Dual Schools – Access to Student Reporting Instructions

Accessing and Printing Student Reports

1. From our website homepage, click on the DUAL TUITION link in the top bar, then click on the **Student Work Return Reports** link on the left hand side of the page. Then click on the **Work return reports** link.

When the link opens, please:

1. Login – Enter your **User Name** (Coordinator's email address provided to Te Kura).
2. Select DualSchool from the **User Type drop down menu**.
3. Click **Next**.

2. If you are logging into this system for the first time you will see the screen below.

1. Enter a password of your choice in **Password field**.
2. Enter the same password in **Confirm password field**.
3. Click **Register**.

3. If you are not logging into the system for the first time, you will see the screen below.

- Enter your password in the **Password** field.
- Click **log in**.

If you have forgotten your password, please click on **Forgot Password** and follow the prompts.

4. Once logged in, you will see the screen below.

- Click **Generate All Report** to see a cover letter and all student reports in one document.

5. Clicking on **View** displays the **Student Information** screen below.

- Student personal and enrolment details are displayed on the screen, including Items Received and Standards from both Current and Previous Academic Years.
- Click on **Reporting > 2016 EOY** on this screen to print the individual student report.
- Click on the **Home** link to return to the **Home** screen at any point.

Student Reporting

Home	Reporting ▾		H

Personal And Enrolment Information - Academic Year 2016

Student Number		Registration Start Date	3/08/2016
Full Name		Registration End Date	31/12/2016
NSN		Qualification	Y11-13

Items Received

Standards (Current Academic Year)

Standards (Previous Academic Year(s))

6. To navigate the report for all students

The report will open as a PDF – the first page will show the cover letter.

Te Kura
TE AHO O TE KURA POUNAMU
THE CORRESPONDENCE SCHOOL

Friday, 28 October 2016

Dear Coordinator

Enclosed are the end of year work return reports for your students who are dual enrolled with Te Aho o Te Kura Pounamu.

For each student the report details the subjects studied, work returned and any results for New Zealand Qualifications Framework standards.

7. The second and third page will show the **Items Received** and **Standards Results** (if applicable) for each student.

		Items Received
EN1000 English		**Teacher: Suzette Martin**
Module	**Item Description**	**Returned On**
EN1001M	EN1001 It's all about me	18/03/2016

					Standards Results			
EN1000 English								**Suzette Martin**
Standard	**Version**	**NCEA Level**	**Standard Description**	**Conf.**	**Credits**	**Result**	**Lit/Num**	**Award Date**
3483	5	1	Fill in a form	Y	2	Achieved		21/10/2016

8. The Report PDF can be viewed, saved and printed.

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For each student the report details the subjects studied, work returned and any results for New Zealand Qualifications Framework standards.

How to Change Your Password

1. To change the password – Click on **User Name** and select **Manage Account**
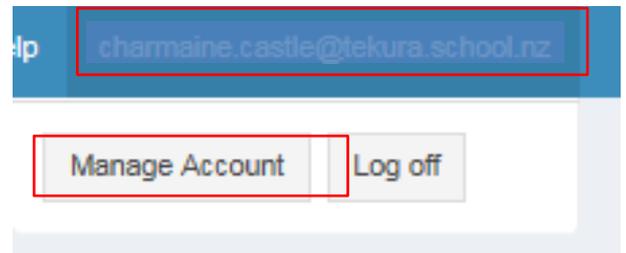
2. Enter your old password in the **Old Password** field.

Enter a new password in the **New Password** field.

Enter the new password again in the **Confirm Password** field.

Click on **Change password**.