



SCHOOLTALK

Teacher Dashboard

tkh.nz 

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Training Module 1: Teacher Dashboard

Within this training module, you will familiarise yourself with:

- 1.0 Purpose of this App
- 1.1 Navigating the App
- 1.2 Logging in to the teacher portal
- 1.3 Teacher Dashboard
- 1.4 Pinning other teachers
- 1.5 Finding and pinning class
 - 1.5a Group page view
 - 1.5b Overview of menu
 - 1.5c Overview of feed
- 1.6 Sidebar Menu - My Calendar
 - 1.6a Overview of Progressions
 - 1.6b Progressions explored
 - 1.6c Help button - user support
- 1.7 Setting up evidence folder



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!

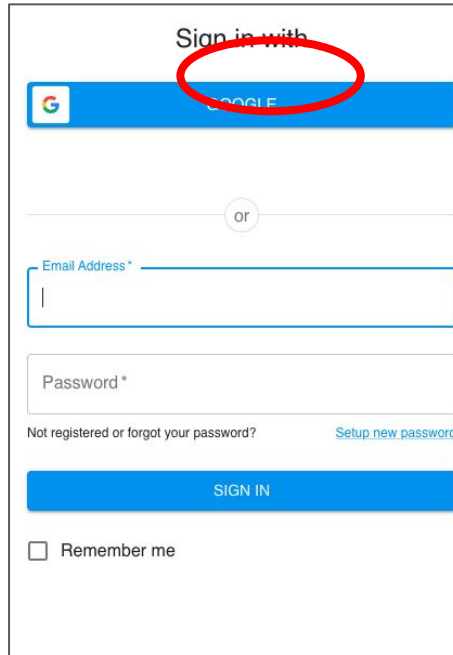
The first step you need to take, is to go to www.schooltalk.co.nz where you can login using the button at the top right-hand side of your screen.



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.



Sign in with

GOOGLE

or

Email Address*

Password*

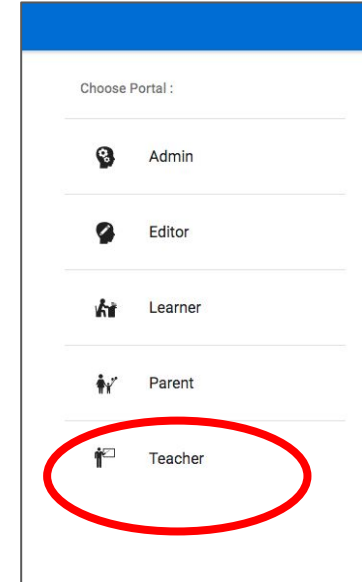
Not registered or forgot your password? [Setup new password](#)

SIGN IN

Remember me

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.



Choose Portal :

