



QUICK START GUIDE FOR THE CLOUD APPLICATION

INTRODUCTION

Welcome to **MarkBook®**. You're about to become acquainted with the finest classroom management program available today.

MarkBook will work for you as a ...

1. **Class Manager:** Print seating plans/charts with or without photos, attendance forms, and loan agreement forms.
2. **Gradebook:** Analyze achievement, analyze attendance, record notes and store student and parent contact and other information.
3. **Communication Tool:** Print detailed report cards, email results, and provide on demand performance feedback directly to student and parents directly or through the **CONNECT** feature.

With these functions, **MarkBook** will enhance your professional image, enhance your school's image, and help students achieve a higher level of success.



The instructions of this Guide have been designed to take you through just those features which are essential to run the application successfully. Advanced features have been omitted. New feature sets for Follett Aspen® SIS have been upgraded as well.

We're confident that you'll find **MarkBook** makes your teaching life a lot easier. We welcome your comments, suggestions and questions at our website at markbook.com.

Sincerely,

The Acadiem Group

Copyright 2022 Asylum Software Inc.

TABLE OF CONTENTS

1. GETTING STARTED	5
(a) Creating an account:	5
(b) Creating a New class from the keyboard	6
(c) Importing a Class	9
(d) Updating Imported Classes	24
2. MARK SETS and CATEGORIES	25
(a) Adding Mark Sets	26
(b) Creating Categories	26
(c) Adding or Changing Categories	27
3. ENTERING ASSESSMENT DATA	29
(a) Adding an Entry	29
(b) Entering Marks	30
(c) Updating Marks	31
4. ANALYZING and REPORTING	33
(a) Report Comments	33
(b) Entries Overview	34
(c) The Class Report	35
(d) The Student Report	36
(e) The Combined Report	37
5. MARKBOOK CONNECT	40
(a) Step 1 – Your Teacher Account	40
(b) Step 2 – Parent/Student Accounts	41
(c) Step 3 – Send Marks to CONNECT	42
(d) The Result	43

Appendix A – Reporting with Aspen Secondary (ON)	44
(a) Learning Skills	45
(b) The Verification Report for Follett Aspen® SIS .ARC File	46
Appendix B – Reporting with Trillium Secondary	47
Learning Skills	47

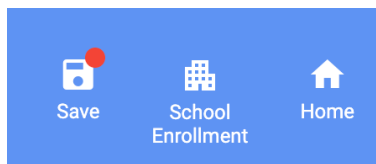
SYSTEM REQUIREMENTS

MarkBook is a Single Page Cloud Application (SPA)* and will run in your browser on most desktop, laptop and tablet devices with a minimum 1280 x 720 screen resolution and

- For desktop displays from 1024×768 through 1920×1080
- For mobile displays from 360×640 through 414×896
- For tablet displays from 601×962 through 1280×800

Operating systems - Chrome, Windows, macOS, iPadOS, Android* and Linux
Supported Browsers - Chrome , Safari, Firefox, Edge *Minimum 9.6" screen

* A **SPA** is a [web application](#) or [website](#) that interacts with the user by dynamically rewriting the current [web page](#) with new data from the [web server](#), instead of the default method of a [web browser](#) loading entire new pages. The goal is faster transitions that make the website [feel](#) more like a [native app](#).



MarkBook® always requests a Save Option before timing out so that the user does not lose precious data already input into the application.

Idle Timeout

Your session will end in 00:45

Logout

Continue Working

Idle Timeout

You have been inactive for longer than 20 minutes. Locking Screen.

OK

Confirm Leaving the Page

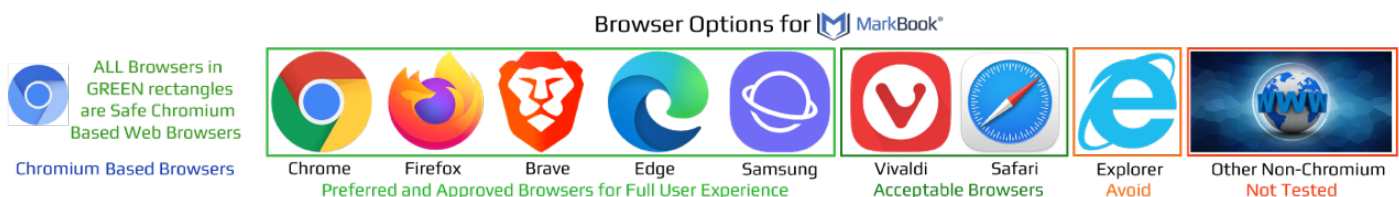
You have made changes.
Save before closing?

Yes

No

Cancel

The following Up-To-Date Browsers are recommended:



Follett Aspen SIS | Intelligent Integration, Flexible Platform, Personalized

1. GETTING STARTED

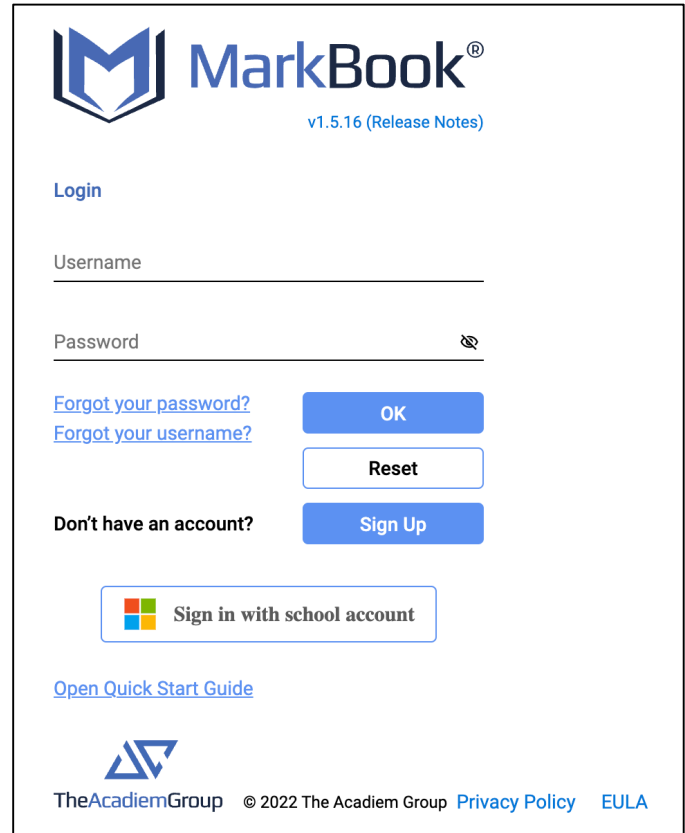
(a) Creating an account:

You may purchase and create an account by clicking the **"Buy Now"** button on the [MarkBook.com](https://www.markbook.com) website on the menu option on the page

You may create an account by clicking on the **Sign Up** button on the opening login page of MarkBook.

There are 3 steps to create an account:

1. Complete the billing information form. All fields are required.
2. Complete a payment form or provide a coupon code.
3. Register the account using the email sent for this purpose.



The image shows the MarkBook login and registration interface. At the top, there is the MarkBook logo and the version number v1.5.16 (Release Notes). Below the logo, there is a 'Login' section with fields for 'Username' and 'Password'. There are links for 'Forgot your password?' and 'Forgot your username?'. Below these links are buttons for 'OK', 'Reset', and 'Sign Up'. There is also a link for 'Don't have an account?'. At the bottom, there is a button for 'Sign in with school account' and a link for 'Open Quick Start Guide'. The footer contains the TheAcadiemGroup logo and copyright information: © 2022 The Acadiem Group, with links for 'Privacy Policy' and 'EULA'.

Once this is complete, enter the User Principal Name - UPN - (a unique and valid email address) and password you specified when you created your account in the sign in fields to start using the application.

There is no software to install on your computer. You access MarkBook through your browser. Visit www.markbook.com and click **Login** from whatever computer or device you are using.
Your data is available anywhere!

On the opening form, you may start a new class by clicking on the **Create New Class** button or by clicking on **Import a Class**.

You can create a class by typing student information from the keyboard or importing the information from an existing student data file.

(b) Creating a New class from the keyboard

Step 1 - Express or Custom?

Express Class will quickly create a class for you with the most common options selected for you. You can alter these options later if you find that you need to. If you are new to MarkBook select this option.

Custom Class will require you to specify each of the options for the class.

If you wish to include student photos, classes created using either the Express or Custom options will require that student photos are individually selected.

Step 2 - Class Information

Enter the class.

The Class Code is used to identify the class; the Class Name will appear on screen and printed forms.

The Start Date should be the month and year when your school year begins.

Use the calendar selector to choose the date.

The MarkBook main interface displays the MarkBook logo at the top. Below it, there are two dropdown menus: 'Class' with '8D (2019)' selected and 'Mark Set' with 'Mathematics 1' selected. Below these are four buttons: 'Open Class' (blue), 'Create New Class' (white with blue border), 'Import a Class' (white with blue border), and 'Quick Start Guide' (white with blue border).

The 'Create a New Class' dialog box has a close button (X) in the top right. It asks 'How would you like to create a new Class?' and offers two options: 'Express Class' (blue button) with the description 'Create a class quickly with the most common settings' and 'Custom Class' (blue button) with the description 'Create a class and choose each setting'.

The 'New Express Class' form has a close button (X) in the top right and a title bar. It contains the text 'Please enter class information' and three input fields: 'Class Code *' with a calendar icon, 'Class Name *', and 'Start Date' with 'August 2020' entered. The 'New Student' form is overlaid on the bottom right, also with a close button (X) and title bar. It contains several input fields: 'Last Name *' with a calendar icon, 'First Name *', 'Gender *' with a dropdown arrow, 'Home Form', 'Student Number *', 'Code Name', 'Program', 'DOB' with a calendar icon, and 'Phone # 1'. At the bottom right are 'Save' and 'Cancel' buttons.

Step 3 - Adding Students to your class

From the home screen, select **Enrollment**. If you have just created a new class you will likely be on the Enrollment screen already.

The screenshot shows the 'Class Enrollment' interface. The top navigation bar is blue with the title 'Class Enrollment' and icons for 'Save', 'School Enrollment', and 'Home'. Below this is a dark blue bar containing the text 'Aspen QSG' and three buttons: '+ New Student' (highlighted with a red arrow), 'Edit Student', and 'Remove Student'. The main content area is divided into three panels. The left panel, 'Students in Aspen QSG', is empty. The middle panel, 'Please Add Student', contains the text: 'Use the 'New Student' button above or 'Add Student' from Available Students to get started.' The right panel, 'Available Students in The Best School', displays a list of 12 students with their names and student numbers. Below the list are two buttons: 'Add Student' and 'Add All'. At the bottom of the right panel is a search bar labeled 'Name' with a clear 'x' icon. The footer of the interface shows 'MarkBook® v1.5.16' on the left and '© 2022 The Acadiem Group' on the right.

Students in Aspen QSG	Please Add Student	Available Students in The Best School
	Use the 'New Student' button above or 'Add Student' from Available Students to get started.	<ol style="list-style-type: none"> 1. Aarant, Lyman [3388249710] 2. Abbott, Dave [99991221] 3. Abbott, Dave [991221] 4. Abdelhamid, Maya [363079088] 5. Abdul Aal, Abed [344318324] 6. Abdulrahman, Noralhuda [363407743] 7. Abel, Aaron [315400002] 8. Abell, Aaron [031538930] 9. Abotossaway-Turney, Emanuel [3334344...] 10. Abtane, Aymen [342525995] 11. Abtane, Taha [342526225] 12. Abubakr, Nic [1810088359]

You may add student you your class by selecting the student form the list of Available Students in the school listed at right or by clicking the **New Student** button

You must enter the student's Last and First Names as well as the Gender and Student Number. If you school does not use student numbers your can create your own, however, **Student numbers must be unique!**

Do not repeat a student number for another student in a different class.

The other fields listed are optional.

Additional student information and a link to a photo can be entered by scrolling down.

Continue to add students to build you class. Don't forget to click **Save** or choose Save when prompted when you leave the Enrollment screen.

You can link each student to their photo by clicking the **Load Image** button and then navigating to a folder on your computer or other accessible drive and choosing the photo.

Your class has been created and is now ready for you to record Assessment and Attendance data. This class will reflect the most common (and simple) configuration for a class.

- Only one subject is taught
- There is only one category for assessments
- The overall grade will be calculated using a weighted average based on the importance of each item.
- Marks will be recorded numerically – 7/10 for example.

You may customize the class by;

- Adding Mark Sets to record marks for different subjects for the same students
- Adding Categories to group assessments for calculation
- Change the calculation Method
- Change the way marks are recorded – A+ or 4- for example.

You can change the setup at any time without needing to re-enter data.

