

Addysg



Cefnogi Dysgu
Supporting Learning

Teacher Centre

Marksheets

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Marksheets in Teacher Centre

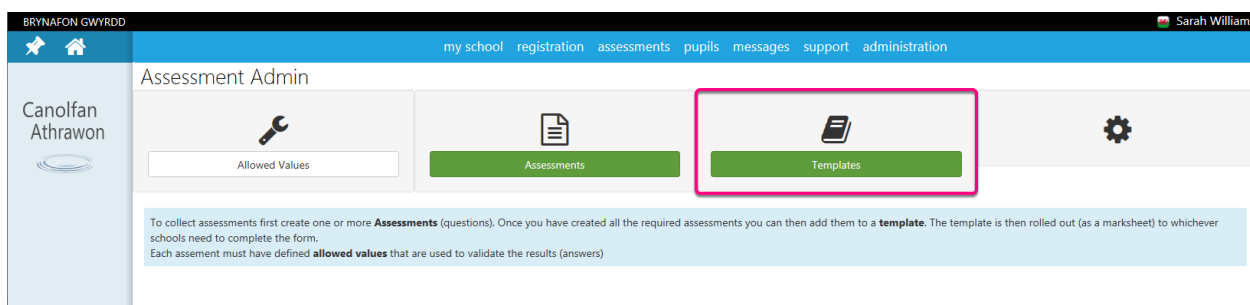
A **marksheet** for a specific test, with a particular set of pupils, is created from a **template**.

A template is a saved collection of assessments that is used whenever you need a test with that particular collection of assessments.

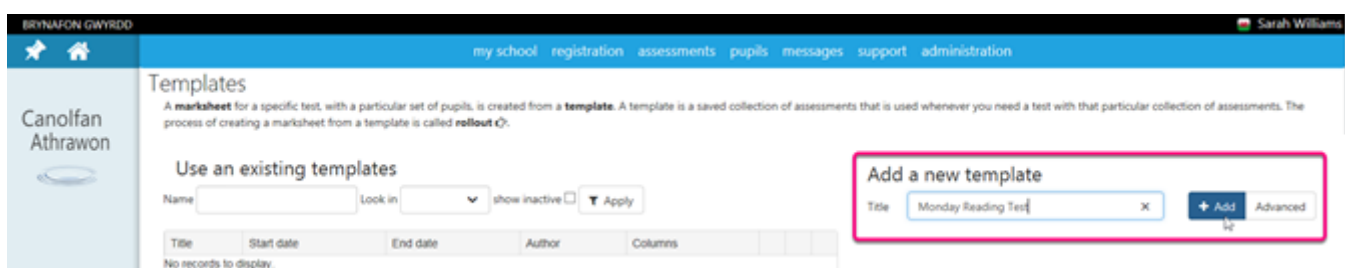
The process of creating a marksheet from a template is called **rollout**.

Creating a new Template

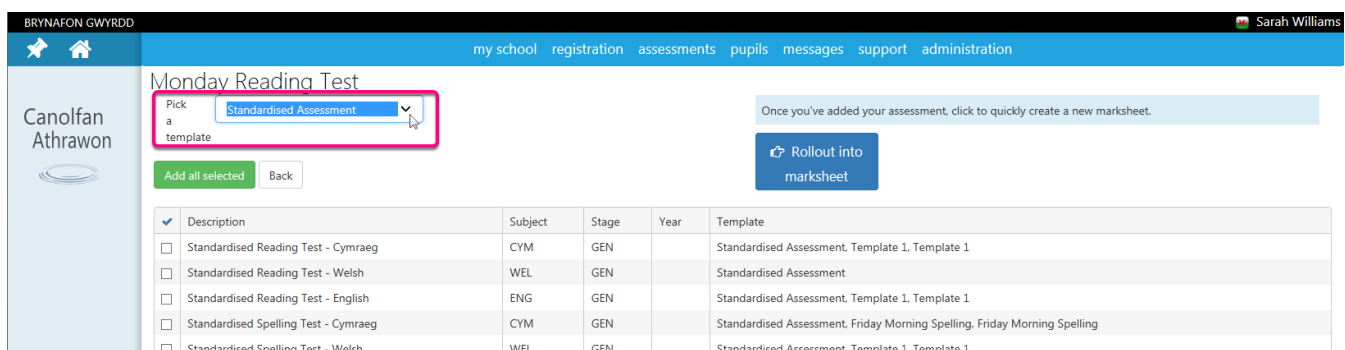
To create a new Marksheet Template in Teacher Centre, go to **Assessments** → **Administration** → **Templates**.



