Te Kete Guide

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:
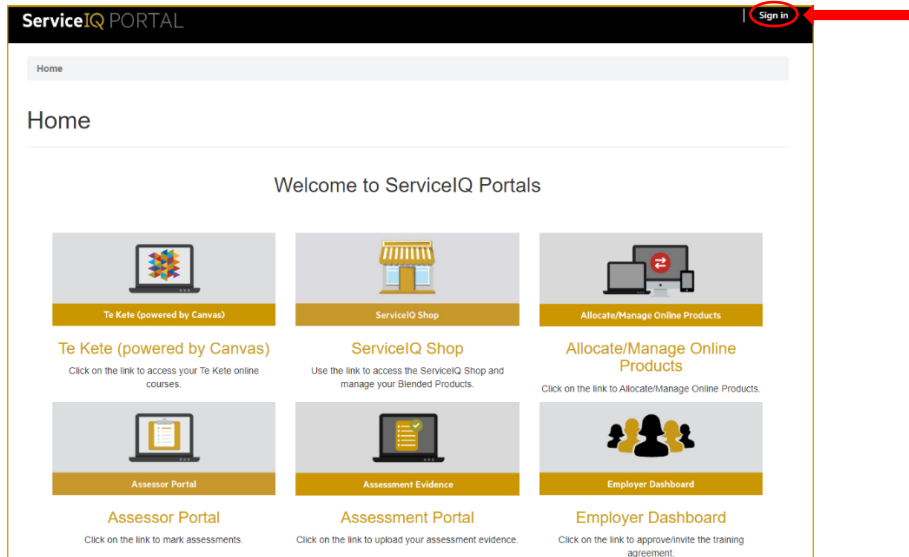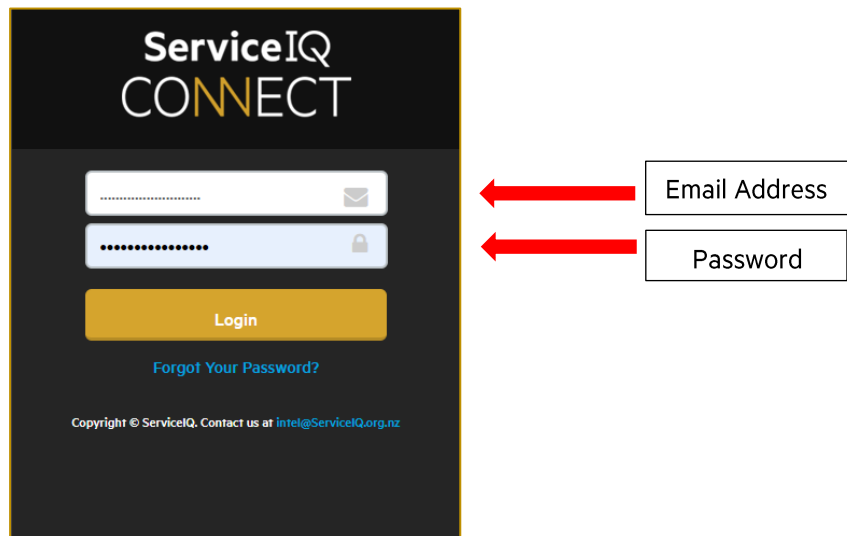
Apple app instructions

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.
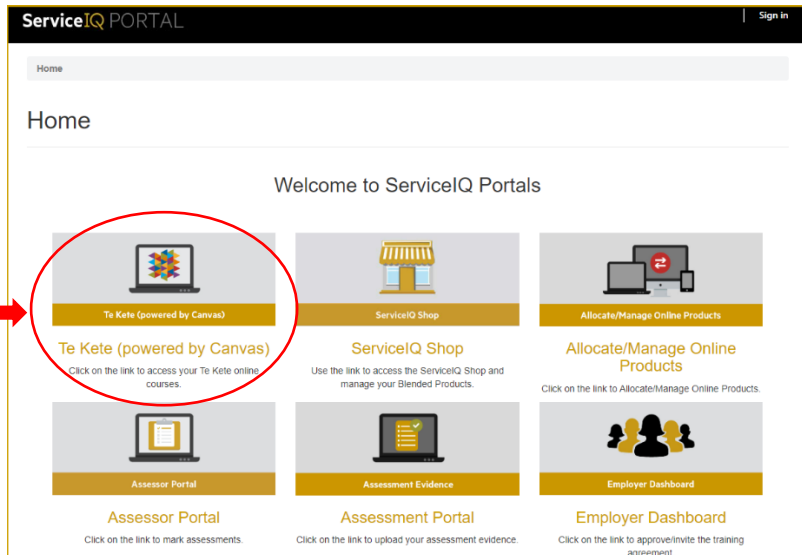**Click: Sign in**

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:

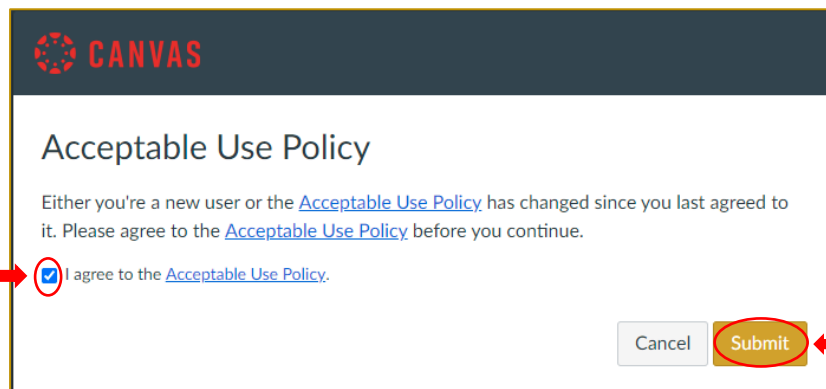Main Screen of ServiceIQ's Portal:

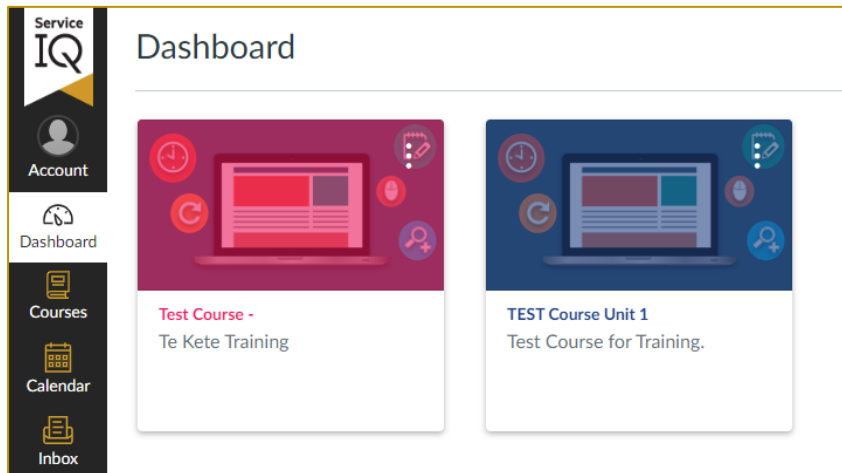## Click: Te Kete (powered by Canvas)

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)
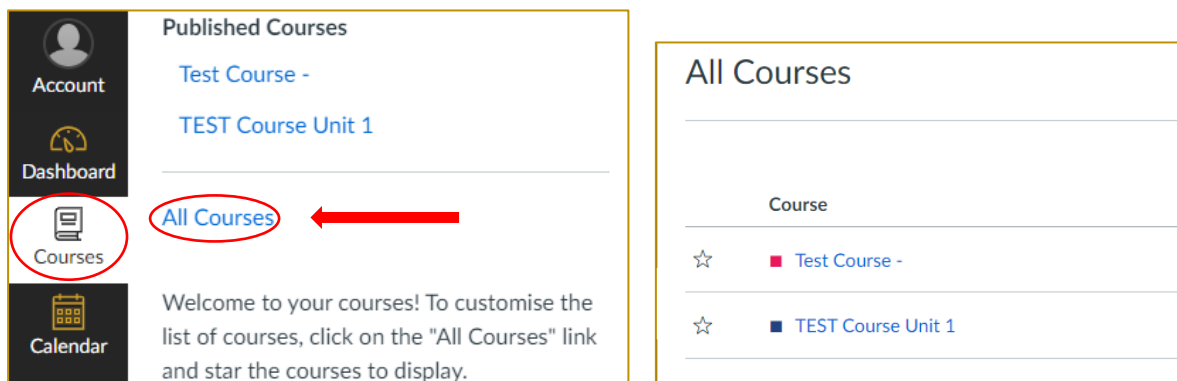**Click: Submit** (as shown below)

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.
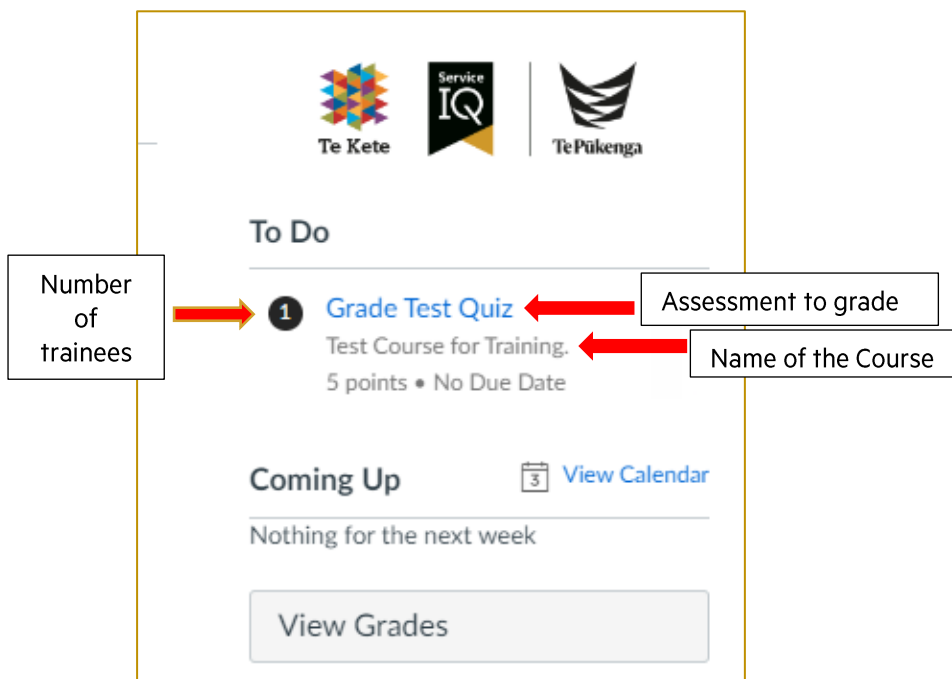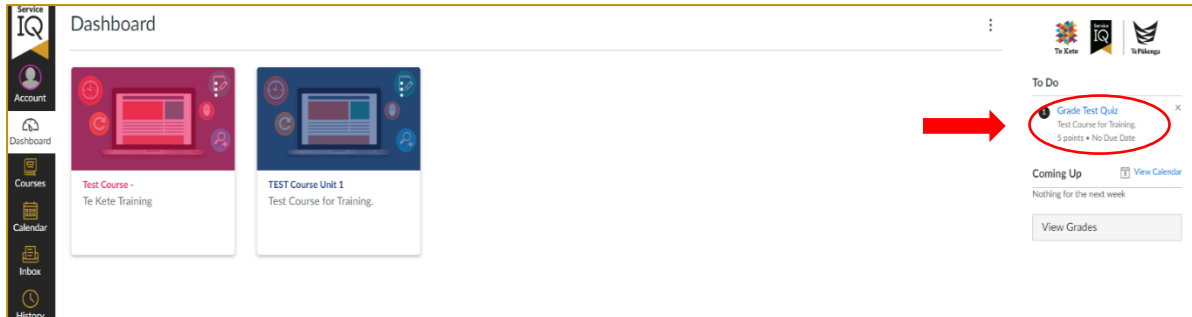

