



# MarkBook

## QUICK START GUIDE

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## Introduction

Welcome to Asylum Software's MarkBook: You are about to become acquainted with the finest classroom management program available today. MarkBook will work as a grade book and analyze achievement, keep attendance, record anecdotal notes, create class lists and seating plans, track loaned items, write report cards and their comments, and keep student and parent phone numbers and email addresses for you. MarkBook will connect with your Palm OS® or Pocket PC PDA, post information on the web, and email information home. You can use all of these features, or only those that are most useful to you. If your administration supplied MarkBook, they may require you to use certain features of the program. Whatever the case, you will want to become acquainted with as many features as possible to get the most out of this complete software toolkit.

The purpose of this Quick Start Guide is to get you going as quickly as possible so that you can use MarkBook almost immediately in your classroom. The step-by-step instructions have been designed to take you through only those features which are most essential to run the program successfully. Please follow them carefully.

In order to keep the instructions at a manageable level, details for many of MarkBook's more advanced features have been omitted here. They can, however, be found in our full MarkBook Reference Manual (MRM), which is available as a PDF in MarkBook's Help Menu or by visiting [www.markbook.com/mb\\_manual/MK-tutor.htm](http://www.markbook.com/mb_manual/MK-tutor.htm). You are welcome to download any sections of the guide for free. You are also able to purchase the complete Reference Manual by locating the nearest distributor to you through our web site. Where it appears likely that more information may be useful, the Quick Start Guide will refer you to the MarkBook Reference Manual as well.

You can also get additional help from the built-in Help file. Simply go to Help on the Toolbar at the top of the **Main Screen** in MarkBook and select your topic from the **Contents** menu. Or click **F1** at any time while operating MarkBook for context-sensitive Help.

We are confident that you will find MarkBook a valuable and worthwhile experience and that using this program will make your teaching life a whole lot easier.

We welcome your comments, suggestions, and questions at our website at [www.markbook.com](http://www.markbook.com)

Sincerely,

Asylum Software, Inc.

## Installation and Setup Guide

Your school board or school may have purchased licenses for multiple users of MarkBook at your site. In this case the person(s) responsible for the network at your school will install the software in the appropriate locations and inform their staff accordingly. You do not need to install anything yourself. However, you should check to find out where your files will be kept, so that you can set up your path correctly.

You are also entitled, as part of the license agreement, to load MarkBook onto your personal computer. If you plan to do this, or if you purchased a license for a personal copy, the following instructions will assist you with the installation.

Once installed and set up, MarkBook runs from your hard drive or network drive just like a word processor or a data base. You can keep your class folders on the hard drive, on the network drive, or on removable disk. Use **File**, then **Backup** to copy your current class data onto a backup drive or diskette for transport to another computer. **Remember to always backup your files to a secure location (a floppy disk, a USB key, or another drive) at the end of a session.**

### System Requirements

Windows '98 or higher with at least 30 meg free on the hard drive.

### Installing MarkBook

1. Insert the CD into your CD-Rom drive. The setup menu should start automatically. If it doesn't, use **Add/Remove Programs** in the **Control Panel** and navigate to **setup.exe** in the **MarkBook** folder on the CD.
2. Follow the on-screen instructions.
3. Once the installation is complete, right-click your mouse on the MarkBook icon, select **Create Shortcut**, and drag the new icon onto your desktop.

**Note:** The install program will display information about alternate versions of MarkBook and additional utilities available on the CD.

### Installing Sample Classes

The first time you use MarkBook, sample classes may be created by clicking the **Install Sample Classes** button and following the on-screen instructions. If you wish to do this at a later time, select **Install Sample Classes** from the **File** menu in MarkBook's **Main Screen**.

## Step 1-Entering a Class Code

Note: Fields with yellow backgrounds must be filled in for MarkBook to continue.

Enter a code that identifies your class.

