

Administration Solutions for Education

Denbigh Administration

Markbook Manual

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Please note whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows. This prevents any unknown characters being copied into Denbigh Administration.

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.

Main Menu	Back Classes	Current Staff Students Details	MarkBook Menu	
		MarkBook Tasks	MarkBook Group 2	MarkBook Print Menu 3
		Import MarkBook Tasks from Spreadsheet	New Markbook Group	Add Tasks to Calendar
				DENBIGH DEMONSTRATION SCHOOL

Markbook Menu - Desktop

- 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



Markbook Menu - Denbigh Focus

Menu Back	Forward		Markbook Menu
Navigate to			
		Edit an existing Markbook Task	Edit an existing Markbook Group
		Create a Markbook Task	Create a Markbook Group

Class Information/Faculties

Main M		Q Find	Hew Class	Course List	Admin List	t Print	Pi	int Mer		Staff etails	Farr Clas	illy	Current Students	cher	Allocat	tions	MarkBook Menu	Lesson Times	Class Enrolments	Curre	ent	Outcome	Bank Next Yr's Classes
	Class Code	Subject Name		Cou	ırse Ab	breviation		Year Cours	TT e Line	Report Class		Un Class	its Course	Staff		Staff Name	Faculty		Key Learning Area	Reported On	Show on Reports	PTI	
•	06DR1	Drama		(*) 060	DR Dr	ra	6	6	3	6	6			AMPH	Update	Ms H Amponin Jr	Creative Art	s	Drama	No	X	X	Add to Reports
•	06IL1	Italian		🕩 06I	L Ita	al	6	6		4	4			LEEK	Update	Ms K Lee	Computing		LOTE	No	X	X	Add to Reports
CA.	06IL2	Italian		(*) 061	L Ita		6	6		4	4			MORC	Update	Ms C Moran	Computing		LOTE	No	X	X	Add to Reports
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Markbook tasks and groups are all created by using the details from the Classes file, student's 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

Main Back View A Menu Back View A	s Find Find Teachers	Move to Former Staff	v Staff Print Email Menu Menu	ے۔ ^{Students} Staff Details	Former C Staff C	Class Class Cover Roster	Classes At	osences	ommunity Meetin Details Meetin VWCC Alert
DENJ	Denbigh ≡ Surname General Inf	Jane ≡ First Na formation	ame ≡ Second Na	ames	Head of Middle Position	School	•	S00063 ≡ Comm	unity ID
General Information	_	developers@den	bigh.com.au	Property : map Street -		idential Address			
Classes	Title : Alternative Title : Qualifications :	Mrs B.Vis. Arts (Hons), M. Teach.	Suburb/State/PC :	Unit 1/12 Denbig Cobbitty ADID43319	INSW	2570		
Tutor Group	Phone Ext : Tutor Group : Tutor Group Room :	11.1		Property : Street :	P 5 Murray Court	ostal Address			Update
Absences and Extras	PTI Default Room :	D0.1 es Timetable		Suburb/State/PC : Address ID :	Murrayville ADID43326	NSW			
CoCurricular	Pastor Casual	al Care Team Teacher Fac.	lity		0298611145	Silent			
Groups	Adminis	tration Junior icular LOTE ing Mathe	School Science Special Ne	DOB :		Child Pro	otection Certific	ate	
Professional	Creative English History KIE	Arts Music PDHPE Primar Religio	y School		Email Type	Email Address			Use to Email to
Notes		us			Work	developers@denbigh	.com.au		
Confidential		33							
									Audit

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.



	Ind New View Class Li			Class	Details		Current Outcomes	Current Students	Change C Class Code	utcome MarkBook Bank Menu
Class Code Subject N 08VA7 Visual		Subject Abbrevia Vis Art	tion Course	Year Unit	Order Teacher Code 7 DENB	Update Mrs J Der	nbigh	Teacher 2 Co DONJ	de Teacher 2 Miss J Do	ver nald
Students	Assessment Tasks	for Course r Task Name			Assessmen Task TermAssignment Date	Name All	Out Of	Average	All	New Task
Lessons					ļ					^
Outcomes										
Description for Reports										
Class Tasks										
Course Tasks)									
Documents										~
Show on Reports X	View Markbook	Results in Spreadhse	et View							

Create a Task from Classes File for a Course

Click the Course Tasks tab - Click "New Task" button.

Main Back Find	+ III D D New View as Class Print Print Menu	Class Details	Current Outcomes Student		MarkBook Menu
Class Code Subject Nam 08VA7 Visual Art		Year Unit Order Teacher Code Teacher 8 7 DENB Update Mrs J De		2 Code Teacher 2 Miss J Donald	VET
Students	Assessment Tasks for Course	Assessment Year 2017 Task Name All		All New Task	ik
Lessons	Task Number Task Name	TermAssignment Date Due Date	Out Of Averag	ge Min Max	~
LESSUIS		Message			
Outcomes		This will create a new task for this course in classes in the course. Proceed?	ncluding other		
Description for Reports		No	Yes		
Class Tasks					
Course Tasks					
Documents					~
Show on Reports 🔀	View Markbook Results in Spreadhseet View				

Click "Yes".



Main Back Find		MarkBook Menu
Class Code Subject Nam 08VA7 Visual Ar		VET
Students	Assessment Tasks for Course Assessment Year 2017 Task Name All All New T	Fask
Lessons	Task Number Task Name TermAssignment Date Due Date Out Of Average Min Max	^
Outcomes	Task Name	
Description for Reports	What name do you wish to give to this task?	
	Task Name	
Class Tasks	Essay Cancel OK	
Course Tasks		
Documents		~
Show on Reports X	View Markbook Results in Spreadhseet View	

Add the name of the Task - should be unique per course.

Main Back Find	+ III	Class Details	Current Current Charge Outcome Marke Outcomes Students Code	
Class Code Subject Nam 08VA7 Visual Art		Year Unit Order Teacher Code Teacher 8 7 DENB Update Mrs J		VET
Students	Assessment Tasks for Course	Assessment Year 2017 Task Name All	All New Task	
Lessons	Task Number Task Name	TermAssignment Date Due Date	Out Of Average Min Max	^
Outcomes		Out Of?		
Description for Reports	Task Marks Out Of?			
Class Tasks	100	Cancel OK		
Course Tasks				
Documents				~
Show on Reports 🗙	View Markbook Results in Spreadhseet View			

Enter the Out of mark. (This is not the weighted total)



Main Back Find	New View Class Lie	r as Print st	Print Menu	Class De	tails		Current Outcomes	Current Students	Change Class Code	Outcome Bank	MarkBook Menu
Class Code Subject Nam 08VA7 Visual Art		Subject Abb Vis Art	reviation Course	Year Unit Order	Teacher Code	Update Teacher	igh	Teacher 2 Co DONJ		2 Donald	VET
Students	Assessment Tasks	for Course			Assessment Task M				All	New Ta	sk
Lessons	Crew Number	Task Name Essay		T	TermAssignment Date 26/04/2017	Due Date	Out Of	Average	Min	Max	
Outcomes						_					
Description for Reports											
Class Tasks											
Course Tasks											
Documents											~
Show on Reports X	View Markbook	Results in Spread	Ihseet View								

Task is created. Update the Due Date Field. Click the jump arrow to view the Markbook task. Tasks will number automatically.



Markbook Task for a Course

Main Menu	Back Markb Men	ook View as List iu	Spreadshee for Course	t Locate	Task	D	elete Ta	^{sk pr} Aarkbo		Export Tasi to Excel BSKS				Outcome Bank	Classes Task ID: 12 Task Create You are log	Currei Studer 278 or: Jane Den aged in as : D	nts Ibigh	Sta Deta
	08VA	E	ssay					1	S	luggest	100	Change	08VA1	Ms J Fricker		1	1	1
demic Year	Course Code	Class Code Ta	isk Name					Task	#		Dut Of		08VA3	Mrs A Hicks				
17 Issment Year A	Cr ssessment Term Fac	eative Arts		26/04/20:				05/2017 Date					08VA4 08VA5	Mr D Arcidia Mrs A Hicks	cono			
	esessment Term Fac	uity		Assignment	Date		Due	Date					08VA6	Ms J Fricker		×	2	
													Class tead	ers in this Task				
ent Reporting Pe										Statistics	StDev		+ A A- B-	Gradi		D+ D	D- E+	E
erim One 201	.7								Task A		Max			2 78 74 69				-
									м	lin	Max				Mark			
Admin		Student Resu	its		G	iraph			Ma	arkbook Gro	DUDS		Outco	mes		Docum	ents	
rt Studente hv	: • Name O R	ank X 08VA1	× 08VA3		X	081//	45 X	081/06	08VA7	× 08VA	2							
Student Nam		Class	Mark Raw	Out Of				Mark	Mark	Class	Task	Task	Comment			Rapio	d Entry	
Armstrong		08VA6	PidIK Rdw	100				0	Scaled	Rank /0	Rank	Grade E-	Comment				1	î
 Barry, Willi 		08VA1		100		E		0		/0	1	E-						
 Barry, Willi 		08VA7		100		-		0		/0	1	E-						<u>ل</u>
 Beardsley, 		08VA6		100		-		0		/0		E-						<u>ک</u>
 Bilton, Geo 		08VA8		100				0		/0		E-						<u>ل</u>
Brown, Du		08VA6		100		_		0		/0		E-						
Croker, Sri		08VA3		100		-		0		/0		E-						
Croker, Sri		08VA7		100		E		0		/0		E-					ť	
 Dunstall, E 		08VA7		100		-		0		/0		E-						<u>ک</u>
 Dyer, Alyst 		08VA1		100		E		0		/0		E-						
 Edeson, Sa 		08VA4		100		-		0		/0		E-						<u>ک</u>
 Edgerley, I 		08VA4		100		-		0		/0		E-						
Forster, Ar		08VA6		100				0		/0		E-						
Gengos, C		08VA0		100		E		0		/0		E-						
Gengos, E		08VA7		100				0		/0		E-						
Haridemos		08VA5		100		-		0		/0		E-						
Hopton, Ni		08VA5		100				0		/0		E-						
Hopton, N		08VA8		100		-		0		/0		E-						
Howse, Jai		08VA4		100				0										_
						-				/0		E-					1	
 Humphries Assign to Sti 	udent's O Cour	se Mark O Exam	Mark	100		** C	stimation	will be base	d upon the	rank the st	udent earne	d in previous	for all other stud s tasks in this cou ark accurately.	ents first. The Irse. If this is the		Reca	lculate	

DENBIGH DEMONSTRATION SCHOOL



Create Tasks from Classes file for a Class

Aain Back Ienu	Find	New Class	View as List	Print	Print Menu		Cla	ass De	tails			Current Outcomes	Current Students	Change Class Code	Outcome Bank	MarkBo Menu
	Subject Name Design and	Technolog	у	Subject Abbre D&T	viation	Course	Year 7	Unit	Order 3	Teacher Cod DENJ	le	Update	Teacher Mrs J Denbi	gh		VET
Students		Assessment	: Tasks for (lass						ssment Year Name	2016 All			All	New Ta	ask
Lessons		Task f	Number	Task Name				Term	Assignn	nent Date	Due Date	Out Of	Average	Min	Мах	^
Outcome	s															
scription for I	Reports															
Class Tas	ks															
Course Tas	iks															
Design																
Document Show on Re		View	Markbool	Results in S	preadhsee	t View										

Note: This will not contribute to the course it will create a task just for this class. Click "New Task".

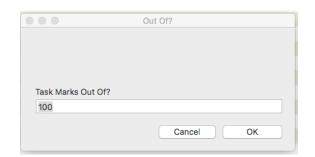
Main Back Find	New View as Class List	Print Print Meni	a t u	Clas	s De	tails			Current Outcomes	Current Students	Change Class Code	Outcome Bank	MarkBool Menu
Class Code Subject Nar 07DTE Design a	ne nd Technology	Subject Abbreviation	on Course	Year Uni 7	t Order 3	Teacher Code DENB	Update	Teacher Mrs J Denbig	h	Teacher 2 Co	ode Teacher	2	VE
Students	Assessment Tasks for C				Term	Assessment Ye Task Name Assignment Date	All	17 e Date	Out Of	Average	All	New T Max	ask
Lessons Outcomes						e a new task ses in the cou		class only.	lt will not	t do so			<u>^</u>
Description for Reports								No	<u> </u>	ſes			
Class Tasks Course Tasks													
Documents													
Show on Reports 🔀	View Markbook	Results in Spread	hseet View										

Click "Yes"



Class Code	Subject Name		Subject Abbreviation	Cou		Year	Unit	Order	Teacher Code			Teacher	Teacher 2 Code	Teacher 2	?	VE
07DTE	Design and	I Technology	D&T	070	от	7		3	DENB	Up	date	Mrs J Denbigh				C
																_
Studen	ts	Assessment Tasks for Cl	ass						Assessment Yea	ar	2017	7				
									Task Name		All			All	New Task	
		Task Number T	ask Name					Term	Assignment Date		Duel	Date Out Of	Average	Min	Max	
Lesson	s															
Outcom	es					Task I	Name									
												-				
			What name	do v	ou wish to	o aive	to this	s task′	?							
						J.										
Description for	r Reports															
			Task Name													
			Woodwork	proje	ect											
Class Ta	sks															
							C	ancel	0	К						
Course Ta	asks															
Docume	nts															
		View Markbook	Results in Spreadhs	ot View	,											
Show on i	Reports X	VICTV Markbook	resolar in opredution	er viev												

Add the task name (this should be unique per class) and Click "OK".



