Adding Assessment Outlines (K – 10) - Quick Reference Guide

The administrator has the ability to create and manage assessment items that can be linked to individual or multiple Learning Areas. These assessment items can then be linked to reporting groups. The reporting teacher will be able to access these assessment items and evaluate his/her students accordingly.
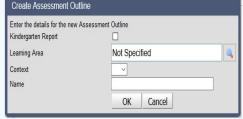
1
* **Log** into **Reporting to Parents**
* **Click** on **Assessment Outlines**

Assessment Outlines

2
* **Select** the Reporting Period
* **Select** the **Years K to 10** report type

3
* **Click** on **Add new Assessment Outline** icon

Window if no class highlighted   Window if class has been selected

* **Enter** Assessment Outline details
* **Click** OK

4
The Assessment Outlines window will open
* **Select** the assessment outline **Duration**

Duration Semester

* **Select** the **Calculate Total Mark** checkbox

☐ Calculate Total Mark

* **Select** the **Weighted Total** option
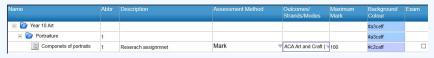* **Enter** the Weighting of this assessment outline

☑ Calculate Total Mark
 ⦿ Weighted Total
 ○ Raw Total   Weighting 100

5
* **Click** on the **Folder Name**

Name	Abbr
⊟ 📁 Year 10 Art	

* **Click** on the **Add Folder** or **Add Task** icon
* **Enter** the Folder or task **Name** (right click in the cell)
* **Enter** the task **Abbreviation**
* **Enter** the task **Description**
* **Choose** the **Assessment Method** from the droplist
* **Select** any **Outcomes/Strands/Modes** that will be assessed from the droplist
* **Enter** the **Maximum Mark**
* **Enter** the task **Weight**

Name	Abbr	Description	Assessment Method	Outcomes/ Strands/Modes	Maximum Mark	Background Colour	Exam
⊟ 📁 Year 10 Art						#a3ceff	
⊟ 📁 Portraiture	1					#a3ceff	
📄 Componets of portraits	1	Reserach assignmnet	Mark	ACA Art and Craft (	100	#c2ceff	☐

* **Repeat** for additional tasks
➢ Use the ⬆ and ⬇ icons to reorder tasks