



**Girl Guides**  
Singapore

# GuidingLIGHT Online Handbook

**Training Session**

*For Guiders*

*Updated 27 January 2023*



# Overview

Think it. Say it. Live it.

1. Quick Review
2. About GuidingLIGHT
3. Roles
4. 5-Point Programme
5. Learner Interface
6. Administrative Matters
  1. Creating, Editing, Graduating Accounts
  2. Password Reset
8. Manual Marking of Modules
9. Awarding Of Badges
10. Generating Reports
11. Integration of GuidingLIGHT
12. Q&A



# Quick Review

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Think it. Say it. Live it.

- Jamboard for GuidingLIGHT



Think it. Say it. Live it.

# 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.



# What is GuidingLIGHT?

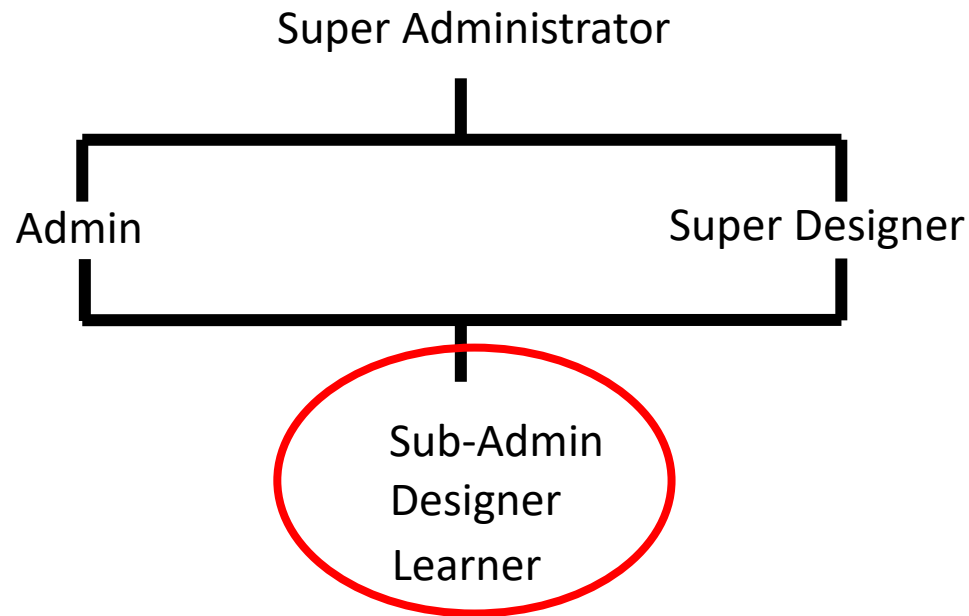
Think it. Say it. Live it.

- 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.



# Roles

Think it. Say it. Live it.



- All Guiders should have
  - Sub-Admin
  - Designer
  - Learner Roles
- Girls only have **Learner** role



# Roles

Think it. Say it. Live it.

## Sub-Admin

- Creation, Editing, Deletion of Accounts
- Password Reset
- Generate Reports for entire Pack / Unit

## Designer

- Marking & Assessing of assessments
- Award Badges
- Generate Reports

## Learner

- E-learning platform with access to all the courses / modules the girls have





# 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



# 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



Think it. Say it. Live it.

# 5-Point Programme



# 5-Point Programme (Core Programme) - Brownies

Think it. Say it. Live it.

