

Help Sheet: Kaiako

This help sheet assists kaiako to:

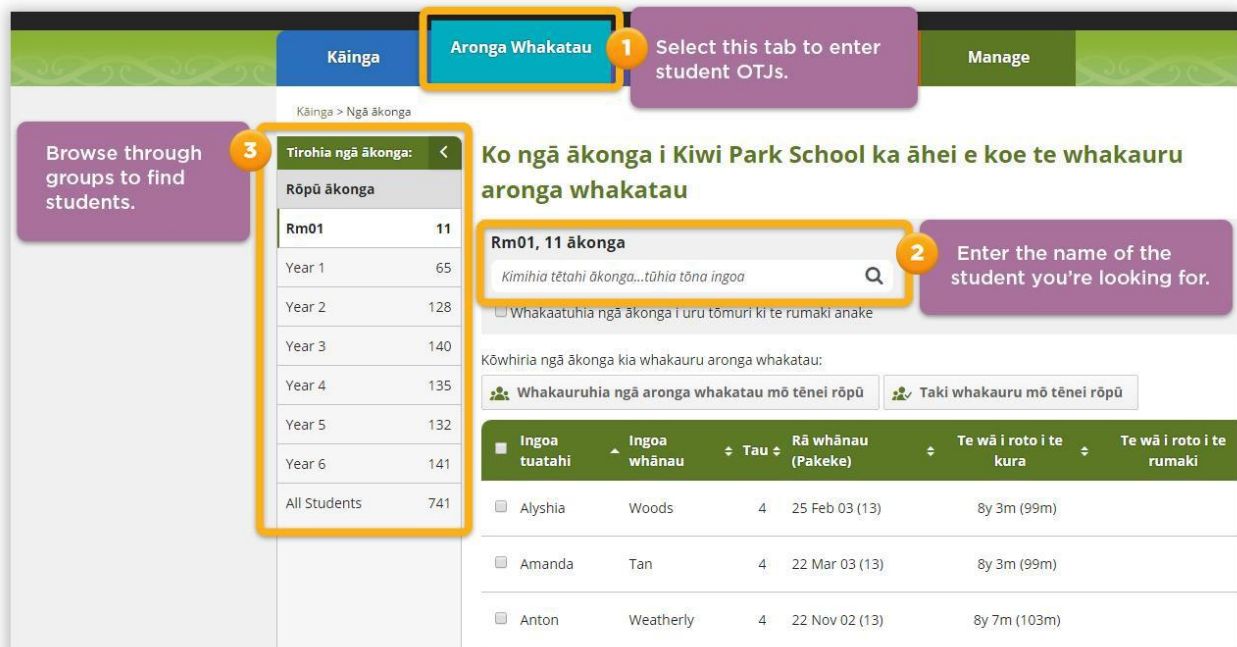
1. Add an OTJ in TWA for individual ākonga, and multiple OTJs for groups of ākonga
2. Use the 'Rōpū' (Groups) Tab
3. Create reports

1. How do I add an OTJ?

There are two ways to add an OTJ:

Individual ākonga entry:

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



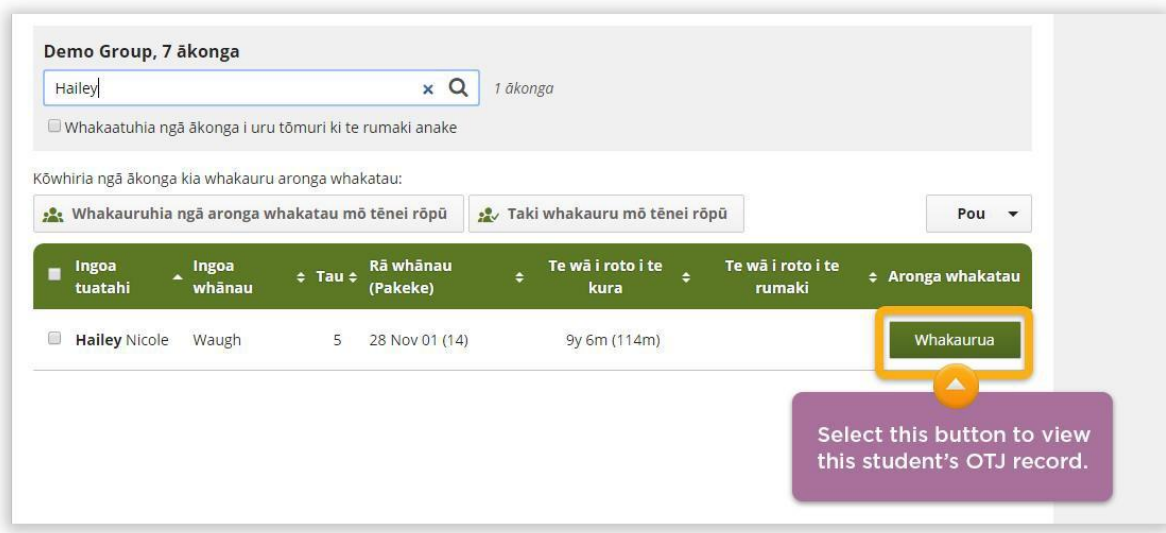
1 Select this tab to enter student OTJs.

