

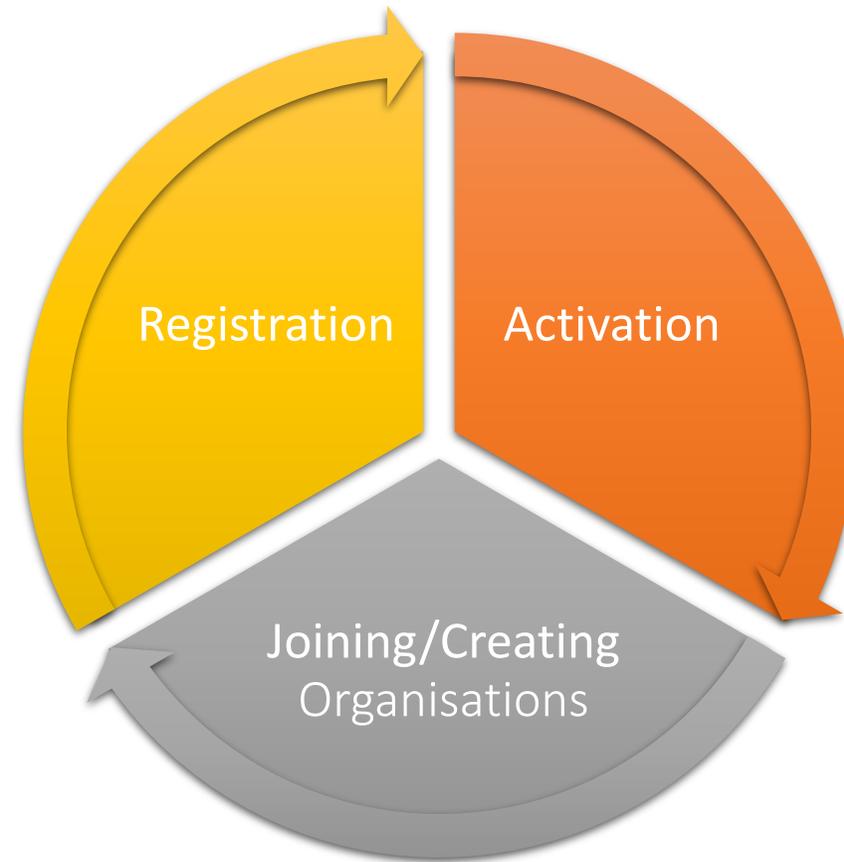


# NZCER Assist - Getting Started

Admin's Version

# Setting up your NZCER Assist account

There are 3 major but simple and easy to perform steps for creating account and joining your school.



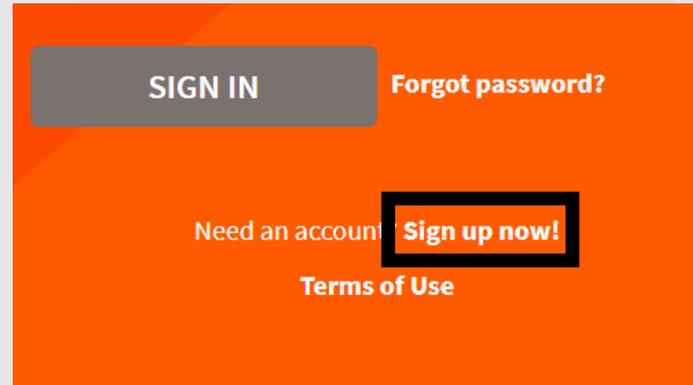
# Registration

1



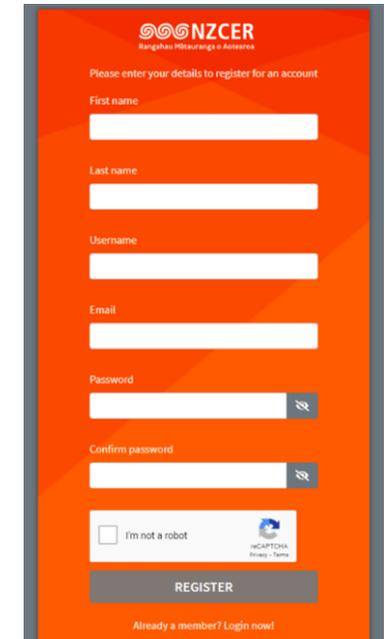
Go to [www.nzcerassist.org.nz](http://www.nzcerassist.org.nz) in your internet browser

2



Click on **Sign Up Now**

3



The screenshot shows a registration form on a mobile device. At the top is the NZCER logo and the text 'Please enter your details to register for an account'. The form contains several input fields: 'First name', 'Last name', 'Username', 'Email', 'Password', and 'Confirm password'. Each field has a small 'i' icon on the right side. Below the fields is a checkbox labeled 'I'm not a robot' next to a CAPTCHA logo. At the bottom of the form is a grey button labeled 'REGISTER'. Below the button is the text 'Already a member? Login now!'.

