


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 WCBS 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.

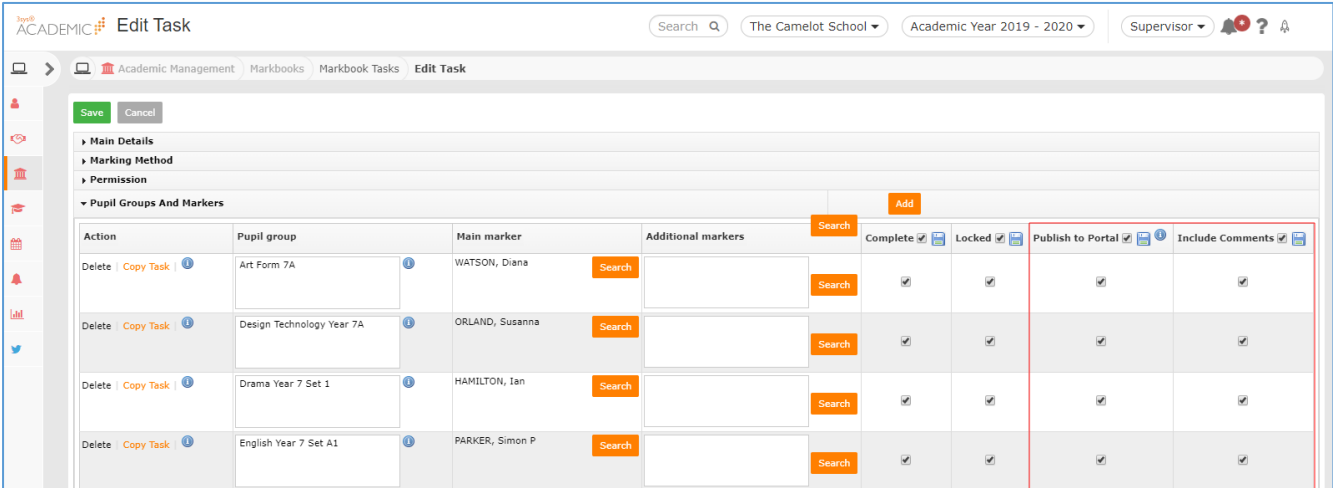
This document outlines the setup required if you would like to publish 3sysACADEMIC Markbooks data for contacts, parents and pupils to view on your WCBS schoolPORTAL site WITHOUT an Administrator logging in and approving it each time.

 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.



Action	Pupil group	Main marker	Additional markers	Complete	Locked	Publish to Portal	Include Comments
Delete Copy Task ⓘ	Art Form 7A ⓘ	WATSON, Diana Search	Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete Copy Task ⓘ	Design Technology Year 7A ⓘ	ORLAND, Susanna Search	Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete Copy Task ⓘ	Drama Year 7 Set 1 ⓘ	HAMILTON, Ian Search	Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete Copy Task ⓘ	English Year 7 Set A1 ⓘ	PARKER, Simon P Search	Search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

Portal Publishing Settings

Markbooks Management Portal Publishing Settings

Edit

Portal Publishing Settings

Publishing Markbooks to Portal

Allow 3Sys Users to Publish Markbook Tasks: Allow publishing to Portal Restrict publishing to Portal

Include Markbooks Comments:

- 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'.

Portal Publishing Settings

Markbooks Management Portal Publishing Settings

Save Cancel

Portal Publishing Settings

Publishing Markbooks to Portal

Allow 3Sys Users to Publish Markbook Tasks: Allow publishing to Portal Restrict publishing to Portal

Include Markbooks Comments:

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



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

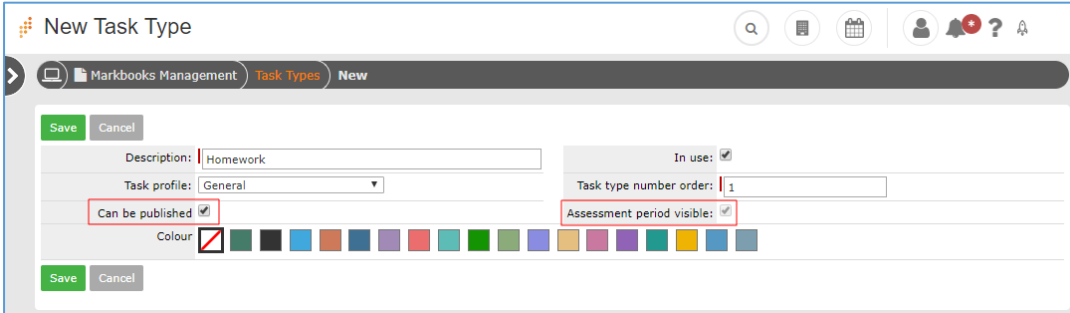
How to Enable Users to Publish Markbooks Data to WCBS schoolPORTAL:

-  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.
- i** 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.




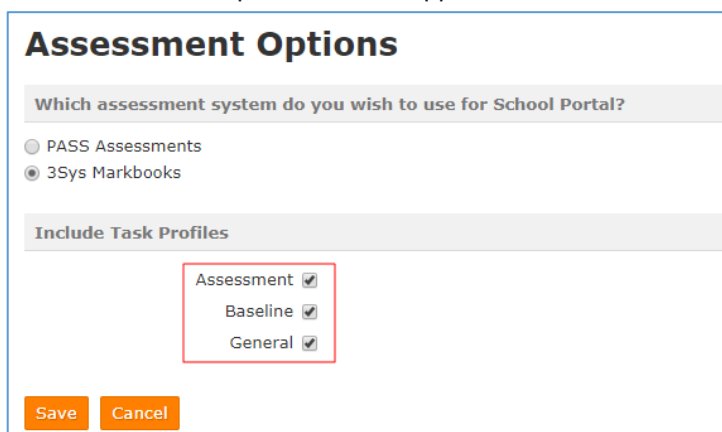
The screenshot shows the 'New Task Type' form. The 'Description' field contains 'Homework'. The 'Task profile' dropdown is set to 'General'. The 'In use' checkbox is checked. The 'Task type number order' field contains '1'. The 'Can be published' checkbox is checked. The 'Assessment period visible' checkbox is checked. Below these fields is a 'Colour' selection bar with various color options.


- !** 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.


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.

-  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

Helpline	● + 44 (0)1458 833055	WCBS
Telephone	● + 44 (0)1458 833344	Landmark House
Email	● support@wcbs.co.uk	Wirrall Park Road
Website	● www.wcbs.co.uk	Glastonbury
Customer Care	● @WCBCcustomers	Somerset
Twitter Feed		BA6 9FR, UK

Document Reference: 2019_2_SUG_3SSP1/1

Published by WCBS December 2019

Developed against 3sysACADEMIC and WCBS schoolPORTAL Version 2019.2

West Country Business Systems Ltd Registered No 1770829 West Country Business Systems (Holdings) Ltd Registered No 3387976
Abattia Group Ltd Registered No 3989092 VAT Registration GB 713 7923 30

© Copyright 2019 West Country Business Systems (Holdings) Limited © WCBS, HUB mark, circle marks, 3sys and pass are registered trademarks and HUBapply, WCBS schoolPORTAL, schoolADMIN, WCBS schoolALUMNI are TM of West Country Business Systems (Holdings) Limited and associated companies.

Information in this document is subject to change without notice. The software described in this document is furnished under a licence agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser's personal use without the written permission of West Country Business Systems (Holdings) Limited.

Fictitious, example data is used in WCBS guides and documentation to aid users' understanding. Any resemblance to real persons (living or dead), or actual contact details, events, incidents, organisations or locations is purely coincidental.