

My Te Kura Online Learning Basics for Students

Below are step by step instructions for first time users navigating within My Te Kura.

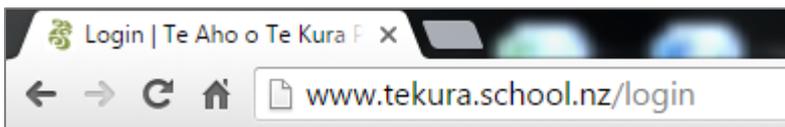
1. Open Chrome browser by clicking on the Chrome icon on your taskbar.



Tip: If you don't have the chrome browser on your computer it can be downloaded from:

<https://www.google.com/chrome/browser/desktop/>

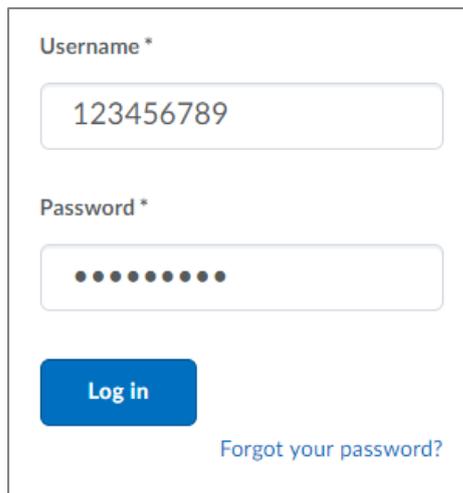
2. Type the Te Kura Login URL into the address bar on your Chrome browser.
(www.tekura.school.nz/login)



3. Navigate to the Login page and then click on the Login link.



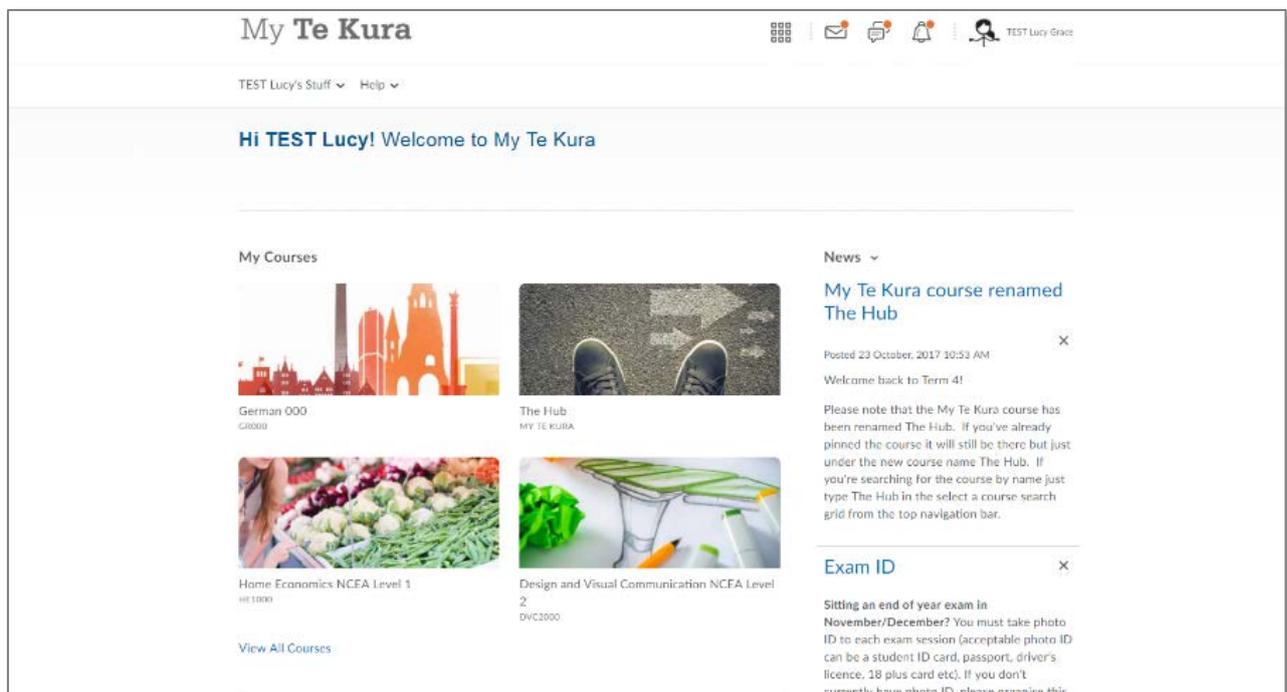
4. Enter your **username** (*student ID number*) and **password** to log in.



