



Te Kete



# Te Kete Guide

(powered by Canvas)

## for Assessors

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## Introduction

### What is Te Kete?

Te Kete is Te Pukenga ServiceIQ's Learning Management System.

### Which browser should I use?

Te Kete (powered by Canvas) should be used on current or previous major releases of Chrome, Firefox, or Safari. It may also be used on Edge, but Internet Explorer is not supported.

### Mobile Applications

On mobile devices, Canvas is designed to be used within Canvas mobile applications. These apps can be downloaded from the app store or play store on your phone:

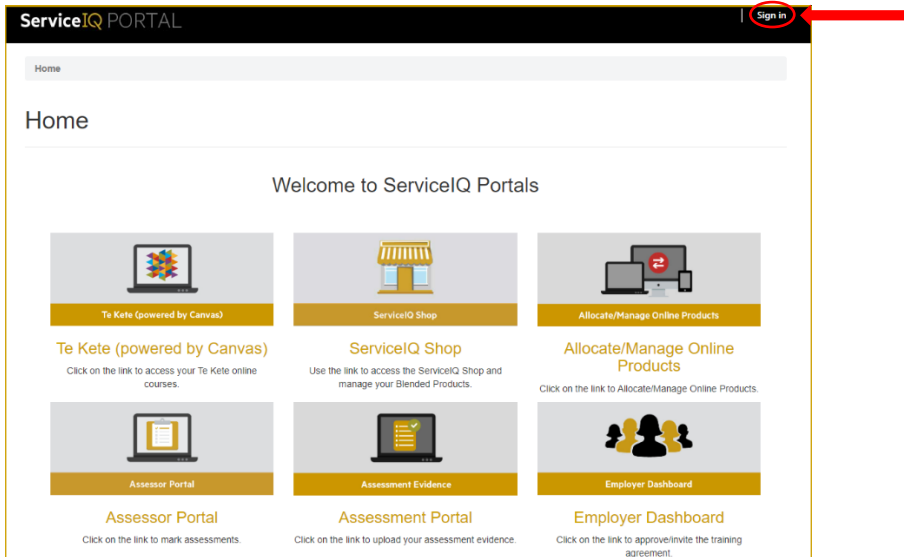
[Apple app instructions](#)

[Google play instructions](#)

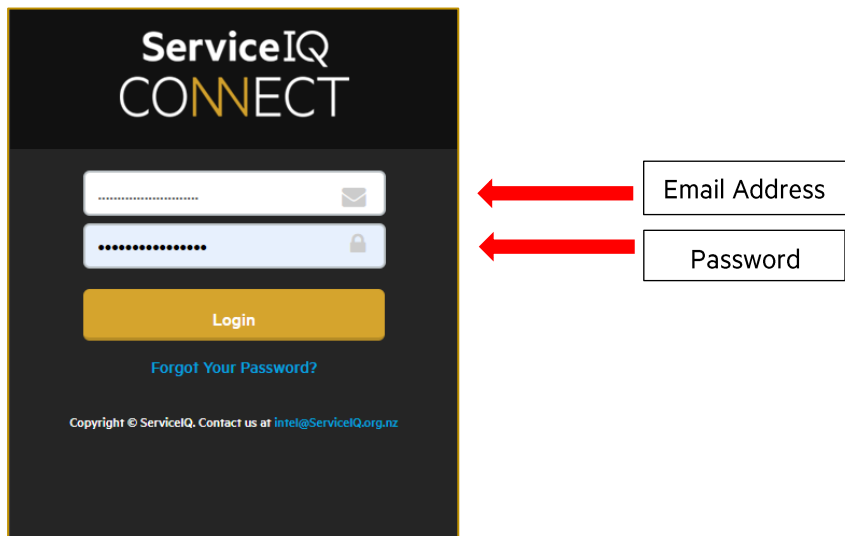
## Logging into Te Kete

To access our login screen, please type the following web address: <https://portal.serviceiq.org.nz/>. This will bring you to ServiceIQ's main login page.

Click: **Sign in**



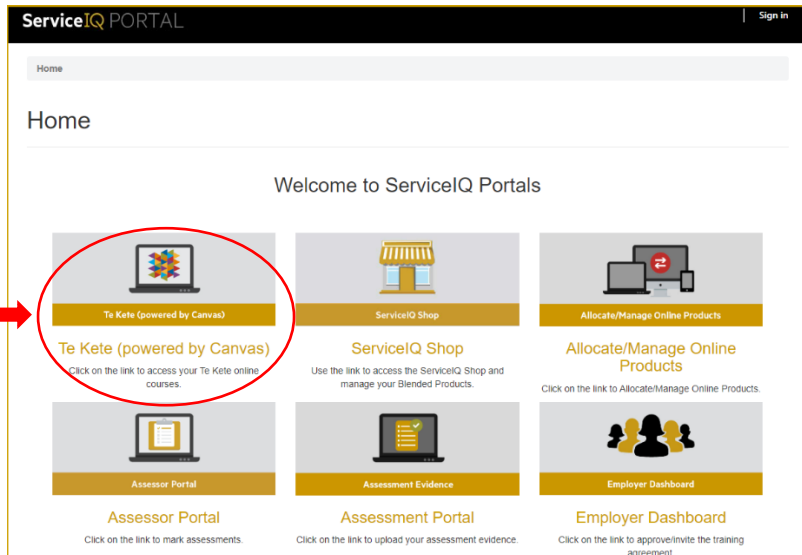
You will then be asked for login details. This will log you into the main screen for ServiceIQ's Portal.



## Main Screen of ServiceIQ's Portal:

Main Screen of ServiceIQ's Portal:

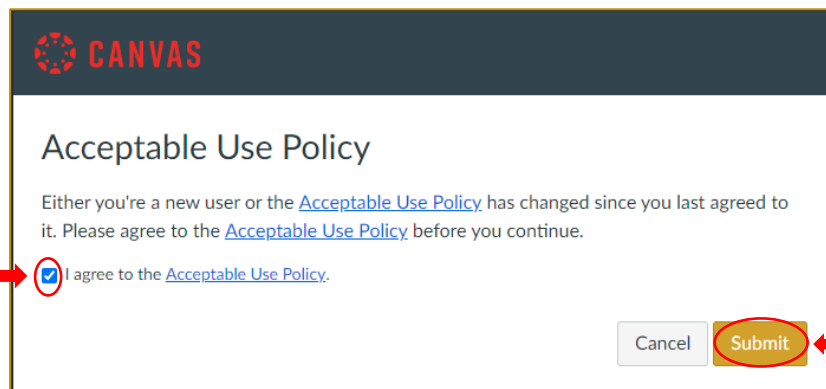
Click: Te Kete (powered by Canvas)



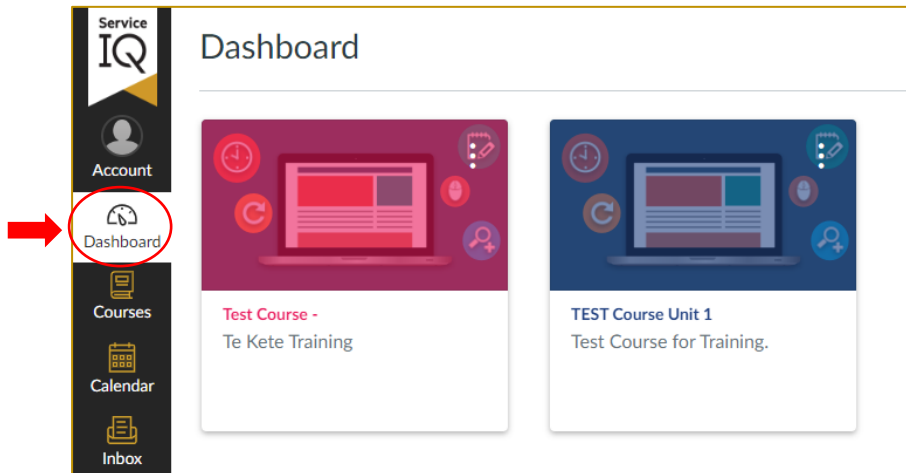
Once you click on the Te Kete (powered by Canvas) icon, you will be taken to your account. The first time you access Te Kete, you must agree on the user policy before beginning, as shown below.

