Senior School - Copying an Assessment Outline - Quick Reference Guide

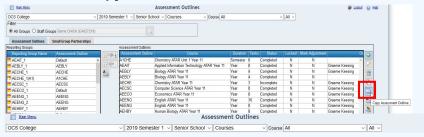
Assessment Outlines can be copied from a previous reporting period or from a different school.

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



Select the Reporting Period that the assessment outline will be copied to

Click on the Copy Assessment Outline icon



Select the search parameters that will locate the assessment outline to be copied.



- * Click on the Search button
 - Only assessment outlines from your school that have the Publish within School option set will be found.
 - Only assessment outlines from other schools that have the Publish to All option set will be found.

* Select the required Assessment Outline(s) from the list



- * If the unit associated with the Assessment Outline will change, Click on the Change Subject checkbox
- * Click on Copy
 - ➤ Task details for an assessment outline can be viewed by clicking on Show Tasks button

* If the Change Subject option was selected, **enter** the new Course, Unit and Assessment Outline name

Change Co	urse	
Course	Chemistry	
	Show All	
Unit	Chemistry 2B (2BCHE)	-
Name	Chemistry 11	
	OK Cancel	

- * Click on OK
- * Select the required assessment outline from the Assessment Outlines list

The assessment outline will open

© Parameter DDE Reporting to Parents Parameter												
Main Menu Assessment Outline		Edit Asses	ssment Outlines						₩ Louist	(i) Help		
School OCS College	Outline Name 3XCHE	Semester 2015 Sem	nester 1 Allow mark	djustme	nt 🖾	Publish wi	hin School 📝			Save 🐷		
Course Chemistry	Duration © Semester ® Year		Allow individ	ral data	entry 🗵 i	Publish to A	u =					
Outcomes d Code Outcome									Shared Outlines Footer			
1 IIC Investigating in chemistry	,,						100	Surname	First Name Graeme	0		
2 SPUM Structure, properties and						Keesing	Graeme	1 100				
5 IAC Interaction and change												
4 PSQ Problem-solving and quantities in chemistry												
5 CIA Chemistry in action							~			~		
4								*				
Tasks												
										0		
Semester Task No Task Type					02 03					578		
1 1 1 Investigations	Viscosity of common materials			E3 E	8 8	E2 E2	10	10	E .			
1 " 2 Assignments a		Mark		E3 E	8 8	8 8	10	10				
1 = 2 Practical asses		Mark		E E			10	10	10	8		
1 1 4 Tests and exam	sinations Ψ	Mark		E3 E	8 B	E3 E5		10	ED .	65		
1 VS Investigations	Ψ.	Mark		B E	5 6	8 8	10	10		[000		
1 Vis Practical asses	ament "	Mark	k v	E3 E		E E	10	10	10			

- If necessary enter new task types and make any other changes
- * Click on Save