Personal & Social Development	Home	Community	Outdoors	International	Awards
<b>Physical Development : Healthy Me</b>	<b>Home Duties</b>	<b>Know More About Singapore</b>	<b>Discovering Nature</b>	<b>My Globe</b>	<b>Golden Bar:</b> Complete 5 Modules; 1 Module from each Point
<b>Emotional Development : Courteous Me</b>		<b>My Neighbourhood</b>		<b>My Guiding World</b>	
<b>Social Development : Cultured Me</b>	<b>Home Safety</b>	<b>Emergency Preparedness</b>	<b>A Green World</b>	<b>My Guiding Friend</b>	<b>Golden Hand:</b> 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
<b>Physical Development</b>	<b>Home</b>	<b>Knowledge of Community</b>	<b>Outdoor Experiences</b>	<b>My Globe</b>	<b>Bronze Award:</b> Completing 5 Modules: 1 Module from each of the 5-Points
<b>Emotional Development : Emotional Quotient</b>	<b>Household</b>	<b>Emergency Preparedness</b>	<b>Understanding the Environment</b>	<b>My Guiding World</b>	<b>Silver Award:</b> Completing 10 Modules: 2 Module from each of the 5-Points
<b>Social Development : Social Skills</b>	<b>Thrift</b>	<b>Service to Others</b>	<b>Outdoor Pursuits</b>	<b>My Guiding Friend</b>	<b>Gold Award:</b> 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.

- Modules are known as Courses in GuidingLIGHT

- Clauses are Courselets in GuidingLIGHT.



# 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





# 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

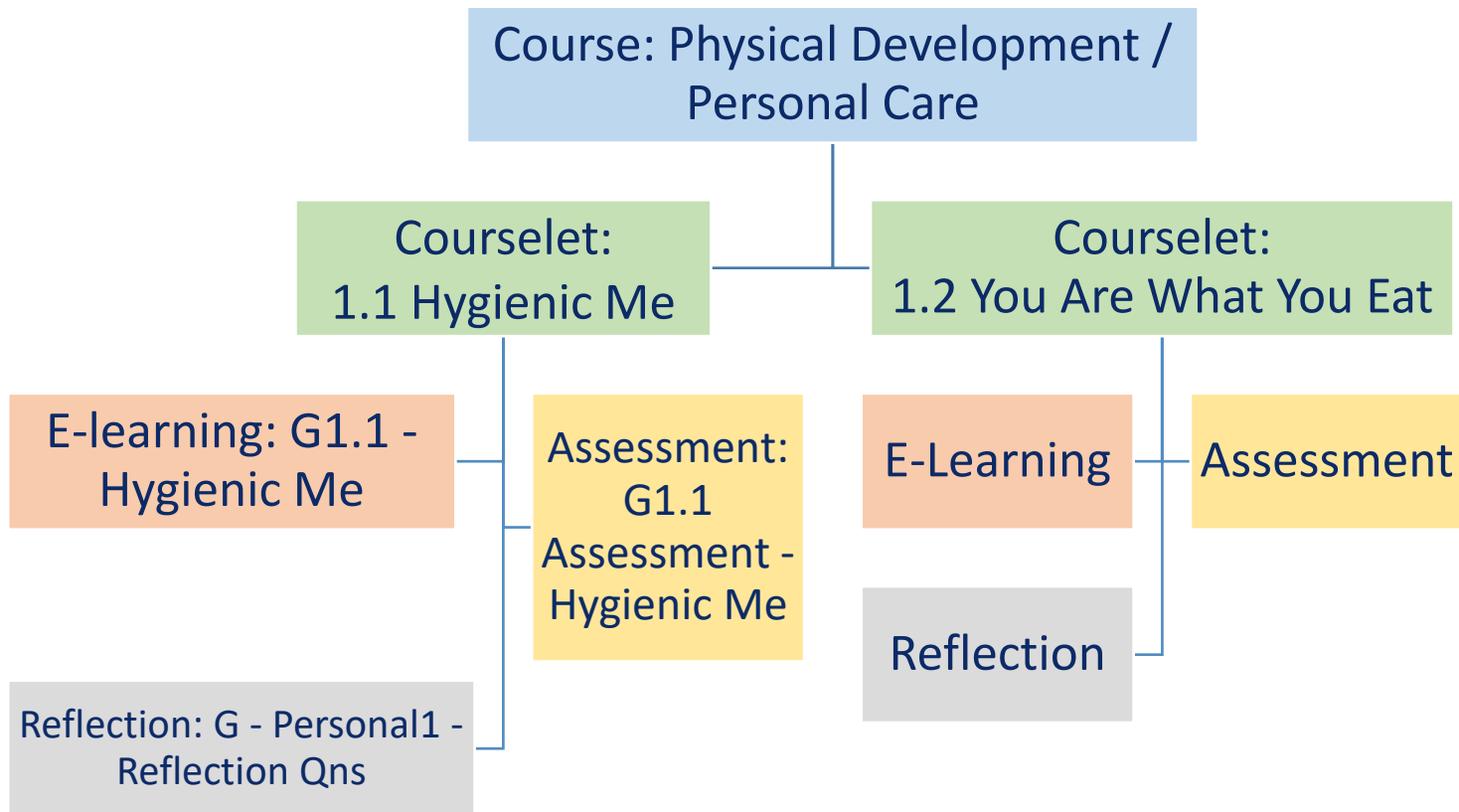
- A courselet:
  - a short, 10 to 15 minutes module
  - Can be:
    - Traditional SCORM training, assessment, survey (reflection)



