



SLSA Assessing App User Guide

v1 August 2019



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SLSA Assessing app

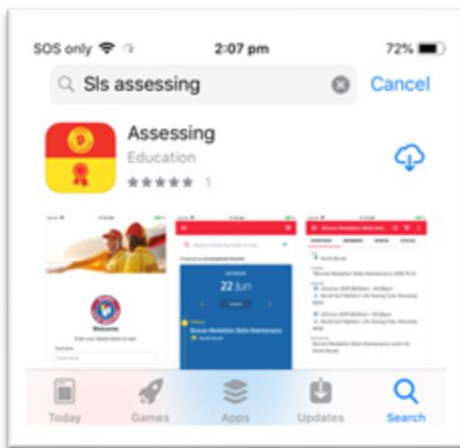
The Surf Life Saving Australia (SLSA) Assessing app has been created for Surf Life Saving Australia assessors and administrators to perform learning assessment activities on their mobile or tablet device. Assessors can assess members within the Assessing app and data is updated into the SLS member's eLearning account in the etrainu Learning Management System (LMS).

This user guide will demonstrate how to navigate through the app and perform assessment activities. Some functions within the app do not require an internet connection, however you will need to ensure that you have an internet connection on your device to install the app and update the data collected into SurfGuard.

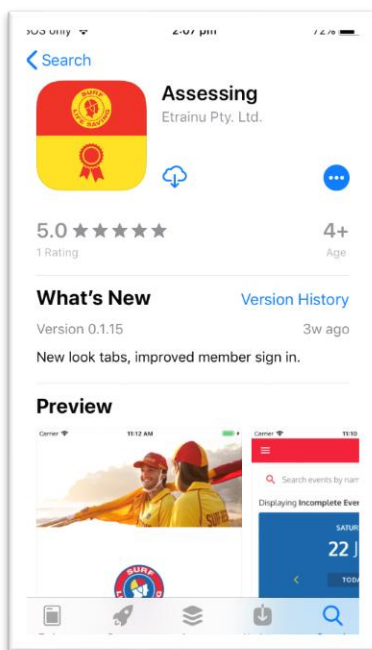
How to install the app

Apple Users

1. Go to the [Apple App Store](https://apple.com/au/ios/app-store/) (apple.com/au/ios/app-store/)
2. Search 'SLS Assessing' and you will be presented with a list of apps similar the following screenshot.



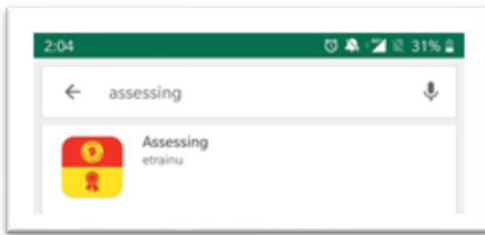
3. Select the Assessing app and then you will see the following page.



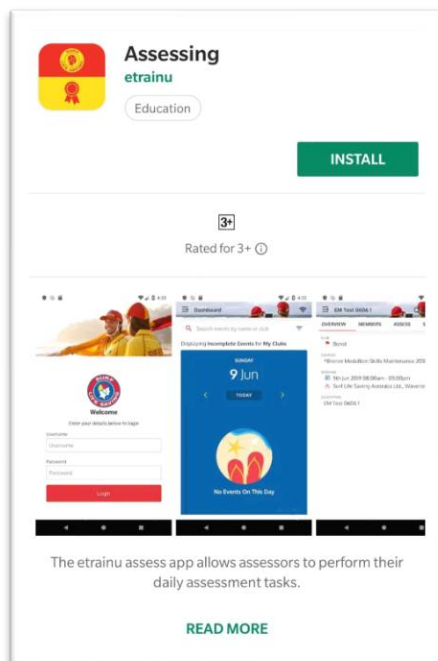
4. Click *install* to install the Assessing App or update to download the latest version of the app.

Android Users

1. Go to the [Google Play Store](https://play.google.com/store) (play.google.com/store)
2. Search 'Assessing' and you will be presented with a list of apps similar the following screenshot.




3. Select the Assessing app and then you will see the following page.




4. Click *install* to install the Assessing App.

How to log into the app

1. Open the SLS Assessing App,
2. Enter your SLS Members Area username and password
3. Click Login.





Welcome

Enter your details below to login

Username

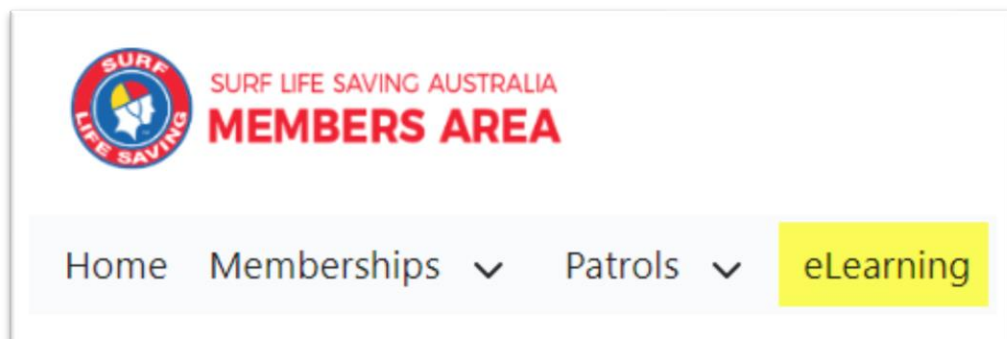
Password

Login

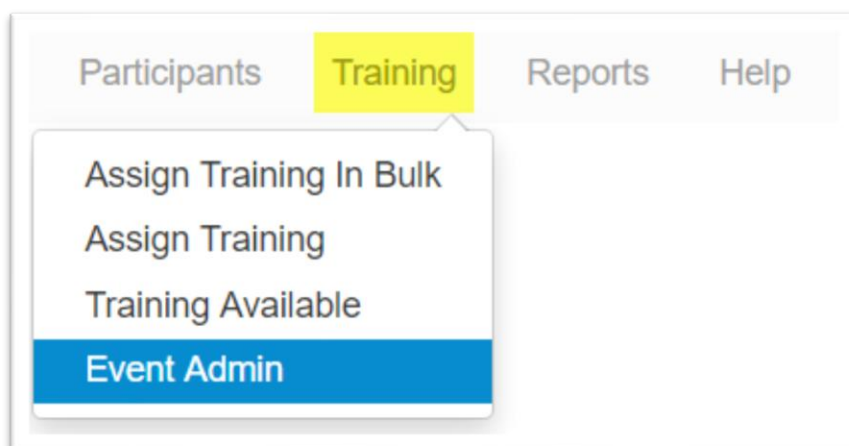
How to access the app on a desktop

SLS members with administrator access can access the desktop version of the SLSA Assessing app via the SLS Members Area eLearning platform.

1. Login to the [SLS Members Area](https://members.sls.com.au) (members.sls.com.au)
2. Click the *eLearning* menu and login



3. Select the *Training* menu.
4. Select the *Event Admin* menu—this will open the Assessing app in a new window and automatically log you into the new app also.



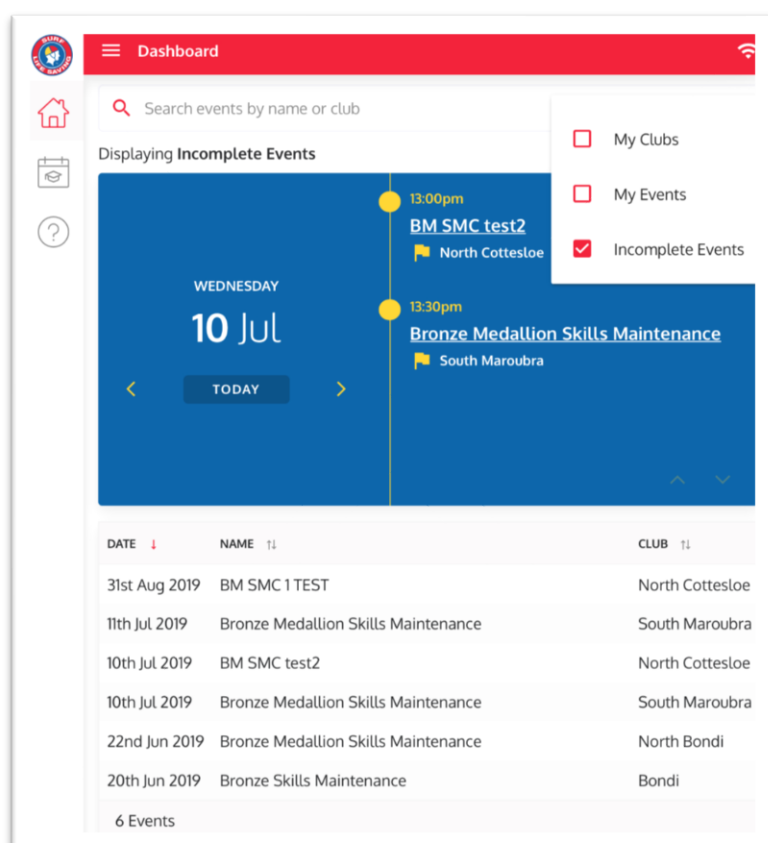
The home page

Once you have logged in you will arrive on the home page. This page has two widgets that display assessment events. The first one (in the blue box) displays the events by date. The second widget (events table below the blue box widget) displays a list of events and allows you to sort the events by name, location or date.

