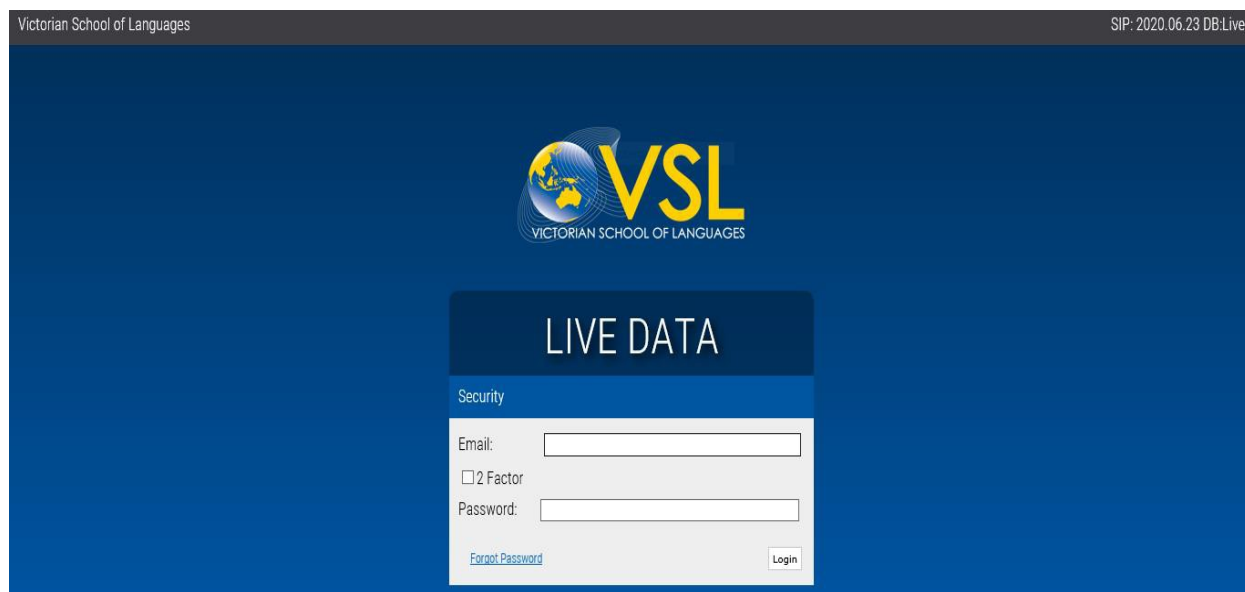


Victorian School of Languages
SIP (School Information Portal)
Online Student Reporting for Centres – Instruction Booklet
Semester One 2021

Logging on: Open Internet Explorer and browse to the following address:

<https://www.vsl.vic.edu.au/sip>

You should see the following webpage.



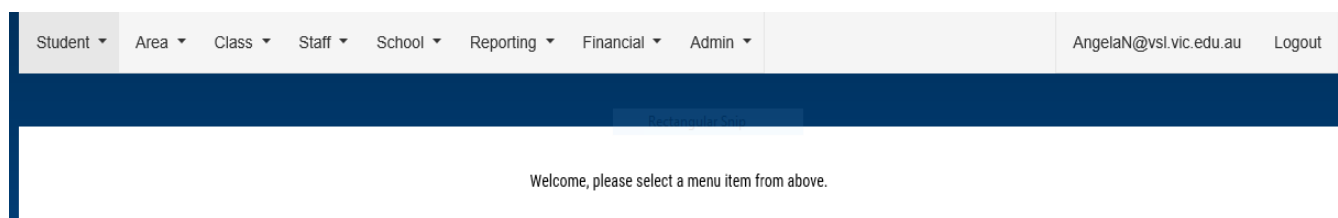
Enter your email address and password as provided in the reporting email. Ask your Area Manager if you are not sure.

Note: All teachers will log on the same way regardless of the year level and report format they wish to use – Victorian Curriculum: Foundation-4, 5-10 or VCE Year 11 or Year 12.

Prior to starting your reports

Your Area Manager will have asked you to update your class list to ensure that all students names are spelt correctly, that the correct class level appears and gender is correct. **Alert your Area Manager of any errors.** Do not log these problems on the VSL Help Desk, which deals with technical issues only.

After logging in you should see the following page.



