



Te Kete



# Te Kete Guide

(powered by Canvas)

## for Students

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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

Locate the email from ServiceIQ eLearning to access Te kete for the first time and click on the link:

**CLAIM YOUR E-LEARNING COURSE NOW**

Start your eLearning course now > Inbox x

ServiceIQ eLearning <elearning@serviceiq.org.nz>  
to me ▾

Thu, Feb 1, 7:24 AM ☆ ☺ ↶ ⋮

Kia ora Lisa,

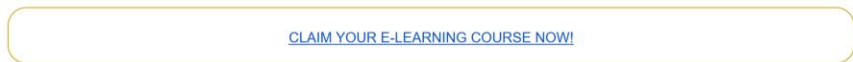
Your teacher/tutor has sent you this eLearning course: **21058: Identify career pathways in the hospitality industry - Fully Online (Te Kete)**

All you need to do to claim your course is:

Click the link below – it's that easy. This will take you to your ServiceIQ Portal.

From there, you can access your eLearning by clicking on the 'Te Kete (powered by Canvas)' tile.

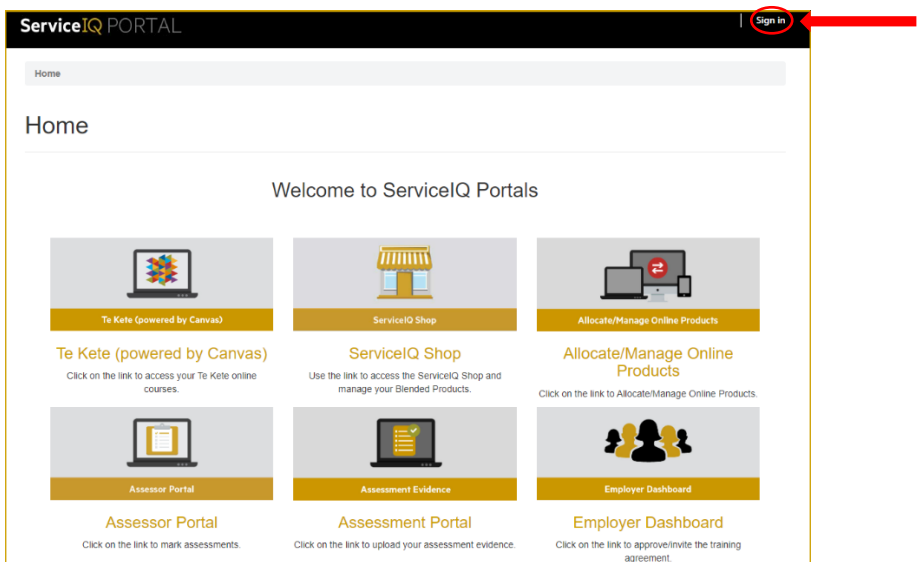
**Please note:** If you are new to ServiceIQ's online platform, you will need to complete your account profile before you can access your course.



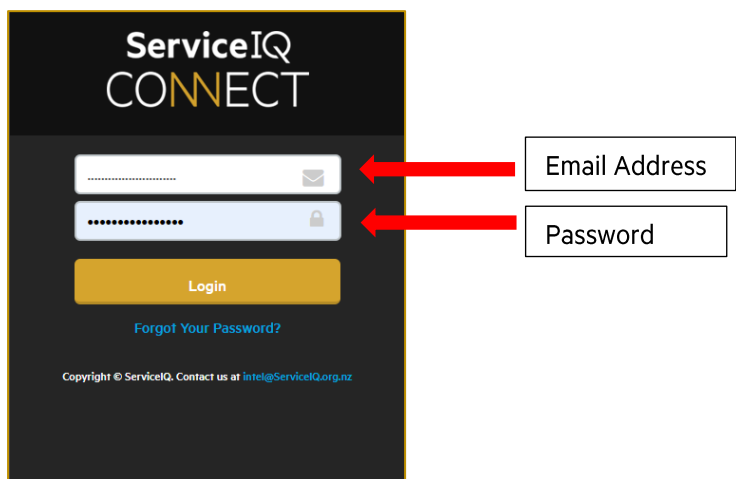
To access our login screen, please type the following web address: <https://portal.serviceiq.org.nz/>.

This will bring you to ServiceIQ's main login page.

