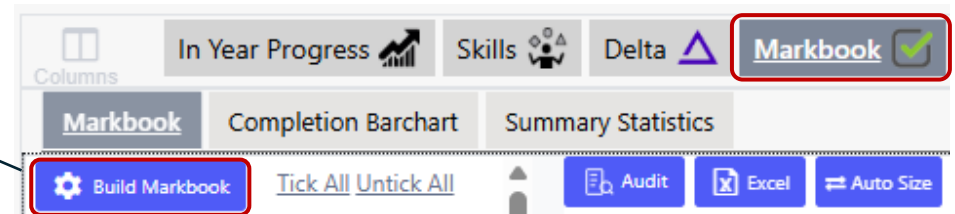


From the Markbook tab for any group, click 'Build Markbook'



## COURSE STRUCTURE TAB

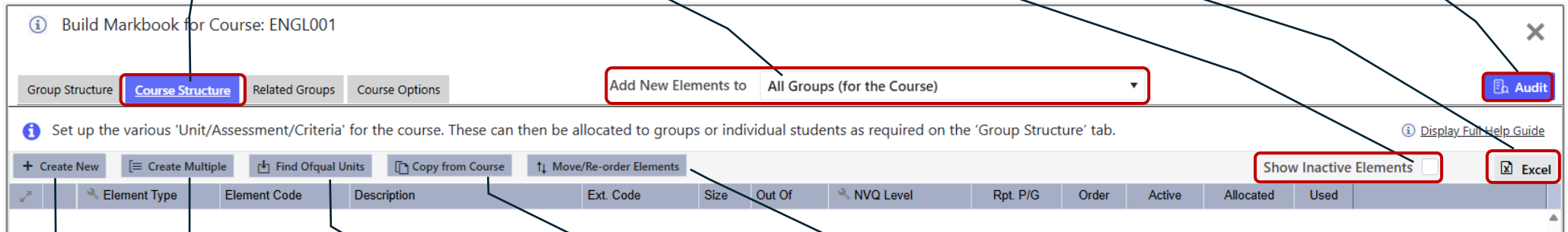
If no markbook structure exists, the 'Course Structure' tab will open first. This tab is used to manage Units/Assessments/Criteria which are then available for any group(s) held against the Course Code

Use this drop-down to specify whether new Elements are added automatically to all groups, just the current group, or no groups

Click to show Elements which have been flagged as 'Inactive'

Click to export the grid of Elements to Excel

Click to see the Audit Trail, which shows the history of the Elements which have been created for the course



1. Create New Element

2. Create Multiple Elements

3. Find Ofqual Units

4. Copy from another Course

5. Move/Re-order Elements

1. Create New – click to create a new element at ‘level 1’ of the markbook. This can be either a Unit or an Assessment:

You can then continue creating Units and/or Assessments at level 1

Parent: U1.1

Or alternatively use this button to create Assessments and/or Criteria at level 2, within the level 1 parent element

Parent: U1.1

Parent: U1.1-A1

You now have the option to create at level 3 i.e. within the Assessment which is at level 2. At level 3, only Criteria can be created

2. Create Multiple – this allows you to create many elements very quickly by defining a prefix and a range. You can use this feature at any level of the markbook structure and for any type of Element (Units, Assessments or Criteria).

The 'Create Multiple' button is available at all levels of the structure

Element Type	Element Code	Description	Ext. Code	Size	Out Of	NVQ Level	Rpt. P/G	Order
Unit	U1.1	Support healthy lifestyles for children	Y/505/8117	18		2	<input checked="" type="checkbox"/>	1

Parent: U1.1								
Element Type	Element Code	Description	Size	Out Of	Rpt. P/G	Order	Active	
Assessment	U1.1-A1	Healthy lifestyles assessment 1	1	100	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	

Parent: U1.1-A1					
Element Type	Element Code	Description	Order	Active	
Criteria	D1	Explain what is meant by healthy eating	1	<input checked="" type="checkbox"/>	