Add the Marks "Out of". (Note: this is not the weighted number)

Main Menu	Back	Q Find	New Class	View as List	Print	Print Menu			Class I	Det	ails			Current Outcomes	Current Students	Change Class Code	Outcome Bank	MarkBook Menu
Class Code		ect Name			Subject A	bbreviation		Yea			Teacher Code		Teache		Teacher 2 C	ode Teacher	2	VET
07DTE	De	sign and	Technolog	у	D&T		🕞 07DT	7		3	DENB	Upda	te Mrs J	Denbigh				
S	tudents		Assessmen	Tasks for	Class						Assessment Ye	sar 2	017					
											Task Name	Α	JI			All	New T	ask
			Task	Number	Task Name				т	erm	Assignment Date		Due Date	rt Of	Average	Min	Max	
		- (€		Woodwork p	project					26/04/2017							
L	essons											C						
Ou	utcomes																	
		_																
Descripti	ion for Rep	orts																
CI-	ss Tasks																	
Cla	SS TASKS																	
Cou	rse Tasks																	
		_																
Do	cuments																	
Ch-	ow on Repor		View	Markboo	k Results in	Spreadh	seet View											

Enter the Due date for the Task and click the jump arrow to view the task. Tasks will number automatically.



Markbook Task for a Class

Main Back Markbook Menu	View as List Spreads? for Cour	eet Locat) a Tasł	¢D	elete Ta:		ook 7	Export Task to Excel Tasks			Outcome Bank	Classes Task ID: 127 Task Creator: You are logge	Current Students 9 Jane Denbigh rd in as : DENB	Staft Detai
ademic Year Course Code Class Cod	Woodworl	c project				1 Tas	k #	Suggest 50	D .t Of	Change	07DTE Mrs J Denbi	gh	^	-
017 TAS		26/04/20)17											
sessment Year Assessment Term Faculty		Assignmen	t Date		Due	Date								
am 🗌 Scale Marks 🗌											Class teachers in this Task			
ment Reporting Period								Statistics	_		Gradi			
o current report available.							Task	-	StDev	A+ 94	A A- B+ B B- C+ 89 86 82 78 74 69			
								Min	Max			Mark		
Admin St	udent Results			Graph				Markbook Grou	ine		Outcomes		Documents	
	X 07DTE			alabii				Harkbook Grou	493		odicomes		Documents	
					Exclude	Mark	Mark	Class	Task	Task	Comment		Rapid Entry	/
Student Name Bardsley, Tiffany	Class Mark R	50		E		%	Scaled	Rank /0	Rank	Grade E-	Comment			a ^
Crisp, James	07DTE	50		E		0		/0	1	E-				Û
Gifford, Prugya	07DTE	50				0		/0	1	E-				Û
Grant, Rohan	07DTE	50		E		0		/0	1	E-				Ê
Hayes, Hannah	07DTE	50				0		/0	1	E-				Û
MacLellan, James	07DTE	50		E		0		/0	1	E-				Û
Mansfield, Christopher	07DTE	50		E		0		/0		E-				Û
Palmer, Ellena	07DTE	50		E		0		/0	1	E-				Ê
Sherwin, Marie	07DTE	50		E		0		/0		E-				â
Assign to Student's	¢ O Exam Mark			e	stimation	will be bas	sed upon t	he rank the stud	ient earned	in previous	or all other students first. The		Recalculate	~
Reports Marks Destination				fi	rst task fi	or the cour	se, the cor	mputer will be u	nable to es	timate a mar	k accurately.			
													Last recalculated	

To view Markbook tasks from Markbook Menu

ain Markboo enu Menu		AB to filter the list, then arrow next to the desired task	to Edit it.	Markbook T	asks Selectior	1			Classes	Current Students
	Co-Curricular		or School	Mathematics	Primary School Religion Crimere	Sp		Needs		
L	computing	History LOT	_	PDHPE Term	Science Task Name	All				All
Course Code	Class Code	Task N me	6 7			Task No	Year	Assignment Date	Due Date	Term
(+ 07EN		Task				1	7	15/04/2016		2
(+ 07EN		Task	8			2	7	15/04/2016		4
(07EN		Exam Marks	10			3	7	15/04/2016		2
(+ 10CM	10CM1	First Task 2016	10			1	10	09/08/2016		1
10CM		Commerce Course In	_			6	10	09/08/2016		1
(+ 10CM		Commerce Course Ta	ask 2			7	10	09/08/2016		2
(+ 10CM		ten see em one				8	10	09/08/2016		3
(+ 10CM		gfdgffgd				9	10	09/08/2016		4
(+ 08EN		English Task 1				1	8	10/08/2016		2
(> 10EN		Macbeth Essay				1	10	11/08/2016		3
10EN		English Exam				2	10	11/08/2016		4
(→ 09CM	09CM1	Commerce Task 1				1	9	26/08/2016		2

The Markbook tasks selection will filter for the current logged in staff member's faculty/faculties. Enter the Academic Year, to search for a particular year.



Markbook Tasks - Details

Mair Men	Back Markboo Menu		dsheet ourse	Locate	Task	D	elete Ti		Print	Export Tas to Excel Tasks	k				Outcome Bank	Classes Task ID: 12 Task Creato You are logg	Current Students 78 r: Jane Denbigh red in as : DENB	Staf Deta
	08VA	Essay						1			100	Change		08VA1	Ms J Fricke		^	4
demic		ass Code Task Name		C 10 4 10 0	-		26		ask #		Out Of			08VA3 08VA4	Mrs A Hick Mr D Arcid			
17 essme	nt Year Assessment Term Facult	itive Arts		6/04/201 ssignment				05/2017 Date	,			•	4	08VA5	Mrs A Hick			
m [🛛 Scale Marks 🗆 💋													08VA6 Class teach	Ms J Fricke ers in this Task	r	~	
rent R	eporting Period									Statistics						dings		
	One 2017							6	Task		StDev			A A- B-				E+ E
	2							3		Min	Max		94 8	39 86 83			56 53 50 3	36 18
															Grade by:	Mark	Rank	
	Admin	Student Results			G	Fraph				Markbook Gr	oups			Outco	mes		Documents	
rt St	udents by: Name Rame	nk 🗵 08VA1 🗵 08V	A3 🗵	08VA4	X	08V/	∖ 5 X	08VA6	× 08VA								Rapid Ent	inv.
S	tudent Name	Class Mar	k Raw	Out Of	Estim	ate**	Exclud	Mark 9 %	Mark Scaled	Class Rank	Task Rank	Task Grade	Co	mment			Rupid En	.,
▲	rmstrong, Timothy	08VA6		100] 🗆	Е		0		/0	1	E-						1
•	arry, William	08VA1		100		E		0		/0	1	E-						Û
€	arry, William	08VA7		100		Е		0		/0	1	E-						ŵ
•	eardsley, Anthea	08VA6		100		E		0		/0	1	E-						ŵ
•	ilton, Geoff	08VA8		100] 🗆	Е		0		/0	1	E-						ŵ
•	rown, Duncan	08VA6		100] 🗆	E		0		/0	1	E-						Û
•	roker, Srikar	08VA3		100] 🗆	Е		0		/0	1	E-						ŵ
•	roker, Srikar	08VA7		100		E		0		/0	1	E-						Û
•	unstall, Elizabeth	08VA7		100] 🗆	Е		0		/0	1	E-						Û
•	oyer, Alysha	08VA1		100		E		0		/0	1	E-						ŵ
€ E	ideson, Sanjana	08VA4		100] 🗆	Е		0		/0	1	E-						ŵ
►	dgerley, Mose	08VA8		100		E		0		/0	1	E-						Û
€ F	orster, Amelia	08VA6		100		Е		0		/0	1	E-						ŵ
•	Gengos, Cassandra	08VA7		100		E		0		/0	1	E-						Û
	Gengos, Edward	08VA8		100		Е		0		/0	1	E-						Û
	laridemos, Peer	08VA5		100		E		0		/0	1	E-						Û
≯ ⊧	lopton, Nicholas	08VA8		100		Е		0		/0	1	E-						ŵ
€ F	lowe, Philip	08VA4		100		E		0		/0	1	E-						Û
•	lowse, James	08VA8		100] 🗆	Е		0		/0	1	E-						ŵ
	gn to Student's Reports			100		** 0	stimatio	n will be b	ased upon t		udent earn	ed in previo	us tas	ks in this cou	ents first. The rse. If this is the	2	Recalcula	nte 🔵
Last p	osted to Reports by at	•															Last recalculat	ed by: a

If any fields appear in yellow this will be because the data is missing.

1 - Check box to show they are Exam Marks & Scale Marks - Check to display Scaling options

- 2 Shows the current Reporting Period
- 3 Statistics of Tasks
- 4 Teachers of the classes in the Course
- 5 Padlock to lock the task

6 - Check box of where the marks will be assigned and button to assign marks to the Students Reports

7 - Click to recalculate after changing any marks



Main Back Markboo Menu Menu	k View as List	Spreadsheet for Course	Locate T	ask I	Delete	Task	Print	t	oort Tas Excel	k					¢	Duti Bi	come ink		(Clas	sse	S	s	Curre tude	nt nts		St Def
						Mar	kboo	k Tas	sks											Task	Cre	1277 ator: logge	Jan	e Dei as :	nbigh DENU		
		rt Test					1	Sug		100	Chang	e	08	BVA7		1	Ars J I	Den	bigh						^		
lemic Year Course Code Cla	ss Code Tas	sk Name					Task #			Out Of																	U
	tive Arts		/09/2016			28/09/2	016																				
ssment Year Assessment Term Facult	·	Ad	ssignment D	ate		Due Date																			~		
m Scale Marks													Cla	ass te	acher	s in	this 1	[as	C.								
ent Reporting Period								s	tatistics	_									ding	s		_					
nester Two 2016, not yet								Task Avg	72.9	StDev	15.9		Α			В	B-			С			+			E+	
ulated								Min	54	Max	98	94	89	86	82			-	-		-	-	-		50	36	1
																	Grade	e by	: (D N	4arl	k C) R	ank			
Admin	Student Resul	ts		Grap	h			Mark	book Gr	oups				Ou	tcome	es							D	ocun	nents		
t Students by: Name Rar	k 🛛 08VA7																					1	-	-	-	-	-
Student Name	Class	Mark Raw	Out Of E	-1 ⁻ 1- ³		Mai		lark	Class	Task			Comme									(R	api	d Er	ntry	
	08VA7	54	100			lude %		caled 54	Rank	Rank	Grad	. o	Joinina	ent									-	_		ť	
		62	100			6	2	62	6/7	6/7	C-															ť	_
Croker, Srikar	08VA7							91	2/7	2/7	A															ť	Ì
Croker, Srikar	08VA7	91	100	E		9	1	91																		4	Ì
Croker, Srikar Dunstall, Elizabeth		91 98	100 100			9		98	1/7	1/7	A+	- [Ľ	
Croker, Srikar Dunstall, Elizabeth Gengos, Cassandra	08VA7						8			1/7	A+ C+															ľ	Ì
Croker, Srikar Dunstall, Elizabeth Gengos, Cassandra Margerison, Bradley	08VA7 08VA7	98	100	- E		9	8	98	1/7																	ť	_
Barry, William Croker, Srikar Dunstall, Elizabeth Gengos, Cassandra Margerison, Bradley McClelland, Sabrina Qui, Samuel	08VA7 08VA7 08VA7	98	100 100			9	8 9 5	98 69	1/7 4/7	4/7	C+																Ì

Entering Marks - Rapid Entry button

Markbook Tasks - Rapid Entry

Ma	irkbook Rapid En	itry
Logged in as: DENJ Task name: Art Test Out Of: 100		Type 'Enter' on the numeric keypad (or its equivalent) to proceed to the next student's record. When finished, click 'Done'.
Student Name	Mark	Done
Barry, William	54]
Croker, Srikar	62	
Dunstall, Elizabeth	91	
Gengos, Cassandra	98	
Margerison, Bradley	69	
McClelland, Sabrina	65	
Qui, Samuel	71	

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



Markbook	Tasks -	Recalculate

		udent Resu				iraph				arkbook Grou			Outcomes	Documents	
ort !	Students by: Name Rank 	× 08VA1	× 08VA3	× 08VA4	×	08VA	5 ×		× 08VA7	× 08VA8	Mar	ks have b	een modified, recalculation is necessary	Rapid Entry	,
	Student Name	Class	Mark Raw	Out Of	Estim	ate**	Exclud	Mark e %	Mark Scaled	Class Rank	Task Rank	Grade	Comment		
•	Armstrong, Timothy	08VA6	95	100		Е		95	95	1/9	10/44	A+		ť	ŵ
•	Barry, William	08VA1	69	100		E		69	69	3/4	33/44	C+		1	ŵ
€	Barry, William	08VA7	95	100		Е		95	95	2/7	8/44	A+		ť	ŵ
•	Beardsley, Anthea	08VA6	64	100		E		64	64	8/9	37/44	С		ť	ŵ
•	Bilton, Geoff	08VA8	91	100] 🗆	Е		91	91	4/9	13/44	Α		ť	ŵ
€	Brown, Duncan	08VA6	92	100		E		92	92	2/9	12/44	Α		ť	ŵ
•	Croker, Srikar	08VA3	98	100] 🗆	Е		98	98	2/7	4/44	A+		ť	ŵ
•	Croker, Srikar	08VA7	70	100		E		70	70	6/7	31/44	C+		ť	ŵ
•	Dunstall, Elizabeth	08VA7	78	100] 🗆	Е		78	78	4/7	23/44	В		ť	ŵ
•	Dyer, Alysha	08VA1	78	100		E		78	78	2/4	23/44	В		ť	ŵ
•	Edeson, Sanjana	08VA4	80	100] 🗆	Е		80	80	2/4	21/44	В		ť	ŵ
•	Edgerley, Mose	08VA8	99	100		E		99	99	1/9	1/44	A+		ť	ŵ
•	Forster, Amelia	08VA6	52	100] 🗆	Е		52	52	9/9	43/44	D-		ť	ŵ
•	Gengos, Cassandra	08VA7	89	100		E		89	89	3/7	15/44	Α		ť	ŵ
•	Gengos, Edward	08VA8	72	100		Е		72	72	7/9	28/44	C+		ť	ŵ
•	Haridemos, Peer	08VA5	61	100		E		61	61	2/4	38/44	C-		ť	ŵ
•	Hopton, Nicholas	08VA8	83	100		E		83	83	6/9	19/44	B+		ť	ŵ
•	Howe, Philip	08VA4	51	100		E		51	51	4/4	44/44	D-		ť	ŵ
•	Howse, James	08VA8	56	100		E		56	56	9/9	42/44	D+		6	ŵ
•	Humphries, Alexander	08VA8	86	100		E		86	86	5/9	16/44	Δ-		f	n an
As	sign to Student's Reports		Mark		,	e	stimatio	n will be b	ased upon the		ent earned i	in previous	for all other students first. The tasks in this course. If this is the rk accurately.	Recalculate	2

Whenever a mark is changed it will display a message to recalculate the marks. 1 - Click the Recalculate button.

