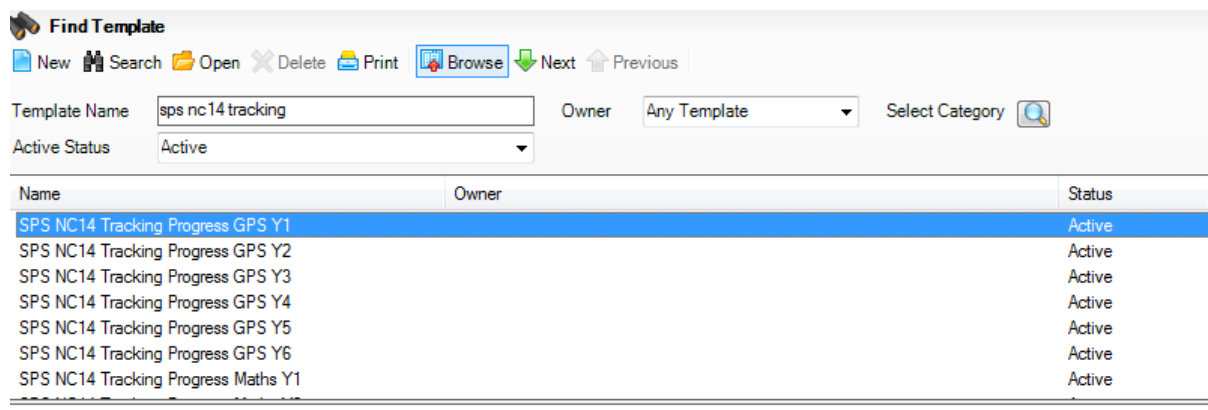


Creating Marksheets

Marksheets provide a view of the data for a class, teaching group or year, or any other group that the school may wish to view. These will allow for data entry by class teachers.

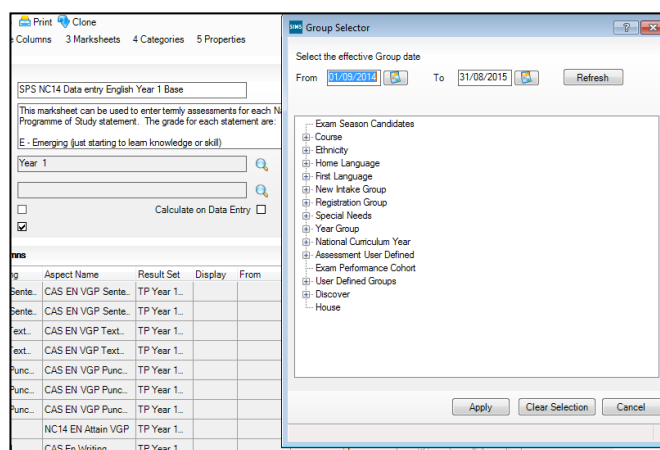
1. Select **Focus | Assessment | Template**.
2. In the **Find Template** browser type the first few characters of the desired template in the **Template Name** field, and then press **Enter**.



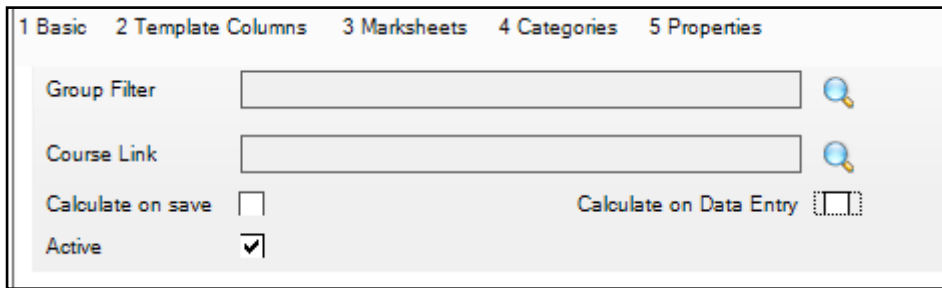
3. Scroll down to the desired template and double-click it, or select it, and then click **Open**.

Panels 1 and 2 will give you some information about this template. If your groups consist of pupils from more than one year group, add a filter to the template will make sure that only the appropriate year shows.

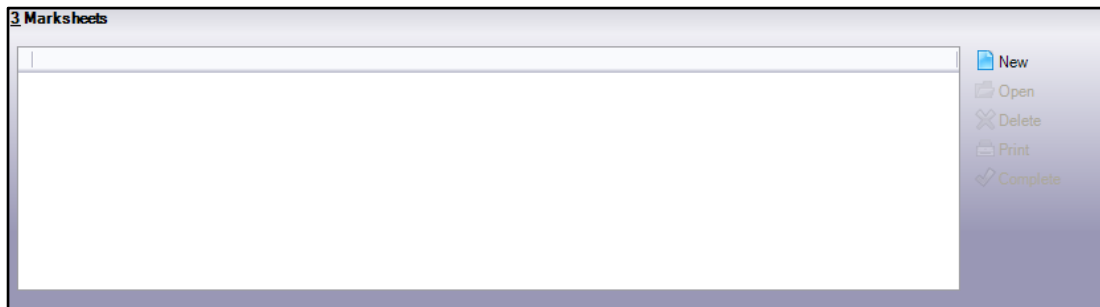
In panel **1: Basic**, select the browser by the **Group Filter** box and choose the correct year group. Click the **Apply** button.



