



Girl Guides
Singapore

GuidingLIGHT Online Handbook

Training Session

For Guiders

Updated 6 July 2022

Overview

1. Timeline for GuidingLIGHT
2. Administrative Matters and Access to GuidingLIGHT
3. About GuidingLIGHT
4. Manual Marking of Assessments
5. Awarding Of Badges
6. Generating Reports
7. Integration of GuidingLIGHT
8. Q&A



Timeline

Think it. Say it. Live it.

Mar – Apr

- Creating of Accounts (for new girls)
- Graduate girls

Anytime

- Marking of GuidingLIGHT Modules.
- Suggested: Just do once a Sem.

Nov – Dec

- Generate Badge Reports
- Purchase Badges in Guide Shop

1. Administrative Matters and Access to GuidingLIGHT



Annual Administrative Matters

Think it. Say it. Live it.

1. Creation Of Accounts

1. Btw Feb to end March, Guiders are required to submit on the given template:
 - a) Personal Particulars of all new members
 - b) Particulars of all members who have quit/graduated
 - c) Particulars of Guiders who have stopped Guiding in their school or have left the service. *(GGS will deactivate the user account).*



Annual Administrative Matters

Think it. Say it. Live it.

1. Creation Of Accounts

1. Guiders can now also create their own accounts for their girls!



Annual Administrative Matters

Think it. Say it. Live it.

2. Password Protected

The file should be password protected, saved as an excel workbook with the school name (eg Jurong_Lake Secondary_School).

- Password for the file should be sent in a separate email.
- Email completed form to Jalilah.Johar@girlguides.org.sg



Annual Administrative Matters

Think it. Say it. Live it.

- Guiders to check and ensure that all data provided are complete and correct.
- There will be an email confirmation generated by GuidingLIGHT upon creation of the new account
 - Remind girls / Guiders can check their SPAM email for GuidingLIGHT Online Handbook creation confirmation



Annual Administrative Matters

Think it. Say it. Live it.

For Guiders who have moved to another school but is still in Guiding:

- Inform Jalilah via email with name, GuidingLIGHT User Name and name of new school.
- GGS will edit the user account within 1 week.
(GGS operates on Tue-Sat).



Accessing the GuidingLIGHT

Think it. Say it. Live it.

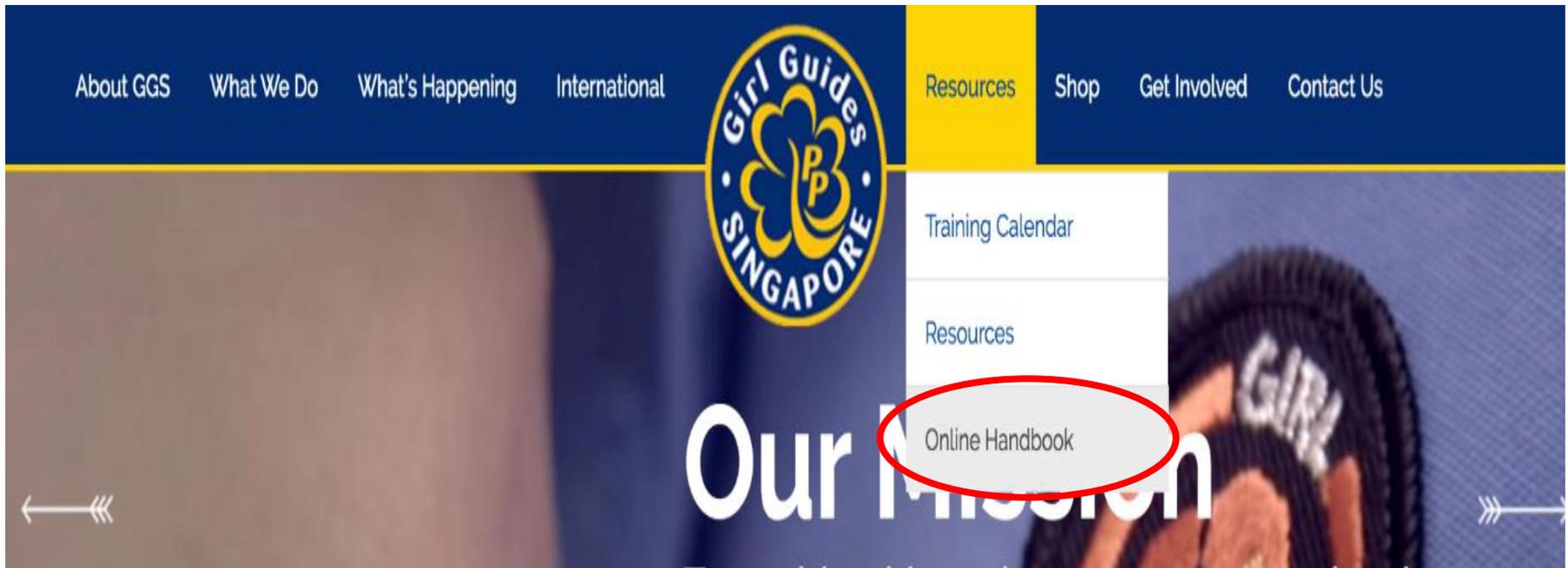
- Clear browsing history/ browser cache
- Go to <https://guidinglight.org.sg>
- Key in the last 3 digits and letter of NRIC as username (some users will have unique username e.g *000X_a*)
- Key in the default password **GGSp1917**
- Change your password as required
- Log-in with your username and new password
- You will be able to access the GuidingLIGHT



Accessing the GuidingLIGHT

Think it. Say it. Live it.

1. Access via GGS website: <https://girlguides.org.sg/>
2. Enter guidinglight.org.sg in your Browser's URL





Accessing the GuidingLIGHT

Think it. Say it. Live it.

- Once the Guider/Girl has accessed the GuidingLIGHT, she should go to her profile to check that her personal details are correct.



Password Reset

Think it. Say it. Live it.

Two ways of resetting your password:

1. Self Reset

- A. If account is registered with student's email- immediate; sent to student's email
- B. If registered with Guider's email- immediate; sent to Guider's email

Check Your Spam

2. Through HQ Staff - needs 2 - 3 working days

3. Guiders reset for girls



1. Password Reset-Self Reset Email

Think it. Say it. Live it.

Password can be reset by clicking the forget password on the GuidingLIGHT site.

An email will be sent to the account holder to reset the password



[Forgot Password](#)



Help Desk Support:

For Admin-related matters
Email: Jalilah Johar – jalilah.johar@girlguides.org.sg

For Technical issues
Tel: 6377 0190
Email: support@threelearning.com

Operating Hours
Monday to Friday 9.00am to 5.00pm
Closed on Saturdays, Sundays and public holidays



2. Password Reset through HQ Staff

Think it. Say it. Live it.

- Guiders can also submit request to reset password to jalilah.johar@girlguides.org.sg with the name and userID.
- Password reset will be done within a working day.
- HQ Trainers are also able to reset password in Jalilah's absence.



3. Password reset through Guiders

Think it. Say it. Live it.

- Toggle to “Sub-Admin” Role
 - Click on **User Management**
 - Click on **User**
 - Click on **View** under user name
 - Choose either
 - Reset 2FA
 - Reset
 - Reset - Send EMail

2. About GuidingLIGHT





About GuidingLIGHT

Think it. Say it. Live it.

- From 2019, GuidingLIGHT replaces the physical handbook.
- It is an online handbook where:
 - Brownies/Guides:
 - can refer to for information regarding the 5-point program
 - will complete their assessment/reflection task in the 5-point program,
 - will be awarded Golden Bar/Golden Hand OR Bronze/Silver/Gold Award,
 - are awarded their proficiency/interest badges,
 - Guiders:
 - are awarded the Skills Badge, and
 - can track the progress of their girls.



About GuidingLIGHT

Think it. Say it. Live it.

- Upon your first access, Guiders will be brought to the **Designer Interface**.

The screenshot shows a web browser window with the URL `guidinglight.org.sg/dashboard/designer`. The interface features a dark blue sidebar on the left with navigation options: Dashboard, Courselets, Courses, Learning Campaign, Learning Outcome, Badge, Gradebook, and Report. The main content area is titled 'Getting Started' and contains three instructional cards:

- STEP 1: Create Courselets**
Courselets are the building blocks of a course.
There are 3 major types of courselets:
 - e-learning (xpi/soom/video/audio/article/website/youtube)
 - assessment
 - surveyButtons: + New E-Learning, + New Assessment, + New Reinforcement, + New Survey
- STEP 2: Create Course**
A course can consist of one or more courselets.
To create a course, add the courselets that were created. Courselets can be rearranged in any order that is effective for the learner.
Button: + New Course
- STEP 3: Assign to Learners**
Once a course is created, assign the course to the learners.
Assignment can be done in 2 ways:
 - manually (by selecting learners)
 - automatically (by role/department/custom field)Buttons: Manual Assign, Auto Assign



About GuidingLIGHT

Think it. Say it. Live it.

- Modules are known as Courses in GuidingLIGHT

The screenshot shows the 'My Courses' page in the GuidingLIGHT system. The page title is 'My Courses'. A navigation menu on the left includes 'Dashboard', 'My Badge', 'My Gradebook', 'Report', 'My Certificate', and 'My Course'. The main content area displays a list of courses. The first course is 'Brownies - International3', which is circled in blue. Below this course, three courselets are shown: 'B3.1 - Brownies Around the World', 'B3.1 Assessment - Brownies Around the World', and 'B3.2 - Let's Read and Play'. Each courselet includes details like 'Type: exam/12', 'Assessed: 20 Jan 2021, 4:30PM', 'Value: 13', and 'Status: Completed'. A 'Restart' button is visible for each courselet. A second yellow callout box points to these courselets.

