

## Halve klassen voor toetsen

Zermelo - 2020-10-20 - Tutorials

### Inleiding

Er zijn scholen waar leerlingen standaard toetsen maken in halve groepen gedurende de toetsweken. Het kan handig zijn om deze indeling vooraf in uw basisrooster te maken, zodat u iedere toetsweek weer opnieuw gebruik kunt maken van deze indeling. We leggen u hier uit hoe u dat doet.

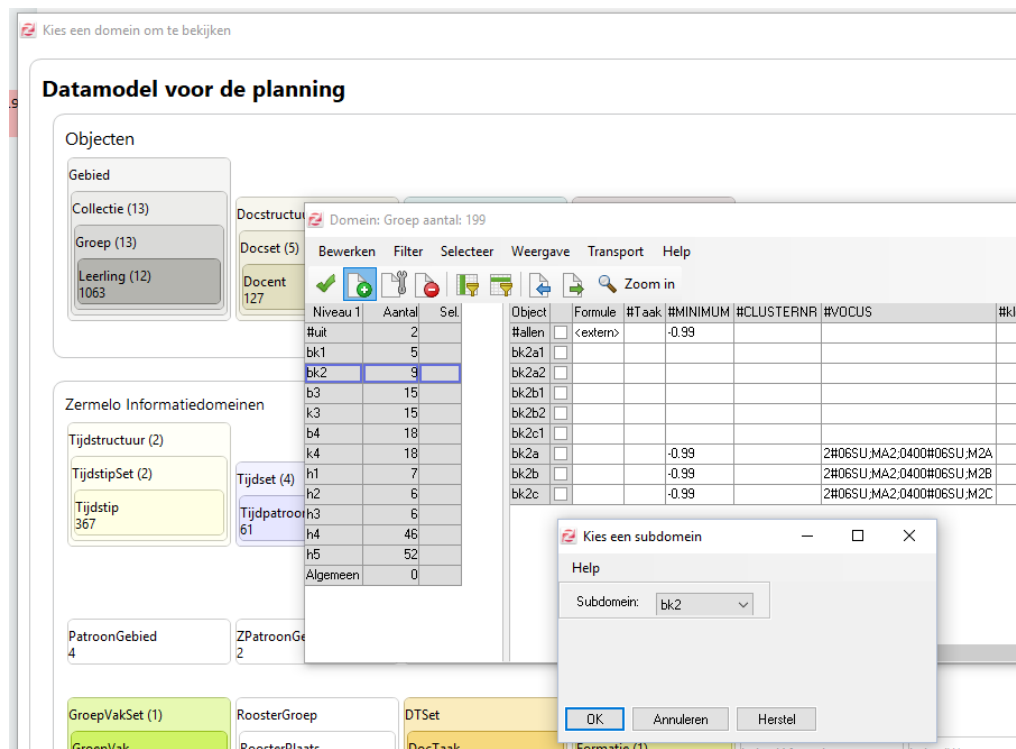
DESKTOP

## Groepen van halve klassen maken


U gaat extra groepen aanmaken om klassen te kunnen verdelen over die groepen. U volgt daarvoor de volgende stappen:

Maak de groepen aan in uw basisrooster:

- Ga naar het Groep domein via **Projectbeheer > Domeinen > Groep**
- Selecteer de afdeling (in het voorbeeld bk2)
- Maak een extra groep aan met het groene plusje
- Selecteer bij het subdomein de afdeling, waarvoor u de groep wilt aanmaken



- Geef de groep een naam in het Object veld (in het voorbeeld stamklasnaam + 1 of 2)

 Wijzig object

Help

Object: **bk2c2**

Formule:

Subdomein: bk2

Volgorde: 0

Randvoorw:

#PORTALID:

#MENTORGROEP:

#VRIJEMENTOR:

#GGLT:

#Kernteam:

#Taak:

#MINIMUM:

#CLUSTERNR:

#VOCUS:

#kleur:

#RENDEMENTLEERJARENHISTORIE:

#RENDEMENTNIVEAUINDEX:

#VmoPraktijkWizad:

Aantal elementen: 0 (0)

Type: geen stamklas

Bewerk verzameling

Object	Formule	Subdomein	Volgorde	Randvoorw	#EMAIL	#Gewenst	#L-f

Ingeroosterd:

In te roosteren:

Optimale grootte: -1

Maximale grootte: -1

Factor optimum: -1

<

**OK** Annuleren Herstel Bereken

Herhaal deze stappen totdat u alle groepen heeft aangemaakt.