Note the there is a date stamp for time and user.

Markbook Tasks - Statistics

	Markbook Tasks	Task ID: 1277 Task Creator: Jane Denbigh You are logged in as : DBU
8 08VA7 Art Test Academic Year Course Code Class Code Task Name 2016 Creative Arts 2/09/2016 Assessment Year Assessment Term Faculty Assignment Date Scale Marks	1 Suggest 100 Change Task # Out Of 28/09/2016 Due Date	08VA7 Mrs J Denbigh ^
Current Reporting Period Semester Two 2016, not yet populated	Statistics At Task Avg 73.7 StDev 13.7 At Min 54 Max 98 94	Gradings A A- B+ B C+ C C- D+ D D- E+ E E- 89 86 82 78 74 69 64 59 56 53 50 36 18 0 Grade by: Image: Mark Rank Image: Rank

Statistics of the Tasks will be filled once the marks are entered. These can be adjusted as per school requirements.



Admin	Student Resu	lts		G	iraph			Ma	arkbook Grou	ips		Outcomes	Documents	
ort Students by: Name Ran	k 🗙 08VA1	× 08VA3	K 08VA4	X	08VA	5 ×	08VA6	× 08VA7	× 08VA8	Mar	ks have b	een modified, recalculation is necessary	Rapid Entry	
Student Name	Class	Mark Raw	2	Estim	ate**	Exclud	Mark e %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment	Rapiu Enu	y
Armstrong, Timothy	08VA6	95	100		Е		95	95	1/9	10/44	A+		1	ŵ
Barry, William	08VA1	69	100		E		69	69	3/4	33/44	C+		1	Û
Barry, William	08VA7	95	100		E		95	95	2/7	8/44	A+		1	ŵ
Beardsley, Anthea	08VA6	64	100		E		64	64	8/9	37/44	С		1	ŵ
Bilton, Geoff	08VA8	91	100] 🗆	E		91	91	4/9	13/44	Α		1	ŵ
Brown, Duncan	08VA6	92	100		E		92	92	2/9	12/44	Α		1	ŵ
Croker, Srikar	08VA3	98	100]0	Ε		98	98	2/7	4/44	A+		1	ŵ
Croker, Srikar	08VA7	70	100		E		70	70	6/7	31/44	C+		1	ŵ
 Dunstall, Elizabeth 	08VA7	78	100]0	E		78	78	4/7	23/44	В		1	ŵ
Dyer, Alysha	08VA1	78	100		E		78	78	2/4	23/44	В		1	ŵ
Edeson, Sanjana	08VA4	80	100] 🗆	E		80	80	2/4	21/44	В		1	ŵ
Edgerley, Mose	08VA8	99	100		E		99	99	1/9	1/44	A+		1	ŵ
Forster, Amelia	08VA6	52	100]0	E		52	52	9/9	43/44	D-		1	ŵ
Gengos, Cassandra	08VA7	89	100		E		89	89	3/7	15/44	Α		1	ŵ
Gengos, Edward	08VA8	72	100] 🗆	E		72	72	7/9	28/44	C+		1	ŵ
Haridemos, Peer	08VA5	61	100		E		61	61	2/4	38/44	C-		1	ŵ
Hopton, Nicholas	08VA8	83	100		E		83	83	6/9	19/44	B+		1	ŵ
Howe, Philip	08VA4	51	100		E		51	51	4/4	44/44	D-		1	ŵ
Howse, James	08VA8	56	100]0	E		56	56	9/9	42/44	D+		1	ŵ
Humphries, Alexander	ORVAR	86	100		E		86	86	5/9	16/44	۵-			n fin

Markbook Tasks - Sorting and Filter lists

- 1 Choose to sort by Student's name or Rank.
- 2 Uncheck or Check to filter by Class.

Markbook Tasks - Estimate Mark

						Mar	rkboo	k Tasks							Task ID: 127 Task Creator You are logg	: Jane L	Denbigh : : DENJ		
8			08VA7	Art Test			1	Suggest	100	Change	2	08VA7		Mrs J Denbigh	n		^		5
Academ	ic Year	Course Code	Class Code	Task Name			Task #		Out Of									1	
2016			Creative Arts		2/09/2016	28/09/2												-	
Assess	nent Year As	ssessment Term	Faculty		Assignment Date	Due Date											~		
Exam	Sca	le Marks 🗌										Class t	eachers	in this Task					
Current	Reporting Per	iod						Statistic	5					Grading	gs				
Seme	ster Two 20	016, not yet						Task Avg 73.7	StDev	13.7	A+ /	A A-	B+	B B- C+	C C- I	D+ D	D- E	+ E	E-
popu	ated							Min 54	Max	98	94 8	89 86	82	78 74 69	64 59	56 53	3 50 3	6 1	8 0
														Grade by: (Mark (🔾 Ran	k		
	Admin		Student Re	sults	Graph			Markbook (Groups			Ou	utcome	s		Doc	uments		
Sort S	Students by:	Name	Rank 🗵 08VA7	,															
	Student Name	2	Class	Mark Raw	Out Of Estimate**	Ma xclude 9		Mark Class caled Rank			e Cor	mment				Ra	pid Ent	ry	
	Barry, Willia	am	08VA7	63	100 E	6	3	63 7/7	7/7	с-								ŵ	^
	Croker, Srik	kar	08VA7	68			Whi	ch Estimate	9?									ŵ	
	Dunstall, El	lizabeth	08VA7	91														ŵ	
	Gengos, Ca	ssandra	08VA7	98	Insert estima Course posit		ed on av	verage Clas	s positio	on or ave	erage	•						ŵ	
	Margerison	, Bradley	08VA7	69														ŵ	
	McClelland,	Sabrina	08VA7	65	1													ŵ	
	Qui, Samue	el	08VA7	71			Cancel	Co	ourse		Clas	S						ŵ	

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.

Please Note: Enter the marks for all other students first. The estimation will be based upon the rank the student earned in previous tasks in this course. If this is the first task for the course, the computer will be unable to estimate a mark accurately.



		× 08VA7								Ma	rks have b	een modified, recalculation is necessary	Rapid Entry
St	udent Name	Class	Mark Raw	Out Of	Estima	te** Ex	Mark clude %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment	Rupid Entry
► Ba	arry, William	08VA7	63	100		E	63	63	7/7	7/7	C-		ť
• 0	roker, Srikar	08VA7	68	100		E	68	68	5/7	5/7	С		ť
D	unstall, Elizabeth	08VA7	61	100	X	E	61	61	2/7	2/7	C-		ť
G	engos, Cassandra	08VA7	98	100		E	98	98	1/7	1/7	A+		ť
• м	argerison, Bradley	08VA7	69	100] 🗆 [E	69	69	4/7	4/7	C+		ť
€ M	cClelland, Sabrina	08VA7	65	100		E	65	65	6/7	6/7	С		ť
⇒ Q	ui, Samuel	08VA7	71	100		E	71	71	3/7	3/7	C+		ť

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

	dent Name					•••••						een modified, recalculation is necessary	Rapid E	ntrv
Barr		Class	Mark Raw	Out Of	Estim	ate** Excl	Mark Jde %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment		,
	rry, William	08VA7	63	100		E	63	63	7/6	7/6	C-			0
Crol	oker, Srikar	08VA7	68	100		EX					E-			0
Dun	nstall, Elizabeth	08VA7	61	100	X	E	61	61	2/6	2/6	C-			0
Gen	ngos, Cassandra	08VA7	98	100		E 🗌	98	98	1/6	1/6	A+			0
Man	rgerison, Bradley	08VA7	69	100		E	69	69	4/6	4/6	C+			1
McC	Clelland, Sabrina	08VA7	65	100		E 🗆	65	65	6/6	6/6	С			1
Qui,	i, Samuel	08VA7	71	100		E	71	71	3/6	3/6	C+			Û

Markbook Tasks - Exclude Mark

Click on the Exclude Check box to exclude a students marks in the task.

Markbook Tasks - Exclude Mark

	Admin	Student Resul	ts		Graph		Ma	rkbook Gro	ups		Outcomes	Documents
ort	Students by: Name Rank 	× 08VA7							Mar	ks have be	een modified, recalculation is necessary	
	Student Name	Class	Mark Raw	Out Of	Estimate** Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment	Rapid Entry
•	Barry, William	08VA7	63	100		63	63	7/6	7/6	C-		
•	Croker, Srikar	08VA7	68	100	EX					E-	Student handed in task too lat	te 🚺
€	Dunstall, Elizabeth	08VA7	61	100	X E	61	61	2/6	2/6	C-		1
•	Gengos, Cassandra	08VA7	98	100		98	98	1/6	1/6	A+		
•	Margerison, Bradley	08VA7	69	100		69	69	4/6	4/6	C+		
•	McClelland, Sabrina	08VA7	65	100		65	65	6/6	6/6	С		
•	Qui, Samuel	08VA7	71	100		71	71	3/6	3/6	C+		ť

Enter comments regarding why a mark is to be excluded.

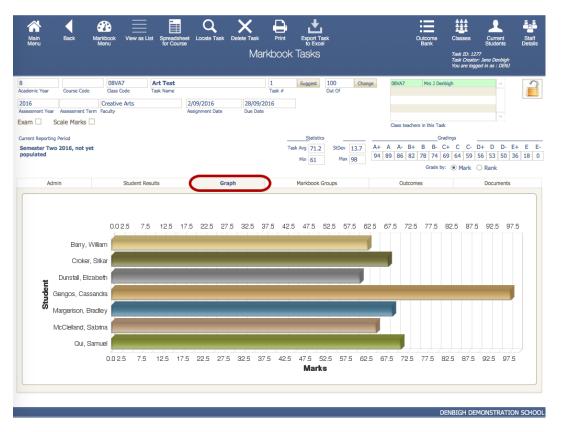


Markbook Tasks - Changing the Out Of

					Markbo	ok Tasks				Task ID: 1277 Task Creator: J You are logged		
			t Test		1 Task i		100 Chang	e 08VA7	Mrs J Denbig	ıh	^	1
oem 16		s code Tas		2/09/2016 2	1ask 7		Out Or	-				
	ment Year Assessment Term Faculty	ve Arts			ue Date							
m	Scale Marks							Class tead	thers in this Task		~	
rent	t Reporting Period					Statistics			Gradir	105		
	ester Two 2016, not yet					Task Avg 71.2	StDev 13.7	A+ A A- B			- D D- E	+ E
pul	lated					Min 61	Max 98	94 89 86 8	2 78 74 69	64 59 56	53 50 3	6 18
									Grade by:	Mark O	Rank	
	Admin	Student Result	ts	Graph		Markbook Gr	oups	Outo	omes		Documents	
		< X 08VA7					Marks hav	e been modified, re	calculation is neces	isary		
rt S	Students by: Name Rank 	< X 08VA/										
	Students by: Name Rank Student Name	Class	Mark Raw	Out Of Estimate** Excl	Mark	Mark Class	Task Tas				Rapid Ent	ry
	Student Name		Mark Raw	Out Of Estimate** Excl	ude %	Mark Class Scaled Rank	Rank Gra	le Comment			kapid Ent	
•	Student Name Barry, William	Class 08VA7	63		ude %	Scaled Rank	Rank Gra	le Comment			карю епо	ش _
÷	Student Name Barry, William Dunstall, Elizabeth	Class 08VA7 08VA7	63 61	100 E	ude %	Scaled Rank 63 7/6	Rank Gra	le Comment				2 10 10
	Student Name Barry, William Dunstall, Elizabeth Gengos, Cassandra	Class 08VA7 08VA7 08VA7	63 61 98	100 E	63	Scaled Rank 63 7/6 Message	Rank Gra	le Comment				
	Student Name Barry, William Dunstall, Elizabeth Gengos, Cassandra Margerison, Bradley	Class 08VA7 08VA7 08VA7 08VA7	63 61 98 69		63	Scaled Rank 63 7/6 Message	Rank Gra	le Comment				
	Student Name Barry, William Dunstall, Elizabeth Gengos, Cassandra Margerison, Bradley McClelland, Sabrina	Class 08VA7 08VA7 08VA7 08VA7 08VA7	63 61 98 69 65		63	Scaled Rank 63 7/6 Message	Rank Gra	le Comment				
	Student Name Barry, William Dunstall, Elizabeth Gengos, Cassandra Margerison, Bradley McClelland, Sabrina	Class 08VA7 08VA7 08VA7 08VA7	63 61 98 69		63	Scaled Rank 63 7/6 Message	Rank Grav 7/6 C-	le Comment	ed in task too			

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.