- Clauses are Courselets in GuidingLIGHT.



5-Point Programme (Core Programme) - Brownies

Think it. Say it. Live it.

Personal & Social Development	Home	Community	Outdoors	International	Awards
Physical Development : Healthy Me	Home Duties	Know More About Singapore	Discovering Nature	My Globe	Golden Bar: Complete 5 Modules; 1 Module from each Point
Emotional Development : Courteous Me		My Neighbourhood		My Guiding World	
Social Development : Cultured Me	Home Safety	Emergency Preparedness	A Green World	My Guiding Friend	Golden Hand: Complete the rest of the remaining 8 modules.

- Updated 5-Point Programme
- Old handbook syllabus no longer valid



5-Point Programme (Core Programme) - Guides

Think it. Say it. Live it.

Personal & Social Development	Home	Community	Outdoors	International	Awards
Physical Development	Home	Knowledge of Community	Outdoor Experiences	My Globe	Bronze Award: Completing 5 Modules: 1 Module from each of the 5-Points
Emotional Development : Emotional Quotient	Household	Emergency Preparedness	Understanding the Environment	My Guiding World	Silver Award: Completing 10 Modules: 2 Module from each of the 5-Points
Social Development : Social Skills	Thrift	Service to Others	Outdoor Pursuits	My Guiding Friend	Gold Award: Completing all Modules: completed all clauses from all the modules.

- Updated 5-Point Programme
- Old handbook syllabus no longer valid



5-Point Programme Overview

Think it. Say it. Live it.

E-Learning Modules (Scorm12) – video file formats

1. Incomplete
2. Completed
3. Not Started

Title	Type	No. of Visits	Last Access	Status	Action
B1.1 Assessment - Getting to Know ASEAN and Its Members	scorm12	2	10 Apr 2021, 8:44AM	Completed	Restart
B1.2 - Exploring Current Events in ASEAN	scorm12	1	-	Not Started	Begin
B1.2 Assessment - Exploring Current Events in ASEAN	assessment	1	-	Not Started	Begin
B - International1 - Reflection Qns	survey	1	-	Not Started	Begin

Assessments

1. Pass
2. Fail
3. Mark Pending (Guider hasn't marked)
4. Not Started
5. In Progress



Guides - Personal1

Expire on
31 Dec 2032

Last Access
01 Apr 2021, 12:22AM

In Progress

9%





5-Point Programme Overview

Think it. Say it. Live it.

Brownies

13 + 1 (Courses) Modules
36 (Courselets) Clauses

All Courselets are broken into:

1. E-Learning (Scorm12)
2. Assessment
3. Survey (Reflections)

Additional Resources for all Courses available

Guides

15 + 1 (Courses) Modules
48 (Courselets) Clauses

All Courselets are broken into:

1. E-Learning (Scorm12)
2. Assessment
3. Survey (Reflections)

Additional Resources for all Courses available



Transition of Old Handbook Progress' to GuidingLIGHT

Think it. Say it. Live it.

- Transition for Brownies / Guides from Old Handbook to New Handbook
 - Affects Brownies and Guides who were working on the modules in Old Handbook
 - Have completed some of the Award Badges e.g. Golden Bar, Bronze Award etc.
- Guiders will need to do some adjustments to ensure the information on GuidingLIGHT is updated

3. Training - Technical



Learning Objectives (Designer)

Think it. Say it. Live it.

1. GuidingLIGHT concept
2. Manual mark Brownies / Guides' submitted assignments
3. Award other proficiency badges
4. Generate Reports



What is GuidingLIGHT?

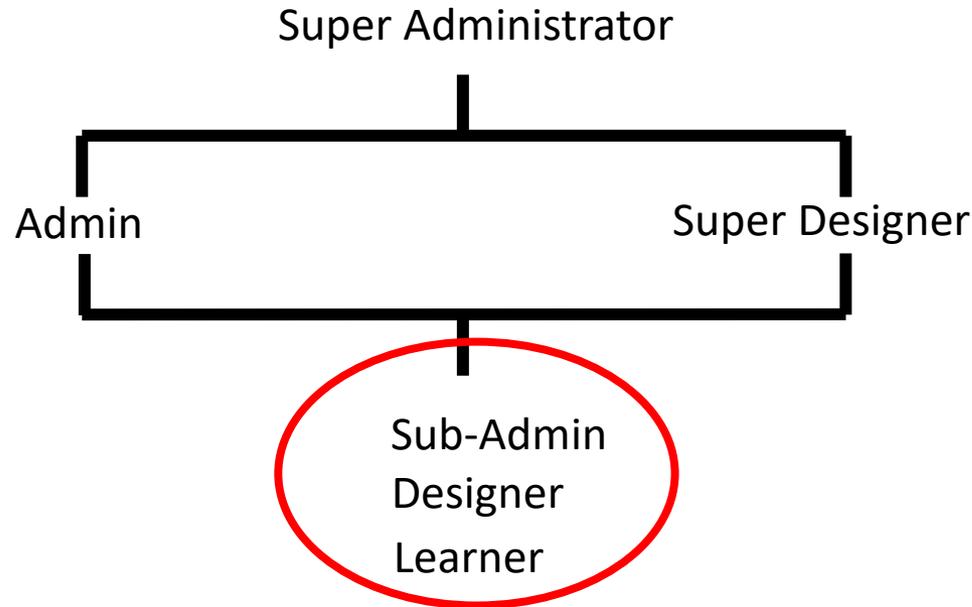
Think it. Say it. Live it.

- A learning management system (LMS), based on Koollab™, is a software application for the administration, documentation, tracking, reporting and delivery of educational courses, training programs, or learning and development programs.
- An LMS delivers and manages all types of learning content, including videos, courses, and documents.



System Role

Think it. Say it. Live it.



- Each role above can “assign” role below to user accounts
- Learner - default role for all accounts



Default Log-in (For Guiders)

Think it. Say it. Live it.

The screenshot shows a web browser window with the URL `guidinglight.org.sg/dashboard-designer`. The page features a dark blue navigation sidebar on the left with the following menu items: Dashboard, Courselets, Courses, Learning Campaign, Learning Outcome, Badge, GradeBook, and Report. The main content area is titled "Getting Started" and contains three instructional cards:

- STEP 1: Create Courselets**
Courselets are the building blocks of a course.
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A course can consist of one or more courselets.
To create a course, add the courselets that were created. Courselets can be rearranged in any order that is effective for the learner.
Button: + New Course
- STEP 3: Assign to Learners**
Once a course is created, assign the course to the learners.
Assignment can be done in 2 ways:
 - manually (by selecting learners)
 - automatically (by role/department/custom field)Buttons: Manual Assign, Auto Assign



Toggle Between Roles

Think it. Say it. Live it.

**Default login will always show the highest hierarchy role.*

- Click account name dropdown.
- Role >
 - Sub-Admin
 - Designer
 - Learner



Default Log-in (For Guiders)

Think it. Say it. Live it.



NAVIGATION

- Dashboard
- User Management >
 - User
 - System Role (Manual)
 - System Role (Set Auto)
- Report >

Create User

Mass User Upload

New Report

My Report Template



Course-Courselet Concept

Think it. Say it. Live it.

Course

- A Course is made up of one or many courselets
- Aka Module in the 5-Point Programme

Courselet

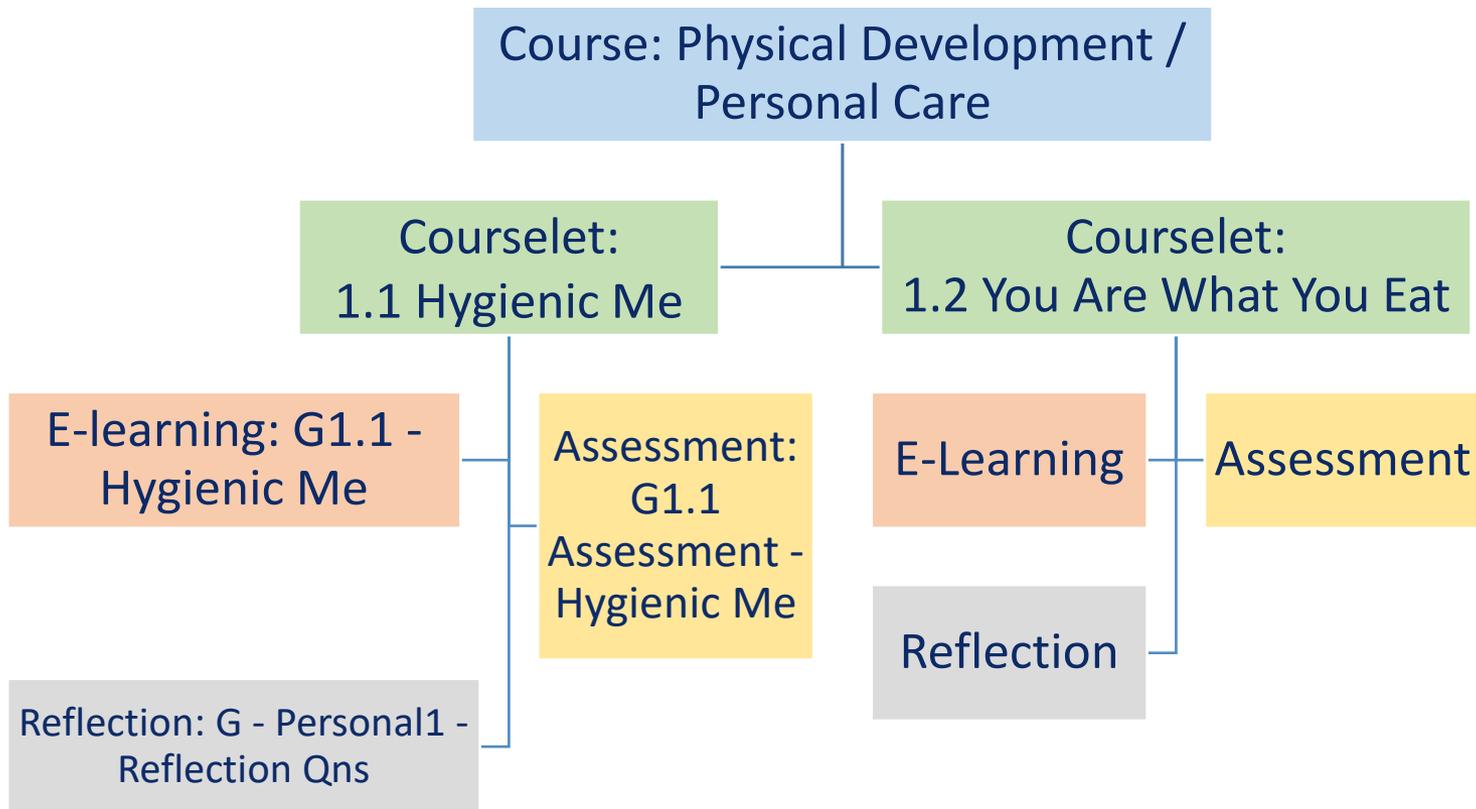
- A courselet:
 - a short, 10 to 15 minutes module
 - Can be:
 - Traditional SCORM training, assessment, survey (reflection)



