

How to set up a Mark Book for recording A/AS end of unit examination grades

1. Find your group using the 'Search Student Groups' function by entering your course code and clicking 'search'.

ProMonitor 7

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:

Course Code:

Teacher Name:

Student Group Title:

Course Title:

☐ Only show student groups which contain at least one active student

2. The following screen will appear, select your chosen course.

ProMonitor 7

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:

Course Code:

Teacher Name:

Student Group Title:

Course Title:

☐ Only show student groups which contain at least one active student

Student Group	Course
6970_Y01S_11-12_GPA (A2 PHYSICS)	6970_Y01S_11-12 (A2 Physics)

2 student group(s) found

3. Your course should appear with a list of learners. Select 'Markbook Structure'.

ProMonitor 7

Home > Student Group > Details

Student Group Details for 6970_Y01S_11-12_GPA (A2 PHYSICS)

Name: 6970_Y01S_11-12_GPA (A2 PHYSICS)

Course: 6970_Y01S_11-12 (A2 Physics)

Teacher(s): Susanne Nabirumbi, Diane Sossou

Manager: Jay Denny

Type: A Level

MARKBOOK

By Group

By Student

Markbook Structure

IV\EV

Target Setting

MARKBOOK REPORTS

Unit Markbook

Unit Grades

Unit Target Dates

Assessment Plan

Assessment Markbook

Assessment Marks

Assessment Targets

Assessment Progress

Assessment Completion

Completion Bar Chart

Course Reports

Learner Ref	Name	Date of Birth	Gender
50124727	Jordan Braybrook	08/08/1994	M
50125643	Robyn Couch	21/08/1994	F
50149111	Amir Hussain	22/04/1994	M
50133432	Karl Innes	26/11/1992	M
50123598	Sam Lawrence	03/04/1994	M
50122417	Adam Mason	01/05/1994	M
50123074	Fiona Mone	09/11/1993	F
50127835	Charles Stimson	25/11/1993	M
50122409	Charlie Willingale	31/03/1994	M

9 student(s)

4. The following screen will appear, select 'click here'.

promonitor Home Search Help About Academic Year: 2011/12

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

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6970_Y01S_11-12_GPA (A2 PHYSICS)

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

4, 1	Physics on the Move; Topic 1 Further Mechanics	<input checked="" type="checkbox"/>
4, 2	Physics on the Move; Topic 2 Electric and Magnetic Fields	<input checked="" type="checkbox"/>
4, 3	Physics on the Move; Topic 3 Particle Physics	<input checked="" type="checkbox"/>
5, 1	Physics from Creation to Collapse; Topic 4 Thermal Energy	<input checked="" type="checkbox"/>
5, 2	Physics from Creation to Collapse; Topic 5 Nuclear Decay	<input checked="" type="checkbox"/>
5, 3	Physics from Creation to Collapse; Topic 6 Oscillations	<input checked="" type="checkbox"/>
5, 4	Physics from Creation to Collapse; Topic 7 Astrophysics	<input checked="" type="checkbox"/>

Save Save

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

5. Click on 'Maintain Assessments'.

promonitor Home Search Help About Academic Year: 2011/12

Home > Student Group > Course > Structure > Maintain Assessments

Maintain Assessments for 6970_Y01S_11-12 (A2 Physics)

Select a Unit from the list of Units. Then use the grid below to add, edit and delete Assessments for that Unit.

Select Unit: 4, 1 - Physics on the Move; Topic 1 Further Mechanics

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Weighting	Do Not Use
Edit	1	Conservation of Momentum	Exam Question practice	19	1.00	<input type="checkbox"/>
Edit	2	Conservation of Momentum Practical	Practical	32	1.00	<input type="checkbox"/>
Edit	3	Further Mechanics	Internal Tests	58	1.00	<input type="checkbox"/>
Edit	4	Mark Exam	Mark Exam	80	1.00	<input type="checkbox"/>
Add		January 12 Series - Exam Result	Exam	100	1.00	<input type="checkbox"/>

6. Enter the following information into the Columns, and when complete click on 'Add'.

Assessment code	Continue the numbering
Assessment title	January 12 Series – Exam Result
Assessment type	Select from drop down – Exam
Points	100
Weighting	100

Click on 'Return to Student Group'

