

Aplus+ Guide for HoFs and admins

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- [Assessment](#)
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- [Removing enrolments \(and double ups\)](#)
- [Adding staff](#)

Timetables

Adding timetables to a course

To mark attendance a timetable of session first needs to be created. Follow the steps below

Timetables are made to hold the session that are delivered during a course.

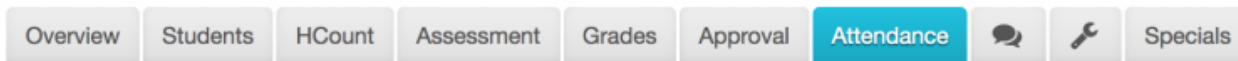
Date based sessions – Session that occur on specific days, often at regular intervals. Monday to Friday, 12:00pm–3:30pm.

Sequence based session – Session that happen during a programme that may not have a day or time but do have a specific number that happen.

Most timetable will be Date based sessions

1. In the attendance tab for a selected course, click the '**New timetable**' link.
2. You won't need to change the name of the timetable unless there is a need to use multiple timetables for the course, or the current name is too long. The location can be left blank.
3. Set the style appropriately (*Date based session in most cases*)
4. Tick '**Share with other courses in this qualification**' this makes it easier to navigate between different courses within the same qualification intake.
5. Click '**Create timetable and add sessions...**'

YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) : CCM01-1902 Design (1902-YB-WN-CCM-B) ? ☆ ...



Create Timetable

Timetable name * ?

Location ? (not required)

Style ?

Staff ?
(not required)
Fiona Collier ✕
James Wairama ✕
[Add...](#)

Default timetable ?

Qualification Share with other courses in this qualification ?

Assessment Create and link assessment ?

Allocation Students are allocated to sessions ?

Points entry Points can be entered as attendance is recorded ?

Current students Limit attendance by enrolment dates ?

Cancel

Create Timetable

Create and add sessions... ?

Adding sessions


Sessions are the individual units that students will attend.

1. Set the date to the start date of the course you are working with.
2. you can choose whether to set a time for the session. (*this isn't important as the students and tutor will already be aware of the session times. We are mostly concerned with whether they attend or not.*)
3. Make sure '**Check for holidays**' is ticked (*this will automatically remove sessions that occur during public holidays*)


in most cases we are creating sessions that repeat during the course


4. Set repeat to '**weekly**' and tick the days the session repeats on.
5. Set repeat until to the end date of the course.
6. Set the Label to help differentiate different types of session in the interface.
7. Points should remain set to 1.0

8. Click validate

Date  (Monday)


Time No set time


Holidays Check for holidays 

Extra holidays: 

Repeat


Repeat every week

Repeat on Sun Mon Tues Wed Thur Fri Sat 


Repeat until:  (inclusive)


Location Use timetabled location

Duration minutes
(not required)

Staff Use timetabled staff 

Fiona Collier ✕
James Wairama ✕
[Add...](#)

Label 
(not required)

Points * 

Validation will indicate if any session have been removed because they fall on holiday days and how many session are being created.

Make sure that the correct number of session will be created approximately 50 for a 5 day per week, 10 week course.

To add additional sessions click '**add sessions**' in the sessions view of the attendance tab and follow the instruction above.

Removing session

<https://nextcloud.chesterwhitwell.co.nz/s/TWwP6Q3jQaqe3bm>

Assessment

Adding assessments to courses

The Marking and feedback process is still completed in our learning management system 'Blackboard'. The results of the marking need to be recorded in Aplus+

