



Notifications



Overview **A T P**

A PaCT notification is a reminder of an upcoming event (e.g. a reporting cycle) or an alert that the data in the PaCT needs to be reviewed (e.g. by an Administrator or a School Leader).

Notifications can be set up so they are emailed to PaCT users and/or display on the home page.

The PaCT will notify:

- › Teachers about important dates for judgments.
- › School PaCT Administrators when data is different in PaCT to what has been imported from ENROL or SMS.
- › School PaCT Administrators (annually) to review the School's set up in PaCT.
- › School Leaders (annually) to check the list of School PaCT Administrators.



What judgment notifications are sent and when? **A T P**

Notifications for a reporting cycle (Students Year 4 – 8)



The PaCT reporting cycle precedes the dates your school has set for writing and delivering reports to parents for students in Years 4 – 8.

Managing notifications **A T P**

You can set up how you want to be alerted to important events before they occur.

The PaCT will always display notifications on your homepage but you can also receive additional alerts via an email sent directly to your email account.



The default is to have the email alerts enabled but you can select to switch these off.

Home page notifications

The PaCT home page will display all of your current notifications.

1. From the home page you can **Dismiss** one notification at a time.
2. You can also view all current notifications by clicking the **View all** link.

From the Notifications page you can dismiss all current notifications at the same time as well as view Dismissed Notifications and manage how you receive your notifications.

3. To view Dismissed Notifications, click **Dismissed notifications** on the menu bar.

Email notifications

The PaCT will send email notifications directly to your email account by default. You can switch this function off if you do not want to receive email notifications from the PaCT.



If you do switch the email notifications off, please check your PaCT Home Page regularly so you don't miss any important notifications.

1. From the PaCT Home Page select the **View all** link.

Home judgments Reports Manage PaCT Admin Django Admin Helpers

Welcome to your dashboard for Kiwi Park School

Current notifications [View all](#) **1**

▲ Data quality issues require your attention

PaCT has recently processed a data file from ENROL and/or your SMS for Kiwi Park School. This processing created some warnings and/or errors that require your attention. Please click on the link below to address read more ▶

May 11, 2016, 3:14 p.m. [Dismiss](#)

Reporting Cycles

Interim / Mid-year: 03 Jun 2016 - 24 Jun 2016

End of year: 15 Nov 2016 - 06 Dec 2016

Why not start with...

The Big Picture

Learn all about how the PaCT works and how National Standards and the New Zealand Curriculum are incorporated into it.

The PaCT framework

The PaCT is underpinned by reading, writing and mathematics frameworks that cover the scope and emphases of the National Standards.

Reporting to parents and whānau

The PaCT can produce a report that helps teachers when talking to a student's parents and whānau on their progress in reading, writing and mathematics. Find out more about reporting to parents and whānau in ways that

2. From the Notifications page, click **Edit** on the manage my notifications box.

Home judgments Reports Manage PaCT Admin Django Admin Helpers

Account Profile Notifications

Current Notifications Dismissed Notifications

Current notifications

View and dismiss your current notifications. [Dismiss all notifications](#)

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May 11, 2016, 3:14 p.m. [Dismiss](#)

[Dismiss all notifications](#)

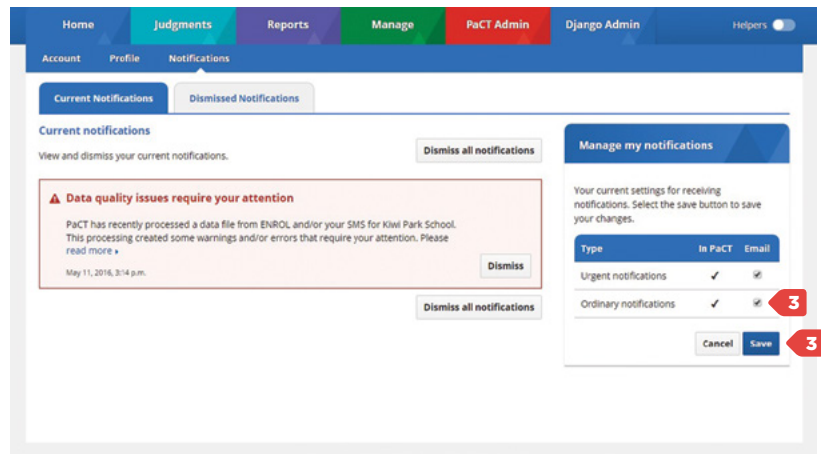
Manage my notifications

Your current settings for receiving notifications. Select the edit button to change these.

Type	In PaCT	Email
Urgent notifications	✓	✓
Ordinary notifications	✓	✓

[Edit](#) **2**

3. Remove the **tick** from the Email box and click **Save**.



You can switch this function back on at any time by repeating the same steps.

Urgent versus ordinary notifications: Urgent notifications will be sent daily – e.g. which judgments are to be deleted in two days, whereas normal notifications are sent weekly – e.g. start your anniversary judgments this week.