

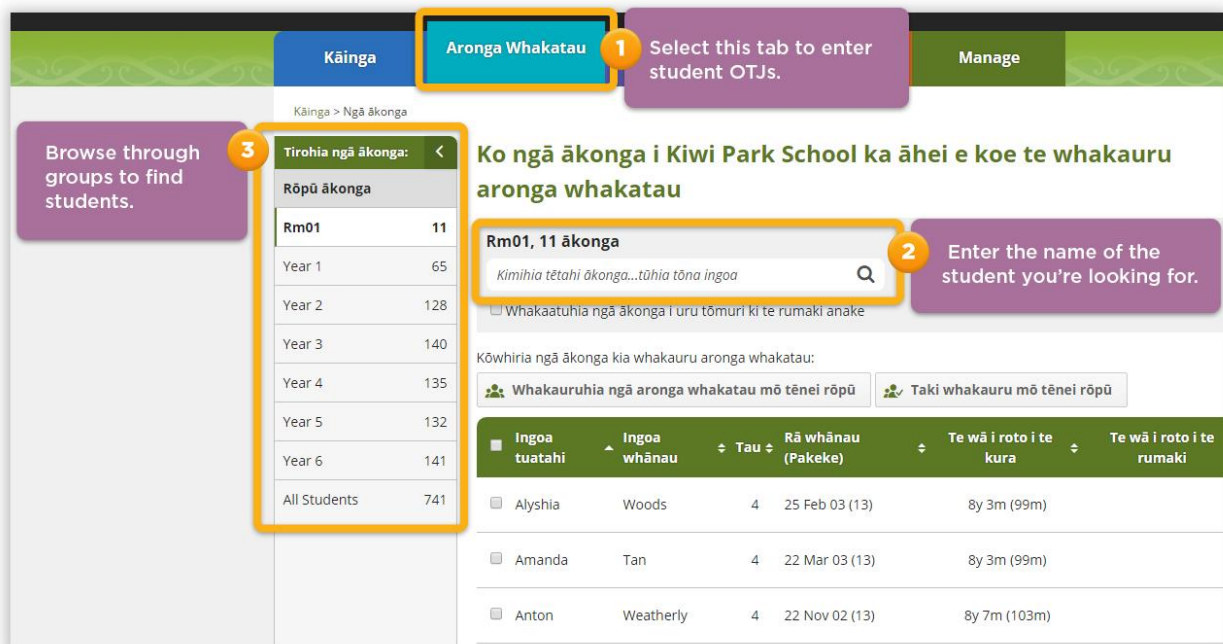
# Help Sheet: Teachers

## 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.



**1** Select this tab to enter student OTJs.

**2** Enter the name of the student you're looking for.

**3** Browse through groups to find students.

Kāinga > Ngā ākonga

**Aronga Whakatau**

Ko ngā ākonga i Kiwi Park School ka āhei e koe te whakauru aronga whakatau

**Rm01, 11 ākonga**

Kimihia tētahi ākonga...tūhia tōna ingoa

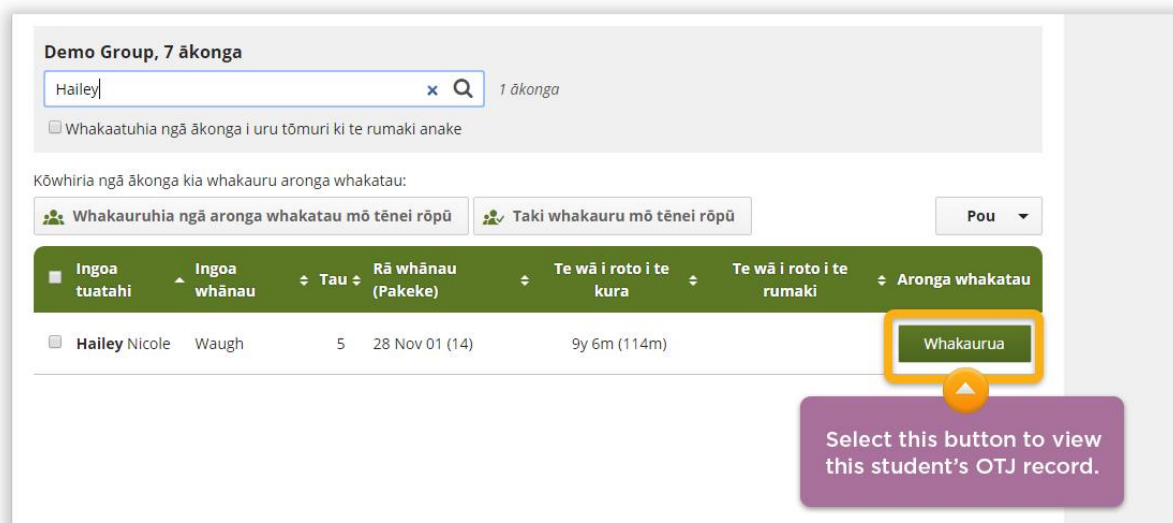
Whakaatuhia ngā ākonga i uru tōmuri ki te rumaki anake

