Momentum ESR – Teacher's guide for Assessment: adding and editing outcomes/indicator statements

Note:

Indicators or outcome statements are usually set up by the Stage Coordinator or nominated staff member. This Guide is designed to help the Stage Coordinator or nominated staff member.

If the indicators or outcome statements are already in place, teachers need only to assign a grade or mark.

Please contact us if you need any additional assistance:

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Assessment: Outcomes/Indicators

This guide covers

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Indicators on the printed report

- Regardless of the order of indicators on Assessment marking screen - on the printed Report, indicators will appear in alphabetical order. For indicators to appear in the order that they are marked, the school will need to request a custom print module for their indicators. *Custom print modules have a one-off cost associated with them.*

Note

If you need access to additional classes, please contact the Admin Level User in your school – usually the Principal, Deputy Principal or a nominated staff member in the school's front office.

Adding and activating new or existing outcomes/indicator statements

The outcomes/indicator statements are generally added by the Stage Coordinator or nominated staff member.

If the outcomes/indicator statements are already in place, then teachers simply need to assign grades or marks.

1. Select **>Assessment** application and select the Year level and class from the left-hand menu
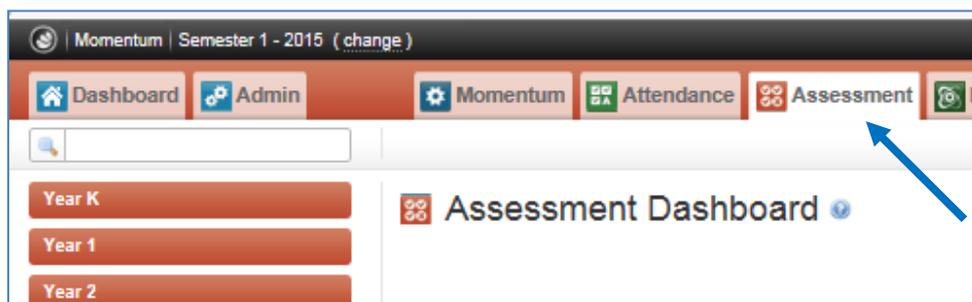
2. Select the KLA that you want to add the outcomes/indicator statements e.g. *English* and the relevant strand e.g. *Reading and Viewing*

3. The screen with students listed and on the right-hand side and columns for indicators will appear; select the **>New** button on the top or bottom right-hand side of the screen
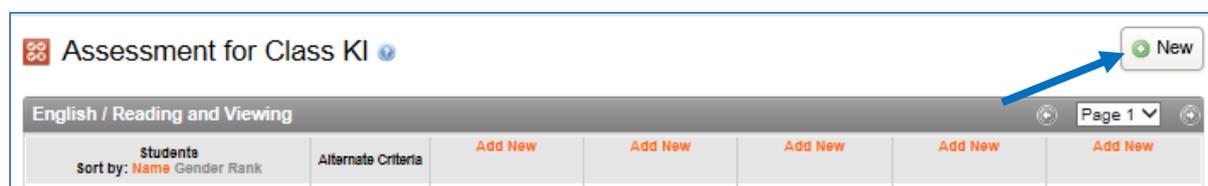

4. If an existing bank of outcomes/indicator statements has been rolled over from a past Semester - you will see the past indicators listed here. You can either activate the existing indicators or add a new indicator.

