



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# Denbigh Administration Markbook Manual

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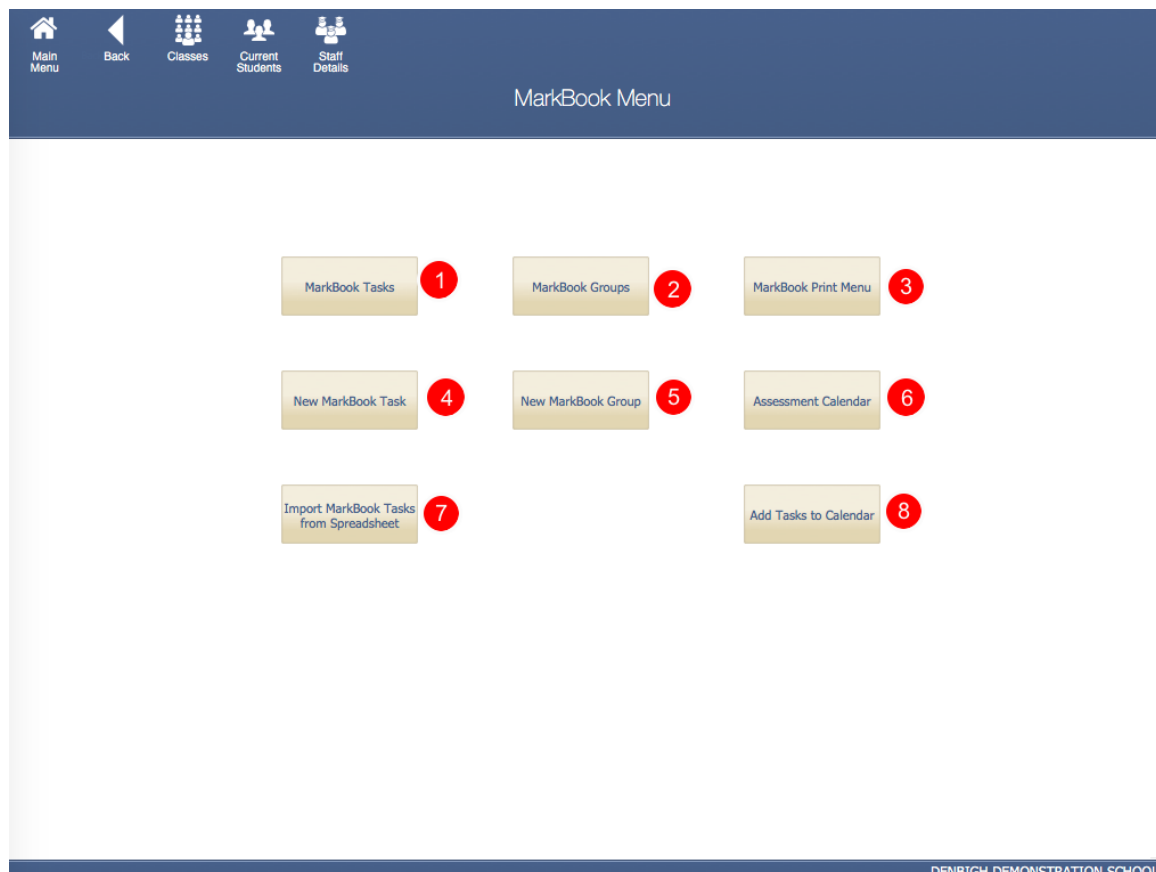
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**Please note** whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows. This prevents any unknown characters being copied into Denbigh Administration.

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.

## 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

Classes - Teacher Allocations																		
Class Code	Subject Name	Course	Abbreviation	Year	TT	Report Order	Class	Course	Units	Staff	Staff	Faculty	Key Learning Area	Reported On	Reports	PTI		
06DR1	Drama	06DR	Dra	6	6	3	6	6		AMPH	Update	Ms H Amponin Jr	Creative Arts	Drama	No	X	X	Add to Reports
06L1	Italian	06L	Ital	6	6		4	4		LEEK	Update	Ms K Lee	Computing	LOTE	No	X	X	Add to Reports
06L2	Italian	06L	Ital	6	6		4	4		MORC	Update	Ms C Moran	Computing	LOTE	No	X	X	Add to Reports
06L3	Italian	06L	Ital	6	6		4	4		MORC	Update	Ms C Moran	Computing	LOTE	No	X	X	Add to Reports

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

WWCC Alert

Main Menu
Back
View As List
Find
Find Teachers
Move to Former Staff
Add New
Staff Email Menu
Print Menu
Students Menu
Former Staff
Class Cover Extras
PGD Roster
Classes
Staff Absences
Community Details
Meeting Times

DENJ
Denbigh
Jane
Head of Middle School
S00063

Code
Surname
First Name
Second Names
Known As
Position
Community ID

### General Information

email:

Title:

Alternative Title:

Qualifications:

Phone Ext:

Tutor Group:

Tutor Group Room:

PTI Default Room:

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

Property:

Street:

Suburb/State/PC:

Address ID:

Postal Address

Property:

Street:

Suburb/State/PC:

Address ID:

Home Phone:

Mobile:

DOB:

Spouse/Partner:

Silent Number  
 Child Protection Certificate

Email Type	Email Address	Use to Email to
Work	developers@denbigh.com.au	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Update

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.

## Create a Task from Classes File for a Course

The screenshot shows the 'Class Details' page for course 08VA7. The 'Course Tasks' tab is selected in the left sidebar. In the 'Assessment Tasks for Course' section, the 'New Task' button is highlighted with a red box. The table below is empty.

Task Number	Task Name	Term	Assignment Date	Due Date	Out Of	Average	Min	Max
-------------	-----------	------	-----------------	----------	--------	---------	-----	-----

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

The screenshot shows the same 'Class Details' page, but with a confirmation dialog box open. The dialog box contains the text: 'This will create a new task for this course including other classes in the course. Proceed?' with 'No' and 'Yes' buttons.

Click "Yes".

The screenshot shows the 'Class Details' page for Class Code 08VA7, Subject Name Visual Arts, and Course 08VA. The 'Assessment Tasks for Course' section is active for the year 2017. A modal dialog box titled 'Task Name' is displayed, prompting the user to enter a name for a new task. The input field contains the text 'Essay'. The dialog has 'Cancel' and 'OK' buttons.

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

The screenshot shows the same 'Class Details' page. A modal dialog box titled 'Out Of?' is displayed, prompting the user to enter the total marks for the task. The input field contains the text '100'. The dialog has 'Cancel' and 'OK' buttons.

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

Class Details

Class Code: 08VA7 Subject Name: Visual Arts Subject Abbreviation: Vis Art Course: 08VA Year: 8 Unit: 7 Order: DENB Teacher: Mrs J Denbigh Teacher 2 Code: DONJ Teacher 2: Miss J Donald

Assessment Tasks for Course

Assessment Year: 2017 Task Name: All

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

Home Menu
Back
Markbook Menu
View as List
Spreadsheet for Course
Locate Task
Delete Task
Print
Export Task to Excel

## Markbook Tasks

Outcome Bank
Classes
Current Students
Staff Details

Task ID: 1278  
 Task Creator: Jane Denbigh  
 You are logged in as: DENB

8 Academic Year    OBVA Course Code    **Essay** Task Name    1 Task #        100 Out Of   

2017 Assessment Year    Creative Arts Faculty    26/04/2017 Assignment Date    26/05/2017 Due Date

Exam     Scale Marks

Current Reporting Period  
**Interim One 2017**

OBVA1	Ms J Fricker
OBVA3	Mrs A Hicks
OBVA4	Mr D Arcidiacono
OBVA5	Mrs A Hicks
OBVA6	Ms J Fricker

