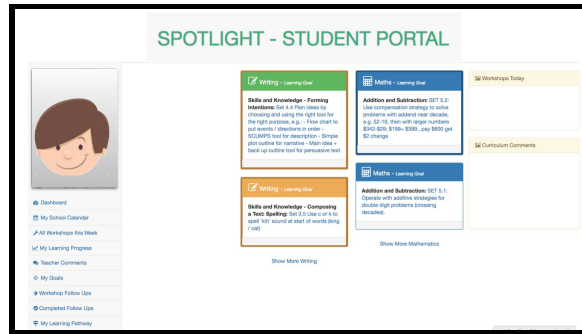


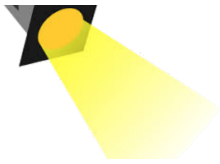
# ROTOTUNA PRIMARY SCHOOL SPOTLIGHT INFORMATION BOOKLET FOR PARENTS

The screenshot displays the 'SPOTLIGHT - STUDENT PORTAL' interface. On the left is a navigation menu with items: Dashboard, My School Calendar, All Workshops This Week, My Learning Progress, Teacher Comments, My Goals, Workshop Follow Ups, and Completed Follow Ups. The main content area features a student profile picture and three learning goal cards. The top card is for 'Writing - Learning Goal' under 'Skills and Knowledge - Forming' with a 'Show More Writing' link. The middle card is for 'Maths - Learning Goal' under 'Addition and Subtraction: 10T 5.2' with a 'Show More Mathematics' link. The bottom card is for 'Writing - Learning Goal' under 'Skills and Knowledge - Composing' with a 'Show More Writing' link. On the right, there are sections for 'Workshops Today' and 'Curriculum Comments'.

Learning goals in writing and mathematics are now shared with parents and their child through an online portal called **SPOTLIGHT**.




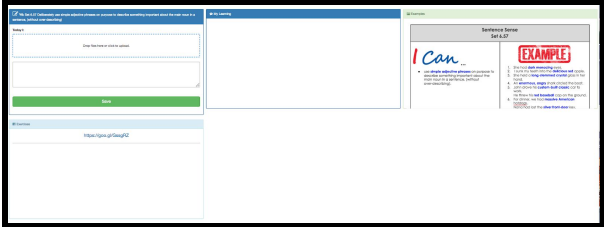
**SPOTLIGHT** is connected to the **eTAP @school** portal that parents currently log into to read their child's school report.



**SPOTLIGHT enables students to:**

- Access their own learning pathway (anytime, anywhere and on any device);
- See their own progress towards meeting their learning targets;
- Set a timeframe to complete their most important learning goal each week;
- Access digital learning content for each assigned set;
- Access child-friendly examples for each set so they know exactly what success looks like for each learning goal;
- Upload evidence of their learning against each 'set' so the teacher can sign the goal as achieved;
- Access their learning timetable each week, seeing when they will be working on with the teacher and any follow-up exercises;
- Access the class timetable and challenge themselves to attend another learning group if they wish.
- Access their own progress graph;
- Get up-to-date feedback and comments from teachers about their learning progress.
- Get feedback and comments from their parents about their learning progress.

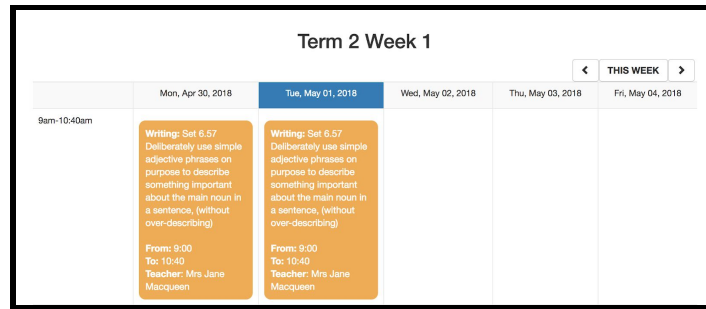
**Below is a brief explanation of each part of SPOTLIGHT:**

	<p>The <b>dashboard</b> shows all of the student's assigned learning goals in writing and mathematics.</p> <p>Students can click on any goal and find:</p> <ul style="list-style-type: none"> <li>● A space to upload evidence of learning</li> <li>● A space to comment on their learning progress</li> <li>● Link to an example so students know what success looks like</li> <li>● Link to support material that may help them learn their goal</li> </ul>
	



## My School Calendar

**My School Calendar** shows the workshop/s that the teacher has organised for the student throughout the week. This means the student will work in small groups with the teacher.



