TE WAHAROA ARARAU

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.

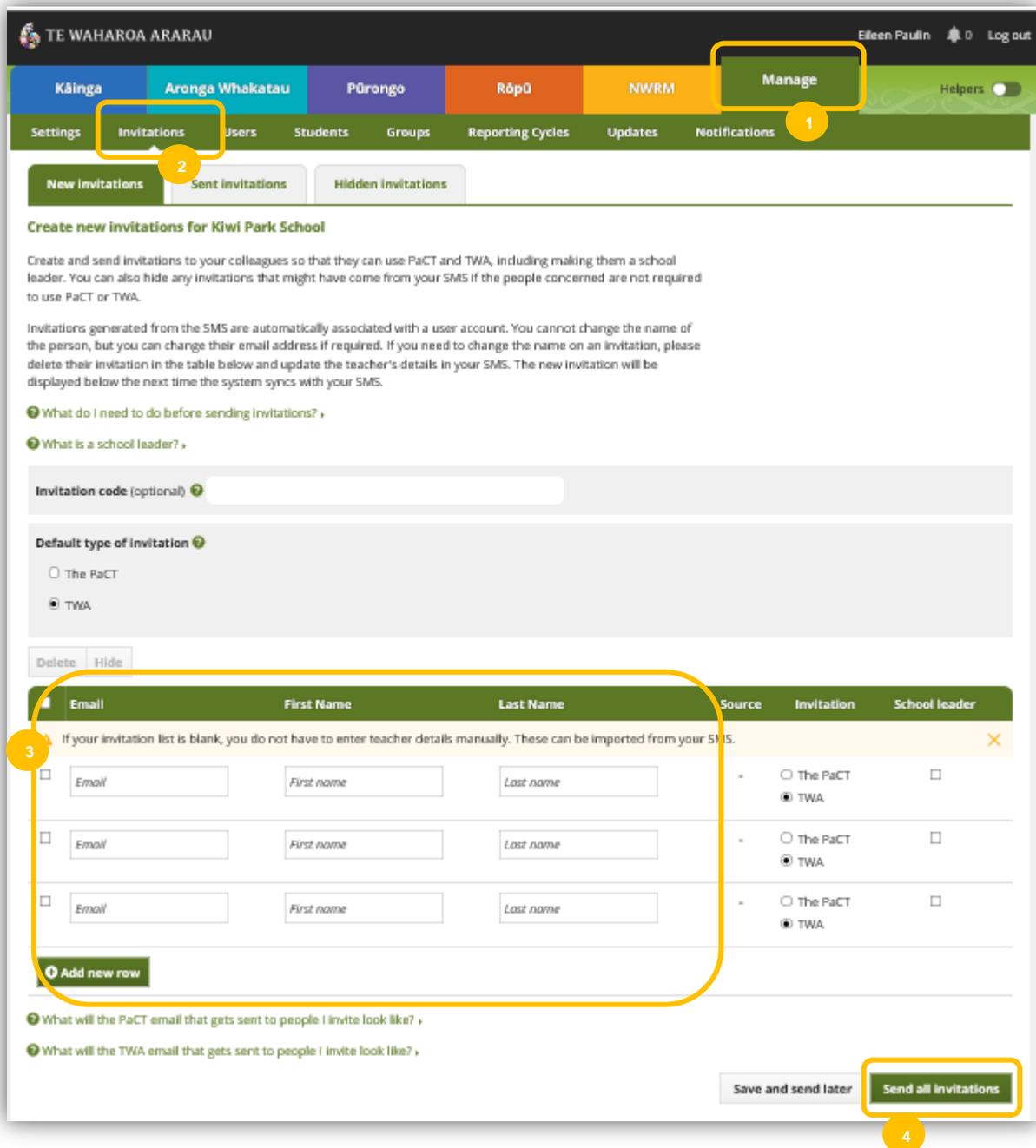When your kura account is set up one staff member will initially be added as an administrator.

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.**

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.

