

Education Service Desk and the Wizard

Pre-requisites

- Contact your SMS vendor to ensure the SMS is ready to connect to PaCT.
- Authorise teachers to access PaCT (Education Sector Logons)

These must be done *before* ringing the Service Desk.

Contact the service desk:

1. Call the Service Desk on 0800 422 599 (this should be the person that will be the PaCT administrator).
2. The service desk will send them an email invitation for PaCT (you may need to check your junk email folder).
3. Once the email has arrived the service desk operator will guide you to the logon page for PaCT and provide you with an access code (this will be verbally by telephone).
4. Enter the code and you are in PaCT as an administrator. This will start the set up wizard.

Completing the wizard

The wizard is designed to be self-guided, however the service desk operator will help you complete it if you would like.

Step 1. School settings (curriculum)

1. The first step of the wizard will ask you for your school settings (i.e. which curriculum document/s do you use). Select the one that applies to your school, for PaCT this is always 'The New Zealand Curriculum' only or 'Both' if you are a dual medium school.
2. Select your option and click continue.

The screenshot shows the 'Set up PaCT for Kiwi Park Primary School' wizard. It includes a progress bar with five steps: 1. School settings (highlighted with an orange circle '1'), 2. Kāhui ako participation, 3. Access control, 4. Configure SMS, and 5. Done. The main content area asks 'Which curriculum documents do you use at Kiwi Park Primary School?' and provides three radio button options: 'The New Zealand Curriculum only' (selected), 'Te Marautanga o Aotearoa only', and 'Both The New Zealand Curriculum and Te Marautanga o Aotearoa'. A text box explains that selecting the first option means judgments are made against the New Zealand Curriculum only. At the bottom, there are 'Go Back', 'Exit setup', and 'Continue' buttons. The 'Continue' button is highlighted with an orange circle '2'.

3. The following screen will only appear if you select **Both**, you will need to specify the details of your Māori medium settings.
4. Complete the screen and click continue.

1. School settings 2. Kāhui ako participation 3. Access control 4. Configure SMS 5. Done

Which curriculum documents do you use at Kiwi Park Primary School?

☐ The New Zealand Curriculum only
☐ Te Marautanga o Aotearoa only
☒ Both The New Zealand Curriculum and Te Marautanga o Aotearoa

This means you are assessing your students using the New Zealand Curriculum and/or Te Marautanga o Aotearoa.

Students, groups, and teachers are shared across both systems and can be managed from either system.

Which type of school is Kiwi Park Primary School?

Contributing (Year 1-6)

Which of the following best describes Kiwi Park Primary School?

☐ Te Rūnanga Nui o Ngā Kura Kaupapa Māori
☐ Ngā Kura ā-Iwi
☐ Other

At which immersion level/s does Kiwi Park Primary School teach Te Marautanga o Aotearoa?

☐ Level 1 (81% to 100% of communication and instruction in te reo Māori)
☐ Level 2 (51% to 80% of communication and instruction in te reo Māori)
☐ Level 3 (31% to 50% of communication and instruction in te reo Māori)

Default progress and achievement marker in TWA

Te Marautanga o Aotearoa levels show where the different te reo matatini and pāngarau progress and achievement is located.

You can set your default to see the reports for Te Marautanga o Aotearoa or Ngā Whanaketanga Rumaki Māori.

☒ Te Marautanga o Aotearoa
☐ Ngā Whanaketanga Rumaki Māori

Go Back Exit setup Continue

Step 2. Kāhui Ako (reports)

PaCT allows you to choose to share information with your Kāhui Ako and be able to view aggregate Kāhui Ako reports. All identifying information for individual students and teacher is removed from Kāhui Ako reports.

1. If you choose to be part of Kāhui Ako reporting you **will** share your information and also be able to view the aggregate reports.
If you do not choose to be part of Kāhui Ako reporting you **will not** share information or be able to view report.

You can also change these setting in the mange section of the tools after completing the wizard.

2. Select your option and click continue.

The screenshot shows the 'Kāhui ako reporting settings for Kiwi Park Primary School' screen. At the top, a progress bar indicates five steps: 1. School settings, 2. Kāhui ako participation (current step), 3. Access control, 4. Configure SMS, and 5. Done. The main heading is 'Kāhui ako reporting settings for Kiwi Park Primary School'. Below it, a paragraph explains that these settings control whether the school's judgment data is included in aggregated kāhui ako reports. A question asks: 'Participate in Avian Association of Aotearoa (NZ Birds) reporting?'. There are two radio button options: 'No, do not include Kiwi Park Primary School in kāhui ako reporting' and 'Yes, include Kiwi Park Primary School in kāhui ako reporting'. The 'Yes' option is selected. A text box below explains that this means the school's judgment data will be included in aggregated reports in PaCT, and that PaCT users at the school can be given access to these reports. At the bottom, there are three buttons: 'Go Back', 'Exit setup', and 'Continue'. A red circle with the number '1' is next to the 'Yes' radio button, and a red circle with the number '2' is next to the 'Continue' button.