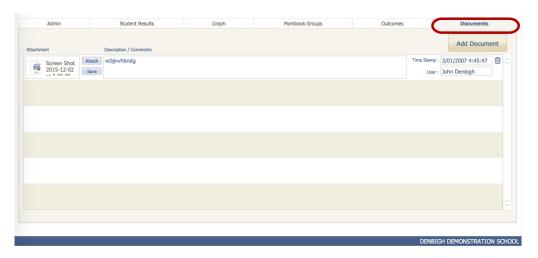


Markbook Tasks - Outcomes

Admin	Student Results	Graph	Markbook Groups	Outcomes	Docume	ents
Dutcome Code	Outcome				Ou	ists in itcomes to Reported
10EN1	Assesses critically a range of processes f	or responding and composing.		Inc	clude in Reports	Ш
10EN2	Selects, uses, describes and explains how	v different technologies affect and	shape meaning.	In	clude in Reports	D
10EN3	Transforms experience, information and	ideas into analytical, interpretative	and imaginative texts.	In	clude in Reports	Û
10EN5	Reflects on, assesses and adapts individu	al and collaborative skills for learni	ing with increasing independence an	d effectiveness.	clude in Reports	D
10EN7	Demonstrates understanding of the ways	texts reflect personal and public v	vorlds.	In	clude in Reports	Û
10EN6	Analyses the effectiveness and impact of	texts on responders in terms of ide	eas, perspective and originality.	Inc	clude in Reports	D
				In	clude in Reports	D
elect outcomes, from orrect Course Code, t	n the drop-down list, that this task contribute towards	. The drop-down list will present all outco	mes from the Outcome Bank that have a c	orresponding Course Code. Add outco	mes to the Outcome Bank,	, and assign t

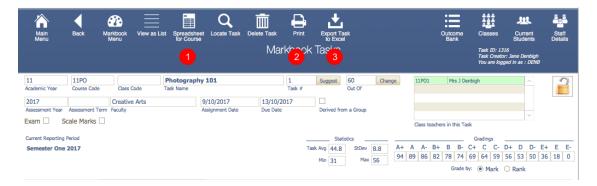
Outcomes for courses can be added here instead of in the classes/courses file. If the outcome already exists in the Course file the checkbox will be checked. Click to Include in Reports (if it was not added previously in the courses file).

Markbook Tasks - Documents



Add any Documentation pertaining to the course.

Markbook Menu Functions



- 1 Spreadsheet for Course
- 2 Print Tasks for Course
- 3 Export Task to Excel



Markbook Tasks - Spreadsheet for Course

Menu Menu	~	G Re	roup sults		_	to	Excel	M	arkh	ook	for	11	FΔ									Next 8	Tel	
<< Prev 8 Tasks		Task	2	(3),2	. (4)	Task 3			Task			Task			Task			Task		Next 8	Task	_
Prev Next Task Name		Task 1			Task 2			Exam Mark			TUSK			Tusk			TGSF			TOSK		Γ	TUSK	
Out Of		50	_		75			100	_					_	_		_	_		_	_		_	-
Avg / Target Avg / Min StDev / Target StDev / Max			25	55.6 10.5		39	73.9			-		_	-	+		-	+	+	-	┢			⊢	⊢
Student Name		_	49 Rank		Scaled	75 Raok			Rank	Raw	Scaled	Pank	Raw	Scale	d Rank	Raw	, Scale	d Rank	Raw	Scale	d Rank	Raw	Scale	d Da
	42			72		4	67	?	28			TIGHT.												1
Archinal. Toby	42	42	12	40	40	46	62	56	33															
Biome. Biarta	34	34	25	49	49	31	61	?	36															
Bowen, Neil	25	25	46	63	63	14	79	?	19															
Brown. Beniamin	43	43	8	64	64	12	89	?	8															
Croker, Sarah	40	40	16	47	47	33	60	?	37															
Da-Rin, Matthew	38	38	21	41	41	44	77	?	21															
Daroesman, Garv	38	38	21	49	49	31	95	?	5															
Dver. Timothy	34	34	25	43	43	39	62	56	33															
Fabricius, Anne	43	43	8	41	41	44	78	?	20															
 Gibson, Anusha 	28	28	38	51	51	29	57	?	44															
 Grieve, Rorv 	44	44	6	62	62	15	97	?	2															
Hav. Eliza	32	32	30	50	50	30	83	?	14															
Hopton. Tracev	26	26	43	47	47	33	73	?	24															
 Hufton, Scott 	28	28	38	43	43	39	59	?	38															
Hurman. Daniel	40	40	16	43	43	39	82	?	15															
Jones. Ashleioh	42	42	12	60	60	19	89	?	8															
Lee. Ramva	31	31	32	52	52	27	59	?	38															
Mannino, Breanna	34	34	25	39	39	47	72	?	26															
Margerison, Abi	49	49	1	47	47	33	71	?	27															
Martin. Soo Chung	43	43	8	44	44	38	59	?	38															
McCall. Alexander	33	33	28	75	75	1	99	90	1															
McGrath. Vanessa	36	36	24	57	57	23	73	?	24															
 Mckenzie, Geoff 	49	49	1	65	65	10	57	?	44															
Morrison. Johnathon	40	40	16	61	61	17	50	45	47															

- 1 Print the Spreadsheet
- 2 Print the Spreadsheet that also include the Group results
- 3 Export the data choosing fields
- 4 Export the current task to excel.

Markbook Tasks - Print

		MarkBoo Half Ye							
	Course: 12EA						Statis	stics	
	Classes: 12EA1, 12E	A3, 12EA4	12EA5,	12EA6			40.0		25.0
	initiation of the second secon					StDev	6.8	Max	50.
Class	Student Name	Mark Raw	Mark Scaled	Rank in Task	Rank in Class	Comme	nt		
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 12EA1	MacLellan, Stephanie	42	84	17/39	2/10				
12EA1	McCulloch, Rosanna Mever, Edward	28	72 56	29/39	4/6 6/6				
12EA1 12EA6	Neyer, Edward Nisbet, Bruce	28	56	35/39	3/10				
12EA6	Nisbet, Bruce Noble, Hannah	46	92	23/39	4/10				
12EA4	Parsons, Simmi	40	68	23/39	9/10				
12EA0	Parsons, Simini Pascoe, Paul	42	84	17/39	6/8				
12EA5	Pascoe, Paul Peters, Natasha	42	78	26/39	3/5				
12EA5	Roberts, Vivien	42	84	17/39	7/10				
12EA0	Robertson, Roopam	47	94	6/39	3/8				
12EA3	Stova, Harley	43	86	12/39	1/10				

Task Print layout.



Markbook Tasks - Export to Excel

Main Back Markbook Menu Back Menu	View as List Spr for	readsheet r Course	Q Locate Task De		Print	Expo to E bk Tash	ixcel			Outc Bar	Task ID: 1	Current Students 1316 tor: Jane Denbigh togged in as : DENB	Staff Details
	s Code Task Na ve Arts	9/1	01 0/2017 gnment Date	13/10/ Due Date		Sugge	out Of				rs J Denbigh	~	
rent Reporting Period mester One 2017						Task Avg 4 Min 3		Nev 8.8 Max 56	A+ A		Gradings	56 53 50	E+ E E- 36 18 0
Main Back Markbook Menu	k View as List S	Spreadsheet for Course	Locate Task			Print e ook Ta	Export Task to Excel ASKS	ţ			Outcome Cl Bank	lasses Cur Stur sk ID: 1250 sk Creator: Jane D sv are logged in as	rrent S dents De Cenbigh a: DENU
6 2 Englis ssment Year Assessment Term Faculty	ish	Name 1	15/04/2016 Issignment Date	Due	1 Tas			50 Dut Of	Change	07EN1 07EN2 07EN3 07EN4	Rev P Berman Ms M Bird Ms L Tran Mrs J Williams		^ [
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Admin Admin t Students by: O Name O Ran Student Name Rivers, Skye Bryan, Sarah Fulton, Ian Hatton, Caspian	nk X 07EN1 Class 07EN1 07EN1	5 07EN2 [Mark Raw 49 48	Do yo or all s 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	u wish t student	S to expoi s in this C Mark % 98 96	rt the res s task? cancel Mark Scaled 49 48	Class Rank 1/14 2/14	All Task Rank 1/56 2/56	Task Grade A+ A+	d classes, Selected	1's L Tran this Task Gradings B- C+ (69 61 5	9 50 49 48 Mark	3 40 39 3 k uments pid Entry 節 節
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Admin Admin rt Students by: O Name O Ran Student Name Rivers, Skye Bryan, Sarah Fulton, Ian Hatton, Caspian MacLellan, James Sherwin, Marie Dawson, Stephen	nk ⊠ 07EN1 □ Class 07EN1 □ 07EN1 □ 07EN1 □ 07EN1 □ 07EN1 □ 07EN1 □	07EN2 [Mark Raw 49 48 46 44 44 44	Do yo or all s 0.4 Of Estimate 50 6 50 6 50 6 50 6 50 6 50 6 50 6	u wish t student	S to export s in this % 98 96 92 88 88 88 88	Art the res task? Cancel Mark Scaled 49 48 46 44 44 44 42	Class Rank 1/14 2/14 3/14 4/14 4/14 6/14	All Task All 1/56 2/56 8/56 13/56 13/56 16/56	Task Grade A+ A+ A- B B B- B-	d classes, Selected	1's L Tran this Task Gradings B- C+ (69 61 5	9 50 49 48 Mark	8 40 39 3 k uments uments pid Entry ib ib ib ib ib ib ib ib
Admin Admin rt Students by: O Name () Ran Student Name Rivers, Skye Bryan, Sarah Fulton, Ian Hatton, Caspian MacLellan, James Sherwin, Marie Dawson, Stephen Palmer, Ellena	NK X 07EN1 Class 07EN1 0 07EN1 0 07EN1 0 07EN1 0 07EN1 0 07EN1 0 07EN1 0 07EN1 0	07EN2 [Mark Raw 49 48 46 44 44 44 42 39	Do yo or all s 0.4 Of Estimate 50 6 50 6 50 6 50 6 50 6 50 6 50 6 50 6	u wish t student	S to export s in this % 98 96 92 88 88 88 88 88 88 88	rt the res s task? Cancel Mark Scaled 49 48 46 44 44 44 42 39	Class Rank 1/14 2/14 3/14 4/14 4/14 6/14 7/14	All Task Rank 1/56 2/56 8/56 13/56 13/56 13/56 13/56 16/56 22/56	Task Grade A+ A+ A- B B B- C	d classes, Selected	1's L Tran this Task Gradings B- C+ (69 61 5	9 50 49 48 Mark	8 40 39 3 k uments uments pid Entry IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
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You can also choose to export all students or just the selected class/s for the tasks. Choose a place to save the file and export the data.



Markbook Tasks - Excel Export

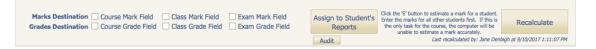
-	A	R	C	D	E	F	G	H				
$\frac{\diamond}{1}$	Student ID					Mark Percentage			e Out Of	Rank In Task	Rank In Tae	k Out Of
	101276	Al Ghardaga, Nancy	12EA6	43	50				10		Runk In Tus	39
	100938	Alinutt, Andrea	12EA5	44	50				5			39
	100119	Anderson, Alexia	12EA4	26	50				10			39
	106745	Bhargava, Rahul	12EA5	41	50				5			39
	105516	Bishop, Shriya	12EA1	49	50				6			39
	100171	Cameron, Jessica	12EA6	46	50				10			39
	100501	Ciccarone, Suyeon	12EA3	43	50				8			39
	100799	Davies, Henry	12EA1	46	50				6			39
	100025	Deak, Ryan	12EA4	25	50				10			39
	100283	Do, Alissa	12EA6	33	50				10			39
	106382	Donovan, Nicky	12EA5	27	50				5			39
	100336	Farrell, Joshua	12EA4	35	50				10			39
	100545	Gardner, Angela	12EA4	34	50				10			39
	100876	Hammond, Nai	12EA1	33	50				6			39
	101270	Hanson, Jane	12EA3	48	50				8	5		39
	100897	Hayes, Calum	12EA6	40	50				10			39
	100338	Homewood, Bradley	12EA4	41	50				10			39
	100080	Hunter, Herorge	12EA3	50	50				8			39
	100058	Johnson, Kieren	12EA4	28	50				10			39
	100607	Knox, Annie	12EA3	46	50				8			39
	100152	Macintyre, Swetha	12EA5	39	50				5			39
	100600	MacLellan, Stephanie	12EA4	42	50				10			39
	100725	McCulloch, Rosanna	12EA1	36	50				6			39
	100627	Meyer, Edward	12EA1	28	50				6			39
	104294	Nisbet, Bruce	12EA6	46	50				10			39
	100927	Noble, Hannah	12EA4	40	50				10			39
	101284	Parsons, Simmi	12EA6	34	50				10			39
	105353	Pascoe, Paul	12EA3	42	50				8			39
	100495	Peters, Natasha	12EA5	39	50				5			39
	100686	Roberts, Vivien	12EA6	42	50				10			39
	101011	Robertson, Roopam	12EA3	47	50				8			39
	100915	Stova, Harley	12EA4	43	50				10	12		39
	101269	Tedeschi, Vanessa	12EA6	43	50				10			39
	104905	Thomson, Hannah	12EA6	49	50				10			39
	101214	Thorne, Rachel	12EA1	43	50				6			39
	100976	Tridgell, Stephen	12EA1	40	50				10			39
	101257	Triglia, Connie	12EA6	49	50				10			39
	106724	Wallner, Holly	12EA3	41	50				8			39
	100023	Worrell, Cameron	12EA3	38	50				8			39
41	100025	Horreny conteron	12245	50	50	/0				20		

Excel spreadsheet for a task.

