

## 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 

- ### To assign Assessment Outlines:

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

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 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 Group Name	Assessment Outline(s)
10DRM_1	
10ENG_1	10ENG
10ENG_2	10ENG
10ENG_3	10ENG

- ### To Unassign Assessment Outlines from groups:

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

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