



MARINE & SPECIALISED TECHNOLOGIES

Academy of New Zealand

**RUDDERLIVE
INTRODUCTION &
USER GUIDE**



What is RudderLive?

'RudderLive' is MAST Academy's online Learning Management System (LMS). Instead of studying from traditional textbooks, RudderLive lets you study at your computer, anywhere, anytime.

How can I use RudderLive?

On your own page on RudderLive you can see which unit standards you have completed, which ones you still need to do and the unit standards that you are currently working on. For the ones you are currently working on, you can download the workbook and assessment.

How is studying online different from reading textbooks?

With the online workbooks we can add video clips of the topics you are studying, self-marking quizzes, links to helpful web-pages and so on. There is also a built-in glossary where you can look up any new or unfamiliar marine industry terms.

How do I log into RudderLive?

Save this link to your 'Bookmarks / Favourites' so that you can log in via our website at www.mastacademy.com

On the top right of the page, you can click on 'Training Login' and then log in using your National Student Number (NSN) and your password. You will be allocated a password when MAST Academy initially set you up on RudderLive which you can use the first time you log in. This will be the first initial of your first and last name and the last 4 numbers of your National Student Number (NSN), eg CH2413. Please do not change your allocated password so MAST Academy can access your record in case you need assistance in the future.



The screenshot shows the RudderLive website. At the top left is the 'RUDDER LIVE' logo. To the right of the logo is a 'Log in' button, which is circled in red. Below the logo and button is a navigation bar with links for 'home', 'general faqs', and 'contact us'. The main content area features a large image of a boat's interior on the left. To the right of this image is a text block that reads: 'RudderLive is the online component of the Marine & Specialised Technologies Academy of New Zealand's (MastAcademy) state of the art training programmes for the New Zealand Marine & Composites industries. These programmes, endorsed by the leading marine & composites industry companies and the NZ Qualifications Authority, support the industry-based training of hundreds of enthusiastic and motivated young people every year. The 'hands on' practical experience these people'. To the right of the text block are two smaller image-based sections: 'our industry today' and 'upcoming events'.

You can also click on 'general FAQs' from the home screen and then select 'click by click demonstration' for a quick tutorial on RudderLive.

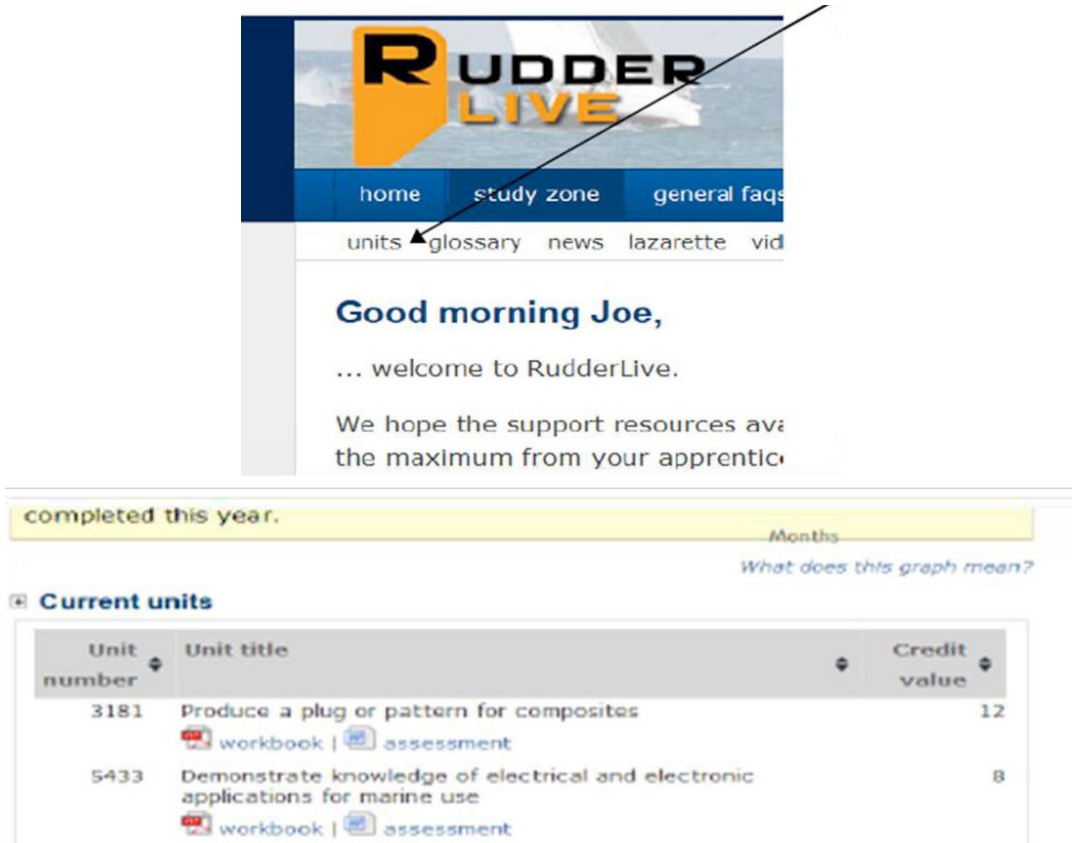
After this, click on the different tabs on the navigation bar to see what the site holds. One of the most important tabs for you is 'units'. Here you can see your completed, future, and current units and download the workbook and assessment files that you need to study from. If you have any problems, use the 'contacts' page and get in touch with your field officer or a member of the MAST Academy Administration Department.

