3Sys Release Notes Version 4.2.0.0 Supplement (a) - Markbook Enhancements

Contents

Introduction

This Release Note Supplement details the new enhancements to Markbooks available with **3Sys** version 4.2.0.0. The following Markbooks enhancements have been made:

- Two additional items have been added to the search options available within the **Mark Inquiry** and **Mark Entry** modules:
    - o 'Calculated Task' item.
    - o 'Assessment Period Number' item.

    For details, see *New Mark Inquiry and Mark Entry Search Options on p.5*.

- Grade Summary.
  You can view a grade summary for each task within the **Mark Inquiry** module - see *New Mark Inquiry Grade* Summary *on p.12*.

- New Calculated Task Types, including:
    - o Ranking
    - o Subtraction Calculation
    - o Progress Calculation
    - o Median

    For details, see *New Calculated Task Types on p.24*.

- New Task Type Number Order field – see *New Task Type Number* Order *on p.46*.

- New Mark Inquiry Cell Limit – see *New Mark Inquiry Cell* Limit *on p.48*.

NOTE: You can also refine your search for specific pupil groups using the new Academic Profiles functionality. For details about Academic Profiles, please refer to *3Sys Release Notes 4.2.0.0 Supplement (b) - Mark Inquiry Academic Profiles (Document Reference: 4200_SU_3_b/1)* available from the Customer Centre. For details, see *Contacting Us on p.50*.

New Mark Inquiry and Mark Entry Search Options

When creating views or editing existing views, there are two new filter items available within the **Mark Inquiry** and the **Mark Entry** modules:
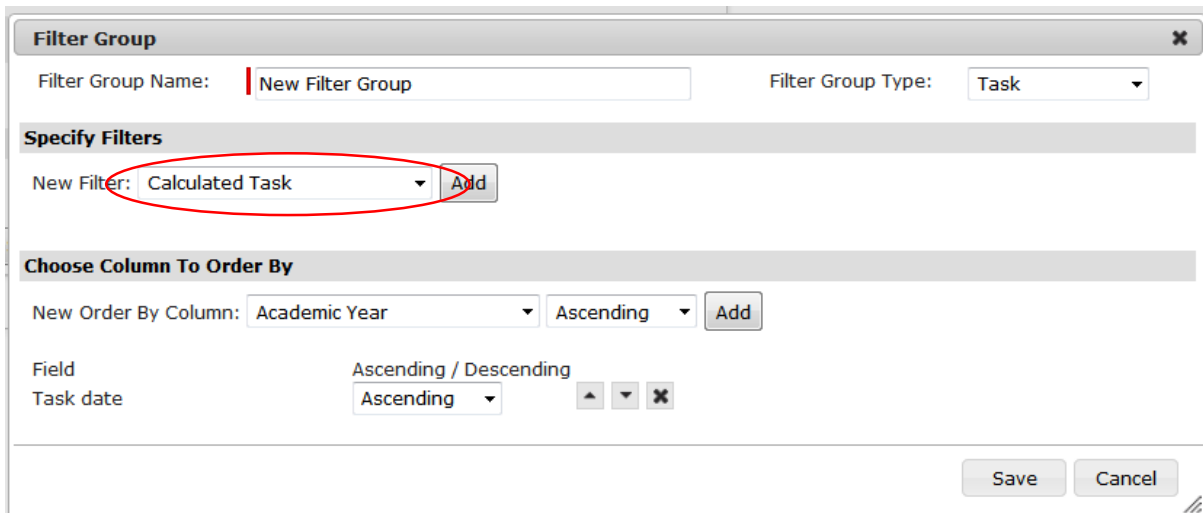
- ▪ 'Calculated Task' – see *About the 'Calculated Task' item below*.
- ▪ 'Assessment Period Number' – see *About the 'Assessment Period Number' item below*.

For procedural information, see *Using the New Filters within Mark Inquiry on p.7* and *Using the New Filters within Mark Entry on p.9*.

About the 'Calculated Task' item

You can set up search views within the **Mark Inquiry** and **Mark Entry** modules to restrict the filtering based on whether the item is a Calculated Task.

Within the **Mark Inquiry** module, when you add a new view or edit an existing view you can now select 'Calculated Task' from the **New Filter:** drop list on the **Filter Group** screen. (You can access this screen from the both the **New Mark Inquiry Search** and the **Edit Mark Inquiry Search** screens.) For example:
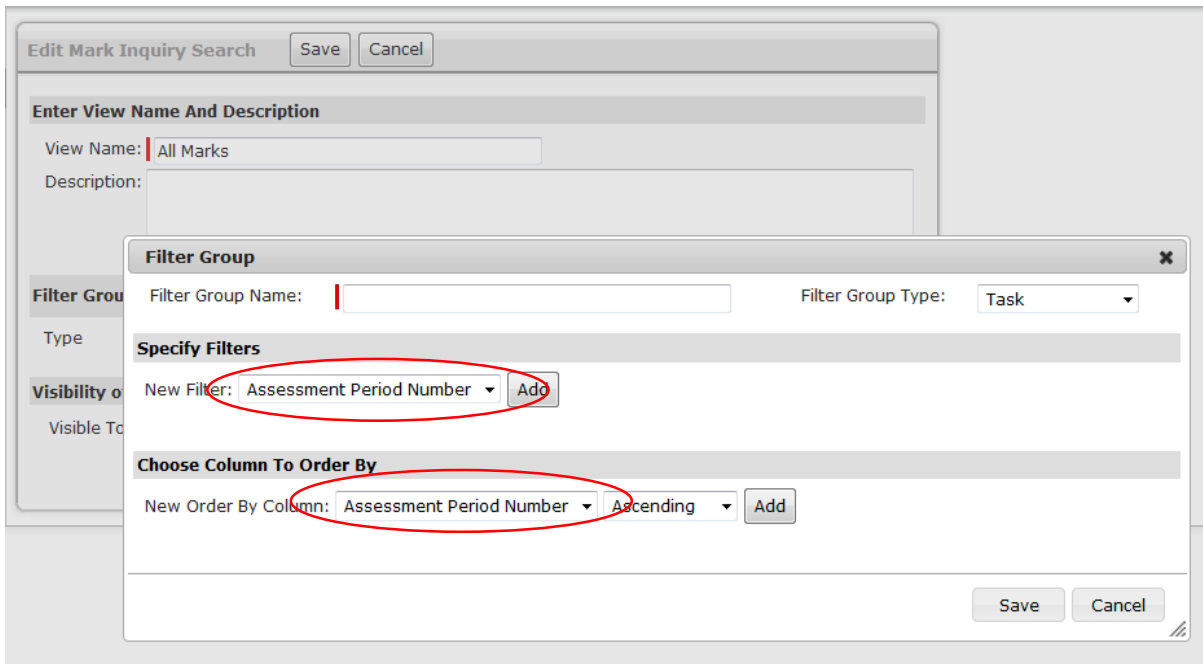

Within the **Mark Entry** module you can select 'Calculated Task' from the **New Filter:** drop list on the **Edit Mark Entry Search** screen and the **New Mark Entry Search** screen.

About the 'Assessment Period Number' item

You can set up search views within the **Mark Inquiry** and **Mark Entry** modules to restrict the filtering based on the Assessment Period Number. You can also sort the view order using the Assessment Period Number (select the 'Assessment Period Number' item from the **New Order By Column:** drop list).

Within the **Mark Inquiry** module, when you add a new view or edit an existing view you can now select 'Assessment Period Number' from the **New Filter:** drop list on the **Filter Group** screen. (You can access this screen from the both the **New Mark Inquiry Search** and the **Edit Mark Inquiry Search** screens.) For example:
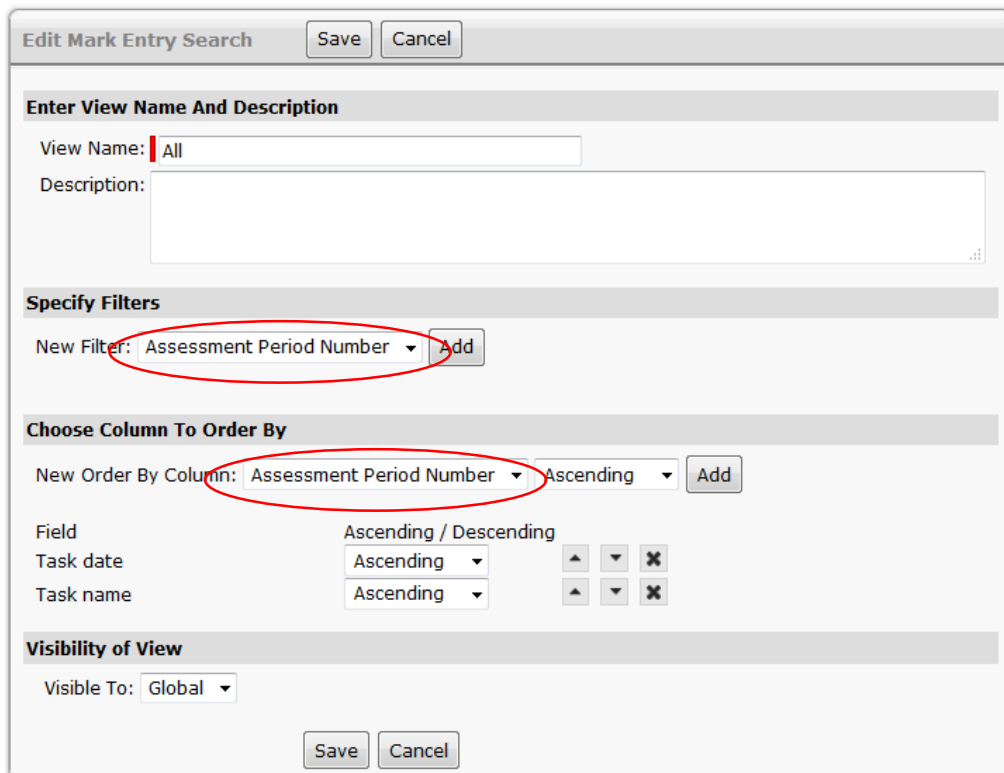
NOTE: You can also sort the view order using the Assessment Period Number (select the 'Assessment Period Number' item from the **New Order By Column:** drop list).

