

Help Sheet: School Administrators

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.

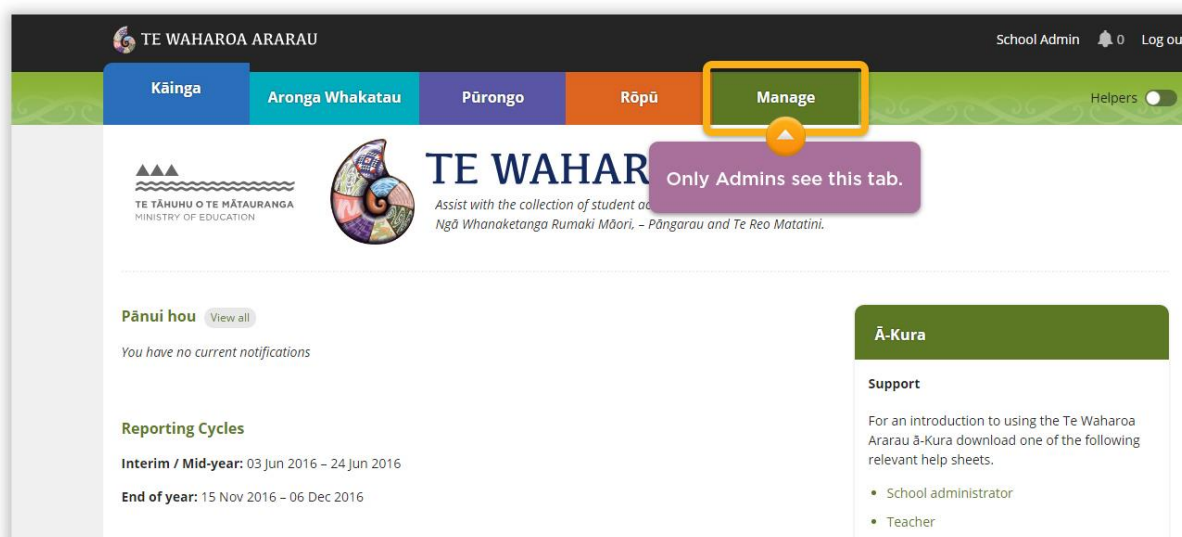
A teacher account can only edit or remove their own OTJs.

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.

