

Record Student Achievement



1

Go to navigation under provider/funder tools

Select Class Look up

Filter Classes

- Use the dropdown filters at the top to select:
 - o Term
 - o Year
 - o School (auto-populates based on term/year)

Click Find Classes.

2

Select a Class

A list of matching classes will appear. For each class, you can view:

- o Class Name
- o Teacher Name
- o Year Levels

Click either:

View All Competencies – includes both theory and water-based OR

View Water-Based Competencies – just water-based skills

3

Competency Type	Competency Name	Action
All Competencies	View All Competencies	<input type="checkbox"/>
Water-Based Competencies	View Water-Based Competencies	<input checked="" type="checkbox"/>
Theory Competencies	View Theory Competencies	<input type="checkbox"/>
Practical Competencies	View Practical Competencies	<input type="checkbox"/>

Use Sort by First Name or Sort by Last Name for convenience.

You can edit Teacher Name or Class Name, then click Save or Cancel.

4

Last Name	Preferred Name	Year Level	Get involved in swimming	Get under water and play	Move underwater in the water	Find and explore	Find on land	Horizontal
Brown	Emma	4	<input checked="" type="checkbox"/>					
Clark	Olivia	6	<input checked="" type="checkbox"/>					
Clark	Ava	6	<input checked="" type="checkbox"/>					
Taylor	Oliver	5	<input checked="" type="checkbox"/>					
Smith	Emma	4	<input checked="" type="checkbox"/>					
Lee	Ethan	2	<input checked="" type="checkbox"/>					
Martin	Ethan	4	<input checked="" type="checkbox"/>					
Smith	Ava	6	<input checked="" type="checkbox"/>					
Clark	Noah	1	<input checked="" type="checkbox"/>					
Lee	Olivia	1	<input checked="" type="checkbox"/>					

Review & Edit Competencies

- o View each student's competencies in a table format.
- o Boxes may be pre-ticked if previously completed.

5

6

Print for Manual Use

- o Click Print to generate a formatted view in a new tab.
- o Useful for poolside tracking or offline reporting.

Note: This must still be entered into the system later.

Record Student Achievement



WATER SKILLS FOR LIFE

DATABASE 2025

Record Student Achievement Data



Step-by-step guide and supporting video tutorials



New Zealand Swimming
And Aquatics
nzswim.org.nz