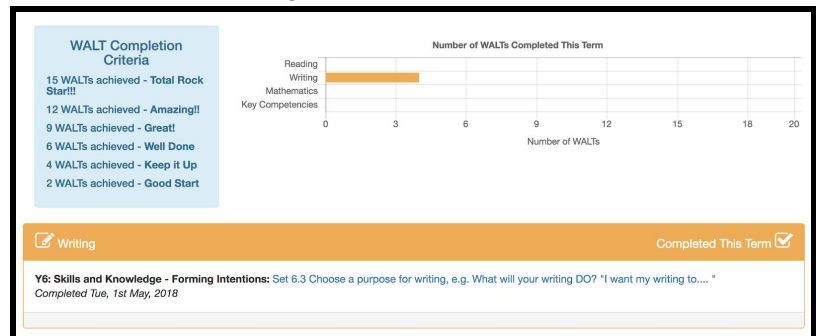
## All Workshops this Week

**All Workshops this Week** shows the students what other workshops the teacher has organised for the week. The student may ask to opt into one of these workshops as an extra learning opportunity.



## My Learning Progress

**My Learning Progress** uses a graph to show the student the number of learning goals they have achieved in writing and maths each term. Every time the teacher signs off a goal as 'achieved' their graph will grow and the goal will be underneath the graph. The student can go into the goal they have achieved at any time to see their evidence, teacher comment and examples and learning support material.



## Teacher Comments

**Teacher Comments** shows all the comments that a teacher has made against the students learning goals.

Common Notices | **WALT Comments** | Curriculum Comments

**Y6: Set 6.53** Deliberately use precise factual adjectives when creating learning area texts

Keep going on this one.

Posted on 1st May 2018 by Mrs. Jane Macqueen - Teacher



## My Goals

**My Goals** allows the student to prioritise one learning goal to achieve within an assigned timeframe. Once a timeframe has been assigned to the goal, the student will receive countdown reminders on their calendar.

<p><a href="#">→ Workshop Follow Ups</a></p>	<p><b>Workshop Follow Ups</b> show all the follow up activities that the teacher may have assigned to lessons that the student is part of.</p>
<p><a href="#">✔ Completed Follow Ups</a></p>	<p><b>Completed Follow Ups</b> show all of the follow up activities that the student has completed and the teacher has signed off.</p>
<p><a href="#">≡ My Learning Pathway</a></p>	<p><b>My Learning Pathway</b> outlines the learning progressions for each year level. By hovering the mouse over each 'brick of the pathway' the student can see which goal it is. The student can ask to have a goal assigned if they wish by clicking 'Assign'. The 'bricks' in the pathway are coloured according to the following criteria:</p> <div data-bbox="959 600 1239 1182" style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p style="text-align: center; margin: 0;"><a href="#">Colour Legend ▶</a></p> <ul style="list-style-type: none"> <li style="background-color: #90c080; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Completed WALT</li> <li style="background-color: #548235; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Completed in the Last 6 months</li> <li style="background-color: #e31a1c; padding: 5px; margin-bottom: 5px; border-radius: 5px;">WALT Assigned below Current Year Level</li> <li style="background-color: #6a3d9a; padding: 5px; margin-bottom: 5px; border-radius: 5px;">WALT Currently Assigned</li> <li style="background-color: #f1c232; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Workshop this Week</li> <li style="background-color: #a07c4d; padding: 5px; margin-bottom: 5px; border-radius: 5px;">Workshop this Week (Not Assigned)</li> <li style="background-color: #337ab7; padding: 5px; margin-bottom: 5px; border-radius: 5px;">WALT Not Currently Assigned</li> </ul> <p style="font-size: small; margin-top: 10px;">Please note: the size of a block does not relate to it's importance.</p> </div> <p>NB: WALT is an acronym meaning 'We Are Learning To'. This will eventually be changed to 'Learning Goal'.</p>
<p><a href="#">📊 Progress Analysis</a></p>	<p><b>Progress Analysis</b> shows a more detailed report of how many goals the student achieves each term. This page is under development and will eventually be able to show students and parents if they are on track to meet their target for the year and if their rate of learning is accelerating their progress.</p>
<p><b>Spotlight on Learning Report</b></p>	<p><b>Spotlight on Learning Report</b> is currently being designed to show 'real time' reporting of the student's achievements. This will be updated each time a learning goal is assigned or achieved.</p>

