Te Kete

Service IQ

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

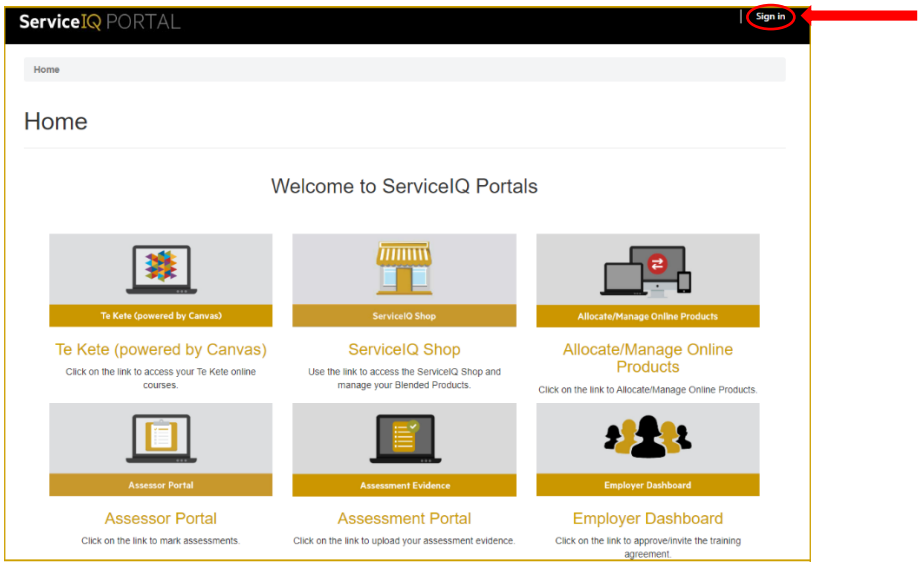
On mobile devices, Canvas is designed to be used within Canvas mobile applications. These apps can be downloaded from the app store or play store on your phone:

Apple app instructions

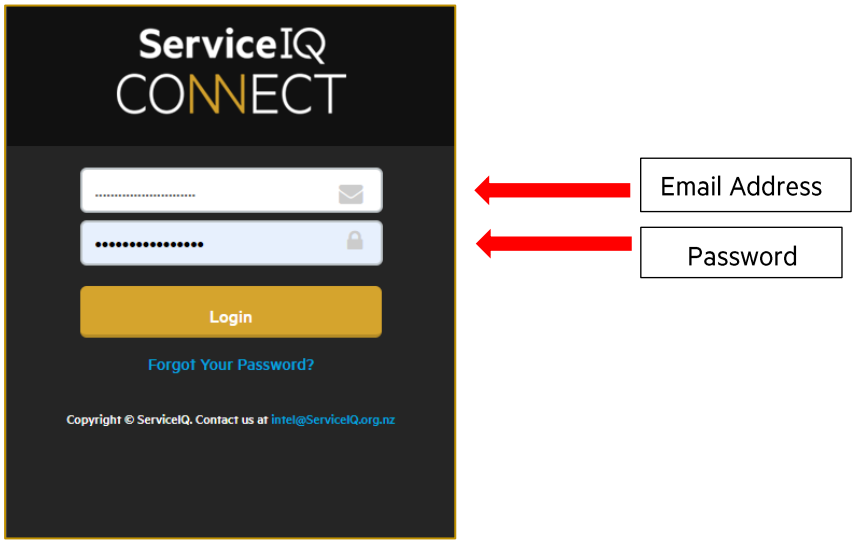
Google play instructions

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.



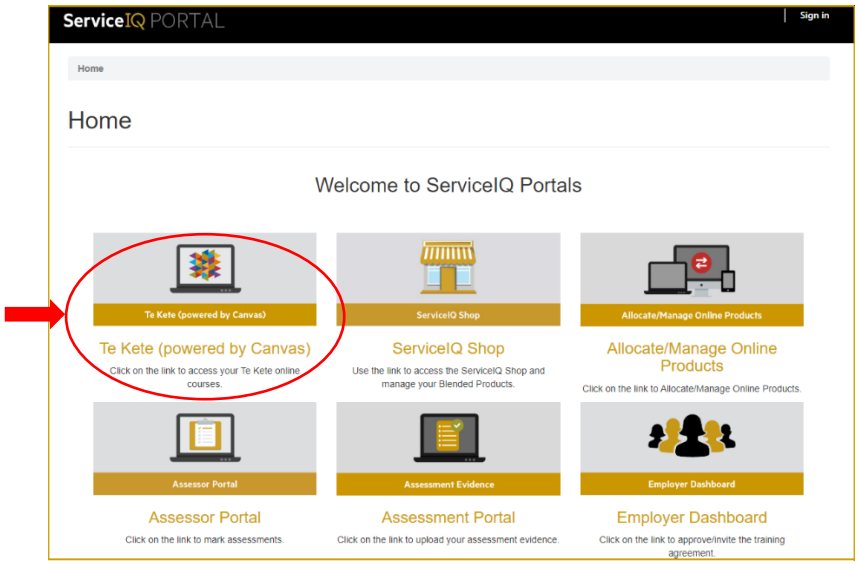
You will then be asked for login details. This will log you into the main screen for ServiceIQ's Portal.



Main Screen of ServiceIQ's Portal:

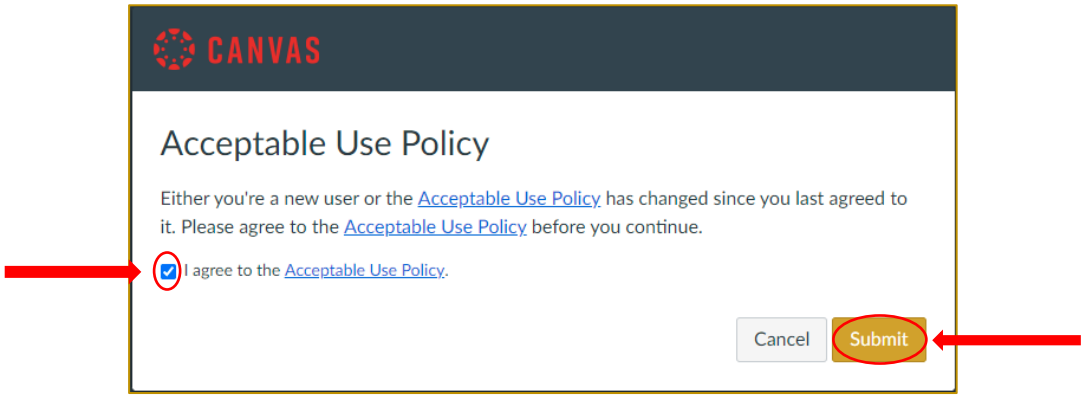
Main Screen of ServiceIQ's Portal:

Click: Te Kete (powered by Canvas)

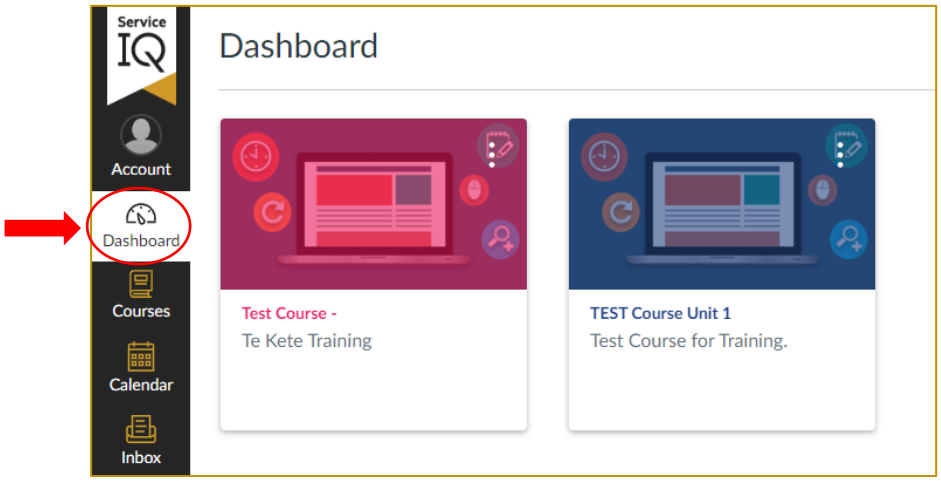


Once you click on the Te Kete (powered by Canvas) icon, you will be taken to your account. The first time you access Te Kete, you must agree on the user policy before beginning, as shown below.

Click: I agree (tick box)
Click: Submit (as shown below)



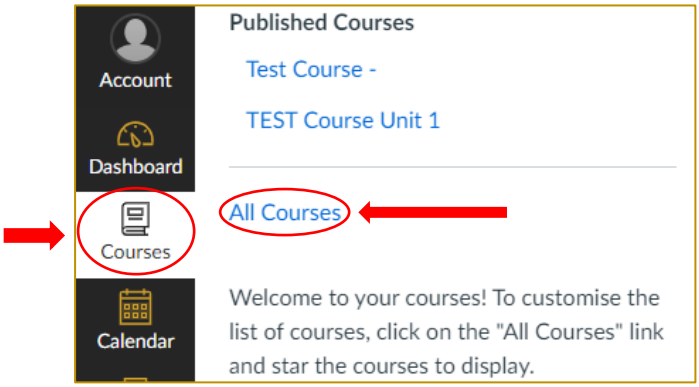
Your Dashboard

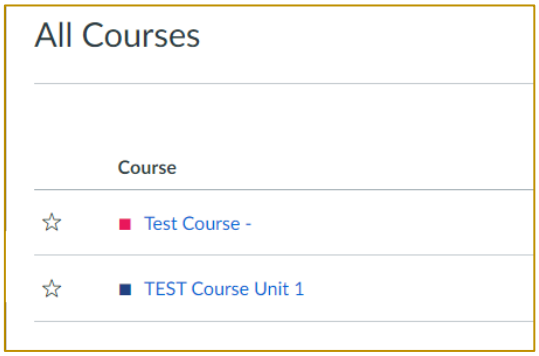


Dashboard maximum: you can see up to 20 course cards (up to ten if you are working on the mobile app).