Class teachers in this Task

Statistics    Grading

Task Avg	StDev	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-
Min	Max	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: <input checked="" type="radio"/> Name <input type="radio"/> Rank <input checked="" type="checkbox"/> OBVA1 <input checked="" type="checkbox"/> OBVA3 <input checked="" type="checkbox"/> OBVA4 <input checked="" type="checkbox"/> OBVA5 <input checked="" type="checkbox"/> OBVA6 <input checked="" type="checkbox"/> OBVA7 <input checked="" type="checkbox"/> OBVA8											
	<input type="button" value="Rapid Entry"/>										
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"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Barry, William	OBVA1		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Barry, William	OBVA7		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Beardsley, Anthea	OBVA6		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Bilton, Geoff	OBVA8		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Brown, Duncan	OBVA6		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Croker, Srikar	OBVA3		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Croker, Srikar	OBVA7		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Dunstall, Elizabeth	OBVA7		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Dyer, Alysha	OBVA1		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Edeson, Sanjana	OBVA4		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Edgerley, Mose	OBVA8		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Forster, Amelia	OBVA6		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Gengos, Cassandra	OBVA7		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Gengos, Edward	OBVA8		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Haridemos, Peer	OBVA5		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Hopton, Nicholas	OBVA8		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Howe, Philip	OBVA4		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Howse, James	OBVA8		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	E-	
Humphries, Alexander	OBVA8		100	<input type="checkbox"/>	<input type="checkbox"/>	0	/0	/	/	F-	
<input type="button" value="Assign to Student's Reports"/>		<input type="radio"/> Course Mark <input type="radio"/> Exam Mark <input type="radio"/> Class Mark				<input type="button" value="Recalculate"/>					
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.				Last recalculated by: at					

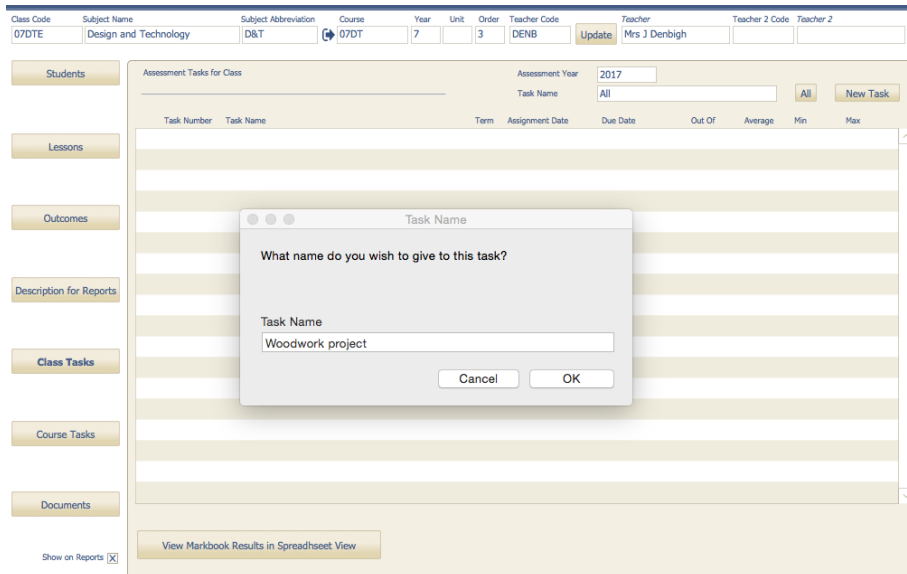
## Create Tasks from Classes file for a Class

The screenshot shows the 'Class Details' page in the Markbook software. The top navigation bar includes icons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. On the right, there are icons for Current Outcomes, Current Students, Change Class Code, Outcome Bank, and MarkBook Menu. The main content area is titled 'Class Details' and contains a form with the following fields: 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). There is an 'Update' button next to the Teacher field. Below the form, there is a sidebar with buttons for Students, Lessons, Outcomes, Description for Reports, Class Tasks (highlighted with a red circle), Course Tasks, and Documents. The main area displays 'Assessment Tasks for Class' for the year 2016. The 'Task Name' is set to 'All'. A 'New Task' button is highlighted with a red circle. Below the table, there is a button labeled 'View Markbook Results in Spreadsheet View'.

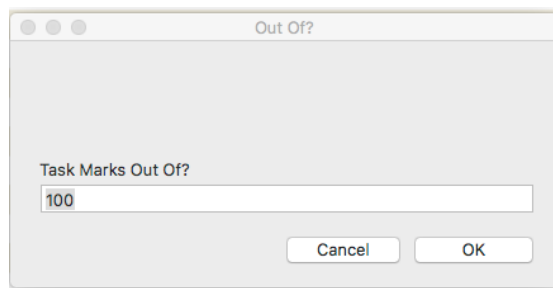
Note: This will not contribute to the course it will create a task just for this class. Click "New Task".

The screenshot shows the same 'Class Details' page as above, but with the 'Assessment Year' set to 2017. A confirmation dialog box is displayed in the center of the screen. The dialog box has a title bar that says '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 two buttons at the bottom of the dialog box: 'No' and 'Yes'.

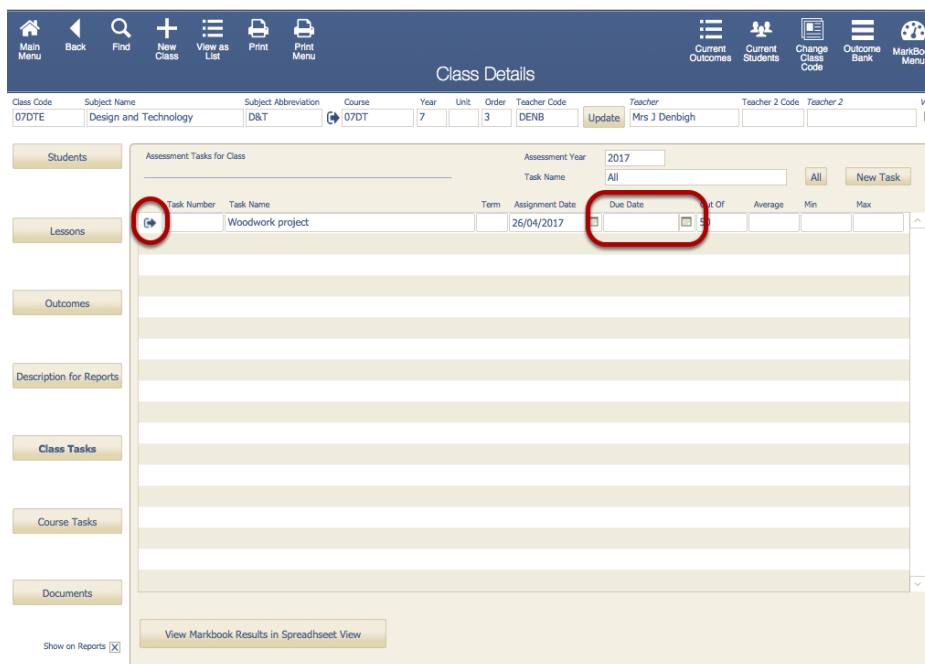
Click "Yes"



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)



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



## Markbook Tasks - Details

The screenshot shows the 'Markbook Tasks' interface for a task titled 'Essay'. The interface includes a navigation bar at the top 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 task details section shows the Academic Year (2017), Course Code (08VA), Class Code, Task Name (Creative Arts), Task # (1), and Out of (100). The Assessment Term is 'Interim One 2017'. The Assignment Date is 26/04/2017 and the Due Date is 26/05/2017. A list of class teachers is shown on the right, including Ms J Fricker, Mrs A Hicks, Mr D Arcidiacono, and Mrs J Fricker. A statistics section shows the Task Avg (94) and StDev (89). A grading table is also present, showing grades from A+ to E- for various classes. The Student Results table lists students and their marks for various tasks. A 'Recalculate' button is located at the bottom right. Red callouts 1-7 highlight specific features: 1. Exam and Scale Marks checkboxes; 2. Current Reporting Period dropdown; 3. Statistics section; 4. Class teachers list; 5. Padlock icon; 6. Assign to Student's Reports checkboxes; 7. Recalculate button.

