

Data Entry Using Assigned Assessment Outlines (K – 10) - Quick Reference Guide

The reporting teacher will have access to created and assigned assessment items and evaluate his/her students accordingly.

- * Log into Reporting to Parents
 - * Click Report Data Entry
 - * Select Group(s) that a common Assessment Outline is assigned.

Reporting Group Name	Teacher(s)	Year Group(s)	Assessment Outline	Data	Completed	QA
Room 5	Peter Kenworthy, Kevin Leg	5	English (Upper), Year 4 Mat	No	No	No
Room 5 PE	Harvey Bereson	5		No	No	No
Room 6	Carol Johns	6	English (Upper)	Yes	Yes	No
Room 6 Drama	Elizabeth Trainer	6		No	No	No
Room 6 IT	Rosalene Anderson	6		No	No	No
Room 6 Music	Violet Abbot	6		No	No	No
Room 6 Outdoor Ed	Rhonda Pingx	6		No	No	No
Room 6 PE	Oliver Candy	6		No	No	No
Room 7	Paul Bradley	7	English (Upper), Year 7 Mat	Yes	No	No

- * Click the Merge Groups icon 
- * The Group Data Entry screen will open displaying students from all selected groups.

Yr	Students	English (Upper)				Outcomes				Learning Area		Comments
		WRIT	RV	SP	Total	LS	R	V	W	LA Grade	Effort	
7	Dylan Bernacki	61.0	33.0	30.0	124.0	B	A	C	C	D	Satisfactory	Dylan is developing control using speaking and listening structures.
7	Leela Bishop	73.0	33.0	30.0	136.0	A	B	A	C	C	Good	Leela can make realistic predictions in both a written and verbal form

- * Enter data using assigned Assessment Scales.



Enter Marks

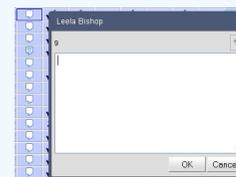
N	UN	UN 1	rt	UN 2	UN 3	UN 4	UN 5	UN 6	UN 7
9.0	7.0	✓		✓	✓	✓	✓	✓	✓
6.0	4.0			✓	✓	✗	✓	✓	✓

Tick/Cross



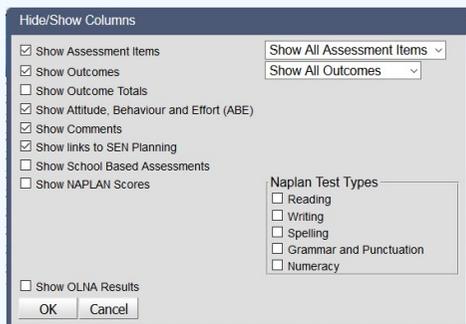
A – E Grades

- * Enter Notes if desired.



2000 Characters

- * Hide/Show the Assessment Outline options using the Hide/Show dropdown.



- * Expand and collapse Containers (Folders) by clicking the folder icons 

Yr	Students	English (Upper)															
		WRIT	Narr	Aud	Stru	Idea	CS	Voc	Coh	Sent	Punc	Spel	Rep	RV	SP	Total	
7	Leela Bishop	73.0	40.0	A	B	A	B	A	A	B	B	B	B	33.0	33.0	30.0	136.0
7	Jordan Cirulis	58.0	36.0	B	B	B	B	B	B	B	B	B	B	22.0	32.0	26.0	116.0

- * Folders display sub-totals.
 - * The Total columns show the cumulative total.

WRIT	Narr	Rep	RV	SP	Total
61.0	32.0	29.0	33.0	49.0	143.0
73.0	40.0	33.0	33.0	49.0	155.0
51.0	28.0	23.0	30.0	26.0	107.0

- * Statistics are displayed at the base of the data entry screen.

10ENG
Count: 13 Minimum: 69.7 Maximum: 80.6 Mean: 78.7 Standard Deviation: 3.54