

How to use Assessment in the new Teacher App

May 2025: Introducing the Assessment Module

As part of **Phase 2** of the **Teacher App**, we have introduced the **Assessment Module**.

Note: Please note that formula columns are not currently supported. This feature is under review, and we hope to include it in a future update.

Important: This feature is designed specifically for use on **tablets**.

- **Assessment Module:** Teachers can now enter assessment results directly into the MIS from their device, making it quick and easy to record data during lessons or while on the move.
- It is built for simple, mobile-friendly use and updates the web version in real time.
- All core functionality mirrors the web-based version, ensuring a consistent experience across platforms.

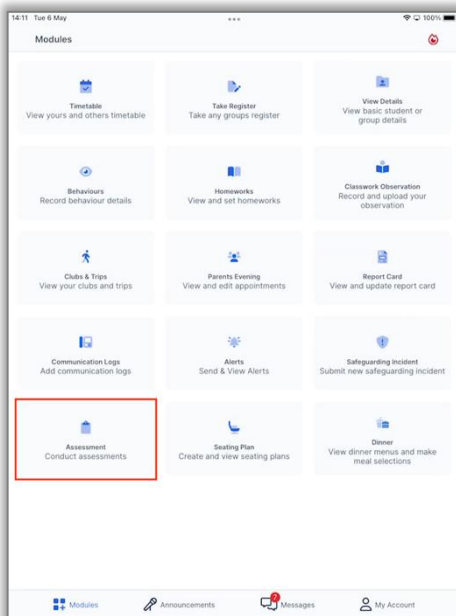
Important: Teachers will need to **update to the latest version of the app** unless auto-updates are enabled.

Quick Guides

1. How to **access** the **Assessment Module**
2. How to **navigate** the **Assessment Module landing page**
3. How to **filter** the **Assessment Module landing page**
4. How to **update** a **Marksheet**
 - a. Examples of all **Marksheet Types: Filter** and **Assessment** pages
5. How to add **Additional Information** to a **Marksheet**
6. How to add **Comments Bank** comments to a **Marksheet**
7. How to add **Classwork Observations** to a **Marksheet**

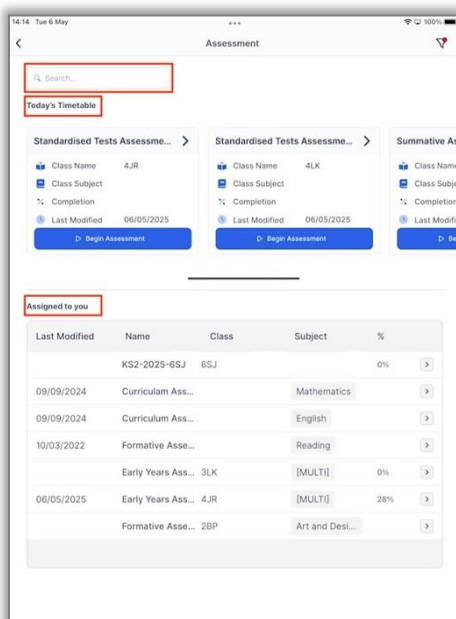
1. How to access the Assessment Module

- When using the updated **Teacher App** on a **tablet**, you will land on the **Modules** home screen, where all available modules are displayed in a tile format.
- Tap the **Assessment** tile to open the **Assessment** module.



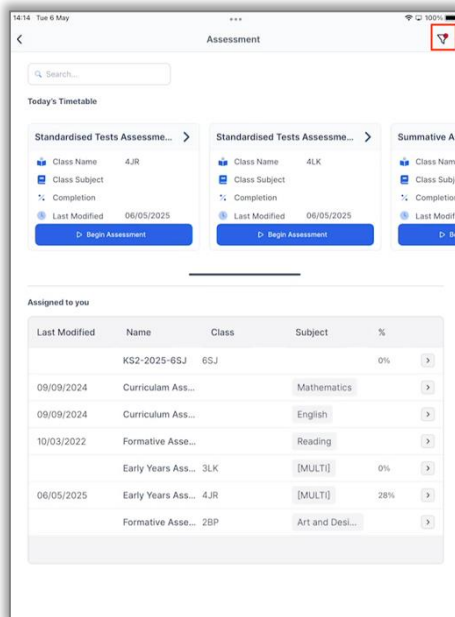
2. How to navigate the Assessment Module landing page

- The **Assessment** landing page is divided into two main sections: **Today's Timetable** and **Assigned to you**.
- The **Today's Timetable** section displays only Marksheets assigned to you for the current day. This section scrolls horizontally. If no Marksheets are available for today, a message will display 'No Marksheets here'.
- The **Assigned to you** section lists all Marksheets assigned to you and scrolls vertically.
- The **Search Bar** allows you to search by the Marksheet title.

