Te Wānanga o Aotearoa

iAkoranga Kaiako Guide

An instructional guide for navigating iAkoranga

What is iAkoranga?

iAkoranga is the online digital learning platform (or Learning Management System) used at Te Wānanga o Aotearoa where tauira can:

- Access their programme material (e.g.. programme outlines and overview)
- Communicate with their kaiako and other tauira (e.g.. set-up meetings/events, participate in online class forums and discussions)
- Complete activities (e.g.. complete quizzes, online assignments or reflective journals etc…)
- Submit their assignments/assessments
- Check their grades
- Download resources (e.g.. readings and video resources)

iAkoranga means tauira can learn 'anytime, anywhere' and extends the learning that occurs face-to-face through tutorials, wānanga or noho. It should not be used as a repository of static information, but rather it should be used to enhance the learning experience by providing a place to communicate, reflect, collaborate and extend thinking.

What courses will be on iAkoranga?

To check if the programme you are teaching uses iAkoranga check with your kaiarahi. When tauira enrol they will be notified if their programme uses iAkoranga to support their learning. As their kaiako it is your job to check all tauira have access to iAkoranga. Note not all Te Wānanga o Aotearoa programmes use iAkoranga.

Late enrolment

If an tauira enrols late into a programme and they are waiting to access iAkoranga, then as their kaiako you will need to keep them up to date with any activities and information required.

Tauparongo (ICT) support helpline

Hours: Mon - Fri (8-6) and Sat (9-3)

Phone: 0800 808 789

Email: tauparongo@twoa.ac.nz

What is in this guide?

In this guide you will learn about the functionality of the different tools and also how to set-up iAkoranga pages for you and your tauira to use. If iAkoranga (or Moodle) is new to you then it is recommended you attend a iAkoranga kaiako workshop and also find yourself a buddy who is familiar with this online learning management system.

Your kaimahi support

If you have content issues regarding what is featured on your iAkoranga page contact your kaiarahi or delegated kaimahi. For technical support or if your tauira do not have access to iAkoranga then contact Hangarau.

Contents Page

Getting Started

To access iAkoranga you must be:

- A kaiako or kaimahi of Te Wānanga o Aotearoa
- Be assigned a staff Office 365 email account
- Have teacher administration rights (check with your kaiarahi)
- Be teaching in a programme or paper that is available on iAkoranga.

Logging in to iAkoranga

- Go to: **iAkoranga.twoa.ac.nz**
- Click on "Sign-in with Office 365"
- Add in your staff email and password
- You should now see your dashboard and the templates that have been created for your programme and kōnae ako. If you do not contact your kaiarahi and/or Hangarau. (Hangarau@twoa.ac.nz) to have your account created.
- Check and update your personal profile
- On your top navigation bar on your internet browser (Firefox, Safari or Internet Explorer) bookmark the iAkoranga site for easy access in the future.
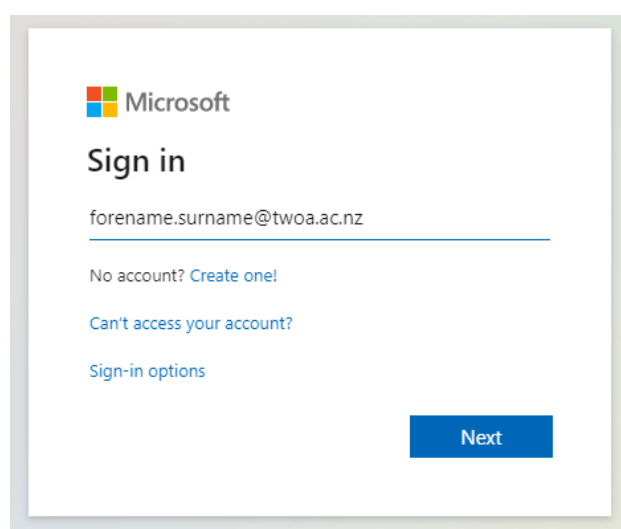
Personal Profile and Mihi

