



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# Denbigh Administration

## Markbook Teachers Manual

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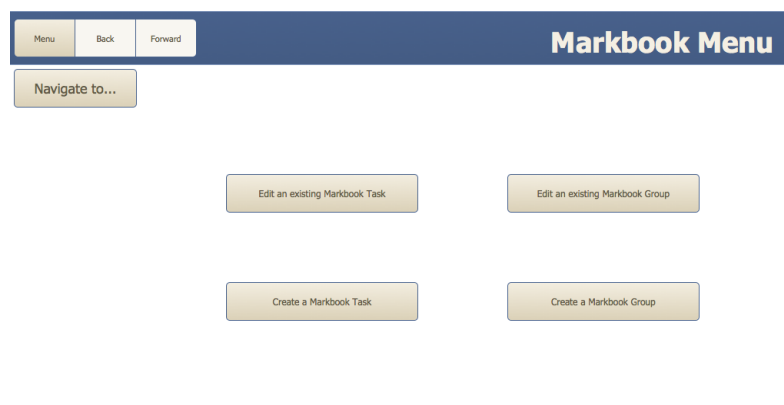
Manage all data that contributes to School based academic assessment, Students Marks and rankings and can be pushed to Academic Reports. Import Tasks for the year from Spreadsheets, Create tasks from spreadsheets, Create groups for courses, Add tasks to Calendar, pushing marks to Academic Reports.

## Markbook Menu - 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



## Class Information/Faculties

Class Code	Subject Name	Course	Abbreviation	Class	Year	TT	Report Order	Units	Staff	Faculty	Key Learning Area	Reported On	Reports	PTI
06DR1	Drama	06DR	Dra	6	6	3	6	6	AMPH	Ms H Amponin Jr	Creative Arts	Drama	No	X
06IL1	Italian	06IL	Ital	6	6	4	4	4	LEEK	Ms K Lee	Computing	LOTE	No	X
06IL2	Italian	06IL	Ital	6	6	4	4	4	MORC	Ms C Moran	Computing	LOTE	No	X
06IL3	Italian	06IL	Ital	6	6	4	4	4	MORC	Ms C Moran	Computing	LOTE	No	X

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

**Staff Details**

DENJ Denbigh Jane Head of Middle School S00063

**General Information**

email: developers@denbigh.com.au  
 Title: Mrs  
 Alternative Title:  
 Qualifications: B.Vis. Arts (Hons), M. Teach.  
 Phone Ext: 1680  
 Tutor Group: 11.1  
 Tutor Group Room: D1.3  
 PTI Default Room: D0.1

Receives Timetable  
 Pastoral Care Team  
 Casual Teacher

**Faculty**

<input type="checkbox"/> Administration	<input type="checkbox"/> Junior School	<input type="checkbox"/> Science
<input type="checkbox"/> Co-Curricular	<input type="checkbox"/> LOTE	<input type="checkbox"/> Special Needs
<input type="checkbox"/> Computing	<input type="checkbox"/> Mathematics	<input type="checkbox"/> TAS
<input checked="" type="checkbox"/> Creative Arts	<input type="checkbox"/> Music	
<input checked="" type="checkbox"/> English	<input type="checkbox"/> PDHPE	
<input type="checkbox"/> History	<input type="checkbox"/> Primary School	
<input checked="" type="checkbox"/> HSIE	<input type="checkbox"/> Religion	

Campus:  JS  SS

Residential Address: Unit 1/12 Denbigh Street, Cobbitty NSW 2570  
 Address ID: ADID43319

Postal Address: 5 Murray Court, Murrayville NSW  
 Address ID: ADID43326

Home Phone: 0298611145  
 Mobile: 0413582908  
 DOB: 26 Oct. 2016  
 Spouse/Partner: Mark

Silent Number  
 Child Protection Certificate

Email Type: Work | Email Address: developers@denbigh.com.au

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 the Markbook Administrator Group for permission.

## Create a Task from Classes File for a Course

The screenshot shows the 'Class Details' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. On the right side of the navigation bar, there are icons for Current Outcomes, Current Students, Change Class Code, Outcome Bank, and MarkBook Menu. Below the navigation bar, the 'Class Details' section displays course information: Class Code (08VA7), Subject Name (Visual Arts), Subject Abbreviation (Vis Art), Course (08VA), Year (8), Unit (7), Order (7), Teacher Code (DENB), Teacher (Mrs J Denbigh), Teacher 2 Code (DONJ), and Teacher 2 (Miss J Donald). A 'New Task' button is highlighted with a red box in the top right corner of the 'Assessment Tasks for Course' section. On the left sidebar, the 'Course Tasks' tab is also highlighted with a red box. The main content area shows a table with columns for Task Number, Task Name, Term Assignment Date, Due Date, Out Of, Average, Min, and Max. The table is currently empty. At the bottom of the page, there is a 'View Markbook Results in Spreadsheet View' button and a 'Show on Reports' checkbox.

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

This screenshot shows the same 'Class Details' page as the previous one, but with a confirmation dialog box open. The dialog box is titled 'Message' and contains the text: 'This will create a new task for this course including other classes in the course. Proceed?'. There are two buttons at the bottom of the dialog box: 'No' and 'Yes'. The 'New Task' button in the background is still visible and highlighted.

Click "Yes".

The screenshot shows the 'Class Details' page for Class Code 08VA7, Subject Name Visual Arts, and Subject Abbreviation Vis Art. The 'Assessment Tasks for Course' section is active for the 2017 Assessment Year. A modal dialog box titled 'Task Name' is displayed, prompting the user to enter a name for the task. The input field contains 'Essay'.

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

The screenshot shows the 'Class Details' page for Class Code 08VA7, Subject Name Visual Arts, and Subject Abbreviation Vis Art. The 'Assessment Tasks for Course' section is active for the 2017 Assessment Year. A modal dialog box titled 'Out Of?' is displayed, prompting the user to enter the task marks out of. The input field contains '100'.

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

**Class Details**

Class Code: OBVA7 | Subject Name: Visual Arts | Subject Abbreviation: Vis Art | Course: OBVA | Year: 8 | Unit: 7 | Teacher: Mrs J Denbigh

Assessment Year: 2017

Task Number	Task Name	Term	Assignment Date	Due Date	Out Of	Average	Min	Max
1	Essay		26/04/2017		100			

View Markbook Results in Spreadsheet 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

**Markbook Tasks**

Task ID: 1279 | Task Creator: Jane Denbigh | You are logged in as: DENB

Task Name: Essay | Task #: 1 | Suggest: 100 | Out Of: 100

Assessment Year: 2017 | Assessment Term: Faculty | Assignment Date: 26/04/2017 | Due Date: 26/05/2017

Statistics	Task Avg	StDev	Min	Max											
Grading	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-
	94	89	86	82	78	74	69	64	59	56	53	50	36	18	0

Grade by:  Mark  Rank

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Armstrong, Timothy	OBVA6		100		<input type="checkbox"/>	0	/0	/	/	E-	
Barry, William	OBVA1		100		<input type="checkbox"/>	0	/0	/	/	E-	
Barry, William	OBVA7		100		<input type="checkbox"/>	0	/0	/	/	E-	
Beardsley, Anthea	OBVA6		100		<input type="checkbox"/>	0	/0	/	/	E-	
Bilton, Geoff	OBVA8		100		<input type="checkbox"/>	0	/0	/	/	E-	
Brown, Duncan	OBVA6		100		<input type="checkbox"/>	0	/0	/	/	E-	
Croker, Srikar	OBVA3		100		<input type="checkbox"/>	0	/0	/	/	E-	
Croker, Srikar	OBVA7		100		<input type="checkbox"/>	0	/0	/	/	E-	
Dunstall, Elizabeth	OBVA7		100		<input type="checkbox"/>	0	/0	/	/	E-	
Dyer, Alysha	OBVA1		100		<input type="checkbox"/>	0	/0	/	/	E-	
Edeson, Sanjana	OBVA4		100		<input type="checkbox"/>	0	/0	/	/	E-	
Edgerley, Mose	OBVA8		100		<input type="checkbox"/>	0	/0	/	/	E-	
Forster, Amelia	OBVA6		100		<input type="checkbox"/>	0	/0	/	/	E-	
Gengos, Cassandra	OBVA7		100		<input type="checkbox"/>	0	/0	/	/	E-	
Gengos, Edward	OBVA8		100		<input type="checkbox"/>	0	/0	/	/	E-	
Haridemos, Peer	OBVA5		100		<input type="checkbox"/>	0	/0	/	/	E-	
Hopton, Nicholas	OBVA8		100		<input type="checkbox"/>	0	/0	/	/	E-	
Howe, Philip	OBVA4		100		<input type="checkbox"/>	0	/0	/	/	E-	
Howse, James	OBVA8		100		<input type="checkbox"/>	0	/0	/	/	E-	
Hummhries, Alexander	NRVAR		100		<input type="checkbox"/>	0	/0	/	/	E-	