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

3 Browse through groups to find students.

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 ākonga details, click on the **Whakaurua** button to the right of their name.



Whakaurua

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

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)		

You will now be able to view all strands for this ākonga, 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 ākonga 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.

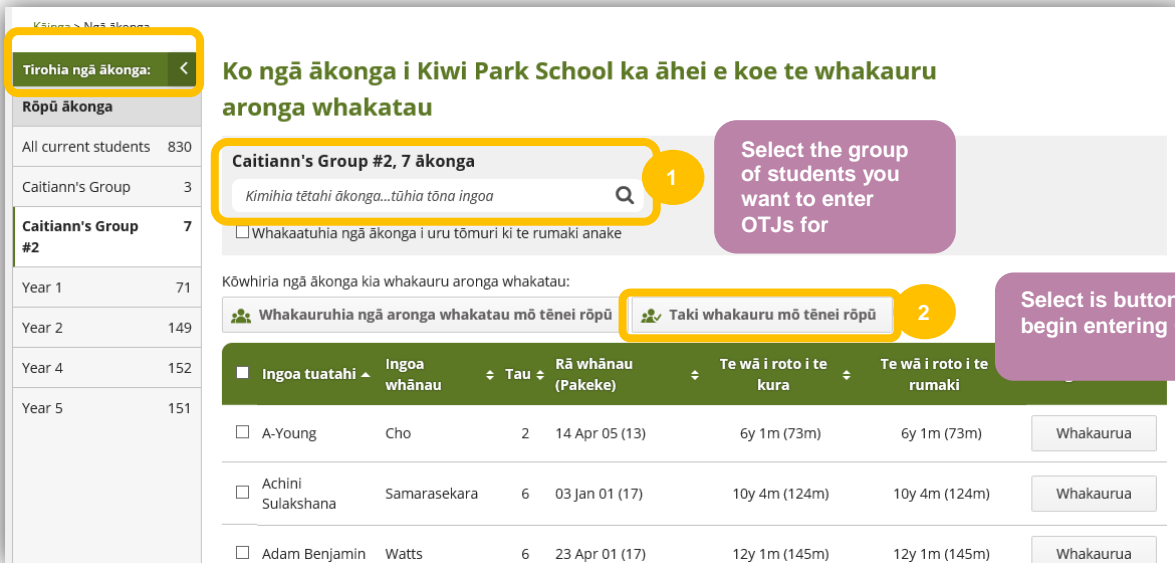
3 Enter OTJs for more than one strand at the same time.

The screenshot shows the 'Enter OTJs' interface for 'A-Young Cho'. At the top, there are fields for 'OTJ Date' (29/05/2018) and 'Whenu' (Kōrero). Below this, there are several horizontal bars representing different strands. Each bar has a 'Whakakorengia' label and a 'tiakina inatata nei' date of 29/05/2018. The strands are: Kōrero, Tuhituhi, Whakakorengia, Te Ine, Te Hanga, Te Wāhi, te Ahunga me te Panoni, and Te Ine me te Āhuhanga. Each strand has a slider bar with various levels (e.g., 5, 4, 3, 2, 1 He Pakari, 1 He Kaha, Beginning) and a 'N/A' button. Callout 1 points to the 'OTJ Date' and 'Whenu' fields. Callout 2 points to a slider bar for the 'Whakakorengia' strand. Callout 3 points to the 'Te Ine', 'Te Hanga', and 'Te Wāhi, te Ahunga me te Panoni' strands.

