



1. Element Types – the three Element Types have the default names of Unit, Assessment and Criteria:

Maintenance - Markbook - Element Types

Markbooks are built using these element types, as described in [this document](#)

Level-1: e.g. Unit	Alt. Name: <input type="text" value="Unit"/>	Icon:	Select New Image...	Colour:
Level-2: e.g. Assessment	Alt. Name: <input type="text" value="Assessment"/>	Icon:	Select New Image...	Colour:
Level-3: e.g. Criteria	Alt. Name: <input type="text" value="Criteria"/>	Icon:	Select New Image...	Colour:

Use this page if you need to change the name, icon or background colour used with each Element Type

Markbook

Completion Barchart

Summary Statistics

Build Markbook

Tick All

Untick All

Audit

Excel

Auto Size

Fields

View

--- Default ---

Selected group

AEXHSC2425-1

Unit 01

(5/8)

U1A1

(7/8)

P1, P2, P3, P4, M1, D1

Unit 02

(7/8)

U2M1

(8/8)

U2M2

(0/8)

Unit 03

(0/8)

U3M1

(0/8)

Unit 01 - Human Lifespan Development

U1A1 - Human Lifespan Assessment 1

Student Ref	Surname	Forenames	Grd	Pts	Dt Exp	Dt Sub	Grd	Pts	Dt Exp	Dt Sub	R	P1	P2	P3
30157022	Bourne	Tiegna	P	6	18/03/25		P	20	18/03/25	17/04/25	Ro			
30158956	Brideson	Julie	M	12	18/03/25		P	20	18/03/25	23/04/25	Ro			
30158953	Deakin	Johnathon	M	12	18/03/25		M	30	18/03/25	18/03/25	Ro			

The icons and background colours selected above are used in the main markbook grid and treeview

The names, icons and background colours selected are also used in the 'Build Markbook' screens

Build Markbook for Course: AEXHSC

Group Structure | Course Structure | Related Groups | Course Options | Selected Group: AEXHSC2425-1 | Audit

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
Unit	Unit 01	Human Lifespan Development	17/10/2024	24/01/2025	Andy G (andrew)	<input checked="" type="checkbox"/>
Assessment	U1A1	Human Lifespan Assessment 1	08/10/2024	22/11/2024	Andy G (andrew)	<input checked="" type="checkbox"/>
Criteria	P1	P1				<input checked="" type="checkbox"/>
Criteria	P2	P2				<input checked="" type="checkbox"/>

2. Field Categories – the Fields in markbook define what data can be recorded for work which students complete. As well as being able to manage the Fields themselves (see section 3. Field Names), you can manage the categories into which Fields are placed:

Maintenance - Markbook - Field Categories

[+ Create New](#) [Excel](#)

Category Name	Order	In Use	
Grade	1	✓	Edit Delete
Dates	2	✓	Edit Delete
Other	3		Edit Delete
Custom	4	✓	Edit Delete
Resub	5	✓	Edit Delete
Feedback	6	✓	Edit Delete

You can create new Field Categories or Edit/Delete existing Field Categories

Visible fields [X](#)

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) ☐ ☒ ☐

The Categories are then used to group together the Fields which appear in the markbook main grid

The fields that are available on this form, plus which are ticked by default, is controlled by the 'Field Names' screen – see section 3

3. Field Names – this is a very important screen as it controls the names of the markbook fields, which ones are used in the markbook and which are shown by default when a markbook grid is first loaded.

In the example below the 'Points' field has been put into edit mode and renamed 'Score'

These boxes allow you to control the use and default visibility of every field, and specify this separately for Units, Assessments and Criteria.
Tick 'Is Used' if you want to make a field available for use in the markbook
Also tick 'Is Visible' if you want it to appear by default each time a markbook grid is loaded.