Define element type, prefix and range – plus size and NVQ level (Units) or 'Out of Points' (Assessments). 'Preview' shows what will be created when saved:

Create Multiple Level 1

Element Type

Unit

Prefix

U

Start At

1

End At

8

Preview

U1,U2,U3,U4,U5,U6,U7,U8

Size

60

NVQ Level

3

Report to P/G

☒

Save

Cancel

Create Multiple Level 2

Element Type

Assessment

Prefix

Asmnt

Start At

1

End At

3

Preview

Asmnt1,Asmnt2,Asmnt3

Out of Points

100

Report to P/G

☒

Save

Cancel

Create Multiple Level 3

Element Type

Criteria

Prefix

P

Start At

1

End At

6

Preview

P1,P2,P3,P4,P5,P6

Save

Cancel

3. Find Ofqual Units – OneGrade is regularly updated with the available units listed on the national Ofqual register. This feature allows you to search for units which exist against the learning aim attached to your course code:

Use these selections to define which values are used for the Unit Code and Size, and whether the Unit is allocated to specific groups

Select the Units to be created, check the values in the grid and click Save when happy with your selection

Find Ofqual Units and Import into the Current Course: SEYECC (24/25) ✕

Course

SEYECC Certificate in Preparing to Work in Early Years Education and Care Grou... ▼

Learning Aim

60139559 ▼

The following Units were found. Now select the Options and the Units you wish to Import:

Select field to Import as 'Unit Name':

☒ Unique Ref No  
☐ Unit Owner Ref

Select field to Import as 'Size':

☒ GLH  
☐ Unit Credit Value

Allocate new Units to:

☒ All Course Groups ⓘ  
☐ Selected Group (SEYECC2425-1)  
☐ No Groups

Select to Import	Unique Ref No	Unit Owner Ref ↑	Title	Unit Level	GLH	Unit Credit Value
<input checked="" type="checkbox"/>	Y/505/8117	Unit 1.1	Support healthy lifestyles for children through...	2	18	
<input checked="" type="checkbox"/>	D/505/8118	Unit 1.2	Support healthy lifestyles for children through...	2	12	
<input checked="" type="checkbox"/>	H/505/8119	Unit 1.3	Support physical care routines for children	2	12	
<input checked="" type="checkbox"/>	Y/505/8120	Unit 1.4	Promote children's emotional well-being	3	21	
<input type="checkbox"/>	H/505/8122	Unit 1.5	Understand how to support children who are ...	3	18	
<input type="checkbox"/>	K/505/8123	Unit 2.1	An introduction to the role of the early years p...	2	9	
<input type="checkbox"/>	M/505/8124	Unit 2.2	Understand legislation relating to the safegua...	3	21	
<input type="checkbox"/>	F/505/8127	Unit 2.3	Use legislation relating to the health and safe...	3	21	

✓ Save

Cancel

Alternatively you can change the course code at the top of the form and then browse for units belonging to other learning aims:

Find Ofqual Units and Import into the Current Course: SEYECC (24/25) ✕

Course

AEXHSC Ext Dip Health and Social Care Group (AppGen) ▼

Learning Aim

Select LearningAim... ▼

Search

Select LearningAim...

60171984

BTEC National Extended Diploma in Health and Social Care

Total 1 LearningAims

4. Copy from Course – this feature provides a pop-up where you can select markbook elements to copy from another course code:

Select a course (from any academic year) from which to copy markbook structure elements

Select which elements you wish to copy across and which groups you want them to be allocated to

Copy from an Existing Course into the Current Course: SEYECC (24/25) ✕

---

Academic Year to Copy From: 24/25

Course to Copy From: AEXHSC Ext Dip Health and Social Care Group (AppGen)

Allocate new Elements to: ☒ All Course Groups ⓘ ☐ Selected Group (SEYECC2425-1) ☐ No Groups

The following Course Elements were found. Now select the ones you want to Copy:

- ☒ U Unit 01 - Human Lifespan Development [NVQ Entry Level 1]
  - ☒ R U1A1
    - ☒ C P1
    - ☒ C P2
    - ☒ C P3
    - ☒ C P4
    - ☒ C M1
    - ☒ C D1
  - ☒ R U1M2
    - ☒ C P5
    - ☒ C P6
    - ☒ C M2

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

5. Move/Re-order Elements – allows you to drag and drop elements in order to change their order or move them from one parent element to another.

