

Take2 Newsletter | February 2018

Email: helpdesk@adaptit.co.nz

Call: (04)931 1470 or 0800 4995410

Happy New Year - we hope you and your families enjoyed a relaxing Xmas and enjoyed the holiday season – a distance memory now.

By now you will be well in to the 2018 enrolment period. Hopefully with all the 2018 housekeeping tasks completed.

Update from the Help Desk

With the first SDR round behind us – next on the agenda will be

- Indicative return due by 7 March
further information on this return can be found at <http://steo.govt.nz/sdr/indicative-data-collection-ind/>
- First fees free reports

If you are experiencing any issues with the Take2 software please contact our Help Desk team Michael and Lian to discuss. They can be contacted either by email helpdesk@adaptit.co.nz or call 0800 499 5410 or 04 931 1470.

They look forward to hearing from you.

ATTENTION – THIS COMPLIANCE MESSAGE IS IMPORTANT

Compliance commitments coming up

Timetable and Extract Dates for 2018 returns

- March : to be submitted to Ministry by 7 March
- April : to be submitted to Ministry by 29 April
- August : to be submitted to Ministry by 21 August
- December : to be submitted to Ministry by 21 January 2019

Don't forget funding sources 35 and 36 are required for April SDR so if you use these funding codes please make sure you are on the latest release.

If you have not read the latest SDR manual take a moment to [refresh yourself here](#)

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Start your SDR preparation today by

- Submitting trial submissions to determine and resolve your errors
- We recommend that you are on the latest Version 10.8.220 to submit
- The Single Data Return manual published by the Ministry of Education has a whole section dedicated to the definition of valid enrolment and this covers domestic status, fee refund, and withdrawal periods. <http://www.steo.govt.nz/sdr/sdr-manuals>.

A new Version of Take2 is available

“Version 10.8.230” was released today 2 March 2018

It is really important that you are on the latest release. The upgrade can be downloaded from the [Take2 website](#). If you need assistance contact the help desk team.

Upgrades for Zoom Cloud clients has been taken care of automatically.

Changes have been made in the following areas.

The Release Notes which are included with the upgrade have more detail.

- Fees-Free
- Student
- SDR
- Person
- Outcomes
- Reports

Training Opportunities coming up

- **Monthly online sessions**

We are currently planning the 2018 sessions if there is a something you would like to see included please email the help desk. The first session which was on 8 February covered fees-free capability in Take2. If you missed this session it is available on video – [click here for the video link](#) – the password is - Demo@take234

Keep an eye out for the March session on Curriculum set-up including parent child courses.

These sessions were introduced to assist with staff training and development, we do hope you have found them valuable.

A refresh of the 2017 sessions is available by click on links below. The password for gaining access to the videos is: Demo@take234

Topic	Link
SDR	https://vimeo.com/213935030
Academic records NZQA Reporting	https://vimeo.com/218871526
Reports - basic student reporting	https://vimeo.com/220886815
NSI	https://vimeo.com/225798015
How to do a Take2 Access Upgrade + Pre-Go Live Actions required for Aug 2017 SDR	https://vimeo.com/227647362
Attendance	https://vimeo.com/229070552
EPI Reporting and PivotTables	https://vimeo.com/233764431
Archiving	https://vimeo.com/237840909
Prospects	https://vimeo.com/241997811

- **Auckland Training**

We are considering facilitating a training day in Auckland on the 16 of April. The training will cover

- Compliance
- Enrolment life cycle
- Annual housekeeping tips and hints
- Prospects
- Reporting

Numbers will be limited, if you are interested in attending email Cheryl for further details and to confirm your place.

The cost will be \$200.00 for one, two or more \$120.00 per person.

- **User Forum, Wellington 22 and 23 May - keep the date free**

We are currently drafting the programme for our annual User Forum which will be run over two days. Topics will cover

- external speakers from TEC and NZQA
- compliance
- reporting
- housekeeping
- prospects

To register your interest please email Cheryl, there is no cost to attend the forum and you can elect to attend both days or just one.

Student Cards

We are working with Student Card and will have a formatted CSV file available for uploading to the Student Card site soon. There is a small fee to use this new service but it will eliminate much of the manual processes you currently do. The service is available for both Access and SQL clients.

Interested in finding out more? Contact [Cheryl](#) to discuss

Professional Services

- Require assistance with staff training – remote or onsite
- Interested in a Health Check of your data base? Concerned about data anomalies? Contact the Help Desk to see how we can help
- Interested in seeing if moving Take2 SQL would be beneficial for your organisation.
- Want to move your Take2 Access Edition from the desktop to the Cloud,
- Or if you just want to chat about how the products are working for you, please give Cheryl a call (04 931 1481 or 021 938 100)

TEC are encouraging TEO's to be actively monitoring themselves. Check out the link below.

[This monitoring update is](#) the first example of a renewed focus on sharing useful information with the sector, so that TEOs can monitor their own compliance and address issues before they require TEC intervention.

Your feedback



You are a vital part of the Take2 development.
We welcome your thoughts suggestions,
criticisms and feedback.

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