Sample Course-Courselet Concept

Think it. Say it. Live it.

5-Point Programme Course Structure





Learner Interface

Think it. Say it. Live it.



XING TING JASMINE ...

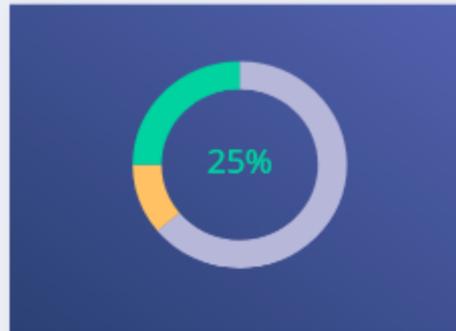
NAVIGATION

- Dashboard
- My Badge
- My Gradebook
- Report
- My Certificate
- My Course



Continue My Learning [GO](#)

Brownies - International 1
B1.1 Assessment - Getting to Know ASEAN and Its...
assessment due by Dec 31, 2032



Available Public Courses [GO](#)

EOY 2020 Webinar YA Journey
Uploaded 5 months ago

My Courses

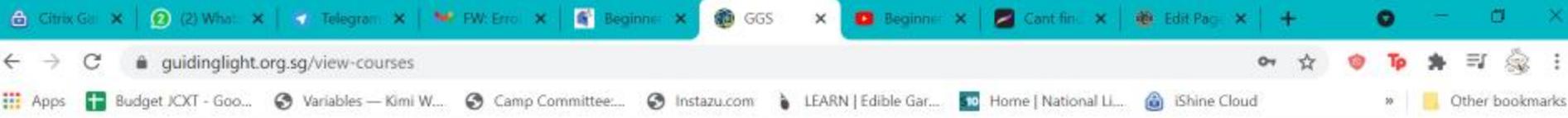
Sort Options

	Brownies - International1	Expire on 31 Dec 2032	Last Access 10 Apr 2021, 8:44AM	In Progress	20%	▼
--	---------------------------	--------------------------	------------------------------------	-------------	-----	---



My Courses

Think it. Say it. Live it.



XING TING JASMINE ...

- NAVIGATION
- Dashboard
- My Badge
- My Gradebook
- Report
- My Certificate
- My Course

My Courses

Sort Option

	Brownies - International1	Expire on 31 Dec 2032	Last Access 10 Apr 2021, 8:44AM	In Progress	20%	▼
	Guides - Personal1	Expire on 31 Dec 2032	Last Access 01 Apr 2021, 12:2		9%	▼
	Guides - Community2	Expire on 31 Dec 2032	Last Access 13 Jan 2021, 4:37		0%	▼
	EOY 2020 Webinar BPA & Programme Planning	Expire on 20 Nov 2022	Last Access 19 Dec 2020, 11:41AM	In Progress	42%	▼
	Guiders - Community Guides' Resources	Expire on 31 Dec 2032	Last Access 19 Dec 2020, 11:38AM	In Progress	18%	▼
	Guiders - Community Brownies' Resources	Expire on 31 Dec 2032	Last Access 25 Nov 2020, 4:21PM	In Progress	66%	▼

To Filter
(Use A-Z/
Z-A to show
Brownie/
Guide Courses)





Recent Completed Courses

Think it. Say it. Live it.

Browser tabs: Citrix Go, (3) What, Telegram, FW: Error, Beginne, GGS, Beginne, Cant find, Edit Pag, +, -, X

Address bar: guidinglight.org.sg/view-courses

Bookmarks: Apps, Budget JCXT - Goo..., Variables — Kimi W..., Camp Committe..., Instazu.com, LEARN | Edible Gar..., Home | National LI..., iShine Cloud, Other bookmarks

Guiding LIGHT logo

Girl Guides Singapore logo

NAVIGATION

- Dashboard
- My Badge
- My Gradebook
- Report
- My Certificate
- My Course

Notifications: 420

Profile: XING TING JASMINE ...

	Guides - Outdoor2	Expire on 31 Dec 2032	Last Access -	Not Started	0%	▼
	EOY 2020 Webinar PGA Journey	Expire on 25 Dec 2021	Last Access -	Not Started	0%	▼

Recent Completed Courses [SHOW MORE](#)

	EOY 2020 Webinar Outdoor Ethics & Leave No Trace Principles	Expire on 20 Nov 2022	Last Access 26 Jan 2021, 3:31PM	Completed	100%	▼
	Guides - Enrolment	Expire on 31 Dec 2032	Last Access 21 Jan 2021, 4:22PM	Completed	100%	▼

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Windows taskbar: Type here to search, File Explorer, Chrome, Calendar, Edge, Spotify, Teams, Outlook, PowerPoint, Word, Help, Network, Volume, ENG, 11:50 AM 28/4/2021



My Courses: All existing Courses

Think it. Say it. Live it.

Citrix Go... (3) What... Telegram... FW: Error... Beginner... GGS... Beginner... Cant find... Edit Page...

guidinglight.org.sg/view-courses

Apps Budget JCXT - Goo... Variables — Kimi W... Camp Committee... Instazu.com LEARN | Edible Gar... Home | National LI... iShine Cloud Other bookmarks

Guiding LIGHT Girl Guides Singapore

XING TING JASMINE ...

Course Name	Expire on	Last Access	Status	Progress
Guides - Outdoor2	31 Dec 2032	-	Not Started	0%
EOY 2020 Webinar PGA Journey	25 Dec 2021	-	Not Started	0%

Recent Completed Courses [SHOW MORE](#)

EOY 2020 Webinar Outdoor Ethics & Leave No Trace Principles	Expire on 20 Nov 2022	Last Access 26 Jan 2021, 3:31PM	Completed	100%
Guides - Enrolment	Expire on 31 Dec 2032	Last Access 21 Jan 2021, 4:22PM	Completed	100%

NAVIGATION

- Dashboard
- My Badge
- My Gradebook
- Report
- My Certificate
- My Course**

All existing Courses

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Current / Completed / Expired Courses

Think it. Say it. Live it.

The screenshot shows a web browser window displaying the 'My Course' page on the Guiding Light website. The 'Current' tab is selected and circled in red. The page lists several courses with their respective progress and expiration dates.

Course Name	Expiration Date	Last Access	Progress	Completion Status
Brownies - International1	31 Dec 2032	10 Apr 2021, 8:44AM	20%	In Progress
EOY 2020 Webinar BPA & Programme Planning	20 Nov 2022	19 Dec 2020, 11:41AM	42%	In Progress
EOY 2020 Webinar PGA Journey	25 Dec 2021	-	0%	Not Started
GUIDINGLIGHT Online Handbook	-	24 Jul 2020, 1:12PM	66%	In Progress
Camp Galore	-	-	0%	Not Started
Brownies - Community1	-	-	0%	Not Started



My Gradebook

Think it. Say it. Live it.

- NAVIGATION
- Dashboard
- My Badge
- My Gradebook
- Report >
- My Certificate
- My Course

My Gradebook

Gradebook Title	Guides_Personal1to3	▼
Gradebook Title	Guides_Home1to3	▼
Gradebook Title	Guides_Outdoor1to3	▼
Gradebook Title	Guides_Community1to3	▼
Gradebook Title	Guides_International1to3	▼

Bronze / Golden Bar: Completion of 5 Modules (1 module from each of the 5-Point)
Silver: Completion of another 5 Module
Gold / Golden Hand: Completion of all modules.



Guides/Brownies: 90% Completion for the overall



My Gradebook (E-Learning)

Think it. Say it. Live it.

