



Te Wānanga
o Aotearoa

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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 taura can:

- Access their programme material (e.g.. programme outlines and overview)
- Communicate with their kaiako and other taura (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 taura 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 taura enrol they will be notified if their programme uses iAkoranga to support their learning. As their kaiako it is your job to check all taura have access to iAkoranga. Note not all Te Wānanga o Aotearoa programmes use iAkoranga.

Late enrolment

If an taura enrolls 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.

Hangarau (ICT) support helpline

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

Phone: 0800 808 789

Email: hangarau@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 taura 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 taura do not have access to iAkoranga then contact Hangarau.

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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.

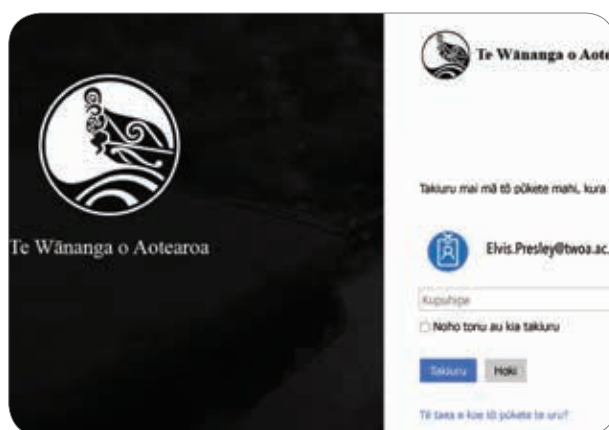
Personal Profile and Mihi

When you login for the first time check, update and save your personal profile.

