

### 3. Bite-Size ProMonitor – Set up an A Level Markbook

#### Teaching Services

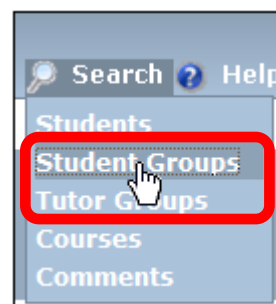
- C\_Planner
- Apprenticeships
- ePortfolio
- Forums
- Key Skill Builder Initial and Diagnostic Assessment Results
- Individual Learning Plan Group Search
- Learning Resources Pool
- Online Assessment System
- **ProMonitor**
- Plagiarism Advisory Service

Launch **Internet Explorer**, and on **C\_Space** click on the link for **ProMonitor** on the left-hand side of the screen.

#### The ProMonitor Home Page

If you are a Tutor your courses will appear on the left-hand side of the screen.

To find and edit a course structure, click on the **Search** option at the top of the page and select **Student Groups**.



The **Find a Student Group** page will be displayed, so enter the course code you require in the **Course Code** option, click on the complete relevant code from the drop-down list, as seen below, and click on the **Search** button.

promonitor Home Search Help About Academic Year: 2011/12

My ProMonitor Home

MY STUDENT GROUPS  
No Student Groups

MY TUTOR GROUPS  
No Tutor Groups

Create a Tutor Group

STUDENT GROUPS I MANAGE  
No Management Groups

Home > Search > Student Groups

Find a Student Group

Enter part or all of the Group Title to find Group(s).  
for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title.  
The more information you enter into the search fields, the more precise the search will be.  
For more info about searching see the [Help](#)

Student Group Code:  Student Group Title:

Course Code:  Course Title:

Teacher Name:

**6904\_Y01\_10-11**  
**6904\_Y01S\_11-12**

**Search** Clear

You will then see a list of the Groups set up for your course, so click on the course group you wish to edit.

Enter part or all of the Group Title to find Group(s).  
for example entering 'Math' in the Title field will display all groups with 'Mathematics' in their title.  
The more information you enter into the search fields, the more precise the search will be.  
For more info about searching see the [Help](#)

Student Group Code:  Student Group Title:

Course Code: 6904\_Y01S\_11-12 Course Title:

Teacher Name:

Search Clear

Student Group	Course
<b>6904_Y01S_11-12 GPA (AS LEVEL ART &amp; DESIGN)</b>	6904_Y01S_11-12 (As Level Art & Design)
6904_Y01S_11-12 GPB (AS LEVEL ART & DESIGN)	6904_Y01S_11-12 (As Level Art & Design)

2 student group(s) found

Clicking on a group will display the **Student Group Details** page seen here.

6904\_Y01S\_11-12\_GPA (AS LEVEL ART & DESIGN)

Home > Student Group > Details

**STUDENT GROUP**  
Details  
Student Group Type  
Add Student Comment  
Add Student Diary Note  
Add Group Meeting  
Smart Targets Calendar

**MARKBOOK**  
By Group  
By Student  
Markbook Structure  
Assessment Schedule  
IV\EV  
Target Setting

**Student Group Details for 6904\_Y01S\_11-12\_GPA (AS LEVEL ART & DESIGN)**

Name:  
Course:  
Teacher(s):  
Manager:  
Type:

6904\_Y01S\_11-12\_GPA (AS LEVEL ART & DESIGN)  
[6904\\_Y01S\\_11-12 \(As Level Art & Design\)](#)  
Derrick Griffiths  
[No Manager Selected]  
[A Level](#)

	Learner Ref	Name	Date of Birth	Gender
	50140909	<a href="#">Michaela Bannon</a>	17/08/1995	F
	50144448	<a href="#">Charlotte Cockell</a>	03/09/1994	F

**MARKBOOK**  
By Group  
By Student  
**Markbook Structure**  
Assessment Schedule  
IV\EV  
Target Setting

This page provides links to the structure of the course itself, and to all learners enrolled on the course (a new window will open for learner data so use the Task bar at the bottom of the screen to switch between windows).

To view the **Markbook Structure**, click on the left-hand link.

Clicking on the **Expand All**, and **Contract All** options, will display or hide all Units and Assessments that have been created.

Click on the **here** link to display the **Maintain Units** (for the course) page.

6904\_Y01S\_11-12\_GPA (AS LEVEL ART & DESIGN)

Home > Student Group > Maintenance > Markbook Structure

**Markbook Structure for 6904\_Y01S\_11-12\_GPA (AS LEVEL ART & DESIGN)**

**STUDENT GROUP**  
Details  
Student Group Type  
Add Student Comment  
Add Student Diary Note  
Add Group Meeting  
Smart Targets Calendar

**MARKBOOK**  
By Group  
By Student  
**Markbook Structure**  
Assessment Schedule  
IV\EV  
Target Setting

Can't see the Unit/Assessment/Task you want to include? [Click here](#)

For the Whole Group | For Each Student

Select the Units, Assessments and Tasks you want to include in the markbook for this group.  
Click the '+' sign to view the Assessments and Tasks for that Unit.

Save

Expand All Contract All

Save

Tick All Untick All

Save

Click [here](#) to go to the Group Markbook  
Click [here](#) to go to the Student Markbook

Click on the **Edit** button to edit the Unit title, or to add further Units.

This is the pool of Units available for Student Groups within this Course.  
Units can be added, edited and deleted using the grid below.

