

GUIDANCE DOCUMENT: How to switch accounts and what you will see.

To access online learning, you will login via the Rugby Xplorer platform. If you do not already have a Rugby Xplorer account, **watch this video** to see how to sign up: [RX – How to sign up](#). If you have not accessed the **LINEBREAK** learning management system before, follow these steps:

www.nzrugby.co.nz/assets/1.0-Learner-GD_How-to-log-in.pdf

You will land on your learner account first whenever you enter the LMS.

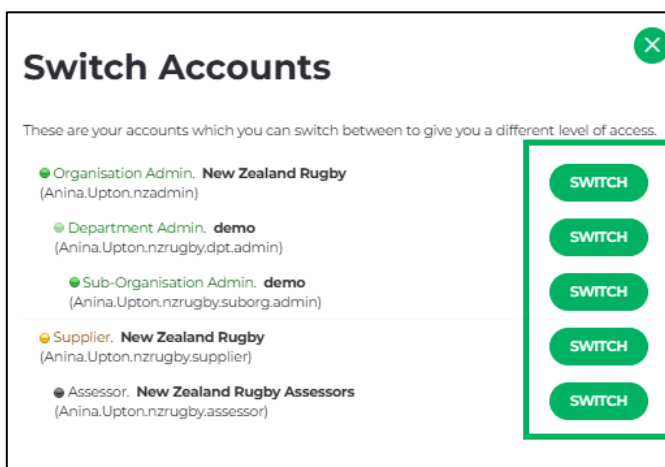
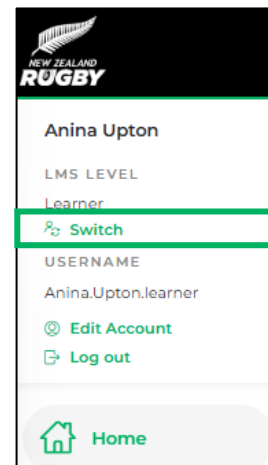
You will only have a **“switch”** account, if you have been provided with any of the following access and functionality:

- Provincial Union level admin access.
- NZR level admin access.
- “Assessor” access for approved courses.

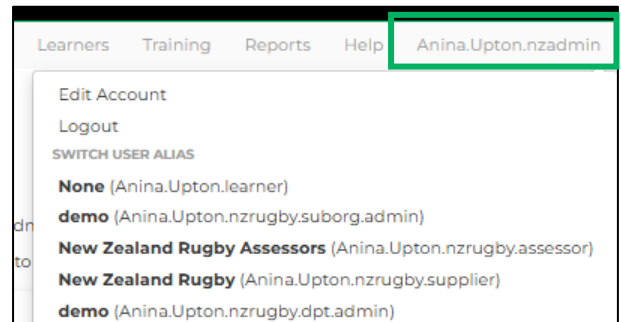
If you have any questions, problems, feedback or if you feel you should have one of the above accesses, please contact us on educationhelp@nzrugby.co.nz.

To switch accounts

1. You can switch accounts in two ways:
 - a. **Option 1:** From **learner view**:
 - i. Click on the **“Switch”** button **below your name** on the top left-hand side of the screen.
 - ii. A pop-up will appear.
 - iii. Click on the **“Switch”** button for the account you would like to switch into on the **“Switch Accounts”** pop-up.



- b. Option 2: From **Admin/Assessor** view:
- Click on your username in the menu bar on the top right of the screen.
 - Select the account you would like to switch to (i.e. click on **"None"** to go back to your learner account).



2. You can switch back into any account at any time.

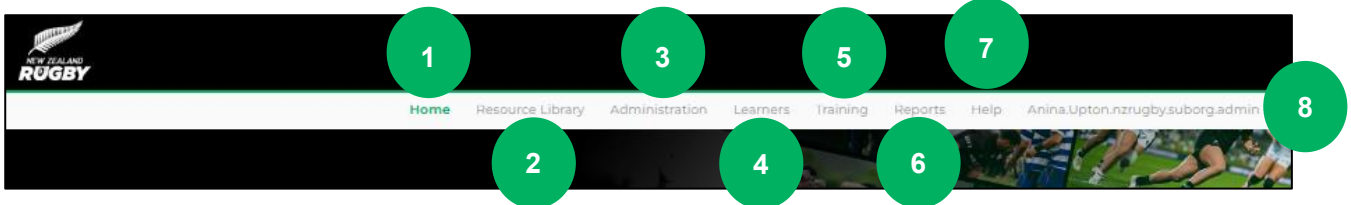
Note: You will need to accept the "Terms and Conditions" (*if this is your first time accessing your "Assessor" or "Admin" account*).

Terms of Use:

- By logging in, you are attesting that you are logging in with YOUR password and login and no one else's. There are ramifications or system complications that may have occur, if this is not adhered to.
- If you have "secondary" accounts linked to your RX profile, ensure only the person with the admin or assessor access, uses the LINEBREAK profile with the switch account.
- Please read this document for more roles and responsibilities information: [LMS Roles and Responsibilities](#)

What admins will see

When you log into the LMS for the first time, you will notice there is so much to choose from! Below is a short overview of the different functions you may have access to.



1. **Home:** This will bring you back to the LMS home page.
2. **Resource Library:** This is where you can access all the learner resources without having to switch accounts. Here you can also add resources **if you have been given permission to do so**.
3. **Administration:** This only applies to NZR Organisational level admins who have bulk admin jobs they must complete.
4. **Learners:** This allows manage learner accounts.
5. **Training:** This allows you to not only view the training library but will allow you to allocate training to participants within the LMS. In addition, you can access the Training Event Administrator App via this menu item.
6. **Reports:** This menu item showcases our reporting menu and reporting functions.
7. **Help:** This section will take you to our Support Centre and Help Desk. If you have a question, you can use this to browse a range of articles and videos to help you troubleshoot or raise a ticket with our Help Desk team.
8. **Account:** This section allows you to edit your notifications, logout or switch between multiple accounts at any time.

What assessors will see

When you log into the Assessor Area, it will allow you to complete all functions required to mark assessment for learners within the LMS.



1. **Home:** This will bring you back to the Assessor home page.
2. **Resource Library:** Here you will find resources that can only be viewed by Assessors (i.e. facilitator guides, test answers etc.)
3. **Manage Assessment:** This allows you to manage the assessment items, shared documents and participant lookup. In addition, you can access the Training Event Administrator App via this menu item.
4. **Help:** This section will take you to our Support Centre and Help Desk. If you have a question, you can use this to browse a range of articles and videos to help you troubleshoot or raise a ticket with our Help Desk team.
5. **Account:** This section allows you to switch between your accounts or logout at any time.