Click: I agree (tick box)

Click: Submit (as shown below)



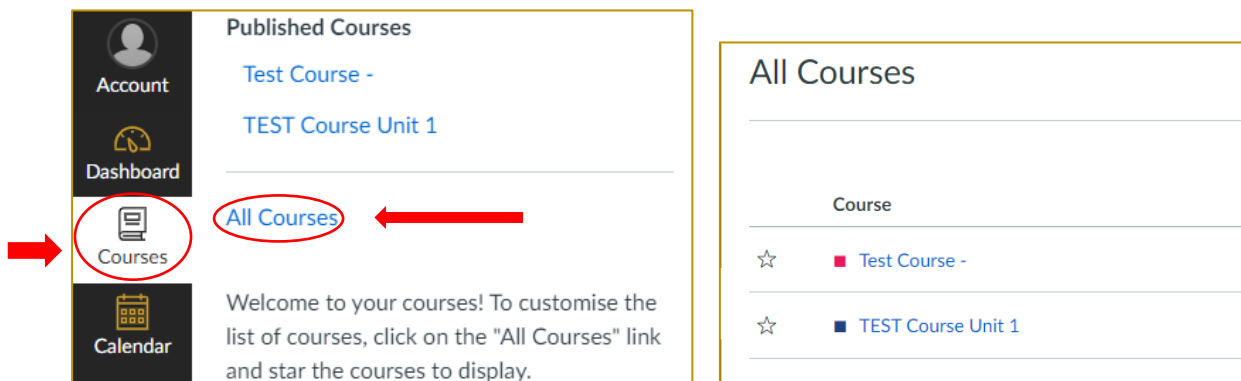
## Your Dashboard



Dashboard maximum: you can see up to 20 course cards (up to ten if you are working on the mobile app).

You can also view your courses by:

1. **Select:** Courses tab
2. **Choose** All Courses from the Global Navigation menu.

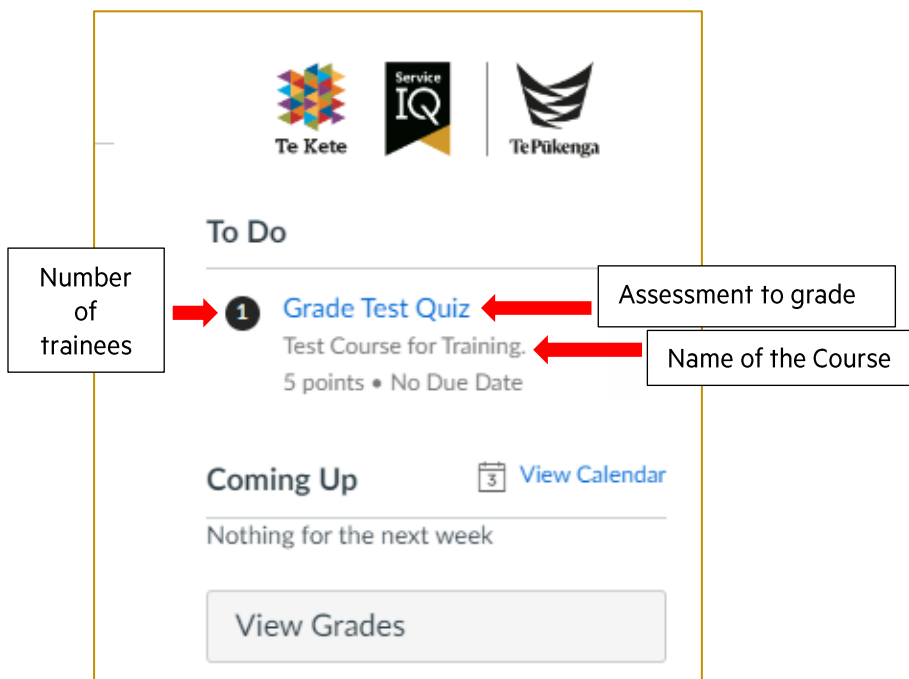
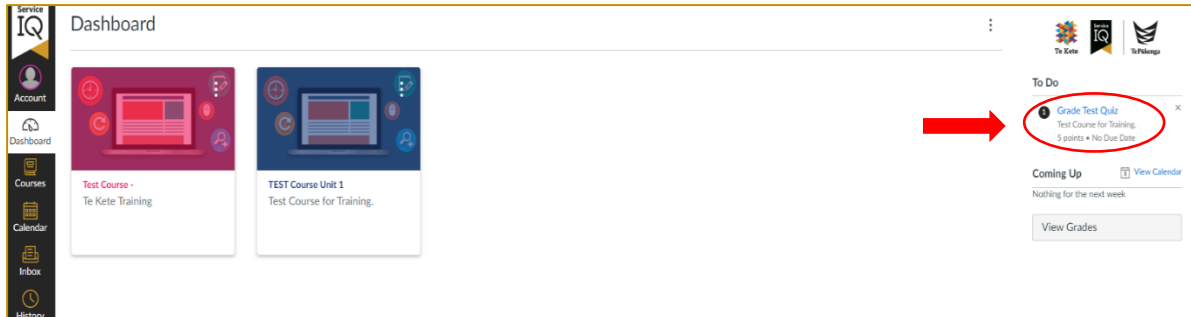


3. **Click:** the “Dashboard” icon to return to the screen view.

## Your Dashboard: How to view your “To-Do” list

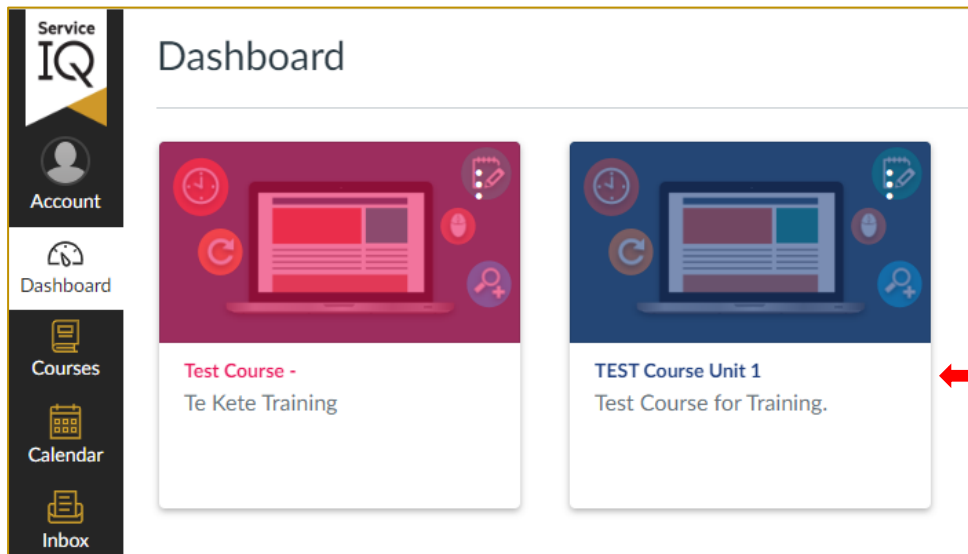
You will be able to see any tasks awaiting your action (under the To Do list).

The number next to the assessment name indicates the number of trainees awaiting grading.



