


Enter Y4 TA data directly into Y4 Dta_Transfers2022 markbook for Reading, Writing & Maths

1. Log in to Unify/Integris > Go to **Modules > Assessment > Markbook** > click + next to **My Markbooks** folder to open that folder. *This will give you the list of the markbooks available to you.*
2. Select the **Y4 Data_Transfers 2022** markbook for your Year 2 class (or for Year 2 > click **Open a Markbook**  icon to open it.
3. Click + on the **Y4 2022 TA blue unit** to reveal the data columns/ click - to hide the columns

The columns that need completing are: Y4 Read TA; Y4 Writ TA and Y4 Maths TA

The data values are EM, PK1-4, WTS, EXS and GDS

Markbook - Y4 Data_Transfers 2022 - Year 4 (2021/2022)

A B C D E F G H I J K L M N	Apply Filter... Show...	Destination School	SEN Stage	Ever FSM	Entitled to FSM	Any Premium Ever	EYF 2018	EYF GLD 2018	Phonics 2019	Phonics 2020 Recheck	Y4 2022 ...			Y4 MTC 2022	Y4 RWM
											Y4 Read TA	Y4 Writ TA	Y4 Maths TA		
	Name														
	Ball, Luce	5999	K	Y	Y	Y					GDS	EXS	GDS		
	Branston, Pickie	4999	K	N	N	N					WTS	EXS	EXS		
	Button, Zoe	n/s		Y	Y	N									

Entering data

If you need a print out of names/columns see ** below

4. You can enter a result at a time for each individual pupil
 - Click into a cell for a pupil and enter a value and press <Enter> key to move down to the next pupil in the same column or
 - Double click a cell and select the value from a list and click OK.
 - Tip!** You can click on a surname letter in the left margin to view only pupils with surnames starting with selected letter and then click into their individual cells and enter/edit data. [Then click * at the top of the left margin to view ALL pupils again].
- OR
5. You can populate ALL the column with same value and then edit individual pupil results
 - Left click the heading cell of the column you want to complete and select **Modify Column Values New Value** in the pop-up window > select the value you want (e.g. EXS) and click **OK**.
You can then make changes to individual cells by either single clicking a cell and entering data or double-clicking cell and selecting value from a list followed by OK.
6. Click **Save regularly!**
7. Click **BACK** (bottom left of screen) to exit the markbook

When you have completed and checked Y4 Data_Transfers 2022 markbook , notify your administrator.

Note: printing names/data columns: click **Print** (top right), remove the ticks in the boxes next to the units (U) and then open each unit and select the following columns by placing a tick into the box next to: Y4 Read TA; Y4 writ TA & Y4 Maths TA. Click 'Show gridlines' and then click OK.