

# Gateway ARR Proof Reading Function User Guide

## Overview

The new proof-reading feature in ARR module enables staff to online check other teachers' PDF reports and either make corrections directly or suggest changes that could be made.

When teachers login, there will be an indication that some reports require attention so they make revisions as necessary. Also, there will be status update to proof reader after teacher making follow up. Further suggestion could be made.



## Proof reader

### Finding the reports to check

- The role of *proof-reader* allows the proof-reader to check *any* reports. You cannot be assigned to particular classes.
- Click on **ARR → Markbook → Proof Read**
- You will see a list of active report templates.

Markbook		
My Classes	Other Classes	<b>Proof Read</b>
<b>Report List</b> Please select a template to proof read.		
Template Title	Published To Student	Published To Parent
QBS - Interim Report		[ Proof Read ]

- Select the one you want to check and click on **proof read**.
- You will see a list of classes that have been assigned to the selected report template.

My Classes	Other Classes	<b>Proof Read</b>	
<b>Report List &gt; Report December 2014</b> Send Email			
Roll Group	Roll Group Teacher	Proofread	Revised
1B	BRYANT, Rachel	0/30	[ View ]
1BL	BLACK, Mikayla	0/30	[ View ]
1M	MEAD, David	0/30	[ View ]
1T	TYSON, Maggie	✓	[ View ]
1W	WISHART, Robyn	0/30	[ View ]
2B	BADDELEY, Kay\nWATKINS, Emma	✓	[ View ]

- The Proof read column indicates the progress of class, e.g. 20/30 indicates the 20 out of students' reports has been proof read. It shows a green tick when all have been proof read.
- The Revised column indicates the follow up status by teacher, e.g. 2/5 indicates there are 5 reports have been make suggestions and 2 out of 5 have been revised by the teacher . It shows a green tick when all have been revised by teacher.
- Select the class you wish to check and click on **view**.

My Classes	Other Classes	<b>Proof Read</b>
<b>Report List &gt; Report December 2014 &gt; 1B</b>		
Student	Proof Read	Revised
ALP-000003s, ALP-000003p		1/2 [ View ]
ARGO000002s, ARGO000002p		[ View ]
ARIF000007s, ARIF000007p	✓1/1	[ View ]
BRYA000013s, BRYA000013p		[ View ]

- The Proof Read column indicates a student's report has been proof read by a green tick.
- The Revised column indicates the follow up status by teacher, e.g. 1/2 indicates there are 2 suggestions to the student's report, and 1 out of 2 have been revised by the teacher . It shows a green tick when the whole report been revised by teacher.
- Select a student and click on **view**.

- You will see this screen list only the teacher's comment of the report.

My Classes | Other Classes | **Proof Read** | Assessment Data Selection | Assessment Data Label

Report List > Primary - Semester 1 > 2CM > CHAN003831s, CHAN003831p (2CM)

Show Comment Only | Show Full Report  
Next >

Chinese Pathway 2 (PENG, Susan)	
Semester 1	
<b>Next Steps</b>	
These are areas for further development	RYcognZsY spYYch mXrks Xnd usY thYm to mXkY X chXrXctYr's voZcY whYn rYXdZng Xloud. TXlk Xbout thY dZfYrYnt fYXturYs Zn fZctZon Xnd non fZctZon tYxts.
	Edit Directly Copy to Edit
<b>Next Steps</b>	
These are areas for further development	BYgZn to drXw dZXgrXms thXt connYct to your wrZtZng.
	Edit Directly Copy to Edit
<b>English (MORTENSEN, Catriona)</b>	

- If you wish to see the full report including other non-comment criteria, click the Show Full Report link to top right corner, it will show the full report.

My Classes | Other Classes | **Proof Read** | Assessment Data Selection | Assessment Data Label

Report List > Primary - Semester 1 > 2CM > CHAN003831s, CHAN003831p (2CM)

Show Comment Only | Show Full Report  
Next >

Chinese Pathway 2 (PENG, Susan)				
Semester 1				
Reading				
Reading is a developmental process that...				
	Beginn	Consol	Meetin	Exceed
Reads Hanyu Pinyin initials and finals with correct tones			✓	
Recognises learnt words in isolation or in context			✓	
<b>Next Steps</b>				

### Checking the reports

- You will notice that only topics that have been marked complete may be edited.
- You can either edit a comment directly or you can make a copy of it and edit the copy.

