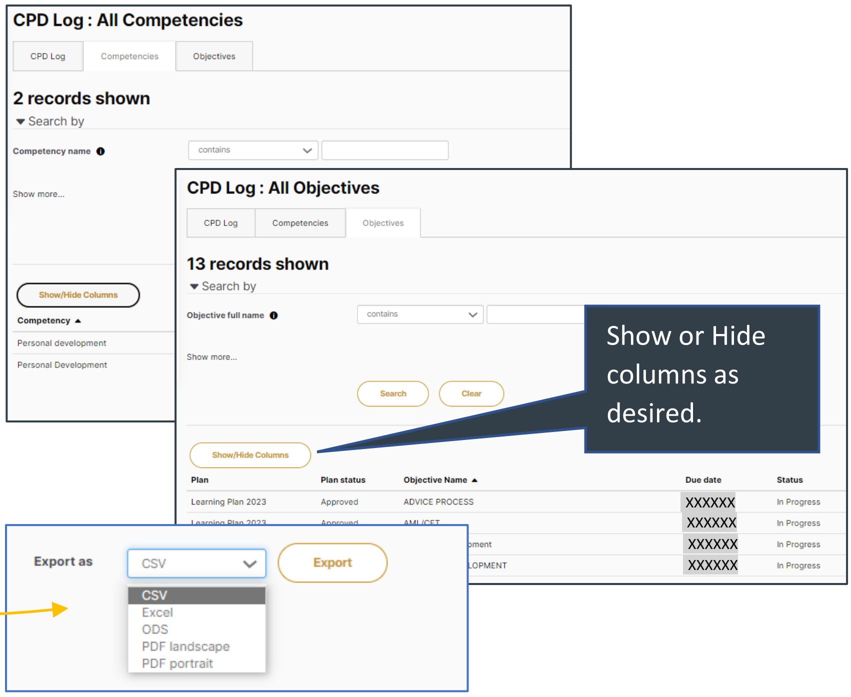
View competencies and objectives

1. ### Access tabs

   1. Go to **Competencies** or **Objectives** tabs.
   2. Update **Name** fields.
   3. Select **Search.**

   NOTES:

   - These are view only pages and details cannot be updated.
   - Lists can be exported to a range of outputs as desired.



Add external events

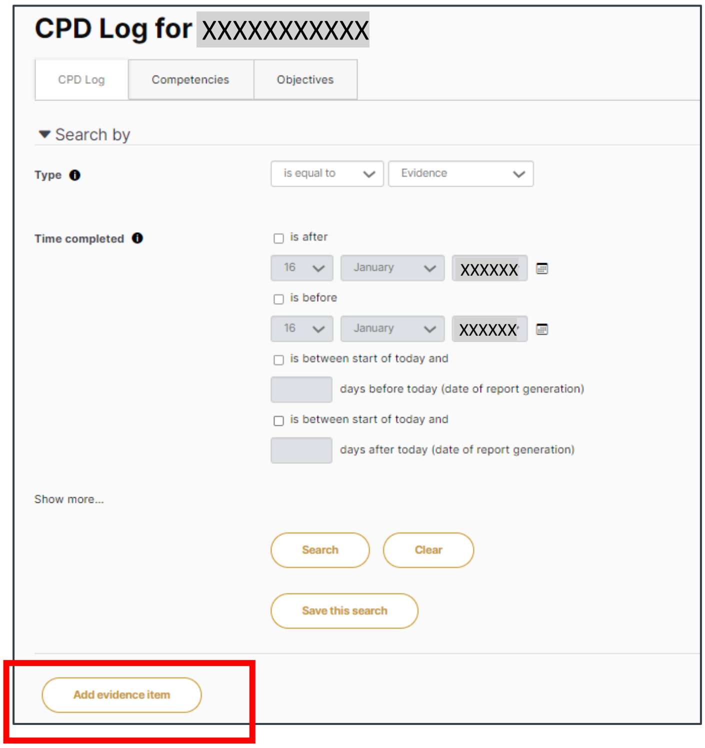
1. ### Commence add evidence item

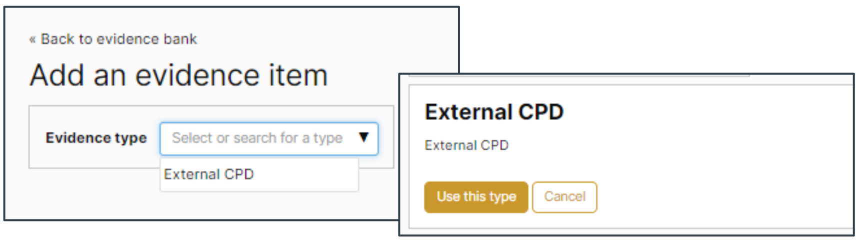
   1. Go to **Record | My CPD Log** *(via navigation menu).*
   2. Select **Add evidence item.**

      You will be taken to the *Add an evidence item* sub-window.
   3. Select **evidence type** *External CPD.*

      You will be taken to the *External CPD* confirmation message.
   4. Select **Use this type.**

      You will be taken to the *new external CPD evidence item* sub-window.





2. **Complete add evidence item**

1. Complete form fields.

   NOTE: Fields marked with an asterisk (*) are mandatory.

   Complete as much information as possible to allow the approving manager to sign off the request.

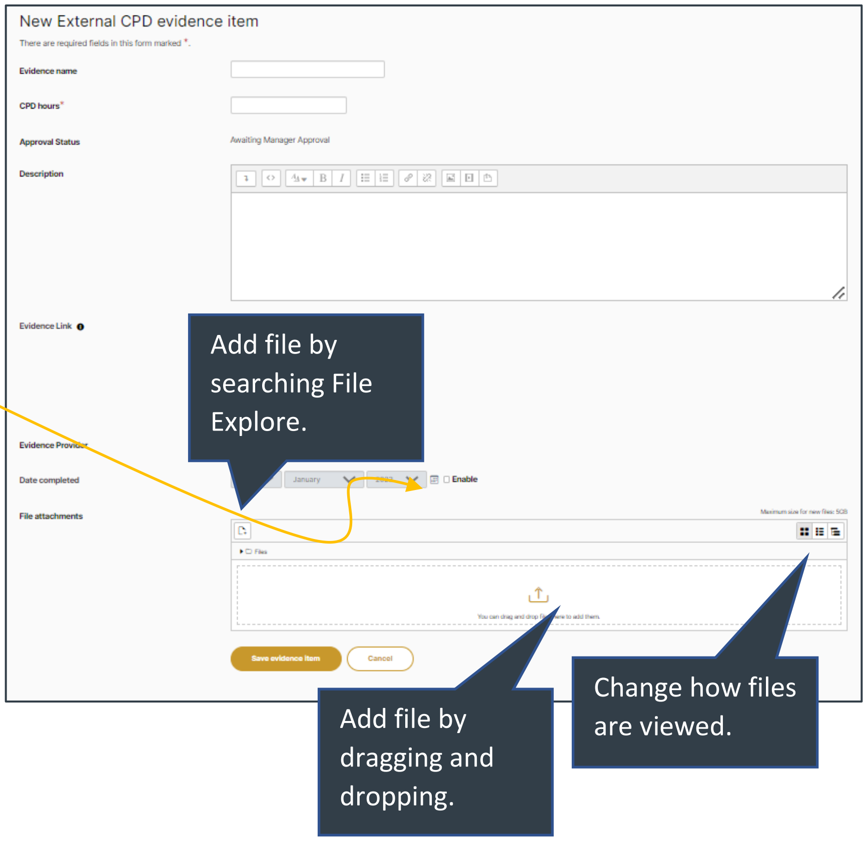
2. Tick **Enable** checkbox and enter the date you completed the training.

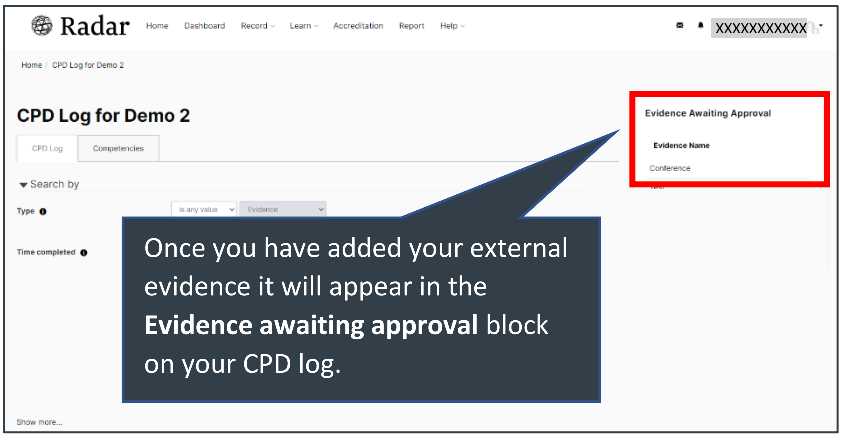
   This tags the evidence item with the correct year to allocate CPD hours.