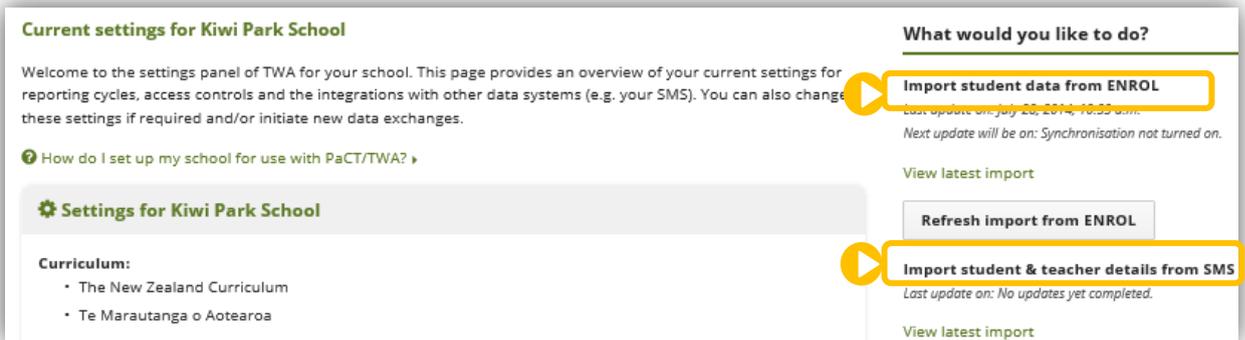Click the box next to the **School Admin – can administer PaCT option**, then click on Save.

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.

To enable SMS, click on the **Settings** sub tab, scroll down to **SMS Settings**, and click on **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 an ākonga?

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

How do I delete an ākonga?

You can't actually delete ākonga from the system as all the OTJ data is maintained in case an ākonga moves to another kura. You can no longer withdraw an ākonga from your kura using TWA. To withdraw an ākonga you will need to use your kura SMS.
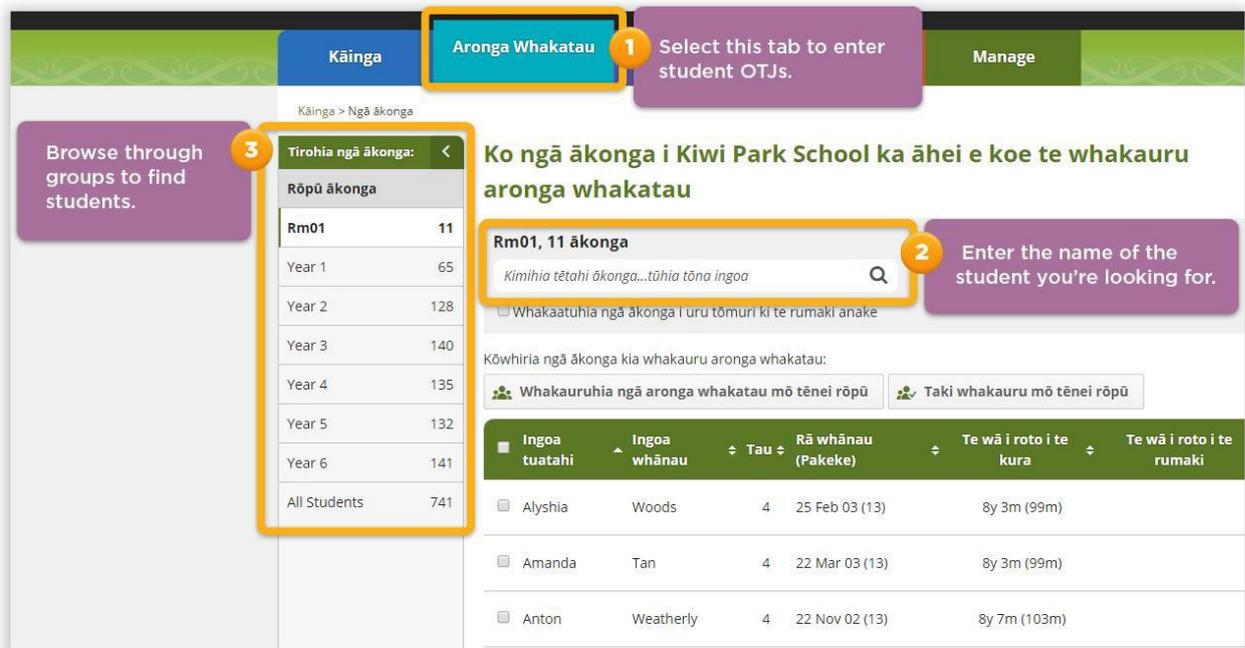
How do I add an OTJ?

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 ākonga use the search box. Alternatively you can browse for the ākonga by selecting the different years/groups along the left.

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

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.

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**.

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

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.