Teacher Dashboard

TE KETE HONO

SCHOOLTALK

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Training Module 1: Teacher Dashboard

Within this training module, you will familiarise yourself with:

1.0 Purpose of SchoolTalk

SchoolTalk has been created by teachers, for teachers, to ensure that all learners make progress. As you move through the modules to learn the different functionalities, you will see how to:

- Make learning more visible for your learners, to build learner agency
- Develop your understanding of progressions, what a learner needs to know first, and what that will mean they can learn next
- Grow your understanding of the assessment, teaching and learning cycle
- Use the progressions to identify gaps, next steps and opportunities for extending learners
- Easily access your learners' progressions for marking, formative assessment, and supporting OTJs
- Develop skills of self-assessment for your learners
- Share progress, learning goals and resources with learners and their whānau

1.1 Navigating the App
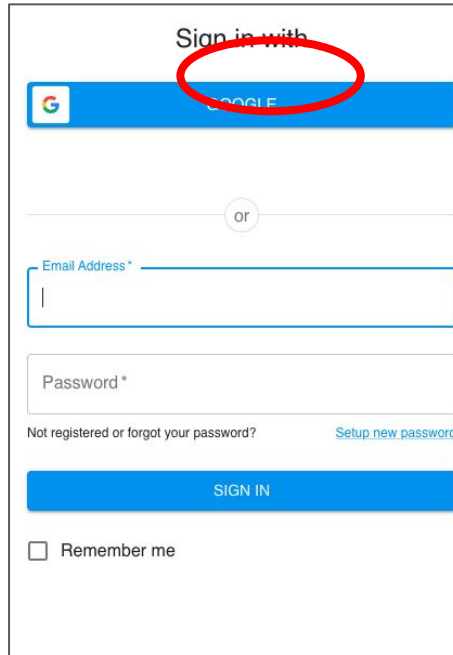
Welcome to SchoolTalk!

The first step you need to take, is to go to www.schooltalk.co.nz where you can login using the button at the top right-hand side of your screen.

1.2 Logging in to the teacher portal

There are two ways to login: using your Google account, or manually entering your email address.

***NOTE** - Google is recommended for teachers over the manual entering of email addresses for ease and speed.*
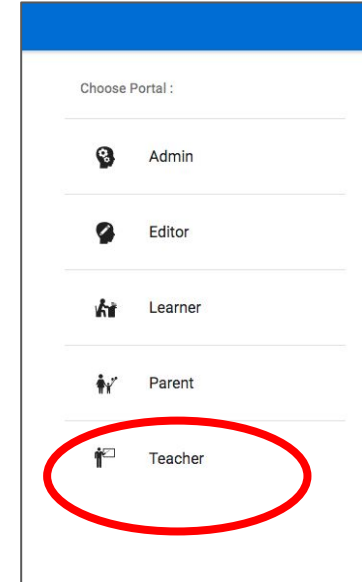
Once you have logged in, you may need to select the particular portal you are wanting to use.

