



GRADE TRACKER

User Guide

v2 – Feb 2020

This user guide is for version 2 of the Grade Tracker and covers installation, setup and usage.

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1. SETUP

1.1. INSTALLATION

1.1.1. SYSTEM REQUIREMENTS

Please make sure that your Moodle server meets all the system requirements before attempting to install the block.

Moodle Version	3.1 ... 3.7
PHP Extensions	-
Settings	php short tags enabled

1.1.2. DOWNLOAD CONTENTS

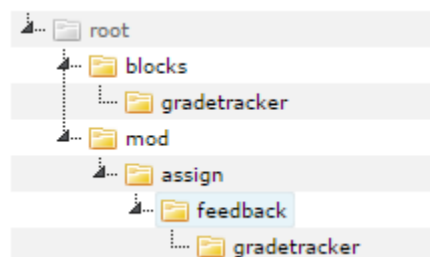
The source code for the Grade Tracker plugin (and associated plugins) can be found on their individual GitHub repositories.

Grade Tracker: https://github.com/cwarwicker/moodle-block_gradetracker/

Grade Tracker Assignment Feedback: https://github.com/cwarwicker/moodle-assignfeedback_gradetracker

In the repository, click on the “Releases” tab to view a list of official releases of the plugin, since it started using GitHub as its host. Pick the latest release which is suitable for your Moodle version and download the .ZIP file.

Once extracted from the .ZIP files, the Grade Tracker block directory should be renamed to ‘gradetracker’ and placed in your Moodle site’s “blocks” directory. The Grade Tracker Assignment Feedback directory should also be renamed to ‘gradetracker’ and placed in your Moodle site’s “mod/assign/feedback” directory. See the image below for reference:



It is highly recommended to test any new installations on a test/backup version of your Moodle, before moving them to your live/production site.

Once the directories are in place, follow the standard Moodle plugin installation procedure, by navigating to your Admin home and running through the Upgrade Database process.

1.1.3. QUICK START

Don't want to read the whole massive document? You just want to know how to create some qualifications and try the system out? Then follow these quick steps:

Before you can create a qualification or any units, you need the following things: Level, Sub Type, Qualification Structure, Qualification Build, Grading Structures.

Step 1. Create a Level, e.g. 'Level 1', 'Level 2', 'Level 3', etc...

Step 2. Create a Sub Type, e.g. 'Certificate', 'Award', 'Diploma', etc...

Step 3. Create a Qualification Structure – Give it a name and choose its settings, e.g. 'BTEC'.

Step 4. Create a Qualification Build – This is a combination of the previous 3 (Structure, Level and Sub Type), e.g. 'BTEC Level 3 Diploma'

Step 5. Create Unit Grading Structures – Your units (if you are using them) will need awards the students can be awarded with. So create some.

Step 6. Create Criteria Grading Structures – Your criteria (if you are using them) will need awards the students can be awarded with. So create some.

Step 7. Create a Unit – Now you can create a unit and choose it's Build, Grading Structure, name, code, criteria, etc...

Step 8. – Create a Qualification – Create a qualification of your Qualification Build and give it a name, code, etc... And add whichever units you want to it.

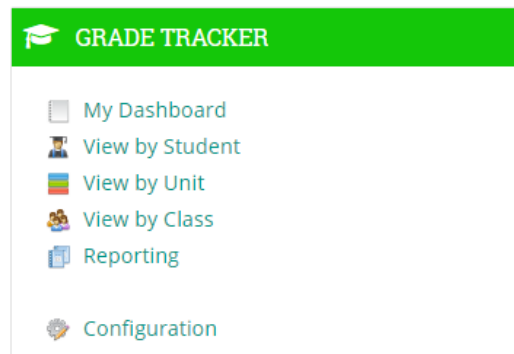
Step 9. – Add the qualification to a course. If auto-enrol setting is enabled, then staff and students on the course should be added to the qualification and units automatically. Otherwise you will have to tick them onto the relevant quals/units.

Now you should be able to view the student/unit/class grids through your course.

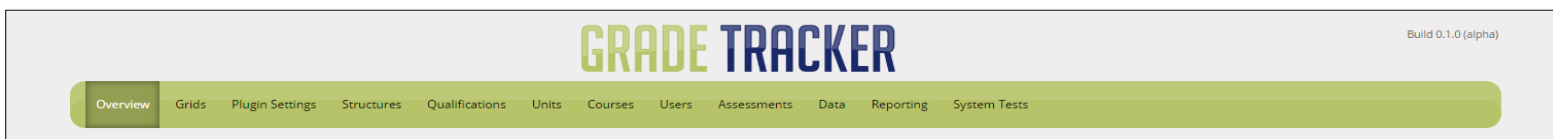
1.1.4. SETUP

If you are installing the Grade Tracker block for the first time, you may want to review some of the plugin settings to ensure the system is setup to your needs.

Firstly, you will need to add the block to a Moodle course so that you can see the block links. Once you have done this, you should see something like this:



The rest of these links will be covered in later sections, but for now, click on the Configuration link and you will be taken to the Grade Tracker configuration screen, which should look like this:



You have lots of different configuration sections you can access from this menu and if you look at the top right of the screen, you will see which version of the plugin you are running. If new versions become available, a notification will appear here to tell you.

For now, hover over the “Plugin Settings” link and we will go through and make sure the plugin is setup in the way you want.

1.1.4.1. GENERAL SETTINGS

On the General Settings page you are able to change the following settings:

Plugin Title – This will change what the plugin is called on the title of the block and the title of each page. So if you want to call it something other than “Grade Tracker”, you can choose a new name here.

Page Layout – This lets you choose which layout to use for the Grade Tracker pages. The layouts may differ from theme to theme, so you will need to find one which looks good for you. We recommend using a plain layout with no blocks on either side and full screen width. By default this should be set to the “base” layout.

Institution Logo – This lets you choose a logo to be included on any printable pages.

Student Roles – Users are added to qualifications through their Moodle course enrolments. However, we cannot assume that every institution who uses the Grade Tracker will use the standard “teacher”, “editingteacher”, “student” roles to define who is a teacher and who is a student on these courses. So this setting lets you set all the roles which you want to be associated with being a “student” on the qualification. They should be entered as the role’s **shortname** and separated by commas if there is more than one.

Staff Roles – The same as above, but this is for defining any roles on a course which you want to be associated with being a “staff member” on a **qualification**.

Course name Format – Where a course’s name is printed out, we can’t know whether you prefer to use the fullname or the shortname or the idnumber or a combination of those, so using the variables given, you can define what the format of the course name should be.

Automatic Enrolment – When a user is enrolled to a Moodle course, which has a Grade Tracker qualification attached to it, you can have that user automatically added to the qualification and the units by enabling these settings.

Automatic Unenrolment – When a user is unenrolled from a Moodle course, which has a Grade Tracker qualification attached to it, you can have that user automatically removed from the qualification and the units by enabling these settings.

Custom CSS – If you wish to override any of our CSS to change the look and feel of the Grade Tracker, you can enter your CSS definitions in this setting. Please do not alter the style sheets in the `gradetracker/` directory, as these changes will be lost when you next upgrade the plugin.

Keep Logs For – The Grade Tracker log table can become quite large over time. This lets you set how many days you wish to keep logs for, before they are automatically cleaned by the scheduled clean-up task.

1.1.4.2. QUALIFICATION SETTINGS

1.1.4.2.1. GENERAL SETTINGS

At the time of writing there are no General Qualification Settings.

1.1.4.2.2. WEIGHTING COEFFICIENTS

The Weighting Coefficients page lets you set different coefficient scores for different Qualifications or Qualification Builds. These are used when creating Weighted Target Grades, to take into account the difficulty of subjects. For example, if you had two students with the same Avg GCSE score, and one was taking Physics and the other was taking Photography, you would expect the student taking Physics to have a lower Target, since that subject is more difficult.

The way we use these coefficients and percentiles is in line with the [ALPs](#) weighted coefficients.

For example, we use the following scores for our AS and A2 qualifications:

QUALIFICATION BUILD	1	2	3	4	5	6	7	8	9
A Level Level 3 A2	1.47	1.05	0.92	0.84	0.79	0.74	0.65	0.49	0.05
A Level Level 3 AS	1.56	1.08	0.93	0.80	0.73	0.65	0.51	0.30	0.02

And then we set scores for each of the subjects, as taken from the ALPs data. Here are a few examples:

QUALIFICATION	1	2	3	4	5	6	7	8	9
A Level Level 3 A2 - Applied Business studies									
A Level Level 3 A2 - Art and Design	1.39	1.23	1.16	1.10	1.05	0.99	0.90	0.69	0.00
A Level Level 3 A2 - Biology	1.06	0.96	0.92	0.88	0.84	0.80	0.74	0.59	0.00
A Level Level 3 A2 - Business A2	1.22	1.1	1.04	1.01	.96	.92	.86	.73	0
A Level Level 3 A2 - Chemistry	1.04	0.97	0.93	0.90	0.86	0.82	0.76	0.62	0.00

1.1.4.2.3. WEIGHTING CONSTANTS

When using weighting coefficients, if the coefficient is close to 1, the Weighted Target may remain the same as the Target, in these cases a UCAS points constant can be applied to their Target before being calculated as a Weighted Target, in order to make it more likely that the Weighted Target will be different from the Target.

Here is an example of our settings for our AS and A2 qualifications:

QUALIFICATION BUILD	CONSTANT	MULTIPLIER
A Level Level 3 A2	<input type="text" value="2.22"/>	<input type="text" value="100"/>
A Level Level 3 AS	<input type="text" value="1.11"/>	<input type="text" value="50"/>

1.1.4.3. UNIT SETTINGS

At the time of writing there are no Unit Settings.

1.1.4.4. CRITERIA SETTINGS

On the Criteria Settings page, you can change the following settings:

Numeric Criteria – Maximum Points – The Numeric Criteria type is a criterion which lets you enter a number as a grade. Here you can set what you want the site-wide maximum to be, if you want one at all.

1.1.4.5. GRID SETTINGS

On the Grid Settings page, you can change the following settings:

Fixed Quick Links – This setting lets you enable/disable some fixed links which float to the top of the grid page, giving you quick access to the Print, Export and Import links.

Assessment Grid One Page – On a student's Assessment Grid, you may wish to show all of the qualifications that student is on, instead of having to go through each one separately. This setting lets you enable/disable that feature.

1.1.4.5.1. STUDENT GRID SETTINGS

Show UCAS – Enable/Disable the display of UCAS points on the grades at the bottom of the grid.

Navigation Links – If you wish to add any extra navigation links to the red menu along the top of the grid, you can add them here.

1.1.4.5.2. UNIT GRID SETTINGS

Navigation Links – If you wish to add any extra navigation links to the red menu along the top of the grid, you can add them here.

Unit Grid Paging – On the Unit Grid, if there are lots of students, you can separate them into pages, to improve loading times. If you would like to do that, this setting lets you choose how many students to show per page.

1.1.4.5.3. CLASS GRID SETTINGS

Navigation Links – If you wish to add any extra navigation links to the red menu along the top of the grid, you can add them here.

Class Grid Paging – On the Class Grid, if there are lots of students, you can separate them into pages, to improve loading times. If you would like to do that, this setting lets you choose how many students to show per page.

1.1.4.6. USER SETTINGS

On the User Settings page, you can change the following settings:

Student Columns – On the Unit Grids and the My Dashboard Reporting, each student is displayed in their own table row. Here you can choose which columns you would like to include in that row, such as username, fullname, email address, etc...

1.1.4.7. GRADE SETTINGS

On the Grade Settings page, you can change the following settings:

Predicted Award – Minimum no. unit awards – Predicted Awards are calculated based on how the student has performed in their units so far. This setting lets you set a minimum number of unit awards required, before a Predicted Award is calculated.

Target/Aspirational Grade Difference – Aspirational Grades are intended to be slightly higher than the Target Grade calculated from the student's Avg GCSE score and should be viewed as a "Stretch Target". This setting lets you set how much of an increase the Aspirational Grade should be, and is based on the "Rank" of the possible awards on the Qualification Build.

Using a BTEC L3 Certificate as an example, if the student had an automated Target Grade calculated to an "M", that has a "Rank" of **2.0**. The next few awards above that in the system are 2.3 (M/D), 2.6 (D/M), 3.0 (D). So if the Aspirational Grade Difference was set to 0.3, then the Aspirational Grade would be M/D, if it was 0.6 the Aspirational Grade would be D/M and if it was 1.0, then the Aspirational Grade would be D, etc...

Weighted Target Grade Calculation Method – If you have setup some Qualification Coefficients in the Qualification Settings section, you can choose which method you would like to use for Weighted Target Grade calculation.

Method 1 (GCSE) will take the student's AVG GCSE score and multiply it by the Qualification Coefficient, then search for a Qualification Build Award where that new score falls between the QOE Lower and QOE Upper boundaries.

Method 2 (UCAS) will take the UCAS points of the student's Target Grade and multiply that by the Qualification Coefficient, then search for a Qualification Build Award with that new UCAS points score.

Weighting Direction – If you chose to use Method 2 (UCAS) for the Weighted Target Grade calculation, it is possible that it will not find an exact match with the new score. In that case, this setting lets you define whether to round UP or DOWN to the nearest grade.

1.1.4.8. ASSESSMENT SETTINGS

On the Assessment Settings page, you can change the following settings:

Assessment Columns – On the Assessment Grid, by default (unless disabled on the Assessment itself) there will be columns for Assessment Grade, CETA Grade (Currently Expected To Achieve) and Comments, for each Assessment on the qualification. If you would like any extra custom columns, you can define them here.

Comments – This setting lets you enable/disable the Comments column on all Assessment Grids.

1.1.4.9. REPORT SETTINGS

On the Report Settings page, you can change the following settings:

Reporting Course Categories – This setting lets you choose which Course Categories should be usable in the Reporting section.

1.1.4.9.1. CRITERIA PROGRESS REPORT SETTINGS

If you wish to calculate Weighted Criteria Progress in the Criteria Progress Report (this will be explained in a later section), here you can set the Criteria letters and their relevant scores, for example (BTEC) you might have: P (1), M (2), D (3).

1.1.4.9.2. PASS CRITERIA PROGRESS REPORT SETTINGS

If you wish to use the Pass Criteria Progress Report, you will need to define what constitutes a “Pass” criterion for each of your Qualification Structures. This can be set either by Grading Structure, by name prefix or by “All”.

1.1.5. PERMISSIONS/CAPABILITIES

If you wish to change the permissions of any users or user roles, this can be done in the normal Moodle way, by altering the capabilities. The Grade Tracker block comes with a long list of capabilities which help define what users should and shouldn't be able to do.

1.2. UNINSTALLATION

To uninstall the Grade Tracker block, go to your Site Administration -> Plugins -> Blocks -> Manage Blocks, and click the “Uninstall” link, then follow any instructions. This will completely remove all GT-related data from the database.

To uninstall the Assignment Feedback plugin, go to your Site Administration -> Activity Modules -> Assignment -> Feedback Plugins -> Manage Assignment Feedback Plugins, and click the “Uninstall” link, then follow any instructions.


























2. CONFIGURATION

2.1. OVERVIEW

The Overview configuration page gives you some key statistics about your Grade Tracker usage, such as number of qualifications, number of units, and number of criteria. It also gives you a basic list of recent activity to see who has been updating things in the Grade Tracker.

In the centre of the overview screen you will see your system information, including version numbers, update notifications and site registration.

If you choose to register your site, your information will be sent to us every 7 days using a Moodle scheduled task (you can also push the changes manually). This will send us all the information listed under the Site Registration section. You can choose how much (if any) of it you are happy to send.

Recent Activity	System Information	Stats
 Conn Wanwickier [owarwickier] saved configuration settings 56 minute(s) ago	Moodle Version 3.1 (2016052300.04) Grade Tracker Version 1.0.0 (2017020202) Updates No new updates available Grade Tracker Data Directory C:\xampp\private\moodledata\gradetracker (Writable)	Quals 274 Units 1500 Criteria 20791
 Conn Wanwickier [owarwickier] saved configuration settings 20 hour(s) ago	Site Registration 93CKQ3-Z33HA6-FZWRG9-ZURMK4-MC92U5 Last updated Thu 2nd Feb 2017, 10:12 (30 minute(s) ago) <input type="button" value="Update"/>	Users 31839 Courses 12202
 Conn Wanwickier [owarwickier] saved configuration settings 20 hour(s) ago		Structures
 Conn Wanwickier [owarwickier] saved configuration settings 20 hour(s) ago		A Level  AAT  ABC  Access  BTEC 
 Conn Wanwickier [owarwickier] saved configuration settings 6 day(s) ago		CACHE  CITB CSkills  City & Guilds  City & Guilds (NVQ)  City & Guilds (VRQ)  CMI  Gateway  GCSE  NCFE  OCR  RHS  YMCA 
 Conn Wanwickier [owarwickier] saved configuration settings 6 day(s) ago		
 Conn Wanwickier [owarwickier] saved configuration settings 6 day(s) ago		
 Conn Wanwickier [owarwickier]		

2.2. STRUCTURES

2.2.1. QUALIFICATION STRUCTURES

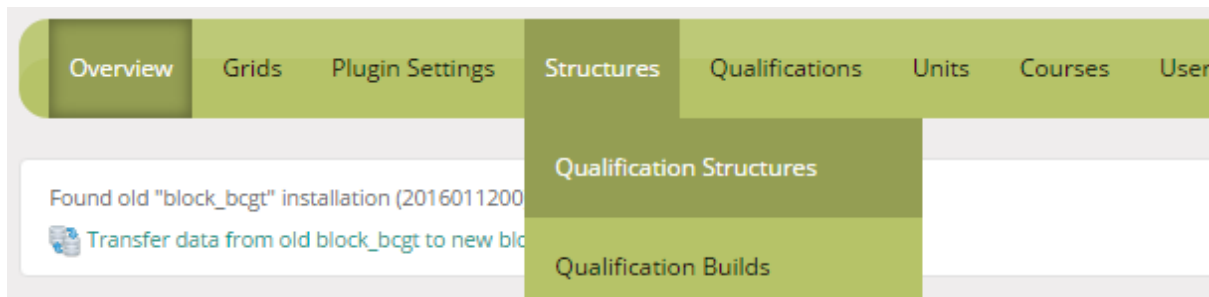
A Qualification Structure is what the system defines as a *type* of qualification, such as BTEC, City & Guilds, A Level, GCSE, etc...

In previous versions of the Grade Tracker, these came packaged with the block, however as it is no longer possible for us to keep fully up to date with changes to structures, the Grade Tracker now comes as a blank slate, allowing you to create your own structures, or import them from our database of community-created structures. (<https://www.cmrwarwick.com/moodle>)

We would like to encourage Grade Tracker users to share structures, and units they make with the community on our site. This will also hopefully lead to a wider variety of structures being available, and allow more development time to be spend on the system itself, rather than structure updates.

2.1.1.1 CREATING A NEW STRUCTURE

To create a new Qualification Structure, navigate to the GT configuration page and select “Structures” from the drop-down menu, then “Qualification Structures”.



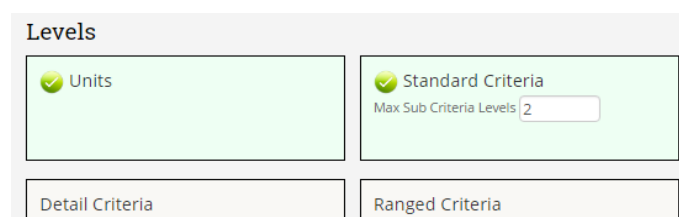
This will give you a list of all the Qualification Structures you have installed, with links to edit, delete, etc... To create a new Structure, click the button at the top “Add New Structure”.

This will load up the Qualification Structure form, which lets you define how the Structure will look and how it will work.

Firstly, give your Structure a “Name” (This is what it will be called in the system, so you can differentiate between Structures) and a “Display Name” (this is what the students will see, in case you want that to be different).

2.2.1.1.1. LEVELS

The Levels section defines which Structure levels should be allowed in qualifications of this type. To enable any levels, simply click on them and then optionally enter any extra information that level requires.



2.2.1.1.1.1. UNITS

By enabling the “Units” level, you will be able to create units for this Qualification Structure and add them to any Qualifications you create. The vast majority of Structures have units, except things like A Level and GCSE, where they are assessment based instead.

With Units enabled, you can then choose which types of criteria you want to be able to add to the units, by enabling some Criteria levels as well. You do not *have* to enable any Criteria levels, you could just track the unit awards if you choose to, but the vast majority of qualifications track down to the criteria level.

