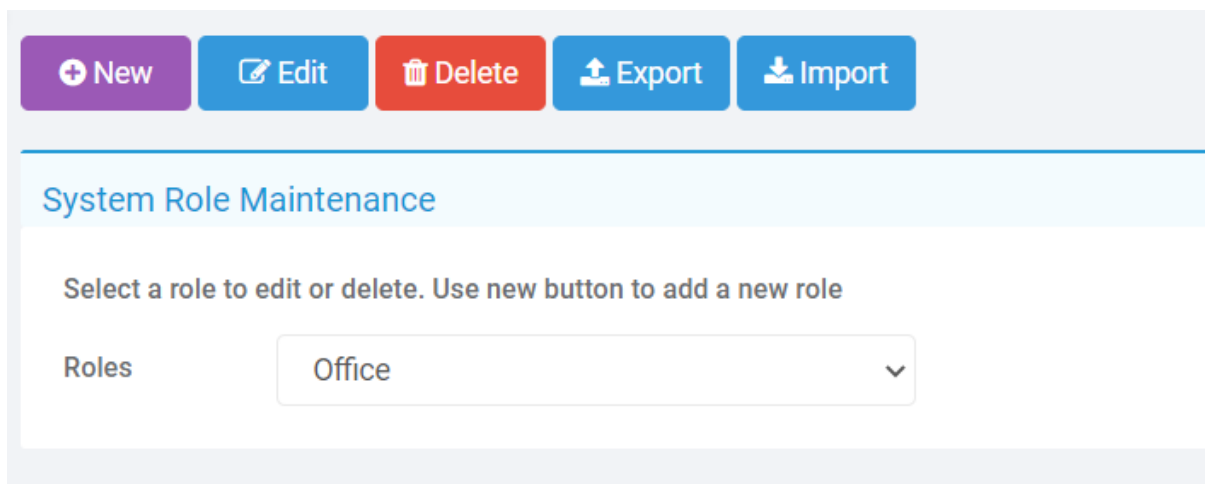


Bromcom KS1 Assessment

Setup access to the Assessment Sheet List

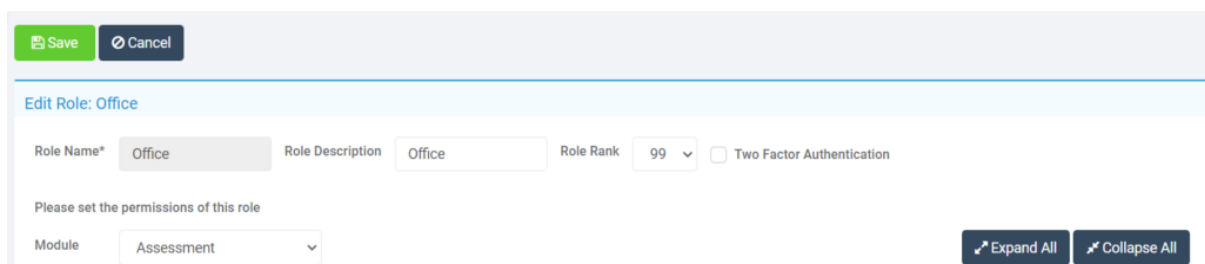
To set **Permissions** for access to the **Assessment Sheets List** where the **Stage Assessment Sheets** are located, from the left hand menu go to **Config** then **Set Up** and **Role and Permissions**.

See also [How to Edit a Role and its Permissions](#).



Choose a Role

From the dropdown list select the required **Role** and **Edit**. From the **Module** dropdown choose **Assessment**.



Module Drop Down

Scroll down to **Routines** and ensure **Assessment Sheets List** is ticked as **Access**.

Save Cancel

Edit Role: Office

Role Name* Office Role Description Office Role Rank 99 Two Factor Authentication

Please set the permissions of this role

Module Assessment Expand All Collapse All

Menu Name	Access	New	Edit	Delete	Save
Configurations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▾ Routines					
View/Amend Assessment Data	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
▾ Centralised Export/Import	<input type="checkbox"/>				<input type="checkbox"/>
Shows the History of All the Downloaded Files	<input type="checkbox"/>				<input type="checkbox"/>
▾ Assessment Sheets List	<input type="checkbox"/>				

Assessment Sheets List

Configure the Stage Assessment Sheets

From the **Menu** on the left go to **Config** and then **Assessment** and **Configurations**, or use the **Global Search Tool**.

Tick **Enable Sheet Users** and you will see the config box:

Stage Assessment Sheet Configuration

If you select staff in this section, then only the indicated staff will be able to access and enter data on the Stage Assessment Tracking templates.