Markbook Tasks - Assign Marks to Student's Reports

					Mar	kbook	Tasks									Task Task You a	Creat	or: Ja					
7	07EN		Task 1			1	Suggest	50	Chan	ge	078	EN1		Rev P I	Berma	n				^			3
Academic Year	Course Code	Class Code	Task Name			Task #		Out Of		_	078	N2		Ms M B	Bird								Ĩ.
2016	2	English		15/04/2016							078	N3		Ms L T	ran								-
Assessment Year	Assessment Term			Assignment Date	Due Date						078	N4		Mrs J \	Villiam	ıs							
		- dealey		rosignment bate	Duc Dutc						078	N5		Ms L T	ran					\sim			
Exam S	cale Marks										Clas	is tea	chers in	this T	ask								
Current Reporting	Period						Statistic	-							Gradir	ngs							
Semester Two	2016					Ta	isk Avg 36.7	StDev	7.3	A+	A	A- B	3+ B	B-	C+	С	C-	D+	D	D-	E+	Е	E-
							Min 26		49	96	89 8	32 7	79 73	2 69	61	59	50	49	48	40	39	30	0
							20	- Plan	49					Grade	by:	<u>о</u> м	ark	•	Rank				

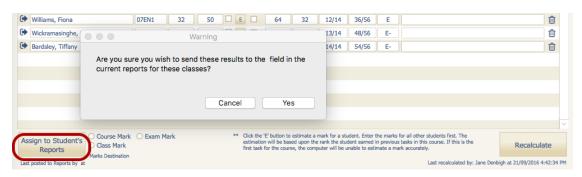
Ensure there is a reporting period for this Course.



There are many options for pushing both the Grade and/or the Marks to the current reporting period. Check the type of marks and click to assign to the Student's Reports. (these vary per school)



Markbook Tasks - Assign Marks to Reports



Click "Yes" to add Exam marks for current reports.

Wickramasinghe, Message	13/14 48/56 E-
Bardsley, Tiffany	14/14 54/56 E-
Done	
	OK
Course Mark O Exam Mark ** Click the 'E' butto	on to estimate a mark for a student. Enter the marks for all other students first. The
Assign to Student's Gase Mark estimation will be	a based upon the rank the student earned in previous tasks in this course. If this is the course, the computer will be unable to estimate a mark accurately.
Reports first task for the of Marks Destination	
Last posted to Reports by at	Last recalculated by: Jane Denbigh at 21/09/2016 4:42:34 PM

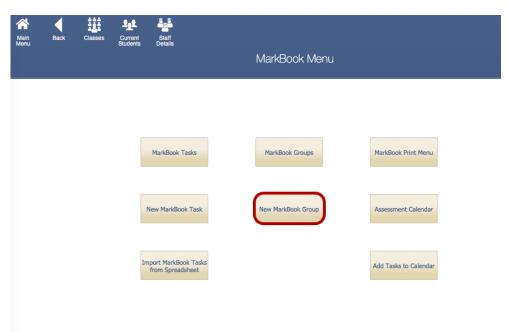
Once successfully assigning marks to a students report a popup box will appear saying that the process is done, Click "Ok" to continue.

Reports Menu Back Q Select Class	Print Class Proof Only	Comments Outcomes S	Show Perform Comm All Checks Bar				
Lit Seme	ster Two 2016 - C	lass Reports for 12	ME1 - Mathematics	Extension 1 - M	ls J Kearsley - Record	2 of 4	< • >
Price, William							
Semester Two 2016 Ser	nester 1 2016 Se	emester One 2015		Individual Studen Report	t		
	Course M	Mark Course Ave Co	urse Rank Exam Mark	Exam Ave E	xam Rank Course Grade		
Learning Outcomes	trinopometry and calculu				Good		Reset Outcomes
Addings adding the mindres of	angonomeny ana calcula	o.			Guu		
Determines areas and volumes us	ing integration and appro	ximation methods.			Satisfactory		
Personal Profile					Grade		
Actively engages in her own learni	ng.) Ê	Incomplete
Plans and manages her work effe	ctively.						Report
Comments					Comment #		
<name> approaches this su focussed and involved. Unfo</name>							524 Characters 500 Max. Check Length

Marks added to reports. (Vary per school)



Markbook Groups - New Group



Used to group tasks and weightings.

Main Menu	Back	Markbook Menu	Q Search for Group	Delete Group	Print	Export to Excel							Classes	Current Students	Staff Details
							Mar	'kbook Gr	oups						
		Term Academ	ic Year Course	e Code	roup Name				Faculty					Grou Creator: Jan re logged in	
Exam So Reporting Period No current repo	cale Mark							Task /	Statis	StDev Max	A+ A 94 89	B B- 0			+ E E-
Sort Student		sks Contributi Name O R					Co	mposite Studen	t Results			Stuc	lent Task Resul	ts	
Student Na	ame		C	lass	Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment					^

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

Markbook Groups - Adding Tasks to a Group

Tasks Contributing to Group			Composite S	udent Results			Student Task R	esults
Note: all tasks will have their marks scaled to percentages for integration int Task Weightings MUST add up to 100.	o the group.		Tota	l of Weightings:				Add Task
Task Name	Course Code	StDev	Average	Out Of	Task Weighting	# Students		Add Tubk
							^	

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



Markbook Groups - Add Task

				ty or Faculties as required, in: Year as required then the name of the task year filter the list, then kbox next to the desired to red tasks selected, click of OOK TASKS SE				
Co-	ninistration 🗵 Cre Curricular 🗵 Eng nputing 🗌 His		Mathemati Music	cs Primary Schoo	I Special Need	5		
Assessment	Year 2016	Academic Yea	ar 🗌		Task Na	me All		
Course Code	Class Code	Task Name	6		Task No	Year	Assignment Date	Due Date
07EN		Task 1	7		1	7	15/04/2016	
07EN		Task 2	8		2	7	15/04/2016	
07EN		Exam Marks	9		3	7	15/04/2016	
10CM	10CM1	First Task 2016	10		1	10	9/08/2016	
10CM		Commerce Course Task			6	10	9/08/2016	
10CM		Commerce Course Task	< 2		7	10	9/08/2016	
10CM		ten see em one			8	10	9/08/2016	
10CM		gfdgffgd			9	10	9/08/2016	
08EN		English Task 1			1	8	10/08/2016	
10EN		Macbeth Essay			1	10	11/08/2016	
10EN		English Exam			2	10	11/08/2016	
09CM	09CM1	Commerce Task 1			1	9	26/08/2016	
	08VA7	Art Test			1	8	2/09/2016	28/09/2016
								,, 00/ 2010

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

Main Menu	Back	Markbook Menu		Instructions:	1) Choose Facult 2) Enter Academ 3) Enter part of t 4) press TAB to f 5) Click the chect 6) When all desir	y or Faculties as require ic Year as required then he name of the task you liter the list, then kbox next to the desired ed tasks selected, click (d, then are searching fi task to Select it Continue	ior, then				
					Markbo	ok Tasks Se	election					
	Faculty	Administration Co-Curricular Computing	X Creative X English History	Arts X HSIE	Mathematic	s Primary Scho	ol 🗌 Specia 🗵 TAS	al Needs				
	Asses	sment Year 2017	7	Academic Year	8		Т	ask Nar	ne All			All
	Course	ode Class Co		sk Name				Task No	_	Assignment Date	Due Date	
- 1	× 08VA			ssay				1	_	26/04/2017	26/05/2017	^
. U	X 08VA		PI	reliminary Task				2	8	26/04/2017	29/06/2017	
											Cont	inue

Check the tasks to be added to the Group.



Markbook Groups - Add Weighting

2017 Asses		· Assessment Term	8 Academic Year	08VA Course Code	Group N	1 Group				Crea Facult	tive Arts				Gr	Group ID: 349 oup Creator: Jane Denbigh ou are logged in as : DENB
Exan	n 🗆 🛛	Scale Marks]							Sta	tistics				Gradings	
Report	ting Period								Task Avg		StDev	1 -			-	e by: Mark Rank
	rim One 2								Min		Max	A+				C- D+ D D- E+ E E-
												94	89 86	82 78 74	69 64 !	59 56 53 50 36 18 0
		Tasks Co	ontributing to	Group				Composite 5	Student Res	sults				Stu	dent Task	Results
1	Note: all tas	sks will have their n tings MUST add up	narks scaled to pe	ercentages for integ	aration into	the group.		Tot	al of Weighti	ings:						
	Task Na		10 100.			Course Code	StDev	Average	Out O	e L	Task Weighting	# Stude	nts			Add Task
C	Essay					08VA	14.2	79.0	100			44	Û		^	
C	Prelimi	inary Task				08VA	7.5	38.0	50			44	ŵ			
														Calculate Resu		

Add the weightings for each task. Weightings must total 100.

Markbook Groups - Weighting

	Tasks Contributing to Group			Composite S	Student Results			5	Student Task R	esults
N	ote: all tasks will have their marks scaled to percentages for integration int isk Weightings MUST add up to 100.	o the group.		Tot	al of Weightings:	100				
	Task Name	Course Code	StDev	Average	Out Of	Task Weighting	# Students			Add Task
•	Commerce Course Task 1	10CM	7.8	37.2	50	60	30	ŵ	^	
	Commerce Course Task 2	10CM	14.9	69.6	100	20	30	ŵ		
•	ten see em one	10CM			100	20	30	ŵ		
									~	
										\frown
										Calculate Results
										Calculate Results

Weightings must equal100. Click to "Calculate Results".



Markbook Groups - Calculating Group

	Message	
Calculation comp	lete.	
		ОК

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

Markbook Groups - Composite Student Results

Tasks Cont	ributing to Group			Com	nposite Student	Results	Student Task Results	
Sort Students by: Name 	O Rank							
Student Name	Class	Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment	
🗭 Brice, Sunali	10CM1	65.4	65.4	С	8/30	8/30		Û
Campbell, Jay	10CM1	47.4	47.4	E+	24/30	24/30		Û
🕞 Carvalho, Gray	10CM1	55.2	55.2	D	19/30	19/30		Û
Chen, Hai	10CM1	73.4	73.4	C+	3/30	3/30		Û
Cooper, Harjiwanjot	10CM1	47.6	47.6	E+	23/30	23/30		Û
Day, Anne	10CM1	55.8	55.8	D	18/30	18/30		Û
Desmond, Sonia	10CM1	65.2	65.2	С	10/30	10/30		Û
Edgerley, Saad	10CM1	76.4	76.4	B-	1/30	1/30		Û
Field, Sinthu	10CM1	65.4	65.4	С	8/30	8/30		Û
Garnock, Sophie	10CM1	61.0	61.0	C-	13/30	13/30		Û
🗭 Hoad, Lydia	10CM1	58.6	58.6	D+	16/30	16/30		Û
Hopton, Samantha	10CM1	74.4	74.4	B-	2/30	2/30		Û
Hu, Aarthi	10CM1	45.8	45.8	E+	27/30	27/30		Û
A James Mishalan	10041	57.0	67.0	D	17/20	17/20		-

Sort Results by Name or Rank.

Markbook Groups - Student Task Results

	Tasks Contributing to Group				Composi	te Student Re	esults		 Studen	t Task Results	$ \neg $
	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

017 3 11	11PO	Semeste	er 2 Group			Creative	Arts										oup I	
ssessment Year Assessment Term Academ	nic Year Course Code	Group Nam	e			Faculty										or: Ja ged ir		
kam 🗌 Scale Marks 🗌						Statistic	s					G	radings				-	-
eporting Period					Task Av	/9 74.3	StDev 8.4						Grade	e by:	Ma	rk C	Rank	ĸ
emester One 2017					м	in 62.2	Max 89.4	A+ 94		6 82	B E 78 7		-		0+ D		E+ 36	E 18
									ipply Gr	ade Bar I	o Contr	buting	Tasks					-
Tasks Contribut	ing to Group			Com	posite Student	Results						Stude	nt Task	Resu	lts			
Student Name	Class	Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment											
Sort Students by: O Name	Rank																	
																		1 ~
Phillips, Pulupaki	11PO1	89.4	89.4	Α	1/8	1/8											Û	
	11PO1 11PO1	89.4 80.0	89.4 80.0	A B	1/8 2/8	1/8 2/8												
Fabricius, Sandra																		I
Fabricius, Sandra Hedley, Mitchell	11PO1	80.0	80.0	В	2/8	2/8											Û	T
Fabricius, Sandra Hedley, Mitchell McGrath, William	11PO1 11PO1	80.0 77.2	80.0 77.2	B C+	2/8 3/8	2/8 3/8												1
 Fabricius, Sandra Hedley, Mitchell McGrath, William Pounartzis, Christina 	11PO1 11PO1 11PO1	80.0 77.2 76.8	80.0 77.2 76.8	B C+ C+	2/8 3/8 4/8	2/8 3/8 4/8												T
 Fabricius, Sandra Hedley, Mitchell McGrath, William Pounartzis, Christina 	11P01 11P01 11P01 11P01	80.0 77.2 76.8 72.4	80.0 77.2 76.8 72.4	B C+ C+ C+	2/8 3/8 4/8 5/8	2/8 3/8 4/8 5/8												1 1 1 1

Set the Grades either by Mark or Rank, the example is by grade.

