

# Online Learning User Guide for Assessors: signing off practical tasks

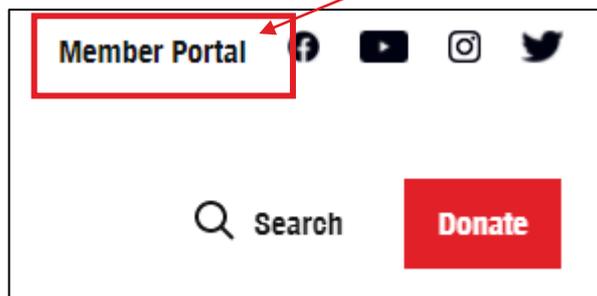
If you have any questions, problems or feedback please contact your club administrator or [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz).

As the approved Assessor, you need to sign off the practical elements online for the online course to be deemed complete.

## Signing In

**These steps will show you how:**

1. Go to the SLSNZ website: <https://www.surflifesaving.org.nz/>
2. Click on the **Member Portal** button (top right hand corner of the screen)



**OR** you can click directly on this link: <https://webportal.surflifesaving.org.nz/>

3. Click on the **"Sign In"** button



**Terms of Use:** By logging in, you are attesting that you are logging in with **YOUR** password and login and no one else's

4. Type in your **Username** (The username format is the letters 'SLS' and your 'SLSNZ membership number', separated by an underscore, i.e. SLS\_69233 - DO NOT add your email here).
5. Type in your **Password** (all passwords were reset last season to **yourlastname20**, i.e. bond20 – all in lower case; however if you changed your password after this, it will still be whatever you changed it to).
6. Click on the **“Sign In”** button
7. Once logged in,
  - a. click on the **Online Learning** button
  - b. click on the **Sport Tutor** dropdown  
... to **access the online learning**

### Sign In

Test

Have access to an invitation code? Redeem it [here](#).

Sign in with a local account

\* Username

\* Password

Remember me?



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Welcome to the SLSNZ Member Portal.

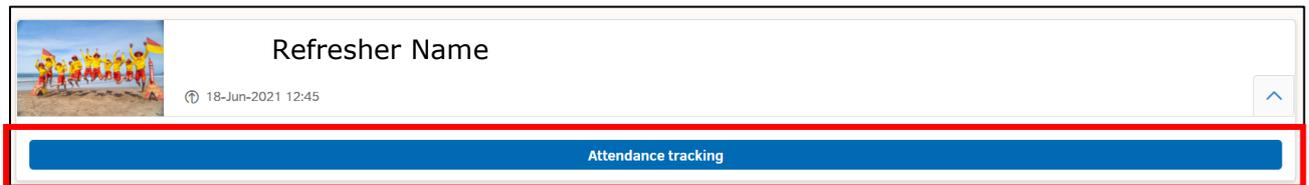
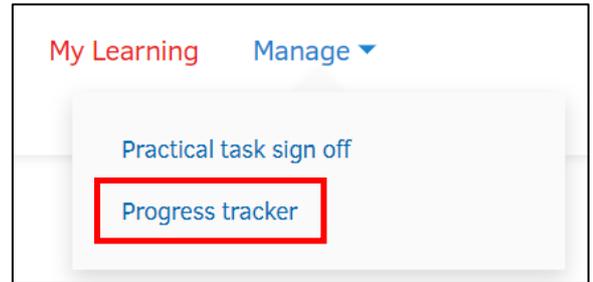
[Online Learning](#) ▼

[Sport Tutor](#)

Assessors will have a **Manage Tab** at the top of their page next to 'My Learning'. If this tab is not there, please contact [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz) to address this issue.

