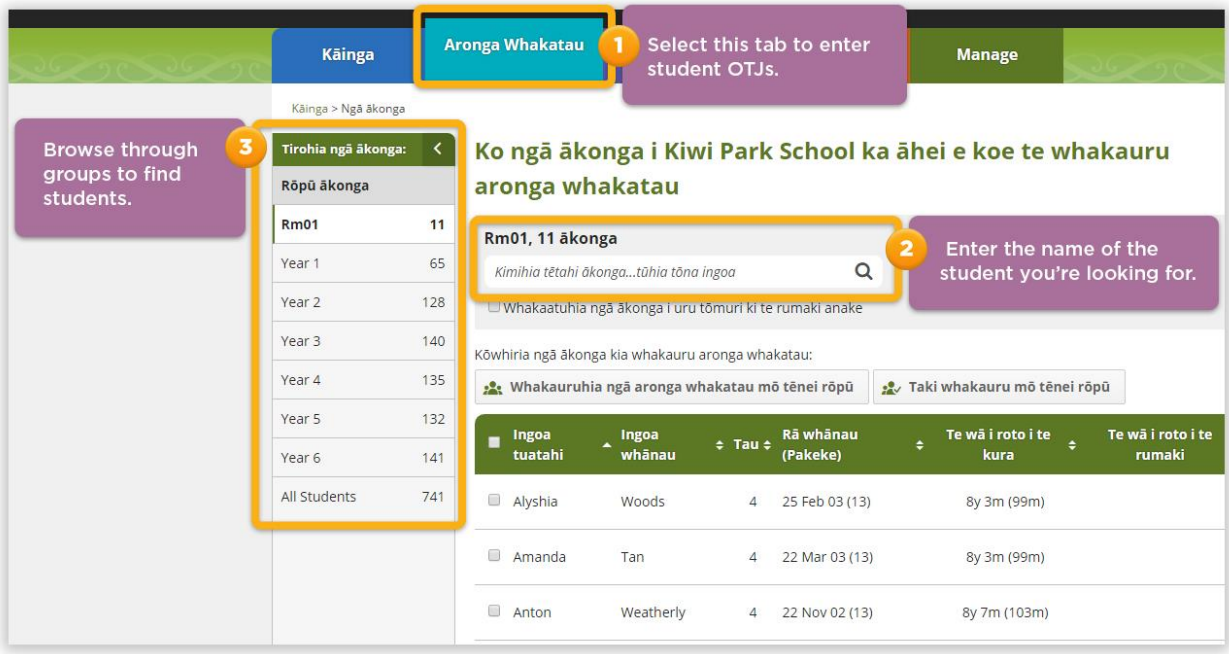
Help Sheet: Teachers

How do I add an OTJ?

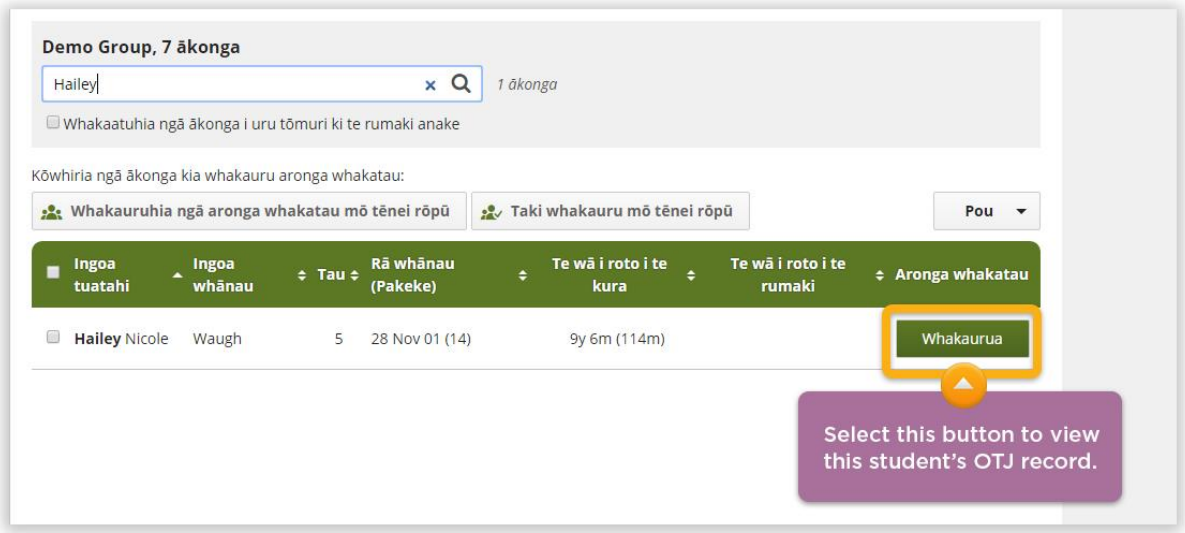
There are two ways to add an OTJ:

Individual student entry:

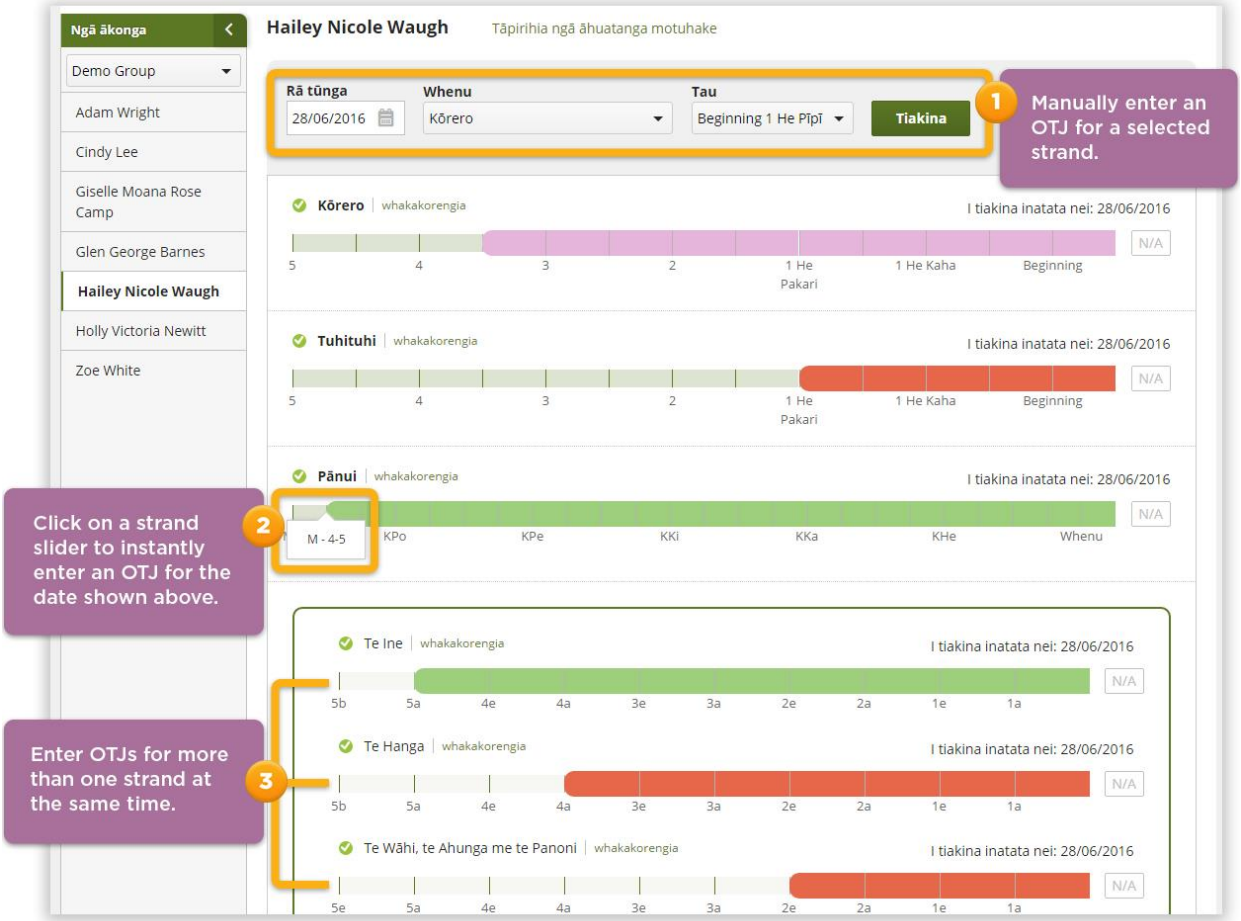
Select the **Aronga Whakatau** tab then select **All Students** in the left panel. To begin searching for the student use the search box. Alternatively you can browse for the student by selecting the different years/groups along the left.



