DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration
Markbook Manual

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 99 167 352 749

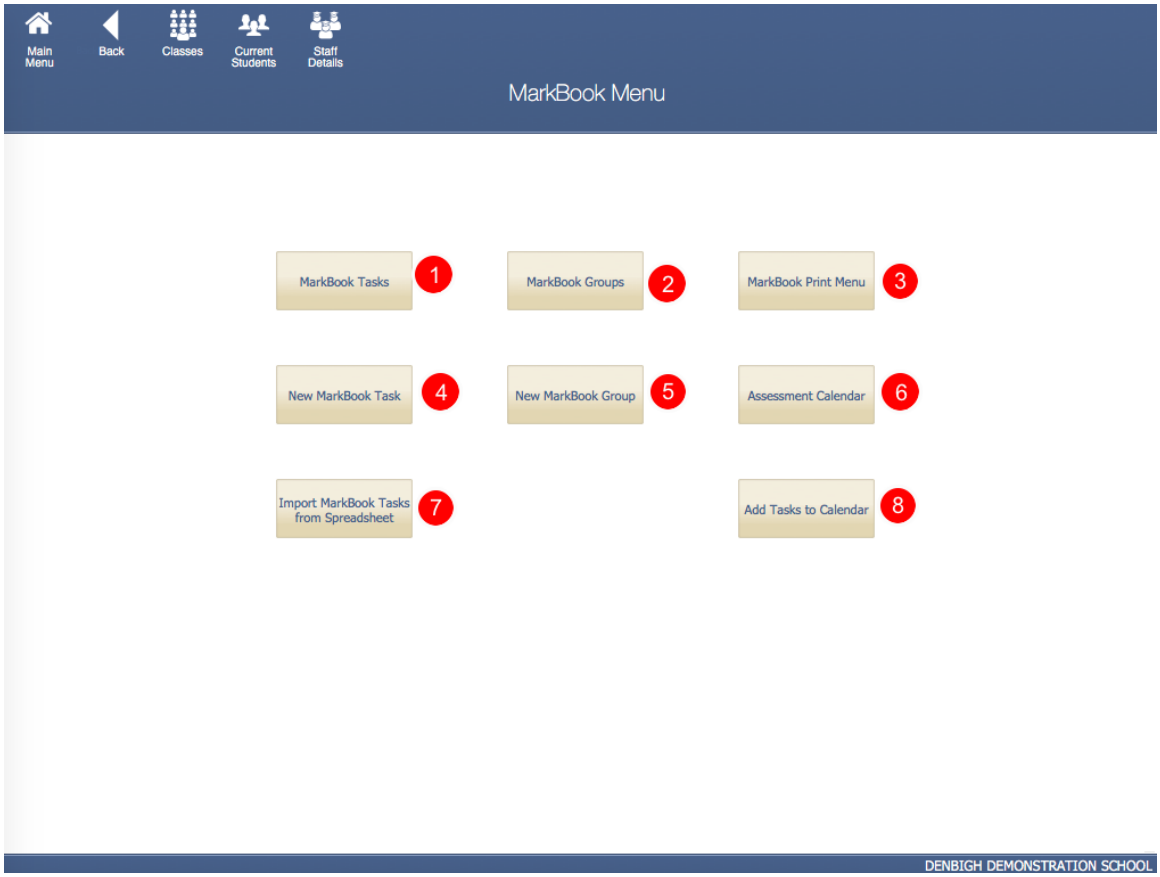
Macarthur Anglican School
Cobbitty Road
Cobbitty NSW 2570

PO Box 3166
Narellan NSW 2567
Australia

Markbook Menu 3
Class Information/Faculties 4
Staff Faculties 4
Creating Tasks 5
Creating Tasks from Spreadsheet 6
Import Spreadsheet 6
Import Spreadsheet - Validation Check 7
Import Spreadsheet - Import Data 7
Import Spreadsheet - Tasks Created 7
Create Tasks from Classes file for a Class 8
Create a Task from Classes for a Course 10
Filtering Tasks in Markbook 10
Markbook Tasks 11
Markbook Tasks - Rapid Entry 12
Markbook Tasks - Recalculate 13
Markbook Tasks - Statistics 13
Markbook Tasks - Sorting and Filter Classes 13
Markbook Tasks - Estimate Mark 14
Markbook Tasks - Exclude Mark 15
Markbook Tasks - Changing the Out Of 15
Markbook Tasks - Graph 16
Markbook Tasks - Outcomes 16
Markbook Tasks - Documents 17
Markbook Menu Functions 17
Markbook Tasks - Spreadsheet for Course 17
Markbook Tasks - Print 18
Markbook Task - Export to Excel 19
Markbook Tasks - Excel Export 20
Markbook Tasks - Assign Marks to Student's Reports 21
Markbook Tasks - Assign Marks to Reports 21
Markbook Groups - New Group 22
Markbook Groups - Adding Tasks to a Group 23
Markbook Groups - Add Task 23
Markbook Groups - Adding Weighting 24
Markbook Groups - Weighting 24
Markbook Groups - Calculating Group 24
Markbook Groups - Composite Student Results 25
Markbook Groups - Student Task Results 25
Markbook Groups - Grades by Mark 26
Markbook Groups - Export to excel 27
Markbook Groups - Print 27
Markbook Groups - Assigning Group Marks to Reports 29
Assessment Calendar 31
Markbook Tasks - Add Tasks to Calendar 33
Export Tasks to Excel - (End of year or beginning of year function) 34
Export of Tasks for a Course 34
Appendix A - Scaling Marks 35

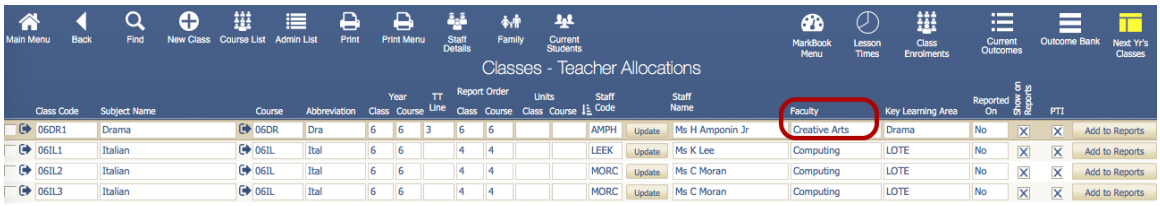
Manage all data that contributes to School based academic assessment, Students Marks and rankings and can be pushed to Academic Reports. Import Tasks for the year from Spreadsheets, Create tasks from spreadsheets, Create groups for courses, Add tasks to Calendar, pushing marks to Academic Reports.

Markbook Menu



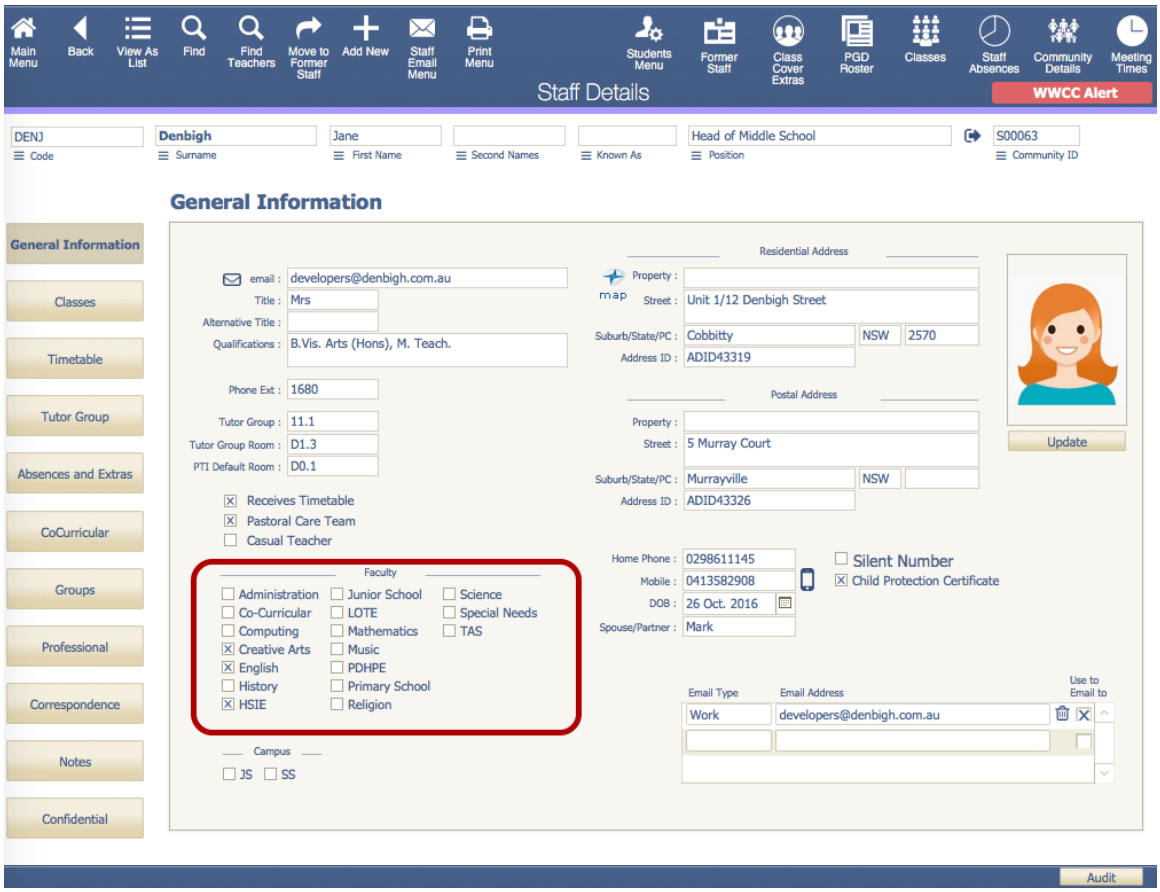
1. View all Markbook Tasks
2. View all Markbook Groups
3. Print all Markbook Task, Groups and Results for Students
4. Create Markbook Tasks
5. Create Markbook Groups
6. Prints an Assessment Calendar per Due Date or Assignment Date
7. Imports Spreadsheets to create Tasks
8. Adds Tasks to the Calendar

Class Information/Faculties



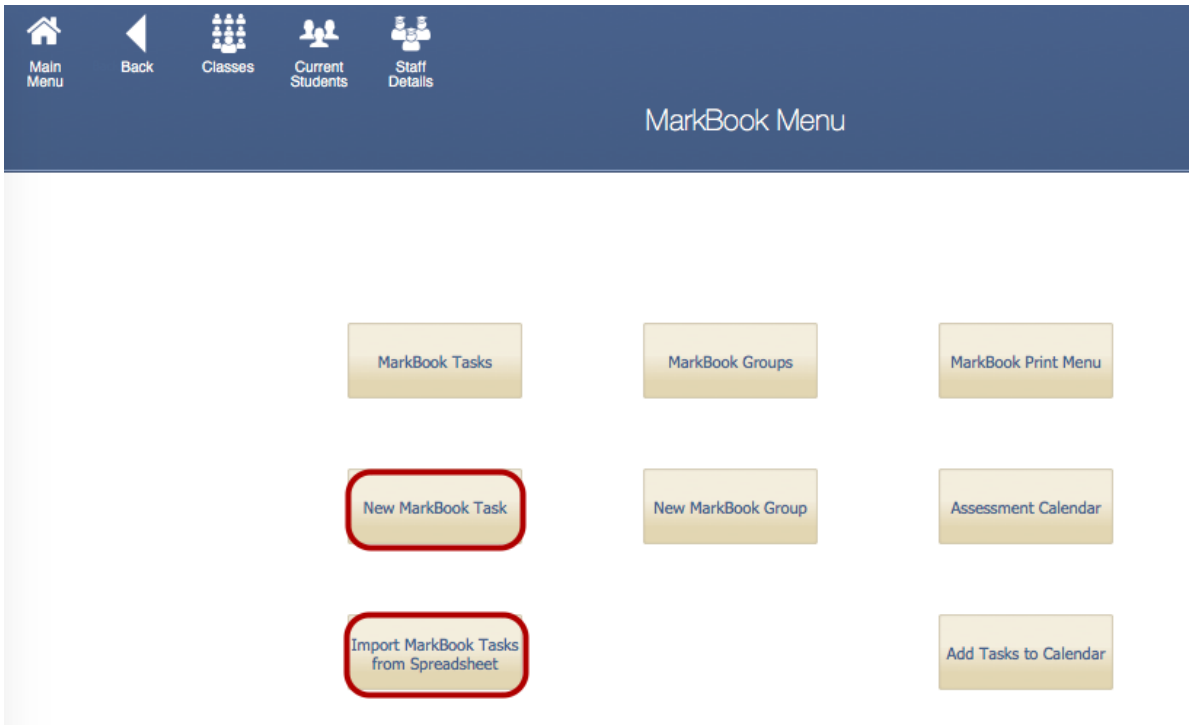
Markbook tasks and groups are all created by using the details from the Classes file, students classes, courses, faculties. Ensure all data is correct before creating Tasks. In particular, it is very important that the Faculty field be populated.

Staff Faculties



Ensure that the faculty of the staff members is updated. There is also a Check box in the Confidential section for staff to update staff members to be Markbook Administrator, and they must also be in the Markbook Administrator Group for permission.

Creating Tasks

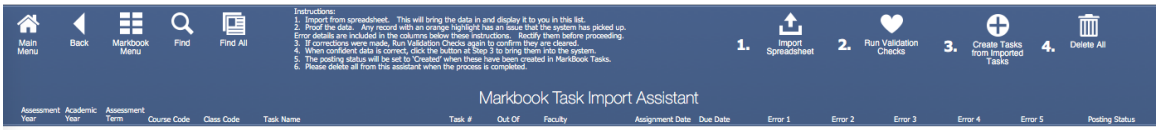


There are multiple ways to create Markbook Tasks. The preferred method is from Spreadsheets, but they can be created manually or through the classes file.

	A	B	C	D	E	F	G	H	I	J	K
1	Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task Number	Mark Out Of	Faculty	Task Assignment Date	Task Due Date
2	2009	12	1	12EA		Macbeth	2	10	English	25/02/2012	27/02/2012
3	2012	12	1	12EA		Shakespear Essay	1	70	English	28/02/2012	03/03/2012
4	2012	12	2	12EA		Half Yearly Exam	2	50	English	02/05/2012	31/05/2012
5	2012	12	2	12EA		Prelimiary Assessment	3	80	English	02/05/2012	31/05/2012
6	2012	12	3	12EA		Trial Exam	4	50	English	02/08/2012	02/08/2012
7	2012	12	3	12EA		Final Assessment	5	100	English	15/08/2012	15/08/2012
8											
9											

The preferred way to create new tasks is to use the Import Markbook Tasks from Spreadsheet function. The spreadsheet must be in the format as shown above. (Excel template can be supplied)
Fields Required (* mandatory) - Assessment Year*, Academic year*, Assessment Term, Course Code*, Class code, Task Name* (once created can not be changed), Task Number* (can only be changed via a button {script}), Mark Out of* (can only be changed via a button {script}), Faculty*, Task Assignment date* and Due Date*.

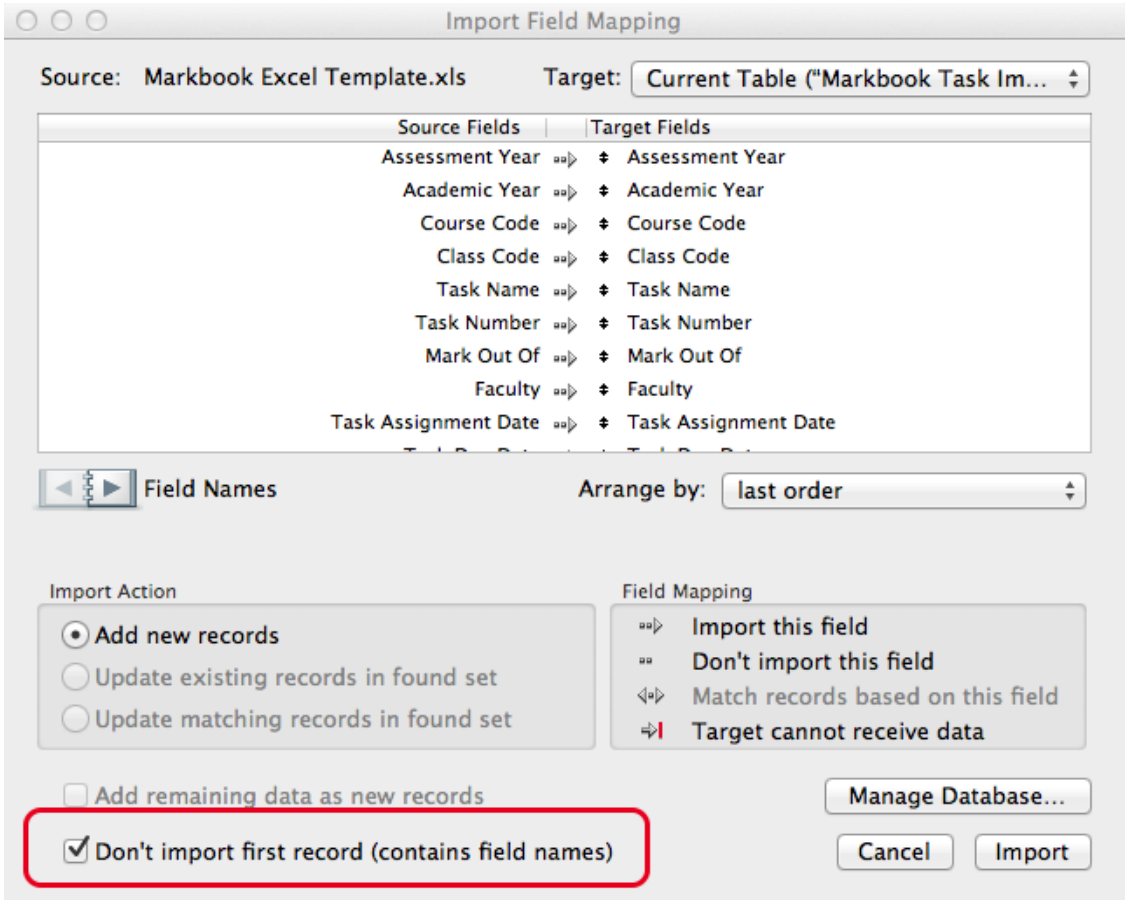
Creating Tasks from Spreadsheet



From the Markbook menu, click "Import Markbook Tasks from Spreadsheet" and follow the steps above.