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Multiple OTJ entry:

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



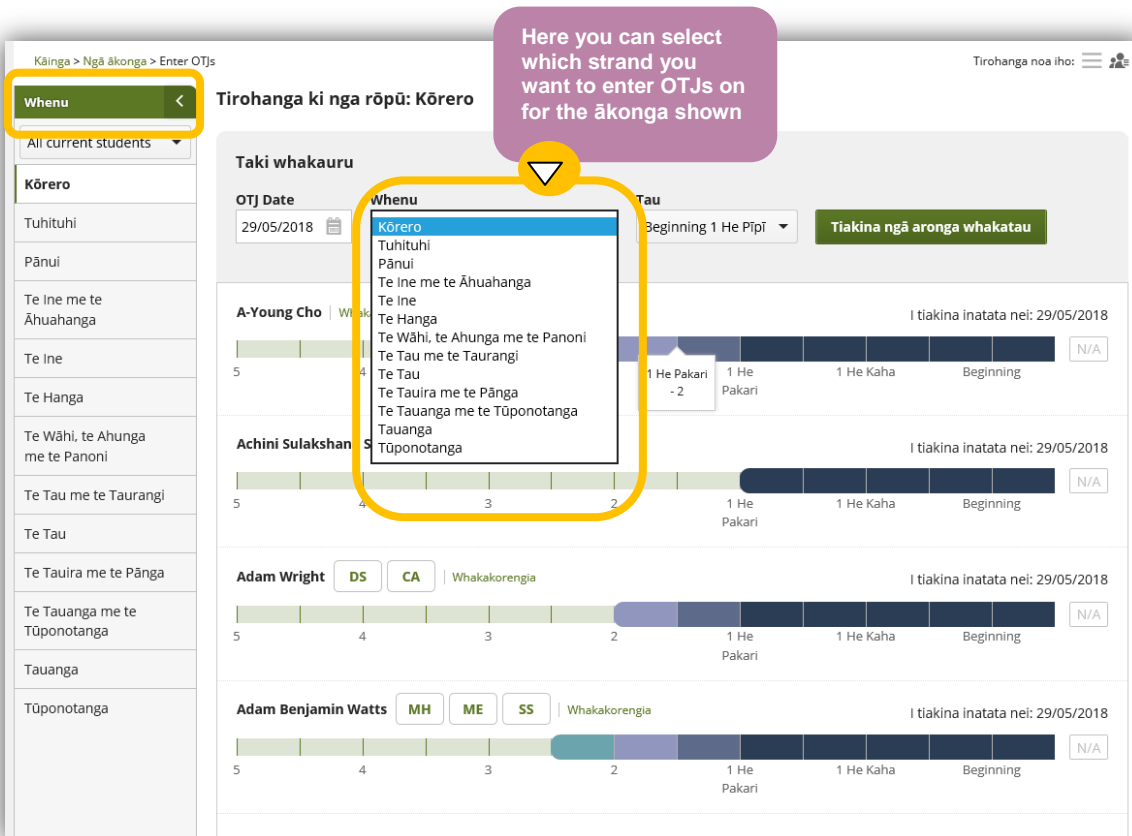
Ko ngā ākonga i Kiwi Park School ka āhei e koe te whakauru aronga whakatau

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

2 Select is button to begin entering OTJs

Ingoa tuatahi	Ingoa whānau	Tau	Rā whānau (Pakeke)	Te wā i roto i te kura	Te wā i roto i te rumaki	Whakaurua	
<input type="checkbox"/>	A-Young	Cho	2	14 Apr 05 (13)	6y 1m (73m)	6y 1m (73m)	Whakaurua
<input type="checkbox"/>	Achini Sulakshana	Samarasekara	6	03 Jan 01 (17)	10y 4m (124m)	10y 4m (124m)	Whakaurua
<input type="checkbox"/>	Adam Benjamin	Watts	6	23 Apr 01 (17)	12y 1m (145m)	12y 1m (145m)	Whakaurua