# Sample Course-Courselet Concept

Think it. Say it. Live it.

## 5-Point Programme Course Structure





Think it. Say it. Live it.

# Learner Interface



# Learner Interface

Think it. Say it. Live it.



XING TING JASMINE ...

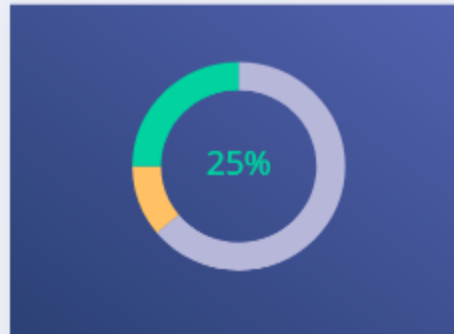
### NAVIGATION

- 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%
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# My Courses

Think it. Say it. Live it.



XING TING JASMINE ...



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, 4:37P		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.



XING TING JASMINE ...

## NAVIGATION

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

	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%	▼

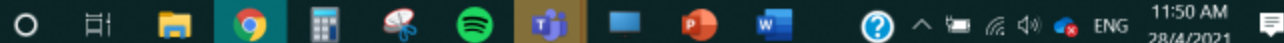
## Recent Completed Courses

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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Type here to search



11:50 AM  
28/4/2021



# My Courses: All existing Courses

Think it. Say it. Live it.



XING TING JASMINE ...

## NAVIGATION

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

	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

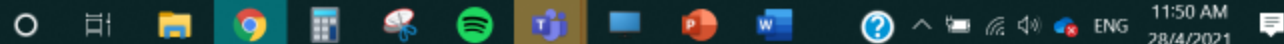
SHOW MORE

	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%	▼

All existing Courses

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Type here to search



11:50 AM  
28/4/2021



# Current / Completed / Expired Courses

Think it. Say it. Live it.

The screenshot shows a web browser window with the URL [guidinglight.org.sg/learner-courselist/0](http://guidinglight.org.sg/learner-courselist/0). The page title is "My Course" and it features a filter menu with three options: "Current", "Completed", and "Expired". The "Current" option is highlighted with a red circle. Below the filter menu is a table of courses. The table has columns for course name, expire date, last access, status, and progress percentage. The courses listed are:

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





# My Gradebook

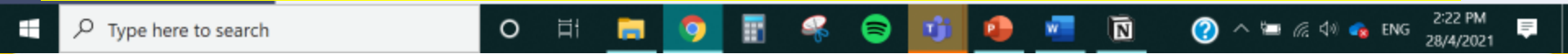
Think it. Say it. Live it.