Parents can log-in to **SPOTLIGHT** and see everything their child can see as well as accessing real time reporting on their child's progress and achievement throughout the year. Parents can access SPOTLIGHT by logging into the **atschool portal** and clicking on the SPOTLIGHT link under the **MY CHILD** tab or **LEARNING** tab.



## HOW PARENTS CAN BE PART OF THEIR CHILD'S LEARNING

Parent are able to:



Under the My Child tab parents can see the child's view of spotlight.



Under the Learning tab, parents can see the child's latest goals, evidence and feedback. Parent can also make a comment about their child's learning progress here too!

Click on 'LEARNING' tab

Click on 'SPOTLIGHT' tab

**SELECT Subject:** Writing or Mathematics

The screenshot shows the 'Learning' tab interface. The 'My Child' tab is selected in the top navigation bar. The 'SPOTLIGHT' tab is also selected in the left sidebar. The main content area displays 'SPOTLIGHT - Currently assigned tasks'. A dropdown menu for 'Select subject:' is set to 'Writing'. Below this, three task cards are visible, each with a 'Recent Feedback' section. The first task is 'Writing Y6: Set 6.1 Connect to the motivation, personal experience, or local/national events choosing what matters to them to wonder and write about'. The second is 'Writing Y6: Set 6.2 Independently choose to write a range of text types in response to curriculum topics'. The third is 'Writing Y6: Set 6.3 Choose a purpose for writing, e.g. What will your writing DO? "I want my writing to..."'. Each task card has buttons for 'Comment', 'Show Evidence', and 'Examples/Exercises'. The 'Examples/Exercises' button for the second task is circled in red.

By clicking on 'Examples/Exercises' you can see:

- an example of what success looks like for the learning goal.
- A link to a page with learning resources that support your child to learn about the goal.

The screenshot shows the 'Examples/Exercises' page for 'Writing Y6: Set 6.2 Independently choose to write a range of text types in response to curriculum topics'. The 'Examples/Exercises' button from the previous screen is circled in red. The page is divided into two main sections: 'Examples' and 'Exercises'. The 'Examples' section contains a document titled 'Forming Intentions Set 6.2' with a large 'I Can...' heading and a list of bullet points: 'brainstorm different writing purposes that fit with our class topics', 'plan to write different purposes in my learning areas across a term', and 'write a range of text types in response to our class topics'. Below this is a 'My Term 1 Learning Plan' table with columns for 'Curriculum', 'I will write', and 'I have finished my writing'. The 'Exercises' section contains a small image icon with an arrow pointing to it. A text box below the image says 'Click on the image and this will take you to a page with learning resources.'


**By clicking on 'Show Evidence' you can see:**

- Evidence that your child has uploaded to show their progress learning and using their goal

**Writing Y6: Set 6.2 Independently choose to write a range of text types in response to curriculum topics** [Comment](#) [Show Evidence](#) [Examples/Exercises](#)

**On 2nd May 2018 your child posted:**

In term 1 I wrote 7 recounts, 1 review, 2 reports, 1 instruction and 2 pro's and con's.



**Click on 'Comment'** and write some positive feedback and encouragement to your child about their learning progress and/or how well they have used their learning goal in their writing.

**SPOTLIGHT - Currently assigned tasks** **Select subject:** Writing

**Writing Y6: Set 6.2 Independently choose to write a range of text types in response to curriculum topics** [Comment](#) [Show Evidence](#) [Examples/Exercises](#)

Enter New Feedback Comment:

Fill in your comment here about your child's learning and push send.  
This comment will transfer to your child's SPOTLIGHT page under the learning goal.

Send

---

*Educationally powerful connections in action - two-way, learning-focused connections with parents and whānau to help students accelerate their progress. An essential part of this is understanding that the purpose is to extend learning across home and school. This means making sure that what's used and talked about at school is understood and used at home too, providing extra opportunities for the child to learn. (ERO, 2015)*