## Sign off via the attendance tracker

1. Hover on **"Manage"** and then click **"Progress tracker"**
2. **Search** for your club's refresher
3. Click on the **correct refresher**
4. Click on **"Attendance tracking"**



Here you should be able to see:

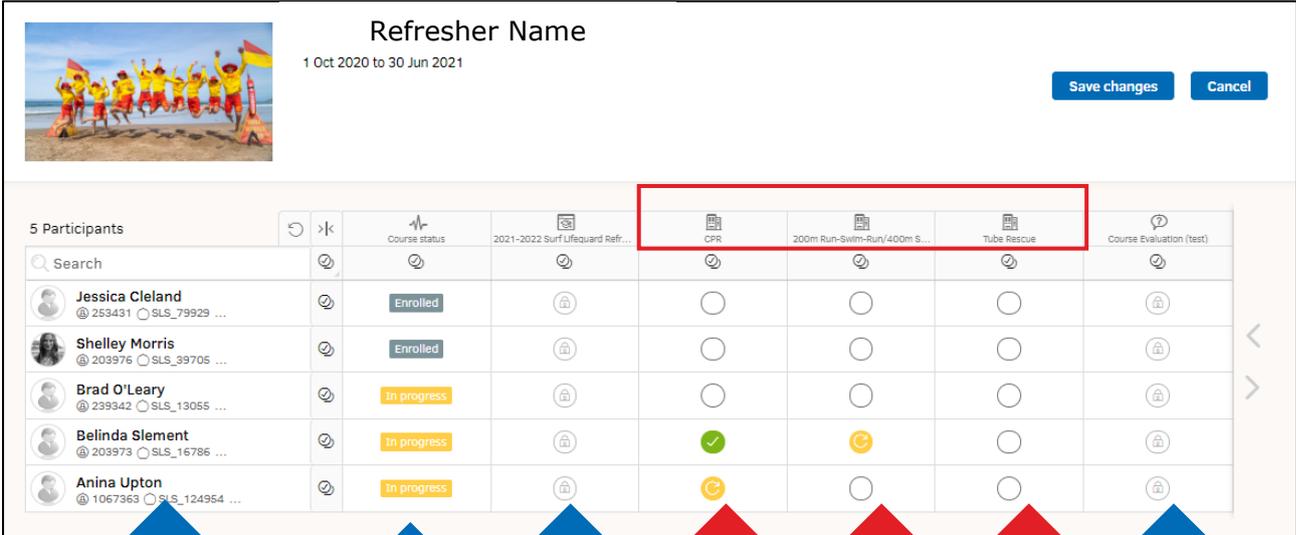
- Everyone who has been enrolled, and,
- **Their progress (not started, in progress or passed)**

**... AND YOU CAN NOW SIGN THEM OFF FROM HERE.**

5. Tick the tasks your learner has "passed" until it changes to a green tick. 
- (Click on the circle ONCE for pass, TWICE for fail, THREE/FOUR TIMES to come back and finish this later.)

**Make sure you are ticking the correct column by checking the heading:**

### For SLA Refresher:



Refresher Name

1 Oct 2020 to 30 Jun 2021

Save changes Cancel

5 Participants

Search	Course status	2021-2022 Surf Lifeguard Ref...	CPR	200m Run-Swim-Run/400m S...	Tube Rescue	Course Evaluation (test)
Jessica Cleland @ 253431 @ SLS_79929 ...	Enrolled					
Shelley Morris @ 203976 @ SLS_39705 ...	Enrolled					
Brad O'Leary @ 239342 @ SLS_13055 ...	In progress					
Belinda Slement @ 203973 @ SLS_16786 ...	In progress		✓	⌚		
Anina Upton @ 1067363 @ SLS_124954 ...	In progress		⌚			

