



Instructor Evaluation

A step-by-step guide to navigate artisticswimmingcoach.ca

This document contains information to help instructors navigate the evaluation process on artisticswimmingcoach.ca.

A reminder regarding the AquaGO! Evaluation process

- All trained instructors must complete the AquaGO! evaluation requirements to attain certification.
- Candidates **must be 16 yrs of age or older** to be considered for evaluation.
- The **cost** for evaluation is **\$40.00**, and must be paid in full when candidates submit their application for evaluation (Portfolio).
- Upon completion of an AquaGO! Workshop, we encourage trained AquaGO! Instructors to **complete evaluation within 2 years of being trained**.
- The AquaGO! evaluation is based on meeting **3 OUTCOMES**, each with its own set of criteria, to an appropriate standard that has been established by Canada Artistic Swimming.
 - **OUTCOME 1 – Analyze Performance**
 - **OUTCOME 2 – Provide Support to Athletes in Training**
 - **OUTCOME 3 – Make Ethical Decisions**
- Outcomes 1 and 2 must be evaluated by an approved AquaGO! Instructor Evaluator as well as via online evaluation components at www.artisticswimmingcoach.ca.
- Outcome 3 is completed via online evaluation at www.coach.ca.

STEP 1:

- As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop. After completing this follow the steps below:
 - Once logged in to artisticswimmingcoach.ca, click on **"My Status"**
 - Scroll down to the AquaGO! Evaluation section and click **"I have completed this. Give me credit."** in the (1) AquaGO! in-pool practical/micro-teaching row.

Evaluation			
	Component	Registered	Completed
1	AquaGO! in-pool practical/micro-teaching As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.	I have completed this. Give me credit.	
2	AquaGO! Evaluation Quiz	• AquaGO! in-pool practical/micro-teaching required	—
3	AquaGO! Portfolio There is a \$40 charge for this module.	• AquaGO! Evaluation Quiz required	—
4	AquaGO! Evaluation	All preclinic modules required	—

- A pop-up confirmation box will then appear. Click on **"OK"**.

artisticsswimmingcoach.ca says

Are you sure you would like to notify Canada Artistic Swimming of completion? Canada Artistic Swimming will need to confirm that you have completed this component.

OK
Cancel

- The row will then appear in yellow and say "PENDING CONFIRMATION" under "registered".

Evaluation			
	Component	Registered	Completed
1	AquaGO! in-pool practical/micro-teaching <small>As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.</small>	PENDING CONFIRMATION	✗
2	AquaGO! Evaluation Quiz	<ul style="list-style-type: none"> AquaGO! in-pool practical/micro-teaching required 	—
3	AquaGO! Portfolio <small>There is a \$40 charge for this module.</small>	<ul style="list-style-type: none"> AquaGO! Evaluation Quiz required 	—
4	AquaGO! Evaluation	All preclinic modules required	—

- Once your PTSO has confirmed completion, green check marks will appear in the (1) AquaGO! in-pool practical/micro-teaching row, and you may proceed with the (2) AquaGO! Evaluation Quiz.

