

## FEDS WEBSITE

As a valued customer of FEDS we are pleased to provide your school with free access to the secure area of our website.

### Resources that are available include:

- Teaching resources
- Electronic versions of workbook review questions and practice assessment papers (this is optional)
- Answer banks for practice papers
- Literacy supporting activities
- Useful web links

### Please note:

- The web code given to the school is for the teacher's use only (not to be given out to students)
- Workbook review questions and practice papers are the only options available electronically (teachers need to download these)
- All students will receive a printed copy of the workbook.
- Review questions can either be completed in hard copy format and posted in to FEDS for marking or completed electronically and emailed to [gateway@fairviews.co.nz](mailto:gateway@fairviews.co.nz)
- The electronic process is entirely optional
- Assessment papers will remain paper based

### TO 'LOG IN' TO ACCESS REVISION ACTIVITIES:

Website: [www.feds.co.nz](http://www.feds.co.nz)

**secure login** (at the top of the home page on right hand side)

**school secure login**

type in your **school access code**

**login**

**view revision resources**

### Suggestions:

Create a folder for each student to save their work in

Ensure appropriate security measures are followed to protect your code

## **ELECTRONIC OPTIONS AVAILABLE:**

TO COMPLETE WORKBOOK REVIEW QUESTIONS ELECTRONICALLY:

### **Process for Teacher to download review questions:**

Make sure you have the latest version of adobe reader (currently version 11 – free download)

Find the unit that you need

Search under **activities** for review questions

Open **review questions**

To download: right mouse click and then **'save as'** into a dedicated folder on your computer

**Logout** when finished

When downloaded - the teacher emails the review questions to the student

### **Process for Students:**

Student completes the review questions, saves the file and emails answers to teacher

#### **To complete on computer:**

Students will need the latest version of adobe acrobat reader (free download)

#### **To complete on ipad:**

Students will need the latest version of adobe reader from the app store (free download)

When opening the questions - student needs to choose 'open in adobe reader' (top side right hand side of screen)

Document will automatically save and can be accessed on the adobe icon on the ipad

To email completed questions to teacher: choose from menu at the top of document, go to **'share file'** (icon with box and arrow pointing upwards)

Share original document, click on mail and email to teacher

### **Process for School to send completed work in to FEDES for marking:**

Teacher checks student work is completed and all questions have been answered then emails the file through to FEDES for marking ([gateway@fairviews.co.nz](mailto:gateway@fairviews.co.nz))

Please note, all emails sent to FEDES need to be sent from the teacher, via the school's email. Emails that come through directly from students will not be acted on (our virus security may block files from unknown sources)

### **FEDES process when work is received for marking:**

FEDES will acknowledge receipt of all emailed work

FEDES will print out student answers, mark the work, then post back to the school along with the assessment paper

## **PRACTICE ASSESSMENTS:**

- The practice assessment papers are provided as a revision tool for internal use only
- They need to be marked by the school - the answer banks for these are on the website
- The electronic process for completing the practice papers electronically is the same as above (don't send to FEDES)
- The practice papers are a useful resource in helping prepare students for assessments (style and type of questions etc)