To view an assessment event, you are able to click on the events in either widget and the app will take you to the page for that event you selected.

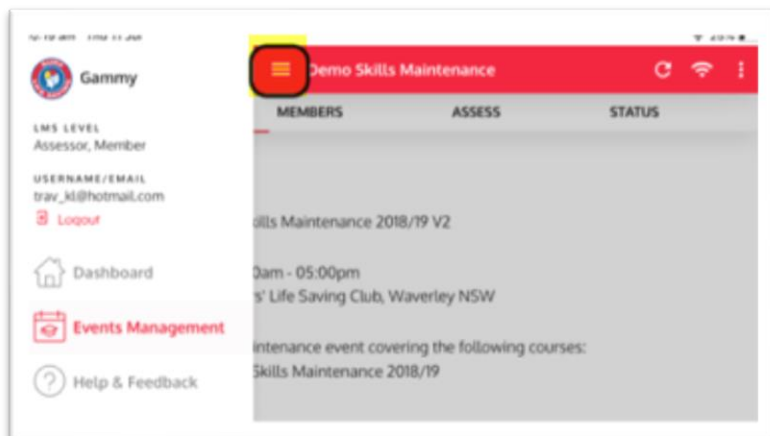
The search and filter bar above the two widgets allows you to adjust the events displayed in both widgets. You can search for events by name, location or course covered within the event. You can also filter events displayed in both widgets by adding or removing the filters by pressing the filter button at the far right of the search bar and adjusting the filter options as per the following screenshot.

Note: The 'My Clubs' and 'Incomplete Events' filters are selected on login to the app by default.

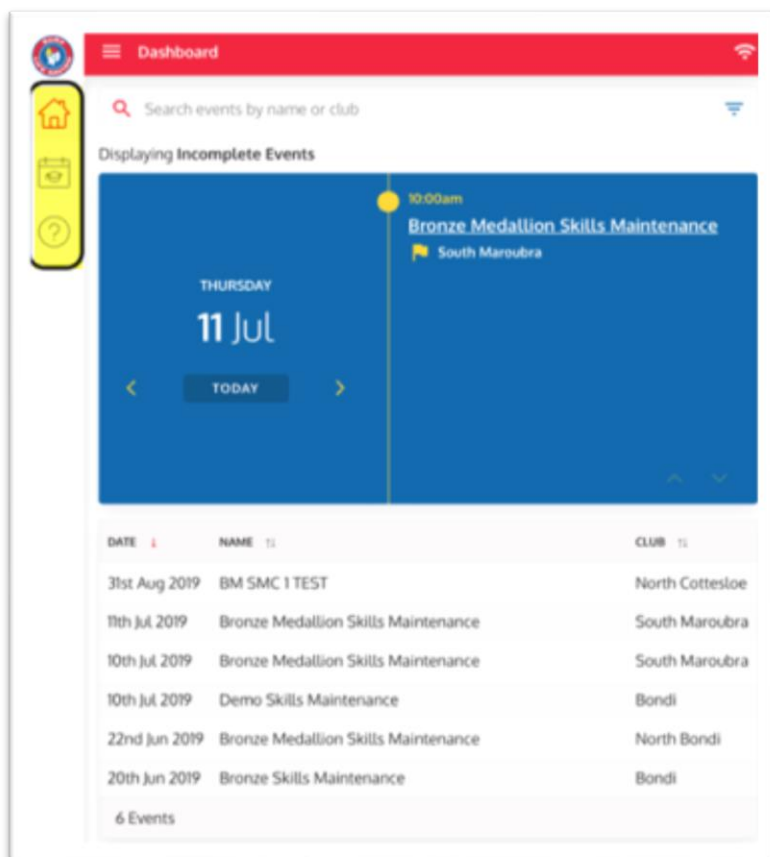


App menus

The app's primary menu can be accessed by pressing the menu button beside the SLS logo at the top left of the app as highlighted in the image below.



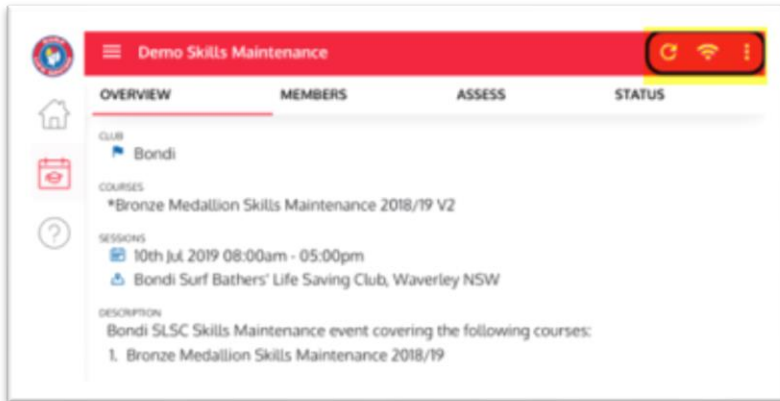
From here, you can logout of the app or access the *Home* page (aka 'Dashboard' page), *Events Management* page or the *Help and Feedback* page. You can navigate between these pages also when the main menu is collapsed by pressing the icons in the side menu as highlighted in the image below.



Event pages

After selecting an event, the app will navigate to the page for the selected event. The event page has four tabs within it (Overview, Members, Assessments and Status). The next sections describe the functionality within each tab.

In addition to the four tabs, there is a number of specific functions for Event Pages that can be accessed in the menu at the top of the app (top right-hand side of the red menu bar) as shown in the image below.

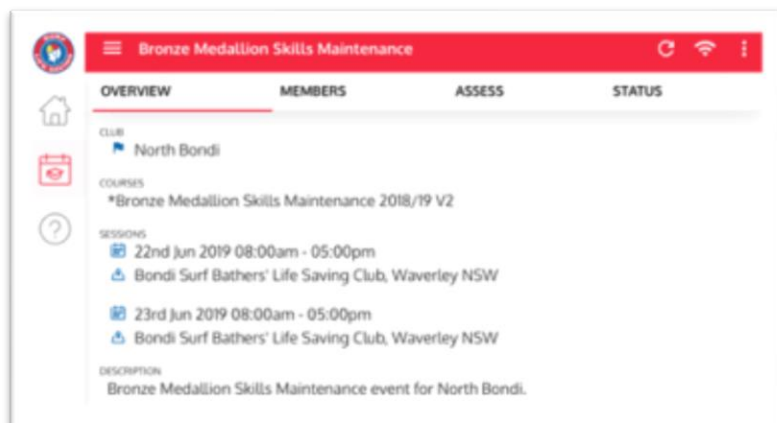


As per the image above, there is a contextual menu that can be accessed by pressing the button on the far right (i.e. the button with three vertical dots). Pressing this will present a contextual menu that changes depending on the tab you have selected. It always contains however options to Edit, Delete or Clone the Event. Selecting one of these will direct the user to one of the pages described in the Events Management section below.

The second button from the right is the online/offline button. This button will be discussed further in the section below on offline mode. The final button is the refresh button. This button can be used to refresh the event and is useful when there are multiple assessors for an event.

Overview

The overview tab displays the key event details including the event date and times, location, organising club and a short description of the event.

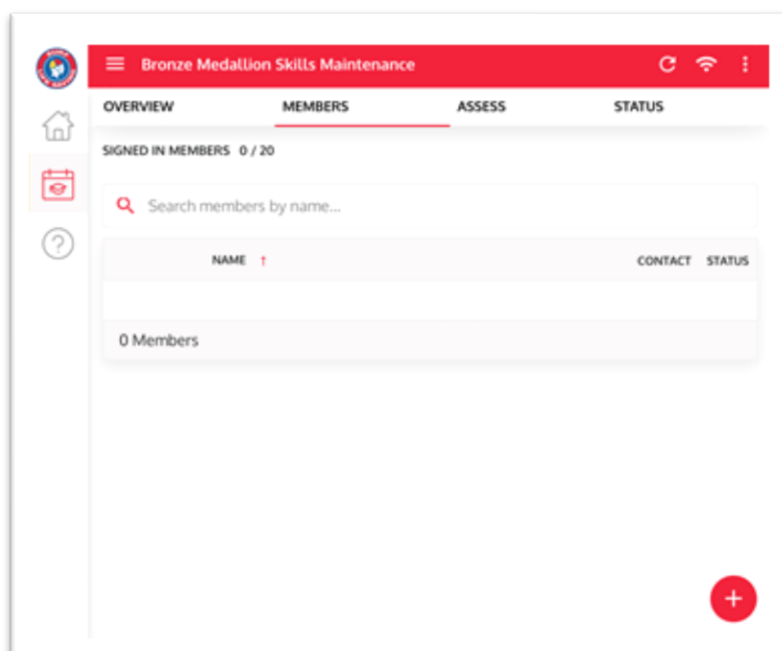


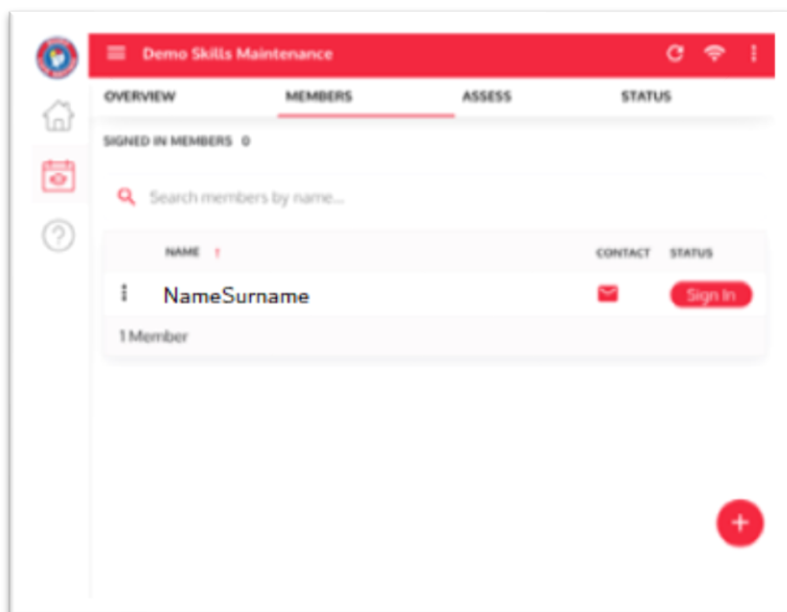
Members

The Members tab allows you to:

- View all members that have enrolled into the event
- Enrol or Sign-in members for the event
- Contact members via email or SMS
- Review a member's status for the event

The following screenshots show how the members page will look with no enrolled/signed in members, with one enrolled member and with one signed in member.

