Education Service Desk and the Wizard

Pre-requisites

- Contact your SMS vendor to ensure the SMS is ready to connect to PaCT.
- Authorise teachers to access PaCT (Education Sector Logons)

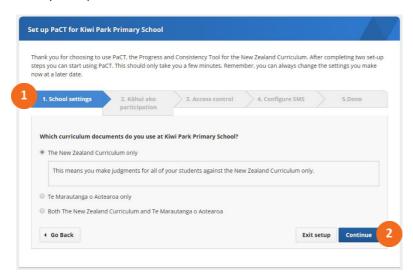These must be done *before* ringing the Service Desk.

Contact the service desk:

1. Call the Service Desk on 0800 422 599 (this should be the person that will be the PaCT administrator).
2. The service desk will send them an email invitation for PaCT (you may need to check your junk email folder).
3. Once the email has arrived the service desk operator will guide you to the logon page for PaCT and provide you with an access code (this will be verbally by telephone).
4. Enter the code and you are in PaCT as an administrator. This will start the set up wizard.
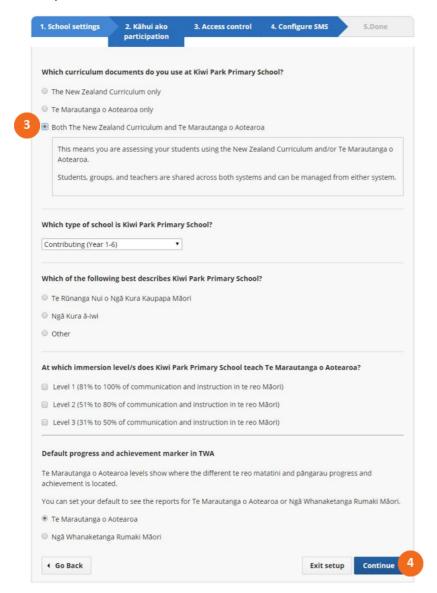
Completing the wizard

The wizard is designed to be self-guided, however the service desk operator will help you complete it if you would like.

Step 1. School settings (curriculum)

1. The first step of the wizard will ask you for your school settings (i.e. which curriculum document/s do you use). Select the one that applies to your school, for PaCT this is always 'The New Zealand Curriculum' only or 'Both' if you are a dual medium school.
2. Select your option and click continue.

3. The following screen will only appear if you select **Both**, you will need to specify the details of your Māori medium settings.
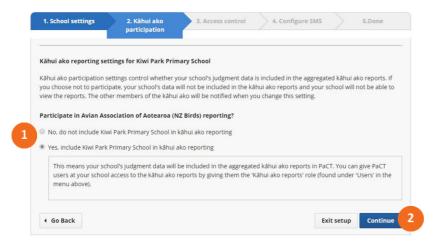4. Complete the screen and click continue.

Step 2. Kāhui Ako (reports)

PaCT allows you to choose to share information with your Kāhui Ako and be able to view aggregate Kāhui Ako reports. All identifying information for individual students and teacher is removed from Kāhui Ako reports.

1. If you choose to be part of Kāhui Ako reporting you **will** share your information and also be able to view the aggregate reports.
   If you do not choose to be part of Kāhui Ako reporting you **will not** share information or be able to view report.
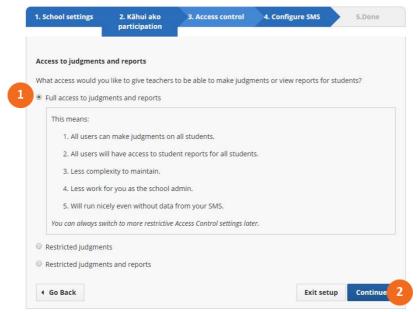
You can also change these setting in the mange section of the tools after completing the wizard.

2. Select your option and click continue.

Step 3. Standard teacher access

1. PaCT allows you to choose the level of access that teacher will have for making judgments or viewing reports will have.

