



## PaCT Pre set up checklist

These decisions must be made before the PaCT Administrator sets up the tool. S/he will need information from this checklist for the set up process.

Action	Person responsible	Done
<p><b>Frameworks:</b></p> <p>Decide what frameworks you will use:</p> <ul style="list-style-type: none"> <li>› Do you want to start with one framework and gradually introduce the others?</li> <li>›</li> </ul>		
<p><b>Starting small and scaling up:</b></p> <ul style="list-style-type: none"> <li>› Do you want to start with a small number of teachers and/or students and scale up?</li> <li>› If so give your Administrator the names of the teachers and students that will be involved.</li> </ul>		
<p><b>User Access</b></p> <p>Decide what level of access users will have. The PaCT gives several options. The level of access will affect users' ability to view reports and make judgments:</p> <ul style="list-style-type: none"> <li>› <b>Full access</b> – (Default setting) All users (teachers) can make judgments and view reports for all students.</li> <li>› <b>Restricted access to judgments</b> – Users can only make judgments for students in their own groups. Users can view reports for all students.</li> <li>› <b>Restricted access to judgments and reports</b> – Users can only make judgments for students in their own groups and can only view reports for students in their own groups. Users with the 'School leader' role will still be able to view reports for all students.</li> <li>› Advise the PaCT Administrator of the level of access for each user.</li> </ul>		
<p><b>New student groups:</b></p> <ul style="list-style-type: none"> <li>› Decide if new groups are needed for the PaCT i.e. if you are 'starting small' with a limited number of students or limited frameworks, you may want to set them up as a group.</li> <li>› Advise the PaCT Administrator new groups will be required at set up.</li> </ul>		



Action	Person responsible	Done
<p><b>Reporting cycle dates:</b></p> <p>The PaCT has default reporting periods that are based on term dates for the year. Decide whether you want to use the defaults, or set alternative dates for your interim and end of year reporting cycles. If you want to set alternative dates tell your Administrator.</p> <p>NB. Make sure your reporting cycle ends before your teachers start writing reports.</p> <ul style="list-style-type: none"> <li>› In the PaCT a reporting cycle cannot be less than 7 days or more than 21 days.</li> <li>› Your teachers can begin making judgments before the reporting cycle, as long as they confirm the judgments within the reporting cycle and within 21 days.</li> <li>› Only judgments confirmed during the reporting cycle period are included in interim or end of year OTJ reports.</li> </ul>		
<p><b>Student Management System (SMS):</b></p> <p>eTap, Assembly, KAMAR and Musac Edge can be fully automated with the PaCT. This means information can be regularly transferred between the PaCT and the SMS with no need for manual processing. For details consult the <b>SMS information sheet</b>.</p> <ul style="list-style-type: none"> <li>› Decide if you want to automate your SMS with the PaCT; or</li> <li>› Import your SMS data into the PaCT when you set up (we recommend that you do).</li> </ul>		
<p><b>ENROL</b></p> <ul style="list-style-type: none"> <li>› Your school can only make judgments for students that are officially enrolled.</li> <li>› Make sure ENROL is up to date with leavers or new arrivals before you set up the PaCT.</li> </ul>		