

The screenshot displays the OneGrade Plus Markbook interface. The top navigation bar includes tabs for 'Markbook', 'Completion Barchart', and 'Summary Statistics'. The 'Markbook' tab is active, showing a tree view of units on the left and a grid of student records on the right. The grid is titled 'Unit 01 - Human Lifespan Development' and 'U1A1 - Human Lifespan Assessment 1'. The grid columns include 'Student Ref', 'Surname', 'Forenames', 'Grd', 'Pts', 'Dt Exp', 'Dt Sub', and various assessment columns (P1, P2, P3, M1, M2, D1, D2). The bottom of the screen shows a status bar with 'Total: 8 Records, Showing 8 Filtered Records' and buttons for 'Clear Filter', 'De-Allocate Yourself from Group', 'Group Staff', and 'Manage Group'. A 'Related Group(s):' dropdown is also visible.

1. Markbook Main Tab

2. Report Tabs

3. Activity Monitor

4. Auto Save on/off

5. Build Markbook – see User Guide Part 2

6. Grid Options

7. Saved Views

8. Group Selection

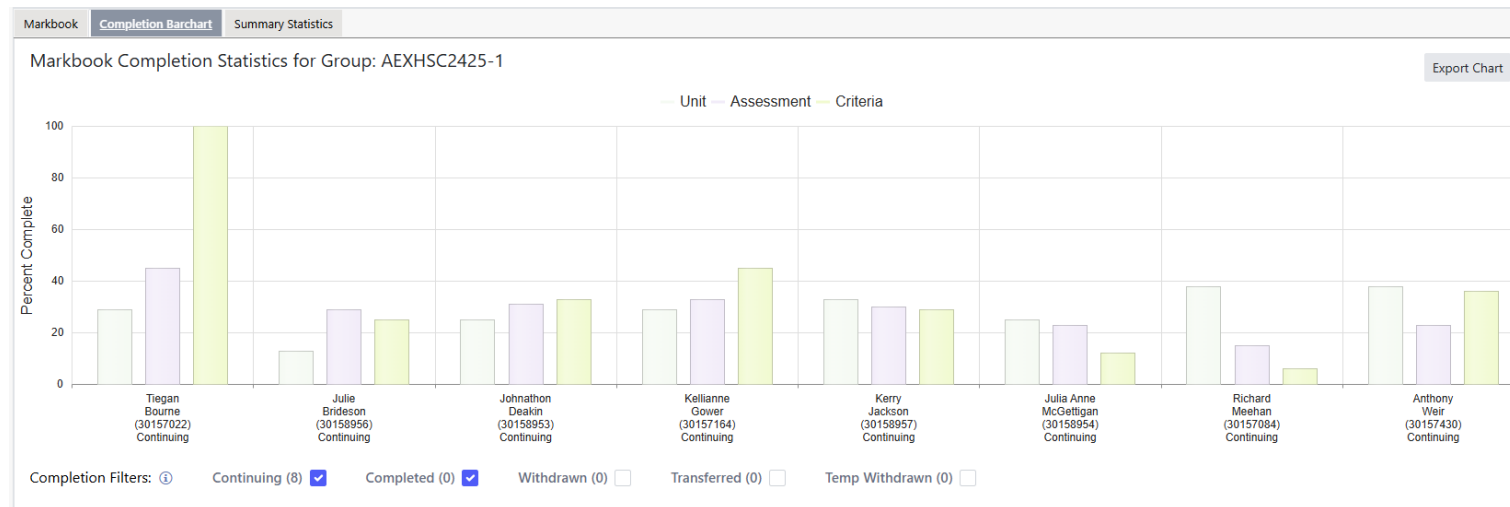
9. Course Structure 'Tree View' – choose any Element(s) to mark in the grid

10. Show/hide 'Related Groups'

11. Colour Key and Refresh

12. Group Options

1. **Markbook Main Tab** – the markbook for a group opens in this tab. Depending on how your college has OneGrade Plus configured, this may be the first page which opens when you go to a group, or you may need to navigate from the In-Year Progress tab.
2. **Report Tabs** - Completion Bar Chart : a visual representation of how many Units/Assessments/Criteria are complete for each student in the group:



Report Tabs - Summary Statistics : numerical summaries of key indicators of markbook completion:

Markbook Summary Statistics for Group: AEXHSC2425-1

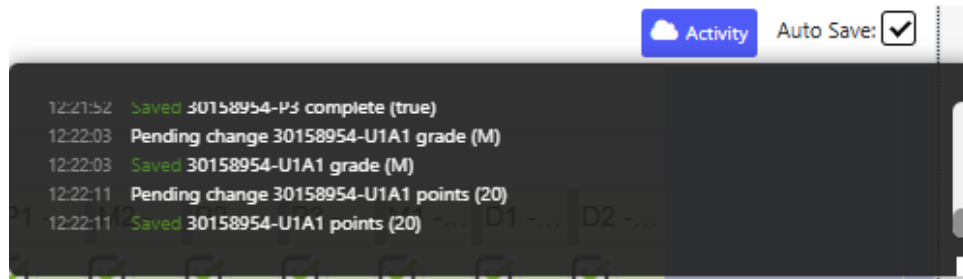
Group By: Date Due: Related Groups: ☐ Grace Period= 14 days

Continuing ☒ Completed ☒ Withdrawn ☐ Transferred ☐ Temp Withdrawn ☐ [Refresh Data](#)

[Columns](#) [Excel](#)

	Academic Year	Student Ref	Surname	Forenames	Course Code	Dept	Unit Allocated	Unit Complete	Unit %Complete	Unit Late	Assessm... Allocated	Assessm... Complete	Assessment %Complete	Assessm... Late	Criteria Allocated	Criteria Complete	Criteria %Complete
	24/25	30157022	Bourne	Tiegian	AEXHSC	HSC Dept	7	2	29.00	2	11	5	45.00	1	25	25	100.00
	24/25	30158956	Brideson	Julie	AEXHSC	HSC Dept	8	1	12.00	3	14	4	29.00	2	36	9	25.00
	24/25	30158953	Deakin	Johnathon	AEXHSC	HSC Dept	8	2	25.00	3	13	4	31.00	1	33	11	33.00
	24/25	30157164	Gower	Kellianne	AEXHSC	HSC Dept	7	2	29.00	3	12	4	33.00	1	33	15	45.00
	24/25	30158957	Jackson	Kerry	AEXHSC	HSC Dept	6	2	33.00	2	10	3	30.00	1	21	6	29.00
	24/25	30158954	McGettigan	Julia Anne	AEXHSC	HSC Dept	8	2	25.00	2	13	3	23.00	1	33	4	12.00
	24/25	30157084	Meehan	Richard	AEXHSC	HSC Dept	8	3	38.00	3	13	2	15.00	1	33	2	6.00
	24/25	30157430	Weir	Anthony	AEXHSC	HSC Dept	8	3	38.00	3	13	3	23.00	1	33	12	36.00

3. Activity Monitor – opens an information panel with a history of what you’ve recorded in your session:



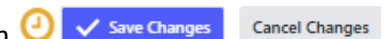
4. Auto Save on/off – allows you to choose between autosave and manual save, the latter also giving a ‘bulk update’ option:

Audit		Excel		Auto Size		Fields		View		--- Default ---		Selected group		BALB2425-1		Activity		Auto Save: <input type="checkbox"/>										
			A1 - Biological molecules						A2 - Cells						A3 - Organisms exchange substances with t...						A4 - Genetic informati...							
Student Ref			Surname		Forenames		<input checked="" type="checkbox"/>	Grd	Pts	Dt Exp	Dt Sub	R	<input checked="" type="checkbox"/>	Grd	Pts	Dt Exp	Dt Sub	R	<input checked="" type="checkbox"/>	Grd	Pts	Dt Exp	Dt Sub	R	<input checked="" type="checkbox"/>	Grd	Pts	Dt E
Bulk update							<input type="checkbox"/>						<input type="checkbox"/>						<input type="checkbox"/>						<input type="checkbox"/>			
30159081			Briones		Jiawen		<input checked="" type="checkbox"/>	A	80			R0	<input checked="" type="checkbox"/>	C	58	07/02/25			R0	<input checked="" type="checkbox"/>	B	38			R1	<input checked="" type="checkbox"/>		
30159057			Devine		Sally		<input checked="" type="checkbox"/>	B	65			R0	<input checked="" type="checkbox"/>	C	59	07/02/25			R0	<input checked="" type="checkbox"/>	C	29			R0	<input checked="" type="checkbox"/>	C	29
30159075			Evered		Jayden		<input checked="" type="checkbox"/>	C	60			R0	<input checked="" type="checkbox"/>	C	54	07/02/25			R0	<input checked="" type="checkbox"/>	B	38			R0	<input checked="" type="checkbox"/>		
30159071			Hudson---		Umair		<input checked="" type="checkbox"/>	D	35			R0	<input checked="" type="checkbox"/>	C	60	07/02/25			R0	<input checked="" type="checkbox"/>	C	29			R0	<input checked="" type="checkbox"/>	C	29
30159084			Kinsella		Paul		<input checked="" type="checkbox"/>	E	30		10/02/25	R1	<input checked="" type="checkbox"/>	C	52	07/02/25			R0	<input checked="" type="checkbox"/>	B	38			R0	<input checked="" type="checkbox"/>	B	38

