

# GradeMaker Pro

## User Guide – Managing and Approving Papers

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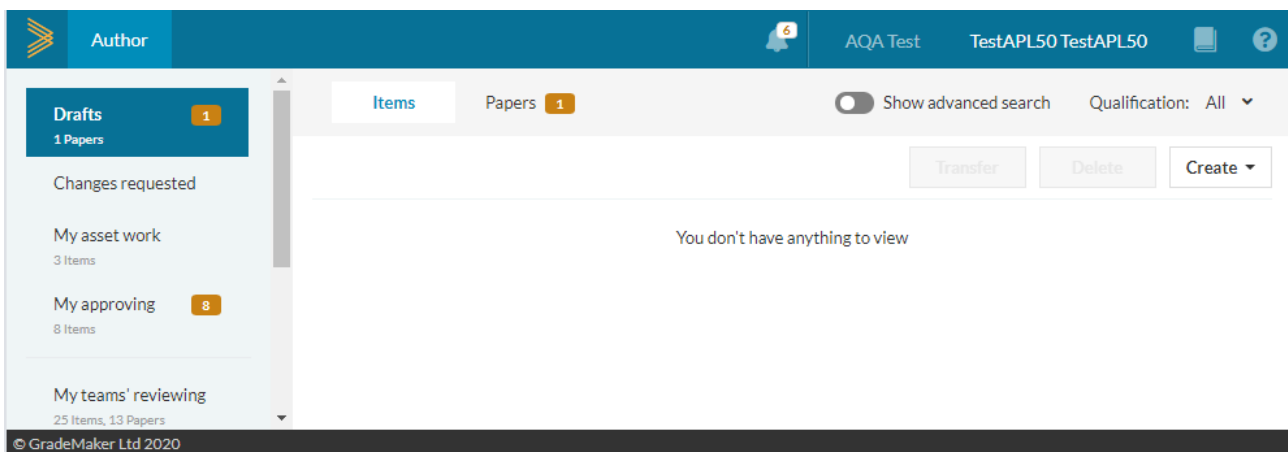
## Purpose of document

This guide is intended for Assessment Production Lead and Assessment Production Team Leaders 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 your 'Drafts' 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.

## Uploading Additional Documents

**Note:** The first action that must be completed on any papers is for the APL to upload the Blueprint. The Associates cannot start work without this.

This function will be used to upload any additional documents that the associates need to see. The Blueprint document must be uploaded at the start of the process.

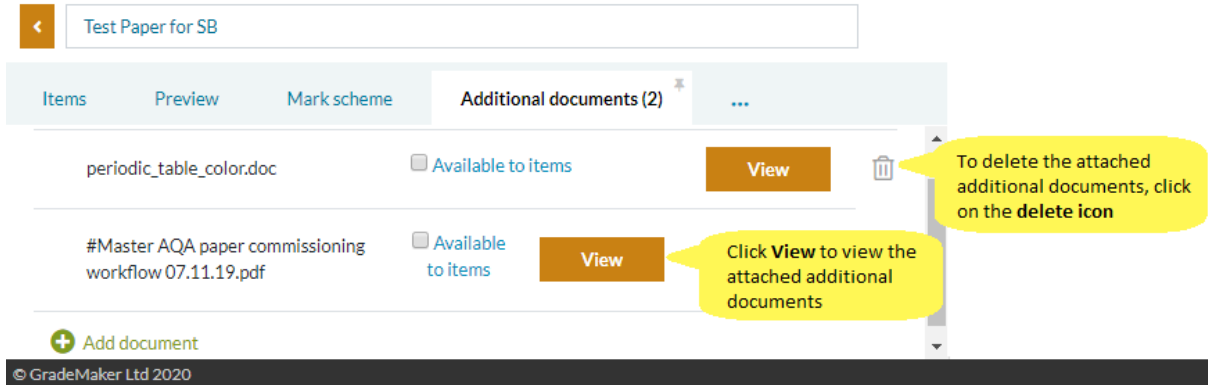
- Click on the **'Papers'** tab.
- Click on **'Open'** alongside the paper you want to upload the additional documents to.

The screenshot shows the GradeMaker interface. The top navigation bar includes 'Author', 'AQA Test', 'TestAPL50', and 'TestAPL50'. The left sidebar shows 'Drafts' (1 Papers), 'Changes requested', 'My asset work' (3 Items), 'My approving' (8 Items), and 'My teams' reviewing' (25 Items, 13 Papers). The main area shows the 'Papers' tab selected, with a table of papers. The first paper, 'Test Paper for SB', is highlighted with an orange box, and its 'Open' button is also highlighted with an orange box.

- Click on the **'Additional documents'** tab.
- Click on **'Add document'** to upload the Blueprint to the Paper.


