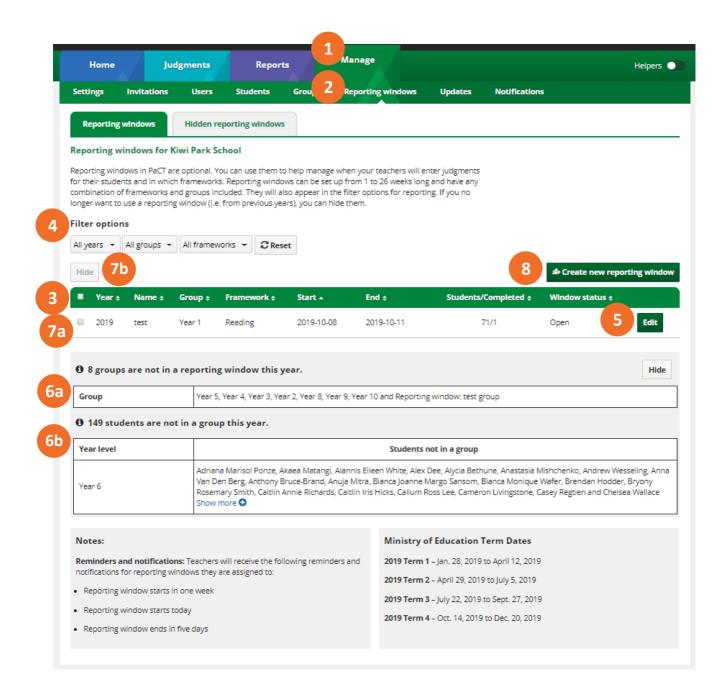# Managing reporting windows

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.

Home | **Judgments** | **Reports** | **Manage** | Helpers ⬤

Settings | Invitations | Users | Students | Group | Reporting windows | Updates | Notifications

Reporting windows | **Hidden reporting windows**

Reporting windows for Kiwi Park School

Reporting windows in PaCT are optional. You can use them to help manage when your teachers will enter judgments for their students and in which frameworks. Reporting windows can be set up from 1 to 26 weeks long and have any combination of frameworks and groups included. They will also appear in the filter options for reporting. If you no longer want to use a reporting window (i.e. from previous years), you can hide them.

Filter options

All years ⌄ | All groups ⌄ | All frameworks ⌄ | ⟳ Reset

Hide

👥 Create new reporting window

☐	Year ⇕	Name ⇕	Group ⇕	Framework ⇕	Start ▲	End ⇕	Students/Completed ⇕	Window status ⇕	
☐	2019	test	Year 1	Reading	2019-10-08	2019-10-11	71/1	Open	Edit

ⓘ **8 groups are not in a reporting window this year.**   Hide

Group	Year 5, Year 4, Year 3, Year 2, Year 8, Year 9, Year 10 and Reporting window: test group

ⓘ **149 students are not in a group this year.**

Year level	Students not in a group
Year 6	Adriana Marisol Ponze, Akaea Matangi, Alannis Eileen White, Alex Dee, Alycia Bethune, Anastasia Mishchenko, Andrew Wesseling, Anna Van Den Berg, Anthony Bruce-Brand, Anuja Mitra, Bianca Joanne Margo Sansom, Bianca Monique Wafer, Brendan Hodder, Bryony Rosemary Smith, Caitlin Annie Richards, Caitlin Iris Hicks, Callum Ross Lee, Cameron Livingstone, Casey Regtien and Chelsea Wallace Show more ⊕

Notes:

Reminders and notifications: Teachers will receive the following reminders and notifications for reporting windows they are assigned to:

- Reporting window starts in one week
- Reporting window starts today
- Reporting window ends in five days

Ministry of Education Term Dates

2019 Term 1 – Jan. 28, 2019 to April 12, 2019

2019 Term 2 – April 29, 2019 to July 5, 2019

2019 Term 3 – July 22, 2019 to Sept. 27, 2019

2019 Term 4 – Oct. 14, 2019 to Dec. 20, 2019

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.

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Settings Invitations Users Students Groups Reporting windows Updates Notifications

Reporting windows Hidden reporting windows

Create new reporting window   Cancel Save reporting window

New reporting window

Reporting window name:

(9) Reporting window name

Start date: **End date:**

(10) 10/10/2019   11/10/2019

Select frameworks for this reporting window

(11) ☐ 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   Groups currently *in* this reporting window

■ 🏠 ⇕	Group ▲	Students ⇕	Teachers ⇕
☐ 🏠	Reporting window: test group	7	Elijah Testuser
☐ 🏠	Year 1	71	Alice Testuser
☐ 🏠	Year 2	149	Alice Testuser
☐ 🏠	Year 3	156	Alice Testuser
☐ 🏠	Year 4	154	Alice Testuser
☐ 🏠	Year 5	152	Alice Testuser
☐ 🏠	Year 8	0	Alice Testuser

(12) **(13)** >> <<

■ 🏠 ⇕	Group ▲	Students ⇕	Teachers ⇕
	No groups		

🔔 **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.

(14) Search for teachers ▼

Reminders and notifications for reporting windows

(15)

Reminder/Notice	Detail
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 now have only five days remaining to confirm and submit their judgments for this window.

(16) Cancel Save reporting 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

8 **Reporting window** 0 Reading - 0 Writing - 8 Mathematics 30/09/19 - 4/11/19	**8** Start	**0** Continue	**0** Confirm

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).

Time period

Latest

Latest

2019 Term 1

2019 Term 2

2019 Term 3

2019 Term 4

Reporting window