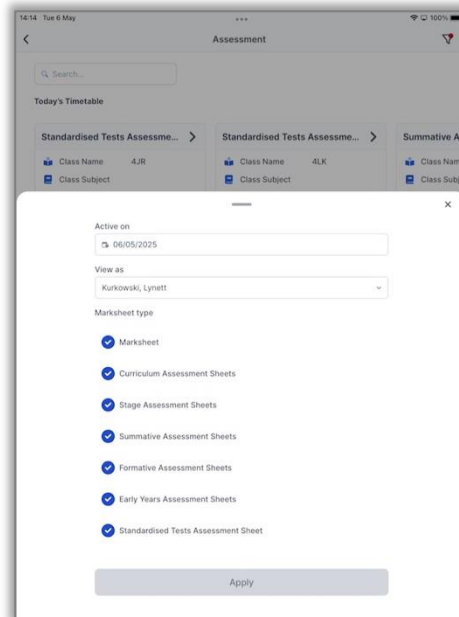


3. How to filter the Marksheets in the Assessment Module landing page

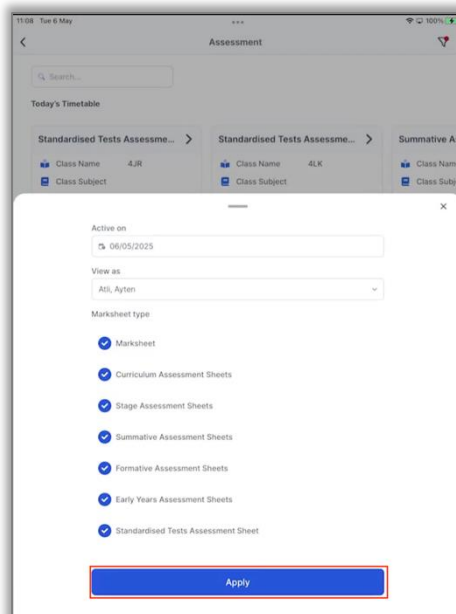
1. On the **Assessment** landing page, click the **Filter** icon.
2. In the **Filter** popup, you can filter the view using the following options:
 - a. **Active on** – Defaults to today's date.
 - b. **View as** – Defaults to logged in user, but you can switch to another user.
 - c. **Marksheet type** – All Marksheets are selected by default.
3. Click **Apply** to save and apply your filters.



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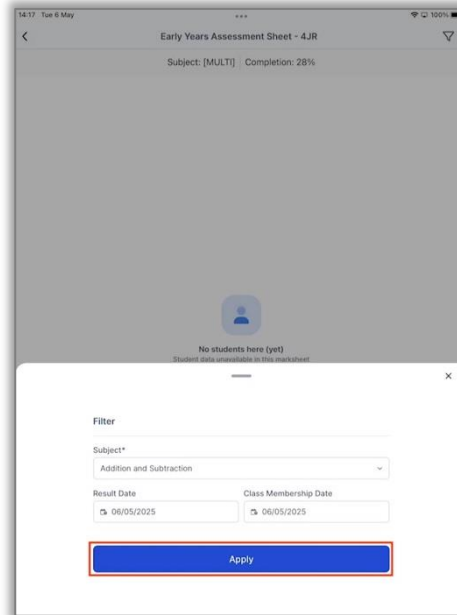
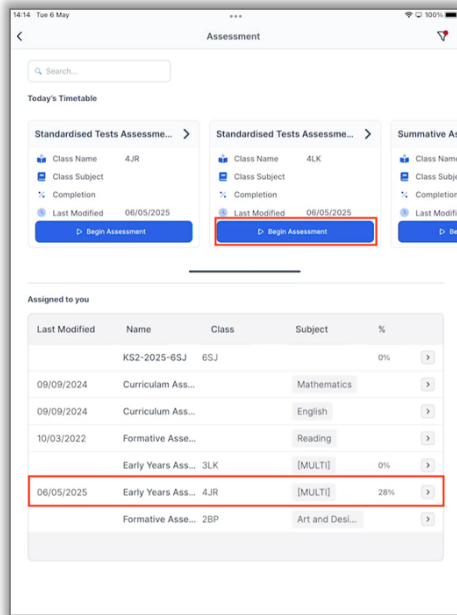
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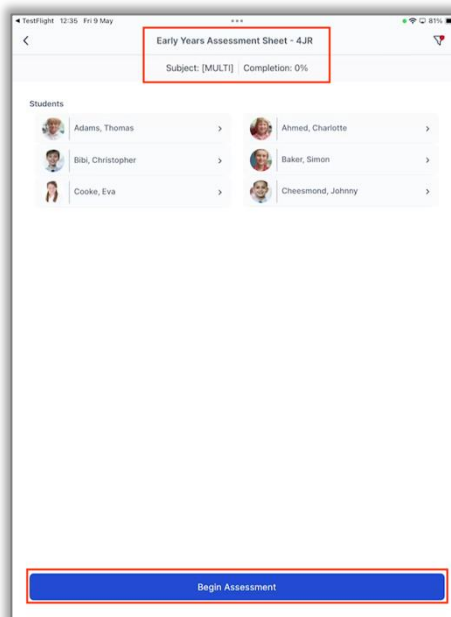
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4. How to update a Marksheet

- On the **Assessment** landing page, either:
 - Click on **Begin Assessment** on a Marksheet from the **Today's Timetable**
 - Click on a **row** in the **Assigned to you** section.
- The Student List page will open. Complete the **Filter** criteria in the popup and click **Apply**.

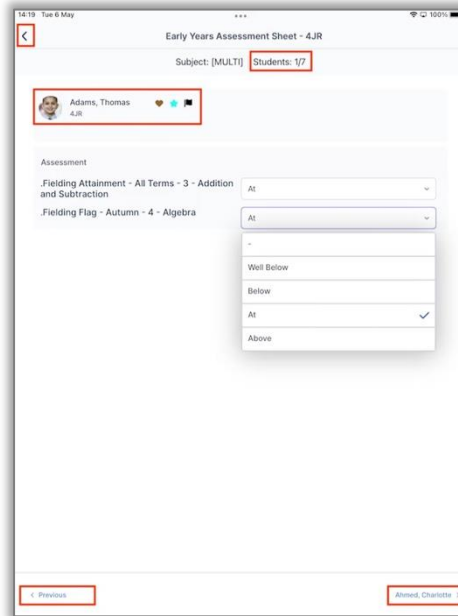


- The **Student List** page will display students based on your filter selections, arranged alphabetically by surname. The top of the page shows the Marksheet Name, Subject, and Completion percentage. Click **Begin Assessment** to start working through the students in order, or click directly on a student's name from the list.



