




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

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Nau mai, haere mai!

Welcome

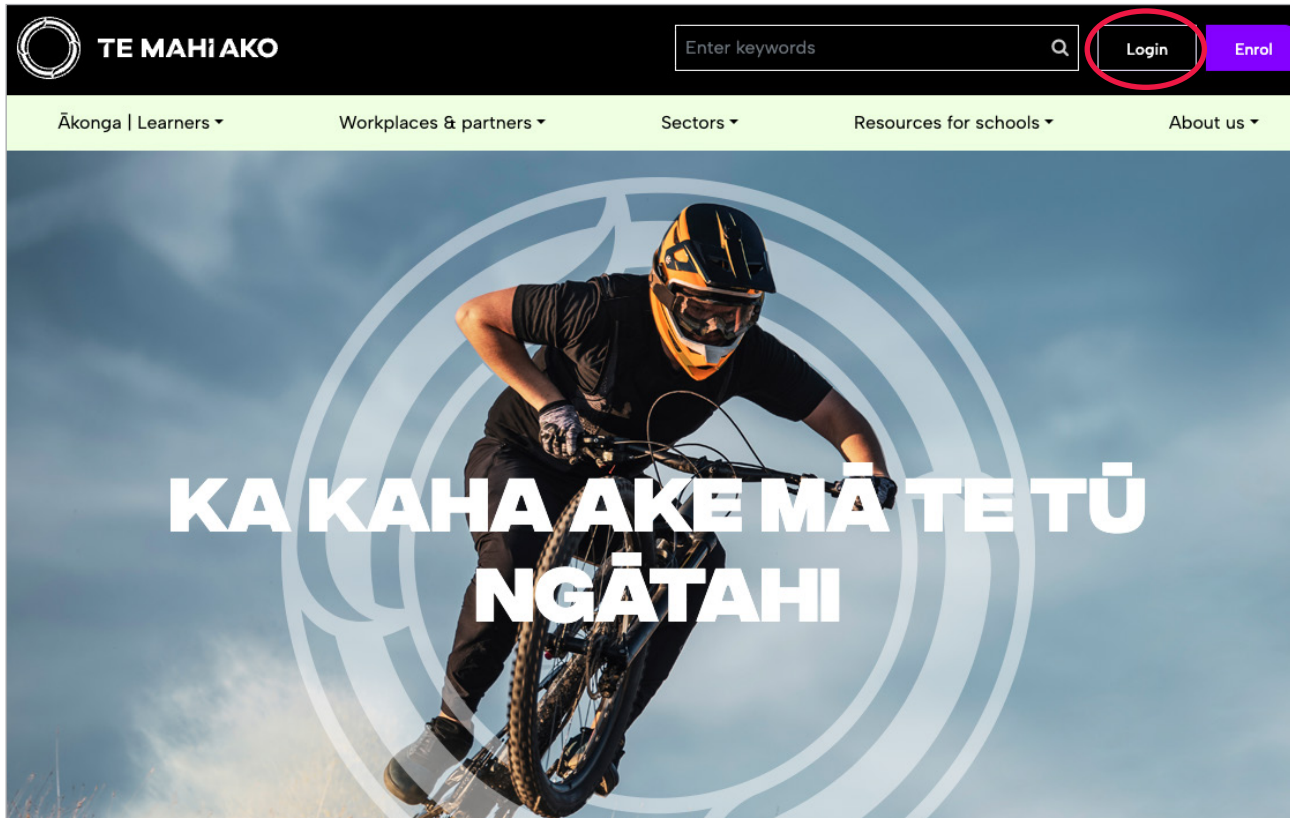
This guide is an introduction to the Te Mahi Ako online assessment and learning platform. It describes the various features and tools you'll use to complete your tasks.

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.