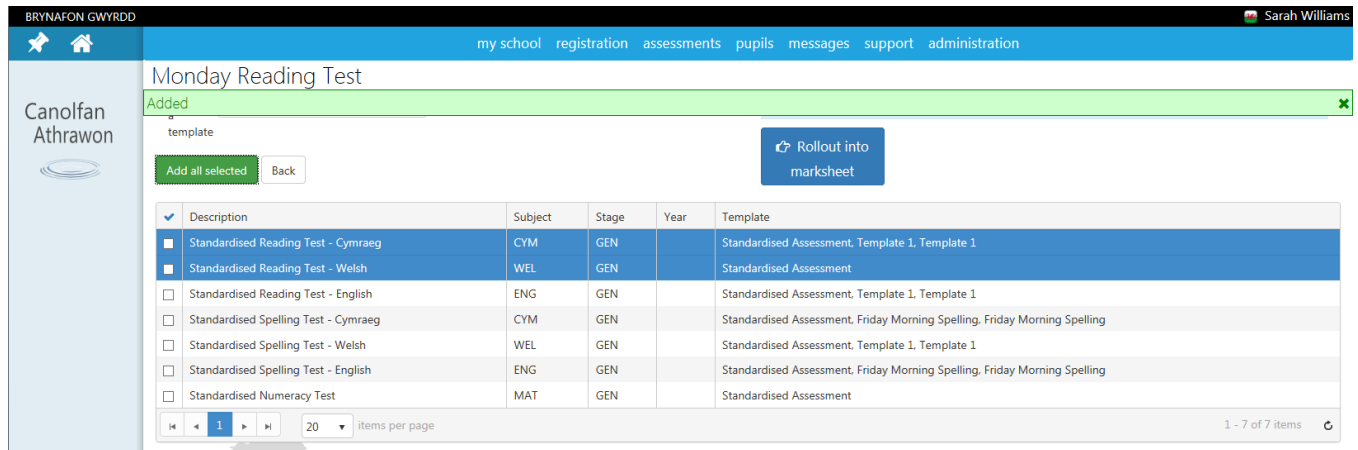
Type a title under **Add a new template** and click **+Add**.



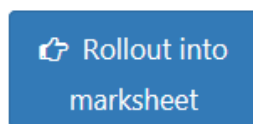
You will be taken to the Template page. Select a template from the list to pull through a list of assessments. Select one or more of the assessments from the list and click **Add all selected**.



A green banner will be displayed at the top of the screen to show that the assessments have been added to the template.

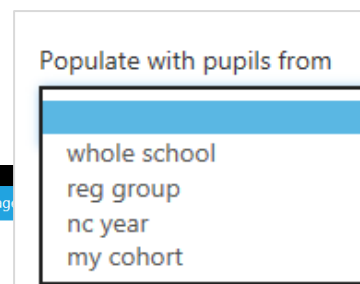
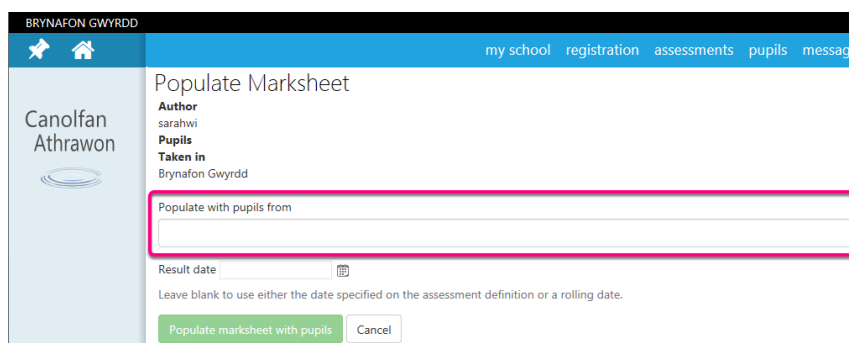


Once you've added your assessment, click the **Rollout into marksheet** button to quickly create a new marksheet.