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



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

Whenu

Tirohanga ki nga rōpū: Kōrero

Taki whakauru

OTJ Date: 29/05/2018

Whenu: **Kōrero**

Tau: Beginning 1 He Pipi

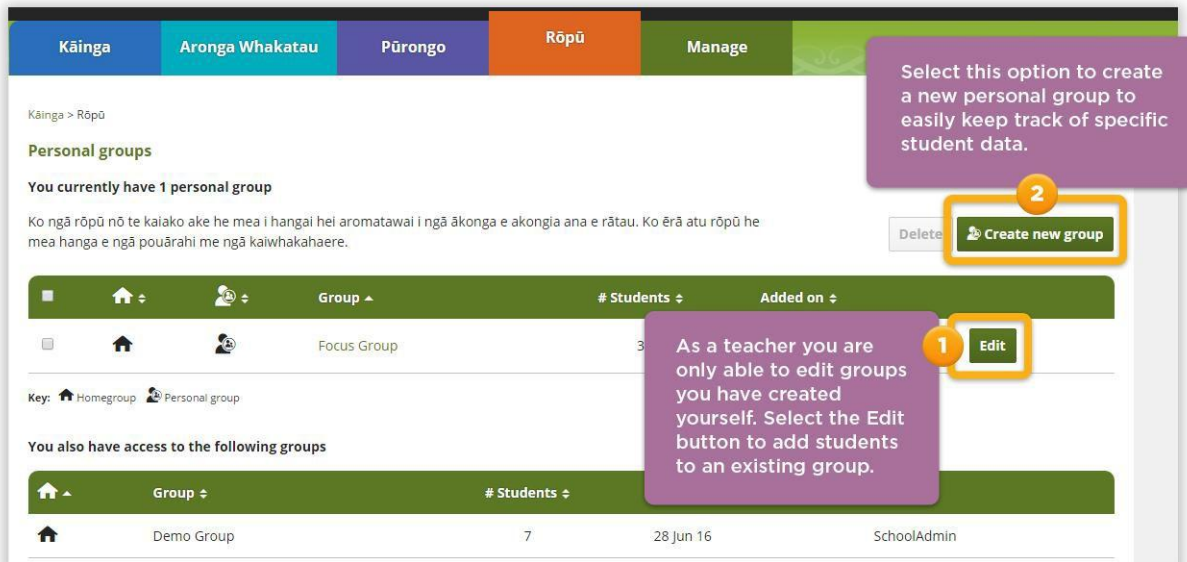
Tiakina ngā aronga whakatau

Student	Strand	OTJ Date	Strand	OTJ Date	Strand	OTJ Date	Strand	OTJ Date
A-Young Cho	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018
Achini Sulakshana	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018
Adam Wright	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018
Adam Benjamin Watts	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018	Whakakorengia	29/05/2018

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2. What are Rōpū (Groups) for?