2.2.1.1.1.2. STANDARD CRITERIA

Standard Criteria are the simplest type of criteria, which can be assigned whichever awards you define for them, for example in BTEC these awards might be “Achieved”, “Late”, “Not Achieved”, “Work Not Submitted”, etc...

P1	P2	P3	P4	P5	P6

View Mode

If the criterion has only 1 possible *met* award, then in the Edit mode, it will have a checkbox you can simply tick/untick to grant that award, otherwise it will have a drop-down menu with just the *met* awards to choose from.

P1	P2	P3	P4	P5	P6
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Edit Mode

If you switch to the Advanced Edit mode, you will get a drop-down menu with the full list of awards.

P1	P2	P3	P4	P5	P6
A - Achiev	A - Achiev	A - Achiev	A - Achiev	L - Late	X - Not Acl

Advanced Edit Mode

If you choose to enable sub criteria, the first level of sub criteria will be displayed on the grid as children of their parent criteria:

P1	P1.1	P1.2

Sub Criteria Level 1

If there are any criteria with a second level of sub criteria, these will be displayed in a pop-up window:

P1	P1.1
<input type="checkbox"/>	<input type="checkbox"/>

Sub Criteria Level 2

P1.1

Name	Details	Comments	Value
P1.1.1		<input style="width: 90%;" type="text"/>	<input type="checkbox"/>
P1.1.2		<input style="width: 90%;" type="text"/>	<input type="checkbox"/>
P1.1.3		<input style="width: 90%;" type="text"/>	<input type="checkbox"/>
Comments	<input style="width: 98%;" type="text"/>		
Value	<input style="width: 90%;" type="text"/>		
Date	<input style="width: 80%;" type="text"/>		

Sub Criteria Level 2 Popup

2.2.1.1.1.3. RANGED CRITERIA

Ranged Criteria are more complex and allow up to 2 levels of sub criteria. If you use 1 level of sub criteria, then the sub criteria are simply ticked off against the parent criteria. If you use 2 levels of sub criteria, then the first level is the Range and the second level are the criteria to be ticked off against that Range.

You can then define Observation numbers, which let you tick the criteria off multiple times against different Observations. The sub criteria can also just be for reference and not require marking, by excluding a Grading Structure when you create it.

In previous versions of the Grade Tracker when structures came packaged, the Ranged Criteria were used in the City & Guilds (NVQ) Structure, which is mainly used for the Hair & Beauty NVQ qualifications.

P1
2: test ranged
P1

Sub 1 Sub 2 Sub 3

Sub 1

Comments	<input type="text"/>
Value	A - Achieved
Date	25-10-2016

P1

Comments	<input type="text"/>
Value	<input type="text"/>
Date	<input type="text"/>

Save Close

1 Level of Sub Criteria

P2

Test Student (88888888)
test Level 1 Award - test
2: test ranged
P2

Sub 1 Sub 2 Sub 3

Name	1	2	3	
Date Achieved	25-10-2016	13-10-2016	28-10-2016	
Sub 3.1 -	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sub 3.2 -	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Sub 3

Comments	<input type="text"/>
Value	<input type="text"/>
Date	<input type="text"/>

Save Close

2 Levels of Sub Criteria with 3 Observations

2.2.1.1.1.4. NUMERIC CRITERIA

Numeric Criteria are another more complex criteria type which must have sub criteria (either 1 level or 2). They allow you to set a points score for criteria and have the parent criteria award automatically calculated based on a points table. With one level of sub criteria you simply score each sub criteria on their own. With two levels of sub criteria, the sub criteria are spread across multiple observations and scored multiple times for each observation.

In previous versions of the Grade Tracker when structures came packaged, the Numeric Criteria were used in the City & Guilds (VRQ) Structure, which is mainly used for the Hair & Beauty VRQ qualifications.

TASK 1

Task 1

Name	Comments	Value
1.1	<input type="text"/>	0 1 2 3 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
1.2	<input type="text"/>	0 1 2 <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
1.3		
1.4	<input type="text"/>	0 1 <input type="radio"/> <input checked="" type="radio"/>
Total Points		6 / 6
Comments		<input type="text" value="well done"/>
Value		A - Achieved
Date		25-10-2016

Save Close

1 Level of Sub Criteria

TASK 2

Task 2

Range 1 Range 2

Name	Comments	Value
1.1	<input type="text"/>	0 1 <input type="radio"/> <input checked="" type="radio"/>
1.2	<input type="text"/>	0 1 2 <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
1.3	<input type="text"/>	0 1 2 3 <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
1.4	<input type="text"/>	0 1 <input type="radio"/> <input checked="" type="radio"/>
Range 1		
Total Points		6 / 7
Comments		<input type="text"/>

Save Close

2 Levels of Sub Criteria

The Levels section defines which Structure levels should be allowed in qualifications of this type. To enable any levels, simply click on them and then optionally enter any extra information that level requires.

2.2.1.1.2.1. ASPIRATIONAL GRADES

Aspirational Grades can be manually set by teaching staff to define the Grade the student should be aspiring towards. They can also be automatically calculated if you have the feature “Auto-Calculated Target Grades” enabled, then you can configure how the Aspirational Grades should be calculated in the [Grade Settings](#) page.

2.2.1.1.2.2. CETA GRADES

CETA Grades stand for “Current Expected to Achieve” grade. They can be used to define what grade the student is currently working at and are expected to achieve. These grades are mostly used in assessment-based Qualification Structures, such as A Level and GCSE and can be set for each assessment to define at that point in the year what the student is expected to achieve.

2.2.1.1.2.3. DATA SHEETS

Data Sheets are Excel spreadsheets which can be exported and imported on all the grids. Exporting a grid converts the whole thing to a spreadsheet, which the staff member can edit on their own computer and then import the changes back into the grid once they are finished.

2.2.1.1.2.4. PERCENTAGE COMPLETION

Percentage Completion will enable a progress bar on the student’s grid for each unit, showing them what percentage of the unit, they have completed.

2.2.1.1.2.5. PREDICTED GRADES

Predicted Grades can be automatically calculated based on the unit awards the student has been given so far, to work out an average level they are working at and predict what their final award will be if they continue to work at that level.

2.2.1.1.2.6. MIN/MAX PREDICTED GRADES

Similar to the Predicted Grade, the Min/Max Predicted Grades take the unit awards the student has been given so far and then calculates what their final award will be if they achieve the minimum possible grade for the rest of the units and the maximum possible grade for the rest of the units.

2.2.1.1.2.7. TARGET GRADES

Target Grades can be used to set a realistic grade for the student to be aiming toward.

2.2.1.1.2.8. AUTO-CALCULATED TARGET GRADES

Auto-Calculated Target Grades can be used to calculate the Target Grade automatically based on the student’s Average GCSE Score (assuming they have one).

2.2.1.1.2.9. WEIGHTED TARGET GRADES

Weighted Target Grades can be calculated to adjust the Target Grade based on the weighting/difficulty of the qualification. You can define how to calculate the Weighted Target Grades on the [Grade Settings](#) page.

2.2.1.1.3. CUSTOM FORM FIELDS

Custom Form Fields can be used to define extra form fields to be included on the Qualification and Unit creation forms for this Qualification Structure.

You can choose what type of field it should be, for example a text input, a check box, a text box, etc... If you choose a field that needs options, such as a select menu, separate each option with a comma in the “Options” box.

You can also choose if the field is *required* or not, by ticking the “Req” box. If it is required, then you will not be able to create a new qualification or unit until that field has been filled out.

CUSTOM FORM FIELDS					
Name	Form	Type	Options	Req	
Custom Qualification Field	Qualification	Text		<input type="checkbox"/>	<input type="checkbox"/>
Custom Unit Field	Unit	Select Menu	A,B,C	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New Qualification

Save

Cancel

Qualification Type

test

Qualification Builds

test Level 1 Award

Name

Test Qualification

Custom Qualification Field

Something here

Qualification Form with Custom Field

New Unit

Save

Cancel

Unit Type

test

Level

Level 1

Unit Number

4

Name

Unique Code

Description

Credits

Custom Unit Field

B

Grading Structure

A

B

C

Criteria

Name	Type	Options	Details	Weighting	Parent	Grading Structure	Grading Type
C1	Standard	Force Popup?		1.0	N/A	Achieve	NORMAL

Unit Form with Custom Field

2.2.1.1.4. RULES

Rules can be used to allow for some customisations to how Qualification Structures work.

For example, in a standard unit-based qualification, the student would not get a unit award until they had achieved all of the criteria on the unit, however, on a BTEC qualification the units have specific Pass, Merit and Distinction criteria, meaning that if the student achieves all the Pass criteria, the unit is awarded a Pass, even if

none of the Merit or Distinction criteria are met. Similarly if they then achieve all the Pass and Merit criteria, the unit is awarded a Merit, and so on. So in order to do this, we use custom rules.

Note: These rules come with the downloadable BTEC structure, so you do not have to create them yourself.

You can create different Sets of Rules on a Qualification Structure and set one of them to be the default to be used by all Qualifications, then if you need to apply different rules to different Qualification Builds, you can choose one of the other Rule Sets in the Qualification Build Defaults configuration.

Name	Rules	Default	Enabled
BTEC Rules	Open Rules	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
BTEC L1/L2 Rules	Open Rules	<input type="radio"/>	<input checked="" type="checkbox"/>

Once you've added a Rule Set, you can then start adding Rules to it, by clicking "Open Rules".

After you have clicked "Open Rules", you should see a popup for that Rule Set. Click the blue "Add New Rule" button to add a new Rule to the Set.

Rule Name	Executes On	No. Steps	Enabled
New Rule		0	<input checked="" type="checkbox"/>

1. Details

Rule Name

New Rule

Description

2. Execute On Event

☒ onCriterionAwardUpdate
When a criterion award is updated

☐ onUnitAwardUpdate
When a unit award is updated

3. Rule Steps

Create Rule Step

Firstly give your Rule a name and a description to identify it by. Next choose when you want your Rule to execute – when criterion awards are updated or when unit awards are updated.

Then we need to add our Rule Steps.

Rule Steps attempt to execute in order until one is successful, then they stop. Each Step has Conditions and Actions. Conditions are what is checked to see if this step should be executed or skipped. Actions are what should be done if the Conditions check is successful. Each Condition and Action you add will be treated with an "AND" clause, which means, for example if your Rule Step has 4 Conditions, then all 4 must be checked successfully in order for the Actions to be executed, and if it has 8 Actions, then all 8 Actions will then be executed.

Example, using very basic logic:

Step 1

Conditions: if 1 equals 0

Actions: Do something #1

Step 2

Conditions: if 1 equals 1 AND if 2 equals 0

Actions: Do something #2

Step 3

Conditions: if 1 equals 1

Actions: Do something #3

Step 4

Conditions: if 4 equals 4

Actions: Do something #4

In this example, the progression of execution would be:

- Step 1
 - o Check conditions
 - o False
- Step 2
 - o Check conditions
 - o False
- Step 3
 - o Check conditions
 - o True
 - o Execute action – Do something #3
- Stop

So, it goes through the steps until it finds one where all the conditions are true, it then executes all the actions for that step, and then stops.

To create a new Rule Step for your Rule, click the “Create Rule Step” button.

3. Rule Steps

Create Rule Step

Step #1

×

If these conditions are met... +

Then perform these actions... +

You can then use the add icons to add as many Conditions and Actions to your Step as you like.

Conditions are broken down into 3 sections:

Though depending on the Comparison you choose, the second Value may not be applicable (met/not met is not applicable).

The Comparisons you can choose from currently are: *equals*, *not equals*, *is met*, *is not met*.

So, using the example above, we are comparing our first value (which is the award object of the unit the rule was called upon) with the text string “Distinction” and we are seeing if they are equal.

Equals and *not equals* Comparisons can be Object cmp Object, Object cmp String, String cmp Object or String cmp String.

Is met and *is not met* Comparisons can only be used with Criterion Award Objects, as that is the only place they are relevant.

You will have noticed that our first Value looks quite different to the second Value, that is because it is using Objects and Methods, in order to find the data we want – in this case, the unit award.

You can type out the code for these if you understand how to use it, but it is recommended to instead use the function builder, by clicking the little “fx” icon beside the text inputs.

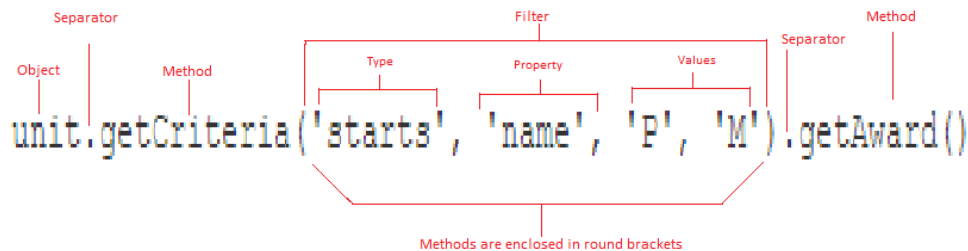
You have two options here, you can use a function like we used in our first Value, or you can also just enter a text string, like we did for our second Value. You first need to select which one you want to use, by clicking on the title – either “Function” or “Text Input” and that section will then become enabled.

For example here, I have decided to use the Text Input and have typed in Merit, if I confirm this, it will then add Merit as a string into the original text input to be used by the Condition:

fx

If I wanted to use a Function, I can use the Function builder, rather than having to write the code out by hand.

If you do want to write the functions out by hand, they are broken down into multiple sections:

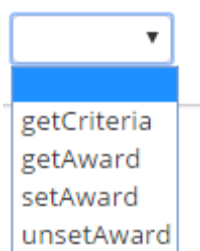


The Function Builder will automatically give you all the OBJECT, METHOD and FILTER options to choose from, so you don't need to remember them all.

Your Function always starts with an OBJECT, which can be either **qual**, **unit** or **criterion**. Specifically which qual, unit or criterion that is, depends on where your Rule is executed from.

If, for example, your rule is set to execute on the event **onCriterionAwardUpdate**, then the objects will refer to the **qualification** that the update has been done on, the **unit** which the update has been done on, and the **criterion** itself which has been updated.

After the OBJECT, comes any METHOD you want to run upon that object. These methods vary depending on the OBJECT and will return different things, for example, the OBJECT **unit** has these possible METHODS to choose from:



`getCriteria` will return a list of Criteria on the unit, and can be filtered to include just the specific criteria you want.

`getAward` returns the award of the unit.

`setAward` and `unsetAward` can be used in Actions, rather than Conditions, as they allow you to change something on the unit.

Using the Function Builder, you can select your OBJECTS, METHODS and FILTERS and the Function code will be generated for you, for example:

qual ▼ getUnits ▼ is ▼ number ▼ 10 getCriteria ▼ starts ▼ name ▼ P getAward ▼

```
qual.getUnits('is','number','10').getCriteria('starts','name','P').getAward()
```

In this example, the Condition is saying:

- For the Qualification that has just been updated:
 - Find all the units where the unit number is equal to **10**
 - Then on those units, find all the criteria where the criteria name starts with the letter **"P"**
 - Then for all of those criteria, return the Criteria Award object

Since this Condition returns a Criteria Award object, we could use both types of Comparison.

We could use the **equals** or **not equals** Comparisons and compare the award to a string, for example "Achieved".

If these conditions are met... +

qual.getUnits('is','number','10').getCriteria('starts' fx equals ▼ "Achieved" fx X

Or we could use the **met** or **not met** Comparisons and simply check to see if those Criteria Awards are met, ignoring the second Value in our Condition.

If these conditions are met... +

qual.getUnits('is','number','10').getCriteria('starts' fx is met ▼ fx X

Actions work in a similar way and can be built up using the Function builder as well. They should end with a Method, which affects a change in some way, for example, *setAward* or *unsetAward*.

For example, in this Step:

Step #1

If these conditions are met... +

unit.getCriteria().getAward() fx is met ▼ fx X

Then perform these actions... +

unit.setAward('Distinction') fx X

It is checking the Condition to see if all of the criteria on the unit are met, and if they are, it is performing the action of setting the unit award to “Distinction”.

For a more detailed look at the Rules and all the Methods and Filters, see the separate “Working with Grade Tracker Rules” document.

2.2.1.1.5. SETTINGS

There are various settings you can define for a Qualification Structure, to customise how certain aspects of the system work with this Structure.

2.2.1.1.5.1. DISPLAY NAME

If you want to change how qualification names of this Structure are displayed, you can alter this setting, using variable placeholders.

The variables you can use are:

%sn% - Structure Name

%sdn% - Structure Display Name

%ln% - Level Name

%lns% - Level Short Name

%sbn% - Sub Type Name

%sbns% - Sub Type Short Name

%n% - Qualification Name

The default setting for this is: %sdn% %ln% %sbn% - %n%

For example, for a BTEC qualification called “Horse Management”, which is level 3 and a diploma, would produce: “BTEC Level 3 Diploma – Horse Management”

2.2.1.1.5.2. CRITERIA ORDERING

By default, the criteria headers on the grid will be ordered alphabetically, however some qualifications use criteria differently and need them to be ordered differently, for example BTEC qualifications have the criteria ordered with the “P” criteria first, then “M” then “D”.

To change the order, you can define the first letter of the criteria followed by a percentage symbol for a wildcard, or if you want to order by exact criteria names you can just enter the whole criterion name. Separate your values with a comma. Any criteria not ordered by your custom setting will be ordered alphabetically.

Example of ordering by first letter:

Criteria Ordering

Result:

P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	M1	M2	M3	M4	M5	D1	D2	D3	D4	D5
----	----	----	----	----	----	----	----	----	-----	-----	----	----	----	----	----	----	----	----	----	----

Example of ordering by exact criteria names:

Criteria Ordering

Result:

Task 2	P2	Task 1	P1	P1.1	P1.2	P1.3
--------	----	--------	----	------	------	------

2.2.1.1.5.3. UNIT ORDERING

By default, Units will be ordered by their Unit Number and then by their Unit Name, however some qualifications require units to be ordered differently. For example, IMI (Motor Vehicle) units don't just have a Unit Number, they have a code and a number (which is stored as a whole in the Unit Number field), for example: AE06, ELMV02, ELMV03, L1MV04, etc... and they prefer for the units to be in a specific order, based on the first few letters of the Unit Number field. This is done in the same way as the Criteria Ordering, by using wildcards.

Example of ordering units for IMI qualifications:

Unit Ordering

AE%,LV%,G%

Result:

Unit
AE06: Diagnosing and Rectifying Vehicle Auxiliary Electrical Faults (11 Credits)
LV07: Diagnosing and Rectifying Light Vehicle Engine Faults (11 Credits)
LV08: Diagnosing and Rectifying Light Vehicle Chassis System Faults (11 Credits)
LV13: Diagnosing and Rectifying Light Vehicle Transmission and Driveline Faults (6 Credits)
LV0506: Inspecting Light Vehicles Using Prescribed Methods (8 Credits)
G3: Supporting Job Roles in the Automotive Work Environment (8 Credits)
G4: Materials, Fabrication, Tools and Measuring Devices used in the Automotive Environment (11 Credits)

2.2.1.1.5.4. IV COLUMN

The IV Column setting will add a column to the end of each unit in the grid for an Internal Verifier to sign it off, with their name and date.

D1	D2	IV
?	?	?
		Date 05-01-2017
		Verifier Matt Smith

2.2.1.1.5.5. DASHBOARD GRID DISPLAY

In the Dashboard reporting you can view stats for student criteria to see how many of each criterion they have achieved so far.

For qualifications with specific criteria such as BTEC with the “P”, “M” and “D” the report can total the criteria by their first letter and show you counts for all the “P” criteria, all the “M” criteria and all the “D” criteria. For this, choose “Short Criteria Display”.

Reporting

BTEC Level 3 90-Credit Diploma - Example

Student

Unit

Class

Students Results Filter:

All Results

Students

Units

NAME & USERNAME	TARGET GRADE	ASPIRATIONAL GRADE	QUAL AWARD	CREDITS AWARDED	UNITS AWARDED	PASS	MERIT	DISTINCTION	P	M	D	GRID
Test Account (69696969)				0 / 60	0 / 6	0	0	0	1 / 45	0 / 23	0 / 19	View Grid
Test Person (387628)				0 / 60	0 / 6	0	0	0	0 / 45	0 / 23	1 / 19	View Grid
Test Student (88888888)	MM	DM	DD (Average)	40 / 60	4 / 6	0	2	2	35 / 45	17 / 23	8 / 19	View Grid

Short Criteria Display (Red columns)

For other qualifications you may wish to see the counts for each individual criteria, for example if your criteria on all the qualification units are named as something like “Task 1”, “Task 2”, “Task 3”, that way you will be able to see the counts for each task, instead of just one overall total. For this, choose “Full Criteria Display”.

