




go places now on
**PATHWAYS
AWARUA**



pathwaysawarua.com

Educator

User Manual

 Version 2.1 (March 2024)
 pld@pathwaysawarua.com
 www.pathwaysawarua.com



Numeracy



Reading



Listening



Heavy Vehicle



Health & Safety



Writing



Road Code



My Money



My Community

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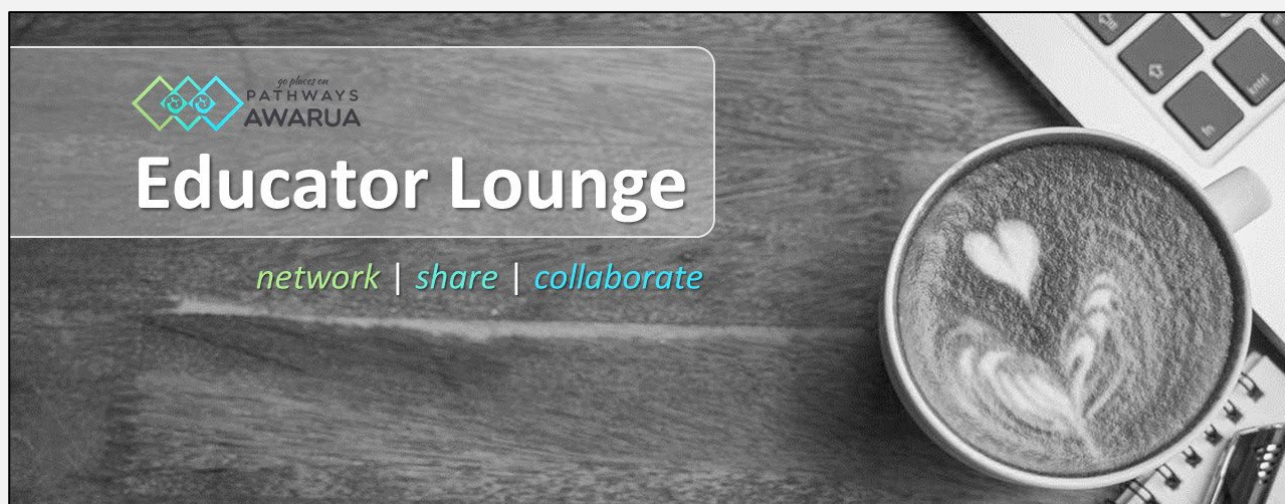
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Your Educator Account Details

Website:	www.pathwaysawarua.com
E-Mail:	
Username:	
Password:	
Join code(s):	



Pathways Awarua Educator Lounge



Join our **Community of Practice** – a casual space to network, share, collaborate and get the latest news around *Pathways Awarua*:



facebook.com/groups/pathwaysawarua

Social Media Channels

Follow us on our social media channels and keep up to date with new developments, competitions and more:



facebook.com/PathwaysAwarua



tiktok.com/@PathwaysAwarua



instagram.com/PathwaysAwarua



twitter.com/PathwaysAwarua



linkedin.com/company/PathwaysAwarua



youtube.com

Introduction


Our name – **Awarua** – describes a pattern which is used in rāranga (Māori weaving). In the learning context Awarua reflects the connections that occur between literacy and numeracy as they ‘weave’ through programmes to increase the quality of learning engagement and skill level.



Developed by the **Tertiary Education Commission (TEC)** and supported by the **Ministry of Education (MoE)**, *Pathways Awarua* is for **adult and young adult learners** wanting to improve their reading, writing and maths skills for work and for life.

It is a **free online, interactive learning platform** designed to strengthen literacy and numeracy skills in contexts that are relevant to New Zealanders.

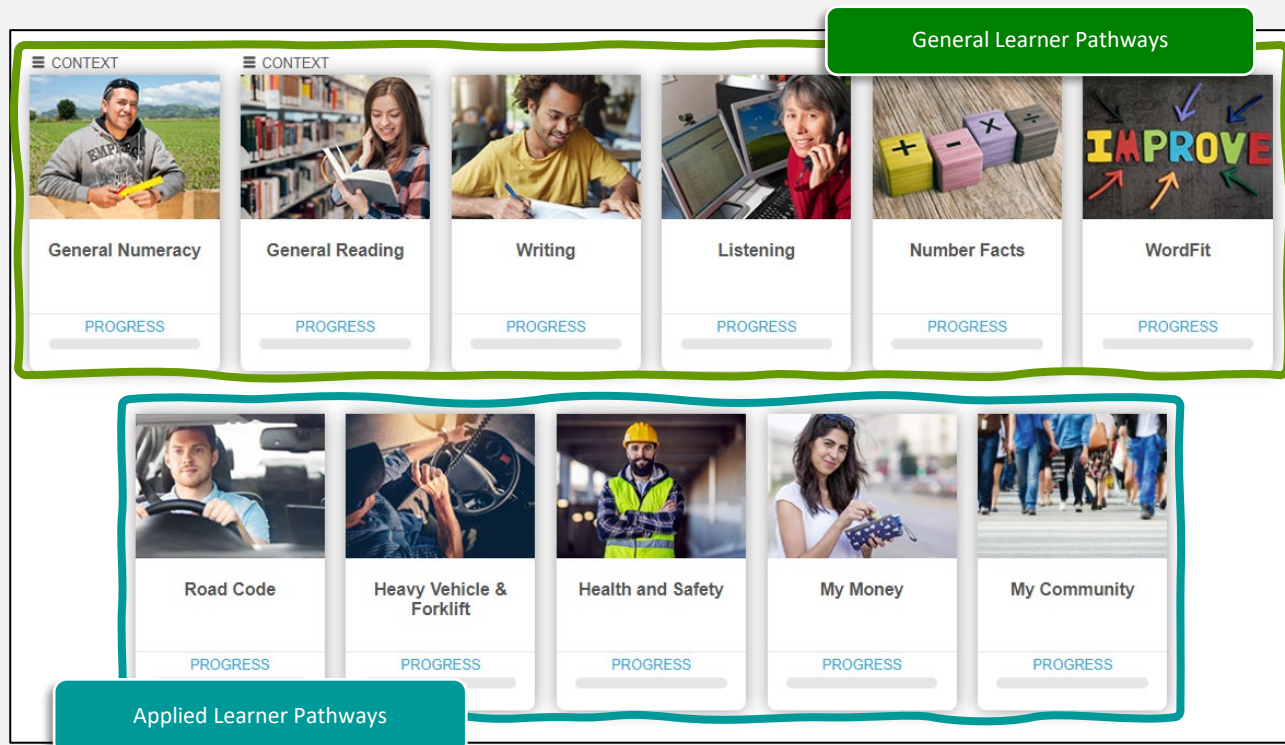
Over **500 modules** of increasing difficulty are organised in **pathways**.

 The complete **module list** is available for download [here](#).

 The complete **WordFit word lists** are available for download [here](#).



Learner Pathways



The screenshot displays two main sections of the Pathways Awarua interface:

- General Learner Pathways** (top section, green header):
 - General Numeracy
 - General Reading
 - Writing
 - Listening
 - Number Facts
 - WordFit
- Applied Learner Pathways** (bottom section, teal header):
 - Road Code
 - Heavy Vehicle & Forklift
 - Health and Safety
 - My Money
 - My Community

Each module card includes a representative image, the module title, and a 'PROGRESS' indicator at the bottom.

General Learner Pathways

These pathways focus on learners' literacy and numeracy:

- ▶ Numeracy
- ▶ Reading
- ▶ Writing
- ▶ Listening
- ▶ Number Facts
- ▶ Wordfit (Vocabulary)

Applied Learner Pathways

These deliver specific content, strengthening literacy & numeracy competencies at the same time:

- ▶ Road Code
- ▶ Health & Safety
- ▶ Heavy Vehicle & Forklift
- ▶ My Money
- ▶ My Community

Learners can progress along the pathways **in any sequence, at their own pace**. They are given **multiple attempts** to answer questions correctly and are presented with **hints** if answers are incorrect. Learners receive **immediate feedback** on their responses and can track their progress.

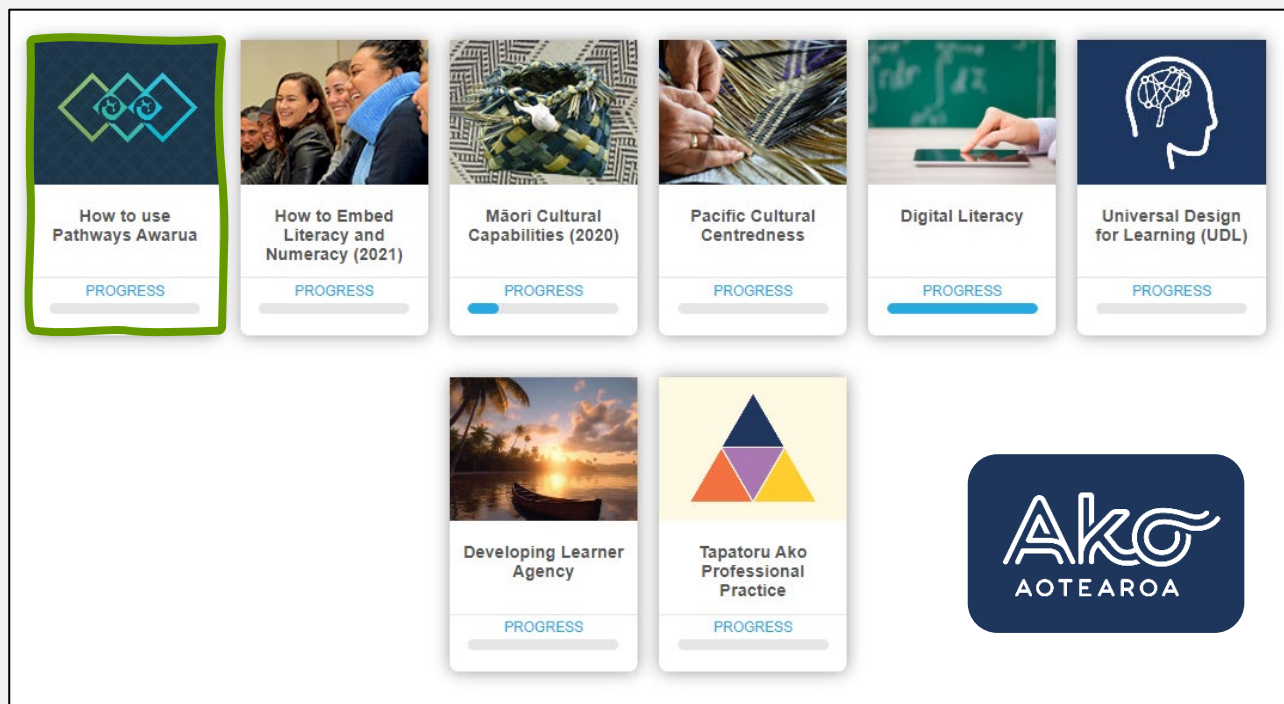
Pathways Awarua helps learners become self-directed in their learning, as it's easy to use, fun and engaging. It gives learners' skills that they can use every day, in contexts that are both familiar and useful.

