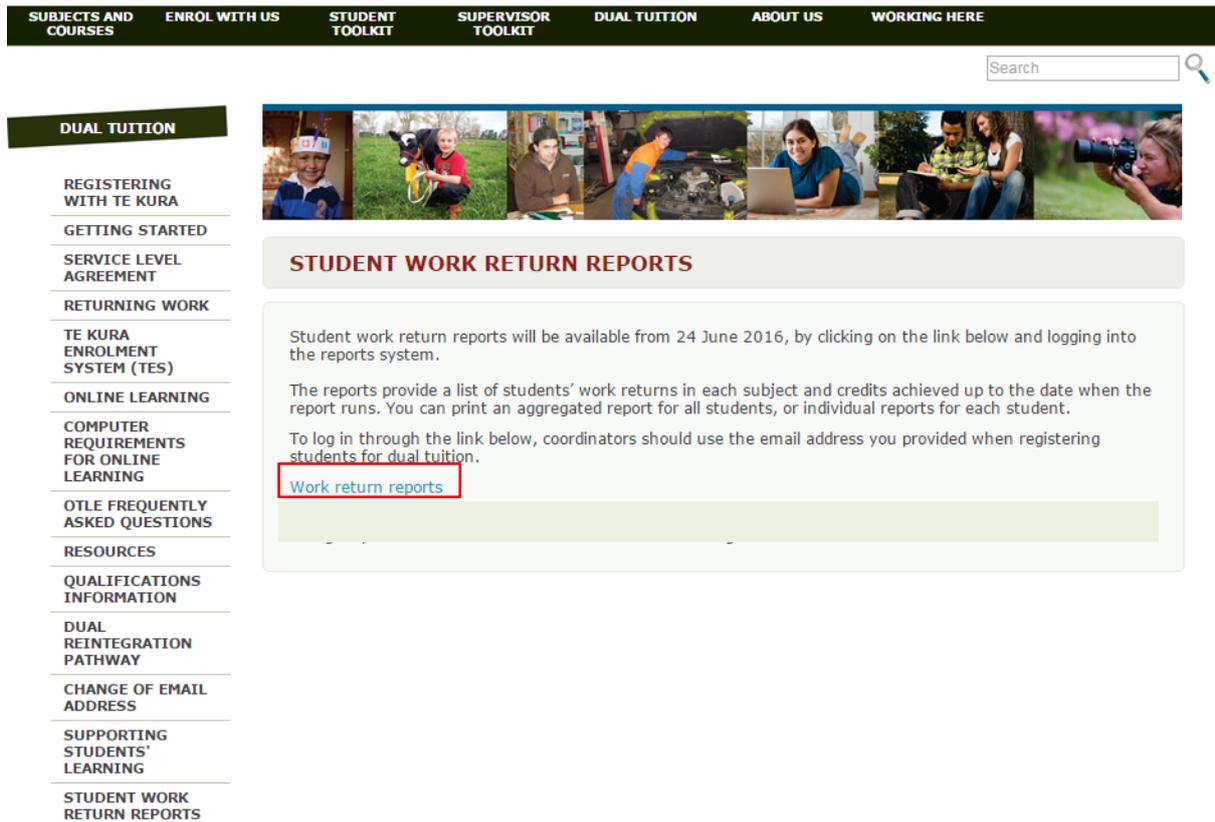


## Dual Schools – Access to Student Reporting Instructions

### 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.



The screenshot shows the Te Kura website interface. At the top, there is a dark navigation bar with links: SUBJECTS AND COURSES, ENROL WITH US, STUDENT TOOLKIT, SUPERVISOR TOOLKIT, DUAL TUITION, ABOUT US, and WORKING HERE. A search box is located on the right side of this bar. Below the navigation bar is a banner image showing various students in different settings. On the left side, there is a vertical menu with the following items: DUAL TUITION (highlighted), REGISTERING WITH TE KURA, GETTING STARTED, SERVICE LEVEL AGREEMENT, RETURNING WORK, TE KURA ENROLMENT SYSTEM (TES), ONLINE LEARNING, COMPUTER REQUIREMENTS FOR ONLINE LEARNING, OTLE FREQUENTLY ASKED QUESTIONS, RESOURCES, QUALIFICATIONS INFORMATION, DUAL REINTEGRATION PATHWAY, CHANGE OF EMAIL ADDRESS, SUPPORTING STUDENTS' LEARNING, and STUDENT WORK RETURN REPORTS. The main content area features a section titled 'STUDENT WORK RETURN REPORTS'. The text in this section states: 'Student work return reports will be available from 24 June 2016, by clicking on the link below and logging into the reports system.' It further explains that the reports provide a list of students' work returns in each subject and credits achieved up to the date when the report runs, and that coordinators should use the email address provided when registering students for dual tuition. A link labeled 'Work return reports' is highlighted with a red box.