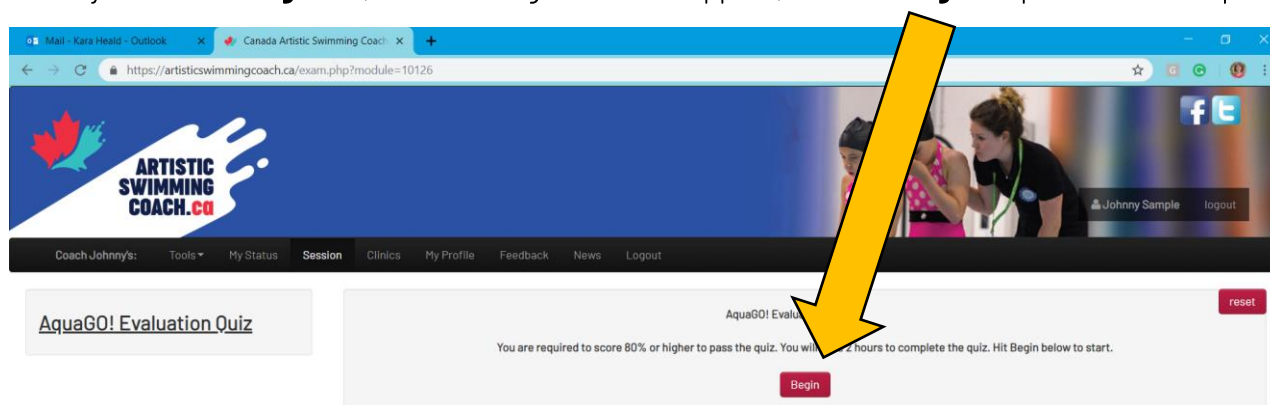
Evaluation			
	Component	Registered	Completed
1	AquaGO! In-pool practical/micro-teaching <small>As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.</small>	✓	✓
2	AquaGO! Evaluation Quiz	register	
3	AquaGO! Portfolio <small>There is a \$40 charge for this module.</small>	<ul style="list-style-type: none"> AquaGO! Evaluation Quiz required 	—
4	AquaGO! Evaluation	<ul style="list-style-type: none"> AquaGO! Instructor Workshop required AquaGO! Evaluation Quiz required AquaGO! Portfolio required 	—

STEP 2:

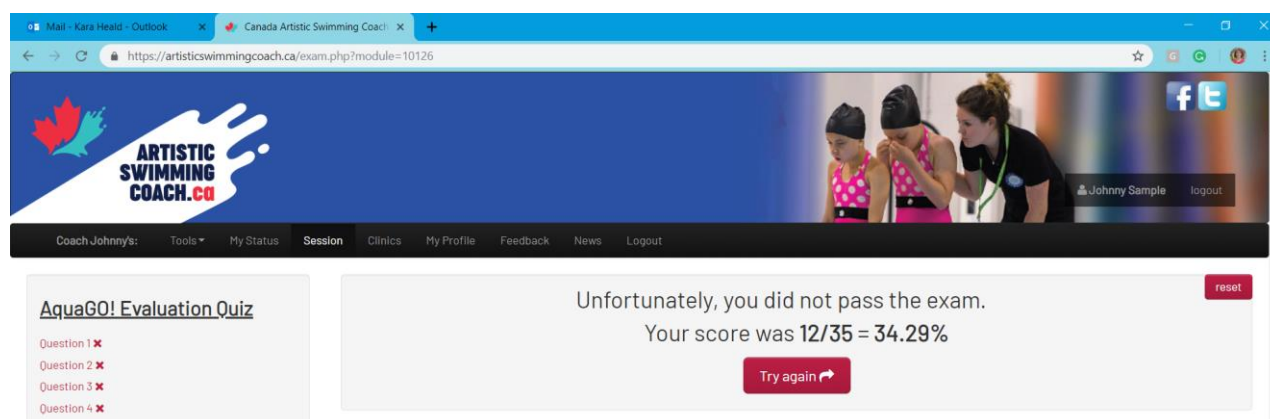
- Once Step 1 has been completed, Step 2 (AquaGO! Evaluation Quiz) will become available to complete with the **“register”** button appearing in the (2) AquaGO! Evaluation Quiz row. Click on **“register”**.