3. **Click:**   the **"Dashboard"** icon to return to the screen view.
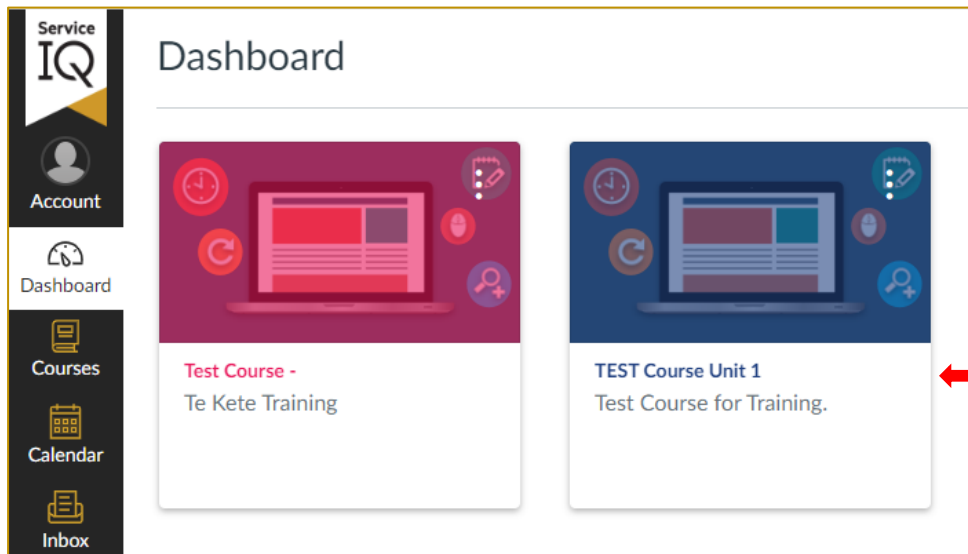
Your Dashboard: How to view your "To-Do" list

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.
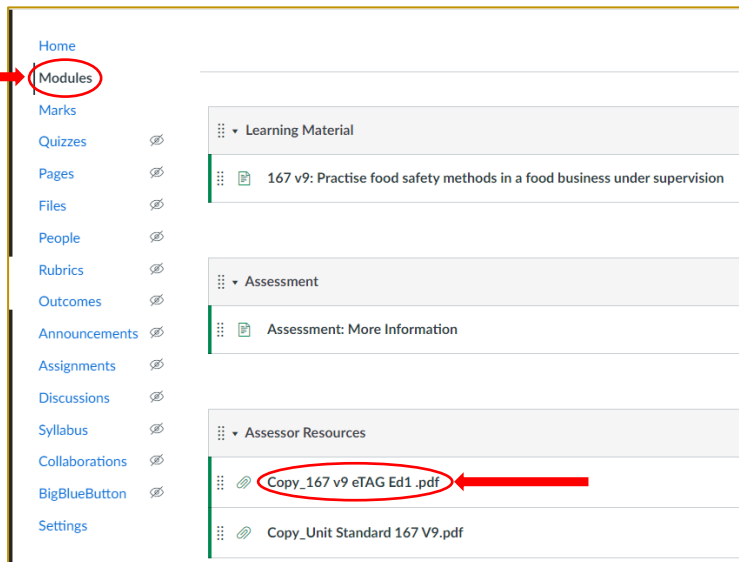
Course Home page
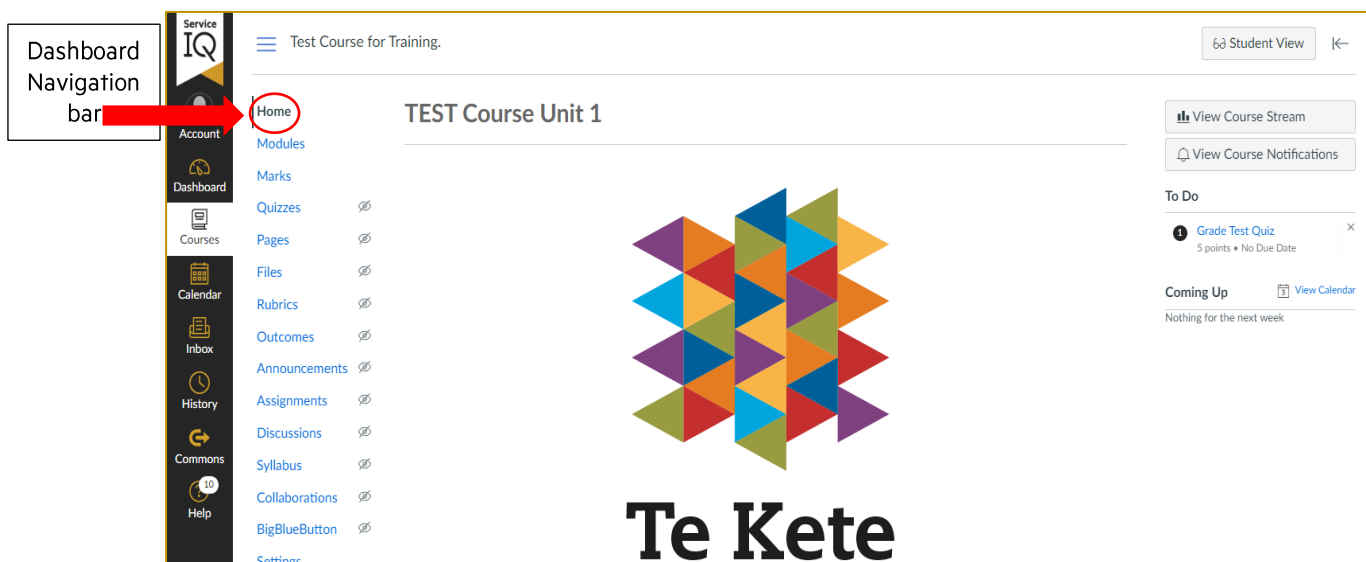
Your Dashboard: Assessor Resources and Unit Standard Information