3. Select **Save evidence item.**

   This will appear on the nominated approver's dashboard to approve or decline.

   NOTE: Once the evidence is approved, link your **External evidence item** to your objective. Refer [Link Radar training modules to objectives.](#)





How to approve evidence

System: Radar (Strategi Institute's learning management system)

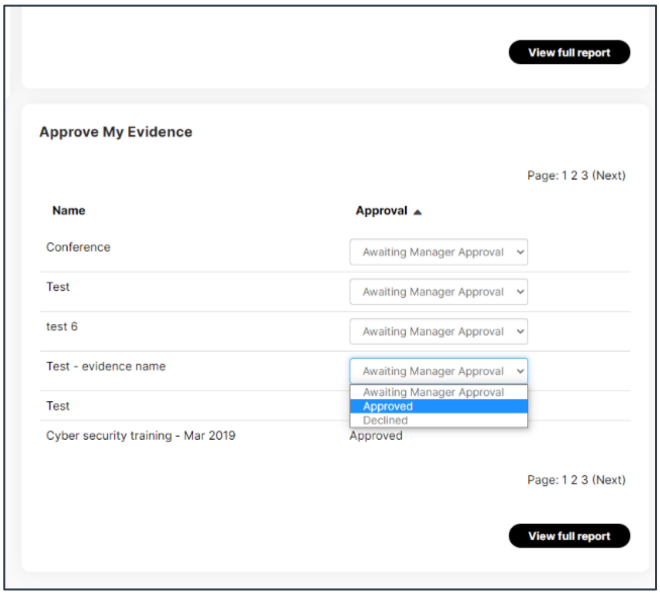
Audience: All users — Date: 18 Jan 2024

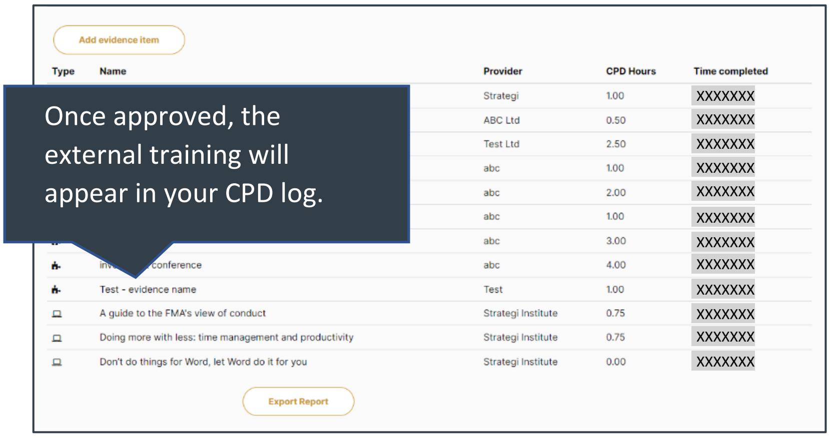
System rules:

To self-approve your own external evidence will require the necessary permissions in Radar.

Process steps and screenshots

1. **Approve evidence**
   1. Navigate to **Dashboard.**
   2. Scroll down to the **Approve my evidence** block.
   3. Select **Approved** from the drop down.





How to find a training module

System: Radar (Strategi Institute's learning management system)

Audience: All users

Date: 18 Jan 2024

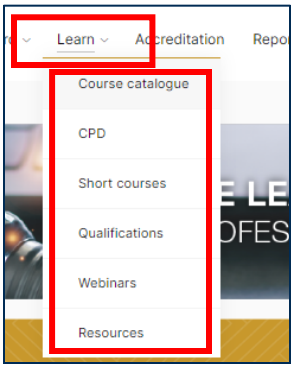
Radar allows multiple methods of locating specific training modules, from browsing to searching to quick links.

Process steps and screenshots

Browse

1. Learn landing page

1. Go to **Learn** *(via navigation menu).*
2. Select **Course catalogue** to display all training, *or*
3. Select from one of the following pre-filtered sub-menus:
   - CPD.
   - Short courses.
   - Qualifications.
   - Webinars.
   - Resources.



CPD modules: Short, self-directed learning requiring reading or watching something and passing a short assessment to earn CPD hours.

Short courses are packaged programmes. They contain articles, activities, and longer assessments that earn CPD hours when passed.

Qualifications are approved and accredited by the New Zealand Qualifications Authority (NZQA). They contain online course manuals, activities, and assessments that lead to a qualification or micro-credential.

Webinars are recorded videos. These do not have assessments so no CPD hours will be allocated when these modules are completed.

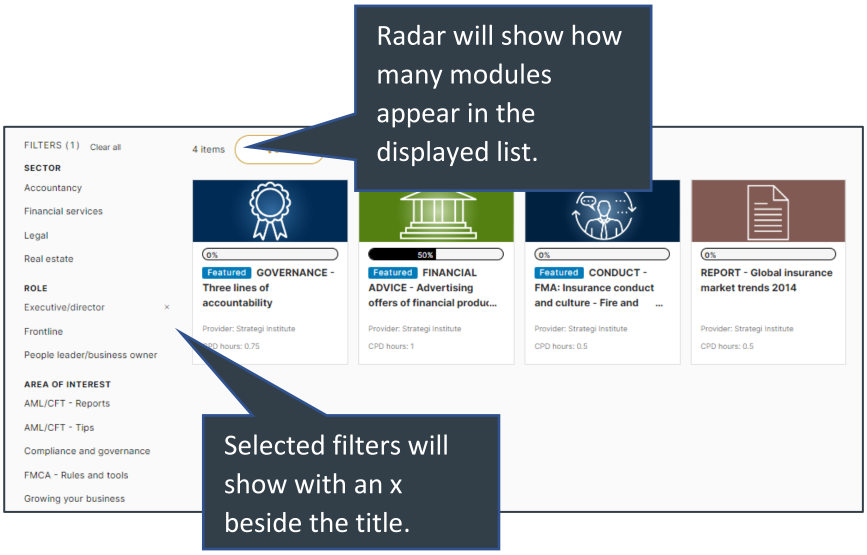
Resources are informational documents, articles, or other media (not videos). These also don't have assessments and CPD hours attached.

2. Filter sub-page

Based on the sub-menu selected, the sub-page could contain 250 + modules. To filter the outputs:

1. Click on relevant titles from:
   - SECTOR.
   - ROLE.
   - AREA OF INTEREST.
   - TYPE.

   The filtering is dynamic and new subsets will be returned as each filter is selected.
2. Select **Clear** to conduct a new filter.



NOTES:

1. The page will show the first 40 modules. Scroll to the bottom of the page and select **Load more** as required.
2. Multiple titles can be selected from within each filter category.
3. Featured modules will appear at the top of the list.

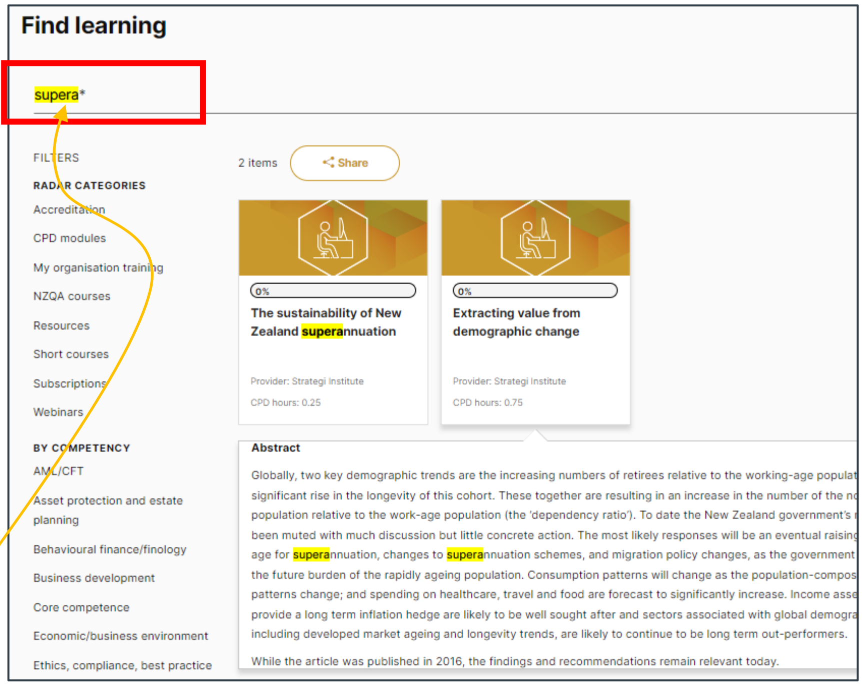
Search

1\. **Learn landing page**

1. Go to **Learn** *(via navigation menu).*
2. Select **Course catalogue** to display all training.
3. Type your search term and press <**Enter**> on your keyboard or the magnifying glass (🔍) icon.

