

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

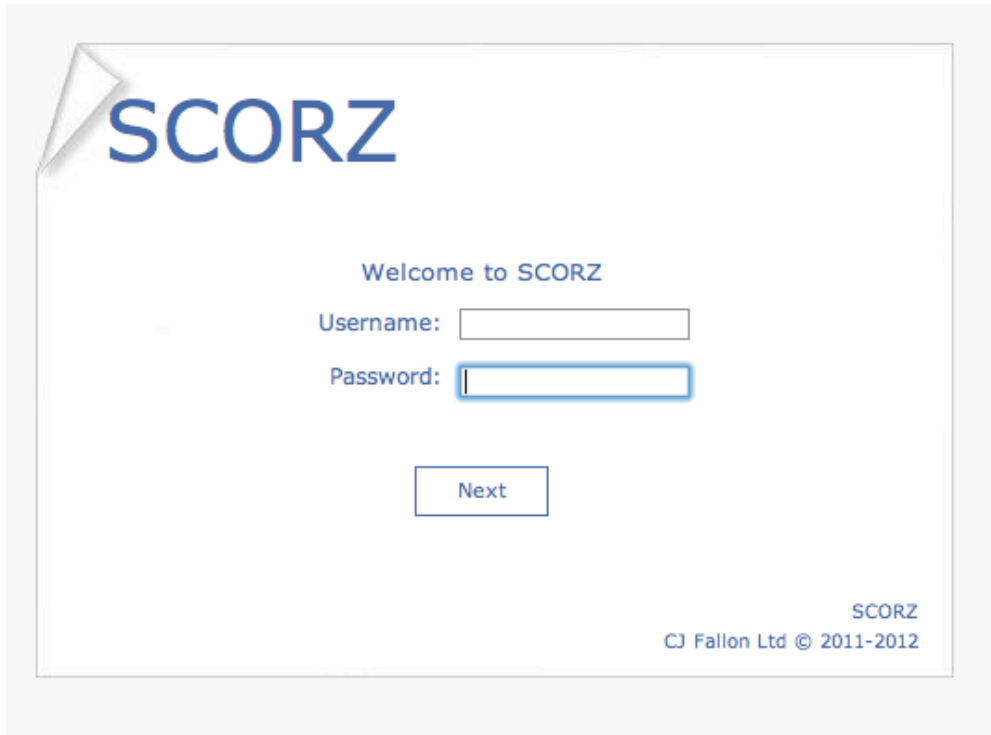
Remember: there is an extensive Help section within SCORZ once you are logged in.

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

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:

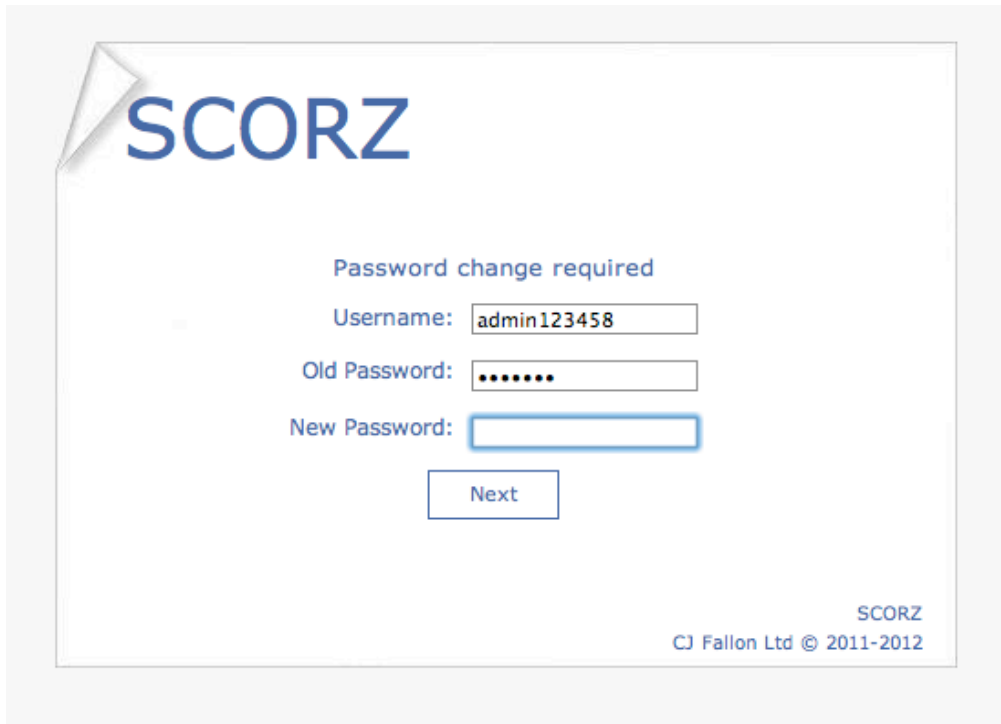


The screenshot shows the SCORZ login interface. At the top left, the word "SCORZ" is displayed in a large, blue, sans-serif font. Below it, the text "Welcome to SCORZ" is centered. Underneath, there are two input fields: "Username:" followed by a white rectangular box, and "Password:" followed by a white rectangular 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 visible.

When you first log in to the system, you will need to use the Username provided to you by your account administrator.

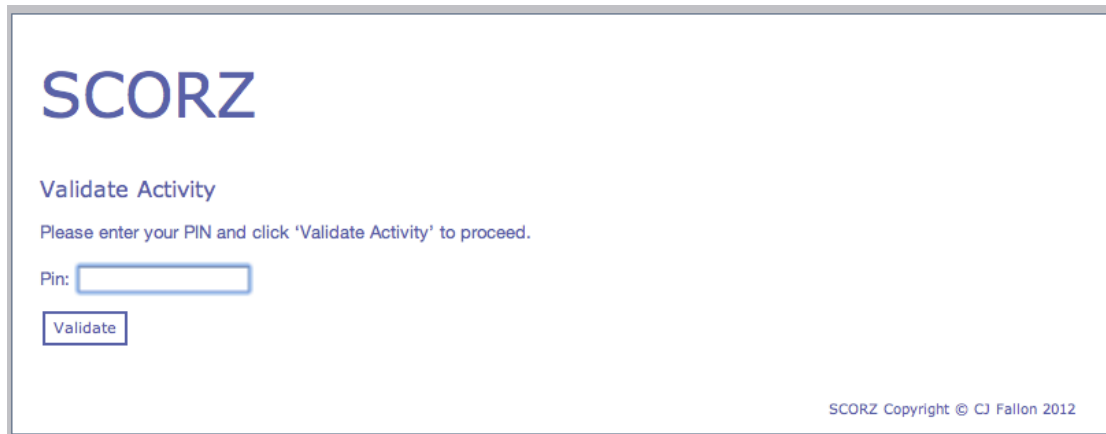
Your system default password is automatically set to 'smart10'.

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.



The image shows a screenshot of the SCORZ user 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.