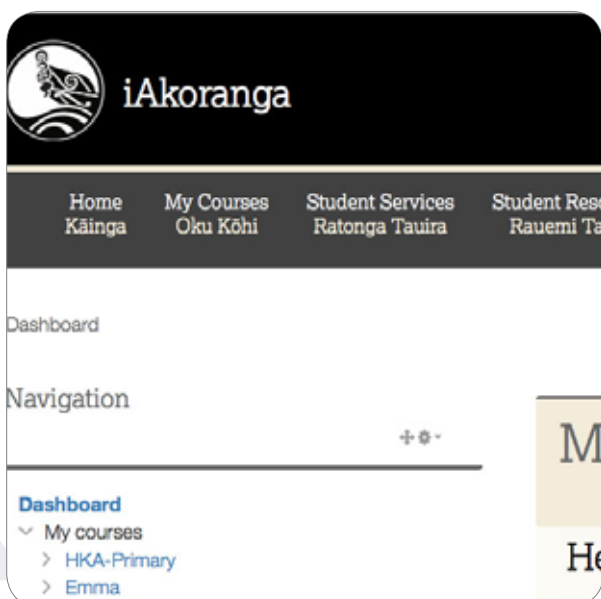
1. Sign-in with Office 365 ↓



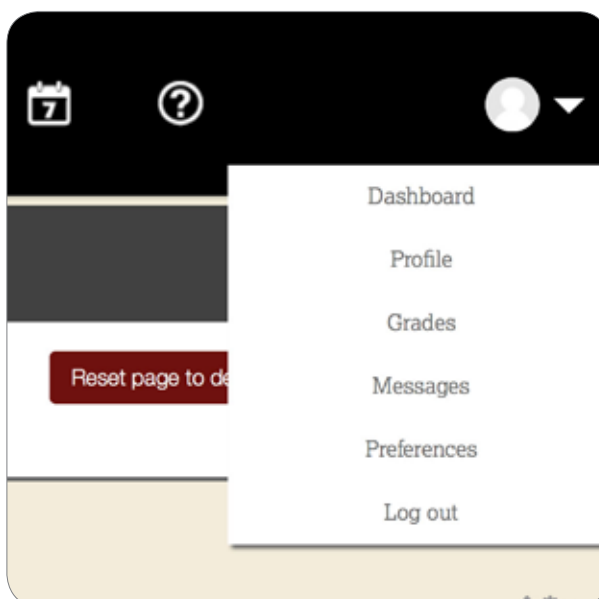
2. Add your staff email & password ↓



3. Explore your dashboard ↓



4. Edit your profile (top right) ↓



Navigating your way around iAkoranga

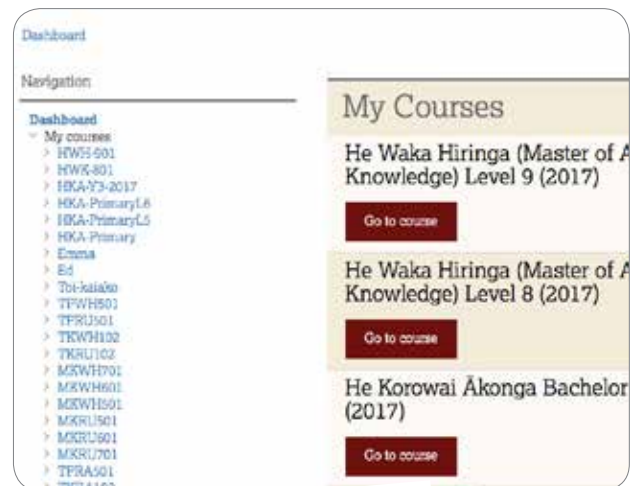
When you have logged on to iAkoranga a link to the programme (i.e. degree/diploma/kōnae ako) you are teaching in should be visible at "Ngā Kāinga" homepage. This information is loaded on by your kaiarahi. If there is incorrect or outdated information on any of the pages let your kaiarahi know.

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

View the Kōnae Ako

Link to resources, weblinks etc...

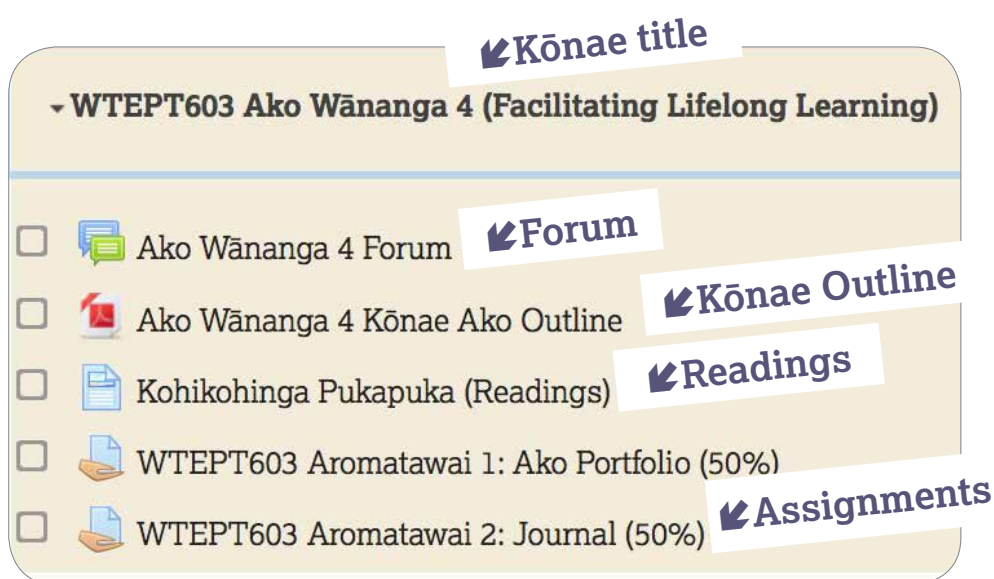
The Kōnae Ako Template Landing Page

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 taura. 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

Taura 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 taura for this kōnae ako).

Aromatawai (Assignment) pages

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

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 existing template to enhance the iAkoranga experience for your taura.

A podcast titled: "Meet your kaiako"

Introduce yourself to your taura. (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 taura.







It is also a good idea to add the date next to the title of this section, so taura 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 taura 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...)

-  Nau Mai - Meet your kaiako
-  Ngā Tirohanga: Ngā Korero Forum
-  Ngā Tirohanga: Ngā Korero Kōnae Ako Outline
-  Kohikohinga Pukapuka (Readings)
-  WTEPT703 Aromatawai 1: Visual Presentation (50%)
-  WTEPT703 Aromatawai 2: Presentation (50%)

Weekly Mahi

Week 1: Feb 1-8

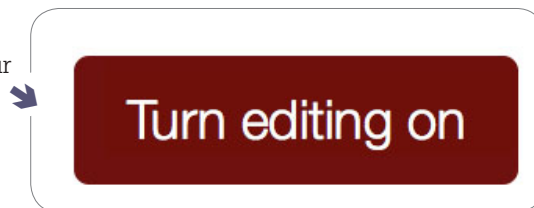
-  In-class activity
-  Questionnaire

Week 2: Feb 9-13

How do I add activities and resources?

