TE MAHI AKO

Online Portal Guide

An introduction to our online
learning and assessment platform

Edition 1

**Tēnei te Mauri
Te Mauri ka tū
Te Mauri ka oho
Te Mauri ka rewa**

**Eke pānuku, eke tangaroa
Whakatū tārewa ki–te–rangi
Uhi, wero, tau mai te mauri**

**Hara mai te toki
Ko Whakatangatanga–i–te rā
Haumi e! Ui e! Taiki e!**

The life–force is moving
The life–force is active
It is alive, it is present
It is coherent
It is all encompassing

From the spirit realms
Place the life–force forward,
challenge
Give me the adze called
"Whakatangatanga–i–te–rā"
The Adze of Creator,
That holds the supernatural
Power to loosen the sun
It is done, it is complete
I have made my energy one
With all that is!

–Nā Te Ngakooterangi Ngaropo

# **Rārangi upoko**
Contents

Nau mai, haere mai!
Welcome

This guide is an introduction to the Te Mahi Ako online assessment and learning platform. It describes the various features and tools you'll use to complete your tasks.

It is based on the Moodle™ Learning Management System (LMS), so if you've used Moodle™ before you may find some features familiar.

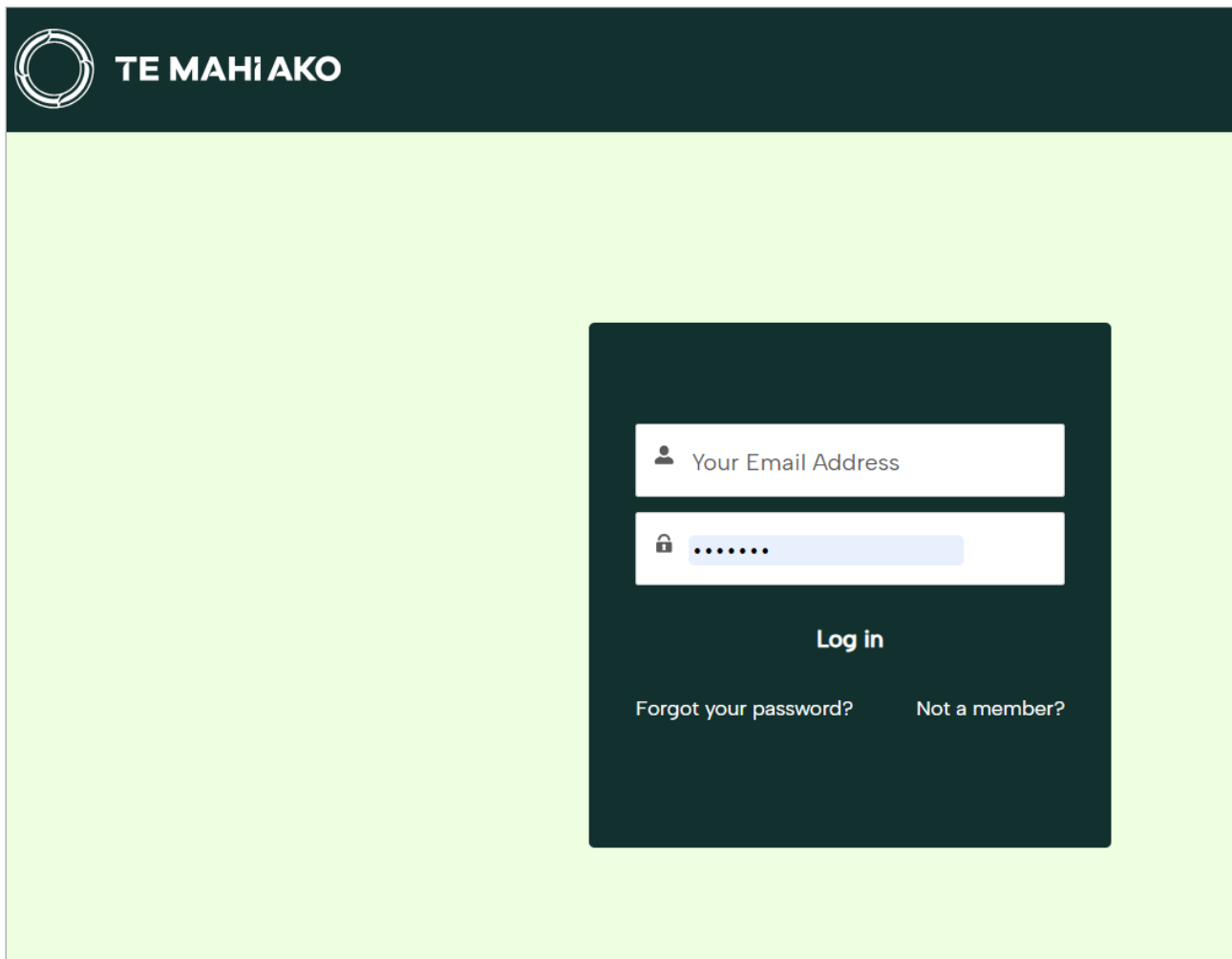On the following pages are step by step instruction on what to do. Please read them carefully.