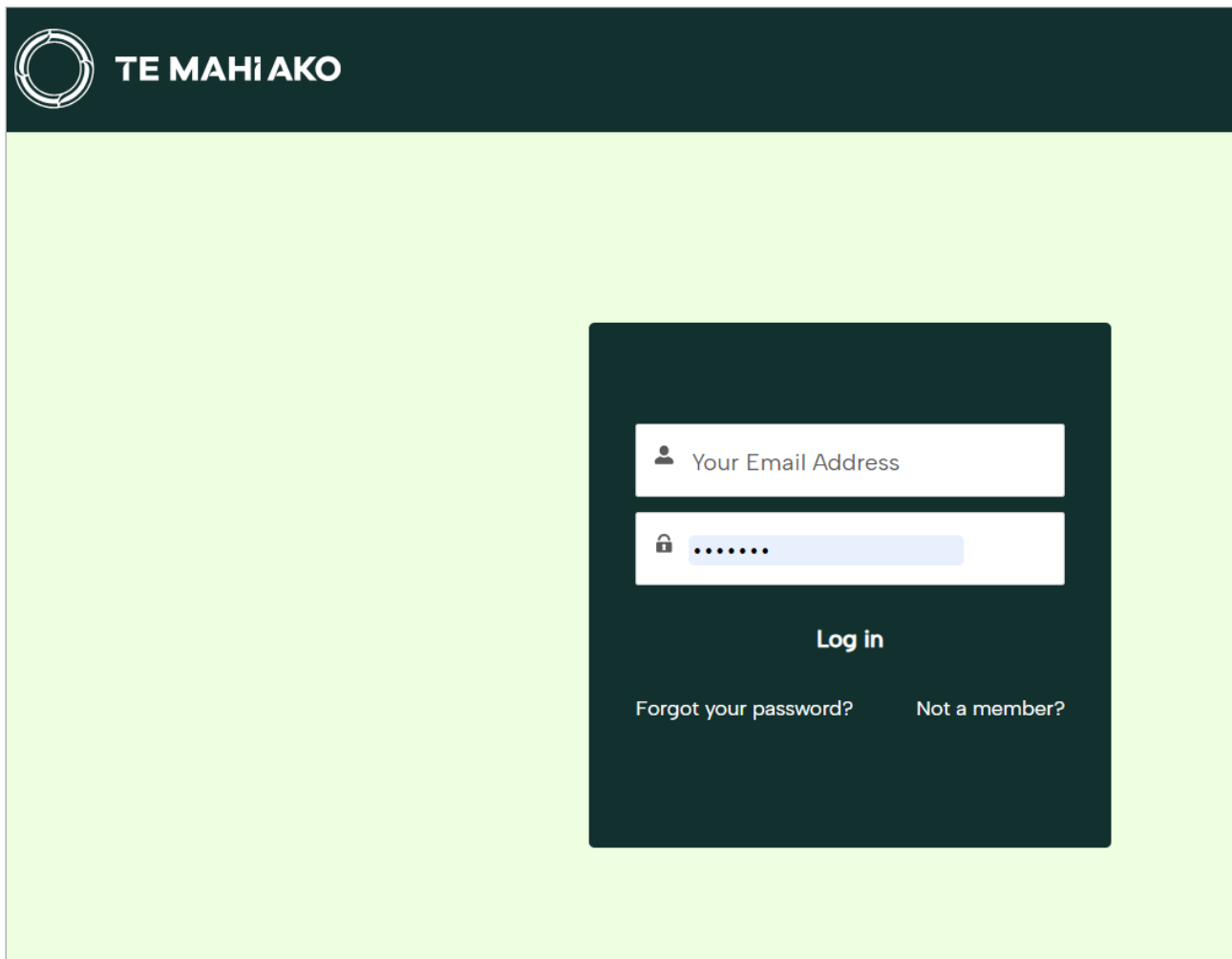
Logging into the portal

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.



TE MAHI AKO

Your Email Address

.....

Log in

Forgot your password? Not a member?

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

The screenshot displays the Te Mahi Ako website interface. At the top, there is a dark green header with the Te Mahi Ako logo and name. Below the header is a light green navigation bar containing 'Home', 'Contact Support', and a user profile 'Philip Potter'. A dark green banner below the navigation bar contains the text: 'Click here to get information on funding, grants and scholarships available across Aotearoa'. The main content area features three large buttons: 'ENROL HERE' (dark blue), 'LEARNER PORTAL' (dark red), and a dark green button with white text listing 'Step Up Guide', 'Learner Services & Support', 'Learner Handbook', and 'Become an evidence verifier'. The footer is light green and includes the Te Mahi Ako logo, a description of the organization, social media icons for Instagram, Facebook, LinkedIn, and YouTube, contact information (email: info@temahiako.org.nz, phone: 0508475455), and physical addresses in Wellington. It also includes a copyright notice for 2022 and a 'contact us' link.

TE MAHI AKO

Home Contact Support Philip Potter ▾

Click here to get information on funding, grants and scholarships available across Aotearoa

ENROL HERE

LEARNER PORTAL

Step Up Guide
Learner Services & Support
Learner Handbook
Become an evidence verifier

TE MAHI AKO

Te Mahi Ako provides work-based learning in te ahumahi ā-rēhia: the active recreation, leisure and entertainment sectors. We are a non-profit organisation supporting Aotearoa businesses, iwi and communities to uplift their people through real-life learning.

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New Zealand

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New Zealand

contact us

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

The screenshot shows the learner portal interface for Te Mahi Ako. At the top, there is a dark red header with the Te Mahi Ako logo and the word "learner". Below the header is a navigation bar with links for Home, My Learning, Enrolments, Modules, and Contact Support, and a user profile for Philip Potter. The main content area is titled "Online Modules" and contains a table of enrolled courses. The first two courses are "New Zealand Certificate in Entertainment and Event Operations (Level 3) (Online)", both with 0% progress and "Waiting for Grading" status. The "Access Course" button for the first course is circled in red. The third course is "Evidence Verification", with 0% progress, "Waiting for Grading" status, and a last access date of 2023-09-27. It has buttons for "Contact my assessor" (Moodle User) and "Access Course".

Course Name	Progress	Waiting for Grading	Last Access	Access Course
New Zealand Certificate in Entertainment and Event Operations (Level 3) (Online)	0 %	0		Access Course
New Zealand Certificate in Entertainment and Event Operations (Level 3) (Online)	0 %	0		Access Course
Evidence Verification	0 %	0	2023-09-27	Access Course

