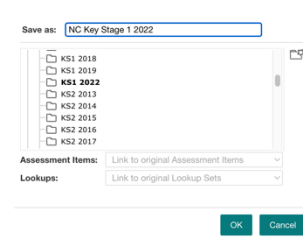




Stage 2: Prepare the NC Key Stage 1 2022 Markbook

Set up the NC Key Stage 1 2022 markbook - copying the assessment plans for data entry

1. Go to **Modules > Assessment > Assessment Planning** > click + next to **Templates** folder > click + next to **Key Stage** folder > click + next to **2022** folder
2. Select **NC Key Stage 1 2022** template name and click **Copy** (top grey bar)
3. Click **My Assessment Plans** to embolden it and then click on **Create new folder** icon > enter **KS1 2022** as the **name** for the folder and click **OK**.
4. Ensure new folder **KS1 2022** is selected (in bold) and in the **Save As** box, remove the (1) at the end of the markbook name so it is left as **NC Key Stage 1 2022** > click **OK**.
Your copy of the NC Key Stage 1 2022 markbook will be located within your KS1 2022 folder




Now assign pupils and staff to the markbook

5. Click **on the Edit icon**  and click on the **Enrolled Groups** tab
6. Click the **Add an Enrolled Group** icon  and you should see the default class list with the teacher names linked to each class.

Select the appropriate option below:

- > **If you have more than one class** in Year 2, select the Year 2 class(es) - *you can use CTRL & Click to select more than one class* - and click **Add** for each one selected – then go to step 7.
- > **If you have one class only** in Year 2, go to step 7 to assign the year 2 group only
- > **If you have one mixed Year 1/2 class(es)**, then go straight to step 7 and assign year group instead of classes so that Year 1 pupils will not appear in this markbook.
- > **If you have more than one mixed Year 1/2 class**, then you need to select specific student groups for the Year 2 children in the classes. *[If groups not yet set up, see *** below]*

If these student groups are already set up for Integrus assessment markbooks > change the **Enrolled Group Type** field to **Student Group** and select **Assessment** in the **Group Type** field. Select the appropriate Year 2 class groups from the list and click **Add**. Then close the window. Proceed with point 7 below to assign the year group.

7. Change the **Enrolled Group Type** field to **Year Group** and select **Year 2** and click **Add**.
Now check the users for each Markbook. Markbooks assigned to Year 2 will not have users assigned.
8. Click on the markbook > click **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**.
9. Then click **Save** when you have finished.
10. 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 Key Stage 1 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.

** Student Groups –

Set up student groups for Year 2 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. Y2 Owls 21-22, Y2 Penguins 21_22 etc. Then click **Add Pupils** button to add the pupils to this group by selecting Year Group 2 and the class name.