

Aplus+ Guide for tutors

Learn how Aplus+ works! How it integrates with our other systems, and why it's important. Discover how to enter attendance and assessment data.

- [Introduction](#)
- [Aplus+ for attendance](#)
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 - [Aplus+ for assessment](#)
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- [Student management](#)

Introduction

Aplus+ and Take2

Enrolment

Each of the students in any of our programmes will have been through an enrolment process. They will have provided us with their personal information and which programme they wish to study.

The information is usually collected on an enrolment form and fed into our student database 'Take2' via CRM.

Take2

Take2 is where all records relating to a student's completion or non-completion exist. It's information from this database we provide to TEC to demonstrate our performance.

Take2 to Aplus+

The data in Take2 including the qualification, intake and individual course each student is enrolled in, is synchronised with Aplus+. The synchronisation takes place overnight.

Tutors mark attendance and enter course completion data into Aplus+. Administrative staff return completion data to Take2 in order to print transcripts and Diplomas/Certificates.

If you discover that student information is incorrect or you have additional or missing students in your courses in Aplus+; it usually means the information is wrong or missing in Take2.

Accessing Aplus

We access Aplus+ using any web browser. the link Yoobee Colleges is applus-yoobee.miacg.org



Hello, welcome to aPlus+



p50019



.....

☐ Remember me

Login >

You will be presented with a login screen (use your 6 digit user code and password).

The home screen is divided into 4 main areas:

- The tabbed drop down menu bar at the top
- A list of courses you have been added to in the middle
- Stats and other information on the right

Welcome Sam

Your Courses (1 Jan 18 - 31 Dec 18) ⚠️ ?

12115901 Comerical Studio (1802-YB-WN-DSP-A)

12 Feb 2018 - 14 Dec 2018

[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)

12115902 Narrative Studio (1802-YB-WN-DSP-A)

12 Feb 2018 - 14 Dec 2018

[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)

12115903 VFX Studio (1802-YB-WN-DSP-A)

12 Feb 2018 - 14 Dec 2018

[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)

12115904 Production Studio (1802-YB-WN-DSP-A)

12 Feb 2018 - 14 Dec 2018

[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)

AF01 Design Foundation (1802-YB-WN-ANF-B)

12 Feb 2018 - 14 Dec 2018

[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)

Quick Find ?

Type to search

Star pins ?

All pins...

- AF03 Animation Principles (1807-YB-WN-ANF-B) 23 Jul 2018 ★
- 12115904 Production Studio (1802-YB-WN-DSP-A) 12 Feb 2018 ★
- AF03 Animation Principles (1807-YB-WN-ANF-B) 23 Jul 2018 ★

Recent Courses

- AF03 Animation Principles (1807-YB-WN-ANF-B) (30 Apr 2018)
- AF01 Design Foundation (1807-YB-WN-ANF-B) (30 Apr 2018)
- 12115904 Production Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- AF01 Design Foundation (1804-YB-WN-ANF-A) (30 Apr 2018)
- 12115903 VFX Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- 12115902 Narrative Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- 12115901 Comerical Studio (1802-YB-WN-DSP-A) (12 Feb 2018)

2018, Whole Year 📅

Your Attendance

📅 AF03 Animation Principles (1807-YB-WN-ANF-B) Timetable
17 Apr 2019, 3:30PM Attendance...

📅 AF01 Design Foundation (1804-YB-WN-ANF-A) Timetable
17 Apr 2019, 3:40PM Attendance...
12 Sessions from 27 Mar 2019, 3:40PM 🔴

The top right corner also displays the date range for courses that will be displayed, This should normally be set to the 'current year, Whole Year' clicking on it will allow you to change it to a different year of a specific date range.

Aplus+ for attendance

Attendance in APlus+ is entered for each course in a qualifications intake.

Courses

We can view the courses that are running for a given qualifications intake by first selecting Courses -> Course list from the main drop down menu. Then selecting an intake from the drop down within the grey field.

You will be presented with a table of all courses running under that intake on the campus selected, during the year or time period shown in the top right corner.

The screenshot shows the Aplus+ interface. At the top is a navigation bar with links: Home, Courses, Students, Reports, Campus Admin, Admin, and Help. The 'Courses' link is highlighted. Below the navigation bar is a dropdown menu for 'Courses' with options: Course List, Recent Courses, Qualifications, Units, and Campuses. The 'Course List' option is selected. The main content area is titled 'Bunny S...ton Courses'. It features a filter section with 'Show only' and checkboxes for 'Enrolled qualifications' and 'Active courses'. Below this is a search bar for 'Qualification' with the text 'YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic De...'. There are also search bars for 'Staff' and 'Search' with 'Update' and 'Find' buttons respectively. At the bottom of the filter section are links for 'Manage staff across multiple courses...' and 'Copy assessments (Roll-over)...'. Below the filter section is a table of courses.





