

Help Sheet: Kura Administrators

This help sheet will assist kura administrators and leaders with:

1. What a kura administrator's role is with Te Waharoa Ararau (TWA)
2. How to add kaiako
3. How to add and find ākonga names
4. How to add OTJs
5. What groups are for

What is a school administrator?

As a school administrator, you will be able to add new kaiako and administrators to your kura.

You can also edit and remove any Overall Teacher Judgments (OTJs) for ākonga within the kura. A kaiako account can only edit or remove their own OTJs.

You should only give administrator rights to people within your kura or school that you want to have the above privileges. Other staff should be added as kaiako.

When your kura account is set up one staff member will initially be added as an administrator.

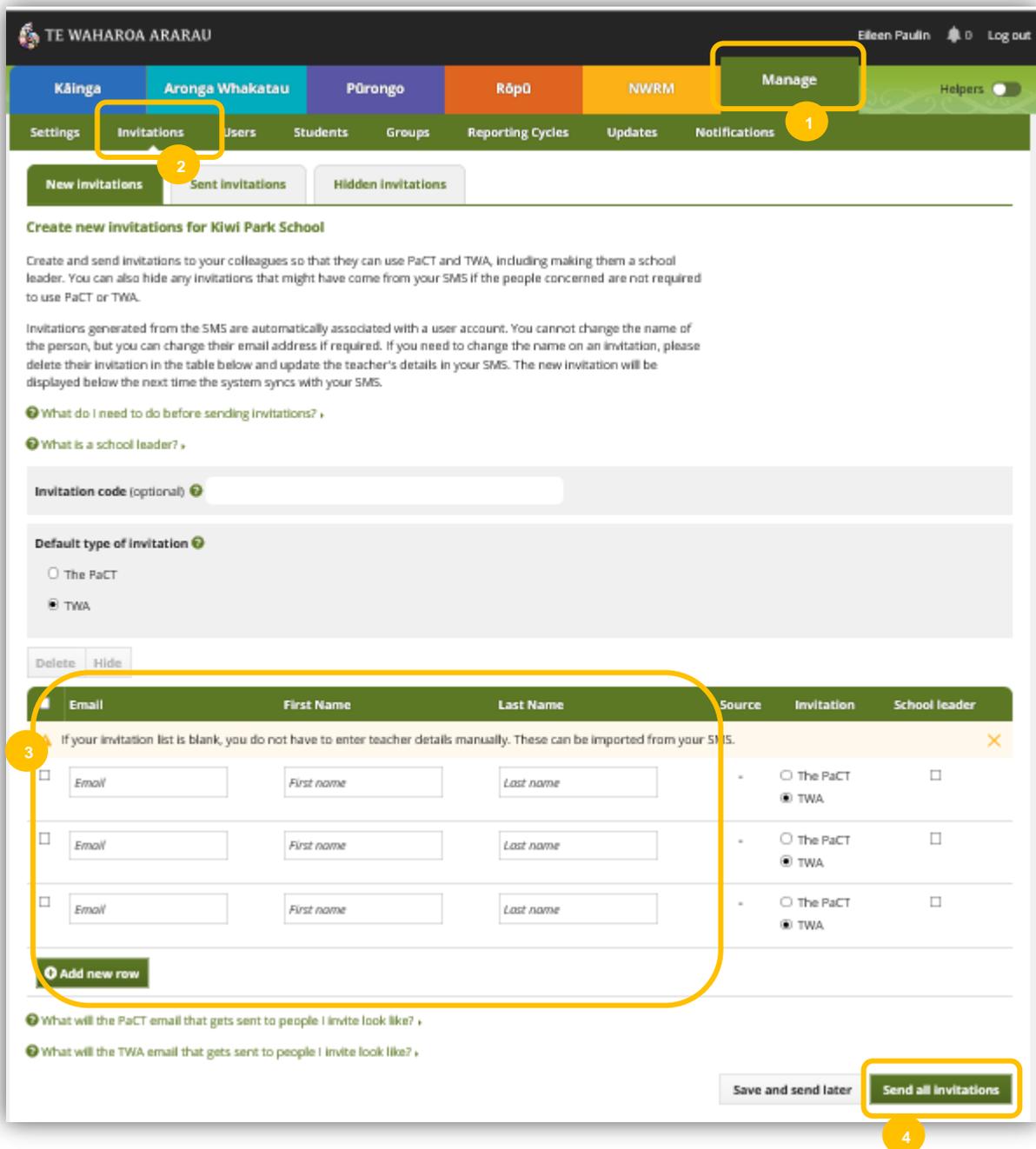
How do I know if I am a school administrator?

