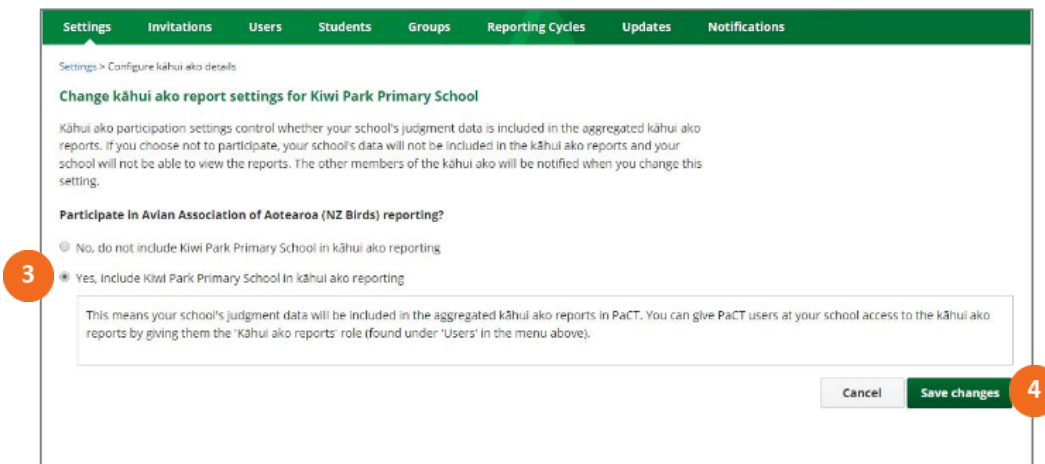
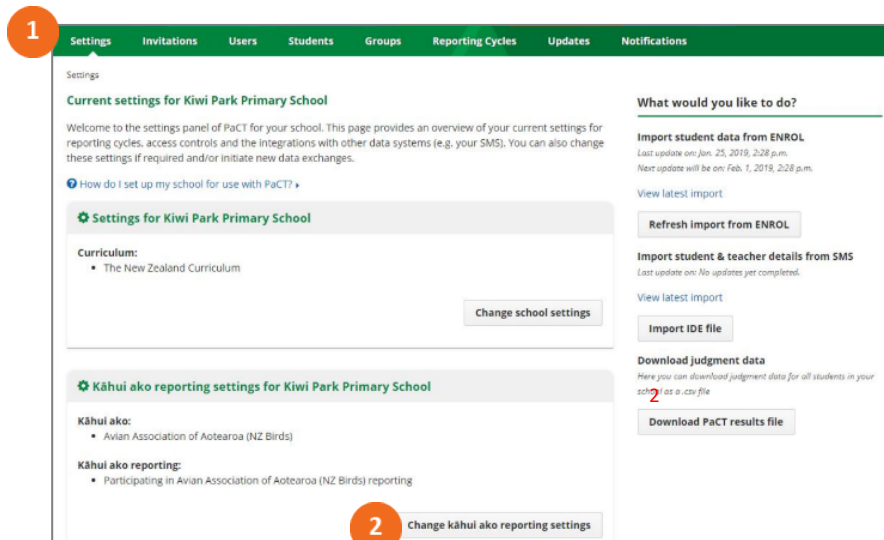


Setting up PaCT across my Kāhui Ako

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**.

The screenshot shows the 'Edit details' page for user Andreas Kubisch. The page has a green header with navigation tabs: Settings, Invitations, Users (selected), Students, Groups, Reporting Cycles, Updates, and Notifications. Below the header, the page title is 'Users at Kiwi Park Primary School > Edit'. There are 'Cancel' and 'Save' buttons in the top right corner. The main content area is titled 'Edit details' and features a section for 'Andreas Kubisch'. Under the 'Role' section, there is a warning: 'Changes to these roles will not take effect until this user next logs in.' Below this, four roles are listed with checkboxes: 'Teacher - all users have this level of access. Cannot be removed.', 'School Leader - can view reports for all the students in this school, as well as School reports.', 'School Admin - can administer PaCT.', and 'Kāhui ako reports - can generate and view kāhui ako reports.' The 'Kāhui ako reports' checkbox is checked. Below the roles, there is a 'Groups' section with a search box and a 'Key: Homegroup' label. At the bottom, there is an 'End engagement' section with an 'End engagement' button. Red circles with numbers 1 through 5 are overlaid on the image to indicate the steps: 1 on the 'Users' tab, 2 on the user name, 3 on the 'Edit' button, 4 on the 'Kāhui ako reports' checkbox, and 5 on the 'Save' button.