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

Markbook Tasks

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

8 Academic Year Course Code 08VA7 Art Test Task Name 1 Task # Suggest 100 Change 100 Out Of

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

Exam  Scale Marks

Current Reporting Period: Semester Two 2016, not yet populated

Statistics: Task Avg 72.9, StDev 15.9, Min 54, Max 98

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

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Barry, William	08VA7	54	100	<input type="checkbox"/>	<input type="checkbox"/>	54	54	7/7	7/7	D	
Croker, Srikar	08VA7	62	100	<input type="checkbox"/>	<input type="checkbox"/>	62	62	6/7	6/7	C-	
Dunstall, Elizabeth	08VA7	91	100	<input type="checkbox"/>	<input type="checkbox"/>	91	91	2/7	2/7	A	
Gengos, Cassandra	08VA7	98	100	<input type="checkbox"/>	<input type="checkbox"/>	98	98	1/7	1/7	A+	
Margerison, Bradley	08VA7	69	100	<input type="checkbox"/>	<input type="checkbox"/>	69	69	4/7	4/7	C+	
McClelland, Sabrina	08VA7	65	100	<input type="checkbox"/>	<input type="checkbox"/>	65	65	5/7	5/7	C	
Qui, Samuel	08VA7	71	100	<input type="checkbox"/>	<input type="checkbox"/>	71	71	3/7	3/7	C+	

Entering Marks - Rapid Entry button

## Markbook Tasks - Rapid Entry

Markbook Rapid Entry

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
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

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+	
Humphries, Alexander	08VA8	86	100	<input type="checkbox"/>	<input type="checkbox"/>	86	86	5/9	16/44	A-	

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.

1 Recalculate

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: DEU

8 Academic Year Course Code 08VA7 Class Code Art Test Task Name Task # 1 Suggest 100 Out Of Change Mrs J Denbigh

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

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

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

Recalculate

Last posted to Reports by: at 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

8 Academic Year Course Code 08VA7 Class Code Art Test Task Name 1 Task # 100 Out Of Change 08VA7 Mrs J Denbigh

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

Exam  Scale Marks

Current Reporting Period Semester Two 2016, not yet populated

Task Avg	StDev	Grading
73.7	13.7	A+ A A- B+ B B- C+ C C- D+ D D- E+ E E-
Min 54	Max 98	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 checked="" type="checkbox"/> E	<input type="checkbox"/>	63	63	7/7	7/7	C-	
Croker, Srikar	08VA7	68									
Dunstall, Elizabeth	08VA7	91									
Gengos, Cassandra	08VA7	98									
Margerison, Bradley	08VA7	69									
McClelland, Sabrina	08VA7	65									
Qui, Samuel	08VA7	71									

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.



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	100	<input type="checkbox"/>	<input type="checkbox"/>	68	68	5/7	5/7	C	
Dunstall, Elizabeth	08VA7	61	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	61	61	2/7	2/7	C-	
Gengos, Cassandra	08VA7	98	100	<input type="checkbox"/>	<input type="checkbox"/>	98	98	1/7	1/7	A+	
Margerison, Bradley	08VA7	69	100	<input type="checkbox"/>	<input type="checkbox"/>	69	69	4/7	4/7	C+	
McClelland, Sabrina	08VA7	65	100	<input type="checkbox"/>	<input type="checkbox"/>	65	65	6/7	6/7	C	
Qui, Samuel	08VA7	71	100	<input type="checkbox"/>	<input type="checkbox"/>	71	71	3/7	3/7	C+	

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

Recalculate

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

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	7/6	7/6	C-	
Croker, Srikar	08VA7	68	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>					E-	
Dunstall, Elizabeth	08VA7	61	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	61	61	2/6	2/6	C-	
Gengos, Cassandra	08VA7	98	100	<input type="checkbox"/>	<input type="checkbox"/>	98	98	1/6	1/6	A+	
Margerison, Bradley	08VA7	69	100	<input type="checkbox"/>	<input type="checkbox"/>	69	69	4/6	4/6	C+	
McClelland, Sabrina	08VA7	65	100	<input type="checkbox"/>	<input type="checkbox"/>	65	65	6/6	6/6	C	
Qui, Samuel	08VA7	71	100	<input type="checkbox"/>	<input type="checkbox"/>	71	71	3/6	3/6	C+	

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

Recalculate

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

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	7/6	7/6	C-	
Croker, Srikar	08VA7	68	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>					E-	Student handed in task too late
Dunstall, Elizabeth	08VA7	61	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	61	61	2/6	2/6	C-	
Gengos, Cassandra	08VA7	98	100	<input type="checkbox"/>	<input type="checkbox"/>	98	98	1/6	1/6	A+	
Margerison, Bradley	08VA7	69	100	<input type="checkbox"/>	<input type="checkbox"/>	69	69	4/6	4/6	C+	
McClelland, Sabrina	08VA7	65	100	<input type="checkbox"/>	<input type="checkbox"/>	65	65	6/6	6/6	C	
Qui, Samuel	08VA7	71	100	<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 content area shows 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 a table of student results. A modal 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' button circled in red. Below the button, a horizontal bar chart displays the marks for six students. The x-axis is labeled 'Marks' and ranges from 0.0 to 97.5. The y-axis is labeled 'Student' and lists the names of the students. The bars represent the following marks: Barry, William (63), Croker, Srikar (68), Dunstall, Elizabeth (61), Gengos, Cassandra (98), Margerison, Bradley (69), and McClelland, Sabrina (65).

Student	Mark
Barry, William	63
Croker, Srikar	68
Dunstall, Elizabeth	61
Gengos, Cassandra	98
Margerison, Bradley	69
McClelland, Sabrina	65

Displays the Marks graphically.



# Markbook Tasks - Spreadsheet for Course

The screenshot shows the 'Markbook for 11EA' interface. At the top, there are navigation icons: Main Menu, Markbook Menu, Print, Print Inc Group Results, Export..., and Export Task to Excel. Below these are task navigation buttons: '<< Prev 8 Tasks', 'Task 1', 'Task 2', 'Task 3', 'Task', 'Task', 'Task', 'Task', 'Task', and 'Next 8 Tasks >>'. A 'Done' button is highlighted in a red box at the bottom right.

Student Name	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	Raw	Scaled	Rank	
Amorow, Michael	42	42	12	72	72	1	67	?	?	33									
Archinali, Tobv	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, Benjamin	43	43	8	64	64	12	89	?	?	8									
Croker, Sarah	40	40	16	47	47	33	60	?	?	37									
De-Rin, Matthew	38	38	21	41	41	44	77	?	?	21									
Daroesman, Garv	38	38	21	49	49	31	95	?	?	5									
Dyer, Timothy	34	34	25	43	43	39	62	56	33										
Fabrics, Anne	43	43	8	41	41	44	78	?	?	20									
Gibson, Anusha	28	28	38	51	51	29	57	?	?	44									
Grieve, Rovv	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									
Hufon, 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									
Manning, Breanna	34	34	25	39	39	47	72	?	?	26									
Marcerson, 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



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 Ghardaga, Nancy	43	86	12/39	5/10	
12EA5	Alnutt, 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	48	92	7/39	2/8	
12EA4	Deak, Ryan	25	50	38/39	10/10	
12EA6	Do, Ailsea	33	66	33/39	10/10	
12EA5	Donovan, Nicky	27	54	37/39	5/5	
12EA4	Ferrell, 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	Noole, Hannah	40	80	23/39	4/10	
12EA6	Parsons, Simmi	34	68	31/39	9/10	
12EA3	Passoe, Paul	42	84	17/39	6/8	
12EA5	Peters, Melissa	38	76	26/39	3/5	
12EA6	Roberts, Vivian	42	84	17/39	7/10	
12EA3	Robertson, Roopam	47	94	5/39	3/8	
12EA4	Stoya, Harley	43	86	12/39	1/10	

Number of students: 39

as at 2/07/2012

Task Print layout.

