



Te Kete



Te Pūkenga

Te Kete Guide

(powered by Canvas)

for Assessors (LCQ only)

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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:

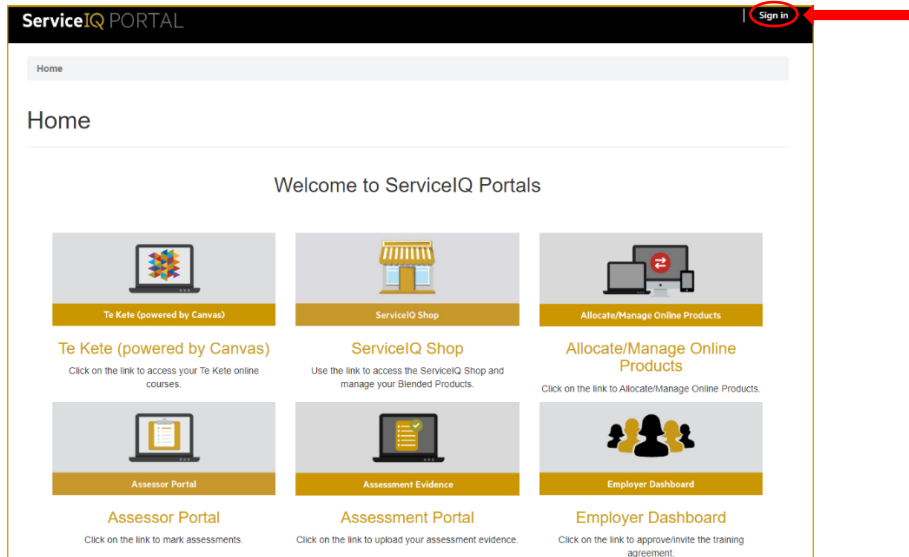
[Apple app instructions](#)

[Google play instructions](#)

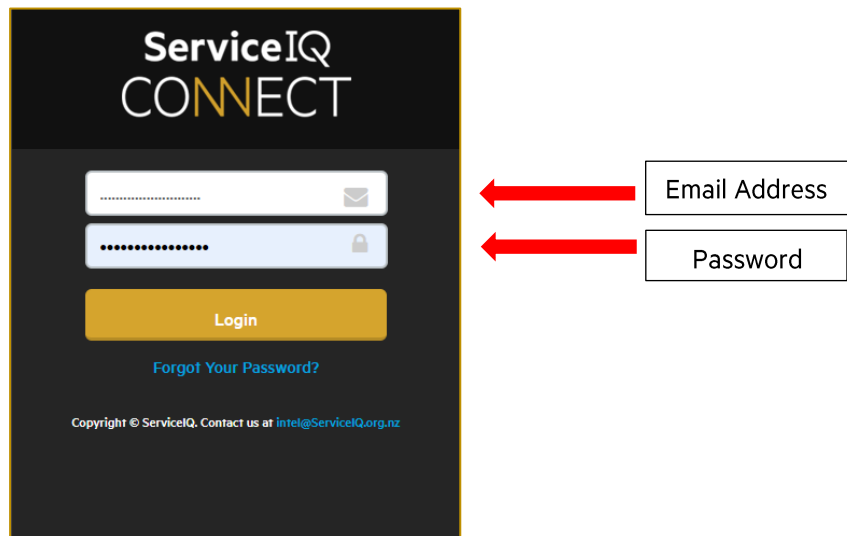
Logging into Te Kete

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



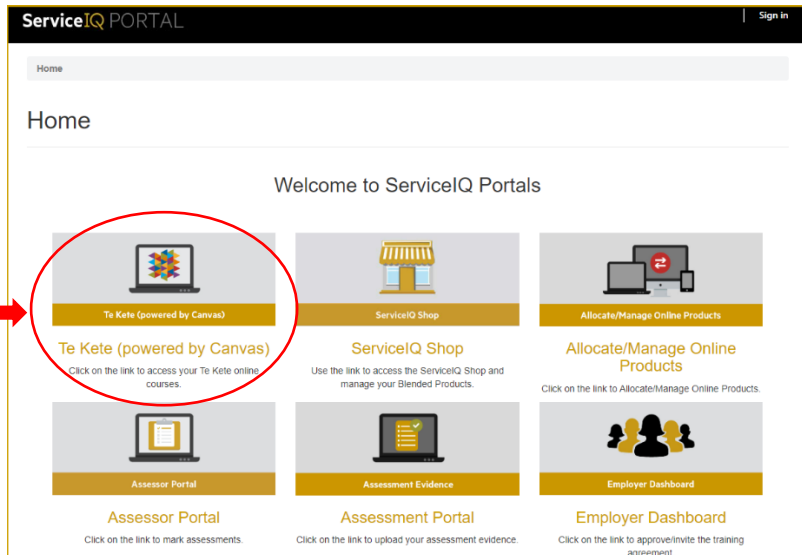
You will then be asked for login details. This will log you into the main screen for ServiceIQ's Portal.



Main Screen of ServiceIQ's Portal:

Main Screen of ServiceIQ's Portal:

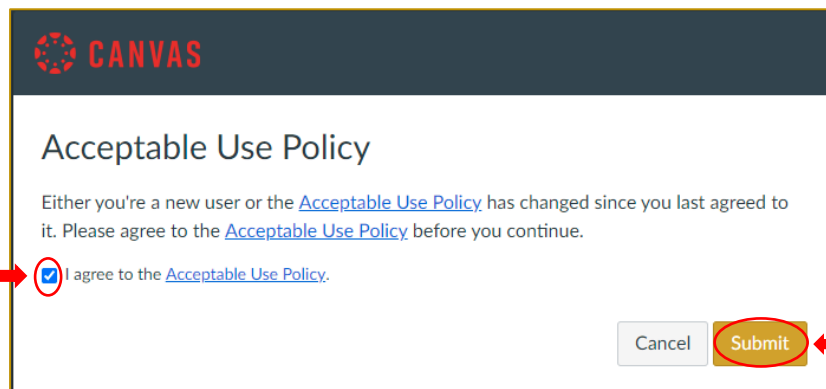
Click: Te Kete (powered by Canvas)



