

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

### **Quick Start Guide for School Administrators**

This document provides you with all you need to know to activate and register your new SCORZ account and set up your users. 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.

As the nominated contact point at the school, you will be the ‘Administrator’ of your SCORZ account. 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 (created by you)

There are 3 sections to this document- please read them carefully. You should plan on allocating 30-60 minutes for setting up your school account, depending on the number of users you have.

1. Administrators: Logging in to SCORZ for the first time
2. Importing Results from the previous CD Scoring System (if relevant)
3. Setting up your school account

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

## 1. Administrators: Logging in to SCORZ for the first time

### STEP 1: Registering your PIN

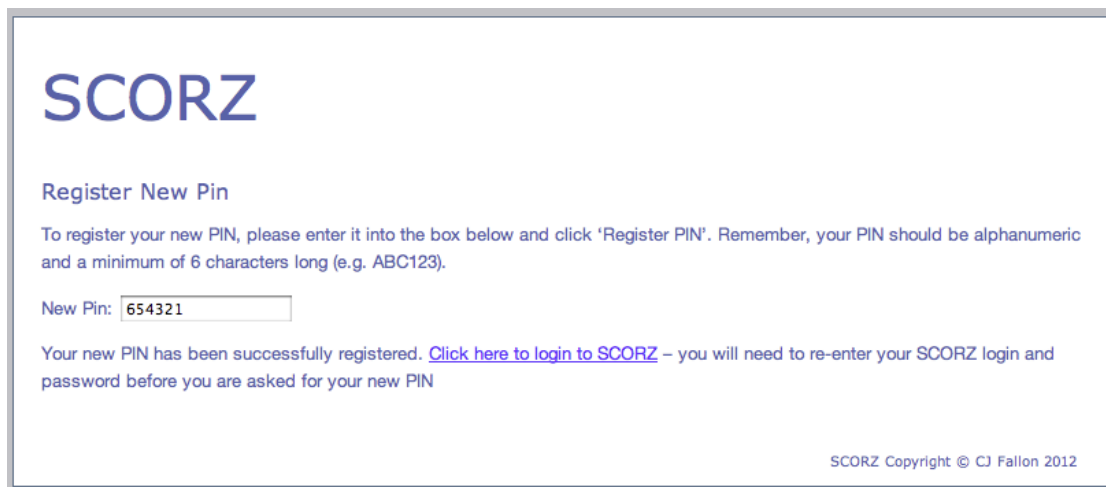
To activate your Administrator account, you will receive an automated email with the subject 'SCORZ: Register New PIN'. This email will be sent to the email address that you nominated when registering for the trial (please check your Spam/Junk folders).

Click on the link contained in the email and you will be taken to a page that looks like this:



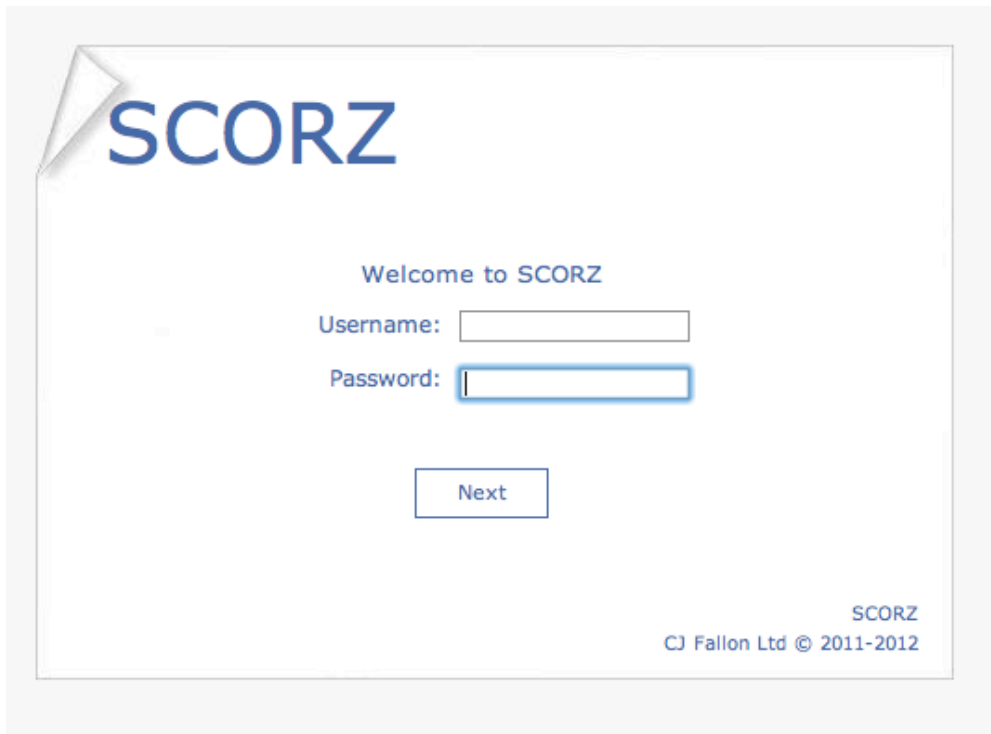
Your PIN is unique to your account – please make a note of it somewhere safe. Your PIN should be a minimum of 6 characters long and should contain alphanumeric characters only (e.g. ABC123). Your PIN is case sensitive.

When you have entered your PIN, click the 'Register PIN' button. You will see the text "Your new PIN has been successfully registered" – please then click on the link to log in to SCORZ for the first time.



## STEP 2: Changing your password

You will be taken to the SCORZ login screen, which looks like this:



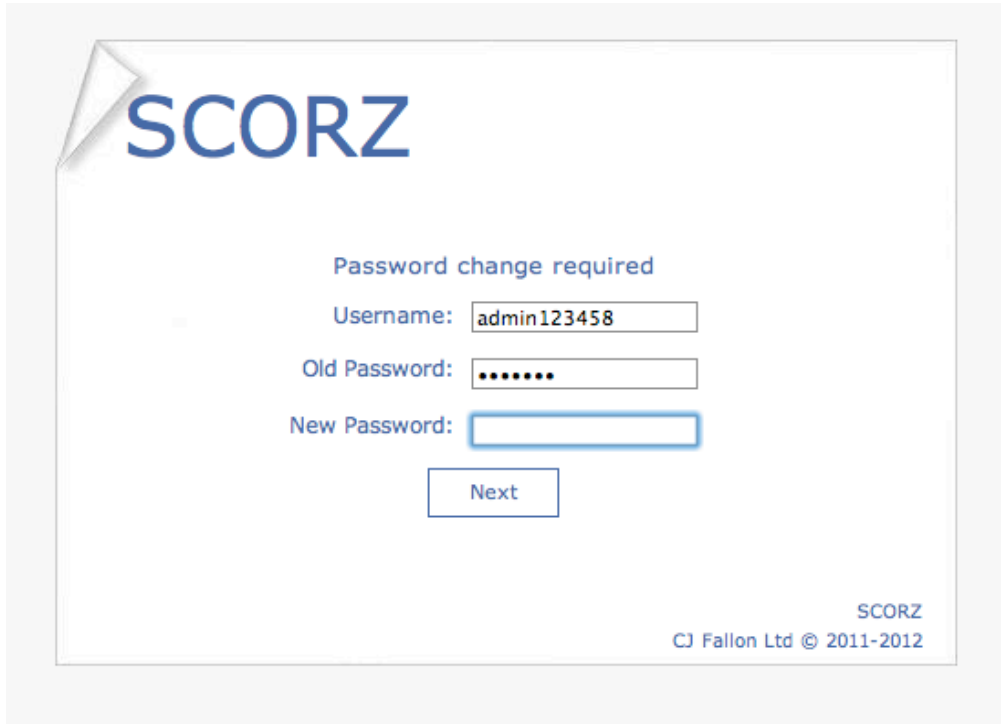
The image shows a login screen for SCORZ. At the top left, the word "SCORZ" is displayed in a large, blue, sans-serif font. Below it, the text "Welcome to SCORZ" is centered. Underneath, there are two input fields: "Username:" followed by a white text box, and "Password:" followed by a white text box with a blue border. Below the password field is a blue "Next" button. In the bottom right corner, the text "SCORZ" and "CJ Fallon Ltd © 2011-2012" is displayed.

