

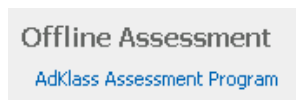
Working from home, the complete guide.

The AdKlass reporting system allows you to work from home by downloading strands or assessments you want to work on into an offline client (the AdKlass Assessment Program). Once you have completed work from home changes can be easily uploaded to the school's AdKlass system. This guide will show you how to do all of things.

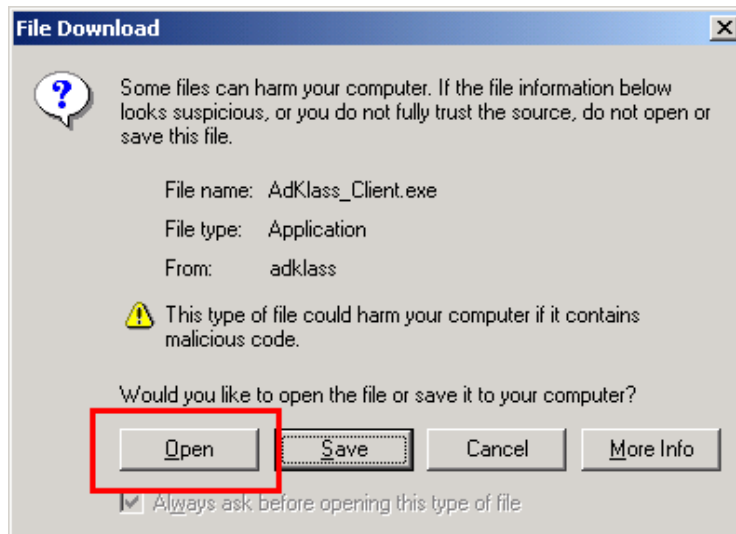
Download and Installation of “AdKlass Assessment Program”

Before you can take your work home with your computer, your computer must have the “AdKlass Assessment Program” installed, you only have to do this once and can skip this section if you have already done so.

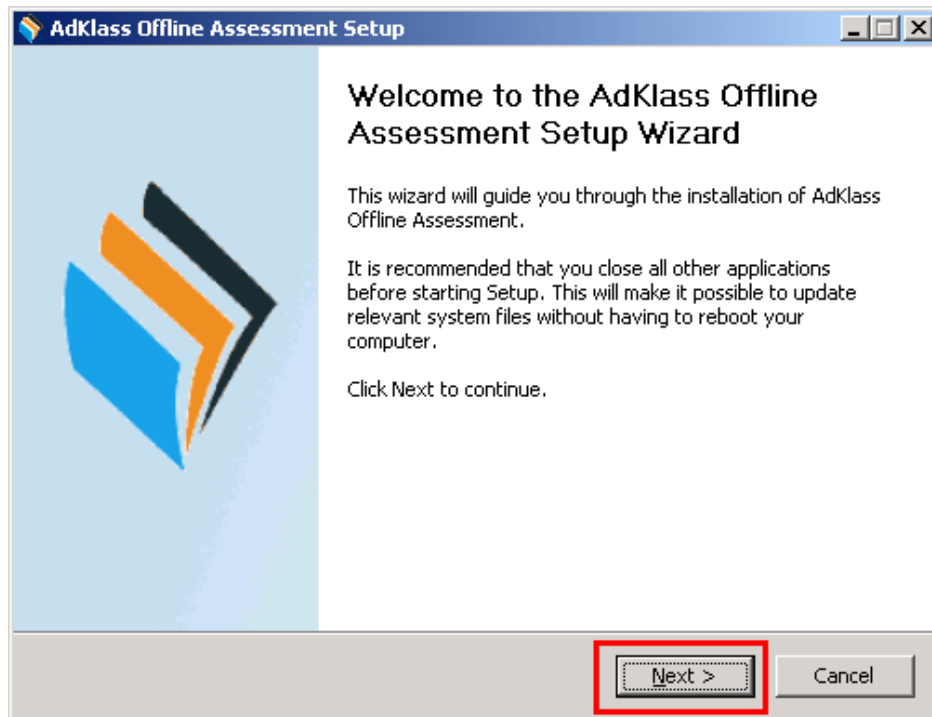
Start by logging on to AdKlass in the normal way, once your homepage has loaded look on the right hand side for:



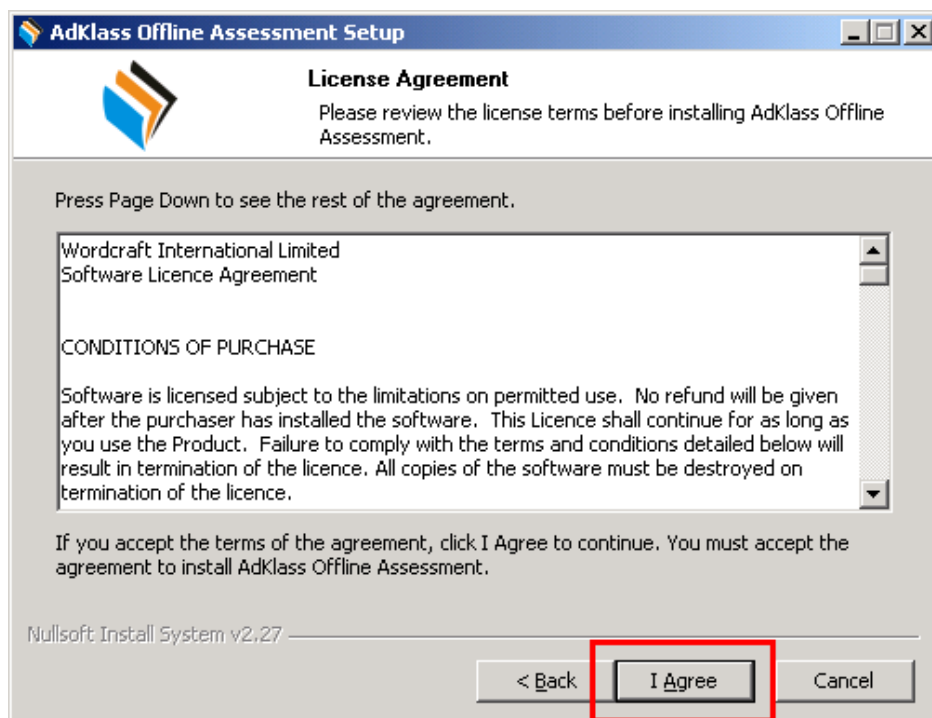
Click on the **AdKlass Assessment Program** link and select **Open** on the web browser's download dialog.



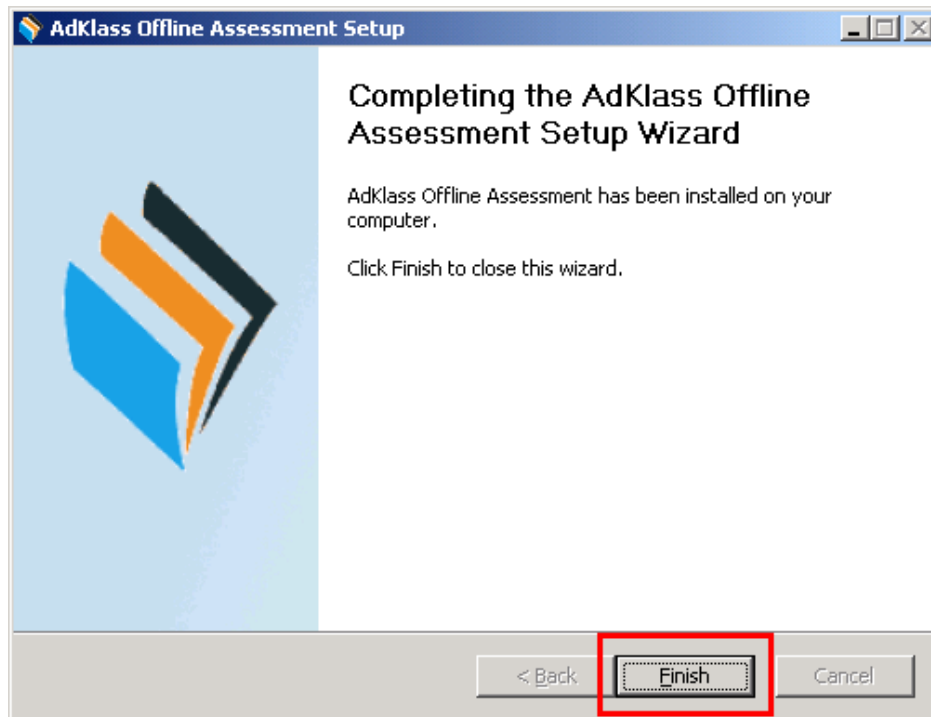
The installation wizard for the AdKlass Offline Assessment software will appear click **Next** to continue through the installation:



Select **I Agree** to the license agreement, having AdKlass installed at your school means you are allowed to install the AdKlass Offline Assessment software on your computer.



There will be a quick installation of the software followed by a finish page, once you have clicked the **Finish** button the software is installed.

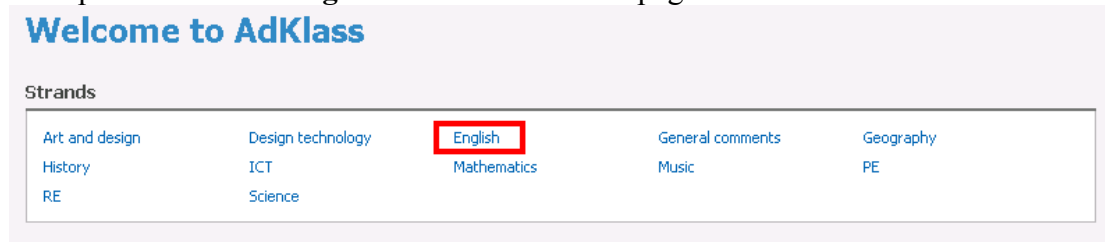


Using AdKlass Offline Assessment

Step 1: Download Strands/Assessments to the AdKlass Assessment Program

With the AdKlass Assessment Program installed on your computer strands, statements and current pupil assessment need to be downloaded into the program for you to take home with you. The AdKlass Assessment Program only takes a copy of your work, it does **not** remove it from the server.