## Your Dashboard: How to view a course

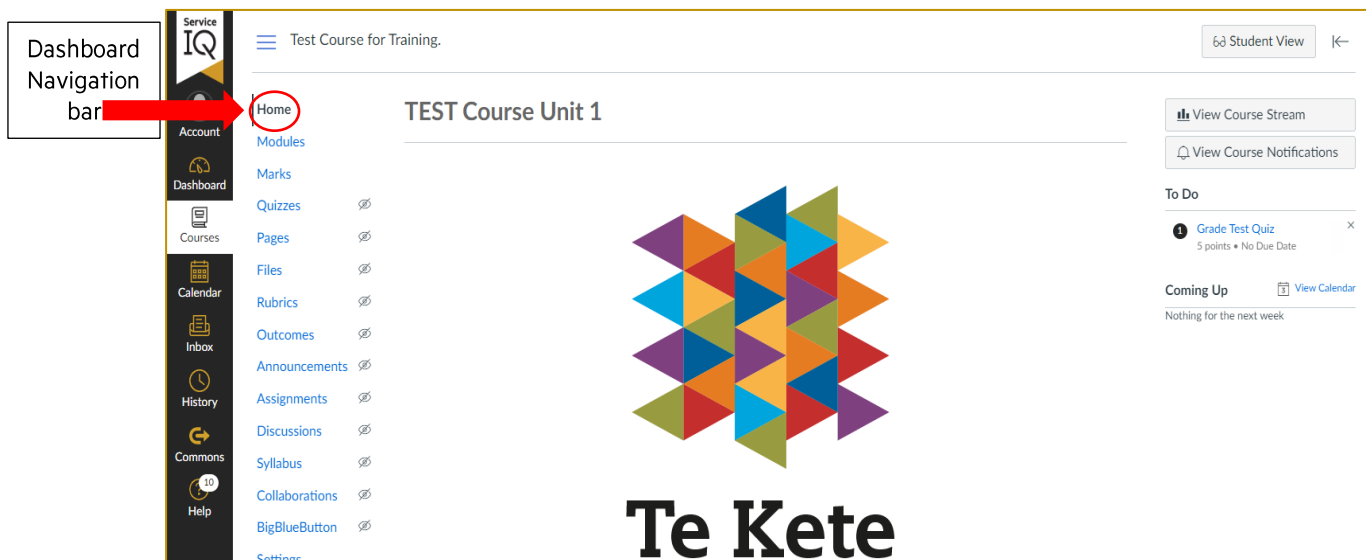
Click: the course from your Dashboard



Once you have chosen your unit, you will see the Home Page (shown below).

Whenever you have a course open, you will be provided with a second navigation bar (on the left-hand side of your screen). This navigation bar is called your “dashboard navigation bar,” and its purpose is to make it easier to access content within your course.

### Course Home page





## Your Dashboard: Assessor Resources and Unit Standard Information

Click on the **Modules** tab to find the access assessor resources modules in which you can find the marking guide for assessment and unit standard documents.

Please note: Assessor resources modules will be unpublished. This will not be visible to a trainee.

Home  
SCORM  
**Modules**  
Marks  
Quizzes  
Pages  
Files  
People  
Rubrics  
Outcomes  
Announcements  
Assignments  
Discussions  
Syllabus  
Collaborations  
BigBlueButton  
Settings

Assessment

- Assessment questions  
0 pts
- Assessment: More Information

Assessor Resources

- Assessment Guide**
- Unit Standard 167 v9

Click on: the Assessment Guide.pdf module to view and download a marking guide.

Assessor Resources

- Assessment Guide
- Unit Standard 167 v9**

Then click to: **Download copy of: Unit Standard 167 v9.pdf.**  
This will download as a PDF file.

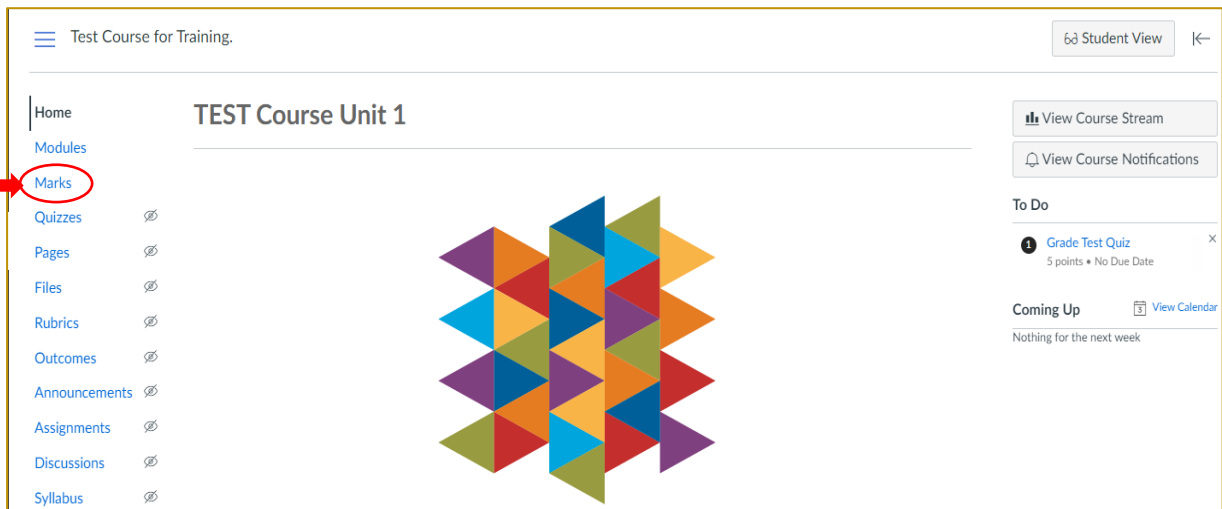
Unit Standard 167 V9.pdf  
Download Unit Standard 167 V9.pdf (120 KB)

NZQA unit standard 167 version 9  
Page 1 of 4



P9Title	Practise food safety methods in a food business under supervision		
Level	2	Credits	4
Purpose	This unit standard is for people training to work in a food business and includes a basic understanding of practices that result in safe food.  People credited with this unit standard are able to: maintain effective personal hygiene when working with food; prevent contamination; and measure, record, and act on temperature of high-risk food, in a food business under supervision.		
Classification	Hospitality > Food Safety		

## Assessment: Accessing the Marks Tab and Markbook



Click on: **Marks** to access the Grade book.



The Markbook will show all the trainees' names and the assessment status.

1. The status symbol  indicates that the Trainee has completed the assessment and is now waiting for grading.
2. The Hyphen symbol  indicates that the trainee has not started the assessment.

The screenshot shows the 'Markbook' interface. The table displays student names and their assessment status. 'Teststudent12' has a status symbol (document with checkmark) and 'Test Student' has a hyphen symbol. Red arrows point to these symbols.

Student Name	Notes	Assessment questions Out of 3	Syncing to SIS Assignment Out of 0	Assignments	Total
Teststudent12			-	-	-
Test Student			-	-	-

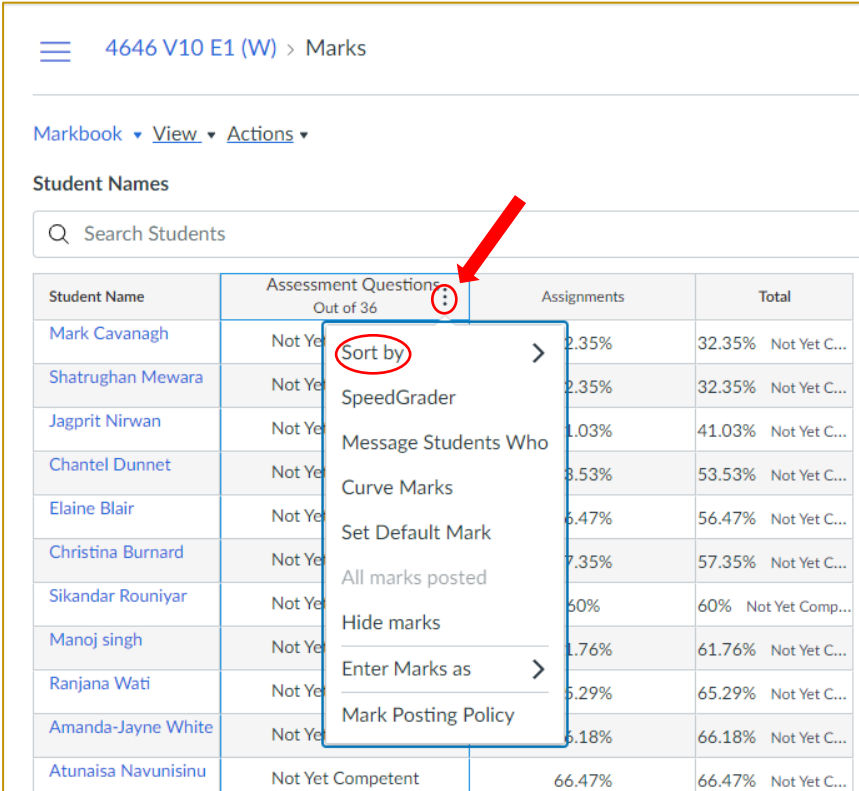
On the screenshot above;  
"Teststudent12" has completed it and is ready for marking  
while "Test Student" has not completed the assessment.

