go places on

PATHWAYS
AWARUA

Educator

User Manual

📄 Version 1.1 (April 2022)

👤 Edited by Michael Grawe

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🏠 www.pathwaysawarua.com

Numeracy   Reading   Listening   Writing   Road Code   Health & Safety   Heavy Vehicle   My Money
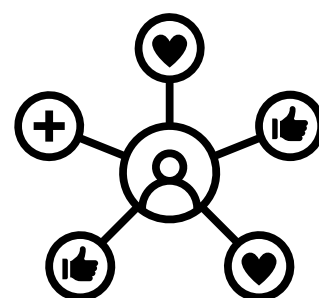
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Remember: Your Educator Account Details

Website:	**www.pathwaysawarua.com**
E-Mail:	
Username:	
Password:	
Join code:	

Social Media Channels

Like & subscribe to keep up to date with **new developments**, **competitions** and more:

facebook.com/PathwaysAwarua/

instagram.com/PathwaysAwarua/

twitter.com/PathwaysAwarua/

youtube.com

Introduction

Our name – *Awarua* – describes a pattern which is used in rāranga (Māori weaving). In the learning context Awarua reflects the connections that occur between literacy and numeracy as they 'weave' through programmes to increase the quality of learning engagement and skill level.

Developed by the **Tertiary Education Commission** (TEC) and supported by the **Ministry of Education** (MoE), *Pathways Awarua* is for **adult and young adult learners** wanting to improve their reading, writing and maths skills for work and for life.

It is a **free online, interactive learning platform** designed to strengthen literacy and numeracy skills in contexts that are relevant to New Zealanders.

Over **400 modules** of increasing difficulty are organised in **pathways**:

Module list: https://pathwaysawarua.com/images/Module-list.xlsx

Educator Pathways

for educators to familiarize themselves to use *Pathways Awarua* with their learners and to improve their own professional knowledge:

How to Use *Pathways Awarua*

How to Embed Literacy & Numeracy

Cultural Capability Pathways

developed by **Ako Aotearoa** to help deliver high quality teaching and learning that is more culturally appropriate for Māori and Pacific students:

Māori Cultural Capability

Pacific Cultural Awareness

Tertiary Education Commission
Te Amorangi Mātauranga Matua

AKO AOTEAROA

MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Learner Pathways

These pathways focus on students' literacy and numeracy:

- Numeracy
- Reading

- Writing
- Listening

- Number Facts
- Wordfit (Vocabulary)

Applied Learner Pathways

These deliver specific content, strengthening literacy & numeracy competencies at the same time:

- Road Code
- Health & Safety

- Heavy Vehicle & Forklift
- My Money

Learners can progress along the pathways **in any sequence, at their own pace**. They are given **multiple attempts** to answer questions correctly and are presented with **hints** if answers are incorrect. Learners receive **immediate feedback** on their responses and can track their progress.

Pathways Awarua helps learners become self-directed in their learning, as it's easy to use, fun and engaging. It gives learners' skills that they can use every day, in contexts that are both familiar and useful.

Introducing Pathways Awarua to Your Learners

Adults are motivated when they can see the **relevance of their learning**. It is important your learners understand why *Pathways Awarua* – and more generally literacy and numeracy – are relevant to their learning and their lives.

Discussing how strengthening their literacy and numeracy skills will not only help them immediately with the demands of their course or workplace but will also improve employment opportunities and help with family and home life.

The four **applied pathways** deliver content for driver licences, health and safety in the workplace, and personal money management, while at the same time strengthening literacy and numeracy competencies.

You can support your learners in seeing the relevance of *Pathways Awarua* to their learning by helping them to make connections between the content of modules and your vocational context. For example, if learners are working on a module about reading and understanding forms, you could show them a range of forms used in their vocational context.

Learners who have had negative experiences at school may find that a new way of learning does not automatically trigger some of the negative responses they have had traditionally in their learning. Many learners appreciate the opportunity to **answer questions "in private"** and they can receive **immediate feedback about** whether they have answered a question correct or not.

Educator Registration & Login

Registration

For registration and login, navigate to   www.pathwaysawarua.com

Join Code

Upon completion you will receive an e-mail confirming your **username** and individual **join code**.

Please note: Provide your join code to your learners when registering for *Pathways Awarua*. This will allow you to track your learners' progress from your account. Do <u>not</u> enter the join code in your own account.

For future reference you may wish to **record your account details on page 3**.

You may also access (and change) your join code via the **Educator Dashboard**:


Changing your Join Code

If you are having problems with unauthorised learners finding out your code and using it to join your group, you can click on **(Change)** next to your code.

This generates a new random code for your group. **Your existing learners will not be affected**, but any new learner joining the group will need to use the new code.

Account Settings & Password Change

Profile picture, name, e-mail address and password can be changed under **account settings**:
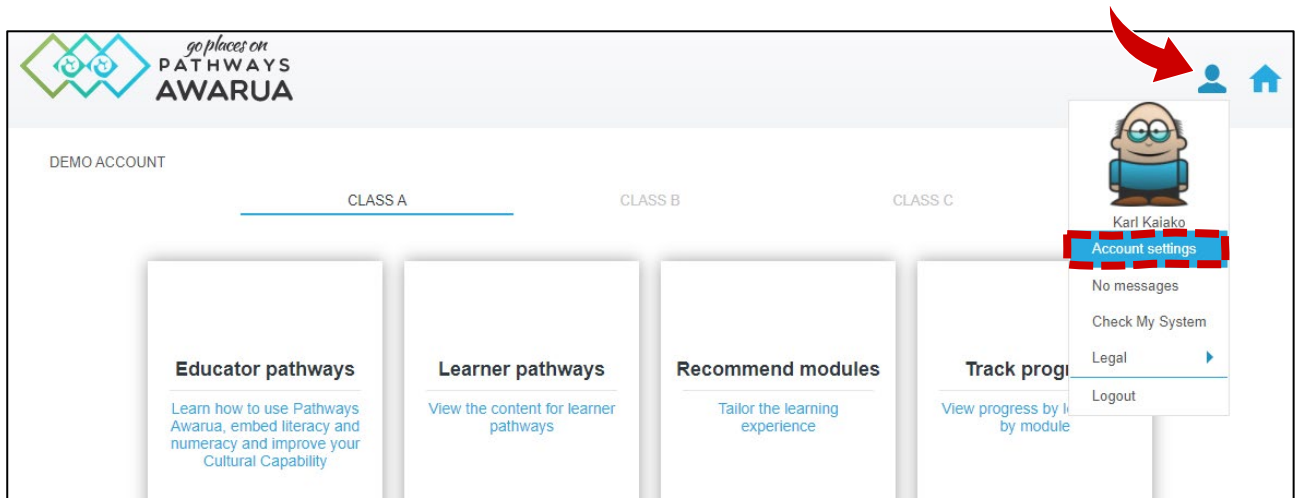
Learner Management

