

# Momentum ESR admin guide for setting up Reports

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You can share this link to download the current version this guide:

<http://support.momentumcloud.com.au/support/solutions/articles/44000869880-report-set-up-instructions-for-admin-users>

Please contact us if you need any additional assistance:

- **Email:** [support@esr.com.au](mailto:support@esr.com.au)
- **Phone:** 02 8208 6000
- **Website:** [www.esr.com.au](http://www.esr.com.au)

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## Introduction

Setting up your reports each semester can be an easy task for the school's nominated Admin User if the school keeps the same report layout structures and formats as any previous semester's reports.

By following the instructions in this guide, an Admin User can easily copy or transfer the set-up from a past semester to the current semester.

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**IMPORTANT - Please do not skip the report set-up checklist below**

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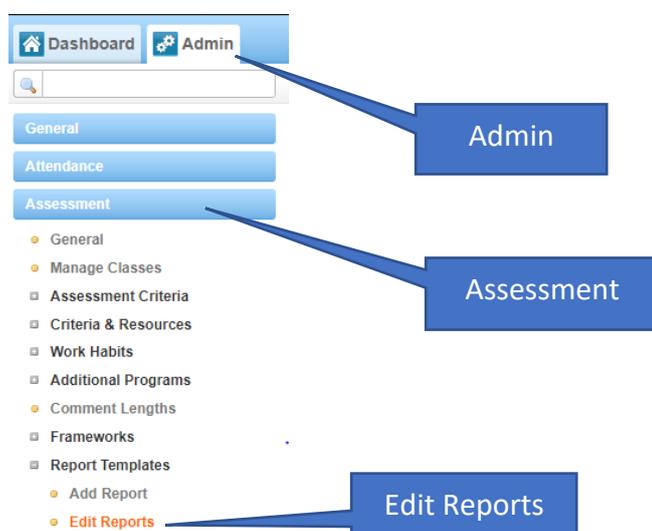
### Report set-up checklist

- Refer to a printed copy or a pdf version of a previous report** to determine whether you want the same set-up as a previous semester or not
- If you don't have a copy of an old report, then **generate a copy of a past report**. *Your school may have different reports for Semester 1 and 2, so ensure that you're generating a copy of a past report from the correct Semester/Year*
- Prior to printing a past report, check that the report print templates are visible** (*your school may have several print templates, some of which may be hidden*)
- If your school wants to change how the reports looks or the assessment criteria then please mark up your changes, by hand, on a printed report and email us a scan of the report [support@esr.com.au](mailto:support@esr.com.au) We will assess the changes and let you know the next steps
- No changes to your report?** Proceed with transferring the set up (framework) from your selected semester to the current semester – **Go to Page 6**

### Check report print templates are visible

Firstly, check if you need to make any hidden print templates visible to successfully generate a past report or reports. The reason being your school may have several print templates, so ensure you're using the correct print template with the following steps:

1. Select the Admin tab; and then in the left-hand blue menu, select **Assessment>Report Templates>Edit Reports**



- If the template that you want to use has a red cross **X**, it means that it is hidden
- To make the print template visible, select the red cross and it will change into a **green** tick

**Edit Reports**

Report Title	Visible	Copy	Delete	Edit	Template
1-6 Report S1 2015-2019	✓				
1-6 Report S2 2015-2019	✗				
Kindergarten S1 2015-2019	✓				
Kindergarten S2 2015-2019	✗				
Stage 1- Year 1 Report	✗				
Stage 1-Yr1 S2 2015	✗				
Standard Report	✗				

Do NOT delete

Visible

Hidden – click to make visible

*Print templates that are not relevant for the current semester may be hidden to avoid confusion when teachers and administration staff are printing reports. Do **NOT** delete print templates, as you will not be able to print reports from past semesters where that print template was used.*

## Generate a copy of a past report

- Select **Assessment**
- In the black horizontal bar, where you see **your school name Semester X – 20XX (change)**, select **(change)**
- Select the previous **-Semester**; and the **-Year** that you want to review
- Select **-Save** on the lower right-hand side

Momentum | Semester 2 - 2019 (change)

Dashboard Admin Momentum Attendance Assessment Markboo

(change)

Select

Year K

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Year 8

Change Active Semester/Year

Active: Semester 2, 2019

Semester: Semester 1

Semester

Year: 2019

Year

Once you're in the semester of your choice, follow the steps listed 1-3 below to generate your Report

