



**nFormaWeb™**

## **Teacher Manual**

V 2.02.5 Melb Mar 2014

[www.nforma.com.au](http://www.nforma.com.au)

## Table of Contents

<b>1</b>	<b>Hardware / Software Requirements.....</b>	<b>3</b>
<b>2</b>	<b>Getting Started with nFormaWeb .....</b>	<b>4</b>
<b>3</b>	<b>nReports .....</b>	<b>5</b>
3.1	Student Data Entry – General Category.....	5
3.2	Student Data Entry – Subject Category (R.E.).....	10
3.3	Student Data Entry – Subject Category (EAL).....	11
3.4	Student Data Entry – Optional Subject Category (Specialists).....	12
3.5	Homegroup Data Entry – General Category .....	13
3.6	Homegroup Data Entry – Subject Category (R.E.) .....	19
3.7	Homegroup Data Entry – Subject Category (EAL) .....	20
3.8	Homegroup Data Entry – Optional Subject Category (Specialists) .....	21
<b>4</b>	<b>nReports – Reports Menu .....</b>	<b>22</b>
4.1	Reports .....	22
4.2	View Progression Points for Students.....	22
4.3	View Percentage Complete.....	22
4.4	View Scores.....	22
4.5	View Past Report Scores By Students.....	23
4.6	View Comments .....	23
<b>5</b>	<b>nRoll.....</b>	<b>24</b>
5.1	How to mark the daily roll.....	24
5.2	Marking the Roll per Day .....	24
5.3	Marking/Editing the roll per week .....	25
5.4	How to view/mark past attendances – Weekly and Daily views.....	27
5.5	Viewing reports .....	29
<b>6</b>	<b>nWellbeing.....</b>	<b>30</b>
6.1	Login .....	30
6.2	Wellbeing Data .....	30
6.3	Welfare Record.....	32
6.4	Reports .....	33
<b>7</b>	<b>nl.L.P.s .....</b>	<b>34</b>
7.1	Login .....	34
7.2	ILP Data Entry .....	34
<b>8</b>	<b>nAid.....</b>	<b>37</b>
8.1	Login .....	37
8.2	First Aid Incident Data Entry .....	37
8.3	First Aid Reports .....	40
<b>9</b>	<b>nAssess .....</b>	<b>41</b>
9.1	nAssessment.....	41
9.1.1	Assessment Data Entry .....	41
9.1.2	Assessment Progress.....	43
9.2	Reports .....	43
9.2.1	Assessment Reports.....	43
<b>10</b>	<b>Appendix A – Teacher Comment Bank .....</b>	<b>45</b>

# 1 Hardware / Software Requirements

## Minimum Specifications

To use nFormaWeb at Home, teachers will need to have the following available on their home computer:

- Windows XP Home (or above) OR Macintosh
- Internet Explorer, Firefox or Chrome
- Broadband Internet
- Adobe Reader
- Pop-ups enabled

**NOTE: If using Internet Explorer 8 or above, Compatibility Mode MUST be active. If it is not active a warning message will appear reminding you to turn it on.**

## 2 Getting Started with nFormaWeb

### 1 Logon

nFormaWeb logon at home and at school is exactly the same. Substitute your own school domain in place of the words **schooldomain**.



### 2 Logon Screen

Type in your User Name and Password.

**Note:** Typing this incorrectly 5 times will lock you out of the program. Contact your nFormaWeb administrator to have your password reset.

**IMPORTANT: Two people MUST NOT log on as the same user at the same time or data may be overwritten.**

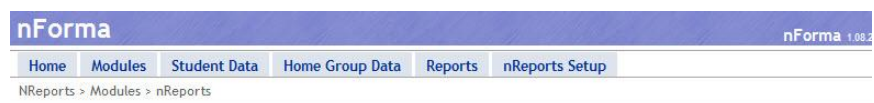
### 3 Home Page

Click on the application you want from the wheel.



### 4 Menu Bar

Access other areas of the program from the Menu Bar drop downs.



#### Modules

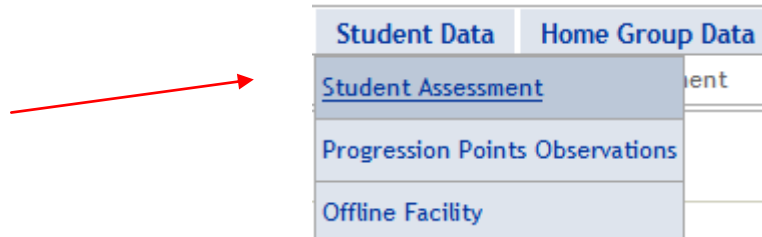
The **Modules** drop down menu allows you to quickly go to the section you want.



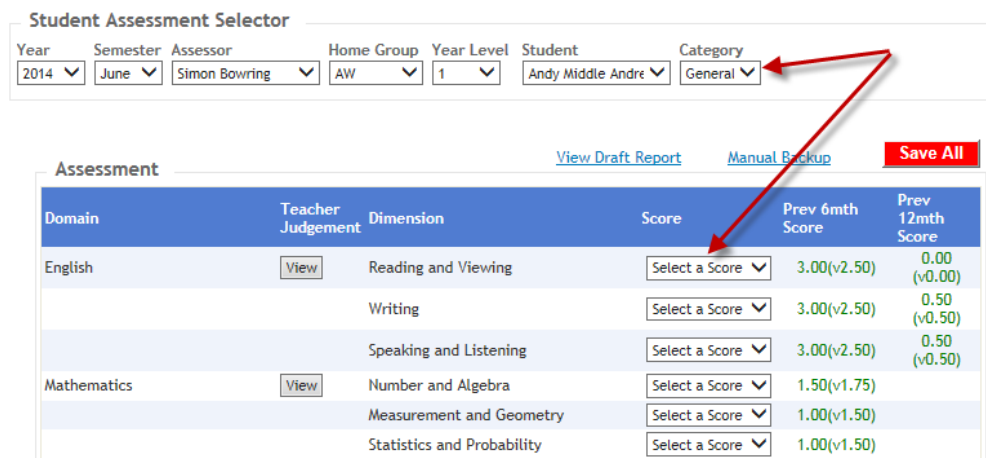
### 3 nReports

#### 3.1 Student Data Entry – General Category

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



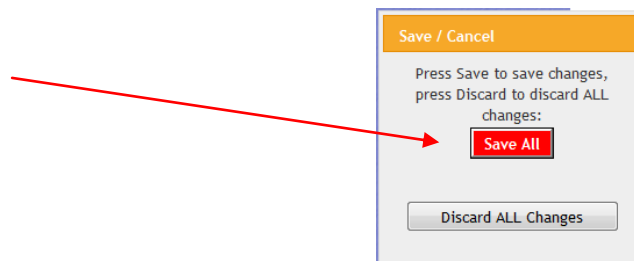
2 **General domain data entry screen.** Make sure that **General** is selected in the **Category** box as shown.



Then select the student to assess from the drop down box.

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

3 Click on **Save All** either in the floating box or the **Save All** button on the right hand side at the top of the page.



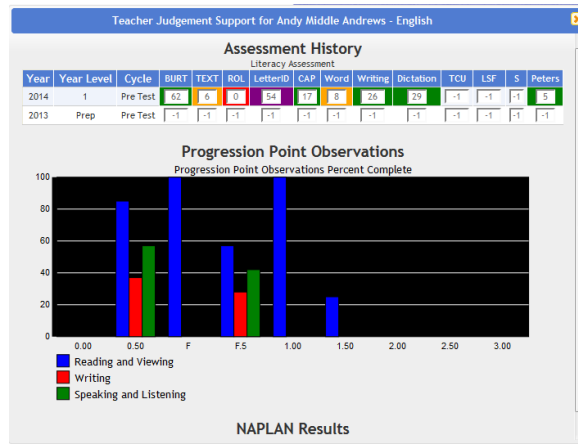
The floating **Save All** box will appear whenever data or changes are made. It is important to click on **Save All** to save your data.

**NOTE: Web pages will timeout after 20 minutes. It is essential that you save frequently, every 5-10 minutes, to avoid losing your data.**

#### 4 Teacher Judgement

Click on the "View" button to access all assessment history results for the selected domain.

If NAPLAN results have been uploaded, they will also be displayed.



**Note:** If you have entered Progression Point Observations for all the dimensions, these will also be displayed, giving you a quick view of the percentage achieved for each level.

#### 5 Work Habits

Select the score from the drop down arrow.

Click on **Save All**.

Work Habit Type	Work Habit Score
Effort	Needs Attention
Class Behaviour	Select a score

#### 6 General Comments

Click on the small edit button to activate the comment section. Once activated, the formatting toolbar will appear.

