

Getting Started with NZCER Assist 2021

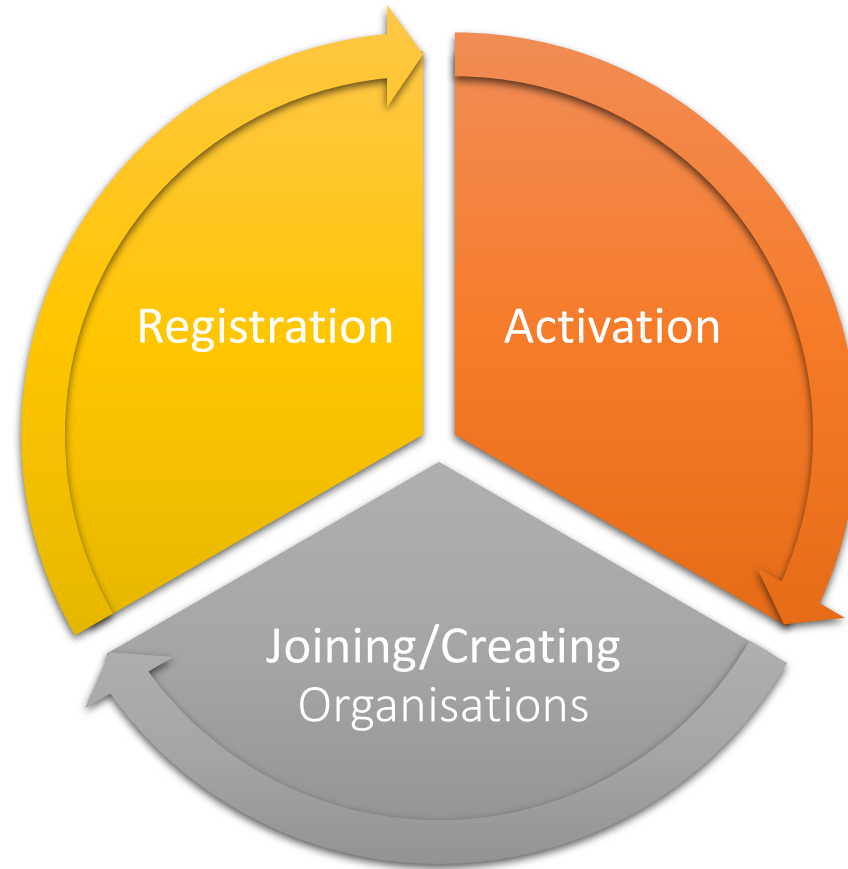
Teachers' Version



 **NZCER**
Rangahau Mātauranga o Aotearoa

Setting up your account

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



Admin's
invite to
register:

**Onboarding
Link**

Organisation's Administrator will share an onboarding link with its staff.

This link is unique to your organisation only and will immediately grant you teacher access role.

This approach is recommended by NZCER.

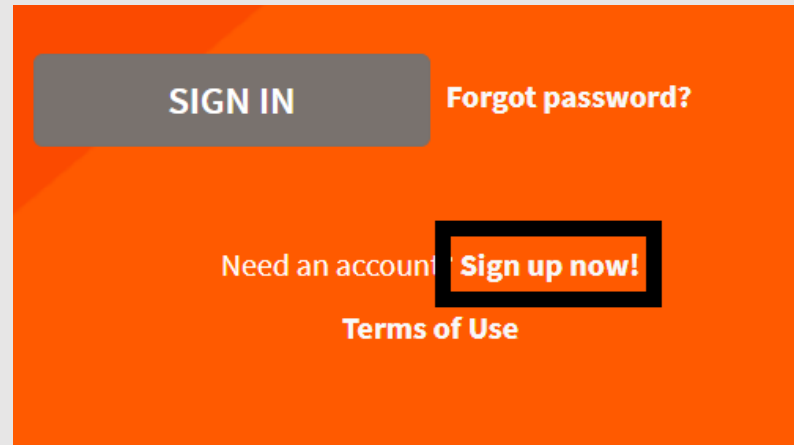
Manual registration

1



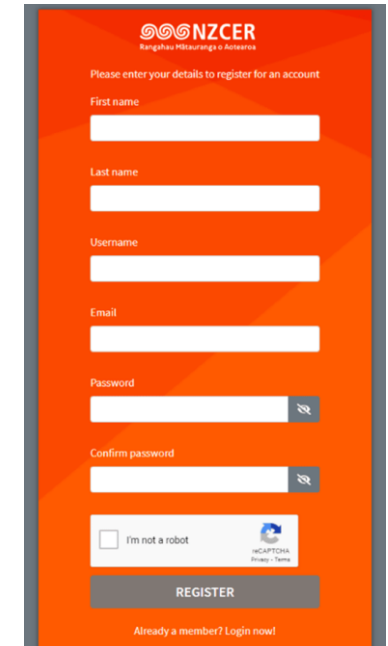
Enter www.nzcerassist.org.nz on your browser.