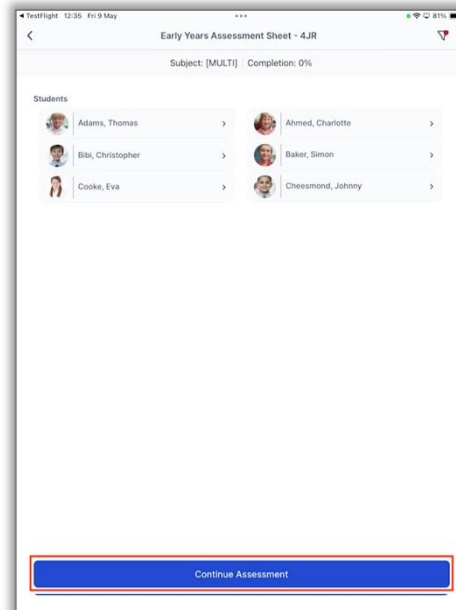
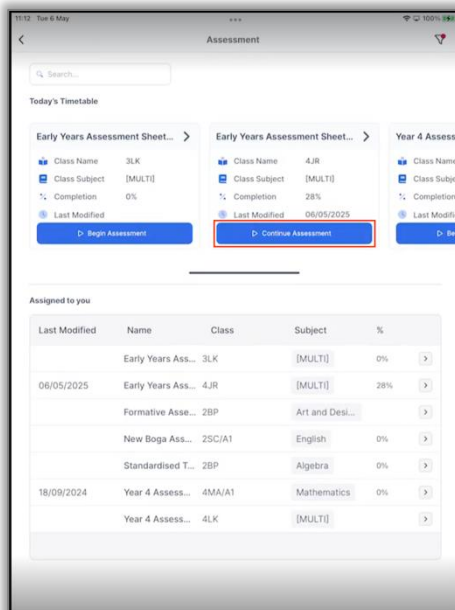
- Completing the Assessment:
 - When you click **Begin Assessment**, the system will open the first student in the list.

- The **Header** shows the student’s position in the sequence (e.g. Student 1/7).
- You will see the student’s photo (if available), name, Year Group, and any user-defined flags.
- Complete the Marksheet for the student.
- All changes are automatically saved and instantly reflected on the MCAS parent web portal.
- To move to the **next student**, click their name in the bottom-right corner.
- Continue this process until you have completed the assessment for all students.
- To make changes, simply reselect an option from the dropdown or edit the text – your updates will be saved automatically.
- Click the **Back arrow** to return to the Student List page.



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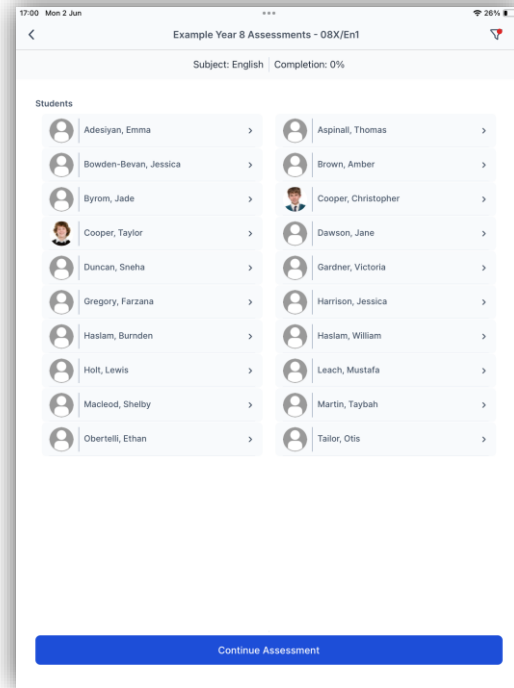
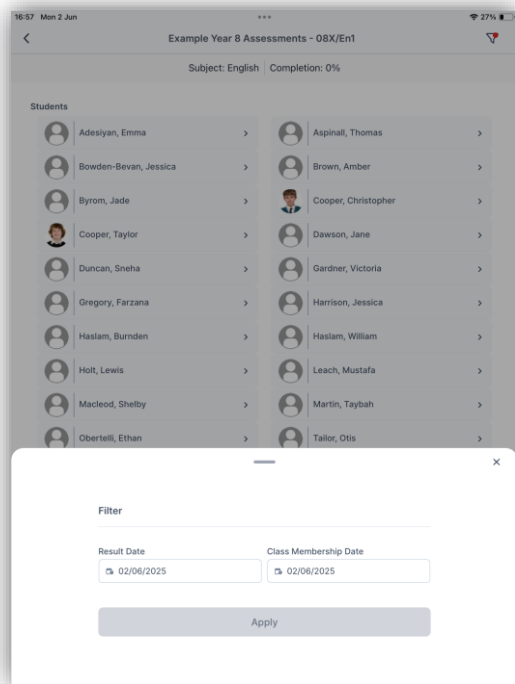
Note: If the Marksheet is not fully completed, the next time you return to it, the button will say **Continue Assessment** instead of **Begin Assessment**.