Fill out the form by entering your details to register.

# Activation



## Welcome

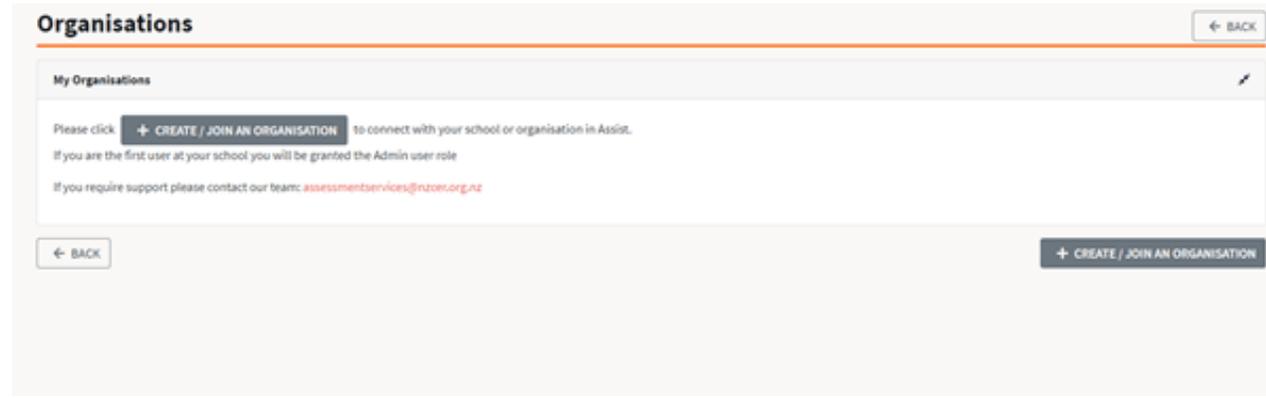
Please click below to confirm your email

Confirm email

Alternatively, copy and paste this URL into your browser:

Once registered you will receive an [activation link](#). You might need to check your spam folder for this email.

# Create/Join an School/Organisation



## Create an Organisation

If your organisation has **never** been registered with our new NZCER Assist platform, our previous NZCER Marking Site, or made use of the Ministry of Education Wellbeing@School Toolkit, then you will have to create your organisation within NZCER Assist.

**Note:** The first user to create the organisation becomes the admin user for the organisation by default.

Once you have created your NZCER Assist account click on 'create/join an organisation' to begin this process.

## Join an Organisation

If your school has previously been active in any of our NZCER online systems, then your school will already be created in NZCER Assist.

If this is the case, you will be requesting access to join your school/organisation rather than creating it as a new entity.

**IMPORTANT:** When a user is requesting to join an organisation that already has an Organisation Administrator this will trigger a confirmation process. If you encounter this scenario when creating your account, please contact our team at [assessmentservices@nzcer.org.nz](mailto:assessmentservices@nzcer.org.nz)

# Steps to Create an Organisation

1

## Find Organisation

### Find Your Organisation

What is the type of your organisation?

