

Water Skills for Life Database Userguide

Version 4.0
July 2019

The Water Skills for Life (WSFL) User Guide sets out the procedures for appropriate use of the WSFL database; the recording of data and creation of reports.

This guide is complementary to the following Water Safety New Zealand (WSNZ) documents:

- Constitution
- Strategic Plan
- Policies and Procedures
- Operational Manuals

The guide will be amended and updated on a regular basis, reflecting the changing environment in which WSNZ operates.

Contents

Contents	Page
1. Introduction	1
1.1 Overview	1
1.2 What data is collected and how	1
1.3 What is the data used for?	1
1.4 How is the data kept secure?	1
1.5 Access to own information	1
2. Getting Started	2
2.1 To Begin using the Water Skills for Life Database	2
2.2 Logging in	2
2.3 Landing page	3
2.4 Changing view	4
3. Page Options – Administration	5
3.1 Organisation details	5
3.2 Updating password or changing personal details	5
3.3 Dashboard	6
3.4 Users	6
4. Classes	7
4.1 Creating a new class	7
4.2 Adding students to a class using “Add Roll” (bulk option)	8
4.3 Adding students to a class using an Excel spreadsheet (bulk option)	10
4.3.1 Downloading a class Excel spreadsheet	10
4.3.2 Uploading a class Excel spreadsheet	10
4.3.3 Importing an existing class roll	10
4.4 Adding students to a class using Find/Add student (single student option)	11
4.5 Entering Achievements	11
5. Reports	16
6. Variable Report	17
6.1 Variable options	17
6.2 Variable Report Example	18
7. Archiving Classes	19
7.1 Archiving a class	19
7.2 Reactivating a class	19

1. Introduction

1.1 Overview

The Water Skills for Life (WSFL) Database has been developed to track skill achievements of New Zealand children. The WSFL Database is an ongoing information management tool which is hosted in the cloud. This enables it to be constantly updated to be kept as current as possible for accurate data analysis and reporting requirements.

1.2 What data is collected and how

Skill achievement data from children aged 5 – 18 years is input from schools, swim schools or swim providers. The personal data that is held in this database is:

- Child's Name
- Child's Year Level
- Child's School
- Child's Sex

A child is assigned a database ID number for use in the background of the system. This ID number is not displayed onscreen.

1.3 What is the data used for?

Skill achievement data is used as an aggregate for:

- Data analysis
- Funding accountability reporting
- Provider reports
- School reports

Schools may use personal data of their students to track their progress while at school.

1.4 How is the data kept secure?

The data is kept on a cloud hosted database which requires a user login and password to access. The database is hosted on servers located in the United States with industry standard security. **Database users are required to acknowledge the privacy requirements for using this database.**

1.5 Access to own information

Schools are able to login in to find the achievement data of children in their school. Children/their families are also able to contact WSNZ for access to their achievement data. At any time a child/their family may request their child be removed from the database. If the child/their family does not agree that the achievements held are correct, they may ask their swim provider for reassessment and upload of new results.

2. Getting Started

2.1 To Begin Using the Water Skills for Life Database

The WSFL database is hosted in the cloud and is accessible through this website: <https://www.watersafety.net.nz/>

You will need to have an account set up. Contact wsnz@watersafety.org.nz if you do not have a WSFL account or have forgotten your login details.

2.2 Logging In

You login with an email and password, and need to prove you are not a robot by entering a code:

PC

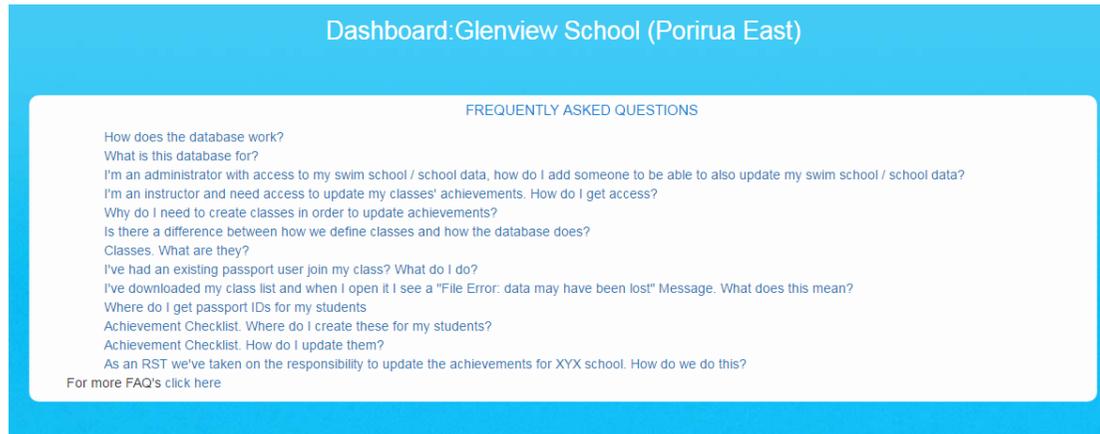
Mobile / tablet

Note: the website is dynamic, for better use with tablets and cellphones. Where possible, this guide shows how to use the database from both a computer and a mobile device.