#### **Aparte groep voor tijdverlengers**

Als u tijdverlengers of dyslecten in een aparte groep wilt indelen, dan maakt u drie groepjes per klas aan in plaats van twee.

Vervolgens deelt u de leerlingen in de groepen in, nog steeds in uw basisrooster:

- Blijf in het domein Groep
- Ga naar **Bewerken > Participatie**
- Selecteer de afdeling
- Zet de leerlingen per klas op een rijtje en geeft de leerlingen een extra deelname in één van de halve groepen

Aantallen kop-cellen		Help										
Groep		1	#allen	bk2a	bk2a1	bk2a2	bk2b	bk2b1	bk2b2	bk2c	bk2c1	bk2c2
#uit [2]	1/2		82	31	15	16	30	15	15	21	11	10
bk1 [5]	Heide van der Talta 138762 bk2a	#allen138762	bk2a138762	*	bk2a	=						
bk2 [10]	Geurts Imara 138814 bk2a	#allen138814	bk2a138814	*	bk2a	=						
b3 [15]	Groep Jean-Pierre 2017010 bk2a	#allen2017010	bk2a2017010	*	bk2a	=						
k3 [15]	Sluis Fredericus 2017016 bk2a	#allen2017016	bk2a2017016	*	bk2a	=						
b4 [18]	Poel van der Medine 2017017 bk2a	#allen2017017	bk2a2017017	*	bk2a	=						
k4 [18]	Water Arenda 2017046 bk2a	#allen2017046	bk2a2017046	*	bk2a	=						
h1 [7]	Rijt Mona 2017049 bk2a	#allen2017049	bk2a2017049	*	bk2a	=						
h2 [6]	Tweel Liv 2017050 bk2a	#allen2017050	bk2a2017050	*	bk2a	=						
h3 [6]	Nieuwendijk Anne-Wil 2017052 bk2a	#allen2017052	bk2a2017052	*	bk2a	=						
h4 [46]	Dolder Indra 2017053 bk2a	#allen2017053	bk2a2017053	*	bk2a	=						
h5 [52]	Dobbelsteen Rhonda 2017054 bk2a	#allen2017054	bk2a2017054	*	bk2a	=						
Algemeen [0]	Heerik Vasiliki 2017056 bk2a	#allen2017056	bk2a2017056	*	bk2a	=						
	Munckhof Lucille 2017057 bk2a	#allen2017057	bk2a2017057	*	bk2a	=						
	Hoff Amersfoort Soeradj 2017058 bk2a	#allen2017058	bk2a2017058	*	bk2a	=						
	Bor Alissia 2017060 bk2a	#allen2017060	bk2a2017060	*	bk2a	=						
	Ouweland Bodine 2017061 bk2a	#allen2017061	bk2a2017061	*	bk2a	=						
	Brandt Jikke 2017062 bk2a	#allen2017062	bk2a2017062	*	bk2a	=						
	Bergh Ramon 2017064 bk2a	#allen2017064	bk2a2017064	*	bk2a	=						
	Dolder Percy 2017065 bk2a	#allen2017065	bk2a2017065	*	bk2a	=						
	Brom Cézanne 2017066 bk2a	#allen2017066	bk2a2017066	*	bk2a	=						
	Wijk van der Dünja 2017068 bk2a	#allen2017068	bk2a2017068	*	bk2a	=						
	Hoed Albertha 2017069 bk2a	#allen2017069	bk2a2017069	*	bk2a	=						
	Wijngaard Noémi 2017070 bk2a	#allen2017070	bk2a2017070	*	bk2a	=						
	Bergen Rizwan 2017072 bk2a	#allen2017072	bk2a2017072	*	bk2a	=						
	Enden Ray 2017073 bk2a	#allen2017073	bk2a2017073	*	bk2a	=						
	Boom Sibren 2017074 bk2a	#allen2017074	bk2a2017074	*	bk2a	=						
	Beuken Geneviève 2017080 bk2a	#allen2017080	bk2a2017080	*	bk2a	=						
	Hart van der Gidon 20172882 bk2a	#allen20172882	bk2a20172882	*	bk2a	=						
	Adel van den Inke 2017682 bk2a	#allen2017682	bk2a2017682	*	bk2a	=						
	Heerik van den Deen 2017724 bk2a	#allen2017724	bk2a2017724	*	bk2a	=						
	Haar van der Dayenne 2017856 bk2a	#allen2017856	bk2a2017856	*	bk2a	=						
	Aar van der Tilly 2017860 bk2c	#allen2017860								bk2c2017860	* bk2c	
	Bout Inke 2017079 bk2c	#allen2017079								bk2c2017079	* bk2c	
	Berk Dettlef 2017075 bk2c	#allen2017075								bk2c2017075	* bk2c	
	Doel Vijay 2017071 bk2c	#allen2017071								bk2c2017071	* bk2c	
	Ouweland Eeke 2017067 bk2c	#allen2017067								bk2c2017067	* bk2c	
	Haak Nita 2017063 bk2c	#allen2017063								bk2c2017063	* bk2c	