Logon to AdKlass, click on the item with which you want to work offline. For example click on the **English** strand on the front page.




Welcome to AdKlass

Strands

Art and design	Design technology	English	General comments	Geography
History	ICT	Mathematics	Music	PE
RE	Science			

To work offline (from home) click the **Work offline** button to download the English strand into the AdKlass Offline Assessment program:



Strands WIL 1

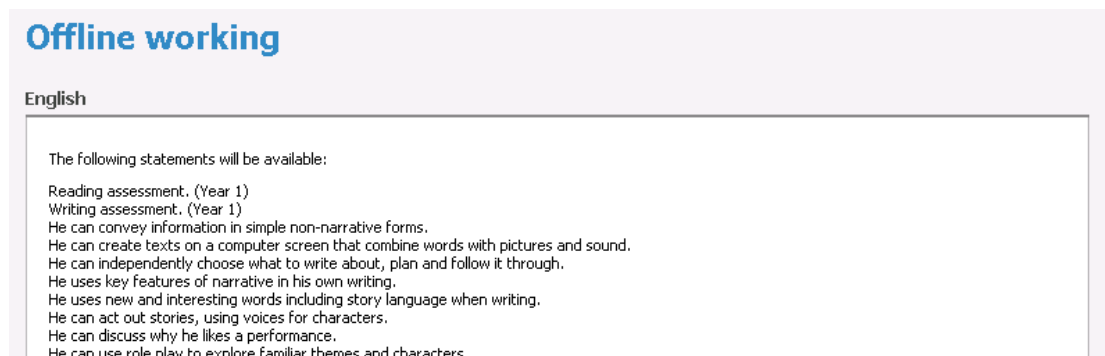
Top · K51/2 · English

English Sub-strands

- Reading
- Speaking and listening
- Writing

Work offline

The system shows a list of the strands/assessments to be downloaded to the AdKlass Offline Assessment program.



Offline working

English

The following statements will be available:

- Reading assessment. (Year 1)
- Writing assessment. (Year 1)
- He can convey information in simple non-narrative forms.
- He can create texts on a computer screen that combine words with pictures and sound.
- He can independently choose what to write about, plan and follow it through.
- He uses key features of narrative in his own writing.
- He uses new and interesting words including story language when writing.
- He can act out stories, using voices for characters.
- He can discuss why he likes a performance.
- He can use role play to explore familiar themes and characters.

Use the drop down list in the **Groups** section to select which group you wish to assess offline. Click on the **Work offline** button at the bottom of the screen to continue:

He can use the spacebar and keyboard to type his name and simple texts.
 He can write most letters correctly formed and orientated, using a comfortable and efficient pencil grip.
 He writes with spaces between words accurately.
 He can compose and write simple sentences independently.
 He uses capital letters and full-stops when punctuating simple sentences.
 He can order events using story language.
 He can read aloud with some variety in pace and emphasis.
 He can retell stories in an audible voice.
 He can group written sentences together in chunks of meaning or subject.
 He can write chronological and non-chronological texts using simple structures.
 He can identify the main events and characters in stories, and find specific information in simple texts.
 He can recognise the main elements that shape different texts, eg shorter lines for poems.
 He has explored the effect of patterns of language and repeated words and phrases.
 He shows his understanding of the ideas, events and characters in a story by making predictions.
 He uses syntax and context when reading for meaning.