   NOTES:

   - Radar search is very sensitive to random spaces or commas. For best results use a key word only, or a wildcard (i.e. *) for a partial search term.
   - The search will return any value from within the course *title* or course *abstract* (description).
   - You cannot use AND/OR operators in Radar Search.
   - Use the 'remove search filter' (x) icon and refresh your screen if you're not getting search results you expect



Quick links

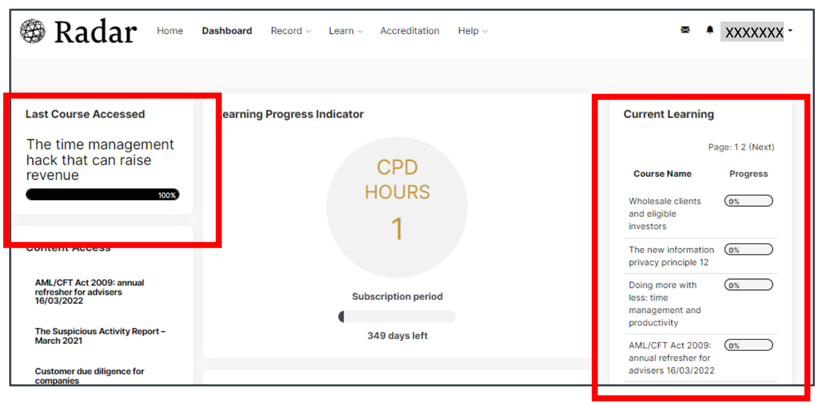
This method of finding a module is useful if you have already accessed the training.

1\. **Access dashboard**

1. Select **Dashboard** *(via navigation menu).*

   From this page you will be able to:

   - Select your **Last course accessed** module.
   - Select any module from the **Current learning** list.



How to complete a training module

System: Radar (Strategi Institute's learning management system)

Audience: All users

Date: 18 Jan 2024

Once you have located your desired module follow the steps below to access and complete.

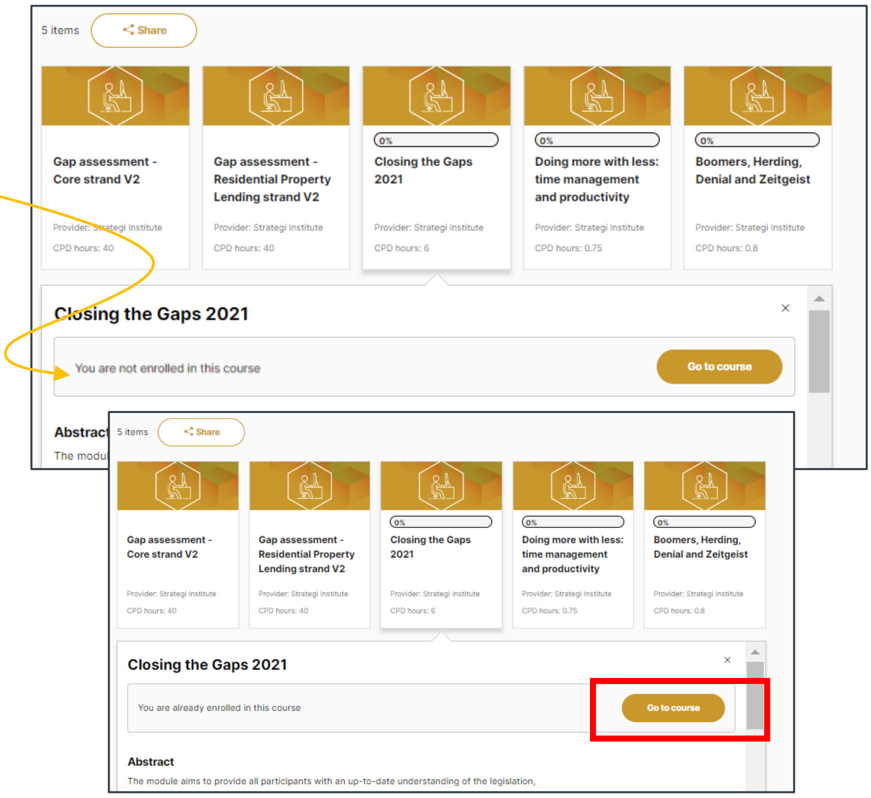
Process steps and screenshots

Access module

1. **Determine eligibility**
   1. Click on the desired module title from the tile.
   2. Read the eligibility statement under the title. If:
      - *You are not enrolled in this course* then contact us via the help menu to start the enrolment process.

        NOTE: The course fees will display under the **abstract** section.
      - *You are already enrolled in this course* then select **Go to course.**

        You will be taken to the module.

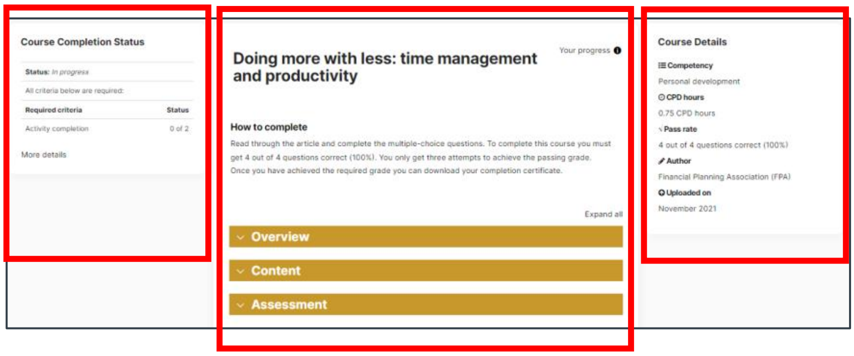


Complete module

2. **View module information**

   Every CPD module will contain the following 3 panels:
   1. Course completion status.
   2. The module.
   3. Course details.

      Basic information such as which area of interest the module is classified to, the number of CPD hours, how many questions are in the assessment, and the author of the learning material.



3. **Complete module**

1. Read **How to complete** panel.

   If there is any pre-module reading, complete this before starting any other activities.

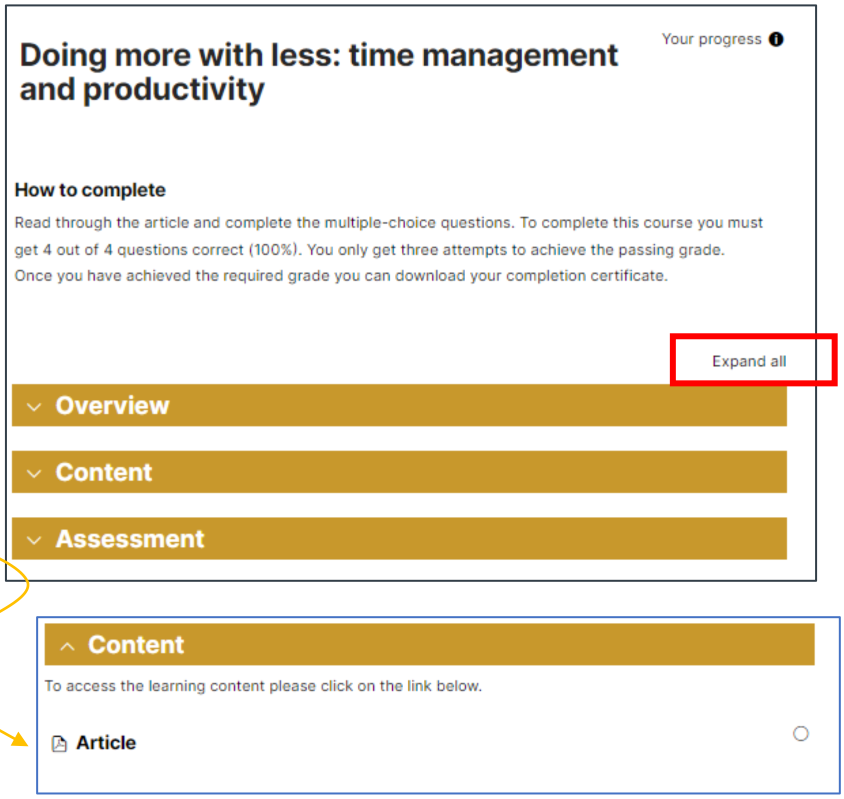
2. Read the **Overview**.