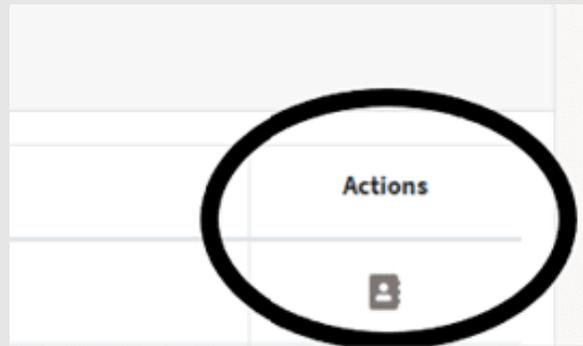
School (New Zealand) x | v

MoE Number

SEARCH

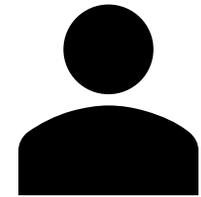
Enter your MoE number

2



Select Join

3

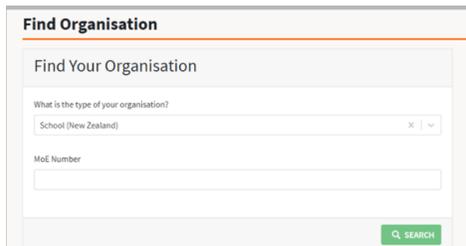


By default, the current user becomes the admin and can access the site easily.

This step is useful for schools that are setting up their accounts for the first time.

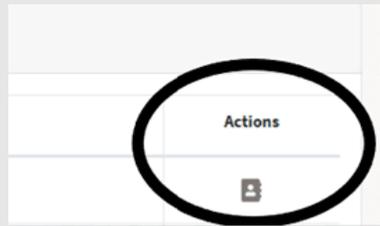
# Steps to Join an Organisation

1



Enter your **MoE** number (also known as School ID or EDUMIS number)

2



Select "Join"

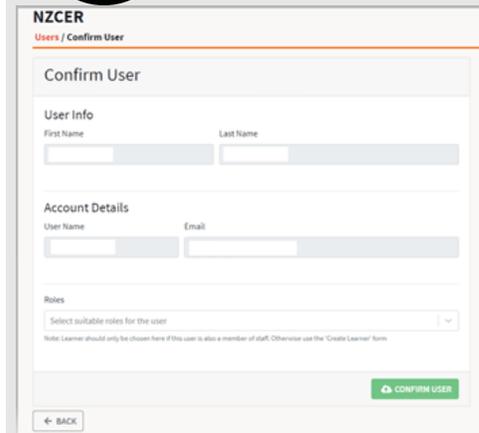
3

**Hi NZCER admin!**

... has requested to join NZCER  
Please click below to confirm their request  
[Confirm request](#)  
Alternatively, copy and paste this URL into your browser:

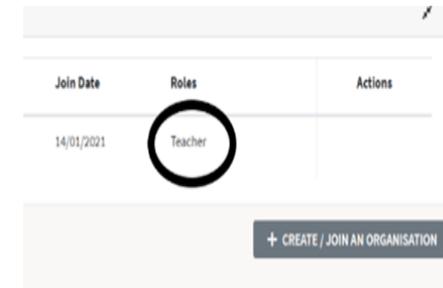
If you are the **first person to join your organisation you will be the default Admin user**. Any further requests to join the school/organisation send an alert to the existing Admin to approve.

4



When the Admin user clicks the email confirmation link they will be taken to a screen where they can confirm the user request and assign a role to the user – Admin, Teacher or Learner.

5



Join Date	Roles	Actions
14/01/2021	Teacher	

Once access is granted, you will be able to see the role/s assigned to the user.  
At this point the user requesting access to your organisation will be able to login to your organisation.

**Please contact assessment services once you have requested to join the organisation**

# Your NZCER Assist Account



## Dashboard

MY TOOLS

MY ASSIGNMENTS

### ASSESSMENTS

PAT: Mathematics

PAT: Reading  
Comprehension

PAT: Reading  
Vocabulary

PAT: Listening  
Comprehension

PAT: Punctuation and  
Grammar

STAR (2nd edition)

Senior Science:  
Thinking with  
Evidence

Junior Science:  
Thinking with  
Evidence

Te Reo Māori  
Assessment

### SURVEYS

Science Engagement  
Survey

Taku Reo - Student  
survey

W@S Survey

IPT Survey

The dashboard shows all the subscribed assessments and surveys for the current calendar year.

#### Things to remember:

Admins will have to connect teacher users to classes and assessments.

Teacher users can create their own assessments with the subscribed assessments.

We strongly recommend finalising your subscription before doing your SMS upload

# Your NZCER Assist Account



Dashboard



Tools



Admin



Organisations



Organisation Users

**Tools**

**Assessments** Subscription to one or more assessment products incurs a one-off \$250 base fee ✓

**PAT**  
The Progressive Achievement Tests (PATs) assess students' Mathematics, Listening Comprehension, Punctuation and Grammar, Reading Comprehension, and Reading Vocabulary. PATs are a series of standardised tests developed specifically for use in New Zealand schools.