If you have administrator rights, you'll notice an extra **Manage** tab in the top right navigation bar when you are logged in. Kaiako 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 Eileen Paulin Log out

Kāinga Aronga Whakatau Pōrongo Rōpū NWRM **Manage** Helpers

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

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 and TWA, 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 or TWA.

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)

Default type of invitation

The PaCT
 TWA

Delete Hide

Email	First Name	Last Name	Source	Invitation	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"/> Email	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	-	<input type="radio"/> The PaCT <input checked="" type="radio"/> TWA	<input type="checkbox"/>
<input type="checkbox"/> Email	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	-	<input type="radio"/> The PaCT <input checked="" type="radio"/> TWA	<input type="checkbox"/>
<input type="checkbox"/> Email	<input type="text" value="First name"/>	<input type="text" value="Last name"/>	-	<input type="radio"/> The PaCT <input checked="" type="radio"/> TWA	<input type="checkbox"/>

Add new row

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

Save and send later **Send all invitations**

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 23 system users for your school.

Change the roles (including Homegroups, Reporting Cycles, and end engagements).

Enter user's name, SMS ID or group name

Use commas to separate multiple names

Filter options

Engagement - All | All roles | All dates | Reset

View: All | No homegroups (23) | Suspended (0)

Preferred name	Last name	Email	Homegroup	Engagement	Date added	
Adam	Meers (MoE)	adam.meers@education.govt.nz	Year 2 (ENROL), Year 4 (ENROL)			Edit
Andreas	Kubisch	andreas.kubisch@education.govt.nz	No homegroup		15 Jul 15	Edit
Brett	Young	brett.young@education.govt.nz	No homegroup	Active	15 Jul 15	Edit

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

Users at Kiwi Park School > Edit

Cancel Save

Adam Meers (MoE)

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.

Groups

You can select one or more groups to add this teacher to using the box below.

Year 2 (ENROL) * Year 4 (ENROL) *

Key: Homegroup

End engagement

End engagement

Cancel Save

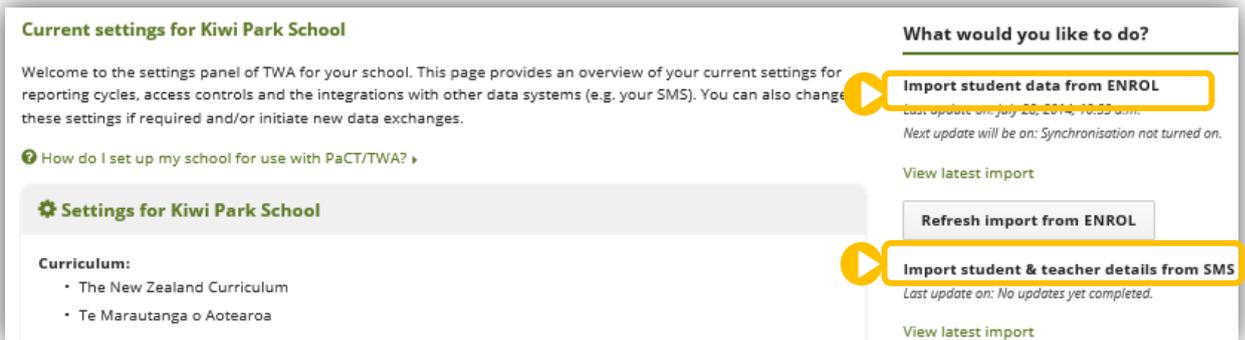
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How do I add a new kaiako?

