Editing a Senior School Assessment Outline - Quick Reference Guide
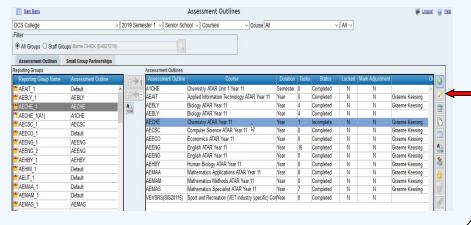
An assessment outline describes the tasks and weightings that will be used to determine a student's final mark. To edit an assessment outline:
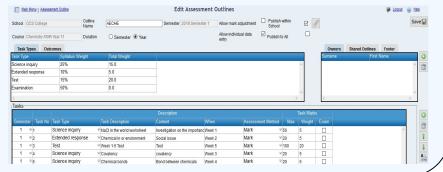
1
* **Log** into **Reporting to Parents**
* **Click** on **Assessment Outlines**

Assessment Outlines

2
* **Select** the **Assessment Outline** from the Assessment Outlines list

3
* **Click** on the **Edit Assessment Outline** ✏️ icon
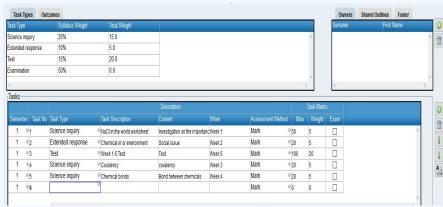
The Assessment Outline edit window will open

4
* Edit task details directly into the Tasks pane
  ➢ Right click on the Task Description, Content and When cells to open a larger edit window
  ➢ Ensure the Total % Weight is 100%
  ➢ Ensure that the Total weight for each task Type matches the Syllabus Weight

Task Type	Syllabus Weight	Total Weight
Science inquiry	25%	15.0
Extended response	10%	5.0
Test	15%	20.0
Examination	50%	0.0

  ➢ To add additional tasks, Click on the Add Task ➕ icon

5
* **Click** on the Save 💾 icon
  ➢ Print by clicking on the **Print Assessment Outline** 🖨️ icon
  ➢ Assessment Outlines created using the Add New Assessment Outline ➕ icon can only be linked to a Reporting Group by a Curriculum Leader