Click: **Sign in**



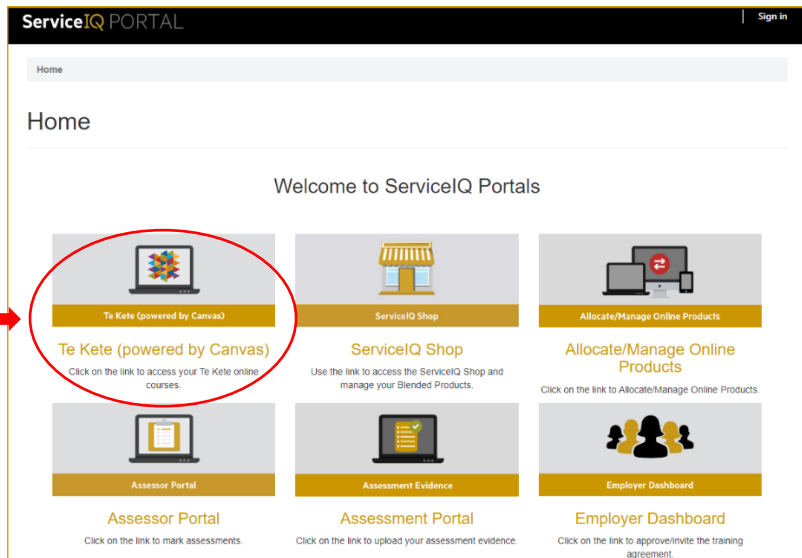
You will then be asked for login details given to you by your tutor.



## Main Screen of ServiceIQ's Portal:

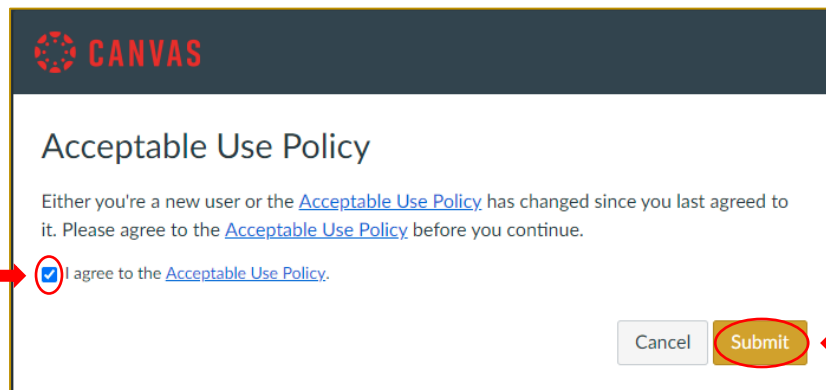
Main Screen of ServiceIQ's Portal:

Click: Te Kete (powered by Canvas)



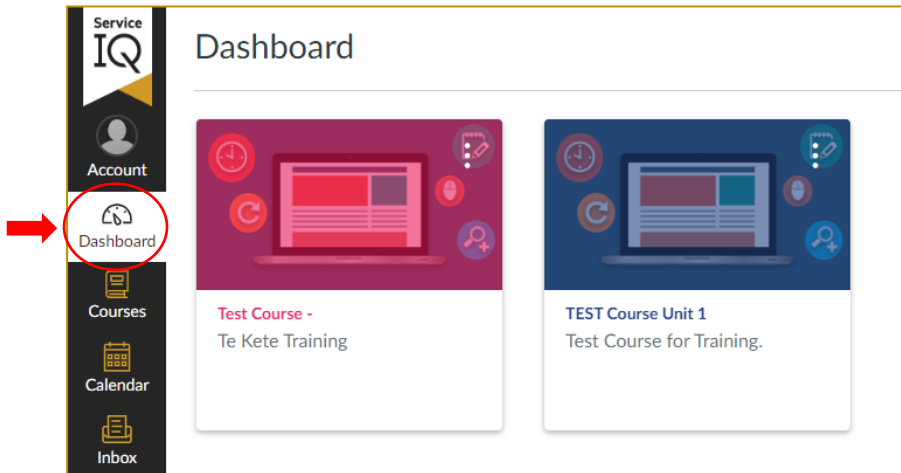
Once you click on Te Kete , you will be taken to your account. The first time you access Te Kete, you must agree on the user policy before beginning, as shown below.