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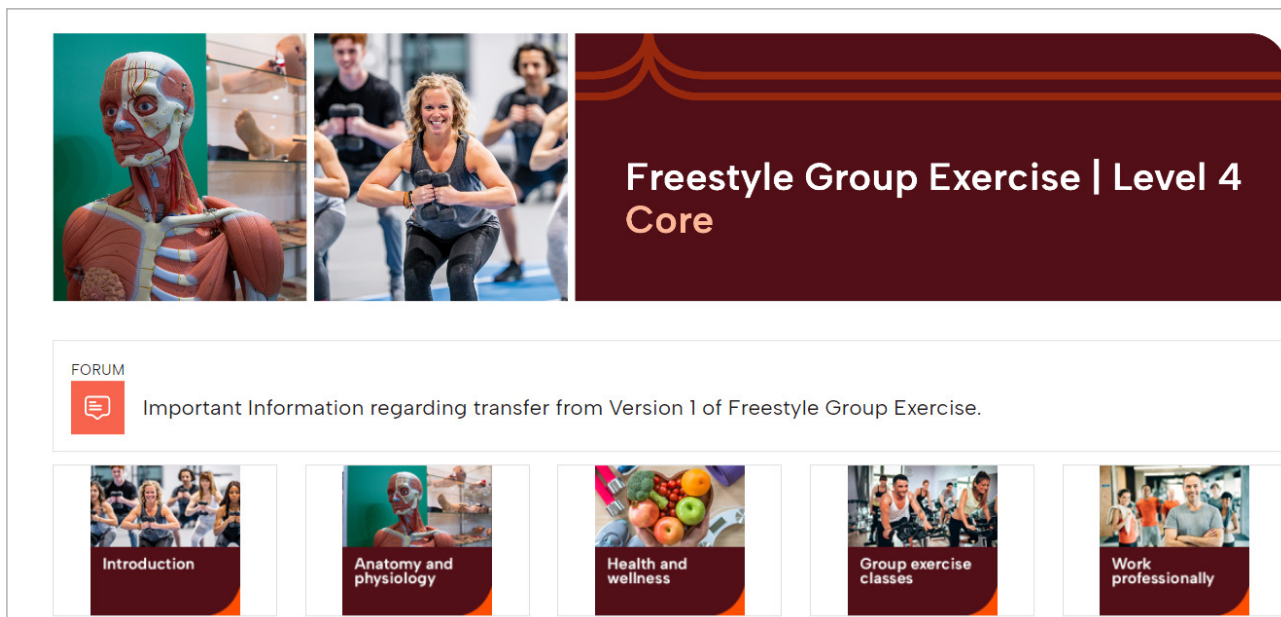
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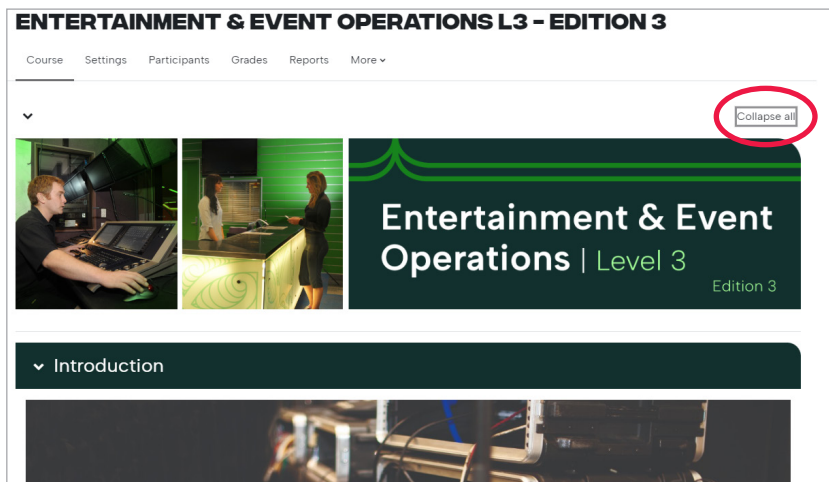
contact us

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.

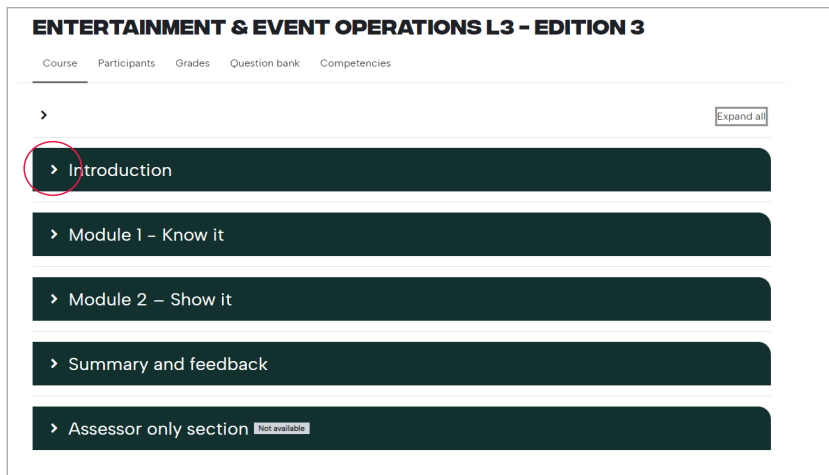


Courses from 2024 will use a different format where all the sections are in collapsible containers like the examples below.

