Organisation Diagram: Multiple faculty ITP's

This document is intended to support an organisation's use of the Literacy and Numeracy for Adults Assessment Tool. It outlines how access to the Assessment Tool might be arranged to best suit the administration and assessment needs of multiple faculty single site ITP's. If you have any questions about this document or how to arrange access to the Assessment Tool for your organisation please contact the Assessment Tool Service Desk at assessforadults@nzcer.org.nz or 0800 685 222 (Mon-Fri, 8am–5:30pm).

Glossary

Organisation Administrator - A role that is given special privileges within the Assessment Tool regarding the administration of an organisation. Responsible for the creation of organisational groups and assigning educators and learners to these as appropriate. Has access to all assessment data held within an organisation.

Educator – A role given to a tutor/teacher/educator within an organisation. Responsible for the creation of educator groups, assessments, and assessing learners.

Restricted Educator – An educator role with limited/restricted permissions. Able to view and mark assessment data for learners. Unable to create assessments or groups.

Learner – An individual being assessed using the Assessment Tool. They have access to the Assessment Tool only to sit assessments and to view their assessment results.

Group - A concept within the Assessment Tool whereby a number of learners can be grouped for administrative purposes. You can have groups within groups.

Organisational Group – A group that is created by an organisation administrator. Such a group can have multiple educators assigned to it, and can also have a group owner.
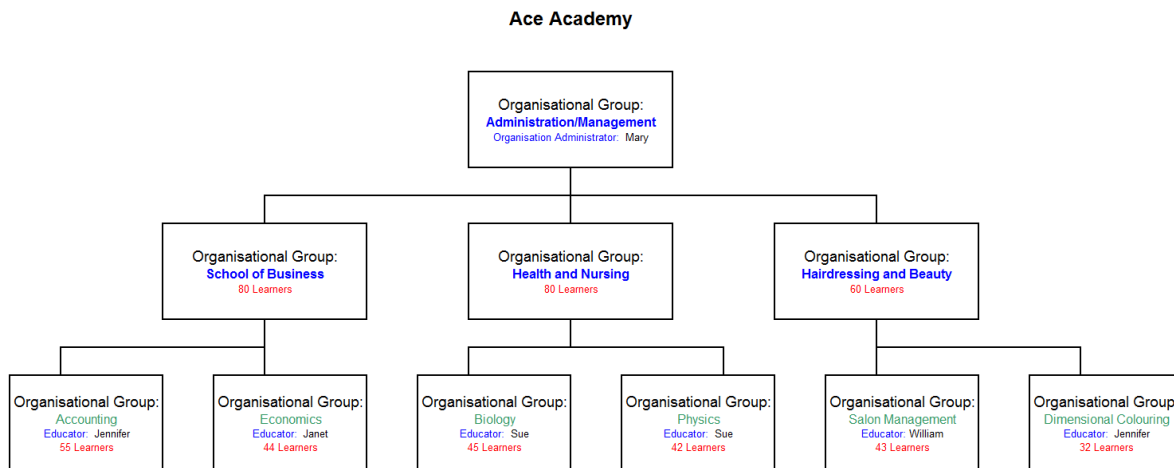
Educator Group - A group of learners that has been created by an educator. By default an educator group has only one owner, its creator, and cannot be shared with other educators.

Group Owner – An educator who has been assigned special privileges for an organisational group by an organisation administrator. The group owner is able to add other educators from their organisation to this group. In addition they may also add learners from other organisational groups they have been assigned to.

Scenario 1: Organisation Administrator Setting Up Faculties

Ace Academy has just signed up to use the Literacy and Numeracy for Adults Assessment Tool. Ace Academy has three different faculties at a single site: School of Business, Health and Nursing, and Hairdressing and Beauty. Ace Academy has a total of 220 learners that are spread across the three different faculties.

Figure 1.1 Organisational Groups

Ace Academy

Mary (administration/management) has been set up as the organisation administrator for Ace Academy. She is responsible for creating all of the learners and educators in the Assessment Tool for the different faculties.