Enable Sheet Users

Head of School Head of Year Tutor

Deputy Head of School Deputy Head of Year

Search Reset Close

Generate Templates for National Curriculum Year Groups

×

Selection List Save Close

1 staff selected

Christine Andrews ×

Configurations

Select the relevant parameters:

- **Enable Sheet Users** – selecting this option will only allow the selected **Roles** and selected **Staff** in the **Selection List** to access and input data in the **Stage Assessment Sheets**.
- Select individual users – use the blue magnifying glass to open the **Staff** selector page and select more than one member of **Staff** who are **not defined in the Roles** who also need access to the **Stage Assessment Sheets**. Alternatively type the **Staff** name into the box, if selecting a single member of **Staff**. The selected **Staff** will appear in the **Selection List**.
- **Generate Templates for National Curriculum Year Groups** – select the relevant **Year Group** or **Year Groups** you need to generate **Stage Assessment Sheets** for.

When you're done, click **Save**.

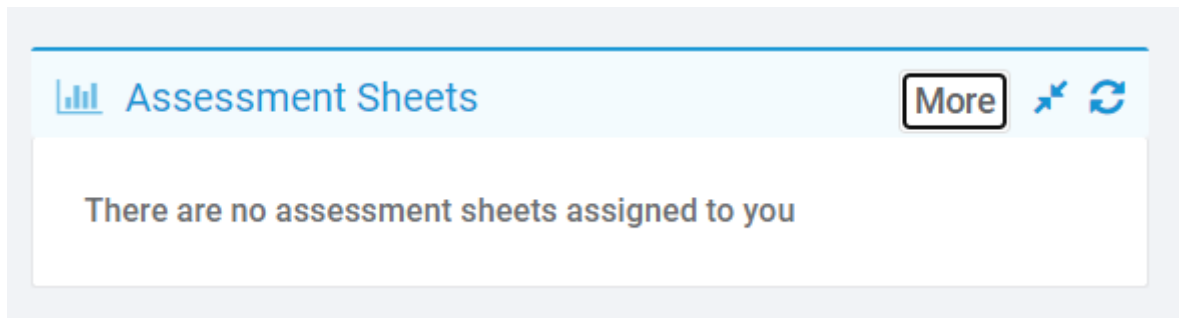
Access the Stage Assessment Sheets as a Teacher or Administrator

From the **Menu** on the left go to **Modules > Assessment > Assessment Sheets List**

The screenshot shows the Bromcom Primary School interface. At the top, there is a header with the Bromcom logo, a green 'Primary' tab, the school name 'Bromcom Primary School', and 'Interval: All'. On the left, a vertical navigation menu is open, showing 'Modules' selected. Under 'Modules', 'Assessment' is highlighted. In the 'Assessment' sub-menu, 'Assessment Sheets List' is selected. The main content area shows a navigation bar with tabs: 'Lesson', 'Overview', 'Insight', 'Attendance', 'Behaviour', and 'KS2 Performance'. Below this, there is a 'Routines' section with options: 'View/Amend Assessment Data', 'Assessment Components', 'Assessment Sheets List' (highlighted), 'Manage Data', and 'Manage Templates'. The bottom of the screen shows a partial view of a 'Room(s): Year 4 class'.

Assessment Sheets Lists Pathway

Or from the **Overview** Tab click **More** on the **Assessment Sheets** Widget to access the Assessment Sheets List.



Assessment Sheets Widget

Marksheet Name	Class Name	Class Subject	Assigned Teacher(s)	Created	Last Modified	Modified By	Sheet Type
KS1-2022-1	1						Stage Assessment Marksheet
KS1-2022-1E	1E		Miss J Alwadi				Stage Assessment Marksheet
KS1-2022-1G	1G		Miss J Naseef				Stage Assessment Marksheet
KS1-2022-1P	1P		Miss J Purcell				Stage Assessment Marksheet
KS1-2022-2	2						Stage Assessment Marksheet
KS1-2022-2E	2E		Miss J Morris				Stage Assessment Marksheet
KS1-2022-2G	2G		Mrs J Atcha				Stage Assessment Marksheet
KS1-2022-2L	2L		Miss K Partington				Stage Assessment Marksheet

Assessment Sheets List

- **User Access** – if the user has more than one **Role** allocated to them select the required **Role**.
- **Marksheet type** – filter to show **Stage Assessment**.
- **High Level Filter** – this is used to filter by the **current register** or **today's register**. Leave this box empty as we are setting the date back to the previous academic year.
- Select the **Year Group Stage Assessment Marksheet** you require and **Double Click** to open the sheet.

Input Individual Student Data into the Stage Assessment Sheets

For DfE guidance on completing the **KS1 Teacher Assessments** see [here](#).

