

Catholic Education Diocese of Christchurch

Online Year 4 Religious Education Assessment 2016

Teachers' User Guide

For technical assistance with website, logins and testing please contact:

Clair Stanelos Creative Ministry Resources Pty Ltd clairs@ministryresources.com Phone: +61 3 6234 7917

For information and questions with respect to religious literacy assessment in the Diocese of Christchurch please contact:

Mike Nolan Catholic Education Office: Manager mnolan@chch.catholic.org.nz Phone: 03 353 0750 Mobile: 021 668 712

Cushla O'Connor Primary Religious Education Adviser coconnor@chch.catholic.org.nz Phone: (03) 353 0754

Staff Admin: admin.religiousliteracy.com

Student: Christchurch.CatholicRe.com



Introduction

This Online Year 4 Religious Education Assessment project provides at a school and diocesan level a sustained and systemic approach to the documentation and reporting of students' learning in the key learning area of Religious Education, from Years 1-4. Celebrating and sharing the good news about students' learning in Religious Education in each school is an important component of this initiative and enables the story to be told on a continuing basis.

Being religiously literate requires children within a Catholic school to be able to communicate with and be at home in Catholic society and religion in general. Thus, assessment of religious education focuses on students' knowledge and understanding of the key concepts that are being addressed by the Years 1-4 Religious Education program and the children's ability to communicate with our Catholic religious tradition.

This Online Religious Education Assessment is placed in Year 4. Its intention is to influence learning and drive a culture of reflection on learning and pedagogy in the domain of Religious Education.

Purpose

The purpose of the online RE assessment instrument is:

- to profile and understand the extent and level of students' understanding, learning and knowledge of the learning outcomes of our national RE curriculum;
- to enable students to show not only what they have achieved, but also demonstrate their ability to work with and apply what they have learnt;
- to provide teachers and schools with objective data to reflect on and respond to, regarding the
 effectiveness of their individual and collective teaching practices;
- to provide teachers and schools with objective data to set meaningful individual, class and whole-school RE targets to make learning more effective for students;
- to influence learning and drive a culture of reflection and learning pedagogy in RE;
- to reflect upon how we might better plan for systemic as well as individually targeted professional development and RE learning support for teachers.



The Online Year 4 Religious Education Assessment

The assessment instrument:

- is completed by Year 4 students;
- is embedded in the teaching / learning process and addresses both formative and summative assessment of learning;
- has a diversity of questions, drawing on a range of outcomes identified across Years 1-4 of our national RE curriculum, each one statistically validated for difficulty and discrimination;
- Year 4 students attempt 40 questions (five from each of the eight strands) randomly generated;
- addresses pre-determined criteria and has a spread of questions weighted across the Years 1-4 national RE curriculum framework of:
 - Church
 - Communion of Saints
 - God
 - Jesus
 - Holy Spirit
 - Prayer
 - Sacraments
 - Liturgical Year



TIMELINE				
T.3 Week 5 Aug 22 - 26	BOOK TECHNOLOGY Ensure school laptops, iPads and/or technology learning spaces are available for use by Year 4 students for Term 3, 6th Sept for the TRIAL test day and for 13th September for the ASSESSMENT DAY.			
T.3 Week 7 Sep 6 (or Sep 8)	TRIAL PERIOD Online PRACTICE ASSESSMENT will be on Tuesday 6th September (with 8th September as the reserve day). The Practice test will take approximately 25 minutes. Report any dificulties with online trial to Clair Stanelos, Mike Nolan or Cushla O'Connor.			
T.3 Week 8 Sep 13 (or Sep 15)	ONLINE ASSESSMENT The ONLINE ASSESSMENT DAY is on Tuesday 13th September. Each Year 4 class sits the online assessment on Tuesday 13th September. The online assessment will take approximately 45 minutes. Thursday 15th September is the reserve day for any school that had a major problem with completing the assessment on Tuesday 13th September.			
T.4 Week 4 by Friday Nov 4	REPORTING Schools will be able to access and print off the Individual, Class and School Reports from <u>christchurch.CatholicRe.com</u>			



