Data Capture – Writing Reports
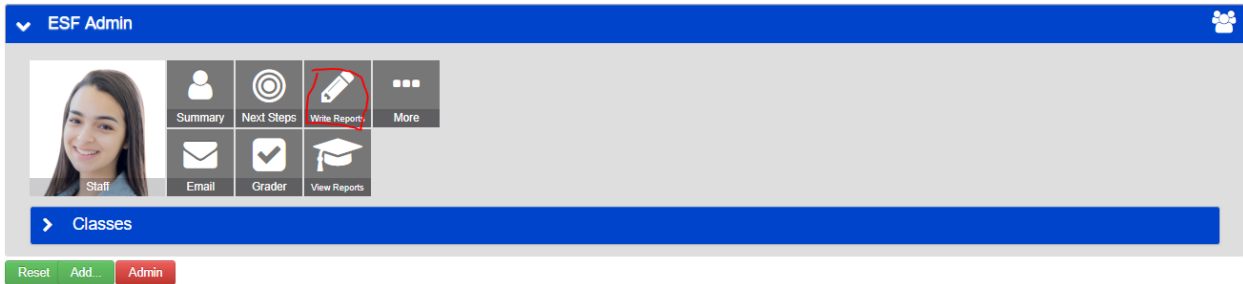
There are TWO VIEWS to the reports:

1. Writing

2. Viewing
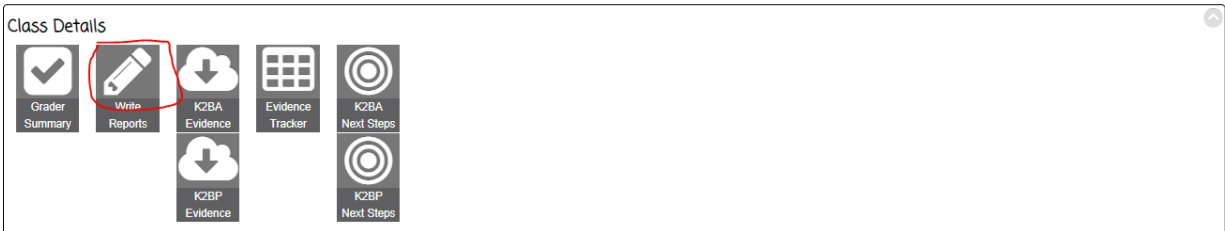
To write a report you can access via the DataHub page of via your Profil page

1. Via DataHub – simply click on the Write Report tile.

2. Via you Profile Page – click the Write Report tile

The main reports page will load that will list all the different reports to be completed throughout an academic year (note: more may get added throughout the year)

❯	2017/18 K1 Unit 1 - How We Organise Ourselves
❯	Yr 01 (20/08) 2017/18 K1 Term 1 Report
❯	Yr 02 (21/08) 2017/18 K2 Unit 1 - Who We Are
❯	Yr 02 (22/08) 2017/18 K2 Term 1 Report

1. Click on the name of the report you wish to write for example **K1 Unit 1 How We Organise Ourselves**

2. The panel expands to show the class sets applicable to that report (note the panels are coloured red if no reports have been started)

It also informs you of the Due date, how many have been completed, how many sampled, and a preview of the pdf if any

3. If you want to write a report for your class click the pencil icon

4. The report will load with the various components that make up the report, for example

For individual units – the first text box titled Comment is pre-populated with content from the CAT tool, so staff may only need to add a short sentence at the end. This is dependent on what has come from the CAT.

You will also see at the top a menu bar like so:

This tells you that you are currently viewing the incomplete submits, the report name, the class, the teacher, the student and how many have been completed.

Following the Comment is the rubric component for the Unit. These are drop down statements.

5. For Central Idea – click Select…. When the panel loads simply click the most suitable statement for the student.

For example, Meets Expectations

You will see that the Level and the rubric statement is automatically inserted and the section turns to 'green'
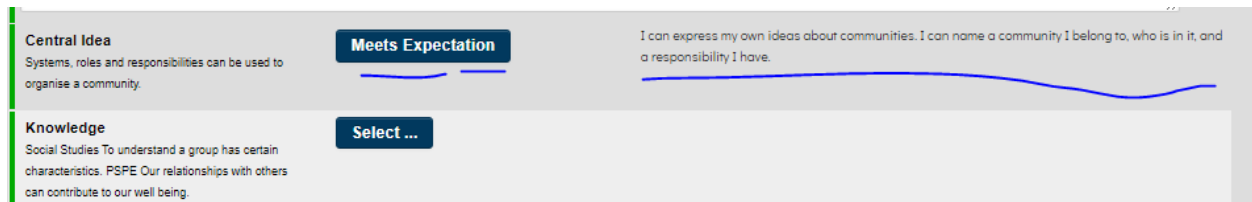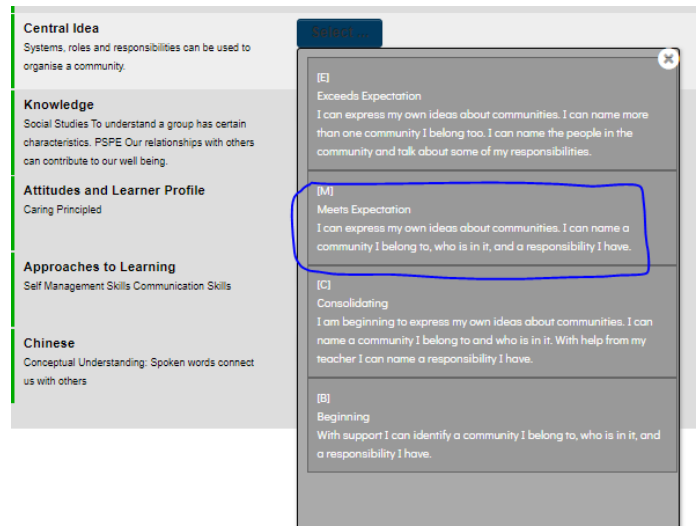
6. Repeat this process for the remainder of the rubric, until all sections are green.

