

KS2 Recording and Reporting in Integris Assessment

Stage 1B: Set up KS2 Export 2019 markbook

FOR SCHOOLS USING Integris Y6 Objectives markbooks

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

Stage 1B steps cover the following:

1. Set up the **KS2 Export 2019** markbook

The **KS2 Export 2019** markbook will be used by Y6 Teacher(s) to manually enter KS2 TA Science outcomes.

It will also be used by the Integris Administrator to export KS2 TA data for importing into the NC Key Stage 2 2019 markbook. This is to allow for a KS2 CTF file to be created for submission to NCA (Stage 3) and for reports to be produced.

1. Set up the **KS2 Export 2019** markbook

1.1 Go to **Modules > Assessment > Assessment Planning**

The Assessment Plans window will be displayed

1.2 Expand the **Templates** folder by clicking on the Plus Symbol next to **Templates**

1.3 Then click on the Plus symbol next to **LA Templates**

1.4 Then click on the Plus symbol next to **NC AwoL Plans**

1.5 Then click on the Plus symbol next to **KS2 Export**

1.6 Then click on + next to **KS2 Export 2019**

Example



1.7 Click on the **KS2 Export 2019** template name

1.8 Now click on **Deploy** (top right of screen)

1.9 Click **No** to the next prompt

*You should now see your own copy of the **KS2 Export 2019** markbook highlighted within a NC AwoL Plans/KS2 Export folder*

1.10 Click the **Edit an Assessment Plan** icon

1.11 On the **Edit Assessment Plan** screen, click on the **Enrolled Groups** tab

1.12 Click the **Add an Enrolled Group** icon and you should see your classes with the teacher names linked to each class.


1.13 Change the **Enrolled Group Type** field to **Year Group** and select **Year 6** and click **Add**. Then click **Close**.

You should now see a Year 6 for 2018/2019 added to the list.


KS2

KS2 Recording and Reporting in Integris Assessment

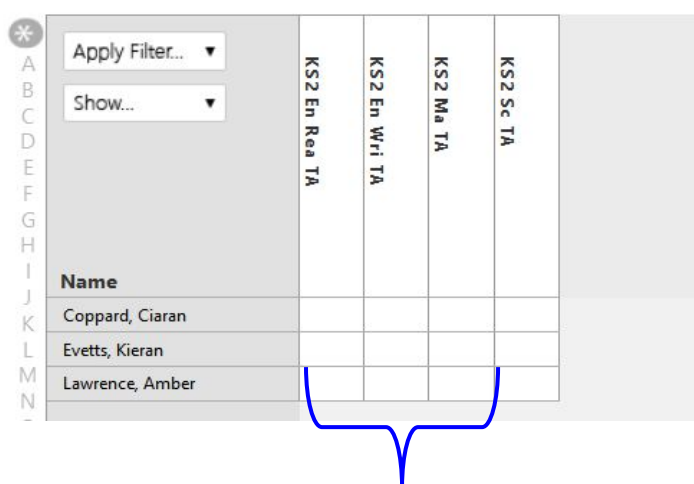
Stage 1B: Set up KS2 Export 2019 markbook

- 1.14 Select Year 6 Group from the list and click on the **Add Markbook Users**  icon.
- 1.15 Important! Select **yourself as the administrator** who will need access to this markbook at a later stage and also **select the Year 6 teacher(s) who will need to enter KS2 Science outcomes directly into this markbook.**
- 1.16 Then click **Save** when you have finished.

Now go to **Assessment > Markbook** > click the plus symbol next to **My Markbooks** >

select the **KS2 Export 2019** markbook and click on **Open a markbook** icon  to view it.

The markbook will initially look like this before any KS2 data has been entered:



	KS2 En Rea TA	KS2 En Wri TA	KS2 Ma TA	KS2 Sc TA
Coppard, Ciaran				
Evetts, Kieran				
Lawrence, Amber				

This markbook will automatically capture the **KS2 Reading, Writing and Maths** data from the Y6 Writing Objectives termly markbooks (from the EoY6 TA units) when they have been completed.

The **KS2 Science TA** column will need to be manually populated by Y6 Teachers – so please make sure your Year 6 teachers have access to this KS2 Export markbook! The Stage 2A & 2B instructions for teachers take them through the process.

NOTE CHANGE for 2019: ONLY the KS2 En Wri TA (Writing) and KS2 Sc TA (Science) columns are valid for the KS2 TA return in 2019 and these columns will import into the NC Key Stage 2 2019 markbook for subsequent submission to NCA.

The Reading and Maths TA column will NOT transfer into the NC Key Stage 2 2019 markbook as they are not required by the DfE. However, data for pupils working below the national curriculum standard in Reading and Maths is expected – this TA data is entered directly into the NC Key Stage 2 2019 markbook later in Stage 2C

Now go to **Stage 2A – Check/Edit KS2 data** (for Y6 Objectives markbooks users)