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Introduction

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The **Markbook Academic Profiles** module enables you to create sophisticated views of your existing markbook data. You can use a range of filtering criteria to ensure your Academic Profile is restricted to a specific set of tasks, and you can determine the order in which these tasks appear.

You can set a target task against an Academic Profile, which enables you to easily view the pupils' level of achievement against that target task. You can also set any task displayed within the **Mark Inquiry** Task grid to be the target task. In addition, you can view how well pupils have done on a progressive task by task basis.

As part of creating an Academic Profile, you can utilise the **Staff Custom Group** functionality, which allows you to set up specific groups of staff. You can then grant access to particular Academic Profiles to specific staff groups, giving you the ability to restrict the Profiles to only the relevant staff. You can also configure Academic Profiles to be accessible to only individual members of staff, or to all users with access to Academic Profiles.

For example, you could create a staff custom group for each subject set, and assign the relevant teachers to each group. Subsequently, you could create an Academic Profile for each subject set for each form year, which incorporates all the tasks you expect your pupils to complete over the year. As part of the Academic Profile, you could set the autumn ½ term results as the target task against which the other results are compared. You can even set up Academic Profiles to cross academic years, so you could set up the target task to be the last task of the summer term in the previous academic year, to enable you to assess progress since the new academic year began.

NOTE: In order to quickly create a set of tasks for a specific pupil group, such as a subject set, you can use the **Markbook Generic Export** module to export a pupil template to Excel. You can then add the required tasks as new columns in the template, and import these into **3Sys Markbooks** using the **Markbook Generic Import** module.

About this Guide

This Guide has been developed for the end user who wishes to create and maintain Academic Profiles and to set a target task within an Academic Profile, and for the System Administrator to configure the relevant permissions within **Setup** settings.

The following conventions are used in this Guide:

- **3Sys Academic** is referred to as **3Sys**.
- 'Target RAG calculation' refers to the calculation performed against tasks with the same marking method, with the results being displayed visually by the use of various shades of red, amber and green. (RAG stands for red, amber and green.)



Creating and Maintaining Academic Profiles

To create and maintain Academic Profiles you need to know about the following:

- About Creating Markbook Academic Profiles on p.5.
- Creating Academic Profiles on p.18.
- Viewing Academic Profiles and the Target RAG Calculation on p.26.
- Performing the Target RAG Calculation on p.28.
- Performing the Column by Column RAG Calculation on p.29.
- About Maintaining Academic Profiles on p.31.
- Maintaining Academic Profiles on p.32.

About Creating Markbook Academic Profiles

You use the **Markbook Academic Profiles** module or the **Mark Inquiry** module to create Academic Profiles; these enable you to create sophisticated views of your existing markbook data. When you create an Academic Profile, you can:

- Specify the required pupil groups based on a range of criteria, including:
 - Pupil Group Type, such as 'Subject', 'Subject Set' or 'Form'.
 - Pupil Group Year, i.e. the academic years across which the Academic Profile retrieves data, enabling you to view tasks across multiple academic years.
- Restrict who can view and use this Academic Profile, using Staff Custom Groups or individual members of staff. (By default, the visibility of new Academic Profiles is set to global; all users with access to Academic Profiles are able to view and use these Academic Profiles.)
- Specify which tasks to include within the Academic Profile.
- Specify the order in which the tasks appear within the Academic Profile in the **Mark Inquiry** module.
- Specify a task as the target grade/mark, enabling you to measure pupils' achievement against that target. A traffic light colour system highlights how well pupils have performed against the target. This is known as the 'Target RAG calculation'; RAG stands for red, amber and green. As part of this system, arrows are also used to indicate pupils' progress, so users with colour vision deficiency can immediately assess pupils' progress. (You can hide these arrows.)
- Specify a task as the starting point for the Column by column RAG calculation; the RAG (red, amber and green) denotes the comparison between each task with the one immediately before it in the Task grid.

When you create a new Academic Profile, you are guided through the process by the **Add Academic Profile** wizard. There are three steps to creating an Academic Profile. The screenshots below show an example of each step.





The Add Academic Profile wizard - Step 1 – Main Details screen:

0 1 - Main Details			
View Name:		Owner: BRYANT, Melanie	Search
Pupil Group Year: A	cademic Year 2014/15	Pupil Group School: The Camelot School	
Pupil Group Type:	Subject Set 🛛 🗸	Pupil Group:	Search
Visibility: /ho would you like to see this profile	Staff Custom Groups		

The Add Academic Profile wizard - Step 2 – Additional Academic Years screen:

View Name:	Yr7 MidYis Results S	
Academic Year:	2015 * Academic Year 2014-15 * Academic Year 2013-14 * Academic Year 2011 - 2012 * Academic Year 2010-2011 * Academic Year 2009-2010 * Academic Year 2009-2010 * Academic Year 2009-2010 * Academic Year 2000-2009 * Academic Year 2006-2007 * Academic Year 2005-2006 * Academic Year 2003-2004 * Academic Year 2003-2003 *	

The Add Academic Profile wizard - Step 3 – Choose the Task Profiles, Task Categories and Task Types screen:

Add Acad	lemic Profile			
▼ Step	3 - Choose the Task Profiles, Task cate	gories	s and task Types you wish to include for your view	
View Name:	YR7 English			
Task Profile:	 ✓ Show All ✓ General ✓ Assessment ✓ Standard Based Assessment ✓ School Report ✓ Baseline 	Task Type		4 m
Please	the Tasks to be included drag and drop the required tasks over Selected Tasks" section on the right de	them tasks	ase order the tasks into the order you wish Select Task to be used as the Target task m to appear in your view. Please note this view (s will appear horizontally on the Mark uiry screen.	for
			(None) v	
Back	Next			





Once you have created an Academic Profile, you are able to select it and view and manipulate the resultant data set using the **Mark Inquiry** module. (For example, you may wish to perform calculations against the data set.)

In the example screenshot below, an Academic Profile has been created for a 'YR7 English' set to assess the pupils' progress over the year, with attainment tests taking place at each half term and at the end of each term. In this example:

- The results for the 'Spring Half Term' onwards have yet to be entered, but the Academic Profile is set up ready to display that data once it has been entered.
- The 'Autumn ½ Term' Attainment task has been set as the target task for this Academic Profile, see the highlighted **Traffic Light** icon below.

Mark Inquiry						
> Search						
۵ ا	Create calculation	Select All Deselect	all Show marks as p	ercentages	splay Grade Summary	Copy A
Academic Profile: YR7 English	Autumn 1/2 Term 10/10/2014 Uttainment English	Autumn End X Term 15/12/2014 () Attainment English	Spring Half Term 12/02/2015 Attainment English	Spring End Term 27/03/2015 Attainment English	Term 22/05/2015	Summ Te 24/00 Attai En
ADAMS, Sarah J 🕘	D+	B-				
ASLETT, Fletcher						
GREEN,Michael L	B+	В				
JEFFERY, Kate	A-	B+				
KOUNELLIS, Stephan 🛛 🔕	В	C-				
PORTAL, William D	В-	В				
WALLING,Fergus	В	B+				
	4		111			
0	Create calculation	Select All Deselect	all Show marks as p	ercentages	splay Grade Summary	Copy A

NOTE: The pupil 'Aslett, Fletcher' does not have marks entered against the first two tasks yet, consequently those two cells have a dark grey background.

NOTE: If you wish to restrict who can view and use Academic Profiles to specific groups of staff, you need to have configured those groups using the **Staff Custom Groups** module. For details, refer to the *3Sys Academic Release Notes Version 4.3.0.0 (Document Reference: 4300_RN_3/1)*. This document is available from our Customer Centre, see *Contacting Us on p.38*.

Before you start using Academic Profiles, you need to understand the following:

- You can view, create and edit Academic Profiles from within these two modules:
 - **Mark Inquiry** see About Academic Profiles within Mark Inquiry on p.8.
 - **Markbook Academic Profiles** see *About Markbook Academic Profiles on p.8*. (You can also delete Academic Profiles within this module.)
- How to include marks/grades from **PASS** School Reports in Academic Profiles see About Including Grades/Marks from PASS School Reports within Academic Profiles on p.9.
- How the RAG (red, amber and green) calculations work, see:
 - About the Target RAG Calculation on p.9.
 - About the Column by Column RAG Calculation for Academic Profiles on p.16.



About Academic Profiles within Mark Inquiry

From within the **Mark Inquiry** module, you can use the **Academic Profiles** tab to:

- Create new Academic Profiles, by clicking on the Add Academic Profile button to open the Add Academic Profile wizard.
- View and edit existing Academic Profiles, by selecting the relevant Academic Profile from the Academic Profile Name drop list, and clicking the Edit Academic Profile button.
- Copy and edit existing Academic Profiles, by selecting the relevant Academic Profile from the Academic Profile Name drop list, and clicking the Copy Academic Profile button. (This button only appears after you have clicked the Apply Filter button to display the resultant data set.)

Mark Inquiry		
▼ Search		
General Search Academic I		
All Profiles: O My Profiles or	Academic Profile Name: 7 Jan Apply Filter	
	Add Academic Profile Edit Academic Profile	
	Create calculation Select All Deselect all Show marks as percentages Display Gra	de Summary
	4	
	Create calculation Select All Deselect all Show marks as percentages Display Gra	de Summary

NOTE: If the **Academic Profiles** tab does not appear, you do not have the relevant permissions configured. If the **Academic Profiles** tab appears, but the **Add Academic Profile** and the **Edit Academic Profile** buttons do not appear, then you only have access to view Academic Profiles (to which you have been granted permissions) and manipulate their associated data sets.