Logging In

Staff login to the administration website with the URL:

admin.religiousliteracy.com

Image: Definition of the service providing internet based Religious Literacy testing for Catholic Education Offices and Dioceses Image: Definition of the service providing internet based Religious Literacy testing for Catholic Education Offices and Dioceses Image: Definition of the service providing internet based Religious Literacy testing for Catholic Education Offices and Dioceses Image: Definition of the service providing internet based Religious Literacy testing for Catholic Education of the service provide religious testing for testing for testing for the service provide religious testing for the service provide		×		- □ × ☆☆☺
CLICK HERE FOR MORE INFORMATION	<text><text><text><text></text></text></text></text>		Sign In Username Password Sign in	

Students login to the assessment website with the URL:

Christchurch.CatholicRe.com

catholic diocese of christchurch to sanctify - to teach - to care for	lome		
	Enter you	login details:	
	Username		
	Password		
		Log in	

Each student and staff member will be given a unique username and password to enter into the appropriate data fields before clicking on the 'Login' button.

Using the Administration System, teachers can download class lists of student usernames and passwords, with a cutoff slip for each individual student's username and password (see page 13).

Religious Literacy Assessment



Student Testing

Once logged in to the site, students will see their name and be prompted to begin their test by clicking on the **START ASSESSMENT** button. Future tests that have not yet been activated cannot be selected.

estanticite diocese of christchurch - Board for Beauticht estanti- Second for	Log off
Religious Education Assessment Marie Smith	
Practice Assessment	Start Assessment
Year 4 Religious Education Assessment	Start Assessment

At any point during the test, students will have the capacity to increase or decrease the font size of the questions by clicking on the $A\uparrow$ and $A\downarrow$ buttons. Students may navigate to different questions by choosing **PREVIOUS QUESTION**, **NEXT QUESTION** or by using the **QUESTIONS** dropdown box.





Student Testing (cont.)

At any point during the assessment, a student can leave the test by logging off or clicking the browser's back button and the test will be saved automatically.

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Previous Question	Next Question Questions +	A¥ A↑
Question 2:		Log off D0804
One of the ways	Jesus challenged the attitudes of the Scribes and Pharisees was:	
	Worshipping in the temple	
	Reading from Scripture	
	Travelling with His disciples	
	Healing on the Sabbath	
Submit		

They can resume the test after logging on again by clicking on the **CONTINUE ASSESSMENT** button, which takes them directly to the next unanswered question.

Security Contraction of the security of the se		Log off
Religious Education Assessment		
Marie Smith		
Practice Assessment	Continue Assessment	
Year 4 Religious Education Assessment	Start Assessment	



Student Testing (cont.)

Once answered, a student can return to a question and change their answer using the buttons at the bottom of the question.



Even though students can move between questions, review and also change their previous answers, finishing an assessment is only possible once all questions have been answered. Once all questions are answered, an **END ASSESSMENT** button appears on the page.

catholic diocese of christchurch to sentify - to teach - to core for		Log
Previous Question	Next Question Questions -	A ↓ A ↑
Question 1:		Church
The teachings of	Jesus are preserved by the:	l l l l l l l l l l l l l l l l l l l
	Twelve Apostles	
	Church community	
	Church's Magisterium	
	Mystery of the Incarnation	¥
Change A	Answer Cancel Change Next	Question End Assessment
All questions hav	ve been answered. You may review your answers.	
When you wish	o finish the assessment click on the orange "End As	ssessment" button.

Once a student clicks on this button, they are asked to confirm that they are finished. If they cancel, they are returned to the assessment. If they confirm, they are returned to the start page and that assessment cannot be accessed again.



Devices

Students can complete the online assessment on a desktop computer (Windows or Mac) with a recent version of Chrome, Internet Explorer or Firefox. The assessment can also be completed with a tablet device (iPad, Android or Windows 10) or most smart phones (iPad, iPhone, Android or Windows 10).

Staff can administer student details on a desktop computer and/or a tablet device only.