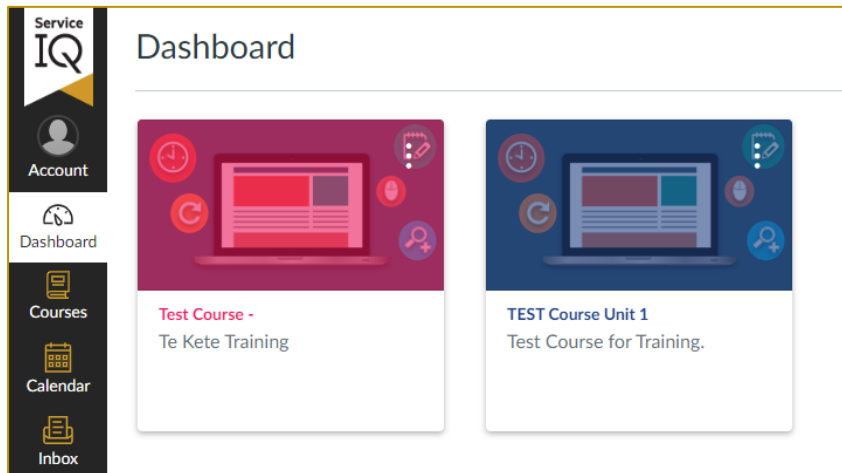
Once you click on the Te Kete (powered by Canvas) icon, you will be taken to your account. The first time you access Te Kete, you must agree on the user policy before beginning, as shown below.

Click: I agree (tick box)

Click: Submit (as shown below)



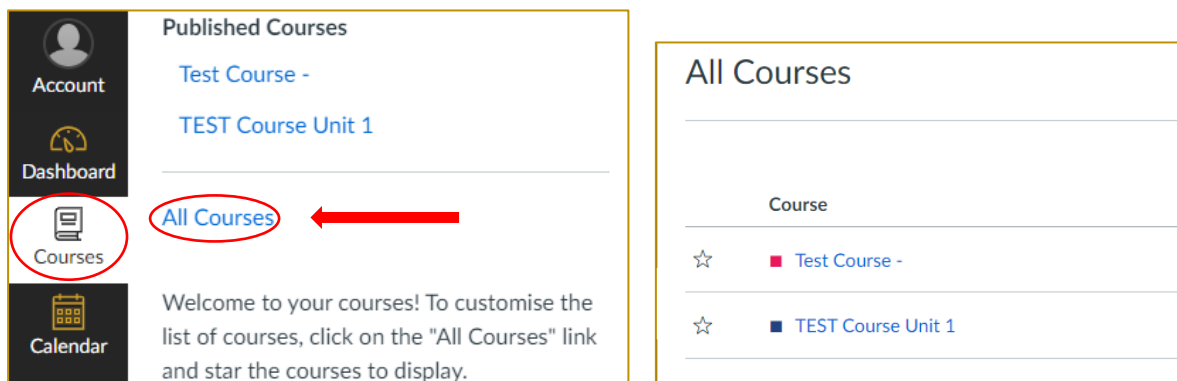
Your Dashboard



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.

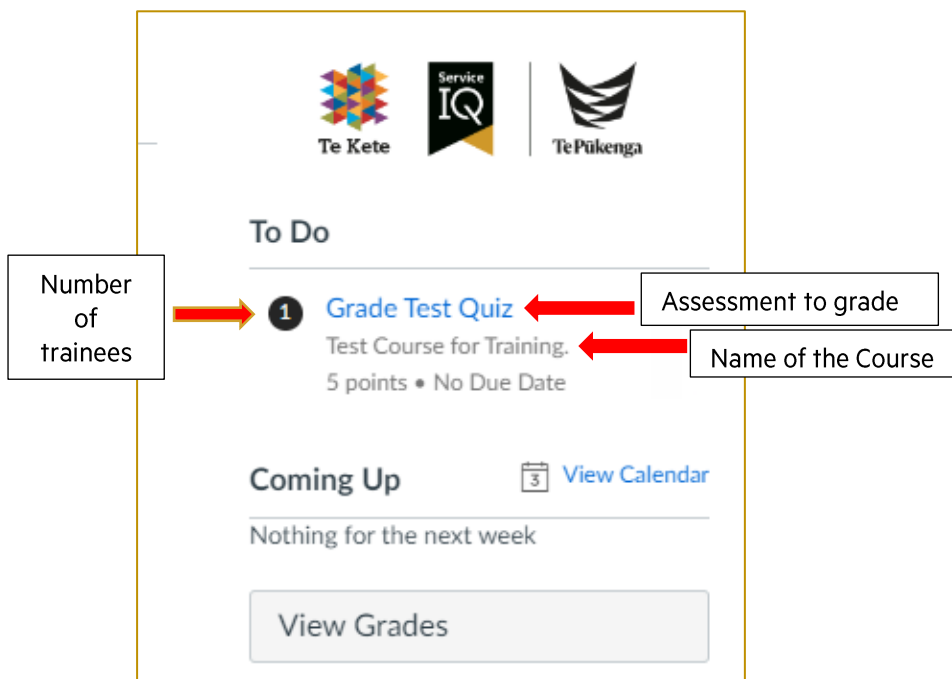
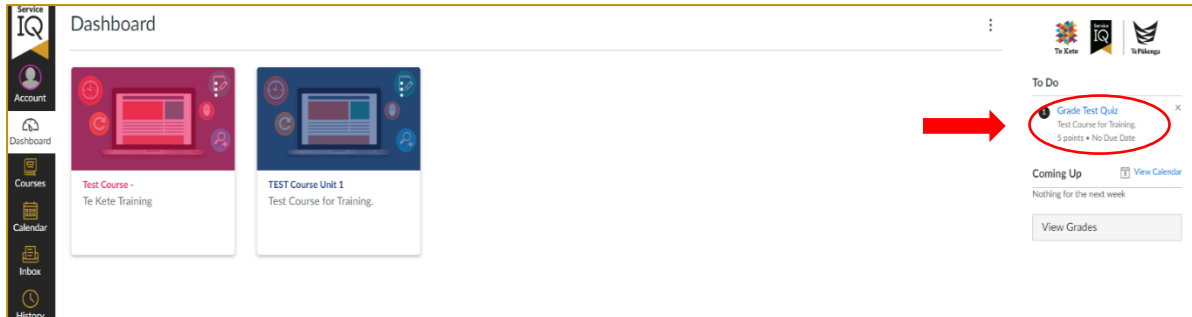


3. **Click:** the "Dashboard" icon to return to the screen view.