NOTE: The standard search functionality within **Mark Inquiry** remains the same, but it appears on the **General Search** tab.

For how to create Academic Profiles, see *Creating Academic Profiles on p.18*.

About Markbook Academic Profiles

From within the **Markbook Academic Profiles** module, you can use the **Academic Profile Search** screen to:

- Create new Academic Profiles, by clicking on the Add Academic Profile button to open the Add Academic Profile wizard.
- View and edit existing Academic Profiles, by clicking the relevant Edit link within the Actions column.
- Copy and edit existing Academic Profiles, by clicking the relevant **Copy** link within the **Actions** column.
- Delete existing Academic Profiles, by clicking the relevant Delete link within the Actions column.





Academic Profile S	earch							
▼ Filter								
Academic Profile Nam	ne:		From:		15	To:		15
Pupil Group Typ	Pup	il Group:	All		Owner:			
Created	By All -							
Search								
Academic Profe Add	Academic Profile							
Actions	Academic Profile Name 🔹	Creation Date	Pupil Gr	oup(s)				Owner
Copy Edit Delete	Yr 7 MidYis Results	01/12/2014	Year 7 (2014) B					BRYANT, Melanie
Copy Edit Delete	Year 7 Subject sets	27/10/2014	English \	(ear 7 Set) (ear 7 Set) atics Year 7			* 	BRYANT, Melanie

For how to create Academic Profiles, see *Creating Academic Profiles on p.18*.

About Including Grades/Marks from PASS School Reports within Academic Profiles

If you have imported grades/marks from **PASS** School Reports into **3Sys**, you can subsequently create Academic Profiles against these tasks within **3Sys**. Once you have imported School Report data, we recommend that any further updating of this data is undertaken in **3Sys**. The system has been designed to import each set of grades and marks from School Reports just the once; the School Report import is not designed for multiple imports of the same data. Consequently, if you import School Report data into **3Sys**, then subsequently make changes to the School Reports in **PASS** and re-import them into **3Sys**, the second import of the same data will be created as a new set of tasks. You will have to add the new tasks into your existing Academic Profile(s) to view the newly imported data set. For details on how to import School Reports from **PASS** to **3Sys**, see the *3Sys Academic Release Notes Version 4.3.0.0 (Document Reference: 4300_RN_3/1)*. This document is available from our Customer Centre, see *Contacting Us on p.38*.

About the Target RAG Calculation

The Target RAG calculation enables you to specify a task as the target grade/mark for a pupil, so that you can measure pupils' achievement against that target. (RAG stands for red, amber and green.) This target is referred to as the target task.

When you apply the Target RAG calculation, it highlights how well pupils have performed against the target, with red indicating that a pupil has fallen below the target, green indicating that the pupil has achieved above the target, and various colour gradients of orange, yellow and green in between to indicate the proportional level of achievement the pupil has attained against the target task.

As part of the Target RAG calculation, arrows are also used to indicate pupils' progress so any users with colour vision deficiency can still immediately assess pupils' progress, with a **Down** arrow indicating that a pupil has fallen below the target, an **Up** arrow indicating that the pupil has achieved above the target, and a **Horizontal** arrow indicating that the pupil has attained a level in between the two. You are able to switch off the RAG arrows (display the **Mark Inquiry** Task grid, click **More Actions > Show/Hide Rag Arrows**).

You can perform a Target RAG calculation against:

- A task specified as the target task within an Academic Profile.
- Any task within the **Mark Inquiry** Task grid.





The example below shows the target task as the 'Short Story' task against which the achievements of pupils' in the other tasks in the Task grid have been highlighted by the use of colour and arrows.

Mark Inquiry							
▶ Search							
	Create calculation	Select All	Deselect	all Show marks as	s percentages	Display Grade Summary	Copy Ac
Academic Profile: YR11 English	Polemic 06/10/2014 English Max:75	09/10 En	Essay 🗱 1 0/2014 🕕 glish x:30	Short Story # 10/10/2014 English Max:100	Book Revie 25/09/2014 English Max:50		
ADAMS, Lauren S	68	<u>ት</u> ፡	28 🔶	82	45	^	
ASHMAN,Timothy George 🔕	54	4 -	22 🕹	88	38	4	
BASTON-SMYTHE, A	61	↑	21 🔶	70	41	^	
BOUILLON, Louis J 🔒	72	1	23 🕜	75	43	^	
BRIGGS, Thomas W 🔒	56	→ :	24 🔶	74	36	4	
BURGESS,Amanda J 🔒	47	↓	25 🔶	76	35	4	
BURGESS,Andrew P	54	<u> </u>	19 🖖	75	29	*	
CAVENDISH,Mary	51	<mark>ት</mark> ፡	23 🔶	67	40	^	
CHARLES, Mary	65	^	24 介	78	38	4	
JACKSON,Helen M	60	ب	22 🖖	90	41	4	
	٠ [III			
0	Create calculation	Select All	Deselect	all Show marks as	s percentages	Display Grade Summary	Copy Ac

NOTE: By default unless you have already chosen to view marks as percentages, when you perform a Target RAG calculation on numeric tasks, the actual marks are displayed (see the screenshot above). You can view these marks as percentages, by clicking the **Show marks as percentages** button. (If the numeric tasks have a different maximum mark and the marks have been normalised, the figures make more sense once they are displayed as percentages.) For details, see *About Normalised Numeric Marks on p.12*.

Before you start using Target RAG calculations, you need to understand the following:

- Only those tasks that share the same marking method are compared against one another. For more details, see *About Tasks and Marking Methods on p.11*.
- How to set up your grade sets so that the Target RAG calculation and the Column by column RAG calculation can perform as expected, see *Setting up your Grade Sets appropriately for the RAG Calculations on p.11*.
- What happens when you perform a Target RAG calculation, or a Column by column RAG calculation, against tasks with numeric values with differing maximum marks, see *About Normalised Numeric Marks on p.12*.
- You can set a target task as part of the Add Academic Profile wizard (you view the results in the Mark Inquiry Task grid). For details, see About Setting a Target Task within the Add Academic Profile wizard on p.13.
- You can set a target task within Mark Inquiry against any task in the Task grid. You can do this for task data returned as a result of selecting an Academic Profile using the Academic Profiles tab, or as the result of specifying search criteria on the General Search tab. For details, see About Setting the Target Task within the Mark Inquiry Task grid on p.15.
- You can perform Column by column RAG calculations against Academic Profiles. For details, see About the Column by Column RAG Calculation for Academic Profiles on p.16.





About Tasks and Marking Methods

When you specify the target task and apply the Target RAG calculation, only those tasks in the Task grid that share the same marking method as the target task will display the Target RAG calculation, i.e. will display the colours and arrows. If the target task has a grade set (with a numeric equivalent), only those tasks within the Task grid that have the matching grade set display the Target RAG calculation. If the target task is numeric, only those tasks within the Task grid that are also numeric display the Target RAG calculation. Equally when you specify a task as the starting point for the Column by column RAG calculation, only those tasks in the Task grid that share the same marking method as the starting point task will display the Column by column RAG calculation.

If the target task is a **numeric task** and you apply the Target RAG calculation or the Column by column RAG calculation:

- Only other numeric tasks within the Task grid will display the colour coding.
- Any grade set tasks or tasks within the Task grid with text marks are ignored.
- If the numeric tasks have different maximum values (the 'Out of' mark), then a message appears requesting confirmation that you would like the results normalised. For further details, see *About Normalised Numeric Marks p.12*.

If the target task is a **grade set with a numeric equivalent** and you apply the Target RAG calculation or the Column by column RAG calculation:

- Only those tasks with a matching grade set will display the colour coding.
- Any task with any other grade set within the Task grid is ignored.
- Any numeric tasks or tasks with text marks within the Task grid are ignored.

NOTE: If a target task has a grade set without a numeric equivalent, then a RAG calculation cannot be performed.

Setting up your Grade Sets appropriately for the RAG Calculations

For the Target RAG calculation and the Column by column calculation to perform as expected, you must ensure that you set up your grade sets so that the higher the grade, the higher the numeric equivalent. For example:

expe	RAG calculations will work as cted, if the grade set is gured like this:	Whereas the RAG calculations will NOT work as expected, if the grade set is configured like this:				
А	80	А	1			
В	70	В	2			
С	60	С	3			

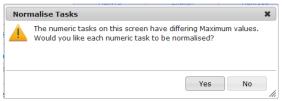
You MUST ensure that the grade sets you wish to use with the RAG calculations are configured as described above, otherwise the results of the RAG calculations will be inverted, i.e. in the reverse of how one would expect. For example, if a pupil achieved an improvement between task 1 and task 2 of grade 'B' to grade 'A', and the numeric equivalents of the grade set were set up in reverse, then the RAG calculation would show a decrease rather than an increase.





