Te Wānanga
o Aotearoa

iAkoranga Tauira Guide

An instructional guide for navigating iAkoranga

What is iAkoranga?

iAkoranga is the online digital learning platform (or Learning Management System - commonly known as Moodle) used at Te Wananga o Aotearoa where you can:

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

iAkoranga means you can learn 'anytime, anywhere' and extends the learning that occurs face-to-face through tutorials, wananga or noho.

What courses will be on iAkoranga?

When you enrol you will be notified through your kaiako or via email if your programme uses iAkoranga to support your learning. Note not all Te Wānanga o Aoteroa programmes use iAkoranga.

Late enrolment

If for any reason your enrolment is late and you are waiting to access iAkoranga, ask your kaiako to keep you up to date with any activities and information required.

Taupārongo (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 learn about:

1. Logging in
2. Logging out
3. Updating your personal profile
4. Navigating your way around iAkoranga
5. Finding your kōnae ako (papers)
6. Submitting assignments
7. Submitting assignments (cont)
8. Attestation of submissions
9. Using resources and activities
10. Online forums and digital tikanga
11. Other information to consider

Logging on to iAkoranga

To access iAkoranga, you must be:

- fully enrolled

- be assigned a student email account

- be enrolled in a programme or papers that are available on iAkoranga.

Once your iAkoranga account has been created, you can log on by going to *iAkoranga.twoa.ac.nz.* Alternatively from the main TWOA website *https://www.twoa.ac.nz/Tauira-Students* there is a link.

Once you are taken to the landing page you will then need to click on "sign-in with Office 365" You will be taken to a login page for Office 365. Enter the following details.

- Username: your student email address eg. *studentid*@akonga.twoa.ac.nz

- Password: your date of birth (ie. day you were born, month abbreviated to first three letters and then full year born. For example, if you birthdate is: 2.3.90 the password would be 12Mar1990

The log in page for iAkoranga looks like this:
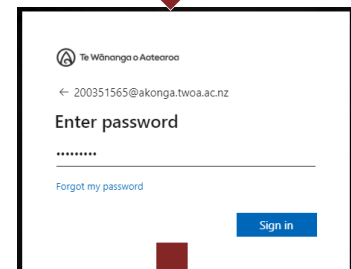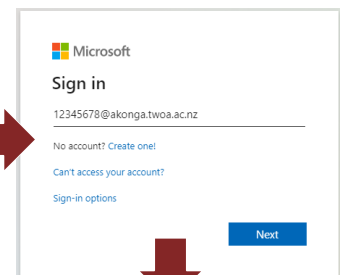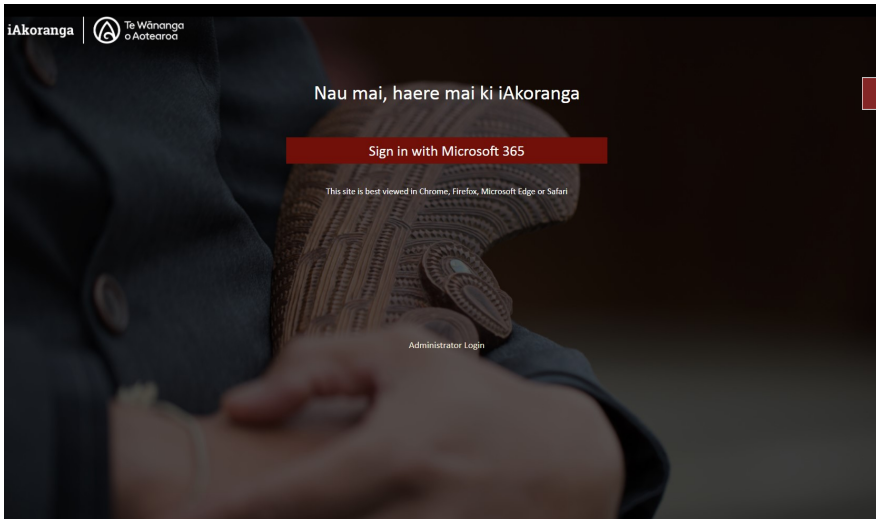
If you are coming to iAkoranga from Te Matakā Tauira Portal, you will already be logged into Office 365, so will go straight to your iAkoranga dashboard.
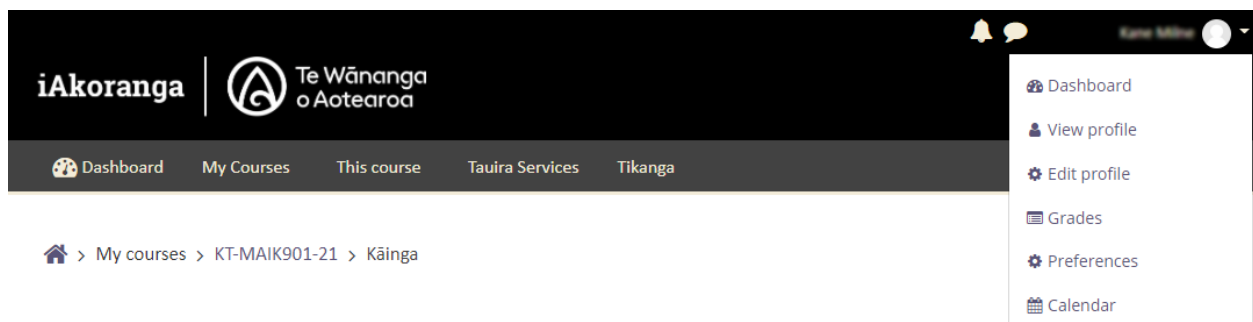
Logging out of iAkoranga