When you first log in to the system, you will need to use the Username and Password that is automatically generated by the system for Administrators.

Your system-generated username comprises the word 'admin' followed by your unique 6 digit school roll number. For example, 'admin12345R'.

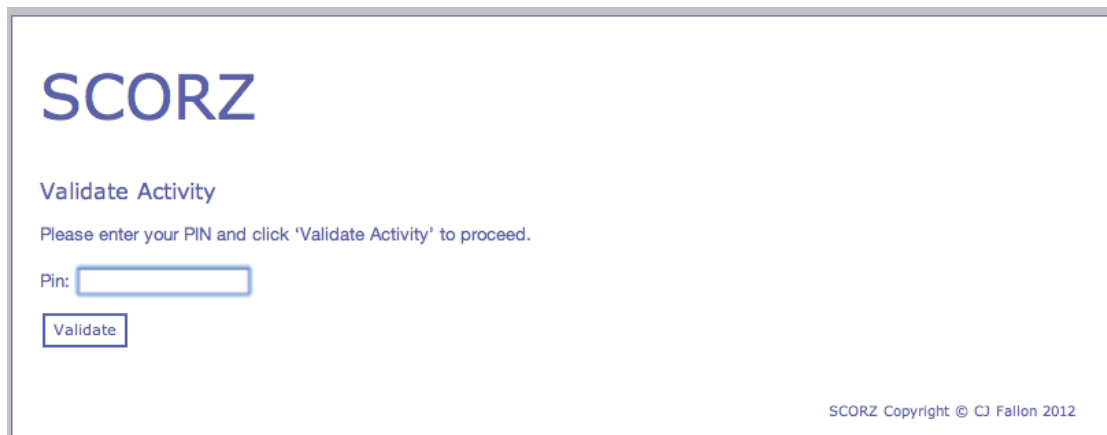
Your system default password is automatically set to 'smart10'.

When you login for the first time, please enter your system username and default password - you will then be asked to change your password to something more memorable. Your password must be at least 8 characters long.



The image shows a screenshot of the SCORZ administrator interface. At the top left, the word "SCORZ" is displayed in a large, blue, sans-serif font. Below the logo, the text "Password change required" is centered. Underneath, there are three input fields: "Username:" with the value "admin123458", "Old Password:" with a masked password of seven dots, and "New Password:" which is currently empty. A "Next" button is positioned below the "New Password" field. In the bottom right corner, the text "SCORZ" and "CJ Fallon Ltd © 2011-2012" is visible.

