

Joint Assessment System Tutorial

Overview

JASAdmin

[Creating Units/ Levels/ Statements](#)

[Import Materials \(units/levels/statements\)](#)

[Create Quizzes](#)

[Add New Students](#)

[Delete Students](#)

[Importing Students](#)

[Linking Students to Units](#)

[View Students Work](#) (note you can also do this in JASTeacher)

[Quiz Administration](#) (import quizzes, remove pupils from quizzes)

JASPupil

[Logging In](#)

[Self-assess their progress](#)

[Instant feedback with targets](#)

[Submit Work to E-Portfolio](#)

[Take A Quiz](#)

JASTeacher

[View Self-assessments](#)

[Moderate Self-assessment choices](#)

[View Submitted Work](#)

[View Student Levels](#)

[View Quiz Results](#)

[Create Reports](#) (as a merged document or to a csv file to view in a spreadsheet)

Overview

The joint assessment system (JAS) is an electronic assessment system for pupils and teachers. It allows pupils to understand their objectives, assess their progress and see where they have to go next with their learning. It allows teachers to have an overview of their groups progress, attainment level and produce quick and easy reports, based on the data in the system. Pupils can also submit work via the electronic portfolio for their teachers to grade and comment upon. Pupils can also take quizzes to give teachers more evidence of their understanding.

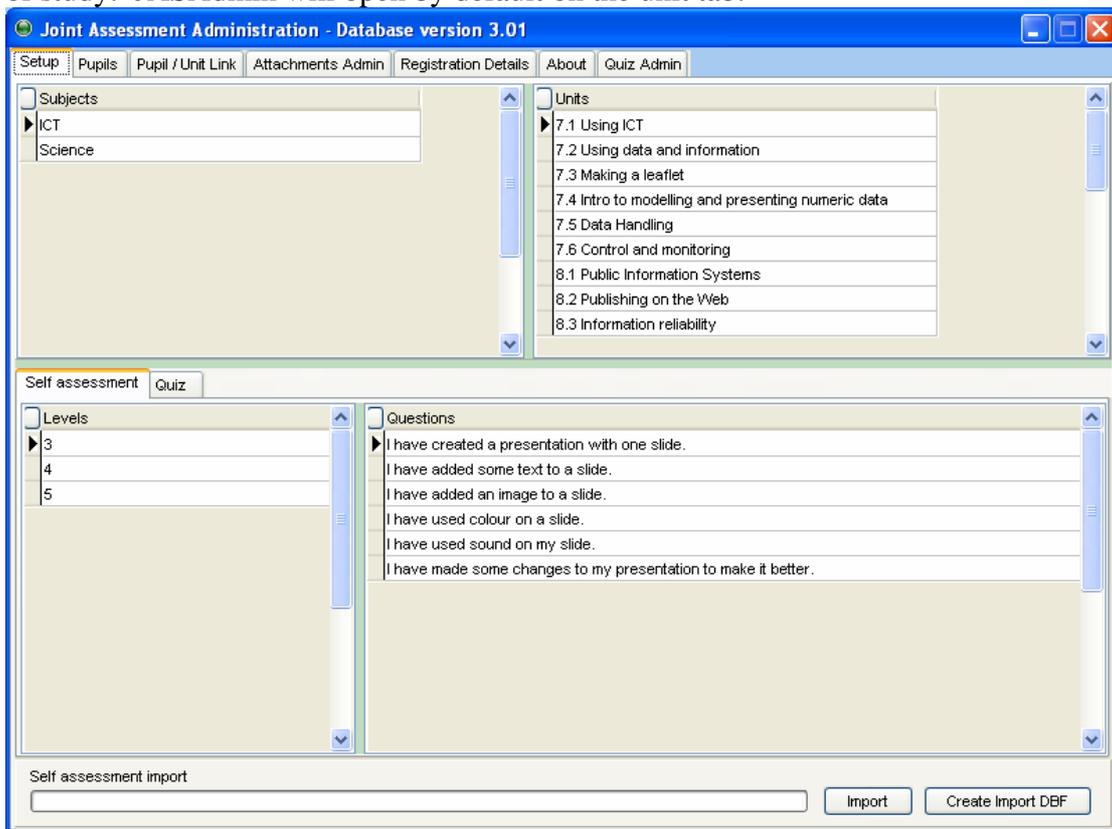
There are three components of the Joint Assessment System (JAS);

1. The JASAdmin tool – where you create and manage pupil accounts in the system, manage subject topics or ‘Units’, create national curriculum levels and corresponding statements for pupils to tick and give students access to these Units. You can create quizzes for Units and link pupils to these Units.
2. The JASPupil tool – where students log in with their name and secure password, select the Unit they are working on (or have been granted access to using the admin tool) and tick statements to indicate their level. Students can also choose to see what action points they have next and what they need to achieve in order to improve their level. They can submit work to their electronic portfolio and take a quiz.

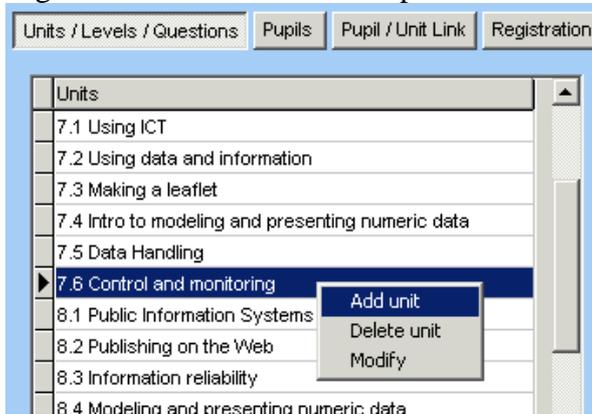
- The JASTeacher tool – where teachers can see an overview of their group’s selections against a chosen Unit. Teachers can amend these selections to moderate students choices. Teachers can print off a list of students with indicated levels and produce reports showing students their indicated level, descriptions of that level for the unit and points of action to raise their level. Teachers can also view a groups quiz results and can view/ moderate any piece of work submitted by the pupil.

JASAdmin

The first task to set up your system is to create Units, these are the base of the system. These can be national strategy units (as the included example ICT units are) or topics of study. JASAdmin will open by default on the unit tab:



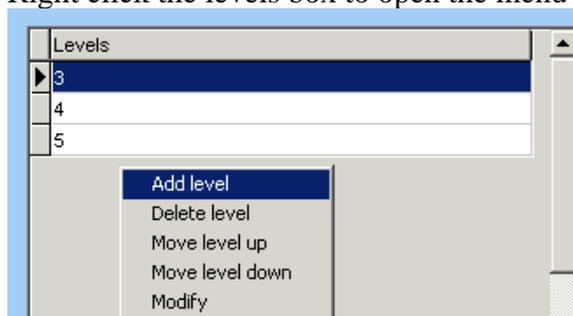
Right click in the unit box to open the menu – choose *Add Unit*.



Type a name for the unit and click OK, you will now see the unit listed in the unit box.

Next you need to add levels to the unit in order to segregate the tick statements.

Right click the levels box to open the menu – choose *Add Level*.



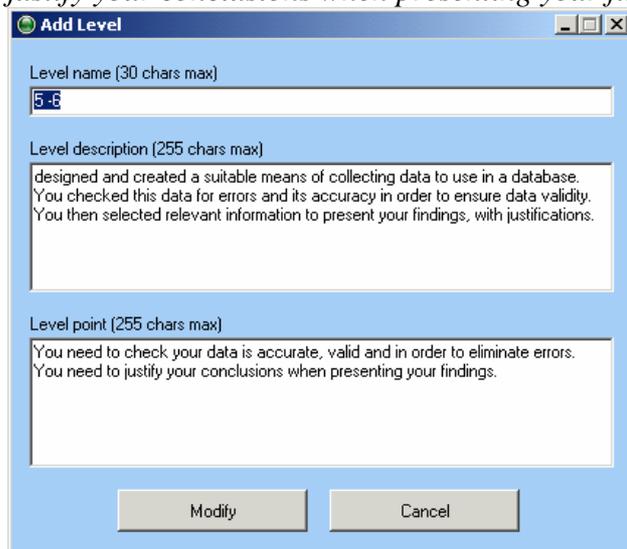
Type a name for the level, a level descriptor and a level point. The level descriptor is a short overview description of what students will have done in this unit in order to have achieved this level, used for reporting. The level point is a short statement/s to students in the level **below for this unit**, informing them of what they have to achieve in order to reach **this level**.