1. Select the **Reports** tab
2. In the left-hand brown menu, select **>Assessment>General Reports**
3. In **-Profile**, select the correct print template from the drop-down list; select:
  - **-Year Level**
  - **-Class**
  - **-Student** and select **-Report by Student** to generate a report

4. Review the pdf or print copy of the Report to confirm that this the same set-up you want for your current semester
5. If the layout and KLAs in the report are to remain unchanged for the current semester, then you can proceed with the next step of transferring the set-up from your selected Semester/Year to the current Semester/Year

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### *What if we want to make changes to the layout and/or the KLAs?*

*If you want to make changes to the layout and/or KLAs, simply mark up the changes by hand and send a scan of the marked-up report to [support@esr.com.au](mailto:support@esr.com.au)*

*We will confirm the changes that you want, and set up your reports accordingly*

*If your report requires additional coding, it will be costed as a custom request; and we will advise you of your options. Custom requests have a one-off coding fee of \$1,500 ex GST (subject to change depending on the complexity of the report)*

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## Transferring report set-up from a class or selected semester

Once you know which previous semester's reports you want to replicate, then you can proceed with the following steps.

Firstly, check that you're in the current semester. *The default setting is that your account is always in the current semester, however you may have changed the setting to a previous semester to generate a copy of the past report.*

1. Select **Assessment**
2. In the black horizontal bar, where you see **your school name Semester X – 20XX (change)**, ensure that it is the current semester, if not, select **(change)**
3. Select the current **Semester**; and the current **Year**
4. Select **Save** on the lower right-hand side

The screenshot displays the Momentum Cloud user interface. At the top, a black navigation bar shows 'Momentum Semester 2 - 2019 (change)'. Below this is a red navigation bar with icons for 'Dashboard', 'Admin', 'Momentum', 'Attendance', 'Assessment', and 'Markbook'. The 'Assessment' icon is highlighted with a blue callout box labeled 'Select'. Below the navigation bar is a search bar and a list of years from 'Year K' to 'Year 8'. To the right, a 'Change Active Semester/Year' form is visible. The form shows 'Active: Semester 2, 2019'. It has two dropdown menus: 'Semester:' set to 'Semester 1' and 'Year:' set to '2019'. Blue callout boxes labeled '(change)', 'Semester', and 'Year' point to these elements respectively.

## Transferring frameworks (reports)

Before proceeding, confirm which of the following report types is a close match to your school's report. If you don't know what your school reports should look like, it means you've skipped past the step on **Page 3 - Report Set-up Checklist** – please go back to the checklist

## Types of Reports

### Reports graded by “single judgement”

Single judgement means that a teacher assigns a 3-value or a 5-value achievement mark for a KLA as a whole or for the strands within it.

If your report looks like the following screenshots, then follow the instructions on **Page 9** “*Transferring frameworks for reports by single judgement*”

**English**

Effort

	Experiencing Difficulty	Developing	Sound	High	Outstanding
Speaking and Listening					✓
Writing and Representing				✓	
Reading and Viewing				✓	

**Teacher Comment**

Using analytical skills, [Student] is able to gain deep meaning from information texts, make inferences and draw conclusions and relate to learn new information. She competently compares and accurately summarises information on a particular topic from different texts and makes well supported generalisations about the topic. [Student] represented her class and school in public speaking with her outstanding multicultural speech on Languages. She listens attentively, comprehends teacher instructions and has developed independency and autonomy in daily practices. With attention to detail, [Student] presented her work at a high standard, incorporating accuracy, precision and a wide use of language.

**Creative Arts**

Effort

	Experiencing Difficulty	Developing	Sound	High	Outstanding
Dance					✓
Drama					✓
Music				✓	
Visual Arts				✓	

**Science and Technology**

Overall Achievement  Effort

**Teacher Comment**

This semester, Reginald investigated the living world and the affect humans are having on their environments. He identified and explained ways in which society can reduce its impact on the world and its diminishing resources. Reginald explored the production process of food and fibre and was able to identify the different technologies used during each stage. During digital technology lessons, he used his coding skills to solve computational problems and produced interactive group stories.

### Reports graded by “outcomes/indicator statements”

Reports by outcomes or indicator statements means that a teacher assigns a 3-value or a 5-value achievement mark for statements from the syllabus or a variation of those statements to KLA as a whole or for the strands within it.