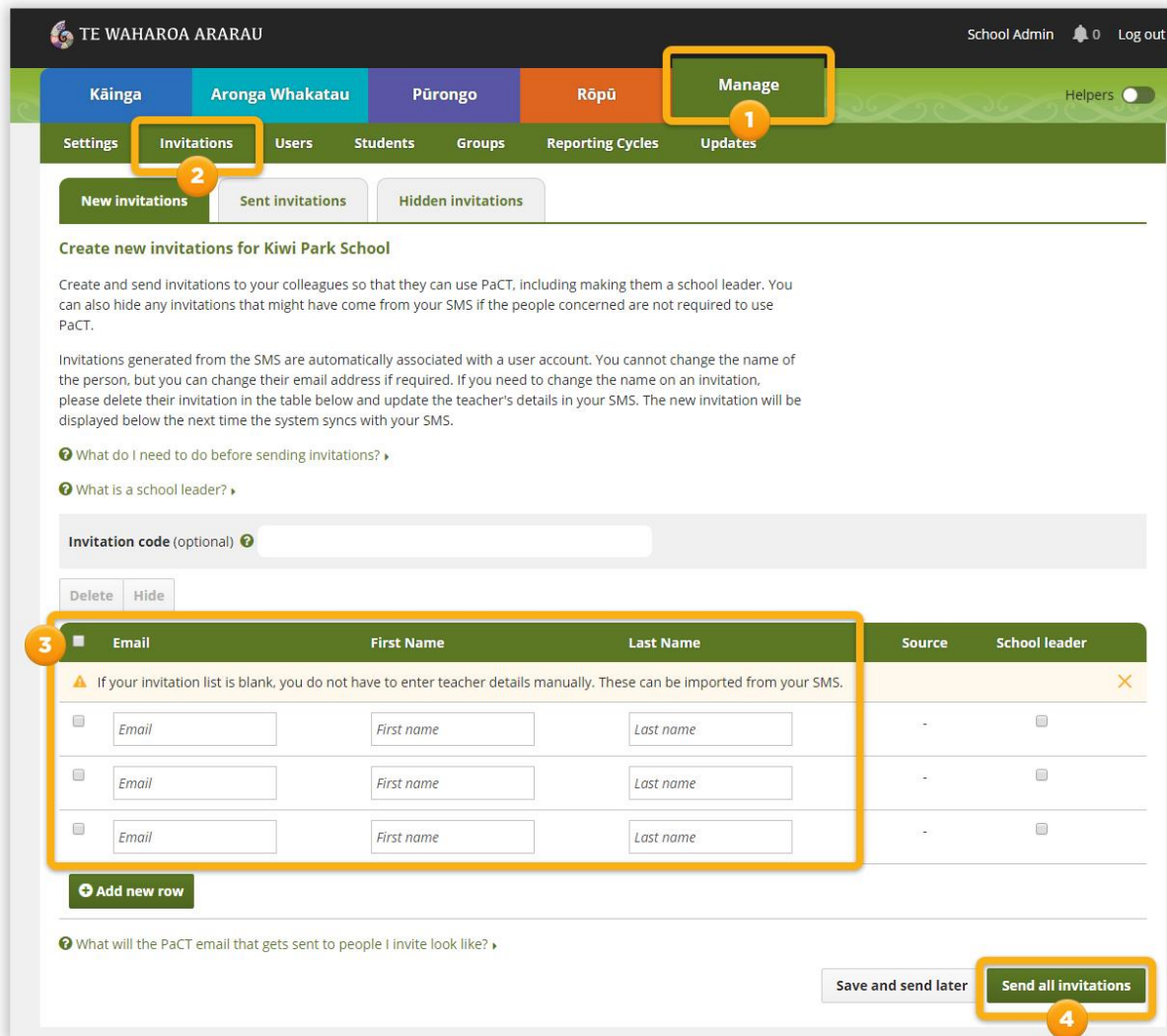
How do I know if I am a school administrator?

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.



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**.



TE WAHAROA ARARAU School Admin 0 Log out

Kāinga Aronga Whakatau Pūrongo Rōpū **Manage** 1

Settings **Invitations** 2 Users Students Groups Reporting Cycles Updates

New invitations Sent invitations Hidden invitations

Create new invitations for Kiwi Park School

Create and send invitations to your colleagues so that they can use PaCT, including making them a school leader. You can also hide any invitations that might have come from your SMS if the people concerned are not required to use PaCT.

Invitations generated from the SMS are automatically associated with a user account. You cannot change the name of the person, but you can change their email address if required. If you need to change the name on an invitation, please delete their invitation in the table below and update the teacher's details in your SMS. The new invitation will be displayed below the next time the system syncs with your SMS.

- What do I need to do before sending invitations? ›
- What is a school leader? ›

Invitation code (optional) ?

