

What is a school administrator?

As a school administrator, you will be able to add new teachers and administrators to your school.

You can also edit and remove any Overall Teacher Judgments (OTJs) for students within the school. A teacher account can only edit or remove their own OTJs.

You should only give administrator rights to people within your school or kura that you want to have the above privileges. Other staff should be added as teachers.

When your school account is set up one staff member will initially be added as an administrator.

How do I know if I am a school administrator?

If you have administrator rights, you'll notice an extra **Manage** tab in the top right navigation bar when you are logged in. Teachers do not see this.

	🌜 TE WAHAROA	ARARAU				School Admin 🌲 0 Log out
200	Kāinga	Aronga Whakatau	Pūrongo	Rōpū	Manage	Helpers D
	TE TÂHUHU O TE MÂTI MINISTRY OF EDUCATIO	AURANGA	TE WA	HAR Only on of student ac umaki Mãori, - Pângarau	Admins see this	s tab.
	Pānui hou View al You have no current n	notifications				Ā-Kura Support
	Reporting Cycles Interim / Mid-year: End of year: 15 Nov	03 Jun 2016 – 24 Jun 2016 2016 – 06 Dec 2016				Ararau a-Kura download one of the following relevant help sheets. School administrator Teacher

How do I add a new administrator?

Click on the **Manage** tab in the top navigation, and then click on the **Invitations** sub tab. You will now see the **New invitations** screen. Enter the Email, First name and Last name of the user you wish to add in the boxes provided, using the details they would have given on their ESL form. Finally, select **Send all invitations**.



	Kāinga	Aronga	a Whakatau	Pūrongo	Rõpū	Manage			Help	ers
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Once the user has received an invitation email and logged on, they will now be in the system under the **Users** sub tab. You can use the search box to find their name, or scroll through the list, then click **Edit** to the right of the user's name.



Kainga	Aronga	Whakatau	Pūrongo	Rõpü	Manage	2000	He	lpers 🔘
Settings	Invitations	Users Stude	ents Groups	Reporting Cycles	Updates			
Jsers at Kiwi <mark>P</mark> a	ark	<u> </u>						
here are o	u You will fi	nd a list of a	ll <mark>School</mark>					
hange the r	system us	re.	groups, and e	nd engagements.				
Enter user	s name, SMS ID or gro	up name	Q					
Use commas to	separate multiple names							
ilter optio	ons							
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Click the box next to the School Admin – can administer PaCT option, then click on Save.

Kāinga	Aron	ga Whakatau	r Pū	rongo	Rõpū	\sim	~~~	222	Helpers
Settings	Invitations	Users	Students	Groups	Reporting Cycles	Updates			
Users at Kiwi Pa Edit details	r <mark>k</mark> School > Edit							Cancel	Save
School Te	eacher								
Select user to Key: A Hon	acher - all users ha nool Leader - can y nool Admin - can a this option a school ac (schoolAdmin) × negroup gagement	ave this level of view reports for dminister PaCT to promo dministrat	access. Canno call the studer : bte the or.	at be removed ats in this scho sing the box	bol, as well as School rep below.	oorts.			
End enga	gement								
								Cancel	Save



How do I add a new teacher?

Follow the same steps as when adding an administrator, only this time the task is completed once you send the invitation out.

How do I add students?

TWA now communicates with your SMS. It will do this automatically provided the SMS setting is enabled. Alternatively you can import students by selecting **Import IDE file**, or through the **Updates** sub tab.

Settings for Kiwi Park School		Refresh import from ENROL
Curriculum: • National Standards English	Change school settings	Import student & teacher details from SMS Last update on: No updates yet completed.
	Enter new students	View laces import
	Enter new students	Import IDE file
曽 Reporting Cycles	option.	Download judgment data Here you can dawnload judgment data for all students in you school as a .csv file
Cycle 1: June 3, 2016 to June 24, 2016		Download PaCT results file
Cycle 2: Nov. 15, 2016 to Dec. 6, 2016		
What are reporting cycles? •		
	Change reporting cycles	

To enable SMS, click on the **Settings** sub tab, scroll down to **SMS Settings**, and click on **Change SMS settings**.





Select Use SMS (Recommended), then from the drop down box, select your school SMS and select Save changes.

	Settings	Invitations	Users	Students	Groups	Reporting Cycles	Updates
	Settings > Conf	igure SMS					
	Change SM	IS settings for	Kiwi Park S	chool			
	How would v	ou like to get add	ditional details	of your student	s and informat	ion about vour teachers?	
	Why is usi	ng an SMS recom	mended?	,		3	
77 - 275 - 1X	Willy is usi						
Select this button to	Use SMS ((Recommended)	Update stud	lent, teacher and	l group details	using your student man	agement system (SMS).
use SMS.	Please s	elect the SMS tha	at you use from	m the list below:			
	Assemi	bly	Coloct		al CMC		
	Other		from t	be drop do	wn box		
	Assemi	bly	nom	ine arop ac	WII BOX.		
	еТар	bl t	o create a da	ta file that you	can manually	upload into TWA	
	MUSAC	Classic	l when updat	es to student an	teachers deta	ails are made.	
	MUSAC	E edge					
	PCScho	ool					
	Phoeni	ix dhe	e Identity Data	Extract (IDE) file	that you may	get from your SMS to up	date your student and teacher de
	Synerge	etic					

How do I find a student?

