



**nFormaWeb™**

# **Teacher Manual**

V 3 2017

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

## Table of Contents

<b>1</b>	Logging in to nFormaWeb .....	<b>3</b>
<b>2</b>	nReports .....	<b>5</b>
<b>3</b>	nRoll .....	<b>5</b>
3.1	How to mark the daily roll.....	9
3.2	Marking the Roll per Day .....	9
3.3	Marking/Editing the roll per week .....	10
3.4	How to view/mark past attendances – Weekly and Daily views.....	12
3.5	Viewing reports .....	14
<b>4</b>	nWellbeing.....	<b>15</b>
4.1	Wellbeing Data .....	15
4.2	Welfare Record.....	17
4.3	Reports .....	18
<b>5</b>	nl.L.P.s.....	<b>20</b>
5.1	ILP Data Entry .....	20
<b>6</b>	nAid.....	<b>23</b>
6.1	First Aid Incident Data Entry .....	23
6.2	First Aid Reports .....	26
<b>7</b>	nAssess.....	<b>27</b>
7.1	nAssessment.....	27
7.1.1	<i>Assessment Data Entry</i> .....	27
7.1.2	<i>Assessment Progress</i> .....	29
7.2	Reports .....	29
7.2.1	<i>Assessment Reports</i> .....	29

# 1 Logging in to nFormaWeb

If your nForma Administrator has not updated the nForma hyperlink on your landing page to the new address, simply enter the following URL:

<https://www.beta.nforma.ct.com.au/content/index.html#/nsystem/login>

The **FIRST** time you login to nFormaWeb:

Type in your school domain in the field “Enter or Select School Domain”  
**DO NOT** include the “catholic.edu.au” suffix.

LOGIN

Enter or Select School Domain: School Domain Verify

username  
username

password  
password

Remember Me?

LOGIN

Click on “Verify” and the school domain field will update with the details of your school. You will also see your school logo appear in the top left corner of the screen.

LOGIN

Enter or Select School Domain: cepI3 Verify

username  
username

password  
password

Remember Me?

LOGIN

Enter your username and password and click LOGIN

LOGIN

Enter or Select School Domain: cepI3-CEPL Demo

username  
admin

password  
\*\*\*\*\*

Remember Me?

LOGIN

The next time you login to nFormaWeb on the same computer:

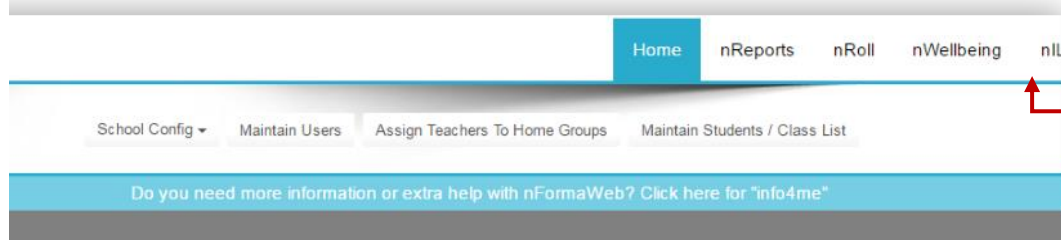
Select your school domain from the right hand drop list. Check that the logo appears for your school.

The screenshot shows the login page with the 'Enter or Select School Domain:' dropdown menu open. The selected option is 'cepl3-CEPL Demo', which is highlighted with a red arrow. Below the dropdown are input fields for 'username' and 'password', a 'Remember Me?' checkbox, and a 'LOGIN' button.

**DO NOT SELECT YOUR SCHOOL DOMAIN FROM THE BROWSER'S "autofill" list as shown below.** If you do select the "autofill" option, the school logo will not appear and the system will not log you in.

The screenshot shows the login page with the 'Enter or Select School Domain:' dropdown menu open. The selected option is 'c', which is highlighted with a red arrow. Below the dropdown are input fields for 'username' and 'password', a 'Remember Me?' checkbox, and a 'LOGIN' button. A 'Verify' button is also visible to the right of the dropdown.

At the main menu, use the menu bar to access other modules.