1. Click: I agree (tick box)
2. Click: Submit (as shown below)



## Your Dashboard

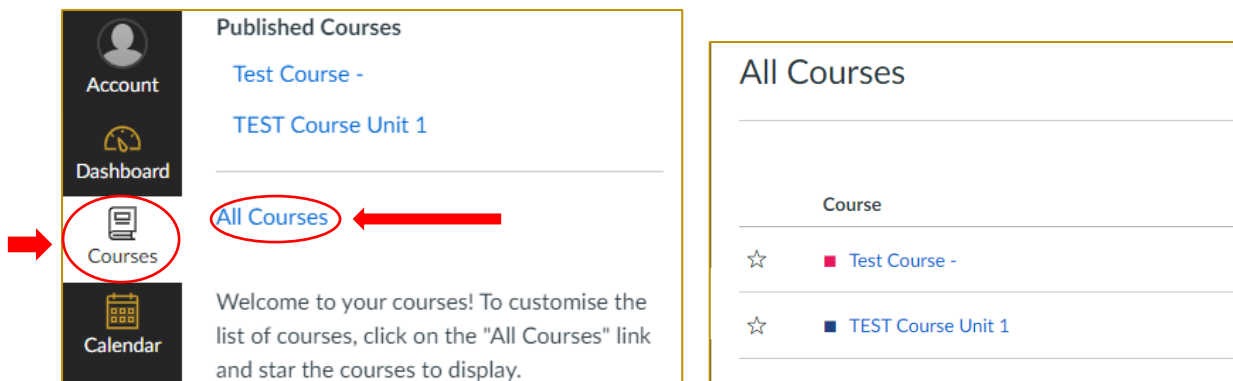
The **Dashboard** is your landing page within Te Kete. It lists all active courses in which you are enrolled.



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. **Click:** **All Courses** from the Global Navigation menu.



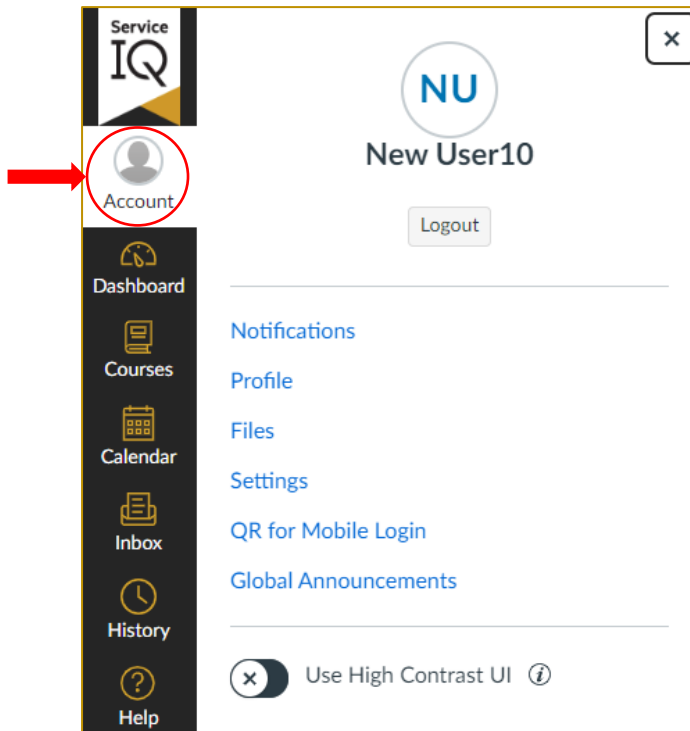
3. **Click:** the **“Dashboard”** icon to return to the screen view

## Account Setup

To view or edit your account information:

1. **Click:** the **Account icon** in the top left hand side of your page.

Under the account section, you can choose how often you receive notifications; upload a profile photo; choose your preferred ways for being contacted; upload files that only you can see while your studying.