In this example we've clicked on D4 and dragged it from U1.1-A2 into U1.1-A1

Move/Re-order the Current Course Elements: SEYECC (24/25) ✕

---

i To move/re-order the Course Elements, you can drag each element to the required position:

- U U1.1 - Support healthy lifestyles for children [NVQ Level 2]
  - R U1.1-A1
 

C D1
 + D4

C D2
  - R U1.1-A2
 

C D3
 

C D4

[Expand All](#) [Collapse All](#)

## GROUP STRUCTURE TAB

If a markbook structure already exists, the 'Group Structure' tab will open first. This tab is used to allocate elements to specific groups and to add Date Set, Date Expected and Staff to elements

Use this drop-down to specify the group for which you are allocating elements and setting Dates Set, Dates Expected and Staff attached to the elements

Click to export the grid of Elements to Excel

Click to see the Audit Trail, which shows the history of the Elements which have been created for the course

*i* Build Markbook for Course: AEXHSC

Group Structure

Course Structure

Related Groups

Course Options

Selected Group AEXHSC2425-1

Audit

*i* Allocate elements to the Selected Group or Individual Students in the Group

[Display Full Help Guide](#)

Excel

		Element Type	Element Code	Description	Date Set	Date Expected	Staff	Student View		
▼	<input checked="" type="checkbox"/>	Unit	Unit 01	Human Lifespan Development	08/10/2024	24/01/2025	Andy G (andrew)	<input checked="" type="checkbox"/>	<div>Students</div>	<div>Copy</div>
▶	<input checked="" type="checkbox"/>	Assessment	U1A1	Human Lifespan Assessment 1	08/10/2024	22/11/2024	Andy G (andrew)	<input checked="" type="checkbox"/>	<div>Students</div>	<div>Copy</div>
▼	<input checked="" type="checkbox"/>	Assessment	U1A2	Human Lifespan Assmnt 2			Andy G (andrew)	<input checked="" type="checkbox"/>	<div>Students</div>	<div>Copy</div>
	<input checked="" type="checkbox"/>	Criteria	P5	P5				<input checked="" type="checkbox"/>		<div>Copy</div>
	<input checked="" type="checkbox"/>	Criteria	P6	P6				<input checked="" type="checkbox"/>		<div>Copy</div>
	<input checked="" type="checkbox"/>	Criteria	M2	M2				<input checked="" type="checkbox"/>		<div>Copy</div>
	<input checked="" type="checkbox"/>	Criteria	D2	D2				<input checked="" type="checkbox"/>		<div>Copy</div>

1. Allocate to group tickbox

2. Student View tickbox

3. Allocate to specific students

4. Copy to other groups

1. Allocate to group checkbox – controls whether an element (this can be a Unit, Assessment or Criteria) appears in the markbook treeview for the group:

			Element Type	Element Code
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 01
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 02
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 03
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 04
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 05
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 06