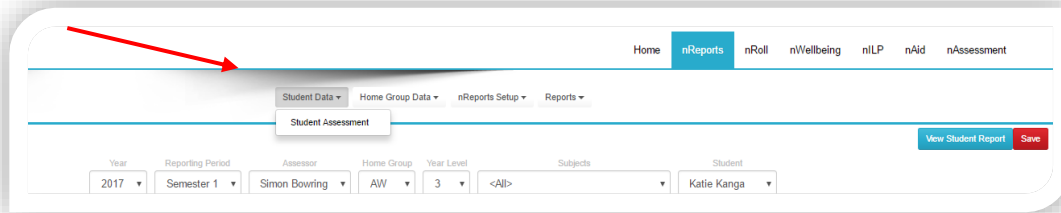


## 2 nReports

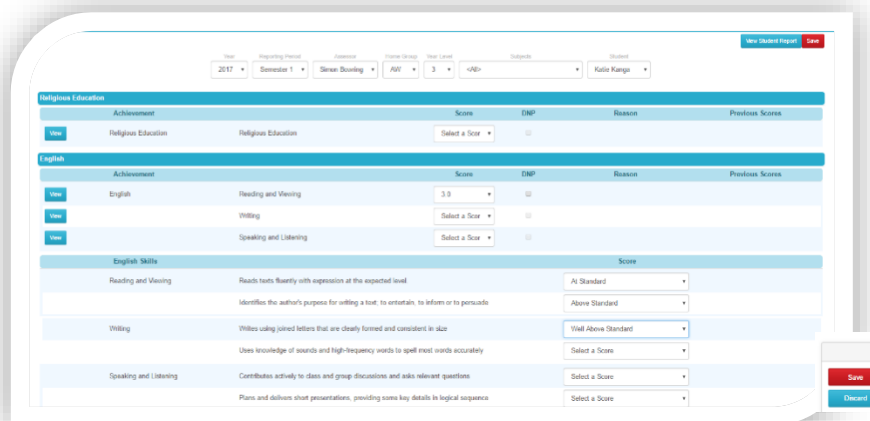
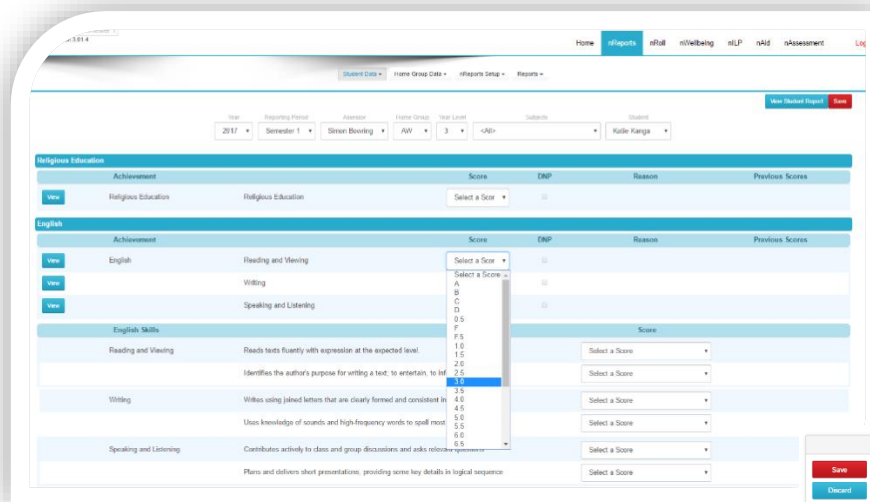
You can enter data for your student reports by one student at a time or by your whole homegroup :

### Student Data – Student Assessment

Go to nReports - Student Data – Student Assessment on the menu as shown below.



Choose the homegroup, year level, subject and student from the drop downs. Select the relevant scores from the drop downs for each area that has been assigned to you. As soon as a score has been selected, the pop-up Save prompt will appear. You can select multiple scores at once and click save when finished.



You can also enter scores for DNP (Did Not Participate) if required for any students. Choose a score first, then tick the DNP box which will open up a drop down containing 5 reasons. Select the appropriate reason and Save.

Achievement	Score	DNP	Reason
English	3.0	<input type="checkbox"/>	
Reading and Viewing	3.0	<input checked="" type="checkbox"/>	Emigration from a Curriculum Area <b>Exemption from a Curriculum Area</b> Late Enrolment School Refusal Serious Illness Unapproved Extended Family Holiday
Writing	3.0	<input type="checkbox"/>	
Speaking and Listening	Select a Score	<input type="checkbox"/>	
<b>English Skills</b>			
Reading and Viewing	Reads texts fluently with expression at the expected level.		At Standard
	Identifies the author's purpose for writing a text, to entertain, to inform or to persuade		Above Standard

If a student has previous scores for any Victorian Curriculum subject, these will appear on the right hand side of each strand.