Religious Literacy Assessment



Administration System – Logging in

Staff login to the administration website with the URL:

admin.religiousliteracy.com

School Administrators will use the administration system to set up and monitor the assessments. The black title bar and black side bar contain the menus and user settings.

	Main Menu		Profile Se	Full Screen	-Log out
Catholic docese of christchurch Desetri- to see re- Sample Teacher Dashboard	▲ An Example Catholic College: LEAFY H	HLL	Preview Practice Assessment Practice Assessment	Dream Contraction	Hide Main Menu
f Students f Class Allocation	Class Class 04.1 (Externel) Merid Ward Market Market Merid Market	Class Class O4-2 CINEMA Memory Care Care Notes and Care Care Notes and Strated 2 students No date and time selected.		VER 4 EXCLUDED TRUE MANY & EXCLUDES	
Teachers an check their Settings by Make any including yo a mobile nut	nd School Administrator contact details in the clicking on the red changes to the pop- ur email address and o mber, then SAVE CHA	s should e Profile button. up box, ptionally NGES.	Profile Settings Family Name: Teacher Given Name: Sample		×
(Confirm or add your the profile settings. Save Changes	details to	Email: Enter your email address Email confirm: Confirm your email address Mobile Phone: Enter your mobile number Mobile number is optional and only used for : Username: sampleteacher Password: 1#2abc\$8	support during actual testing.	
				Cancel Save Cha	nges

Religious Literacy Assessment



Administration System – Dashboard

The dashboard is the main avenue for viewing student and assessment details. Most administrative functions can be carried out on the dashboard. There are three sections: **ASSESSMENT STATUS**, **SUPPORT AND DOCUMENTS** and **CALENDAR**.



Assessment Status

This section contains the class and student status for each assessment. Navigate to the desired assessment using the **DROP DOWN BOX** at the top right. Navigate the year level using the **YEAR GROUP TABS** underneath. The **ACTIVE ASSESSMENT** is shown on the left side under the school name. The class status boxes refer to the active assessment. It will be necessary for school administrators to change the assessment in order to view the status boxes for other assessments. Use the **PREVIEW PRACTICE ASSESSMENT** button to see the student practice test open in a new browser window.





Student List and Student Assessment Details



After clicking on the doughnut area for a class, the full **STUDENT LIST** will be displayed. This list can be searched by typing in the **SEARCH BOX**. Clicking on the name below will display the **STUDENT ASSESSMENT DETAILS** for the student on the left hand side.

Practice Assessment PASSWORD button Vladimir has not started the assessment. Flag Student Assessment Exclude Student Flag Student Assessment	 Vladimir Casper Year 4 - Class Class 04-1 Date of Birth Gender Username vladimircasper Password •••••••••• Reset Password 	THE STUDENT ASSESSMENT DETAILS provide a quick view to the main student details, listing their date of birth, gender, username, password status. Updating the student details can be done through the STUDENTS' MENU, see page 17. The student password is obscured. Click on the dots to SHOW/HIDE THE PASSWORD. The password can be reset using the red RESET
Vladimir has not started the assessment. Exclude Student Flag Student Assessment A list of all the assessment which are assigned to the stude are listed in blu See page 13 for more detail	Practice Assessment	PASSWORD button.
	Vladimir has not started the assessment. Exclude Student Flag Student Assessment	A list of all the assessments which are assigned to the student are listed in blue. See page 13 for more details.
Year 4 Religious Literacy Assessment	Year 4 Religious Literacy Assessment	



Class Status and Schedule

A doughnut graph displays the test status of the class as a whole. By moving the cursor over the different areas of the graph the precise numbers are displayed for that status.



