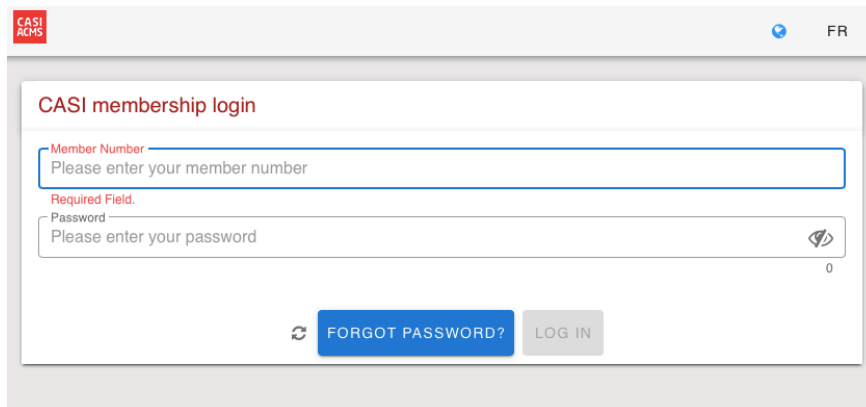


CASI Member Portal and Evaluator Course Marking System

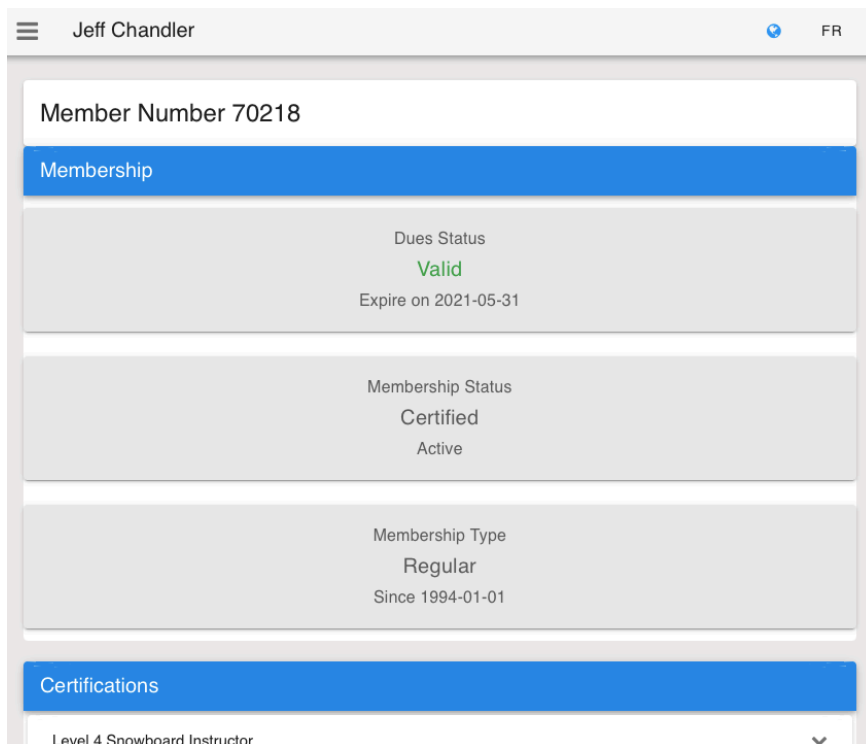
To access the NEW system, log-in using your existing member log-in info here:

<https://casi-acms.com/casi-acms-members/>



The screenshot shows the CASI membership login page. At the top left is the CASI ACMS logo. At the top right is a globe icon and the text 'FR'. The main content area is titled 'CASI membership login'. It contains two input fields: 'Member Number' with the placeholder text 'Please enter your member number' and 'Password' with the placeholder text 'Please enter your password'. Below the password field is a small eye icon and the number '0'. At the bottom of the form are two buttons: 'FORGOT PASSWORD?' and 'LOG IN'.