Within the **Mark Entry** module, the 'Assessment Period Number' appears as an item in the **Edit Mark Entry Search** screen and the **New Mark Entry Search** screen in the following fields:

- **New Filter** drop list within the **Specify Filters** panel
- **New Order By Column** drop list within the **Choose Column To Order By** panel

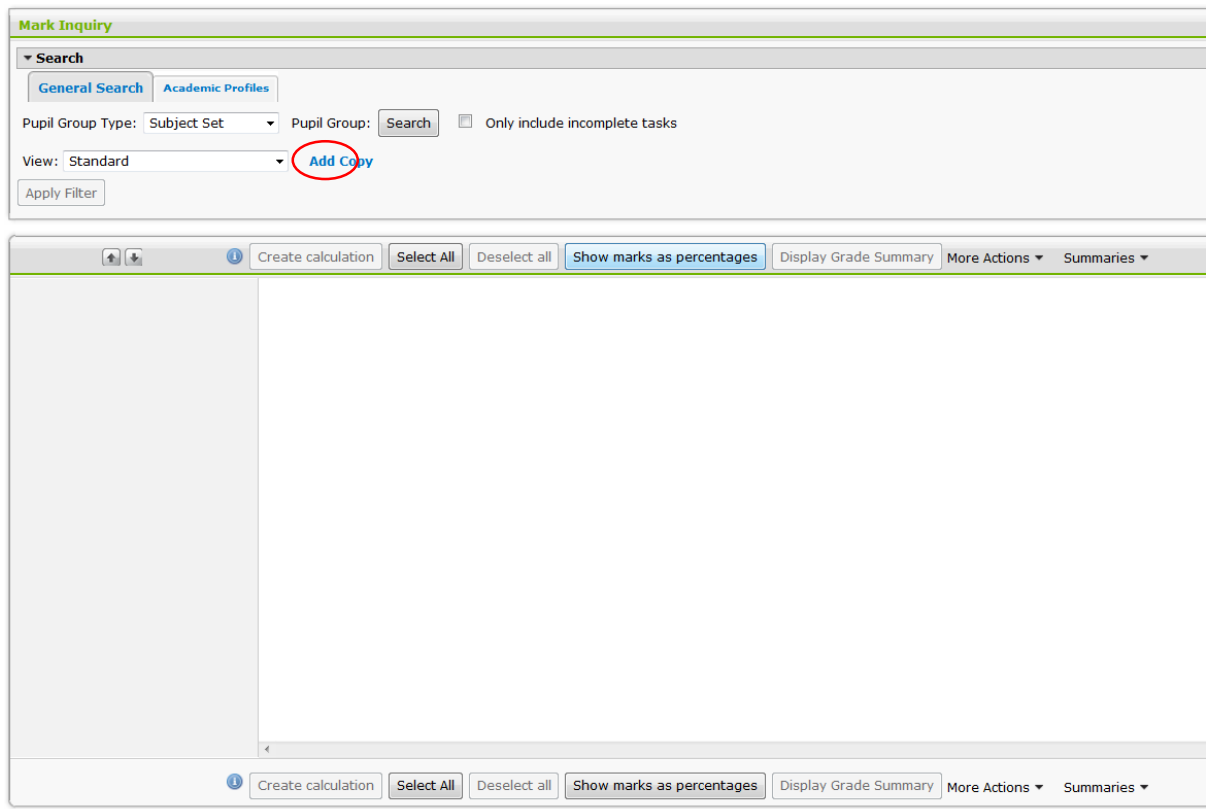The **Edit Mark Entry Search** screen is shown as an example.

Using the New Filters within Mark Inquiry

For an overview, see *About the 'Calculated Task' item on p.5* and *About the 'Assessment Period Number' item on p.5*.

NOTE: This procedure describes how to use the new filters when adding a new view. You can also select these new filter items when editing an existing view.

How to use the New Filters within Mark Inquiry:

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

2. Click the **Add** link next to the **View** drop list.
   The **New Mark Inquiry Search** screen appears.

3. In the **View Name** field, enter the name of the view.

4. In the **Filter Groups** panel, click the **Edit** (pencil) button.

   The **Filter Group** screen appears.

5. In the **Specify Filters** panel, from the **New Filter** drop list select the 'Calculated Task' or the 'Assessment Period Number' list item.

6. Click the **Add** button.
   The **Specify Filters** panel expands, enabling you to specify further search criteria including the **Operator** and **Value**.

7. Order the results of the view:

   a. Select the relevant item from the **New Order By Column Complete:** drop list.

      NOTE: You can now select the 'Assessment Period Number' item from the **New Order By Column:** drop list.

   b. Specify whether you wish the results to be grouped in ascending or descending order.

   c. Click the **Add** button.
      The field is added to the Order by list (underneath the Task date item).

   d. Use the arrow buttons to move the order by fields up or down the list.

8. Click the **Save** button.

Using the New Filters within Mark Entry

For an overview, see *About the 'Calculated Task' item on p.5* and *About the 'Assessment Period Number' item on p.5*.

NOTE: This procedure describes how to use the new filters when adding a new view. You can also select these new filter items when editing an existing view.

How to use the New Filters within Mark Entry:

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

2. Click the **Add** link next to the **View** drop list.

    The **New Mark Entry Search** screen appears.

3. In the **Specify Filters** panel, from the **New Filter** drop list select the 'Calculated Task' or the 'Assessment Period Number' list item.

4. Click the **Add** button.
   The **Specify Filters** panel expands, enabling you to specify further search criteria including the **Operator** and **Value**.

5. Order the results of the view:

   a. Select the relevant item from the **New Order By Column Complete:** drop list.

      NOTE: You can now select the 'Assessment Period Number' item from the **New Order By Column:** drop list.

   b. Specify whether you wish the results to be grouped in ascending or descending order.

   c. Click the **Add** button.
      The field is added to the Order by list (underneath the Task date item).

   d. Use the arrow buttons to move the order by fields up or down the list.

6. Click the **Save** button.

New Mark Inquiry Grade Summary

You can now view a grade summary for each task within the **Mark Inquiry** module, if the grade summary has been configured in the **Markbook Task** module. For details, see:

- *About Viewing Grade Summaries on p.12*.
- *Viewing Grade Summaries on p.16*.
- *About Creating Grade Summaries in 3Sys Setup on p.18*.
- *Creating Grade Summaries in 3Sys Setup on p.19*.

About Viewing Grade Summaries

For an explanation of how to view the grade summaries, see *Viewing Grade Summaries on p.16*.

You set up the new grade summary within **3Sys Setup**, and view the grade summary from within **Mark Inquiry**.

You can view the grade summaries for more than one task simultaneously, even if the tasks have different grade sets. Three examples are provided:

- Viewing the default grade summary (which is automatically available).
  See *Example A - Viewing the default grade summary on p.13*.
- Viewing the grade summary for two tasks that share a grade set.
  See *Example B - Viewing the grade summary for two tasks that share a grade set p.14*.
- Viewing the grade summary for two tasks that have different grade sets.
  See *Example C - Viewing the grade summary for two tasks that have different grade sets p.15*.

For how to create grade summaries see *About Creating Grade Summaries in 3Sys Setup on p.18* and *Creating Grade Summaries in 3Sys Setup on p.19*.

NOTE: You can also export the grade summaries to Excel.

Example A - Viewing the default grade summary

The **Mark Inquiry** grade summary enables you to view a percentage summary per grade for each task for which the grade summary has been configured. You can also split the grade percentage by gender. For example out of a group of 13 pupils, only 2 (15.38%) achieved an 'A' grade, one of which was attained by a male pupil and one which was attained by a female pupil.

This example shows the 'default' grade summary in the **Overview** column, which gives a percentage breakdown of all the grades within that grade set. The system automatically generates a 'default' grade summary for each grade set.

NOTE: In addition these screenshots also show an example grade summary that has been added to the system (displayed in the **Grade Summary** column).

Example B - Viewing the grade summary for two tasks that share a grade set

This example demonstrates what happens when you select two tasks that share the same grade set. (For two tasks that have different grade sets, see *Example C - Viewing the grade summary for two tasks that have different grade sets on p.15*.)

The results of the two selected tasks are combined within the **Overview** column and **Grade Summary** column. If you wish to see an overview of each task, then click the **Breakdown** button and use the horizontal scroll bar to view the various columns. For example in the screenshot below, one would need to use the horizontal scroll bar to view the 'Test 2' column.

Example C - Viewing the grade summary for two tasks that have different grade sets

This example demonstrates what happens when you select two tasks that have different grade sets associated with them. Each task has a separate column, which contains the **Overview** column and the **Grade Summary** column; these list the grade summaries and results for the associated grade set.

