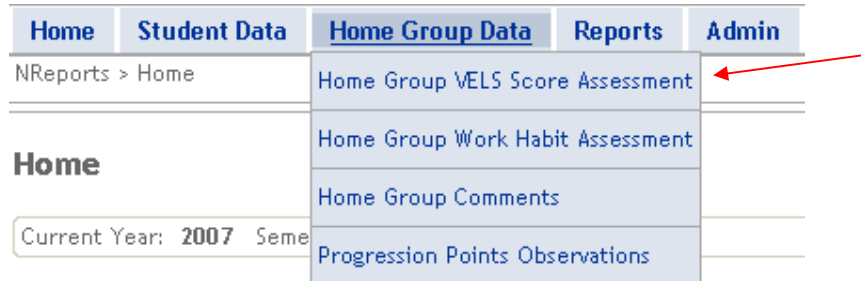


## Homegroup Data Entry

**1 VELS Score Assessment**

Select **Home Group VELS Score Assessment** from the **Home Group Data** drop down menu.



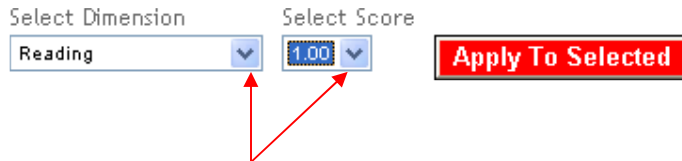
**2** Ensure that the correct Year, Semester and Assessor combination is shown.

Use the drop down arrows to select the Home Group, Year Level and Domain you wish to assess.



**3** Click the drop down arrow to select the dimension you wish to assess.

Click the drop down arrow to choose the score you wish to assign.



**4** Select the students you wish to assign the score to by ticking the boxes next to their names.

**Note:** You can select all students by clicking on the top tick box.

<input type="checkbox"/>	Student	Reading	Writing
<input type="checkbox"/>	Gina A6	1.25	1.50
<input checked="" type="checkbox"/>	Billy C18	1.75	3.00
<input checked="" type="checkbox"/>	Amy E9	1.75	3.00
<input type="checkbox"/>	Daniel E18	1.75	3.00

**5** Now click on **Apply To Selected** to assign the score to the selected students.



**6 Edit VELs Scores**

The small edit button allows you to change the scores for a particular student for all the dimensions in that domain.

StudentId	Student	Reading	Writing	Speaking and listening		
8920	Gina A6	1.25	1.50	1.00	✓	✗
8972	Billy C18	1.75	3.00	2.25		
9003	Amy E9	1.75	3.00	2.25		

7 Once you have finished editing the student's scores click on the **green** tick to save changes, or the **red** cross to cancel the editing.

Student	Reading	Writing	Speaking and listening		
Gina A6	1.25	1.50	1.00	✓	✗
Billy C18	1.75	3.00	2.25		
Amy E9	1.75	3.00	2.25		

**8 Work Habit Assessment**

Select **Home Group Work Habit Assessment** from the **Home Group Data** drop down menu.

Home Student Data **Home Group Data** Reports Admin

NReports > Home

- Home Group VELs Score Assessment
- Home Group Work Habit Assessment**
- Home Group Comments
- Progression Points Observations

Current Year: 2007 Semester

9 Ensure that the correct Year, Semester, and Assessor combination is shown.

Year: 2007 Semester: December Assessor: He Tian min Home Group: HE01 Year Level: Prep

Use the drop down arrows to select the Home Group and Year Level you wish to assess.

10 Click the drop down arrow to select the work habit you wish to assess.

Select Work Habit: Effort Select Score: Needs Attention **Apply To Selected**

Click the drop down arrow to choose the score you wish to assign.

- 11 Select the students you wish to assign the score to by ticking the boxes next to their names.