For example (for ICT national strategy unit 9.2);

Level name: 5/6

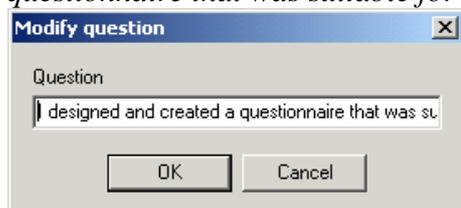
Level Descriptor: *You have designed and created a suitable means of collecting data to use in a database. You checked this data for errors and its accuracy in order to ensure data validity. You then selected relevant information to present your findings, with justifications.*

Level Point (some points students need to achieve to reach level 5/6): *You need to check your data is accurate, valid and in order to eliminate errors. You need to justify your conclusions when presenting your findings.*



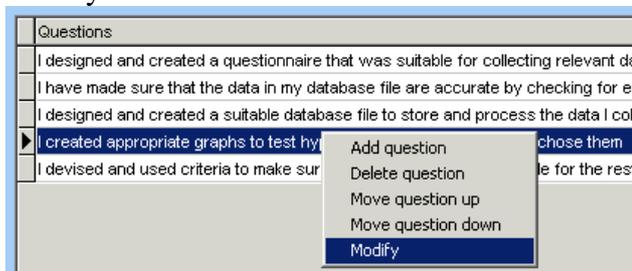
Click Add when you have completed your level information.

Next you need to add questions to each level. First select the level you wish to create a question for by clicking on that level. Then right click in the question box and choose *Add Question*. Type a question that corresponds to that level. For example, unit 9.2, level 5/6 might have a question such as *“I designed and created a questionnaire that was suitable for collecting relevant data to test hypothesis”*.

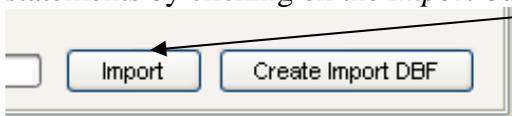


Then click OK.

Build up your units, levels and questions until you have what you require. You can modify a Unit name, a level name, level descriptor, level point or question by using the right mouse button and clicking on anything you wish to amend, then choose *Modify* from the menu.

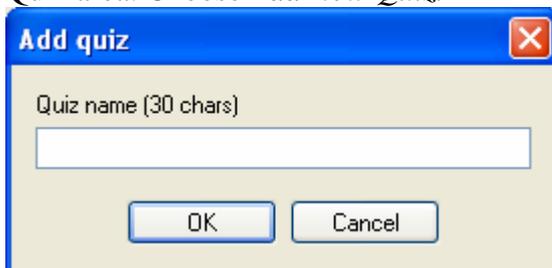


You can import pre-created self-assessment materials (units, levels, descriptors, statements) by clicking on the *Import* button at the bottom of this screen:



Select the dbf file containing pre-created materials (obtainable from the jointassessment.co.uk website in the content section) and click *Import*.

You can also create quizzes/ tests for pupils. This works in much the same way as creating units. You assign quizzes to units, so first click the unit you want to create a quiz for in the unit selector. Then use your right mouse button and right click in the Quiz area. Choose *Add New Quiz*.



Type a name for the Quiz.

Next right click in the Question area and choose *New Question*. You now need to select what type of question. You can choose Boolean (and make Yes/No True/False questions) or Multiple choice.

Quiz Question

Question type

Boolean Multiple choice

Multiple choice

Question

PowerPoint is an example of which type of software?

Correct answer Word Processor

Correct answer Spreadsheet

Correct answer Presentation

Correct answer Database

Correct answer

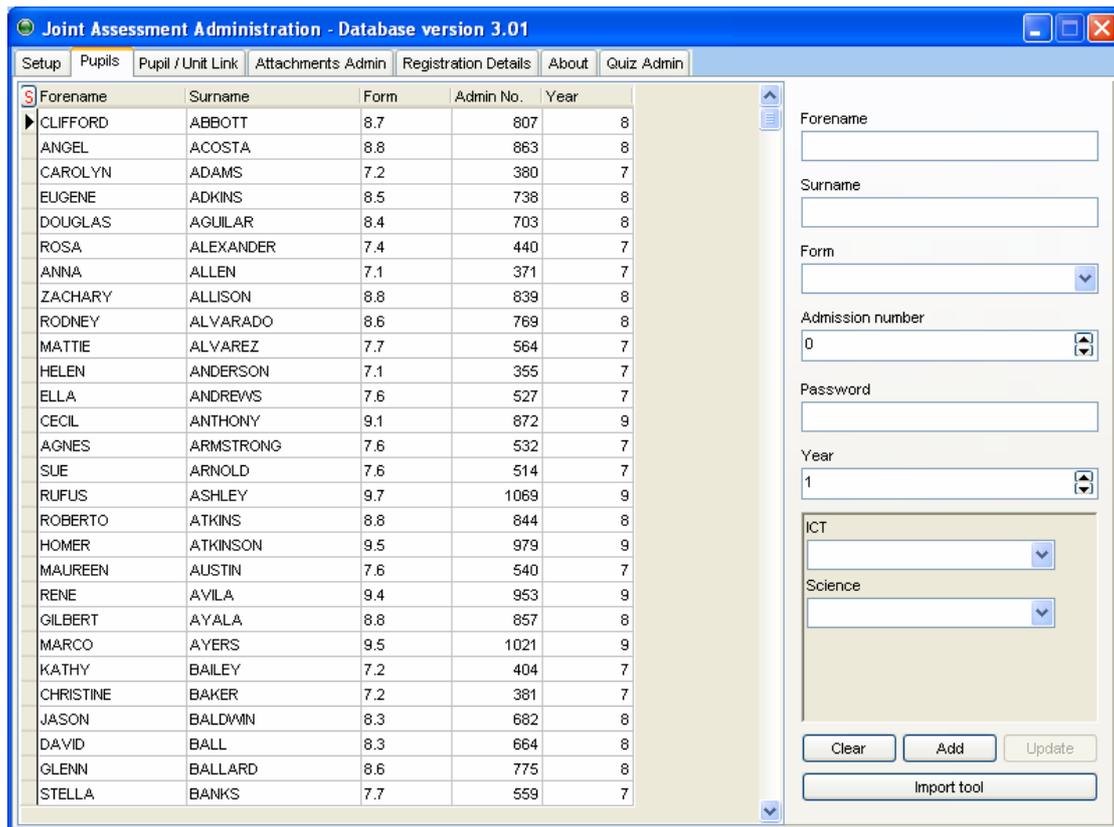
[Image \(opt\)](#) ...

Cancel Modify

You next need to type your question and all possible answers (**please note that an answer can only be 50 characters long**). Tick the correct answer box next to the correct answer. If you wish you can add an image to the question which may be useful to ask questions about a screenshot, for example. Once you have finished adding possible answers click *Add*. You can modify any question by right clicking it and choosing *Modify Question*.

The second section of JASAdmin is the pupil section. Click on the pupil tab at the top of the screen in order to manage your pupil details.

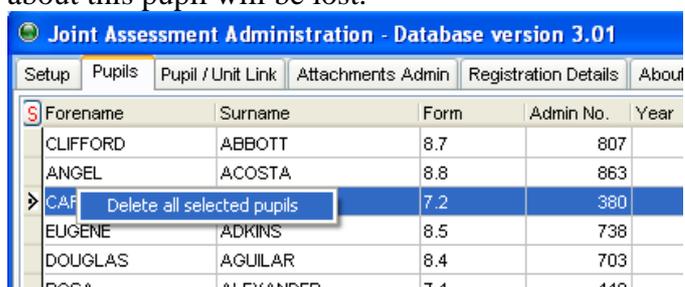




In this section you can edit any pupils details by double clicking on any pupil. This will populate the edit boxes to the right of the student list. Amend any information in these boxes and click *Update* when done. You can change any info such as name, form or group when pupils move groups and password when pupils forget or lose passwords.