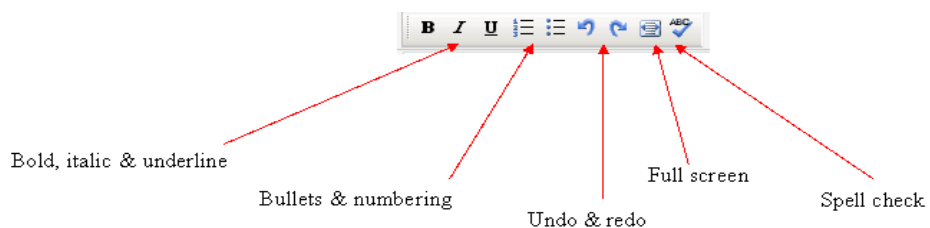
When you make any changes to a comment, a floating **Save All** message will appear, prompting you to save the changes.

The text boxes can be resized by dragging the small triangle next to the character count.

**Tip:** Click on the small yellow icon to bring up a word count for all your comments.

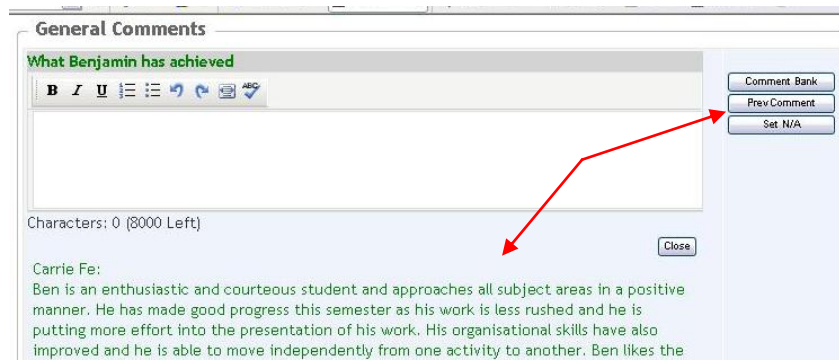
#### 7 Formatting

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



## 8 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.



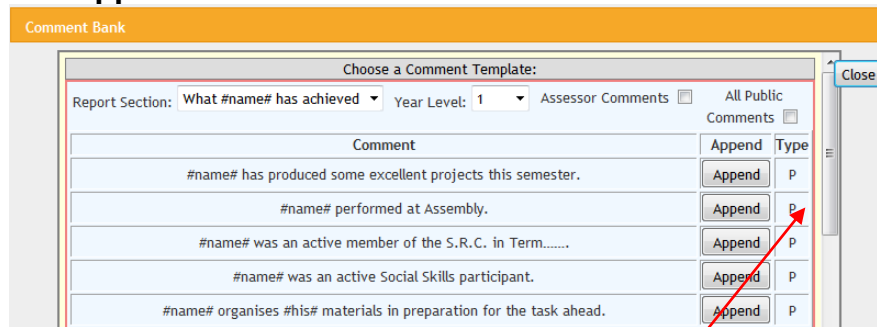
## 9 Using the Comment Bank

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



**NOTE: To add comments to your own personal comment bank, please see Appendix A at the end of this document.**

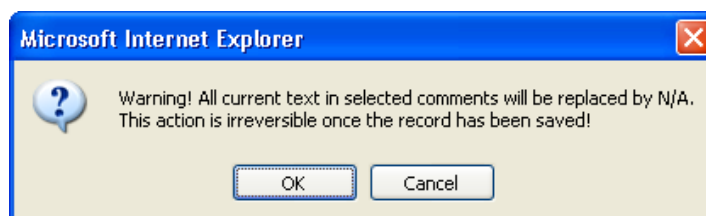
Use the drop down arrows to change the options if required. Tick the **Assessor Comments** box to view comments that you have personally entered into the comment bank. Click on **Append** for each comment required and then click on **Close**.



## 10 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**.



### 11 Attendance Comment

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

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

Characters: 62 (7938 Left)

### 12 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.

**Student Comment**

**B** *I* U [List Icon] [List Icon] [Undo] [Redo] [ABC] [Checkmark]

Characters: 0 (8000 Left)

### 13 Progression Points

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

**Student Data**   **Home Group**

Student Assessment

Progression Points Observations

Offline Facility

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

Home Group: SB   Year Level: 2   Student: Angie Angel   Domain: English - AusVELS   Dimension: Reading and Viewing

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

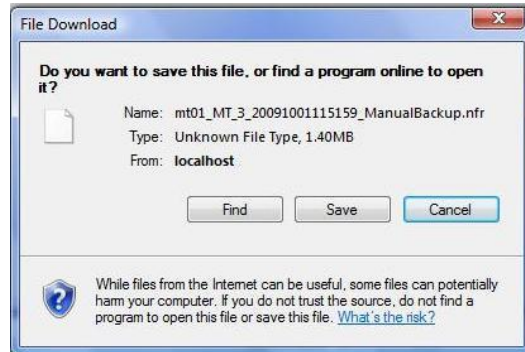
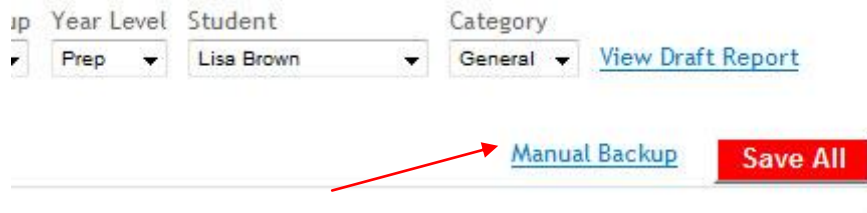
Points	Progression Note	Achieved	Comment	Date Achieved
0.50 (v0.50)	explain the directionality of printed texts (ACELA1433 Concepts of print and screen)	<input type="checkbox"/>		
0.50 (v0.50)	describe how word order in sentences is important for meaning, for example 'The boy sat on the dog', 'The dog sat on the boy' (ACELA1435 Sentences and clause level grammar)	<input type="checkbox"/>		

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

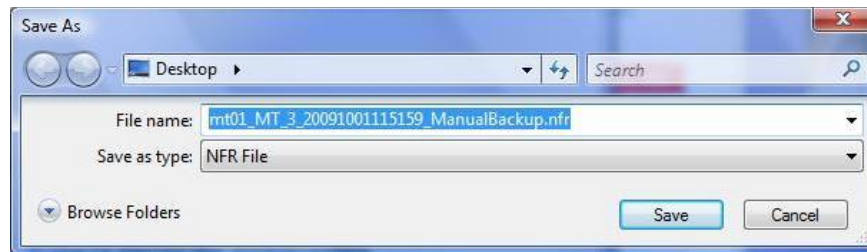


### 14 Manual Backups

You may make a backup of your data at any time by clicking on the **Manual Backup** link on the Student Assessment screen. Click on Save at the next window.



You will then be prompted to name and save your file to a location of your choice.



### 15 Viewing Reports

You can preview a student's report at any time by clicking on the **View Draft Report** link next to the student's name.



### 3.2 Student Data Entry – Subject Category (R.E.)

**NOTE:** This section must be used to enter the **Religious Education** scores and comments.

- 1 Make sure that Subject is selected in the Category box as shown.

Make sure that Religious Education is selected in the Subject box.

Then select the student to assess from the drop down box.

- 2 Choose one of the five statements from the drop down box.

These statements will automatically be generated with the student's name on the printed Vels report.

- 3 Click on the small edit button to activate the comment sections for R.E.

Type in your comment or paste from the Comment Bank, if applicable.

### 3.3 Student Data Entry – Subject Category (EAL)

**NOTE:** This section must be used to enter **EAL** scores, work habits and comments.

- 1 Make sure that Subject is selected in the Category box as shown.

Make sure that **EAL** is selected in the Subject box.

Then select the student to assess from the drop down box.

Select the applicable scores and click **Save All**.

- 2 Work Habits

Select the score from the drop down arrow. Click on **Save All**.

- 3 Click on the small edit button to activate the comment sections for **EAL**.

Type in your comment or paste from the Comment Bank, if applicable.

### 3.4 Student Data Entry – Optional Subject Category (Specialists)

**NOTE:** Specialists **MAY** need to select this category if they have been assigned a **SEPARATE SUBJECT PAGE** instead of the normal domain assignments. Please check with your nForma Administrator.

- 1 Choose the Subject you will be assessing from the Subject drop down box. The **Domains** associated with your particular **Subject** area will be displayed. Select the applicable scores and click **Save All**.