You can open and close each section at once using the collapse/expand all button,

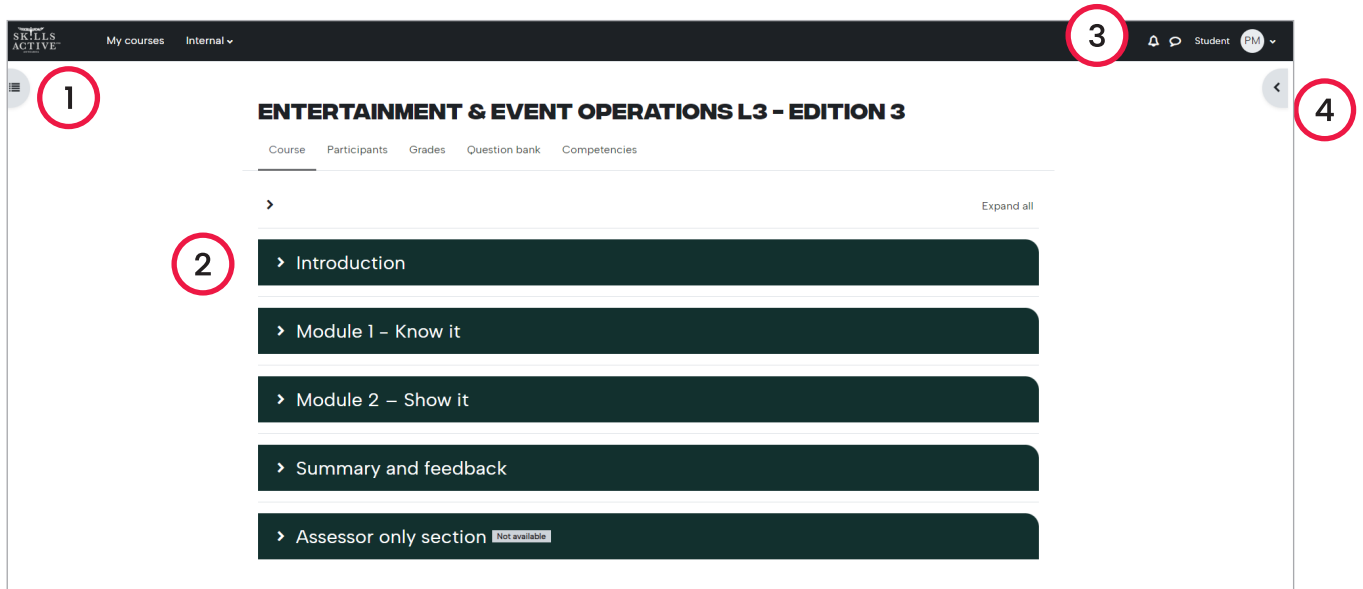


or individually using the arrows ▷▽ in each header.



A typical online course

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



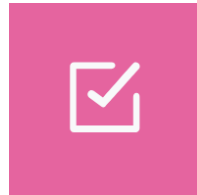
- 1. Course index:** In the top left of the course page, you will find the course index tab. This will open or close the course index. You can use this to directly navigate to different sections in the course.
- 2. Course sections:** These contain the tasks and information you need uses to complete your 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.



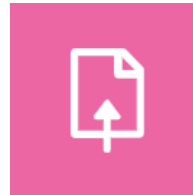
Completion progress box

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:



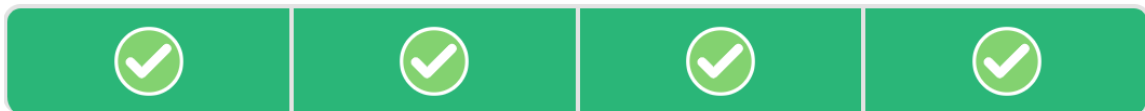
Quiz



Assignment

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

Completion Progress



Circuit techniques

Completed (achieved pass grade)



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 receive 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.

Nau mai, haere mai! A very warm welcome to the Entertainment and Event Operations (Level 3) online assessment!

Congratulations on facilitating experiences which bring people together in Aotearoa!

The entertainment and event operations industry contains a wide range of job roles, so if you're working as an assistant technician in lighting, sound, video, rigging or on the stage, a stage-in-charge-out or production assistant, or in front of house roles such as loading or unloading, this qualification will set you up with the underpinning skills and knowledge to help you succeed.

Successfully completing this assessment will show that you:

- can operate safely and professionally in your role on at least five (5) different productions/events
- have the communication and teamwork skills required to contribute to positive customer experiences
- have an introductory knowledge of the entertainment and event industry in New Zealand
- understand and can follow local/venue policies and procedures
- have been observed applying this knowledge in an entertainment or event operations workplace by a supervisor or assessor

What's involved?

This programme is a series of online assessment modules that will help you succeed in your role and gain formal recognition for your skills and experience. On successful completion of this assessment, you'll be awarded the **New Zealand Certificate in Entertainment and Event Operations (Level 3)**.

This programme is split into two modules:

Module 1: Know it

You complete written tasks:

- Questions about working together
- Questions about your industry and your role
- A case study of a specific event you've worked on
- A professional development plan
- Questions on working in a safe manner
- A reflection on your behaviours and practices

Module 2: Show it

You complete written and practical tasks:

- Event logs for five different events you've worked on
- Absentee forms for each of the five events you have worked on. (These are also completed to your supervisor/assessor)

Helpful information

Note: These links will open in a new window. Just close that window to return to this page.

Once you've successfully completed this assessment you'll achieve the following **unit standards**.

Unit standards in this module

Throughout this assessment, there are some terms that may mean different things to different people. Click the button **below** for **definitions** of these concepts.

Definitions

A range of New Zealand laws and regulations apply when you work in entertainment and event venues. Click the button **below** for more information on **relevant legislation**.

Legislation

Click the button **below** for more information on **specific assessment conditions** required for this programme.

Specific assessment conditions

Sections

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

Module 1 - Know it

- Working together
- Getting to know your lit...**
- Case study
- Growing in your role
- Working in a safe manner
- Health and safety terms ...
- Reflection
- Module 2 - Show it

Continue the last preview

Grading method: Highest grade
Grade to pass: 5 out of 5
Attempts: 1

Summary of your previous attempts

Attempt	State
1	In progress

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.



