



Te Kete



Te Pūkenga

Te Kete Guide

(powered by Canvas)

for Teachers

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Introduction

What is Te Kete?

Te Kete is Te Pukenga ServiceIQ's Learning Management System.

Which browser should I use?

Te Kete (powered by Canvas) should be used on current or previous major releases of Chrome, Firefox, or Safari. It may also be used on Edge, but Internet Explorer is not supported.

Mobile Applications

On mobile devices, Canvas is designed to be used within Canvas mobile applications. These apps can be downloaded from the app store or play store on your phone:

[Apple app instructions](#)

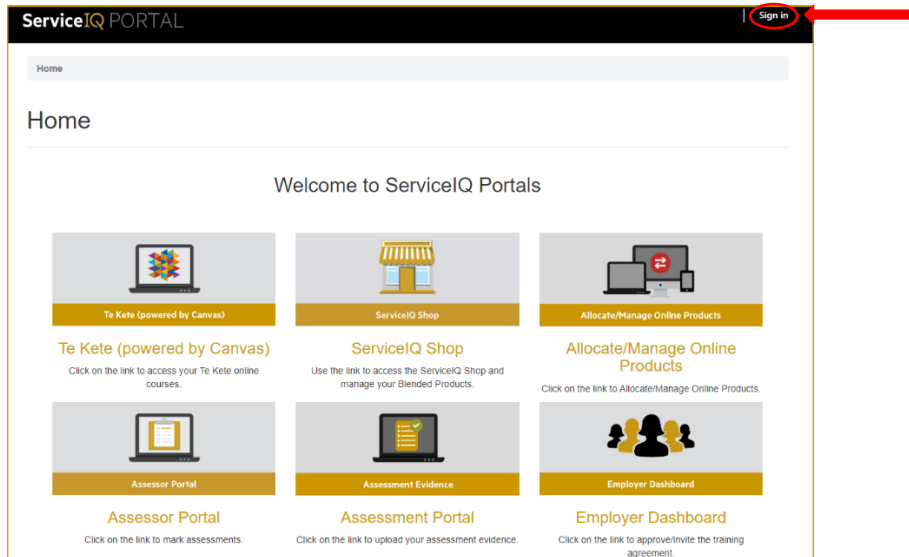
[Google play instructions](#)

Logging into Te Kete

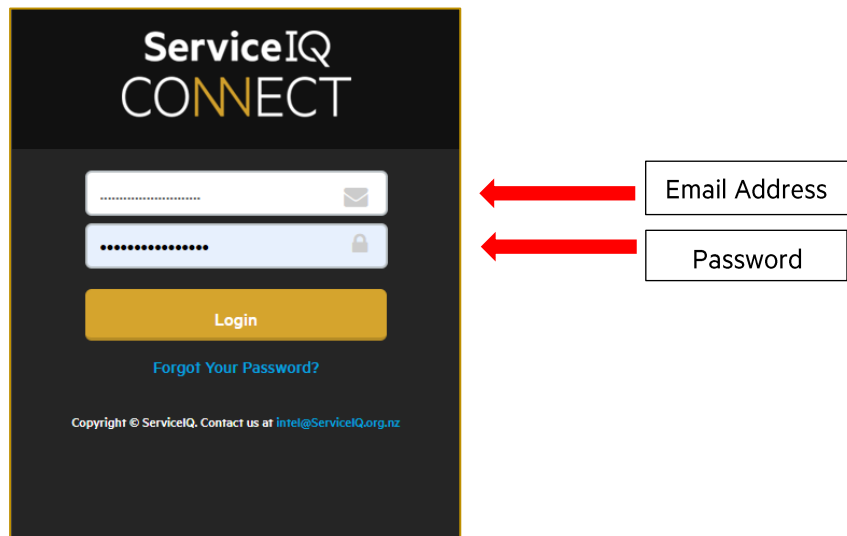
To access our login screen, please type the following web address: <https://portal.serviceiq.org.nz/>.

This will bring you to ServiceIQ's main login page.

Click: **Sign in** as shown on the screenshot below.



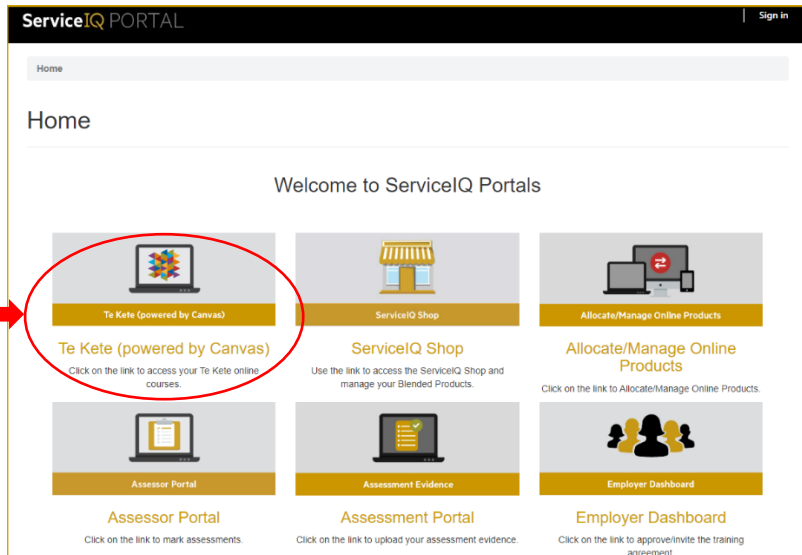
You will then be asked for login details. This will log you into the main screen for ServiceIQ's Portal.



Main Screen of ServiceIQ's Portal:

Main Screen of ServiceIQ's Portal:

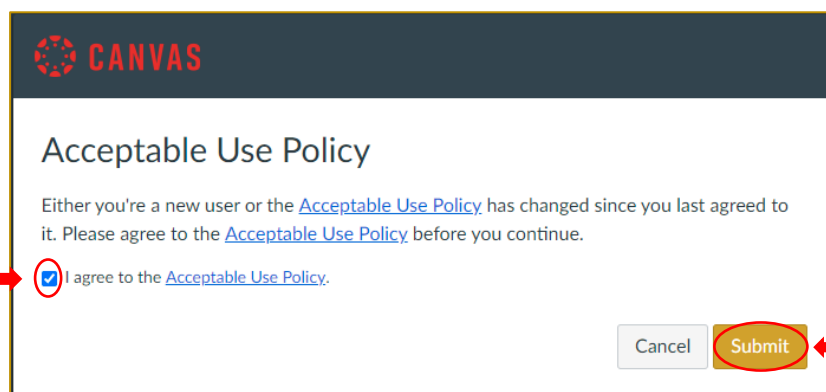
Click: Te Kete (powered by Canvas)



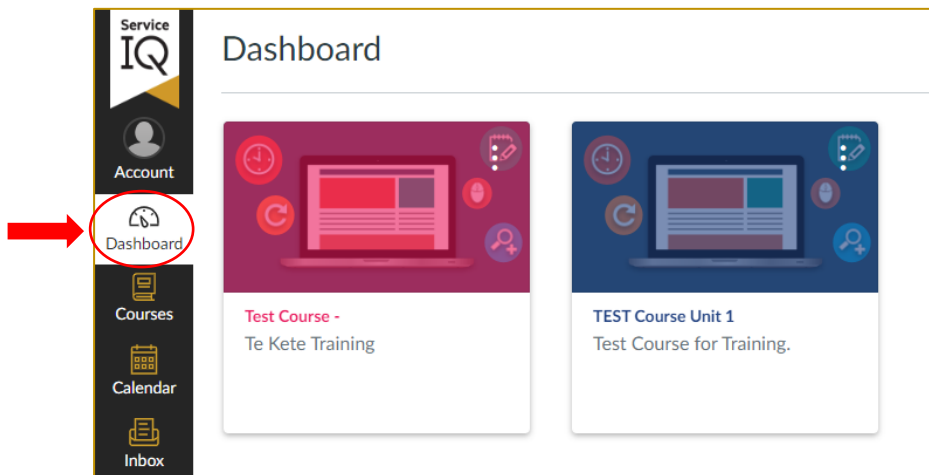
Once you click on the Te Kete (powered by Canvas) icon, you will be taken to your account. The first time you access Te Kete, you must agree on the user policy before beginning, as shown below.

Click: I agree (tick box)

Click: Submit (as shown below)



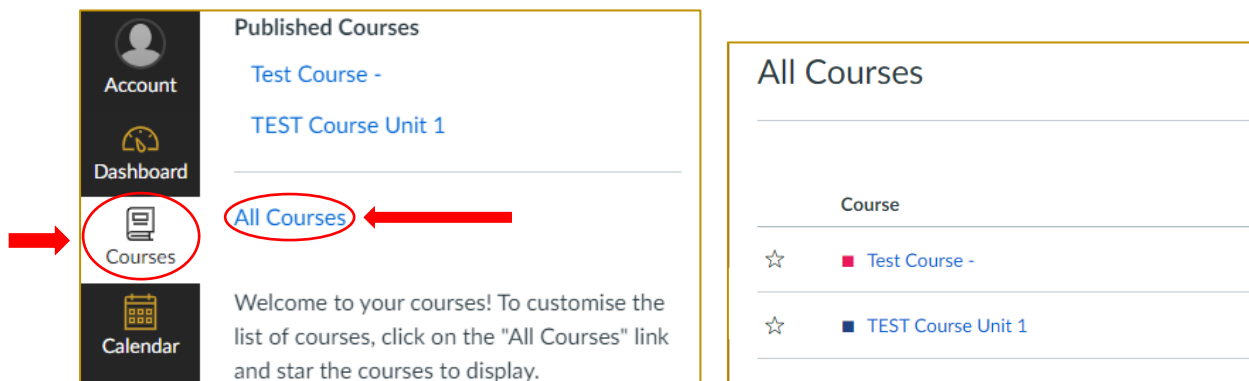
Your Dashboard



Dashboard maximum: you can see up to 20 course cards (up to ten if you are working on the mobile app).

You can also view your courses by:

1. **Select:** Courses tab
2. **Click:** All Courses from the Global Navigation menu.