Assign to Student's Reports:  Course Mark  Exam Mark  Class Mark

Recalculate

## Create Tasks from Classes file for a Class - Note: This will not contribute to the course

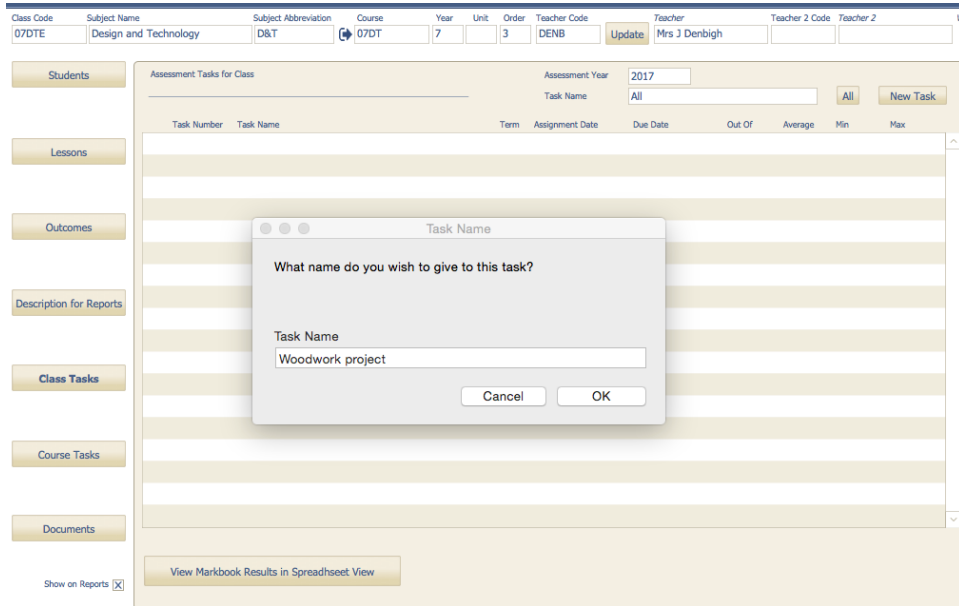
The screenshot shows the 'Class Details' interface. At the top, there are navigation icons and a 'Class Details' header. Below the header, there are fields for Class Code (07DTE), Subject Name (Design and Technology), Subject Abbreviation (D&T), Course (07DT), Year (7), Unit (3), Order (3), Teacher Code (DENJ), and Teacher (Mrs J Denbigh). A 'New Task' button is circled in red. The main content area is titled 'Assessment Tasks for Class' and includes a table with columns: Task Number, Task Name, Term, Assignment Date, Due Date, Out Of, Average, Min, and Max. The 'Assessment Year' is set to 2016 and 'Task Name' is set to 'All'. A 'New Task' button is also present in the top right of this section. A sidebar on the left contains tabs for Students, Lessons, Outcomes, Description for Reports, Class Tasks (highlighted), Course Tasks, and Documents. At the bottom, there is a 'View Markbook Results in Spreadsheet View' button.

Click This will create a task just for this class. Click "New Task" .

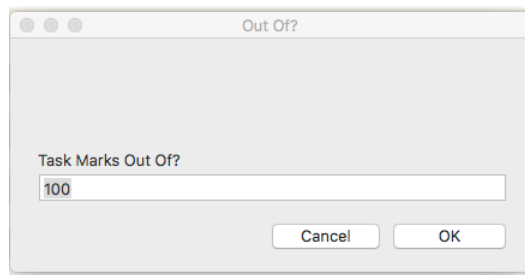
The screenshot shows the same 'Class Details' interface as above, but with a confirmation dialog box overlaid. The dialog box has a title 'Message' and contains the text: 'This will create a new task for this class only. It will not do so for other classes in the course. Proceed?'. There are 'No' and 'Yes' buttons at the bottom of the dialog. The 'New Task' button in the background is still visible.

Click "Yes"

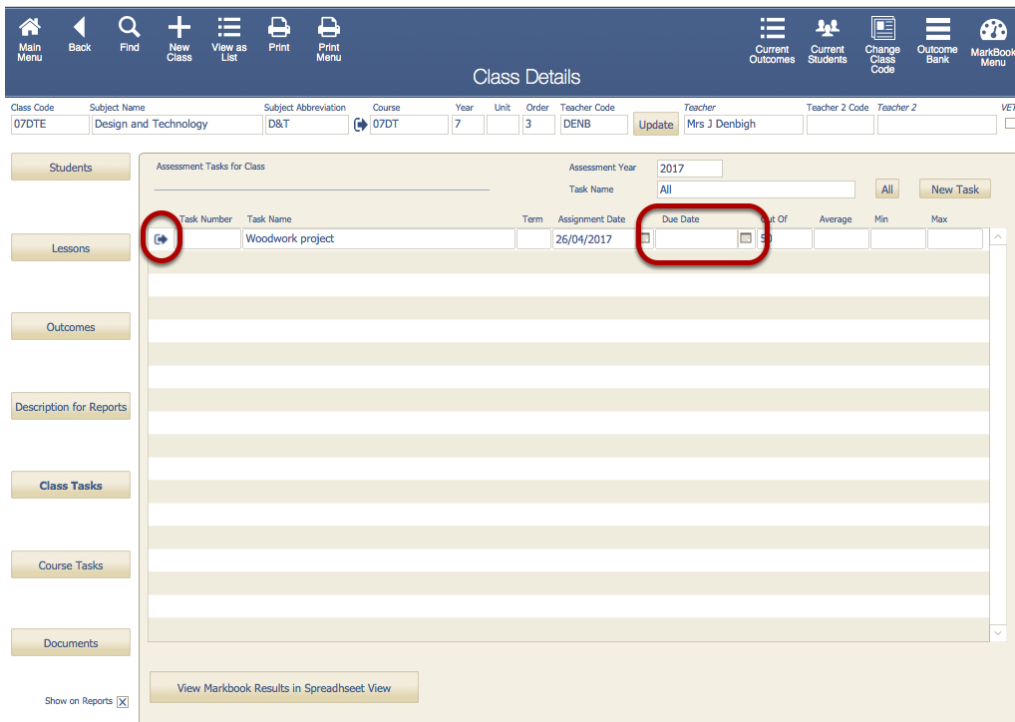




Add the task name (This should be unique per class) and Click "OK".



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



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

The screenshot shows the 'Markbook Tasks' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, View as List, Spreadsheet for Course, Locate Task, Delete Task, Print, Export Task to Excel, Outcome Bank, Classes, Current Students, and Staff Details. Below this, the task details are displayed: Academic Year 7, Course Code 07DTE, Class Code Woodwork project, Task # 1, Suggest 50, Out Of Change 07DTE, and Mrs J Denbigh. The Assessment Year is 2017, Assessment Term TAS, Faculty 26/04/2017, and Due Date. There are checkboxes for Exam and Scale Marks. A statistics section shows Task Avg, SDev, Min, and Max, along with a grading scale from A+ to E- and a 'Grade by' option for Mark or Rank. The main area is a 'Student Results' table with columns for Student Name, Class, Mark Raw, Out Of, Estimate\*\*, Exclude, Mark %, Mark Scaled, Class Rank, Task Rank, Task Grade, and Comment. The table lists students like Bardsley, Tiffany, Crisp, James, Gifford, Prugya, Grant, Rohan, Hayes, Hannah, MacLellan, James, Mansfield, Christopher, Palmer, Ellena, and Sherwin, Marie, all with a mark of 50 and a task grade of E-. At the bottom, there are options to Assign to Student's Reports (Course Mark or Exam Mark), a Recalculate button, and a note about the 'E' button for estimating marks.