2.3 Landing Page

You will either be taken straight to your dashboard which is a selection of frequently asked questions of the database:

PC



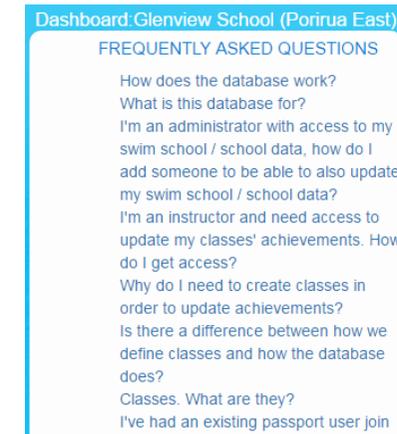
Dashboard: Glenview School (Porirua East)

FREQUENTLY ASKED QUESTIONS

- How does the database work?
- What is this database for?
- I'm an administrator with access to my swim school / school data, how do I add someone to be able to also update my swim school / school data?
- I'm an instructor and need access to update my classes' achievements. How do I get access?
- Why do I need to create classes in order to update achievements?
- Is there a difference between how we define classes and how the database does?
- Classes. What are they?
- I've had an existing passport user join my class? What do I do?
- I've downloaded my class list and when I open it I see a "File Error: data may have been lost" Message. What does this mean?
- Where do I get passport IDs for my students?
- Achievement Checklist. Where do I create these for my students?
- Achievement Checklist. How do I update them?
- As an RST we've taken on the responsibility to update the achievements for XYX school. How do we do this?

For more FAQ's click here

Mobile / tablet



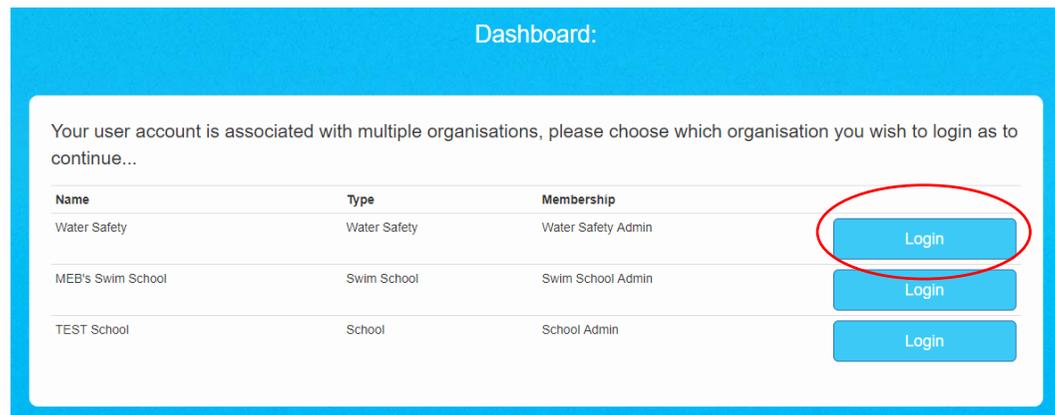
Dashboard: Glenview School (Porirua East)

FREQUENTLY ASKED QUESTIONS

- How does the database work?
- What is this database for?
- I'm an administrator with access to my swim school / school data, how do I add someone to be able to also update my swim school / school data?
- I'm an instructor and need access to update my classes' achievements. How do I get access?
- Why do I need to create classes in order to update achievements?
- Is there a difference between how we define classes and how the database does?
- Classes. What are they?
- I've had an existing passport user join

Or you will be given the choice of which school / organisation to log in as because you are associated with multiple organisations. Click or tap "Login" beside the school/organisation you wish to log in as:

PC

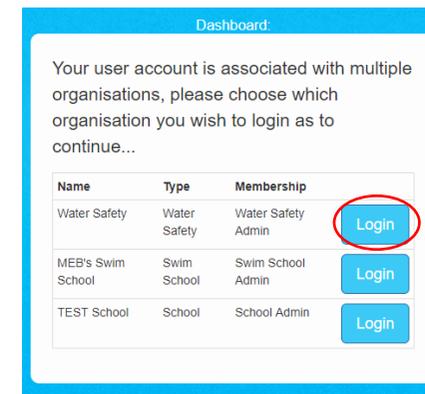


Dashboard:

Your user account is associated with multiple organisations, please choose which organisation you wish to login as to continue...