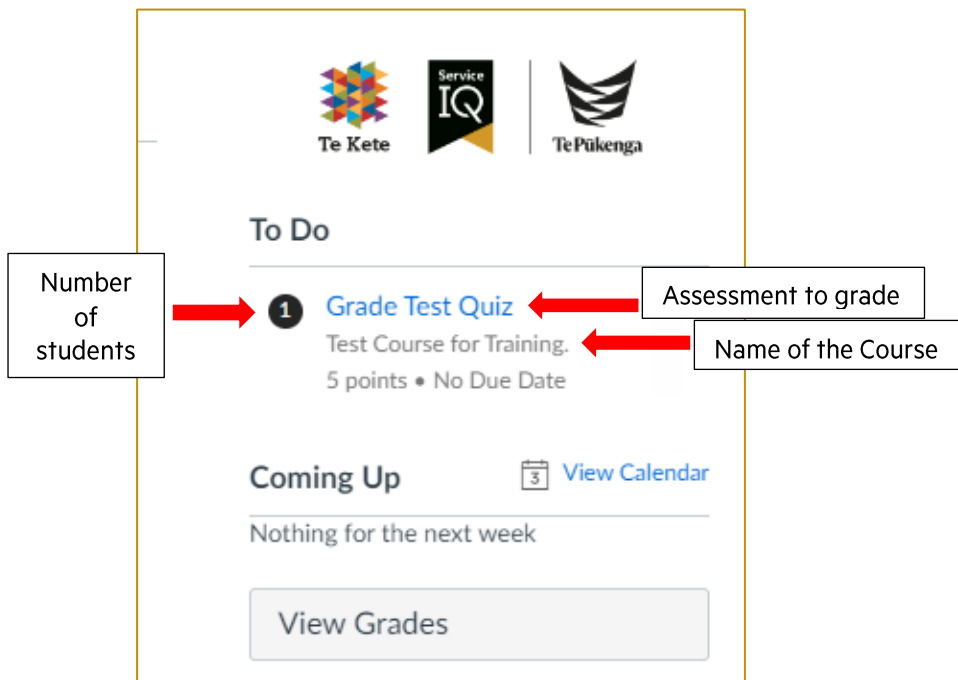
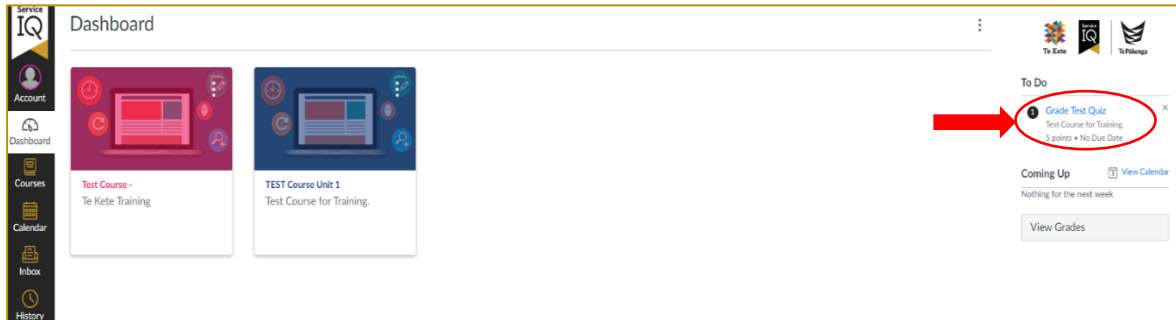


3. **Click:** the "Dashboard" icon to return to the screen view

Your Dashboard: How to view your “To-Do” list

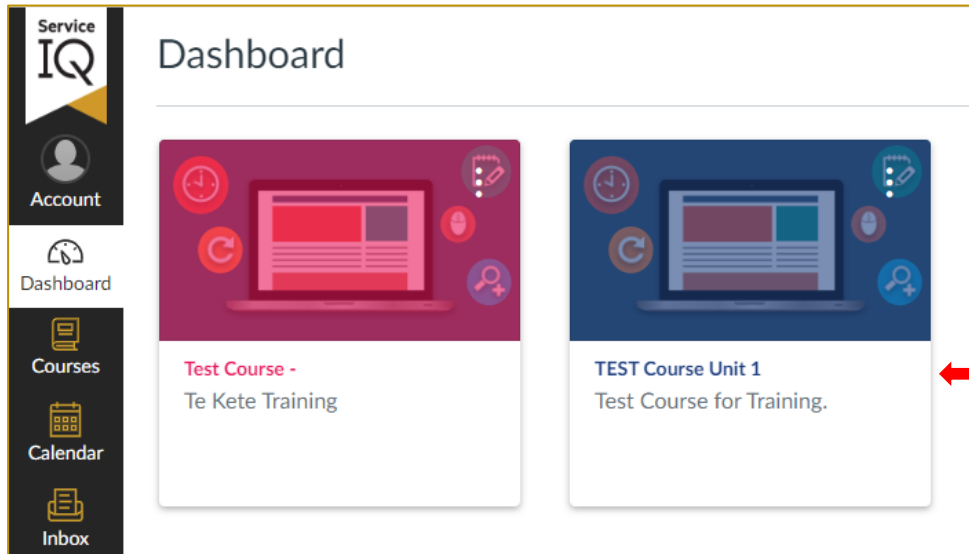
You will be able to see any tasks awaiting your action **under the To Do list** on the right-hand side of your Dashboard

The number next to the assessment name indicates the number of students awaiting grading.



Your Dashboard: How to view a course

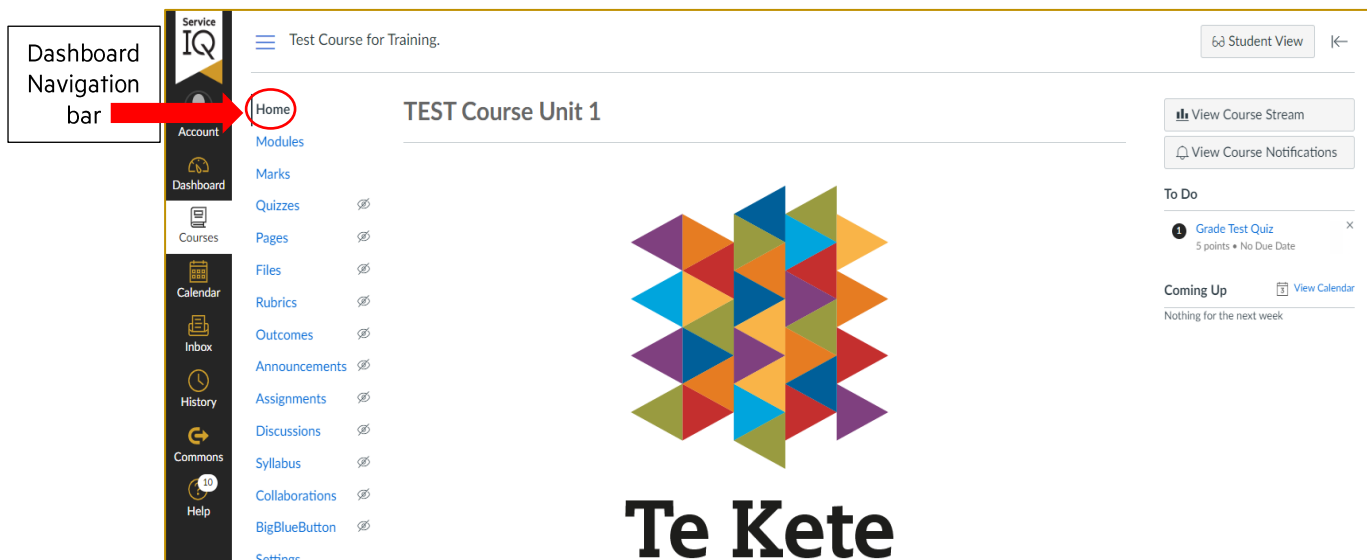
Click: the course from your Dashboard



Once you have chosen your unit, you will see the Home Page (shown below).

Whenever you have a course open, you will be provided with a second navigation bar (on the left-hand side of your screen). This navigation bar is called your “dashboard navigation bar,” and its purpose is to make it easier to access content within your course.

Course Home page



Your Dashboard: Teacher Resources and Unit Standard Information

Click on the **Modules** tab to find the Assessor resources in which you can access the Assessor Guide and Unit Standard

Please note: Teacher resources modules will be unpublished. This will not be visible to a student.

The screenshot shows a dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Home, SCORM, **Modules** (highlighted with a red arrow and circled), Marks, People, Announcements, Pages, Assignments, Discussions, Outcomes, Files, Rubrics, Quizzes, Syllabus, BigBlueButton, Collaborations, and Settings. The main content area is divided into three sections: 'Learning Material' containing '4646 v10: DKO the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises'; 'Assessment' containing 'Assessment Questions' (36 pts) and 'More Assessment Information'; and 'Assessor Resources' containing 'Assessor Guide' and 'Unit Standard 4646 v10'. Red arrows point to the 'Assessor Guide' and 'Unit Standard 4646 v10' items, which are also circled in red.

Click on: Assessment Guide to view

This close-up shows the 'Assessor Resources' section. It contains two items: 'Assessor Guide' and 'Unit Standard 4646 v10'. Both items are circled in red, and red arrows point to them from the right.

Then click to: **Download**

This will download as a PDF file (as shown on the next page)



- Home
- SCORM
- Modules
- Marks
- People
- Announcements
- Pages
- Assignments
- Discussions
- Outcomes
- Files
- Rubrics
- Quizzes
- Syllabus
- BigBlueButton
- Collaborations
- Settings

4646 V10 eWAG E1

[Download 4646 V10 eWAG E1 \(285 KB\)](#)




Page < 1 > of 1



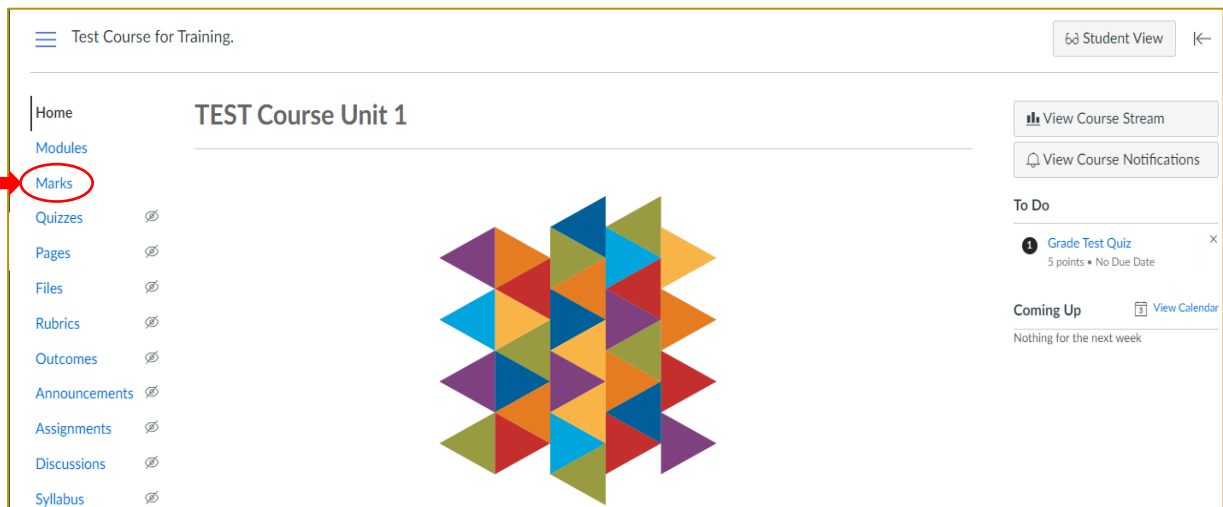
Hei arataki i te kaiaromatawai
Workplace assessment guide

Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises



	Unit standard 4646	Version 10	Credits 2	Level 4	Edition 1
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Assessment: Accessing the Marks Tab and Markbook


Click on: **Marks** to access the Grade book.