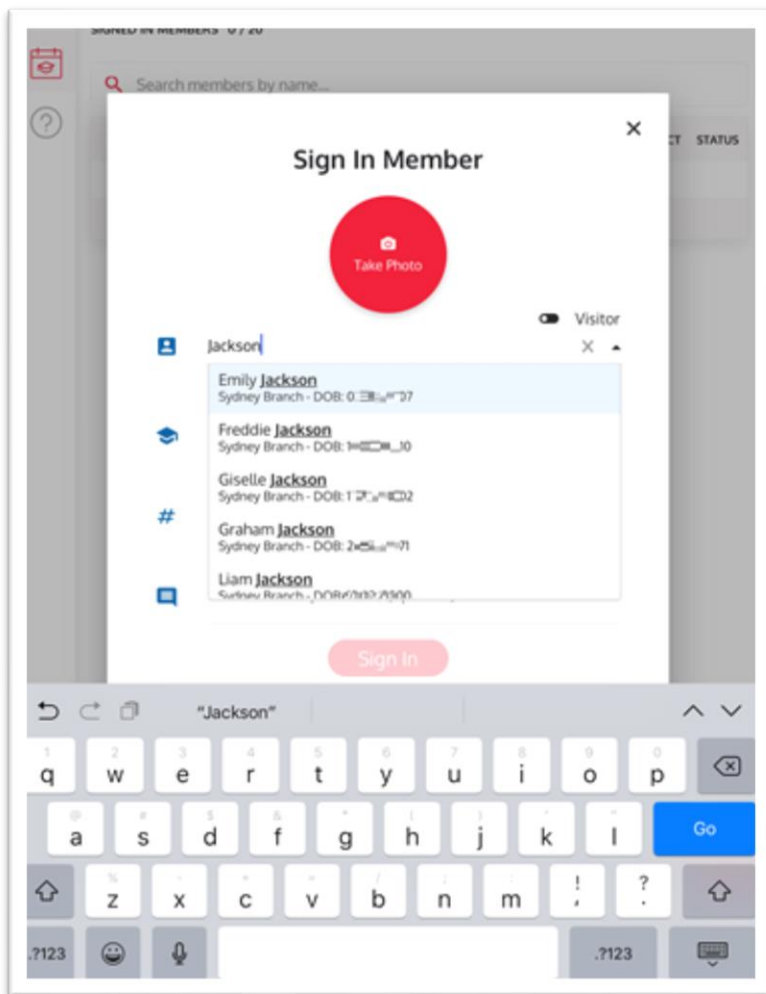




If you have a member who hasn't enrolled prior to the event, you can add the new member by clicking the round '+' button in the bottom right hand corner. The sign in window will pop up and you will be required to enter the following details about the member to complete the registration:

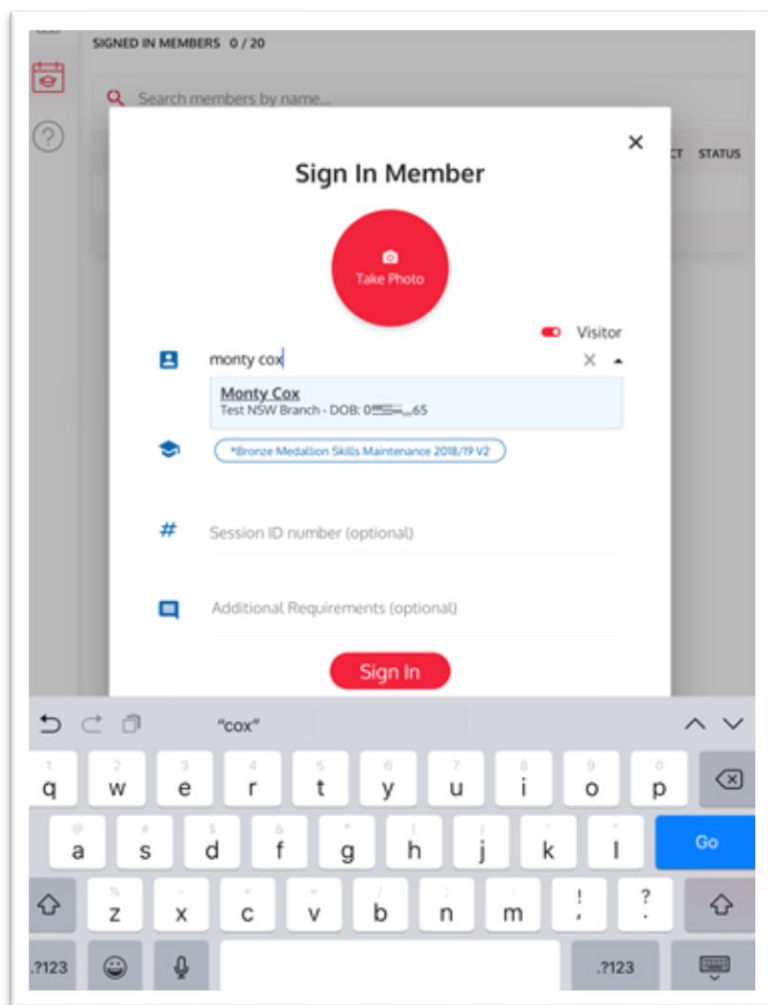
- A photo of the member
- Name
- The course they are being assessed
- An optional session ID (an identifying number if used)
- Any additional notes that may be necessary for the member.

The following screenshot shows how to use the member search within the sign in popup. If the member to be signed in is not a visitor, enter their **surname** in the search field. The app will search for members within the organising club of the event. If the member is presented in the list, select them in the list to complete the member search.

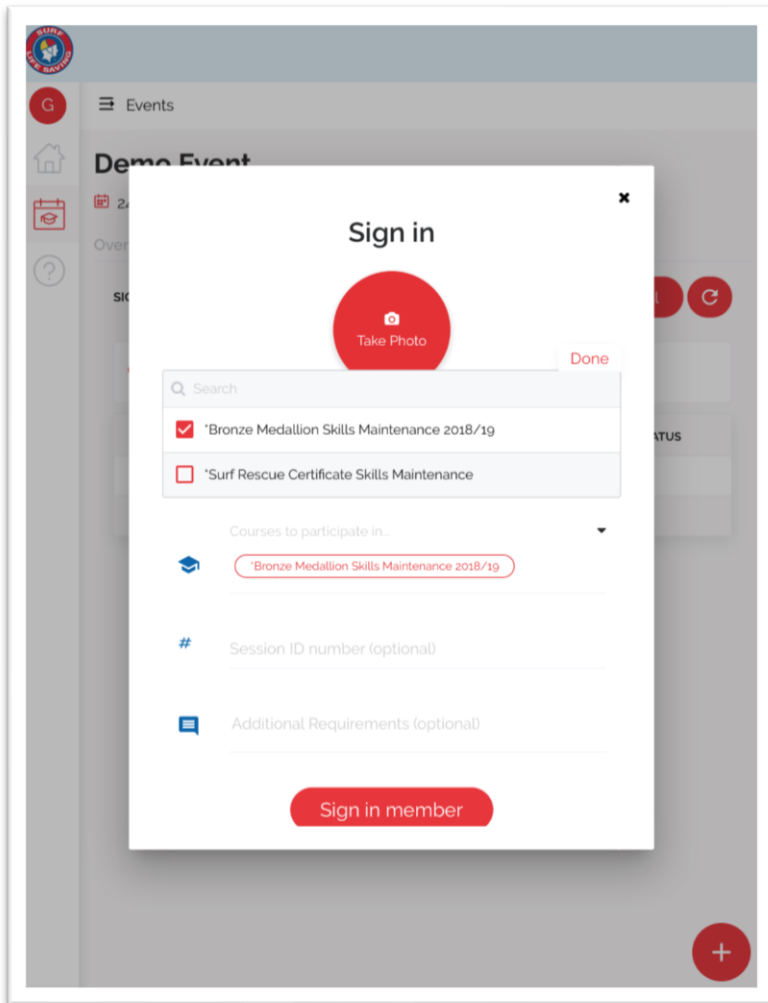


If the member is not found it is most likely because they are not a member within the club the event is setup for.

