

# Quick Start Guide - Applied Business GCSE Admin

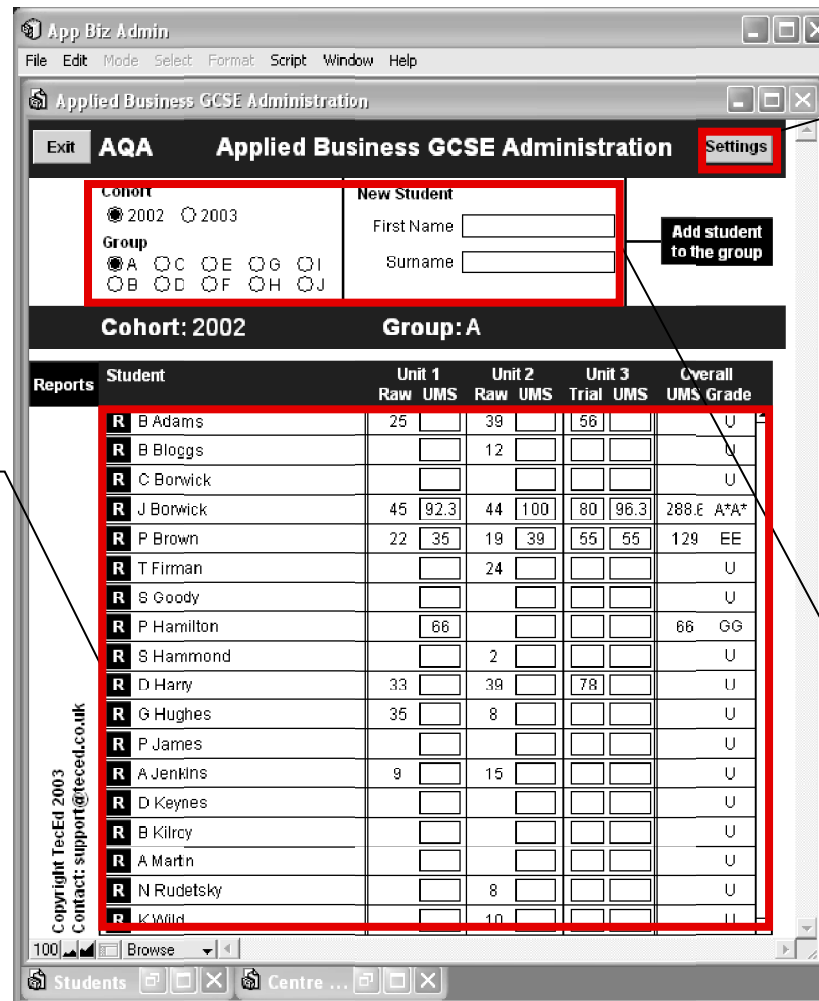
## The Main Screen

As you add students to a group, they appear in this table. Use the scroll arrows to view down or up the table.

You can enter the awarding body's UMS marks here. You can also enter trial exam results for Unit 3. Clicking on the R symbol lets you view a student's interim reports.

To edit a student's details, click on the student's row: this will take you to the Student details screen. From here you can enter details about Unit 1 and 2 progress, write interim reports, print URS sheets, create progress notes and look at predicted grades.

To print summary group reports, click on the reports button.



Begin by clicking on this button to set up your admin system.

This will open up the Centre Details screen. On this screen you state your awarding body; enter the grade boundaries for each unit (at A/B, C/D and F/G) and backup your data to the hard drive and/or a floppy disc.

Entering the grade boundaries is very important: without this information, the system can't predict your students' UMS marks and grades. Your awarding body will provide you with these boundaries.

Use this area to select groups and add students to groups.

Start by selecting the cohort and group letter. Then enter the student's name and click on the add student button.

You switch between groups by clicking on the corresponding cohort year and group letter.

# Quick Start Guide - Applied Business GCSE Admin

Set your awarding body by choosing from one of these options. By setting your awarding body you will view the correct level descriptors and marks for each theme within units 1 and 2.

If you change your awarding body, then you will need to alter the details here AND change the awarding body for EACH student by altering his/her details (use the student details screen).

However, it is possible to have students or groups following different awarding body specifications - simply change the awarding body using this screen BEFORE creating a group and/or adding a student to a group.

Use this area of the centre details screen to backup data. When you exit the program, using the exit button on the main screen, you will always be asked if you want to backup data to your hard drive.

Please backup on a regular basis and backup to floppy disk at least once a month. Keep the floppy disk in a safe place!

You can restore data from the free version of this program i.e. you don't have to re-enter all your old data.

## The Centre Details Screen

Unit Grade Boundaries	Unit 1	Unit 2	Unit 3
Contact your awarding body to get the most recent grade boundaries	A/B 36	40	70
	C/D 20	30	52
	F/G 9	9	31
	/150	/150	/100

**Data management**

Last backup to a floppy disc

Last backup to your hard drive

02/08/2003 4:31 PM

Buttons: Backup Student Data to floppy disc, Restore Student Data from floppy disc, Backup Student Data to hard drive, Restore Student Data from hard drive

Enter your awarding body grade boundaries for each unit here.

Once your awarding body has held an award session (and all will have by the end of 2004), you can contact your AB for these details.

The system uses these grade boundaries to transform your raw marks into estimated awarding body "UMS" marks. These estimated UMS marks are used to calculate a student's predicted grades (consult your AB's specification for details). Without the grade boundaries, the system can't make predictions about your students' grades.