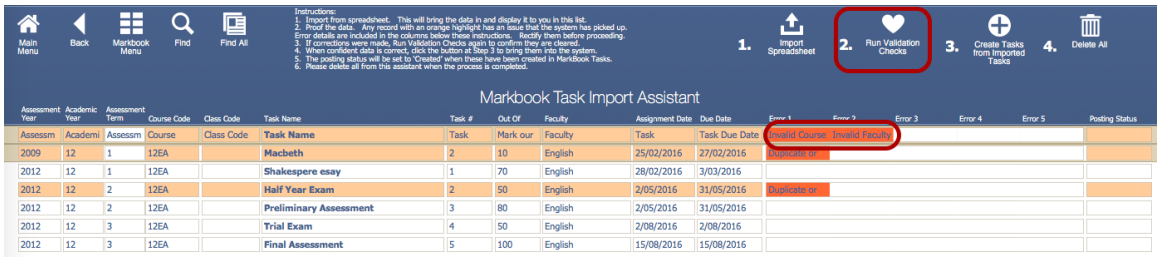
1. Click to Import Spreadsheet
2. Run the Validation Checks - Checks for incorrect data
3. Creates the Task from the Imported Tasks
4. Delete this data from this Markbook Task Import Assistant.

Import Spreadsheet



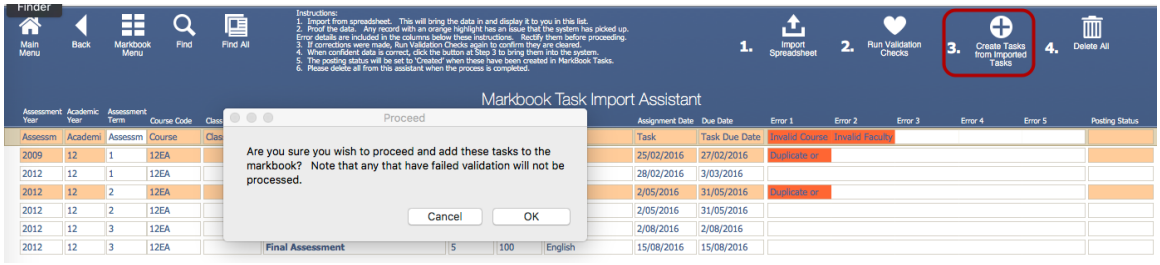
Step 1 - Importing the Spreadsheet. Check the box "Don't import first records" this will ensure the field names are not imported.

Import Spreadsheet - Validation Check



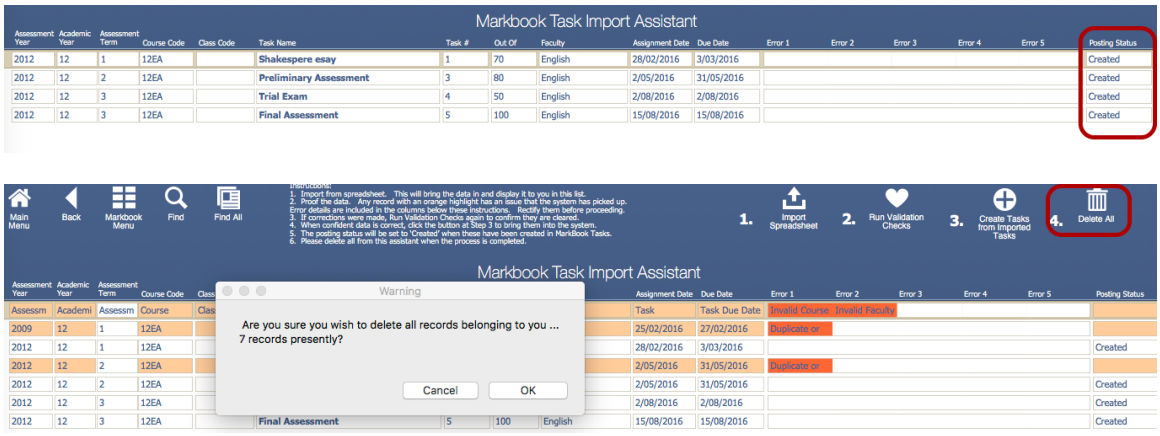
Step 2 - Data will be validated as it is imported, correct the data click to Validate Checks again to make sure that it is all correct.

Import Spreadsheet - Import Data



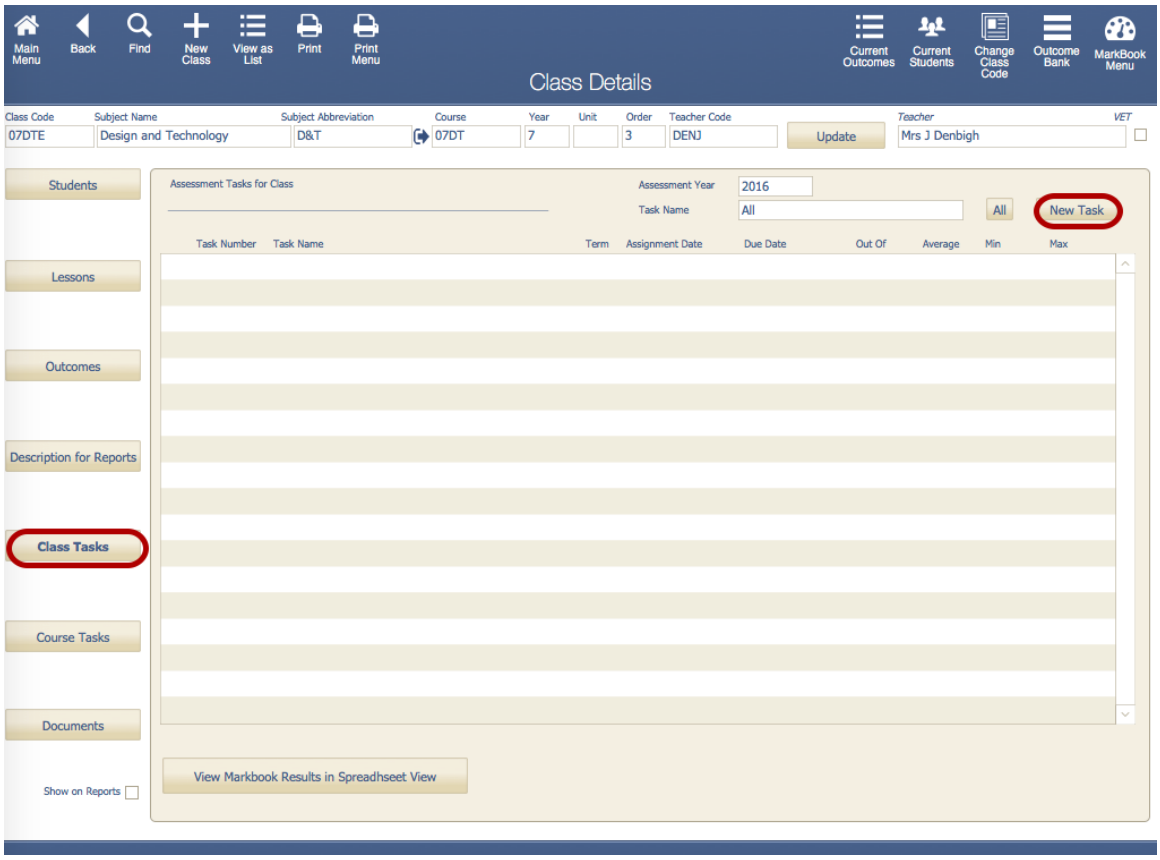
Step 3 - Create Tasks from Imported Tasks, click Ok.

Import Spreadsheet - Tasks Created

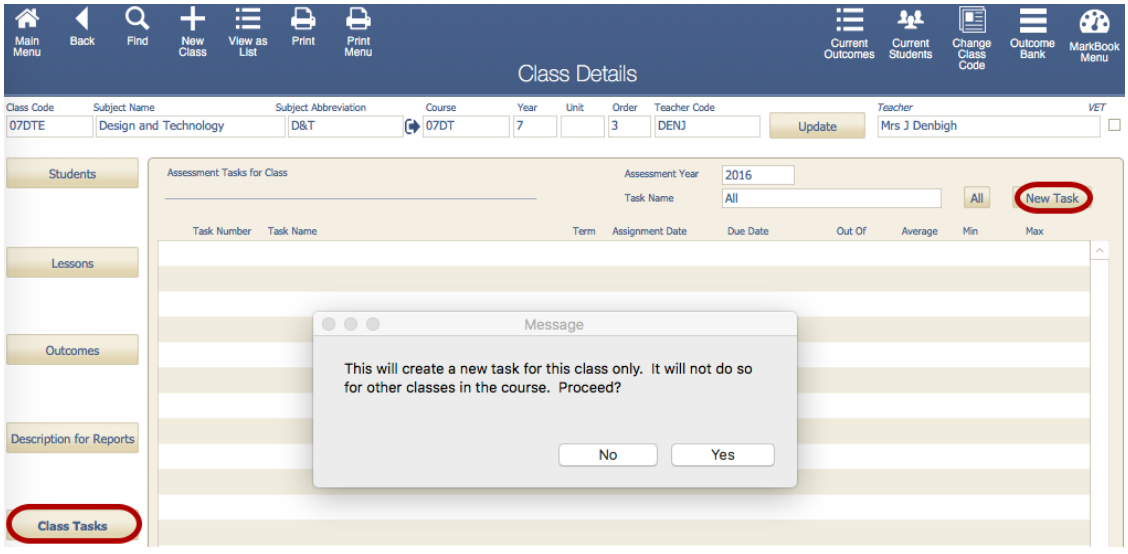


Step 4 - Click to Delete the data in the Import Assistant.

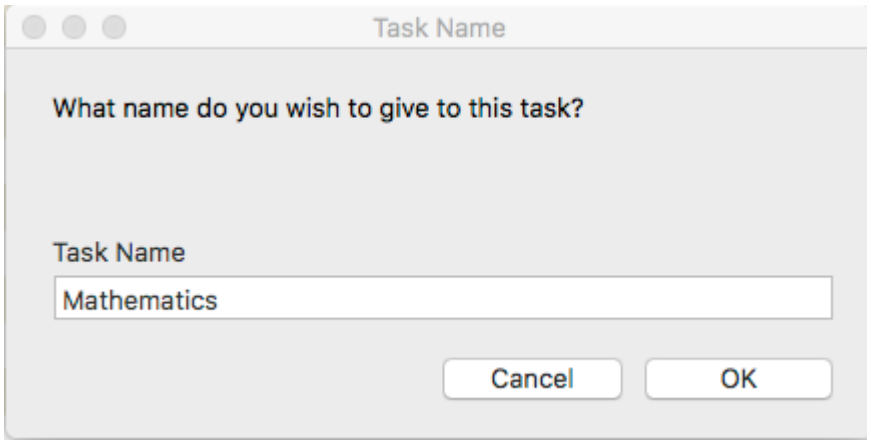
Create Tasks from Classes file for a Class



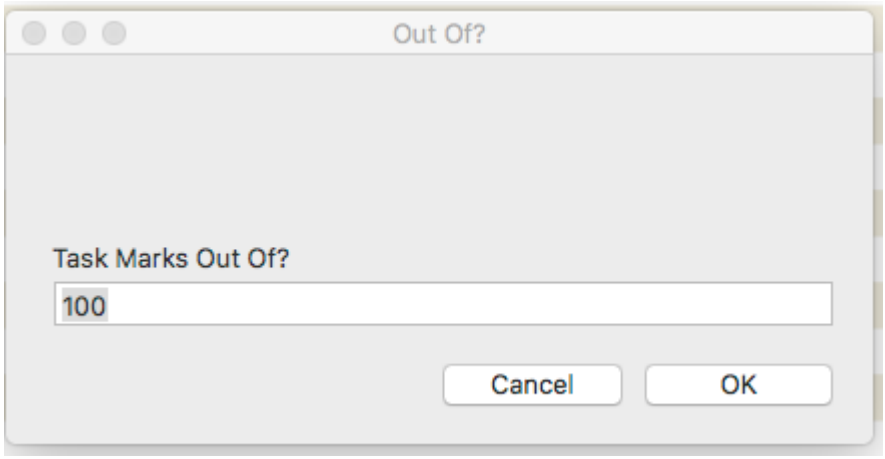
This will create a task just for this class.



Click "New Task".

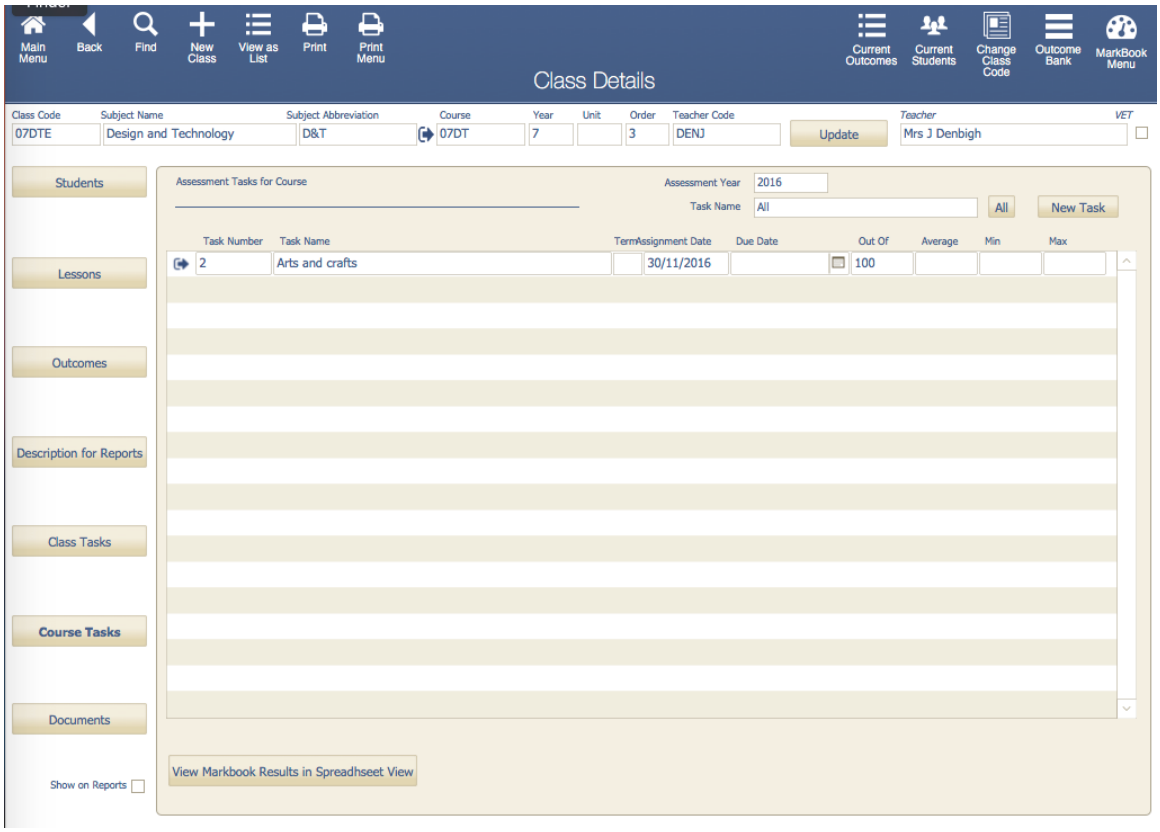


Add the task name.



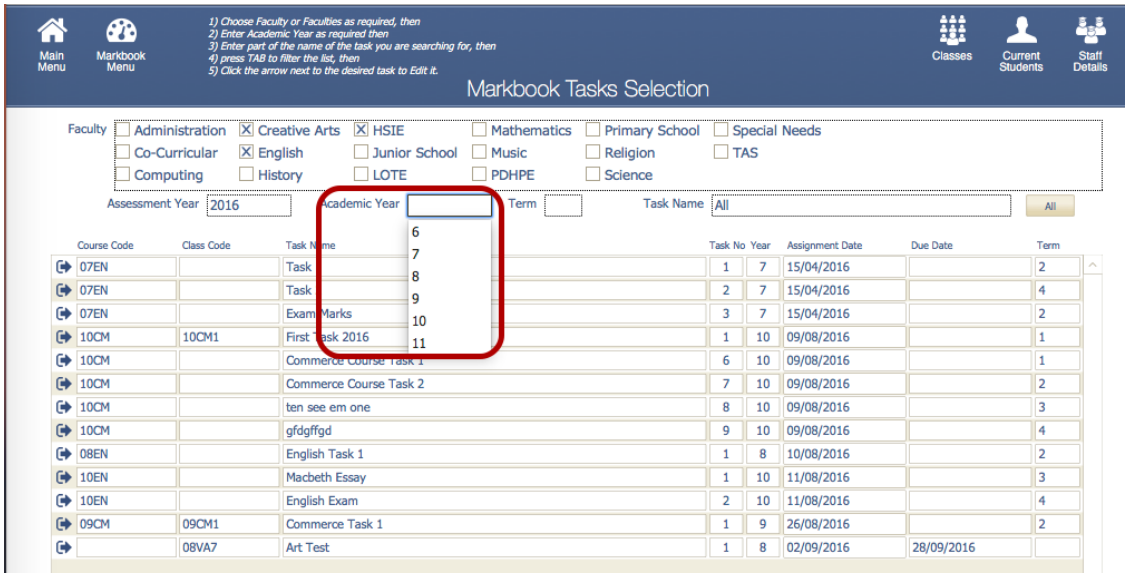
Add the Task Marks "Out of".

