SCORZ – the Online Scoring System for MICRA-T and SIGMA-T

Quick Start Guide for SCORZ Users

This document provides you with all you need to know to access your new SCORZ account. Please read it carefully and have this document to hand whenever you are accessing the system.

A note on security with SCORZ

SCORZ is an online system – we take the security of your data very seriously. To comply with data protection legislation, all personal data is encrypted and can only be accessed by users registered by the school.

You should therefore keep your login details and PIN number safe – CJ Fallon does not have access to your encrypted data should you lose your access details.

Every time you log in to SCORZ at http://www.scorz.ie, you will need 3 pieces of information:

1. Username (generated automatically by SCORZ)
2. Password (created by you)
3. PIN (unique to your school)

You will need to get this information from the SCORZ Administrator in your school.

There are 4 sections to this document- please read them carefully. You should plan on allocating 30-60 minutes for setting up your pupils in your allocated classes (if this has not already been done for you by the SCORZ Administrator in your school).

1. Logging in to SCORZ for the first time
2. Adding Pupils
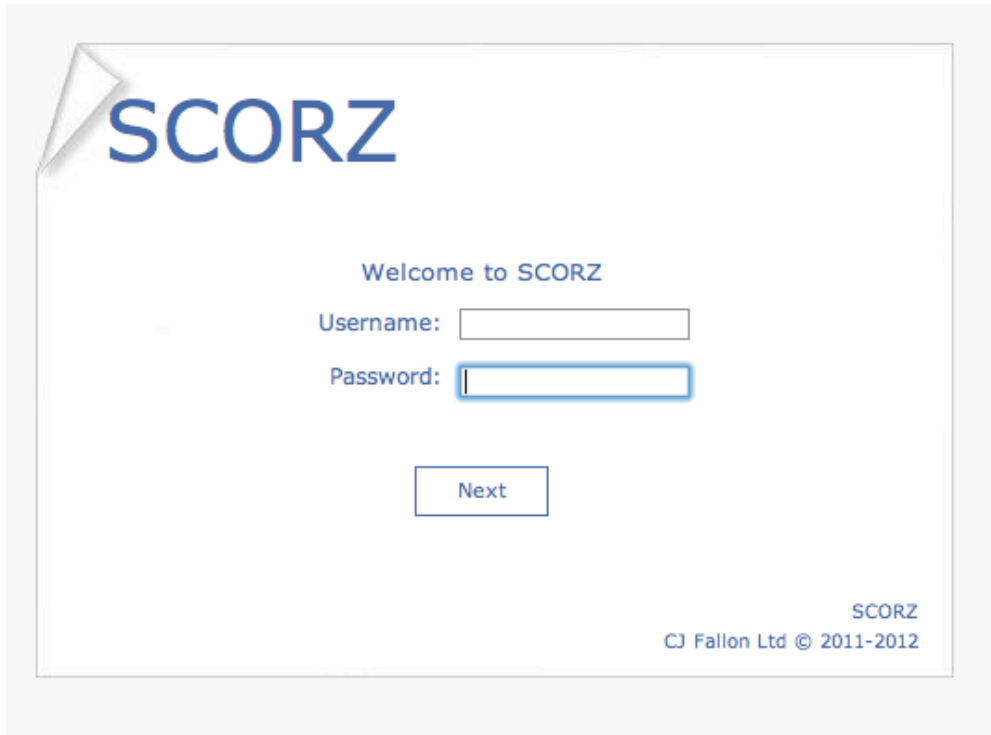3. Adding Test Results
4. Generating Reports

Remember: there is an extensive Help section within SCORZ once you are logged in.

For the latest information, support requests and updates on SCORZ, please see http://www.cjfallon.ie/scorz.