Activating an existing indicator

5. Indicators are activated one at a time by selecting the icon under the **-Activate** column. Once you have activated an indicator, you will be taken back to the Assessment marking screen.
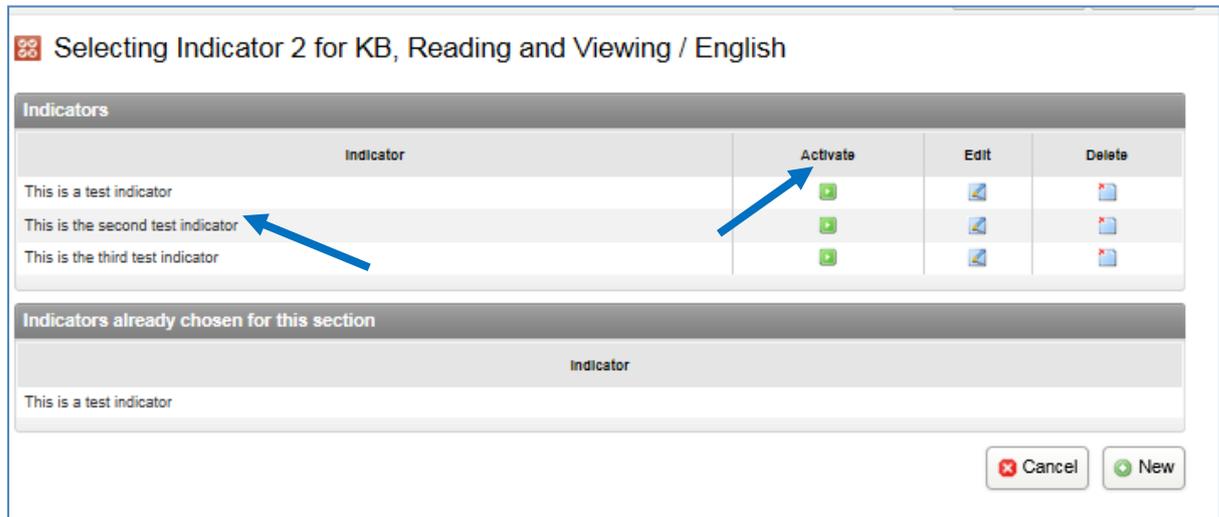
6. To activate another indicator, select >**New** at the top or bottom right-hand side of the Assessment marking screen and then repeat Step 5
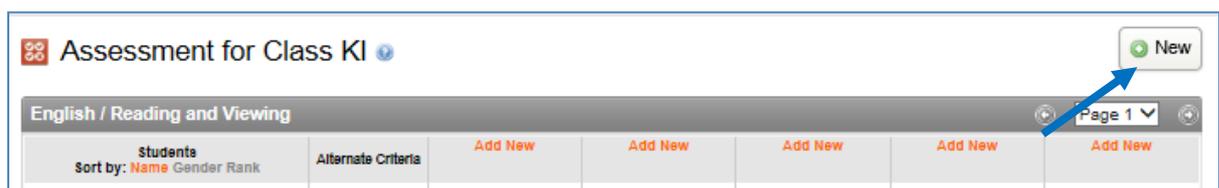

Indicators on the printed report

- Regardless of the order of indicators on Assessment marking screen - on the printed Report, indicators will appear in alphabetical order. For indicators to appear in the order that they are marked, the school will need to request a custom print module for their indicators. *Custom print modules have a one-off cost associated with them.*