Populate Marksheet

You can now populate the marksheet with pupils.



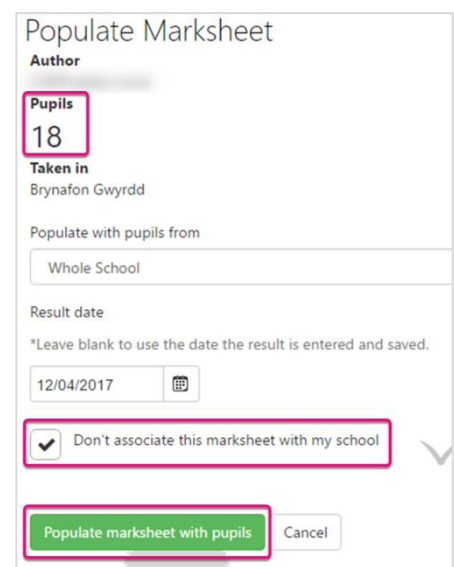
The number of pupils that you are about to add to the marksheet is displayed.

Result Date

Leave the Result Date blank to use either the date specified on the assessment definition or a rolling date.

Ticking **Don't associate this marksheet with my school** will mean that the marksheet is only available for you to use, rather than all users in your school.

Click the **Populate marksheet with pupils** button to add the pupils.

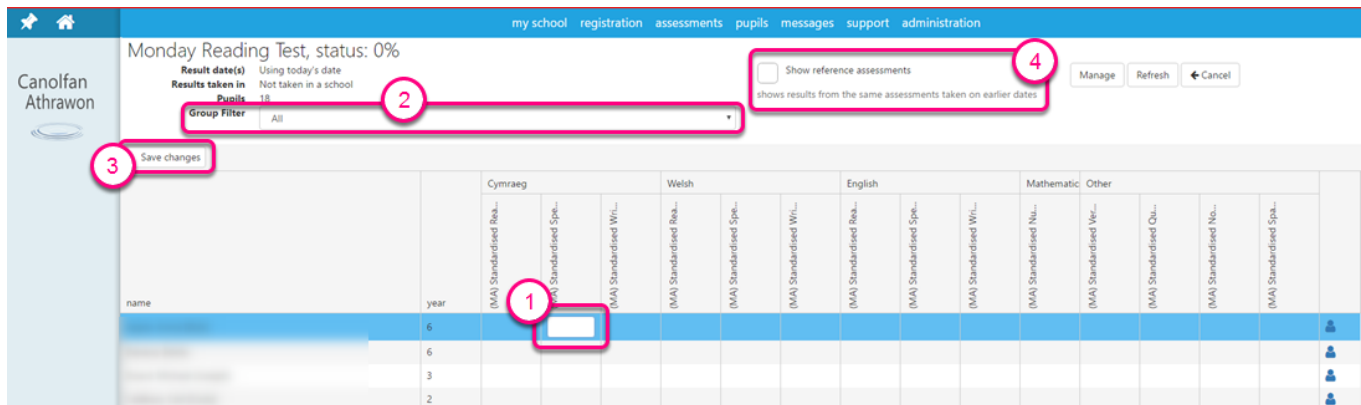


Click in a cell to enter the score. This will vary depending on the assessment.

Use the **Group Filter** to narrow the selection.

Once you have added the results of the assessment, click the **Save changes** button.

Tick **Show reference assessments** to show previous results alongside the latest result.