Updated/New Content

We update existing content on a regular basis. Any new content will also be announced on our social media channels.

Educator Pathways

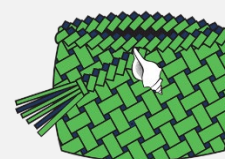
These pathways are for educators to familiarise themselves to use *Pathways Awarua* with their learners and to improve their own professional knowledge.



Our friends at [Ako Aotearoa](#) have developed the following educator pathways:

- **Māori Cultural Capabilities** and **Pacific Cultural Centredness** – Helping to deliver high quality teaching and learning that is more culturally appropriate for Māori and Pacific learners.
- **Digital Literacy** – Resources assisting educators in supporting their learners in their digital literacy development.
- **Universal Design for Learning (UDL)** – Supporting educators in putting UDL into practice.
- **Developing Learner Agency** – Equipping educators with the essential skills, strategies, and knowledge to cultivate learner agency among their learners.
- **Tapatoru Ako Professional Practice** – A holistic, learner-centred framework underpinning a values-based approach to tertiary education.

Additional content will be added throughout 2024. Please join Ako Aotearoa's [Manako Community of Practice: LLN and Cultural Capability](#) for updates.



Introducing Pathways Awarua to your Learners



FREE AND FUN

**ONLINE LEARNING
FOR ADULTS**

LITERACY · NUMERACY · ROAD CODE · HEALTH & SAFETY · HEAVY VEHICLE
MY MONEY · MY COMMUNITY

Adults are motivated when they can see the **relevance of their learning**. It is important your learners understand why *Pathways Awarua* – and more generally literacy and numeracy – are relevant to their learning and their lives.

Discussing how strengthening their literacy and numeracy skills will not only help them immediately with the demands of their course or workplace but will also improve employment opportunities and help with family and home life.

The four **applied pathways** deliver content for driver licences, health and safety in the workplace, and personal money management, while at the same time strengthening literacy and numeracy competencies.

You can support your learners in seeing the relevance of *Pathways Awarua* to their learning by helping them to make connections between the content of modules and your vocational context. For example, if learners are working on a module about reading and understanding forms, you could show them a range of forms used in their vocational context.

Learners who have had negative experiences at school may find that a new way of learning does not automatically trigger some of the negative responses they have had traditionally in their learning. Many learners appreciate the opportunity to **answer questions “in private”** and they can receive **immediate feedback** about whether they have answered a question correctly or not.

See also:



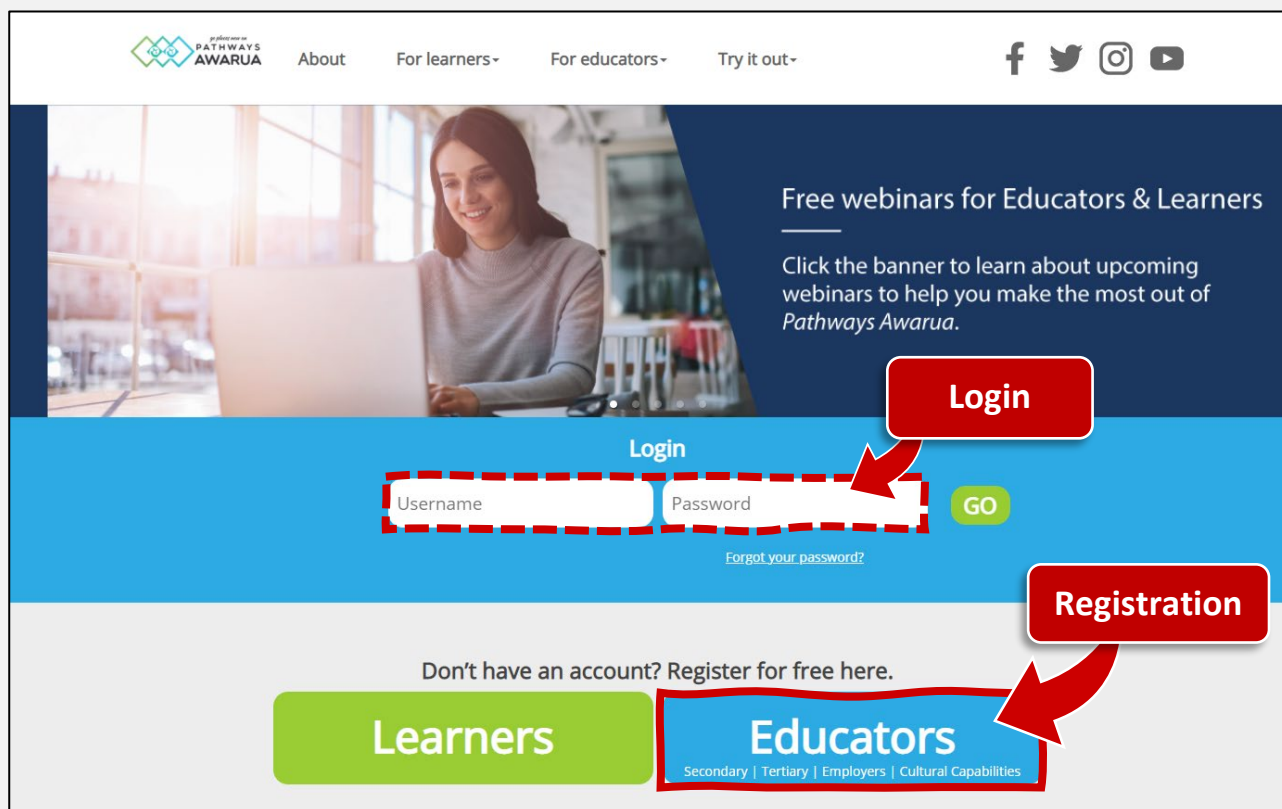
[Ways to use *Pathways Awarua* with learners](#)

Educator Registration & Login

Registration

For registration and login, navigate to

www.pathwaysawarua.com



Join Code

Upon completion you will receive an e-mail confirming your **username** and individual **join code**.

Please note: Provide your join code to your learners when registering for *Pathways Awarua*. This will allow you to track your learners' progress from your account. Do not enter the join code in your own account.

For future reference you may wish to **record your account details on [page 3](#)**.

You may also access (and change) your join code via the **Educator Dashboard**:

The image shows a screenshot of the 'Educator Dashboard' interface. At the top right, there is a red button labeled 'Educator Dashboard'. Below it is a grid of eight white cards with rounded corners. The cards are arranged in two rows of four. The first row contains: 'Educator pathways' (Learn how to use Pathways Awarua, embed literacy and numeracy and improve your Cultural Capability), 'Learner pathways' (View the content for learner pathways), 'Recommend modules' (Tailor the learning experience), and 'Track progress' (View progress by learner or by module). The second row contains: 'Create users' (Create accounts for your learners), 'Invite users' (Invite learners to join your class), 'Manage users' (Modify or remove learner accounts), and 'Run reports' (Download summaries of learner points scored). The 'Manage users' card is highlighted with a red rectangular border, and a red arrow points from it down to a second screenshot. This second screenshot shows the 'Zone Owner' section for Michael Grawe (Me) with a profile picture and the text 'grawem1'. To the right of the profile, it says 'Memberships: 39 Used (4961 Remaining)'. Below this, there is a yellow box containing the text 'Join code: B125B0 (Change)'. The 'Join code' and '(Change)' are both enclosed in red boxes. At the bottom right of this section is a red button labeled 'Join Code'.

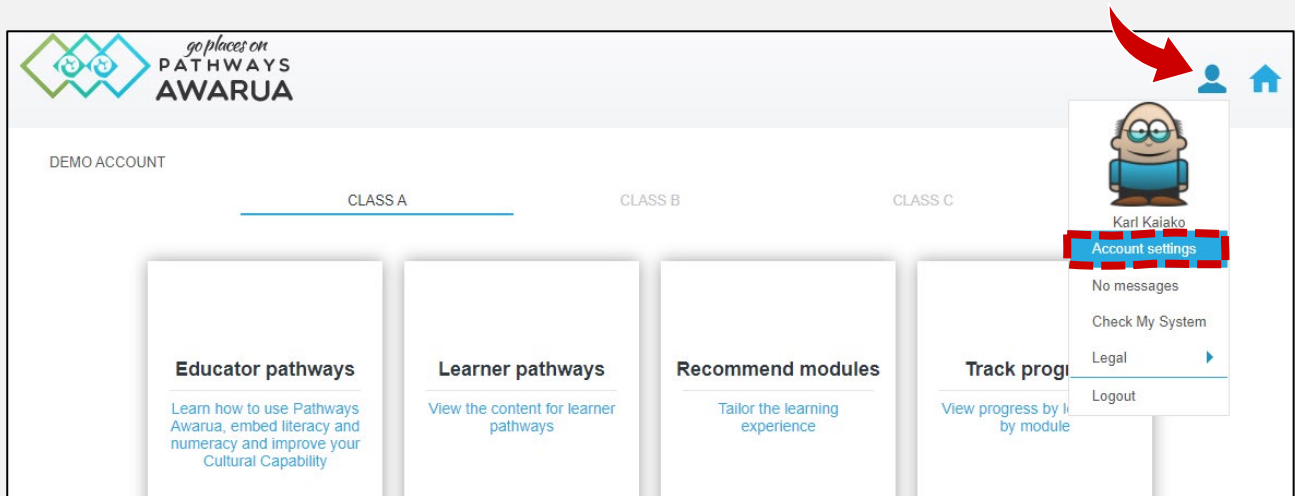
Changing your Join Code

If you are having problems with unauthorised learners finding out your code and using it to join your group, you can click on **(Change)** next to your code.

This generates a new random code for your group. **Your existing learners will not be affected**, but any new learner joining the group will need to use the new code.