Admin

Editor

Learner

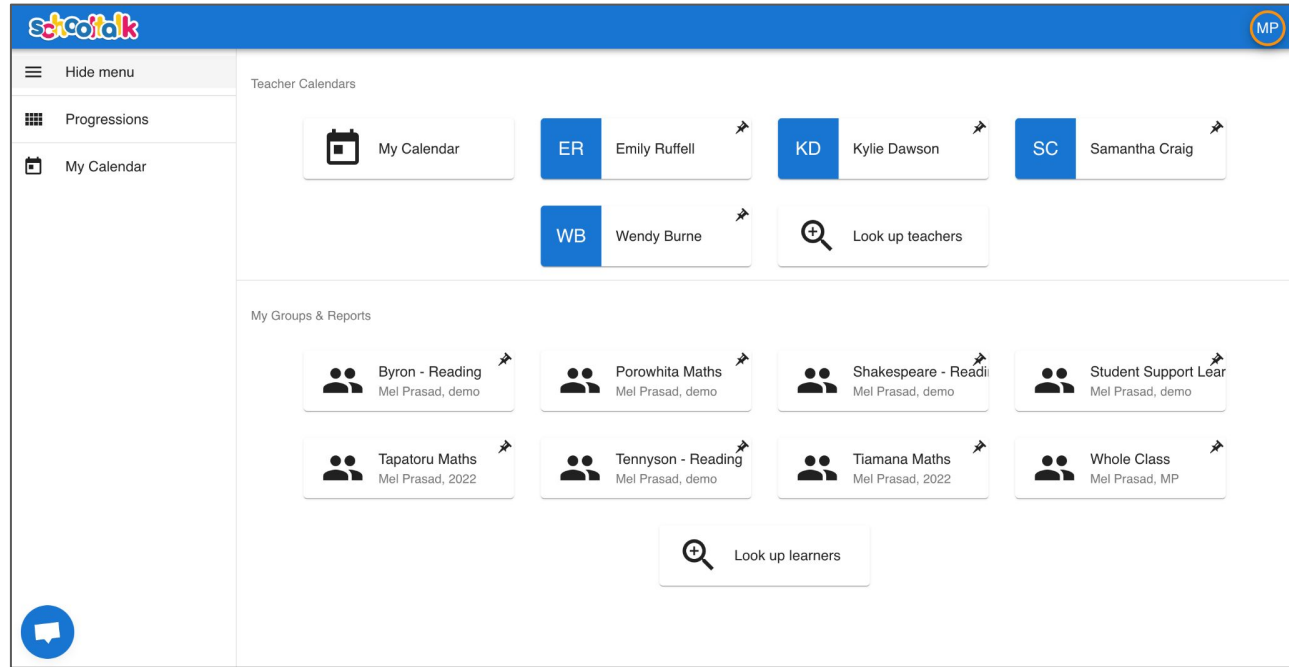
Parent

Teacher

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.



The screenshot displays the SchoTalk Teacher Dashboard. The interface features a blue header with the SchoTalk logo and a user profile icon labeled 'MP'. A left sidebar contains navigation options: 'Hide menu', 'Progressions', and 'My Calendar'. The main content area is divided into two sections: 'Teacher Calendars' and 'My Groups & Reports'. The 'Teacher Calendars' section includes a 'My Calendar' button, a grid of teacher profiles (ER Emily Ruffell, KD Kylie Dawson, SC Samantha Craig, WB Wendy Burne), and a 'Look up teachers' button. The 'My Groups & Reports' section displays a grid of learner groups (Byron - Reading, Porowhita Maths, Shakespeare - Reading, Student Support Lear, Tapatoru Maths, Tennyson - Reading, Tiamana Maths, Whole Class) and a 'Look up learners' button. A blue chat icon is visible in the bottom-left corner.

