

For the administrator

Prepare the KS2 Measures 2022 markbook for analysis

Note: this markbook is NOT for data entry.


This markbook displays KS1 (2018) and KS2 2022 data for comparison and for enabling quick identification of those pupils who have achieved Reading, Writing & Maths (RWM) attainment at the end of Year 6.


1. Go to **Modules > Assessment > Assessment Planning** > click + next to **Templates** folder > click + next to **LA Templates** folder > click + next to **KS2 Measures** folder

2. Select **KS2 Measures 2022** template name and click **Deploy** (top grey bar) and click **No** at the prompt.




Now assign pupils and staff to the markbook

3. Click **on the Edit icon**  and click on the **Enrolled Groups** tab

4. Click the **Add an Enrolled Group** icon  and you should see the default class list with the teacher names linked to each class.

5. Change the **Enrolled Group Type** field to **Year Group** and select **Year 6** and click **Add**.
Now check the users for the Markbook. Markbooks assigned to Year 6 will not have users assigned.

6. 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**.

7. Then click **Save** when you have finished.

8. To check that your users have access to the markbook, go to **Modules > Assessment > Markbook** > click the plus symbol next to **My Markbooks** and search for the **KS2 Measures 2022** markbook(s) in your own folder OR open the 'Other Users' folder and check in their folders to ensure they have this Markbook listed.

To **Open a Markbook**, select the Markbook and click  Open icon to view it

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