

# GradeMaker Pro

## User Guide – Approving (APC)

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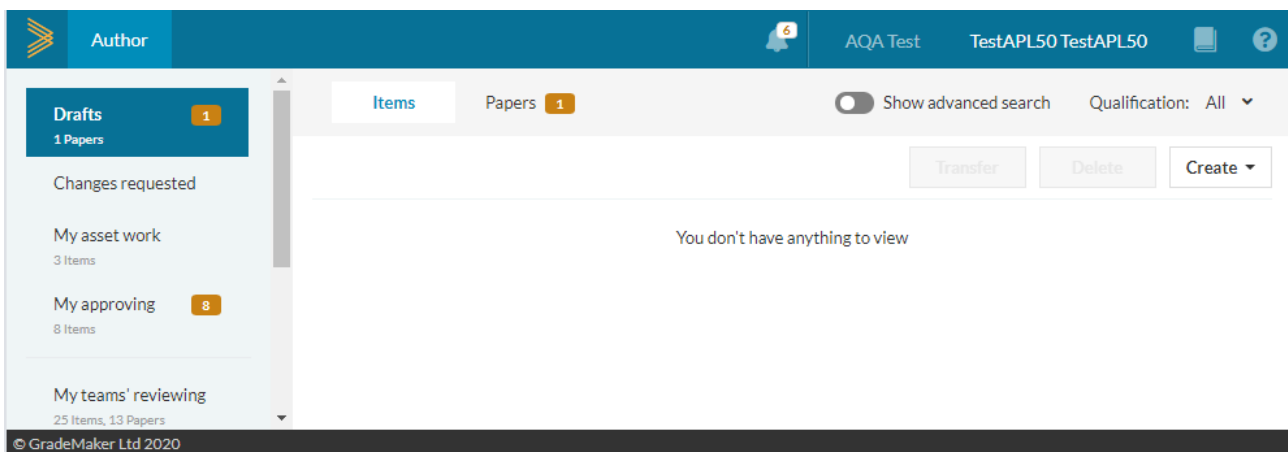
## Purpose of document

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



- Click on the 'Notifications' icon.
  - Click on the 'Settings' icon.
  - Move the slider next to 'Receive email notifications' to 'On'.
  - 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.

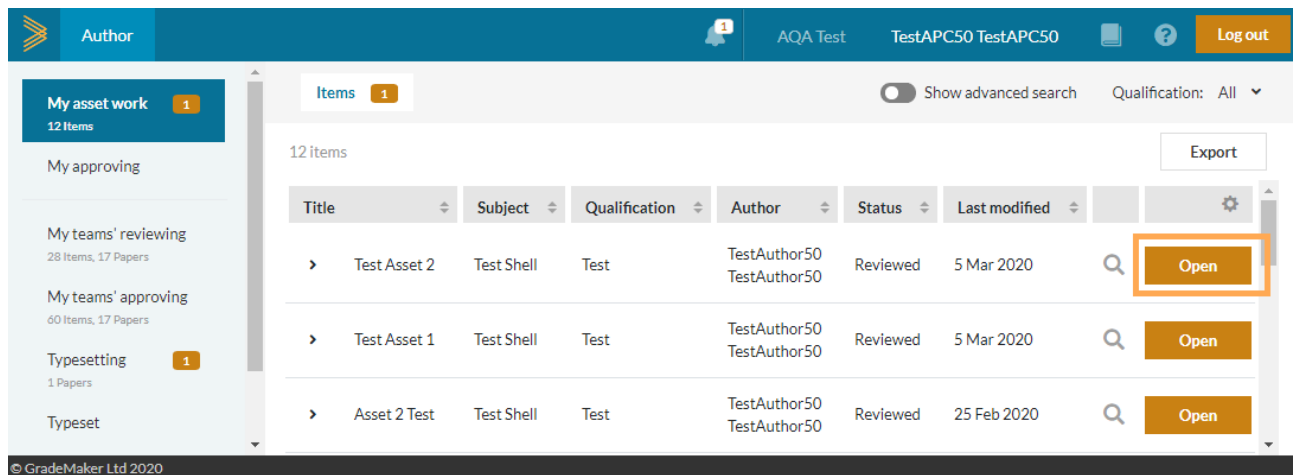
## Fulfilling an Asset Brief

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.