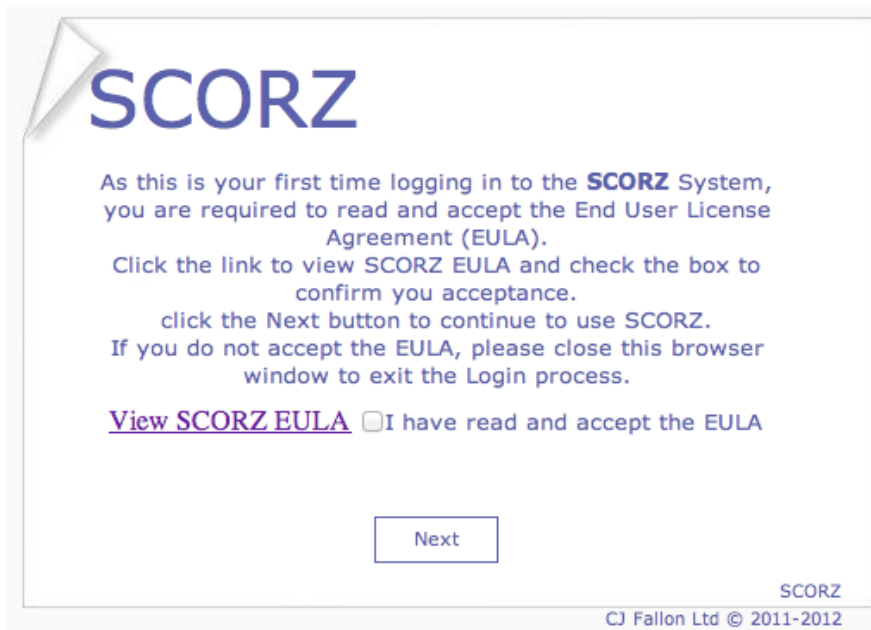
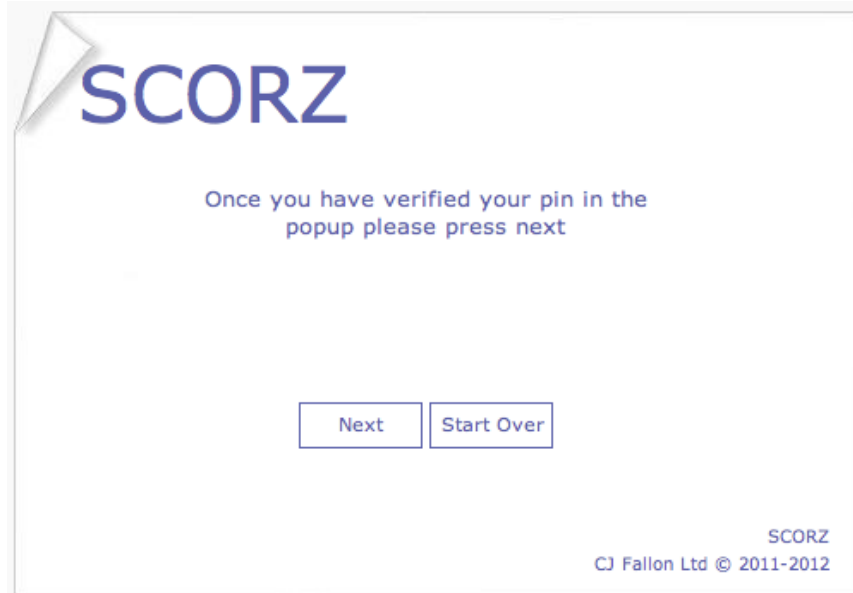
As a final security check, you will be asked to enter the school account PIN – this is provided by your school account administrator:



The image shows a screenshot of the SCORZ user interface. At the top left, the word "SCORZ" is displayed in a large, blue, sans-serif font. Below the logo, the text "Validate Activity" is centered. Underneath, the text "Please enter your PIN and click 'Validate Activity' to proceed." is displayed. Below this text, there is a "Pin:" label followed by an empty input field. A "Validate" button is positioned below the input field. In the bottom right corner, the text "SCORZ Copyright © CJ Fallon 2012" is visible.

[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.