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

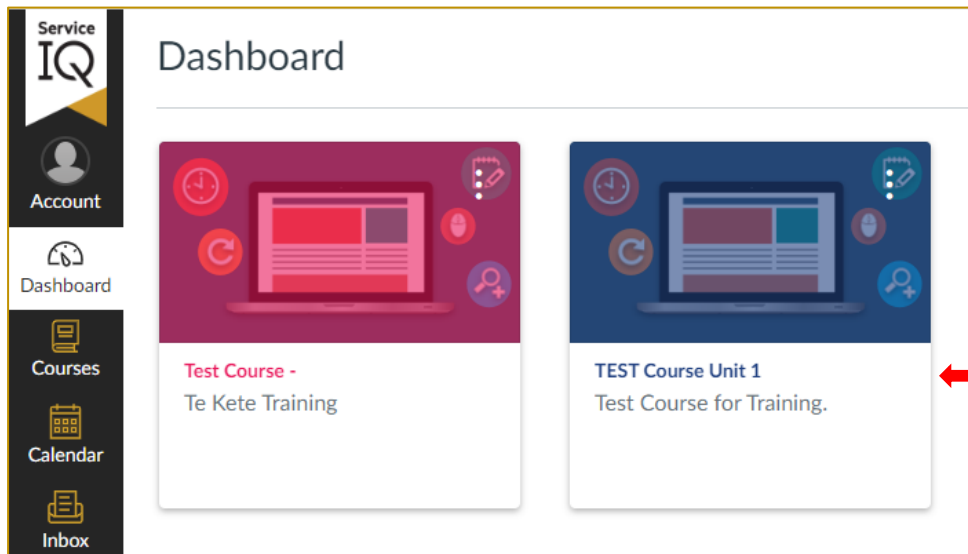
You will be able to see any tasks awaiting your action (under the To Do list).

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



Your Dashboard: How to view a course

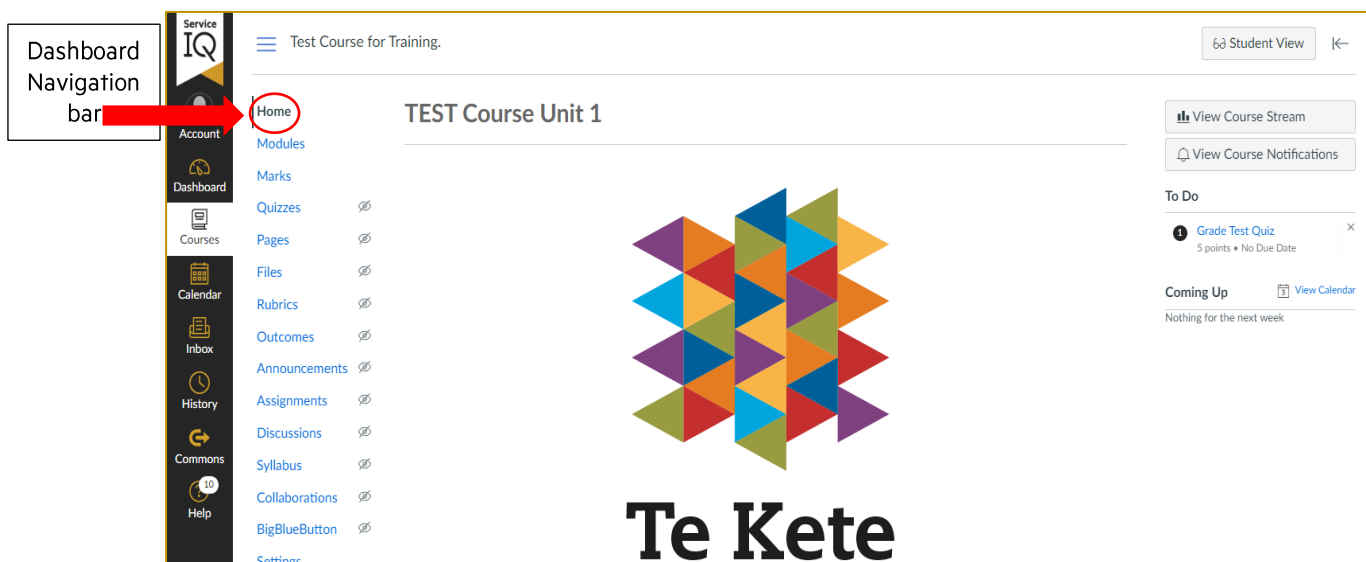
Click: the course from your Dashboard



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.

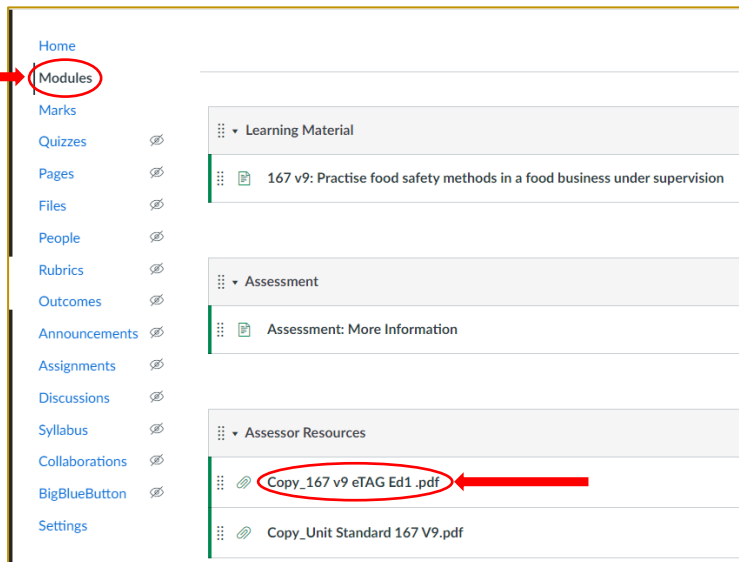
Course Home page



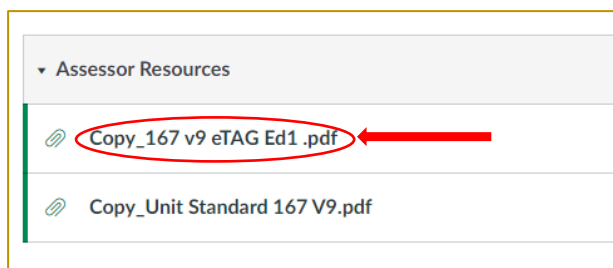
Your Dashboard: Assessor Resources and Unit Standard Information

Click on the **Modules** tab to find the access assessor resources modules in which you can find the marking guide for assessment and unit standard documents.