   Open the panel by clicking on the panel title or select **Expand all.**

3. Read the **Content.**

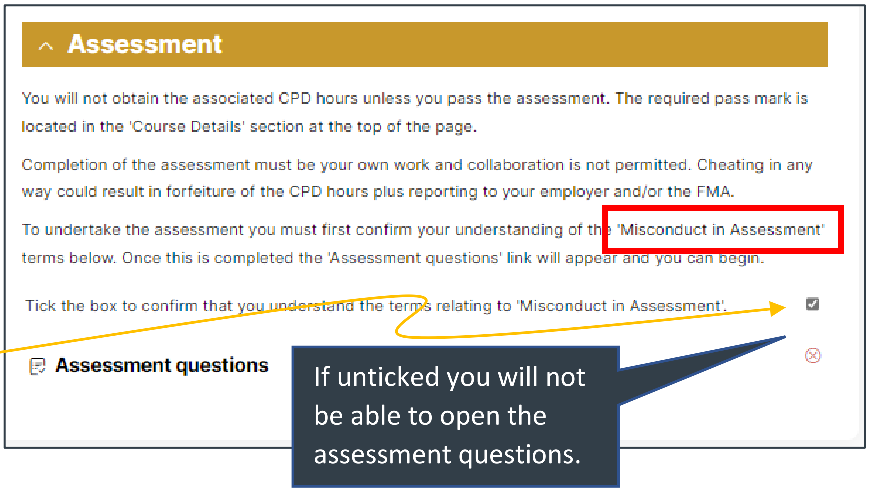
   Open the content by clicking on the article.

   Take notes if desired to assist with the assessment questions.



4. **Commence assessment**

1. Open the **Assessment** panel.
2. Read the section to understand the terms of the assessment.
3. Click the 'Misconduct in assessment' hyperlink to read the terms.
4. Tick the 'Misconduct in assessment' checkbox.
5. Select **Assessment questions.**

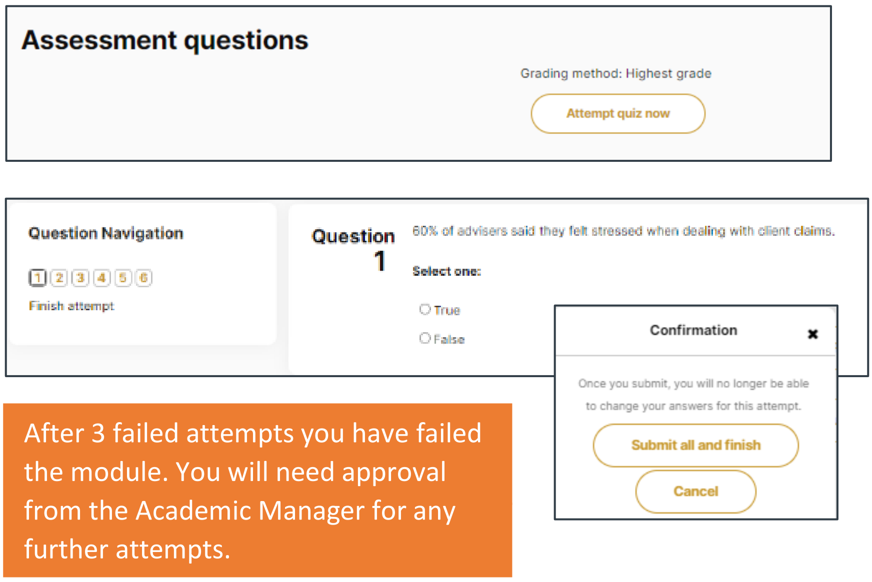


5. **Complete assessment**

1. Select **Attempt quiz now.**
2. Navigate each question and complete as requested.
3. Select **Submit all and finish.**
4. Select again to confirm.

   NOTES:

   - Radar will immediately present your pass mark.
   - You can re-sit the quiz by selecting **Finish review.**

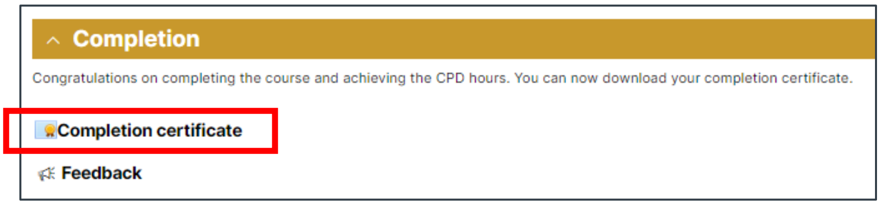


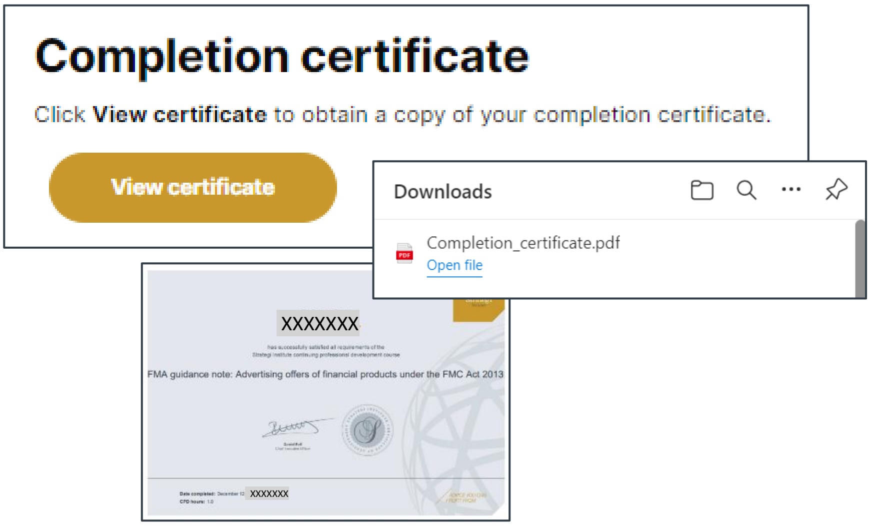
Download certificate

Upon successful completion of the module, the **Completion** panel will be presented within the module.

1. **Retrieve certificate**
   1. Open the **Completion** panel.
   2. Select **Completion certificate.**
   3. Select **View certificate.**

      This will download the certificate to your PC's download folder.
   4. Navigate to certificate and print as desired.

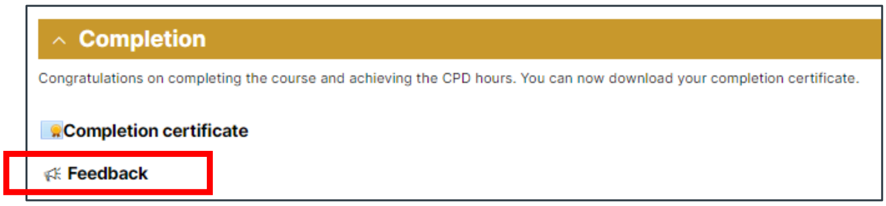


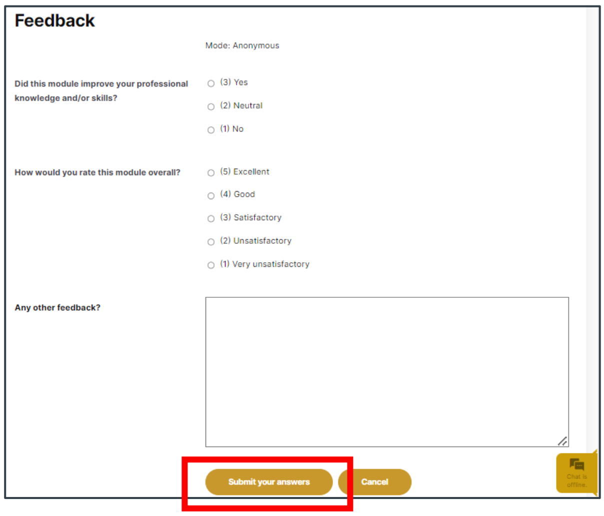


Provide feedback

We constantly strive to make all our training relevant and practical and welcome feedback for quality improvements. Answers are anonymous unless otherwise selected.

1. **Complete feedback**
   1. Open the **Completion** panel.
   2. Select **Feedback.**
   3. Select **Answer the questions.**
   4. Complete Form.
   5. Select **Submit your answers.**





How to access an NZQA qualification or micro-credential

System: Radar (Strategi Institute's learning management system)

Audience: Students enrolled for an NZQA qualification, course, or micro-credential. Date: 18 Jan 2024

Assumptions:

Instructions assume the reader has applied to enrol and received a confirmation of enrolment from Strategi Institute.