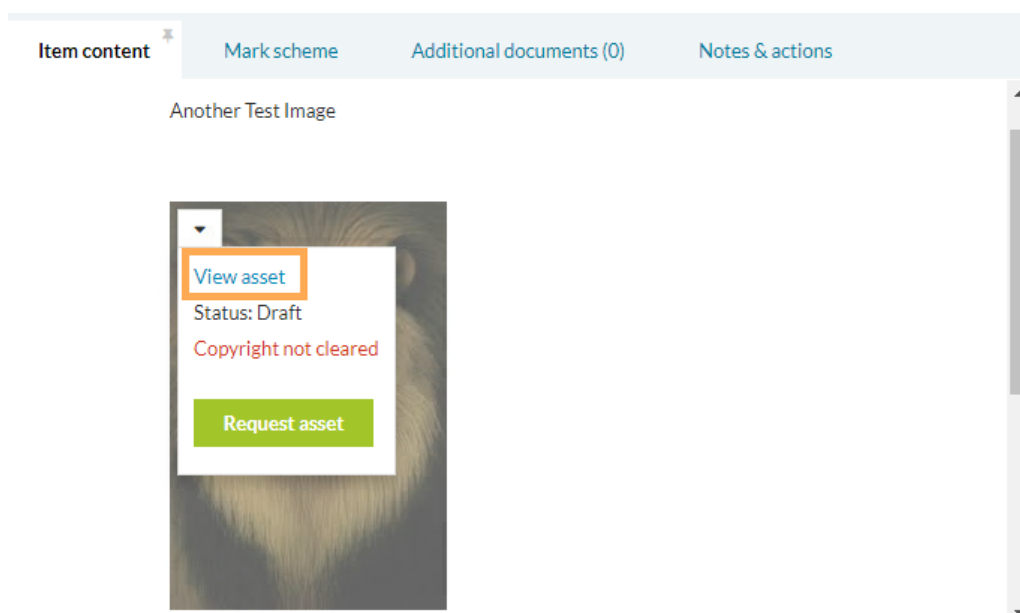
- Click on **'My asset work'**.
- Click **'Open'** on the item with the brief asset you want to fulfil.



The screenshot shows the GradeMaker Author interface. On the left, there's a sidebar with 'My asset work' (12 items) and other sections like 'My approving', 'My teams' reviewing', 'My teams' approving', 'Typesetting', and 'Typeset'. The main area shows a table of 12 items. The first item is 'Test Asset 2' with status 'Reviewed' and a date of '5 Mar 2020'. An orange box highlights the 'Open' button for this item.

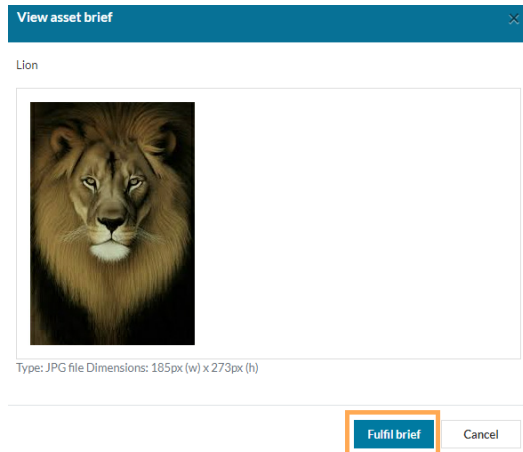
Title	Subject	Qualification	Author	Status	Last modified	
Test Asset 2	Test Shell	Test	TestAuthor50 TestAuthor50	Reviewed	5 Mar 2020	Open
Test Asset 1	Test Shell	Test	TestAuthor50 TestAuthor50	Reviewed	5 Mar 2020	Open
Asset 2 Test	Test Shell	Test	TestAuthor50 TestAuthor50	Reviewed	25 Feb 2020	Open

- Click on the drop-down menu attached to the asset.
- Click **'View asset'** to fulfil the brief.