**Student Assessment Selector**

Year: 2014 Semester: June Assessor: Library Teacher Home Group: AW Year Level: 1 Student: Andy Middle Andre Category: Subject Subject: Library

[View Draft Report](#) [Manual Backup](#) [Save All](#)

Domain	Teacher Judgement	Dimension	Score	Prev 6mth Score	Prev 12mth Score
English	<a href="#">View</a>	Reading and Viewing	Select a Score	3.00(v2.50)	0.00 (v0.00)
		Writing	Select a Score	3.00(v2.50)	0.50 (v0.50)
		Speaking and Listening	Select a Score	3.00(v2.50)	0.50 (v0.50)

- 2 Select the Work Habit scores as applicable.

**Work Habits**

Work Habit Type	Work Habit Score
Effort	Select a score
Class Behaviour	Select a score

- 3 Click on the small edit button to activate the comment sections.

What Georgia has achieved

[Comment Bank](#)  
[Prev Comment](#)  
[Set N/A](#)

Type in your comment or paste from the Comment Bank, if applicable.

### Important Reminders:

1. Copying and pasting from Word – do not use any special formatting, as this will cause formatting problems when pasted into the reports. Reports can be formatted within the text boxes using the options outlined earlier in this document.
2. Using Firefox browser – Use the Clean MS Word button when pasting from Word.

What Lisa has achieved

**B I U** Clean MS Word

She is an industrious student who puts 100% effort into all tasks. She is able to work within designated time frames.

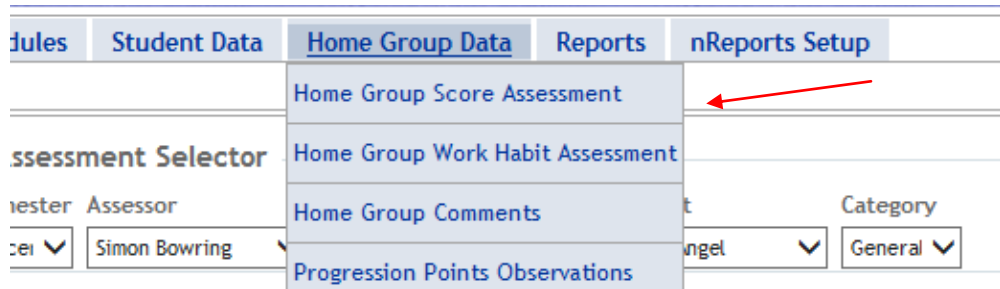
Words:21 Characters:118

3. Do not use the Back button on your browser toolbar. This will bring up a “cached” page. Entering data into this “cached” page will result in data being lost.

### 3.5 Homegroup Data Entry – General Category

**1 Homegroup Score Assessment**

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



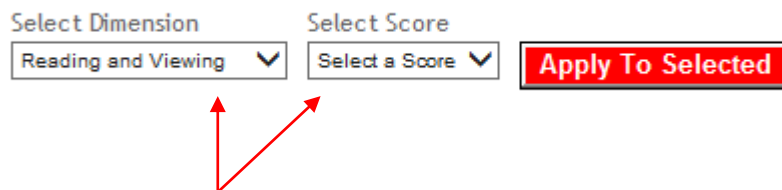
**2** Ensure that the correct Year, Semester and Assessor combination is shown.

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.

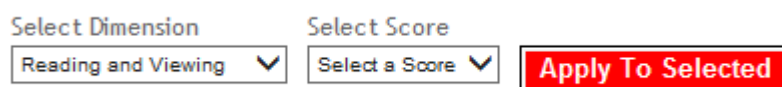


**4** Select the students you wish to assign the score to by ticking the boxes next to their names.

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

<input type="checkbox"/>	Student	Reading and Viewing	Writing	Speaking and Listening
<input type="checkbox"/>	Angie Angel			
<input type="checkbox"/>	Charita Chan			
<input type="checkbox"/>	Lucy Lu			
<input type="checkbox"/>	Mikey Robbins			

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



**6 Edit Scores**

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

Select Dimension: Speaking and Listening | Select Score: Select a Score | **Apply To Selected**

	Student	Reading and Viewing	Writing	Speaking and Listening		
<input checked="" type="checkbox"/>	Angie Angel	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		
<input type="checkbox"/>	Charlie Chan	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		
<input type="checkbox"/>	Lucy Lu	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		
<input type="checkbox"/>	Mikey Robbins	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		

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 and Viewing	Writing	Speaking and Listening		
<input checked="" type="checkbox"/>	Angie Angel	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		
<input type="checkbox"/>	Charlie Chan	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		
<input type="checkbox"/>	Lucy Lu	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		
<input type="checkbox"/>	Mikey Robbins	2.00(v2.00)	1.50(v1.75)	1.50(v1.75)		

**8 Work Habit Assessment**

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

Rules	Student Data	Home Group Data	Reports	nReports Setup
		Home Group Score Assessment		
		Home Group Work Habit Assessment		
		Home Group Comments		
		Progression Points Observations		

Assessment Selector: Semester: Assessor: Simon Bowring | Year Level: 2 | Category: General

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

Year: 2013 | Semester: Decem | Assessor: Simon Bowring | Home Group: SB | Year Level: 2 | Category: General

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.

<input type="checkbox"/>	Student	Effort	Class Behaviour
<input type="checkbox"/>	Angie Angel	Needs Attention	Good
<input type="checkbox"/>	Charlie Chan	Needs Attention	Good
<input type="checkbox"/>	Lucy Lu	Needs Attention	Good
<input type="checkbox"/>	Mikey Robbins	Needs Attention	Good

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

- 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.

<input type="checkbox"/>	Student	Effort	Class Behaviour		
<input type="checkbox"/>	Angie Angel	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Charlie Chan	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lucy Lu	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mikey Robbins	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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.

<input type="checkbox"/>	Student	Effort	Class Behaviour		
<input type="checkbox"/>	Angie Angel	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Charlie Chan	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lucy Lu	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mikey Robbins	Needs Attention	Good	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 15 **Comments**

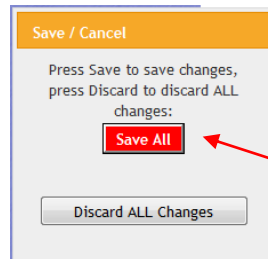
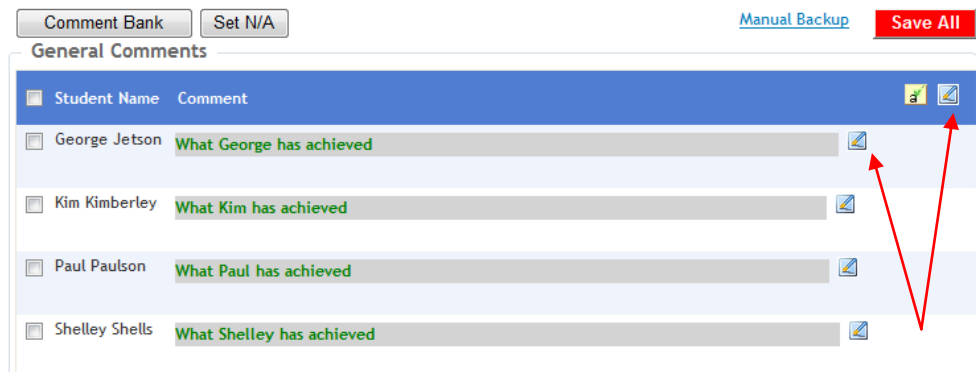
Select **Home Group Comments** from the **Home Group Data** drop down menu.

Semester:  Assessor:  Category:

- 16 Ensure that the correct Year, Semester, and Assessor combination is shown. Select the Home Group, Year Level and Report Section you wish to assess.

Year:  Semester:  Assessor:  Home Group:  Year Level:  Category:

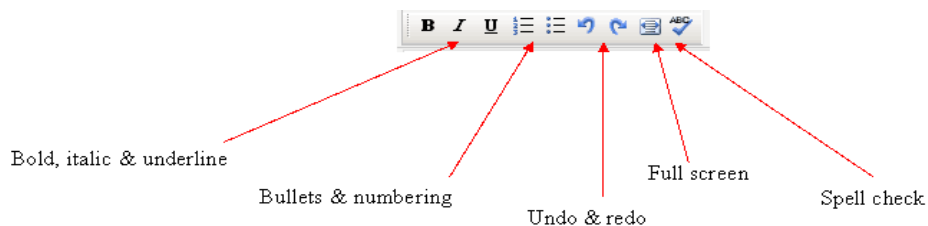
- 17 Click on the small edit buttons to activate each comment section or click on the top edit button to activate all the comments. Once activated, the formatting toolbars will appear. Once the comments have been completed, click on the **Save All** button to save the comments you have entered for each student.