This will generally be the Teacher portal.
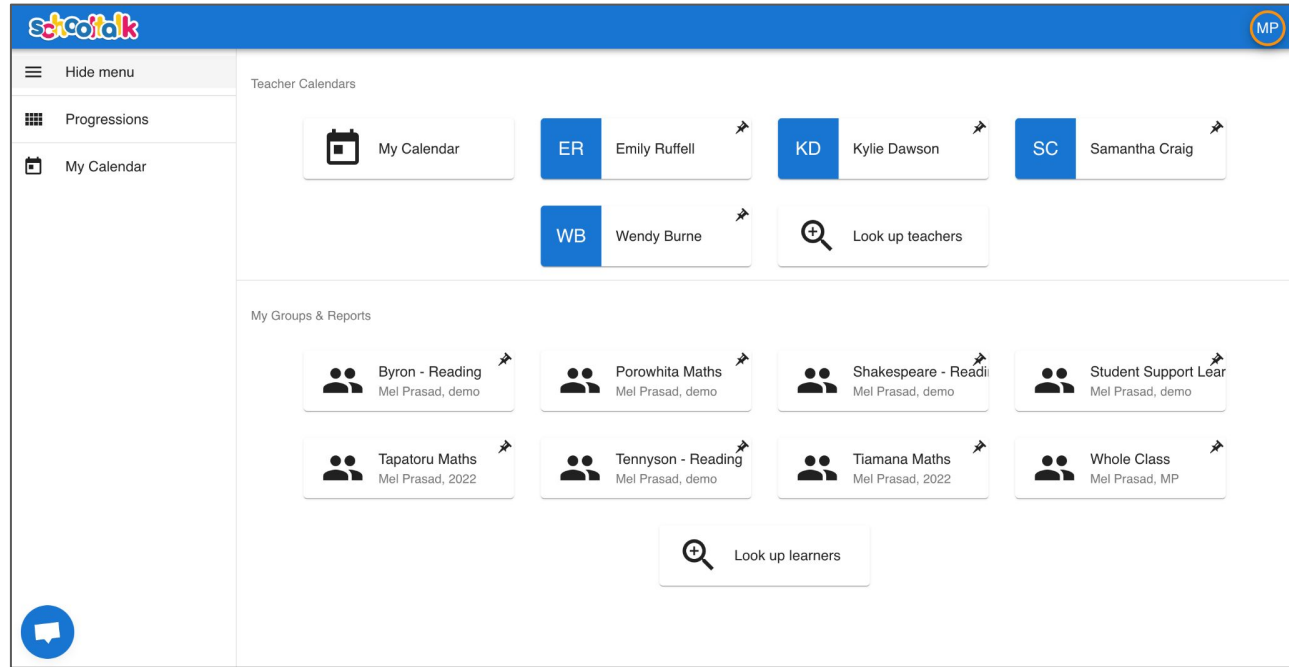
1.3 Teacher Dashboard

After choosing your portal, you will always be taken to your Teacher Dashboard.

This is where you can view your calendar, add other teachers for collaborative purposes, add or edit learner groups and view the progressions.
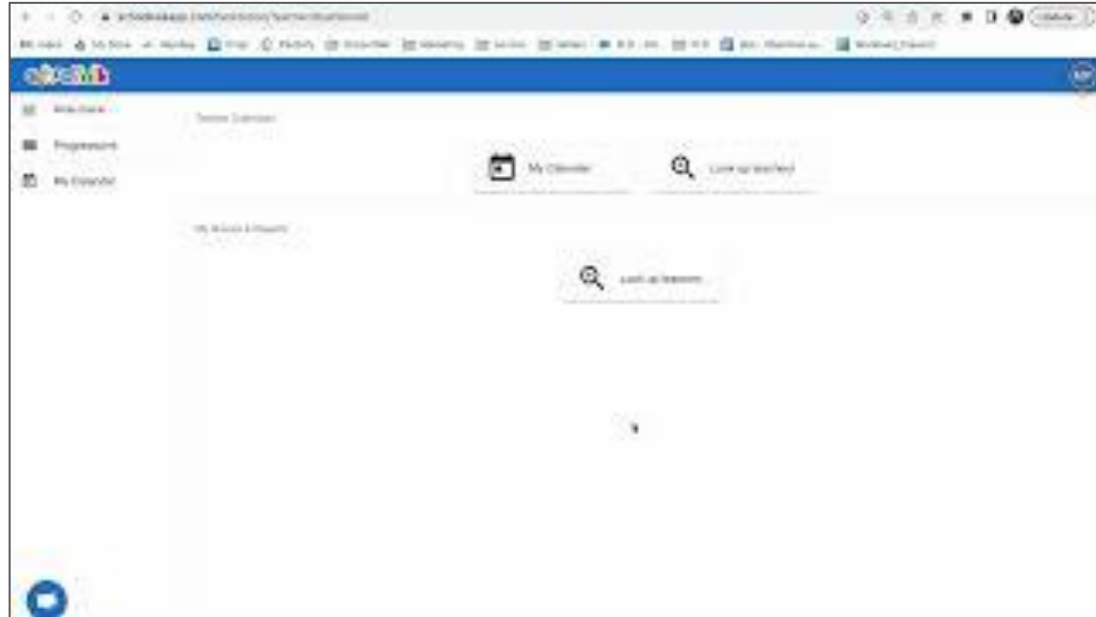
1.4 Pinning other teachers' calendars

This video will guide you through how to pin the calendars of other teachers.

To pin other teachers, click on 'Look up teachers'.