The Markbook will show all the Students' names and the assessment status.

1. The status symbol  indicates that the student has completed the assessment and is now waiting for grading.
2. The Hyphen symbol  indicates that the student has not started the assessment.

The screenshot shows the Markbook interface for 'Test Course for Training'. The 'Marks' tab is selected. The 'Student Names' section has a search bar. Below is a table with columns for Student Name, Test Quiz (Out of 5), Assignments, and Total. Red arrows point to the status symbols in the 'Test Quiz' column: a hyphen for 'New User8' and a completed icon for 'New User9'.

Student Name	Test Quiz Out of 5	Assignments	Total
New User8	-	-	-
New User9		-	-
New User10	-	-	-

On the screenshot above;
"New User 8" has not completed the assessment
while "New User 9" has completed it and is ready for marking.

Assessment: Filtering Students by Submission Date Within the Marks Section

You have the ability to sort your trainees using various filters through the Marks section.

To access the filtering option:

1. Go to **Marks**
2. Click the three-dotted lines next to Assessment Questions
3. Click on **Sort by** option and choose the filtering option you would like

The screenshot shows the 'Marks' section of a system. At the top, there is a navigation bar with a hamburger menu icon, the text '4646 V10 E1 (W)', and a 'Marks' link circled in red. Below this is a 'Markbook' section with 'View' and 'Actions' dropdown menus. A search bar labeled 'Search Students' is present. The main content is a table with columns: 'Student Name', 'Assessment Questions: Out of 36', 'Assignments', and 'Total'. The 'Assessment Questions' column has a three-dot menu icon circled in red, with a red arrow pointing to it. A dropdown menu is open, showing options: 'Sort by', 'SpeedGrader', 'Message Students Who', 'Curve Marks', 'Set Default Mark', 'All marks posted', 'Hide marks', 'Enter Marks as', and 'Mark Posting Policy'. The 'Sort by' option is circled in red.

This example shows the trainees by most recent submission: Mark – Low to High

This screenshot is similar to the previous one, but the 'Sort by' dropdown menu is open, and the 'Mark - Low to High' option is selected and circled in red. The table data is partially visible, showing percentages in the 'Assignments' and 'Total' columns.

Assessment: Displaying Students by FirstName or LastName Within the Marks Section

You have the ability to sort your students by firstname or lastname within the Marks section

To access the sort option:

1. Go to **Marks**
2. Click the **three-dotted lines** within the **Student Name** column
3. Choose either: **First, Lastname** or **Last, Firstname** display options


The screenshot shows the Service IQ interface. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, and History. The main content area shows the breadcrumb '4646 V10 E1 (W) > Marks'. Below this are tabs for 'Markbook', 'View', and 'Actions'. The 'Markbook' tab is active. The 'Student Names' section includes a search bar and a table with columns: Student Name, Assessment Questions (Out of 36), Assignments, and Total. A dropdown menu is open for the 'Student Name' column, showing options: 'Sort by', 'Display as' (circled in red), 'Secondary info', and 'Show'. The 'Display as' sub-menu is open, showing 'First, Last Name' (checked and circled in red) and 'Last, First Name'. A red arrow points to the three-dotted menu icon in the table header.

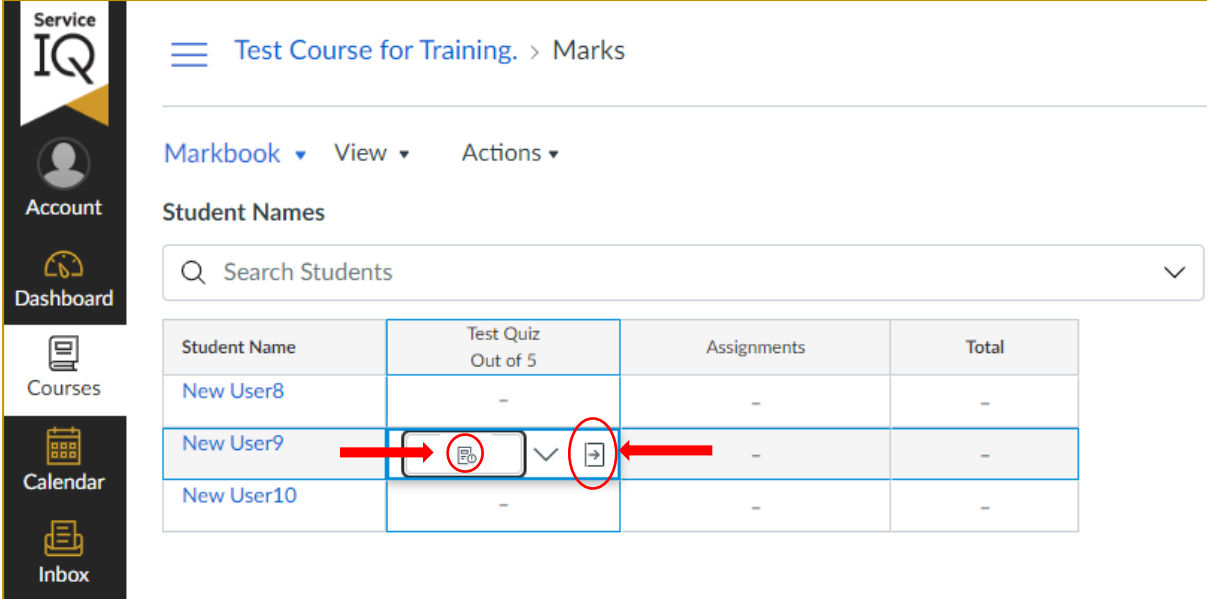
Student Name	Assessment Questions Out of 36	Assignments	Total
Li	-	-	-
Ja	100%	100%	100% Competent
Er	100%	100%	100% Competent
M	88.24%	88.24%	Not Yet C...
Fr	100%	100%	Competent
St	-	-	-
Ph	100%	100%	Competent
	Competent	100%	100% Competent
	Competent	100%	100% Competent



Assessment: Accessing SpeedGrader (Marking the Assessment)

To access the SpeedGrader and mark the assessment:

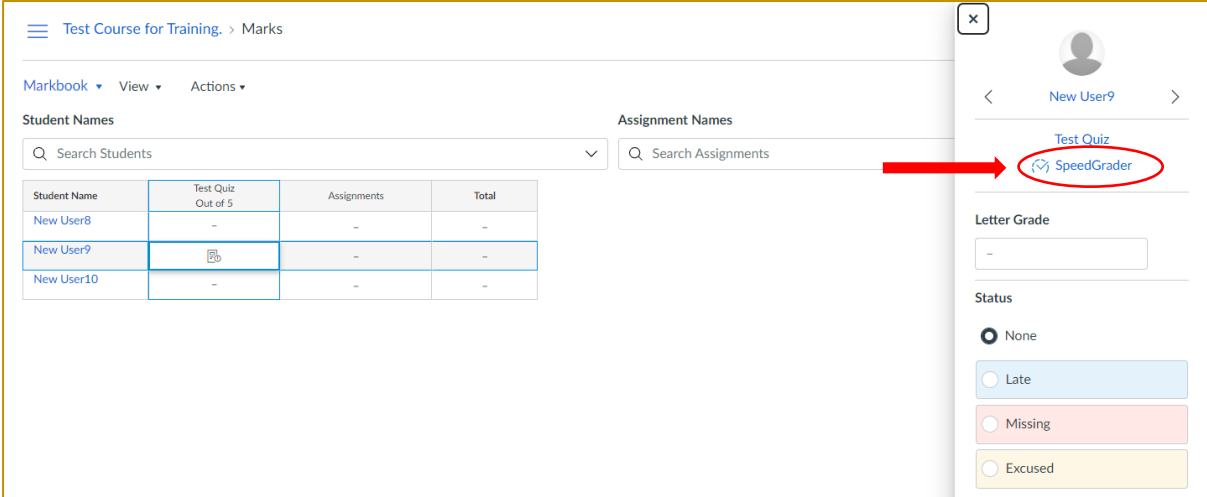
Click on the status symbol: 


Then click on the arrow symbol: 



Student Name	Test Quiz Out of 5	Assignments	Total
New User8	-	-	-
New User9	 	-	-
New User10	-	-	-

This will open a new tab in the right corner.



Student Name	Test Quiz Out of 5	Assignments	Total
New User8	-	-	-
New User9		-	-
New User10	-	-	-