The screenshot shows the GradeMaker interface. The top navigation bar includes 'Author', 'AQA Test', 'TestAPL50', and 'TestAPL50'. The left sidebar shows 'Drafts' (1 Papers), 'Changes requested', 'My asset work' (3 Items), 'My approving' (8 Items), and 'My teams' reviewing' (25 Items, 13 Papers). The main area shows the 'Additional documents' tab selected, with a message 'There are no additional documents for this paper.' and an 'Add document' button highlighted with an orange box.

- To delete the uploaded document, click on the '**delete**' icon.
- To view the attached document, click on '**view**'.



Test Paper for SB

Items Preview Mark scheme Additional documents (2) ...

periodic_table_color.doc	<input type="checkbox"/> Available to items	View		To delete the attached additional documents, click on the delete icon
#Master AQA paper commissioning workflow 07.11.19.pdf	<input type="checkbox"/> Available to items	View		Click View to view the attached additional documents

+ Add document

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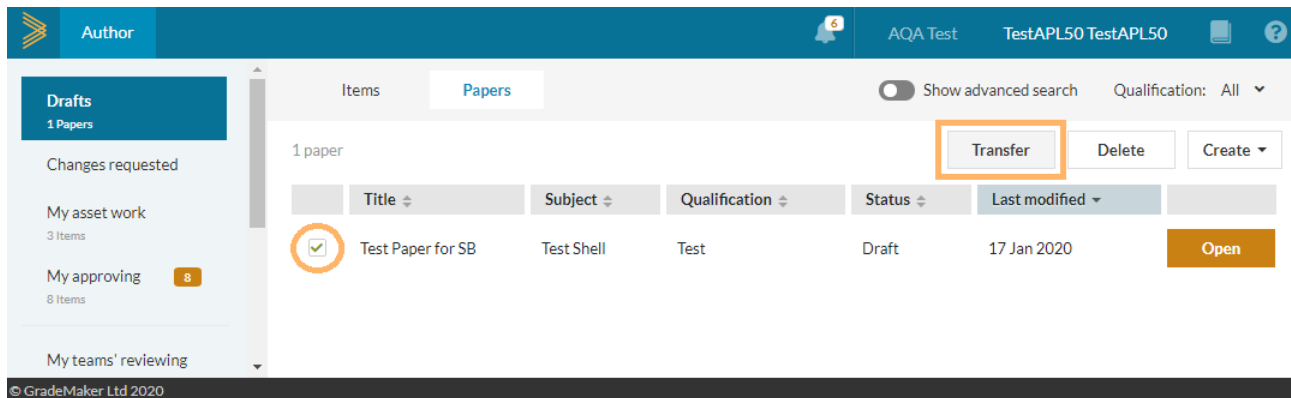
- To get back to the paper, press the orange back button at the top left of the page



## Transferring a Paper

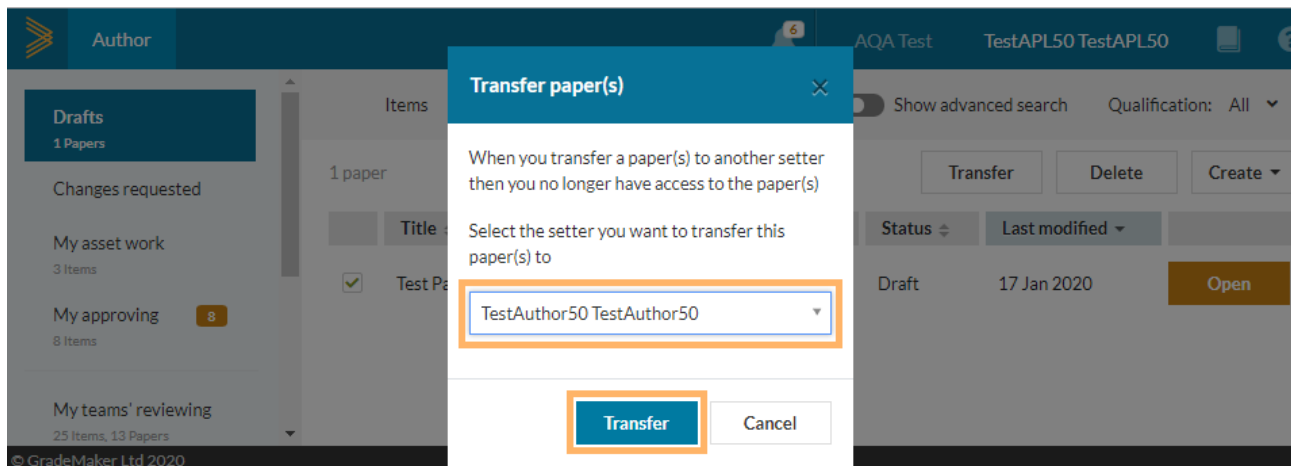
**Note:** The APL must transfer the paper to the LAW before any work can commence on the paper.

- Click on the **'Paper'** tab.
- **'Select'** the Paper to be transferred.
- Click **'Transfer'**.