Name	Type	Membership	
Water Safety	Water Safety	Water Safety Admin	Login
MEB's Swim School	Swim School	Swim School Admin	Login
TEST School	School	School Admin	Login

Mobile / tablet



Dashboard:

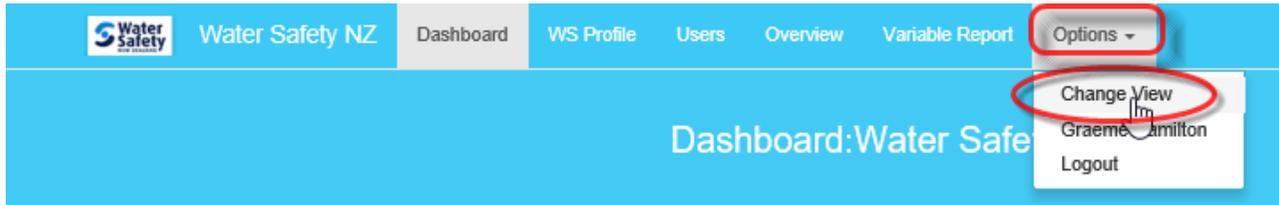
Your user account is associated with multiple organisations, please choose which organisation you wish to login as to continue...

Name	Type	Membership	
Water Safety	Water Safety	Water Safety Admin	Login
MEB's Swim School	Swim School	Swim School Admin	Login
TEST School	School	School Admin	Login

2.4 Changing View

If you have access to multiple schools or organisations and need to switch between them, click on “Options” / “Change View”:

PC



Mobile / tablet



3. Page Options - Administration

3.1 Organisation Details

Clicking / tapping on your school / organisation profile will take you to a page to amend any details.

PC

Water Skills For Life | SUPPORTED BY The Warehouse NZ | Water Safety NZ | Profile | Graeme Hamilton | Dashboard | Users | Classes | Reports | Variable Report | Options -

Profile Settings: TEST School.

This is the current profile setup for: **TEST School**.

Use the form on the right to amend any details and click update for the settings to take effect.

Please Note: The target group setting controls the default view of the reporting overview and forms the basis for results for the 6mth and 12mth reports. To see a different view of selected achievement progress (eg, all Year 3s), please adjust the target group in reports.

Name:	TEST School	Name:	TEST School
Phone:	-	Telephone:	
Fax:	-	Fax:	
Email:	-	Email:	
		Website:	

Mobile / tablet

Water Skills For Life | SUPPORTED BY The Warehouse NZ

- Profile
- Graeme Hamilton
- Dashboard
- Users
- Classes
- Reports
- Variable Report
- Options -

the 6mth and 12mth reports. To see a different view of selected achievement progress (eg, all Year 3s), please adjust the target group in reports.

3.2 Updating Password or Personal Details

Clicking / tapping on your name will take you to a page to amend any details or update your password.

PC

Water Skills For Life | SUPPORTED BY The Warehouse NZ | Water Safety NZ | Profile | Graeme Hamilton | Dashboard | Users | Classes | Reports | Variable Report | Options -

Your Profile

UPDATE PROFILE		UPDATE PASSWORD	
Userid:	1413	New Password:	
Firstname:	Graeme	Confirm:	
Lastname:	Hamilton	<input type="button" value="Update"/>	
Address 1:			
Address 2:			

Mobile / tablet

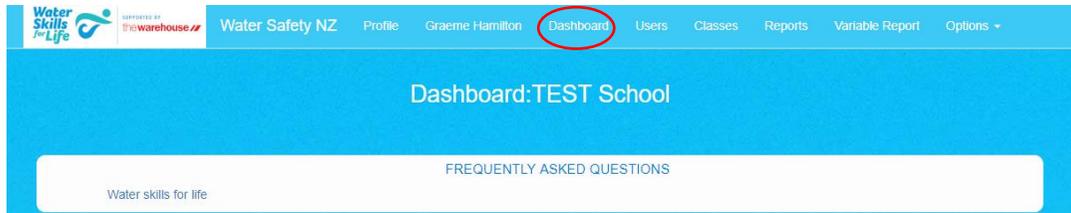
Water Skills For Life | SUPPORTED BY The Warehouse NZ

- Profile
- Graeme Hamilton
- Dashboard
- Users
- Classes
- Reports
- Variable Report
- Options -

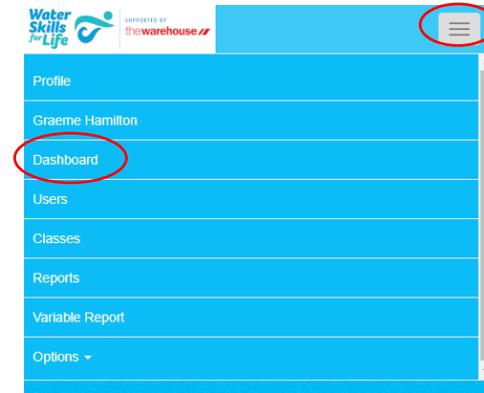
3.3 Dashboard

Clicking / tapping on Dashboard will take you to a page that has answers to some frequently asked questions about the database.