You can also add new students in this section by typing all new relevant details in the edit boxes to the right of the pupil list and then clicking *Add*. Note – you have to add certain key information such as name, year and admission number.

You can delete a pupil by using the right mouse button and clicking on a student name in the student list box and selecting *Delete Pupil* from the menu. All information about this pupil will be lost.

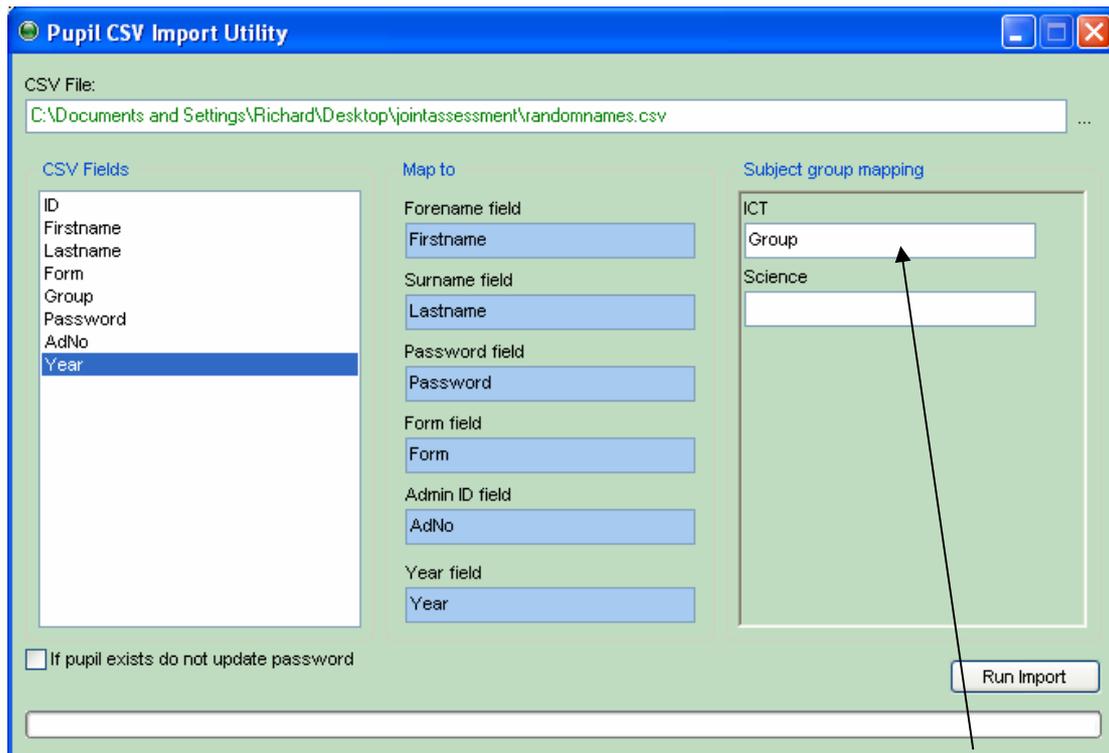


Please note you can also delete multiple students by clicking on one student, holding down the shift key and selecting other students. You can then right click to delete them all.

Joint Assessment Administration - Database version 3.01					
Setup Pupils Pupil / Unit Link Attachments Admin Registration Details About Quiz Admin					
S	Forename	Surname	Form	Admin No.	Year
	CLIFFORD	ABBOTT	8.7	807	8
	ANGEL	ACOSTA	8.8	863	8
•	CAROLYN	ADAMS	7.2	380	7
•	EUGENE	ADKINS	8.5	738	8
•	DOUGLAS	AGUILAR	8.4	703	8
•	ROSA	ALEXANDER	7.4	440	7
>	ANNA			371	7
	ZACHARY	ALLISON	8.8	839	8
	RODNEY	ALVARADO	8.6	769	8
	MATTIF	ALVARF7	7.7	564	7

You can bulk import pupils by using the Import Tool button at the bottom of this screen. If you click this button you are presented with a screen asking you to browse for a csv file and to match csv fields with the required JAS fields.

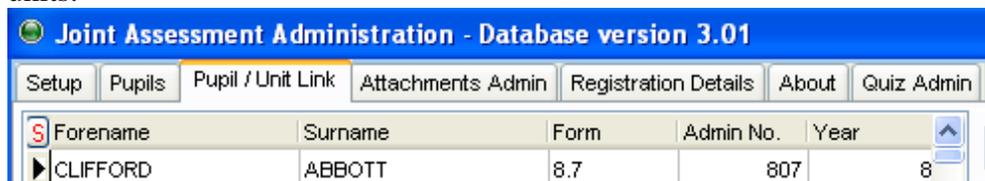
First, click the elipses button to browse to your csv file of pupil details. Select your csv file which must contain the following fields:
 Forename, Surname, Password, Registration Group, Year, UniqueID (Admission number?) and any groups for subjects you are using JAS for. For example, if using JAS in ICT and Science you would need fields for ITset and Scienceset. Once you have selected your csv you will see the fields in your csv on the left of the screen. Drag these fields one by one onto their counterpart on the right (these are the required JAS fields)...



Please make sure you import a Group for each subject you are using JAS in. Then click *Run Import* to import your students. You will have to exit JASAdmin and re-open to see these students in the pupil list.

Updating Student Details – Please note that you use the import routine to update student details also. If you import a csv which contains students already present in the system (by their unique ID – the AdNo) they will not be duplicated, their details will be updated. Therefore, when students change years or you want to bulk update student group information you can do it through this Import/Update process. Also note the tick box above that says *If pupil exists do not update password* – if this is not ticked and the pupil details are updated the password will be set to the password field in the csv. If you tick this box then their password will remain the same, just information such as reg, year and group will be updated.

The third section of JASAdmin is the Pupil/ Unit link. This is the section where you can give pupils access to units, so they see the unit when logging in to JASPupil. Click on the Pupil/ Unit link tab at the top of the screen in order to manage access to units.



You can choose which pupils you see in the pupil list box of this tab by altering the filter options underneath. By default you will see all pupils listed when first entering this tab. You can filter by Form, Group or choose to see only forenames or surnames beginning with the letters you type. You can use several filter criteria at once, for example choosing all pupils in form 9.2 that have a surname beginning with “Smi”.

Pupil Filter

Form
9.2 ★

Group
<!-- None -->

Forename starts
[]

Surname starts
smi ★

As you alter these filter criteria you will see the list of pupils changing. You can also see which pupils are currently allocated to Units for a subject. The units you have created will be listed in the unit list box to the right of students. Choose a subject and then click on one of the units to see a list of pupils with access permissions underneath.

: Admin

ICT

<!-- All Subjects -->

ICT

Science

7.2 Using data and information

7.3 Making a leaflet

Click Here

★ 7.1 Using ICT

7.2 Using data and information

You can delete a pupil's access from the unit by right clicking the desired pupil in the list box and choosing *Delete Pupil From Unit*. Note that you can delete multiple students by clicking and using the shift key to multi-select.