Delete Hide

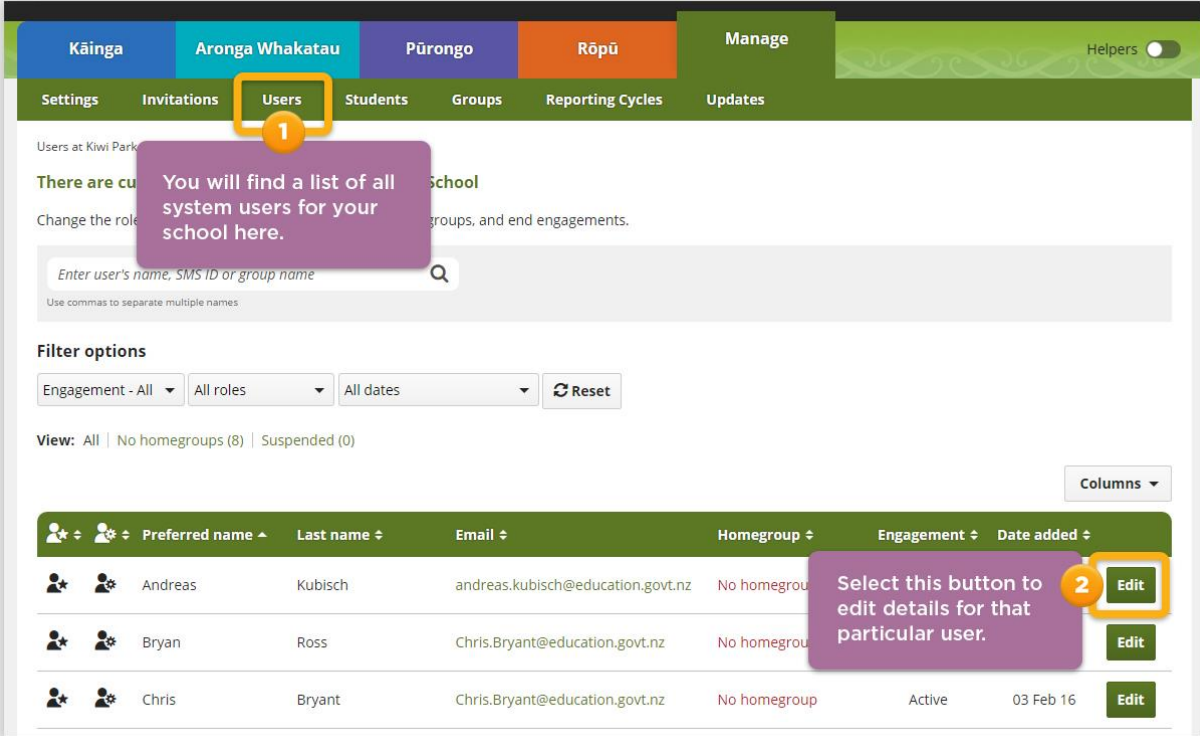
3	Email	First Name	Last Name	Source	School leader
⚠ If your invitation list is blank, you do not have to enter teacher details manually. These can be imported from your SMS.					
<input type="checkbox"/>	<input type="text" value="Email"/>	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	-	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Email"/>	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	-	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Email"/>	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	-	<input type="checkbox"/>

+ Add new row

- What will the PaCT email that gets sent to people I invite look like? ›

Save and send later **Send all invitations** 4

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.



Users at Kiwi Park School

There are currently 8 system users for your school. You can create new users, change their roles, assign them to homegroups, and end engagements.

