



TEC Literacy and Numeracy Tool

TKK Process Guide

Purpose

To facilitate Literacy and Numeracy (L&N) Tool process and ensure L&N Assessments are conducted.

Scope

- Facilitating user access for Literacy and Numeracy website for Academic Staff
- Create User Group on Literacy and Numeracy website
- Add Educators to a group
- Upload Learner group to an Organisation Group on Literacy and Numeracy website

Triggers

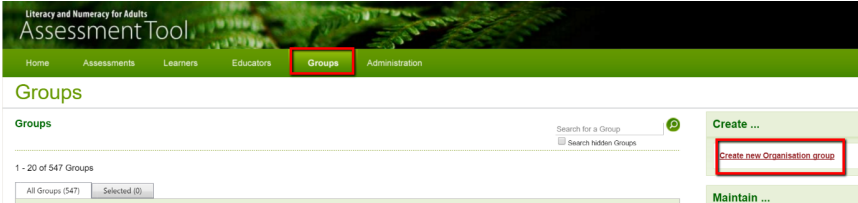
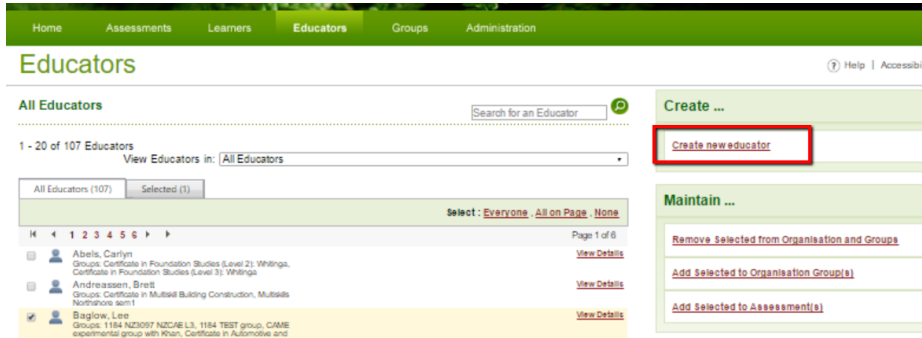
- 3 weeks before start of selected courses* or on Academic Staff requests, and
- At least 2 days prior to each assessment date (if known) for a final upload of students (Learners)

Related Documents:

- Literacy and Numeracy TTK Tracker
- Unitec Application guide
- Education Sector Tertiary Application User Access request
- Email template – 'Create a new user'
- Teaching Staff Instructions for Creating an Assessment v1.0
- Create a Group
- Add an Educator to a group

Process:

#	What
	Receive request to allow access to a new user (Educator)
1	Facilitate Academic Staff obtaining access to L&N Tool website
	<ul style="list-style-type: none"> • Email 'Tertiary Application User Access Request' form and 'Unitec Application Guide' to new users (academic staff) <p><u>H:\2. Academic Development\Te Korowai Kahurangi\Quality Assurance QA\Literacy and Numeracy\TKK Literacy Numeracy</u></p>
2	Create new Organisation Group (Unitec programme requiring Literacy and Numeracy assessment)
	<ul style="list-style-type: none"> • Log onto Literacy & Numeracy Tool: <u>https://assess.literacyandnumeracyforadults.com/Default.aspx</u>

	 <ul style="list-style-type: none"> Go to 'Groups' on Menu bar and click on 'Create new Organisation group'  <ul style="list-style-type: none"> Create a new organisation group using the following naming convention -Term/Prospectus Number/Programme/Level 1192 NZXXXX NZCAE L3 <i>Prospectus numbers are found on :</i> <ul style="list-style-type: none"> L&N Tool TKK Tracker for the current semester or H:\2. Academic Development\E-Academic Library\Unitec Programme Summary\Unitec Programme List, or Psoft Setup\ Main Menu\SACR\Foundation table\Academic Structure\ Academic Programme Table Refer to the document 'Create a group' for more information
3	Add (Lecturers) Educators to L&N Tool
	<ul style="list-style-type: none"> Go to 'Educators' on Menu bar and click on 'Create new Educator'  <ul style="list-style-type: none"> Add lecturer's first name and last name. External Educator Reference - Leave blank Restricted access- Unticked ESL User Name- Leave blank Save
3	Add lecturers (Educators) to the Organisation Group
	<ul style="list-style-type: none"> From Educator Screen, Click on "Add to Organisation Group"

Educator Smith, Silly Created successfully.

Smith, Silly

Assigned Assessments

Assessment Name	Assessment Area	Assessment Type	Audience	Assessment Status
No records to display.				

Assigned Groups

Add to Organisation Group(s)

Group Name	Group Type
No records to display.	

Alternatively,

Go to 'Groups' on the Menu bar

- Use the search function to search for and select the group this educator will assess e.g. 1192 NZXXXX NZCAE L3

Note: you can search part of a name by using the % sign before the name e.g. %1192 to find all current semester groups

- Select the group you are adding an Educator to
- Click on 'Add more Educators' on the right-hand side
- Search lecturers name from the Search box using full name or a % sign if using part of the name
- Click the open check box and then click save

More information is available in the document 'Add an Educator to a Group'

Note: To add an educator, they must first be registered with TEC as a user (refer step 1), and then they will appear in the list of available educators

4 Add students to an Organisation Group

- Generate a course report in PeopleSoft by following:

Favorites | Main Menu > Unitec Reporting Menu > Records and Enrolment Reports > Numeracy & Literacy Interface

- Enter the term and Unitec Alphabetic programme name e.g. NZCSC
- Open the file and change the Group name on line # 5/Row B to match the organisation group name in the Tool e.g. 1192 NZXXXX NZCAE L3.