## Markbook Tasks - Export to Excel

The screenshot shows the Markbook Tasks interface. The top navigation bar includes icons for Main Menu, Back, Markbook Menu, View as List, Spreadsheet for Course, Locate Task, Delete Task, Print, and Export Task to Excel (highlighted with a red circle). The main content area displays details for a task named 'Photography 101' (Task # 1) with an 'Out Of' value of 60. The interface includes fields for Academic Year (11), Course Code (11PO), Class Code, Task Name, Task #, Suggest, and Out Of. It also shows Assessment Year (2017), Assessment Term (Creative Arts), Faculty, Assignment Date (9/10/2017), and Due Date (13/10/2017). A statistics table is visible below the task details.

Statistics		Grading														
Task Avg	StDev	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E+	E	E-
44.8	8.8	94	89	86	82	78	74	69	64	59	56	53	50	36	18	0
Min	31															
Max	56															

The screenshot shows the Markbook Tasks interface with a 'Select Records to Export' dialog box open. The dialog box contains the text: 'Do you wish to export the results for only the selected classes, or all students in this task?'. Below the text are three buttons: 'Cancel', 'All', and 'Selected' (highlighted with a red circle). The background interface shows details for a task named 'Task 1' (Task # 1) with an 'Out Of' value of 50. The interface includes fields for Academic Year (7), Course Code (07EN), Class Code, Task Name, Task #, Suggest, and Out Of. It also shows Assessment Year (2016), Assessment Term (2), English, Faculty, Assignment Date (15/04/2016), and Due Date. A statistics table is visible below the task details.

Statistics		Grading											
Task Avg	StDev	B-	C+	C	C-	D+	D	D-	E+	E	E-		
44.8	8.8	69	61	59	50	49	48	40	39	30	0		

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

Excel spreadsheet for a task.

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

Markbook Tasks
Task ID: 1250  
Task Creator: Jane Denbigh  
You are logged in as: DENI

7 07EN Task 1 1 Suggest 50 Change

Academic Year Course Code Class Code Task Name Task # Out Of

07EN1 Rev P Berman

07EN2 Ms M Bird

07EN3 Ms L Tran

07EN4 Mrs J Williams

07EN5 Ms L Tran

Class teachers in this Task

2016 2 English 15/04/2016

Assessment Year Assessment Term Faculty Assignment Date Due Date

Exam  Scale Marks

Current Reporting Period

Semester Two 2016

Statistics: Task Avg 36.7 StDev 7.3 Max 49

Grading: A+ A A- B+ B B- C+ C C- D+ D D- E+ E E-

96 89 82 79 72 69 61 59 50 49 48 40 39 30 0

Grade by:  Mark  Rank

Ensure there is a reporting period for this Course.

Marks Destination  Course Mark Field  Class Mark Field  Exam Mark Field

Grades Destination  Course Grade Field  Class Grade Field  Exam Grade Field

Assign to Student's Reports

Audit

Click the "E" button to estimate a mark for a student. Enter the marks for all other students first. If this is the only task for the course, the computer will be unable to estimate a mark accurately.

Last recalculated by: Jane Denbigh at 9/10/2017 1:11:07 PM

Recalculate

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

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.

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

Insert

524 Characters 500 Max. Check Length

Incomplete Report

Reset Outcomes

Marks added to reports. (Vary per school)

## Markbook Groups - New Group



Used to group tasks and weightings.

The screenshot shows the Markbook Groups form. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, Search for Group, Delete Group, Print, and Export to Excel. Below this, the title 'Markbook Groups' is centered. The form contains several fields: Assessment Year (2016), Assessment Term, Academic Year, Course Code, Group Name, and Faculty. There are also checkboxes for Exam and Scale Marks. The Reporting Period section shows 'No current report available.' The Statistics section includes Task Avg, STDev, Min, and Max. The Grading section includes Grade by (Mark, Rank) and a table of grades. The bottom section is titled 'Composite Student Results' and includes a table with columns for Student Name, Class, Mark, Mark Scaled, Grade, Class Rank, Task Rank, and Comment.

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

## Markbook Groups - Adding Tasks to a Group

The screenshot shows the 'Tasks Contributing to a Group' form. At the top, there is a navigation bar with icons for Main Menu, Back, Markbook Menu, Search for Group, Delete Group, Print, and Export to Excel. Below this, the title 'Markbook Groups' is centered. The form contains several fields: Assessment Year (2016), Assessment Term, Academic Year, Course Code, Group Name, and Faculty. There are also checkboxes for Exam and Scale Marks. The Reporting Period section shows 'No current report available.' The Statistics section includes Task Avg, STDev, Min, and Max. The Grading section includes Grade by (Mark, Rank) and a table of grades. The bottom section is titled 'Composite Student Results' and includes a table with columns for Student Name, Class, Mark, Mark Scaled, Grade, Class Rank, Task Rank, and Comment.

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



## Markbook Groups - Add Task

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 type="checkbox"/>	07EN	Task 1	1	7	15/04/2016	
<input type="checkbox"/>	07EN	Task 2	2	7	15/04/2016	
<input type="checkbox"/>	07EN	Exam Marks	3	7	15/04/2016	
<input type="checkbox"/>	10CM	First Task 2016	1	10	9/08/2016	
<input type="checkbox"/>	10CM	Commerce Course Task 1	6	10	9/08/2016	
<input type="checkbox"/>	10CM	Commerce Course Task 2	7	10	9/08/2016	
<input type="checkbox"/>	10CM	ten see em one	8	10	9/08/2016	
<input type="checkbox"/>	10CM	gfdgffgd	9	10	9/08/2016	
<input type="checkbox"/>	08EN	English Task 1	1	8	10/08/2016	
<input type="checkbox"/>	10EN	Macbeth Essay	1	10	11/08/2016	
<input type="checkbox"/>	10EN	English Exam	2	10	11/08/2016	
<input type="checkbox"/>	09CM	Commerce Task 1	1	9	26/08/2016	
<input type="checkbox"/>	08VA7	Art Test	1	8	2/09/2016	28/09/2016

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"/>	08VA	Essay	1	8	26/04/2017	26/05/2017
<input checked="" type="checkbox"/>	08VA	Preliminary Task	2	8	26/04/2017	29/06/2017

Check the tasks to be added to the Group.