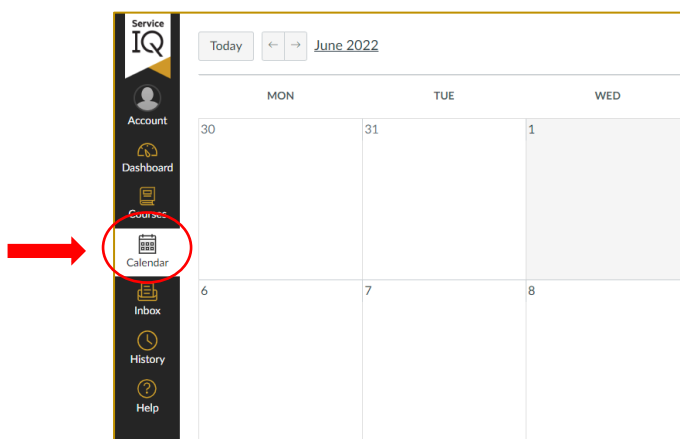
## Calendar

You can also create your calendar activities and reminders.

To access the Calendar:

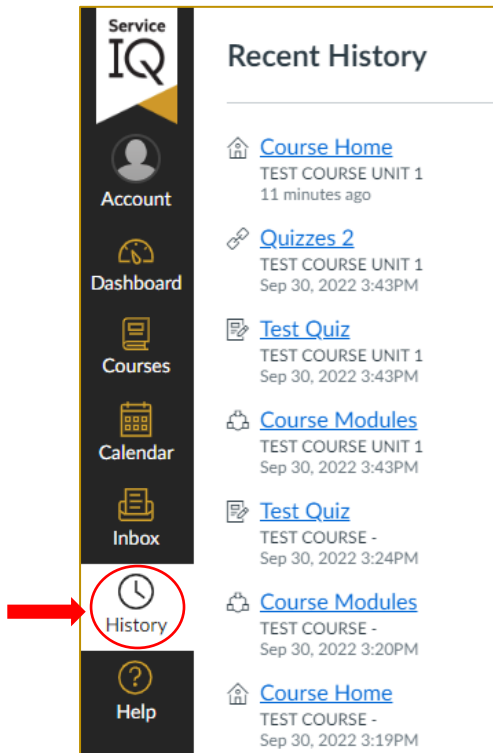
1. **Click:** the **Calendar icon**

**Please note:** this calendar will not sync with any online calendar you may use. It is accessible only when you are working within Te Kete.



## History

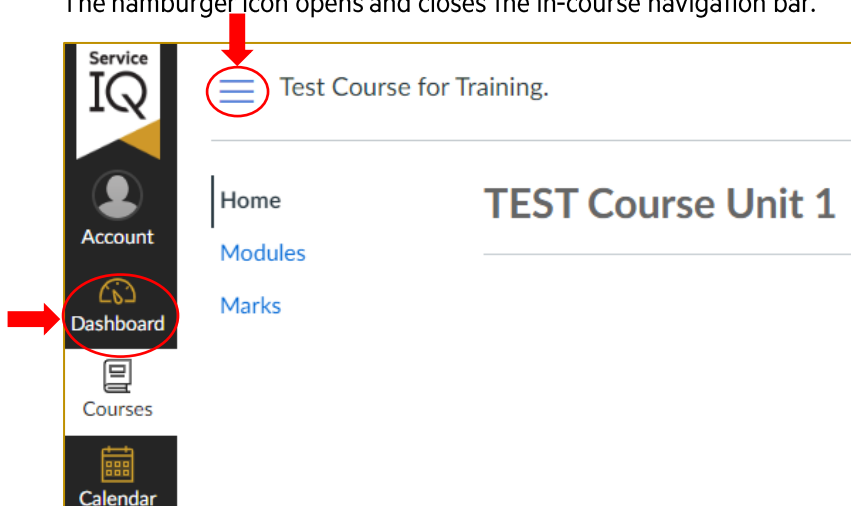
You can find your recent activity through the History menu.



## Dashboard Navigation Menu

You will see a further navigation bar called the dashboard navigation, which becomes available once you have opened a course unit.

The hamburger icon opens and closes the in-course navigation bar.