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

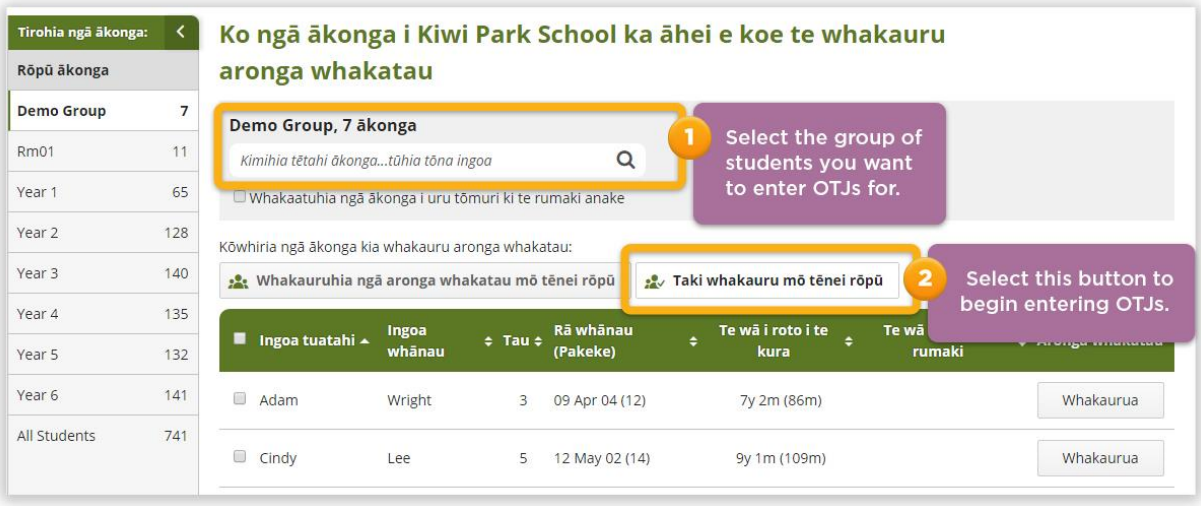


You will now be able to view all strands for this student, including any existing OTJs. From here you can choose to either manually enter the OTJ, or simply select the level for a particular strand on its related slide bar. You can also enter an OTJ for multiple strands for this student at the same time.

