#### Suggested HOLA/Staff Procedure:

#### **1 Reporting To Parents: Assessment Outlines**

- 1.1 Create Assessment outline or copy from previous years and edit then link to class in RTP
- 1.2 See Jane if any course contexts are incorrect and get her to change. \*\*Inform staff of this.
- 1.3 Please check if your reporting class group is set as a year or semester.

Make sure that it is set up as a Year mark if required (the class icon should be all yellow)

•••	Year long course/re indicated by fully sh	eporting – naded yellow	00	Semester course/reporting – indicated by half shaded
	Main Menu Margaret River Senior High Se Filter All Groups O Staff Groups	Assessmer	nt Outlines s K to 10 V All Learni	
	Reporting Groups           Reporting Groups           Reporting Group Name           Provide Corpulation           Provide Corputation           Provide Corp	Assessment Outline(s) Year 7 Dance term 2 2018 Year 7 Drama Term Year 7 Drama Term Year 7 Dance term 2 2018 Year 7 Dance term 2 2018 Year 7 Drama Term Year 7 Drama Term Year 7 Drame term 2 2018 Year 7 Intro to Woodwork Year 7 Intro to Woodwork Year 7 Intro to Woodwork	Assessment Assessment Mental Yes 10 Agricuit 10 Art 10 Art Craf 10 Art Craf 10 English 10 Photogr 2018 Year 2018 Year 2018 Year 2018 + HE	

Connect Class: Naming Convention, Turn off un-used items, Add Description( re marks moderation),
 Add Unit Outline, Turn-on Marksbook and link to RTP Assessment Outline

2.1 Create Connect Class or Re-use Flexible class -add students and teachers
 Use naming convention to look professional and consistent for parents/students:
 Year Subject Time(*if term or semester*) – Teacher (or Combined)

#### Eg 11 Woodwork Sem 1- Thwaites vs 11 Human Biology– Combined vs 8 Drama Term 1 – McCormack

- 2.2 In Connect Class Settings
  - (a) Turn off items not used (eg Discussions, Submissions) & turn on Marksbook

(c) Add a **Description\*** in the **Class Settings** re: marks and unit outline and check to show the class description.

\*"A copy of the course outline is available in the **Content** tab.

Preliminary marks will be published in the Connect Marksbook; however, they will be subject to teacher review, moderation and scaling."

#### 2.3 Add programme to Content

2.4 Link RTP assessment outline to Marksbook

### **General Process:**



#### \* Naming Convention for Connect Classes for checklist below:

Year Subject Time(*if term or semester*) – Teacher (or Combined)

#### Eg 11 Woodwork Sem 1- Thwaites vs 11 Human Biology– Combined vs 8 Drama Term 1 – McCormack

#### **\*\*** Description for Connect Classes for checklist below:

"A copy of the course outline is available in the **Content** tab. Preliminary marks will be published in the Connect Marksbook; however, they will be subject to teacher review, moderation and scaling."

# Suggested Mid- term checklist for staff

Task	Descripti	on	Check
1	RTP Assessm Chec - this Chec - this Chec - no Ensu Mark	nent Outline Completion for each unit: k Name of Assessment Outline will show to parents k the Name of each task s will show as the title for parents k the Description of each task t required but you may use it for extra information. re it adds to 100% sbook is linked to your classes	
2	RTP Report C Enter teach eg All Ident - Ente Ident start	Data Entry (marks): r in the same amount of assessment data consistent with other staff ning the same course. Year 7 English classes should have the same amount of assessments entered tify cumulative marking such as teacher mark er in the current mark tify the Year 7/8 courses that may have blank marks books due to ing in Term 2	
3	Connect: (cc You I Each (you You I You I O Your Imag Secti using	onsult Teacher Guide sent last term) have a Connect Unit for each Course using naming convention* class is added to a Course may have multiple classes added to the one Course) have a description as per the guide** indicating where to find the nes and about moderation of marks course outline is either in the Content section or Library es have been turned off if not using ons have been turned off such as discussions, submissions etc if not g.	
4	Sign off and	hand to your HOLA by	
	Name:		
HOLA:			
	Marking:		
Year 7/8 Courses starting in Term 2:			
	Other:		

## Teacher Assessment Outline View vs Parent Assessment Outline view:

Teacher Assessment Outline:

Main Menu	Assessment Outline							Edit A	ssessment	Outlines		
School	Margaret River Se	nior High S	chool	Name	Year 7 Drama Term							
Description												
Semester	2018 Semester 1			Duration	Semester	▼						
Learning Area	www. The Arts			Context	Drama		Ŧ					
Calculate Total Mark												
Calculate Tot	tal Mark			🗹 Publis	h within School							
<ul> <li>Calculate Tot</li> <li>Weighter</li> </ul>	tal Mark ed Total	Weighti	ina 100	Publis 🗆 Publis	h within School h to All							
<ul> <li>Calculate Tot</li> <li>Weighter</li> <li>Raw Tot:</li> </ul>	tal Mark ed Total tal	Weighti	ing 100	✓ Publis	h within School h to All							
<ul> <li>Calculate Tot</li> <li>Weighte</li> <li>Raw Tota</li> <li>Name</li> </ul>	tal Mark ed Total tal	Weighti	Description	✓ Publis	h within School h to All	Assessment Method	Οι	utcomes/	Maximum	Weight	Background	Exam
Calculate Tot Weighter Raw Tota Name	tal Mark ed Total tal	Weighti	ing 100 Description	✓ Publis	h within School h to All	Assessment Method	Ot Sti	utcomes/ trands/Modes	Maximum Mark	Weight	Background Colour	Exam
Calculate Tot Weighte Raw Tot: Name Year 7 Dr	tal Mark ed Total tal rama Term	Weighti Abbr	ing 100 Description	✓ Publis	h within School h to All	Assessment Method	Ot Sti	utcomes/ trands/Modes	Maximum Mark	Weight	Background Colour #a3ceff	Exam
Calculate Tot • Weighte Raw Tot: Name • Provide Year 7 Dr 1. Wild	tal Mark ed Total tal rama Term d West Mime	Weighti	Description	Publis     Publis     with slow	h within School h to All motion	Assessment Method	Ot Sti	utcomes/ trands/Modes CA Drama (M)	Maximum Mark	Weight 100.0 40	Background Colour #a3ceff =ff3a1c	Exam
Calculate Tot • Weighte Raw Tot: Name • Provide Year 7 Dr 1. Wild 2 Mime 2 Mime	tal Mark ed Total tal rama Term d West Mime se to Soundtrack	Weighti Abbr	Description Wild West Group Mi Mime to Soundtrack	Publis     Publis     me with slow	h within School h to All motion	Assessment Method Mark Mark	Ou Sti ₹ AC	utcomes/ irands/Modes CA Drama (M) CA Drama (M)	Maximum Mark 10	Weight 100.0 40 40	Background Colour #a3ceff #ff3a1c #d4d7ff	Exam
Calculate Tot Calculate Tot Weighte Raw Tot Raw Tot Name 1 Wild 2 Mime 3 Dran	tal Mark ed Total tal rama Term d West Mime ee to Soundtrack ma Booklet	Weighti Abbr 1 2 3	Description Utild West Group Mi Mime to Soundtrack Ongoing Response	Publis Publis Publis work in Drama	h within School h to All motion a Booklet	Assessment Method Mark Mark Mark Mark	Ot Sti ₹ A0 ₹ A0	utcomes/ irands/Modes CA Drama (M) CA Drama (M) CA Drama (R)	Maximum Mark 10 10	Weight 100.0 40 40 15	Background Colour #a3ceff #ff3a1c #d4d7ff #65ff36	Exam

#### What the Parent Sees: (old Connect Version – new is below)

#### The Arts - Semester 1

Meredith Mccormack from Margaret River Snr High School

Cumulative Percent

70.5%
-------

	C	Close Details 🚫
Year 7 Drama Term	Raw Score	Weighted Mark
1. Wild West Mime Wild West Group Mime with slow motion	<b>10</b> Out of 10	<b>40</b> Out of 40
		⊢
2 Mime to Soundtrack Mime to Soundtrack	<b>4</b> Out of 10	<b>16</b> Out of 40
	+	
3 Drama Booklet Ongoing Response work in Drama Booklet	<b>8</b> Out of 10	<b>12</b> Out of 15
		<b>─</b> ──
<b>4 Oral Responses</b> Oral responses to developing and polished work	<b>5</b> Out of 10	<b>2.5</b> Out of 5

The Arts - Semester 1		
Isabelle Lemon from Margaret River Snr High School Cumulative Percent		
	88.2%	
		⊢□□●
Show Details		
In-class oral presentation of simple poetic forms	<b>7.7</b> Out of 10	<b>7.7</b> Out of 10
Semester exam	<b>6.5</b> Out of 10	<b>6.5</b> Out of 10
In-class response to themes in film	<b>6.5</b> Out of 10	<b>6.5</b> Out of 10
		•