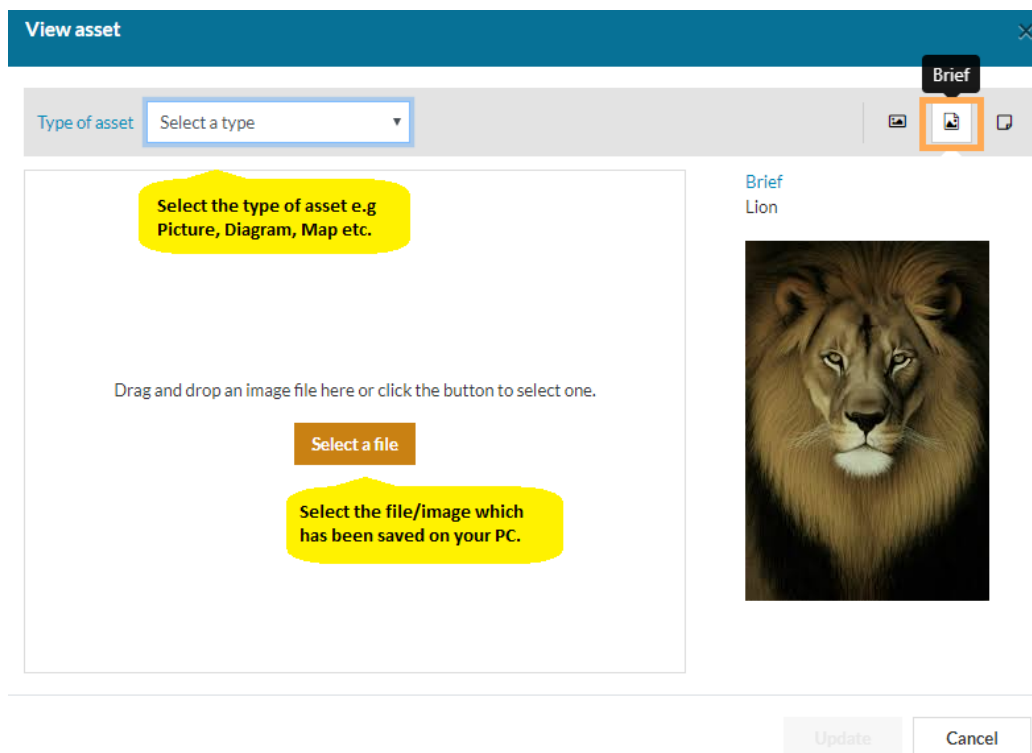


The screenshot shows the 'Item content' view. At the top, there are tabs: 'Item content', 'Mark scheme', 'Additional documents (0)', and 'Notes & actions'. Below the tabs, there's a section titled 'Another Test Image'. A dropdown menu is open, showing options: 'View asset' (highlighted with an orange box), 'Status: Draft', 'Copyright not cleared', and a green 'Request asset' button.

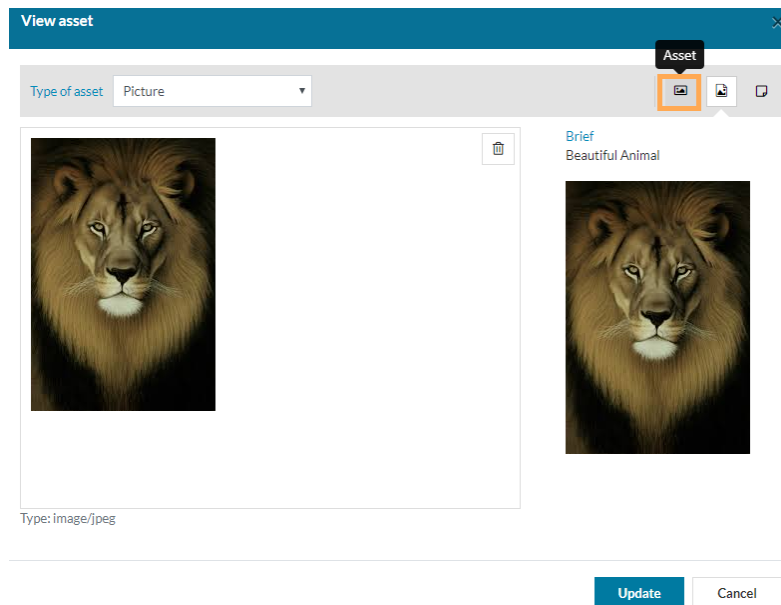
- Select '**Fulfil brief**'.