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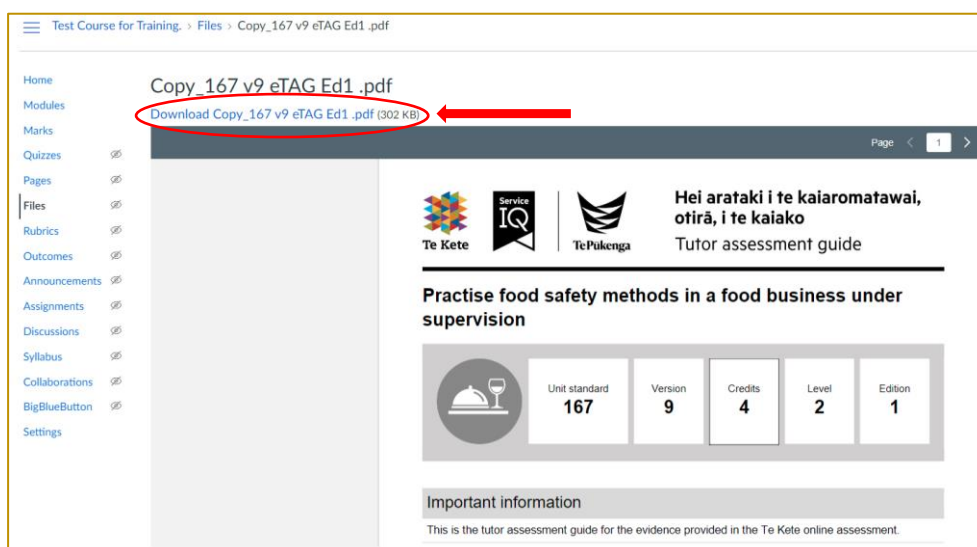
Please note: Assessor resources modules will be unpublished. This will not be visible to a trainee.

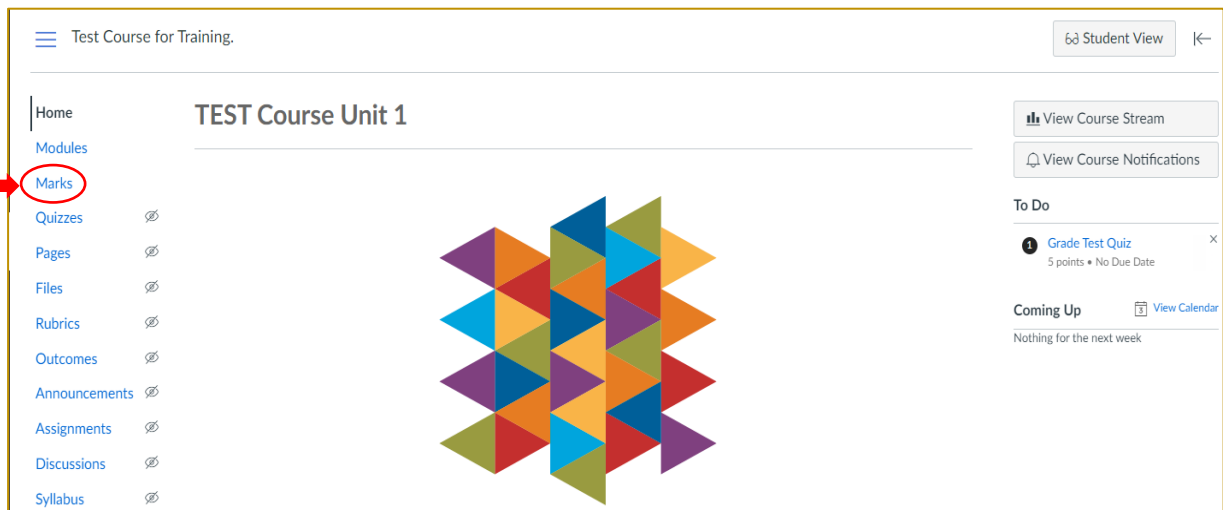**Click on:** Assessor Guide.pdf module to view and download a marking guide.
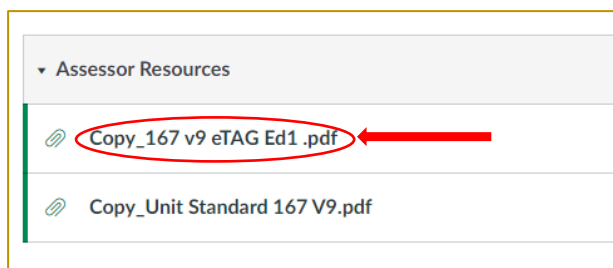
Then click to: Download copy_167.v9 eTAG Ed1.pdf.
This will download as a PDF file.