2



Click on **Sign Up Now**

3



Fill out the form by entering your details to register.

If your school's admin has not shared an onboarding link and you would manually like to register yourself with the organisation, you can follow the steps above and request to confirm user access.

Activation



Welcome

Please click below to confirm your email

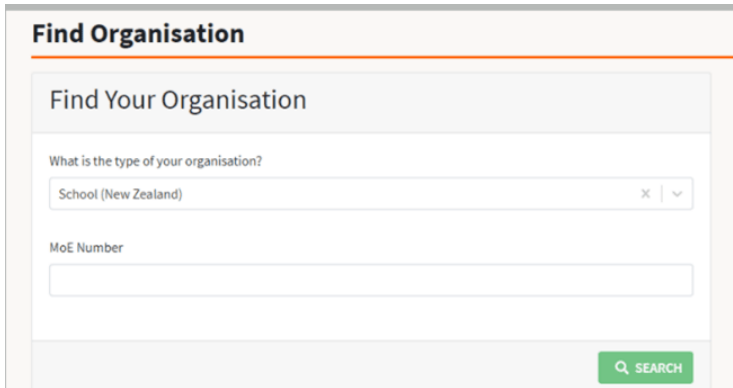
[Confirm email](#)

Alternatively, copy and paste this URL into your browser:

Check your inbox or spam folder for an [activation link](#)

Steps to Join your Organisation

1



Find Organisation

Find Your Organisation

What is the type of your organisation?

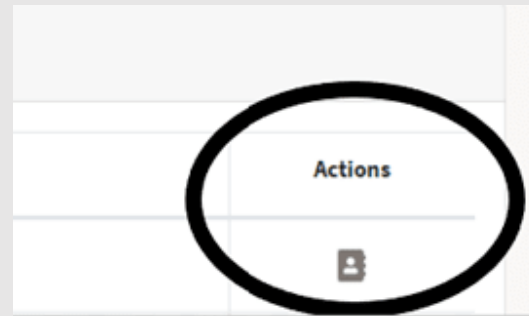
School (New Zealand) x | v

MoE Number

SEARCH

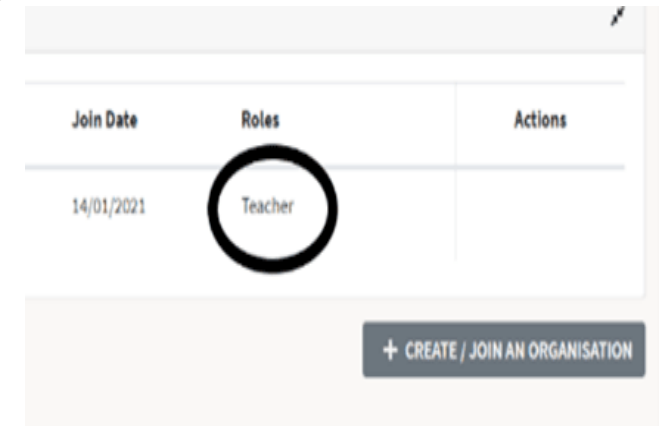
Enter your **MoE** number

2



Select **Join**

3



Join Date	Roles	Actions
14/01/2021	Teacher	

+ CREATE / JOIN AN ORGANISATION

What happens when access is granted?
Once the 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.

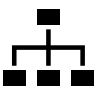
Your NZCER Assist Account



Dashboard



Classes



Organisations



Learners

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

Teachers will be able to create their own assessments based on the subscribed assessments, selected by admin.

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

Step 1: Choose the assessment from the subscribed assessments

is calendar year

+ CREATE ASSESSMENT

Step 2: Click on create assessment

How to create assessments?

PAT: Mathematics

Type

Select Type

Name

Period

Term 1

Start Date

01/01/2021

End Date

16/04/2021

CREATE

Step 3: Fill out the details

PAT: Mathematics

Assessment Name Test Start Date End Date Term Respons Actions

Search Assessment Name

Search Test Name

Search

Search

Search

Maths Test 1A

PAT Mathematics
Test 1A

01/01/2021

16/04/2021

Term 1

0



Your Assessment is created

Dashboard

MY TOOLS

MY ASSIGNMENTS

ASSESSMENTS

PAT: Reading Comprehension

Senior Science: Thinking with Evidence

Junior Science: Thinking with Evidence

SURVEYS

Click on the assessment you want to add your learners to.

W@S Survey

Assessments

PAT: PUNCTUATION AND GRAMMAR

PAT: LISTENING COMPREHENSION

PAT: READING VOCABULARY

PAT: READING COMPREHENSION

PAT: MATHEMATICS

PAT: Reading Comprehension

No Assessments have been created for this calendar year

+ CREATE ASSESSMENT

How to add learners within your assessment?

