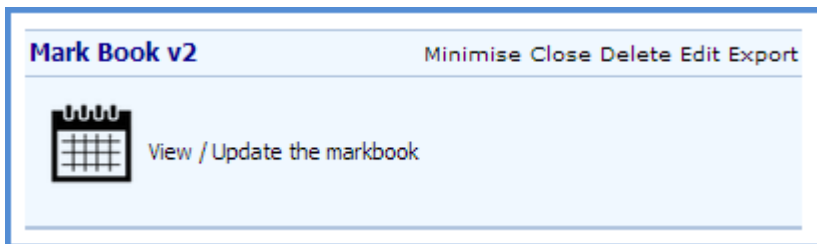




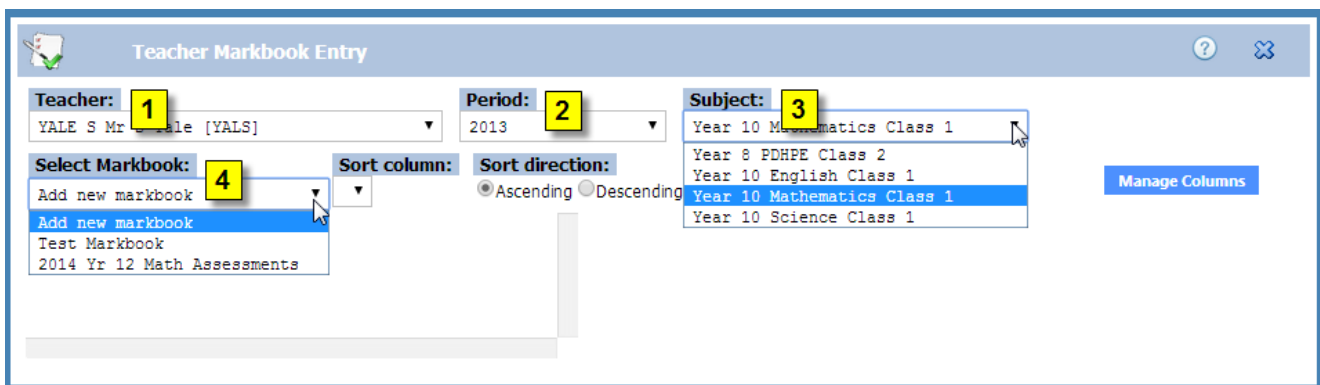
Mark Books with Formula Subject Teacher User Guide

Mark Books Control

Used to create and modify assessment mark books, and record student assessment results and comments.



Opened View of Teacher Timetable Control



1.	Teacher: will default to the logged in teachers name.
2.	Period: will default to the current assessment period ID.
3.	Subject: will list subject / class taught by the teacher..
4.	Select Markbook: once the Subject has been chosen to can 'Add a new markbook' for that subject or select a previously created markbook from this list.

Working with an Existing Markbook

These are markbooks that have been setup previously by the Curriculum or Subject Co-ordinator and are ready for you to enter in the students assessment results and comments for each of your subjects / classes.

Enter Results

The screenshot shows the 'Teacher Markbook Entry' window. At the top, there are fields for 'Teacher' (YALE S Mr S Yale [YALS]), 'Period' (2014), and 'Subject' (Year 10 Mathematics Class 1). Below these are 'Select Markbook' (2014 Yr 10 Math Assessments), 'Sort column' (Student Name), and 'Sort direction' (Ascending). A table displays student names and their scores for four tasks, with an 'Assessment Mark - Mid Year' column and a 'Rank Position' column. Buttons for 'Reload Markbook', 'Columns', 'Formulas', and 'Refresh Formulas' are visible. A '6 - SAVE!' banner is at the top right, with 'Save to Markbook' and 'Save to Results' buttons below it.