Reporting ▲	Access Level 3 Diploma - Business Studies										Student	Unit	Class	
Students Results Filter:														
All Results ▼														
Students Units														
NAME & USERNAME	TARGET GRADE	ASPIRATIONAL GRADE	CETA GRADE	QUAL AWARD	CREDITS AWARDED	UNITS AWARDED	PASS	MERIT	DISTINCTION	NOT ACHIEVED	TASK 1	TASK 2	TASK 3	TASK 4
					0 / 57	0 / 16	0	0	0	0	0 / 0	0 / 0	0 / 0	0 / 0
					0 / 57	0 / 16	0	0	0	0	0 / 0	0 / 0	0 / 0	0 / 0
					0 / 57	0 / 16	0	0	0	0	0 / 0	0 / 0	0 / 0	0 / 0
					0 / 57	0 / 16	0	0	0	0	0 / 0	0 / 0	0 / 0	0 / 0

Full Criteria Display (Red columns)

You can also disable the criteria reporting altogether by choosing “Simple Display (No Criteria)”.

Reporting ▲	YMCA Level 1 Diploma - Sport and Active Leisure							Student	Unit	Class
Students Results Filter:										
All Results ▼										
Students Units										
NAME & USERNAME	TARGET GRADE	ASPIRATIONAL GRADE	CETA GRADE	QUAL AWARD	CREDITS AWARDED	UNITS AWARDED	NOT ACHIEVED	PASS	GRID	
					0 / 0	0 / 13	0	0	View Grid	
					0 / 0	0 / 13	0	0	View Grid	
					0 / 0	0 / 13	0	0	View Grid	

Simple Display (No Criteria)

2.2.1.1.5.6. FORCE SINGLE PAGE

The Force Single Page setting is only used by assessment-based qualifications when looking at the Assessment Grid. If you have enabled the “Assessment Grid One Page” setting on the Grid Settings page, then when looking at a student’s Assessment Grid, it will show all of their qualifications in one table. If you want qualifications of this Structure to not do that and instead display only the one qualification grid you clicked on, you can enable this “Force Single Page” setting.

Subject	Target	Weighted Target	CETA	Weighting	FA1 (Y1) 19-09-2016			FA2 (Y1) 04-10-2016			FA3 (Y1) 09-01-2017			FA4 (Y1) 13-03-2017		
					Grade	CETA	Comments	Grade	CETA	Comments	Grade	CETA	Comments	Grade	CETA	Comments
A Level Level 3 AS - Physics	D	D	-	-	-	-		-	-		-	-		-	-	
A Level Level 3 AS - Maths	D	D/C	-	-	-	-		-	-		-	-		-	-	
A Level Level 3 AS - Sociology	D	C/D	-	-	-	-		-	-		-	-		-	-	

Assessment Grid with global “Assessment Grid One Page” setting enabled

Subject	Target	Weighted Target	CETA	Weighting	FA1 (Y1) 19-09-2016			FA2 (Y1) 04-10-2016			FA3 (Y1) 09-01-2017			FA4 (Y1) 13-03-2017		
					Grade	CETA	Comments	Grade	CETA	Comments	Grade	CETA	Comments	Grade	CETA	Comments
A Level Level 3 AS - Physics	D	D	-	-	-	-		-	-		-	-		-	-	

Assessment Grid with “Force Single Page” enabled

2.2.1.1.5.7. CRITERIA LETTERS

Some qualifications, such as BTECs have their criteria specified by specific letters, e.g. P, M and D, with numbers on the end (P1, P2, M1, M2, D1, D2, etc...). If you specify those here, when creating a new unit for this structure, you will be given a drop down to select a letter and how many criteria you want, to quickly populate the form, instead of creating them all manually. The letters should be separated by commas in this setting.

2.2.1.1.2. IMPORTING/EXPORTING A STRUCTURE

Each Qualification Structure can be exported to an XML file and imported from XML into the Grade Tracker. This will export the configuration of the Structure, but not all of the qualifications and units of that type.

To export a Qualification Structure, click the icon in the “Export” column and it will automatically generate an XML file with all the Structure configuration.

NAME	ENABLED	DUPLICATE	EXPORT	STATS	EDIT	DELETE
BTEC (BTEC)						

Qualification Structure Export link

Once you have an XML file you wish to import into the system, click the “Import Structure XML” button and select your XML file. If you are importing a Structure which already exists (e.g. a newer version of the Structure) you can choose whether to skip the import completely, overwrite all the settings with the ones in the XML file, or attempt to merge the settings (this will insert any new settings in the XML file, but leave all the old ones as well where possible).

Note: You can upload multiple XML files at once but putting them in a zip file and uploading that.

Add New Structure

Import Structure XML

Choose file

gt_qual_structure_BTEC.xml







If the Qualification Structure already exists:
 ☐ Skip
 ☒ Overwrite
 ☐ Merge

Upload






Qualification Structure – Import

2.2.1.3. DUPLICATING A STRUCTURE

If you want to create a copy of a Qualification Structure, that can be done by simply clicking on the “Duplicate” icon.

NAME	ENABLED	DUPLICATE	EXPORT	STATS	EDIT	DELETE
BTEC (BTEC)						

Qualification Structure Duplicate


BTEC (BTEC)						
BTEC (Copy) (BTEC (Copy))						

Qualification Structure – Duplicated

This duplicate will have all the same configuration settings as the original, but it will not duplicate the Qualification Builds associated with the original.

2.2.1.4. DELETE

To delete a Qualification Structure, simply click the “Delete” icon and then confirm you definitely wish to delete it.

BTEC (Copy) (BTEC (Copy))						
------------------------------	---	---	---	---	---	---

Qualification Structure Delete

Delete : BTEC (Copy)

Are you sure you want to delete this Qualification Structure?

Deleting this Structure will also delete:

0 Qualification Builds
0 Qualifications
0 Units

Yes
No

Qualification Structure Confirm Delete

2.2.2. QUALIFICATION BUILDS

Qualification Builds are the combinations of Qualification Structures, Levels and Sub Types. For example, BTEC (Structure) Level 3 (Level) Diploma (Sub Type).

Since often different combinations have different award possibilities, these builds allow you to define the possible awards and default settings that any qualification of this Build should have.

2.2.2.1. CREATING

To create a new Qualification Build, click the “Add New Build” button. You will then be taken to a form where you can choose from all the available Structures, Levels and Sub Types. Choose your combination and then “Save” the build.

Save
Cancel

Structure	BTEC ▼
Level	Level 3 ▼
Sub Type	Extended Certificate ▼

Add new Qualification Build

2.2.2.2. QUALIFICATION AWARDS

To define what the possible Awards are that can be achieved on a Qualification of this Build, you can define the Awards by clicking on the “Qual Awards” icon.

These Awards will be used in the Predicted and Final award calculations and can also be used when setting Target and Aspirational Grades for a student.

Level 3 90-Credit Diploma

Save Cancel

Rank	Award Name	Unit Points (Lower)	Unit Points (Upper)	QOE Score (Lower)	QOE Score (Upper)	UCAS Points	
1.0	PP	0.00	659.00			60.0	✕
1.3	PP/MP					73.3	✕
1.6	MP/PP					86.6	✕
2.0	MP	660.00	689.00	0.00	31.00	100.0	✕
2.3	MP/MM					106.6	✕
2.6	MM/MP			31.00	34.00	113.3	✕
3.0	MM	689.00	719.00	34.00	38.20	120.0	✕
3.3	MM/DM					133.3	✕
3.6	DM/MM			38.20	41.20	146.6	✕
4.0	DM	720.00	749.00	41.20	44.80	160.0	✕
4.3	DM/DD					166.6	✕
4.6	DD/DM					173.3	✕
5.0	DD	750.00	769.00	44.80	48.40	180.0	✕

Example Qual Build Awards

Rank – This is an incremental ranking of the award, starting at the lowest and working up to the highest. If you configure your Aspirational Grades to be a specific “Rank” higher or lower than the students’ Target Grade, this is the rank which is used to calculate the Aspirational Grade.

Award Name – This is the name of the award

Unit Points (Lower) – The Unit Points are used to calculate predicted grades for qualifications such as BTECs, where unit awards have different points scores at different levels. This is the lower boundary for an award based on the total of the units points awarded.

Unit Points (Upper) – The Unit Points are used to calculate predicted grades for qualifications such as BTECs, where unit awards have different points scores at different levels. This is the upper boundary for an award based on the total of the units points awarded.

QOE Score (Lower) – This is the Quals on Entry (Avg GCSE) score lower boundary to use when trying to automatically calculate a Target Grade based on a student’s Avg GCSE score.

QOE Score (Upper) – This is the Quals on Entry (Avg GCSE) score upper boundary to use when trying to automatically calculate a Target Grade based on a student’s Avg GCSE score.

UCAS Points – This is how many UCAS points the award is worth






2.2.2.3. ASSESSMENT AWARDS

If you are using Assessment grids (e.g. for A Level or GCSE qualifications, which don’t have Units), you can define the possible grades which can be given to the Assessments here. You can also define these Assessment grades on the overall Qualification Structure by going to “Grading Structures” which we will come onto shortly, but if you want to have different grades for different Builds, then you can define them here.

GCSE Level 2 GCSE - Assessment Grading Structures

Save
Cancel

Name

Img	Grade	Short Grade	Is Met	Special Value	Points	Lower Points	Upper Points	
	<input style="width: 150px;" type="text" value="G"/>	<input style="width: 50px;" type="text" value="G"/>	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value=""/>	<input style="width: 50px;" type="text" value="1.00"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input checked="" type="checkbox"/>
	<input style="width: 150px;" type="text" value="F"/>	<input style="width: 50px;" type="text" value="F"/>	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value=""/>	<input style="width: 50px;" type="text" value="2.00"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input checked="" type="checkbox"/>
	<input style="width: 150px;" type="text" value="E"/>	<input style="width: 50px;" type="text" value="E"/>	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value=""/>	<input style="width: 50px;" type="text" value="3.00"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input checked="" type="checkbox"/>
	<input style="width: 150px;" type="text" value="D"/>	<input style="width: 50px;" type="text" value="D"/>	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value=""/>	<input style="width: 50px;" type="text" value="4.00"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input checked="" type="checkbox"/>
	<input style="width: 150px;" type="text" value="C"/>	<input style="width: 50px;" type="text" value="C"/>	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value=""/>	<input style="width: 50px;" type="text" value="5.00"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input style="width: 50px;" type="text" value="0.0"/>	<input checked="" type="checkbox"/>

Example Assessments Awards

This form is identical to the Criteria Grading Structure form which we will come onto shortly.

Img – This is an icon you wish to be displayed on the grid for this grade

Grade – This is the full name of the grade

Short Grade – This is the short name of the grade

Is Met – This defines whether or not this grade should be treated as having Met/Completed the assessment

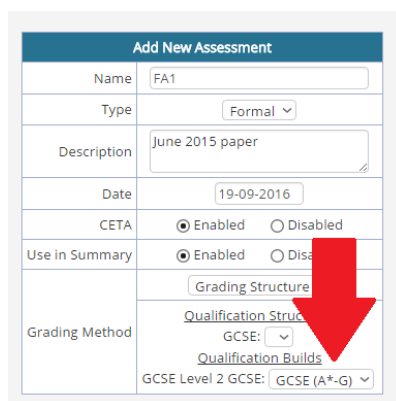
Special Value – This lets you associate special values to grades, such as “LATE”, “NO” (not met/failed), “WNS” (work not submitted), “WS” (work submitted)

Points – This is mostly only relevant for normal Criteria Grading Structures, rather than Assessment Awards

Lower Points – This is only relevant for normal Criteria Grading Structures, rather than Assessment Awards

Upper Points - this is only relevant for normal Criteria Grading Structures, rather than Assessment Awards

These awards will then be accessible when setting up an Assessment.



Add New Assessment	
Name	FA1
Type	Formal
Description	June 2015 paper
Date	19-09-2016
CETA	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled
Use in Summary	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled
Grading Method	Grading Structure
	Qualification Structure
	GCSE:
	Qualification Builds
	GCSE Level 2 GCSE: GCSE (A*-G)

Example Assessment Setup

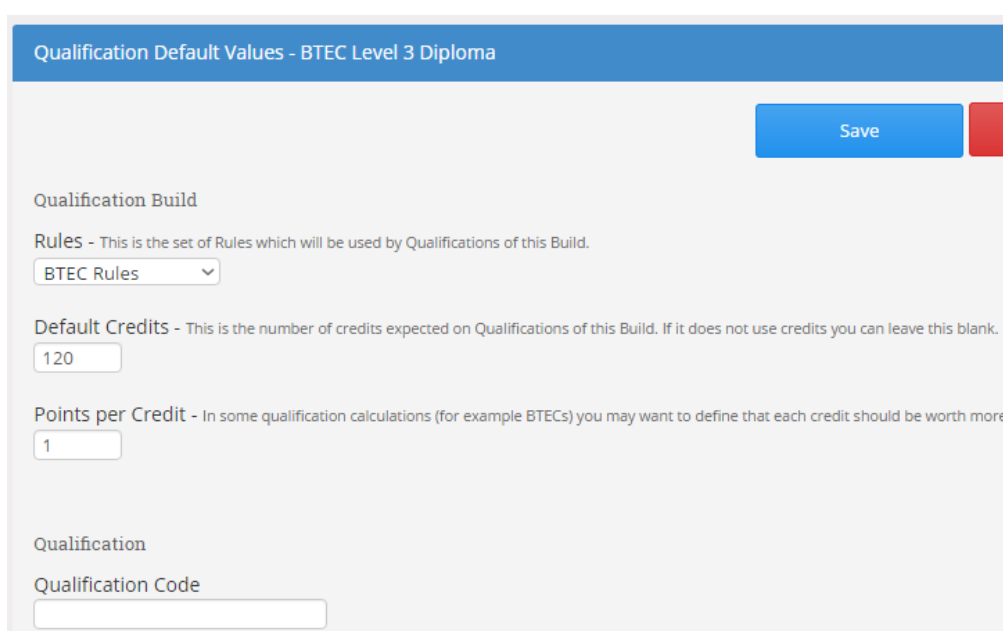
			FA1 19-09-2016		
Subject	Target	CETA	Grade	CETA	Comments
GCSE Level 2 GCSE - Maths (Access)	-	-	<div> <div></div> <div>A*</div> <div>A</div> <div>B</div> <div>C</div> <div>D</div> </div>		

Example Assessment Grading

2.2.2.4. DEFAULTS

Using the “Default Settings” form you can define the value of various settings for any Qualification of this Build. These include Build-specific settings such as which Rule Set to use, how many credits a Qualification of this Build should have, and how many Points per Credit should be used in Award calculations.

You can also set the defaults of any custom form fields you defined on the Qualification Structure for the “Qualification Form”.












Qualification Default Values - BTEC Level 3 Diploma	
<input type="button" value="Save"/>	
Qualification Build	
Rules - This is the set of Rules which will be used by Qualifications of this Build.	
<input type="text" value="BTEC Rules"/>	
Default Credits - This is the number of credits expected on Qualifications of this Build. If it does not use credits you can leave this blank.	
<input type="text" value="120"/>	
Points per Credit - In some qualification calculations (for example BTECs) you may want to define that each credit should be worth more	
<input type="text" value="1"/>	
Qualification	
Qualification Code	
<input type="text"/>	

Qual Build Default Settings

2.2.2.5. IMPORTING/EXPORTING

Qualification Builds can be exported to an XML file and imported from an XML file. To export the Build, simply click the “Export” icon and an XML file will be automatically generated with all the configuration of the Qualification Build.

BTEC	Level 3	Diploma					
BTEC	Level 3	Diploma					

Qualification Build Export Link

Once you have an XML file you wish to import into the system, click the “Import Structure XML” button and select your XML file. If you are importing a Build which already exists (e.g. a newer version of the Build) you can choose whether to skip the import completely, overwrite all the settings with the ones in the XML file, or attempt to merge the settings (this will insert any new settings in the XML file, but leave all the old ones as well where possible).

Note: You can upload multiple XML files at once but putting them in a zip file and uploading that.

Add New Build

Import Structure XML

Choose File

gt_qual_buil...Diploma.xml

Create Level/SubType if they don't exist: ☐





If the Qualification Build already exists: ☒ Skip ☐ Overwrite ☐ Merge

Upload

Qualification Build Import

2.2.2.6. DELETE

To delete a Qualification Build, simply click the “Delete” icon and then confirm you definitely wish to delete the Build.

BTEC	Level 3	Diploma					
BTEC	Level 3	Diploma					

Qualification Build Delete 1

Delete Build

Are you sure you want to delete this Qualification Build?

Deleting this Build will also delete:

2 Qualifications

Yes

No

Qualification Build Confirm Delete




2.2.3. GRADING STRUCTURES

2.2.3.1. UNIT GRADING STRUCTURES

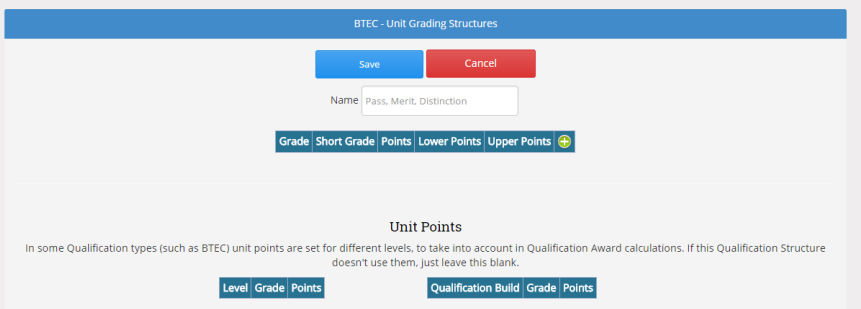
Unit Grading Structures define the possible awards that a student can be given for a unit as a whole. They are then used to work out the final qualification award, based on their awards for all the units they completed.

2.2.3.1.1. CREATING

To create a new Unit Grading Structure, go to Configuration -> Structures -> Grading Structures, then choose which Qualification Structure you want to create a Unit Grading Structure for and click the edit link in the “Unit” column.

	NAME	UNIT	CRITERIA
	BTEC (BTEC)		

Now click the “Add New Structure” button and you will be taken to a form which looks like this:



First give your grading structure a name, then use the green “plus” icon to add as many possible unit awards as you want.

Each possible unit award will need a full name and a short name. If you wish to use award points, you can also enter them here.

How the Unit Points Work with Qualification Awards

Let’s say you had 3 possible unit awards: Pass (1 point), Merit (2 points), and Distinction (3 points).

Let’s then say your student is attached to 5 units, and he gets the unit awards: Distinction, Distinction, Merit, Pass, and Distinction.

The total points of his unit awards is: $3+3+2+1+3 = 12$

The average unit points is: $12/5 = 2.4$

Let’s then say that for the qualification he is on, the qualification has the possible final awards of:

Pass (Lower Points: 1.0, Upper Points: 1.5)

Merit (Lower Points: 1.6, Upper Points: 2.5)

Distinction (Lower Points: 2.6, Upper Points: 3.0)

The student's average unit points score of **2.4** would place him between the 1.6 and 2.5 boundaries of the final award "Merit", so his final award would be "Merit".

How the Unit Points Work with the Criteria Awards

When you create your Criteria Award Structures, you will find you can also give points scores to those awards, which can be awarded to each individual criterion.

Let's say you have 3 possible criterion awards: P (1 point), M (2 points), D (3 points)

Let's say on one particular unit, there are 9 criteria, and he gets the criteria awards: P, M, P, D, P, D, P, P, P

The total points of his criteria awards is: $1+2+1+3+1+3+1+1+1 = 14$

The average criteria points is: $14/9 = 1.55$, which is rounded to **1.6**

Using the same unit awards as the previous example, let's say we set the lower and upper points boundaries on the unit awards as well:

Pass (Lower Points: 1.0, Upper Points: 1.5)

Merit (Lower Points: 1.6, Upper Points: 2.5)

Distinction (Lower Points: 2.6, Upper Points: 3.0)

Once all the 9 criteria on the unit have been given an award, the average score is calculated (**1.6**), which falls between the boundaries 1.6 and 2.5 of the unit award "Merit", so the unit is awarded a "Merit" based on the criteria awards.

Once you have created your Unit Grading Structure, it can be assigned to units on the new/edit unit form.