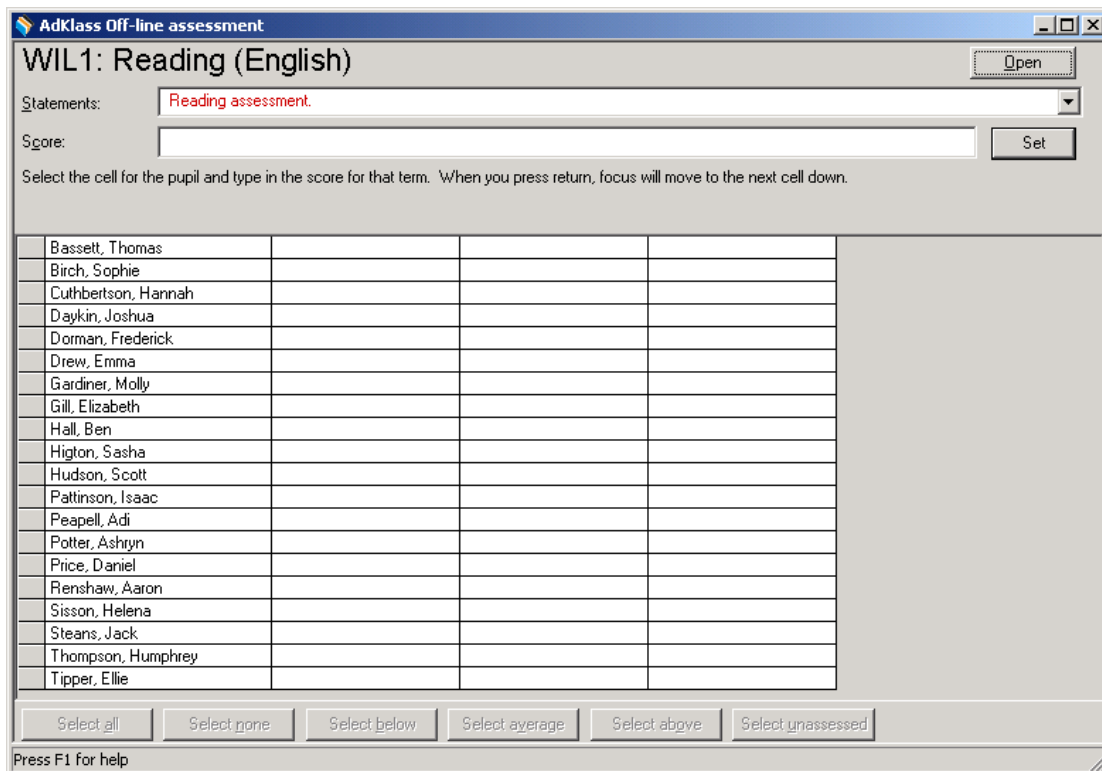
Groups

Select the group you want to assess.

WIL1

Work offline

Click **OK** or **Open** on any browser prompts that appear, the AdKlass Assessment Program will start on your screen:



AdKlass Off-line assessment

WIL1: Reading (English) Open

Statements: Reading assessment.

Score: Set

Select the cell for the pupil and type in the score for that term. When you press return, focus will move to the next cell down.

Bassett, Thomas			
Birch, Sophie			
Cuthbertson, Hannah			
Daykin, Joshua			
Dorman, Frederick			
Drew, Emma			
Gardiner, Molly			
Gill, Elizabeth			
Hall, Ben			
Higton, Sasha			
Hudson, Scott			
Pattinson, Isaac			
Peapell, Adi			
Potter, Ashryn			
Price, Daniel			
Renshaw, Aaron			
Sisson, Helena			
Steans, Jack			
Thompson, Humphrey			
Tipper, Ellie			

Select all Select none Select below Select average Select above Select unassessed

Press F1 for help

Click the **X** in the top right hand corner to close the program; you have successfully downloaded the strands/assessments required into the program. You can now go home to work on them.

You can repeat this process for other subjects if you wish to take more than one assessment home at once.

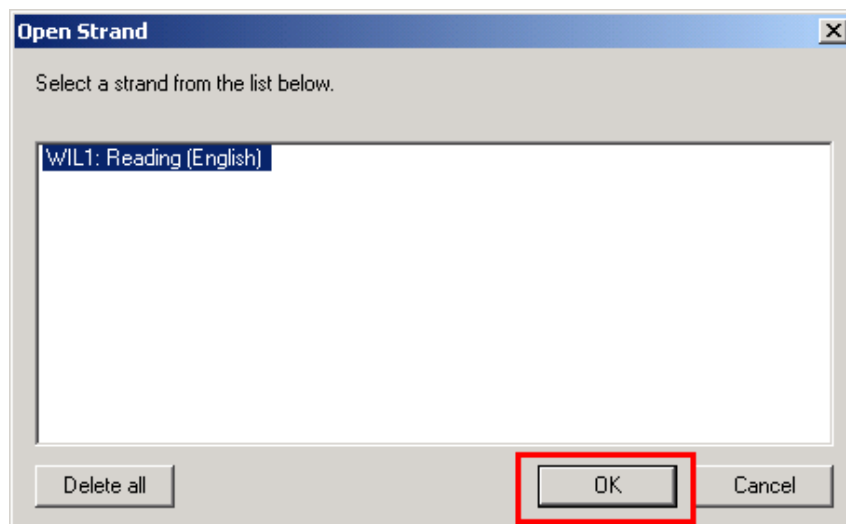
Step 2: Working Offline (working at home)

Once at home you can complete the assessment of your class by loading the AdKlass Assessment Program by clicking on the desktop icon (**AdKlass Offline Working**) to load the software:

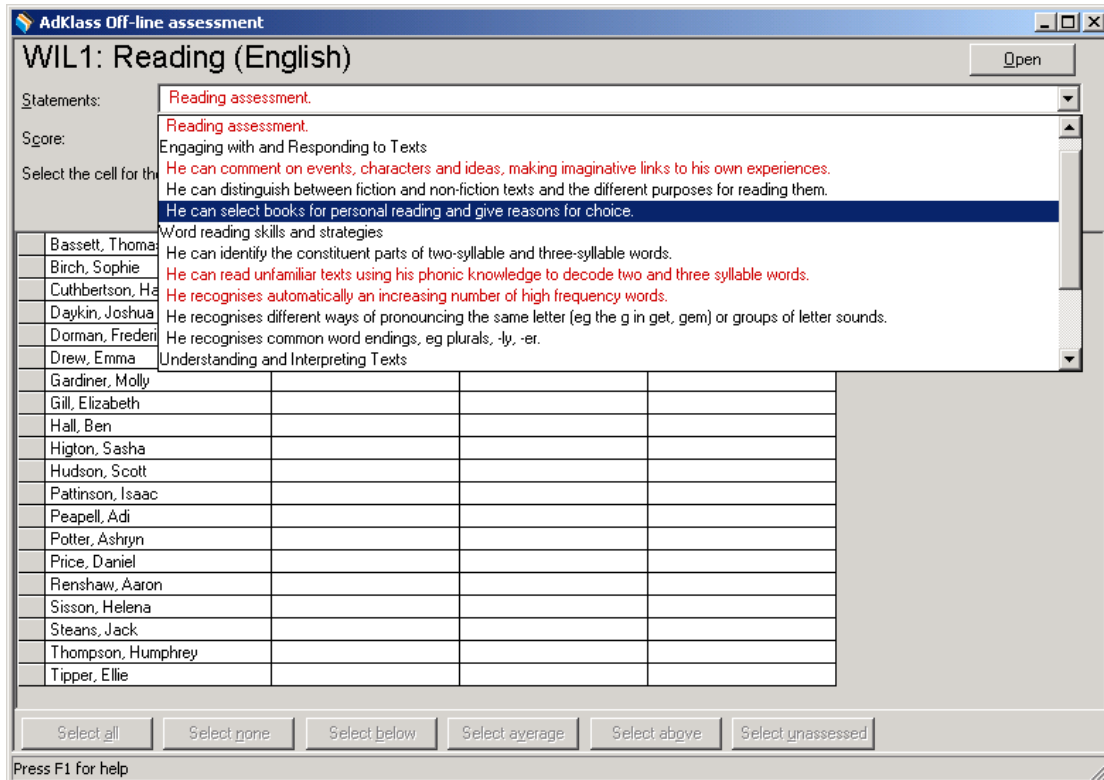


Once loaded the AdKlass Assessment Program will show a list of Strands/Assessments downloaded in step 1. If the list is empty no strands/assessments have been downloaded and you should complete step 1 (above) while reconnected to the school network.

Select the Strand/Assessment you want to work on and click the **OK** button to proceed:



The main program will load, click on the **Statements** drop down list and choose a statement or assessment you wish to work on:



For a termly assessment click on the white square for the student you wish to grade, for example to grade Thomas Bassett in term one click on the very top left square, for term three you would click on the top right square.

AdClass Off-line assessment

WIL1: Reading (English)

Statements:

Score:

Select the cell for the pupil and type in the score for that term. When you press return, focus will move to the next cell down.

• Bassett, Thomas			
Birch, Sophie			
Cuthbertson, Hannah			
Daykin, Joshua			
Dorman, Frederick			
Drew, Emma			
Gardiner, Molly			
Gill, Elizabeth			
Hall, Ben			
Higton, Sasha			
Hudson, Scott			
Pattinson, Isaac			
Peapell, Adi			
Potter, Ashryn			
Price, Daniel			
Renshaw, Aaron			
Sisson, Helena			
Steans, Jack			
Thompson, Humphrey			
Tipper, Ellie			

Press F1 for help

Type the grade you wish to apply on the keyboard and press **enter**, the grade will be entered. The program will be ready to accept the grade for the next pupil in the list for the same term. Type the grade and press **enter**, repeat until you have completed the grades for each of your pupils for that term.

AdClass Off-line assessment

WIL1: Reading (English)

Statements:

Score:

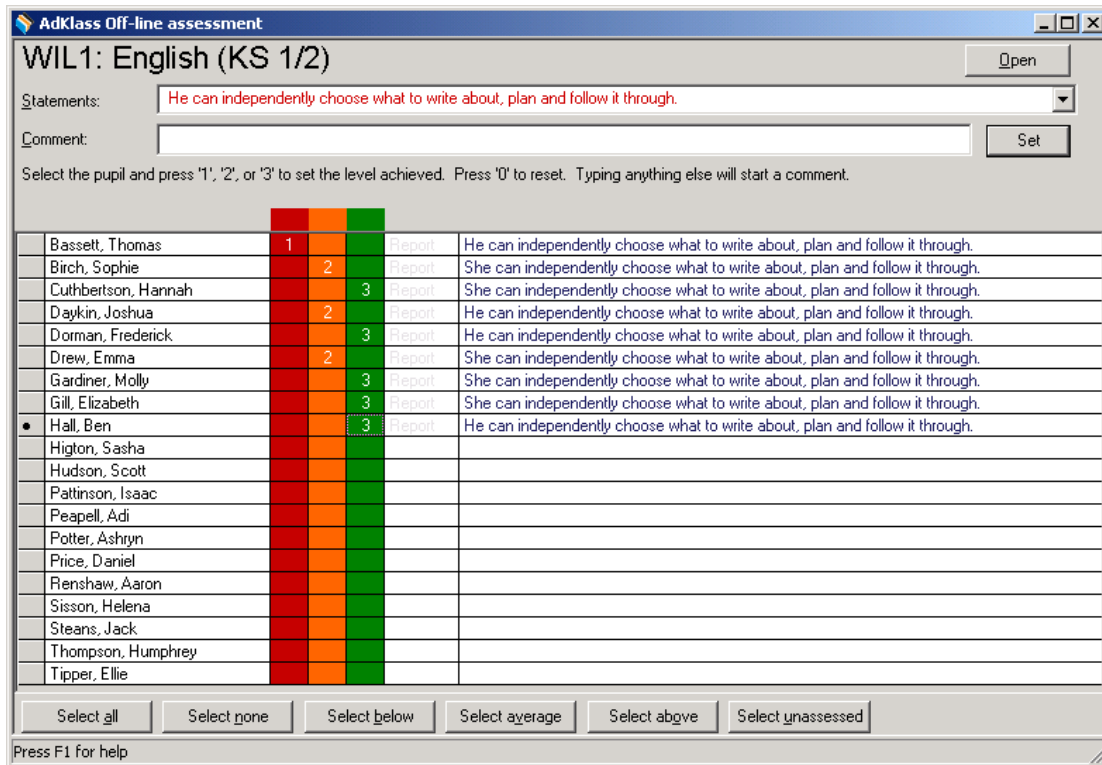
Select the cell for the pupil and type in the score for that term. When you press return, focus will move to the next cell down.