<u>You can also view your courses by:</u>

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



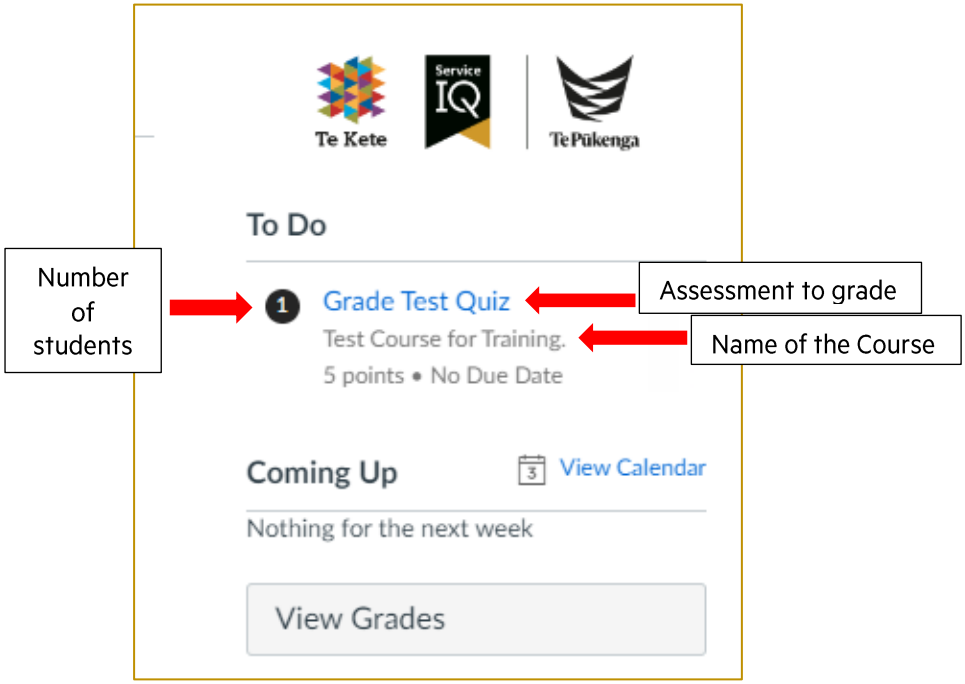


3. **Click:** the "**Dashboard**" icon to return to the screen view

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

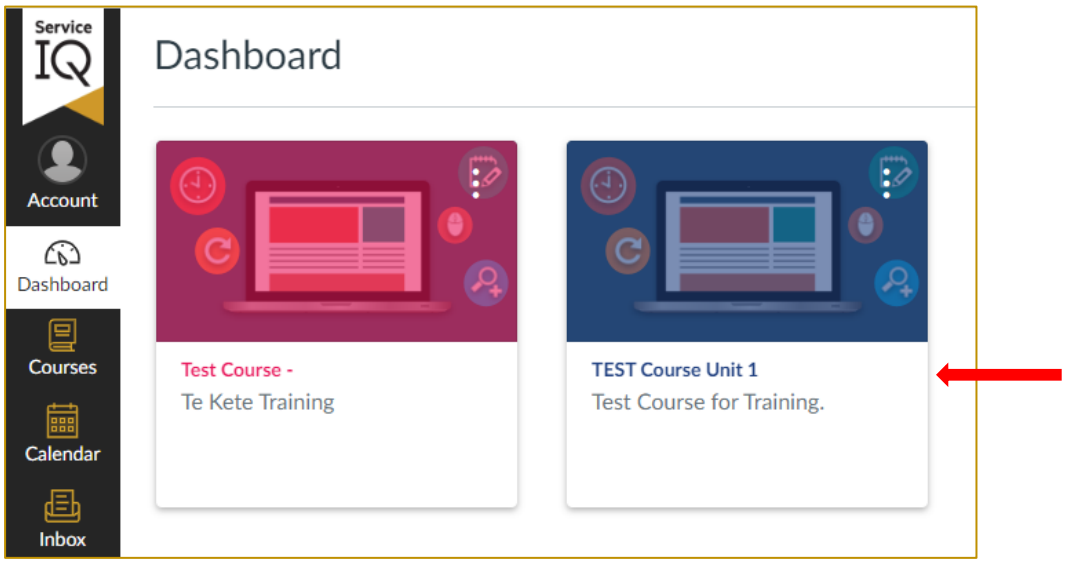
You will be able to see any tasks awaiting your action **under the To Do list** on the right-hand side of your Dashboard

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



Your Dashboard: How to view a course

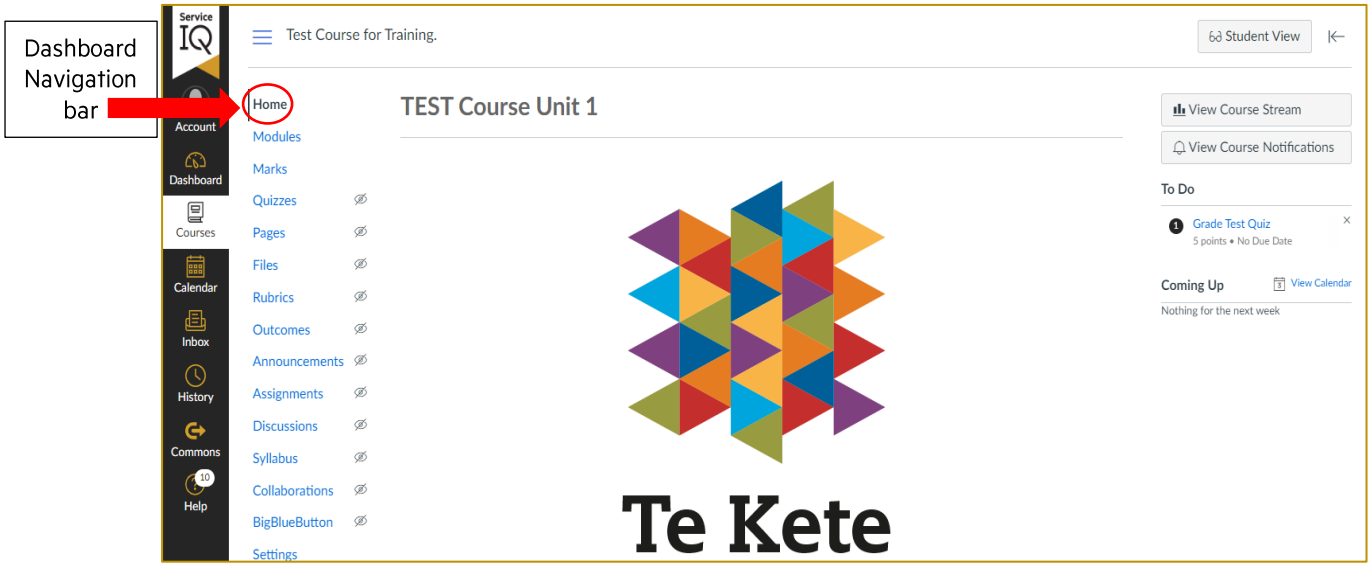
Click: the course from your **Dashboard**



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.

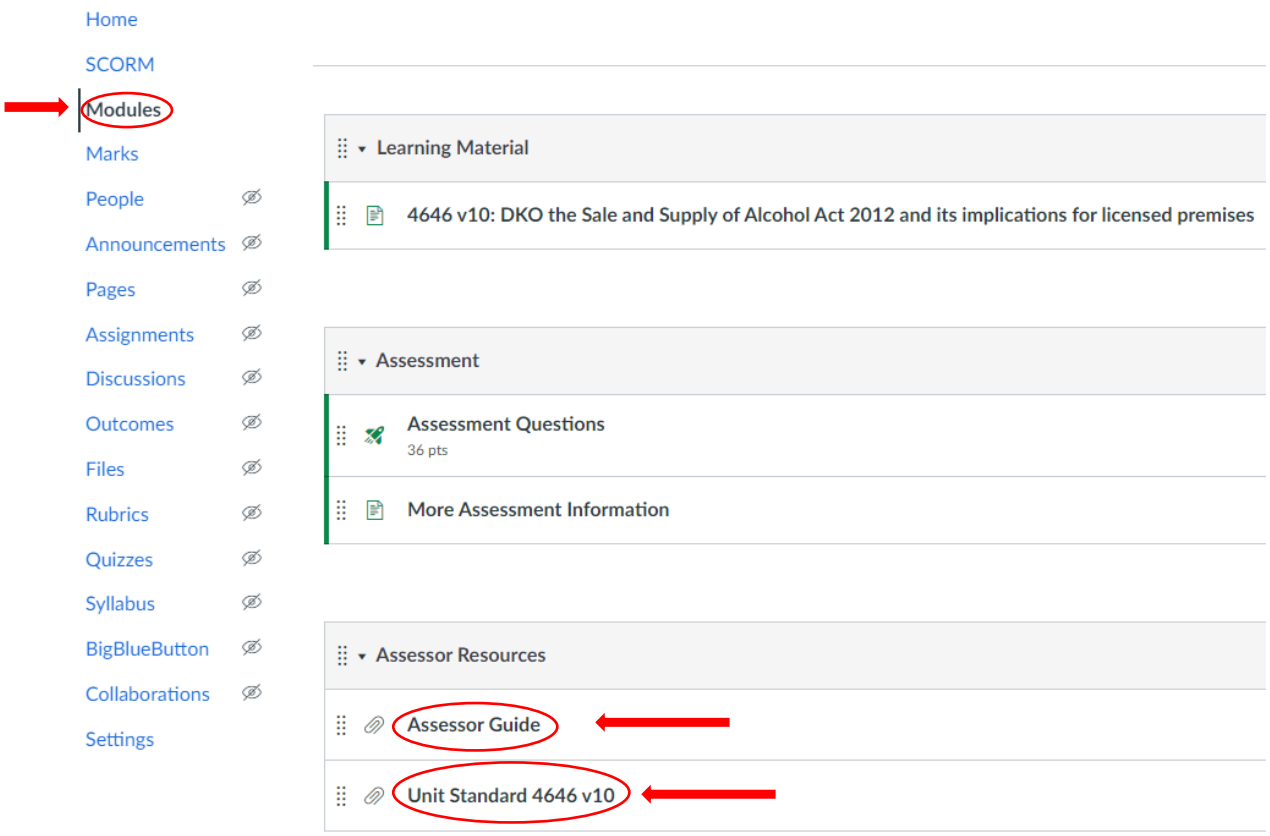
Course Home page



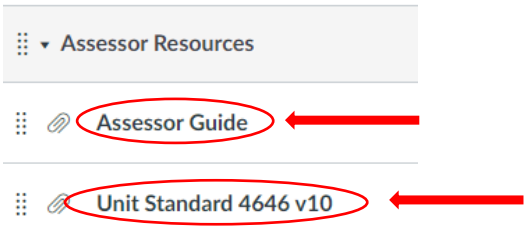
Your Dashboard: Teacher Resources and Unit Standard Information

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

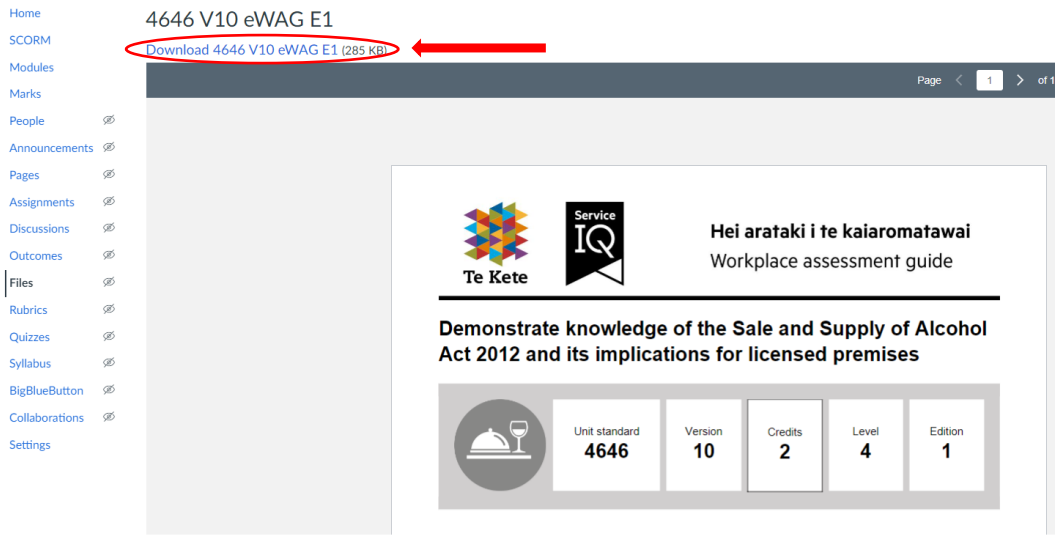
Please note: Teacher resources modules will be unpublished. This will not be visible to a student.