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.


On the screenshot above;
"**Teststudent12**" has <u>completed</u> it and is ready for marking
while "**Test Student**" has <u>not completed</u> the assessment.

Assessment: Filtering Trainees by Submission Date within the Marks Section
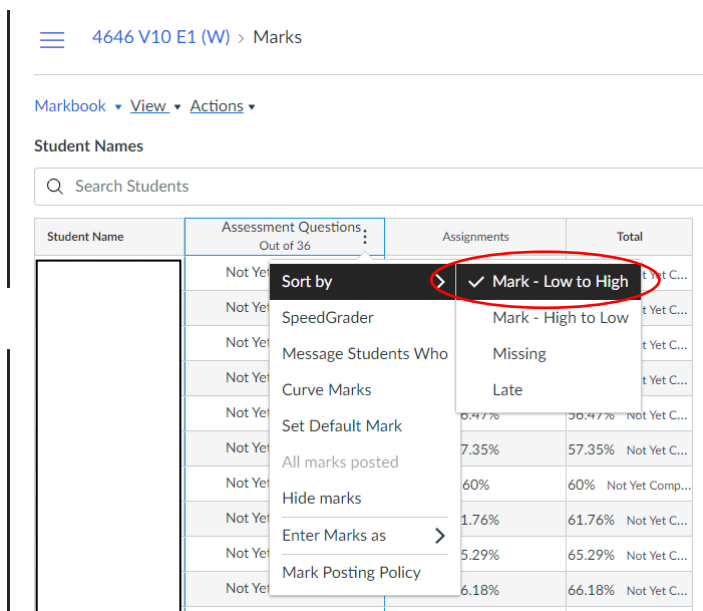
You have the ability to sort your trainees using various filters.

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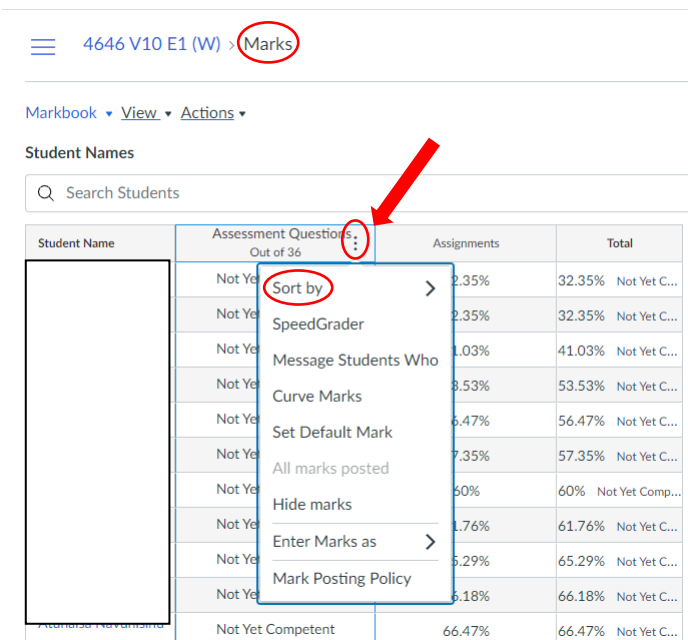
This example shows the trainees by most recent submission: Mark – Low to High

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

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:
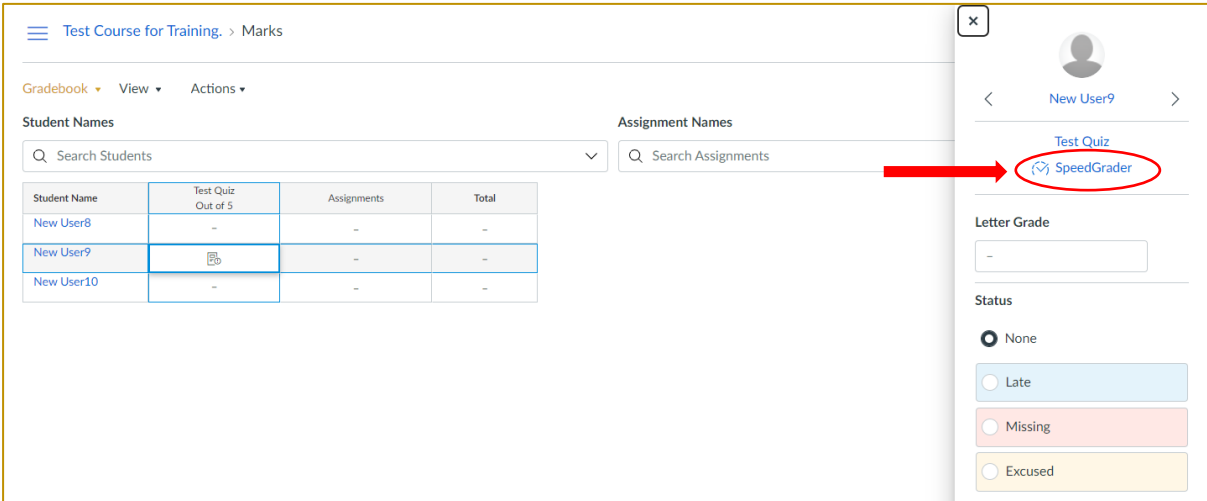
This will open a new tab in the right corner.