Adding a new indicator

- To add a new indicator, select **>New** at the top or bottom right-hand side of the screen
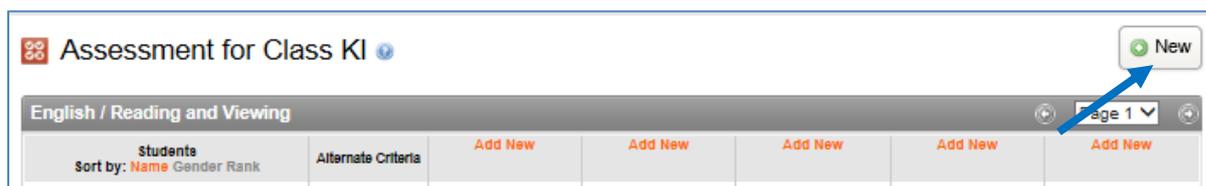
- Type in the new indicator or copy and paste it from a Word document; and select **>Save**
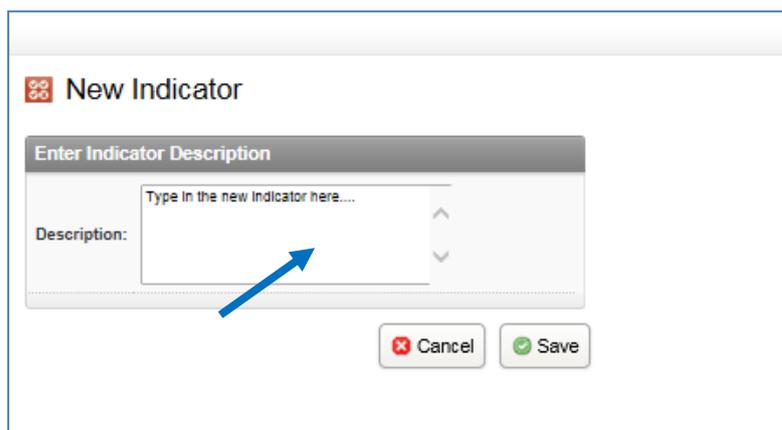
- Once you've added in a new indicator, it will appear in the Indicator Bank - you can activate it, by selecting the **>Activate** icon beside the indicator that you just put in. *Indicators are always listed alphabetically in the Indicator Bank.* You activate the indicators in the order that you want them to be marked.

Version: 5 September 2019
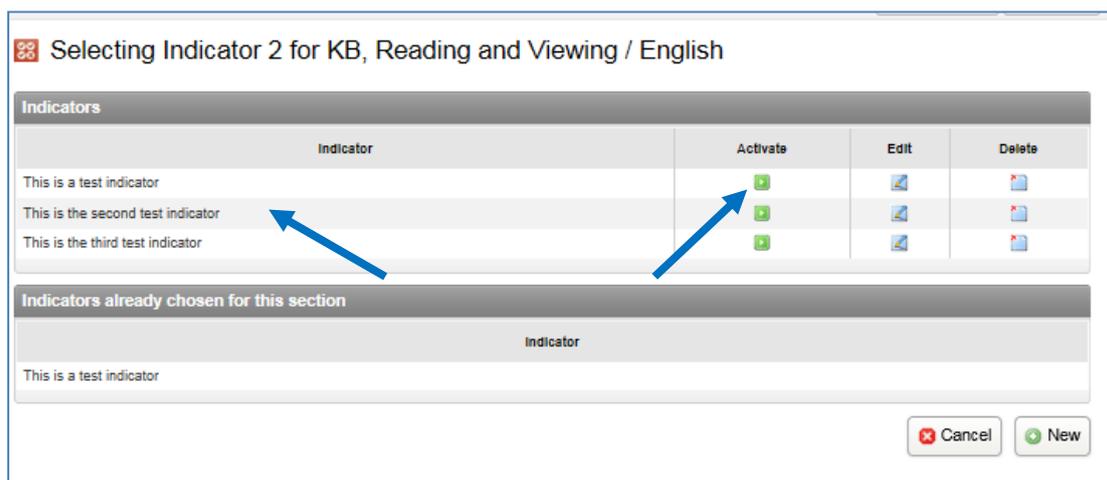
Editing Indicators

1. Select >**Assessment** application and select the Year level and class from the left-hand menu; and then select the KLA that you want to edit the indicators e.g. *English* and the relevant strand e.g. *Reading and Viewing*