Roll your mouse over **[Reporting]** and click **[Entry]**

You will see the following screen

Report Selection

Area: Central 1
Centre: Please Select
Day: Please Select
Language: Please Select
Report Period: 2020 Semester 1
Class: Please Select
Report: Nothing to Select

Options
☒ Hide Withdrawn ☐ Show Withdrawn

Rectangular Snip

Reports

Note: Your area will be selected based on your login.

To view a Class you must first select the following;

The desired **Centre**, the **Day** your class takes place (for example Saturday or midweek) and **Language**. Then you must choose the **Reporting** period and the **Report** you wish to use.

Finally, select the class you wish to write the report for.
The selected class will be shown below the selection box.

Victorian School of Languages SIP: 2020.06.23 DE:Live

Student Area Class Staff School Reporting Financial Admin AngelaN@vsl.vic.edu.au Logout

Report Selection

Area: Central 1
Centre: Brunswick
Day: Saturday
Language: Italian
Report Period: 2020 Semester 1
Class: 2020 Italian Year 3 - 4 (CURINI, Cirzia)
Report: 0-4 Student Report

Options
☒ Hide Withdrawn ☐ Show Withdrawn
Proof Class
☐ Finished 0-4 Report for Italian Year 3 - 4

Reports

Action	Student Id	Student	Gender	VSL Level	HS Level	Pathway
	346255	David	M	Year C3	Grade 3	1
	388598	Sam	F	Year C3	Grade 3	1

There is a whole host of information that is shown, including.

- 1) **The hide and show withdrawn student's buttons:** This allows you to hide or show the withdrawn students for the selected class. Withdrawn students will be highlighted in red. -
- 2) **The proof button:** allows you to see a proof copy of reports that have been completed and saved for that class. (You can give this proof to a reporting mentor for checking).
- 3) **Finish Reports button:** Once you have completed ALL student reports in that class, tick this box to notify your Area Manager that the reports are ready for editing.

(Please note: Once this button is activated, your reports are able to be edited by your Area Manager. For Multi-level classes this box needs to be ticked for each reporting template.)

- 4) **Each student in the selected class will be listed in the table below.**

To write/edit a report click on the **[Edit]** icon (Spanner) for the student you wish to write the report for. You will now see this screen. This screen allows you to write your report.

***New 2021- Victorian Curriculum Achievement Level**

Student reports reflect achievement at a point in time for each student's learning. The focus for reporting student achievement is the extent to which a particular set of knowledge and skills has been demonstrated at this stage of the year. To determine this, teachers enter the numerical score that accurately reflect the student's level of achievement against the achievement standard for the Victorian Curriculum Languages F-10 Framework during the reporting period, based on evidence collected through the teaching and learning program delivered.

The year level of the student is not a factor in this process. The student's level of achievement demonstrated against the achievement standard should be what is recorded. For example a Year 8 student should have demonstrated the end of level 8 achievement standard over a two year period (Years 7 & 8). So they are working towards Level 8.

In Semester One the numerical level will not be shown on the printed report.

In Semester Two it is expected that each student would have demonstrated a 12 month progression for their level. This will be shown on the end of year report as an indicative progression point on a continuum.

The following table shows the expected levels of achievement for each level
Students should be:

- at the current expected level (The default numerical score/level),
- no more than one level lower,
- no more than one level higher than the VSL level they are currently enrolled in.

Current Expected Achievement Level for the VSL Level is what is the default level.

	Semester One Expected numerical score/level	Semester Two Expected numerical score/level
Foundation	0	0
Year 1	0.5	1
Year 2	1.5	2
Year 3	2.5	3
Year 4	3.5	4
Year 5	4.5	5
Year 6	5.5	6
Year 7	6.5	7
Year 8	7.5	8
Year 9	8.5	9
Year 10	9.5	10

The Sample student below is currently enrolled in VSL Level 7 so his current indicative progress at this stage of the year should be level 6.5.

Report Entry

Victorian Curriculum Achievement Level:

6.50

Achievement - Will has achieved the following (select up to 6 dot points)

12 Lines Left

The Achievement section consists of 6 boxes. These boxes contain comment banks that can be used to quickly add comments to the report. Each box allows only **one** comment to be inserted. The comments that are added will be shown in dot point form on the final report. You can only have 12 lines in total in the final report.