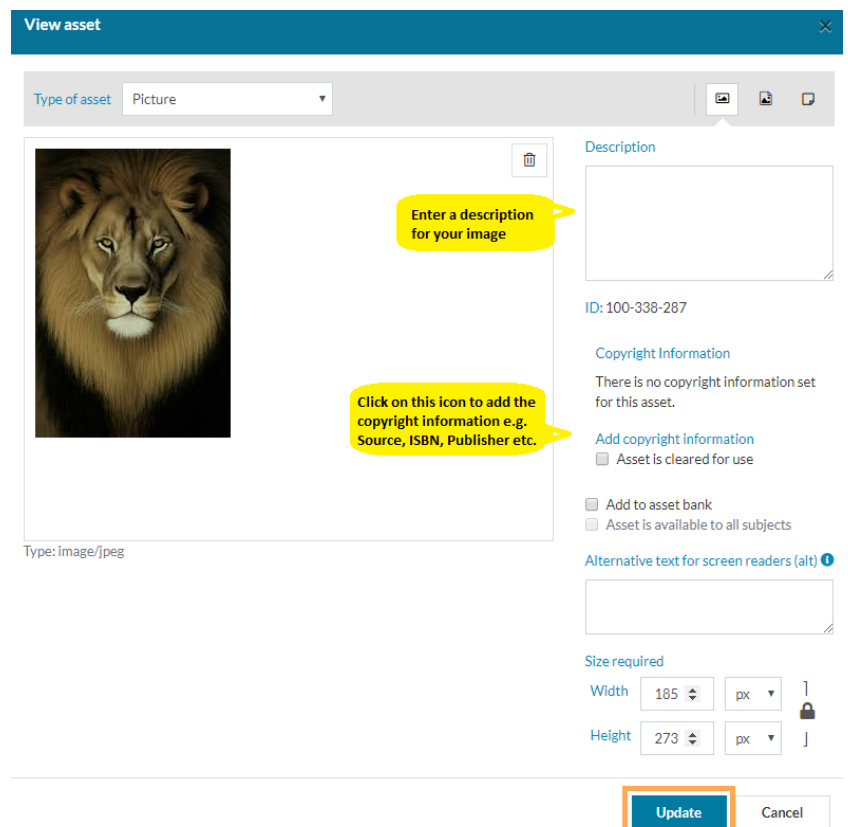
- On the top right hand corner, click '**Brief**'.
- Click on the '**Type of asset**' drop-down to select your file type.
- Click on '**Select a file**' to choose and upload your image which has been saved to your desktop.



- 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.

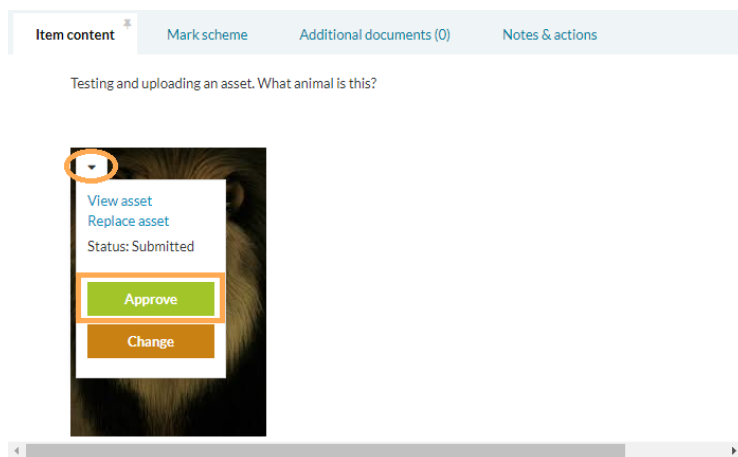


The status of the asset will change to Submitted.

