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Nova Scotia Student Information System

Nova Scotia Public Education System

Use of Safety Tests for Technology Education Courses

User Guide

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1 OVERVIEW

To assist Technology Education teachers with the tracking of Safety Tests, 42 Safety Tests have been uploaded into PowerSchool for all Technology Education courses.

Teachers are expected to record all safety testing is as follows:

- When a Technology Education or Skilled Trades teacher administers a safety test with students, a record of the tests must be maintained.
- Students must achieve a score of 100% to be granted permission to use the tool or equipment.
- Teachers have the choice of administering the safety tests using paper or to have students take the tests in a digital environment using Google Suite.

As per the EECD safety test protocols, records must be kept on file (either physically or electronically) for a period of seven years. Safety test records associated with Incident Reports must be kept on file until three years after the student's 19th birthday.

When entering safety test results, the only score that can be entered is **Pass**, and the **Pass** score is only used when the student achieves 100% on the safety test. **The Safety Tests are formative assessments and must not be included towards the calculation of the students' progress or final grades.** Since the safety tests are formative assessments, and are therefore not included in the students' grades, teachers who configure their **Traditional Grade Calculations** using **Category Weights** in PowerTeacher Pro (PT Pro) should not be creating Safety Tests assessments in PT Pro and then assigning a score of 100 (or some other value).

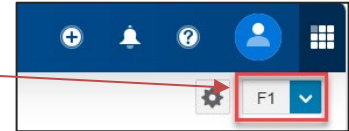
For teachers using **Outcomes Weighting** as their **Traditional Grade Calculations** configuration, be sure to set the Attribute for each reporting term to **Specific Weights**. If you do not set the Attribute to Specific Weights, the tests will have a value of 50% and will therefore unintentionally and incorrectly lower student grades. For more information on configuring your gradebook to Outcomes Weighting, refer to the user guide entitled [Using PowerTeacher Pro to Determine Percentage Grades from Outcome Achievement Levels](#).

(Note: Student names appearing in this document are fictitious names)

2 ENTERING SAFETY TEST RESULTS IN POWERTEACHER PRO

To view and/or enter safety tests results for students, sign in to **PowerTeacher**, and then click the **PowerTeacher Pro** link associated with one of your Technology Education courses.

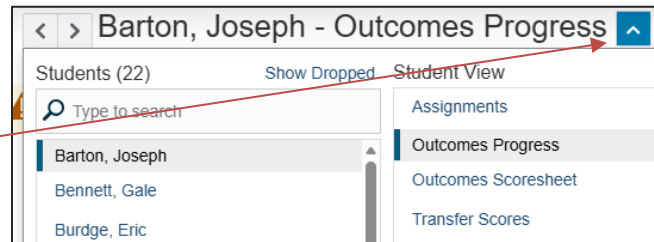
IMPORTANT: Prior to entering safety test scores, be sure to set the reporting term to F1 in courses where a final grade is issued.



In grade 7/8 courses with no F1 grade, use the final reporting term for the course. For example, if Technology Education 7 runs as a full year course, enter in the test scores in Y1 or T3 (depending on your school's reporting schedule). It is recommended to enter all test scores in a single reporting term so all scores can be viewed on a single page (without having to switch to a different reporting term to see additional scores).

2.1 TO ENTER SAFETY TEST SCORES FOR A SINGLE STUDENT:

1. In PT Pro for the selected course, click on **Students** in the left menu, then **Outcomes Progress**.
2. Select the student from the dropdown menu.



3. On the Outcomes Progress page, under the reporting term column, click in the cell that requires a test score entry – as depicted in image below.

OUTCOMES	F1	ASSIGNMENTS	COMMENT
1 CONSTRUCTION TECHNOLOGY			
10.CNT10.SDWH - LEARNER	0		
10.CNT10.SDWH.5 - Classroom Management	0		
10.CNT10.SDWH.6 - Interaction With Others	0		
10.CNT10.SDWH.7 - Organization Skills	0		
10.CNT10.SDWH.8 - Responsibility and Independence	0		
10.CNT10.T - SAFETY TESTS	0		
10.CNT10.T.1 - TEST 01. Safety Orientation Test	0		
10.CNT10.T.2 - TEST 02. Angle Grinder	0		
10.CNT10.T.3 - TEST 03. Band Saw	0		
10.CNT10.T.4 - TEST 04. Belt Sander	0		
10.CNT10.T.5 - TEST 05. Box & Pan Brake	0		
10.CNT10.T.6 - TEST 06. Brad / Trim Nailer	0		
10.CNT10.T.7 - TEST 07. CNC Machine	0		
10.CNT10.T.8 - TEST 08. Drill Press	0		
10.CNT10.T.9 - TEST 09. Foot Squaring Shear	0		
10.CNT10.T.10 - TEST 10. Hand Drill & Impact Driver	0		
10.CNT10.T.11 - TEST 11. Jigsaw	0		
10.CNT10.T.12 - TEST 12. Jointer	0		
10.CNT10.T.13 - TEST 13. Laser Cutter/Engraver	0		
10.CNT10.T.14 - TEST 14. Metal Cut Off Saw	0		

Notice that **F1** is selected as the reporting term for this course.

