

# Checklist for Staff - 2019 RTP Assessment Outlines, Report Data Entry & Connect

## Suggested HOLA/Staff Procedure:

### 1 Reporting To Parents: Assessment Outlines

- 1.1 Create Assessment outline or copy from previous years and edit then link to class in RTP
- 1.2 See Jane if any course contexts are incorrect and get her to change. **\*\*Inform staff of this.**
- 1.3 Please check if your reporting class group is set as a year or semester.

Make sure that it is set up as a Year mark if required (the class icon should be all yellow)



Year long course/reporting – indicated by fully shaded yellow



Semester course/reporting – indicated by half shaded

Reporting Group Name	Assessment Outline(s)
07DDR1_3	Year 7 Dance term 2 2018
07DDR1_3 T2	Year 7 Drama Term
07DDR1_4	Year 7 Drama Term
07DDR1_4 T2	Year 7 Dance term 2 2018
07DDR1_6	Year 7 Dance term 2 2018
07DDR1_6 T2	Year 7 Drama Term
07DDR1_8	Year 7 Drama Term
07DDR1_8 T2	Year 7 Dance term 2 2018
07DT1_1	Year 7 Intro to Woodwork
07DT1_2	Year 7 Intro to Woodwork

### 2 Connect Class: Naming Convention, Turn off un-used items, Add Description( re marks moderation), Add Unit Outline, Turn-on Marksbook and link to RTP Assessment Outline

- 2.1 Create Connect Class or Re-use Flexible class -add students and teachers  
Use naming convention to look professional and consistent for parents/students:  
Year Subject Time(*if term or semester*) – Teacher (or Combined)

Eg **11 Woodwork Sem 1- Thwaites vs 11 Human Biology– Combined vs 8 Drama Term 1 – McCormack**

#### 2.2 In Connect Class Settings

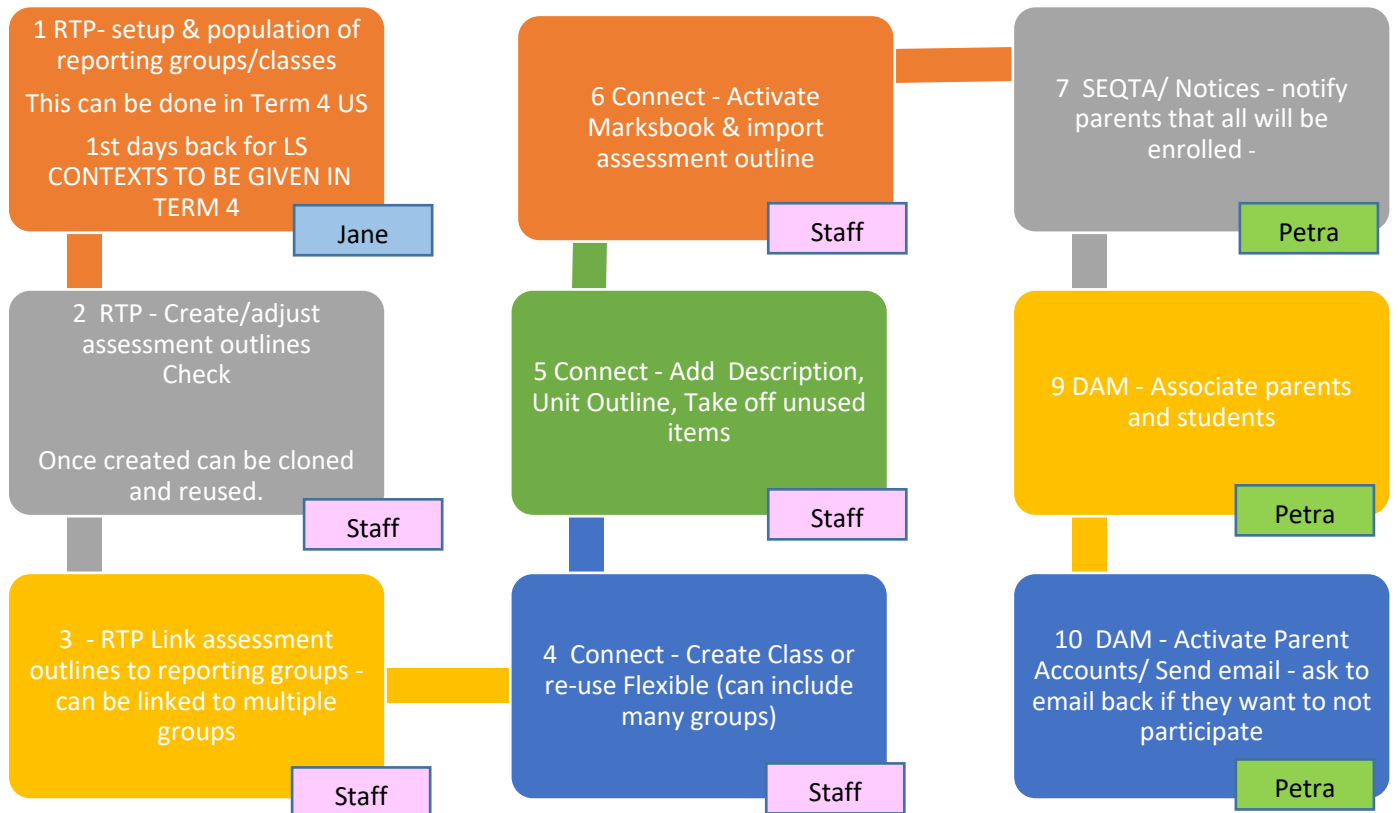
- (a) Turn off items not used (eg Discussions, Submissions) & turn on **Marksbook**
- (c) Add a **Description\*** in the **Class Settings** re: marks and unit outline and check to show the class description.