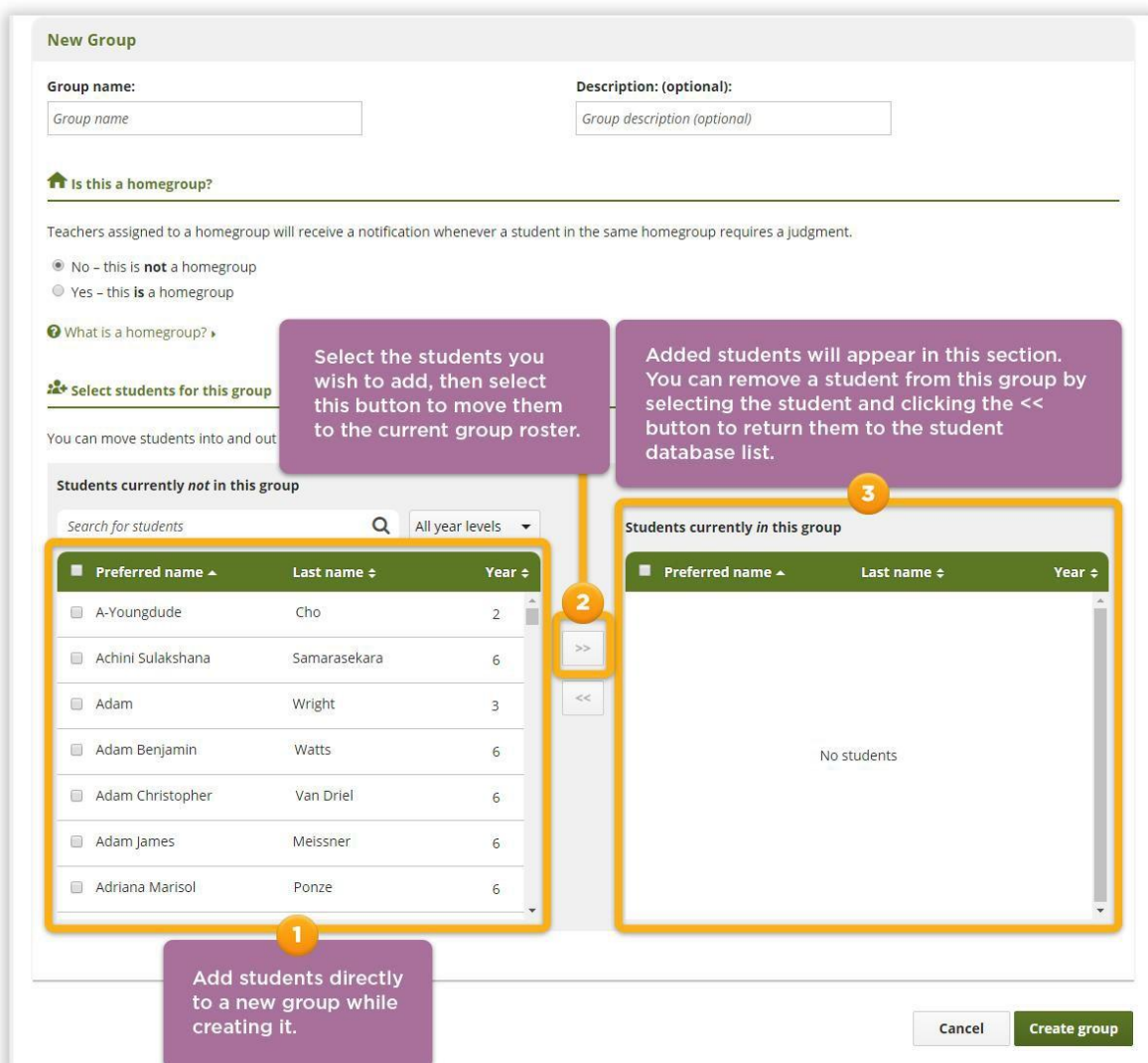
You can use the **Rōpū** tab to add ākonga into class, year level, or subject groupings. The advantage of this is you can then quickly bring up a list of specific ākonga for adding OTJs. You can also then run reports just for specific groups of ākonga. You can assign ākonga to a group while creating the group, or by selecting an existing group then clicking **Edit**.



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.

Group	# Students	Added on
Focus Group	3	
Demo Group	7	28 Jun 16



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.

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

Preferred name	Last name	Year
No students		

3. How do I create a report?

Reports are used in a variety of ways:

Data created using the ākonga name and personal details are used to create reports for ākonga, whānau, kaiako, school leaders and the Board of Trustees (BoT). These reports will help you to ascertain learner needs and planning next learning steps, reporting on ākonga progress and achievement to their whānau and BoT. Leaders and BoT can use this data to monitor ākonga progress and achievement and make decisions about what to focus on in learning and teaching, and resourcing.

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.



1 Here you will see the current report settings. Select 'Ngā tātaranga' to change these settings as needed.

2 You can quickly navigate between strands for the same group by selecting the whenu drop down box.

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

1 This Table represents the Strand Summary for your selected group of ākonga

6 Ākonga who don't have OTJs entered in TWA will be in this Table. Select an ākonga name and the link will take you directly to their Aronga Whakatauu page

3 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 ākonga names, before creating reports for your BoT to monitor progress and achievement or for e.g. reporting to your kura community or iwi

4 Select this button to export the graph as a PDF

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

You are able to quickly and easily select the information you need to show by using the **Pou** drop down box. You can also enter OTJs for ākonga who don't have OTJs entered in TWA by clicking on their name, which will take you to their Aronga Whakatauu page. 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.