Code	Title	Students	Start	Finish	Pins	
WG01-1902	Design Foundation (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	
WG01-1902	Design Foundation (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG02-1902	Web Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG02-1902	Web Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	
WG03-1902	Graphic Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	
WG03-1902	Graphic Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG04-1902	Interface Design (1902-YB-WN-WGD-B)	17	11 Feb 2019	13 Dec 2019	☆ ...	
WG04-1902	Interface Design (1902-YB-WN-WGD-A)	22	11 Feb 2019	13 Dec 2019	☆ ...	

If you are unable to see a qualification or intake, check that the correct campus and year is displayed in the top right corner.

Each course will indicate in its course code which intake it's for. The first 4 digits are the year and month, the last character the A or B class.

Clicking on a course from the title column will take you to a tabbed interface with information related directly to that course.

Overview

Overview	Students	HCount	Assessment	Grades	Approval	Attendance			Specials
Status	Active			Students	17				
Start	11 Feb 2019			Level					
Finish	13 Dec 2019			Department					
Semester	Whole year			Subject Area					
Campus	Bunny Street Wellington			Tags 					
Qualification	YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun)								
Grade System	Competency Based Grades (C,N) Change... View grade system details...								
Description	Diploma in Digital Design (W&G)								

This is where you can see the start and end date for the intake (not the module).

There is a graph of the attendance for the last 2 weeks on the right and some links to other course under this qualification.

Attendance

[Design Foundation \(1902-YB-WN-WGD-B\) Timetable](#)

Shared with courses in this qualification:

[Design Foundation \(1902-YB-WN-WGD-A\) Timetable](#)

The staff section lists all staff currently assign to the course. You need to add yourself in order to mark attendance or enter assessment grade/completion information. Click 'Add myself...'

Staff

Tutor / Lecturer: Aidan Dickens

[Add myself...](#)

Students

Here you can see a list of all students and their information that are enrolled in the selected course.

clicking a students id number will give you more details about that student including the ability to view and add special notes.

Attendance

If you can't see any timetables or sessions, let you HOF know. They may not have made them yet.

YB-2638-WG-1902 New Zealand Diploma in Digital Media and Design - Web and Graphic Design (Level 5) (Bun) : [WG01-1902 Design](#)

[Foundation \(1902-YB-WN-WGD-A\)](#) ☆ ...

Overview Students HCount Assessment Grades Approval Attendance Specials

Timetables: Design Foundation (1902-YB-WN-WGD-A) Timetable [Students](#) [Sessions](#) [Tools](#) [Reports](#) [Import](#)

Unlocked [Add sessions...](#) | Select: [All None](#) | [Edit selection...](#)

[Calendar](#) List

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 Feb 2019	11	12	13	14	15	16
	<div>Studio Complete </div> <div>21/21</div>	<div>Studio Complete </div> <div>22/22</div>	<div>Studio Complete </div> <div>21/21</div> <div>Workshop Complete </div> <div>19/21</div>	<div>Studio Complete </div> <div>22/22</div>	<div>Studio Complete </div> <div>21/21</div>	
17	<div>Studio Complete </div> <div>21/22</div>	<div>Studio Complete </div> <div>21/21</div>	<div>Studio Complete </div> <div>21/21</div> <div>Workshop Complete </div> <div>19/21</div>	<div>Studio Complete </div> <div>20/20</div>	<div>Studio Complete </div> <div>20/20</div>	23
24	<div>Studio Complete </div> <div>20/20</div>	<div>Studio Complete </div> <div>20/20</div>	<div>Studio Complete </div> <div>20/20</div> <div>Workshop Complete </div> <div>16/20</div>	<div>Studio Complete </div> <div>18.5/20</div>	<div>Studio Complete </div> <div>18/20</div>	1 Mar 2
3	<div>Studio Complete </div>	<div>Studio Complete </div>	<div>Studio Complete </div>	<div>Studio Complete </div>	<div>Studio Complete </div>	9

This where we can view and enter the attendance for the classes we teach.

The time table can be viewed by student or by session. In either view clicking the title or date of a session will allow you to enter attendance for that session.

Students can be marked as one of the following:

- **Present** – Attended the entire session
- **Half session** – May not have returned after the break, or wasn't in attendance for the first half of the session. In either case you must explain in the comment box.