Make sure that it is a unique designation as you will not be able to use it again for another class. Do not use spaces as part of your code. If you teach the same course to several classes, simply add a section number at the end of the course code (Example: ENG2P3, section 1 becomes ENG2P3-01). In many districts this may already be part of the code. You can use a home form designation such as 7A, a course code such as ENG2P3-01, or any other code that would identify your class.

On the **Save the Class To** line, choose where you want MarkBook to save your files on a regular basis.

**Tip: Get in the habit of backing up your files each time you exit MarkBook. Simply go to the 'File' menu at the top of the screen and click on 'Backup' and follow the on-screen instructions.**

- Click on **Next** to continue.

## Step 2 – Entering Teacher and School Information

- ❖ On the **Teacher** line, enter your name as you would like it to appear on printed documents.
- ❖ On the **School** line, enter the name of your school.
- ❖ On the **School Phone** line, enter your school's phone number.
  - Click on **Save As Default** to save this information for any other classes that you create.

**Tip: Leave the 'Attendance' and 'Seating Plan' buttons as is for now.**

- Click on **Next** to continue.

### **Step 3 – Creating a Class List (Class List Screen)**

There are 2 ways in which a class list can be created.

The first is through the **Import Students** routine, which allows MarkBook to import students from a variety of external delimited text/ascii files. This is certainly the preferred method for inputting student information, especially if you teach multiple classes/courses. Please check with your local administration or IT person to see if the file is available to you. You can also contact us through our web site for further information and assistance.

The second method is to manually enter information for each student. The following fields must be filled in:

- **Last Name** - just type away - the program will capitalize for you
- **First Name** - just type - the program will capitalize for you
- **Gender** – click on the appropriate option
- **Home Form** – click on **Use Class Code** if you wish to use your class code for all students in this class
- **Student Number** – enter the student's number. If you create the class before you have this information, simply make up a number; it can always be changed at a later time.

All other fields are optional and may be entered as you go along or at a later date.

After completing each student, click **Enter Name** at the bottom of the screen and the program will automatically organize each student in the correct alpha order in a list on the right hand side. Click on any student in this list to bring his/her screen up to make changes or update information.

**Tip: For interesting results later, enter 'Birthday' information for your students.**

- When you have completed entering your class list click on **Next** to continue.

## Step 4 – Creating Mark Sets (Current Mark Set Screen)

MarkBook 2009 – MARK SETS – 8D – 2009

### CURRENT MARK SET

Mark Set Short Code:  Default

Description:

Master Course Code:  (for this Mark Set)

Block Title:  'Block' of time (e.g. Term) / 'Block' of work (e.g. Unit)

Room:  Day:  Period:

Calculation Method:  Average  Median  Blended Modes  Blended Medians

Weighting Method:  Category  Entry  Equal

Categories

Description	Target
Algebra	20.0
Algebra [20]	
DataMang (20)	
Geo (20)	
Measure (20)	
NumSens (2)	

(Total: 82.0)

Create new categories by replacing the one in the Description box or by dragging from the Master List.

Default Cat.: Measure

Make [Algebra] the default category.

Drag a category here to delete it.

Master List

Misc. (100)

Setup Options

Load a Setup

Save this Setup

Attach a Setup + Template File

\*Setup\* files contain all Mark Set parameters.

\*Template\* files contain Entry heading details.

Help Using Mark Sets

Back

This is where you organize the categories and their relative weightings in this course or class. If you teach another course to this same class, you will create a new Mark Set later.

- ❖ On the **Short Code** line enter a 4-character code. This can be a piece of the class code or any other unique code you want to use. Note: You will not be able to use this same code for any other Mark Set you create for this class.
- ❖ On the **Description Line** give the Mark Set a name/description of 20 characters or less. (Examples: 12C English, 7A History, Gr9 Business Studies). This description will also be used on class lists and students' reports.
- ❖ From the **Block Title** menu choose the time frame that best suits your situation. If you are not sure what you want, leave it as **Unit** and change it later.