Bassett, Thomas	1A		
Birch, Sophie	1A		
Cuthbertson, Hannah	1B		
Daykin, Joshua	1C		
• Dorman, Frederick			
Drew, Emma			
Gardiner, Molly			
Gill, Elizabeth			
Hall, Ben			
Higton, Sasha			
Hudson, Scott			
Pattinson, Isaac			
Peapell, Adi			
Potter, Ashryn			
Price, Daniel			
Renshaw, Aaron			
Sisson, Helena			
Steans, Jack			
Thompson, Humphrey			
Tipper, Ellie			

Press F1 for help

The scores you enter for your pupils are automatically saved by the program, once you have finished you may close the program by clicking on the **X** in the top right corner or select another item from the **Statements** drop down list to work on.

To assess a pupil, click on the coloured squares with your mouse or on the pupil's name and press **1**, **2** or **3** to indicate the level achieved by the pupil. You can press the **down arrow** on your computer keyboard to move to the next pupil. Press **1**, **2** or **3** to on the keyboard to apply the appropriate level to the next pupil. Repeat for all pupils:



The screenshot shows the 'AdKlass Off-line assessment' window. At the top, it displays 'WIL1: English (KS 1/2)'. Below this, there is a 'Statements' dropdown menu with the selected text: 'He can independently choose what to write about, plan and follow it through.' A 'Comment' field is empty. A note below the comment field reads: 'Select the pupil and press '1', '2', or '3' to set the level achieved. Press '0' to reset. Typing anything else will start a comment.'

	1	2	3	Report	
Bassett, Thomas	1			Report	He can independently choose what to write about, plan and follow it through.
Birch, Sophie		2		Report	She can independently choose what to write about, plan and follow it through.
Cuthbertson, Hannah			3	Report	She can independently choose what to write about, plan and follow it through.
Daykin, Joshua		2		Report	He can independently choose what to write about, plan and follow it through.
Dorman, Frederick			3	Report	He can independently choose what to write about, plan and follow it through.
Drew, Emma		2		Report	She can independently choose what to write about, plan and follow it through.
Gardiner, Molly			3	Report	She can independently choose what to write about, plan and follow it through.
Gill, Elizabeth			3	Report	She can independently choose what to write about, plan and follow it through.
Hall, Ben			3	Report	He can independently choose what to write about, plan and follow it through.
Higton, Sasha					
Hudson, Scott					
Pattinson, Isaac					
Peapell, Adi					
Potter, Ashryn					
Price, Daniel					
Renshaw, Aaron					
Sisson, Helena					
Stearns, Jack					
Thompson, Humphrey					
Tipper, Ellie					

At the bottom of the window, there are buttons for 'Select all', 'Select none', 'Select below', 'Select average', 'Select above', and 'Select unassessed'. A footer note says 'Press F1 for help'.

A default comment is applied when you assess your pupils. To have the comment appear in the report click the **Report** cell so **Report** becomes highlighted in green.

AdClass Off-line assessment

WIL1: English (KS 1/2) Open

Statements: ▼

Comment:

Select the pupil and press '1', '2', or '3' to set the level achieved. Press '0' to reset. Typing anything else will start a comment.

	1	2	3	Report	
Bassett, Thomas	1			Report	He can independently choose what to write about, plan and follow it through.
Birch, Sophie		2		Report	She can independently choose what to write about, plan and follow it through.
Cuthbertson, Hannah			3	Report	She can independently choose what to write about, plan and follow it through.
Daykin, Joshua		2		Report	He can independently choose what to write about, plan and follow it through.
Dorman, Frederick			3	Report	He can independently choose what to write about, plan and follow it through.
Drew, Emma		2		Report	She can independently choose what to write about, plan and follow it through.
Gardiner, Molly			3	Report	She can independently choose what to write about, plan and follow it through.
Gill, Elizabeth			3	Report	She can independently choose what to write about, plan and follow it through.
• Hall, Ben			3	Report	He can independently choose what to write about, plan and follow it through.
Higton, Sasha					
Hudson, Scott					
Pattinson, Isaac					
Peapell, Adi					
Potter, Ashryn					
Price, Daniel					
Renshaw, Aaron					
Sisson, Helena					
Steans, Jack					
Thompson, Humphrey					
Tipper, Ellie					

Select all Select none Select below Select average Select above Select unassessed

Press F1 for help

“He can independently choose what to write about, plan and follow it through” will now appear in Ben Hall’s report.

You can personalise a comment given to a pupil by clicking on the pupil’s name and editing the text in the **Comment** input box.

