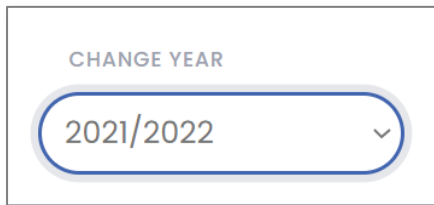


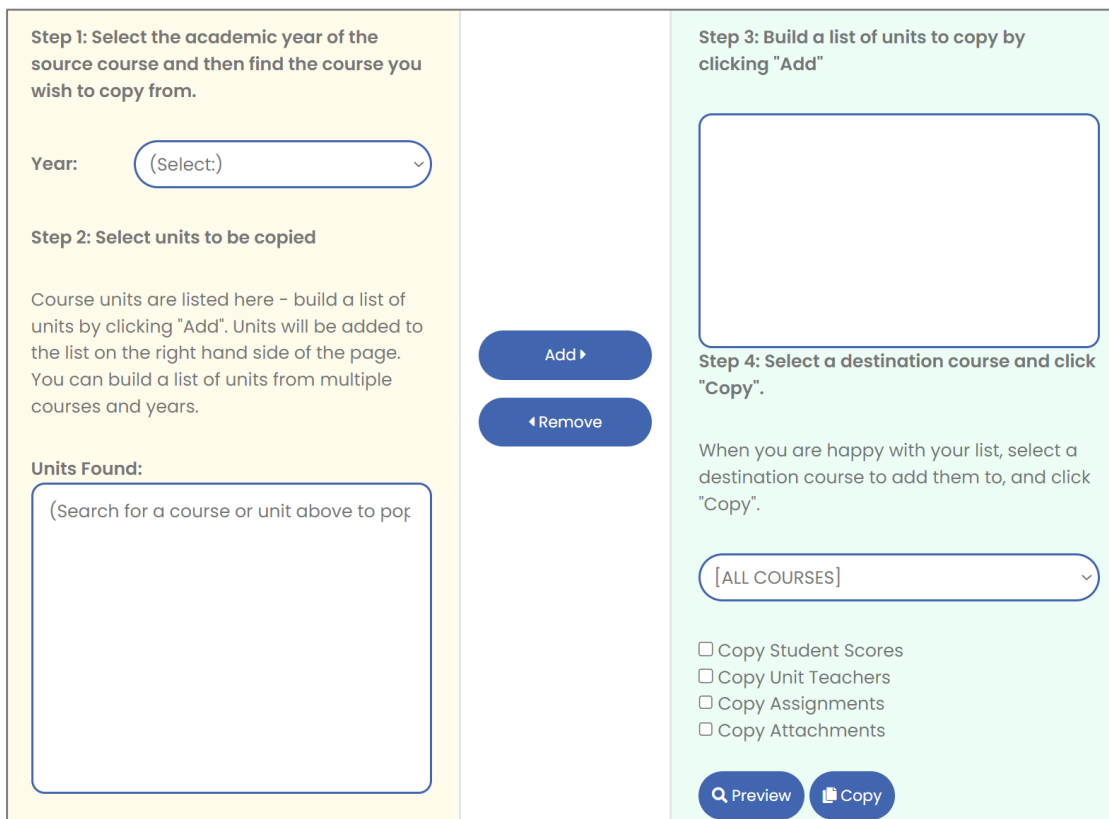
## Transferring markbooks from previous years in eTrackr

Change the eTrackr year to 21/22 and find last year's course. Copy the code (minus the year, i.e. just C2G179Q)



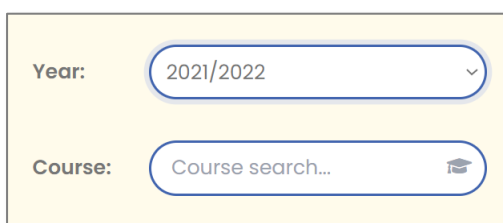
A screenshot of a 'CHANGE YEAR' dropdown menu. The text 'CHANGE YEAR' is at the top. Below it is a rounded rectangular button with a blue border containing the text '2021/2022' and a small downward arrow on the right.

Change the year back to **22/23**, click on **Setup** and choose **Copy Course Setup** from the menu. You will see the following screen.