To enter comments for a student, click on the small edit button as shown to open the box for data entry. Type your comment in directly or copy and paste from Word.

**IMPORTANT:** Do not copy text from documents that have formatting, colours, tables, etc or you may have problems when viewing the reports. Copy in plain text and format once pasted in using the toolbar above each comment box. Remember to Save when done.

Plans and delivers short presentations, providing some key details in logical sequence

Select a Score

Teacher Comment

Codes For Comments

Code	Male	Female
#his#	his	her
#Hhis#	His	Her
#him#	him	her
#Hhe#	he	she
#lher#	He	She

#name# Student First Name

Comment

B I U L E C Toggle HTML Words

Comment Bank

Prev Comment

Set Null

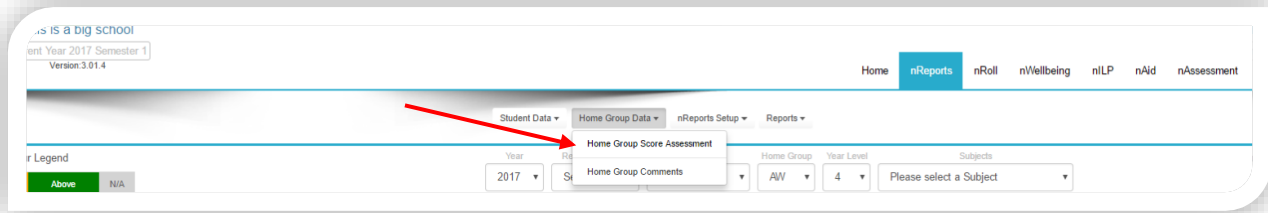
If a student has a previous comment for that same area, you can view it by clicking on the small button called **Prev Comment**.

## Comment Bank

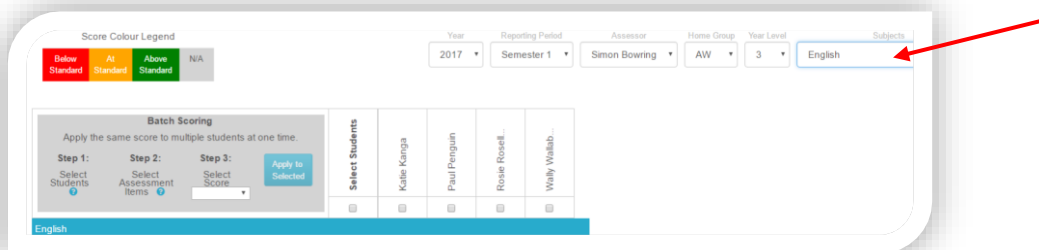
If your nForma administrator has entered any generic comments into the Comment Bank for a particular comment, you can click on the blue **Comment Bank** button to auto fill those comments.

## Home Group Data – Home Group Score Assessment

Go to nReports – Home Group Data – Home Group Score Assessment on the menu as shown below.