Logging into the portal

1. Go to the Te Mahi Ako homepage **www.temahiako.org.nz** and click on the **Login** button in the top right.
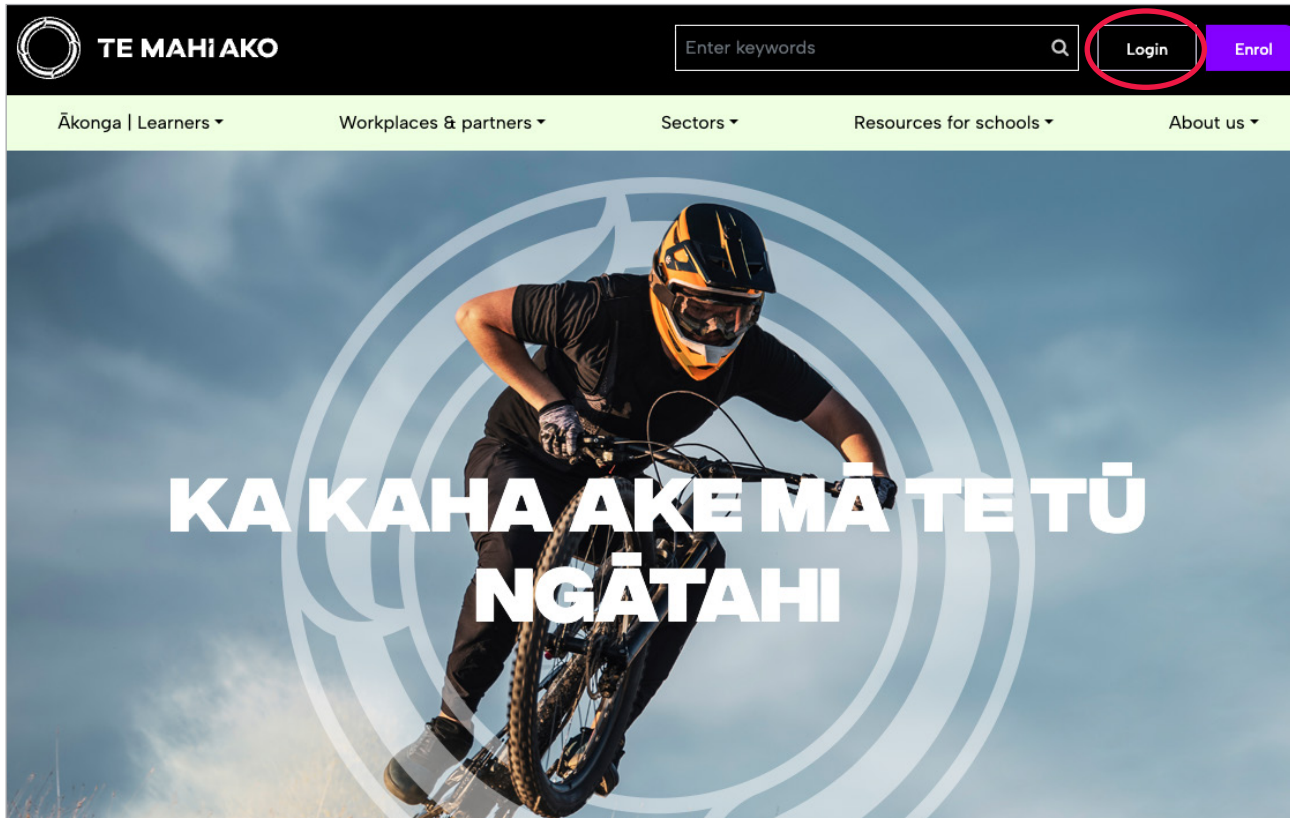
2. When you first log in, your **username** will be your email address and the **password** from your welcome letter.

   You'll be prompted to change your password after your first log in. If you forget your password, click on **Forgot your password?** and follow the instructions to reset it.