Markbook Groups - Grades by Rank

2017 3 11	11PO		er 2 Group			Creative /	Arts						_	-		Foup	
ssessment Year Assessment Term Acade	emic Year Course Code	Group Name	e			Faculty								up Cre J are l			
xam 🗌 Scale Marks 🗌						Statistic						Grad			55		
eporting Period					Task Av	g 74.3 S	tDev 8.4					0	Grade b	y: O I	1ark	Rar	nk
Gemester One 2017					м	in 62.2	Max 89.4	A+ A	A-	B+ E		C+ (DD		
								94 89	86	82 7	8 78	69 6	54 59	9 56	53 5	0 36	18
								Appl	Grade	Bar Io	contribu	ing las	iks –				
Tasks Contribu	uting to Group			Com	posite Student	Results					Stu	dent T	ask R	esults			
Sort Students by: O Name	Rank																
Sort Students by: O Name Student Name		Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment										
Student Name	Rank Class 11PO1	Mark 89.4	Mark Scaled 89.4	Grade A+	Class Rank	Task Rank	Comment									ť	
Student Name Phillips, Pulupaki	Class						Comment									ť	Ì
Student Name Phillips, Pulupaki Fabricius, Sandra	Class 11PO1	89.4	89.4	A+	1/8	1/8	Comment										Ì
Student Name Phillips, Pulupaki Fabricius, Sandra Hedley, Mitchell	Class 11PO1 11PO1	89.4 80.0	89.4 80.0	A+ A-	1/8 2/8	1/8 2/8	Comment									1	Ì
Student Name Phillips, Pulupaki Fabricius, Sandra	Class 11PO1 11PO1 11PO1 11PO1	89.4 80.0 77.2	89.4 80.0 77.2	A+ A- C+	1/8 2/8 3/8	1/8 2/8 3/8	Comment									1	
Student Name Phillips, Pulupaki Fabricius, Sandra Hedley, Mitchell McGrath, William	Class 11PO1 11PO1 11PO1 11PO1	89.4 80.0 77.2 76.8	89.4 80.0 77.2 76.8	A+ A- C+ C-	1/8 2/8 3/8 4/8	1/8 2/8 3/8 4/8	Comment										
Student Name Phillips, Pulupaki Fabricius, Sandra Hedley, Mitchell McGrath, William Pounartzis, Christina	Class 11PO1 11PO1 11PO1 11PO1 11PO1 11PO1 11PO1	89.4 80.0 77.2 76.8 72.4	89.4 80.0 77.2 76.8 72.4	A+ A- C+ C- D-	1/8 2/8 3/8 4/8 5/8	1/8 2/8 3/8 4/8 5/8	Comment										

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



Markbook Groups - Export to excel

0	0 0	🗟 Group Marks Pre	liminary Marks.xlsx	
9		🖻 🛍 💰 🗹)·@· <u>></u> · A	X 4 🛅
Nev	Open Save Print Import	Copy Paste Format Un	do Redo AutoSum Sort A-2	Sort Z-A Gallery
		D T TI = =	= 6AD \$ % 1 (=)	0.00
Ver	dana 10 T	BIUEE	■ AA \$ % , G.	
	Sheet		martArt Graphics WordA	
0	A	B	С	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		12EA1	41.6	
10		12EA4	68.58	
11		12EA6	82.8	
12		12EA5	47.46	
	Farrell, Joshua	12EA4	66.57	
	Gardner, Angela	12EA4	81.72	
	Hammond, Nai	12EA1	75.38	
	Hanson, Jane	12EA3	96.13	
	Hayes, Calum	12EA6	85.72	
	Homewood, Bradley	12EA4	80.22	
	Hunter, Herorge	12EA3	91.33	
	Johnson, Kieren	12EA4	80.95	
	Knox, Annie	12EA3	87.68	
	Macintyre, Swetha	12EA5	86.54	
	MacLellan, Stephanie	12EA4	75.06	
	McCulloch, Rosanna	12EA1	78.61	
	Meyer, Edward	12EA1	77.38	
	Nisbet, Bruce	12EA6	83.38	
27		12EA4	82.36	
	Parsons, Simmi	12EA6	79.52	
29		12EA3	82.2	
	Peters, Natasha	12EA5	76.48	
31		12EA3	81.78	
32		12EA6	74.27	
33		12EA4	84.63	
	Tedeschi, Vanessa	12EA6	85.02	
	Thomson, Hannah	12EA6	90.68	
	Thorne, Rachel	12EA1	90.66	
	Tridgell, Stephen	12EA4	88.75	
	Triglia, Connie	12EA6	92.12	
39		12EA3	70.74	
40	Worrell, Cameron	12EA3	81.47	
41				

Excel sheet export.

Markbook Groups - Print

Main Menu Back Markbook	Search for Delete Group Print Export to Hakke Task From Group Markbook Group	pups	Classes Current Stati Classes Students Details
2017 3 11 Assessment Year Assessment Term Academic Year	11PO Semester 2 Group r Course Code Group Name	Creative Arts Faculty	Group ID: 359 Group Creator: Jane Denbigh You are logged in as : DENB
Exam Scale Marks	Message		Gradings
Reporting Period Semester One 2017	Sort by?	1 .4	Grade by: O Mark @ Rank A+ A A+ B B C+ C C+ D+ D- E+ E E- 94 89 86 82 78 78 69 64 59 56 53 50 36 18 0 Apply Grade Bar To Contributing Tasks
Tasks Contributing to			Student Task Results
Sort Students by: O Name Rank Student Name	Class Rank Mark Class Mark Mark Class Rank Class Rank	Name Task Rank Comment	

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



2		MarkBoo Prelimir							
Course:	12FA						Statis	tics	
000100.						Avg	80.6	Min	41.6
					s	tDev	11.3	Max	96.1
Class	Student Name	Mark Raw	Mark Scaled	Rank in Task	Rank in Class	Gra	de		
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	в			
12EA1	Meyer, Edward	77.4	77.4	28/39	4/6	в			
12EA1	Hammond, Nai	75.4	75.4	31/39	5/6	в			
12EA1	Davies, Henry	41.6	41.6	39/39	6/6	c			
12EA3	Hanson, Jane	96.1	96.1	1/39	1/8	Ā			
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	в			
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	в			
12EA4	Deak, Ryan	68.6	68.6	35/39	8/10	в			
12EA4	Anderson, Alexia	67.7	67.7	36/39	9/10	в			
12EA4	Farrell, Joshua	66.6	66.6	37/39	10/10	в			
12EA5	Alinutt, 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	в			
12EA5	Donovan, Nicky	47.5	47.5	38/39	5/5	С			
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	В			

Markbook Group - Sorted by Class Rank.

Markbook Groups - Assigning Group Marks and/or Grades to Reports

17 3 essment Year Assessment Term am Scale Marks	Markbook \$ Menu	Group			Export to Excel	Make Task From Group								Classe	s	Curre	nt	Otall
essment Year Assessment Term					Mork	book Gro										Stude	nts	Staff Details
essment Year Assessment Term					IVIAIN	DOOK GIU	ups											
	Academic Year	11PO	Semester	2 Group			Creative	Arts						6				ID: 35
am 📖 🛛 Scale Marks 🗆		Course Code	Group Name				Faculty											Denbig 3 : DEN
							Statistic	os					Grad	ings				
porting Period)					Task Avg	74.3	StDev	8.4								Ra	
mester One 2017	J					Min	62.2	Мах	89.4	A+ A 94 89								E E
										Apply					100	55	0 0	10
Tasks (ontributing to Gr	OUD			Com	posite Student R	esults							Task Re	sults			
												50						
Sort Students by: O Nam	е 🖲 капк																	
Student Name Phillips, Pulupaki		Class 11PO1	Mark 89.4	Mark Scaled 89.4	Grade	Class Rank	Task Rank	Co	mment									
Fabricius, Sandra		11PO1	80.0	80.0	A-	2/8	2/8											â
Hedley, Mitchell		11PO1	77.2	77.2	C+	3/8	3/8											â
McGrath, William		11PO1	76.8	76.8	C-	4/8	4/8											Ê
 Pounartzis, Christina 		11PO1	72.4	72.4	D-	5/8	5/8											â
McCracken, Elin		11PO1	68.2	68.2	E+	6/8	6/8											a
Anorov, Michael		11PO1	68.2	68.2	E	7/8	7/8											<u>î</u>
McGrath, Vanessa		11PO1	62.2	62.2	E-	8/8	8/8											Ê
		11101	U.L.L	VEIL	-	0,0	0/0											-



When there is a reporting period, Click to course the marks to assign and Click to assign marks to reports. (options vary per school)

C <i>P</i>								
•	Hopton, Samant		Warnir	ng			2/30	<u></u>
•	Hu, Aarthi						27/30	
•	Jones, Nicholas Are you sure y					urse Mark	17/30	<u></u>
	Karapanagos, Q	rent report	s for the	se classes?			6/30	<u></u>
•	Keighley, Sarah						30/30	Ê
•	Madin, Timothy			Cancel		Yes	4/30	<u></u>
•	Mansfield, Alexa			_			24/30	Ê
•	Maskell-Knight, Benjamin	10CM1	46.6	46.6	E+	26/30	26/30	<u></u>
•	Notaras, Sarah	10CM1	59.8	59.8	C-	14/30	14/30	<u></u>
	Pham, Paul	10CM1	62.4	62.4	C-	12/30	12/30	<u></u>
6	Preston, ShanShan	10CM1	69.4	69.4	C+	5/30	5/30	
	ign to Students' Course Mark Class Mark Marks Destination Stad to Reports by at Marks Destination Stad to Reports by at Reports Reports Reports Reports Reports Reports Reports Reports Re) Exam Mark						Calculate Results Last calculated by denbigh at 30/11/2016 10:31:19 AM

Click yes to confirm.

Ж	27/3 17/3 6/30 30/3 4/30
ж	6/3
ж	30/
ж	
ж	4/3
	1,5
	24/
26/30	26/
14/30	14/
12/30	12/
5/30	5/3

Marks are recalculated before being assigned to reports. After which a pop-up box will appear saying that the "Calculation Complete" click "OK" to continue.



Repo	rts Menu		eck Check Spelling Student - Individual Stud	Starr Ca	orted Comment Class sees Bank Reports Dr Paul Pharm - Re o	cord 1 of 3
	티 Stude	nt ID 👫 Surname	Lit Given Names	Preferred Nam	e lit TGroup	• >
•	103129 Reporting Semeste		Year House 10 10	House Mother	10.3 C C	
	Semest	er One 2015			Grade Point Average	Report PDFs
	Su	bject Comments and Marks	Subject Outcomes	and Profiles	Student Involvement	Learning Support
		Class Code Class Name	Teacher	Course Grade	o Course Exam Mark Mark	
		10MA6 Mathematics	Mrs G E		98 66	Year Coordinator
	+	Paul has achieved outstandir	ng results in both practica	I and theory work.	Edit	Comments
		10SC5 Science	Ms R H	allett A	72 86	Principal Comments
	+	Paul is an enthusiastic and m work are commendable and and course mark. Paul has d	this has been reflected in	his examination re	sult	
		10RE1 Religion	Mrs A S	Sowden	89 40	House Comment
	+	It is pleasing to read <name' presents himself well and cor peers in a respectful manner.</name' 	nducts his interactions wi	th both teachers ar		
		10HI1 History	Mrs A S	Sowden D	83 61	Tutor Comment
	+	Paul enjoys this subject and a his ability. Paul has produced One area for potential improv	a good standard of prac	tical and theory we	ork.	
		Save	bleshooting			Print
						•>

Marks assigned to report.

Creating a Task from a Group

Main Menu	Back	Markbook Menu	Q Search for Group	Delete Group	Print	Export to Excel Mark	Make Task From Group	aps									sses		Curr Stud			Staff etails
2017 Assessment Year		11 m Academic Year	11PO r Course Code		r 2 Group			Creativ Faculty	e Arts											: Jan	e De	: 359 nbigh DENB
Exam 🗌 🕴	Scale Marks							Statis	tics		_				G	rading	s					
Reporting Period							Task Avg	74.3	StDev	8.4						Grad	le by	0	Mark	۱	lank	
Semester One	2017						Min	62.2	Max	89.4	94	89	86	 -	8 69	64	C- 59	D+ 56	-			E E-

To convert a group back into a task so the group marks can be added into another group. Click "New Task from Group".

	N	lessage			
Do you wish to the new Task?	recalculate th	iis Group	o's results,	, before	creating
	STOP		No		Yes



Message
Do you wish to reset the student population for this group? (this is only necessary if the student population in the contributing tasks have changed)
Cancel Yes No

This ensure that any changes are captured before converting the Group. Please note the current Group will still be there and can be viewed or updated at any time, but and changes to the group will not update this new task after it is created.

	Message	
Calculation cor	nplete.	

Click "Ok".

11P			emester 2 0	iroup				Su		100	Change		11PO	1	Mrs J De	nbigh		/		
	se Code Class	_	ck Namo		-	11	fasi	(#		Out Of										J
17 essment Year Assess	ment Term Faculty	e Arts		30/10/20: Issignment		Due	Date	De	Reset rived from											
am 🗌 🛛 Scale M	1arks												Class	teachers	in this Tas	sk				
rent Reporting Period									Statist	ics						Gradings				
mester One 2017								Task Avg		_						C+ C	C- D+		D- E+	
								Mir	62.2	Max 8	9.4	94 8	9 86	82 7		69 64	-		50 36	1
																y: 🖲 Ma				
Admin		Student Resul	ts		Grap	h		Mar	kbook Gro	oups			0	utcomes	5		1	Cocum	ents	
rt Students by:	Name O Rank	× 11PO1					Mark	Mark	Class	Task	Task							Rapio	l Entry	,
Student Name		Class	Mark Raw			* Exclude	%	Scaled	Rank	Rank	Grade	Co	mment							_
Anorov, Michae		11PO1	68.2	100	E		68.2	68.2	7/8	6/8	С									Û
Fabricius, Sand		11PO1	80.02	100			80.02	80	2/8	2/8	В									Û
Hedley, Mitche		11PO1	77.18	100	E		77.18	77.2	3/8	3/8	B-									Û
McCracken, Eli		11PO1	68.22	100			68.22	68.2	6/8	6/8	с									Û
McGrath, Vane		11PO1	62.22	100	E		62.22	62.2	8/8	8/8	C-									Û
 McGrath, Willia 		11PO1	76.78	100	E		76.78	76.8	4/8	4/8	B-									
Phillips, Pulupa		11PO1	89.4	100	E		89.4	89.4	1/8	1/8	Α									Û
Pounartzis, Chi	ristina	11PO1	72.4	100	E		72.4	72.4	5/8	5/8	C+								1	Ŵ

The new tasks is created with the marks from the Group. The name of the tasks can be updated, it currently just displays the name of the old Group. Eg "Semester 2 Group marks to Task"



Creating Tasks from Markbook menu



There are multiple ways to create Markbook Tasks. Usually tasks are created from the Classes file. Tasks can also be created at the beginning of the year from a Spreadsheet,

Creating Tasks from Spreadsheet

ver	rdana 👘 10	D I	~	$\equiv PP_1 = \Phi$	/0 / (.0 ⇒00 ∉≣ ₽≣ E		<u> </u>	i Č			
				Sheets	Charts	SmartArt Graphic	s	Word/	Art			
\diamond	A	В	С	D	E	F		G	Н		J	K
1	Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task	Number	Mark Out O	f Faculty	Task Assignment Date	Task Due Date
2	2017	12	1	12EA		Macbeth		1	1	0 English	25/02/2017	27/02/2017
3	2017	12	1	12EA		Shakespear Essay		2	7	0 English	05/02/2017	03/03/2017
4	2017	12	2	12EA		Half Yearly Exam		3	5	0 English	02/05/2017	28/05/2017
5	2017	12	2	12EA23		Prelimiary Assessment		4	8	0 English	02/05/2017	31/05/2017
6	2017	12	3	12EA		Trial Exam		5	5	0 English	02/08/2017	02/08/2017
7	2017	12	3	12EA		Final Assessment		6	10	D English	15/08/2017	15/08/2017
8												
9												
10												
11												

An easy way to create new tasks is the 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*.