The easiest way to find a student is by using the search box under the **Students** sub tab.

Kāinga Aronga Whak		a Whakat	u Pūrongo		Rōpū		Manage			Helpers C	
Settings	Invita	itions	Users	Students	Groups	Reporting	g Cycles	Updates			
tudents at 'here ar Correct qu	Kiwi Park r e 741 : uestiona ated to	Select all of y	the Stu our sch	dents tab t ools stude	o view a nts in TW	list of /A.	megroups and	(if your SMS	is		
Find a s Use comman	student ente s to separate mu otions	er their nar	ne		٩	Start typ name of you wish	ing the the stude to find.	nt			
All home	groups 🔻	All year le	evels 🕶 🛛	Male and Female	All eth	nicities		•	C Res	et	
riew: All Edit	Questiona	able first s	tarted schoo	ol dates (0) No Last name	homegroups	(0) Year \$	First started	school \$		Homegroup \$	Columns 🗸
iew: All Edit P	Questiona	able first st	tarted schoo	ol dates (0) No Last name Cho	homegroups	(0) Year \$ 2	First started	school \$		Homegroup \$ Year 2	Columns - Added on \$ 23 Jan 15
fiew: All	Questiona	able first si ame A e hana	tarted schoo	ol dates (0) No Last name Cho Samarasel	homegroups ≥ ≑	(0) Year \$ 2 6	First started 18 Apr 10 07 Jan 06	school \$		Homegroup ≑ Year 2 Year 6	Columns - Added on + 23 Jan 15 23 Jan 15

How do I delete a student?

You can't actually delete a student from the system as all the OTJ data is maintained in case a student moves to another school. You can no longer withdraw a student from your school using TWA. To withdraw a student you will need to use your school SMS.



How do I add an OTJ?

There are two ways to add an OTJ:

Individual student entry:

Select the **Aronga Whakatau** tab then select **All Students** in the left panel. To begin searching for the student use the search box. Alternatively you can browse for the student by selecting the different years/groups along the left.

	Kāinga	ronga Whakatau Select this tab to enter Manage student OTJs.
	Kāinga > Ngā ākonga	
Browse through 3	Tirohia ngā ākonga: 🔍	Ko ngā ākonga i Kiwi Park School ka āhei e koe te whakauru
groups to find students.	Rōpū ākonga	aronga whakatau
	Rm01 11	Rm01, 11 äkonga
	Year 1 65	Kimihia tētahi ākongatūhia tōna ingoa Q Enter the name of the student you're looking for.
	Year 2 128	U Whakaatuhia ngā ākonga i uru tõmuri ki te rumaki anake
	Year 3 140	Kōwhiria ngā ākonga kia whakauru aronga whakatau:
	Year 4 135	🏦 Whakauruhia ngā aronga whakatau mō tēnei rōpū 🔹 Taki whakauru mō tēnei rōpū
	Year 5 132	_ ingoa Ingoa Râ whânau Te wâ i roto i te Te wâ i roto i te
	Year 6 141	tuatahi whānau ÷ Tau ÷ (Pakeke) ÷ kura ÷ rumaki
I	All Students 741	Alyshia Woods 4 25 Feb 03 (13) 8y 3m (99m)
		Amanda Tan 4 22 Mar 03 (13) 8y 3m (99m)
		Anton Weatherly 4 22 Nov 02 (13) 8y 7m (103m)

Once you have the student's details, click on the Whakaurua button to the right of their name.

Whakaatuhia ngã ākonga i uru tõmuri ki te rumaki anake whiria ngã ākonga kia whakauru aronga whakatau: Whakauruhia ngã aronga whakatau mõ tënei rõpū Whakauruhia ngã aronga whakatau mõ tënei rõpū Ungoa tuatahi whānau + Tau Rā whānau (Pakeke)	Hailey	×Q	1 ākonga	
whiria ngã ākonga kia whakauru aronga whakatau: ★ Whakauruhia ngã aronga whakatau mô tēnei rõpū	🛛 Whakaatuhia ngā ākonga i uru tōmuri ki te r	umaki anake		
Ingoa Ingoa Tau + Rã whānau Te wā i roto i te Te wā i roto i te Te wā i roto i te Aronga whakatau Hailey Nicole Waugh 5 28 Nov 01 (14) 9y 6m (114m) Whakaurua	whiria ngā ākonga kia whakauru aronga whak	atau:		
 Ingoa Ingoa + Tau + Rā whānau + Te wā i roto i te + Te wā i roto i te + Aronga whakatau (Pakeke) + kura + rumaki Hailey Nicole Waugh 5 28 Nov 01 (14) 9y 6m (114m) Whakaurua 	よ Whakauruhia ngā aronga whakatau mõ	tēnei rōpū	🏖 Taki whakauru mō tēnei rōpū	ù Pou ▼
Hailey Nicole Ways Whakaurua	∎ Ingoa Ingoa + Tau ÷ tuatahi whānau + Tau ÷	Rā whānau (Pakeke)	Te wā i roto i te ≑ kura ≑	Te wā i roto i te rumaki + Aronga whakatau
	Hailey Nicole Waugh 5	28 Nov 01 (14)	9y 6m (114m)	Whakaurua
				Select this button to vie this student's OTJ recor