**Tip:** Many of the parameters that you set in MarkBook can be changed at a later date without hurting your files.

**Tip:** Leave the 'Calculation Method' and Weighting Method' as preset, for now. They are set to the most common calculation methods.

You should now give some thought as to how you want to distribute the weightings (values) of the different categories to reflect their importance within the overall mark scheme of the course. Remember, at this point you are

deciding only the total value of assignments within broad categories, not of individual assignments. Although not necessary, you may find it an advantage to have your categories total 100%.

Here are some examples of how categories can be organized:

1. For a language course:  
Reading 34%  
Writing 33%  
Oral/Visual 33%
  
2. For a Mathematics course:  
Algebra 20%  
Geometry 20%  
Number Sense 20%  
Measurement 20%  
Data Management 20%
  
3. For any subject or course:  
Application 17.5%  
Communication 17.5%  
Thinking & Inquiry 17.5%  
Knowledge & Understanding 17.5%  
Exam 30%

Note: Please be aware that your district, school, or department may set the categories and their relative values. Please check with your administration to see if this has been done.

We are now ready to enter the weighting information.

On the left side of the lower screen you will see a column with a single entry – Misc. (100). Immediately above this is the same information split between 2 fields under the headings of **Category Desc.** and **Target.**

- ❖ Highlight **Misc.** in the first field and type in the name of your own first category. Enter and note that your category has now joined **Misc.** in the list below.
- ❖ The cursor then moves to the **Target** field where you may enter the category target value or percentage. Note that the number joins your category in the list.
- ❖ Repeat the above two steps until you have created all the categories and their targets for this course.

As you enter each category with their target you will see that the information also appears in the column on the right-hand side. This becomes your **Master List** and it is permanent. It allows you to enter categories for other classes without

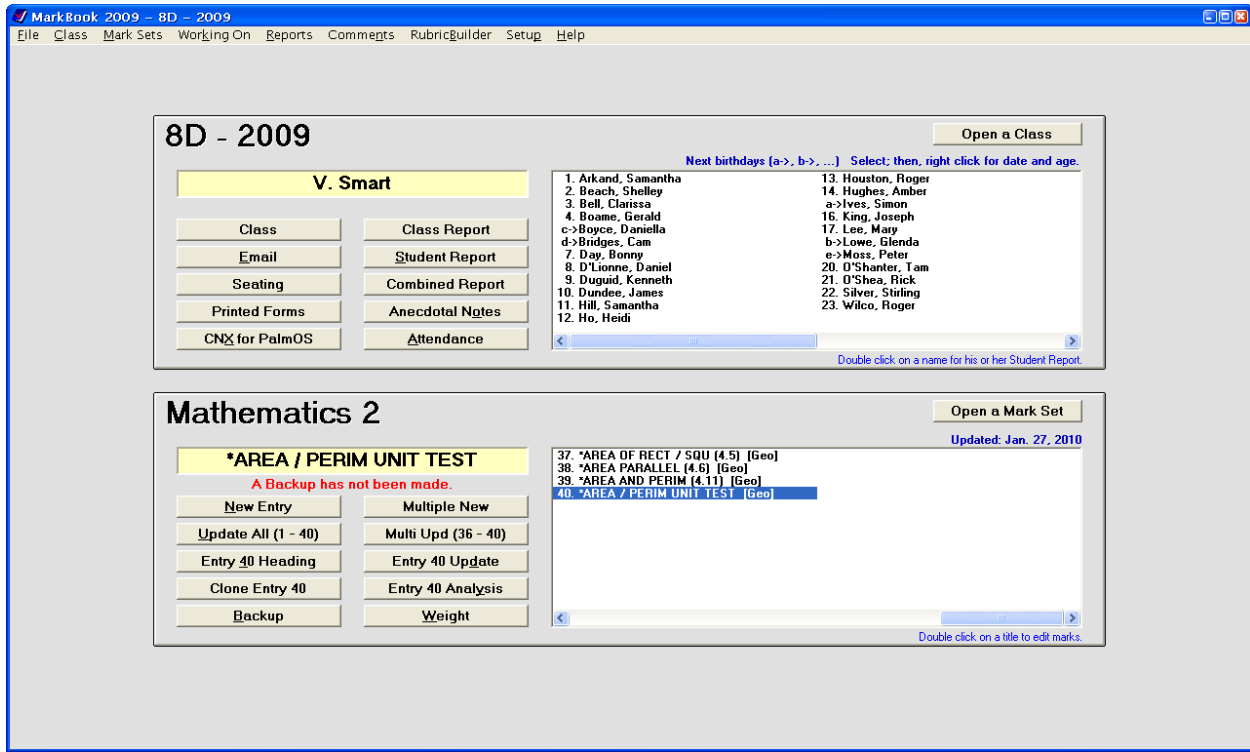
having to re-type the information over again. Simply double-click on, or drag a category to the left side and it will appear in the list when you create a new Mark Set.