Learner Self-Registration

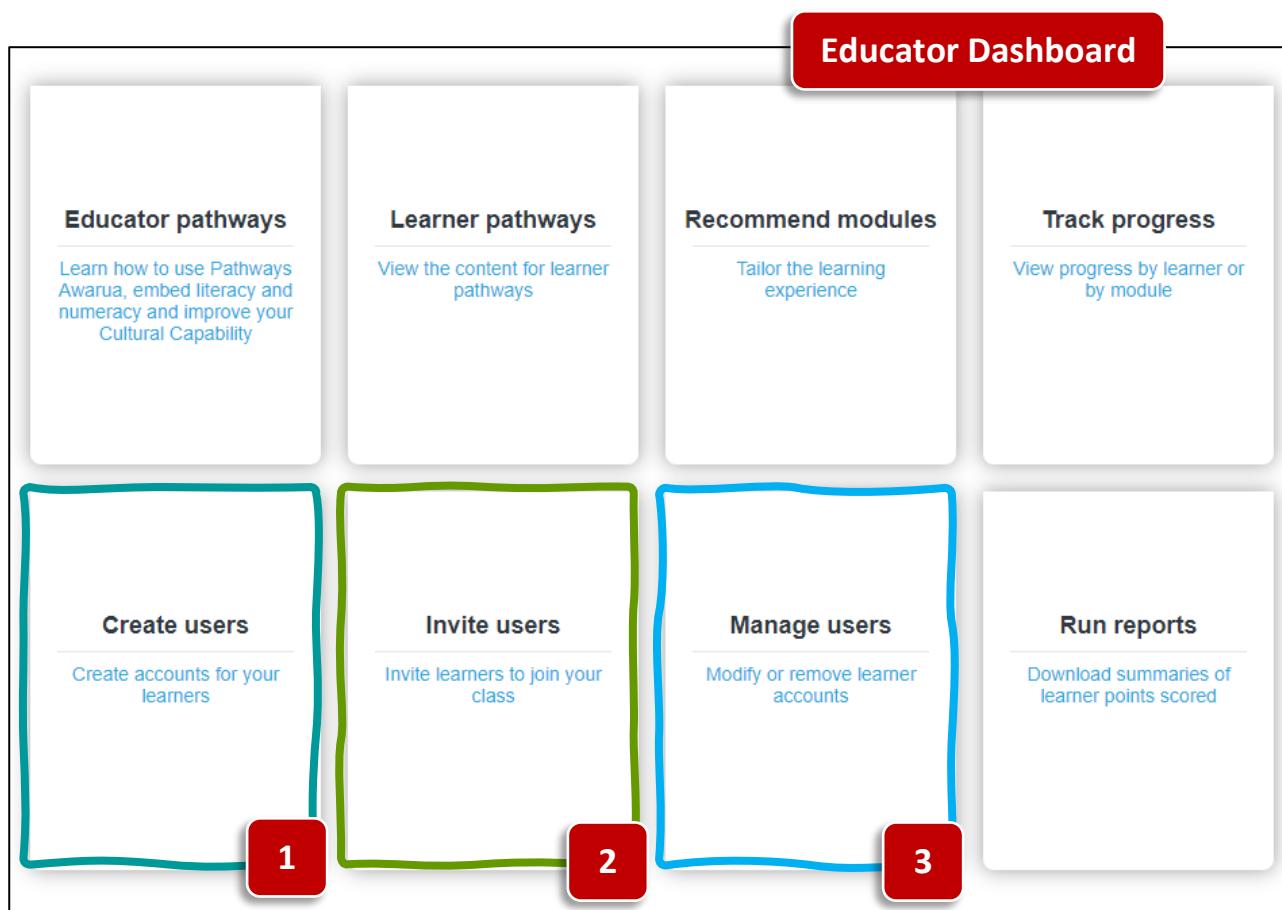Learners can self-register (and login) via two student-focused entry points:

www.GoPlacesNow.co.nz	**www.gpn.nz**

Registration

Provide learners with your class join code

Pathways Awarua is **free for everyone** – even for learners based overseas!

Create Users (interactive table)

- To sign up multiple new learners under your class, select **Create users** from the **Educator Dashboard**.

- Select **NEW TABLE** and enter the learner details:

	Firstname	Lastname	Email Address	Username	Password	Messages
X	Fritz	Colins	fritz@gmail.com	TWOA334987256	pathways	
X	Preeti	Kumar	preeti@yahoo.com	TWOA223676654	pathways	
X	Vincent	van Hemert	vinc@goholland.nl	TWOA127659342	pathways	

- You may wish to follow an **easy to remember format** when assigning usernames and passwords (e.g., username = student ID, password = pathways), allowing you to easily assist learners who have misplaced their login details.

Create Users (upload .csv file)

- Create a spreadsheet (in Excel) with the following **column headers**:

- Save the spreadsheet as a **.csv** (comma separated values) file.

- From the Educator Dashboard, select Create users.