Kōwhiria ngā ākonga kia whakauru aronga whakatau:

Whakaauruhia ngā aronga whakatau mō tēnei rōpū    Taki whakauru mō tēnei rōpū

Ingoa tuatahi	Ingoa whānau	Tau	Rā whānau (Pakeke)	Te wā i roto i te kura	Te wā i roto i te rumaki
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.



**Demo Group, 7 ākonga**

Hailey| x Q 1 ākonga

Whakaatuhia ngā ākonga i uru tōmuri ki te rumaki anake

Kōwhiria ngā ākonga kia whakauru aronga whakatau:

Whakaauruhia ngā aronga whakatau mō tēnei rōpū    Taki whakauru mō tēnei rōpū    Pou

Ingoa tuatahi	Ingoa 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)		<b>Whakaurua</b>

Select this button to view this student's OTJ record.

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.

**1** Manually enter an OTJ for a selected strand.

**2** Click on a strand slider to instantly enter an OTJ for the date shown above.

**3** Enter OTJs for more than one strand at the same time.

The screenshot shows the profile for Hailey Nicole Waugh. The top navigation bar includes 'Rā tūnga' (28/06/2016), 'Whenu' (Kōrero), and 'Tau' (Beginning 1 He Pipī). Below this are three strands: Kōrero, Tuhituhi, and Pānui. Each strand has a progress bar with levels from 5 to 1. The Pānui strand is currently selected, showing levels M-4-5, KPo, KPe, KKI, KKa, KHe, and Whenu. Below the Pānui strand are three more strands: Te Ine, Te Hanga, and Te Wāhi, te Ahunga me te Panoni, each with their own progress bars.

**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**.

**1** Select the group of students you want to enter OTJs for.

**2** Select this button to begin entering OTJs.

The screenshot shows the 'Ko ngā ākonga i Kiwi Park School ka āhei e koe te whakauru aronga whakatau' page. On the left is a list of groups: Demo Group (7), Rm01 (11), Year 1 (65), Year 2 (128), Year 3 (140), Year 4 (135), Year 5 (132), Year 6 (141), and All Students (741). The 'Demo Group, 7 ākonga' is selected. Below the list are two buttons: 'Whakaatuhia ngā ākonga i uru tōmuri ki te rumaki anake' and 'Taki whakauru mō tēnei rōpū'. The 'Taki whakauru mō tēnei rōpū' button is highlighted. Below these buttons is a table with columns: Ingoa tuatahi, Ingoa whānau, Tau, Rā whānau (Pakeke), Te wā i roto i te kura, and Te wā rumaki. The table lists Adam Wright (3, 09 Apr 04 (12), 7y 2m (86m)) and Cindy Lee (5, 12 May 02 (14), 9y 1m (109m)).

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

Here you can select which strand you want to enter OTJs on for the students shown.

Student Name	Strand	Progress	Start Date
Adam Wright	Te Ine me te Āhuhanga	5	28/06/2016
Cindy Lee	Te Tau me te Taurangi	5	28/06/2016
Giselle Moana Rose Camp	Te Tau me te Taurangi	5	28/06/2016

## 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. You can assign students to a group while creating the group, or by selecting an existing group then clicking **Edit**.

Select this tab to view groups you have access to.