About Normalised Numeric Marks

When you display a view within the **Mark Inquiry** Task grid (using the **General Search** tab or the **Academic Profiles** tab), if there are numeric tasks that have different maximum values, when you choose to perform a RAG calculation (by clicking on the **Traffic Light** icon, or selecting a column heading in the Task grid and clicking **Summaries > Target RAG** or **Summaries > Column by column RAG**), you are asked if you wish to normalise each numeric task. If you click the **Yes** button, the RAG calculation normalises these figures, i.e. uses a percentage equivalent of these marks.



For example in the screenshot below, the maximum mark for each task differs. The 'Polemic' task is 'Out of' a maximum of 75, the 'Short Essay' is 'Out of' a maximum of 30, the 'Short Story' is 'Out of' a maximum of 100, and the 'Book Review' is 'Out of' a maximum of 50.

Mark Inquiry									
▶ Search									
					_				
٠.		Create calculatio	n	Select All Desele	ect	al Show marks as	s percentages	Disp	olay Grade Summary Copy Ac
Academic Profile: YR11 Eng	ish	Polemic 06/10/2014 English Max:75	*	Short Essay 1 09/10/2014 English Max:30		Short Story # 10/10/2014 English Max:100	Book Revie 25/09/2014 English Max:50		
ADAMS, Lauren S		68	♠	28 4	•	82	45	↑	
ASHMAN, Timothy George 🔕		54	≁	22 🗸	b	88	38	4	
BASTON-SMYTHE, All All All All All All All All All Al		61	ᠬ	21 -	>	70	41	↑	
BOUILLON, Louis J 🛛 🔒		72	♠	23 🧹	γ	75	43	♠	
BRIGGS, Thomas W 🛛 🔕		56	Ð	24 🧃	P	74	36	Ŷ	
BURGESS,Amanda J 🛛 🔒		47	\mathbf{r}	25 🧃	٢	76	35	≁	
BURGESS,Andrew P		54	$\mathbf{\Phi}$	19 📢	b	75	29	4	
CAVENDISH,Mary		51	Ŷ	23 🧃	۶	67	40	♠	
CHARLES, Mary		65	ᠬ	24 🧃	þ	78	38	ৢ	
JACKSON,Helen M 🕴 🔕		60	\mathbf{r}	22	6	90	41	ৢ	
		•							
	0	Create calculation	n	Select All Desele	ect	all Show marks as	percentages	Disp	olay Grade Summary Copy Ad

NOTE: By default unless you have already chosen to view marks as percentages, when you perform a Target RAG calculation or a Column by column RAG calculation on numeric tasks, the actual marks are displayed (see the screenshot above). If you wish to view the percentage marks, which make more sense if the marks have been normalised, click on the **Show marks as percentages** button. The marks are displayed as their percentage equivalents (see the screenshot below).



→ Search										
, bearen										
٠		Create calculati	on	Select All Des	ele c t a	Show actual m	arks Disp	lay Grad	le Summary	Copy Ac
Academic Profile: YR1	1 English	Polemic 06/10/201 English %	4 🚺	09/10/2014	** ① *	Short Story X 10/10/2014 English %	Book Rev 25/09/20 Englisi %	014		
ADAMS, Lauren S	800	90.67	ᠬ	93.33	Ŷ	82.00	90.00	ᠬ		
ASHMAN,Timothy George	8	72.00	↓	73.33	↓	88.00	76.00	♦		
BASTON-SMYTHE, Henrietta C	8	81.33	♠	70.00	.	70.00	82.00	♠		
BOUILLON, Louis J	8	96.00	↑	76.67	Ŷ	75.00	86.00	↑		
BRIGGS, Thomas W	8	74.67	÷	80.00	Ŷ	74.00	72.00	$\mathbf{\Phi}$		
BURGESS,Amanda J	8	62.67	ৢ	83.33	Ŷ	76.00	70.00	$\mathbf{\Phi}$		
BURGESS,Andrew P	8	72.00	\mathbf{r}	63.33	≁	75.00	58.00	↓		
CAVENDISH,Mary	800	68.00	৵	76.67	ᠬ	67.00	80.00	♠		
CHARLES, Mary	8	86.67	♠	80.00	Ŷ	78.00	76.00	♦		
JACKSON,Helen M	8	80.00	ৢ	73.33	4	90.00	82.00	4		
		•								

NOTE: To view the actual marks again, click on the **Show actual marks** button.

About Setting a Target Task within the Add Academic Profile wizard

As part of the **Add Academic Profile** wizard, you can set a target task against which all other tasks within that Academic Profile are compared. In **Step 3** of the Academic Profile wizard, you use the **Select Task to be used as the Target task for this view** drop list to specify which task to use as the target. In this example, the 'Short Story' task has been selected.

Select Task to be used as the Target task for this view
Short Story 👻

ACADEMIC

Subsequently in the **Mark Inquiry** module, you can display the Academic Profile and its associated data set and view the pupils' progress against the target task. When you view that Academic Profile the **Traffic Light** icon appears in the column heading of the task you specified as the target. By default, the Target RAG calculation is switched off (the **Traffic Light** icon is grey in colour); you switch it on by clicking on the **Traffic Light** icon - the icon changes from grey to colour and the task grid is refreshed to illustrate each pupil's progress against the target task.



For example, the first screenshot below shows the Academic Profile with the Target RAG calculation switched off, and the second screenshot shows the same view with it switched on. The third screenshot displays the marks as percentages.



ACADEMIC

▶ Search						
	Create calculation	Select All Deselect	all Show marks as	percentages	Display Grade Summary	Сору
Academic Profile: YR11 English	Polemic # 06/10/2014 English Max:75	Short Essay X 1 09/10/2014 English Max:30	Short Story # 10/10/2014 English Max:100	Book Review 25/09/2014 English Max:50		
ADAMS, Lauren S	68	28	82	45		
ASHMAN,Timothy George 🔒	54	22	88	38		
BASTON-SMYTHE, A	61	21	70	41		
BOUILLON, Louis J 🔒	72	23	75	43		
BRIGGS, Thomas W	56	24	74	36		
BURGESS,Amanda J 🔕	47	25	76	35		
BURGESS,Andrew P	54	19	75	29		
CAVENDISH,Mary	51	23	67	40		
CHARLES, Mary	65	24	78	38		
JACKSON,Helen M 🕹	60	22	90	41		
	•					

The Target RAG calculation enables you to immediately and visually track an individual's progress against the specified target. If you have colour vision deficiency, the **Up**, **Down** and **Horizontal** arrows also provide a pictorial representation of pupils' progress. To indicate which task has been set as the target task within the Academic Profile, the column of the target task is not coloured, and the column heading contains the **Traffic Light** icon.

NOTE: If the target task has been set using the **Summaries** menu within the **Mark Inquiry** Task grid, then the **Traffic Light** icon does not appear in the target task's column heading.

Mark Inquiry									
> Search									
•• 0	Create calculati	on	Select All Desel	ect al	Show marks as	s percentages	Displa	ay Grade Summary	Сору А
Academic Profile: YR11 English	Polemic 06/10/2014 English Max:75	*	Short Essay 1 09/10/2014 English Max:30		Short Story # 10/10/2014 English Max:100	Book Review 25/09/2014 English Max:50			
ADAMS, Lauren S	68	↑	28	2	82	45	$\mathbf{\uparrow}$		
ASHMAN,Timothy George 🕹	54	ψ	22	ŀ	88	38	✤		
BASTON-SMYTHE, A	61	♠	21 -	≥	70	41	♠		
BOUILLON, Louis J 🛛 🔕	72	↑	23 4	6	75	43	$\mathbf{\uparrow}$		
BRIGGS, Thomas W 🛛 🔕	56	⋺	24 🧹	r	74	36	$\mathbf{\Phi}$		
BURGESS,Amanda J 🔒	47	↓	25 4	P	76	35	✤		
BURGESS,Andrew P	54	ψ	19	Ŀ	75	29	≁		
CAVENDISH,Mary	51	৵	23 🧹	P	67	40	♠		
CHARLES, Mary	65	↑	24 🧹	P	78	38	$\mathbf{\Phi}$		
JACKSON,Helen M	60	↓	22	ŀ	90	41	≁		
	•				III				
0	Create calculati	on	Select All Desel	ect al	Show marks as	s percentages	Displa	ay Grade Summary	Copy A

NOTE: By default unless you have already chosen to view marks as percentages, when you perform a Target RAG calculation on numeric tasks, the actual marks are displayed (see the screenshot above).





You can view these marks as percentages, by clicking the **Show marks as percentages** button. (If the numeric tasks have a different maximum mark and the marks have been normalised, the figures make more sense once they are displayed as percentages.) The screenshot below displays the marks as percentages.