#### Edit directly

- If there are only minor changes, such as the addition of a full stop then you would probably choose to edit directly.

Units of Inquiry Term 1

Teacher Comment

She is doing remarkably well considering.

Remaining Characters: 41 / 1000

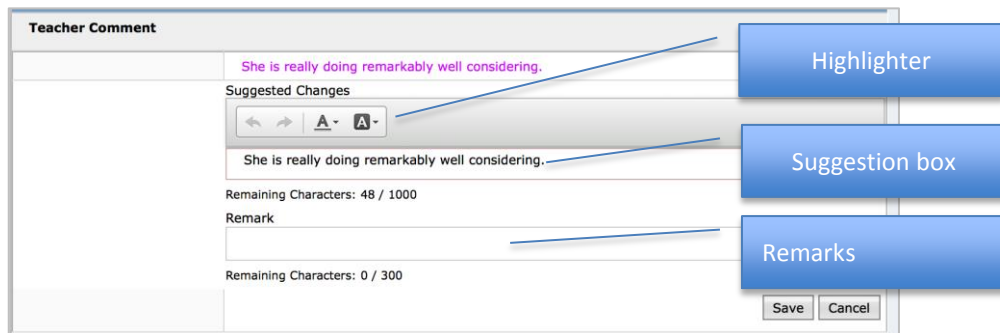
Add New URL

Save Cancel

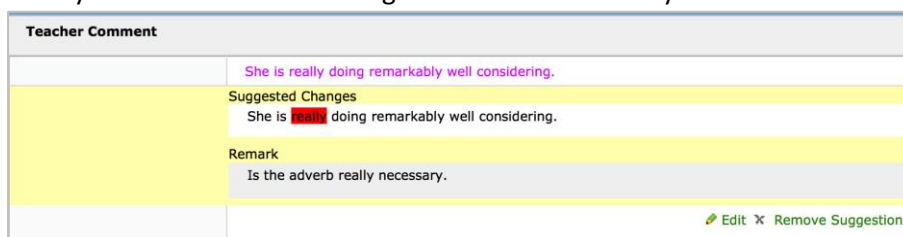
- Click on edit directly, make the change and save.
- The changes will be saved and there will be no indication to the teacher that a change has been made.

#### Copy to edit

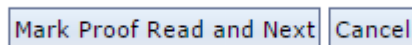
- Click on this to make a copy of the teacher's comment which you can then edit.
- By doing this the teacher's comment will *not* be changed.



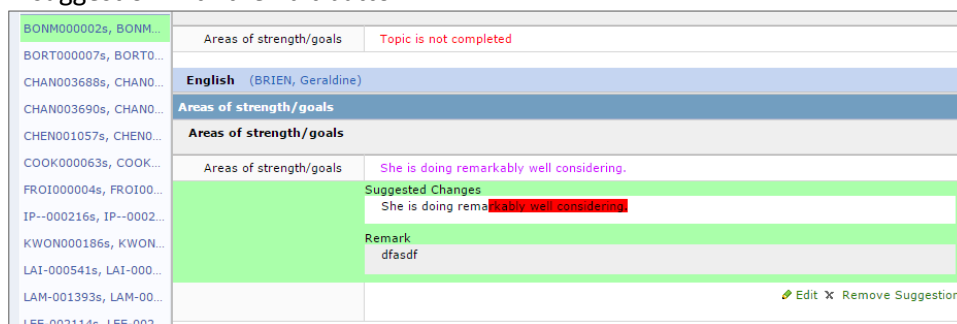
- You can make changes in the suggestion box.
- Use the highlighter to draw attention to parts of the comment.
- Add remarks in the remark box. This allows you to leave the comment unchanged but make suggestions such as “are you sure this is the right child?”
- Once you click on save the background colour will turn yellow.