Click on: Assessment Guide to view



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
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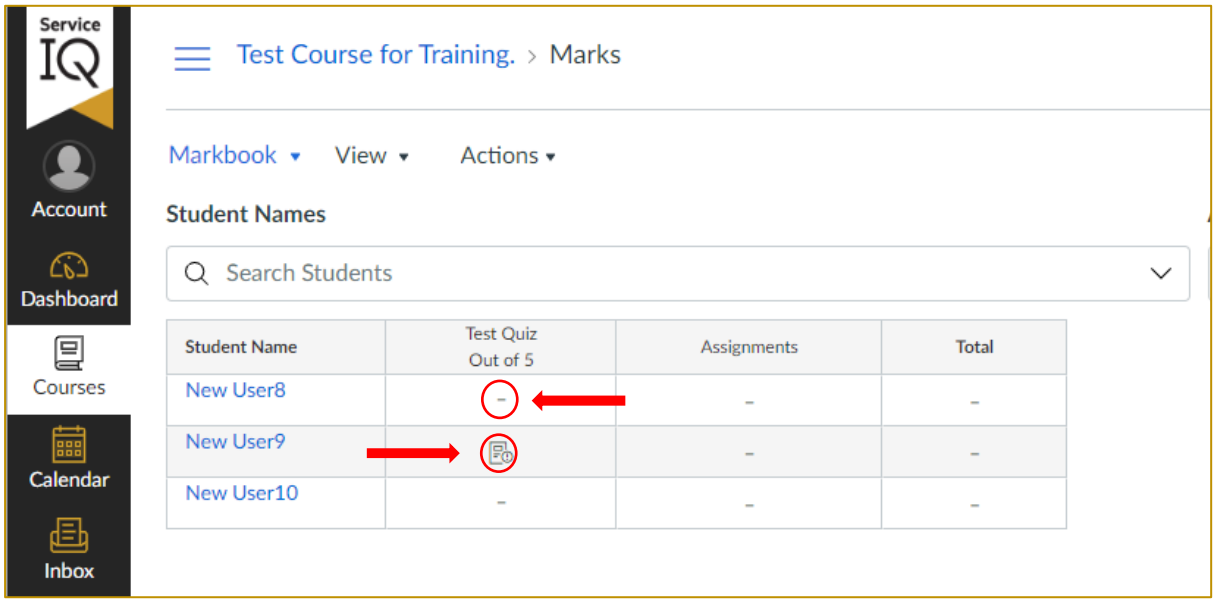
Page 1 of 1
Te Kete
Service IQ
Hei arataki i te kaiaromatawai
Workplace assessment guide
Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises
Unit standard 4646
Version 10
Credits 2
Level 4
Edition 1

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.



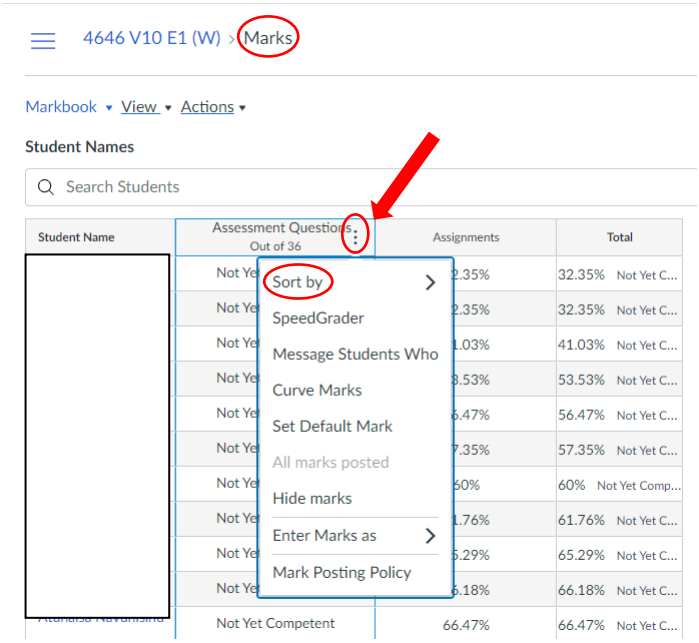
On the screenshot above;
"New User 8" has <u>not completed</u> the assessment
while "New User 9" has <u>completed</u> it and is ready for marking.

Assessment: Filtering Students by Submission Date Within the Marks Section

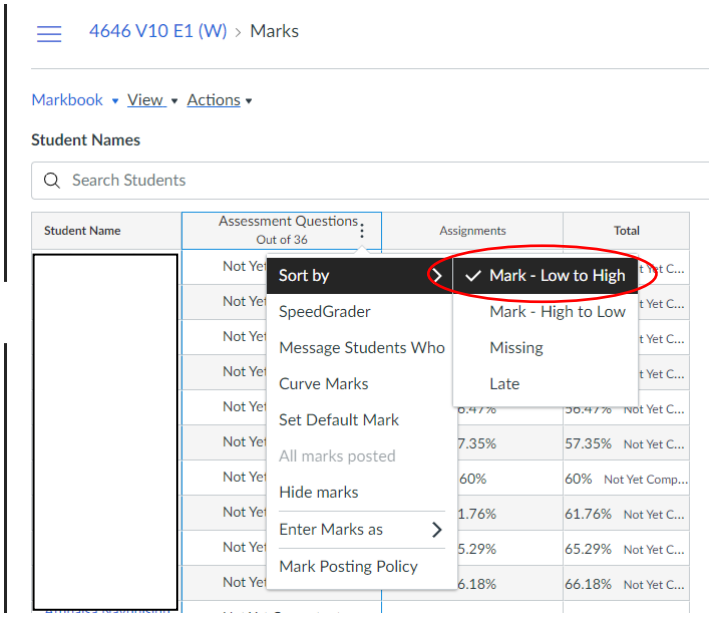
You have the ability to sort your trainees using various filters through the Marks section.

<u>To access the filtering option:</u>

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



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

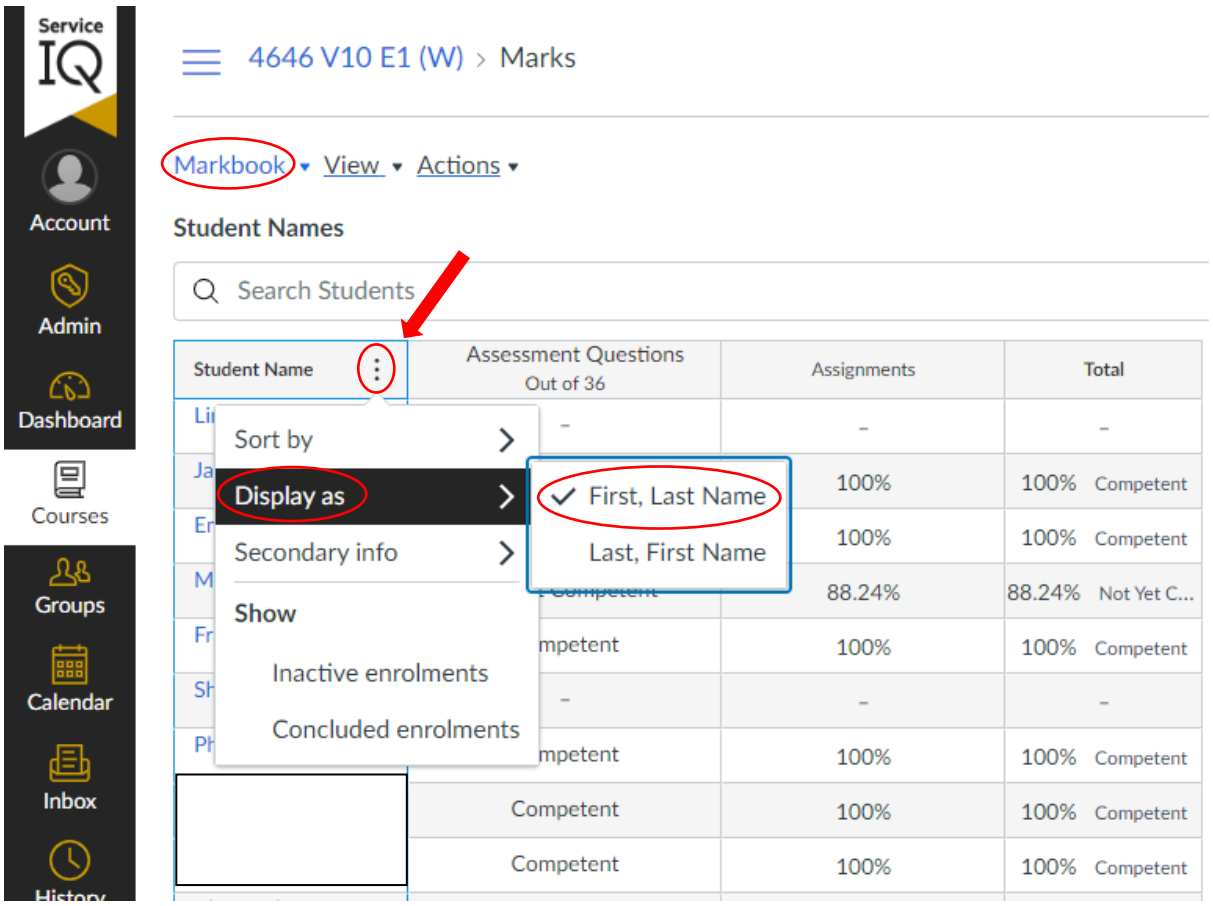


Assessment: Displaying Students by FirstName or LastName Within the Marks Section

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

<u>To access the sort option:</u>

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

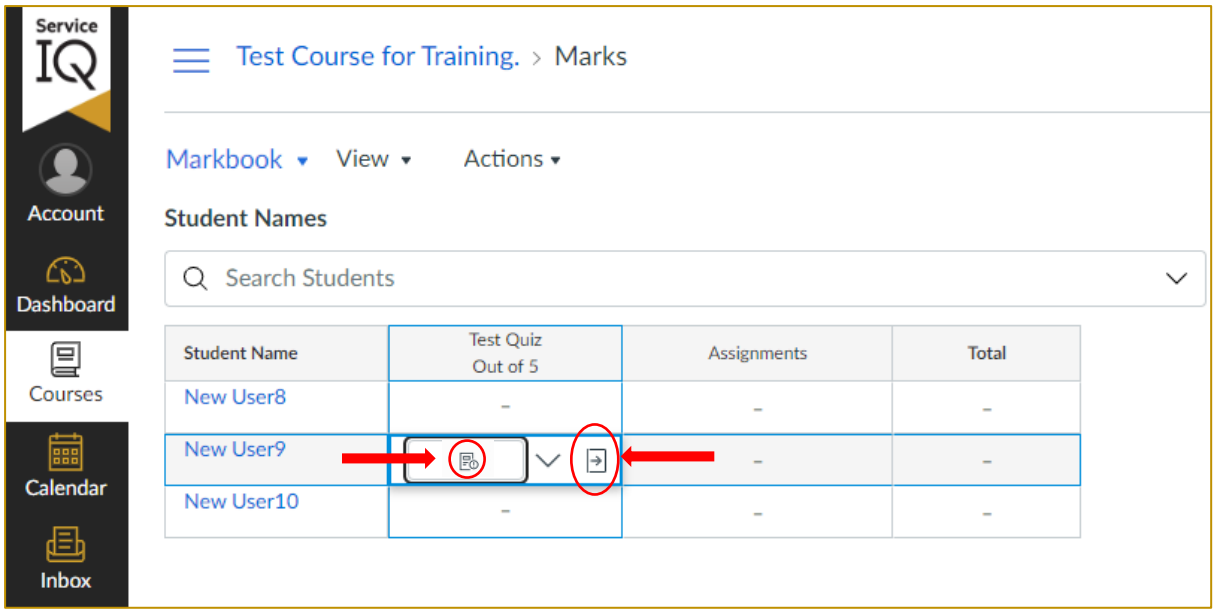


Assessment: Accessing SpeedGrader (Marking the Assessment)

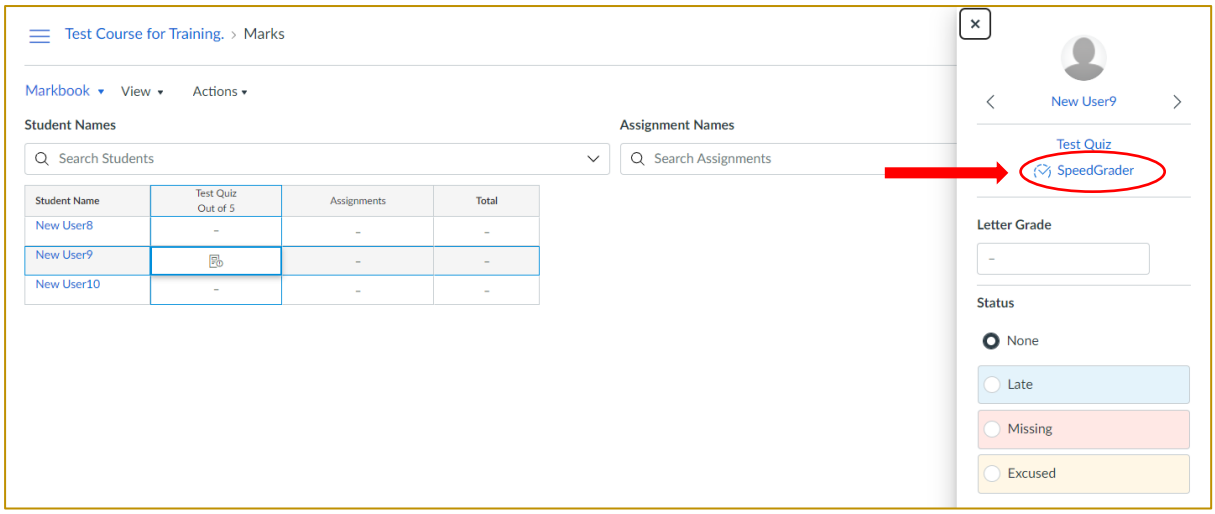
<u>To access the SpeedGrader and mark the assessment:</u>