SpeedGrader

Letter Grade

Status

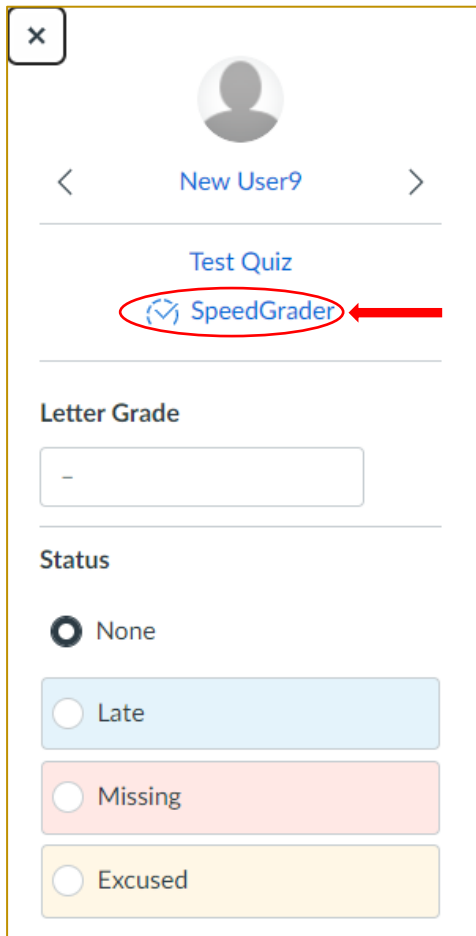
None

Late

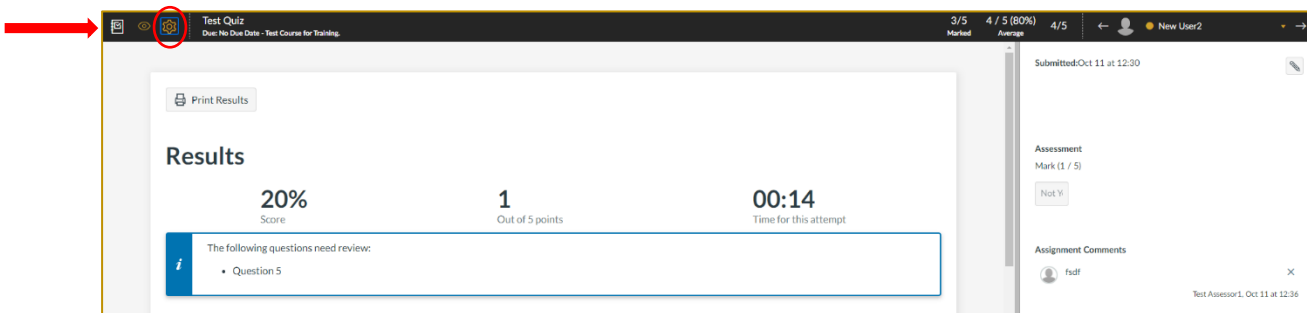
Missing

Excused

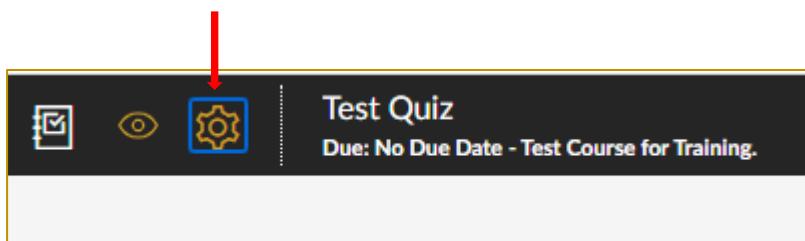
Now click the SpeedGrader option to view assessments (shown below).



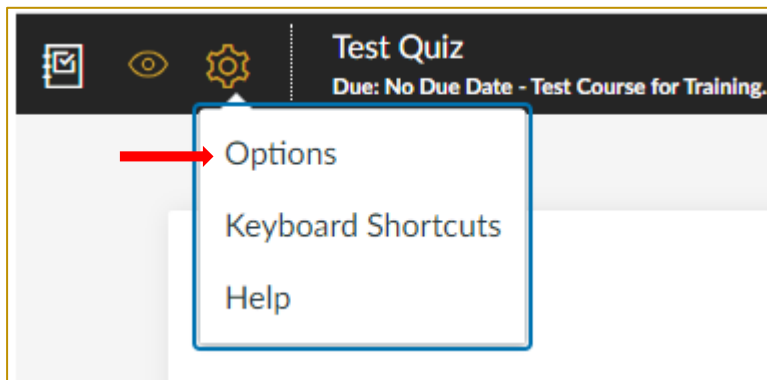
Inside the SpeedGrader, you can sort the student list by alphabetical order or the date they submitted the assignment.



Click on settings icon from the top left corner of the SpeedGrader.



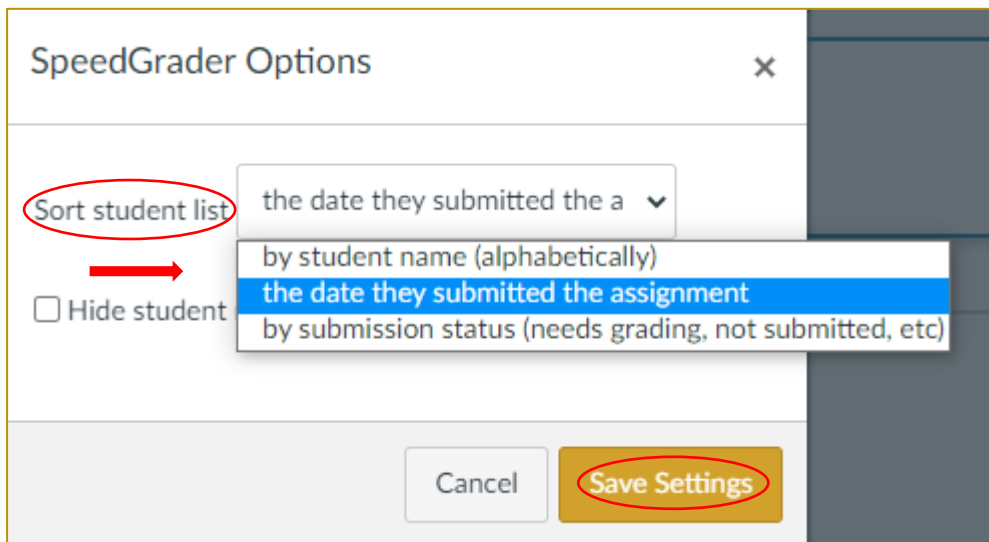
Then click on: Options



Now click on: Sort student dropdown list

You can choose any option based on your requirement.

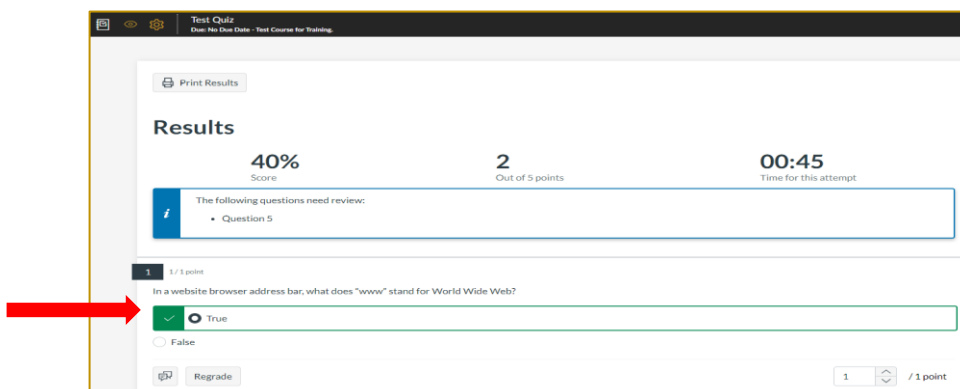
Then press: Save Settings



Inside the SpeedGrader, you can review the Student's answers.

The blue highlighted instructions bar will show you how many questions need a manual review under the results area (shown below).

Auto-graded questions will have already been given a point score depending on whether they are correct or incorrect; we do not change the points section, and this does not require any further manual input.

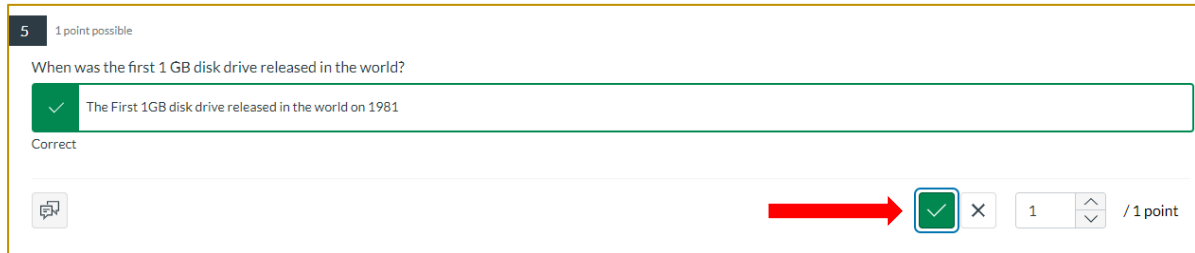


Assessment: Marking Questions that are not auto-graded

For non-auto-graded questions:

If the answer is completed:

Click: the tick button







5 1 point possible

When was the first 1 GB disk drive released in the world?

✓ The First 1GB disk drive released in the world on 1981

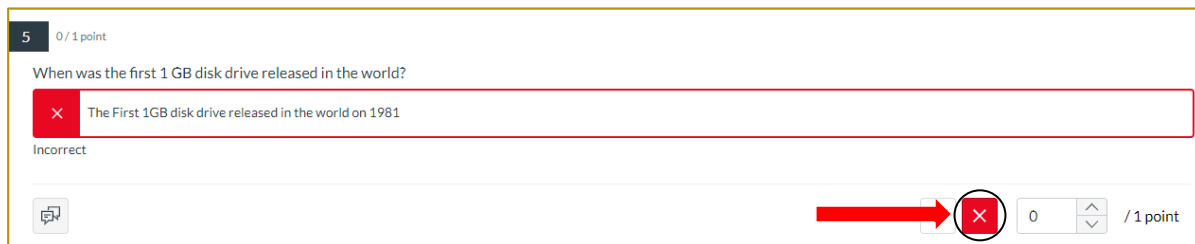
Correct

🗨️   1   / 1 point

A screenshot of a question interface. At the top left, it says '5 1 point possible'. The question is 'When was the first 1 GB disk drive released in the world?'. The answer field contains 'The First 1GB disk drive released in the world on 1981' and is marked as 'Correct' with a green checkmark icon. At the bottom right, there is a green tick button, a close button (X), a score of '1', and a '/ 1 point' indicator. A red arrow points to the green tick button.

If the answer requires further evidence

Click: the cross button






5 0 / 1 point

When was the first 1 GB disk drive released in the world?

✗ The First 1GB disk drive released in the world on 1981

Incorrect

🗨️  0   / 1 point

A screenshot of a question interface. At the top left, it says '5 0 / 1 point'. The question is 'When was the first 1 GB disk drive released in the world?'. The answer field contains 'The First 1GB disk drive released in the world on 1981' and is marked as 'Incorrect' with a red cross icon. At the bottom right, there is a red cross button, a score of '0', and a '/ 1 point' indicator. A red arrow points to the red cross button.

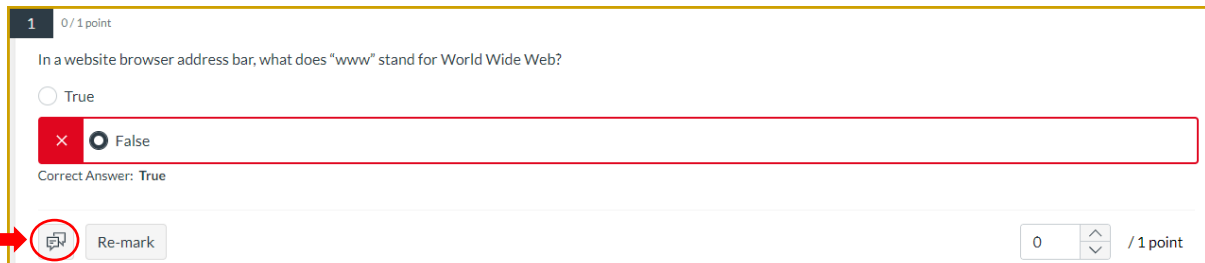
Please note: You need to press the **update button** at the bottom of the screen before it will save your progress.

