

## Logging into and navigating Girl Guides Learning

You can log into Girl Guides Learning (GGL) using your normal GGSA website login. Go to the website <https://www.girlguidessa.org.au/> and scroll down to the 9 blue boxes. The box for Girl Guides Learning is in the top row.



Click on the square and it will take you to the next part of the log in process

Note: You can bypass this stage and go straight to the login screen

<https://girlguideslearning.org.au/topclass/login.do>

On next screen select the Girl Guides South Australia logo, which then takes you to our normal website login. Proceed to login using your normal GGSA username and password.

## Girl Guides

Learning

Please select your State Girl Guides Organisation from the list below to log in:



Login



Login



Login



Login



Login



Login



Login

Log In

**Username**

**Password**

**Sign In**

[Forgot username?](#) | [Forgot password?](#)

## need help logging in?

### Username is your Member ID

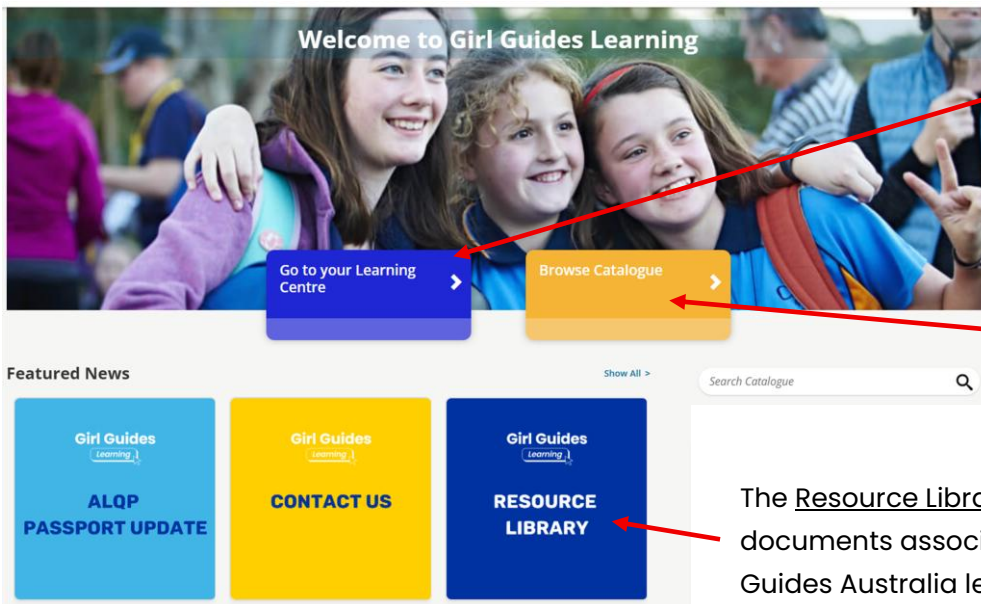
If you are a Girl Guides South Australia Member your username will be your **Member ID number**.

You can use the 'Forgot my user name' link to have your username emailed to you. This email will be sent to the email address on your GGSA Member record.

### Password

You can use the 'Forgot my password' link to reset your password. You will need to know your username and have access to the email address on your GGSA Member record to use this process.

Once you have logged in, you will be taken to the landing page of Girl Guides Learning



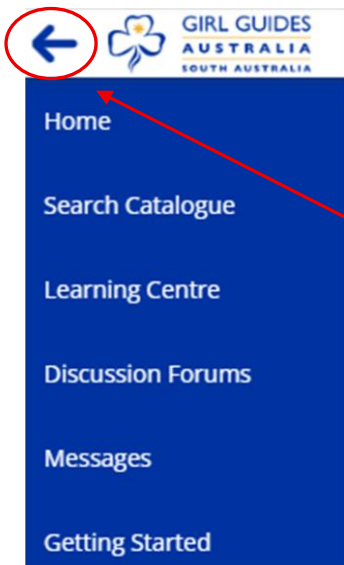
The Learning Centre contains a record of all the learning activities that you have completed.

The Catalogue is where you can find all the Top Class GGL activities.

The Resource Library contains documents associated with any Girl Guides Australia learning activities.



In the top left corner, you will see the Navigation menu icon, sitting next to the GGSA logo.



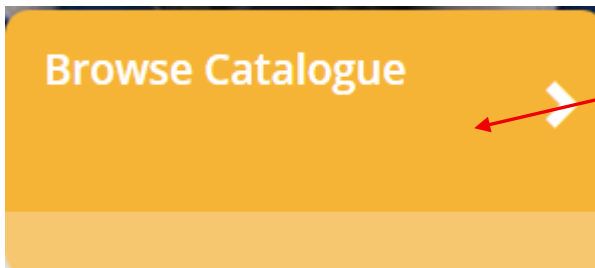
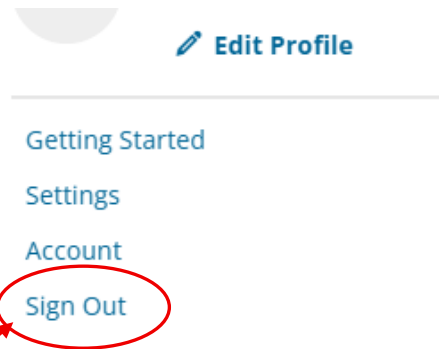
When you select the navigation menu icon, a drop-down menu will appear, with the same options as the icon boxes. Clicking on the blue arrow will return you to the main page.