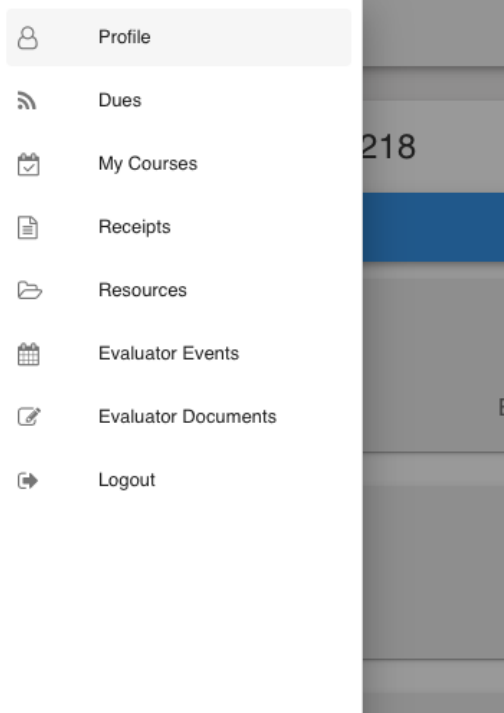
The initial “Profile” screen displays all of your current member information, including certifications.



The screenshot shows the CASI member profile page. At the top left is a hamburger menu icon, the name 'Jeff Chandler', and a globe icon with 'FR'. The main content area displays the following information:

- Member Number 70218
- Membership
 - Dues Status: Valid (in green text), Expire on 2021-05-31
 - Membership Status: Certified, Active
 - Membership Type: Regular, Since 1994-01-01
- Certifications
 - Level 4 Snowboard Instructor

Use the menu at the top-left to access the different sections:



Profile: The “main” page, displaying your certification, membership type, and member dues status.

Dues: Displays your current-year dues status and can be used to pay your member dues in future years.

My Courses: Displays your course and event *participation* history.

Event History	
2020/2021	
Level 1 Snowboard Instructor (Available) WHISTLER, British Columbia 2021-04-23 - 2021-04-25 Registration Status: Approved Final Course Mark N/A	
Evaluator Training - Rookie (Full) SUNSHINE VILLAGE, Alberta 2020-11-25 - 2020-11-26 Registration Status: Approved Final Course Mark N/A	
Online Update (Closed) None, Nova Scotia 2020-06-01 - 2021-05-31 Registration Status: Approved Final Course Mark Pass	
2018/2019	
Level 1 Snowboard Instructor (Available) APEX MOUNTAIN, British Columbia 2019-05-24 - 2019-05-26 Registration Status: Cancelled Final Course Mark N/A	

Receipts: View and print previous receipts for dues and events.

Resources: Search for course, member, and evaluator resources:

Search Filters

Category
Course Resources

Language
English

SEARCH DOCUMENTS

Level 1 Course Guide

DOWNLOAD [i](#)

Level 2 Course Guide

DOWNLOAD [i](#)


Evaluator Events: View and access courses that you are scheduled on as an Evaluator:

Search Scheduled Events

2020/2021 SEARCH

Data: 2020-11-29T10:03:24.683 SERVER

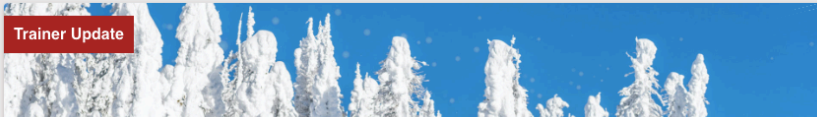
Level 1 Snowboard Instructor



MT NORQUAY, Alberta
2020-11-18 - 2020-11-20
Closed

☰ 👤 \$ ▾

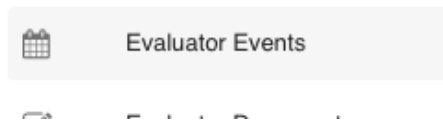
Trainer Update



Evaluator Documents: Review and print Evaluator documents signed for the season (evaluator agreement, uniform rental, waivers, etc.).

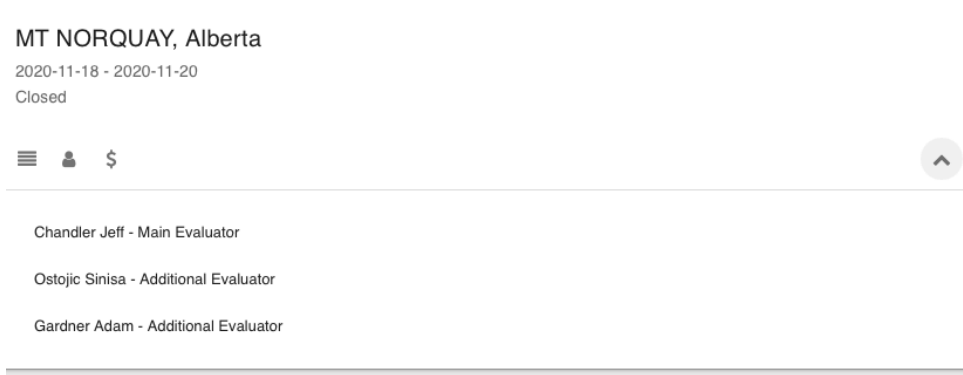
Evaluator Course Management / Marking System

Access the course marking system on the “Evaluator Events” menu item:

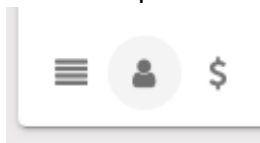


Once you are in the Evaluator Events area, a listing of the courses you are scheduled on will display.