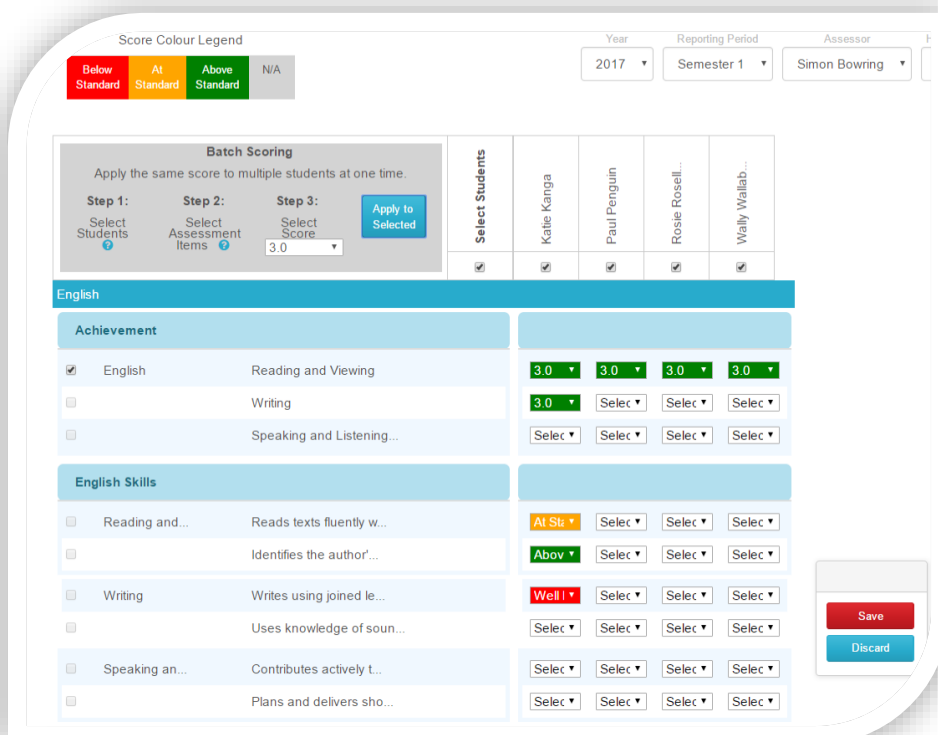


All your students will be listed along the top of the table. Choose the subject from the drop down list. Enter scores as required for each section and student. Click Save at any time or when done.



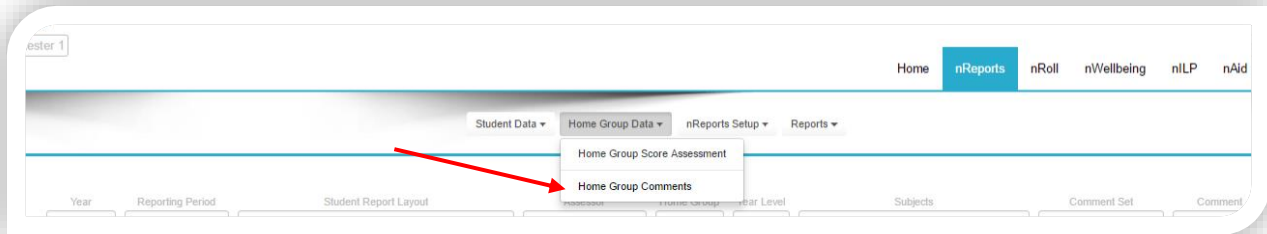
To apply the same score to multiple students at the same time:

1. Select the students by ticking the boxes for all or just the ones you want.
2. Select the section on the left hand side.
3. Select the score at the top.
4. Click the Blue button **Apply to Selected**.
5. Save.

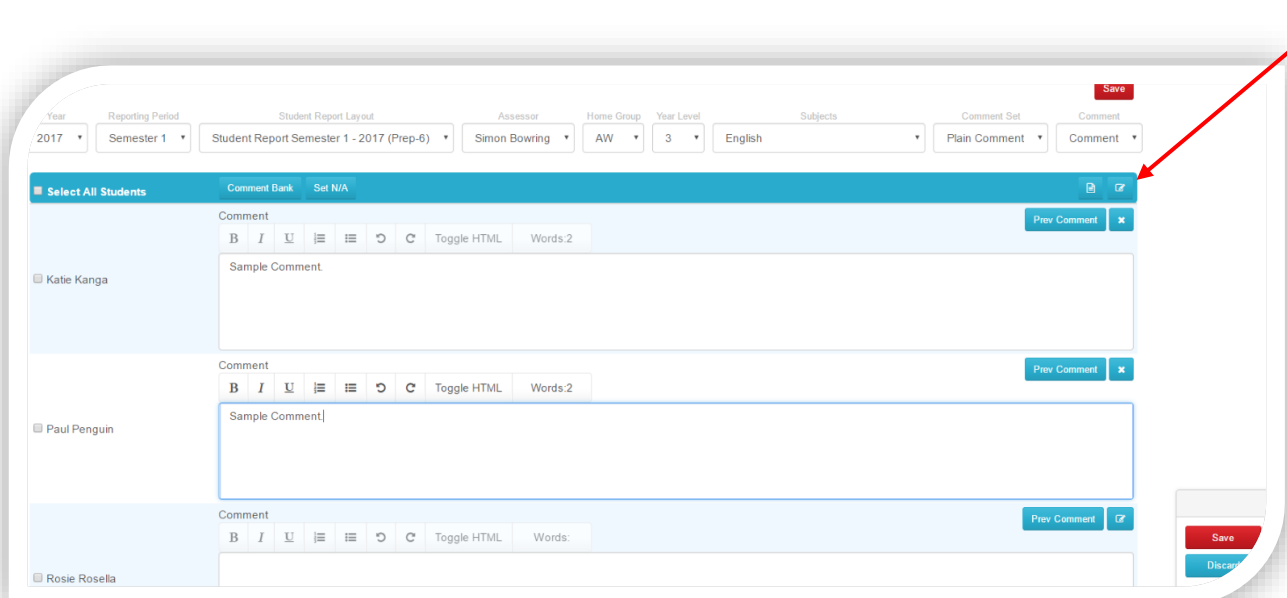


## Home Group Data – Home Group Comments

To enter comments by home group, go to Home Group data – Home Group Comments.



