Editing an Assessment Outline (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. The assessment item once created can be edited.

1
* **Log** into **Reporting to Parents**
* Click **Assessment Outlines**
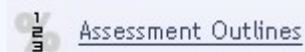
2
* **Select** an Assessment Outline from the right hand side list and click the **Edit Assessment Outline** icon
* Or **double click** the selected assessment outline
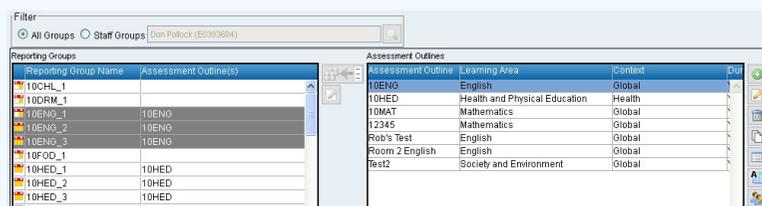
3
* **Edit** the Assessment Outline name and description

* Or Edit **Duration** by clicking the drop down menu and select either Semester or Year.
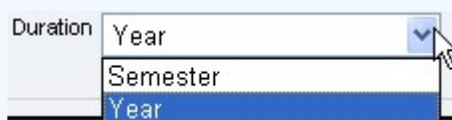
4
* **Click** on the **Add Owner** icon to add or edit Assessment Outline owners
* The **Teacher Search** dialog will open
* Enter search details for required staff member and click **Find**

5
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

Maximum Mark	Weight
	0.0