Class/Group: 1 - Class Teacher(s): Ms L Kurkowski - Marksheets: SheetName1 - Number of Pupils: 25														
Last Name	First Name	UDF	TG	Year	KS1-ENG-SUB-TA-NT	KS1-MAT-SUB-TA-NT	KS1-SCI-SUB-TA-NT	KS1-PHO-CHK-TT-NY	KS1-PHO-CHK-TT-NM	KS1-ENG-SPE-TT-NM	KS1-ENG-GPV-TT-NM	KS1-ENG-GPS-TT-NB	KS1-ENG-GSS-TT-NB	KS1-ENG-GPM-TT-NB
Mcnamara	Maya	▼	1NCH	1										
Mills	Jane	♥▼	1NCH	1										
Naylor	Adam	♥▼	1NCH	1										
Oureshi	Kendra	♥▼	1NCH	1										
Rosewell	Boy	▼	1NCH	1										
Ryan	Chris	♥▼	1NCH	1										
Saxby	Javean	▼	1NCH	1										
Smith	Chris	▼	1NCH	1										
Taylor	Isobel	▼	1NCH	1										
Thomas	Marnie	♥▼	1NCH	1										
Tuccaroglu	Bilal	▼▼▼	1NCH	1										
Zubair	Joshua	♥▼	1NCH	1										
Total								0.70	108	0	0	0	0.00	0.00
Number of Results					0	0	0	5	4	0	0	0	0	0
Mean								0.14	27.00					
Mean Grade								W1						

KS1 Teacher Assessments

Either click in an **individual cell** to input data for an individual student.

Class/Group: 1 - Class Teacher(s): Ms L Kurkowski - Marksheets: SheetName1 - Number of Pupils: 25										
Last Name	First Name	UDF	TG	Year	KS1-ENG-SUB-TA-NT	KS1-MAT-SUB-TA-NT	KS1-SCI-SUB-TA-NT	KS1-PHO-CHK-TT-NY	KS1-PHO-CHK-TT-NM	
Addison	David	▼▼▼♥	1NCH	1				A	0	
Ahmad	Richard	▼▼	1NCH	1						
Ahmed	Charlotte	▼	1NCH	1						
Ahmed	Lesley	▼▼▼	1NCH	1						
Atkinson	Adam	▼▼	1NCH	1						
Babb	John	▼	1NCH	1						
Clarke	Danielle	♥▼	1NCH	1						
Gaston	Olive	▼	1NCH	1						
Grayling	Asma	▼	1NCH	1						

Comment Entry for Ahmad, Richard - KS1-ENG-SUB-TA-NT

Maximum Characters : 1000

Apply and Next Skip

Individual Student

Or right click on the column heading to **Flood Fill** the same data for all students, see the **Column Details** or **Filter** the column.

Year	KS1-ENG-SUB-TA-NT	KS1-MAT-
1		
1		
1		

- Filter
- Flood Fill
- Column Details

Right Click

The inputted data will **save automatically** as the data is inputted. Select **Export** to **Export the Stage Assessment Sheet** in csv Format which will be saved locally.



Create a KS1 CTF

From the **Menu** on the left go to **Students** to open the **Students List Page**. There are three selection options, individually, by group, or select all:

- Select individual **Students**: Select the **Students** that you are producing a **KS1 CTF** for by clicking on each individual **Student** record; or

Last Name	First Name	Admission Number
Adams	Thomas	8467
Addison	David	08371
Addison	Harry	08372
Addison	Karen	00822
Addison	Oliver	08294
Addy	Makoto	08373
Ahmed	Burcu	08295
Ahmed	Lesley	08376

Student List Page

- Select by **Groups**: to filter the list by a specific **Year Group** click on the 3 vertical blue bars to **Add/Remove Additional Columns**. Tick **Year Group** and **Save** to add it as a column to the **Student List Page**. Now you can filter by this Group.

Add/Remove Additional Columns

- Service Children
- Spring Born
- Student ID
- Summer Born
- Thirty Hour Code
- Tutor Group
- UCI
- ULN
- UPN
- Year Group

Add a Year Group Column

Year Group
5
N1
6
6
4
N1
4
N1
4
4
6
3
N1
3

Search

Select All

- 1
- 2
- 3
- 4
- 5
- 6
- N1
- N2

1 items selected

Filter by a Year Group

- Select all: To select all the **Students** from the **Selections** dropdown **Select All**.



The screenshot shows a table with the following columns: Last Name, First Name, Admission Number, Tutor Group, and Year Group. All four rows are highlighted in blue, indicating they are selected. The table data is as follows:

Last Name	First Name	Admission Number	Tutor Group	Year Group
Bishop	Adam	8408	2SJ	2
Catherine	Jones	08332	1SS	2
Gregory	Colin	8418	3SJ	2
Gregory	Colin	08418	2SJ	2

Select All

Once you have selected the required **Students** from the **Actions** dropdown scroll down and select **CTF Export**. Change the **Export Type** to **KS1 Return**. Select **LA Return** if you are sending it to your LA.

CTF Export

Use this option to export data via CTF for the selected student(s).

Export Type:

KS1 Return

LA Return

Export

Cancel

Choose Export Type

Export to complete the process.