In your top URL bar remember to bookmark your iAkoranga for future use and log out and close the internet browser window when you have finished working with your online programme, especially if you share a computer. To log out go to your profile picture on the top navigation bar, click on this to log out. When you have successfully logged out you will see the word (Login), displayed in the top right-hand corner of the screen.
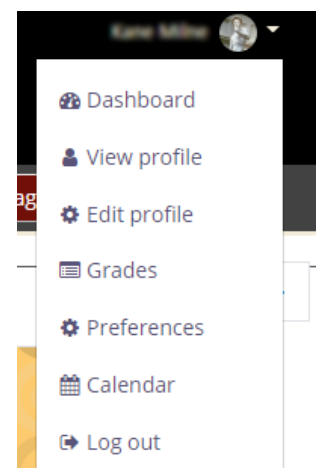
Updating your personal profile

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

• Check your student email is listed under your profile as this is where all communication will be sent (eg. emails from kaiako, announcements, forum posts).

• To edit your profile follow the following instructions and fill in all the required fields. Note if you don't fill in the required fields your changes will not be saved.

• Ensure you include your profile photo. This will appear in posts.

Navigating your way around iAkoranga

When you have logged on to iAkoranga the programme you have enrolled in should be visible. On this landing page you should find:

• A link to kōnae ako information - kōnae ako outlines, aromatawai, forums, readings

• A link to Ngā Rauemi where you can find additional information such as the programme overview or readings

• You may also see a welcome from your kaiako

If the programme you are enrolled in is not visible you should contact your kaiako.

What is a Navigation Bar ?

When navigating around iAkoranga, it is important that you do not use the back and forward buttons on your internet browser as you will lose important information. Instead use the top navigation bar (or breadcrumb trail), which is found at the top of the page and allows for categories of information to be linked in a logical order. When you are
on a page it shows you where that page is in relation to the homepage. By clicking or any of the links within the breadcrumb trail you will be taken to that page. Below in blue is an example of a breadcrumb:

When you click on the tab for a specific kōnae ako, Aromatawai or Section, you could find:

•   A kōnae ako overview/outline

•   Activities or assessments (aromatawai) that you kaiako wants you to complete

•   Readings relevant to the kaupapa in your kōnae ako

•   Tabs to other relevant resources required for this kōnae ako - eg. online forums, reflective journals, useful links, news, upcoming events etc...

Note: Some kaiako may choose to group the resources and activities according by topics and others may use a weekly format to highlight required activities.

Submitting assignments online through iAkoranga

VIDEO ▶

When you are submitting an assignment online for a specific kōnae ako remember to:

- Submit your final copy from the file on your computer

- Submit your copy in a readable and editable format (eg. word doc)

- Include page numbers and your name on each page of your document

- Ensure the file is not too big to load up (you may need to reduce the size of your images)

- Click on the button that says that the work submitted is your own.

How to submit an assignment online through iAkoranga:

STEP 1
📄 **Aromatawai 2 - Assignment Brief**
📄 **Aromatawai 2 - Marking Schedule**
📄 **Upload Aromatawai 2: Mini Rangahau Project (40%)**
Please attach a copy of your powerpoint presentation AND your presentation notes.