- Select **CHOOSE FILE**, upload the file, then tick the **First row Header** option:

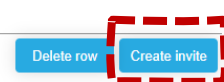

- Select **VERIFY**, then **CREATE**.

Invite Users (send invitations via table or .csv file)

- To invite multiple new learners **via e-mail** select **Invite users** from the **Educator Dashboard**.

- Enter learner details in the **interactive table** and/or upload a **.csv** file:

- Click on **Create invite**.

- Enter a custom message, and **Send invite**:

- Your learner(s) will receive the following **e-mail**:
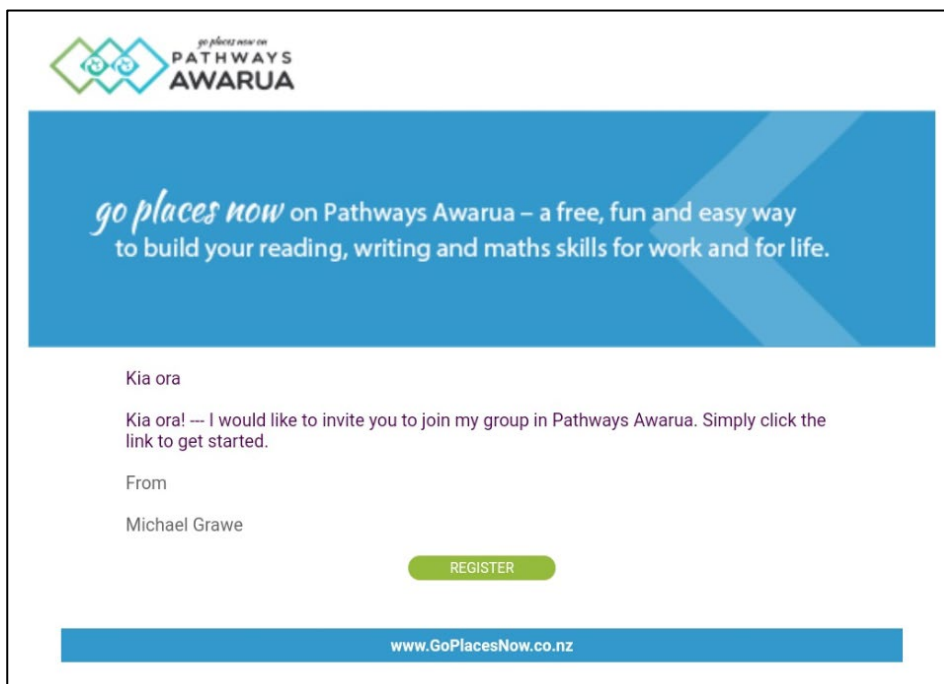
- You can keep track of **sent invites** and completed **registrations** learners:

	First name	Last name	E-mail address	Invitation	Status
☐	Johanna	Nolte	erwitzen@gmail.com	⇗ Link • Copy	Registered
☐	Vincent	van Hemert	vinc@goholland.nl	⇗ Link • Copy	Invite sent: 20-Jul-2021

Multiple Learner Groups

It is possible to establish more than one learner group in your Educator account.

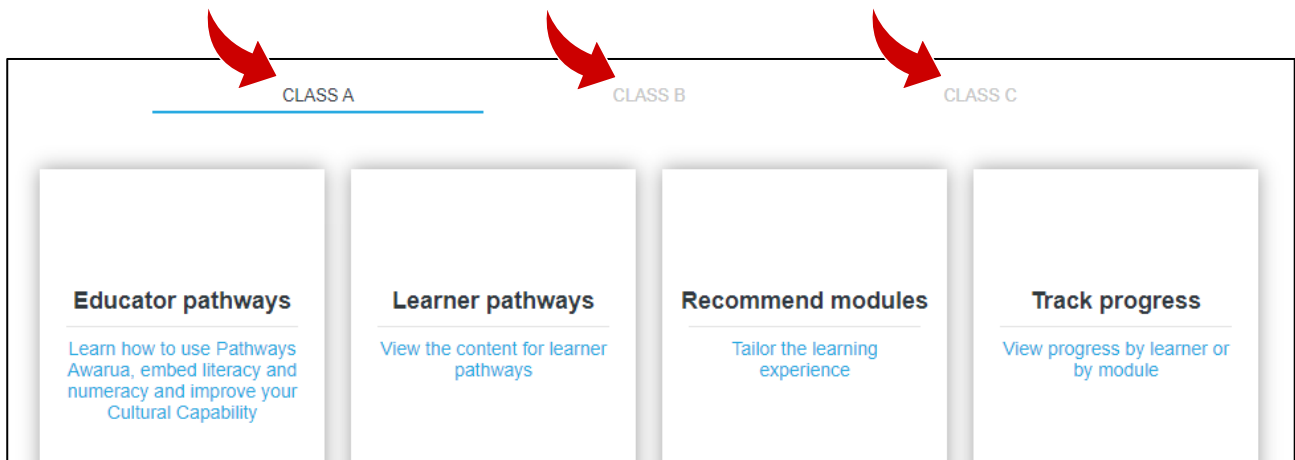Please contact the *Pathways Awarua* Helpdesk via Live Chat or e-mail us at support@pathwaysawarua.com to have these added to your Educator account.