Search									
/ Search									
۵ ک	Create calculat	ion	Select All De	select a	Show actual m	arks Displa	y Grade	Summary	Copy Aca
Academic Profile: YR11 Englis	Polemic 06/10/201 English %	4	Short Essay 09/10/2014 English %		Short Story # 10/10/2014 English %	Book Revie 25/09/201 English %			
ADAMS, Lauren S	90.67	↑	93.33	1	82.00	90.00	↑		
ASHMAN, Timothy Seorge	72.00	≁	73.33	↓	88.00	76.00	≁		
BASTON-SMYTHE, Henrietta C	81.33	↑	70.00	÷	70.00	82.00	♠		
BOUILLON, Louis J 🔒	96.00	↑	76.67	Ŷ	75.00	86.00	♠		
BRIGGS, Thomas W 🔒	74.67	÷	80.00	Ŷ	74.00	72.00	÷		
BURGESS,Amanda J 🔒	62.67	≁	83.33	Ŷ	76.00	70.00	$\mathbf{\Phi}$		
BURGESS,Andrew P	72.00	ৢ	63.33	4	75.00	58.00	↓		
CAVENDISH,Mary	€8.00	৵	76.67	Ŷ	67.00	80.00	♠		
CHARLES, Mary	86.67	↑	80.00	Ŷ	78.00	76.00	$\mathbf{\Phi}$		
IACKSON,Helen M	80.00	≁	73.33	4	90.00	82.00	$\mathbf{\Phi}$		
	•				III				

About Setting the Target Task within the Mark Inquiry Task grid

Within the **Mark Inquiry** module, you can also set the target task for any task within the Task grid, by clicking on the relevant cell heading and clicking **Summaries > Target RAG**. The relevant tasks within the grid display the Target RAG calculation, in relation to the target task selected.

For example in the screenshot below, the 'Polemic' task has been selected as the target task.





ACADEMIC

Search												
٠.		Create calculation	Select All	Deselec	t all Show ma	arks a	s percentages	Dis	splay Grade Summary	opy Academic Profile	More Actions 🔻	Summaries 🕶 🛽
Academic Profile: YR	11 English	Polemic 06/10/2014 English Max:75	09/10/3	sh 🕕	Short Story 10/10/2014 English Max:100		Book Review 25/09/2014 English Max:50					
ADAMS, Lauren S	800	68	28		82		45					
ASHMAN,Timothy George	0	54	22		88		38					
BASTON-SMYTHE, Henrietta C	8	61	21		70		41			Minimum mark	s for task	
BOUILLON, Louis J	8	72	23		75		43			Maximum mar	ks for tasl	c
BRIGGS, Thomas W	0	56	24		74		36			Mean marks fo	or task	
BURGESS,Amanda J	0	47	25		76		35					
BURGESS,Andrew P	8	54	19		75		29			Median mark f	or task	
CAVENDISH,Mary	800	51	23		67		40			Minimum mark	s for grou	P
CHARLES, Mary	8	65	24		78		38			Maximum mar	ks for gro	qu
JACKSON,Helen M	8	60	22		90		41			Mean marks fo	or aroup	
KENNEDY, Donald	8	54	25		81		39			Median mark f		
MASON, Mary	8	60	26		64	ᠬ	37				or group	
		·				"				Benchmarks		
		Create calculation	Select All	Deselec	t all Show ma	arks a	is percentages	Dis	splay Grade Summa	Target RAG		naries 🔻

To indicate which task has been set as the target task, the column of the target task is not coloured. **NOTE**: If you accidentally select more than one column heading, the **Summaries > Target RAG** menu item is disabled. You can only select the one task against which the RAG calculation will be performed.

About the Column by Column RAG Calculation for Academic Profiles

NOTE: The Column by column RAG calculation is only available for Academic Profiles.

You can apply the RAG (red, amber and green) calculation on a column by column basis for Academic Profiles, by selecting the column heading of a task as the starting point of the calculation and clicking **Summaries > Column by column RAG**. Each task is compared to the one immediately before it in the Task grid. (This is referred to as the 'Column by column RAG calculation'.) This calculation enables you to easily assess pupils' progress for the tasks displayed within the Task grid on a progressive task by task basis.

For example, in the screenshot below the 'Polemic' task has been set as the starting point for the **Column by column** calculation. The 'Short Essay 1' task is colour coded in comparison to the marks gained in the 'Polemic' task; the 'Short Story' task is colour coded in relation to the marks gained in the 'Short Essay 1' task; and the 'Book Review' task is colour coded in relation to the marks gained in the 'Short Story' task.





ACADEMIC

→ Search									
y Search									
٠.	0	Create calculation	Select All	Deselec	t al Show ma	arks a	s percentages	Dis	solay Grade Summary Copy Academic Profile More Actions - Summaries - E
Academic Profile: YR	11 English	Polemic # 06/10/2014 English Max:75	Short Es 09/10/2 Englis Max:3	1014 sh 🕕	Short Story 10/10/2014 English Max:100		Book Review 25/09/2014 English Max:50		
ADAMS, Lauren S	800	68	28		82	↓	45		Minimum marks for task
ASHMAN,Timothy George	0	54	22	ተ	88		38	↓	Maximum marks for task
BASTON-SMYTHE, Henrietta C	8	61	21	4	70	÷	41		Mean marks for task
BOUILLON, Louis J	8	72	23	4	75	ৢ	43		Median mark for task
BRIGGS, Thomas W	8	56	24		74	ৢ	36	$\mathbf{\Phi}$	Minimum marks for group
BURGESS,Amanda J	0	47	25		76		35	♦	Maximum marks for group
BURGESS,Andrew P	0	54	19		75		29		
CAVENDISH,Mary	800	51	23		67		40		
CHARLES, Mary	0	65	24	4	78	∳	38	ৢ	Benchmarks
JACKSON,Helen M	0	60	22	≁	90		41	ৢ	
KENNEDY, Donald	0	54	25		81	ৢ	39	ৢ	Column by column RAG
MASON, Mary	0	60	26		64	↓	37		
		•			n I	1			

NOTE: By default, when you perform a Column by column RAG calculation on numeric tasks, the actual marks are displayed (see the screenshot above). If you wish to view the percentage marks, which make more sense if the marks have been normalised, click on the **Show marks as percentages** button. The marks are displayed as their percentage equivalents (see the screenshot below). For details, see *About Normalised Numeric Marks on p.12*.

Mark Inquiry								
→ Search								
	Create calculation	Select All	eselec	t all Show a	ctual m	arks Display	y Grad	le Summ
Academic Profile: YR11 English	Polemic # 06/10/2014 English %	Short Essa 09/10/20 English %		Short Stor 10/10/201 English %		Book Revie 25/09/201 English %		
ADAMS, Lauren S	90.67	93.33	৵	82.00	৵	90.00	ᠬ	
ASHMAN,Timothy Asecorge	72.00	73.33	৵	88.00	↑	76.00	≁	
BASTON-SMYTHE, 🛛 🕹	81.33	70.00	ৢ	70.00	÷	82.00	♠	
BOUILLON, Louis J 🔒	96.00	76.67	ৢ	75.00	ৢ	86.00	♠	
BRIGGS, Thomas W 🛛 🕹	74.67	80.00	৵	74.00	ৢ	72.00	ৢ	
BURGESS,Amanda J 🛛 🔕	62.67	83.33	♠	76.00	୰	70.00	$\mathbf{\Phi}$	
BURGESS,Andrew P	72.00	63.33	ৢ	75.00	♠	58.00	✤	
CAVENDISH, Mary	68.00	76.67	৵	67.00	4	80.00	♠	
CHARLES, Mary	86.67	80.00	€	78.00	ৢ	76.00	✤	
JACKSON,Helen M 🕴 🔕	80.00	73.33	ৢ	90.00	♠	82.00	✤	
KENNEDY, Donald 🛛 🕹	72.00	83.33	♠	81.00	ৢ	78.00	ৢ	
MASON, Mary 🕴	80.00	86.67	♠	64.00	≁	74.00	♠	
PHILLIPS, James D	77.33	66.67	ৢ	77.00	৵	86.00	♠	
	•							
0	Create calculation	Select All	eselec	t all Show a	ctual m	arks Display	y Grad	e Sumr

NOTE: If you accidentally select more than one column heading, the **Summaries > Column by column RAG** menu item is disabled. You can only select the one task against which the RAG calculation will be performed.





Creating Academic Profiles

For an overview, see About Creating Markbook Academic Profiles on p.5.

To create an Academic Profile:

- 1. You can add Academic Profiles from within the **Mark Inquiry** module or the **Markbook Academic Profiles** module (for the former see *Step 1a*, for the latter see *Step 1b*):
 - a. To add an Academic Profile using the **Mark Inquiry** module:
 - From the All Functions tab, click on the Mark Inquiry module icon The Mark Inquiry screen appears displaying the General Search tab.

Mark Inquiry				
▼ Search				
General Search Academic Profi	les			
Pupil Group Type: Subject Set	▼ Pupil Group: Sea	rch 🔲 Only include	incomplete tasks	
View: Standard	 Add Copy 			
Apply Filter				
	Create calculation Se	lect All Deselect all	Show marks as percentages	Display Grade Summary
	4			
0	Create calculation Se	lect All Deselect all	Show marks as percentages	Display Grade Summary

• Click on the **Academic Profiles** tab.

Mark Inquiry									
▼ Search									
General Search Academic	: Profi	les							
All Profiles: 🔘 My Profiles (only:	Academic Profile	Name: 7 Ja	an	 Apply Filter 				
Add Academic Profile Edit Academic Profile									
٠		Create calculation	Select All	Deselect all	Show marks as percentages	Display Grade Summary			
	•	create calculation	Jelecc All	Deselect all	Show marks as percentages				
		•							
		Create entrulation		Decelert II	Charmendar an energy t	Diantas conta con			
	0	Create calculation	Select All	Deselect all	Show marks as percentages	Display Grade Summary			

• Go to Step 2.



