

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 <u>http://www.scorz.ie</u>, 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.



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:

SCORZ	
Welcome to SCORZ	
Username:	
Password:	
Next	
SCORZ CJ Fallon Ltd © 2011-2013	2

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.



Password	change required	
Username:	admin123458	
Old Password:	•••••	
New Password:		
	Next	_

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

SCORZ	
Validate Activity	
Please enter your PIN and click 'Validate Activity' to proceed.	
Pin:	
Validate	
	SCORZ Copyright © CJ Fallon 2012

[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.

SCORZ
Once you have verified your pin in the popup please press next
Next Start Over
CJ Fallon Ltd © 2011-2012





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).

SCORZ CJ Fallon Demo Schoo	I			
				\sim
😘 Home	Year: 2011	-2012 🔻	Class: 6th - Hennessy Séamus	
I School	Pupil ID	Full Nam	ne	Gender Add New Record Age
💈 Teachers	No records to	display.		
🥪 Classes				
🗓 Pupils 🛛 🔺				
By Class				
Search by Surname				
Search by Pupil ID				
Unassigned				

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.

📋 Pupil List 🛛 🚽 Save 🥏 Cancel 🎯 Print Capitalise 🗹		
Pupil Information Siblings Classes MICRA-T SIGMA-T	Notes	
Pupil ID:	0 Roll No:	
First Name:	Middle Name:	
Surname:	Gender:	Male 🔻
Home Address:		
Nationality:	Irish	
First Language English:	Yes Include in Averages:	Yes 🔻
SEN Pupil:	No 🔻	
Date Of Birth:	Date Entered:	03/05/2012
Enrolment Date:	03/05/2012 🔠 Derolment Date:	
Derolment Reason:		
Active:	Yes 💌	
Class:	· · ·	
Learning Support Class:		



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

SCORZ CJ Fallon Demo School								
😘 Home	Year: 2011	-2012 🔹	Class:	6th - Hennessy Séamus	- 🔾	🧨 🗊 🛸 👻	d •	E 🕒 🕨
I School	Pupil ID	Full Nam	e		Gender	Pupil Roll No	Age	Import
Teachers	No records to	display.						Import
🧀 Classes								
🗓 Pupils 🛛 🔺								
By Class								
Search by Surname								
Search by Pupil ID								
Unassigned								

Select the Download button – circled in red below and Open the Template Pupils.xls with Excel

SCORZ CJ Fallon Demo Schoo	
	\frown
🕉 Home	Download Class: 6th - Hennessy Séamus
I School	File Name: Colort Unload Import
Teachers	
🭻 Classes	Opening TemplatePupils.xls
🗓 Pupils 🔍 💌	You have chosen to open
🔁 Tests 🔍 💌	⊠ो TemplatePupils.xls
🛄 Reports	which is a: Microsoft Excel 97-2003 Worksheet (18.0 KB)
🎐 My Tasks	from: http://176.34.107.64
🗠 Scheduler	What should Firefox do with this file?
🚯 Users	Open with Microsoft Excel (default)
🕐 Import Data	© <u>S</u> ave File
😢 Help	Do this automatically for files like this from now on.
	OK Cancel

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.



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X	- 17 - (H - C	€ -		· ·	and the other	TemplatePu	pils-1 [Read	d-Only] [Compat	ibility Mode]		
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_	Clipboard	- Fai	For	🛛 🖓 Alignment 🖓 Number							
	E15	-	f_{x}								
	Α	В		С	D	E		F			
1	Surname First Name		Middle Name	Date Of Birth	Gender	Home Address					
2											
3											

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.

SCORZ CJ Fallon Demo School											
😚 Home	Download Class: 6th - Hennessy Séamus 1	2 3									
I School	File Namer au										
Teachers	SHennessy.xls	opioad import									
Classes	Surname	First Name	Middle Name	Date Of Birth							
Dupils	Beckett	Teresa		23/09/2000							

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

SCORZ CJ Fallon Demo Schoo	I													
🏠 Home	Year: 2011	-2012 🔻	Class: (бth - I	Hennessy Séam	nus	т т	est: MICRA-T	Crea	te Save	🗊 Delete	e		
School	Teacher: H	lennessy Sé	amus	-	Test Date:	03/05/2012		Class Level:	6th 👻	Test Level:	4	Те	st ID:	0
Teachers	Tester: H	lennessy Sé	amus	-	Test Season:	Summer	•		Un	tested Pupils:	V	Entere	ed By:	
🥵 Classes													Class Based	
🚺 Pupils 🛛 💌											Stand	ard		
🗟 Tests 🛛 🔺		Pupil Na	ime					Age	Form	Raw Score	Scor	re	%tile	STEN
Tests Tree	No records to	o display.												
Completed Tests														
New MICRA-T Test														
New SIGMA-T Test														

