

FOR SCHOOLS USING Integris Y2 Objectives MARKBOOKS

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

Stage 2A steps cover the following:

1. Prepare **KS1 Export 2022** markbook so that it extracts Reading, Writing & Maths data from the Y2 Objectives markbook and allows for Science TA data to be entered

It will also be used by the Integris Administrator to export KS1 data and import the data into the **NC Key Stage 1 2022** markbook for eventual submission and reporting.


1. Prepare KS1 Export 2022 markbook


- 1.2 Go to **Modules > Assessment > Assessment Planning** > click + next to **Templates** folder > click + next to **LA Templates** > click + next to **NC AwOL Plans** folder > click + next to **KS1 Export**




- 1.3 Then select **KS1 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 KS1 Export 2022 markbook is now highlighted within the NC AwOL Plans/KS1 Export 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 2** and click **Add**. Then click **Close**. *You should now see a Year 2 for 2021/2022 added to the list.*

- 1.7 Select **Year 2 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 and also **select the Year 2 teacher(s) who will need to enter KS1 Science outcomes (Stage 3) directly into this markbook.**

- 1.9 Then click **Save** when you have finished.

- 1.10 Now go to **Assessment > Markbook > My Markbooks** > select the **KS1 Export 2022** markbook and click on **Open a markbook** icon  to view it.

The markbook will initially show blank columns but when data entry is completed, will look like this:

Markbook - KS1 Export 2022 - Class 3A (2021/2022)

Apply Filter...		Show...							
Name		KS1 En Rea		KS1 En Wri		KS1 Ma TA		KS1 Sc TA	
Ball, Luce		WTS		WTS		PKF			
Branston, Pickie		EM		EXS		WTS			
Demskey, Darling		PKF		EXS		EXS			
Houdini, Harry		A		GDS		GDS			

The KS1 Reading, Writing & Maths TA data columns will **automatically populate** with the data when entered into the **EoY2 TA Pts** columns in the Y2 Objectives termly markbooks (EoY2 TA units)

The **fourth KS1 Science TA column will need to be manually populated here** by Y2 Teachers – so please make sure your Year 2 teachers have access to this KS1 Export markbook!