## Markbook Groups - Add Weighting

2017 8 08VA Term 1 Group Creative Arts Group ID: 349  
 Assessment Year Assessment Term Academic Year Course Code Group Name Faculty Group Creator: Jane Denbigh  
 You are logged in as : DENB

Exam  Scale Marks

Reporting Period: Interim One 2017

Statistics: Task Avg, StDev, Min, Max

Grading: 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

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:

Task Name	Course Code	StDev	Average	Out Of	Task Weighting	# Students
Essay	08VA	14.2	79.0	100		44
Preliminary Task	08VA	7.5	38.0	50		44

Buttons: Add Task, Calculate Results

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

## Markbook Groups - Weighting

**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.

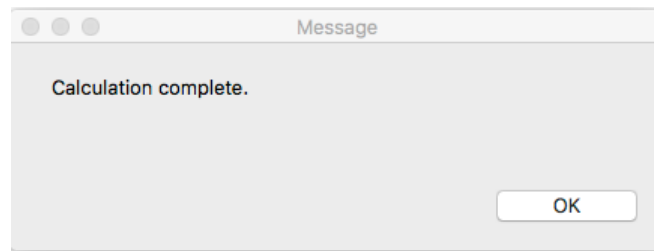
Total of Weightings: **100**

Task Name	Course Code	StDev	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

Buttons: Add Task, Calculate Results

Weightings must equal 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		
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, 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			
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, Harjwanjot	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

2017 3 11 11PO Semester 2 Group Creative Arts

Assessment Year Assessment Term Academic Year Course Code Group Name Faculty

Group ID: 359  
Group Creator: Jane Denbigh  
You are logged in as : DENB

Exam  Scale Marks

Reporting Period  
Semester One 2017

Statistics  
Task Avg 74.3 StDev 8.4  
Min 62.2 Max 89.4

Grading by:  Mark  Rank

A+	A	A-	B+	B	B-	C+	C	C-	D+	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 Group Composite Student Results Student Task Results

Sort Students by:  Name  Rank

Student Name	Class	Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment
Phillips, Pulupaki	11PO1	89.4	89.4	A	1/8	1/8	
Fabricius, Sandra	11PO1	80.0	80.0	B	2/8	2/8	
Hedley, Mitchell	11PO1	77.2	77.2	C+	3/8	3/8	
McGrath, William	11PO1	76.8	76.8	C+	4/8	4/8	
Pounartzis, Christina	11PO1	72.4	72.4	C+	5/8	5/8	
McCracken, Elin	11PO1	68.2	68.2	C	6/8	6/8	
Anorov, Michael	11PO1	68.2	68.2	C	7/8	7/8	
McGrath, Vanessa	11PO1	62.2	62.2	C-	8/8	8/8	

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

## Markbook Groups - Grades by Rank

2017 3 11 11PO Semester 2 Group Creative Arts

Assessment Year Assessment Term Academic Year Course Code Group Name Faculty

Group ID: 359  
Group Creator: Jane Denbigh  
You are logged in as : DENB

Exam  Scale Marks

Reporting Period  
Semester One 2017

Statistics  
Task Avg 74.3 StDev 8.4  
Min 62.2 Max 89.4

Grading by:  Mark  Rank

A+	A	A-	B+	B	B-	C+	C	C-	D+	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 Group Composite Student Results Student Task Results

Sort Students by:  Name  Rank

Student Name	Class	Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment
Phillips, Pulupaki	11PO1	89.4	89.4	A+	1/8	1/8	
Fabricius, Sandra	11PO1	80.0	80.0	A-	2/8	2/8	
Hedley, Mitchell	11PO1	77.2	77.2	C+	3/8	3/8	
McGrath, William	11PO1	76.8	76.8	C-	4/8	4/8	
Pounartzis, Christina	11PO1	72.4	72.4	D-	5/8	5/8	
McCracken, Elin	11PO1	68.2	68.2	E+	6/8	6/8	
Anorov, Michael	11PO1	68.2	68.2	E	7/8	7/8	
McGrath, Vanessa	11PO1	62.2	62.2	E-	8/8	8/8	

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

## Markbook Groups - Export to excel

Student Name	Class Code	Mark Scaled stored
Al Ghardaa, Nancy	12EA6	91.97
Allnutt, Andrea	12EA5	91.4
Anderson, Alexia	12EA4	67.74
Bhargava, Rahul	12EA5	89.78
Bishop, Shriya	12EA1	93.29
Cameron, Jessica	12EA6	76.02
Ciccarone, Suyeon	12EA3	86.52
Davies, Henry	12EA1	41.6
Deak, Ryan	12EA4	68.58
Do, Alissa	12EA6	82.8
Donovan, Nicky	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
Noble, Hannah	12EA4	82.36
Parsons, Simmi	12EA6	79.52
Pascoe, Paul	12EA3	82.2
Peters, Natasha	12EA5	76.48
Robertson, Roopam	12EA3	81.78
Roberts, Vivien	12EA6	74.27
Stoya, Harley	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
Wallner, Holly	12EA3	70.74
Worrell, Cameron	12EA3	81.47

Excel sheet export.

## Markbook Groups - Print

Message

Sort by?

Class Rank   Mark   Name

Student Name   Class   Mark   Mark Scaled   Grade   Class Rank   Task Rank   Comment

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	95.1

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	Wornell, Cameron	81.5	81.5	23/39	7/8	A
12EA3	Waliner, 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	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	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 Ghandaq, 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 and/or Grades to Reports

Main Menu
 Back
 Markbook Menu
 Search for Group
 Delete Group
 Print
 Export to Excel
 Make Task From Group

Classes
 Current Students
 Staff Details

Markbook Groups

2017
3
11
11PO
Semester 2 Group
Creative Arts

Group ID: 359  
Group Creator: Jane Denbigh  
You are logged in as : DENB

Assessment Year Assessment Term Academic Year Course Code Group Name Faculty

Exam  Scale Marks

Reporting Period

Semester One 2017

Statistics

Task Avg **74.3** StDev **8.4**

Min **62.2** Max **89.4**

Grading

Grade by:  Mark  Rank

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

Tasks Contributing to Group

Sort Students by:  Name  Rank

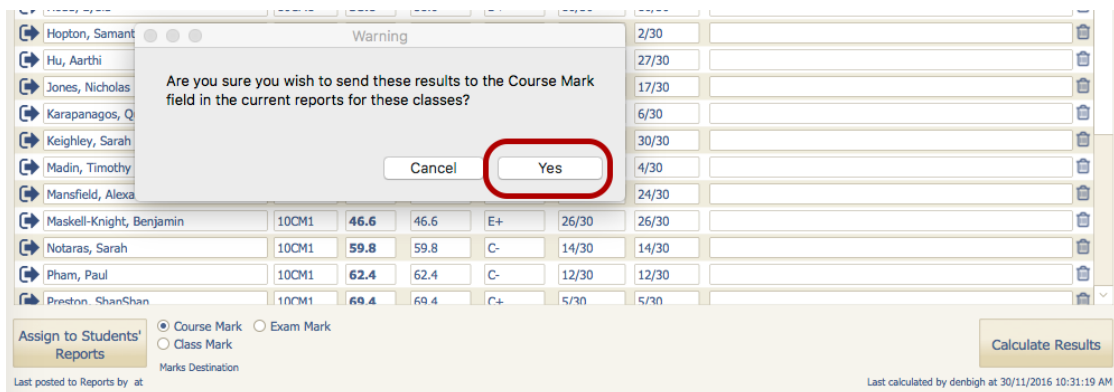
Student Name	Class	Mark	Mark Scaled	Grade	Class Rank	Task Rank	Comment
Phillips, Pulupaki	11PO1	89.4	89.4	A+	1/8	1/8	
Fabricius, Sandra	11PO1	80.0	80.0	A-	2/8	2/8	
Hedley, Mitchell	11PO1	77.2	77.2	C+	3/8	3/8	
McGrath, William	11PO1	76.8	76.8	C-	4/8	4/8	
Pounartzis, Christina	11PO1	72.4	72.4	D-	5/8	5/8	
McCracken, Elin	11PO1	68.2	68.2	E+	6/8	6/8	
Anorov, Michael	11PO1	68.2	68.2	E	7/8	7/8	
McGrath, Vanessa	11PO1	62.2	62.2	E-	8/8	8/8	

