The administrator has the ability to create and manage assessment items that can be linked to individual or multiple Learning Areas. The assessment item once created can be edited.

5

- Log into Reporting to Parents
 - * Click Assessment Outlines
 - Assessment Outlines
- Select an Assessment Outline from the right hand side list and click the Edit Assessment Outline icon
- * Or double click the selected assessment outline

Reporting Groups			Assessment Outlines			
Reporting Group Name	Assessment Outline(s)	333 - - 1	Assessment Outline	Learning Area	Context	Du
10CHL_1			10ENG	English	Global	· ^
10DRM 1			10HED	Health and Physical Education	Health	
10ENG_1	10ENG		10MAT	Mathematics	Global	×
10ENG_2			12345	Mathematics	Global	×
			Rob's Test	English	Global	
10FOD_1			Room 2 English	English	Global	×
10HED_1	10HED	_	Test2	Society and Environment	Global	1
10HED_2	10HED					
10HED_3	10HED					
	101100					

* Edit the Assessment Outline name and description

School	OCS College	Name	10ENG	
Description	Year 10 English Assessment Outline	- Pathway 1		

* Or Edit **Duration** by clicking the drop down menu and select either Semester or Year.

Duration	Year	~
	Semester	10
	Year	

- Click on the Add Owner
 icon to add or edit Assessment
 Outline owners
 - * The Teacher Search dialog will open
 - * Enter search details for required staff member and click Find

Гуре	Surname	First Name	0
Owner	Keesing	Graeme 🗠	-
Owner	Baker	Sonia	
		Ų.	

- Additional parameters can also be edited. For example:
- Un-tick Calculate Total Mark if total scores are not required
 Calculate Total Mark
- Tick the Calculate Total Mark checkbox and select the Raw Total option to calculate cumulative totals

Calculate Total Mark Weighted Total Raw Total

* Tick the Calculate Total Mark checkbox and select Weighted Total to calculate weighted cumulative totals

Calculate Total Mark

 Weighted Total
 Raw Total