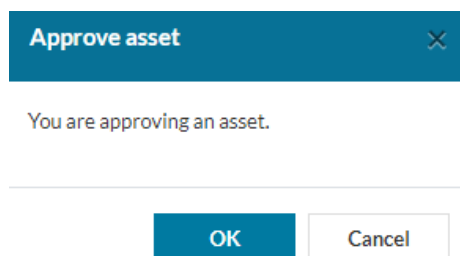
## Approving or Changing an Asset

### Approving an Asset

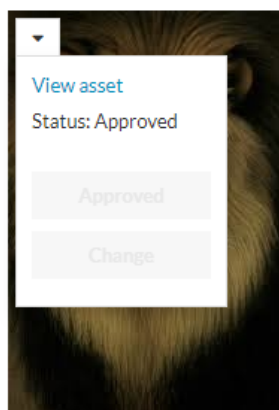
- Click on **'My asset work'**.
- Click **'Open'** on the item with the brief asset you want to approve.
- You should check the asset content and copyright information is correct by clicking on **'view asset'**.
- To approve assets, click on the dropdown attached to the asset and if you are happy with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



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

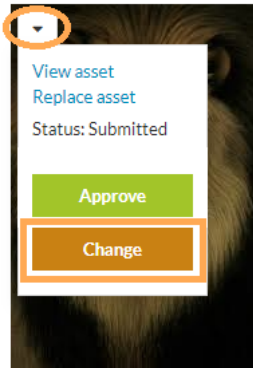


- The status of the asset will be updated to **'Approved'**.



## 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.

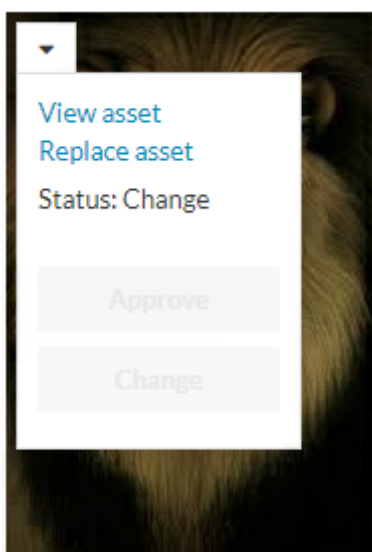
**Asset change request**
✕

Do you want to send this asset to the asset manager for a change to be made?

Yes

No

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



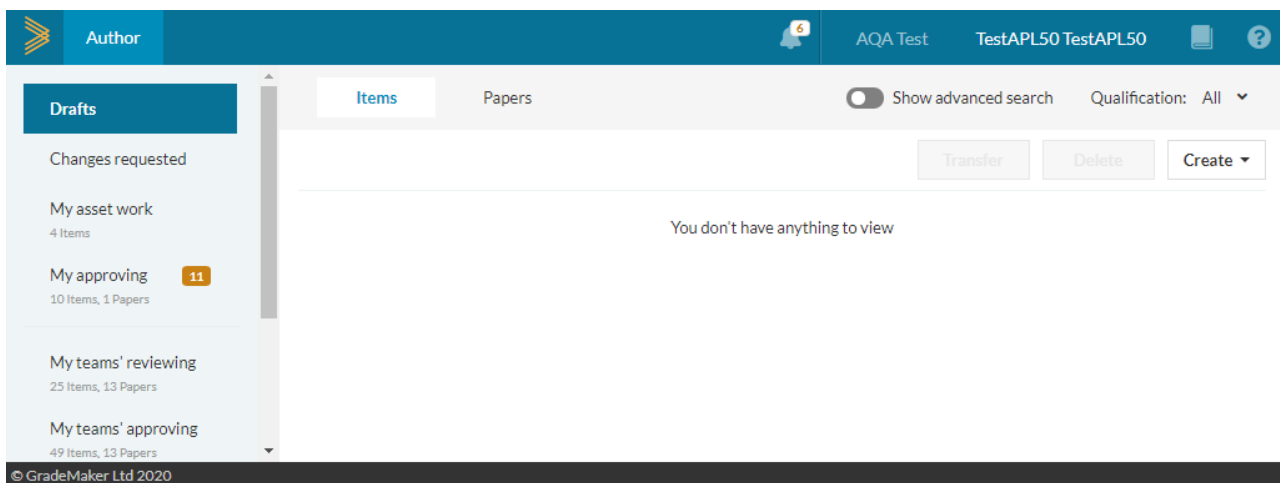
## Editing and approving a paper in ITAC

