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.
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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 XYZ school. How do we do this?
- For more FAQs click here

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 login as:

**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 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 XYZ school. How do we do this?
- For more FAQs click here

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

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Login

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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

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

Name: TEST SCHOOL
Phone: 
Fax: 
Email: 
]

Mobile / tablet

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

[Image: Your Profile

UPDATE PROFILE

New Password

Update]

Mobile / tablet
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

Mobile / tablet
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

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”.

Mobile / tablet
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).
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.

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

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
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.

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”
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

- **Lesson**
  - Duration
  - Completed

- **Year Level**
  - From: 3
  - To: 6

- **Other**
  - Gender

**Mobile / tablet**

- **Date Range**
  - From: 30/01/2017
  - To: 13/04/2017

- **Lesson**
  - Duration
  - Completed

- **Year Level**
  - From: 3
  - To: 6

- **Other**
  - Gender

*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:*
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

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