Create a Task from Classes for a Course



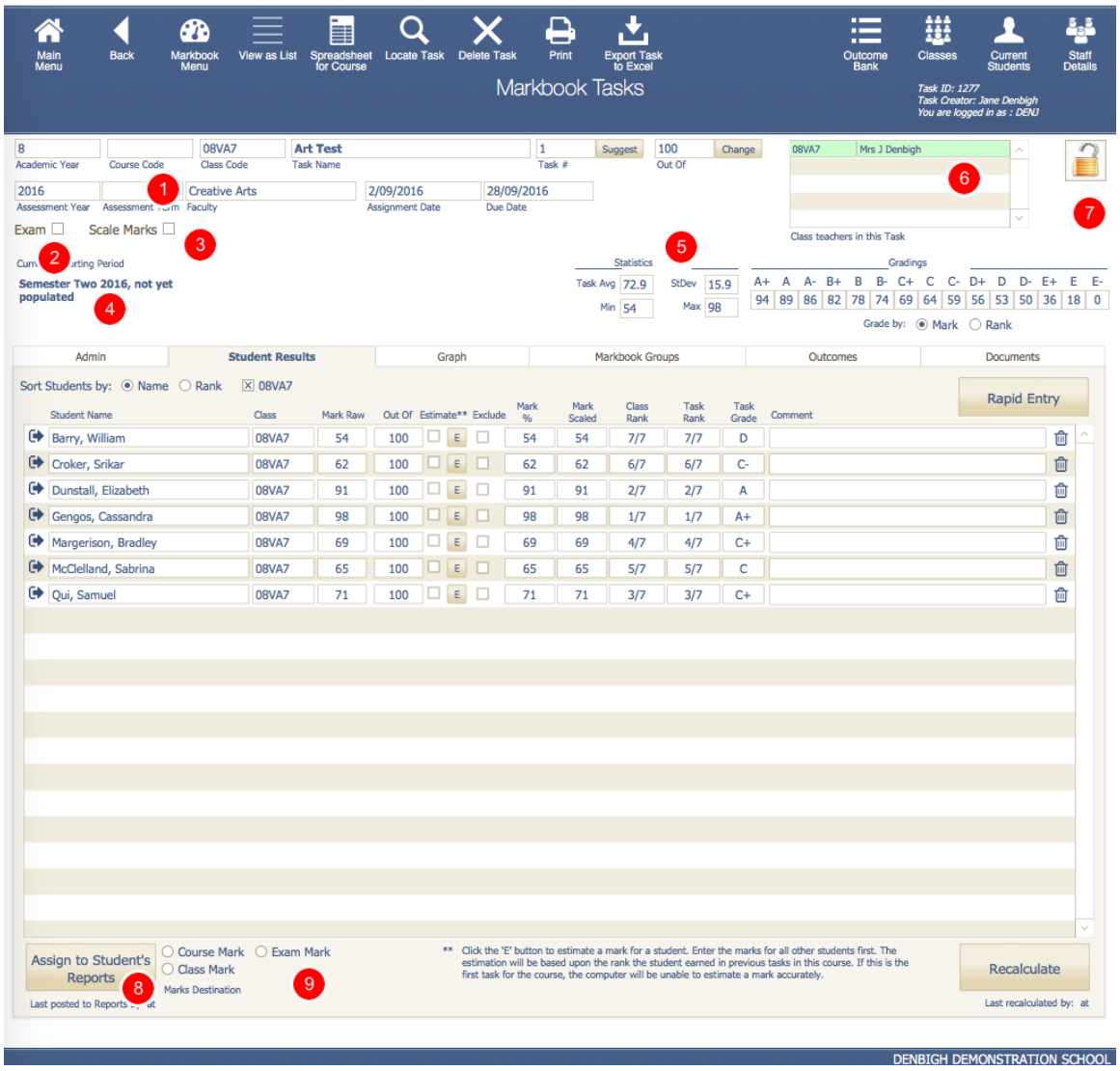
Task displayed under the Course Tasks tab.

Filtering Tasks in Markbook

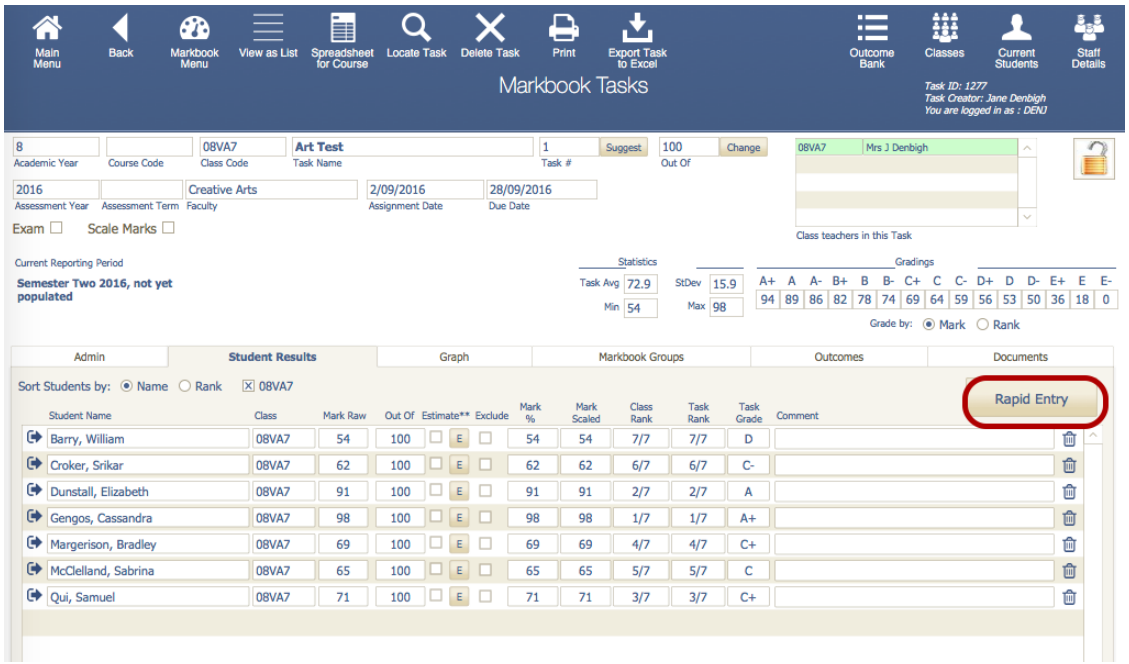


Enter the Assessment Year, Academic Year and check the faculty.

Markbook Tasks

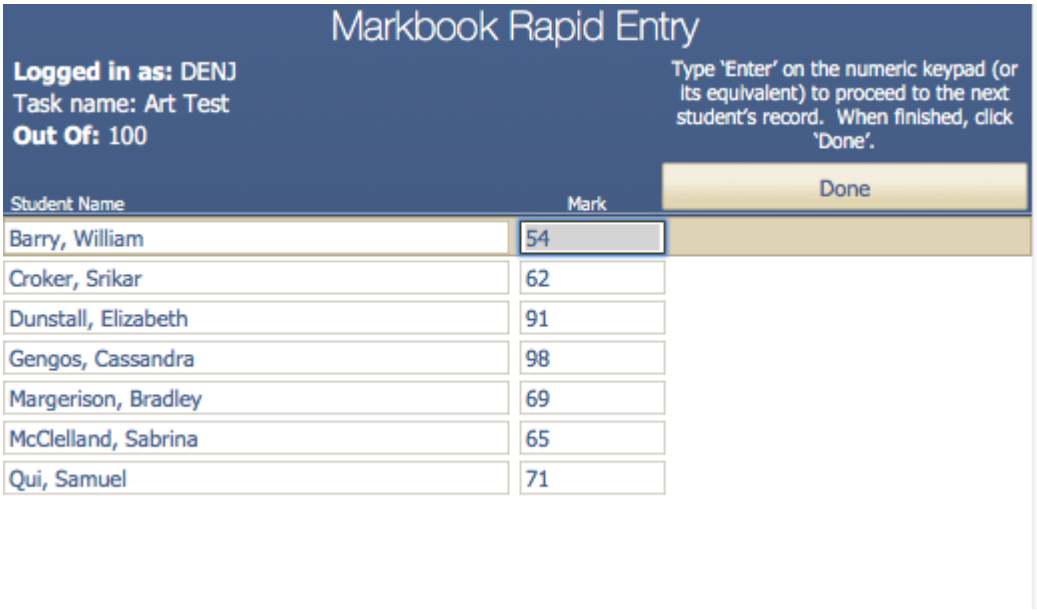


1. Any fields appear in year in yellow are because the data is missing.
2. Check box to show they are Exam Marks
3. Scale Marks - will display Scaling options
4. Shows the current Reporting Period
5. Statistics of Tasks
6. Teachers of the classes
7. Padlock to lock the task
8. Assign Marks to the Students Reports
9. Check box of where the marks will be assigned



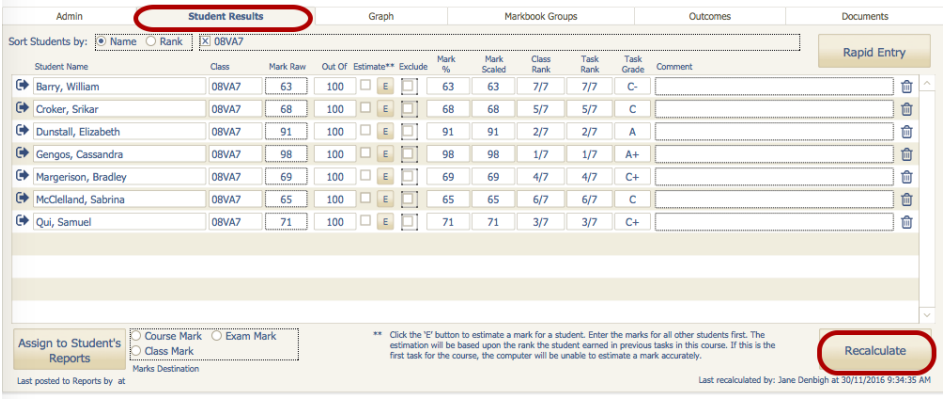
Entering Marks - Rapid Entry button

Markbook Tasks - Rapid Entry



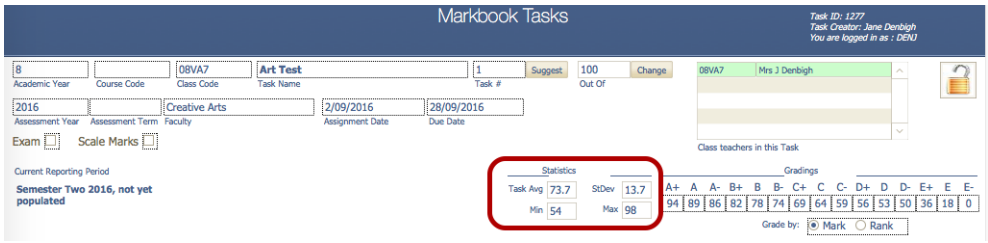
Type the "enter" key on the numeric keypad or it's equivalent) to enter marks. Click Done when finished.

Markbook Tasks - Recalculate



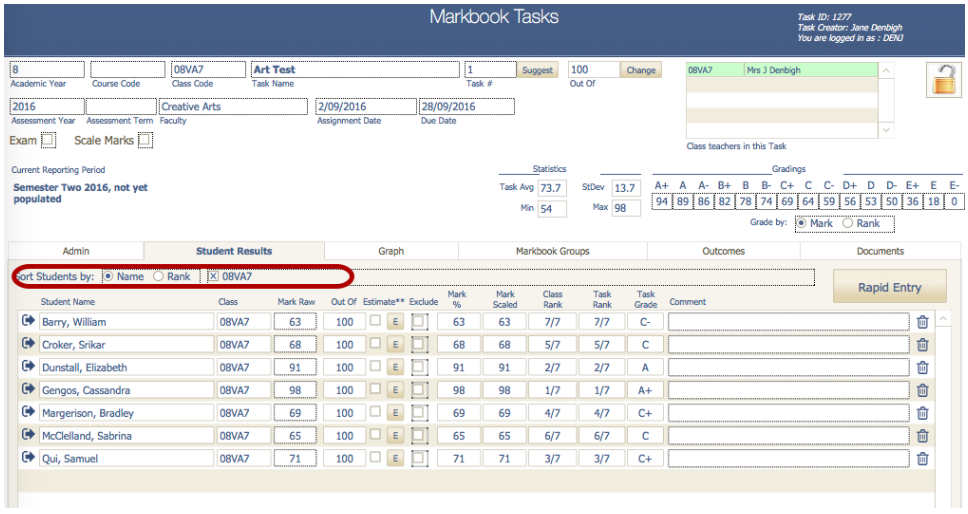
Whenever a mark is changed it will display a message to recalculate the marks. Click the Recalculate button.

Markbook Tasks - Statistics



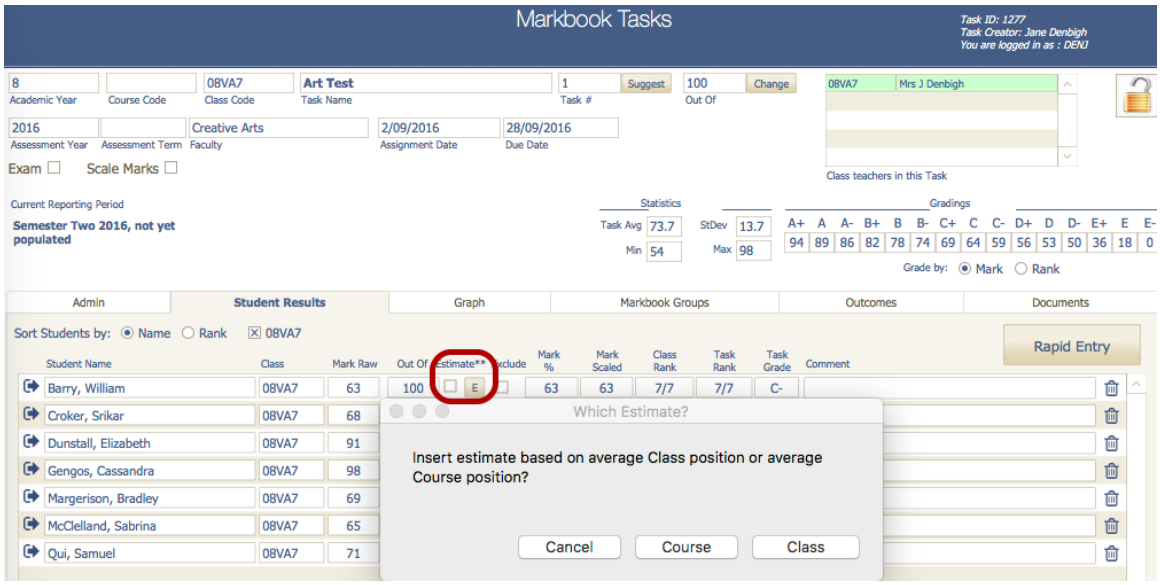
Statistics of the Tasks will be filled once the marks are entered.

Markbook Tasks - Sorting and Filter Classes

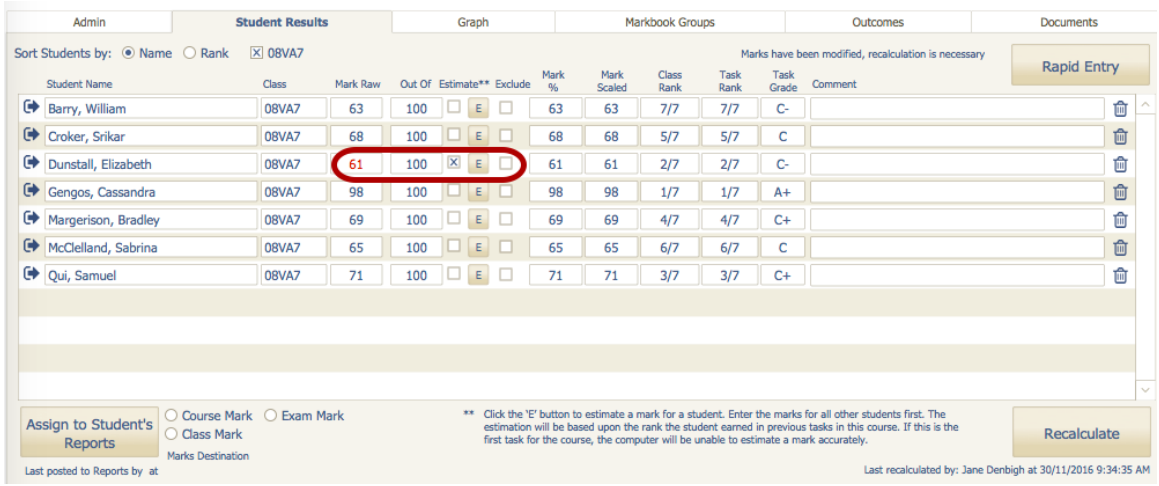


Choose to sort by Student's name or Rank. Uncheck or Check the classes to filter by.

Markbook Tasks - Estimate Mark

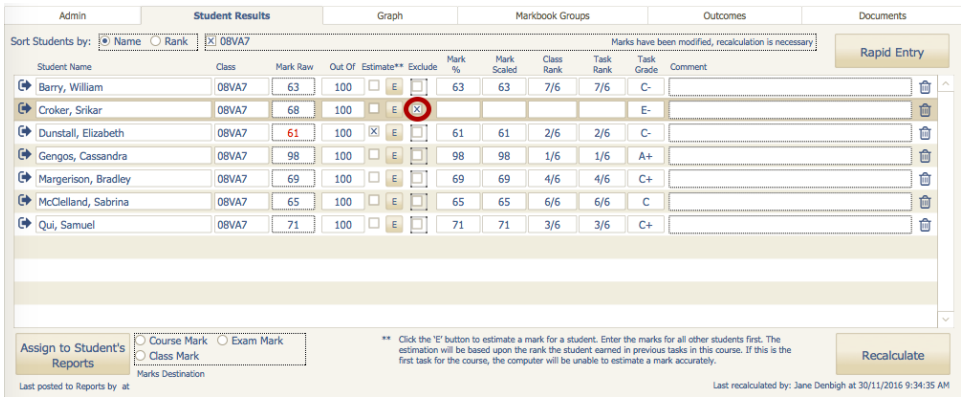


Press E to Estimate a mark based on the average Class position or average Course position. If this is the first task for the course it is unable to estimate the mark. Click to choose either Class or Course position. Then Recalculate the marks.