Unit: 7.1 Using ICT

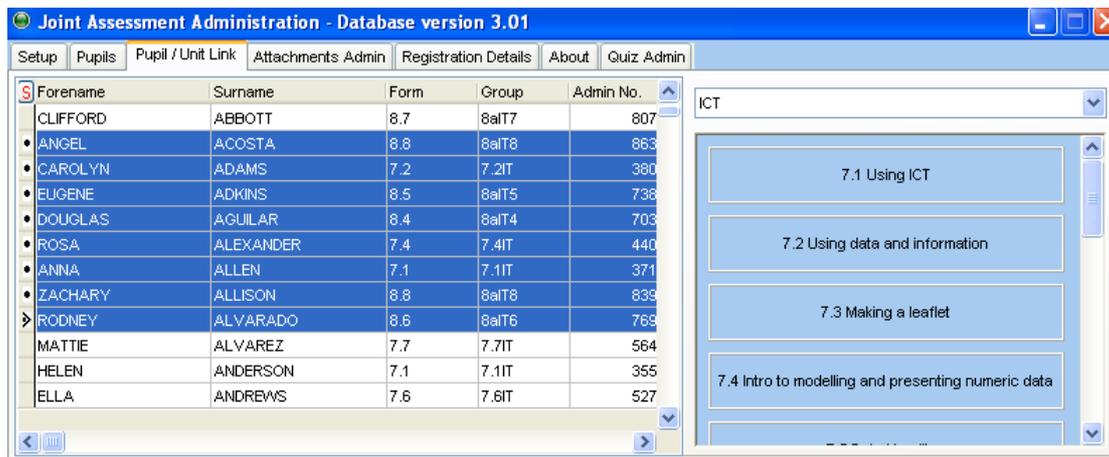
	Forename	Surname	Form	Group
	CLIFFORD	ABBOTT	8.7	8aIT7
▶	ANGEL	ADKINS	8.8	8aIT8
	CAROLY		7.2	7.2IT
	EUGENE	ADKINS	8.5	8aIT5

Delete pupil from unit

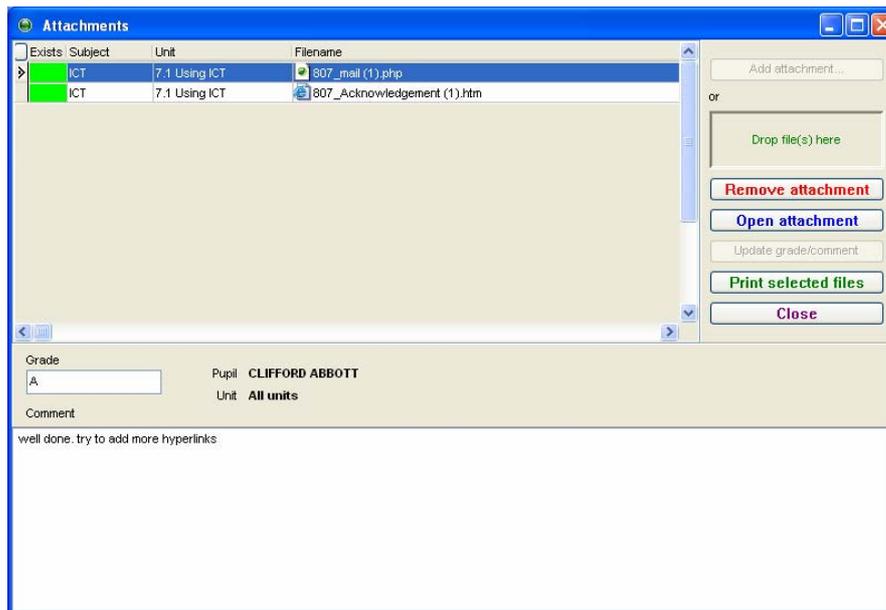
You can add students to units so they can access them by dragging the pupil with the left mouse button from the student list box to the unit you wish to give access to:



You can select multiple students by clicking on one and then holding down shift and clicking on the last in the list you wish to add, you can scroll down the list of students while holding down shift also. Once you have selected students so they are highlighted you can drag them all over to the unit you wish to grant access to.



The fourth section of the admin program is the Attachments Admin. In this area you can view all attachments (work submitted) by a pupil for any unit. You can filter the selection of pupils in the same way as other sections of the program. Once you have found the pupil you are looking for highlight them and then click the *View Attachments* button. You will see the following screen that shows ALL of the students work submitted for ANY unit.



You can highlight any piece of work and use the buttons on the right to open the attachment (and can moderate from here), remove it and print it. You can also add comments and a grade to any piece of work and view if a teacher has already commented/ graded it. Please note that if you add/ alter a comment or grade then you will need to click the *Update Comment/Grade* button. You can also choose to add your own attachments on behalf of the student – this will therefore appear in the pupils work attachment area and could be a way of distributing work/ worksheets. To do this click the *Add Attachment* button and select the file.

The final area of JASadmin is the QuizAdmin.



In this section you can import any Quizzes downloaded from the jointassessment.co.uk website or materials you have created yourself. To do this click the elipses button and select the xls file containing the quiz data, then click *Import Quiz Data*.

In QuizAdmin you also have the ability to allow a pupil to retake a test by removing their data for a quiz – this will remove their quiz score thus allowing them to re-take the quiz. To do this you first need to select the pupil you want to re-take a quiz using the filter options/ search options shown below:

Allow pupil to retake quiz

Pupil Filter

Form
 <-- None -->

Forename starts
 cli

Surname starts

Year
 9

Forename	Surname	Form
CLINT	DUDLEY	9.7
CLINTON	MCCLAIN	9.2
CLIFTON	WILEY	9.3

Quiz name

You then have to select the quiz you want to remove them from in the Quiz name box below. Finally, to remove them from this quiz click the *Remove from selected Quiz* button. Note – this will delete their result for this quiz allowing them to produce a new result.

JASPupil

JASPupil is where pupils log in to the system. They can find their name by clicking on the arrows to the left of names or by typing their surname into the surname field, the program will find the closest match and fill in the boxes for them.

