





GradeMaker Pro

User Guide – Approving (APC)

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Purpose of document

This guide is intended for Assessment Production Coordinator who will be responsible for the management and Approval of papers within GradeMaker from creation of the paper through to approval of items into the Item Bank.

Notifications

The GradeMaker system incorporates notifications service which informs users when new actions are assigned to them.

- Log on to GradeMaker Pro (<u>https://pro.grademaker.com</u>) using the link and details provided to you.
- GradeMaker Pro will open with '**My asset work**' view.





- Choose the frequency for email notifications. These can be Hourly, Daily or Weekly. (The default setting is Daily).
- Notifications will be received by the email used to login to the GradeMaker system.

To turn off email notifications, reset the 'Reset email notifications' slider to the 'Off' position.

Note: The setting to receive Notifications will ensure you are notified each time there is a new task for you to action.





Fulfilling an Asset Brief

Each asset must be individually approved once it has been added to an item before papers containing them can be approved.

The Asset manager will receive a notification that they have an asset fulfilment to complete. Any asset requiring approval will appear in your workflow.

Note: The Asset Manager will still need to request copyright or send to SPT following the current process before uploading their final image to GradeMaker.

- Click on 'My asset work'.
- Click 'Open' on the item with the brief asset you want to fulfil.

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My asset work		1	Iten	ns 1				Sh	ow advanced search	Qualifi	cation: All	•
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- Click on the drop-down menu attached to the asset.
- Click 'View asset' to fulfil the brief.







Cancel

• Select 'Fulfil brief'.

View asset brief	×
Lion	
Type: JPG file Dimensions: 185px (w) × 273px (h)	
Fulfil brief Can	el

- On the top right hand corner, click 'Brief'.
- Click on the '**Type of asset**' drop-down to select your file type.
- Click on 'Select a file' to choose and upload your image which has been saved to your desktop.

View asset	×
Type of asset Select a type	Brief
Select the type of asset e.g Picture, Diagram, Map etc. Drag and drop an image file here or click the button to select one. Select a file Select the file/image which has been saved on your PC.	<image/> <section-header></section-header>





- Your image will be displayed as shown below.
- Click on the 'Asset' icon on the top of the page to enter a description of the image, add copyright information, add to asset bank and update the size of the image (if required).



- Enter a '**Description**' for your image.
- To enter copyright information of the image, click on 'Add copyright information'. A pop up will appear above the icon, select from the dropdown list and enter the appropriate information.
- If the uploaded asset has been cleared for use, select the tick box 'Asset is cleared for use'.
- If you are adding the asset to the asset bank, select the tick box
 'Add to asset bank'.
- Confirm the size requirement of your image.
- Click '**Update**' to update your final image.

View asset		×
Type of asset Picture •		
	Click on this icon to add the copyright information e.g. Source, ISBN, Publisher etc.	Description Description ID: 100-338-287 Copyright Information There is no copyright information set for this asset. Add copyright information Asset is cleared for use Add to asset bank
Type: image/jpeg		Alternative text for screen readers (alt) Size required Width 185 px 1 Height 273 px J
		Update Cancel

The status of the asset will change to Submitted.





Approving or Changing an Asset

Approving an Asset

- Click on 'My asset work'.
- Click '**Open**' on the item with the brief asset you want to approve.
- You should check the asset content and copyright information is correct by clicking on 'view asset'.
- To approve assets, click on the dropdown attached to the asset and if you are happy with the asset click 'Approve'.



• Click '**Ok**' to confirm you are approving the asset.



• The status of the asset will be updated to 'Approved'.







Changing an Asset

- You should check the asset content and copyright information is correct by clicking on 'view asset'.
- To request a change to an asset, click on the dropdown attached to the asset and click 'Change'.



• Click '**Yes**' to confirm you are requesting a change to the Asset.

Asset change request							
Do you want to send this asset manager for a change to be ma	to the asset de?						
	li.						
Yes	No						

• The status of the asset will be updated to 'Change'.







Editing and approving a paper in ITAC

There are a number of stages where the paper will need to be approved in order to move the paper through the automated workflow.

Based on the automated workflow only the APL will have system access that will allow them to edit items (on screen) during an ITAC meeting by the APL requesting for temporary Approver access right. For the APC to edit a paper during the ITAC meeting, the APL should have notified the APC prior to the meeting and the paper will need to have been transferred to the APC before the meeting.