Step 3. Standard teacher access

1. PaCT allows you to choose the level of access that teacher will have for making judgments or viewing reports will have.
 - **Full access** means that all teachers can see reports and make judgments for any student in the school
 - **Restricted judgements** means teachers can see all student reports but only and make judgments for students who are assigned to the teacher.
 - **Restricted judgements and reports** mean teachers can only make view reports or make judgments for students who are assigned to them.This will be applied to all teacher invited to use PaCT. You can change these settings in the manage section after completing the wizard.
2. Select the type you want and click continue.

The screenshot shows the 'Access to judgments and reports' screen. At the top, a progress bar indicates five steps: 1. School settings, 2. Kāhui ako participation, 3. Access control (current step), 4. Configure SMS, and 5. Done. The main heading is 'Access to judgments and reports'. Below it, a question asks: 'What access would you like to give teachers to be able to make judgments or view reports for students?'. There are three radio button options: 'Full access to judgments and reports', 'Restricted judgments', and 'Restricted judgments and reports'. The 'Full access to judgments and reports' option is selected. A text box below explains what this means: '1. All users can make judgments on all students.', '2. All users will have access to student reports for all students.', '3. Less complexity to maintain.', '4. Less work for you as the school admin.', and '5. Will run nicely even without data from your SMS.' It also states: 'You can always switch to more restrictive Access Control settings later.' At the bottom, there are three buttons: 'Go Back', 'Exit setup', and 'Continue'. A red circle with the number '1' is next to the 'Full access to judgments and reports' radio button, and a red circle with the number '2' is next to the 'Continue' button.

Step 4. Configure SMS

Most SMS are able to share group and overall judgment information with PaCT. This means your class groups and teachers who are responsible for that group can easily be set up within the tool. Confirmed overall judgments can also be shared from PaCT into your school's SMS.

This step will allow you to connect to your SMS (you should already have contacted your SMS provider to ensure the SMS is ready to connect).

1. Choose if you want to use your SMS and select the appropriate option.

The screenshot shows the '4. Configure SMS' step in a multi-step setup process. The progress bar at the top indicates the current step is '4. Configure SMS', with previous steps being '1. School settings', '2. Kāhui ako participation', '3. Access control', and '5. Done'.

Student, teacher and group details

How would you like to get additional details about your students, pre-populate invitations for your teachers to use PaCT, and maintain the groups that students and teachers belong to?

[Why is using an SMS recommended? ▾](#)

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

Please select the SMS that you use from the list below:

Your SMS may be able to create a data file that you can manually upload into PaCT

You will be able to control when updates to student and teachers details are made.

This means:

1. You can upload the Identity Data Extract (IDE) file that you may get from your SMS to update your student and teacher details.
2. You can upload your IDE file on the Settings page of the Manage section of PaCT.

Exporting judgment and report data from PaCT

⚠ No SMS support for PaCT judgment data.

Currently your SMS does not support the importing of PaCT data. Please speak to your SMS vendor if this is important to you.

☐ Do not use SMS - Enter and maintain student, teacher and group details in PaCT manually.

[Go Back](#) [Exit setup](#) [Continue](#)

2. If you click **Use SMS** then you will also need to select the type of SMS using the dropdown menu.
3. If your SMS requires it you will be prompted to **Get Secret** click this button. This 'secret key' is a special code that you will need to put into your SMS to activate the link between PaCT and your SMS.

1. School settings 2. Kāhui ako participation 3. Access control 4. Configure SMS 5. Done

Student, teacher and group details

How would you like to get additional details about your students, pre-populate invitations for your teachers to use PaCT, and maintain the groups that students and teachers belong to?

[Why is using an SMS recommended?](#)

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

Please select the SMS that you use from the list below:

2 eTap

Your SMS allows automatic uploads

You are able to schedule your SMS to update PaCT secured by a secret code you manage.

Please copy the following secret code and paste it into your SMS to authorise it to send data to PaCT.

You need to generate a secret code to share with your SMS before you can proceed **Get secret** 3

The secret code above will only work in an SMS that has your school number.

Your school number is: 55

PaCT can export judgment data into your SMS automatically

Would you like to automatically export data from PaCT for use in your SMS?

☐ Yes, please use the same settings as above.