WIL1: English (KS 1/2) Open

Statements: ▼

Comment: Set

Select the pupil and press '1', '2', or '3' to set the level achieved. Press '0' to reset. Typing anything else will start a comment.

Click the **Set** button to apply your changes to the pupil you have selected.

There are many ways you can apply a comment to several pupils in the group simultaneously.

For example, to apply a comment to the above average members of the group click the **Select above** button at the bottom of the screen:

AdClass Off-line assessment

WIL1: English (KS 1/2) Open

Statements: He can independently choose what to write about, plan and follow it through.

Comment:

Set

Select the pupil and press '1', '2', or '3' to set the level achieved. Press '0' to reset. Typing anything else will start a comment.

Bassett, Thomas	1			Report	He can independently choose what to write about, plan and follow it through.
Birch, Sophie		2		Report	She can independently choose what to write about, plan and follow it through.
Cuthbertson, Hannah			3	Report	She can independently choose what to write about, plan and follow it through.
Daykin, Joshua		2		Report	He can independently choose what to write about, plan and follow it through.
Dorman, Frederick			3	Report	He can independently choose what to write about, plan and follow it through.
Drew, Emma		2		Report	She can independently choose what to write about, plan and follow it through.
Gardiner, Molly			3	Report	She can independently choose what to write about, plan and follow it through.
Gill, Elizabeth			3	Report	She can independently choose what to write about, plan and follow it through.
Hall, Ben			3	Report	He can independently choose what to write about, plan and follow it through.
Higton, Sasha			3	Report	She can independently choose what to write about, plan and follow it through.
Hudson, Scott		2		Report	He can independently choose what to write about, plan and follow it through.
Pattinson, Isaac			3	Report	He can independently choose what to write about, plan and follow it through.
Peapell, Adi		2		Report	She can independently choose what to write about, plan and follow it through.
Potter, Ashryn	1			Report	She can independently choose what to write about, plan and follow it through.
Price, Daniel		2		Report	He can independently choose what to write about, plan and follow it through.
Renshaw, Aaron		2		Report	He can independently choose what to write about, plan and follow it through.
Sisson, Helena			3	Report	She can independently choose what to write about, plan and follow it through.
Steans, Jack			3	Report	He can independently choose what to write about, plan and follow it through.
Thompson, Humphrey	1			Report	He can independently choose what to write about, plan and follow it through.
• Tipper, Ellie			3	Report	She can independently choose what to write about, plan and follow it through.

Select all Select none Select below Select average Select above Select unassessed

Press F1 for help

Type the comment you want to apply to the above average pupils into the **Comment** input box and click the **Set** button:

WIL1: English (KS 1/2) Open

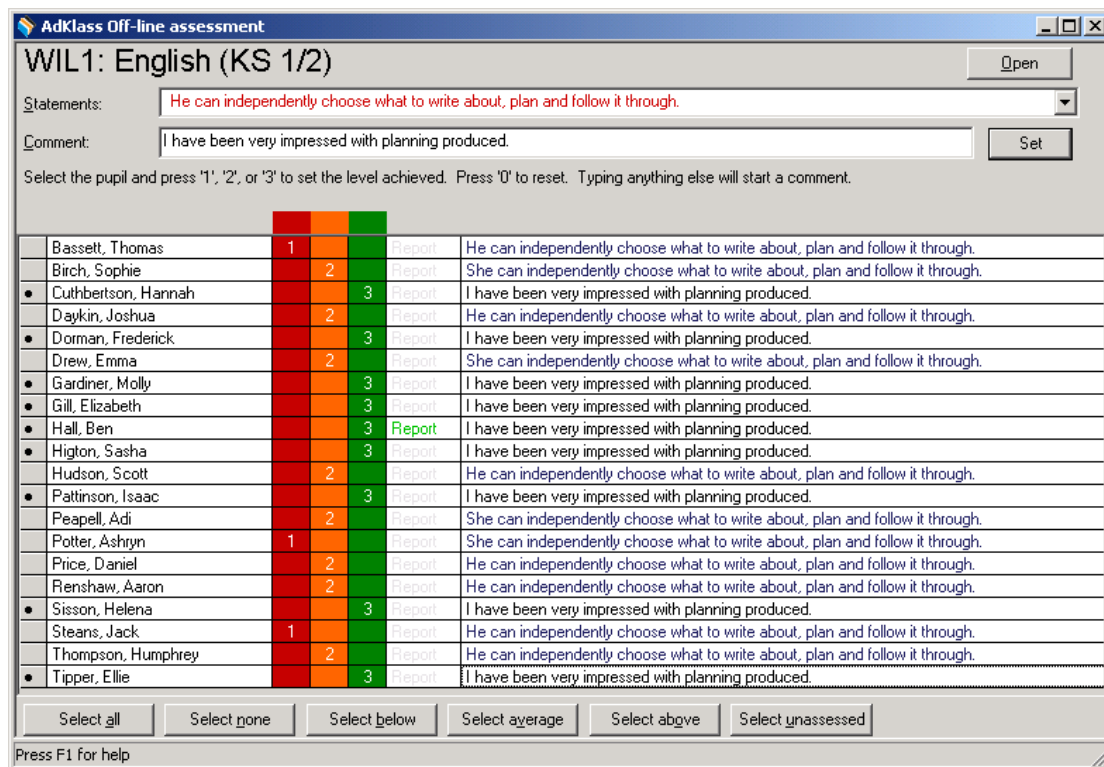
Statements: He can independently choose what to write about, plan and follow it through.