In manual save mode as above, any data entered in the beige coloured ‘Bulk update’ line will be inserted into every blank field below it:

				FB1 - Foundation	
Student Ref	Surname	Forenames	Grd	Pts	
Bulk update			<input checked="" type="checkbox"/>		
30159081	Briones	Jiawen	<input checked="" type="checkbox"/>	B	60
30159057	Devine	Sally	<input checked="" type="checkbox"/>	B	60
30159075	Evered	Jayden	<input checked="" type="checkbox"/>	B	60
30159071	Hudson...	Umair	<input checked="" type="checkbox"/>	B	60

Entering data in manual save mode will display this orange icon and options to save or cancel changes at lower right of screen



5. Build Markbook – this is where the structure of the course is built and managed. A separate user guide can be accessed from the Build Markbook screens.
6. Grid Options – enable you to access the full audit of marks recorded, export to Excel, change the visible fields, auto-size and refresh the grid.



produces a grid showing all actions in the markbook, which allows full filtering and export to Excel:

Export to Excel												
Date Changed	Staff. Forename	Staff. Surname	Acad. Yr	Course Code	New	Element Description	Element Type	Fields	Old Value	New Value	Stud. Forename	Stud. Surname
03/02/2025, 22:39:12	Demo	User	24/25	BALB	No	Practical Skills Assessment 1	Assessment	Grade		B	Aaron Dean	Paters
03/02/2025, 22:39:11	Demo	User	24/25	BALB	No	Practical Skills Assessment 1	Assessment	Grade		B	Paul	Kinsel
03/02/2025, 22:39:09	Demo	User	24/25	BALB	No	Practical Skills Assessment 1	Assessment	Grade		B	Jayden	Evere
03/02/2025, 22:39:08	Demo	User	24/25	BALB	No	Practical Skills Assessment 1	Assessment	Grade		B	Jiawen	Brione
03/02/2025, 22:34:48	Demo	User	24/25	BALB	No	Initial Assessment 2	Assessment	Grade		A	Edouard	Smith
03/02/2025, 22:34:43	Demo	User	24/25	BALB	No	Initial Assessment 2	Assessment	Grade		A	Harvey	Scully
03/02/2025, 22:34:40	Demo	User	24/25	BALB	No	Initial Assessment 2	Assessment	Grade		D	Alexia	Reis A



exports all the visible data in the markbook to Excel, in case further analysis is required.



optimises the width of the visible columns in the main markbook grid.

Selecting which Fields are visible in the main markbook grid



allows you to choose exactly which columns are visible for use against each element in the markbook.

The 'Fields' are the various columns of data which can be used to track work, including dates, 'completed' tickbox, grade, points etc. There are many fields available and the college can choose which fields to use, how they are labelled and which to display by default. Clicking on the 'Fields' button allows you to view the full list of fields which the college has made available, including which ones are currently visible in your grid – and then to Show/Hide fields as required (see following page):

Visible fields

Selected View

--- Default ---

Save

Delete

Personal

☒ Student Ref
 ☐ Forename
 ☐ Surname

Unit

Assessment

Criteria

Grade

Grade (Grd)

Points (Pts)

☒
☒
☐

Feedback

Comment ()

Student Feedback (SF)

Student Feedback Date Updated (SFDU)

☐
☐
☒

Dates

Date Set (Dt Set)

Date Expected (Dt Exp)

Date Submitted (Dt Sub)

Date Marked (Dt Mkd)

☐
☒
☒
☐

Resub

Resubmission (R)

☐
☒
☐

Grade Colours

P

Pass

M

Merit

D

Distinction

NS

Not submitted

NC

Not completed

NP

Near Pass

R

Referred

NS

Nonsub

M

Merit

P

Pass

D

Distinction

NP

Near Pass

NS

Nonsub

R

Referred

D

Dist

NA

Not attempted

The top section allows you to save and recall Views of which fields are visible. See section 7 for more details

The main section of the form controls which Fields are visible in the markbook grid