- **Absent** – Missing for the entire session, with no communication, or with an unsuitable justification.
- **Explained absence** – Was not in attendance but has made contact and supplied a suitable justification. Must be entered in the comment box.
- **Late** – Wasn't present at the beginning of the class but arrive within 15min of it starting. Enter the time in the comment box.

Design (1902-YB-WN-CCM-B) Timetable > Fri 15 Mar 2019 'Studio'

	270018589	Explained Absence	Justin Richard BOTHA	Comment	
	270022129	Present	Nicholas Ridgeway BOWLER	Comment	
	270021783	Late	Tylah Seteli Lillian BUCKTON-PEREIRA	Missed train	
	270022815	Present	Nethanel Lambo BUOT	Comment	
	P8449375	Absent	Kaarika Goodness DALY-PENE	Comment	
	270020989	Present	Thayne James Albert DE-BARR	Comment	
	270020218	Present	Aljay FAALELEI	Comment	
	270021865	Present	Jason Joseph GEUSEBROEK	Comment	
	270020991	Withdrawn	Harley David HOETA	Comment	






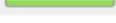
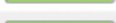
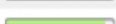
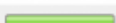

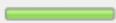


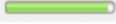

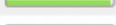









Once the attendance is entered click Save near the top right corner.

For classes over 3 hours long you should update the attendance towards the end of the session or at the beginning of the second half.

Clicking the Report link under the attendance tab will Give you a quick overview of how how your classes attendee is tracking, You'll be able to quickly identify students who's attendance is putting them at risk.

Attendance Summary | [Attendance by Date](#) | [Attendance by Sequence](#) | [Comments](#)

60 Sessions: 6 Pending, 4 InProgress, 50 Complete

ID	Name	Present	Late	Absent	Explained Absence	Withdrawn*	Half Session	No data entered*	Attendance*	
270019136	BATOON, Daniella Louise Hukom (Daniella)	44	1	5				4	54 	
270019995	BRASELL, Tyler John (Tyler)	38		7	5			4	54 	
P8449151	CAMERON, Charlotte (Charlie)	46	2	1	1			4	54 	
270010349	COYLE, James Jack (Jimmy)	42		3	5			4	54 	
270010347	DAVY, Madison Ross (Madison)	50						4	54 	
270010345	HARPER, Jessica Bianca (Jessica)	48		1	1			4	54 	
270010714	JUAN, Paul Matthew (Paul)	47		2	1			4	54 	
270020102	KHAM, Jarnbopa (Bopa)	42	1	4	1		1	4	53 	
270019243	MANGAT, Lawrence Noel (Lawrence)	46			4			4	54 	
270022128	MINENKOFF, Nicole Kate (Nicole)	46	1	2			1	4	54 	
270021719	PARK, Ji Hyun (Jessy) 	9	1			44			54 	
270010357	RODGER, Trinity Jay (Trinity)	44	2	1	3			4	54 	
270010716	SEYB, Christopher Francis (Chris)	46	1	3				4	54 	
270021707	SLUKA, Mairead Ione (Mairead)	36	2	9	2		1	4	54 	
270009611	STACE, Autthavut Jamie (Jamie)	41	2	2	5			4	54 	
270020774	STEWART, Jessica Anne (Jess)	47		1	2			4	54 	
270010375	TAIT, Ricky Alexander (Ricky) 	3		1		50			54 	
270018738	TEH, Ly Xian (Sharne)	47	3					4	54 	
270009619	VAN DER ELST, Rebekah Michelle (Rebekah)	45	2	1	1		1	4	54 	
270020098	WANNAPHIRUN, Phattaradanai	31	5	14				4	54 	
932400060	WIGGINS, Dion	45			4		1	4	54 	
270010352	WINTER, Grace Leslie Adair (Grace)	45	2		3			4	54 	

Reports and interface tips

Reports

The report section of Aplus+ allows us to create and view statistics generated from the attendance and assessment data. This section has three tabs:

- **Overview** – A large list of reports that can be generated
- **Shared Reports** – Reports that other staff, HOFs and administrators have created
Ask a HOF or campus manager before sharing a report. Because they are visible to all staff across all campuses it is best to only share report that are useful across faculty and/or campuses. Reports can be easily shared with a smaller group of staff by coping and pasting the report url into any communication tool.
- **My Reports** – Reports that you have created and saved

Clicking Shared Reports, then one of the reports will display a table that contains the requested information.











Clicking Change criteria will allow you modify the report to accommodate different courses or qualification or date ranges.

Interface Tips

Star pins

from the course list view or from with in a course you can assign a range pins to a course to help identify it in your interface. Using the Star Yellow and Star Red pins will make the the course available in your home screen.