2.2.3.1.2. IMPORTING/EXPORTING

To export a Unit Grading Structure, simply click the "Export" icon next to its name and it will generate an XML file containing all of the grading structure information.

Name	Enabled	Export		
PMD				

You can then use these XML files to install Unit Grading Structures into your Grade Tracker as well, by clicking the "Import Structure XML" button and choosing the XML file from your PC.

Note: You can upload multiple XML files at once but putting them in a zip file and uploading that.

2.2.3.1.3. DELETE

To delete a Unit Grading Structure, simply click the delete icon next to the structure.

Name	Enabled	Export		
PMD				



You will then get a confirmation screen, informing you of how many units currently have this grading structure. If you still choose to delete it, it will invalidate the grading structure of those units and you will need to go in and change them to a different grading structure.

2.2.3.2. CRITERIA GRADING STRUCTURES

Criteria Grading Structures are used to define the possible values/awards that can be given to each individual criterion.

2.2.3.2.1. CREATING

To create a new Criteria Grading Structure, go to Configuration -> Structures -> Grading Structures, then choose which Qualification Structure you want to create a Criteria Grading Structure for and click the edit link in the “Criteria” column.

	NAME	UNIT	CRITERIA
	BTEC (BTEC)		

Now click the “Add New Structure” button and you will be taken to a form which looks like this:

BTEC - Criteria Grading Structures

Save
Cancel

Name

Img	Grade	Short Grade	Is Met	Special Value	Points	Lower Points	Upper Points	+
-----	-------	-------------	--------	---------------	--------	--------------	--------------	---

Firstly, give your grading structure a name, then use the green “plus” icon to add as many different possible values/awards as you want to be able to choose from when updating a student’s criterion.

The only **required** fields are “Grade” and “Short Grade”. If you wish to add an icon image for the value, you can do so by clicking on the default image in the “Img” column and choosing one from your PC.

Since criteria awards can be met and not met, you can then tick in the “Is Met” column any of the awards which indicate the criterion has been met/achieved.

Some special values can be assigned to awards, to enable automatic updating from events such as assignment grading. The special values available are:

LATE – This means the work was submitted late. This award will be used if you link your units to Moodle assignments and the student submits some work late.

NO – This means the work was not completed to a satisfactory standard, or in other words - “Fail”

WS – This means the work was submitted. This award will be used if you link your units to Moodle assignments and the student submits some work on time.

WNS – This means work was not submitted. This award will be used if you link your units to Moodle assignments and the student fails to submit any work for the assignment.

See the previous section on creating a Unit Grading Structure for a detailed explanation of the Points, Lower Points and Upper Points columns.

Here is an example of the Criteria Grading Structure used by BTEC qualifications by default:

Name

Img	Grade	Short Grade	Is Met	Special Value	Points	Lower Points	Upper Points	
	Achieved	A	<input checked="" type="checkbox"/>	<input type="text" value=""/>	1.00	0.0	0.0	<input type="button" value="X"/>
	Capped	CAP	<input type="checkbox"/>	<input type="text" value=""/>	0.00	0.0	0.0	<input type="button" value="X"/>
	Extension	EXT	<input type="checkbox"/>	<input type="text" value=""/>	0.00	0.0	0.0	<input type="button" value="X"/>
	Late	L	<input type="checkbox"/>	LATE ▾	0.00	0.0	0.0	<input type="button" value="X"/>
	Not Achieved	X	<input type="checkbox"/>	NO ▾	0.00	0.0	0.0	<input type="button" value="X"/>
	Partially Achieved	PA	<input type="checkbox"/>	<input type="text" value=""/>	0.00	0.0	0.0	<input type="button" value="X"/>
	Referred	R	<input type="checkbox"/>	<input type="text" value=""/>	0.00	0.0	0.0	<input type="button" value="X"/>
	Work Not Submitted	WNS	<input type="checkbox"/>	WNS ▾	0.00	0.0	0.0	<input type="button" value="X"/>
	Work Submitted	WS	<input type="checkbox"/>	WS ▾	0.00	0.0	0.0	<input type="button" value="X"/>

Once you have created your Criteria Grading Structure it can be assigned to criteria on the new/edit unit form.

A unique list of all possible awards across all the criteria on the qualification will then be displayed at the top of the grid, e.g.

Grid Key									
Achieved	Capped	Extension	Late	Not Achieved	Partially Achieved	Referred	Work Not Submitted	Work Submitted	Not Attempted

If you have **one** “met” award, you will be given a tickbox on the simple editing grid which will set the criterion to that award, otherwise you will get a drop-down list of all the “met” awards. On the advanced editing grid you will get a drop-down list of all the possible awards to choose from, e.g.

A - Achieved ▾

A - Achieved

CAP - Capped

EXT - Extension

L - Late

X - Not Achieved

PA - Partially Achieved






R - Referred

WNS - Work Not Submitted ▾

WS - Work Submitted

2.2.3.2.2. IMPORTING/EXPORTING

To export a Criteria Grading Structure, simply click the “Export” icon next to its name and it will generate an XML file containing all of the grading structure information.






Name	Enabled	Use in Assessments	Export		
Achieved					

You can then use these XML files to install Criteria Grading Structures into your Grade Tracker as well, by clicking the “Import Structure XML” button and choosing the XML file from your PC.

Note: You can upload multiple XML files at once but putting them in a zip file and uploading that.

2.2.3.2.3. DELETE





To delete a Criteria Grading Structure, simply click the delete icon next to the structure.

Name	Enabled	Use in Assessments	Export		
Achieved					

You will then get a confirmation screen, informing you of how many criteria currently have this grading structure. If you still choose to delete it, it will invalidate the grading structure of those criteria and you will need to go in and change them to a different grading structure.

2.2.3.2.4. USE IN ASSESSMENTS

The Criteria Grading Structures can also be used in assessment grids, where there are no units or criteria, but instead just assessment points throughout the year, for example A Level or GCSE. To allow a Criteria Grading Structure to be used in assessment grids, simply click the icon in this column to enable it.

Name	Enabled	Use in Assessments	Export		
Achieved					

2.2.4. LEVELS

To create a new - or editing an existing – level, go to Configuration -> Structures -> Levels.

Simply give the level a name, a short name and an order number, and you can then use that level to create Qualification Builds.

2.2.5. SUB TYPES

To create a new – or editing an existing – sub type, go to Configuration -> Structures -> Sub Types.

Simply give the sub type a name and a short name, and then you can use that sub type to create Qualification Builds.

2.2.6. QUALS ON ENTRY

The Quals on Entry section defines all the different qualification types a student can come in with, all the possible subjects and all the possible grades for each type. If you import your Quals on Entry via CSV, this will all be populated using the data you import.

Quals on Entry are used to calculate an average GCSE score for each student, which is then used in BTEC qualifications to calculate their Minimum Target Grade. They are also displayed on a student's Personal Learning Plan, if you are using our ELBP block as well.

By default on install of the block, this will be populated with a few standard GCSE types and grades. You are welcome to use it to import all the students' prior qualifications, not just GCSEs, but only GCSEs will actually be used to calculate anything.

Manage Quals on Entry

Subjects

Name	
Additional Applied Science	+
Additional Mathematics	+
Additional Mathematics (Pilot)	+
Additional Science	+
Additional Science A	+

Types

Name	Level	Weighting	
GCSE	2	1.0	+
GCSE Double	2	1.0	+
GCSE Double Award	2	2.0	+
GCSE Short	2	1.0	+
GCSE Short Course	2	0.5	+

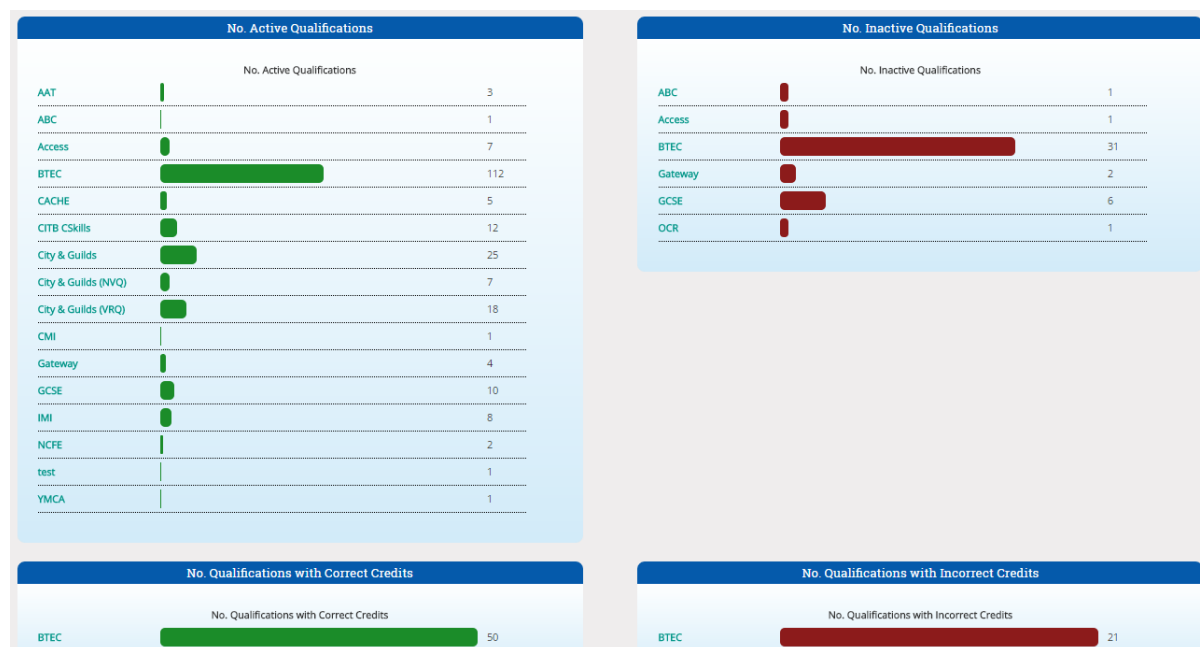
Grades

Type	Grade	Points	Weighting	
GCSE	A*	58.0	1.0	+
GCSE	A	52.0	1.0	+
GCSE	B	46.0	1.0	+
GCSE	C	40.0	1.0	+
GCSE	D	34.0	1.0	+

2.2. QUALIFICATIONS

2.2.1. OVERVIEW

The Qualifications Overview gives you some simple statistics, to show how many Qualifications of each Qualification Structure are active/inactive in your system and how many Qualifications with correct/incorrect credits there are in your system (where default credits are defined on Qualification Builds).



Qualifications Overview

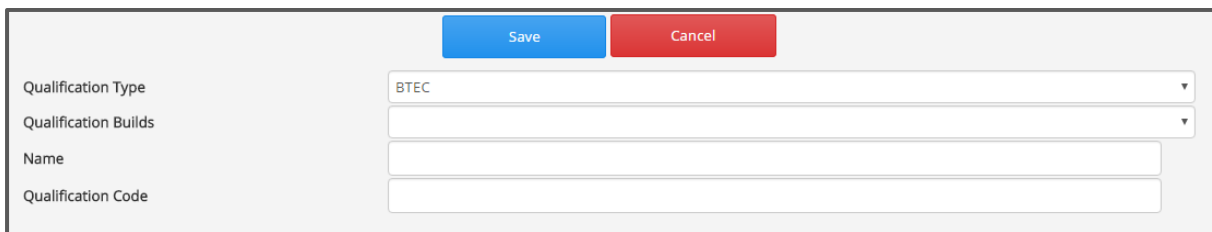
2.2.2. CREATE A NEW QUALIFICATION

In the Qualifications section of the GraderTracker, select New Qualification



Next you will need to select the Qualification Type, this could range from BTEC, City & Guilds, CACHE, e.t.c.

Once you have selected the Qualification Type, it will take you to a page that looks like this:

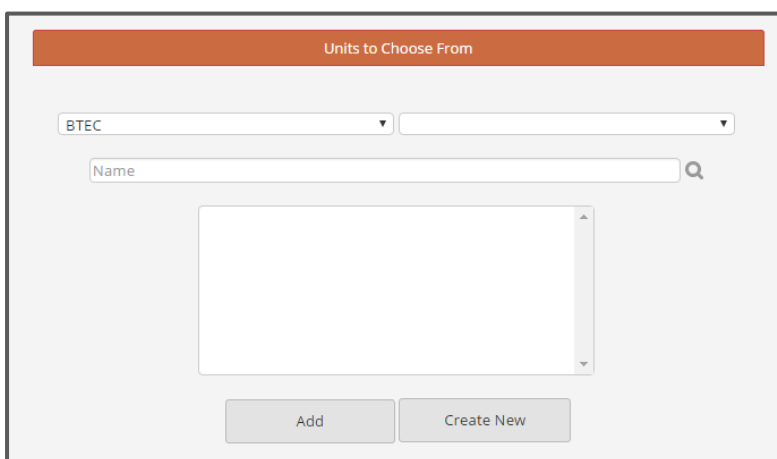
A screenshot of the 'New Qualification' form. At the top right are 'Save' (blue) and 'Cancel' (red) buttons. The form has four input fields: 'Qualification Type' (a dropdown menu showing 'BTEC'), 'Qualification Builds' (a dropdown menu), 'Name' (a text input field), and 'Qualification Code' (a text input field).

Next choose the Qualification Build; this will be the level and build (diploma, certificate, award) of the qualification.

Then give the qualification a name, and enter an identification code for it (if you have one), then click save.

If you have any custom Qualification Fields, they will appear here as well.

Next you can add units to the qualification in this section:

A screenshot of the 'Units to Choose From' section. It has an orange header bar with the text 'Units to Choose From'. Below the header are two dropdown menus, the first showing 'BTEC'. There is a search bar with the placeholder text 'Name' and a magnifying glass icon. Below the search bar is a large, empty rectangular box for displaying a list of units. At the bottom are two buttons: 'Add' and 'Create New'.

Use the search bar to find the Unit you need to add. You can find Units via their name or their number.

Now you can add any course codes to the qualification in this section:

Once you are happy, click Save at the top of the page.

2.2.3. SEARCH

If you are looking for a pre-existing Qualification, select the Search option and you will see this:

You can search for a Qualification via the Qualification Type, Level, Sub Type (Award, Certificate, e.t.c.), or Name.

2.2.4. DELETE

You can delete a Qualification by selecting the X button here:



TYPE	LEVEL	SUB TYPE	NAME	OPTIONS
BTEC	Level 1	Award	Test Qualification	⚙️ 🔄 X

You will then be asked to confirm you want to delete the qualification.

Select "Yes" to delete the Qualification.

2.2.5. COPY

You can Copy an existing Qualification by selecting the two page icon here:

TYPE	LEVEL	SUB TYPE	NAME	OPTIONS
BTEC	Level 1	Award	Test Qualification	 

You will then be asked to confirm that you want to Copy the Qualification.

Copy : Test Qualification ?

Type : BTEC
Sub Type : Award
Level : Level 1

Yes
No

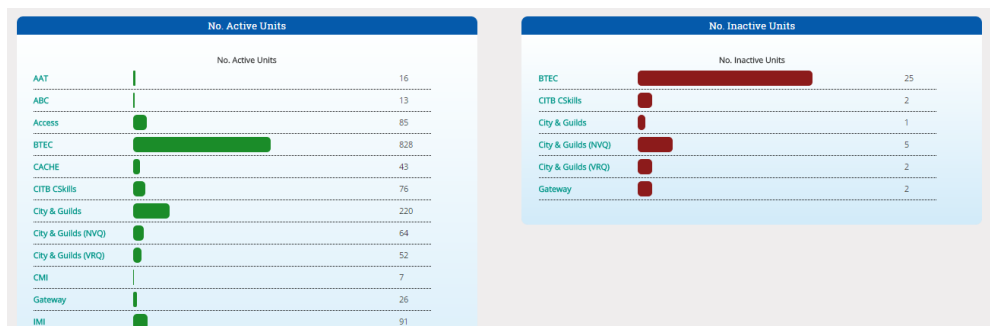
Select “Yes” to finalise the Copy.

The Copy will have the word Copy in the Name.

2.3. UNITS

2.3.1. OVERVIEW

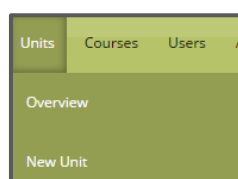
The Units Overview gives you some simple statistics showing you how many active/inactive units there are in your system (inactive meaning they are not attached to any qualifications).



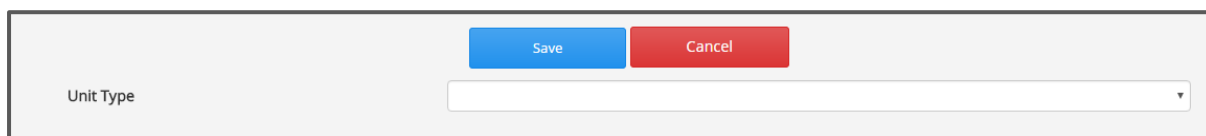
Units Overview

2.3.2. CREATE

To Create a new Unit, select New Unit in the Units section.

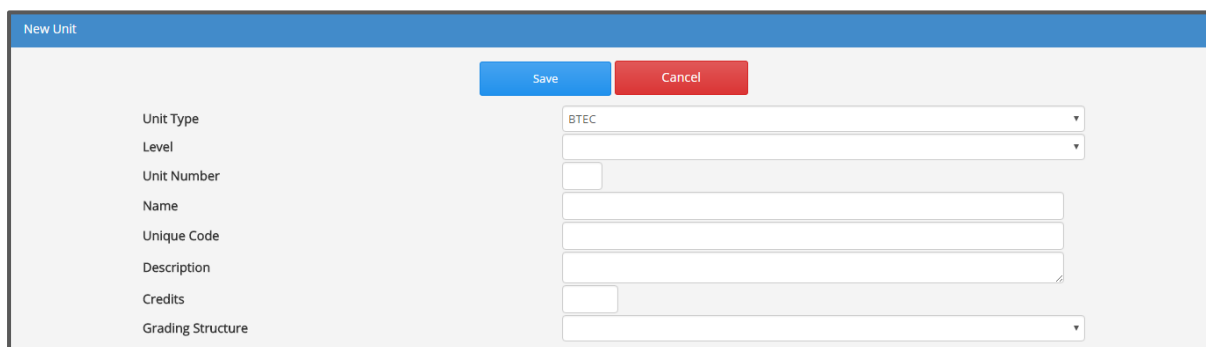


First you will need to select a Unit Type (i.e. BTEC, City & Guilds, CACHE)



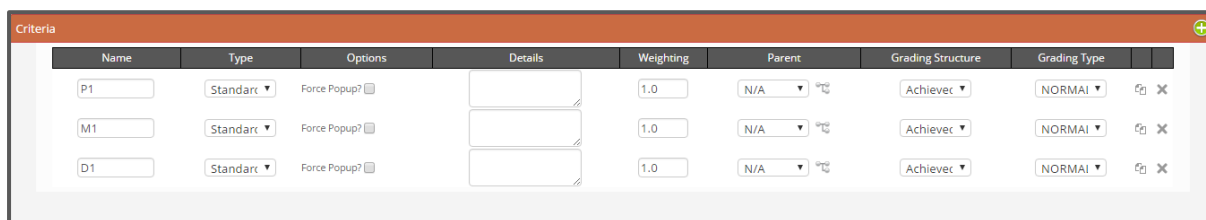
A form titled 'Unit Type' with a dropdown menu and two buttons: 'Save' (blue) and 'Cancel' (red).

Now you will need to select the Level, enter a Unit Number, Name, Unique Code, and select the Grading Structure (i.e. PMD, Pass Only).



A form titled 'New Unit' with a dropdown menu for 'Unit Type' (set to BTEC), a dropdown for 'Level', and input fields for 'Unit Number', 'Name', 'Unique Code', 'Description', 'Credits', and 'Grading Structure'. It also has 'Save' (blue) and 'Cancel' (red) buttons.

You also have the option to add a description and decide how many Credits the Unit is worth.

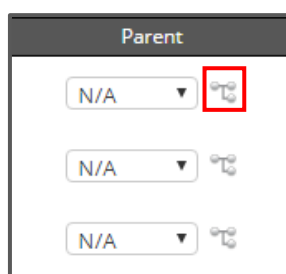


Name	Type	Options	Details	Weighting	Parent	Grading Structure	Grading Type	
P1	Standard	Force Popup?		1.0	N/A	Achievec	NORMAL	✕
M1	Standard	Force Popup?		1.0	N/A	Achievec	NORMAL	✕
D1	Standard	Force Popup?		1.0	N/A	Achievec	NORMAL	✕

Next you can add the Criteria for the Unit Grading. If the Grading Structure is PMD (Pass, Merit, Distinction) the name of each criteria will be P/M/D. If you are using a different Grading Structure, then it will vary.