Group	# Students	Added on	Source
Demo Group	7	28 Jun 16	SchoolAdmin
Rm01	11	28 Jun 16	SchoolAdmin

Kāinga > Rōpū

**Personal groups**

You currently have 1 personal group

Ko ngā rōpū nō te kaiako ake he mea i hangai hei aromatawai i ngā ākonga e akongia ana e rātau. Ko ērā atu rōpū he mea hanga e ngā pouārahi me ngā kaiwhakahaere.

Group	# Students	Added on
Focus Group	3	

Key: Homegroup Personal group

You also have access to the following groups

Group	# Students	Added on	Added by
Demo Group	7	28 Jun 16	SchoolAdmin

**Annotations:**

- 1: Edit button in the Focus Group row.
- 2: Create new group button.

**Text boxes:**

- As a teacher you are only able to edit groups you have created yourself. Select the Edit button to add students to an existing group.
- Select this option to create a new personal track group to easily keep track of specific student data.

**New Group**

Group name:

Description (optional):

**Is this a homegroup?**

Teachers assigned to a homegroup will receive a notification whenever a student in the same homegroup requires a judgment.

No - this is **not** a homegroup  
 Yes - this **is** a homegroup

**Select students for this group**

You can move students into and out of groups.

**Students currently *not* in this group**

Preferred name	Last name	Year
<input type="checkbox"/> A-Youngdude	Cho	2
<input type="checkbox"/> Achini Sulakshana	Samarasekara	6
<input type="checkbox"/> Adam	Wright	3
<input type="checkbox"/> Adam Benjamin	Watts	6
<input type="checkbox"/> Adam Christopher	Van Driel	6
<input type="checkbox"/> Adam James	Meissner	6
<input type="checkbox"/> Adriana Marisol	Ponze	6

**Students currently *in* this group**

Preferred name	Last name	Year
No students		

**Annotations:**

- 1: Add students directly to a new group while creating it.
- 2: Move student button (>>).
- 3: Return student button (<<).

**Text boxes:**

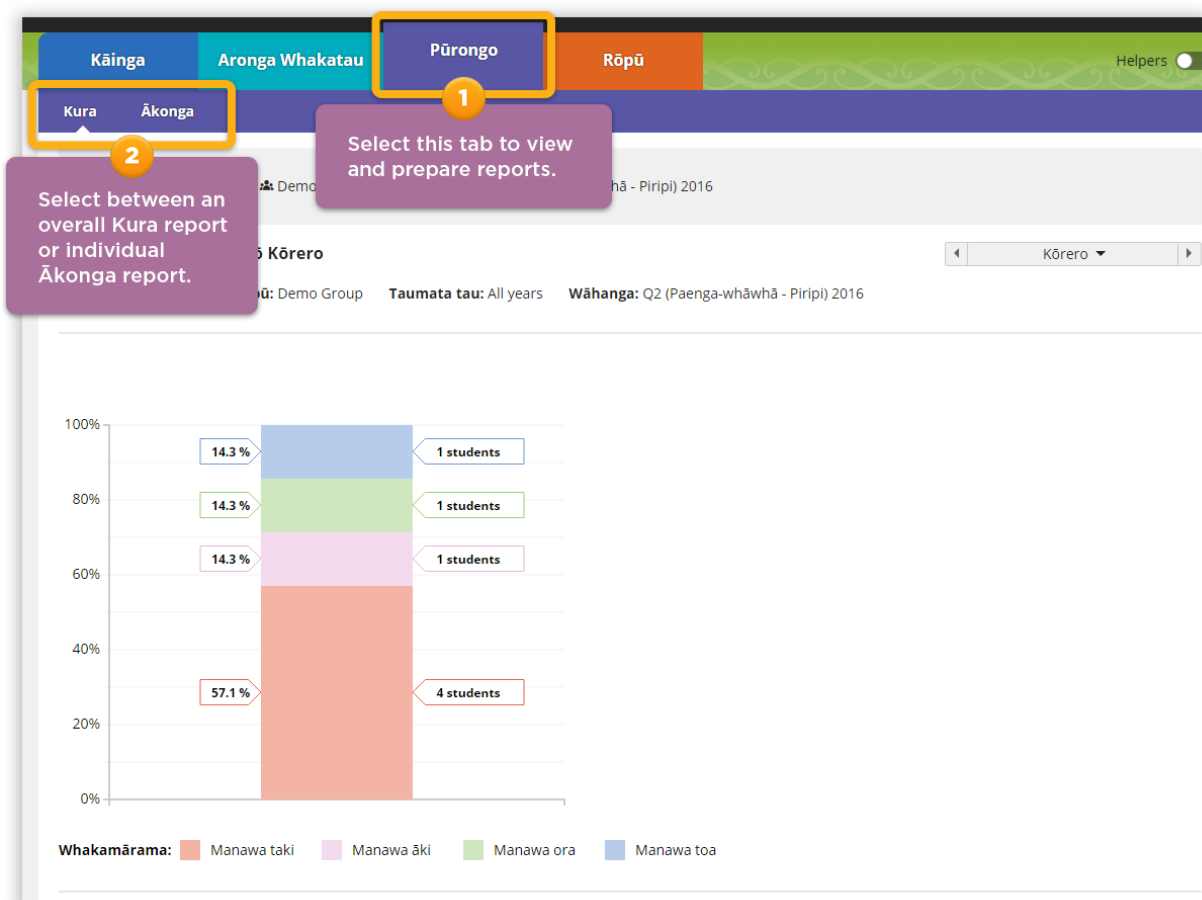
- Select the students you wish to add, then select this button to move them to the current group roster.
- Added students will appear in this section. You can remove a student from this group by selecting the student and clicking the << button to return them to the student database list.