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 ākonga?

TWA communicates with ENROL. It will add ākonga automatically provided the SMS setting is enabled. Alternatively you can import ākonga details from your SMS.



Current settings for Kiwi Park School

Welcome to the settings panel of TWA for your school. This page provides an overview of your current settings for reporting cycles, access controls and the integrations with other data systems (e.g. your SMS). You can also change these settings if required and/or initiate new data exchanges.

How do I set up my school for use with PaCT/TWA? ▶

Settings for Kiwi Park School

Curriculum:

- The New Zealand Curriculum
- Te Marautanga o Aotearoa

What would you like to do?

Import student data from ENROL

Last update on: July 28, 2014, 10:33 am.
Next update will be on: Synchronisation not turned on.

View latest import

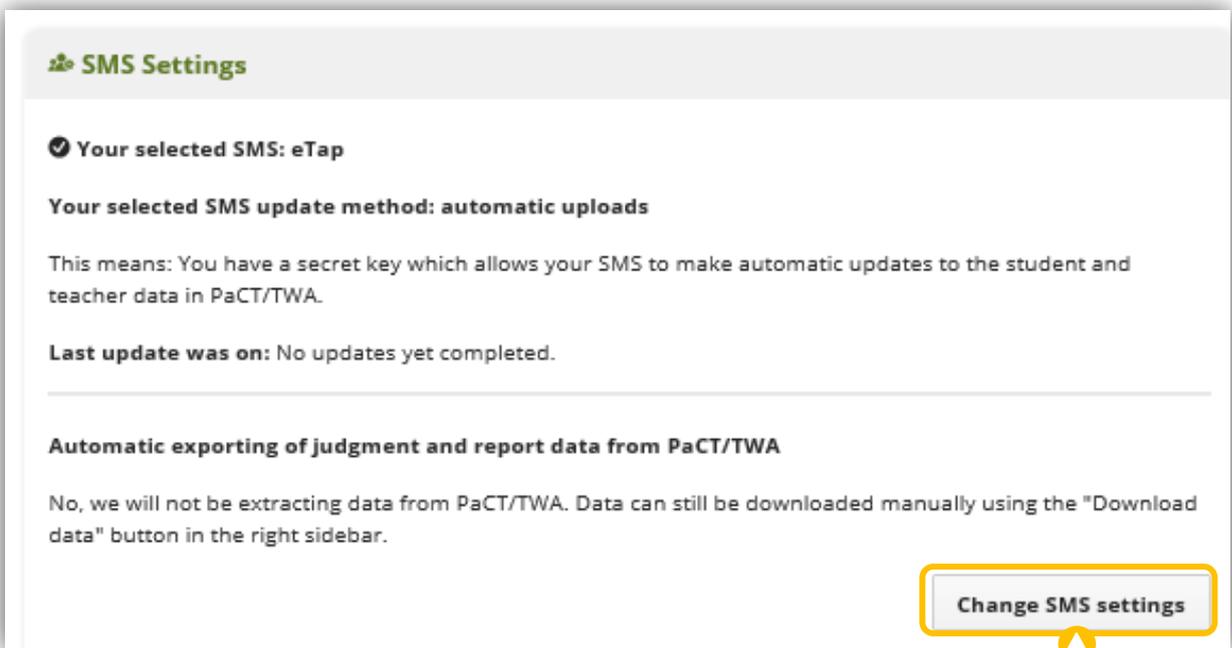
Refresh import from ENROL

Import student & teacher details from SMS

Last update on: No updates yet completed.

View latest import

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: eTap

Your selected SMS update method: automatic uploads

This means: You have a secret key which allows your SMS to make automatic updates to the student and teacher data in PaCT/TWA.

Last update was on: No updates yet completed.

Automatic exporting of judgment and report data from PaCT/TWA

No, we will not be extracting data from PaCT/TWA. Data can still be downloaded manually using the "Download data" button in the right sidebar.