Enter user's name, SMS ID or group name

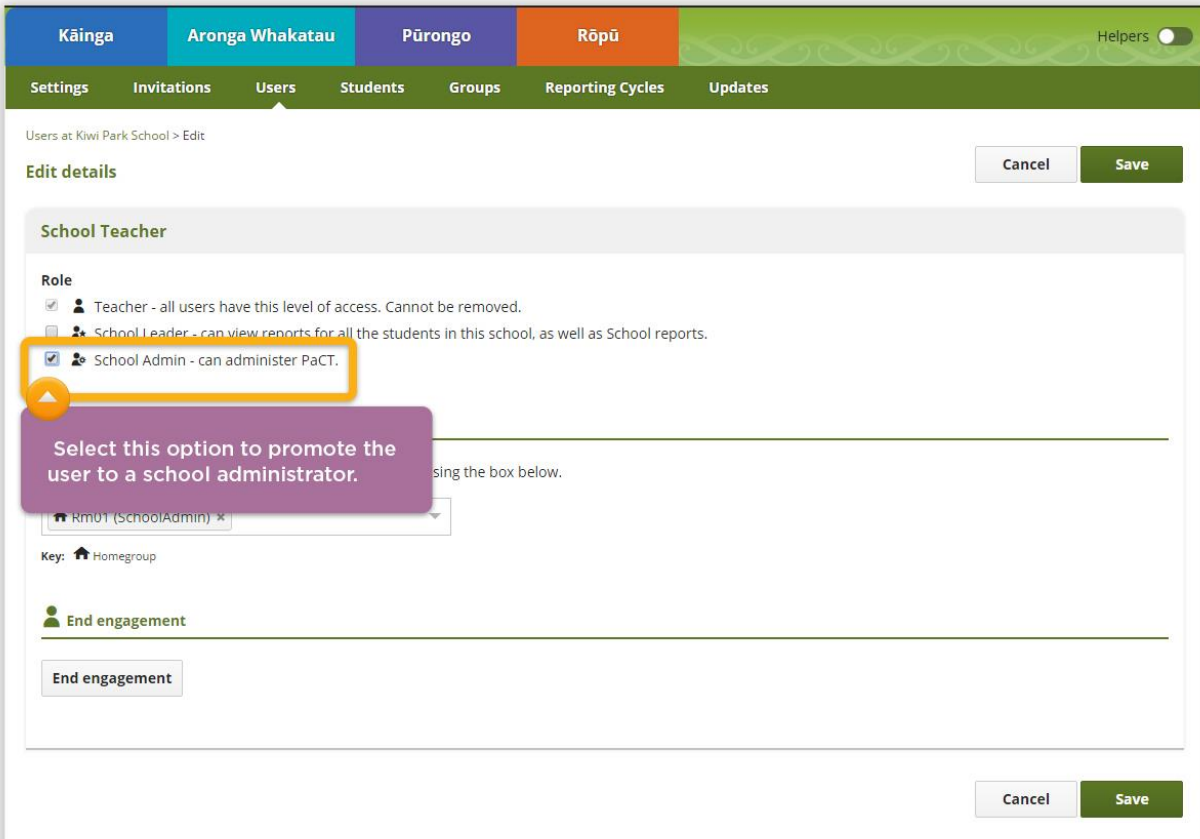
Filter options

Engagement - All | All roles | All dates | Reset

View: All | No homegroups (8) | Suspended (0)

Preferred name	Last name	Email	Homegroup	Engagement	Date added
Andreas	Kubisch	andreas.kubisch@education.govt.nz	No homegroup		
Bryan	Ross	Chris.Bryant@education.govt.nz	No homegroup		
Chris	Bryant	Chris.Bryant@education.govt.nz	No homegroup	Active	03 Feb 16

Click the box next to the **School Admin – can administer PaCT** option, then click on Save.



Users at Kiwi Park School > Edit

Cancel Save

Edit details

School Teacher

Role

- Teacher - all users have this level of access. Cannot be removed.
- School Leader - can view reports for all the students in this school, as well as School reports.
- School Admin - can administer PaCT.

