

Assign Teachers to Assessment Items

On the 'nReports Setup' menu, select 'Assign Teachers'.



1. Tick the teacher you want to assign.

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- 2. Tick the relevant homegroup/s that the teacher will be assessing.
- 3. Tick all the relevant curriculum areas for that teacher. Use the small arrows to expand the selections to assign individual items, if necessary. Click **Save**.

Filter By Year Level All 🔻								Filter By Home Group				• Preview Selecton			
Select Teacher And Home Group/Year Level 💡							Available Assessment Items 😯					Assigned Items 😯			
	Teachers	^		Home Group	Year Levels	^	e	English		•	^	Teacher	Home Group	Year Level	
1	Amanda White		1	AW	2			English							
	Jo King		•		3		s	Reading and Viewing Writing							
	Joseph Evans			JE	6		*	Speaking and Listening English Table							
	Kelly Lang			JK	Prep			Skills							
	Peter Piper			KL	4		* *	General Comment Set What #name# has achieved							
	Simon Bowring			PP	1			English as an Additional Langua	ge						
	Tanya Tanner			SB	5										

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4. The column on the right-hand side will now be populated with the chosen assignments for that teacher.

Filter By Year Level All 🔹							Filter By Home Group All				¥	Preview Select	on 🕜		
Select Teacher And Home Group/Year Level 🕜						Available Assessment Items 🕜					Assigned Items ?				
Teachers	Î (•	lome Group	Year Levels	^		English	ŀ			Teacher	Home Group	Year Level		
Amanda White	(AW	2			English				Amanda White	AW	2		
Jo King	(3			Reading and Viewing Writing			-			-		
Joseph Evans	(JE	6			Speaking and Listening		11	Ţ	English				
Kelly Lang	(JK	Prep			Skills		11	-	Mathematics				
Peter Piper	(KL	4			What #name# has achieved		11		Amanda White	AW	3		
Simon Bowring	(PP	1			English as an Additional Languag	e							
Tanya Tanner	(SB	5						-	English				

Important Note: <u>NEVER</u> tick ALL Teachers and ALL homegroups at once. This will assign everyone to all classes and all assessment items and will create thousands of records that will have to be deleted.

Final Step:

Once teachers have been assigned and the reports are ready for teachers to enter data, go to the **Reporting Year Setup** page and click on **Data Entry.**