Victorian School of Languages

SIP: 2020.06.23 DE:Live



Student Area Class Staff School Reporting Financial Admin

AngelaN@vsl.vic.edu.au Logout

Reporting / Entry

Reporting


Reports


Action	Student Id	Student	Gender	VSL Level	HS Level
 	345259	Lee	M	Year 03	Grade 3

Report Entry

Achievement - Luca has achieved the following (select up to 6 dot points)

12 Lines Left





Achievement - GAVIN has achieved the following (select up to 6 dot points)

Select	completed an excellent semester's work.
Select	consistently achieved a high standard in all areas of the course this semester.
Select	consistently adopted a conscientious and mature approach, and has completed excellent work in the language .
Select	consistently adopted a conscientious and mature approach, and has completed very good work in the language.
Select	continued to make excellent progress this semester.

ADD

Achievement section, as shown in the top right hand corner of the screenshot.

To view the comment bank, click the **[Add Button]** in the appropriate comment box. The screen below will be shown

Achievement - GAVIN has achieved the following (select up to 6 dot points)

Select	Opening
Select	Comm in LOTE: Listening and responding
Select	Comm in LOTE: Reading and responding
Select	Comm in LOTE: Speaking
Select	Comm in LOTE: Writing

Select the appropriate comment bank by clicking on select.

This will give you three more choices, being: High, Medium and Low.

These selections will allow you to view the comments that are aimed at the level of performance. For example if the student performed very well in that certain area, click **[High]**.

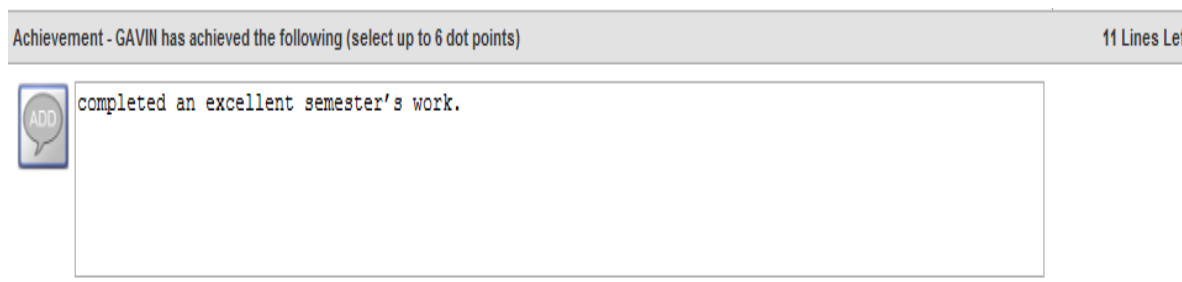
Achievement - GAVIN has achieved the following (select up to 6 dot points)

Select	High
Select	Medium
Select	Low

You will then see the appropriate comment bank. If at any time, while in the comment bank, you need to go back, simply press the blue arrow on the left.

Selecting the top option will produce the following. You can see that the comment is in the box and the

“Lines left” counter has reduced by 1.



Continue with the remaining comment boxes until you are done. If you have made a mistake and want to change, click on add again.

Note: Do not select the text and press backspace, you will lose the current report you are writing and will be taken back to the main SIP page.

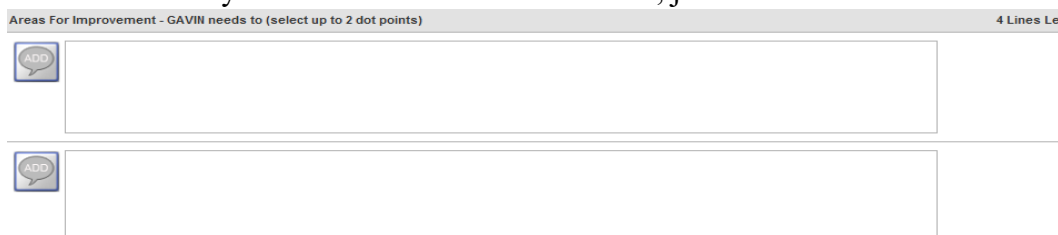
The Comment Bank is written to both the Communicating in the language and Intercultural knowledge and Language awareness domains and divided into the following sections for easy use:

- Opening
- Comm in LOTE: Listening and responding
- Comm in LOTE: Reading and responding
- Comm in LOTE: Speaking
- Comm in LOTE: Writing
- Effort
- Ending
- Intercultural knowledge and language awareness
- Linking to Domains – ICT
- Linking to the Community
- Ungraded/Cannot Grade
- Work Practice

We recommend that teachers should include at least one comment to cover reading, writing, listening and speaking and one for intercultural knowledge and language awareness.