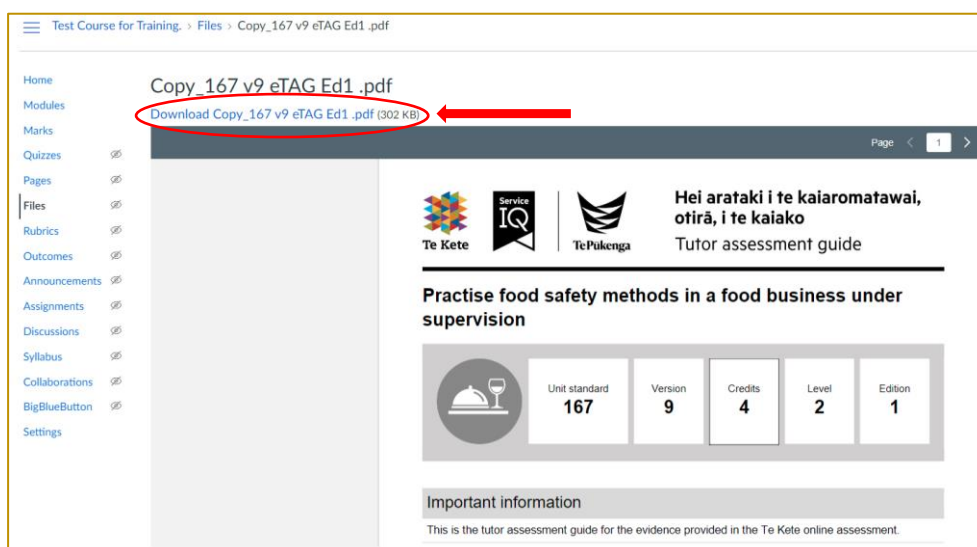
Please note: Assessor resources modules will be unpublished. This will not be visible to a trainee.



Click on: Assessor Guide.pdf module to view and download a marking guide.

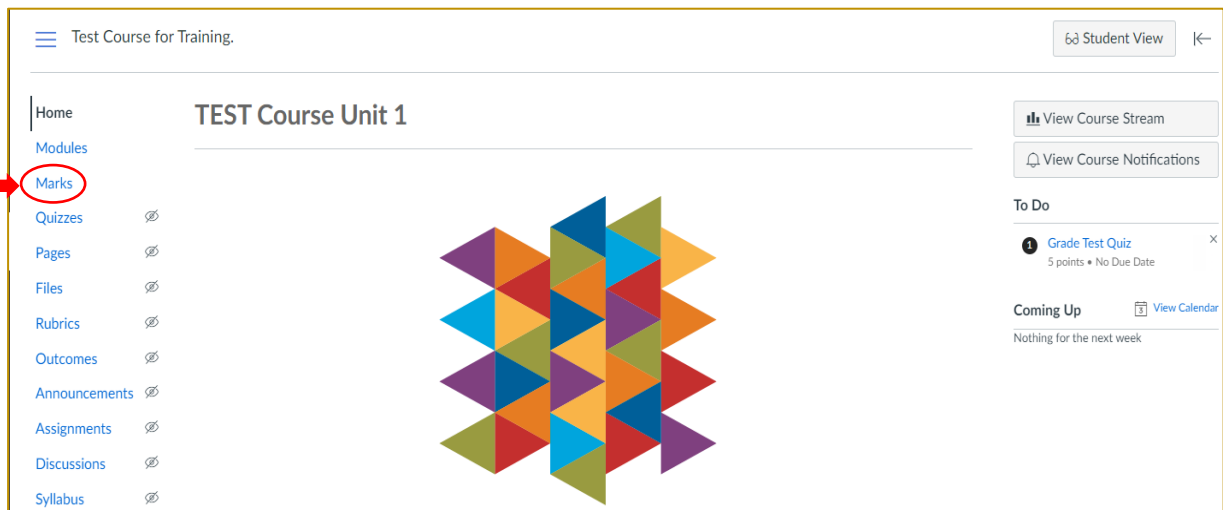


Then click to: **Download copy_167.v9 eTAG Ed1.pdf**.
This will download as a PDF file.





Assessment: Accessing the Marks Tab and Markbook



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



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

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

The screenshot shows the 'Test Course - Roadshow > Marks' markbook interface. The table displays student names and their assessment status. Red arrows point to the status symbols for 'Teststudent12' and 'Test Student'.

Student Name	Notes	Assessment questions Out of 3	Syncing to SIS Assignment Out of 0	Assignments	Total
Teststudent12			-	-	-
Test Student			-	-	-

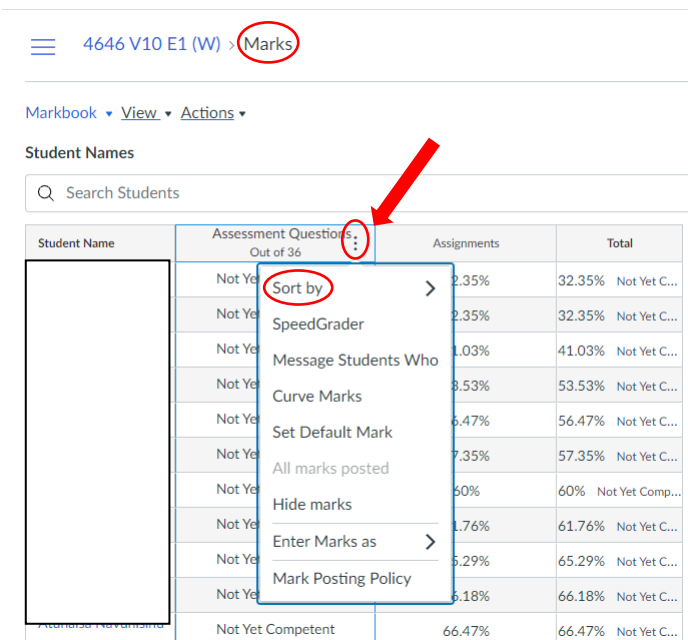
On the screenshot above;
“Teststudent12” has completed it and is ready for marking
while “Test Student” has not completed the assessment.