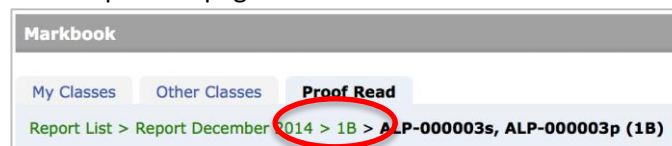
- You may click on edit to make further changes or click on remove suggestion to remove it completely.
- When you have finished checking this student, scroll to the bottom of the page and click **Mark Proof Read and Next**. This will mark the student has been proof read.



- If all suggestions to the report have been followed up by the teacher, the suggestions as well as the student name on the left hand side will be highlighted green. If the proof read still find issue on the comment, it is possible to make further suggestion with the Edit button.



- If you go to the top of the page and click on the class name....

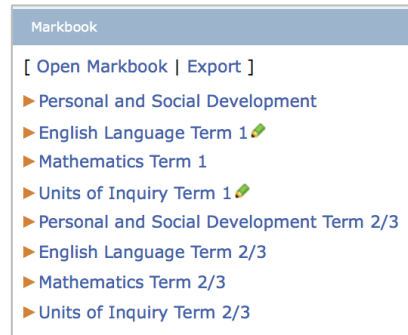


- This will take you back to the class list where you will see that for the first student the proof reader has made suggestions for three of the teacher’s comments and the teacher has dealt with one of them.

## Teacher

### Which topics need attention?

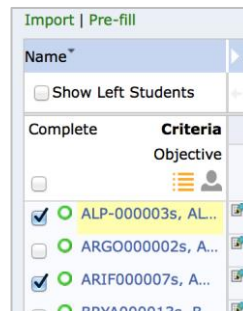
- The teacher logs in, goes to ARR and selects **My classes**.
- Select the class and click on **open markbook**.
- This will show a list of topics. If there are items that have been suggested by the proof-reader there will be an icon next to the topic name.



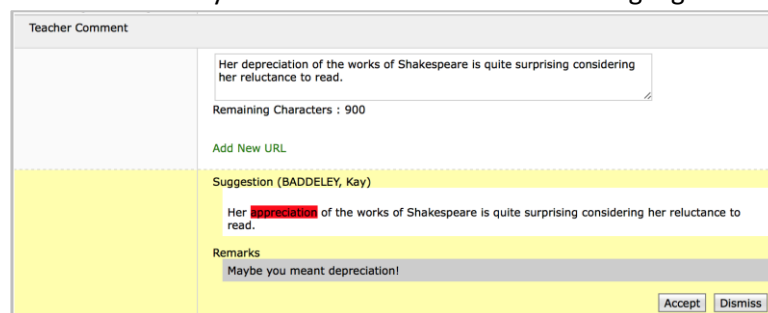
- In this list we can see that English Language Term 1 and Units of Inquiry Term 1 require attention.
- Click on one of these for more information....

### Revising reports

- In the class list you will see students that require attention will be highlighted in yellow.



- You need to be in individual student view rather than class view to see what the proof-reader has done so click on the student's name.
- Scroll down if necessary to find the comment. It will be highlighted in yellow.



- It is necessary to click on **Accept** or **Dismiss** to indicate you have done the follow up to proof reader's suggestion.
- Click on **accept** and the text from the suggestion box will replace the teacher's comment.

Teacher Comment

Her appreciation of the works of Shakespeare is quite surprising considering her reluctance to read.

Remaining Characters : 900

Add New URL

You have accepted the change suggestions. [Undo](#)

- You can continue to edit the comment box to make changes to the proof-reader's changes.
- If you change your mind click on **undo**.
- If you decide the proof-reader's suggestion is not appropriate and you just want to ignore it then click on the **dismiss** button.
- If you change your mind you can click on **undo**.
- When you are satisfied with the changes click on **save** at the page bottom.
- Once you have saved the highlighting will disappear. However, if you did not click on either accept or dismiss the highlighting will remain.