

Senior School – Copying an Assessment Outline - Quick Reference Guide

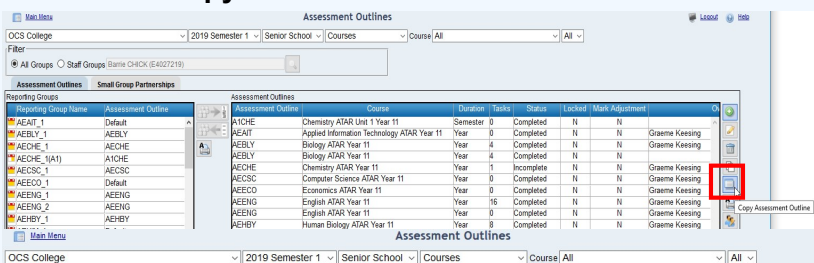
Assessment Outlines can be copied from a previous reporting period or from a different school.

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

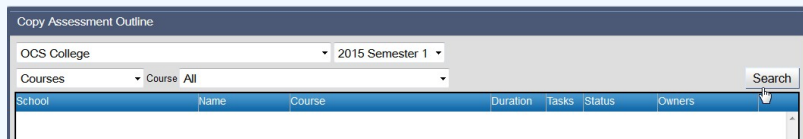


- * Select the Reporting Period that the assessment outline will be copied to

- * Click on the Copy Assessment Outline icon



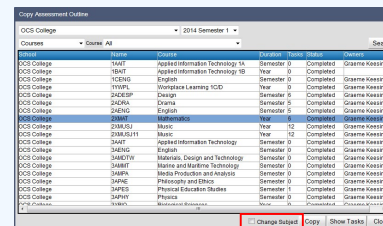
- * Select the search parameters that will locate the assessment outline to be copied.



- * 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

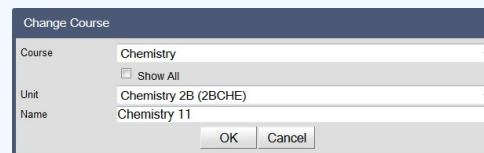


- * If the unit associated with the Assessment Outline will change, Click on the Change Subject checkbox

- * Click on Copy

- Task details for an assessment outline can be viewed by clicking on Show Tasks button

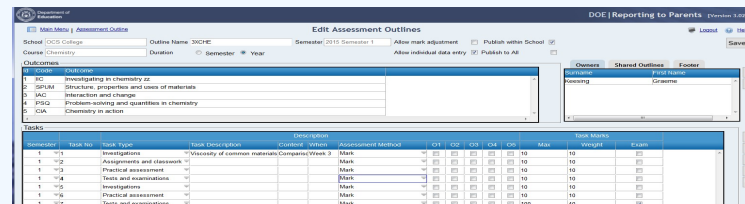
- * If the Change Subject option was selected, enter the new Course, Unit and Assessment Outline name



- * Click on OK

- * Select the required assessment outline from the Assessment Outlines list

The assessment outline will open



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

- * Click on Save