Markbook	Completion Barchart	Summary Statistics																		
<a href="#">Build Markbook</a> <a href="#">Tick All</a> <a href="#">Untick All</a>	<a href="#">Audit</a> <a href="#">Excel</a> <a href="#">Auto Size</a> <a href="#">Fields</a> <a href="#">View</a>																			
▶ <input type="checkbox"/> U Unit 01 (6/8) ▶ <input type="checkbox"/> U Unit 02 (7/8) ▶ <input type="checkbox"/> U Unit 03 (0/8) ▶ <input type="checkbox"/> U Unit 04 (0/8) ▶ <input type="checkbox"/> U Unit 05 (4/8) ▶ <input checked="" type="checkbox"/> U Unit 06 (0/7)		<table> <tr> <th>Student Ref</th><th>Surname</th><th>Forenames</th></tr> <tr> <td>30157022</td><td>Bourne</td><td>Tiegan</td></tr> <tr> <td>30158956</td><td>Brideson</td><td>Julie</td></tr> <tr> <td>30158953</td><td>Deakin</td><td>Johnathon</td></tr> <tr> <td>30157164</td><td>Gower</td><td>Kellianne</td></tr> <tr> <td>30158957</td><td>Jackson</td><td>Kerry</td></tr> </table>	Student Ref	Surname	Forenames	30157022	Bourne	Tiegan	30158956	Brideson	Julie	30158953	Deakin	Johnathon	30157164	Gower	Kellianne	30158957	Jackson	Kerry
Student Ref	Surname	Forenames																		
30157022	Bourne	Tiegan																		
30158956	Brideson	Julie																		
30158953	Deakin	Johnathon																		
30157164	Gower	Kellianne																		
30158957	Jackson	Kerry																		

			Element Type	Element Code
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 01
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 02
▶	<input type="checkbox"/>	U	Unit	Unit 03
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 04
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 05
▶	<input checked="" type="checkbox"/>	U	Unit	Unit 06



Markbook	Completion Barchart	Summary Statistics																		
<a href="#">Build Markbook</a> <a href="#">Tick All</a> <a href="#">Untick All</a>	<a href="#">Audit</a> <a href="#">Excel</a> <a href="#">Auto Size</a> <a href="#">Fields</a> <a href="#">View</a>																			
▶ <input type="checkbox"/> U Unit 01 (6/8) ▶ <input type="checkbox"/> U Unit 02 (7/8) ▶ <input type="checkbox"/> U Unit 04 (0/8) ▶ <input type="checkbox"/> U Unit 05 (4/8) ▶ <input type="checkbox"/> U Unit 06 (0/7) ▶ <input type="checkbox"/> U Unit 07 (0/6)		<table> <tr> <th>Student Ref</th><th>Surname</th><th>Forenames</th></tr> <tr> <td>30157022</td><td>Bourne</td><td>Tiegan</td></tr> <tr> <td>30158956</td><td>Brideson</td><td>Julie</td></tr> <tr> <td>30158953</td><td>Deakin</td><td>Johnathon</td></tr> <tr> <td>30157164</td><td>Gower</td><td>Kellianne</td></tr> <tr> <td>30158957</td><td>Jackson</td><td>Kerry</td></tr> </table>	Student Ref	Surname	Forenames	30157022	Bourne	Tiegan	30158956	Brideson	Julie	30158953	Deakin	Johnathon	30157164	Gower	Kellianne	30158957	Jackson	Kerry
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30157164	Gower	Kellianne																		
30158957	Jackson	Kerry																		

			Element Type	Element Code	Desc
▼	<input checked="" type="checkbox"/>	U	Unit	Unit 01	Hum
▶	<input checked="" type="checkbox"/>	A	Assessment	U1A1	
▶	<input type="checkbox"/>	A	Assessment	U1A2	



Markbook	Completion Barchart	Summary Statistics												
<a href="#">Build Markbook</a> <a href="#">Tick All</a> <a href="#">Untick All</a>	<a href="#">Audit</a> <a href="#">Excel</a> <a href="#">Auto Size</a> <a href="#">Fields</a> <a href="#">View</a>													
▶ <input type="checkbox"/> U Unit 01 (6/8) ▶ <input type="checkbox"/> A U1A1 (7/8) ▶ <input type="checkbox"/> C P1, P2, P3, P4, M1, D1 ▶ <input type="checkbox"/> U Unit 02 (7/8)		<table> <tr> <th>Student Ref</th><th>Surname</th><th>Forenames</th></tr> <tr> <td>30157022</td><td>Bourne</td><td>Tiegan</td></tr> <tr> <td>30158956</td><td>Brideson</td><td>Julie</td></tr> <tr> <td>30158953</td><td>Deakin</td><td>Johnathon</td></tr> </table>	Student Ref	Surname	Forenames	30157022	Bourne	Tiegan	30158956	Brideson	Julie	30158953	Deakin	Johnathon
Student Ref	Surname	Forenames												
30157022	Bourne	Tiegan												
30158956	Brideson	Julie												
30158953	Deakin	Johnathon												

2. Student View Tickbox – this allows you to display elements in the teacher view of the markbook grid but hide them from the student's view.