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

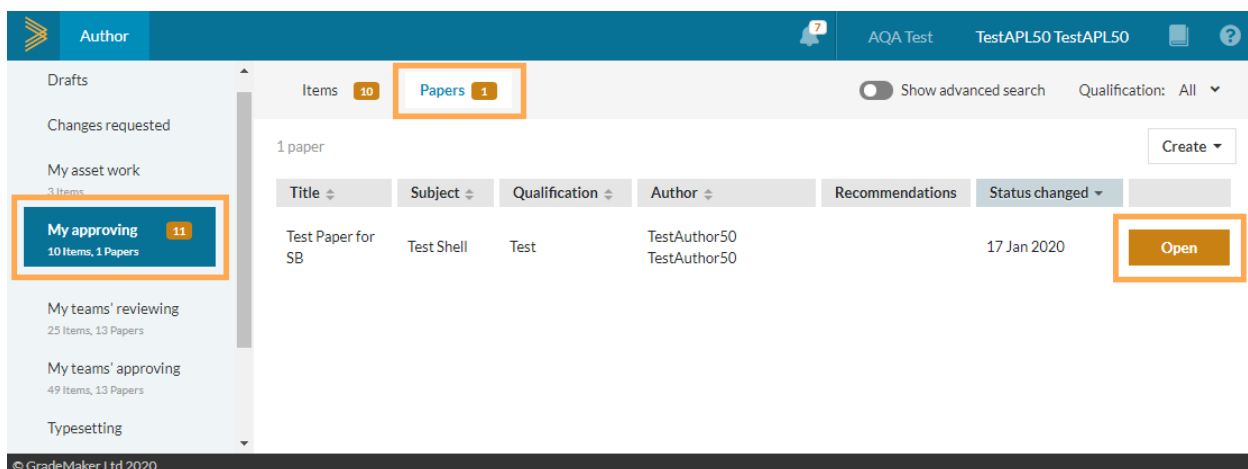
Based on the automated workflow only the APL will have system access that will allow them to edit items (on screen) during an ITAC meeting by the APL requesting for temporary Approver access right. For the APC to edit a paper during the ITAC meeting, the APL should have notified the APC prior to the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



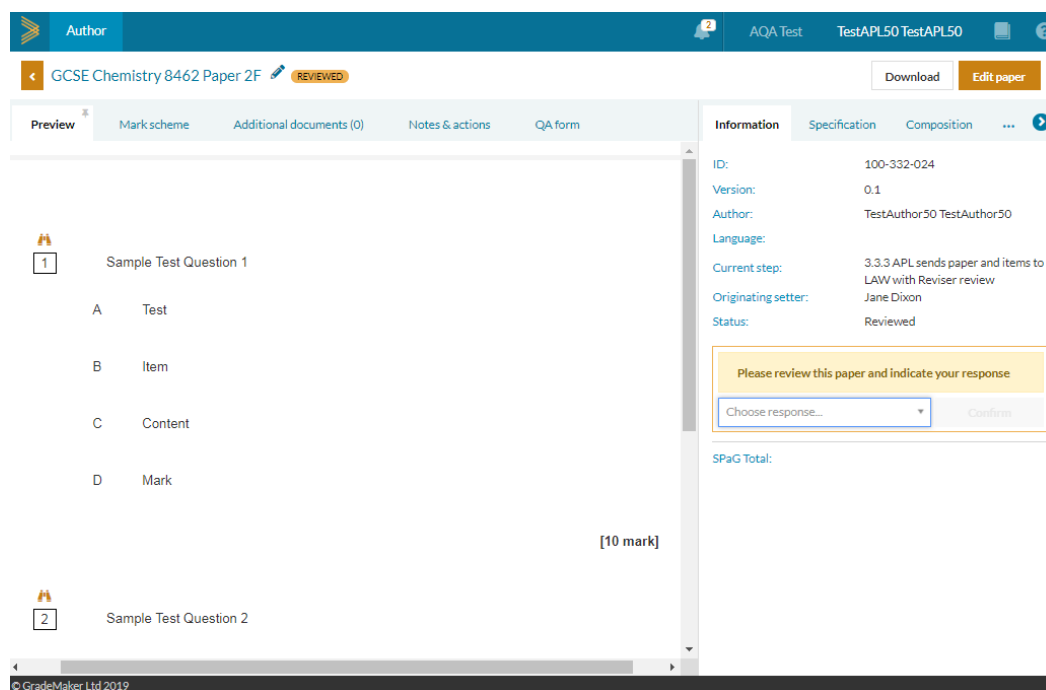
- Click on '**My approving**'
- Click on the '**Papers**' tab
- Click on '**Open**' alongside the paper you want to review.