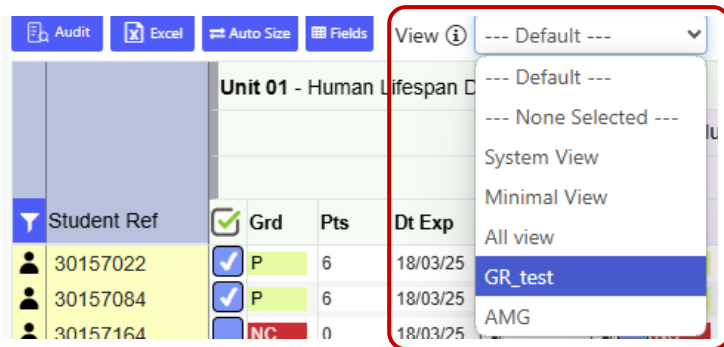
This section shows the colour coding which will be applied to text entered in the 'Grade' field

[Tick All](#) [Untick All](#)

You can Tick or Untick All Fields using these buttons

7. Saved Views- this allows you to save and recall a selection of fields on the main markbook grid.

The ‘default view’ (i.e. as configured centrally by the college) will initially load when you visit a specific group of students. You can then choose between other views using the drop-down list above the main grid:



Custom views can be created and saved by an administrator. The last view selected by a member of staff for a group will be remembered the next time that member of staff visits the group. To create a view, first click the ‘Fields’ button

The 'Visible fields' dialog box is shown with the following components and callouts:

- Selected View:** A dropdown menu currently showing '-- Create View --'. A callout box points to it with the text: "Select 'Create View' in this list".
- Fields Selection:** Checkboxes for various fields are visible under categories like 'Personal', 'Unit', 'Grade', and 'Feedback'. A callout box points to the 'Create' button with the text: "Select the fields required and then click 'Create'".
- Enter view name:** A text input field containing 'new view'. A callout box points to it with the text: "Name the view and then click 'Create'".

8. Group Selection- if you are using OneGrade Plus in either Course, Learning Aim or Department mode, you can choose between the markbooks of the groups attached to the relevant course code, learning aim or dept code.

From the 'In-Year Progress' tab of OneGrade Plus, you can browse from a specific group to the Course, Learning Aim or Dept to which that group belongs:

Student Ref	Surname	Forenames	Course Code	Learning Aim	Dept
30157022	Bourne	Tiegan	AEXHSC	60171984	HSC Dept

In the example below we've clicked on the Course Code and then the Markbook tab – we can now choose from any group listed against that course code:

9. Course Structure Treeview – on the left hand side, click on any or multiple elements of the course to display them for marking in the main grid:

Student Ref	Grd	Pts	Dt Exp	Dt Sub	Grd	Pts	Dt Exp	Dt Sub	R	Grd	Pts	Dt Exp	Dt Sub	Grd	Pts	Dt Exp	Dt Sub
30157022	P	6	18/03/25		P	20	18/03/25	17/04/25	Ro	M		06/03/25	11/03/25	B		17/04/25	
30157084	P	6	18/03/25		P	20	18/03/25	18/03/25	Ro	P		06/03/25	11/03/25	B			
30157164	NC	0	18/03/25		NS	0	18/03/25		Ro	NP		06/03/25		B			

To the right of the treeview there is a count of how many students have completed each element.

10. Show/hide 'Related Groups' - Related Groups are groups from previous academic years containing students who are also in the current selected group.

This feature allows you to display markbook information (in read-only format) from previous years alongside the data for the current year.

Elements from related groups are displayed beneath this horizontal blue line

This 'clock' icon signifies that the elements are from a related group

Tick the box to show/hide elements from related groups

Related Group(s): ☒

If element(s) from related groups are displayed in the main grid (e.g. Unit 19 above), they are shown with the 'clock' icon in the title header

				Unit 01 - Human Lifespan Development				Unit 19 - Nutritional Health (23/24)			
Student Ref	Surname	Forenames		Grd	Pts	Dt Exp	Dt Sub	Grd	Pts	Dt Exp	Dt Sub
30157022	Bourne	Tiegan		P	6	18/03/25			D	29/11/23	29/11/23
30158956	Brideson	Julie		M	12	18/03/25					

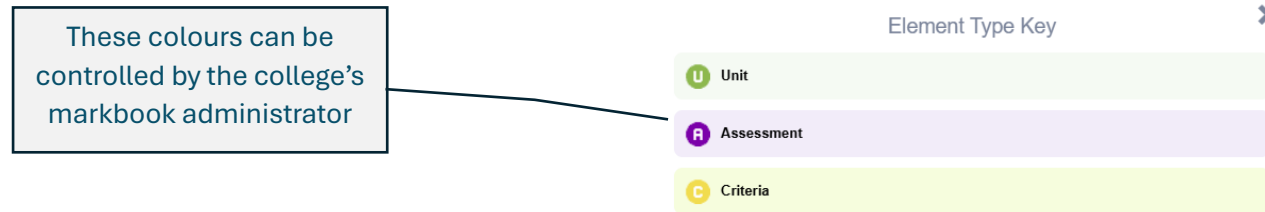
Uneditable as it is a related group

Data held against related groups is read-only

For information on how to set up Related Groups, please see the separate User Guide accessible from the Build Markbook pages.