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1. Teachers: Logging in to SCORZ for the first time

STEP 1: Changing your password

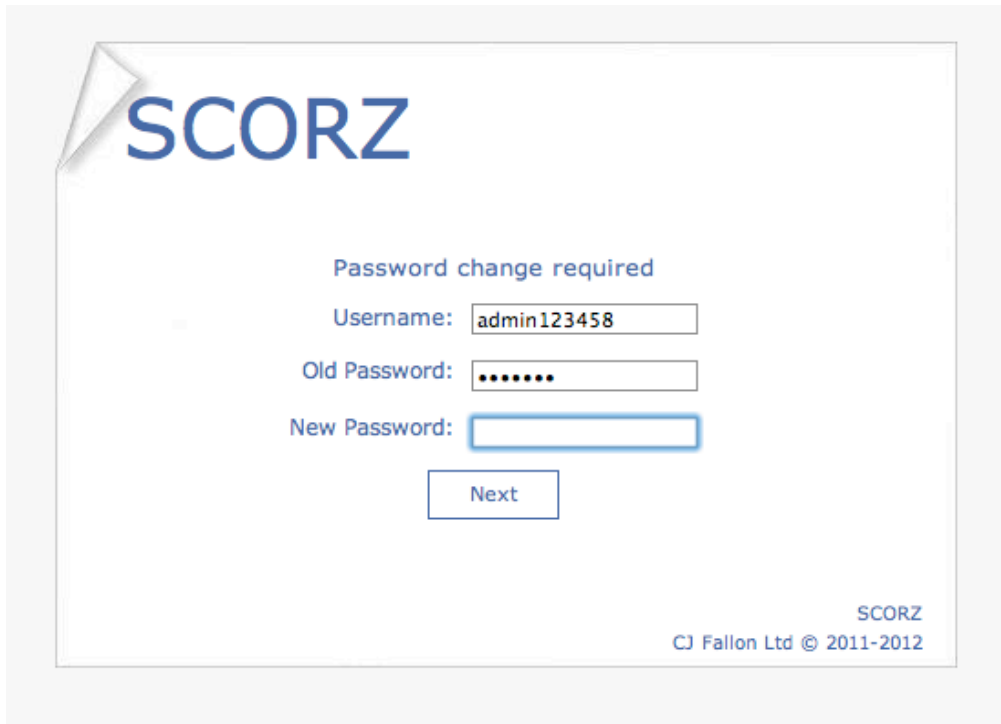Go to the SCORZ login screen at www.scorz.ie, which looks like this:

When you first log in to the system, you will need to use the Username provided to you by your account administrator.
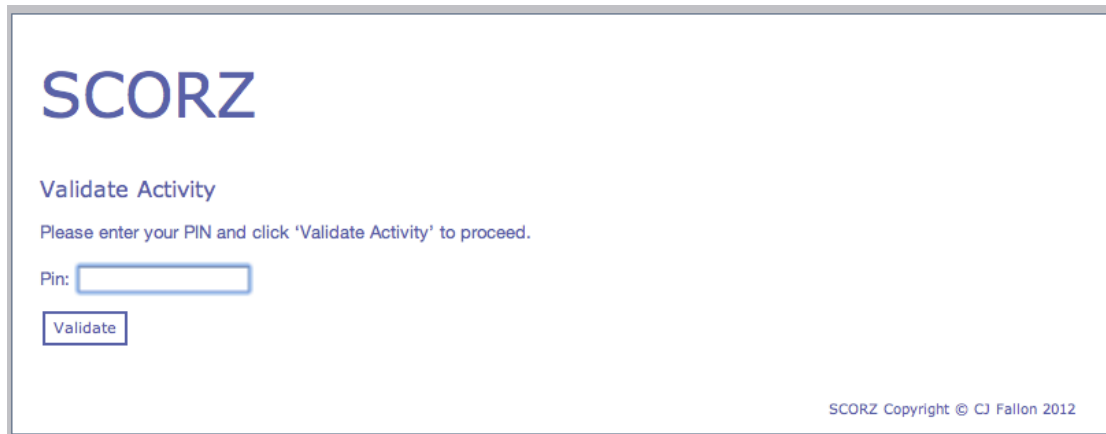
Your system default password is automatically set to 'smart10'.

When you login for the first time, you will be asked to change your password to something more memorable. Your password must be at least 8 characters long.

As a final security check, you will be asked to enter the school account PIN – this is provided by your school account administrator:

[NOTE: If you enter the wrong PIN 3 times, your account will be locked and the school Administrator will receive an email to reset the PIN.]