Click on the status symbol:

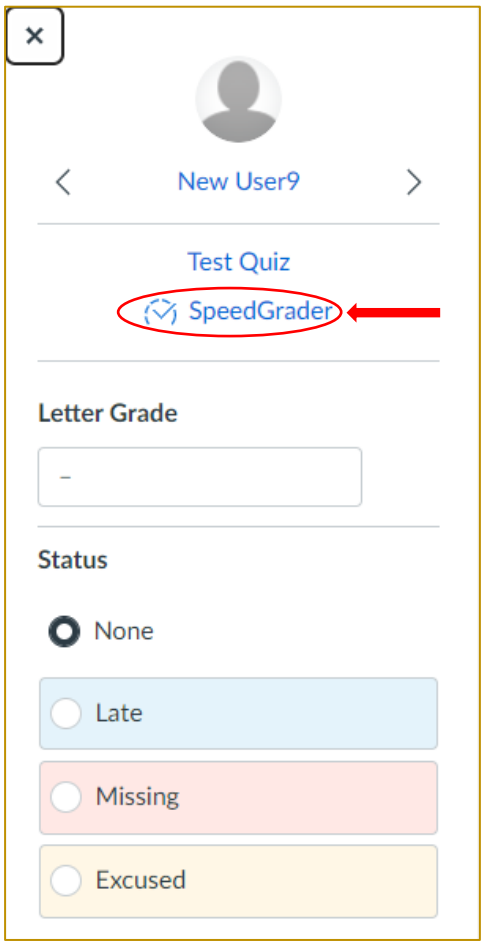
Then click on the arrow symbol:



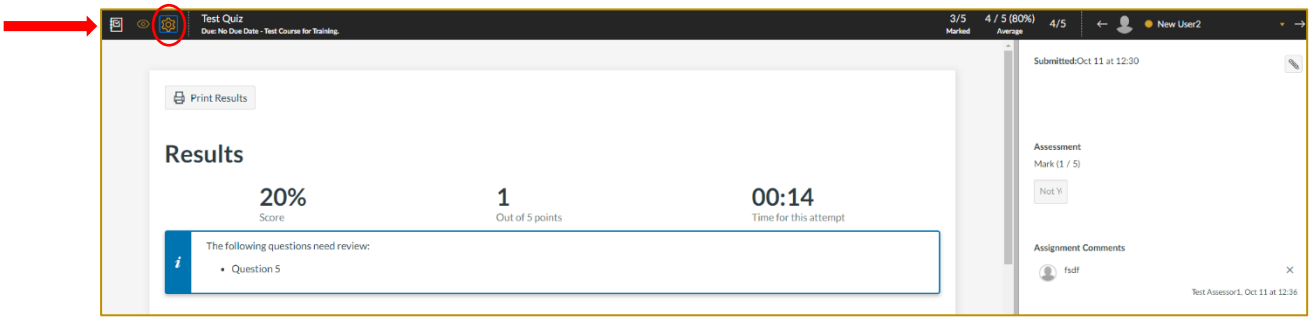
This will open a new tab in the right corner.



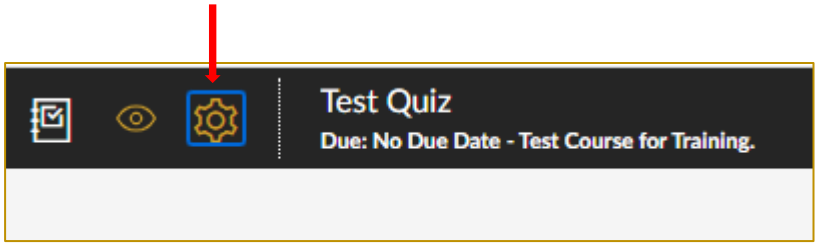
Now click the **SpeedGrader** option to view assessments (shown below).



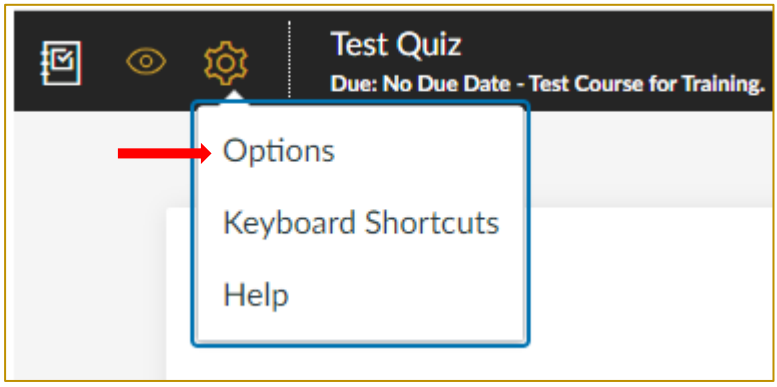
Inside the SpeedGrader, you can sort the student list by alphabetical order or the date they submitted the assignment.



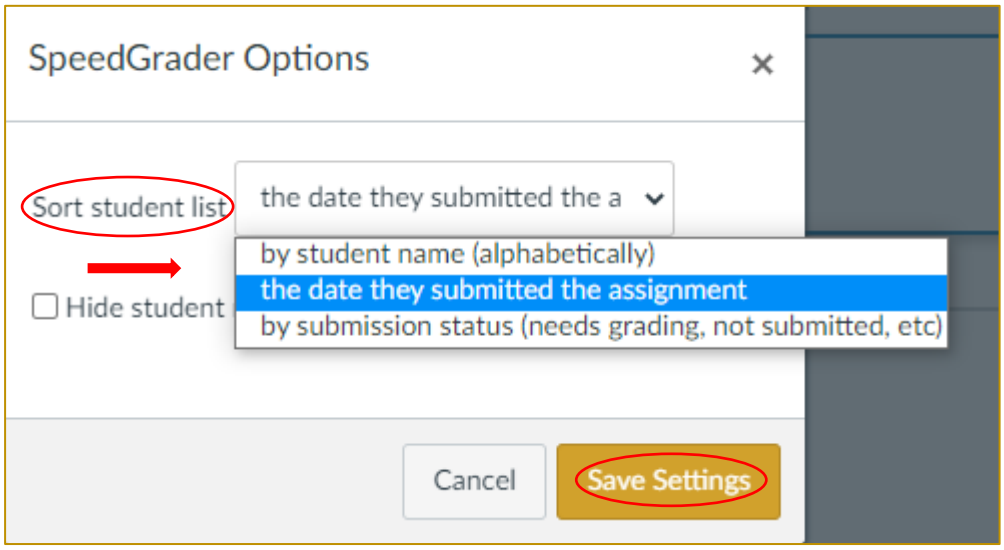
Click: on **settings icon** from the top left corner of the SpeedGrader.



Then click on: **Options**



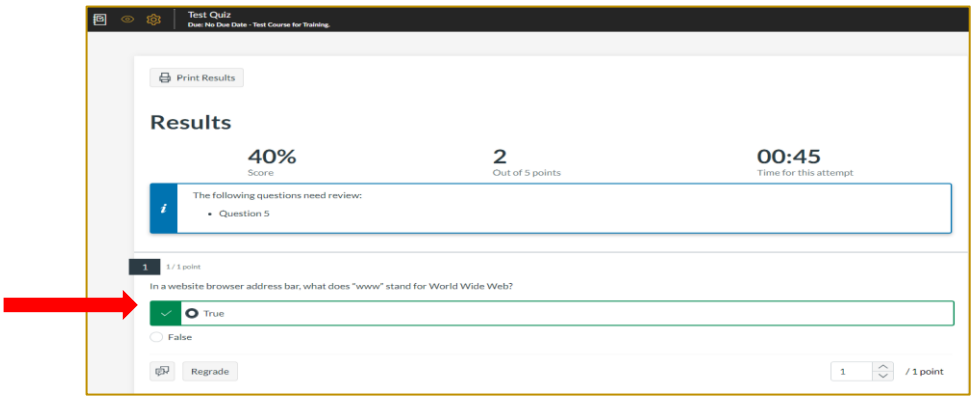
Now click on: Sort student dropdown list
You can choose any option based on your requirement.
Then press: Save Settings



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).

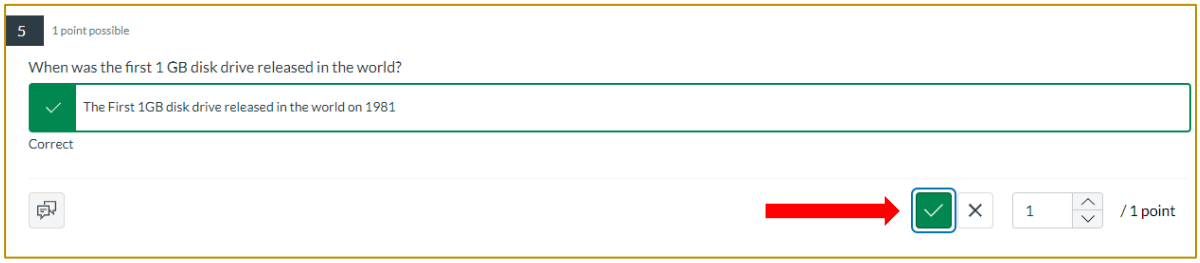
Auto-graded questions will have already been given a point score depending on whether they are correct or incorrect; we do not change the points section, and this does not require any further manual input.



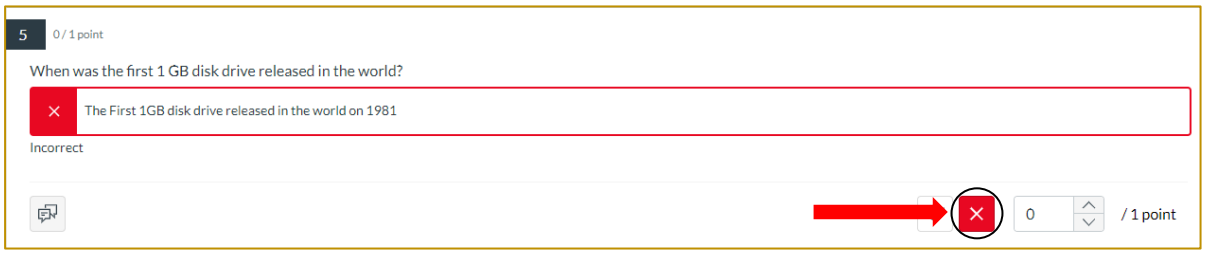
Assessment: Marking Questions that are not auto-graded

<u>For non-auto-graded questions:</u>

If the answer is <u>completed:</u>
Click: the tick button



If the answer requires further evidence
Click: the cross button



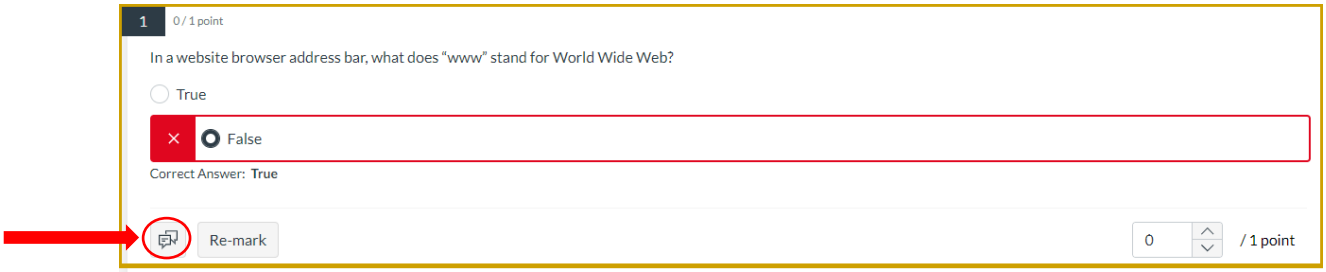
Please note: You need to press the **update button** at the bottom of the screen before it will save your progress.