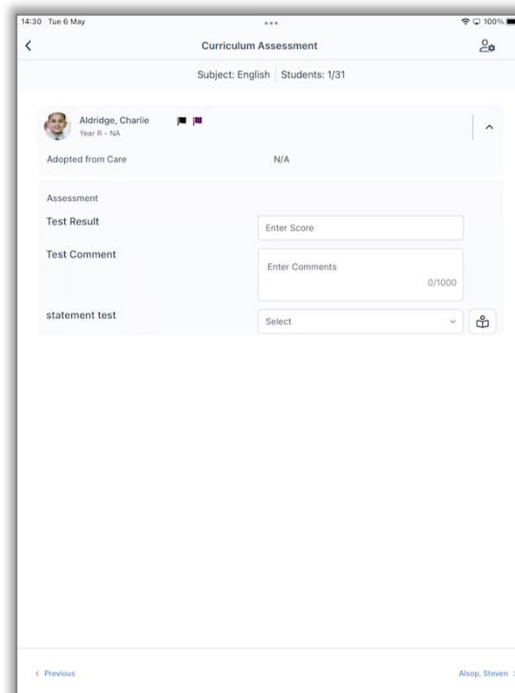
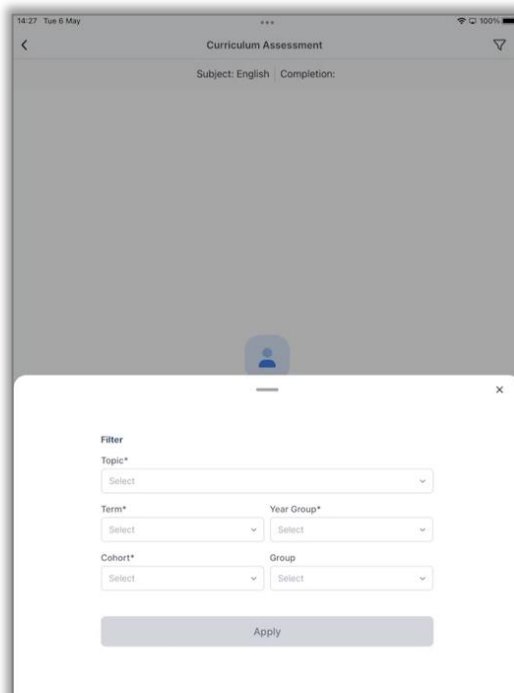
4.a Examples of all Marksheet Types: Filter and Assessment pages

- **Marksheet (Main Assessment)**

- **Filter: Result Date and Class Membership Date** default to today's date.

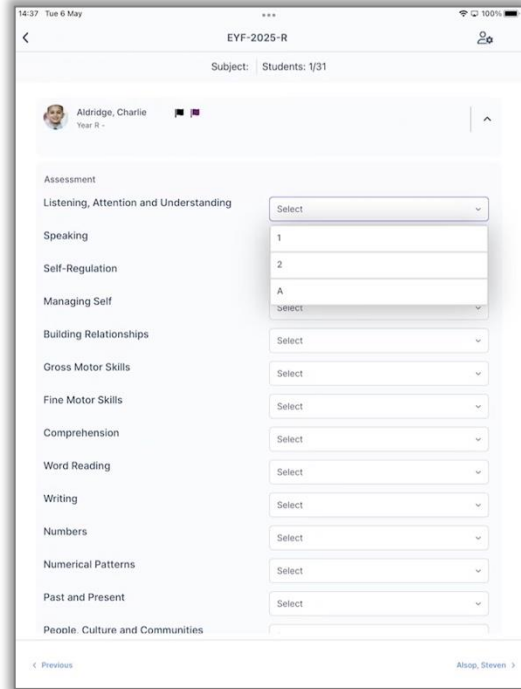
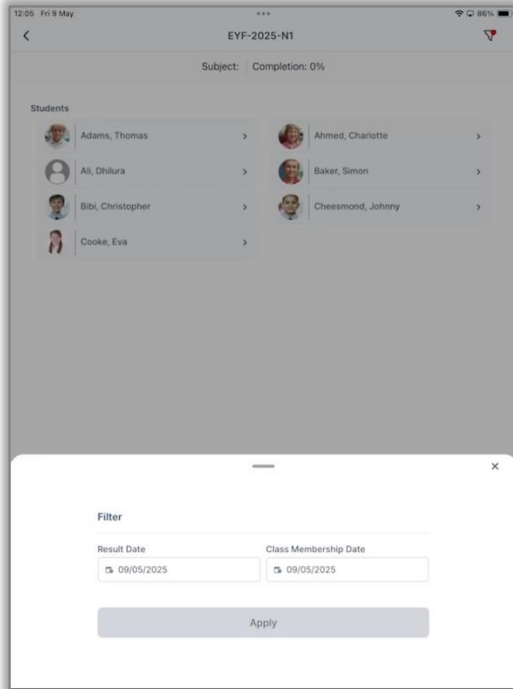


- **Curriculum Assessment Sheet**



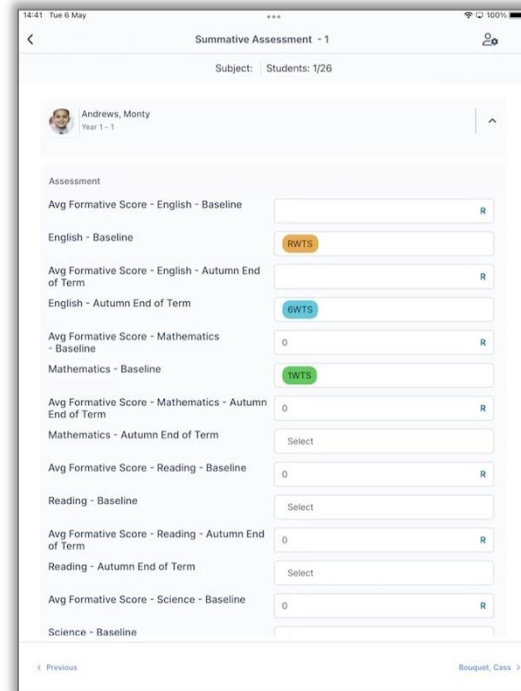
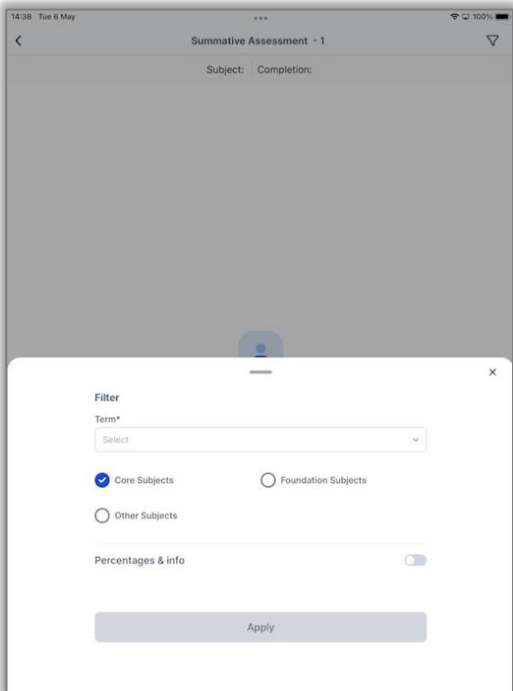
- **Stage Assessment Sheet**