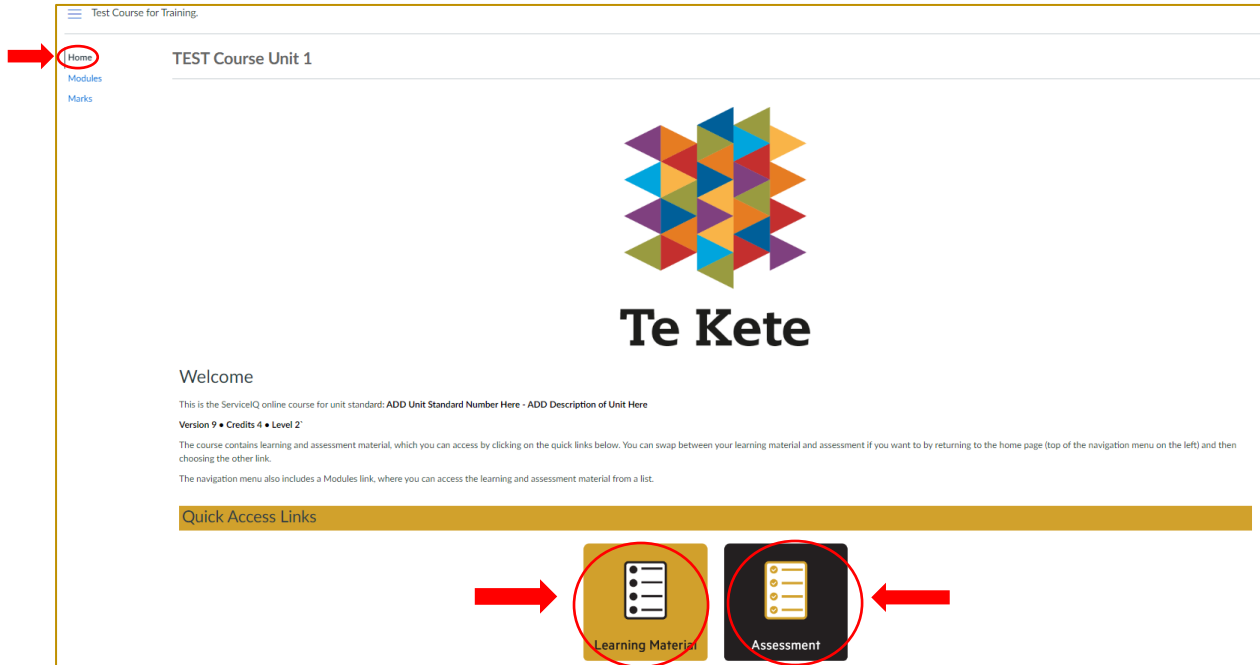
Clicking on the dashboard icon will take you back to the Dashboard, where you can see all of your courses.



# Course Home Page

1. Click: the **Home** tab to find the links to your Learning Materials and Assessment.

**Please note:** depending on the system of your laptop or phone, you may need to scroll down to see the Learning Material and Assessment tiles shown below.



## Accessing your Learning Material

1. Click: the **Learning Material** tile to view your learning material.

**Please note:** you must complete each section of your learning material, starting at the first item and complete the mini assessment, getting a 100% score prior to being able to move forward to the next section of learning material.

### Welcome

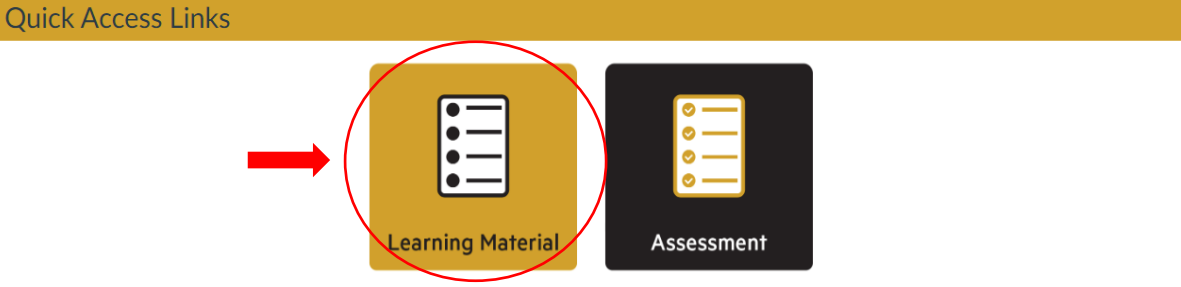
This is the ServiceIQ online course for unit standard: **ADD Unit Standard Number Here - ADD Description of Unit Here**