Click here to enter a **Pass** score for the Safety Orientation Test.

List of Safety Tests.

- The **Score Inspector** panel opens to the right of the page. Click on **Pass** to enter the score. In the image below, the Safety Orientation Test score has been entered for the selected student.

1 CONSTRUCTION TECHNOLOGY 10		
10.CNT10.SDWH - LEARNER PROFILE		0
10.CNT10.SDWH.5 - Classwork and Assignments		0
10.CNT10.SDWH.6 - Interaction with Others		0
10.CNT10.SDWH.7 - Organization Skills		0
10.CNT10.SDWH.8 - Responsibility and Independ...		0
10.CNT10.T - SAFETY TESTS		0
10.CNT10.T.1 - TEST 01. Safety Orientation Test	PASS	0
10.CNT10.T.2 - TEST 02. Angle Grinder		0

- Click **Save** to save changes. You can continue to enter more test scores for the selected student, or switch to another student.

2.2 TO ENTER SAFETY TEST SCORES FOR A GROUP OF STUDENTS:

- In PT Pro for the selected course, click on **Grading** in the left menu, then **Outcomes**.
- Ensure the reporting term is set the final reporting term for the course. (Refer to important note in Section 2 for more details).
- The **Outcomes** page displays a table where safety test scores can be entered for multiple students at once. Because the page includes **Learner Profile**, **Safety Test**, and **Curriculum Outcome** columns, only a portion of the table is visible at a time. To view additional columns, click the right-arrow (>) button to move to the next set of columns.

Class Grade: F1
Grade Scale Type: (100 - 0)
Calculation: Outcomes Weighting
Grade: -- -- --

STUDENT (22)	F1	10.CNT10.SDWH	10.CNT10.SDWH.5	10.CNT10.SDWH.6	10.CNT10.SDWH.7	10.CNT10.SDWH.8	10.CNT10.T	10.CNT10.T.1	10.CNT10.T.2	10.CNT10.T.3
1. Barton, Joseph	--	--								
2. Bennett, Gale	--	--								
3. Burdige, Eric	--	--								
4. Cali, Steven	--	--								
5. Chandler, Jay	--	--								
6. Chavez, Alex	--	--								
7. Clauson, Jason	--	--								
8. Diaz, Nathaniel	--	--								
9. Diaz, William	--	--								
10. Gonzalez, John	--	--								
11. Gustin, Sheila	--	--								
12. Hamill, Karen	--	--								
13. Herrera, Malik	--	--								
14. Hitch, Gregory	--	--								
15. Klein, Kay	--	--								
16. Parks, John	--	--								
17. Paul, Raphael	--	--								
18. Poole, Bobby	--	--								
19. Roby, Kevin	--	--								
20. Winter, Danny	--	--								
21. Wrenn, Timothy	--	--								
22. Young, Scott	--	--								

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Columns/Page 9

Legend
Icons - Professional Judgment Indicator

Alternatively, use the **page navigation controls** at the bottom of the table or adjust the **Columns/Page** setting to display more or fewer columns at once.



Note that the outcome column header (ex. 10.CNT10.T.1) displays the outcome identifier. To see the full description of the outcome, either hover over the identifier or click in one of the cells to see the full description in the summary area.

The screenshot shows a table with four columns. The first column header is '10.CNT10.T', the second is '10.CNT10.T.1', the third is '10.CNT10.T.2', and the fourth is '10.CNT10.T.3'. A red arrow points from the text 'either hover over the identifier' to the '10.CNT10.T.1' header. A hand cursor is hovering over the '10.CNT10.T.1' header, and a dropdown menu is open below it, showing '10.CNT10.T.1' and 'TEST 01. Safety Orientation Test'.

10.CNT10.T	10.CNT10.T.1	10.CNT10.T.2	10.CNT10.T.3

If you cannot see the summary area on your page, click on the gear icon towards the upper-right of the page, and then select **Show Summary**.

4. To record a safety test score, select the cell corresponding to the student and safety test by clicking the intersection of the student's row and the safety test column.
5. The **Score Inspector** panel opens to the right of the page. Click on **Pass** to enter the score.
6. Continue entering scores for the current student, or select another student to enter their test scores.
7. Click **Save** once finished to save all changes.