## Assessment: Filtering Trainees by Submission Date within the Marks Section

You have the ability to sort your trainees using various filters.

**To access the filtering option:**

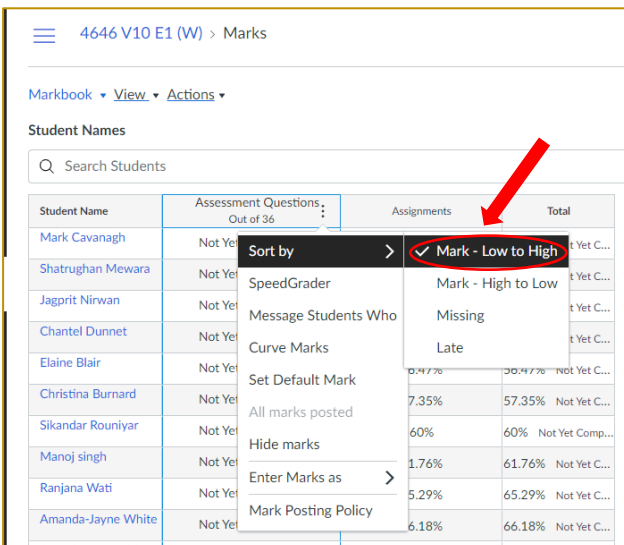
1. Go to **Marks**
2. Click the three-dotted lines next to Assessment Questions
3. Click on **Sort by** option and choose the filtering option you would like:



The screenshot shows the 'Marks' section for '4646 V10 E1 (W)'. A dropdown menu is open over the 'Assessment Questions' column, with a red arrow pointing to the three-dotted menu icon. The 'Sort by' option is circled in red. The table below shows student names, assessment questions, assignments, and total marks.

Student Name	Assessment Questions Out of 36	Assignments	Total
Mark Cavanagh	Not Yet	2.35%	32.35% Not Yet C...
Shatrughan Mewara	Not Yet	2.35%	32.35% Not Yet C...
Jagprit Nirwan	Not Yet	1.03%	41.03% Not Yet C...
Chantel Dunnet	Not Yet	3.53%	53.53% Not Yet C...
Elaine Blair	Not Yet	6.47%	56.47% Not Yet C...
Christina Burnard	Not Yet	7.35%	57.35% Not Yet C...
Sikandar Rouniyar	Not Yet	60%	60% Not Yet Comp...
Manoj singh	Not Yet	1.76%	61.76% Not Yet C...
Ranjana Wati	Not Yet	5.29%	65.29% Not Yet C...
Amanda-Jayne White	Not Yet	6.18%	66.18% Not Yet C...
Atunaisa Navunisinu	Not Yet Competent	66.47%	66.47% Not Yet C...

This example (below), shows the trainees by most recent submission: Mark – **Low to High**



The screenshot shows the 'Marks' section for '4646 V10 E1 (W)'. A dropdown menu is open over the 'Assessment Questions' column, with a red arrow pointing to the 'Mark - Low to High' option, which is circled in red. The table below shows student names, assessment questions, assignments, and total marks.

Student Name	Assessment Questions Out of 36	Assignments	Total
Mark Cavanagh	Not Yet	2.35%	32.35% Not Yet C...
Shatrughan Mewara	Not Yet	2.35%	32.35% Not Yet C...
Jagprit Nirwan	Not Yet	1.03%	41.03% Not Yet C...
Chantel Dunnet	Not Yet	3.53%	53.53% Not Yet C...
Elaine Blair	Not Yet	6.47%	56.47% Not Yet C...
Christina Burnard	Not Yet	7.35%	57.35% Not Yet C...
Sikandar Rouniyar	Not Yet	60%	60% Not Yet Comp...
Manoj singh	Not Yet	1.76%	61.76% Not Yet C...
Ranjana Wati	Not Yet	5.29%	65.29% Not Yet C...
Amanda-Jayne White	Not Yet	6.18%	66.18% Not Yet C...
Atunaisa Navunisinu	Not Yet Competent	66.47%	66.47% Not Yet C...

## Assessment: Displaying Trainees by FirstName or LastName within the Marks Section

You have the ability to sort your trainees by firstname or lastname

**To access the sort option:**

1. Go to **Marks**
2. Click the **three-dotted lines** within the **Student Name** column
3. Choose either: **First, Lastname** or **Last, Firstname** display options

The screenshot shows the Service IQ interface. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, and History. The main content area shows the breadcrumb '4646 V10 E1 (W) > Marks'. Below this are tabs for 'Markbook', 'View', and 'Actions'. The 'Student Names' section has a search bar and a table. The table has columns: 'Student Name', 'Assessment Questions Out of 36', 'Assignments', and 'Total'. A dropdown menu is open for the 'Student Name' column, showing options: 'Sort by', 'Display as', 'Secondary info', and 'Show'. The 'Display as' option is selected, and a sub-menu is open showing 'First, Last Name' (checked) and 'Last, First Name'. A red arrow points to the three-dotted menu icon in the table header.

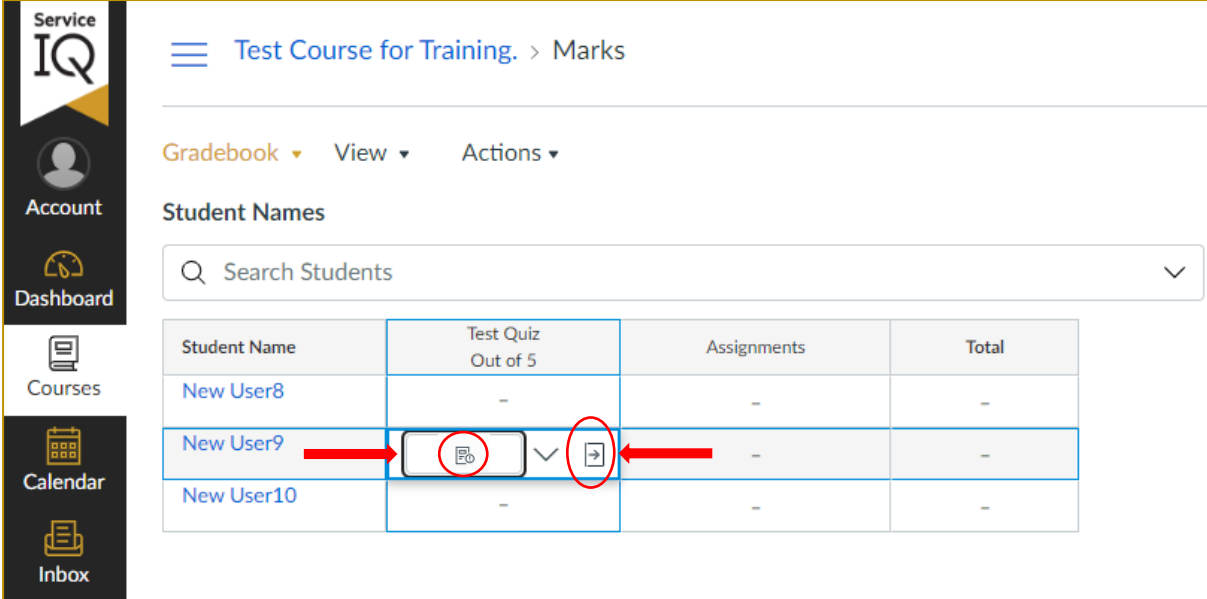
Student Name	Assessment Questions Out of 36	Assignments	Total
Li	-	-	-
Ja	100%	100%	100% Competent
Er	100%	100%	100% Competent
M	88.24%	88.24%	Not Yet C...
Fr	100%	100%	Competent
Sh	-	-	-
Ph	100%	100%	Competent
Jonathan Alve	Competent	100%	100% Competent
Tony Anderson	Competent	100%	100% Competent

## Assessment: Accessing SpeedGrader (Marking the Assessment)

To access the SpeedGrader and mark the assessment:

Click on the status symbol: 