3. Once you're logged in, click on the **Learner Portal** button.

4. Click on the **Access Course** button next to the course you're enrolled in.

5. You'll now be on the landing page of your online course. Check the title to make sure you are in the right course. If you have used Te Mahi Ako online courses before you maybe be used to the legacy format where all the sections are displayed as boxes on the landing page, like the example below.
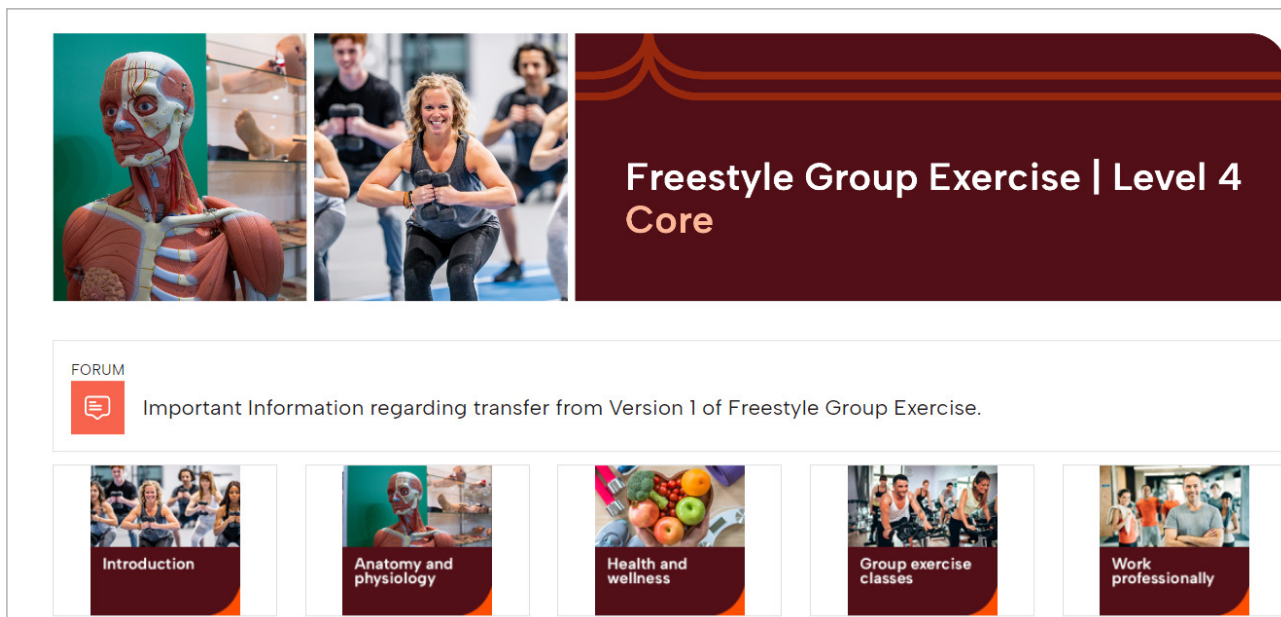
Courses from 2024 will use a different format where all the sections are in collapsible containers like the examples below.

You can open and close each section at once using the collapse/expand all button,
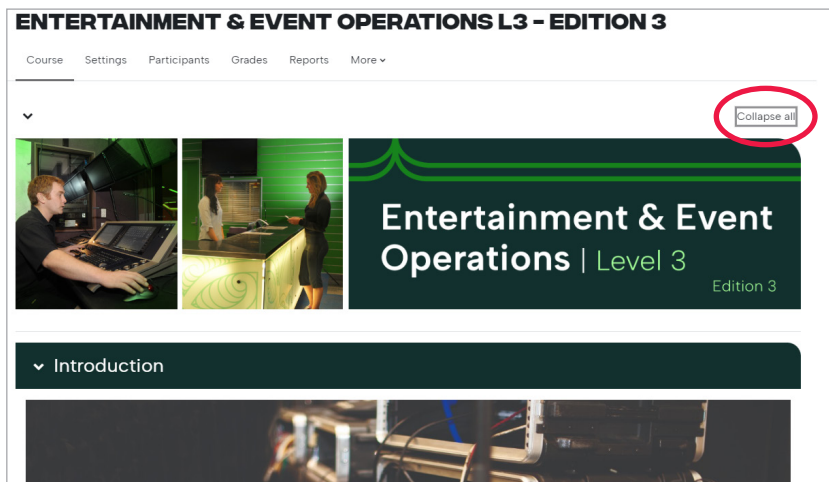
or individually using the arrows ▷▽ in each header.

A typical online course

There are some standard features you'll see across all Te Mahi Ako online courses.

1. **Course index:** In the top left of the course page, you will find the course index tab. This will open or close the course index. You can use this to directly navigate to different sections in the course.

2. **Course sections:** These contain the tasks and information you need uses to complete your course.