	Unit Code	Unit Title	External Unit Code	Credit / Weighting	Level	Show in Rpt to Parents	Do Not Use	
	10	Still Life etc	2	1	3	<input type="checkbox"/>	<input type="checkbox"/>	✗
				1	E	<input type="checkbox"/>	<input type="checkbox"/>	

2

Click the **Update** button (or the **Cancel** button if you decide to keep the original title) when you have finished editing.

This is the pool of Units available for Student Groups within this Course.  
Units can be added, edited and deleted using the grid below.

	Unit Code	Unit Title	External Unit Code	Credit / Weighting	Level	Show in Rpt to Parents	Do Not Use	
<div> <div>Update</div> <div>Cancel</div> </div>	10	Still Life - Drawing	2	1	3	<input type="checkbox"/>	<input type="checkbox"/>	✗

**COURSE STRUCTURE**

View Course Structure

**Maintain Units**

**Maintain Assessments**

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

To edit or add to the Assessments that have been created within the Unit, click on the **Maintain Assessments** option on the left-hand side of the screen.

This displays the **Maintain Assessments** page for the course.

Choose the Unit title from the drop-down option above the Assessment titles, and then click on the **Edit** button to edit the Assessment title you wish to edit, and then click on the

**Update** button as seen below to confirm the changes..

Select Unit: 10 - Still Life - Drawing

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Weighting	Do Not Use	
<div> <div>Update</div> <div>Cancel</div> </div>	1	Basket of Fruit (Cuddley Toy is Optional)	Course Work	100	1.00	<input type="checkbox"/>	✗
Edit	2	Assessment Title	Course Work	100	1.00	<input type="checkbox"/>	✗
Edit	3	Assessment Title	Course Work	100	1.00	<input type="checkbox"/>	✗

Continue this process with all the Assessment titles within all Units that require editing, and when the editing is complete, click on the **Return to Student Group** option on the left-hand side of the screen.

Student Completion

Incomplete Elements

**COURSE STRUCTURE**

View Course Structure

Maintain Units

**Maintain Assessments**

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

**Return To Student Group**

Select Unit: 10 - Still Life - Drawing

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Weighting	Do Not Use	
Edit	1	Basket of Fruit (Cuddley Toy is Optional)	Course Work	100	1.00	<input type="checkbox"/>	✗
Edit	2	Perspective	Course Work	100	1.00	<input type="checkbox"/>	✗
Edit	3	Figure 1 - Nude Woman Sitting - Ooh err, Misses!	Course Work	100	1.00	<input type="checkbox"/>	✗
Edit	4	Figure 2 - Nude Man Standing - Matron!!!	Course Work	100	1.00	<input type="checkbox"/>	✗
Edit	5	Object of Choice - Natural	Course Work	100	1.00	<input type="checkbox"/>	✗
Edit	6	Object of Choice - Man made	Course Work	100	1.00	<input type="checkbox"/>	✗

This will display the **Markbook Structure** page for the course, where these changes can be saved.

Click on **Expand All** to view the changes, and **Tick All** to select all items (deselect any that are not required), and click on the **Save** button.

[Can't see the Unit/Assessment/Task you want to include? Click here](#)

**For the Whole Group** **For Each Student**

Select the Units, Assessments and Tasks you want to include in the markbook for this group.  
Click the '+' sign to view the Assessments and Tasks for that Unit.

Save Save

**Expand All** **Contract All** **Tick All** **Untick All**


10	Still Life - Drawing	<input checked="" type="checkbox"/>
1	Basket of Fruit (Cuddley Toy is Optional)	<input checked="" type="checkbox"/>
2	Perspective	<input checked="" type="checkbox"/>
3	Figure 1 - Nude Woman Sitting - Ooh err, Misses!	<input checked="" type="checkbox"/>
4	Figure 2 - Nude Man Standing - Matron!!!	<input checked="" type="checkbox"/>
5	Object of Choice - Natural	<input checked="" type="checkbox"/>
6	Object of Choice - Man made	<input checked="" type="checkbox"/>
7	Textures and Materials	<input checked="" type="checkbox"/>
8	Exam 1	<input checked="" type="checkbox"/>

Save **Save**

**ProMonitor** will confirm that the changes have been saved successfully.

Home > Student Group > Maintenance > Markbook Structure

**Markbook Structure for 6904\_Y01\_11-12\_GPA**  
**(6904/2011Y01/GPA)**

  
south essex college  
FURTHER & HIGHER EDUCATION

[Can't see the Unit/Assessment/Task you want to include? Click here](#)

**For the Whole Group** **For Each Student**

**The data was saved successfully**

Select the Units, Assessments and Tasks you want to include in the markbook for this group.  
Click the '+' sign to view the Assessments and Tasks for that Unit.

Save Save

**Expand All** **Contract All** **Tick All** **Untick All**

10	Still Life - Drawing	<input checked="" type="checkbox"/>
1	Basket of Fruit (Cuddley Toy is Optional)	<input checked="" type="checkbox"/>
2	Perspective	<input checked="" type="checkbox"/>
3	Figure 1 - Nude Woman Sitting - Ooh err, Misses!	<input checked="" type="checkbox"/>
4	Figure 2 - Nude Man Standing - Matron!!!	<input checked="" type="checkbox"/>
5	Object of Choice - Natural	<input checked="" type="checkbox"/>

**Note:** Please see **Section 11 – Copying a Course Structure** if you need to copy an existing structure from one course to another.