You can add in Details for the Criteria.

If a criterion needs sub criteria linked to it, selecting the highlighted icon will add another criterion directly linked to the main criterion.



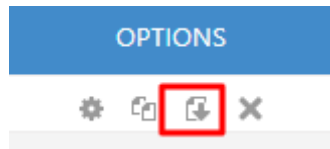
A form titled 'Parent' with three rows, each containing a dropdown menu (all set to N/A) and a highlighted icon (a small square with a plus sign) for adding sub-criteria.

Once you have added all of the information you need, click Save at the top of the page.

2.3.3. IMPORT/EXPORT

Units can be exported to XML and imported from XML. We would like to encourage you to share any units you have created which you think may be useful to the community, on our website. You may also be able to find units other people have created and save yourself some time.

To export a unit click on the export icon and an XML file will be generated with the unit information and criteria.

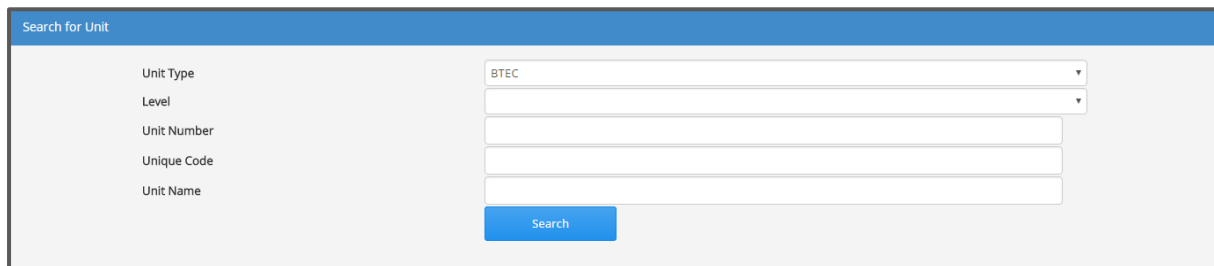


To import a unit, hover over the Units tab in the menu and select “Import”, then select your exported XML file.

Before you attempt to import a unit, make sure you have the Qualification Structure, Level and Grading Structures it references in the file. They do not have to be exactly the same as the system the unit was exported from, but they will need to match by name.

2.3.4. SEARCH

To find an existing Unit, select Search in the Units section.

A search form titled 'Search for Unit' in a blue header. On the left, there are labels for 'Unit Type', 'Level', 'Unit Number', 'Unique Code', and 'Unit Name'. On the right, there are corresponding input fields: a dropdown menu for 'Unit Type' (showing 'BTEC'), a dropdown menu for 'Level', and three text input fields for 'Unit Number', 'Unique Code', and 'Unit Name'. A blue 'Search' button is located at the bottom right of the form.

You can search for a Unit via the Type, Level, Unit Number, Unique Code, or Unit Name.

2.3.5. DELETE

You can delete a Unit by selecting the X icon in the options section after searching for the Unit



You will be asked to confirm that you want to delete the Unit. Select “Yes” to finalise the deletion.

Delete : Test Unit ?

Code :
Description :
Credits : 0
Qualifications : 0

Yes

No

2.3.6. COPY

You are able to Copy a Unit by selecting the two page icon in the options section after you have searched for the Unit.



You will then be asked to confirm that you wish to Copy the Unit. Select Yes.

Copy : Test Unit ?

Code :
Description :
Credits : 0
Qualifications : 0

Yes

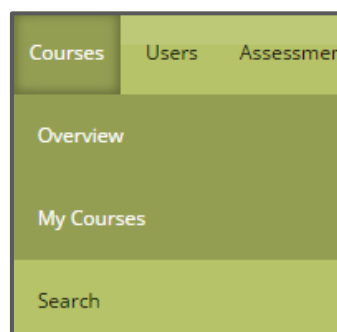
No

The newly copied Unit will be identifiable because it will have Copy in the Name.

2.4. COURSES

2.4.1. MY COURSES

You are able to see the courses you are linked to by selecting the My Courses icon in the Courses section



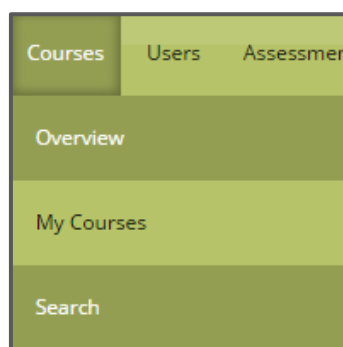
You will then see all of these courses here:

<div> <div>GRADE TRACKER</div> <div>Build 0.1.0 (alpha)</div> </div>		
<div> Overview Grids Plugin Settings Structures Qualifications Units Courses Users Assessments Data Reporting System Tests </div>		
<div> <div>Found old "block_bgt" installation (2016011200).</div> <div> Transfer data from old block_bgt to new block_gradetracker </div> </div>		
COURSE NAME	QUALS	COURSE PAGE
Christian Test Course	0	

If you click on the Course Name, it will take you to the course on Gradetracker. If you click on the Course Page icon, it will take you directly to the course page on Moodle.

2.4.2. SEARCH

You can search for a specific course by selecting the Search icon in the Courses section



You can search for a course via the course Category or Name

Course Search

Search for and Load Courses into the Gradetracker

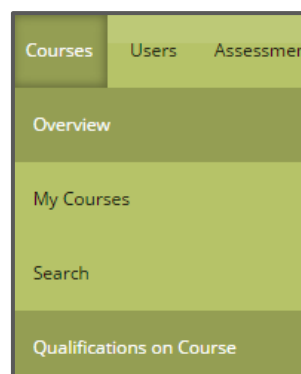
Category :

Course Name :

Search

2.4.3. QUALS ON COURSE

Once you have selected your Course via the Course Name link, you can see the Qualifications linked to the Course by selecting the Quals on Course icon in the Courses section.



You can see any Qualifications that are attached to the Course here. Clicking on the drop down box allows you to see any child courses linked to the course. You can also add a Qualification to the course using the search section.

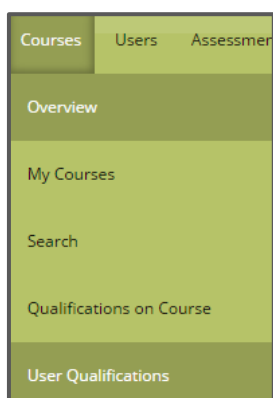
The screenshot shows a web interface for managing qualifications on a course. At the top, there's a breadcrumb trail: "[Christian Test Course] Christian Test Course". Below it, a blue header bar reads "[Christian Test Course] Christian Test Course - Qualifications on Course". Two buttons, "Save" (blue) and "Cancel" (red), are positioned at the top right. The main area is divided into two green header sections: "Selected Qualifications" on the left and "Qualifications to Choose From" on the right. Under "Selected Qualifications", there is an empty list box and a "Remove" button below it. Under "Qualifications to Choose From", there are three dropdown menus, a search bar labeled "Name" with a magnifying glass icon, an empty list box, and two buttons: "Add" and "Create New" at the bottom right.

You are able to remove qualifications by selecting the qualification then selecting Remove on the left hand side.

If you want to quickly create a new qualification, select the Create New icon on the right hand side.

2.4.4. USER QUALIFICATIONS

You can see the Users and what Qualifications they are linked to on Gradetracker by clicking on the User Qualifications icon in Courses



In the User Qualifications section, you will be able to see all of the students and staff attached to each Qualification that is on the Course.

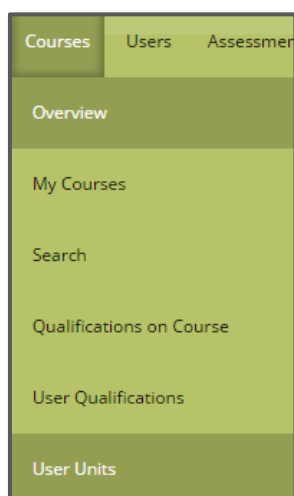
[B336-17] B336-17: Int - Animal Care - User Qualifications		
<div> <div>Save</div> <div>Cancel</div> </div>		
ENROLMENT	STUDENT	BTEC LEVEL 2 DIPLOMA - ANIMAL CARE
Direct		⬇
	Holly Brooker (388212)	<input checked="" type="checkbox"/>
	Mitchell Cameron (382659)	<input checked="" type="checkbox"/>
	Thomas Carey (392254)	<input checked="" type="checkbox"/>
	Ellie Carter (388714)	<input checked="" type="checkbox"/>
	Murran Chester (392027)	<input checked="" type="checkbox"/>
	Chloe Cinamon (389695)	<input checked="" type="checkbox"/>
	Elise Clabburn (292174)	<input checked="" type="checkbox"/>
	Jordan Clark (373052)	<input checked="" type="checkbox"/>
	Liberty Cooper (360824)	<input checked="" type="checkbox"/>
	Sarah Courtney (381590)	<input checked="" type="checkbox"/>
	Megan Sacha Cox (381605)	<input checked="" type="checkbox"/>

You can individually tick students and staff on and off of each qualification, or you can click the downward pointing arrow to tick/untick that column. Alternatively, you can click on a particular person's name to tick/untick them on all of the qualifications attached to the course.

When you are finished, click the Save icon.

2.4.5. USER UNITS

You can look at the Units attached to the Qualification by clicking on the User Units icon.



In this section, you are able to see what Units each student or staff member is linked to on Gradetracker. As with the previous section, you can tick/untick people individually, en masse using the downwards facing arrow, or tick an entire person on by clicking their name.

[B336-17] B336-17: Int - Animal Care - User Units

Save Cancel

BTEC LEVEL 2 DIPLOMA - ANIMAL CARE

Unit Set ▾

USER	CREDITS	4/6: MAINTAIN ANIMAL HEALTH AND WELFARE 10 CREDITS	1: UNDERTAKE WORK RELATED EXPERIENCE IN THE LAND-BASED INDUSTRIES 10 CREDITS	2: MAINTAIN ANIMAL ACCOMMODATION 5 CREDITS
Students		0	0	0
	70 / 60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	70 / 60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	70 / 60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	70 / 60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	70 / 60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	70 / 60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	70 / 60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once you are happy, click on Save.

2.4.6. ACTIVITIES

See section 3.3. on Assignment/Activity Linking for more information about how to link Moodle activities to the Grade Tracker.

2.5. ASSESSMENTS

Assessments can be setup to create assessment grids for qualifications such as A Level and GCSE, which do not have units or criteria, but instead just have a set of assessment points throughout the year.

2.5.1. MANAGE ASSESSMENTS

The “Manage Assessments” configuration page gives you a list of all the assessment points you have created, as well as showing you how many qualifications have been added to that assessment point.

Add New Assessment

Name: FA1

Type: Formal ▾

Description: June 2015 paper

Date: 19-09-2016

CETA: ☒ Enabled ☐ Disabled

Use in Summary: ☒ Enabled ☐ Disabled

Grading Structure: Grading Structure ▾

Grading Method: [Qualification Structures](#)
GCSE: ▾
[Qualification Builds](#)
GCSE Level 2 GCSE: GCSE (A*-G) ▾

Qualifications

Selected Qualifications: GCSE Level 2 GCSE - Maths (Access), GCSE Level 2 GCSE - Maths (Animal Science), GCSE Level 2 GCSE - Maths (Arts)

Qualifications to Choose From: [Search Bar]

The New Assessment form contains several fields you will need to fill out:

Name – Give your assessment point a name, for example “Formal Assessment 1”, bearing in mind this will be displayed along the top of the assessment grid, so you might want to give it a shortened version, such as “FA1”

Type – This is mostly just for display purposes, but you might want to differentiate between types of assessment, such as Formal assessments and Homework assessments. You can choose “Other” and type in any custom ones you want to use.

Description – This is a brief description of the assessment

Date – (Optional) This is the date of the assessment. If you use dates, then your assessments on the grid will be ordered by date.

CETA – (Optional) This lets you enable/disable the “CETA” column, allowing staff to set a “CETA” grade for the assessment.

Use in Summary – (Optional) This lets you enable/disable whether or not this assessment appears in the summary at the top of the assessment grid.

Grading Method – (Optional) You can choose from two grading methods for this assessment.

Numeric – this will let you enter a minimum and maximum score and then when the staff member grades it, they will need to enter a value between those two boundaries.

Grading Structure – This is slightly different and will require you to add all the qualifications to the assessment and save it first, then come back to this setting, as it will then let you set which Criteria/Assessment Grading Structure to use for each qualification build, where you might have lots of different qualifications on the same assessment (e.g. BTEC, CamTech, A Level, GCSE, etc...). You can choose from any Criteria Grading Structure which has the setting “Use in Assessments” enabled, or any specific Assessment Grading Structures which have been setup for that Qualification Build.

The assessment grid will then show all the assessments linked to that qualification along the top, as well as columns to enter a grade, comments and CETA grade where applicable, e.g.

Overall															
				FA1 19-09-2016			FA2 04-10-2016			FA3 19-01-2017			FA4 13-03-2017		
Username	Name	Target	CETA	Grade	CETA	Comments	Grade	CETA	Comments	Grade	CETA	Comments	Grade	CETA	Comments
██████	████████████████████	-	-	-	-	👍	-	-	👍	-	-	👍	-	-	👍
██████	████████████████████	-	-	-	-	👍	-	-	👍	-	-	👍	-	-	👍

2.5.2. MANAGE MODULES

The Manage Modules configuration section lets you configure the Moodle activity modules which can be linked to the Grade Tracker. Currently we only support the default moodle “assign” activity and the “turnitintooltwo” assignment activity, both of which should come pre-configured for you to use, assuming you use those modules in your Moodle.

By configuring an activity to be linked to the Grade Tracker, it allows you to link Moodle assignments/activities to units and criteria within the Grade Tracker, and have grids be automatically updated with things like: “Work Submitted”, “Work Not Submitted”, “Late” when the student either submits work to the Moodle assignment or not.

Whilst it is theoretically possible to link up other activities besides these two, the activity would need to fit into a certain structure, i.e. there would need to be work for them to submit and the database tables behind the activity module would need to be similar in scope to the “assign” and “turnitintooltwo” modules.

As an example, this is the configuration for the Moodle “assign” activity module:

Manage Module Linking

Enabled ☒

Mod: assign ☒

Module Table: assign

Module Parts Table:

Part `moduleinstance` DB column:

Module `course` DB column: course

Module `startdate` DB column: allowsubmissionsfromdate

Module `duedate` DB column: duedate

Module instance `title` DB column: name

Part `title` DB column:

Submission table: assign_submission

Submission `moduleinstance` DB column: assignment

Submission `part` DB column:

Submission `user` DB column: userid

Submission `date` DB column: timecreated

Submission `status` DB column: status

Submission `status` expected value: submitted

Automatic grid updates (IN, LATE, WS, WNS) ☒

Mod – Here we choose which activity module from Moodle we want to configure

Module Table – This is the database table where each new assignment record is created

Module Parts Table – This is N/A for the “assign” module, but is used by the “turnitintooltwo” module as that module breaks each assignment down into individual parts, and defines the database table where each of those parts is stored

Part `moduleinstance` DB column – For activities which use parts, this is the name of the field in the “Module Parts Table” which contains a foreign key linking back to the “Module Table”

Module `course` DB column – This is the name of the field in the “Module Table” which contains the course ID

Module `startdate` DB column – This is the name of the field in the “Module Table” which contains the start date of the activity, in a unix timestamp format

Module `duedate` DB column – This is the name of the field in the “Module Table” which contains the due/end date of the activity, in a unix timestamp format

Module instance `title` - This is the name of the field in the “Module Table” which contains the title/name of the individual activity

Part `title` DB column – For activities which use parts, this is the name of the field in the “Module Parts Table” which contains the title/name of the individual part

Submission table – This is the name of the database table which contains the user submissions for the activity

Submission `moduleinstance` DB column – This is the name of the field in the “Submission Table” which contains a foreign key linking to the ID in the “Module Table”

Submission `part` DB column – For activities which use parts, this is the name of the field in the “Submission Table” which contains a foreign key linking back to the “Module Parts Table”.

Submission `user` DB column – This is the name of the field in the “Submission Table” which contains the user ID

Submission `date` DB column – This is the name of the field in the “Submission Table” which contains the submission date, in a unix timestamp format

Submission `status` DB column – If the activity uses submission statuses, then this is the name of the field in the “Submission Table” which contains the status string

Submission `status` expected value – If the activity uses submission statuses, then this is the string value which is used to denote a successfully submitted submission, as opposed to a draft or any other statuses that may be used

Automatic grid updates – This lets you enable/disable automatically updating any criteria linked to this activity with the WS, WNS and LATE special values, if your Criteria Grading Structure is using them.

2.5.2.1. LINKING A NEW MODULE

Once an activity module has been configured correctly (there is no way to really test this until you try it and see if it all works), you can link units and criteria to the activity. For more information on this, see section 3.3.

2.6. DATA

The Data section of the configuration page allows you to export and import a variety of different information from/to the Grade Tracker system, as well as use some tools to manipulate data, such as calculating Target Grades and Aspirational Grades in bulk.

2.6.1. ASSESSMENT GRADES

2.6.1.1. EXPORT

To export the grades of a particular assessment, select which assessment you want from the drop-down list and then click “Export”. This will generate a CSV file with all the grades and CETA grades for that assessment.

Optionally, you can also include the firstname and lastname of the users in the CSV as well, to make it easier to read.

	A	B	C	D	E	F	G	H
1	Username	Course	QualType	QualLevel	QualSubT	QualName	Grade	CETA
2	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	D	C
3	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	D	C
4	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	E	C
5	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	C	C
6	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	D	C
7	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	E	C
8	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	C	C
9	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	E	C
10	redacted	SG1098-17	GCSE	Level 2	GCSE	Maths	C	C

2.6.1.2. IMPORT

Using the “CSV Template” and “CSV Example” links you can generate a blank template to insert your data into, and an example of what the data should look like.

Once you have filled out the template, you can import the assessment grades by selecting an assessment from the drop-down list, uploading your file and then clicking “Import”.

2.6.2. QUALS ON ENTRY

2.6.2.1. EXPORT

To export all the Quals on Entry records in the database simply click the “Export” button. This will generate a CSV file with all the records.

	A	B	C	D	E	F	G	H
1	Username	First Name	Last Name	Subject	Qual	Level	Grade	Year
2	redacted	redacted	redacted	Additional	GCSE		2 C	2008
3	redacted	redacted	redacted	Additional	GCSE		2 F	2015
4	redacted	redacted	redacted	Additional	GCSE		2 F	2015
5	redacted	redacted	redacted	Additional	GCSE		2 #F	2015
6	redacted	redacted	redacted	Additional	GCSE		2 C	2015
7	redacted	redacted	redacted	Additional	GCSE		2 G	2015
8	redacted	redacted	redacted	Additional	GCSE		2 D	2010
9	redacted	redacted	redacted	Additional	GCSE		2 G	2014
10	redacted	redacted	redacted	Additional	GCSE		2 C	2012

2.6.2.2. IMPORT

Using the “CSV Template” and “CSV Example” links you can generate a blank template to insert your data into, and an example of what the data should look like.

Once you have filled out the template, you can import the Quals on Entry by uploading your file and then clicking “Import”. You also have various options you can enable, which will do things such as create QoE subjects, qualifications and grades if they don’t already exist in the system, and to automatically calculate Target Grades and Aspirational Grades for each user.

2.6.3. AVG GCSE

2.6.3.1. EXPORT

To export all the Average GCSE scores simply click the “Export” button. This will generate a CSV file with all the records.

	A	B
1	Username	Score
2	redacted	46
3	redacted	34
4	redacted	37
5	redacted	40
6	redacted	37
7	redacted	32
8	redacted	40.75
9	redacted	31
10	redacted	26.8

2.6.3.2. IMPORT

Using the “CSV Template” and “CSV Example” links you can generate a blank template to insert your data into, and an example of what the data should look like.

Once you have filled out the template, you can import the Average GCSE scores by uploading your file and then clicking “Import”. You also have various options you can enable, which will do things such as create users if they don’t already exist in the system, and to automatically calculate Target Grades and Aspirational Grades for each user.

2.6.4. TARGET GRADES

2.6.4.1. EXPORT

To export all the Target Grades simply click the “Export” button. This will generate a CSV file with all the records.