Clicking on the down-arrow icon at the bottom right-hand corner to display a list of Evaluators on the course:



To access the participant list, click on the middle participant icon, at the bottom left corner of the event panel:





The course participant list displays the relevant info about the course and components completed. Note, this is where each candidate’s E-prep completion is recorded (as pass or fail). *E-Prep Level 1: Pass* indicates they have completed the online portion of the course.

Level 1 Snowboard Instructor, Heilongjiang

2021-01-27 - 2021-01-31

Available


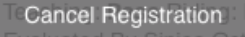
Participant List

 Sinisa Ostojic Teaching: Pass Riding: Pass Eprep - Level 1: N/A Evaluated By Sinisa Ostojic	Final Course Mark N/A
 LewisTEST HoppsTEST Teaching: Pass Eprep - Level 1: Pass Evaluated By Jeff Chandler	Final Course Mark N/A

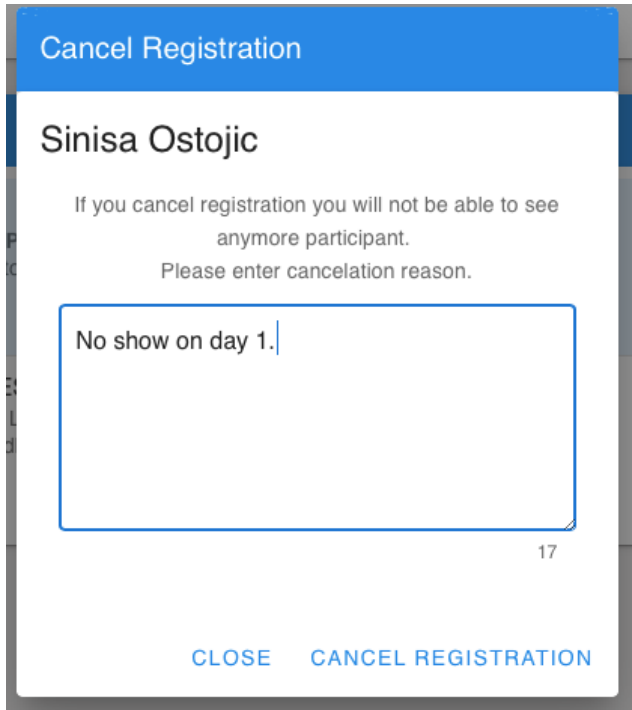
When starting a course, use this listing of course candidates to verify attendance. The final course listing should reflect the candidates present on the course, as results will not be able to be processed with candidates on the list who do not have marks.

If a candidate doesn't show up for a course, use the "Cancel Registration" icon to remove them from the list.

Participant List

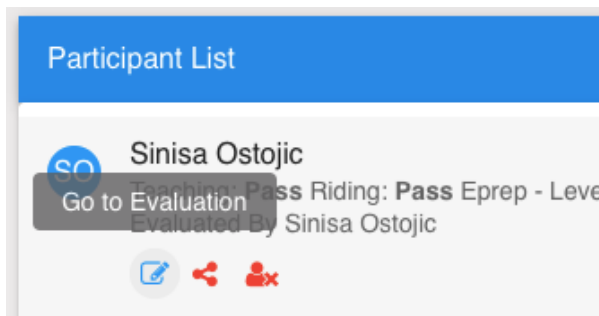
 Sinisa Ostojic  Pass Eprep - Level 1: N/A Evaluated By Sinisa Ostojic	
---	--

Note, you will need to type the reason for cancelation (minimum 10 characters) in the pop-up window and confirm that you want to cancel this candidate.



Recording Marks and Comments

To mark a candidate during the course and record comments, use the “Go To Evaluation” icon:



From the evaluation screen, you will see the course components listed at the top of the marking area, including the EPREP info (completion date and time).