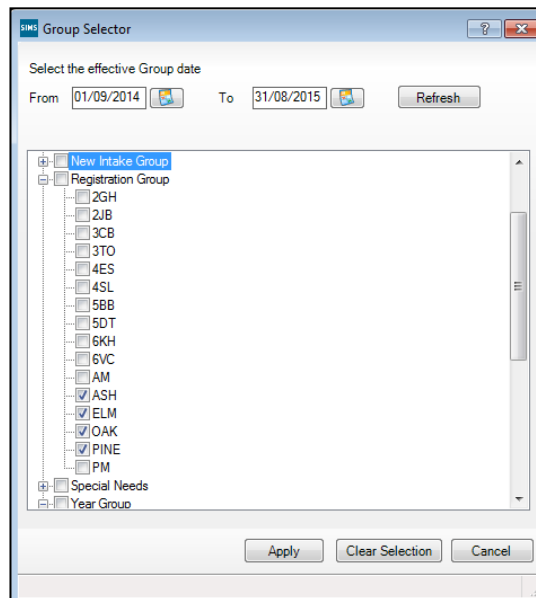
In most templates there are columns that are formula based, when the **Calculate** button above the marksheet is clicked; all columns will be recalculated and the calculated data saved with a result date as shown at the top of the marksheet. It may be easier on class teachers if you select the **Calculate on Data Entry** and **Calculate on save** tick boxes in panel **1: Basic**. This means that when data is added to a marksheet or the marksheet is saved the calculation will happen automatically.



4. Click the **Marksheet** hyperlink which will take you to panel **3: Marksheet**.
5. Click the **New** button adjacent to the empty list of marksheets.



6. Locate the required **Registration Group(s)** and **Year** and other groups as may be required – you will need to and then expand the folders by clicking the **+**.
7. Select the appropriate groupings for the marksheets to be created (each marksheet is year group specific) and then click the **Apply** button to create the marksheet(s).



- Click the **Save** button to save the new marksheets along with the template.

You will see that the name of the group supervisor (class teacher) is picked up from the pastoral structure – this member of staff will now see the marksheet in their **My Marksheets** area. Any group with more than one supervisor will have a tick in the **Multiple** box.

Hiding/Unhiding Columns for All Staff

- Select **Focus | Assessment | Template** to open the **Find Template** browser. Search for and open **SPS NC14 Tracking Progress Reading Y1**.
- Scroll or use the hyperlink option to move to panel **2: Template** columns. The Assessment Co-ordinator would like to hide all the individual strand columns in order that the marksheet just displays the subject overall attainment columns. Locate the Word Reading and Comprehension termly rows. Select the checkboxes for these rows in the **Hidden** column of the panel.

Column Heading	Aspect Name	Result Set	Display	From	To	Formula	Read Only	Hidden
EOY Target Reading	SPS EOY Target R...	TP Year 1...					<input type="checkbox"/>	<input type="checkbox"/>
Word Aut1	CAS En Reading W...	TP Year 1...					<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehension Aut1	CAS En Reading C...	TP Year 1...					<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading Overall Aut1	CAS En Reading O...	TP Year 1...					<input type="checkbox"/>	<input type="checkbox"/>

- Click the **Save** button.
- In panel **3: Marksheets** select any of the marksheets added earlier and notice that the **individual strand** columns are no longer showing. This will be the case for all staff members of that template.
- To reverse this process, uncheck the appropriate rows in the **Template** columns section and click the **Save** button.

Locking and Unlocking Result Sets

By locking result sets staff are prevented from entering data into the wrong columns, but they can still view the data. For example, in the spring term you may wish to lock the columns for the autumn and summer but leave these visible, allowing staff to enter data in the spring term columns.

Locking Result Sets

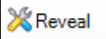
- Select **Focus | Assessment | Result Set**.
- Browse for the result set you wish to lock. Open the result set.
- In panel **1: Basic**, check the **Locked** box. Click the **Save** button.
- Repeat for other result sets as required. Unlock by removing the tick

Creating a Clone of the Template as a Basis for Development by the School

Any template can be cloned and resaved (usually with a new name). This enables you to make changes to columns and formulae. However, if updates are provided to the assessment templates in the toolkit, the cloned templates will not be updated. A school or SIMS Support unit that has cloned the templates will need to either make the same changes in the previously cloned versions or clone the newly imported ones and make the required changes to these again.

Hiding/Unhiding Columns on Your Own Marksheets

1. Select **Focus | Assessment | Marksheet Entry** and search for and open **SPS NC14 Tracking Progress Reading Y1: Year 1**. Choose a column heading and right click. Select the option from the menu to **Hide Column**.

2. Click the **Reveal** button  to show any hidden columns in the marksheet.

Right-click the grey header area at the top of any visible column, and then select **Show Hidden Columns** from the menu displayed. All hidden columns will be displayed again.

Viewing Marksheets

The **Assessment Coordinator** will be able to view all marksheets via **Focus | Marksheet Entry** and will be able to use the Owner filter to check which members of staff can see which marksheets.