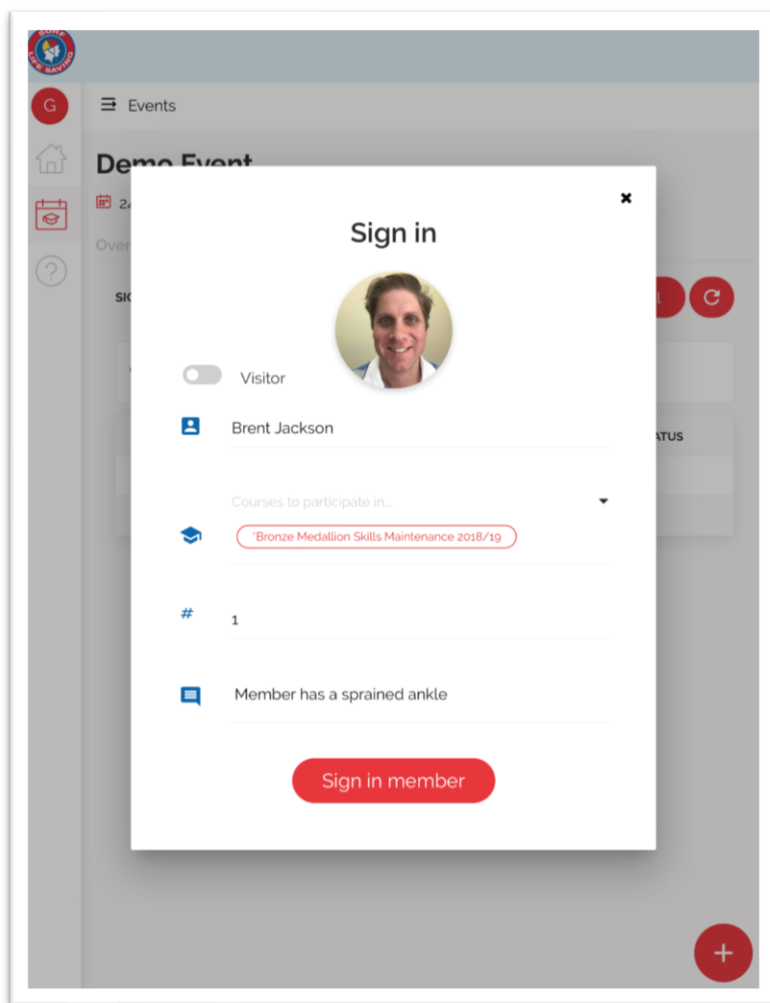
To search across the entire SurfGuard member database, toggle the visitor switch and enter the users first and last name and then press the search icon as per the following screenshot.



The following screenshot shows how to select a course to enroll the member for within the event.



To take a photo of the member, press the take photo circle at the top of the screen and follow your device's Camera prompts. Once complete you should see a cropped version of the photo you have taken as per the following screenshot.



Once all details have been completed for the member, press the 'Sign in' button at the bottom of the popup to sign in the member for the event and record their attendance.

Please note that multiple app users can sign in members at once for an event. To see all members for an event, press the Refresh button in the top menu to refresh the data presented within this tab.

Assess

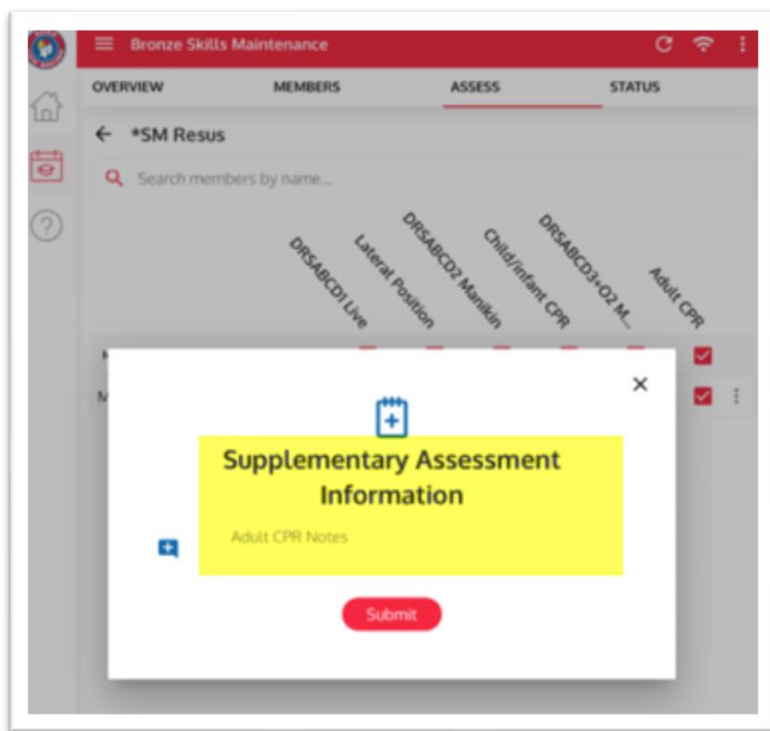
The assessments tab allows you to view all courses and the assessment items covered within the event. The assessments tab allows you to assess members or navigate to the specific assessment page for a particular assessment (e.g. BM RSR (e.g. Bronze Medallion Run-Swim-Run, Radio Demo). The primary assessment tab is shown in the following screenshot.

	Signals	Rescue	BM RSR	SM Resus	SM Radio Online	SM Resus Online	Radio Demo
NAME ↑	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Monty Cox	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

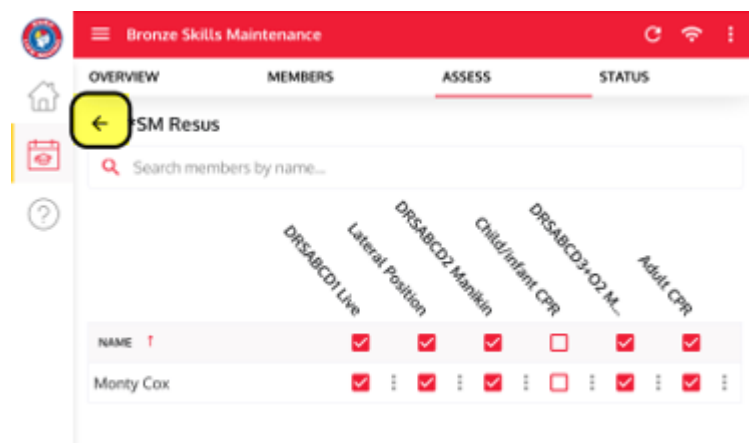
To navigate to a specific assessment page, you can select the assessment titles (underlined links, e.g. BM RSR) or you can press the checkboxes with a '+' (e.g. SM Resus). The SM Resus assessment page is shown below and contains a number of assessments for each member.

	DRSABCD1 Live	Lateral Position	DRSABCD2 Manikin	Child/infant CPR	DRSABCD3+O2 M...	Adult CPR
NAME ↑	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monty Cox	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To assess a member as competent for a particular assessment press the relevant checkbox in either the primary assessment tab or the specific assessment page table. If you need to record additional notes relating to an assessment for a member, select the secondary menu next to the checkboxes (i.e. three vertical dots) on the sub-assessment pages. You will be presented with a popup like the one in the screenshot below that will allow you to record notes or times depending on the setup of the assessment item.



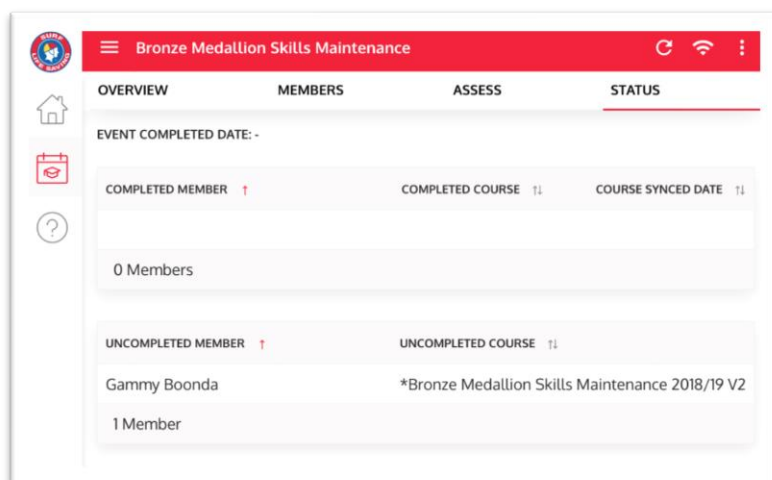
To navigate between the primary assessment page and the sub-assessment pages, use the back arrow next to the sub-assessment page heading as highlighted in the image below.



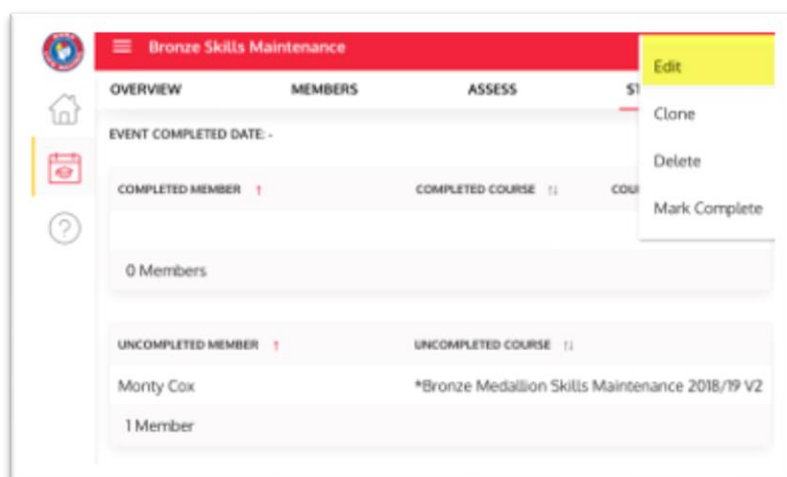
Please note that multiple app users can assess members at the same time. To see the latest assessment data, press the Refresh button to refresh the data presented within the assessment pages.