Getting started

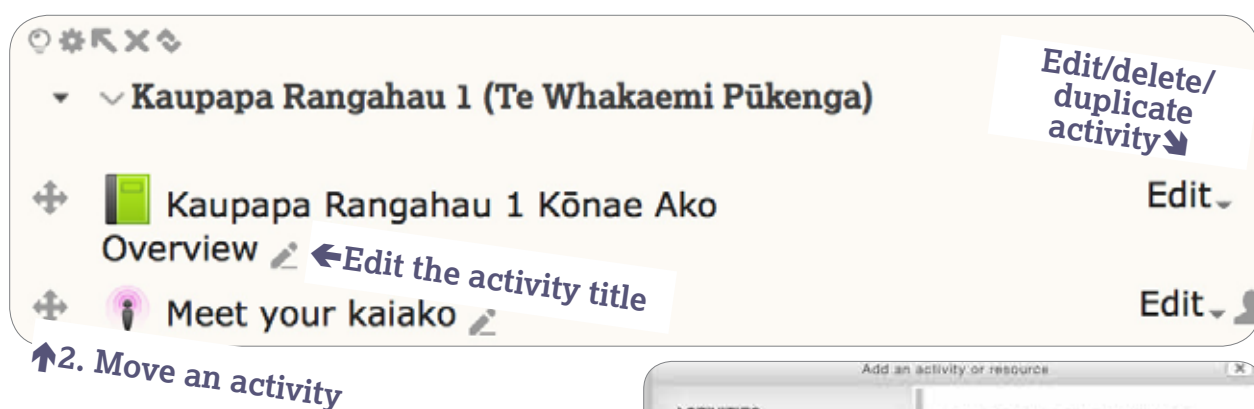
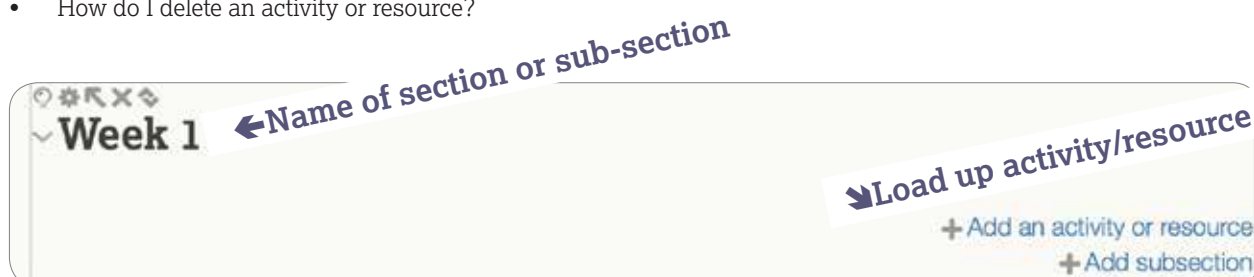
To make amendments to your iAkoranga template, ensure you turn your editing button on. This is located at the top right corner of your screen.



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?

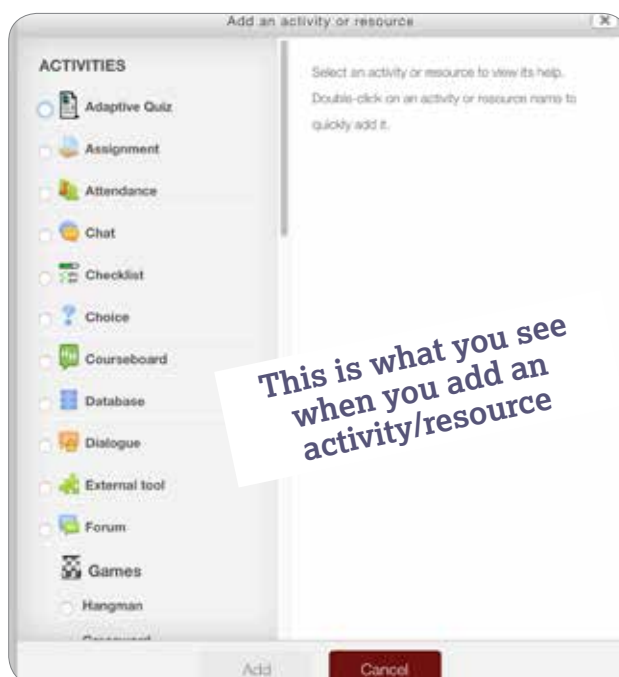


Exploring the activities & resources

There are a variety of activities and resources to support you and your taura 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.