Now click the **SpeedGrader** option to view assessments (shown below).
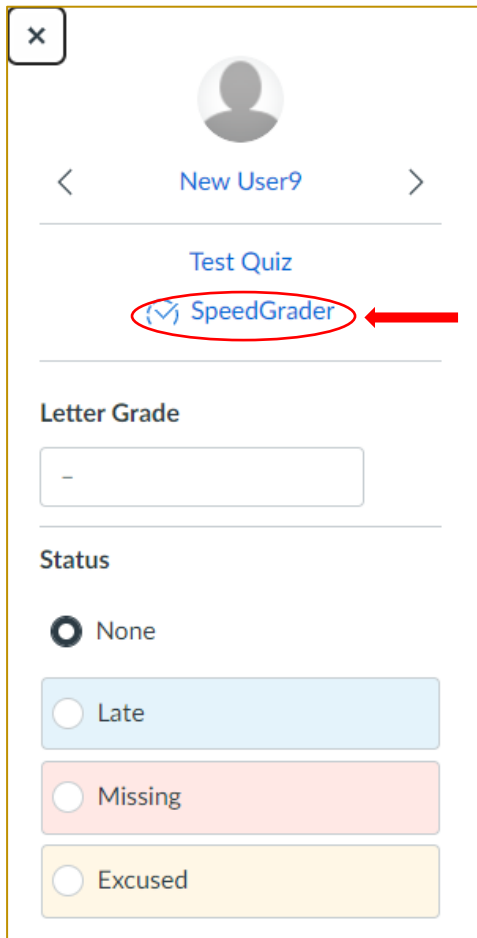
Inside the SpeedGrader, you can sort the trainee list by alphabetical order or the date they submitted the assignment.
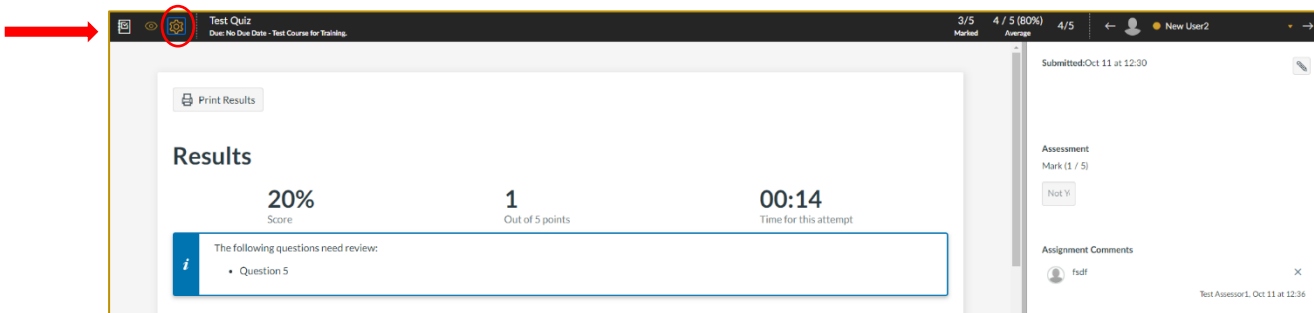
Click: on **settings icon** from the top right corner of the SpeedGrader.

Then click on: Options.
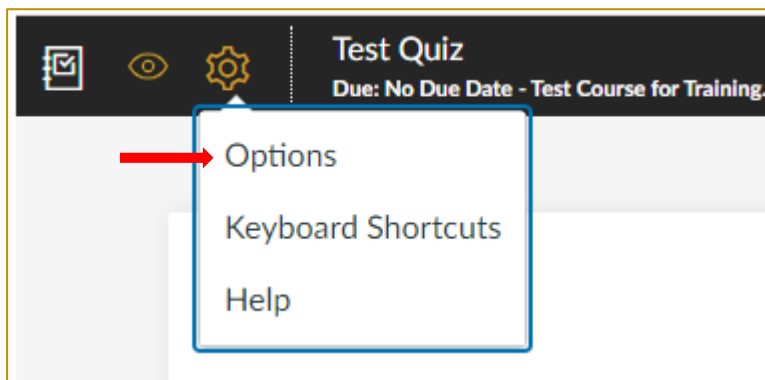
Now click on: Sort student dropdown list,
You can choose any option based on your requirement.
Then press: Save Settings
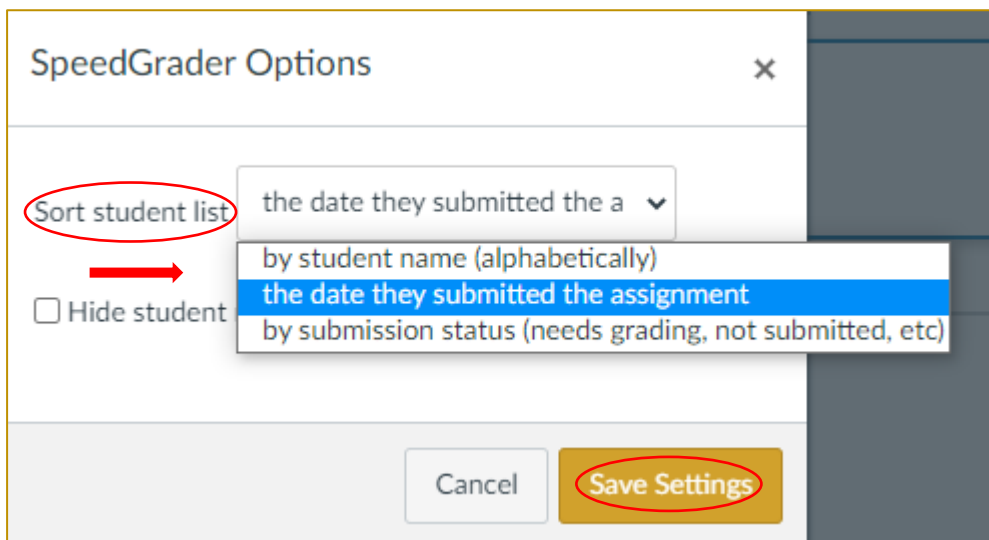
Inside the SpeedGrader, you can review the trainee's answers.

