These steps are to be undertaken by the Integris Administrator

Data can be imported from *any other compatible EYF Software* **into the NC Early Years F 2022 markbook and the subsequent analysis reports and reports for parents can be produced.**

Set up the NC Early Years F 2022 markbook for use

1.   Go to **Modules** > **Assessment** > **Assessment Planning > click + next to Templates** folder > click + next to **Key Stage** folder > click + next to **2022**

2.   Click on the **NC Early Years Foundation 2022** template name

3.   Now click on **Copy** *(top right of screen)*

4.   In the window, click + next to **My Assessment Plans** to reveal your folder list and select a folder called ***Early Years*** and go to step 5
If you do not have an ***Early Years*** folder already, then click on the folder *My Assessment Plans* to embolden it and then click on the ***Create new folder*** icon > enter **Early Years** as the **name** and click **OK.**

5.   In the ***Save as*** box, the *NC Early Years Foundation 2022* template name will now appear with (2) next to it - **change the markbook name to the following: NC Early Years F 2022**

6.   Click **OK** - you will see the copy listed in the Early Years folder within your folder under **My Assessment Plans** screen (as per example)
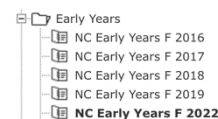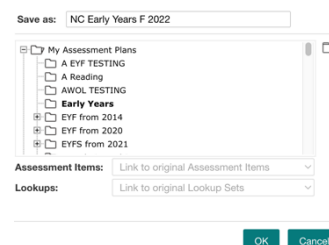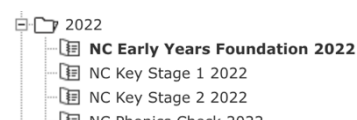
Now assign pupils and staff to the markbook

7.   With NC Early Years F 2022 highlighted > click Edit icon   > then click on the ***Enrolled Groups*** tab

8.   Click the ***+ Add an Enrolled Group*** and you should see a pop-up window with your 2021/22 classes with the teacher names linked to each class
Select the appropriate option below:
> If you have more than one class in Year R, select the Year R class(es) that need to have EYFS data entered - you can use CTRL & Click to select more than one class - and click Add for each one selected – then go to step 9
> If you have one class only in year R, go to step 9 to assign the year group only
> If you have one mixed year R/N class(es), then go straight to step 9 and assign by year group instead of classes so that Year N pupils will not appear in the markbook.
> If you have more than one mixed Year R/N class, then you need to select specific student groups for the Year 1 children in the classes. *[If groups not yet set up, see *** overleaf]*
If these student groups are already set up for Integris assessment markbooks > change the ***Enrolled Group Type*** field to **Student Group** and select **Assessment** in the ***Group Type*** field. Select the appropriate Year 1 class groups from the list and click **Add**. Then close the window. Proceed with point 9 below to assign the year group.

9.   Change the ***Enrolled Group Type*** field to **Year Group** > select **Year Reception** and click **Add**. Then click **Close**.

Now check the users for each markbook. Markbooks assigned to Year R will not have users assigned.

10.   Select a markbook from the list > click on the **Markbook Users** icon (*these will be staff users given the Assessment role*) > select the users who **need access** to the markbook selected (use **Ctrl for** multiple users) > and then click **OK.** *Don't forget to assign yourself!*

11.   Then click **Save** when you have finished.

12.   To check that your users have access to the markbook, go to **Modules** > **Assessment** > **Markbook** > click the plus symbol next to **My Markbooks** and search for the **NC Early Years F 2022** *markbook(s) in your own folder OR open the 'Other Users' folder and check in their folders to ensure they have this Markbook listed.*

To **Open a Markbook**, select the Markbook and click Open icon to view it.

The NC Early Years F 2022 markbook is now ready for use.

Please check overleaf about how the Administrator needs to deal with pupils leaving/starting before/after **Friday 27th May 2022** (last Friday before half-term).

** Student Groups –
Set up student groups for Year R pupils > Go to **General** > **Groups** > select **Assessment** in *Group Type* (you can set this up in General > Parameters> Group Types first) > click **Add Group** and name it according to year group plus class name followed by academic year e.g. YR Owls 21-22, YR Penguins 21_22 etc. Then click Add Pupils button to add the pupils to this group by selecting Year Group R and the class name.

Dealing with pupils in the markbook that have left the school:

1 ➢ Pupils **that have left the school** and were moved into the Former Roll **after** the NC Early Years F 2022 markbook was assigned to pupils (step 4 above), they will appear in red in the markbook.

> **Retain these pupils in the markbook if they left on or before 27th May** – in this case, their data is to be submitted by your school – simply enter the data for them in the normal way.

> If they left the school **after 27th May 2022**, they need to be deleted from the markbook - simply left click the pupil name and then in the pop-up window, click on *Remove student from markbook* and click Save. **Note: this also needs to be done by each user in their own copy of their markbooks**

2 ➢ Pupils that have left the school **on or before 27th May** and have been moved to the Former Roll **before** the NC Early Years F 2022 markbook was assigned to pupils (in step 4 above), pupils will <u>not</u> automatically appear in the **NC Early Years F 2022** markbook.
In these cases, the easiest method is to enter their EYF data directly into the pupil's record by doing the following:
Go to **General** > **Student Details** > click on **Key Stage** tab > click **Edit** > ensure you are looking at the **EYFS** screen > enter **2022** into the *Year of Assessment* box > click the tick box for *End of statutory assessment* > enter the data into each of the results boxes > finally click **Save**. *** *When you reach Stage 3 - Create EYF Return, you will be reminded about any former pupils that need to be included in the process for making the return.*

Q & A about Year R pupils who have left your school
The information below is also included in Stage 2 notes for teachers so that they know what data should be entered for leavers/starters. <u>Please note that you need to be aware of any pupils that should not be included in your return when you make the return in Stage 3.</u>

Q: If a pupil has **left** your school **after Friday 27th May 2022** (i.e. effectively, up to half-term)?

A: If you are the last school the pupil attends before the half term week your school is responsible for reporting EYF data. <u>Therefore, you must ensure these pupils have EYF data entered for all required columns. These pupils must be included in your return to the LA.</u>

Q: If a pupil <u>has left</u> your school <u>and started</u> at their new school **on or before Friday 27th May 2022** (i.e. effectively before half term)?

A: The new school is responsible for reporting EYF data so your school does not need to enter this EYF data for these pupils – they can remain on the markbook with blank data boxes. <u>At the point later in the process when the administrator creates the return for the LA, they can be excluded from the return.</u> Of course, your school is still required to send a CTF to the new school.

Q: What do you do with pupils that have <u>left</u> your school **before Friday 27th May 2022** and <u>have NOT started</u> at their new school until AFTER half term?

A: As your school is the last school the pupil attended before the half term your school is responsible for reporting EYF data. <u>Therefore, you must ensure these pupils have EYF data entered for all required columns. These pupils must be included in your return to the LA.</u>

Q & A about Year R pupils who have recently started your school
Q: If a pupil has **started** your school **on or before Friday 27th May 2022**?

A: Your school is responsible for reporting EYF data.

Q: If a pupil has **started** your school **after Friday 27th May 2022 (i.e from Monday 6th June 2022)**?

A: You do **not** need to enter any EYF data - pupil can remain on the markbook with blank data boxes or not appear in the markbook at all. The previous school must return EYF data. <u>At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.</u>