

# Assessment Manager Help Sheets



## Number 1: *Importing the DASP Template*

### Some basic terminology

- Aspects:** Like Fields in a database, these are the headings under which assessment information on students is stored. Some are supplied with Assessment Manager, but you can also create your own.
- Templates:** This is a collection of Aspects made to suit a specific purpose. A template does not hold any information about students. It must be applied to a Marksheet. It can be used as many times as you like with different Marksheets.
- Marksheets:** This is a template applied to a year group or registration class. A Marksheet allows you to record information on students.

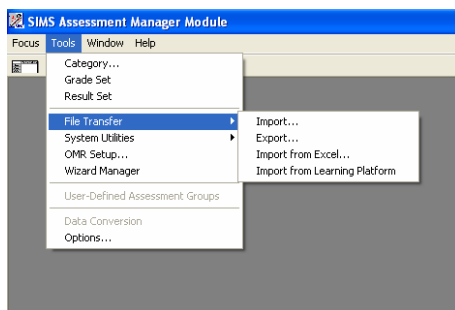
### The DASP Template

You should have received a floppy disk with the DASP Year 4/5 Template on it. This is for the small amount of extra information required by DASP Middle Schools, over and above that provided by using the County Return through Assessment Manager. These instructions show you how to import this DASP template into your system and create a Marksheet, so that data can be recorded.

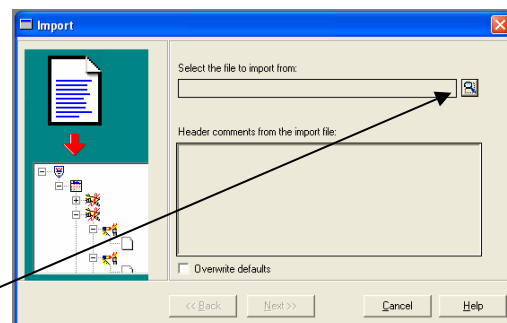
### To Import the Template to your computer

Load Assessment Manager

Go to the Tools menu—select **File Transfer** and then **Import**



You should then see this box.



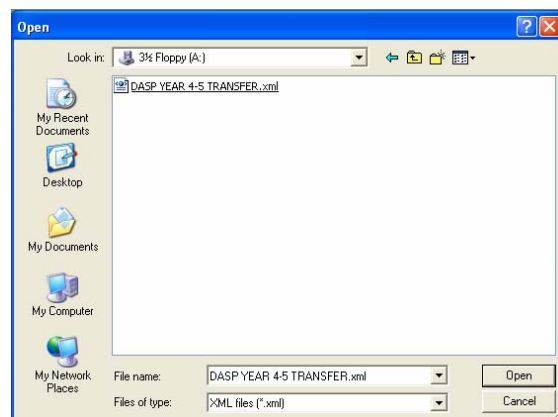
Click here and then in the dialogue box that appears go to Floppy (A:)

Click on

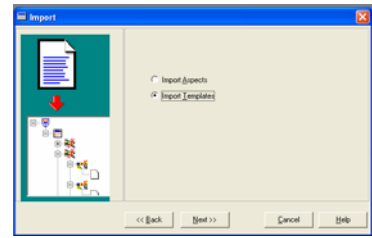
**DASP Year 4-5 Transfer.xml**

and then click **Open**

Then click **Next**



Make sure **Import Templates** is selected and then click **Next**



Put a tick in the box next to **DASP YEAR 4/5 TRANSFER** and then click **Finish**



You will be asked if you are sure you want to proceed—click **Yes**

Another box showing which aspects were imported with the template will appear, click **Close**

The Template is now imported, to be able to enter data, we need to apply it to a Marksheet.

## Making a Marksheet

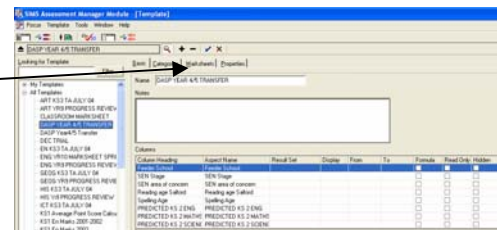
In Assessment Manager click on the Template 'button', here



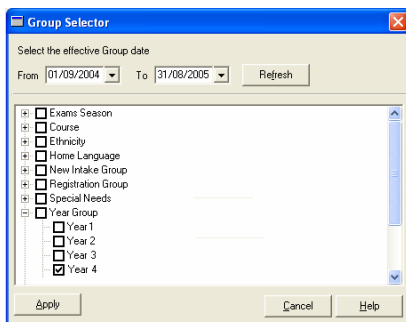
Or select **Template** from the **Focus** menu

A list appears on the left hand side of Templates available. Click on the + sign next to All Templates and select **DASP Year4/5 Transfer**

The Template appears showing the Aspects it contains.



Click on the **Marksheet** tab here

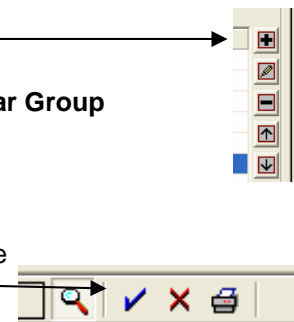


Click on the + sign at the right hand side

Then in the **Group Selector** box go to **Year Group** and put a tick next to **Year 4**

Click **Apply**

Click on the **blue arrow** near the top of the Marksheet to save it



To see the Marksheet click on the **Marksheet** button, or select **Marksheet Entry** from the **Focus** menu



Click on the + next to **All Marksheets** and select

**DASP YEAR 4/5 TRANSFER: Year 4**

You can now enter student data.