Change SMS settings

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

Settings > Configure SMS

Change SMS settings for Kiwi Park School

How would you like to get additional details of your students and information about your teachers?

Why is using an SMS recommended? ▶

1 Use SMS (Recommended) Update student, teacher and group details using your student management system (SMS).

2 Select your SMS from the drop down box.

- Other
- Assembly
- eTap
- KAMAR
- MUSAC Classic
- MUSAC edge
- Other
- PCSchool
- Phoenix
- Synergetic

How do I find an ākongā?

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

Students at Kiwi Park School

1 Select the students tab to view a list of all of your kura ākongā in TWA.

There are 830 students

Correct questionable first names to homegroups and (if your SMS is not integrated to TWA) edit preferred names for students.

2 Start typing the name of the ākongā you wish to find.

Find a student.. enter their name

Use commas to separate multiple names

Filter options

All homegroups | All year levels | Male and Female | All ethnicities | Reset

View: All | Questionable first started school dates (0) | No homegroups (0)

Preferred name	Last name	Year	First started school	Time in immersion	Homegroup	Added on
A-Young	Cho	2	14 Apr 12	6y 1m (73m)	All current students, Caitiann's Group #2, Year 2	28 Jul 14
Achini Sulakshana	Samarasekara	6	03 Jan 08	10y 4m (124m)	All current students, Caitiann's Group, Caitiann's Group #2	28 Jul 14
Adam	Wright	3	13 Apr 09	9y 1m (109m)	All current students, Caitiann's Group	28 Jul 14

How do I delete an ākongā?

You can't actually delete ākongā from the system as all the OTJ data is maintained in case an ākongā moves to another kura. You can no longer withdraw an ākongā from your kura using TWA.

To withdraw an ākongā you will need to use your kura SMS.

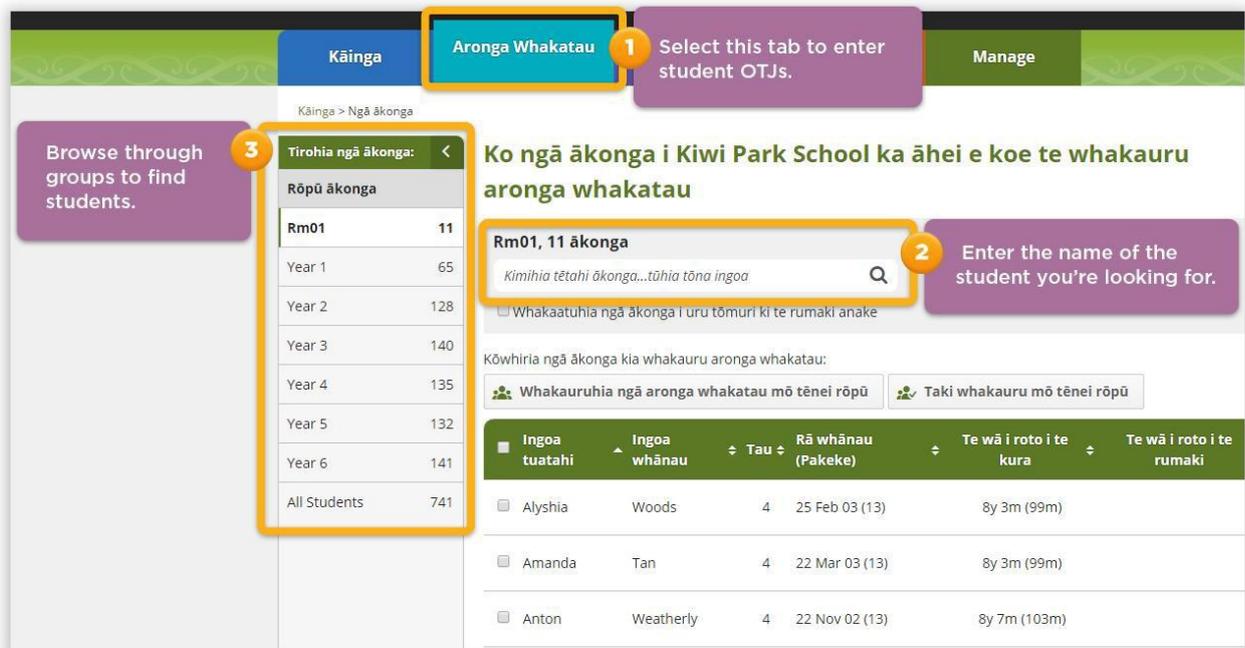
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How do I add an OTJ?