Type in the name of the teacher whose calendar you would like to pin to your dashboard. Then click the search icon. Click on the name of teacher and click 'Pin'.

This teacher will be added to your dashboard.

1.5 Finding and pinning your class

Your class group was created when your admin loaded the students. This video will show you how to locate and pin your class to the dashboard.
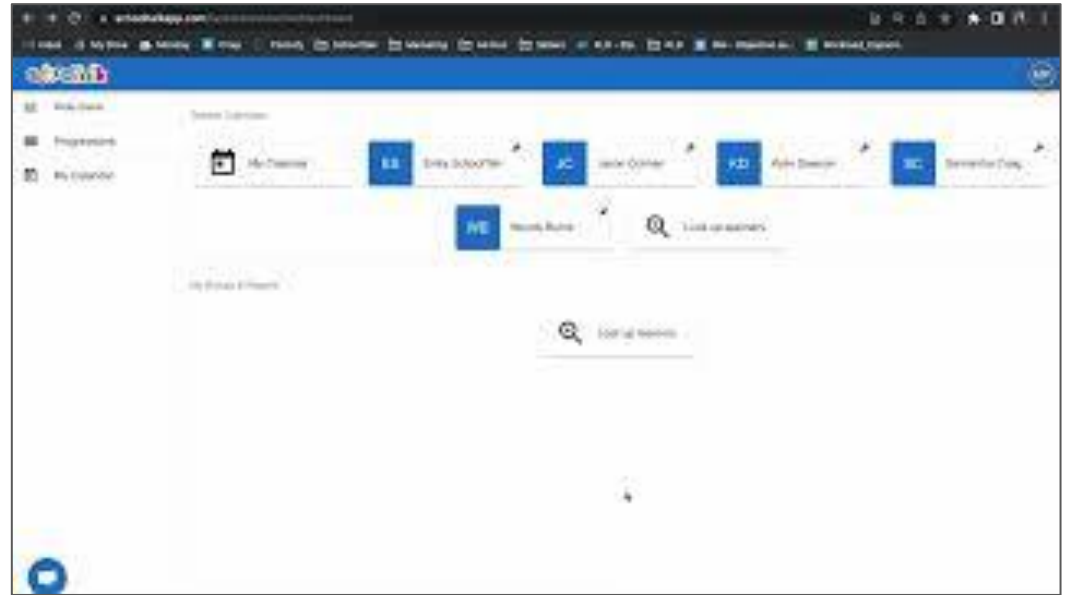
1.5a Group Page view

When you click on a group, it will take you to the group page. Here you can see from left to right:

- Menu of functions
- Group members
- Learner feed

1.5b Overview of menu

The menu allows you to carry out a range of tasks with the group. This video will give you a basic overview of each feature. They will be revisited in more detail later.
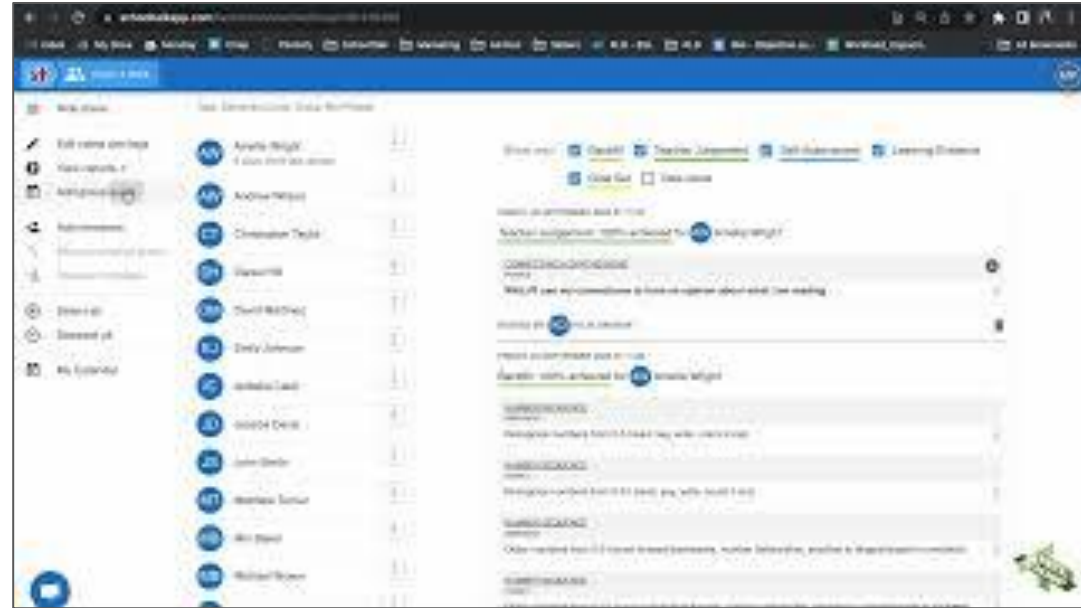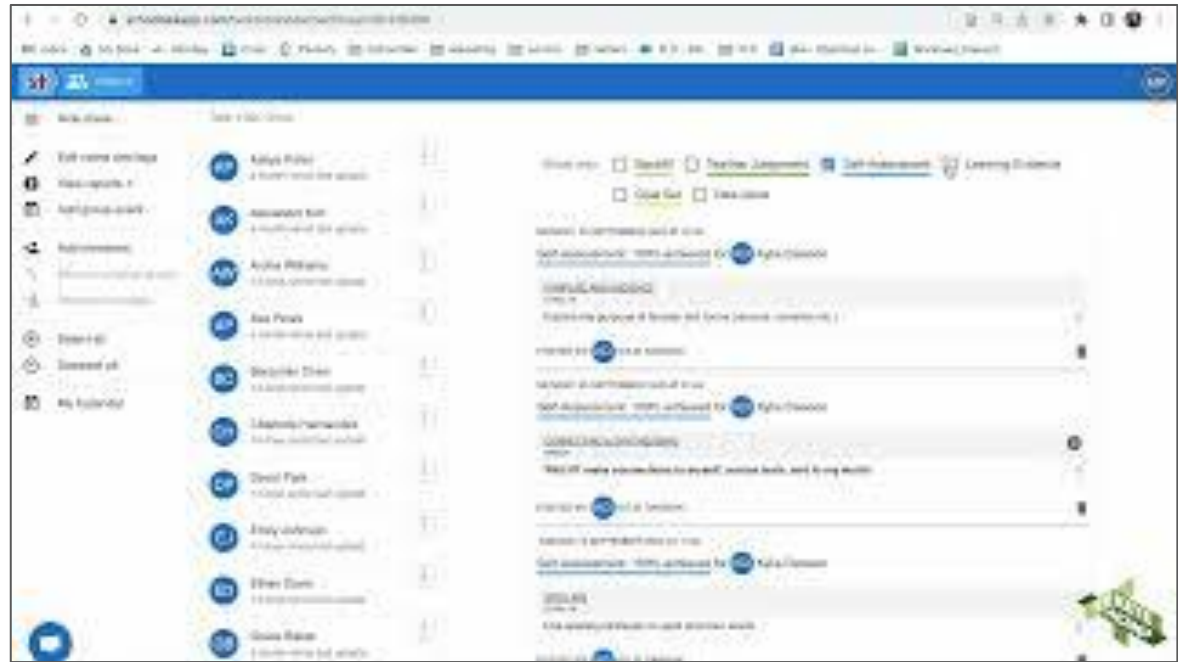
1.5c Overview of feed

The feed enables you to see recent activities relating to the group of learners. This video will give you a brief overview of what you might see there as you use SchoolTalk.
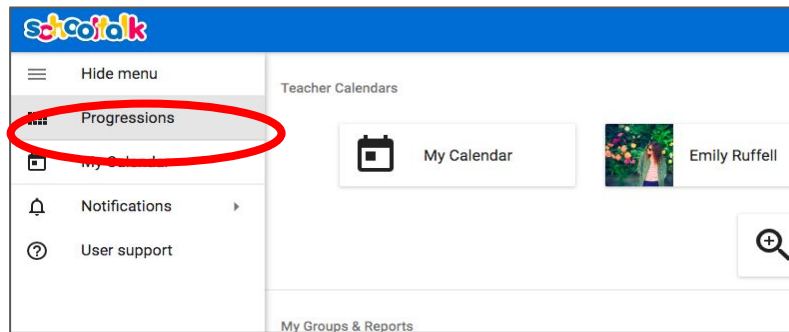
1.6 Sidebar Menu - My Calendar