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.

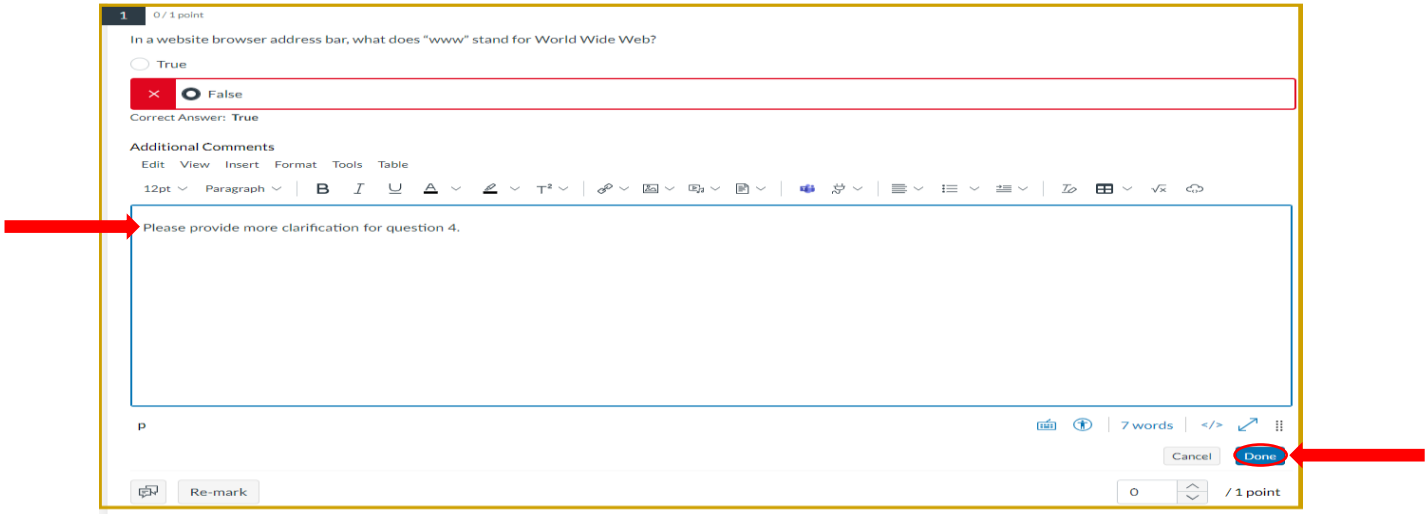
We ask for (FER) through the **additional comments section.**

Click: the **additional comments** icon:

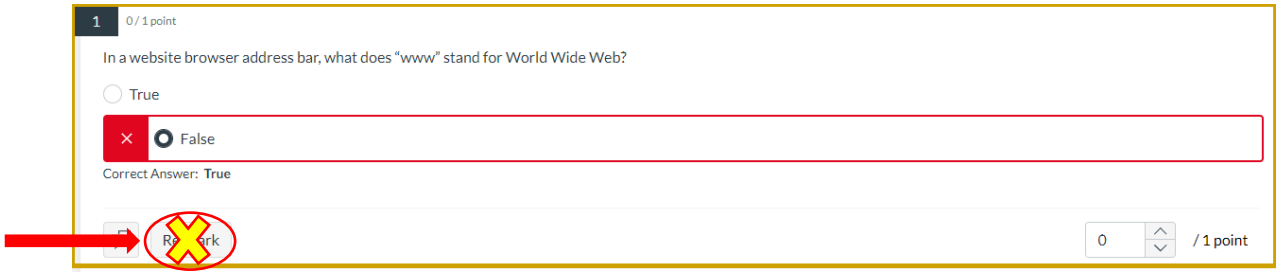


Once you have clicked on the additional comments icon, a rich content editor will appear to update the comments.

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.



<u>DO NOT touch the RE-MARK button:</u>



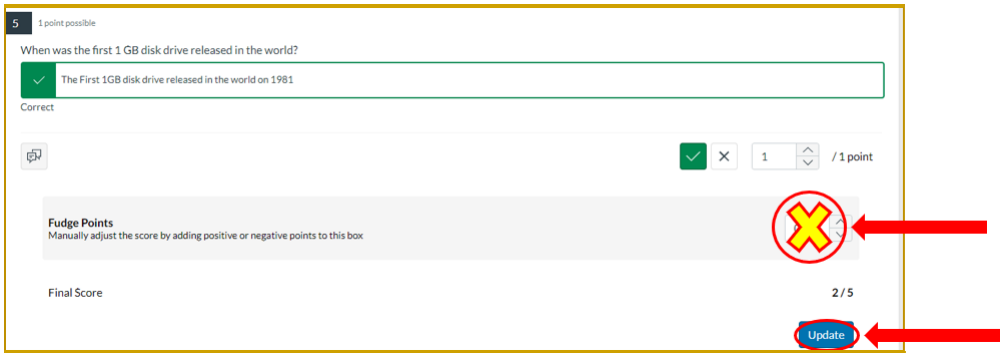
We DO NOT use the re-mark button when marking a student's assessment.

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).

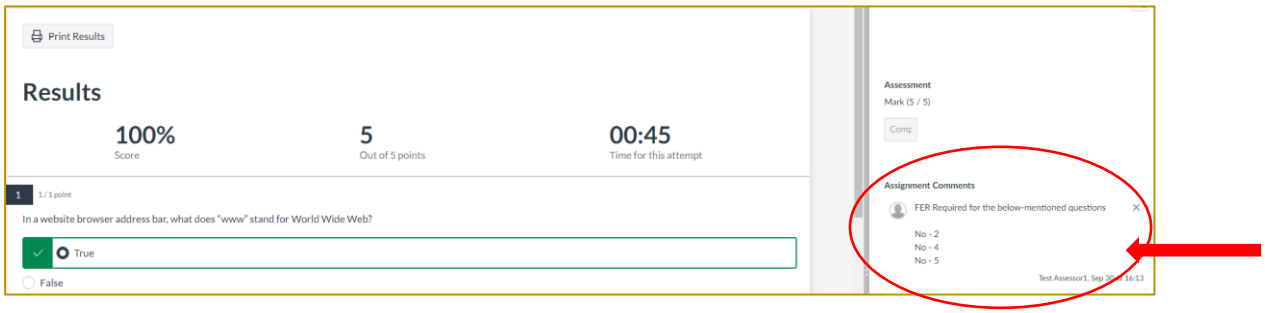


The system will automatically update their status: "Competent" OR "Not Yet Competent."
If the Student's assignment percentage is below 99.9%, this will automatically update the status as: "Not yet Competent."

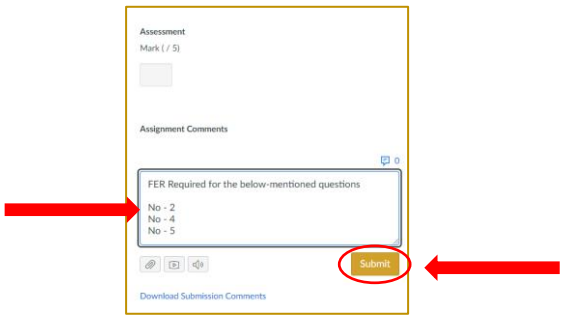
Final Step for Requesting (FER)

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.

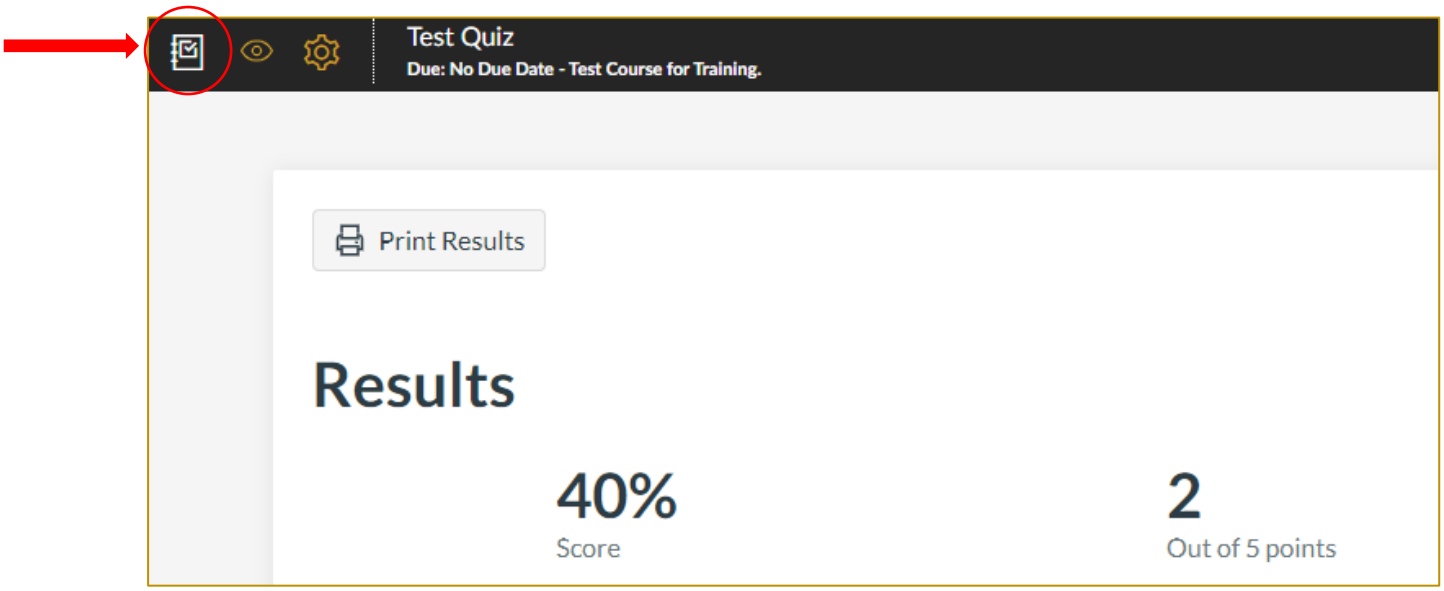


Press: submit



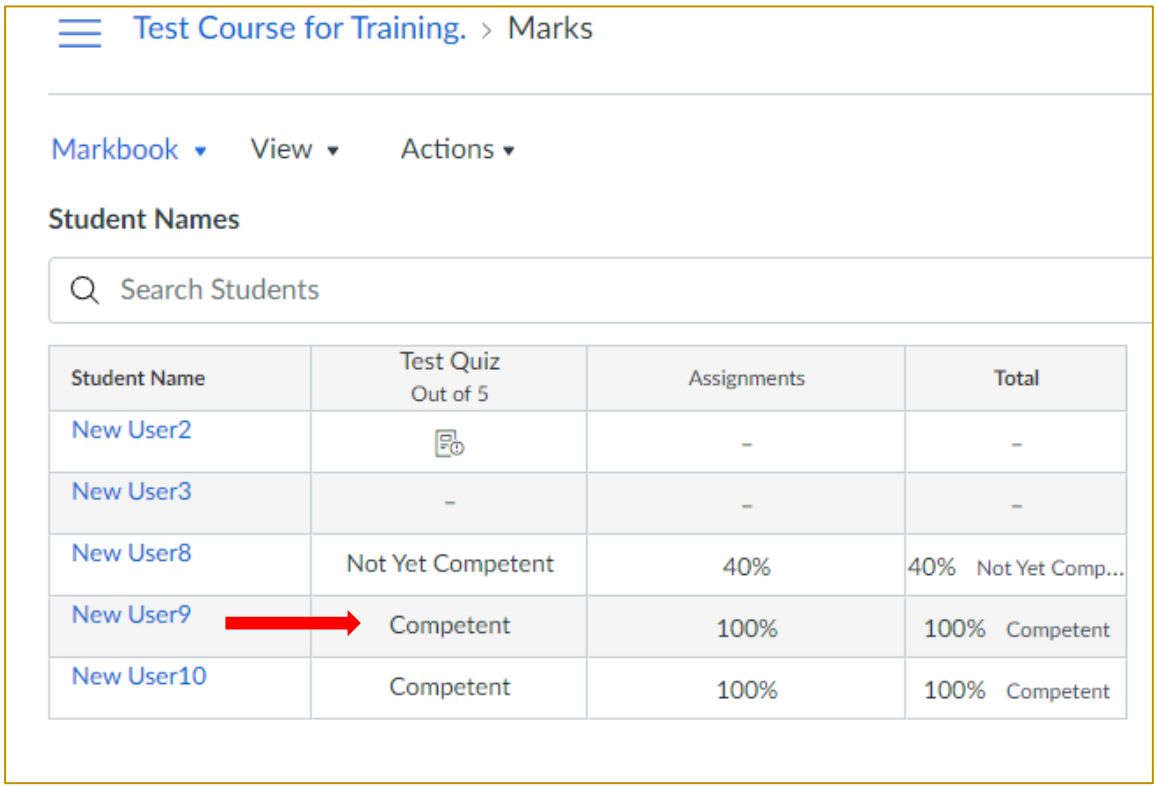
Assessment: Exiting the SpeedGrader

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



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."