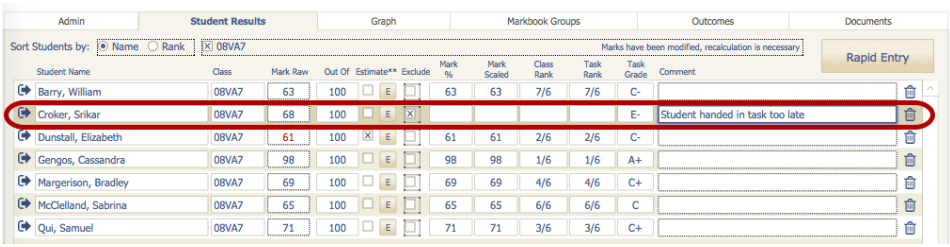


The mark will display in red and the Estimate check box will be checked.

Markbook Tasks - Exclude Mark

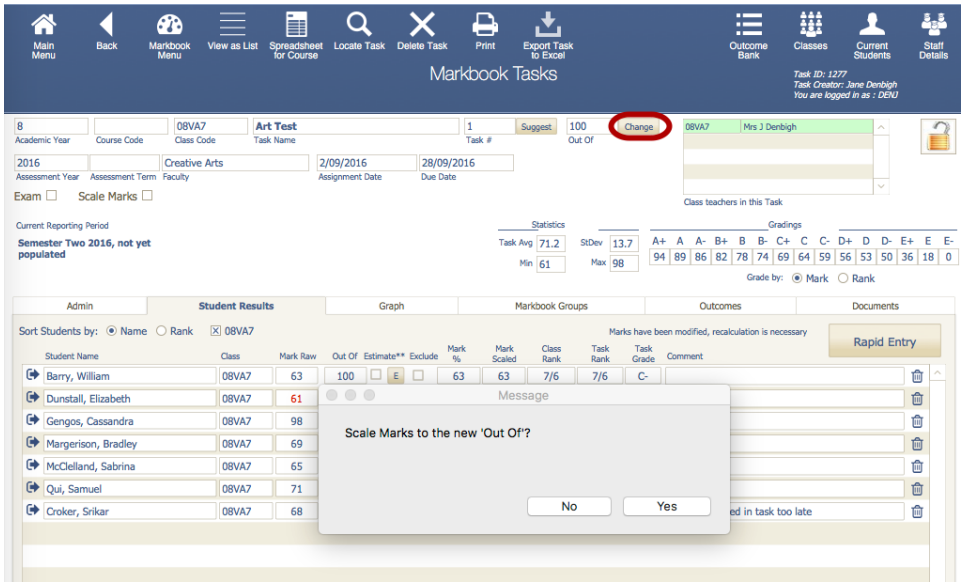


Click on the Exclude Check box to exclude a student's marks in the task.



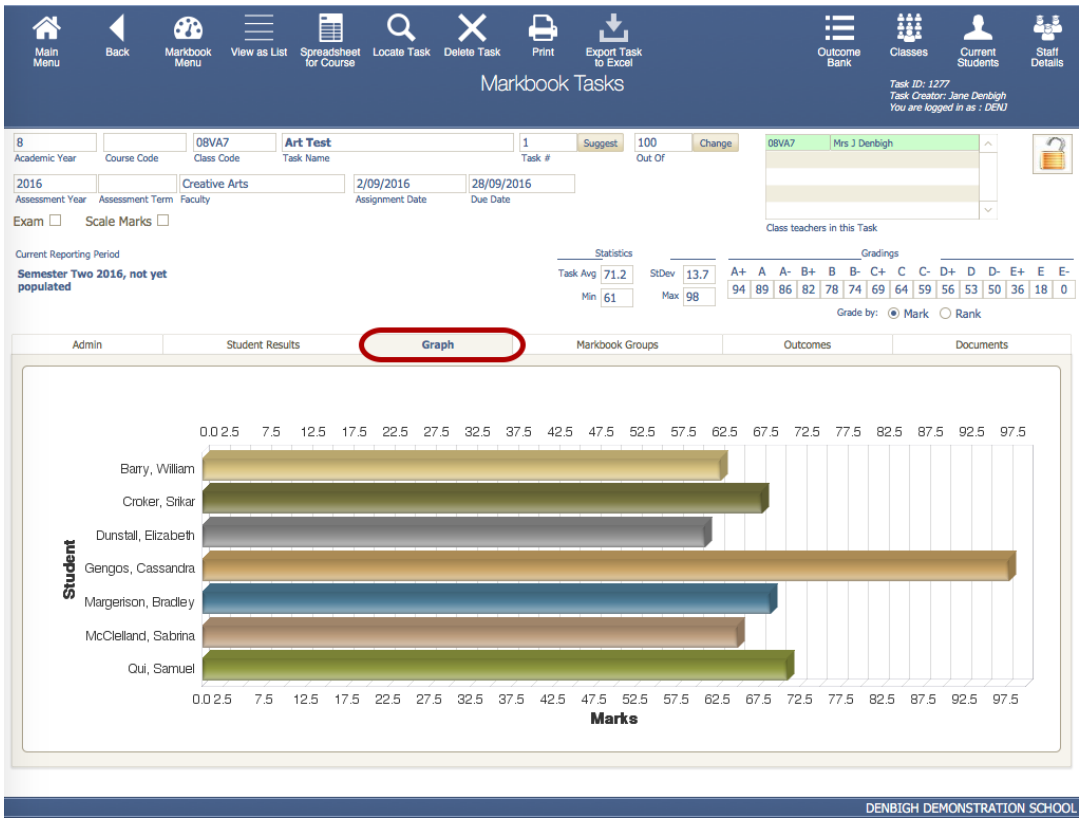
Enter comments regarding why a mark is to be excluded.

Markbook Tasks - Changing the Out Of



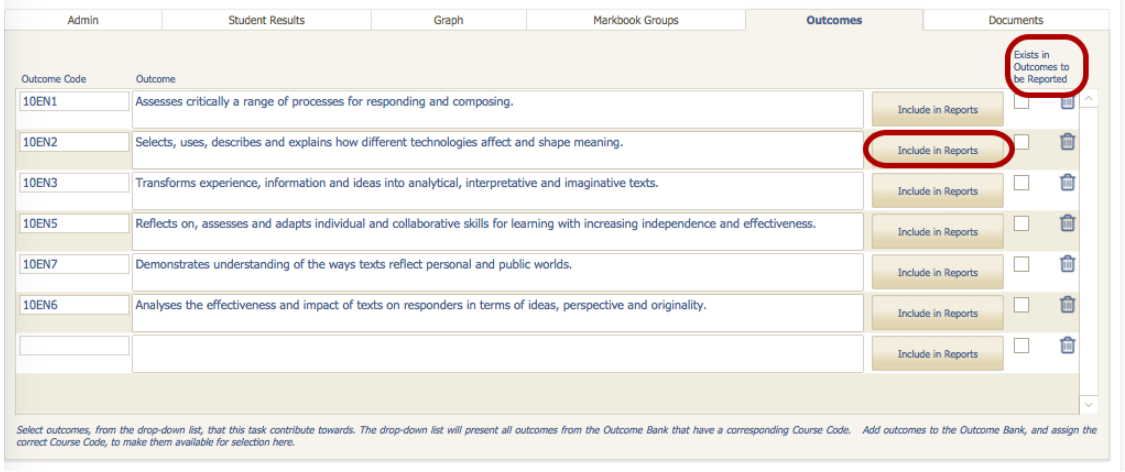
Click the Change button beside the Out of field. Click Yes and then enter the new Out of.

Markbook Tasks - Graph



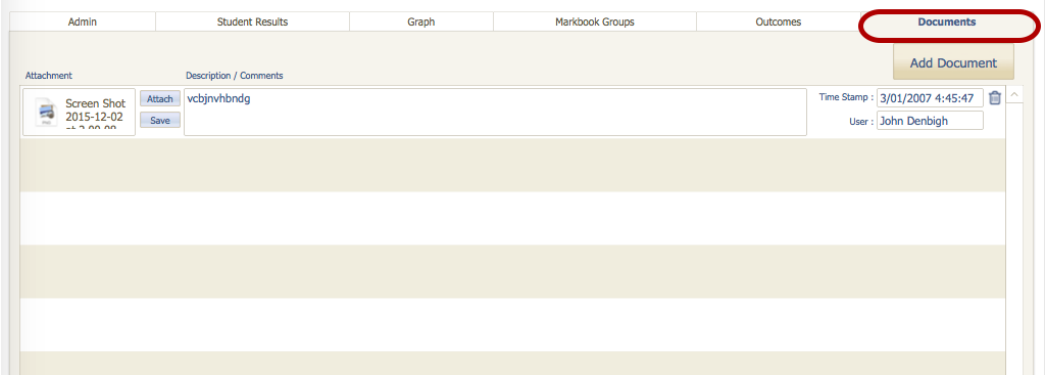
Displays the Marks graphically.

Markbook Tasks - Outcomes



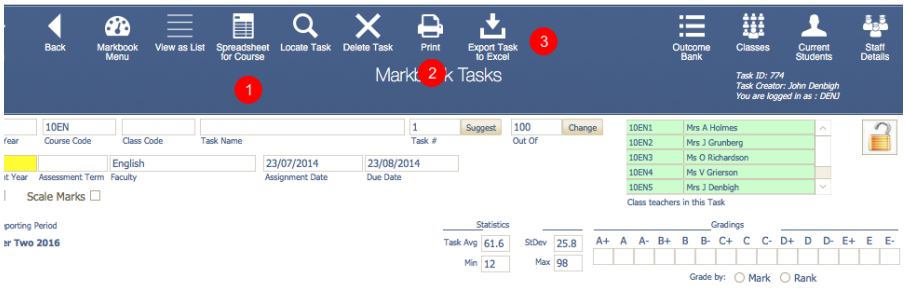
Outcomes for courses can be added here instead of in the classes/courses file. If the outcome already exists in the Course file the checkbox will be checked. Click to Include in Reports (if it was not added previously in the courses file).

Markbook Tasks - Documents

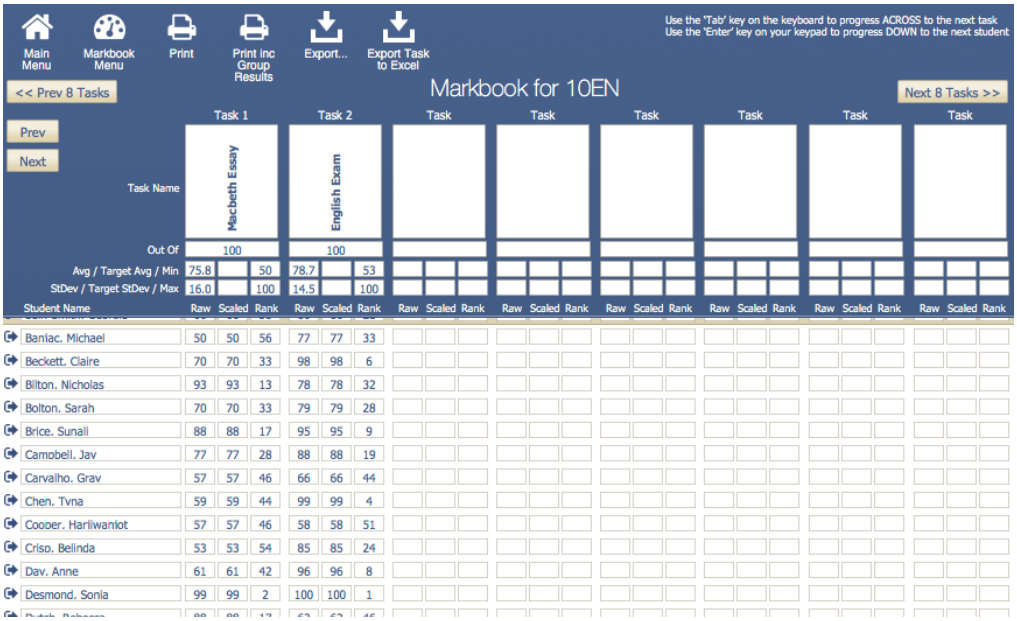


Add any Documentation pertaining to the course.

Markbook Menu Functions



Markbook Tasks - Spreadsheet for Course



This can also be Exported to Excel or print. Click Done when finished.

Markbook Tasks - Print

Denbigh Demonstration School

MarkBook Results for
Half Yearly Exam

Course: 12EA
Classes: 12EA1, 12EA3, 12EA4, 12EA5, 12EA6
Task Marked out of: 50
Assigned Date: Wed, 2 May 2012
Due Date: Thu, 31 May 2012

Statistics

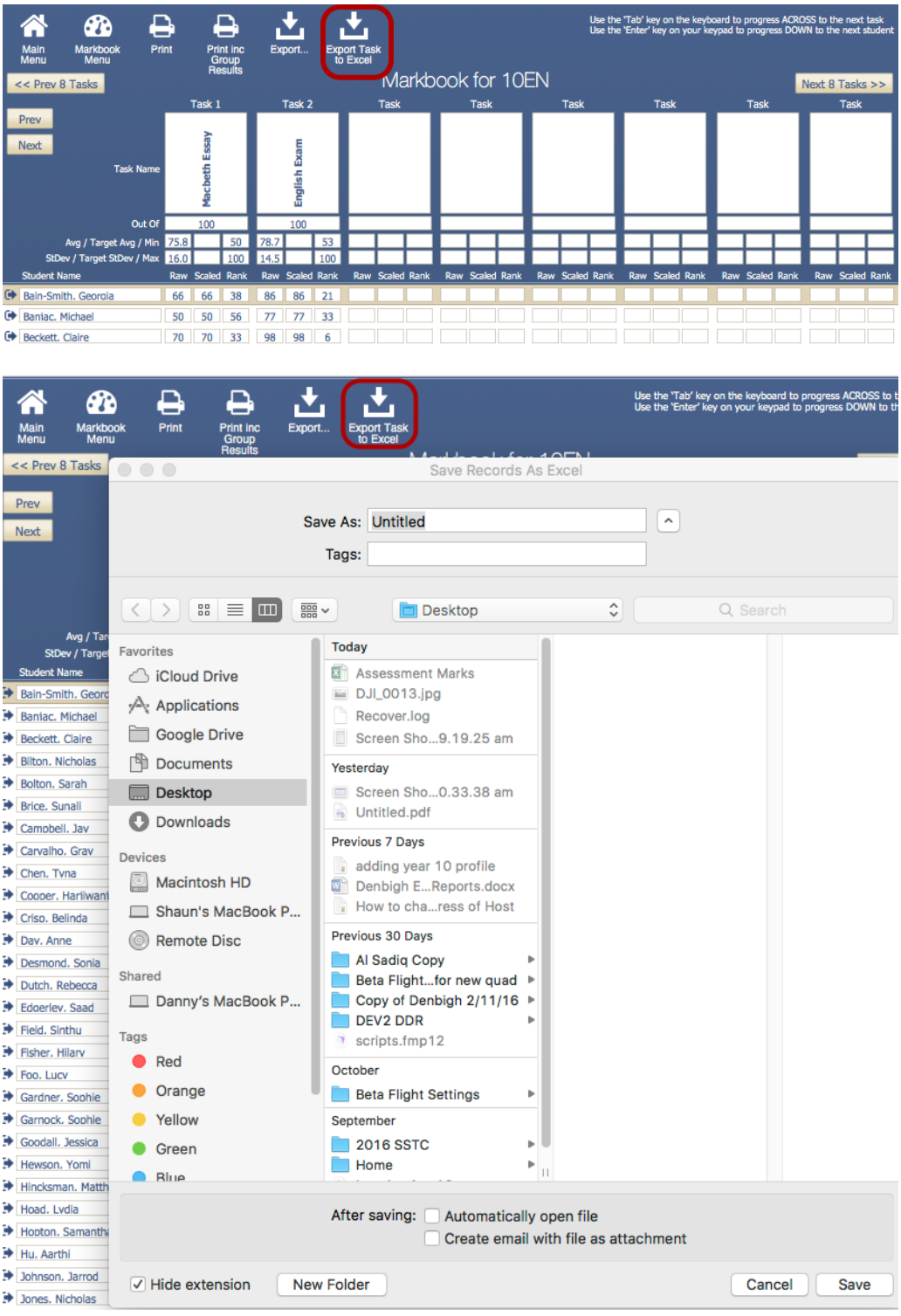
Avg	40.0	Min	25.0
StDev	6.8	Max	50.0

Class	Student Name	Mark Raw	Mark Scaled	Rank in Task	Rank in Class	Comment
12EA6	Al Ghardaqa, Nancy	43	86	12/39	5/10	
12EA5	Allnutt, Andrea	44	88	11/39	1/5	
12EA4	Anderson, Alexia	26	52	38/39	9/10	
12EA5	Bhargava, Rahul	41	82	20/39	2/5	
12EA1	Bishop, Shriya	49	98	2/39	1/6	
12EA6	Cameron, Jessica	46	92	7/39	3/10	
12EA3	Ciccarone, Suyeon	43	86	12/39	5/8	
12EA1	Davies, Henry	46	92	7/39	2/6	
12EA4	Deak, Ryan	25	50	39/39	10/10	
12EA6	Do, Alissa	33	66	33/39	10/10	
12EA5	Donovan, Nicky	27	54	37/39	5/5	
12EA4	Farrell, Joshua	35	70	30/39	6/10	
12EA4	Gardner, Angela	34	68	31/39	7/10	
12EA1	Hammond, Nai	33	66	33/39	5/6	
12EA3	Hanson, Jane	48	96	5/39	2/8	
12EA6	Hayes, Calum	40	80	23/39	8/10	
12EA4	Homewood, Bradley	41	82	20/39	3/10	
12EA3	Hunter, Herorge	50	100	1/39	1/8	
12EA4	Johnson, Kieren	28	56	35/39	8/10	
12EA3	Knox, Annie	46	92	7/39	4/8	
12EA5	Macintyre, Swetha	39	78	26/39	3/5	
12EA4	MacLellan, Stephanie	42	84	17/39	2/10	
12EA1	McCulloch, Rosanna	36	72	29/39	4/6	
12EA1	Meyer, Edward	28	56	35/39	6/6	
12EA6	Nisbet, Bruce	46	92	7/39	3/10	
12EA4	Noble, Hannah	40	80	23/39	4/10	
12EA6	Parsons, Simmi	34	68	31/39	9/10	
12EA3	Pascoe, Paul	42	84	17/39	6/8	
12EA5	Peters, Natasha	39	78	26/39	3/5	
12EA6	Roberts, Vivien	42	84	17/39	7/10	
12EA3	Robertson, Roopam	47	94	6/39	3/8	
12EA4	Stoya, Harley	43	86	12/39	1/10	