Assessment: Further Evidence Required (FER)

You can request “Further Evidence Required” (FER) for the incorrect answers to both auto-graded and non-auto-graded questions.

We ask for (FER) through the **additional comments section**.

Click: the **additional comments icon**: 




1 0/1 point

In a website browser address bar, what does “www” stand for World Wide Web?

True

False

Correct Answer: True

 Re-mark

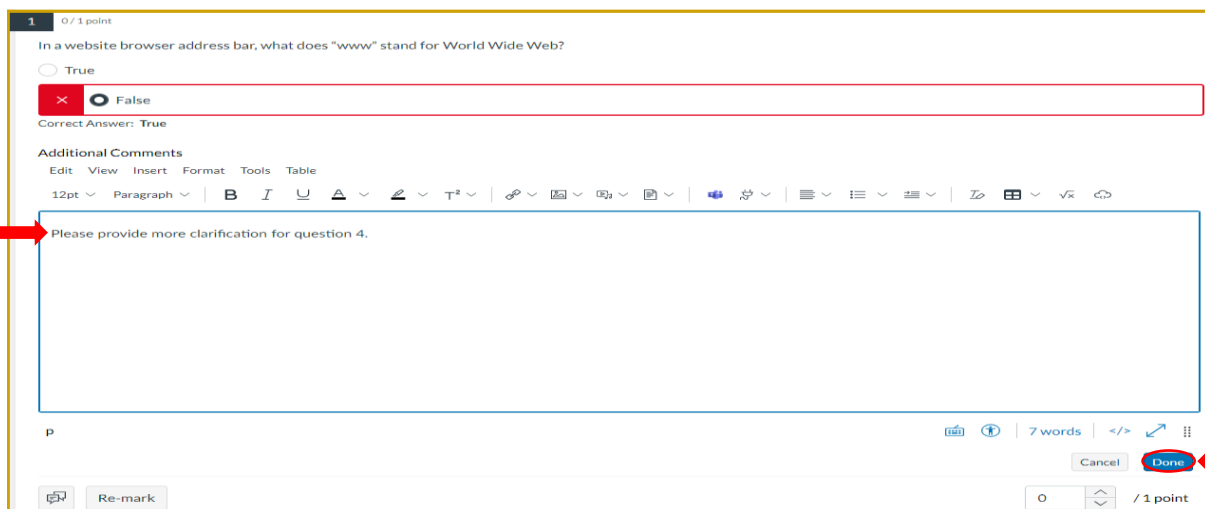
0 / 1 point

Once you have clicked on the additional comments icon, a rich content editor will appear to update the comments.

Type: your comments (in the rich text editor as shown in the box below).

You can also add relevant images, links, or pictures within this rich text editor box.

Click: **done** once you have added your comments.



1 0/1 point

In a website browser address bar, what does “www” stand for World Wide Web?

True

False

Correct Answer: True

Additional Comments

Edit View Insert Format Tools Table


12pt Paragraph B I U A T² Link Image Video Table

Please provide more clarification for question 4.

P

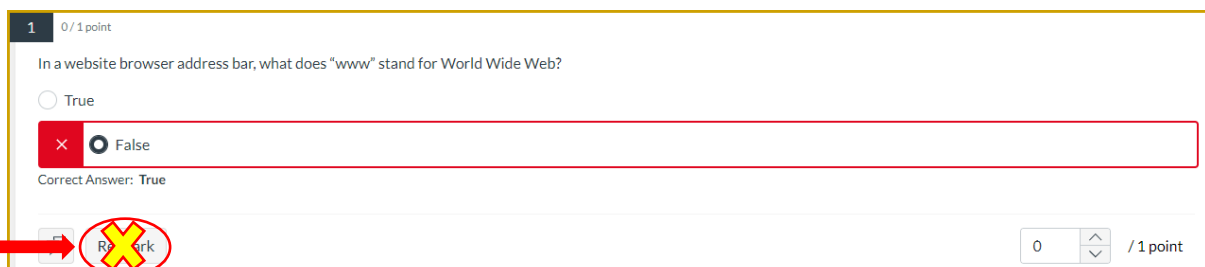
7 words

Cancel **Done**

 Re-mark

0 / 1 point

DO NOT touch the RE-MARK button:




1 0/1 point

In a website browser address bar, what does “www” stand for World Wide Web?

True

False

Correct Answer: True

 Re-mark

0 / 1 point

We **DO NOT** use the re-mark button when marking a student’s assessment.

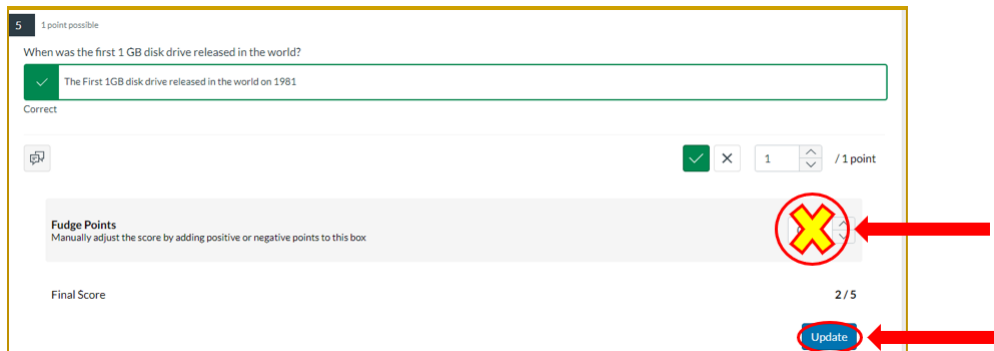
The re-mark button is used to edit existing quiz questions and asks Te Kete to recalculate ALL student grades. Assessments have already been moderated by ServiceIQ. Any changes required to the assessment need to be reviewed and edited by ServiceIQ.

Once you have completed all your grading:

Click: Update (located at the bottom of the page to save your grading).

You need to press the update button before it will save your progress.

Please note: You **DO NOT** use the Fudge Points area shown in the screen shot (below).
The final score will be automatically update as mentioned in the comments (below).

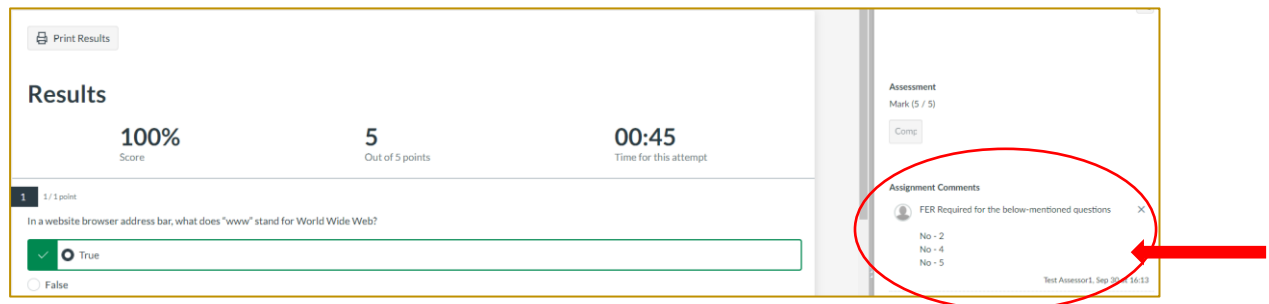


The system will automatically update their status: "Competent" OR "Not Yet Competent."
If the Student's assignment percentage is below 99.9%, this will automatically update the status as: "Not yet Competent."

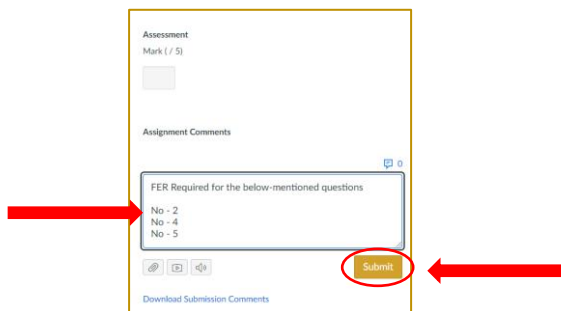
Final Step for Requesting (FER)

Add Question number: Please specify what questions the student is required to provide further evidence. You will have to provide this information in the assignment comment box on the screen's right-hand side.

This will help the student see how many questions need FER.
You can submit assignment comments as many times as you need.