- 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

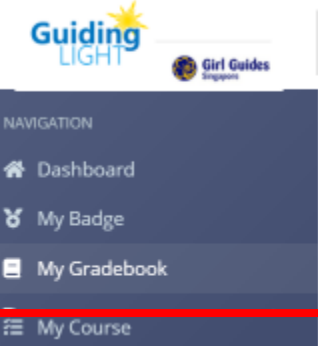
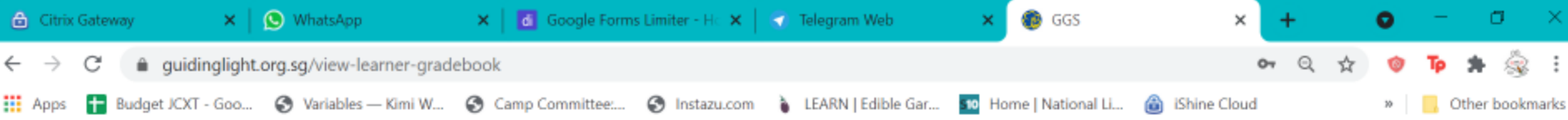
**E-Learning**

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

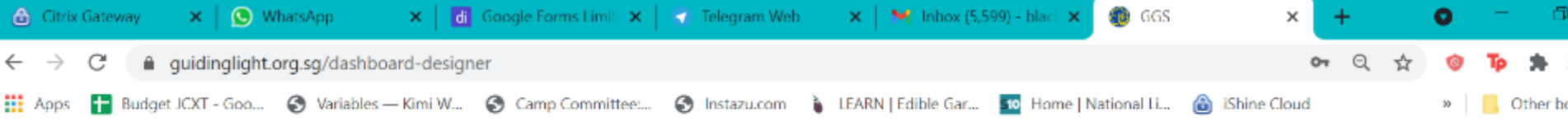
**Assessments**

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.



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

## 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

XING TING JASMINE ...

- Welcome!
- My Profile
- Change Password
- Change Role
  - SuperDesigner
  - Administrator
  - Learner
- Logout**



# Administrative Matters for Guiders

Timeline

Creating, Editing, Graduating of Accounts

Password Reset



# Timeline for Guiders

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



# 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



# Annual Administrative Matters

Think it. Say it. Live it.

## Accounts Management

- **Graduate** graduated girls
- **Delete** girls who left
- **Deactivate** Guiders who left
  - No action required if your Guider moved schools
- **Creation of Accounts for New Members**
  
- *Suggested: start with deleting & graduating old girls before creating new accounts*