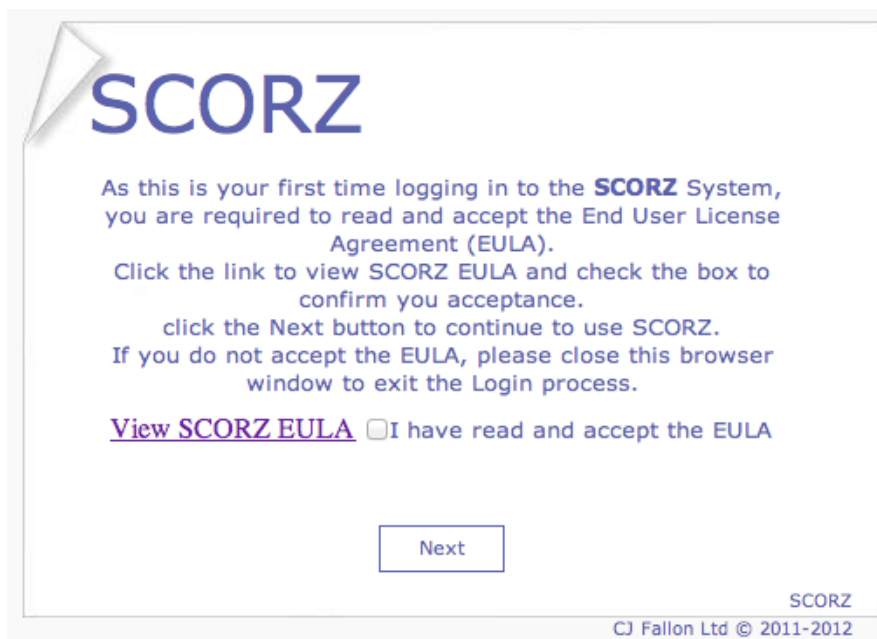
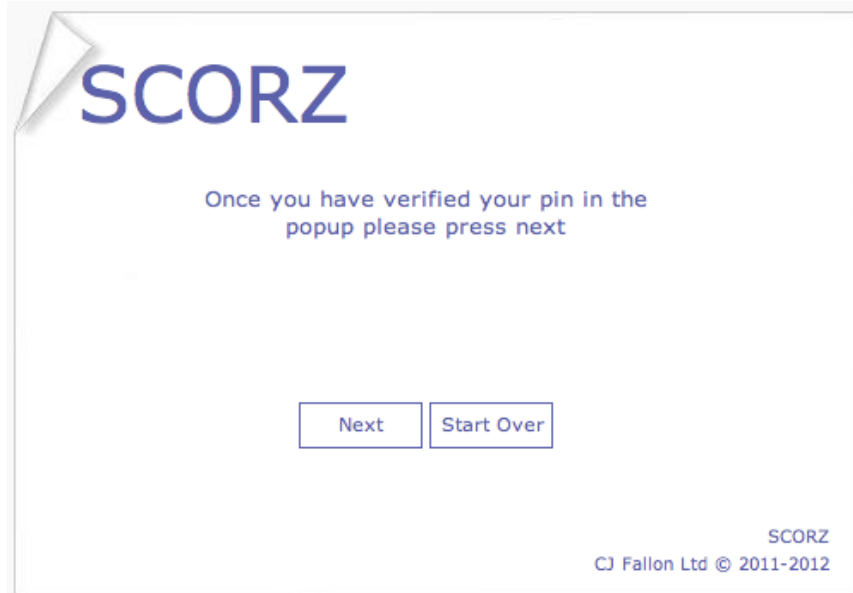
As a final security check, you will be asked to re-enter your PIN:



The image shows a screenshot of the SCORZ administrator interface for the "Validate Activity" step. The word "SCORZ" is at the top left. Below it, the text "Validate Activity" is followed by the instruction "Please enter your PIN and click 'Validate Activity' to proceed." There is a "Pin:" label next to an empty input field. A "Validate" button is located below the input field. In the bottom right corner, the text "SCORZ Copyright © CJ Fallon 2012" is displayed.

[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.