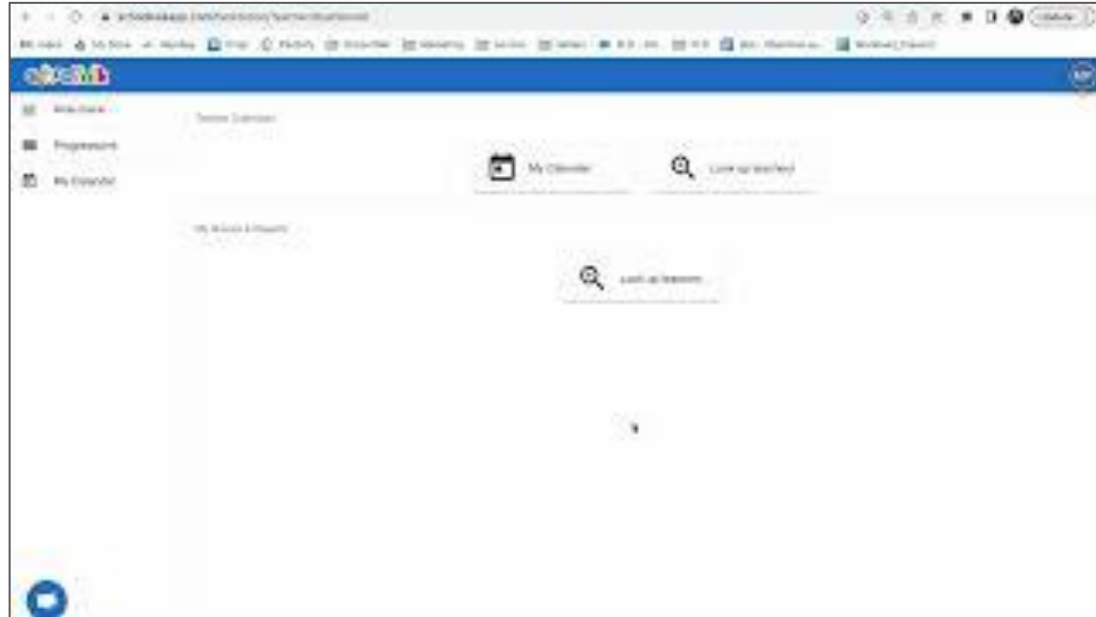
1.4 Pinning other teachers' calendars

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

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

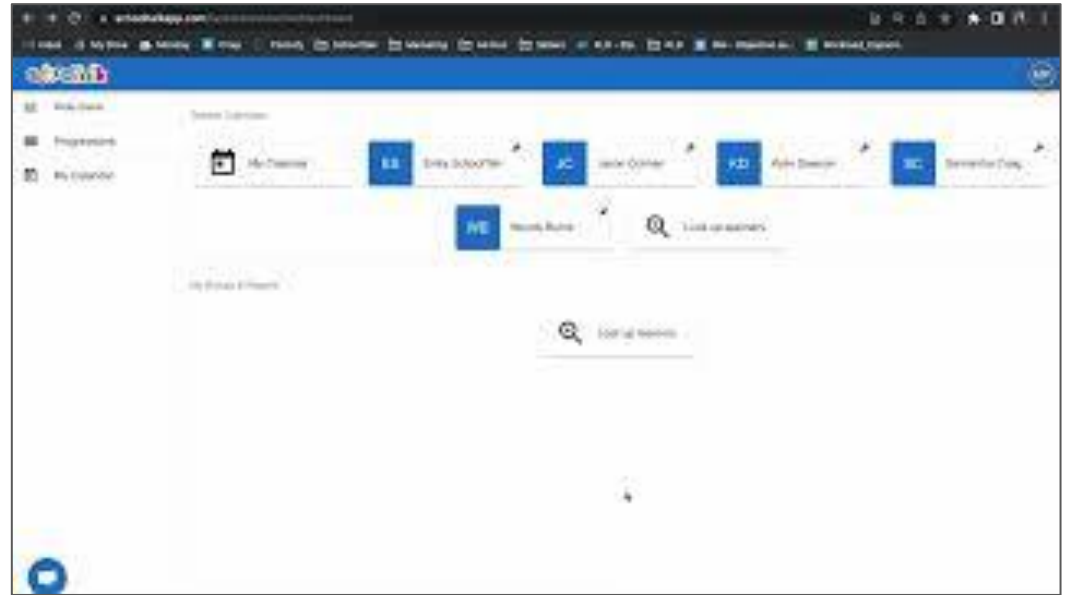
Type in the name of the teacher whose calendar you would like to pin to your dashboard. Then click the search icon. Click on the name of teacher and click 'Pin'.

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

The screenshot shows a group page for 'Room 2'. On the left, there is a menu with options: Hide menu, Edit name and tags, View reports, Add group event, Add members, Move to another group, Remove members, Select all, Deselect all, and My Calendar. Below the menu is a chat icon. The main area displays a list of group members with their initials and last update times. On the right, the learner feed shows posts from Aaliya Patel, Alexander Kim, and Ava Perez, each with a 'Teacher Judgement' score and a 'WALHT' task description.