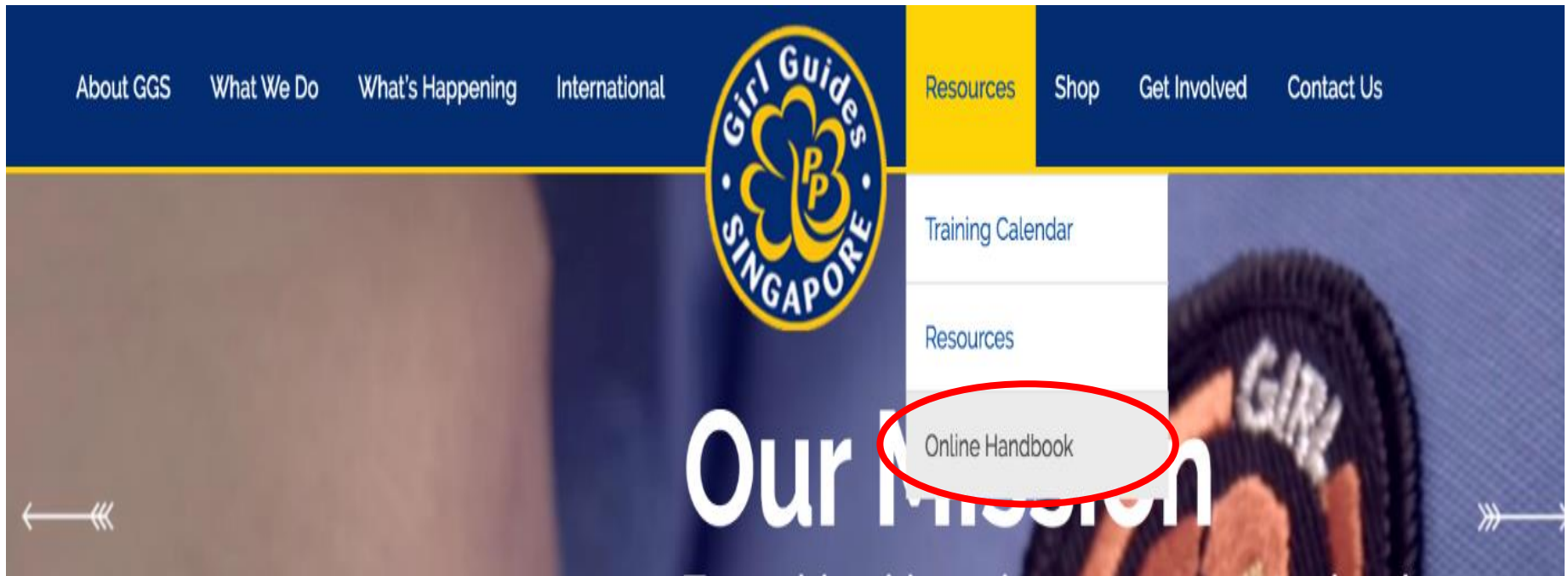




# Accessing the GuidingLIGHT

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

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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.



# Creation of Accounts

Think it. Say it. Live it.

## Guider Creates

Create their own  
GuidingLIGHT Accounts

- Edit
- Graduate the girls.

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

## HQ Creates

- Send particulars of new girls / Guiders and graduated girls to HQ
- At least a 2 - 3 weeks' required
- Ensure that all particulars are password protected



# 1. Guider Create Accounts

Think it. Say it. Live it.

- Role: Sub-Admin
- User Management
- Create New User / Mass Create
  - To create 1 new user: key in information individually
  - To create mass users: download excel, fill in information, upload.
- Email will be sent to the email account that is tied to account.



## 2. HQ Create Accounts

Think it. Say it. Live it.

- **All files sent to HQ to be Password Protected**
  - Saved as an excel workbook
  - Named e.g. Jurongg\_Lake Secondary\_School).
- **Password** for the file should be sent in separate email.
- Email completed form to [Jalilah.Johar@girlguides.org.sg](mailto:Jalilah.Johar@girlguides.org.sg)



# Creation of New Accounts

Think it. Say it. Live it.

- Ensure that all data provided are complete and correct.
- 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



# Creation of New Accounts

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Think it. Say it. Live it.

- What if girl misses email?
- Guider can just reset her password for her to go in and check.



# Creating New Accounts (Individual)

Think it. Say it. Live it.

A screenshot of a web browser displaying 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", an envelope icon, and a user profile icon. The main content area is titled "Users" and contains 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.

Username	Last Name	First Name	Status	Created At	Last Login At	Action
----------	-----------	------------	--------	------------	---------------	--------

**To Create Individual Accounts, click on “Create”**





# Creating New Accounts (Individual)

Think it. Say it. Live it.

## Create New User

### Account Information

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

### Departments

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

### Other Information

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



# Creating New Accounts (Mass)

Think it. Say it. Live it.

A screenshot of a web application interface for user management. The browser tabs show "Search results - Google Drive" and "Meeting Information - Zoom". The address bar contains "view-users". The page header includes a navigation menu with "Users" selected, and action buttons for "Select All", "Delete", "Upload", and "Create". A search bar is also present. Below the header 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.

view-users

Users

Select All Delete Upload Create Search

Username	Last Name	First Name	Status	Created At	Last Login At	Action
----------	-----------	------------	--------	------------	---------------	--------

**To Create Individual Accounts, click on "Create"**



# Creating New Accounts (Mass)

Think it. Say it. Live it.

gudinglight.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](#)



# Graduating Girls' Accounts

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.**



# Password Reset

Think it. Say it. Live it.