- **Filter: Result Date** and **Class Membership Date** default to today's date, therefore the Student List appears automatically.

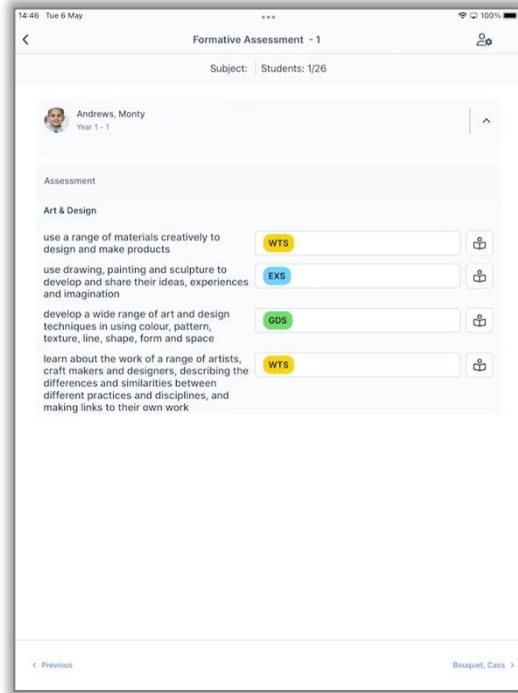
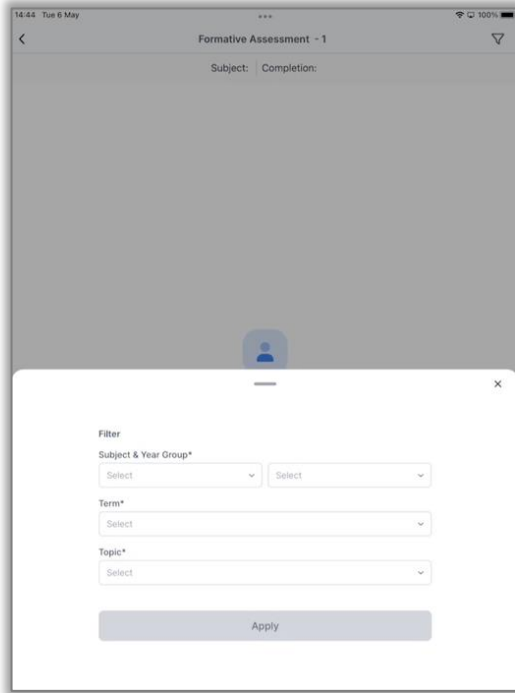


- **Summative Assessment Sheet**

- **Filter: Defaults to Core Subjects.**

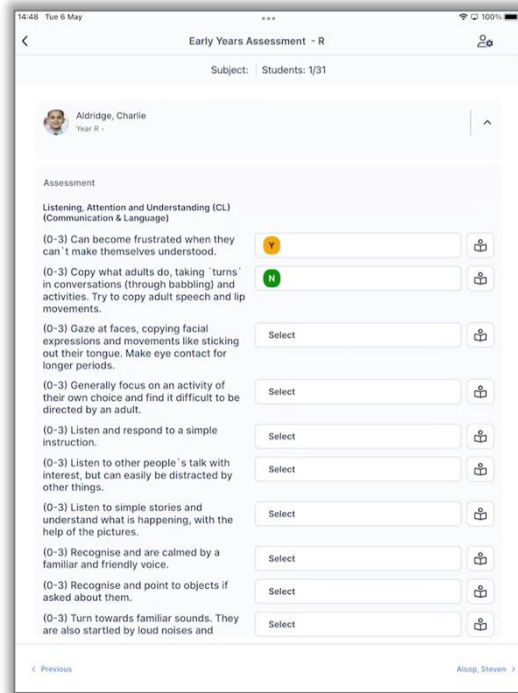
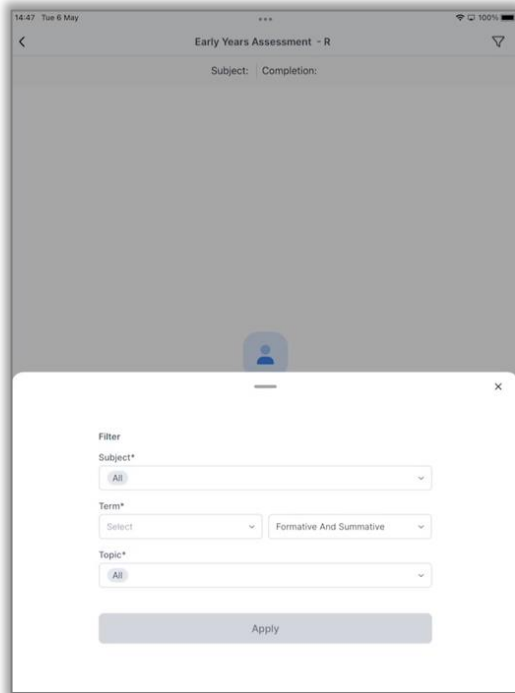


