

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

Administrator created assessment items are linked to reporting groups. The reporting teacher will be able to access these assessment items and evaluate their students accordingly. The administrator is able to collect and collate the data, then using a selection of office applications to produce the required report.

- * **Log into Reporting to Parents**
 - * **Click Assessment Outlines**



Once the Assessment Outline has been created, it may be assigned to or unassigned from reporting groups using the following icons.

- * **Assign** selected Assessment Outline to selected Groups
- * **View/Edit** Assessment Outline for selected Groups



2 To assign Assessment Outlines:

- * **Select** an Assessment Outline from the AO list.

Assessment Outlines			
Assessment Outline	Learning Area	Context	Dur
10ENG	English	Global	
10HED	Health and Physical Education	Health	
10MAT	Mathematics	Global	

- * **Select** the Groups it will be assigned to.

Reporting Groups	
Reporting Group Name	Assessment Outline(s)
10CHL_1	
10DRM_1	
10ENG_1	
10ENG_2	
10ENG_3	
10FOD_1	

- * **Click the Assign selected Assessment Outline to selected Groups icon**



Reporting Groups	
Reporting Group Name	Assessment Outline(s)
10CHL_1	
10DRM_1	
10ENG_1	10ENG
10ENG_2	10ENG
10ENG_3	10ENG
10FOD_1	

3 To Unassign Assessment Outlines from groups:

- * **Select** the Group(s) from the Reporting Groups list.

Reporting Groups	
Reporting Group Name	Assessment Outline(s)
10CHL_1	
10DRM_1	
10ENG_1	10ENG
10ENG_2	10ENG
10ENG_3	10ENG
10FOD_1	

- * **Click the View/Edit Assessment Outlines for selected Groups icon**



- * **Select** the Assessment Outline(s) you wish to remove.

Assessment Outlines	
Assessment Outlines assigned to the 3 selected groups(s) are displayed below. Remove outlines using the Delete Outlines(s) button.	
Assessment Outline	
10ENG	

- * **Click the Delete Assessment Outline(s) icon** then click **OK**.



- * This will **remove** the link. It will not delete the assessment outline.

Reporting Groups	
Reporting Group Name	Assessment Outline(s)
10CHL_1	
10DRM_1	
10ENG_1	
10ENG_2	
10ENG_3	
10FOD_1	