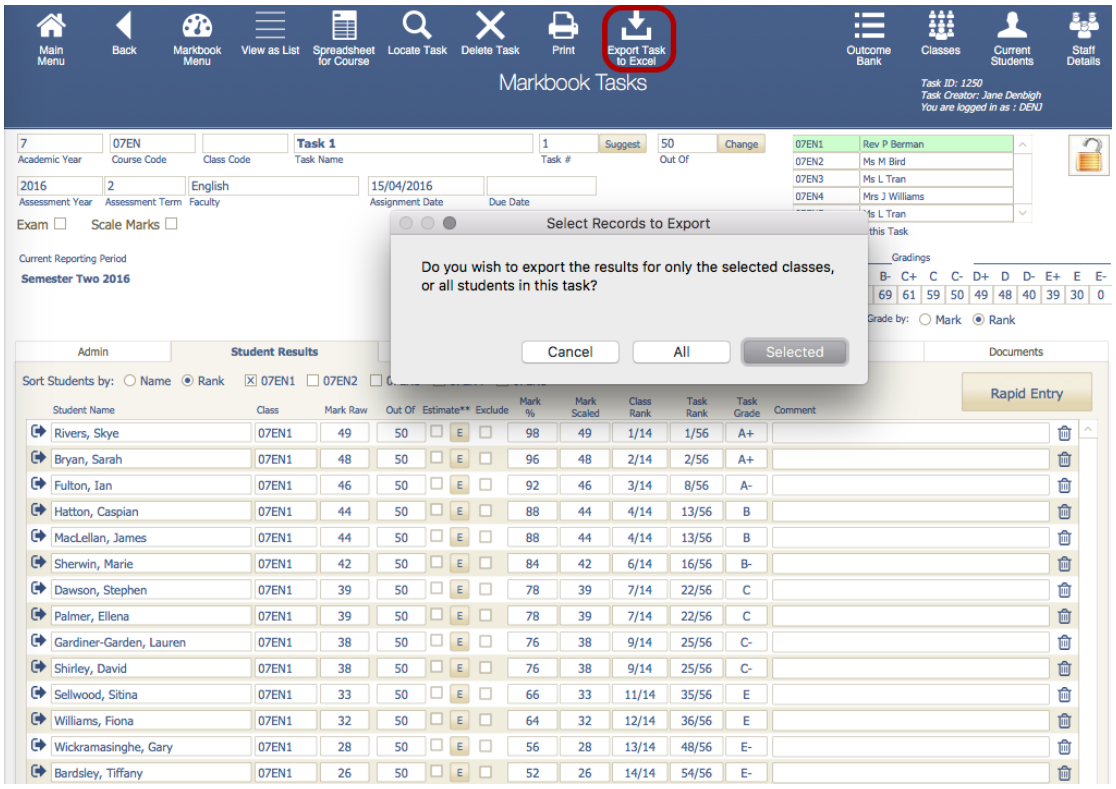
Number of students: 39 as at 2/07/2012

Task Print layout.

Markbook Task - Export to Excel



Once the "export" button has been clicked a pop up box appears, which allows you to edit the name and destination of data. After you have finished editing click save.



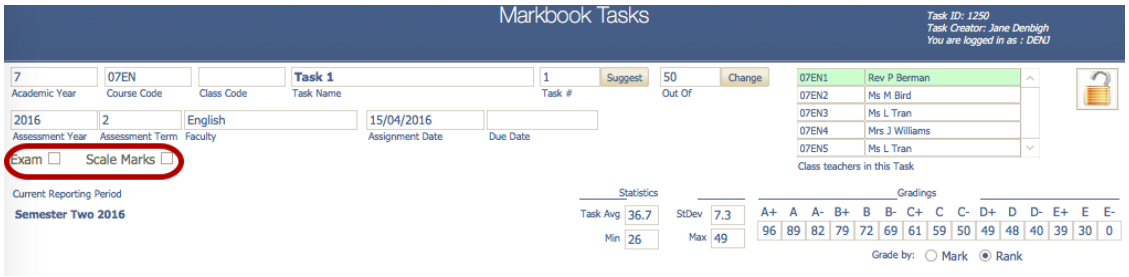
You can also choose to export an individual task to Excel. You can choose all students or just the selected classes.

Markbook Tasks - Excel Export

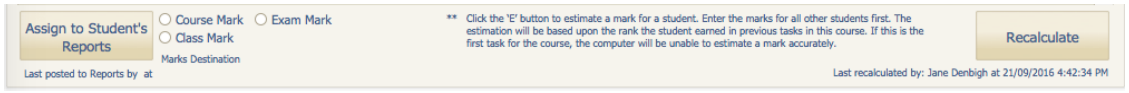
	A	B	C	D	E	F	G	H	I	J
1	Student ID	Student Name	Class Code	Mark Raw	Mark Out Of	Mark Percentage	Rank In Class	Rank In Class Out Of	Rank In Task	Rank In Task Out Of
2	101276	Al Ghardaqa, Nancy	12EA6	43	50	86	5	10	12	39
3	100938	Allnutt, Andrea	12EA5	44	50	88	1	5	11	39
4	100119	Anderson, Alexia	12EA4	26	50	52	9	10	38	39
5	106745	Bhargava, Rahul	12EA5	41	50	82	2	5	20	39
6	105516	Bishop, Shriya	12EA1	49	50	98	1	6	2	39
7	100171	Cameron, Jessica	12EA6	46	50	92	3	10	7	39
8	100501	Ciccarone, Suyeon	12EA3	43	50	86	5	8	12	39
9	100799	Davies, Henry	12EA1	46	50	92	2	6	7	39
10	100025	Deak, Ryan	12EA4	25	50	50	10	10	39	39
11	100283	Do, Alissa	12EA6	33	50	66	10	10	33	39
12	106382	Donovan, Nicky	12EA5	27	50	54	5	5	37	39
13	100336	Farrell, Joshua	12EA4	35	50	70	6	10	30	39
14	100545	Gardner, Angela	12EA4	34	50	68	7	10	31	39
15	100876	Hammond, Nai	12EA1	33	50	66	5	6	33	39
16	101270	Hanson, Jane	12EA3	48	50	96	2	8	5	39
17	100897	Hayes, Calum	12EA6	40	50	80	8	10	23	39
18	100338	Homewood, Bradley	12EA4	41	50	82	3	10	20	39
19	100080	Hunter, Herorge	12EA3	50	50	100	1	8	1	39
20	100058	Johnson, Kieren	12EA4	28	50	56	8	10	35	39
21	100607	Knox, Annie	12EA3	46	50	92	4	8	7	39
22	100152	Macintyre, Swetha	12EA5	39	50	78	3	5	26	39
23	100600	MacLellan, Stephanie	12EA4	42	50	84	2	10	17	39
24	100725	McCulloch, Rosanna	12EA1	36	50	72	4	6	29	39
25	100627	Meyer, Edward	12EA1	28	50	56	6	6	35	39
26	104294	Nisbet, Bruce	12EA6	46	50	92	3	10	7	39
27	100927	Noble, Hannah	12EA4	40	50	80	4	10	23	39
28	101284	Parsons, Simmi	12EA6	34	50	68	9	10	31	39
29	105353	Pascoe, Paul	12EA3	42	50	84	6	8	17	39
30	100495	Peters, Natasha	12EA5	39	50	78	3	5	26	39
31	100686	Roberts, Vivien	12EA6	42	50	84	7	10	17	39
32	101011	Robertson, Roopam	12EA3	47	50	94	3	8	6	39
33	100915	Stoya, Harley	12EA4	43	50	86	1	10	12	39
34	101269	Tedeschi, Vanessa	12EA6	43	50	86	5	10	12	39
35	104905	Thomson, Hannah	12EA6	49	50	98	1	10	2	39
36	101214	Thorne, Rachel	12EA1	43	50	86	3	6	12	39
37	100976	Tridgell, Stephen	12EA4	40	50	80	4	10	23	39
38	101257	Triglia, Connie	12EA6	49	50	98	1	10	2	39
39	106724	Wallner, Holly	12EA3	41	50	82	7	8	20	39
40	100023	Worrell, Cameron	12EA3	38	50	76	8	8	28	39
41										

Excel spreadsheet for a task.

Markbook Tasks - Assign Marks to Student's Reports

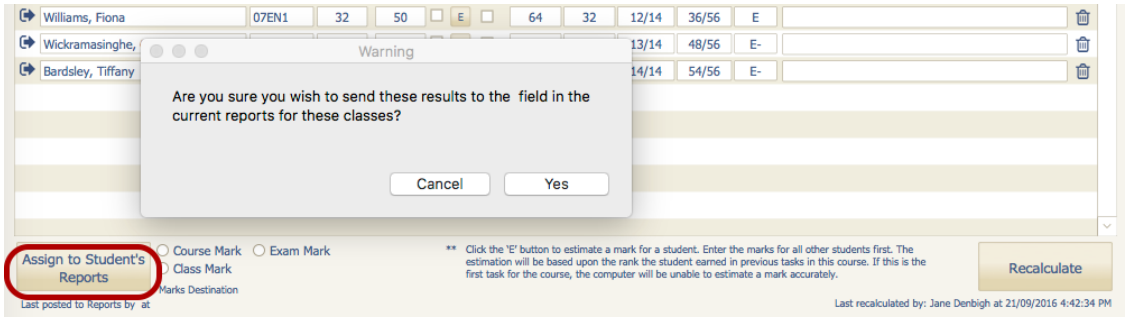


Ensure there is a reporting period for this Course.

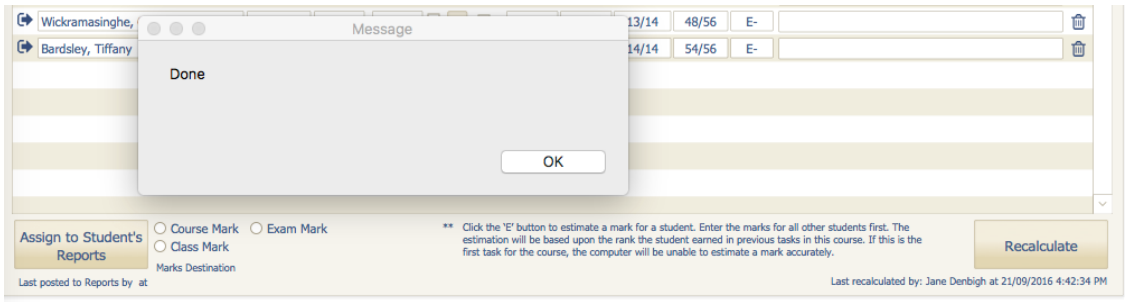


Check the type of marks and click to Assign to the Student's Reports.

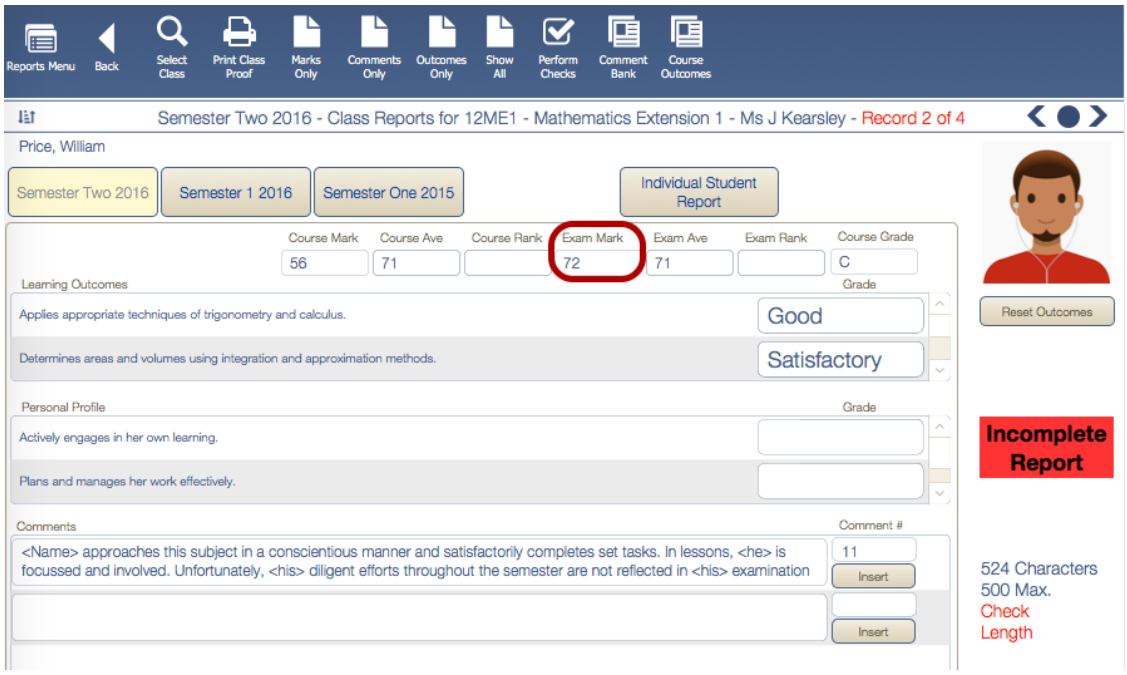
Markbook Tasks - Assign Marks to Reports



Click Yes to add Exam marks for current reports.

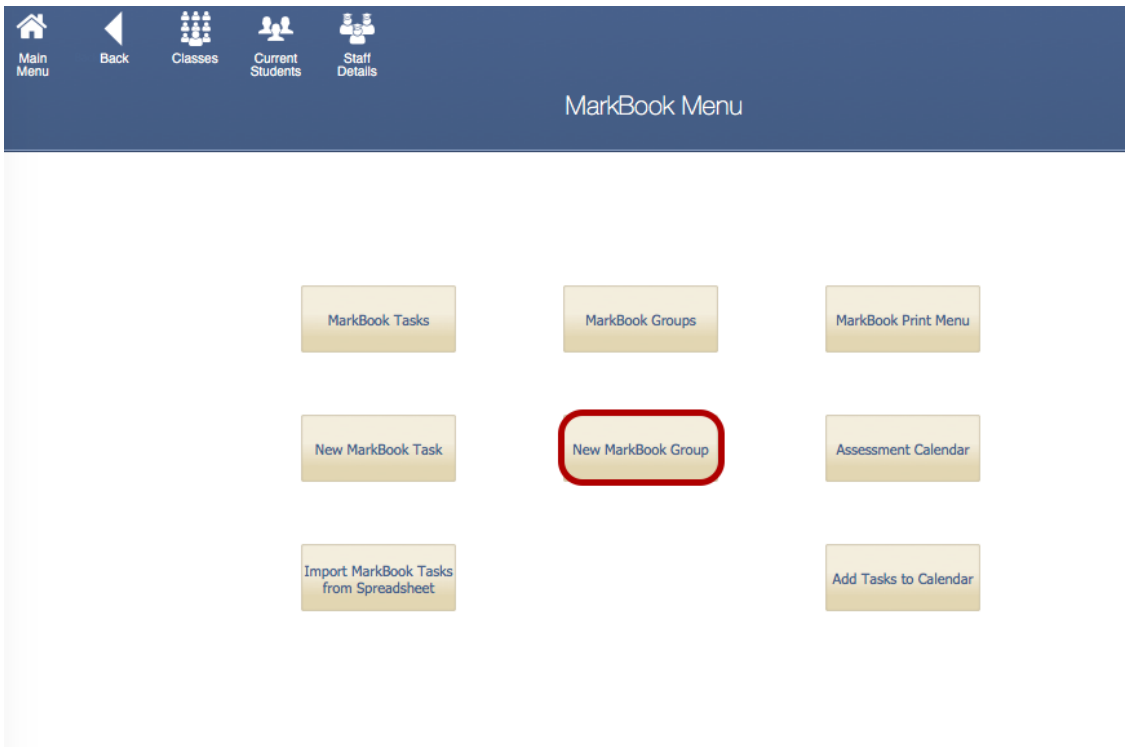


Once successfully assigning marks to a students report a popup box will appear saying that the process is "Done", Click Ok to continue.

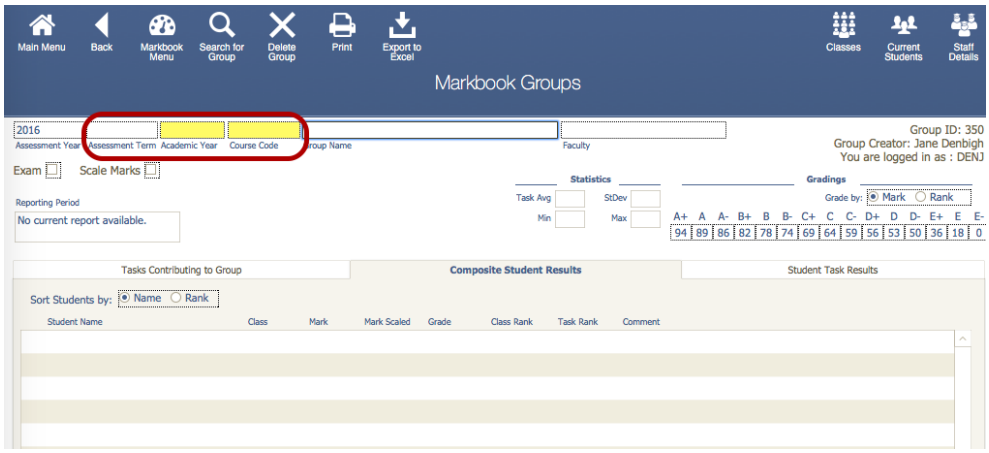


Marks added to reports.

Markbook Groups - New Group

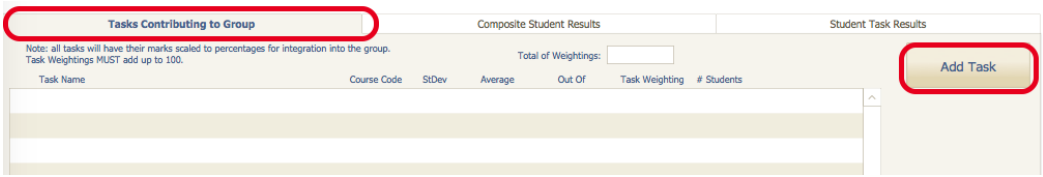


Used to group tasks.