Mark Inquiry



- b. To add an Academic Profile using the Markbook Academic Profiles module:
 - o From the All Functions tab, click on the Markbook Academic Profiles module icon

Markbook Academic Profiles	
----------------------------	--

The Academic Profile Search screen appears.

▼ Filter						
Academic Profile Nam	e:		From:	15	To:	15
Pupil Group Typ	e: All 👻	Pupil	Group: All		Owner:	
Created	By All 👻					
Search						
	Academic Profile	Croation Data	unil Croup(c)			Ownor
Actions	Academic Profile Name 🔹	Creation Date P				Owner
	Academic Profile Name 🔹	01/12/2014 Y	P upil Group(s) ear 7 (2014) inglish Year 7 Se			Owner BRYANT, Melani

- Go to Step 2.
- 2. Click the Add Academic Profile button. (This button is available from within the Mark Inquiry and the Markbook Academic Profiles modules.)

The Add Academic Profile: Step 1 – Main Details wizard appears.

Add Academic Profile	
Step 1 - Main Details	
a View Name:	C Owner: BRYANT, Melanie Search
Pupil Group Year: Academic Year 2014/15	Pupil Group School: The Camelot School
b Pupil Group Type: Subject Set	d Pupil Group:
Visibility: ම Global Who would you like ○ Staff Custom Groups to see this profile ○ Individuals	
Cancel Next	

- a. In the **View Name** field enter the name for the Academic Profile. For example 'YR 7 English'.
- b. From the **Pupil Group Type** drop list, select the relevant Pupil Group Type. For example 'Subject Set'.
- c. The **Owner** field is mandatory, but you may optionally change the staff member. (Optional) If necessary change the owner of the Academic Profile view, by clicking the **Search** button next to the **Owner** field and searching for and selecting another member of staff. (The Owner defaults to the current user, unless the creator of the Academic Profile is a System Administrator, or equivalent, with no associated staff user; if this is the case, the Owner field is blank and you need to search for and select the Owner for this Academic Profile.)
- d. Based on your **Pupil Group Type** selection, you can select the specific Pupil Group:





• Click the **Search** button next to the **Pupil Group** field. The **Search** screen appears.

Search			×
Subject Set Name 🔻	Search		
Name	Code	Subject	
Select			
Subject Sets			
Name	Code	Subject	
Remove			
		OK Cance	1.

- From the Search drop list, select the appropriate item, enter search criteria in the Search field, for example 'Engl', and click the Search button. The list is populated with items that match your search criteria.
- Click on the check boxes next to the required items (you may need to scroll), and click the Select button. The selected items are moved to the bottom list.

Search				×
Subject Set Name 👻 Engl	Search (1) 27 results			
English Year 7 Set A1		EN07A1	English	-
English Year 7 Set A2		EN07A2	English	
English Year 8 Set A1		EN08A1	English	
English Year 8 Set A2		EN08A2	English	
English Year 9 Block A Set 1		EN09A1	English	Ē
English Year 9 Block A Set 2		EN09A2	English	
Subject Sets		Code	Subject	
English Year 7 Set A1			Jubject	
Remove				
			ОК	Cancel

• Click the **OK** button. You are returned to **Step 1** of the **Add Academic Profile** wizard, with the pupil group or groups you selected displayed in the **Pupil Group** field.





For example 'English Year 7 Set 1'.

Add Academic Profile				
Step 1 - Main Details				
View Name:	YR7 English	Owner:	BRYANT, Melanie	Search
Pupil Group Year:	Academic Year 2014/15	Pupil Group School:	The Camelot School	
Pupil Group Type:	Subject Set	Pupil Group:	English Year 7 Set A1	Search
e Visibility: Who would you like to see this profile	Staff Custom Groups			
Cancel Next				

- e. Set the Visibility: Who would you like to see this profile option:
 - Global By default, the visibility of new Academic Profiles is set to global; all users with access to Academic Profiles are able to view and use these Academic Profiles (i.e. all users who have the Academic Profile View ticked in permissions, for more details, see *Configuring Academic Profiles on p.36*).
 - Staff Custom Groups Click this option to specify the Staff Custom Group or groups that you wish to be able to view and use this Academic Profile a Search button appears. Click on it to display the Search screen with the 'Staff Group Name' selected for you in the Search drop list. Enter search criteria in the Search field (highlighted below) and click the Search button. Select the appropriate Staff Custom Groups and click the Select button, then click the OK button. The Staff Group Name of 'English YR7' is used in the example below.

Search X
Staff Group Name Eng Search 1 1 result
Staff Group Name
Select
Staff Custom Groups
Staff Group Name
English YR7
Remove
OK Cancel

You are returned to **Step 1** of the **Add Academic Profile** wizard, with the appropriate data displayed.

NOTE: For information about the **Staff Custom Group** module, please refer to the *3Sys Academic Release Notes Version 4.3.0.0 (Document Reference: 4300_RN_3/1).* This document is available from our Customer Centre, see *Contacting Us on p.38.*





Individuals - Click this option to specify the individual staff member or members that you wish to be able to view and use this Academic Profile - a Search button appears. Click on it to display the Search screen with the 'Staff Name' selected for you in the Search drop list. Enter search criteria in the Search field (highlighted below), specify to restrict the search to Academic staff only? and click the Search button. Select the appropriate staff and click the Select button, then click the OK button.

Search		×
Staff Name	▼ Search Academic staff only? ☑	
Name	Preferred Name	Code
Select		
Staff		
Name	Preferred Name	Code
Remove		
		OK Cancel

- You are returned to **Step 1** of the **Add Academic Profile** wizard, with the appropriate data displayed.
- 3. Click the **Next** button.

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The Add Academic Profile: Step 2 – Additional Academic Years screen appears.

The academic year in which you are logged as is automatically selected (you are unable to deselect this).

Add Academic Profile	
Step 2 - Additional Aca	demic Years: Select additional years to show tasks associated with the pupil group(s) selected previously
View Name: Y	/r7 MidYis Results S
Academic Year:	2015 * Academic Year 2014-15 academic year 2013-14 Academic Year 2012-13 Academic Year 2012-13 Academic Year 2011 - 2012 Academic Year 2010-2011 Academic Year 2009-2010 E Academic Year 2008-2009 Academic Year 2007-2008 Academic Year 2007-2008 Academic Year 2005-2006 Academic Year 2005-2006 Academic Year 2003-2004 Academic Year 2002-2003 Academic Year 2002-2003
Back Next	

 (Optional) Select additional academic years to add to your Academic Profile, by clicking the relevant check boxes on the left side of the column.





NOTE: From **Step 2** onwards of the wizard, you can use the **Back** button to return to the previous Step.

4. Click the **Next** button.

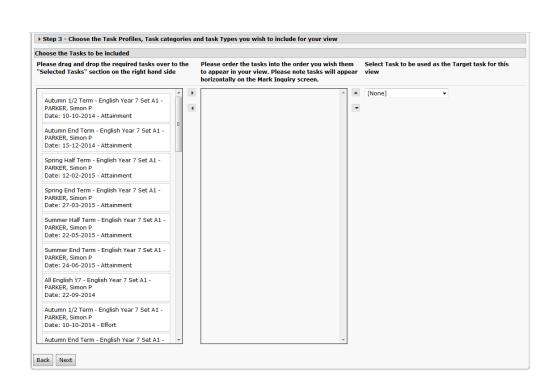
The Add Academic Profile: Step 3 – Choose the Task Profiles, Task Categories and Task Types screen appears.

ĺ	Add Acad	demic Profile				
	▼ Step	3 - Choose the Task Profiles, Task cate	gories	and task Types you wish to include for	your view	
	View Name:	YR7 English		b	d	
a	Task Profile:	 ✓ Show All ✓ General ✓ Assessment ✓ Standard Based Assessment ✓ School Report ✓ Baseline 	Task Type	Show All AIS Exam AIS Homework AIS Quizzes Assessment Baselines CATS SAS CEM Centre Assessments (Test) CEM Predictions Only show tasks below that are within these dates From To 15 To 15	Task Category:	Intervention Intervention
					е	Apply Filter
	Choose	the Tasks to be included				
		drag and drop the required tasks over 'Selected Tasks" section on the right ide	them tasks	se order the tasks into the order you wi to appear in your view. Please note s will appear horizontally on the Mark iry screen.	sh Select this vie	
		4		× *	 [None] 	
Į	Back	Next				

- a. Select the appropriate **Task Profile** or profiles, by clicking on the relevant check boxes to de-select or select a Task Profile. (The **Task Profile** option defaults to 'Show all'; click on it to de-select it and to apply a more succinct search.)
- b. Select the appropriate **Task Type** or types, by clicking on the relevant check boxes. (The available Task Types are filtered based on the selected Task Profiles.)
- c. (Optional) Specify the date range to show only tasks within that date range, using the **From** and **To** fields.
- d. (Optional) Select the appropriate **Task Category** or categories, by clicking on the relevant check boxes.
- e. Click the Apply Filter button.
 The Step 3 screen of the wizard is refreshed and the Choose the Tasks to be included panel displays a list of tasks that reflect your selected filters (from Steps 4a 4d).

NOTE: If your search criteria only retrieved a small number of tasks, these appear beneath the top filtering panel. If your search returned many tasks, the top filtering panel is hidden from view, as shown in the screenshot below. If you wish to change your filters, click on the **Step 3** link at the top of the screen.