Login

Surname
 ACOSTA

Forename
 ANGEL

Form
 8.8

Password

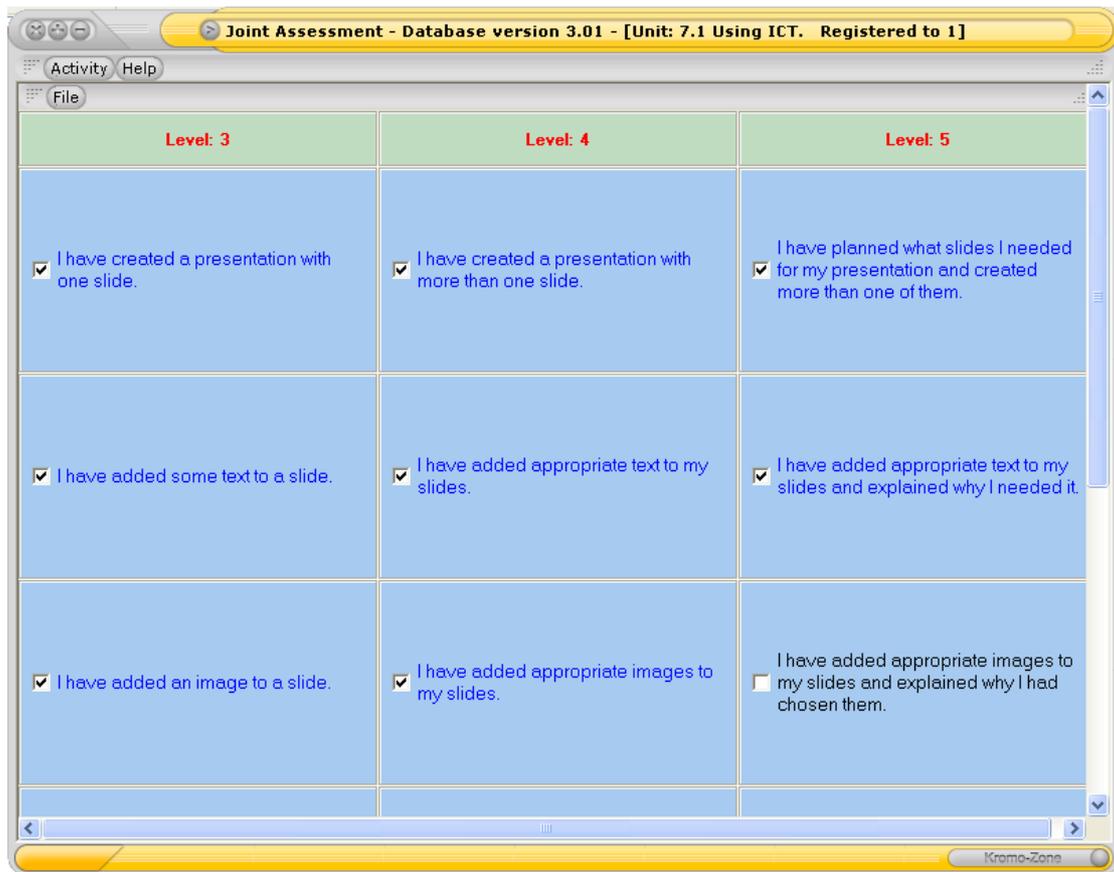
Login Cancel

Kromo-Zone

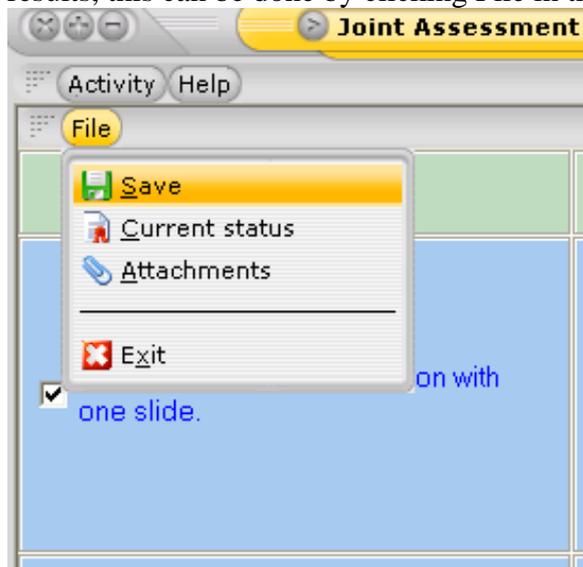
After typing their secure password pupils click *Login* to log in to the system under their own name.

Note : The pupil passwords for the demo version are all set to “password”.

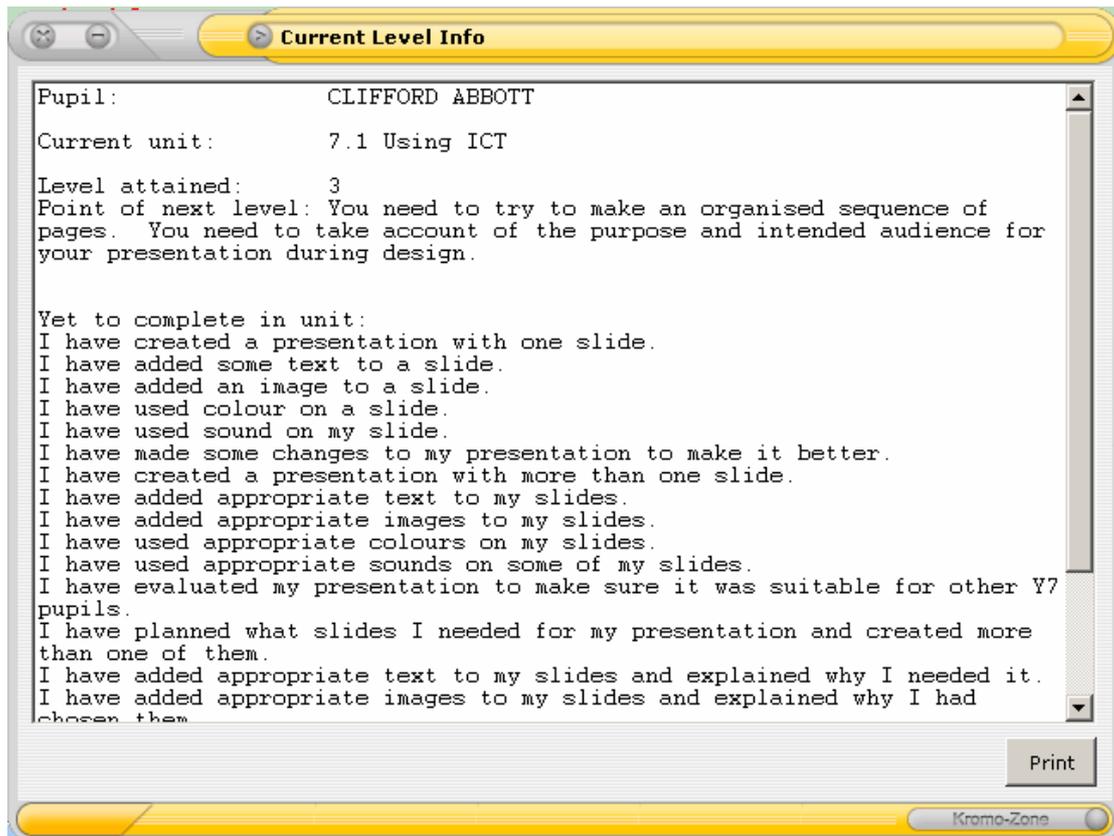
They will then be presented with a screen asking them whether they wish to self-assess, submit work or take a quiz, after choosing they will be shown what units have been allocated to them (in the JASAdmin program above). They can choose whichever unit they are working on and double click it. This will open the form for them to tick questions relating to this unit for them, submit their work (see later in tutorial) or take one of that units quiz (see later in tutorial).



If choosing to self-assess they simply tick the statements/ questions they feel they agree they can achieve. When completed ticking statements they have to save their results, this can be done by clicking File in the top left of the screen and then save:

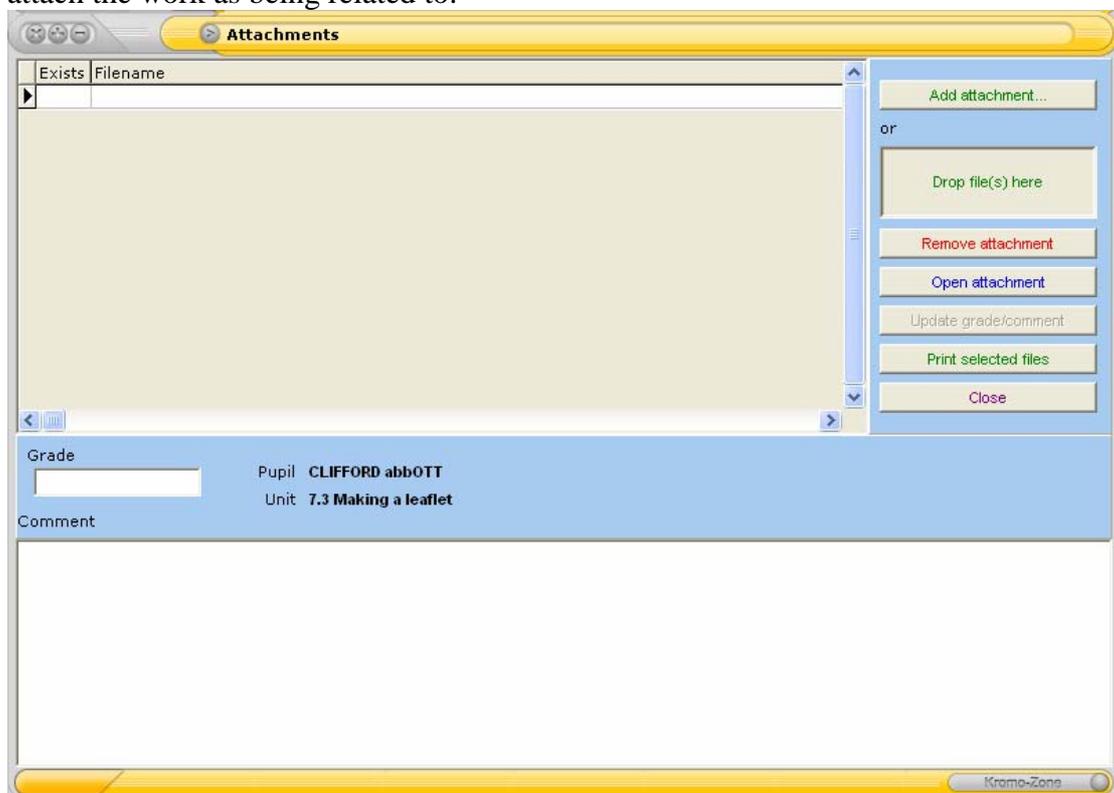


The pupils can also get instant feedback on their progress by clicking on File – Current Status. This will show them what level they are currently working at for this unit, what tick statements they have yet to aim toward ticking and also the next level point – which gives them an overview statement of what they should try to work on to improve their level. They can choose to print this if they wish.



