

# Kindergarten IT Program



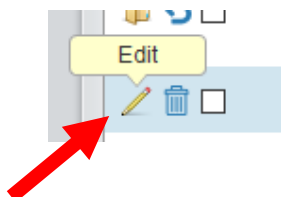
## Tip – How do I reopen/recall a statement?

### Reopen a statement:

1. Under 'Select' Column, press the **Reopen** button which looks like the image below.

The screenshot shows the TLDS Manager interface. At the top, there is a 'REPORTING' tab and a navigation bar with a home icon, a bar chart icon, and the Victorian Curriculum and Assessment Authority logo. Below the navigation bar, there is a 'TLDS MANAGER' header and a welcome message for 'KITP Test Educator, Classroom Teacher'. The main content area features a toolbar with buttons for 'TLDS Home', 'ADD NEW TLDS', 'SERVICE DETAILS', 'DOWNLOAD PDF', and 'SUMMARY REPORT'. Below the toolbar, there is a search bar and a table of statements. The table has columns for 'Select', 'Last Name', 'First Name', 'Status', 'Last Modified', and 'School'. The 'Select' column contains a 'Reopen' button (a blue arrow pointing right) for the first two rows, which are highlighted in yellow. A red arrow points to the 'Reopen' button in the first row. The 'Last Name' and 'First Name' columns for the first two rows are redacted with black boxes. The 'Status' column shows 'Completed but not submitted' for the first two rows, and 'Draft' for the next six rows. The 'Last Modified' column shows dates and times. The 'School' column shows 'Coburg Primary Scho' for the last row. At the bottom of the table, it says 'Showing 1 to 10 of 10 entries'.

2. Click the **Edit** button to edit the statement again.













# Kindergarten IT Program



## Recall a statement:

1. Under 'Select' Column, press the **Recall** button which looks like the image below.

The screenshot shows the TLDS Manager interface. At the top, there is a 'REPORTING' tab and a 'VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY' logo. Below the navigation bar, there are buttons for 'TLDS Home', '+ ADD NEW TLDS', 'SERVICE DETAILS', 'DOWNLOAD PDF', and 'SUMMARY REPORT'. The main area displays a table of statements with columns for 'Select', 'Last Name', 'First Name', 'Status', 'Last Modified', and 'School'. A red arrow points to the 'Recall' button in the 'Select' column of the first row.

Select	Last Name	First Name	Status	Last Modified	School
	[REDACTED]	[REDACTED]	Completed but not submitted	01-Nov-18 3:19 PM	
	[REDACTED]	[REDACTED]	Completed but not submitted	26-Oct-18 3:57 PM	
	[REDACTED]	[REDACTED]	Draft	26-Oct-18 2:16 PM	
	[REDACTED]	[REDACTED]	Draft	26-Oct-18 2:16 PM	
	[REDACTED]	[REDACTED]	Draft	05-Oct-18 8:49 AM	
	[REDACTED]	[REDACTED]	Draft	13-Sep-18 4:27 PM	
	[REDACTED]	[REDACTED]	Draft	13-Sep-18 1:19 PM	
	[REDACTED]	[REDACTED]	Draft	13-Sep-18 9:36 AM	
	[REDACTED]	[REDACTED]	Draft	24-Aug-18 10:07 AM	
	[REDACTED]	[REDACTED]	Completed and submitted	04-Jul-18 4:48 PM	Coburg Primary School

2. Enter the reason why you would like to recall the statement and click **Recall**.

The 'Recall Statement' dialog box contains the following text and fields:

By clicking recall you will get this TLDS back from the School and will be able to edit so the Statement can be amended and resubmitted.

Submitted Student: Victoria, June

Enter reason:

Buttons: Recall, Cancel