Citrix Gateway | WhatsApp | Google Forms Limiter - H... | Telegram Web | GGS

guidinglight.org.sg/view-learner-gradebook

Budget JCXT - Goo... | Variables — Kimi W... | Camp Committe... | Instazu.com | LEARN | Edible Gar... | Home | National LI... | iShine Cloud | Other bookmarks

Guiding LIGHT | Girl Guides Singapore

NAVIGATION

- Dashboard
- My Badge
- My Gradebook
- Report
- My Certificate
- My Course

Guides - Outdoor2		Score(%)
scorm12 G2.1 - Get to Know the Local Flora and Fauna	Completed	10
assessment G2.1 Assessment - Get to Know the Local Flora and Fauna	Pass	15
scorm12 G2.2 - Observing the Local Flora and Fauna	Completed	10
assessment G2.2 Assessment - Observing the Local Flora and Fauna	Pass	15
scorm12 G2.3 - Be an Agent of Change	Not Started	0
assessment G2.3 Assessment - Be an Agent of Change	Fail	0
scorm12 G2.4 - Map the Way	Not Started	0
scorm12 G2.4 - Map the Way	In Progress	0

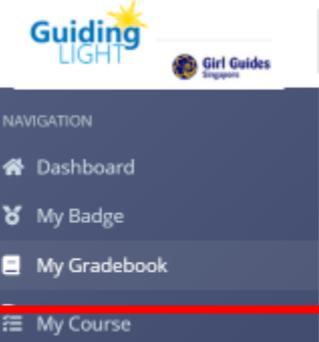
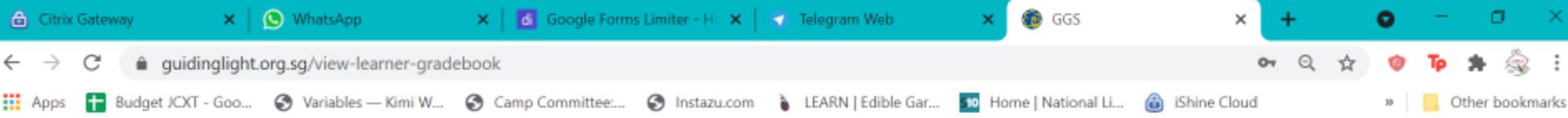
E-Learning

1. Completed
2. Not Started
3. In Progress



My Gradebook (Assessment)

Think it. Say it. Live it.



Guides - Outdoor2		Score(%)
scorm12 G2.1 - Get to Know the Local Flora and Fauna	Completed	10
assessment G2.1 Assessment - Get to Know the Local Flora and Fauna	Pass	15
assessment G1.4 Assessment - Keep the Diseases at Bay	Mark Pending	4
scorm12 G2.3 - Be an Agent of Change	Not Started	0
assessment G2.3 Assessment - Be an Agent of Change	Fail	0
scorm12 G2.4 - Map the Way	Not Started	0
assessment G2.4 Assessment - Map the Way	Not Started	0
survey G - Outdoor2 - Reflection Qns	Not Started	0

- Assessments**
1. Pass
 2. Fail
 3. Mark Pending
(Guider hasn't marked)
 4. Not Started
 5. In Progress



Log Out

Think it. Say it. Live it.



XING TING JASMINE ...

- Welcome!
- My Profile
- Change Password

- Change Role
 - SuperDesigner
 - Administrator
 - Learner

Logout

Getting Started

STEP 1 Create Courselets

Courselets are the building blocks of a course.

- There are 3 major types of courselets:
- e-learning (xpi/scorm/video/audio/article/website/youtube)
 - assessment
 - survey

- + New E-Learning
- + New Assessment
- + New Reinforcement

STEP 2 Create Course

A course can consist of one or more courselets.

To create a course, add the courselets that were created. Courselets can be rearranged in any order that is effective for the learner.

+ New Course

STEP 3 Assign Learners

Once a course is created, you can assign learners to the course.

- Assignment can be done in 2 ways:
- manually (by selecting learners)
 - automatically (by role/department/custom field)

- Manual Assign
- Auto Assign



Think it. Say it. Live it.

Creating, Editing of Girls' Accounts



Steps to take

Think it. Say it. Live it.

Starting April 2022, Guiders are allowed to:

- Create their own GuidingLIGHT Accounts
- Edit
- Graduate the girls.

Please do not delete the girls' accounts when they graduate.



Creating New Accounts (Individual)

Think it. Say it. Live it.

A screenshot of a web browser showing a 'Users' management interface. The browser tabs include 'Search results - Google Drive' and 'Meeting Information - Zoom'. The address bar shows 'view-users'. The page header includes a notification bell with '279' and an email icon. The main content area has a 'Users' title and a toolbar with buttons for 'Select All', 'Delete', 'Upload', and 'Create'. The 'Create' button is circled in red. Below the toolbar is a table with columns: Username, Last Name, First Name, Status, Created At, Last Login At, and Action.

To Create Individual Accounts, click on “Create”



Creating New Accounts (Individual)

Think it. Say it. Live it.

Create New User

Account Information

Username*	Preferred Name	Organisation Role*
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Organisation Role"/>
First Name	Last Name*	<input type="checkbox"/> Management <input type="checkbox"/> 2FA
<input type="text"/>	<input type="text"/>	
Email*	Designation	Start Date * <input type="text" value="01/07/2022"/>
<input type="text"/>	<input type="text"/>	Expiry Date * <input type="text" value="dd/mm/yyyy"/>

Departments

Department Level*	Department*
<input type="text" value="School"/>	<input type="text" value="Raffles Girls' School"/>

Other Information

Birth_Year	<input type="checkbox"/> Graduated	Leadership_Position
<input type="text"/>		<input type="text"/>



Creating New Accounts (Mass)

Think it. Say it. Live it.

A screenshot of a web browser showing a user management interface. The browser tabs include 'Search results - Google Drive' and 'Meeting Information - Zoom'. The address bar shows 'view-users'. The page header includes a notification bell with '279' and an email icon. The main content area has a title 'Users' and a toolbar with buttons for 'Select All', 'Delete', 'Upload', and 'Create'. A search bar is also present. Below the toolbar is a table with columns for 'Username', 'Last Name', 'First Name', 'Status', 'Created At', 'Last Login At', and 'Action'. The 'Upload' button is circled in red.

To Create Individual Accounts, click on “Create”



Creating New Accounts (Mass)

Think it. Say it. Live it.

gudingirls.org.sg/upload-user

Girl Guides Singapore

Guiding LIGHT

NAVIGATION

- Dashboard
- User Management
- Report

Upload User Data

Step 1

Download the user registration spreadsheet

Download

Step 2

Enter users' information

Step 3

Upload the spreadsheet

Choose File No file chosen

Cancel Update Create

Click to download and fill in the form.



Editing New Accounts

Think it. Say it. Live it.

[Reset 2FA](#) [Reset](#) [Reset - Send Email](#)

Username*

Preferred Name

Organisation Role*

First Name

Last Name*

Deactivate Lock Management 2FA

Email*

Designation

Start Date *

Expiry Date *

Send me email notification

Departments

Department Level

Department

Other Information

Birth_Year

Graduated

Leadership_Position

[Cancel](#) [Update](#)



Reset Password

Think it. Say it. Live it.

Update User

Account Information



Choose either:

- Reset to default password or
- Reset – Send EMmil



Graduating girls

Think it. Say it. Live it.

Username* **Preferred Name** **Organisation Role***

First Name **Last Name*** Deactivate Lock Management 2FA

Email* **Designation** **Start Date *** **Expiry Date ***

Send me email notification

Departments

Department Level **Department**

Other Information

Birth_Year **Graduated** **Leadership**

Click here to Graduate the girls.
Please do not delete their account after they graduate.



Think it. Say it. Live it.

Manual Marking of Assignments



Steps to take

Think it. Say it. Live it.

1. Decide which Modules your girls need to complete for the year
2. Conduct relevant activities in CCA meetings
OR get girls to complete modules on GuidingLIGHT
3. 'Mark' the assessments on GuidingLIGHT
4. System automatically award the relevant awards to the respective girls



Award Badge Assignment

Think it. Say it. Live it.

Course: Physical Development /
Personal Care

Courselet:
1.1 Hygienic Me

E-learning: G1.1 -
Hygienic Me

Assessment:
G1.1
Assessment -
Hygienic Me

Reflection: G – Personal 1
- Reflection Qns

The system keeps a record of the progress completed by the Brownies/Guides.

Each Course has at least **1 compulsory Assessment** (Submission OR Short answer) which requires Guiders to mark.



Award Assignment

Think it. Say it. Live it.

Course: Physical Development /
Personal Care

Courselet:
1.1 Hygienic Me

E-learning: G1.1 -
Hygienic Me

Assessment:
G1.1
Assessment -
Hygienic Me

Reflection: G – Personal 1
- Reflection Qns

After Guider has completed marking that Assessments, system will automatically assign the Award Badges to the respective Brownie / Guide.

Purpose: to allow Guiders to have the final say to girls' receiving the Award Badges



Compulsory Assessment

Think it. Say it. Live it.

- 1 Compulsory Assessment / Course
 - Comes in the form of a **Short Answer Question** or **Submission Assignment**
 - Guiders can choose to
 1. mark and adjust grades OR
 2. Get Brownie / Guide to redo that assessment

Guiders can always generate Assessment reports to know how girls are doing



Email Notification about Assessments

Think it. Say it. Live it.

Message from <https://guidinglight.org.sg> : Michelle submitted an assessment for grading.   Inbox x



Guidinglight <notification@guidinglight.org.sg>
to me ▾

10:01 AM (0 minutes ago)



Michelle submitted an assessment for manual grading.

Please login to the <https://guidinglight.org.sg> to grade the "B1.3 Assessment - Having a Healthy Body and Mind".

