

# Sharing a Senior School Assessment Outline - Quick Reference Guide

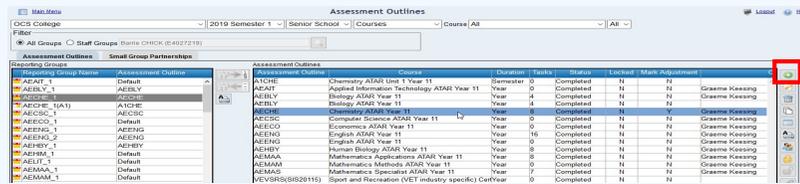
A senior school assessment outline can be shared with other schools, allowing partner schools to use your assessment outline while you maintain control over the contents of the assessment outline. This is useful when collaborating or comparing marks for moderation purposes.

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

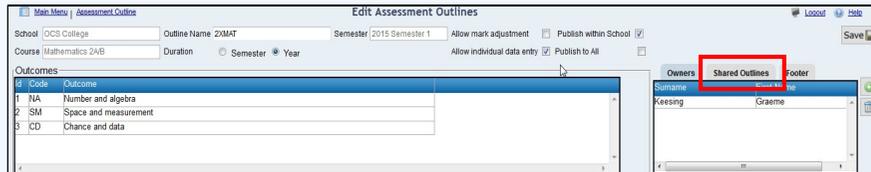


- \* Select the required Assessment Outline from the Assessment Outlines list.

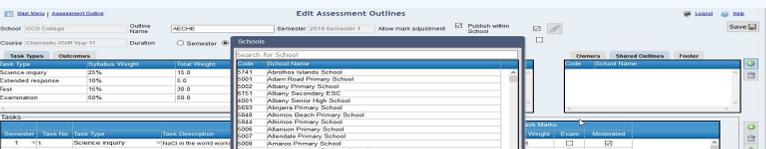
- \* Click on the Edit Assessment Outline icon or double click on the assessment outline



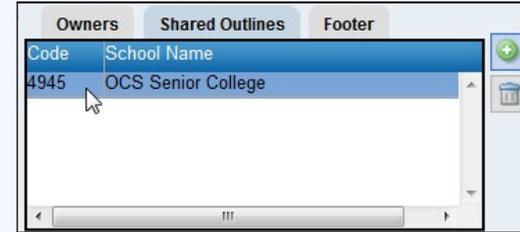
- \* Click on the Shared Assessment Outlines tab



- \* Click on Add School icon
  - \* Search for or select the required schools from the list and click on OK

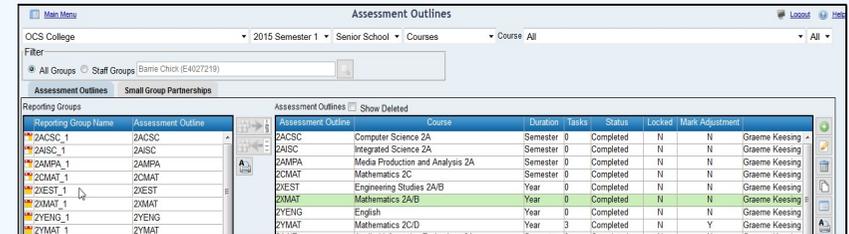


- \* The selected schools will be added to the Shared Assessment Outlines window

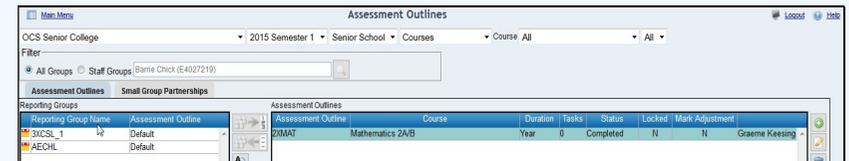


- \* Click on Save

- \* Shared assessment outlines appear in the Assessment Outline window with a green background



- \* The shared assessment outline will also appear in the assessment outlines window of each of the schools



- \* Contact your partner schools and ask them to connect the shared assessment outline with their reporting groups.