Downloading Workbooks and Assessments

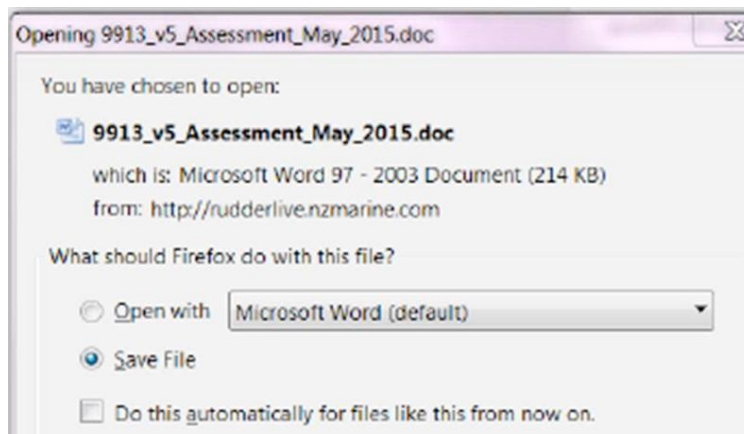
Before you download any "Learning Resources or Assessments", it is a good idea to make a separate folder for them so you can always find them. Better still would be to download items onto a USB data stick so even if your computer or laptop has issues, you will still have access to your resources and they won't be lost, plus you can store your photographic evidence and any other documents needed for your assessments. Once you have made a new folder on your computer or on the USB stick it would pay to name it - eg. "MAST Academy Resources/ Assessments".

Getting to Your Workbooks and Assessments

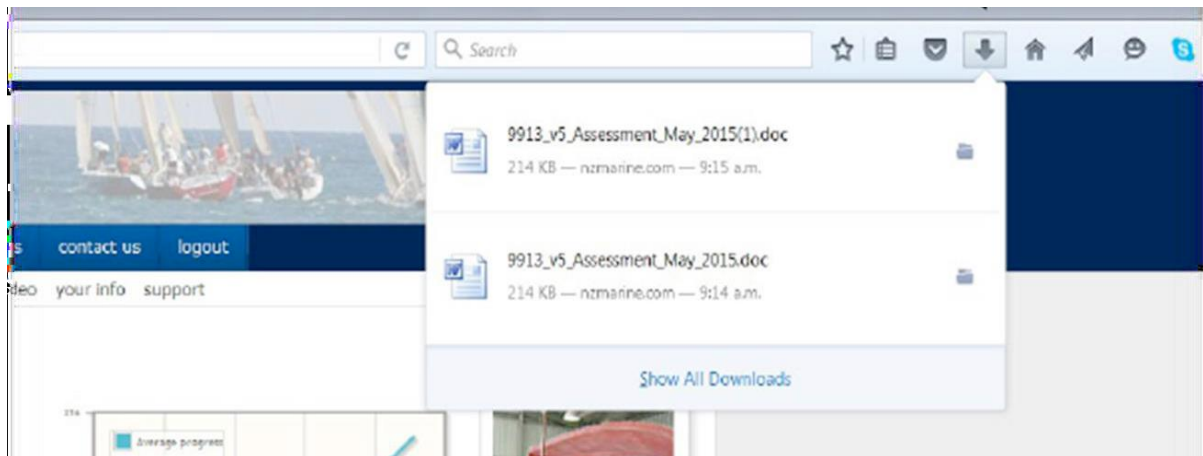
Once you are logged in on your 'RudderLive' click the tab 'Units' and this will bring up a list of the resources your Field Officer has allocated for you. These must be completed as agreed.



This will then allow you to click on the **workbook and the assessment** tabs and you can start the downloading process. Click 'save file' and OK.



This will then download and you will need to click on the **download tab** on your tool bar as shown below.



This will then open the document and you can 'save as'. It is then your choice where you choose to save these documents, but we recommend onto a USB Stick.

Contact Us

Please contact our Administration Team on the details below, or your dedicated Field Officer for further information.

Marine & Specialised Technologies Academy of New Zealand

EER Status – Category 2

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Thanks, and good luck on your learning journey!