You may also want to dispose of the **Misc. (100)** category from the list on the left. Drag it to the trashcan in the middle of the screen. The program will ask you twice if you are sure that you want to do this. Answer **Yes** each time. Of course, if you plan to have a **Miscellaneous** category, leave it and adjust the target weight. You can leave the 'Misc.' in the right-hand list, as it has no effect on the distribution of marks and weights. If you now look at the line beside the pointing finger, it should say **Target total is: 100.0**, or whatever you wanted your categories to add up to.

If everything looks OK, hit the **Finish** button in the lower right corner. A dialogue box appears next. **READ IT VERY CAREFULLY!** If you wish to create another class, hit the **Yes** button. You will then repeat all the steps from Step 1.

If you do not wish to create another class, click on **No** and this will take you to the next screen.

# The Main Screen



You have now arrived at the **Main Screen** for the class you created. This page acts as a central command and it is from here that you will navigate to information about class assignments, students' and class progress, as well as a wealth of other options and information.

A brief tour of the screen shows us a standard Windows toolbar with drop-down menus along the top, with two large boxes in the middle of the screen. Explore the menus along the bar to see what you can access from here, but don't change anything at this stage.

Below the toolbar is a large box labeled with your class or course ID and the current academic year. This area gives you access to most of the student and class information that you will use. You should also see an alpha list of the students you entered in Step 3. The students are numbered sequentially. On the left side of the box are a series of buttons, some of which will not be available to you at this time. We will look at these buttons in some detail shortly.

**Tip:** If you entered birth dates with the students' information in Step 3, you will see that the numbers beside some students' names have been replaced by the lower case letters a) through e). Left click on the student who has the letter a) beside their name. Now, right click on the same name and notice the brief message above the names indicating the date of this student's birthday. He or she will be the next person in your class to celebrate a birthday. Students b) to e) follow in sequence. Or left click and then right click on any name in the list to get that student's birthday.

In the lower half of the page is a second and similar-looking box, but titled with the name or description you gave this Mark Set. It should be empty and have only the **New Entry** and **Multiple New** buttons active. The rest of the box will be blank. This is where you will set up the individual assignments for your class. We will look at this box shortly, as well.

## **Printing a Class List and a Seating Plan (An Optional Exercise)**

While we are on the **Main Screen**, let's create a couple of useful forms before going on. Make sure that you are connected to a printer. If you are not connected to a printer, or you simply wish to skip this section for now, go to 'Entering Assignments' following this section.

### ❖ Printing a class list:

Click on the **Printed Forms** button on the left side of the upper box. A large dialogue box appears and you can choose from a number of options to create your class list. Simply choose those that you prefer by clicking on a button or typing in your preference. Click on **Print Grid** and your class list is on its way.

### ❖ Creating and printing a seating plan:

Click on the **Seating Plan** button on the left side of the upper box. A screen with a large grid on the left side and a list of your students on the right side appears. The front of the class is the bottom of the grid and each space represents a desk or seat in the class. If the default setting does not match your room arrangement, you may change it by adjusting the number of rows and seats per row with the drop down menu at the bottom of the screen. You can also drag the red 'X' to any location(s) to indicate a blank space or an empty seat that you may not wish to use. Click the **Apply** button to effect the changes.