PAT: Reading Comprehension

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"/>		
All Students_Year9_Term1	PAT Comprehension Test 6	01/02/2021	16/04/2021	Term 1	0	
All Students_Year10_Term1	PAT Comprehension Test 7	01/02/2021	16/04/2021	Term 1	0	

Select manage users

Users

From here, you will be able to select the learners within the assessment or move them to another assessments.

⇌ MOVE USERS TO ANOTHER ASSESSMENT

🗑 REMOVE USERS

📄 Visit <https://www.nzceronline.org.nz> to use your token.

Name	Gender	Ethnicity	Class	Year Level	Token	Status	Actions
<input type="text" value="Search 146 records..."/>	<input type="text" value="..."/>	<input type="text" value="Select..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>		
	Female	NZ European / Pākehā	All Students Year 9 11-ILBWYA-1	9		<input type="radio"/> Registered	
	Male	Māori, NZ European / Pākehā	All Students Year 9	9		<input type="radio"/> Registered	

Things to remember: You will only be able to manage your learners after your school admin has completed their SMS file upload. The Assist site recognises each student based on their NSN numbers



Preview: Allows to preview the rest of the assessment as a user without recording any data.



Manage Teachers: Allows to manage teachers within the organisation. Usually administered by the organisation's admin



Manage Users: Allows teachers to manage students within the assessment or move them to different assessments.



Reports: The reporting is similar to the (old) Marking Site reports. Teachers can view all the reports under this tab.

Actions

What do my actions button mean?



Enable/ Disable: Teachers can enable or disable assessments from the dashboard.



Delete: Teachers can altogether remove an assessment by clicking on the remove button.

Manual Data Entry

For schools using the pen and paper tests, but manually uploading their test results within the Assist system, a separate Manual Data Entry guide is available.

The manual is attached at the end of this report.

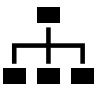
Your NZCER Assist Account



Dashboard



Classes



Organisations



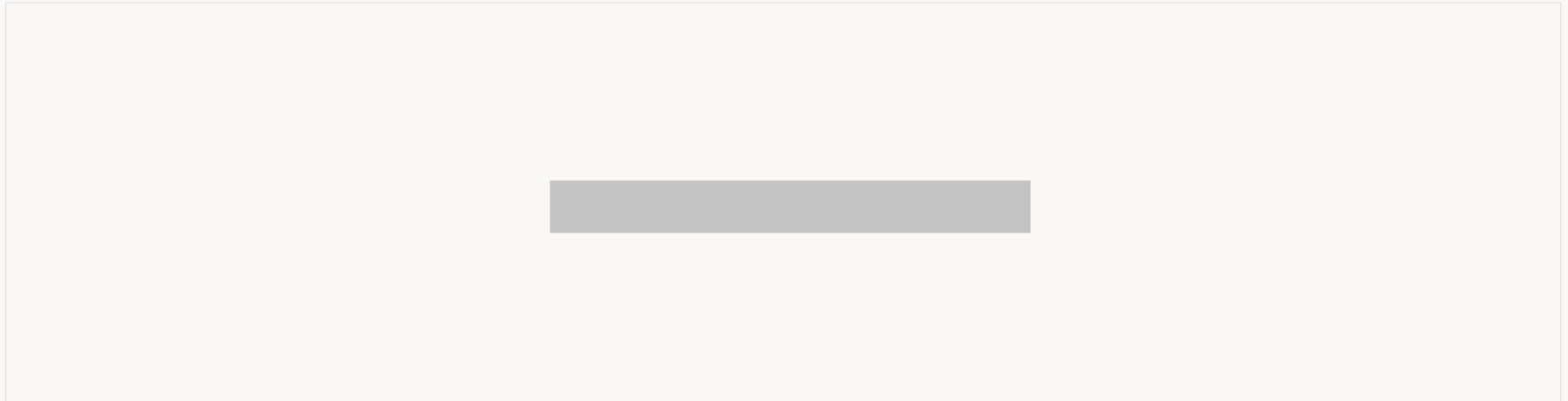
Learners

NZCER

Classes

← BACK

Note: Classes are only used for assessments, not surveys



← BACK

The school Admin/s create classes and assign Teachers and Students to those classes as needed. Please contact your admin if you cannot find one of your students in Assist.

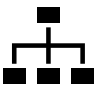
Your NZCER Assist Account



Dashboard



Classes



Organisations



Learners

NZCER

← BACK

LEARNERS


Learners

<input type="checkbox"/>	First Name <input type="text" value="First Name..."/>	Last Name <input type="text" value="Last Name..."/>	Year Level <input type="text" value="Select..."/>	Gender <input type="text" value="Select..."/>	Ethnicity <input type="text" value="Select..."/>	Class <input type="text" value="Select..."/>	Actions
<input type="checkbox"/>	Amanda						
<input type="checkbox"/>	Graeme						

Teachers can manage their learners/students by assigning them to assessments they have created or been assigned too by the school admin.



Assessment Services Team

When logged into NZCER Assist you can click on the help icon  to access our online knowledge base.

 assessmentservices@nzcer.org.nz

 04 802 1630