(c) Importing a Class

If you have your class list data available in an electronic form you can import the data into MarkBook

You may import data from:

- 1) a MarkBook® File
- 2) a MarkBook® for Windows® File
- 3) an Follett Aspen® Student Information System (SIS) File
- 4) a Trillium SIS File
- 5) a comma separated value (.CSV) or text (.TXT) file by Generic Import

1) Importing from a MarkBook File

If you have worked in MarkBook® for Windows®, a file may be exported from that program or from a spreadsheet using a .CSV extension that contains data for all the students. With this import, you select your course to create your class in MarkBook. (For the structure of the .TXT or .CSV file, see **Generic Import** below)

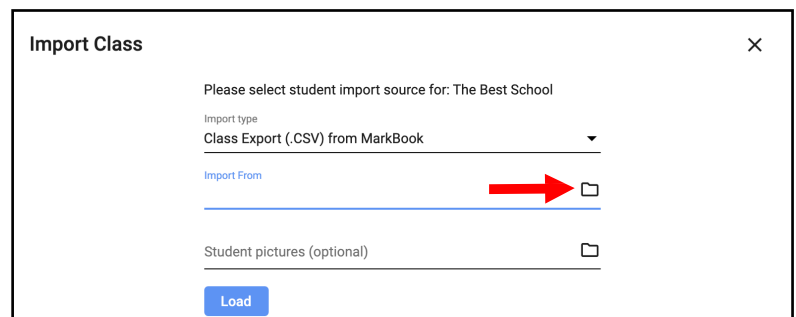
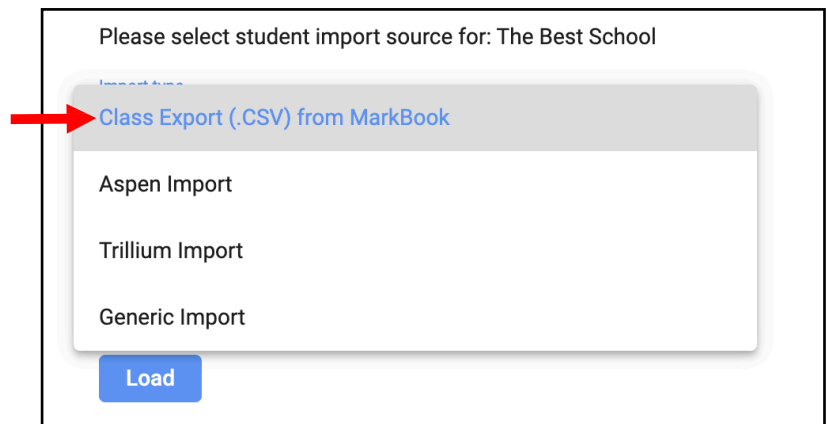
After logging in, choose **Import Class** from the menu presented or from the MarkBook Home screen, choose **My Classes** and choose **Import Class**.

Click the dropdown (symbol in the Import type field to choose **Class Export (.CSV) from MarkBook** if it is not already selected).

Now click the **Import From** dropdown *Chevron* (▼) and navigate to locate and select the file you saved from MarkBook® for Windows®.

If have photos for your students and wish to import those, click the Student Pictures field and navigate to the folder containing the student photos. **Select ALL of the photos in that folder (CTRL-A)**.

Only the ones matching the students in your class will be imported.



Picture files must be named **student_number.jpg** (or bmp) where *student_number* matches.

Click **Load** and wait for a few seconds until you see the message "Class loaded. Please click Next to Proceed". Click **Next** to continue.

Follow the procedures show in the above **Generic Import, Aspen Import** or **Trillium Import** sections.

2) Importing from a MarkBook for Windows File

In **MarkBook for Windows**, choose **MB Exchange - Export** on the home screen. Specify a filename and folder to save the export file. Now log in to MarkBook in your browser.

After logging in, choose **Import Class** from the menu presented or from the MarkBook Home screen, choose **My Classes** and choose **Import Class**.

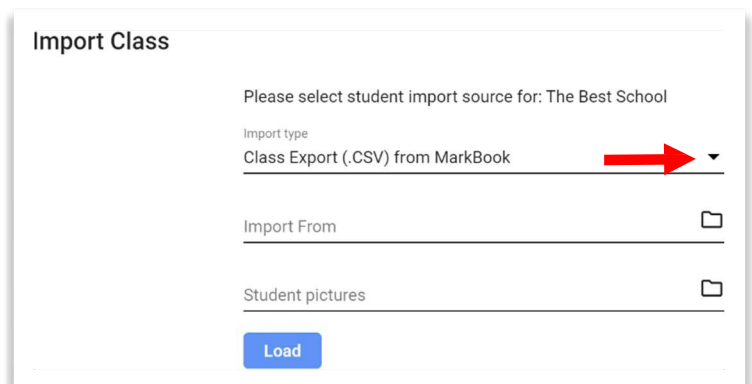
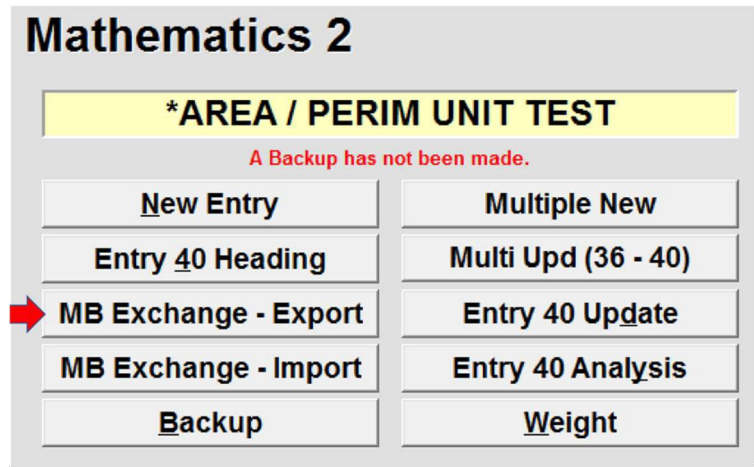
Click the dropdown symbol in the Import type field to choose **Class Export (CSV) from MarkBook** if it is not already selected).

Now click the **Import From** field and navigate to locate and select the file you saved from MarkBook for Windows.

If you have worked in MarkBook® for Windows®, a file may be exported from that program or from a spreadsheet using a .CSV extension that contains data for all the students. With this import, you select your course to create your class in MarkBook.

After logging in, choose **Import Class** from the menu presented or from the MarkBook Home screen, choose **My Classes** and choose **Import Class**.

Click the dropdown (symbol in the Import type field to choose **Class Export (.CSV) from MarkBook** if it is not already selected).



Now click the **Import From** dropdown *Chevron* (▼) and navigate to locate and select the file you saved from MarkBook® for Windows®.

If have photos for your students and wish to import those, click the Student Pictures field and navigate to the folder containing the student photos. **Select ALL of the photos in that folder (CTRL-A)**. Only the ones matching the students in your class will be imported.

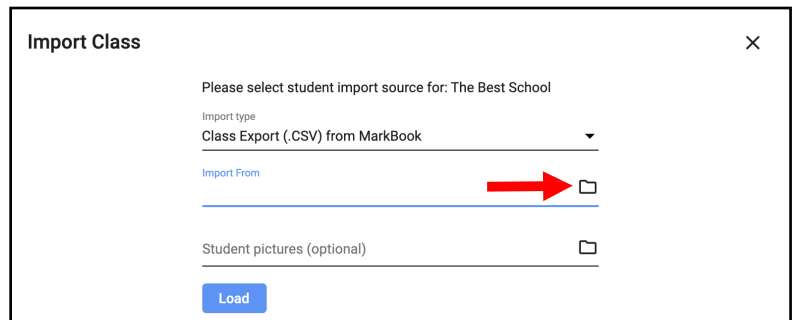
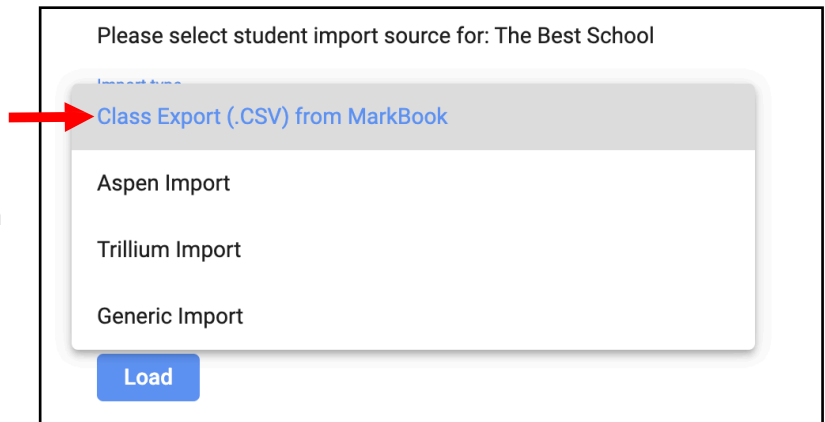
Picture files must be named **student_number.jpg** (or bmp) where *student_number* matches.

Click **Load** and wait for a few seconds until you see the message *"Class loaded. Please click Next to Proceed"*. Click **Next** to continue.

You will now see a series of screens asking you to verify that the information is correct.

Click **Next** on each one to continue to back up to select a different file.

If the import was successful you may proceed to provide further class data.



Should there be an issue with the import, there will be some error indicators (such as shown in the examples below) that prevent further action due to the validation process having discovered unexpected data. Here are two of information has been flagged as needing attention.

Import Class

Please verify imported students

Students [9]

- Abell, Aaron
- Beavers, Amber
- Beggs, Amy
- Lemay, Justin
- Marr, Kent
- Siemens, Peter
- Tomlinson, Scott
- Wiebe, Trevor
- Woods, Wesdon

Student Information for Abell, Aaron (031538930)

Last Name *
Abell

First Name *
Aaron

Gender
Neutral

Home Form

Student Number *
031538930

Code Name
6c27kgdq

Program

DOB
1991/02/27 Age: 29y 7m

Markos, Angelika

Students [9]

- Abell, Aaron
- Beavers, Amber
- Beggs, Amy
- Lemay, Justin
- Marr, Kent
- Siemens, Peter
- Tomlinson, Scott
- Wiebe, Trevor
- Woods, Wesdon

Student Information for Abell, Aaron (031538930)

Code Name
6c27kgdq

Program

DOB
1991/02/27 Age: 29y 7m

Phone # 1
(000) 555-1543

Phone # 2
(000) 555-1509

Student Email
myEmail@

Parent Email (separated by ;)

Miscellaneous
Asthmatic when wheezie & can't breathe

Delete **Previous** **Next** **Cancel**

In the above example, Aaron Abell's email address is invalid. Hovering over the red input line reveals a pop-up which states: "Please enter a part following '@'. myEmail@ is incomplete". Correct that issue. In the case above, Aaron Abell's Student Information is "in-focus" shown by the pale blue highlighting. Scott Tomlinson's data is also invalid and needs correction. Follow the procedures shown in the **Aspen Import**, **Trillium Import** or **Generic Import**, sections.

3) Importing a Class from an Follett Aspen® Student Information System File

If your school district uses Follett Aspen® SIS, a file may be exported from the Follett Aspen® SIS that contains data for all the students in your school. With this import, you select your course code and the students enrolled in that course will be selected to create your class in MarkBook.

After logging in, choose **Import Class** from the menu presented or from the MarkBook Home screen, choose **My Classes** and choose **Import Class**.

Select *Aspen Import* from the Import Type dropdown.

Click the dropdown (symbol in the Import type field to choose *Aspen Import* if it is not already selected).

Now click the **Import From** field and navigate to locate and select the file you saved from the Follett Aspen® SIS Application in your school.

Each *Aspen Extract* file is Teacher specific where all the Class Sections and Students are stored. This example shows a Senior Music Teacher's Assignment.

If have photos for your students and wish to import those, click the Student Pictures field and navigate to the folder containing the student photos. **Select ALL of the photos in that folder (CTRL-A)**. Only the ones matching the students in your class will be imported.

Picture files must be named **student_number.jpg** (or bmp) where *student_number* matches.

Click Load and wait for a few seconds until you see the message "Class loaded. Please click Next to proceed". Click **Next** to continue. Click the Select aspen course code* dropdown Chevron (▼) to see a list of available courses.

Scroll down to locate and select your course code from those the Teacher's *Aspen Extract*.

Class Export (.CSV) from MarkBook

- Aspen Import
- Trillium Import
- Generic Import

Name	Size	Kind
MKBK_KCDSB_SCI_Teacher.txt	4 KB	Plain Text
MKBK_KCDSB_AMUS_Teacher.txt	7 KB	Plain Text

Please select student import source for: The Best School

Import type
Aspen Import

Import From
MKBK_KCDSB_AMUS_Teacher.txt

Student pictures (optional)

Load

Class loaded. Please click Next to proceed.

Next Cancel

Import Class

Please enter class information

Select aspen course code *

In the example shown at the Right, a Science teacher is assigned two classes, each a *Doublet* - which indicates two Combined (CMB extension) course sections. The first *Doublet* is a Senior Exercise Science and the second is a Grade 9 Class.

Another example is a more complex combining of sections for a Music teacher, who has three assigned classes. In this case, the teacher has a *Singlet* Creative Arts for Enjoyment (KALBNb), a *Quintet* for Senior Band and Creative Arts and a *Doublet* of Civics Careers.

A Slider Bar is provided for viewing since there were more sections than the six than what the modal box can display.

Please enter class information

Select aspen course code *

PSK4UaCMB

Class Name *

Exercise Science

Start Date

October 2022

Teacher

Teacher, Science

School

The Best School

Please enter class information

Select aspen course code *

AMU4MaCMB

Class Name *

Grade 12 Music

Start Date

October 2022

Teacher

Teacher, Music

School

The Best School

Please enter class information

Select aspen course code *

CHV20cCMB

Class Name *

Music Teacher Civics Combined

Start Date

October 2022

Teacher

Teacher, Music

School

The Best School

Once the selection is made, MarkBook combines the sections that were grouped so that the teacher does not need to combine them manually. Each may then be grouped into Mark Sets or however the requirement.

Exercise Science - SCI - Kinesiology Details

Mark Set Short Code *

SCI

Description *

Kinesiology

Grade 12 Music - AMUS - Music Senior band Details

Mark Set Short Code *

AMUS

Description *

Music Senior band

Music Teacher Civics Combined - CVCS - Civics Grade 11 Details

Mark Set Short Code *

CVCS

Description *

Civics Grade 11

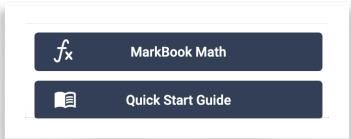
The Classes are then formed as with the **Generic Import Routine** (see below)

The *Master Course Code* is just a group collection name for these and other analogous marks.