Mary (organisation administrator) has created organisational groups for the School of Business faculty, the Health and Nursing faculty and the Hairdressing and Beauty faculty. Mary has then added all the learners to each faculty. Mary has then created additional groups of learners from within the faculties. She has then assigned educators to the groups of learners they will teach.

Creating the faculties as organisational groups has allowed the Mary (organisation administrator) to keep learners in their separate faculties. Creating organisational groups within the faculty groups will allow educators to access only the learners they are teaching.

Considerations:

1.   What happens when we receive new learners at our organisation that need to be added to the Assessment Tool?
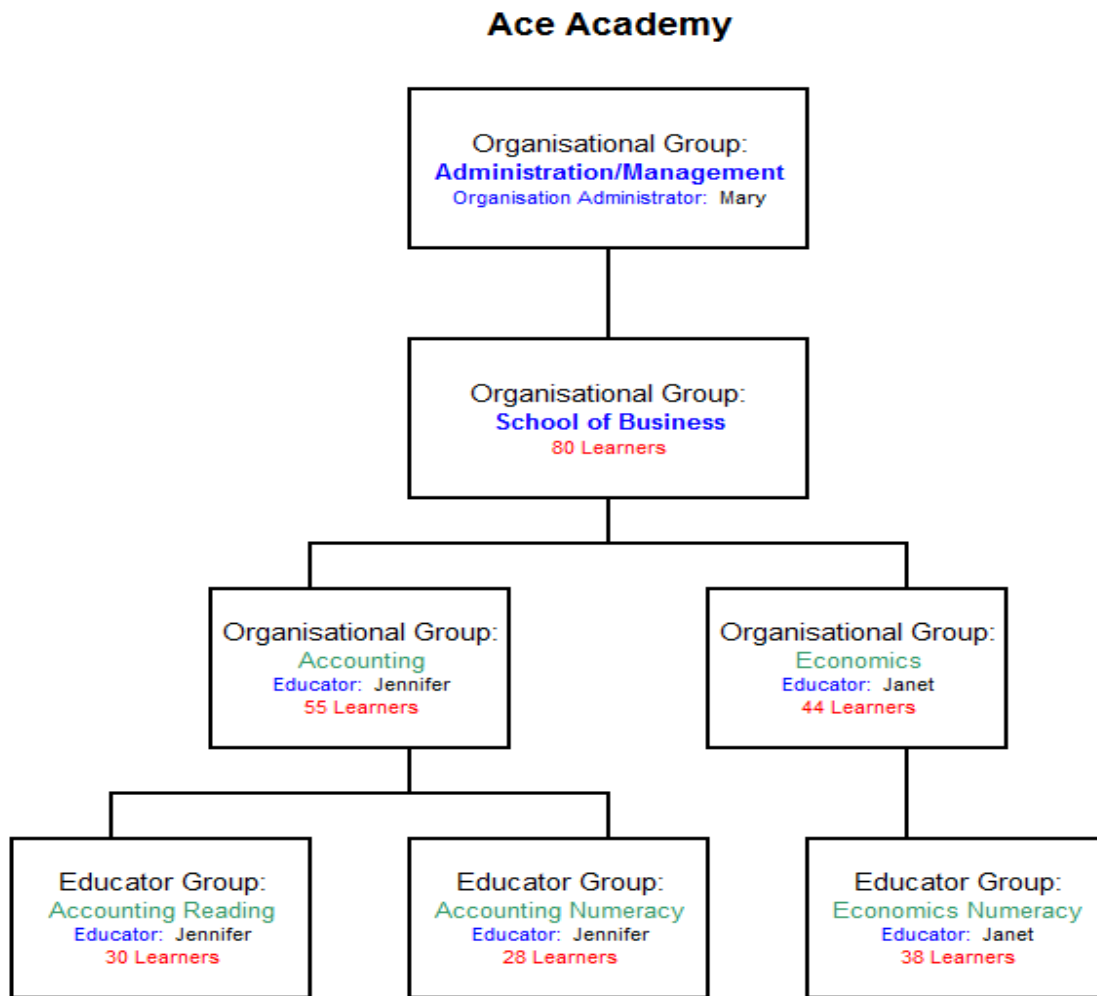
      The organisation administrator has the ability to add new learners at any time.