You will then be taken back to the SCORZ login screen – click on the 'Next' button and you will be asked to accept the SCORZ End User Licence Agreement before you are logged in.
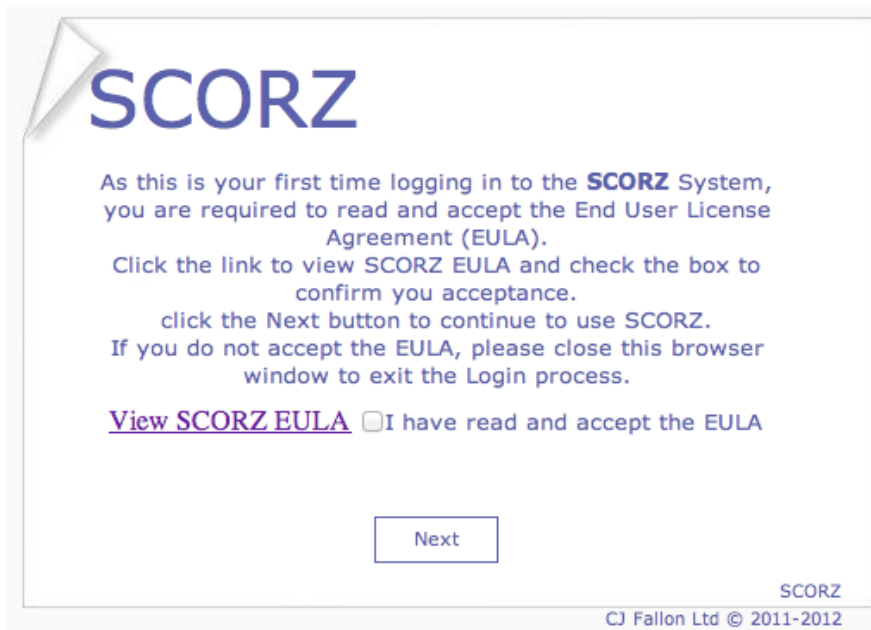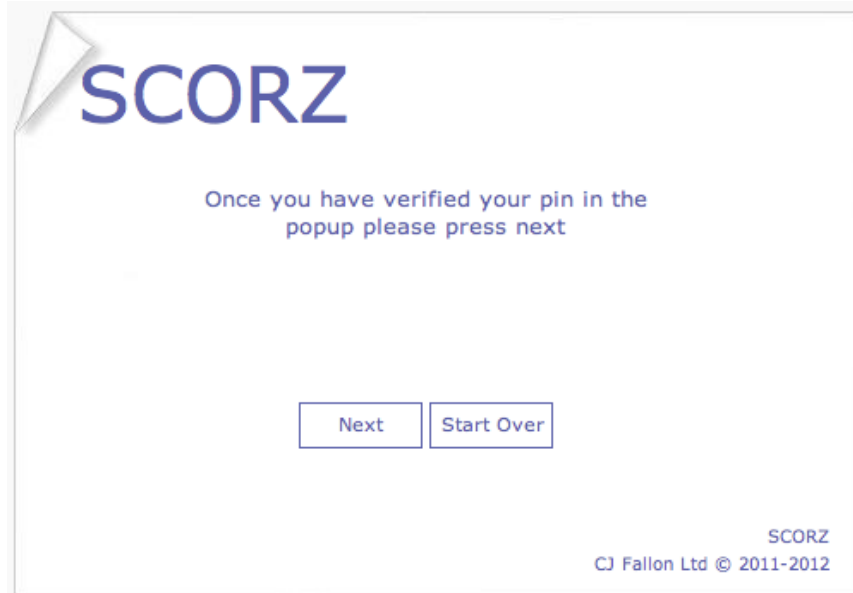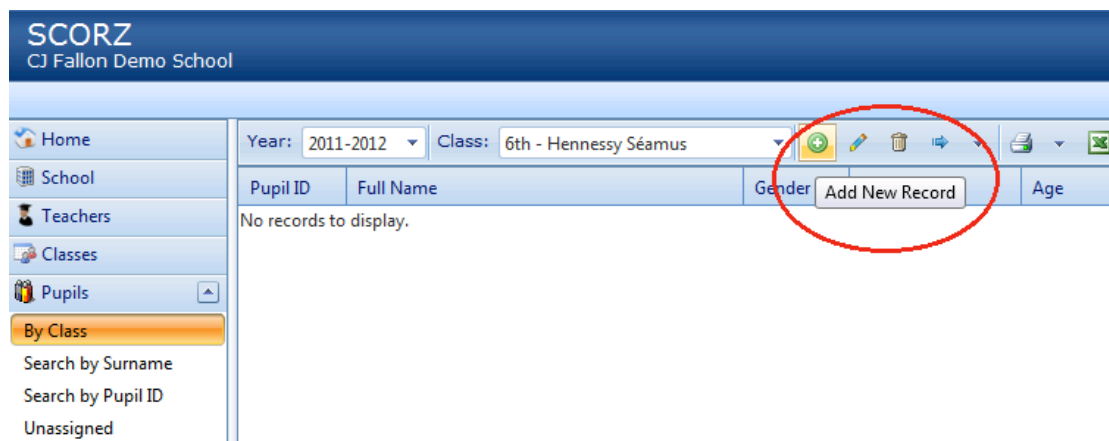
2. Adding Pupils