*\*\*“A copy of the course outline is available in the **Content** tab.  
Preliminary marks will be published in the Connect Marksbook; however, they will be subject to teacher review, moderation and scaling.”*

#### 2.3 Add programme to Content

#### 2.4 Link RTP assessment outline to Marksbook

## General Process:



### \* Naming Convention for Connect Classes for checklist below:

Year Subject Time(*if term or semester*) – Teacher (or Combined)

Eg 11 Woodwork Sem 1- Thwaites vs 11 Human Biology– Combined vs 8 Drama Term 1 – McCormack

### \*\* Description for Connect Classes for checklist below:

*“A copy of the course outline is available in the **Content** tab.  
Preliminary marks will be published in the Connect Marksbook;  
however, they will be subject to teacher review, moderation and scaling.”*

## Suggested Mid- term checklist for staff

Task	Description	Check
1	<b>RTP Assessment Outline Completion for each unit:</b> <ul style="list-style-type: none"> <li>➤ Check <b>Name of Assessment Outline</b> - this will show to parents</li> <li>➤ Check the <b>Name</b> of each task – this will show as the title for parents</li> <li>➤ Check the <b>Description</b> of each task – not required but you may use it for extra information.</li> <li>➤ Ensure it adds to 100%</li> <li>➤ Marksbook is linked to your classes</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
2	<b>RTP Report Data Entry (marks):</b> <ul style="list-style-type: none"> <li>➤ Enter in the same amount of assessment data consistent with other staff teaching the same course. <i>eg All Year 7 English classes should have the same amount of assessments entered</i></li> <li>➤ Identify cumulative marking such as teacher mark - Enter in the current mark</li> <li>➤ Identify the Year 7/8 courses that may have blank marks books due to starting in Term 2</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
3	<b>Connect: (consult Teacher Guide sent last term)</b> <ul style="list-style-type: none"> <li>➤ You have a Connect Unit for each Course using naming convention*</li> <li>➤ Each class is added to a Course (you may have multiple classes added to the one Course)</li> <li>➤ You have a description as per the guide** indicating where to find the outlines and about moderation of marks</li> <li>➤ Your course outline is either in the Content section or Library</li> <li>➤ Images have been turned off if not using</li> <li>➤ Sections have been turned off such as discussions, submissions etc if not using.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	<b>Sign off and hand to your HOLA by _____</b>	<input type="checkbox"/>
	<b>Name:</b>	
	<b>HOLA:</b>	
	<b>Cumulative Marking:</b>	
	<b>Year 7/8 Courses starting in Term 2:</b>	
	<b>Other:</b>	

# Teacher Assessment Outline View vs Parent Assessment Outline view:

Teacher Assessment Outline:

Name	Abbr	Description	Assessment Method	Outcomes/ Strands/Modes	Maximum Mark	Weight	Background Colour	Exam
Year 7 Drama Term								
1. Wild West Mime	1	Wild West Group Mime with slow motion	Mark	ACA Drama (M)	10	40	#f3a1c	<input type="checkbox"/>
2 Mime to Soundtrack	2	Mime to Soundtrack	Mark	ACA Drama (M)	10	40	#d4d7ff	<input type="checkbox"/>
3 Drama Booklet	3	Ongoing Response work in Drama Booklet	Mark	ACA Drama (R)	10	15	#65f36	<input type="checkbox"/>
4 Oral Responses	4	Oral responses to developing and polished work	Mark	ACA Drama (R)	10	5	#42fec	<input type="checkbox"/>

## What the Parent Sees: (old Connect Version – new is below)

### The Arts - Semester 1

Meredith Mccormack from Margaret River Snr High School

Cumulative Percent




Close Details

Year 7 Drama Term	Raw Score	Weighted Mark
<b>1. Wild West Mime</b> Wild West Group Mime with slow motion 	<b>10</b> Out of 10	<b>40</b> Out of 40
<b>2 Mime to Soundtrack</b> Mime to Soundtrack 	<b>4</b> Out of 10	<b>16</b> Out of 40
<b>3 Drama Booklet</b> Ongoing Response work in Drama Booklet 	<b>8</b> Out of 10	<b>12</b> Out of 15
<b>4 Oral Responses</b> Oral responses to developing and polished work 	<b>5</b> Out of 10	<b>2.5</b> Out of 5

## The Arts - Semester 1



Isabelle Lemon from Margaret River Snr High School

### Cumulative Percent

	88.2%	
		

Show Details



In-class oral presentation of simple poetic forms	<b>7.7</b> Out of 10	<b>7.7</b> Out of 10
		
Semester exam	<b>6.5</b> Out of 10	<b>6.5</b> Out of 10
		
In-class response to themes in film	<b>6.5</b> Out of 10	<b>6.5</b> Out of 10
	