7. Finally, click on the unit, and tick the box, this will show the Exam on the Markbook.

The screenshot shows the Promonitor Markbook Structure interface. The left sidebar contains navigation links for the group 6970_Y01S_11-12_GPA (A2 PHYSICS), including Student Group details, Markbook Structure, and Markbook Reports. The main content area displays a table of units and assessments for the group. The table has columns for unit numbers, unit names, and checkboxes for selection. The first unit, '4, 1', is highlighted in purple and contains the following assessments: 'Conservation of Momentum', 'Conservation of Momentum Practical', 'Further Mechanics', 'Mock Exam', and 'January 12 Series - Exam Result'. The checkbox for the 'January 12 Series - Exam Result' assessment is checked. Two red arrows point to the '4, 1' unit and its checkbox. The interface also includes 'Save' buttons at the top and bottom of the table, and a 'Can't see the Unit/Assessment/Task you want to include? Click here' link.

promonitor Home Search Help About Academic Year: 2011/12

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

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for 6970_Y01S_11-12_GPA (A2 PHYSICS)

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

Unit	Assessment	Include
4, 1	Physics on the Move; Topic 1 Further Mechanics	<input checked="" type="checkbox"/>
1	Conservation of Momentum	<input checked="" type="checkbox"/>
2	Conservation of Momentum Practical	<input checked="" type="checkbox"/>
3	Further Mechanics	<input checked="" type="checkbox"/>
4	Mock Exam	<input checked="" type="checkbox"/>
5	January 12 Series - Exam Result	<input checked="" type="checkbox"/>
4, 2	Physics on the Move; Topic 2 Electric and Magnetic Fields	<input checked="" type="checkbox"/>
4, 3	Physics on the Move; Topic 3 Particle Physics	<input checked="" type="checkbox"/>
5, 1	Physics from Creation to Collapse; Topic 4 Thermal Energy	<input checked="" type="checkbox"/>
5, 2	Physics from Creation to Collapse; Topic 5 Nuclear Decay	<input checked="" type="checkbox"/>
5, 3	Physics from Creation to Collapse; Topic 6 Oscillations	<input checked="" type="checkbox"/>
5, 4	Physics from Creation to Collapse; Topic 7 Astrophysics	<input checked="" type="checkbox"/>

Save Save

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

8. Don't forget to click on 'save'.

How to enter a final unit examination grade

1. Select 'By Group' which is in the Markbook section.

The screenshot shows the Promonitor web application interface. On the left sidebar, under the 'MARKBOOK' section, the 'By Group' option is highlighted with a red box. A red arrow points from this option to the main content area. The main content area displays the 'Group Markbook for 6970_Y01S_11-12_GPA (A2 PHYSICS)'. It includes tabs for 'Units' and 'Assessments', with 'Assessments' being the active tab. Below the tabs, there are dropdown menus for 'Select Unit:' (showing '4, 1 - Physics on the Move; Topic 1 Further Med') and 'Select Assessment:' (showing '5 - January 12 Series - Exam Result'). There are also fields for 'Date Set:', 'Date Expected:', and 'Teacher:'. A table below these fields lists students with columns for Name, Comp., Marks, Grade, % Prog., Date Submitted, Date Marked, and Resub. The table is currently empty of data rows.

2. Select the 'Assessment tab' and chose the assessment you want to enter a grade for, in this case the final unit examination grade titled January 12 Series – Exam Result, from the drop down menu.

The screenshot shows the Promonitor web application interface, similar to the previous one. In the 'Assessments' tab, the 'Select Assessment:' dropdown menu is open, showing a list of assessments. The option '5 - January 12 Series - Exam Result' is highlighted with a red box. A red arrow points from this option to the 'Assessments' tab label. The 'Units' tab is also visible and highlighted with a red box.

- For each learner who has sat the exam, tick the 'complete' box and then enter the 'grade'.

promonitor Home Search Help About Academic Year: 2011/12

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

Home > Student Group > Markbook > Group Markbook for 6970_Y01S_11-12_GPA (A2 PHYSICS)

Change Markbook Structure Markbook Rules

Select Unit: 4, 1 - Physics on the Move; Topic 1 Further Mechanics

Select Assessment: 5 - January 12 Series - Exam Result Out Of: 100 / Weighting: 1.00 Type: Exam