The screenshot shows the GradeMaker interface with the 'Papers' tab selected. On the left, there's a sidebar with 'Drafts' (1 Papers), 'Changes requested', 'My asset work' (3 Items), 'My approving' (8 Items), and 'My teams' reviewing'. The main area shows a table with columns: Title, Subject, Qualification, Status, Last modified, and an 'Open' button. One paper is listed: 'Test Paper for SB' (Test Shell, Test, Draft, 17 Jan 2020). The 'Transfer' button is highlighted with an orange box.

- Click on the drop-down box to select the Author (LAW) you want to transfer the paper to.
- Click **'Transfer'**.



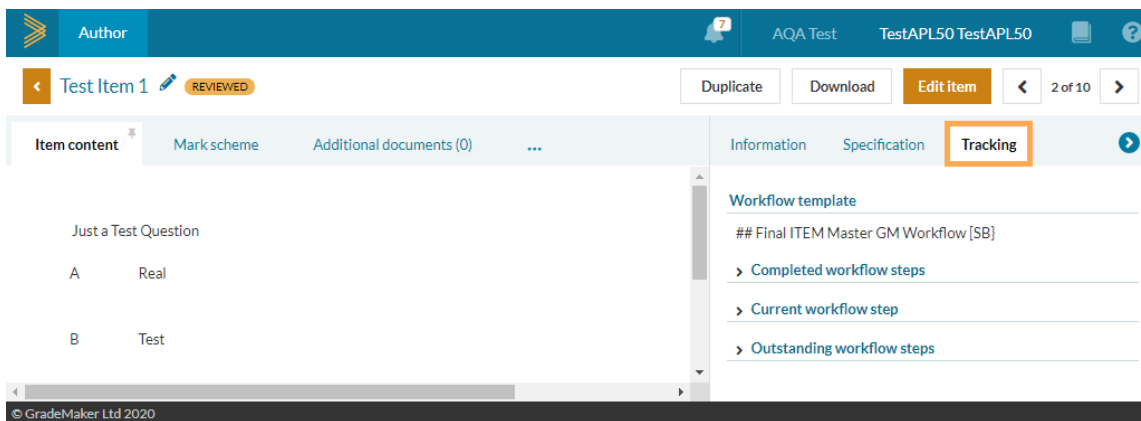
The screenshot shows the 'Transfer paper(s)' dialog box. It contains the text: 'When you transfer a paper(s) to another setter then you no longer have access to the paper(s)'. Below this, it says 'Select the setter you want to transfer this paper(s) to'. A drop-down menu shows 'TestAuthor50 TestAuthor50' selected. At the bottom, there are 'Transfer' and 'Cancel' buttons. The 'Transfer' button is highlighted with an orange box.

The paper will disappear from the page which confirms the paper has been transferred to the LAW. The LAW will be notified and can start writing the first draft of their paper.

## Tracking an Item or a Paper

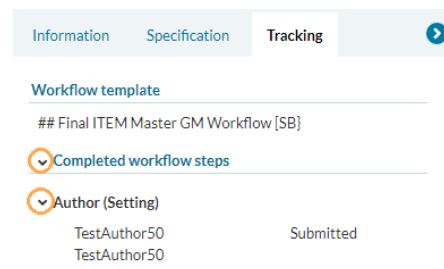
Items and Papers can be tracked to determine what stage of the workflow that has been completed, current workflow and workflow yet to be completed.

- Click on the **'Tracking'** tab to the right of the screen



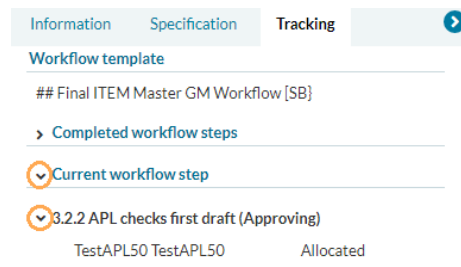
**Completed workflow steps:** This describes the workflow that has been completed in the cycle

- Click on the drop-down arrow next to the 'completed workflow steps'.
- Click on the drop-down arrow below to view the name of the Author, Reviewer or Approver that completed that step (TestAuthor50 in this screenshot).



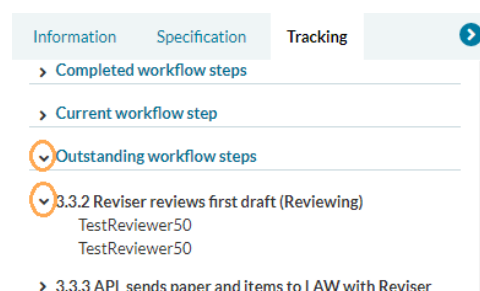
**Current workflow step:** This describes the workflow step that you are currently approving

- Click on the drop-down arrow next to the 'current workflow step'.
- Click on the drop-down arrow below to view the name of the Author, Reviewer or Approver that completed that step (TestAPL50 in this screenshot).