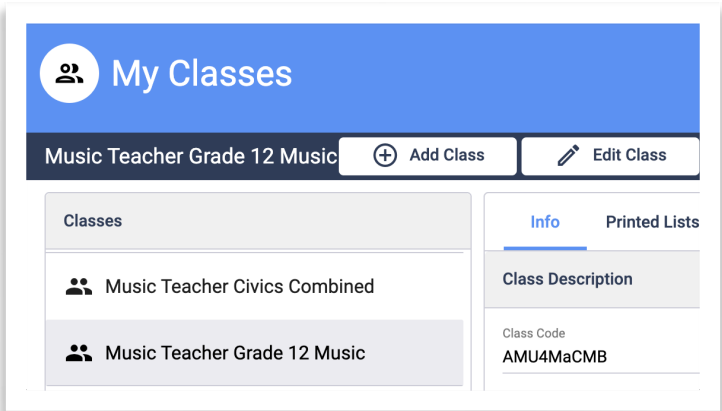
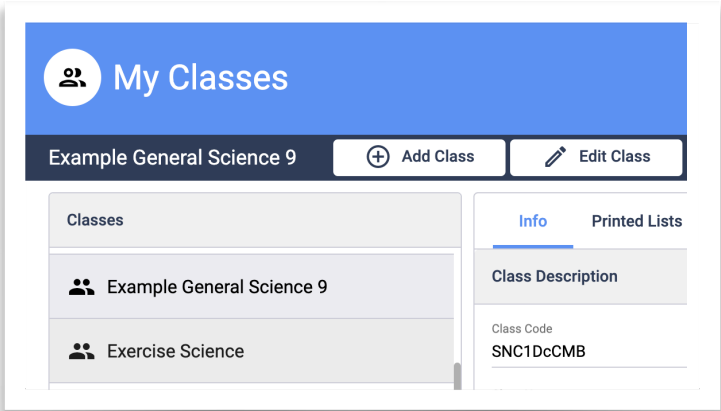
The *Block Title* is a descriptor of the time frame for these marks. Select from the dropdown list.

The *Room*, *Period* and *Teaching Days* organize hardcopy printouts and reports along with parameters for the Attendance features.

Calculation Method and *Weighting Method* are important. Select one from the list. For an explanation of these see “MarkBook Math”.



The Classes formed are then added to the Class Lists as usual:



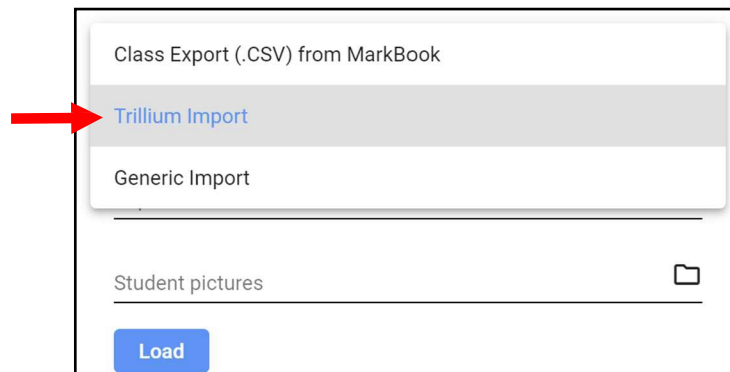
Proceed to **Mark Sets** and **Categories** (which may be edited at any time).

4) Importing a Class from a Trillium Student Information System File

If your school district uses Trillium, a file may be exported from the Trillium SIS that contains data for all the students in your school. With this import, you select your course code and the students enrolled in that course will be selected to create your class in MarkBook.

After logging in, choose **Import Class** from the menu presented or from the MarkBook Home screen, choose **My Classes** and choose **Import Class**.


Select **Trillium Import** from the **Import Type** dropdown.



Class Export (.CSV) from MarkBook

Trillium Import

Generic Import

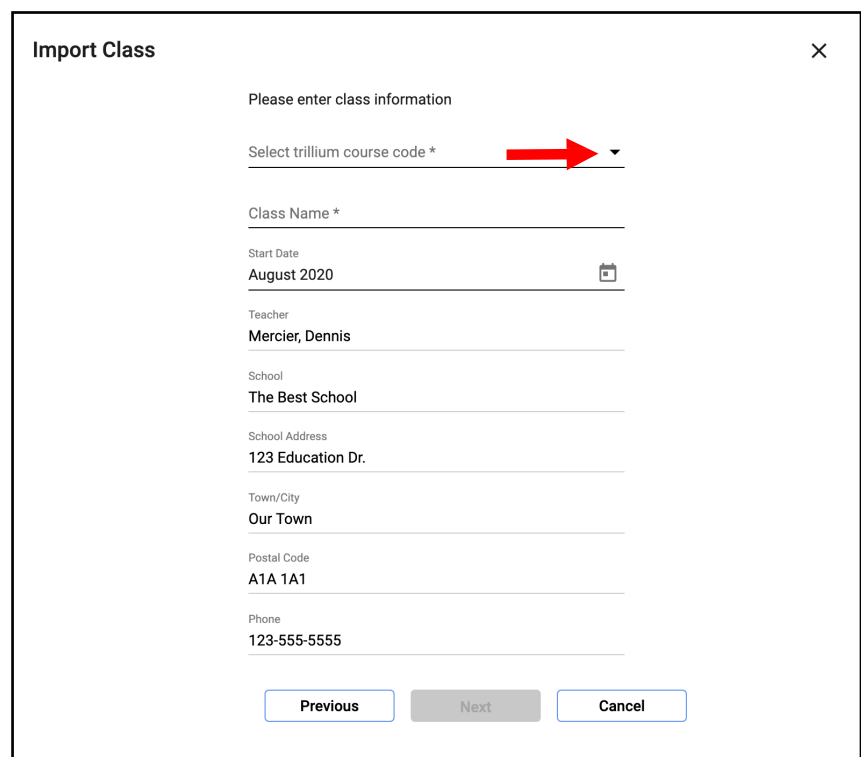
Student pictures 

Load

Click the dropdown (symbol in the Import type field to choose **Trillium Import** if it is not already selected).


Now click the **Import From** field and navigate to locate and select the file you saved from MarkBook for Windows.

If have photos for your students and wish to import those, click the Student Pictures field and navigate to the folder containing the student photos.




Import Class ×

Please enter class information

Select trillium course code * 

Class Name *

Start Date
August 2020 

Teacher
Mercier, Dennis

School
The Best School

School Address
123 Education Dr.

Town/City
Our Town

Postal Code
A1A 1A1

Phone
123-555-5555

Previous **Next** **Cancel**

Select ALL of the photos in that folder (CTRL-A). Only the ones matching the students in your class will be imported.

Picture files must be named student_number.jpg (or bmp) where student_number matches.

Click **Load** and wait for a few seconds until you see the message *"Class loaded. Please click Next to Proceed"*

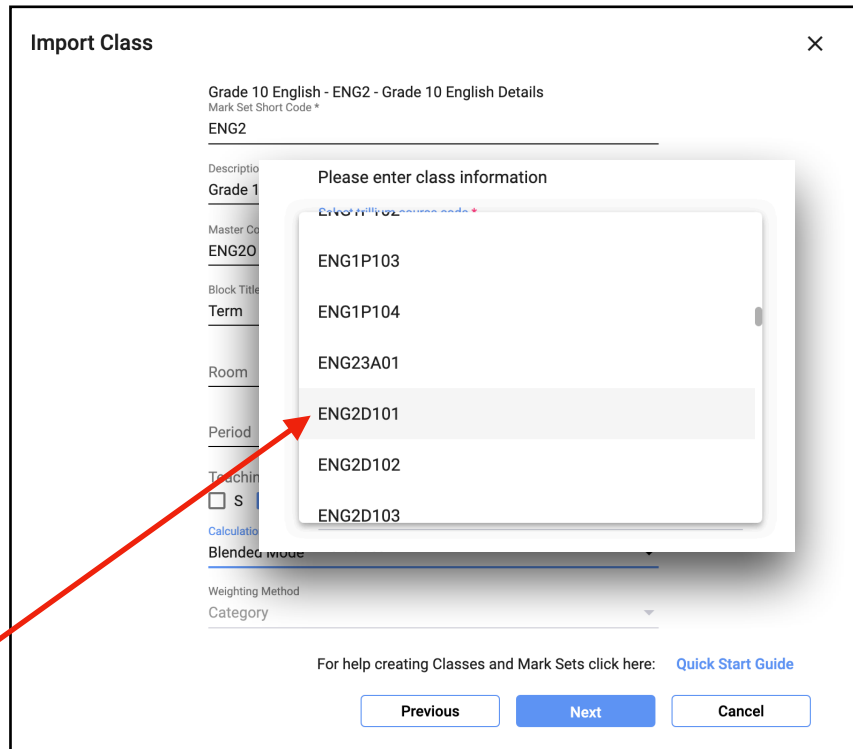
Click **Next** to continue. Click the *Select trillium course code** dropdown *Chevron* (▼) to see the list of available courses.

Scroll down to locate and select your course code and then fill in the fields on this form.

Enter the name of the class in the mandatory *Class Name** field with something like "Grade 10 English".

The *Mark Set Short Code** is a short designator for this set of marks. (4 letters maximum).

Enter the name of the class in the mandatory *Description** field with something like "Grade 10 English".



The screenshot shows the 'Import Class' form. A dropdown menu for 'Please enter class information' is open, displaying a list of course codes: ENG1P103, ENG1P104, ENG23A01, ENG2D101 (highlighted), ENG2D102, and ENG2D103. A red arrow points from the text 'something like "Grade 10 English"' to the highlighted 'ENG2D101' option. The form background shows fields for 'Grade 10 English - ENG2 - Grade 10 English Details', 'Mark Set Short Code *', 'ENG2', 'Description', 'Grade 10', 'Master Course Code', 'ENG20', 'Block Title', 'Term', 'Room', 'Period', 'Teaching Days', 'Calculation Method', 'Blended Mode', 'Weighting Method', and 'Category'. At the bottom, there are buttons for 'Previous', 'Next', and 'Cancel', and a link to 'Quick Start Guide'.

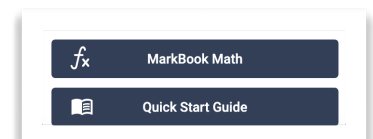
The *Master Course Code* is just a group collection name for these and other analogous marks.

The *Block Title* is a descriptor of the time frame for these marks. Select from the dropdown list.

The *Room*, *Period* and *Teaching Days* organize hardcopy printouts and reports along with parameters for the Attendance features.

Calculation Method and *Weighting Method* are important. Select one from the list. For an explanation of these see "MarkBook Math".

Proceed to **Mark Sets** and **Categories** (which may be edited at any time).



5) Importing from a Comma Separated Value (.CSV) or Text (.TXT) file. (Generic Import Routine)

MarkBook can import a Comma Separated Value (.CSV) or a Text (.TXT) file created from any source: a spreadsheet such as Excel or Numbers, or from an SIS. Here is an example of a simple .CSV student information file using the *Generic Import Routine*.

	A	B	C	D	E	F	G
1	Last Name	First Name	Student #	DOB	Gender	Phone	Course Code
2	O'Shanter	Tam	5659	2007 02 09	M	555 3911	ENG3A1-A
3	Boame	Gerald	5069	2007 02 06	M	555 6658	ENG3A1-A
4	Duguid	Kenneth	7033	2007 05 29	M	555 0114	ENG3A1-A
5	Beach	Shelley	2837	2007 06 18	F	555 3758	ENG3A1-A
6	Boyce	Daniella	1321	2007 05 05	F	555 8715	ENG3A1-A
7	Bridges	Cam	4447	2007 05 09	M	555 8577	ENG3A1-A
8	Day	Bonny	5404	2007 12 11	F	555 1301	ENG3A1-A
9	Arkand	Samantha	492	2007 09 10	F	555 8655	ENG3A1-A

The file must contain the Last Name and First Name in separate columns as well as the Student Number. If your school does not use student number then you can create some. **They must be unique and not repeated with a different student's name in a different class.** Other information such as phone numbers, e-mail addresses or any of the other fields supported in MarkBook are optional. Ensure that the e-mail addresses are correct if you intend to use the **CONNECT** feature.

The order of the columns is not important. When you import the class you will be telling MarkBook what order the columns are in.

Although not mandatory it is very helpful if each column is labelled in the first row.

After logging in, choose **Import Class** from the menu presented or from the MarkBook Home screen, choose **My Classes** and choose **Import Class**.

Click the dropdown symbol in the Import type field to choose **Generic Import**). The current option is shown in **Blue Text** on a Dark Grey background and the option to which the cursor points in a Light Grey background.

Class Export (.CSV) from MarkBook

Aspen Import

Trillium Import

Generic Import

Student pictures (optional) ☐

Load

Now click the **Import From** field and navigate to locate and select the file you saved from MarkBook, MarkBook for Windows® or from any other .txt or .csv source.

If have photos for your students and wish to import those, click the Student Pictures field and navigate to the folder containing the student photos.

Select ALL of the photos in that folder (CTRL-A). Only the ones matching the students in your class will be imported.

Picture files must be named **student_number.jpg** (or bmp) where *student number* matches.

Click **Load** and wait for a few seconds until you see the message "Class loaded. Please click Next to proceed". Click **Next** to continue.

The next step is for MarkBook to match the order of the MarkBook Fields to the order of the Columns in your .csv file or .txt file.

On the left all of the available MarkBook Fields are listed.

On the right (outlined in red) are the column titles from your .txt file.

If you click **Auto Map Fields**, MarkBook will attempt to match its fields to the column names from your file.

Last Name, First Name, Gender, Program, Home Form, Date of Birth, Student Email and SpecialUse have

been successfully matched. You can map remaining fields by dragging the *Drag Selector* icon



Drag Selector icon

beside the field name to the **Drag and Drop here** corresponding location. For more information on the animations and icons used, please refer to the *Iconography Guide* button on the Main Dashboard.

If your file contains only the information for a single class, click **Next** to continue.

If your .txt file has information for students in more than one class you need to specify which students to import.

Import if #1 is a special field.

It is used to designate which column in your data file contains the course code or other identifier for which course the student is enrolled.

To set up the course code selection, drag **Import if #1** to match it to the column containing the course code.

Now if you are certain of the course code you desire, type it in the field labeled **Import if #1** contains (outlined in red here).