Marks Destination  Course Mark Field  Class Mark Field  Exam Mark Field

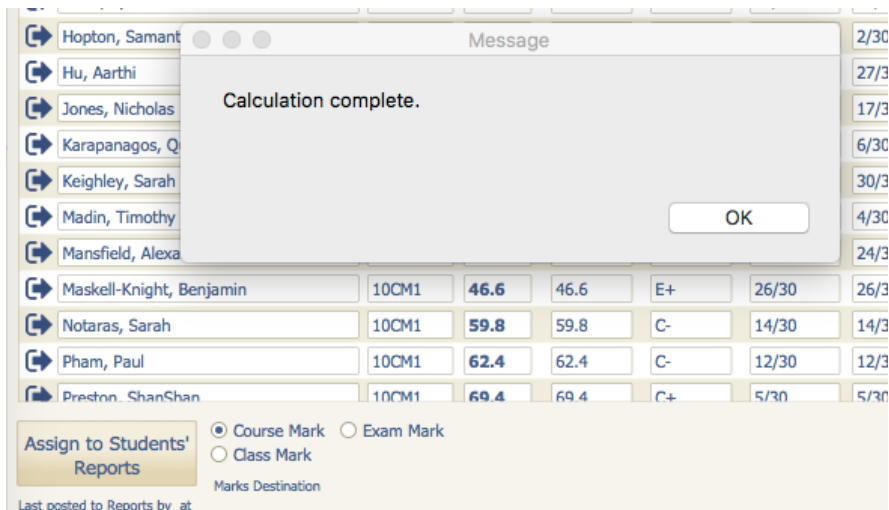
Grade Destination  Course Grade Field  Class Grade Field  Exam Grade Field

Last calculated by denbigh at 9/10/2017 1:13:54 PM

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



Click yes to confirm.



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: , TGroup: 10.3

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

Class Code	Class Name	Teacher	Course Grade	Course Mark	Exam Mark
10MA6	Mathematics	Mrs G Balean	C	96	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 a Task from a Group

Main Menu, Back, Markbook Menu, Search for Group, Delete Group, Print, Export to Excel, **Make Task From Group**, Classes, Current Students, Staff Details

Markbook Groups

2017, 3, 11, 11PO, Semester 2 Group, Creative Arts, Faculty

Group ID: 359, Group Creator: Jane Denbigh, You are logged in as : DENB

Exam  Scale Marks

Reporting Period: Semester One 2017

Statistics: Task Avg 74.3, StDev 8.4, Min 62.2, Max 89.4

Grading: Grade by:  Mark  Rank

A+	A	A-	B+	B	B-	C+	C	C-	D+	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

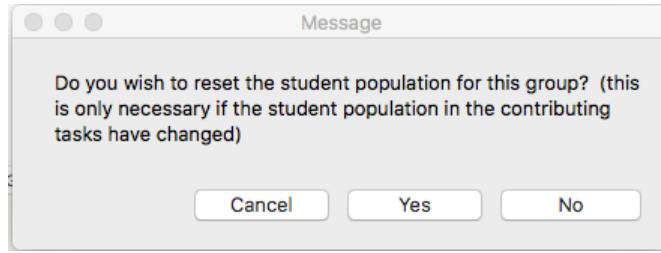
To convert a group back into a task so the group marks can be added into another group. Click "New Task from Group".

Message

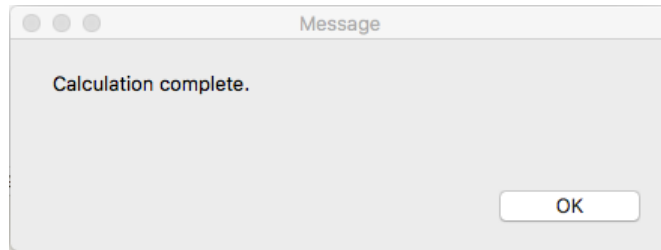
Do you wish to recalculate this Group's results, before creating the new Task?

Buttons: STOP, No, Yes





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.



Click "Ok".

Task ID: 1218  
Task Creator: Jane Denbigh  
You are logged in as : DENB

Task Name: Semester 2 Group

Class teachers in this Task: Mrs J Denbigh

Task Avg	74.3	StDev	8.4	Grading														
Min	62.2	Max	89.4	A+	A-	B+	B-	C+	C-	D+	D	D-	E+	E-				
				94	89	86	82	78	74	69	64	59	56	53	50	36	18	0

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Anorov, Michael	11PO1	68.2	100	<input type="checkbox"/>	<input type="checkbox"/>	68.2	68.2	7/8	6/8	C	
Fabircius, Sandra	11PO1	80.02	100	<input type="checkbox"/>	<input type="checkbox"/>	80.02	80	2/8	2/8	B	
Hedley, Mitchell	11PO1	77.18	100	<input type="checkbox"/>	<input type="checkbox"/>	77.18	77.2	3/8	3/8	B-	
McCracken, Elin	11PO1	68.22	100	<input type="checkbox"/>	<input type="checkbox"/>	68.22	68.2	6/8	6/8	C	
McGrath, Vanessa	11PO1	62.22	100	<input type="checkbox"/>	<input type="checkbox"/>	62.22	62.2	8/8	8/8	C-	
McGrath, William	11PO1	76.78	100	<input type="checkbox"/>	<input type="checkbox"/>	76.78	76.8	4/8	4/8	B-	
Phillips, Pulupaki	11PO1	89.4	100	<input type="checkbox"/>	<input type="checkbox"/>	89.4	89.4	1/8	1/8	A	
Pounartzis, Christina	11PO1	72.4	100	<input type="checkbox"/>	<input type="checkbox"/>	72.4	72.4	5/8	5/8	C+	

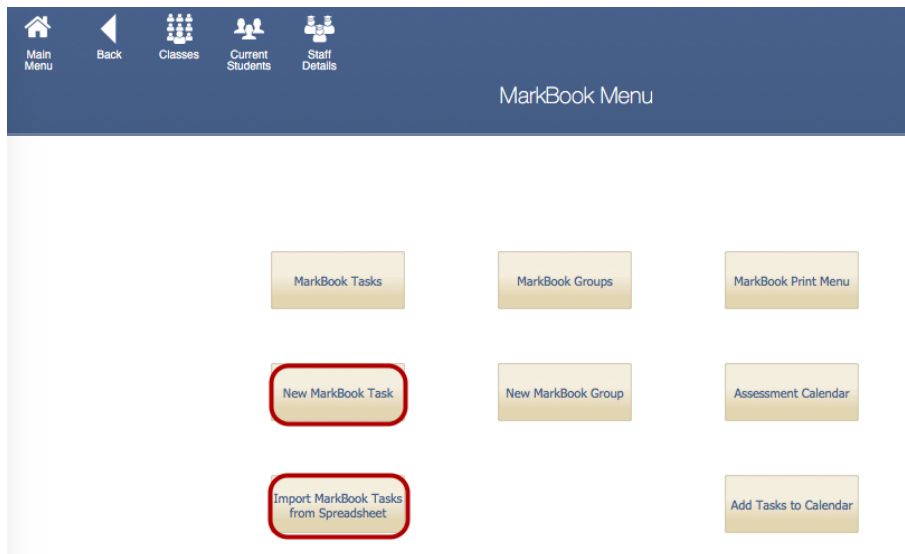
Course Mark Field    Class Mark Field    Exam Mark Field  
 Course Grade Field    Class Grade Field    Exam Grade Field

Assign to Student's Reports   Recalculate   Audit

Click the 'E' button to estimate a mark for a student. Enter the marks for all other students first. If this is the only task for the course, the computer will be unable to estimate a mark accurately.  
 Last recalculated by: Jane Denbigh at 30/10/2017 5:06:50 PM

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

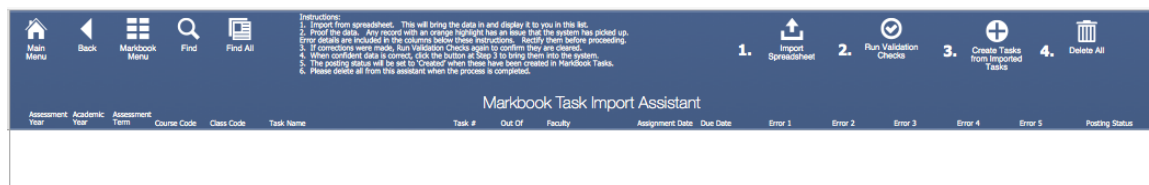


There are multiple ways to create Markbook Tasks. Usually tasks are created from the Classes file. Tasks can also be created at the beginning of the year from a Spreadsheet,

## Creating Tasks from Spreadsheet

	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	2017	12		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											

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.

