

Record Keeping:

On this page I will explain how to use the record keeping website which I use. The records will mostly be for ACE work. The records are “read-only” so the only thing you can alter is the password. No one can access your children’s records except you with the password and username I have given you, and me as administrator,

The website is: <http://henz.define.net.nz/index.php?nav=home>

If a word or number is blue this will mean you can click on it to open something up.

In regards to reports if you find a mistake in the children’s reports the first thing to do is to go on line to this website. If it is a score missing you can see if it has gone either into a previous term’s work or on to the next term. If you do find mistakes in reports then let us know when you find them. If we know soon after the reports go out it is easier for us to track down the tests and check it out. We do keep all secondary tests for a few months but the primary ones are only kept for a couple of months.

When you log on to this record keeping site with your child’s username and password this is the screen you will come to.

Home

I want to:

- [Change my password.](#)

Profile: This will give basic information about your child.

Progress: This page will show the scores for the current term. The next illustration shows this page.

Certificates: This will show all the PACES completed at secondary level. There is a drop down menu on this page so you can view Year 11, 12 or 13 certificates. There will also be the word “print” above the table and if you click on this it will give a printable version which lists all PACES completed at secondary level.

Reports: This is what you would click on if you wanted to print a report. A drop down menu will allow you to print reports from previous terms as well as the current term. To print a report you would need to click on the word “print” above the table.

Results: All scores that have been entered for your child will be listed here in the order in which they were entered. This is the quickest way to find if a score has been entered if it is not on the current term’s work.

Progress

Susan Stephens

Term: [2011 - Term 1](#) Curriculum: [ACE](#)

Math	1064 100%	1065 89%	1066 94%	
English	1059 94%	1060 100%	1061 98%	1062 88%
Creative Writing	1067 88%	1068 100%		
Social Studies	1070 99%	1071 100%	1072 90%	
Science	1072 90%	1073 96%	1074 100%	
Word Building	1066 100%	1067 90%	1068 96%	1069 97.5%

This is the view you get when you click on “Progress”. It shows all the scores for the current term. If you click on the “Term” drop down menu you can choose to look at previous terms. The programme will automatically put tests into the term in which they were sat according to the date on the test.