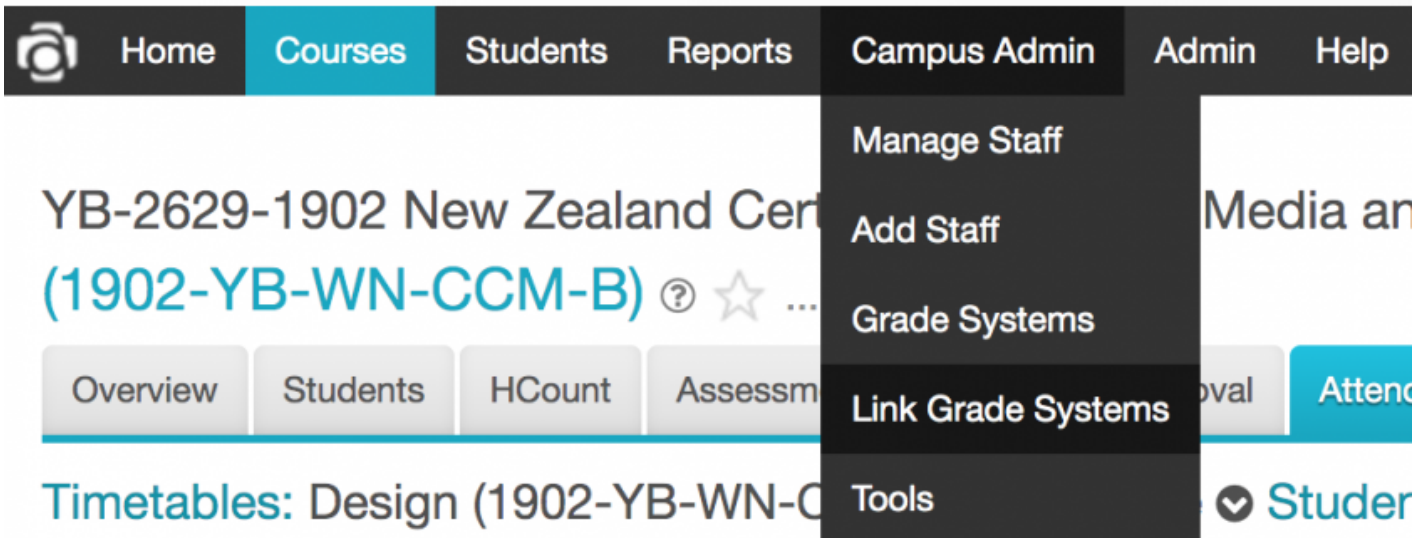
To enter grades and completion data for a course, a grading system need to be assigned to the qualification.

All of the programmes delivered by Yoobee are competency base the the exception of DMA which has achievement based grades.

Assigning a grading system

Required for each qualification intake. Only needs doing if "No grade system attached" is displayed in the assessments tab of a course.

This only needs to be done once. Once a grade system is linked to a qualification's intake (eg. **YB-2630-1902 NZ Certificate in Fashion (Level 4) (Dov) (2019)**) any courses that are included in the qualification will have the grade system linked.



The screenshot shows the Y003EE aPlus+ interface. The top navigation bar includes Home, Courses, Students, Reports, Campus Admin, Admin, and Help. The 'Campus Admin' menu is open, showing options: Manage Staff, Add Staff, Grade Systems, Link Grade Systems (highlighted), and Tools. Below the navigation bar, the course ID 'YB-2629-1902 New Zealand Certificate of Design (1902-YB-WN-CCM-B)' is visible, along with buttons for Overview, Students, HCount, and Assessment. A 'Timetables: Design (1902-YB-WN-C)' section is also present.

There are two type of grade system that are commonly used. **Achievement Based Grades (%)** or **Competency Based Grades (C,N)**.

to assign an intake to one of these:

1. select '**Link Grade Systems**' from the Campus Admin tab in the main menu bar.
2. Make sure the correct campus is selected in the top right corner.
3. You should see a list of two grade systems under the heading Global grade systems click on appropriate grade system.
4. You may not see any qualification until you change the reporting year to match the appropriate intake.
5. Tick the qualification to assign the grade system to.
6. Click '**Save Changes**'.

Link Grade Systems for 'Dovedale Avenue Christchurch'

Change Qualifications for 'Competency Based Grades (C,N)'

Reporting Year

Note: Save your changes before changing the year.

- YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Dov) (2019)
- YB-2630-1902 NZ Certificate in Fashion (Level 4) (Dov) (2019)
- YB-2635-1902 New Zealand Diploma in Animation (Level 6) (Dov) (2019)
- YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 5) (Dov) (2019)
- YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Dov) (2019)
- YB-2639-1902 New Zealand Diploma in Digital Media and Design (Level 6) (Dov) (2019)
- YB-3213-1902 New Zealand Diploma in Screen Production Level 6 (Dov) (2019)
- YB-3456-1902 New Zealand Certificate in Makeup Artistry (Level 4) (Dov) (2019)

Cancel

Save Changes

<https://nextcloud.chesterwhitwell.co.nz/index.php/s/9Z3P6HzojkXE8gj>

Creating assessments

Once created, assessments can be copied from one course to multiple course. We use Aplus+ to record only completion and grade data, pass or fail (not feedback or details of the what the assessment is). A course can have as many assessments as necessary and weighting can be applied.

If the course is assessed using data collected from assessments that are shared between a range courses, it would be better to enter and record the students final result when it is calculated (often at the end of the programme)


Add an assessment to a course:

1. Select a course and enter the assessment tab
2. use the create course dropdown on the right to select '**Summative Assessment**'
3. set the '**Max Score**' (if it's a competency based course max score should be 1)

4. set the appropriate weighting (if it's the only assessment in the course this should be set to 100%)
5. Click '**Create**'

YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 5) (Bun) : [AF02-1902 Film Production \(1902-YB-WN-ANF-A\)](#) ⓘ ☆ ...

Overview Students HCount **Assessment** Grades Approval Attendance ⓘ ⚙️ Specials

 This course has no assessments

Show options...

Assessments	Weighting	Max Score	Type
Course Total	0%		

- ✓ Create course assessment...
- Assignment
- Attendance
- Final Exam
- Formative Assessment
- Group Project
- Mid-course test
- Project
- Report
- Summative Assessment**

YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 5) (Bun) : [AF02-1902 Film Production \(1902-YB-WN-ANF-A\)](#) ⓘ ☆ ...

Overview Students HCount **Assessment** Grades Approval Attendance ⓘ ⚙️ Specials

Create Summative Assessment

Short Title ⓘ
(Suggest no more than two words of up to 12 characters each)

Long Title Exclude from redistribution ⓘ

Description

Result Options ⓘ

Distribution Date ⓘ [Show / hide options >](#) **Max Score** ⓘ (e.g. 100)

Due Date ⓘ **Weighting** ⓘ % (e.g. 35)

Cancel

Recalculate

Create

Copying an assessment to other courses

Coping an assessment make a duplicate of an assessment in a different course. Useful if multiple intake of a similar programme exist or is there is a single assessment that doesn't need to be uniquely identified in a range of courses.

Copy an assessment:

1. From inside the assessment tab of a course Click '**Show options...**'
2. Click '**Copy ALL assessments to other courses...**' in the dialogue box that appears
3. Select the School, Dates and Qualifications you want to copy to. (you can select multiple qualifications)
4. Click find courses
5. tick each of the courses you want to copy to
6. Click validate
7. if no errors are generated click '**Copy Now**'

Options



Course Style:

Normal Style



Change

Enter course grade directly:

No



Change

[Copy ALL assessments to other courses...](#)

1. Choose what to copy:

- Summative Assessment
- Copy course assessment options to destination course(s) ?
- Ignore validation errors (not recommended) ?

2. Find and select course(s) to copy to:

Find the courses you want to copy to below, select those courses, then use the copy button which will appear at the bottom of this page.