**NOTE: Web pages will timeout after 20 minutes. It is essential that you save frequently, every 5-10 minutes, to avoid losing your data.**

When you make any changes to a comment, a floating **Save All** button will appear, prompting you to save the changes.

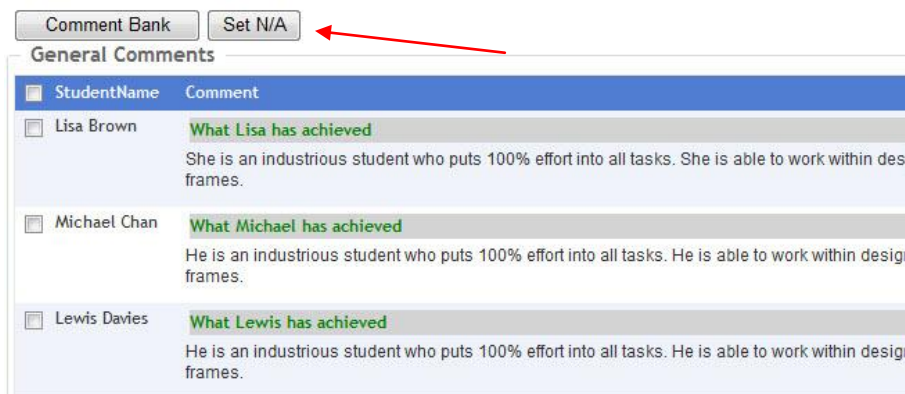
- 18 The toolbar can be used for formatting the text and performing a spell check.



- 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**.



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

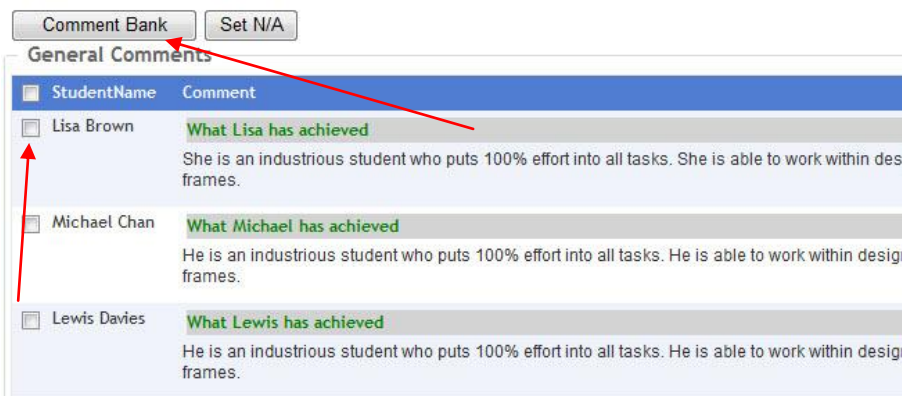


A warning message will appear informing you that it will remove the existing comment for the selected student(s) and replace it with N/A. Click **OK** and then **Save All** to save the changes.



**20 Using the Comment Bank**

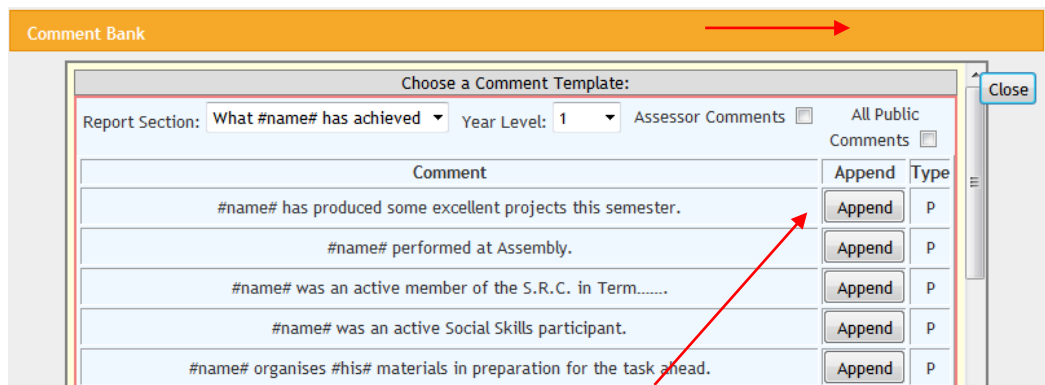
Select the student(s) you wish to edit by selecting the appropriate tick boxes to the left of the student names. Then click on the **Comment Bank** button to open the comment bank window.



**NOTE:** There is no need to activate each section individually as the comment bank will automatically activate all the boxes for the selected students.

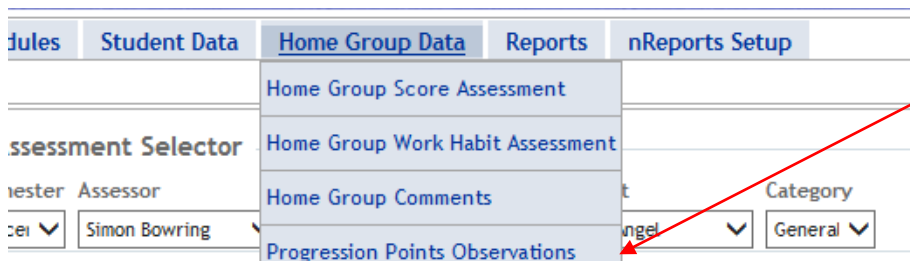
**NOTE:** You can select all students by clicking on the top tick box.

**21** Click on **Append** for each comment you wish to use and then click on **Close**. Comments will be pasted into all comment sections selected.



**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.

Home Group Year Level Student Domain Dimension

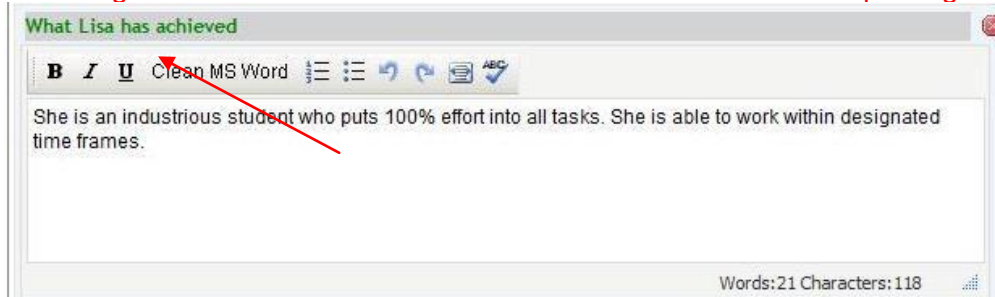
5B 2 Angie Angel English - AusVELS Reading and Viewing

Progression Observations

Points	Progression Note	Achieved	Comment	Date Achieved
0.50 (v0.50)	explain the directionality of printed texts (ACELA1433 Concepts of print and screen)	<input type="checkbox"/>		
0.50 (v0.50)	describe how word order in sentences is important for meaning, for example 'The boy sat on the dog', 'The dog sat on the boy' (ACELA1435 Sentences and clause level grammar)	<input type="checkbox"/>		

### Important Reminders:

1. Copying and pasting from Word – do not use any special formatting, as this will be lost when pasted into the reports. Reports can be formatted within the text boxes using the options outlined earlier in this document.
2. Using Firefox browser – Use the Clean MS Word button when pasting from Word.



3. Do not use the Back button on your browser toolbar. This will bring up a “cached” page. Entering data into this “cached” page will result in data being lost.

### 3.6 Homegroup Data Entry – Subject Category (R.E.)

1 **Homegroup Scores.**  
 Make sure that Subject is selected in the Category box and that **Religious Education** is selected in the Subject and Domain boxes as shown.  
 Tick the relevant students, choose the applicable statement and click **Apply To Selected**.

2 **Homegroup Comments.**  
 Click on the small edit button to activate the comment section. Once activated, the formatting toolbars will appear. Once the comments have been completed, click on the **Save All** button to save the comments you have entered for each student.

Refer to section above for more detail in using Homegroup data entry.