If you don't know the exact course code, move the cursor up to the location for the Records and click on the right *Chevron* (>) to see the contents of the import file.

You may know the name of one of the students in the class. This helps to locate the exact code. Move the cursor over the code and highlight that code as you would to *Copy and Paste* from a website and then paste that text into the **Import if #1** input field.

If, for example, we typed in the course code AMR4O501 (sometimes difficult because of the capital "O" and Zero), the *Copy and Paste* technique prevents the application from not finding the course and student information. Then, you will import only those students with the matching course code.

If you are importing the Date of Birth (DOB) for each student you must indicate what format is used in the import file.

Select the matching format from the dropdown *Chevron* (▼) highlighted in the diagram at the right.

Gender is also required, but if missing, a default may be specified (highlighted in dropdown Menu)

Once all fields have been matched, click **Next** to continue.

You will be shown a report of the number of students that have been imported. If it is not what you expect, click **Previous** to backup and try again.

Now you need to add some information about your class.

The screenshot shows the 'Import Class' dialog box. On the left, there's a section for 'MarkBook Fields' with an 'Ignore' button. In the center, a list of fields is shown with a red box highlighting the 'Matched: 17 Of 17' section. The fields are: First Name, Gender, Student Number, Program, Home Form, Ignore, DOB (YearMMDD), Phone #1, Phone #2, Student e-mail, Parent e-mail, Miscellaneous, Special Use, and Import If #1. Each field has a checkbox and a close button. On the right, there's a form for 'Please enter class information' with fields for Class Code, Class Name, Start Date (August 2020), Teacher (Richardson, Mark), School (The Best School), School Address (123 Education Dr.), Town/City (Our Town), Postal Code (A1A 1A1), and Phone (123-555-5555). At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.

Use the formal *Class Code** designated for this class as this will appear on Reports.

The *Class Name** can be any class name that you wish but it is helpful to use something that is not a code; *example* English Grade 10.

The screenshot shows the 'Import Class' dialog box with detailed class information. The fields are: Grade 10 English - Eng1 - Grade 10 English Details, Mark Set Short Code* (Eng1), Description* (Grade 10 English), Master Course Code* (ENG2D101), Block Title* (Term), Room, Day, Period, Teaching Days (S, M, T, W, T, F, S), Calculation Method* (Average), Weighting Method* (Category), and a 'Quick Start Guide' link. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.

Fill in the fields on the next form.

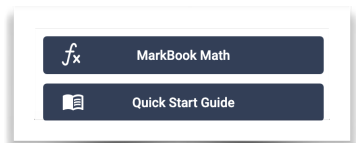
The *Mark Set Short Code** is a short designator for this set of marks. (4 letters max. recommended).

The *Descriptor** provides more information about the class.

The *Master Course Code** organizes types of classes.

The *Block Title** is just a descriptor of the time frame for these marks. Select from the list.

Calculation Method and *Weighting Method* are important. Select one from the list. For an explanation of these see the document “MarkBook Math” on the application’s Home Dashboard or refer to the “Understanding MarkBook Math” document which is found on the support page at www.markbook.com



You may set up your list of assessment categories at this time or you can leave it until later. Your class must have at least one category. The default category of **misc** has been created for you.

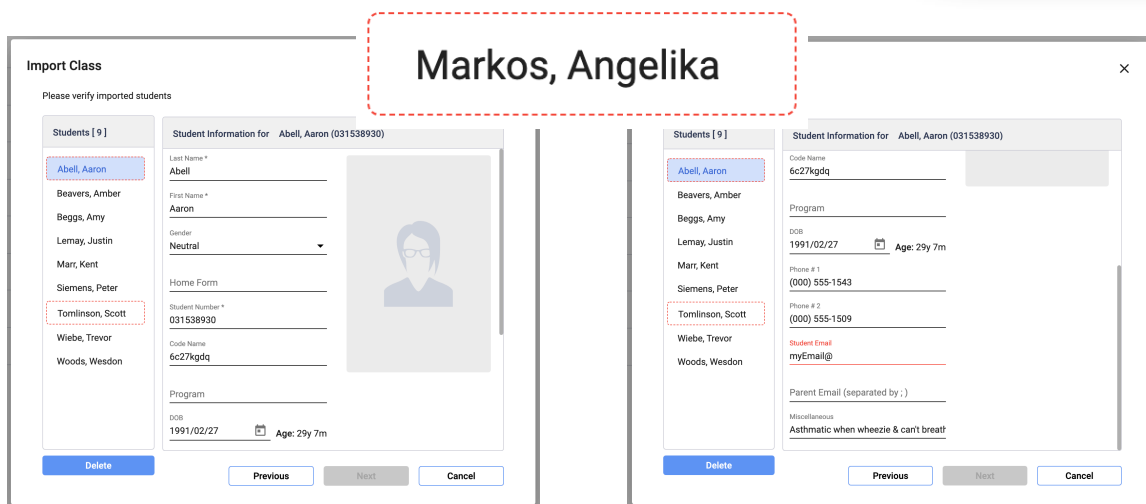
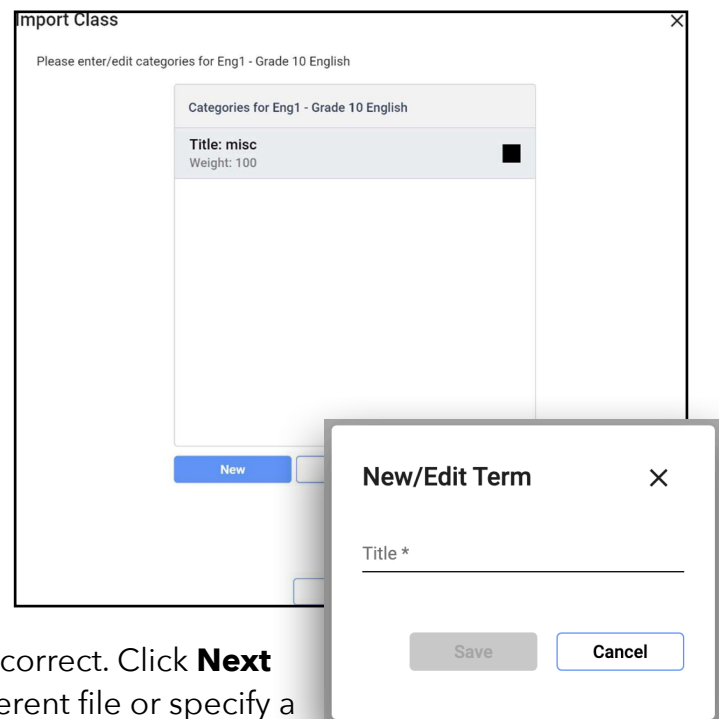
Once you have created other categories, this can be deleted or you may rename it.

Each category must have a weight assigned to it to signify its contribution to the overall grade. You may specify any values and the total does not have to add up to 100.

Now provide a title for this term or block. Perhaps Term 1.

Any of the items that you have set up during this import may be changed later.

After clicking **Next** you will now see a series of screens asking you to verify that the information is correct. Click **Next** on each one to continue to back up to select a different file or specify a different course.



In the above example, Aaron Abell’s email address is invalid. Hovering over the **red** input line reveals a pop-up which states: “Please enter a part following ‘@’. myEmail@ is incomplete”.

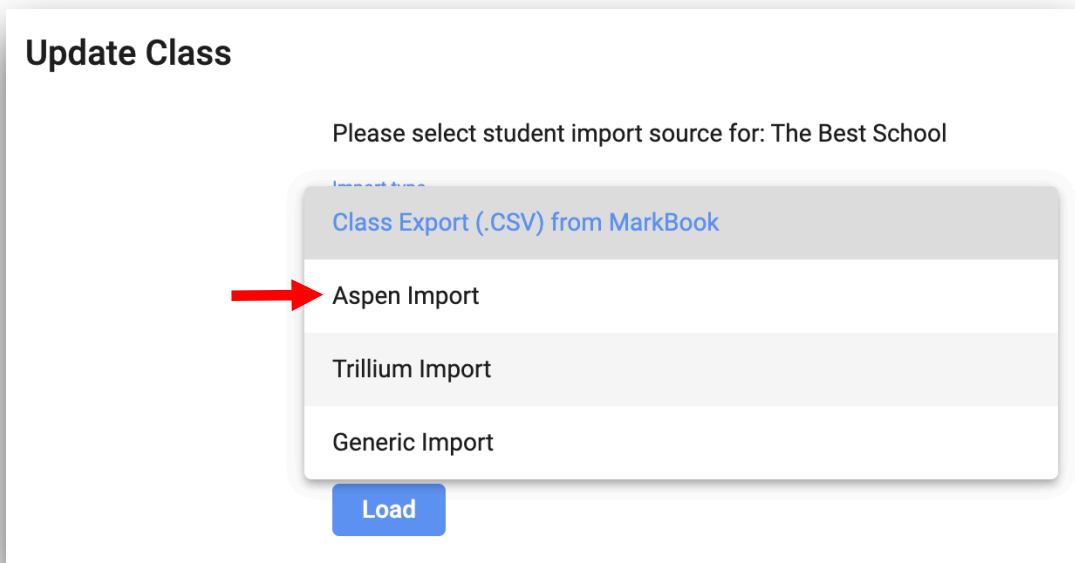
Correct that issue. In the case above, Aaron Abell's Student Information is "in-focus" shown by the **pale blue** highlighting. Scott Tomlinson's data is also invalid and needs correction.

Proceed to **Mark Sets** and **Categories** (which may be edited at any time).

(d) Updating Imported Classes

If you created your class by importing the student list from any of the sources, you can update the class list by opening your class and clicking the **My Classes** button on the home screen.

Click **Update Class** from the top line menu and follow whichever **Import** procedure that you used when you first imported the class. New students will be added. If a student that is listed in your class does not appear in the import list, you will be prompted if you wish to delete the student.



The screenshot shows a dialog box titled "Update Class". Inside, it says "Please select student import source for: The Best School". Below this is a list of import sources: "Class Export (.CSV) from MarkBook" (highlighted in blue), "Aspen Import" (indicated by a red arrow), "Trillium Import", and "Generic Import". At the bottom of the list is a blue "Load" button.

If you created your class by typing the information from the keyboard you will need to update the class by adding new student individually using the same methods you used to create the class and delete students individually.

2. MARK SETS and CATEGORIES

If you teach more than one subject to the same group of students using Mark Sets will be helpful.

A Mark Set is just that – a set of marks. For example, if you are a middle school teacher teaching Math, English and History to a class of students, you can create a Mark Set for each of those subjects which.

Each Mark Set is totally independent with its own categories, calculation method, and mark entries. Results from multiple Mark Sets may be combined in one report. It is like creating three separate classes, but you only have to enter the student list once and create only one seating plan.

You will also be able to produce a Combined Report showing achievement in all Mark Sets in a single report.

If you only teach one subject to a class and do not need to use different **Calculation Methods** on subsets of **Students** or **Entries**, you can skip Mark Sets and go on to **Categories**.

Every class must have at least one Mark Set but as many as are needed may created at any time. A default Mark Set is added when you create your class.

The screenshot displays the 'Mark Sets' management interface. At the top, a navigation bar includes the 'Mark Sets' title and various filters: Short Code (ENG2), Master Course Code (ENG2A1A), Calculation Method (Average), Weighting Method (Category), Room, Day, Period, Total Enrollment (15), Categories (Comm, Media Lit, Reading), and Units (Unit 1). Below this, a row of buttons allows for 'Add Mark Set', 'Edit Mark Set', 'Delete Mark Set', and 'Undelete Mark Set'. The main section, titled 'Grade 10 English - Mark Set 1', contains a list of mark sets on the left and a 'Details for Mark Set 1' form on the right. The form includes fields for Mark Set Short Code (ENG2), Description (Mark Set 1), Master Course Code (ENG2A1A), Book Title (Unit), Room, Day, Period, Teaching Days (S, M, T, W, T, F, S), Calculation Method (Average), Weighting Method (Category), and a checkbox for 'Default Mark Set'.

To Add, Delete or Change the Mark Sets, select *Mark Set* from the Home screen.

(a) Adding Mark Sets

- Choose *Add Mark Set*, then Enter a *Short Code* to identify the Set. This can be a piece of the class code or any other unique code you want to use. **Note:** Each Mark Set must have a unique Short Code. **(Four (4) characters max).**
- In the *Description* field, give this Mark Set a name/description. For example, Grade 10 English. This description will print on class and student reports. **Twenty(20)characters is the recommended maximum length.**
- The *Master Course Code* is the official identification for this class and course.
- The *Block Title* is used to classify assessments according to a block of time such as “term” or “semester” of a block of “work” such as a unit. Choose a label from the dropdown that best suits your situation.
- Select from the five available *Calculation Method*. This may be changed at any time.
- Select from the three available *Weighting Method*. This may be changed at any time.

Note: For an explanation of these, see the document “MarkBook Math” on the application’s Home Dashboard or refer to the “MarkBook Math” document in the application.

(b) Creating Categories

Assessment entries may be grouped by categories. Categories may be assigned weighting factors so each category contributes appropriately to the overall mark.

