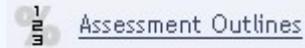


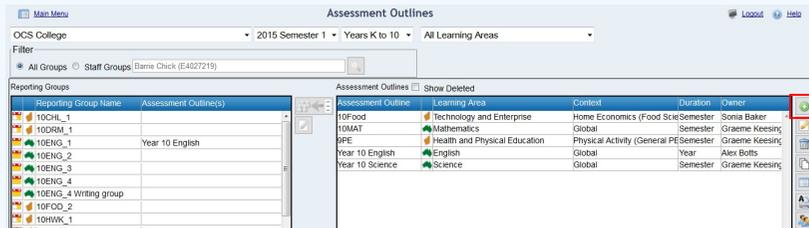
## Creating Assessment Outlines (K - 10) – Quick Reference Guide

An assessment outline describes the tasks and weightings that will be used to determine a student's final mark. To create an assessment outline:

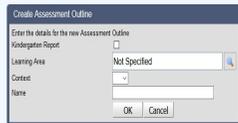
- 1** \* **Log into Reporting to Parents**
- \* **Click on Assessment Outlines**



- 2** \* **Select required Reporting Period and Years K- 10**
- \* **Click on the Add New Assessment Outline icon** 



- 3** \* **Enter the assessment outline details in the Create Assessment Outline window**



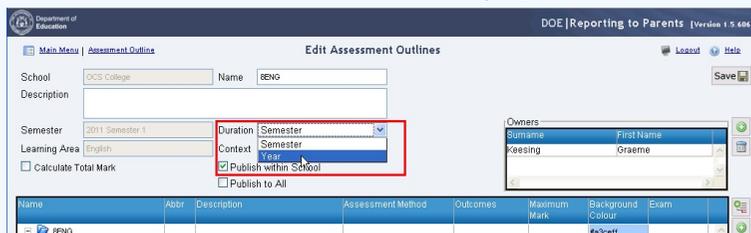
Window if no class highlighted



Example window if class has been selected

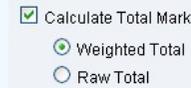
- Ensure the Learning Area and Context match the reporting group exactly.
- Enter a meaningful name for the assessment outline
- \* **Click on OK**

- 4** \* **Select the Duration for the assessment outline.** Note in Semester 2, Semester will be the only option.



- 5** **If a total mark calculation is required**

- \* **Select the Calculate Total Mark checkbox** (if required)
- \* **Select the Weighted Total option** (if required)



- 6** \* **Click on the Assessment Outline name** to begin task entry



- \* **Click on the Add Folder**  icon to create a subfolder for tasks.

- \* **Click on the Add Task**  icon to place a task in the selected folder

- 7** \* **Enter the task details**

Name	Semester	Abbr	Description	Assessment Method	Outcomes	Maximum Mark	Weight	Background Colour	Exam
8ENG						20.0		#3ceff	
Written Assessments						20.0		#3ceff	
Essay 1	1	1	Essay - Will global warming effect my life	Marks	ENG (W)	20	10.0	#2ceff	
Play	1	2	Write a short play with the theme - Dealing	Marks	ENG (W)	20	10.0	#2ceff	
Oral Presentations						0.0		#3ceff	
Speech	1	1	Why I should be class president	Marks	ENG (S)	10	5	#3ceff	

Total % Weight 25

- Folder task names can be edited

- \* Repeat for each task
- \* Click on Save

- 8** \* Return to the Assessment Outline window using the breadcrumb link 

- \* Select your Assessment Outline
- \* Select all of the groups it will be associated with
- \* Click on the Assign Assessment Outline to Group  icon
  - If the  icon is disabled your school administrator will need to link it for you.