Account Settings & Password Change


Profile picture, name, e-mail address and password can be changed under **account settings**:



The screenshot shows the user interface for 'go places on PATHWAYS AWARUA'. At the top left is the logo. Below it, the text 'DEMO ACCOUNT' is visible. The main content area is divided into three columns labeled 'CLASS A', 'CLASS B', and 'CLASS C'. Under 'CLASS A', there are three cards: 'Educator pathways', 'Learner pathways', and 'Recommend modules'. Under 'CLASS B', there is a card 'Track progress'. A red arrow points to a user profile icon in the top right corner. A dropdown menu is open, showing the user's name 'Karl Kaiako' and several options: 'Account settings' (highlighted with a red dashed box), 'No messages', 'Check My System', 'Legal', and 'Logout'.

Manage your user account settings

Profile Details



[Choose...](#)

Username: pld

First Name:

Last Name:

E-mail Address:

Get Notifications: Daily Weekly Never

Password Settings

Current Password:

New Password:

Re-enter Password:

[Save](#) [Continue](#)

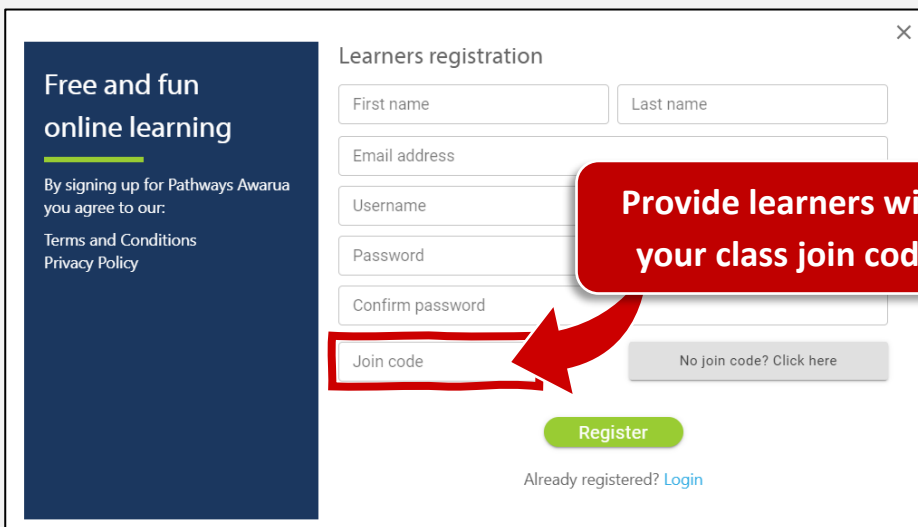
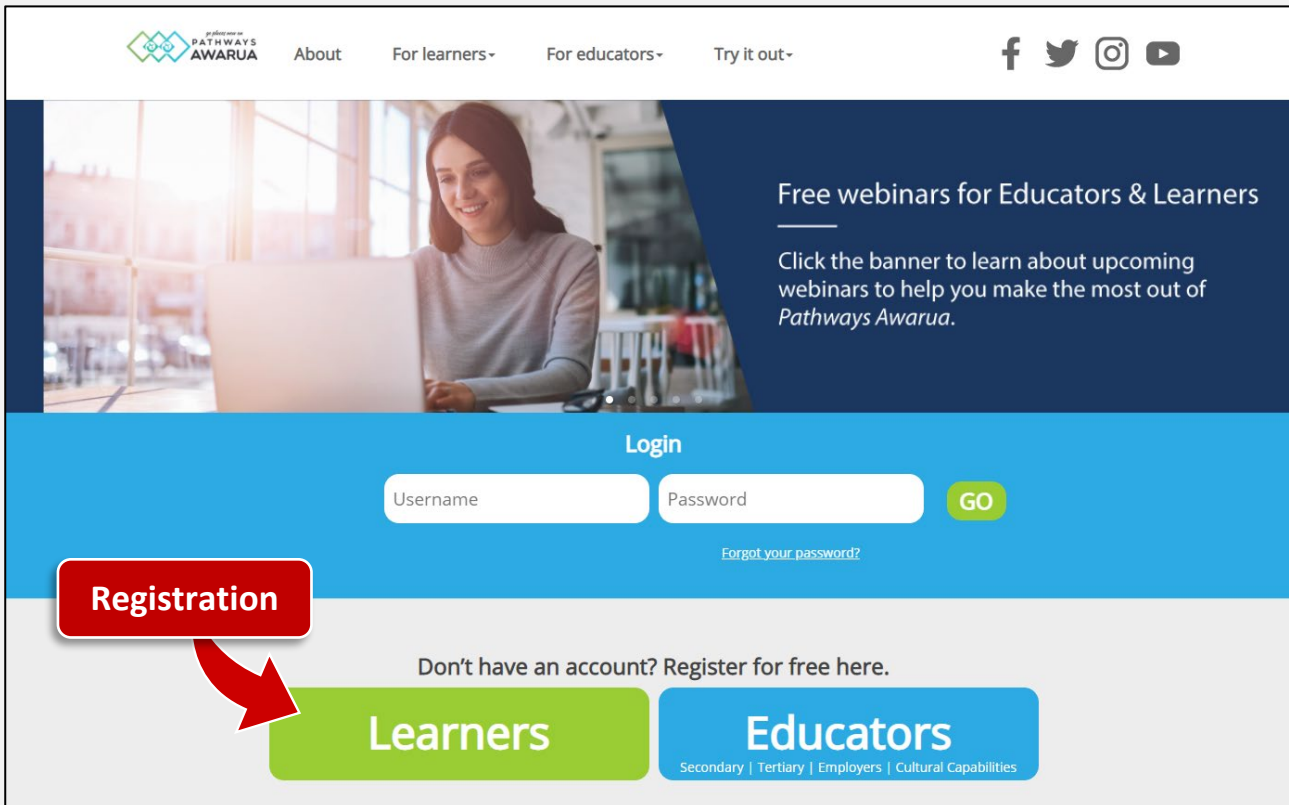
Learner Management

Learner Self-Registration

Learners can self-register (and login) on www.pathwaysawarua.com or via two learner-focused entry points:

www.GoPlacesNow.co.nz

www.gpn.nz



Pathways Awarua is **free for everyone** – even for learners based overseas!

Educator Dashboard

Educator pathways
Learn how to use Pathways Awarua, embed literacy and numeracy and improve your Cultural Capability

Learner pathways
View the content for learner pathways

Recommend modules
Tailor the learning experience

Track progress
View progress by learner or by module

Create users
Create accounts for your learners

Invite users
Invite learners to join your class

Manage users
Modify or remove learner accounts

Run reports
Download summaries of learner points scored

Create Users (interactive table)

- To sign up multiple new learners under your class, select **Create users** from the **Educator Dashboard**.
- Select **NEW TABLE** and enter the learner details. **Double left-click** into a cell to get into editing mode.:

	Firstname	Lastname	Email Address	Username	Password	Messages
<input checked="" type="checkbox"/>	Fritz	Colins	fritz@gmail.com	TWOA334987256	pathways	
<input checked="" type="checkbox"/>	Preeti	Kumar	preeti@yahoo.com	TWOA223676654	pathways	
<input checked="" type="checkbox"/>	Vincent	van Hemert	vinc@goholland.nl	TWOA127659342	pathways	

- You may wish to follow an **easy to remember format** when assigning usernames and passwords (e.g., username = **student ID**, password = **pathways**), allowing you to easily assist learners who have misplaced their login details.



Create Users (upload .csv file)



- Create a spreadsheet (in Excel) with the following **column headers**:

	A	B	C	D	E
1	FirstName	LastName	Email	UserName	Password
2	Fritz	Colins	fritz@gmail.com	TWOA334987256	pathways
3	Preeti	Kumar	preeti@yahoo.com	TWOA223676654	pathways
4	Vincent	van Hemert	vinc@goholland.nl	TWOA127659342	pathways

- Save the spreadsheet as a **.csv** (comma separated values) file.
- From the Educator Dashboard, select **Create users**.
- Select **CHOOSE FILE**, upload the file, then tick the **First row Header** option:

NEW TABLE or CHOOSE FILE
File name: learners.csv
First row Header?
RESET

	Firstname	Lastname	Email Address	Username	Password	Messages
<input checked="" type="checkbox"/>	Fritz	Colins	fritz@gmail.com	TWOA334987256	pathways	
<input checked="" type="checkbox"/>	Preeti	Kumar	preeti@yahoo.com	TWOA223676654	pathways	
<input checked="" type="checkbox"/>	Vincent	van Hemert	vinc@goholland.nl	TWOA127659342	pathways	

- Select **VERIFY**, then **CREATE**.

Invite Users (send invitations via table or .csv file)



- To invite multiple new learners **via e-mail** select **Invite users** from the **Educator Dashboard**.
- Enter learner details in the **interactive table** and/or upload a **.csv** file:

<input checked="" type="checkbox"/>	First name	Last name	E-mail address	Invitation
<input checked="" type="checkbox"/>	<input type="text" value="Fritz"/>	<input type="text" value="Colins"/>	<input type="text" value="fritz@gmail.com"/>	
<input checked="" type="checkbox"/>	<input type="text" value="Preeti"/>	<input type="text" value="Kumar"/>	<input type="text" value="preeti@yahoo.com"/>	
<input checked="" type="checkbox"/>	<input type="text" value="Vincent"/>	<input type="text" value="van Hemert"/>	<input type="text" value="vinc@goholland.nl"/>	
<input checked="" type="checkbox"/>	<input type="text" value="Johanna"/>	<input type="text" value="Nolte"/>	<input type="text" value="erwitzen@gmail.com"/>	


Add from CSV
Add row

Delete row
Create invite

- Click on **Create invite**.

- Enter a custom message, and **Send invite**:

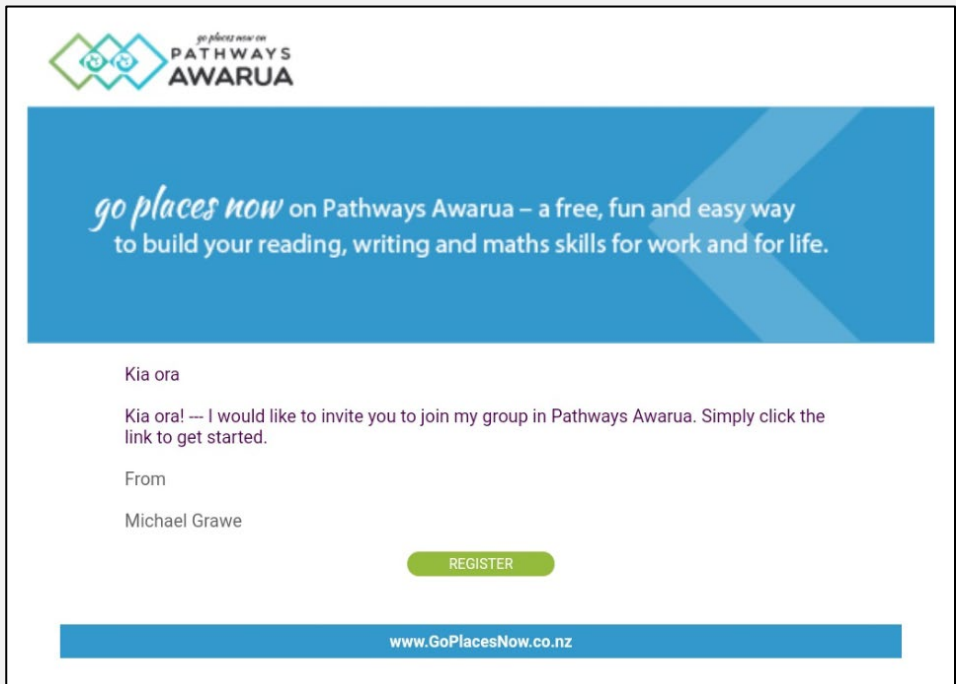
Send an invite to:

vinc@goholland.nl 



Kia ora! --- I would like to invite you to join my group in Pathways Awarua. Simply click the link to get started.