A login form with two input fields. The first field is labeled 'Username *' and contains the text '123456789'. The second field is labeled 'Password *' and contains nine dots. Below the fields is a blue 'Log in' button and a link that says 'Forgot your password?'.

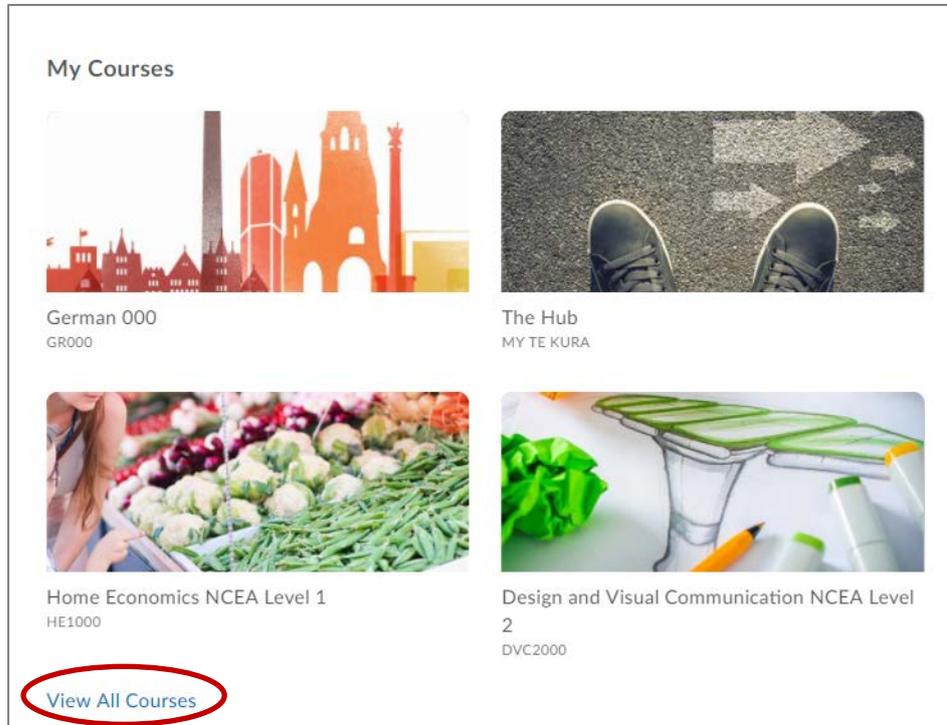
Tip: If you are logging in for the first time both the Username and Password will be your 9 digit student ID number.

5. When you log in, a visual list of all courses you are enrolled in will be displayed along with News items at Te Kura, NCEA updates including information about NZQA and Exams, and other links to useful websites.