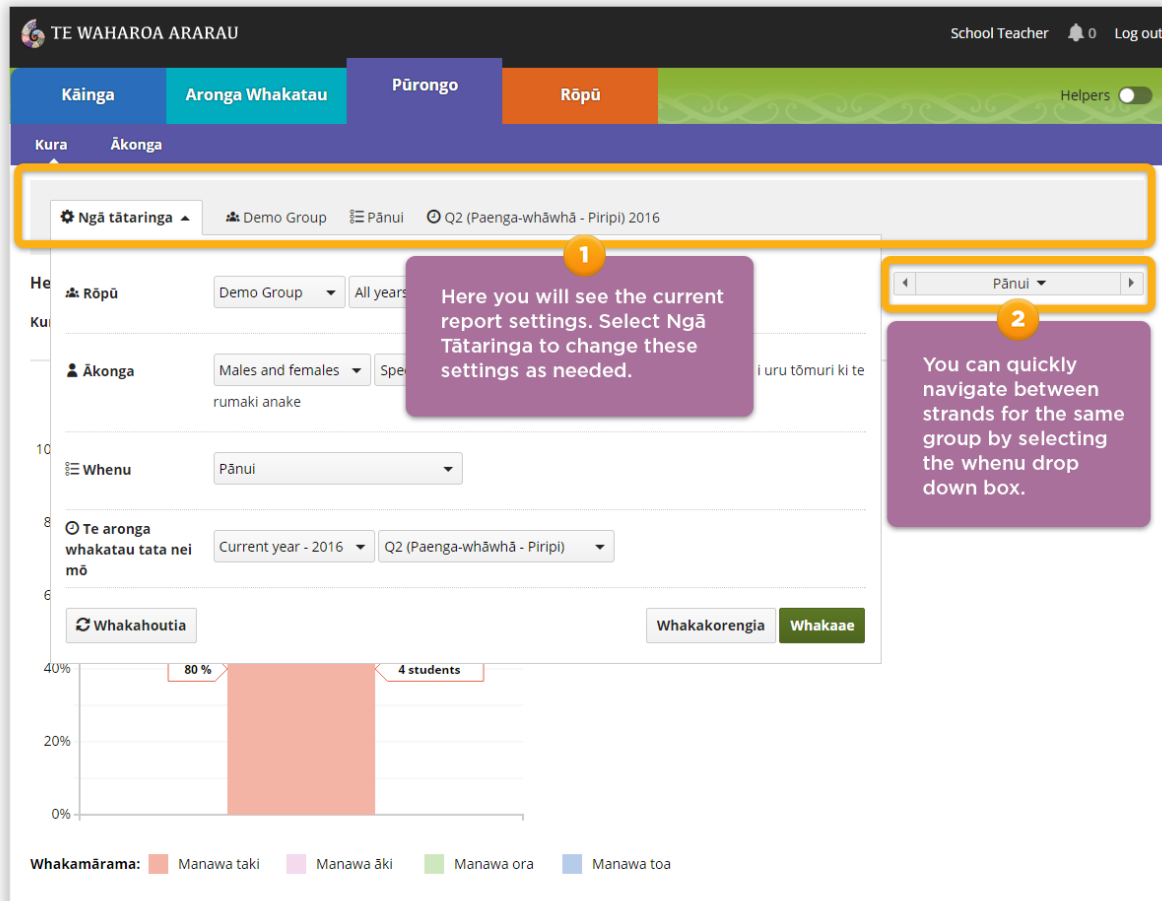
## How do I create a report?