Member	Last Update
AP Aaliya Patel	5 days since last update
AK Alexander Kim	5 days since last update
AW Aroha Williams	5 days since last update
AP Ava Perez	5 days since last update
BC Benjamin Chen	5 days since last update
CH Charlotte Hernandez	6 days since last update
DP David Park	5 days since last update
EJ Emily Johnson	6 days since last update
ED Ethan Davis	5 days since last update
GB Grace Baker	5 days since last update
IR Isabella Ramirez	5 days since last update
KS Kaiheke Smith	5 days since last update

Teacher Judgement: 75% achieved for AP Aaliya Patel

WALHT use a range of strategies to solve addition and subtraction problems

POSTED BY: KD KYLIE DAWSON

Teacher Judgement: 100% achieved for AK Alexander Kim

WALHT use a range of strategies to solve addition and subtraction problems

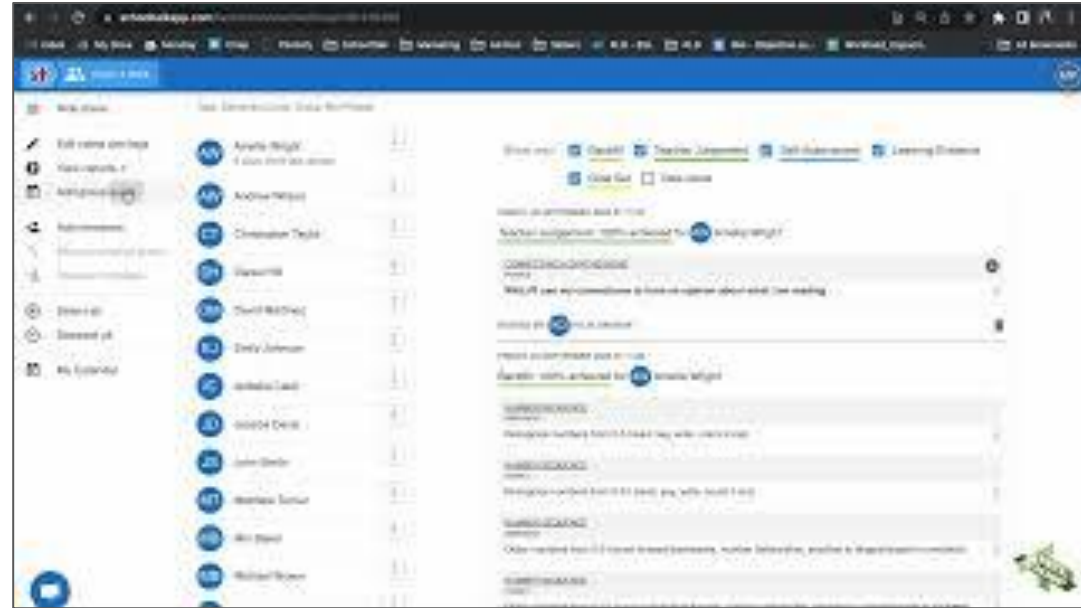
POSTED BY: KD KYLIE DAWSON

Teacher Judgement: 100% achieved for AP Ava Perez

WALHT use a range of strategies to solve addition and subtraction problems

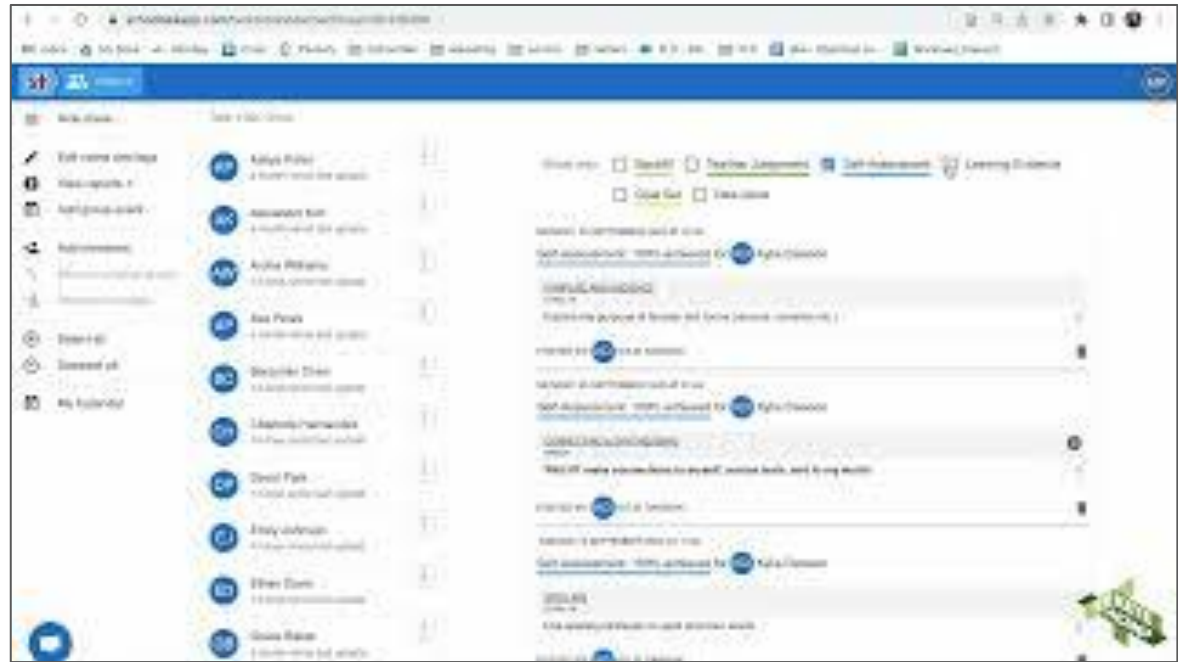
1.5b Overview of menu

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.



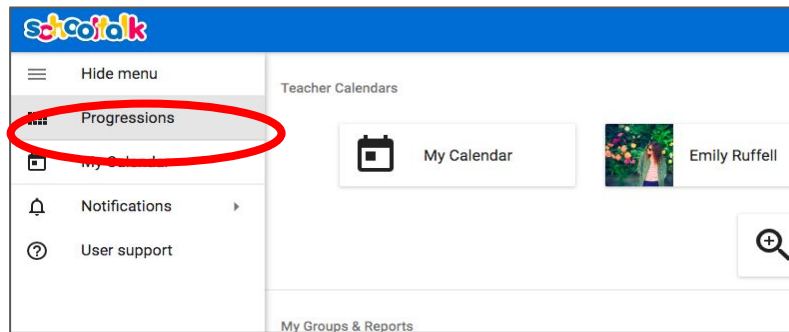
1.6 Sidebar Menu - My Calendar

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.