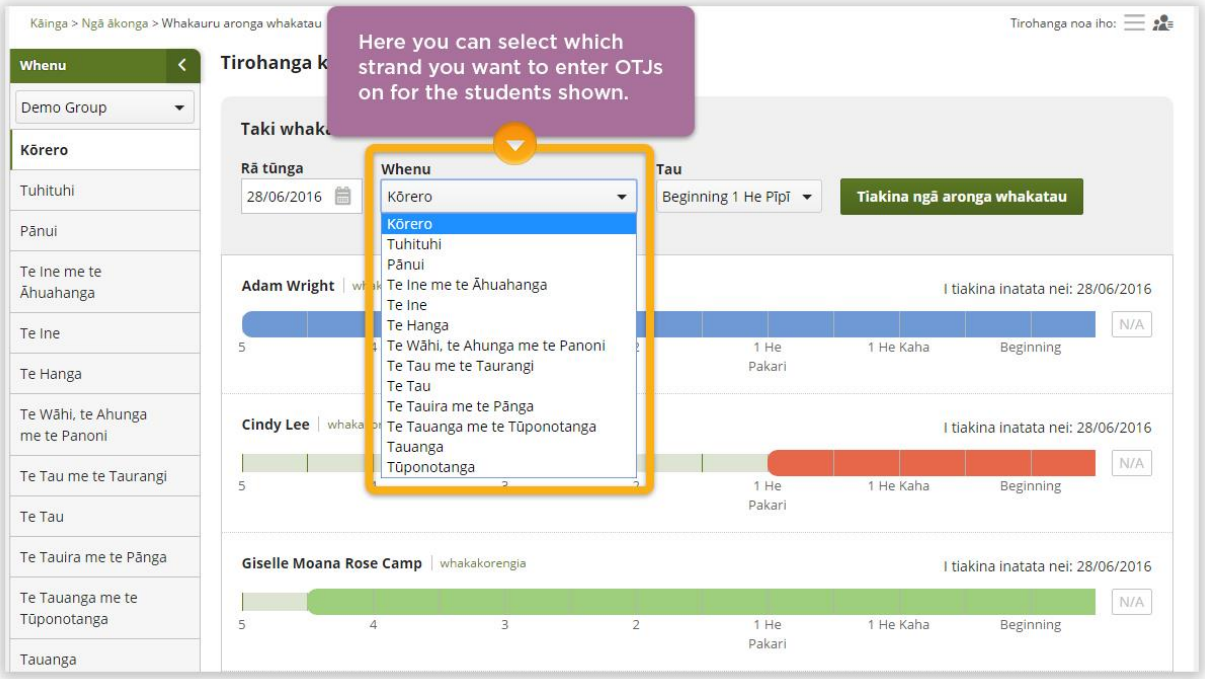


Multiple OTJ entry:

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**.