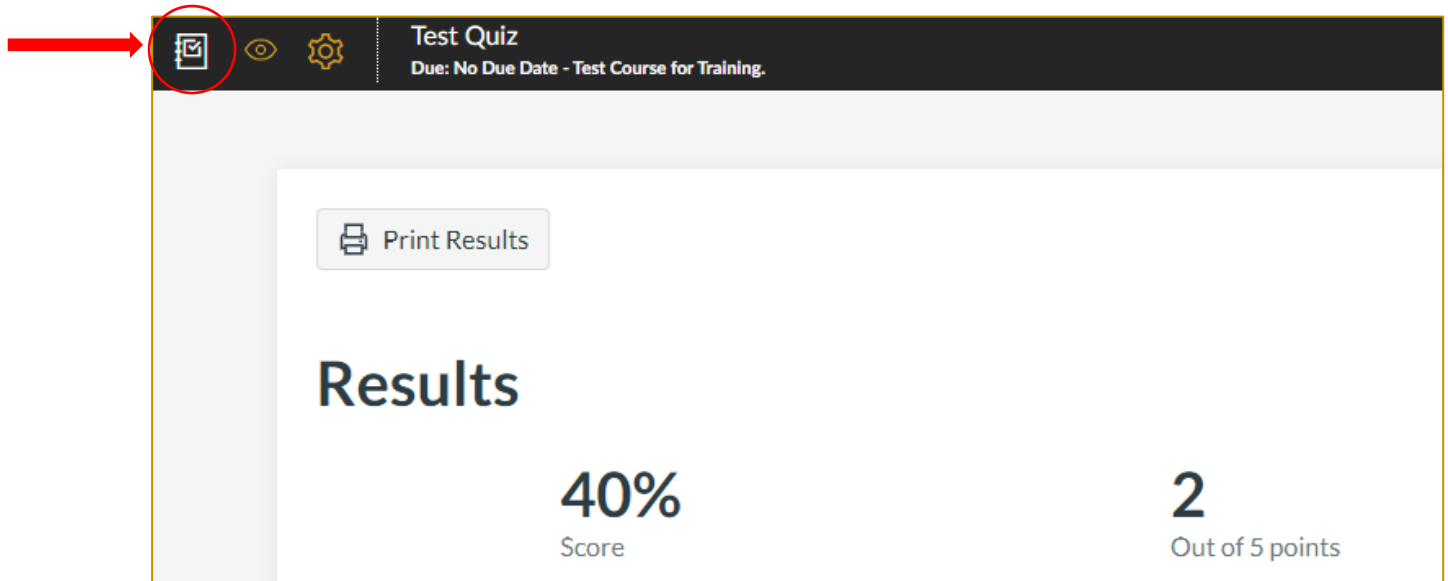


Press: submit



Assessment: Exiting the SpeedGrader

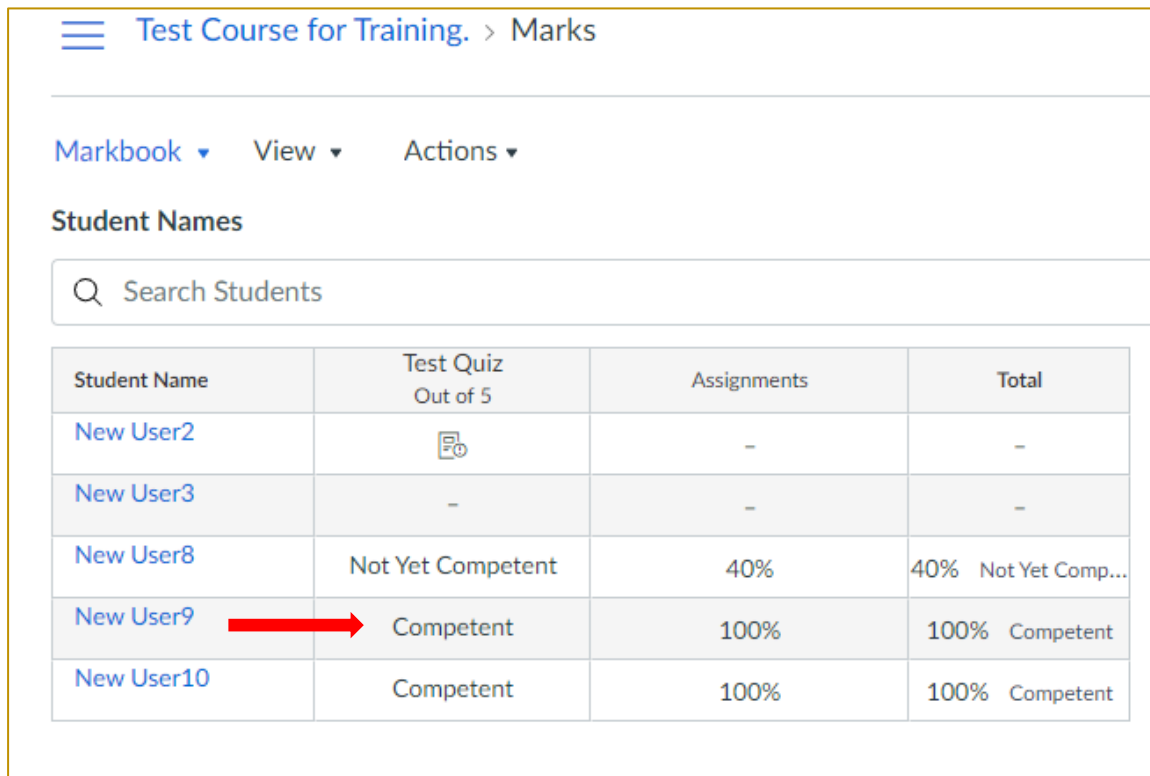
Click: the grade book icon (shown below) to exit SpeedGrader.



The screenshot shows the SpeedGrader interface for a 'Test Quiz'. The top navigation bar includes a grade book icon (a book with a checkmark), an eye icon, and a gear icon. The main content area displays 'Results' with a score of 40% (2 out of 5 points). A 'Print Results' button is visible at the top left of the results area.

If required, you can print the results using the icon above, “print results.”

When you are back within the markbook screen, it is good practice to ensure your student’s status has been updated to: “competent” or “not yet competent.”



The screenshot shows the 'Marks' screen for 'Test Course for Training'. It includes a search bar for students and a table with columns for Student Name, Test Quiz (Out of 5), Assignments, and Total. A red arrow points to the 'Competent' status for 'New User9'.

Student Name	Test Quiz Out of 5	Assignments	Total
New User2		-	-
New User3	-	-	-
New User8	Not Yet Competent	40%	40% Not Yet Comp...
New User9	Competent	100%	100% Competent
New User10	Competent	100%	100% Competent

Assessment: Reviewing a Student's (FER) response

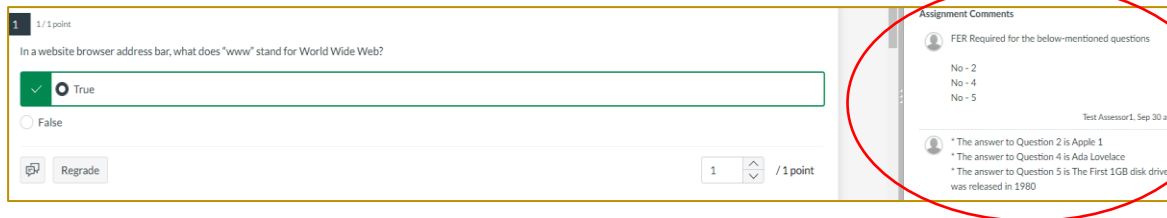
Once the Student responds to the FER, you can view their response by:

Clicking on the: SpeedGrader (instructions on page 10 of this guide)

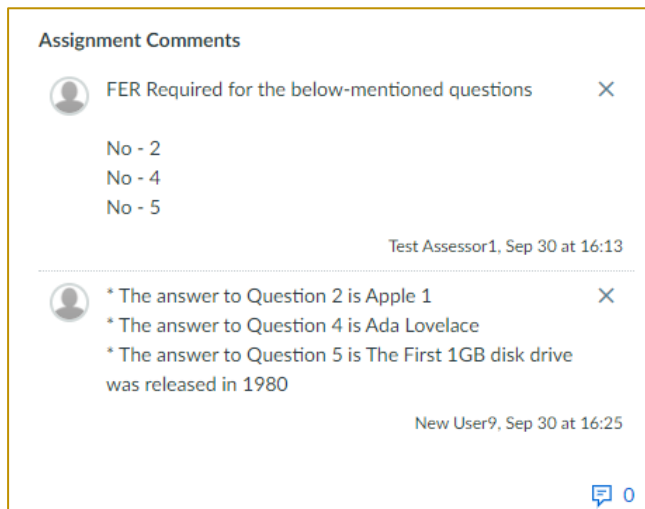
Review Student responses within the **Assignment Comments** section.

If you still need further FER for any questions that the student has submitted, you can ask for more clarification through Assignment comments.

Please note: Do not edit or change the additional comments provided to a specific question.



The screenshot shows a SpeedGrader question interface. The question is: "In a website browser address bar, what does 'www' stand for World Wide Web?". The answer is "True", which is marked as correct. The score is 1/1 point. On the right side, there is an "Assignment Comments" sidebar. The sidebar contains the following text: "FER Required for the below-mentioned questions", "No - 2", "No - 4", "No - 5", and "Test Assessor1, Sep 30 at 16:13". Below this, there is another comment: "* The answer to Question 2 is Apple 1", "* The answer to Question 4 is Ada Lovelace", "* The answer to Question 5 is The First 1GB disk drive was released in 1980", and "New User9, Sep 30 at 16:25". A red circle highlights the "Assignment Comments" sidebar, and a red arrow points to it from the right.



The screenshot shows the "Assignment Comments" section. It contains two comments. The first comment is from "Test Assessor1, Sep 30 at 16:13" and says: "FER Required for the below-mentioned questions", "No - 2", "No - 4", "No - 5". The second comment is from "New User9, Sep 30 at 16:25" and says: "* The answer to Question 2 is Apple 1", "* The answer to Question 4 is Ada Lovelace", "* The answer to Question 5 is The First 1GB disk drive was released in 1980". There is a "0" next to a comment icon at the bottom right.

Assessment: Marking a student as “competent.”

If you are satisfied with the FER response from the student:

For Auto-graded questions

Go: to the question-and-answer page and **change the point to 1**

2 0 / 1 point

What was the first computer system that used color display?

Microsoft

Samsung

Correct Answer: Apple 1

Apple 1

Regrade

1 / 1 point

For non-auto-graded questions

Change: the cross mark to the tick mark. This will automatically adjust the points to 1

5 0 / 1 point

When was the first 1 GB disk drive released in the world?

The First 1GB disk drive released in the world on 1981

Incorrect

0 / 1 point

5 0 / 1 point

When was the first 1 GB disk drive released in the world?

The First 1GB disk drive released in the world on 1981

Correct

1 / 1 point

Once you have updated the points, don't forget to: **click update** at the end of the screen.

4 0 / 1 point

Ada Lovelace is the name of the first computer programmer?

True

False

Correct Answer: True

Regrade

0 / 1 point

5 0 / 1 point

When was the first 1 GB disk drive released in the world?

The First 1GB disk drive released in the world on 1981

Correct

1 / 1 point

Fudge Points

Manually adjust the score by adding positive or negative points to this box

0

Final Score

2 / 5

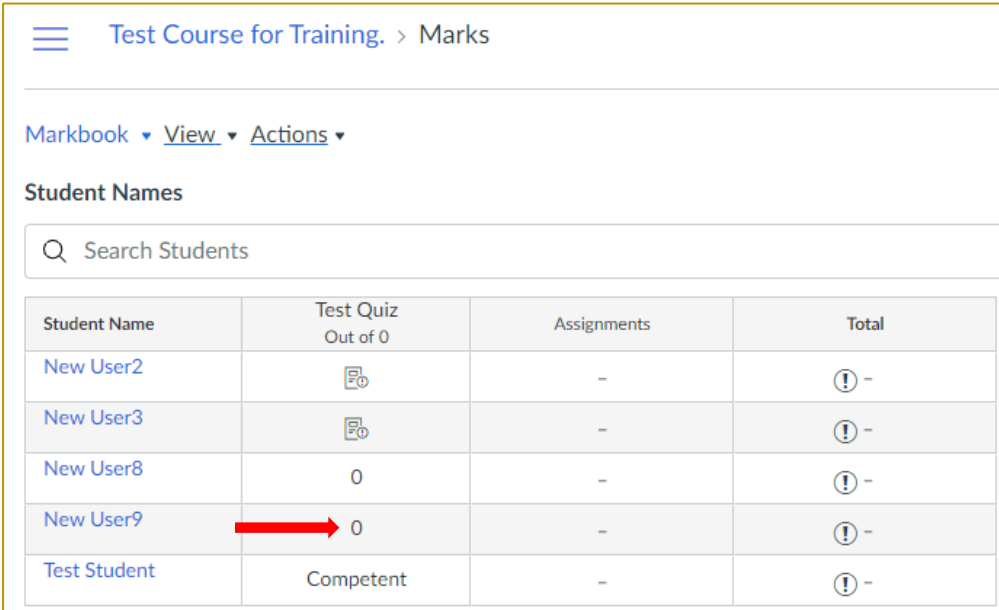
Update

Assessment: Marking a student as “competent”:

Exit: The SpeedGrader (instructions on page 19 of this guide)

This will bring you back to your Markbook.