Reports are used in a variety of ways for two main target audiences:

1. Data created using the student name and personal details are used to create reports for students, whanau, school leaders and the Board of Trustees. These reports will help you in assessing learner needs and planning next step learning.
2. Data created with the student name and personal details omitted are used to create reports for external use, i.e. to the Ministry of Education.

To prepare data for reporting purposes, select the **Pūrongo** tab. From here you can view either the **Kura** or the **Ākongā** analysis using the sub tabs.





The screenshot shows the TE Waharoa Ararau reporting interface. At the top, there are navigation tabs: Kāinga, Aronga Whakataū, Pūrongo, and Rōpū. Below these are filters for Kura and Ākonga. A callout box labeled '1' points to the 'Ngā tātaranga' dropdown menu, stating: "Here you will see the current report settings. Select Ngā Tātaranga to change these settings as needed." Another callout box labeled '2' points to the 'Whenu' dropdown menu, stating: "You can quickly navigate between strands for the same group by selecting the whenu drop down box." The interface also shows filters for Rōpū (Demo Group), Ākonga (Males and females), and Te aronga whakataū tata nei mō (Current year - 2016, Q2 (Paenga-whāwhā - Piripi) 2016). A bar chart is displayed with a legend for Whakamārama: Manawa taki, Manawa āki, Manawa ora, and Manawa toa. The chart shows a single bar for Manawa taki at 80%, representing 4 students.




You are able to quickly and easily select the information you need to show by using the **Pou** drop down box. Once you have prepared the report you can save the graph as a pdf, export the data as a csv file, or print the entire strand summary.

You can select the columns you wish to show/hide by selecting or deselecting them from the Pou options.

**Kōrero aronga whakatau**

Pou ▾

Ingoa tuatahi	Ingoa whānau	Te rā o te aronga whakatau	Time in:			Taumata e ai ki te wā i roto i te:		Tama/Kōtiro	Tau kura	Ngā āhuatanga motuhake
			Kura	Immersion	Tau	Kura	Immersion			
Adam	Wright	28 Jun 2016	7y 2m (86m)	7y 2m (86m)	5	Manawa toa	N/A	M	3	
Cindy	Lee	28 Jun 2016	9y 1m (109m)	9y 1m (109m)	1 He Pakari	Manawa taki	N/A	F	5	
Giselle Moana Rose	Camp	28 Jun 2016	10y 1m (121m)	10y 1m (121m)	4-5	Manawa ora	N/A	F	6	
Glen George	Barnes	28 Jun 2016	6y 7m (79m)	6y 7m (79m)	2-3	Manawa āki	N/A	M	2	
Hailey Nicole	Waugh	28 Jun 2016	9y 6m (114m)	9y 6m (114m)	3	Manawa taki	N/A	F	5	
Holly Victoria	Newitt	28 Jun 2016	10y 7m (127m)	10y 7m (127m)	2	Manawa taki	N/A	F	6	
Zoe	White	28 Jun 2016	8y 7m (103m)	8y 7m (103m)	3	Manawa taki	N/A	F	4	

3  4  5 

The table indicates the Strand Summary for your selected group of students.

Select this button to export the strand summary as a csv file. You can then edit the csv file to remove personal data such as the student name before creating your report for the Ministry.

Select this button to print a full page school strand summary report. This will reflect what you currently see on screen.

Select this button to export the graph as a pdf.