All your members who are enrolled

Their course status, enrolled, in progress and passed

This is their theory module and test status – = not editable

One column per task – and tick once passed

One column per task – and tick once passed

One column per task – and tick once passed

This is their feedback form = not editable

**For PS Refresher:**



Refresher Name

Save changes
Cancel

2 Participants	Course status	2021-2022 Surf Life Guard Refresher Online Theory Mo...	CPR	Course Evaluation 2021
<div style="display: flex; align-items: center;">  Search         </div>				
<div style="display: flex; align-items: center;"> <div> <p><b>Jessica Cleland</b></p> <p><small>@ 253431 ○ SLS_79929 ...</small></p> </div> </div>	Enrolled	🔒	○	🔒
<div style="display: flex; align-items: center;"> <div> <p><b>Shelley Morris</b></p> <p><small>@ 203976 ○ SLS_39705 ...</small></p> </div> </div>	Enrolled	🔒	○	🔒

All your members who are enrolled

Their course status, enrolled, in progress and passed

This is their theory module and test status – = not editable

One column per task – and tick once passed

This is their feedback form = not editable

**For IRB – D Refresher:**



Refresher Name

Save changes
Cancel

2 Participants	Course status	IRB Driver Refresher Cha...	IRB-D: Set Up	IRB-D: Water Work	IRB-D: Rescue	IRB-D: Close Down	Course Evaluation 2021
<div style="display: flex; align-items: center;">  Search         </div>							
<div style="display: flex; align-items: center;"> <div> <p><b>Brad O'Leary</b></p> <p><small>@ 239342 ○ SLS_13055 ...</small></p> </div> </div>	Enrolled	○	○	○	○	○	🔒
<div style="display: flex; align-items: center;"> <div> <p><b>Anina Upton</b></p> <p><small>@ 1067363 ○ SLS_124954 ...</small></p> </div> </div>	Enrolled	○	○	○	○	○	🔒

All your members who are enrolled

Their course status, enrolled, in progress and passed

This is the user's action required status – = not editable

One column per task – 4 tasks – and tick once passed

This is their feedback form = not editable

6. Once you have completed your assessment ticks – click on **“Save Changes”** ... if you do not save changes and just close the tab, it will NOT SAVE. Click **“Cancel”** if you do not wish to save changes.

### **Attendance Tracker notes:**

The attendance tracker is:

- In alphabetical order (by last name)
- Searchable (by name/last name)



**SLA practical task sign off test**

1 Oct 2020 to 30 Jun 2021

Save changes
Cancel

5 Participants	Course status	2021-2022 Surf Lifeguard Refr...	CPR	200m Run-Swim-Run/400m S...	Tube Rescue	Course Evaluation (test)
Search						
 <b>Jessica Cleland</b> @ 253431 @ SLS_79929 ...	Enrolled					
 <b>Shelley Morris</b> @ 203976 @ SLS_39705 ...	Enrolled					
 <b>Brad O'Leary</b> @ 239342 @ SLS_13055 ...	In progress					
 <b>Belinda Slement</b> @ 203973 @ SLS_16786 ...	In progress		✓	🕒		
 <b>Anina Upton</b> @ 1067363 @ SLS_124954 ...	In progress		🕒			

**IMPORTANT:** With this access it is possible for you to sign yourself off. This however is **NOT allowed** and goes against your acknowledgement. If this comes into question, we can run an audit report to see who signed off whom.

### **Acknowledgement Statement:**

By following this process (under your login) and marking an individual as “passed”, you are **acknowledging your responsibility to follow the process and to adhere to the guidelines. You are also attesting to the competence and capability (against assessment standards) of the lifeguards you are refreshing. You are also acknowledging you have observed the learner demonstrating all the required steps from the assessment checklists provided in this document.**

### **What happens next?**

- Once all tasks in the practical section are completed it will update the learner and record it in their profile.
- If a member fails the practical component of the course online then it is up to the Assessor to have a conversation with the member and set up a re-assessment if required. The Assessor will not pass or fail the candidate online until the reset has been done (see notes on previous page).
- If a member fails the theory component of the course online then the Assessor can have a conversation with the member and discuss why the fail occurred. The candidate can then re-do the online component. Note: Candidates can only attempt the theory module online 3 times before the fail is logged. If further reassessments are required, contact the Member Education Team for the process.