Status

The Status tab provides an overview of the members that are complete or incomplete for the courses covered in the event and provides a button to enable an event to be marked as complete which will initiate a push of all award updates into SurfGuard from the LMS.

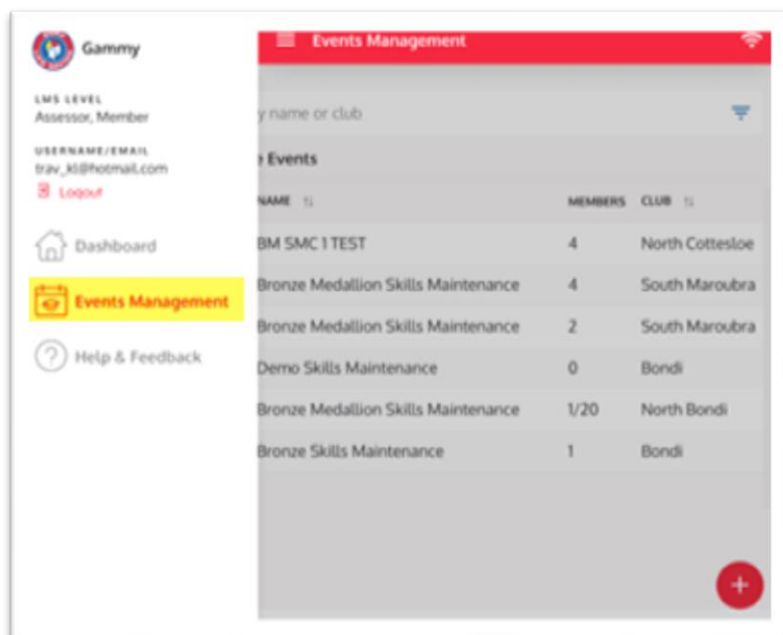


Once all assessment activities have been completed for an event, press the 'Mark Complete' button within the 'contextual menu' in the top left of the main menu as shown in the image below. This will put the event in a read only state and will then push data from the Assessing App to update award information in SurfGuard for completed members.



Event management

To create events, use the main app menu to navigate to the *Events Management* page.



To create an event, press the plus button in the bottom right corner of the page. You will be presented with the following page to create an event.

Create Event

Event Details

NAME*

e.g. Bronze & Silver Medallion Skills Maintenance

DESCRIPTION

e.g. Sample description/overview

CLUB*

Search for a club

COURSE(S)*

Search for a course/s

MAXIMUM NUMBER OF CANDIDATES

Leave blank if there is no limits, specify a positive number otherwise

Event Contact

NAME*

eg. Joe Blogs

Enter a logical name for the event and an event overview. The event overview text can be styled using the editor buttons and/or with the Apple keyboard if creating an event on an iPad.

Create Event

Event Details

NAME*

Demo Skills Maintenance

DESCRIPTION

☰ ☰

Bondi SLSC Skills Maintenance event covering the following courses:

1. Bronze Medallion Skills Maintenance 2018/19
2. Surf Rescue Certificate Skills Maintenance 2018/19

CLUB*

Bondi X ^

North Bondi

Bondi

“Bondi” Bonding

q w e r t y u i o p

@ # \$ % & * () ' " Go

⬆ % ^ _ + = / : ; ' ? . ⬆

.?123 😊 🗣 .?123 🗣

Select the club the event is related to by typing the name of the club to reveal options in the club selector. Note only one club can be selected. Find the desired course by scrolling within the results window and then pressing the club to select it. Once selected, the club will be displayed in a blue box as per the screenshot below.

1. Bronze Medallion Skills Maintenance 2018/19
2. Surf Rescue Certificate Skills Maintenance 2018/19

CLUB*

Bondi

COURSE(S)*

*Bronze Medallion Skills Maintenance 2018/19 V2 surf

*Surf Rescue Certificate Skills Maintenance

SLS - Development Coach Reaccreditation - Surf Ski Elective

SLS - Development Coach - Surf Boat Elective

Surf Rescue Certificate

SLS – Safer Surf Clubs

eg. Joe Blogs

EMAIL*

“Bronzesurfsurf”

Go

Select the course(s) to be assessed at the event by typing the name of the course or courses to reveal options in the course selector. Find the desired course(s) by scrolling within the results window and then pressing the course to select it. Once selected, the course will be displayed in a blue box as per the screenshot above.

A limit on the number of candidates that can enroll into the event can be set in the next field as shown in the image below. This field is optional and should be left blank if no limit should be set.

Create Event

COURSE(S)*

- *Bronze Medallion Skills Maintenance 2018/19 V2 X
- *Surf Rescue Certificate Skills Maintenance X

MAXIMUM NUMBER OF CANDIDATES

Leave blank if there is no limits, specify a positive number otherwise

Event Contact

NAME*

eg. Joe Blogs

EMAIL*

eg. event.contact@domain.com

PHONE

eg. 0411234567

Sessions

Session 1

FROM*

Choose a start date and time

TO*

Choose an end date and time

Provide details of the event contact as per the image below. The phone number field is optional.

NAME*

EMAIL*

PHONE

Sessions

Session 1

FROM*

TO*

Choose a start date and time

Choose an end date and time

LOCATION*

USE VIDEO CONFERENCE LINK

In the next section the event administrator can setup learning session(s) for the event. It is possible to setup one or more sessions in this section of the page. Select the calendar icons to display the date and time picker widgets for the 'from' and 'to' fields.

The screenshot shows the 'Create Event' app interface. At the top is a red header with a menu icon, the text 'Create Event', and a Wi-Fi icon. On the left is a sidebar with icons for home, calendar, and help. The main content area is titled 'Sessions' and shows 'Session 1' with details: 'FROM' (10/07/2019 @ 08:00), 'TO' (10/07/2019 @ 17:00), 'LOCATION' (Search for a location), 'SPECIAL INSTRUCTIONS' (eg. Meet at the back door), and 'ASSESSOR(S) AND/OR DELEGATE(S)' (Select or search for an assessor or delegate). A date and time picker is open over the 'TO' field, showing a calendar for July 2019 with the 10th selected, and a time selector set to 17:00. At the bottom is a 'Notifications' section with a 'REMINDER NOTIFICATIONS' toggle.

Create Event

PHONE

0421123456

Sessions

Session 1

FROM*

10/07/2019 @ 08:00

TO*

10/07/2019 @ 17:00

LOCATION*

Search for a location

SPECIAL INSTRUCTIONS

eg. Meet at the back door

ASSESSOR(S) AND/OR DELEGATE(S)*

Select or search for an assessor or delegate

Notifications

REMINDER NOTIFICATIONS*

Select a location for the learning session by typing either a name of a place or an address in the location field. The location field uses Google's Maps service to assist with selecting a location. Find the desired location by scrolling within the results window and then pressing a location to select it. The following image shows that the location field will find place names that are listed in the Google Maps service.

Sessions

Session 1

FROM*
10/07/2019 @ 08:00

TO*
10/07/2019 @ 17:00

LOCATION*
Bondi surf ba

USE VIDEO CONFERENCE LINK ☐

ASSESSOR(S) AND/OR DELEGATE(S)*
Select or search for an assessor or delegate

Add Session

Search: "ba" | ball | band

q w e r t y u i o p

a s d f g h j k l Go

z x c v b n m , . ?

.?123 .?123

The following image shows that the location field can also be used to search for standard addresses in the Google Maps database.

Sessions

Session 1

FROM* 10/07/2019 @ 08:00

TO* 10/07/2019 @ 17:00

LOCATION* 1 notts

USE VIDEO CONFERENCE LINK

1 Notts Avenue Bondi Beach NSW, Australia

1 Notts Court Meadow Springs WA, Australia

1 Nott Street Port Melbourne VIC, Australia

1 Notts Lane Glen Oak NSW, Australia

1 Notts Well Road Paisley SA, Australia

powered by Google

Select or search for an assessor or delegate

Add Session

"notts" notes notts

q w e r t y u i o p

a s d f g h j k l Go

z x c v b n m , . ?

.?123

Special location instructions can be specified in the next field as desired per the following image. This field is optional.

