3sysACADEMIC Academic Management and Setup Modules

WCBS schoolPORTAL Application Setup and Application Data

1 Publishing Markbooks Data to your WCBS schoolPORTAL Site

There are two ways to publish Markbooks data from 3sysACADEMIC to WBCS schoolPORTAL:

1 A WCBS schoolPORTAL Administrator approves data for publication by going to **WCBS schoolPORTAL> Application Data > 3Sys Markbooks** and ticking the relevant assessments' check boxes.

2 Directly from 3sysACADEMIC, without WCBS schoolPORTAL Administrator intervention.
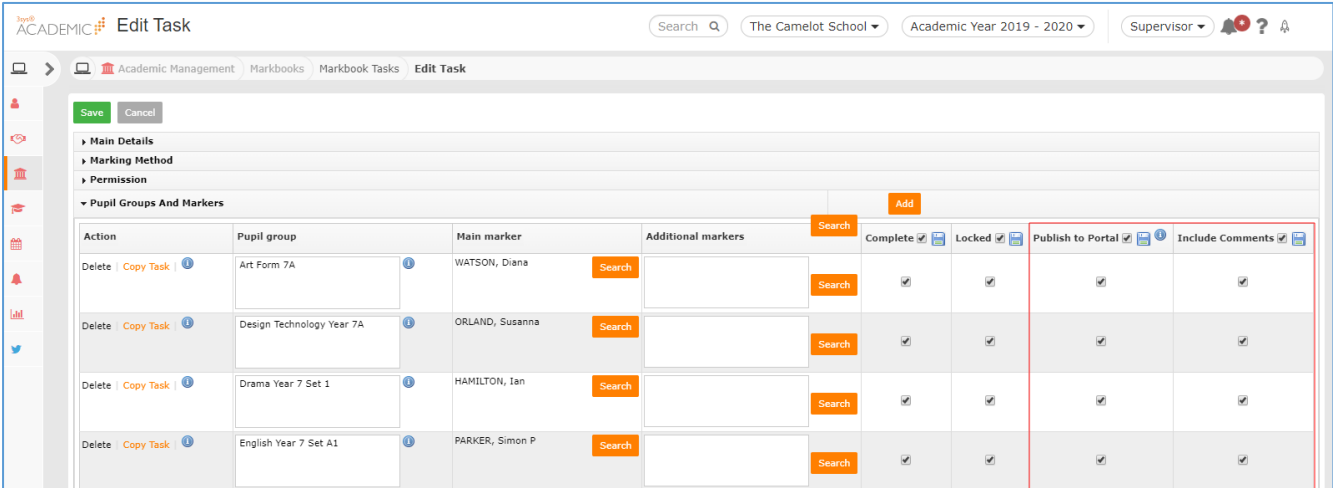
This document outlines the setup required if you would like to publish 3sysACADEMIC Markbooks data for contacts, parents and pupils to view on your WCBS schoolPORTAL site WITHOUT an Administrator logging in and approving it each time.

ⓘ WCBS schoolPORTAL Administrators can still go to the '3Sys Markbooks' screen and tick and untick check boxes to publish / unpublish this data, if required.

To enable direct publishing from 3sysACADEMIC to WCBS schoolPORTAL:

- The function must be switched on in 3sysACADEMIC via the 'Portal Publishing' settings.
- Users who will be publishing data must have the relevant 3sysACADEMIC profile permission settings configured.
- The Markbook Task Types must be set up so that they can be published.
- WCBS schoolPORTAL must be configured to allow set Markbooks Task Types to be published

Once these settings are in place, authorised users see 'Publish to Portal' and 'Include Comments' columns when relevant Markbooks Task Types are marked as 'Complete' and 'Locked'. Ticking the 'Publish to Portal' check box and saving the change publishes the data on WCBS schoolPORTAL.

For more information, see:

- *About 3sysACADEMIC 'Portal Publishing' Settings on p.2.*
- *About Direct Publishing Profile Settings on p.3.*
- *About Markbooks Task Type Settings on p.3.*
- *About schoolPORTAL 'Assessment Options' Settings on p.4.*

2 About 3sysACADEMIC 'Portal Publishing' Settings

The 'Portal Publishing Settings' can be changed to enable or disable direct publishing of Markbooks data to WCBS schoolPORTAL. These settings also dictate whether the 'Include Comments' column is also available.

ⓘ Direct publishing to WCBS schoolPORTAL is disabled by default.

2.1 Enabling Direct Publishing to WCBS schoolPORTAL

How to Enable Direct Publishing to WCBS schoolPORTAL:

📍 In 3sysACADEMIC, go to **Setup > Markbooks Management > Portal Publishing Settings**. The 'Portal Publishing Settings' screen appears.

● Click 'Edit'.
  The 'Portal Publishing Settings' screen refreshes and you can make changes.

● To allow users to publish Markbook Tasks directly to WCBS schoolPORTAL, select 'Allow publishing to Portal'.

● (Optional) To publish Markbooks comments too, tick the 'Include Markbooks Comments' check box.

END Click 'Save'.
  The 'Portal Publishing Settings' screen refreshes and your changes are saved.

