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Setting up Ahau

Creating a new whakapapa record

- Click on **whakapapa** on the left hand side of the screen
- Click + **NEW WHAKAPAPA RECORD** button located top right of the screen.
- Create a new whakapapa screen will appear, enter a name and description for your whakapapa record e.g. 'Hoori whakapapa' – description – descendants of Te Wiki Wiremu Hoori and Heena Herengitana. Click Save.
- Click on 'Add a person' - either start with yourself and work your way back, or start with a grandparent and work your way down.
- Add as much information as possible, you can always come back and edit later on.
 - Once you have entered your first person you can now start to populate your whakapapa record.
 - To do this, click on the small black arrow located on your persons avatar.
- Click which person you would like to add, either parent, child, sibling or partner.

Note: Go back as far as you can so we can connect the line of Te Kapotai whanau.



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Setting up folders

Dedicate a set of folders to this project and create a main folder called 'MAK', and then five sub-folders labelled 'Whakapapa', 'Marae', 'Awa/Whenua', 'Rongoa' and 'Pūrākau'.

To make a new folder, right click in the main folder and click on 'New' in the dropdown list, then 'Folder'. Highlight the title and write in MAK –

To create sub-folders, double-click on the MAK folder, then right click and click on 'New', and so on.

Within each sub-folder theme, you can create folders for 'Lesson Plans', 'Photos', 'Videos', 'Documents', and whatever else you need. Try to keep your folders to a minimum so you can easily find what you're looking for!

Note: It is important to save all work in the correct folder so it is easy to access when required



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Tupuna Biography

- Research the history of a tupuna of your choice.
- Gather as much information as you can through internet search or from whānau.
- Write a small Biography on your chosen tupuna.
- This will become a part of your portfolio; presentation is key.

Websites with useful tupuna information:

- <https://teara.govt.nz/en/biographies> [Note you can search either within the biographies or directly within the Te Ara website]
- <https://natlib.govt.nz/> [many photos of tupuna here too!]

All work regarding research is to be saved in your MAK Whakapapa folder 'research'



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Whānau member interview

Here are the 10 questions

In this task you will be interviewing a member of your whānau of your choosing.

This will be video recorded so permission from the individual is needed.

As a group we will come up with at least 10 questions to be asked in the interview.

This will be a part of your whakapapa portfolio.

For whānau in Waikare - Interviews will take place on Wednesday 25th May at the Marae (ask your whānau member if they can come down between 6pm – 8pm)