**Note:** You can select all students by clicking on the top tick box.

<input type="checkbox"/>	Student	Class Behaviour
<input type="checkbox"/>	Gina A6	Acceptable
<input type="checkbox"/>	Billy C18	Acceptable
<input type="checkbox"/>	Amy E9	Acceptable
<input type="checkbox"/>	Daniel E18	Acceptable
<input type="checkbox"/>	Angelo F14	Acceptable
<input type="checkbox"/>	Jonathan G1	Acceptable
<input type="checkbox"/>	Luke H H13	Acceptable
<input type="checkbox"/>	Stephen I12	Acceptable

- 12 Now click on **Apply To Selected** to assign the score to the selected students.

Select Work Habit  Select Score

**Apply To Selected**

- 13 **Edit Work Habit Scores**

The small edit button allows you to change the scores for a particular student for all assigned work habits.

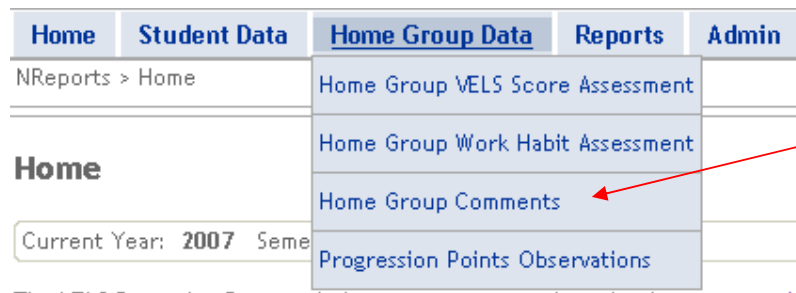
Student			Class Behaviour
Mum A5			Acceptable
Anthony B2			Acceptable <input type="text"/>
Larsen C1			Acceptable
Anthony D1			Acceptable

- 14 Once you have finished editing the student's work habit scores click on the **green** tick to save changes, or the **red** cross to cancel the editing.

Student			Class Behaviour
Mum A5			Acceptable
Anthony B2			Acceptable <input type="text"/>
Larsen C1			Acceptable
Anthony D1			Acceptable

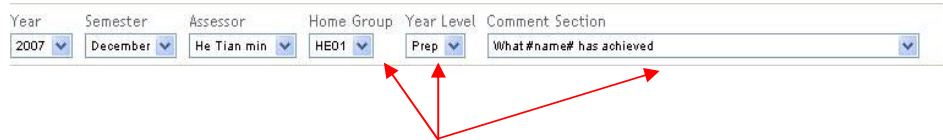
15 Comments

Select **Home Group Comments** from the **Home Group Data** drop down menu.



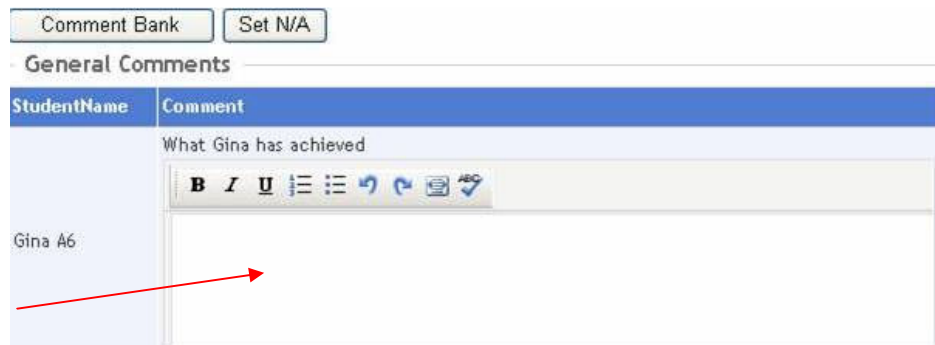
16 Ensure that the correct Year, Semester, and Assessor combination is shown.

Use the drop down arrows to select the Home Group, Year Level and Comment Section you wish to assess.