Maintenance - Markbook - Field Names

Category	System Name	Override Name	System Abbr	Override Abbr	Is Used (Unit)	Is Visible (Unit)	Is Used (Assessm...)	Is Visible (Assessment)	Is Used (Criteria)	Is Visible (Criteria)	Order	
Grade	Grade		G	Grd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Edit
Grade	Points	Score	MP	Pts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Edit Update Cancel
Dates	DateSet	Date Set	Dt Set		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Edit
Dates	DateExpected	Date Expected	Dt Exp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Edit
Dates	DateSubmitted	Date Submitted	Dt Sub		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7	Edit
Dates	DateMarked	Date Marked	Dt Mkd		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Edit
Custom	UserDefinedDate1	Custom Date 1	CD1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Edit
Custom	UserDefinedDate2	Custom Date 2	CD2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Edit
Custom	UserDefinedStringShort1	Custom String Short 1	CSS1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Edit
Custom	UserDefinedStringShort2	Custom String Short 2	CSS2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	Edit
Custom	UserDefinedStringLong1	Custom String Long 1	CSL1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Edit
Custom	UserDefinedStringLong2	Custom String Long 2	CSL2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Edit
Custom	UserDefinedCheck1	Custom Check 1	CC1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	Edit
Custom	UserDefinedCheck2	Custom Check 2	CC2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	Edit
Custom	UserDefinedNumeric1	Custom Num1	N1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	Edit
Custom	UserDefinedNumeric2	Custom Num2	N2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	Edit

Note that a large number of custom fields of different types (dates, text, tickbox, number) are provided

UserDefinedStringShort - up to 50 characters ; UserDefinedStringLong – unlimited characters

4. NVQ Levels – this is a read-only grid for information only. It contains a list of NVQ levels which can be attached to Units when setting up a markbook:

Maintenance - Markbook - NVQ Levels (readonly)

Level Name	Description	Order	In Use
E1	NVQ Entry Level 1	1	✓
E2	NVQ Entry Level 2	2	
E3	NVQ Entry Level 3	3	
1	NVQ Level 1	4	
2	NVQ Level 2	5	✓
3	NVQ Level 3	6	✓
4	NVQ Level 4	7	
5	NVQ Level 5	8	

The list is available on the 'Build Markbook' → 'Course Structure' screen when adding or editing a Unit:

Build Markbook for Course: AEXHSC

Group Structure **Course Structure** Related Groups Course Options Add New Elements to All Groups (for the Course) Audit

Set up the various 'Unit/Assessment/Criteria' for the course. These can then be allocated to groups or individual students as required on the 'Group Structure' tab. [Display Full Help Guide](#)

+ Create New Create Multiple Find Ofqual Units Copy from Course Move/Re-order Elements Show Inactive Elements Excel

Element Type	Element Code	Description	Ext. Code	Size	Out Of	NVQ Level	Rpt. P/G	Order	Active	Allocated	Used	
Unit	Unit 01	Human Lifespan Development		90		3	✓	1	✓	✓	✓	Save Cancel
Parent: Unit 01												
Assessment	U1A1	Human Lifespan Assessment 1		1	100	1		1	✓	✓	✓	Edit Delete
Assessment	U1A2	Human Lifespan Assmnt 2		1	100	2		2	✓	✓	✓	Edit Delete

5. Grade Colours – a list of colours which are applied to the ‘Grade’ field when specific grades are recorded (for Units, Assessments or Criteria)

This top section controls the colour and background of the ‘Completed’ tickbox

Maintenance - Markbook - Grade Colours

Field: Complete Tick Colour Background Colour

+ Create New

Element Type	Grade	Description	Background Colour	Font Colour	Order	
Unit	P	Pass			5	
Unit	M	Merit			10	
Unit	D	Distinction			11	
Unit	NS	Not submitted			14	
Unit	NC	Not completed			15	
Unit	NP	Near Pass			16	
Assessment	R	Referred			3	
Assessment	NS	Nonsub			4	
Assessment	M	Merit			6	
Assessment	P	Pass			7	
Assessment	D	Distinction			8	
Assessment	NP	Near Pass			9	
Criteria	NS	Nonsub			1	
Criteria	R	Referred			2	
Criteria	D	Dist			13	
Criteria	NA	Nnt attempted			17	

