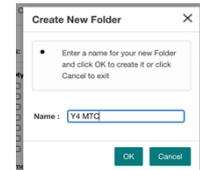


Set up the **NC Multiplication Tables Check 2025** markbook

1. Go to **Modules > Assessment > Assessment Planning** > click + next to **Templates** folder > click + next to **Key Stage** folder > click + next to **2025** folder
2. Select **NC Multiplication Tables Check 2025** template name (*as per 2024 example*) and click **Copy** (top grey bar)



3. Click **My Assessment Plans** to embolden it and then click on + next to **My Assessment Plans** and select **Y4 MTC** as the required folder or if it isn't listed:
click on **Create new folder**  icon > enter **Y4 MTC** as the **name** for the folder and click **OK**.



4. Ensure new folder **Y4 MTC** is selected (in bold) and in the **Save As** box, change the name of the markbook to: **NC MTC 2025**
5. Click **OK**.
You will now see your copy of this markbook in your Y4 MTC folder and it will be highlighted.

Now assign pupils and staff to the markbook

6. Click **on the Edit icon**  and click on the **Enrolled Groups** tab
7. Click the **Add an Enrolled Group** icon  and you should see the default class list with the teacher names linked to each class.
8. Change the **Enrolled Group Type** field to **Year Group** and select **Year 4** and click **Add**.
9. 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**.
Reason for access is for viewing results and to perform any further analysis in the markbook.
10. Then click **Save** when you have finished.
11. To check the MTC data in the markbook: go to **Modules > Assessment > My Markbooks** > click the plus symbol next to **My Markbooks** and search for and select the **NC MTC 2025 – Year 4** markbook and click  Open icon to view it.