If your report looks similar to the following screenshots, then follow the instructions on **Page 12** “*Transferring frameworks for Reports by “outcomes/indicator statements”*”

English					
Effort	<input type="text" value="5"/>				
	O	H	S	B	L
<b>Handwriting and Using Digital Technologies</b>					
Displays correct pencil grip and posture			✓		
Writes lower and upper case letters using consistent size, formation and spacing			✓		
<b>Reading and Viewing</b>					
Automatically recognises grade appropriate sight words			✓		
Decodes words using knowledge of sound- letter matching			✓		
Displays clear literal comprehension skills			✓		
Identifies some visual literacy elements and interprets the purpose intended			✓		
Reads aloud with increased fluency and expression, responding to punctuation			✓		
Recognises when meaning is disrupted and attempts to self- correct when reading aloud			✓		
Uses background knowledge of a topic to make inferences about the text			✓		

Science						
Overall Achievement	<input type="text" value="Expected"/>				Effort	<input type="text" value="3"/>
Areas of Learning	L	P	E	H	O	
Communicates observations and ideas through drawing and written text.		✓				
Understands the ways living things grow and change and have offspring.			✓			
Makes predictions and conducts scientific investigations.			✓			
Describes the effects of pushes and pulls on objects.			✓			

## Transferring frameworks for reports by single judgement

1. Select **Admin** tab; then select **Assessment** from left-hand blue menu
2. Select **>Frameworks>Transfer Framework**

The screenshot shows the 'Transfer Frameworks' page. The top navigation bar includes 'Dashboard', 'Admin', 'Attendance', 'Assessment', 'Markbook', 'Welfare', 'Reports', 'Apps', 'School Links', and 'Calendar'. The left-hand menu is expanded to 'Assessment', which includes options like 'General', 'Manage Classes', 'Assessment Criteria', 'Criteria & Resources', 'Work Habits', 'Additional Programs', 'Comment Lengths', 'Frameworks', 'Add Framework', 'Manage Framework', and 'Transfer Framework'. The main content area is titled 'Transfer Frameworks' and features a 'Select Year and Semester' section with dropdown menus for 'Year' (2019), 'Semester' (Semester 2), and 'Class' (All). A red error message at the bottom states 'There are no frameworks'.

3. In the first section, **Select Year and Semester** - confirm that you are in the current semester. You will now be either copying a report set-up from a previous Semester/Year; or you will be looking to copy a report setup from the current semester from a class that has the report set-up in place.

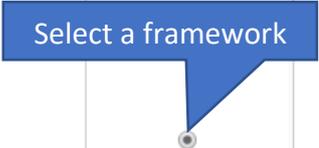
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*IMPORTANT: If copying a set-up from a previous year or semester; always select the Year first; and then semester for e.g. Year 2019 Semester 1 - you don't need to select a class.*

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The screenshot shows the 'Transfer Frameworks' page with callouts. A blue callout box labeled '1. Select Year' points to the 'Year' dropdown menu (2019). Another blue callout box labeled '2. Select Semester' points to the 'Semester' dropdown menu (Semester 1). The 'Class' dropdown menu is set to 'All'.

4. Under the next section, **Framework Details** - all the classes that have a framework in the selected semester will be shown
5. Select the framework of a class that want to copy by clicking on the **circle for that class**, in the right-hand side column with the heading, **Select a framework**

Framework Details					
Class	Year	Semester	Outcomes	Select a Framework	
1A	2018	2	Creative Arts	Dance Drama Music Visual Arts	
			English	Reading and Viewing Speaking and Listening Spelling and Grammar Writing and Representing	
			HSIE Mathematics	Measurement and Geometry Number and Algebra Statistics and Probability Working Mathematically	
			PDH - PE Science - Tech		

6. Now scroll to the second half of the screen, and from the section titled, "**Classes to transfer to**" - select one or all classes that the particular framework applies to; and then at the bottom right-hand corner, select **>Copy**

*Note:*

*it's advisable to copy one class to classes in one-year level at a time and then go to Assessment tab; to one of the classes that you just copied a framework across for; and verify that you are happy with what you have done.*

Classes to transfer to	
123	<input type="checkbox"/>
1A	<input checked="" type="checkbox"/>
1B	<input type="checkbox"/>
1PD	<input type="checkbox"/>

- Your report set-up or framework from the selected class will now be copied across to the class or classes that you've selected

