

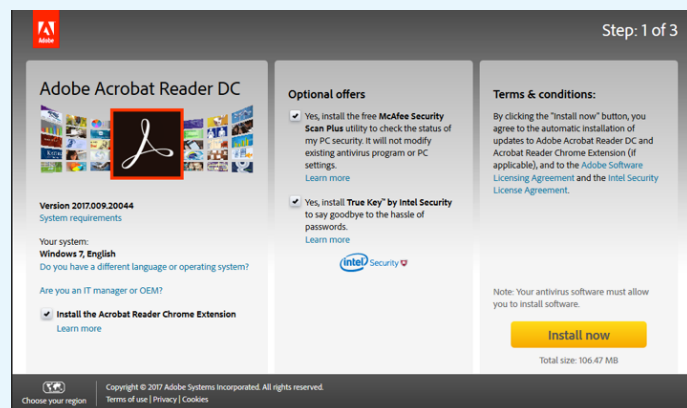


SWIM AND SURVIVE ASSESSMENT CHECKLISTS - FORM-FILL SUPPORTING INSTRUCTIONS

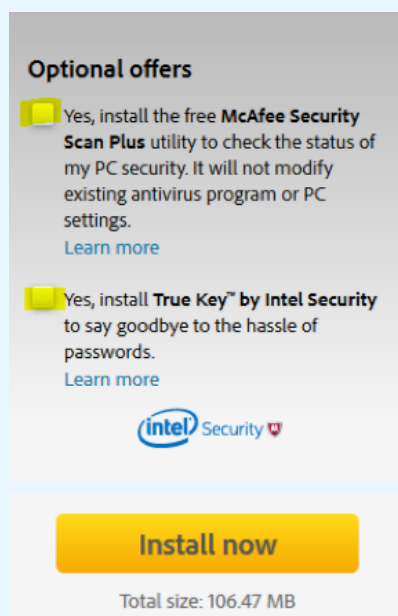
Form-fill functionality enables you to electronically record the progress of students as they progress through the Swim and Survive program. The checklists can be used to identify gaps in skills enabling you to plan your lessons and focus on skills and knowledge that require further development.

STEP 1: Install or Update Adobe Acrobat Reader

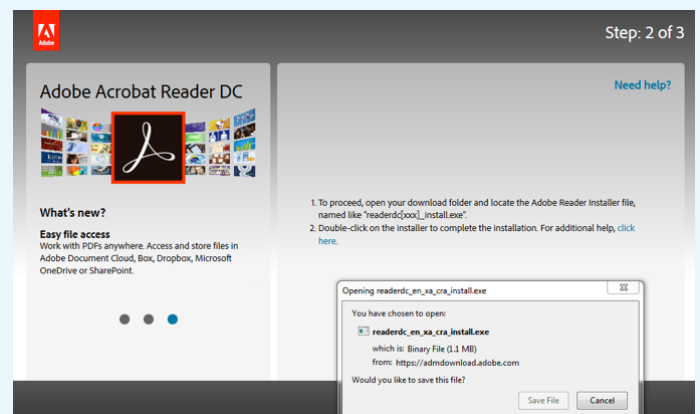
a) Visit <https://get.adobe.com/reader/> to install or update the latest version of Adobe Reader.



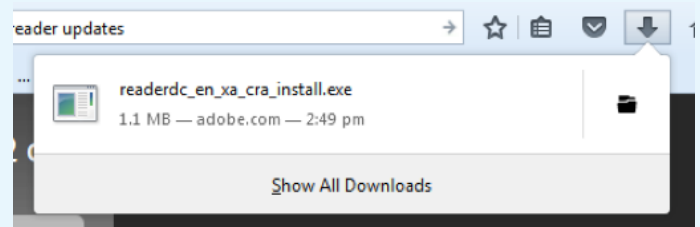
b) Unselect the 'Optional offers', followed by 'Install now'



c) Select 'Save File'