DENBIGH DEMONSTRATION SCHOOL

## To view Markbook tasks from Markbook Menu

The screenshot shows the 'Markbook Tasks Selection' interface. It features a navigation bar with Main Menu, Markbook Menu, Classes, Current Students, and Staff Details. Below the navigation bar, there are instructions: 1) Choose Faculty or Faculties as required, then; 2) Enter Academic Year as required then; 3) Enter part of the name of the task you are searching for, then; 4) press TAB to filter the list, then; 5) Click the arrow next to the desired task to Edit it. The Faculty selection area includes checkboxes for Administration, Creative Arts, HSIE, Mathematics, Primary School, Special Needs, Co-Curricular, English, Junior School, Music, Religion, TAS, Computing, History, LOTE, and PDHPE. The Academic Year is set to 2016. The Task Name is set to All. Below this is a table of tasks with columns for Course Code, Class Code, Task Name, Task No, Year, Assignment Date, Due Date, and Term. The table lists various tasks such as 07EN, 10CM, 08EN, 10EN, 09CM, and 08VA7, with their respective details.

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

The screenshot shows the 'Markbook Tasks' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, View as List, Spreadsheet for Course, Locate Task, Delete Task, Print, and Export Task to Excel. The main header displays 'Markbook Tasks' and 'Task ID: 1278', 'Task Creator: Jane Denbigh', and 'You are logged in as: DENB'. Below this, the task details are shown: Academic Year (8), Course Code (OBVA), Class Code, Task Name (Essay), Task # (1), and Out Of (100). The Assessment Year (2017) and Assessment Term (Creative Arts) are also visible. A red circle '1' highlights the 'Exam' and 'Scale Marks' checkboxes. The Current Reporting Period is 'Interim One 2017', highlighted with a red circle '2'. The Statistics section shows Task Avg, StDev, Min, and Max, with a red circle '3' highlighting the 'Statistics' label. The Grading section shows a table of grades (A+, A, A-, B+, B-, C+, C-, D+, D-, E+, E-) and a red circle '4' highlights the 'Class teachers in this Task' list. A red circle '5' highlights a padlock icon. The Student Results table is shown below, with columns for Student Name, Class, Mark Raw, Out Of, Estimate\*\*, Exclude, Mark %, Mark Scaled, Class Rank, Task Rank, Task Grade, and Comment. A red circle '6' highlights the 'Assign to Student's Reports' section, which includes radio buttons for 'Course Mark', 'Exam Mark', and 'Class Mark'. A red circle '7' highlights the 'Recalculate' button. The interface is for DENBIGH DEMONSTRATION SCHOOL.

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

The screenshot shows the 'Markbook Tasks' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, View as List, Spreadsheet for Course, Locate Task, Delete Task, Print, and Export Task to Excel. On the right, there are icons for Outcome Bank, Classes, Current Students, and Staff Details. The main area displays task details for 'Art Test' (Task # 1, Out of 100) for class '08VA7' in 'Creative Arts' for the year '2016'. A 'Statistics' section shows a Task Avg of 72.9 and a Max of 98. A 'Grading' section shows a scale from A+ to E-. A 'Student Results' table is visible, and a 'Rapid Entry' button is circled in red in the top right corner of the results area.

Entering Marks - Rapid Entry button

## Markbook Tasks - Rapid Entry

The 'Markbook Rapid Entry' dialog box is shown. It displays the user is logged in as 'DENJ', the task name is 'Art Test', and the total marks are 'Out Of: 100'. Instructions state: 'Type 'Enter' on the numeric keypad (or its equivalent) to proceed to the next student's record. When finished, click 'Done'.' Below this is a table with columns for 'Student Name' and 'Mark', and a 'Done' button.

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 finished.

## Markbook Tasks - Recalculate

Admin Student Results Graph Markbook Groups Outcomes Documents

Sort Students by:  Name  Rank  08VA1  08VA3  08VA4  08VA5  08VA6  08VA7  08VA8 Marks have been modified, recalculation is necessary Rapid Entry

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Armstrong, Timothy	08VA6	95	100	<input type="checkbox"/>	<input type="checkbox"/>	95	95	1/9	10/44	A+	
Barry, William	08VA1	69	100	<input type="checkbox"/>	<input type="checkbox"/>	69	69	3/4	33/44	C+	
Barry, William	08VA7	95	100	<input type="checkbox"/>	<input type="checkbox"/>	95	95	2/7	8/44	A+	
Beardsley, Anthea	08VA6	64	100	<input type="checkbox"/>	<input type="checkbox"/>	64	64	8/9	37/44	C	
Bilton, Geoff	08VA8	91	100	<input type="checkbox"/>	<input type="checkbox"/>	91	91	4/9	13/44	A	
Brown, Duncan	08VA6	92	100	<input type="checkbox"/>	<input type="checkbox"/>	92	92	2/9	12/44	A	
Croker, Srikar	08VA3	98	100	<input type="checkbox"/>	<input type="checkbox"/>	98	98	2/7	4/44	A+	
Croker, Srikar	08VA7	70	100	<input type="checkbox"/>	<input type="checkbox"/>	70	70	6/7	31/44	C+	
Dunstall, Elizabeth	08VA7	78	100	<input type="checkbox"/>	<input type="checkbox"/>	78	78	4/7	23/44	B	
Dyer, Alysha	08VA1	78	100	<input type="checkbox"/>	<input type="checkbox"/>	78	78	2/4	23/44	B	
Edeson, Sanjana	08VA4	80	100	<input type="checkbox"/>	<input type="checkbox"/>	80	80	2/4	21/44	B	
Edgerley, Mose	08VA8	99	100	<input type="checkbox"/>	<input type="checkbox"/>	99	99	1/9	1/44	A+	
Forster, Amelia	08VA6	52	100	<input type="checkbox"/>	<input type="checkbox"/>	52	52	9/9	43/44	D-	
Gengos, Cassandra	08VA7	89	100	<input type="checkbox"/>	<input type="checkbox"/>	89	89	3/7	15/44	A	
Gengos, Edward	08VA8	72	100	<input type="checkbox"/>	<input type="checkbox"/>	72	72	7/9	28/44	C+	
Haridemos, Peer	08VA5	61	100	<input type="checkbox"/>	<input type="checkbox"/>	61	61	2/4	38/44	C-	
Hopton, Nicholas	08VA8	83	100	<input type="checkbox"/>	<input type="checkbox"/>	83	83	6/9	19/44	B+	
Howe, Philip	08VA4	51	100	<input type="checkbox"/>	<input type="checkbox"/>	51	51	4/4	44/44	D-	
Howse, James	08VA8	56	100	<input type="checkbox"/>	<input type="checkbox"/>	56	56	9/9	42/44	D+	
Hummhries, Alexander	08VA8	96	100	<input type="checkbox"/>	<input type="checkbox"/>	96	96	5/9	16/44	A-	

Assign to Student's Reports  Course Mark  Exam Mark  Class Mark

Recalculate 1

Last posted to Reports by at Last recalculated by: Jane Denbigh at 26/04/2017 12:11:59 PM

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

1 - Click the Recalculate button.