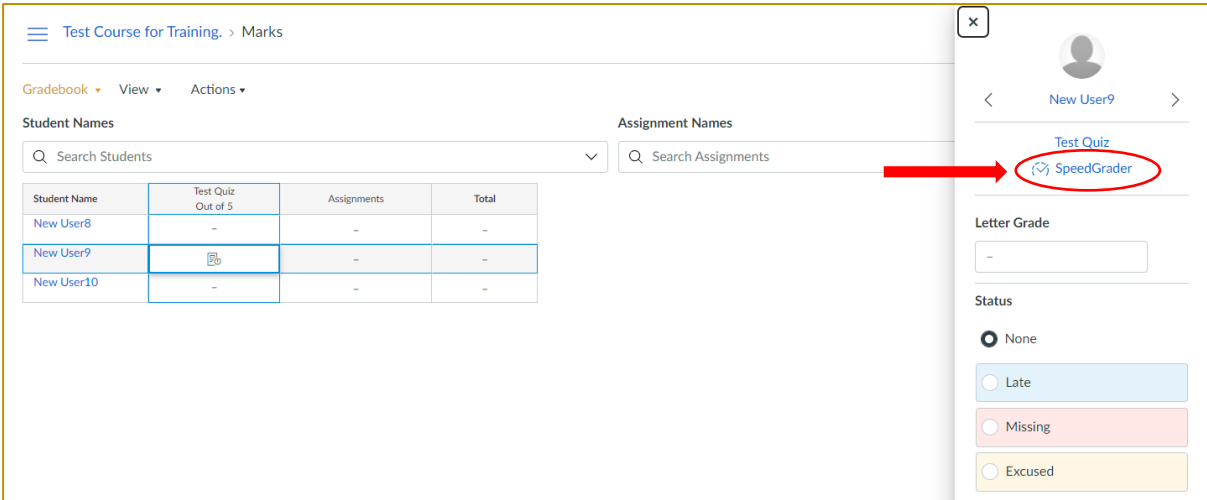
Then click on the arrow symbol: 



The screenshot shows the 'Test Course for Training' Marks page. A table lists student names and their scores for a 'Test Quiz Out of 5'. The row for 'New User9' is highlighted, and the status symbol and arrow symbol are circled in red.

Student Name	Test Quiz Out of 5	Assignments	Total
New User8	-	-	-
New User9	-	-	-
New User10	-	-	-

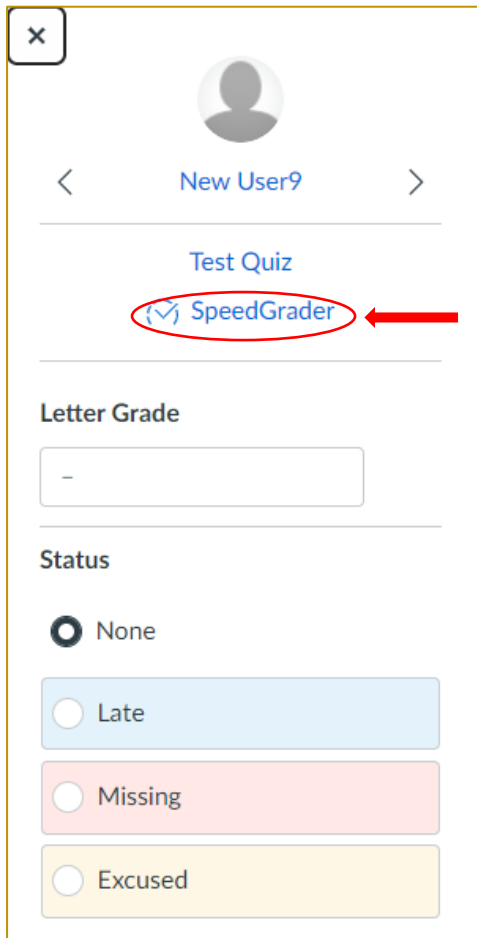
This will open a new tab in the right corner.



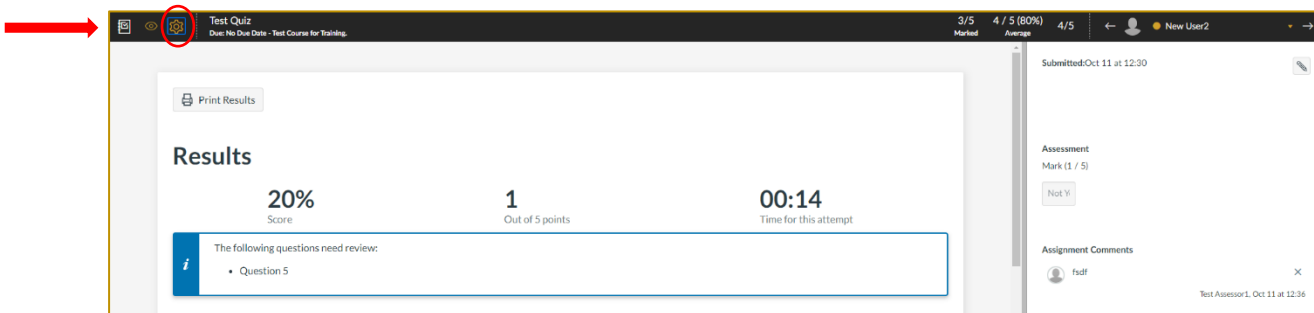
The screenshot shows the 'New User9' profile page. The 'Test Quiz' section is highlighted, and the 'SpeedGrader' link is circled in red.

Student Name	Test Quiz Out of 5	Assignments	Total
New User8	-	-	-
New User9	-	-	-
New User10	-	-	-

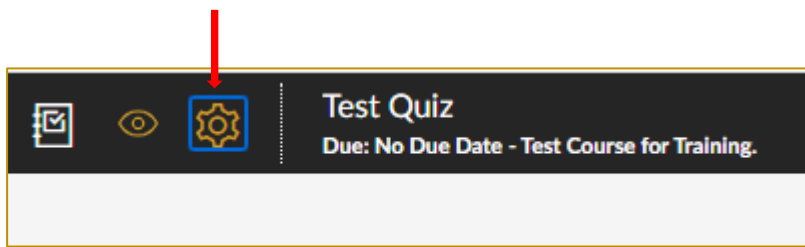
Now click the SpeedGrader option to view assessments (shown below).



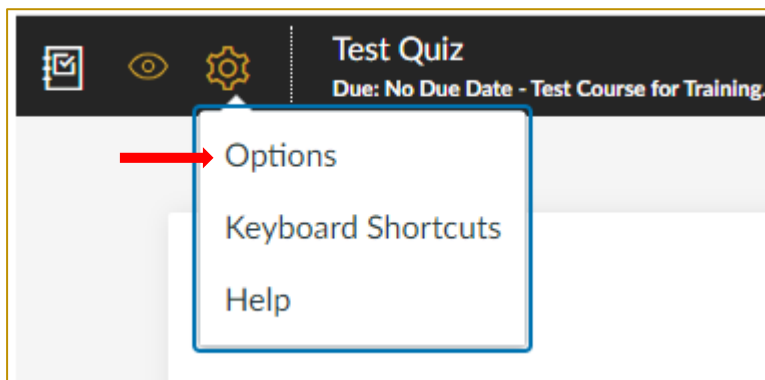
Inside the SpeedGrader, you can sort the trainee list by alphabetical order or the date they submitted the assignment.



Click on **settings icon** from the top right corner of the SpeedGrader.

