

For the administrator

Set up the KS1 Measures 2022 markbook for analysis




Note: this markbook is NOT for data entry.

This markbook displays KS1 2022 data for comparison and for enabling quick identification of those pupils who have achieved Reading, Writing & Maths (RWM) attainment at the end of Year 2.

1. Go to **Modules > Assessment > Assessment Planning** > click + next to **Templates** folder > click + next to **LA Templates** folder > click + next to **KS1 Measures** folder
2. Select **KS1 Measures 2022** template name and click **Deploy** (top grey bar) and click **No** at the prompt.



Now assign pupils and staff to the markbook

3. Click **on the Edit icon**  and click on the **Enrolled Groups** tab
4. Click the **Add an Enrolled Group** icon  and you should see the default class list with the teacher names linked to each class.
5. Change the **Enrolled Group Type** field to **Year Group** and select **Year 2** and click **Add**.
Now check the users for the Markbook. Markbooks assigned to Year 2 will not have users assigned.
6. 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**.
7. Then click **Save** when you have finished.
8. 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 **KS1 Measures 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

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