PC



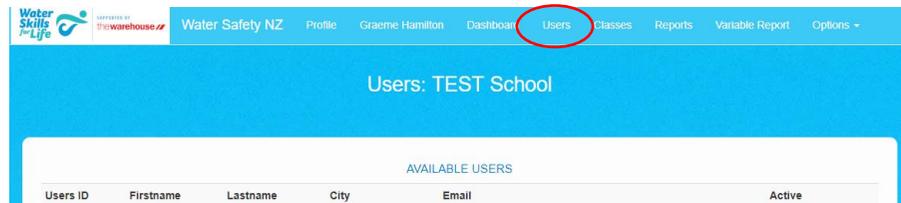
Mobile / tablet



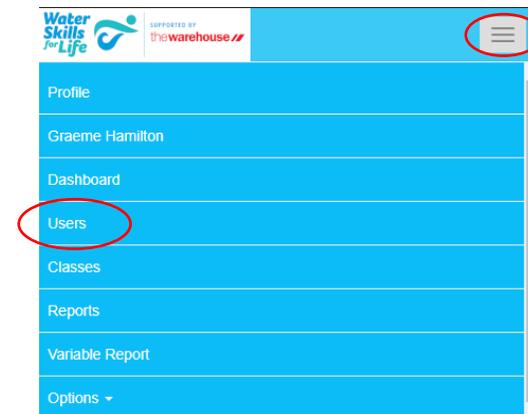
3.4 Users

Clicking / tapping on Users will take you to a page that lets you edit the users in your school / organisation.

PC



Mobile / tablet



4. Classes

4.1 Creating a new class

Fill out all options in the form on the right hand side / bottom of the screen and click / tap "Save". The class will appear on the left hand side / top of the screen with an automatically generated ID number.

Note: the class may not become "Active" until there has been some data added to the class. If all the data has been added and it is still showing as inactive, contact WSNZ as it means the system is not including that class data in any reports.

Note: we recommend naming the class something that will help you to easily identify it. (I.e. room number / name, year level etc)

PC

Classes

AVAILABLE CLASSES

ID	Name	Instructor	Term	Profile	Update	Active
33782GLE	Room 2	Kerry and Louise	4-2016	Edit	Add roll Update skills	Yes
33783GLE	Room 4	Kerry	4-2016	Edit	Add roll Update skills	Yes
33784GLE	Room 6 Tuakana	Paul	4-2016	Edit	Add roll Update skills	Yes

CREATE A NEW CLASS

Name	
Instructor	
Instructor type	-- select --
Term	-- select --

Lesson

First Date	
Last Date	
Duration	Mins
Location	-- select --
Amount	-- select --

Save

Mobile / tablet

Classes

AVAILABLE CLASSES

Name	Term	Profile	Update
Room 2	4-2016	Edit	Add roll Update skills
Room 4	4-2016	Edit	Add roll Update skills
Room 6 Tuakana	4-2016	Edit	Add roll Update skills

CREATE A NEW CLASS

Name	
Instructor	
Instructor type	-- select --
Term	-- select --

Lesson

First Date	
Last Date	
Duration	Mins
Location	-- select --
Amount	-- select --

Save

4.2 Adding students to a class using “Add Roll” (bulk option)

This option can only be used if the students have already participated in WSFL previously. To enter students in a class, click or tap “Add Roll”

PC

Water Safety NZ TEST School Felicity Fozard Options

Classes

AVAILABLE CLASSES

ID	Name	Instructor	Term	Profile	Update	Active
33613TES	Room 2	Robert	1-2016	Edit	Add Roll update skills	No

CREATE A NEW CLASS

Name:

Instructor:

Instructor type: -- select --

Term: -- select --

Lesson

First Date:

Last Date:

Duration: Mins

Location: -- select --

Amount: -- select --

Save

Mobile / tablet

watersafety.net.nz:81/skills. 25 10:21

Water Safety NZ

Classes

AVAILABLE CLASSES

Name	Term	Profile	Update
Room 2	1-2016	Edit	Add Roll update skills

CREATE A NEW CLASS

Name:

Instructor:

Instructor type: -- select --

Term: -- select --

Lesson

First Date:

Last Date:

Duration: Mins

Click / tap on the check box next to student’s name who should be in that class. You can select multiple students. You can sort by Last Name and First Name Columns. Once all the students for that class have been checked, click or tap “Add Students”.

Note: if the student's name is not available, they are either already assigned to a class for that term or are new to the school programme (see Section 4.3 or 4.4 for uploading new students)

PC

Below is a list of existing class students, please check each student you wish to add to this class and click "Add Students".

To add students that are not currently participating in any class please use the "Add an existing passport holder to this class" function of the online achievement checklist.

Click header name to sort columns.

Sort by Lastname starting with...

A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

Add Students

	Passportid	Name	Year	Gender	Class
<input checked="" type="checkbox"/>	SFL230117	Ihaid, Xxarius	0	F	Test Class 1
<input type="checkbox"/>	SFL598354	Kidd, Davaan	4	F	Dolphin year 3, Test Class 1
<input checked="" type="checkbox"/>	SFL41260	Pop, Iggy	4	M	Dolphin year 3
<input checked="" type="checkbox"/>	SFL804568	Stark, Arya	5	Unknown	Copy class, Test 3, Test Class 1
<input type="checkbox"/>	SFL804567	Stark, Sansa	5	Unknown	Test 3, Test Class 1

Add Students

Mobile / tablet

Below is a list of existing class students, please check each student you wish to add to this class and click "Add Students".