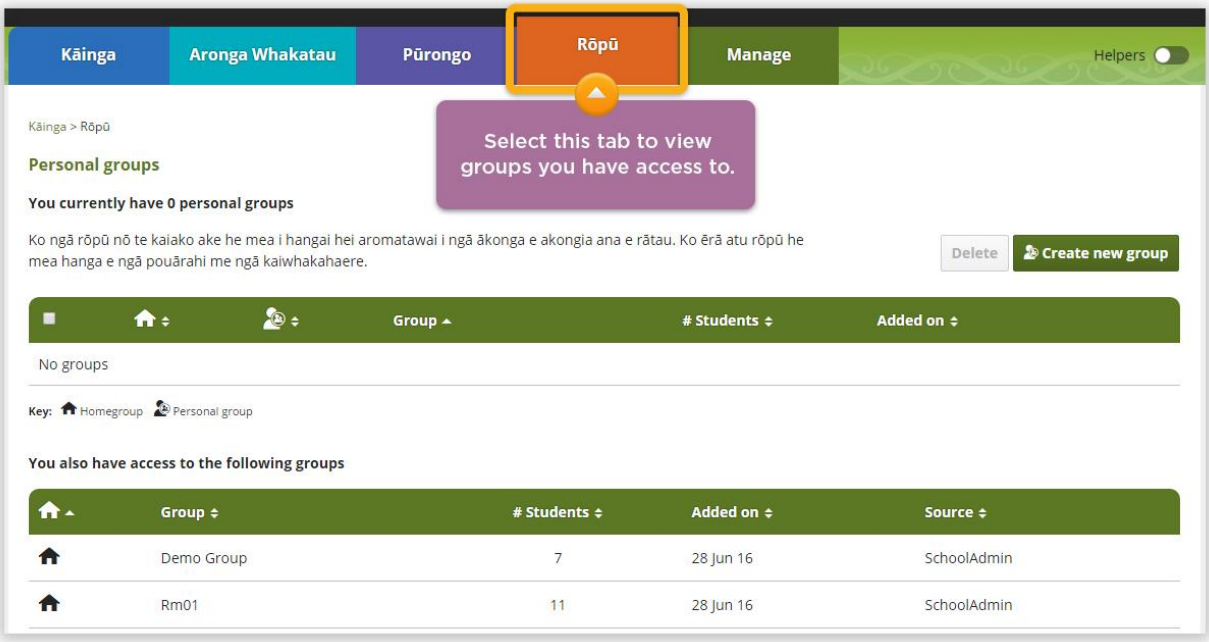


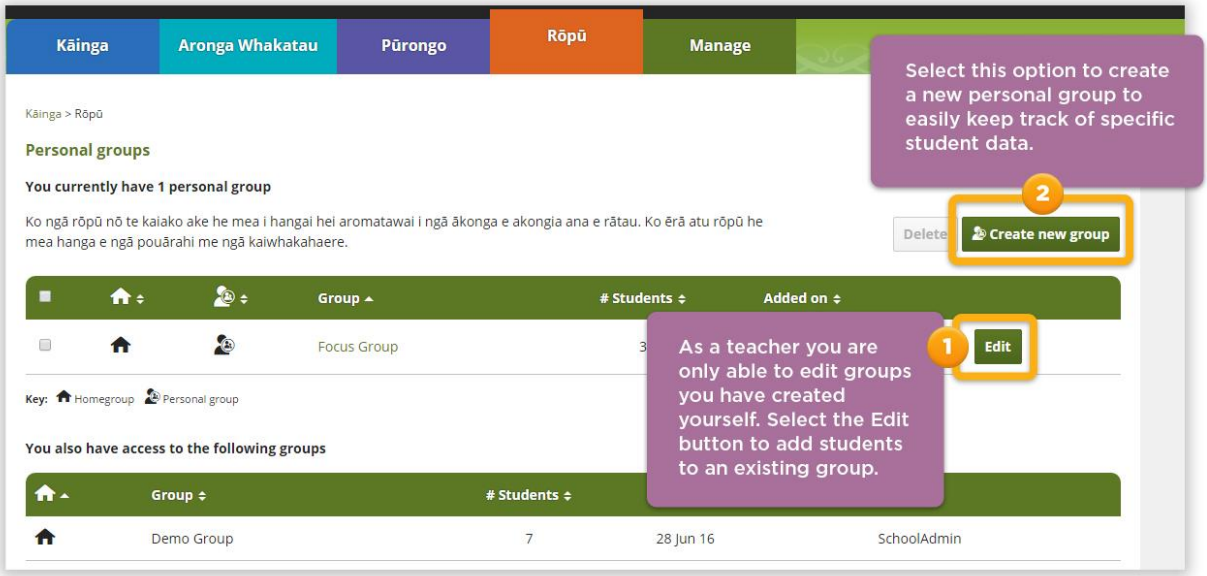
From here you can enter the OTJ for the selected strand for all students at the same time by using the slide bars.