Moving Learners with existing accounts to your Class Group

- Ask students **with existing *Pathways Awarua* accounts** to log into their learner account and navigate to **Account settings**:
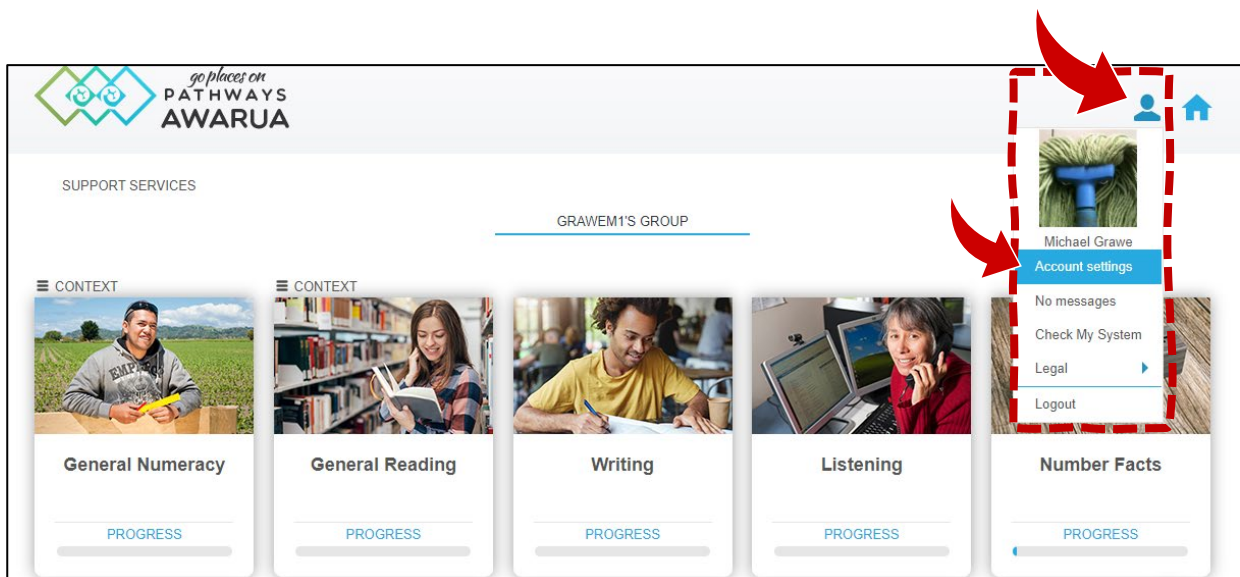
- Ask your Learner to enter your class **join code** (see page 7), **tick the box** and click **Save**.

Removing Learners

You may wish to remove Learners who are no longer in your class group (e.g., students from a previous semester):

- On the Educator Dashboard, navigate to "Manage users".

- In the **Active Members** list, select the learner(s) to be removed. You may select several learners at the same time.

- Drag the selected learner(s) over into the **NZ Learners** column.

- **Confirm** this action by clicking on the **OK** button in the dialogue box:

- The learner(s) will now no longer appear in your class group/reports.
  However, **their login will remain active**, and they can continue using *Pathways Awarua*.

Modifying Learner Details

You may wish to update Learners' details (e.g., reset passwords, change e-mail addresses):

- On the Educator Dashboard, navigate to **Manage users** and select **Modify users**.

- **Usernames** cannot be modified.

- You will be able to change names and (bulk) **update email addresses and passwords**.

	Username	First name	Last name	Email Set all	Password Set all
X	HeeniTePoonoTarei	Heeni	Te Poono	Heeni@hotmail.com	WelcomeBack
X	JanneKlein	Janne	Klein	janneklein020@gmail.com	
X	Mohrle	Rita	Grawe	rita@gmail.com	
X	TWOA103000425	Mary Elizabeth	Ellis	ellis.miYAll19@gmail.com	
X	TWOA199000441	Cynthia Diana	Perham	cynniperham@gmail.com	

Adding Educators to your Group

If you have a tutor aide or another colleague you would like to give access to your class, you can add them as an Educator:

- To add one or more additional educators, get them to complete the registration process as a learner **using your join code**. Then drag their name from the **Active Members** box into the **Educators** box.

Manage user memberships in: Grawem1's Group

Zone Owner
Michael Grawe (Me)
grawem1

Memberships: 40 Used (4960 Remaining)
Join code: B125B0 (Change)

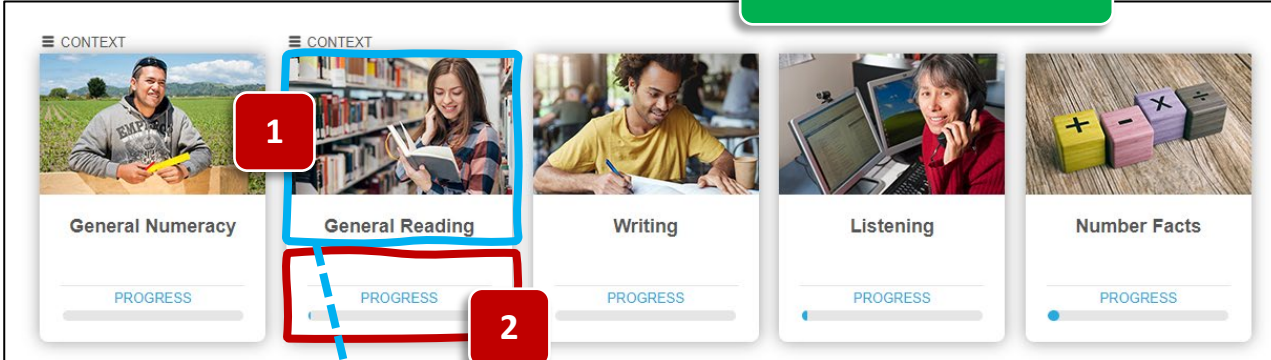| NZ Learners	Active Members	Educators
Search... All None	Search... All None	Search... All None
	Alana Robyn Millington TWOA200421515	
	Astral Hinemoa Tawhiti Heremaia TWOA200080333	
	Beverley Herewini Bevah0901	
	Christine Daniels TWOA200417991	
	Cynthia Diana Perham TWOA199000441	
	Dane Russell Karapu TWOA200418227	
	Eliza Melva Bruce TWOA200040182	
	Elliott Heremaia TWOA200390271	