Note 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: DENJ

8 Academic Year  Course Code  Task Name  Task #  Suggest.  Out Of

2016 Assessment Year  Faculty  Assignment Date  Due Date

Exam  Scale Marks

Current Reporting Period **Semester Two 2016, not yet populated**

Statistics

Task Avg  STDev

Min  Max

Class teachers in this Task

Grading

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-
94	89	86	82	78	74	69	64	59	53	50	36	18	0	0

Grade by:  Mark  Rank

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

## Markbook Tasks - Sorting and Filter lists

Admin Student Results Graph Markbook Groups Outcomes Documents

Sort Students by:  Name  Rank  08VA1  08VA3  08VA4  08VA5  08VA6  08VA7  08VA8

Marks have been modified, recalculation is necessary

Student Name	Class	Mark Raw	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Armstrong, Timothy	08VA6	95	<input type="checkbox"/>	<input type="checkbox"/>	95	95	1/9	10/44	A+	
Barry, William	08VA1	69	<input type="checkbox"/>	<input type="checkbox"/>	69	69	3/4	33/44	C+	
Barry, William	08VA7	95	<input type="checkbox"/>	<input type="checkbox"/>	95	95	2/7	8/44	A+	
Beardsley, Anthea	08VA6	64	<input type="checkbox"/>	<input type="checkbox"/>	64	64	8/9	37/44	C	
Bilton, Geoff	08VA8	91	<input type="checkbox"/>	<input type="checkbox"/>	91	91	4/9	13/44	A	
Brown, Duncan	08VA6	92	<input type="checkbox"/>	<input type="checkbox"/>	92	92	2/9	12/44	A	
Croker, Srikar	08VA3	98	<input type="checkbox"/>	<input type="checkbox"/>	98	98	2/7	4/44	A+	
Croker, Srikar	08VA7	70	<input type="checkbox"/>	<input type="checkbox"/>	70	70	6/7	31/44	C+	
Dunstall, Elizabeth	08VA7	78	<input type="checkbox"/>	<input type="checkbox"/>	78	78	4/7	23/44	B	
Dyer, Alysha	08VA1	78	<input type="checkbox"/>	<input type="checkbox"/>	78	78	2/4	23/44	B	
Edson, Sanjana	08VA4	80	<input type="checkbox"/>	<input type="checkbox"/>	80	80	2/4	21/44	B	
Edgerley, Mose	08VA8	99	<input type="checkbox"/>	<input type="checkbox"/>	99	99	1/9	1/44	A+	
Forster, Amelia	08VA6	52	<input type="checkbox"/>	<input type="checkbox"/>	52	52	9/9	43/44	D-	
Gengos, Cassandra	08VA7	89	<input type="checkbox"/>	<input type="checkbox"/>	89	89	3/7	15/44	A	
Gengos, Edward	08VA8	72	<input type="checkbox"/>	<input type="checkbox"/>	72	72	7/9	28/44	C+	
Haridemos, Peer	08VA5	61	<input type="checkbox"/>	<input type="checkbox"/>	61	61	2/4	38/44	C-	
Hopton, Nicholas	08VA8	83	<input type="checkbox"/>	<input type="checkbox"/>	83	83	6/9	19/44	B+	
Howe, Philip	08VA4	51	<input type="checkbox"/>	<input type="checkbox"/>	51	51	4/4	44/44	D-	
Howse, James	08VA8	56	<input type="checkbox"/>	<input type="checkbox"/>	56	56	9/9	42/44	D+	
Humphries, Alexander	08VAR	86	<input type="checkbox"/>	<input type="checkbox"/>	86	86	5/9	16/44	A-	

Assign to Student's Reports  Course Mark  Exam Mark  Class Mark

Mark Destination

Last posted to Reports by at

\*\* Click the 'E' button to estimate a mark for a student. 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.

Recalculate

Last recalculated by: Jane Denbigh at 26/04/2017 12:11:59 PM

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

## Markbook Tasks - Estimate Mark

Markbook Tasks

Task ID: 1277  
Task Creator: Jane Denbigh  
You are logged in as: DENU

B Academic Year Course Code Class Code Task Name Task # Suggest 100 Out Of Change 08VA7 Mrs J Denbigh

2016 Assessment Year Assessment Term Faculty Assignment Date Due Date  
2016 Creative Arts 2/09/2016 28/09/2016

Exam  Scale Marks

Current Reporting Period  
Semester Two 2016, not yet populated

Statistics  
Task Avg 73.7 StDev 13.7  
Min 54 Max 98

Grading  
A+ A A- B+ B B- C+ C C- D+ D D- E+ E E-  
94 89 86 82 78 74 69 64 59 56 53 50 36 18 0

Grade by:  Mark  Rank

Admin Student Results Graph Markbook Groups Outcomes Documents

Sort Students by:  Name  Rank  08VA7

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Barry, William	08VA7	63	100	<input type="checkbox"/>	<input type="checkbox"/>	63	63	7/7	7/7	C-	
Croker, Srikar	08VA7	68		<input type="checkbox"/>	<input type="checkbox"/>						
Dunstall, Elizabeth	08VA7	91		<input type="checkbox"/>	<input type="checkbox"/>						
Gengos, Cassandra	08VA7	98		<input type="checkbox"/>	<input type="checkbox"/>						
Margerson, Bradley	08VA7	69		<input type="checkbox"/>	<input type="checkbox"/>						
McClelland, Sabrina	08VA7	65		<input type="checkbox"/>	<input type="checkbox"/>						
Qui, Samuel	08VA7	71		<input type="checkbox"/>	<input type="checkbox"/>						

Which Estimate?  
Insert estimate based on average Class position or average Course position?

Cancel Course Class

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.

Admin Student Results Graph Markbook Groups Outcomes Documents

Sort Students by:  Name  Rank  08VA7

Marks have been modified, recalculation is necessary

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Barry, William	08VA7	63	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	63	63	7/7	7/7	C-	
Croker, Srikar	08VA7	68	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	68	68	5/7	5/7	C	
Dunstall, Elizabeth	08VA7	61	100	<input checked="" type="checkbox"/> E <input type="checkbox"/>	<input checked="" type="checkbox"/>	61	61	2/7	2/7	C-	
Gengos, Cassandra	08VA7	98	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	98	98	1/7	1/7	A+	
Margerison, Bradley	08VA7	69	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	69	69	4/7	4/7	C+	
McClelland, Sabrina	08VA7	65	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	65	65	6/7	6/7	C	
Qui, Samuel	08VA7	71	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	71	71	3/7	3/7	C+	

Assign to Student's Reports  Course Mark  Exam Mark  Class Mark

\*\* Click the 'E' button to estimate a mark for a student. 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.

Recalculate

Last posted to Reports by at Last recalculated by: Jane Denbigh at 30/11/2016 9:34:35 AM

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

## Markbook Tasks - Exclude Mark

Admin Student Results Graph Markbook Groups Outcomes Documents

Sort Students by:  Name  Rank  08VA7

Marks have been modified, recalculation is necessary

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Barry, William	08VA7	63	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	63	63	7/6	7/6	C-	
Croker, Srikar	08VA7	68	100	<input type="checkbox"/> E <input type="checkbox"/>	<input checked="" type="checkbox"/>					E-	
Dunstall, Elizabeth	08VA7	61	100	<input checked="" type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	61	61	2/6	2/6	C-	
Gengos, Cassandra	08VA7	98	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	98	98	1/6	1/6	A+	
Margerison, Bradley	08VA7	69	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	69	69	4/6	4/6	C+	
McClelland, Sabrina	08VA7	65	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	65	65	6/6	6/6	C	
Qui, Samuel	08VA7	71	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	71	71	3/6	3/6	C+	

Assign to Student's Reports  Course Mark  Exam Mark  Class Mark

\*\* Click the 'E' button to estimate a mark for a student. 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.

Recalculate

Last posted to Reports by at Last recalculated by: Jane Denbigh at 30/11/2016 9:34:35 AM

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

## Markbook Tasks - Exclude Mark

Admin Student Results Graph Markbook Groups Outcomes Documents

Sort Students by:  Name  Rank  08VA7

Marks have been modified, recalculation is necessary

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Barry, William	08VA7	63	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	63	63	7/6	7/6	C-	
Croker, Srikar	08VA7	68	100	<input type="checkbox"/> E <input type="checkbox"/>	<input checked="" type="checkbox"/>					E-	Student handed in task too late
Dunstall, Elizabeth	08VA7	61	100	<input checked="" type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	61	61	2/6	2/6	C-	
Gengos, Cassandra	08VA7	98	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	98	98	1/6	1/6	A+	
Margerison, Bradley	08VA7	69	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	69	69	4/6	4/6	C+	
McClelland, Sabrina	08VA7	65	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	65	65	6/6	6/6	C	
Qui, Samuel	08VA7	71	100	<input type="checkbox"/> E <input type="checkbox"/>	<input type="checkbox"/>	71	71	3/6	3/6	C+	

Enter comments regarding why a mark is to be excluded.