**PAT: Listening Comprehension** \$25.00 **SUBSCRIBED**  
This test for Years 3-10 assesses a student's comprehension of texts read to them. It uses short stories, extracts from novels, poems and nonfiction items. Because the student is listening rather than reading, their response provides information about meaning making that is independent of their ability to decode text.

**PAT: Punctuation and Grammar** \$25.00 **SUBSCRIBED**  
This test for Years 4-10 assesses student ability to recognise and use grammar and punctuation. Punctuation and grammar play vital roles in conveying the meaning of written text. The questions assess the skills students need in order to make meaning as they read, to write meaningful texts, and to understand the patterns of standard New Zealand English. The questions are aligned with the *The Literacy Learning Progressions*.

**PAT: Reading Vocabulary** \$25.00 **SUBSCRIBED**  
PAT: Reading Comprehension and Vocabulary (designed for Years 4-10) supports student-centred learning in literacy. It helps teachers to understand how, and if, students are making meaning from the texts they read. Results provide accurate, relevant data and rich Aotearoa New Zealand curriculum analysis for your school's focussed inquiry.  
**Computer adaptive testing for PAT: Reading Vocabulary is available.**

**PAT: Mathematics** \$25.00 **SUBSCRIBED**  
PAT: Mathematics for Years 3-10 helps teachers determine their students' levels of achievement in the knowledge, skills and understanding of mathematics in the New Zealand curriculum. It is directly aligned with the New Zealand Curriculum and targets the big ideas students need to understand in order to make progress.

The **Tools** screen allows Admin to enable subscription of assessments or surveys for the current calendar year.

**Hint:** Please finalise your subscriptions before running your SMS upload

**Subscription pricing:** All assessment and survey subscription and pricing for 2021 remains the same.

**Invoicing:** For term one, 2021 we are processing all subscription invoices off-line. You will be invoiced for your subscription choices and any assessment activity by the end of Term 1, 2021, if not earlier in the term.

**Dashboard:** Once you have updated your subscriptions your dashboard will show the products selected. Any assessment products you have subscribed to will be visible to both Organisation Admins and Teachers at your school.

**Assessments and Surveys:** Please note that survey products are only visible to users with the Organisation Admin role.

**Assessments** ← BACK

PAT: PUNCTUATION AND GRAMMAR PAT: LISTENING COMPREHENSION PAT: READING VOCABULARY PAT: READING COMPREHENSION PAT: MATHEMATICS

**PAT: Mathematics**

Assessment Name	Test	Start Date	End Date	Term	Responses	Actions
<input type="text" value="Search Assessment Name"/>	<input type="text" value="Search Test Name"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
Ben testing	PAT Mathematics Test 1	27/01/2020	09/04/2020	Term 1	0	
Demo Assessment	PAT Mathematics Test 1	01/12/2020	31/12/2020	Term 4	2	
Test 6 - MVP T4 testing	PAT Mathematics Test 6	15/10/2020	11/12/2020	Term 4	1	
Testing Oct t4	PAT Mathematics Test 4	15/10/2020	31/10/2020	Term 4	1	
Testing Oct T3	PAT Mathematics Test 3	15/10/2020	27/11/2020	Term 4	0	
Testing Oct T5	PAT Mathematics Test 5	15/10/2020	20/11/2020	Term 4	1	
Transfer testing	PAT Mathematics Test 3	10/11/2020	28/11/2020	Term 4	0	

← BACK + CREATE ASSESSMENT

# Your NZCER Assist Account



Dashboard



Tools



Admin



Organisations



Organisation Users

## Confirming a user's request – Admin task.

If a user has registered and requested to join an organisation, the admin for that school or organisation will be notified via email. They can then approve the request under Organisation Users page.

User Name	Email	First Name	Last Name	User Roles	Year Level	Actions
User Nam				Select		
Juwairiyah					N/A	

Here you can see that a user is waiting confirmation for joining organisation request.

User Name	Email	First Name	Last Name	User Roles	Actions
User Name..				Not Learner x	
Juwairiyah				Admin	

Once the admin approved the request, the user's role and icon changes.

# Your NZCER Assist Account



Dashboard



Tools



Admin



Organisations



Organisation Users

## Classes

Demo School

Classes

Note: Classes are only used for assessments, not surveys.

