

To be undertaken by the Year R teacher(s)

These notes will guide you through how to enter EY data into the **NC EYF Early Adopters 2021** markbook,

Stage 2 covers the following:

1. Access the **NC EYF Early Adopters 2021** markbook for your class(es) and /or year group
2. Enter assessment data into the **NC EYF Early Adopters 2021** markbook
3. (Optional) Enter Learning Characteristics to include in reports to parents

1. Access the NC EYF Early Adopters 2021 markbook for your class (or year group)

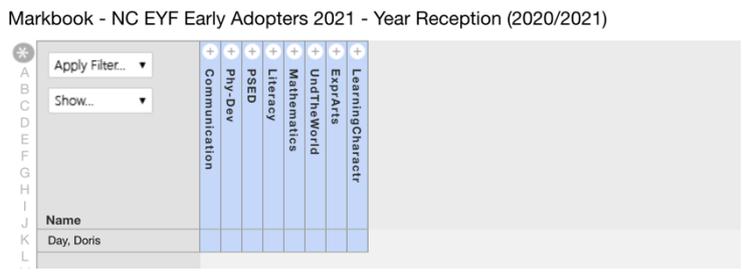
1.1 Log in to Integris and from your Teacher’s desktop, click **Assessment Markbook** from the **Quick Links** window.

On the **Markbook Browser** screen, click on the + next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you

1.2 Click on **NC EYF Early Adopters 2021** for your class or Year Reception and then click the **Open a**

Markbook  icon to open it.

You will see a screen similar to the one below – it will of course list the pupils in the class you selected:



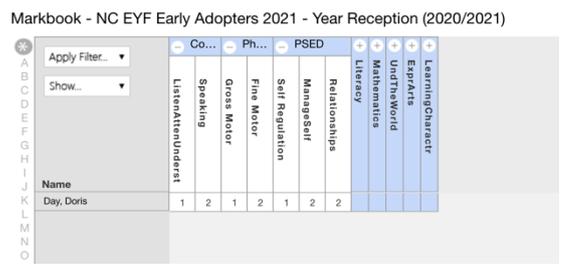
2. Enter EYF assessments into the NC EYF Early Adopters 2021 markbook

The markbook is divided into 8 sections (units), each representing the Prime and Specific learning areas with the last unit containing the Learning Characteristics.

Within all of the first 7 units, there are 17 Early Learning Goals (ELGs) columns and the last unit contains 3 columns for the Learning Characteristics. [See Appendix 1 for more detail].

2.1 Click on the  above the column heading to **expand** the unit to reveal all the columns for each of the Early Learning Goals.

Click on the minus symbol to hide the columns again.



The data expected is **1, 2 or A (for Absent)**

The example above shows a completed markbook for the 17 ELG columns.

2.2 **To enter your assessment data**, click in the box on a row for relevant pupil’s name and type in the value (eg: 1) and press the **Enter** key on your keyboard to move down the column to the next pupil **OR** press the **Tab** key on your keyboard to move to the next column for same pupil.

Note: please note the alternative quicker ways to bulk fill entries (see end note)

2.3 When you start entering data, at the bottom right of the screen you will see three buttons:



Click **Save** to save your entries.

It is good practice to save your entries at regular intervals and when you have finished.

For the purpose of this markbook, the calculate button is not used.

2.4 You can click on **Undo** which will clear entries made since the markbook was last saved. Each time you use this button, you will see a warning message to this effect. Click **Yes** to continue.

Any incorrect entries will be marked with a red square around it . Click onto the box again and overtype with a correct entry.

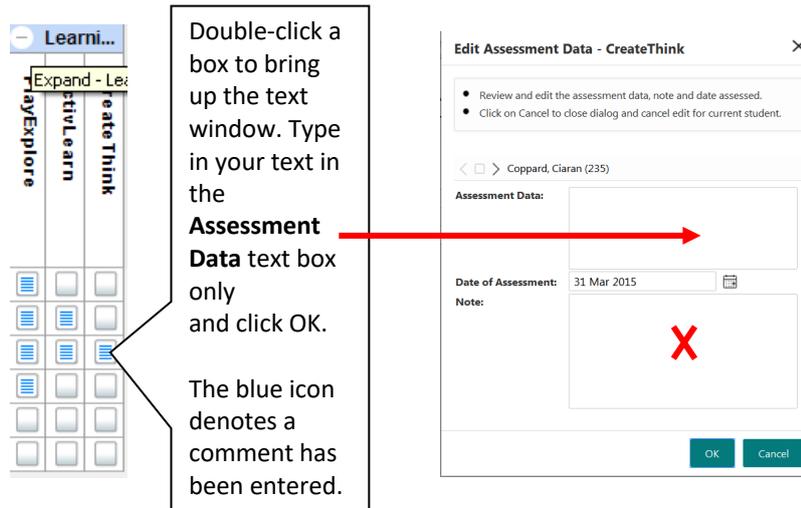
You will not be able to **SAVE** entries if an incorrect entry has not been changed to an acceptable value.

2.5 Click **Back** (bottom left of markbook screen) **to exit** out of the markbook and return to the list of markbooks in your My Markbooks folder.

3 OPTIONAL - Enter Learning Characteristics (for including in reports to parents)

3.1 The last unit called **Learning Characteristics**, when expanded, reveals three columns labelled **Play & Explore; Active Learning** and **Creative Thinking** . Each of these three columns accepts free text for each box.

Note: the text entered in these columns are reproduced in reports to parents



Double-click a box to bring up the text window. Type in your text in the **Assessment Data** text box only and click OK.

The blue icon denotes a comment has been entered.

Note: the **Date of Assessment** will default to the date that the markbook was assigned to the pupils – this does not need to be changed for each pupil! Any entries made in the **Note** field are not considered to be part of the formal assessment for the pupil – this box is for teachers to enter any of their own notes as an *aide memoir*.