## Markbook Tasks - Changing the Out Of

The screenshot shows the Markbook Tasks interface. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, View as List, Spreadsheet for Course, Locate Task, Delete Task, Print, and Export Task to Excel. On the right, there are icons for Outcome Bank, Classes, Current Students, and Staff Details. The main area displays task details for 'Art Test' (Task # 1) with an 'Out Of' value of 100. A red circle highlights the 'Change' button next to the 'Out Of' field. Below this, there are statistics and grading information. A 'Student Results' table is visible, and a dialog box is open in the center asking 'Scale Marks to the new 'Out Of'?' with 'No' and 'Yes' buttons.

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

## Markbook Tasks - Graph

The screenshot shows the Markbook Tasks interface with the 'Graph' tab selected. The 'Graph' tab is highlighted with a red circle. Below the navigation bar, the task details for 'Art Test' (Task # 1) are shown. The 'Student Results' table is visible, and a horizontal bar chart displays the marks for each student. The x-axis represents marks from 0.0 to 97.5, and the y-axis lists the students. The bars are colored in various shades of green, blue, and orange.

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Barry, William	08VA7	63	100			63	63	7/6	7/6	C-	
Dunstall, Elizabeth	08VA7	61									
Gengos, Cassandra	08VA7	98									
Margerison, Bradley	08VA7	69									
McClelland, Sabrina	08VA7	65									
Qui, Samuel	08VA7	71									
Croker, Srikar	08VA7	68									

Displays the Marks graphically.



## Markbook Tasks - Outcomes

Admin	Student Results	Graph	Markbook Groups	Outcomes	Documents
Outcome Code	Outcome				Exists in Outcomes to be Reported
10EN1	Assesses critically a range of processes for responding and composing.			Include in Reports	<input type="checkbox"/>
10EN2	Selects, uses, describes and explains how different technologies affect and shape meaning.			Include in Reports	<input checked="" type="checkbox"/>
10EN3	Transforms experience, information and ideas into analytical, interpretative and imaginative texts.			Include in Reports	<input type="checkbox"/>
10EN5	Reflects on, assesses and adapts individual and collaborative skills for learning with increasing independence and effectiveness.			Include in Reports	<input type="checkbox"/>
10EN7	Demonstrates understanding of the ways texts reflect personal and public worlds.			Include in Reports	<input type="checkbox"/>
10EN6	Analyses the effectiveness and impact of texts on responders in terms of ideas, perspective and originality.			Include in Reports	<input type="checkbox"/>
				Include in Reports	<input type="checkbox"/>

Select outcomes, from the drop-down list, that this task contribute towards. The drop-down list will present all outcomes from the Outcome Bank that have a corresponding Course Code. Add outcomes to the Outcome Bank, and assign the correct Course Code, to make them available for selection here.

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

Admin	Student Results	Graph	Markbook Groups	Outcomes	Documents
Attachment	Description / Comments				Add Document
Screen Shot 2015-12-02	vcbjrvhbn0g				Time Stamp : 3/01/2007 4:45:47 User : John Denbigh

DENBIGH DEMONSTRATION SCHOOL

Add any Documentation pertaining to the course.

## Markbook Menu Functions

The screenshot shows the Markbook Menu interface. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, View as List, Spreadsheet for Course, Locate Task, Delete Task, Print, and Export Task to Excel. The 'Spreadsheet for Course' icon is highlighted with a red circle and the number 1. The 'Print' icon is highlighted with a red circle and the number 2. The 'Export Task to Excel' icon is highlighted with a red circle and the number 3. Below the navigation bar, there are fields for Academic Year (8), Course Code (OBVA), Class Code, Task Name (Essay), Task # (1), and Out Of (100). There are also fields for Assessment Year (2017), Assessment Term (Creative Arts), Faculty, Assignment Date (26/04/2017), and Due Date (26/05/2017). A list of class teachers is shown on the right, including Ms J Fricker, Mrs A Hicks, Mr D Arcidiacono, and Ms J Fricker. At the bottom, there are statistics for the task, including Task Avg (79.0), StDev (14.2), Min (51), and Max (99). There is also a table of grade counts for various grades (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E+, E, E-).

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

## Markbook Tasks - Spreadsheet for Course

The screenshot shows the Markbook Tasks - Spreadsheet for Course interface. At the top, there is a navigation bar with icons for Main Menu, Markbook Menu, Print, Print Inc Group Results, Export..., and Export Task to Excel. The 'Export Task to Excel' icon is highlighted with a red circle and the number 1. Below the navigation bar, there are buttons for Prev and Next. The main area is a spreadsheet titled 'Markbook for 11EA'. The spreadsheet has columns for Task 1, Task 2, Task 3, and several unlabeled Task columns. The rows represent individual students, with columns for Raw, Scaled, and Rank marks for each task. The first few rows of the spreadsheet are as follows:

Student Name	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank
Anorov, Michael	42	42	12	72	72	4	67	?	28									
Archinal, Tobv	42	42	12	40	40	46	62	56	33									
Blome, Biarta	34	34	25	49	49	31	61	?	36									
Bowen, Neil	25	25	46	63	63	14	79	?	19									
Brown, Benjamin	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, Timothv	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									
Hooton, 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, Ashleigh	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									
Maroerison, Abl	49	49	1	47	47	33	71	?	27									
Martin, Soo Chunga	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									

At the bottom of the spreadsheet, there is a button labeled 'Done' and a message: 'Click "Done" to return your previous view.'

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

Use the "Tab" key on the keyboard to progress ACROSS to the next task  
 Use the "Enter" key on your keypad to progress DOWN to the next student

Main Menu Markbook Menu Print Print Inc Group Results Export... **Export Task to Excel**

<< Prev 8 Tasks Markbook for 10EN Next 8 Tasks >>

Prev Next

Task Name	Task 1			Task 2			Task			Task			Task			Task			Task			
	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	
Macbeth Essay	66	66	38	86	86	21																
English Exam	50	50	56	77	77	33																
	70	70	33	98	98	6																

Out Of: 100 100

Avg / Target Avg / Min: 75.8 50 78.7 53

StDev / Target StDev / Max: 16.0 100 14.5 100

Student Name: Baln-Smith, Georola; Baniac, Michael; Beckett, Claire

The screenshot shows the Markbook Tasks interface. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, View as List, Spreadsheet for Course, Locate Task, Delete Task, Print, and Export Task to Excel (highlighted in a red circle). Below the navigation bar, there are fields for Academic Year (2016), Course Code (07EN), Class Code (English), Task Name (Task 1), Task # (1), and Out of (50). A dropdown menu shows the current reporting period as Semester Two 2016. A table of student results is visible, with columns for Student Name, Class, Mark Raw, Out Of, Estimate, Mark %, Mark Scaled, Class Rank, Task Rank, Task Grade, and Comment. A dialog box titled 'Select Records to Export' is open, asking 'Do you wish to export the results for only the selected classes, or all students in this task?' with 'Cancel', 'All', and 'Selected' buttons.

You can also choose to export an individual task to Excel. You can choose all students or just the selected classes. Choose a place to save the file and export the data.

## Markbook Tasks - Excel Export

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

Excel spreadsheet for a task.

## Markbook Tasks - Assign Marks to Student's Reports

Markbook Tasks

Task ID: 1159  
Task Creator: Jane Denbigh  
You are logged in as : DENJ

7 Academic Year | 07EN Course Code | Task 1 Task Name | 1 Task # | Suggest | 50 Out Of | Change

2016 Assessment Year | 2 Assessment Term | English Faculty | 15/04/2016 Assignment Date | Due Date

Exam  Scale Marks

Current Reporting Period  
**Semester Two 2016**

Statistics  
Task Avg 36.7 | StDev 7.3 | Min 26 | Max 49

Gradings  
A+ 96 | A 89 | A- 82 | B+ 79 | B 72 | B- 69 | C+ 61 | C 59 | C- 50 | D+ 49 | D 48 | D- 40 | E+ 39 | E 30 | E- 0

Class teachers in this Task  
07EN1 Rev P Berman  
07EN2 Ms M Bird  
07EN3 Ms L Tran  
07EN4 Mrs J Williams  
07EN5 Ms L Tran

Grade by:  Mark  Rank

Ensure there is a reporting period for this Course.