Key: Homegroup

End engagement

End engagement

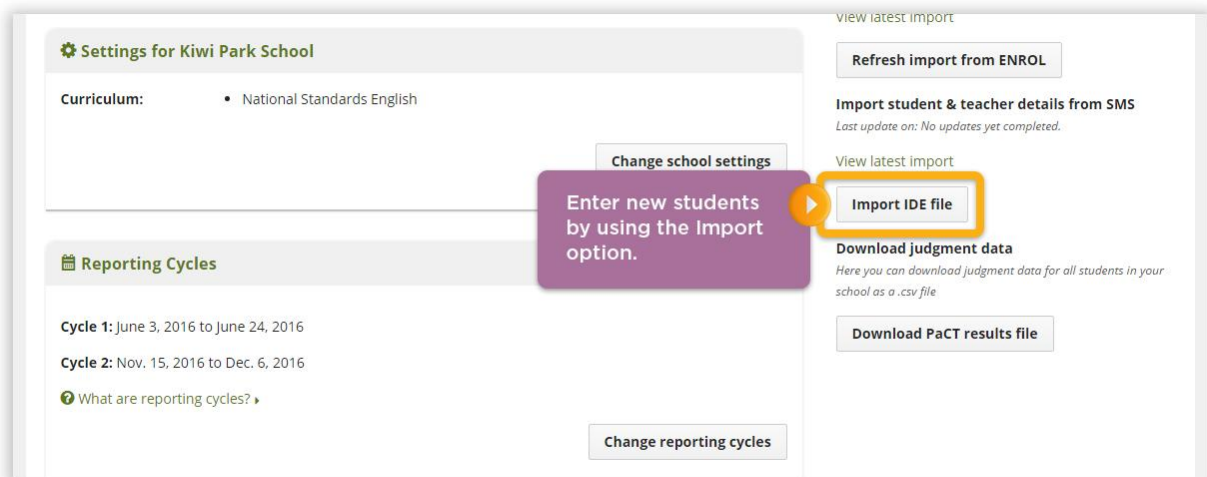
Cancel Save

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

Curriculum: National Standards English

Change school settings

Enter new students by using the Import option.

Reporting Cycles

Cycle 1: June 3, 2016 to June 24, 2016

Cycle 2: Nov. 15, 2016 to Dec. 6, 2016

What are reporting cycles?

Change reporting cycles

view latest import

Refresh import from ENROL

Import student & teacher details from SMS

Last update on: No updates yet completed.

view latest import

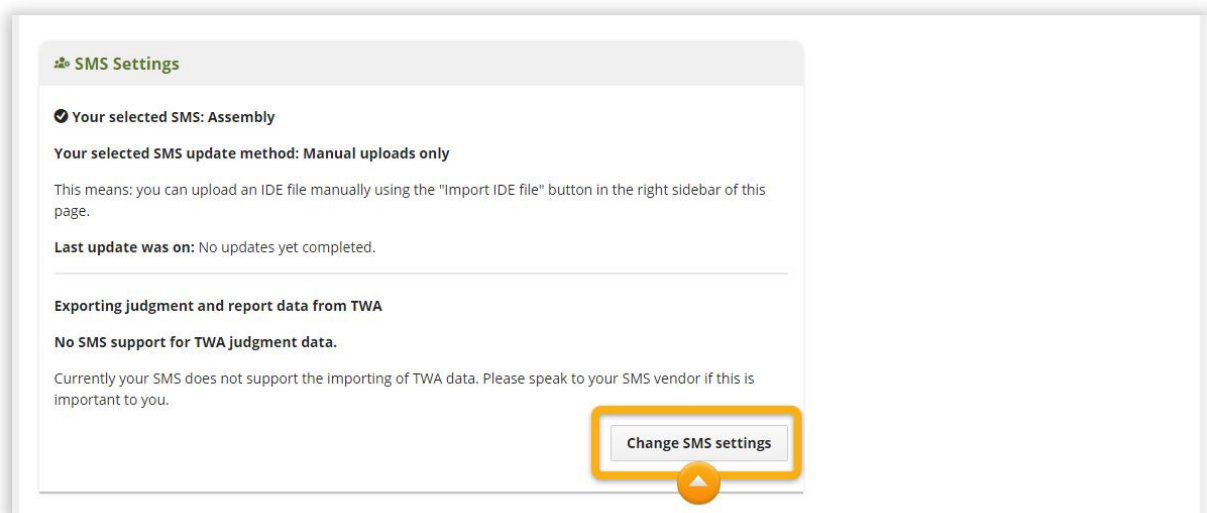
Import IDE file

Download judgment data

Here you can download judgment data for all students in your school as a .csv file

Download PaCT results file

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



SMS Settings

Your selected SMS: Assembly

Your selected SMS update method: Manual uploads only

This means: you can upload an IDE file manually using the "Import IDE file" button in the right sidebar of this page.