Cancel
Send invite

- Your learner(s) will receive the following **e-mail**:

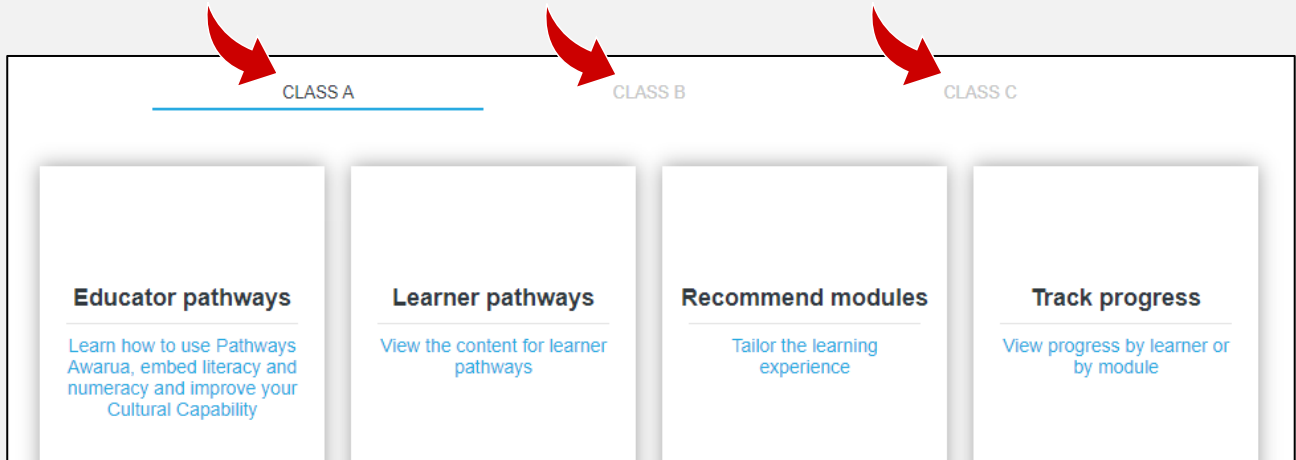


- You can keep track of **sent invites** and completed **registrations** learners:

■	First name	Last name	E-mail address	Invitation	Status
<input type="checkbox"/>	Johanna	Nolte	erwitzen@gmail.com	 Link • Copy	Registered
<input type="checkbox"/>	Vincent	van Hemert	vinc@goholland.nl	 Link • Copy	Invite sent: 20-Jul-2021

Additional Learner Groups (Classes) **NEW**

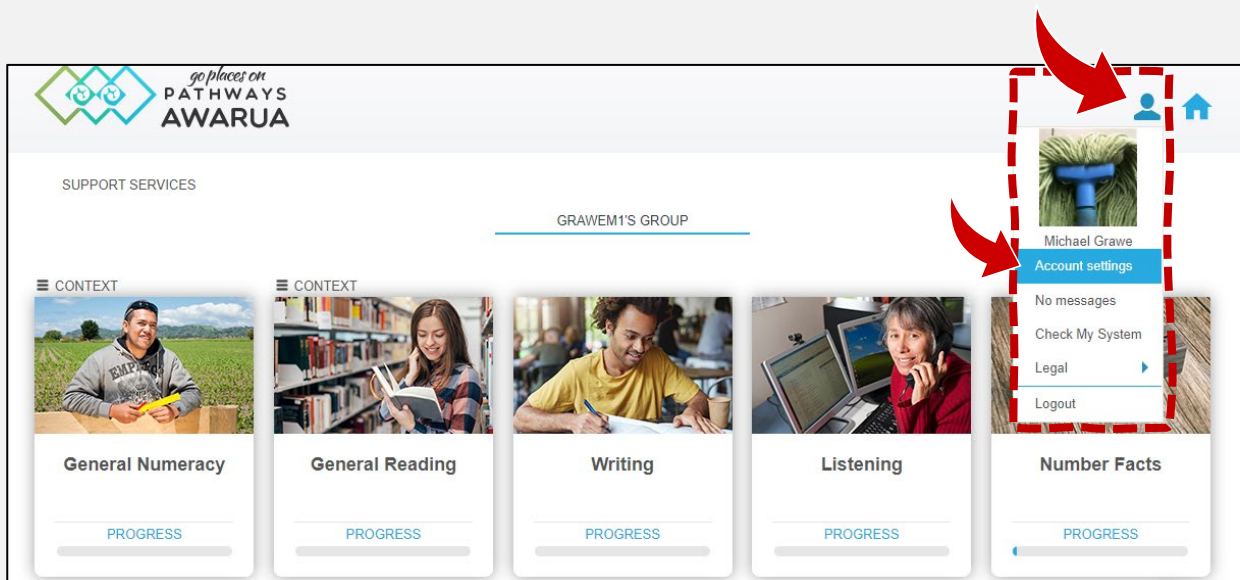
It is possible to create additional learner group (i.e. classes) in your Educator account.



Watch this short [video](#) on how to **create/rename/delete** additional learner groups.

Moving Learners with existing Accounts to your Class Group

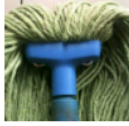
- Ask students **with existing Pathways Awarua accounts** to log into their learner account and navigate to **Account settings**:



- Ask your Learner to enter your class **join code** (see [page 7](#)), **tick the box** and click **Save**.

Manage your user account settings

Profile Details



Choose...

Username: TWOA200111910

First Name:

Last Name:

E-mail Address:

Get Notifications: Daily Weekly Never

Move Membership
To move to a new class, enter the Join Code for that class.

Join Code:

I want to move to the new class.

Save **Continue**

Removing Learners

You may wish to remove Learners who are no longer in your class group (e.g., students from a previous semester):

- On the Educator Dashboard, navigate to “**Manage users**”.
- In the **Active Members** list, select the learner(s) to be removed. You may select several learners at the same time.
- Drag the selected learner(s) over into the **NZ Learners** column.
- **Confirm** this action by clicking on the **OK** button in the dialogue box:

Manage user memberships in: Grawem1's Group

Zone Owner
Michael Grawe (Me)
grawem1

Memberships: 40 Used (4960 Remaining)
Join code: B125B0 (Change)

NZ Learners
Search... All None

Active Members
Search... All None

Educators
Search... All None

Alana Robyn Millington
TWOA200421515

Astral Hinemoa Tawhiti Heremaia
TWOA200080333

Beverley Herewini
Bevah0901

Cristine Daniels
TWOA200417991

Cynthia Diana Perham
TWOA199000444

NZ Learners
Search... All None

Active Members
Search... All None

Astral Hinemoa Tawhiti Heremaia
TWOA200080333

+2 more

Eliza Melva B
TWOA200040

Elliott Herema
TWOA200390

Florence Te O
FTeohaere

Heeni Te Po
HeeniTePoond

live.pathwaysawarua.com says
You are transferring 3 users to a new zone.
You will no longer be able to interact with them.
Do you wish to continue?

OK Cancel

- The learner(s) will now no longer appear in your class group/reports. However, **their login will remain active**, and they can continue using *Pathways Awarua*.

Modifying Learner Details

You may wish to update Learners' details (e.g., reset passwords, change e-mail addresses):

- On the Educator Dashboard, navigate to **Manage users** and select **Modify users**.

Manage user memberships in: Grawem1's Group

Zone Owner: Michael Grawe (Me) grawem1

Memberships: 40 Used (4960 Remaining)
Join code: B125B0 (Change)

NZ Learners: Search... All None

Active Members: Search... All None

- Alana Robyn Millington TWOA200421515
- Astral Hinemoa Tawhiti Heremaia TWOA200080333
- Beverley Herewini Bevah0901

Educators: yyyy-mm-dd All None

Menu options: Invite users, Create users, **Modify users**, Export users

- Username**s cannot be modified.
- You will be able to change names and (bulk) **update email addresses and passwords**.

	Username	First name	Last name	Email Set all	Password Set all
<input checked="" type="checkbox"/>	HeeniTePoonoTarei	Heeni	Te Poono	Heeni@hotmail.com	<input type="text" value="WelcomeBack"/>
<input checked="" type="checkbox"/>	JanneKlein	Janne	Klein	janneklein020@gmail.com	
<input checked="" type="checkbox"/>	Mohrie	Rita	Grawe	rita@gmail.com	
<input checked="" type="checkbox"/>	TWOA103000425	Mary Elizabeth	Ellis	ellis.miYAI19@gmail.com	
<input checked="" type="checkbox"/>	TWOA199000441	Cynthia Diana	Perham	cynniperham@gmail.com	

Adding Educators to your Group **NEW**

If you have a tutor aide or another colleague you would like to give access to your class, you can add them as an Educator:

- To add one or more additional educators, ask them to register as an educator, choosing your organisation and creating their own class.
- You will then be able to mark them as an educator in your own class using the 'manage educators' option found on your 'manage class' page.



Watch this short [video](#) on how to **add/remove educators from your group**.

