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.

- Add new Assessment Outline
- Edit Assessment Outline
- Delete an Assessment Outline
- Clone Assessment Outline
- Copy Assessment Outline
- Print Assessment Outline
- Manage Owners

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.

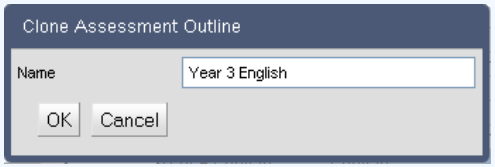
- Click on **Delete Assessment Item** icon.
- If the assessment outline is not assigned to a reporting group the following message will appear.

- 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



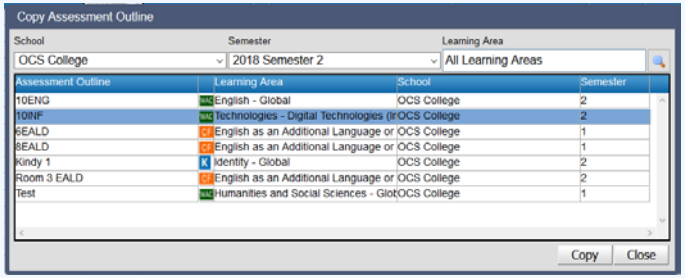
- Enter new assessment outline name
- Click on OK to create cloned assessment outline

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

5

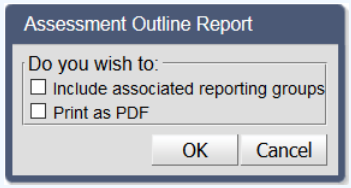
To Copy an Assessment Outline:

- 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



6 To print the assessment outline:

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



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

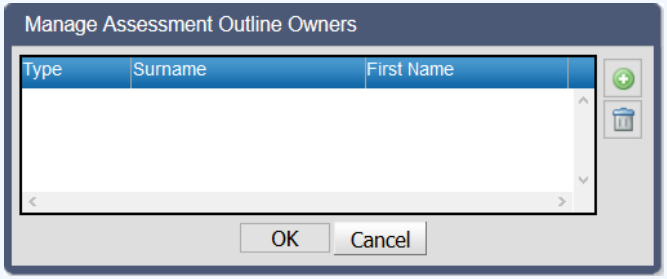
OCS College
Assessment Outline Report: 2018 Semester Two
Assessment Outline: 10ENG Semester Two
Duration: Semester
Learning Area: English
Context: Global

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

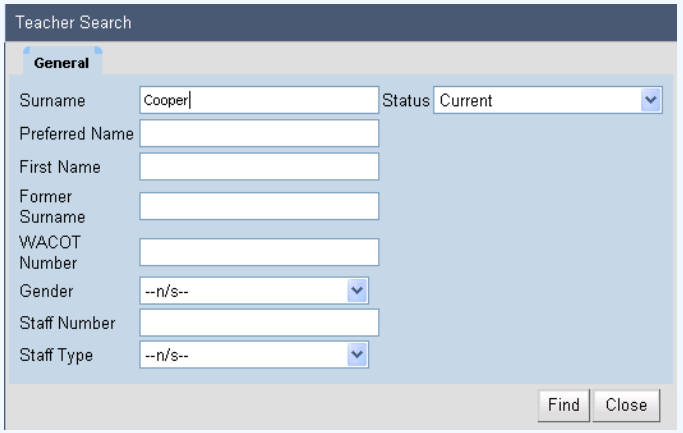
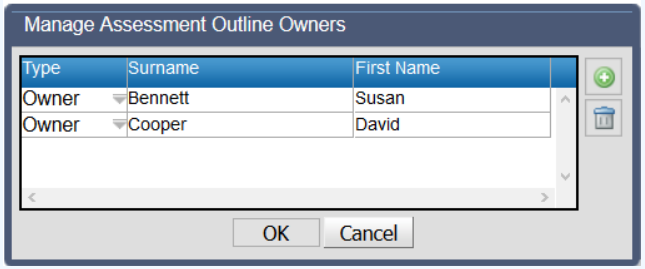
Task	Outcomes	Max Score	% Weight
10ENG			
.. 1 Letter Writing	Writing	15	0.0
.. 2 Feature Article	Reading and Viewing, Writing	15	0.0
.. 3 Oral Presentation	Speaking and Listening	15	0.0
.. 4 Grammar Test	Reading and Viewing	100	0.0
.. 5 Journal Entries	Reading and Viewing	15	0.0
.. 6 Essay	Writing	15	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.



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



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