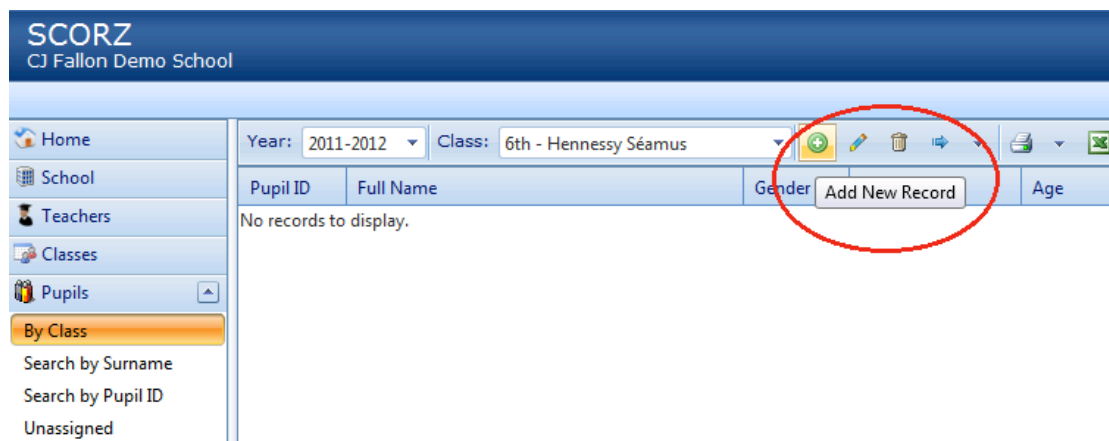
2. Adding Pupils

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

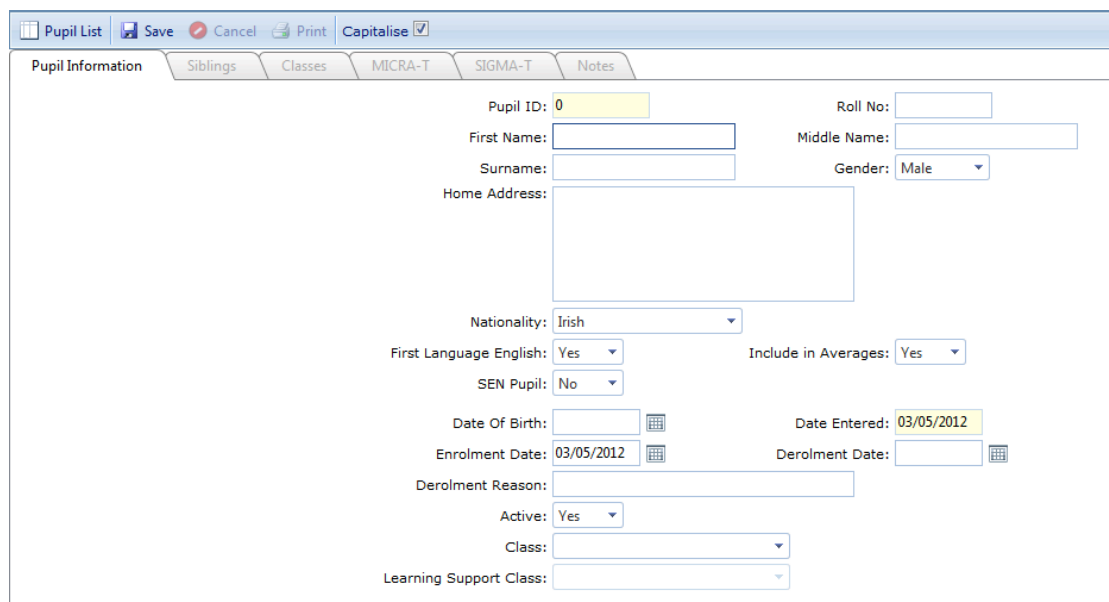
STEP 1: Adding Pupils individually

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.