Navigating the Learner Dashboard

- To access the **Learner Dashboard** from your Educator Dashboard, select **Learner pathways**:

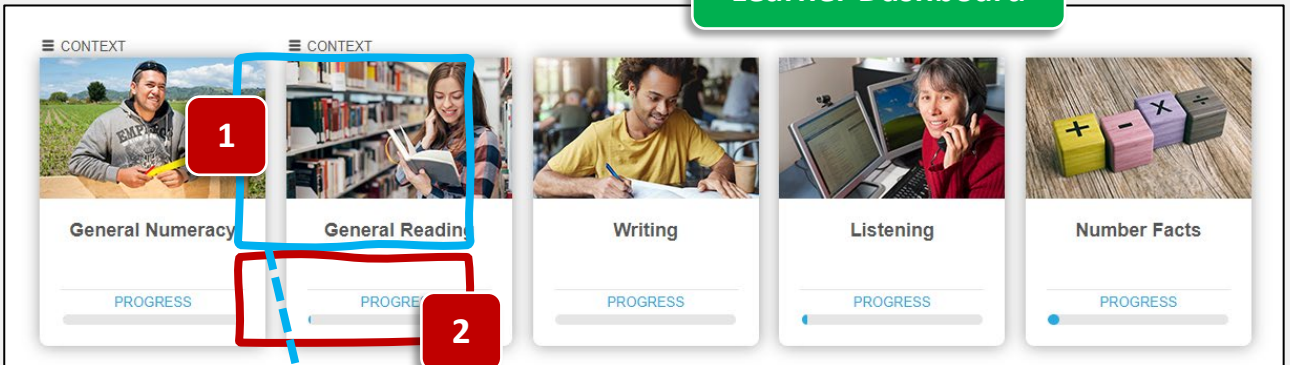
The diagram illustrates the navigation process. At the top, a red box labeled "Educator Dashboard" contains four main sections: "Educator pathways", "Learner pathways", "Recommend modules", and "Track progress". A red rectangle highlights the "Learner pathways" section, which includes the text "View the content for learner pathways". A large red arrow points from this section down to the "Learner Dashboard".

The "Learner Dashboard" is shown below, featuring a grid of course cards. Each card has a header image, a title, and a "PROGRESS" indicator at the bottom. The cards are organized into two rows:

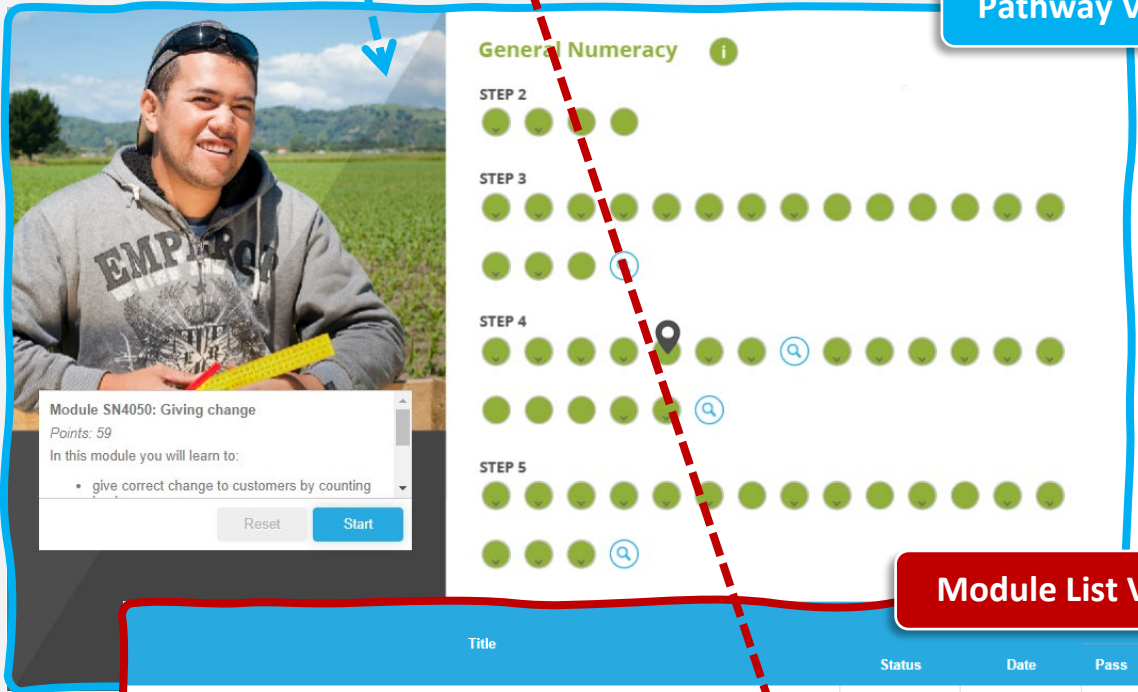
- Row 1:** General Numeracy, General Reading, Writing, Listening, Number Facts, WordFit.
- Row 2:** Road Code, Heavy Vehicle & Forklift, Health and Safety, My Money, My Community.

- From the Learner Dashboard, you can navigate to either [Pathway View](#) or [Module List View](#):

Learner Dashboard



Pathway View



Module List View

Title	Status	Date	Pass	Correct	Max.
Introduction to Pathways Awarua (NEW)	Not started	Start...	6		6
Module N2010: Adding up to 20 (NEW)	Not started	Start...	65		65
Module SN2010: Adding up to 20 (NEW)	Not started	Start...	65		65
Module TN2010: Adding up to 20 (NEW)	Not started	Start...	65		65
Module N2020: Subtracting up to 20 (NEW)	Not started	Start...	46		46
Module SN2020: Subtracting up to 20 (NEW)	Not started	Start...	46		46
Module TN2020: Subtracting up to 20 (NEW)	Not started	Start...	47		47
Module N2030: Equal shares: halves and quarters (NEW)	Not started	Start...	36		36
Module N2040: Equal shares: more fractions (NEW)	Not started	Start...	31		31
Module N3011: Hundreds, tens and ones (NEW)	Not started	Start...	72		90
Module SN3011: Hundreds, tens and ones (NEW)	Not started	Start...	84		102
Module TN3011: Hundreds, tens and ones (NEW)	Not started	Start...	72		90
Module N3021: More hundreds, tens and ones (NEW)	Not started	Start...	59		59
Module SN3021: More hundreds, tens and ones (NEW)	Not started	Start...	59		59

Pathway View

The screenshot displays the 'Pathway View' for 'General Numeracy'. It features a grid of green dots representing modules, organized into steps from STEP 2 to STEP 6. A red box labeled 'Introduction' points to an 'INTRO' dot. A red box labeled 'Module Title' points to a tooltip for 'Module SN4050: Giving change' that appears over a dot in STEP 4. A red box labeled 'Check your understanding' points to a magnifying glass icon over a dot in STEP 5. On the left, a photo of a man in a grey hoodie is shown with a 'go places' logo below it. A modal window for 'Module SN4050: Giving change' is open, showing 'Points: 59' and a list of learning objectives, with 'Reset' and 'Start' buttons. A red arrow points from the 'Start' button to the 'Start' button in the modal window.

- For Learners new to *Pathways Awarua*, it is recommended to complete the **Introduction to Pathways Awarua** module.
- Modules are grouped by level of difficulty and relate to the **Adult Learning Progressions** (Starting Points, Step 1 - Step 6).
- **Hover** your mouse pointer over the module dots. The **module title** will be displayed as a screen tip.
- To choose a specific module, left click on the module dot, then click on **Start**.
- Modules with **magnifying glass icons** allow you to check your understanding of the modules in the step.

Module List View

- This view is recommended for searching for topics or easily navigating to specific modules.
- To find a specific module or topic easily, use the keyboard shortcut **CTRL + F** to access the **search function** within your browser.
- Type a **keyword** (e.g., “fractions”), **module number** (e.g., “N4100”) or (part of) a **module title** into the search box.

Search Funtion: CTRL + F

The screenshot shows the Pathways Awarua website interface. The browser's search bar contains the text 'fractions'. Below the search bar, a table lists modules for 'GRAWEM1'S GROUP'. The table has columns for module ID, status, start button, and two numerical values. The word 'fractions' is highlighted in yellow in the module titles. A red dashed circle highlights the 'Start...' button for the module 'Module N4100: Introduction to fractions'. A red arrow points from the search bar to the search function label above, and another red arrow points from the search bar to the 'Start...' button in the table.

Module ID	Status	Start...	Value 1	Value 2
Module TN4090: Strategies for solving harder division problems	Not started	Start...	29	43
Module N4090S1: Solving division problems by sharing and repeated subtraction	Not started	Start...	10	65
Module N4099A: Assessment check	Not started	Start...	12	12
Module N4100: Introduction to fractions	Not started	Start...	81	92
Module SN4100: Catering for fractions	Not started	Start...	92	92
Module TN4100: Introduction to fractions	Not started	Start...	83	94
Module N4100S1: Equivalent fractions	Not started	Start...	25	25
Module N4110: Making bigger fractions	Not started	Start...	73	73
Module N4110S1: Probability as fractions	Not started	Start...	31	31
Module N4120: Finding fractions of numbers	Not started	Start...	48	54
Module SN4120: Finding fractions of numbers	Not started	Start...	51	57
Module TN4120: Finding fractions of numbers	Not started	Start...	44	50
Module N4120S2: Finding fractions of numbers	Not started	Start...	36	42
Module N4130: Finding fractions of harder numbers	Not started	Start...	51	70
Module SN4130: Finding fractions of harder numbers	Not started	Start...	49	49
Module N4135: Place value	Not started	Start...	53	53

Module Numbers Explained

Module Descriptors:

N	Numeracy	TR	Trade Reading	MM	My Money
SN	Service Numeracy	YR	Youth Reading	HT	Heavy Vehicle
TN	Trades Numeracy	W	Writing	FKLT	Forklift
R	Reading	L	Listening	RC	Road Code
SR	Service Reading	HS	Health & Safety	MC	My Community

- The **number** following the module descriptor relates to the Step in the Learning Progressions.
-



Download the complete *Pathways Awarua* **module list** [here](#).

Recommending Modules to Learners

You can tailor learning to individuals or groups of learners by recommending specific modules. You may want to recommend modules to learners as preparation for upcoming work or as additional revision.

- From the Educator Dashboard, select **Recommend module**.
- Select the pathway you wish to recommend modules from (e.g., Writing).
- Select the learner's name(s) and module(s), then click **Apply**.