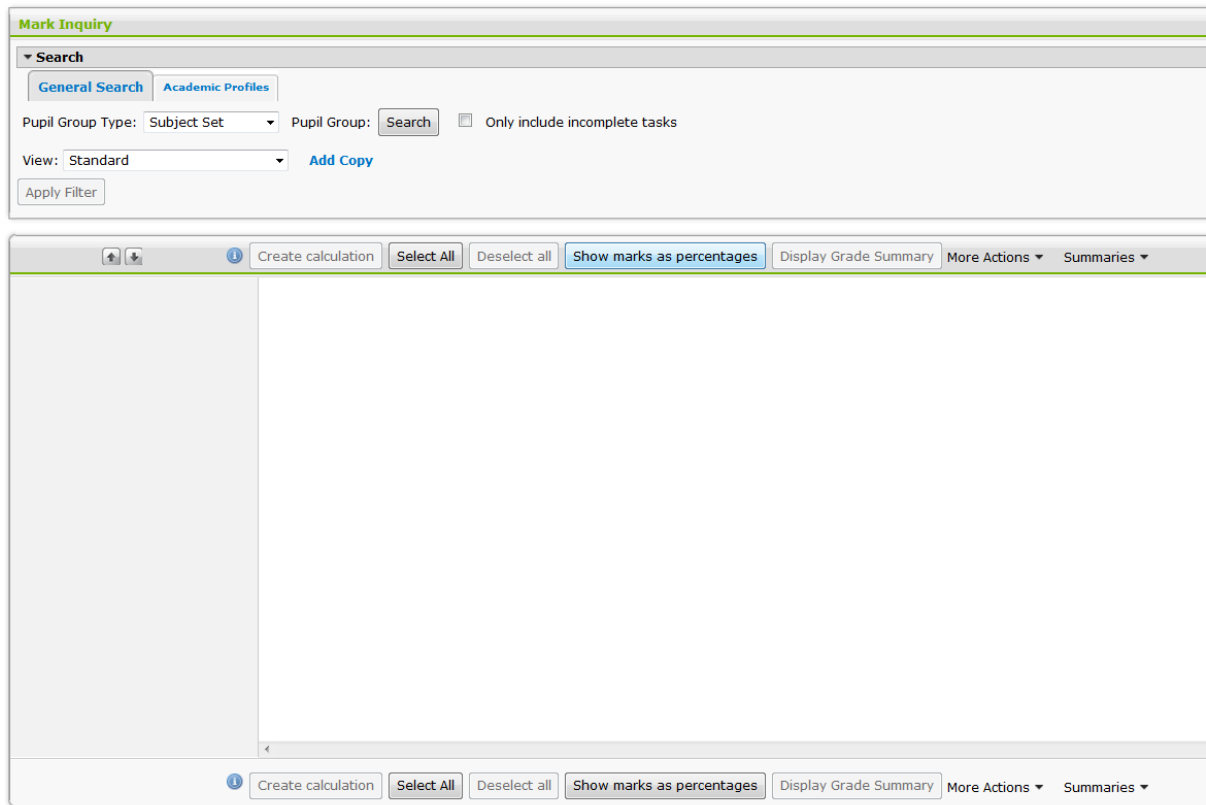| Year 7			
Task: Autumn 1/2 Term 10/10/2014 Grade Set: A+ - E A+ - E Attainment Grades		**Task: Autumn 1/2 Term** 10/10/2014 Grade Set: A - E A-E Effort	
Split by Gender		Split by Gender	
Overview Grade Set: A+ - E A+ - E Attainment Grades	**Grade Summary**	**Overview** Grade Set: A - E A-E Effort	**Grade Summary**
Total Pupils: 15			
A+: 0 (0.00%)			
A: 3 (20.00%)			
A-: 1 (6.67%)		Total Pupils: 15	
B+: 3 (20.00%)		A: 7 (46.67%)	
B: 3 (20.00%)		B: 3 (20.00%)	
B-: 2 (13.33%)		C: 3 (20.00%)	A-B: 10 (66.67%)
C+: 2 (13.33%)	A grades: 4 (26.67%)	D: 1 (6.67%)	D-E (Concern): 1 (6.67%)
C: 0 (0.00%)		E: 0 (0.00%)	
C-: 0 (0.00%)		Absent: 0 (0.00%)	
D+: 0 (0.00%)		No Mark: 1 (6.67%)	
D: 0 (0.00%)			
D-: 0 (0.00%)			
E+: 0 (0.00%)			

OK

Viewing Grade Summaries

For an overview see *About Viewing Grade Summaries on p.12*, and for creating see *About Creating Grade Summaries in 3Sys Setup on p.18* and *Creating Grade Summaries in 3Sys Setup on p.19*.

How to view a Grade Summary:

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

2. Find the relevant pupil group using the **Search** options at the top of the screen.

    The **Mark Inquiry** grid is populated with task for the specified pupil group.

3. Click on the column heading for the grade set task or tasks for which you want to view a grade summary.

4. Click the **Display Grade Summary** button.

    The **Grade Summary** screen appears.

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NOTE: The default grade summary appears in the **Overview** column. If you have configured additional grade summaries then these appear as additional columns to the right of the **Overview** column.

5. (Optional) Click the **Split by Gender** button.

The **Grade Summary** screen displays two additional columns ('Male Pupils' and 'Female Pupils').

Mathematics Year 7 Set A1

Task: Autumn 1/2 Term 10/10/2014 Grade Set: A - E A-E Effort	Task: Autumn 1/2 Term 10/10/2014 Grade Set: A - E A-E Effort	Task: Autumn 1/2 Term 10/10/2014 Grade Set: A - E A-E Effort
Hide Gender	Male Pupils	Female Pupils
Overview Grade Set: A - E A-E Effort	**Overview** Grade Set: A - E A-E Effort	**Overview** Grade Set: A - E A-E Effort
Total Pupils: 7	No. Pupils: 4	No. Pupils: 3
A: 3 (42.86%)	A: 0 (0.00%)	A: 3 (100.00%)
B: 2 (28.57%)	B: 2 (50.00%)	B: 0 (0.00%)
C: 2 (28.57%)	C: 2 (50.00%)	C: 0 (0.00%)
D: 0 (0.00%)	D: 0 (0.00%)	D: 0 (0.00%)
E: 0 (0.00%)	E: 0 (0.00%)	E: 0 (0.00%)
Absent: 0 (0.00%)	Absent: 0 (0.00%)	Absent: 0 (0.00%)
No Mark: 0 (0.00%)	No Mark: 0 (0.00%)	No Mark: 0 (0.00%)
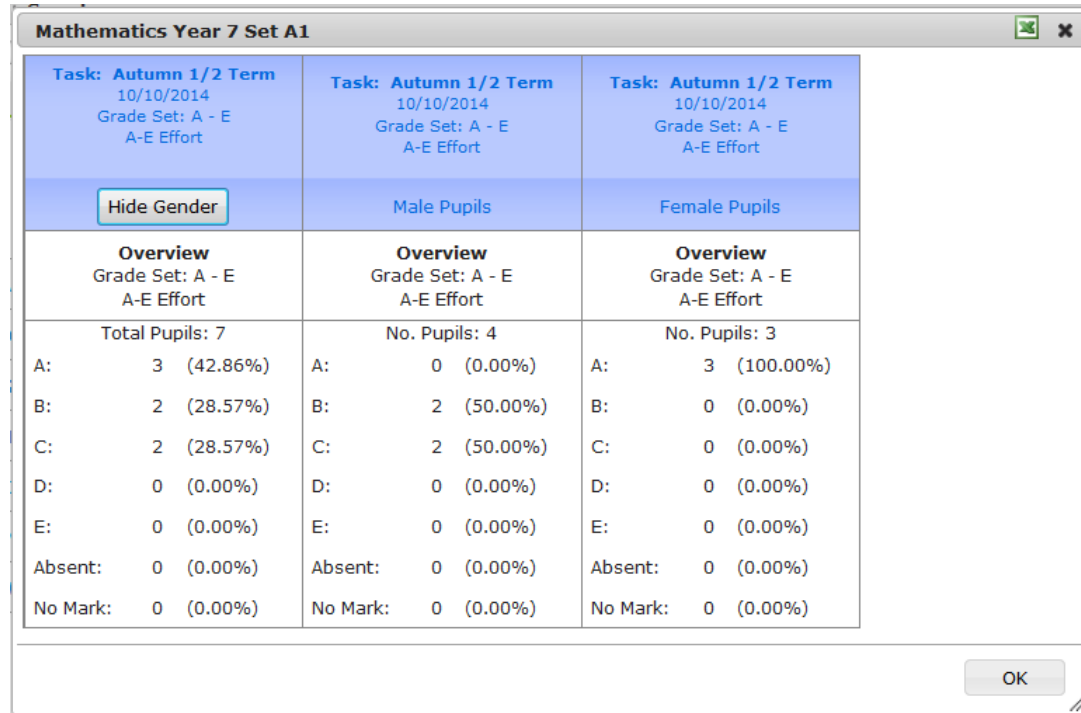
OK

NOTE: To view both the grade summary for both males and females simultaneously, you need to move the scroll bar to the right.

6. (Optional) Export the grade summary to Excel by clicking on the Excel button in the top right corner.

7. Click the **OK** button.

You are returned to the **Mark Inquiry** screen.

About Creating Grade Summaries in 3Sys Setup

By default, each grade set has an overview grade summary that includes all the grades within that grade set (called 'Default' within the **Grade Summary set up** panel). When you display the **Grade Summary** screen within the **Mark Inquiry** module, the 'Default' grade summary is displayed in the **Overview** column. You can add more specific grade summaries. For example, if you wish to have a grade summary for the higher (A-C) and lower (D-F) grades, you could configure the system as follows:

Creating Grade Summaries in 3Sys Setup

For an overview, see *About Creating Grade Summaries in 3Sys Setup on p.18* and for viewing see *About Viewing Grade Summaries on p.12*, and *Viewing Grade Summaries on p.16*.

How to create a Grade Summary:

1. Within **3Sys** click the **Setup** option at the top of the screen.

    The **3Sys Setup** screen appears, entitled **My Account**, with the **Setup** menu displayed on the left-hand side.
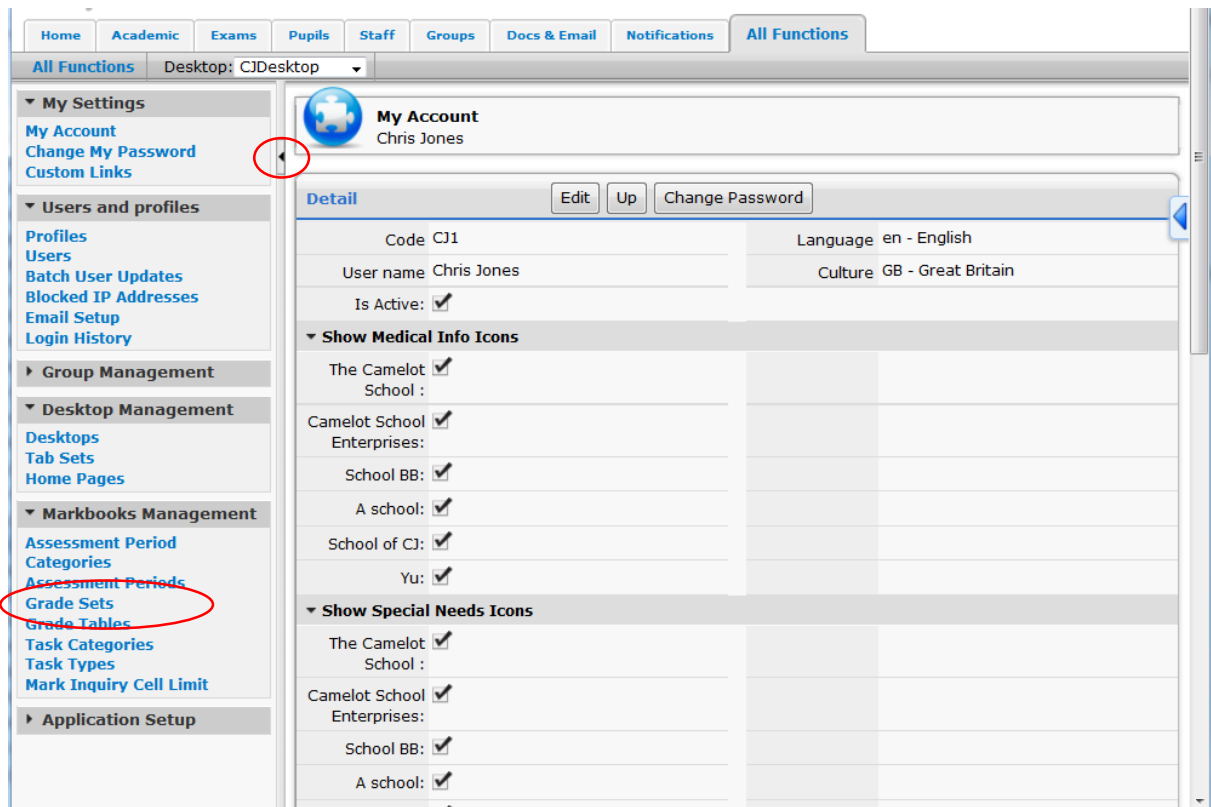
2. From the **Setup** menu in the **Markbooks Management** section, click the **Grade Sets** menu item.