7. At the bottom you will see a Submit button and a progress bar. By clicking Submit the report goes through a SpellCheck and LengthCheck. If it passes it will be moved from the Incomplete batch to the Completed batch of reports.
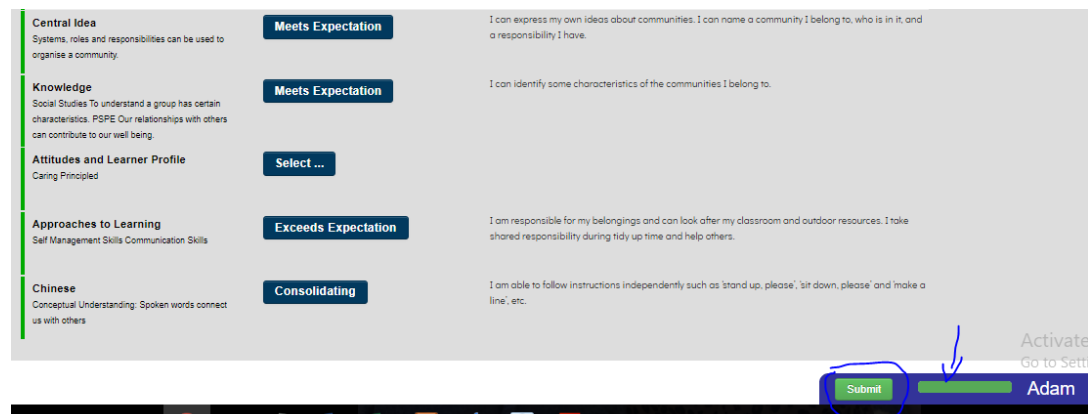
The next student in the class displays and the process is repeated.

You can use the top menu bar to move from Incomplete to Complete if you want to check/proof read a report.

Status	Report	Course	Class	Teacher	Student	Completed
Incomplete ▼	2017/18 K1 Unit 1 - How We Organise Ourselves ▼	01QQ1 ▼	1 ▼	Ms Hannah SMITH ▼	Adam WONG ▼	0/24

Simply use the arrow to switch between:

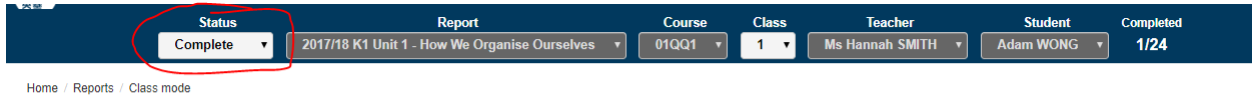| Status	Report	Course	Class	Teacher	Student	Completed
Complete ▼	2017/18 K1 Unit 1 - How We Organise Ourselves ▼	01QQ1 ▼	1 ▼	Ms Hannah SMITH ▼	Adam WONG ▼	1/24

Home / Reports / Class mode

How We Organise Ourselves

Comment

Prep populated from the CAT tool, so staff do not need to complete.

Central Idea

Systems, roles and responsibilities can be used to organise a community.

I can express my own ideas about communities. I can name a community I belong to, who is in it, and a responsibility I have.

Knowledge

Social Studies To understand a group has certain characteristics. PSPE Our relationships with others can contribute to our well being.

I can identify some characteristics of the communities I belong to.

Attitudes and Learner Profile

Caring Principled

Approaches to Learning

Self Management Skills Communication Skills

I am responsible for my belongings and can look after my classroom and outdoor resources. I take shared responsibility during tidy up time and help others.

Chinese

Conceptual Understanding: Spoken words connect us with others

I am able to follow instructions independently such as 'stand up, please', 'sit down, please' and 'make a line', etc.

Profile

Adam WONG

Unsubmit   Adam

Activate Windows
Go to Settings to activate W

This is what a report previews like in Completed mode. If you want to change something click the Unsubmit button and it will move back into the Incomplete reports where you can change it.