2.   Will educators be able to view or access learners from other faculties?

      No, educators can only view or access the learners in the organisational groups that they have been assigned to.

Scenario 2: Educators setting up Groups

Figure 1.2 School of Business Educator Groups

Ace Academy

Organisational Group:
Administration/Management
Organisation Administrator: Mary

Organisational Group:
School of Business
80 Learners

Organisational Group:
Accounting
Educator: Jennifer
55 Learners

Organisational Group:
Economics
Educator: Janet
44 Learners

Educator Group:
Accounting Reading
Educator: Jennifer
30 Learners

Educator Group:
Accounting Numeracy
Educator: Jennifer
28 Learners

Educator Group:
Economics Numeracy
Educator: Janet
38 Learners

Jennifer (educator) and Janet (educator) will be administering assessments to learners from the Accounting and Economics groups.

Jennifer has created an educator group called Accounting Reading Assessments and added 30 learners from the Accounting group. She has then created another educator group called Accounting Numeracy Assessments and added 28 learners from the Accounting group.

Janet has created an educator group called Economics Numeracy Assessments and added 38 learners from the Economics group.

Consideration:

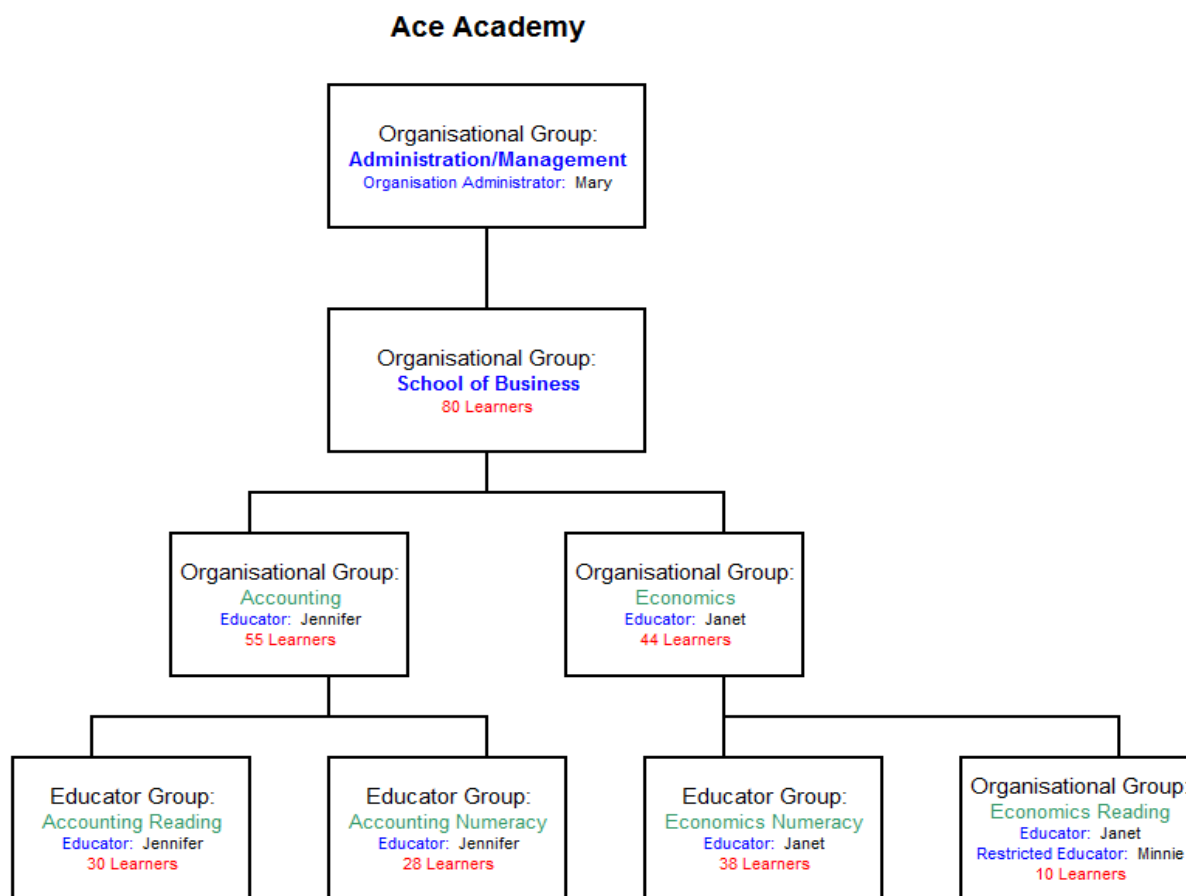1.   Can Jennifer or Janet add learners from other organisational groups to their groups?