Navigating the Learner Dashboard

- To access the **Learner Dashboard** from your Educator Dashboard, select **Learner pathways**:
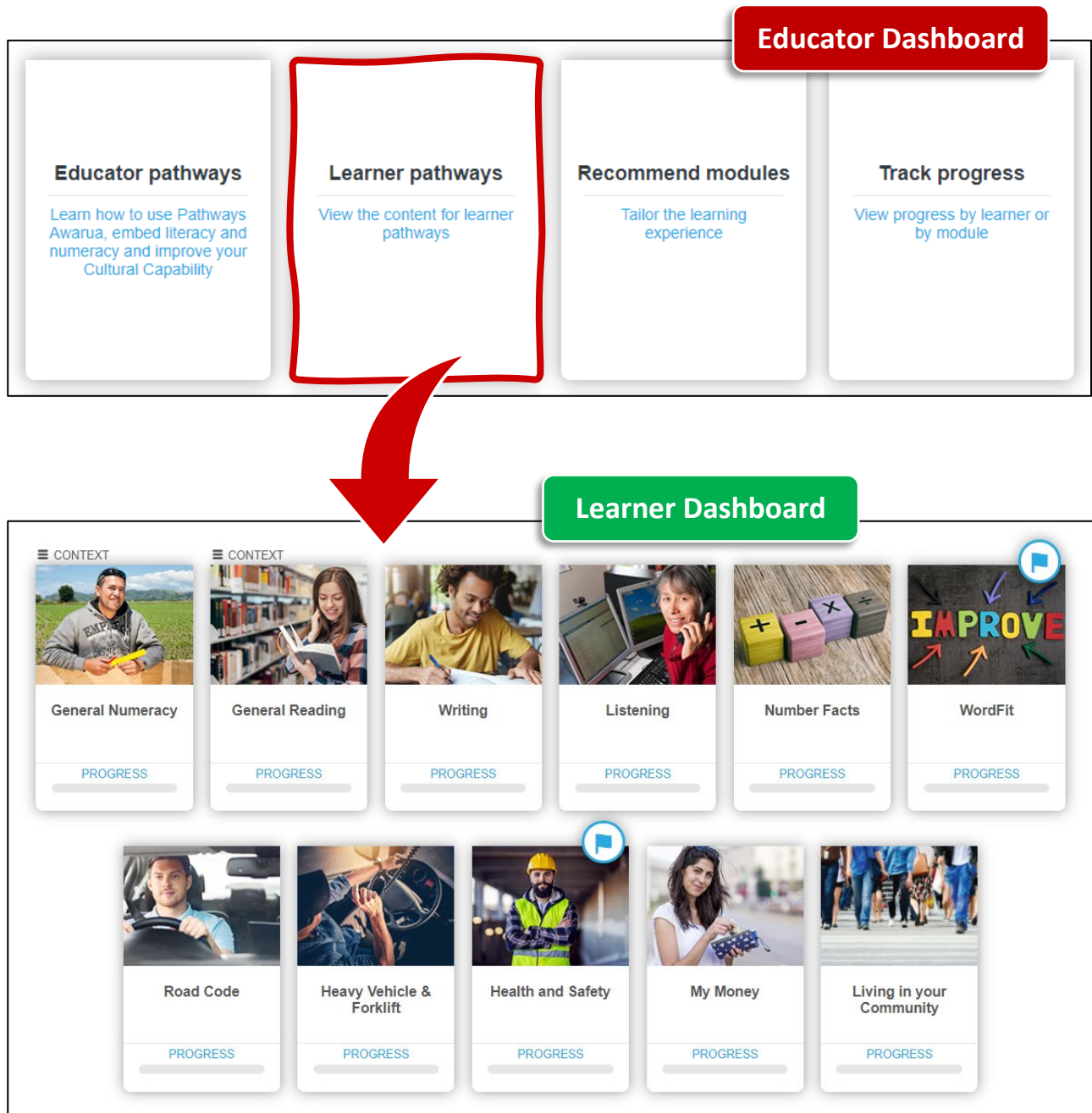
- From the **Learner Dashboard**, you can navigate to either **Pathway View** or **Module List View**:
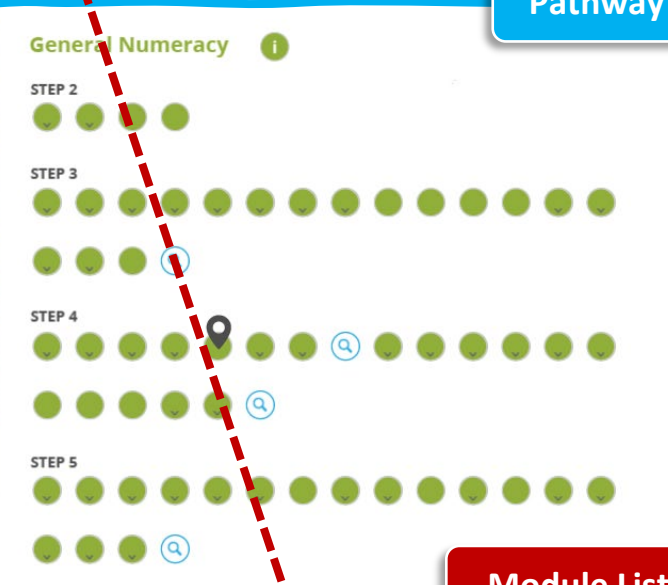
Learner Dashboard

☰ CONTEXT   ☰ CONTEXT

1

General Numeracy   General Reading   Writing   Listening   Number Facts

PROGRESS   PROGRESS   PROGRESS   PROGRESS   PROGRESS

2

Pathway View

General Numeracy ℹ

STEP 2

STEP 3

STEP 4

STEP 5

Module SN4050: Giving change
Points: 59
In this module you will learn to:
- give correct change to customers by counting