- **Formative Assessment Sheet**



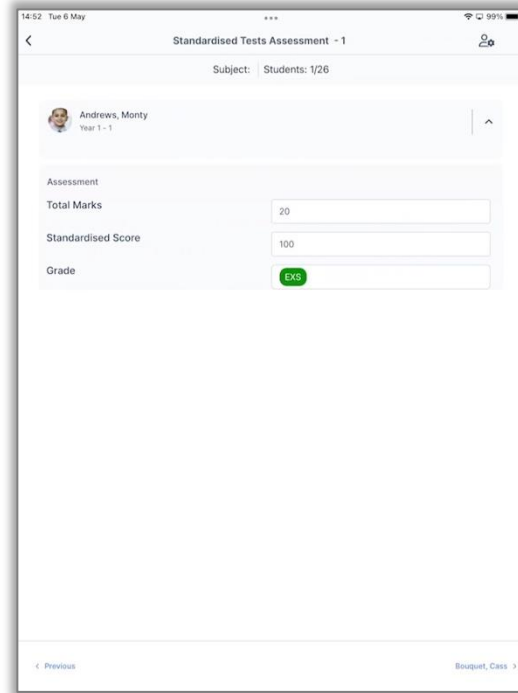
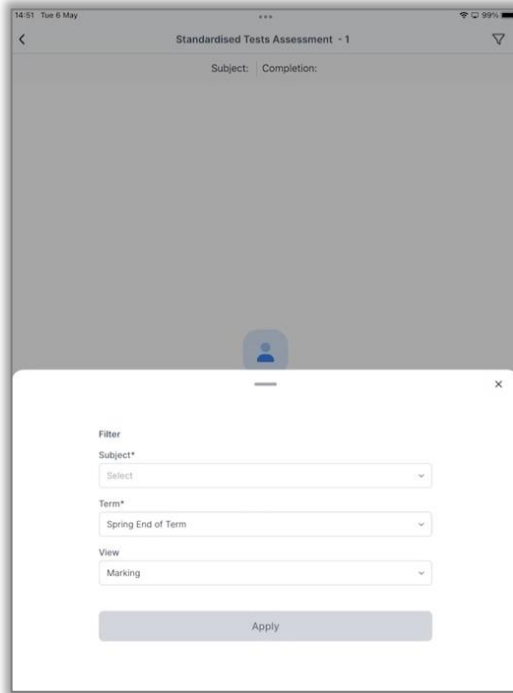
- **Early Years Assessment Sheet**

- **Filter: All Subjects, All Topics, and Formative and Summative are selected by default.**



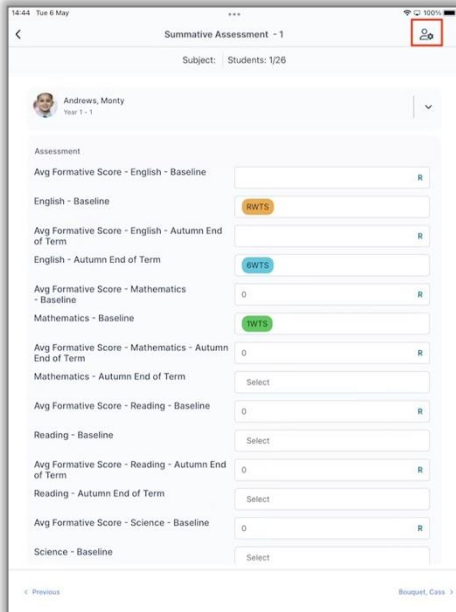
- **Standardised Assessment Sheet**

- **Filter:** Term defaults to the current term, and **View** defaults to **Marking**.
- **Assessment:** Entering a score in the **Total Marks** field will update the **Standardised Score** and **Grade** fields automatically.

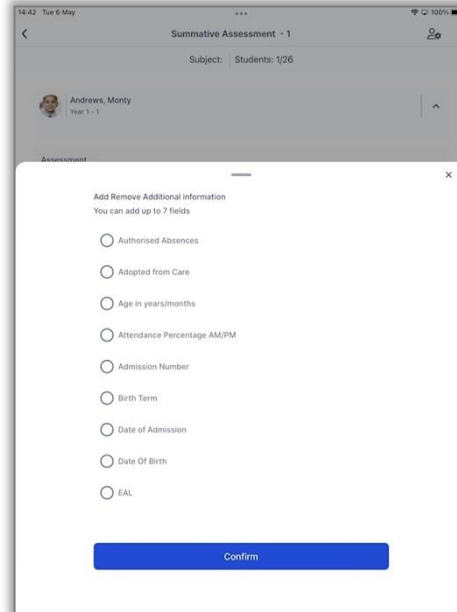


5. How to add additional information to a Marksheet

1. In the Marksheet, click the **Settings** icon to open the Additional Information popup.
2. You can add up to seven fields to the Marksheet. After selecting the fields, click **Confirm** to apply your changes.