11. Colour Key and Refresh

The Colour Key button displays a pop-up showing the colours used to signify the different types of markbook element (see image below).
The Refresh button allows you to reload the screen after any configuration changes have been made which may affect the look of the markbook.



12. Group Options

By default only continuing or completed students are shown. Click here to display all students, including withdrawn/transferred

To record marks/grades etc in the markbook, you must be allocated as a member of staff for the group


Click here to display a list of staff user accounts attached to the group

Clear Filter

Allocate Yourself to Group







Group Staff

Manage Group



The padlock indicates whether or not you are able to edit this group's markbook. Hover over the padlock for further information

Clicking 'Manage Group' takes you back to the group menu page, filtered for the group from which you came:

Group Code	Group Title	Course Details	Type	Owner	Created					
AEXHSC2425-1	Ext Dip Health and Social Care 2425 Gr...	AEXHSC (Ext Dip Health and Social Car...	VA	<input type="checkbox"/>			 Edit	 Copy	 Delete	 Staff

Data recorded in the markbook will prove very useful for teachers when determining students' in-year progress grades.

Columns

In Year Progress

Skills

Delta

Markbook

Enrolments

Grouped Reporting

Progress vs Target

Progress vs Final

Details

Student Ref	Surname	Forenames	Course Code	Learning Aim	Dept	Sept 24	Dec 24
30157022	Bourne	Tiegan	AEXHSC	60171984	HSC Dept	MMP	
30158956	Brideson	Julie	AEXHSC	60171984	HSC Dept	DDD	
30158953	Deakin	Johnathon	AEXHSC	60171984	HSC Dept	DMM	
30157164	Gower	Kellianne	AEXHSC	60171984	HSC Dept	D*DD	
30158957	Jackson	Kerry	AEXHSC	60171984	HSC Dept	D*DD	
30158954	McGettigan	Julia Anne	AEXHSC	60171984	HSC Dept	D*DD	
30157084	Meehan	Richard	AEXHSC	60171984	HSC Dept	D*D*DD	
30157430	Weir	Anthony	AEXHSC	60171984	HSC Dept	DDM	

The 'In-Year Progress' screen now has a new column, with a button against each student which gives detailed read-only data from the markbook

Main grid showing markbook data

Criteria and un-marked work are initially hidden but you can add them to the grid

Click to move between students in the group

Enrolment Markbook Information for Tiegan Bourne (30157022)

Group Code: AEXHSC2425-1 (Ext Dip Health and Social Care 2425 Group 1)

Include Criteria Items ☐ Include Unmarked Items ☐

← →

Current Markbook Data

Ac Yr	90	Code	Description	Size	Out of	Complete	Grade	Points	Date Expected	Date Marked
24/25	Unit	Unit 01	Human Lifespan Development	90			P	6	24/01/2025	23/04/2025
24/25	Assessment	U1A1	Human Lifespan Assessment 1	1	100	✓	P	20	22/11/2024	20/05/2025
24/25	Unit	Unit 02	Working in Health and Social Care	120		✓	M		20/12/2024	10/04/2025
24/25	Assessment	U2M1	Unit 2 mock 1	1	100	✓	B		17/04/2025	14/02/2025
24/25	Assessment	U3M2	Unit 3 Mock 2	1	100	✓				14/02/2025
24/25	Assessment	U4M1	Unit 4 mock	1	100					14/02/2025
24/25	Unit	Unit 05	Meeting Individual Care and Support Needs	90		✓	D		14/02/2025	07/03/2025
24/25	Assessment	U5A1	Report in response to case studies of individu...	1	100	✓	D			14/02/2025

Criteria Completed: 86.11

Overdue Work: Unit 04 (Enquiries into Curre..., Due:02/01/2025), U2M2 (Unit 2 mock 2, Due:03/02/2025), Unit 06 (Work Experience in H..., Due:15/04/2025)

Latest Attendance: ... Overall: 90.1%

Show Related Group Data ☐

Other relevant information is provided below the main grid:

- Percentage of Criteria flagged as Completed
- List of work which is overdue
- Latest attendance data (from the DELTA module)
- Related Group data can also be displayed