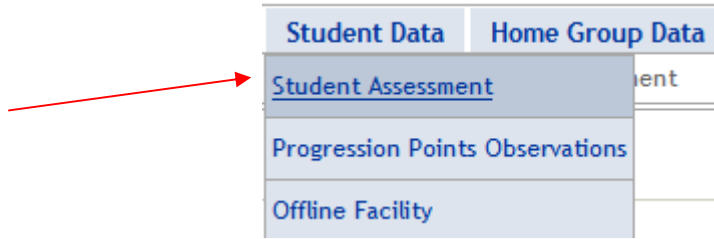


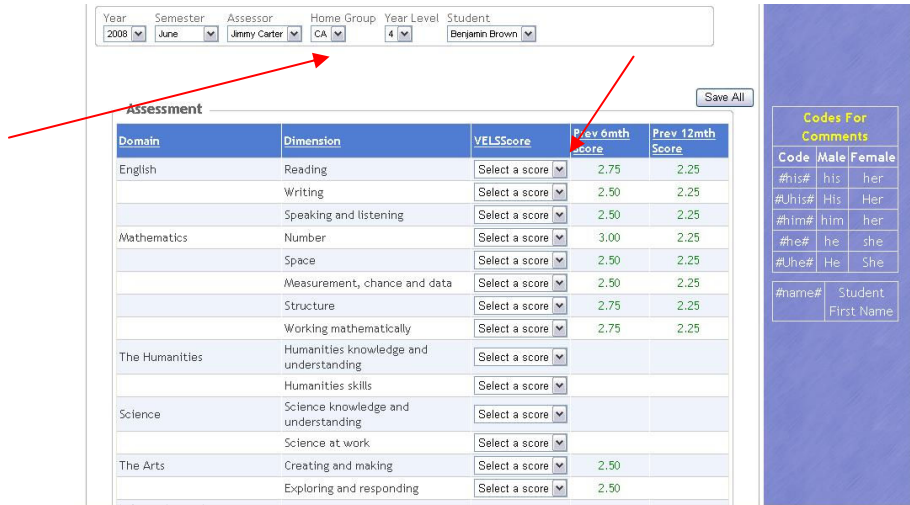
# Student Data Entry

- 1 Select **Student Assessment** from the **Student Data** tab.



- 2 Check Semester, Home Group, and Year Level are correct. Then select the student to assess from the drop down box.

From the drop down boxes, select the VELS Score for each Dimension.



- 3 Click on **Save All** either in the floating **Data has changed** box or the **Save All** button on the right hand side at the top of the VELS report.

The floating **Data has changed** box will appear whenever data or changes are made. It is important to click on **Save All** to save your data.



- 4 **Work Habits**

Select the score from the drop down arrow.

Click on **Save All**.



## 5 General Comments

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.

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

General Comments

What Benjamin has achieved

Characters: 0 (8000 Left)

Areas for improvement/future learning

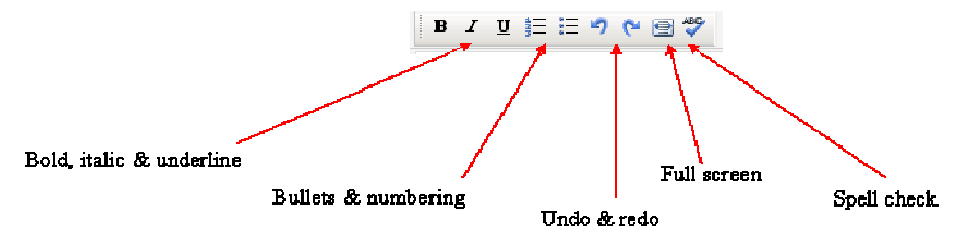
Characters: 0 (8000 Left)

The school will do the following to support Benjamin in his learning

Characters: 0 (8000 Left)

## Formatting

The toolbar can be used for formatting the text and performing spell checks.



## 6 Previous Comments

To view previous comments for a student, click on **Prev Comment**. The previous comment will appear below the current comment. Click on **Close** when finished reading.

