



# Setting up PaCT across my Kāhui Ako

Kāhui Ako participation settings control whether your school's judgment data is included in the aggregated Kāhui Ako reports. If you choose not to participate, your school's data will not be included in the Kāhui Ako reports and your school will not be able to view the reports. Other members of the Kāhui Ako will be notified when you change this setting.

1. Go to the Manage tab and click on Settings
2. Click on Change Kāhui Ako reporting settings your Kāhui Ako will be preset in PaCT.
3. Select if your school wants to be included in Kāhui Ako reporting
4. Click on Save changes

To set up users so they can access Kāhui Ako reporting:

1. Go to the Manage tab and select Users
2. Select the user you want to give Kāhui Ako access to
3. Click Edit on the right hand side of the screen
4. Tick Kāhui Ako reports
5. Click Save