To add students that are not currently participating in any class please use the "Add an existing passport holder to this class" function of the online achievement checklist.

Click header name to sort columns.

Sort by Lastname starting with...

A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

Add Students

	Name	Year	Gender	Class
<input checked="" type="checkbox"/>	Ihaid, Xxarius	0	F	Test Class 1
<input type="checkbox"/>	Kidd, Davaan	4	F	Dolphin year 3, Test Class 1
<input checked="" type="checkbox"/>	Pop, Iggy	4	M	Dolphin year 3
<input checked="" type="checkbox"/>	Stark, Arya	5	Unknown	Copy class, Test 3, Test

4.3 Adding students to a class using an Excel spreadsheet (bulk option)

Note: The Excel spreadsheet needs to be the same as the class name and set out exactly like the database. It is recommended that you download the Excel spreadsheet for the class, populate it with your data and upload it.

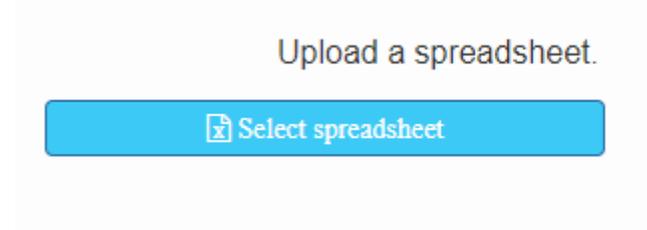
4.3.1 Downloading an Excel spreadsheet of your class:

Click "Export Excel" and it will automatically download.

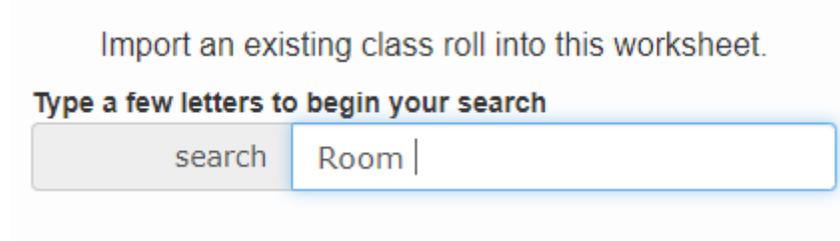


4.3.2 Uploading an Excel spreadsheet of your class:

Click "Select spreadsheet" at the bottom of the page and use the dialog box to navigate to where your saved excel spreadsheet is.



4.3.3 If you have the exact same class as last session, after creating the new blank class for the term, you can use the search option to find the class:



4.4 Adding students to a class using Find/Add student (single student option)

If you have only one or a few students to add, you may want to add them manually. At the bottom of the class page, use the “Add or create student” option. Note: as you start typing a name, children with that name appear in the search. This is useful if you have a child come across from another school – you can find them from their old school, bring them into your class and their achievements come with them.

Add or create student

Firstname	<input type="text"/>
Lastname	<input type="text"/>
Year	0 ▼
Gender	- ▼
#Lessons	0 ▼
<input type="button" value="..."/>	

4.5 Entering Achievements

To enter the achievements of students in a class click or tap “update skills”

PC

ID	Name	Instructor	Term	Profile	Update	Active
33613TES	Room 2	Robert	1-2016	Edit	Add Roll update skills	No

CREATE A NEW CLASS

Name:

Instructor:

Instructor type: -- select -- ▼

Term: -- select -- ▼

Lesson

First Date:

Last Date:

Duration: Mins

Location: -- select -- ▼

Amount: -- select -- ▼

Mobile / tablet

Name	Term	Profile	Update
Room 1	1	Edit	Add Roll update skills
Room 2	2016		

CREATE A NEW CLASS

Name:

Instructor:

Instructor type: -- select -- ▼

Term: -- select -- ▼

Lesson

First Date:

Last Date:

Duration: Mins

On a PC: each skill set is a drop down menu selection. E.g. to fill out Personal Buoyancy achievements, select “Personal Buoyancy” from the drop down menu, and the six skills in that set are displayed.