Bewerken Filter Selecteer Weergave Transport Help						
Niveau 1	Aantal	Sel.	Object	Formule	Aantal elementen	Type verzameling
#uit	2		#allen	<extern>	82 (82)	geen stamklas 138762,138781,138799,138814,2017001,2017002,2017003,2017004,2017005,2017006,2017007,2017008,2017009,2017010,2017011,2017012,2017013,2017014,2017015,2017016,2017017,2017018,2017019,2017020,2017021,2017022,2017023,2017024,2017025,2017026,2017027,2017028,2017029,2017030,2017031,2017032,2017033,2017034,2017035,2017036,2017037,2017038,2017039,2017040,2017041,2017042,2017043,2017044,2017045,2017046,2017047,2017048,2017049,2017050,2017051,2017052,2017053,2017054,2017055,2017056,2017057,2017058,2017059,2017060,2017061,2017062,2017063,2017064,2017065,2017066,2017067,2017068,2017069,2017070,2017071,2017072,2017073,2017074,2017075,2017076,2017077,2017078,2017079,2017080,2017081,2017082,2017083,2017084,2017085,2017086,2017087,2017088,2017089,2017090,2017091,2017092,2017093,2017094,2017095,2017096,2017097,2017098,2017099,2017100,2017101,2017102,2017103,2017104,2017105,2017106,2017107,2017108,2017109,2017110,2017111,2017112,2017113,2017114,2017115,2017116,2017117,2017118,2017119,2017120,2017121,2017122,2017123,2017124,2017125,2017126,2017127,2017128,2017129,2017130,2017131,2017132,2017133,2017134,2017135,2017136,2017137,2017138,2017139,2017140,2017141,2017142,2017143,2017144,2017145,2017146,2017147,2017148,2017149,2017150,2017151,2017152,2017153,2017154,2017155,2017156,2017157,2017158,2017159,2017160,2017161,2017162,2017163,2017164,2017165,2017166,2017167,2017168,2017169,2017170,2017171,2017172,2017173,2017174,2017175,2017176,2017177,2017178,2017179,2017180,2017181,2017182,2017183,2017184,2017185,2017186,2017187,2017188,2017189,2017190,2017191,2017192,2017193,2017194,2017195,2017196,2017197,2017198,2017199,2017200,2017201,2017202,2017203,2017204,2017205,2017206,2017207,2017208,2017209,2017210,2017211,2017212,2017213,2017214,2017215,2017216,2017217,2017218,2017219,2017220,2017221,2017222,2017223,2017224,2017225,2017226,2017227,2017228,2017229,2017230,2017231,2017232,2017233,2017234,2017235,2017236,2017237,2017238,2017239,2017240,2017241,2017242,2017243,2017244,2017245,2017246,2017247,2017248,2017249,2017250,2017251,2017252,2017253,2017254,2017255,2017256,2017257,2017258,2017259,2017260,2017261,2017262,2017263,2017264,2017265,2017266,2017267,2017268,2017269,2017270,2017271,2017272,2017273,2017274,2017275,2017276,2017277,2017278,2017279,2017280,2017281,2017282,2017283,2017284,2017285,2017286,2017287,2017288,2017289,2017290,2017291,2017292,2017293,2017294,2017295,2017296,2017297,2017298,2017299,2017300,2017301,2017302,2017303