(This is a system generated notification message - Please do not reply directly to this email. Thank you.)

 Reply

 Forward



Disable Email Notifications

Think it. Say it. Live it.

ACCOUNT INFORMATION

Username*

7485D

Preferred Name

JASMINE

Organisation Role*

Guider

First Name*

XING TING JASMINE

Last Name*

CHEONG

Deactivate Lock Management 2FA

Email*

jasmine@girlguides.org.sg

Designation

Training Officer

Start date*

Expiry date*

Send me email notification

Departments

Department Level

School

Department

Girl Guides Singapore

Other Information

Leadership_Position



My Gradebook

Think it. Say it. Live it.

- NAVIGATION
- Dashboard
- My Badge
- My Gradebook
- Report >
- My Certificate
- My Course

My Gradebook

Gradebook Title	Guides_Personal1to3	▼
Gradebook Title	Guides_Home1to3	▼
Gradebook Title	Guides_Outdoor1to3	▼
Gradebook Title	Guides_Community1to3	▼
Gradebook Title	Guides_International1to3	▼

Bronze / Golden Bar: Completion of 5 Modules (1 module from each of the 5-Point)
Silver: Completion of another 5 Module
Gold / Golden Hand: Completion of all modules.



Guides/Brownies: 90% Completion for the overall



My Gradebook (Assessment)

Think it. Say it. Live it.

Citrix Gateway | WhatsApp | Google Forms Limiter - H... | Telegram Web | GGS

guidinglight.org.sg/view-learner-gradebook

Budget JCXT - Goo... | Variables — Kimi W... | Camp Committe... | Instazu.com | LEARN | Edible Gar... | Home | National LI... | iShine Cloud | Other bookmarks

Guiding LIGHT

Girl Guides Singapore

NAVIGATION

- Dashboard
- My Badge
- My Gradebook
- My Course

Guides - Outdoor2	Score(%)
scorm12 G2.1 - Get to Know the Local Flora and Fauna	Completed 10
assessment G2.1 Assessment - Get to Know the Local Flora and Fauna	Pass 15
assessment G1.4 Assessment - Keep the Diseases at Bay	Mark Pending 4
scorm12 G2.3 - Be an Agent of Change	Not Started 0
assessment G2.3 Assessment - Be an Agent of Change	Fail 0
scorm12 G2.4 - Map the Way	Not Started 0
assessment G2.4 Assessment - Map the Way	Not Started 0
survey G - Outdoor2 - Reflection Qns	Not Started 0

Assessments

1. Pass
2. Fail
3. Mark Pending (Guider hasn't marked)
4. Not Started
5. In Progress



Manual Marking of Assessments

Think it. Say it. Live it.

- There are 2 types of assessments for girls
 1. Automatically Marked Assessments
 2. Guiders Need to Mark

For every Course, there will be compulsory Assessments Guiders need to mark



Manual Marking of Assessments

Think it. Say it. Live it.

The screenshot shows the Guiding Light dashboard. The navigation menu on the left includes: Dashboard, Courselets, Courses, Learning Campaign, Learning Outcome, Badge, **GradeBook** (circled in red), and Report. The main content area is titled 'Getting Started' and contains three steps:

- STEP 1: Create Courselets**
Courselets are the building blocks of a course.
- STEP 2: Create Course**
A course can consist of one or more courselets. To create a course, add the courselets that were created. Courselets can be rearranged in any order that is effective for the learner.
- STEP 3: Assign to Learners**
Once a course is created, assign the course to the learners. Assignment can be done in 2 ways:
 - manually (by selecting learners)
 - automatically (by role/department/custom field)

A yellow callout box with a red arrow pointing to the 'GradeBook' menu item contains the text: "Click on 'GradeBook' to access".

Click on "GradeBook" to access



Manual Marking of Assessments

Think it. Say it. Live it.

NAVIGATION

- Dashboard
- Courselets
- Courses
- Learning Campaign
- Learning Outcome
- Badge
- GradeBook
- Report

Gradebook

Select All Delete Selected Create Search

Title	Description	Created By	Date Created	Action
<input type="checkbox"/> Guides_Personal1to3		3l.designer	13 Nov 2018, 11:20AM	+ -
<input type="checkbox"/> Guides_Home1to3		3l.designer	13 Nov 2018, 11:28AM	+ -
<input type="checkbox"/> Guides_Outdoor1to3		3l.designer	13 Nov 2018, 11:32AM	+ -
<input type="checkbox"/> Guides_Community1to3		3l.designer	13 Nov 2018, 11:55AM	+ -
<input type="checkbox"/> Guides_International1to3		3l.designer	13 Nov 2018, 11:58AM	+ -
<input type="checkbox"/> SkillsTng_OnlineHBook1Tng		3l.designer	30 Jul 2020, 7:47AM	+ -
<input type="checkbox"/> Brownies_Personal_1to3	Desc	3l.designer	25 Mar 2021, 9:42AM	+ -
<input type="checkbox"/> Brownies_Home_1to2	Desc	3l.designer	25 Mar 2021, 9:59AM	+ -
<input type="checkbox"/> Brownies_Outdoor_1to2	Desc	3l.designer	25 Mar 2021, 10:03AM	+ -
<input type="checkbox"/> Brownies_Community_1to3	Desc	3l.designer	25 Mar 2021, 10:05AM	+ -

Showing 1 to 10 of 12 entries Display 10 records < Prev 1 2 Next >

12:00 PM 28/4/2021

Entire List of Gradebooks available for your marking



Manual Marking of Assessments

Think it. Say it. Live it.

Created By Date Created Action

User View:

Viewing individual girl's work for the Course

3l.designer

13 Nov 2018, 11:55AM



Gradebook View:

The entire gradebook for the entire Coy / Pack

3l.designer

25 Mar 2021, 9:42AM



3l.designer

25 Mar 2021, 9:59AM





Manual Marking of Assessments

Think it. Say it. Live it.

Options to mark assessment

1. Individual Assignment
2. Mark entire module

New Option

- Filter girls by 'Birth Year'
- Narrow down search



Filter Girls for Marking

Think it. Say it. Live it.

Gradebook - Guides_Personal1to3

Cancel

Course Title Guides - Personal1

Birth_Year

Filter girls by 'Birth Year' e.g. 2007

Search

8966A - ABDUL RASHID SITI RAUDHA

Total Score 0%

Cancel

Save

Press search to narrow search

Courselet	Status	Weighted(%)	Score		
scorm12	not started	0 / 5	0	<input type="text"/>	<input type="text"/>
G1.1 - Hygienic Me				<input type="text"/>	<input type="text"/>
assessment	Fail	0 / 15	0	<input type="text"/>	<input type="text"/>
G1.1 Assessment - Hygienic Me					<input type="text"/>



Manual Marking of Assessment

Think it. Say it. Live it.



XING TING JASMINE ...

Gradebook - Guides_Personal1to3

Course Title Guides - Personal1

2584A - CHOW JAE YUN CHARLOTTE

Total Score 89%

Courselet	Status	Weighted(%)	Score	Adjust	Reason for Adjustment
scorm12 G1.1 - Hygienic Me	completed	5 / 5	0	5	P
assessment G1.1 Assessment - Hygienic Me	Pass	15 / 15	100		
scorm12 G1.2 - You are What You Eat	completed	5 / 5	0	5	p

**Scorm:
Video for watching**

**Assessment with Eye:
Need Marking**



Marking Individual Assessment

Think it. Say it. Live it.

The screenshot shows the 'Guiding Light' web application interface. A modal window titled 'Assessment Info for 2584A' is open, displaying details for a 'G1.1 Assessment - Hygienic Me'. The assessment question is 'Keep a schedule for a week on how hygiene and reflect on your activities'. The total score is 1 point. The 'Award Point(s)' field is currently set to 0. The 'Download' button is highlighted with a red box. The 'Save' button is also highlighted with a red box. Three yellow callout boxes with red arrows point to the 'Download' button, the 'Award Point(s)' field, and the 'Save' button, respectively.

1. Need to download, read and mark

2. Award Points

3. Save



Marking Individual Assessment

Think it. Say it. Live it.

< Alternative Method to Mark



XING TING JASMINE ...

Gradebook - Guides_Personal1to3

Course Title Guides - Personal1

2584A - CHOW JAE YUN CHARLOTTE

Total Score 89%

Courselet	Status	Weighted(%)	Score	Adjust	Reason for Adjustment
scorm12 G1.1 - Hygienic Me	completed	5 / 5	0	5	P
assessment G1.1 Assessment - Hygienic Me	Pass	15 / 15	100	15	P
scorm12 G1.2 - You are What You Eat	completed	5 / 5	0		Adjust

1. Award Points
2. Reason for Adjustment

3. Adjust to save Points



Individual Assessment

Think it. Say it. Live it.



XING TING JASMINE ...

Gradebook - Guides_Personal1to3

Course Title Guides - Personal1

Must get 90% for overall Score to Pass

2584A - CHOW JAE YUN CHARLOTTE

Total Score 89%

Courselet	Status	Weighted(%)	Score	Adjust	Reason for Adjustment	
scorm12 G1.1 - Hygienic Me	completed	5 / 5	0	5	P	Adjust
assessment G1.1 Assessment - Hygienic Me	Pass	15 / 15	100	15	P	Adjust
scorm12 G1.2 - You are What You Eat	completed	5 / 5	0	5	p	Adjust



Mark Entire Module

Think it. Say it. Live it.