Assessment: Filtering Trainees by Submission Date within the Marks Section

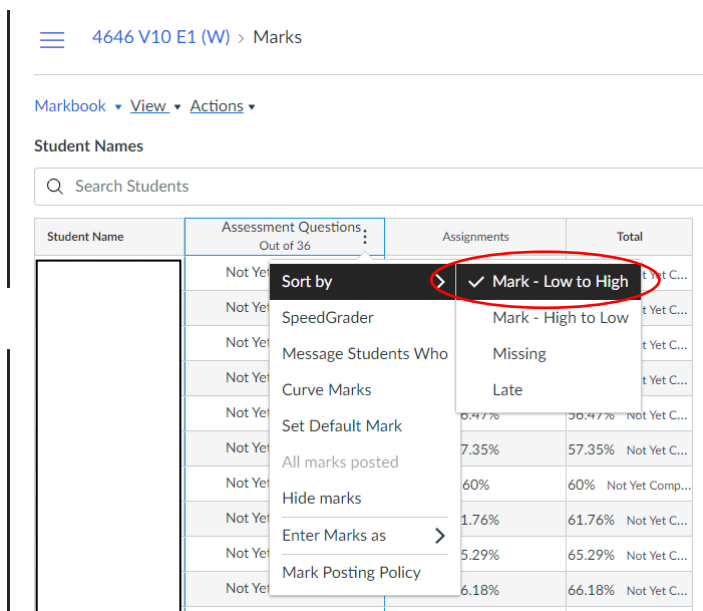
You have the ability to sort your trainees using various filters.

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



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



Assessment: Displaying Trainees by FirstName or LastName within the Marks Section

You have the ability to sort your trainees by firstname or lastname

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 'Student Names' section has a search bar and a table. The table has columns: 'Student Name', 'Assessment Questions Out of 36', 'Assignments', and 'Total'. A dropdown menu is open over the 'Student Name' column, showing options: 'Sort by', 'Display as', 'Secondary info', and 'Show'. The 'Display as' option is selected, and a sub-menu is open showing 'First, Last Name' (checked) and 'Last, First Name'. A red arrow points to the three-dotted menu icon in the table header.

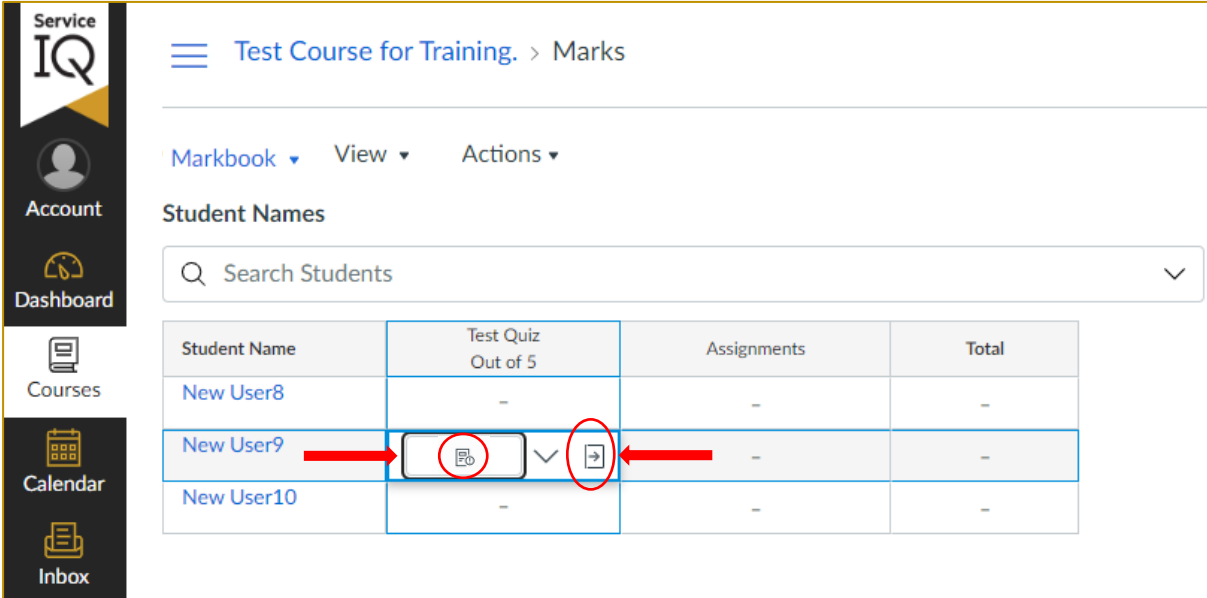
Student Name	Assessment Questions Out of 36	Assignments	Total
Li	-	-	-
Ja	100%	100%	100% Competent
Er	100%	100%	100% Competent
M	88.24%	88.24%	Not Yet C...
Fr	100%	100%	Competent
St	-	-	-
Ph	100%	100%	Competent
	Competent	100%	100% Competent
	Competent	100%	100% Competent

Assessment: Accessing SpeedGrader to Mark the Assessment

To access the SpeedGrader and mark the assessment:

Click on the status symbol: 

Then click on the arrow symbol: 





Service IQ

Test Course for Training. > Marks

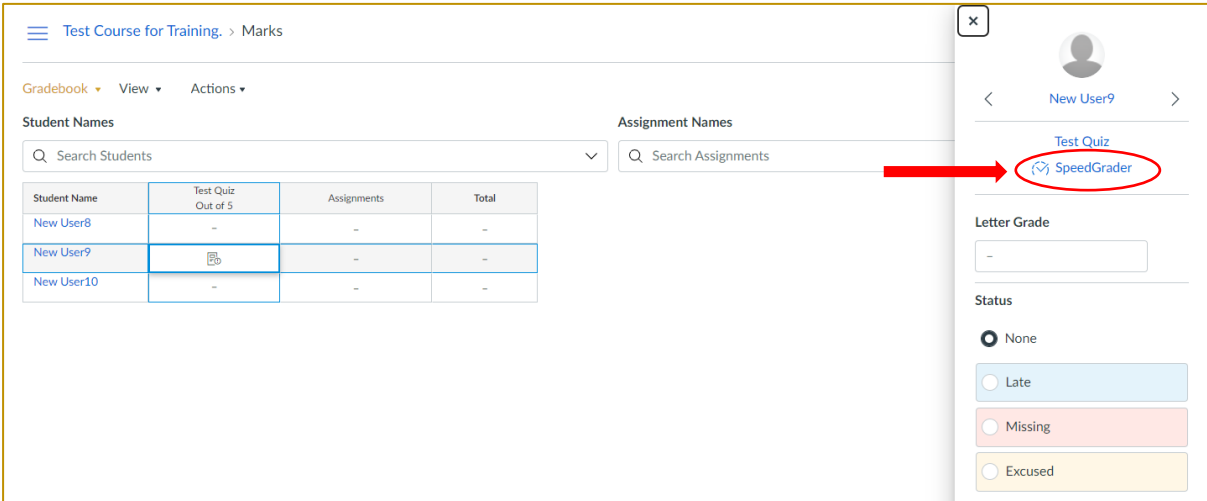
Markbook ▾ View ▾ Actions ▾

Student Names

Search Students

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.