Level 1 Snowboard Instructor, Heilongjiang

2021-01-27 - 2021-01-31

Available

Ostojic Sinisa (136424) N/A

TEACHING

RIDING

EPREP - LEVEL 1

Teaching
Pass

13 of 13 passed

TEACHING SKILLS - GUEST SERVICE & SAFETY

TEACHING SKILLS - COMMUNICATION & LESSON STRUCTURE

TEACHING SKILLS - DEMONSTRATIONS

TEACHING SKILLS - ANALYSIS & IMPROVEMENT

TEACHING SKILLS - TECHNICAL CONTENT

Use the drop-downs associated with the component to view the marking criteria, and record comments. The Below / Meets Standard slider button will indicate the mark, and comments are recorded in the box below. Note: All criteria must be marked as "Meets Standard" for the component to be marked as a "Pass".

TEACHING SKILLS - GUEST SERVICE & SAFETY

Consistently chooses safe & suitable terrain

Meet Standards

Always works to create a positive & student-centred environment

Meet Standards

Teaching is safety-focused at all times

Meet Standards

Comment

Be sure to use the “Save Changes” button at the bottom to record changes to the evaluation form and save comments:



The “Participants” button (above) will take you back to the course list.

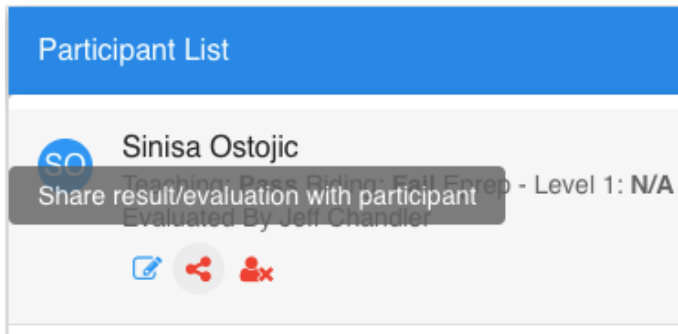
To change all of the “Meets / Below Standard” sliders to the same results at once, you can use the drop down at the top to indicate “Pass” or “Fail”. This will change all criteria marks to the chosen option (meets standard or below standard).

Completing the Course / Recording Results

The process for completing the course is as follows:

- Each evaluator ensures that all marks and comments are complete (comments should be provided in each comment box. Ensure you have proof-read your comments, as they will be displayed exactly in the evaluation form to the candidate.

- The course Main Evaluator will first review the marks of each candidate checking for completion and accuracy, as well as comments.
- When the results are complete, and the Evaluators have had the end-of-course discussion with candidates notifying them of the results, the main Evaluator can then “Share” the results to each candidate’s member profile, using the red “share” icon:

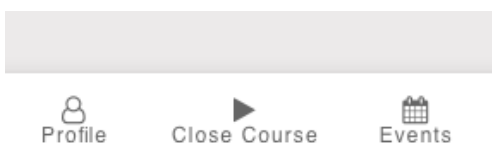


Note, this process makes the marks and comments visible for the candidate to view via their member login, under “My Courses”. Sharing course results DOES NOT grant the certification (see below for that step). Evaluators should direct candidates to log-in to their profile after 24 hours to view their results. Successful candidates can also print their certificate at that time.

Once the results are shared / visible to the candidate, the share icon becomes green:



















- Main Evaluators should share all of the course results with each candidate on the course at the same time, to avoid a delay for some course candidates.
- Once results are shared, the Main Evaluator can then use the “Close Course” button to close the course, which calculates the final course results and grants the certification to each course candidate who is successful. **Note, this process is permanent and cannot be undone! Follow the prompts to confirm that you would like to close the course.**



- Courses cannot be closed if there are outstanding results to be completed, or if course results have not been shared with each candidate.

- Once the course has been closed, the final results will be displayed on the course list (under Final Course Mark), and no further results can be recorded:

Participant List		
 Matt Onyschuk Teaching: Pass Riding: Pass Eprep - Level 1: Pass Evaluated By Adam Gardner   		Final Course Mark Pass
 Christian Moscoloni Teaching: Pass Riding: Fail Eprep - Level 1: Pass Evaluated By Adam Gardner   		Final Course Mark Fail
 Justin Chamberot Teaching: Pass Riding: Pass Eprep - Level 1: Pass Evaluated By Jeff Chandler   		Final Course Mark Pass
 Jared Wilson Teaching: Pass Riding: Pass Eprep - Level 1: Pass Evaluated By Adam Gardner   		Final Course Mark Pass