You can indicate the day and time that the assessment is to be conducted for each class by clicking on the **SCHEDULE** button and a window appears (as below).

of christchurch				
Sample Teacher				
🏛 School	Assessment - Year 4 Religious Literacy Assessment		월 Year 4 및 Year 8	
1 Students <	Class Class 04-1 27students Devented Class Les Devented Class Les	Class Class 04-2 77 students Deveload Class List Deveload Class Cotoff List		
0				
	Schedule assessmer Step 1 - Please select one of the a 22 August 2016 23 August 2016 24 August 2010	t period of Class Class 04-1 and ed sessment dates: 31 students	Next Cancel	
	26 August 2016 29 August 2016 30 August 2016 31 August 2016 4 September 2016 5 September 2016 6 September 2016 7 September 2016			
	Support and Doci 9 September 2016		🗎 Calendar 📃 🖉	

Select the date from the first **DROPDOWN** box, click **NEXT** and select the approximate session time (Morning, Mid-Morning or Afternoon) and then click **SAVE**. You may need to schedule a number of classes for each assessment by navigating through the change assessment box, see page 11.

Once a class is scheduled, the time and session will appear on the calendar section of the dashboard, see page 16 for more details.



Student Assessment Status

diocese stchurch				o X 🛛 🗏
ple Teacher oard	▲ An Example Catholic College: LEAFY HI	LL	Preview Practice Assessment Main Religiou	is Literacy Assessment 🗸 🗸
	✓ Assessment - Year 4 Religious Literacy Asse			쑬 Year 4
nts < Allocation	Class Class O4-1 Cruster Dearline Crust Carolin Dearline Crust Carolin Caroline Caro	Class Class O4.2 ("ZUBSHOE) Curring Class Carries Curring Class Carries Curring Class Carries Curring Class Class Charles Curring	Class Class O4-2 4 Incomplete Students filter studentsQ Lury Benty Justine Champin Nayel Goldner Chandler Rempel	Laury Beatty Vear 4 - Class Class 04-2 Date of Birch Gender Verrame (surybeatty Password •••••••• Reserved Verrame (surybeatty) Practice Assessment •••••••• Laury has commenced the assessment but has not yet compilered in.
	6 % YEAR 4 COMPLETE -Total Students Completed 4 - Totaly Students Completed 4	9% YEAR 4 INCOMPLETE -Total Students Incomplete 8	(84 %) YEAR 4 NOT STARTED -Total Students Not Started 53	VEAR 4 EXCLUDED Fotal Students Excluded

The student status for the active assessment is open by default upon viewing the student details. Above, this is the Year 4 Religious Literacy Assessment, which this particular student has started but not yet completed. Other assessment status for this student can be expanded by clicking on the coloured bar headings.





Support and Documents

NOTE: If you require IMMEDIATE assistance e.g. students attempting to complete the assessment and you encounter technical difficulties, please call Clair on **+61 3 6234 7917.**

Various communication and documents will be available in the Support and Documents section of the Dashboard. Check the feed frequently to be aware and up to date of any changes or important notices.

At any stage, if you require non-urgent assistance, you may write a comment in the input box. Be sure to clearly state what the problem appears to be and mention any steps you have tried to fix the problem. Click **ADD COMMENT** to send the communication to our support team. Any responses will appear as a reply in the support feed.



If your issue is more complex or involves documentation, screenshot etc please email Clair Stanelos clairs@ministryresources.com or Mike Nolan mnolan@chch.catholic.org.nz or Cushla O'Connor coconnor@chch.catholic.org.nz

Be sure to check the **FAQ PAGE** (see page 21) at the end of this document for possible solutions to some of the more common problems encountered by students and staff – this may save you a lot of time!

Getting feedback from our users – be it positive or negative – is really helpful for us to evaluate how well the system is working. Our aim is to have an online testing system that is both highly functional and easy to use for teachers, students and administrators and your ongoing feedback helps us to achieve this.

If you do feel inclined to share your experiences with us, please add a comment to the Support and Documents feed or email.

Religious Literacy Assessment



Calendar

The calendar section contains the available dates for each assessment. Once a schedule has been made for a particular class (see page 13), it is then available in the calendar.