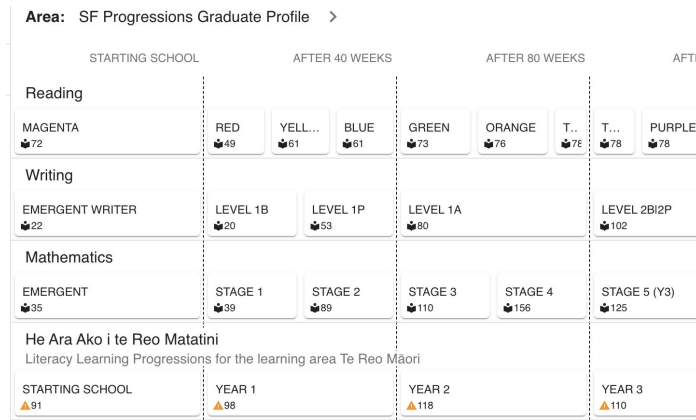
My calendar		Mon 28 Nov	Tue 29 Nov	Wed 30 Nov	Thu 01 Dec	Fri 02 Dec
9am	Roll/Karakia/Waiata	Roll/Karakia/Waiata	Roll/Karakia/Waiata	Roll/Karakia/Waiata	Roll/Karakia/Waiata	Roll/Karakia/Waiata
	Pāngarau (Maths) Independent Tasks MP, KD, WB, SC	All About Fractions Ordering Fractions Adding Fractions	Pāngarau (Maths) Independent Tasks MP, KD, WB, SC	All About Fractions Ordering Fractions Adding Fractions	Pāngarau (Maths) Independent Tasks MP, KD, WB, SC	All About Fractions Ordering Fractions Adding Fractions
10am						Passion Projects MP, KD, WB, SC
11am	Horoi o ringa me te kai (Morning Tea) MP, KD, WB, SC	Horoi o ringa me te kai (Morning Tea) MP, KD, WB, SC	Horoi o ringa me te kai (Morning Tea) MP, KD, WB, SC	Horoi o ringa me te kai (Morning Tea) MP, KD, WB, SC	Horoi o ringa me te kai (Morning Tea) MP, KD, WB, SC	Horoi o ringa me te kai (Morning Tea) MP, KD, WB, SC
	Spelling & Handwriting	Spelling & Handwriting	Spelling & Handwriting	Spelling & Handwriting	Spelling & Handwriting	Toikupu (Poetry) MP, KD, WB, SC
	Pānui Pukapuka (Reading) Independent Tasks MP, KD, WB, SC	Inferencing Workshop Author's Purpose	Tuhiuhi (Writing) Independent Tasks MP, KD, WB, SC	Vocab Workshop Punctuation Workshop	Pānui Pukapuka (Reading) Independent Tasks MP, KD, WB, SC	Inferencing Workshop Vocab Workshop Punctuation Workshop
12pm						Kōrero ā waha (Oral Language) MP, KD, WB, SC
	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness
1pm	Horoi o ringa me te kai (Lunch) MP, KD, WB, SC	Horoi o ringa me te kai (Lunch) MP, KD, WB, SC	Horoi o ringa me te kai (Lunch) MP, KD, WB, SC	Horoi o ringa me te kai (Lunch) MP, KD, WB, SC	Horoi o ringa me te kai (Lunch) MP, KD, WB, SC	Horoi o ringa me te kai (Lunch) MP, KD, WB, SC
	Roll/SSR	Roll/SSR	Roll/SSR	Roll/SSR	Roll/SSR	Roll/SSR
	Mahi Toi (Art) MP, KD, WB, SC	Passion Projects MP, KD, WB, SC	Hākinakina (Sport) MP, KD, WB, SC	Pōtaiao (Science) MP, KD, WB, SC	Hui-ā-kura (Assembly) MP, KD, WB, SC	Hui-ā-kura (Assembly) MP, KD, WB, SC
2pm						

1.6a Sidebar Menu - Progressions

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



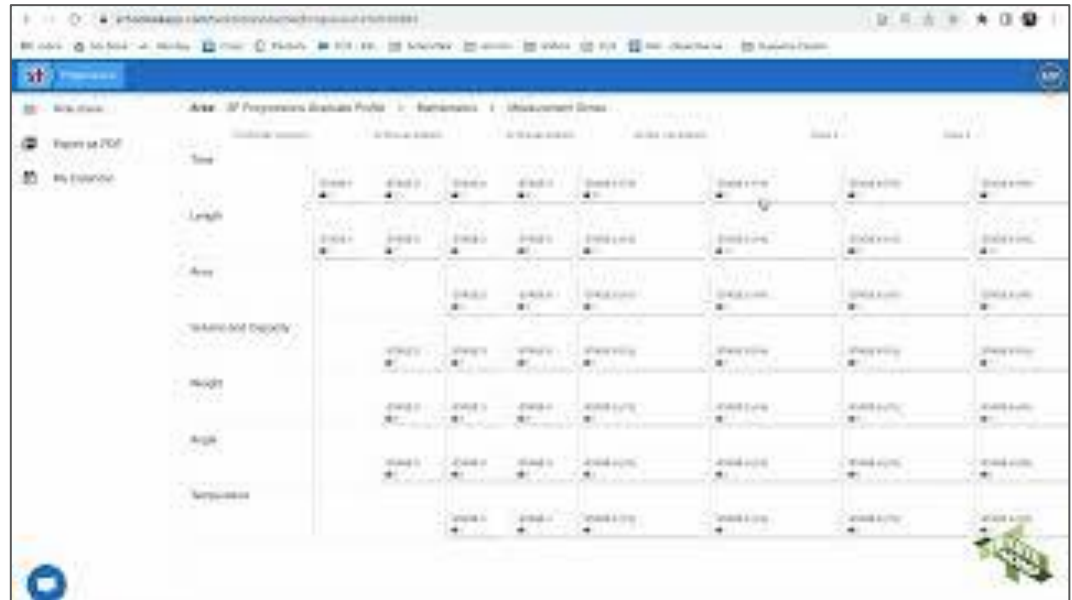
Click into the different boxes on the screen to explore them in depth. Selecting 'Export as PDF' on the left hand side will allow you to download a PDF of all the progressions.