Pupils can be added individually into a Class or Imported in as a class using the SCORZ inbuilt import tool.
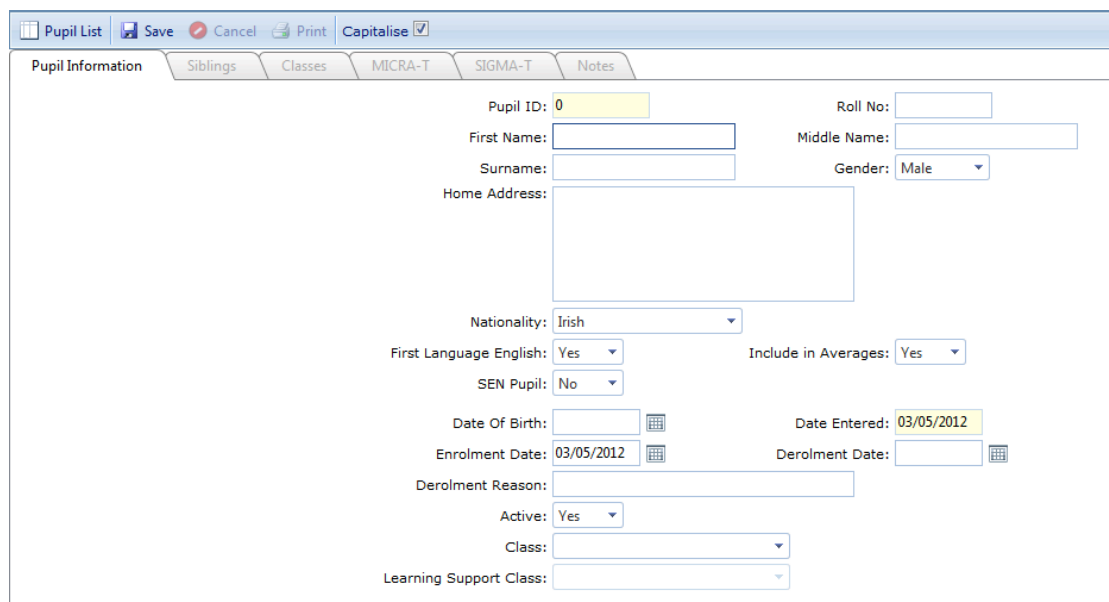
STEP 1: Adding Pupils individually

Go to Pupils – By Class. Select the Year and Class you want to add the pupils to.

To Add a Pupil into this Class, simply click the 'Plus' button – Add New Record (circled below).