Student view de-selected for Unit 01 but selected for Unit 02:

Group Structure

Course Structure

Related Groups

Course Options

Selected Group

AEXHSC2425-1

Allocate elements to the Selected Group or Individual Students in the Group

			Element Type	Element Code	Description	Date Set	Date Expected	Staff	Student View
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit	Unit 01	Human Lifespan Development	08/10/2024	24/01/2025	Andy G (andrew)	<input type="checkbox"/>
▶	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit	Unit 02	Working in Health and Social Care	10/09/2024	20/12/2024	Chris Candeland (Chris)	<input checked="" type="checkbox"/>

Both units are available in the main markbook grid for staff to record marks, grades, dates etc:

Build Markbook		Tick All	Untick All	Audit	Excel	Auto Size	Fields	View	--- Default ---	Selected group	AEXHSC2425-1
▼	✓	Unit 01	(6/8)							Unit 01 - Human Lifespan Development	Unit 02 - Working in Health and Social Care
▼	✓	U1A1	(7/8)								
		P1, P2, P3, P4, M1, D1									
▼	✓	Unit 02	(7/8)								
	✓	U2M1	(8/8)								
	✓	U2M2	(0/8)								
Student Ref	Surname	Forenames	Grd	Pts	Dt Exp	Dt Sub	Grd	Pts	Dt Exp	Dt Sub	
30157022	Bourne	Tiegan	P	6	18/03/25		M		06/03/25	11/03/25	
30158956	Brideson	Julie	M	12	18/03/25		M		06/03/25	11/03/25	
30158953	Deakin	Johnathon	M	12	18/03/25		P		06/03/25	11/03/25	
30157164	Gower	Kellianne	NC	0	18/03/25		NP		06/03/25		

Student View also includes a button for each element where students can add their feedback on that element

However if we log in as a student, Unit 02 is visible but Unit 01 is hidden from view:

Demo User (30157022)

This page displays a National Target Grade (where available) and a Personal Target Grade set by your tutor for each of the main qualifications you are enrolled on. During the year, your tutor will periodically record progress grades so you can compare your progress to the target grade(s).

Columns

Progress

English

Maths

Skills

Delta

Markbook

Select Teaching Group

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

	Code	Description	Complete	Grade	Points	Out of	Date Set	Date Expected	Date Marked	No. Resubs	Teacher Comment	Student Feedback	
Unit	Unit 02	Working in Health and So...	✓	M			10/09/2024	20/12/2024	10/04/2025	0			Edit Feedback
Assessment	U2M1	Unit 2 mock 1	✓	B		100	14/02/2025	17/04/2025	14/02/2025	0	grea		Edit Feedback
Assessment	U2M2	Unit 2 mock 2				100		03/02/2025		0			Edit Feedback
Unit	Unit 03	Anatomy and Physiology ...								0			Edit Feedback
Assessment	U3M1	Unit 3 Mock 1				100				0			Edit Feedback
Assessment	U3M2	Unit 3 Mock 2	✓			100			14/02/2025	0			Edit Feedback
Unit	Unit 04	Enquiries into Current Re...					31/01/2025	02/01/2025		0			Edit Feedback
Assessment	U4M1	Unit 4 mock				100			14/02/2025	0			Edit Feedback

3. Allocate to Specific Students – click this button to see a list of students in the group, where you can (de)allocate elements from/to specific students:

Students for Unit: Unit 01

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

	Student Ref	Surname	Forenames	Student Does Element
	30157022	Bourne	Tiegan	<input type="checkbox"/>
	30158956	Brideson	Julie	<input checked="" type="checkbox"/>
	30158953	Deakin	Johnathon	<input checked="" type="checkbox"/>
	30157164	Gower	Kellianne	<input checked="" type="checkbox"/>
	30158957	Jackson	Kerry	<input checked="" type="checkbox"/>
	30158954	McGettigan	Julia Anne	<input checked="" type="checkbox"/>
	30157084	Meehan	Richard	<input checked="" type="checkbox"/>
	30157430	Weir	Anthony	<input checked="" type="checkbox"/>