**Outstanding workflow steps:** This describes the workflow steps yet to be completed.

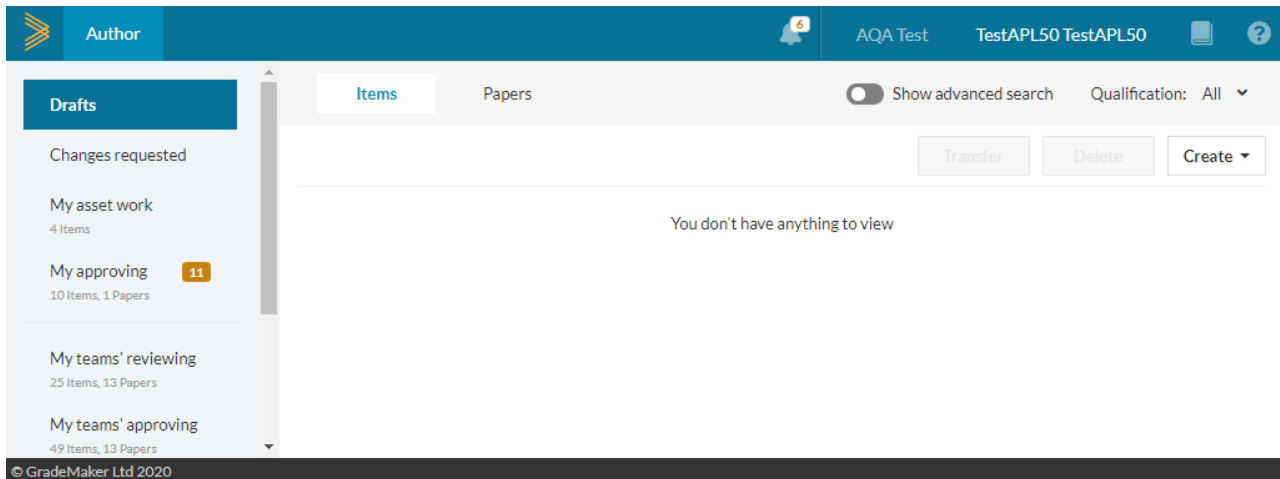
- Click on the drop-down arrow next to the 'outstanding workflow step'.
- Click on the drop-down arrow below to view the name of the Author, Reviewer or Approver that completed that step (TestReviewer50 in this screenshot).



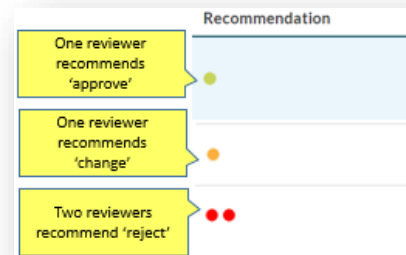
## Approving a Paper

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

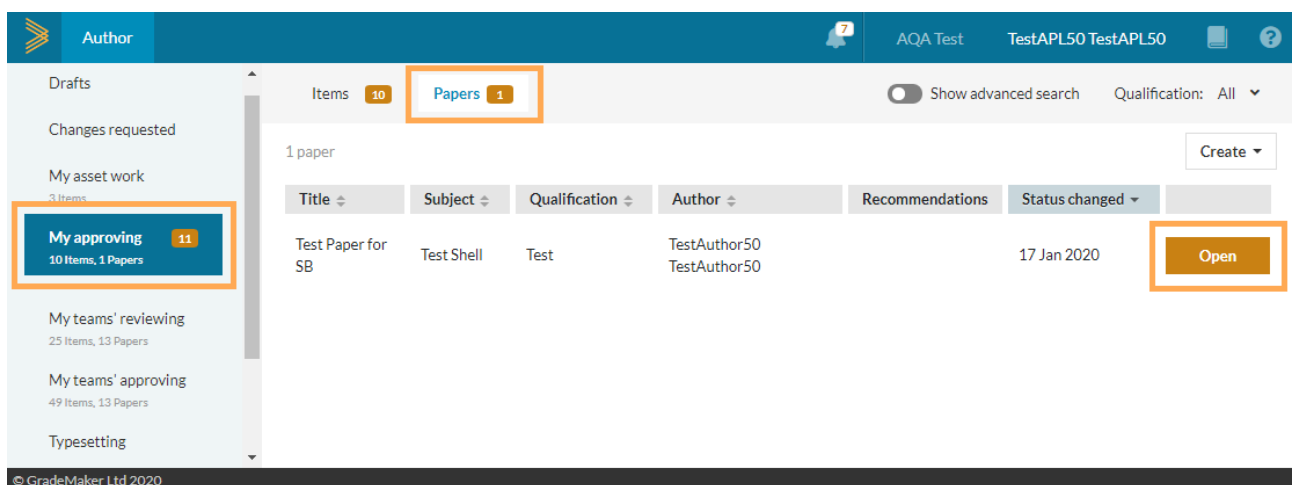
- Log on to GradeMaker Pro using the details provided to you.
- GradeMaker Pro will open with '**Drafts**' view.



- Click on '**My approving**'.
- Click on the '**Papers**' tab.
- A 'traffic light' view of the progress on the paper is displayed (depending on the stage of approval).
- The colours match the reviewer's recommendations.