How do I add and edit subsections?

Adding a section

Add a section or sub-section?

Within a section you can group information. On the **bottom right** of sections you can add new subsections. When you do this a new topic is added. You will need to rename this topic. Under these newly created sub-sections you can then add the activities, readings or resources you want your taura to complete that week.



Section editing tools

Mark a section as "current"?

To ensure taura are not overwhelmed with information, "mark as current" the kōnae tasks you want taura to focus on that week. Remember though to keep using this function to ensure taura keep accessing current information.

Edit the name of a section

When editing the name of a section you will be taken to a new page. Uncheck the default section name and rename the section name with the week and dates you want to appear e.g.. Week 1: Feb 1-7 activities.

Display content

Under "Display content" amend to "Show expanded." Click on "Save Changes." When you turn off the editing test you can click through all the pages, if not the "collapse/expand" button may need changing in the section or sub-section.

Merge section with parent

Avoid using this feature.

Delete a section

Click on the cross above the section title.

Move a section or sub-section

Below the section title click on the double arrow (the last icon in the list) and move to the required place.

Labels in lists instead of sections

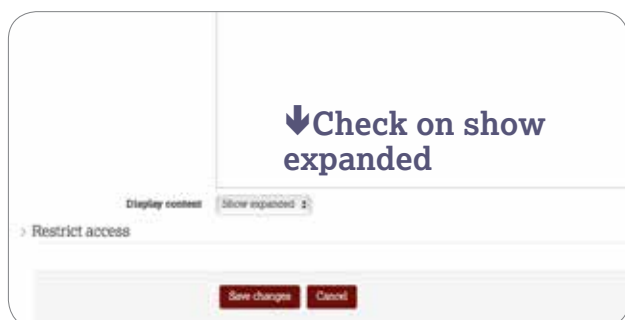
Adding extra sections/subsections can be a bit tricky, so you may just want to add a label instead to break up long text. To do this click on add an activity or resource and choose "label" from the list, write and highlight your label and use the header option in the paragraph text editing box.



When editing name of section you will be taken to a new page ↓



When editing a section you can alter how it will display ↓



When editing a label highlight it and change the header to the size you want ↓



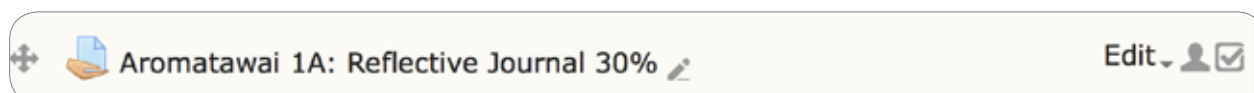
Aromatawai

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 taura 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" 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 taura 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.

Availability

Allow submissions from ⓘ

17 May 2016 00:00 Enable

Due date ⓘ

24 May 2016 00:00 Enable

Cut-off date ⓘ

20 May 2016 13:15 Enable

Always show description ⓘ

Submission types

Submission types

Online text ⓘ File submissions ⓘ

Word limit ⓘ

Enable

Maximum number of uploaded files ⓘ

1

Maximum submission size ⓘ

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.

Grade

Grade ⓘ

Type Point

Scale Achievement (Standard)

Maximum points 100

Aromatawai continued

How do taura submit assignments through iAkoranga?

Taura 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 channel (see the ICT help guide for this).

Receiving taura assignments through iAkoranga

Note: as kaiako under the grading summary you should be able to see who has submitted an assignment. When taura 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 taura 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 taura from also emailing you their assignment as well as this will be duplicating their efforts.

If taura 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 taura assignment has been marked taura 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.

Aromatawai 1A: Reflective Journal 30%

Putanga: 1 & 2

Weighting 30%

Akoranga are to reflect on each of the kaupapa (topics) listed below:

- Rangahau
- Research
- Kaupapa Rangahau (as a Wānanga response)
- Ariti/theory
- Worldview/paradigm
- Character of a Wānanga
- Takepō obligations/responsibilities
- Stakeholders.