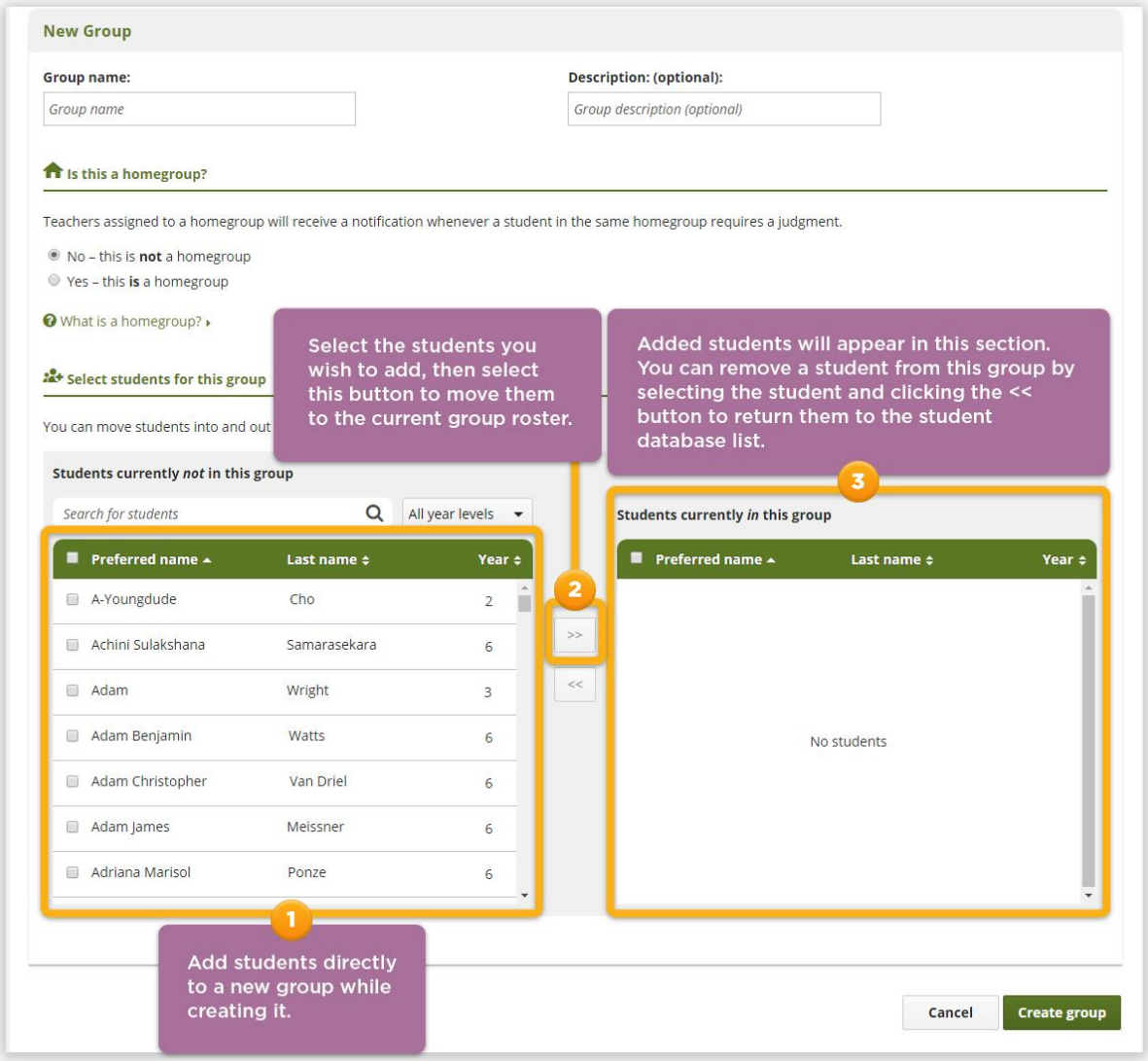


What are Groups for?

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**.




Kāinga
Aronga Whakatau
Pūrongo
Rōpū
Manage
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.
Delete
Create new group
Group
Students
Added on
Focus Group
Edit
Key: Homegroup Personal group
You also have access to the following groups
Group
Students
Demo Group
7
28 Jun 16
SchoolAdmin
Select this option to create a new personal group to easily keep track of specific student data.
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.