### 3.7 Homegroup Data Entry – Subject Category (EAL)

1 **Homegroup Scores.**  
 Make sure that Subject is selected in the Category box and that **EAL** is selected in the Subject and Domain boxes as shown.  
 Tick the relevant students, choose the applicable score and click **Apply To Selected.**

Assessor: Simon Bowring | Home Group: SB | Year Level: 2 | Category: Subject | Subject: English as an Addit | Domain: EAL - Stage A

Assessment

Select Dimension: EAL - Reading | Select Score: Select a Score | **Apply To Selected**

	Student	EAL - Reading	EAL - Writing	EAL - Speaking and Listening
<input type="checkbox"/>	Angie Angel	A2.1	A2.2	A2.3
<input type="checkbox"/>	Charlie Chan	N/A	N/A	N/A
<input type="checkbox"/>	Lucy Lu	N/A	N/A	N/A
<input type="checkbox"/>	Mikey Robbins	N/A	N/A	N/A

2 **Homegroup Work Habits.**  
 Select the required Work Habit.  
 Tick the relevant students, choose the applicable score and click **Apply To Selected.**

Year: 2013 | Semester: Dece | Assessor: Simon Bowring | Home Group: SB | Year Level: 2 | Category: Subject | Subject: English as an Addit

Work Habit Assessment

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

	Student	Effort	Class Behaviour
<input type="checkbox"/>	Angie Angel	Good	Satisfactory
<input type="checkbox"/>	Charlie Chan		
<input type="checkbox"/>	Lucy Lu		
<input type="checkbox"/>	Mikey Robbins		

3 **Homegroup Comments.**  
 Select the required Comment section.  
 Click on the small edit button to activate the comment box. Once activated, the formatting toolbars will appear. Once the comments have been completed, click on the **Save All** button to save the comments you have entered for each student.  
 Refer to section above for more detail in using Homegroup data entry.

Comment Selector

Year: 2013 | Semester: Dece | Assessor: Simon Bowring | Home Group: SB | Year Level: 2 | Category: Subject | Subject: English as an Addit | Report Section: What #name# has achieved

Comment Bank | Set N/A | **Manual Backup** | **Save All**

General Comments

<input type="checkbox"/>	Student Name	Comment
<input type="checkbox"/>	Angie Angel	What Angie has achieved
<input type="checkbox"/>	Charlie Chan	What Charlie has achieved
<input type="checkbox"/>	Lucy Lu	What Lucy has achieved

### 3.8 Homegroup Data Entry – Optional Subject Category (Specialists)

**NOTE:** Specialists **MAY** need to select this category if they have been assigned a **SEPARATE SUBJECT PAGE** instead of the normal domain assignments. Please check with your nForma Administrator.

#### 1 Scores

Make sure that Subject is selected in the Category box. Choose the Subject and Domain to be assessed. Select the dimension for the chosen domain. Tick the relevant students, choose the applicable scores and click **Apply To Selected**.

#### 2 Work Habits

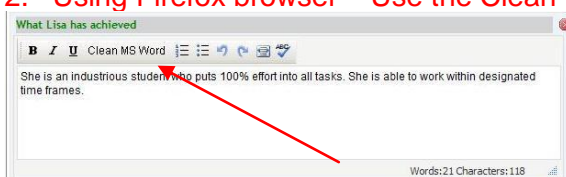
Choose the Work Habit to be assessed, select the relevant students and click **Apply To Selected**.

#### 3 Comments

Choose the Comment section to be assessed. Click on the small edit buttons to activate the comment. Refer to section above for more detail in using homegroup data entry.

### Important Reminders:

1. Copying and pasting from Word – do not use any special formatting, as this will be lost when pasted into the reports. Reports can be formatted within the text boxes using the options outlined earlier in this document.
2. Using Firefox browser – Use the Clean MS Word button when pasting from Word.

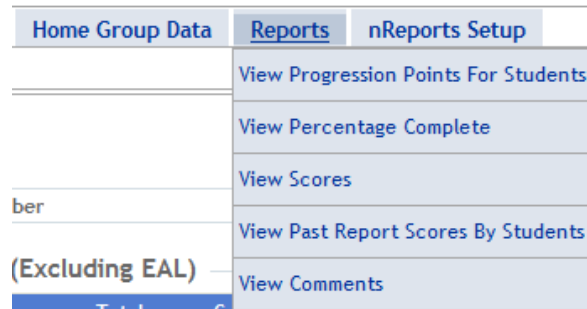


3. Do not use the Back button on your browser toolbar. This will bring up a “cached” page. Entering data into this “cached” page will result in data being lost.

## 4 nReports – Reports Menu

### 4.1 Reports

- Several reports are available by clicking on the various options on the **Reports** Menu.



### 4.2 View Progression Points for Students

- The first two reports are available for viewing online:  
**Report by Selected Dimension**  
**Report by Selected Domain**

Home Group	Year Level	Student	Domain	Dimension
SB	2	Angie Angel	English - AusVELS	Reading and Viewing

[Report By Selected Dimension](#)  
[Report By Selected Domain](#)

Year	Semester	(Note: This is a large report and may take several minutes to process.)
2013	Decel	<a href="#">Download Whole School Progression Point Data Report</a>

**Download Whole School Progression Point Data Report** is only available as a download.

### 4.3 View Percentage Complete

- You can view what is missing in your reports by year level or by your whole homegroup.

Home	Modules	Student Data	Home Group Data	Reports
NReports > Reports > View Percentage Complete				

Year	Semester	Assessor	Home Group	Year Level
2011	June	Simon Bowring	SB	1

[View Percentage Complete By Year Level](#)  
[View Percentage Complete By Home Group](#)

### 4.4 View Scores

- View the current scores for selected students or for your whole homegroup.

Year	Semester	Home Group	Year Level	Student
2012	June	AW	6	Christian Anderson

**Print VELS Score Reports**

[Report by Selected Student](#)  
[Homegroup Aggregated VELS Scores](#)  
[Subject Scores by Homegroup](#)

## 4.5 View Past Report Scores By Students

- 1 Past scores are available for viewing for individual students.

Year	Semester	Assessor	Home Group	Year Level	Student
2013	December	Amanda White	AW	Prep	Andy Middle Andrew

Print Student Scores with History

[Report by Selected Student](#)

## 4.6 View Comments

- 1 Comments can be viewed by student, year level or homegroup. You can also view an individual student's comment history.

Print Current Comments Reports

[Report by Selected Student](#)

[Report by Selected Year Level](#)

[Report by Selected Home Group](#)

[Comments By Student With History](#)

# 5 nRoll

## 5.1 How to mark the daily roll

1 Logon to nFormaWeb.

2 At the main menu, click on **nRoll**.



## 5.2 Marking the Roll per Day

1 The current day will be displayed by default.

There are two ways to mark the roll on this screen.

### a. Varying Absences

Choose the Absence, Reason and Communication Types from the drop downs for each student.

### b. Identical Absences

If a number of students are away for the same reason, use the tick boxes to choose the relevant student names. Choose the Absence, Reason and Communication Types in the section at the top and click on the **Apply to Selected** button.

The roll will then be automatically saved and the timestamp will be updated.

Click on the **Save/Update Roll** button when finished. The timestamp will appear next to the button to indicate that the roll has been saved.

**Important:** The roll **MUST** be marked even if there are no absences for the day or your attendance data will be incorrect. To do this, simply click the **Save/Update Roll** button so that the time stamp appears.



### 5.3 Marking/Editing the roll per week

- 1 Choose **Marking the Roll per Week** from the nRoll drop down menu or click on the **Marking the Roll per Week** button on the Daily attendance Roll screen.

Name	Year Level	Mon	Edit	Tues	Edit	Wed	Edit	Thu	Edit	Fri	Edit
Him, Joshua	5										
Ho, Marcus	5										
Lee, Casey	5										
Seals, Diana	5										
Sine, Nicholas	5										
Tane, James	5										
Watts, Claire	5										
Fine, Harrison	6										
Mel, Molly	6										
Smith, Tess	6										

The current day for the roll will be outlined in green.

To mark an absentee, click on the small edit button corresponding to the student who is absent/late etc.

- 2 In the **Absence Type** field make a selection from the list.

In the **Reason Code** field make a selection from the list.

In the **Communication Type** field either tick **None Given** or select from the drop down list.

An entry in the comment box is optional.

Click **Save All** to register the absence.

Click **Delete** if you want to remove a previously recorded absence against the student.

**Cancel** will discard and not save any changes made to the absence for the student.

- 3 Once an absence is saved it will be noted on the weekly roll page.