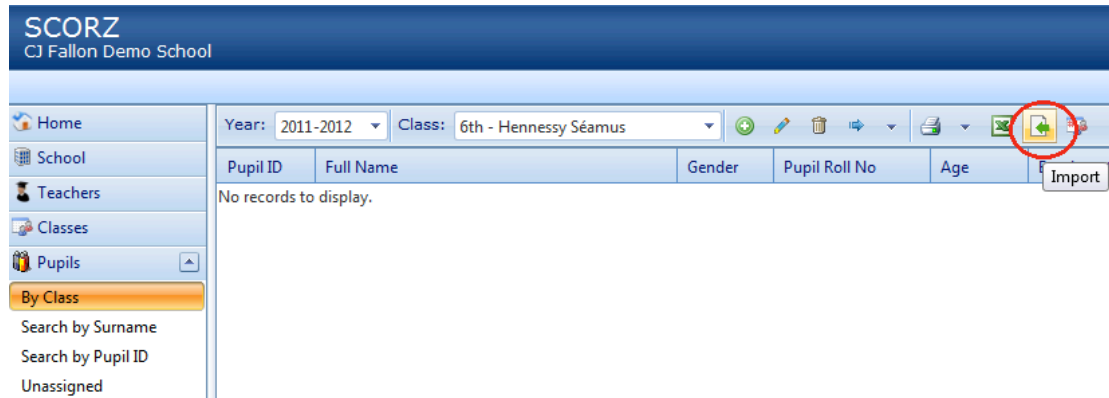


Pupil Information | Save | Cancel | Print | Capitalise

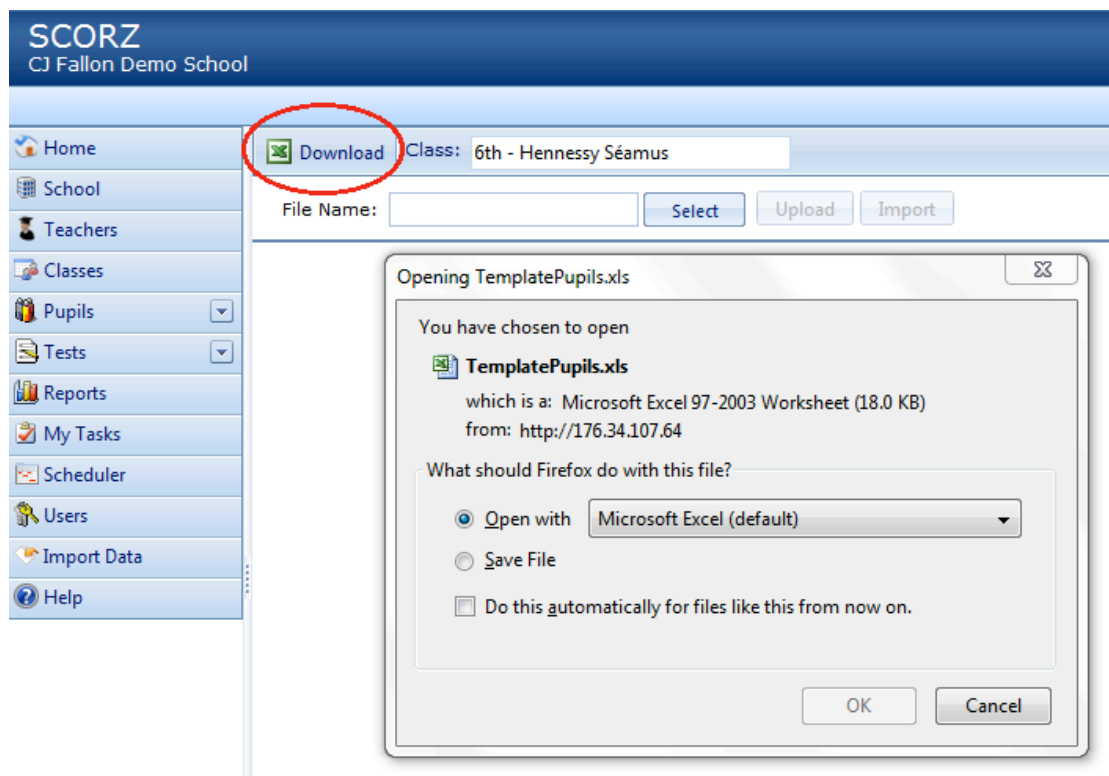
Pupil ID: 0 | Roll No:
 First Name: | Middle Name:
 Surname: | Gender: Male
 Home Address:
 Nationality: Irish
 First Language English: Yes | Include in Averages: Yes
 SEN Pupil: No
 Date Of Birth: | Date Entered: 03/05/2012
 Enrolment Date: 03/05/2012 | Derolment Date:
 Derolment Reason:
 Active: Yes
 Class:
 Learning Support Class:

STEP 2: Importing Pupils using Import tool

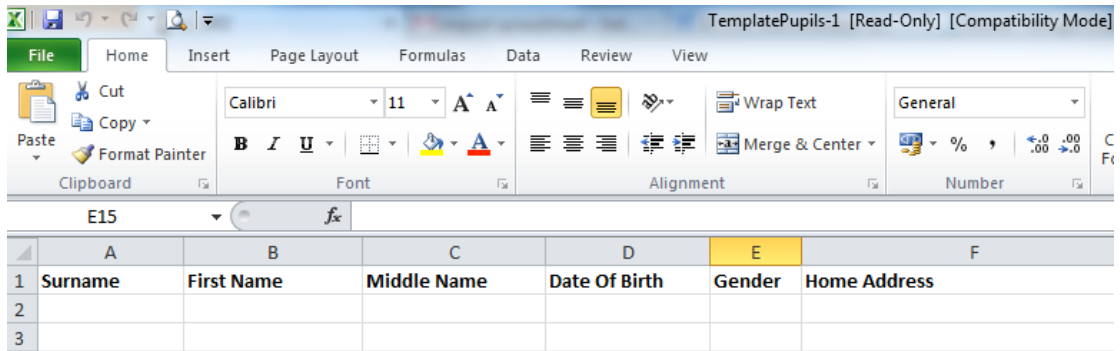
Go to Pupils – By Class. Select the Year and Class you want to add the pupils to. Press The Import icon – circled in red below



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

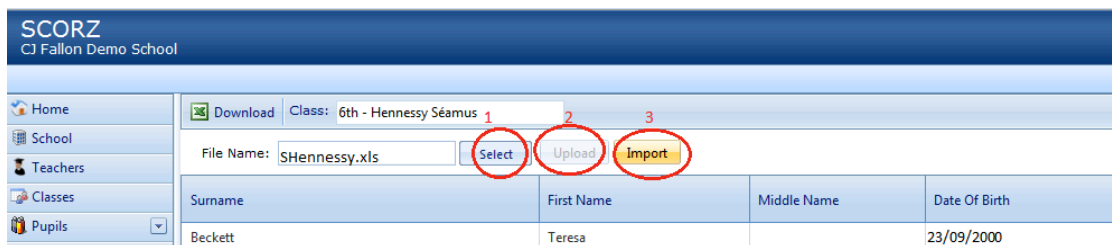


Fill in Surname, First Name, (Middle Name if by any chance you have 2 pupils with the same name and date of birth) Date of Birth and Gender. If you already have this information on a previous spread sheet, it can be copied onto template. Do make sure the information is in the prescribed order as per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



	A	B	C	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.



Surname	First Name	Middle Name	Date Of Birth
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

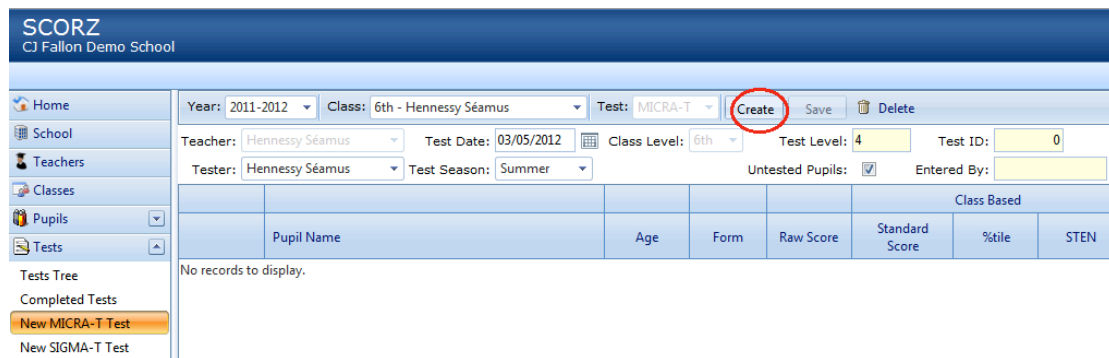
You will now have your list of names ready to copy into the SCORZ template – you will have to add an extra column for Middle Name if you have not used middle names in this program.