**Version 9 • Credits 4 • Level 2**

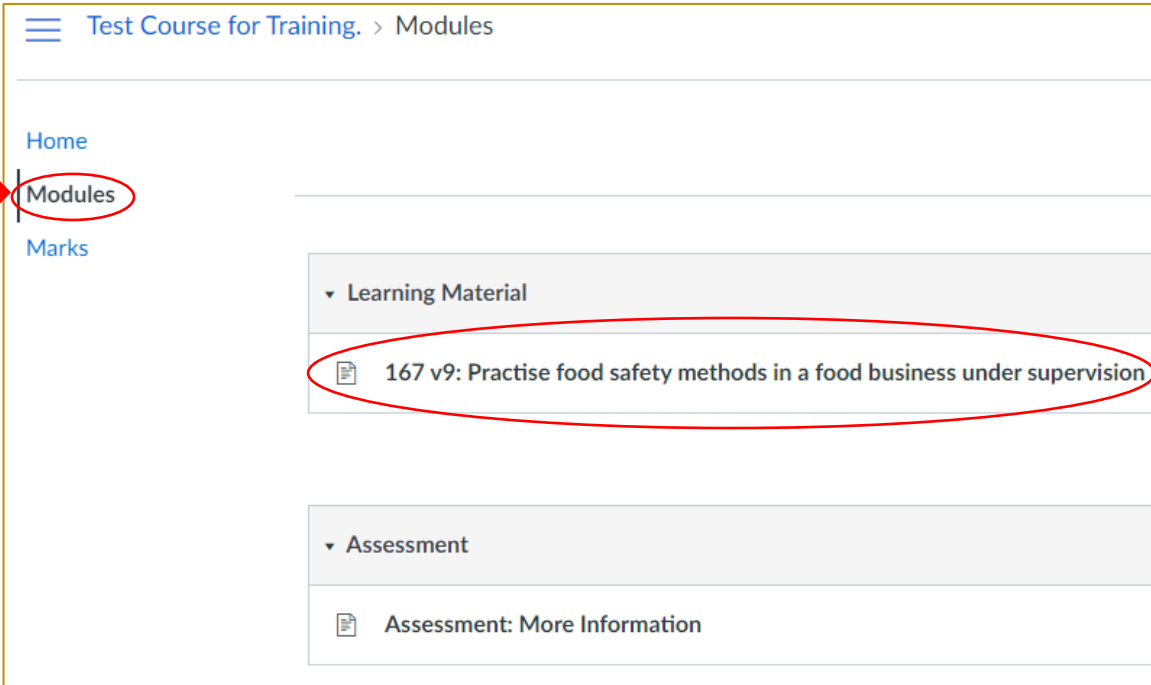
The course contains learning and assessment material, which you can access by clicking on the quick links below. You can swap between your learning material and assessment if you want to by returning to the home page (top of the navigation menu on the left) and then choosing the other link.

The navigation menu also includes a Modules link, where you can access the learning and assessment material from a list.

#### Quick Access Links



Your learning materials are also accessible through the modules tab. Modules contain the course resources and topics in order.

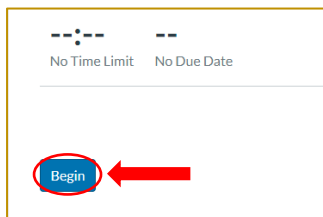
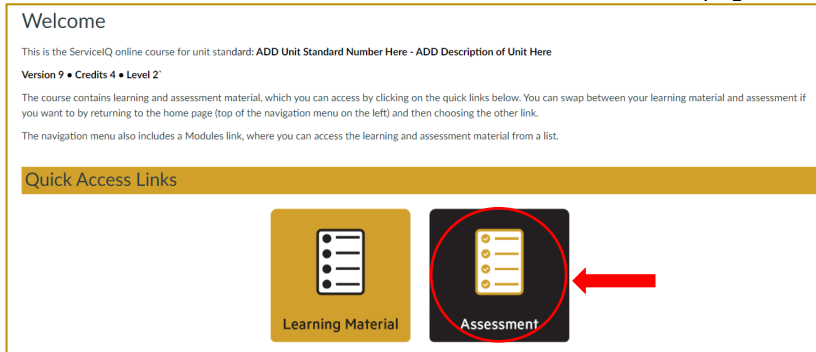


# Accessing and Submitting your Assessment

## Starting your assessment:

1. Read the instructions under the “Welcome” heading
2. Scroll down the screen until you see the Assessment tile
3. **Click:** the **Assessment** tile then
4. **Click:** **Begin**

You can also find the assessment in the modules (as shown on page 10).