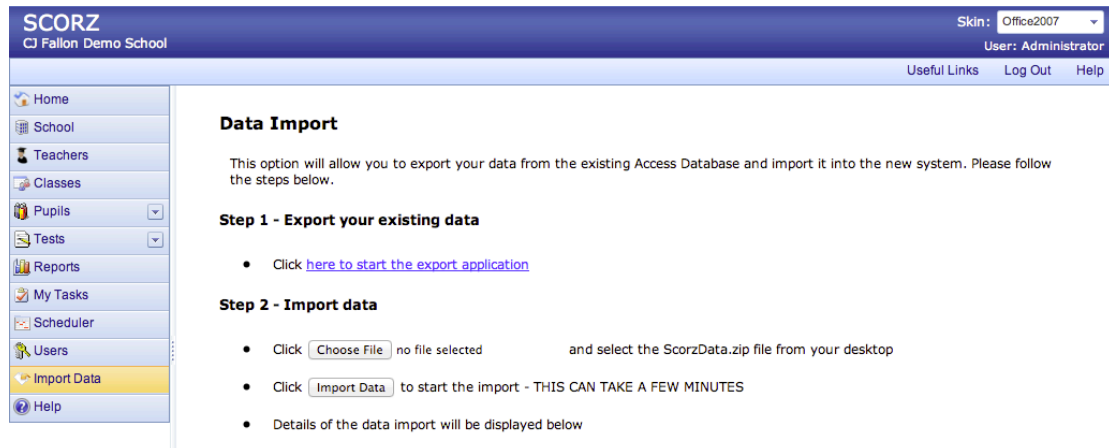


## 2. Importing Results from the previous CD version

*[IGNORE THIS SECTION IF YOU WERE NOT USING THE PREVIOUS CD VERSION.]*

SCORZ includes a 'Data Import' Tool that enables you to import your results from the previous CD scoring system.

To access the tool, click on the 'Import Data' tab in the navigation and follow the on-screen instructions.



The screenshot shows the SCORZ Administrator interface. The top navigation bar includes the SCORZ logo, the school name 'Fallon Demo School', a skin selector set to 'Office2007', and the user name 'Administrator'. A secondary navigation bar contains 'Useful Links', 'Log Out', and 'Help'. A left-hand navigation menu lists various sections: Home, School, Teachers, Classes, Pupils, Tests, Reports, My Tasks, Scheduler, Users, Import Data (highlighted), and Help. The main content area is titled 'Data Import' and contains the following text and instructions:

**Data Import**

This option will allow you to export your data from the existing Access Database and import it into the new system. Please follow the steps below.

**Step 1 - Export your existing data**

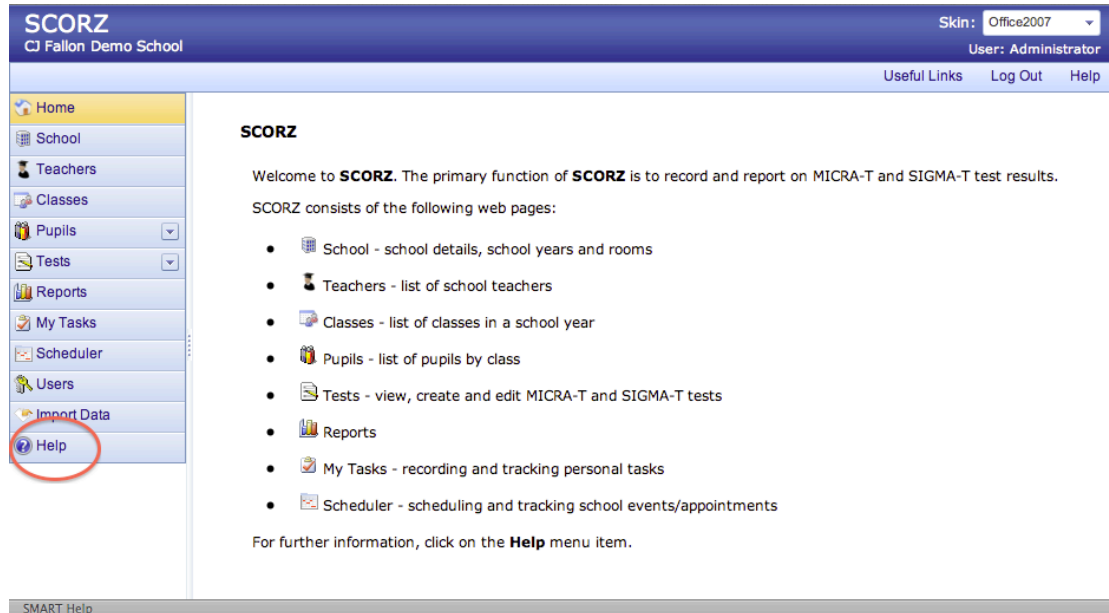
- Click [here to start the export application](#)

**Step 2 - Import data**

- Click  no file selected and select the ScorzData.zip file from your desktop
- Click  to start the import - THIS CAN TAKE A FEW MINUTES
- Details of the data import will be displayed below