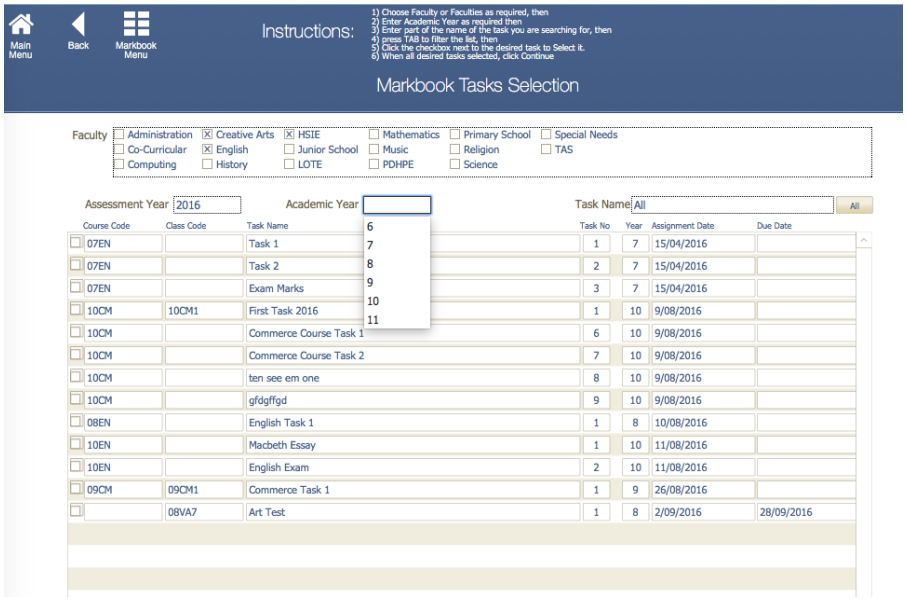
Add the Assessment Term (if required), Academic Year, Course Code and the Group Name.

Markbook Groups - Adding Tasks to a Group



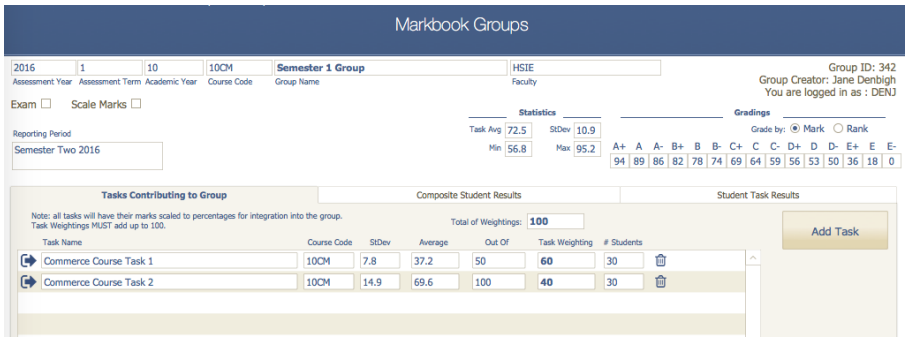
Click on Tasks Contributing to a Group then "Add Task".

Markbook Groups - Add Task



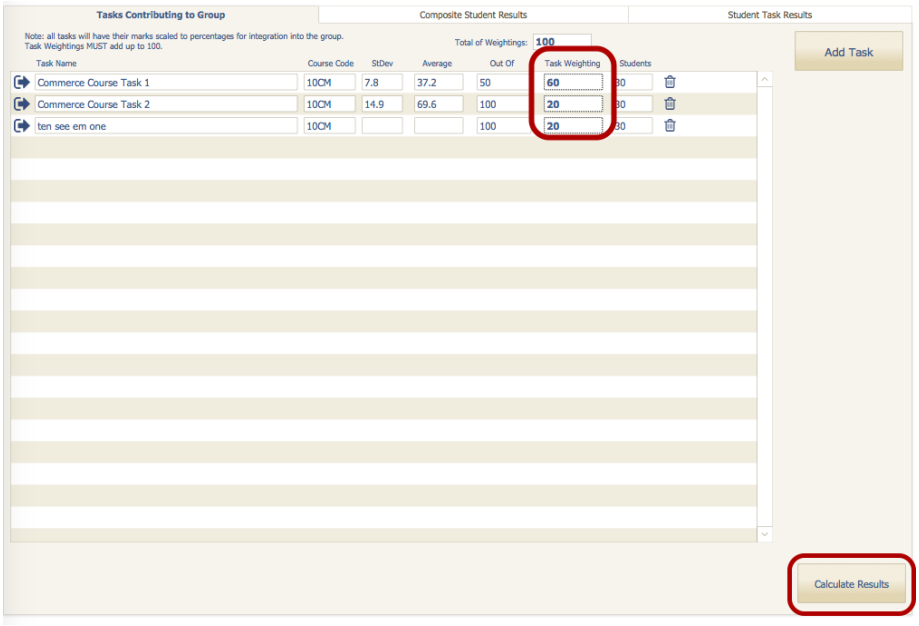
Click on the task to contribute to the course Group, then click "Continue".

Markbook Groups - Adding Weighting



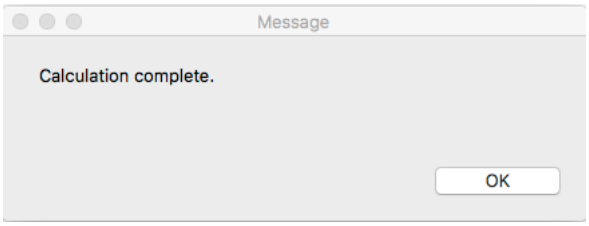
Add the Task Weightings for each task. Weightings must equal 100.

Markbook Groups - Weighting



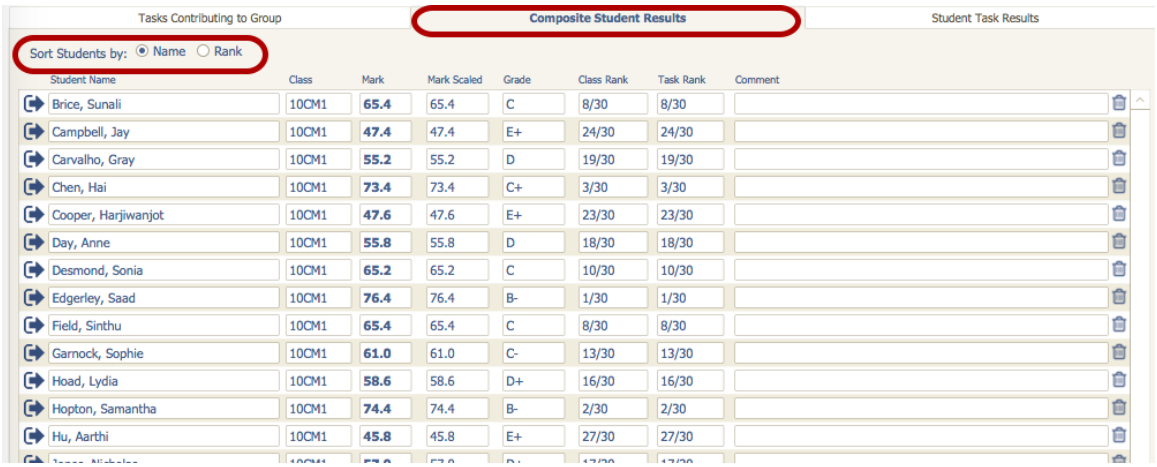
Weightings equaling 100. Click to "Calculate Results".

Markbook Groups - Calculating Group



A pop-up will appear once the Calculation process has been successfully completed, Click OK to continue.

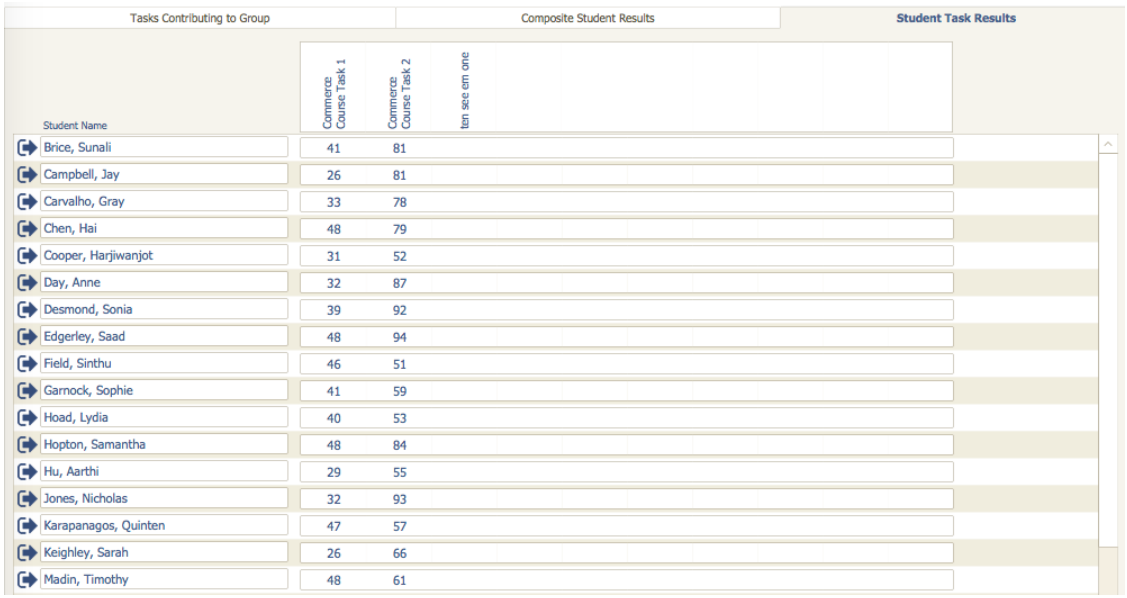
Markbook Groups - Composite Student Results



Student Name	Class	Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment
Brice, Sunali	10CM1	65.4	65.4	C	8/30	8/30	
Campbell, Jay	10CM1	47.4	47.4	E+	24/30	24/30	
Carvalho, Gray	10CM1	55.2	55.2	D	19/30	19/30	
Chen, Hai	10CM1	73.4	73.4	C+	3/30	3/30	
Cooper, Harjiwanjot	10CM1	47.6	47.6	E+	23/30	23/30	
Day, Anne	10CM1	55.8	55.8	D	18/30	18/30	
Desmond, Sonia	10CM1	65.2	65.2	C	10/30	10/30	
Edgerley, Saad	10CM1	76.4	76.4	B-	1/30	1/30	
Field, Sinthu	10CM1	65.4	65.4	C	8/30	8/30	
Garnock, Sophie	10CM1	61.0	61.0	C-	13/30	13/30	
Hoad, Lydia	10CM1	58.6	58.6	D+	16/30	16/30	
Hopton, Samantha	10CM1	74.4	74.4	B-	2/30	2/30	
Hu, Aarthi	10CM1	45.8	45.8	E+	27/30	27/30	

Sort Results by Name or Rank.

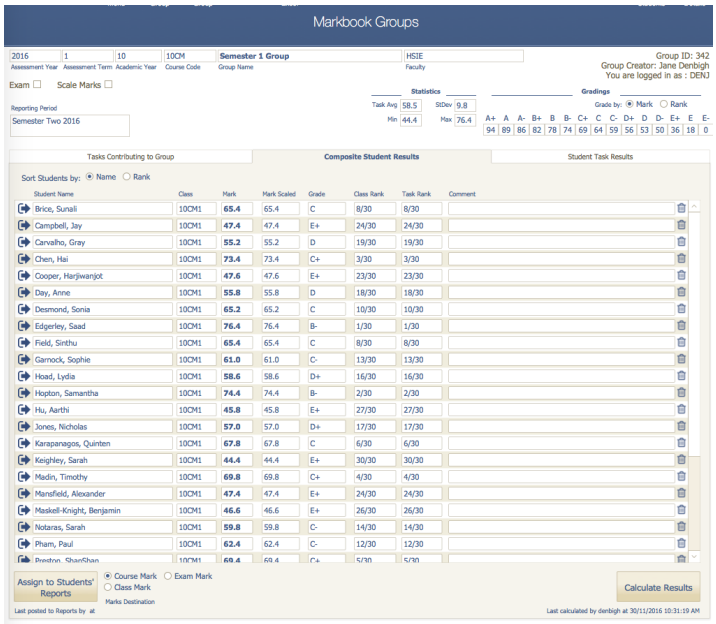
Markbook Groups - Student Task Results



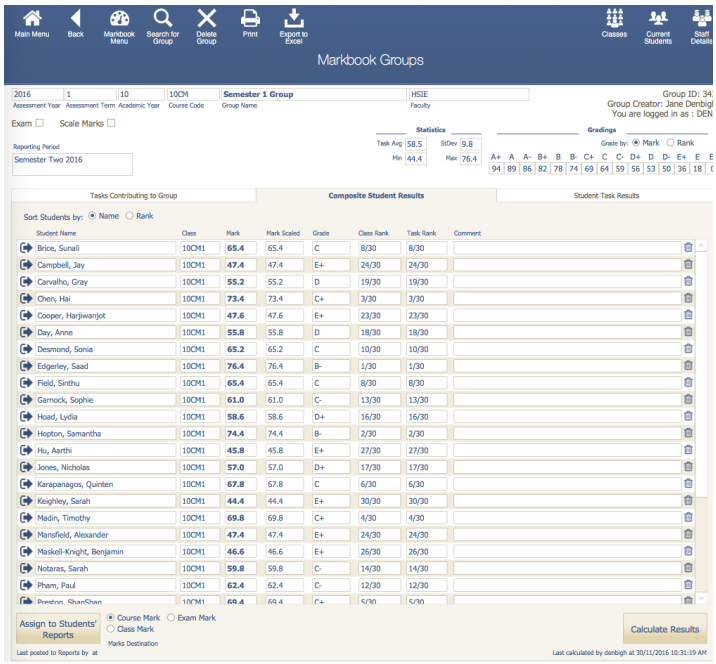
Student Name	Commerce Course Task 1	Commerce Course Task 2	ten see em one
Brice, Sunali	41	81	
Campbell, Jay	26	81	
Carvalho, Gray	33	78	
Chen, Hai	48	79	
Cooper, Harjiwanjot	31	52	
Day, Anne	32	87	
Desmond, Sonia	39	92	
Edgerley, Saad	48	94	
Field, Sinthu	46	51	
Garnock, Sophie	41	59	
Hoad, Lydia	40	53	
Hopton, Samantha	48	84	
Hu, Aarthi	29	55	
Jones, Nicholas	32	93	
Karapanagos, Quinten	47	57	
Keighley, Sarah	26	66	
Madin, Timothy	48	61	

Displays the task that contribute to the course. Note in this example Henry Davies did not have a mark for the Preliminary Assessment mark (Mark was excluded).

Markbook Groups - Grades by Mark

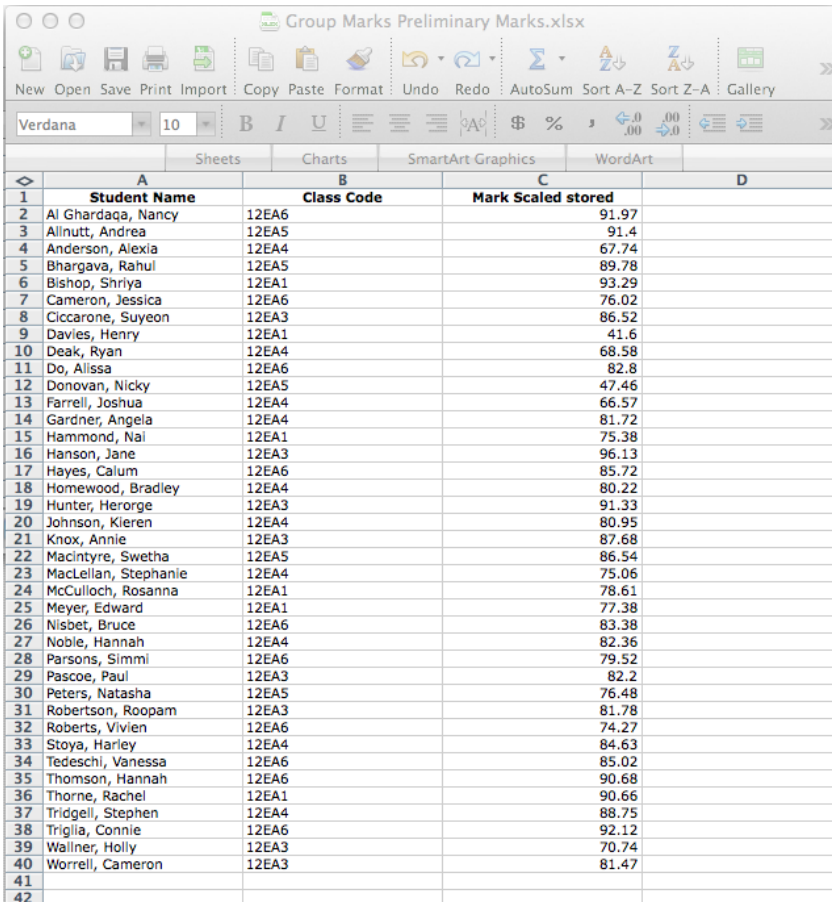


When grading by Mark, as the example shows, students that get a mark of A have a Mark that is is the top 20% e.g. 100 to 80. Students that get a B have a mark in the next 20% e.g. 79 to 60. Students that get a C have a mark in the next 20% 59 to 40. Students that get a D have a mark in the next 20% e.g. 39 to 20 and E 29 to 0.



When grading by Rank, as the example shows, grades are divided by the total ranks.