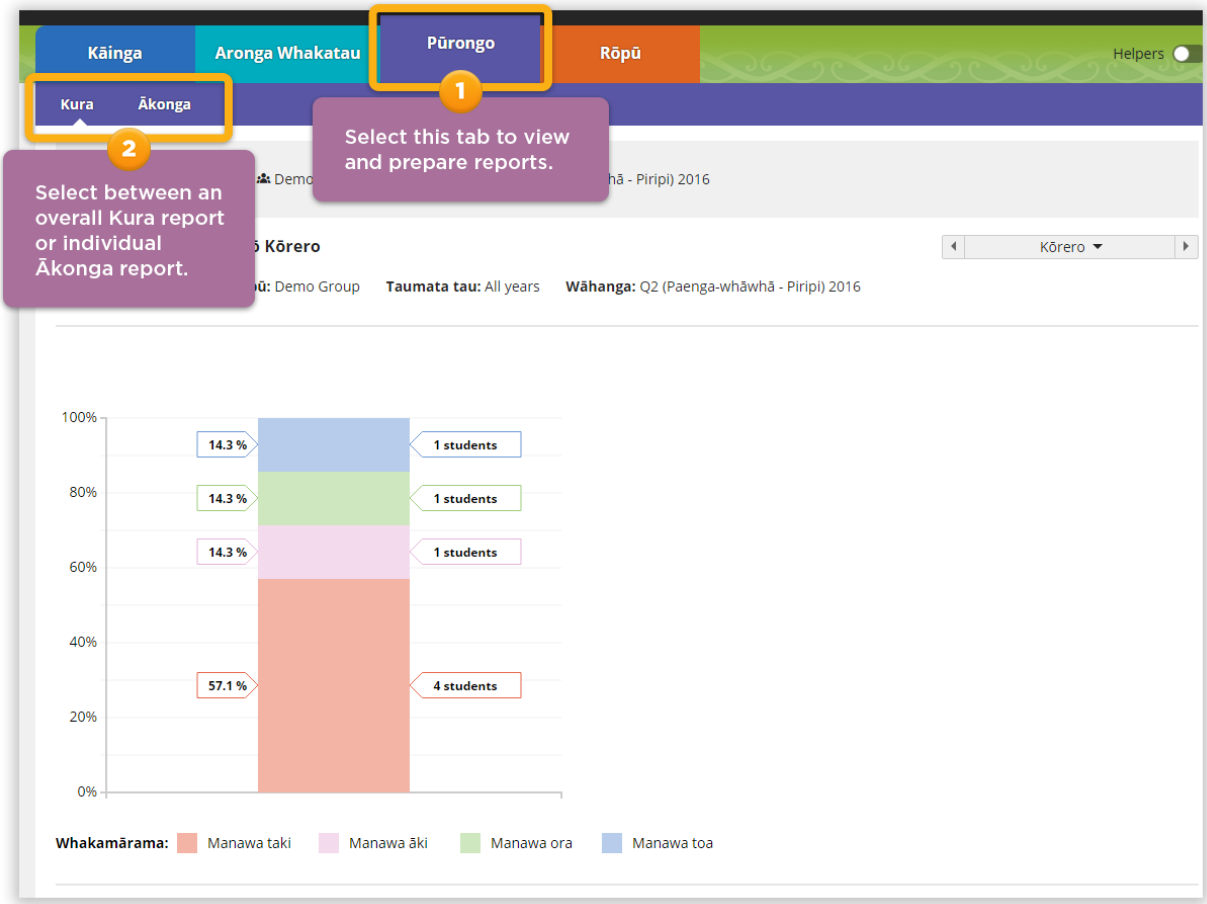

New Group
Group name:
Group name
Description: (optional):
Group description (optional)
Is this a homegroup?
Teachers assigned to a homegroup will receive a notification whenever a student in the same homegroup requires a judgment.
No – this is not a homegroup
Yes – this is a homegroup
What is a homegroup?
Select students for this group
You can move students into and out
Students currently not in this group
Search for students
All year levels
Preferred name
Last name
Year
A-Youngdude Cho 2
Achini Sulakshana Samarasekara 6
Adam Wright 3
Adam Benjamin Watts 6
Adam Christopher Van Driel 6
Adam James Meissner 6
Adriana Marisol Ponze 6
>>
<<
Students currently in this group
No students
Cancel
Create group
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.
Add students directly to a new group while creating it.

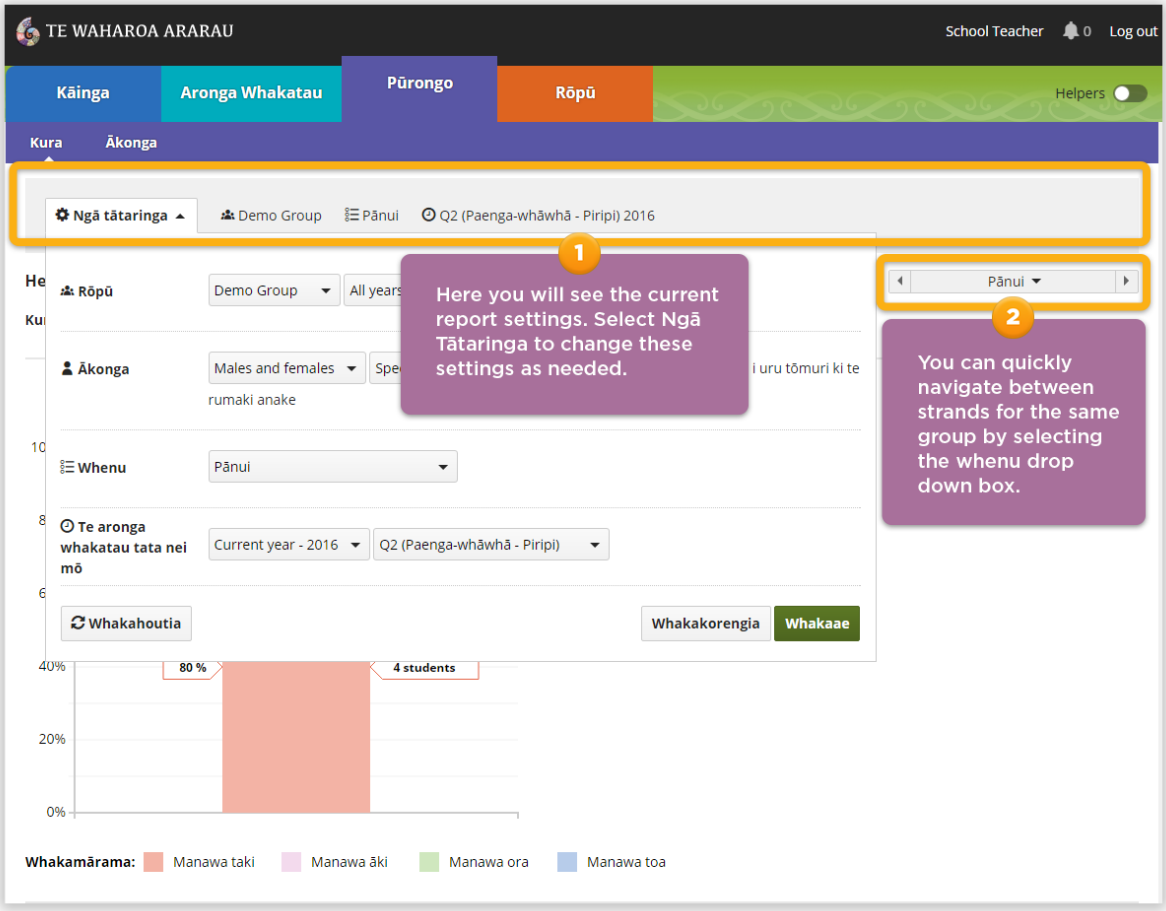
How do I create a report?