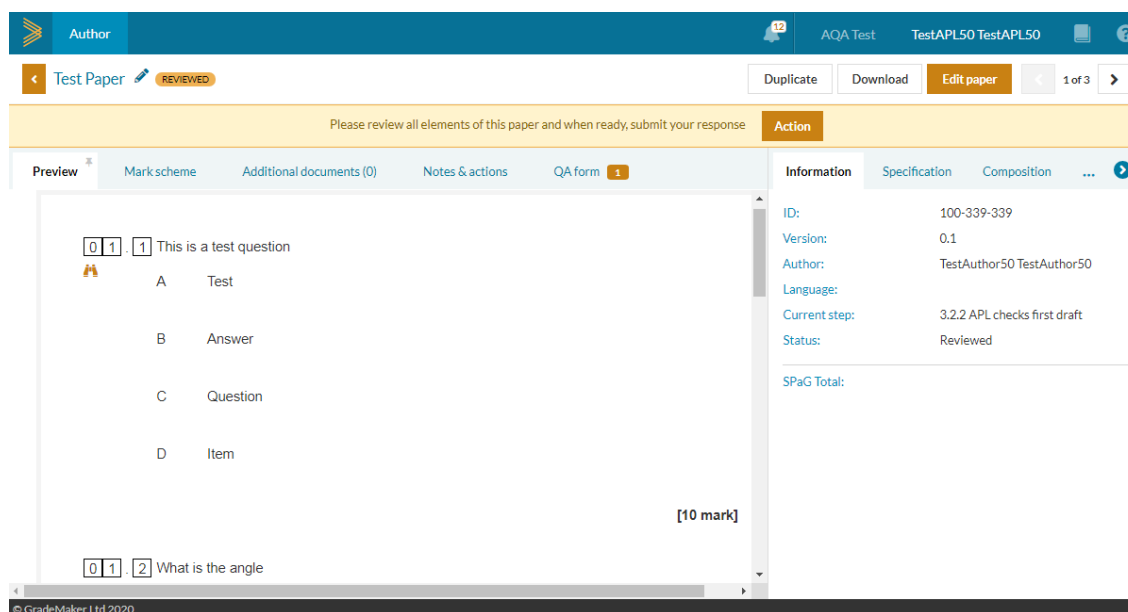
- Click on '**Open**' alongside the paper you want to review.



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

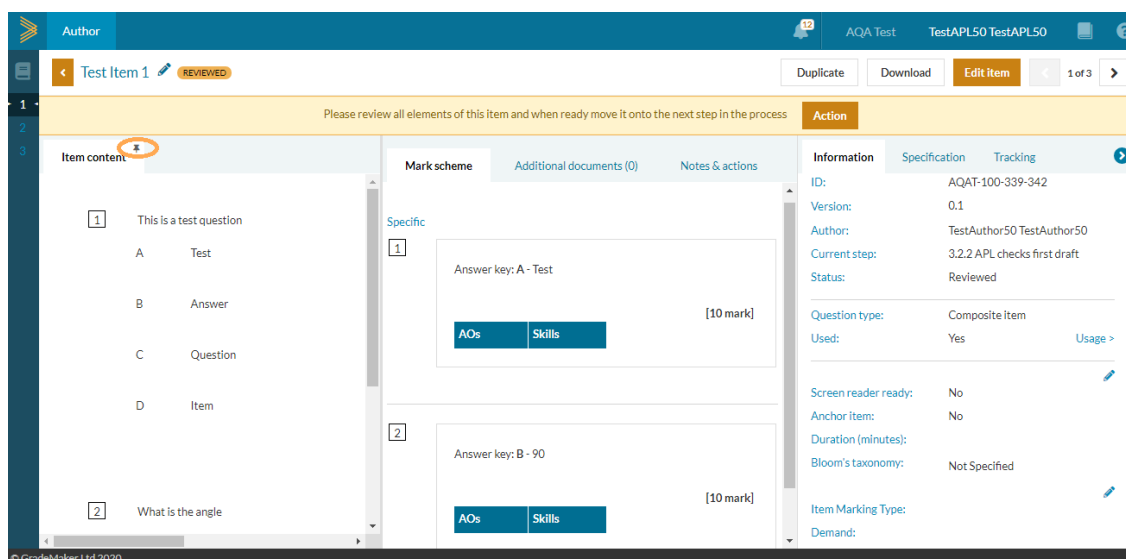
Review the Item content, mark scheme, QA form, details on the Information tab, Specification tab and Composition tab to ensure that all fields are complete and any amendments have been completed as required. Approving will send the paper to the next stage in the Workflow.

**Note:** APL's are not expected to review any technical content; but to check that the process has been completed accurately. E.g. all comments have been actioned.