This brings you into the Pupil Information screen. Fill in Pupil details. Essential information is First Name, Surname, Date of Birth and Gender. Pupil ID will be generated automatically by the system. After that fill in the sections that you need and click the 'Save' button.
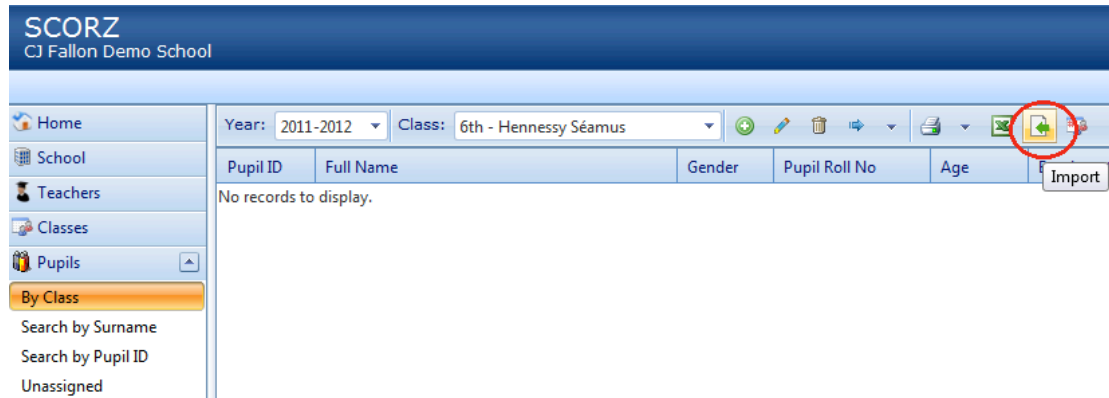
STEP 2: Importing Pupils using Import tool

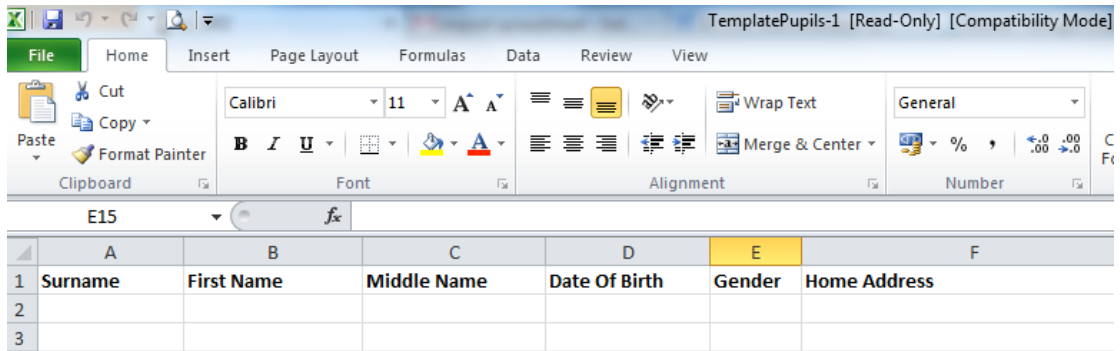Go to Pupils – By Class. Select the Year and Class you want to add the pupils to.
Press The Import icon – circled in red below