Choose the comment required from the drop down lists at the top. Use the blue edit button to open one or all of the comment boxes to enter your data. Click Save when finished.

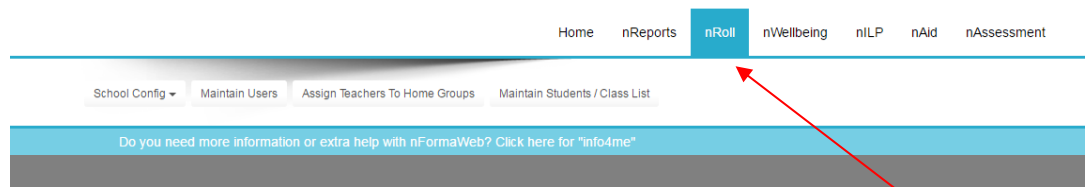




### 3 nRoll

#### 3.1 How to mark the daily roll

- 1 Login to nFormaWeb.
- 2 At the main menu, click on **nRoll**.

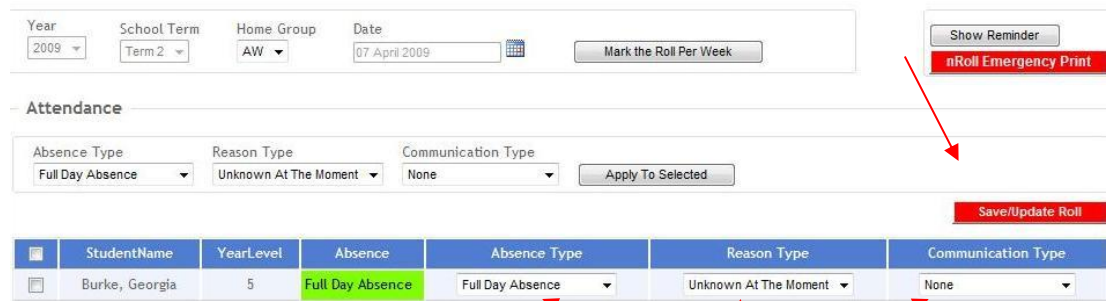


#### 3.2 Marking the Roll per Day

- 1 The current day will be displayed by default. There are two ways to mark the roll on this screen.

##### a. Varying Absences

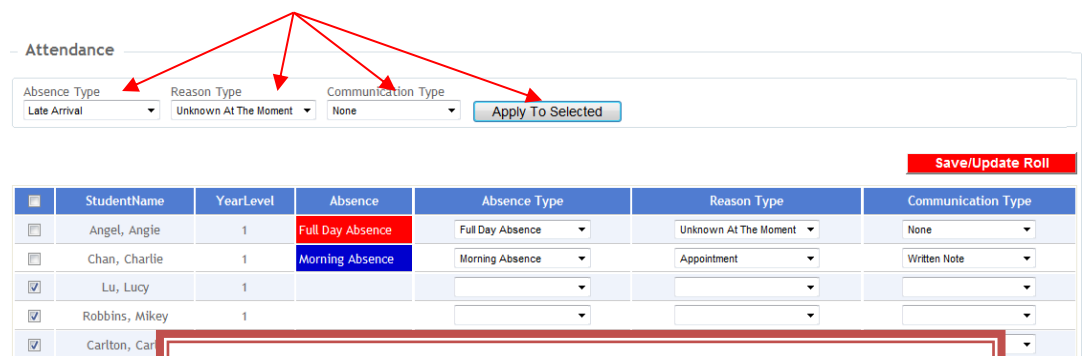
Choose the Absence, Reason and Communication Types from the drop downs for each student.



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.

##### 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.



**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.

### 3.3 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.

**Him, Joshua**

Absence Type

Reason Code

Communication Type  
 None Given OR

Comment

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.