Within the Markbook section, you will notice a status displayed as "0."



Test Course for Training. > Marks

Markbook ▾ View ▾ Actions ▾

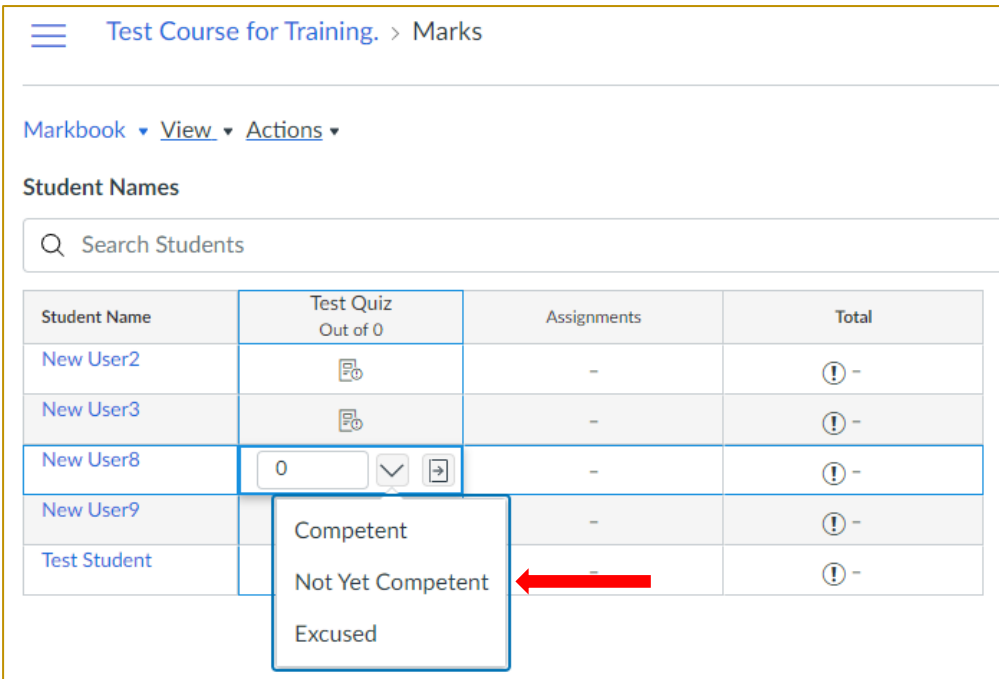
Student Names

Q Search Students

Student Name	Test Quiz Out of 0	Assignments	Total
New User2		-	! -
New User3		-	! -
New User8	0	-	! -
New User9	0	-	! -
Test Student	Competent	-	! -

To update this status accordingly, click on the column labelled "0" and change it to: **"Competent"** if the trainee has correctly answered all questions.

If there are incorrect answers, change the status to **"Not Yet Competent."**



Test Course for Training. > Marks

Markbook ▾ View ▾ Actions ▾

Student Names

Q Search Students

Student Name	Test Quiz Out of 0	Assignments	Total
New User2		-	! -
New User3		-	! -
New User8	0	-	! -
New User9		-	! -
Test Student		-	! -

Competent

Not Yet Competent

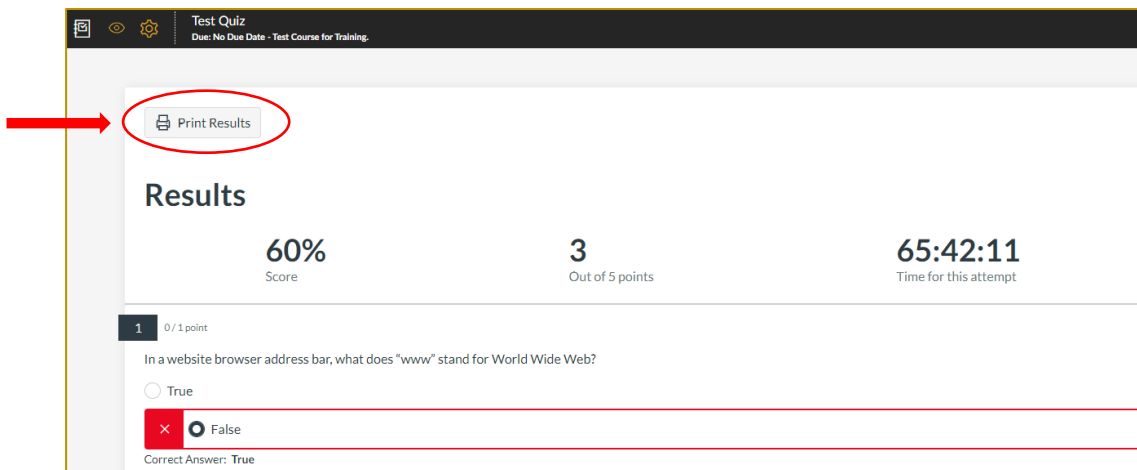
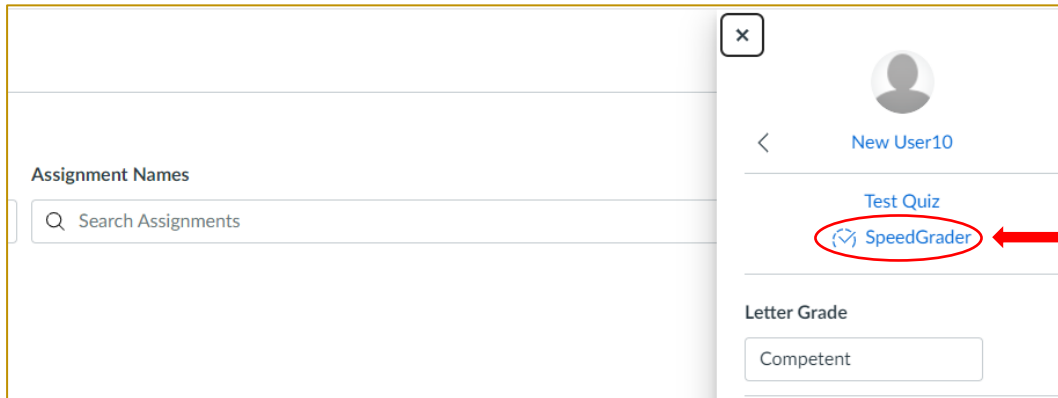
Excused

Post Moderation: How to Print Results

You can print students' results through SpeedGrader.

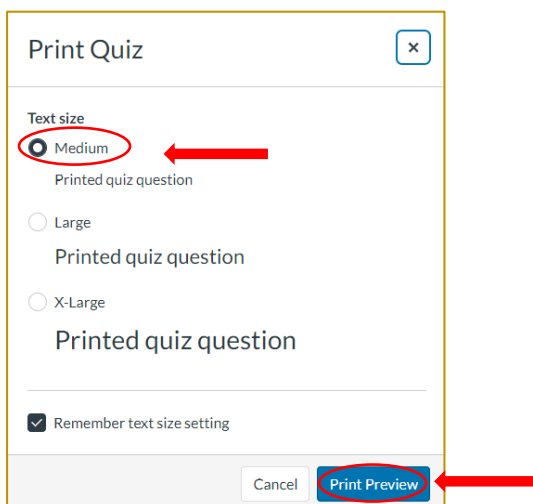
Go to: SpeedGrader

then print the Results for the individual student.

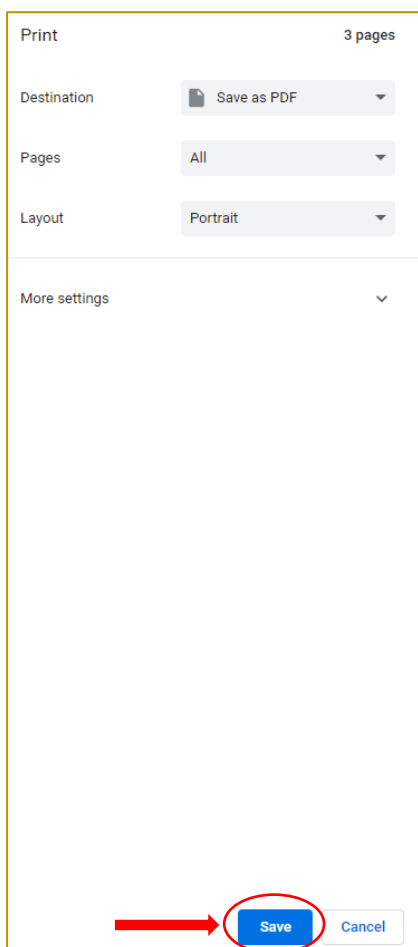
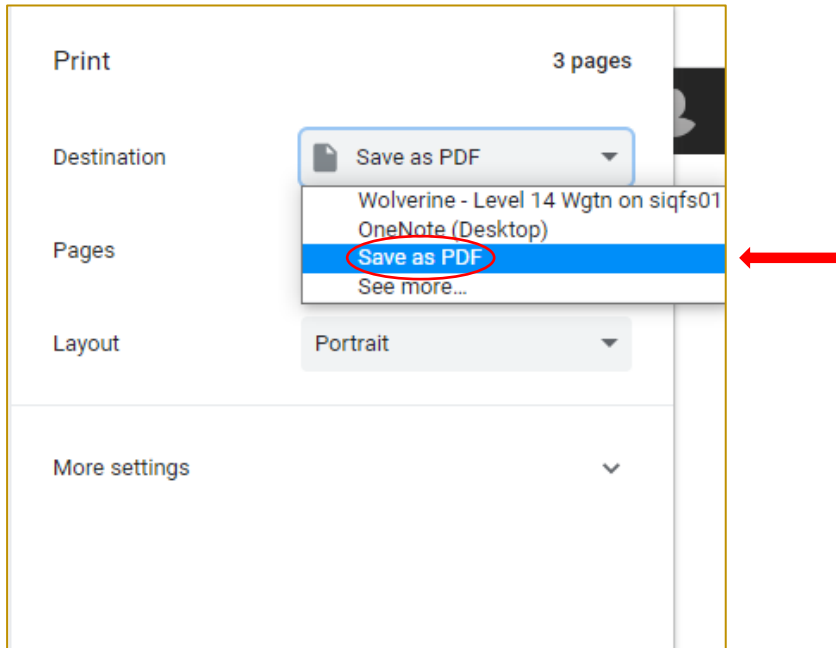


Choose: the text size as a **medium**

Click: **Print Preview**.