The blue highlighted instructions bar will show you how many questions need a manual review under the results area (shown below).
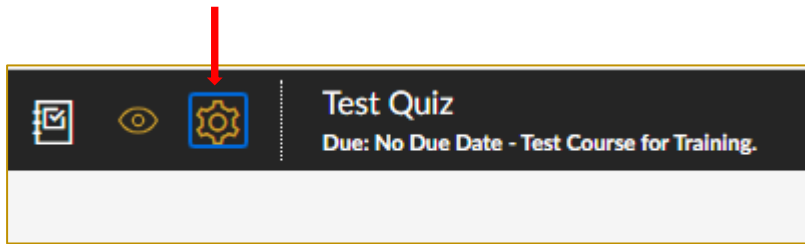
Auto-graded questions will have already been given a point score depending on whether they are correct or incorrect; we do not change the points section, and this does not require any further manual input.
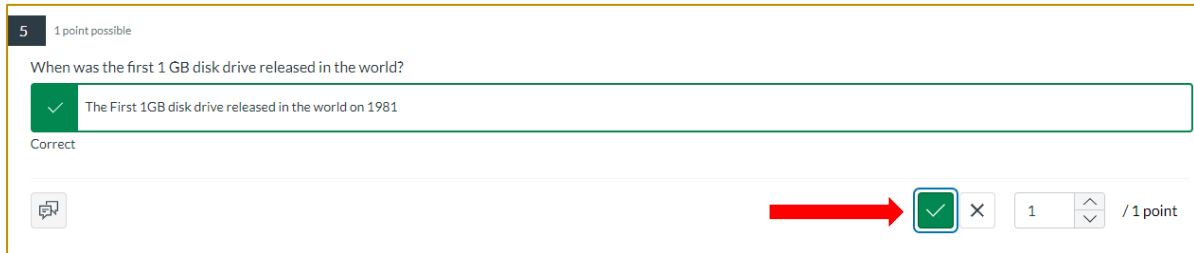
Assessment: Marking Questions that are not "auto-graded."

For non-auto-graded questions:

If the answer is correct:
Click: the tick button
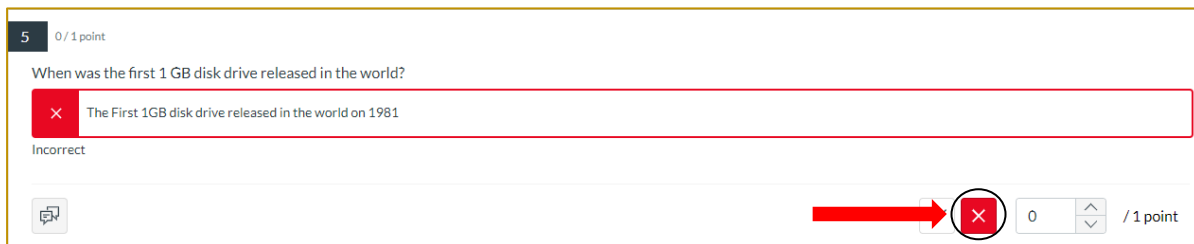
If the answer is incorrect:
Click: the cross button

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.

DO NOT touch the RE-MARK button:

We DO NOT use the re-mark button when marking a trainee'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).
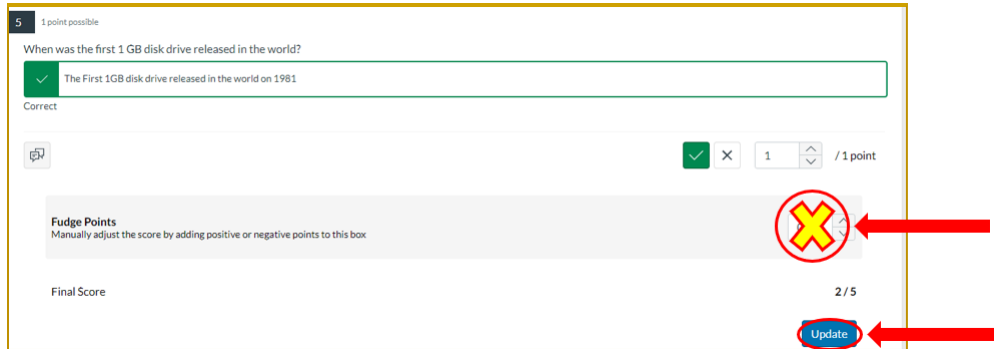
The system will automatically update their status: "Competent" OR "Not Yet Competent."
If the trainee's assignment percentage is below 99.9%, this will automatically update the status as:
 "Not yet Competent."