6. For each child fill in Form of Test, Raw Score and Save

SCORZ												Skin:	Office2007
CJ Fallon Demo School												Us	er: Administrat
											L	/seful Links	Log Out He
😘 Home	Year: 2011-	2012 👻 Class: 6th	- Hennessy Séamus 🔹 🔻	Test: MICRA	T Y Cre	ate Save	1 Delete						
I School	Teacher: He	ennessy Séamus	Test Date: 03/05/2012	Class Level	lass Level: 6th 👻 Test Level: 4 Test ID: 481								
Teachers	Tester: He	ennessy Séamus	Test Season: Summer	-			Entered 6	By: admin123	457				
Classes								Class Based			Age Based		
🖏 Pupils 🔍 💌		Runil Name		4.00	Form	Paul Score	Standard	9/tile	STEN	Standard	9/tilo	STEN	Panding Age
🗟 Tests 🛛 🔺		Pupirivanie		Age	Tonn	Naw Score	Score	Journe	STER	Score	Journe	STER	Reading Age
Tests Tree	1	Donovan Sarah		11:00	A	56	88	21	4	95	37	5	10:02
Completed Tests	5	Doyle Ethan		12:00	В	63	95	37	5	99	47	5	11:08
New MICRA-T Test		Duffy Junior		11:04	- 🔻			0	0		0	0	
New SIGMA-T Test	\searrow	Erakpoweri Hannah		11:06	-	\bigcirc		0	0		0	0	
🛄 Reports		Glynn Brendan		11:00	A	0		0	0		0	0	
My Tasks	-	Mahony Fredy		10-07		0		0	0		0	0	
Scheduler	Ľ	manony ricay		20107	\sim							- · · ·	

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

SCORZ C) Fallon Demo School													
😘 Home	Year: 2011-	2012 👻 Class: 6th -	Hennessy Sé	éamus 👻	Test: MICRA-T	Cre	ate Save	🗊 Delete					
I School	Teacher: He	ennessy Séamus 🔷 🔻	Test Da	te: 03/05/2012 🏢	Class Level:	6th 🔻 T	est Level: 4 Test ID: 481						
Teachers	Tester: He	nnessy Séamus 🔹 Test Season: Summer						Entered E	/: admin123457				
Classes							Class Based						
🚺 Pupils 💽		0.111		Add Pupils not in T	est	-		Standard	0/11				
🗟 Tests 🛛 🔺		Pupil Name		Delete		Form	Raw Score	Score	%tile	STEN			
Tests Tree	1	Donovan Sarah		Delete All Unmarke	d Pupils	Α	56	88	21				
Completed Tests	1	Doyle Ethan			12:00	В	63	95	37				
New MICRA-T Test	1	Duffy Junior			11:04	А	23	<70	1				

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.

😘 Home	Year: 2011-2012 - Class: 6th - Henne	ssy Séamus	imus 🔻 Test: MICRA-T (Summer) 🔻 🔇 👻 🥒 🖼 👻 🛄 👻 🔣 👻											
I School	Teacher: Hennessy Séamus Class	s Level: 6th	Test Type: MIC	RA-T	Test Date:	03/05/2012 Test ID:		481						
Teachers	Tester: Hennessy Séamus		Test Level: 4		Test Season:	Summer Entered By:	admin	123457						
🧊 Classes						Class Pa	been			Age				
🚺 Pupils 💽	Pupil Name		Age	Form	Raw Score	Add		STEN	Standard Score					
🗟 Tests 🛛 🔺	Beckett Teresa		11:07		c	Edit	0	0						
Tests Tree	Rewitt Alicon		11:07			🔀 Sort By 🔶 🔸	Pupil Name							
Completed Tests	Diewite Anson		12.05			A Print Preview		Chronological Age						
New MICRA-T Test	Browne Saoirse		12:00	-		View Graph		Raw Score						
New SIGMA-T Test	Cronin Henry		11:05	-	(Evport To Evcel		Class-Based Standard Score						
Reports	Cyril Michael		11:00	-	q		-	Class-Based Percentile						
My Tacks	Devaney Scott		11:08	-	0		_	Class-Based STEN						
	Devlin Michael		11:08	-	0		Age-Based S		dard Score					
🗠 Scheduler	Domiciano Silva Glen		11:09	-	0	Age Do		Age Pared Dere	- Pased Descentile					
🚯 Users	Donovan Sarah		11:00	А	56	88	Age-based Percentile							
🕐 Import Data	Dovle Ethan		12:00	В	63	95	Age-based STEN		N					
								Reading Age						

Results can be graphically displayed and printed by pressing the Graph/Chart symbol on the toolbar as below

Year: 2011-2012 🔻 Class: 6th - H	lennessy Séamus	▼ Test: MIC	<u>iii</u> -	- 🗷 -				
Teacher: Hennessy Séamus	Class Level: 6th	Test Type: MI	CRA-T Test D	ate: 03/05/2012	V	/iew Graph/Chart of this Test		
Tester: Hennessy Séamus		Test Level: 4	Test Seas	son: Summer E		lo of Pupils (Band 2)		
						ercentages (Band 1)		
D		A		···· · · · · · · · · · · · · · · · · ·	1 .			