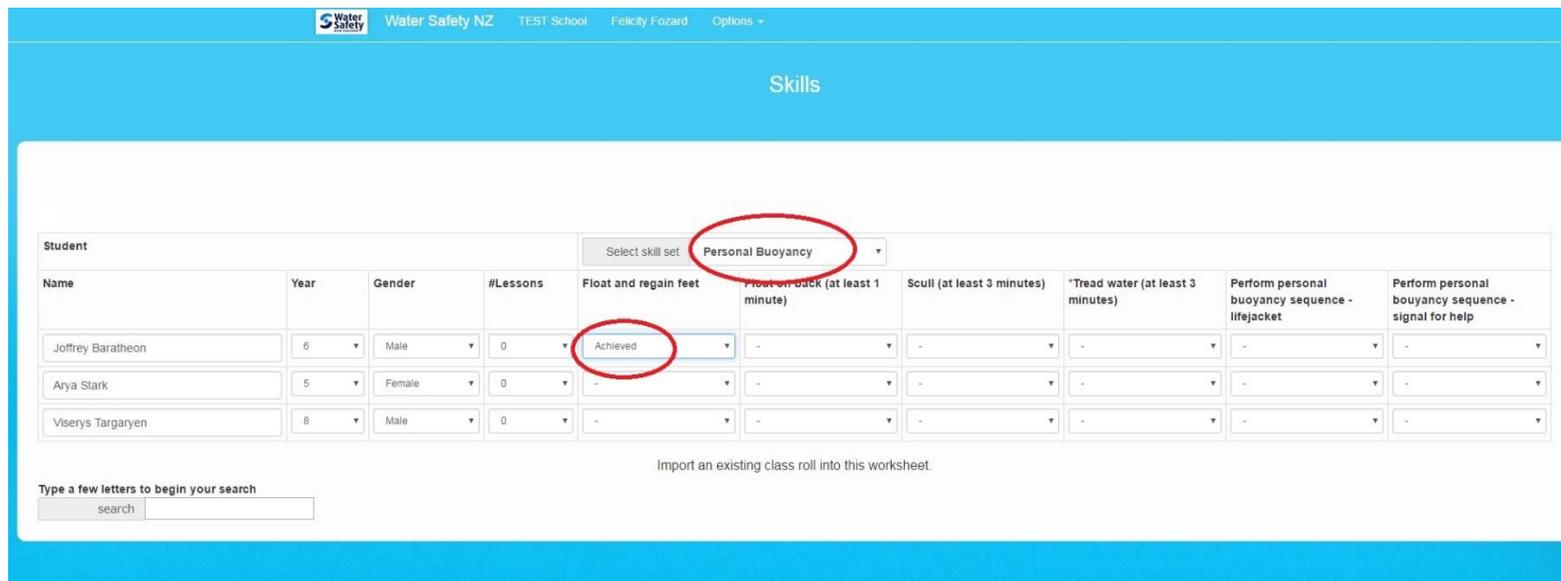
Then select “Achieved”, “Not Yet Achieved” or leave blank.

Note: You can use the Widescreen button to show all achievements across your screen. (Click “Narrow” if you want to return back to section view)



Note: You can use the top level dropdown for each column to select that option for every student in that class (e.g. “Year 6” if they are all year 6, “Achieved” if they have all achieved Floating and Regaining Feet).

PC



Student				Select skill set: Personal Buoyancy						
Name	Year	Gender	#Lessons	Float and regain feet	Float on back (at least 1 minute)	Scull (at least 3 minutes)	*Tread water (at least 3 minutes)	Perform personal buoyancy sequence - lifejacket	Perform personal buoyancy sequence - signal for help	
Joffrey Baratheon	6	Male	0	Achieved	-	-	-	-	-	
Arya Stark	5	Female	0	-	-	-	-	-	-	
Viserys Targaryen	8	Male	0	-	-	-	-	-	-	

Import an existing class roll into this worksheet.

Type a few letters to begin your search
search

On a mobile phone / tablet: you can select any skill, then select the student and achievement level (Example below: Room 2 are learning the skill “Recognise an emergency for yourself and others. Know who to call for help and how” and Joffrey Baratheon is Not Yet Achieved). [Phone is best used horizontally]

Mobile / Tablet

www.watersafety.net.nz:81/skills/admin_sch/skills.aspx?cpk=3361

Water Safety NZ

Skill	Recognise an emergency
Student	Joffrey Baratheon
Achievement	Not Yet Achieved