Here are some examples of how categories can be organized

For a Language Course	For Mathematics	For any subject
Reading 30%	Algebra 20%	Appl 17.5%
Writing 30%	Geo 20%	Comm 10%
Comm 20%	NumSense 20%	Think 17.5%
MediaLit 20%	Measure 20%	KnowUnd 25%
	DataMan 20%	Exam/CA 30%

(c) Adding or Changing Categories

Mark Sets

Short Code: ENG2
Master Course Code: ENG2A1A
Calculation Method: Average
Weighting Method: Category

Room:
Day:
Period:
Total Enrollment: 15

Categories: Comm
Media Lit
Reading

Grade 10 English - Mark Set 1

Details Enrollment **Categories** Units

Mark Set 1
ENG2

Mark Set Short Code
ENG2

Description
Mark Set 1

Categories in Mark Set 1

Title: Comm
Weight: 20

Title: Media Lit
Weight: 20

Title: Reading
Weight: 30

Title: Writing
Weight: 30

Category Details for Comm

Title
Comm

Weight
20

Color

Contribution by Category

Comm 20%
Other 80%

New Edit Delete

Entries Overview

IB Science 9 - 2020-2021 - Assessment

Student	Overall	Rank	13	14	15	16	17	18	19	20	21
Awali, Ramsha	86.8%	9	80.6	100.0	97.8	91.4	90.6	90.6	88.9	86.7	86.7
Bajwin, Manfred	86.0%	11	61.1	30.0	75.6	62.9	90.6	90.6	97.2	76.7	83.3
Bala, Iswarya	85.3%	15	80.6	80.0	77.8	65.7	90.6	90.6	88.9	46.7	53.3
Bharadwaj, Norman	92.0%	1	88.9	100.0	97.8	97.1	90.6	90.6	97.2	96.7	96.7
Born, Taylor	85.5%	13	69.4	80.0	95.6	74.3	90.6	90.6	88.9	60.0	70.0
Chowdhury, Ibrahim	79.9%	24	69.4	70.0	77.8	48.6	90.6	90.6	88.9	40.0	66.7
Deonarine, Devon	88.0%	8	80.6	80.0	100.0	100.0	90.6	90.6	88.9	80.0	83.3
Gandhi, Raine	83.2%	19	61.1	40.0	88.9	85.7	90.6	90.6	88.9	66.7	36.7
Giles, Harry	88.9%	7	88.9	70.0	95.6	74.3	90.6	90.6	97.2	63.3	76.7
Jasser, Kamrina	81.0%	21	69.4	70.0	51.1	51.4	90.6	90.6	88.9	46.7	36.7
Kohl, Sonny	81.3%	23	80.6	0.0	48.9	62.9	90.6	90.6	80.6	46.7	56.7
Mandiga, Harvey	77.1%	26	88.9	20.0	60.0	42.9	90.6	90.6	80.6	36.7	53.3
Mata, Betty	81.3%	22	69.4	60.0	73.3	60.0	90.6	90.6	88.9	50.0	63.3
Mody, Randy	90.9%	2	69.4	100.0	77.8	94.3	90.6	90.6	88.9	86.7	86.7

New/Edit Category

Title *

Weight
0

Color

Save Cancel

- Click on Categories in Mark Sets
- Then Click **New**
- Enter the *Title* and *Weight* for the Category
- Select a *Color* for each so that they are displayed by Color tabs in Entries Overview

If the weight is not specified, the Category will not be included in calculations. Also, try to limit Category names to about 8 characters so that they will fit within the available space on screen and printed reports. It is not necessary to have the Category weights add up to 100 but that can be convenient.

Each Mark Set must have at least one Category

The **misc** Category can be deleted once other categories have been entered.

Every class must have at least one Mark Set but as many as are needed may be created at any time. A default Mark Set is added when you create your class.

To Add, Delete or Change the Mark Sets, select *Mark Set* from the Home screen.

Mark Sets

Short Code: **ENG2**
 Master Course Code: **ENG2A1A**
 Calculation Method: **Average**
 Weighting Method: **Category**

Room: _____ Day: _____ Period: _____
 Total Enrollment: 15

Categories: **Comm**
 Media Lit
 Reading

Units: **Unit 1**

Save Home

Grade 10 English - Mark Set 1

+ Add Mark Set Edit Mark Set Delete Mark Set Undelete Mark Set

Mark Sets

Mark Set 1
 ENG2

Details Enrollment Categories Units

Details for Mark Set 1

Mark Set Short Code
ENG2

Description
Mark Set 1

Master Course Code
ENG2A1A

Block Title
Unit

Room _____ Day _____ Period _____

Teaching Days
☐ S ☒ M ☒ T ☒ W ☒ T ☒ F ☐ S

Calculation Method
Average

Weighting Method
Category

☐ Default Mark Set

3. ENTERING ASSESSMENT DATA

(a) Adding an Entry

- From the *Home Screen Main Dashboard*, select **Entries**.

- Click *Add Entry* to begin setting up the new assessment. Fill in the fields in the form. Date may be chosen using the calendar.
- The *Entry Importance* is a measure of how much this entry should contribute to the overall mark. The value of 1 is the lowest importance. You can choose any scale you wish to indicate importance. You may find it useful to set the importance value to be the same as the *Out Of* mark. For more information on Importance see the Support Document – *MarkBook Math*.
- If you scroll down, you can enter information about the objective of the entry and a description.
- Click **Save** to continue.

You can enter marks now or come back and do it later.

(b) Entering Marks

You may have reached this screen following creating the entry or you can also get to it from the *Home Screen Main Dashboard* by choosing **Entries**, then **Edit Marks**.

The screenshot shows the 'Entries' screen in MarkBook. The top blue header contains the title 'Entries' and various statistics: Unit: Unit 1, Category: misc, Type: Summative, Date: Aug 11 2020, Average: 0.0 / 10, Average: 0%, Median: 0%, Weight: 1, % of misc: 100.0%, % of Overall: 100.0%, NoMarks: 41, Zeros: 0, Format: Actual, Input Method: Keyboard. Below the header is a navigation bar with buttons: Multiple New, Multiple Update, Add Entry, Edit Entry, Delete Entry, and Undelete Entry. The main area is titled 'Enter/Edit Marks for 1. Periodic Table Quiz' and features a table with columns: Student, Marks (Out of 10), and Remark. A red arrow points to the 'Edit Marks' tab. The table lists 12 students, all with 'NM' in the Marks column.

Student	Marks (Out of 10)	Remark
Allan, Norman	NM	
Arkand, Samantha	NM	
Beach, Shelley	NM	
Bell, Clarissa	NM	
Boame, Gerald	NM	
Boyce, Daniella	NM	
Bridges, Cam	NM	
Burton, Richard	NM	
Catanzaro, Stasio	NM	
Cole, Brandon	NM	
Cull, Nicholas	NM	
D'Angelo, Christoper	NM	

Enter the mark by first clicking on the cell in the **Marks** column and keying in the mark. You may add a short remark.

You have a choice of formats for the marks.

This screenshot shows a dropdown menu for the 'Format' field. The menu is open, displaying three options: 'Actual' (highlighted in blue), 'Percent', and 'Level'. The background shows the 'Format: Actual' and 'Input Method: Keyboard' settings.

Actual is used for recording the students score on the entry. 7/10 for example.

Percent is used to record the entry as a percent - 70%

Level is used if you use a level or letter grade system 3+ or B- for example.

You may customize the level settings by clicking the **Preferences** button on the **Home** screen.

(c) Updating Marks

You may have reached this screen following creating the entry or you can also get to it from the *Home Screen Main Dashboard* by choosing **Entries**, then **Edit Marks**.

Assessments may be added individually using **Add Entry** or by a **Multiple New** feature that adds up to five Entries at a time to save time with Options to show *Overall Mark* and *Notes*.

Assessments may be also be updated individually using **Edit Entry** or by a **Multiple Update** feature that updates up to five Entries at a time to save time with Options to show *Overall Mark* and *Notes*.

Multiple Update

Save Entries Home

Demo Class Ontario 2021 COPA - ASMT_OF_Learning Tutorials

Students in ASMT_OF_Lear...

1. Abbott, Dave

2. Addala, Nancy

3. Bolton, Marilyn

4. Clifton, Layla

5. Declert, Kevin

6. Henry, Lisa

7. Peterson, Bob

8. Rhymes, John

9. Slack, Jimmy

10. Tesora, Sylvia

Abbott, Dave

☒ Update Entry #6 1

Title * U1 Ecology Test C ECOLP Date 2015/10/07 Out of 100 Mark 59.0

COP Produc Category Application Type Summative Importance x 100 Remark

☒ Update Entry #7 4

Title * U1 Ecology Test A ECOLP Date 2015/10/07 Out of 100 Mark 95.0

COP Produc Category Inquiry Type Summative Importance x 100 Remark

Tools

MULTIPLE UPDATE

Entry 6: Level (Mark)

Click to enter button value

4(90) 3(75) 2(65) Notes

1(55) Next

NM Z!

☒ Buttons ☒ Check Max. ☒ Round off

☒ Mid-range ☐ Overall Mark ☒ Auto

Overall Mark keeps a running total for Multiple Entries and calculates the results even if the Entries were given as Levels.

Multiple New

Save Entries Home

Music Teacher Grade 12 Music - Music Senior band Tutorials

Students in Music Senior band

1. Chicago, Kylan

2. Collier, Joan

3. Dolson, Garrett

4. Fairbanks, Colton

5. Froese, Evan

6. Goetz, Richelle

7. Lazreg, Keagan

8. Pelly, Chaylene

9. Rimstad, Emily

10. Robinson, Garry

11. Sabeski, Daniel

Chicago, Kylan

☒ New Entry #1 4

Title * Instrument Care Date 2022/10/18 Out of 25 Mark 23.0

Term SEM1 Category Band Type Summative Importance x 2 Remark Super

☒ New Entry #2 3

Title * Instrument Handling Date 2022/10/18 Out of 50 Mark 38.0

Term SEM1 Category Band Type Summative Importance x 1 Remark Great

Tools

61.0 ÷ 75 = 81%

Entry 1: Level (Mark)

Click to enter button value

4(23) 3(19) 2(16) Notes

1(14) Next

NM Z!

☒ Buttons ☒ Check Max. ☒ Round off

☒ Mid-range ☒ Overall Mark ☒ Auto

4. ANALYZING and REPORTING

(a) Report Comments

The screenshot shows the 'Report Comments' interface for student Dave Abbott. The top navigation bar includes a 'Report Comments' button, a 'Percent' of 70.7%, and a 'Calc Method' of 'Average - Category'. The main content area is divided into three sections: a 'Students' list on the left, a 'Comment Preview' for Dave Abbott in the center, and a 'Trends' graph on the right. The 'Students' list includes names like Addala, Nancy; Bolton, Marilyn; and others. The 'Comment Preview' shows a comment about Dave's technology use and science concepts. The 'Trends' graph shows Dave's mark over time compared to the class average. Below these sections is a 'Comment Bank' table for Science, Grade 9, with columns for #, Type, Level, and Comment Text. The table lists six comments related to science process skills.

You may produce original or personalized comments from MarkBook®. From the *Home Screen Main Dashboard*, choose **Report Comments**. The accompanying display is produced based on the

selection of the Name from the Student Column. Comments may be input manually or using the **Edit** button. A **Draft** of a Comment may be distributed among the class using the **Copy To Students** functionality.

The comment may also be stored in the *Comment Bank* which accompanies

The screenshot shows the 'Copy To' dialog box in MarkBook. It has a 'Copy The Comment to:' section with a list of students: Rhymes, John; Henry, Lisa; Slack, Jimmy (selected); Declert, Kevin; Peterson, Bob; Bolton, Marilyn; Clifton, Layla; Tesora, Sylvia; Abbott, Dave; and Addala, Nancy. There is a 'Copy The Comment to:' section with radio buttons for 'Selected Students', 'Students with marks from' (range 0 to 50), 'Students with a Level' (selected, with a dropdown showing levels 1, 2, 3, 4), and 'Students with a Mode'. There is also a 'Choose the desired behavior:' section with checkboxes for 'Append to an existing comment' (selected), 'Replace existing comment', and 'Only to students without comments'. A 'Copy Comment' button and a 'Cancel' button are at the bottom right.

The screenshot shows the 'Comment Bank Editor' interface. It has a 'Demo Class Ontario 2021 COPA - ASMT_OF_Learning' header and a 'Create Comment Bank' button. The main area is divided into two sections: 'Edit/Add/Delete Comment Bank Entry' and 'Manage Types/Levels'. The 'Edit/Add/Delete' section shows a comment about science process skills. The 'Manage Types/Levels' section shows a table with columns for #, Type, Level, and Comment Text. The table lists comments for various subjects and levels, including Science, Grade 9, and Grade 8 Subjects.

the Class and can be modified in the *Comment Bank Editor* for later use or distribution in other Classes.

(b) Entries Overview

This shows you a summary of all the assessment data that has been entered. On this form you may:

Entries Overview

Class Avg.: 85.4%
Class Median: 85.5%
Calc Method: Average - Category

IB Science 9 - 2020-2021 - Assessment

Format: Percent Input Method: Keyboard Calc Method: Average Weight Factor: Category

Student	Overall	Rank	17	18	19	20	21	22	23	24
Awally, Ramsha	86.8%	9	0.6	90.6	88.9	86.7	86.7	83.3	68.4	60.0
Bajwin, Manfred	86.0%	11	0.6	90.6	97.2	76.7	83.3	88.9	57.9	70.0
Bala, Iswarya	85.3%	15	0.6	90.6	88.9	46.7	53.3	88.9	60.5	90.0
Bhansati, Norman	92.0%	1	0.6	90.6	97.2	96.7	96.7	94.4	89.5	80.0
Born, Taylor	85.5%	13	0.6	90.6	88.9	60.0	70.0	88.9	50.0	50.0
Chowdii, Ibrahim	79.9%	24	0.6	90.6	88.9	40.0	66.7	83.3	28.9	50.0
Deonaraine, Devon	88.0%	8	0.6	90.6	88.9	80.0	83.3	88.9	73.7	85.0
Gandhi, Raine	83.2%	19	0.6	90.6	88.9	66.7	36.7	88.9	71.1	65.0
Gillis, Harry	88.3%	7	0.6	90.6	97.2	63.3	76.7	94.4	73.7	70.0
Jasser, Harmina	81.9%	21	0.6	90.6	88.9	46.7	36.7	88.9	68.4	35.0
Kohl, Sonny	81.3%	23	0.6	90.6	80.6	46.7	56.7	88.9	73.7	65.0
Manley, Harvey	77.1%	26	0.6	90.6	80.6	36.7	53.3	83.3	55.3	65.0
Mata, Betty	81.3%	22	0.6	90.6	88.9	50.0	63.3	88.9	34.2	80.0
Mody, Randy	90.9%	2	0.6	90.6	88.9	86.7	86.7	88.9	86.8	95.0

Customize Entries

Sort Filter Options

Filter Students By:

Overall: 0 to 100

Rank: 0 to 26

Zeros: 0 to 56

No Marks: 0 to 56

Clear Student Filters

Filter Entries By:

Weight: 0 to 3

MarkBook® v1.5.16 © 2022 The Acadiem Group

- See and edit the results of all assessments in the current *Mark Set*.
- If the *Categories* are Color Coded, view specific *Categories* more efficiently.
- Slide the horizontal and vertical slider bars to see the complete *Entries* Record.
- Move the *Vertical Viewer* by pulling on the *Panel Handle* (more helps are found in the *Iconography Guide*)
- Sort and filter the results using a number of parameters. The *Overall Mark* will be recalculated based on those parameters.
- Change the *Calculation* and *Weighting Methods* to see how *Overall Marks* are affected.