E&E Ops L3 E3 / Getting to know your industry

QUIZ

GETTING TO KNOW YOUR INDUSTRY

Quiz Question bank

Receive a grade Receive a passing grade

Before you get started

Before you start, there a few important things to know:

1. **Finish attempt** - Click this at any time to save your work. You can find this under Quiz Navigation to the right of the screen or at the bottom of the final page.
2. **Submit all and finish** - Click this when you've finished and your answer is ready for assessment. This option will appear once you have saved your work by clicking the finish attempt button. **Note:** By clicking submit you are confirming that all your submitted work is your own.
3. **Return to attempt** - Click this to continue with your current attempt if you are not quite ready to submit yet.
4. **Review answers** - Click this to see what you've done (rather than start or continue a new attempt) and read your assessor's comments. This will be available after you have submitted your work to your assessor.

To begin, click the **attempt quiz now** button below.

Attempt quiz

Grading method: Highest grade

Grade to pass: 5 out of 5

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.

Back

Question 3
Not yet answered
Marked out of 1
Flag question
Test function

Identify the location of joints

Identify the joints approximate location on the body by matching the joint name with the number in the images.

Elbow Choose...
Wrist Choose...
Shoulder Choose...
Hip Choose...
Ankle Choose...
Knee Choose...
Spine Choose...

Quiz navigation
1 2 3 4 5 6 7
8 9 i i
Finish attempt
Submit a new question

Useful resources and links
How-to videos
My game plan

Quiz navigation

1	2	3	4	5	6	7
8	9	i	i			

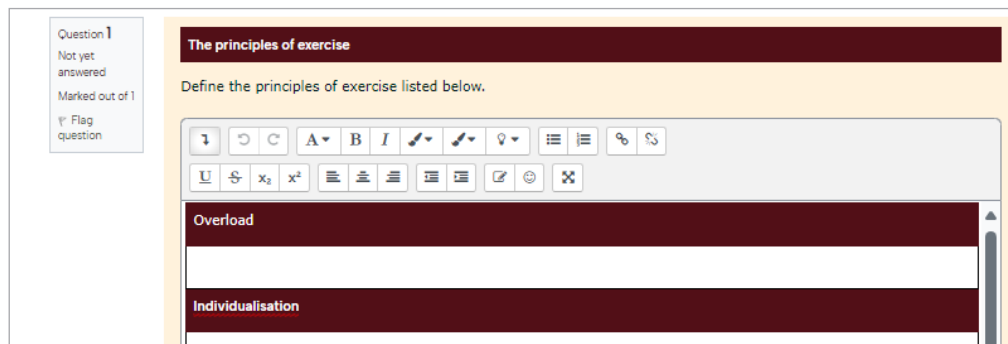
Finish attempt ...

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.

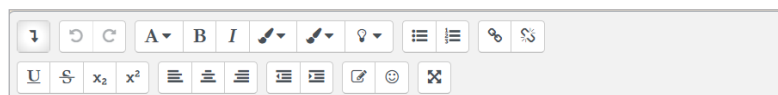
To ensure your work is saved permanently click the **Finish attempt** link before you end your session. This will save everything and allow you to return to where you left off.

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 accidentally 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

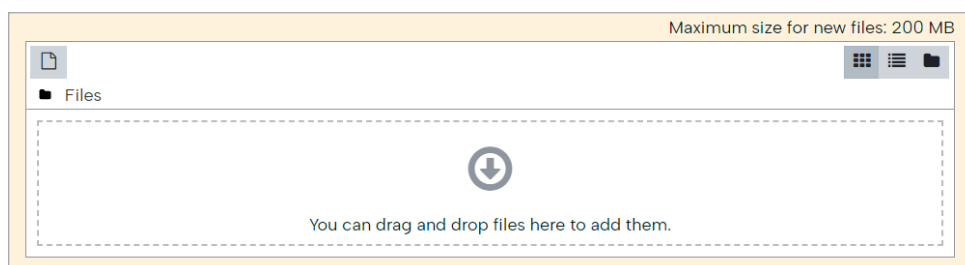
There may also be an option to upload a file, which you can do by dragging and dropping it into this area, or by using the file picker to choose a file from your computer and upload it that way.



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 your 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 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.

Summary of attempt	
Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered

[Return to attempt](#)
[Submit all and finish](#)

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.

Quiz navigation

1 2 3 i i

Show one page at a time

[Finish review](#)

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.

Re-attempt quiz

Grading method: Highest grade
Grade to pass: 5.00 out of 5.00

Summary of your previous attempts

Attempt	State	Grade / 5.00	Review
Preview	Finished Submitted Wednesday, 20 March 2024, 11:29 AM	0.00	Review

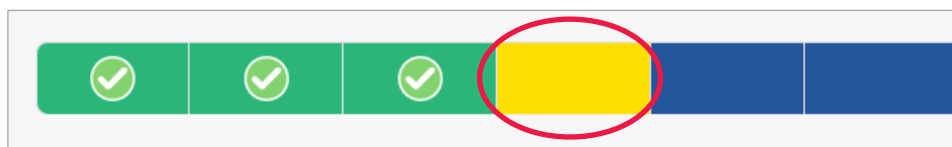
Highest grade: Not yet graded / 5.00.