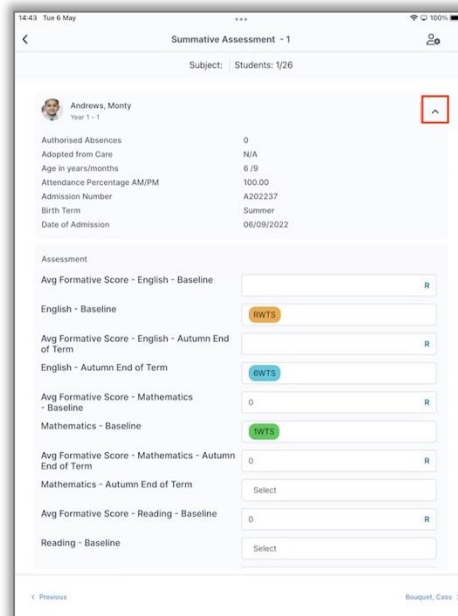


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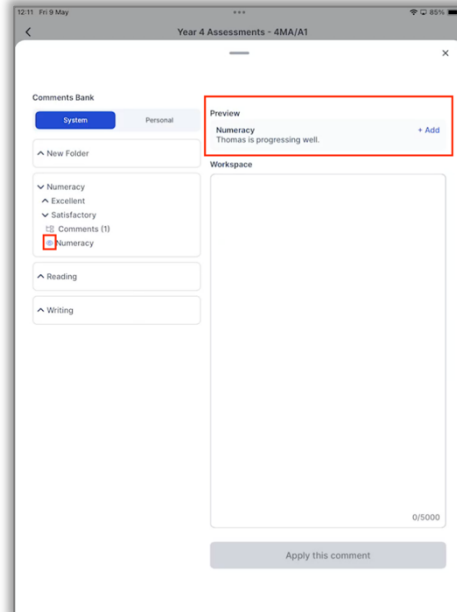
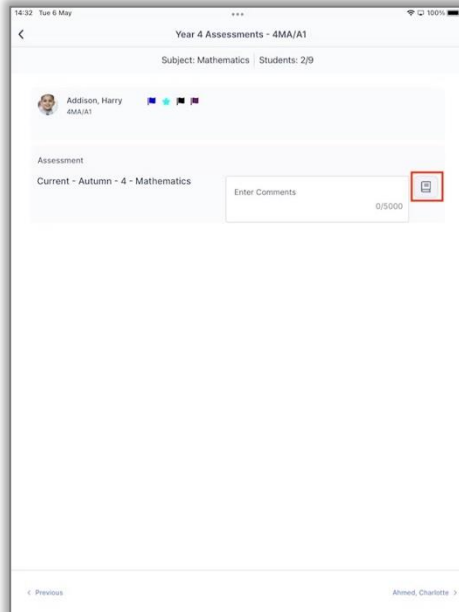
3. Use the **arrow** icon against the student to **expand** or **collapse** the additional information as needed.



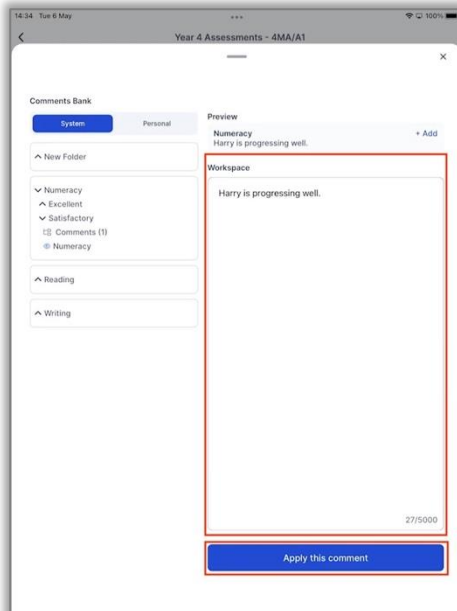
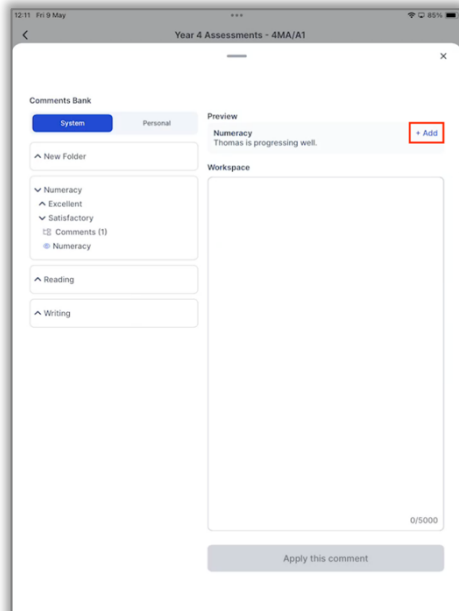
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6. How to add Comments Bank comments to a Marksheet (Main Assessment)

1. In the Marksheet (Main Assessment), click the **Comments Bank** icon to open the Comments Bank popup.
2. The Comments Bank allows access to both **System** and **Personal** Comments. Drill down to the required comment and click the **eye** icon to preview it in the **Preview** panel.

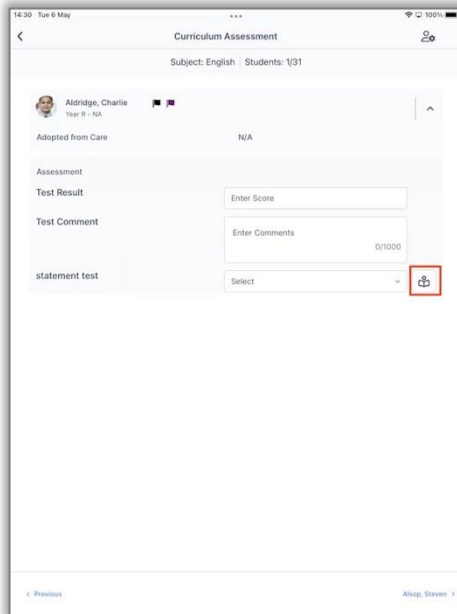


3. Click **+Add** to move the selected Comment into the **Workspace** panel.
4. After adding all desired Comments to the **Workspace**, click **Apply this comment** to insert them into the Marksheet.