School: Bunny Street Wellington

Dates: 2018, april 2018 July 2019

Status: Only active qualifications Only active courses Only enrolled courses

Qualifications:
NZ2638-AF New Zealand Diploma in Digital Media and Design (Animation and Film) L5 (Bun) (1 Jan 16)
NZ2638-WG New Zealand Diploma in Digital Media and Design (Web and Graphic Design) L5 (Bun) (1 Jan 16)
PC4016 Certificate in Digital Media (iCreate) (Bun) (1 Jan 16)
YB-112432 Diploma in Advanced 3D Graphics (Level 7) (Bun) (1 Jan 17)
YB-112432-1904 Diploma in Advanced 3D Graphics (Level 7) (Bun) (29 Apr 19)

Search text: (not required)

Find Courses

Select All Select None

<input type="checkbox"/> ICC01 Core (1807-YB-WN-CDM-A) (23 Jul 18)	<input type="checkbox"/> ICC01 Core (1807-YB-WN-CDM-B) (23 Jul 18)	<input type="checkbox"/> ICC02 Graphic Design (1807-YB-WN-CDM-B) (23 Jul 18)
<input type="checkbox"/> ICC02 Graphic Design (1807-YB-WN-CDM-A) (23 Jul 18)	<input type="checkbox"/> ICC03 Motion (1807-YB-WN-CDM-A) (23 Jul 18)	<input type="checkbox"/> ICC03 Motion (1807-YB-WN-CDM-B) (23 Jul 18)
	<input type="checkbox"/> ICC04 Interactive (1807-YB-WN-CDM-B) (23 Jul 18)	<input type="checkbox"/> ICC04 Interactive (1807-YB-WN-CDM-A) (23 Jul 18)

3. Copy selection:

First check that your selection is valid by clicking the validate button below.

Validate

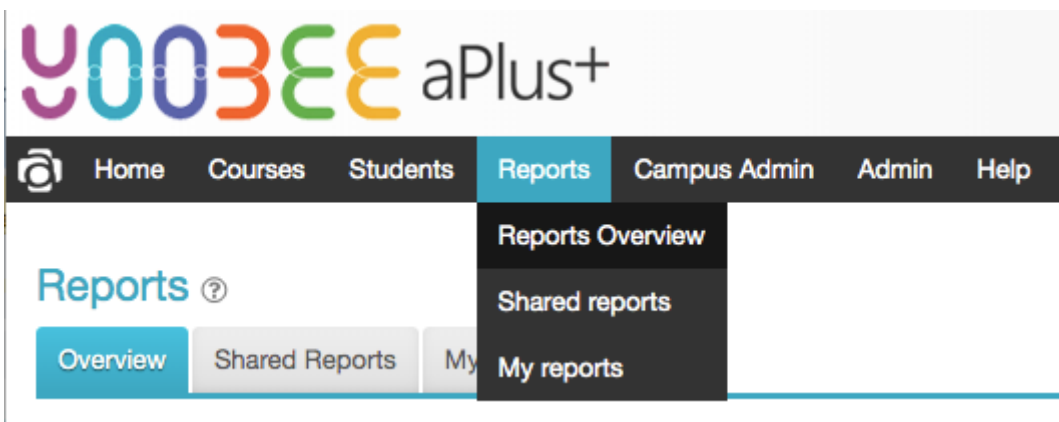
Reports

Attendance reports

You can report on attendance for courses, Qualifications and students, over days weeks, months or years.

To create a report that summarises attendance for courses in a qualification:

Click **Reports** or **Reports** overview from the main tabbed menu.



Select **Attendance Summary By Period**.

Attendance

- [Attendance Summary By Period](#)
Summary of attendance by time period (such as week or month)
- [Consecutive Absences](#)
Identifies students with consecutive absences
- [Absences Summary](#)
Identifies students with absences
- [Attendance Progress](#)
Summary of attendance rates by session date with indication of overdue sessions (which have at least one non-blank status recorded so far)
- [Courses with no timetable](#)
Identifies courses with no timetable
- [Student attendance by status](#)
Identifies students with selected attendance statuses

Select course by selecting a **Campus** from the campus tab and a **Qualification** from the qualification tab.

You select multiple campus and qualifications by shift, ctrl or command clicking.