Choose recommended modules: Writing

Recommend modules to your learners [Read more...](#)

Name	Module
<input type="checkbox"/> Heketia Luke Ahomiro	<input checked="" type="checkbox"/> Introduction to Pathways Awarua (NEW)
<input type="checkbox"/> Jane Atareta Beamsley	<input type="checkbox"/> Module W1010: Having something to say
<input checked="" type="checkbox"/> Meihawai Bell	<input type="checkbox"/> Module W1020: Writing a note or brief letter
<input type="checkbox"/> Nightingail Tahireh Benzi	<input type="checkbox"/> Module W1030: Writing an e-mail
<input checked="" type="checkbox"/> Eliza Melva Bruce	<input type="checkbox"/> Module W1040: Choosing the words to use
<input checked="" type="checkbox"/> Tracy Burke	<input type="checkbox"/> Module W1050: Writing sentences
<input type="checkbox"/> Christine Daniels	<input type="checkbox"/> Module W1060: Past or present?
<input type="checkbox"/> Mary Elizabeth Ellis	<input checked="" type="checkbox"/> Module W2010: Writing a report
<input type="checkbox"/> Michael Grawe	<input checked="" type="checkbox"/> Module W2020: Writing reports 2
<input type="checkbox"/> Rita Grawe	<input type="checkbox"/> Module W2040: Writing instructions
<input type="checkbox"/> Jury James Greenland	<input type="checkbox"/> Module W2045: Writing instructions at home
<input type="checkbox"/> Astral Hinemoa Tawhiti Heremaia	<input type="checkbox"/> Module W2050: Writing instructions to put on the wall at work
<input type="checkbox"/> Elliott Heremaia	<input type="checkbox"/> Module W2055: Writing instructions to put in manuals in the workplace
<input type="checkbox"/> Beverley Herewini	<input type="checkbox"/> Module W2060: Writing a description
<input type="checkbox"/> Mia Faith James	<input type="checkbox"/> Module W3010: Writing a summary - choosing the main ideas
<input type="checkbox"/> Yuni Joeniwarti	<input type="checkbox"/> Module W3020: Writing reports for different purposes

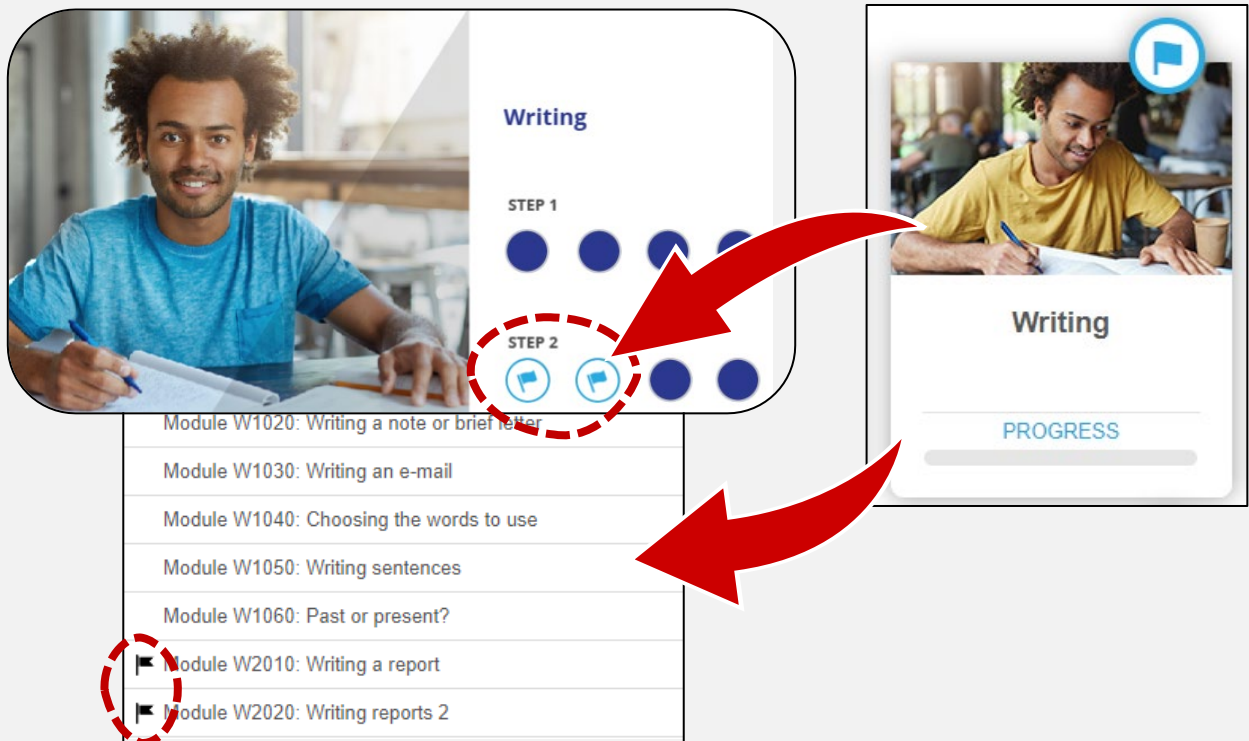
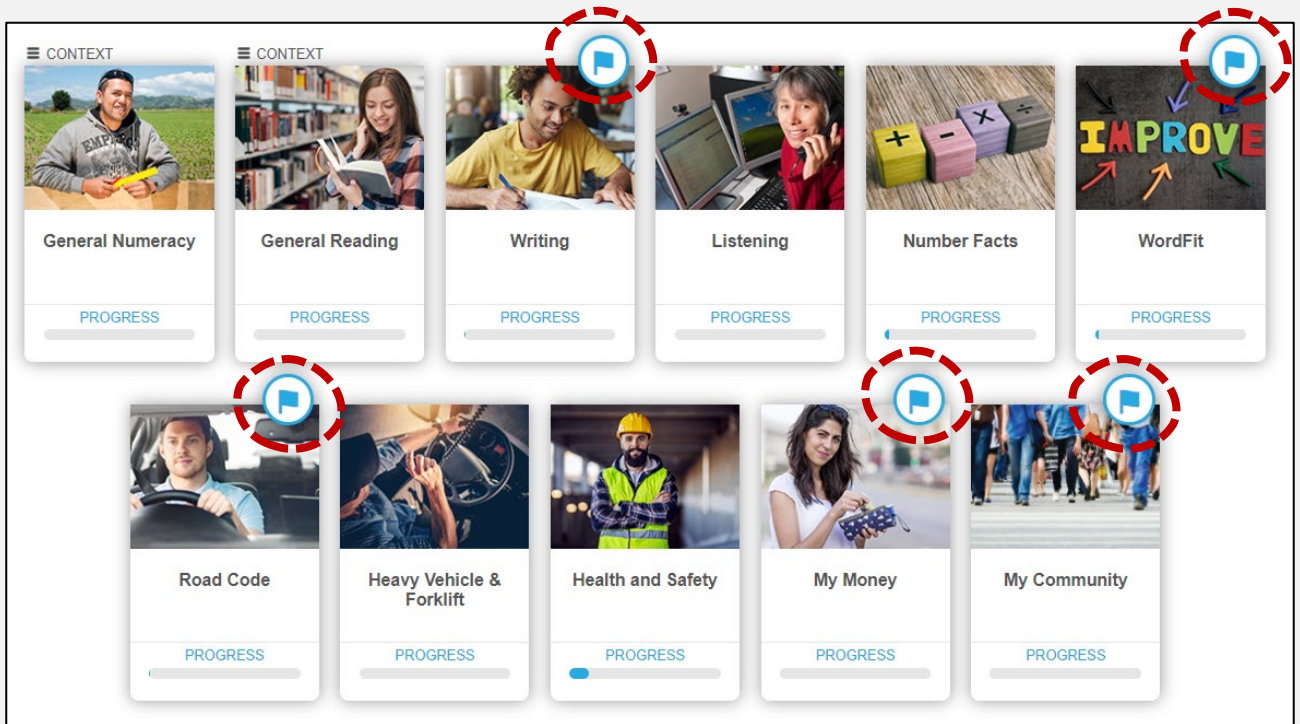
Buttons: **Clear all** | **Apply** | **Finish**

- Selected learners and modules will be flagged.

Name	Module
<input type="checkbox"/> Heketia Luke Ahomiro	<input type="checkbox"/> Introduction to Pathways Awarua (NEW)
<input type="checkbox"/> Jane Atareta Beamsley	<input type="checkbox"/> Module W1010: Having something to say
<input checked="" type="checkbox"/> Meihawai Bell	<input type="checkbox"/> Module W1020: Writing a note or brief letter
<input type="checkbox"/> Nightingail Tahireh Benzi	<input type="checkbox"/> Module W1030: Writing an e-mail
<input checked="" type="checkbox"/> Eliza Melva Bruce	<input type="checkbox"/> Module W1040: Choosing the words to use
<input checked="" type="checkbox"/> Tracy Burke	<input type="checkbox"/> Module W1050: Writing sentences
<input type="checkbox"/> Christine Daniels	<input type="checkbox"/> Module W1060: Past or present?
<input type="checkbox"/> Mary Elizabeth Ellis	<input checked="" type="checkbox"/> Module W2010: Writing a report
<input type="checkbox"/> Michael Grawe	<input checked="" type="checkbox"/> Module W2020: Writing reports 2

- Select **Finish**.

- Learners can easily recognise recommended modules by the **added flags** icons that show on the **Learner Dashboard**, in **Pathway View** and **Module List View**.



- Flags will automatically clear as learners complete the recommended modules.
- You may also wish to use these **templates** ([.pdf](#)/[.dotx](#)) to create your own plans for individual learners/groups.

Learner Rewards

Learn & Win - Samsung Galaxy Tablets & Shopping Vouchers



Prize draws 2024

MONTH	PATHWAY	POINTS ¹	DRAW	PRIZE
February	Numeracy	500	29/2	\$100 shopping voucher
March	Reading	500	31/3	\$100 shopping voucher
	Kiwi Lingo WordFit ²	100		\$100 shopping voucher
April	All Pathways	1,000 ³	30/4	Samsung Galaxy A9+ Tablet with Samsung Book Cover
May	Road Code	500	31/5	\$100 shopping voucher
	Digital Literacy WordFit ²	100		\$100 shopping voucher
June	Health & Safety	500	30/6	\$100 shopping voucher
July	All Pathways	1,000 ³	31/7	Samsung Galaxy A9+ Tablet with Samsung Book Cover
August	My Money	500	31/8	\$100 shopping voucher
	WordFit Collection	300		\$100 shopping voucher
September	Reading	500	30/9	\$100 shopping voucher
	Te Reo WordFit	100		\$100 shopping voucher
October	All Pathways	1,000 ³	31/10	Samsung Galaxy A9+ Tablet with Samsung Book Cover
November	Writing	500	15/11	\$100 shopping voucher

Learn and win!

¹ All points are counted year to date.
² New content to be released in 2024.
³ Get one entry into the draw for every 1,000 points earned across all pathways.




Download the **2024 Prize Draw Poster** (PDF) [here](#).

- Learners who complete the required points by the cut-off date(s) will be automatically entered into the draw.
- For the tablet draws, learners will get one entry into each draw for every 1,000 points completed across any of the pathways.
- All points are counted over a calendar year, starting on 1st January each year.
- Unless the winner registered as an independent learner (i.e. not part of a group), we will contact their tutor first to see if they would like to present the prize to their learner.