General Comments

What Benjamin has achieved

Characters: 0 (8000 Left)

Carrie Fe:

Ben is an enthusiastic and courteous student and approaches all subject areas in a positive manner. He has made good progress this semester as his work is less rushed and he is putting more effort into the presentation of his work. His organisational skills have also improved and he is able to move independently from one activity to another. Ben likes the

## 7 Using the Comment Bank

Click on **Comment Bank** to open the comment bank window.

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

Tick the **Assessor Comments** box to view comments that you have personally entered into the comment bank.

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 required and then click on **Close**.

Choose a comment:

Comment Category Subject Year Level Assessor Comments All Public Comments

General [Subject] 5 [Assessor Comments] [All Public Comments]

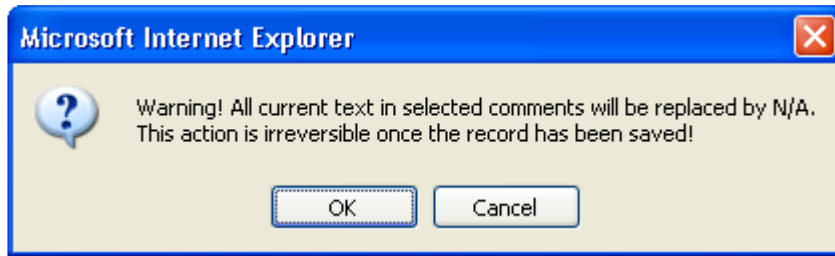
Comment	
#name# is having difficulty reading time to the ..... (hour, ½ hour, 1/4 hour)	Append
#name# needs to practise the skill of scanning ahead and to make correct use of punctuation.	Append
#name# needs to include more expression when reading aloud.	Append
#name# needs to broaden his base of comprehension skills.	Append
#name# needs to read a bigger range of books.	Append
#name# needs to read a bigger range of book.	Append
#name# needs to develop a better understanding for the use of capital letters and full stops.	Append
#name# needs to build his understanding of paragraphs and how they are used.	Append
#name# needs to practise his spelling strategies.	Append
#name# needs to practise the formation of his letters.	Append

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

## 8 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 **Set N/A** button next to the appropriate comment box.

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



## 9 Attendance Comment

If you use the **nRoll** module, absences are automatically recorded with the type of absence and the number of absences.



Absence Type	Count
Full Day Absence	2
<b>Total</b>	<b>2</b>

Characters: 62 (7938 Left)

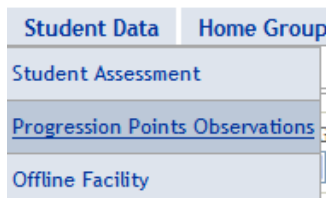
## 10 Student Comment

If a **Student Comment** has been assigned, the data can be entered directly into the box or copied and pasted from another document.



## 11 Progression Points

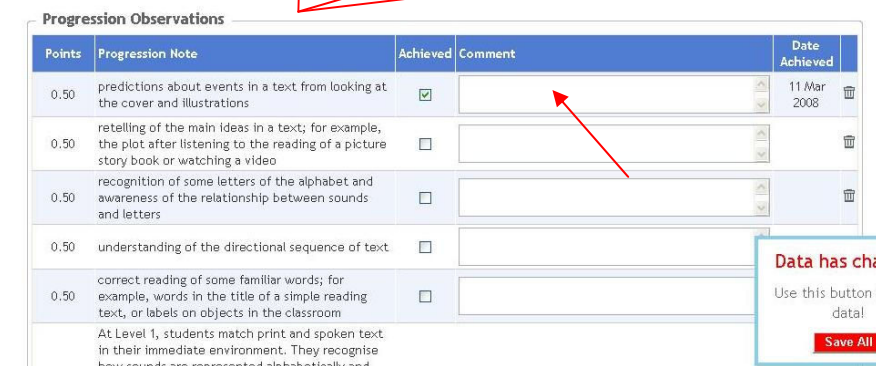
Select **Progression Points Observations** from the **Student Data** tab.



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.



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

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