Updated Successfully

Year: 2008 School Term: Term 1 Week Starting: 03 Mar 2008 Home Group: SC

Name	Year Level	Mon	Edit	Tues	Edit	Wed	Edit	Thu	Edit	Fri	Edit
Him, Joshua	5							Morning Abs.			
Ho, Marcus	5										
Lee, Casey	5										
Seals, Diana	5										
Sine, Nicholas	5										
Tane, James	5										
Watts, Claire	5										
Fine, Harrison	6										
Mel, Molly	6										
Smith, Tess	6										

- 4 If an absence is modified or a new entry made, the **Save All** button must be clicked again.

nForma®

06 Mar 2008  
Him, Joshua

Absence Type  
Morning Abs

Reason Code  
Unknown At The Moment

Communication Type  
 None Given OR

Comment

**Save All** Delete Cancel

## 5.4 How to view/mark past attendances – Weekly and Daily views

- 1 In the **Weekly Roll Page**, click on the drop down list **School Term** and make a selection.

Click on the drop down list **Week Starting** and select the week you wish to view.

Name	Year Level	Edit	Tues	Wed	Thu
Him, Joshua	5	[Edit]			Morning Abs
Ho, Marcus	5	[Edit]			
Lee, Casey	5	[Edit]			Late Arrival
Seals, Diana	5	[Edit]			

OR

In the **Daily Roll Page**, click on the small calendar as shown. Choose the date required and edit the roll as necessary.

**NOTE:** If an absence needs to be DELETED, use the Weekly view.

- 2 How to mark recurring absences

From the nRoll menu, select **Recurring Absence**.

- 3 Select the student from the drop down list.

In the **Date From** field, click on the calendar icon and select the beginning date.

- 4 In the **Date To** field, click on the calendar icon and select the end date.

Home Group:  Student:

**Recurring Absence**

Date From:  Date To:

With the selected date range, please select the days of the week the student shall be away.

All  Mon  Tues  Wed

Absence Type:

Reason Code:

Today: March 6, 2008

- 5 Select the actual days that the student will be absent

Enter all the relevant details in the corresponding fields related to the recurring absence.

Date From:  Date To:

With the selected date range, please select the days of the week the student shall be away.

All  Mon  Tues  Wed  Thur  Fri

Absence Type:

Reason Code:

Communication Type:  None Given OR

Comment:

- 6 Click **Save All** when completed.



- 7 A confirmation note will appear to indicate if changes were successful.

Inserted Successfully

Home Group:  Student:

Date From	Date To	Command
06 Mar 2008	27 Mar 2008	

**Recurring Absence**

Date From:  Date To:

With the selected date range, please select the days of the week the student shall be away.

All  Mon  Tues  Wed  Thur  Fri

**Note:** Recurring absences only appear on the daily roll page on the actual day of absence. Also, recurring absences **CANNOT** be generated for days in the past.

## 5.5 Viewing reports

### 1 **Daily School Roll Print:**

Shows you all the students **absent** or **present** for the day.

### **Unknown Reason:**

A list of all students who have not brought a note indicating a reason for an absence.

### **Attendance History:**

This report lists all absences for a selected student for a given date range.

### **Attendance Summary:**

This report lists all absences for a selected homegroup by date range (within the same year).

### **Blank Attendance Sheet:**

This is a class list for a selected grade. It is used in the event where a manual roll is needed.

Home	Modules	nRoll	Reports	nRoll Setup
			Daily School Roll Print	
			Unknown Reason	
			Attendance History	
			Attendance Summary	
			Blank Attendance Sheet	

Year	School Term	Home
2011	Term 2	AW

Attendance

## 6 nWellbeing

### 6.1 Login

- 1 Log on to nForma Web.

- 2 At the main menu, click on nWellbeing.



### 6.2 Wellbeing Data

- 1 Click on **Wellbeing Data** from the Student Wellbeing menu.



- 2 General wellbeing data can be entered on this screen for each student. Tick the boxes as appropriate. The **Indigenous Flag** is linked to **Maintain Students** on the **Admin Menu**. See your nForma administrator for more information. **Student Grade History** is available to view by clicking on the link next to the student photo area.

3 If the student has any involvement with any support programs within or outside the school, enter the information in the relevant text boxes. Click **Save All** after making changes.

4 The **General Notes** area can be used to enter any other relevant information that needs to be recorded for that student: e.g. Wears glasses –needs to sit close to the front.

Click on **Add/Update** after making changes.

All entries will be listed in date order and can be edited or deleted as required.

5 Documents can be linked for each student as required. Click on the **Add Documents** link to begin adding documents.

6 At the next screen, browse to find the document you wish to link. Choose the Category from the drop down. Type in a short description for the document. Click on **Add**.

7 Documents that have been added will appear in the list within their selected categories. Click the small + sign to view all documents for a category. Document names can be edited by clicking on **Edit**. Documents can be downloaded and saved by clicking on **Download**.

- 8 Any documents that have been added will now appear on the main wellbeing screen. Clicking on these categories will take you back to the **Document Links** screen.

Supplementary Documents	
Total	Documents
1	<a href="#">Integration Submission</a>
1	<a href="#">Speech Pathology (CEO)</a>

[Add Documents](#)

### 6.3 Welfare Record

- 1 Click on **Welfare Record** from the **Student Wellbeing** menu.



- 2 Click on **New** to create a new record for the chosen student. Multiple records can exist for each student. Previous records can be chosen from the **History** drop down box.

**Select Student**

Year: 2009 | Home Group: AW | Year Level: 5 | Student: Georgia Burke | Type: PSG

**History**

History: [Dropdown]

[New](#)

- 3 Only one record can be active at any time, indicated by the **Welfare Record Status** button. **Green** is active. **Red** is inactive. Clicking on this button will toggle the status.

**Student Information**

STKey: 4011

Welfare Record Status: ●

Date of Birth: 12/01/1998, 11 Years and 6 months

Enrolment Date:

Homegroup Teacher(s): Amanda White

[Student Grade History](#)

- 4 The current record on view can also be copied to another student. Choose the student to whom data is to be copied and click on **Copy**. Note that the **Student Information** section will not be copied in this process.

**Copy To**

Year: 2009 | Home Group: AW | Year Level: 5 | Student: Georgia Burke | Type: PSG

[Copy](#)

- 5 Enter any relevant information in the next section: Reasons for Referral, Strategies Applied To Date, etc.

Reason for Referral:

Language Spoken at Home:

Review Date:

Completion Tag:

**Strategies Applied To Date**

<input type="checkbox"/> Group Work	<input type="checkbox"/> Peer Tutor	<input type="checkbox"/> Extra Work Sent Home
<input type="checkbox"/> One On One Assistance	<input type="checkbox"/> Coordinator / Colleagues	<input type="checkbox"/> Parents Meetings
<input type="checkbox"/> Extra Support	<input type="checkbox"/> Modified Classroom Program	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



- Detailed information about the student can be entered in the text boxes.

**Note:**

Categories listed will reflect what has been set up by the nForma administrator in the **Wellbeing Configuration** section.

Family Details:	<input type="text"/>	Classroom Arrangements:	<input type="text"/>
School Attendance:	<input type="text"/>	Regular Reporting:	<input type="text"/>
Extra Support:	<input type="text"/>	Peer Relationship:	<input type="text"/>
Behaviour In Class:	<input type="text"/>	General Comments:	<input type="text"/>
Recommendation:	<input type="text"/>		

- Enter any additional information in the **General Notes** section. Click on **Add/Update** to save the data.

All entries will be listed in date order and can be edited or deleted as required.

**General Notes**

Date	Note	Teacher
21/07/2009 2:45:37 PM	Not to be in same class as twin brother.	Administrator

**B** *I* U

Words:0 Characters:0

Add / Update
Cancel

## 6.4 Reports

- Click on Reports from the menu bar.

Home
Modules
Student Wellbeing
Reports

nWellbeing > Reports

- Welfare Grid Report**

Choose the homegroup required and click on **Welfare Grid Report** as shown.

**Select Student**

Year	Home Group	Year Level	Student
2009	AW	5	Georgia Burke

[Welfare Grid Report](#)

- Information that has been entered for students in the **Wellbeing Data** area will be displayed in pdf format. This can be printed or saved if required.

STkey	Student	Integration	IndigenousCode	LOTE Background	Language Background	New Arrivals	ILP	Student Welfare	Integration Submission	Speech Pathology (CEO)	Speech Pathology (School)	Psychology (CEO)	Psychology (School)	PSG	Important Information	Court Order	At Risk	Discipline	Special Notes
4011	Georgia Burke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Georgia has poor hearing. Needs to sit close to the teacher.
4010	Clare Dang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4008	Lucas Harding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4009	Callum Hibbert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 7 nI.L.P.s

### 7.1 Login

- 1 Log on to nForma Web.

- 2 At the main menu, click on nI.L.P.s



### 7.2 ILP Data Entry

- 1 Click on **New** to create a new record for the chosen student. Multiple records can exist for each student. Previous records can be chosen from the **History** drop down box.