## Import Spreadsheet

Source: Markbook Task Template.xlsx Target: Current Table ("Markbook Task Impor...")

Source Fields	Target Fields
Assessment Year	Assessment Year
Academic Year	Academic Year
Assessment Term	Assessment Term
Course Code	Course Code
Class Code	Class Code
Task Name	Task Name
Task Number	Task Number
Mark Out Of	Mark Out Of
Faculty	Faculty
Task Assignment Date	Task Assignment Date
Task Due Date	Task Due Date
	Staff Code
	Exam
	Task Name Archived

Field Names: Arrange by: matching names

Import Action:
 

- Add new records
- Update existing records in found set
- Update matching records in found set

 Add remaining data as new records
   
 Don't import first record (contains field names)

Field Mapping:
 

- Import this field
- Don't import this field
- Match records based on this field
- Target cannot receive data

Buttons: Manage Database..., Cancel, OK

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

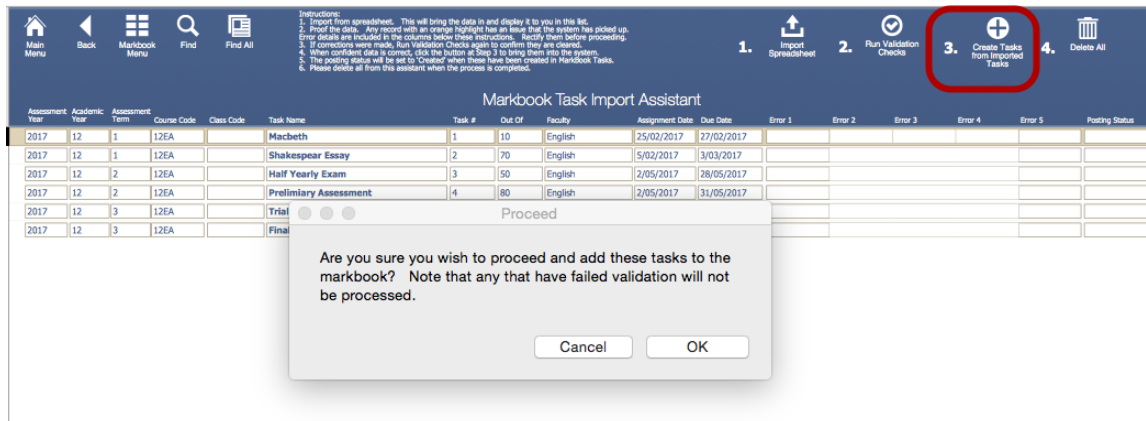
Instructions:

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. Ready share before proceeding.
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 the assistant when the process is completed.

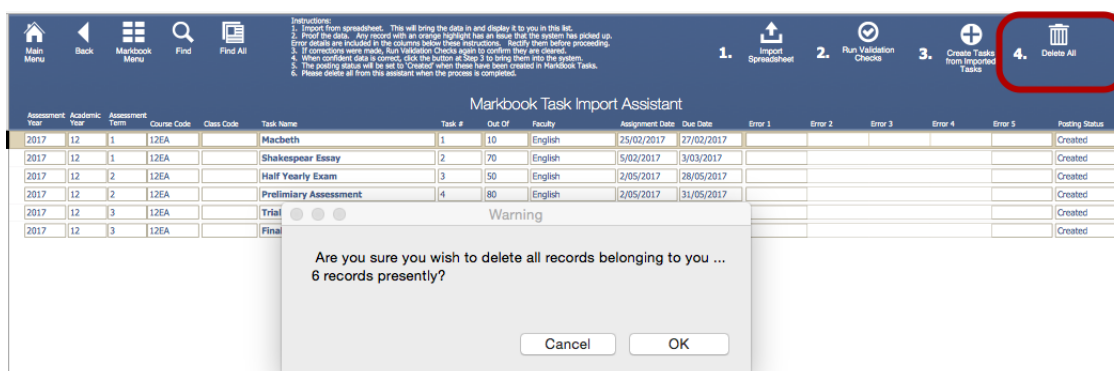
1. Import Spreadsheet 2. Run Validation Checks 3. Create Tasks from Imported Tasks 4. Delete All

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	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	Invalid 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						

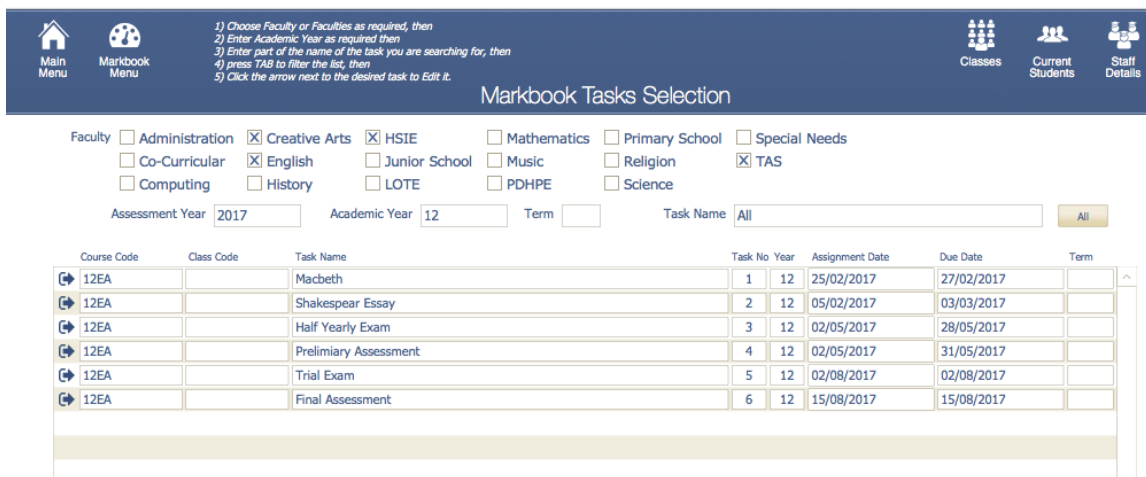
Step 2- Data will be validated as it is imported, correct the data click to Validate Checks again to make sure that it is all correct.



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



Markbook tasks created.

## Assessment Calendar

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

Create an Assessment Calendar for Students.

Main Menu Back Markbook Menu Outcome Bank Classes Current Students Staff Details

Assessment Calendar Selection

1. Required  
Assignment Date or Due Date  Assignment Date  Due Date  
Start Date 1/01/2016 End Date 31/12/2016

2. Optional  
Assessment Year Academic Year

3. Optional  
Class or Course  Class  Course  
Class Code Course Code

Find and Print



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

Page 1

Printed: 3/07/2012

Assessment Calendar Create as per calendar.

## 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

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.