Select the Download button – circled in red below and Open the Template Pupils.xls
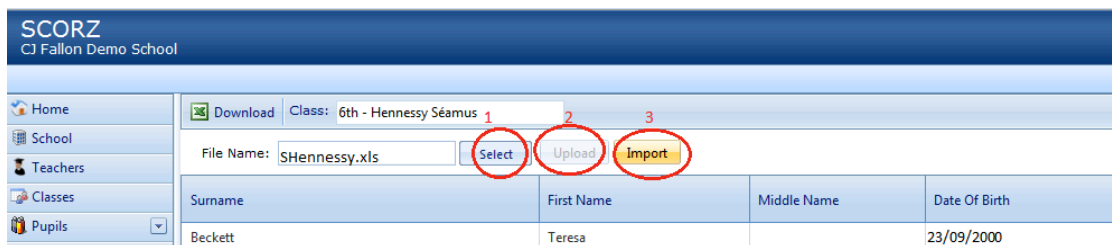with Excel
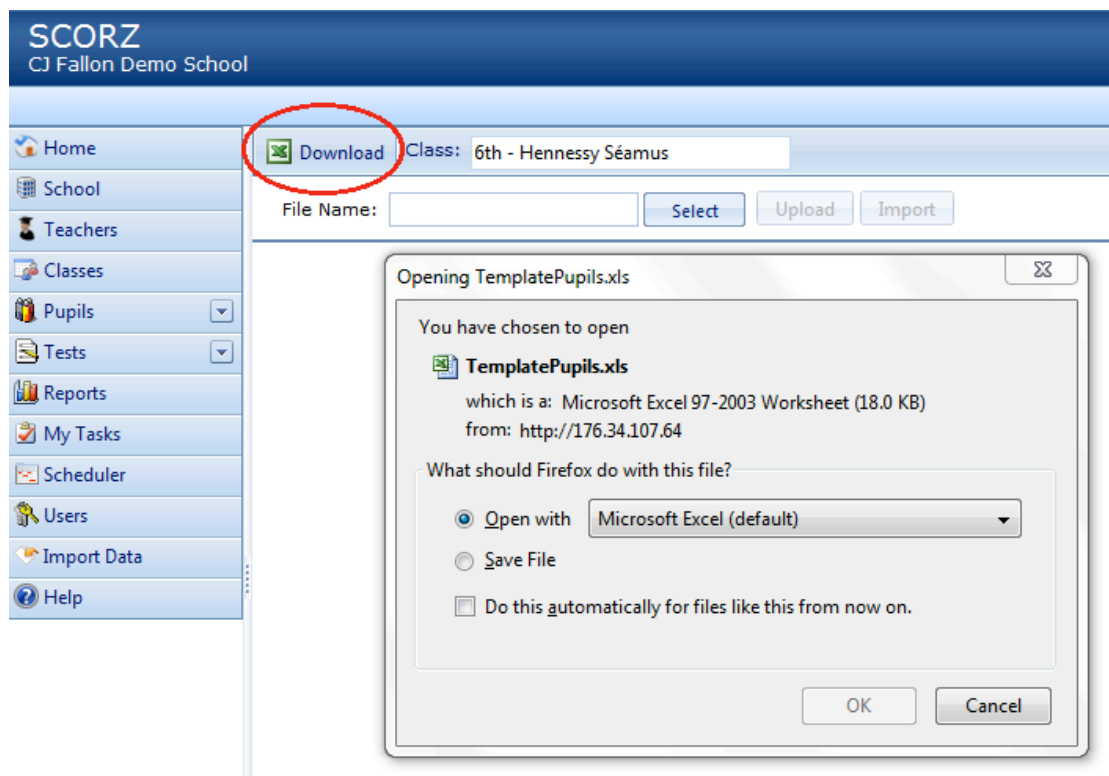
Fill in Surname, First Name, (Middle Name if by any chance you have 2 pupils with
the same name and date of birth) Date of Birth and Gender. If you already have this
information on a previous spread sheet, it can be copied onto template. Do make
sure the information is in the prescribed order as per the template below and only
import one class at a time. Save this file.

In SCORZ, browse to this saved file in Select, then Upload and Import.
You will now have your list of pupils in the right class. Repeat this procedure for each class.

Note:
Users of the current **MICRA-T & SIGMA-T Computerised Scoring System** can export lists of classes from this system. To do this, go to

- Classes – Show Pupils In A Class
- Select the Class you want to import and select Print Preview
- Select the Excel Symbol on the toolbar on the top left

You will now have your list of names ready to copy into the SCORZ template – you will have to add an extra column for Middle Name if you have not used middle names in this program.
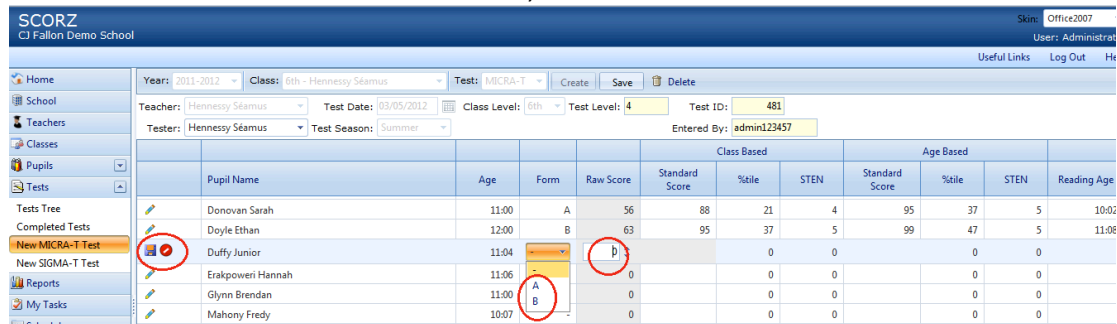
3. Adding Test Results