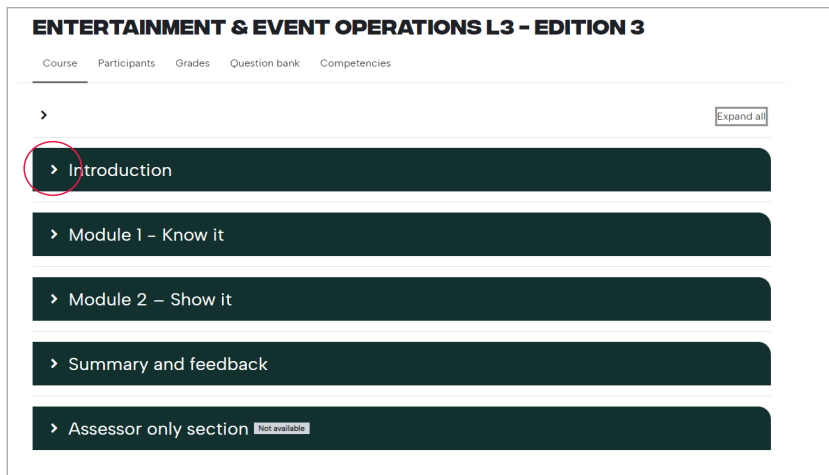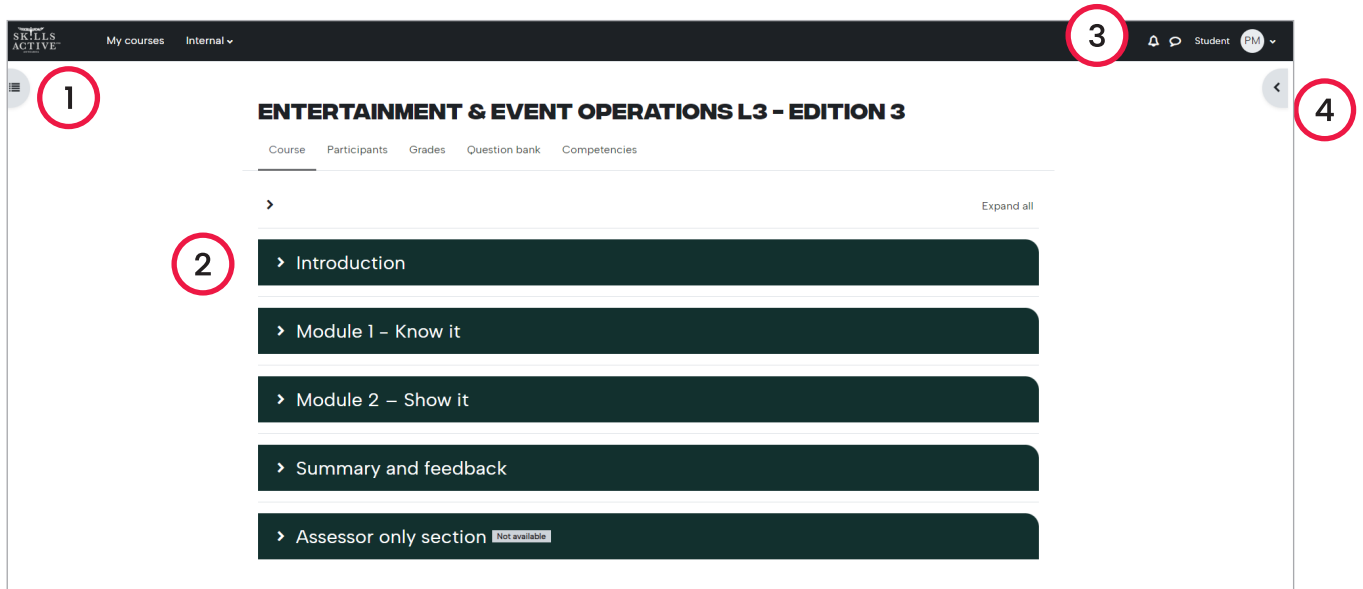3. **The messages and notifications icons:** These will tell you if you have messages from your learner or notification from the system. Click on the message speech bubble to open the message dialogue box and the bell icon for notifications.

4. **The block drawer:** the block drawer tab is on the top right of the course page. This will open or close the block drawer. Inside the Block drawer you will find the **Completion Progress** box: This is where can see your progress through a course.

Completion progress box

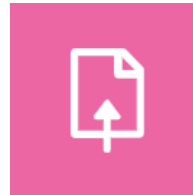When you hover your cursor over each task in the completion progress box, you can see the name of that task and the type of activity it is.

There are two main activity types in Te Mahi Ako online courses:
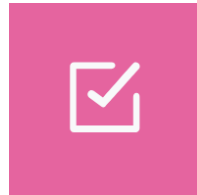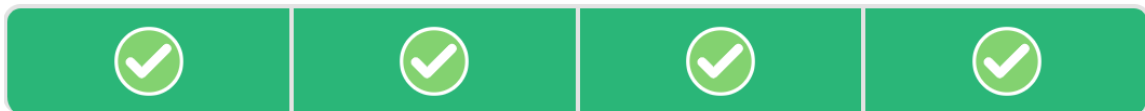

Quiz

Assignment

These are indicated by a tick box icon for the quiz activity and a document and arrow icon for an assignment activity.

A **green box** indicates the activities that have been **marked as correct**. Congratulations!

A **pink box** indicates the activities that have been **graded as incomplete and resubmission is required.** Click on the box to go straight to the task you have to resubmit.

A **blue box** indicates the activities they have been **not yet submitted** to your assessor.

A **yellow box** indicates activities they have been **submitted,** to your assessor and are waiting to recieve a mark.

Introduction

Every online course will have an introduction section. It will welcome you to the course and give you an overview of what you have to do to complete. It will also include links that may be helpful to your course. Each course will look slightly different so read the introduction section carefully.

Sections

The next thing to look at are the sections. These are where your learning/assessment tasks are located. They may specific titles relating to your course or be called module 1 etc.

Read the instructions carefully, and when you are ready click on the tasks and begin.

Quiz task

A quiz task will look like the picture below when you first open it. There will be a task title and there may also be additional instructions or information to help you complete the task. Read through the task instructions carefully and when you are ready click the **Attempt Quiz** button.

A quiz activity may only have a few questions or tasks, or it may have many questions spread over several pages. The **quiz navigation box** on the right will let you know how many questions there are.

It will also tell you which page you are on by highlighting the questions on that page, which questions have been saved and which ones are yet to do by shading in the bottom half of the box. This will be triggered as soon as you click into the box, then it will then auto-save temporarily.