- **Full access** means that all teachers can see reports and make judgments for any student in the school
- **Restricted judgements** means teachers can see all student reports but only and make judgments for students who are assigned to the teacher.
- **Restricted judgements and reports** mean teachers can only make view reports or make judgments for students who are assigned to them.
  This will be applied to all teacher invited to use PaCT. You can change these settings in the manage section after completing the wizard.
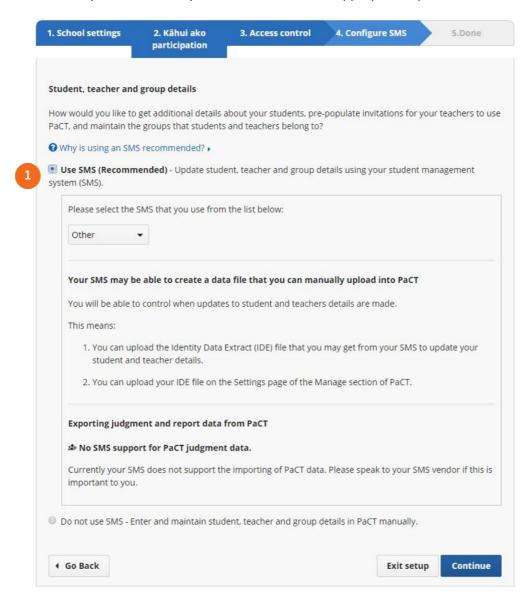
2. Select the type you want and click continue.
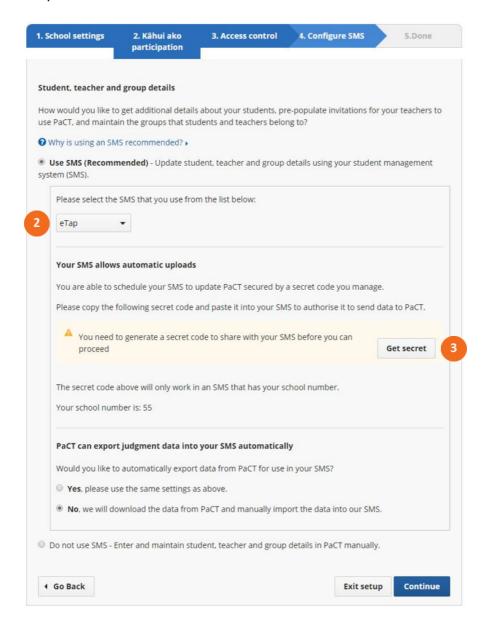
Step 4. Configure SMS

Most SMS are able to share group and overall judgment information with PaCT. This means your class groups and teachers who are responsible for that group can easily be set up within the tool. Confirmed overall judgments can also be shared from PaCT into your school's SMS.

This step will allow you to connect to your SMS (you should already have contacted your SMS provider to ensure the SMS is ready to connect.
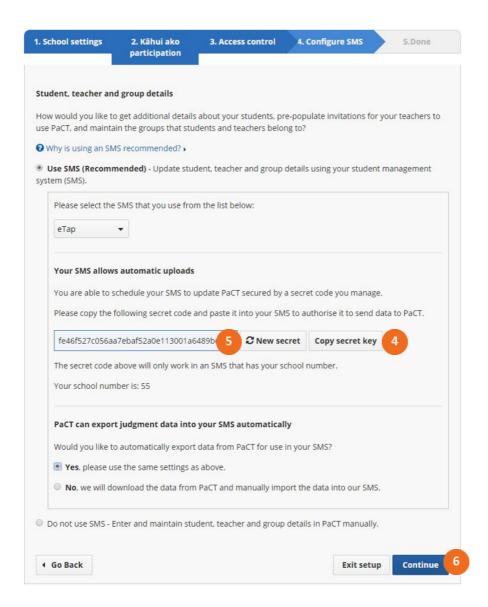
1. Choose if you want to use your SMS and select the appropriate option.

2. If you click **Use SMS** then you will also need to select the type of SMS using the dropdown menu.
3. If your SMS requires it you will be prompted to **Get Secret** click this button. This 'secret key' is a special code that you will need to put into your SMS to activate the link between PaCT and your SMS.

4. Once the secret key is generated you can click **Copy secret key** this will now be ready to paste into your SMS. Warning: If you generate a **New secret** you will need to copy it again to make a valid connection to your SMS. For MUSAC Edge you do not require a secret code as the SMS will connect without it.
5. You now need to activate this in your SMS.

For information on each SMS and where to paste the secret key select the appropriate instruction from the links below:

Assembly: instructions for connecting Assembly to PaCT
Contact no. 0800 555 987

eTAP: instructions for connecting eTAP to PaCT
Contact no. 09 263 4827

KAMAR: instructions for connecting KAMAR with PaCT
Contact no. 07 575 2627 (07 57 KAMAR)

Musac Edge: instructions for connecting Musac Edge with PaCT
Contact no. 0800 600 159

Note: We provide specifications to SMS providers for connections with PaCT but we are not able to answer queries or make changes to them.

You can change these settings in the manage section after completing the wizard. However this connection is advisable as it will auto populate the student groups and teacher information for you in the tool.

6. Click continue.

Step 5. Done

1. You are done! However, when setting up for the first time you do need to go through your manage settings and make sure that everything is ready.
2. It is important to complete the activities outlined by the wizard (see below image). There are guides for each of the manage functions available in the 'Manage PaCT' resources on the website (Setting up and managing PaCT).
   Activity point 3 will appear in the **Updates** tab under **Manage**. This will prompt you to change any students with questionable first started school dates and homegroups with no teachers assigned.
3. Click **Start PaCT** to get going.