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

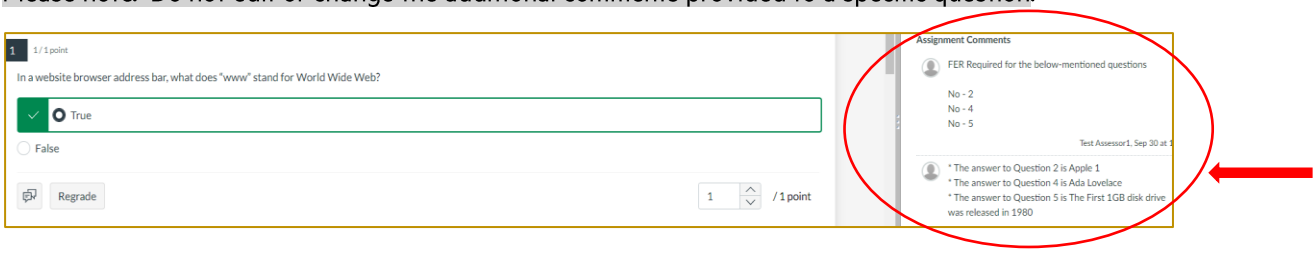
Once the Student responds to the FER, you can view their response by:

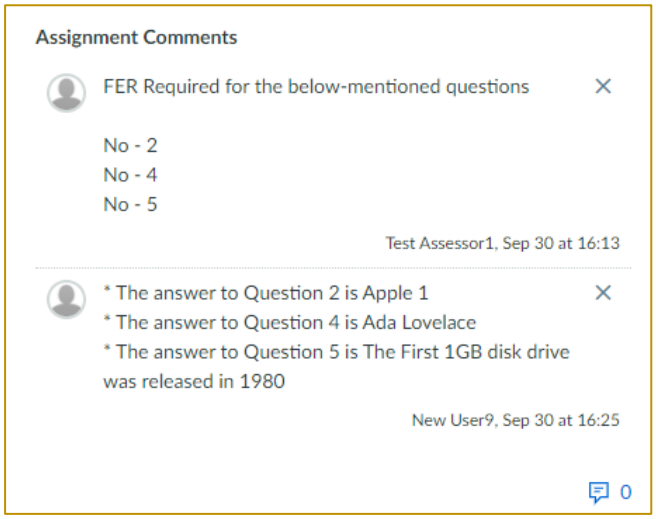
Clicking on the: SpeedGrader (instructions on **page 10** of this guide)

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.



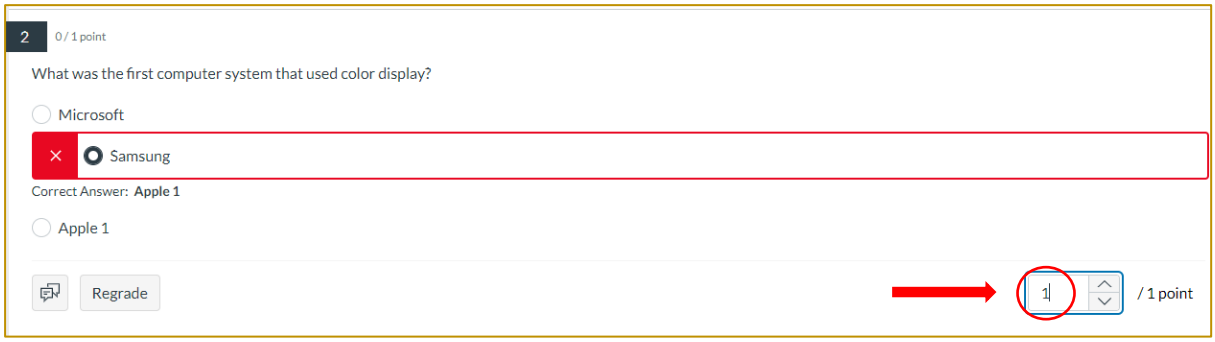


Assessment: Marking a student as "competent."

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

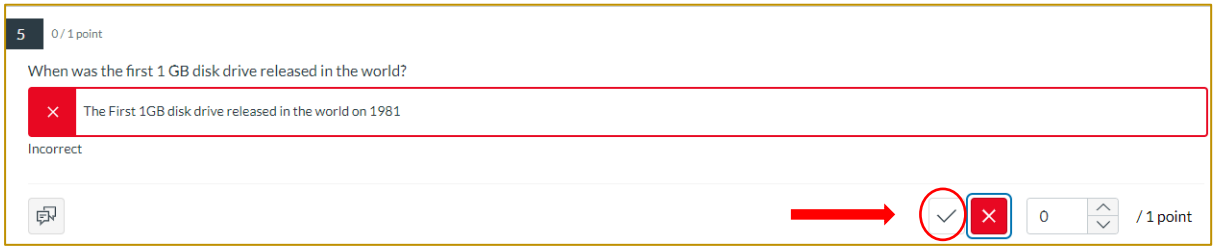
<u>For Auto-graded questions</u>

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

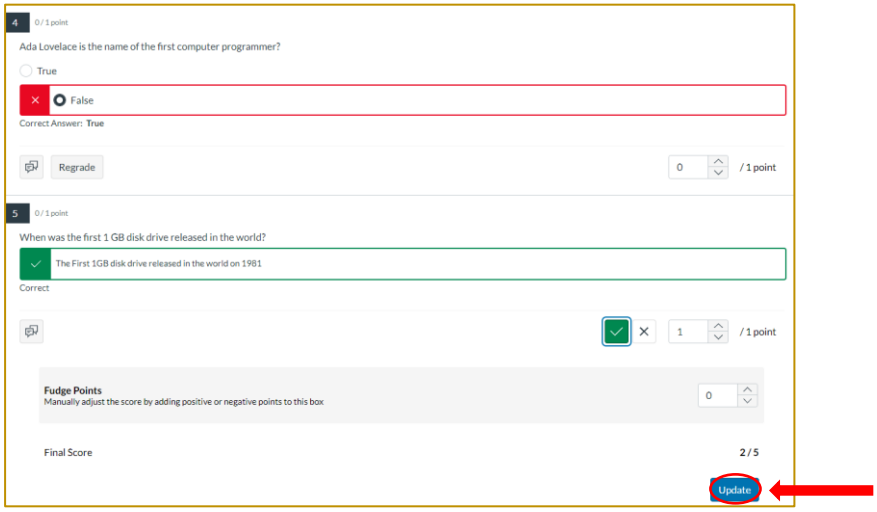


<u>For non-auto-graded questions</u>

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



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

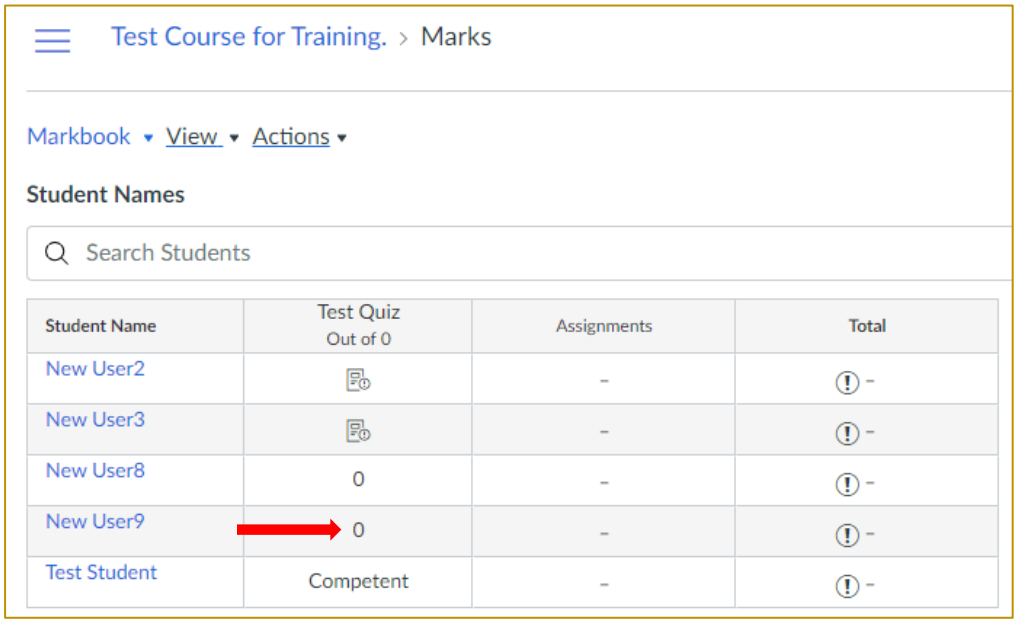


Assessment: Marking a student as “competent”: continued

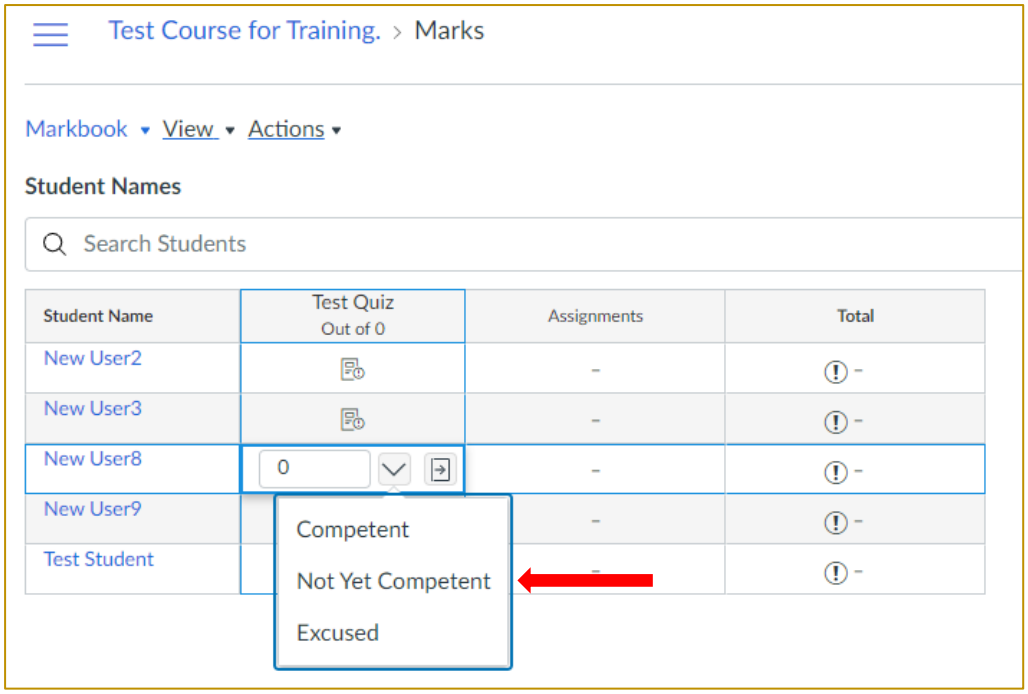
Exit: The **SpeedGrader** (instructions on **page 19** of this guide)

This will bring you back to your Markbook.