On the right-hand side, a circle with your initials inside



Clicking on your initials will bring up another box. Please do not change anything that is listed as these have all been pre-set by GGSA Guide House and we are not using many of the features listed here.

Use the **Sign Out** to leave Top Class. It will take you back to the log in page with the state logos



To open the course catalogue, you will need to click on the dark yellow portion of the button.

This will open the catalogue containing all the courses available to you.

The catalogue will open, and you will see a slightly confusing Index on the left-hand side and all the learning activities listed on the right-hand side, in alphabetical order.

**CATEGORY**

- 1. National Mandatory Activities >
- 2. National ALQP Activities >
- 3. National Recommended Activities >
- 4. National Other Activities >

**ACTIVITY TYPE**

- Online (17)
- Wbt (2)

**CATEGORY**

- 2. National ALQP Activities (10)
- Management Qualifications (MQ) Activities (7)
- Leadership Qualification (LQ) Activities (6)
- 3. National Recommended Activities (5)

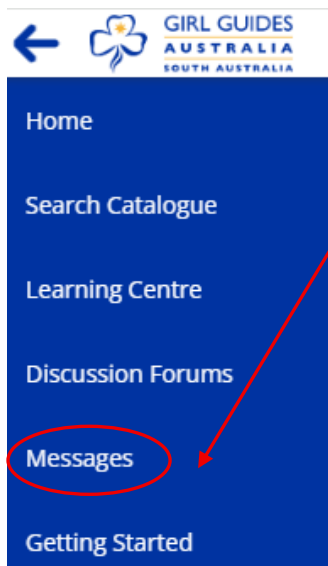
Your search returned 19 results

**Becoming a Girl Guides Mentor**  
Becoming a Girl Guides Mentor: Guiding Girl Guide Leaders and Managers in Training.  
**Ready to support the next generation of Girl Guide Leaders and Managers?** This short online activity provides a clear understanding of the **Becoming a Girl Guides Mentor** process with Girl Guides.  
View Badges Awarded (1)  
3. National Recommended Activities Mentoring

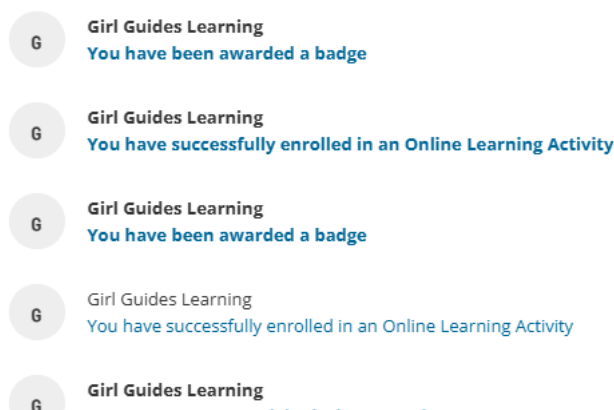
**Building and Managing Teams (MQ)**  
Build a powerful Guiding team! Building and Managing Teams provides the tools to create a cohesive, collaborative unit. Unlock your team's potential and create amazing opportunities for girls and young women.  
View Badges Awarded (1)  
2. National ALQP Activities Management Qualifications (MQ) Activities

There are several ways that you can search for the learning activity you wish to do – via the Category menu, the Activity type menu, scrolling down the list or by using the search function bar at the top, above the learning activity list.

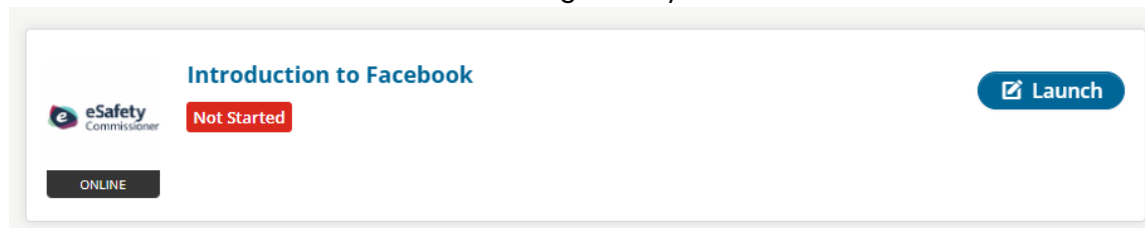
Once you have found the required activity, click on the yellow ENROL button to enrol in the course. You will be sent an email to the address on your database record, and you will be sent an email that you can access via the Messages in the Navigation menu list.



Messages in this window are more for information purposes as is the email sent to your personal email, as clicking on the link contained in the message about enrolling in a course will take you back to the main catalogue page.



Once you have clicked on the enrol button, it will take you to another screen which will show you the module and the launch button to start the learning activity.



**TIP:** Once you have completed a learning activity, unless you have decided not to do any more, do not click on the finish button at the end of the activity that appears at the bottom of the screen, as this will take you back to the login page and you will have to login again.

If you wish to do more activities, either use the back arrow in the top left corner or select the navigation menu icon under the back arrow



From here you can choose to search the catalogue again, go to your personal learning centre or go back to the home (original) screen



Once you have completed everything you wish to do, don't forget to sign out by going to your initials in the top right-hand corner and clicking on it.