Organisation Diagram: Multiple Branches - PTE'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 multi-site PTE'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.
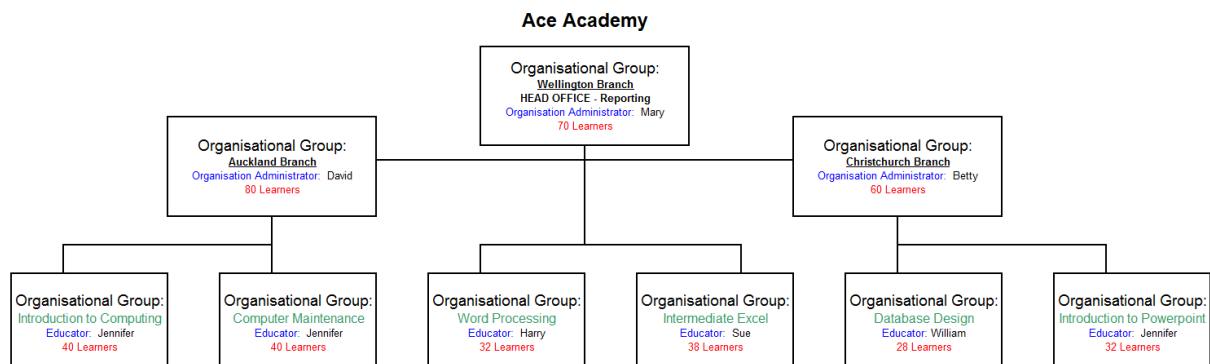
Educator Group - A group of learners that has been created by an educator. By default an educator group has only one owner, its creator, and cannot be shared with other educators.

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 Branches

Ace Academy has just signed up to use the Literacy and Numeracy for Adults Assessment Tool. Ace Academy have three different branches across New Zealand: Wellington (Head Office), Auckland and Christchurch. They have a total of 210 learners that are spread across the four different branches.

Figure 1.1 Organisational groups

Ace Academy

Organisational Group:
Wellington Branch
HEAD OFFICE - Reporting
Organisation Administrator: Mary
70 Learners

Organisational Group:
Auckland Branch
Organisation Administrator: David
80 Learners

Organisational Group:
Christchurch Branch
Organisation Administrator: Betty
60 Learners

Organisational Group:
Introduction to Computing
Educator: Jennifer
40 Learners

Organisational Group:
Computer Maintenance
Educator: Jennifer
40 Learners

Organisational Group:
Word Processing
Educator: Harry
32 Learners

Organisational Group:
Intermediate Excel
Educator: Sue
38 Learners

Organisational Group:
Database Design
Educator: William
28 Learners

Organisational Group:
Introduction to Powerpoint
Educator: Jennifer
32 Learners

Mary (Wellington), David (Auckland) and Betty (Christchurch) have all been set up as organisation administrators. They are responsible for creating all of the learners and educators in the Assessment Tool for their branch.

Mary (organisation administrator) has created an organisational group for the Wellington branch and added all of the Wellington Branch learners. Mary has then created additional groups of learners from within the branch. She has then assigned educators to the groups of learners they will teach.

Creating the branches as organisational groups has allowed the organisation administrators to keep all of their learners separate from the other branches. Creating organisational groups within the branch groups will allow educators to access only the learners they are teaching. The organisation administrators at Ace Academy have established internal protocols about who is responsible for organisational reporting.

Considerations:

1.   Are the organisation administrators able to access the other branches within Ace Academy?

        Yes, it is recommended that organisations' establish internal protocols to manage privacy and other concerns around who accesses learner information.

2.   What happens when we receive new learners at our organisation that need to be added to the Assessment Tool?

        The organisation administrators have the ability to add new learners at any time.

3.   Are organisation administrators able to add learners and educators to other branches?
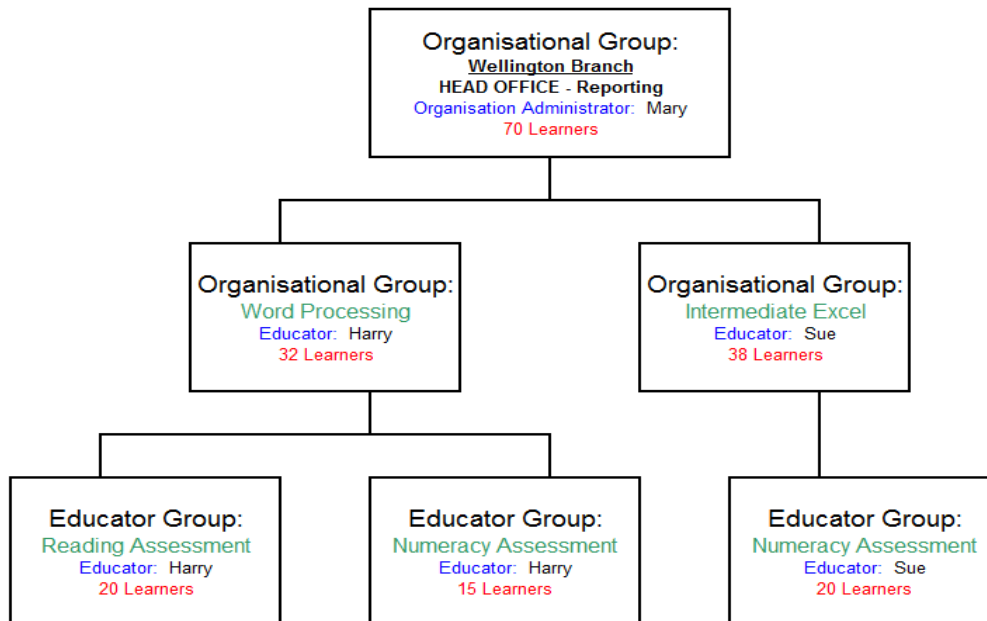
        Yes, organisation administrators have permissions to add learners and educators to other branches as well as their own, however an organisation may consider establishing protocols to limit an organisation administrator's activity on the tool to their branch only. This will minimise the risk of multiple organisation administrators making changes for a single branch.