Clicking into the My Calendar option (either from the sidebar or from the dashboard) will take you to the calendar of events that you have created or been shared into for that week.
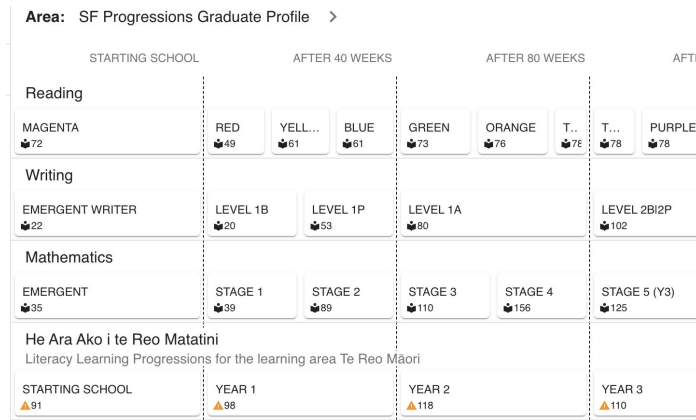
1.6a Sidebar Menu - Progressions

Click Progressions, to be taken to the page where all of your schools progressions can be found.

Click into the different boxes on the screen to explore them in depth. Selecting 'Export as PDF' on the left hand side will allow you to download a PDF of all the progressions.

1.6b Sidebar Menu - Progressions explored

Your progressions may look different to the ones you see in the support slides, as schools can create their own to suit their context.

The one thing that all have are granular and global progressions. This video will explain the difference between these.
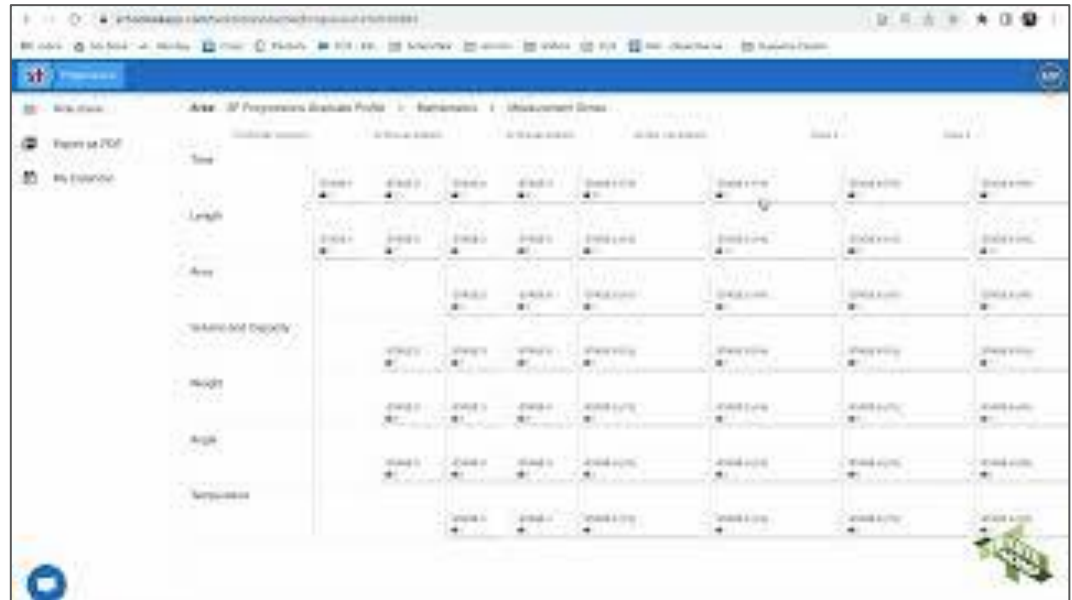
1.6c Sidebar Menu - User Support

Clicking into the User Support option on the sidebar will bring up a pop-up screen where you can ask for help. Try to be as detailed in your message as you can, and include screenshots of any difficulties to help the team pinpoint what support you need.