Course Selection Pinned Courses

Campus Qualification Course

1/28 Hurstmere Road Takapuna Auckland
1132-1136 Hinemoa Street Rotorua
1224 Eruera Street Rotorua
3/75 Ellice Road Glenfield Auckland
385 Queen Street Auckland
5 Putney Way Manukau City
500 Queen Street Auckland
Bunny Street Wellington
City Road Auckland
Dovedale Avenue Christchurch
Kent Terrace Wellington
L1/150 hereford Street Christchurch
Manukau
Queen Street
Rotorua
Wellington

Course Selection Pinned Courses

Campus Qualification Course

Dates: 2019, Whole year

Status: Show only active qualifications

--- Bunny Street Wellington ---
2019: YB-112432-1904 Diploma in Advanced 3D Graphics (Level 7) (Bun) (29 Apr 2019)
2016: YB-117149 Diploma in Game Art (Level 7) (Bun) (1 Jan 2016)
2019: YB-117149-1904-Y1 Diploma in Game Art (Level 7) (Bun) (29 Apr 2019)
2019: YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) (11 Feb 2019)
2019: YB-2629-1907 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) (22 Jul 2019)
2019: YB-2635-1904 New Zealand Diploma in Animation (Level 6) (Bun) (29 Apr 2019)
2019: YB-2638-AF-1902 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 6) (Bun) (11 Feb 2019)
2019: YB-2638-AF-1907 New Zealand Diploma in Digital Media and Design - Animation and Film (Level 6) (Bun) (22 Jul 2019)
2019: YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 6) (Bun) (11 Feb 2019)
2019: YB-2638-WG-1907 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 6) (Bun) (22 Jul 2019)
2019: YB-2639-1902 New Zealand Diploma in Digital Media and Design (Level 6) (Bun) (11 Feb 2019)
2019: YB-2639-1907 New Zealand Diploma in Digital Media and Design (Level 6) (Bun) (22 Jul 2019)
2019: YB-2645-1902 New Zealand Diploma in Web Design and Production (Level 6) (Bun) (11 Feb 2019)
2019: YB-2645-1907 New Zealand Diploma in Web Design and Production (Level 6) (Bun) (22 Jul 2019)

you can choose to refine your selection in the course tab by adding date or name filter.

Click **Complete Selection** in the course tab.

View site information Pinned Courses

Campus Qualification **Course**

Active courses only Enrolled only Shared Not Shared [?]

Start during semester: [?] Any semester

Course during: [?] Date [?]

Course start: [?] From Date [?] to Date [?]

Course finish: [?] From Date [?] to Date [?]

Name filter: [?]

Only with tags: [?] Type tag Add

Only without tags: [?] Type tag Add

All matching courses [?] Choose individual courses [?]

Complete Selection

Select the **From** and **To** that are appropriate for you report.

adjusting by -1 will include the preceding month, or week depending on selection.

Courses * 1 campus, 1 qualification, active only, with enrolments only, single courses

From * Adjust by months [?]

To * No Adjustment [?]

Include no attendance Yes No

Choose 'Yes' to include courses with no attendance information. Default to No.

Choose how your data will be grouped.

Group By * ▼
Choose which data to group by (first)

Time Period * ▼
Choose a period to group by (second)

Click **Show Results**.

You can go back and adjust your search by clicking **Change Criteria**.

Attendance Summary By Period : Matrix View

Matrix View ▼

Summary of attendance by time period (such as week or month)

[Save / schedule](#)

[Email](#)

