

Dual Schools: Instructions on Accessing and Printing Student Reports

From our website homepage: www.tekura.school.nz

Click on the **LOG IN** dropdown menu on the right, and select **STUDENT REPORTS**



When the link opens:

- Enter your **Username** (This is the coordinator's email address provided to Te Kura)
- Select DualSchool from the **User Type** dropdown menu
- Click **Next**.

Login

Username :

User Type:

Note:

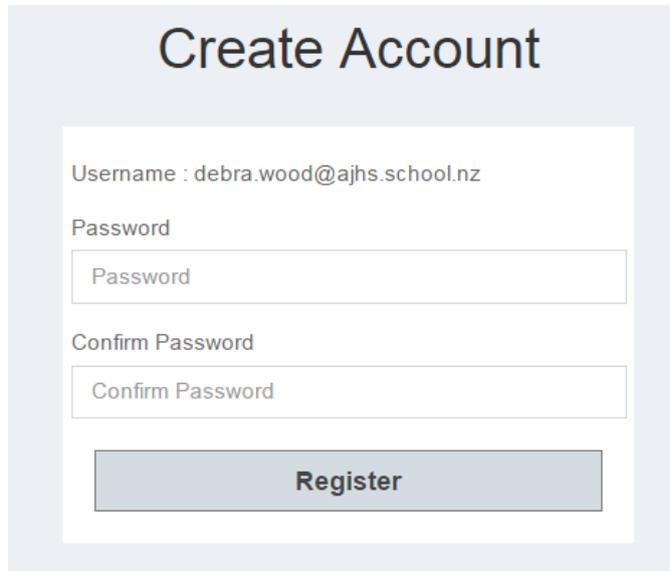
Students: Use your Student Id to login.

Learning Advisors, Supervisors, Guardians, Coordinators and Principal's Nominees: Use your email address to login.

Need help? Contact osr.help@tekura.school.nz.

If you are logging in for the first time: you will see the Create Account screen below.

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



Create Account

Username : debra.wood@ajhs.school.nz

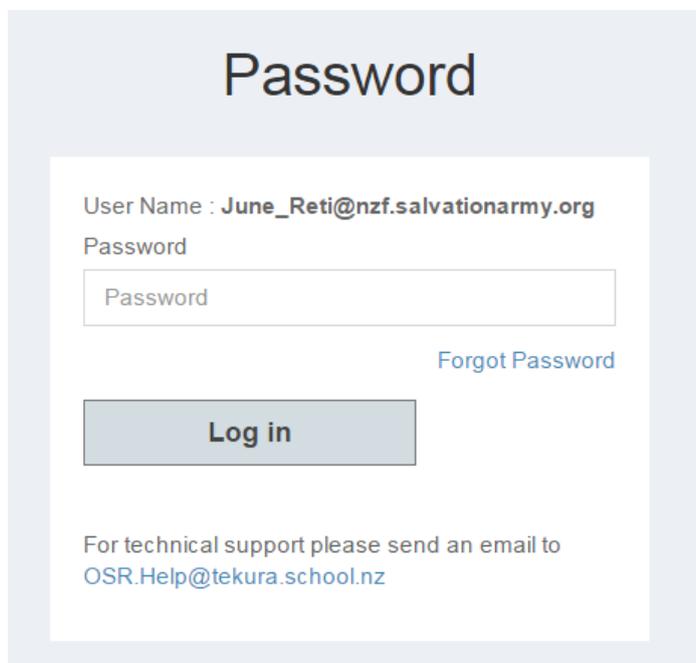
Password

Confirm Password

Register

If you are not logging in for the first time: you will see the Password screen below

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



Password

User Name : June_Reti@nzf.salvationarmy.org

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.

Once logged in, you will see the Student Reporting screen below.



Click **View** to display the **Student Information** screen:

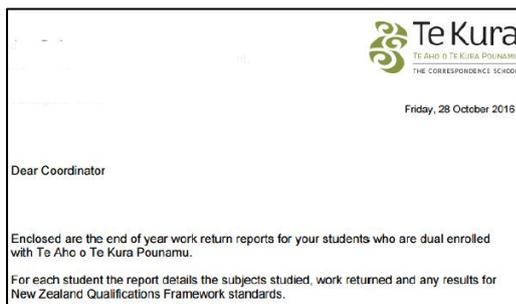
- Student personal and enrolment details are displayed, including *Items Received* and *Standards* from both *Current* and *Previous Academic Years*.

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

Click on **Reporting**

- Choose the applicable year and MYR (Mid-year) or EOY (End of Year)
- The report will open as a PDF.

The first page will show the cover letter.



Pages 2 and 3 show the **Items Received** and **Standards Results** (if applicable) for each student.

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

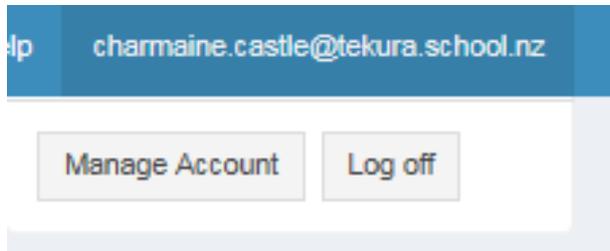
EN1000 English							Suzette Martin		
Standard	Version	NCEA Level	Standard Description	Conf.	Credits	Result	Lit/Num	Award Date	
3483	5	1	Fill in a form	Y	2	Achieved		21/10/2016	

To view, save and print: select from the icons at the top right.

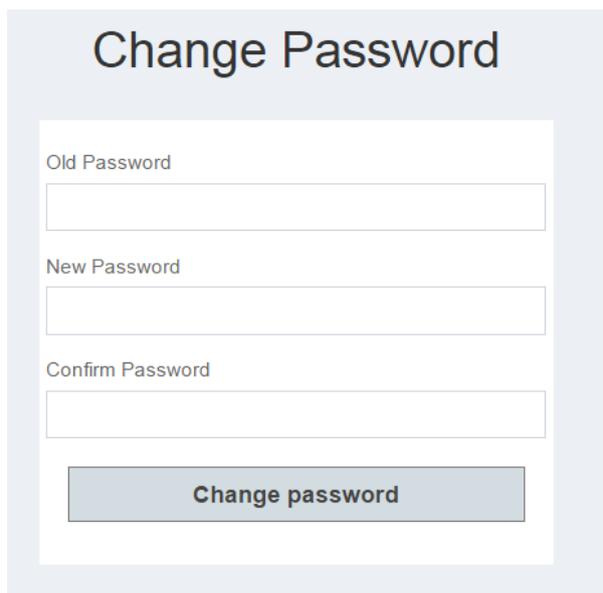


How to Change Your Password

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 is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a button labeled 'Change password'.