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

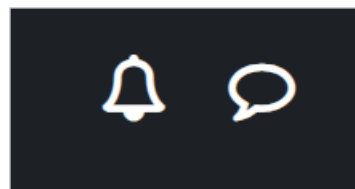
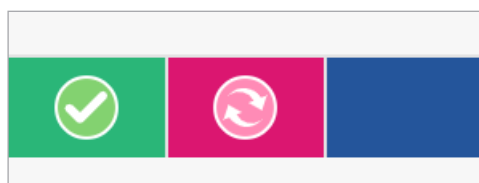
If you want to go and see what you have done at any time you can click the **Review** link and see your work for that attempt.

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.

Summary of your previous attempts

Attempt	State	Grade / 5.00	Review
2	Finished Submitted Sunday, 23 May 2021, 9:10 AM	5.00	Review

Highest grade: 5.00 / 5.00.

Re-attempt quiz

Note: If you accidentally delete the table when recording your answers, don't panic... you can fix this! Simply click on the (fa-undo) button to undo or refresh your browser and the table should reappear.

Individuals

here is my answer

Communities

this is also my answer

Comment: Great work!
You've shown a clear understanding of the subject.
Well done!

Quiz navigation

1 2 3 i i

Show one page at a time

Finish review

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 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 your 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.

Navigation menu items:

- Module 1 - Know it (circled in red)
- Working together
- Getting to know your in...
- Case study
- Growing in your role
- Working in a safe manner
- Health and safety terms ...
- Reflection
- Module 2 - Show it

Main content:

Continue the last preview

Grading method: Highest grade

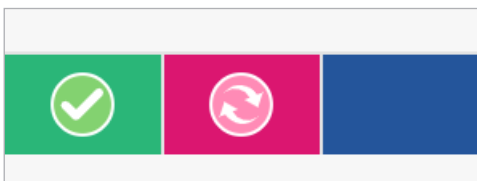
Grade to pass: 5 out of 5

Attempts:

Summary of your previous attempts

Attempt	State
1	In progress

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.



Attempt	State	Grade / 4.00	Review
1	Finished Submitted Sunday, 23 May 2021, 9:09 AM	3.00	Review (circled in red)

You can see the incomplete question in the quiz navigation, so you can go straight to that question by clicking on the box.

Quiz navigation

1 2 3 4

Show one page at a time

Finish review

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.

Question 3
Complete
Mark 0.00 out of 1.00
Flag question

1. Identify a job role that you would be interested in progressing to, and some of the skills required for that position.

sample answer

Comment:
Hi there I need more information on this particular part of your question.
You are very close, you just need to clarify what this means.
Keep going you're doing really well.

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.

summary of your previous attempts

Attempt	State	Grade / 4.00	Review
1	Finished Submitted Sunday, 23 May 2021, 9:09 AM	3.00	Review

Highest grade: 3.00 / 4.00.

Re-attempt quiz

Go to 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.

Question 3
Not changed since last attempt
Marked out of 1.00
Flag question

1. Identify a job role that you would be interested in progressing to, and some of the skills required for that position.

sample answer with more information

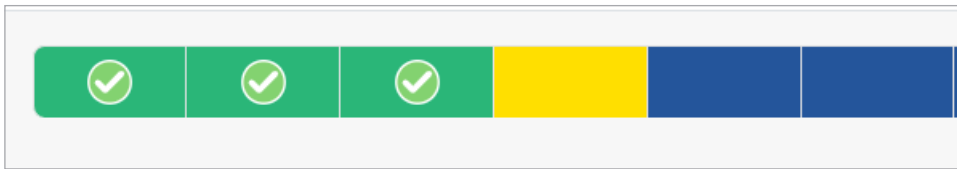
Update your answer and click finish attempt to save it.

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.

Professional development		Quiz navigation
Summary of attempt		1 2 3 4
Question	Status	
1	Not changed since last attempt	
2	Not changed since last attempt	
3	Answer saved	
4	Not changed since last attempt	

[Return to attempt](#)
[Submit all and finish](#)

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 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.

Freestyle OSX L4 - Core / Administration tasks

ADMINISTRATION TASKS

Task ID: [redacted] | Grade: [redacted]

Opened: Tuesday, 1 November 2022, 12:41 PM

Administration tasks

As an exercise professional you are required to complete administration tasks which include financial and non-financial tasks and keeping records of these. This must always be done according to organisational requirements. For this task, you are required to collect evidence to show how you have done this.

Note: If you are a volunteer or you don't charge for classes, you can run a class as a 'koha' class and record these donations for any requirements below to demonstrate your capability.

For this task, there are two (2) parts.

Part 1 - Keeping records

For this part, you must provide **three (3)** months of records in your role as an exercise instructor. These records must include all of the following:

- **Receipts** - whether this was a taxable income or a 'koha' based payment.
- **Diary** - showing how you organise your time. This could be a photo or calendar screen shot.
- **Client records and files** - showing how you keep a record of this. This could also include pre-screening forms.
- **Cashbook or cash flow tracking** - this can be paper-based or electronic. It could be either taxable income or a 'koha' based income.

Part 2 - For this part, you must provide evidence to show how you completed administration and financial tasks.

Examples of **administration** evidence could include:


- class numbers in a tracking sheet (admin task)
- client information
- reports for example, monthly or yearly trends, weekly summaries.

Examples of **financial** evidence could include:

- checklists of financial tasks being completed for example recording all participant names at the door, recording 'koha' or taking payment, giving receipts, recording banking in a deposit book and recording it in a daily cashbook
- recording costs incurred as a group fitness instructor for example buying shoes or music
- profit and loss balancing
- spreadsheets of your income tracking
- tax forms.