   NOTE: If the **Setup** menu is hidden from view, click on the black arrow in the top left of the screen (as highlighted in the screenshot above).

   The **Search Grade Sets** screen appears.
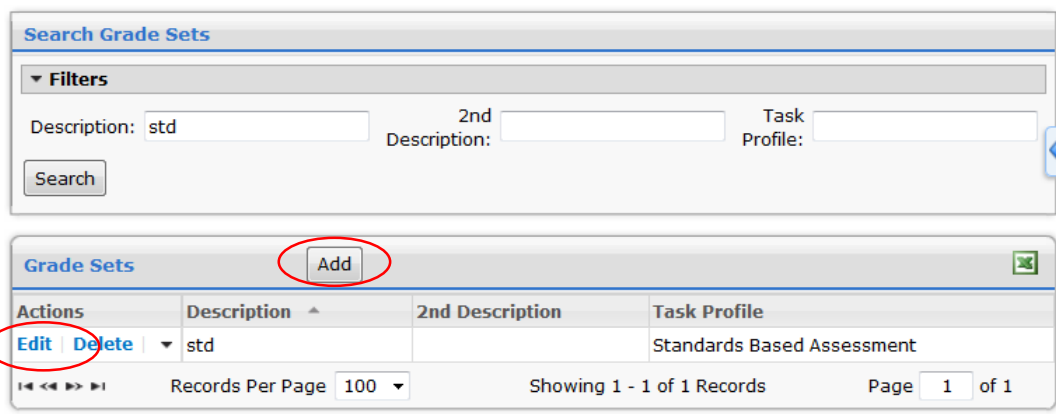
3. If you wish to edit an *existing* grade set see below, if you wish to add a new grade set skip this Step and go to Step 4:

   a) Find the grade set to which you wish to add a grade summary: in the **Filters** panel, enter search criteria and click the **Search** button.
   The **Grade Sets** panel displays those records that match your search.

   b) Click the **Edit** link.

   c) Go to step 5.

4. If you wish to *add a new* grade set:

    a) In the **Grade Sets** panel (see previous screenshot), click the **Add** button.
       The **New Grade Set** screen appears.

    b) In the **Details** panel, enter the grade set details.

    c) In the **Grades** panel, click the **Add** button.
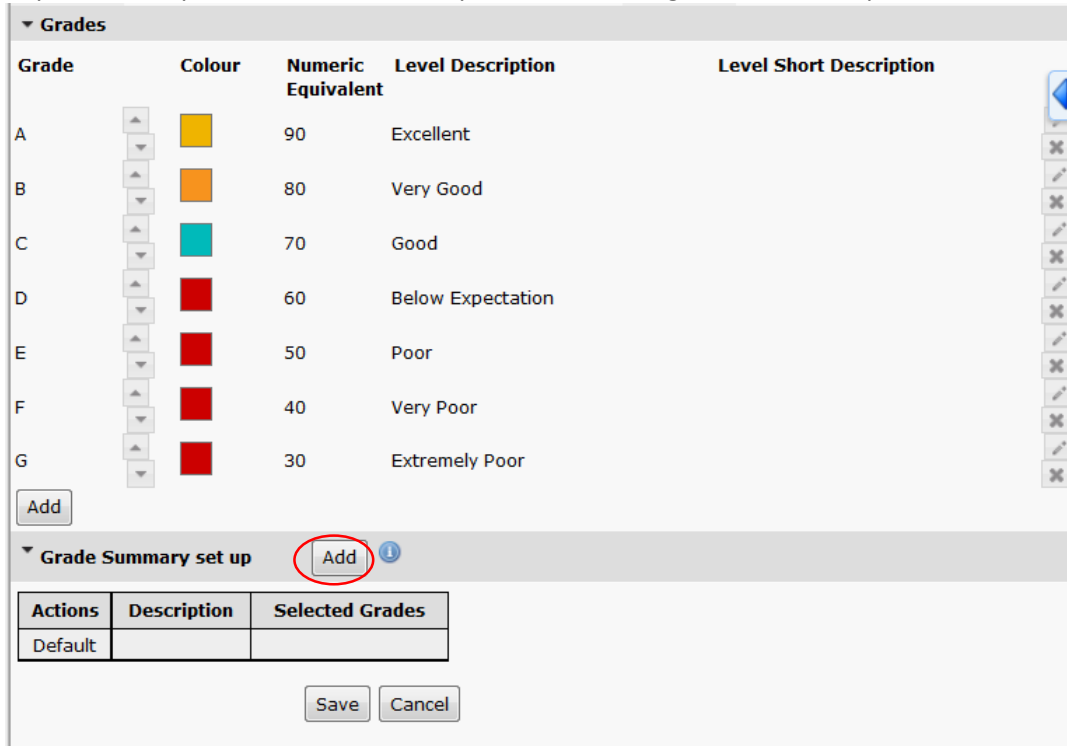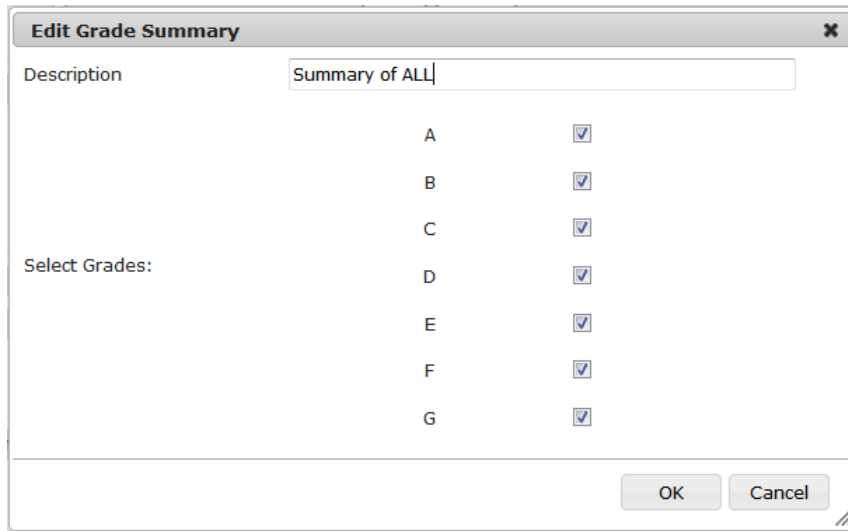   The **Add Grade** screen appears.

d) Enter the **Grade** (a mandatory field), and optionally enter the **Numeric Equivalent**, the grade **Level Description** and **Level Short Description**, and select a colour to associate with the grade, then click the **OK** button.

e) Repeat the Step 4c – 4d to add the required number of grades, for example A-G.

f) Click the **Save** button.
NOTE: You may need to scroll up or down the screen to find the **Save** button.
You are returned to the **Search Grade Sets** screen.

g) Find the grade you've just saved, and click on the **Edit** link.
The **Edit Grade Set** screen appears.
NOTE: You can only add a grade summary to an existing grade set; consequently, when you add a new grade set you need to save this before you can add a grade summary.

5. In the **Grade Summary set up** panel, click the **Add** button.
The **Add Grade Summary** screen appears.
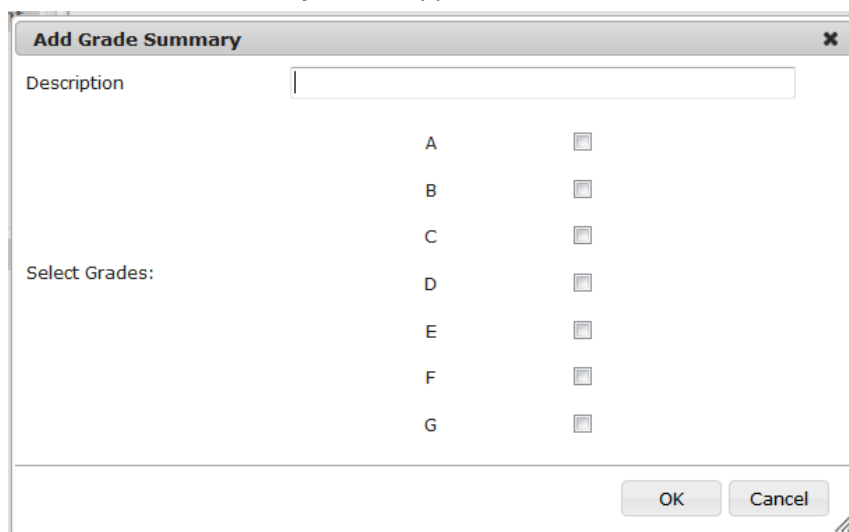
6. Enter a **Description** and select the grades that you wish to include within the grade summary.

    NOTE: The grades displayed reflect the grades configured in the grade set. For example:

Edit Grade Summary	✖
Description	Summary of ALL
	A ☑
	B ☑
	C ☑
Select Grades:	D ☑
	E ☑
	F ☑
	G ☑
	OK Cancel

7. Click the **OK** button.

    You are returned to the **Edit Grade Set** screen or the **New Grade Set** screen (depending on whether you were adding or editing a grade set).

8. Click the **Save** button.

    NOTE: You may need to scroll up or down the screen to find the **Save** button.

    You are returned to the **Search Grade Sets** screen, ready to add more grade summaries if required.

New Calculated Task Types

In addition to the Standard Calculations and the Normalised Total Calculations, there are now four new calculation options:

- Ranking Calculation – see *About the Ranking Calculated Task Type on p.24* and *Using the Ranking Calculation on p.25*.

