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## Login to Absences and Teacher Portals

Open your web browser on your computer, iPad, iPhone, iPod or Android device.

Browse to the web address given for your Login page.

Login using the MUSAC username recorded in Student Manager (or Staff Manager if your school is using this).

Select the portal you require - Absences or Teacher.

**musac**  
school administration  
made easy

**MUSAC Portals Teacher Login**

Username: ash

Password: .....

Login

These pages are restricted  
Only MUSAC Portals staff have access to this area

## Absences Portal Instructions



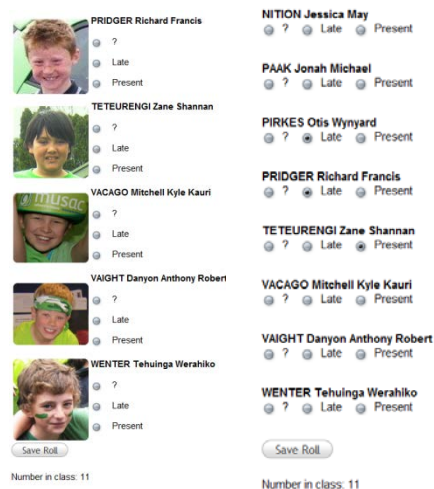
Teacher: Wallaam USHWORTH - ASH  
Rolls for: 5/03/2012

Period    Class  
 2        V MAT2       

Inside the Absences portal, you will see listed all the classes you have scheduled for the current day – select the class, and your preference of picture or text rolls. The two views differ visually, but function the same way.

### Absences Portal - Mark the Roll

Select the attendance code appropriate for each student, and touch or click Save at the bottom of your screen. This returns you to the attendance home screen where you can log off. You can then either “Log Off” or close your browser.



### Further detail in marking the Roll

- 1 On a touch screen device you can use the gesture controls to zoom or move around the screen.
- 2 If a student has been marked absent for another reason, this will display on the screen. You should only change a previously indicated absence if the student actually arrives in your class.
- 3 You must ensure that something is recorded for every student. There is no facility to convert unmarked students to “Present”.
- 4 The total number in class is shown at the bottom of the screen. Once the complete roll has been taken click “Save Roll”.
- 5 If any students are unmarked you will be prompted to complete the roll.
- 6 If you change any previously recorded details you will be asked to confirm the changes by scrolling through the roll and clicking “Save Roll” again.
- 7 The same process applies to a “Picture Roll” as to a “Text Roll” with the primary difference being that it takes slightly longer to load it into the browser. If you are using a data plan on a phone or iPad then it will consume more data. (This does **not** apply when using your school’s local WiFi network.)

## Roll Marking Process

The rolls will be marked into Absences once the MUSAC ABProcessor has picked up the special files that are written to the full Absences program left running at your school, and/or your Attendance Officer's computer.

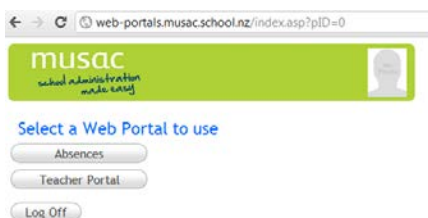
Once a roll is saved it may not immediately show as "Completed" - you may need to refresh the browser to see the updated "Completed" status. Even if the roll shows as "Completed" it may still be necessary to wait for the MUSAC ABProcessor to write the actual Absence data back to the database before WEB Classic Absences (or even full Absences) can see the attendance record.

## Daily Roll Visibility

No rolls will be visible on a date where the school is closed. When the school is open, no rolls are visible until all Daily Rolls have been built either by your Administrator running the MUSAC ABProcessor daily scheduled task (preferred), or by the first computer to start the full Absences program.

## Teacher Portal Instructions

### Teacher Portal View

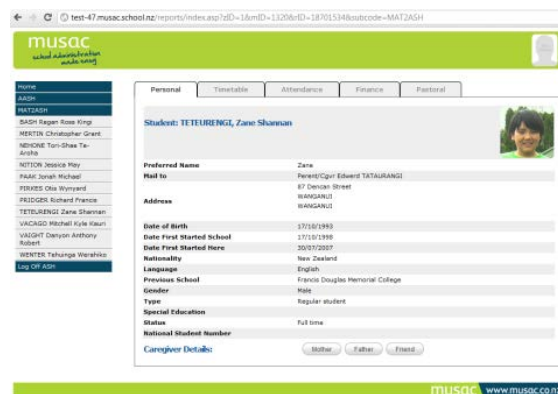


Log in to the school Web Portals address given – you now have a choice to use your usual MUSAC Classic credentials, or an existing email address with Facebook or Google account (provided the school has this email address in Student Manager or Staff Manager).