2. Select >**New** on the top or bottom right-hand side of the page to be taken to the page with the Indicator Bank

3. Select the >**Edit** icon beside the indicator statement you need to modify
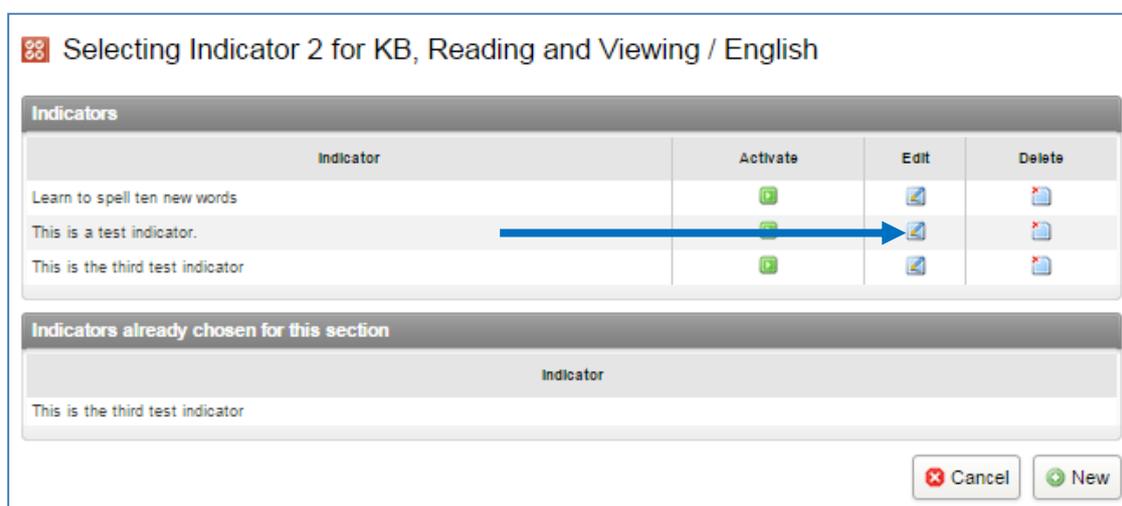
NOTE:

if the indicator statement is being used by another teacher, their indicator will be changed as well – to avoid changing the indicator text for another teacher – simply add in a new indicator with the changed text by following the steps outlined on Page 7, "Adding Indicators".

4. Edit the text by clicking into the text box
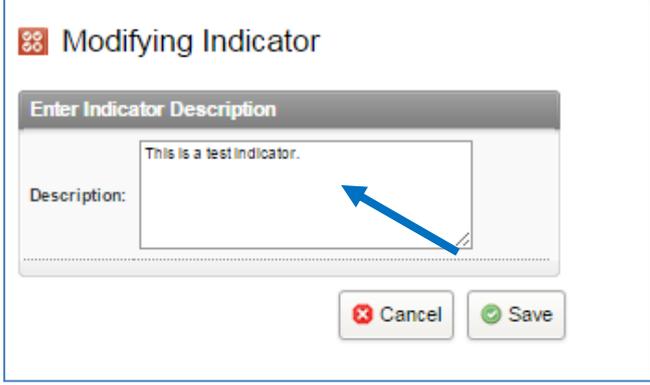
5. Save the newly edited text
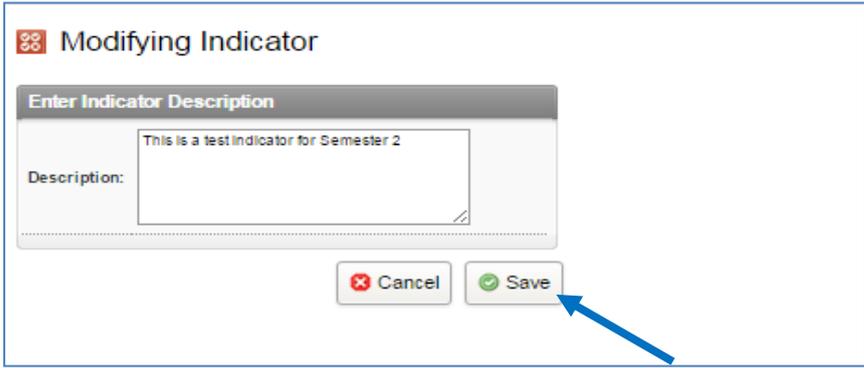
6. The edited indicator will now appear in the Indicator Bank
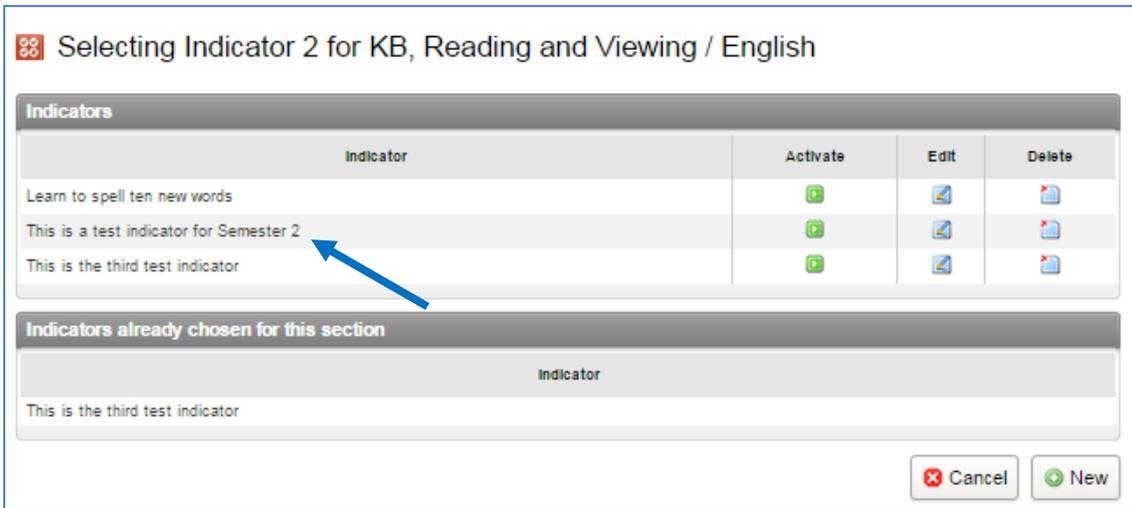
7. The edited indicator will also be updated in the Assessment marking screen