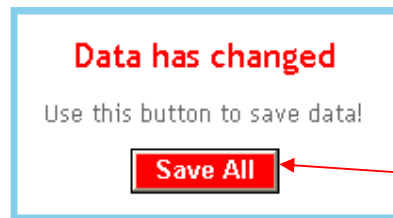


17 Click in the textbox to begin typing your comment.

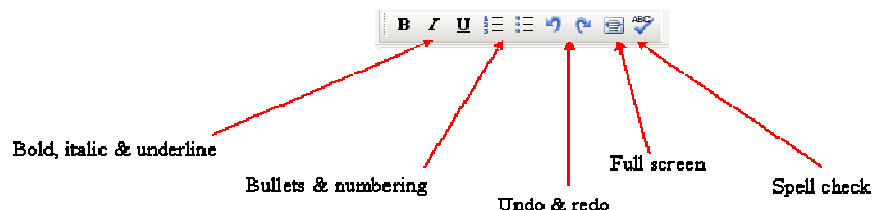
Once the comments have been completed, click on the **Save All** button to save the comments you have entered for each student.



When you make any changes to a comment, a floating **Data has changed** button will appear, prompting you to save the changes.



18 The toolbar can be used for formatting the text and performing a spell check.



## 19 Applying N/A

Placing N/A as a comment will make that comment blank and it won't appear in the report.

To do this, click on the tick boxes to the left of the student names and then click on **Set N/A**.

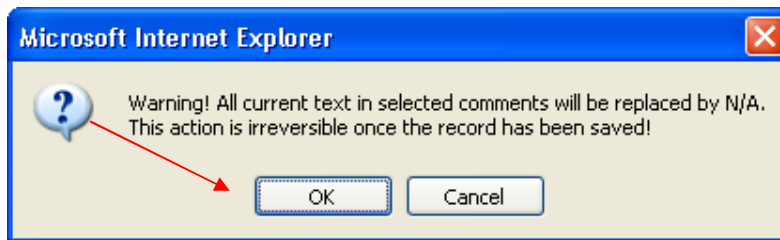
A warning message will appear informing you that it will remove the existing comment for the selected student(s) and replace it with N/A. Click **OK** and then **Save All** to save the changes.

**Note:** You can select all students by clicking on the top tick box.

Comment Bank    Set N/A

General Comments

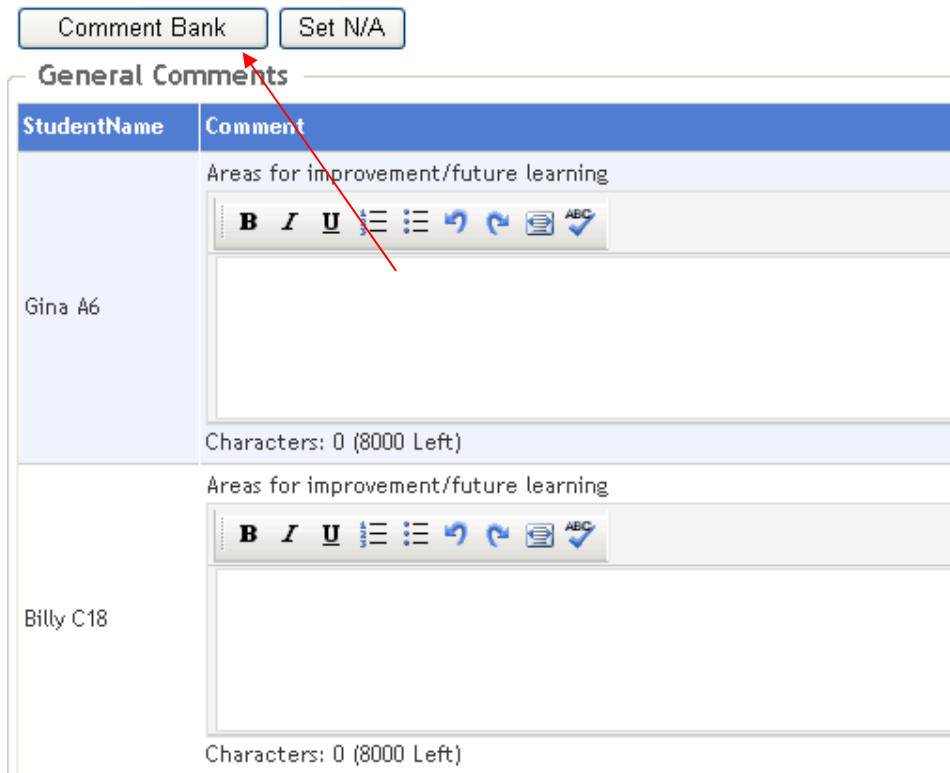
StudentName	Comment	
Gina A6	Areas for improvement/future learning N/A	Zoom In
Billy C18	Areas for improvement/future learning	Zoom In
Amy E9	Areas for improvement/future learning N/A	Zoom In



**20 Using the Comment Bank**

Select the student(s) you wish to edit by selecting the appropriate tick boxes to the left of the student names. Then click on the **Comment Bank** button to open the comment bank window.