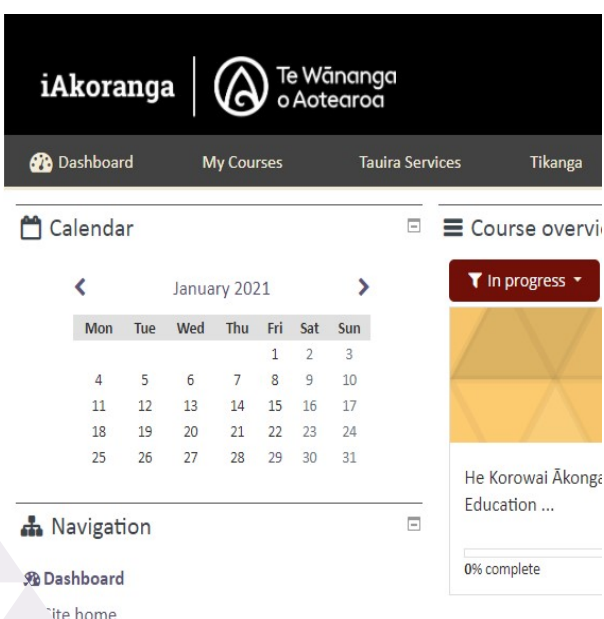When you login for the first time check, update and save your personal profile.
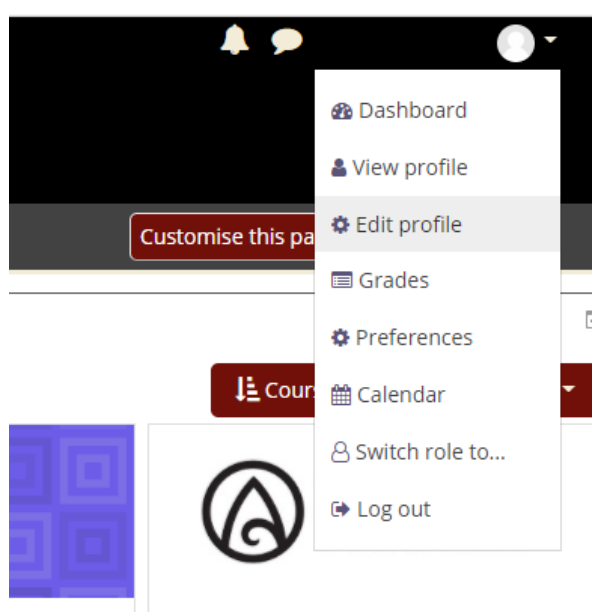
1. Sign-in with Office 365 ⬇
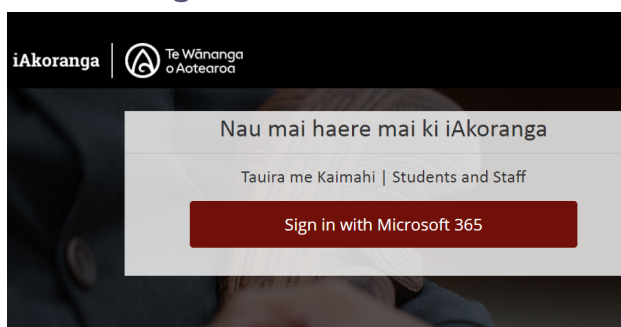
2. Add your staff email & password ⬇

3. Explore your dashboard ⬇

4. Edit your profile (top right) ⬇

Te Wānanga o Aotearoa

Navigating your way around iAkoranga

When you have logged on to iAkoranga a link to the programme (i.e.. degree/diploma/kōnae ako) you are teaching in should be visible at "Ngā Kāinga" homepage. This information is loaded on by your kaiarahi. If there is incorrect or outdated information on any of the pages let your kaiarahi know.

Home (Kainga)

On the first landing page (dashboard) you should find:

• A list of the programme/s you are teaching on

• A navigation section

• An iAkoranga resources section

• A tab to customise what you see on the page

• Click on the "Go to course" tab under the programme you want to explore.