Akoranga are then required to construct responses to the following:

- Describe the learning you have gained from this kaupapa.
- Discuss what impact or influence this kaupapa will have on you
- Explain how the learning gained from this kaupapa relates to your chosen field of study.

NB: One response to each of the three statements above constitutes one complete journal entry per kaupapa. To complete journal entries – one for each of the above kaupapa.

Format of journal will be determined by negotiation between Akoranga and kaiako and may include oral, visual, creat

Akoranga are required to apply the four takepō of Kaupapa Wānanga in all aspects of completing this aromatawai.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 24 May 2016, 12:00 AM
Time remaining	3 days 9 hours
Last modified	Friday, 20 May 2016 2:11 PM
Submission comments	

Taura submit their assignment here. →

Add submission

Make changes to your submission

iAkoranga Kaiako Checklist

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

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 taura 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...



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

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

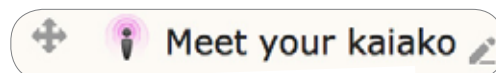
When you have loaded up all your resources and activities you may want to check what your taura will see when they log on to your kōnae ako.

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 taura can access iAkoranga

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

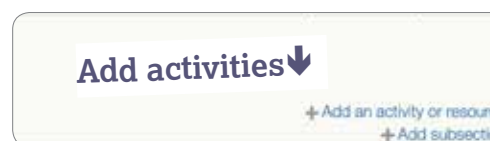
1. Go to the "administration" block (bottom left)
2. Go to "course administration"
3. Go to "users"
4. Go to "enrolled users". A list of your taura should appear. Check that they are your cohort and that all taura have been included. If there is an error contact Hangarau and your kaiarahi.



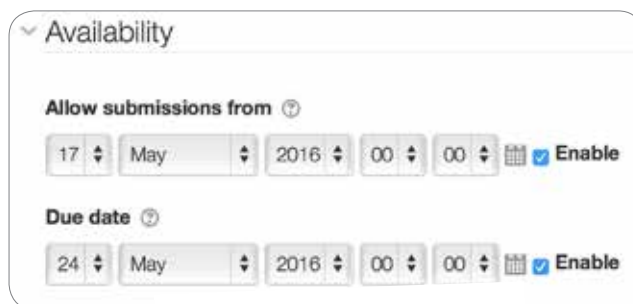
↕ Edit your welcome



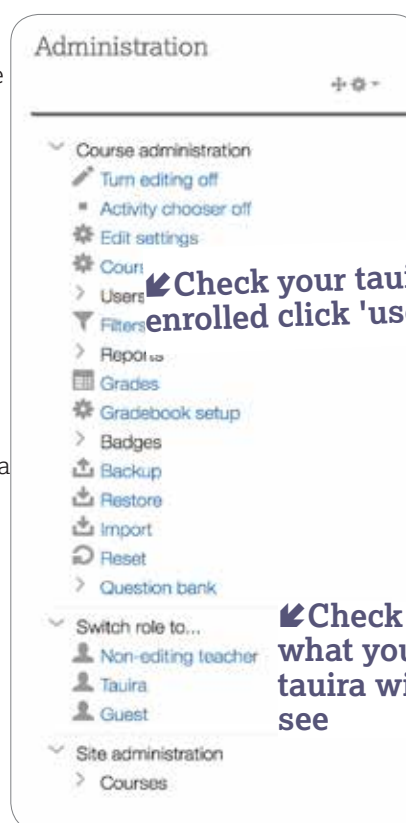
↕ Edit your forum



+ Add an activity or resource
+ Add subsection



↕ Change the due date of assignments



↕ Check your taura are enrolled click 'users'

↕ Check what your taura will see

Appendices

Online Forums

Some forums can only be created by kaiako and some forums can be created by taura 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 taura to online forums

If you want to use an online forum in your kōnae ako, then you will need to subscribe your taura. 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 you want to count taura contributions (or posts) as part of their grade, then you might want to ensure that taura 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 taura log in to iAkoranga regularly to ensure contributions are made to discussions.

In forums encourage your taura 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 Tikanga

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

What tikanga 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 taura 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 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 taura 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 taura 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 taura 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.

Te Wānanga o Aotearoa



Te Wānanga
o Aotearoa

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