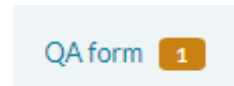
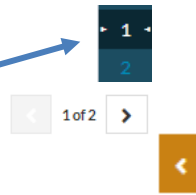
## Approving papers – Item-by-Item

- From the Preview tab, click on the binoculars icon to go into each item.
- Use the '**pinning**' tool to view the mark scheme alongside the paper which can make reviewing more effective (see below).





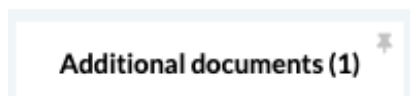
- View all the items in the paper by:
  - Selecting the question number from the left hand column; or
  - Using the 'Next' and 'Previous' button.
- To get back to the paper from an item, press the orange back button at the top left of the page.
- To review the Specification mapping, click on the '**Specification**' tab.
- To review the Composition of the paper, click on the '**Composition**' tab (Summary of your paper).
- Complete a **Quality Assurance form** off the system (*If applicable*).
- Click on the '**QA form**' tab, check the box and click '**Save**' to confirm the activities on the QA form are complete (*If applicable*).



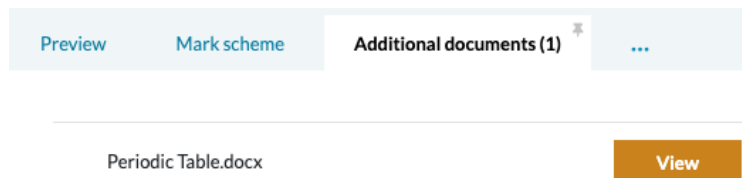
## Approving Papers with Additional Assessment Material

To approve a paper that has an additional document attached:

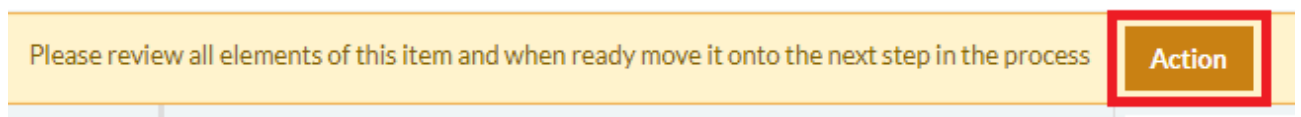
- Select the '**Additional Document**' tab.



- Click '**view**' to download the document to your 'Downloads' folder on your PC.



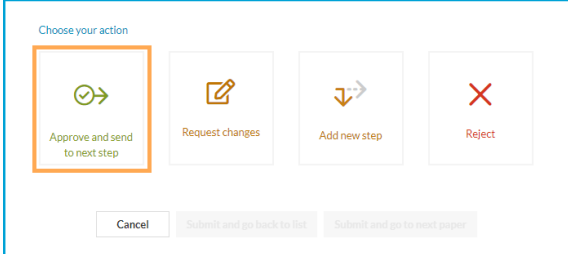
- To approve your paper and move to the next or a previous stage in the workflow, click '**Action**' and select the appropriate response.



## Approver Response

The Approver role has variety of options to select depending on the stage of workflow:

- **Sending the Paper to the next stage in the workflow**

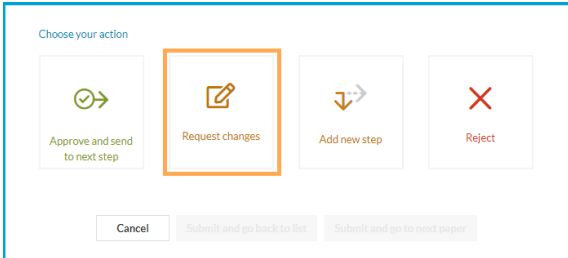


Choose your action

Approve and send to next step | Request changes | Add new step | Reject

Cancel | Submit and go back to list | Submit and go to next paper

- **Requesting changes to the Paper:** When you want to return the item to the Author for changes. You may choose to use this option if, for example, the LAW has not applied all the changes that were requested in the review; or the changes have not been applied to the mark scheme. Once those changes have been made to your satisfaction you can approve to move to the next stage.

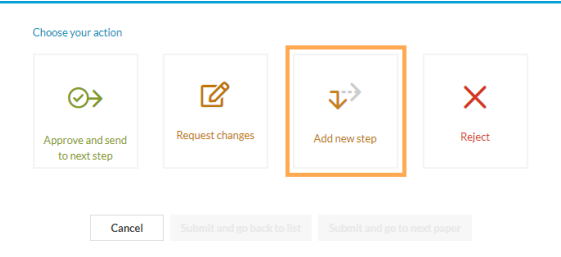


Choose your action

Approve and send to next step | Request changes | Add new step | Reject

Cancel | Submit and go back to list | Submit and go to next paper

- **Adding a new workflow step:** This allows the Approver to send the paper to a new or a previous Author, Reviewer or Approver. (See Adhoc workflow section below)



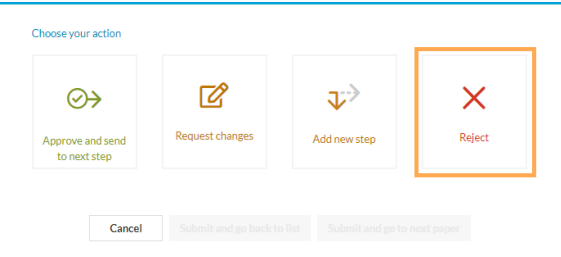
Choose your action

Approve and send to next step | Request changes | Add new step | Reject

Cancel | Submit and go back to list | Submit and go to next paper

- **Rejecting a paper:** When you don't want the paper to be used.