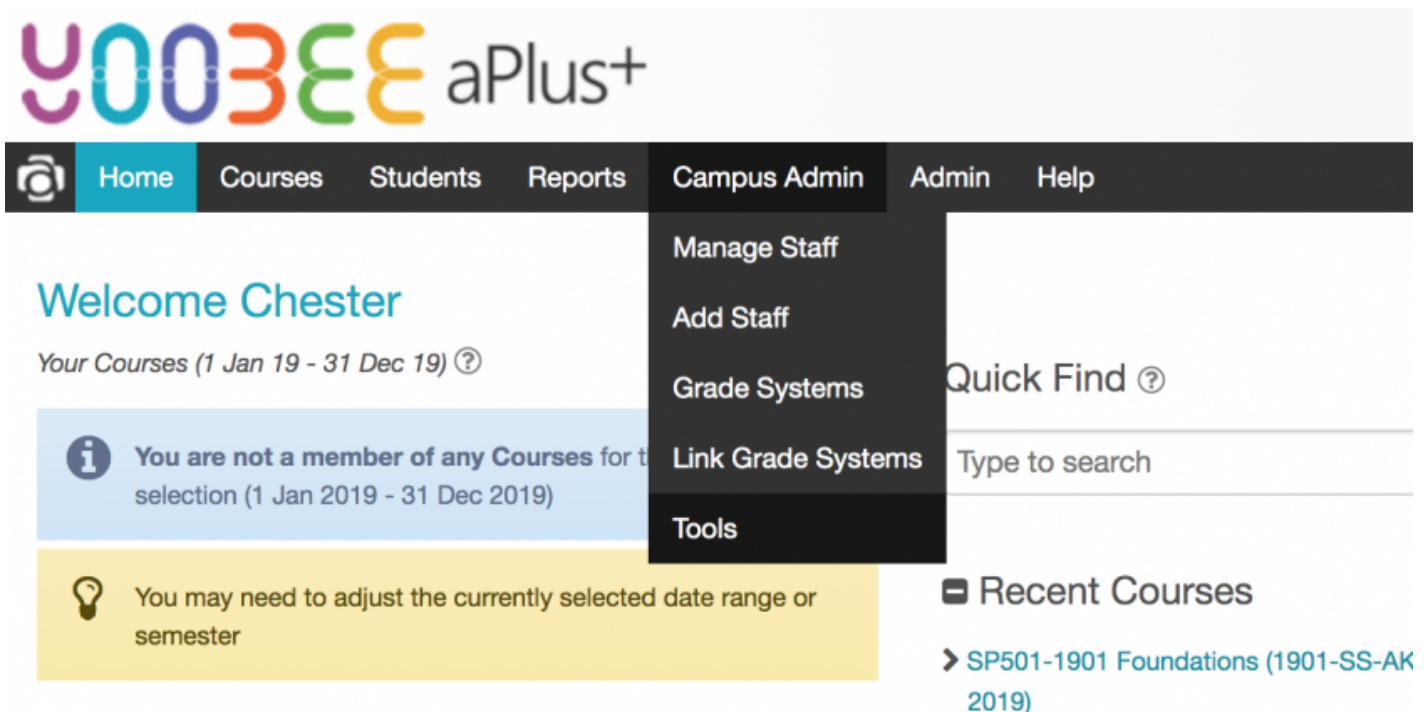
Courses: 1 campus, 1 qualification, active only, with enrolments only, single courses, From: 1 Mar 2019 (Month Start;Months;-1), To: 30 Apr 2019 (Month End;No Adjustment), Include no attendance: (empty), Group By: qualification-course, Time Period: Week-Year, Rate filter >=: (empty), Rate filter <=: (empty), International filter: (empty), Part time filter: (empty), Include student email: (empty), Weight by session points: (empty), Session label filter: (empty), Only enrolled: (empty) [Change criteria](#)

Qualification	Code	Title	9-2019	10-2019	11-2019	12-2019	13-2019	14-2019	15-2019	16-2019	17-2019	18-2019
YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun)	WG01-1902	Design Foundation (1902-YB-WN-WGD-A)	90.0%	91.7%	94.6%	92.5%	97.5%	89.2%	92.1%	91.9%		
	WG01-1902	Design Foundation (1902-YB-WN-WGD-B)	68.8%	64.1%	80.6%	84.4%	86.7%	67.2%	84.7%	62.7%		

Removing enrolments (and double ups)

Occasionally there is a need to remove a student from a course in Aplus+ because they were accidentally enrolled in programme incorrectly or they have been transferred, or they appear twice in the roll. In most cases the student will disappear from the a course automatically however if the student has attendance or assessment data recorded against them, they may continue to show up.