## Three 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

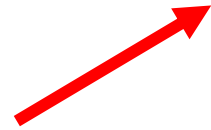
Think it. Say it. Live it.

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](mailto:jalilah.johar@girlguides.org.sg)

**For Technical issues**  
Tel: 6377 0190  
Email: [support@threelearning.com](mailto: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](mailto: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 to default: **GGSp1917**
      - Reset - Send Email

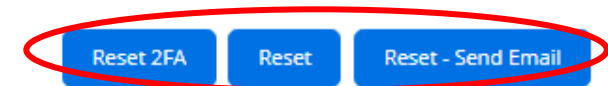


# Reset Password

Think it. Say it. Live it.

## Update User

Account Information



**Choose either:**

- Reset to default password or
- Reset – Send EMmil



# Manual Marking of Assignments / Modules

- Adjusting of Marks to allow girls to complete Modules and earn award badges



# Myths To Debunk

Think it. Say it. Live it.

- Girls **MUST** go onto GuidingLIGHT to complete modules at their own time.
  - Yes or No.

**No. This is not true.**

**Guiders can just get girls to complete the 5-Point Programme modules through hands-on activities during Brownies and Guides.**

**Guiders will then go onto the backend to adjust the grades for the girls.**



# Myths To Debunk

Think it. Say it. Live it.

- Girls **MUST** get 100% for all e-learning and assessments before being awarded the Golden Hand / Golden Bar.

The overall percentage is 90% for the module to become “Completed” or “Pass”. However, girls do not need to redo her assessments until she gets the 100%.

Guiders can adjust on the backend.



# 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





# 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** (highlighted with a red circle), and Report. A yellow callout box with a red arrow points to the 'GradeBook' menu item, containing the text: "Click on 'GradeBook' to access".

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)

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

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

**Scorm:  
Video for watching**

Course Title Guides - Personal1

2584A - CHOW JAE YUN CHARLOTTE

Total Score 89%

scorm12

completed

5 / 5

0

5

P

Adjust

assessment

Pass

15 / 15

100

Adjust

**Assessment with Eye:  
Need Marking**

scorm12

completed

5 / 5

0

5

p

Adjust

G1.2 - You are What You Eat



# Marking Individual Assessment

Think it. Say it. Live it.

Assessment Info for 2584A

G1.1 Assessment - Hygienic Me

Assignment Question(s)  
Keep a schedule for a week on how hygiene and reflect on your activities

Total - 1 point(s)

Download

Award Point(s)  
0

TOTAL - 100 / 100

Cancel Save

1. Need to download, read and mark

2. Award Points

3. Save

Courselet	Status	Weighted(%)	Score	Adjust	Reason for Adjustment
scorm12					
G1.1 - Hygienic Me					
assessment					
G1.1 Assessment - Me					
scorm12					
G1.2 - What You Eat					
assessment					
G1.2 Assessment - What You Eat					
scorm12	completed	5 / 5	0	5	p
G1.3 - Staying Fit					
assessment					



# 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

**Must get 90% for overall Score to Pass**

Course Title Guides - Personal1

Total Score 89%

2584A - CHOW JAE YUN CHARLOTTE

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"/>
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

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





# 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"/>
<a href="#">scorm12</a> G1.1 - Hygienic Me	not started	0 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>
<a href="#">assessment</a> G1.1 Assessment - Hygienic Me	Fail	0 / 15	0	<input type="text" value="15"/>	<input type="text" value="Passed"/>
<a href="#">scorm12</a> G1.2 - You are What You Eat	not started	0 / 5	0	<input type="text" value="5"/>	<input type="text" value="Passed"/>
<a href="#">assessment</a> G1.2 Assessment - You are What You Eat	Fail	0 / 15	0	<input type="text" value="15"/>	<input type="text" value="Passed"/>
<a href="#">scorm12</a> 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.