watersafety.net.nz:81/skills

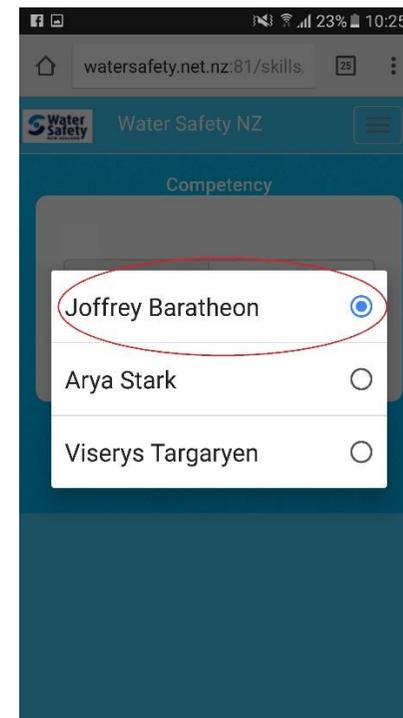
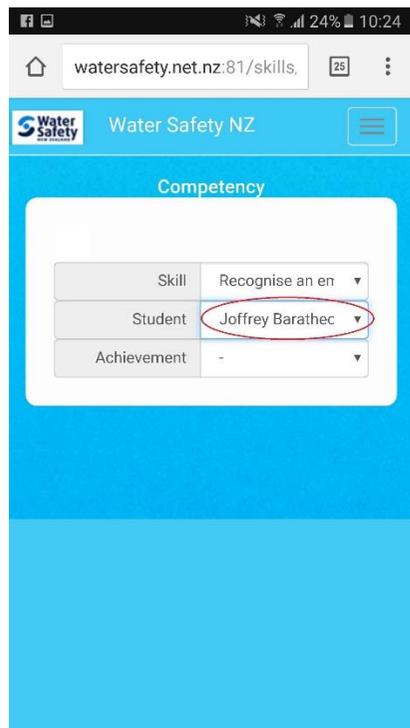
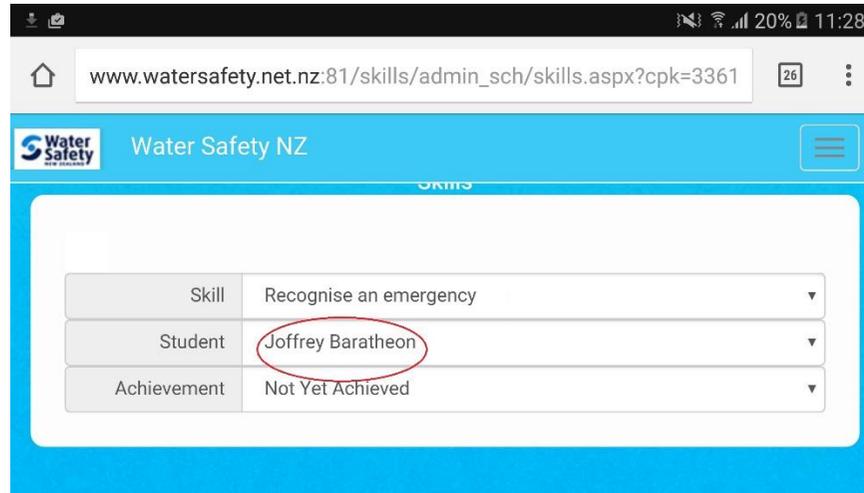
Water Safety NZ

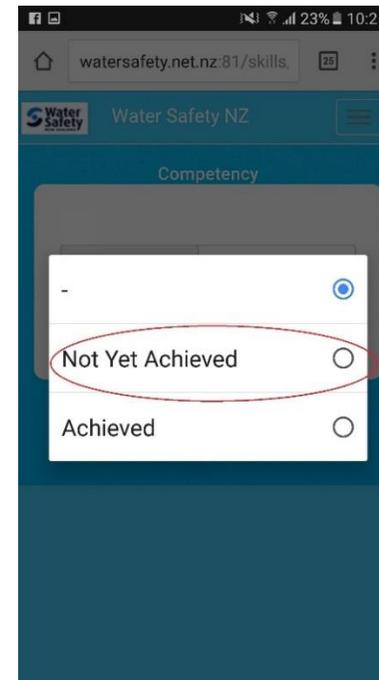
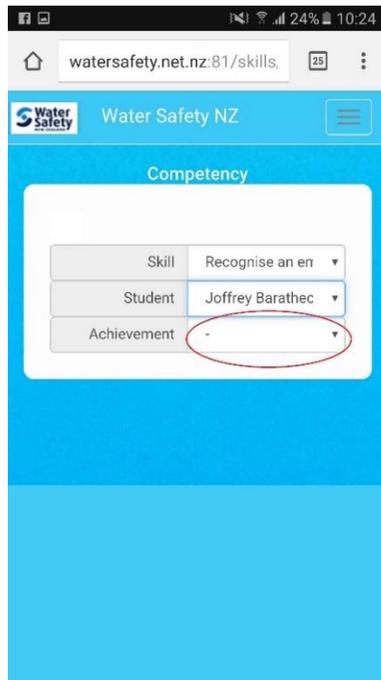
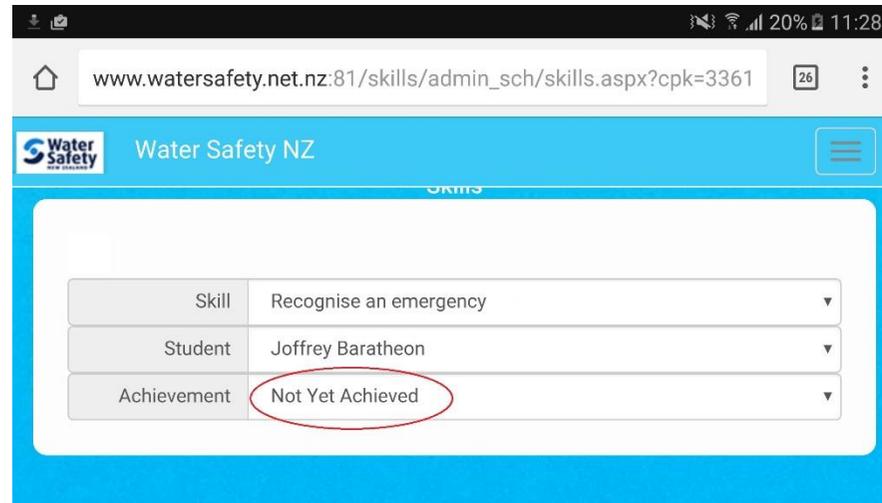
Competency