Markbook Groups - Export to excel



Group Marks Preliminary Marks.xlsx

New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A-Z Sort Z-A Gallery

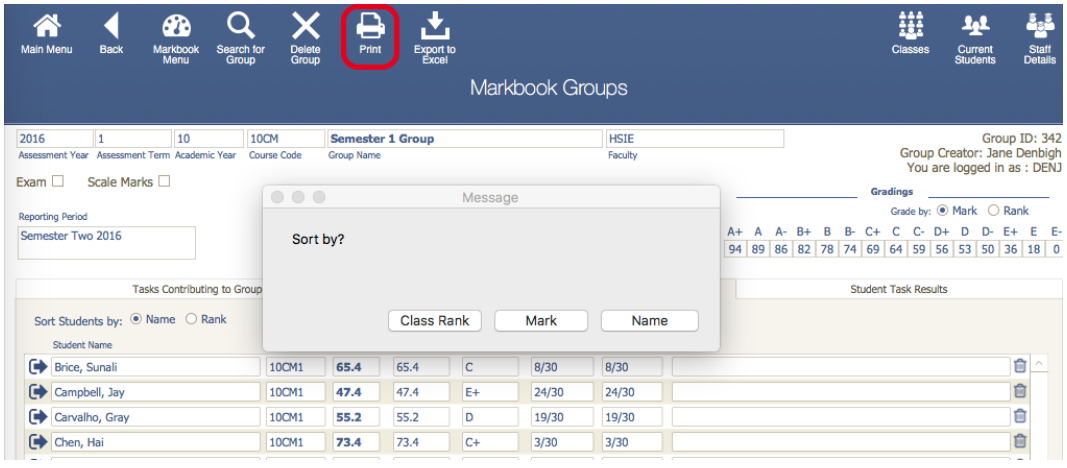
Verdana 10

Sheets Charts SmartArt Graphics WordArt

	A	B	C	D
1	**Student Name**	**Class Code**	**Mark Scaled stored**	
2	Al Ghardaqa, Nancy	12EA6	91.97	
3	Allnutt, Andrea	12EA5	91.4	
4	Anderson, Alexia	12EA4	67.74	
5	Bhargava, Rahul	12EA5	89.78	
6	Bishop, Shriya	12EA1	93.29	
7	Cameron, Jessica	12EA6	76.02	
8	Ciccarone, Suyeon	12EA3	86.52	
9	Davies, Henry	12EA1	41.6	
10	Deak, Ryan	12EA4	68.58	
11	Do, Alissa	12EA6	82.8	
12	Donovan, Nicky	12EA5	47.46	
13	Farrell, Joshua	12EA4	66.57	
14	Gardner, Angela	12EA4	81.72	
15	Hammond, Nai	12EA1	75.38	
16	Hanson, Jane	12EA3	96.13	
17	Hayes, Calum	12EA6	85.72	
18	Homewood, Bradley	12EA4	80.22	
19	Hunter, Herorge	12EA3	91.33	
20	Johnson, Kieren	12EA4	80.95	
21	Knox, Annie	12EA3	87.68	
22	Macintyre, Swetha	12EA5	86.54	
23	MacLellan, Stephanie	12EA4	75.06	
24	McCulloch, Rosanna	12EA1	78.61	
25	Meyer, Edward	12EA1	77.38	
26	Nisbet, Bruce	12EA6	83.38	
27	Noble, Hannah	12EA4	82.36	
28	Parsons, Simmi	12EA6	79.52	
29	Pascoe, Paul	12EA3	82.2	
30	Peters, Natasha	12EA5	76.48	
31	Robertson, Roopam	12EA3	81.78	
32	Roberts, Vivien	12EA6	74.27	
33	Stoya, Harley	12EA4	84.63	
34	Tedeschi, Vanessa	12EA6	85.02	
35	Thomson, Hannah	12EA6	90.68	
36	Thorne, Rachel	12EA1	90.66	
37	Tridgell, Stephen	12EA4	88.75	
38	Triglia, Connie	12EA6	92.12	
39	Wallner, Holly	12EA3	70.74	
40	Worrell, Cameron	12EA3	81.47	
41				
42				

Excel sheet export.

Markbook Groups - Print



Choose to Print the Marks sorted by Class Rank, Course mark or Name.

Denbigh Demonstration School

MarkBook Results for
Preliminary Marks

Course: 12EA

Statistics			
Avg	80.6	Min	41.6
StDev	11.3	Max	96.1

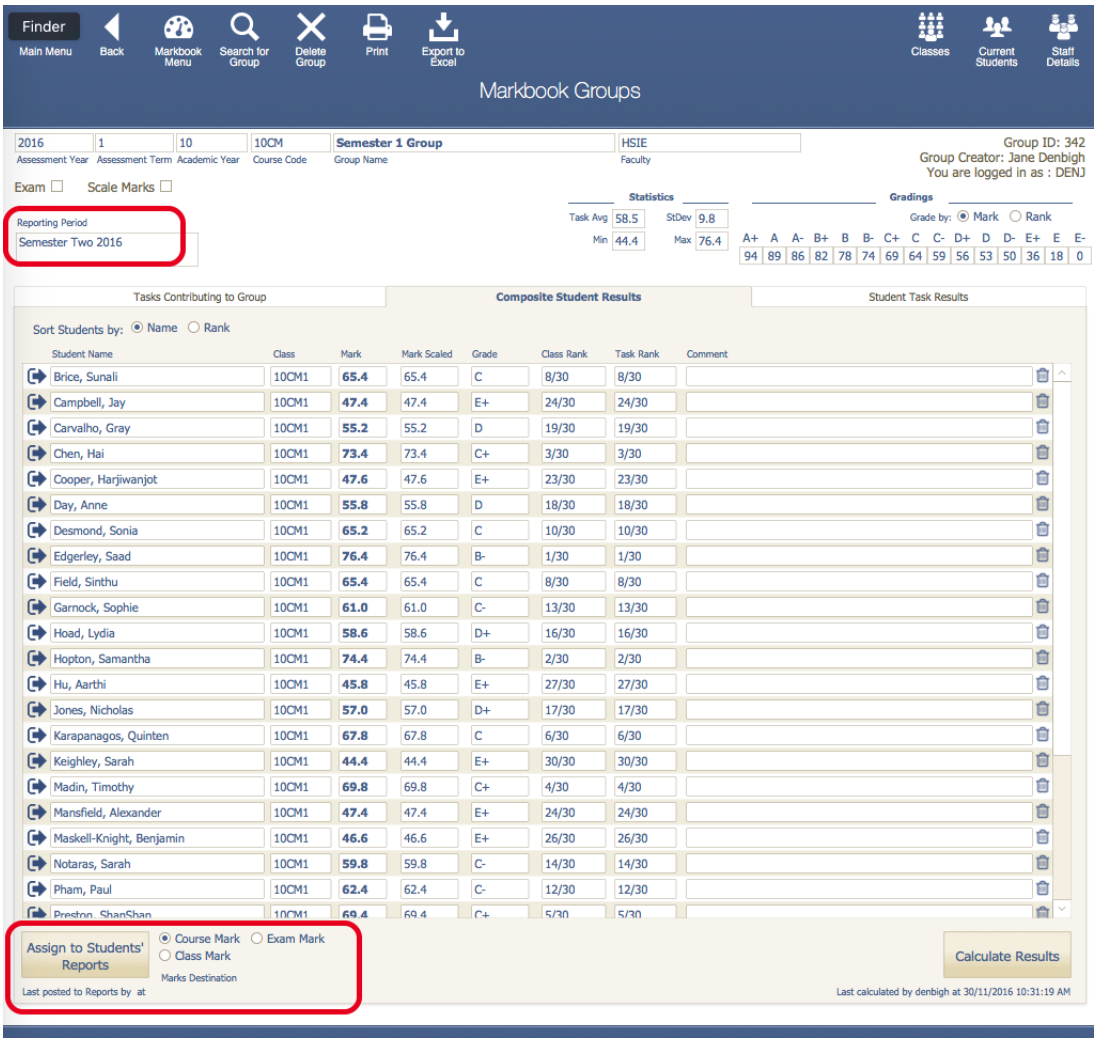
Class	Student Name	Mark Raw	Mark Scaled	Rank in Task	Rank in Class	Grade
12EA1	Bishop, Shriya	93.3	93.3	2/39	1/6	A
12EA1	Thorne, Rachel	90.7	90.7	8/39	2/6	A
12EA1	McCulloch, Rosanna	78.6	78.6	27/39	3/6	B
12EA1	Meyer, Edward	77.4	77.4	28/39	4/6	B
12EA1	Hammond, Nai	75.4	75.4	31/39	5/6	B
12EA1	Davies, Henry	41.6	41.6	39/39	6/6	C
12EA3	Hanson, Jane	96.1	96.1	1/39	1/8	A
12EA3	Hunter, Herorge	91.3	91.3	6/39	2/8	A
12EA3	Knox, Annie	87.7	87.7	11/39	3/8	A
12EA3	Ciccarone, Suyeon	86.5	86.5	13/39	4/8	A
12EA3	Pascoe, Paul	82.2	82.2	20/39	5/8	A
12EA3	Robertson, Roopam	81.8	81.8	21/39	6/8	A
12EA3	Worrell, Cameron	81.5	81.5	23/39	7/8	A
12EA3	Wallner, Holly	70.7	70.7	34/39	8/8	B
12EA4	Tridgell, Stephen	88.8	88.8	10/39	1/10	A
12EA4	Stoya, Harley	84.6	84.6	16/39	2/10	A
12EA4	Noble, Hannah	82.4	82.4	19/39	3/10	A
12EA4	Gardner, Angela	81.7	81.7	22/39	4/10	A
12EA4	Johnson, Kieren	81.0	81.0	24/39	5/10	A
12EA4	Homewood, Bradley	80.2	80.2	25/39	6/10	A
12EA4	MacLellan, Stephanie	75.1	75.1	32/39	7/10	B
12EA4	Deak, Ryan	68.6	68.6	35/39	8/10	B
12EA4	Anderson, Alexia	67.7	67.7	36/39	9/10	B
12EA4	Farrell, Joshua	66.6	66.6	37/39	10/10	B
12EA5	Allnutt, Andrea	91.4	91.4	5/39	1/5	A
12EA5	Bhargava, Rahul	89.8	89.8	9/39	2/5	A
12EA5	Macintyre, Swetha	86.5	86.5	12/39	3/5	A
12EA5	Peters, Natasha	76.5	76.5	29/39	4/5	B
12EA5	Donovan, Nicky	47.5	47.5	38/39	5/5	C
12EA6	Triglia, Connie	92.1	92.1	3/39	1/10	A
12EA6	Al Ghardaqa, Nancy	92.0	92.0	4/39	2/10	A
12EA6	Thomson, Hannah	90.7	90.7	7/39	3/10	A
12EA6	Hayes, Calum	85.7	85.7	14/39	4/10	A
12EA6	Tedeschi, Vanessa	85.0	85.0	15/39	5/10	A
12EA6	Nisbet, Bruce	83.4	83.4	17/39	6/10	A
12EA6	Do, Alissa	82.8	82.8	18/39	7/10	A
12EA6	Parsons, Simmi	79.5	79.5	26/39	8/10	B

Number of students: 39

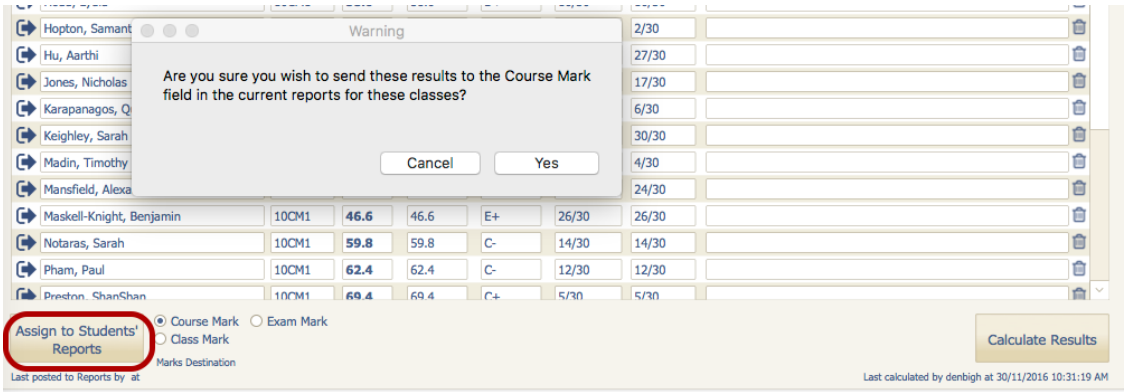
as at 3/07/2012

Markbook Group - Sorted by Class Rank.

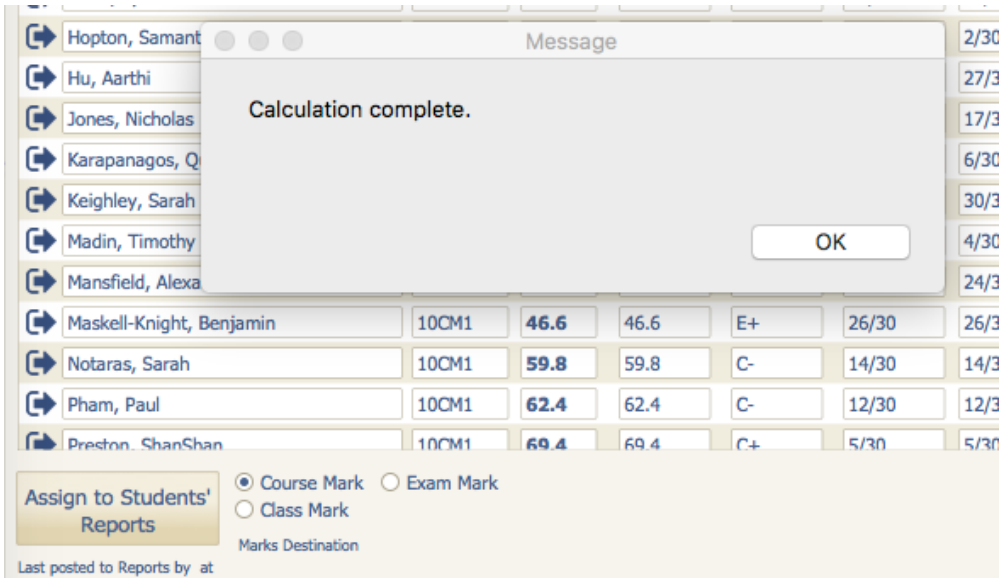
Markbook Groups - Assigning Group Marks to Reports



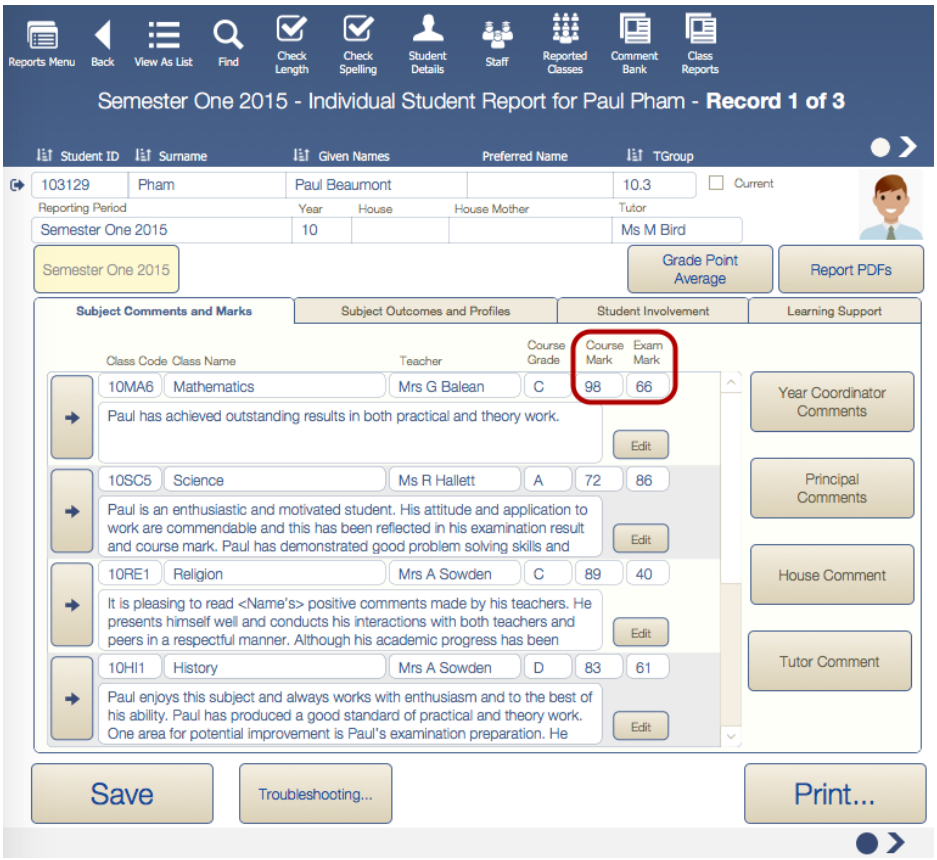
When there is a reporting period, Click to course the marks to assign and Click to assign marks to reports.



Click yes to confirm.

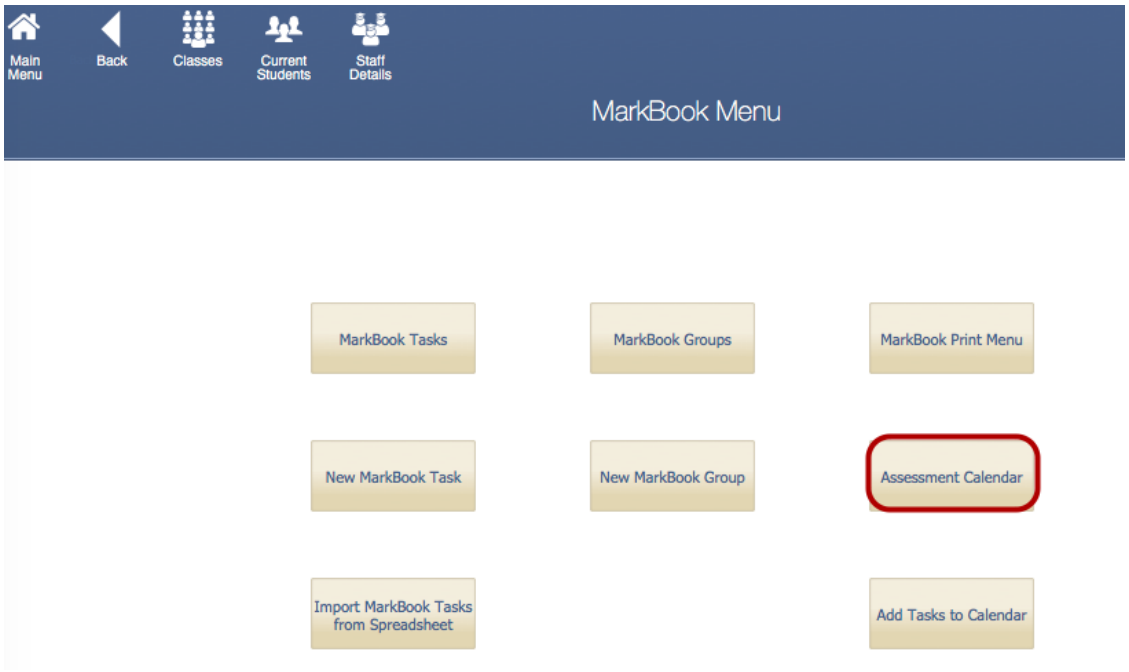


Marks are recalculated before being assigned to reports, after which a pop-up box will appear saying "Calculation Complete". Click "OK" to continue.