	A	B	C	D	E	F	G	H
1	QualType	QualLevel	QualSubType	QualName	Username	TargetGrade	WeightedTargetGrade	AvgGCSE
2	BTEC	Level 3	90-Credit Diploma	Acting	redacted	MM		34.86
3	BTEC	Level 3	90-Credit Diploma	Acting	redacted	MM		37.75
4	BTEC	Level 3	90-Credit Diploma	Acting	redacted	DM/MM		40
5	BTEC	Level 3	90-Credit Diploma	Acting	redacted	DM		43
6	BTEC	Level 3	90-Credit Diploma	Acting	redacted	MM		37.6
7	BTEC	Level 3	90-Credit Diploma	Acting	redacted	MM/MP		32.29
8	BTEC	Level 3	90-Credit Diploma	Acting	redacted	MM/MP		34
9	BTEC	Level 3	90-Credit Diploma	Acting	redacted	MM/MP		34
10	BTEC	Level 3	90-Credit Diploma	Acting	redacted	MM/MP		32.29

2.6.4.2. IMPORT

Using the “CSV Template” and “CSV Example” links you can generate a blank template to insert your data into, and an example of what the data should look like.

Once you have filled out the template, you can import the Target Grades by uploading your file and then clicking “Import”. You also have various options you can enable, which will do things such as automatically calculate Target Grades and Aspirational Grades for each user.

2.6.4.3. CALCULATE

You are also able to re-calculate various Grades in bulk by adding the selected qualifications across into the “Qualifications Selected” area and then choosing which options you want to be processed, such as re-calculating Target Grades, Aspirational Grades, Calculate Predicted Grades and Calculate Average GCSE Score.

2.6.5. ASPIRATIONAL GRADES

2.6.5.1. EXPORT

To export all the Aspirational Grades simply click the “Export” button. This will generate a CSV file with all the records.

	A	B	C	D	E	F
1	QualType	QualLevel	QualSubType	QualName	Username	AspirationalGrade
2	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
3	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
4	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
5	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
6	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
7	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
8	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
9	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass
10	AAT	Level 2	Foundation Certificate	Accounting	redacted	Pass

2.6.5.2. IMPORT

Using the “CSV Template” and “CSV Example” links you can generate a blank template to insert your data into, and an example of what the data should look like.

Once you have filled out the template, you can import the Aspirational Grades by uploading your file and then clicking “Import”

2.6.6. CETA GRADES

2.6.6.1. EXPORT

To export all the CETA Grades simply click the “Export” button. This will generate a CSV file with all the records.

	A	B	C	D	E	F	G
1	QualType	QualLevel	QualSubT	QualName	Username	Ceta	Course
2					88888888		3132
3	BTEC	Level 3	90-Credit	Example	88888888	DM	

Note: This is not the CETA grades stored against assessments, this is for if you choose to upload a single CETA grade for each student’s qualification/course.

2.6.6.2. IMPORT

Using the “CSV Template” and “CSV Example” links you can generate a blank template to insert your data into, and an example of what the data should look like.

Once you have filled out the template, you can import the CETA Grades by uploading your file and then clicking “Import”. If you are uploading CETA grades against a course rather than a qualification, you can choose whether to look for the course based on its “shortname” or “id” fields.

2.6.7. WEIGHTING COEFFICIENTS

2.6.7.1. EXPORT

To export all the Weighting Coefficients simply click the “Export” button. This will generate a CSV file with all the records.

	A	B	C	D	E	F
1	QualType	QualLevel	QualSubT	QualName	PercentileNumber	Value
2	A Level	Level 3	A2	Art and Design	coefficient_9	0
3	A Level	Level 3	A2	Art and Design	coefficient_8	0.69
4	A Level	Level 3	A2	Art and Design	coefficient_7	0.9
5	A Level	Level 3	A2	Art and Design	coefficient_6	0.99
6	A Level	Level 3	A2	Art and Design	coefficient_5	1.05
7	A Level	Level 3	A2	Art and Design	coefficient_4	1.1
8	A Level	Level 3	A2	Art and Design	coefficient_3	1.16
9	A Level	Level 3	A2	Art and Design	coefficient_2	1.23
10	A Level	Level 3	A2	Art and Design	coefficient_1	1.39

2.6.7.2. IMPORT

Using the “CSV Template” and “CSV Example” links you can generate a blank template to insert your data into, and an example of what the data should look like.

Once you have filled out the template, you can import the Weighting Coefficients by uploading your file and then clicking “Import”.

2.6.8. DATA TRANSFER

For information on Data Transfer, see section 5.

2.6.9. REPORTING

For information on Reporting, see section 4.

2.6.10. SYSTEM TESTS

2.6.10.1. TARGET GRADES

The Target Grades system test allows you to choose a qualification from the system, input an average GCSE score and see what Target Grade that would calculate.

Target Grades

Avg GCSE Score:

Qualification:

ALPS Target Grade - DM/MM (UCAS Points 186.6)

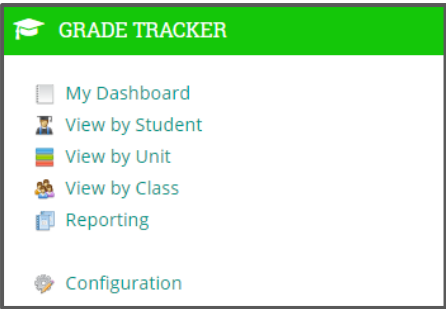
3. USAGE

3.1. GRIDS

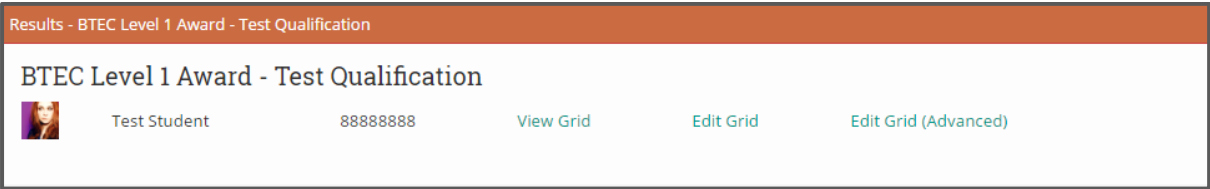
3.1.1. STUDENT GRID

3.1.1.1. VIEW

To view a student grid for a qualification, click on the Gradetracker section of your course, then select View by Student



You will then see each student on the qualification. To view the grid of an individual student, click on View Grid



You will now have a grid showing each unit they are taking, and any grades they have achieved.

Grid Key																					
Achieved		Capped		Extension		Late		Not Achieved		Partially Achieved		Referred		Work Not Submitted		Work Submitted		Not Attempted			
Console																					
Unit (Total Credits: 26/37)		Award	P1	P1.1	P1.2	P1.3	P1.4	P1.5	P2	P2.1	P2.2	P2.3	P2.4	P2.5	P3	P3.1	P3.2	P3.3	P3.4	P3.5	P4
4: Horticulture: Introduction to Pruning Trees and Shrubs ① (3 Credits)		Pass																			
14: Care of Farm Animals ① (6 Credits)		N/A																			
16: Assist with the Maintenance of Equipment ① (3 Credits)		N/A																			
19: Assist with Preparing and Maintaining Livestock Accommodation ① (2 Credits)		Pass																			
21: Farm Animal Health ① (4 Credits)		Pass																			

There is a Grid Key to show you the possible statuses of each criterion.

Grid Key									

3.1.1.1.1. GRADES

There are several different categories for Grades.

3.1.1.1.1.1 AVG GCSE

This is an average points score for all the GCSEs you have. It is used to calculate your Target Grade

3.1.1.1.1.2. TARGET GRADE

This is calculated from your Average GCSE score and (based on those) is the minimum grade you should be aiming to get

3.1.1.1.1.3. WEIGHTED TARGET GRADE

This is calculated from the Qualification Weighting, if the qualification has one.

3.1.1.1.1.4. ASPIRATIONAL GRADE

This is the grade your teacher(s) think you should be aspiring toward getting, based on your the work you have done so far

3.1.1.1.1.5. PREDICTED AVG AWARD

The Predicted Average Award is based on the average unit awards you currently have, calculated on the assumption that you will get that average across all the rest of your unawarded units as well. It will be calculated once you have at least **3** units awarded.

3.1.1.1.1.6. PREDICTED MIN AWARD






The Predicted Minimum Award is based on the average unit awards you currently have, calculated on the assumption that you will get the lowest possible grade for the rest of your unawarded units. It will be calculated once you have at least **3** units awarded.

3.1.1.1.1.7. PREDICTED MAX AWARD

The Predicted Maximum Award is based on the average unit awards you currently have, calculated on the assumption that you will get the highest possible grade for the rest of your unawarded units. It will be calculated once you have at least **3** units awarded.

3.1.1.2. EDIT

If you click on Edit, you are given options to change the criteria awards and the unit awards.

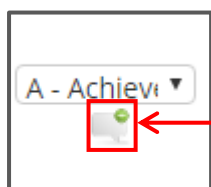
Console																								
Unit (Total Credits: 26/37)		Award	P1	P1.1	P1.2	P1.3	P1.4	P1.5	P2	P2.1	P2.2	P2.3	P2.4	P2.5	P3	P3.1	P3.2	P3.3	P3.4	P3.5	P4	P4.1	P4.2	P4.3
4: Horticulture: Introduction to Pruning Trees and Shrubs ①  (3 Credits)		<div>P - Pass</div>	<div><div></div></div>						<div><div></div></div>						<div><div></div></div>									
14: Care of Farm Animals ①  (6 Credits)		<div></div>	<div><div></div></div>						<div><div></div></div>						<div><div></div></div>						<div><div></div></div>			
16: Assist with the Maintenance of Equipment ①  (3 Credits)		<div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>				<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>				
19: Assist with Preparing and Maintaining Livestock Accommodation ①  (2 Credits)		<div>P - Pass</div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>					
21: Farm Animal Health ①  (4 Credits)		<div>P - Pass</div>	<div><div></div></div>	<div><div></div></div>					<div><div></div></div>	<div><div></div></div>	<div><div></div></div>				<div><div></div></div>	<div><div></div></div>	<div><div></div></div>				<div><div></div></div>	<div><div></div></div>		

3.1.1.3. EDIT ADVANCED

If you then click on Advanced Edit, you can change the award of each unit, or add a comment to each unit by clicking the monitor icon, writing the comment, then clicking Save.

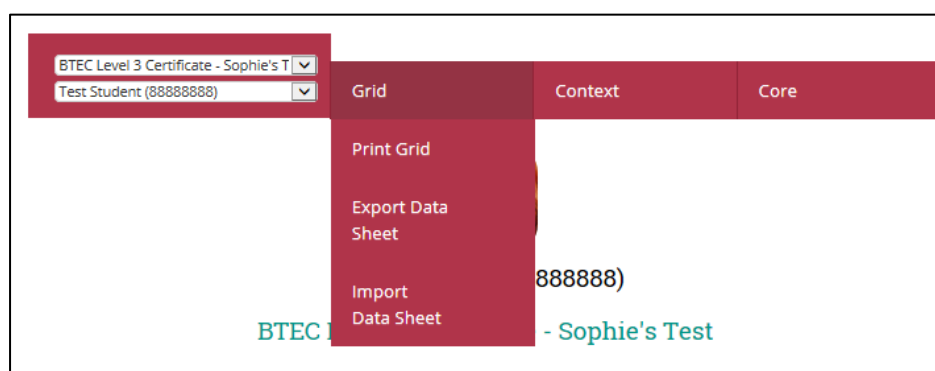
Note: You can jump straight to Advanced Edit from View, by holding CTRL and then clicking “Edit”.

Unit (Total Credits: 26/37)									
	Award	P1	P1.1	P1.2	P1.3	P1.4	P1.5	P2	P2.1
4: Horticulture: Introduction to Pruning Trees and Shrubs (3 Credits)	P - Pass	A - Achiev						A - Achiev	
14: Care of Farm Animals (6 Credits)									
16: Assist with the Maintenance of Equipment (3 Credits)		A - Achiev	A - Achiev	A - Achiev	A - Achiev	A - Achiev		A - Achiev	A - F
19: Assist with Preparing and Maintaining Livestock Accommodation (2 Credits)	P - Pass	A - Achiev	A - Achiev	A - Achiev	A - Achiev	A - Achiev	A - Achiev	A - Achiev	A - F
21: Farm Animal Health (4 Credits)	P - Pass	A - Achiev	A - Achiev					A - Achiev	A - F



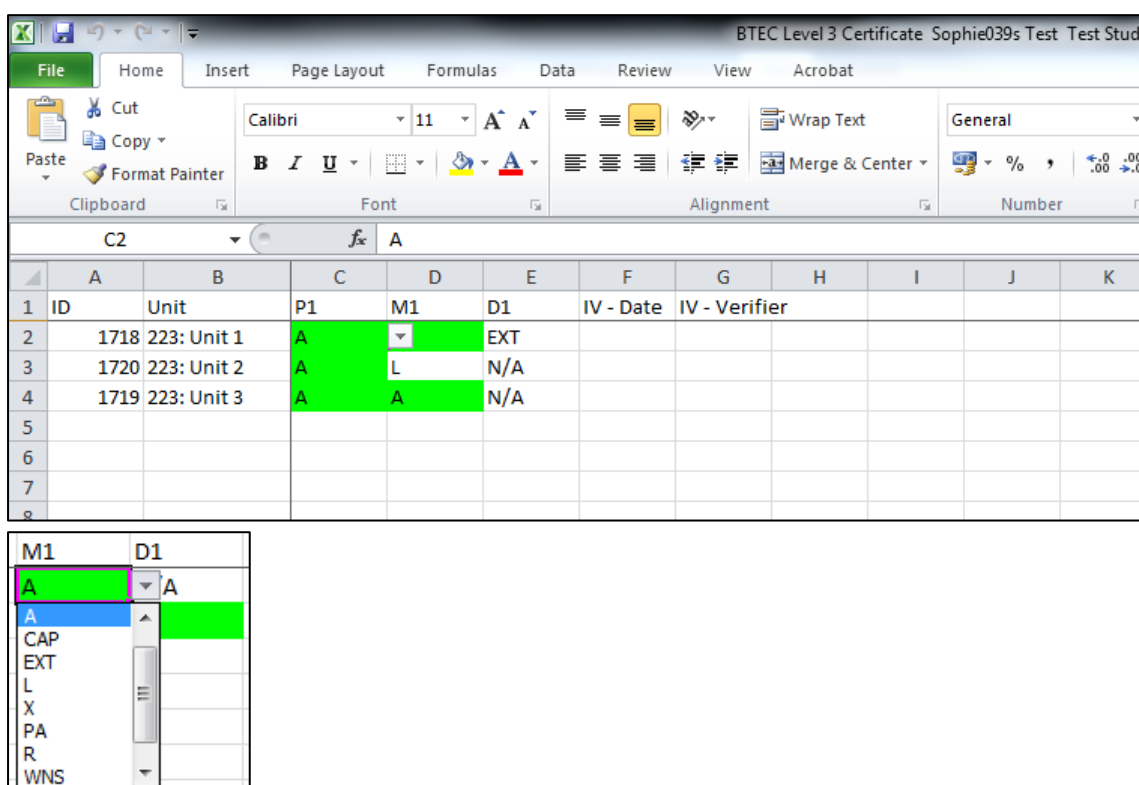
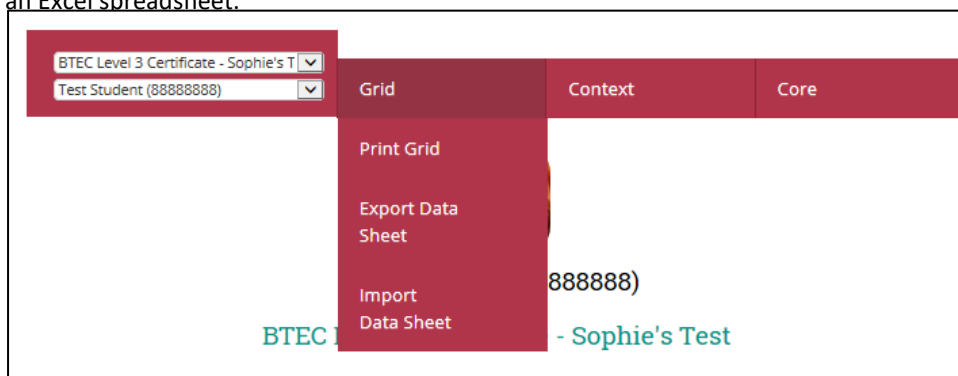
3.1.1.1.4. PRINT

To Print this grid, click “Grid” > “Print Grid” This will open your printing options – click “Print” when you are happy.



3.1.1.1.5. EXPORT

To export a grid and edit it offline, click “Grid” and choose “Export Data Sheet”. This will download the grid as an Excel spreadsheet.



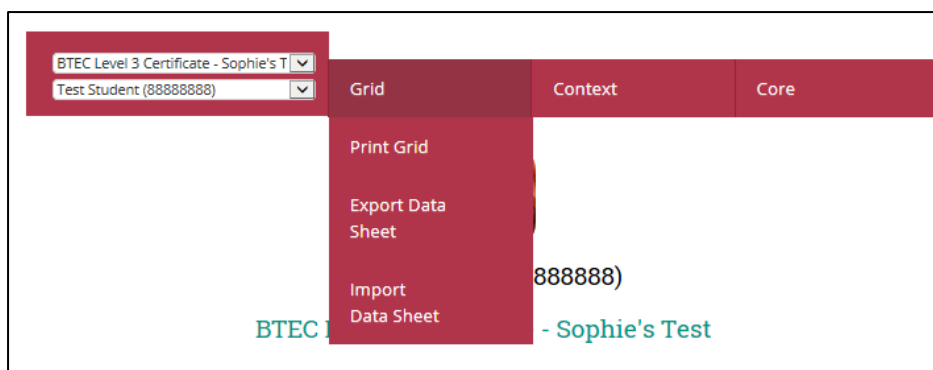
Here you can use the drop-down menu in each cell to change it.

Remember to save your spreadsheet so you can import it back to Grade Tracker.

3.1.1.6. IMPORT

So that the student grid online is updated with the changes you made offline, you must import the Excel spreadsheet.

Click “Grid” > “Import Data Sheet”



You will then need to find the spreadsheet. Select “Choose File” and browse for the file.

Test Student (88888888)
BTEC Level 3 Certificate - Sophie's Test
 If you have downloaded a Data Sheet for this student, you can import it back into the system here

[Choose File](#)

[Import](#)

[Back to Grid](#)

Once you have selected your file, click “Import”

You will then see your updated student grid, with a key to show you what has changed.

Key

	The criterion has been updated in the Gradetracker since you downloaded the spreadsheet, but the value appears to be the same. (Most likely something else has changed, such as the Date Updated)
	The criterion value in your spreadsheet is different to the one in Gradetracker. (You have updated it in the spreadsheet)
	The criterion has been updated in the Gradetracker since you downloaded the spreadsheets, and the values do not match. (Most likely the value has been changed on the grid)

Test Student (88888888)

[Grades](#) | [Comments](#)

	Unit	P1	M1	D1	IV - Date	IV - Verifier
<input checked="" type="checkbox"/>	223: Unit 1	A	A	A		
<input checked="" type="checkbox"/>	223: Unit 2	A	L	N/A		
<input checked="" type="checkbox"/>	223: Unit 3	A	A	N/A		

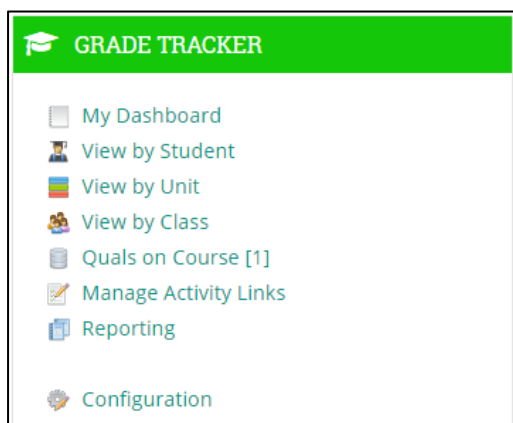
[Confirm](#) [Cancel](#)

If you are happy, click “Confirm” then “Back to Grid”

3.1.2. UNIT GRID

3.1.2.1. VIEW

To view a unit grid, scroll down to the Grade Tracker block on your course page and click “View by Unit”.