**Him, Joshua**

Absence Type

Reason Code

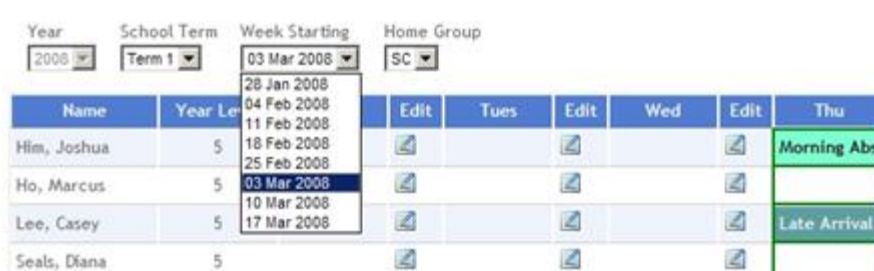
Communication Type  
 None Given OR

Comment

**Save All**
Delete
Cancel

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

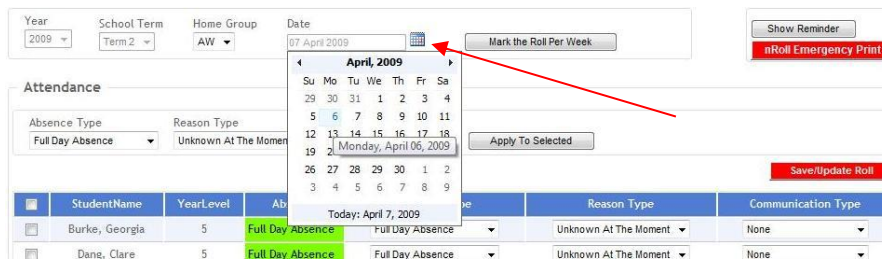
- 1 In the **Weekly Roll Page**, click on the drop down list **School Term** and make a selection.



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

**OR**

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



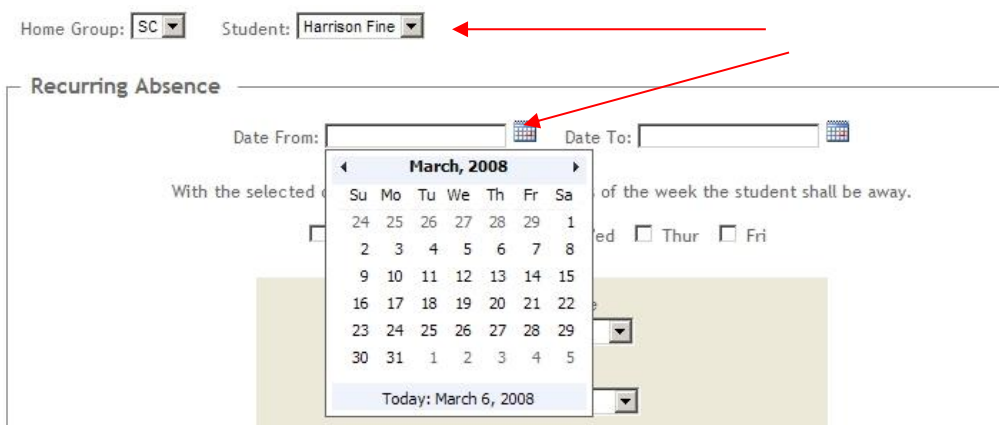
**NOTE:** If an absence needs to be DELETED, use the Weekly view.

- 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.

### 3.5 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	

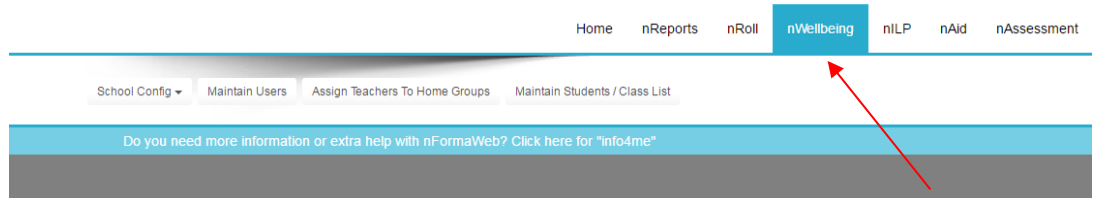
Year	School Term	Home
2011	Term 2	AW

<b>Attendance</b>
-------------------

## 4 nWellbeing

- 1 Log in to nFormaWeb.
- 2 At the main menu, click on nWellbeing.

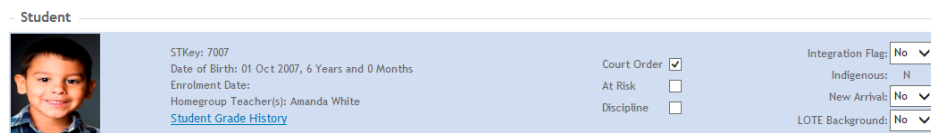


### 4.1 Wellbeing Data

- 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.