,2017304,2017305,2017306,2017307,2017308,2017309,2017310,2017311,2017312,2017313,2017314,2017315,2017316,2017317,2017318,2017319,2017320,2017321,2017322,2017323,2017324,2017325,2017326,2017327,2017328,2017329,2017330,2017331,2017332,2017333,2017334,2017335,2017336,2017337,2017338,2017339,2017340,2017341,2017342,2017343,2017344,2017345,2017346,2017347,2017348,2017349,2017350,2017351,2017352,2017353,2017354,2017355,2017356,2017357,2017358,2017359,2017360,2017361,2017362,2017363,2017364,2017365,2017366,2017367,2017368,2017369,2017370,2017371,2017372,2017373,2017374,2017375,2017376,2017377,2017378,2017379,2017380,2017381,2017382,2017383,2017384,2017385,2017386,2017387,2017388,2017389,2017390,2017391,2017392,2017393,2017394,2017395,2017396,2017397,2017398,2017399,2017400,2017401,2017402,2017403,2017404,2017405,2017406,2017407,2017408,2017409,2017410,2017411,2017412,2017413,2017414,2017415,2017416,2017417,2017418,2017419,2017420,2017421,2017422,2017423,2017424,2017425,2017426,2017427,2017428,2017429,2017430,2017431,2017432,2017433,2017434,2017435,2017436,2017437,2017438,2017439,2017440,2017441,2017442,2017443,2017444,2017445,2017446,2017447,2017448,2017449,2017450,2017451,2017452,2017453,2017454,2017455,2017456,2017457,2017458,2017459,2017460,2017461,2017462,2017463,2017464,2017465,2017466,2017467,2017468,2017469,2017470,2017471,2017472,2017473,2017474,2017475,2017476,2017477,2017478,2017479,2017480,2017481,2017482,2017483,2017484,2017485,2017486,2017487,2017488,2017489,2017490,2017491,2017492,2017493,2017494,2017495,2017496,2017497,2017498,2017499,2017500,2017501,2017502,2017503,2017504,2017505,2017506,2017507,2017508,2017509,2017510,2017511,2017512,2017513,2017514,2017515,2017516,2017517,2017518,2017519,2017520,2017521,2017522,2017523,2017524,2017525,2017526,2017527,2017528,2017529,2017530,2017531,2017532,2017533,2017534,2017535,2017536,2017537,2017538,2017539,2017540,2017541,2017542,2017543,2017544,2017545,2017546,2017547,2017548,2017549,2017550,2017551,2017552,2017553,2017554,2017555,2017556,2017557,2017558,2017559,2017560,2017561,2017562,2017563,2017564,2017565,2017566,2017567,2017568,2017569,2017570,2017571,2017572,2017573,2017574,2017575,2017576,2017577,2017578,2017579,2017580,2017581,2017582,2017583,2017584,2017585,2017586,2017587,2017588,2017589,2017590,2017591,2017592,2017593,2017594,2017595,2017596,2017597,2017598,2017599,2017600,2017601,2017602,2017603,2017604,2017605,2017606,2017607,2017608,2017609,2017610,2017611,2017612,2017613,2017614,2017615,2017616,2017617,2017618,2017619,2017620,2017621,2017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Selecteer objecten