Skill	Recognise an en
Student	Joffrey Baratheon
Achievement	-

Water Safety and Awareness

- Recognise an emergency
- Rules, hazards and risks for closed water environments
- Rules, hazards and risks for open water environments
- Rules, hazards and risks for water activities
- Safe decision making
- Hypothermia
- Getting in and out of the water
 - Get in/out in multiple





5. Reports

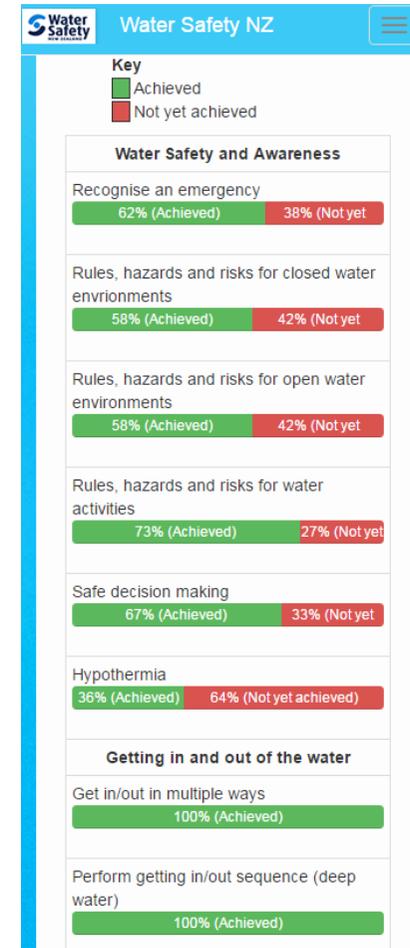
This page shows a quick summary of all data entered for the school / organisation over **the whole time period** the school / organisation has been a part of the WSFL initiative (i.e. cumulative over the years). Section 6. Variable Reports is usually a more useful reporting tool.

PC

e.g. 62% of children with data entered have achieved “Recognise an Emergency”. 100% of children with data entered have achieved “Get in/out in multiple ways”



Mobile / tablet



6. Variable Report

6.1 Variable options

This page is likely to be a more useful reporting page.

Note: National Summary is a quick snapshot of all data in the database.

You can select variables in order to run reports on your school / organisation.

For example, if you are a school:

- Run a report for a specific term
- Run a report on specific year levels
- Run a report on lesson attendance
- Run reports comparing one term / year data to another by changing the dates and running another report
(*Note: we recommend copying data into an Excel spreadsheet to compare / manipulate data easily from there*)

For example, if you are an organisation:

- Run a report for a specific term
- Run a report on specific year levels
- Run a report on lesson attendance
- Run a report on a specific school / local area under you
- Run a report on decile levels
- Run reports comparing one term / year data to another by changing the dates and running another report
(*Note: we recommend copying data into an Excel spreadsheet to compare / manipulate data easily from there*)

6.2 Variable Report Example

E.g. Running a report for Term 1 2017 for Years 3 – 6:

PC

Date Range	
From	30/01/2017
To	13/04/2017
School	TEST School

Lesson	
Duration	▼
Completed	▼

Year Level	
From	3
To	6

Other

Gender	▼
--------	---

Go

Mobile / tablet

Water Safety NZ

Date Range	
From	30/01/2017
To	13/04/2017
School	TEST School

Lesson	
Duration	▼
Completed	▼

Year Level	
From	3
To	6

Other

Gender	▼
--------	---

Go

Note: If wanting to run a report for only one year level, select the From / To options as the same year. E.g. Year 6:

Year Level	
From	6
To	6

7. Archiving Classes – available on PC only

7.1 Archiving a class

It can be useful to archive classes to stop the cluttering of the “Available Classes” screen. Click on “Archive” next to the appropriate class and this moves it automatically into the Archived section.

Note: Archiving a class **does not** delete the class data from the system. Data will always show up in reports.

PC

AVAILABLE CLASSES						
ID	Name	Instructor	Term	Profile	Update	Action
44275TES	blank test	Leanne	1-2019	Edit	Add roll Update skills	Archive
42717TES	41578	Chris	1-2018	Edit	Add roll Update skills	Archive
41111TES	A School	Andrew	1-	Edit	Add roll	Archive

7.2 Reactivating a class

If you require an archived class to be edited, you can reactivate a class. Click the “Archived” tab, and then click “Activate” next to the appropriate class. This will move it back into the Available Classes section.

PC

ARCHIVED CLASSES				
ID	Name	Instructor	Action	
44329TES	Sample	Sample 2	2-2019	Activate
43955TES	Gilberthorpe	Iki	2-2019	Activate