        No, Jennifer and Janet can only create educator groups using learners from the organisational groups to which they have been assigned. In this case, Jennifer can only create educator groups from the Accounting group and Janet can only create educator groups from the Economics group.

2.   Can Janet access the educator groups created by Jennifer?

        No, Janet cannot access any groups that Jennifer has created. She can only access the educator groups that she has created, and the organisational groups that she has been assigned to as an educator.

Scenario 3: Organisation Administrator setting up groups

Figure 1.3 School of Business Organisational Groups

Ace Academy

Janet (educator) will be administering an adaptive reading assessment to 10 learners from the Economics group and Minnie (restricted educator) will need to view individual and group reports of that assessment so she can assist Janet with teaching. Educators need to be assigned to a group before they can view group or individual reports. Only organisational groups can have more than one educator assigned to them, so Janet has asked Mary (organisation administrator) to create the Economics Reading group for her.

In this diagram, Mary has created the Economics Reading group and assigned Janet, Minnie and 10 learners from the Economics class to it.

Consideration:

1. Can Janet (educator) add any more learners from the Economics class or other educators to the Economics Reading Group?
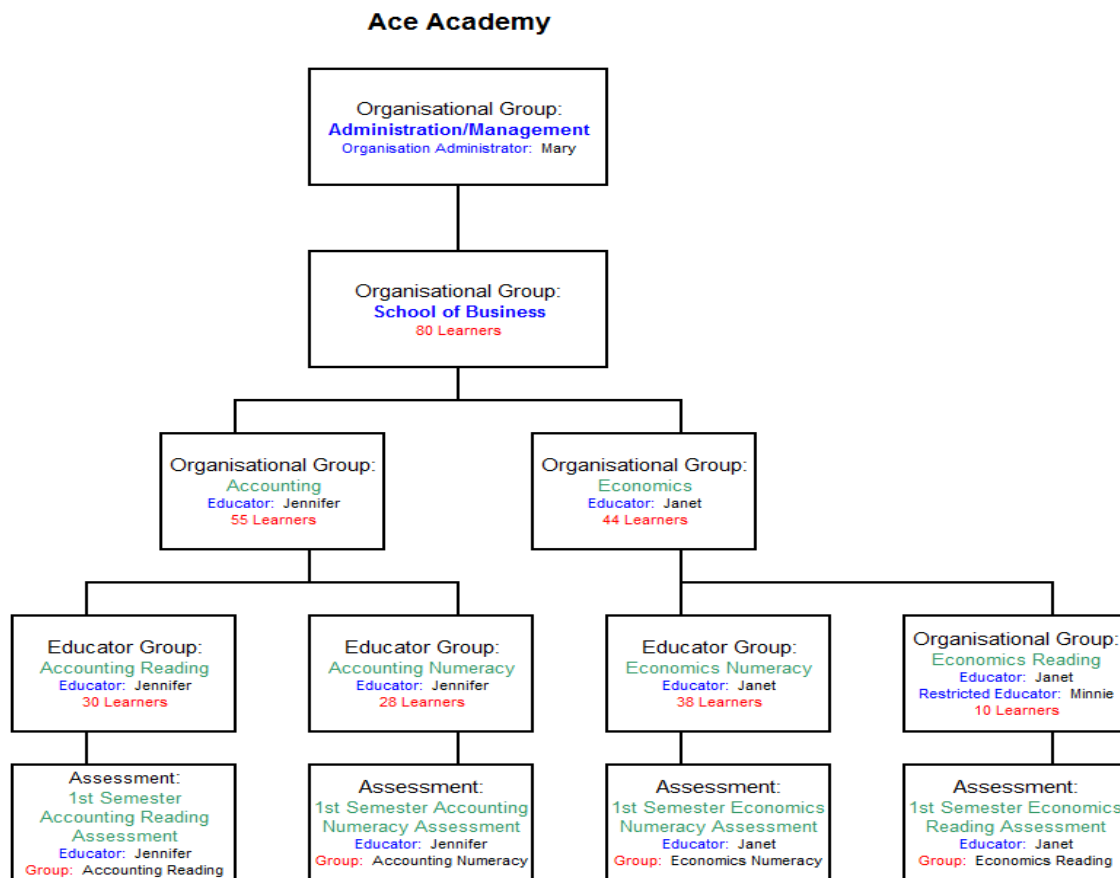
    No, only Mary (organisation administrator) has the permissions to add extra learners or educators to the group.