Note: We recommend you discuss the types and amount of evidence you will be providing with your assessor first to make sure it is sufficient and relevant. You can message them from within your portal.

Here's a quick video showing you how to do that.




Your assessor may require you to upload more documents to compile sufficient evidence. Until this requirement has been satisfied the assessor will mark the submission as 'Not yet achieved'. However, this is not the final grade, it just allows you to submit more evidence as required until your assessor is satisfied with the evidence. Your final grade will be always be 'Achieved'. Contact your assessor if you are unsure about your progress through this task.

How to complete assignment activities

This task requires you to upload documents for this task using the assignment activity.

For a video on how to do this click the link below and go to the videos on **completing an assignment 4** and **resubmitting an assignment 5**.



Add submission


Submission status

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not graded

Read through the task instructions carefully and when you are ready click the **Add Submission** button.

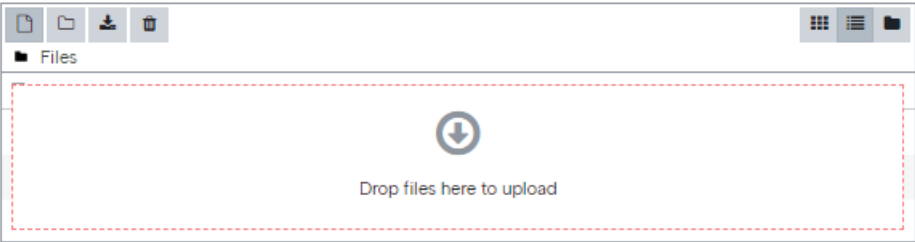
▼ Add submission

Online text



File submissions

Maximum file size: 100 MB, maximum number of files: 10



Drop files here to upload

Accepted file types:

- Audio file (MP3) .mp3
- Audio file (WAV) .wav
- Audio file (WMA) .wma
- Image (JPEG) .jpe .jpeg .jpg
- Image (PNG) .png
- PDF document .pdf
- Video file (AVI) .avi
- Video file (M4V) .m4v
- Video file (MOV) .mov
- Video file (MP4) .mp4
- Video file (MPEG) .mpeg
- Video file (MPG) .mpg

Save changesCancel

You can add text and/or drag and drop files into the file submissions area.

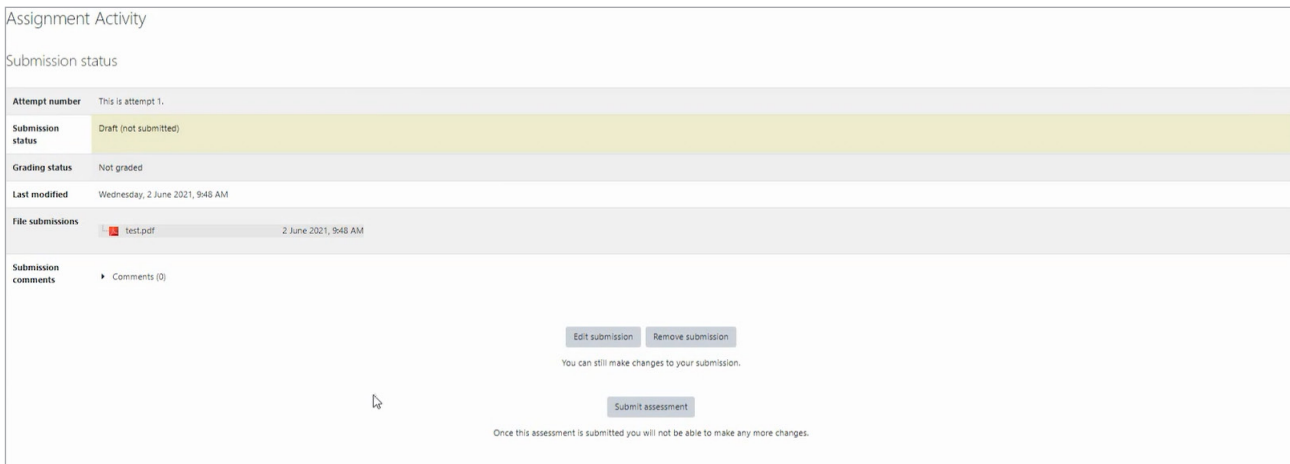
Please make a note of the maximum file size and the files types accepted. If your file is not uploading it may be to large or of the wrong file type. Check both of those and try again.

Once you have added all of your files, click **'Save changes'**.

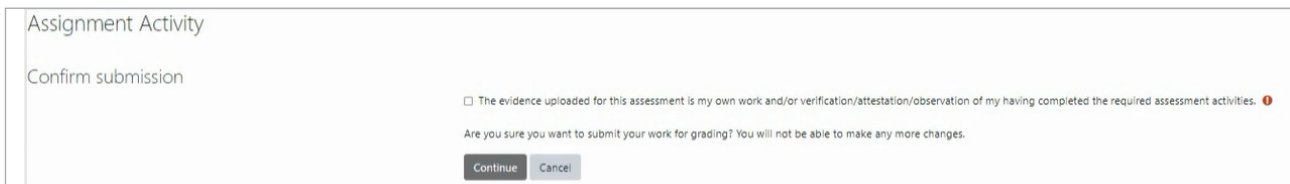
From here you can check the status of your assignment submission.

- 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.