Click 'Teacher Portal' to view student personal details tab, attendance records, student timetables, pastoral records, document viewer, report comments (or markbooks) and NCEA data, and student financial records.

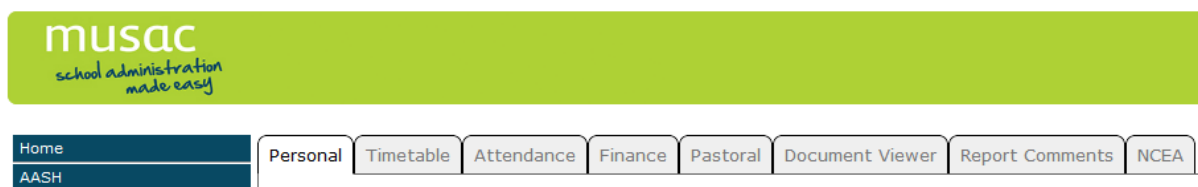
Home
AASH
MAT2ASH
BASH Regan Ross Kingi
MERTIN Christopher Grant
NEHONE Tori-Shae Te-Aroha
NITION Jessica May
PAAK Jonah Michael
PIRKES Otis Wynyard
PRIDGER Richard Francis
TETEURENGI Zane Shannan
VACAGO Mitchell Kyle Kauri
VAIGHT Danyon Anthony Robert
WENTER Tehuinga Werahiko
Log Off AASH

In the main view of the Teacher portal, select the desired class from the menu of class(es) you teach to see a list of students. Click a name to open a student's details showing the functionality in the tabs across the top of the screen.



The side menu allows you to navigate through to the desired class (tutor or subject) and student, as well as log off and return home to the Portal selection screen. Primary schools will see their room name listed.

**Note:** If some subject classes are missing (secondary schools only), ensure the markbook is active and populated in CMAdmin.



Once you have selected a class then a student, a tabbed view will appear with each tab showing that student's information. Current tabs include: Personal, Timetable, Attendance, Finance, Pastoral, Document Viewer, Report Comments (or Markbook if a subject class was selected) and NCEA (secondary schools only).

<b>Preferred Name</b>	Zane
<b>Mail to</b>	Perent/Cgyr Edwerd TATAURANGI
	87 Dencan Street
<b>Address</b>	WANGANUI
	WANGANUI
<b>Date of Birth</b>	17/10/1993
<b>Date First Started School</b>	17/10/1998
<b>Date First Started Here</b>	30/07/2007
<b>Nationality</b>	New Zealand
<b>Language</b>	English

### Personal tab

The Personal tab displays personal and contact information on the student and their caregivers. This also includes caregiver information which can be expanded out for view.

### Attendance tab

The Attendance tab shows the student's attendance record. The view can be changed to show previous weeks.

### Pastoral tab

The Pastoral tab lists pastoral transactions entered against the student.

### Document Viewer tab

This displays as 'Reports' in Parent Portal and lists reports saved as pdf's generated from CM or CMPrint, using the 'Save as pdf' option.

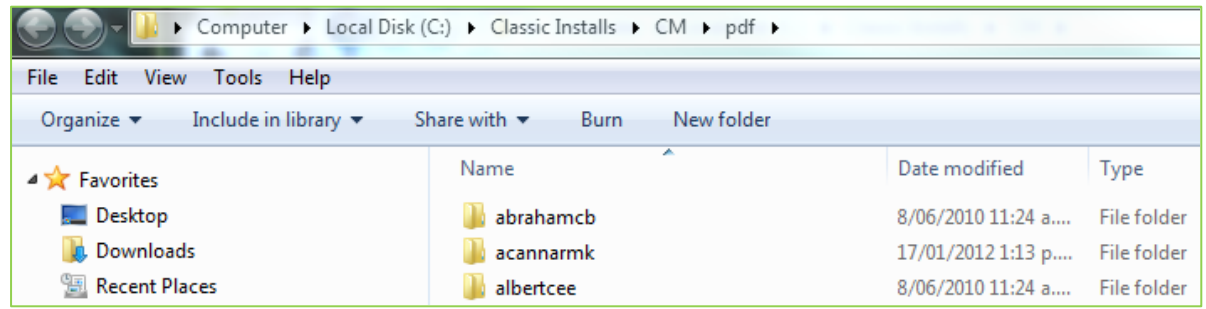
### Timetable tab

The Timetable tab (available for secondary students only) displays the student's timetable. This includes their room and teacher.