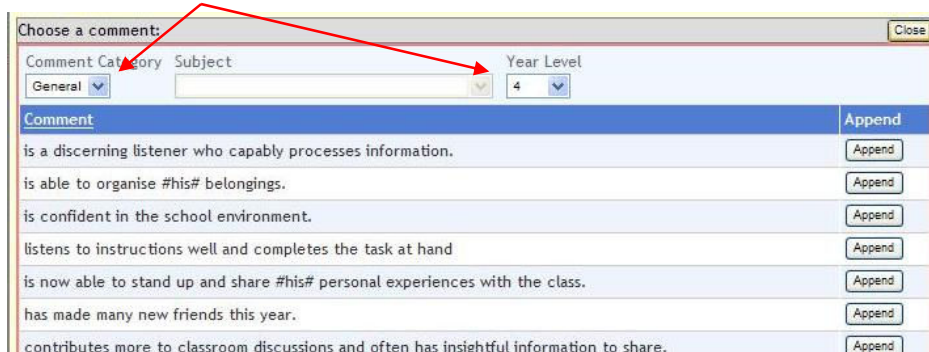
**Note:** You can select all students by clicking on the top tick box.



**21 Use the drop down arrows to change the Comment Category, Subject and Year Level.**

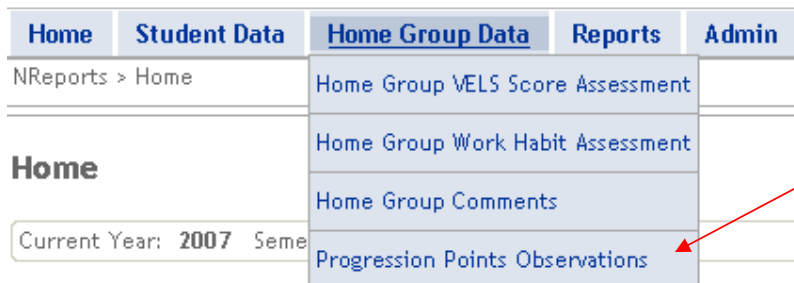
If you have more than 10 comments for the selection made, use the numbers at the bottom to scroll through all the comments.

Click on **Append** for each comment you wish to use and then click on **Close**.



**22 Progression Point Observations**

Select **Progression Points Observations** from the **Home Group Data** drop down menu.



- 23 Select the student, domain and dimension by using the drop down arrows.

Place a tick in the **Achieved** box for the relevant progression point and write any comments if required. Date achieved is automatically added.

A floating **Data has changed** box will appear, prompting you to save your data.

Assessor: Jimmy Carter | Home Group: CA | Year Level: 4 | Student: Benjamin Brown | Domain: English | Dimension: Reading

Points	Progression Note	Achieved	Comment	Date Achieved
0.50	predictions about events in a text from looking at the cover and illustrations	<input checked="" type="checkbox"/>		11 Mar 2008
0.50	retelling of the main ideas in a text; for example, the plot after listening to the reading of a picture story book or watching a video	<input type="checkbox"/>		
0.50	recognition of some letters of the alphabet and awareness of the relationship between sounds and letters	<input type="checkbox"/>		
0.50	understanding of the directional sequence of text	<input type="checkbox"/>		
0.50	correct reading of some familiar words; for example, words in the title of a simple reading text, or labels on objects in the classroom	<input type="checkbox"/>		

At Level 1, students match print and spoken text in their immediate environment. They recognise how sounds are represented alphabetically and

**Data has changed**  
Use this button to save data!  
**Save All**