

Momentum ESR admin guide for setting up Reports

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Please contact us if you need any additional assistance:

- **Email:** support@esr.com.au
- **Phone:** 02 8208 6000
- **Website:** 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.

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

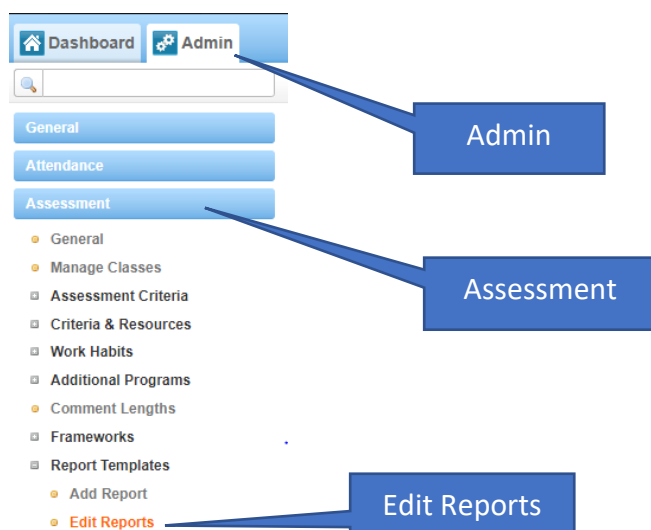
Report set-up checklist

- Refer to a copy of a previous report**
- Don't have a copy of an old report? Generate a copy of a report from a previous semester** *If your school has different reports for Semester 1 and 2, then ensure that you're generating a copy of a past report from the correct Semester/Year*
- Check that the report print templates are visible**
- Changes to your report?** Mark up changes by hand and email us a scan of the report
- 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**



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

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	✗				

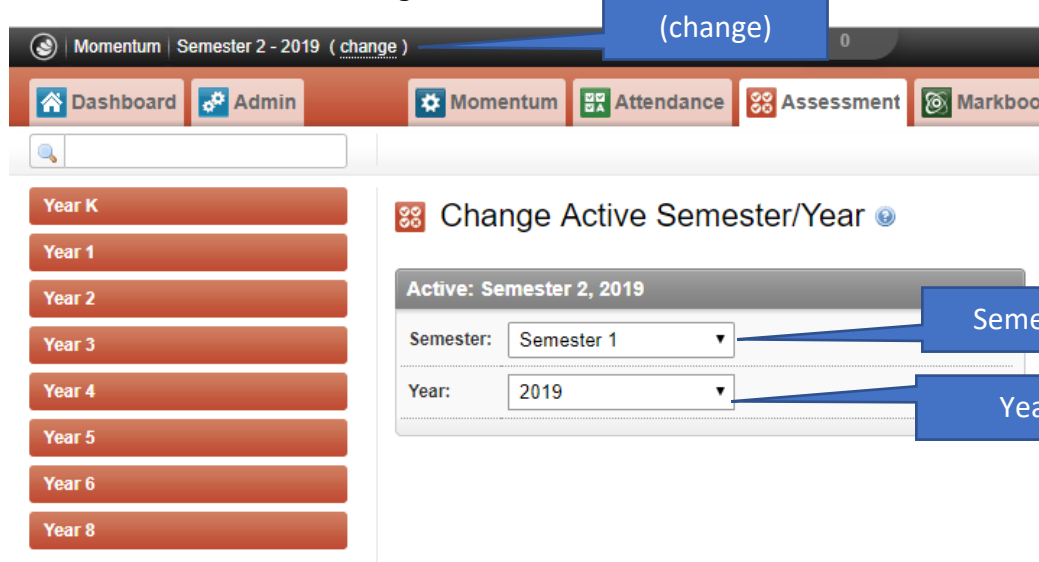
Visible

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.

Generate a copy of a report from a previous semester



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



Momentum | Semester 2 - 2019 (change)

Dashboard Admin Momentum Attendance Assessment Markboo

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

Year: 2019

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 will 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

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.

IMPORTANT: Reports in S1, 2020 were modified to account for COVID-19 so you will probably want to transfer the set-up from S1, 2019 if you have a different report in S1 and S2; or transfer from S2, 2020, if your reports are the same each semester.

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 interface. At the top, the navigation bar shows 'Momentum Semester 2 - 2019 (change)' with a blue callout box pointing to '(change)'. Below the navigation bar are tabs for Dashboard, Admin, Momentum, Attendance, Assessment, and Markboo. On the left, there is a vertical list of year buttons from Year K to Year 8. On the right, the 'Change Active Semester/Year' panel is shown with 'Active: Semester 2, 2019'. It has two dropdown menus: 'Semester' set to 'Semester 1' and 'Year' set to '2019'. Blue callout boxes point to these dropdowns with labels 'Semester' and 'Year'.