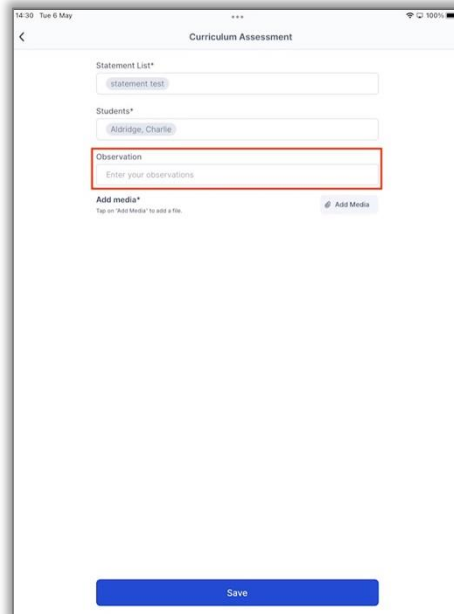


7. How to add Classwork Observations to a Marksheet

1. In the Marksheet, click the **Classwork Observation** icon to open the Classwork Observation page.
2. Enter your text in the **Observation** field. The **Statement List** and **Students** fields will populate automatically.

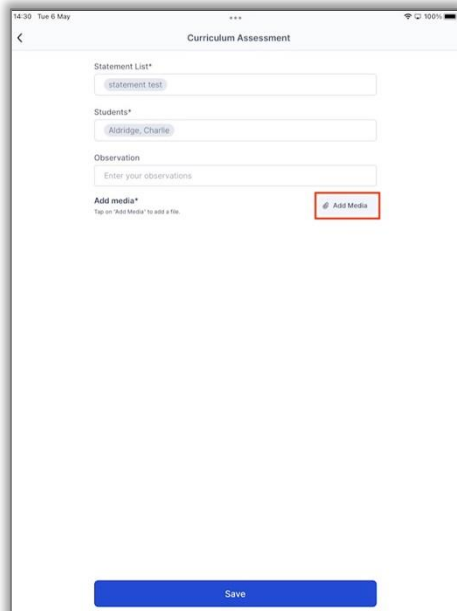


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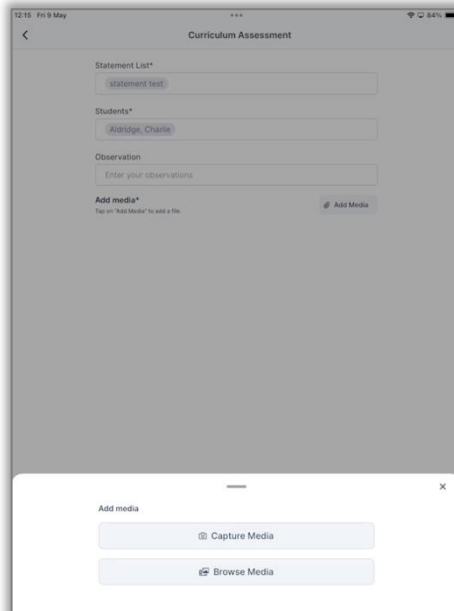


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3. Click **Add Media**.
4. Choose one of the following options:
 - a. **Capture Media** - Take a new photo or a video.
 - b. **Browse Media** – Select existing media from your device.

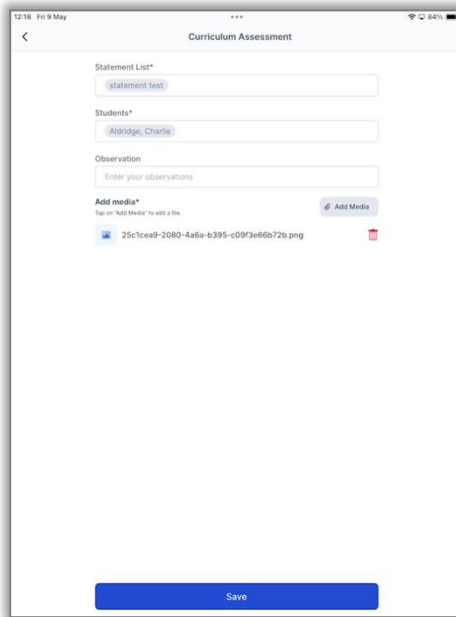


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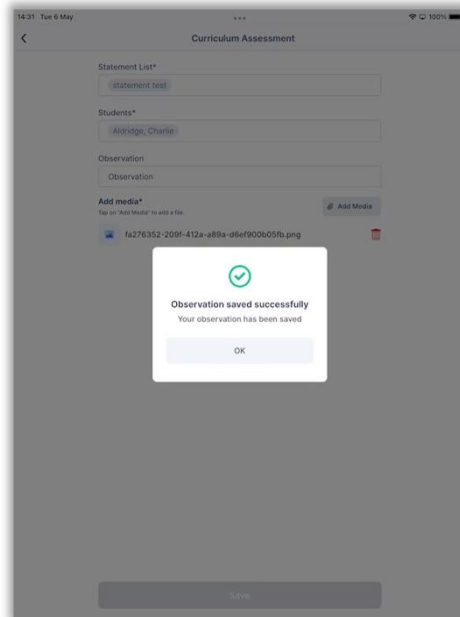


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5. Click **Save**.
6. A notification will confirm that the Observation has been saved successfully.



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Note: If you try to leave the Classwork Observation page without saving, you will see the following message: **'Exit Classwork Observation? Are you sure you want to exit? You will lose all your data'**. Click **'No, Stay'** to remain on the page, and remember to click **Save** to save your data before you exit.