4.   Will educators be able to view or access learners from other branches?

        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 Wellington Branch Educator Groups

Harry (educator) and Sue (educator) will be administering assessments to learners from the Word Processing class and the Intermediate Excel groups.

Harry has created an educator group for the reading assessment and added 20 learners from the Word Processing group. He has then created another educator group for the numeracy assessment and added 15 learners from the Word Processing group.

Sue has created an educator group for the numeracy assessment and added 20 learners from the Intermediate Excel group.

Consideration:

1.   Can Sue or Harry add learners from other groups to their groups?

        No, Sue and Harry can only create educator groups of learners from the organisational groups to which they have been assigned. In this case, Harry can only create educator groups from the Word Processing group and Sue can only create educator groups from the Intermediate Excel group.

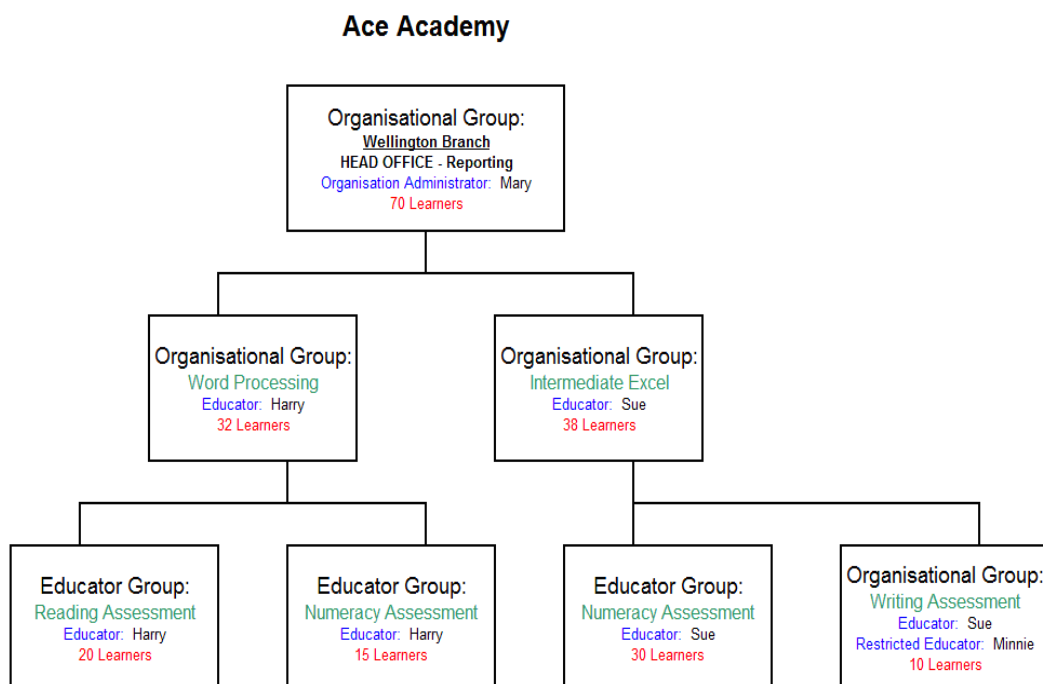2.   Can Sue access the educator groups created by Harry?

        No, Sue cannot access any groups that Harry 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.

3.   Can Sue add Harry to the Writing Assessment group as an educator?

        No, you cannot have two educators in an educator group. Only the educator who created the educator group can be assigned to it.

Scenario 3: Organisation administrator setting up groups

Figure 1.3 Wellington Branch Organisational groups

Ace Academy

Sue (educator) will be administering a writing assessment to the Intermediate Excel group and Minnie (restricted educator) will be assisting Sue with the marking of that assessment. Only organisational groups can have more than one educator assigned to them, so Sue has asked Mary (organisation administrator) to create the Writing Assessment Group for her.