To place students, drag their names from the list onto a space on the grid, or click on one of the buttons located just below the class list to place all students at once. To remove a student from the grid, drag the name to the trashcan or back to the list. To change location, simply drag the name to any unoccupied space.

To print your seating plan, click on **Print**. The new screen will give you 2 choices for seating plans: **Student Names** and **Check Boxes**. To print a simple seating plan, make sure that the **Print Check Boxes** box is unchecked and then click on **Print**. To get a seating plan with 25 check boxes under each name, click on the box beside **Print Check Boxes** and

click on **Print**. You can also print a blank seating plan by checking **Print Blank Form** and then clicking on **Print**.

You now have a couple of forms that you can put to immediate good use in your classroom.

## Entering New Assignments

If you are using MarkBook for the first time there will only be two options available in the lower box of the **Main Screen** to begin new assignments: **New Entry** and **Multiple New**. Click on **New Entry** and the Entry Heading screen appears. This is where you will place basic information about the specific assignment you are about to enter.

MarkBook 2009 – ENTRY HEADING – 8D – 2009 – Mathematics 2

### ENTRY: 41 (New)

**Title:**

**Date:**

**Unit:**  **Type:**

**Category:**

**Weight:**  9.1% of [Measure]  
2.2% Overall

**Out Of:**  **Calc. Meth:** Avg-CatWt

**Number of Sections:**

Every entry may have up to 12 sections or parts. Data is entered separately and performance is analyzed for each one.

This entry currently has one section. To add more, click on the drop down list at the top of this frame.

**Templates (MATHEMATICS~2.MTP)**  
Used: 40 - Free: 960

Double Click on the grid to select a row and ...

Use that Template  
 Save Heading  
 Clear that Row

**Drag 'n' Drop**  
Drag the Title (upper left) to the Template grid. The first available row will be used to save the heading.

1	COMPOSITE/PRIME (2.6)	Algebra	Summ
2	GCF (2.7)	Algebra	Summ
3	WORKING BACKWARD (2.8)	Algebra	Summ
4	LCM (2.9)	Algebra	Summ
5	MAKING ASSUMPTIONS (2.10)	Algebra	Summ
6	CHAPTER 2 TEST	Algebra	Summ
7	MARBLES AND TRACKS	DataMang	Summ
8	COLLECTING DATA (9.1)	DataMang	Summ
9	PREDICTIONS (9.2)	DataMang	Summ
10	BAR GRAPHS (9.3)	DataMang	Summ
11	*REFLECT - PLANE MIRROR	Geo	Summ
12	LINE GRAPHS (9.4)	DataMang	Summ
13	*REG REFLECT Q 1 TO 6	Geo	Summ
14	CIRCLE GRAPHS (9.5)	DataMang	Summ
15	PICTOGRAPHS (9.6)	DataMang	Summ
16	MEAN MEDIAN MODE (9.7)	DataMang	Summ
17	*MEAN MEDIAN MODE (9.7)	NumSens	Summ
18	PERIMETER (4.1)	Measure	Summ
19	PERIM / POLYGONS (4.2)	Measure	Summ
20	*PERIM / POLYGONS (4.2)	Geo	Summ
21	GEO CONSTANTS	Measure	Summ

**Clone**

- ❖ On the **Title** line, enter the name of your assignment – there is room for 25 characters.
- ❖ The **Date** defaults to today, but you may change it to reflect the actual date the assignment was completed.
- ❖ Leave **Unit** at 1 for now, but you may rename it to anything you like.
- ❖ For **Type**, select Summative, Formative, Diagnostic, Self or Peer
- ❖ For **Category**, choose from the drop-down menu the category that this assignments best fits into. Notice that these are the same categories you created in Step 4, when you made up this Mark Set.
- ❖ Ignore **Number of Sections**. See the complete manual on our website for further explanations and instructions.

