

## Selecting Marksheets

1. Select **Focus | Assessment | Marksheet Entry** to display the **Find Marksheet** browser.
2. Select the **Owner** from the drop-down list then click the **Search** button. Unless you have additional permissions, you will only be able to see marksheets listed under **My Marksheets**.
3. To filter the view using groups and/or categories, click the **Select Group** or **Select Category** browser button, select the required groups or categories, then click the **Apply** button. Click the **Search** button to refresh the display.

*NOTE: If more than one category is selected, only marksheets that belong to all selected categories are displayed.*

4. Double-click the marksheet to display the **Marksheet Entry** page.

*TIP: To display the **Find Marksheet** browser again, click the **Browse** button.*

## Viewing Additional Information

Additional information can be viewed as follows:

**Aspect** - right-click the column heading then select **View Aspect Details**.

**Column** - right-click the column heading then select **View Column Properties** to display any formula details.

**Result History** - right-click the cell then select **View/Edit Result History**.

**Notes** - right-click the cell and select **View/Edit Note**. A saved note can also be edited via the result history, provided you have appropriate permissions.

**Column data** - right-click the required column heading then select **Refresh Column Data** to restore the data to the point of the last save.

**Links to Pupil/Student Records** - Pupil/student names in the marksheet are hyperlinks to the Student Teacher View (read-only).

## Exploring the Marksheet

### Default Colour Key

- Read-only columns appear grey.
- Selected columns appear blue.
- Any unsaved data is displayed in red. Once saved, the data is displayed in black.
- Data Entry columns have a white background.

### Notes

The **Notes** field (not shown) provides information about the marksheet, e.g. required completion date.

### Last Used Date

The **Last Used** field (not shown) is read-only. It shows the date that data was last entered into the marksheet.

### Marksheet is Complete

Select the **Data entry for this Marksheet is complete** check box (not shown) to advise the marksheet creator that all results have been entered and saved. This check box can be deselected if the content requires amendment.

**Group Filter**

Displays pupil/students from a specified group only. Group filters can be saved then applied to any other marksheet.

**Narrow Button**

Narrows the columns in order to view more information.

**Zoom Button**

Expands the marksheet to full screen.

**Percentage Attendance**

One of the additional columns that can be displayed.

**Summary Rows**

Displays the average grade, for example.

### Result Date

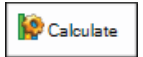
When entering results, change the **Result Date**, if required, to the date that the results were attained. The results entered are saved with that result date. Changing the **Result Date** does not affect existing results.

### Group Membership Date

Use this filter to display the pupil/students belonging to the group on a selected date.

### Calculate All

Click the **Calculate** button to calculate all formula columns in the marksheet (indicated by an **f** symbol in the column heading).

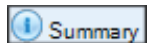


To calculate one column at a time, right-click the required column and select **Calculate Column**, or press **Alt+C**.

Clicking the **Save** button also calculates the marksheet data (if this functionality has been defined in the template).

### Show Summary Rows

Click the **Summary** button to toggle between showing and hiding the summary rows.



## Exploring the Marksheet

### Showing/Hiding the Browser

Click the **Browse** button to show or hide the **Find Marksheet** browser.

### Ordering Rows

To sort the marksheet in ascending or descending order, right-click the required column heading then select either **Order Rows | Ascending** or **Order Rows | Descending**.

### Changing the Colour Scheme

A colour for a particular column or cell in a marksheet can be specified.

To specify a column or cell colour, right-click in the column header or cell then choose **Select Colour for Column/Cell**.

### Filtering the Marksheet View

A sub-section of a marksheet can be viewed, based on group, e.g. Special Needs. This is achieved by selecting a **Group Filter** on the marksheet.

### Displaying Additional Columns

Right-click the **Students** column heading and choose **Select Additional Student Columns**, then select the check boxes of the required columns, e.g. **Gender**, **Ethnicity**, **Free School Meals**, **SEN Status**, etc.

### Ordering Column

Click the required column heading, then click and drag the column to the required location.

### Restoring the Row/Column Order

Any row or column order change is only temporary. The default order can be restored by right-clicking a column heading then selecting **Restore Row Order** or **Restore Column Order**.

Alternatively, close the marksheet without saving it. When the marksheet is re-opened, the default order is restored.

### Changing the Column Width

1. Move the cursor over the right-hand border of the required column heading. The shape of the cursor changes.
2. Click and drag the column border to the desired width.

### Completing Marksheets

Select the required marksheet from the **Find Marksheet** browser.

Change the marksheet display, if required  
(e.g. column widths, order, show/hide browser, pupil/student detail columns, etc.).