Evaluation			
	Component	Registered	Completed
1	AquaGO! in-pool practical/micro-teaching As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.	✓	✓
2	AquaGO! Evaluation Quiz	register	
3	AquaGO! Portfolio There is a \$40 charge for this module.	<ul style="list-style-type: none"> AquaGO! Evaluation Quiz required 	—
4	AquaGO! Evaluation	<ul style="list-style-type: none"> AquaGO! Instructor Workshop required AquaGO! Evaluation Quiz required AquaGO! Portfolio required 	—

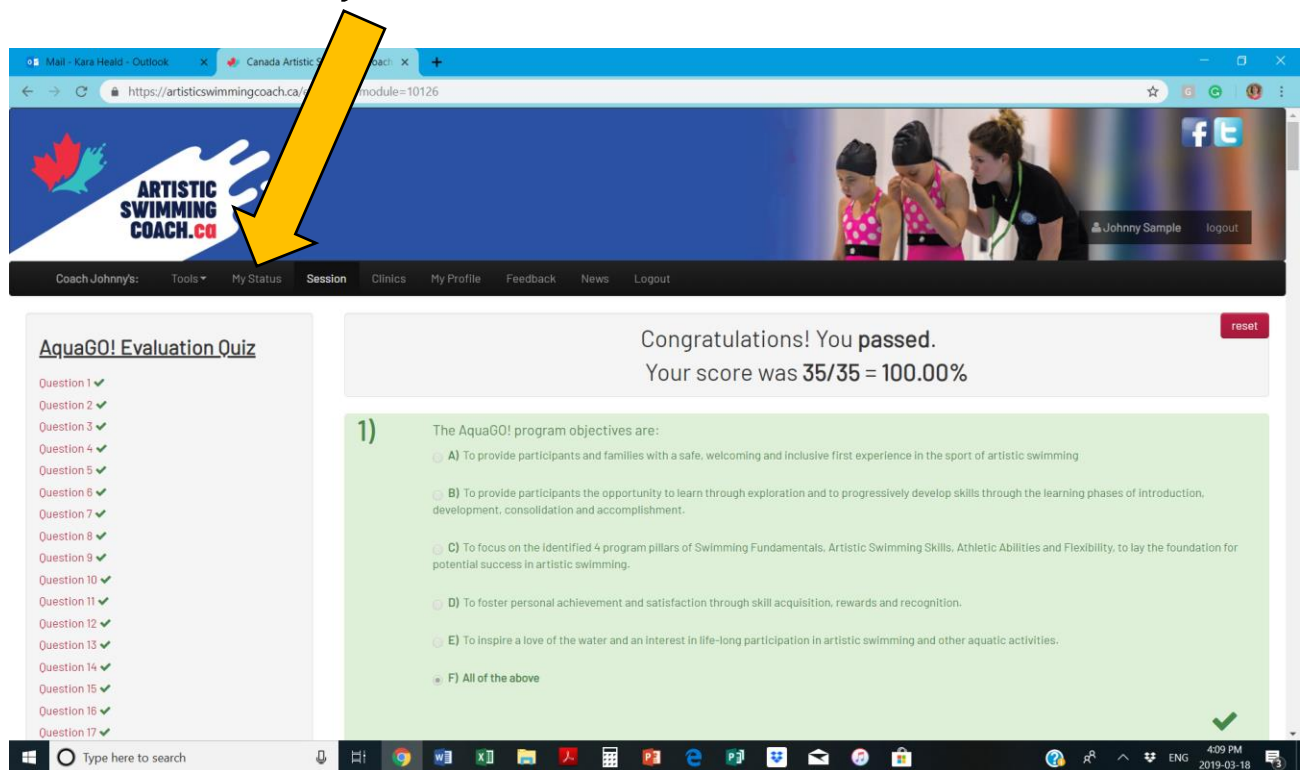
- Instructors can complete the AquaGO! Instructor Evaluation Quiz as soon as they feel that they are ready.
- The quiz must be completed successfully before proceeding Step 3 (AquaGO! Portfolio).
- When you click on **“register”**, the following screen will appear, click on **“Begin”** to proceed to the quiz.



- Instructors have unlimited attempts to achieve 80% or higher on the quiz.
- If the instructor does not pass the exam, click **“Try again”**, for another attempt.



