

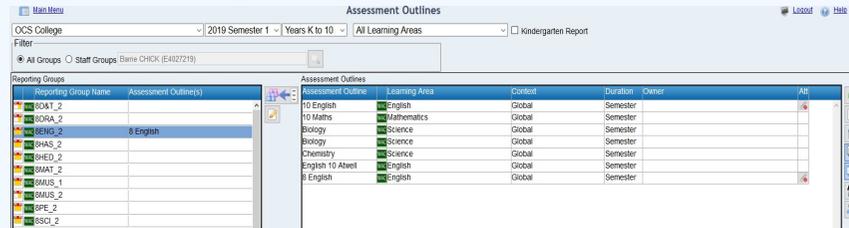
Copying an Assessment Outline (K-10) - Quick Reference Guide

Assessment Outlines can be copied from a previous reporting period or from a different school.

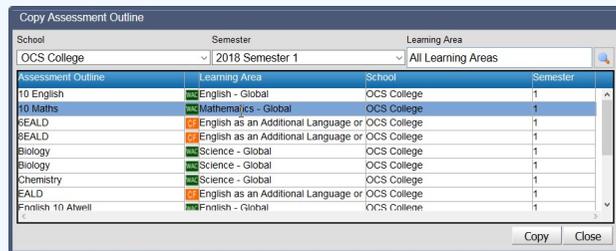
- * Log into Reporting to Parents
 - * Click **Assessment Outlines**



- * Select the Reporting Period that the assessment outline will be copied to
 - * Click on the **Copy Assessment Outline** icon



- * Select the search parameters that will locate the assessment outline to be copied.



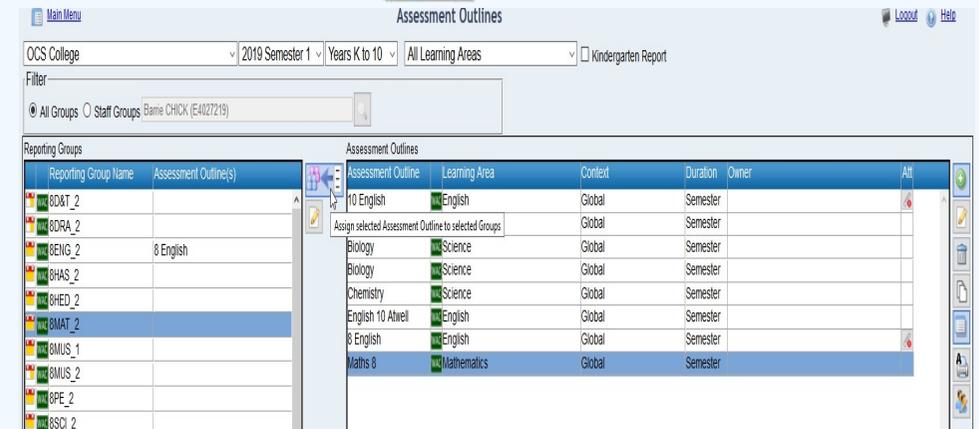
- Only assessment outlines from your school that have the **Publish within School** option set will be found.
- Only assessment outlines from other schools that have the **Publish to All** option set will be found.



- * Select the required **Assessment Outline(s)** from the list
 - * Click on **Copy Assessment Outline** icon



- * Select the required **assessment outline** from the Assessment Outlines list
 - * Select the **reporting group(s)** from the Reporting Groups list
 - * Click on the **Assign selected Assessment Outline to selected Groups** icon



- The assessment outline will be associated with the groups
- Cloned assessment outlines can be edited as usual