Promotions and competitions are also advertised on the *Pathways Awarua* on [social media](#).

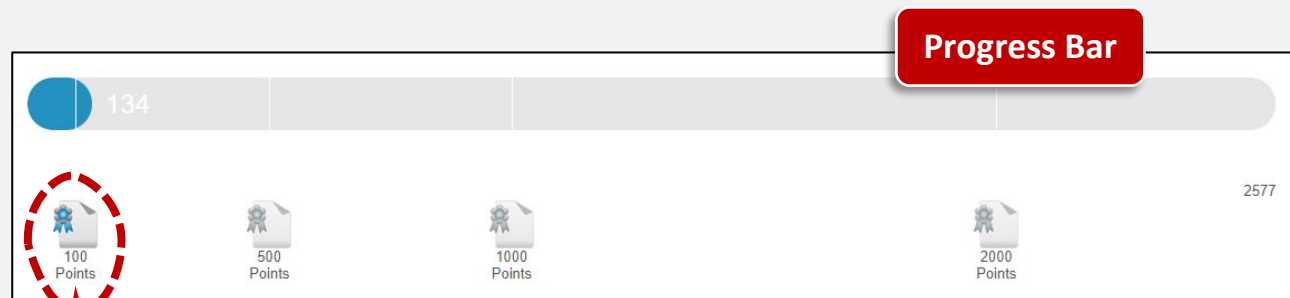


Here are some of our winners in 2023.

Certificates (automatically generated)

Learners can access and print certificates at specific point thresholds.

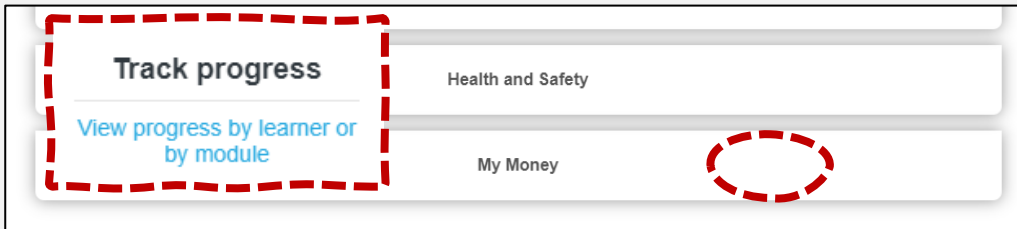
- From the **Learner Dashboard**, select the **Module List View** (see p. 20) for a specific pathway.
- A **progress bar** is displayed at the top of the page.
- When learners reach certain points thresholds, **certificate icons** become active, and certificates can be downloaded as PDFs and printed.



Printing Certificates for your Learners

You can access and print your learners' certificates from your Educator account:

- From the Educator Dashboard, select the **Track progress** tile.
- In the pop-up window, select the appropriate pathway, e.g. "My Money".



- Select List by: Learner.
- Select an individual learner.

View modules on pathway: My Money

LIST BY MODULE LEARNER SHOW ALL RECOMMENDED RECOMMEND MODULES

Learner	Last login	Last accessed	Started	Pathway Points	
				Earned	Attempted
Karl Kaiako	20-Aug-2021	-	0	0	0
3 Tim Tauria	20-Aug-2021	28-Apr-2021	3	5	77
Yock King (Louise) Wong	18-Aug-2021	04-Oct-2018	19	937	959

YOCK KING (LOUISE WONG)

Module	Last accessed	Module Points		
		Pass	Correct	Max
Introduction to Pathways Awarua (NEW)		Not started		
MM-101: Shopping at the supermarket	16-Sep-2018	50	49	50
MM-102: Shopping for more expensive items	16-Sep-2018	49	46	49
MM-103: Advertising tricks	22-Sep-2018	47	47★	47
MM-104: Recognising Scams	22-Sep-2018	26	26★	26
MM-105: Working out percentage benchmarks	22-Sep-2018	59	59★	59

- Scroll to the **bottom of the page**. All certificates achieved by this learner in this specific pathway and can be opened, downloaded as PDFs and printed from here:

MM-307: Interest on loans		Not started		
MM-308: Understanding compound interest		Not started		
MM-309: You decide! Getting out of debt	04-Oct-2018	44	44★	44

100 Points 500 Points 1000 Points

Custom Certificates



To acknowledge exceptional achievement, we will send out **custom certificates** to learners who have completed **20,000 points or more within a calendar year**.

Additionally, these learners will be entered into **a separate, additional draw for a Samsung Galaxy tablet**.



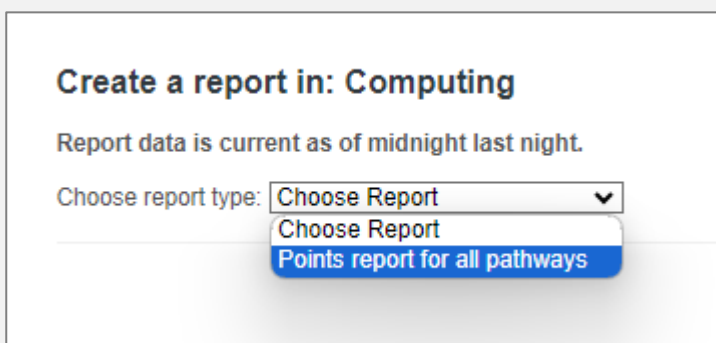
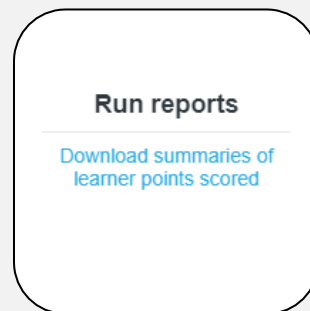
Tracking Learner Progress

Educators can view and download summaries of points scored. Before running reports, we recommend **removing learners** who are no longer attending class from the **Active member** list.

Points Report for all Pathways

This report lists all learners (in your selected group) and provides an overview of how many points have been achieved **across all pathways** in a specified time frame:

- On the Educator Dashboard, navigate to **Run reports**.
- Choose the report type: Points report for all pathways.



- Specify the time frame by entering dates into the **[From:]** and **[To:]** fields.
- Click on the **Run Report** button.
- Select the **Download** button to generate a spreadsheet:

time frame

last login

all pathways

add sum function/ filters as required

redacted

Username	Firstname	Lastname	Email	Login	Group	Educator	Health a	Heavy Vi	Listening	My Com	My Mon	Number	Numeral	Reading	Road Co	WordFit	Writing	Total	
02/06/2022	Merylins	No		1188					438		43	242	3304			8	209	5432	
02/06/2022	JohnsonL	No									405		4194				422	379	5400
04/06/2022	JohnsonL	No										963	4057						5020
12/06/2022	Grawem1	No		1814						300	1331				97	1255	29	4826	
02/06/2022	JohnsonL	No									179		4386					4565	
09/06/2022	Prasadri's	No		401					133				2549	1052				427	4562
02/06/2022	New Zealand	No						654				299	1219	1854		15	511	4552	
02/06/2022	Merylins	No		693					435				1702	766		29	801	4426	
02/06/2022	New Zealand	No											4263	87			44	4394	
02/06/2022	Ray's Class	No		125					165		65		147	1553	290	1155	793	4293	
17/06/2022	Anji's Clas	No									138	98	3728	324				4288	
01/06/2022	JohnsonL	No											1227	3033				4260	
02/06/2022	TNAT-306	No		1188							210		2451	306		20		4175	
02/06/2022	Merylins	No		475					430				1746	1425		0		4076	
23/06/2022	Iki's Class	No											258	2847		140	728	3973	
22/06/2022	Iki's Class	No									100		1588	1923		340		3951	
02/06/2022	Marina's C	No						0	28		793			1545	12	1197	352	3927	
02/06/2022	Prasadri's	No											2069	1685				3754	

This report is also available for *Pathways Awarua admin accounts*. Administrators can choose between an organisation-wide report and reports for specific classes within the organisation.

Report by Module

Which learners have started/completed a specific module?

- On the Educator Dashboard, navigate to **Track progress**, then **select the pathway** you wish to check.
- In the **top table**, select **LIST BY: MODULE** and click the **module** you would like to check, e.g., **MM-101**.

Track progress

View progress by learner or by module

View modules on pathway: My Money

LIST BY **MODULE** LEARNER RECOMMEND MODULES

Name	Last accessed	Started	Module Points	
			Average score	Module max
Introduction to Pathways Awarua (NEW)	-	0	0	6
MM-101: Shopping at the supermarket	21-May-2020	2	6.0	50
MM-102: Shopping for more expensive items	-	0	0	49
MM-103: Advertising tricks	-	0	0	47
MM-104: Recognising Scams	10-Aug-2020	1	9.0	26
MM-105: Working out percentage benchmarks	-	0	0	50

MM-101: SHOPPING AT THE SUPERMARKET

Learner	Last accessed	Pass	Correct	Max
Tracy Burke	21-May-2020	50	4	50
Michael Grawe (grawem1)		Not started		
Michael Grawe (TWOA200111910)		Not started		
Rita Grawe		Not started		
Beverley Herewini		Not started		
Cindy Hou		Not started		
Ijin Jeong	19-May-2020	50	8	50

- The **bottom table** will update and show which learners have started/completed this module.

Report by Learner

Which learners have started/completed which module(s) within a specific pathway?

- On the Educator Dashboard, navigate to **Track progress**, then select the pathway you wish to check.
- In the **top table**, select the **LIST BY: LEARNER**, then click on a **learner's name**:

View modules on pathway: My Money

LIST BY: MODULE LEARNER

RECOMMEND MODULES

Learner	Last login	Last accessed	Started	Pathway Points	
				Earned	Attempted
Tracy Burke	21-May-2020	21-May-2020	1	4	4
Michael Grawe (TWOA200111910)	08-Sep-2020	11-Aug-2020	3	12	82
Michael Grawe (TWOA200111910)	03-Sep-2020	03-Sep-2020	4	18	30
Rita Grawe	26-Apr-2016	-	0	0	0
Beverley Herewini	01-May-2020	-	0	0	0
Cindy Hou	07-May-2020	07-May-2020	2	58	61

MICHAEL GRAWE (TWOA200111910)

Module	Last accessed	Module Points		
		Pass	Correct	Max
Introduction to Pathways Awarua (NEW)		Not started		
MM-101: Shopping at the supermarket		Not started		
MM-102: Shopping for more expensive items		Not started		
MM-103: Advertising tricks		Not started		
MM-104: Recognising Scams	10-Aug-2020	26	9	26
MM-105: Working out percentage benchmarks		Not started		
MM-106: Working out percentages of money		Not started		
MM-107: Working out percentages with and without a calculator		Not started		
MM-108: Buying a new mobile		Not started		
MM-109: You decide: Organising a birthday party		Not started		
MM-201: Your financial goals		Not started		
MM-202: Understanding what money means to you		Not started		
MM-203: Saving for your future with KiwiSaver	03-Sep-2020	37	0	37
MM-204: What's the deal with banks?	12-Aug-2020	48	3	48
MM-205: Keeping your money safe online	10-Aug-2020	34	6	34
MM-206: Budgeting		Not started		

- The **bottom table** will update and show which modules within the selected pathway a specific learner has started/completed.