Your kāinga dashboard ⬇

Explore your course ↗

The Course Page (Ngā Kainga)

To ensure there is consistency within your programme across the different Te Wānanga o Aotearoa sites there will be a specified template that you will need to use. This course page template should be visible to you when you log in to iAkoranga. Consultation regarding amendments to this template can be discussed at KITT hui with your kaiarahi.

Navigation bar ↙ **Home Landing Page** ↙ **Resources** ↙ **Aromatawai** ↙

The Kōnae Ako Template Landing Page

Checking if the content in iAkoranga is correct and current

While your kaiarahi and kaimahi will do their best to ensure the content within iAkoranga is correct and current, sometimes errors do occur. Remember your marau is your authoritative source for correct information. If you notice any content errors contact your kaiarahi and delegated kaimahi, who can advise you on how to amend your template. If you notice any technical errors contact Hangarau.

The Kōnae Ako template pages

Explore the kōnae ako you teach in and add the necessary resources. See the **"How do I"** section for instructions on how to do this. Under each kōnae ako tab you will find the following:

A Kōnae Ako Forum:

Use the online forum to discuss learnings associated with your kōnae ako with your tauira. Delete this if you don't intend to use this function.

A PDF titled Kōnae Ako Outline

• This PDF is downloadable and provides information about learning outcomes, aromatawai, readings and marking schedules.

A page titled Kohikohinga Pukapuka

Tauira can view the the recommended reading list

• Download the book of readings (if the kōnae ako has one)

• Link to other useful resources. (You can also load here any other resources you find for your tauira for this kōnae ako).

Aromatawai (Assignment) pages

This is where tauira submit their assignments for this particular kōnae ako. See Aromatawai section in this guide for further instructions.

Te Wānanga o Aotearoa

Adding to the Kōnae Ako Template Landing Page

What to load into iAkoranga

Below are just some ideas of what you might like to add to the exisiting template to enhance the iAkoranga experience for your tauira.

A podcast titled: "Meet your kaiako"

Introduce yourself to your tauira. (If you do not want to podcast yourself, replace this with a page and accompanying written text).

Create a subsection under the Kōnae Ako section and name it 'Weekly tasks'. Within this sub-section create another sub-section titled 'Week 1'

Under the relevant sub-sections you can load up weekly activities, weekly readings and resources for your tauira.

It is also a good idea to add the date next to the title of this section, so tauira know which task they need to work on. Alternatively next to the title: "Week 1" you can mark it as current (see "How do I" page).

Note if you would prefer to organise mahi around noho the word 'weekly' could be substituted for 'noho tasks'.

Add interactive activities

Under your relevant kōnae ako page (i.e.. the weekly task sections) you can add the following:

• Activities, (e.g. forums, quizzes and wikis etc...)
• Online activities that you want your tauira to complete
• Weekly readings relevant to the kaupapa in your kōnae ako (these are in addition to the set-text already supplied)
• Links to other relevant resources (online forums, reflective journals, useful web-links, Zaption videos, news, events, links to etc...)

Complete all activities below

☐   🟢 **Summary of Tutorial Session - Week 4**

☐   🟣 **Class Discussion - Week 4**

☐   🟢 **Reflective Learning Journal - Week 4**

Learning Activities and Resources

The resources below will help you identify, plan, deliver and review a physical activity to warm up/stretch one part of the body. These are all necessary to co... 3.7

☐   🔵 **Importance of proper warm up and cool down [Video]**

☐   🔵 **Static and Dynamic Stretching [Video]**

☐   🔵 **Warm up, Cool down and Stretching resources from ACC**

☐   🔵 **What makes a good warm up?**

Practice! Practice! Practice! You should be able to tie this knot without watching the animation by the end of this week. Pair up with someone in class to che... the right way.

☐   🔵 **Bowline Knot**

Extra Resources for Reading and Referencing

    📕 **ACC NZ - Warm up, cool-down and stretch**

How do I add activities and resources?