New SIGMA-T

Follow Steps 1 – 5 as for NEW MICRA-T above

SCORZ CI Fallon Demo School														
🏠 Home		Year: 2	1-2012 v Class: 6th - Hennessy Séamus v Test: SIGMA-T v Create Save 🗊 Delete											
I School		Teacher:	- 	t ID:	482				-					
Teachers		Tester:	Hennessy Séamus 🔻 Test Season: Summer 👻 Entered	By: adm	nin123457									
🧀 Classes														
🗓 Pupils 🛛 🖸	-					Raw	Raw		-					
🔁 Tests 🛛			upil Name	Age Fo	rm Raw Score	Score	Score		U					
Tests Tree						P1	P2	\frown						
Completed Tests		📕 🕗	eckett Teresa 1	11:07 -	• 0	0	0 ‡	0	0					
New MICRA-T Test		1	lewitt Alison 1	11:07	- 0	0	0	Detail	0					

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.



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Year: 20	📑 SIGN	1A-T (Level	5) - Becke	tt Teresa													×	
Teacher:		_			SIGN	A-T (Level 5	o) - Class	: 6th - Henne	ssy Séamus	- 03/05/201	2 - Beckett	Teresa		De	+ 2		-	
Tester:	Page 1	Page 2	Page 3	Page 4	Page 5	Page 6	<u>Page 7</u>	Page 8	Page 9	Page 10	Page 11	Page 12	Page 13	Pa Page 14	π 2 Page 15	Page 16	8	
		9 Sele	rt All/No O		Page 2	Q32	Q35a	Q40	Q49	Q54	Q60a	Q64	<mark>Q1</mark>	Q9	Q15	Q24	ā i	ls
					Q25	<mark>Q32</mark>	Q35a	Q40	Q49	Q54	Q60a	Q64	<mark>Q1</mark> 🔲	Q9 🔲	Q15	Q24		
		Q2	Q12	Q18	Q26	Q33	Q35b	Q41	Q50	Q55	Q60b	Q65	Q2	Q10a	Q16	025		P
		Q2 🔲	Q12	Q18	Q26	Q33	Q35b	Q41	Q50	Q55	Q60b	Q65	Q2	Q10a	Q16	Q25	-	-
		Q3	Q13a	Q19	Q27	Q34a	Q36a	Q42	Q51	Q56	Q61		Q3	Q10b	Q17	Q26		0
1			Q13a	020	027	Q34a	Q36a		051	057	0620			0110	012	026	4	0
1		04	0136	020	028	034h	036h	043	052	057	0628	1	04	011a	018	0278	-	0
1		Q5 🗆	Q13c	021	029	Q34c	Q37	Q44	053	Q58	Q62b	1	Q5	Q11b	Q19	Q27b	5	0
1		Q5 🗐	Q13c	021	Q29	Q34c	Q37	Q44	Q53	Q58	Q62b	1	Q5 📖	Q11b	Q19	Q27b	5	0
1		Q6 🗐	Q13d	022	<mark>Q30</mark>	Q34d	Q38a	Q45]	Q59a	<mark>Q63</mark>	1	Q6	Q11c	Q20	Q27c	54	0
1		Q6	Q13d	022	<mark>Q30</mark>	Q34d	Q38a	Q45]	Q59a 📃	Q63]	<mark>Q6</mark> 🕅	Q11c	Q20	Q27c		0
1		<mark>Q7</mark> 🗐	Q14a 📃	<mark>Q23</mark> 🗐	<mark>Q31</mark> 🔲	034e	Q38b	Q46]	Q59b			<mark>Q7</mark> 🔲	Q12	Q21	028	3	0
1		<mark>Q7</mark> 🗐	Q14a	<mark>Q23</mark>	<mark>Q31</mark> 🔲	Q34e	Q38b	Q46]	Q59b			<mark>Q7</mark> 🗐	Q12	Q21	Q28	3	0
1		<mark>Q8</mark> 🗐	Q14b	024			Q38c	Q47]				Q8a	Q13	Q22	<u> </u>		0
1		Q8	Q14b	024			Q38c	Q47					Q8a	Q13	Q22		_	0
1		Q9	Q14c				Q39a	Q48a					Q8b	Q14	Q23	1	-	0
1			Q14c				Q39a	Q48a	1				Q8b	Q14	Q23	<u> </u>		0
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	C	Draw the oth	er hand	E10"	123				QTP1			Score	0 0	0	Δ	0	-	
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	6.						6		Q6P1									
	1	of 36 =							Q7P1									
					-													
	7. V	What number	rs come ner	d?	8.	763			Q7P1									
	4	4, 36, 28,	— .			- 204			Q8P1									
									0.001									
	9.	74	1	0. Draw	an ACUTE	angle.			USP1									
		× 7		(Use y	our ruler.)		10		Q9P1									
									09P1									
									Q10F	1								
						Go to next pa	9e	2	Q10F	1								

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.