Access

Pathways Awarua is **available anywhere, anytime, on any device.**

PCs & Laptops

Pathways Awarua can be accessed through any web browser on your PC or laptop.

Apps for Tablets

The Pathways Awarua apps have been designed specifically for **tablets** for **offline use**. The apps let learners to complete the modules without being connected to the internet, giving them more options for learning anywhere, anytime.



Each of the main pathways has a separate app that can be download from the **Google Play Store** or the **Apple App Store**.

(<http://www.pathwaysawarua.com/apps>).

Modules completed off-line will automatically be synced once the device is reconnected to the internet.

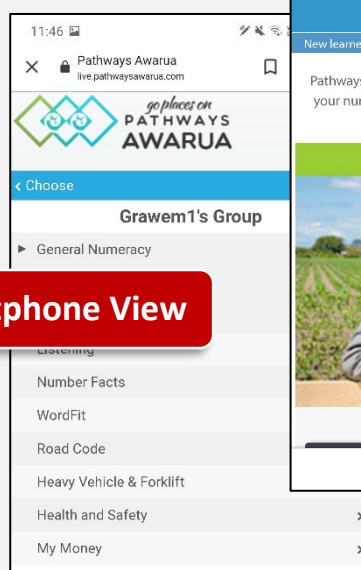
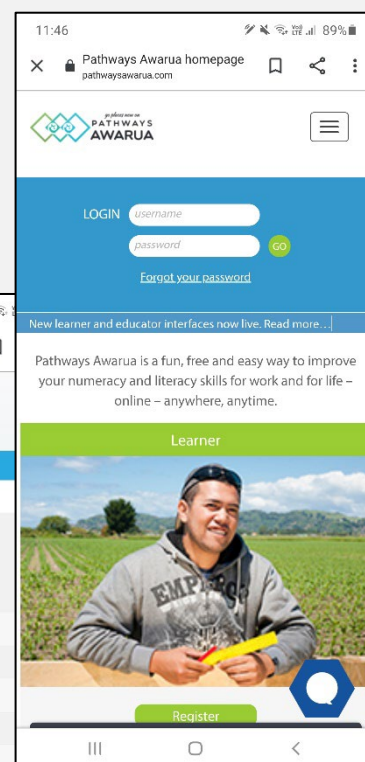
Due to limitations in screen size/orientation and storage, the **apps are not available for smartphones.**

Smartphones

Even though the apps are not available on smartphones, **most of the Pathways Awarua content is optimised for smartphones.**

Regardless of what mobile device learners use, they can continue learning as long as they have **an active internet connection.**

Pathways Awarua is accessible via any mobile browser. The website is fully responsive, and modules will adapt to the device's screen size.



Smartphone View

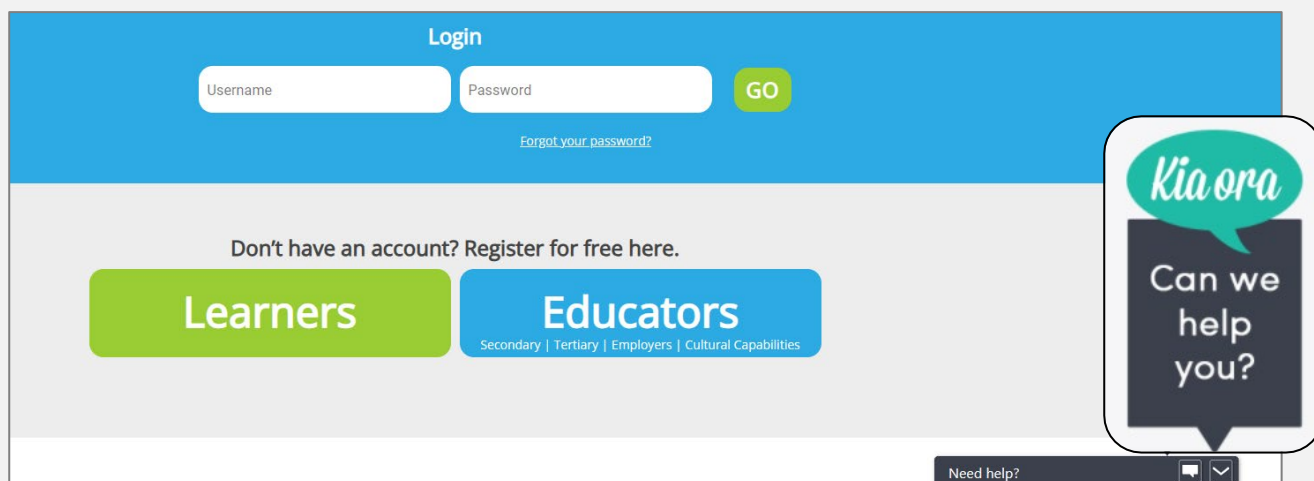


Help when you need It

Helpdesk & Live Chat

The Helpdesk is available for both **learners and educators** and can assist with forgotten usernames/passwords and any other queries around *Pathways Awarua* you might have.

The team are available via **Live Chat weekdays, 08:00 h – 17:00 h**. Simply click on the “Kia ora” speech bubble on the bottom right corner of our homepage to start chatting.



The screenshot shows the login page of Pathways Awarua. At the top, there is a blue header with the word "Login" in white. Below this, there are two white input fields: "Username" and "Password". To the right of the "Password" field is a green "GO" button. Below the input fields is a link that says "Forgot your password?". In the center of the page, there is a grey box with the text "Don't have an account? Register for free here." Below this text are two buttons: a green "Learners" button and a blue "Educators" button. The "Educators" button has a smaller text below it: "Secondary | Tertiary | Employers | Cultural Capabilities". On the right side of the page, there is a dark grey speech bubble with a white outline. Inside the bubble, there is a green speech bubble with the text "Kia ora" in white. Below this, there is a dark grey box with the text "Can we help you?" in white. At the bottom right of the page, there is a dark grey button with the text "Need help?" and a small icon of a speech bubble.

Outside office hours your chat request will be sent as an e-mail. Optionally, you can reach us at support@pathwaysawarua.com. Please note: **We do not offer phone support.**

Feel free to also share any **success stories or feedback** you/your learners may have.

Webinars & Professional Development



We offer free monthly **public webinars** for educators to help you make the most of *Pathways Awarua*.

For groups of 5+ participants we can offer **free custom webinars**.

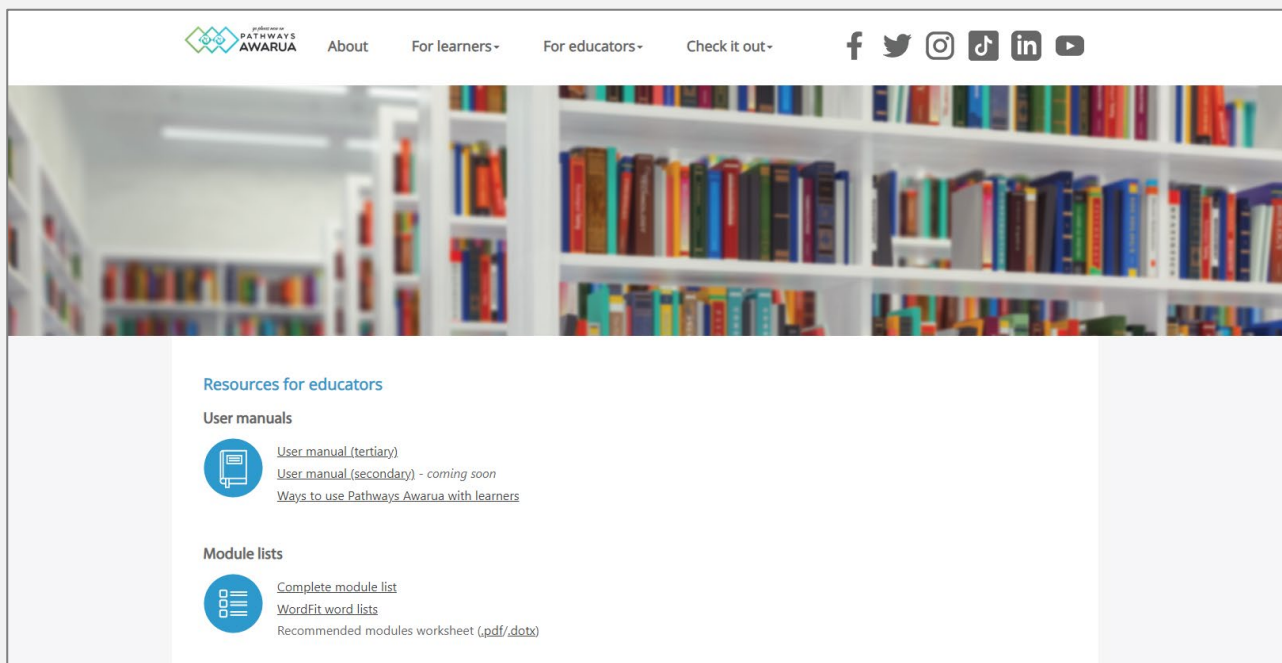
If your organisation/school is interested in custom **in-house workshops**, please contact pld@pathwaysawarua.com to discuss. (Fees/reimbursement for travel costs may apply depending on location.)

REGISTER










For information on **topics, dates/times** and to **register**, click [here](#).

Educator Resources (available for download)

A range of additional resources for educators is available via this dedicated [webpage](#):



Check back regularly for updates and additions.

	Up-to-date version of the user manual
	Complete <i>Pathways Awarua</i> module list
	<i>Pathways Awarua</i> WordFit lists
	Ways to use <i>Pathways Awarua</i> with learners
	Recommended modules worksheet (.pdf/.dotx) – for creating individual learning plans
	Info Sheet: Supporting learners with the L&N co-requisites
	Poster set (A3) – high resolution/low resolution
	<i>Pathways Awarua</i> flyer
	2024 prize draws poster (PDF , JPG)