

Managing Assessment Outlines (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 managed by utilising the task toolbar.

- * **Log into Reporting to Parents**
 - * Click **Assessment Outlines**
 - * Highlight an Outline from those available on the right hand side and click Edit 
 - * The Assessment Item list is managed using the task toolbar on the right of the item list.

	Add Folder		Move Assessment Item Up
	Add Assessment Item		Move Assessment Item Down
	Delete Assessment Item		Print Assessment Scheme

- * Select the folder that the container is to be added to.

Name	Semester	Abbr	Description
[-] 10SCI			Year 10 Science Assessment Outline
[-] Semester 1 Assessments		SEM1	Semester 1 Assessments (I,EB,EC)

- * Click **Add Folder**  icon to add a new container.
- * Double click in the **Name** cell of container and enter a name for the container.
- * Click in the **Abbr** cell and enter an abbreviated name for the container (maximum of 4 characters).
- * Click the **Description** cell and type a description for the container if required.
- * Click the **Background Colour** cell and click on required colour from colour chart.



- * Highlight the marks book container the Marks Book Item is to be placed in.
 - * Click **Add Assessment Item**  icon to add an item.
 - * Click in the **Name** cell and enter a name for the item.
 - * Enter an Abbreviation in **Abbr**. This will be the column name in data entry
 - * Click in the **Description** cell and enter a description of the item.
 - * Click drop down menu of the **Assessment Method** cell.

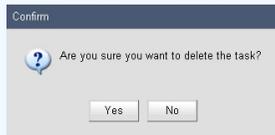
- * Select required **assessment method**.
- * Click **Outcomes** drop down arrow.
- * Select outcomes if required.
- * Enter a **Maximum Mark** if required.
- * Enter weighting of assessment if required in the **Weight** cell. Ensure Calculate Total Mark box is ticked to allow this.
- * Select the **Exam** checkbox if the item is an examination.
- * Click in the **Background Colour** column and select a colour from the colour chart.
- * This colour will show in the **Assessment Outline** column in report data entry screen.

[-] Test	1	T	Semester 1 Test	Marks	SCI (I, EB)	20	10	#94d7ff
[-] Assignment	1	A	Semester 1 Assignment	Marks	SCI (EC, I)	20	30	#94d7ff
[-] Report	1	R	Semester 1 Report	Grades (A-E)	SCI (EC, EB, I)	20	20	#94d7ff
[-] Exam	1	E	Semester 1 Exam	Marks	SCI (I, EC, EB)	100	40	#94d7ff

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To delete an Assessment Item:

- * Select task to be deleted by clicking on any cell in the item.
- * Click on **Delete Assessment Item**  icon.
- * A warning will be provided.



- * Click on **Yes** to delete or **No** to retain the task.

Note: The deleting a task will not result in the renumbering of other tasks

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To move an Assessment Item up or down

- * Select task to be moved by clicking on any cell in the task.
- * Click on the **Move Assessment Item Up**  icon or **Move Assessment Item Down**  icon to change the location of a task.

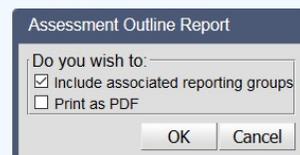
Note: The movement of an item will not result in the automatic renumbering of other task labels.

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To print the assessment outline:

- * Click on **Print Assessment Scheme**  icon.

- * Select options as desired.
- * A file open/download dialog box will open.



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OCS College
Assessment Outline Report: 2018 Semester Two
Assessment Outline: 10ENG Semester Two
Duration: Semester
Learning Area: English
Context: Global

Reporting Groups	Teacher(s)	Yr 10
10ENG_1	A Copper	12
10ENG_2	David Cooper	13

Task	Outcomes	Max Score	% Weight
10ENG			
1 Letter Writing	Writing	15	0.0
2 Feature Article	Reading and Viewing, Writing	15	0.0
3 Oral Presentation	Speaking and Listening	15	0.0
4 Grammar Test	Reading and Viewing	100	0.0
5 Journal Entries	Reading and Viewing	15	0.0
6 Essay	Writing	15	0.0
7 In class Reading Comprehension	Reading and Viewing	100	0.0
8 Ongoing Speaking and Listening	Speaking and Listening	0	0.0
9 Exam	Reading and Viewing, Writing	100	0.0
Total Weight			0.0