

Best Practice

Since NZGrapher custom folders are essentially public URLs, it is relatively easy for students from other schools to guess a school's folder name; therefore, keeping the hidden option enabled is a critical security measure for assessment data to ensure your datasets don't appear in the global directory or search results.

Practice & Revision

Keep all boxes unchecked to remove barriers for students practicing their analysis. Name files clearly by their standard (e.g., 3.10 Inference Practice Marathon.csv) so they are easy to locate.

Internal Assessments

- **Pre-Assessment:** Upload your data early and keep it Disabled to prevent early access. Ensure **Secure** is **On** to disable "Download Data," "Save Session," and "Copy Data Table".
- **During Assessment:** Keep the file **Hidden** and provide students with a Direct Link. **Uncheck Disabled** when you want the assessment to begin.
- **Post-Assessment:** Use the **Expiry** setting to create a "hard stop" shortly after the period ends, preventing work from continuing outside of class.

Suggested Settings

Option	Practice Data	Assessment Data
Secure	Off Allow students to save/copy	On Prevent students downloading the data Probably want it off for 2.9
Hidden	Off Easy to find in dropdown	On Prevents students finding dataset, use a direct link
Disabled	Off Want students to be able to access it	On Until you start the assessment
Expiry	None	Yes Set the expiry to the end of the assessment timeframe so it isn't accessible after the assessment

Managing Your Data Sets

Once logged in, you will see a list of "Current Files." You can control how students interact with these files using the following checkboxes:

- **Secure:** Use this to prevent students from downloading the raw data, saving the session, or using the "Copy Data Table" function. This is ideal for maintaining the integrity of assessment data.
- **Hidden:** The file will still be accessible via a direct link, but it will be hidden from the "Data Source" dropdown menu within NZGrapher.
- **Disabled:** This makes the dataset completely unavailable. If a student tries to load it, they will see a "Not Available" message. This is useful for pre-loading assessment data that you aren't ready for students to see yet.
- **Expiry:** Click the checkbox to set a specific date and time. Once that time passes, the dataset will automatically become unavailable to students.

Clicking on the name of the dataset will take you directly to that dataset in NZGrapher, so when datasets are hidden, you can share this link directly with your students.

Adding New Files

To add more data to your custom folder:

- **Format:** Files must be in .csv, .xlsx, .ods or .nzgrapher format.
- **Upload:** You can drag and drop files directly onto the "Add New Files" area or click the upload icon to browse your computer.
- **Size Limit:** Individual files must be under 1MB.

Deleting Files

If you no longer need a dataset, simply click the Delete button on the far right of the file row.