Student Name	Task 1 - Assignment	Task 2 - Exam (Mid Year)	Task 3 - Research Project	Task 4 - Exam (End Year)	Assessment Mark - Mid Year	Rank Position - Mid Y
Barry Peter	20	100			100.0	1/13
Beasel Talei	16	75			78.00	7/13
Burgess Christian	15	79			76.60	9/13
Carey Joshua	18	82			86.80	4/13
Carmody Anne	17	86			85.40	5/13
Clift Oscar	16	88			83.20	6/13
Ferrier Sharyn	14	80			78.00	7/13
Gilmour Lachlan	12	65			62.00	11/13
Higgins Madison	9	49			46.60	13/13
Out of	0	0	0	0	0	0
Weight	0	0	0	0	0	0
Minimum	9	49			46.60	
Maximum	20	100			100.0	
Median	16	82			78.00	
Mean	15.46	78.62			77.83	
Variance	9.79	206.08			215.27	
Standard Deviation	3.13	14.36			14.67	

1.	Select the Subject and the Select Markbook to generate your class and result columns.
2.	Assessment Results - Enter the results into the relevant columns.
3.	Formula Columns / Rows - Some columns will have formulas applied to them, such as Rank or Assessment Totals. Once you have entered in the results for assessment tasks / topics click Refresh Formulas to prompt the markbook to generate the formulated results.
4.	Columns / Formula – view details of the formulas and columns in the markbook.
5.	Reload Markbook -
6.	<ul style="list-style-type: none"> • Save to Markbook – will only save the results in the markbook table NOT against the student in the database. • Save to Results – will save the results against the students subjects in the database. <p style="text-align: center;">** DO THIS REGULARLY AS YOU ARE ENTERING RESULTS**</p> <p>If you have not saved the results and the session times out or you accidentally close the screen you will lose the information that has not been saved.</p>

Enter Comments

Comments can be typed in directly or pasted in from another document. Spell checker is based on your browser settings.

Assessment Mark - Mid Year	Teacher Comment - Mid Year	Rank Position
100.0	Peter is doing well. He has achieved an <u>exelent</u> result this semester due to his hard work	
78.00		
76.60		
86.80		

Autofill and Sort Options

Teacher: YALE S Mr S Yale [YALS]
 Period: 2013
 Subject: Year 10 Mathematics Class 1

Select Markbook: 2014 Yr 12 Math Assessments
 Sort column: Student Name
 Sort direction: Ascending Descending

Student Name	Topic - Calculus	Assessment Mark (Mid Year)	Task 3 - Research Project	Task 4 - Exam (End Year)
Barry Peter			25	
Beasel Talei			25	
Burgess Christian			25	
Carey Joshua			25	
Carmody Anne			25	
Clift Oscar				
Ferrier Sharyn				
Gilmour Lachlan				
Higgins Madison		9	49	
Kennaugh Elizabeth		12	58	
Kettle Elijah		18	94	

- | | |
|----|---|
| 1. | Sort Options – the markbook can be sorted alphabetically by student name or based on the results in any column. This can then be displayed in Ascending or Descending order. |
| 2. | AutoFill – by entering a value in one cell you can then copy this down to fill an entire column or across to fill an entire row. |

Invalid Results

Cells showing in **RED** indicate that the entered value does not match the column validation (allowed set of results for this column). To view the allowed values select the 'Show Validation' button at top right of screen.

The screenshot shows the 'Teacher Markbook Entry' interface. At the top, there are fields for Teacher (HARRIS S Mrs S Harris [HARS]), Period (2013), and Subject (Year 8 Information Technology C). Below these are filters for 'Select Markbook' (2014 Yr 8 Info Tec), 'Sort column' (Student Name), 'Sort direction' (Asc), and 'Filter areas of assessment' (All). A 'Show Validations' button is highlighted in the top right. The main table lists students and their marks. The cell for Berryman Gracie in the 'Select and use hardw (Sem 1)' column is highlighted in red and contains the value '32'. A 'Validations' dialog box is open, showing the 'Column Heading' as 'Select and use hardw (Sem 1)' and the 'Validation' as '0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20'. An 'Exit' button is at the bottom right of the dialog.

Don't forget to SAVE!!!!

This close-up shows the bottom toolbar of the interface. It contains several buttons: 'Show Validations' (red), 'Save to Markbook' (green, highlighted with a yellow box), 'Save to Results' (green), and 'Print' (red). Below these are 'Reload Markbook' (red), 'Columns' (blue), 'Formulas' (blue), and 'Refresh Formulas' (blue).