Assign to Student's Reports  Course Mark  Exam Mark  Class Mark

Marks Destination

Last posted to Reports by at

\*\* Click the 'E' button to estimate a mark for a student. 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.

Recalculate

Last recalculated by: Jane Denbigh at 21/09/2016 4:42:34 PM

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

## Markbook Tasks - Assign Marks to Reports

Williams, Fiona | 07EN1 | 32 | 50 | E | 64 | 32 | 12/14 | 36/56 | E

Wickramasinghe, | 13/14 | 48/56 | E-

Bardsley, Tiffany | 14/14 | 54/56 | E-

Warning  
Are you sure you wish to send these results to the field in the current reports for these classes?  
Cancel Yes

Assign to Student's Reports  Course Mark  Exam Mark  Class Mark

Marks Destination

Last posted to Reports by at

\*\* Click the 'E' button to estimate a mark for a student. 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.

Recalculate

Last recalculated by: Jane Denbigh at 21/09/2016 4:42:34 PM

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

Wickramasinghe, | 13/14 | 48/56 | E-

Bardsley, Tiffany | 14/14 | 54/56 | E-

Message  
Done  
OK

Assign to Student's Reports  Course Mark  Exam Mark  Class Mark

Marks Destination

Last posted to Reports by at

\*\* Click the 'E' button to estimate a mark for a student. 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.

Recalculate

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 Select Class Print Class Proof Marks Only Comments Only Outcomes Only Show All Perform Checks Comment Bank Course Outcomes

Semester Two 2016 - Class Reports for 12ME1 - Mathematics Extension 1 - Ms J Kearsley - Record 2 of 4

Price, William

Semester Two 2016 Semester 1 2016 Semester One 2015 Individual Student Report

Course Mark	Course Ave	Course Rank	Exam Mark	Exam Ave	Exam Rank	Course Grade
56	71		72	71		C

Learning Outcomes

Applies appropriate techniques of trigonometry and calculus. Good

Determines areas and volumes using integration and approximation methods. Satisfactory

Personal Profile

Actively engages in her own learning. Grade

Plans and manages her work effectively. Grade

Comments

<Name> approaches this subject in a conscientious manner and satisfactorily completes set tasks. In lessons, <he> is focussed and involved. Unfortunately, <his> diligent efforts throughout the semester are not reflected in <his> examination

Comment # 11

524 Characters  
500 Max.  
Check Length

Incomplete Report

Marks added to reports.

## Markbook Groups - New Group

Main Menu Back Classes Current Students Staff Details

MarkBook Menu

MarkBook Tasks MarkBook Groups MarkBook Print Menu

New MarkBook Task **New MarkBook Group** Assessment Calendar

Import MarkBook Tasks from Spreadsheet Add Tasks to Calendar

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".

Main Menu     Back     Markbook Menu

**Instructions:**

- 1) Choose Faculty or Faculties as required, then
- 2) Enter Academic Year as required then
- 3) Enter part of the name of the task you are searching for, then
- 4) press TAB to filter the list, then
- 5) Click the checkbox next to the desired task to Select it.
- 6) When all desired tasks selected, click Continue

**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:     Academic Year:     Task Name:

Course Code	Class Code	Task Name	Task No	Year	Assignment Date	Due Date
<input checked="" type="checkbox"/> OBVA		Essay	1	8	26/04/2017	26/05/2017
<input checked="" type="checkbox"/> OBVA		Preliminary Task	2	8	26/04/2017	29/06/2017

Check the tasks to be added to the Group.

## Markbook Groups - Adding Weighting

2017    8    OBVA    **Term 1 Group**    Creative Arts    Group ID: 349  
Assessment Year    Assessment Term    Academic Year    Course Code    Group Name    Faculty  
 You are logged in as : DENB

Exam     Scale Marks     Reporting Period:

**Statistics**    **Grading**  
 Task Avg    StDev    Grade by:  Mark     Rank  
 Min    Max    A+ | A- | B+ | B- | C+ | C- | D+ | D- | E+ | E-

94	89	86	82	78	74	69	64	59	56	53	50	36	18	0
----	----	----	----	----	----	----	----	----	----	----	----	----	----	---

**Tasks Contributing to Group**    Composite Student Results    Student Task Results

Note: all tasks will have their marks scaled to percentages for integration into the group.  
 Task Weightings MUST add up to 100.

Task Name	Course Code	StDev	Average	Out Of	Task Weighting	# Students
➔ Essay	OBVA	14.2	79.0	100	<input type="text" value="44"/>	44
➔ Preliminary Task	OBVA	7.5	38.0	50	<input type="text" value="56"/>	44

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



## Markbook Groups - Weighting

Note: all tasks will have their marks scaled to percentages for integration into the group. Task Weightings MUST add up to 100.

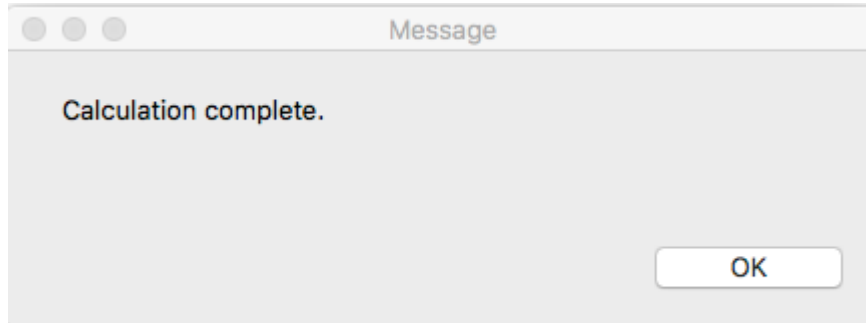
Total of Weightings: 100

Task Name	Course Code	StdDev	Average	Out Of	Task Weighting	Students
Commerce Course Task 1	10CM	7.8	37.2	50	60	30
Commerce Course Task 2	10CM	14.9	69.6	100	20	30
ten see em one	10CM			100	20	30

Calculate Results

Weightings equalling 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

Tasks Contributing to Group		Composite Student Results				Student Task 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

Tasks Contributing to Group		Composite Student Results		Student Task Results	
Student Name	Commerce Course Task 1	Commerce Course Task 2	ten sec 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

## Markbook Groups

2016	1	10	10CM	Semester 1 Group	HSIE	Group ID: 342
<small>Assessment Year</small>	<small>Assessment Term</small>	<small>Academic Year</small>	<small>Course Code</small>	<small>Group Name</small>	<small>Faculty</small>	<small>Group Creator: Jane Denbigh</small>
						<small>You are logged in as : DENJ</small>

Exam  Scale Marks

Reporting Period  
Semester Two 2016

**Statistics**

Task Avg  STDev   
 Min  Max

**Gradings**

Grade by:  Mark  Rank

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-
94	89	86	82	78	74	69	64	59	56	53	50	36	18	0

Tasks Contributing to Group	Composite Student Results	Student Task Results					
Sort Students by: <input checked="" type="radio"/> Name <input type="radio"/> Rank							
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	
Jones, Nicholas	10CM1	57.0	57.0	D+	17/30	17/30	
Karapanagos, Quinten	10CM1	67.8	67.8	C	6/30	6/30	
Keighley, Sarah	10CM1	44.4	44.4	E+	30/30	30/30	
Madin, Timothy	10CM1	69.8	69.8	C+	4/30	4/30	
Mansfield, Alexander	10CM1	47.4	47.4	E+	24/30	24/30	
Maskell-Knight, Benjamin	10CM1	46.6	46.6	E+	26/30	26/30	
Notaras, Sarah	10CM1	59.8	59.8	C-	14/30	14/30	
Pham, Paul	10CM1	62.4	62.4	C-	12/30	12/30	
Preston, ShanShan	10CM1	69.4	69.4	C+	5/30	5/30	

Assign to Students' Reports  Course Mark  Exam Mark  Class Mark

Marks Destination

Calculate Results

Last posted to Reports by at: \_\_\_\_\_ Last calculated by denbigh at 30/11/2016 10:31:19 AM

When grading by Mark, as the example shows, students that get a mark A have a Mark that is in the top 20% eg 100 to 80. Students that get a B have a mark in the next 20% eg 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% eg 39 to 20 and E 29 to 0.