Comment: I have been very impressed with planning produced.

Set

Select the pupil and press '1', '2', or '3' to set the level achieved. Press '0' to reset. Typing anything else will start a comment.

The comment is applied to the above average members of the class:



AdClass Off-line assessment

WIL1: English (KS 1/2)

Statements: He can independently choose what to write about, plan and follow it through.

Comment: I have been very impressed with planning produced.

Select the pupil and press '1', '2', or '3' to set the level achieved. Press '0' to reset. Typing anything else will start a comment.

Bassett, Thomas	1			Report	He can independently choose what to write about, plan and follow it through.
Birch, Sophie		2		Report	She can independently choose what to write about, plan and follow it through.
Cuthbertson, Hannah			3	Report	I have been very impressed with planning produced.
Daykin, Joshua		2		Report	He can independently choose what to write about, plan and follow it through.
Dorman, Frederick			3	Report	I have been very impressed with planning produced.
Drew, Emma		2		Report	She can independently choose what to write about, plan and follow it through.
Gardiner, Molly			3	Report	I have been very impressed with planning produced.
Gill, Elizabeth			3	Report	I have been very impressed with planning produced.
Hall, Ben			3	Report	I have been very impressed with planning produced.
Higton, Sasha			3	Report	I have been very impressed with planning produced.
Hudson, Scott		2		Report	He can independently choose what to write about, plan and follow it through.
Pattinson, Isaac			3	Report	I have been very impressed with planning produced.
Peapell, Adi		2		Report	She can independently choose what to write about, plan and follow it through.
Potter, Ashryn	1			Report	She can independently choose what to write about, plan and follow it through.
Price, Daniel		2		Report	He can independently choose what to write about, plan and follow it through.
Renshaw, Aaron		2		Report	He can independently choose what to write about, plan and follow it through.
Sisson, Helena			3	Report	I have been very impressed with planning produced.
Steans, Jack	1			Report	He can independently choose what to write about, plan and follow it through.
Thompson, Humphrey		2		Report	He can independently choose what to write about, plan and follow it through.
Tipper, Ellie			3	Report	I have been very impressed with planning produced.

Select all Select none Select below Select average Select above Select unassessed

Press F1 for help

You can use the buttons along the bottom of the page to apply comments to various different levels of pupils in your class.

Select all – Will apply the comment to all of the members of the group.

Select none – Use to deselect any pupils currently selected by the program.

Select below – Selects the below average members of the group, those with an assessment of 1.

Select average – Selects the average pupils of the group, those with the assessment of 2.

Select above – Selects the above average pupils of the group, those with an assessment of 3.

Select unassessed – Selects any members of the group you are yet to assess.

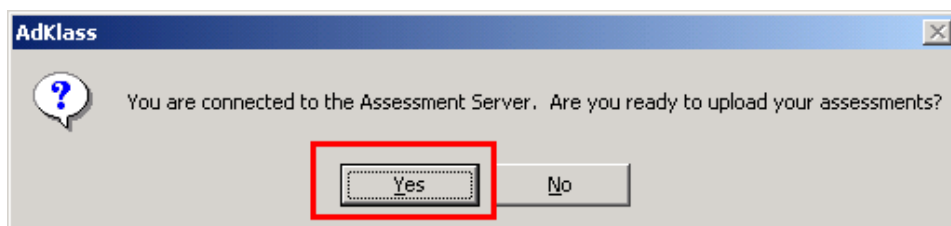
Once you have assessed your class you can select a different statement from the **Statements** drop down list to continue working or click the **X** on the top right of the program to close it. Your work will be automatically saved, there is not need to click a save button.

Step 3: Uploading your work

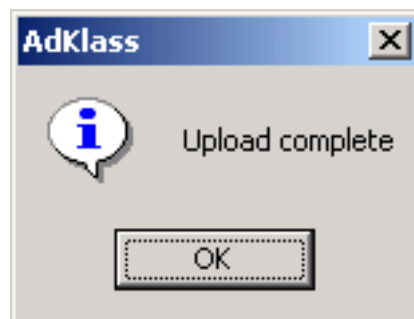
When you have completed working at home you need to upload the work you have done to the server at School. To do this, connect your computer to the School network as normal and click on the **AdKlass Offline Working** icon on your desktop.



The AdKlass Assessment Program will detect that you are back in school (and connected to School's computer network) and ask:



Click on the **Yes** button to upload the work to the server, this can take a few seconds depending on the amount of work you have completed. Once completed the following message box will be displayed:



Now your upload is complete all the work you have done at home will be available on the AdKlass system in school. If you click on **No** to uploading your work the open strands dialog will appear as if you are working at home. If desired you are then able to continue using the AdKlass Assessment Program while in school. When you are ready to upload your work close and start the AdKlass Assessment Program and the "Are you ready to upload your assessments" will be displayed again.