There are two ways to add an OTJ:

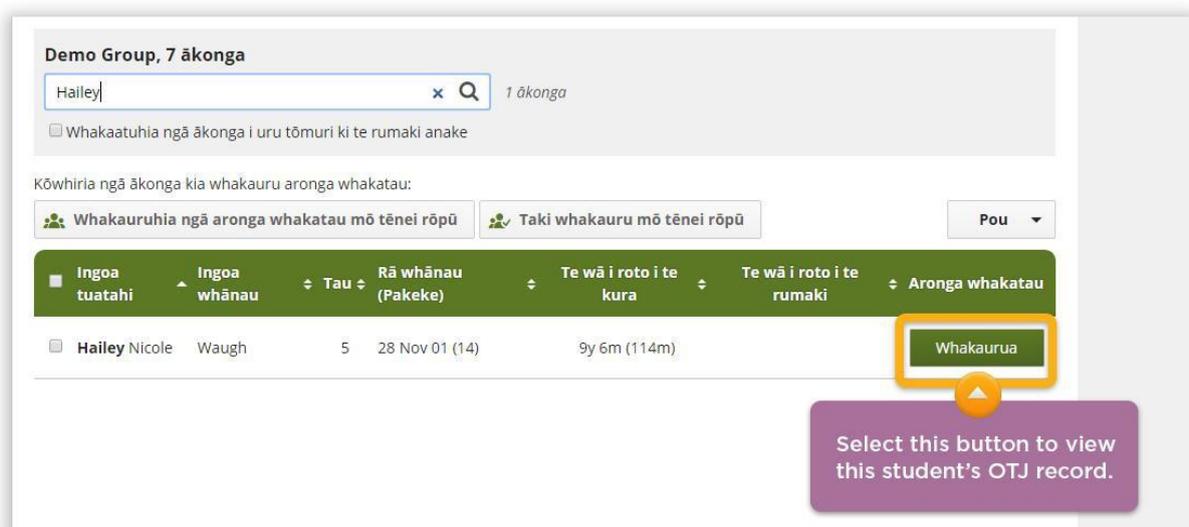
Individual student entry:

Select the **Aronga Whakatau** tab then select **All Students** in the left panel. To begin searching for the ākonga use the search box. Alternatively you can browse for the ākonga 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 'Rm01, 11 ākonga'. Callout 3 points to the left-hand navigation menu showing 'All Students' selected.

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



The screenshot shows a student's profile for 'Hailey Nicole Waugh'. A callout points to the 'Whakaurua' button located to the right of the student's name in the table.

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 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.

The screenshot shows the 'Enter OTJs' interface for a student named 'A-Young Cho'. The interface includes a sidebar with a list of ākonga names, a main content area with a date and whenu selector, and a list of strands with progress bars. Three callouts are present:

- Callout 1:** A yellow box highlights the 'OTJ Date' and 'Whenu' fields. A purple box next to it says 'Manually enter an OTJ for a selected strand'.
- Callout 2:** A yellow box highlights a strand slider (labeled 'KPe/KPi - 3'). A purple box next to it says 'Click on a strand slider to instantly enter an OTJ for the date shown above.'
- Callout 3:** A yellow box highlights three strands: 'Te Ine', 'Te Hanga', and 'Te Wāhi, te Ahunga me te Panoni'. A purple box next to it says 'Enter OTJs for more than one strand at the same time.'

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**.

Tirohia ngā ākonga: <

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

Caitiann's Group #2, 7 ākonga

Kimihia tētahi ākonga...tūhia tōna ingoa

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.