- Subtraction Calculation – see *About the Subtraction Calculation on p.30* and *Using the Subtraction Calculation on p.32*.

- Progress Calculation – see *About the Progress Calculation on p.36* and *Using the Progress Calculation on p.38*.

- Median Calculation – see *About the Median Calculation on p.42* and *Using the Median Calculation on p.43*.

NOTE: The first three new calculations are available on the **Insert calculated column** screen. The options available within this screen vary dependent on the type of task column(s) selected. For example, you can only perform a ranking calculation on numeric task columns; consequently if you select a grade set task column, when you open the **Insert calculated column** screen the ranking calculation option is not displayed.

About the Ranking Calculated Task Type

For how to perform the calculation, see *Using the Ranking Calculation on p.25*.

The ranking calculation enables you to rank the results of pupils against one another, for the selected numeric task. If more than one pupil has the same score, then the ranking score is set as equal.

You use the **Insert calculated column** screen to calculate the ranking:

For example, the ranking calculation has been undertaken for the Art test taken on '26/09/2014'.
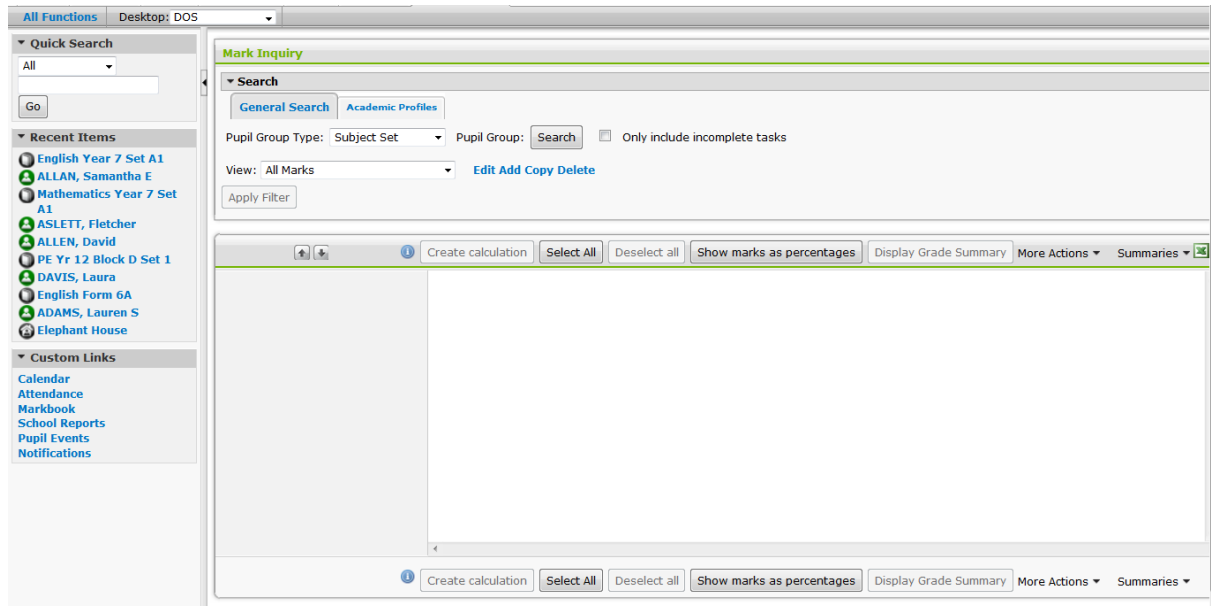
Using the Ranking Calculation

For an overview, see *About the Ranking Calculated Task Type on p.24*.
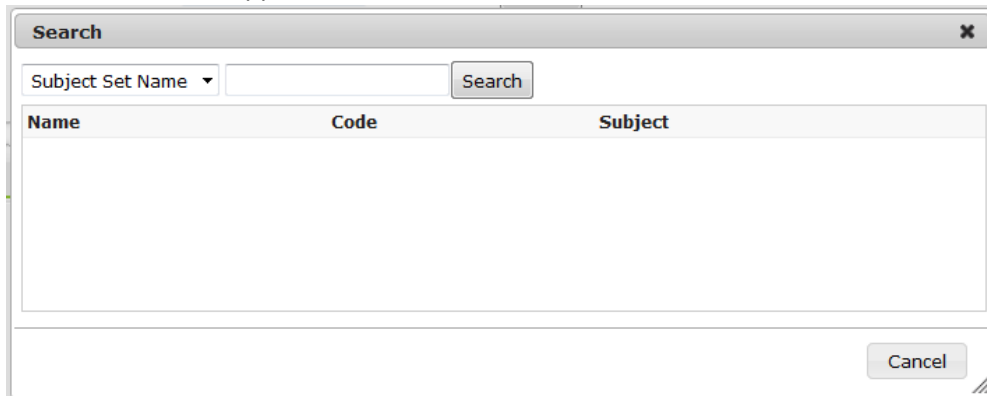
How to use the Ranking Calculation:

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

2. Use the **General Search** panel to display the relevant pupils' data:
   a) Select the relevant **Pupil Group Type** from the drop list and click the **Pupil Group: Search** button.
      The **Search** screen appears.

   b) Select and enter search terms, and click the **Search** button.
      The Search list is populated.
   c) Select the appropriate item.
      You are returned to the **Mark Inquiry** screen populated with relevant Markbook data displayed.

Art Form 7A	Autumn Exam Rank 2 26/09/2014 Art Max:100	Autumn 1/2 Term 10/10/2014 Art	Autumn 1/2 Term 10/10/2014 Art	Autumn End Term 15/12/2014 Art	Autumn End Term 15/12/2014 Art	Spring Half Term 12/02/2015 Art	Spring Ha Term 12/02/201 Art
ADAMS, Sarah J	74	B-	B	A	A		
DAVIDSON, Nicola M	68	B	B	A-	A		
GERRARD, Amy	71	B-	C	B+	B		
GREEN,Michael L	67	C+	C	B	C		
GREYHOUND, Tom	74	B-	B	B-	C		
JEFFERY, Kate	80	B-	A	B	B		
KNOLE,Anna	61	B+	B	B	C		
KOUNELLIS, Stephan	59	B-	B	B	C		
MILTON, James William	72	B	A	C+	D		
PARKER, Anna	80	B-	C	C	D		

NOTE: You can also use the new Academic Profiles search method, if your System Administrator has granted you access. For details about Academic Profiles, please refer to *3Sys Release Notes 4.2 Supplement (b) - Mark Inquiry Academic Profiles (Document Reference: 4200_SU_3_b/1)*. This document is available from our Customer Centre.

NOTE: If necessary you can restrict the list of pupils further, by selecting the appropriate **View** from the drop list and clicking the **Apply Filter** button.

3. Select the relevant task, by clicking on the column heading.
4. Click the **Create calculation** button.
   The **Insert Calculated column** screen appears, with the **I - Summary** tab displayed.
5. Click on the **II - Calculation Type** tab.

6. Click on the **Calculate ranking** option and click the **OK** button.

   You are returned to the **Mark Inquiry** screen with the newly created Ranking calculation column, which gives the ranking value for each pupil. (The background of the column heading for calculated columns is light blue.)

NOTE: If you want to re-order the rows of pupils based on the rank, you need to export the data to Excel.

7. Within the new column, click the **Save** button [image: save icon] (as highlighted in the screenshot above).

   The **Save Calculated Column** screen appears.

8. Give the task a relevant name, and complete the mandatory fields (marked with a red vertical line).

9. Click the **Save** button.

   You are returned to the **Mark Inquiry** screen, displaying your newly named calculated column.
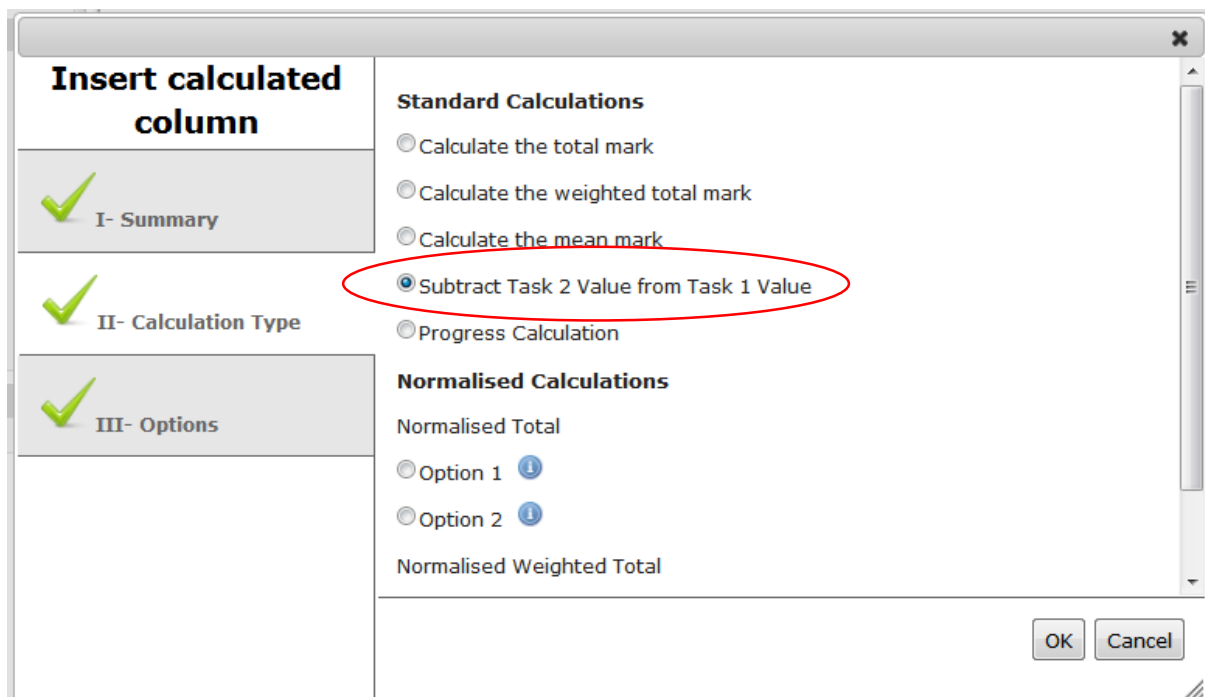
About the Subtraction Calculation

For how to perform the calculation, see *Using the Subtraction Calculation on p.32*.