**SUBJECTS AND COURSES**   **ENROL WITH US**   **STUDENT TOOLKIT**   **SUPERVISOR TOOLKIT**   **DUAL TUITION**   **ABOUT US**   **WORKING HERE**

Search

**DUAL TUITION**

REGISTERING WITH TE KURA

GETTING STARTED

SERVICE LEVEL AGREEMENT

RETURNING WORK

TE KURA ENROLMENT SYSTEM (TES)

ONLINE LEARNING

COMPUTER REQUIREMENTS FOR ONLINE LEARNING

OTLE FREQUENTLY ASKED QUESTIONS

RESOURCES

QUALIFICATIONS INFORMATION

DUAL REINTEGRATION PATHWAY

CHANGE OF EMAIL ADDRESS

SUPPORTING STUDENTS' LEARNING

STUDENT WORK RETURN REPORTS

### STUDENT WORK RETURN REPORTS

Student work return reports will be available from 24 June 2016, by clicking on the link below and logging into the reports system.

The reports provide a list of students' work returns in each subject and credits achieved up to the date when the report runs. You can print an aggregated report for all students, or individual reports for each student.

To log in through the link below, coordinators should use the email address you provided when registering students for dual tuition.

[Work return reports](#)

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**.

Username :

Username

User Type:

-- Select User Type --

**Note:** School Coordinators please use your Email address to login.

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**.

Username :

Password

Password

Confirm Password

Confirm Password

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**.

Password

User Name : \_\_\_\_\_

Password

\_\_\_\_\_

Forgot Password

Log in

For technical support please send an email to  
OSR.Help@tekura.school.nz

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.

Student Reporting

Home Generate All Report View Student Reports

Student Number	Student Name	Offering Type	Qualification	Year level	
214079821	Bryant Dalton	G	Y11-13	12	View

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 -

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.



The image shows a blurred cover letter for the report. It includes the Te Kura logo and the text "Te Kura TE AHO O TE KURA POUNAMU THE CORRESPONDENCE SCHOOL". The date "Friday, 28 October 2016" is visible at the bottom right of the page.

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.

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

EN1000 English						Standards Results		
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.

Master Duals
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**Te Kura**  
TE AHO O TE KURA POUANAMU  
 THE CORRESPONDENCE SCHOOL

Friday, 28 October 2016

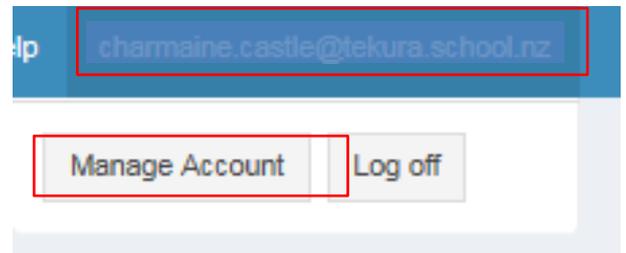
Dear Coordinator

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

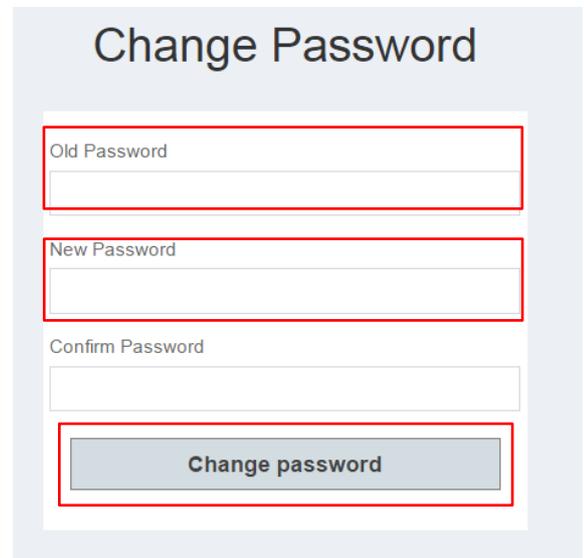
For each student the report details the subjects studied, work returned and any results for New Zealand Qualifications Framework standards.

## 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**.

A screenshot of a 'Change Password' form. The form has a light blue background and a white border. It contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each input field is highlighted with a red rectangular border. At the bottom of the form, there is a grey button labeled 'Change password', which is also highlighted with a red rectangular border.