8966A - ABDUL RASHID SITI RAUDHA

Total Score 0%

Cancel Save

Courselet	Status	Weighted(%)	Score	Adjust	Reason for Adjustment
				<input type="button" value="Set Max Score"/>	<input type="text"/>
scorm12 G1.1 - Hygienic Me	not started	0 / 5	0	<input type="text"/>	<input type="text"/>
assessment G1.1 Assessment - Hygienic Me	Fail	0 / 15	0	<input type="text"/>	<input type="text"/>
scorm12 G1.2 - You are What You Eat	not started	0 / 5	0	<input type="text"/>	<input type="text"/>
assessment G1.2 Assessment - You are What You Eat	Fail	0 / 15	0	<input type="text"/>	<input type="text"/>
Eat					
scorm12 G1.3 - Staying Fit	not started	0 / 5	0	<input type="text"/>	<input type="text"/>

To Pass the Entire Module.

- Need to indicate reason for adjustment



Mark Entire Module

Think it. Say it. Live it.

8966A - ABDUL RASHI

Total Score 0%

To Pass the Entire Module.

- Need to indicate reason for adjustment

Cancel Save

Adjust

Reason for Adjustment

Set Max Score

Passed

scorm12	not started	0 / 5	0	5	Passed
G1.1 - Hygienic Me					
assessment	Fail	0 / 15	0	15	Passed
G1.1 Assessment - Hygienic Me					
scorm12	not started	0 / 5	0	5	Passed
G1.2 - You are What You Eat					
assessment	Fail	0 / 15	0	15	Passed
G1.2 Assessment - You are What You Eat					
Eat					
scorm12	not started	0 / 5	0	5	Passed
G1.3 - Staying Fit					



Mark Entire Module

Think it. Say it. Live it.

Remember to
press 'Save'.

8966A - ABDUL RASHID SITI RAUDHA

Total Score 0%

Cancel Save

Courselet	Status	Weighted(%)	Score	Adjust	Reason for Adjustment
				<input type="button" value="Set Max Score"/>	<input type="text" value="Passed"/>
scorm12 G1.1 - Hygienic Me	not started	0 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>
assessment G1.1 Assessment - Hygienic Me	Fail	0 / 15	0	<input type="text" value="15"/>	<input type="text" value="Passed"/>
scorm12 G1.2 - You are What You Eat	not started	0 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>
assessment G1.2 Assessment - You are What You Eat Eat	Fail	0 / 15	0	<input type="text" value="15"/>	<input type="text" value="Passed"/>
scorm12 G1.3 - Staying Fit	not started	0 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>



Mark Entire Module

Think it. Say it. Live it.

HA Total Score **100%**

Cancel Save

Status	Weighted(%)	Score	Adjust	Reason for Adjustment
			<input type="button" value="Set Max Score"/>	<input type="text"/>
completed	5 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>
Pass	15 / 15	100	<input type="text" value="15"/>	<input type="text" value="Passed"/>
completed	5 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>
u Pass	15 / 15	100	<input type="text" value="15"/>	<input type="text" value="Passed"/>
completed	5 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>

Overall 100%.



Marking of Assessments

Think it. Say it. Live it.

- Suggestion for Marking:
 - Once every 3 or 6 months
 - 5 Modules / Year
 - Divide between Guiders (1 - 2 Module / Guider)

Instruction for your girls

1. Inform them which Course to complete within a stipulated deadline
2. Inform them when marking will be completed by
3. Girls to check on their own assignment results



Think it. Say it. Live it.

Awarding of Proficiency Badges



Steps

Think it. Say it. Live it.

1. Prepare what badges and the names of girls you need to award to
2. Go to 'Badge'
3. Type name of Badge and press 'search'
4. Choose badge
5. Click on 'Award' button
6. Search for girls to award badge
7. Award individually or mass



Award of Proficiency Badges

Think it. Say it. Live it.

The screenshot shows a web browser window with the URL guidinglight.org.sg/dashboard-designer. The page title is "Getting Started" and it features three main steps:

- STEP 1: Create Courselets**
Courselets are the building blocks of a course.
 - ebsite/youtube)
 - assessment
 - survey
- STEP 2: Create Course**
A course can consist of one or more courselets.
To create a course, add the courselets that were created. Courselets can be rearranged in any order that is effective for the learner.
- STEP 3: Assign to Learners**
Once a course is created, assign the course to the learners.
Assignment can be done in 2 ways:
 - manually (by selecting learners)
 - automatically (by role/department/custom field)

In the left-hand navigation menu, the "Badge" option is circled in red. A yellow callout box points to it with the text: "Click on 'Badge' to award".

The browser's taskbar at the bottom shows the time as 11:55 AM on 28/4/2021.



Award of Proficiency Badges

Think it. Say it. Live it.

Citrix Gateway x WhatsApp x Telegram Web x FW: Errors w Enhanc x Beginner's guide to x GGS x

guidinglight.org.sg/badge-list

Budget JCXT - Goo... Variables — Kimi W... Camp Committee... Instazu.com LEARN | Edible Gar... Home | National LI... iShine Cloud Other bookmarks



XING TING JASMINE ...

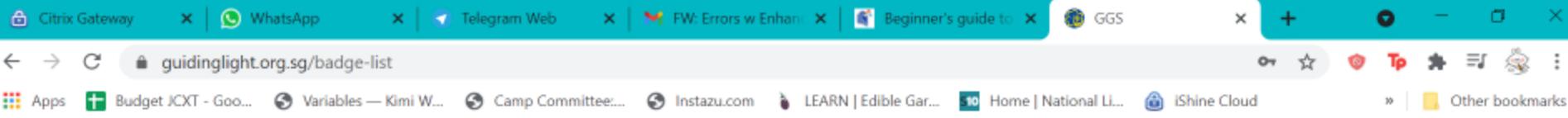
- NAVIGATION
- Dashboard
- Courselets
- Courses
- Learning Campaign
- Learning Outcome
- Badge**
- GradeBook
- Report

Badge						Select All	Delete Selected	Create	Search
Badge	Badge Name	Description	Created By	Date Created	Action				
<input type="checkbox"/>		Brownies Pet Lover	3l.designer	19 Jul 2018, 2:29PM	 				
<input type="checkbox"/>		Brownies Proficient Reader	3l.designer	19 Jul 2018, 2:30PM	 				
<input type="checkbox"/>		Brownies Collector	3l.designer	19 Jul 2018, 2:30PM	 				
<input type="checkbox"/>		Brownies Dental Care	3l.designer	19 Jul 2018, 2:32PM	 				
<input type="checkbox"/>		Brownies Environmentalist	3l.designer	19 Jul 2018, 2:33PM	 				
<input type="checkbox"/>		Brownies First Aider	3l.designer	19 Jul 2018, 2:33PM	 				



Award of Proficiency Badges

Think it. Say it. Live it.



- Guiding LIGHT
- Girl Guides Singapore
- NAVIGATION
- Dashboard
- Courselets
- Courses
- Learning Campaign
- Learning Outcome
- Badge
- GradeBook
- Report

Badge

Select All Delete Selected Create

Badge	Badge Name	Description	Created By	Date Created	Action
<input type="checkbox"/>		Brownies Craft	3l.designer	19 Jul 2018, 2:51PM	
<input type="checkbox"/>		Craft	3l.designer	19 Jul 2018, 3:18PM	Award Badge
<input type="checkbox"/>		Handicraft	3l.designer	19 Jul 2018, 3:18PM	

Showing 1 to 3 of 3 entries Display 10 records < Prev 1 Next >

Badges may be added to award learners for completing their Courses and meeting the award criteria.





Award of Proficiency Badges

Think it. Say it. Live it.

Manual Award / Remove

Auto Award

Users available to award this badge

User Criteria

User Name

Full Name

Organisation Role

Departments

Department Group

Customize Fields Criteria

Leadership_Position

Date_of_Birth (From)

(To)

Graduated

Leadership_Position_New

Clear

Search



Award of Proficiency Badges

Think it. Say it. Live it.



XING TING JASMINE ...

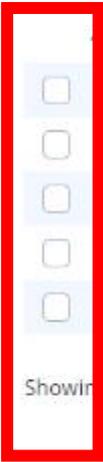
Select Leadership_Position_New value

Use 'Select All' if all girls on this page applies

Clear Search

Available User List

Select All Award Badge Column Visibility



User Name	Last Name	First Name	Org Role Name	Division	School	Leadership_Position	Date_of_Birth	Graduated	Leadership_Position_New
<input type="checkbox"/>	2914G	TAN	JANE	Guide	South	Girl Guides Singapore			
<input type="checkbox"/>	8601G	ONG	MAISIE	Guide	South	Girl Guides Singapore			
<input type="checkbox"/>	3848H	ABBAS	AIDA	Guide	South	Girl Guides Singapore		Not applicable	
<input type="checkbox"/>	1986D	CXT	Jasmine	Guide	South	Girl Guides Singapore			
<input type="checkbox"/>	2221H	JOHAR	LYNN	Guide	South	Girl Guides Singapore			

Increase number to display more entries

Showing 1 to 5 of 5 entries

Display 10 records

You can choose to Award Badge to more than 1 girl at 1 time.



Removing of Proficiency Badges

Think it. Say it. Live it.

Manual Award / Remove

Auto Award

Users already awarded to this badge

User Criteria

User Name

Full Name

Organisation Role

Select Organisation Role

Departments

Department Group

Customize Fields Criteria

Leadership_Position

Date_of_Birth (From)

(To)

Graduated

----- Select -----

Leadership_Position_New

Clear



Removing of Proficiency Badges

Think it. Say it. Live it.

