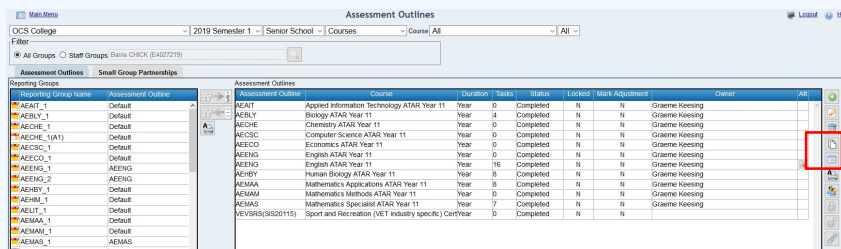# Adding a Senior School Assessment Outline - Quick Reference Guide (Method 1)

An assessment outline describes the tasks and weightings that will be used to determine a student's final mark. To add an assessment outline:

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

2
* **Click** on **Add new Assessment Outline** icon

3
* **Select** the **Course**
* **Select** the **Unit**
* **Enter** the **Assessment Outline Name**
  ➢ It is recommended the name is the unit code

* **Click** on **OK**
* **Select** the Assessment Outline **Duration**

4
* **Click** on **the Add Task** icon

* Repeat for the number of tasks that will be added
* For each task enter:
  ➢ The semester that it will be delivered (*for year length assessment outlines only*)
  ➢ The task type using the droplist
  ➢ A task description
  ➢ The content to be assessed
  ➢ The due date (timing) of each task

  Right click to enter details

  ➢ The assessment method
  ➢ The outcomes that will be covered (*optional*)
  ➢ The maximum mark
  ➢ The task weight (*Total of weights will be 100*)
  ➢ If the assessment is to be identified as an exam result.
  ➢ If the assessment is a Practical task (*Practical courses only*)

5
* **Click** on the Save icon
  ➢ Print by clicking on the **Print Assessment Outline** icon
  ➢ To link an assessment outline and group, select the assessment outline and the group(s) and click on the icon
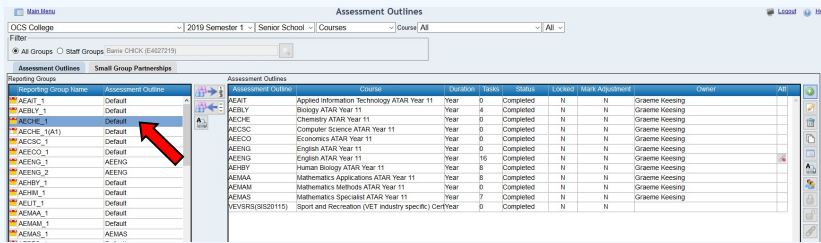
  Note: Not all users will have access to the linking icon.

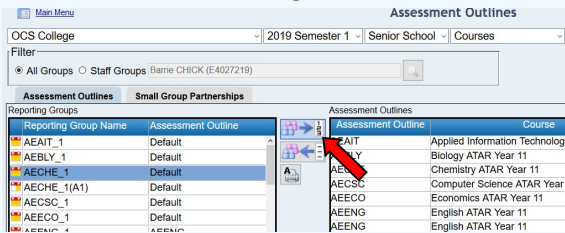# Adding a Senior School Assessment Outline - Quick Reference Guide (Method 2)

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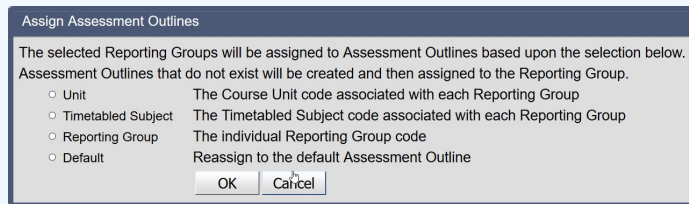* **Click** on **Assessment Outlines**

2
* **Select** the class(es) that require the Assessment Outline

3
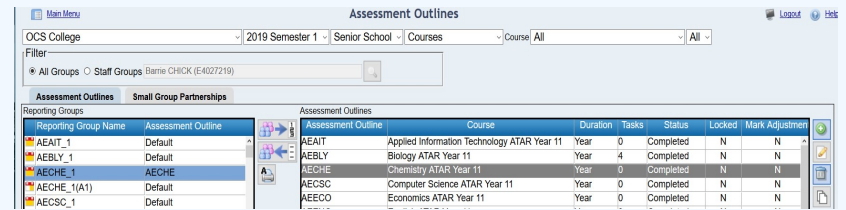* **Click** on the **Create/Assign Assessment Outline** icon

Options for assigning the Assessment Outline will be presented.

Assign Assessment Outlines

The selected Reporting Groups will be assigned to Assessment Outlines based upon the selection below. Assessment Outlines that do not exist will be created and then assigned to the Reporting Group.

○ Unit	The Course Unit code associated with each Reporting Group
○ Timetabled Subject	The Timetabled Subject code associated with each Reporting Group
○ Reporting Group	The individual Reporting Group code
○ Default	Reassign to the default Assessment Outline

OK   Cancel

* **Select Unit** and click **OK**

4
Assessment outlines will be created for the selected group(s) and automatically linked to the group

5
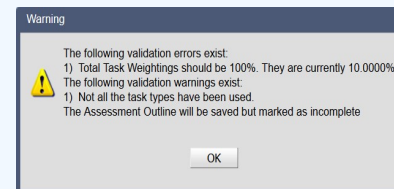* **Select** the newly created assessment Outline and click the **Edit assessment Outline** icon

* **Click** on **the Add Task** icon

* Complete all fields within the tasks by entering data directly or using the drop down menu.

* Right click to edit data that has been entered.

6
* **Click** on the Save icon

* A **Warning** window will appear if the Assessment outline in incomplete

Warning

The following validation errors exist:
1) Total Task Weightings should be 100%. They are currently 10.0000%.
The following validation warnings exist:
1) Not all the task types have been used.
The Assessment Outline will be saved but marked as incomplete

OK

* Data will still be saved if **OK** is selected