

# Markbooks

A training course suitable for both new and established users of GO 4 Schools markbooks. We aim to extend your application of markbooks to progress towards capturing 'live' assessment data.

Build your confidence and understanding in using markbooks to track quality assessment information across the curriculum.



## Course Details:

The course will support recording regular assessment data effectively to track live attainment rather than using summative data drops. Effective markbook set up can support your curriculum implementation and provide evidence of the impact of student learning. Supporting teacher workload to embed data into the classroom and informing school leaders accurately about students' progress.

## Key aspects covered:

- Viewing markbooks
- Creating markbooks - Simple markbooks for summative grades
- Creating markbooks - Full markbooks for collecting assessment data
- Combining assessments
- Controlling markbook outputs for grades, percentages and values
- Setting grade boundaries for Higher and Foundation Tiers
- Using Scaling - Simple & Advanced and when to use No scaling
- Copying and editing an existing markbook or template, copying marksheets
- Using internal and assessment grading schemes
- Using markbooks for recording extra-curricular activities
- Explanation of use of mid-point when collecting grades

As part of the Data Manager training we offer each delegate a one to one call with the trainer if they would like to follow up on their school set-up in light of what has been covered in the training. This will typically be for 30 to 40 minutes on the same day or very shortly afterwards.

## DATES AND TIMES

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|------------------------|--|
| • 24-25 September 2024 | 10:00—12:30 (2 x 2.5 hour online training session) |
| • 15-16 October 2024   | 10:00—12:30 (2 x 2.5 hour online training session) |
| • 21-22 January 2025   | 10:00—12:30 (2 x 2.5 hour online training session) |
| • 11-12 March 2025     | 10:00—12:30 (2 x 2.5 hour online training session) |
| • 3-4 June 2025        | 10:00—12:30 (2 x 2.5 hour online training session) |

**COSTS AND BOOKING DETAILS**

First delegate: £200 Second delegate: £150. All prices are subject to VAT.

This course is also included in our course bundle offer:

**New Data Manager bundle 2** includes Data Manager—New to role or Data Manager Introduction to GO & Markbooks & Data Manager Analysing Data. Bundle price £600.

Places are limited to a maximum of two delegates per school. Please complete the booking form to secure your place. Email: [events@go4schools.com](mailto:events@go4schools.com) or Tel: **01223 967556**

If you need to change your booking, please refer to our cancellation policy, details on our booking form.

**GO 4 SCHOOLS TRAINING EVENTS**

Our training events are developed with the ethos of ‘Working together’ — sharing knowledge and confidence in school data to ensure a ‘best practice’ approach and maximum value.

**Current training offers include:**

- End and start of academic year set up for Data managers
- Induction for new Data managers or those new to managing GO 4 Schools.
- Set up and use of markbooks
- Analysing data for Data manager, senior leadership and data teams
- Effective use of Behaviour and attendance modules
- Post-16 data analysis

See our website for more details: [Engage - GO 4 Schools](#)

**Maximise your training:**

All courses will be delivered using Microsoft Teams, we recommend that you use the App to access the training as the online version has some reduced functionality that may hinder the visibility of some aspects of the training session.

All delegates will require at least a laptop with a microphone and camera, if possible we suggest access to two screens so you can follow the training and also access GO 4 Schools during the training.

The course is also available to book exclusively for your school and is suitable for all levels of leadership.

Delegates will need to have **School Manager** access in your GO 4 Schools system.



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