The subtraction calculation enables you to pick two task columns and to subtract the values of one task from the other. The two tasks must either both hold numeric values or if the tasks display grades rather than numbers, the grade sets must have a numeric equivalent set against it. (You can select tasks with different grade sets, but the system warns you if you do this.)

For example, if you wish to monitor the progress of pupils between two tests, you can select both test tasks, confirm the task from which you wish to subtract, and run the calculation.

From the **Mark Inquiry** screen, once you have selected both your tasks and displayed the **Insert calculated column** screen (by clicking on the **Create calculation** button), you can select the **Subtract Task 2 Value from Task 1 Value** option, and use the **III - Options** to check that the two tasks are in the correct order for the calculation. You can reverse the order of the subtraction (if required).

Insert calculated column

✓ I- Summary
✓ II- Calculation Type
✓ III- Options

Autumn 1/2 Term		Order
Date	10/10/2014	
Type	Assessment	1
Profile	Assessment	
Marking	Grade Set (A+ - E Attainment Grades)	
Categories	(None)	
Autumn End Term		Order
Date	15/12/2014	
Type	Assessment	2
Profile	Assessment	
Marking	Grade Set (A+ - E Attainment Grades)	
Categories	(None)	

☐ Reverse Calculation

OK   Cancel

For example, the 'New Calc Column' highlighted below performs the following calculation for each pupil's mark: (Autumn ½ Term) - (Autumn End Term).

Mark Inquiry

▸ Search

Create calculation   Select All   Deselect all   Show marks

English Year 7 Set A2		Autumn 1/2 Term 10/10/2014 Attainment English	Autumn End Term 15/12/2014 Attainment English	New Calc Column 03/12/2014 Max:999
BROWN, James		B	A	-15
DAVIDSON, Nicola M		B-	B	-5
GERRARD, Amy		C+	B+	-15
GREYHOUND, Tom		B+	C	20
KNOLE, Anna		C-	C	-5
MILTON, James William		B-	A-	-15
POPHAM, Martin		B	C	15

Create calculation   Select All   Deselect all   Show marks

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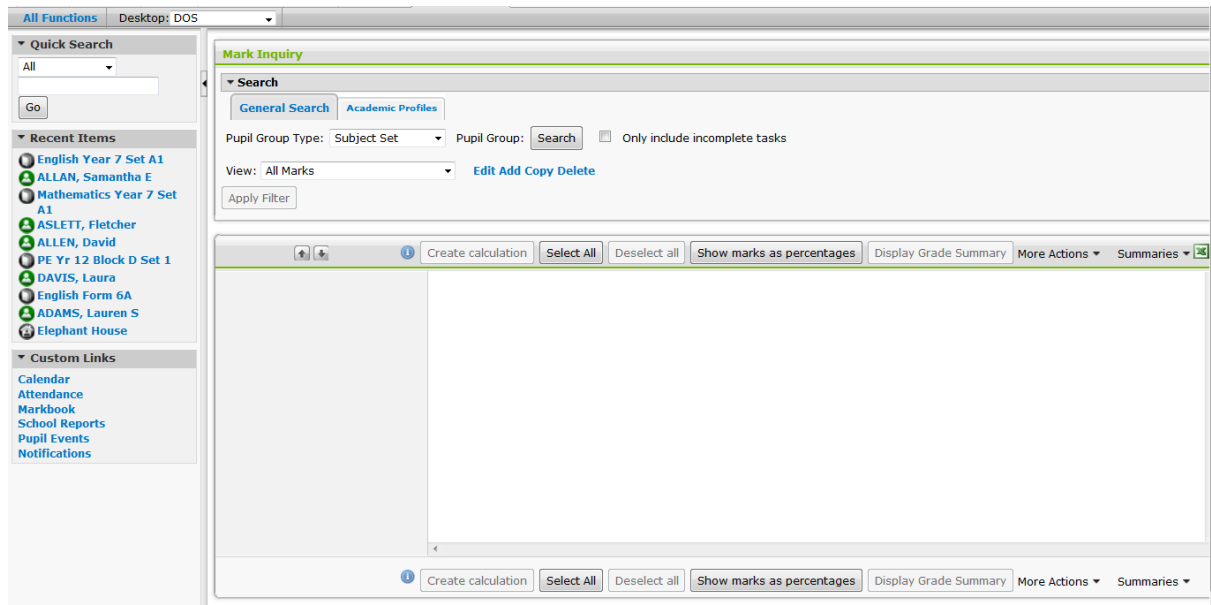
Using the Subtraction Calculation

For an overview, see *About the Subtraction Calculation on p.30*.

How to use the Subtraction Calculation:

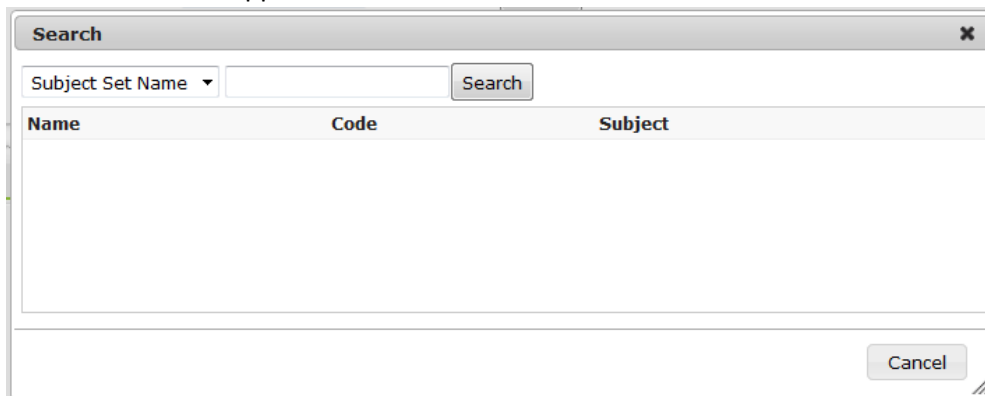1. On the **All Functions** tab, click on the **Mark Inquiry** module icon .

   The **Mark Inquiry** screen appears.

2. Use the **General Search** panel to display the relevant pupils' data:

   a. Select the relevant **Pupil Group Type** from the drop list and click the **Pupil Group: Search** button.

      The **Search** screen appears.

   b. Select and enter search terms, and click the **Search** button.

      The Search list is populated.

   c. Select the appropriate item.

      You are returned to the **Mark Inquiry** screen populated with relevant Markbook data displayed.

NOTE: You can also use the new Academic Profiles search method, if your System Administrator has granted you access. For details about Academic Profiles, please refer to the *3Sys Release Notes 4.2 Supplement (b) - Mark Inquiry Academic Profiles (Document Reference: 4200_SU_3_b/1).* This document is available from our Customer Centre.

NOTE: If necessary you can restrict the list of pupils further, by selecting the appropriate **View** from the drop list and clicking **Apply Filter**.

3. Select the relevant two tasks, by clicking on the column headings.
4. Click the **Create calculation** button.

   The **Insert Calculated column** screen appears, with the **I - Summary** tab displayed.

5. Click on the **II - Calculation Type** tab.

6. Click the **Subtract Task 2 Numeric Equivalent from Task 1 Numeric Equivalent** option.

7. Click on the **III - Options** tab and check that you have the two tasks in the correct order, i.e. that the task 'Order 1' is the task from which task 'Order 2' will be subtracted.

Insert calculated column

✓ I- Summary

✓ II- Calculation Type

✓ III- Options

Autumn 1/2 Term		Order
Date	10/10/2014	
Type	Assessment	1
Profile	Assessment	
Marking	Grade Set (A+ - E Attainment Grades)	
Categories	(None)	
Autumn End Term		Order
Date	15/12/2014	
Type	Assessment	2
Profile	Assessment	
Marking	Grade Set (A+ - E Attainment Grades)	
Categories	(None)	

☐ Reverse Calculation

OK   Cancel

8. Click the **OK** button.

You are returned to the **Mark Inquiry** screen with the newly created Subtraction calculation column showing the numeric result of the calculation.

NOTE: If you want to view the result per pupil as a grade rather than as a numeric value, then you can do so using the Progress Calculation, see *Using the Progress Calculation on p.38*.
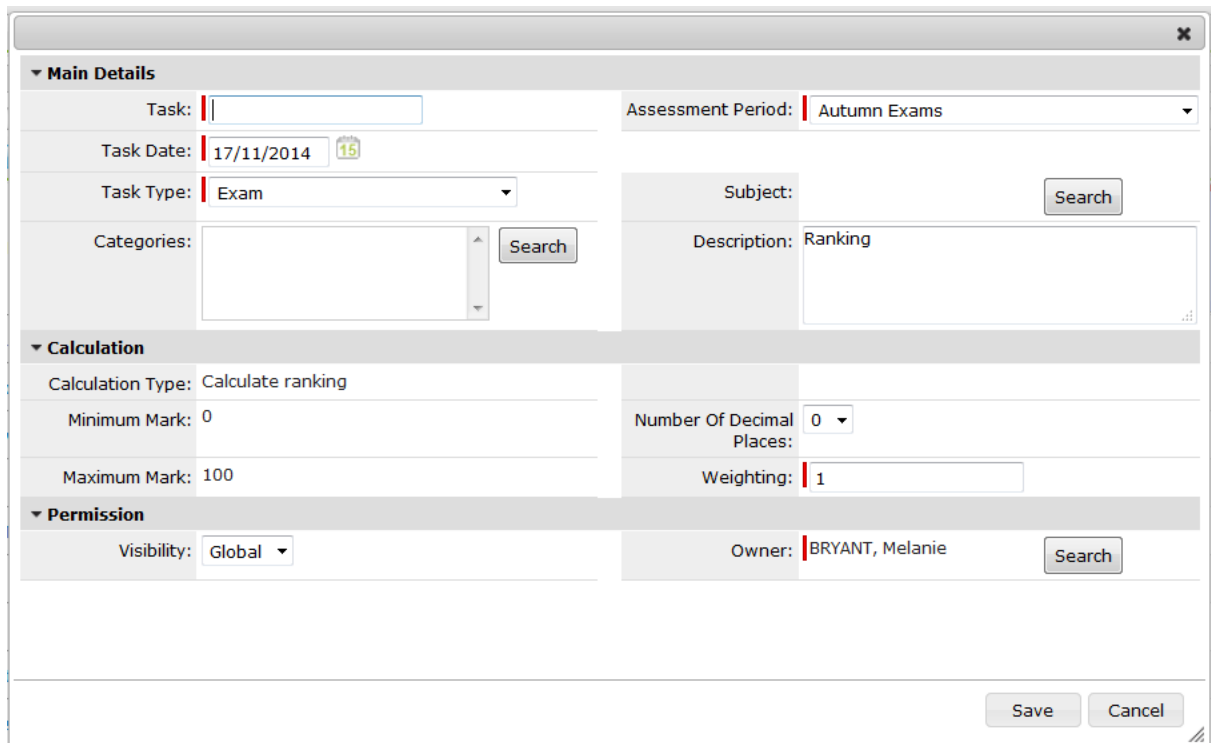
WCBS Information Management for Schools

Mark Inquiry

▸ Search

	Create calculation	Select All	Deselect all	Show marks a:

Art Form 7A		Autumn 1/2 Term 10/10/2014 Art	Autumn End Term 15/12/2014 Art	New Calc Column 17/11/2014 Max:999
ADAMS, Sarah J		B	A	-20
DAVIDSON, Nicola M		B	A-	-10
GERRARD, Amy		C	B+	-10
GREEN,Michael L		C	B	-10
GREYHOUND, Tom		B	B-	0
JEFFERY, Kate		A	B	-5
KNOLE,Anna		B	B	5
KOUNELLIS, Stephan		B	B	-5
MILTON, James William		A	C+	10
PARKER, Anna		C	C	10

	Create calculation	Select All	Deselect all	Show marks a:

9. Within the new column, click the **Save** button .

   The **Save Calculated Column** screen appears.