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

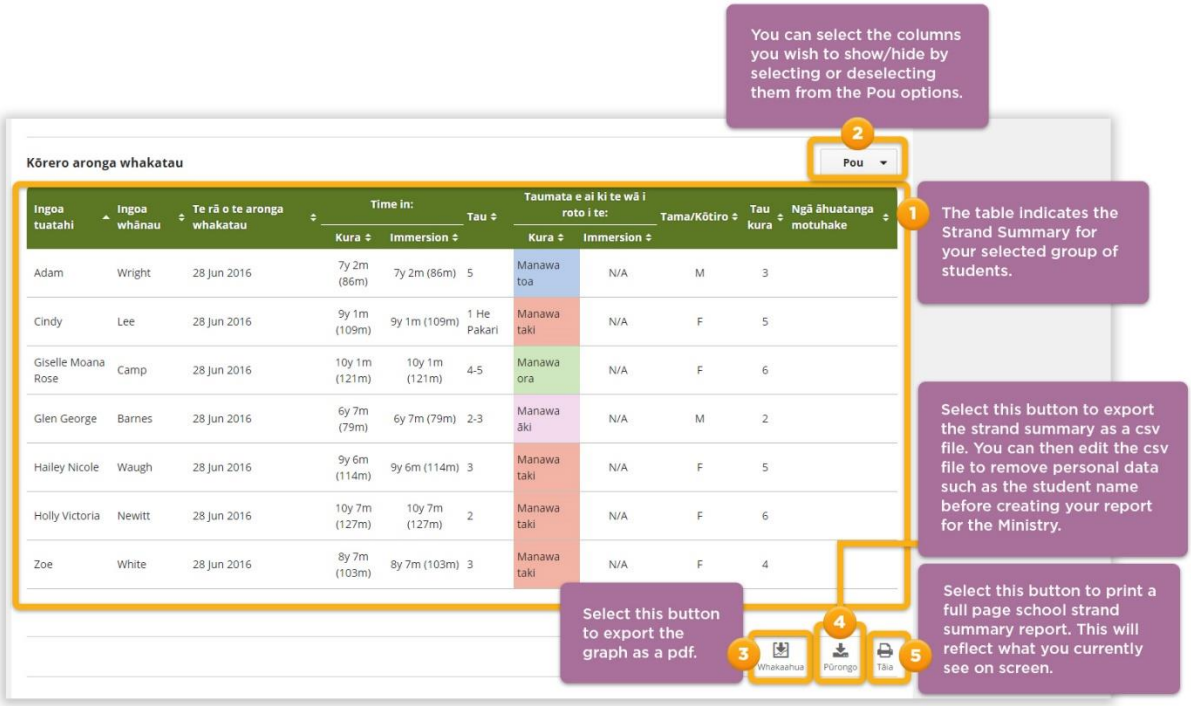
1. Data created using the student name and personal details are used to create reports for students, whanau, school leaders and the Board of Trustees. These reports will help you in assessing learner needs and planning next step learning.
2. Data created with the student name and personal details omitted 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 **Ākonga** analysis using the sub tabs.





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.
2
Pou
Kōrero aronga whakatau
Ingoa tuatahi
Ingoa whānau
Te rā o te aronga whakatau
Time in:
Kura
Immersion
Tau
Taumata e ai ki te wā i roto i te:
Kura
Immersion
Tama/Kōtiro
Tau kura
Ngā āhuatanga motuhake
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
1
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 export the graph as a pdf.
3
Whakaaihua
4
Pūrongo
Tāia
5
Select this button to print a full page school strand summary report. This will reflect what you currently see on screen.