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Markbook Academic Profiles User Guide

- f. To select the tasks to include within the Academic Profile, do one of the following:
 - Click and drag the tasks you require from the first column to the second column.
 - Click on the relevant tasks in the first column and use the **Arrow** buttons to move the tasks to the second column.

se the Tasks to be included	
ise drag and drop the required tasks ove lected Tasks" section on the right hand si	Please order the tasks into the order you wish them to appear ny your view. Please note tasks will appear horizontally on the Mark Inquiry screen.
I English Y7 - English Year 7 Set A1 - ARKER, Simon P ate: 22-09-2014 utumn 1/2 Term - English Year 7 Set A1 - ARKER, Simon P ate: 10-10-2014 - Effort utumn End Term - English Year 7 Set A1 - ARKER, Simon P ate: 15-12-2014 - Effort 958 Scenario 1 - English Year 7 Set A1 - ARKER, Simon P ate: 16-09-2014 utumn Exam Rank 2 - English Year 7 Set A1 - ARKER, Simon P ate: 26-09-2014 utumn Exam Senglish Year 7 Set A1 - ARKER, Simon P ate: 17-12-2014 numn Exam Senglish Year 7 Set A1 - ARKER, Simon P	Autumn 1/2 Term - English Year 7 Set A1 -
ate: 18-11-2014 utumn 1/2 Term - Year 7 - BRYANT, lelanie ate: 01-12-2015 - A2 Level	

g. Check that the order in which the tasks are displayed (in the second column) is the order in which you want the tasks to appear within the Academic Profile in Mark Inquiry.
If you wish to alter the order, click and drag the items or click on the relevant task and click on the Up or the Down arrow to move the tasks up or down the list.





- h. (Optional) From the Select Task to be used as the Target task for this view drop list, select the appropriate task to set as the target (for example 'Autumn ½ Term English Year 7 Set A1')
- 5. Click the **Next** button.

The data set that matches your new Academic Profile is displayed.

English Year 7 Set A1	Autumn 1/2 Term 10/10/2014 Attainment English	Autumn End Term 15/12/2014 Attainment English	Spring Half Term 12/02/2015 Attainment English	Spring End Term 27/03/2015 Attainment English	Summer Half Term 22/05/2015 Attainment English	Summ Te 24/06 Attain Eng
ADAMS, Sarah J	D+	В-				
ASLETT, Fletcher						
GREEN,Michael L	B+	В				
JEFFERY, Kate	A-	B+				
KOUNELLIS, Stephan	В	C-				
PORTAL, William D	В-	В				
WALLING,Fergus	В	B+				
WALLING,Fergus						

- 6. Choose one of the following options:
 - Click the Finish and View button to see the results of your new Academic Profile within the Mark Inquiry module. For details about viewing your Academic Profile, see Viewing Academic Profiles and the Target RAG Calculation on p.26.
 - Click the Finish button to display the Academic Profiles Search screen (within the Markbook Academic Profiles module), enabling you to add more Academic Profiles. For details, refer to the start of this procedure.



Viewing Academic Profiles and the Target RAG Calculation

For an overview, see About Creating Markbook Academic Profiles on p.5.

To view Academic Profiles and perform the Target RAG calculation against the target task specified in the Academic Profile:

NOTE: If you wish to perform the Target RAG calculation against a task other than the target task specified in the Academic Profile, see *Performing the Target RAG Calculation on p.28*.

Mark Inquiry

1. From the **All Functions** tab, click on the **Mark Inquiry** module icon The **Mark Inquiry** screen appears.

Mark Inquiry						
▼ Search						
General Search Academic	: Profile	is				
Pupil Group Type: Subject Set	t	 Pupil Group: 	Search	Only include	incomplete tasks	
View: Standard		 Add Copy 				
Apply Filter						
*		Create calculation	Select All	Deselect all	Show marks as percentages	Display Grade Summary
					·	
		<				
		Create calculation	Select All	Deselect all	Show marks as percentages	Display Grade Summary

2. Click on the Academic Profiles tab.

ACADEMIC

	4	5
tark Inquiry		
• Search		
General Search Academi	Profiles	↓
All Profiles: 🔘 My Profiles	nly: Academic Profile Name: YR7 English	Apply Filter
	Add Academic Profile Edit Academic Profil	e
•	Create calculation Select All Deselect all	Show marks as percentages Display Grade Summary Copy
	4	

- Select All Profiles: or the My Profiles only: option.
 The Academic Profiles available in the Academic Profile Name drop list are updated accordingly.
- 4. Select the required Profile from the **Academic Profile Name** drop list, in this example the 'YR7 English' Academic Profile is selected.



5. Click the **Apply Filter** button to view the pupil group and markbook data which the selected Academic Profile returns.

Mark Inquiry						
▶ Search						
	Create calculation	Select All Deselect	all Show marks as p	Dis Dis	play Grade Summary	Copy Ac
Academic Profile: YR7 English	Autumn 1/2 Term 10/10/2014 Attainment English	Autumn End 🗱 Term 15/12/2014 🛈 Attainment English	Spring Half Term 12/02/2015 Attainment English	Spring End X Term 27/03/2015 Attainment English	Term 22/05/2015	Summ Te 24/06 Attain Eng
ADAMS, Sarah J	D+	B-				
ASLETT, Fletcher						
GREEN,Michael L	B+	В				
JEFFERY, Kate	A-	B+				
KOUNELLIS, Stephan	В	C-				
PORTAL, William D	В-	В				
WALLING,Fergus	В	B+				
	•		111			
0	Create calculation	Select All Deselect	all Show marks as p	percentages Dis	play Grade Summary	Copy Ad

6. View the Target RAG calculation for the target task specified in the Academic Profile, by clicking on the **Traffic Light** icon.

NOTE: The example given in this procedure shows tasks with a grade set with associated numeric marks. However, if you had displayed tasks with numeric values with differing maximum marks, when you click the **Traffic Light** icon you are asked if you wish to normalise the marks, i.e. uses a percentage equivalent of these marks. If this message appears, we advise you to click the **Yes** button for the marks to be normalised. For details, see *About Normalised Numeric Marks on p.12*.

▶ Search											
٠	0	Create calculation	Select All	Desele	ct all	Show mark	(s as	percentages	Disp	lay Grade Summary	Copy Ac
Academic Profile: YR7 Eng	lish (Autumn 1/2 Term 10/10/2014 Attainment English	Te 15/12	/2014 (ment		Spring Half Term 12/02/2015 Attainment English		Spring End Term 27/03/2015 Attainment English		Summer Half Term 22/05/2015 Attainment English	Summ Te 24/06 Attair Eng
ADAMS, Sarah J	80	D+	B	- 1	`						
ASLETT, Fletcher	8										
GREEN,Michael L	8	В+	E	3 4							
JEFFERY, Kate	8	A-	В	+ ଏ							
(OUNELLIS, Stephan	8	В	c	- 4							
PORTAL, William D	8	В-	E	3 1							
WALLING, Fergus	8	В	В	+ 1							
		< [
	0	Create calculation	Select All	Desele				percentages	Diam	lay Grade Summary	Copy Ad

The **Mark Inquiry** Task grid is refreshed to display the Target RAG calculation.



- (Optional) If the tasks are numeric and you wish to view the marks as percentages, click the Show marks as percentages button. To view the actual marks, click the Show actual marks button.
- 8. (Optional) To hide the RAG arrows, click **More Actions > Show/Hide Rag Arrows**.
- 9. (Optional) To hide the Target RAG calculation, click on the **Traffic Light** icon (as highlighted in the screenshot above).

Performing the Target RAG Calculation

For an overview, see About Creating Markbook Academic Profiles on p.5 and About Setting the Target Task within the Mark Inquiry Task grid on p.15.

To perform the Target RAG calculation against any task in the Task grid:

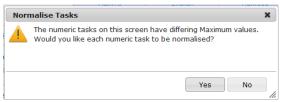
NOTE: This procedure details how to perform the Target RAG calculation against any task in the **Mark Inquiry** Task grid, with the exception of those tasks that have a grade set without a numeric equivalent (for details, see *About Tasks and Marking Methods on p.11*). If you wish to perform the Target RAG calculation using the target task specified within the Academic Profile, see *Viewing Academic Profiles and the Target RAG Calculation on p.26*.

- 1. Within the **Mark Inquiry** module display the relevant tasks in the Task grid, do one of the following:
 - Use the **General Search** tab to filter for the appropriate pupil view.
 - Use the **Academic Profiles** tab to filter for the appropriate Academic Profile view. If you are unsure, see Step 1-5 of *Viewing Academic Profiles and the Target RAG Calculation on p.26*.
- 2. Click in the column heading of the task you wish to make the target task.

NOTE: If you accidentally select more than one column heading, the **Summaries > Target RAG** menu item is disabled. You can only select the one task against which the RAG calculation will be performed.

3. Click Summaries > Target RAG.

4. (Data dependent) If the **Normalise Tasks** screen appears your view contains tasks with numeric values with differing maximum marks; click the **Yes** button to normalise the marks, i.e. to display the percentage equivalent of these marks. (The example given in this procedure displays tasks with numeric values with differing maximum marks.)