Help

0	#uit	bk1	bk2	hv1	hv2
1	#allen	#allen	#allen	#allen	#al
2	#uit	bk1a	bg1	hv1a	hv2a
3		bk1b	bg2	hv1b	hv2b
4		bk1c	bk2a	hv1c	hv2c
5		bk1d	bk2a1	hv1d	hv2d
6			bk2a2	hv1e	hv2e
7			bk2b		
8			bk2b1		
9			bk2b2		
10			bk2c		
11			bk2c1		
12			bk2c2		
13			plus1		
14			plus2		
15					
16					

Toetsen roosteren

Bestand Opties Filter Lestransport Toetslijsten Help

Nieuw Verwijder Verdelen over dagen Roosteren in de tijd Blanco toets Maatwe

ID	type	Selectie	pakketvak	lesgroepen	lin	surveillant	lokaal	Loc	aantal minuten	Dag	datum	tijd	Toetsnaam
204	T		bk2.ak	bk2.bk2a1 bk2.bk2a2 bk2.bk2b1 bk2.bk2b2 bk2.bk2c1 bk2.bk2c2	14 13 15 15 14 14			a	50	wo	20-11-2019	08:30-09:20	bk2 ak
203	T		bk2.bi	bk2a bk2b bk2c	27 30 28			a	50	wo	20-11-2019	08:30-09:20	bk2 bi
200	T		bk2.du	bk2a bk2b bk2c	27 30 28			a	50	wo	20-11-2019	08:30-09:20	bk2 du
201	T		bk2.ec	bk2a bk2b bk2c	27 30 28			a	50	wo	20-11-2019	08:30-09:20	bk2 ec
202	T		bk2.en	bk2a bk2b bk2c	27 30 28			a	50	wo	20-11-2019	08:30-09:20	bk2 en

Als u dit voor alle toetsen wilt herhalen, dan doet u dat het snelste door in het hoofdscherm van de toetsroostermodule de modus aan te passen van Selectie naar Invoer. U kopiëert het aangepaste veld bij lesgroepen en plakt deze bij de volgende toets met dezelfde groepen. Vervolgens klikt u met rechts op alle volgende toetsen met dezelfde groepen om de laatst ingevoerde waarde daar ook in te vullen.

Toetsen roosteren

Bestand Opties Filter Lestransport Toetslijsten Help

Nieuw Verwijder Verdelen over dagen Roosteren in de tijd Blanco toets Maatwerk leerlingen Mondelingen Datum: dd-mm-jjjj Modus: Invoer

ID	type	Selectie	pakketvak	lesgroepen	lin	surveillant	lokaal	Loc	aantal minuten	Dag	datum	tijd	Toetsnaam	aantal leerlingen (groepen)	lin zonder toets	lin andere afd.	lin zond vak.
204	T		bk2.ak	bk2.bk2a1 bk2.bk2a2 bk2.bk2b1 bk2.bk2b2 bk2.bk2c1 bk2.bk2c2	14,13,15,15,14,14			a	50	wo	20-11-2019	08:30-09:20	bk2 ak	95			
203	T		bk2.bi	bk2.bk2a1 bk2.bk2a2 bk2.bk2b1 bk2.bk2b2 bk2.bk2c1 bk2.bk2c2	14,13,15,15,14,14			a	50	wo	20-11-2019	08:30-09:20	bk2 bi	95			
200	T		bk2.du	bk2.bk2a1 bk2.bk2a2 bk2.bk2b1 bk2.bk2b2 bk2.bk2c1 bk2.bk2c2	14,13,15,15,14,14			a	50	wo	20-11-2019	08:30-09:20	bk2 du	95			
201	T		bk2.ec	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 ec	95			
202	T		bk2.en	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 en	95			
198	T		bk2.gd	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 gd	95			
199	T		bk2.gs	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 gs	95			
197	T		bk2.ne	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 ne	95			
195	T		bk2.nsk	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 nsk	95			
196	T		bk2.rek	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 rek	95			
194	T		bk2.wi	bk2a.bk2b.bk2c	27,30,28			a	50	wo	20-11-2019	08:30-09:20	bk2 wi	95			

U heeft nu de toetsen voor halve klassen aangemaakt. U kunt het toetsrooster nu verder inroosteren zoals u dat normaal doet.



**Aparte groep voor tijdverlengers**

Let op dat als u op deze manier ook een aparte groep heeft gemaakt voor tijdverlengers, dat u deze bij wijzigingen ook in uw basisrooster aanpast alvorens u de toetsweek afknipt.