Please note that submitting a request to help will put your request into a queue, it is not an instant response chat.
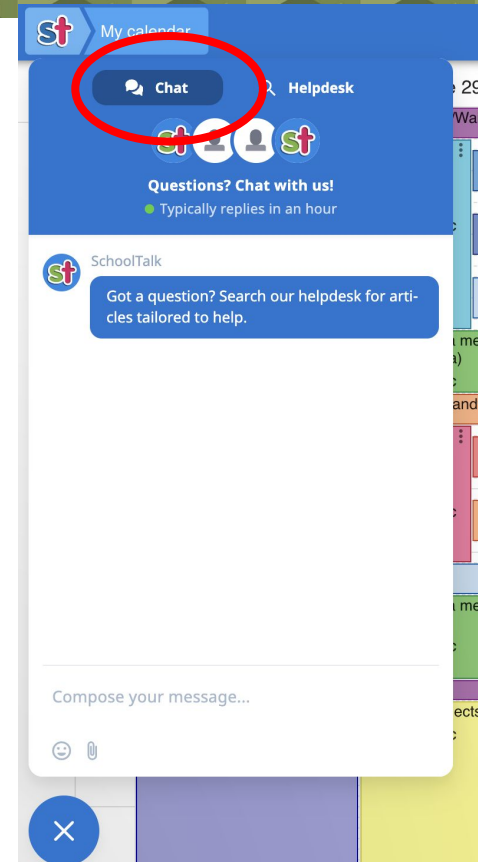
1.7 Setting up Google Folder for evidence

SchoolTalk aims to make sure your data is secure.

To prepare for adding evidence, set up a folder in your drive. To make the process simple, label it so that it is one of the first folders that you can see.

Select folder to upload evidence to

Google Drive

Adding 'a' before the title can bring it to the top of the list of folders when organised alphabetically:

Eg. A. evidence for ST 2023

Folders

A. Evidence for ST...   progressi

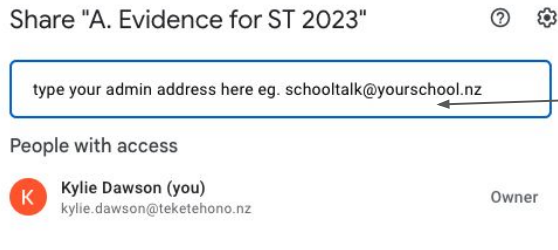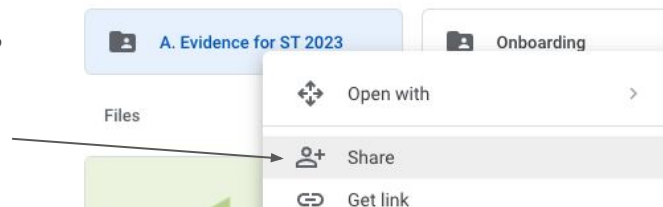*Note: Learners will need to set up a folder in their drives as well, before completing Learner Module 3.*
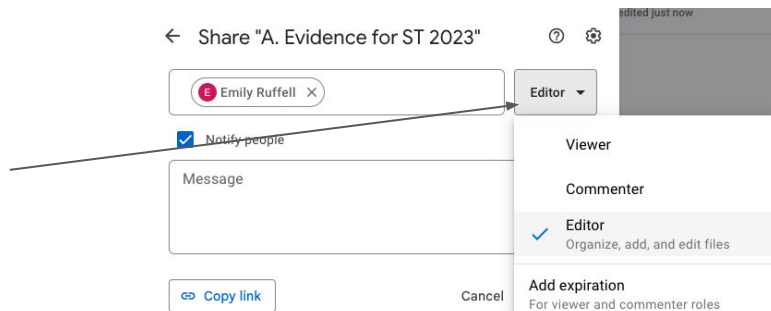
1.7 Setting up Google Folder for evidence

You need to share the folder with your schooltalk admin, giving them editor settings. They can tell you the correct address. Right click on the folder and select 'Share'.

A. Evidence for ST 2023   Onboarding

Files

Open with

Share

Get link

Share "A. Evidence for ST 2023"

type your admin address here eg. schooltalk@yourschool.nz

People with access

K Kylie Dawson (you)   Owner
   kylie.dawson@teketehono.nz

Type the address for the schooltalk admin account into the search bar and hit enter.

Next to the name of the address will be a dropdown box. Select 'Editor'. Finish by clicking on 'Send'.

Share "A. Evidence for ST 2023"

E Emily Ruffell ✕   Editor ▾

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🔗 Copy link   Cancel

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Commenter

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  Organize, add, and edit files

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For viewer and commenter roles

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