Getting started

To make amendments to your iAkoranga template, ensure you turn your editing button on. This is located at the top right corner of your screen.

Turn editing on

Editing Resources/Activities

See the diagrams below for answers to the following:

- How do I load up an activity or resource?
- How do I move an activity in the in the list?
- How do I change the name of a resource/activity?
- How do I delete an activity or resource?

←Name of section or sub-section

Section 4 ✏

↘Load up activity/resource Edit

+Add an activity or resource

+ Add topic

Additional Information about your course ✏ *←Edit the activity title* Edit

The link above provides additional information about your course.

Edit/delete/duplicate activity↘ Edit

Class Delivery Schedule

↑ Move an activity
2.
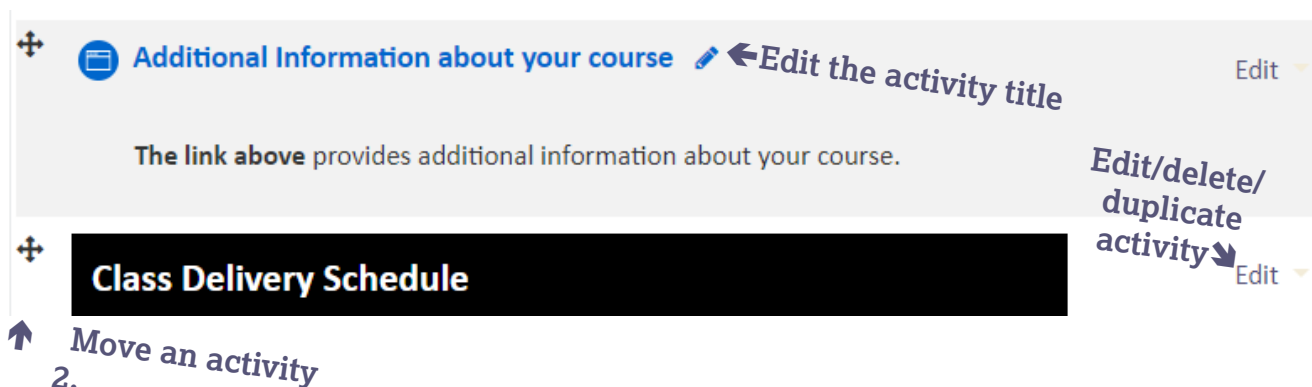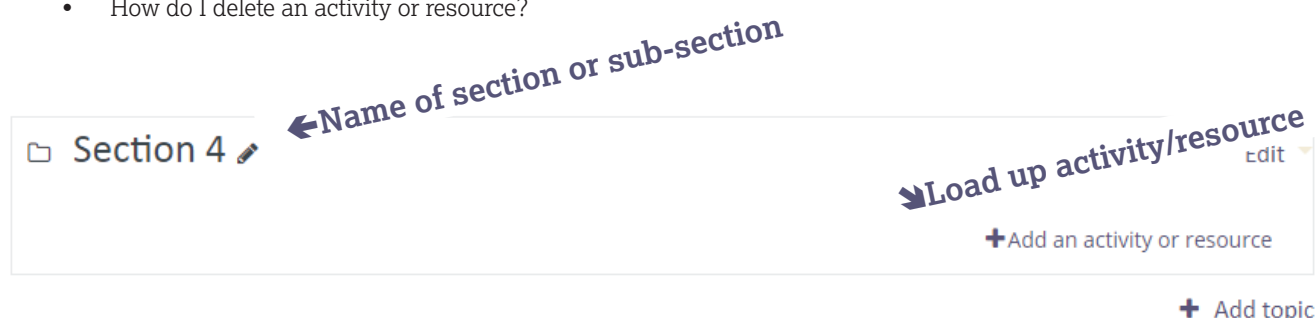
Exploring the activities & resources

There are a variety of activities and resources to support you and your tauira in the blended learning space. Hover over the one that interests you for a description.

How to add a chapter to a book?