Information Management for Schools

10. Give the task a relevant name, and complete the mandatory fields (marked with a red vertical line).

11. Click the **Save** button.

    You are returned the **Mark Inquiry** screen, displaying your newly named calculated column.

About the Progress Calculation

For how to perform the calculation, see *Using the Progress Calculation on p.38*.

As part of the 4.2.0.0 release, the National Curriculum levels are included automatically as grade tables, which you are able to use to assess pupils' progress. When performing the progress calculation, you can use the National Curriculum levels grade tables or you can use grade tables that your System Administrator has configured.

The progress calculation is essentially the same as the subtraction calculation, but the values returned in the progress calculation are given as grades rather than numeric values.

For both the subtraction and the progress calculation, you need to select two tasks and specify the task from which to subtract. However before you can run the progress calculation, you also need to specify the grade table to use to convert the numeric values to equivalent grades.

You use the **Insert calculated column** screen to select the **Progress Calculation** option and to specify which grade table to use:

You specify the grade table to use for this calculation using the **Convert marks to grades with** drop list, available on the **III - Options** tab:
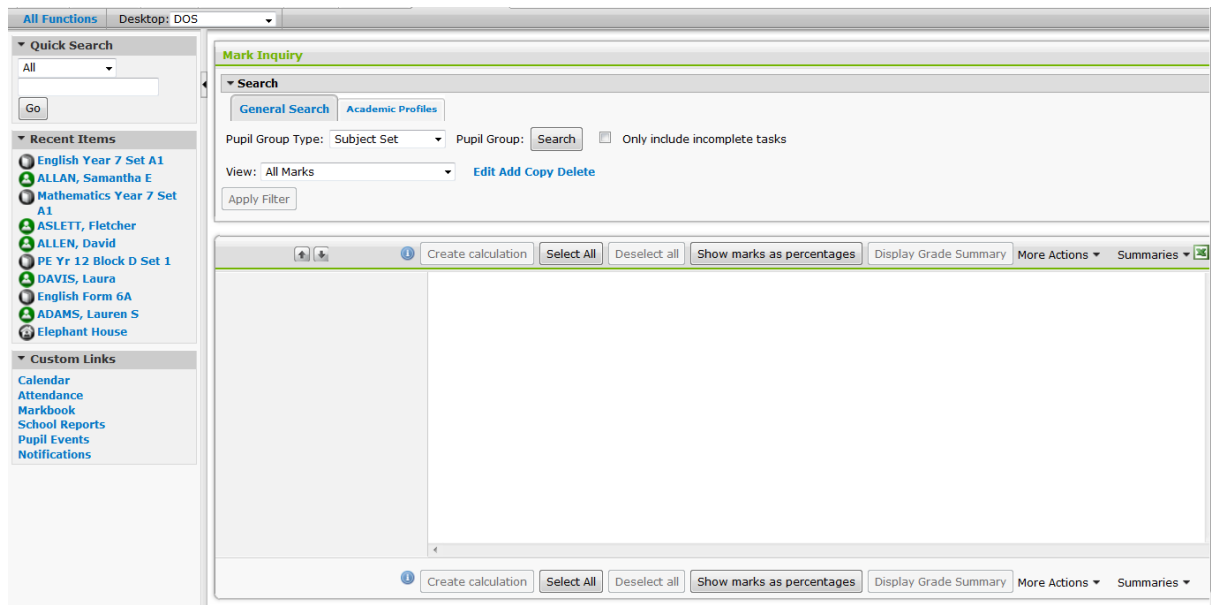

From the **Convert marks to grades with** drop list, you can select the 'NC Progress' grade table.
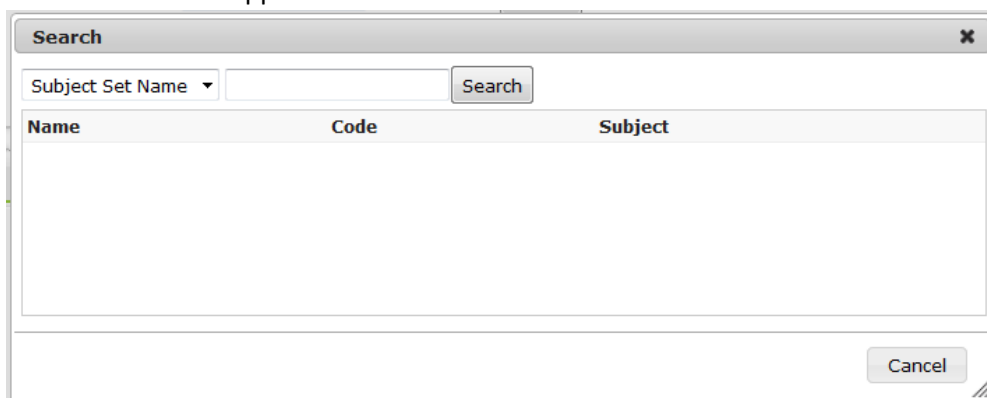
Using the Progress Calculation

For an overview, see *About the Progress Calculation on p.36*.

How to use the Progress Calculation:

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

2. Use the **General Search** panel to display the relevant pupils' data:

   a. Select the relevant **Pupil Group Type** from the drop list and click the **Pupil Group: Search** button.
   The **Search** screen appears.

   b. Select and enter search terms, and click the **Search** button.
   The Search list is populated.

   c. Select the appropriate item.
   You are returned to the **Mark Inquiry** screen populated with relevant Markbook data displayed.

NOTE: You can also use the new Academic Profiles search method, if your System Administrator has granted you access. For details about Academic Profiles, please refer to the *3Sys Release Notes 4.2 Supplement (b) - Mark Inquiry Academic Profiles (Document Reference: 4200_SU_3_b/1).* This document is available from our Customer Centre*.*

NOTE: If necessary you can restrict the list of pupils further, by selecting the appropriate **View** from the drop list and clicking **Apply Filter**.

3. Select the relevant two tasks, by clicking on the column headings.
4. Click the **Create calculation** button.

   The **Insert Calculated column** screen appears, with the **I - Summary** tab displayed.

5. Click on the **II - Calculation Type** tab.

6. Click the **Progress Calculation** option.

    NOTE: Before you can click the **OK** button (it is disabled) you must select the grade table you wish to use to convert the numeric values back to grades (on the **III - Options** tab).

7. Click on the **III - Options** tab.

8. From the **Convert marks to grades with** drop list, select the relevant grade table to use to convert the numeric values to grades.

    NOTE: If you wish to change the order in which the calculation is performed, then click on the **Reverse Calculation** checkbox.

9. Click the **OK** button.

    You are returned to the **Mark Inquiry** screen with the new calculated column displayed.

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Mark Inquiry

▸ **Search**

English Year 11 Block A Set 2		Author Bio 22/09/2014 English Max:100	Book Review 25/09/2014 English Max:50	New Calc Column 17/11/2014
ADAMS, Lauren S		77	45	D
ASHMAN,Timothy George		66	38	E
BASTON-SMYTHE, Henrietta C		72	41	D
BOUILLON, Louis J		74	43	D
BRIGGS, Thomas W		81	36	D
BURGESS,Amanda J		70	35	D
BURGESS,Andrew P		64	29	D
CAVENDISH,Mary		72	40	D
CHARLES, Mary		77	38	D
JACKSON,Helen M		71	41	E
KENNEDY, Donald		69	39	E

10. Save this new calculated column if required.

   If you are unsure how to do this, see Step 9 of the *Using the Subtraction Calculation* procedure on p.35.

About the Median Calculation

For how to perform the calculation, see *Using the Median Calculation on p.43*.

The **Median mark for task** and **Median mark for group** calculation options are available from the **Summaries** drop menu within the Task grid on the **Mark Inquiry** screen.

The **Median mark for group** gives the median for all pupils currently displayed in the left column. The **Median mark for task** gives the median for all pupils within that task regardless of whether or not they are currently displayed in the grid.
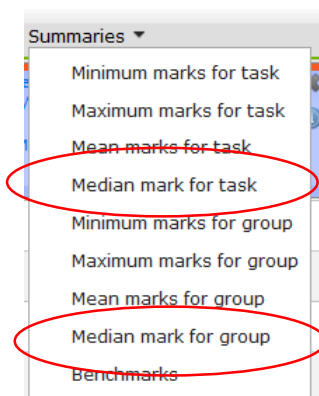
Using the Median Calculation

For an overview, see *About the Median Calculation on p.42*.

How to use the Median Calculation:

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

2. Use the **General Search** panel to display the relevant pupils' data:
    a. Select the relevant **Pupil Group Type** from the drop list and click the **Pupil Group: Search** button.
        The **Search** screen appears.

    b. Select and enter search terms, and click the **Search** button.
        The Search list is populated.
    c. Select the appropriate item.
        You are returned to the **Mark Inquiry** screen populated with relevant Markbook data displayed.

NOTE: You can also use the new Academic Profiles search method, if your System Administrator has granted you access. For details about Academic Profiles, please refer to the *3Sys Release Notes 4.2 Supplement (b) - Mark Inquiry Academic Profiles (Document Reference: 4200_SU_3_b/1).* This document is available from our Customer Centre*.

