

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.

Kāinga Aronga Whakatau Pūrongo Rōpū Manage	Helpers	
TE TANUNU O TE MĂTAURANGA MINISTRY OF EDUCATION Saist with the collection of student or Ngă Whanaketanga Rumaki Măori, - Pângarau and Te Reo Matatini.		
Pānui hou (View all) Ā-Kura You have no current notifications Support		
Ararau &-Kur Interim / Mid-year: 03 Jun 2016 – 24 Jun 2016 relevant help	duction to using the Te Waharoa ira download one of the following lp sheets. dministrator	

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	Rōpū	Manage	29		Help	ers
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Creat	te new invit	ations for	Kiwi Park So	hool						
PaCT. Invitat the pe please displa ? Wh ? Wh	tions generate erson, but you e delete their ir yed below the	d from the S can change nvitation in t next time th do before s	MS are automa their email add he table below	me from your SMS if the pa atically associated with a use ress if required. If you need and update the teacher's d with your SMS.	er account. You cannot c I to change the name on	hange the name of an invitation,				
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Dele A	Email Email If your invitation		nk, you do not l	nave to enter teacher detail	s manually. These can be	imported from you	ir SMS.	Source		

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.



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Enter user	s name, SMS ID or gro	up name	Q					
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Click the box next to the School Admin – can administer PaCT option, then click on Save.

Kāinga	Arong	ga Whakatau	ı Pü	rongo	Rōpū	∞	<u>~</u>	~~~	Helpers
Settings	Invitations	Users	Students	Groups	Reporting Cycles	Updates			
Users at Kiwi Pa Edit details	r <mark>k School</mark> > Edit							Cancel	Save
School Te	eacher								
Select user to Key: A Hon	this option a school ac (schoolAdmin) * gagement	dminister PaCT to promo dministrat	te the		ool, as well as School rep	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		Import student & teacher details from SMS Last update on: No updates yet completed.
	Change school settings	View latest import
	Enter new students by using the Import	Import IDE file
曽 Reporting Cycles	option.	Download judgment data Here you can download 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 <mark>SMS</mark>					
	Change SN	1S settings for	Kiwi Park S	chool			
	How would y	ou like to get add	litional details	of your student	s and informat	on about your teachers?	
	🕜 Why is usi	ng an SMS recom	mended? .				
Select this button to	1 Se SMS	(Recommended)	Update stud	dent, teacher and	d group details	using your student man	agement system (SMS).
use SMS.	Please s	elect the SMS tha	at you use from	n the list below:			
	Assemi						
	Other			: your scho he drop do			
	Assemi						
	KAMAF				1	upload into TWA	
	MUSAC	phro	ol when updat	es to student an	d teachers deta	ils are made.	
	Other PCScho	ool					
	Phoeni		e Identity Data	a Extract (IDE) file	that you may	get from your SMS to up	date your student and teacher deta
	Synerg 2. Y	ou can upload	ur IDE file on t	the Settings page	of the Manage	e section of TWA.	

How do I find a student?

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

Kāin	ga	Arong	a Whakat	au Pū	rongo	Rōpi		Manage			Helpers
Settings	Invita	tions	Users	Students	Groups	Reporting	Cycles L	Jpdates	_		
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	chini Sulaksh	na <mark>n</mark> a		Samarase	kara	6	07 Jan 06			Year 6	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			stude	nt OTJs.			Manage	$\mathbf{S}^{\mathbf{a}}$	200
	Käinga > Ngā ākor	iga								
Browse through	Tirohia ngā ākonį	ga: <	Ko ngā āko	onga i Kiw	i Park	School k	a āhe	ei e koe te v	vhak	auru
groups to find students.	Röpū ākonga		aronga wh	akatau						
	Rm01	11	Rm01, 11 ākor	nga			25			
	Year 1	65		ongatūhia tõna i	ingoa	Q	2	Enter the na student you		
	Year 2	128	U Whakaatuhia r	ngā ākonga i uru t	ōmuri ki te	rumaki anake	_			
	Year 3	140	Kōwhiria ngā ākon:	ga kia whakauru a	aronga what	katau:				
	Year 4	135	🏩 Whakauruhi		0		🏩 Tak	i whakauru mõ têr	nei rōpū	
	Year 5	132	_ Ingoa	Ingoa		Rā whānau		Te wā i roto i te		Te wā i roto i
	Year 6	141	tuatahi	whānau	\$ Tau \$	(Pakeke)		kura	÷	rumaki
	All Students	741	Alyshia	Woods	4	25 Feb 03 (13)		8y 3m (99m)		
			Amanda	Tan	4	22 Mar 03 (13)		8y 3m (99m)		