Load up a book from activity section. Click on the book. A table of contents should appear on the left of your screen. Click on the plus sign to add a new chapter. Use the arrows to move this chapter to the required place.

All	Activities	Resources

Assignment	Attendance	Book	Chat	Checklist	Choice
Courseboard	Database	Dialogue	External tool	Feedback	File
Folder	Forum	Glossary			
Journal	Label				Podcast
Questionnaire	Quiz	Realtime quiz	Reservation	SCORM package	Scheduler
Survey	URL	Wiki	Workshop	custom	

This is what you see when you add an activity/resource
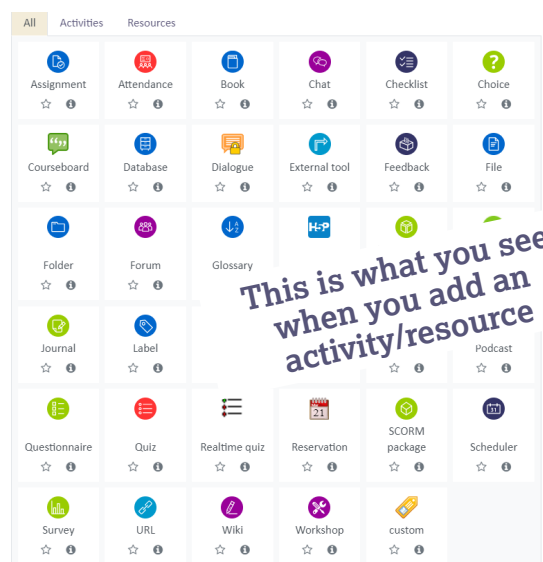
Course Structure

First & Second Level Pages

Courses have First Level pages, like main menus and Second Level Pages which are called Sections.

Sections contain content in the form of Topics, and each Topic can hold Text, Banners or Activities.

Section editing tools

Section Titles

You can edit the name of a section, but the First Level Pages will use the name of the first section inside them.

Adding a Topic

A section will come with an area you can add to by default. You can put all your activities under this, or organise them further by adding topics. These are like sub-sections. Click on the **+ Add topic** button.

Course Completion ✛ **Add a First Level Page**

7   Week 8   Week 9   ✛ **Add a Section**

Mana Tangata   Week 1   Week 2   We

📁 Section 15 ✏️   **Rename a Section**

Edit ▾

✛ Add an activity or resource

✛ Add topic

📁 Week 3 ✏️   Edit ▾

Edit ▾

INSTRUCTIONS
• This Week's mahi aligns to **pages 35 to 38** in

Edit the name of a section
There are two edit options in a section. The top one will edit the entire section, and then indented from the right will be edit buttons for each Topic inside the sections.

Edit a Section or Topic

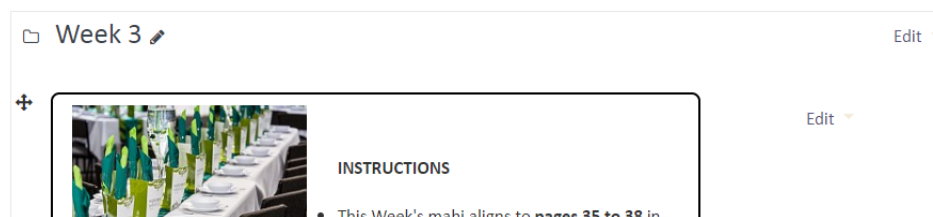Clicking the Edit button will show some of the options, including changing the order of a topic or section in the layout of your course. You can Delete a topic or section or click Edit section to add custom content, such ad detailed instructions.

Editing content

After you click on the **Edit Section** link, the screen will change and give you a WYSIWYG (What You See is What You Get) editor.It's quite simple to use, but has some advanced features as well.

Click on the **Custom** checkbox to give that section a custom name. Add the content you want in the large text area. You can use the editing tools to change the look of the content.

There will be different options depending on the type of content. Once you are happy with your content, click on the **Save changes** button.