Changing the order of the indicators for marking by swapping out one indicator for another

1. If you need to change the order of the way indicators are marked, just click on the icon under the **>Change** column in the screen with the list of students and the selected indicators;

2. Then simply activate the indicator that you want from the list of indicators by selecting the icon under **>Activate**. The indicator that you want to swap out will have a **–Star** icon beside it.

Indicators on the printed report

3. On the printed Report, indicators will appear in alphabetical order. For indicators to appear in the order that they are marked, the school will need to request a custom print module for their indicators. *Custom print modules have a one-off cost associated with them.*

Removing indicators

You may want to remove an indicator because the indicator that is listed is not relevant. You can swap out the existing indicator for another indicator by following the steps listed above in the section "*Changing the order of the indicators for marking by swapping out one indicator for another*" on page 10 or you can remove it from the marking screen by deleting the indicator as an assessment item.
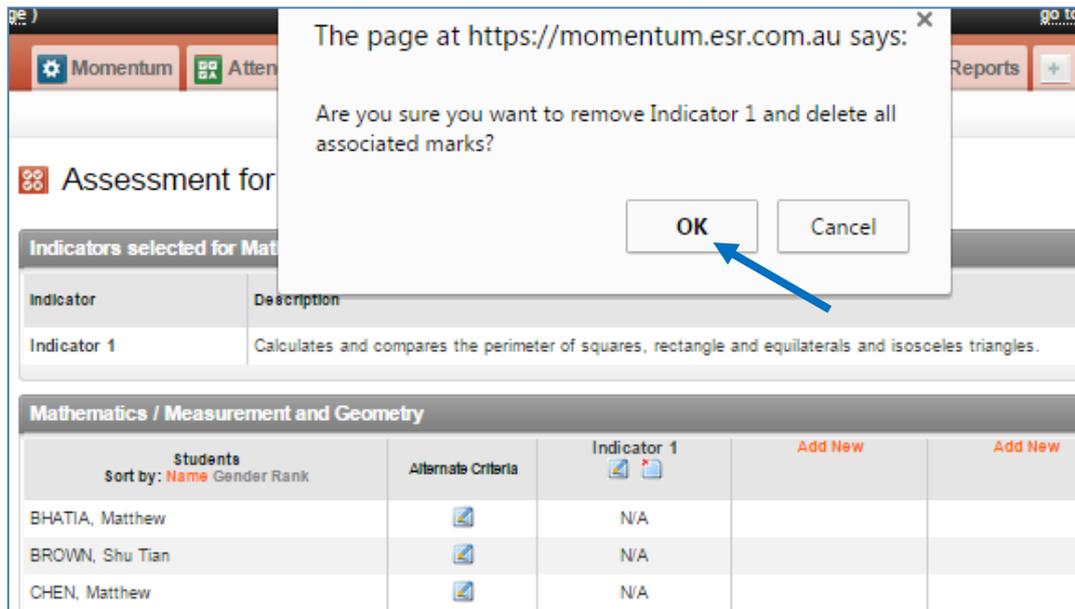
1. Select >**Assessment** application and select the Year level and class from the left-hand menu; and select the subject and/or strand e.g. Mathematics – Measurement and Geometry