Sessions

Session 1

FROM*
10/07/2019 @ 08:00

TO*
10/07/2019 @ 17:00

LOCATION*
Bondi Surf Bathers' Life Saving Club, Queen Elizabeth Drive, Bondi Beach NS

USE VIDEO CONFERENCE LINK

SPECIAL INSTRUCTIONS
Meet on the beach

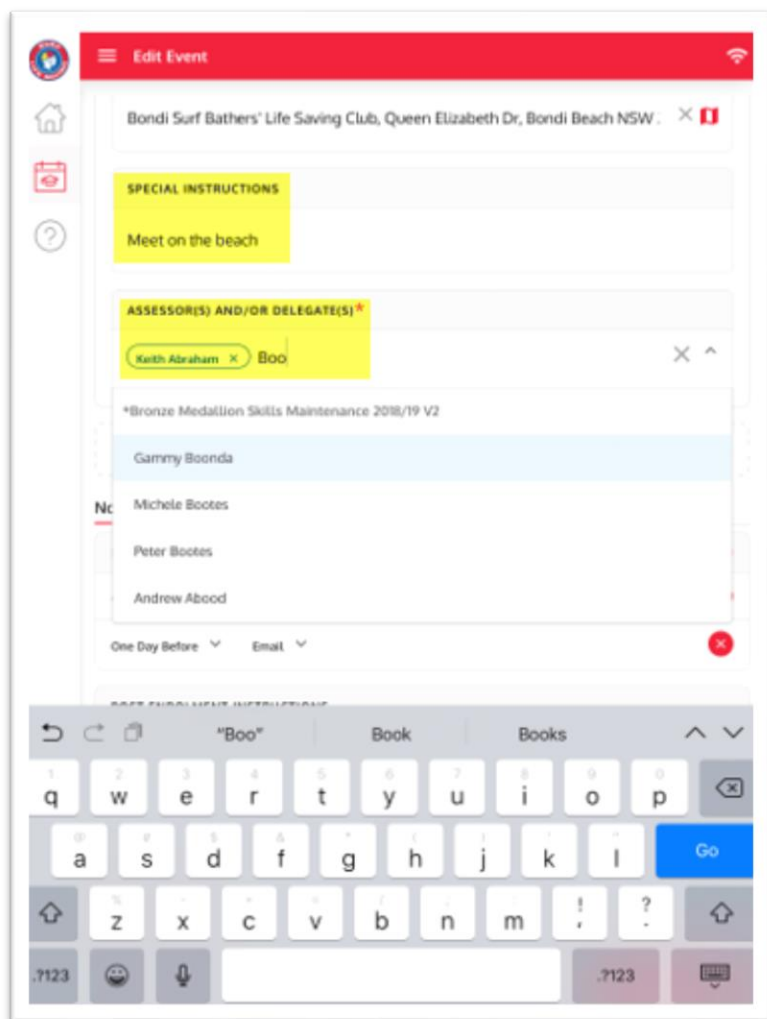
ASSESSOR(S) AND/OR DELEGATE(S)*
Select or search for an assessor or delegate

Add Session

Search: "beach" | beaches | beachfront

Go

To select one or more assessors type the name of the assessors desired for the session in the assessors field. This field will only let you search and select assessors, facilitators or endorsed delegates that have the appropriate awards within Surfguard to assess the courses covered in the event. Find the desired assessor(s) by scrolling within the results window and then pressing the assessor to select it. Once selected, the assessor will be displayed in a blue box as per the screenshot below.



Once the admin has finalized the setup of the session, it is possible to setup another session by either pressing the Add Session plus button or by cloning the session that has already been created as per the following screenshot.

Edit Event

0421123456

Sessions

Session 1

FROM Clone

10/07/2019 @ 08:00

TO

10/07/2019 @ 17:00

LOCATION USE VIDEO CONFERENCE LINK

Bondi Surf Bathers' Life Saving Club, Queen Elizabeth Dr, Bondi Beach NSW

SPECIAL INSTRUCTIONS

Meet on the beach

ASSESSOR(S) AND/OR DELEGATE(S)

Select or search for an assessor or delegate

Add Session +

Notifications

REMINDER NOTIFICATIONS

One Week Before Email

One Day Before Email

In the next section, Event administrators can specify different notification options for the event. Administrators are able to specify when event reminder notifications will be set as well as post enrolment instructions to be included in enrolment emails sent to members as shown in the following image.

Create Event

Meet on the beach

ASSESSOR(S) AND/OR DELEGATE(S)*

Keith Abraham X

Add Session +

Notifications

REMINDER NOTIFICATIONS* +

One Week Before Email X

One Day Before Email X

POST ENROLMENT INSTRUCTIONS

eg. Please read through safety booklet before arriving

Advanced Settings ^

REGISTRATION FORM SETTINGS

☐ Hide session ID field ☐ Hide additional requirements

☐ Hide image capture ☐ Make image capture mandatory

☐ Create Another Event

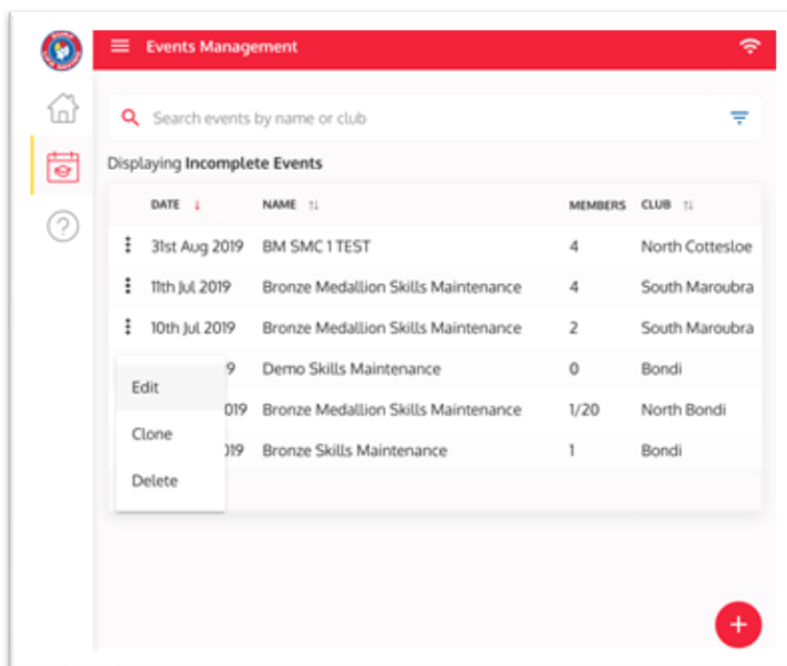
Cancel Create Event

The final section of event administrator form is the advanced settings section. The advanced settings allow various aspects and features to be enabled or disabled as desired.

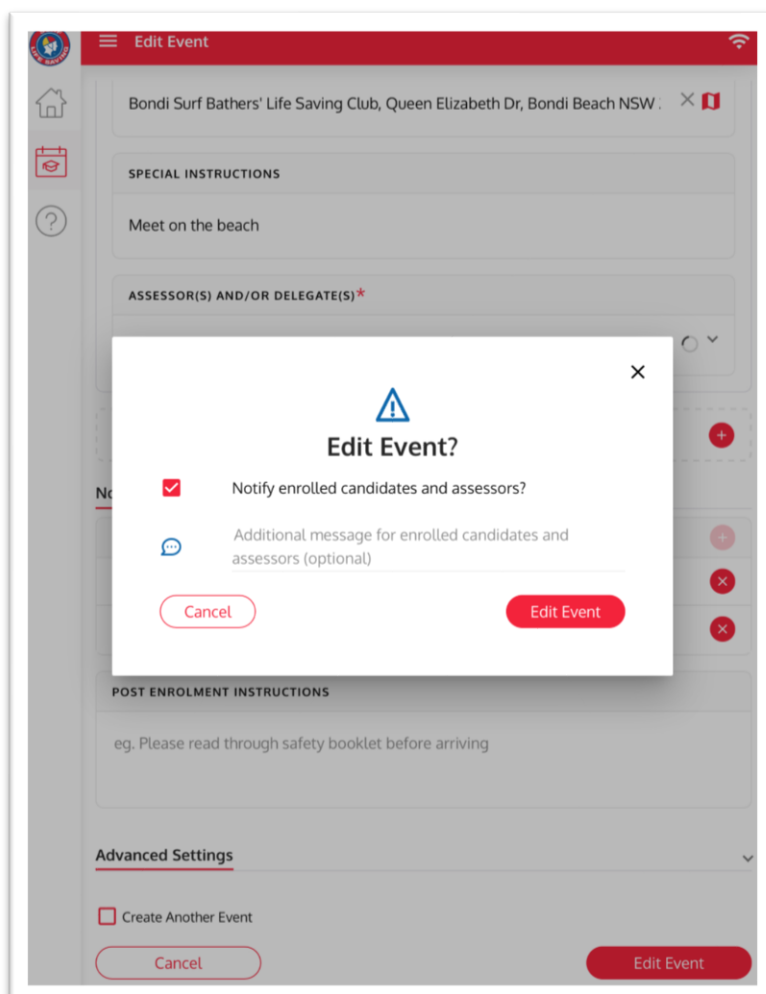
Once the event administrator is happy with all of the event's details, press the Create Event button to create the event. Users can also select to create another event by ticking the 'Create Another Event' checkbox prior to saving the event.

Once the event is created, the assessors selected in the learning sessions will be notified of the event via email and will be emailed a calendar attachment to add the event to their personal calendars.