Last update was on: No updates yet completed.

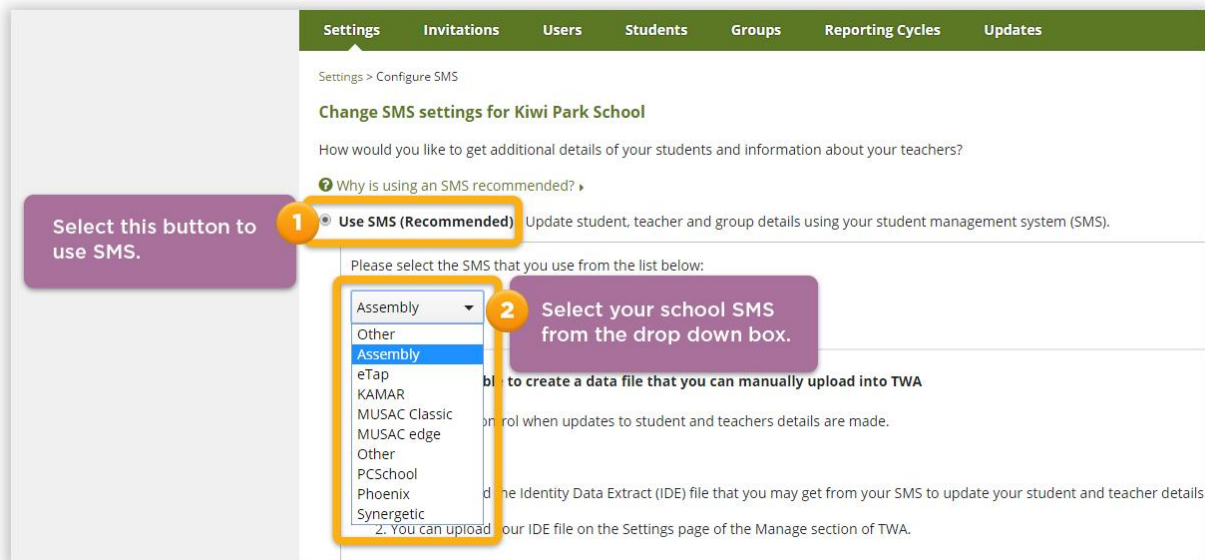
Exporting judgment and report data from TWA

No SMS support for TWA judgment data.

Currently your SMS does not support the importing of TWA data. Please speak to your SMS vendor if this is important to you.