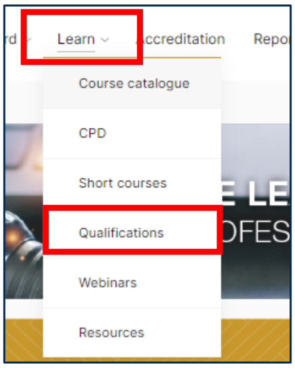
Process steps and screenshots

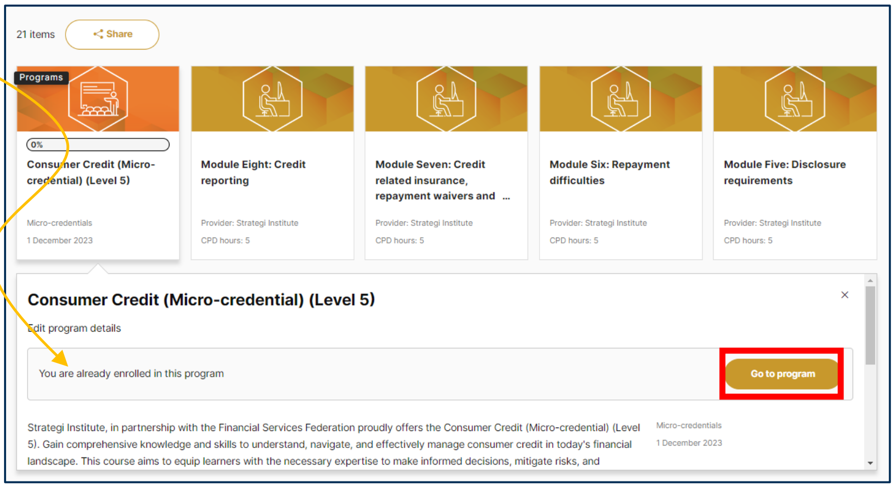
Access learning

1. **Find your training**
   1. Go to **Learn** *(via navigation menu).*
   2. Select **Qualifications** sub-menu.
   3. Click on the course, qualification, or micro-credential you have enrolled for.
   4. Read whether you have access under the title. If:
      - *You are not enrolled in this programme* then contact us via the help menu to start the enrolment process.

        NOTE: The course fees will display under the **abstract** section.
      - *You are already enrolled for this programme* then select **Go to programme**.

        You will be taken to the program which will take you to the programme details page.





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Programme details page

The programme details page will tell you:

- The date you were assigned to the training.
- The due date everything needs to be completed by.
- Your progress towards completing
- A breakdown of the courses/modules you need to complete and your progress.

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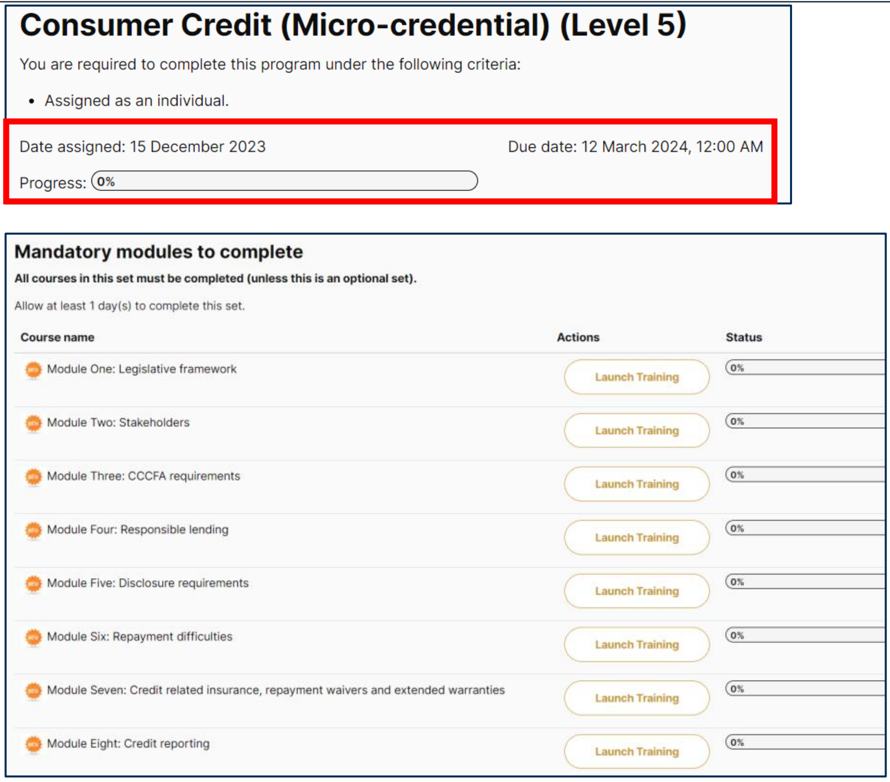

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Launch training

1. Click **Launch training** next to the module/course you wish to complete.

   NOTE: We recommend completing the training in the order displayed in the programme.

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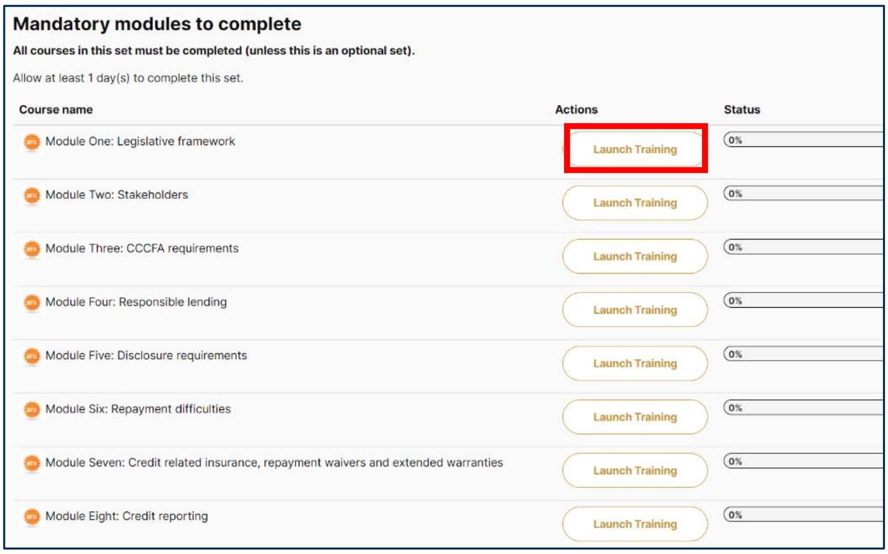

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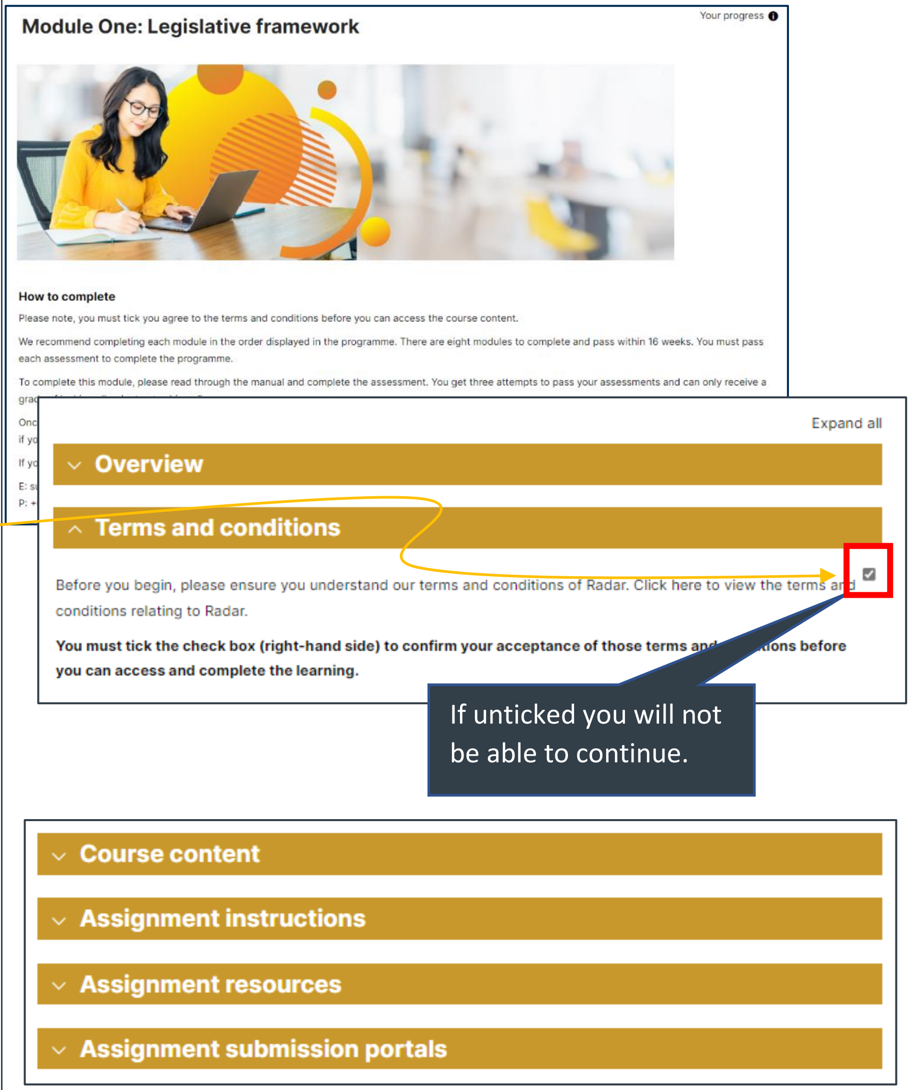
4. **Complete training**