Once completed they click File – Exit to exit the program.

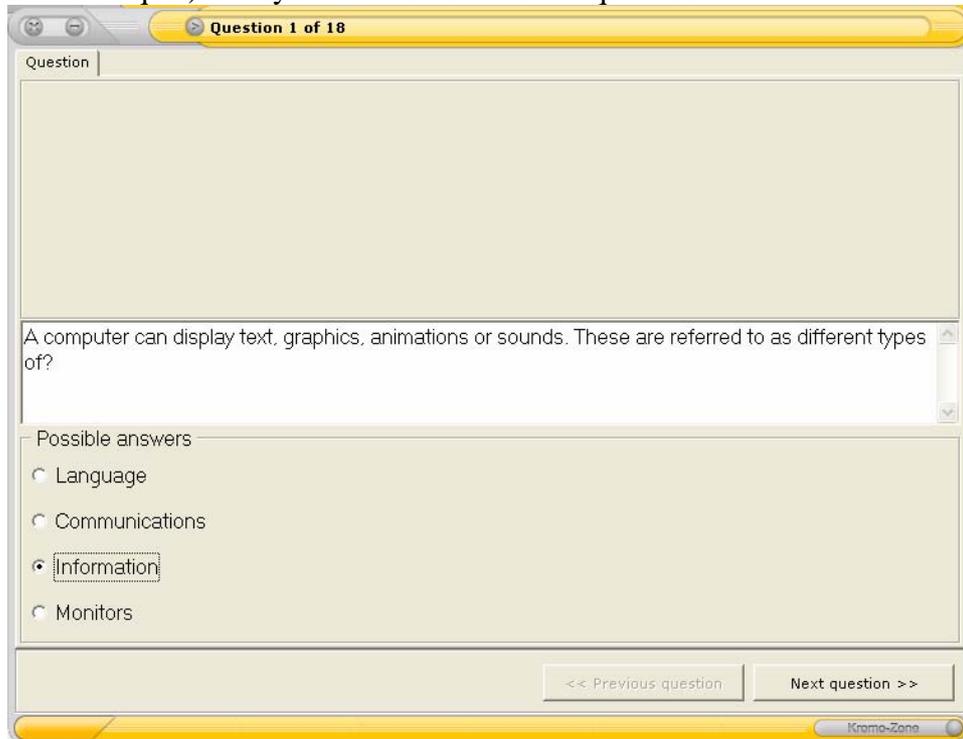
If they choose to submit work then they again will choose which unit they want to attach the work as being related to:



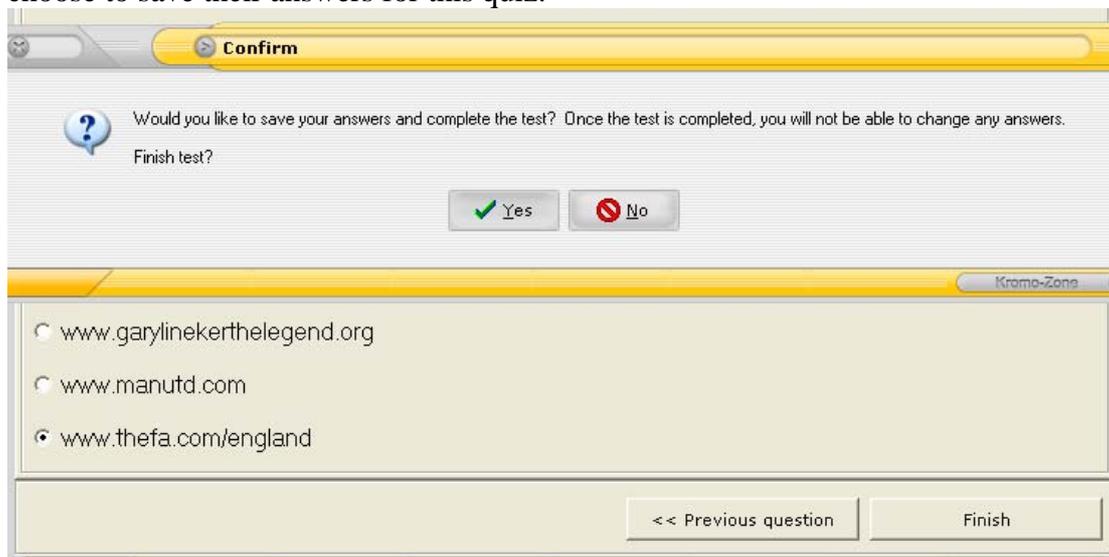
They then can choose to add work (or any type of file attachment), remove it or open for further amending. By clicking on a piece of work the student can see whether their

teacher has added a grade or comment for this work, they cannot however amend these. Once they are finished they can click Exit to go back to the main menu.

The pupil can also choose to take a quiz. Again, if the pupil chooses this then they choose the a subject and choose a quiz from those available to them (based on whether they have been linked to the unit the quiz is in and whether they have already taken the quiz). They are then taken into the quiz itself.



The pupil reads the question and then select the best possible answer from those available below. They then click *Next Question*. They move through the quiz in this way, at any point being able to move back and forth through questions. Once completing the final question they can click the Finish button. They then have to choose to save their answers for this quiz:

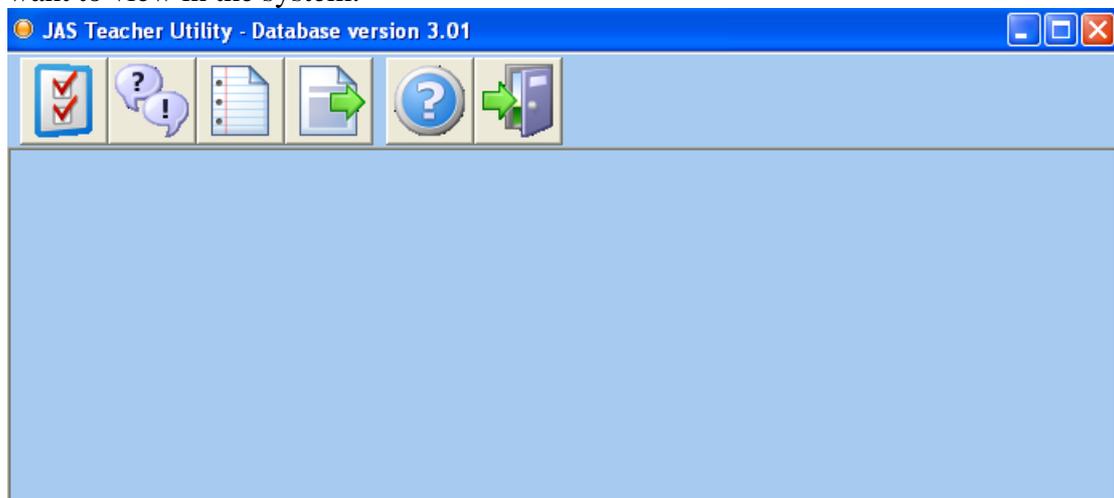


After choosing Yes to save the test they will be shown their percentage score for the quiz:



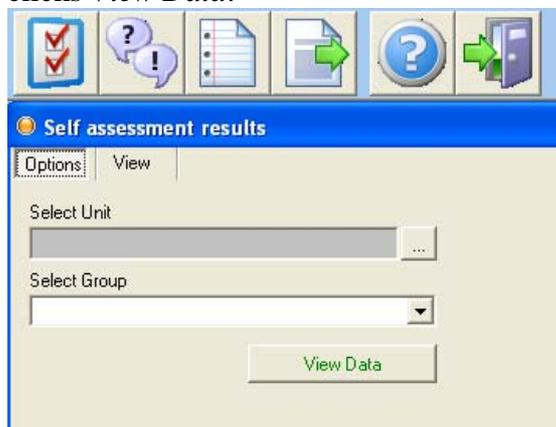
***JAS*Teacher**

When opening the teacher program you are presented with the ability to what data you want to view in the system:



The buttons in order from left to right are: View self-assessment data, View quiz results, Create Pupil Report, Export Electronic Portfolio Results, About and Exit.