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

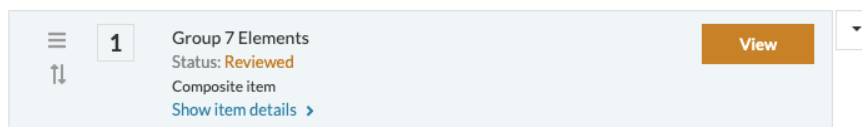
- Select **'Edit Paper'** from the top right-hand corner of the page.

**Edit paper**

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'**.



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

**Edit item**

- 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.

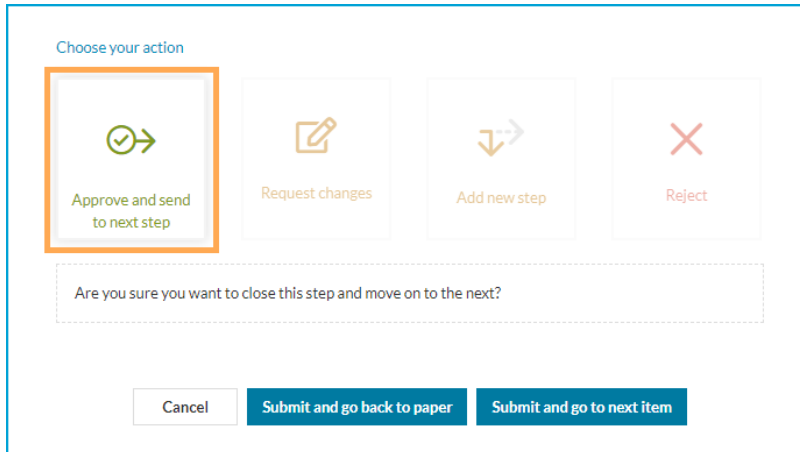
- Use the '**pinning**' tool to view the mark scheme alongside the paper which can make editing more effective (see below).

- 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.
- 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

**Save**



- 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



Choose your action

Approve and send to next step

Request changes

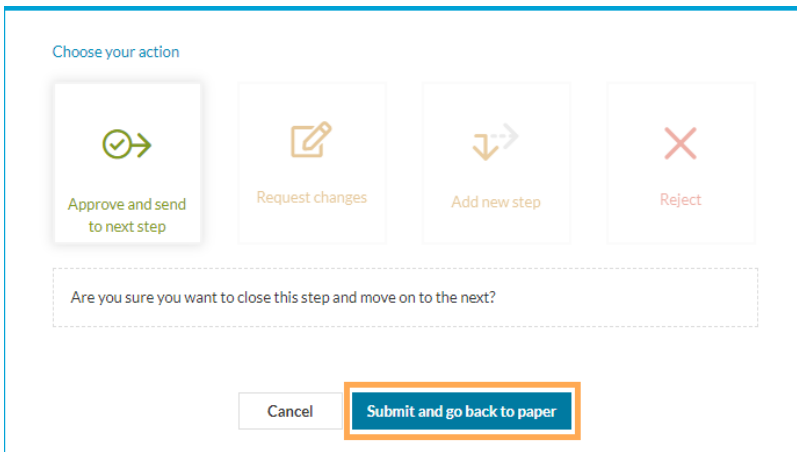
Add new step

Reject

Are you sure you want to close this step and move on to the next?

Cancel Submit and go back to paper Submit and go to next item

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



Choose your action

Approve and send to next step

Request changes

Add new step

Reject

Are you sure you want to close this step and move on to the next?

Cancel Submit and go back to paper

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