New MICRA-T
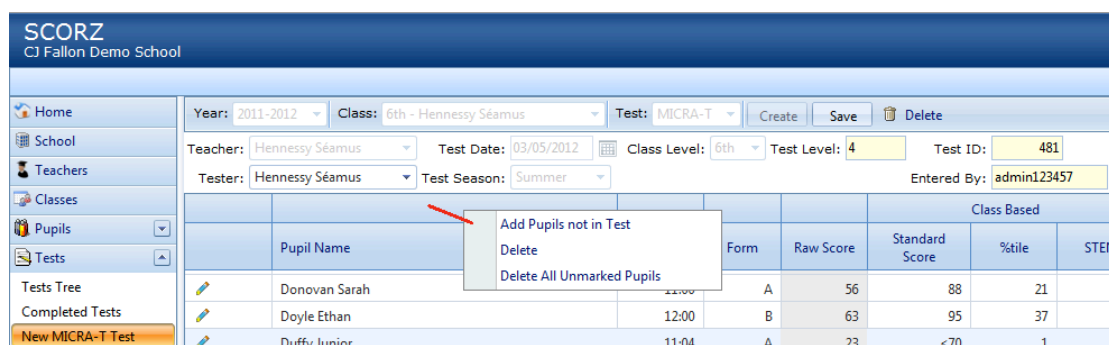The system automatically assigns the correct Test Level, Season, Test ID and Entered By

1. Select Tests – New MICRA-T
2. Select Class from the drop down menu
3. Select Test Date
4. Tester – if different from Class Teacher
5. Create
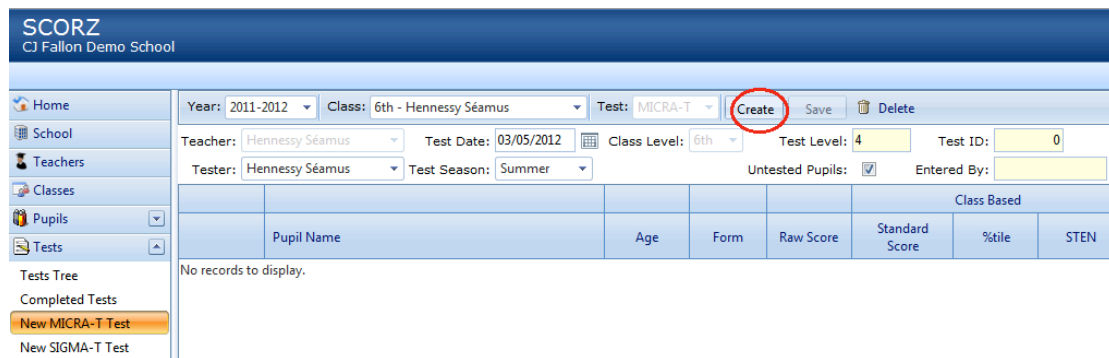
6. For each child fill in Form of Test, Raw Score and Save