The first section, View self-assessment results is where teachers can view the ticks of their own groups. Clicking on this button gives the teacher the ability to select their group and the unit they are currently working on, or any unit they have been and then clicks *View Data*.



The teacher will then see all member of their group listed, with ticks corresponding to the questions for this unit.

This is the unit you are viewing and your selected group

This is the pupil, with ticks going down corresponding to them

This shows the question and the level it corresponds to

Unit: 7.1 Using ICT Group: 7.11T	ANNA ALLEN	HELEN ANDERSON	MARGARET BROWN	JESSICA CLARK	DOROTHY DAVIS	SARAH GARCIA	AMY HALL
3 I have created a presentation with one slide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 I have added some text to a slide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The teacher can amend any of these ticks as moderation by simply un-ticking them or ticking them as necessary, to reflect their feelings about what the pupil can achieve. A teacher tick will turn the tick box red, where a pupil tick is blue. The fact that the teacher has ticked the box will be fed back to the student as the next time they view this unit to self-assess the text of the statement will have turned red. Once moderation has finished the teacher needs to click on the *Update answers* button in the top left hand corner of the screen:

Options | View

Unit: ICT / 7.1 Using ICT
Group: 8a1T7

Update answers

Unit: ICT / 7.1 Using ICT Group: 8a1T7	CLIFFORD ABBOTT	LEON BARTON	FLOYD BOONE	LLOYD BOWERS	GREG BRYAN
3 I have created a presentation with one slide.	<input checked="" type="checkbox"/>				

You can also print out the currently viewed screen by clicking the printer icon next to this.

Clicking on the pupil name in this teacher screen will open a form where you can add information for that pupil, such as Progress grade and a Comment, which can be used later when reporting.

Modify Pupil - DENISE RICHARDSON for ICT / 7.3 Making a leaflet

This information relates to the pupil for the overall subject, not just the unit

Group

Effort

Progress

Final Assessment

Comment

Behaviour

Homework

[Attachments](#)

You can also click on the Attachments button to view any work attached by this student for this unit. Any work will be listed which you can click on to open or print and also add a grade / comment.

Attachments

Exists	Filename
<input checked="" type="checkbox"/>	407_Tutorial.doc

or

Grade

Pupil **DENISE RICHARDSON**

Unit **ICT / 7.3 Making a leaflet**

Comment

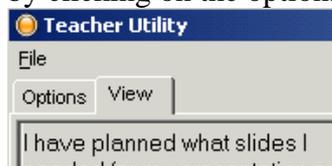
Good effort. well done

Click Update grade/ comment if adding one. Click Close once finished and then close again to return to your groups self-assessment tick screen.

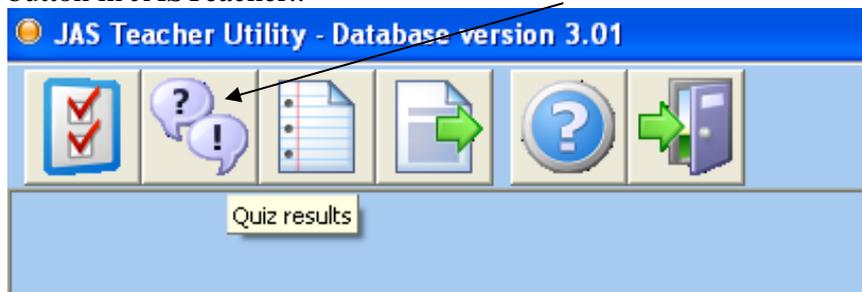
If you scroll down to the bottom of the teachers group view screen you will see the level indicated for that pupil, based on the ticks they have made. These will all default to the lowest level in this unit (in the following image level 3) until a pupil reaches 75% tick ratio of the next level. The level indicated would then update on this screen to reflect a higher level.

5 I have changed the style and content of my presentation and evaluated it to make sure it was	<input type="checkbox"/>					
	3	3	3	3	3	3

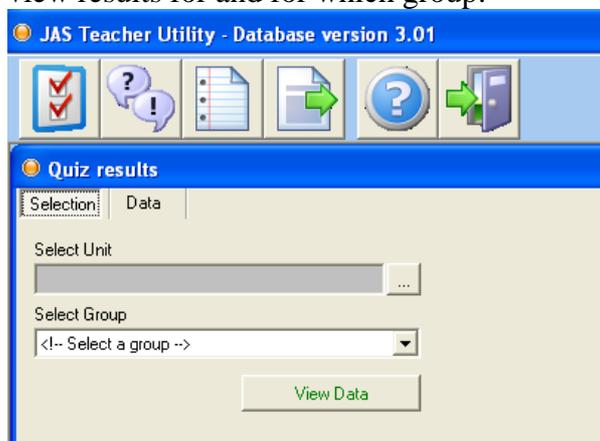
You can always go back to the option screen and choose other groups or units to view by clicking on the options tab in the top left corner.



A teacher can also view quiz results for a group of pupils by clicking on the second button in JAS Teacher:



You will then be presented with a screen asking you to choose what quiz you wish to view results for and for which group:



After clicking View Data you will see the results for this quiz:

Quiz results						
Selection		Data				
Quiz: 7.1 Using ICT/Quiz number 1 Group: 8aIT7						
	CLIFFORD ABBOTT	LEON BARTON	FLOYD BOONE	LLOYD BOWERS	GREG BRYAN	DEAN CAIN
ICT is?	✓	✓	✓			
PowerPoint is an example of which type of software?	✓	✗	✓			
Presentations are tailored (made) towards the?	✓	✓	✓			
Pages in Presentations are called?	✓	✗	✗			
Multimedia Slides include?	✓	✓	✓			

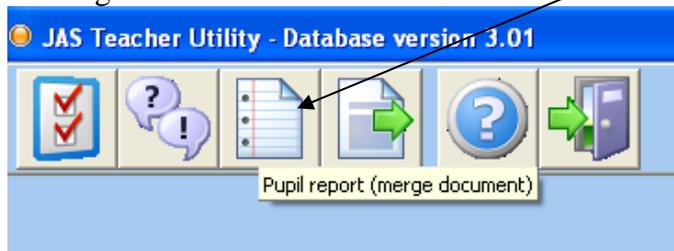
If you hover your mouse pointer over a students cross or tick you will see what answer they gave for the question. At the bottom of the screen you can see the pupils overall percentage score:

Adding sound to a slide ensures the slides?	✓	✗	✓			
Custom animation allows?	✓	✓	✗			
	100%	55%	65%			
	CLIFFORD ABBOTT	LEON BARTON	FLOYD BOONE	LLOYD BOWERS	GREG BRYAN	DEAN CAIN

At the far right of this screen you can see the overall percentage of correct answers for each question:

JORGE UNDERWOOD	100%
GORDON WILKINS	66%
	100%

A teacher can also produce reports based on the data collected in the JAS system by clicking on the third button in JASTeacher.



You are then presented with the following screen.

The teacher can produce two types of report; A single subject report and a single unit report. If you want to report on one unit then you use the single unit template to prepare your report, if you wish to report on a students levels etc on multiple units then you will need to work with the single subject template.

If we first look at how to create a single unit report, reporting on a single unit for a student, we click on the single unit template. You will see that by default there is a report layout on your screen, any or all of these elements can be moved, deleted or edited.

JAS Report

Report | Multiple | Single Unit Template

Template

INFORMATION TECHNOLOGY REPORT

Student: <<FIRST_NAME>> <<LAST_NAME>>	Form: <<FORM>>
Teacher:	Set: <<GROUP>>
Progress: <<PROGRESS>> Effort: <<EFFORT>>	NC Level: <<LEVEL_ATTAINED>>
Course Outline: In Unit 9.2 you are in the early stages of working on a large scale project where you will explore the use of data collection and storage.	
Comment: <<COMMENT>> This term you <<LEVEL_DESCRIPTION>>	
Signed:	Date:
Point(s) for action: Some points I might suggest you consider in order to raise your national curriculum level are:	
<<NEXT_LEVEL_POINT>>	

Any item with a grey background is a merge field, these items of data will be populated for each student when the report is generated, in the example above <<FIRST_NAME>> <<LAST_NAME>> and <<LEVEL_ATTAINED>> are amongst the merge fields. You can add merge fields by clicking on the drop down list to the right of the arrowed page icon. You will see a list of all possible merge fields that can be added to the report.