2. In the section where the students are listed, find the indicator that you want to remove by number in the marking screen, the second section below e.g. Indicator 1 and select the **>Delete Assessment** icon to remove it

3. You will get a pop-up message asking you to confirm the removal of the indicator. Once you select **>OK** the assessment item with the indicator will be deleted from the marking screen.

4. You will then see confirmation of the removal of the indicator as an assessment item. You can then add in a new indicator by selecting **>New**
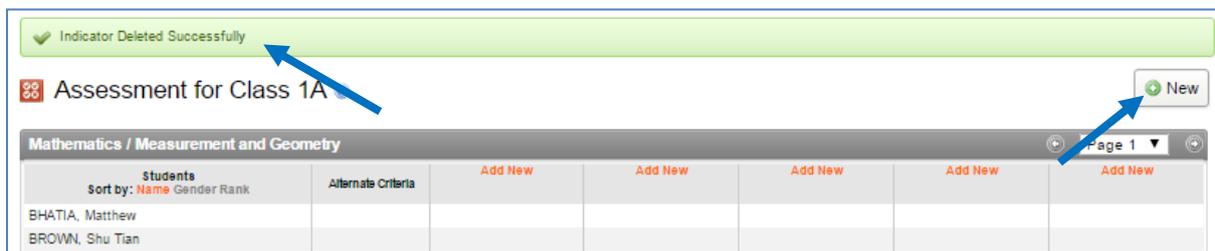
5. Activate an existing indicator from the Indicator Bank by selecting the **>Activate** icon beside the relevant indicator OR select **>New** again to type in a new indicator
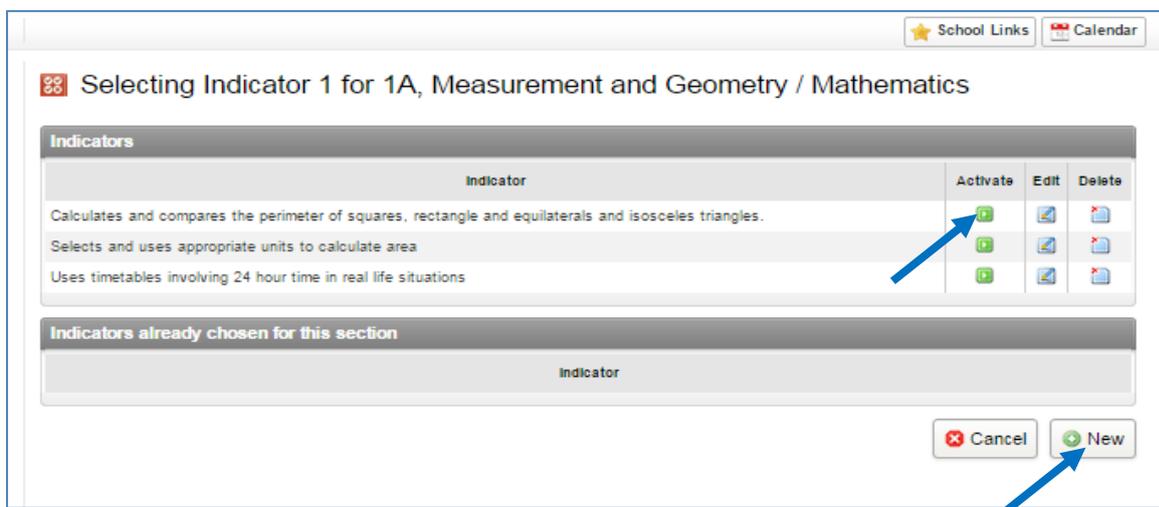
## Deleting indicators from the Indicator Bank