Reset   Start

Module List View

Title	Status	Date	Pass	Correct	Max.
Introduction to Pathways Awarua (NEW)	Not started	Start...	6		6
Module N2010: Adding up to 20 (NEW)	Not started	Start...	65		65
Module SN2010: Adding up to 20 (NEW)	Not started	Start...	65		65
Module TN2010: Adding up to 20 (NEW)	Not started	Start...	65		65
Module N2020: Subtracting up to 20 (NEW)	Not started	Start...	46		46
Module SN2020: Subtracting up to 20 (NEW)	Not started	Start...	46		46
Module TN2020: Subtracting up to 20 (NEW)	Not started	Start...	47		47
Module N2030: Equal shares: halves and quarters (NEW)	Not started	Start...	36		36
Module N2040: Equal shares: more fractions (NEW)	Not started	Start...	31		31
Module N3011: Hundreds, tens and ones (NEW)	Not started	Start...	72		90
Module SN3011: Hundreds, tens and ones (NEW)	Not started	Start...	84		102
Module TN3011: Hundreds, tens and ones (NEW)	Not started	Start...	72		90
Module N3021: More hundreds, tens and ones (NEW)	Not started	Start...	59		59
Module SN3021: More hundreds, tens and ones (NEW)	Not started	Start...	59		59

Pathway View

- For Learners new to *Pathways Awarua*, it is recommended to complete the **Introduction to Pathways Awarua** module.

- Modules are grouped by level of difficulty and relate to the **Adult Learning Progressions** (Starting Points, Step 1 - Step 6).

- **Hover** your mouse pointer over the module dots. The **module title** will be displayed as a screen tip.

- To choose a specific module, left click on the module dot, then click on **Start**.

- **Magnifying glass icons** are **assessment modules**, checking your understanding of the modules in the step.

Module List View

- This view is recommended for searching for topics or easily navigating to specific modules.

- To find a specific module or topic easily, use the keyboard shortcut **CTRL + F** to access the **search function** within your browser.

- Type a **keyword** (e.g., "fractions"), **module number** (e.g., "N4100") or (part of) a **module title** into the search box.

Module Numbers Explained

Module Descriptors:

N	Numeracy	TR	Trade Reading	MM	My Money
SN	Service Numeracy	YR	Youth Reading	HT	Heavy Vehicle
TN	Trades Numeracy	W	Writing	FKLT	Forklift
R	Reading	L	Listening		
SR	Service Reading	HS	Health & Safety		

- The **number** following the module descriptor relates to the Step in the Learning Progressions.

- Module list: https://pathwaysawarua.com/images/Module-list.xlsx

Recommending Modules to Learners

You can tailor learning to individuals or groups of learners by recommending specific modules. You may want to recommend modules to learners as preparation for upcoming work or as additional revision.

- From the Educator Dashboard, select **Recommend module**.

- Select the pathway you wish to recommend modules from (e.g., Writing).

- Select the learner's name(s) and module(s), then click **Apply**.

- Selected learners and modules will be flagged.

- Select **Finish**.

- Learners can easily recognize recommended modules by the **added flags** icons that show on the **Learner Dashboard**, in **Pathway View** and **Module List View**.
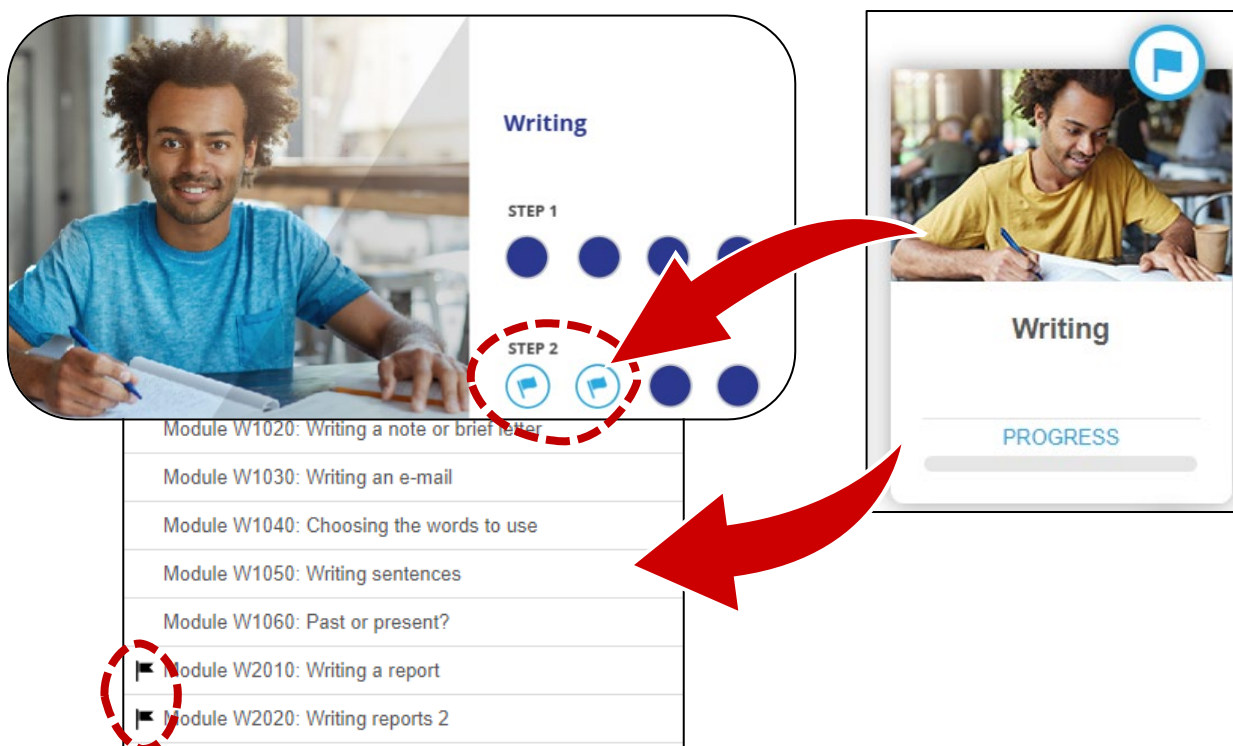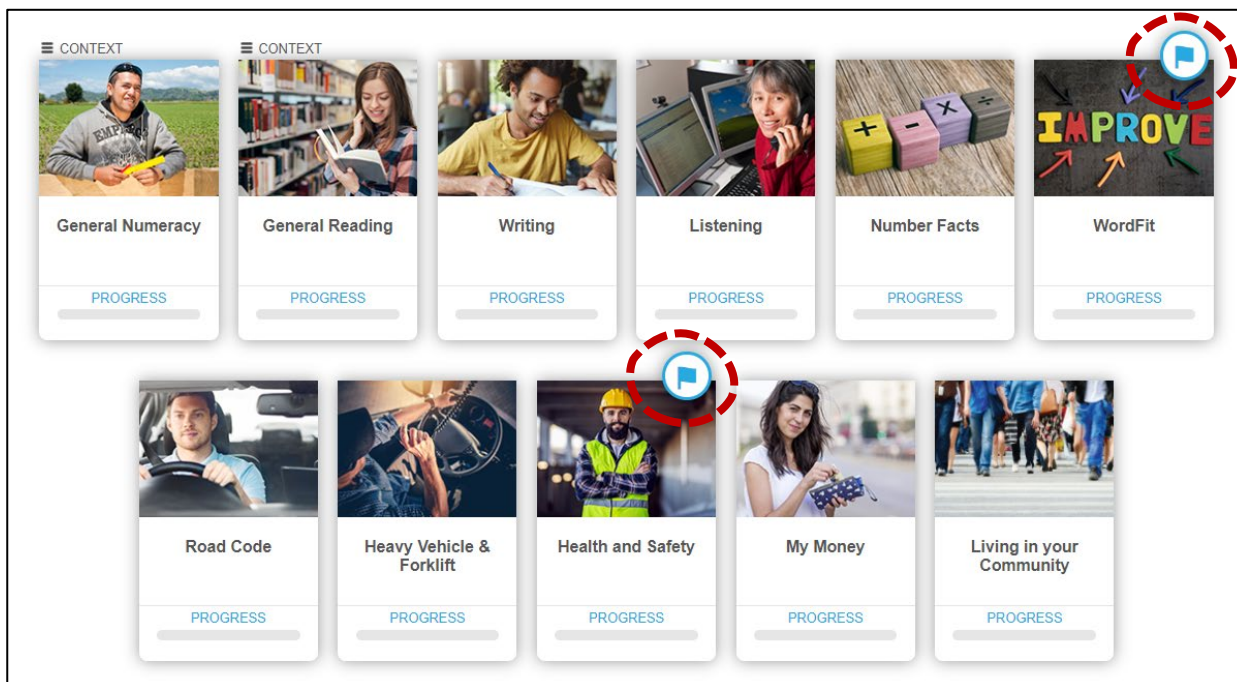
- Recommendations will automatically clear as learners complete the recommended modules.

