

Quick Start Guide - Applied Business GCSE Admin

2

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.

3

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

To edit a student's details, click on the student's row.

To print summary reports, click on the reports button.

5

Finally, use this area to modify a student's details: name, exam number, cohort and group. You can also delete a student - this can't be undone!

1

Begin by entering your centre number and centre name. You can't use the program unless you do this. Click on the settings button to activate the program.

Once the program has been activated, click again on the settings button to choose your awarding body.

Use the settings button to back-up data to your hard drive and restore data if needed.

4

When you have selected a student, his/her details appear in this section.

You enter the UMS marks here (the awarding body adjusted marks) in the grey boxes.

Click on the unit 1 or unit 2 rows to enter portfolio marks. This will take you to a new screen for unit 1 or unit 2. Click on the Back button to return to this screen.

To print summary reports on unit 1 and unit 2, click on the reports button.