1. Read **How to complete** panel. If there is any pre-module reading, complete this before starting any other activities.
2. Read the **Overview**.
3. Open the **Terms and conditions** panel.
4. Click the hyperlink to view and comprehend the 'Terms and conditions'.
5. Tick the 'Terms and conditions' checkbox.

Once ticked the remaining panels will appear.



How to submit assignments

System: Radar (Strategi Institute's learning management system)

Audience: Students enrolled for an NZQA qualification, course, or micro-credential. Date: 18 Jan 2024

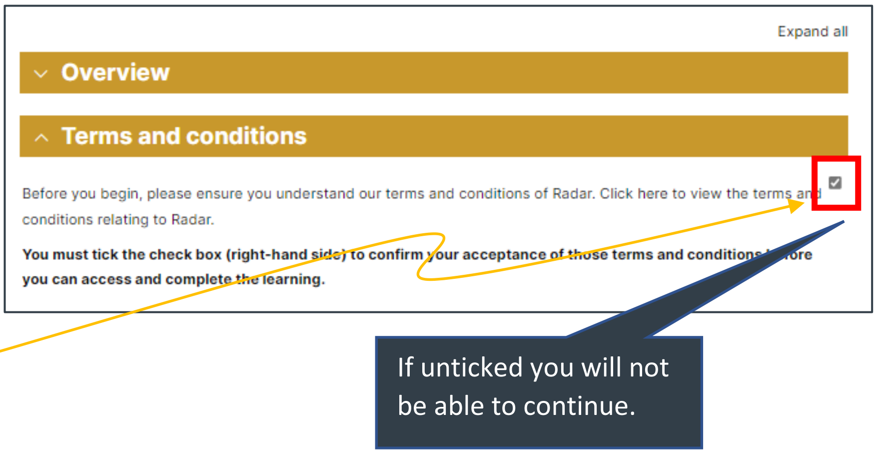
Qualifications usually require students to submit assignments as part of the assessment criteria.

Process steps and screenshots

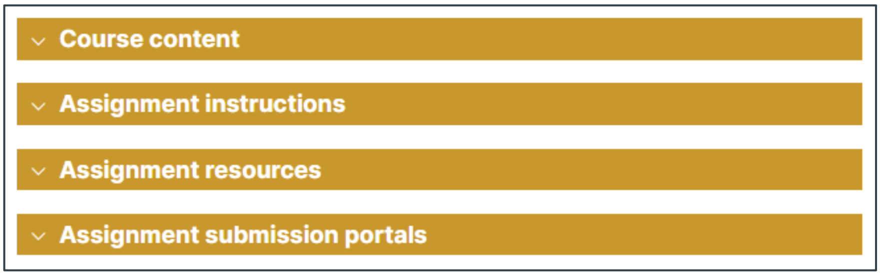
Prepare for assignment

1. **Agree to terms and conditions**

   6. Access the desired Qualification course page.
   7. Open the **Terms and conditions** panel.
   8. Click the hyperlink to view and comprehend the 'Terms and conditions'.
   9. Tick the 'Terms and conditions' checkbox.



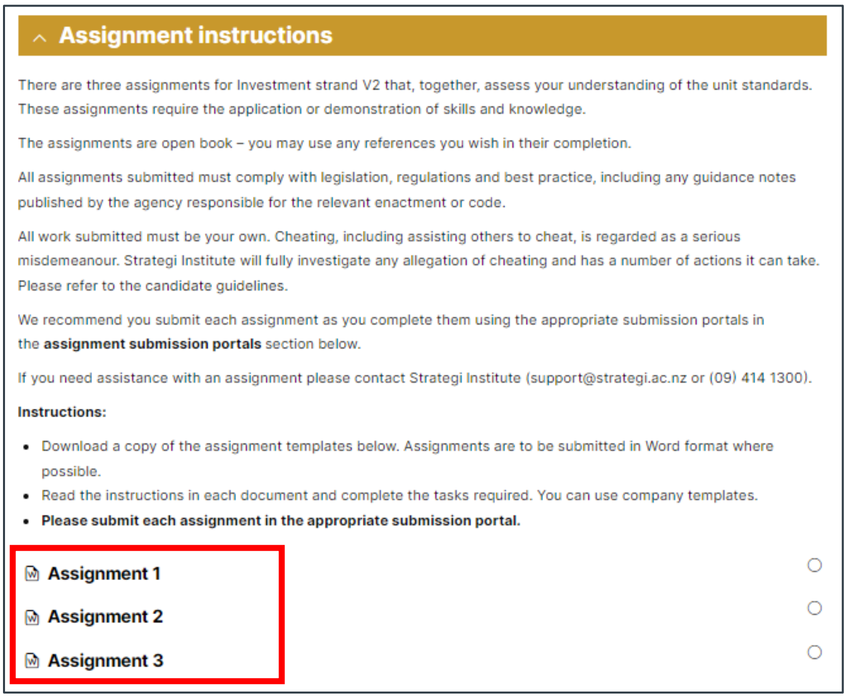
   Once ticked the remaining panels will appear.



2. **Download Assignment/s**

   1. Open the **Assignment instructions** panel.
   2. Read instructions.
   3. Download assignment document(s).

      These will download to your PC's download folder.
   4. Navigate to assignment document/s and save to desired location.

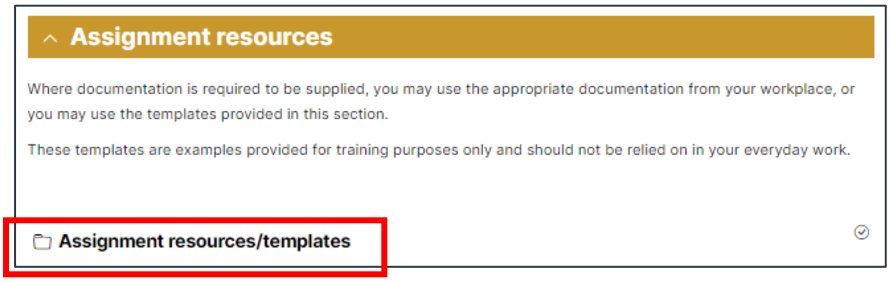


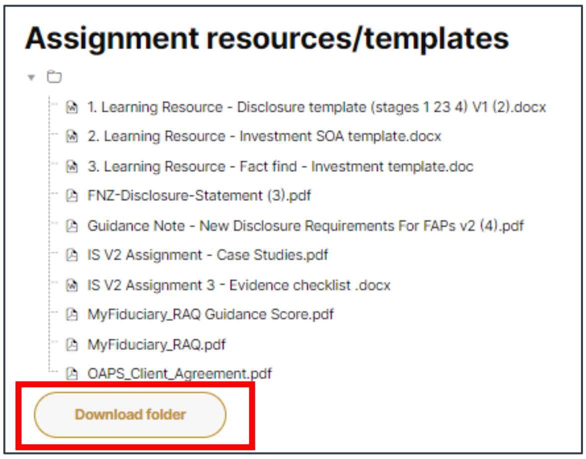
3. **Download resources**

1. Open the **Assignment resources** panel.
2. Select **Assignment resources/templates.**

   You will be taken to the *resource / templates* sub-window.
3. Select **Download folder.**
4. Download assignment templates.

   These will download to your PC's download folder as a zip file.
5. Navigate to assignment resources/template(s) and save to desired location.