Test Course for Training. > Marks


Gradebook ▾ View ▾ Actions ▾

Student Names

Search Students


Assignment Names

Search Assignments

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

New User9

Test Quiz

 SpeedGrader

Letter Grade

-

Status

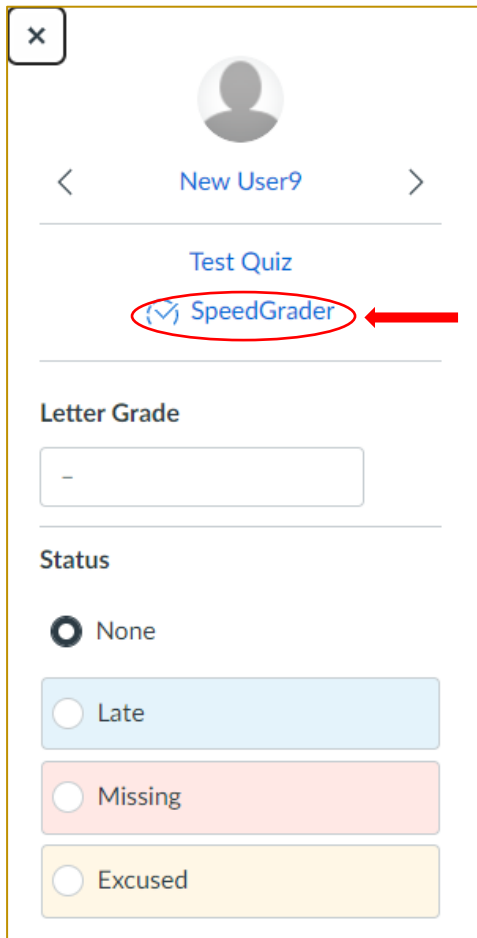
None

Late

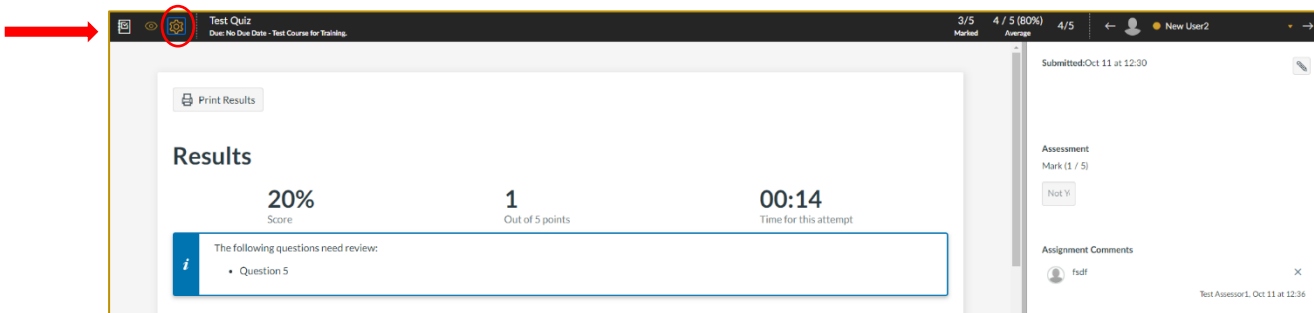
Missing

Excused

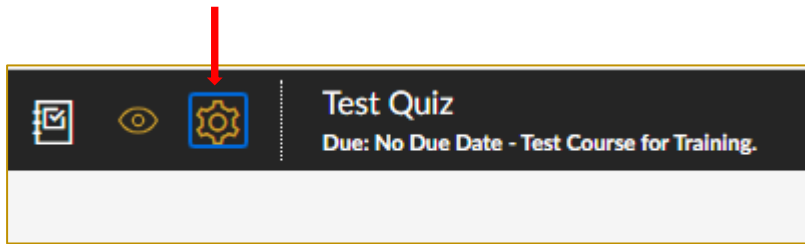
Now click the SpeedGrader option to view assessments (shown below).



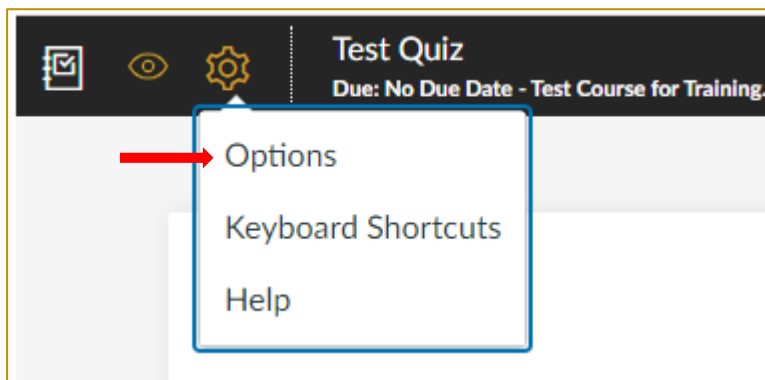
Inside the SpeedGrader, you can sort the trainee list by alphabetical order or the date they submitted the assignment.



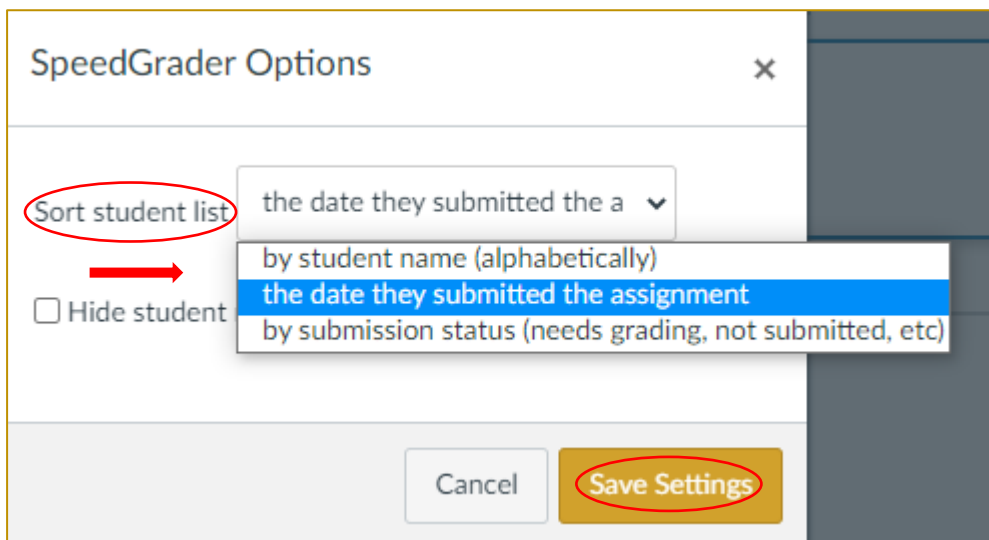
Click on **settings icon** from the top right corner of the SpeedGrader.