### Finance tab

Financial transactions listed against the student are displayed here. Note the left column I = invoiced, and T = receipted, see key at the foot of your screen.

**Caution:** Any document in the student’s own pdf sub-folder of CM will be available for parents and students to view once the portal is enabled by MUSAC. We therefore recommend that teachers check the contents of their folders to ensure they are comfortable for the contents to be available for wider viewing.



## Report Comments

To view this tab (for classes which have no markbook attached), web portals version 12.5 must be used in conjunction with Classic version 12.5 (available early in Term 2). The documents made available here are configured in CMAdmin, in order to add comments from the available drop-down.

## Markbooks tab – entering Markbook Assessments

The Markbooks tab displays for those classes with markbooks attached. Markbook comments can be entered here on individual students.

To enter markbook assessments, click the markbook name from the side menu to display a grid with the student’s marks. Marks can be edited (and must be saved regularly) using the Save button at the bottom of the screen.

Home	Class Markbook									
AASH	5248	U/S 5249	U/S 5251	U/S 5253	U/S 5255	MATH2.5	MATH2.6	MATH2.7	MATH2.8	MATH2
MAT2ASH								Solve straightforward problems involving arithmetic and geometric sequences		
BASH Regan Ross Kingi		A	A	A	A	A	A			
MERTIN Christopher Grant										
NEHONE Tori-Shae Te-Aroha										
NITION Jess										
PIRKES Otis Wynyard										
PRIDGER Richard Francis										
TETEURENGI Zane Shannan										
VACAGO Mitchell Kyle Kauri										
VAIGHT Danyon Anthony Robert										
WENTER Tehuinga Werahiko										
Log Off AASH										

Scroll across for more markbook columns, and hovering on the column heading provides the detail, see column MATH2.7.

Classic Teacher Portals  
2012.4.5

## NCEA tab

On the NCEA tab there are four available views. Current year and links to the right - Level 1, Level 2 and Level 3.

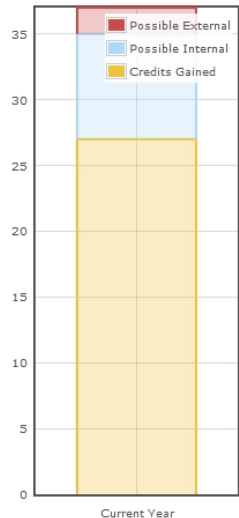
The current year view displays a table of all the standards attached to the student for the current year, as well as results and other details of those standards.

**NCEA: Chris MERTIN** Current Year [Level 1](#) [Level 2](#) [Level 3](#)

**National Student Number:**

Year	Standard	Name	Teacher	Credits	Int/Ext	Grade	Info
2012	9028802E	MATH2.5		3	Int		<a href="#">i</a>
2012	9028902E	MATH2.6		2	Int	A	<a href="#">i</a>
2012	9029002E	MATH2.7		2	Ext	E	<a href="#">i</a>
2012	9029102E	MATH2.8		2	Int	A	<a href="#">i</a>
2012	9029202E	MATH2.9		2	Ext		<a href="#">i</a>
2012	9080601E	MCAS2.1		6	Ext	A	<a href="#">i</a>
2012	9080701E	MCAS2.2		4	Ext	N	<a href="#">i</a>
2012	9080801E	MCAS2.3		4	Ext	N	<a href="#">i</a>
2012	9080901E	MCAS2.4		5	Int	A	<a href="#">i</a>
2012	5245 04E	U/S 5245		2	Int	A	<a href="#">i</a>
2012	5248 03E	U/S 5248		2	Int	A	<a href="#">i</a>
2012	5249 03E	U/S 5249		2	Int		<a href="#">i</a>
2012	5251 03E	U/S 5251		3	Int	A	<a href="#">i</a>
2012	5253 03E	U/S 5253		3	Int		<a href="#">i</a>
2012	5255 03E	U/S 5255		3	Int	A	<a href="#">i</a>

**Number of Achieved Credits 25**  
**Number of Merit Credits 0**  
**Number of Excellence Credits 2**  
**Total Number of Credits 27**



Current Year

Disclaimer: This information reflects the current status of the Mt Aspiring College systems. This information may not be aligned with the information stored with NZQA, or be up to date with regard to fees payable to NZQA. This information should not be used as a substitute for a NZQA Record of Learning.

The graph to the right of this table is a combined view which displays (by percentage) credits which have been gained to date, internal credits yet to be gained, plus the number of external credits attached to the student. It does not show internal standards which have a 'Not Achieved' result.

The levels 1, 2 and 3 views each display the standards.