Iconography Guide

(c) The Class Report

This provides you with options for comprehensive analysis of achievement. There are several options for viewing the data accessed from the menu above the student list including:

Class Report

Class Avg.: 61.4%
Class Median: 60.8%
Calc Method: Average - Category

Terms ▾
Categories ▾
Types ▾

☐ Round Off %
☐ Mode As %

Real Name
Code Name
Student ID

8D Senior Class - Art

Adjust Grades

Format: Percent ▾

Calc Method: Average

Weight Factor: Category ▾

Save Home

Summary Entries Category Distribution Modal Seating Comparison Report

Class Report - Summary - Term: [ALL] - Category: [ALL] - Type: [ALL]

Student	Rank	Overall	Adj. Class Avg. %	± Adjusted Class Avg.	NoMarks out of 9	ZeroMarks out of 9	YTD Absent	YTD Late
Arkand, Samantha	10	67.6	61.4	6.2	1		6	1
Beach, Shelley	13	58.9	61.4	-2.5	1	1	4	
Bell, Clarissa	4	83.3	61.4	22.0	1		4	1
Boame, Gerald	20	35.5	62.2	-26.7		1	3	
Boyce, Daniella	12	60.8	62.2	-1.4			5	
Bridges, Cam	17	44.2	61.4	-17.2	1	2	2	
Day, Bonny	3	84.3	62.2	22.1			3	4
D'Lionne, Daniel	7	75.6	62.2	13.4			1	

MarkBook® v1.5.16

© 2022 The Acadiem Group

- Summary – view each student’s overall achievement and comparison to the class average.
- Entries – a detailed chart of each student’s overall and individual marks. Marks may not be edited on this screen, that can be done on a similar layout on the *Entries Overview* screen.
- Category – see each student’s achievement in each category
- Distribution – view a bar chart showing the number of students at each achievement level.
- Modal – If you are recording achievement by mode, level or grade this chart will show you each student’s achievement at each level.
- Seating – see each student’s overall mark plotted on the seating plan grid.
- Comparison – allows you to view the results of calculating the student’s overall marks using each of the different calculation methods available to you in MarkBook.
- Report – Choose options to prepare a printed or pdf report of the overall achievement.
- The **Class Report** may be viewed as the Student’s *Real Name*, *Code Name* or *Student ID* if desired for posting in the Classroom.

(d) The Student Report

This screen provides you with a detailed view and analysis of each student's list including screen provides you with a detailed view and analysis of each student's achievement:

Student Report

Percent: **68.7%** Level: **2** Bin: **M4**

Class Avg.: **71.4%** Class Median: **71.0%** NoMarks: **0 of 37** Zeros: **3 of 37** Absences: **0** Lates: **4**

COPs Categories Types Formats

☐ Show Rank ☐ Round Off % ☐ Mode As %

Save Home

Calc Method: **Average - Category**

Rhymes, John - ASMT_OF_Learning

Adjust Grades Format: Percent Calc Method: Average Weight Factor: Category

Students

- 1. Abbott, Dave
- 2. Addala, Nancy
- 3. Bolton, Marilyn
- 4. Clifton, Layla
- 5. Declert, Kevin
- 6. Henry, Lisa
- 7. Peterson, Pull to move
- 8. Rhymes, John**
- 9. Slack, Jimmy
- 10. Tesora, Sylvia

Entries Categories Trends Modal Analysis Notes Report Aspen Secondary Trillium Secondary

Entries for Rhymes John - COP: [ALL] - Category: [ALL] - Type: [ALL]

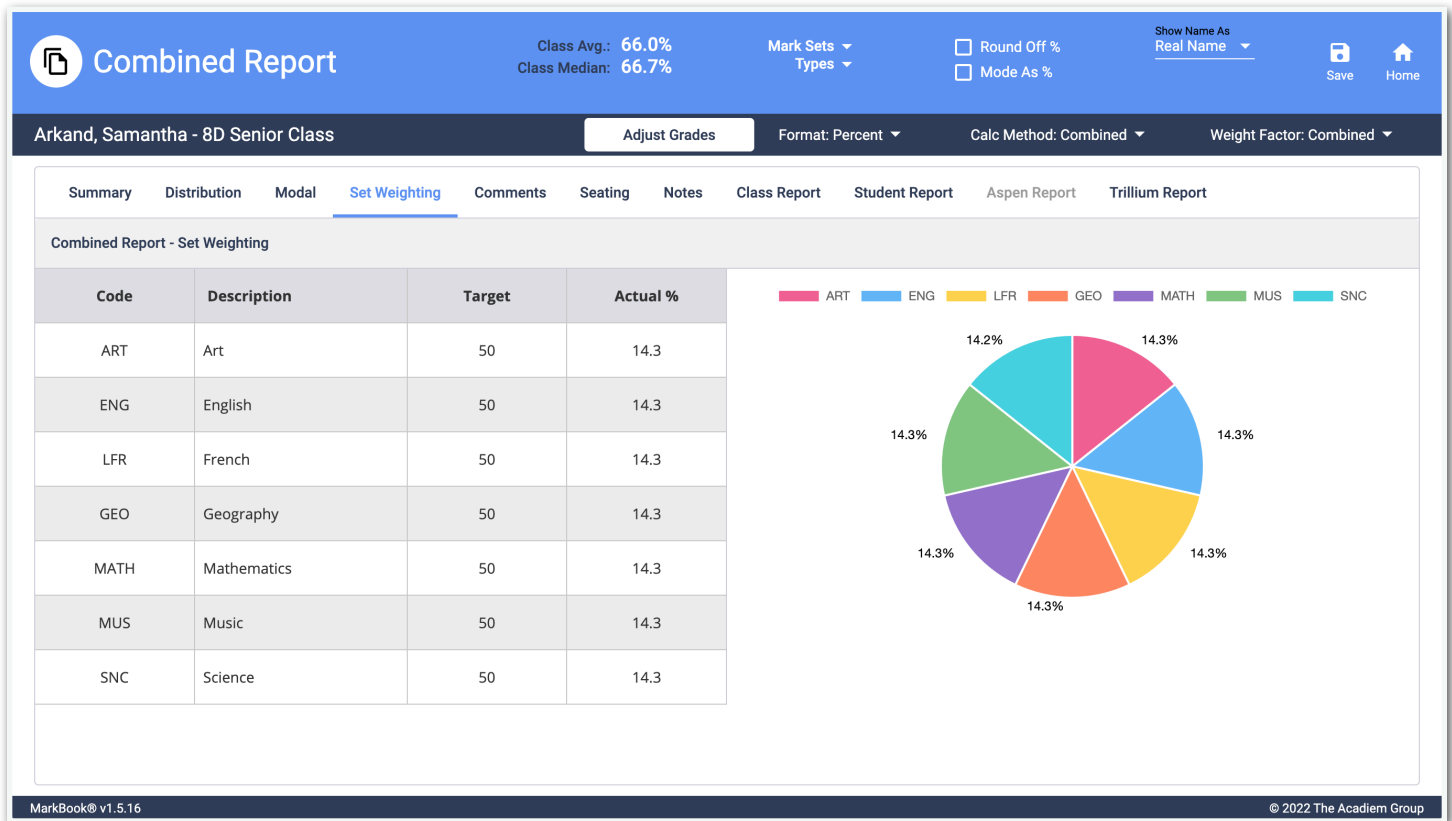
#	Title	Date	COP	Category	Type	% of Set	Actual Mark	Mark %	Class Avg %	±Class Avg %	Level	Remarks
7	U1 Ecology Test B EC...	Oct 07	Produc	Knowledge	Summative	6.1	95/100	95.0	71.6	23.4	4	
8	U1 Ecology Test B EC...	Oct 07	Produc	Knowledge	Summative	6.1	95/100	95.0	71.6	23.4	4	
9	U1 Ecology Test D EC...	Oct 07	Produc	Communication	Summative	4.0	98/100	98.0	69.9	28.1	4	
10	Chem Review CHEMO	Oct 08	Observ	Knowledge	Diagnostic	< 0.1	83/100	83.0	75.5	7.5	4	
11	Atoms & Molecules C...	Oct 15	Conver	Knowledge	Formative	0.1	83/100	83.0	74.0	9.0	4	
12	Reactions Lab CHEMO	Oct 21	Observ	Knowledge	Self	0.2	83/100	83.0	75.6	7.4	4	
13	Equations CHEMC	Oct 29	Conver	Knowledge	Self	0.2	83/100	83.0	71.7	11.3	4	
14	Bonding Project CHE...	Nov 03	Produc	Knowledge	Summative	4.6	0/100	0.0	65.7	-65.7	R	
15	U2 Chemistry Test A ...	Nov 10	Produc	Knowledge	Summative	6.1	83/100	83.0	68.4	14.6	4	

MarkBook® v1.5.16 © 2022 The Acadium Group

- Entries-the details of each student's achievement on each assessment.
- Categories - each student's achievement organized by category
- Trends - a graph showing each student's achievement and comparison to the class average on a time scale to show the achievement trend.
- Modal Analysis - displays a bar chart showing the number of assessments that fall within each of the modal levels.
- Notes - allows you to record short notes regarding each student.
- Report - allows you to configure and print, save as pdf or email detailed reports for selected students. You may change the calculation method and how marks are displayed. *Mini Reports* allow you to print multiple summary reports per page to be cut apart and distributed. Select PDF as the report format and the report is saved to Downloads folder.
- Aspen Secondary (Greyed-out Inactive in this view) tab - This option is used to prepare an .ARC Export file to each of the Modal Levels to be sent to the Follett Aspen® SIS to print.
- Trillium Secondary (Active in this view) tab - This option is used to prepare a .TRC Export file to each of the Modal Levels to be sent to the Trillium Student Information System to print.

(e) The Combined Report

This provides you with options for comprehensive analysis of any Combination of Mark Sets.

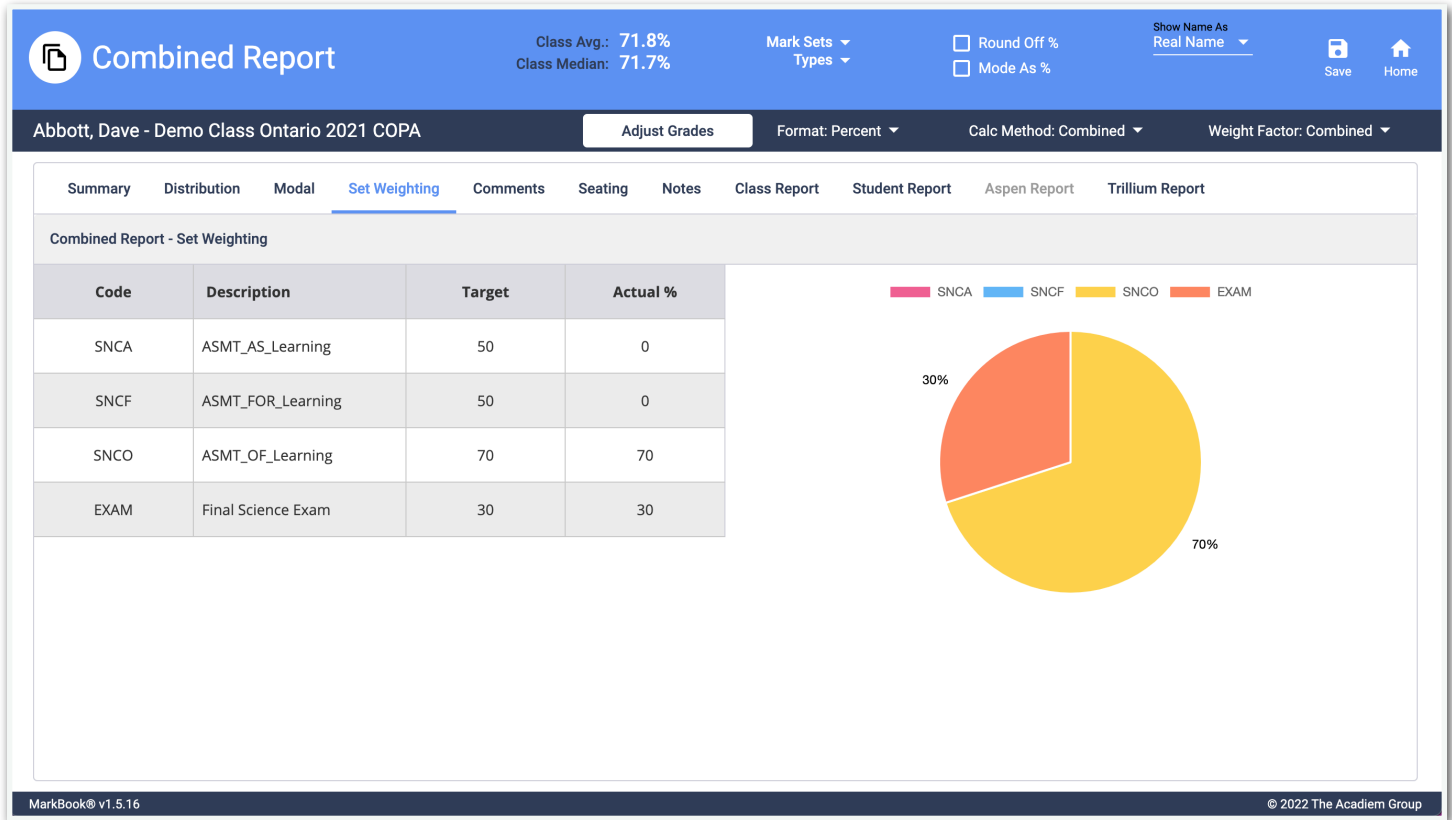


The combination of Mark Sets permits multiple Mark Sets, such as different Subjects taught to the same group of students, often in Middle schools (shown above).