### 3. Setting up your school account

The Home Page for SCORZ looks like this – wherever you are in the system, you will be able to click on the ‘Help’ button (circled in red below) and you will be able to access detailed, contextual Help screens:



**SCORZ**  
CJ Fallon Demo School

Skin: Office2007  
User: Administrator

Useful Links Log Out Help

Home  
School  
Teachers  
Classes  
Pupils  
Tests  
Reports  
My Tasks  
Scheduler  
Users  
Import Data  
**Help**

**SCORZ**

Welcome to **SCORZ**. The primary function of **SCORZ** is to record and report on MICRA-T and SIGMA-T test results.

SCORZ consists of the following web pages:

- School - school details, school years and rooms
- Teachers - list of school teachers
- Classes - list of classes in a school year
- Pupils - list of pupils by class
- Tests - view, create and edit MICRA-T and SIGMA-T tests
- Reports
- My Tasks - recording and tracking personal tasks
- Scheduler - scheduling and tracking school events/appointments

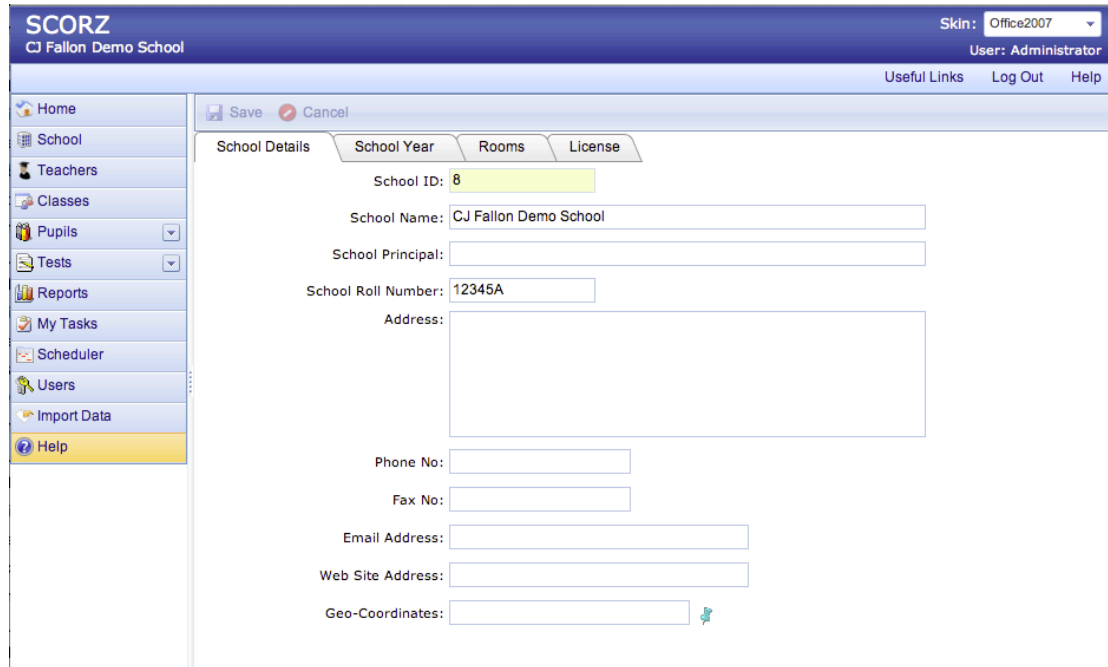
For further information, click on the **Help** menu item.

SMART Help

There are a number of steps you need to take to set up your new school account – they are summarised here (more detailed Help is available by clicking the Help button at any time).

## STEP 1: Edit Your School Details and Set up Rooms

To set up your School Details on your account, click on the 'School' tab in the menu. You can add as many details as you wish – always remember to click 'Save' when you are finished.



