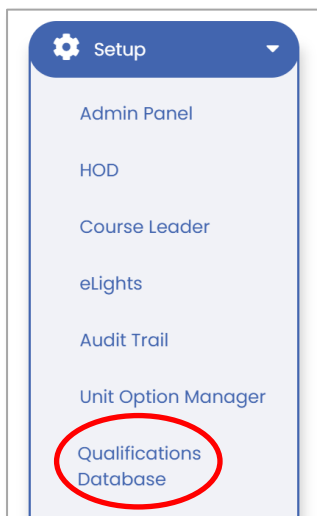


## Creating a markbook from the eTrackr database.

Click on the **Setup** menu and select **Qualifications Database**.



Search for the qualification. If you add the **Ofqual code**, it will be easier to find.

**Source Units:**

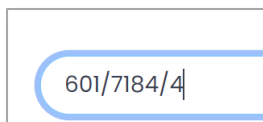
**Step 1: Select Qualification, or unit to add**

Search for units by qualification, or by a specific unit. Matching units will be displayed in the "Units Found" list below.

**Qualification:**

**Unit:**

When you start to type, eTrackr suggests the matching qualification – **select** the name when you see the appropriate option.

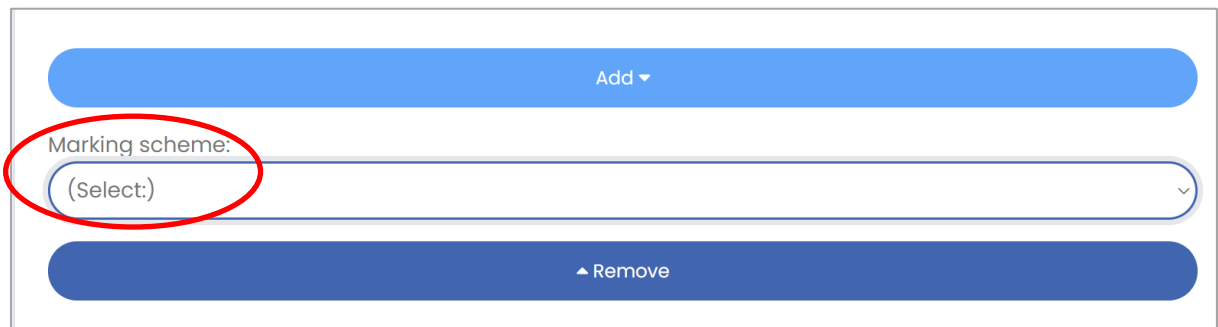
A screenshot of a search input field. The field contains the text '601/7184/4' and is highlighted with a blue border.

All the qualifications units will be placed in the **Units Found** box underneath.

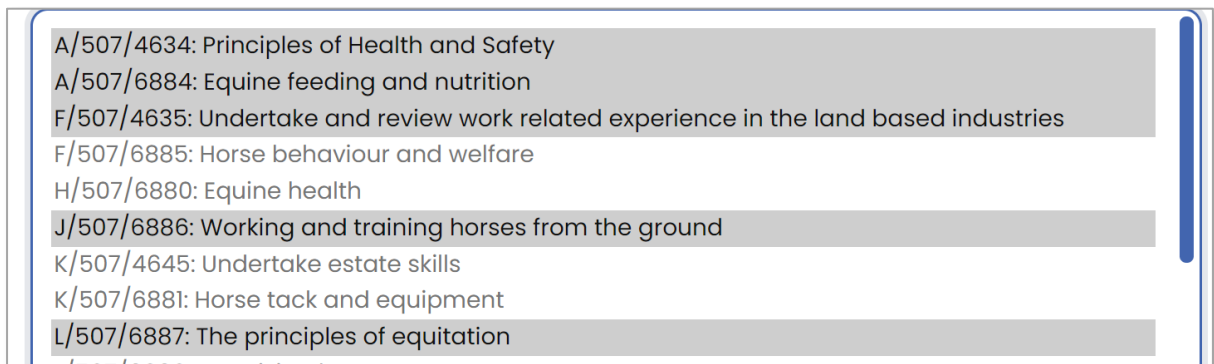
**Units Found:**

- A/507/4634: Principles of Health and Safety
- A/507/6884: Equine feeding and nutrition
- F/507/4635: Undertake and review work related experience
- F/507/6885: Horse behaviour and welfare
- U/507/6880: Equine health