8966A - ABDUL RASHID SITI RAUDHA Total Score 0%

Courselet Cancel Save

Reason for Adjustment

Item	Status	Progress	Score	Mark	Reason for Adjustment
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					

## Success!

Successfully Adjusted.

Ok!



# 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)



# Awarding of Proficiency Badges

- Awarding, Removing of Proficiency / Interest 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 displaying the Guiding Light dashboard. The browser's address bar shows the URL [guidinglight.org.sg/dashboard-designer](http://guidinglight.org.sg/dashboard-designer). The dashboard has a dark blue navigation sidebar on the left with the following items: Dashboard, Courselets, Courses, Learning Campaign, Learning Outcome, **Badge** (circled in red), GradeBook, and Report. The main content area is titled "Getting Started" and contains three columns:

- 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)

A yellow callout box with black text is overlaid on the "Badge" menu item, stating: "Click on 'Badge' to award".



# 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.

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

Apps 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
- 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	
<input type="checkbox"/>		Handicraft	3l.designer	19 Jul 2018, 3:18PM	

Showing 1 to 3 of 3 entries      Display  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

Select Organisation Role

## Departments

Department Group

## Customize Fields Criteria

Leadership\_Position

Date\_of\_Birth (From)

(To)

Graduated

----- Select -----

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

Next >

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

Search



# 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

- Create new 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 the Guiding Light dashboard interface. The browser address bar displays `guidinglight.org.sg/dashboard-designer`. The navigation sidebar on the left includes the following items: Dashboard, Courselets, Courses, Learning Campaign, Learning Outcome, Badge, GradeBook, and Report. The 'Report' item is circled in red, and a yellow callout box with the text "Click on 'Report'" points to it. 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.
  - 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)

The Windows taskbar at the bottom shows the search bar with the text "Type here to search" and the system tray with the date and time: 11:55 AM, 28/4/2021.





# Generate reports

Think it. Say it. Live it.

The screenshot shows a web browser window with the URL [guidinglight.org.sg/dashboard-designer](https://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.
<a href="#">All Courselet Status</a>	Show the courselets status of each course for each users.
<a href="#">Assessment Courselet Status</a>	Show Assessment courselet status of all courses.
<a href="#">Survey Courselet Status</a>	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)		
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< Prev 1 2 3 4 5 ... 49 Next >



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Think it. Say it. Live it.

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Showing 1 to 10 of 486 entries

Display  records

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





Think it. Say it. Live it.

# Purchasing of Badges from Guide Shop / HQ



# Purchasing / Collection of Badges from Guide Shop

Think it. Say it. Live it.

- Badge Reports from GuidingLIGHT MUST be completed before purchasing from Shp.
  1. Award Badges To Girls
  2. Generate Report with Guide Shop Order Form
  3. Email [shop@girlguides.org.sg](mailto:shop@girlguides.org.sg) the following
    1. Completed Order Form
    2. Badge Reports
  4. Wait for my colleague's confirmation



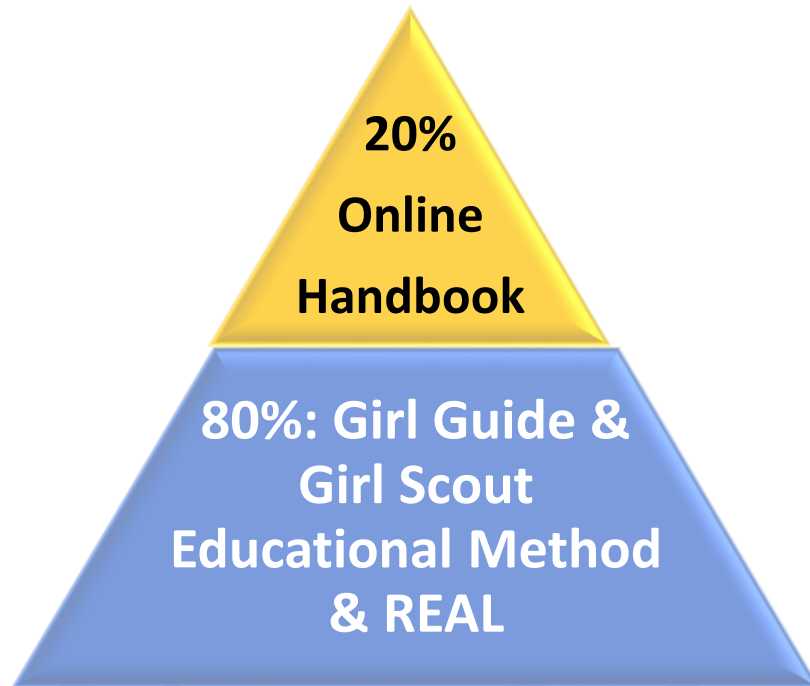
Think it. Say it. Live it.