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

whiria ngā ākonga kia whakauru aronga whakatau: 🗽 Whakauruhia ngā aronga whakatau mō tēnei rōpū 🛛 🧟 Taki whakauru mō tēnei rōpū	
🗶 Whakauruhia ngā aronga whakatau mō tēnei rōpū 🔹 🤹 Taki whakauru mō tēnei rōpū	
	Pou 👻
■ Ingoa Ingoa + Tau + Rā whānau + Te wā i roto i te + Te wā i roto i te tuatahi whānau + Tau + (Pakeke) + kura + rumaki +	Aronga whakatau
Hailey Nicole Waugh 5 28 Nov 01 (14) 9y 6m (114m)	Whakaurua

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**.

Rōpū ākonga		aronga whal	catau					
Demo Group	7	1 Select the g						
Rm01	11	students yo to enter OT		<u></u> toa	Q			
Year 1	65	vvriakaaturiia riga	akonga ruru t	omuri ki te ru	umaki anake			
/ear 2	128							
real 2	120	Kōwhiria ngā ākonga k	ia whakauru a	ronga whaka	itau:			
Year 3	120	Kōwhiria ngā ākonga k 🏩 Whakauruhia ng				āki whakauru mō tēnei rō	pū 🔼	
		🏦 Whakauruhia ng	gā aronga wh	akatau mõ t		To wā i roto i to	pū 2 Te wā	
Year 3 Year 4	140		gā aronga wh		tēnei rōpū 🔬 T	aki whakauru mō tēnei rō		begin entering OTJs
Year 3	140 135	🏦 Whakauruhia ng	gā aronga wh Ingoa	akatau mõ t	tēnei rōpū 🔹 T Rā whānau	_ Tewāirotoite _	Te wã	Select this button to begin entering OTJs ki 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 -	Tirohanga k	Here you can select which strand you want to enter O on for the students shown.	TJs		Tirohanga noa	iho: 📃 🛔
Kõrero	Taki whak	O	1			
Tuhituhi	Rā tūnga 28/06/2016	Whenu Kōrero	Tau Beginning 1 He Pīpī 🔻	Tiakina ngã arc	nga whakatau	
Pānui		Kõrero Tuhituhi				
Te Ine me te Āhuahanga	Adam Wright 🛛 🗸	Pănui Pănui Ite Ine me te Ăhuahanga Te Ine		I tia	akina inatata nei: 28	8/06/2016
Te Ine		Te Hanga				N/A
Te Hanga	5	Te Wähi, te Ahunga me te Panoni Te Tau me te Taurangi Te Tau	2 1 He Pakari	1 He Kaha	Beginning	
Te Wāhi, te Ahunga me te Panoni	Cindy Lee whak	Te Tauira me te Pānga P Te Tauanga me te Tūponotanga Tauanga		I tia	akina inatata nei: 28	8/06/2016
Te Tau me te Taurangi	5	Tūponotanga	2 1 He	1 He Kaha	Beginning	N/A
Te Tau			Pakari			
Te Tauira me te Pānga	Giselle Moana Ro	ose Camp whakakorengia		1 tia	akina inatata nei: 28	8/06/2016
Te Tauanga me te Tūponotanga	5	4 3	2 1 He	1 He Kaha	Beginning	N/A
Tauanga			Pakari		0	

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						Manage	
Kāinga	Aron	ga Whakata	u Pür	ongo	Rõpū	manage	Helpers Q
Settings Ir	vitations	Users	Students	Groups	Reporting Cycles	Updates	
Active groups	Pen	ding groups	Hidden g	groups			
here are curr	ently 9 gro	ups active fo	or Kiwi Park S	School			
ctive groups in T eports. You may			and the second	and the state of t	ess to certain students), r os) here.	navigation and	
What is a home	group? •						
Enter group or	teacher name	to find groups		Q			