A screenshot of the 'Copy Course Setup' interface, divided into three vertical panels. The left panel (yellow background) contains 'Step 1: Select the academic year of the source course and then find the course you wish to copy from.' with a 'Year:' dropdown set to '(Select:)' and 'Step 2: Select units to be copied' with instructions and a search box. The middle panel (white background) has 'Add' and 'Remove' buttons. The right panel (light green background) contains 'Step 3: Build a list of units to copy by clicking "Add"' with a large empty box, 'Step 4: Select a destination course and click "Copy"' with a '[ALL COURSES]' dropdown, checkboxes for 'Copy Student Scores', 'Copy Unit Teachers', 'Copy Assignments', and 'Copy Attachments', and 'Preview' and 'Copy' buttons at the bottom.

Select **2021/2022** from the **Year** box on the yellow left-hand side, then paste or type last year's code into the **Course** box. Select the matching course that eTrackr suggests.



A screenshot of the yellow left-hand side of the interface. It shows a 'Year:' dropdown menu with '2021/2022' selected and a 'Course:' search box with the placeholder text 'Course search...' and a graduation cap icon on the right.

From the **Units** box underneath, select the units you want to import. You can use **Ctrl click** to do this. N.B. In most cases you'll want them all except last year's Passport to Employment.

**Units Found:**

- Unit A/507/5363: Electronic Devices and
- Unit Exempt learners improvement Plan: I
- Unit Exempt learners improvement Plan: I
- Unit F/507/5445: Engineering Principles
- Unit H/507/5342: Delivery of Engineering
- Unit J/507/5396: Fabrication Manufactu
- Unit K/507/5343: Engineering Product D
- Unit Passport to Employability 21/22: Pass

With the units selected on the left, click the **Add** button in the middle and they will appear in the green area on the right.

**Destination Course:**

Step 3: Build a list of units to copy by clicking "Add"

- Unit A/507/5363: Electronic Devices and
- Unit F/507/5445: Engineering Principles
- Unit H/507/5342: Delivery of Engineering I
- Unit J/507/5396: Fabrication Manufactu
- Unit K/507/5343: Engineering Product De

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

When you are happy with your list, select a destination course to add them to, and click

**Add ▶**

**◀ Remove**

You will now need to click **[All COURSES]** and scroll to this year's course code and select it (last year's and this year's codes may be identical). N.B. The codes are in alpha-numeric order.

- A2D116Q-2223: UAL L3 Ext Diploma in Acting
- A2D118Q-2223: UAL L3 Diploma in Acting for Camera FL3
- A2D119Q-2223: UAL L3 Ext Diploma in Acting for Camera (Year 2)
- A2D120Q-2223: UAL L4 Prof Diploma in Performance (Acting)
- A2D133Q-2223: UAL L3 Diploma in Music Technology
- A2D134Q-2223: UAL L3 Diploma in Music Performance
- A2D136Q-2223: UAL L2 Diploma in Music Performance (Miskin Voice)
- A2D137Q-2223: UAL L2 Diploma in Music Performance
- A2D138Q-2223: UAL L2 Diploma in Music Technology
- A2D139Q-2223: UAL L3 Ext Diploma in Music Technology
- A2D140Q-2223: UAL L3 Diploma in Music Performance (Miskin Voice)
- Unit A/507/5363: Electronic Devices and
- Unit Exempt learners improvement Plan: I
- Unit Exempt learners improvement Plan: I
- Unit F/507/5445: Engineering Principles
- Unit H/507/5342: Delivery of Engineering
- Unit J/507/5396: Fabrication Manufactu
- Unit K/507/5343: Engineering Product D
- Unit Passport to Employability 21/22: Pass

[ALL COURSES]

☐ Copy Student Scores

☐ Copy Unit Teachers

☐ Copy Assignments

☐ Copy Attachments

**Preview** **Copy**

If the teachers are going to be the same, you can tick **Copy Unit Teachers**. Likewise, you can tick **Copy Assignments** if you included those in last year's markbook. With everything selected, simply click **Copy**.

☐ Copy Student Scores  
☐ Copy Unit Teachers  
☐ Copy Assignments  
☐ Copy Attachments

Preview

Copy

If you now go to **Setup** then **Course Leader** and find the course, you will see all your imported units. If you need to add any new teachers, you can do it in the Course Leader area. Either scroll to the bottom of the units and click **Add Teacher to All** or click the title of a unit and simply click **Add Teacher** to add the person to just one unit. Either way, type the staff member's surname and select them from the list.

Mark scheme: QCF/BTEC [change](#)  
Teacher: [View](#)

Unit Y/507/5399: Additive Manufacturing Processes

Running  
Delete

Mark scheme: QCF/BTEC [change](#)  
Teacher: [View](#)

Add Teacher to All

(Select) v

Add Unit