## Markbook Groups - Grades by Rank

The screenshot displays the Markbook Groups interface for a class named "Semester 1 Group" in the year 2016. The interface includes a navigation bar with icons for Main Menu, Back, Markbook Menu, Search for Group, Delete Group, Print, and Export to Excel. It also shows the current user's name (Jane Denbigh) and the group ID (34).

The main content area shows a table of student results sorted by rank. The table has the following columns: Student Name, Class, Mark, Mark Scaled, Grade, Class Rank, Task Rank, and Comment. The results are as follows:

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, Harjwanjot	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	
Garrock, 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, Aarhi	10CM1	45.8	45.8	E+	27/30	27/30	
Jones, Nicholas	10CM1	57.0	57.0	D+	17/30	17/30	
Karapanagos, Quinten	10CM1	67.8	67.8	C	6/30	6/30	
Keighley, Sarah	10CM1	44.4	44.4	E+	30/30	30/30	
Madin, Timothy	10CM1	69.8	69.8	C+	4/30	4/30	
Mansfield, Alexander	10CM1	47.4	47.4	E+	24/30	24/30	
Maskell-Knight, Benjamin	10CM1	46.6	46.6	E+	26/30	26/30	
Notaras, Sarah	10CM1	59.8	59.8	C-	14/30	14/30	
Pham, Paul	10CM1	62.4	62.4	C-	12/30	12/30	
Prednyn, ShanChan	10CM1	69.4	69.4	C+	5/30	5/30	

The interface also includes a "Statistics" section showing Task Avg (58.5), StdDev (9.8), Min (44.4), and Max (76.4). The "Grading" section shows the current grade by rank (Mark) and a legend for grades (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E+, E, E-).

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

## Markbook Groups - Export to excel

	A	B	C	D
	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

The screenshot shows the Markbook Groups interface. The 'Print' button is highlighted with a red box. A 'Message' dialog box is open, asking 'Sort by?' with three options: 'Class Rank', 'Mark', and 'Name'. The background interface shows a navigation menu with 'Print' and 'Export to Excel' buttons, and a table of student results.

Student Name	Course Code	65.4	65.4	C	8/30	8/30
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

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	Triggell, 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

The screenshot shows the Markbook Groups interface. At the top, there is a navigation bar with icons for Finder, Main Menu, Back, Markbook Menu, Search for Group, Delete Group, Print, and Export to Excel. On the right, there are icons for Classes, Current Students, and Staff Details. The main content area displays the following information:

- Assessment Year: 2016, Assessment Term: 1, Academic Year: 10, Course Code: 10CM, Group Name: Semester 1 Group, Faculty: HSIE
- Group ID: 342, Group Creator: Jane Denbigh, You are logged in as: DENJ
- Exam  Scale Marks
- Reporting Period: Semester Two 2016 (highlighted with a red box)
- Statistics: Task Avg 58.5, Min 44.4, StDev 9.8, Max 76.4
- Grading: Grade by:  Mark  Rank
- Grading Scale: A+ 89, A 86, A- 82, B+ 78, B 74, B- 69, C+ 64, C 59, C- 56, D+ 53, D 50, D- 36, E+ 18, E 0

The main table shows 'Composite Student Results' with columns for Student Name, Class, Mark, Mark Scaled, Grade, Class Rank, Task Rank, and Comment. The table lists 25 students with their respective marks and grades. At the bottom, the 'Assign to Students' Reports section is highlighted with a red box, showing radio buttons for 'Course Mark' (selected), 'Class Mark', and 'Exam Mark'. A 'Calculate Results' button is also visible.

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

The screenshot shows the same Markbook Groups interface as above, but with a warning dialog box open. The dialog box has the following text:

Warning  
Are you sure you wish to send these results to the Course Mark field in the current reports for these classes?

Buttons: Cancel, Yes

The 'Assign to Students' Reports section at the bottom is still highlighted with a red box, showing 'Course Mark' selected.

Click yes to confirm.

Message

Calculation complete.

OK

Maskell-Knight, Benjamin	10CM1	46.6	46.6	E+	26/30	26/30
Notaras, Sarah	10CM1	59.8	59.8	C-	14/30	14/30
Pham, Paul	10CM1	62.4	62.4	C-	12/30	12/30
Preston, ShanShan	10CM1	69.4	69.4	C+	5/30	5/30

Assign to Students' Reports

Course Mark    Exam Mark  
 Class Mark

Marks Destination

Last posted to Reports by at

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.

Semester One 2015 - Individual Student Report for Paul Pham - Record 1 of 3

Student ID: 103129, Surname: Pham, Given Names: Paul Beaumont, Preferred Name: Paul, TGroup: 10.3

Reporting Period: Semester One 2015, Year: 10, House: , House Mother: , Tutor: Ms M Bird

Buttons: Semester One 2015, Grade Point Average, Report PDFs

Class Code	Class Name	Teacher	Course Grade	Course Mark	Exam Mark
10MA6	Mathematics	Mrs G Balean	C	98	66
10SC5	Science	Ms R Hallett	A	72	86
10RE1	Religion	Mrs A Sowden	C	89	40
10HI1	History	Mrs A Sowden	D	83	61

Buttons: Save, Troubleshooting..., Print...

Marks assigned to report.



## Creating Tasks from Markbook menu

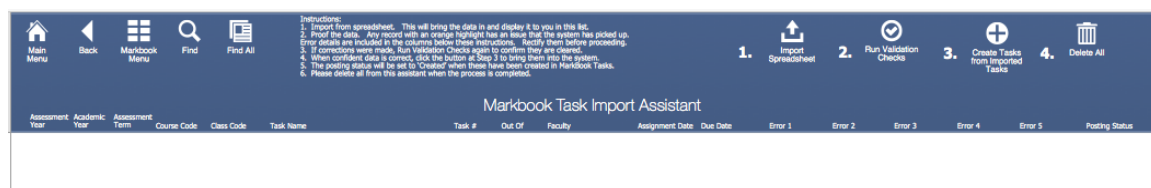


There are multiple ways to create Markbook Tasks. The preferred method is from Spreadsheets, but they can be created manually or through the classes file.

	A	B	C	D	E	F	G	H	I	J	K
	Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task Number	Mark Out Of	Faculty	Task Assignment Date	Task Due Date
1				1 12EA		Macbeth	1	10	English	25/02/2017	27/02/2017
2	2017	12		1 12EA		Shakespeare Essay	2	70	English	05/02/2017	03/03/2017
3	2017	12		2 12EA		Half Yearly Exam	3	50	English	02/05/2017	28/05/2017
4	2017	12		2 12EA23		Preliminary Assessment	4	80	English	02/05/2017	31/05/2017
5	2017	12		3 12EA		Trial Exam	5	50	English	02/08/2017	02/08/2017
6	2017	12		3 12EA		Final Assessment	6	100	English	15/08/2017	15/08/2017
7											
8											
9											
10											
11											

The preferred 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\*.

## 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. Choose to "perform auto-enter option while importing. Click "Import".

## Import Spreadsheet - Validation Check

Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date	Due 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						
2017	12	1	12EA		Shakespeare Essay	2	70	English	5/02/2017	3/03/2017						
2017	12	2	12EA		Half Yearly Exam	3	50	English	2/05/2017	28/05/2017						
2017	12	2	12EA1		Preliminary Assessment	4	80	English	2/05/2017	31/05/2017			Incorrect Course			
2017	12	3	12EA		Trial Exam	5	50	English	2/08/2017	2/08/2017						
2017	12	3	12EA		Final Assessment	6	100	English	15/08/2017	15/08/2017						

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.