To ensure your work is saved permanently click the **Finish attempt** link before you end your session. This will save everything and allow you to return to where you left off.

You can click each question box to go directly to that question, or scroll down if there are multiple questions per page. Read the questions carefully and when you are ready, type in your answer.

In some cases there be a pre-formatted template for you to use. If you accidently type over this or delete it, just click the undo button and the template will reappear.
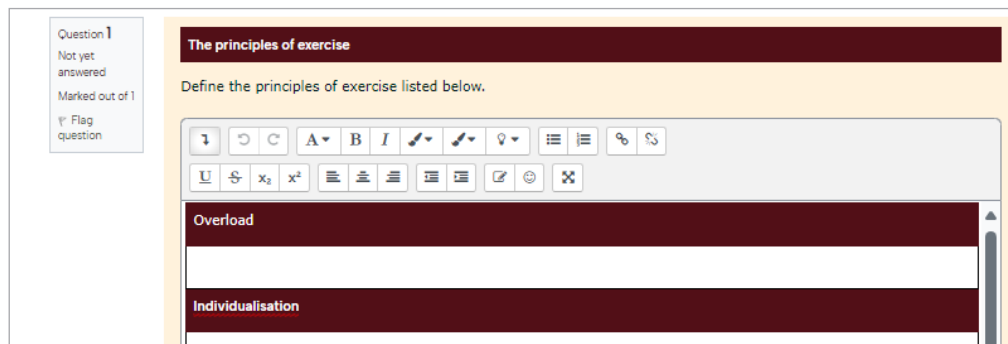
You can format your answer if you need to do using these buttons in the editor.
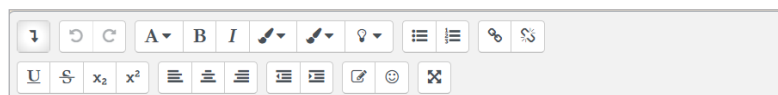
Uploading files

There may also be an option to upload a file, which you can do my dragging and dropping it into this area, or by using the file picker to choose a file from your computer and upload it that way.

> **!**
>
> **Important**
> Take note of the maximum file size.

We recommend converting document files (such as Microsoft Word) to pdf before sending. If you have multiple files you could combine them in a document file and convert to a pdf format. This would also work well if you have multiple images to send as evidence.
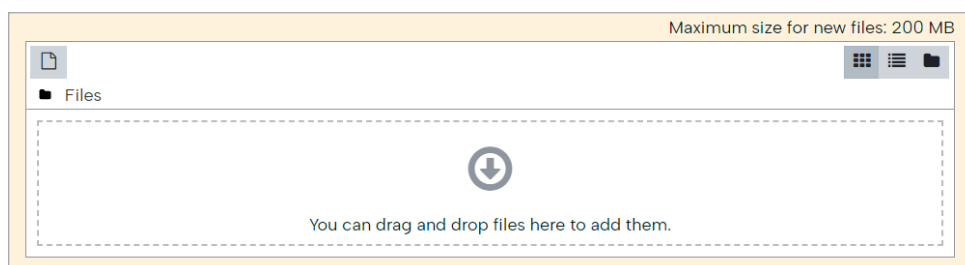
If you have video evidence, we recommend using a link from a cloud storage site like Youtube, Vimeo, Dropbox, Google Drive, One Drive etc. This ensures your assessor can go directly to your video without needing to download. It is a good idea to go into your video settings on your device and select the lowest resolution, usually 480p – this will keep your file size to an acceptable level.

Message your assessor if you have any questions about the evidence you need to send.

Navigation

You can navigate between pages by using the **next** and **previous** page tabs at the bottom or click directly into the quiz navigation boxes.

Once you have completed you answer click the **Finish attempt** link.

This is located in the quiz navigation box on every page, and at the bottom of the final page if the quiz activity has multiple pages.

Summary of attempts

When you click **Finish attempt** you will be taken to a summary of your attempt. You can check to see if all your questions have been answered and saved. If there is still is more for you to do, you may see an incomplete answer noted by a triangle in the navigation boxes.

You can click **Return to attempt** or click on the quiz navigation box to go back and complete or save your answer.

When you are all done click **Submit and finish** to send the attempt to your assessor.

Your attempt will then on its way to be graded and you are now be in review mode for that attempt. You can decide to go back and review your work or click **Finish review** to exit.

Next, you will return to the front page of the quiz activity. You will be able to see a summary of your attempts so far and their status.


> To avoid confusion, we recommend that you **do not re-attempt the quiz until your assessor has marked it**.

If you want to go and see what you have done at any time you can click the **Review** link and see your work for that attempt.