Enter results as appropriate. View column or aspect properties to determine the type of result expected (Mark, Grade, Comment, etc.), if required.

View Summary Rows and calculate any formula columns, if required.

Edit and correct results, as required.

Select the **Data entry for this Marksheet is complete** check box so that the marksheet creator knows that you have finished.

Save the marksheet.

### Moving Around Marksheets

Move around the marksheet using any of the following methods:

- Click in a cell to enter data.
- **Right** cursor key moves one cell to the right.
- **Left** cursor key moves one cell to the left.
- **Up** cursor key moves up one cell.
- **Down** cursor key moves down one cell.
- **Tab** key moves one cell to the right.
- **Shift+Tab** moves one cell to the left.
- **Page Up** and **Page Down** moves up or down the grid in steps equal to the number of rows that can be displayed on the screen.
- **Ctrl+Home** moves to the top left cell of the grid.
- **Ctrl+End** moves to the bottom right cell of the grid.

### Aspect Types

There are five types of result (and therefore five aspect types) that can be entered into a marksheet:

Marks (Decimal) - e.g. 82.95, 56.45, etc.

Marks (Integer) - e.g. 52, 67, 89, etc.

Grades - e.g. A+, A, A-, etc.

Age - in years/months, e.g. 11/6

Comments - 1000 characters available

The method of entering these results is similar for each aspect type but you must make sure that the appropriate result type is entered for that column. You cannot for example, enter a grade in a marks (decimal) column.

If you are not sure of the type of result expected, right-click the appropriate column heading then select **View Aspect Details** from the pop-up menu. A read-only dialog is displayed, showing information applicable to the relevant column.

Click the **Close** button to return to the marksheet and enter the appropriate data in the cells for that column.

### Entering Results

Ensure that a valid result of the correct type is entered. Right-click the column heading and select **View Aspect Details**, if necessary.

1. **Result Date** - Today's date is displayed by default. To enter and save results with a different date, enter the required date or click the **Calendar** button and select the date.
2. **Group Membership Date** - Today's date is displayed by default. If required, change the date then click the **Refresh** button (**Ctrl+R**).
3. Navigate to the appropriate cell(s) then enter the result(s).

### Copying and Pasting Columns

Right-click the column heading to copy and paste its contents to a different column. It is only possible to copy the content of a column to another column in the same marksheet.

### Entering the Same Grade for Every Pupil/Student

1. Right-click the required grade column heading then choose **Select Grade for Column**.
2. Highlight the required grade then click the **OK** button.

### Entering the Same Value for Every Pupil/Student

1. Enter a value in a cell.
2. Right-click the cell then select **Copy Value**.
3. Right-click the column heading then select **Paste Value into Column**.

### Blanking a Column

This functionality can be used when entering results in a column that contains existing saved data. Right-click the column heading then select **Blank Column** from the pop-up menu. Existing results are not lost, as they are stored separately. It can also be used if a column has been completed in error but has not been saved.

*NOTE: Blanking a column is temporary. It is advisable to re-enter all results for a blanked column before saving, so that a mixture of historic and new results is not shown when the marksheet is re-opened.*

**Did you know** that clicking a Comment cell and pressing **F4** enters text? Clicking a comment column and pressing **F5** enables the Spell Checker.

### Editing the Result History

Only the **Result Date**, **Result** and **Notes** fields are editable. Right-click the cell then select **View/Edit Result History**.

*NOTES: To edit a result, you must be the Owner of the result, i.e. the Supervisor of the group included in the marksheet or have Assessment Co-ordinator/Assessment Operator permissions and can edit all results.*

*Changes made in the **View/Edit Result History** dialog are saved automatically. If a change is made in error, manually edit back to the original result.*

#### Editing the Result Date

Open the **View/Edit Result History** dialog then select a new date from the **Result Date** calendar.

#### Editing the Result

1. Open the **View/Edit Result History** dialog, double-click the appropriate **Result** cell then enter the new result.
2. Press the **Tab** key to move off the cell.

*NOTE: If an invalid result is entered, the result reverts to the original entry.*

#### Deleting an Existing Result

1. Open the **View/Edit Result History** dialog then click the result to be deleted.
2. Click the **Delete Result History** button.
3. Click the **Yes** button to confirm the deletion.

# CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedfordshire MK44 3JZ  
Tel: 01234 838080 Fax: 01234 832036 Email: info@capita-sims.co.uk Web: www.capita-sims.co.uk

© Capita Business Services Ltd 2014. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher.

Version 7.144 - 1.1

Release Date: 29/09/2014