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

Below the table is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Undo, Redo, and ABC. At the bottom right of the editor, it says 'Words:0 Characters:0'. Below the editor are two buttons: 'Add / Update' (highlighted with a red arrow) and 'Cancel'.

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

Supplementary Documents

[Add 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**.

Document Location

Document Category  
Integration Submission ▼

Short Description

- 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**.

Document Links

- Speech Pathology (CEO)
- Integration Submission
  - Linked document 1\_4011\_2.doc - Georgia2 [Edit](#) [Download](#)



- 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.

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

[Add Documents](#)

## 4.2 Welfare Record

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



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

**History**

History

[New](#)

- 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](#)

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

[Copy](#)

- 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**

### 4.3 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
<input type="text" value="2009"/>	<input type="text" value="AW"/>	<input type="text" value="5"/>	<input type="text" value="Georgia Burke"/>

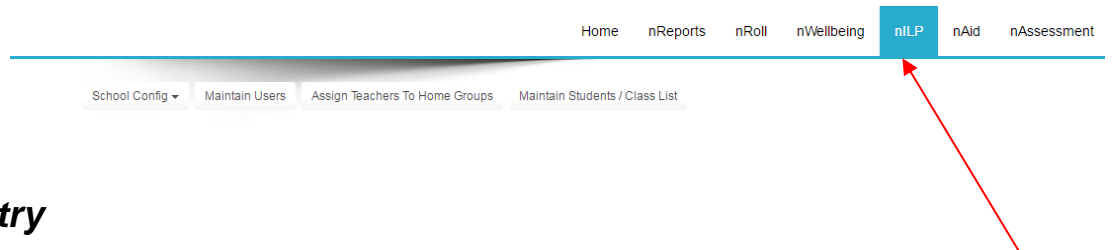
**Welfare Grid Report**

- 4 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	Indigenous Code	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 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"/>	<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"/>	<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"/>	<input type="checkbox"/>	

## 5 nI.L.P.s

- 1 Log in to nFormaWeb.
- 2 At the main menu, click on nI.L.P.s



### 5.1 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>
	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>
	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.

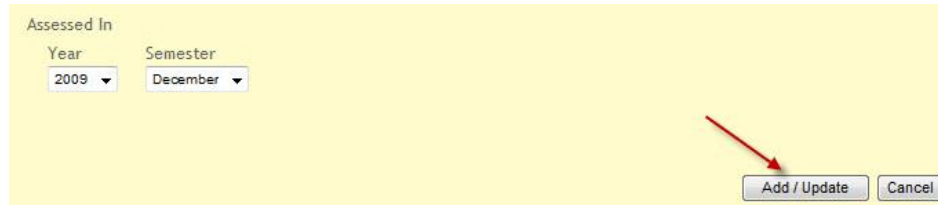
Make sure you enter a number for the display order.

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.

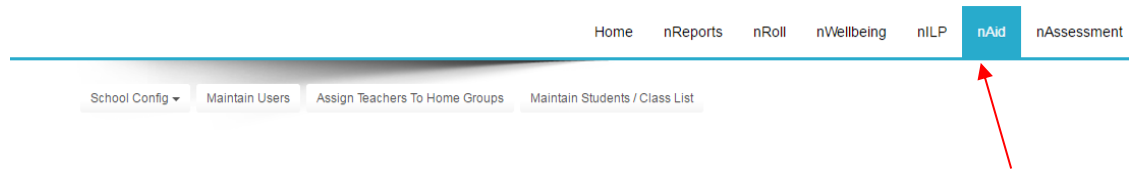
ILP Status: ●

ILP Number: 20100401-4010 [Preview Report](#)

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

## 6 nAid

- 1 Log in to nFormaWeb.
- 2 At the main menu, click on nAid



### 6.1 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 White  
[Student Grade History](#)

Emergency Contact: [Field]

Injury / Sickness: <-- Select -->

Location: <-- Select -->

Type of Activity: <-- Select -->

Parent Notification: <-- Select -->

Notification Date: [Field]

Picked Up At: 3:40PM

Points: [Field]

- 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? No [Dropdown] By Whom? Student [Dropdown] When? [Field]

Details Of Claim: [Text Area]

[Delete Record]

- 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:

[Save All] [Cancel]

- 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

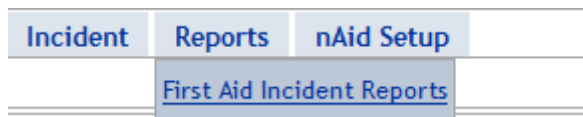
Very distressed but no serious damage done.