Whenu <

Tirohanga ki nga rōpū: Kōrero

Taki whakauru

OTJ Date: 29/05/2018

Whenu: **Kōrero**

Tau: Beginning 1 He Pipī

Tiakiā ngā aronga whakatau

A-Young Cho | Whakakorengia | I tiakiā inatata nei: 29/05/2018

Achini Sulakshana | Whakakorengia | I tiakiā inatata nei: 29/05/2018

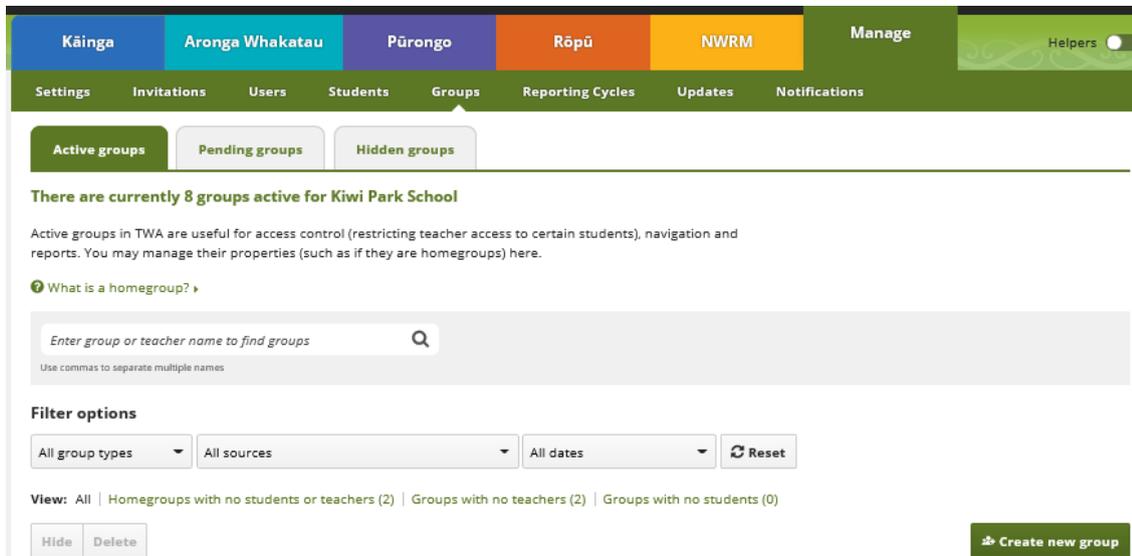
Adam Wright | DS | CA | Whakakorengia | I tiakiā inatata nei: 29/05/2018

Adam Benjamin Watts | MH | ME | SS | Whakakorengia | I tiakiā inatata nei: 29/05/2018

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What are Groups for?

You can use the **Groups** 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. Once you have added groups you can assign ākonga to them by selecting the **Edit** option from the Groups home screen. You can also add ākonga while creating a new group.



The screenshot shows the 'Groups' management interface. At the top, there is a navigation bar with tabs for 'Kāinga', 'Aronga Whakataua', 'Pūrongo', 'Rōpū', 'NWRM', 'Manage', and 'Helpers'. Below this is a sub-navigation bar with 'Settings', 'Invitations', 'Users', 'Students', 'Groups', 'Reporting Cycles', 'Updates', and 'Notifications'. The 'Groups' tab is active, showing three sub-tabs: 'Active groups', 'Pending groups', and 'Hidden groups'. The main content area displays 'There are currently 8 groups active for Kiwi Park School'. Below this, there is a search bar with the placeholder text 'Enter group or teacher name to find groups' and a search icon. A note below the search bar says 'Use commas to separate multiple names'. There are also 'Filter options' with dropdown menus for 'All group types', 'All sources', and 'All dates', along with a 'Reset' button. At the bottom, there is a 'View' section showing 'All | Homegroups with no students or teachers (2) | Groups with no teachers (2) | Groups with no students (0)'. There are 'Hide' and 'Delete' buttons on the left, and a 'Create new group' button on the right.