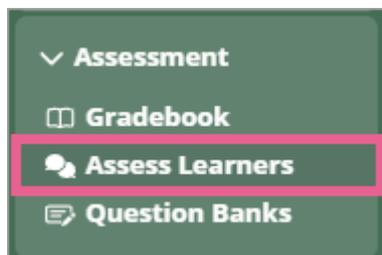


How do I assess the Outcomes report?

Step 1

Go to *Assessment* > *Assess learners*.



Step 2

On this page, you will find a table listing all your learners organised by their reports. Click on "Not graded" or "score" to access the detailed outcomes report.

Step 3

Inside, there will be a detailed report.

- 1) Outcomes report name displayed here.
- 2) Learner name displayed here.
- 3) Click the evaluation criteria to expand the report. Use the assessment type to score the criteria.
- 4) The weight assigned to the criteria and status of the evaluation are displayed here.
- 5) Find evidence of learning represented by a tagged collection of learner work here.
- 6) You can further adjust the score here.
- 7) Total outcomes report score displayed here.
- 8) You can click this checkbox to withhold the report.
- 9) Click here to release the report for learner viewing.

Lecture Materials >
 Assessment
 Search
 Course Setup
 Course Design
 Course Promo
 Administer Learners
 Assessment
 Gradebook
 Assess Learners
 Question Banks
 Credentials

< Student List
BSBPEF301F321_Assessment
 Report: BSBPEF301F321_Assess... 1
 Learner: Carolina ARCILA VEAS x > 2

Criteria	Weight	Evaluated
Assessment Marks 3	100	100 ✓ 4

NYC 0 - 0 C 100 - 100
 Competent
 Evaluation: / 100
 Clear

Evidence: Activities Posts tagged with bsbpef301f321_assessment.

5

Calculated Total: 100 / 100
 Adjustments: 6
 Total: 100 / 100 7
 Withhold report for this student 8
 Released 9

Report: BSBPEF301F321_Assess...
 Learner: Carolina ARCILA VEAS x >

If a due date for the task was set up, and a learner submitted it late, this will be marked like this:

Administrator
Class of 2025

Your Progress

Summarise floral design basics 0/1 Graded

Criteria	Weight	Evaluated
Did the learner student apply the principles of design?	20	

Evaluate how effectively the student applies the principles of design—balance, proportion, rhythm, unity, emphasis, harmony, and contrast—as well as the elements of design, including line, form, space, texture, and colour, in their floral arrangement. Look for signs of intentional decisions regarding these principles in both their project plan and final design.

Band 1: Emerging 1 - 25 Band 2: Developing 26 - 50 Band 3: Proficient 51 - 75 Band 4: Exemplary 76 - 100

Evidence: Activities Posts tagged with project_plan.

1. Event Description & Vision:
This project focuses on creating a bridal bouquet for a romantic spring wedding. The vision is to capture the essence of new beginnings, delicate beauty, and soft, ethereal love. The bouquet should evoke a sense of gentle joy and timeless elegance, complementing the bride's dress and the overall wedding aesthetic. The pastel color palette will be delicate, airy, and romantic.

Chandru Test Account One

Overdue status Waive

Overdue

Final Project: Event Floral Arrangement

The assessor has the option to waive the overdue status:

... and/or perhaps adjust the score due to lateness:

Run your floral design business from home 0/2 Graded

Criteria	Weight	Evaluated
Did the learner communicate and justify their design choices?	10	
Did the learner provide feedback to their peer?	10	

Calculated Total: 0 / 100

Adjustments:

Total: 0 / 100

Withhold report for this student

Release

Report: Final Project: Event Flora...

Learner: Chandru Test Accou...

Step 4

Once an assessor has finished evaluating the desired learner(s), they can release the results via the *Release* button on the learners' list. There are also options for releasing all results.

Assess Learners

Assess learners, provide feedback, and release results
[Learn more](#)

Filter by role: Learners | Search by name or email or ID: Start typing... | Filter by group: Start typing... | Import | Export

3 learners

Learner	Final Project: Event Floral Arrangement	Peer Review & Class Participation
 Balasandar Balakrishnan subachan@msn.com	75.2/100 <input type="checkbox"/> Release	<input checked="" type="checkbox"/> Released
 Chandru Test Account One chandru.ol.test1@gmail.com	0/6 criteria graded	Not graded
 Great Person fezzametta@gmail.com	0/6 criteria graded	Not graded

10 per page | Navigation arrows

Step 5

When you release a report, the report results become accessible to the learner. The learner will receive a notification that their results are available. They can then access their report results from the notification or their progress page.

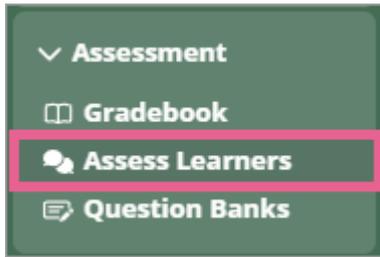


How do I assess Quiz activity

The assessment process for this is automatic.

Step 1

Go to *Assessment* > *Assess learners*.



Step 2

You will now be able to see the learner's scores.

Quizzes will be automatically marked upon submission. The results will show on the *Assess Learners* page almost immediately. You will see "Not attempted" if the learner hasn't done the quiz yet.

Click on "score" to access the detailed quiz activity report.

Step 3

If the assessor wishes to rescore the quiz, they can still manually do so by clicking on the drop-down arrow next to the title of the quiz, then select *Rescore the quiz*

Assess Learners

Assess learners, provide feedback, and release results
[Learn more](#)

Filter by role: Learners | Search by name or email or ID: Start typing... | Filter by group: Start typing... | Import | Export

3 learners

Learner	Module 1 Quiz	Module 2 Quiz	Module 3 Quiz	Final Project: Ev
Balasandar Balakrishnan subachan@msn.com	8/10		10/10	80.4/100
Chandru Test Account One chandru.ol.test1@gmail.com	Not a	Not attempted	Not attempted	0/6 criteria grad
Great Person fezzametta@gmail.com	0/10	Not attempted	Not attempted	0/6 criteria grad

10 per page | < | >

Step 4

Click on *Release* to make the results available to the learner. There are also options for releasing all results.

Assess Learners

Assess learners, provide feedback, and release results
[Learn more](#)

Filter by role: Learners | Search by name or email or ID: Start typing... | Filter by group: Start typing... | Import | Export

3 learners

Learner	Module 1 Quiz	Module 2 Quiz	Module 3 Quiz	Final Project: Ev
 Balasandar Balakrishnan subachan@msn.com	8/10	<input checked="" type="checkbox"/> Released	10/10 <input checked="" type="checkbox"/> Released	80.4/100 <input checked="" type="checkbox"/> Released
 Chandru Test Account One chandru.ol.test1@gmail.com	Not attempted	Not attempted	Not attempted	0/6 criteria grad
 Great Person fezzametta@gmail.com	0/10 <input type="checkbox"/> Release	Not attempted	Not attempted	0/6 criteria grad

10 per page

Note: If a quiz has multiple attempts, and the assessor has already released the results, and the learner attempts the quiz for the 2nd time. The score of the 2nd attempt will be reflected immediately in Assess Learners