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

Signed \_\_\_\_\_

## 6.2 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

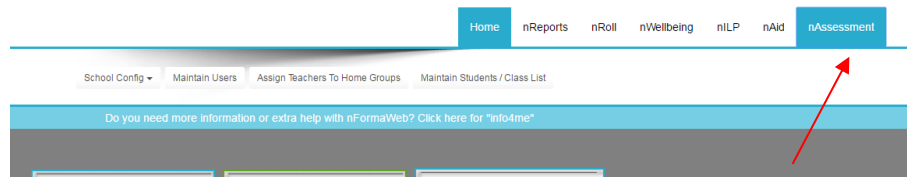
**Print Reports**

- [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](#)

# 7 nAssess

## 7.1 nAssessment

- 1 Log in to nFormaWeb.
- 2 At the main menu, click on nAssess.



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

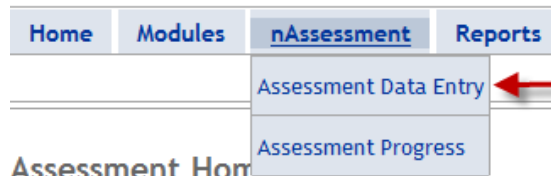
Assessment Home

Assessment	Tester Name	Total	Completed	% Completed
Literacy Assessment - 2013 - Post Test	Amanda White	108	19	17% <div style="width: 17%; background-color: green; display: inline-block;"></div>

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

### 7.1.1 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	Template	Cycle
Literacy	Literacy Assessment	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	Template	Cycle
Literacy	Reading Recovery	End

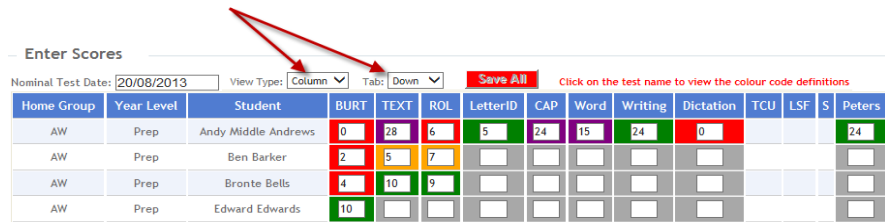
- 4 Click on **View Student Assessment Scores** to display the students for the current selection. If you only want to see students with incomplete data, tick the **Include only**

Include only Incomplete Assessments

**Incomplete Assessments**  
box.

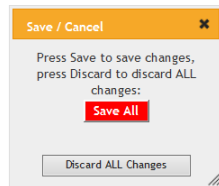
**5 Enter Scores**

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.

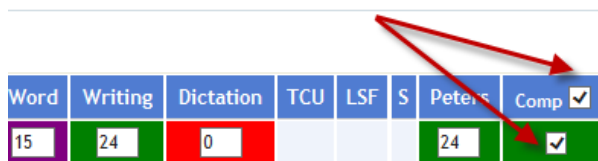


**NOTE:** Use the TAB key to move quickly from box to box. You can choose to TAB Across or Down by selecting from the drop down box as indicated.

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

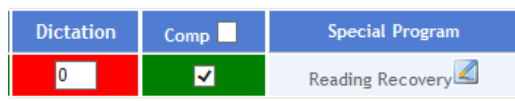


**7 When a student's data has been completed, you must tick the Comp box for that student. If all your students have been completed, you can simply tick the Comp box at the top of the column to mark them all as completed.**



**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.

Template:  Cycle:

[View past Reading Recovery Students](#)

### 7.1.2 Assessment Progress

1 On the nAssessment menu, click on Assessment Progress.

Home Modules **nAssessment** Reports

Assessment Data Entry

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)

## 7.2 Reports

### 7.2.1 Assessment Reports

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

Reports nAssessment Setup

Assessment Reports By Assessor

Assessment Reports By Home Group

Assessment Download

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	6	5	24	15	24	0	-1	-1	-1	24	D.O.B: 01 Oct 2007
Barker, Ben	2013	Gr: Prep	Post Test	2	5	7	-1	-1	-1	-1	-1	-1	-1	-1	-1	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:

[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 will be downloaded in the CSV file.

[Download CSV File](#)