

4. Set up a BTEC Level 1, 2, 3, Markbook

Once you have clicked on 'Markbook Structure' it will take you to this page:

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This student group is not currently in your list of student groups. To add yourself as a teacher, click [here](#)

6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

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 Click All Untick All

	Unit Code	Unit Title	External Unit Code	Credit / Weighting	Level	Show in Rpt to Parents	Do Not Use
+	1	Investigating the Travel and Tourism Sector	Y/600/9476	10	3	<input type="checkbox"/>	<input type="checkbox"/>
+	10	Business Travel Operations	H/600/9495	10	3	<input type="checkbox"/>	<input type="checkbox"/>
+	11	Investigating the Cruise Industry	K/600/9496	5	3	<input type="checkbox"/>	<input type="checkbox"/>
+	12	Responsible Tourism	M/600/9497	10	3	<input type="checkbox"/>	<input type="checkbox"/>
+	13	Tour Operations	T/600/9498	1	3	<input type="checkbox"/>	<input type="checkbox"/>
+	15	Working as a Holiday Representative	T/600/9615	10	3	<input type="checkbox"/>	<input type="checkbox"/>
+	17	Events, Conferences and Exhibitions	J/600/9621	5	3	<input type="checkbox"/>	<input type="checkbox"/>
+	18	Tourism in Rural Areas	F/600/9468	10	3	<input type="checkbox"/>	<input type="checkbox"/>
+	2	Business of Travel and Tourism	D/600/9480	10	3	<input type="checkbox"/>	<input type="checkbox"/>
+	20	Hospitality Operations in Travel and Tourism				<input type="checkbox"/>	<input type="checkbox"/>
+	21	Entertainment for Holiday Makers				<input type="checkbox"/>	<input type="checkbox"/>
+	22	Work Experience				<input type="checkbox"/>	<input type="checkbox"/>
+	23	Residential Study Visit				<input type="checkbox"/>	<input type="checkbox"/>

1. Click 'here' to add and edit your course units and to take you to the screen below.

2. On this screen, you add the units for your course, using the 'edit' button.

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6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

Home > Student Group > Course > Structure > Maintain Units

Maintain Units for 6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

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
Edit	1	Investigating the Travel and Tourism Sector	Y/600/9476	10	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	10	Business Travel Operations	H/600/9495	10	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	11	Investigating the Cruise Industry	K/600/9496	5	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	12	Responsible Tourism	M/600/9497	10	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	13	Tour Operations	T/600/9498	1	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	15	Working as a Holiday Representative	T/600/9615	10	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	17	Events, Conferences and Exhibitions	J/600/9621	5	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	18	Tourism in Rural Areas	F/600/9468	10	3	<input type="checkbox"/>	<input type="checkbox"/>
Edit	2	Business of Travel and Tourism	D/600/9480	10	3	<input type="checkbox"/>	<input type="checkbox"/>

3. The 'External Unit Code' can be found on your course spec.

4. Leave these checkboxes blank.

Note: There is no option to 'save' on this page. It saves automatically.

5. When you have added your unit, click on 'Maintain Assessments'. Here you maintain the assessments for each unit.

6. Make sure you select the correct unit here

7. You can add each assessment / assignment here.

8. You can add separate tasks for each assignment by clicking on 'Maintain Tasks'. This will take you to the next screen.

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Weighting	Do Not Use
Edit	Task 1	Agents of Tourism	Assignment	100	1.00	<input type="checkbox"/>
Add			--Select--	100	1.00	<input type="checkbox"/>

9. Here you must add the grading criteria for the whole unit. In 'Task Code' enter P1/P2/M1/D1 etc.

	Task Code	Task Title	Task Order	
Edit	P1	task 1 Name	1	<input type="checkbox"/>
Edit	P2	Task 2 name	2	<input type="checkbox"/>
Edit	P3	Task 3 Name	3	<input type="checkbox"/>
Edit	P4	Task 4 Name	4	<input type="checkbox"/>
Edit	M1	Task 1 Name	5	<input type="checkbox"/>
Add				<input type="checkbox"/>

10. When you have added your tasks, click on 'Task Allocation'. This is where you assign tasks to assignments.

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Home > Student Group > Course > Structure > Task Allocation

Task Allocation for 6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

6635_Y01S_11-12 (Level 3 Extended Diploma Travel & Tourism)

COURSE
Details
Create Student Group

REPORTS
Assessment Vs Target
Assessment Marking Stats
Student Completion
Incomplete Elements

COURSE STRUCTURE
View Course Structure
Maintain Units
Maintain Assessments
Maintain Tasks
Task Allocation
Relate Tasks
Merge Tasks
Copy Course Structure

Select Unit: 1 - Investigating the Travel and Tourism

Assessment	P1	P2	P3	P4	M1
Task 1 - Agents of Tourism	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. Use the checkboxes to assign tasks to assignments.

12. Once you have assigned the tasks, click on 'Apply changes'.

13. Click on 'Return to Student Groups'.

Apply Changes

Return To Student Group

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Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

6635_Y01S_11-12_GPB (LEVEL 3 EXTENDED DIPLOMA TRAVEL & TOURISM)

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 Save

Expand All Contract All Tick All Untick All

1	Investigating the Travel and Tourism Sector	<input type="checkbox"/>
10	Business Travel Operations	<input type="checkbox"/>
11	Investigating the Cruise Industry	<input type="checkbox"/>
12		<input type="checkbox"/>

14. Tick all relevant boxes so they will show to the learners.

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Home > Student Group > Markbook > Assessment Schedule

Assessment Schedule for 6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE)

6503_Y02S_11-12_GPA (LEVEL 3 EXTENDED DIPLOMA SPORT & EXERCISE)

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

MARKBOOK REPORTS
Unit Markbook
Unit Grades
Unit Target Dates
Assessment Plan
Assessment Markbook
Assessment Targets
Assessment Progress
Assessment Completion

Save Save

Assessment	Out Of	Weight	Date Set	Date Exp'd	Teacher
1 - It's not just about the heart	100	1.00			--Select--
2 - Going the extra mile	100	1.00			--Select--
1 - Health Screening	100	1.00			--Select--
2 - How Fit Are You?	100	1.00			--Select--
1 - Skeletal system	100	1.00			--Select--
2 - Muscular System	100	1.00			--Select--
3 - CV system	100	1.00			--Select--
1 - Exploring the World of a Sports Coach	100	1.00			--Select--
2 - Practice What You Preach	100	1.00			--Select--
1 - Mind Over Matter	100	1.00			--Select--
2 - Train the Brain	100	1.00			--Select--

15. Click on 'Assessment Schedule' to enter submission dates for assignments.