If you are required to attach a file to one of your assessment questions, eg. *attach a copy of your recipe*, please use the following steps:

### To attach a file:

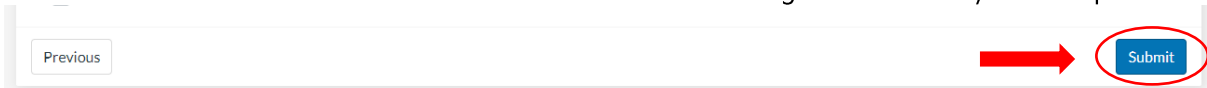
Quick tip: add the question number to your file name so it is easy for your teacher to know which question your file relates to eg. **Question5\_cake recipe.doc**

1. **Click: Attach File** this will then bring up the “choose file box”
2. **Click:** the correct file from your computer
3. **Click: Open** to add the file
4. **Click: Save**

### To submit your assessment:

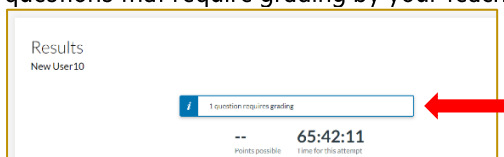
Once you have reached the end of your assessment and are ready to submit,

1. **Click:** the **submit button** which is located at the bottom right-hand side of your final question:



Once you have submitted the assessment, the results page will appear, showing all the answers you have provided (a picture of the results screen is on the next page).

**Please note:** Some of the questions are auto graded; You will see a notification on the answer page for all questions that require grading by your teacher.

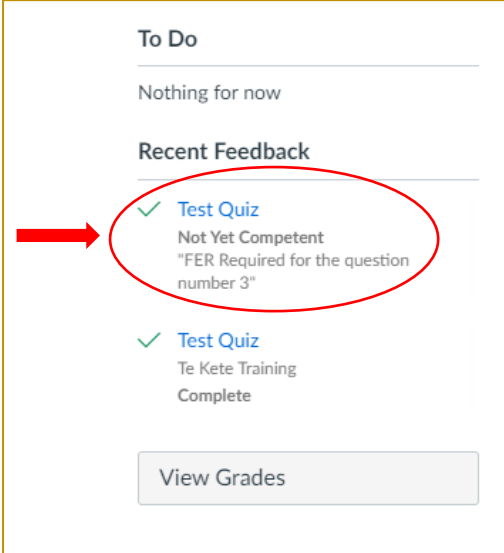


## Recent Feedback

If you have provided an incorrect answer, the teacher will ask for a FER (Further Evidence Required).

The recent feedback section on the right side of your Dashboard is where you would receive notification from the teacher if they asked for FER.

Please click the notification to view the assessment feedback from the teacher.



**To Do**

---

Nothing for now

**Recent Feedback**

---

✓ **Test Quiz**  
Not Yet Competent  
"FER Required for the question number 3"

✓ **Test Quiz**  
Te Kete Training  
Complete

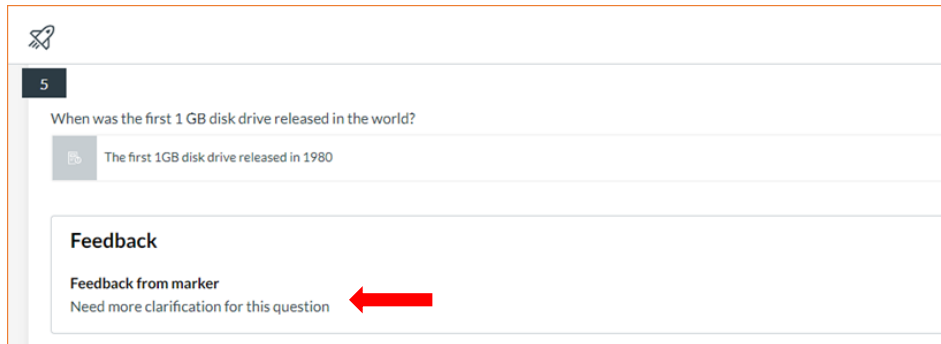
[View Grades](#)