1. Deleting indicators from the Indicator Bank will delete them permanently. Do **NOT** delete the indicator if it is being used by other teachers in any Semester.
2. To delete an indicator or indicators, select **>New** – this will bring up the screen with the Indicator Bank

3. Select the **>Delete** icon beside the indicator that you want to remove completely
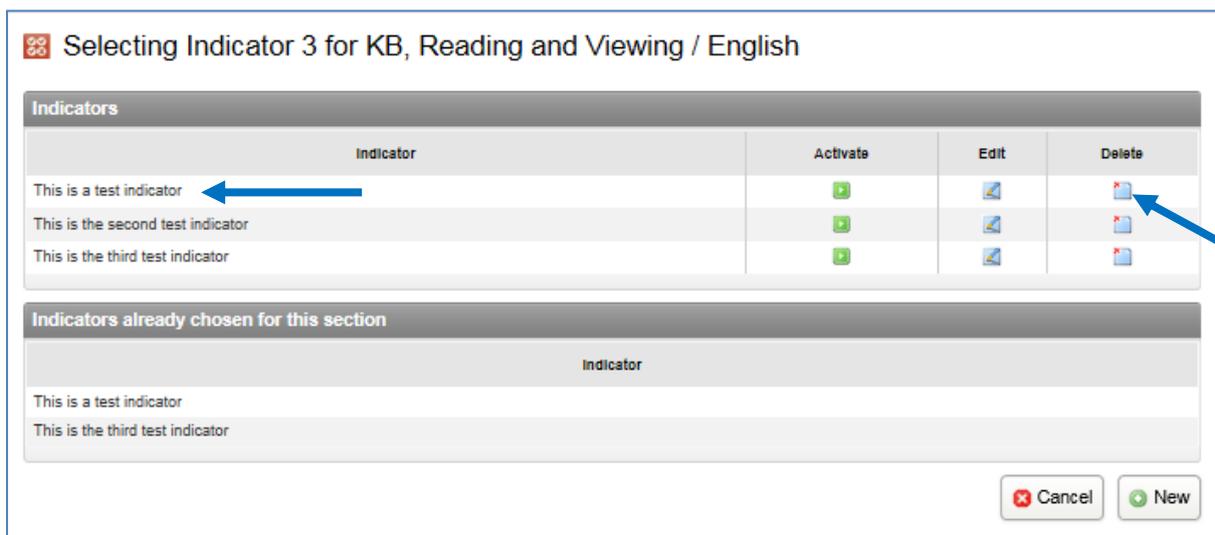
4. You will see the warning screen pop-up asking you to confirm your decision. Select **>OK** if you are sure you want this permanent deletion to take place.
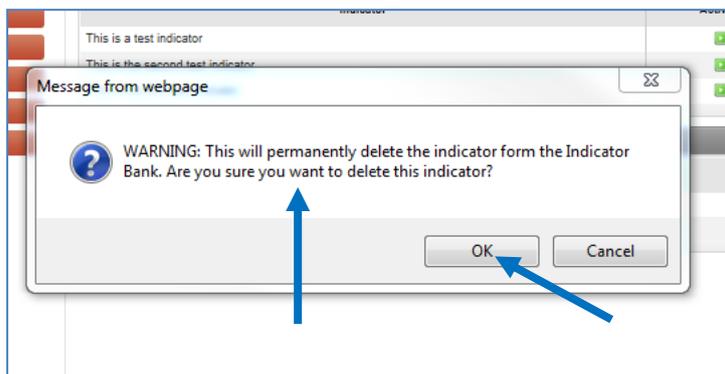
What happens if I delete an indicator that is being used?