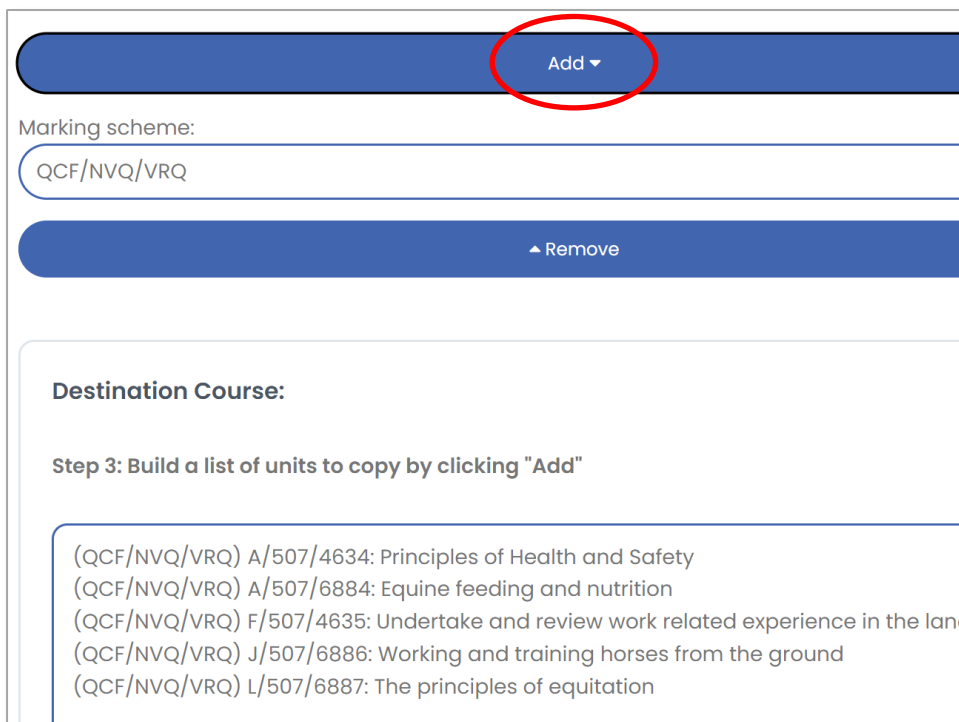
Select a **marking scheme** from the drop-down list which matches your qualification, i.e. BTEC First, QCF/NVQ/VRQ



**Select the units** you want to import. **N.B.** To make multiple selections, hold down the **Ctrl** key and click. The selected units turn grey.



Click the **Add** button and the chosen units go to the **Destination Course** box.





You now need to complete the final step; to which course are you going to append the selected units. Where it says **select a destination course**, use the drop-down box to find what you're after – ensure it is selected then click **Copy**. The units and any accompanying marking criteria Ps, Ms Ds etc will be copied to the specified area. **N.B.** Before you click **Copy**, you can select **Preview** to make sure you are happy.

**Step 4: Select a destination course and click "Copy".**


When you are happy with your list, select a destination course to add the

SFCAPSCED 1819: BTEC L3 Extended Dip Applied Science

 Preview  Copy

### Adding assignments if required

Once you have imported the units, go to the **Assessment** menu and select **Assignments**.

 Assessment

Enter Results

Enter Targets

**Assignments**



Select the course, then click **Add New** under the **Assignments** selection box. **Add** the assignment **name**, describe it and activate it (on the right) then click **Save**. **N.B.** As eTrackr doesn't list assignments per selected unit, ensure you name each assignment with a name reflecting which unit it belongs to, i.e. Unit 15 A1 Name here xxxxxxxx. It will make things easier to find.

**Assignment Setting ?**

**Select Course:**

My Courses:

Assignments:



 Add New  Edit

**Add New Assignment**

Name

Description

Activated ☐

 Save  Cancel

Now ensure that the newly created assignment is selected in the **Assignments** drop-down box (top left). You don't need tasks, so click **I do not want to use tasks**. In the **Select Criteria** area, choose the unit relevant to the created assignment. When the listed criteria appear, **Ctrl-click** to select the ones required, i.e. P1, M1 and D1 below, then click the > arrow to add to the right-hand column.

Unit 20 AI Example assign

+ Add New Edit

**Task Management:**

☒ I do not want to use tasks

☐ I want to use tasks

**Select Criteria:**

Units for Course WAD58322F 1819:

20 - Quality Control Management

Criteria (hold ctrl to multiple select):

- P1 - Explain how building standard
- P2 - Explain how materials and wc
- P3 - Explain how quality assurance
- P4 - Explain the roles of the design
- P5 - Explain the roles of site person

>

<

**Criteria Added To Assignment Task:**

Criteria (hold ctrl to multiple select):

- 20: P1 - Explain how building stand
- 20: M1 - Analyse how standards cc
- 20: D1 - Evaluate the requirement f

**Repeat** the procedure for the other assignments in a unit and for all the other units.