**VERY IMPORTANT:** Once you have completed your online learning, **ALWAYS CLICK the 'SIGN OUT' button** and close the window it lands on.

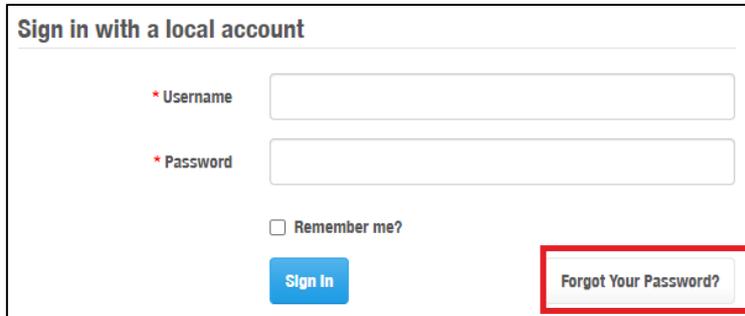


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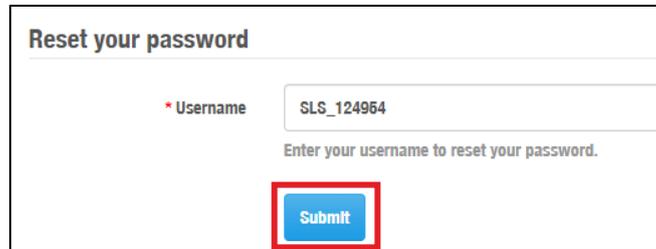
🔍 ⋮ 👤
Sign out

If you do not know your username or password, you can:

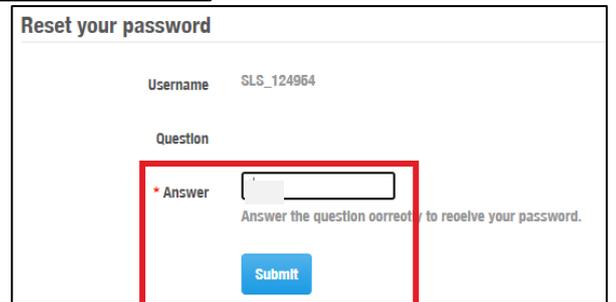
- a. Contact your club admin who can **tell you your username** and **reset your password, OR**
- b. Email [database@surflifesaving.org.nz](mailto:database@surflifesaving.org.nz) and the database administrator can tell you your username and reset your password, **OR**
- c. You can change it yourself through these steps:
  - i. Click on the "**Forgot Your Password?**" button



- ii. Add in your **Username** (the same as step 4 above) and click the submit button

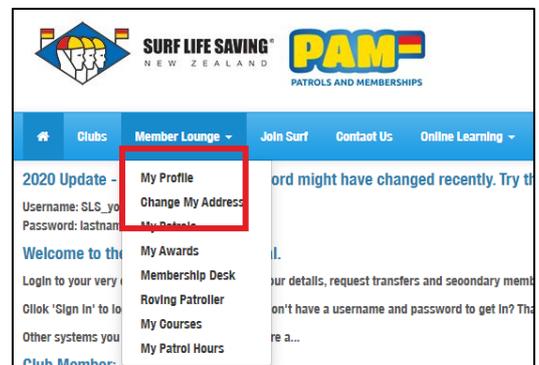


- iii. Here it will ask you a security question. **Type in the answer** to the question and click 'Submit'
- iv. Now **check your email** for a temporary password (*Note: this can take up to 1 hour to come through if online traffic is high*)



- v. **Repeat steps 1-6** above with the temporary password provided (*this password is difficult to remember, so we recommend these next steps*):

- vi. Click on Member Lounge and Select "My Profile"





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vii. Select "Change Password"



viii. Type in the current "temporary" password, choose a new password (that you will remember) and type it in twice. Click "Change Password"

ix. Continue with **step 7** to access the online learning

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