If you check your completion progress bar you will see the box for your quiz task has turned yellow – this means your assessment is waiting to be marked by your assessor.
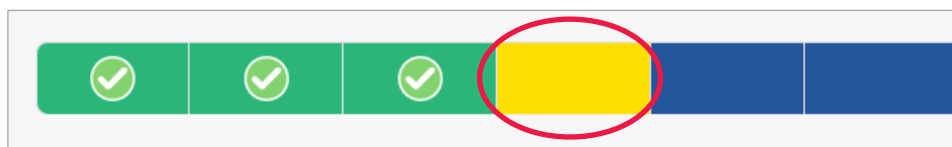
Re-attempt a quiz

Once your assessor has marked your attempt, you will see the completion progress bar has changed from yellow to either a green tick or a pink 'resubmission required' icon. One of the tasks in the example below is green, which means it has been marked competent. The other question is pink, which means you still have more to do to complete the task successfully.
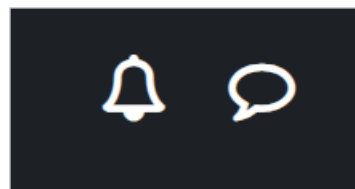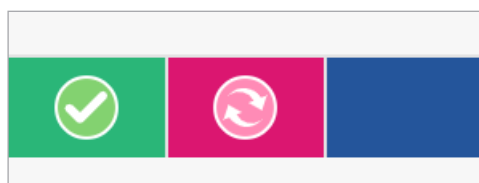
There may also be a message from your assessor letting you know that its been marked, so ensure you check your messages by clicking on the message icon. Quiz activities will not automatically send a notification when they have been marked, so it is a good idea to ask your assessor to send you a message to notify you that your quiz has been marked.

Let's have a quick look at what you've done well so far. Clicking into the green box will take you to your graded attempt.

In this example we can see you've got the passing grade 5 out of 5, so let's have a look at the assessor feedback by clicking the review link on the right.

From here you can look through the rest of the questions and their grades and assessor feedback and click the finish review link in the quiz navigation box when you're done.

Just a reminder, the re-attempt quiz button is still live, so click it and you will start a new attempt and your progress bar will change from from green to yellow. This may confuse your assessor as they'll see two attempts to mark.

Re-attempt quiz

Ensure you click this button only after you have reviewed you previous attempt and read your assessor's feedback. You can go back and review your previous attempts as many times as you like.

You can escape this review page and head back to the main landing page by using your navigation bar to the left and clicking on a module heading.

Now let's have a look at what you still need to do by clicking the pink box and then the review link to the right of the attempts summary.
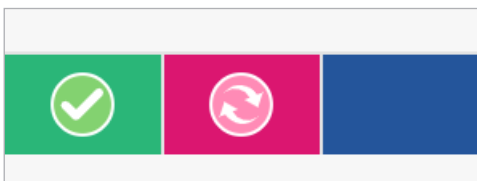
You can see the incomplete question in the quiz navigation, so you can go straight to that question by clicking on the box.

In the example below, the assessor has given you some instructions on what you need to do for your next attempt. You'll need to make a note of this, as this feedback will stay with this attempt.

When you start a new attempt, your previous work will carry over to the new attempt. From there you can carry on where you left off or amend your answer, but the grades and feedback given by your assessor **will stay with the original attempt**. You can always go back and check on this later if you need to as well.

Now that you have read your assessor's feedback and know what you need to do, it's time to finish your review and click **Re-attempt quiz** for your next attempt.

Go the question you need to resubmit by clicking it in the quiz navigation box. You will see your answer from the previous attempt, but there will be no assessor feedback or grade since this is a new attempt.


Update your answer and click finish attempt to save it.

In the summary of attempt, you can see that your previous answers have not changed since they were graded competent and our new answer for Q3 has been saved successfully.

Click **Submit and finish** and to the updated answer to your assessor to grade. If you check the progress bar now, you can see that the box has gone from pink to yellow which means the process starts all over again.
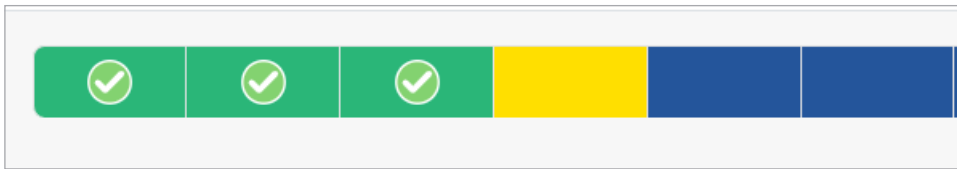
Remember
Do not re-attempt the quiz until your assessor has marked it.

Assignment task

An assignment task is a task where you need to upload something. This might be be documents from your workplace or a completed template that has been supplied. An assignment will look like the picture below when you first open it.

There will be a task title and there may be instructions or information to help you complete the task.

Read through the task instructions carefully and when you are ready click the **Add Submission** button.
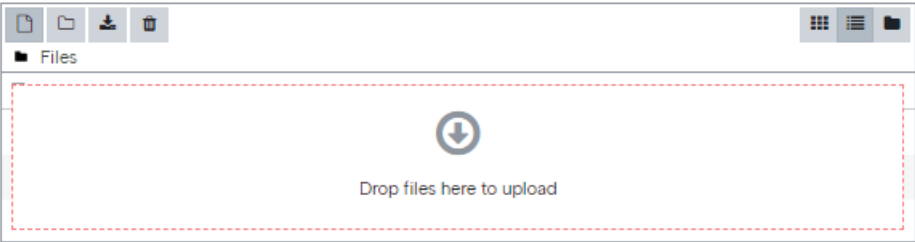
You can add text and/or drag and drop files into the file submissions area.