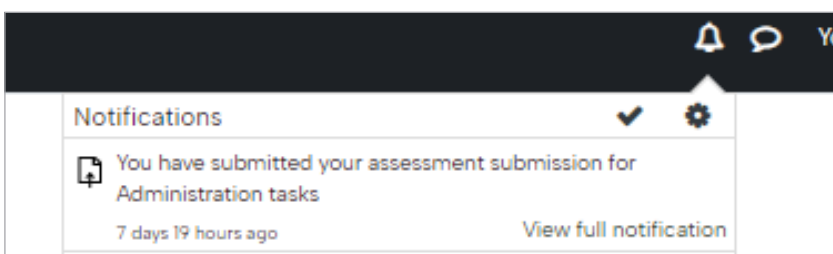
You may be asked to also **Confirm your submission** before you send it. Once you have confirmed it, click **Continue** to send it to your assessor.



As you can see the progress bar has turned yellow, which means it is now waiting to be marked by your assessor.

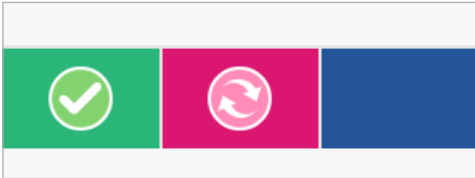


Assignment tasks use the notification feature and will notify your assessor when your submission has been sent – it will also notify you when your assessor had graded it. Quiz tasks don't do not have this feature.

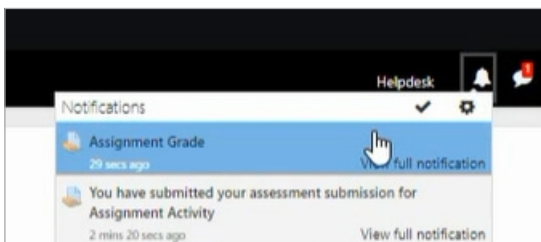


Assignment task re-submission

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 you 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.

Previous attempts

▼ Attempt 1: Wednesday, 2 June 2021, 9:59 AM

Submission status	Submitted for grading
File submissions	 test.pdf
Submission comments	▶ Comments (0)
Feedback	
Grade	Not yet achieved
Graded on	Wednesday, 2 June 2021, 10:00 AM
Graded by	 Test Assessor
Feedback comments	Hi there Great work so far I just need to see the file Test 2 to complete this assessment Cheers

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.

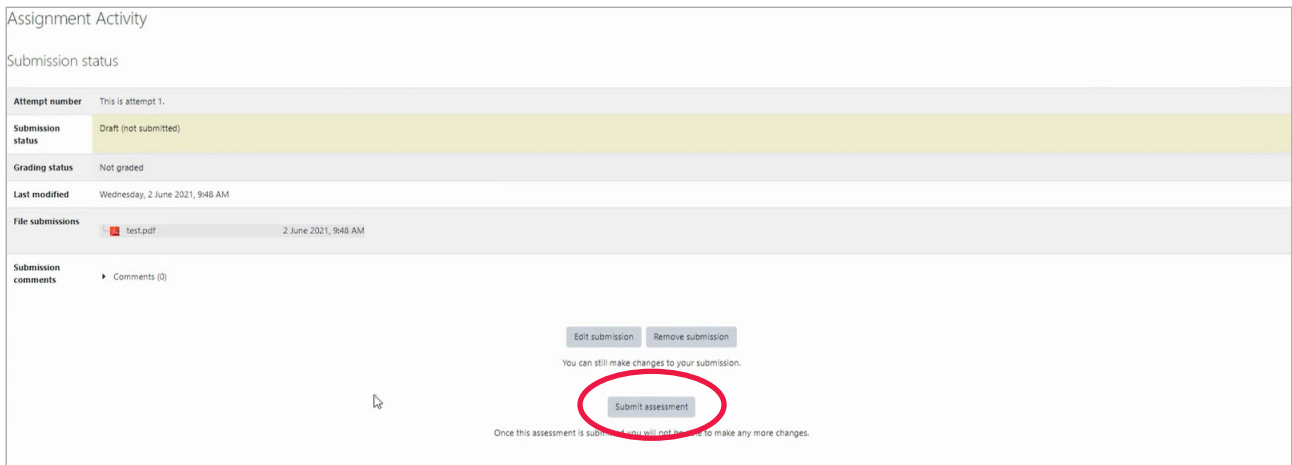
Click on **Add a new attempt based on previous submission**. This will re-open your attempt back up and allow you to add the files you need.



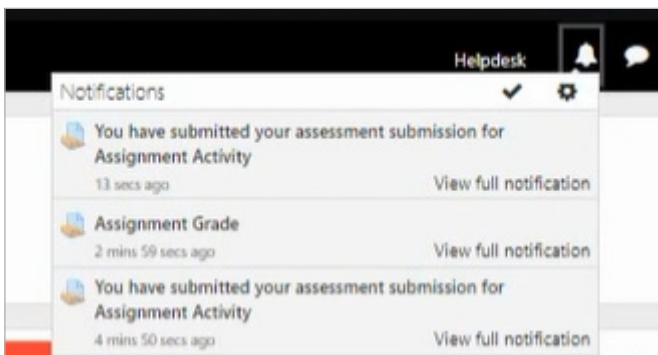
Add a new attempt means you will need to start again. Ensure you always use the new attempt based on previous submission button.

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 successfully checked your assessor's feedback. Go ahead and make the required changes, and sent it back to your assessor 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



Aku pitopito kōrero

My notes





**TE
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