Learner Rewards

Apple iPads and other Giveaways

For every 1,000 points completed across any of the pathways, you will automatically get **one entry into the biannual draw of an Apple iPad**.

We also have monthly competitions to win shopping vouchers and more.

To be notified about additional promotions and competitions follow *Pathways Awarua* on social media.

IT'S GIVEAWAY TIME

Win **$100 petrol voucher**. Earn **500 points** on the Road Code pathway to enter.

Drawn 30 June 2021.

Win **$100 supermarket voucher**. Earn **300 points** on the **My Money** pathway to enter.

Drawn 30 April 2021.

IT'S GIVEAWAY TIME

Win **$100 Mitre 10 voucher**. Earn **500 points** on the **Health & Safety** pathway to enter.

Drawn 30 April 2021.

Certificates

Learners can access and print certificates at specific point thresholds.

- From the **Learner Dashboard**, select the **Module List View** (see p. 20) for a specific pathway.

- A **progress bar** is displayed at the top of the page.

- When learners reach certain points thresholds, **certificate icons** become active, and certificates can be downloaded as PDFs and printed.

134

2577

100
Points

500
Points

1000
Points

2000
Points

Certificate

go places on
PATHWAYS
AWARUA

This certificate is awarded to

Michael Grawe

For achieving _____100_____ points on the Reading Pathway.

Michael Grawe
_____
Educator

20-Jun-2018
_____
Date

Printing Certificates for your Learners

You can access and print your learners' certificates from your Educator account:

- From the **Educator Dashboard**, select **Track progress**.

- In the pop-up window, select the appropriate pathway, e.g. "My Money".

- Select **List by: Learner**.

- Select an **individual learner**.

- Scroll to the **bottom of the page**. All certificates achieved by this learner in this specific pathway and can be opened, downloaded as PDFs and printed from here:

Tracking Learner Progress

Educators can view and download summaries of points scored. Before running reports, remove any learners who are no longer attending class from the **Active member** list.

Class Overview Report

Which learners have achieved how many points in a <u>specific pathway</u>?

This report will allow you to get an overview of learner engagement in *Pathways Awarua* in your class, and let you identify learners who have not yet started any modules or show minimal engagement.

> **Run reports**
>
> Download summaries of learner points scored

- On the Educator Dashboard, navigate to **Run reports**.

- Choose the report type: **Detailed Report**.

- Enter dates: **Semester start date** to **today's date**.

- Choose the pathway: **Reading**, **Numeracy, etc.**

- Click on the **Run Report** button.

Create a report in: Grawem1's Group

Report data is current as of midnight last night.

1 Choose report type: [Detailed Report ⌄]

See the total points scored and the number of modules completed per area and Step, by each learner. (Note: date format is yyyy-mm-dd and only learners who have started a module will appear in the report).

Class Name: [Grawem1's Group ⌄] [*Search (Enter next)*]

2 From: [2020-03-01]

To: [2020-06-28]

3 Pathway: [Reading ⌄] [*Search (Enter next)*]

[**Run Report**]

- The report will show as follows:

- **Note:** To calculate the **total amount of points** achieved for each learner (across all pathways), you will need to run a **separate report for each pathway** (applicable to your specific class/level) and then add up the points.

Report by Module

Which learners have started/completed a specific module?