    Note: The group is an organisational group so Mary (organisation administrator) has the ability to add learners and educators from any faculty within Ace Academy. It is advised that organisation administrators consider the following when creating an organisational group:
    - Changes to organisational groups impact on what learner details and assessment data educators can view.
    - Learners and educators are viewed as lists in the Assessment Tool. If an organisation administrator is creating a group manually it is easy to add learners and educators from other faculties in error. For this reason it is recommended that you select learners from within the relevant faculties organisational group, rather than the list of all learners.

Scenario 4: Creating Assessments

Figure 1.4 School of Business Assessments created by Educators

Each educator has now created adaptive reading or numeracy assessments for each of their groups. When an educator creates an assessment they are automatically assigned to it as the educator, by default.

In this diagram Jennifer has created a 1st Semester Accounting Adaptive Reading assessment and assigned the Accounting Reading group to it. She has also created the 1st Semester Accounting Adaptive Numeracy assessment and added the Accounting Numeracy group. Janet has done the same for the Economics class.

Consideration:

1. Can Minnie (restricted educator) view the 1st Semester Economics Adaptive Reading assessment?

    No. Only the assigned educator can view the assessment. Even though Minnie is assigned to the Economics Reading group she cannot view the 1st Semester Economics Adaptive Reading assessment that was created by Janet. Minnie can only view the reports of the Economics Reading group, once the learners complete the assessments.
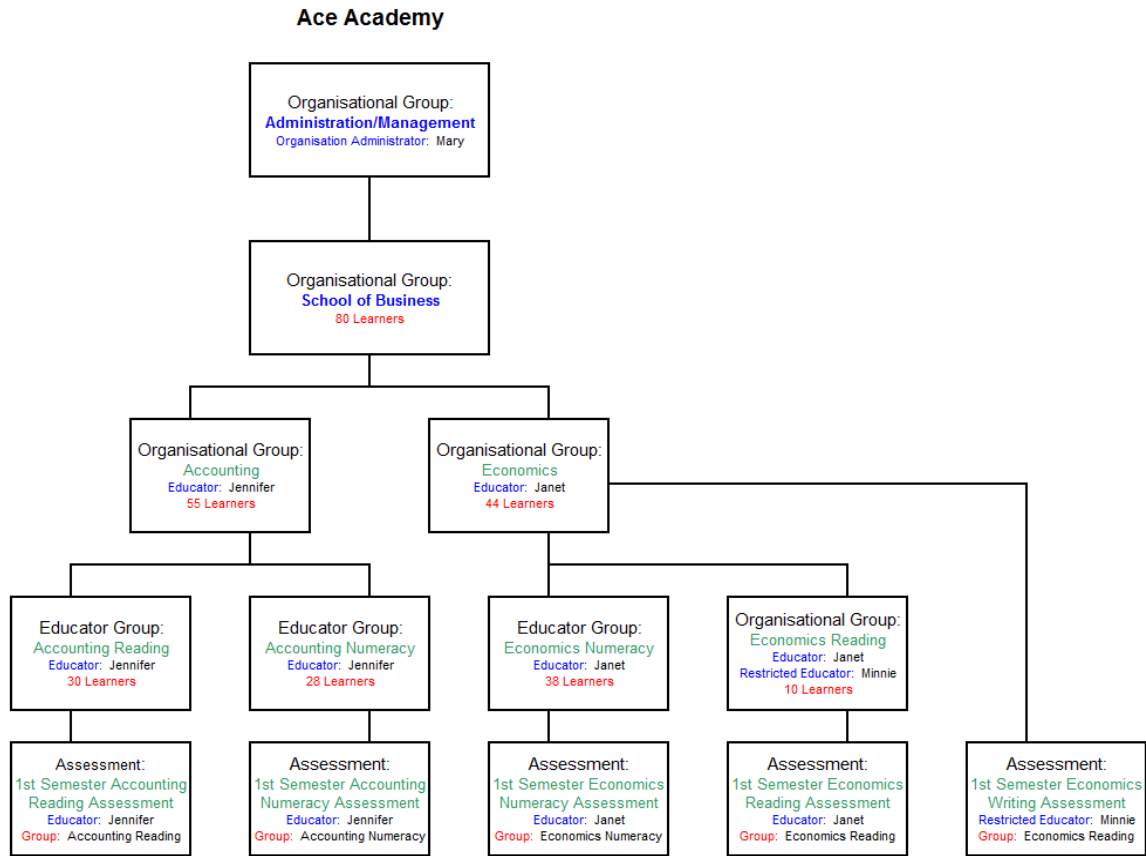
2. Can Janet (educator) assign Minnie (restricted educator) to the 1st Semester Economics Adaptive Reading assessment as an educator?

    No, educators do not have the ability to assign other educators to an assessment.