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.



Source:	Import Fi Markbook Task Template.xlsx	Targe			t Table ("N	larkbook Task Impor	0
			_			and book rack importin	
	Source Fields		-	Fields			
	Assessment Year	,			ent Year		
	Academic Year	,					I.
	Assessment Term	,					I.
	Course Code Class Code	,					I.
	Task Name	,					ı
	Task Number	,					
	Mark Out Of	,					
	Faculty	,					
	Task Assignment Date	>	ŧ Ta	sk Assig	gnment Date	•	
	Task Due Date	>	ŧ Ta	sk Due	Date		
			ŧ St	aff Cod	e		
			ŧ Ex	am			
			▲ То	ok Nom	A robived		-
< >	Field Names	A	rrang	e by:	matchin	g names	\$
							_
Import A	ction			ld Map		4	
Add	new records			· ·	port this fiel n't import th		
Upo	date existing records in found set					based on this field	
	date matching records in found set		1	· · · · ·		receive data	
<u> </u>					rger cannot	receive data	
Add re	emaining data as new records						
	import first record (contains field name	s)				Manage Database	

Import Spreadsheet

Step 1 - Importing the Spreadsheet. Check the box "Don't import first records" this will ensure the field names are not imported and then choose "Arrange by Matching Names". Choose to "perform auto-enter option while importing. Click "Import".

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.



						N	Markbo	ok Task Imp	ort Assistar	nt						
isessmen iar	t Academic Year	Assessment	t Course Code	Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date	Due Date	Error 1	Error 2	Error 3	Error 4	Error S	Posting Status
017	12	1	12EA		Macbeth	1	10	English	25/02/2017	27/02/2017						
017	12	1	12EA		Shakespear Essay	2	70	English	5/02/2017	3/03/2017						
017	12	2	12EA		Half Yearly Exam	3	50	English	2/05/2017	28/05/2017						
017	12	2	12EA		Prelimiary Assessment	4	80	English	2/05/2017	31/05/2017						
017	12	3	12EA		Trial		Proc	eed								
017	12	3	12EA		Final Are you sure you markbook? Note be processed.				validation w][

Step 3 - Create tasks from Imported Tasks, Click "Ok"

Main Menu	Back	Markbo Menu	xok Find	Find All	Instructions: Instructions: Proof the data. Any record will brin Erro data are include in the columns I if corrections were mack, it is histation I if corrections were mack, it is histation I if corrections were mack, it is histation Description and the local state of the set to Preset of the set to Created Passe delete all from the assistant when			o you in this list, it the system has picked u by them before proceeding ware cleared, minto the system, ited in MarkBook Tasks, ok Task Impo		1.	Import Spreadsheet	2. '	Oun Validation Checks	3. Create Ta from Impo Tasks	sks 4 .	Delete All
Assessme Year	nt Academic Year	Assessmer Term		Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date		Error 1	Error 2	Error 3	Error 4	Error 5	Posting Status
2017	12	1	12EA		Macbeth	1	10	English	25/02/2017	27/02/2017						Created
2017	12	1	12EA		Shakespear Essay	2	70	English	5/02/2017	3/03/2017						Created
2017	12	2	12EA		Half Yearly Exam	3	50	English	2/05/2017	28/05/2017						Created
2017	12	2	12EA		Prelimiary Assessment	4	80	English	2/05/2017	31/05/2017						Created
2017	12	3	12EA		Trial		Warn	ina								Created
2017	12	3	12EA		Final											Created
Are you sure you wish to delete all records belonging to you 6 records presently?																
								Cancel		Ж						

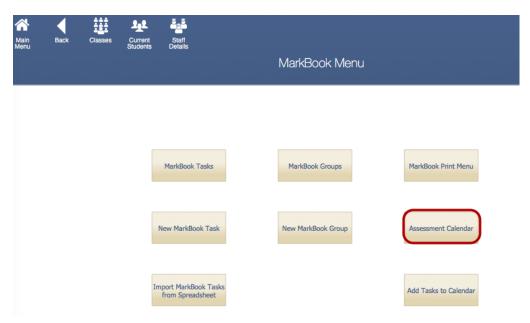
Once the tasks have been created, click step 4 to delete the spreadsheet, ready for next task to be entered. Click "Ok" to Delete the data in the Import Assistant.

Markbook Tasks Selection Faculty Administration Creative Arts HSIE Mathematics Primary School Special Needs Co-Curricular English Junior School Music Religion TAS Computing History LOTE PDHPE Science Assessment Year 2017 Academic Year 1 12 25/02/2017 27/02/2017 Course Code Class Code Task Name 1 12 25/02/2017 27/02/2017 12EA Macbeth 1 12 25/02/2017 03/03/2017 12 12EA Half Yearly Exam 3 12 02/05/2017 28/05/2017 12 12EA Prelimiary Assessment 4 12 02/05/2017 13/105/2017 12 12EA Prelimiary Assessment 4 12 02/05/2017 10/02/00/2017 12	Markbook Tasks Selection Faculty Administration X Creative Arts X HSIE Mathematics Primary School Special Needs Co-Curricular X English Junior School Music Religion X TAS Computing History LOTE PDHPE Science Assessment Year 2017 Academic Year 12 Term Task No Year Assignment Date Due Date Term Course Code Class Code Task Name 1 12 25/02/2017 27/02/2017 7 12EA Macbeth 1 12 25/02/2017 03/03/2017 1 12EA Shakespear Essay 2 12 05/02/2017 03/03/2017 1 12EA Half Yearly Exam 3 12 02/05/2017 28/05/2017 1 12EA Prelimiary Assessment 4 12 02/05/2017 31/05/2017 1	fain Ienu	Markbook Menu	2) Enter Acaden 3) Enter part of 4) press TAB to	ty or Faculties as required, then nic Year as required then the name of the task you are searching for, filter the list, then w next to the desired task to Edit it.	then			Classes	Current Students	Staff Details		
Co-Curricular X English Junior School Music Religion X TAS Computing History LOTE PDHPE Science All All Assessment Year 2017 Academic Year 12 Term Task Name All All Course Code Class Code Task Name 1 12 25/02/2017 27/02/2017 Ferm 12EA Macbeth 1 12 25/02/2017 28/05/2017 Ferm 12EA Half Yearly Exam 3 12 02/05/2017 28/05/2017 Ferm 12EA Prelimiary Assessment 4 12 02/05/2017 31/05/2017 Ferm 12EA Trial Exam 5 12 02/08/2017 02/08/2017 Ferm	Co-Curricular X English Junior School Music Religion X TAS Computing History LOTE PDHPE Science All All Course Code Cass Code Task Name I 12 Z5/02/2017 Z7/02/2017 Term 1 12 25/02/2017 27/02/2017 Z7/02/2017 Image: Course Code Task Name Image: Course Code Term 1 12 25/02/2017 Z7/02/2017 Image: Course Code Term Term Image: Course Code Term Image: Course Code Term Term Term Image: Course Code Term Term Image: Course Code Term Term Image: Course Code Term <t< th=""><th></th><th></th><th>.,</th><th></th><th>Markbook T</th><th>asks Selectior</th><th>۱</th><th></th><th></th><th></th><th></th><th></th></t<>			.,		Markbook T	asks Selectior	۱					
Course Code Class Code Task Name Task No Year Assignment Date Due Date Term (*) 12EA Macbeth 1 12 25/02/2017 27/02/2017 1 (*) 12EA Shakespear Essay 2 12 05/02/2017 03/03/2017 1 (*) 12EA Half Yearly Exam 3 12 02/05/2017 28/05/2017 1 (*) 12EA Prelimiary Assessment 4 12 02/05/2017 31/05/2017 1 (*) 12EA Trial Exam 5 12 02/08/2017 02/08/2017 1	Course Code Class Code Task Name Task No Year Assignment Date Due Date Term	Fa	Co-Cu	rricular 🛛 Eng	Junior School	Music	Religion			Needs			
Image: Macheth Macheth 1 12 25/02/2017 27/02/2017 Image: Macheth Shakespear Essay 2 12 05/02/2017 03/03/2017 Image: Macheth Macheth Macheth 3 12 05/02/2017 28/05/2017 Image: Macheth Macheth Macheth Macheth 3 12 02/05/2017 28/05/2017 Image: Macheth Macheth <t< td=""><td>Image: Shakespear Essay 1 12 25/02/2017 27/02/2017 > Image: Shakespear Essay 2 12 05/02/2017 03/03/2017 > Image: Shakespear Essay 2 12 05/02/2017 03/03/2017 > Image: Shakespear Essay 3 12 02/05/2017 28/05/2017 > Image: Shakespear Essay 4 12 02/05/2017 28/05/2017 > Image: Shakespear Essay 4 12 02/05/2017 31/05/2017 > Image: Shakespear Essay 4 12 02/05/2017 31/05/2017 > Image: Shakespear Essay 5 12 02/08/2017 02/08/2017 ></td><td></td><td>Assessment</td><td>Year 2017</td><td>Academic Year 12</td><td>Term</td><td>Task Name</td><td>All</td><td></td><td></td><td>All</td><td></td></t<>	Image: Shakespear Essay 1 12 25/02/2017 27/02/2017 > Image: Shakespear Essay 2 12 05/02/2017 03/03/2017 > Image: Shakespear Essay 2 12 05/02/2017 03/03/2017 > Image: Shakespear Essay 3 12 02/05/2017 28/05/2017 > Image: Shakespear Essay 4 12 02/05/2017 28/05/2017 > Image: Shakespear Essay 4 12 02/05/2017 31/05/2017 > Image: Shakespear Essay 4 12 02/05/2017 31/05/2017 > Image: Shakespear Essay 5 12 02/08/2017 02/08/2017 >		Assessment	Year 2017	Academic Year 12	Term	Task Name	All			All		
Image: Second	Image: Shakespear Essay 2 12 05/02/2017 03/03/2017 03/03/2017 Image: Shakespear Essay 3 12 02/05/2017 28/05/2017 28/05/2017 Image: Shakespear Essay 3 12 02/05/2017 28/05/2017 28/05/2017 Image: Shakespear Essay 4 12 02/05/2017 31/05/2017 10 Image: Shakespear Essay 1 12 02/05/2017 31/05/2017 10 Image: Shakespear Essay 1 1 12 02/08/2017 02/08/2017 10		Course Code	Class Code	Task Name			Task No	year	Assignment Date	Due Date	Term	
Image: Second system Image: Se	Image: Preliminary Assessment	•	12EA		Macbeth			25/02/2017	27/02/2017		^		
Image: Prelimiary Assessment 4 12 02/05/2017 31/05/2017 Image: Prelimiary Assessment 4 12 02/08/2017 02/08/2017 Image: Prelimiary Assessment 5 12 02/08/2017 02/08/2017	Image: Prelimiary Assessment 4 12 02/05/2017 31/05/2017 Image: Prelimiary Assessment 4 12 02/05/2017 31/05/2017 Image: Prelimiary Assessment 5 12 02/08/2017 02/08/2017 Image: Prelimiary Assessment 5 12 02/08/2017 02/08/2017	•	12EA		Shakespear Essay			2	12	05/02/2017	03/03/2017		
➡ 12EA Trial Exam 5 12 02/08/2017 02/08/2017	Prince Princ	•	12EA		Half Yearly Exam			3	12	02/05/2017	28/05/2017		
		•	12EA		Prelimiary Assessment			4	12	02/05/2017	31/05/2017		
	(→ 12EA Final Assessment	•	12EA		Trial Exam			02/08/2017	02/08/2017				
12EA Final Assessment 6 12 15/08/2017 15/08/2017		•	12EA		Final Assessment		15/08/2017	15/08/2017					

Markbook tasks created.



Assessment Calendar



Create an Assessment Calendar for Students.

Main Menu	Back	Markbook Menu	Assessment Calendar Selection	Outcome Bank	Classes	Current Students	Staff Details
			1. Required Assignment Date or Due Date Assignment Date O Due Date Start Date 1/01/2016 End Date 31/12/2016				
			2. Optional Assessment Year Academic Year				
			3. Optional Class or Course O Class O Course Class Code Course Code				
			Find and Print				



\checkmark		nt Calendar by <u>Assignment Date</u> Jan 2012 - Mon, 31 Dec 2012	
Year Course Code		Jan 2012 - Mon, 31 Dec 2012	
Tuesday, 28 February 201			
Year 12 12AH	1	Ancient History Essay	
Year 12 12EA	5	Shakespear Essay	
Wednesday, 2 May 2012			
Year 12 12AH	4	VH Task 1	
Year 12 12AH	1	fask 2	
Year 12 12AH	E E	lalf yearly exam	
Year 12 12EA	E E	lalf Yearly Exam	
Year 12 12EA	F	Prelimiary Assessment	
Thursday, 2 August 2012			
Year 12 12EA	1	irial Exam	
Wednesday, 15 August 20	12		
Year 12 12EA	F	inal Assessment	

Assessment Calendar Create as per calendar.