You will then see all the units on your course. To view a unit grid, select “View Grid”

Results - [Sophie Test Course] Sophie Test Course			
[Sophie Test Course] Sophie Test Course			
BTEC Level 3 Certificate - Sophie's Test			
223: Unit 1	View Grid	Edit Grid	Edit Grid (Advanced)
223: Unit 2	View Grid	Edit Grid	Edit Grid (Advanced)
223: Unit 3	View Grid	Edit Grid	Edit Grid (Advanced)

You will then see a grid showing the students taking this unit and their grades achieved.

Username	Name	Qual Award	Unit Award	P1	M1	D1	IV
69696969	Test Account	Final M	Merit	✓	✓	!	Date Verifier
88888888	Test Student	Final M	Distinction	✓	✓	✓	Date Verifier

There is a Grid Key to show you the possible statuses of each criterion

Grid Key									
✓	🚫	📅	🕒	✗	🌐	📄	🚫	📄	?
Achieved	Capped	Extension	Late	Not Achieved	Partially Achieved	Referred	Work Not Submitted	Work Submitted	Not Attempted

3.1.3.2. EDIT

If you click on “Edit”, you are given options to change the criteria awards and the unit awards.

Username	Name	Qual Award	Unit Award	P1	M1	D1	IV
69696969	Test Account	Final M	M - Merit	✓	✓	☐	Date Verifier
88888888	Test Student	Final M	D - Distinction	✓	✓	✓	Date Verifier

3.1.3.3. EDIT ADVANCED

If you then click on “Advanced Edit”, you can change the award of this unit for each student, or add a comment to criteria by clicking the monitor icon, writing the comment, and then clicking “Save”.

Mass Update

Criterion: Value:

Update

Username	Name	Qual Award	Unit Award	P1	M1	D1	IV
69696969	Test Account	Final M	M - Merit	A - Achiev	A - Achiev		Date Verifier
88888888	Test Student	Final M	D - Distinction	A - Achiev	A - Achiev	A - Achiev	Date Verifier

P1

A - Achiev

To update a particular criterion for every student in the unit, use the Mass Update toolbar.

Mass Update

Criterion: Value:

Update

Select the criterion and value you wish to update from the drop-down menus, and then click “Update”.

3.1.3.4. PRINT

To Print this unit grid, click “Grid” > “Print Grid” This will open your printing options – click “Print” when you are happy.

BTEC Level 3 Cr

223: Unit 1

[Sophie Test Cc

Switch Group

Grid

Context

Core

BTEC

1

- Sophie's Test

Print Grid

Export Data Sheet

Import Data Sheet

Edit

3.1.3.5. EXPORT

To export a grid and edit it offline, click “Grid” and choose “Export Data Sheet”. This will download the grid as an Excel spreadsheet.

BTEC Level 3 Cr

223: Unit 1

[Sophie Test Cc

Switch Group

Grid

Context

Core

BTEC

1

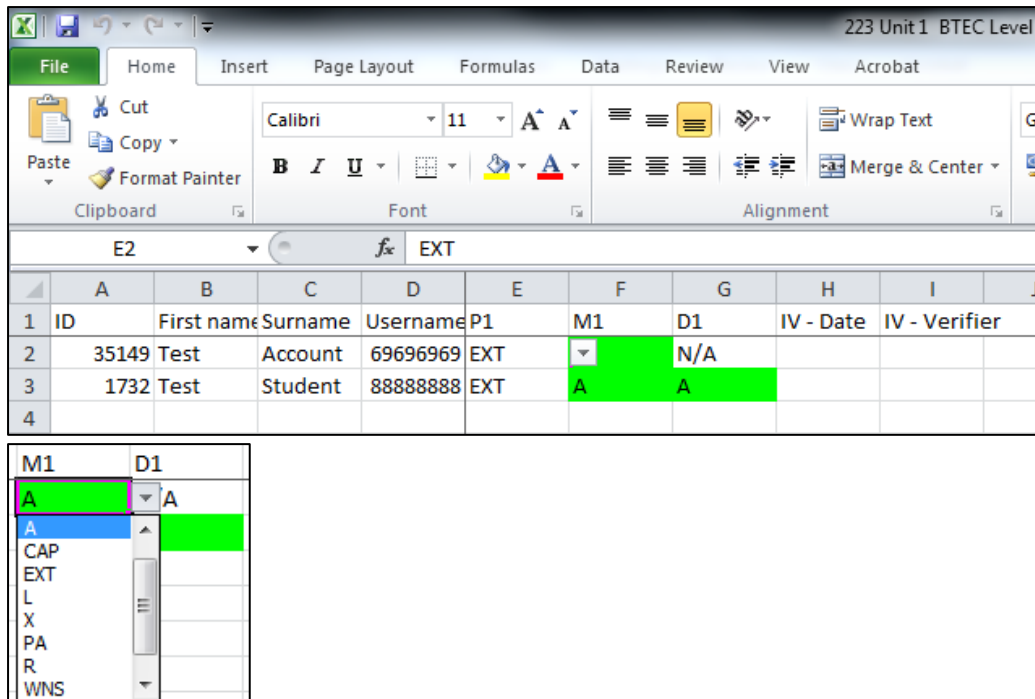
- Sophie's Test

Print Grid

Export Data Sheet

Import Data Sheet

Edit



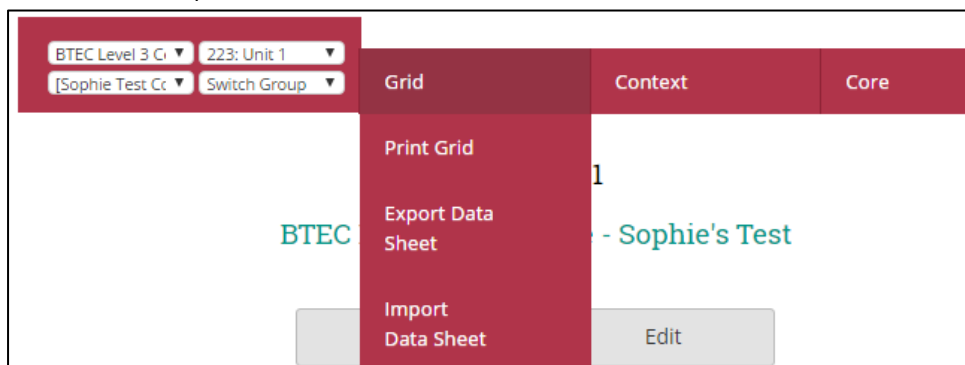
Here you can use the drop-down menu in each cell to change it.

Remember to save your spreadsheet so you can import it back to Grade Tracker

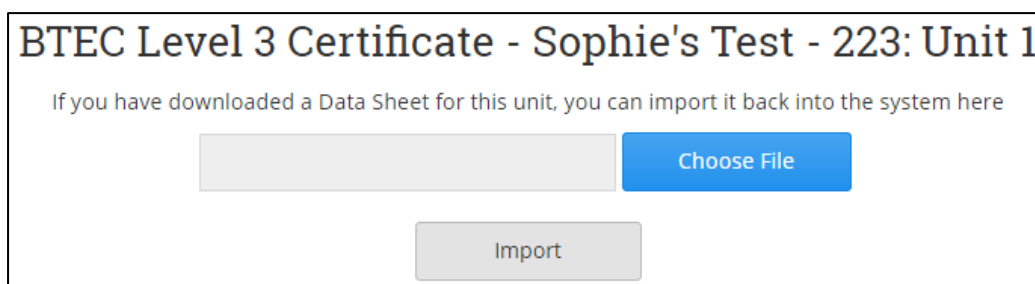
3.1.3.6. IMPORT

So that the unit grid online is updated with the changes you made offline, you must import the Excel spreadsheet.

Click "Grid" > "Import Data Sheet"



You will then need to find the spreadsheet. Select "Choose File" and browse for the file.



Once you have selected your file, click “Import”

You will then see your updated unit grid, with a key to show you what has changed.

Key

	The criterion has been updated in the Gradetracker since you downloaded the spreadsheet, but the value appears to be the same. (Most likely something else has changed, such as the Date Updated)
	The criterion value in your spreadsheet is different to the one in Gradetracker. (You have updated it in the spreadsheet)
	The criterion has been updated in the Gradetracker since you downloaded the spreadsheets, and the values do not match. (Most likely the value has been changed on the grid)

223: Unit 1

[Grades](#) | [Comments](#)

<input checked="" type="checkbox"/>	First name	Surname	Username	P1	M1	D1	IV - Date	IV - Verifier
<input checked="" type="checkbox"/>	Test	Account	69696969	A	A	L		
<input checked="" type="checkbox"/>	Test	Student	88888888	A	A	A		

If you are happy, click “Confirm” then “Back to Grid”

3.1.3. CLASS GRID

3.1.3.1. VIEW

To view a class grid, scroll down to the Grade Tracker block on your course page and click “View by Class”.

GRADE TRACKER

- My Dashboard
- View by Student
- View by Unit
- View by Class
- Quals on Course [1]
- Manage Activity Links
- Reporting
- Configuration

You will then see a grid that shows each student in your class, their qualification award and award for each unit.

Username	Name	Qual Award	223: Unit 1	223: Unit 2	223: Unit 3
69696969	Test Account	Final M	N/A	Merit	Distinction
88888888	Test Student	Final M	N/A	Pass	Merit

3.1.3.2. EDIT

If you click on “Edit”, you are given options to change the overall award of each unit for students in your class.

M1	D1
A	A
A	
CAP	
EXT	
L	
X	
PA	
R	
WNS	

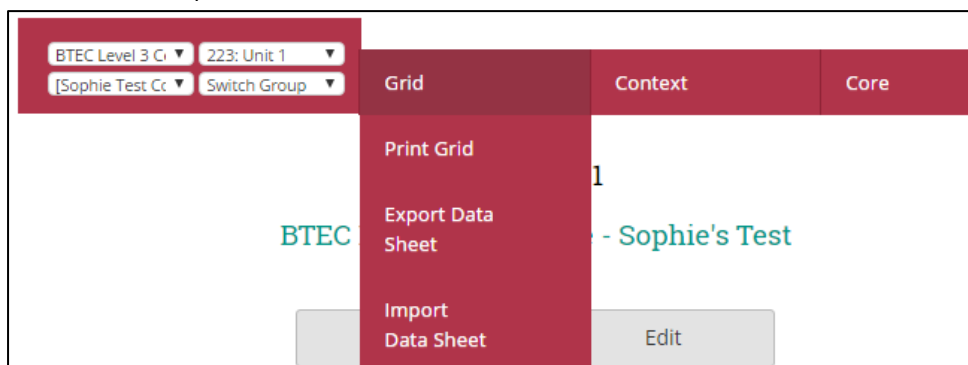
Here you can use the drop-down menu in each cell to change it.

Remember to save your spreadsheet so you can import it back to Grade Tracker

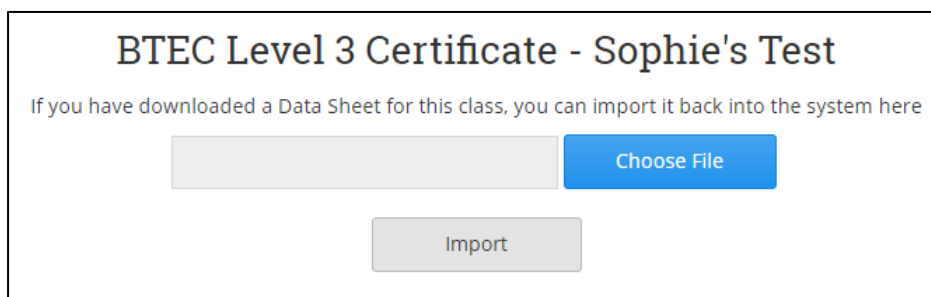
3.1.3.5. IMPORT

So that the class grid online is updated with the changes you made offline, you must import the Excel spreadsheet.

Click “Grid” > “Import Data Sheet”



You will then need to find the spreadsheet. Select “Choose File” and browse for the file.



Once you have selected your file, click “Import”

You will then see your updated class grid, with a key to show you what has changed.

Key

	The criterion has been updated in the Gradetracker since you downloaded the spreadsheet, but the value appears to be the same. (Most likely something else has changed, such as the Date Updated)
	The criterion value in your spreadsheet is different to the one in Gradetracker. (You have updated it in the spreadsheet)
	The criterion has been updated in the Gradetracker since you downloaded the spreadsheets, and the values do not match. (Most likely the value has been changed on the grid)

223: Unit 1 223: Unit 2 223: Unit 3

<input checked="" type="checkbox"/>	First name	Surname	Username	P1	M1	D1
<input checked="" type="checkbox"/>	Test	Account	69696969	A	A	A
<input checked="" type="checkbox"/>	Test	Student	88888888	A	A	A

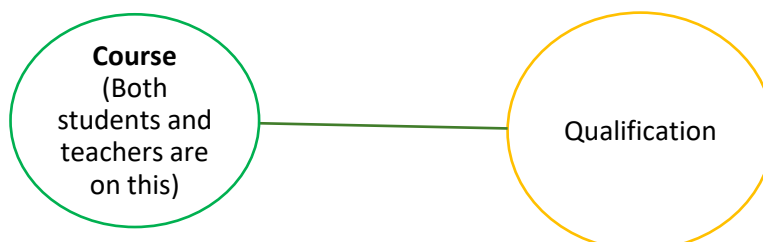
Confirm Cancel

If you are happy, click “Confirm” then “Back to Grid”

3.2. LINKING QUALIFICATIONS TO COURSES

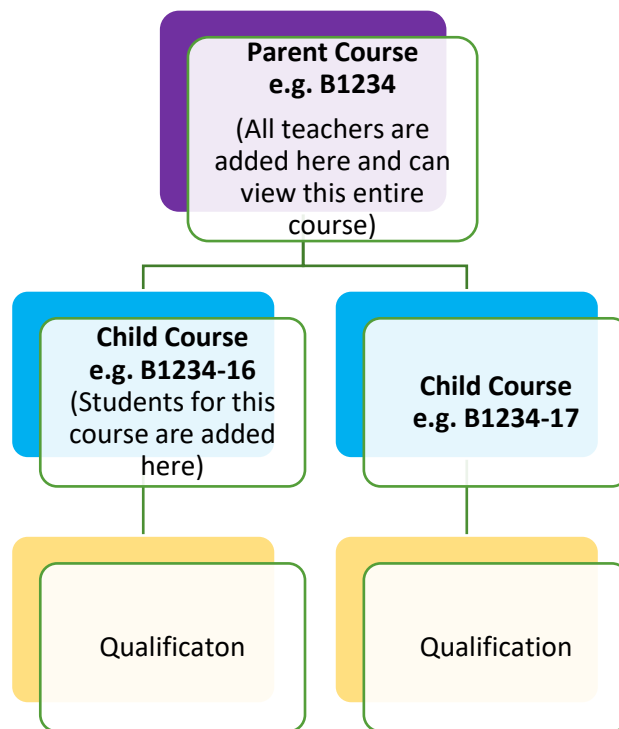
3.2.1. ONE-TO-ONE

A qualification can be linked directly to a course, so that all teachers and students enrolled on that course will have access to it.



3.2.2. META LINKING

Meta linking is when you link a qualification to a child course that is attached to a parent course. All teachers on the parent course will be able to see course content for each child course and qualifications. Students on each child course will only be able to view the qualification, and the content for that specific course.



3.3. ASSIGNMENT/ACTIVITY LINKING

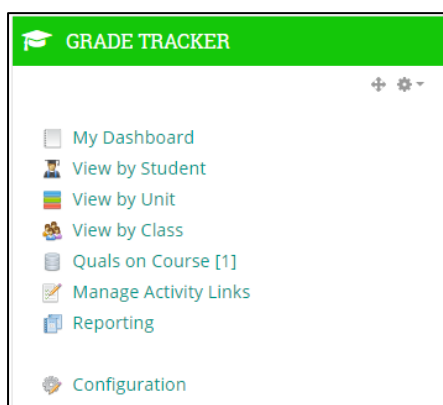
By linking Moodle activities to the Grade Tracker you can make use of the automatic updating. For example, if you link a Moodle assignment to some Grade Tracker criteria, then the grid will be automatically updated in the following ways:

- Criteria updated to “WS” if the student submits to the assignment
- Criteria updated to “LATE” if the student submits to the assignment after the due date
- Criteria updated to “WNS” if the student fails to submit to the assignment by the due date

It is also possible to mark the criteria whilst marking the activity, but this requires adding in some extra code to the Moodle files (See: section 3.3.2.1).

3.3.1. VIEWS

To View Assignment/Activity Linking, select “Manage Activity Links” on the Grade Tracker block.



3.3.1.1. OVERVIEW

You will first come to the Overview page:

[Sophie Test Course] Sophie Test Course : Activities

Overview

By Activity

By Units/Criteria

BTEC Level 3 Certificate - Sophie's Test

Key

- ✓ - Criterion linked to an Activity
- ✗ - Criterion not linked to any Activity
- ⚠ - Criterion linked to more than 1 Activity!

Select the qualification:

[Sophie Test Course] Sophie Test Course : Activities

Overview

By Activity

By Units/Criteria

BTEC Level 3 Certificate - Sophie's Test

Key

- ✓ - Criterion linked to an Activity
- ✗ - Criterion not linked to any Activity
- ⚠ - Criterion linked to more than 1 Activity!

Unit	P1	M1	D1
223: Unit 1	✓	✓	✗
223: Unit 2	✗	✗	✗
223: Unit 3	✗	✗	✗

This will show you a grid of your units and the overview of whether criteria are linked to an activity, using this key:

Key

- ✓ - Criterion linked to an Activity
- ✗ - Criterion not linked to any Activity
- ⚠ - Criterion linked to more than 1 Activity!

3.3.1.2. BY ACTIVITY

If you select the “By Activity” tab on the left hand side, on the “Manage Activity Links” page, you will be presented with this:

[Sophie Test Course] Sophie Test Course : Activities





Overview


By Activity

By Units/Criteria

		ACTIVITY	DUE DATE	CRITERIA
+		Example Assignment	Thu 10th Nov 2016, 00:00	
+		Example Turnitin Assignment (Part 1)	Sun 20th Nov 2016, 15:12	




This displays the activities you can link to a qualification and its due date. The ‘Criteria’ column shows what criteria the activity is linked to. E.g.


[Sophie Test Course] Sophie Test Course : Activities				
Overview				
By Activity			Example Assignment	<div> <div>BTEC Level 3 Certificate - Sophie's Test</div> <div>223: Unit 1</div> <div>P1M1</div> </div>
By Units/Criteria			Example Turnitin Assignment (Part 1)	Sun 20th Nov 2016, 15:12

The  icon allows you to link a particular activity to a unit and criteria.




3.3.1.3. BY UNITS/CRITERIA

If you select “By Units/Criteria” on the left hand side, you will be presented with the units on your course, and any activities linked to them.

[Sophie Test Course] Sophie Test Course : Activities			
Overview			
By Activity			
By Units/Criteria			
		UNIT	ACTIVITIES
		BTEC LEVEL 3 CERTIFICATE - SOPHIE'S TEST	
		223: Unit 1	
		223: Unit 2	
		223: Unit 3	

The  icon allows you to choose a unit you want to add an activity to.

Once an activity is linked, your page will look more like this:

[Sophie Test Course] Sophie Test Course : Activities			
Overview			
By Activity			
By Units/Criteria			
		UNIT	ACTIVITIES
		BTEC LEVEL 3 CERTIFICATE - SOPHIE'S TEST	
		223: Unit 1	<div> <div>Example Assignment - Thu 10th Nov 2016, 00:00</div> <div>P1M1</div> </div>
		223: Unit 2	
		223: Unit 3	

3.3.2. LINKING CRITERIA TO AN ACTIVITY

To link criteria to an activity on Grade Tracker, you can either use the “By Activity” tab or “By Units/Criteria”.


“By Activity”

Find the activity you wish to link, and select the ‘+’ icon.


		Example Assignment	Thu 10th Nov 2016, 00:00	
---	---	--------------------	--------------------------	--

You will be taken to this screen:

[Sophie Test Course] Sophie Test Course : Add an Activity Link

Activity  Example Assignment (assign)


BTEC Level 3 Certificate - Sophie's Test



[Save](#) [Back](#)

Use the drop-down menu to choose which unit you would like to link this assignment to.

Once you have selected a unit, tick the boxes to choose the criteria you would like this assignment to be linked to.