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.
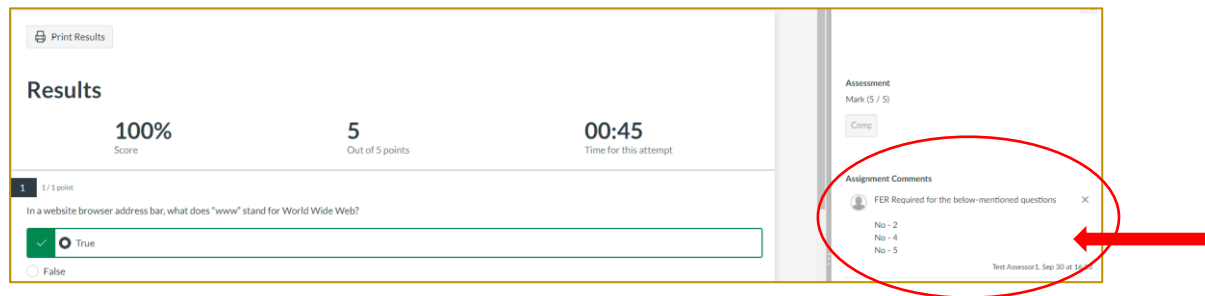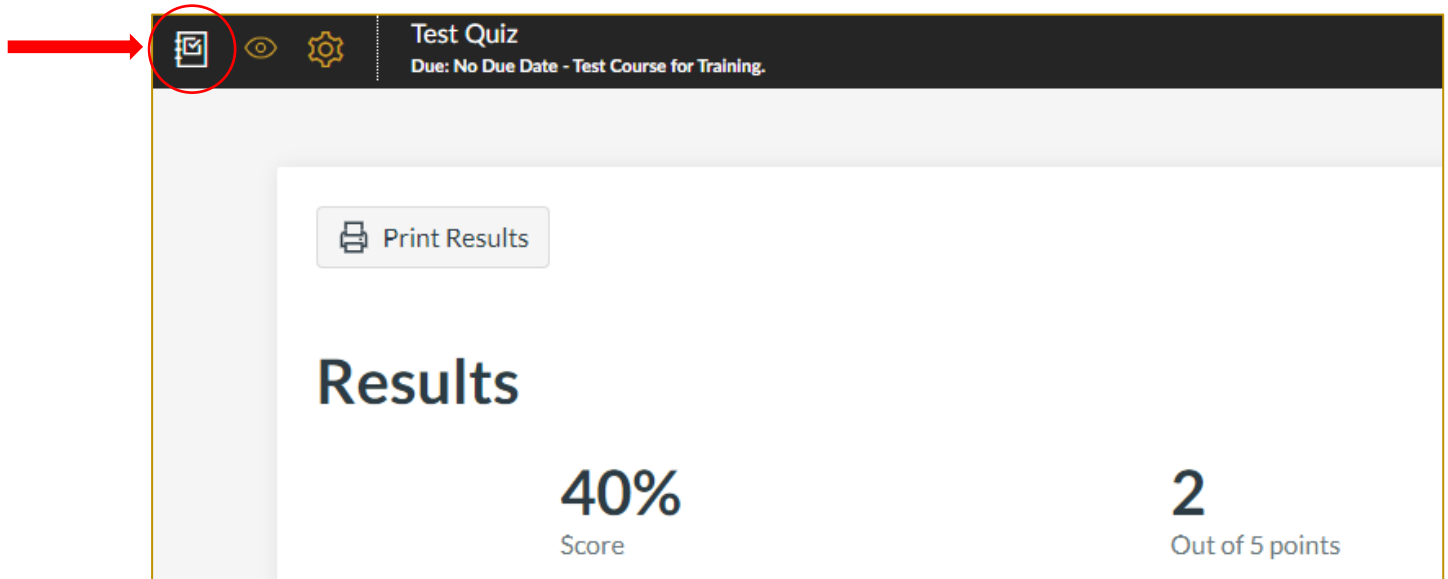

Press: submit
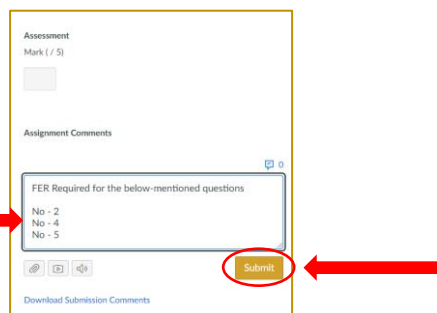
Assessment: Exiting the SpeedGrader

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."
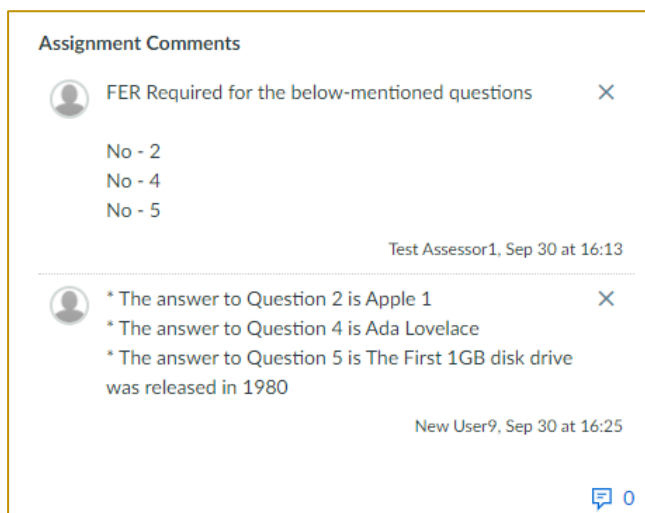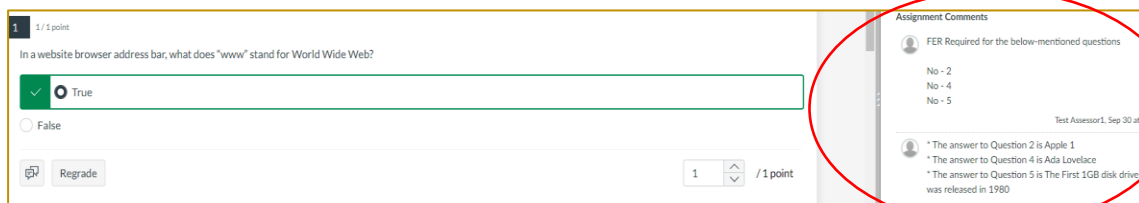
Assessment: Reviewing a Trainee's (FER) response

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**

For non-auto-graded questions
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.

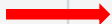**Exit:** The **SpeedGrader** (instructions on **page 19** of this guide)

This will bring you back to your Gradebook.

Under Gradebook, you can see the status as competent.