- 2 Only one record can be active at any time, indicated by the **ILP Status** button. **Green** is active. **Red** is inactive. Clicking on this button will toggle the status.

- 3 The current record on view can also be copied to another student. Choose the student to whom data is to be copied and click on **Copy**. Note that student information in the blue section will not be copied in this process.

**4 Long Term Goals**

Choose the appropriate Domain and Dimension for the Long Term Goal. Enter a description of the Long Term Goal. Make sure you enter a number for the display order. Click on **Add/Update** to save the Long Term Goal.

**5** Long Term Goals will be displayed above in the order specified. They can be edited, deleted or made inactive as required by using the appropriate icons.

VELS Domain	VELS Dimension	Long Term Goal	Ordering Status	Status	Command	Add STG
English	Writing	test2	20	<span style="color: green;">●</span>		<a href="#">Add STG</a>
English	Reading	test	30	<span style="color: green;">●</span>		<a href="#">Add STG</a>

**6 Short Term Goals**

Short Term Goals can be added for each Long Term Goal by clicking on the relevant **Add STG** link.

VELS Domain	VELS Dimension	Long Term Goal	Ordering Status	Status	Command	Add STG
English	Writing	test2	20	<span style="color: green;">●</span>		<a href="#">Add STG</a>
English	Reading	test	30	<span style="color: green;">●</span>		<a href="#">Add STG</a>

**7** The Short Term Goal screen will be displayed.

Enter a description of the Short Term Goal.

Make sure you enter a number for the display order.

Choose a score from the drop down box. Note: If the score is set to N/A, the Short Term Goal will not be displayed on the report.

Fill in all the relevant details in the text boxes.

**8** Select the year and semester for the ILP to be assessed.

Click on **Add/Update** to save the Short Term Goal.

9 All Short Term Goals added for that particular Domain and Dimension will be displayed in the top section in the order specified. They can be edited, deleted or made inactive as required by using the appropriate icons.

VELS Domain: English    VELS Dimension: Reading    **test**

Long Term Goal	Short Term Goal	Ordering Status	Status	Command
test	stg1	3	<span style="color: green;">●</span>	

10 To go back to the Long Term Goal Page, use the back arrow icon as indicated.

**Select Student**

Year: 2009    Home Group: AW    Year Level: 5    Student: Georgia Burke    STKey: 4011

[<<<](#)

---

VELS Domain: English    VELS Dimension: Reading    **test**

Long Term Goal	Short Term Goal
test	stg1

11 ILPs can be previewed from either the Short Term or Long Term Goal screens. Click on **Preview Report**. This displays the report in pdf format which can be printed or saved. ILPs can only be deleted by logging on as the admin user.

ILP Status: ●

ILP Number: 20100401-4010

[Preview Report](#)

Date Devised: 1/04/2010 3:05:16 PM

## 8 nAid

### 8.1 Login

- 1 Log on to nForma Web.

- 2 At the main menu, click on nAid



### 8.2 First Aid Incident Data Entry

- 1 When first entering nAid, the data entry screen will be displayed. Choose the relevant student using the drop down lists. Important allergy and medical details will be displayed. If the student has a serious medical condition, it will be listed in red under **First Aid Alerts** in the top right hand corner. NOTE: All previous incidents for a student can be accessed via the drop down under **Historical Records**.

**Student Selector**

Year Semester	Home Group	Year Level	Student
2010 December	AW	6	Georgia Burke

**Historical Records**

<< Select >> [New](#)

**First Aid Alerts**

Diabetes  
Heart Condition

[Preview Report](#)

**Student**

STKey: 4011  
Date of Birth: 12 Jan 1998, 12 Years and 11 Months  
Enrolment Date:  
Homegroup Teacher(s): Amanda White  
[Student Grade History](#)

Court Order:   
At Risk:   
Discipline:

Integration Flag: Yes  
Indigenous: Yes  
New Arrival: No  
LOTE Background: No

**Emergency Contacts**

Allergies: Nuts Bees  
Conditions: Asthma Asthma

- Click on the **Emergency Contacts** button to view all contact details for the student. Use the **Relationship** drop down box to access other contacts as required.

- Fill in the details of the First Aid incident in all relevant fields. Note: The **Referred By** and **Treated By** fields are compulsory. Anything typed into the **Details for Parent Notification** field will be printed on the First Aid Report to go home.

- The **Notification Date** will automatically be entered as soon as you click in the box. By default it will be entered as the current date. A pop up calendar will be displayed where you can enter a different date if required.

- 5 The **Picked Up At** time will also automatically be entered as soon as you click in the box. By default it will be entered as the current time. A pop up clock will be displayed where you can enter a different time if required.

Homegroup Teacher(s): Amanda write  
[Student Grade History](#)

Emergency Contact

Injury / Sicknes:  
 <- Select ->

Location:  
 <- Select ->

Type of Activity:  
 <- Select ->

Parent Notification:  
 <- Select ->

Notification Date:  
 Picked Up At: 3:40PM

Hour		Minute	
12am	12pm	0	0
1am	1pm	1	1
2am	2pm	2	2
3am	3pm	3	3
4am	4pm	4	4
5am	5pm	5	5
6am	6pm	6	6
7am	7pm	7	7
8am	8pm	8	8
9am	9pm	9	9
10am	10pm		
11am	11pm		

- 6 At the bottom of the page there is a section for recording details of any insurance claims that have been made concerning the incident.

Has a claim been made?

Yes/No?  By Whom?  When?

Details Of Claim:

- 7 Whenever details for an incident have been added or changed, a pop up Save button will appear. Click on **Save** to record the incident or **Cancel** to discard any changes.

Save / Cancel

Press Save to save changes, press Cancel to discard changes:

- 8 The First Aid report can be previewed by clicking on the **Preview Report** link at the top of the page. A pdf will be created which can be saved if required. This report can then be printed to send home to the parents or guardians.

Illness/Injury Parent Notification

---

Name Of School Clarisse Primary School

Suburb Melbourne

Incident Date 10/12/2010 Time 4:57 PM

Child's Name Georgia Burke

Date Of Birth 12/01/1998 Age (In Years) 12

Home Group AW

Year Level 6 Location Adventure Playground

Referred by: Simon Bowring

Treated by: Joseph Evans

Dear Parent / Guardian,

Today, your child received first aid attention due to the following reason:  
Heavy Knock/Bruising to torso or limbs

Other (if applicable) \_\_\_\_\_

Your child was treated as follows:

- Rested in sick bay
- Injury cleaned with water
- Sterile dressing applied
- Ice pack applied

Parent Notification: 10/12/2010  
 Child Picked Up At: 4:58 PM

Further Comments

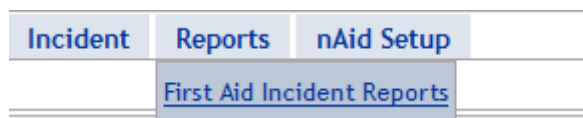
Very distressed but no serious damage done.

Name \_\_\_\_\_  
(Please print name)

Signed \_\_\_\_\_

### 8.3 First Aid Reports

- 1 Click on **First Aid Incident Reports** from the **Reports** menu drop down.
- 2 4 reports are available for viewing and printing. All the **Summary** type reports require a date range to be selected.



Home Modules Incident Reports nAid Setup

---

Student Selector

Year 2011 Home Group AW June Year Level 6 Student James Clarke

Date Selector

From Date  To Date

---

**Print Reports**

- [First Aid History Per Student](#)
- [First Aid Whole School Summary Per year](#)
- [First Aid Home Group Summary Per Homegroup/YearLevel](#)
- [First Aid Home Group Summary By Location](#)



## 9 nAssess

### 9.1 nAssessment

- 1 Log on to nForma Web.

- 2 At the main menu, click on nAssess.



- 3 The progress page will then appear showing your current assignments and the percentage completed.

Assessment Home

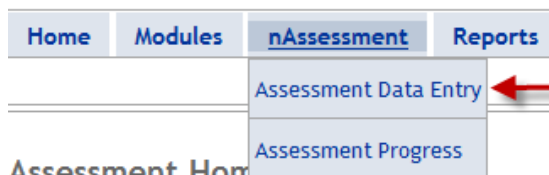
Assessment Progress

Assessment	Tester Name	Total	Completed	% Completed
Literacy Assessment - 2013 - Post Test	Amanda White	108	19	17%

\* The assessor has not ticked the completed box for all students. (Not applicable to Reading Recovery)

#### 9.1.1 Assessment Data Entry

- 1 On the nAssessment menu, click on **Assessment Data Entry**.



