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

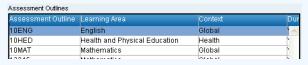


View/Edit Assessment Outline for selected Groups

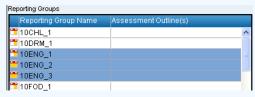


7 To assign Assessment Outlines:

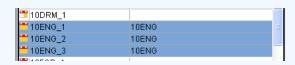
* Select an Assessment Outline from the AO list.



Select the Groups it will be assigned to.

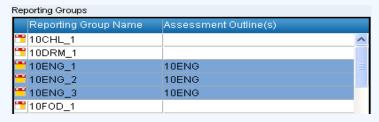


* Click the Assign selected Assessment Outline to selected Groups icon [[] 4]

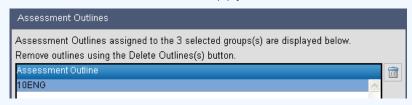


3 To Unassign Assessment Outlines from groups:

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



- * Click the View/Edit Assessment Outlines for selected Groups icon
- * Select the Assessment Outline(s) you wish to remove.



- * Click the Delete Assessment Outline(s) icon then click OK.
- * This will **remove** the link. It will not delete the assessment outline.