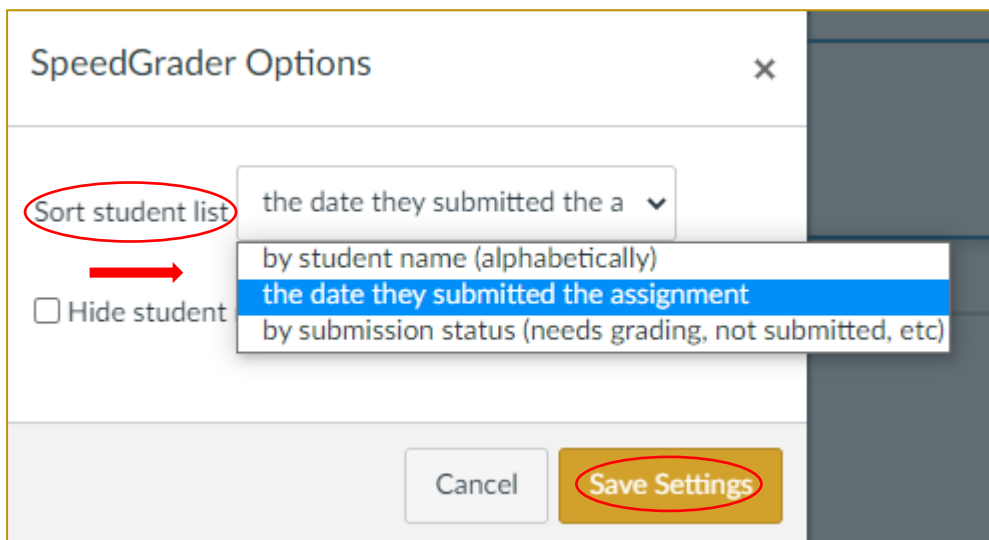


Then click on: **Options**.



Now click on: **Sort student** dropdown list,  
You can choose any option based on your requirement.

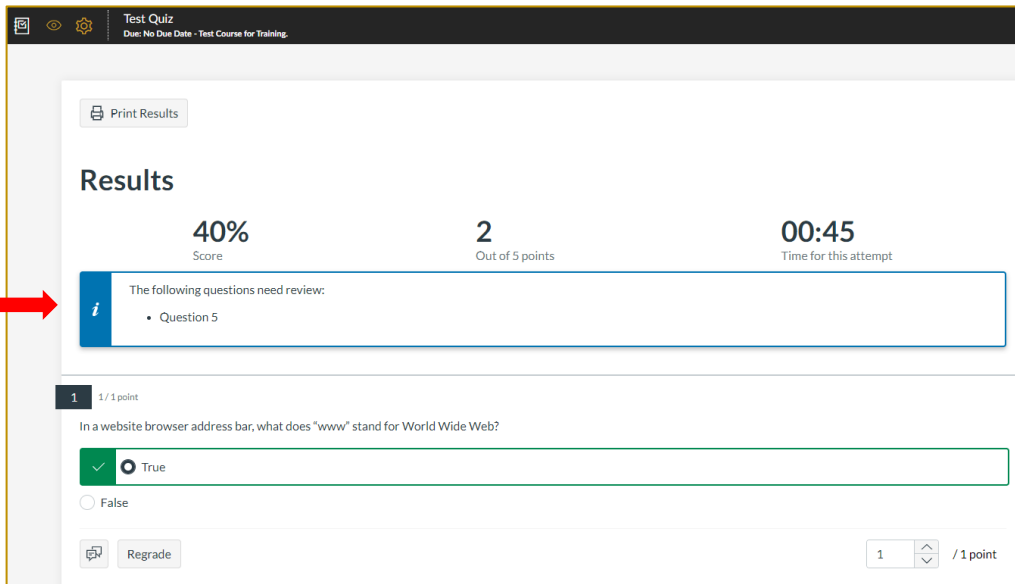
Then press: **Save Settings**



Inside the SpeedGrader, you can review the trainee's answers.

The blue highlighted instructions bar will show you how many questions need a manual review under the results area (shown below).

Auto-graded questions will have already been given a point score depending on whether they are correct or incorrect; we do not change the points section, and this does not require any further manual input.



The screenshot displays the SpeedGrader interface for a quiz. At the top, it shows 'Test Quiz' and 'Due: No Due Date - Test Course for Training'. Below this is a 'Print Results' button. The main section is titled 'Results' and displays a score of 40% (Score), 2 out of 5 points (Out of 5 points), and a time of 00:45 (Time for this attempt). A blue bar with an information icon 'i' contains the text: 'The following questions need review:' followed by a list item '• Question 5'. A red arrow points to this bar. Below the results, a question is shown: '1 1 / 1 point In a website browser address bar, what does "www" stand for World Wide Web?'. The question has a green checkmark and the answer 'True' is selected. There are radio buttons for 'True' and 'False'. At the bottom, there is a 'Regrade' button and a score indicator '1 / 1 point'.

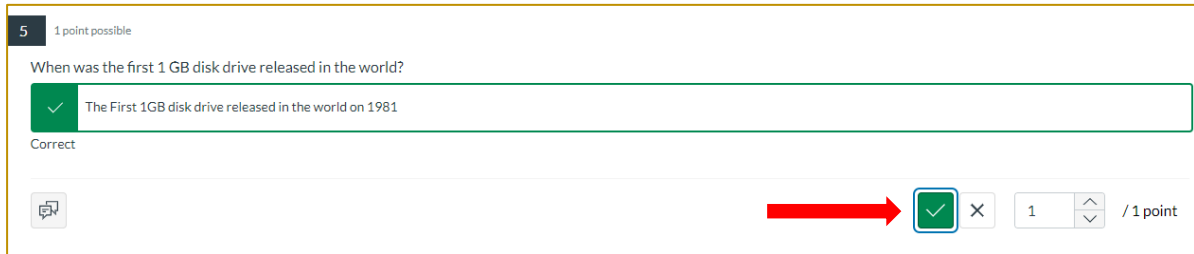


## Assessment: Marking Questions that are not “auto-graded.”

For non-auto-graded questions:

If the answer is correct:

Click: the tick button



5 1 point possible

When was the first 1 GB disk drive released in the world?

✓ The First 1GB disk drive released in the world on 1981

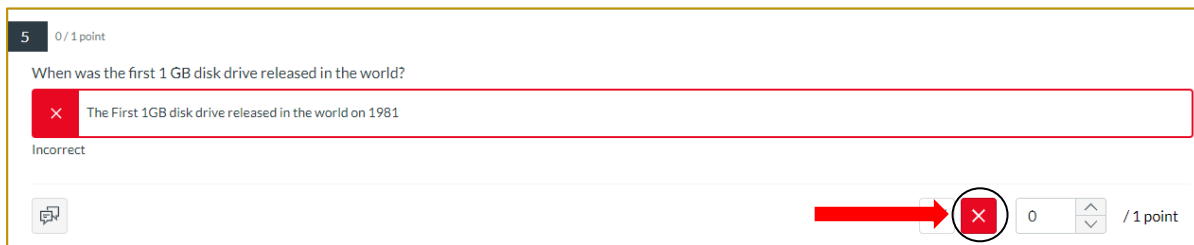
Correct

1 / 1 point

A red arrow points to the green checkmark button in the grading controls.

If the answer is incorrect:

Click: the cross button



5 0 / 1 point

When was the first 1 GB disk drive released in the world?

✗ The First 1GB disk drive released in the world on 1981

Incorrect

0 / 1 point

A red arrow points to the red cross button in the grading controls.

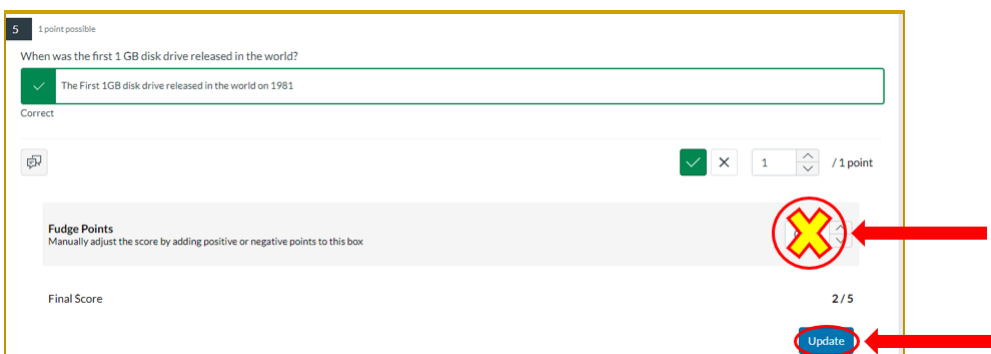
Once you have completed all your grading:

Click: **Update** (located at the bottom of the page to save your grading).

You need to press the **update button** before it will save your progress.

Please note: You **DO NOT** use the Fudge Points area shown in the screen shot (below).

The final score will be automatically update as mentioned in the comments (below).



5 1 point possible

When was the first 1 GB disk drive released in the world?