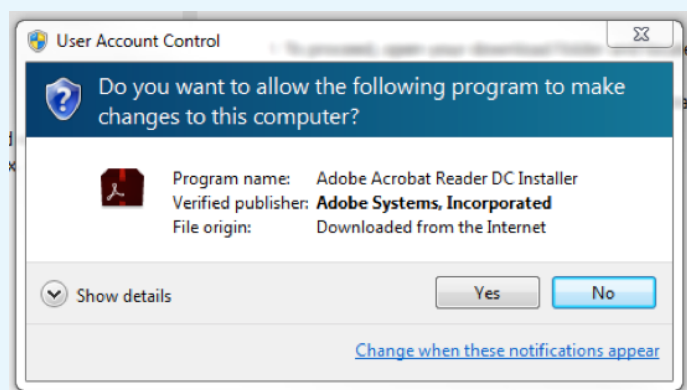
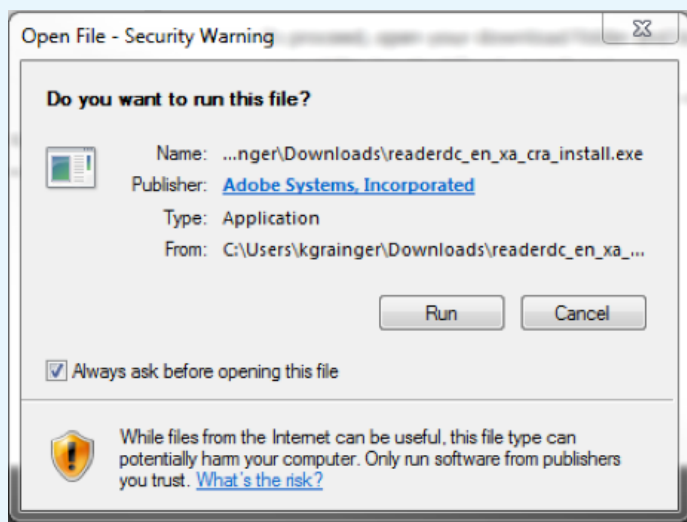
d) Open the download folder (downward-facing arrow top right of your screen) and double-click on the file to complete the installation.



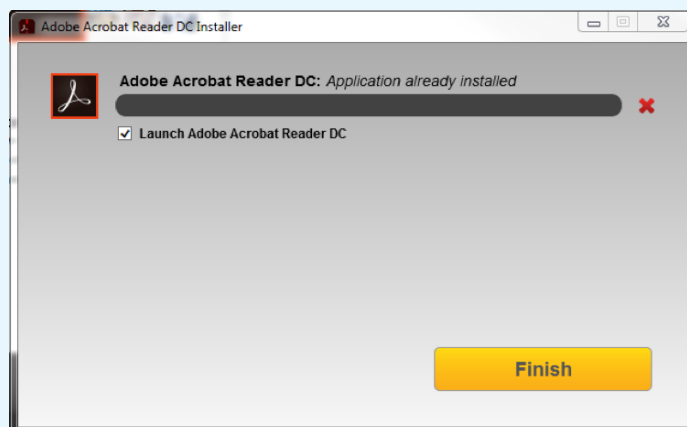
Note:

If you have Adobe Acrobat Reader installed, the options may be different. To ensure you are using the most up-to-date version, it is recommended that you follow the prompts presented to you on screen.

e) Select 'Run', followed by 'Yes'.



f) If your computer already has Adobe Acrobat Reader installed, the following screen will appear. Once the installation is complete, select 'Finish' to open Adobe Acrobat Reader.



STEP 2: Download and Save a Master Copy

It is important to save a master copy of the Assessment Checklists onto your computer before modifying the documents, so they are available to others.

- Log in to the [Swim and Survive Partner Zone](#)
- Select 'Assessment Checklists' (left hand navigation)
- Select desired link and open file in Adobe Acrobat Reader
- Save a master copy of the file on your computer (select 'File', 'Save As') and select the desired location/folder.

STEP 3: Edit Assessment Checklist (via Adobe Acrobat Reader)

- Select the file from the location that you chose in Step 2 and double click on the file to open the document.
- Using your mouse, click in the highlighted form-fill box to type/edit the desired field. To move from one field to another, use your mouse or the 'tab' key on your keyboard.
- When you are ready to save the changes that you have made:
 - Select 'File' (top left hand navigation)
 - Select 'Save As'
 - Select desired location on your computer
 - Edit the file name
 - Select 'Save'

If you do not edit the file name, the master file will be overwritten and no longer exist.

Note:

Only those fields that have form-fill functionality can be edited.

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