We can remove these anomalies by going to **Campus Admin->Tools** in the main tabbed menu.



The screenshot shows the Y003EE aPlus+ web interface. The top navigation bar includes Home, Courses, Students, Reports, Campus Admin, Admin, and Help. The Campus Admin menu is open, showing options: Manage Staff, Add Staff, Grade Systems, Link Grade Systems, and Tools. The Tools option is highlighted. Below the navigation bar, there is a 'Welcome Chester' message and a 'Your Courses (1 Jan 19 - 31 Dec 19)' section. A blue information box states: 'You are not a member of any Courses for the current selection (1 Jan 2019 - 31 Dec 2019)'. A yellow tip box says: 'You may need to adjust the currently selected date range or semester'. On the right, there is a 'Quick Find' search bar and a 'Recent Courses' section listing 'SP501-1901 Foundations (1901-SS-AK 2019)'.

then selecting **Course enrolments to to be removed...**

City Road Auckland - Tools ?

Approve Enrolment Removal

This system keeps up to date with data from an external system. Enrolments that are removed from the system can be performed manually with this tool.


> [Course enrolments to be removed...](#)

> [Unit enrolments to be removed...](#)

You will be presented with a table containing a list of courses and student enrolments that no longer exist in Take2.

Selecting **Allow removal of no-empty enrolments** will enable tick boxes next to enrolments that have data recorded against them.


City Road Auckland - Remove Course Enrolments

City Road Auckland 

The following list shows enrolments which no longer appear in the external student management system. These are not automatically removed by aPlus+.

Warning: After removal, it is not possible to restore enrolments.

WARNING: Some of the enrolments below may have results recorded against them. Deleting these will remove those results and this can not be undone. Check each enrolment before deleting.

<input type="checkbox"/>	Course	Start-Finish	Student	External SCID	Empty? 
<input type="checkbox"/>	WG01 Design Foundation (1804-YB-AK-WGD-A)	30 Apr 2018-8 Oct 2018	BELKIN, Juri	2740855	Not empty
<input type="checkbox"/>	WG02 Web Design (1804-YB-AK-WGD-A)	30 Apr 2018-8 Oct 2018	BELKIN, Juri	2740856	Not empty
<input type="checkbox"/>	WG04 Interface Design (1804-YB-AK-WGD-A)	23 Jul 2020-23 Nov 2020	BELKIN, Juri	2740858	Not empty
<input type="checkbox"/>	12144901-1902 Modelling and Texturing (1902-YB-AK-DAN)	11 Feb 2019-13 Dec 2019	Verma, Mohit	2749919	Not empty
<input type="checkbox"/>	WG04 Interface Design (1804-YB-AK-WGD-A)	30 Apr 2018-19 Apr 2019	Wu, Yi	2740692	Not empty

Tick the enrolment you wish to remove and click **Remove Selected enrolments**.