	🛗 Calendar						- 2
	August 2016						< >
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	31		1	2	3	4 5	6
		Practice Assessm Morning	Morning	Morning	Morning	Morning	
		Mid Morning	Mid Morning	Mid Morning	Class HRC02	Class HRC03	
		Afternoon	Afternoon	Afternoon			
					Mid Morning	Mid Morning	
					Afternoon	Afternoon	
	7	Prostico Accorr	8	9 1	0 1	1 12	13
		Morping	Morning	Horning	Morning	Morning	Schedule each clarc
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- notice	ASSESSIVIC	1 0 0 002	2016 (or 152	3	24 2	25 26	27
ractive		ieal SReitgious	Literacy Assessment				
Main	455655110	Morning	Marning	Morning	Morning	Morning	
1 1-11		Afternoon	Mid Morning	Class HRCU2	Mid Morning		
				Mid Morning		Mid Morning	
				Afternoon		Afternoon	
	28	2	.9 3	0 3	31	1 // 2	3
		Year 8 Religious	Literacy Assessment				
		Morning	Morning	Morning			
		Mid Morning Afternoon	Mid Morning Afternoon	Mid Morning			
		Anternoon	Arternoon	Atternoon	7	0	10
	4	Year & Religious	literacy Assessment	0		9	10
		rear o kengious	Energy Assessment		N		

The calendar will indicate particular days or sessions, and will provide a capacity indicator according to other schools which may be scheduling at the same time. If your school is prone to internet outages or traffic, you may be able to select a different slot by considering the colours below:

RED - session is at capacity

- **ORANGE** session is nearing capacity
- YELLOW session is at comfortable capacity
- **GREEN** session is at low capacity

Entering your preferred schedule time early is advised.



Administration System – Student Menu

Individual students can be viewed in detail using the **STUDENT MENU**. Tables are listed via the menu options on the right side according to Classes, Year Levels or All Students.

	to sencer + to teach - to care for	An Exam Le Catholic College	/ Year 4 / Class Class 04-1						Add New Student to this Class Class 04-1
search	Dashboard	# Students					-	- 2	
	ff School	9						10 🗸	📥 Teaching Group (Class) : Class 04-1 💦 🚽 🍾
$ \rightarrow $	 ∳ Students <	Filter Family Name	Filter Given Name	Filter Date of Birth	Filter Gender	Filter Year I	Filter Class	1	Teaching Group Details Re-assign teachers
	Class Allocation	🚊 Student Family Name	🏯 Student Given Name	m Date of Birth	🚔 Gender	童 Year	盒 Class	G Audio	Teaching Group Name: Year Level: Add 1
	G	Becker	Kurtis			4		×.	
udent.		Casper	Vladimir			4			eachers Stua
lenu		Considine	Hassan			4			Terrence Howard
		Douglas	Abbigail			4			
		Dayle	Terrence			4		×	Update Teaching Group Verver
		Fisher	Aniyah			4			
		Frami	Perry			4		×	
		Haley	Tito			4		×	
		Hegmann	Christophe			4			View Number of Students
		Howell	Aaliyah			4			new number of sources
		🌲 Student Family Name	🏯 Student Given Name	m DoB	🚢 Gender	童 Year	童 Class	⊖ Audio	
		Showing 1 to 10 of 27 entries Previous 1 2							Page through Student
								7	0 0

Change the number of students in the student list table from 10 up to 100 by using the **DROP DOWN BOX**, Or click the buttons at the bottom of the page (**PREVIOUS**, **NEXT**, **etc**) to navigate through a longer list of names. All columns can be filtered in spaces provided. A global search function is also available in the top left of the table.

	Add New Student to this Class 4B	Editing Class Details
0		Update the class details by using the TEACHING GROUP BOX which appears
tudent Details Assessment	Move Class	the class can be updated by inputting
Family Name:	Given Name:	the desired text and clicking UPDATE
Samily Name	🖀 Given Name	TEACHING GROUP NAME. Jump to the
Date of Birth:	Gender:	Re-assign teachers tab to change the
Date of Birth	🚔 Gender	teacher for this class. Select the teache
		from the list and then choose UPDATE
Year Level:	Teaching Group:	
盦 4	血 4B	Adding New Students
Email:		Use the ADD NEW STUDEN
🚨 Email		TO THIS CLASS button to
User Name:		add a new student
Luser Name		The add new student widget will appear
		Fill in the details and press
Password:	Active	ADD NEW STUDENT
Password		I he student will then be added to the
		main table listing
	Add New Student	Add Nau
		Aug New
		Stugent



Administration System – Student Menu (cont.)