✓ The First 1GB disk drive released in the world on 1981

Correct

1 / 1 point

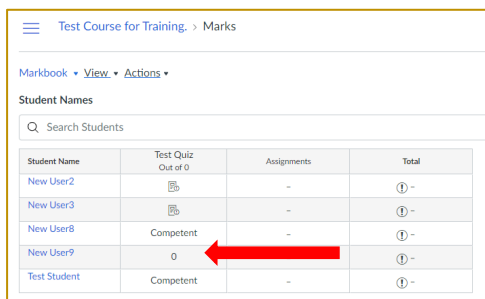
**Fudge Points**  
Manually adjust the score by adding positive or negative points to this box

Final Score 2 / 5

Update

Red arrows point to the Fudge Points area (marked with a red X) and the Update button.

The system will automatically update their status: “0” in the mark section



Test Course for Training > Marks

Markbook • View • Actions

Student Names

Search Students

Student Name	Test Quiz Out of 0	Assignments	Total
New User2		-	0 -
New User3		-	0 -
New User8	Competent	-	0 -
New User9	0	-	0 -
Test Student	Competent	-	0 -

A red arrow points to the '0' in the 'Test Quiz' column for 'New User9'.



## Assessment: Further Evidence Required (FER): continued

**Once you have completed all your grading:**

Click **update** (located at the bottom of the page to save your grading).

**You need to press the update button before it will save your progress.**

Please note: You **DO NOT** use the Fudge Points area shown in the screen shot (below).  
The final score will be automatically update as mentioned in the comments (below).

The screenshot shows a quiz question: "When was the first 1GB disk drive released in the world?". The correct answer is "The First 1GB disk drive released in the world on 1981". Below the answer is a "Fudge Points" section with a red 'X' over it, indicating it is disabled. At the bottom right, there is an "Update" button. Red arrows point to the 'X' and the "Update" button.

The system will automatically update their status: "0" in the mark section

The screenshot shows a table of student marks. The table has columns for Student Name, Test Quiz, Assignments, and Total. The row for "New User9" shows a score of 0 in the Test Quiz column, highlighted with a red arrow.

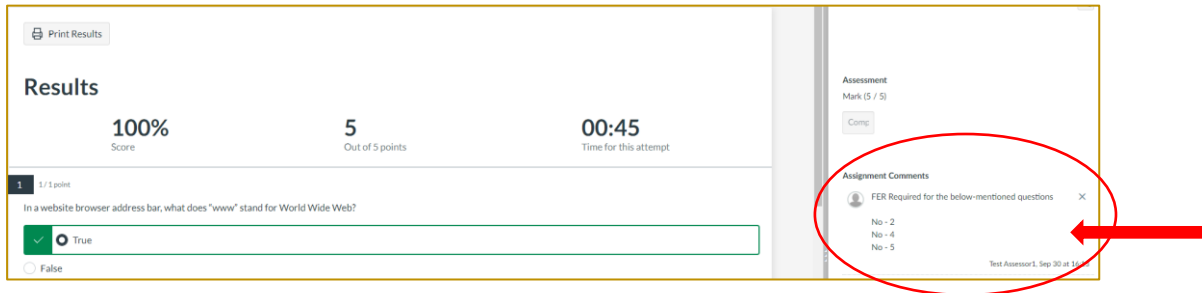
Student Name	Test Quiz Out of 0	Assignments	Total
New User2	0	-	!
New User3	0	-	!
New User8	Competent	-	!
New User9	0	-	!
Test Student	Competent	-	!

## Assessment: Further Evidence Required (FER): continued

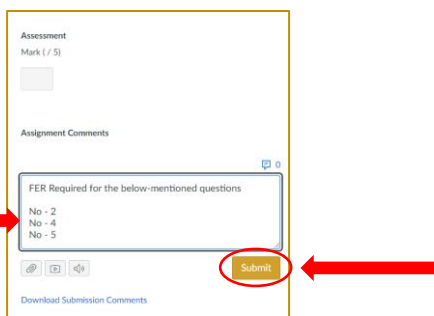
### Final Step for Requesting (FER)

**Add Question number:** Please specify what questions the trainee is required to provide further evidence. You will have to provide this information in the assignment comment box on the screen's right-hand side.

This will help the trainee see how many questions need FER.  
You can submit assignment comments as many times as you need.

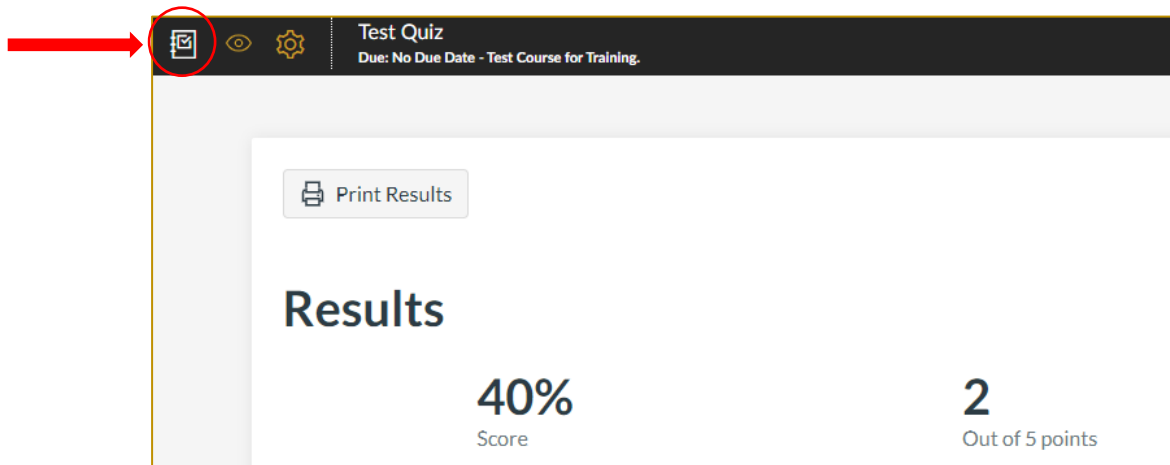


**Press: submit**



## Assessment: Exiting the SpeedGrader

Click: the grade book icon (shown below) to exit SpeedGrader.



If required, you can print the results using the icon above, “**print results**.”

If you have requested a (FER) for a trainee or if the trainee has answered any question incorrectly, you should update the selection in the mark section dropdown list to 'Not Yet Competent,' as depicted below.

The screenshot shows the 'Marks' section of the SpeedGrader interface. It includes a search bar for students and a table with columns for Student Name, Test Quiz (Out of 0), Assignments, and Total. A dropdown menu is open for 'New User8', showing options: 'Competent', 'Not Yet Competent', and 'Excused'. A red arrow points to the 'Not Yet Competent' option.

Student Name	Test Quiz Out of 0	Assignments	Total
New User2		-	! -
New User3		-	! -
New User8	Competent	-	! -
New User9	Competent	-	! -
New User10	Not Yet Competent	-	! -
Test Student	Excused	-	! -

Alternatively, if the trainee has correctly answered all the questions, please update the selection to 'Competent'."