**Note:** We do not expect this option to be used.

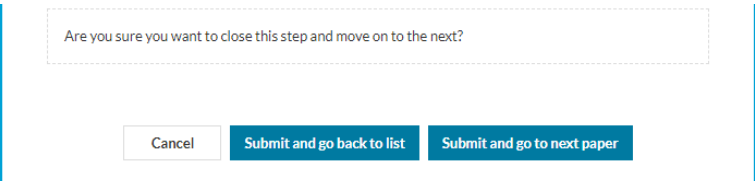


Choose your action

Approve and send to next step | Request changes | Add new step | Reject

Cancel | Submit and go back to list | Submit and go to next paper

Once the approver response has been selected, click 'Submit and go back to list' or 'Submit and go to next paper'..



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

Cancel | Submit and go back to list | Submit and go to next paper

## Closing a Review Cycle

An approver can choose to close a review cycle if, for example, there has been no response from an Associate and they need to move the paper onto the next stage in the process.

- Click on the **'My teams' reviewing'**.
- Click on the **'Papers'** tab.
- Click **'Open'** alongside the paper you want to open.

The screenshot shows the GradeMaker interface. On the left sidebar, 'My teams' reviewing' is highlighted. The main area shows the 'Papers' tab with a table of 13 papers. The table has columns: Title, Subject, Qualification, Author, Recommendations, Submitted date, and an 'Open' button. The first row is 'SB Test Paper 07.01.10' by 'TestAuthor50' with a 'Test' qualification, submitted on '19 Jan 2020'. The second row is 'Test paper' by 'TestAuthor50' with a 'Test' qualification, submitted on '16 Jan 2020'. The third row is 'Test Paper' by 'TestAuthor50' with a 'Test' qualification, submitted on '13 Jan 2020'. Each row has an 'Open' button.

- To close the current workflow review cycle, click on the drop-down box and choose your response.

The screenshot shows a dropdown menu titled 'Paper approver actions'. It contains a 'Choose response...' dropdown box and a 'Confirm' button. The 'Choose response...' dropdown is open, showing 'Close reviewing' as the selected option.

- Click **'Confirm'**.

The screenshot shows a button bar titled 'Paper approver actions'. It contains a green button labeled 'Close reviewing' and an orange button labeled 'Confirm'.

- Click **'Submit'** to confirm you are closing this review cycle.

The screenshot shows a confirmation dialog titled 'Close reviewing'. It contains the text: 'Are you sure you want to close reviewing for this paper and remove it from reviewing lists?'. Below the text are two buttons: 'Submit' and 'Cancel'.

## Adhoc Workflow Cycle

**Submitting to a new workflow step:** This option allows the Approver to send the paper to a new or a previous Author, Reviewer or Approver

- Choose the appropriate response by clicking on 'Add new step'

- Select the workflow step – “ITAC Review”
- Select the role of the user you are sending the paper to – “Approvers”
- Select the user(s) you are sending the paper to – “<APC NAME>”
- Add a brief comment in the Notes section

**Note:** The comments added in the Notes section will be visible to the next Reviewer or Author In the workflow.

## Editing a paper in ITAC

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. You will have to agree in advance who will input the changes in the meeting as the paper will need to be transferred to that user before the meeting.

To transfer the paper to the LAW to make edits you can use the Ad-hoc workflow

## Requesting APC access to the paper

If the edits are being made by an APC then they will need to have their access rights temporarily updated to Approver. To request this, an email must be submitted to the **GradeMaker Support Mailbox** ([GradeMakerSupport@aqa.org.uk](mailto:GradeMakerSupport@aqa.org.uk)) requesting temporary ITAC approval access for the appropriate APC.

Once user access has been granted, the APL should transfer the paper to the APC (or LAW) using the Adhoc workflow.

## To edit the paper

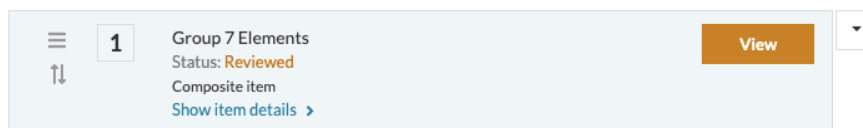
- Open the Paper
- Select **'Edit Paper'** from the top right-hand corner of the page.

**Edit paper**

From here, you will be able to edit a paper's question order as well as add/remove section breaks, page breaks and paper-level content blocks.

