DATA ENTRY BY COURSE

Entering student results by course – click on “enter student results” on the navigation bar on the left-hand side of the screen. Student results can be entered by student or course. For this clip we will enter the students by course. This will be the preferred entry of student results for high school teachers although primary school teachers can also enter results by this method. Courses are organised according to their relevant stage. In this clip we are demonstrating for a teacher in year 3 entering student results for all KLA areas. Choose a course where results entry is required by a single click. Students appear on the left-hand side of the screen. Each column is a separate learning area. To allocate a judgement for the various learning areas, select an option by clicking on the colour palette. Then proceed to allocate this judgement to the various students in each learning area. If a teacher wishes to allocate the same judgement for all students in a particular learning area select from the colour palette and click the column header once for that learning area. A dialogue box will appear. Click okay. If you wish to allocate the same judgement for all areas of learning for a particular student, click once on the student name. A dialogue box will appear. Click okay. Awarding effort can be allocated in a similar way to other learning areas by using the colour palette which appears on the right-hand side of the screen. The same level of effort can be awarded to all students by clicking on the appropriate level of effort required and then clicking the effort column header. Click okay.

Comments are made for a particular student by selecting the icon of the closed book which appears in the last column. Comments can be typed, copied and pasted or composed using the comment starters. To select click the box that appears next to the comment starter and click go. These comment starters are not full sentences and are designed to assist teachers in identifying what students can do and what they need help with. Within the comments screen, a spell-checker is available. When satisfied, click on save and exit.

Once a comment has been written, an open book will appear in the last column. Teachers can modify comments previously made by clicking on the open book. To calculate an overall achievement grade click on the calculator that appears next to the student name. Once clicked, the software will make a recommendation for overall achievement for that particular student. This grade can be overridden at any time by the teacher. Should a teacher choose to change their judgement at any time for a particular learning area, the software will indicate that the overall achievement needs to be recalculated by the calculator icon reappearing in the first column.

When a teacher wishes to calculate overall achievement for the whole class, click the calculator icon found in the top left hand corner of the table. Then click okay. An overall achievement grade will appear for the whole class. Teachers can edit this grade using their professional judgement. Ensure save and exit is clicked on completion of class results. Teachers can proceed to complete other KLA results as required.