Areas for Improvement

This is modelled on the same system as the Achievement section, just with different comment banks.



Choose, High, Medium, Low.

As with the previous section, just clicking on the **[Add Button]** will allow you to add comments. The areas for improvement will be shown as 2 dot points on the final report.

The remainder of the reporting page is below. All you must do is simply complete the form using the **drop**

down boxes which have been pre-set at satisfactory. These boxes allow you to set a pre-determined mark for each area, excellent, very good, good, satisfactory, needs attention and ungraded for students who have dropped out or have not completed enough work for you be able to grade them.

Grade Descriptions

Grade	The student has
Excellent	consistently understood the work and completed all activities carefully with minimal or no errors
Very Good	nearly always understood and completed the work with occasional minor errors
Good	understood and completed some work requirements, but some other aspects need attention and revision
Satisfactory	completed the work to the minimum standard required, but with considerable room for improvement
Needs Attention	has major problems in understanding and completing the work and has not yet reached the required standard. Immediate contact with the teacher is required to discuss ways of overcoming these difficulties
Ungraded	not submitted sufficient work to be assessed or has had insufficient attendance

PLEASE NOTE:

If you have given comments from the High comment box, your overall VSL course work result will be excellent or very good. If your comments are from the low comment box, your overall VSL course work result will be satisfactory or needs improvement.

Similarly, effort, class behaviour and all the aspects of managing personal learning, intercultural capability, ethical capability and critical and creative thinking require a drop down grade to be inserted.

VSL Course Work Result	
Result	Satisfactory ▼
Work Habits	
Days absent	2
Effort	Satisfactory ▼
Class Behaviour	Satisfactory ▼
Personal and Social Capability: Self and Social Awareness and Management	
Attends regularly	Satisfactory ▼
Is punctual to class	Satisfactory ▼
Follows instructions, works co-operatively and contributes positively to class activities	Satisfactory ▼
Shows initiative and works independently where appropriate	Satisfactory ▼
Completes all class work and set homework	Satisfactory ▼
Supports and co-operates with others as a team member and shares information	Satisfactory ▼
Intercultural Capability: Cultural Practices and Cultural Diversity	
Compares their own knowledge and experiences with those of other cultures	Satisfactory ▼
Acknowledges differences and engages in critical reflection	Satisfactory ▼
Listens to, respects the opinions of others and is able to analyse and evaluate different ideas	Satisfactory ▼
Ethical Capability: Understanding concepts, Decision making and Actions	
Respects opportunities created by cultural diversity and has the capacity to make decisions by an understanding of values	Satisfactory ▼
Critical and Creative Thinking: Questions and possibilities, Reasoning and Meta-cognition	
Able to use questioning skills to develop deep learning , as well as gather, consider, evaluate data and arguments to construct and reach a conclusion	Satisfactory ▼
	✗ ✓

Finally, ensure that you enter the days the student has been absent during the semester. You will need to refer to the Class roll for this information, if your Centre has not updated the VSL Attendance System.

Days Absent comment chart F-10

0	Excellent
1-2	Very Good
3-4	Good
5	Satisfactory
6-7	Needs Attention
7+	Ungraded

Once you are satisfied that the report is complete, click the **[Green Tick] - (Save and Exit)** at the bottom of the screen, alternatively scroll back to the top and click the **[Green Tick] - (Save and Exit)**.

If you do not want to save the results click the **[Red X] – (Cancel and Exit)**. You will then be taken back to the main reporting page.

If you do not tick the Green box at the end you will not save the report you created for that student.

Multi-level Classes

If you teach a multi-level class, please note that your class will not appear as a whole, rather it will be broken up into groups based on the report template you wish to use. For example students in Foundation-4 will appear as one group, students in 5-10 will appear in another, as will VCE students, (Unit 1 and Unit 3).

Action	Student Id	Student	Gender	VSL Level	HS Level	Pathway
	437375	Hamish Fox	M	Year 11	Year 10	1
	406574	Matthew Sheffield	M	Year 11	Year 10	1

Now, tick the **[Finished]** box upon completion of each separate report template e.g. 5 – 10, Unit 1, Unit 3. This will let your Area Manager know you have completed your reports.

VCE Reporting

To begin writing your VCE reports, Roll your mouse over **[Reporting]** and click **[Entry]**

Your area will be selected based on your login.

Select your Centre, Day, Language, Reporting Period, Class and Report.