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 trainee'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.

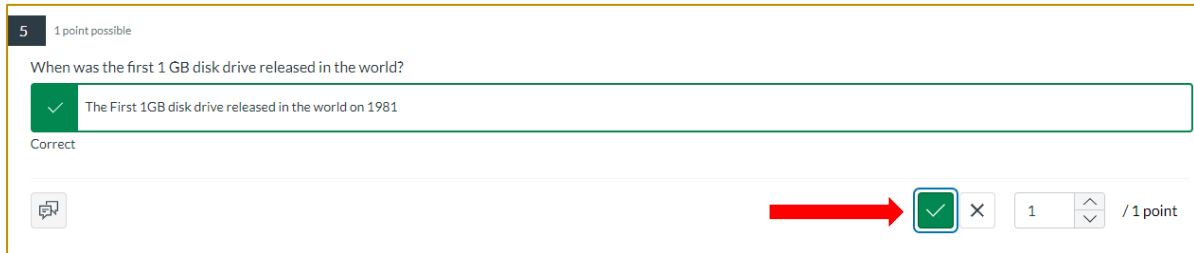
The screenshot displays the SpeedGrader interface for a quiz. At the top, it shows 'Test Quiz' and 'Due: No Due Date - Test Course for Training'. A 'Print Results' button is visible. The main results section shows a score of 40% (2 out of 5 points) and a time of 00:45. A blue bar with an information icon 'i' contains the text: 'The following questions need review: • Question 5'. Below this, a question is displayed: '1 / 1 point In a website browser address bar, what does "www" stand for World Wide Web?'. The answer 'True' is selected, indicated by a green checkmark and a radio button. A 'Regrade' button and a score indicator '1 / 1 point' are also present.

Assessment: Marking Questions that are not “auto-graded.”

For non-auto-graded questions:

If the answer is correct:

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

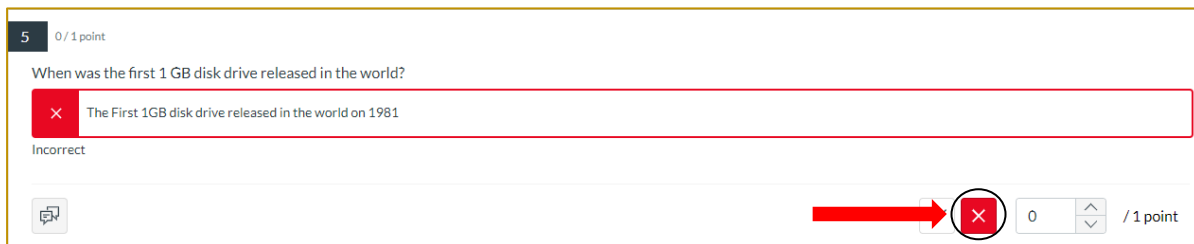
Correct

1 / 1 point

This screenshot shows a question interface where the answer "The First 1GB disk drive released in the world on 1981" is marked as correct. A green checkmark is visible in the top left of the answer box. At the bottom right, a red arrow points to a green checkmark button next to a cross button, with the score "1 / 1 point" displayed.

If the answer is incorrect:

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

This screenshot shows the same question interface but with the answer marked as incorrect. A red cross is visible in the top left of the answer box. At the bottom right, a red arrow points to a red cross button next to a checkmark button, with the score "0 / 1 point" displayed.

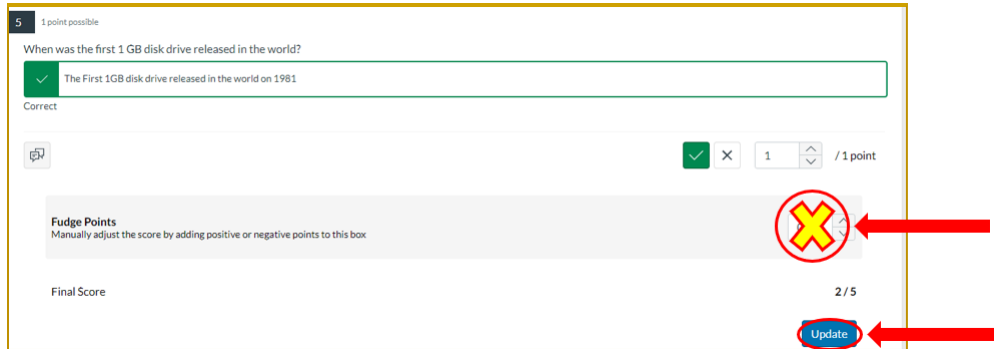
Please note: You need to press the **update button** at the bottom of the screen before it will save your progress.

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).

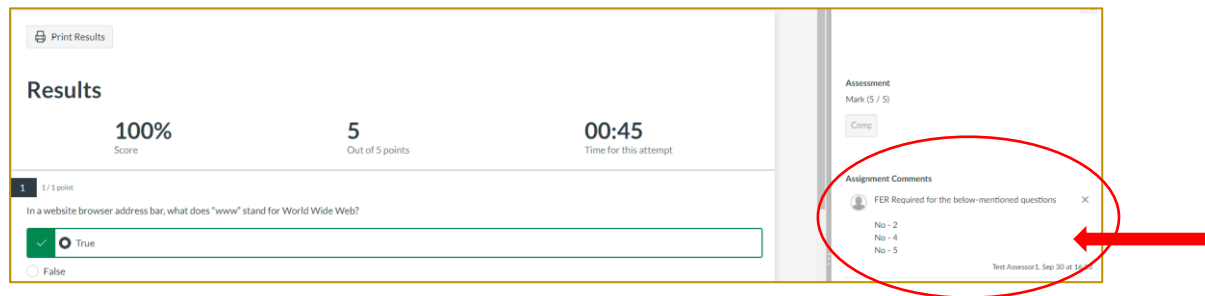


The system will automatically update their status: “Competent” OR “Not Yet Competent.”
If the trainee’s assignment percentage is below 99.9%, this will automatically update the status as: “Not yet Competent.”

