

Assessment Calendar

Instructions to Access via OneSchool



1. Log on to One School - <https://oslp.eq.edu.au>
2. Select 'Available Reports' from the front page

A screenshot of the OneSchool interface. It shows a yellow box with the text "Previous School" and "1909:Coombabah State School" followed by "Enrolled from Jan-2008 to Dec-2014". Below this is a dropdown menu labeled "Available Reports..." with a downward arrow.

3. Select 'Student Course Planner' from the available reports

If you have an Apple computer and get stuck on this screen, go to Safari, Preferences, Security and untick the 'Block Popups' box

A screenshot of the "Report Criteria" screen. It has a title bar "Report Criteria" and a "Search Criteria" section. Below that is a warning message: "This report may contain personal, including sensitive, information regarding students or parer others; keep it securely stored; if kept on USB, do not treat carelessly, and dispose of secured Prior to using and/or disclosing this report (for example, providing a copy to a parent or an of". There are two dropdown menus: "Timetable Period*" with "-- None Selected --" and "By course or assessment*" with radio buttons for "Course" and "Assessment". A "Generate Report" button is at the bottom.

4. Select the Timetable Period (2018, Semester 2)

A screenshot of the "Report Criteria" screen. The "Timetable Period*" dropdown menu is now set to "2018, Semester 2". The "By course or assessment*" radio buttons are still set to "Course". A "Generate Report" button is at the bottom.

5. Select the Assessment option – the program defaults to 'Course' but you need 'Assessment'

A screenshot of the "Report Criteria" screen. The "By course or assessment*" radio buttons are now set to "Assessment". A red arrow points to the "Assessment" radio button. A "Generate Report" button is at the bottom.

6. Select 'Generate Report'
7. Save a copy of your assessment for semester 2, email a copy to yourself and your parents