Markbook Tasks - Add Tasks to Calendar

	sks to Calendar Options	
Add Markbook	Tasks to Calendar	
Add tasks matching the follo	wing:	
_	-	
academic year	12 🔻	
start date	23/01/2012	
end date	5/12/2012	
cho dote		
New appointments will use t	the following values:	
appointment type	Assess - Yr 12	V
	Assess - Yr 10	
	Assess - Yr 11	
	Assess - Yr 12	
	Assess - Yr 7	
	Assess - Yr 8	
	Assess - Yr 9	
	Assess - Yr 9 Co-curric-off site	
		continue
	Co-curric-off site	continue

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



ain	n Back Lis u	Find	Show All	Print	Date Pate Calendar Appointment List		Stuc	lents inu	Family St Details Det	aff tail
	date week s	tart time	end time	user	title			rooms	type	
,	15/6/2016 W24	4:00 pm ~	4:00 pm	YMorc	Academic Report submission	15/6/2016	•		Reports	1
•	17/6/2016 W24	1:00 pm ~	3:30 pm	YMorc	Subject Information Day	17/6/2016	•		General	1
•	17/6/2016 W24	10:30 am ~	12:30 pm	YMorc	Subject Information Day	17/6/2016	•		General	1
•	15/8/2016 W33			YMorc	Trial HSC Examinations	26/8/2016	•		Exams	1
•	17/8/2016 W33 🔲			YMorc	End of Preliminary Examinations	26/8/2016	•		Exams	1
•	15/9/2016 W37			LGodd	Winter Sports Carnival	15/9/2016	•		Event	1
•	16/9/2016 W37			SRattr	Year 12 Graduation	16/9/2016	•		Event	1
•	10/10/2016W41			LGodd	Cadet Bivouac	12/10/2016	•		Co-Curricular	1
•	10/10/2016W41			LTerre	Community Service	12/10/2016	•		General	1
•	10/10/2016 W41				Peer Support	12/10/2016	•		General	18
•	3/5/2016 W18								General	18
•	4/5/2016 W18	11:30 am ~	12:30 pm	ARMG	Year 8 Math Competition		•		General	1
•	5/5/2016 W18	2:36 pm		PINL	Year 10 Music Night		•	REH	General	l t
•	9/6/2016 W23	2:36 pm		PINL	Year 10 Music Night		•	REH	General	10
•	10/8/2016 W32				test		•		Secondary	18
•	17/8/2016 W33	10:00 am ~	1:00 pm		Choir Excursion	17/8/2016	•		Assess - Yr 12	1
•	11/8/2016 W32 🔲	8:00 am ~	5:00 pm		Music Camp	11/8/2016	•		Camps	l t
•	27/7/2016 W30	9:00 am ~	3:30 pm		Test 1234	27/7/2016	•		Academic	10
•	16/8/2016 W33 🗔	1:00 am ~	12:00 pm		testi	16/8/2016	•		Incursion	18
•	10/8/2016 W32	10:00 am ~	1:00 pm		Museum Excursion	10/8/2016	•			18
•	17/10/2016 W42	8:30 am ~	2:30 pm		Year 12 Geography excursion to Bondi	17/10/2016	•		Excursion	l t
•	13/10/2016 W41	8:00 am ~	3:20 pm		Project X!	13/10/2016	•		Academic	16
•	26/10/2016 W43						•		Exam	18
	24/10/2016W43				Hsc Exam block		•		Exam	16
•	25/10/2016W43				Hsc Exam block		•		Exam	l t
•	26/10/2016 W43				Hsc Exam block		•		Exam	1
•	27/10/2016W43				Hsc Exam block		•		Exam	16
•	28/10/2016 W43				Hsc Exam block		•		Exam	16
•	31/10/2016 W44 📃				Hsc Exam block		•		Exam	16
•	1/11/2016 W44				Hsc Exam block		•		Exam	1 ť
•	2/11/2016 W44				Hsc Exam block		•		Exam	1
•	3/11/2016 W44				Hsc Exam block		•		Exam	1
•	4/11/2016 W44 🔲				Hsc Exam block		•		Exam	16
•	17/10/2016W42				Hsc Exam block		· •		Exam	l ť
•	18/10/2016 W42				Hsc Exam block		•		Exam	18
•	19/10/2016W42				Hsc Exam block		•		Exam	1
•	20/10/2016 W42				Hsc Exam block		•		Exam	1
•	31/10/2016 W44 🔲				Assesment Free for 7 - 12				General	l t
	1/11/2016 W44				Assesment Free for 7 - 12				General	1
	2/11/2016 W44				Assesment Free for 7 - 12				General	1
	3/11/2016 W44				Assesment Free for 7 - 12				General	1
•	4/11/2016 W44				Assesment Free for 7 - 12				General	1
•	5/11/2016 W44				Assesment Free for 7 - 12				General	l t
•	6/11/2016 W44				Assesment Free for 7 - 12				General	1
	7/11/2016 W45				Assesment Free for 7 - 12				General	18

Markbook Tasks in the Calendar.

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

Main Menu	Back M	arkbook Menu	st Spreadshe	et Locate Task	Delete Task	Print Kbook	Export Ta to Exce Tasks	isk I			Outcome Bank		: Jane Denbigh	Staff Details
7 Academic Year 2016 Assessment Year Exam	07EN Course Code 2 Assessment Term cale Marks	Class Code English Faculty	Task 1 Task Name	15/04/2016 Assignment Date	Due Date	1 Task #	Suggest	50 Out Of	Change	07EN1 07EN2 07EN3 07EN4 07EN5 Class teach	Rev P Berm Ms M Bird Ms L Tran Mrs J Willia Ms L Tran ers in this Task	an	ed in as : DENU	
Current Reporting Semester Two						Ta	Statistic sk Avg 36.7 Min 26	_		+ A A- B+ 6 89 82 79	72 69 61	- C C- I	D+ D D- E 49 48 40 3 • Rank	

This will create the template required for importing tasks for the year. Go into any task and click to View as list.



	< >	197	C	205		Markbook Tasks (FMS15-Master Steel					
				Total (Uns						Q Searc	
			Records	-		Show All New Record Delete Record	Find So	rt Sha	re		
ıy	out: 🚺	larkBoLis	t View ∨	View As	: 🗆 🔳 🖩	Preview				/	A ^a (Edit La
			<i>6</i> 7		-	Q X ⊕ ±				iii w	5 55
	Main Menu	Back	Markbo Meni	ook View a u Form	s Spread sheet for Course	Locate Delete Task Print Export Task Task Lists to				Classes Current Students	Staff Details
					Course	Markbook Tasks - Current	Taeke				
	Assessme Year	ent Academic Year	Assessmen Term					Out Of			
,	2015	12	Term	Course Code	Class Code	Task Name Shakespear Essay	Task #	Out Or	Faculty	Assignment Date	Due Date 3/03/2015
•	2015	12		12EA		Half Yearly Exam	3	50	English	2/05/2015	28/05/2015
•	2015	12		12EA		Prelimiary Assessment	4	80	English	2/05/2015	31/05/2015
•	2015	12		12EA		Trial Exam	5	50	English	2/08/2015	2/08/2015
•	2015	12		12EA		Final Assessment	6	100	English	15/08/2015	15/08/2015
•	2015	10		10EN		Assessment 1	14	100	English	22/10/2015	
•	2015	12		EN2S		Task 1 2015	1	100	English	22/10/2015	
•	2015	8		08VA		Test Task	2	100	Creative Arts	8/12/2015	
•	2015	10			10EN5	New task 3	2	100		8/12/2015	
•	2015	6		06VA		Drama task 1	1	100	History	15/12/2015	
•	2016	6	3		06VA2	Demo of a class task creation	1	100	History	16/02/2016	
•	2016	6	2	06VA		Demo of a task being assigned to course 06VA2	2	100	History	16/02/2016	
•	2016	7	2	07EN		Task 1	1	50	English	15/04/2016	
•	2016	7	4	07EN		Task 2	2	100	English	15/04/2016	
Þ	2016	7	2	07EN		Exam Marks	3	100	English	15/04/2016	
•	2016	11		11EA		Task 1	1	50	TAS	15/04/2016	
•	2016	11		11EA		Task 2	2	75	TAS	15/04/2016	
•	2016	11		11EA		Exam Mark	3	100	TAS	15/04/2016	
•	2016	10	1	10CM	10CM1	First Task 2016	1	100	HSIE	9/08/2016	
•	2016	10	1	10CM		Commerce Course Task 1	6	50	HSIE	9/08/2016	
Þ	2016	10	2	10CM		Commerce Course Task 2	7	100	HSIE	9/08/2016	
Þ	2016	10	3	10CM		ten see em one	8	100	HSIE	9/08/2016	
	2016	10	4	10CM		gfdgffgd	9	100	HSIE	9/08/2016	
Þ	2016	8	2	08EN		English Task 1	1	100	English	10/08/2016	
Þ	2016	10	3	10EN		Macbeth Essay	1	100	English	11/08/2016	
		10	4	10EN		English Exam	2	100	English	11/08/2016	

Click Find, enter the Assessment Year, Academic Year and the Course code that is required to export.

	Main Menu	Back	Markboo Menu	ok View as Form	Spread sheet for Course	Q Locate Task	Delete Task Markbo	Print Ok Tas	Export Task Lists to Excel SKS - CUP	rent Tasl	۲S		Outcome Bank	Classes	Current Students	Staff Details
	Assessment Year	Year	Assessment Term		Class Code	Task Name					Task #	Out Of	Faculty	Assign	nment Date	Due Date
۲	2017	11		11PO		Photogra	ohy 101				1	60	Creative Arts	9/10/	/2017	13/10/2017
۲	2017	11		11PO		Exam					2	100	Creative Arts	9/10/	2017	10/10/2017
۲	2017	11		11PO		Semester	2 Group Mark	s to Tasl	(3	100	Creative Arts	30/1	0/2017	

Click to Export to Excel. It will prompt with the name of the .xlsx file and the location.

					Message	9				
			Markboo	ok Task I	Excel file to your de List_20171101.xlsx. Isks. Continue?		tain deta		•	
						Cancer		Export		
A	В	c	D	E	F	G	н			К
Assessment Year	Academic Year	C Assessment Term	Course Code				H Mark Out Of	Faculty	J Task Assignment Date	Task Due Date
Assessment Year 2017	Academic Year		Course Code 11PO		F Task Name Photography 101	G	H Mark Out Of 60	Faculty Creative Arts	09/10/2017	Task Due Date 13/10/2017
Assessment Year	Academic Year 11 11		Course Code			G Task Number 1 2	H Mark Out Of 60	Faculty		Task Due Date

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

Main Back Markbool Menu	View as List	Spreadshee for Course	t Locate	Task (Delete Ta			Export Tasi to Excel	ĸ			Outcome Bank	Classes	Current Students	Sta Deta
					٢	Marko	ook Ta	asks						250 or: Jane Denbigh iged in as : DENJ	
Image: Pear Image: Orgen Code Image: Orgen Code <td< th=""><th>ss Code Tasl</th><th></th><th>15/04/201 Assignment</th><th></th><th>Due</th><th>Date</th><th>k #</th><th></th><th>50 Dut Of</th><th>Change</th><th>07EN1 07EN2 07EN3 07EN4 07EN5</th><th>Rev P Berr Ms M Bird Ms L Tran Mrs J Willia Ms L Tran ers in this Task</th><th></th><th></th><th></th></td<>	ss Code Tasl		15/04/201 Assignment		Due	Date	k #		50 Dut Of	Change	07EN1 07EN2 07EN3 07EN4 07EN5	Rev P Berr Ms M Bird Ms L Tran Mrs J Willia Ms L Tran ers in this Task			
mester Two 2016	lgorithm: O Multi-L	Ave and St inear Mapp imal Places		wg 33.0 Min	_ Target StDe Ma		3	Statistics /9 36.7 in 26	StDev 7.3 Max 49		+ A A- B+	- B B- C	1 59 50	D+ D D- E 49 48 40 3	
Admin	Student Result	s		Grap	n		Ma	rkbook Gro	oups		Outco	mes		Documents	
rt Students by: O Name Ran	k 🗙 07EN1 🗌	07EN2	07EN3	07	N4	07EN5								Rapid Ent	· m/
Student Name	Class	Mark Raw	Out Of	Estimate*	* Exclude	Mark 9 %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment			Rupiu En	
Rivers, Skye	07EN1	49	50) 🗆 🛛 E		98	54	1/14	1/56	A+					û -
Bryan, Sarah	07EN1	48	50	- E		96	52.3	2/14	2/56	A+					ŵ
Fulton, Ian	07EN1	46	50) 🗆 🛛 E		92	48.9	3/14	8/56	A-					ŵ
Hatton, Caspian	07EN1	44	50	- E		88	45.5	4/14	13/56	В					Û
MacLellan, James	07EN1	44	50) 🗆 🛛 E		88	45.5	4/14	13/56	В					ŵ
Sherwin, Marie	07EN1	42	50	<u></u> Е		84	42	6/14	16/56	B-					ŵ
Dawson, Stephen	07EN1	39	50) 🗆 🛛 E		78	36.9	7/14	22/56	С					ŵ
 Palmer, Ellena 	07EN1	39	50	<u></u> Е		78	36.9	7/14	22/56	С					ŵ
Gardiner-Garden, Lauren	07EN1	38	50) 🗆 🛛 E		76	35.2	9/14	25/56	C-					ŵ
Shirley, David	07EN1	38	50	- E		76	35.2	9/14	25/56	C-					ŵ
Sellwood, Sitina	07EN1	33	50) 🗆 🔳		66	26.7	11/14	35/56	E					ŵ
 Williams, Fiona 	07EN1	32	50	- E		64	25	12/14	36/56	E					Û
Wickramasinghe, Gary	07EN1	28	50	П Е		56	18.2	13/14	48/56	E-					ŵ
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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