## How to re-submit an answer

How to view teacher's feedback:

1. **Click:** on the **assessment** tile or click on the blue link highlighted within the instructions on page 11
2. **Click: view results**

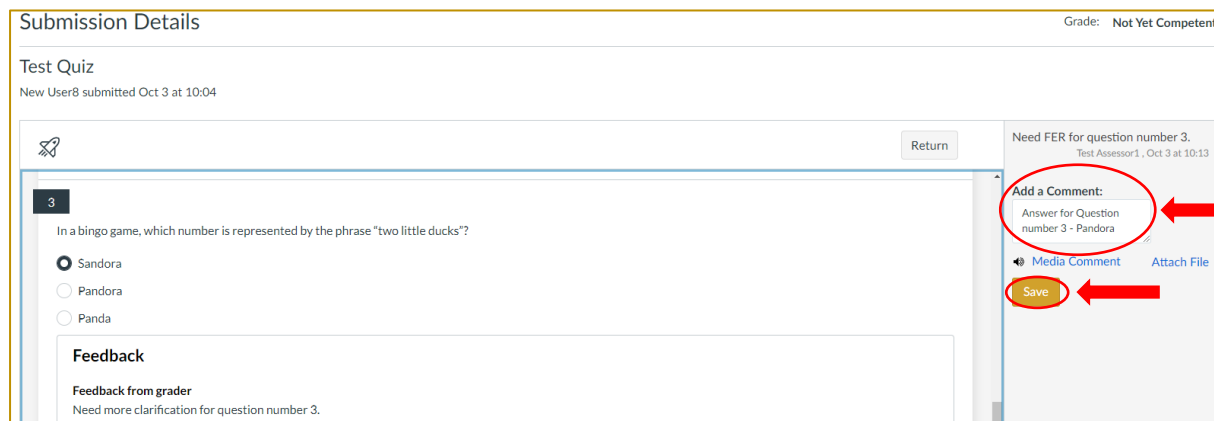
You can scroll through all the questions and answers and review the Feedback section boxes against any incorrect answers to read the teacher's feedback.



Re-submitting your answers to your teacher's feedback:

1. **Scroll:** to the **Add a comment** section on the right corner of the submission details page. The "Add a comment" section is located at the end of your assessment.
2. **Add:** a **heading name** for each question you are reply to eg: Question 3
3. **Type:** your answers inside the comment box
4. **Click: Save.**

**You won't be able to modify your original answer on the assessment.**



You can attach files and add media comments while sending FER through the **Add a comment** section.

**To attach a file:**

Quick tip: add the question number to your file name so it is easy for your teacher to know which question your file relates to eg. Question5\_cake recipe.doc

1. **Click: Attach File** this will then bring up the "choose file box"
2. **Click:** the correct file from your computer
3. **Click: Open** to add the file
4. **Click: Save**

Instructions on how to add a media comment are on page 14.

To add a media comment:

If you prefer to record a voice recording or video of your evidence,

Click: **Media comment**

Need FER for question number 3.  
Test Assessor1 , Oct 3 at 10:13

Add a Comment:

  
 No file chosen

 [Media Comment](#)

[Attach File](#)



## Assessment Status

To see the final status of your assessment:

There are two ways to view your assessment status:

1. **Click: the Marks tab** OR
2. **View:** your result through the **Recent Feedback** section (right hand side of your dashboard screen)

Test Course for Training > Marks > New User10

Home  
Modules  
**Marks**

### Grades for New User10

Course: TEST Course Unit 1 | Arrange By: Due Date | Apply

Name	Due	Status	Score	Out of
Test Quiz Assignments			5 (Competent)	5
Assignments			100%	5.00 / 5.00
Total			100%	5.00 / 5.00

### To Do

Nothing for now

### Recent Feedback

- ✓ **Test Quiz**  
Test Course for Training.  
**Competent**  
"FER Required for the question number 3"
- ✓ **Test Quiz**  
Te Kete Training  
Complete

View Grades

## Help

If you have questions about the assessment or the system, please do not hesitate to contact our customer service team:

by email: [intel@serviceiq.org.nz](mailto:intel@serviceiq.org.nz)

by phone: 0800 863 693