STEP 2
You will then be taken to the "Add a Submission" page.

Aromatawai Submission

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Due date	Saturday, 17 April 2021, 12:00 AM
Time remaining	60 days 2 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet.

Te Wānanga o Aotearoa

| **STEP 3** |
| Click on "Add a submission to view the following |

Aromatawai Submission

Online text

File submissions   Maximum file size: 100MB, maximum number of files: 4

- You will see you have a choice of submitting online text or a file. If you are linking to an external URL link (eg. a google site or YouTube chanel) simply type in a title in the online text box, highlight it and insert the hyperlink using the chain icon. This function is useful if you want to make a link to large files (eg. video). iAkoranga only has so much storage, therefore house your videos in a YouTube chanel and share the link to iAkoranga by pasting it in as online hyperlinked text. Please refer to the video titled: "Submitting an E-Portfolio in iAkoranga" for further support. (If this is not on your iAkoranga site under Ngā Rauemi it is available from your kaiako).

Online text

- If you are submitting a file simply drag and drop the files to the file submission space and click save changes.

File submissions   Maximum file size: 100MB, maximum number of files: 4

Once you have completed adding your files and/or links, click the **Save changes** button.

Your submission is saved as a draft. You will see a new page giving you a preview of your submission, as well as other information.

If you have made a mistake once you have submitted an assignment or you want to change or add to your submission, then you should click on "Edit Submission".

Otherwise you can click on the **Submit assignment** button (*see first image on next page*)

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Saturday, 17 April 2021, 12:00 AM
Time remaining	60 days 2 hours
Last modified	Monday, 15 February 2021, 10:11 PM
Online text	+ Video Link
File submissions	Aromatawai Submission May 2021.docx 15 February 2021, 10:11 PM
Submission comments	▸ Comments (0)

[Edit submission]   [Remove submission]

You can still make changes to your submission.

[Submit assignment]

Finalising your Submissions

Finally you need to confirm your submission. Ensure you read the confirmation statement, and that you agree with it entirely. You will need to check the box to show you agree and understand. Finally click the **Continue** button. Your assignment will be fully submitted.

Note: *If you need to resubmit after this, your kaiako can reset your submission page for you.*

Aromatawai Submission

Confirm submission

☑ I hereby declare that:
- The work uploaded/emailed for this aromatawai is my own work.
- If it is not my own work, I have included an attribution or reference acknowledging the work used.
- I know what was required of me to complete this aromatawai.
- I know how I will be given feedback on my aromatawai.
- My kaiako provided me with clear information and the opportunities to participate in all kaiako-directed learning components required for this kōnae ako/unit/module
- My kaiako provided me with clear information on all the activity directed learning components that I was required to do for this kōnae ako/unit/module

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue]   [Cancel]

How to use the resources and activities in iAkoranga

There are a variety of online activities that your kaiako might get you to do as part of your kōnae ako. These activities may be designed to help you interact and collaborate with your classmates and kaiako, critically reflect, reinforce and support prior learning, problem-solve, question, debate, and stimulate and self-direct your learning.