Editing Student Details

Select a particular student by clicking on their name in the main table entry. The student details widget will appear on the right.



The **STUDENT DETAILS** tab will allow **UPDATING** of the student details, **RESET** their password or **DELETE** the student. The **ASSESSMENT** tab provides an overview of the student's assessment and overall mark.





Administration System – Class Allocation

Teachers or School Administrators may use the class allocation table to check or appoint students to the correct RE class.

Change the number of entries in the allocation list table from 10 up to 100 by using the **DROP DOWN MENU**, or click the buttons at the bottom of the page (**PREVIOUS**, **NEXT**, etc) to navigate through a longer list of names. All columns can be filtered in spaces provided. A global search function is also available in the top left of the table.

🖞 Students - Yea	ar 4			Year 4 🖌
Q				10 🗸
Family Name	Given Name	Year Leve	Class	
∦ Family Name	🕆 Given Name	앱 Year Level	쉡 Class	Class Allocation
Abshire	Estella	4	Class 04-2	Class 04-1
Altenwerth	Anais	4	Class 04-1	Cick to move this studer
Altenwerth	Justen	4	Class 04-1	tass 04-1 de Class 04-2 from class 1 into class 2
Anderson	Ernestine	4	Class 04-2	☆ Class 04-1 ☆ Class 04-2
Balistreri	Rosemary	4	Class 04-3	🔮 Class 04-1 🔮 Class 04-2
Barton	Antonina	4	Class 04-1	▲ Class 04-1
Baumbach	Chelsey	4	Class 04-3	🔮 Class 04-1 🔮 Class 04-2
Beatty	Laury	4	Class 04-2	🔮 Class 04-1 🤡 Class 04-2
Becker	Kurtis	4	Class 04-1	▲ Class 04-1
Bode	Conrad	4	Class 04-3	🔮 Class 04-1 🔮 Class 04-2
∦ Family Name	🕆 Given Name	ừ Year	행 Class Level	Class Allocation

GREEN indicates the current assigned class.

BLUE indicates the other class options.

Selecting the appropriate blue button for each student updates the class allocation.



Administration System – Reporting

When they are finalised, class reports will be available to download on the dashboard. To view and generate printable reports based on class and individual test results, click on the **DOWNLOAD STUDENT REPORTS** or **DOWNLOAD STUDENT LIST** under the class doughnuts.



Other report formats including school reports and year level reports will be available from the **REPORTS** page found in the main menu on the left hand side of the administration website.



FAQ's

My student cannot log on, what do I do?

- 1. Try to login yourself with their username and password; if that does not work then...
- 2. Login to the system at admin.religiousliteracy.com ; then...
 - follow the instructions for resetting a student password (page 12)
- 3. If that does not work, then call Clair on the number provided below.

When we go to Christchurch.CatholicRe.com we get:

- an error; or
- · security certificate error; or
- redirected to a search page (Google, Sensis, Bing etc.)
- Type in <u>Christchurch.CatholicRe.com</u> without the www or the http://; if that does not work then...
- 2. Type in <u>http://Christchurch.CatholicRe.com/Account/Login</u> if that does not work then...
- 3. Check the URL in the address bar make sure it does not have "https:" in the URL; if that does not work then...
- 4. Type in <u>http://Christchurch.CatholicRe.com/Account/Login=897</u> or any other random number; if that does not work then...
- 5. Call Clair on the number provided below.

I have a new student during the weeks of the testing, what do I do?

1. Add them to the system using the administration tool at <u>admin.religiousliteracy.com</u> (Page 17).

For any other problems, check the Teacher User Guide, and then call:

Clair Stanelos, Creative Ministry Resources Email: <u>clairs@ministryresources.com</u> Ph: +61 3 6234 7917