▾ General

Section name   ☑ Custom

Karakia to bless food

Summary   ⑦   ↓ A **A** *I* ≔ ⌸ ⯇ ⯈ 🔗 🔗

E to mātou matua i te rangi

Whakapainga enei kai

Hei oranga mō o mātou tinana

Hoki o mātou wairua ki te ora

Ake, ake, ake

Amine

ⓘ Draft saved.

Level   ⑦   Topic   ⬍

Topic duration override   ⑦   Default ⬍

▸ Restrict access

Save changes   Cancel

Aromatawai

Note: Within your template your gradebook should already be set-up. Unless you have prior experience of grading within Moodle understanding how to fully use the grading system within iAkoranga requires attending a training session. However, here are some basics you need to know about aromatawai and iAkoranga:

Amending the due dates, submission types of assignments

As your kaiarahi or kaimahi do not know when you want tauira to submit assignments and other requirements you will need to amend this setting yourself.

1. Turn editing on and go to the right kōnae and click on **Edit** then **Edit Settings** next to the assignment you want to amend

2. You should see a "Updating Assignment..." Scroll down to availability and amend the due date for the assignment and the last date (cut-off date) when assignments can be submitted.

3. Scroll down to "submission type" and click "online text" if you want tauira to directly add text into the iAkoranga assignment page (i.e.. not attach a file from their computer). Ensure the file submission checkbox is also ticked if you want them to add attachments.

4. Amend the maximum number of uploaded files, submission size etc.

5. Please do not tutu with any of the other settings unless you have had training in using the iAkoranga gradebook.

Check the Grade Scale

Check the grade scale has been set appropriate to your course. If you need another scale loaded you will need to contact your kaiarahi and Hangarau.

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Aromatawai continued

How do tauira submit assignments through iAkoranga?

Tauira will need to:

- Click on the relevant assignment then click on the "**Add submission**" button at the bottom of the page.

- Submit their final copy from the file on their computer or directly input into the iAkoranga activity (if it requires online participation.

- Submit their copy in a readable format.

- Ensure the file they load up is not too big (they may need to reduce the size of their images/video or include a url link to a YouTube chanel (see the ICT help guide for this).

Receiving tauira assignments through iAkoranga

Note: as kaiako under the grading summary you should be able to see who has submitted an assignment. When tauira have submitted an assignment through iAkoranga, you will receive a notification to your staff email. You can adjust the setting in iAkoranga to receive these notifications daily or weekly.

When tauira have submitted an assignment online for a specific kōnae ako they should receive an email confirmation that this has been done. If this is done, discourage tauira from also emailing you their assignment as well as this will be duplicating their efforts.

If tauira have made a mistake once they have submitted an assignment online and want to retrieve it then they have a 30 minute window to retrieve their assignment.

When an tauira assignment has been marked tauira should receive an email notification that their marked assignment is visible for viewing in iAkoranga.

Marking online

Through iAkoranga it is possible to mark online, however Hangarau are seeking solutions to sync iAkoranga with the TWoA 101 system. For training in this area, talk to your kaiarahi.

Submit Mahi for Week 1

Please ensure you have completed all the required activities for week 1. Submit the workbook with the activities saved using this link.

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▸ Comments (0)

Add submission

You have not made a submission yet.

Grader report

All participants: 4/4

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	lets learn Quiz	Accounting cloze Quiz	Investment cloze Quiz
	@twoa.ac.nz	-Q	-Q	-Q
	@twoa.ac.nz	-Q	-Q	-Q
	@twoa.ac.nz	-Q	-Q	-Q
	@twoa.ac.nz	F (1.33)Q	A (10.00)Q	-Q
Overall average		F (1.33)	A (10.00)	

iAkoranga Kaiako Checklist

Use this checklist before to ensure your iAkoranga page is ready for your tauira:

In your Kōnae Ako pages have you?