Each Mark Set may receive its own

- **Code** for display purposes in the accompanying Pie Chart,
- **Description** for expanding on the Mark Set or Subject in view,
- **Target** for providing a relative weight as a number for balancing the proportions,
- **Actual %** for converting the *Target* value to a Percentage in order to view the impact on the overall combination of Mark Sets in the report.

Another combination of Mark Sets may be used in Secondary schools where separate Mark Sets use different Calculation Methods to produce an Overall Final Grade based on the



Summative portions (as above where ASMT_OF_Learning used Blended Mode for Most Consistent Performance and Final Science Exam used Average). Some Mark Sets were used to collect Formative and Diagnostic portions and subsequently given a Weight of Zero.

There are several options for viewing the data accessed from the menu above the student list for **Aspen Combined Reports** or **Trillium Combined Reports** including:

- Summary - view each student's overall combined achievement and comparison to the class average.
- Distribution - view a bar chart showing the number of students at each combined achievement level.

Combined Student Report
Class Avg.: 84.1%
Class Median: 90.0%

Mark Sets Types: ☐ Round Off % ☐ Mode As %
Show Name As: Real Name

Adams, Matthew - Music Teacher Civics Combined

Summary Distribution Modal Set Weighting Comments Seating Notes Class Report Student Report **Aspen Report** Trillium Report

Students

1. Adams, Matthew
2. Altmann, Dawn Ma...
3. Cameron, Alissa
4. Clark, Dawn
5. Clarke, Isalah
6. Findlay, Starlene
7. Greer, Jamie
8. Hendy, Noel
9. Henry, Grace
10. Johnson, William
11. Kavanaugh, Shelby
12. Kilgour, Trent Kehl...
13. Lindgren, Mark

Aspen Report for Music Teacher Civics Combined

Music Teacher Civics Combined

Course: MST ☐ ESL/ELD ☐ Core ☐ French ☐ Immersion ☐ SHSM ☐ Extended ☐ IEP ☐ Interview req

Student ID: 21339847

Report: 1
Absent: 0
Late: 0

Mark: ☒ Mark Percent ☐ Insufficient (I) ☐ Withdrawn (W) 90 %

Learning Skills

Responsibility Organization Independent Collaboration Initiative Self Regulation

Reset LS

E G S N

Clear

Secondary Report Settings

Course and Section

Course Section: MST Report: 1

Get Code from:

☒ Mark Set (Master / Individual) ☐ 'Program' field in Class List

Apply

Check Boxes

☐ ESL/ELD ☐ IEP ☐ French ☐ Core ☐ Immersion ☐ Extended ☐ SHSM ☐ Teacher requests an interview

Apply

Marks

Data will be drawn from the current Mark Set. All calculation parameters are the ones established in

MarkBook® v1.5.16 © 2022 The Acadiem Group

Combined Student Report

Class Avg.: 84.1%
Class Median: 90.0%

Mark Sets Types ▾

☐ Round Off %
☐ Mode As %

Show Name As Real Name ▾

Save Home

Adams, Matthew - Music Teacher Civics Combined

Summary Distribution Modal Set Weighting Comments Seating Notes Class Report Student Report **Aspen Report** Trillium Report

Students

1. Adams, Matthew
2. Altmann, Dawn Ma...
3. Cameron, Alissa
4. Clark, Dawn
5. Clarke, Isaiah
6. Findlay, Starlene
7. Greer, Jamie
8. Hendy, Noel
9. Henry, Grace
10. Johnson, William
11. Kavanaugh, Shelby
12. Kilgour, Trent Kehl...
13. Lindgren, Mark

Aspen Report for Music Teacher Civics Combined

Music Teacher Civics Combined

Course MST ☐ ESL/ELD ☐ Core ☐ French ☐ Immersion

Student ID 21339847 ☐ SHSM ☐ Extended ☐ IEP ☐ Interview req

Report 1 ▾

Absent 0

Late 0

☒ Mark Percent Mark 90 %

☐ Insufficient (I)

☐ Withdrawn (W)

Learning Skills

Responsibility Organization Independent Collaboration Initiative Self Regulation

Reset LS

E G S N

Clear

Secondary Report Settings

Course and Section

Course Section MST Report 1 ▾

Get Code from:

☒ Mark Set (Master / Individual)

☐ 'Program' field in Class List

Apply

Check Boxes

☐ ESL/ELD ☐ IEP ☐ French

☐ Core ☐ Immersion ☐ Extended

☐ SHSM

☐ Teacher requests an interview

Apply

Marks

Data will be drawn from the current Mark Set. All calculation parameters are the ones established in...

MarkBook® v1.5.16 © 2022 The Acadium Group

- Set Weighting – set Target Weight per Mark Set for an Overall Final Grade.
- Comments – Overall Comments for the Combination of Mark Sets.
- Seating – Results for the Combined Mark Sets.
- Notes – Overall Notes for the Combined Mark Sets.
- Class Report – Choose options to prepare a printed or pdf Overall Class Report for the Combined Mark Sets.
- Student Report – Choose options to prepare a printed or pdf Overall Student Report for the Combined Mark Sets.
- Aspen Report (Active in this view) tab – Choose options to prepare an Aspen Combined Report Card - .ARC file for export to the Follett Aspen® Student Information System.
- Trillium Report (Greyed-out Inactive in this view) tab – Choose options to prepare a Trillium Combined Report Card - .TRC file for export to the Trillium Student Information System.

5. MARKBOOK CONNECT

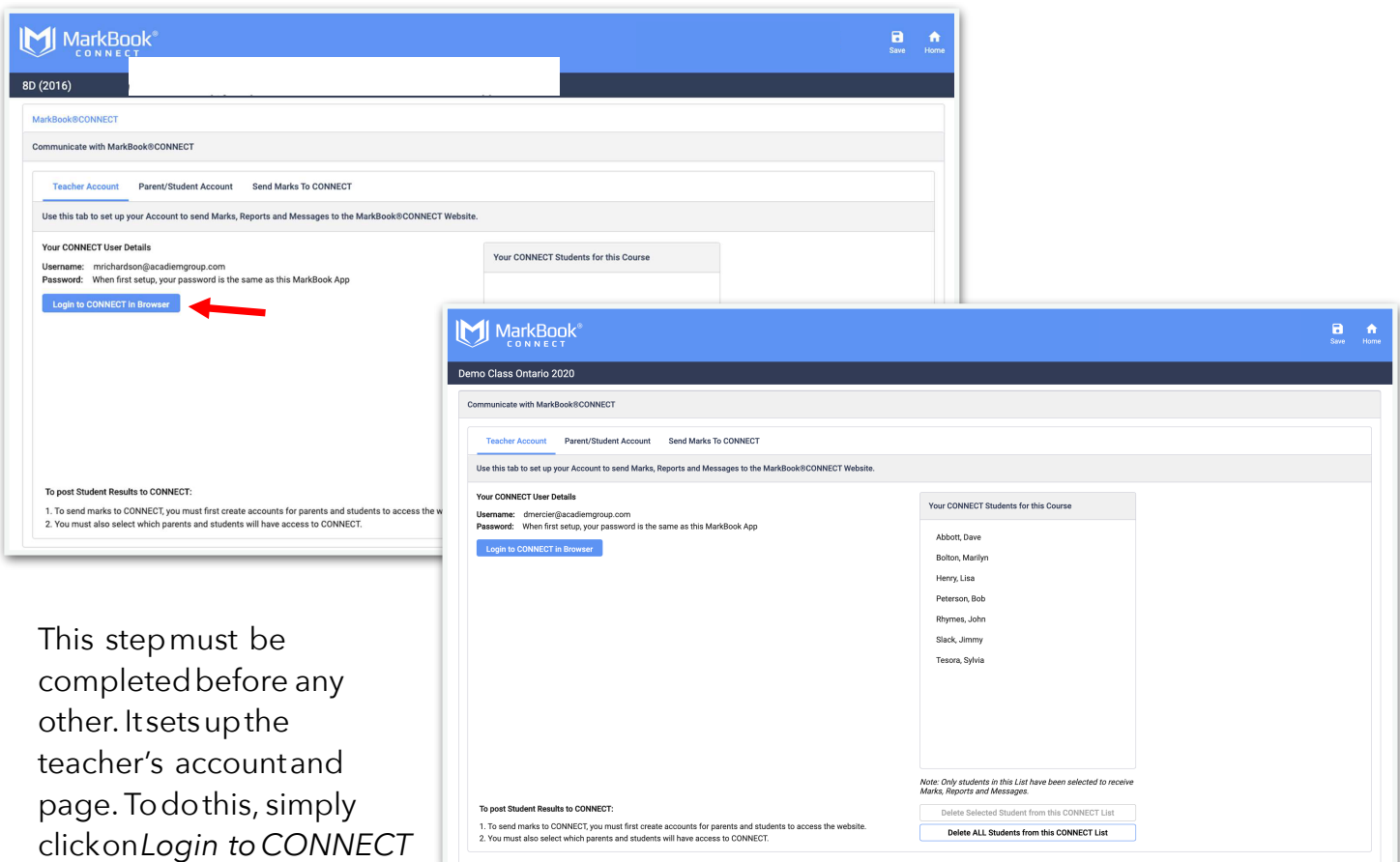
CONNECT is an included add-on feature that provides a way for teachers to keep parents and students informed of student progress through a **secure** and **verified** website portal to any approved device.. The information that is available is under your control. Send updates only when you choose.

To get started, from the Home form, click on the *CONNECT* button.

(a) Step 1 - Your Teacher Account

To get started you must create your *CONNECT* account in the *Teacher Account* tab . This is necessary as *CONNECT* is a separate application from MarkBook. This is done to ensure data security.

To create your account, click on **Login to *CONNECT* in Browser**.



This step must be completed before any other. It sets up the teacher's account and page. To do this, simply click on *Login to CONNECT in Browser*. This is also how you will access your *CONNECT* page in the future to review the data you have sent.

Note: The Username for your teacher account is the email address stored in User Preferences, the password is the one you use when to login to MarkBook.

(b) Step 2 - Parent/Student Accounts

The next step is to prepare and send login information to the students and parents that will be using *CONNECT* to view student achievement.

Click the *Parent/Student Account* tab.

Choose to whom the instructions will be sent to – Parents or Students. If you wish to send the instructions to both, then you must do it for each group separately.

Now select the student list that will be used for generating the information. If, for example, you have a student who has indicated that information is not to be sent to the parent, then deselect that student from the list at right before sending or printing the information.

You can now choose how you want to distribute the information. If you click **Send Emails** the information will be sent to the email address listed for each student in the Enrolment screen.

(c) Step 3 - Send Marks to **CONNECT**

Click the *Send Marks to CONNECT* tab.

You can now select the information you wish to have included on the report that will be sent to connect. When you are ready, click the **Send to CONNECT** button.

You can view the information that you have sent by logging into *CONNECT* using the button on the *Teacher Account* tab.

MarkBook® CONNECT

Save Home

Demo Class Ontario 2020

Communicate with MarkBook@CONNECT

Teacher Account Parent/Student Account **Send Marks To CONNECT**

Use this module to Send Student Marks and Reports to MarkBook@CONNECT Website for Student/Parent On-demand viewing.

Send Marks to CONNECT

Sending marks to CONNECT allows parents and students to see their marks on the CONNECT website. Any Marks that have been previously sent will be updated to reflect the latest marks.

In addition to sending the marks available for view, you can also choose to include optional reports:

☐ Include Combined Report

Include a Combined Report available for view and download along with the published marks which shows a summary of all the selected Mark Sets along with a combined mark.
Note: The report generated will use the weightings selected in 'Combined Report -> Set Weighting' and the options specified in 'Combined Report -> Student Report'.

☐ Include Student Report

Include a Student Report for each Mark Set, available for view and download along with the published marks which shows a summary of all the selected Mark Sets, entry details and more.
Note: The report generated will use options specified in 'Student Report -> Report'.

Send to CONNECT

Select the Mark Sets to be included: **Mark Sets** ▼

Select which Students will receive this Report:

☒ All

☐ Single

☐ Sequential

☐ Selected

From: Abbott, Dave ▼

To: Tesora, Sylvia ▼

Use SHIFT or CTRL to select

- ☒ Abbott, Dave
- ☒ Bolton, Marilyn
- ☒ Henry, Lisa
- ☒ Peterson, Bob
- ☒ Rhymes, John
- ☒ Slack, Jimmy
- ☒ Tesora, Sylvia

MarkBook® v1.0.7 © 2020 The Acadium Group

Note: It is essential that the Students/Parents who wish to receive the access to MarkBook *CONNECT* have a valid email address in their Student.