The Task grid is updated and the Target RAG icon in the **Summarises** menu changes from an 'i' to a tick, for example:



Search												
٠.	0	Create calculation	Select All	Deselec	t all Show m	arks a	s percentages	Dis	splay Grade Summary	Copy Academic Profile	More Actions -	Summaries 🕶 🛛
Academic Profile: YR	11 English	Polemic 06/10/2014 English Max:75	Short Es 09/10/2 Englis Max:3	014 ih 🕕	Short Stor 10/10/201 English Max:100	4	Book Review 25/09/2014 English Max:50					
ADAMS, Lauren S	800	68	28		82		45					
ASHMAN,Timothy George	0	54	22		88		38					
BASTON-SMYTHE, Henrietta C	0	61	21		70		41			Minimum mark	ks for task	
BOUILLON, Louis J	0	72	23		75		43			Maximum mar	ks for task	c
BRIGGS, Thomas W	8	56	24		74		36			Mean marks fo	or task	
BURGESS,Amanda J	8	47	25		76		35					
BURGESS,Andrew P	8	54	19		75		29			Median mark f	or task	
CAVENDISH,Mary	800	51	23		67		40			Minimum mar	ks for grou	p
CHARLES, Mary	8	65	24		78		38			Maximum mar	ks for gro	qu
JACKSON,Helen M	8	60	22		90		41			Mean marks fo	or aroup	
KENNEDY, Donald	0	54	25		81		39					
MASON, Mary	0	60	26		64	Ŷ	37			Median mark f	or group	
	•	•				11		_		Benchmarks		
	•	Create calculation	Select All	Deselec	t all Show m	arks a	is percentages	Dis	splay Grade Summa	Target RAG		naries 🔻

NOTE: If a target task has a grade set without a numeric equivalent, then a RAG calculation cannot be performed. For details, see *About Tasks and Marking Methods on p.11*.

- 5. (Optional) If the tasks are numeric and you wish to view the marks as percentages, click the **Show marks as percentages** button. To view the actual marks, click the **Show actual marks** button.
- 6. (Optional) To hide the RAG arrows, click **More Actions > Show/Hide Rag Arrows**.
- 7. (Optional) To hide the Target RAG calculation, click **Summaries > Target RAG**.

Performing the Column by Column RAG Calculation

For an overview, see About Creating Markbook Academic Profiles on p.5 and About the Column by Column RAG Calculation for Academic Profiles on p.16.

To perform the Column by column RAG calculation:

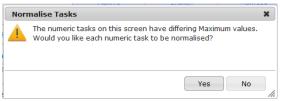
- 1. Within the **Mark Inquiry** module use the **Academic Profiles** tab to filter for the appropriate Academic Pupil view. If you are unsure, see Step 1-5 of *Viewing Academic Profiles and the Target RAG Calculation on p.26*.
- 2. Select the column heading of a task as the starting point of the calculation.
- 3. Click Summaries > Column by column RAG.

NOTE: The **Column by column RAG** menu item is disabled if you accidentally select more than one column heading (you can only select the one task against which the RAG calculation will be performed). It is also disabled if you are looking at a general view rather than an Academic Profile view.





4. (Data dependent) If the **Normalise Tasks** screen appears your Academic Profile view contains tasks with numeric values with differing maximum marks; click the **Yes** button to normalise the marks, i.e. to display the percentage equivalent of these marks. (The example given in this procedure displays tasks with numeric values with differing maximum marks.)



The Task grid is refreshed to display the Column by column RAG calculation, enabling you to view track pupils' achievements on a progressive task by task basis. For example, in the screenshot below the 'Polemic' task has been set as the chosen starting point for the **Column by column** calculation. The 'Short Essay 1' task is colour coded in comparison to the marks gained in the 'Polemic' task; the 'Short Story' task is colour coded in relation to the marks gained in the 'Short Essay 1' task; and the 'Book Review' task is colour coded in relation to the marks gained in the 'Short Story' task.

Mark Inquiry												
→ Search												
	0	Create calculation	Select All	Deselec	t all Show ma	arks a	s percentages	Dis	splay Grade Summary	Copy Academic Profile	More Actions -	Summaries 🕶 📓
Academic Profile: YR	11 English	Polemic 06/10/2014 English Max:75	09/10/3	sh 🕕	Short Stor 10/10/2014 English Max:100	4	Book Review 25/09/2014 English Max:50					
ADAMS, Lauren S	800	68	28		82	\mathbf{v}	45					^
ASHMAN, Timothy George	8	54	22	^	88		38					
BASTON-SMYTHE, Henrietta C	0	61	21		70	⇒	41					
BOUILLON, Louis J	0	72	23		75	Ψ	43					
BRIGGS, Thomas W	•	56	24		74	ৢ	36	ৢ				
BURGESS,Amanda J	0	47	25		76	♦	35					Ξ
BURGESS,Andrew P	0	54	19		75		29					
CAVENDISH, Mary	800	51	23		67	♦	40					
CHARLES, Mary	0	65	24	•	78	$\mathbf{\Phi}$	38	Ŷ				
JACKSON,Helen M	0	60	22	•	90		41					
KENNEDY, Donald	0	54	25		81	ψ	39	ৢ				-
MASON, Mary	0	60	26		64	♦	37					-
		•				11						Þ
	0	Create calculation	Select All	Deselec	t all Show ma	arks a	is percentages	Dis	splay Grade Summary	Copy Academic Profile	More Actions •	Summaries 🔻

NOTE: If a target task has a grade set without a numeric equivalent, then a RAG calculation cannot be performed. For details, see *About Tasks and Marking Methods on p.11*.

- 5. (Optional) If the tasks are numeric and you wish to view the marks as percentages, click the **Show marks as percentages** button. To view the actual marks, click the **Show actual marks** button.
- 6. (Optional) To hide the RAG arrows, click **More Actions > Show/Hide Rag Arrows**.
- (Optional) To hide the Column by column RAG calculation, click Summaries > Column by column RAG.





About Maintaining Academic Profiles

ACADEMIC

For how to maintain Academic Profiles, see *Maintaining Academic Profiles on p.32*.

Once you have created Academic Profiles within the **Mark Inquiry** module or the **Markbook Academic Profile** module, you can edit and copy them from either module. In addition, you can also delete existing Academic Profiles from the **Markbook Academic Profile** module.

In **Mark Inquiry** you can edit and copy existing Academic Profiles (if you have the necessary permissions):

lark Inquiry						
r Search						
General Search	Academic Profile	25				
ll Profiles: 🔘 M	ly Profiles only:	Academic Profile I	Name: baseline data yr 3	Apply Filter		
		Add Academic Pr	ofile Edit Academic Pro	file		
*		Create calculation	Select All Deselect all	Show marks as percentages	Display Grade Summary	Copy Academic Profile
		4				

In Markbook Academic Profiles you can copy, edit and delete existing Academic Profiles:

Academic Profile Sear	rch							
▼ Filter								
Academic Profile Name:			From: 15 To:				15	
Pupil Group Type:	All 👻	Pup	Pupil Group: All Owner:					
Created By All 👻								
Search								
Academic Profile Add Aca	ademic Profile							
Actions Aca	ademic Profile Name 🔻	Creation Date	Pupil Group(s)				Owner	
Copy Edit Delete Yr	7 MidYis Results	01/12/2014	Year 7 (2014)				BRYANT, Melanie	
Copy Edit Delete Yea	ar 7 Subject sets	27/10/2014	English Year 7 Set English Year 7 Set Mathematics Year	A2 (2014)		*	BRYANT, Melanie	



Maintaining Academic Profiles

For an overview, see About Maintaining Academic Profiles on p.31.

You can maintain Academic Profiles using:

ACADEMIC

- The Markbook Academic Profile module, see Maintaining Academic Profiles using the Markbook Academic Profiles module on p.32.
- The **Mark Inquiry** module, see *Maintaining Academic Profiles using the Mark Inquiry module on p.33*.

Maintaining Academic Profiles using the Markbook Academic Profiles module

For an overview, see About Maintaining Academic Profiles on p.31.

To edit, copy or delete an Academic Profile within the Markbook Academic Profile module:

1. From the All Functions tab, click on the Markbook Academic Profiles module icon

Markbook Academic Profiles

The Academic Profile Search screen appears.

▼ Filter					
Academic Profile Nar	ne: baseline		From:	To:	15
Pupil Group Ty	e: All 👻	Pupi	l Group: All	Owner:	
Created	By All 👻				
Search					
Academic Profile Add	Academic Profile				
actions	Academic Profile Academic Profile Name 🔺	Creation Date	Pupil Group(s)		Owner
	Academic Profile Name 🔺		Pupil Group(5) Year 7 (2014)		Owner BRYANT, Melani
Actions	Academic Profile Name 🔺 baseline data yr 7	28/11/2014			

- 2. Use the Filter panel to filter the list of existing Academic Profiles:
 - a. Enter search criteria, such as the name of the Academic Profile or the date range in which the Profile was created.
 - b. Click the Search button.
 The list of Academic Profiles that match your search criteria appear in a list in the Academic Profile panel.
- 3. Maintain the appropriate Academic Profile:
 - To edit, see Step 4.
 - To copy, see *Step 5*.
 - To delete, see *Step 6*.

NOTE: For each Step below ensure that you click on the **Copy**, **Edit** or **Delete** link within the appropriate row of the table.