❍ Checked the content matches the latest marau

❍ Added extra details about the kōnae e.g.. - noho details etc to the "Kōnae Ako overview book"

❍ Loaded up your kaiako podcast or profile welcoming tauira to the kōnae

❍ If relevant loaded up weekly (or noho) tasks, activities and resources under the "Weekly/Noho Tasks" section

❍ Amended the due dates of assignments (click on the assignment and go to availability).

❍ Set-up your kōnae ako forum (this is specific to the kōnae and different from the degree kōnae forum).

❍ Checked all spelling, grammar etc...

Kaiako Mihi

Kaiako must add Audio / Video file of mihi

↑Edit your welcome

Whānau Kōrero

↑Edit your forum

Add activities↓

＋Add an activity or resource

＋ Add topic

Tauira Workbook

↗ Add noho details and other info regarding the kōnae here (add activity book/page first)

Availability

Allow submissions from: 5 February 2021 20 22 ☑ Enable

Due date: 10 March 2021 20 22 ☑ Enable

↑Change the due date of assignments

Now check what your kōnae ako iAkoranga looks like to your tauira

When you have loaded up all your resources and activities you may want to check what your tauira will see when they log on to your kōnae ako.

1. Go to the "administration" block (bottom left)
2. Go to "switch role"
3. Click on "student"
4. View as "student" and test all the relevant links
5. When finished switch your role back to "Teacher".

Check if your tauira can access iAkoranga

It is your responsibility to ensure your tauira can access your iAkoranga pages. Once Hangarau has duplicated the approved template for your site and synched your cohort check your tauira has access. You will need to:

1. Go to the "administration" block (bottom left)
2. Go to "course administration"
3. Go to "users"
4. Go to "enrolled users". A list of your tauira should appear. Check that they are your cohort and that all tauira have been included. If there is an error contact Hangarau and your kaiarahi.

Administration

Course administration
Edit settings
Turn editing on
Course completion
Users ↙Check your tauira are enrolled click 'users'
Enrolled users
Enrolment methods
Groups
Permissions
Other users
Filters
Reports
Gradebook setup
Backup

Appendices

Online Forums

Some forums can only be created by kaiako and some forums can be created by tauira and kaiako. Forums may consist of:

- A short discussion on a single topic
- An open forum where anyone can start a new topic
- A forum that enables each participant to post one discussion topic or
- A forum where a question is posed and posted in the thread of a discussion.
- The news forum is a place to highlight important news or announcements.
- Attachments can be added to forum discussions.

Subscribing tauira to online forums

If you want to use an online forum in your kōnae ako, then you will need to subscribe your tauira. You should receive posts to the forum in your email inbox. Do not reply to the email message but log on to iAkoranga to contribute and post to the online forum.

Unsubscribing to online forums

If the online forum is part of your kōnae ako and your want to count tauira contributions (or posts) as part of their grade, then you might want to ensure that tauira can not unsubscribe to your forum. While online forums can exist outside of iAkoranga (e.g.. Yammer or Facebook), in a kōnae ako context it is best to use forums within iAkoranga for increased security and privacy. These forums are usually set up by kaiako.

Posting to online forums

Before using and posting to online forums familiarise yourself with the different functionalities such as: 'replying to a discussion', 'adding a new topic' and 'adding an attachment' etc... When posting a comment to a discussion long postings with several topics embedded in it, are not recommended. It is better to keep to one topic per discussion posting.

In some cases contributing to online forums may be a requirement of your kōnae ako, ensure you and your tauira log in to iAkoranga regularly to ensure contributions are made to discussions.

In forums encourage your tauira to keep to the discussion topic and to not talk about any issues or problems regarding other students, the kaiako or the kōnae ako. If they do have problems they should talk to you privately.

Digital Tīkanga

When communicating online through email or online forums there is best practice that you should consider. Refer to the digital tīkanga quick facts sheet, which is accessible in iAkoranga.

What tīkanga do we need to be aware of when we enter into the digital learning environment? How do we talk to each other? What do we need to know when we are engaging with others via iAkoranga (Moodle)? Here are some handy hints to get you started….

