

## Appendix 3

### Adding a Registration Group Column in the marksheet



In Support of  
Learning



ICT Development  
Service

## Adding a Registration Group Column

### Adding a Registration Group Column

#### Please Note:!

The following guidance is useful for schools who have more than 1 class per year group. Once the reg group has been added, class specific filters can be applied

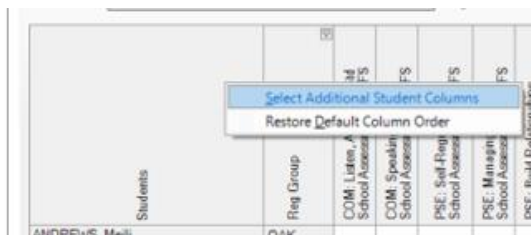
#### For example:

- Enter results for one class at a time
- Checking for leavers
- Exporting class marksheets into Excel for printing or Saving

Use route: **Tools / Performance / Assessment / Wizard Manager**

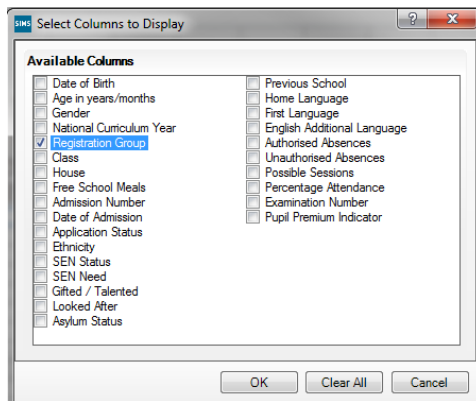
- Highlight the required key stage,
- Click Next, Check the year group is present,
- Click next. Open the required marksheet.

With the marksheet open,

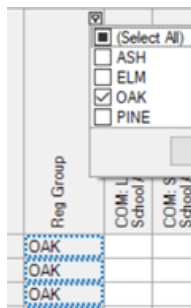


Right Click in the **Students** column

Choose **Select Additional Student Columns**



Enter a tick into the **Registration Group** box, Click **OK**



4 Click the **Filter** button in the registration group column and select the required registration group.

At this stage, the marksheet may be exported and printed. (see next section [Exporting Marksheets into Excel/Printing](#))

Repeat the process for each registration group.

To bring back all reg groups, if required, click on the **Filter** button click **Select All**

**Save** the marksheet