1. If you have deleted an indicator that is being used, you will see the message <***THIS INDICATOR HAS BEEN DELETED FROM THE DATABASE***>

What should I do if I delete an indicator that I shouldn't have deleted?

1. If you have deleted an indicator that is being used, you can re-type the deleted indicator statement to replace the statement <***THIS INDICATOR HAS BEEN DELETED FROM THE DATABASE***> by selecting the **>Change** icon
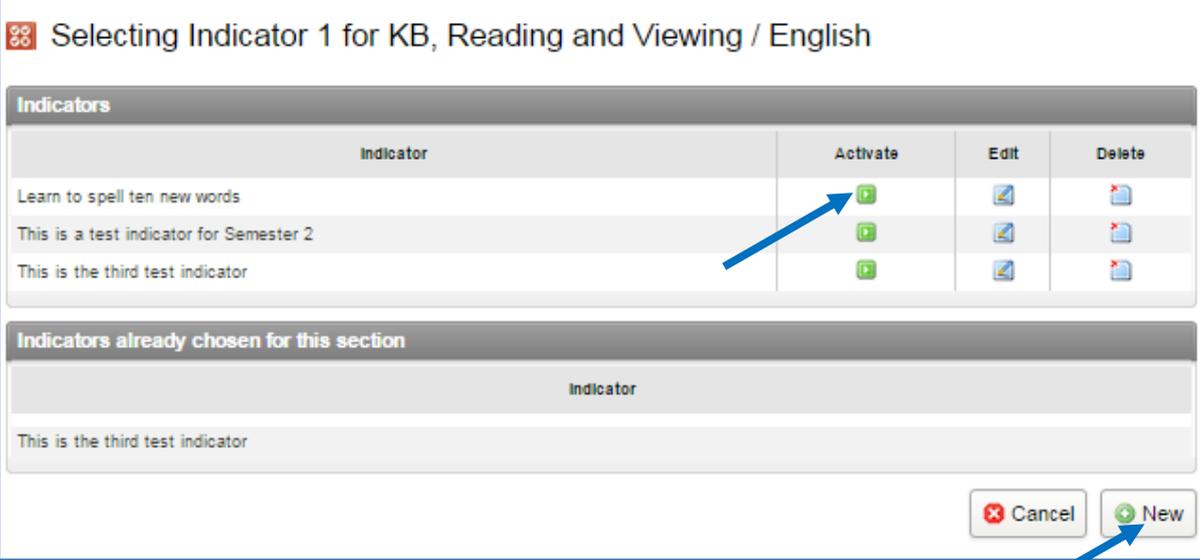
2. Then replace the deleted indicator statement by activating another indicator by selecting the **>Activate** icon or select **>New** and re-type the indicator statement and select **>Save**

6. You can also remove the statement <***THIS INDICATOR HAS BEEN DELETED FROM THE DATABASE***> as an Assessment marking item by selecting the >**Delete Assessment** icon to remove it

7. You will get a pop-up message asking you to confirm the removal of the indicator. Once you select **>OK** the assessment item with the indicator will be deleted from the marking screen.

8. You will then see confirmation of the removal of the indicator as an assessment item

9. To add a new indicator or activate an existing indicator, simply follow the steps outlined on Pages 5 & 6 of this guide.