Complete assignment

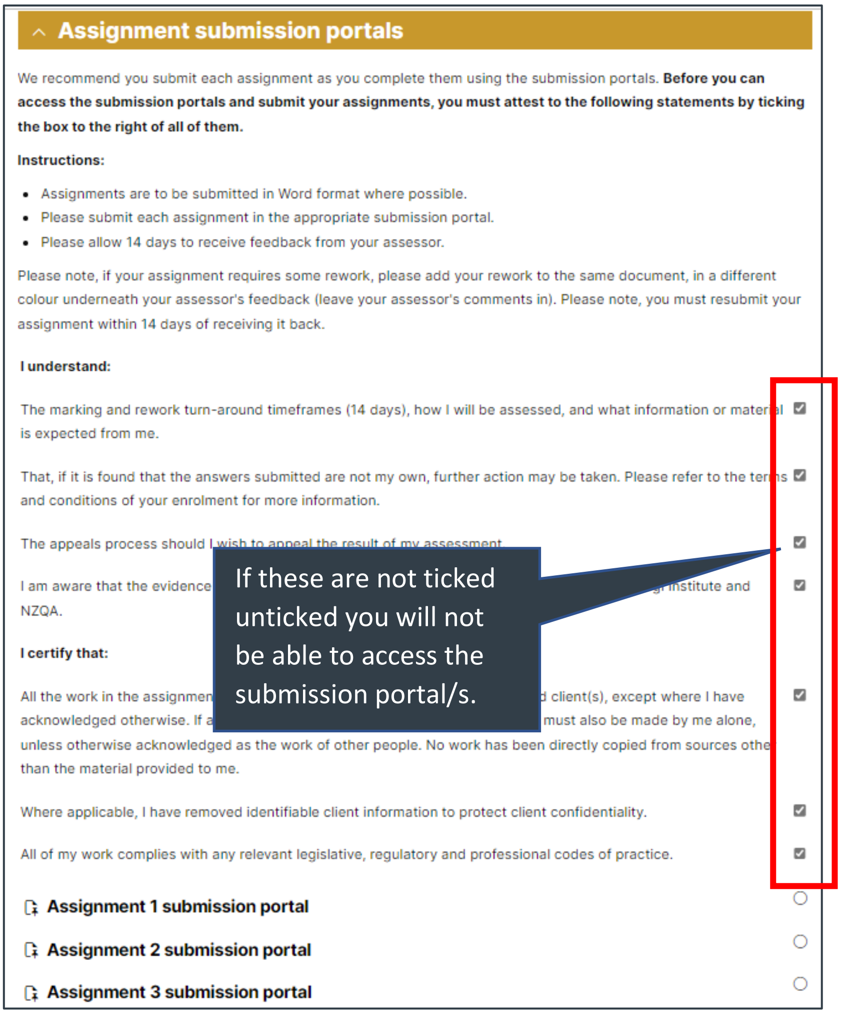
1 **Complete assignment/s:** NOTE: Assignments are to be submitted in Microsoft Word format.

Submit assignment

1. **Complete attestation**

1. Access the NZQA Course.
2. Open the **Assignment submission portals** panel.
3. Read the Instructions.
4. Attest to each declaration by ticking the checkboxes.

Once ticked the assignment submission portal links will appear.



2.

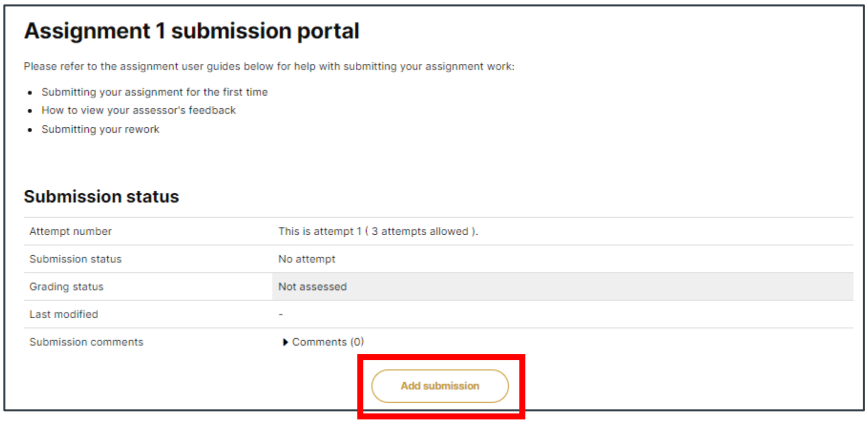
Upload assignment

1. Click the relevant assignment hyperlink.

   You will be taken to the *Assignment submission* sub-window.

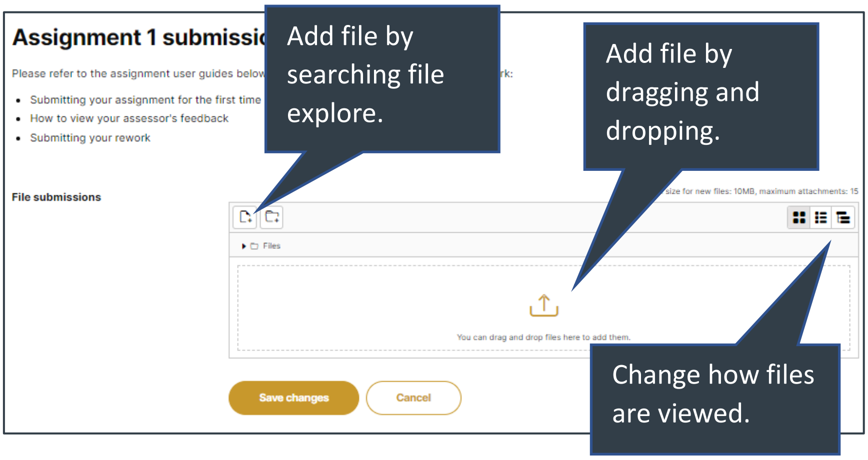
2. Select **Add submission.**

   You will be taken to a second *Assignment submission* sub-window.



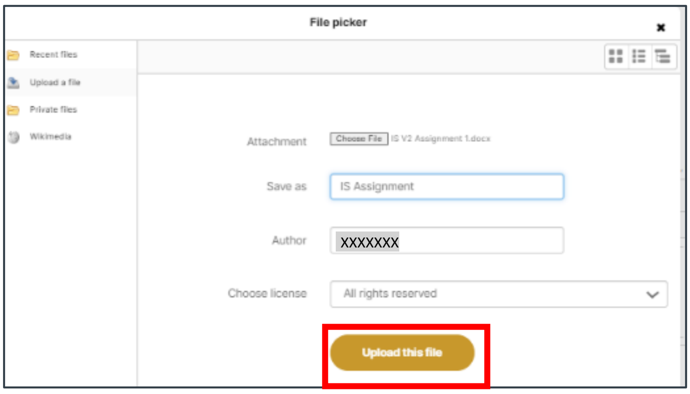
3. Upload files by using:
   - Drag and drop or
   - File browser

   If using file browser method, you will be taken to a *file picker* sub-window.



   - Complete the form.
   - Select **Upload this file.**

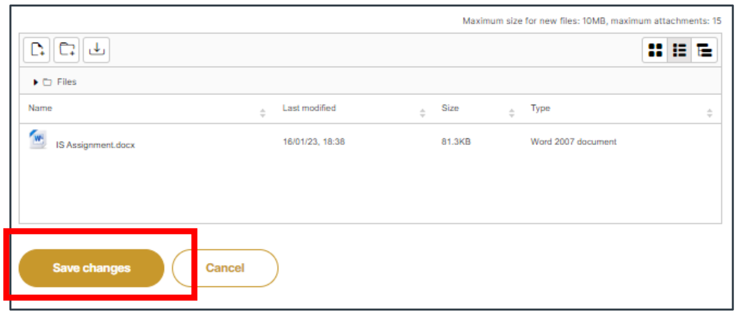
   You will be returned to the second *Assignment submission* sub-window.



For both file upload methods:

4. Select **Save changes.**

   You will be returned to the first *Assignment submission* sub-window.



NOTE: If you assignment it too large or your have too many files, try uploading it in a zip folder.

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Submit assignment

1. Confirm you're happy that all correct files have been loaded and named appropriately.

   NOTE: You can choose **Edit submission** if you wish to make changes.

2. Select **Submit documents.**

   You will be taken to the *submission confirmation* sub-window.

3. Select **Continue.**

   You will be taken to the *submission* status sub-window.

   NOTES:

   - Once documents have been submitted you cannot make changes to your assignment.
   - You and you're assessor will receive an email confirming your submission.