# Integration of Guiding LIGHT Into Weekly Meetings



# 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

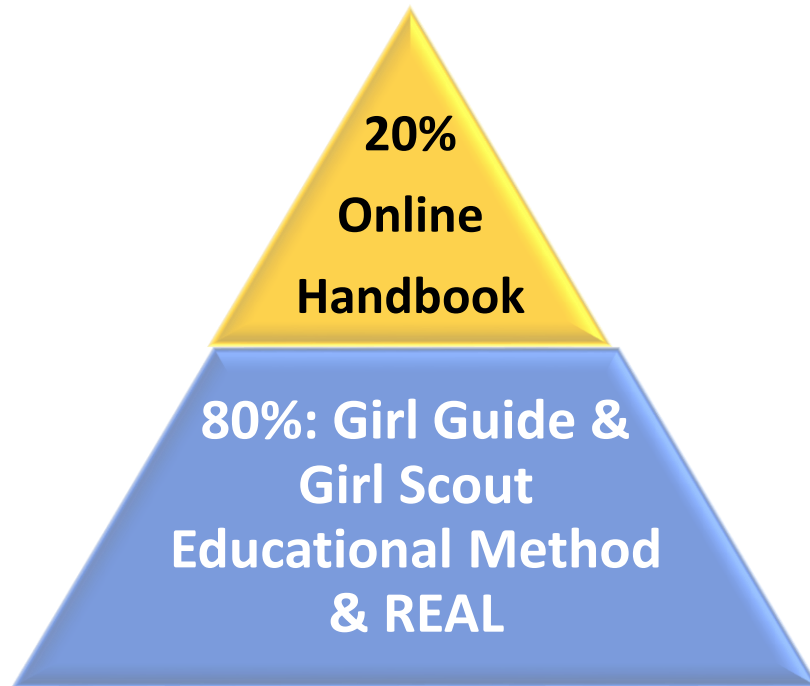
✓ 20% Online Handbook

✓ 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**





# 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 Girl Guides Singapore logo and the title 'Little Housekeepers'. Below the header, there is a cartoon illustration of a Girl Guide on the left and four food images on the right. Each food image has a caption and a source link. The food items are: Healthy Fried Noodles, Mithun's Curry, Garlic Bread, and a layered cake. Below the food images, the 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 of the page, there is a blue button labeled 'RESTART' and 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 Fried Noodles](#)

Video source: [Mithun's Curry](#)

Video source: [Garlic Bread](#)

Video source: [Custard Tiramisu](#)

## 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.



**Girl Guides**  
Singapore

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.*







# Guiding LIGHT 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

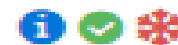
Type: assessment

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



# 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







# If Help is Required

Think it. Say it. Live it.

- If you are using GuidingLIGHT and require assistance, please email:
  - [support@threelearning.com](mailto:support@threelearning.com)
- If they do not reply, please reforward the email to them and cc myself at [jasmine@girlguides.org.sg](mailto:jasmine@girlguides.org.sg)

# Q&A

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