**Transfer Frameworks**

Select Year and Semester

Year: 2019 Semester: Semester 2

Class: All

**Framework Details**

Class	Year	Semester	Outcomes	Select a Framework
1A	2019	2	Creative Arts Dance Drama Music Visual Arts	●
			English Reading and Viewing Speaking and Listening Spelling and Grammar Writing and Representing	
			HSIE	
			Mathematics Measurement and Geometry Number and Algebra Statistics and Probability Working Mathematically	
			PDH - PE Science - Tech	

**Classes to transfer to**

123

1B

1PD

**Annotations:**  
 - Blue callout: "Current Semester" pointing to Semester 2 dropdown.  
 - Blue callout: "Copied framework from Step 6" pointing to the Mathematics outcomes cell.

- To verify what you have done go to Assessment tab; to one of the classes that you just copied a framework across for; and verify that you are happy with what you have done.

**Assessment**

Dashboard Admin Attendance Assessment Markbook

Year K

Year 1

1A

- Creative Arts
- English
  - Comments
  - Application
  - Reading and Viewing
  - Speaking and Listening
  - Spelling and Grammar
  - Writing and Representing
- HSIE
- Mathematics

**Marking for Class 1A**

English / Reading and Viewing

Students	Alternate Criteria	Limited	Basic	Sound	High	Outstanding
AI, Stella	<input type="checkbox"/>	<input type="radio"/>				
BHATIA, Jonathan	<input type="checkbox"/>	<input type="radio"/>				
BRENNAN, Edwin	<input type="checkbox"/>	<input type="radio"/>				
BROWN, Shu Tian	<input type="checkbox"/>	<input type="radio"/>				
CHEN, Matthev	<input type="checkbox"/>	<input type="radio"/>				
CUSBERT, Benjamin	<input type="checkbox"/>	<input type="radio"/>				
DIXON, Jinseo	<input type="checkbox"/>	<input type="radio"/>				

## Transferring frameworks for Reports by “outcomes/indicator statements”

You should only transfer from a Class in a grade (Year Level) or Stage from your selected previous semester to the corresponding classes in the same grade (Year Level) or the same Stage for e.g. transferring a framework from Class 3G from Semester 1, 2019 to only Year 3 classes in Semester 1, 2020.

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### *What if we want to make changes to the outcome statements?*

*Transfer the set-up into one class for that grade (Year Level) or Stage with or without the outcomes.*

*Update outcomes or activate new outcomes in that one class*

*Once updated, then copy the set-up from the updated class to the remaining classes in that grade (Year Level) or Stage. To copy from one class in the current semester to the remaining classes for that grade, in the same semester, follow the same steps outlined below from Step 4 onwards.*

---

1. Select **Admin** tab; then select **Assessment** from left-hand blue menu
2. Select **>Frameworks>Transfer Framework**

The screenshot displays the 'Transfer Frameworks' page. At the top, there is a navigation bar with tabs for Dashboard, Admin, Attendance, Assessment, Markbook, Welfare, Reports, Apps, and a search bar. Below the navigation bar is a left-hand menu with categories: General, Attendance, and Assessment. Under the Assessment category, there are sub-items: General, Manage Classes, Assessment Criteria, Criteria & Resources, Work Habits, Additional Programs, Comment Lengths, and Frameworks. The Frameworks sub-item is expanded, showing 'Add Framework', 'Manage Framework', and 'Transfer Framework' (highlighted in orange). The main content area is titled 'Transfer Frameworks' and features a 'Select Year and Semester' section. This section has two dropdown menus: 'Year' (set to 2019) and 'Semester' (set to Semester 2). Below these is a 'Class' dropdown menu set to 'All'. At the bottom of the main content area, there is a red error message that says 'There are no frameworks'.

3. In the first section, **Select Year and Semester** - confirm that you are in the correct semester. At this stage, you will be either copying a report set-up from a previous Semester/Year; OR you will be looking to copy a report setup from the current semester from a class that has the report set-up in place.