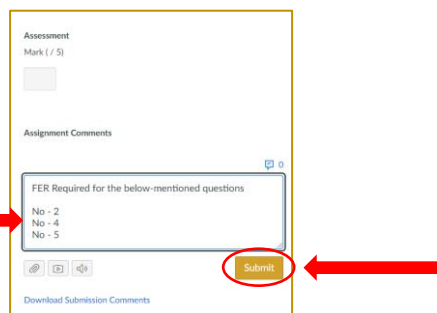
Final Step for Requesting (FER)

Add Question number: Please specify what questions the trainee 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 trainee see how many questions need FER.
You can submit assignment comments as many times as you need.

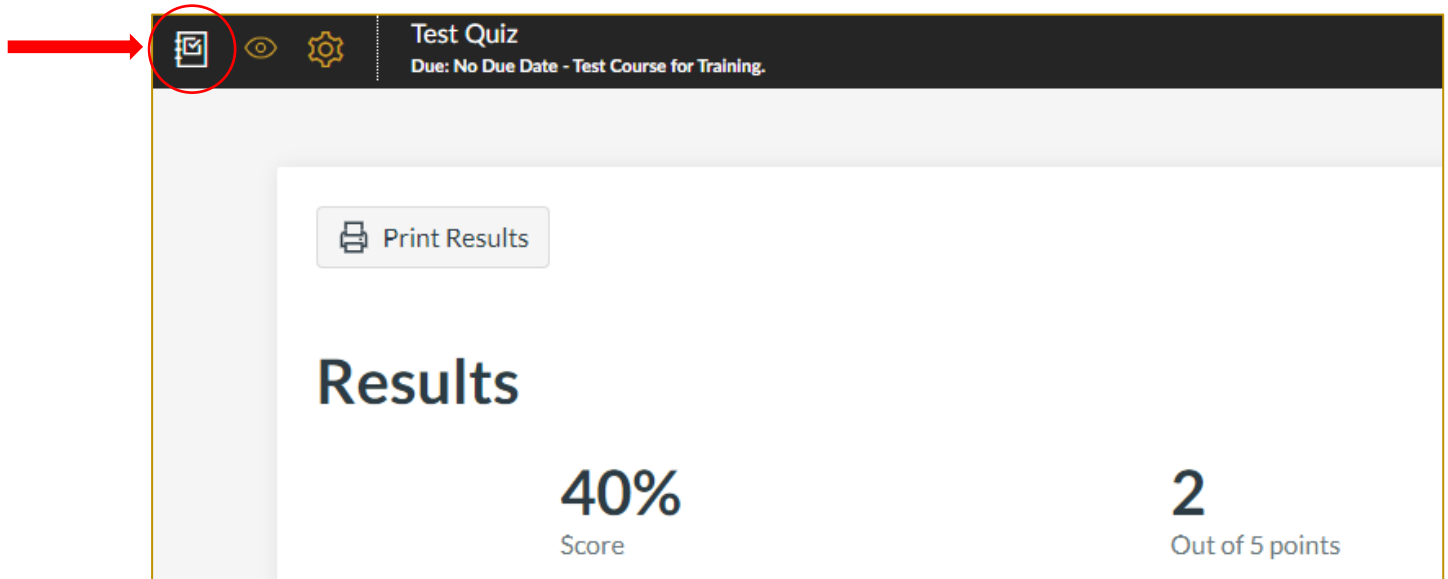


Press: submit



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 trainee’s status has been updated to “competent” or “not yet competent.”

The screenshot shows the 'Marks' screen for 'Test Course for Training.'. It features a search bar for 'Search Students' and a table with the following data:

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

A red arrow points to the 'Competent' status for 'New User9'.

Assessment: Reviewing a Trainee's (FER) response

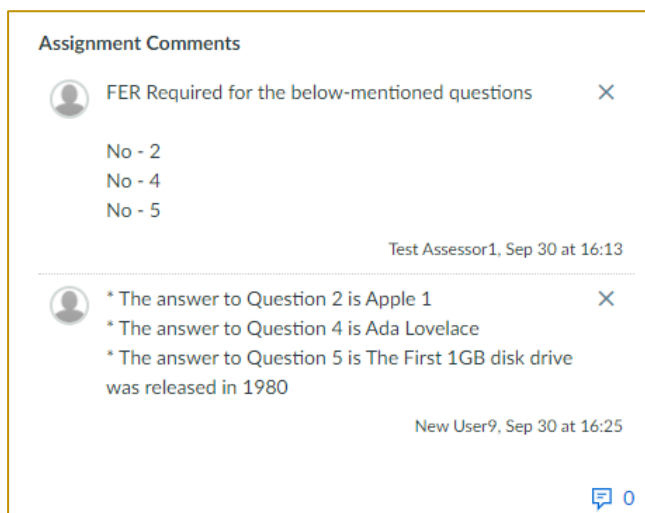
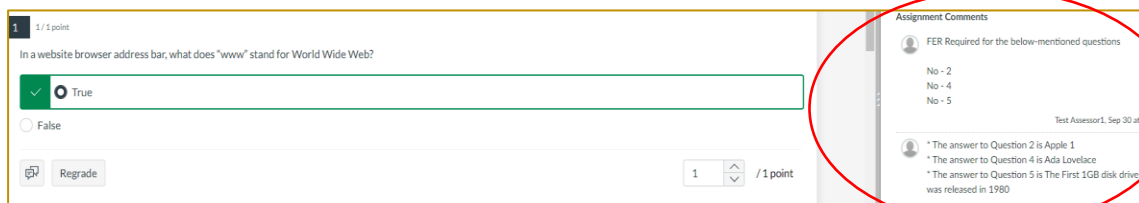
Once the trainee responds to the FER, you can view their response by:

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

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

If you still need further FER for any questions that the trainee 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 trainee as “competent.”

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

For Auto-graded questions

Go: to the question-and-answer page and change the point as 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


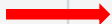
2 / 5

Update

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

This will bring you back to your Gradebook.

Under Gradebook, you can see the status as 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