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.

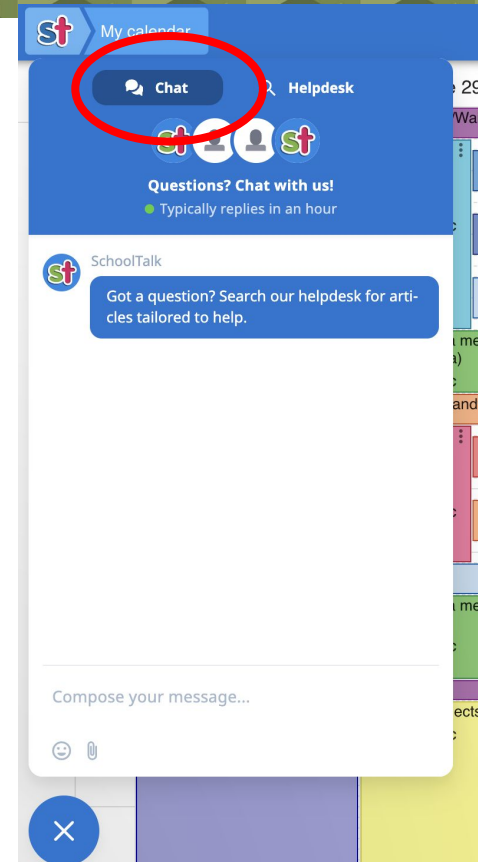
The one thing that all have are granular and global progressions. This video will explain the difference between these.



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

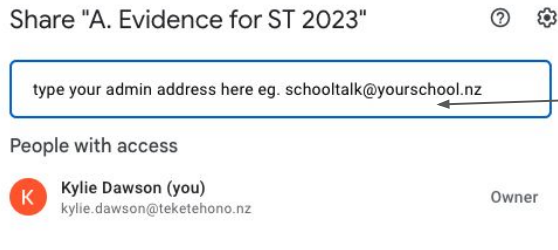
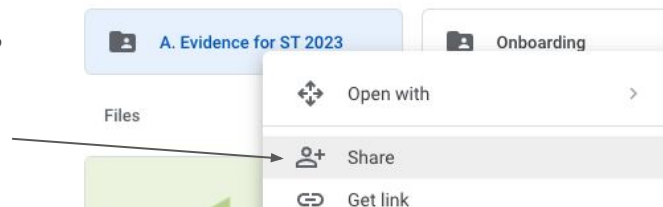
Folders



Note: Learners will need to set up a folder in their drives as well, before completing Learner Module 3.

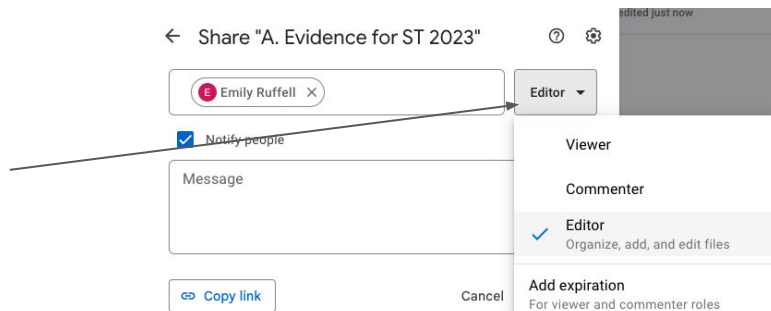
1.7 Setting up Google Folder for evidence

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'.



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'.



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