The main part of the screen controls the colour coding of grades in the markbook grid

Unit 01 - Human I

Student Ref	Surname	Forenames	Grd	Pts
30157022	Bourne	Tiegan	P	6
30158956	Brideson	Julie	M	12
30158953	Deakin	Johnathon	M	12

Unit 01 - Human

Student Ref	Grd	Pts
30157022	P	6
30157084	P	6
30157164	NC	0
30157430	D	18
30158957	D	18
30158956	M	12

6. Data Rollover – the markbook ‘course elements’ (i.e. the structure of Units/Assessments/Criteria) in OneGrade are held against each specific academic year. Use this screen to copy them into new academic years so that they can be used again.

Markbook course elements will be copied *into* the academic year selected at the top of the page

The screenshot shows the OneGrade Plus interface. On the left is a dark sidebar menu with options: Groups, Depts, Reporting, Admin, Maintenance, Audit, Miscellaneous, Data Rollover (highlighted with a red box), Import Poll, Import History, Summarise Data, and Help. A callout box points to this menu with the text: "The screen is accessed from the left hand menu under Admin → Maintenance → Miscellaneous".

At the top of the main content area, there is a header bar with a calendar icon, a dropdown menu showing "24/25" (highlighted with a red box), and a search icon. A callout box points to this dropdown with the text: "Markbook course elements will be copied *into* the academic year selected at the top of the page".

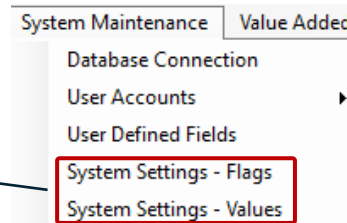
The main content area is titled "Data Rollover". It contains two sections:

- 1) Skills Course Questions**: Shows counts for '24/25' Courses with Questions (0) and '24/25' Courses without Questions (11). It includes a "Year to Copy From:" dropdown menu with the text "Please Select Year..." and a "No Year Selected" button.
- 2) Markbook Course Elements**: Includes a "Year to Copy From:" dropdown menu. This menu is open, showing a list of academic years: 23/24, 20/21, 21/22, 22/23, 23/24 (highlighted in blue), 25/26, 26/27, 27/28, and 28/29. A callout box points to this list with the text: "Select the academic year *from which* to copy markbook course elements".

Below the "2) Markbook Course Elements" section, there is a "Year to Copy From:" dropdown menu showing "23/24". A callout box points to this dropdown with the text: "Click the button to copy – the button text confirms the years to be copied from and to". Below this dropdown is a blue button with the text: "Copy '23/24' Markbook Course Elements to '24/25'".

7. System Flags & System Values – OneGrade Markbook includes some new System Flags and Values which control its operation:

These are accessed via this menu in the OneGrade client (administration) application



Markbook System Flags:

Controls whether staff can edit markbook data recorded by other members of staff

Controls whether the main markbook grid is set to AutoSave by default

System Settings - Flags				
	Setting Name	Value	Category	
Details	Can edit marks recorded by others	True	Markbook	
Details	Auto save Markbook grid	True	Markbook	

Markbook System Values:

Choose which tab opens by default for a group/course/learning aim

Modify the Tick and/or Background Colour of the 'Completed' tickbox for an element

Specify the 'Grace Period' applied to marked work in markbook reporting

System Settings - Values				
	System Setting Name	System Setting Description	Default Value	System Setting Value
Details	WebPlusLandingTab	The tab to land upon initial load (INYEAR, SKILLS, DELTA, MARKBOOK)	INYEAR	INYEAR
Details	WebPlusMarkbookCompleteBg...	The colour of the Markbook Complete Checkbox Background	#589efa	#589efa
Details	WebPlusMarkbookCompleteTic...	The colour of the Markbook Complete Checkbox Tick	#FFFFFF	#FFFFFF
Details	WebPlusMarkbookStatsDaysGr...	The time allowed (in days) for a teacher to mark the work and enter it into the markbook	14	14