










Assessment Outlines Toolbar (K - 10) – Quick Reference Guide

The assessment outlines task tool bar contains icons that will assist the creator. The assessment item once created can be managed by utilising the task toolbar.

- 1**
- * **Log into Reporting to Parents**
 - * **Click Assessment Outlines**

The Assessment Outline list is managed using the task toolbar on the right of the AO window.


<ul style="list-style-type: none">  Add new Assessment Outline  Edit Assessment Outline  Delete an Assessment Outline  Clone Assessment Outline 	<ul style="list-style-type: none">  Copy Assessment Outline  Print Assessment Outline  Manage Owners
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- 2**
-  Add new Assessment Outline
 -  Edit Assessment Outline
- } Refer to Quick Reference Guides (add and edit)

3 To Delete an Assessment Outline:

- * Select the **Assessment Outline** from Assessment Outlines list.

Assessment Outline	Learning Area	Context	Duration	Own
10ENG	English	Global	Year	H
10HEG	Health and Physical Education	Health	Semester	H
10MAT	Mathematics	Global	Year	O
10S&E	Society and Environment	Global	Year	O

- * Click on **Delete Assessment Item**  icon.
- * If the assessment outline is not assigned to a reporting group the following message will appear.


Delete

Are you sure you want to delete the following Assessment Outline?

10S&E

- * Click on **OK** to delete assessment outline.

4 To Clone an Assessment Outline:

- * Select the **Assessment Outline** to be cloned
- * Click on **Clone Assessment Outline** icon 


Clone Assessment Outline

Name

- * Enter new assessment outline name
- * Click on OK to create cloned assessment outline

Year 3 English	English	Global	Year
Year 4 English	English	Global	Year
Year 4 Maths	Mathematics	Global	Year

5 To Copy an Assessment Outline:

- * Click the **Copy Assessment Outline** icon 
- * Click **Copy** to copy the published assessment outline
- * Locate published AOs by **School, Semester and Learning Area**
- * Select the assessment outline you wish to copy from the list

Copy Assessment Outline

School: OCS College Semester: 2018 Semester 2 Learning Area: All Learning Areas

Assessment Outline	Learning Area	School	Semester
10ENG	English - Global	OCS College	2
10INF	Technologies - Digital Technologies (iROCS College)	OCS College	2
REALD	English as an Additional Language or OCS College	OCS College	1
REALD	English as an Additional Language or OCS College	OCS College	1
Kindy 1	Identify - Global	OCS College	2
Room 3 EALD	English as an Additional Language or OCS College	OCS College	2
Test	Humanities and Social Sciences - GiotOCS College	OCS College	1

6 To print the assessment outline:

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

Assessment Outline Report


Do you wish to:

Include associated reporting groups

Print as PDF

OK Cancel

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



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

7


To Add/Edit Assessment Outline Owners:

- * Click on the **Manage Owners** icon 
- The **Teacher Search** dialog will open.

Manage Assessment Outline Owners

Type	Surname	First Name

OK Cancel

- * Click the Add Outline Owner  icon to add owner
- * Enter search details for required staff member and click **Find**.

Teacher Search

General

Surname Status

Preferred Name

First Name

Former Surname

WACOT Number

Gender

Staff Number

Staff Type

Find Close

- * Select one or more teachers from the **Teacher Search** list.

Manage Assessment Outline Owners

Type	Surname	First Name
Owner	Bennett	Susan
Owner	Cooper	David

OK Cancel