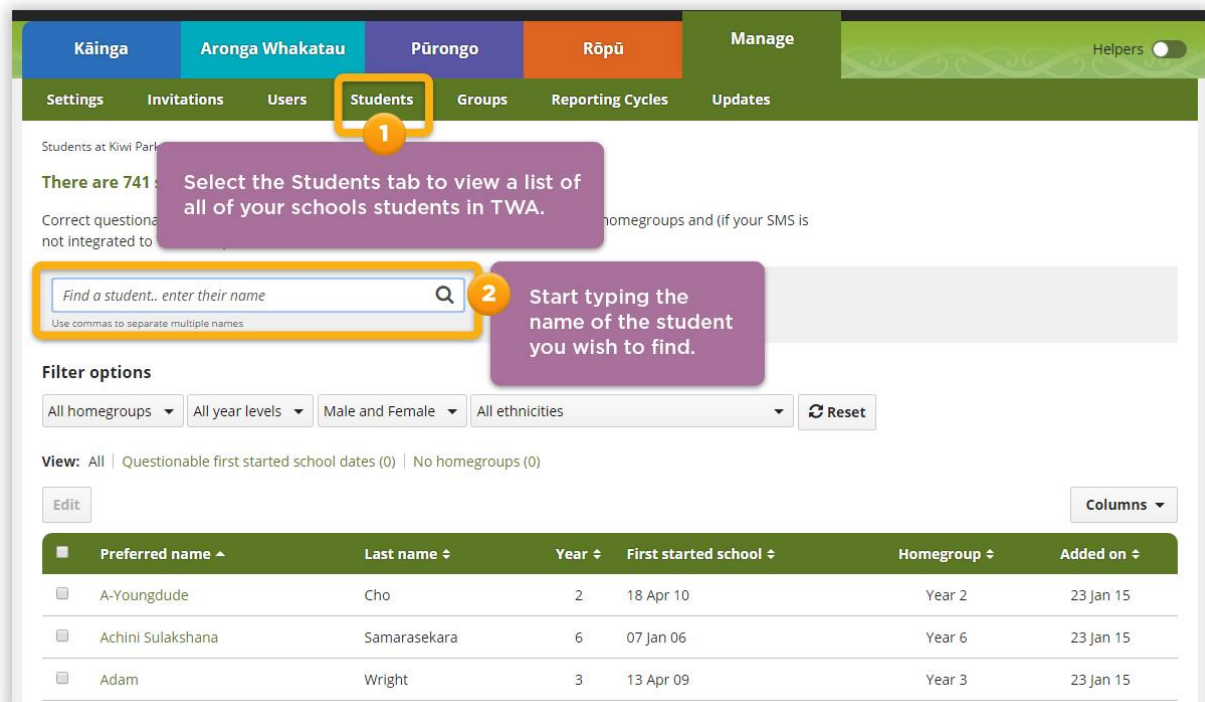
Change SMS settings

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



How do I find a student?

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



How do I delete a student?

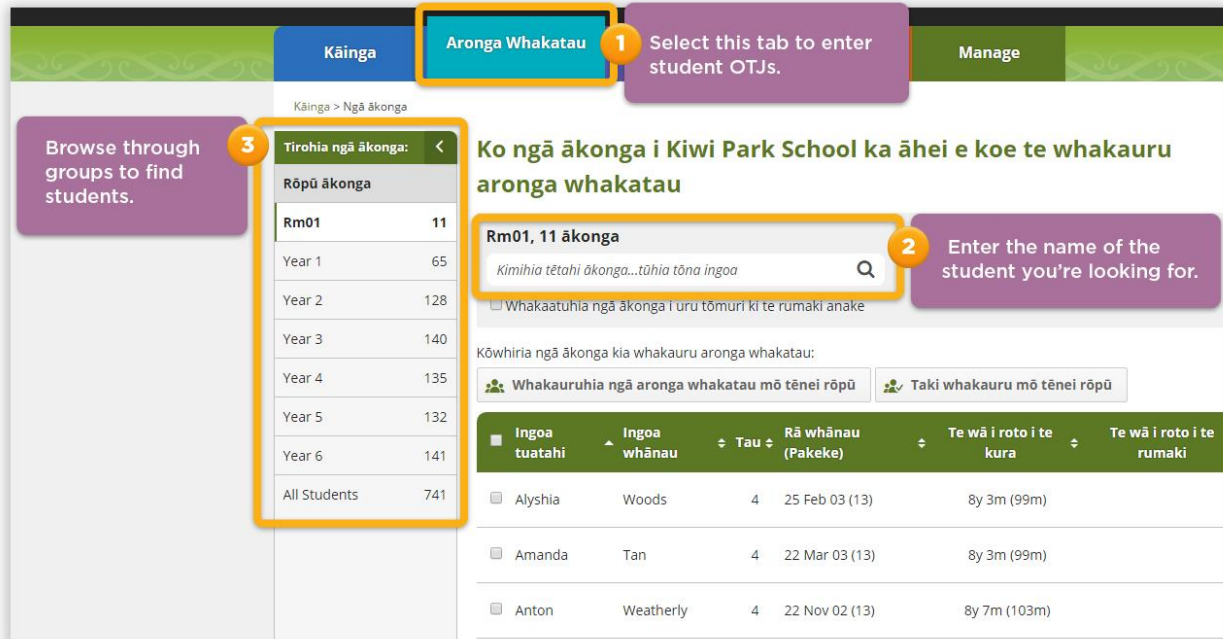
You can't actually delete a student from the system as all the OTJ data is maintained in case a student moves to another school. You can no longer withdraw a student from your school using TWA. To withdraw a student you will need to use your school SMS.