Class Name	Class Year	Actions
<input type="text" value="Search Class Name"/>	<input type="text" value="Search Year"/>	
Exam Test	2020	<a href="#">Edit</a> <a href="#">Add</a> <a href="#">Delete</a>
Creating new - rolled name	2020	<a href="#">Edit</a> <a href="#">Add</a> <a href="#">Delete</a>
ids	2020	<a href="#">Edit</a> <a href="#">Add</a> <a href="#">Delete</a>

[← BACK](#) [+ CREATE CLASS](#)

Admins can create classes, which are only used for assessments, not surveys. They can also

1. Manage classes
2. Manage students
3. Manage teachers

**Things to remember:** Students and teachers can belong to as many classes as needed.

## Organisations

Demo School

[EDIT](#) [← BACK](#)

Mod Number

Organisation Name

Contact Phone Number

Street

Suburb

City

Postal Code

Country

[← BACK](#)

Admins can complete organisational details within the organisations tab.

# Your NZCER Assist Account



Dashboard



Tools



Admin



Organisations



Organisation Users

## SMS File Upload

The admin can upload an SMS CSV file into NZCER Assist – this process creates classes and learners as well as connecting learners to the classes and assessments automatically created as part of the SMS upload. A number of SMS vendors support this feature. If you don't have an SMS system you can still generate upload file – please contact our team for support with this.

**Things to remember:** SMS file format has not changed and NZCER has communicated this to SMS vendors.

### Steps to do a SMS file upload

The screenshot shows the 'SMS Upload' page. At the top, there is a header 'SMS Upload' and a sub-section 'Upload File' with a text area for dragging and dropping a CSV file. Below this is a 'File List' table with columns: File Name, Update Date, Status, Progress, Process Date, Process Message, and Actions. The table is currently empty, with a message 'There is no data to display' and a '← BACK' button.

This screenshot shows the 'SMS Upload' page after a successful upload. The 'File List' table now contains one row of data.

File Name	Update Date	Status	Progress	Process Date	Process Message	Actions
	2021-01-20 15:08:53	processed	100%	2021-01-20 15:56:31	Processed successfully.	

1

Login using your email/username and password.

2

Select Admin from the left-hand side menu column on your screen

3

Upload your CSV file under the **Upload File** section (drag and drop file to area at the top of the screen)

# Your NZCER Assist Account



Dashboard



Tools



Admin



Organisations



Organisation Users

## Organisation Users

NZCER

LEARNERS ALL USERS

CREATE LEARNER CREATE USER EXPORT USERS BACK

**On Board Link**

You can use the link below to automatically connect users to your organisation. This means you don't have to create Teacher or Administrator accounts manually. Simply share the link below and Assist will do the rest. If a user does not yet have an Assist account they will be prompted to create one. If a user is currently connected to your organisation then using the link will ensure they are granted the Teacher role.

<https://uat.nzcerassist.org.nz/on-board/d3d418f3-b37b-45c1-a935-db4f03f3d40c>

*Note: This link will grant a Teacher role by default. You will need to edit a user's profile if you wish to grant them an Administrator role.*

**Users**

User Name	Email	First Name	Last Name	User Roles	Actions
User Name...	User Email...	First Name...	Last Name...	Not Learner x	
AliceH		Alice	Houslaux	Admin, Learner	  
amanda		Amanda	Moala	Teacher, Learner	  
BenG		Ben	Gardiner	Admin, Learner	  
CathieJ		Cathie	Johnson	Admin, Learner	  
GraemeC		Graeme	Coslett	Teacher, Learner	  

Admins can create new users and choose their following role/s:

**Admin**  
**Teacher**  
**Learner**

## Onboarding Link

NZCER

LEARNERS ALL USERS

CREATE LEARNER

**On Board Link**

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*Note: This link will grant a Teacher role by default. You will need to edit a user's profile if you wish to grant them an Administrator role.*

**IMPORTANT :-)**

Admins can use this link to automatically connect users to your organisation. This means you don't have to create Teacher or Administrator accounts manually. Simply share the link. **This link will grant a Teacher role by default.**

You will need to edit a user's profile if you wish to grant them an Administrator role



# Assessment Services Team

✉ [assessmentservices@nzcer.org.nz](mailto:assessmentservices@nzcer.org.nz)

☎ 04 802 1630