Monday Reading Test, status: 0%

Result date(s) Using today's date
Results taken in Not taken in a school

Pupils 18

Group Filter All

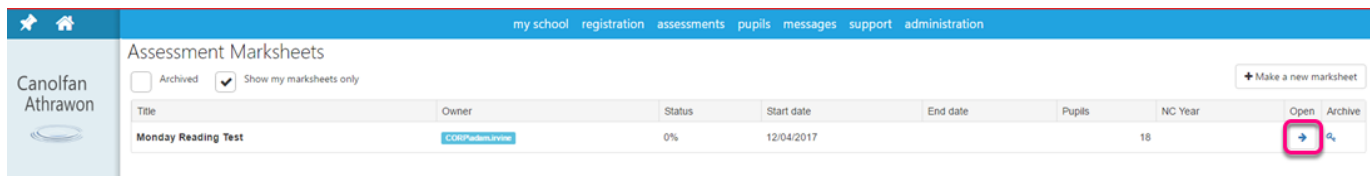
Show reference assessments
shows results from the same assessments taken on earlier dates

Manage Refresh Cancel

Save changes

name	year	Cymraeg			Welsh			English			Mathematic	Other			
		(MA) Standardised Rea...	(MA) Standardised Spe...	(MA) Standardised Wri...	(MA) Standardised Rea...	(MA) Standardised Spe...	(MA) Standardised Wri...	(MA) Standardised Rea...	(MA) Standardised Spe...	(MA) Standardised Wri...	(MA) Standardised Nu...	(MA) Standardised Ver...	(MA) Standardised Qu...	(MA) Standardised No...	(MA) Standardised Spa...
	6														
	6														
	3														
	2														

To return to a marksheet, go to **Assessments** → **Marksheets** and click on the → to open it.



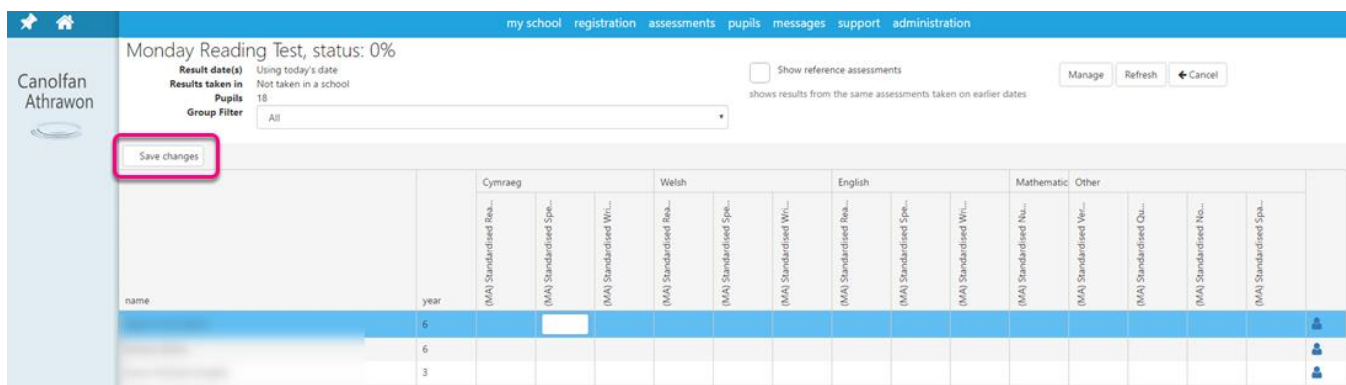
Assessment Marksheets

Archived Show my marksheets only

+ Make a new marksheet

Title	Owner	Status	Start date	End date	Pupils	NC Year	Open	Archive
Monday Reading Test	COB@pdeu.wales	0%	12/04/2017		18		<input checked="" type="checkbox"/>	<input type="checkbox"/>

You will need to click **Save changes** if you change any of the results here.



Monday Reading Test, status: 0%

Result date(s) Using today's date
Results taken in Not taken in a school

Pupils 18

Group Filter All

Show reference assessments
shows results from the same assessments taken on earlier dates