To edit the paper

- Log on to GradeMaker Pro using the details provided to you.
- GradeMaker Pro will open with 'Drafts' view

	Author						6	AQA Test	TestAPL501	TestAPL50		8
D	Drafts	Î	lte	ms	Papers			Show adv	vanced search	Qualifica	tion: All	•
C	hanges reques	ed									Creat	e 🕶
N 4	ly asset work					You don't ha	ave anything	to view				
N 1	1 y approving 0 Items, 1 Papers	11										
N 2	fy teams' revie 5 Items, 13 Papers	ving										
N	ly teams' appro	ving										
© Grad	9 Items, 13 Papers eMaker Ltd 202(•										

- Click on 'My approving'
- Click on the 'Papers' tab
- Click on '**Open**' alongside the paper you want to review.

>	Author							47	AQA Test	TestAPL50 TestAPL5	50 📕 😯
C	Irafts		•	Items 10	Papers 1				Show adva	nced search Qualit	fication: All 🗸
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3	Items		L	Title \$	Subject \ddagger	Qualification \ddagger	Author \$		Recommendations	Status changed 💌	
N 1	ly approving D Items, 1 Papers	11	L	Test Paper for SB	Test Shell	Test	TestAuthor50 TestAuthor50			17 Jan 2020	Open
N 2.	ly teams' review 5 Items, 13 Papers	ing	L								
N 4	ly teams' approv 9 Items, 13 Papers	ring									
Т	ypesetting		Ŧ								





GradeMaker Pro will open with the items on your Paper available to you for edit and Approve as shown below.

Approving will send the items to the next stage in the Workflow.



Editing & approving papers – Item-by-Item

• Select 'Edit Paper' from the top right-hand corner of the page.

Edit paper			
	Ed	it na	nor
		nt pe	ipei

From here, you will be able to edit all your items.

If you need to edit the content of an item that is included in a paper, follow the steps above and then:

• Next to the item you need to edit, select 'View'.

≡ 1	Group 7 Elements	View	•
÷I –	Status: Reviewed		
1†	Composite item		
	Show item details >		

• You will now see a read-only view of the item, select 'Edit item' in the top-right hand corner of the page.



• The item will now be locked and only you will be able to edit the item. You can make any edit you require as if you were the LAW. E.g., edit text, add question and content blocks, update metadata etc.





• Use the '**pinning**' tool to view the mark scheme alongside the paper which can make editing more effective (see below).

Author	This item is locked 🚱	AQA Test TestAPL50 Te	stAPL50 📕 💡
< Test Item 1		Duplicate	ancel Save
Item content	Preview Mark scheme Additional documents (0)	Information Specification	0
Just a Test Question	Notes & actions Type of mark scheme Free text	ID: AQAT-100 Version: 0.1 Author: TestAutho Current step: 3.5.2 APL c	-335-979 r50 TestAuthor50 :hecks second draft
⊒ 🗋 A Real	Generic	Question type: Objective a	answer MCQ
≡ 🗆 B Test		Screen reader ready:	
≡ □ C Just	Specific	Anchor item:	
D Test Question		Bloom's taxonomy: Not Spec	ified 🔻
Marks 10		Item Marking Type:	•

 Once you are happy with the changes you have made, select 'Save' from the top right-hand corner of the item page. This will take you back to the read-only view of the item.

Save

1 of 2

- View all the items in the paper by:
 - Selecting the question number from the left hand column; or
 - Using the 'Next' and 'Previous' button.
- To approve and send the items and paper to the next stage in the workflow, click 'Action' as shown below

	< Test Item	1 🖋 (REVIEWED)		Remo	ve from paper	Ouplicat	Downloa	Edit	item	< 1 of 2	>
• 1 • 2			Please review all elements of thi	s item and when ready move it o	nto the next step in the	e proce	SS Action				
	Item content	Mark scheme	Additional documents (0)	Notes & actions			Information	Specificati	ion	Tracking	Ø
						^	ID:	,	AQAT-1	100-335-979	
	Just a Test Que	stion.					Version:		0.2		
	A Real						Author:	1	TestAut	thor50 TestAut	hor50
							Current step:	3	3.5.2 AI	PL checks secor	ıd draft
	B Test						Status:	•	(eview	ed	





- To submit your item and move it to the next stage in the workflow:
 - Click on 'Approve and send to next step'
 - Click 'Submit and go to next item' this will submit your edited item and take you to the next item to review
 - **Submit and go back to paper -** this will submit your edited item and take you back to the list of items to review

$\bigcirc \rightarrow$	Ľ	$\mathbf{V}_{\mathbf{v}}$	X
Approve and send	Request changes	Add new step	Reject
to next step			
Are you sure you wan	t to close this step and move o	on to the next?	

• Once you are done editing all the items, click 'Submit and go back to paper'.

⊘→	Ľ	$\mathbf{v}_{\mathbf{v}}$	\times
Approve and send to next step	Request changes	Add new step	Reject
to next step			
re you sure you want	to close this step and move o	n to the next?	

You have now completed editing all the items and have been passed to the LAW