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



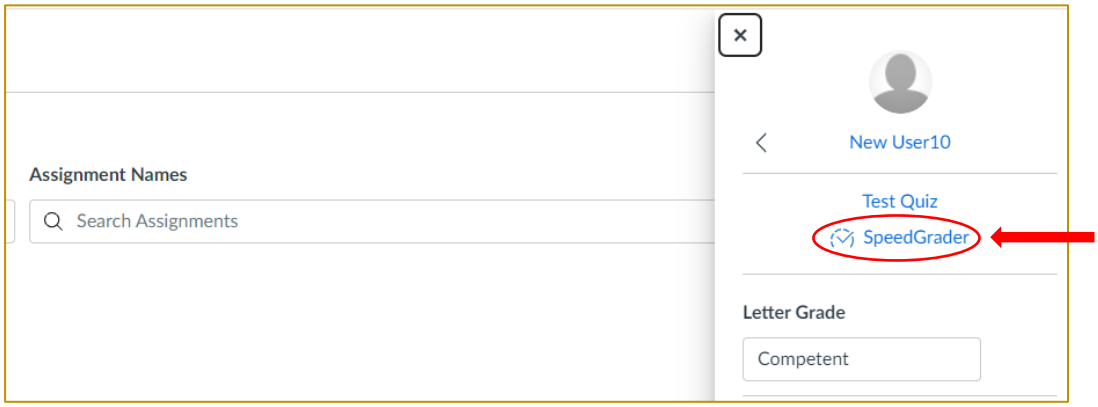
To update this status accordingly, click on the column labelled "0" and change it to:
"Competent" if the trainee has correctly answered all questions.
If there are incorrect answers, change the status to **"Not Yet Competent."**

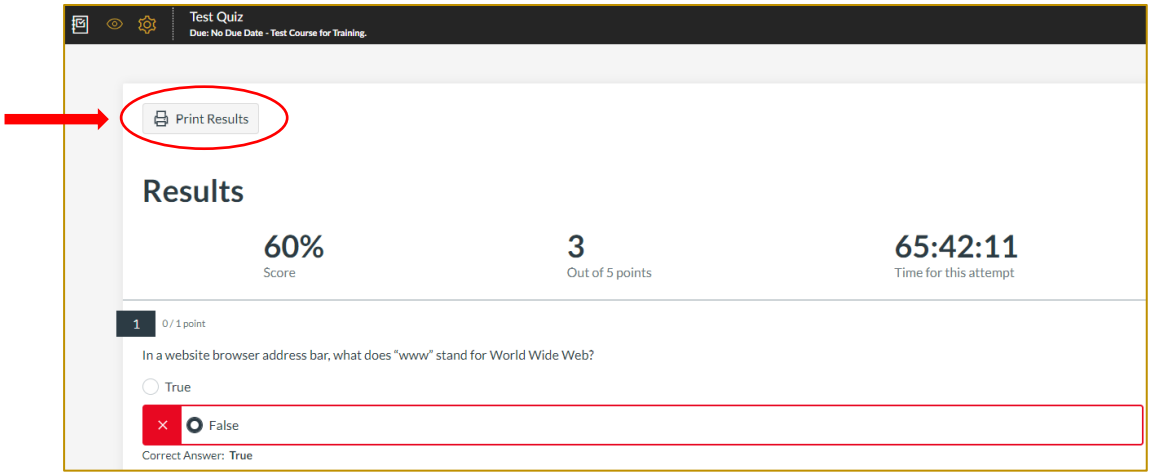


Post Moderation: How to Print Results

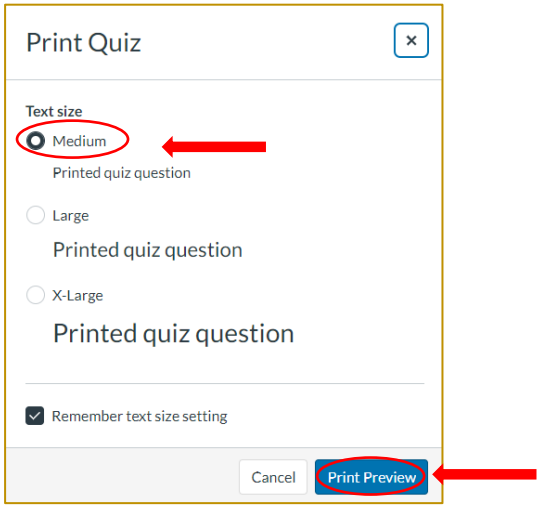
You can print students' results through SpeedGrader.

Go to: SpeedGrader
then print the Results for the individual student.

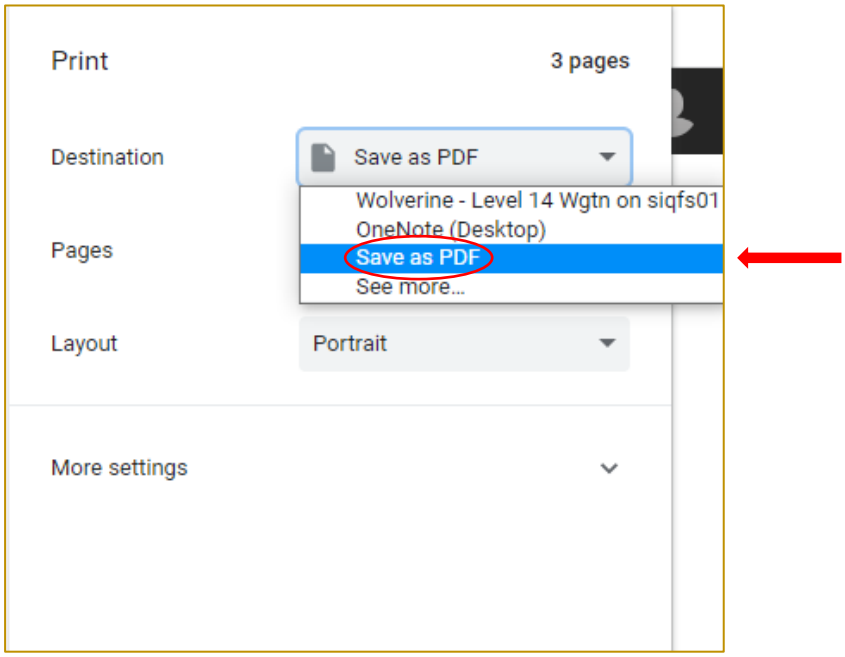


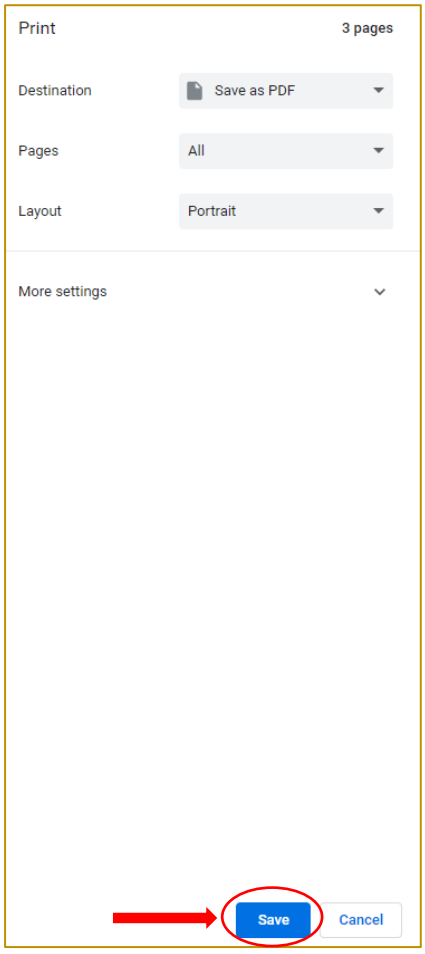


Choose: the text size as a **medium**
Click: **Print Preview.**



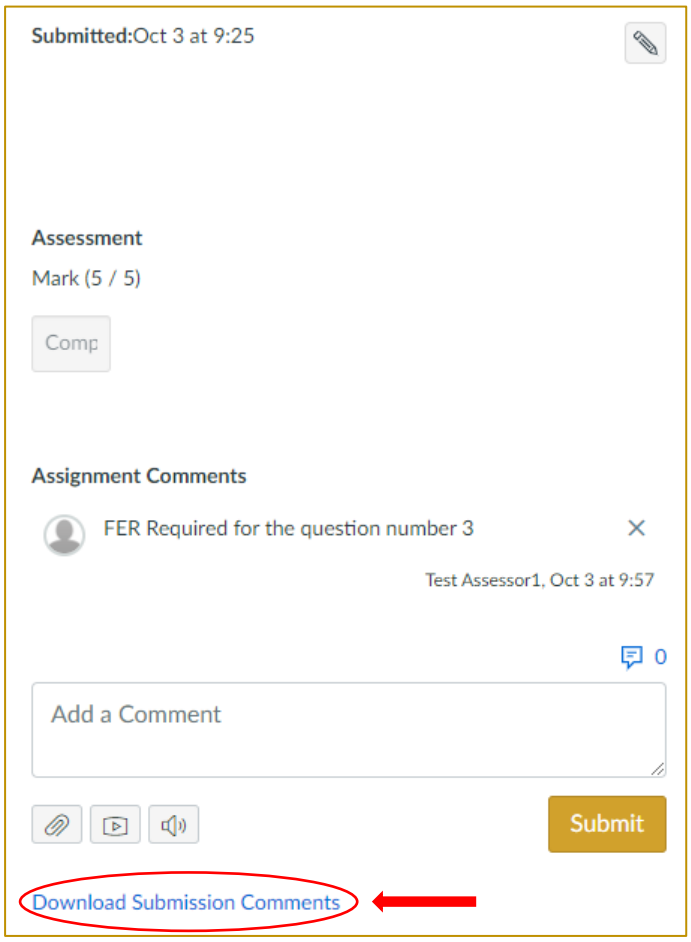
Now change the Destination:
Choose: **save as PDF**
Click: **save.**