You will now be able to view all strands for this student, including any existing OTJs. From here you can choose to either manually enter the OTJ, or simply select the level for a particular strand on its related slide bar. You can also enter an OTJ for multiple strands for this student at the same time.



Multiple OTJ entry:

To enter an OTJ for a group of students, select the group you want to edit from the left panel then click on **Taki whakauru mō tēnei rōpū**.

Tirohia ngā ākong Rōpū ākonga	a: <	Ko ngā ākon aronga what	ga i Kiw katau	i Park S	School ka	āhei e koe te wh	akauru	
Demo Group	7	Select the g	roup of					
Rm01	11	to enter OT.	u want Js for.	ţoa	Q			
Year 1	65	winakaatuma nga i	akonga nunu u	omuri ki te ru	um <mark>aki anake</mark>			
Year 2	128	Kōwhiria ngā ākonga ki	a whakauru a	ironga whaka	tau:			
Year 3	140	🏦 Whakauruhia ng	çā aronga wh	akatau mõ t	:ēnei rōpū 🔒	🗸 Taki whakauru mō tēnei r	ōpū 🙆 S	elect this button to
Year 4	135		Ingoa		Rā whānau	Te wā i roto i te	Te wā	gin entering OTJs.
Year 5	132	Ingoa tuatahi A	whānau	‡ Tau‡	(Pakeke)	÷ kura ÷	rumaki	 Aronga tritanana
Year 6	141	Adam	Wright	3	09 Apr 04 (12)	7y 2m (86m)		Whakaurua
All Students	741	Cindy	Lee	5	12 May 02 (14)	9y 1m (109m)		Whakaurua

From here you can enter the OTJ for the selected strand for all students at the same time by using the slide bars.

TE WAHAROA ARARAU



Kāinga > Ngā ākonga > Whaka Whenu < Demo Group -	uru aronga whakatau Tirohanga k	Here you can select which strand you want to enter O on for the students shown.	TJs		Tirohanga noa	iho: 📃 🕯
Kōrero	Taki whak.	0				
	Rā tūnga	Whenu	Tau			
Tuhituhi	28/06/2016 🛗	Kōrero 👻	Beginning 1 He Pīpī 🔻	Tiakina ngā arc	onga whakatau	
Pānui		Kōrero Tuhituhi				
Fe Ine me te		Pānui				
Āhuahanga	Adam Wright	Te Ine me te Āhuahanga		I ti	akina inatata nei: 28	8/06/2016
		Te Hanga				N/A
Te Ine	5	Te Wāhi, te Ahunga me te Panoni	1 He	1 He Kaha	Beginning	
Te Hanga		Te Tau me te Taurangi	Pakari		0 0	
стальа		Te Tau				
Fe Wāhi, te Ahunga	Cindy Lee what	Te Tauira me te Pânga				105 1001 6
me te Panoni	Cilidy Lee Wildk	Tauanga		I th	akina inatata nei: 28	5/06/2016
ra Taunaa ka Taunaa al		Tūponotanga				N/A
i e i au me te l'aurangi	5	2	2 1 He	1 He Kaha	Beginning	
Te Tau			Pakari			
Te Tauira me te Pānga	Giselle Moana Ro	ose Camp whakakorengia		I ti	akina inatata nel: 28	8/06/2016
Te Tauanga me te						NZA
Tūponotanga	5	4 2	2 1 Ho	1 Ho Kaba	Paginping	IN/A
			Pakari	1 He Kana	DeBuilding	
auanga						

What are Groups for?

You can use the **Groups** tab to add students into class, year level, or subject groupings. The advantage of this is you can then quickly bring up a list of specific students for adding OTJs. You can also then run reports just for specific groups of students. Once you have added groups you can assign students to them by selecting the **Edit** option from the Groups home screen. You can also add students while creating a new group.

TE WAHAR	UA ARARA	.0					School Admin 🚚 0 Log
Kāinga	Aron	ga Whakata	u Pūr	ongo	Rõpü	Manage	Helpers
Settings II	vitations	Users	Students	Groups	Reporting Cycles	Updates	
Active group	Pen	ding groups	Hidden g	roups			
There are curr	ently 9 gro	ups active fo	or Kiwi Park S	chool			
Active groups in T reports. You may	WA are usefu manage thei	ul for access co r properties (su	ntrol (restricting ich as if they are	g teacher acc e homegroup	ess to certain students), r os) here.	navigation and	
What is a home	egroup? •						
Enter group or	teacher name	to find groups		Q			