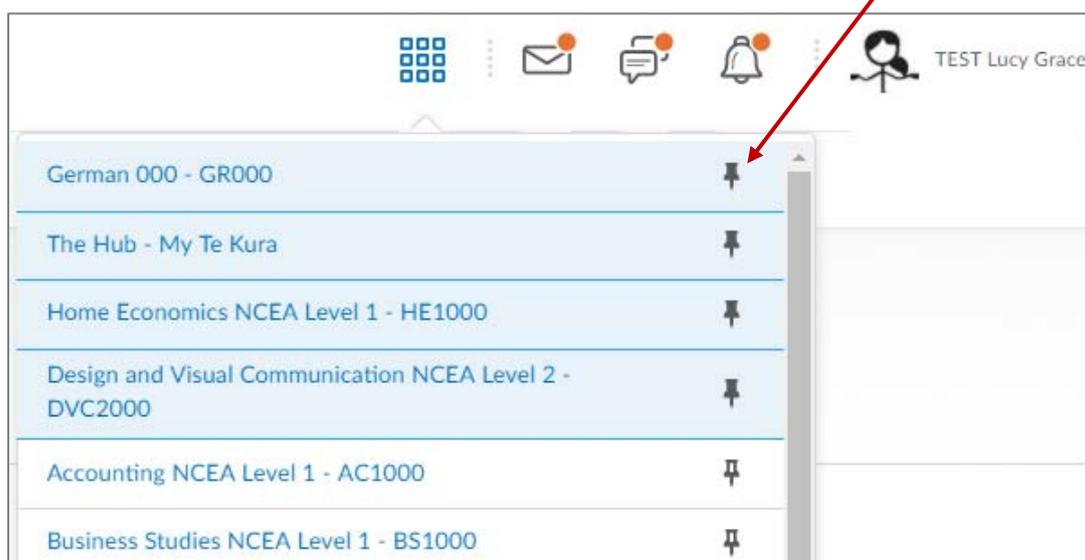


The screenshot shows the My Te Kura user dashboard. At the top, there is a navigation bar with the 'My Te Kura' logo, a user profile icon for 'TEST Lucy Grace', and several utility icons. Below the navigation bar, a welcome message reads 'Hi TEST Lucy! Welcome to My Te Kura'. The main content area is divided into two columns. The left column, titled 'My Courses', displays a grid of course cards. The first card is for 'German 000' (G2000) with a cityscape image. The second card is for 'The Hub' (MY TE KURA) with a pair of shoes on a path image. The third card is for 'Home Economics NCEA Level 1' (HE1000) with a vegetable image. The fourth card is for 'Design and Visual Communication NCEA Level 2' (DVC2000) with a table and chairs image. A 'View All Courses' link is at the bottom of this section. The right column, titled 'News', contains two news items. The first is 'My Te Kura course renamed The Hub', posted on 23 October, 2017 at 10:53 AM. The text of the news item states: 'Please note that the My Te Kura course has been renamed The Hub. If you've already pinned the course it will still be there but just under the new course name The Hub. If you're searching for the course by name just type The Hub in the select a course search grid from the top navigation bar.' The second news item is 'Exam ID', titled 'Sitting an end of year exam in November/December? You must take photo ID to each exam session (acceptable photo ID can be a student ID card, passport, driver's licence, 18 plus card etc). If you don't currently have photo ID, please organise this.'

- Under 'My Courses' there is a visual list of all the courses you are currently enrolled in. You can navigate directly to a course by clicking on the visual image of the course you wish to visit. You can also click on 'View All Courses' to see more.



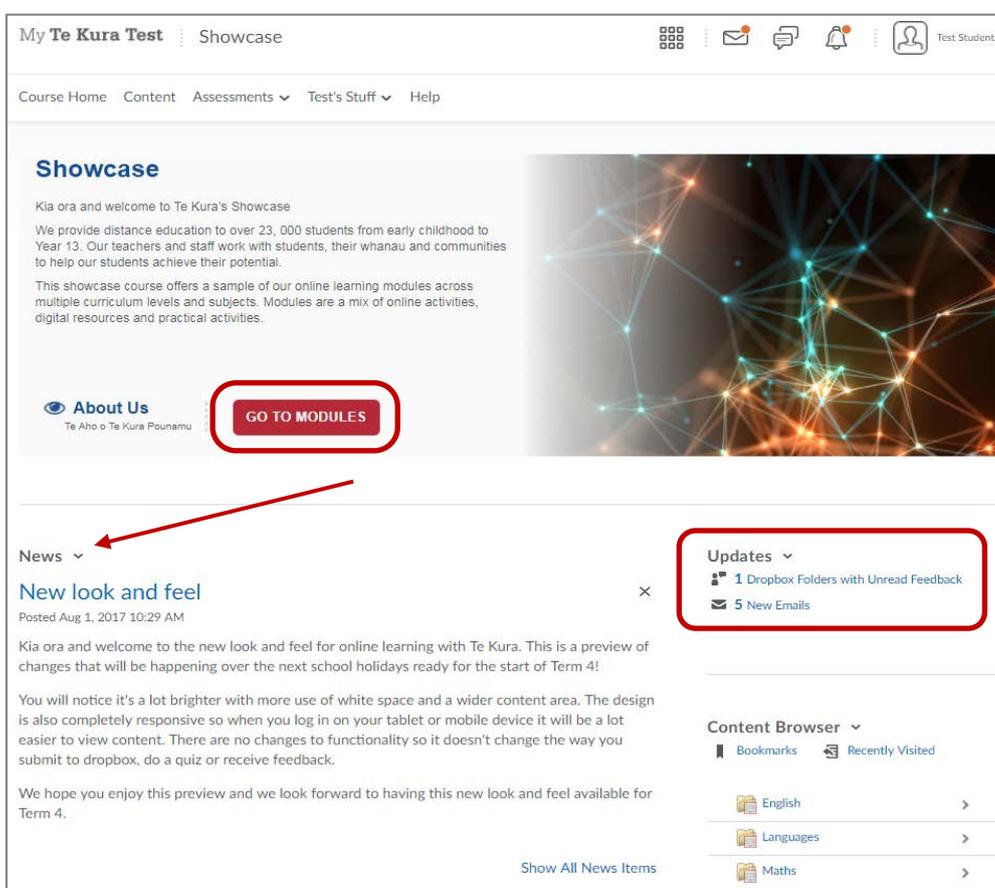
- You can also navigate to a course by clicking on the **grid icon** at the top of your user bar. If a course is not showing in the visual list, you can click on the '*pin*' icon next to the course name so that it will display under 'My Courses' visual list. To pin a course simply click on the '*pin*' icon (it will appear grey and look filled-in).