Please make a note of the maximum file size and the files types accepted. If your file is not uploading it may be to large or of the wrong file type. Check both of those and try again.

Once you have added all of your files, click **'Save changes'**.
From here you can check the status of your assignment submission.

- You can add a comment to your submission here if you wish by clicking in the **Submission comments** box.

- You can go back and **Edit submission** by adding or removing files.

- you can click **Remove submission** and start again.

When you are all ready, click the **Submit assessment** button.
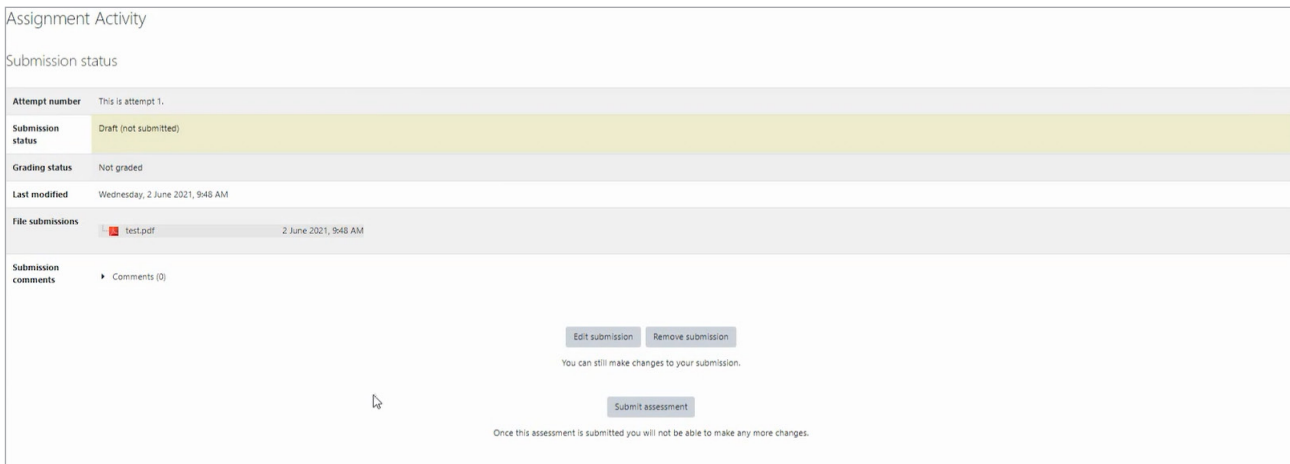
You may be asked to also **Confirm your submission** before you send it. Once you have confirmed it, click **Continue** to send it to your assessor.
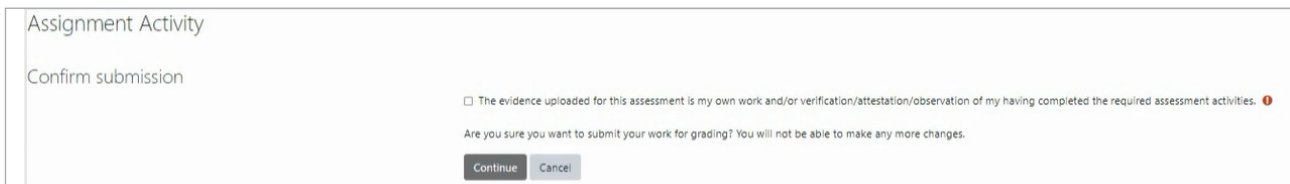
As you can see the progress bar has turned yellow, which means it is now waiting to be marked by your assessor.

Assignment tasks use the notification feature and will notify your assessor when your submission has been sent – it will also notify you when your assessor had graded it. Quiz tasks don't do not have this feature.
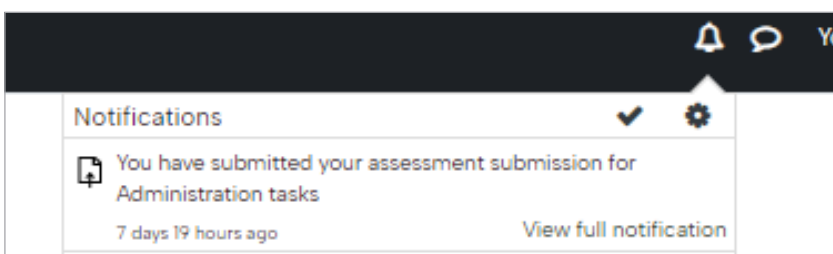
Assignment task re-submission

Once your assessor has marked your submission, you will see the completion progress bar has changed from yellow to either a green tick or a pink 'resubmission required' icon. One of the tasks in the example below is green, which means it has been marked competent. However, one question is pink, which means you still have more to do to complete the task successfully.

You can go directly to the task by clicking into the pink box. But first, let's check the notifications. When the assessor has given your assignment a grade you will get a notification. If you click into it, it will take your directly to the assignment. You can also click directly into the pink box on your progress bar.