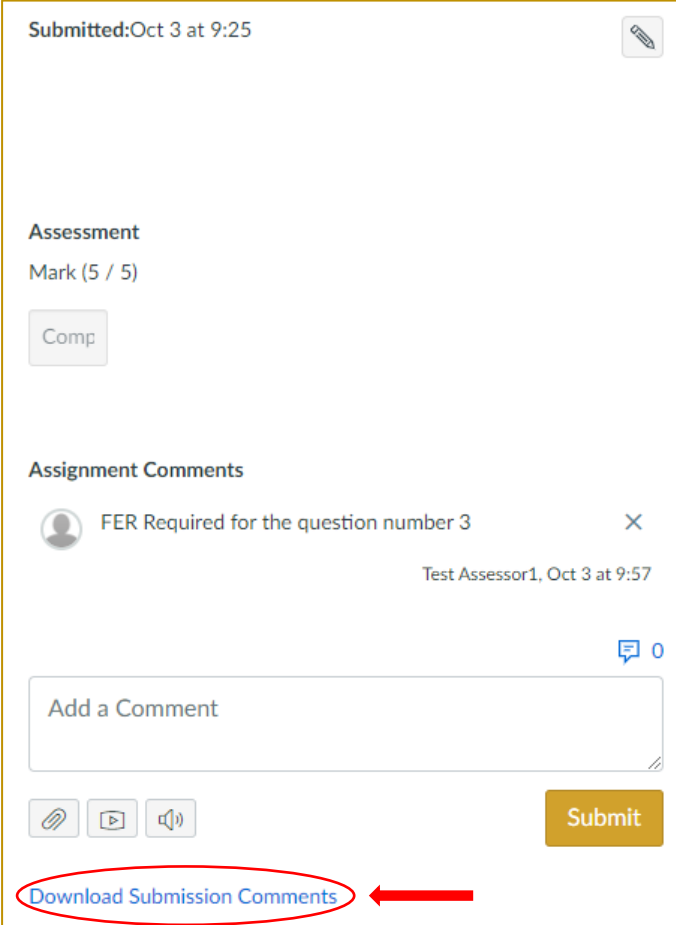


Now change the Destination:
Choose: **save as PDF**
Click: **save**.



Post Moderation: How to Download Submission Comments

Click: **download submission comments** under the assignment comments section in the SpeedGrader.



Submitted: Oct 3 at 9:25

Assessment
Mark (5 / 5)
Comp

Assignment Comments

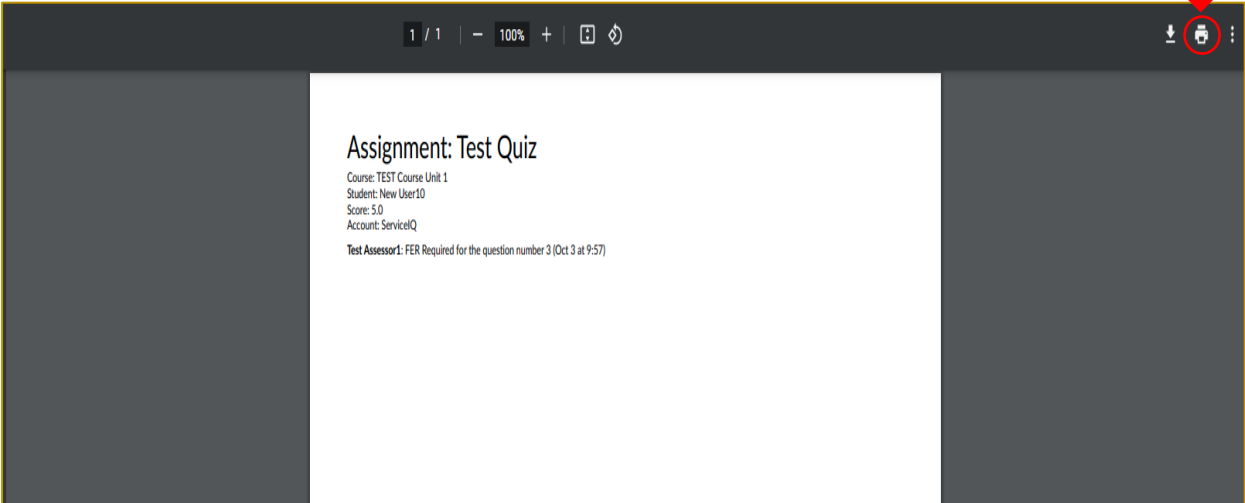
FER Required for the question number 3
Test Assessor1, Oct 3 at 9:57

Add a Comment

Submit

[Download Submission Comments](#)

Click: **Print** to save the submission comments.



1 / 1 | - 100% + | [Print] [Share]

Assignment: Test Quiz
Course: TEST Course Unit 1
Student: New User10
Score: 5.0
Account: ServiceIQ
Test Assessor1: FER Required for the question number 3 (Oct 3 at 9:57)

Post Moderation: How to Download Additional Evidence

To download any additional evidence uploaded by the student, such as verification forms, photographs, videos, recipes or other documents, you will be required to download this assessment itself by clicking on the files.

For example: on the screenshot below, you will see the student has attached two files as evidence. As the teacher submitting assessment for moderation, you can click on each file (highlighted) and save it into your computer along the printed results and comments.

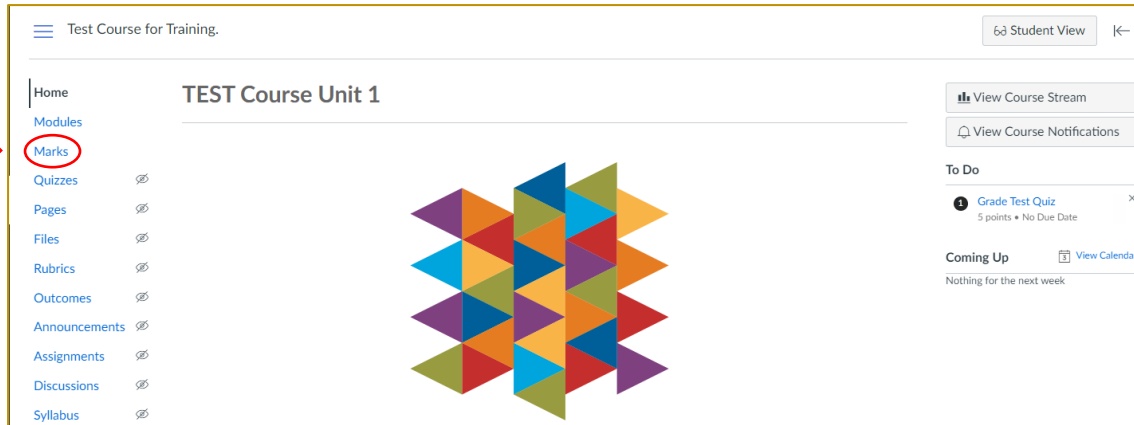
The screenshot shows a digital assessment interface. On the left, a question titled "Apply health, safety, and security practices" is displayed. The question text states: "You need to demonstrate in front of your verifier that you apply health, safety, and security practices while in your workplace. You must:" followed by a list of requirements. Below this, there are sections for "Privacy and confidentiality" and instructions on how to handle sensitive information. On the right, a sidebar shows the question number "11" and "1 / 1 point". Below this, the question text is repeated, followed by a list of examples of workplace documents that show requirements, such as "Identifying, minimising, and eliminating hazards" and "wearing personal protective equipment". At the bottom of the sidebar, two files are listed as evidence: "Navigation bar_Canvas.jpg" (212KB) and "CanvasStudentAndroidGuide.pdf" (27.336Kb). Both file names are highlighted in yellow. A green checkmark is visible next to the files, and the word "Correct" is written below the list.

If you are emailing your documents to an external provider and the file size is high, you can zip up your files (which reduces their size). Instructions are within the following link: <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc>

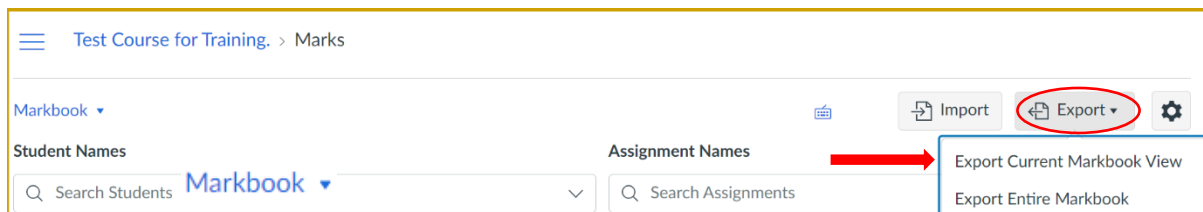
Post Moderation: Exporting the Markbook as a CSV file

To export the current Markbook:

Click: The **Marks** tab from your navigation bar



Then click: **Export** in the upper right hand side of the Markbook view.
 Select: **Export current markbook view** from the drop-down menu.



The Markbook can only be exported as a .csv file containing all the student's grade information.

Student ID	SIS Login	Section	Test Quiz	Assignme	Assignme	Assignme	Assignme	Assignme	Assignme	Assignme	Current P	Final Poin	Current Sc	Unposted	Final Score	Unposted	Current Gr	Unposted	Final Grad	Unposted	Final Grade
Points Possible			5	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
User8, Ne	1480	newuser8	TEST Cour	2	2	2	40	40	40	40	2	2	40	40	40	40	40	Not Yet Cc	Not Yet Cc	Not Yet Cc	Not Yet Competent
User9, Ne	1485	newuser9	TEST Cour	2	2	2	40	40	40	40	2	2	40	40	40	40	40	Not Yet Cc	Not Yet Cc	Not Yet Cc	Not Yet Competent
User10, N	1486	newuser1	TEST Cour	5	5	5	100	100	100	100	5	5	100	100	100	100	100	Competer	Competer	Competer	Competent

Post Moderation: Saving the Markbook as a PDF

Press: **Ctrl+P** (together) to choose the print option from your computer

Click the destination: **Save as a PDF**

Click: **Save**

The screenshot shows a web application interface for a 'Markbook'. The main content area displays a table with student names and their performance on assignments. The table has columns for 'Student Name', 'Test Quiz (https://service... Out of 5)', 'Assignments', and 'Total'. The data rows are as follows:

Student Name	Test Quiz (https://service... Out of 5)	Assignments	Total
New User8 (https://...)	Not Yet Competent	40%	40% Not Yet Com...
New User9 (https://...)	Not Yet Competent	40%	40% Not Yet Com...
New User10 (https://...)	Competent	100%	100% Competent

On the right side of the interface, a print menu is open. The 'Destination' dropdown is set to 'Save as PDF', which is circled in red. Below it, the 'Pages' dropdown is set to 'All' and the 'Layout' dropdown is set to 'Portrait'. At the bottom of the print menu, the 'Save' button is circled in red, with a red arrow pointing to it from the left. The 'Cancel' button is also visible next to it.