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 similar to 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	<input type="text" value="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	<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**

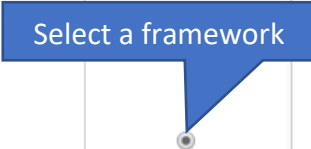
The screenshot shows the 'Transfer Frameworks' page in a web application. The top navigation bar includes 'Dashboard', 'Admin', 'Attendance', 'Assessment', 'Markbook', 'Welfare', 'Reports', 'Apps', 'School Links', and 'Calendar'. The left-hand menu is expanded to 'Assessment', with sub-items: 'General', '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 contains a 'Select Year and Semester' section with three dropdown menus: 'Year' (2019), 'Semester' (Semester 2), and 'Class' (All). Below these is a red error message: '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.

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.

This screenshot is similar to the previous one but with different selections. The 'Year' dropdown is set to '2019' and the 'Semester' dropdown is set to 'Semester 1'. The 'Class' dropdown remains 'All'. Two blue callout boxes are present: one pointing to the 'Year' dropdown with the text '1. Select Year', and another pointing to the 'Semester' dropdown with the text '2. Select Semester'.

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

Current Semester

Copied framework from Step 6

- 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.

Dashboard Admin Attendance Assessment **Marking** Apps

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"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BHATIA, Jonathan	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BRENNAN, Edwin	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BROWN, Shu Tian	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CHEN, Matthew	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CUSBERT, Benjamin	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DIXON, Jinseo	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessment

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 2, 2018 to only Year 3 classes in Semester 2, 2019.

IMPORTANT: Reports in S1, 2020 were modified to account for COVID-19 so you will probably want to transfer the set-up from S1, 2019 if you have a different report in S1 and S2; or transfer from S2, 2020, if your reports are the same each semester.

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 shows the 'Transfer Frameworks' page in a school management system. 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', showing sub-items like 'General', 'Manage Classes', 'Assessment Criteria', 'Criteria & Resources', 'Work Habits', 'Additional Programs', 'Comment Lengths', and 'Frameworks'. Under 'Frameworks', 'Transfer Framework' is selected. 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). Below this is a red error message: '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

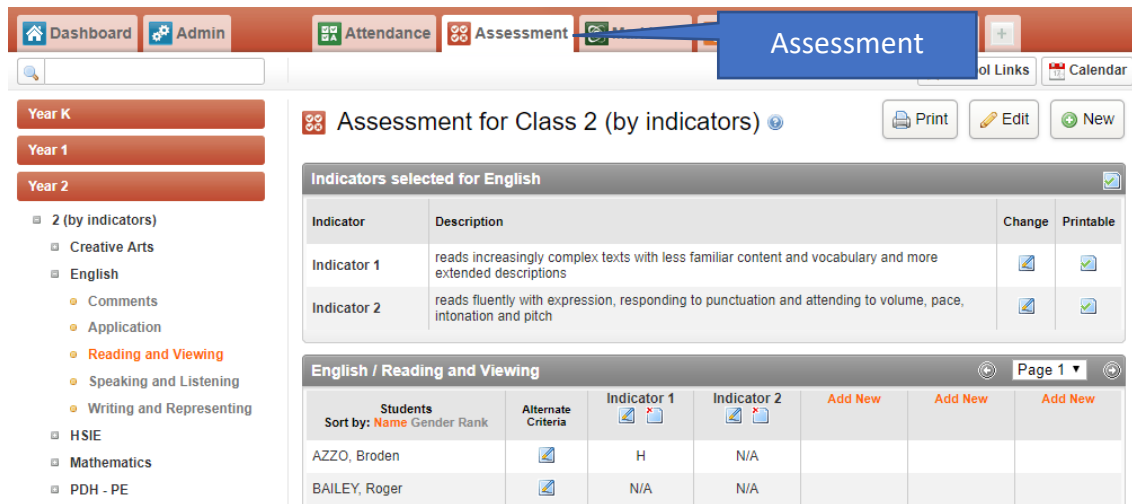
Classes to transfer to

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)'. On the left, a sidebar shows a tree view with 'Year 2' selected, and sub-items for '2 (by indicators)', 'Creative Arts', 'English', 'Comments', 'Application', 'Reading and Viewing', 'Speaking and Listening', and 'Writing and Representing'. The main content area displays a table of indicators selected for English and a table of student outcomes for English / Reading and Viewing.

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 for outcomes from this link:

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

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

Please contact us if you need any additional assistance:

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