Select pins to apply

- | | |
|--|--|
| <input type="checkbox"/>  Star Yellow | <input type="checkbox"/>  Star Red |
| <input type="checkbox"/>  Pin Red | <input type="checkbox"/>  Pin Blue |
| <input type="checkbox"/>  Pin Green | <input type="checkbox"/>  Flag Red |
| <input type="checkbox"/>  Flag Blue | <input type="checkbox"/>  Flag Green |
| <input type="checkbox"/>  Bell Orange | <input type="checkbox"/>  Bookmark Blue |

[Make selection always visible...](#)

Apply

Cancel

Changing the information shown when viewing student lists

When viewing the list of student from within a course, you can change what information is displayed. Clicking the pencil icon in the top right of the table view will allow you to turn on and off different information. You may wish to display student phone number or not display their date of birth. you can customise the view to display only information that is useful to you.

Assessment

Assessments for each course are created by a HoF. The grades are entered from Grades tab within a course.

YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) : [CCM01-1902 Design \(1902-YB-WN-CCM-A\)](#) ⓘ ☆ ...

The grade will be blank if no grades have been entered. Clicking the Edit Marks button next to the assessment title will allow you to enter the grade for each student.

[Overview](#)
[Students](#)
[HCount](#)
[Assessment](#)
[Grades](#)
[Approval](#)
[Attendance](#)

[Specials](#)

[Grades overview](#) | [Import](#) | [Graphs](#) | [Statistics](#) | [Distributions](#) | [Printable results](#) | [Export](#)

[Grades overview](#) > Summative Assessment (Summative Assessment) 100.0% [Edit Marks](#)

Extensions

In some cases student may not complete the required assessment/s before the end of a course. These students should be given an IEP (*individual education plan*) and be placed on extension for a defined period of time.

Extension information is important as it enable our administrators enter the data more accurately into take2.

To create and extension for a student:

1. Click the grey space where their grade should appear in the Grades tab of a course.
2. Click '**Extension...**' in the create box to the right.
3. Complete the extension details by ticking '**Grade Override**' and entering a date and reason.

NZ2638-WG New Zealand Diploma in Digital Media and Design (Web and Graphic Design)

L5 (Bun) : **WG04 Interface Design (1804-YB-WN-WGD-A)** ⓘ ☆ ...

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

Grades overview | [Import](#) | [Graphs](#) | [Statistics](#) | [Distributions](#) | [Printable results](#) | [Export](#)

Students		Course Assessments	Final	
ID	Name	Summative Assessment 100.0%	Mark 100.0%	Grade
932400718	Krystal Lisa-Marie BARKER-ANDERSON ⓘ			
932400842	John Harrison BIRSS ⓘ			
932400676	Hayley Megan CLARKE	0.0%	0.00%	N
932400630	Sophie Marie CRILLY	0.0%	0.00%	N
932400853	Taryn DAWIDOWSKI	0.0%	0.00%	N
932400715	Laura Annalese DUDSON	0.0%	0.00%	N
932400794	Minh Phuong HA	0.0%	0.00%	N
932400706	Aidan Ross KEATING			
932400767	Benjamin KEMP ⓘ			
845869136	Todd Scott MARTIN	100.0%	100.00%	C
932400631	Henry John MCCOOK-WEIR	0.0%	0.00%	N
932400645	Zoe Anne Radcliffe MCLEAN	100.0%	100.00%	C
932400712	Keith Naison MUDAWARIMA ⓘ	0.0%	0.00%	N
932400781	Helena Chyanne PARSONAGE	0.0%	0.00%	N
932400673	Logan James PAYNE	0.0%	0.00%	N
932400707	Roy Aaron THOMAS	100.0%	100.00%	C
16 Students (4 withdrawn)				

Create...

> Aegrotat / Impaired Performance...
 > Dishonest Practice...
 > Cross Credit - Unit Standards...
 > Deadline not met...
 > Extension...
 > Force Fail Course...
 > Oral...
 > Recognition of Prior Learning...
 > Redo #1...
 > Redo #2...

NZ2638-WG New Zealand Diploma in Digital Media and Design (Web and Graphic Design) L5 (Bun) : **WG04 Interface Design (1804-YB-WN-WGD-A)** ⓘ ☆ ...