**Instructions:**

1. Import from spreadsheet. This will bring the data in and display it to you in this list.
2. Proof the data. Any record with an orange highlight has an issue that the system has picked up. Error details are included in the columns below these instructions. Rectify them before processing.
3. If corrections were made, Run Validation Checks again to confirm they are cleared.
4. When confident data is correct, click the button at Step 3 to bring them into the system.
5. The posting status will be set to 'Created' when these have been created in Markbook Tasks.
6. Please delete all from this assistant when the process is completed.

**1. Import Spreadsheet** **2. Run Validation Checks** **3. Create Tasks from Imported Tasks** **4. Delete All**

Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date	Due 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						
2017	12	1	12EA		Shakespeare Essay	2	70	English	05/02/2017	03/03/2017						
2017	12	2	12EA		Half Yearly Exam	3	50	English	2/05/2017	28/05/2017						
2017	12	2	12EA		Preliminary Assessment	4	80	English	2/05/2017	31/05/2017						
2017	12	3	12EA		Trial											
2017	12	3	12EA		Final											

Are you sure you wish to proceed and add these tasks to the markbook? Note that any that have failed validation will not be processed.

Cancel OK

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

**Instructions:**

1. Import from spreadsheet. This will bring the data in and display it to you in this list.
2. Proof the data. Any record with an orange highlight has an issue that the system has picked up. Error details are included in the columns below these instructions. Rectify them before processing.
3. If corrections were made, Run Validation Checks again to confirm they are cleared.
4. When confident data is correct, click the button at Step 3 to bring them into the system.
5. The posting status will be set to 'Created' when these have been created in Markbook Tasks.
6. Please delete all from this assistant when the process is completed.

**1. Import Spreadsheet** **2. Run Validation Checks** **3. Create Tasks from Imported Tasks** **4. Delete All**

Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date	Due 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		Shakespeare Essay	2	70	English	05/02/2017	03/03/2017						Created
2017	12	2	12EA		Half Yearly Exam	3	50	English	2/05/2017	28/05/2017						Created
2017	12	2	12EA		Preliminary Assessment	4	80	English	2/05/2017	31/05/2017						Created
2017	12	3	12EA		Trial											Created
2017	12	3	12EA		Final											Created

Warning

Are you sure you wish to delete all records belonging to you ... 6 records presently?

Cancel OK

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.

**1) Choose Faculty or Faculties as required, then**  
**2) Enter Academic Year as required then**  
**3) Enter part of the name of the task you are searching for, then**  
**4) press TAB to filter the list, then**  
**5) Click the arrow next to the desired task to Edit it.**

Classes Current Students Staff Details

**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 12 Term Task Name All

Course Code	Class Code	Task Name	Task No	Year	Assignment Date	Due Date	Term
12EA		Macbeth	1	12	25/02/2017	27/02/2017	
12EA		Shakespeare Essay	2	12	05/02/2017	03/03/2017	
12EA		Half Yearly Exam	3	12	02/05/2017	28/05/2017	
12EA		Preliminary Assessment	4	12	02/05/2017	31/05/2017	
12EA		Trial Exam	5	12	02/08/2017	02/08/2017	
12EA		Final Assessment	6	12	15/08/2017	15/08/2017	

Markbook tasks created.

## Assessment Calendar

The screenshot shows the 'MarkBook Menu' interface. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'Classes', 'Current Students', and 'Staff Details'. The main area contains several buttons: 'MarkBook Tasks', 'MarkBook Groups', 'MarkBook Print Menu', 'New MarkBook Task', 'New MarkBook Group', 'Assessment Calendar' (highlighted with a red border), 'Import MarkBook Tasks from Spreadsheet', and 'Add Tasks to Calendar'.

Create an Assessment Calendar for Students.

The screenshot shows the 'Assessment Calendar Selection' form. It has a navigation bar with 'Main Menu', 'Back', 'Markbook Menu', 'Outcome Bank', 'Classes', 'Current Students', and 'Staff Details'. The form consists of three sections:

- 1. Required**  
Assignment Date or Due Date  Assignment Date  Due Date  
Start Date:   End Date:
- 2. Optional**  
Assessment Year:  Academic Year:
- 3. Optional**  
Class or Course  Class  Course  
Class Code:  Course Code:

At the bottom right, there is a 'Find and Print' button.



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

Year	Course Code	Class Code	Task Name
<b>Tuesday, 28 February 2012</b>			
Year 12	12AH		Ancient History Essay
Year 12	12EA		Shakespear Essay
<b>Wednesday, 2 May 2012</b>			
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		Preliminary Assessment
<b>Thursday, 2 August 2012</b>			
Year 12	12EA		Trial Exam
<b>Wednesday, 15 August 2012</b>			
Year 12	12EA		Final Assessment

Assessment Calendar for Year 12, 2012.

## Markbook Tasks - Add Tasks to Calendar

Tasks to Calendar Options

### Add Markbook Tasks to Calendar

Add tasks matching the following:

academic year: 12

start date: 23/01/2012

end date: 5/12/2012

New appointments will use the following values:

appointment type: Assess - Yr 12

- Assess - Yr 10
- Assess - Yr 11
- Assess - Yr 12
- Assess - Yr 7
- Assess - Yr 8
- Assess - Yr 9
- Co-curric-off site
- Excursions
- Facility Booking
- General

continue

100% Browse

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.

Markbook Tasks in the Calendar.

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

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

Markbook Tasks (FMS15-Master) - Current Tasks

Records: 197, 205 Total (Unsorted)

Layout: MarkBo...List View | View As: [Grid] [List] [Preview] | A<sup>1</sup> | Edit Layout

Navigation: Main Menu, Back, Markbook Menu, View as Form, Spreadsheet for Course, Locate Task, Delete Task, Print, Export Task Lists to Excel, Outcome Bank, Classes, Current Students, Staff Details

Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date	Due Date
2015	12		12EA		Shakespear Essay	2	70	English	5/02/2015	3/03/2015
2015	12		12EA		Half Yearly Exam	3	50	English	2/05/2015	28/05/2015
2015	12		12EA		Preliminary 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		EN25		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	
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	
2016	10	2	10CM		Commerce Course Task 2	7	100	HSIE	9/08/2016	
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	
2016	8	2	08EN		English Task 1	1	100	English	10/08/2016	
2016	10	3	10EN		Macbeth Essay	1	100	English	11/08/2016	
2016	10	4	10EN		English Exam	2	100	English	11/08/2016	

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

Markbook Tasks - Current Tasks

Navigation: Main Menu, Back, Markbook Menu, View as Form, Spreadsheet for Course, Locate Task, Delete Task, Print, Export Task Lists to Excel, Outcome Bank, Classes, Current Students, Staff Details

Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date	Due Date
2016	10	3	10EN		Macbeth Essay	1	100	English	11/08/2016	
2016	10	4	10EN		English Exam	2	100	English	11/08/2016	

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

## Export of Tasks for a Course

Markbook Task List\_2017042

Verdana | 10 | B I U | \$ % | 100%

	A	B	C	D	E	F	G	H	I	J	K
	Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task Number	Mark Out Of	Faculty	Task Assignment Date	Task Due Date
1	2016	10	3	10EN		Macbeth Essay	1	100	English	11/08/2016	
2	2016	10	4	10EN		English Exam	2	100	English	11/08/2016	
3											
4											
5											
6											

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

The screenshot shows the Markbook Tasks interface. The 'Scale Marks' dialog box is open, with the following settings:

- Scale By: Course
- Using Algorithm: Target Ave and St Dev
- Target: Avg 33.0, StDev 12.5
- Statistics: Task Avg 36.7, StDev 7.3
- To: 1 Decimal Places
- Grade by: Rank

The background shows a table of student results for Task 1 (07EN1) with columns for Student Name, Class, Mark Raw, Out Of, Estimate, Exclude, Mark %, Mark Scaled, Class Rank, Task Rank, Task Grade, and Comment.

Enter a target minimum and maximum, the software 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.

Results are calculated as follows:

$$\text{scale Factor} = (\text{targetmax} - \text{targetmin}) / (\text{rawmax} - \text{rawmin})$$

$$\text{markScaled} = \text{targetmin} + (\text{ScaleFactor} \times \text{rawMark})$$

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 maximum	Target minimum	Target maximum
0	20	50	60
21	30	61	70
31	40	71	90
41	50	91	100