*IMPORTANT: if copying a set-up from a previous year or semester; always select the Year first; and then semester for e.g. Year 2019 Semester 1. You don't need to select a particular class.*

## Transfer Frameworks

**Select Year and Semester**

1. Select Year

Year: 2019 Semester: Semester 1

Class: All

2. Select Semester

- Under the next section, **Framework Details** - all the classes that have a framework in the selected semester will be shown
- Select the framework of a class that want to copy by clicking on the **circle for that class**, in the right-hand side column with the heading, **Select a framework**

**Framework Details**

Class	Year	Semester	Outcomes	Select a Framework	
1A	2018	2	Creative Arts	Dance Drama Music Visual Arts	<input type="radio"/>
			English	Reading and Viewing Speaking and Listening Spelling and Grammar Writing and Representing	
			HSIE		
			Mathematics	Measurement and Geometry Number and Algebra Statistics and Probability Working Mathematically	
			PDH - PE Science - Tech		

Select a framework

- Now scroll to the second half of the screen, and from the section titled, **Classes to transfer to** - select one corresponding grade or stage class if you need to update the outcome statements.  
*If the outcome statements don't need to be updated, you can copy transfer the set-up to all the classes in that grade or stage.*  
*However, it's advisable to copy one class to classes in one-year level at a time and then go to Assessment tab; to one of the classes that you just copied a framework across for; and verify that you are happy with what you have done.*

**Classes to transfer to**

123	<input type="checkbox"/>
1A	<input checked="" type="checkbox"/>
1B	<input type="checkbox"/>
1PD	<input type="checkbox"/>

Classes to transfer to

- In the **-Advanced Options** section, select the **+plus** icon in the centre to drop down the menu options
- Leave the default selection **-Copy indicators? (if any)** ticked - If you don't want to make any changes to the outcomes statements OR you want to review the outcome statements that were used; and then update them
- Untick the default selection **-Copy indicators? (if any)** – if you want to add in or select new outcome statements
- Select **-Copy**

**Advanced Options** [+]

Copy Indicators? (if any)	<input checked="" type="checkbox"/>
Copy Achievement Marks? (if any)	<input type="checkbox"/>
Copy Application Marks? (if any)	<input type="checkbox"/>
Copy Work Habits Marks? (if any)	<input type="checkbox"/>
Copy Additional Programs Marks? (if any)	<input type="checkbox"/>

Copy

-Advanced Options +plus icon

- Your report set-up or framework from the selected class will now be copied across to the class or classes that you've selected

**Transfer Frameworks**

Select Year and Semester

Year: 2019 Semester: Semester 2

Class: All

**Framework Details**

Class	Year	Semester	Outcomes	Select a Framework
1A	2019	2	Creative Arts English HSIE Mathematics PDH - PE Science - Tech	Dance Drama Music Visual Arts Reading and Viewing Speaking and Listening Spelling and Grammar Writing and Representing Measurement and Geometry Number and Algebra Statistics and Probability Working Mathematically

**Classes to transfer to**

123	<input type="checkbox"/>
1B	<input type="checkbox"/>
1PD	<input type="checkbox"/>

Current Semester

Copied framework from Step 10

12. To verify what you have done go to **Assessment** tab; to one of the classes that you just copied a framework across for; and verify that you are happy with what you have done.

The screenshot shows the Momentum Cloud Assessment interface. The top navigation bar includes 'Dashboard', 'Admin', 'Attendance', 'Assessment', and 'Assessment' (highlighted). The main content area is titled 'Assessment for Class 2 (by indicators)'. It features a table of 'Indicators selected for English' and a table of 'English / Reading and Viewing' student results.

Indicator	Description	Change	Printable
Indicator 1	reads increasingly complex texts with less familiar content and vocabulary and more extended descriptions		
Indicator 2	reads fluently with expression, responding to punctuation and attending to volume, pace, intonation and pitch		

Students	Alternate Criteria	Indicator 1	Indicator 2	Add New	Add New	Add New
AZZO, Broden		H	N/A			
BAILEY, Roger		N/A	N/A			

### How do I update outcomes/indicator statements?

Please download the guide from our helpdesk through this link:

<http://support.momentumcloud.com.au/support/solutions/articles/44000869933-adding-and-activating-new-and-existing-indicators>

The guide covers the following:

1. Adding and activating new and/or existing indicators
2. Editing indicators
3. Changing the order of the indicators for marking by swapping out one indicator for another
4. Removing indicators
5. Deleting indicators from the Indicator Bank
  - What happens if I delete an indicator that is being used?
  - What do I do if I have deleted an indicator that I shouldn't have?

### Please contact us if you need any additional assistance

If you make a mistake, we can always rectify the situation for you, so please do not hesitate to email or call us.

- **Email:** [support@esr.com.au](mailto:support@esr.com.au)
- **Phone:** 02 8208 6000
- **Website:** [www.esr.com.au](http://www.esr.com.au)