- 4. To edit:
 - a. In the Actions column, click on the Edit link.

You are taken to the Add Academic Profile: Step 1 – Main Details screen.





- b. Make any necessary changes to the Academic Profile using the Academic Profile wizard, see Step 2 onwards of *Creating Academic Profiles on p.18*.
- 5. To copy:
 - a. In the Actions column, click on the Copy link.
 - You are taken to the **Add Academic Profile: Step 1 Main Details** screen. The content of the selected Academic Profile is copied.
 - b. In the View Name field, enter a new name for the copied Academic Profile.
 - c. Make any necessary changes to the Academic Profile using the Academic Profile wizard, see Step 2 onwards of *Creating Academic Profiles on p.18*.
- 6. To delete:
 - a. In the **Actions** column, click on the **Delete** link.
 - The **Confirm Delete** message appears requesting confirmation.
 - b. Click the **Yes** button to delete the Academic Profile (click the **No** button if you do not wish to delete it).

Maintaining Academic Profiles using the Mark Inquiry module

For an overview, see About Maintaining Academic Profiles on p.31.

To edit or copy an Academic Profile within the Mark Inquiry module:

1. From the **All Functions** tab, click on the **Mark Inquiry** module icon The **Mark Inquiry** screen appears.

Mark Inquiry			
▼ Search			
General Search Academic Prof	25		
Pupil Group Type: Subject Set	Pupil Group: Search Only include in	complete tasks	
View: Standard	✓ Add Copy		
Apply Filter			
••	Create calculation Select All Deselect all	Show marks as percentages	Display Grade Summary
			(,,,,
	€		
0	Create calculation Select All Deselect all	Show marks as percentages	Display Grade Summar



Mark Inquiry



2. Click on the Academic Profiles tab.

Mark Inquiry					
▼ Search					
General Search <u>Academic Profiles</u>					
All Profiles: O My Profiles only: O	Academic Profile Name:	baseline data yr 7	 Apply Filter 		
	Add Academic Profile	Edit Academic Pro	file		
			[a]		
	reate calculation Select	All Deselect all	Show marks as percentages	Display Grade Summary	Copy Academic Profile
	<				

- Select All Profiles: or the My Profiles only: option.
 The Academic Profiles available in the Academic Profile Name drop list are updated accordingly.
- 4. Select the required Profile from the **Academic Profile Name** drop list.
- 5. Maintain the selected Academic Profile:
 - To edit, see *Step 6*.
 - To copy, see Step 7.
- 6. To edit:
 - a. Click the Edit Academic Profile button.

You are taken to the **Add Academic Profile: Step 3 – Main Details** screen, enabling you to quickly change the tasks included within the Profile and the order in which the tasks appear. If you need to change the main details or the academic year, you can click the **Back** button to step back through the wizard.

NOTE: If you choose the wrong Academic Profile by mistake, you can step through the wizard by clicking the **Next** button and then the **Finish** button without making any changes, or you can click the **Back** button to return to Step 1 of the wizard and click the **Cancel** button.

- b. Make any necessary changes to the Academic Profile using the Academic Profile wizard, see Step 2 onwards of *Creating Academic Profile on p.18*.
- 7. То сору:
 - a. Click the **Apply Filter** button.

The **Mark Inquiry** Task grid is populated with the data set for the selected Academic Profile.





* Search						
General Search Academic Profile	15					
All Profiles: My Profiles only:	Academic Profile N	ame: baseline data	yr 7 💌 Apply Filt	er		
	Add Academic Pro	file Edit Academic	Profile			
••	Create calculation	Select All Deselect	all Show marks as	percentages Dis	play Grade Summary	Copy Academic Profile
.cademic Profile: baseline data yr 7	Target # 09/09/2014 Industry U History I	Target # 09/09/2014 Industry O Art I	Target # 09/09/2014 Industry Drama	Target # 09/09/2014 Industry D English	Target # 09/09/2014 Industry Industry Image: Comparison of the second se	Target \$ 09/09/2014 Industry French
ADAMS, Sarah J	А	А	В	А	с	В
BROWN, James 🕴	В		С			В
DAVIDSON, Nicola M 🛛 🙆 🧿	А	Α	D		В	В
GERRARD, Amy	В	С	С			A
GREEN,Michael L	с	В	A	В	с	В
GREYHOUND, Tom	В	D	В			С
JEFFERY, Kate	В	В	D	В	A	В
KNOLE,Anna 🕴	А	С	С			D
					0	

NOTE: You are unable to copy an existing Academic Profile until you have displayed the Academic Profile data set.

- b. Click the Copy Academic Profile button.
 You are taken to the Add Academic Profile: Step 1 Main Details screen. The content of the selected Academic Profile is copied.
- c. Enter a new **View Name** for the copied Academic Profile.
- d. Make any necessary changes to the Academic Profile using the Academic Profile wizard, see Step 2 onwards of *Creating Academic Profiles on p.18*.





Configuring Academic Profiles

This section details the following:

- About Configuring Permissions for Academic Profiles on p.36.
- *Editing Profiles on p.36.*

About Configuring Permissions for Academic Profiles

For all the relevant users within your school to have access to the **Markbook Academic Profiles** module and to the Academic Profiles functionality within the **Mark Inquiry** module, you must ensure that you have configured the following Profile **Setup** settings appropriately:

Field Name	Field Description
Academic Profile View	Tick to allow the selected user or profile to have access to the Academic Profile views within the Mark Inquiry module.
Academic Profile View Creation	Tick to allow the selected user or profile to create, edit or delete Academic Profile views within the Mark Inquiry module or within the Markbook Academic Profiles module.

 Markbooks Admini 	stration		
Manage Markbooks:	V	Manage Baseline Results Imports	
Manage Baseline Registration Exports:		Manage Markbook Generic Import	
Manage Markbook Generic Export:		Academic Profile View Creation:	
Academic Profile View:			
Task Profiles For Maintenance:		Search	

If you are unsure how to configure the permissions, see *Editing Profiles on p.36*.

Editing Profiles

For further information about editing profiles, please refer to the **3Sys** online help.

To edit the details of an existing profile

 In **3Sys** choose **Setup** from the menu at the top of your screen. The **Setup** options appear in the **3Sys** side panel.

NOTE: If the side panel is not currently displayed, click the left-facing arrow button don the left of your screen, near the top.

In the Users and Profiles menu, click Profiles.
 The Profile Search screen appears displaying a list of profiles.





Profile Search	1	
▼ Filters		
Profile Name:		
Profiles	Add	×
Actions	Profile Name 🔺	
View Edit 👻	Admin	
View Edit 👻	Attendance Only	
View Edit 🝷	Bursar	
View Edit 🝷	Careers	
View Edit 👻	Headmaster	
View Edit 👻	HoD	
View Edit 🝷	Junior School	
View Edit 🝷	Medical	
View Edit 👻	Nursery	
View Edit 👻	PE Department	
I4 <4 P> PI	Records Per Page 10 - Showing 1 - 10 of 17 Records Page 1 of 2	

3. Find the profile you want to edit.

If you cannot find the required profile in the list, do one of the following:

- Enter the name of the profile (or part of the name) in the **Profile Name** field and click **Search**.
- Use the **Page Scroll** arrows **H** at the bottom of the screen to view the profile records a page at a time.
- 4. In the **Actions** column, click **Edit** to the left of the name of the profile you want to edit.



The Profile screen appears.

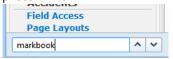
Profile Admin							
Detail	Save Cancel						
Profile Name: Adm	in						
 Desktops used by this profile 	e						
Filter:	Select: All None	2		Select: All	None		
Available [Desktops	*		Selected Desktop	is í	-	
Attendance Only				Admin			
Bursar				Default			
Careers							
DOS			•				
Headmaster		E	4				
Junior			Ù				
Medical							
new desktop							
Nursery							
PE							
RB		-			-		
 General Permissions 							
Manage Global Views: 🗐					Mar	age Global Custom Links:	
Manage Administration:					Manage	Application Setup:	
Manage Report Visibility: 🔲					Manaç	e Global Desktops:	
Manage Personal 🔲 Desktops:					Μ	lanage Other Users Passwords:	
Administer Custom Groups:					Mar	nage Global Custom Groups:	
Manage Personal Custom Groups:							
 Academic House 							
Read: 🔽						Page Lavout:	Standard 🗸





NOTE: You can edit the following profile details:

- \circ Profile permissions (both general and for specific areas of the system).
- Profile Name.
- Desktops assigned to the profile.
- Page layouts assigned to the profile.
- 5. Find the relevant profile permission you require:
 - a. Check the name of the profile permission you need to change see About Configuring Permissions for Academic Profiles on p.36.
 - b. Do one of the following:
 - Press CTRL+F to display the Find field, enter the name of the permission and press RETURN.



The first match on the page is highlighted. Use the arrows to move down or up the page to find the required item.

- Scroll up or down the page to find the required item.
- 6. Set or disable the individual permission. Tick the box to grant the profile access to this permission, untick the box to disable that permission for this profile.
- 7. Scroll to the top or the bottom of the page and click the **Save** button.

Contacting Us

For further information on known issues and fixes, please visit our website and click the **Sign in** button to access our Customer Centre: <u>www.wcbs.co.uk</u>