   - Depending on which course you're doing, you may be taken to a sub-screen which requires you to confirm the document is your own work:
     - Tick the Attestation check box.
     - Select **Continue.**

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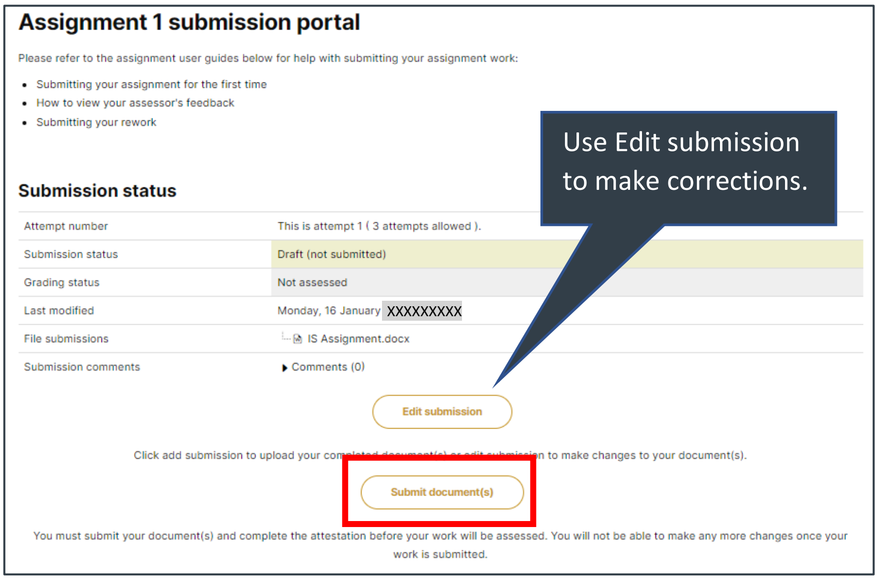

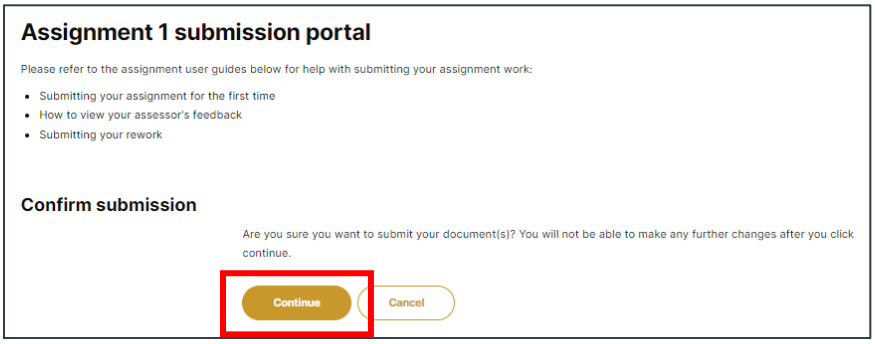

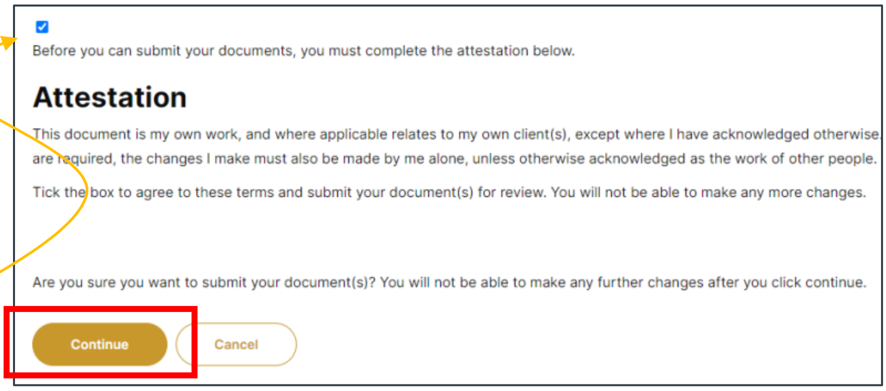

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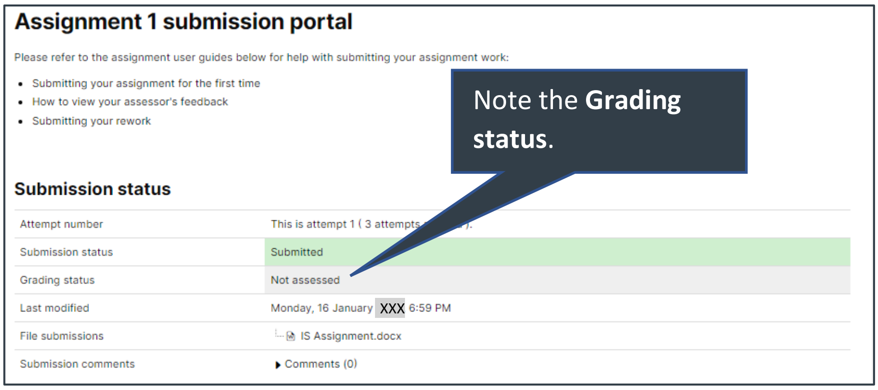
4.	**Submission status** Assignments will be assessed within 14 days. The system will auto-send you an email notification once the assignment has been assessed.	

How to access assignment feedback

System: Radar (Strategi Institute's learning management system)

Audience: Students enrolled for an NZQA qualification, course, or micro-credential. Date: 18 Jan 2024

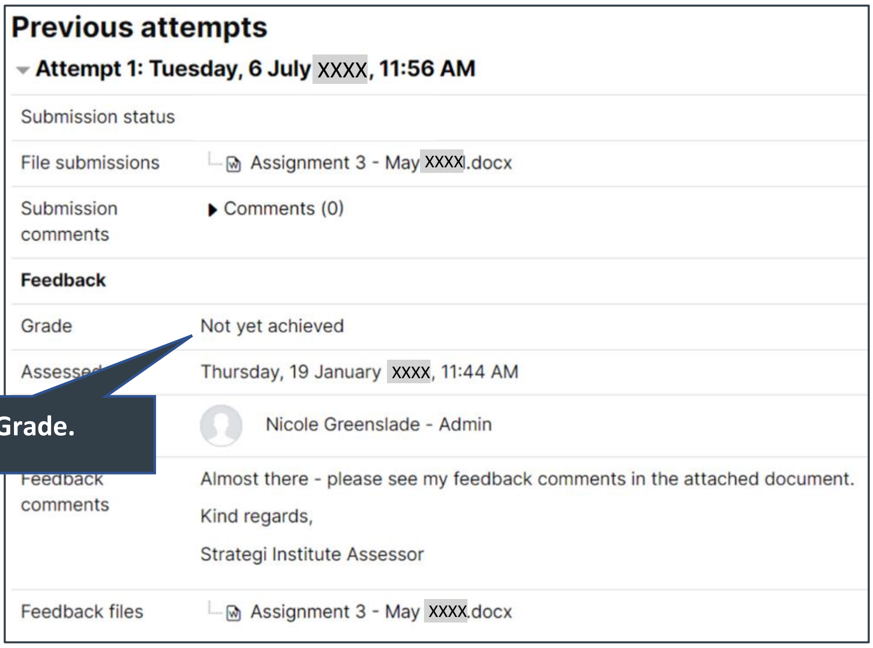
With an active enrolment, you will be able to login and check the status of your submission at any time.

Please allow 14 days to receive feedback.

Once your submission has been assessed, you will be advised as to whether you need to re-submit or whether you have passed. (To pass, you need to receive an Achieved grade or a mark of 100)

Once you have passed your assignments, if your course is NZQA accredited, your results go through quality assurance checks before your credits are uploaded to NZQA. Please allow 14 days for Strategi Institute to email confirmation you have passed.

Process steps and screenshots

1.	**Find feedback** 1. Access the NZQA Course. 2. Select **Assignment submission portals.** 3. Click the relevant Assignment hyperlink. You will be taken to the *Assignment submission* sub-window. Note the **Grade.**	

How to submit rework

System: Radar (Strategi Institute's learning management system)	
Audience: All users	Date: 18 Jan 2024

If your Feedback Grade is Not yet achieved, or anything less than 100, this means your assignment wasn't passed and you will need to redo your assignment and resubmit it within 14 days.

Complete the rework required and follow the steps below to resubmit.

Process steps and screenshots

1.	**Commence resubmission** 1. Access the NZQA Course. 2. Select **Assignment submission portals.** 3. Click the relevant Assignment hyperlink. You will be taken to the *Assignment submission* sub-window. 4. Select **Add a new submission based.** Follow steps 2.3 - 2.6 (Upload Assignment) and steps 3.1 – 3.3 (Submit Assignment) to complete the rework submission.