☒ No, we will download the data from PaCT and manually import the data into our SMS.

☐ Do not use SMS - Enter and maintain student, teacher and group details in PaCT manually.

[Go Back](#) [Exit setup](#) [Continue](#)

4. Once the secret key is generated you can click **Copy secret key** this will now be ready to paste into your SMS. Warning: If you generate a **New secret** you will need to copy it again to make a valid connection to your SMS. For MUSAC Edge you do not require a secret code as the SMS will connect without it.
5. You now need to activate this in your SMS.

1. School settings
2. Kāhui ako participation
3. Access control
4. Configure SMS
5. Done

Student, teacher and group details

How would you like to get additional details about your students, pre-populate invitations for your teachers to use PaCT, and maintain the groups that students and teachers belong to?

[Why is using an SMS recommended?](#)

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

Please select the SMS that you use from the list below:

eTap

Your SMS allows automatic uploads

You are able to schedule your SMS to update PaCT secured by a secret code you manage.

Please copy the following secret code and paste it into your SMS to authorise it to send data to PaCT.

fe46f527c056aa7ebaf52a0e113001a6489b

New secret

Copy secret key

The secret code above will only work in an SMS that has your school number.

Your school number is: 55

PaCT can export judgment data into your SMS automatically

Would you like to automatically export data from PaCT for use in your SMS?

☒ **Yes**, please use the same settings as above.

☐ **No**, we will download the data from PaCT and manually import the data into our SMS.

☐ Do not use SMS - Enter and maintain student, teacher and group details in PaCT manually.

Go Back
Exit setup
Continue

For information on each SMS and where to paste the secret key select the appropriate instruction from the links below:

Assembly: [instructions for connecting Assembly to PaCT](#)

Contact no. 0800 555 987

eTAP: [instructions for connecting eTAP to PaCT](#)

Contact no. 09 263 4827

KAMAR: [instructions for connecting KAMAR with PaCT](#)

Contact no. 07 575 2627 (07 57 KAMAR)

Musac Edge: [instructions for connecting Musac Edge with PaCT](#)

Contact no. 0800 600 159

Note: We provide specifications to SMS providers for connections with PaCT but we are not able to answer queries or make changes to them.

You can change these settings in the manage section after completing the wizard. However this connection is advisable as it will auto populate the student groups and teacher information for you in the tool.

6. Click continue.

Step 5. Done

1. You are done! However, when setting up for the first time you do need to go through your manage settings and make sure that everything is ready.
2. It is important to complete the activities outlined by the wizard (see below image). There are guides for each of the manage functions available in the 'Manage PaCT' resources on the website (Setting up and managing PaCT). Activity point 3 will appear in the **Updates** tab under **Manage**. This will prompt you to change any students with questionable first started school dates and homegroups with no teachers assigned.
3. Click **Start PaCT** to get going.

1. School settings 2. Kāhui ako participation 3. Access control 4. Configure SMS 5. Done

✓ **Success!** You have successfully completed the initial set up for PaCT for your school and it is now ready to be used.

You will soon be inviting your colleagues to use PaCT. The recipients will need an Education Sector Logon to access the Progress and Consistency Tool (PaCT). The Education Sector Logon is a single sign-on service used by many New Zealand education sector online services, so they may already have an account. For those that require either a logon or changes to the permissions of their logon the process may take some time. Therefore, we suggest that prior to sending the PaCT invitations you check that your colleagues have the following:

- An Education Sector Logon
- An association with your school
- The role PACT_SCHOOL_USER

This can be done by viewing Education Sector Logon information for your school using the Education Sector Logon Provisioning Application (EPA) or by contacting the Ministry Service Desk.

1 As the PaCT administrator for Kiwi Park Primary School you are now encouraged to perform the following activities so that your colleagues can start using PaCT.

1. **Import data from your SMS:** If you opted for an automated update make sure the first update has been triggered from your SMS. If you opted for manual then do so via the button on the Settings tab in the Manage section of PaCT.
2. **Invite colleagues:** Prepare and send invitations (either using teacher data that came through from your SMS or entered manually into PaCT) for colleagues to join you in PaCT. Make sure you specify if they are a School Leader if they need to be able to see school-wide reports.
3. **Clean student data:** Whether it comes from ENROL or the SMS you will probably need to fix questionable first started school dates for students in Years 1 - 3 and ensure that every student is in a homegroup.
4. **Manage groups:** You should either activate or hide groups from your SMS (if any), set which groups you want as homegroups, and assign teachers to them. You can also, if you require them, make new groups in PaCT.
5. **Set reporting cycles:** Tune the start and end dates for reporting cycles so they work for your school.

Print Instructions

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