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 1 Assessment Outlines Select the Reporting Period that the assessment outline will be copied to Click on the Copy Assessment Outline icon * OCS Colleg 2019 Semester 1 v Senior School v Courses Al Groups
Staff Groups Barris CHICK (E402721 AECHE AFCHE 1/A stry ATAR Ye AEECO AEENG AEENG AEENG Main Men ✓ 2019 Semester 1 ✓ Senior School ✓ Courses OCS College ✓ All ✓ Course Al Select the search parameters that will locate the assessment outline to be copied.

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OCS College		▼ 2015 Semester 1 ▼					
Courses	Course All	•					Search
School	Name	Course	Duration	Tasks	Status	Owners	1
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		Search					

- Click on the Search
 - 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

OCS College		✓ 2014 Semester 1				
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OCS College	1440	Applied Information Technology 1A	Semester	0	Completed	Graame Keesing +
OCS College	1BA/T	Applied Information Technology 1B		0	Completed	
OCS College	1CENG	English	Semester	0	Completed	Graeme Keesing
OCS College	TWPL	Workplace Learning 1C/D	Year	0	Completed	Graeme Keesing
OCS College	24DESP	Design	Semester	6	Completed	Graeme Keesing
OCS College	24DRA	Drama	Semester		Completed	Graame Keesing
OCS College	24ENG	English	Semester	5	Completed	Graame Keesing
OCS College	23MAT	Mathematics	Year	6	Completed	Graeme Keesing .
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OCS College	34MDTW	Materials, Design and Technology	Bernester	0	Completed	Graame Keasing
OCS College	3448/T	Marine and Maritime Technology	Semester	0	Completed	Graame Keesing
OCS College	BAMPA	Media Production and Analysis	Semester	0	Completed	Graeme Keesing
OCS College	3APAE	Philosophy and Ethics	Semester	0	Completed	Graeme Keesing
OCS College	3APES	Physical Education Studies	Semester	1	Completed	Graeme Keesing
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- * 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

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* Click on OK

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* Select the required assessment outline from the Assessment Outlines list

The assessment outline will open

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