3. Adding Test Results

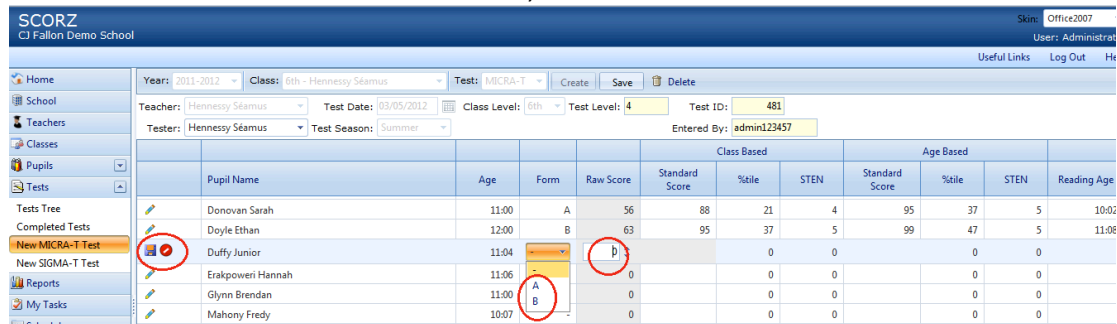
New MICRA-T

The system automatically assigns the correct Test Level, Season, Test ID and Entered By

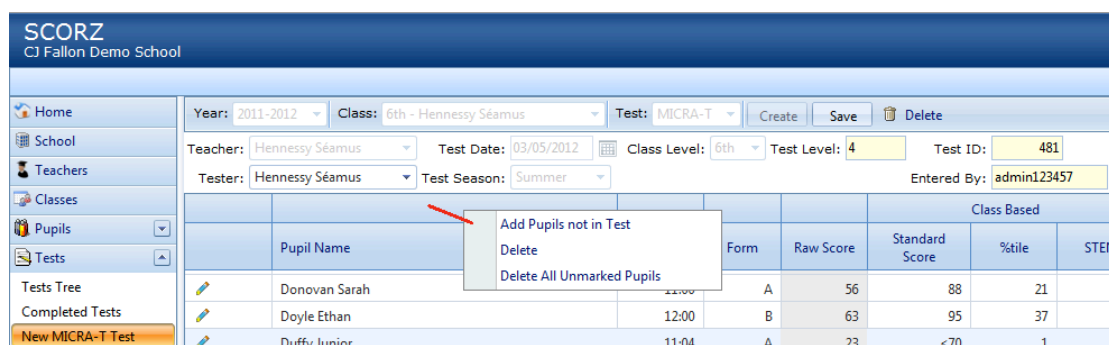
1. Select Tests – New MICRA-T
2. Select Class from the drop down menu
3. Select Test Date
4. Tester – if different from Class Teacher
5. Create



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

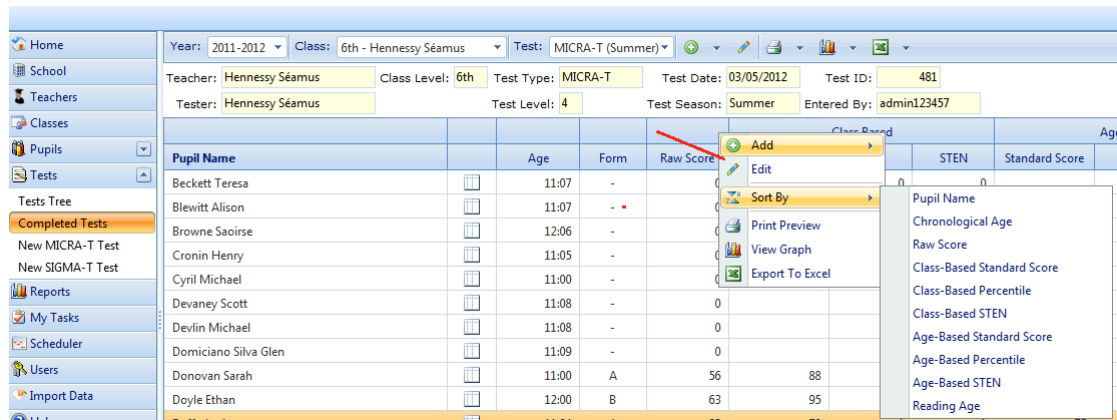


7. Right clicking on the test toolbar gives you options as below

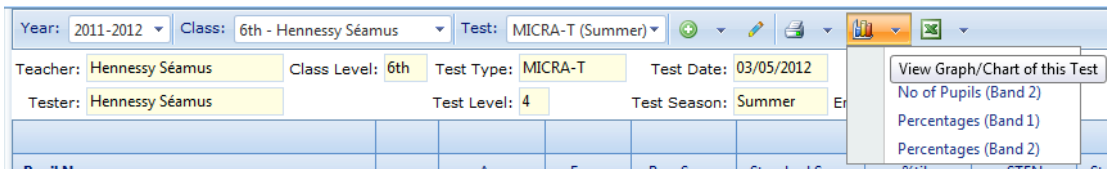


8. Select Save on the top toolbar when you have finished entering results.

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.

