

Return of paper-based work from ākonga

Tēnā koutou katoa

Where possible, we encourage everyone to use our online platform as the springboard for communication, learning and return of work. This is the easiest way to maintain the connection between kaiako (teachers), ākonga (students) and their whānau.

If you work with ākonga who are unable to access our online platform, please ask them **not** to post or courier work to Te Kura. We ask that you support them with the following process to ensure work reaches kaiako as promptly as possible:

1. **Scan** completed student work. For those who don't have access to a scanner, [CamScanner](#) or [Microsoft Office Lens](#) will allow you to scan the work from a mobile device.
2. **Rename** scanned work using this format: STUDENT ID – STUDENT NAME – TASK
The files need to have enough information so we can identify both the ākonga and Te Kura kaiako.
3. *Either:* **Log into My Te Kura** and upload scanned and renamed work to the relevant dropbox
Or: **Email** scanned and renamed work to learningsystems@tekura.school.nz.

We have a team in place ready to download emailed work and identify the kaiako it's intended for. They will forward the work on to the appropriate kaiako.

It is important that you do **not** ask ākonga to email scanned work directly to their Te Kura kaiako. All work needs to be emailed to learningsystems@tekura.school.nz to be logged and allocated by our team.

Thank you for your ongoing support of our kaimahi (staff) and school community.