Descriptions of some of the activities available in iAkoranga

Activity type	Tool description
Assignment	This is where your kaiako will commuicate tasks, collect work and provides grades and feedback. You may be asked to upload your assignment online as a digital file or type directly into the text editor within iAkoranga. Group assignments can also be submitted.
Chat	This enables you to talk online with other participants who are also logged in. You can beep users to get their attention. It might be used to ask general questions such as - how is your assignment going?
Checklist	Kaiako can create a to do checklist for you to work through.
Choice	This is like a poll and enables a single question to be asked with a specific choice of responses.
Courseboard	This is where you can give your kaiako or other students short anonymous feedback about your programme.
Database	This allows for kaiako and ākonga to create,search and comment on a collection of entries (records). Database activities have many uses, such as a collaborative collection of web links, books, book reviews, journal references etc...
Dialogue	This enables private conversations between a kaiako and an ākonga. All activities are logged and email contact is not necessary.
Feedback	This is used to gather ākonga feedback for example on a kōnae ako. It is not graded.
Forum	Forums can be used to highlight news and events or to generate classroom discussion on topics relevant to the kōnae ako. Topics may be instigated by the kaiako or ākonga. Forums can include links to attachments or digital files.
Glossary	This is a list of words and definitions (like a dictionary) added to by kaiako and ākonga.
Journal	This is where kaiako can obtain your feedback about a specific topic.
Lesson	This allows for content to be delivered in an interesting and flexible way consisting of several pages, which ākonga complete in a sequence.
Podcast	A podcast consists of video and/or audio files. They can be categorised so they can be searched and rated. A Web browser or an Audio application such as iTunes, Winamp, or Windows Media Player, enables you listen to them on a portable MP3 player such as an iPod.
Reservation	A place to schedule events, tutorials etc,,
Adaptive Quiz	Online multiple-choice or single-answer tests or quizzes are a good way to review prior knowledge. Questions can be sequenced starting with easy ones to more difficult ones.
Scheduler	Kaiako use this to schedule appointmnets with their ākonga.
SCORM	This is a collection of files packaged. Content is displayed over several pages, with navigation in-between.
Survey	This is used to gather ākonga feedback for example on a kōnae ako or their learning experience. It is not graded.
Wiki	A collaborative or individual space to share ideas and jointly create linked webpages of information. A wiki is useful for lecture notes or study guides, collaboratively planning or completing assignments.
Zoom	A video and web conferencing tool. This is useful for online meetings with up to 25 participants.

Online forums

Subscribing to online forums

If your kaiako wants to use an online forum in your kōnae ako, then they will automatically subscribe you. 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

While you can unsubscribe to some forums, if the online forum is part of your kōnae ako then this might not be an option. While online forums can exisit outside of iAkoranga (eg. 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 your kaiako.

Posting to online forums

Before posting to online forums familiarise yourself with the different funtionalities such as: 'replying to a discussion', 'adding a new topic' and 'adding an attachment' etc...

▶ VIDEO

- 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 log in to iAkoranga regularly to ensure you contribute to discussions.

- In forums keep to the discussion topic and do not talk about any issues or problems regarding other students, the kaiako or the kōnae ako, instead talk to your kaiako privately. (See digital tikanga guidelines).

Some forums can only be created by your kaiako and some forums can be created by ākonga 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.

Posting to iAkoranga forums

Kaupapa Discussion Forum

Discuss the kaupapa we are talking about here

Add a new discussion topic

Discussion		Started by	Last post ↓	Replies	Subscribe	
☆ Kaupapa Discussion		Werehiko Hault 11 Feb 2021	Werehiko Hault 11 Feb 2021	0	🔵	⋮

Subject ❗ [   ]

Message ❗ [toolbar: ↴ A B I ☰ ☰ ☰ ☰ 🔗 ⤬ ☺ 🖼 🎬 🎤 🎥 ⧉ H-P]

[   ]

Post to forum **Cancel** **Advanced**

Digital Tikanga

When communicating online through email or online forums there is best practice that you should consider.

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 i-Akoranga 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

iAkoranga resource descriptions

The best way to familiarise yourself with your iAkoranga pages is to explore the different resources. Here are some examples below:

File type	Description	
Book	A multi-page resource with chapters.	
Weblink	A hyperlink to an online website resource	
Folder	A folder that holds multiple files	
Calendar	The calendar on your main home page is a place for kaiako to highlight and link to due dates for activities (eg. when an assignment/test is due).	
URL	Enables you to click through to a webpage	

File type	Description	
Adode PDF	This could be used for a book of readings or ākonga handbook. PDFs can not be edited. Note some PDFs might be interactive, which means you can click on the relevant hyperlinks within the document and be taken to an email or website. You will need to be connected to the internet.	Adobe Acrobat PDF reader
Word doc	This doc can be edited and is good for creating work requiring blocks of text (eg. essays).	Microsoft Word or Open Office.
Excel doc	Used for collating data, graphs etc..	Microsoft Excel or Open Office.
Powerpoint	Used for presentations	Microsoft PowerPoint or Open Office.
Image file (jpeg, png..)	This is a pic or photo file	Adobe Photoshop
Movie file (Mp4...)	This is a movie file	An appropriate media player eg. Windows Media Player
Zip file	This is a compressed archive containing several files (eg. PDFs, jpegs or docs) within it.	Just click on icon to access
e-Pub	This file combines text and interactive elements such as graphics, video and text.	Accessible via an android tablet or phone
iBook	This file combines text and interactive elements such as graphics, video and text.	Accessible via a iPad, iMac or iPhone

iAkoranga

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