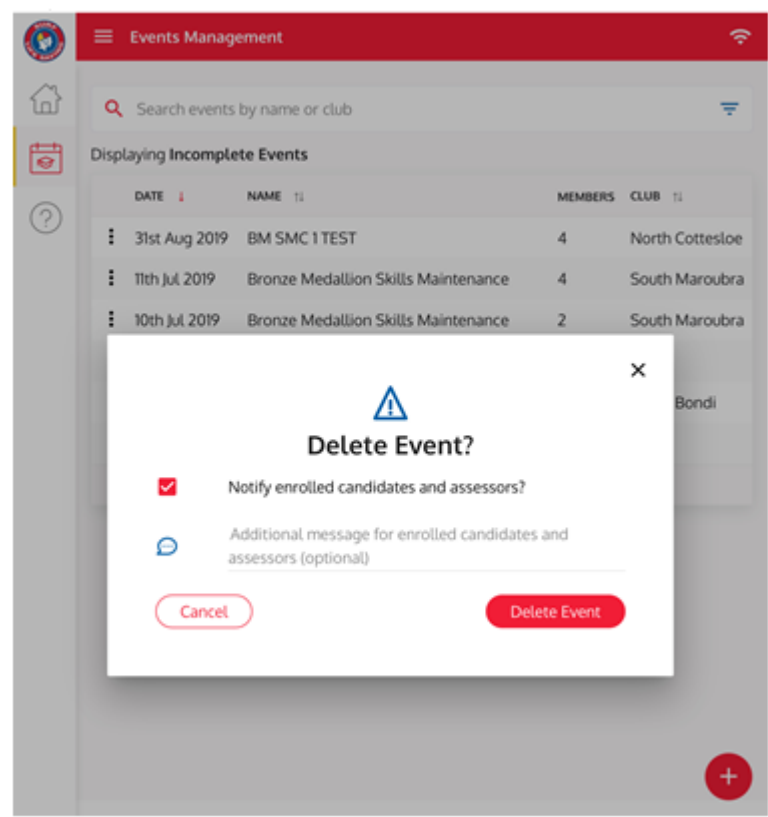
Events can be edited, deleted or cloned by pressing the menu button on the left of each event in the Events Management page as per the following screenshot.



It is possible to update any details of the event via the Edit Event page. Once the updates to the event are made and has pressed the 'Edit Event' button at the bottom of the page, the event administrator will be presented with a popup to confirm they wish to update the event. They will also be asked if the app should send a notification to members and assessors regarding the event modification. Administrators can also include an additional message for notification recipients that will be included in the email notification.



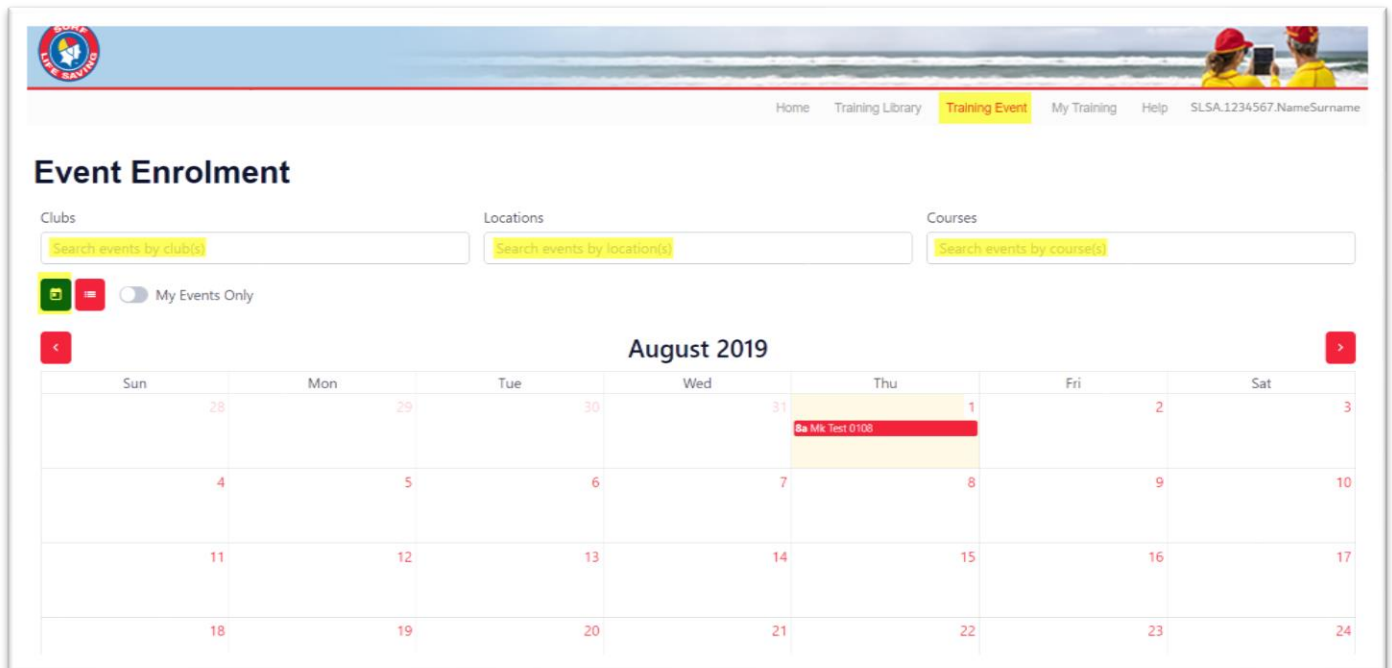
Similarly if an event administrator wishes to delete an event, they will be presented with a popup asking them to confirm they want to delete the event. Email notifications will always be sent to assessors and enrolled members of the event when deleting an event. Administrators are able to include an additional message for notification recipients that will be included in the email notification however.



If an Event Administrator wishes to clone an event, pressing the clone event button will open the Clone Event page with all details of event that is being cloned copied to the new event. The to and from fields will be blank however and must be set for the new event.

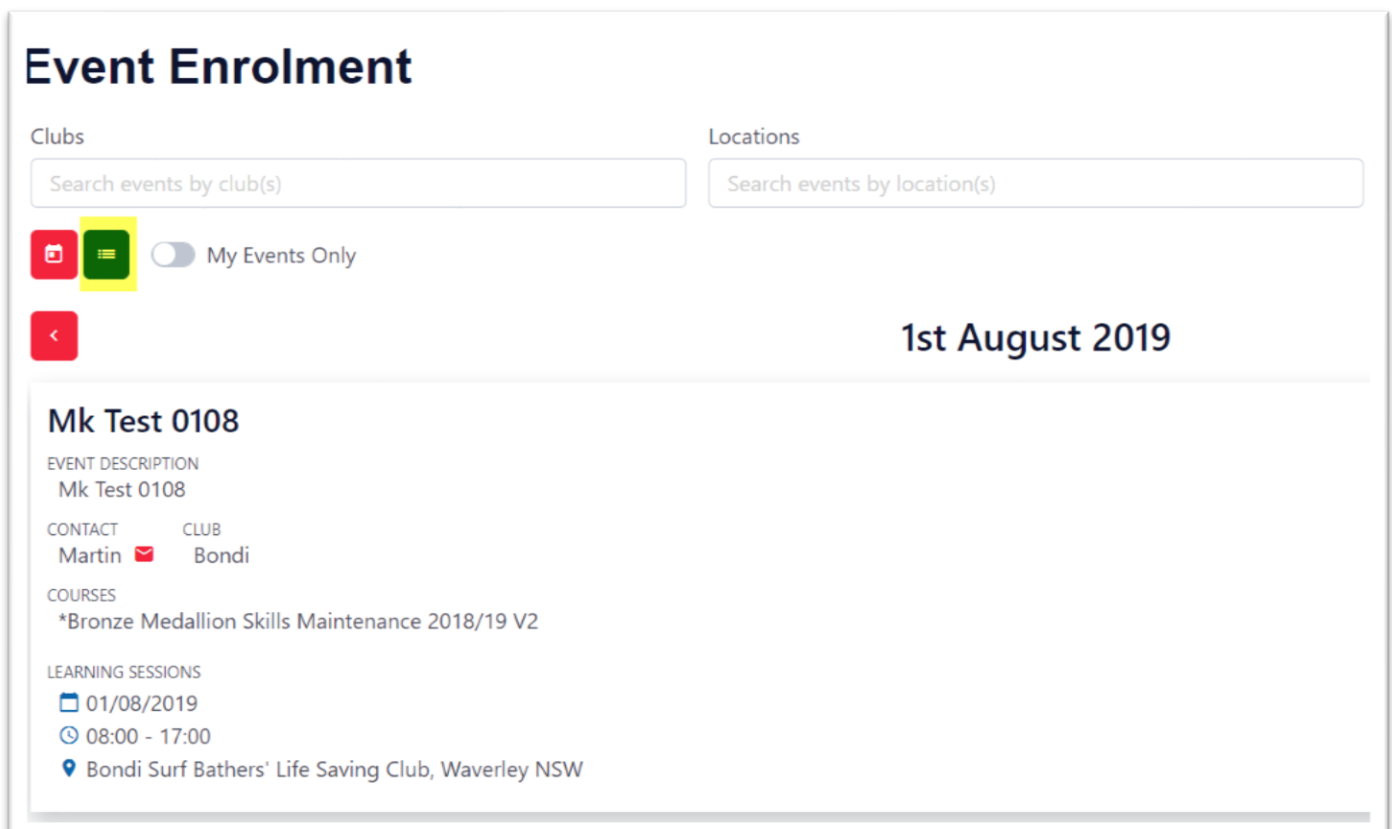
Member enrolment

Members are able to enroll into events via the eLearning Portal from Training Event page as per the image below.