Please note that the estimated UMS marks may well differ from the AB UMS marks as your moderator could adjust your raw marks and/or the AB might alter the grade boundaries. You have been warned!

The system only allows one set of grade boundaries. These boundaries do change from year to year so you will need to keep up to date with the latest figures.

# Quick Start Guide - Applied Business GCSE Admin

Here you can edit a student's details, add the student's exam number and tutor group.

When adding a tutor group, first click on the Edit button from the drop down menu to create a list of tutor groups.

Use this section to move a student into a different group - simply change the student's group letter.

Click on the Delete Student button to remove the student from the data base. Please note this can't be undone unless you restore the data-base (which is why you should backup data on a regular basis!)

Use this section to enter UMS scores, view predicted grades and edit portfolio details.

Click on the unit 1 or unit 2 row to open up the unit 1 or unit 2 details screen where you can enter portfolio marks and create progress notes.

Click on the URS buttons to view/print the student's unit record sheet.

Please remember that the predicted UMS scores and grades depend on the boundary marks entered via the centre details screen.

## The Student Details Screen

**Applied Business GCSE: Student details**  
**Brian Adams**

**Delete Student** First Name:  Cohort:  2002  2003  
Surname:  Group:   
Exam Number:  Awarding Body:   
Tutor Group:

Reports	Unit themes	Unit themes						School predicted		Awarding body		
		A	B	C	D	E	F	Total	UMS	Grade	UMS	Grade
<b>URS</b>	<b>Unit 1</b>	Progress	L2	L2	L2	L2		25	66.3	CC	<input type="text"/>	U
		Mark	5	7	7	6						
<b>URS</b>	<b>Unit 2</b>	Progress	L3	L2	L3	L3	L3	39	78	BB	<input type="text"/>	U
		Mark	8	5	8	9	9					
	<b>Unit 3</b>						Trial	56	64.4	CC	<input type="text"/>	U
							Totals	208.7		CC	<input type="text"/>	U

Note: Unit 2, theme F applies to the OCR specification only

**Reports**

Type of report:  Progress  Year 10  Year 11  Year 12 **New Report**

Report details:  Unit 1  Unit 2  Summary

Report list			Notes			
Date	Type	Details	Date	Unit theme	Level	Mark
			Unit 1			
			13/07/2003	1A	NS	
			12/07/2003	1D	NS	
			Unit 2			

Click on the back button to return to the main screen.

Use the "video" buttons to cycle through students in the group.

Use this section to write interim reports.

You can write general progress reports or year reports. First choose the type of report and then choose the level of detail: unit 1, unit 2 or a summary level of detail. Once you've done this, click on the New Report button. This will open a new screen where you can type in your written comments.

Your reports appear in the Report List table. Clicking on the Type of report and Report details fields changes the list of reports. Click on a report in this table to view/print it.

Finally, the Notes tables show you all of your notes on the student's progress. Review these before writing a report. Click on a note to view it.

# Quick Start Guide - Applied Business GCSE Admin

Use this section to view the level descriptors for a theme. The illustration shows the screen for Unit 1 and theme D has been selected. The system has the current level descriptors, for the four main awarding bodies, stored within it. Remember, if you think you are looking at the wrong level descriptors it's probably because you haven't selected your awarding body in the settings menu!

You can alter the text of each descriptor. You might want to do this if you feel you can write a more succinct explanation! Altering the text of the descriptor on this screen WON'T alter the text on the URS document - that will still contain the official blurb!

You can create a series of progress notes for each of a unit's themes - these are "reminders" (or a history) of a student's progress.

To create a new note, type your note in the text box and click on the N button. View/edit or print notes by clicking on the View Notes button.

## The Unit Details Screen

The screenshot shows the 'App Biz Admin' interface. At the top, it says 'App Biz Admin' and 'Students'. The main title is 'Applied Business GCSE: Unit 1 details' for 'Jenny Borwick'. Below this, there are four columns of level descriptors for Theme D, labeled L1, L2, and L3. A red box highlights these descriptors. Below the descriptors, it says 'Total = 45' and 'Predicted grade = A\*A'. There is a table with columns for 'Reports', 'Unit 1', 'Portfolio progress and Commentary', 'Min', 'Mark', 'Max', and 'Award'. The table has rows for Theme A, Theme B, Theme C, and Theme D. A red box highlights the 'View Notes' button and the 'N' button in the 'View URS' column. At the bottom, there is a 'CAUTION' note: 'CAUTION: the predicted grade does not represent the actual grade your awarding body may decide on. It is based on the A/B, C/D and F/O grade boundaries you have entered in the settings menu.'

Use this section to record a student's marks for each unit's theme. The portfolio progress field uses the following abbreviations:

NS: "Not Started" work on the theme

HI: the student has "Handed In" work on the theme, but you haven't marked it yet!

NHI: the student has failed to meet the deadline for this theme and has "Not Handed In" the work yet

L1: you've marked the student's work as achieving the standards described by the the L1 descriptor

L2 and L3: as above, but the work meets the standards of the L2 or L3 descriptor

When you decide on L1, L2 or L3, you are reminded of the maximum and minimum marks for that level. You won't be allowed to enter a mark (in the Award field) outside of this range. If you later change the level, a red cross will appear to remind you that the mark should also change.

Use the text box to type in your reasons for your mark. You also use this text box to create progress notes.