8. Once you've selected a course, there is a general **Navigation** bar at the top of the course landing page which gives you access to your Course Home, Content, Assessments, your Stuff and Help.

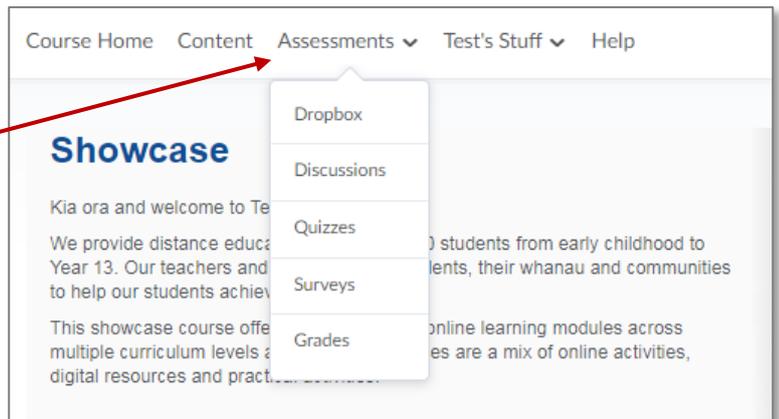


9. The course landing page also gives you access to:
- The different modules of work
 - News items which are relevant to your course
 - Updates to alert you of new email and feedback on your work.



10. If you are a new student, you will need to select Get Started to see what you need to do first in the course. Don't panic if you cannot access a module, you may be required to complete a piece of work first before you can continue. If you get stuck contact your teacher or contact the HUB, our student helpdesk. The Hub's contact details are listed at the end of this help document.

11. Under the **Assessments** dropdown you have the option to choose from: *Dropbox*, *Quizzes*, *Discussions*, *Surveys* and *Grades*. Each option will take you to that specific area in the course.



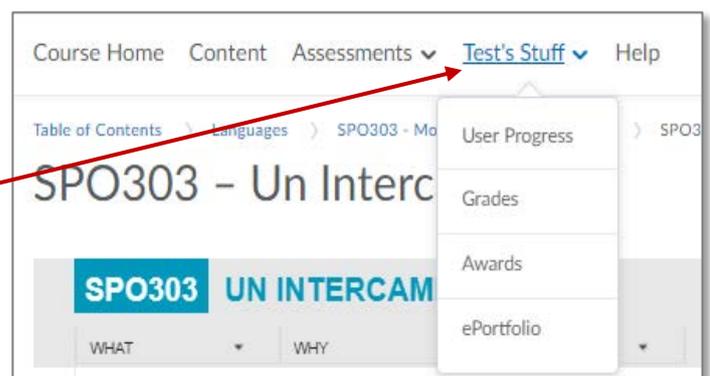
12. To see work that you have submitted to your teacher in a course, click on **'Dropbox'**, under the Assessment dropdown. To view feedback from your teacher, click **'View'**. Any feedback which you haven't read will be in **bold**.