JAS Report

Report | Multiple | Single Unit Template

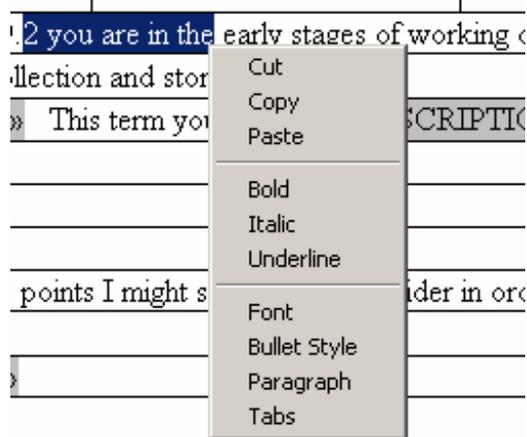
Template

FIRST NAME
 LAST NAME
 FORM
 GROUP
 YEAR
 ADMIN ID
 EFFORT
 PROGRESS
 FINAL_ASS
 COMMENT
 UNIT NAME
 LEVEL ATTAINED
 LEVEL DESCRIPTION
 NEXT LEVEL POINT
 LEVEL LIST

INFO TECHNOL

NAME <<LAST_NA	
RESS <<EFF	
Comment: <<COMMENT>> This term you <<LEVE	

You can delete all items on this template if you wish and start again by adding merge fields. In order to edit formatting such as font type and weight, select what you wish to format by highlighting it and then right click it to open the formatting menu.

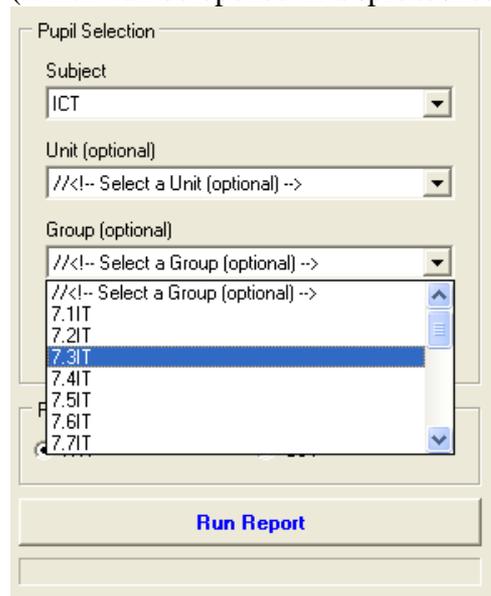


Once you are finished click the disk icon to save the template. Note – to add items such as tables you will need to edit the template file itself in a text editor such as Word. The file to be edited is Whole.rtf which can be found in the same directory as your database.

You can run the report by going back to the report tab

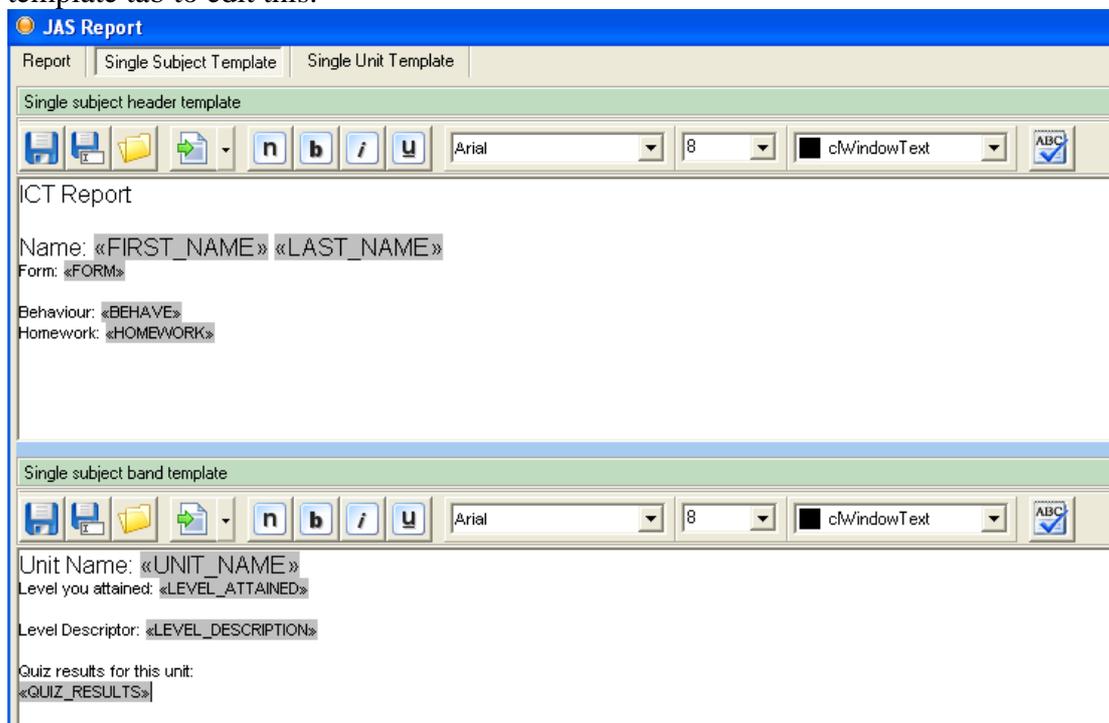


Then select which subject and unit you wish to report on and for which form or group using the drop down lists. Note – **You need to select a unit as well as a subject reporting on single Unit. Also, only select a form or group, unless you want to report on pupils in a particular form AND group.** You can also select whether you want this report to produce an rtf (word document style report) or create an export csv (which can be opened in a spreadsheet program).



Click *Run Report* and then name the report when ready. After running the report open the file you named to see the merged file with pupil details and assessment data included.

The way in which we create a single subject unit report is very similar but we need to edit the single subject template in order to create the report. Click on the multiple unit template tab to edit this.

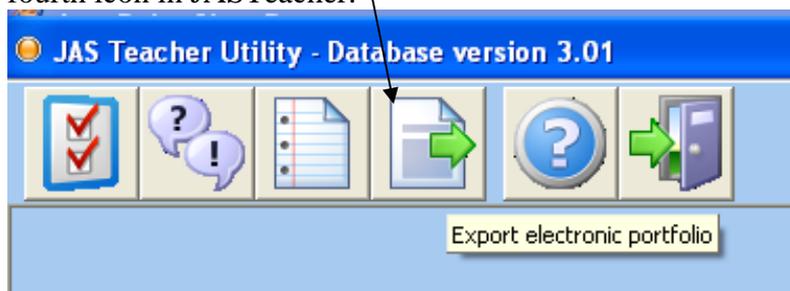


You now have to edit two areas, the header which includes information relating to the pupil such as name, form and effort grade and the unit band, which is repeated down the page for each unit reported on. The unit band, therefore, does not contain information such as the pupils name as this would be repeated for each unit. It includes information such as unit name, possible levels and the level attained for this student. Edit each band in the same way as for a single unit report, adding merge fields and formatting text.

Note – You will need to directly edit two files in order to add more advanced features such as tables. The header file is called Header.rtf and the band file is called Band.rtf. Once you are happy with the templates click the two disk icons to save and then go back to the report tab. This time select your subject, group or form **but not a unit**.

You can now click on *Run Report*, save your report in a location you desire and remember the filename you choose. You can now open the merged file from your save location to view the report.

Next we will look at how to export electronic portfolio results, to do this click the fourth icon in JAS Teacher:



You simply select the Unit you want to export results for and the group for which you wish to view results:



Then click the *Export data to CSV* button to choose a save location and then view the results in a spreadsheet program.