

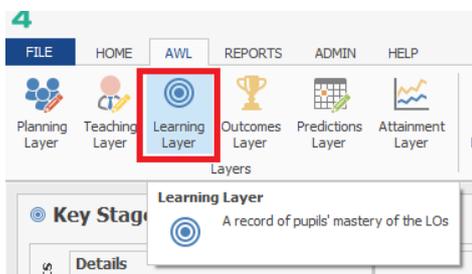
Guidance on entering mastery grades for "I can" statements into 4Matrix

1. Log into 4Matrix

2. Click on the AwL Menu



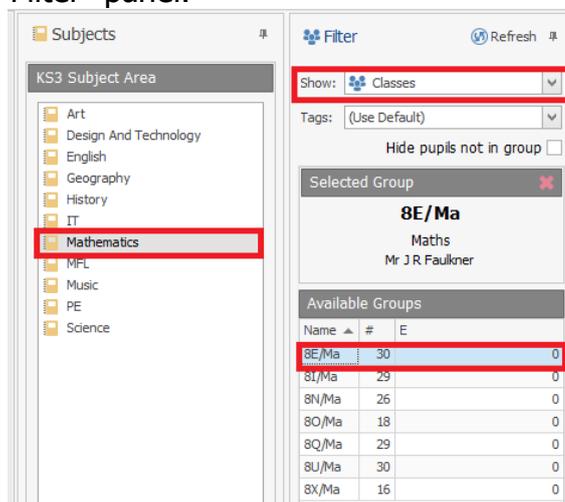
3. Select the "Learning Layer"



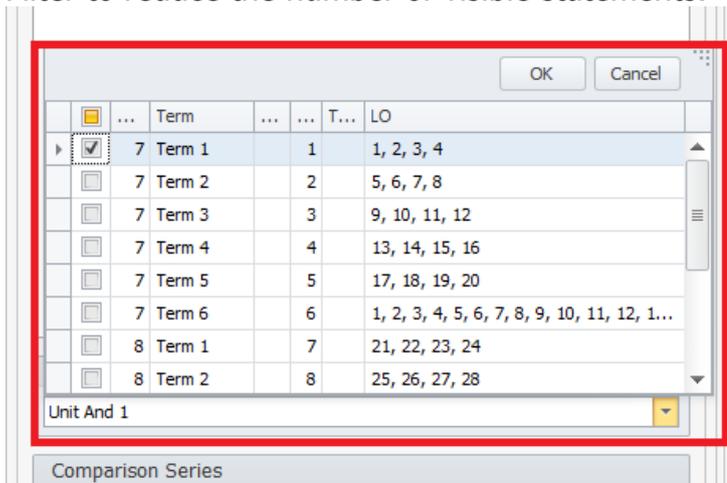
4. At the bottom of the screen make sure that the Selected Series is current. Use "Change" if it is not. It is very important that this is correct as grades are date stamped.



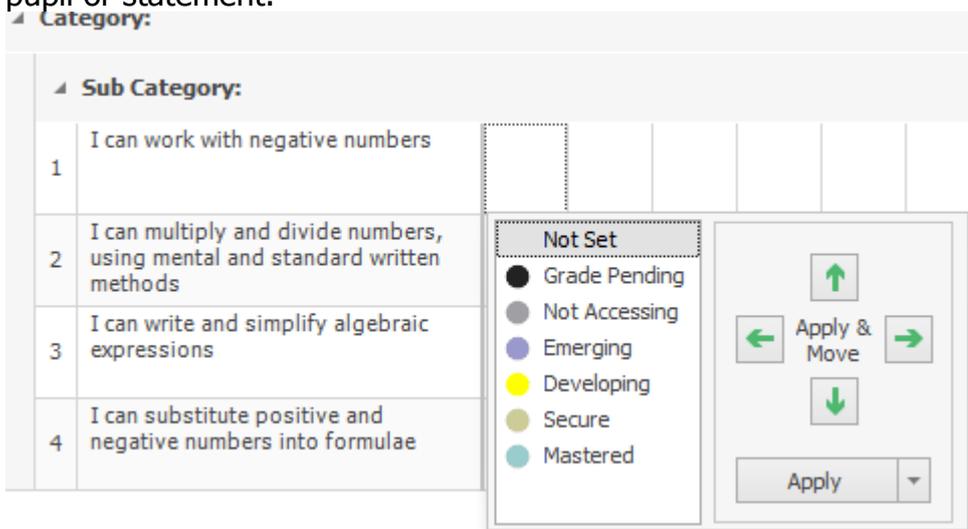
5. Select your subject from the "KS3 Subject Area". Then select a class from the "Filter" panel.



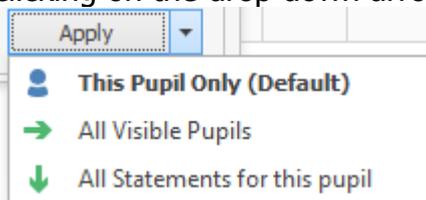
6. If the I Can statements have been categorised by time you can use the Unit Filter to reduce the number of visible statements.



7. Click on a cell to enter a mastery grade then click "Apply" or on another cell to save the grade. The green arrows can be used to move on to the next pupil or statement.



8. Mastery grades can be applied to all visible pupils or all visible statements by clicking on the drop down arrow next to "Apply".



9. If grades are being re-entered (e.g. as a topic is being revisited) then overwrite the existing mastery grade with the new one. The critical thing to ensure is that the currently selected series is the correct one (see step 4).