This ensures the automatic upload of these students to the right group

SECTION	Organisati	ROWS	1										
6004													
SECTION	Group	ROWS	1										
GID1	New Zealand Certificate in Study and Career Preparation												
SECTION	Learner	ROWS	108										
UID17	1491761	1.3E+08	Adams	Rebecca	F	#####	rebecca9	111	431			TRUE	
UID20	1494656	1.28E+08	Alfred	Mya	F	#####	alfredmya	331	341			TRUE	
UID27	1507202	1.48E+08	Alhilwa	Yamama	F	#####	yamama.e	511				TRUE	
UID10	1408089	1.27E+08	Ali	Zayd	M	#####	zaydtesha	361	431	511		TRUE	
UID18	1492012	1.55E+08	Alchahri	Hanan	F	#####	hananaleh	511				TRUE	

replace with 1192 NZ2863 NZCSC L3

- Save the CSV report to your desktop with the naming convention e.g. 1192 NZXXXX NZCAE L3 for uploading purpose (not required to save long term)
- Log onto <https://assess.literacyandnumeracyforadults.com/Login.aspx>
- Select 'Administration' on the Menu bar and click on 'Choose File or Browse' and submit the CSV report.



Administration

Bulk Learner and Educator Import

Select a file containing Learner and/or Educator data to upload

Choose File No file chosen

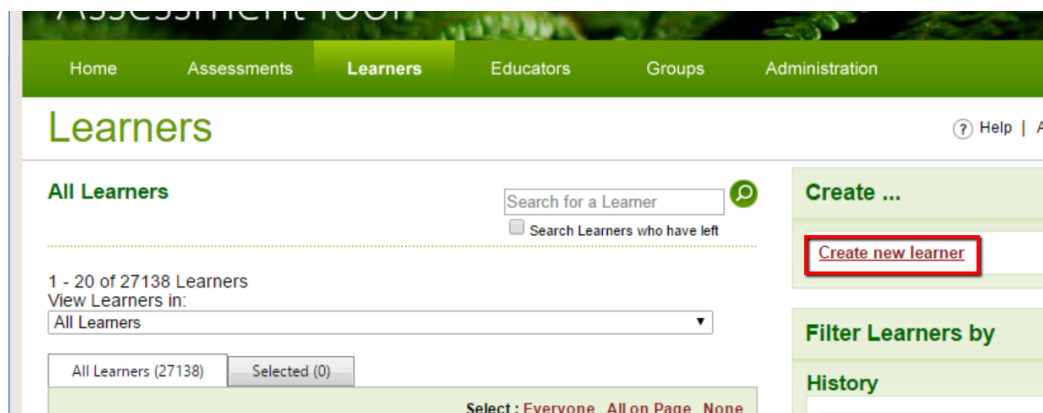
Submit

A successful upload will report the number of students uploaded to the group. If you receive an error message, please seek assistance from your Specialist or Team Leader.

- Advise lecturer that students are uploaded, and they can now create assessments – refer teaching staff to Karen Haines in TPA for support in doing this
- Check assessment date (if known) with the lecturer and at least two days prior re upload student list to ensure late enrolments are in the Tool
- Advise lecturer/AL that students are re-uploaded - see Karen Haines in TPA for support if required
- Update the tracker as appropriate

For adding an individual student

- Go to “Learners” on Menu bar
- Click on Create new learner



- Add learner details (leave External Learner Reference blank)

Note: If no NSN number is available, email Graduation and Registry Administrator (aravi@unitec.ac.nz) and request a NSN number.

Create New Learner

First Name (Required)

Last Name (Required)

Date of Birth (Required)

National Student Number (NSN) (Required)

External Learner Reference (ELR)

Gender (Required) ☐ Female ☐ Male

Ethnicity 1 (Required)

Ethnicity 2

Ethnicity 3

Is English the Learner's First Language?

Email Address

Cancel

- How to find NSN number
- Go to Maintain Application and enter student ID number

Main Menu > Student Admissions > Application Maintenance > Maintain Applications

- NSN number is under Regional tab

Biographical Details | Addresses | **Regional** | Application Program Data | Application Data | Application School/Recruiting

Haoyu Gu 1466265

New Zealand

Ethnicity

Regulatory Region	Ethnic Group	Description	Percentage	Other Descr
NZL	421	Chinese		

New Zealand Student

National Student Index Data

National Student Number:	139426210	NSI Record Status:	Active
Residential Status:	Overseas	NZQA Paid:	Unknown
Residential Stat Verification:	Passport	Name/DOB Verification:	Passport
		Name/DOB Verified By:	

Definitions of Key Terms

Term	Meaning
L&N	Literacy and Numeracy
Learner	Students
Educator	Academic teaching staff
Group	Unitec programme
Tool	Literacy and Numeracy Assessment Tool / Website

Reference Documents

File paths:

Literacy and Numeracy Tool website	https://assess.literacyandnumeracyforadults.com
Literacy and Numeracy Report	Main Menu> Unitec Reporting Menu > Records and Enrolment Reports > Numeracy & Literacy Interface

Approval Details

Version number	V 0.1	Issue Date	29/2/19
Version History			
Approval authority:	Team Lead, Quality Systems, Te Korowai Kahurangi	Date of Approval	29/2/19

Procedure Sponsor (Has authority to approve minor amendments)	Specialist, Te Korowai Kahurangi	Procedure Owner:	Manger, Te Korowai Kahurangi
Contact Person	Specialist, Te Korowai Kahurangi	Date of Next Review	June 2019