- On the **Educator Dashboard**, navigate to **Track progress**, then **select the pathway** you wish to check.

- In the **top table**, select **LIST BY: MODULE** and click the **module** you would like to check, e.g., *MM-101.*

View modules on pathway: My Money

LIST BY ● MODULE ○ LEARNER   RECOMMEND MODULES

Name	Search...	Last accessed	Started	Module Points Average score	Module Points Module max
Introduction to Pathways Awarua (NEW)		-	0	0	6
MM-101: Shopping at the supermarket		21-May-2020	2	6.0	50
MM-102: Shopping for more expensive items		-	0	0	49
MM-103: Advertising tricks		-	0	0	47
MM-104: Recognising Scams		10-Aug-2020	1	9.0	26
MM-105: Working out percentage benchmarks			0	0	59

MM-101: SHOPPING AT THE SUPERMARKET

Learner	Last accessed	Module Points Pass	Module Points Correct	Module Points Max
Tracy Burke	21-May-2020	50	4	50
Michael Grawe (grawem1)		Not started		
Michael Grawe (TWOA200111910)		Not started		
Rita Grawe		Not started		
Beverley Herewini		Not started		
Cindy Hou		Not started		
Ijin Jeong	19-May-2020	50	8	50

- The **bottom table** will update and show which learners have started/completed this module.

Report by Learner

Which learners have started/completed which module(s) within a specific pathway?

- On the Educator Dashboard, navigate to **Track progress**, then select the pathway you wish to check.

- In the **top table**, select the **LIST BY: LEARNER**, then click on a **learner's name**:

- The **bottom table** will update and show which modules within the selected pathway a specific learner has started/completed.

Access

Pathways Awarua is **available anywhere, anytime, on any device**.

PCs & Laptops

Pathways Awarua can be accessed through any web browser on your PC or laptop.

Apps for Tablets

The *Pathways Awarua* apps have been designed specifically for **tablets** for **offline use**. The apps let learners to complete the modules without being connected to the internet, giving them more options for learning anywhere, anytime.

Each of the main pathways has a separate app that can be download from the **Google Play Store** or the **Apple App Store**. (http://www.pathwaysawarua.com/apps).

Modules completed off-line will automatically be synced once the device is reconnected to the internet.

Due to limitations in screen size/orientation and storage, the **apps are not available for smartphones**.

Smartphones

Even though the apps are not available on smartphones, **most of the *Pathways Awarua* content is optimised for smartphones**. Regardless of what mobile device learners use, they can continue learning as long as they have **an active internet connection**.

Pathways Awarua is accessible via any mobile browser. The website is fully responsive, and modules will adapt to the device's screen size.
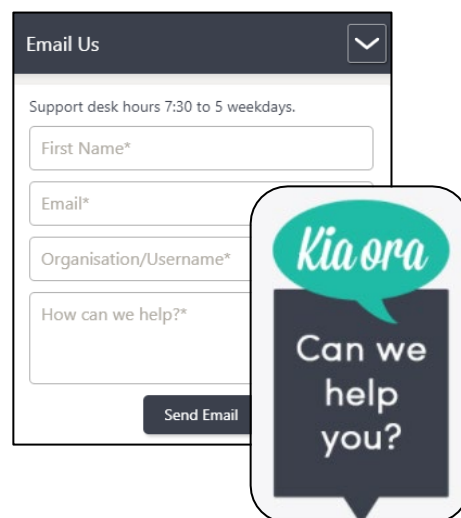
Smartphone View
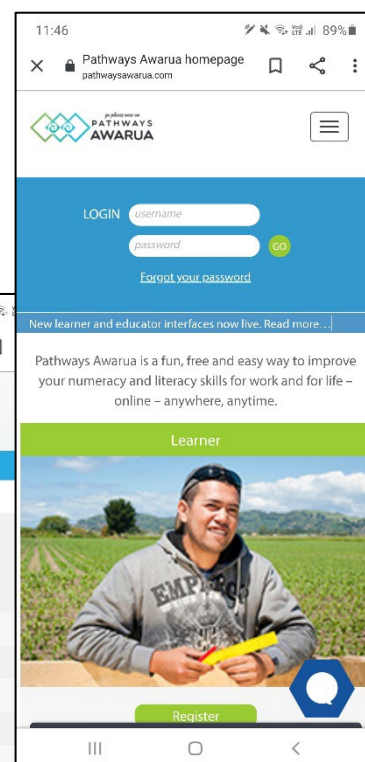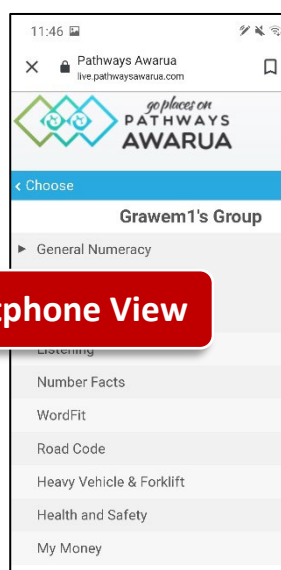
Help When You Need It

Helpdesk & Live Chat

The *Pathways Awarua* Helpdesk is available via **Live Chat** feature on the homepage **weekdays, 08:00 h – 17:00 h**. Outside office hours please leave a message or email us at support@pathwaysawarua.com.

We can assist with forgotten usernames/passwords and any other queries around *Pathways Awarua* you might have.

Please feel free to share any success stories or feedback you/your learners may have.

Webinars & Professional Development

We run regular **free public webinars** for educators to help you make the most of *Pathways Awarua*. For information on dates, times, topics, and how to register, please see our social media feeds.

If you are interested in free **customized webinars** for you and your colleagues (for groups of 5+ attendees), please e-mail pld@pathwaysawarua.com to discuss.

Promotional Materials

We have an assortment of printed materials available – posters, flyers, bookmarks and more. Get in touch and help us spread the word!
E-Mail: support@pathwaysawarua.com.