

Stage 2A: Prepare Y4 Export 2022 markbook

FOR SCHOOLS USING Integris Y4 Objectives MARKBOOKS





Note: These steps are to be undertaken by the Integris Administrator only.

Stage 2A steps cover the following:

1. Prepare **Y4 Export 2022** markbook so that it extracts Reading, Writing & Maths data from the Y4 Objectives markbooks

It will also be used by the Integris Administrator to export Y4 data and import the data into the **Y4 Data_Transfers 2022** markbook for analysis and transfer to destination schools.

1. Prepare Y4 Export 2022 markbook

- 1.2 Go to **Modules > Assessment > Assessment Planning** > click + next to **Templates** folder > click + next to **LA Templates** folder > click + next to **Y4 Data and Transfers** folder
- 1.3 Then select **Y4 Export 2022** markbook
- 1.4 Now click on **Deploy** (top right of screen) and click **No** to the next prompt
*Your own copy of the Y4 Export 2022 markbook is now highlighted within your **Y4 Data and transfers** folder*
- 1.5 Click the **Edit an Assessment Plan** icon  and click **Enrolled Groups** tab
- 1.6 Click the **Add an Enrolled Group** icon  and change the **Enrolled Group Type** field to **Year Group** > select **Year 4** and click **Add**. Then click **Close**. *You should now see a Year 4 for 2021/2022 added to the list.*
- 1.7 Select **Year 4 Group** from the list and click on the **Add Markbook Users**  icon.
- 1.8 Important! Select **yourself as a user** who will need access to this markbook at a later stage
- 1.9 Then click **Save** when you have finished.
- 1.10 Now go to **Assessment > Markbook > My Markbooks** > select the **Y4 Export 2022** markbook and click on **Open a markbook** icon  to view it.
- 1.11 The markbook will initially show blank columns but when data entry is completed in the Y4 Objectives markbooks, it will populate automatically:



Markbook - Y4 Export 2022 - Year 4 (2021/2022)

Apply Filter...		Show...		
		Y4 Read TA	Y4 Writ TA	Y4 Maths TA
Name				
Ball, Luce		WTS		
Branston, Pickie		WTS		
Button, Zoe		EXS		
Demskey, Darling		EXS		
Gibb, Robin		GDS		
Houdini, Harry		EXS		

The Y4 Reading, Writing & Maths TA data columns will **automatically populate** with the data when entered into the **EoY4 TA Pts** columns in the Y4 Objectives termly markbooks (EoY4 TA units)