Clear

Search

Awarded User List

Select All

Remove Badge

Column Visibility

User Name	Last Name	First Name	Org Role Name	AwardedDate	Division	School	Leadership_Position	Date_of_Birth	Graduate	
<input checked="" type="checkbox"/>	2584A	CHOW	JAE YUN CHARLOTTE	Guide	28 Jan 2021, 3:05PM	South	Girl Guides Singapore	Patrol Second	23/01/2003	1
<input checked="" type="checkbox"/>	8966A	ABDUL RASHID	SITI RAUDHA	Guider	28 Apr 2021, 1:58PM	South	Girl Guides Singapore	Not Applicable (NA)		
<input checked="" type="checkbox"/>	2914G	TAN	JANE	Guide	28 Apr 2021, 1:58PM	South	Girl Guides Singapore			
<input checked="" type="checkbox"/>	7521H	CHUA	GRACE	Brownie	28 Apr 2021, 1:58PM	South	Girl Guides Singapore			
<input checked="" type="checkbox"/>	3958B	BIN JUMAAT	GHAZALI	Guider	28 Apr 2021, 1:58PM	South	Girl Guides Singapore			
<input checked="" type="checkbox"/>	3785A	CHONG	TING TING	Guider	28 Apr 2021, 1:58PM	South	Girl Guides Singapore		23/09/1991	
<input checked="" type="checkbox"/>	0270I	KIM	LAY ENG	Commissioner	28 Apr 2021, 1:58PM	South	Girl Guides Singapore		11/04/1963	
<input checked="" type="checkbox"/>	3590E	TEO	MENG HUI JOCELYN	Commissioner	28 Apr 2021, 1:58PM	South	Girl Guides Singapore		05/02/1992	
<input checked="" type="checkbox"/>	3702B	KRISHNAN	BARATHI	Brownie	28 Apr 2021, 1:58PM	South	Girl Guides Singapore			
<input checked="" type="checkbox"/>	135						Guides Singapore		04/04/1971	

You can choose to Remove Badges from more than 1 girl at 1 time.

Showing 1 to

< Prev 1 2 Next >



Think it. Say it. Live it.

Generate Reports



Steps

Think it. Say it. Live it.

1. Decide on the report you need to generate
2. Click on 'generate' new
3. Choose the report under 'Report Category'
4. Click on the respective link for the report type.
5. Add in the details or just press 'search'
6. Choose 'column visibility' to select / unselect the fields
7. Choose 'PDF' / 'Excel' to download your report



Generate reports

Think it. Say it. Live it.

The screenshot shows a web browser window with the URL guidinglight.org.sg/dashboard-designer. The page title is "Getting Started" and it features three main steps:

- STEP 1: Create Courselets**
Courselets are the building blocks of a course.
 - e-learning (xpi/scorm/video/audio/article/website/youtube)
 - assessment
 - survey
- STEP 2: Create Course**
A course can consist of one or more courselets. To create a course, add the courselets that were created. Courselets can be rearranged in any order that is effective for the learner.
- STEP 3: Assign to Learners**
Once a course is created, assign the course to the learners. Assignment can be done in 2 ways:
 - manually (by selecting learners)
 - automatically (by role/department/custom field)

In the left-hand navigation menu, the "Report" option is circled in red. A yellow callout box points to it with the text "Click on 'Report'".



Generate reports

Think it. Say it. Live it.

The screenshot shows a web browser window with the URL guidinglight.org.sg/dashboard-designer. The page is titled "Generate reports" and is divided into three main sections: STEP 1: Create Courselets, STEP 2: Create Course, and STEP 3: Assign to Learners. A navigation menu on the left includes options like Dashboard, Courselets, Courses, Learning Campaign, Learning Outcome, Badge, GradeBook, Report, and My Report. The "Report" option is highlighted with a red circle, and a yellow callout box with the text "Click on 'Generate New'" points to the "Generate New" button within the "Report" section. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

NAVIGATION

- Dashboard
- Courselets
- Courses
- Learning Campaign
- Learning Outcome
- Badge
- GradeBook
- Report
- My Report

Generate New

Click on "Generate New"

STEP 1
Create Courselets
Courselets are the building blocks of a course.
There are 3 major types of courselets:

- e-learning (xpi/scorm/video/audio/article/website/youtube)
- assessment
- survey

STEP 2
Create Course
A course can consist of one or more courselets.
To create a course, add the courselets that were created. Courselets can be rearranged in any order that is effective for the learner.

STEP 3
Assign to Learners
Once a course is created, assign the course to the learners.
Assignment can be done in 2 ways:

- manually (by selecting learners)
- automatically (by role/department/custom field)

Manual Assign

Auto Assign

https://guidinglight.org.sg/generate-report

Type here to search

2:04 PM 28/4/2021



Generate reports (Audit)

Think it. Say it. Live it.

Generate Report

Report Category

Learning Progress

Select Report Category

Audits

Assessment

Reflection Questions

Gradebook

Badge

Reinforcement

	Description
	Show overall course completion status.
All Courselet Status	Show the courselets status of each course for each users.
Assessment Courselet Status	Show Assessment courselet status of all courses.
Survey Courselet Status	Show Survey courselet status of all courses.



Generate reports (Audit)

Think it. Say it. Live it.

Generate Report

Report Category

Audits

Select to Generate

Title

Description

User List Log

Show All of the user accounts.

Allows Guiders to be able to churn out the entire list of details of the girls in her school.



Generate reports (Badges)

Think it. Say it. Live it.

Generate Report

Report Category

Badge



Select to Generate

Title

Description

Badge Awarded

Show Individual Badge Awarded List by User.



Generate reports (Badges)

Think it. Say it. Live it.



XING TING JASMINE ...

Result - Badge Awarded Report

Badge Criteria

Badge Name

From Date(Awarded)

To Date(Awarded)

Craft

User Criteria

User Name

Name

Awarded By Criteria

Awarded By

Name

Department Level

Customize Fields Criteria

Leadership_Position

Date_of_Birth

Graduated

Leadership_Position_New

----- Select -----

Clear

Search



Generate reports (Badges)

Think it. Say it. Live it.

Clear

Search

Badge Awarded List

PDF

EXCEL

Template

Column Visibility

Last Name	First Name	BadgeName	AwardedDate	Division	Leadership_Position	Graduated	Leadership_Position_New
SUNDARI	SIVASANKAR SIVAGNANA	Handicraft	16-02-2021	East	Not Applicable (NA)		
SHAIFUL HERMI	QISTINA YUSHINI PUTERI	Craft	08-04-2021	East	Guide	0	
SANJEEV	PHADENNAVAR AVANI	Handicraft	16-02-2021	East	Not Applicable (NA)		
TAN	TAN HONG YU	Brownies Craft	17-05-2020	West	Not Applicable (NA)		
NG	YU THUNG	Brownies Craft	16-04-2019	West	Member	1	
TEO	CHEYENNE XINYI	Brownies Craft	14-08-2020	West	Not Applicable (NA)		
BINTE SHODIKIN	DHIA QAISARA	Handicraft	18-03-2021	West	guide	0	
D/O MOHAMED KAMALUDEEN	RAKSHANA	Handicraft	13-10-2020	North	Sixer		
LIM	LE QI NICOLE	Craft	01-03-2021	West	Not Applicable (NA)		
LIM	LE QI NICOLE	Handicraft	01-03-2021	West	Not Applicable (NA)		

Showing 1 to 10 of 486 entries

Display records

< Prev 1 2 3 4 5 ... 49 Next >



Generate reports (Badges)

Think it. Say it. Live it.

***Do indicate on the PDF/Excel the total number of badges you are buying/collecting**

Types of Report

PDF

EXCEL

Template

Column Visibility

Clear

Search

Badge Awarded List

Last Name	First Name	BadgeName	AwardedDate	Division	Leadership_Position	Graduated	Leadership_Position_New
SUNDARI	SIVASANKAR SIVAGNANA	Handicraft	16-02-2021	East	Not Applicable (NA)		
SHAIFUL HERMI	QISTINA YUSHINI PUTERI	Craft	08-04-2021	East	Guide	0	
SANJEEV	PHADENNAVAR AVANI	Handicraft	16-02-2021	East	Not Applicable (NA)		
TAN	TAN HONG YU	Brownies Craft	17-05-2020	West	Not Applicable (NA)		
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LIM	LE QI NICOLE	Craft	01-03-2021	West	Not Applicable (NA)		
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Showing 1 to 10 of 486 entries

Display records

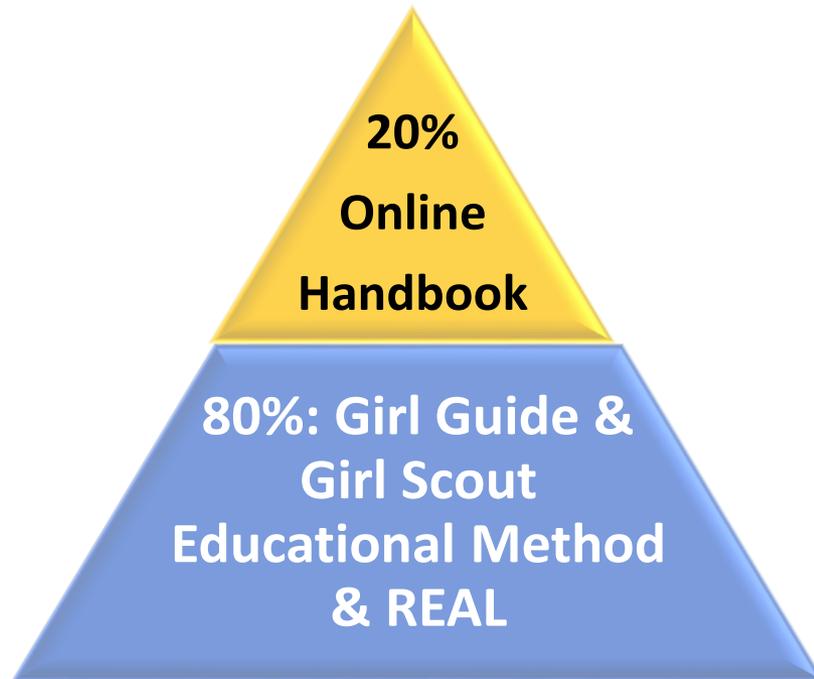
< Prev 1 2 3 4 5 ... 49 Next >

4. Integration of GuidingLIGHT



Training Recommendations

Think it. Say it. Live it.