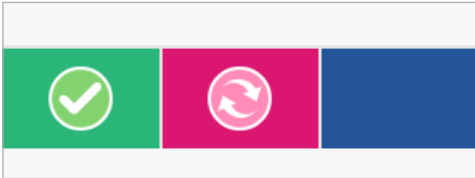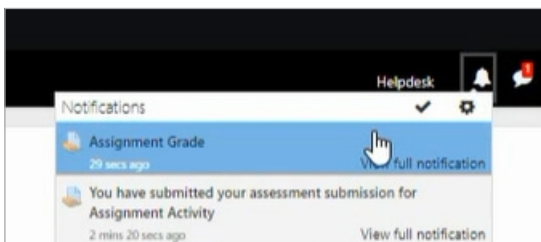Your assessor may also have sent you a message, so make sure you check that too. You can reply to your assessor if you have a question on what you need to do before you re-submit.

When you click into the assignment you will see two sections. The submission status of the new attempt you are about to start and the previous attempt status.

Let's have a look at your previous attempt to see what your assessor needs you to do.

Now we know what we have to do in our next submission attempt, so let's get it ready.

Click on **Add a new attempt based on previous submission**. This will re-open your attempt back up and allow you to add the files you need.

Add a new attempt means you will need to start again. Ensure you always use the new attempt based on previous submission button.

Now the submission is open for editing, so you can add or change the files in your submission. Once you are done, click **save changes.**

You are now back to the stage where you can edit, remove the submission or submit it to your assessor. Since you have finished your editing, you can submit your assignment and confirm it, if required.
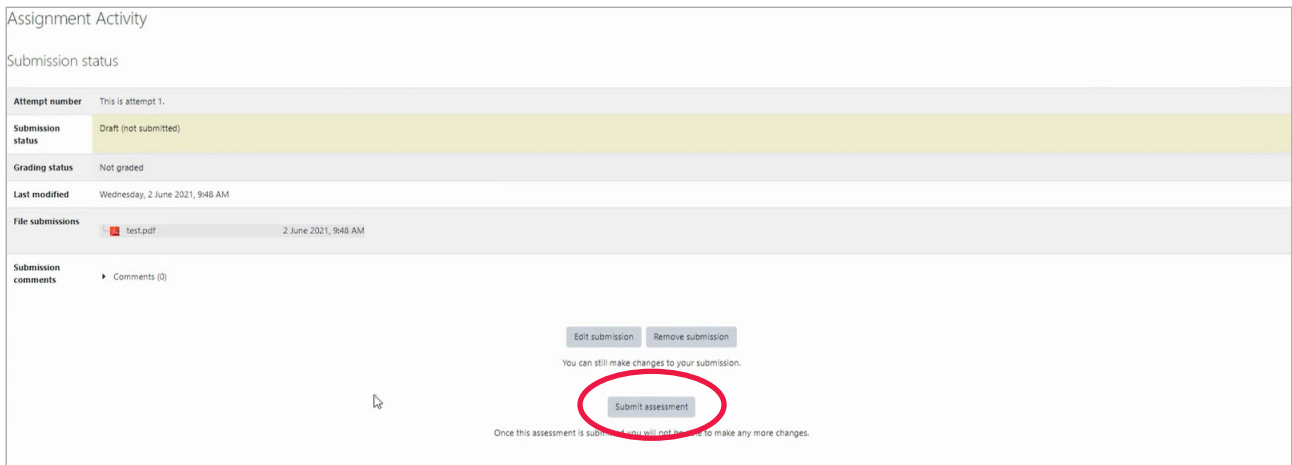
You are now back on the main page where you can see the notification has been recorded for your submitted assignment.
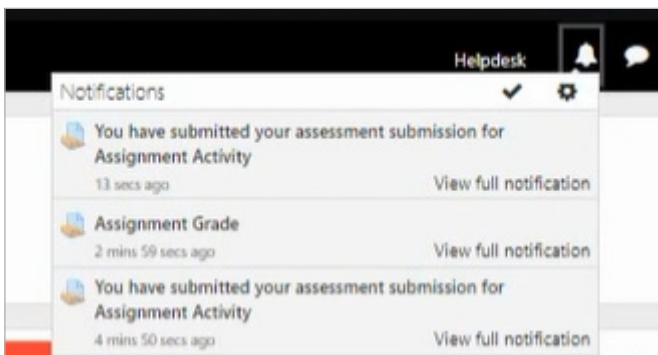
Don't worry if the progress bar doesn't turn yellow straight away – it may take a few minutes for the system to update.

So, there you have it, you have sucessfully checked your assessor's feedback. Go ahead and make the required changes, and sent it back to your assesor to be marked.

Completing your online course

Once your assessor has marked all of your assessments as complete, the boxes in your progress bar should all be green. This means you have completed your course and are now on your way to completion! Well done!

Your assessor will now report your credits and you will be awarded with the applicable unit standards and/or qualification.

Contact our help desk

If you have any trouble completing your course, please get in touch with our help desk.

helpdesk@temahiako.org.nz | 0508 475 455

Available: 9am – 5pm | Monday to Friday

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My notes

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