[Build Markbook](#) [Tick All](#) [Untick All](#) [Audit](#) [Excel](#) [Auto Size](#) [Fields](#) View  Selected

	Unit 01	(6/7)	Student Ref	Surname	Forenames	Unit 01 - Human Lifespan Development	Grd	Pts	Dt Exp	Dt Sub
<input checked="" type="checkbox"/>	U	U1A1	(6/7)							
		P1, P2, P3, P4, M1, D1								
<input checked="" type="checkbox"/>	U	Unit 02	(7/8)	30157022	Bourne	Tiegan	<input checked="" type="checkbox"/>			
		U2M1	(8/8)	30158956	Brideson	Julie	<input checked="" type="checkbox"/>	M	12	18/03/25
		U2M2	(0/8)	30158953	Deakin	Johnathon	<input checked="" type="checkbox"/>	M	12	18/03/25
				30157164	Gower	Kellianne	<input checked="" type="checkbox"/>	NC	0	18/03/25
				30158957	Jackson	Kerry	<input checked="" type="checkbox"/>	D	18	18/03/25

4. Copy To Other Groups – use this to copy dates set, dates expected and staff from the current group to other groups on the same course.

Click on 'Copy' for any element to copy details to other groups:

Element Type	Element Code	Description	Date Set	Date Expected	Staff	Student View	
Unit	Unit 01	Human Lifespan Development	17/10/2024	24/01/2025	Andy G (andrew)	<input checked="" type="checkbox"/>	<a href="#">Students</a> <a href="#">Copy</a>

The pop-up gives information on the data to be copied to which groups, so that you can check it's correct before clicking 'Yes' to confirm:

Confirm Copy

This will copy the following values for element **Unit 03** from Group **AEXHSC2425-1** to other groups on the course:

Date Set: 26/09/2024  
Date Expected: 24/01/2025  
Staff: Andy Breward (AndyB)

Only blank values will be updated. This will apply to the following group(s):

Group Code	Is Copy Allowed?	Information
AEXHSC2425-2	✓	Fields to be updated: DateSet DateExpected Staff
AEXHSC2425_Adhoc	✓	Fields to be updated: DateSet DateExpected Staff
zAEXHSC_3_Adhoc	✗	The Element is not Allocated to this Group

Do you want to continue with the Copy

Yes No

## RELATED GROUPS TAB

You can attach 'related groups' from previous years to the current group, so that markbook information can be seen together in one place. For example, you can attach a Y1 group from last year to the current Y2 group, provided that the groups have at least one student in common.

Academic Year defaults to last year, but you can go back further if needed

Search for groups to relate by course code or key words

Build Markbook for Course: AEXHSC

Group Structure

Course Structure

Related Groups

Course Options

Selected Group AEXHSC2425-1

Audit

Use this screen to link to markbook data for the same students, from previous academic years.

Search Academic Year 23/24

Find Groups for Course AEXHSC

Refresh Data

Filter Groups Containing

Refresh Data

Available Groups (2)

23/24 (VA) AEXHSC-1  
Ex Diploma Health and Social Care Group 1

23/24 (VA) AEXHSC-2  
Ex Diploma Health and Social Care Group 2

Selected Groups (1)

23/24 (VA) AEXHSC-1  
Ex Diploma Health and Social Care Group 1

Move a group to the right to make it a Related Group

Markbook elements from Related Groups appear at the bottom of the main markbook treeview. They can then be viewed (read only) in the main grid.

Unit 19

U19 A1

P1, P2, P3, P4, P5, M1, M2

U19 A2

P6, P7, P8, M4, M5, M6

U19 A1, U19 A2

Related Group(s): ☒

This screen is Auto Saved