During weekly meetings

× Less than 20% of overall time to be spent in Computer Labs

✓ Limit the time spent on the online handbook

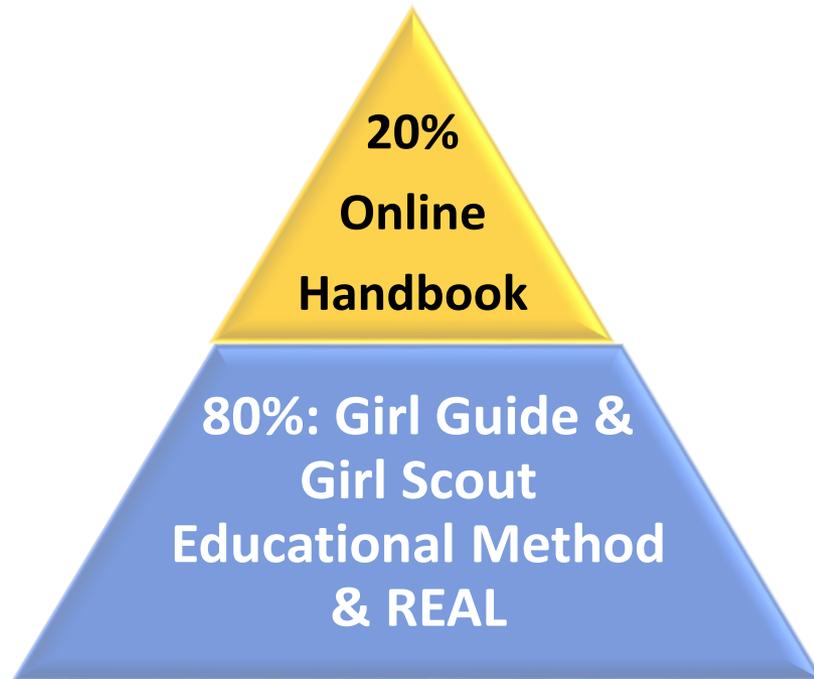
✓ 20% Online Handbook

✓ 80% Hands-On Guiding Experience



Training Recommendations

Think it. Say it. Live it.



- ✓ Weekly meetings should:
 - ✓ Engage in the 5 essential elements
 - ✓ **REAL** Activities: Relevant, Engaging, Accessible, Learner-led
 - ✓ Be immersive, interactive, participatory



Training Recommendations

Think it. Say it. Live it.



**WAGGGS Non-
Formal Educational
Method:
5 Elements**





Recommendations by Trainers

Think it. Say it. Live it.

Brownies

1. Log in as a pack during one of the weekly meetings
 - Brownies can complete the courselet together with the pack in the computer lab with the guidance of the Guider

Guides

1. Log in during last meeting of the month
 - Clauses should be related to the contents that the girls have gone through.
 - Used as a reflection and revision instead



Recommendations by Trainers

Think it. Say it. Live it.

Brownies

1. Complete courselets as homework

- Once every term where Guiders consolidate the total number of clauses Brownies need to complete.
- Parents can sit through and go through the online handbook with the Brownies

Guides

1. Complete courselets as homework

- As pre-requisites before they attend Guides meetings.
- Guiders will be able to track which Guide hasn't completed via her account.



Recommendations by Trainers

Think it. Say it. Live it.

- If you have resumed f2f CCA, you do not need to get your girls to log in to complete GuidingLIGHT.
- Guiders can just go in and pass the girls of the relevant module immediately.



GuidingLIGHT in tandem with hands-on activities

Think it. Say it. Live it.

Example :

The screenshot shows a digital activity interface for Girl Guides Singapore. At the top, there is a blue header with the organization's logo and the title 'Little Housekeepers'. Below the header, a cartoon girl in a brown uniform is pointing towards a grid of four food images. Each image has a caption and a source link. The first image is a bowl of 'Healthy Fruit Salad', the second is a plate of 'Mediterranean Pasta Salad', the third is two slices of 'Garlic Bread', and the fourth is a stack of 'Custard Tarts'. Below the grid, the activity title 'B1.1 - Little Housekeepers' is displayed. Underneath the title, there are four lines of text: 'Type: scorm12', 'Visits: 11', 'Deadline: 31 Dec 25', and 'Accessed: 2020-02-07 16:21:28'. At the bottom left, there is a blue button labeled 'RESTART'. At the bottom right, there are three small icons: an information icon, a checkmark icon, and a snowflake icon.

Girl Guides Singapore Little Housekeepers

Click on the thumbnails to watch the videos on how to make these delicious food.

Video source: [Healthy Fruit Salad](#)

Video source: [Mediterranean Pasta Salad](#)

Video source: [Garlic Bread](#)

Video source: [Custard Tarts](#)

B1.1 - Little Housekeepers

Type: scorm12 Visits: 11

Deadline: 31 Dec 25

Accessed: 2020-02-07 16:21:28

RESTART

i ✓ ❄



Guiding LIGHT in tandem with hands-on activities

Think it. Say it. Live it.



Little Housekeepers



Malay



Western



Indian



Chinese

- Clean the table before you put anything on it.
- All cockery used must be clean.
- Lay each item on the table neatly and in its proper place.

Go Next to learn more on Keep Clean Rules.





GuidingLIGHT in tandem with hands-on activities

Think it. Say it. Live it.

1. Prepare 4 tables with labels in the canteen
 1. Western, Chinese, Malay, Indian



Instructions

1. Divide Brownies into 4 groups
2. Get them to wipe the tables first
3. Then direct everyone to another table with the different sets of crockery and cutlery all mixed up



GuidingLIGHT in tandem with hands-on activities

Think it. Say it. Live it.

4. Each group of Brownies has to:
 - work together to pick the correct set of crockery and cutlery
 - lay them neatly in the proper place on the table assigned to them.



Hint: Prompt the Brownies on what to do when they see dirty crockery and cutlery (Guiders to deliberately arrange for some dirty ones)



GuidingLIGHT in tandem with hands-on activities

Think it. Say it. Live it.



1. Show them a bottle of dishwashing liquid, sponges and towels and get them to wash, dry and lay the crockery and cutlery again
2. All Brownies to walk around with the Guider and check if items are clean, dried and laid correctly on each table



GuidingLIGHT in tandem with hands-on activities

Think it. Say it. Live it.



B1.1 Assessment - Little Housekeepers

Type: assessment

Visits: 1

Deadline: 31 Dec 25

Accessed: 2020-02-07 14:35:54

RESTART





GuidingLIGHT in tandem with hands-on activities

Think it. Say it. Live it.

Assessment: B1.1 Assessment - Little Housekeepers

No Time Limit
Total Attempts: 1 / 999

Question 1 of 2

[2 points]

What are some things you need to do while getting the table ready for eating?

- Clean the table and the crockery
- Yell to let everyone know that the food is ready
- Lay each item on the table neatly and in its proper place



GuidingLIGHT in tandem with hands-on activities

Think it. Say it. Live it.

Assessment: B1.1 Assessment - Little Housekeepers

No Time Limit
Total Attempts: 1 / 999

Question 2 of 2 Which of the following should you do when tidying up after a meal?
[3 points]

- Wash and rinse the dishes
- Wipe the table clean
- Dry and put back all the utensils and crockery
- Wash the plates with the food residue on it

SUMMARY

Assessment can be done:

1. collectively as a Pack with a Projector
2. Individual homework



Others

Think it. Say it. Live it.

- ✓ Additional resources for Guiders have been added.
 - ✓ Guiders can download the necessary additional resources / tasks for the girls to complete
 - ✓ Not available to girls
 - ✓ Guiders have the discretion to come up with alternative resources with Sixers / Leaders



Going Forward...

Think it. Say it. Live it.

Assignment of Badges (by HQ Trainers):

- Most registration forms will request for GuidingLIGHT username.
- Brownies:
 - HQ Badge Programmes, Chief Commissioner's Award
- Guides:
 - Baden-Powell Award, President's Guide Award
- **For adults:**
 - Skills Workshops e-badges
 - Guider's Warrants e-cert





As Guiders, what do I need to do now?

Think it. Say it. Live it.

1. Check that all your girl members are accurate in the database.

Ongoing

2. Guiders to give feedback about assessment/content to Trainers so that we can seek to improve the Online Handbook.



As Guiders, how will my practice change in 2022

Think it. Say it. Live it.

1. Tracking of 5PP progress of girl members through GuidingLIGHT
2. System will automatically award the 5PP badges.
3. Awarding of proficiency/interest badges through GuidingLIGHT
4. Badge Report to be printed for verification in PNA / purchase of items in Guide Shop

5. Q&A

Guiders can use checklist to see if they have further questions.