When engaging in the iAkoranga environment, kaiako and tauira are encouraged to act in accordance with the four principles of Kaupapa Wānanga:

Kaitiakitanga (Responsibilities)

Acting as a good kaitiaki in the digital learning environment involves:

* Kia rangatira te mahi – carrying out all online activities with integrity and respectfulness. This includes abiding by the policies and guidelines of the digital learning environment (please refer to the Moodle site policy and the IT and Telecommunications policy).
* Kia rangatira te haere – being respectful and sensitive to the rights of those that you will engage/ teach/ learn with and from.
* Kia rangatira te whakaaro – engaging in respectful collaboration and discussion with all those involved with the iAkoranga digital learning platform.

Āhurutanga (Safe Spaces)

In order to create a 'safe' digital learning environment, it is important to:

* Follow kaiako instructions.
* Be careful with humour and tone.
* Avoid writing your posts in capitals. Capital letters are the equivalent of SHOUTING.
* Review what you've written before submitting your message or post.
* Avoid assumptions and ask to clarify a post or reply to avoid reacting negatively.
* Acknowledge before differing. Differences of opinion are an opportunity to learn.
* Acknowledge others ideas by using a quote if you are responding to a specific point made by someone else.

Koha (Contributions of Consequence)

Making valuable contributions in the digital learning environment involves:

* Writing short, clear and concise messages or posts. Stay on topic and get straight to the point - long messages are not often read.
* Identifying who you are replying to in forum discussions.
* Remembering that forum discussions are different from tweeting, facebook and text messaging. Messages such as lol, damn and acronyms are not always appropriate in group forums. If you really need to use acronyms – explain them clearly.
* Giving everyone time to respond. Try to refrain from firing one question or post after another.
* Using correct spelling, punctuation and grammar.
* Encouraging feedback from others i.e. asking questions.
* Sharing web links, and posting the full address with http:// so it is appears as a link within the iAkoranga forum.
* Using meaningful subject headings so others can locate your message in the discussions.

Mauri ora (Well-being)

Ensuring the well-being of all concerned is paramount. If you find a discussion is inappropriate you should act on it by informing your kaiako.

Other information to consider

Troubleshooting

If you have a technical problem (including user access) contact hangarau@twoa.ac.nz. If you have a query about content talk to your kaiarahi.

Statistics

Under the course administration section (on the left-hand side) is the statistics tab. Under this tab you can check who has engaged with your kōnae ako online and when this occurred.

Developing your digital literacy

If you are new to using computers or mobile devices and would like to improve your digital literacy or become more familiar with iAkoranga then consider:

- Complete a TWoA professional development workshop
- A Te Wānanga o Aotearoa computer course - we offer qualifications and short upskilling workshops
- Finding a mentor or support person - ask other kaiako or a family member for an ICT-savvy buddy
- Following other online self-help tutorials. There are variety of these for free if you search YouTube. http://call4teachers.blogspot.co.nz/2015/01/moodle-2-interactive-tool-guide-for.html

Zoom

Te Wānanga o Aotearoa is equipped with Zoom capabilities. This enables kaiako and tauira to have virtual online hui. This is also a useful teaching tool for guest speakers who are off-site.

Office 365

Te Wānanga o Aotearoa staff and tauira use Office 365 to access emails. This technology also enables for collaboration, file storage and sharing. If your computer has not been configured for this technology contact Hangarau.

Learning more about learning management systems (Moodle)

There are a variety of Moodle tutorials available online if you search YouTube. There are also various blog posts and eLearning communities, which discuss best practice when utilising Moodle.

You can also have access to the sandpit@twoa.ac.nz. This is a space to play with a mock-up of a iAkoranga page. It is not a live site.

Was this guide useful?

To ensure we support our kaimahi, kaiako and tauira with their iAkoranga experience, we need your feedback. Please send an email to Emma.West@twoa.ac.nz explaining which sections of this guide need improving (i.e.. which instructions were confusing) - what works well, what doesn't and what is missing.

iAkoranga

Te Wānanga o Aotearoa