Date Set: Date Expected: Teacher: [No teacher Selected] Edit

Save Save

Name	Complete	Marks	Grade	% Prog.	Date Submitted	Date Marked	Resub.
Jordan Braybrook	<input checked="" type="checkbox"/>		A			07/03/2012	(0)
Robyn Couch	<input checked="" type="checkbox"/>		B			07/03/2012	(0)
Amir Hussain	<input checked="" type="checkbox"/>		C			07/03/2012	(0)
Karl Innes	<input type="checkbox"/>						(0)
Sam Lawrence	<input type="checkbox"/>						(0)
Adam Mason	<input type="checkbox"/>						(0)
Fiona Mone	<input type="checkbox"/>						(0)
Charles Stimson	<input type="checkbox"/>						(0)
Charlie Willingale	<input type="checkbox"/>						(0)
	Tick All	Auto Fill	Auto Fill			07/03/2012	
	Set All	Set All					

Save Save

- You also have the option of entering the grade Marks and date the exam grades were released. These are optional.
- Finally, click 'Save'.
- Once saved you can view the groups grades for the exam by selecting 'Assessment Markbook' in the Markbook Reports and all the grades will be show. You may need to scroll down.

Target Setting	Adam Mason	<input checked="" type="checkbox"/>	5	U		07/10/2011	10/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
MARKBOOK REPORTS	Fiona Mone	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
Unit Markbook	Charles Stimson	<input checked="" type="checkbox"/>	4	U		07/10/2011	10/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
Unit Grades	Charlie Willingale	<input checked="" type="checkbox"/>	5	U		07/10/2011	10/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
Unit Target Dates	Assessment: 2 - Conservation of Momentum Practical								
	Date Set: 27/09/2011	Date Expected: 02/10/2011	Out of: 32	Weighting: 1.00					
	Jordan Braybrook	<input checked="" type="checkbox"/>	14	E		07/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Robyn Couch	<input checked="" type="checkbox"/>	9	U		07/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Amir Hussain	<input checked="" type="checkbox"/>	9	U		07/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Karl Innes	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
	Sam Lawrence	<input checked="" type="checkbox"/>	13	E		07/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Adam Mason	<input checked="" type="checkbox"/>	14	E		07/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Fiona Mone	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
	Charles Stimson	<input checked="" type="checkbox"/>	13	E		07/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Charlie Willingale	<input checked="" type="checkbox"/>	14	E		07/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment: 3 - Further Mechanics								
	Date Set: 18/10/2011	Date Expected: 18/10/2011	Out of: 58	Weighting: 1.00					
	Jordan Braybrook	<input checked="" type="checkbox"/>	23	E		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Robyn Couch	<input checked="" type="checkbox"/>	18	U		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Amir Hussain	<input checked="" type="checkbox"/>	20	U		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Karl Innes	<input type="checkbox"/>	10	U		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Sam Lawrence	<input checked="" type="checkbox"/>	23	E		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Adam Mason	<input checked="" type="checkbox"/>	14	U		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Fiona Mone	<input type="checkbox"/>	18	U		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Charles Stimson	<input checked="" type="checkbox"/>	27	D/E		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Charlie Willingale	<input checked="" type="checkbox"/>	13	U		18/10/2011	18/10/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment: 4 - Mock Exam								
	Date Set: 02/12/2011	Date Expected: 02/12/2011	Out of: 80	Weighting: 1.00					
	Jordan Braybrook	<input checked="" type="checkbox"/>	39	D/E		02/12/2011	06/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Robyn Couch	<input checked="" type="checkbox"/>	20	U		02/12/2011	06/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Amir Hussain	<input checked="" type="checkbox"/>	21	U		02/12/2011	06/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Karl Innes	<input type="checkbox"/>	11	U		02/12/2011	06/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Sam Lawrence	<input checked="" type="checkbox"/>	42	D		02/12/2011	06/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Adam Mason	<input checked="" type="checkbox"/>	33	E		02/12/2011	06/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Fiona Mone	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
	Charlie Willingale	<input checked="" type="checkbox"/>	31	U		02/12/2011	06/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment: 5 - January 12 Series - Exam Result								
	Date Set:	Date Expected:	Out of: 100	Weighting: 1.00					
	Jordan Braybrook	<input checked="" type="checkbox"/>		A				<input type="checkbox"/>	<input type="checkbox"/>
	Robyn Couch	<input checked="" type="checkbox"/>		B				<input type="checkbox"/>	<input type="checkbox"/>
	Amir Hussain	<input checked="" type="checkbox"/>		C				<input type="checkbox"/>	<input type="checkbox"/>
	Karl Innes	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
	Sam Lawrence	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
	Adam Mason	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
	Fiona Mone	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
	Charles Stimson	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>