- 2 Your homegroup will appear by default. If you have been assigned multiple homegroups, choose the one you wish to assess from the homegroup drop down box. Select **All** from the student drop down box to choose all your students.

Assessment Scores

Select Assessments and Students

Year	Semester	Assessor	Home Group	Year Level	Student
2013	Decer	Amanda White	AW	Prep	<< All >>

Include only Incomplete Assessments

- 3 Select the appropriate Category, Assessment Template Type and the Cycle.

Category: Literacy | Template: Literacy Assessment | Cycle: Post Test

#### Literacy

In the first example shown, the Post Test for Literacy has been chosen.

#### Reading Recovery

In the second example, Reading Recovery - End Cycle has been chosen.

Category: Literacy | Template: Reading Recovery | Cycle: End

- 4 Click on **View Student Assessment Scores** to display the students for the current selection.  
If you only want to see students with incomplete data, tick the **Include only Incomplete Assessments** box.

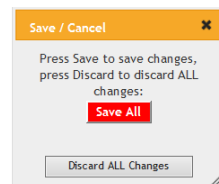


- 5 **Enter Scores**  
Enter scores for all the assigned tests. Traffic light colour alerts will appear as you enter data. These alerts can be adjusted by your nForma administrator to suit your school. Scores can be entered via Column view or Row view.

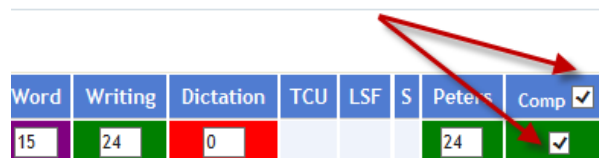


**NOTE:** Use the TAB key to move quickly from box to box. You can choose to TAB Across or Down by selecting from the drop down box as indicated.

- 6 Click on the **Save All** button or use the **Save All** pop-up to save your data.

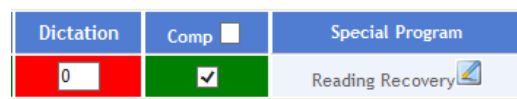


- 7 When a student's data has been completed, you must tick the **Comp** box for that student. If all your students have been completed, you can simply tick the Comp box at the top of the column to mark them all as completed.



- 8 **Reading Recovery Students- Viewing and Editing**

When a Reading Recovery student's scores have been marked as completed, an edit button will appear in the last column.



Clicking on this button will open the Reading Recovery information options.



In here you can enter the number of weeks, lessons and outcome. Click on the green tick to save the changes.

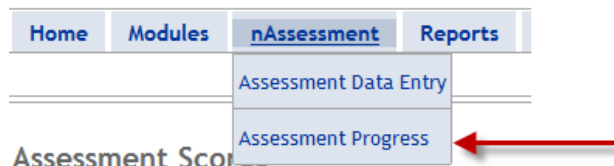
### 9 Past Reading Recovery Students

To view or edit past Reading Recovery students, click on the link as shown. All students will be listed with the option to edit their details as outlined above.



#### 9.1.2 Assessment Progress

1 On the nAssessment menu, click on Assessment Progress.



2 This will take you back to the percentage complete screen that you see when you first logon.

Assessment Home

Assessment Progress

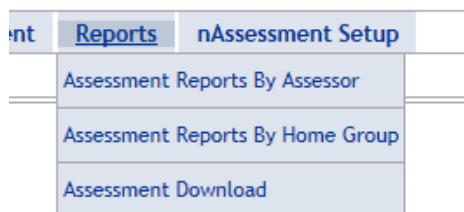
Assessment	Tester Name	Total	Completed	% Completed
Literacy Assessment - 2013 - Post Test	Amanda White	108	19	17%

\* The assessor has not ticked the completed box for all students. (Not applicable to Reading Recovery)

## 9.2 Reports

### 9.2.1 Assessment Reports

1 On the Reports menu, there are three options to choose.



#### 2 Assessment Reports By Assessor

Click on the first two links to view your percentage complete by year level or homegroup. Click on the second two reports to view the assessment history of your students, by row or column view.

Print Reports

Select Category:  Select Assessment Template:

Year:  Semester:  Assessor:  Home Group:  Year Level:

[View Percentage Complete By Year Level](#)  
[View Percentage Complete By Home Group](#)

Assessment History Report: [Row Layout](#) [Column Layout](#)  
 Assessment Results by Year: [Row Layout](#) [Column Layout](#)

**NOTE:** An underlined score means that the score is the same or less than the previous score.

Assessment Results by Year  
Literacy Assessment  
Print Date: 19-Aug-2013

		BURT	TEXT	ROL	LetterID	CAP	Word	Writing	Dictation	TCU	LSF	S	Peters
Home Group: AW													
Andrews, Andy Middle													
2013	Gr: Prep	Post Test	0	28	8	9	24	15	24	0	-1	-1	-1
													24
Barker, Ben													
2013	Gr: Prep	Post Test	2	5	7	-1	-1	-1	-1	-1	-1	-1	-1

D.O.B: 01 Oct 2007  
D.O.B: 19 Mar 2007

## Assessment Reports By Home Group

Click on these two reports to view the assessment history of students sorted by the selected homegroup.

**Print Reports**

Select Category:  Select Assessment Template:

Year	Semester	Home Group	Year Level
<input type="text" value="2013"/>	<input type="text" value="Decei"/>	<input type="text" value="AW"/>	<input type="text" value="Prep"/>

[Assessment History Report](#)  
[Assessment Results by Year](#)

## Assessment Download

All tests that have been marked as "complete" can be downloaded in a CSV file for analysis. Choose the parameters from the drop down lists and click on the link **Download CSV File**. Save the file to a location of your choice.

**Download Data**

Select your criteria for the data file

Year	Semester	Assessor	Home Group	Year Level	Student	Category	Template	Cycle
<input type="text" value="2014"/>	<input type="text" value="June"/>	<input type="text" value="&lt;&lt; ALL &gt;&gt;"/>	<input type="text" value="&lt;&lt; All &gt;&gt;"/>	<input type="text" value="Prep"/>	<input type="text" value="&lt;&lt; All &gt;&gt;"/>	<input type="text" value="Literacy"/>	<input type="text" value="Literacy Assessment"/>	<input type="text" value="Pre Test"/>

Choose your output options

NOTE: Only assessment data that have been marked as "complete" in nAssess wil be downloaded in the CSV file.

[Download CSV File](#)

# 10 Appendix A – Teacher Comment Bank

1 Log on to nForma Web.

2 At the main menu, click on nReports.



3 Click on **Teacher Comment Maintenance** under the **Student Data** menu.

Modules	Student Data	Home Group Data	Reports	nReports Setup
	Student Assessment			
	Progression Points Observations			
	Offline Facility			
2013	Teacher Comment Maintenance			

4 A list of all your personal comments will be displayed.

If this is the first time you have opened this section, no comments will be listed.

**Teacher Comment Bank**

Templates can be created for individual teachers.

Teacher: Simon Bowling | Comment Category: General | Subject: List All

Comment Section: What #name# has achieved | Year Level: List All

**Teacher Comment Template**

Paging Size: 10

Comment Section	YearLevel	Comment	Public
What #name# has achieved	Prep, 1	Comment for teacher - public	<input checked="" type="checkbox"/>
What #name# has achieved	Prep, 1	Comment for teacher - private	<input type="checkbox"/>

Delete Selected

## 5 Adding Teacher Comments

1. Select the **Comment Category**.
2. Select **Subject**, if applicable.
3. Select the appropriate **Comment Section**.
4. Type or paste in your comment.
5. Select the relevant year levels.
6. Tick the **Public** box if you would like others to be able to use your comments as well.
7. Take the tick out if your comment is for your own use only.

Click the **Add** button to Save it to your comment bank. This comment will now be available for selection in the nReports data entry screens.

## 6 Comments can be edited at any time.

Find the comment you want to edit from the drop down lists at the top.

Click on the small blue edit button next to the relevant comment.

Comment Section	YearLevel	Comment	Public
What #name# has achieved	Prep, 1	Comment for teacher - public	<input checked="" type="checkbox"/>
What #name# has achieved	Prep, 1	Comment for teacher - private	<input type="checkbox"/>

## 7 The comment will open in edit mode in the section below.

Make the changes as required and then click on the **Update** button to save the changes.

**NOTE:** Make sure the **Comment Category** and **Comment Sections** are correct before updating.

A comment can also be deleted by clicking on the bin icon next to it. Multiple comments can be deleted by ticking the boxes on the left hand side and clicking on the **Delete Selected** button.