In this diagram, Mary has created the Writing Assessment Group and assigned Sue, Minnie and 10 learners from the Intermediate Excel class to it.

Consideration:

1.   Can Sue (educator) add any more learners from the Intermediate Excel class or other educators to the Writing Assessment Group?

No, only Mary (organisation administrator) has the permissions to add extra learners or educators to the group.
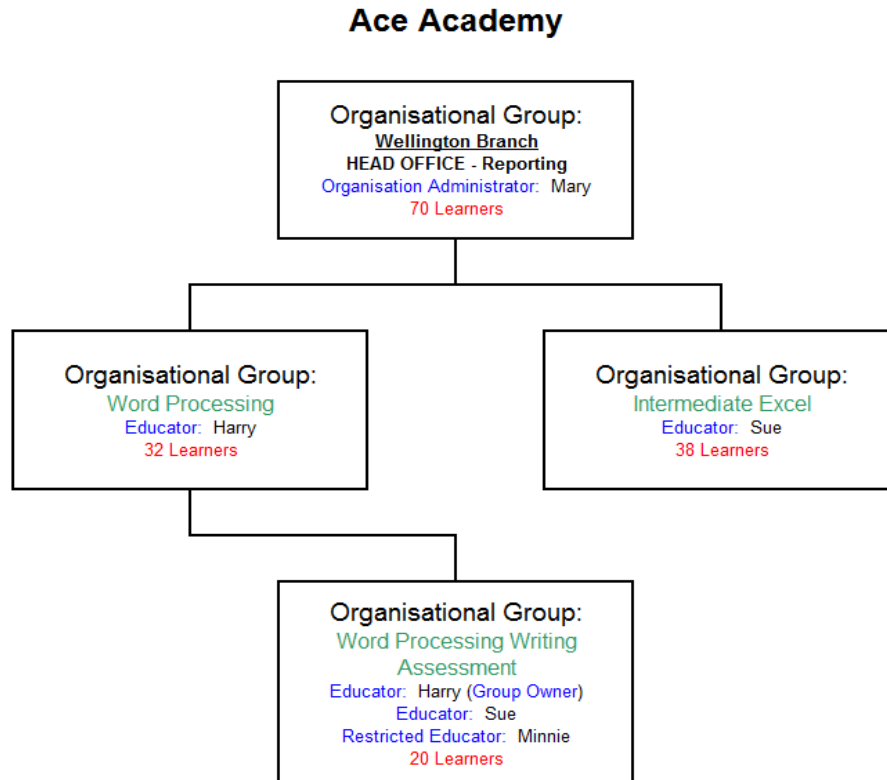
Note: The group is an organisational group so Mary (organisation administrator) has the ability to add learners and educators from any branch within Ace Academy. It is advised that organisation administrators consider the following when creating an organisational group:
- Changes to organisational groups 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 branches in error. For this reason it is recommended that you select learners from within the relevant branch's organisational group, rather than the list of all learners.

Scenario 4: Group owners of organisational groups

Figure 1.4 Wellington Branch Group ownership

Group owners have special privileges in relation to the organisational group, giving them permissions to add educators from their organisation and learners from other organisational groups that they have been assigned to.

Ace Academy

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           ┌─────────────────────────────────────┐
           │      Organisational Group:           │
           │         Wellington Branch            │
           │       HEAD OFFICE - Reporting        │
           │  Organisation Administrator:  Mary   │
           │              70 Learners             │
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Organisational Group:	Organisational Group:
Word Processing	Intermediate Excel
Educator: Harry	Educator: Sue
32 Learners	38 Learners

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           ┌─────────────────────────────────────┐
           │      Organisational Group:           │
           │       Word Processing Writing        │
           │             Assessment               │
           │  Educator:  Harry (Group Owner)      │
           │        Educator:  Sue                │
           │  Restricted Educator:  Minnie        │
           │            20 Learners               │
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Harry (educator) is conducting writing assessments for 20 learners from the Word Processing Group. The writing assessments are all pen and paper assessments so Harry will need assistance with the administration and marking of that assessment. Harry has asked Mary (organisation administrator) to create a group that allows him to add any learners from the Word Processing Group, but also allows him to add any educator.

In this diagram Mary (organisation administrator) has created an organisation group call the Word Processing Writing Assessment Group. Mary has added Harry to the group and selected him as the group owner so that Harry can add all the learners and educators himself. Harry has added Sue (educator) and Minnie (restricted educator) to the group as well as the 20 learners from the Word Processing Group that he wants to assess.

Consideration:

1.   Can Harry add educators from the Auckland and Christchurch branches to his group as well?

Yes, when an educator is made a group owner of an organisational group they have the ability to add any educator from their organisation.

2.   Can Harry add learners from other branches to his group?

No, Harry can only add learners from the groups that he has previously been assigned to (organisational group: Word Processing).

3.   Can Minnie be selected as the group owner of this group?

No, because Minnie is a restricted educator she cannot be assigned to a group as a group owner. Only educators can be selected as the group owner of an organisational group.

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