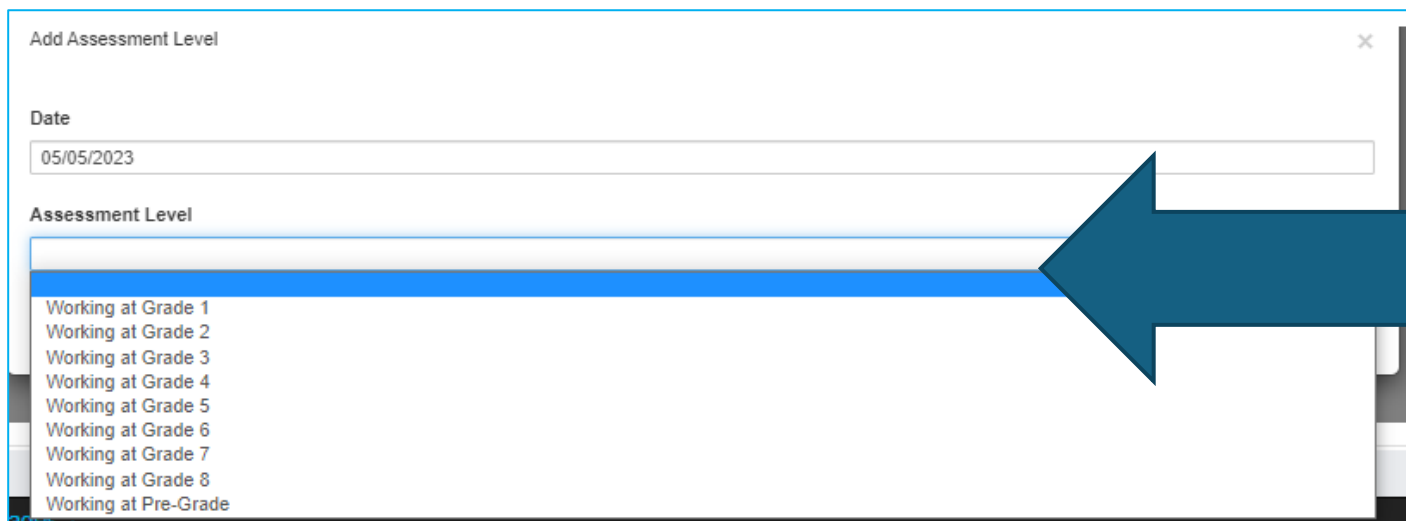
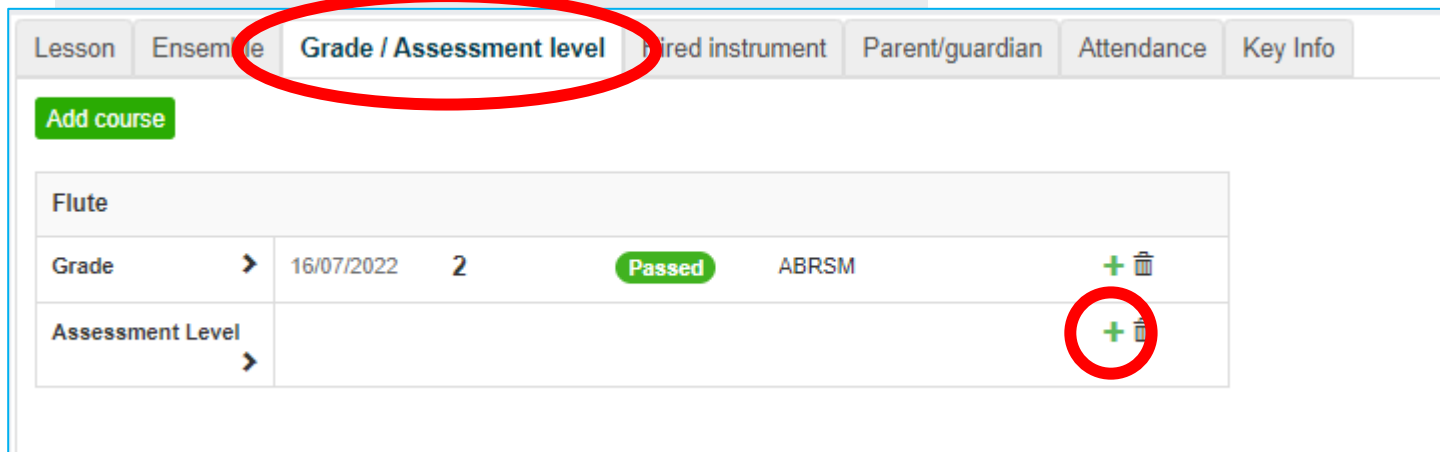
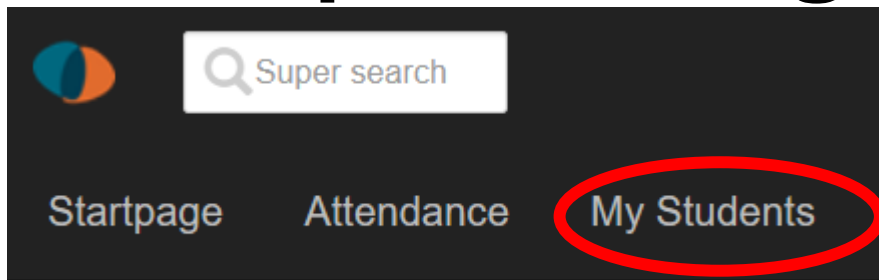



Step 2: Adding Pupil Assessment Level / Grades



You must add an 'Assessment Level' for every pupil – this is their approximate working grade.

Navigate to the pupil's card. To do this from the homepage, click on 'My Students' then click on each student's ID number to open their contact card.

(top tip: hold down 'Ctrl' before clicking to open the page in a new tab to make navigation easier)

Open the 'Grade/Assessment Level' tab at the bottom of the pupil's card and click on the  icon next to 'Assessment Level'

Add today's date and an approximate working grade for your pupil and click 'Save'

If your pupil has sat a formal exam, this information can also be added under 'Grade' – however all pupils should have an 'Assessment Level' entered as well, for reporting purposes.