Dropbox Folders

[View History](#)

Folder	Score	Submissions	Feedback	Due Date
MAO104				
MAO104 - Activity 4A: Speaking	Complete	1	View	
MAO104 - Checkpoint workbook	Excellent	1	View	
MAO104 - Matariki Presentation	Outstanding	1	View	

13. Under the **'Stuff'** dropdown, you have additional options to choose from which relate to your personal information: *User progress*, *Grades*, *e-Portfolio* and *Awards*. Whichever option you select will take you to that area of the course.



14. To access your user progress in a course, go to your 'Stuff' and click on **User Progress**. You will get an overall view of what you have completed in that course.

You can drill down further into your user progress by clicking on each heading on the left-hand side.

Course Home Content Assessments Test's Stuff Help

Student2, Test
test.stud2

Showcase

- Summary
- Grades
- Objectives
- Content
- Discussions
- Dropbox
- Quizzes
- Surveys
- Login History

Progress Summary

Print Help

Grades

Grades Received: 4

Waihanga Tuhinga 91089 He Pānui Nupēpa Part 1	Outstanding	Last Modified: Sep 5, 2017 2:35 PM
91089 He Karere Pukamata	Very good	Last Modified: Sep 5, 2017 2:34 PM
8B: what do the words mean?	Excellent	Last Modified: Sep 5, 2017 2:01 PM
Authentication Sheet 2017	Complete	Last Modified: Aug 31, 2017 2:20 PM

15. To access your **grades**, go to your 'Stuff' or alternatively go to the Assessments dropdown tab.

Course Home Content Assessments Test's Stuff Help

Showcase

Kia ora and welcome to Te Kura's Showcase

We provide distance education to over 23,000 students from early childhood to Year 13. Our teachers and staff work with students to help our students achieve their potential.

This showcase course offers a sample of our online learning modules across multiple curriculum levels and digital resources and practical activities.

- User Progress
- Grades
- Awards
- ePortfolio

Course Home Content Assessments Test's Stuff Help

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- Dropbox
- Discussions
- Quizzes
- Surveys
- Grades

Both instances will take you to your current **grades** for the course.

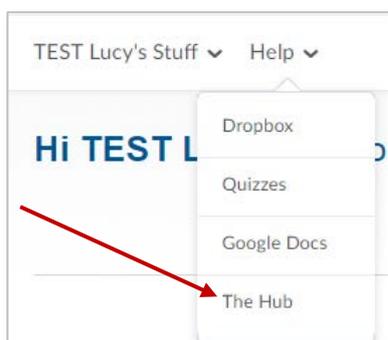
Course Home Content Assessments Test's Stuff Help