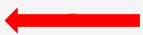
Markbook ▾ View ▾ Actions ▾

Student Names

🔍 Search Students

Student Name	Test Quiz Out of 0	Assignments	Total
New User2	📄	-	! -
New User3	📄	-	! -
New User8	Competent	-	! -
New User9	0	-	! -
New User10	Competi ▾ 📄	-	! -
Test Student	Competent	-	! -

- Competent
- Not Yet Competent
- Excused



## Assessment: Reviewing a Trainee's (FER) response

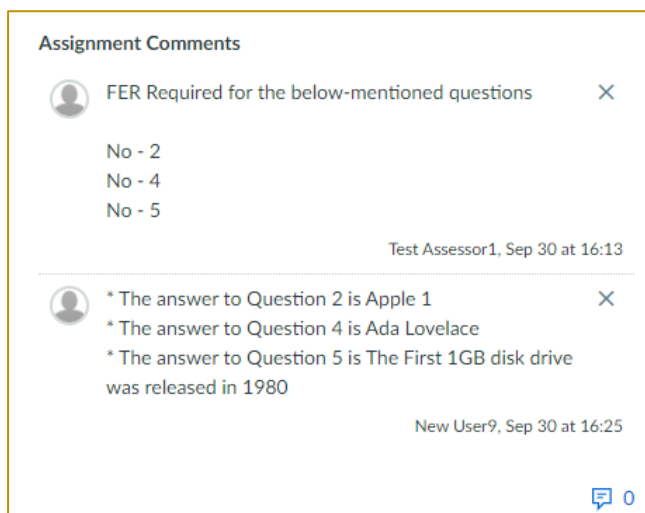
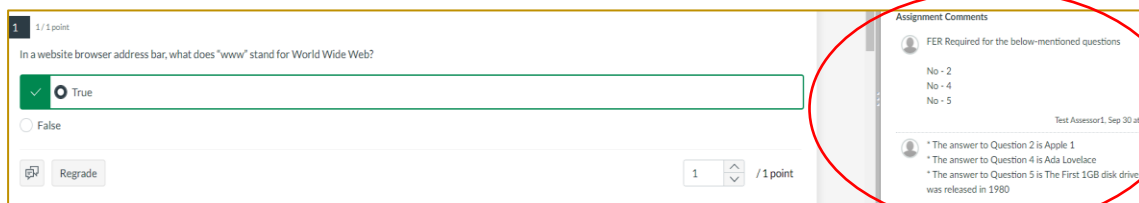
Once the trainee responds to the FER, you can view their response by:

**Clicking on the: SpeedGrader** (instructions on **page 10** of this guide)

**Review trainee responses** within the **Assignment Comments** section.

If you still need further FER for any questions that the trainee has submitted, you can ask for more clarification through Assignment comments.

Please note – Do not edit or change the additional comments provided to a specific question.



## Assessment: Marking a trainee as “competent.”

If you are satisfied with the FER response from the trainee:

For Auto-graded questions

Go: to the question-and-answer page and **change the point as 1**

2 0 / 1 point

What was the first computer system that used color display?

Microsoft

Samsung

Correct Answer: Apple 1

Apple 1

Regrade

1 / 1 point

For non-auto-graded questions

**Change: the cross mark to the tick mark.** This will automatically adjust the points to 1

5 0 / 1 point

When was the first 1 GB disk drive released in the world?

The First 1GB disk drive released in the world on 1981

Incorrect

0 / 1 point

5 0 / 1 point

When was the first 1 GB disk drive released in the world?

The First 1GB disk drive released in the world on 1981

Correct

1 / 1 point

Once you have updated the points, don't forget to **click: update** at the end of the screen.

4 0 / 1 point

Ada Lovelace is the name of the first computer programmer?

True

False

Correct Answer: True

Regrade

0 / 1 point

5 0 / 1 point

When was the first 1 GB disk drive released in the world?

The First 1GB disk drive released in the world on 1981

Correct

1 / 1 point

Fudge Points

Manually adjust the score by adding positive or negative points to this box

0

Final Score 2 / 5

Update

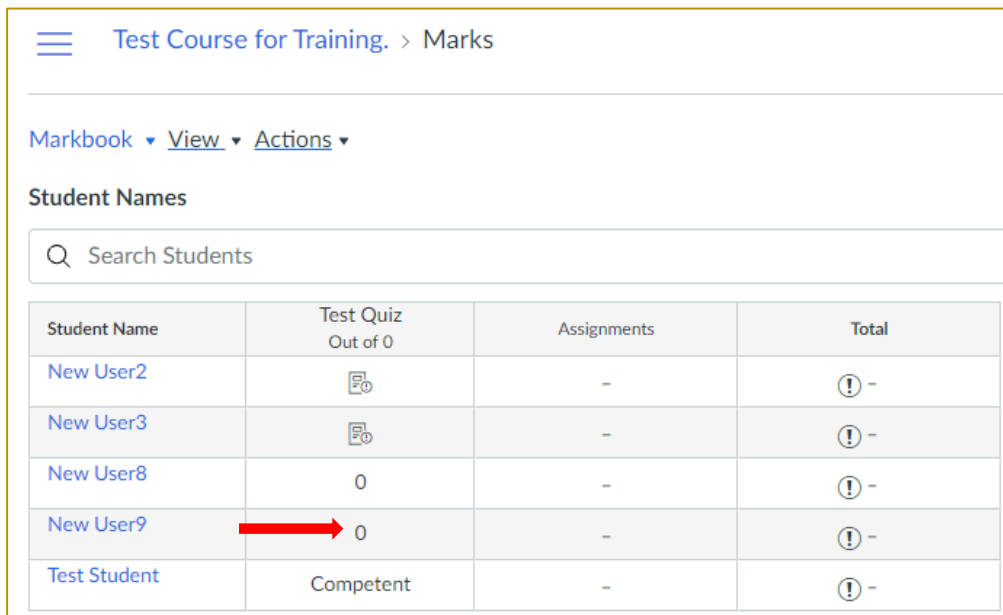


## Assessment: Marking a trainee as “competent”: continued

**Exit:** The SpeedGrader (instructions on page 19 of this guide)

This will bring you back to your Markbook.

Within the Markbook section, you will notice a status displayed as "0."



Test Course for Training. > Marks

Markbook ▾ View ▾ Actions ▾

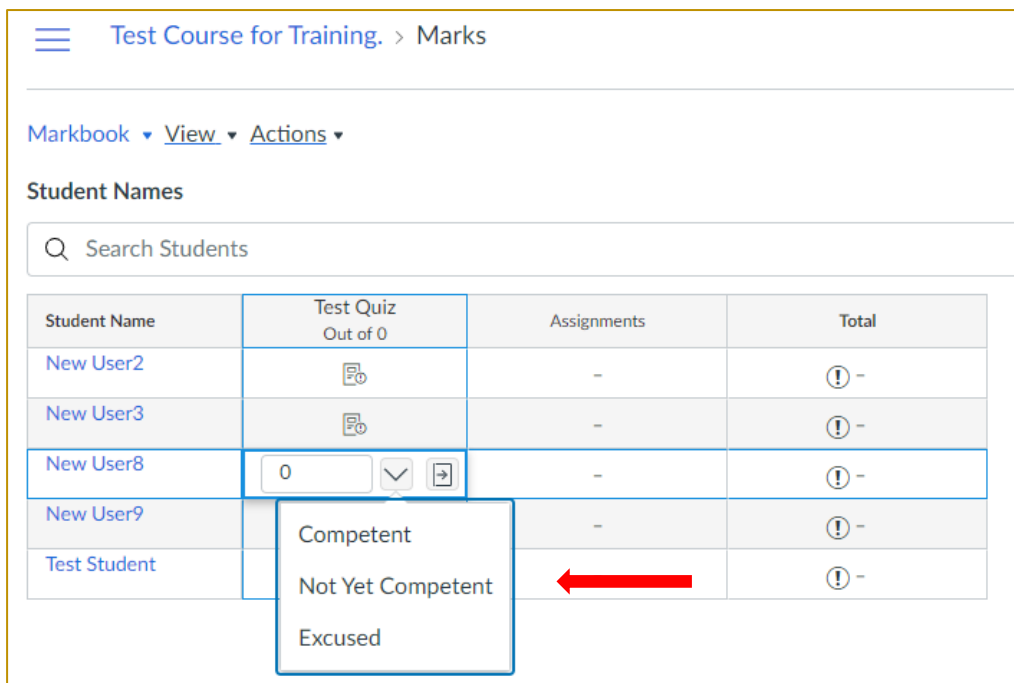
Student Names

Q Search Students

Student Name	Test Quiz Out of 0	Assignments	Total
New User2		-	! -
New User3		-	! -
New User8	0	-	! -
New User9	0	-	! -
Test Student	Competent	-	! -

To update this status accordingly, click on the column labelled "0" and change it to: **"Competent"** if the trainee has correctly answered all questions.

If there are incorrect answers, change the status to **"Not Yet Competent."**



Test Course for Training. > Marks

Markbook ▾ View ▾ Actions ▾

Student Names

Q Search Students

Student Name	Test Quiz Out of 0	Assignments	Total
New User2		-	! -
New User3		-	! -
New User8	0	-	! -
New User9		-	! -
Test Student		-	! -

Competent

Not Yet Competent

Excused