The screenshot displays the SCORZ Administrator interface. The top navigation bar includes the SCORZ logo, the school name 'CJ Fallon Demo School', the user 'Administrator', and options for 'Useful Links', 'Log Out', and 'Help'. A left-hand menu lists various functions: Home, School, Teachers, Classes, Pupils, Tests, Reports, My Tasks, Scheduler, Users, Import Data, and Help. The main content area is titled 'School Details' and contains several input fields: School ID (8), School Name (CJ Fallon Demo School), School Principal (empty), School Roll Number (12345A), Address (empty), Phone No. (empty), Fax No. (empty), Email Address (empty), Web Site Address (empty), and Geo-Coordinates (empty). A 'Save' button and a 'Cancel' button are located at the top of the form area.

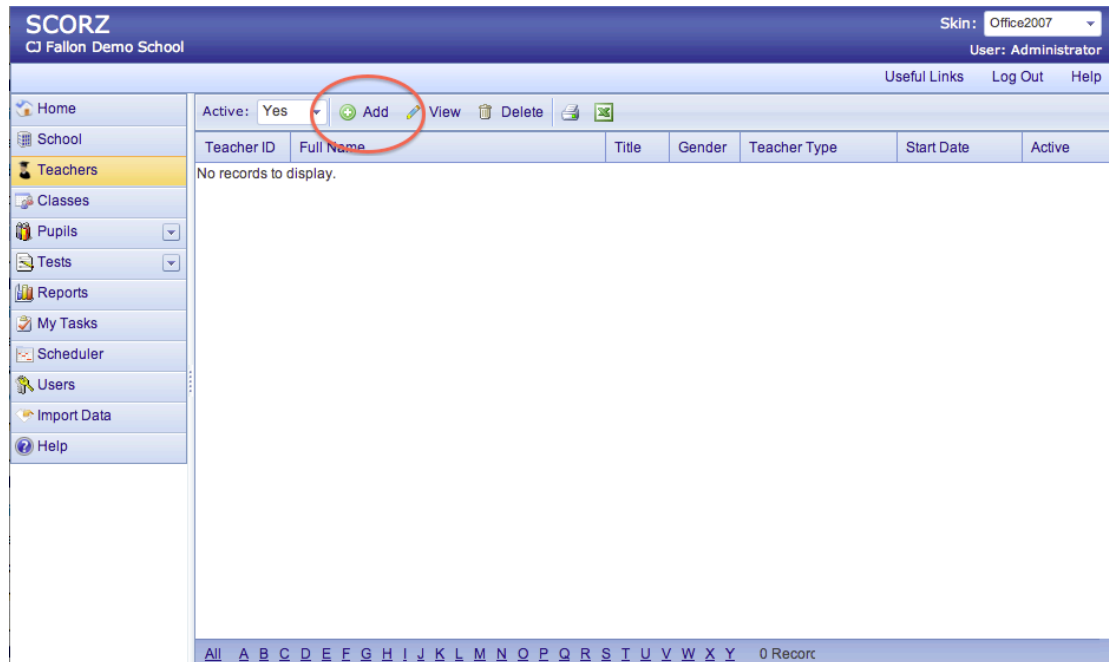
At this stage, you can also set up Rooms for your school – simply click on the 'Rooms' Tab and enter each room in turn, remembering to click save. Rooms can be allocated to classes and teachers later on.