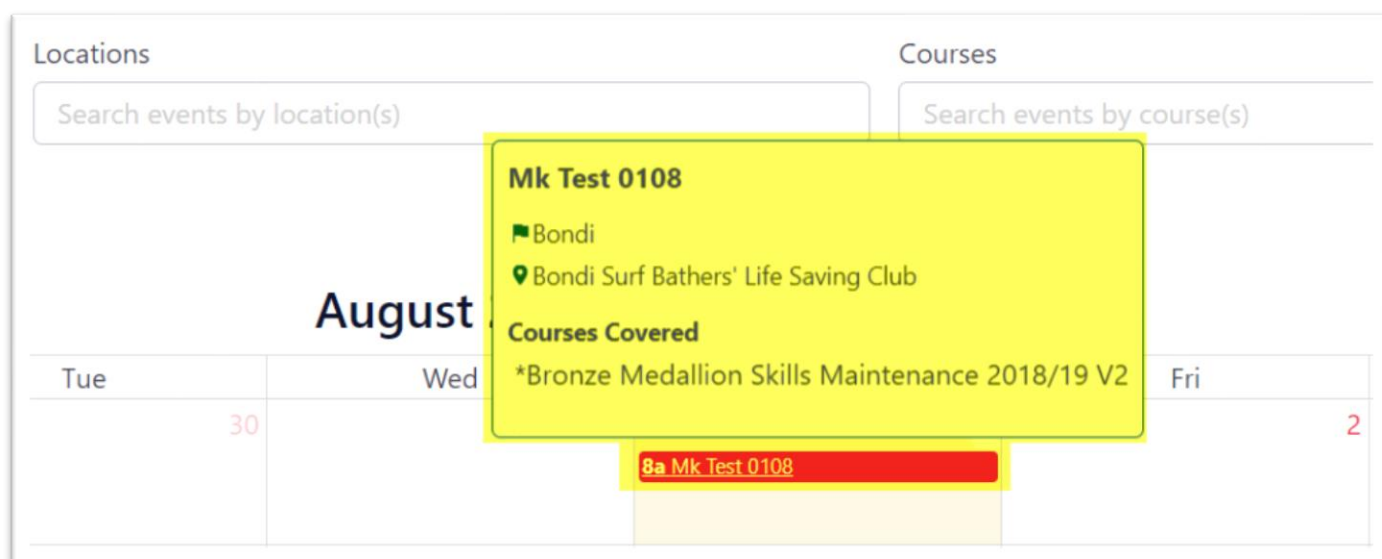


Members can view all events that have been created and they can search for events based on the organising club, the event location and/or the courses covered in the events. The club search bar is automatically populated with the club the logged in user is associated with.

Members can also view events in a list view by pressing the list view button as shown in the image below.

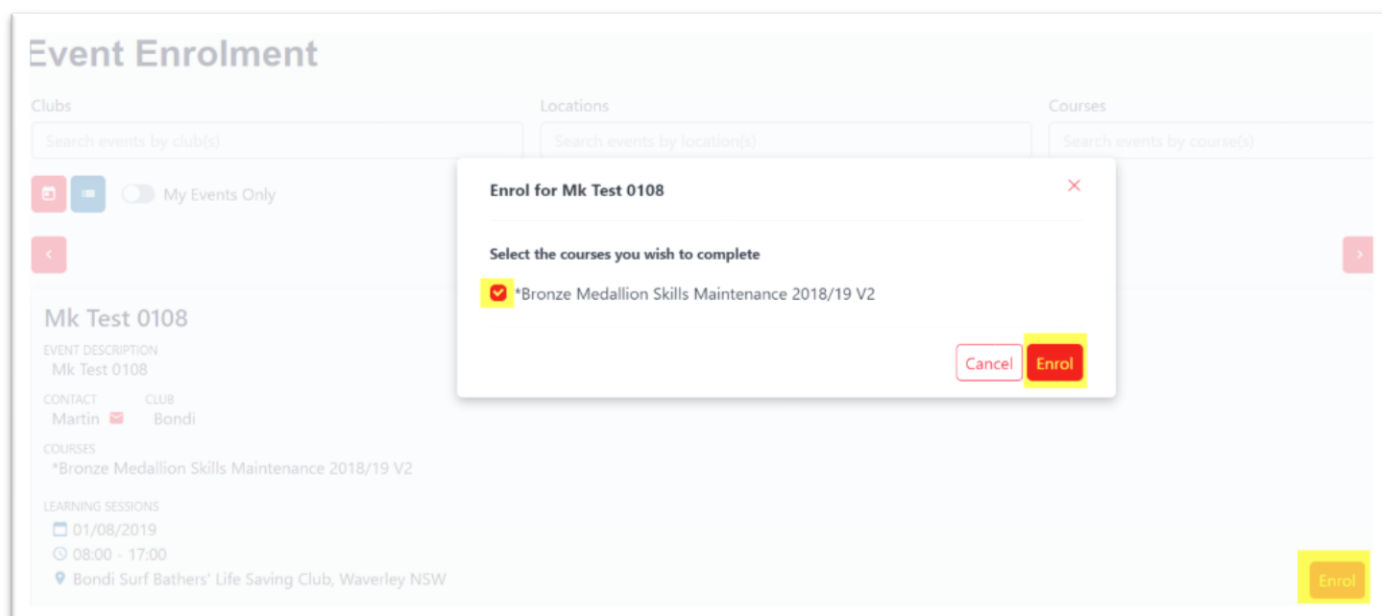


Members can hover over the different events and a popup will be displayed to show more information about the event.



Once a member has found an event they would like to enroll into, press the 'Enrol' button at the bottom of the event when within the list view as shown in the image above.

Members will see the following popup requesting them to select the courses they wish to be assessed for at the event. Members should press the Enrol button to confirm their enrolment.



Once enrolled, the Training Event page will highlight events the user is enrolled in blue within the calendar and list views. The following image also shows the 'My Events Only' button that can be used to enable users to show the events they are enrolled into.

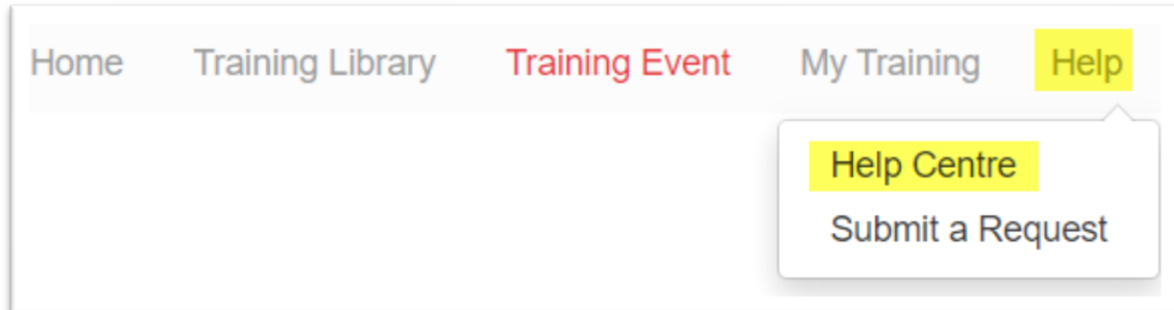
Members are also able to unenroll from an event within the Training Event page. To do this, they should select the event they wish to unenroll from, and then click the 'Unenrol' button as per the image below.

The screenshot displays the 'Event Enrolment' interface. At the top, there are three search filters: 'Clubs' (with a search box for 'Search events by club(s)'), 'Locations' (with a search box for 'Search events by location(s)'), and 'Courses' (with a search box for 'Search events by course(s)'). Below these filters, there are three buttons: a red 'X' button, a blue 'My' button, and a yellow 'My Events Only' button. The main heading is '1st August 2019'. Below this, a blue-bordered box contains the event details for 'Mk Test 0108'. The details include: 'EVENT DESCRIPTION: Mk Test 0108', 'CONTACT: Martin', 'CLUB: Bondi', 'COURSES: *Bronze Medallion Skills Maintenance 2018/19 V2', 'LEARNING SESSIONS: 01/08/2019, 08:00 - 17:00', and 'Bondi Surf Bathers' Life Saving Club, Waverley NSW'. In the bottom right corner of this box, there is a yellow 'Unenrol' button.

Help Centre

If you require any technical support, you can submit a request for further assistance to the SLSA IT helpdesk (help.sls.com.au).

After logging into the SLSA eLearning platform, you can access the *SLSA IT Helpdesk Online Help Library* to obtain the contact details for the SLSA IT Helpdesk as well as see important updates from the SLSA National IT Unit.



1. Click on **'Help'** located in the grey menu bar. A drop-down menu will then appear.
2. Click on one of the following two options:
 - a. **'Help Centre'** to access the SLSA IT Helpdesk Online Help Library which includes user guides for eLearning as well as other online solutions, e.g., SurfGuard, SLS Members Area, SurfCom, smart device applications, Coastal Risk, Payment Gateway, and Carnival Manager. The *Help Centre* option allows you to view more contact details for, and important updates from, the SLSA National IT Unit. It also contains some useful forms to download, e.g., Form 49 – IT Systems access form.
 - b. **'Submit a Request'** to open a new ticket with the SLSA IT Helpdesk or check the status of a current ticket. SLSA recommends checking the SLSA IT Helpdesk Online Help Library (help.sls.com.au) for important update notifications before submitting a request. SLSA also recommends naming your web browser and including screen shots of any issues when opening a new ticket to help our IT Helpdesk resolve your matter as quickly as possible.

Providing feedback to SLSA

Your constructive feedback on the SLSA Assessing App and course content will greatly contribute towards improving SLSA Learning and Development resources.

All resources developed by SLSA are reviewed regularly and updated as required. Constructive feedback can be supplied through contacting SLSA using the details below or through the online course surveys that accompany each online course.

Please remember to reference the course's module, part and/or slide numbers if referring to specific things within a course.

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SLSA Office hours

Monday to Friday 9:00am–5:00pm (Sydney time)