How do I add an OTJ?

There are two ways to add an OTJ:

Individual student entry:

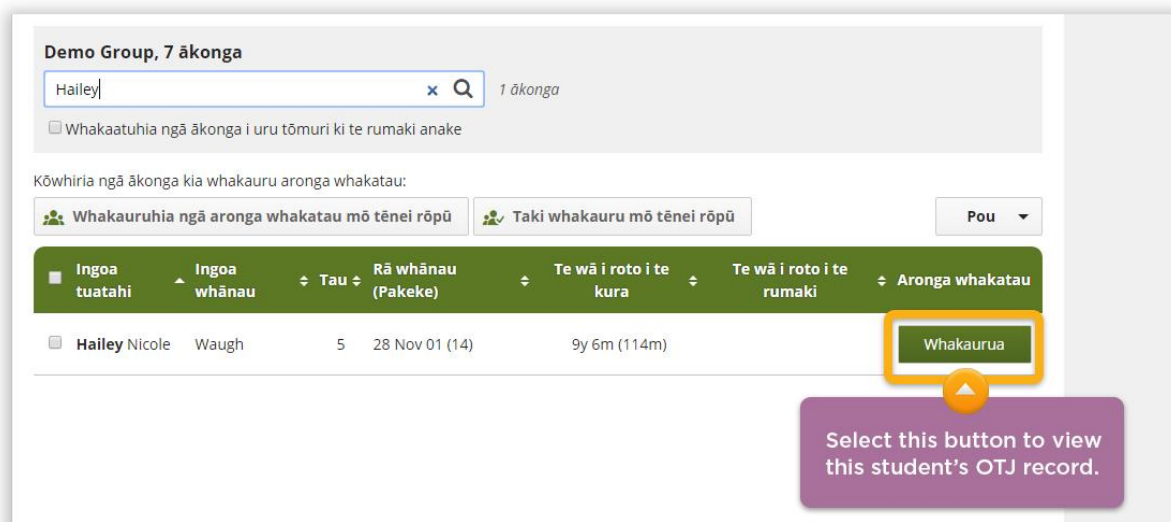
Select the **Aronga Whakatau** tab then select **All Students** in the left panel. To begin searching for the student use the search box. Alternatively you can browse for the student by selecting the different years/groups along the left.



The screenshot shows the 'Aronga Whakatau' interface. Callout 1 points to the 'Aronga Whakatau' tab. Callout 2 points to the search box containing 'Kimihia tētahi ākonga...tūhia tōna ingoa'. Callout 3 points to the 'All Students' option in the left-hand menu.

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.



The screenshot shows the student details for 'Hailey Nicole Waugh'. A callout points to the 'Whakaurua' button.

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)		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.

Ngā ākonga < Hailey Nicole Waugh Tāpirihia ngā āhuatanga motuhake

Rā tūnga: 28/06/2016 Whenu: Kōrero Tau: Beginning 1 He Pipī Tiakina

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.

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 ākonga: < Ko ngā ākonga i Kiwi Park School ka āhei e koe te whakauru aronga whakataurua

Rōpū ākonga

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

2 Select this button to begin entering OTJs.

Ingoa tuatahi	Ingoa whānau	Tau	Rā whānau (Pakeke)	Te wā i roto i te kura	Te wā rumaki
Adam	Wright	3	09 Apr 04 (12)	7y 2m (86m)	Whakaurua
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.

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.