3. Can an assessment have more than one educator assigned to it?

    No, only one educator can be assigned to an assessment.

Figure 1.5 School of Business Organisation Administrator Assigning Educators to Assessments

Ace Academy

Janet (educator) wants all her learners from the Economics group to take a writing assessment. The Writing Assessments on the Assessment Tool are all pen and paper assessments so Janet wants Minnie (restricted educator) to administer and mark the assessments. For privacy reasons, Janet does not want to add Minnie to the Economics group because this would allow Minnie access all of her learners' individual reports.

Janet has created the 1st Semester Economics Non-Adaptive Writing assessment and assigned the Economics group to it. Educators do not have the ability assign other educators to an assessment so Janet has asked Mary (organisation administrator) to assign Minnie (restricted educator) to that assessment as the educator (Minnie replaces Janet as the educator for this assessment).

Assigning Minnie (restricted educator) to the 1st Semester Economics Non-Adaptive Writing assessment allows Minnie to administer and mark the assessment for the learners in the Economics group. However, because Minnie is not assigned to the Economics group as an educator, she will not have access to learner individual or group reports.

Once Minnie has completed marking the writing assessment, Mary will need to reassign Janet as the educator so that she can view the assessment summary report. Janet will also be able view the group and individual reports for this assessment when she opens the Economics organisational group that she has been assigned to as an educator.

Feedback:

Has this document been helpful in informing your use of the Assessment Tool in your organisation? Any feedback you can provide will assist us in improving this document and our broader support for the Assessment Tool. You can contact Assessment Tool Service desk by phone or email:

E-mail: assessforadults@nzcer.org.nz

Phone: 0800 685 222