Grades Print

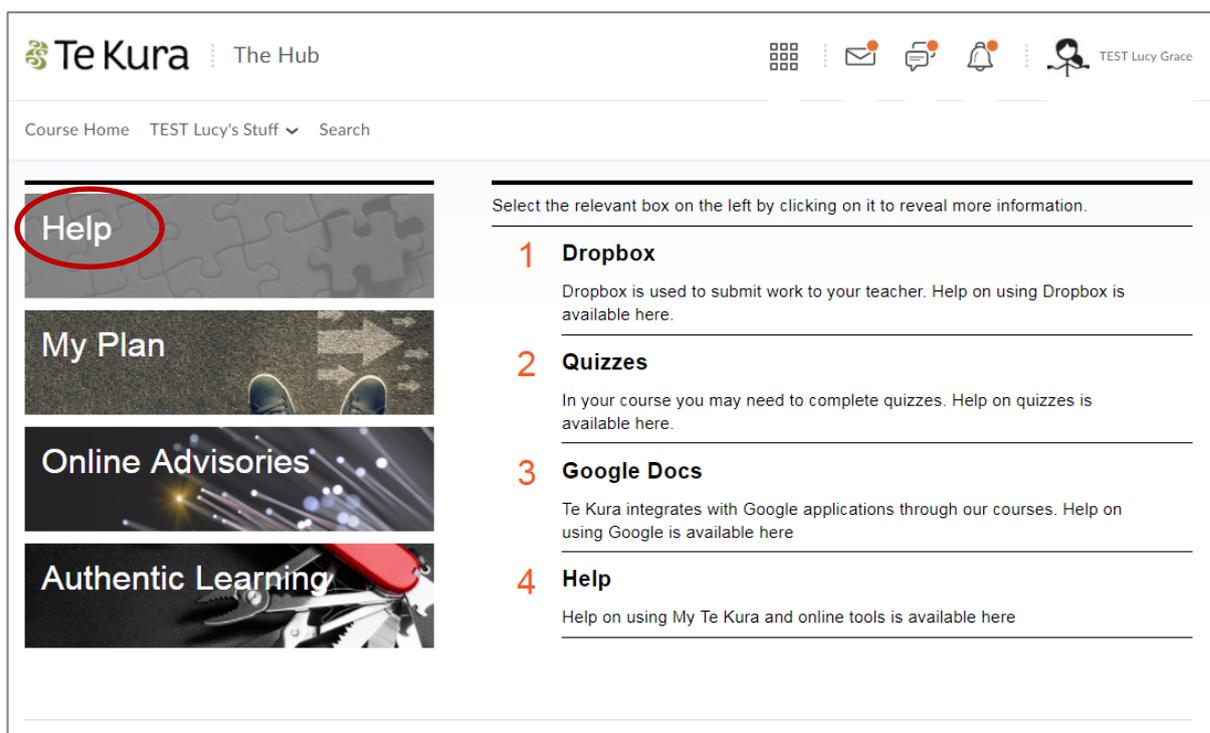
Add to ePortfolio

Grade Item	Points	Weight Achieved	Grade
Authenticity			
Authentication Sheet 2017			Complete
German - GRO1005			
GRO1005 7A			-
GRO1005 8A			-
GRO1005 Y1			-
91089 Waihanga Tuhinga			
91089 He Reta			-
91089 He Arotakenga			-
91089 He Karere Pukamata			Very good
91089 He Pānui Nūpepa			-
Waihanga Tuhinga 91089 He Pānui Nupēpa Part 1			Outstanding
Waihanga Tuhinga 91089 He Karere Pukamata Part 1			-
1.6B He Mahi Whakarongo			
MAO101 - Greetings			
8B: what do the words mean?			Excellent

16. The Hub course is a great place to start for more information on how to navigate within My Te Kura and how to use the online tools. You can access the course from anywhere within My Te Kura by clicking on the Help dropdown and then clicking on 'The Hub'.

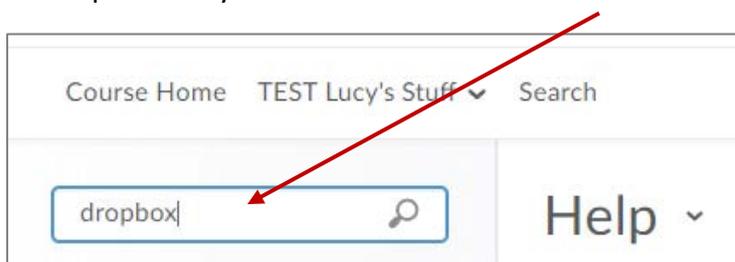


17. The Hub course offers more help on **dropbox**, **quizzes**, **google docs**, and **online tools**. Click on Help and then choose any option from the list.



The screenshot shows the Te Kura The Hub course interface. The top navigation bar includes the Te Kura logo, the course name 'The Hub', and user information 'TEST Lucy Grace'. Below the navigation bar, there are four menu items: 'Help', 'My Plan', 'Online Advisories', and 'Authentic Learning'. The 'Help' menu is circled in red. To the right of the menu items, there is a list of help topics with numbered headings: 1. Dropbox, 2. Quizzes, 3. Google Docs, and 4. Help. Each item has a brief description of the help available.

18. Alternatively, you can search for specific help documents by clicking on the *Search* function in the course navigation bar. Type what you are looking for by using key words to help narrow your search and then click search.



The screenshot shows the search function in the Te Kura The Hub course interface. The search bar is located in the top navigation bar, next to the 'Search' label. The search bar contains the text 'dropbox' and a magnifying glass icon. A red arrow points to the search bar. To the right of the search bar, there is a 'Help' dropdown menu.

If you get stuck or need any other help contact your teacher or our student helpdesk, The Hub on **0800 65 99 88 option 2**, or email hub@tekura.school.nz.