Overview
 Students
 HCount
 Assessment
 Grades
Approval
Attendance

Specials

[Grades overview](#) |
 [Import](#) |
 [Graphs](#) |
 [Statistics](#) |
 [Distributions](#) |
 [Printable results](#) |
 [Export](#)

[Overview](#) > **Student's Assessment Result**

Student:	Aidan KEATING
Course:	WG04 Interface Design (1804-YB-WN-WGD-A)
Assessment:	Summative Assessment

Extension Details

Grade Override
☒ (override grade with 'Ext')

Extended until:

Reason

Cancel

Create

Student management

You can access an individual students information and progress data by searching for them or by clicking in their id number in any of the inter faces that show it.

Home

Courses

Students

Reports

Campus Admin

Admin

Help

Find Student

Recent Students »

Find Student ?

Last Name:

First Name:

Student ID:

☒ Current students only ?

Find >

845861391	AVZIN	Jaimee Danielle	Jaimee
845861763	BILDERBECK	Hannah Kate	Rhys
845864606	CLEARY	Rhiannan Shirley Hera Muka	Rhiannan
845862633	FORBES	Robert James	Robbie
34411	GROVES	Joshua James	Josh
845862170	HODGES	Bailey Dylan	Bailey
845862566	MCINTYRE	Billy Thomas Richard	Billy
845862188	MCKAY	Joshua Thomas	Joshua

845862188: Joshua Thomas (Joshua) MCKAY ? ☆ ...

Overview

Address

Courses

Attendance

Academic Review

DP/Aegrotat/Special

Overview

Detailed

Timetable

Download detailed attendance as CSV

2018, april 2018 July 2019

YB-112432 Diploma in Advanced 3D Graphics (Level 7) (Bun)

Course	Timetable	Attendance	Notes	
A3D01 Introductory Project (1804-YB-WN-3DG-A)	<div>Introductory Project (1804-YB-WN-3DG-A) Timetable</div>	<div>54 / 69 (78%)</div>	<div>15 mins late</div> <div>Eli Tucker, 29 May 18</div> <div>10 mins late</div> <div>Eli Tucker, 24 May 18</div>	
	<div>Team Production (1804-YB-WN-3DG-A) Timetable #2</div>	-		
A3D03 Team Production (1804-YB-WN-3DG-A)	<div>Team Production (1804-YB-WN-3DG-A) Timetable</div>	<div>88 / 90 (98%)</div>	<div>late 7 mins</div> <div>Eli Tucker, 3 Aug 18</div> <div>late 10 mins</div> <div>Eli Tucker, 30 Jul 18</div>	
A3D04 Individual Project/Showreel and Portfolio Development (1804-YB-W)	<div>Showreel and Portfolio Development (1804-YB-W Timetable)</div>	<div>64 / 83 (77%)</div>		
	Total:	<div>206 / 242 (85%)</div>		

845862188: Joshua Thomas (Joshua) MCKAY ⓘ ☆ ...

Overview Address Courses Attendance Academic Review DP/Aegrotat/Special

Qualification: YB-112432 Diploma in Advanced 3D Graphics (Level 7) (Bun)

2018, april 2018 July 2019

Printable Views: Summary | Detailed | Units

Course and Assessments		Mark	Grade	Notes	
+	A3D01 Introductory Project (1804-YB-WN-3DG-A)	89.00%	C	Lowest asmt mark (78.26)	
+	A3D02 Advanced Techniques in 3D Graphics (1804-YB-WN-3DG-A)	100.00%	C		
+	A3D03 Team Production (1804-YB-WN-3DG-A)	100.00%	C		
+	A3D04 Individual Project/Showreel and Portfolio Development (1804-YB-W		-	No marks (no asmts?)	
+	A3D05 Industry Theory (1804-YB-WN-3DG-A)	0.00%	N		

Student special

Specials allow use to record notes about concerns we have, and conversation we've had with a student.

Clicking **Manage student specials** from the **DP/Aegrotat/Special** tab.

845862188: Joshua Thomas (Joshua) MCKAY ⓘ ☆ ...

Overview Address Courses Attendance Academic Review DP/Aegrotat/Special

Overview | Manage student specials

i This page lists all relevant special information for this student, including 'current student specials' (managed via the 'Manage Student Specials' link above), and any course, unit, or assessment specials including dishonest practise and aegrotat (managed via the course, unit or assessment each is associated with)

Student Specials ('current' specials only)

No 'current' student specials

Course, Unit and Assessment Specials

2018, april 2018 July 2019

No specials for courses starting 23 Apr 2018 - 30 Sep 2019

We can make notes about anything and file them by selecting the appropriate heading from the Create box on the right.

Specials types are created by HOFs or administrators. If you think a new one is required, let them know and they may consider creating it.

Create...

- Academic Note...
- Attendance Note...
- Career and employment pathway...
- Pastoral Care...
- Tutor catch-up...