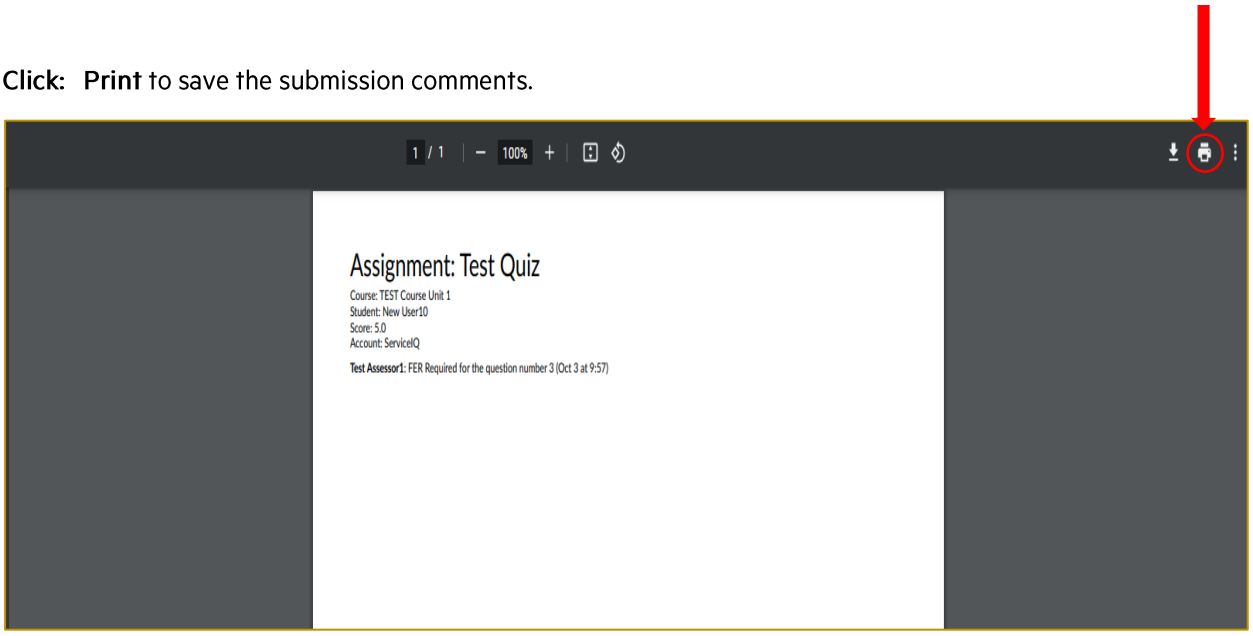


Post Moderation: How to Download Submission Comments

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



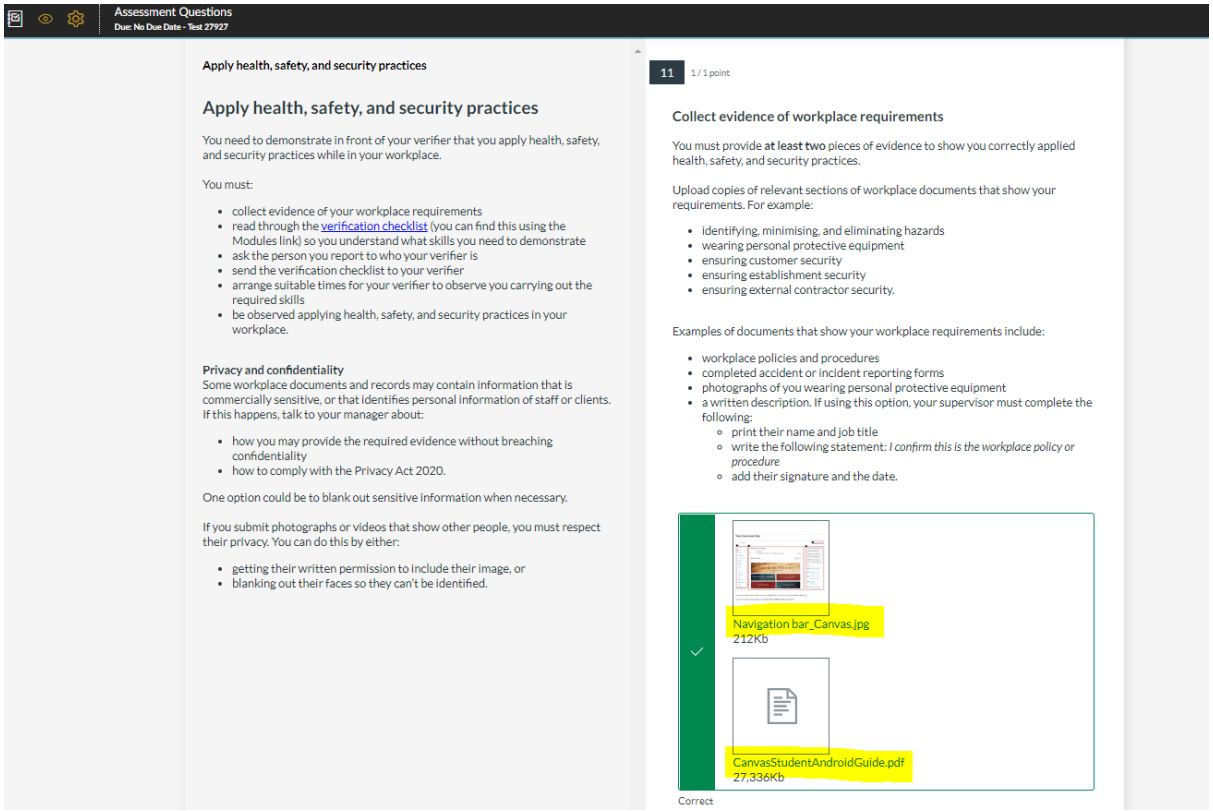
Click: **Print** to save the submission comments.



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.

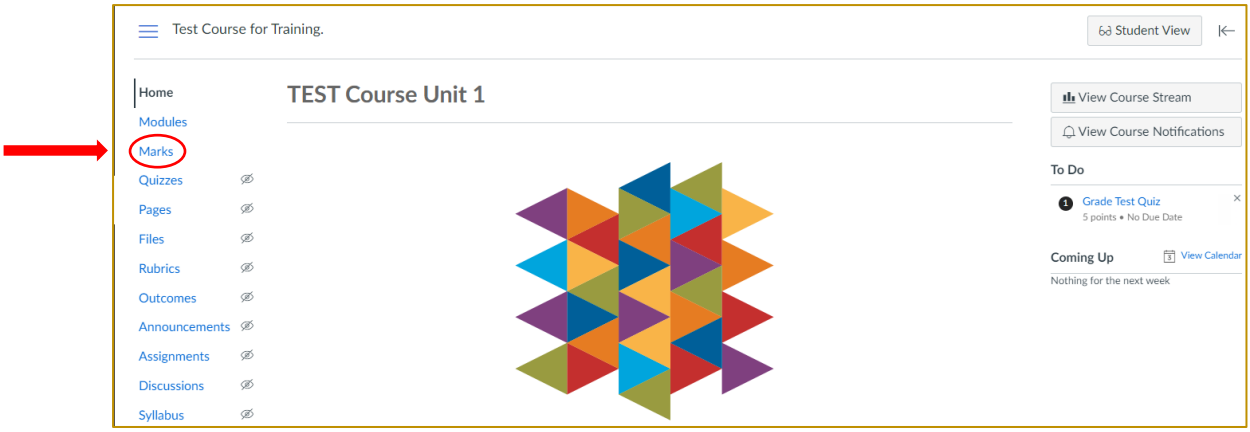


If you are emailing your documents to an external provider and the file size is high, you can zip up your files (which reduces their size). Instructions are within the following link: https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc

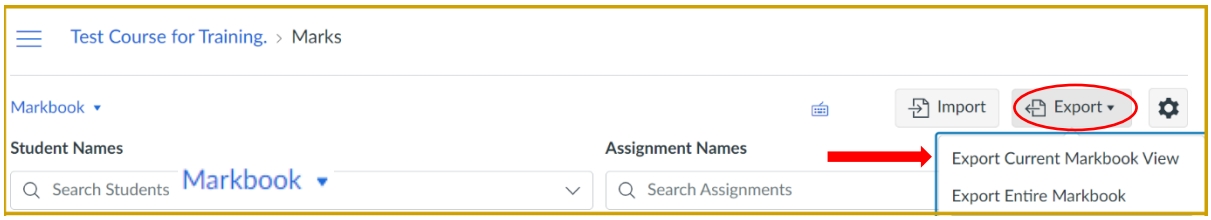
Post Moderation: Exporting the Markbook as a CSV file

<u>To export the current Markbook</u>:

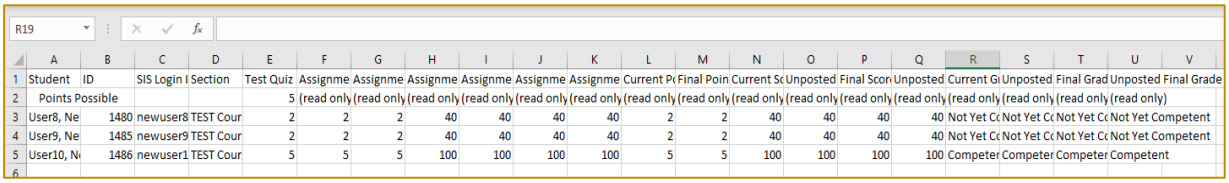
Click: The **Marks** tab from your navigation bar



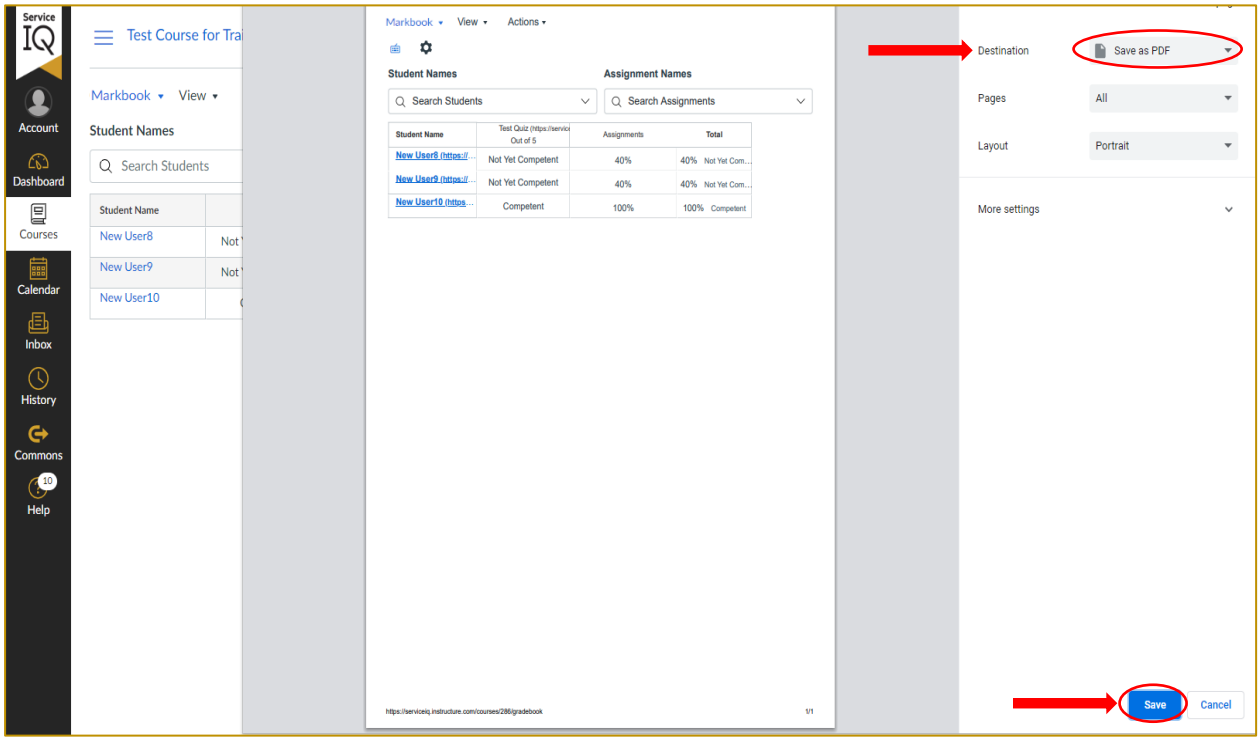
Then click: Export in the upper right hand side of the Markbook view.
Select: Export current markbook view from the drop-down menu.



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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Student	ID	SIS Login I	Section	Test Quiz	Assigme	Assigme	Assigme	Assigme	Assigme	Assigme	Current P	Final Poin	Current Sc	Unposted	Final Scor	Unposted	Current Gi	Unposted	Final Grad	Unposted	Final Grade
2	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)	
3	User8, Ne	1480	newuser8	TEST Cour	2	2	2	40	40	40	40	2	2	40	40	40	40	Not Yet Cc	Not Yet Cc	Not Yet Cc	Not Yet Competent	
4	User9, Ne	1485	newuser9	TEST Cour	2	2	2	40	40	40	40	2	2	40	40	40	40	Not Yet Cc	Not Yet Cc	Not Yet Cc	Not Yet Competent	
5	User10, N	1486	newuser1	TEST Cour	5	5	5	100	100	100	100	5	5	100	100	100	100	Competer	Competer	Competer	Competent	
6																						

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**