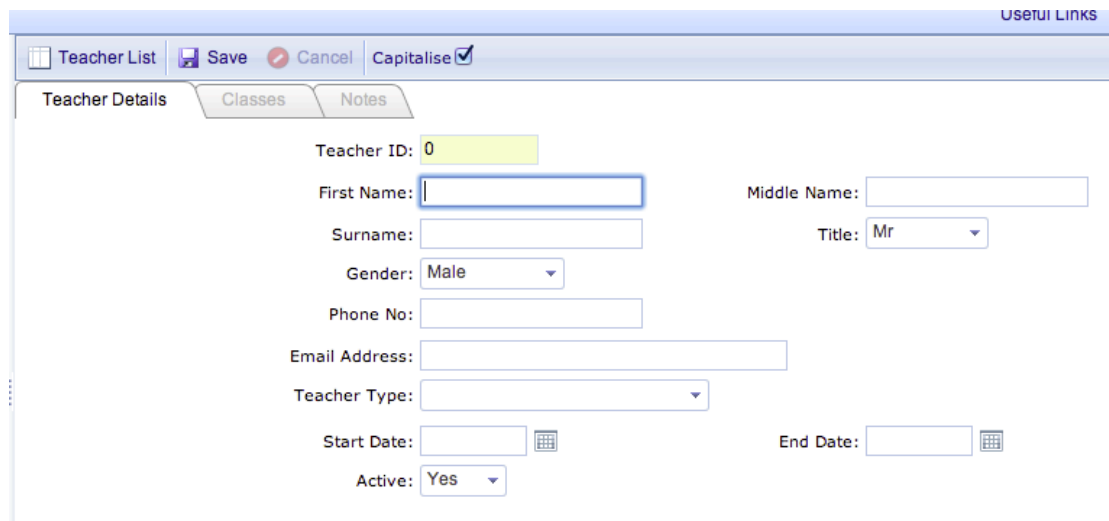
## STEP 2: Set up Teachers

To set up Teachers on your account, click on the 'Teachers' tab in the menu.

To Add a Teacher, simply click the 'Add' button (circled below).



Fill in the Teacher details (only fill in the sections that you need) and click the 'Save' button.



Each time you add a new teacher, they will automatically appear in the Teacher List.

### STEP 3: Set up Classes

Classes can be added and allocated to Teachers

Year: 2011-2012						
<span>+</span> Add <span>✎</span> Edit <span>🗑</span> Delete <span>🖨</span> <span>✕</span>						
<span>+</span>	Class Level	Teacher	Room	Class Title	LS	Pupil Count
No records to display.						

Click on the Add button to create a new class, select the class from the dropdown list and allocate to a Teacher/Room.

Year: 2011-2012						
<span>+</span> Add <span>✎</span> Edit <span>🗑</span> Delete <span>🖨</span> <span>✕</span>						
<span>+</span>	Class Level	Teacher	Room	Class Title	LS	Pupil Count
<span>+</span>	2nd	Moriarty Norma	Add to School Reco	<input type="text"/>	<input type="checkbox"/>	
No records to display.						

The Class will automatically be given a Title based on the Level and Teacher assigned.

Remember to click the save 'icon' (at the left of the row).

## STEP 4: Create Users

Once you have your Teachers and Classes set up, you can create Users to access the School Account. These users will be able to login to the system and input Pupils and Test Results for each of the Classes.

Depending on how you manage the test results, you can either choose to create user accounts for all your teachers (so that they can all input results), OR you can nominate one user to input all the data.

If you click on the 'Users' tab, you will see a list of current users – this will comprise only the School Administrator at this stage.

School: CJ Fallon Demo School				
User Name	User ID	User Type	User Email Address	
Administrator	admin12345A	School Administrator		

Click on the green plus sign to add a new user – you can either type in a new name or select from the list of Teachers (click on the teacher icon to the right of the text box).

School: CJ Fallon Demo School					
User Name	User ID	User Type	User Email Address	Active	
Moriarty Norma	nmoriarty	Teacher		<input checked="" type="checkbox"/>	
Administrator	admin12345A	School Administrator		<input checked="" type="checkbox"/>	

Under 'User Type' you can identify the user as a Teacher (who can only access classes allocated to them) OR School Administrator (who can access all classes).

Remember to check the box marked 'Active' and click Save icon.

Teacher users will automatically be allocated a UserID – they will need to use this as their Username when they log in to the system. You should assign an UserID for administrators.

For all new users, the System Administrator will need to provide them with the following 3 pieces of information so that they can log in to the system:

1. UserID (Username)
2. Password – for all new users this is 'smart10' (they will be asked to change it when they login);
3. The SCORZ School Account PIN

When they login, each user will only see the Classes that are allocated to them – they will then be able to start inputting Pupil and Test data (see separate document).