- When they have successfully achieved a passing mark on the AquaGO! Evaluation Quiz, the instructors can click on **"My Status"** to return to see their evaluation status.



STEP 3:

- After the instructor successfully passes the AquaGO! Evaluation Quiz, Step 3 (AquaGO! Portfolio) will become available and the **"register"** button will appear in the (3) AquaGO! Portfolio row.

Evaluation			
	Component	Registered	Completed
1	AquaGO! in-pool practical/micro-teaching As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.	✓	✓
2	AquaGO! Evaluation Quiz	✓	✓
3	AquaGO! Portfolio There is a \$40 charge for this module.	register	
4	AquaGO! Evaluation	<ul style="list-style-type: none"> AquaGO! Instructor Workshop required AquaGO! Portfolio required 	—

- When an instructor is ready and age eligible (16 years of age) to be evaluated delivering a lesson plan, the next step is to register for the AquaGO! Portfolio.
- This step involves making a payment of \$40.00 to the PTSO and completing the AquaGO! Portfolio.
- The PTSO will indicate to candidates which payment method they have available – Access ID (one-time use ID given to candidate after cheque/e-transfer is received by the PTSO) and/or PayPal.

- To proceed, click on **“register”** in the (3) AquaGO! Portfolio row
- On the next screen complete the required payment of \$40.00
- **Note:** The PTSO will either accept a cheque/e-transfer and assign the instructor a one-time use Access ID to use to **“Register with ID”** OR the PSO will accept payment via PayPal and the instructor can click the **“Register with Card”** button.

- Once the payment is processed or the access ID is used the instructor is able to proceed with completing the Portfolio questions.
- After registering for Portfolio evaluation, the instructor will get a confirmation email from artisticsswimmingcoach.ca.
- **Emergency Action Plan:**
 - The first screen that will appear is the Emergency Action Plan.
 - As per the AquaGO! Instructor Evaluation Guide (and as outlined in Module 1 – Delivering AquaGO!), instructors are required to complete the NCCP Emergency Action Plan (EAP) elearning module and then upload their completed NCCP EAP template.
 - Click **“Choose File”**, select the file from your computer, and then click **“Save”** to proceed

- **First Aid Certificate:**
 - As per the Instructor Evaluation Guide, this step is optional.
 - If you have a First Aid Certificate please upload by clicking **“Choose File”** and then clicking **“Save”**, If you do not have a Certificate just click **“Save”**.

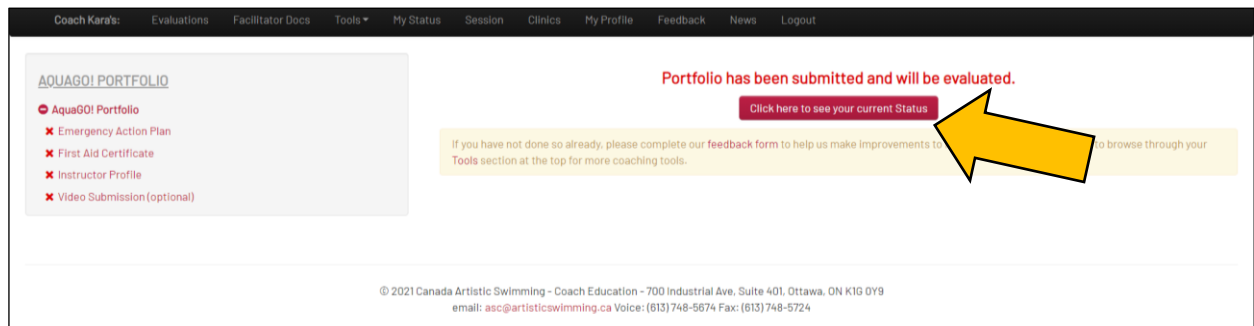
- **Instructor Profile**

- Please fill out the form and click **"Save"**.
- **IF** you are requesting an in-person evaluation please fill out the date, time and location of the of the lesson you would like the Evaluator to attend.
- **IF** you have videoed your lesson and are submitting a video link (on the next page) please fill out the date, time and location where you recorded the lesson plan delivery.


