Managing reporting windows

Reporting windows are an optional function that can be used to manage when judgments are made for groups of students. PaCT administrators can set up reporting windows for the school which PaCT will use to send notifications to teachers, reminding them when to make judgments.

To set up and manage reporting windows:

1. Go to the Manage tab.
2. Select Reporting windows.

On the Reporting windows section of the Manage tab you can:

3. View your list of reporting windows.
4. Search and filter your list of reporting windows.
5. Edit the details of existing reporting windows.
6. Check which groups and students are not included in a reporting window. Expanding this section shows you:
   a. Active groups in the school that are not included in a reporting window.
   b. Students in the school that are not in an active group (e.g. not in a reporting window).
7. Hide any reporting windows that have been completed or are no longer needed by:
   a. Selecting the reporting window(s) to be hidden.
   b. Clicking the ‘Hide’ button.
      This will deactivate the reporting window and all its functions on move it into the ‘Hidden reporting widows’ list.
   c. Hidden reporting windows can be reactivated from the hidden reporting windows tab by clicking the Activate button.
8. Create new reporting windows.
To create a reporting window:

8. Select Create new reporting window.
9. Enter the reporting window name (it is recommended that you use unique and concise names).
10. Select the start and end date (these must be no more than 26 weeks apart).
11. Select one or more frameworks.
12. Select the groups you would like to include.
13. Add these groups to the reporting window by clicking the arrows.
14. Add any additional teachers required (select from dropdown).
15. Note the reminders and notifications that will be sent.
16. Select Save reporting window.
Create new reporting window

New reporting window

Reporting window name:

Start date: 10/10/2019

End date: 11/10/2019

Select frameworks for this reporting window

- Reading
- Writing
- Mathematics

Select groups for this reporting window

You can move groups into and out of this reporting window using the controls below.

Groups currently not in this reporting window

Additional teacher notifications

You can add additional teacher notifications to this reporting window by selecting teachers from the drop-down list. Once saved, you can remove any additional teacher notifications by editing the reporting window.

Note: All teachers assigned to a group included in the reporting window will receive the notifications automatically.

Reminders and notifications for reporting windows

- One week before start date: Teachers need to start their judgments in one week. Reminds them to prepare.
- On start date: Teachers can now start making judgments.
- Five days before the reporting window ends: Teachers have five days remaining to confirm and submit their judgments for this window.
Once created, reporting windows will show in the Reporting windows section of the Manage tab. Teachers homescreens will also display active reporting windows to tell the teacher(s) what judgments need to be made:

**Welcome to your dashboard for Auckland Metropolitan College**

**Reporting window judgments to make**

<table>
<thead>
<tr>
<th>Reporting window</th>
<th></th>
<th>Start</th>
<th></th>
<th>Continue</th>
<th></th>
<th>Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Reading, 8 Writing, 8 Mathematics</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/03/19 - 4/11/19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reminders and notifications will also display on teachers’ homescreens.

Reporting windows will also appear in the report time period sections for the calendar year that the reporting window is in (note this function will not work if the reporting window is hidden).