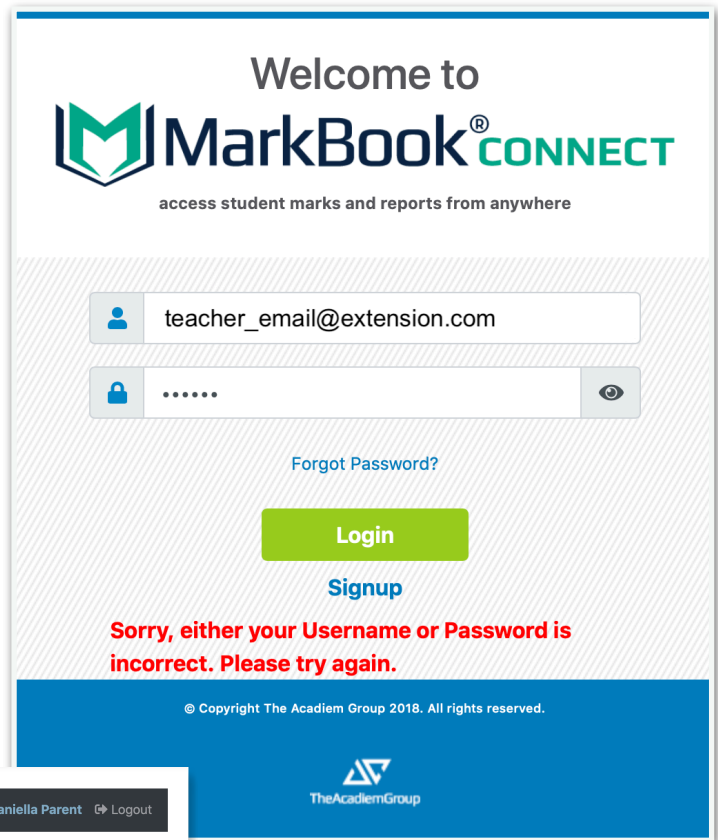
(d) The Result

Assessments may be accessed by the reaching Student and/or Parent who has been verified by a separate Account Authentication and Encryption system using any HTML5 browser.

The *CONNECT* subscribed teacher may then control the release of Student Data to enrolled Students and/or Parents from any HTML5 browser.

Access is also Password protected for privacy and security.

The presentation of Class Data is the same for the Enrolled Teacher User and the receiving Students and/or Parents, but the



Welcome to
MarkBook[®]CONNECT
access student marks and reports from anywhere

teacher_email@extension.com

.....

[Forgot Password?](#)

Login

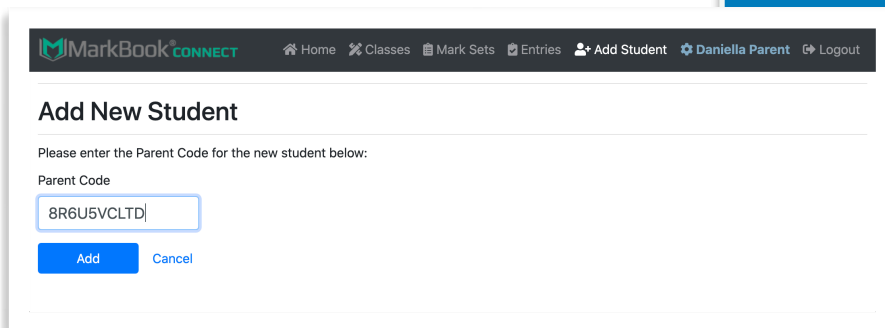
[Signup](#)

Sorry, either your Username or Password is incorrect. Please try again.

© Copyright The Acadiem Group 2018. All rights reserved.

TheAcademGroup

access for the latter ones is limited to those Students in their own domain.



Add New Student

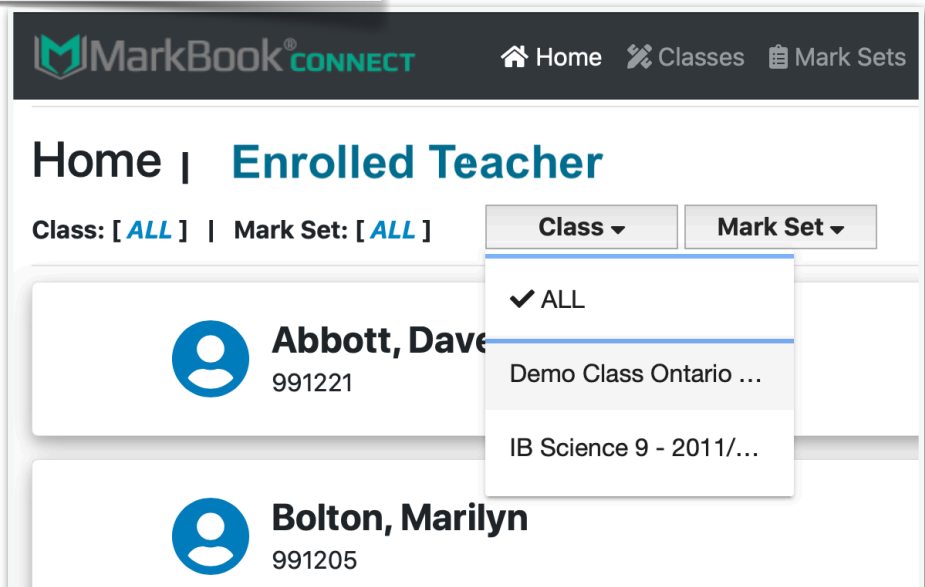
Please enter the Parent Code for the new student below:

Parent Code

8R6U5VCLTD

Add **Cancel**

All **Classes** and **Mark Sets** may be displayed including ALL or Some *Entries* based on the information contained in the MarkBook[®] App Class.



MarkBook[®]CONNECT Home Classes Mark Sets

Home | Enrolled Teacher

Class: [ALL] | Mark Set: [ALL]

Class ▼ Mark Set ▼

✓ ALL

Demo Class Ontario ...

IB Science 9 - 2011/...

Abbott, Dave
991221

Bolton, Marilyn
991205

Appendix A - Reporting with Aspen Secondary (ON)

MarkBook App has all the tools you need to create a .ARC (Aspen Report Card) file to send to the Follett Aspen® Student Information System.

You can author comments in the Student Report - Aspen Secondary (ON) tab (Active Blue in this view) directly and include Class Data from the record for inclusion in the .ARC. Here's how:

In the Red box above, you may directly override a Final Grade Mark and include options to specify the details to be included in the .ARC Report as well as Request an Interview (checked above) and other particulars.

If your jurisdiction limits Report Grades below 25%, the Preferences and Options area provides the facility to alert if a Final Grade is within 0-25% with a warning in the interface such as shown below:

In the Orange box above, you may include options to specify the details to the WHOLE class and edit individuals with particulars like IEPs (Individual Education Plans) and other special identifiers. Make sure to press the **Apply** button if you wish to override the individual identifiers.

(a) Learning Skills

To record Learning Skills, click on the Learning Skills button on the Home screen. These results are imported into the Aspen Secondary (ON) interface when you click the **Apply** button if you wish to override those recorded on the current page.

You must use the Ontario LS set (selected from the list on the left side of the screen).

The screenshot displays the MarkBook Student Report interface for Aspen Secondary (ON). The top navigation bar includes 'Student Report', 'Percent: 90.0%', 'Class Avg.: 75.0%', 'Class Median: 90.0%', 'NoMarks: 0 of 2', 'Zeros: 0 of 2', 'Absences: 0', 'Lates: 0', 'Terms', 'Categories', 'Types', 'Formats', 'Show Rank', 'Round Off %', 'Mode As %', 'Save', and 'Home'. The main content area is divided into three sections: 'Students' (a list of 16 students), 'Aspen Report for Abenante Giovanni - Term: [ALL] - Type: [ALL]' (with a 'Withdrawn (W)' option), and 'Secondary Report Settings'. The 'Learning Skills' section is highlighted with a red box, showing a table with columns for 'Responsibility Organization', 'Independent Work', 'Collaboration Initiative', 'Self Regulation', and 'Reset LS'. The 'Secondary Report Settings' section is highlighted with an orange box, showing options for 'Marks', 'Comments', and 'Update from Course'.

If Ontario LS is not available, enter the Learning Skills for the .ARC file directly on the Aspen form by navigating to Student Report > Aspen Secondary (ON) as shown above.

Report Comments, Marks (as current Calculated Grades - which override those in the prior Red box), Attendance results and Learning Skills will override those from the other modules in the application when the **Apply** button is pressed. Those results that are presented before pressing the **Apply** button are lost if activated.

Report Comments may be directly composed in the interface to be included in the .ARC file again overriding those from the **Report Comments** interface.

The .ARC file is created by going to the Student Reports form; then, clicking on Aspen Secondary (ON). This opens a form similar to the one in the Windows program. If your comments and/or Learning Skills don't appear as expected, put a check beside the appropriate box in the Update frame; then, click on Update.

IMPORTANT!!: Within Comments, DO NOT press the <ENTER> or <TAB> keys at any time and do not use quotes (") within any comment. Use of these characters will make the .ARC file unreadable.

(b) The Verification Report for Follett Aspen® SIS .ARC File

Use the **Print** button to provide a full display of the contents as a .PDF for viewing or printing before sending the Aspen Report Card .**ARC** file to the jurisdiction's IT Centre for processing and assembly of the Student Report Card.

Teacher, Science

TST
Frias TEST

1. Albertson, Giovanni (356749809)
ESL/ELD | Interview req
Grade: 21
Learning Skills
Responsibility: G | Organization: G | Independent Work: G | Collaboration: G | InitiativeG | Self Regulation: G
Comment: He applies strategies effectively to solve a variety of problems. Giovanni demonstrates a thorough understanding of concepts. He uses technology to explore concepts. Giovanni uses the problem-solving process moderately well. Giovanni needs to seek extra help after at lunch. He needs to put more effort into designing investigations. Giovanni routinely demonstrates technical skills. He accurately interprets data. He shows good knowledge of concepts. Great!

2. Brossard, Teo (356673225)
French
Grade: 90
Learning Skills
Responsibility: G | Organization: G | Independent Work: G | Collaboration: G | InitiativeG | Self Regulation: G
Comment: He applies strategies effectively to solve a variety of problems. Teo demonstrates a thorough understanding of concepts.

3. Bhimji, Alaya Lynn Isabel (356903345)
SHSM | Interview req
Grade: 90
Learning Skills
Responsibility: G | Organization: G | Independent Work: G | Collaboration: G | InitiativeG | Self Regulation: G
Comment: She applies strategies effectively to solve a variety of problems. **Alaya** demonstrates a thorough understanding of concepts.

4. Chesswood, Christian (356223987)
IEP
Grade: 90
Learning Skills
Responsibility: G | Organization: G | Independent Work: G | Collaboration: G | InitiativeG | Self Regulation: G
Comment: He applies strategies effectively to solve a variety of problems. Christian demonstrates a thorough understanding of concepts.

5. Dravinsky, Maximus (356987445)
Core | Interview req
Grade: 75
Learning Skills
Responsibility: G | Organization: G | Independent Work: G | Collaboration: G | InitiativeG | Self Regulation: G
Comment: He applies strategies effectively to solve a variety of problems. Maximus demonstrates a thorough understanding of concepts.

© 2023 The Acadiem Group

Update from Course 1

☐ Marks
 ☐ Attendance
 ☐ Comments
 ☐ Learning Skills
 Update

Print
Send Report File to Board Site
Save Report File

Appendix B - Reporting with Trillium Secondary

MarkBook App has all the tools you need to create a **.TRC** (Trillium Report Card) file to send to the Trillium Student Information System.

You can author comments in the *Report Comments* utility and also import BNK files that are used in the MarkBook® for Windows® program. Here's how:

1. From the Home screen click on the **Report Comments** button
2. In the Report Comments form that appears, click on the **Comment Bank Editor** button in the upper right corner.
3. Now click the Import **Comment Bank Editor** button in the upper menu bar.
4. Click on the **Import Comment Bank** and select the file from the **Import From** prompt and navigate to locate your comment bank file.
5. After selecting your comment bank file, click on Load.
6. A message will appear to tell you that the comment bank has been loaded.
7. Click **Next** to continue.
8. The comments that you have selected will be displayed. If this is the correct bank, click **Finish** or **Previous** to select a different bank.
9. Return to the **Report Comments** screen and, if necessary, select the bank you imported from the dropdown menu:

Comment Bank				Comment Filter	Type Filter	Level Filter	Reset
Sample Comment							
#	Type	Level	Comment Text				
1	BUS	STR4	\$ is a conscientious student who shows good creative abilities.				
2	BUS	STR1	\$ uses equipment, materials, and technology safely and correctly only with supervision.				
3	BUS	STR2	\$ uses technology with moderate appropriateness and effectiveness.				
4	BUS	STR4	\$ demonstrates extensive command of the various forms of communication.				
5	BUS	STR3	\$ uses critical and creative thinking skills with considerable effectiveness.				
6	BUS	STR3	\$ uses concepts, skills, and procedures in familiar contexts with considerable effectiveness.				
7	BUS	STR4	\$ demonstrates and promotes the safe and correct use of equipment, materials, and technology.				
8	BUS	STR3	\$ uses language, symbols, and visuals with considerable accuracy and effectiveness.				
9	BUS	STR4	\$ transfers concepts, skills, and procedures to new contexts with a high degree of effectiveness.				

Comment Bank				Comment Filter	Type Filter	Level Filter	Reset
Mathematics							
#	Type	Level	Comment Text				
1	THI	3	\$ effectively makes				
2	THI	2	\$ follows argumen				
3	THI	3	\$ applies strategie				
4	THI	3	@ uses technology				
5	THI	R	\$ rarely is able to i				
6	THI	4	\$ shows a highly ef				
7	THI	2	@ uses the proble				
8	THI	1	@ has difficulty int				
9	THI	2	@ follows argumer				

Learning Skills

To record Learning Skills, click on the **Learning Skills** button on the Home screen.

You must use the Ontario LS set which can be selected from the list on the left side of the screen.

If Ontario LS is not available, enter Learning Skills on the Trillium form (Student Report > Trillium Secondary).

The **.TRC** file is created by going to the **Student Reports** form; then, clicking on **Trillium Secondary**. This opens a form similar to the one in the Windows program. If your comments and/or Learning Skills don't appear as expected, put a check beside the appropriate box in the **Update** frame; then, click on **Update**

You may enter/edit marks, comments and Learning Skills on this form, check and correct problems and then save the **.TRC** file (bottom right).

IMPORTANT!!:

Within Comments, DO NOT press the <ENTER> or <TAB> keys at any time and do not use quotes (") within any comment. Use of these characters will make the **.TRC** file unreadable.