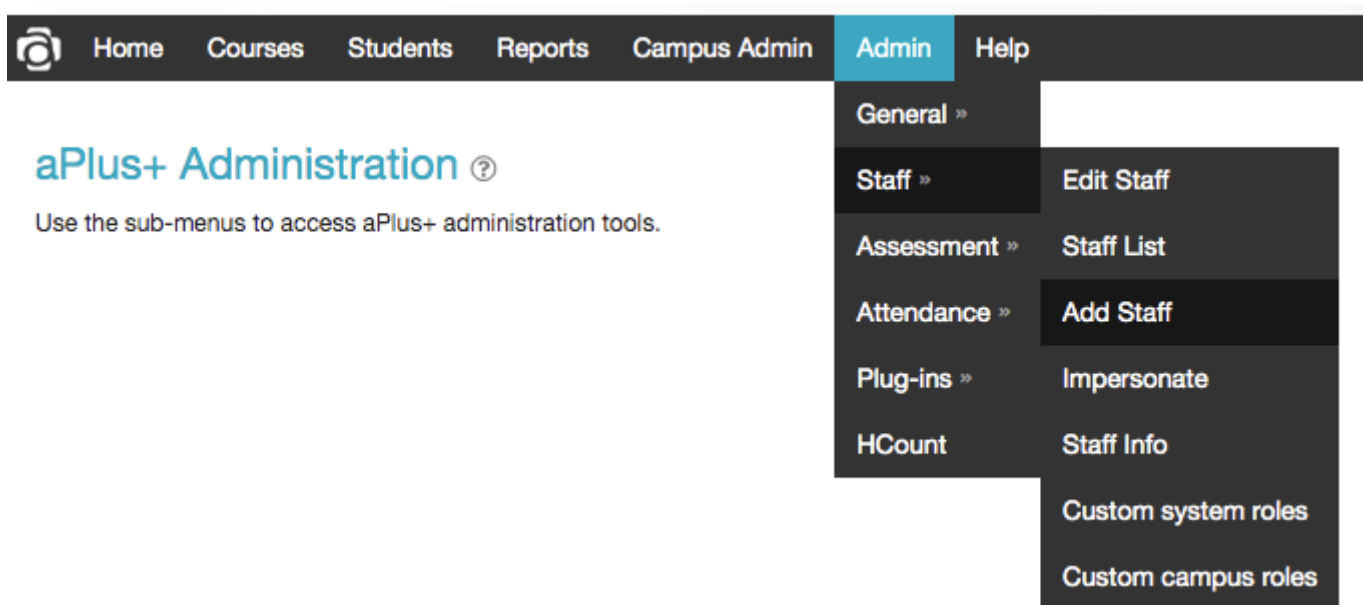
<https://nextcloud.chesterwhitwell.co.nz/index.php/s/EApxaYNTTYmdJC8>

Adding staff

You will need access to the Admin Tab.

New staff need to be added to Aplus+ manually. You'll need the new users **usercode**, **first** and **last name**, and **email address**.

From the admin tab select **Staff >> Add Staff**.



If you're not sure if the user has been add previously, it's a good idea to check using grey box on the right.

Enter the new users details in the form displayed and click **Next...**

Add Staff

1. Staff should only be added this way if the staff member can not be automatically imported from the SMS.
2. Verify the staff member does not already exist in aPlus+ (use the search tool - right).
3. Enter the following details and click next to define this staff member's access.

First Name	<input type="text"/>
Surname	<input type="text"/>
Email	<input type="text"/>
Usercode	<input type="text"/>

[Next...](#)

Check staff does not already exist

To avoid duplicate staff member records, please use the below search to verify a staff member does not already exist before adding them:

[Edit Staff](#)

In the next screen tick teaching staff.

If you adding a higher level user you can tick other options that may be necessary.

☰ System Roles

- Attendance Admin**
Administration of Attendance Module
- Senior Assessment Admin**
Higher level administration functionality including ability to override course grade when editing course specials.
- System Admin**
High level system administration of users, settings etc
- Student Admin**
High level student administration
- System Reports**
Generate reports
- Student Information**
Access to student information
- Low Level Assessment Admin**
Low Level administration access including ability to override course grade when editing assessment specials.


Custom system roles:

- Teaching staff**
Applied to new tutoring staff

Tick **View** and **Reports** for each of the campuses the user will be working on.

If you adding a higher level user you can tick other admin options that may be necessary.

[-] Campus Roles and Permissions

	View	Restricted	Course Admin	Assessment Admin	Reports	School Admin	Specials Admin	School HOD 
Campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 1/28 Hurstmere Road Takapuna Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 1132-1136 Hinemoa Street Rotorua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 1224 Eruera Street Rotorua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 3/75 Ellice Road Glenfield Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 385 Queen Street Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 5 Putney Way Manukau City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ 500 Queen Street Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Bunny Street Wellington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ City Road Auckland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Dovedale Avenue Christchurch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Kent Terrace Wellington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ L1/150 hereford Street Christchurch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Manukau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Queen Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Rotorua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+ Wellington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click **Save Changes...**