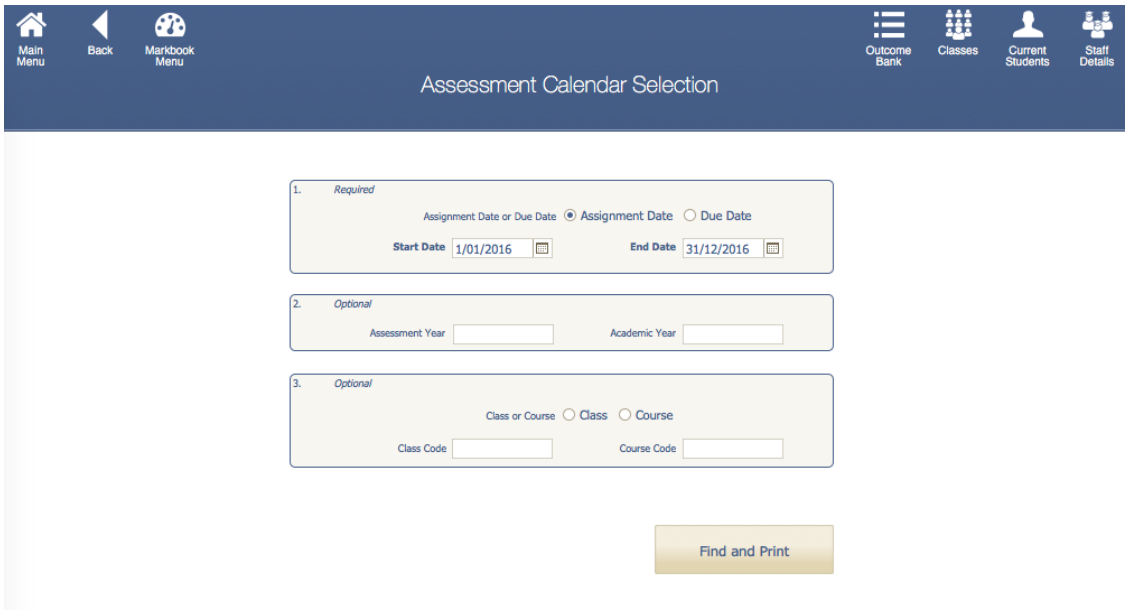


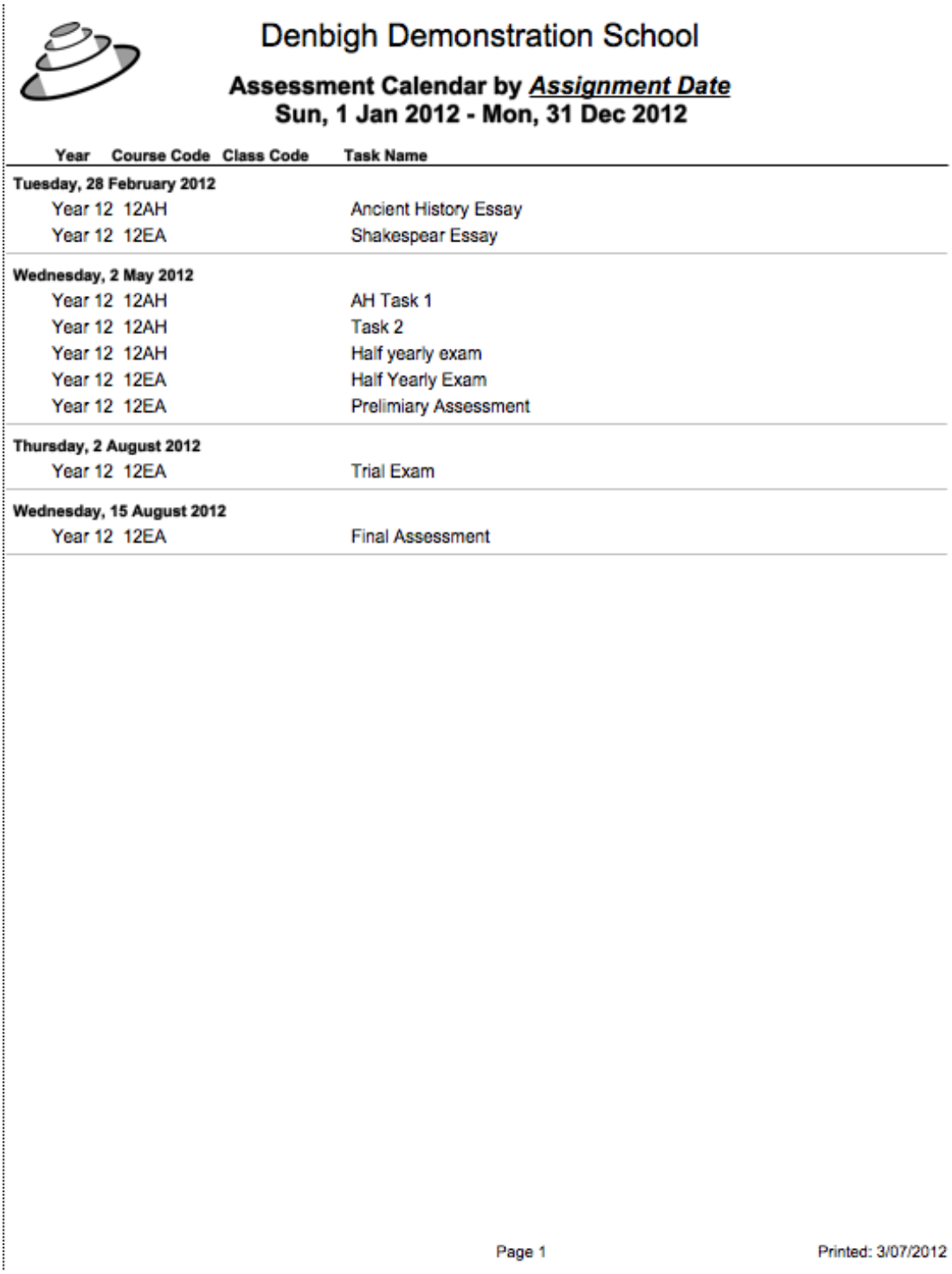
Marks assigned to report.

Assessment Calendar



Create an Assessment Calendar for Students.





Denbigh Demonstration School

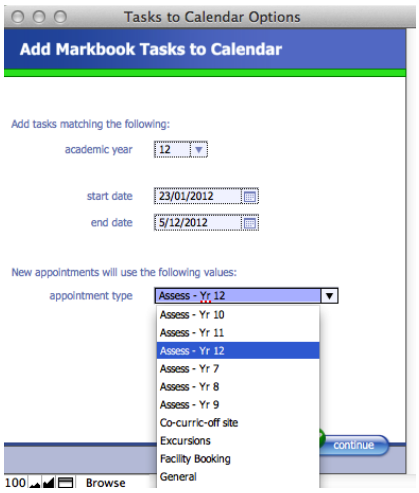
Assessment Calendar by *Assignment Date*
Sun, 1 Jan 2012 - Mon, 31 Dec 2012

Year	Course Code	Class Code	Task Name
Tuesday, 28 February 2012			
Year 12	12AH		Ancient History Essay
Year 12	12EA		Shakespear Essay
Wednesday, 2 May 2012			
Year 12	12AH		AH Task 1
Year 12	12AH		Task 2
Year 12	12AH		Half yearly exam
Year 12	12EA		Half Yearly Exam
Year 12	12EA		Prelimiary Assessment
Thursday, 2 August 2012			
Year 12	12EA		Trial Exam
Wednesday, 15 August 2012			
Year 12	12EA		Final Assessment

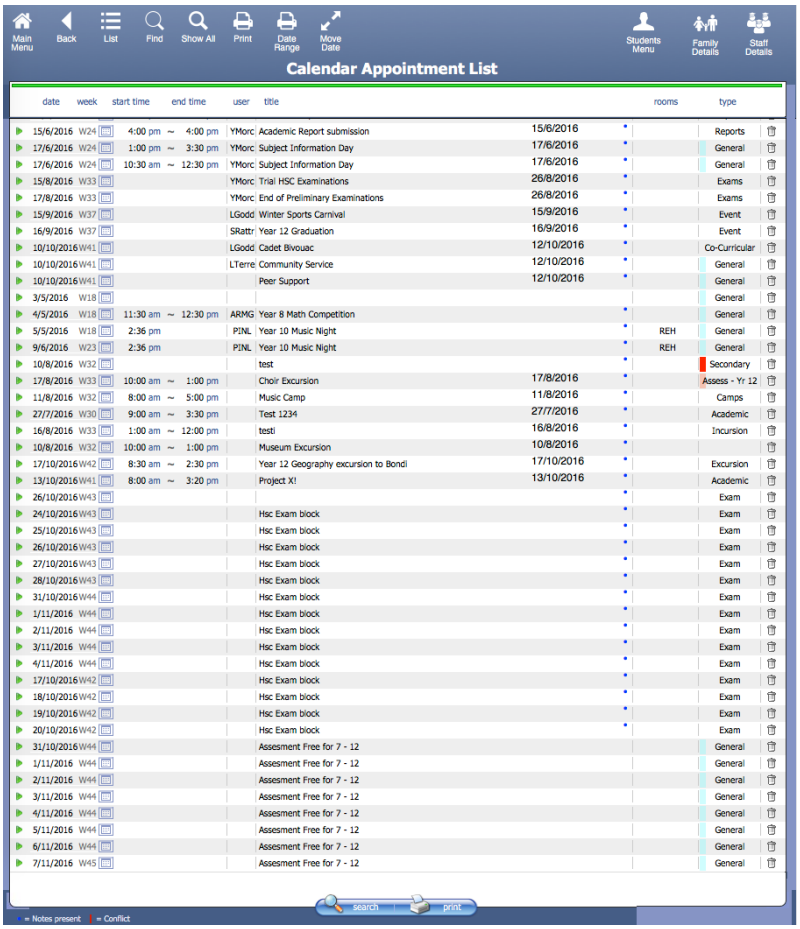
Page 1 Printed: 3/07/2012

Assessment Calendar for Year 12, 2012.

Markbook Tasks - Add Tasks to Calendar

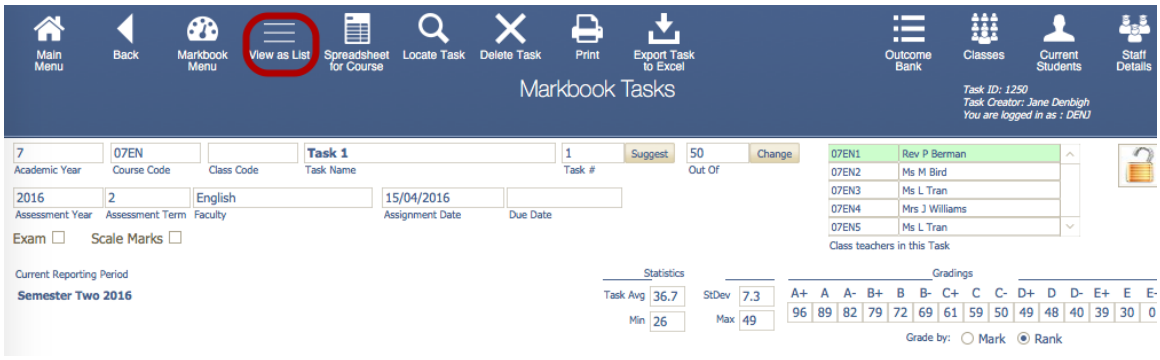


Choose the Academic Year, start and end dates and the Appointment type, e.g. Assessments for Year 12. The Appointment type must have been created in the Calendar previously.

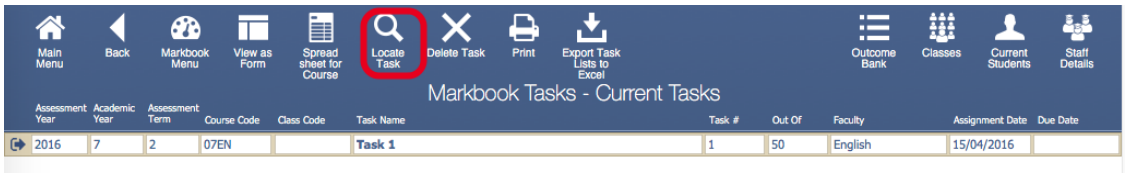


Markbook Tasks in the Calendar.

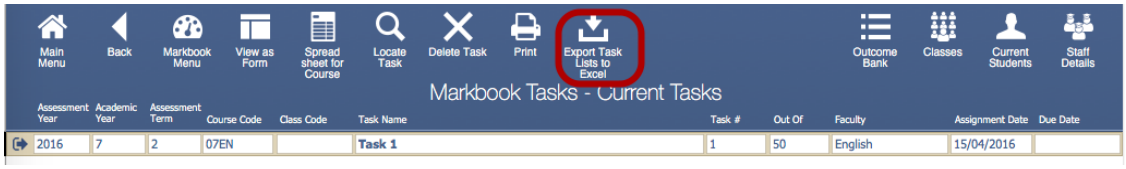
Export Tasks to Excel - (End of year or beginning of year function)



Go into a task and click to View as list.

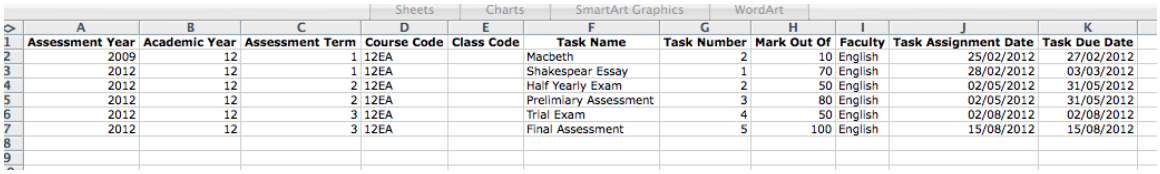


Click Find, enter the Assessment Year, Academic Year and the Course code.



Click to Export to Excel.

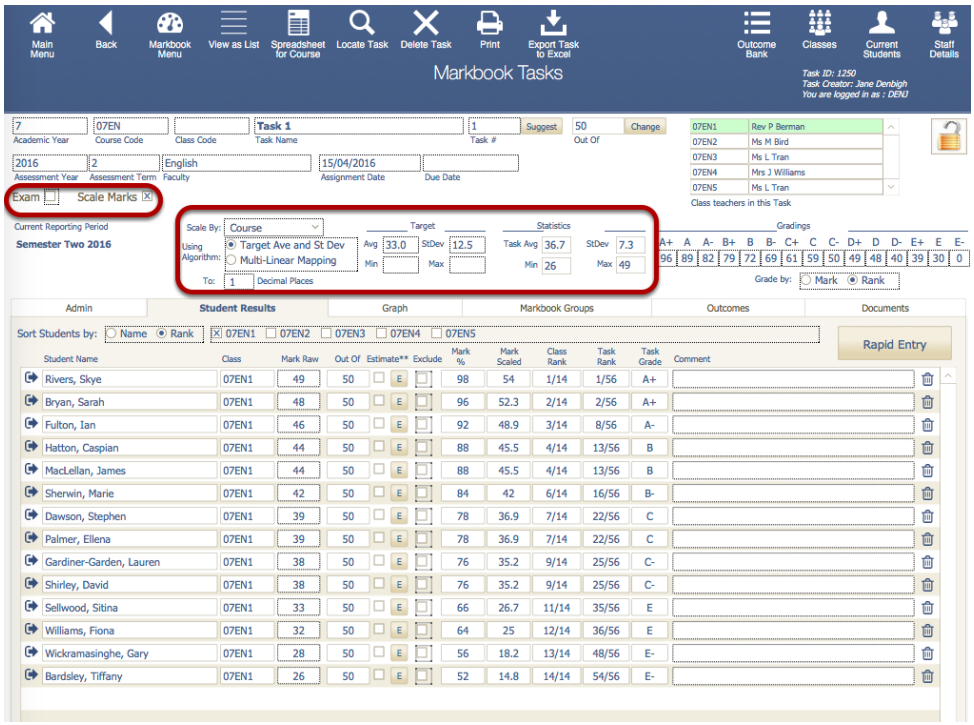
Export of Tasks for a Course



Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task Number	Mark Out Of	Faculty	Task Assignment Date	Task Due Date
2009	12	1	12EA		Macbeth	2	10	English	25/02/2012	27/02/2012
2012	12	1	12EA		Shakespear Essay	1	70	English	28/02/2012	03/03/2012
2012	12	2	12EA		Half Yearly Exam	2	50	English	02/05/2012	31/05/2012
2012	12	2	12EA		Prelimiary Assessment	3	80	English	02/05/2012	31/05/2012
2012	12	3	12EA		Trial Exam	4	50	English	02/08/2012	02/08/2012
2012	12	3	12EA		Final Assessment	5	100	English	15/08/2012	15/08/2012

This export can then be used to import tasks for the following year. Change the Assessment Year, Assignment and Tasks Dates as required.

Appendix A - Scaling Marks



Enter a target minimum and maximum, then looks at what the raw mark minimum and maximum are, and scales the student's mark by the appropriate factor.
For example, if you have raw marks with minimum of 25 and maximum of 40, and you want to scale them to a minimum of 50 and a maximum of 80, then the appropriate scale factor would be two.

It is calculated thus:
scaleFactor = (targetmax - targetmin) / (rawmax - rawmin)
markScaled = targetmin + (ScaleFactor x rawMark)
This is a direct linear scaling available in the current master.

The "multilinear mapping" (currently available on request) because in a couple of cases it's implemented with multiple bands like this (this is an *example* only, it is set up to have any number of bands with any range for each band).

raw mark min	raw mark maxim	target minimum	target maximum
0	20	50	60
21	30	61	70
31	40	71	90
41	50	91	100