

SETUP MEASURES MARKBOOKS in Integris FOR 2019

For the Integris Assessment Administrator

For the **EYF GLD Measures 2019** markbook – please go to Year R Instructions - **Stage 6A – Set Up and use EYF GLD Measures 2019 markbook.**

To setup the following Measures markbooks, perform the following:

First, **deploy** the markbooks you want to use:

1. Go to **Assessment > Assessment Planning** > click + next to **Templates** > click + next to **LA Templates** folder

**KS1 Measures 2019**

> click + next to **KS1 Measures** folder > select **KS1 Measures 2019** and click **Deploy** > say **Yes** to the next prompt.

**Y4 CBC Measures 2019**

Then click + next to **KS2 Measures** folder > select **Y4 CBC Measures 2019** and click **Deploy** > say **Yes** to the next prompt.

**Y4 Measures 2019 (for Y4 Objectives Termly markbook users only)**

Then click + next to **KS2 Measures** folder > select **Y4 Measures 2019** and click **Deploy** > say **Yes** to the next prompt.

**KS2 Measures 2019**

Then click + next to **KS2 Measures** folder > select **KS2 Measures 2019** and click **Deploy** > say **Yes** to the next prompt

Now go to **Assessment > Assessment Planning** (to clear the screen).

Now, assign pupils and users to the markbooks:

2. To assign pupils and users to the **KS1 Measures 2019** markbook:  
Click + next to **My Assessment Plans** > click + next to **LA Templates** > click + next to **KS1 Measures** folder > select **KS1 Measures 2019** markbook and click **Edit pencil** > click **Enrolled groups** > click + > change class to year group and select **Year 2** and **Add** > close pop up > click Add Markbook Users  > select yourself (and any other users) > click **OK** and **Save**.

Now go to **Assessment > Assessment Planning** (to clear the screen).

3. To assign pupils and users to the **Y4 CBC Measures 2019** markbook :  
Click + next to **My Assessment Plans** > click + next to **LA Templates**, click + next to **KS2 Measures** folder > select **Y4 CBC Measures 2019** markbook and click **Edit pencil** > click **Enrolled groups** > click + > change class to year group and select **Year 4** and **Add** > close pop up > click Add Markbook Users  > select yourself (and any other users) > click **OK** and **Save**.

Repeat the above step selecting **Y4 Measures 2019** markbook if appropriate.

Now go to **Assessment > Assessment Planning** (to clear the screen).

4. To assign pupils and users to the **KS2 Measures 2019** markbook:  
Click + next to **My Assessment Plans** > click + next to **LA Templates**, click + next to **KS2 Measures** folder > select **KS2 Measures 2019** markbook and click **Edit pencil** > click **Enrolled groups** > click + > change class to year group and select **Year 6** and **Add** > close pop up > click Add Markbook Users  > select yourself (and any other users) > click **OK** and **Save**.