3 About Direct Publishing Profile Settings

In order to be able to publish Markbooks data directly to WCBS schoolPORTAL, users must be associated with a profile that gives them the required permission settings. This section describes those settings.

3.1 Enabling Users to Publish Markbooks Data to WCBS schoolPORTAL
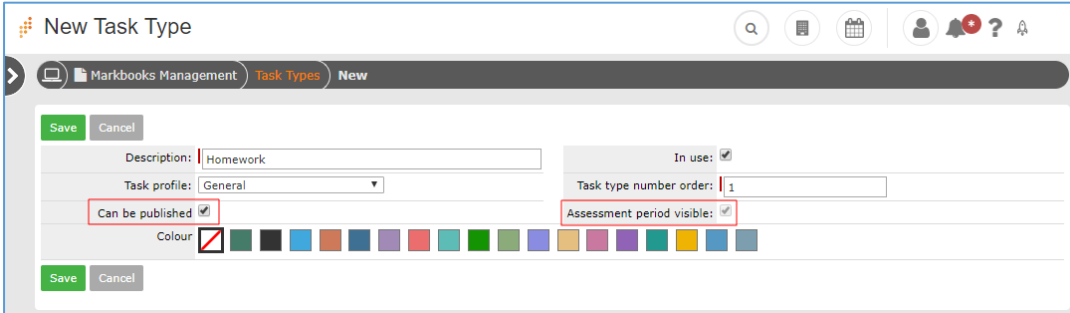
How to Enable Users to Publish Markbooks Data to WCBS schoolPORTAL:

📍 In 3sysACDEMIC, go to **Setup > Users and profiles > Profiles**.
The 'Profile Search' screen appears.

• In the 'Actions' column, click 🖊 next to the name of the profile you would like to amend.
The relevant 'Edit: Profile' screen appears.

• (Optional) Use the 'Modules' drop list to select 'Markbooks user permissions'.
The 'Markbooks user permissions' settings appear.

> 🎯 **TIP** To skip through the available options, click on the 'Modules' drop list and press the first letter of the module want, e.g. 'M' for 'Markbooks user permissions'. Press the letter repeatedly until you reach the required module.

• In the 'Markbooks user permissions' section:
  ▪ Ensure that the 'Create Edit and Delete Tasks' check box is ticked.
  ▪ Tick the 'Publish to Portal' check box.

  > ⓘ The 'Publish to Portal' check box is only available if the 'Create Edit and Delete Tasks' check box has been ticked.

END Click 'Save'.

4 About Markbooks Task Type Settings

Markbooks Task Types can be published directly to WCBS schoolPORTAL if:
  ▪ They have visible assessment periods.
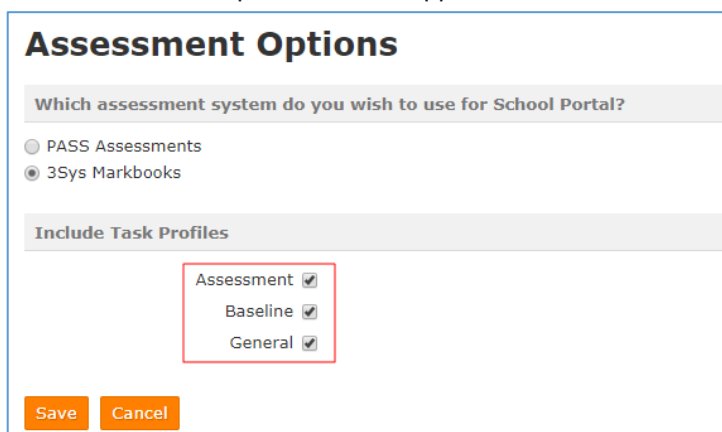 ▪ The 'Can be published' check box is ticked.

> ⚠ Markbook Task Types can only be published if they have visible assessment periods. 'Standards Based Assessment', 'Assessment' and 'Baseline' Task Types have visible assessment periods by default. However, 'General' Task Types can be created without them by unticking the 'Assessment period visible' check box. Consequently, if a 'General' Task Type is created that can be published to WCBS schoolPORTAL (i.e. with the 'Can be published' check box ticked), the 'Assessment period visible' check box is automatically ticked and disabled.

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5 About schoolPORTAL 'Assessment Options' Settings

Which Markbooks Task Types should be published are defined in WCBS schoolPORTAL using the 'Assessment Options' settings.

In WCBS schoolPORTAL, go to **Application Setup > Assessment Options**.
The 'Assessment Options' screen appears.

- Select '3Sys Markbooks.

- In the 'Include Task Profile' section, tick the check box for each Task Type you would like to share via your WCBS schoolPORTAL site.

    ⓘ   'Assessment' applies to both 'Standards Based Assessment' and 'Assessment' Task Types.

END   Click 'Save'.
The selected Task Types can now be published directly from 3sysACADMIC.

For More Information about WCBS Software
Please visit www.wcbs.co.uk and click the link at the top of the page to access a range of documents and resources on our Customer Centre.

6 Contacting Us

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Document Reference: 2019_2_SUG_3SSP1/1

Published by WCBS December 2019

Developed against 3sysACADEMIC and WCBS schoolPORTAL Version 2019.2

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