Calendar Appointment List

date	week	start 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
17/6/2016	W24	1:00 pm	~ 3:30 pm	YMorc	Subject Information Day	17/6/2016	General
17/6/2016	W24	10:30 am	~ 12:30 pm	YMorc	Subject Information Day	17/6/2016	General
15/8/2016	W33			YMorc	Trial HSC Examinations	26/8/2016	Exams
17/8/2016	W33			YMorc	End of Preliminary Examinations	26/8/2016	Exams
15/9/2016	W37			LGodd	Winter Sports Carnival	15/9/2016	Event
16/9/2016	W37			SRattr	Year 12 Graduation	16/9/2016	Event
10/10/2016	W41			LGodd	Cadet Bivouac	12/10/2016	Co-Curricular
10/10/2016	W41			LTerre	Community Service	12/10/2016	General
10/10/2016	W41				Peer Support	12/10/2016	General
3/5/2016	W18						General
4/5/2016	W18	11:30 am	~ 12:30 pm	ARMG	Year 8 Math Competition		General
5/5/2016	W18	2:36 pm		PINL	Year 10 Music Night	REH	General
9/6/2016	W23	2:36 pm		PINL	Year 10 Music Night	REH	General
10/8/2016	W32				test		Secondary
17/8/2016	W33	10:00 am	~ 1:00 pm		Choir Excursion	17/8/2016	Assess - Yr 12
11/8/2016	W32	8:00 am	~ 5:00 pm		Music Camp	11/8/2016	Camps
27/7/2016	W30	9:00 am	~ 3:30 pm		Test 1234	27/7/2016	Academic
16/8/2016	W33	1:00 am	~ 12:00 pm		test1	16/8/2016	Incursion
10/8/2016	W32	10:00 am	~ 1:00 pm		Museum Excursion	10/8/2016	
17/10/2016	W42	8:30 am	~ 2:30 pm		Year 12 Geography excursion to Bondi	17/10/2016	Excursion
13/10/2016	W41	8:00 am	~ 3:20 pm		Project X!	13/10/2016	Academic
24/10/2016	W43				Hsc Exam block		Exam
25/10/2016	W43				Hsc Exam block		Exam
26/10/2016	W43				Hsc Exam block		Exam
27/10/2016	W43				Hsc Exam block		Exam
28/10/2016	W43				Hsc Exam block		Exam
31/10/2016	W44				Hsc Exam block		Exam
1/11/2016	W44				Hsc Exam block		Exam
2/11/2016	W44				Hsc Exam block		Exam
3/11/2016	W44				Hsc Exam block		Exam
4/11/2016	W44				Hsc Exam block		Exam
17/10/2016	W42				Hsc Exam block		Exam
18/10/2016	W42				Hsc Exam block		Exam
19/10/2016	W42				Hsc Exam block		Exam
20/10/2016	W42				Hsc Exam block		Exam
31/10/2016	W44				Assessment Free for 7 - 12		General
1/11/2016	W44				Assessment Free for 7 - 12		General
2/11/2016	W44				Assessment Free for 7 - 12		General
3/11/2016	W44				Assessment Free for 7 - 12		General
4/11/2016	W44				Assessment Free for 7 - 12		General
5/11/2016	W44				Assessment Free for 7 - 12		General
6/11/2016	W44				Assessment Free for 7 - 12		General
7/11/2016	W45				Assessment Free for 7 - 12		General

Markbook Tasks in the Calendar.

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

Markbook Tasks

Task ID: 1250  
Task Creator: Jane Denbigh  
You are logged in as : DENJ

7 Academic Year 07EN Course Code Task 1 Task # 1 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

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

Grade by:  Mark  Rank

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

Markbook Tasks (FMS15-Master Sheet)

Records: 197 Total (Unsorted)

Find

Layout: MarkBo...List View View As: Preview

Markbook Tasks - Current Tasks

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		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	
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	

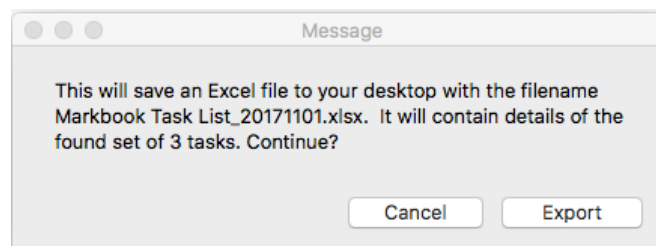
Click Find, enter the Assessment Year, Academic Year and the Course code that is required to export.

Export Task Lists to Excel

Markbook Tasks - Current Tasks

Assessment Year	Academic Year	Assessment Term	Course Code	Class Code	Task Name	Task #	Out Of	Faculty	Assignment Date	Due Date
2017	11		11PO		Photography 101	1	60	Creative Arts	9/10/2017	13/10/2017
2017	11		11PO		Exam	2	100	Creative Arts	9/10/2017	10/10/2017
2017	11		11PO		Semester 2 Group Marks to Task	3	100	Creative Arts	30/10/2017	

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



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
2017	11		11PO		Photography 101	1	60	Creative Arts	09/10/2017	13/10/2017
2017	11		11PO		Exam	2	100	Creative Arts	09/10/2017	10/10/2017
2017	11		11PO		Semester 2 Group Marks to Task	3	100	Creative Arts	30/10/2017	

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. A red box highlights the 'Scale Marks' dialog box. The dialog has the following fields and values:

- Scale By: Course
- Target: 12.5
- Avg: 33.0
- StDev: 7.3
- Task Avg: 36.7
- StDev: 7.3
- Using Algorithms:  Target Ave and St Dev,  Multi-Linear Mapping
- To: 1, Decimal Places

Below the dialog is a table of student results:

Student Name	Class	Mark Raw	Out Of	Estimate**	Exclude	Mark %	Mark Scaled	Class Rank	Task Rank	Task Grade	Comment
Rivers, Skye	07EN1	49	50	<input type="checkbox"/>	<input type="checkbox"/>	98	54	1/14	1/56	A+	
Bryan, Sarah	07EN1	48	50	<input type="checkbox"/>	<input type="checkbox"/>	96	52.3	2/14	2/56	A+	
Fulton, Ian	07EN1	46	50	<input type="checkbox"/>	<input type="checkbox"/>	92	48.9	3/14	8/56	A-	
Hatton, Caspian	07EN1	44	50	<input type="checkbox"/>	<input type="checkbox"/>	88	45.5	4/14	13/56	B	
MacLellan, James	07EN1	44	50	<input type="checkbox"/>	<input type="checkbox"/>	88	45.5	4/14	13/56	B	
Sherwin, Marie	07EN1	42	50	<input type="checkbox"/>	<input type="checkbox"/>	84	42	6/14	16/56	B-	
Dawson, Stephen	07EN1	39	50	<input type="checkbox"/>	<input type="checkbox"/>	78	36.9	7/14	22/56	C	
Palmer, Ellena	07EN1	39	50	<input type="checkbox"/>	<input type="checkbox"/>	78	36.9	7/14	22/56	C	
Gardiner-Garden, Lauren	07EN1	38	50	<input type="checkbox"/>	<input type="checkbox"/>	76	35.2	9/14	25/56	C-	
Shirley, David	07EN1	38	50	<input type="checkbox"/>	<input type="checkbox"/>	76	35.2	9/14	25/56	C-	
Sellwood, Sitina	07EN1	33	50	<input type="checkbox"/>	<input type="checkbox"/>	66	26.7	11/14	35/56	E	
Williams, Fiona	07EN1	32	50	<input type="checkbox"/>	<input type="checkbox"/>	64	25	12/14	36/56	E	
Wickramasinghe, Gary	07EN1	28	50	<input type="checkbox"/>	<input type="checkbox"/>	56	18.2	13/14	48/56	E-	
Bardsley, Tiffany	07EN1	26	50	<input type="checkbox"/>	<input type="checkbox"/>	52	14.8	14/14	54/56	E-	

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:

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

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

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 maxim      target minimum      target maximum

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