- **Video Submission (optional)**

- IF the instructor is submitting a video link for lesson plan delivery please add it here and then click **"Save"** and then **"Submit Portfolio for Evaluation"**.
- IF the instructor is not submitting a video link, just click **"Submit Portfolio for Evaluation"**.

- The instructor will then see this screen stating **"Portfolio has been submitted and you will be evaluated"**.
- You can then click on **"Click here to see your current Status"** to return to the **"My Status"** page.



- The Evaluation section will then look like the image below.
- The instructor can click **"print receipt"** and a new window will open with their receipt for the cost of the portfolio payment (\$40.00) which they can then print or save to their computer for reference.

Evaluation			
	Component	Registered	Completed
1	AquaGO! in-pool practical/micro-teaching As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.	✓	✓
2	AquaGO! Evaluation Quiz	✓	✓
3	AquaGO! Portfolio print receipt  Click here for receipt	✓	✗
4	AquaGO! Evaluation	<ul style="list-style-type: none"> AquaGO! Instructor Workshop required AquaGO! Portfolio required 	—

- Notification is sent to the PTSO that the Portfolio is ready for evaluation, and an evaluator will be assigned and will complete evaluation of the Portfolio.
- The instructor will receive an email notification of the assigned evaluator.
- The instructor will also receive an email notification when the Portfolio has been evaluated by the evaluator.

STEP 4:

- After the instructor successfully passes the AquaGO! Portfolio, Step 4 (AquaGO! Evaluation) will display a green check mark in the (4) AquaGO! Evaluation row.
- Instructors do not need to take any additional steps online at artisticsswimmingcoach.ca at this point.
- The same evaluator assigned to evaluate and mark the Portfolio is assigned to evaluate and mark the AquaGO! Evaluation (full lesson plan delivery).

Evaluation			
	Component	Registered	Completed
1	AquaGO! in-pool practical/micro-teaching As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.	✓	✓
2	AquaGO! Evaluation Quiz	✓	✓
3	AquaGO! Portfolio print receipt	✓	✓
4	AquaGO! Evaluation	✓	✗

- **IF** the instructor is doing an in-person evaluation the evaluator will contact the instructor to confirm the logistics of the evaluation date/time/location.
- **IF** the instructor has submitted a video link, the evaluator will proceed with evaluating the video.
- When the AquaGO! evaluation has been completed and submitted by the evaluator, the instructor will receive an email notification from artisticsswimmingcoach.ca.
- If successful, the approved evaluation will be sent to The Locker and will appear on the instructor's NCCP transcript.
- If the instructor's evaluation is not successful and requires improvement, in addition to receiving their results via artisticsswimmingcoach.ca they will be contacted by the Evaluator regarding their action plan. In this case the AquaGO! Evaluation results page would display a red box in the top right corner stating "Another observation is recommended".
- The evaluation area will look like the image below when the evaluation is successful and 100% completed
- Instructors can click on "**AquaGO! Evaluation**" to see their Lesson Plan Delivery evaluation results

Evaluation			
	Component	Registered	Completed
1	AquaGO! in-pool practical/micro-teaching As a pre-requisite to evaluation, the candidate must complete the in-pool practical/micro-teaching portion of the AquaGO! workshop which occurs on day 2 of the workshop.	✓	✓
2	AquaGO! Evaluation Quiz	✓	✓
3	AquaGO! Portfolio print receipt	✓	✓
4	AquaGO! Evaluation Apr 12/21	✓	✓

Questions?

If you have questions at any point regarding navigating the AquaGO! Instructor evaluation process on artisticswimmingcoach.ca please contact your PTSO contact or your assigned Evaluator.

If the PTSO contact or Evaluator can not answer your question, they will reach out to Canada Artistic Swimming for assistance.