

Te Kura Supervisor Newsletter

Years 1 to 10 and Special Education

Editor's letter

2015 Term 1

Issue 15

Welcome

I would like to welcome all new supervisors to our newsletter. This newsletter is written to give you some ideas and resources that may be useful in your role as a supervisor.

The information is provided by supervisors with input from Adele Harris our Supervisor Support Advisor and published once a term.

This term we have an article from Mike King, an IT Learning Advisor who is keen for you all to enrol in a free online digital learning course provided by Microsoft.

I have been doing this course for a couple of months now and have found it to be invaluable. As you complete each module you gain a certificate which you can print out yourself. I encourage you all to have a look on page three and contact Mike if you want to get the most out of your office software.

Don't forget that help is only a phone call or click of the mouse away. Keep up the good work and let us know if there is something you would like others to know.

Dianne

Education is the movement from darkness to light - Allan Bloom

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Clipart for this publication – Microsoft Office Online Clipart & Google images

Can you help?

We are always on the lookout for new resources, so if you have an idea that you think would help other supervisors please contact Adele Harris our Supervisor Support Advisor and we will include it in our next newsletter.

adele.harris@tekura.school.nz

TE KURA LIBRARY



Did you know that the library services are available to full-time students and early childhood students (and their parents/supervisors) as well as young adult students? The hours are 8.30am till 4.30pm (closed public holidays). The library is also open during the school holidays. The library has a range of books ranging from picture books to non-fiction, DVDs, magazines and audio books, whether it is for pleasure or for a project. Supervisors can borrow books to help their students' learning.

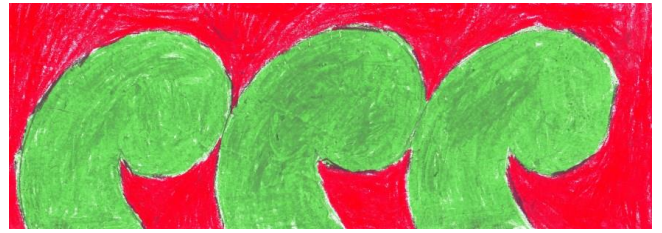
Not enrolled in the library?
Contact library staff on:
PH 0800 65 99 88 ext 8783 or 8502
Email: library@tekura.school.nz or join
online at [Join the library](#)

If you are already enrolled then you can view the catalogue [online](#), keep track of your issues and request books.

TEACHER AIDE CERTIFICATE

I would like to remind supervisors of full-time students about the OP4100 Certificate in Teacher Aiding. Complete the tasks within the course while supervising your student in their daily work at significantly reduced fees to you.

Contact Adele for more information: Ph 0800
65 99 88 Ext 8244
adele.harris@tekura.school.nz



MĀORI RESOURCES

<http://www.korero.maori.nz/> is a website with resources to suit all levels of learning.

There is also a Language Club that links up with other Māori language speakers so you can contribute your experience and ideas.

Enjoy browsing through here and let us know if you have a resource that you would like to share.

Thank you to Taharangi Smith-Gray - a Te Kura student who has drawn the koru design for us.

EVENTS TAB



For those of you not familiar with Te Kura's website, you may like to know about the Events tab which appears at the top of the homepage to the right of the logo. This gives key dates for tutorials, advisories and event days that students can attend.

Having attended many event days in my region I can assure you they are worth the effort of travelling. The students not only meet up with learning advisors but also other students and many friendships are formed on these occasions.

Supervisors can also gain knowledge and support during these sessions so keep an eye open for the next one in your area.

Te Kura partnership with Microsoft IT Academy

The [Microsoft IT Academy](#) e-learning modules offer training courses in much of the software that Microsoft produces and computing topics.

The **Digital Literacy** programme offers introductory topics such as Computer Basics, Computer Security and Privacy and Internet.

The [Microsoft Office Specialist](#) (MOS) is a comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills for **Te Kura students and supervisors** using Microsoft Office 2010 and **Office 2013** suites of desktop applications.

- Provide recognition and cost-effective professional development opportunities
- Rapidly identify deficiencies in digital skill sets

Microsoft [Office Specialist](#) (MOS) certification is a core level qualification designed to validate internationally benchmarked skill sets essential to effective and efficient productivity in a commercial environment.



Word



Excel



PowerPoint



Access



Outlook



Office 365



OneNote
2010

Te Kura is offering training in Microsoft Office products to lead towards certification as a Microsoft Office Specialist. If you want to consider further training contact itacademy@tekura.school.nz

Or call Mike King on 0800 65 99 88 Ext 8879.



Art & Crafts

Easter



Crafts &

Recipes



As Easter draws near you may want to get some ideas for crafts from this [kidspot](http://www.kidspot.com.au) website. There are also Easter recipes in the recipe tab so you will find a variety of ideas.

Older students may want to challenge themselves by improvising to create their own versions.

Images: www.kidspot.com.au / www.bbc.co.uk

Hello from Adele...

Kia ora and Welcome

My name is Adele Harris and I am the Supervisor Support Advisor at Te Kura. If you have any queries please feel free to contact me on **0800 65 99 88 Ext 8244** or email adele.harris@tekura.school.nz

If you are a new supervisor do check out our Te Kura website:

www.tekura.school.nz/supervisor-toolkit

It has lots of information for supervisors... and even more information for students: www.tekura.school.nz/student-toolkit

If you have any questions or are unsure about any aspect of your role as a supervisor please contact your student's **learning advisor** or myself. It is important for you to understand that help is just a phone call, email, or etext away.

Te Ara Hou

Some students will be in their first term as a **Te Ara Hou** student. Te Ara Hou, meaning "new pathway", is an integrated learning programme for students in years 7 to 10. Units of work cover two or more subject areas, with some separate learning areas. There is an opportunity for students to take a more in depth look at subject areas that interest them or to try something new.

OTLE ~ Online Teaching and Learning Environment

If you and your student are working **online** for the first time this year it is useful to check out the information on our website

www.tekura.school.nz/student-toolkit/getting-started-online, which includes instructions for logging into OTLE. It is really important for all **OTLE** users to complete the **Introduction to OTLE (OTLEHUB)** course. Your student will find it in their list of courses in **OTLE**. Please ensure your student uses the *Google Chrome*, *Mozilla Firefox* or *Safari* web browser when using OTLE because some activities will not work in *Internet Explorer*. If you have difficulties logging in, please email helpdesk.otle@tekura.school.nz or telephone **0800 65 99 88 extension 8712** between 8am and 5pm Monday to Friday.