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.
- 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**

Once all the edits have been captured then the Adhoc workflow cycle can be closed and the next action commenced e.g. set up an adhoc review cycle to review the changes applied.

## Items not included in a Paper

There may be situations where an Author has created individual items outside of a paper. This is how most other organisations will use the system. This means that the item is not associated with the paper and could bypass some of the Quality Assurance checks.

Adding an item into a paper can be achieved by:

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

**Edit paper**

- Scroll to the bottom of the page and select **'Add banked item'**



- A search page will now appear. Fill in the search criteria for the item you are looking for and click **'Search'**.

Search for an item

Text search:  Item type:

Bloom's:  Status:

Specification:  Paper:

And:  is

**Search**

- A list of items that match the criteria will now appear. To include item(s) in the paper, check the box next to the title.

18 items

	Title	Author	Subject	Qualification	
<input checked="" type="checkbox"/>	03.4	TestAuthor8 TestAuthor8	Chemistry	GCSE	
<input type="checkbox"/>	01.2	TestAuthor8 TestAuthor8	Chemistry	GCSE	
<input type="checkbox"/>	05.1	TestAuthor8 TestAuthor8	Chemistry	GCSE	
<input type="checkbox"/>	02.2	TestAuthor8 TestAuthor8	Chemistry	GCSE	

**Include in paper** **Close**

- Clicking **'Include in paper'** will add the item to the bottom of the paper.
- Move the item to its correct position in the paper and click **'Save'** once you have finished editing.

**Note:** If the item is in another user's draft folder, you will not be able to add it to the paper. The draft item will need to be in either 'Review' or 'Approver' for it to be added to a paper.

## Uploading a copy of Typeset or PfP Assessment Materials

Once the paper has been downloaded from the system for typesetting, a final version of the assessment materials will need to be uploaded into GradeMaker to make sure that there is a complete and final audit trail.

To upload a new version:

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

**Edit paper**

- Select '**Additional documents**'.

**Additional documents (1)** 

- Click '**Add document**'.
- Choose the most up to date version of the assessment material and click '**Open**' to upload the paper
- The uploaded document will now appear in the list

 **Add document**

You may want to remove the previous version from the paper to ensure only the most up to date version is visible to the reviewers and LAWs. To do this:

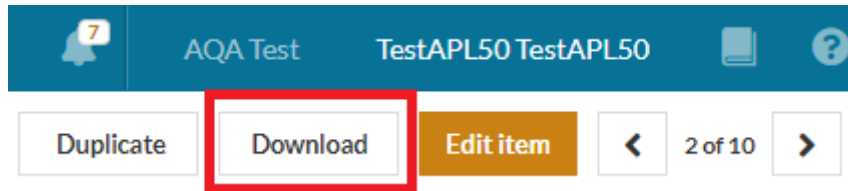
- Select the '**Trash**' icon that is in line with the document you would like to remove



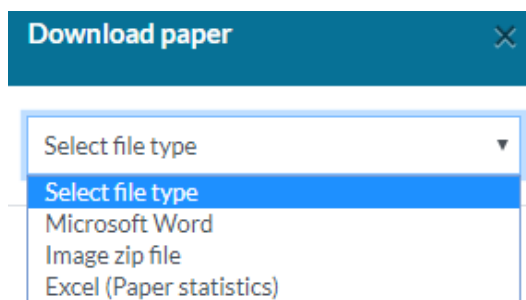
## Downloading a Paper

It is possible to download a word version of your paper. To do this:

- Select the '**Download**' button on the top right hand page.



- Click on the drop-down box to select the type of file you want to download.



## Downloading to Microsoft Word

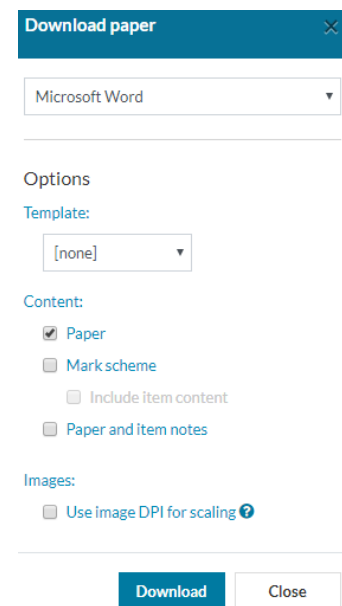
You will be presented with several options to customise your download: This includes:

**Template** – If a template is available, you'll be able to select it from the drop-down box.

**Content** – You can choose to include the **Paper** (default option), **Mark scheme** and **Paper and item notes** by ticking the appropriate box.

**Images:** Using image DPI for scaling – This option should only be used for papers that contain images that have been prepared for print and contain a specific DPI on each file. When used with images that have been processed for the web it can cause undesired scaling of images to occur.

- Once you have selected the download options, click '**Download**' to download a Microsoft word version of your paper.



## Downloading Image Zip File

Selecting this option downloads all the images from your paper as a zip file.

- Click '**Download**' to confirm.

