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
- **Phone:** 02 8208 6000
- **Website:** www.esr.com.au

Contents

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.

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

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 We will assess the changes and let you know the next steps

☐ **No changes to your report?** Procced 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**
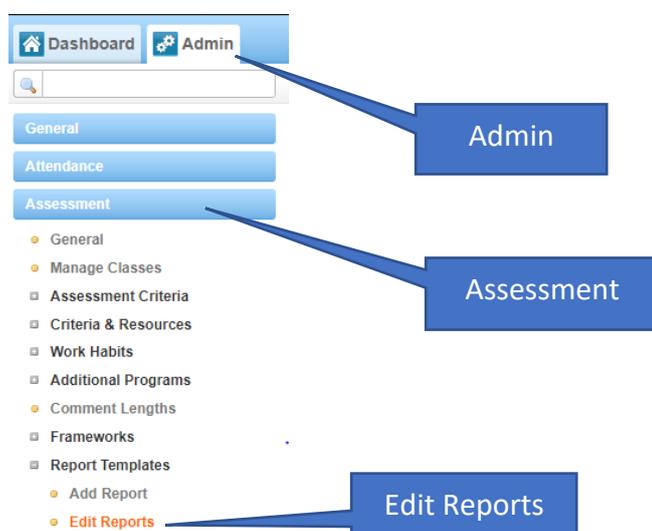
2. If the template that you want to use has a red cross **X**, it means that it is hidden
3. To make the print template visible, select the red cross and it will change into a **green** tick

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

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

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

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)

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

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 | Outstanding

	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 | Outstanding

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

Science and Technology

Overall Achievement	Sound	**Effort**	1	2	3	4	**5**

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 5

	O	H	S	B	L
Handwriting and Using Digital Technologies					
Displays correct pencil grip and posture			✓		
Writes lower and upper case letters using consistent size, formation and spacing			✓		
Reading and Viewing					
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 Expected **Effort** 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**

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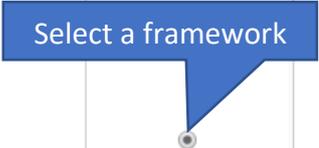
IMPORTANT: If copying a set-up from a previous year or semester; always select the Year first; and then semester for e.g. Year 2019 Semester 1 - you don't need to select a class.

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**

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.

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

8. 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.

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.

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.

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

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.

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**

6. 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.

7. In the **-Advanced Options** section, select the **+plus** icon in the centre to drop down the menu options
8. 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
9. Untick the default selection -**Copy indicators? (if any)** – if you want to add in or select new outcome statements
10. Select **-Copy**

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

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.

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
- **Phone:** 02 8208 6000
- **Website:** www.esr.com.au