NOTE: If necessary you can restrict the list of pupils further, by selecting the appropriate **View** from the drop list and clicking **Apply Filter**.

3. From the **Summaries** drop menu, select 'Median mark for task' or 'Median mark for group'. The additional Median rows appear at the bottom of the table.

    NOTE: You do not need to select a particular task, as the median is calculated for all numeric columns displayed in the **Mark Inquiry** table.
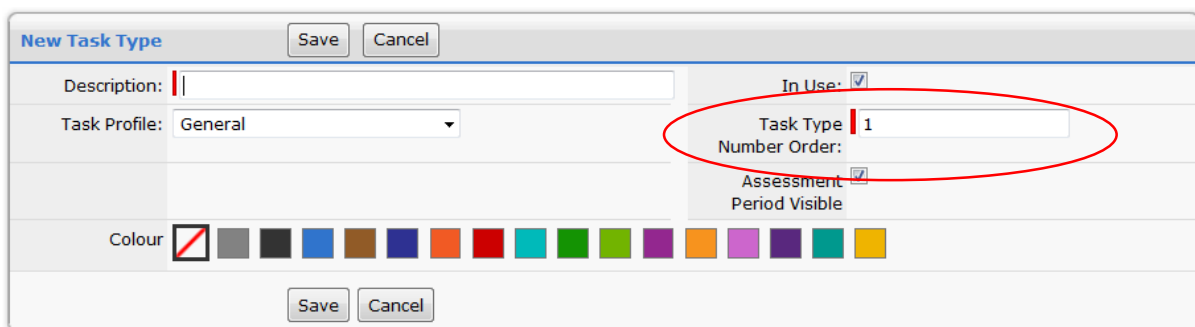
New Task Type Number Order

In preparation for the International Baccalaureate and the AB Curriculum, the **Task Type Number Order** field has been added to Markbook Setup.
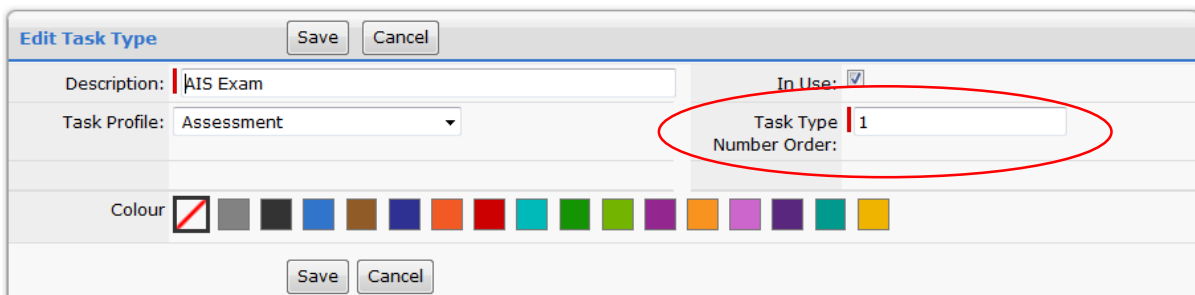
NOTE: These fields have been added in preparation for the International Baccalaureate and the AB Curriculum functionality, which will be available in a future release; consequently, procedural information is not yet detailed in this Supplement.

About the 'Task Type Number Order' field

In **Setup** (Markbooks Management > Task Types) when you add or edit a task type, the mandatory **Task Type Number Order** field appears on the **New Task Type** screen and the **Edit Task Type** screen, see below:

The number does not need to be unique. For this release, this field is defaulted to the value of '1'; you can change this number. If Task Types have the same number, Task Types will be listed in number and then alphabetical order. Task Types without a number order entered against them will be listed first in alphabetical order above all 'numbered' Task Types.

The **Task Type Number Order** field also appears as a display only field on the **Markbook Task Type Search** screen (Markbook Maintenance > Task Types), see below:

Markbook Task Type Search

▼ Filters

Description: [   ]   Task Profile: [   ]

[Search]

Task Types   [Add]

Actions	Description	Task Profile	Task Type Number Order ▲
Edit | Delete	AIS Exam	Assessment	1
Edit | Delete	AIS Homework	Assessment	1
Edit | Delete	AIS Quizzes	Assessment	1
Edit | Delete	Assessment	Assessment	1
Edit | Delete	Baselines	Baseline	1
Edit | Delete	CATs SAS	Assessment	1
Edit | Delete	CEM Centre Assessments (Test)	Baseline	1
Edit | Delete	CEM Predictions	Baseline	1
Edit | Delete	conv-assess	Assessment	1
Edit | Delete	conv-general	General	1
Edit | Delete	Essay	Assessment	1
Edit | Delete	Essay Totals	Assessment	1
Edit | Delete	Exam	Assessment	1
Edit | Delete	Exam Totals	Assessment	1
Edit | Delete	Formative	General	1
Edit | Delete	General	General	1
Edit | Delete	GPA	Assessment	1
Edit | Delete	Home Work	Assessment	1
Edit | Delete	Home Work Totals	Assessment	1

New Mark Inquiry Cell Limit

About the Mark Inquiry Cell Limit

For how to set the Mark Inquiry cell limit, see *Setting the Mark Inquiry Cell Limit below*.

The **Mark Inquiry Cell Limit** enables the System Administrator to set the limit for the number of cells that appear within the Task table on the **Mark Inquiry** screen for ALL users. (This is a global setting.) The following is the equivalent of one cell on the **Mark Inquiry** screen:

For example if you have two Task columns and 10 rows of pupils, there are 20 cells displayed within the Task table. (The calculation is based on number of tasks multiplied by the number of pupils.)

By default, the **Cell Limit Value** is set to '20,000'. Increasing this limit will enable more columns to be returned; however, for very large views with significant data sets the performance of the **Mark Inquiry** screen may be impaired.

If your views return significant data sets and performance becomes an issue, it is recommended that you review the following options:

- Use a browser other than Internet Explorer, such as Firefox, Chrome or Safari.
- View these results on a desktop rather than on a tablet computer.

NOTE: This will not have an impact for typical usage of the **Mark Inquiry** screen, with views returning smaller data sets.

Setting the Mark Inquiry Cell Limit

For an overview, see *About the Mark Inquiry Cell Limit above*.
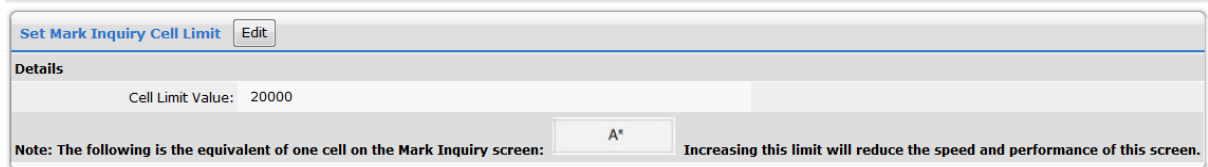
How to set the Mark Inquiry Cell Limit:

1. Log in as the System Administrator, and at the top of the **3Sys** screen click **Setup**.

   The Setup screen appears, entitled **My Account** with the Setup menu displayed on the left-hand side.
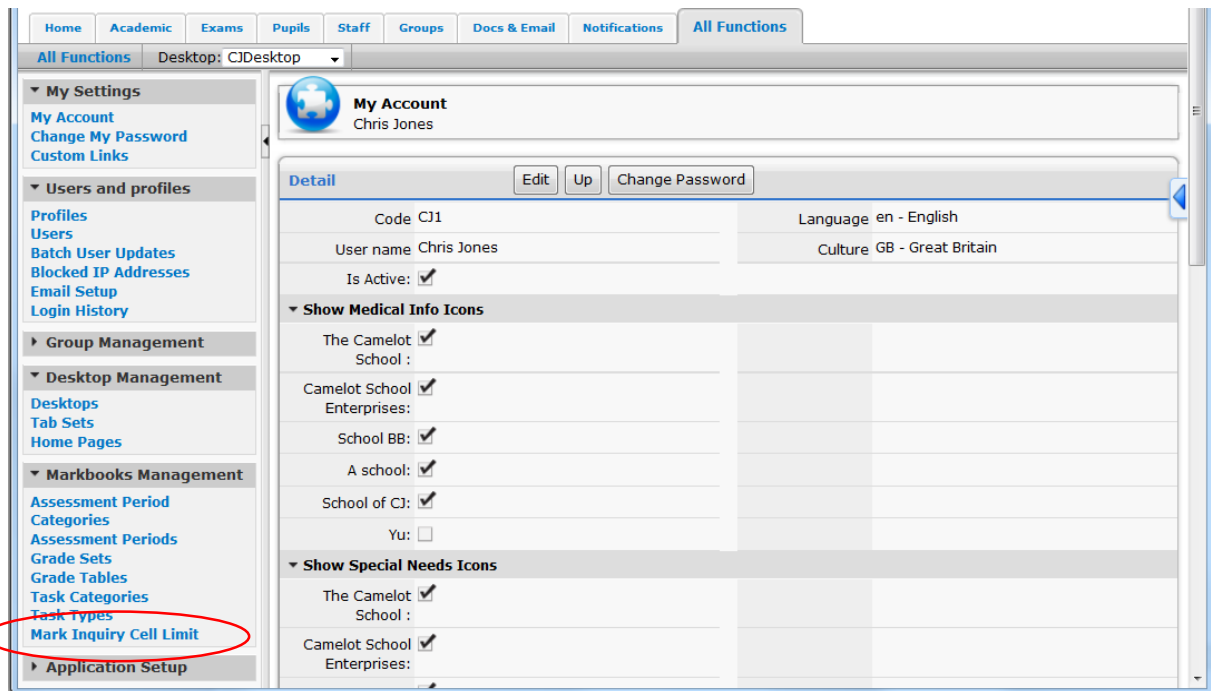
2. In the Setup menu, on the left-hand side of the screen, under the **Markbooks Management** menu, click **Mark Inquiry Cell Limit**.

    The **Setup Mark Inquiry Cell Limit** screen appears. By default, the cell value is set to '20,000'.

    NOTE: If you increase the cell size limit significantly, the performance of the **Mark Inquiry** screen may be impaired. For further information, see *About the Mark Inquiry Cell Limit on p.48*.

3. Click the **Edit** button.

4. In the **Cell Limit Value** field, alter the value if necessary.

5. 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: www.wcbs.co.uk

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