7. Right clicking on the test toolbar gives you options as below

8. Select Save on the top toolbar when you have finished entering results.

Then when you right-click on the test toolbar, you will see the menu below. You can sort your results according to the criteria listed. By default the sort order is descending. To reverse this, select the same criteria again.
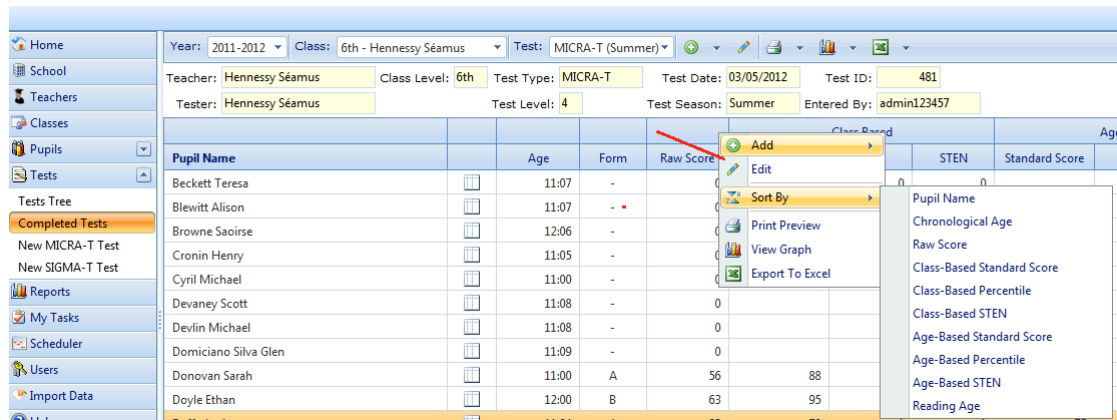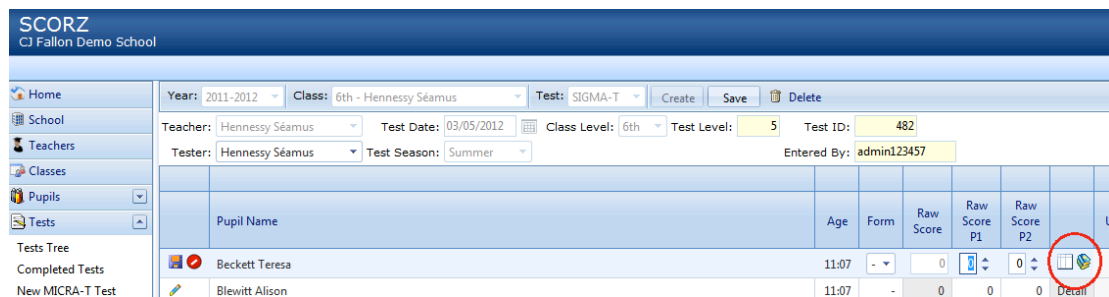

Results can be graphically displayed and printed by pressing the Graph/Chart symbol on the toolbar as below
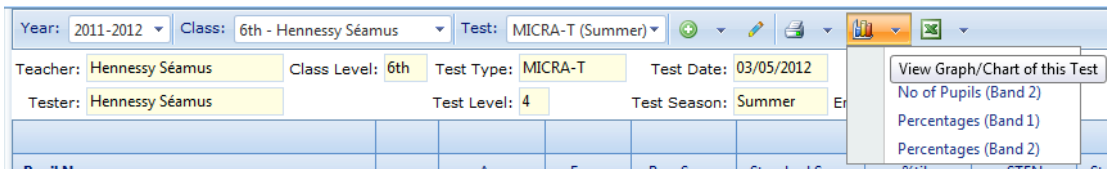
New SIGMA-T
Follow Steps 1 – 5 as for NEW MICRA-T above

You can fill in Form and Raw Score, but for more detailed analysis you may want to enter the sums each child answered correctly. To do this, select Detail and you have the option of using the Table or the Test booklet itself – see following 2 screen shots. If you have a touchscreen monitor, you can quickly enter the sums correct by clicking on the check boxes.

Results can be sorted, displayed and printed in a similar manner to MICRA-T Above. Be aware for Levels 4 and 5 of SIGMA-T, you can print 2 reports. Normal, showing the information as seen on screen, and Breakdown, which gives standardised results for Parts 1, Parts 2 and Overall. Results can also be exported as a PDF or an Excel spread sheet in the SCORZ Report Print Preview screen.

4. Generating Reports

Pupil, Class and Whole School Reports can be generated for the current academic year or past years.

Department of Education and Skills English Reading and Department of Education and Skills Mathematics Reports can also be generated.

Many of these reports can be graphically displayed and generated according to the various, selected criteria and also exported as PDFs / Spread sheets.

See separate Help section for more details.