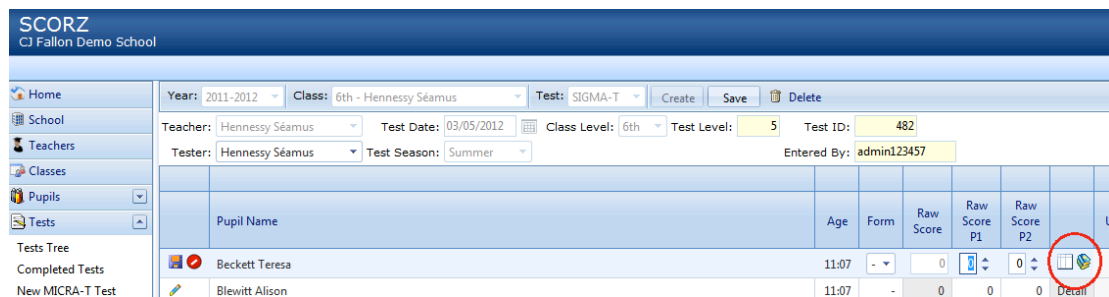


Results can be graphically displayed and printed by pressing the Graph/Chart symbol on the toolbar as below



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.

Year: 2012 SIGMA-T (Level 5) - Beckett Teresa

Teacher: SIGMA-T (Level 5) - Class: 6th - Hennessy Séamus - 03/05/2012 - Beckett Teresa

Tester: Part 1 Part 2

Page 1	Page 2	Page 3	Page 4	Page 5	Page 6	Page 7	Page 8	Page 9	Page 10	Page 11	Page 12	Page 13	Page 14	Page 15	Page 16
	Select All/No Questions on Page 2														
	Q01	Q11	Q17	Q25	Q32	Q35a	Q40	Q49	Q54	Q60a	Q64	Q1	Q9	Q15	Q24
	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	Q66	Q3	Q10b	Q17	Q26
	Q4	Q13b	Q20	Q28	Q34b	Q36b	Q43	Q52	Q57	Q62a		Q4	Q11a	Q18	Q27a
	Q5	Q13c	Q21	Q29	Q34c	Q37	Q44	Q53	Q58	Q62b		Q5	Q11b	Q19	Q27b
	Q6	Q13d	Q22	Q30	Q34d	Q38a	Q45		Q59a	Q63		Q6	Q11c	Q20	Q27c
	Q7	Q14a	Q23	Q31	Q34e	Q38b	Q46		Q59b			Q7	Q12	Q21	Q28
	Q8	Q14b	Q24			Q38c	Q47		Q59c			Q8	Q13	Q22	
	Q9	Q14c				Q39a	Q48a					Q9	Q14	Q23	
	Q10	Q14d				Q39b	Q48b					Q10	Q14	Q23	

SIGMA-T (Level 5) - Beckett Teresa

Rough Work

1. Draw the other hand to show $\frac{1}{4}$ past 8.

2. $4 + \square = 15$

3. $\frac{q}{8} + 5 = \square$

4. What fraction of this shape is red?

5. How many cent is this?

6. $\frac{1}{3}$ of 36 = \square

7. What numbers come next? 44, 36, 28, \square , \square

8. $\begin{array}{r} 763 \\ - 284 \\ \hline \end{array}$

9. $\begin{array}{r} 74 \\ \times 7 \\ \hline \end{array}$

10. Draw an ACUTE angle. (Use your ruler.)

Go to next page

	Skills			Form	Raw Score	Raw Score P
	U	P	W			
Score	0	0	0	A	0	
Percent	0	0	0			

	Strands				
	N	M	S	A	D
Score	0	0	0	0	0
Percent	0	0	0	0	0

Select Save Cancel

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 spreadsheet 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.