After selecting this, the class reporting table will be shown, using the **[Hide/Show Withdrawn]** students button will hide or show the withdrawn students in that class. These students will be highlighted in red. You can also view and print proof copies of reports that have been completed by clicking on the **[Proof Class]** button.

To edit a student report click on the **[Edit]** icon (Spanner) next to the students name you wish to write/edit the report for. You will see the following:

Here you must select the [Unit Result] and the [Result] for all Outcomes. You can choose from Satisfactory, Not Satisfactory, Not Assessed or Not Attempted.

Report Entry

Unit Aim:

Unit Result: Satisfactory

This unit is designed to extend students' knowledge and skills in understanding, speaking and writing the language. Students are original piece of writing; respond to spoken texts in writing; participate in an oral activity paying attention to pronunciation, intonation and phrasing.

Satisfactory

Not Satisfactory

Not Assessed

Not Attempted

The Outcome boxes also have comment banks. You can add comments to the Outcomes by clicking [Add]

Outcome 1 Establish and maintain a spoken interaction.

Result: Satisfactory

Select

All Outcomes

Select

Unit 1 - Outcome 1

To add a comment for Outcome 1, click [Select] on Unit 1 – Outcome 1.

Outcome 1 Express ideas through the production of original texts.

Result: Satisfactory

Select

High

Select

Medium

Select

Low

Then select either, High, Medium or Low.

Outcome 1 Express ideas through the production of original texts.

Result: Satisfactory

Select

accurately and appropriately used vocabulary, structures, expressions, pronunciation, intonation, stress and tempo

Select

an outstanding ability to respond to an issue of interest that is appropriate to the topic

Select

applied the conventions of informal dialogue very effectively

Select

consistently exchanged ideas on relevant information while linking and sequencing ideas clearly and logically

Select

demonstrated the ability to use non verbal forms of communication and builds on cues provided effectively

Select a comment from the comment bank by clicking select. (Note: There are more comments inside the box that can be accessed by scrolling down.)

Once you have selected the comment it will appear in the Outcome box.

Unit Aim:

Unit Result: Satisfactory

This unit is designed to extend students' knowledge and skills in understanding, speaking and writing the language. Students are required to: produce an original piece of writing; respond to spoken texts in writing; participate in an oral activity paying attention to pronunciation, intonation and phrasing.

Outcome 1 Express ideas through the production of original texts.

Result: Satisfactory

ADD

accurately and appropriately used vocabulary, structures, expressions, pronunciation, intonation, stress and tempo

Continue with the remaining outcomes.

Areas for Improvement

This is modelled on the same system as the Achievement section, just with different comment banks.

Areas For Improvement - GAVIN needs to (select up to 2 dot points)

4 Lines Left



Choose, High, Medium, Low.

As with the previous section, just clicking on the **[Add Button]** will allow you to add comments. The areas for improvement will be shown as 2 dot points on the final report.

After you have entered your Outcome comments and Areas for Improvement you will come to the last section of the report editing page.

On here you must enter the Days absent. Obtain this information from your class roll.

The remainder of the form can be filled out simply by using the drop down boxes. These have been pre-set to Medium. The dropdown boxes have 3 settings for grades, being High, Medium and Low.

Work Habits / Attitude / Level of Achievement	
Days absent:	0
Attends regularly:	Medium ▼
Is punctual:	Medium ▼
Meets deadlines:	Medium ▼
Shows initiative:	Medium ▼
Oral assessment:	Medium ▼
Contributes positively to class activities:	Medium ▼
Works independently where appropriate:	Medium ▼
Listens to and respects the opinions of others:	Medium ▼
Completes homework and home study:	Medium ▼
Written assessment:	Medium ▼
<div>✗ ✓</div>	

Days Absent comment chart VCE

0-1	High
2-3	Medium
4-5	Low
5+	Ungraded

Once you have completed the VCE report click on the **[Green Tick] - (Save and Close)**

Curriculum Documentation

Once you have completed all the reports for that class **[Tick]** the **[Finished All Reports, Please notify Area Manager]** box. This will let your area manager know that you have completed your reports.

Help

For assistance with curriculum and assessment issues OR if your students are missing, have wrong spelling, pathways, year levels etc, please contact your Area Manager.

Computer Helpdesk

If you have technical issues with logging on or using VSL student reporting, email your full name, centre and as much information about your problem as possible to reportshelp@vsl.vic.edu.au

Document Created by:

Angela Natoli

Assistant Principal: Curriculum & Professional Development

June 2021.