


## Guidance for Year R teacher(s) entering EYF data

### Enter EYFSP data directly into NC Early Years F 2022 markbook for your class (or year group)

1. Log into Unify/Integris > go to **Modules > Assessment > Markbook** > click on the + next to **My Markbooks** > select **NC Early Years F 2022** for your class or year group > then click the **Open a Markbook**  icon

You will see a screen similar this example – it will of course list the pupils in the class you selected

Markbook - NC Early Years F 2022 - Year Receptic

Apply Filter...		Show...		+		+		+		+		+		+	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Name		Day, Doris		Communication		Phy-Dev		Literacy		Mathematics		UndTheWorld		LearningCharacter	

*The pupil names should reflect the YR pupils in your class or year group as appropriate (i.e. new pupils that have started should also be listed). If the pupil list is incorrect, please refer to your Admin staff as they administer the current roll and will amend it for you if necessary.*

Note: If there are any Year R pupils that left after Friday 27<sup>th</sup> May and are missing in the markbook, please alert your administrator.

2. Click + at the top of a blue unit to reveal the data columns/ click - to hide the columns

### Data columns for completion

There are **17 Early Learning Goals (ELGs)** columns distributed within the blue units.

The last unit contains 3 columns for the **Learning Characteristics** which specifically relate to creation of pupil reports for parents. [See overleaf for more detail]  
**Outcomes expected are 1, 2 and A.**

Markbook - NC Early Years F 2022 - Year Reception (2021/2022)

Apply Filter...		Show...		-		-		-		-		-		+		+	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Name		Day, Doris		Co...		Ph...		PSD		Literacy		Ma...		UndTheWorld		LearningCharacter	
ListenAttenUnderst		1		2		1		2		1		2		2		2	
Speaking		1		2		1		2		1		2		2		2	
Gross Motor		1		2		1		2		1		2		2		2	
Fine Motor		1		2		1		2		1		2		2		2	
Self Regulation		1		2		1		2		1		2		2		2	
Relationships		1		2		1		2		1		2		2		2	
Comprehension		1		2		1		2		1		2		2		2	
WordReading		1		2		1		2		1		2		2		2	
Writing		1		2		1		2		1		2		2		2	
NumericalPatterns		1		2		1		2		1		2		2		2	
Number		1		2		1		2		1		2		2		2	

### Entering data

3. You can enter a result at a time for each individual pupil

- Click into a cell for a pupil and enter a value and press <Enter> key to move down to the next pupil in the same column or  
Double click a cell and select the value from a list and click OK.  
**Tip!** You can click on a surname letter in the left margin to view only pupils with surnames starting with selected letter and then click into their individual cells and enter/edit data. [Then click \* at the top of the left margin to view ALL pupils again].

OR

4. You can populate ALL the column with same value and then edit individual pupil results

- Left click the heading cell of the column you want to complete and select **Modify Column Values New Value** in the pop-up window > select the value you want (e.g. EXS) and click **OK**.  
You can then make changes to individual cells by either single clicking a cell and entering data or double-clicking cell and selecting value from a list followed by **OK**.

5. Click **Save regularly!**

6. Click **BACK** (bottom left of screen) to exit the markbook

## 2 Enter Learning Characteristics (free text for including in individual pupil reports to parents)

The last unit called **Learning Characteristics** contains three columns labelled **Play & Explore**, **Active Learning** and **Creative Thinking**. Each of these three columns accepts free text in each box.

**Double-click a box to bring up the text window. Type in your comment text in the **Assessment Data** text box only and click OK.**

The blue icon denotes a comment has been entered.  
To edit the text entered, simply repeat this step.

**Click SAVE regularly!**

**Edit Assessment Data - CreateThink**

- Review and edit the assessment data, note and date assessed.
- Click on Cancel to close dialog and cancel edit for current student.

< > Coppard, Ciaran (235)

**Assessment Data:**

**Date of Assessment:** 31 Mar 2015

**Note:**

OK Cancel

**Note:** the **Date of Assessment** will default to the date that the markbook was assigned to the pupils – this does not need to be changed for each pupil!

Any entries made in the **Note** field are not considered to be part of the formal assessment for the pupil – this box is for teachers to enter any of their own notes as an *aide memoir*.

**When you have completed and checked all the EYF entries please inform the relevant member of your admin staff so that s/he will know that the data is ready for approval and sending to the LA.**