Activity  Example Assignment (assignment)

BTEC Level 3 Certificate - Sophie's Test

223: Unit 1 ✕

P1 M1 D1

☐ ☐ ☐






Once you are happy, click the “Save” button and a message will be shown to confirm it as saved:

[Sophie Test Course] Sophie Test Course : Add an Activity Link

Success Saved Mod Links




Once saved, click “Back”, and it should be displayed via the “By Activity” tab:

[Sophie Test Course] Sophie Test Course : Activities

Overview			ACTIVITY	DUE DATE	CRITERIA	
By Activity			Example Assignment	Thu 10th Nov 2016, 00:00	<div>BTEC Level 3 Certificate - Sophie's Test </div> <div>223: Unit 1</div> <div><div>P1</div><div>M1</div></div>	
By Units/Criteria			Example Turnitin Assignment (Part 1)	Sun 20th Nov 2016, 15:12		

“By Units/Criteria”

Find the unit you want to link an activity to and click the **+** icon to the left of it.

	223: Unit 1	
	223: Unit 2	
	223: Unit 3	

You will be taken to this screen:

[Sophie Test Course] Sophie Test Course : Add an Activity Link

Save

Back

QualificationBTEC Level 3 Certificate - Sophie's Test

Unit223: Unit 1

Activity

Save

Back

Use the drop-down menu to choose the activity you want to link to this unit.

Once you have selected an activity, tick the boxes to choose the criteria you would like this activity to be linked to.

QualificationBTEC Level 3 Certificate - Sophie's Test

Unit223: Unit 1

Activity

Example Assignment

P1M1D1

Once you are happy, click the “Save” button and a message will be shown to confirm it as saved:

[Sophie Test Course] Sophie Test Course : Add an Activity Link

Success Saved Mod Links

Once saved, click “Back” and it should be displayed via the “By Units/Criteria” tab:

[Sophie Test Course] Sophie Test Course : Activities					
Overview		UNIT	ACTIVITIES		
By Activity		BTEC LEVEL 3 CERTIFICATE - SOPHIE'S TEST			
		+	223: Unit 1	Example Assignment - Thu 10th Nov 2016, 00:00	
				P1	M1
By Units/Criteria		+	223: Unit 2		
	+	223: Unit 3			

3.3.2.1. MARKING THE CRITERIA

Some activity modules you will be able to directly mark the criteria when grading the activity, by using a Grade Tracker feedback plugin.

Currently this is only supported for the *assign* activity.

Go to the grading page for your activity and you should see the Grade Tracker section as a “feedback” option with a list of the units and criteria you attached to the activity, with drop-down lists to choose the grade/value for each criteria, as well as a text box for any comments you want to add.

Criterion	Value	Comments
P1	WNS - Work Not Submitted ▼	<input type="text"/>
P2	WNS - Work Not Submitted ▼	<input type="text"/>

When you save the grading changes these changes will also be saved and the grids updated.

3.3.2.2. CORE CODE CHANGES [OPTIONAL]

It is possible to link the activity to the Grade Tracker directly when the activity is created/edited, rather than creating the activity and then having to go into the Grade Tracker “Activity Linking” page to do it, but this requires you to put some extra code into a couple of Moodle files, so it is up to you if you want to do that or not.

If you want to do this, please check the https://github.com/cwarwicker/moodle-block_gradetracker/wiki/Activity-Links-Core-Changes wiki for the instructions.

3.3.2.2.1. LINKING THE ACTIVITY USING CORE CODE CHANGES

Navigate to your course page once logged in and click “Turn editing on”.

Scroll to the topic you wish to add the assignment to, and click “Add an activity or resource”.

Once you have selected your activity (e.g. “Assignment”) you will be able to add the activity name and description etc.

Further down the page there will be Grade Tracker options:

Use the drop-down menu to choose the Unit you wish to add the assignment to.

This will now allow you to tick which criteria to link the assignment to:

Once you are happy, scroll to the bottom of the page and click “Save and return to course”

Note – Turnitin Assignments:

When creating a Turnitin Assignment, you will not be able to use the Grade Tracker options until you have set the number of Parts the assignment has and have saved it.

To edit the Turnitin assignment, click “Edit” > “Edit settings”

You will now be able to access the Grade Tracker settings.

Select the unit you wish to add the assignment to using the drop-down menu.

As Turnitin Assignments can have different parts, this bit will look slightly different to another activity.

Use the drop-down menus underneath each criterion to choose the part of the assignment you wish to link it to.

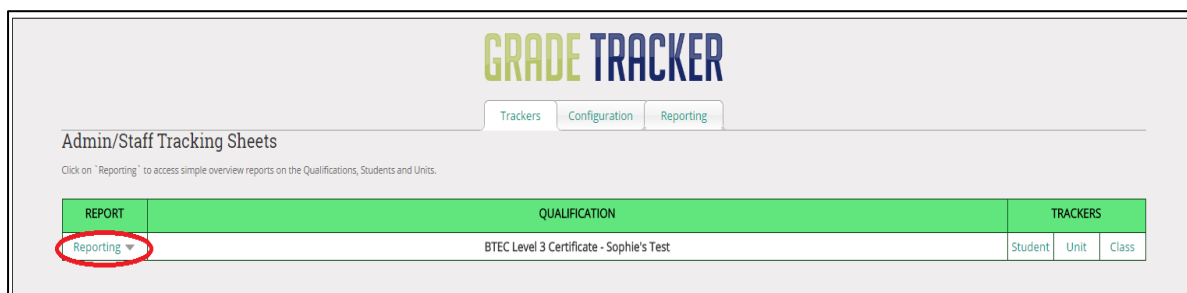
Once you are happy, click “Save and return to course”.

3.4. DASHBOARD

3.4.1. TRACKERS

3.4.1.1. STUDENT TAB

To access the Student Tab, go to “My Dashboard” and then click “Reporting” on the left hand side of the qualification.



Students Units												
NAME & USERNAME	TARGET GRADE	ASPIRATIONAL GRADE	QUAL AWARD	CREDITS AWARDED	UNITS AWARDED	PASS	MERIT	DISTINCTION	P	M	D	GRID
Test Account (69696969)	P	M	M (Final)	30 / 30	3 / 3	0	2	1	3 / 3	3 / 3	1 / 3	View Grid
Test Student (88888888)	M	D	M (Final)	30 / 30	3 / 3	1	2	0	3 / 3	2 / 3	0 / 3	View Grid

The “Students” Tab shows:

Name & Username of the student

Target Grade - the grade the student is capable of getting. For certain qualifications, this can be predicted by their previous GCSE exam results.

Aspirational Grade - this is usually a grade higher than a student's target grade - a grade to aspire to.

Qual Award - this is the overall award the student has achieved for this qualification. "(Final" means the student has completed the whole qualification and this is their final grade.)

Credits Awarded - this shows the total number of credits in the qualification and how many of these the student has achieved - if a student has not completed a unit, they will not have the maximum number of credits awarded.

Units Awarded - this shows the total number of units in the qualification and how many of these a student has completed.

Unit Awards - this shows the number of units a student has achieved with each of the possible unit award, e.g. Pass, Merit, and Distinction.

Criteria Awards - If the Qualification Structure setting “Dashboard Grid Display” is set to “simple display”, this will display nothing. If it is “short criteria display” it will group criteria by the first letter of their names and show you how many of each group the students have achieved. If it is set to “full criteria display” it will list all of the criteria on the qualification, with which ones have been achieved by the students.

Grid - this gives a link to the student's grid, where you can see this information in more detail.

3.4.1.2. UNITS TAB

If you click on the “Units” tab next to the “Students” tab, it will change the view to show the overall awards for each unit.

						Students	Units
UNIT NAME	NO. STUDS WITH UNIT AWARD / DOING UNIT	PASS	MERIT	DISTINCTION	GRID		
223: Unit 1	2 / 2	0	2	0	View Grid		
223: Unit 2	2 / 2	1	1	0	View Grid		
223: Unit 3	2 / 2	0	1	1	View Grid		

The “Unit” Tab shows:

Unit Name

No. Studs With Unit Award/Doing Unit - this shows the total number of students doing the unit and the number of students out of these who have completed the unit E.g. 3/10 - 3 out of 10 students have completed the unit.

Unit Awards – Same as in the student tab

Grid - this gives a link to the unit's grid, where you can see this information in more detail.

3.4.2. CONFIGURATION

The Configuration tab simply takes you back to the main Configuration page.

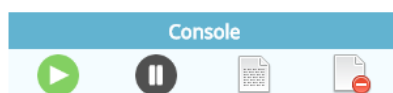
3.4.3. REPORTING

The Reporting tab takes you to the Reporting section, which will be covered in section 4.


3.5. ADMIN TOOLS


3.5.1. DEBUGGING


As a Moodle administrator you will see an extra “Debugging Console” section on the grids:




This lets you turn on Grade Tracker debugging to log what is happening behind the scenes, in case you are unsure why something is happening.

The  icon will start the debugging running.

The  icon will then pause the debugging again.

The  icon allows you to view the debugging logs.

The  icon clears the debugging logs.

As an example, if you wanted to see the debugging behind the Target Grade calculation for a student, you would turn on the debugging, then use the “Actions” icon at the top right of the grid and choose “Refresh Target Grade” and then check the debugging logs for the output:

```
[05-01-2017 10:24:49] Calculating target grade for Test Student on BTEC Level 3 90-Credit Diploma - Animal Management
[05-01-2017 10:24:49] Avg GCSE Score: 37.00
[05-01-2017 10:24:49] Avg GCSE Score resolved to target grade: MM
[05-01-2017 10:24:50] Target Grade successfully set to (MM)
```

This can be useful when you are unsure why something is happening/not happening, especially if you create your own Qualification Structure Rules and you can't get them to work as expected.

For example, here a snippet of the debugging output for updating a BTEC unit award to "Merit", which then runs the Rule to update the P and M criteria to "Achieved":

```
[05-01-2017 10:27:07] Called update.php: Array
(
    [action] => update_student_unit
    [params] => Array
        (
            [studentID] => 1732
            [qualID] => 253
            [unitID] => 469
            [value] => 2
        )
)

[05-01-2017 10:27:08] Saving User Unit Award. With parameter notifyEvent (1)
[05-01-2017 10:27:08] Notifying GT\RuleSet of event (onUnitAwardUpdate): Array
(
    [sID] => 1732
    [qID] => 253
    [uID] => 469
    [cID] =>
    [value] => 2
)

[05-01-2017 10:27:08] Received notification of event...
[05-01-2017 10:27:08] Loaded RuleSet: BTEC Rules
[05-01-2017 10:27:08] Looping through Rules...
[05-01-2017 10:27:08] Applying rule Update Criteria Awards from Unit Award...
[05-01-2017 10:27:08] Checking conditions of step 1...
[05-01-2017 10:27:08] Checking if condition is met Array
(
    [v1] => unit.getAward()
    [v2] => "Distinction"
    [cmp] => is_equal
)

[05-01-2017 10:27:08] Working out v1 value...
[05-01-2017 10:27:08] Called static Rule::call() method
[05-01-2017 10:27:08] Parsed parts into method: getAward and parameters: Array
(
    [0] =>
)

[05-01-2017 10:27:08] v1: GT\UnitAward Object
(
    [id:GT\UnitAward:private] => 2
    [gradingStructureID:GT\UnitAward:private] => 1
    [name:GT\UnitAward:private] => Merit
    [shortname:GT\UnitAward:private] => M
    [points:GT\UnitAward:private] => 2
    [pointsLower:GT\UnitAward:private] => 0.0
    [pointsUpper:GT\UnitAward:private] => 0.0
    [errors:GT\UnitAward:private] => Array
        (
        )
)

[05-01-2017 10:27:08] Working out v2 value...
[05-01-2017 10:27:08] v2: Distinction
[05-01-2017 10:27:08] Called comparison_is_equal method...
[05-01-2017 10:27:08] v1 or v2 (or both) are objects - New values: v1 (Merit), v2 (Distinction)...
[05-01-2017 10:27:08] v1 & v2 string comparison - Final result - 0
[05-01-2017 10:27:08] Checking conditions of step 2...
[05-01-2017 10:27:08] Checking if condition is met Array
(
    [v1] => unit.getAward()
```


4. REPORTING

The Reporting section allows you to run any of the pre-built reports that come with the Grade Tracker.

4.1. PRE-BUILT REPORTS

The pre-built reports are more complex than SQL reports and are built by us and supplied as part of the Grade Tracker for you to use.

You can choose which course categories to include as options in the reports by going to Configuration -> Settings -> Report Settings.

4.1.1. CRITERIA PROGRESS REPORT

The Criteria Progress Report can be used against qualifications with lettered criteria, such as BTEC qualifications (P, M and D criteria). It lets you see at a glance how many criteria of each letter have been completed by each student, as well as the whole class, and generates a weighted score based on the most criteria awarded to any student to predicate how much of the qualification has been assessed by teaching staff so far, and judge how each student is doing compared to that base amount.

You can configure the weighted score for each criteria letter in the Report Settings page.

A	B	C	D	E	F	G	H	I	J	K	L	M
CAT / COMP / [F1046-16] F1046-16: Adv - IT Practitioners												
BTEC Level 3 Extended Diploma - IT (Networking)								P	M	D	Weighting	
				139	60	43	388					
				63	25	19	170	44%	54.5%	18.2%	18.2%	9.1%
Student	Name	123456	95%	63	25	16	161	41%				
Student	Name	123456	100%	63	25	19	170	44%				
Student	Name	123456	98%	63	25	18	167	43%				
Student	Name	123456	53%	63	9	3	90	23%				
Student	Name	123456	95%	63	25	16	161	41%				
Student	Name	123456	72%	51	19	11	122	31%				
Student	Name	123456	91%	63	22	16	155	40%				
Student	Name	123456	89%	63	25	13	152	39%				
Student	Name	123456	44%	51	6	4	75	19%				
Student	Name	123456	82%	63	19	13	140	36%				
Student	Name	123456	61%	51	19	5	104	27%				
BTEC Level 3 Extended Diploma - IT (Software)								P	M	D	Weighting	
				137	62	41	384					
				57	22	17	152	40%	6.3%	12.5%	31.3%	50%
Student	Name	123456	50%	57	5	3	76	20%				
Student	Name	123456	45%	57	4	1	68	18%				
Student	Name	123456	48%	45	8	4	73	19%				
Student	Name	123456	36%	45	2	2	55	14%				
Student	Name	123456	49%	45	10	3	74	19%				
Student	Name	123456	61%	45	12	8	93	24%				
Student	Name	123456	37%	33	7	3	56	15%				

4.1.2. PASS CRITERIA PROGRESS REPORT

The Pass Criteria Progress Report can be run against any qualification and calculates similar data to the Criteria Progress Report, but focuses solely on the “Pass” criteria.

You can define what constitutes a “Pass” criteria in the Report Settings page. For example, for BTEC qualifications a “Pass” criteria is one which starts with a “P”, as the student can still get an award for the unit if they achieve all the Ps but not any of the Ms or Ds. For pretty much every other qualification type, you can simply treat all criteria as a “Pass” criteria, since all of them must be achieved to pass the unit at all.

A	B	C	D	E	F	G	H	I	J	K
Miscellaneous / [E1011-16] E1011-16: Adv - Business										
BTEC Level 3 Extended Diploma - Business			Target Grade	P	M	D	Weighting	All - Best	Pass - Best	Pass - Total
				107	53	34	315			
				45	23	16	139	44.1%		42.1%
Student	Name	123456	DMM/MMM	45	19	5	98	70.5%	100%	42.1%
Student	Name	123456	DMM/MMM	45	20	5	100	71.9%	100%	42.1%
Student	Name	123456	DDM	45	19	12	119	85.6%	100%	42.1%
Student	Name	123456	DDM	45	23	12	127	91.4%	100%	42.1%
Student	Name	123456	DDD	45	23	16	139	100%	100%	42.1%
Student	Name	123456	DDM	45	13	3	80	57.6%	100%	42.1%
Student	Name	123456	MMM	45	23	16	139	100%	100%	42.1%
Student	Name	123456	D*D*D/D*DD	45	21	13	126	90.6%	100%	42.1%
Student	Name	123456	DDM	45	20	9	112	80.6%	100%	42.1%
Student	Name	123456	DDM	45	13	7	92	66.2%	100%	42.1%
Student	Name	123456	DDM	45	21	10	117	84.2%	100%	42.1%
Student	Name	123456	DDM	45	23	15	136	97.8%	100%	42.1%
Student	Name	123456	DMM/MMM	45	17	7	100	71.9%	100%	42.1%
Student	Name	123456	MMM	45	6	1	60	43.2%	100%	42.1%
Student	Name	123456	DDM	45	19	9	110	79.1%	100%	42.1%
Student	Name	123456	DDD	45	22	11	122	87.8%	100%	42.1%
Student	Name	123456	DMM	45	23	16	139	100%	100%	42.1%
Student	Name	123456	MMM	45	13	3	80	57.6%	100%	42.1%
Student	Name	123456	DMM/MMM	45	17	8	103	74.1%	100%	42.1%
Student	Name	123456	D*DD/DDD	45	17	7	100	71.9%	100%	42.1%
Student	Name	123456	D*D*D	45	23	16	139	100%	100%	42.1%

4.1.3. PASS CRITERIA SUMMARY REPORT

The Pass Criteria Summary Report takes the summary data from the other reports and displays it per course, rather than listing each individual student.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Course	Qualification	Students	Pass - Total	All - Best	Proportion of Assessed "Pass" Criteria Achieved				Proportion of Assessed Weighted Criteria Achieved			
2						≥85	≥70	≥50	<50	≥85	≥70	≥50	<50
3	Miscellaneous / [E018-17]	E018 BTEC Level 1 Introductory Diploma - Busine	12	0%	0%	100%	0%	0%	0%	100%	0%	0%	0%
4	Miscellaneous / [E1010-17]	E1010 BTEC Level 1 / Level 2 Extended Certificate	41	30.7%	19.8%	2.4%	0%	0%	0%	97.6%	2.4%	0%	97.6%
5	Miscellaneous / [E1011-16]	E1011 BTEC Level 3 Extended Diploma - Business	37	44.1%	47.7%	100%	0%	0%	0%	35.1%	32.4%	24.3%	8.1%
6	Miscellaneous / [E1011-17]	E1011 BTEC Level 3 Foundation Diploma - Busine	42	0%	0%	100%	0%	0%	0%	100%	0%	0%	0%
7	Miscellaneous / [E1012-17]	E1012 AAT Level 2 Foundation Certificate - Accou	40	0%	N/A	100%	0%	0%	0%	N/A	N/A	N/A	N/A
8	Miscellaneous / [E1013-17]	E1013 AAT Level 3 Advanced Diploma - Accountin	60	60%	N/A	1.7%	0%	1.7%	96.7%	N/A	N/A	N/A	N/A
9	Miscellaneous / [E1014-17]	E1014 AAT Level 4 Professional Diploma - Accour	16	0%	N/A	100%	0%	0%	0%	N/A	N/A	N/A	N/A
10	Miscellaneous / [E1491-17]	E1491 CMI Level 3 Diploma - First Line Managem	0										
11	Miscellaneous / [E1730-17]	E1730 AAT Level 4 Professional Diploma - Accour	16	0%	N/A	100%	0%	0%	0%	N/A	N/A	N/A	N/A
12	Miscellaneous / [E1739-17]	E1739 AAT Level 2 Foundation Certificate - Accou	40	0%	N/A	100%	0%	0%	0%	N/A	N/A	N/A	N/A
13	Miscellaneous / [E1799-17]	E1799 AAT Level 3 Advanced Diploma - Accountin	60	60%	N/A	1.7%	0%	1.7%	96.7%	N/A	N/A	N/A	N/A
14	Miscellaneous / [E1885-17]	E1885 AAT Level 3 Advanced Diploma - Accountin	60	60%	N/A	1.7%	0%	1.7%	96.7%	N/A	N/A	N/A	N/A
15	Miscellaneous / [E1885S1-17]	E1885S1 AAT Level 3 Advanced Diploma - Accountin	60	60%	N/A	1.7%	0%	1.7%	96.7%	N/A	N/A	N/A	N/A
16	Miscellaneous / [E1958-17]	E1958 AAT Level 2 Foundation Certificate - Accou	40	0%	N/A	100%	0%	0%	0%	N/A	N/A	N/A	N/A
17	Miscellaneous / [E2014-17]	E2014 AAT Level 2 Foundation Certificate - Accou	40	0%	N/A	100%	0%	0%	0%	N/A	N/A	N/A	N/A

5. HELP & GUIDES

CONTACT INFORMATION

If you have any features requests, bug reports or other queries, please use the issue tracking system on github.

Online Resources	
Demo Site	https://www.cmrwarwicker.com/moodle
Downloads	https://github.com/cwarwicker/moodle-block_gradetracker/releases
Bugs/Feature Requests	https://github.com/cwarwicker/moodle-block_gradetracker/issues