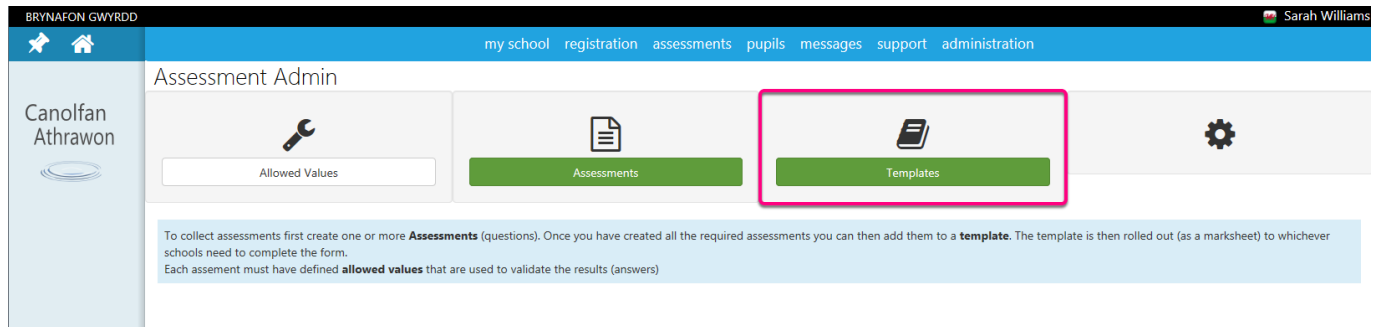
Manage Refresh Cancel

Save changes

name	year	Cymraeg			Welsh			English			Mathematic	Other			
		(MA) Standardised Rea...	(MA) Standardised Spe...	(MA) Standardised Wri...	(MA) Standardised Rea...	(MA) Standardised Spe...	(MA) Standardised Wri...	(MA) Standardised Rea...	(MA) Standardised Spe...	(MA) Standardised Wri...	(MA) Standardised Nu...	(MA) Standardised Ver...	(MA) Standardised Qu...	(MA) Standardised No...	(MA) Standardised Spa...
	6														
	6														
	3														

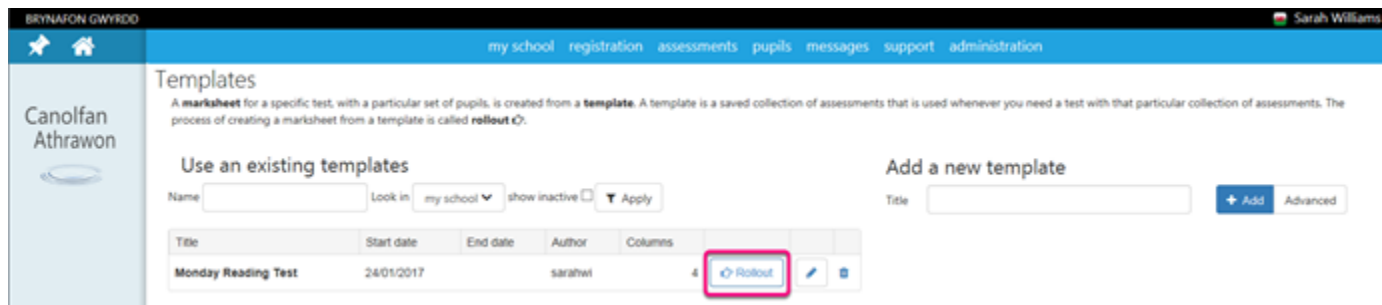
Creating a new Marksheet from and existing Template

Go to [Assessments](#) → [Administration](#) → [Templates](#)



The screenshot shows the 'Assessment Admin' interface. The top navigation bar includes 'my school', 'registration', 'assessments', 'pupils', 'messages', 'support', and 'administration'. The main content area has four buttons: 'Allowed Values', 'Assessments', 'Templates', and a settings gear. The 'Templates' button is highlighted with a red box. Below the buttons, a text box explains: 'To collect assessments first create one or more **Assessments** (questions). Once you have created all the required assessments you can then add them to a **template**. The template is then rolled out (as a marksheet) to whichever schools need to complete the form. Each assessment must have defined **allowed values** that are used to validate the results (answers)'

Click [Rollout](#).



The screenshot shows the 'Templates' page. It includes a search section for existing templates and an 'Add a new template' section. A table lists existing templates, with the 'Rollout' button for the 'Monday Reading Test' highlighted in red.

Title	Start date	End date	Author	Columns	
Monday Reading Test	24/01/2017		sarahwi	4	Rollout Edit Delete