- ❖ In the **Out Of** box, enter the mark that this assignment is out of.
- ❖ You also need to assign a 'weight' to each assignment. See the discussion below:

Even though you have created and weighted categories for mark calculation purposes, it is also important to recognize that not all individual assignments are created equally and this requires some adjustment to the calculation routine. There are two ways to achieve this:

One method is to use the same value in the "Out Of" and "Weight" boxes. This assumes that your important assignments will be out of a large denominator, while smaller assignments will be marked out of a lesser amount. The program looks at the importance of assignments by comparing their relative weights and takes this into account when calculating the overall mark.

The second method is used when 'weight out of' does not accurately reflect the worth of assignments. An example may be a commercially produced grammar quick-quiz marked out of 50 versus a 3-day writing assignment also marked out of 50. Likely they would not be valued the same. In this case create your own scale to weigh assignments. **Keep it simple!** Consider a scale from 1 to 5 where 1 reflects a low value and 5 a high one. The numbers in-between would be used to weight work that falls somewhere between the two extremes. In this method, the quick-quiz could be weighted at 1 or 2, while the writing assignment could be a 3 or 4. Place the number you have chosen into the **Weight** box. Remember, the program looks at the relative relationship between the weights of all your assignments and their categories when calculating overall marks.

**Tip: If you use 'Weight = Out Of' as your normal method of weighting, click on 'Setup' along the top of the main window, then choose Calculation/Remarks. In the 'Weighting Method' section click on the 'Weight = Out Of' box and this will now become your default method. DO NOT CHANGE ANYTHING ELSE IN THIS SECTION AT THIS TIME!**

For **Multiple New** instructions, please see our complete Reference Manual available on our website.

- ❖ Ignore **Templates and Clone** and click on **Next** to move to the **Data Input** screen. For more information about the **Templates and Clone** section, please consult the full Reference Manual on our website.

## Data Input Screen

MarkBook 2009 – New Entry 41 – 8D – 2009 – Mathematics 2

**The New Test**      MAT2 Entry: **41**      Date Entered: **Mar. 30, 2010**

Unit: **2**      Category: **Measure**      Type: **Summative**      Avg/36: **24.8**      Average: **69.0%**      NoMark: **17**

Weight: **3**      9.1% of [Measure]      Median: **73.6%**      Zero: **0**  
2.2% Overall

**Bridges, Cam**      **21 out of 36**      **58%**

Remark:

Enter Mark       **NoMark**      **Zero!**

**CLASS LIST**

	8D - 2009	X out of 36	%	Remarks
1	Arkand, Samantha	32	89	
2	Beach, Shelley	26	72	
3	Bell, Clarissa	12	33	
4	Boame, Gerald	31	86	
5	Boyce, Daniella	27	75	
6	Bridges, Cam	21	58	
7	Day, Bonny	NoMrik	NoMrik	
8	D'Lionne, Daniel	NoMrik	NoMrik	
9	Duguid, Kenneth	NoMrik	NoMrik	
10	Dundee, James	NoMrik	NoMrik	
11	Hill, Samantha	NoMrik	NoMrik	
12	Ho, Heidi	NoMrik	NoMrik	
13	Houston, Roger	NoMrik	NoMrik	
14	Hughes, Amber	NoMrik	NoMrik	
15	Ives, Simon	NoMrik	NoMrik	
16	King, Joseph	NoMrik	NoMrik	
17	Lee, Mary	NoMrik	NoMrik	
18	Lowe, Glenda	NoMrik	NoMrik	
19	Moss, Peter	NoMrik	NoMrik	
20	O'Shanter, Tam	NoMrik	NoMrik	
21	O'Shea, Rick	NoMrik	NoMrik	
22	Silver, Stirling	NoMrik	NoMrik	
23	Wilco, Roger	NoMrik	NoMrik	

**OPTIONS**

**Mark Entry**

- Alert if Max Mark exceeded.
- Round Off
- Display 'ABC' Buttons

**Flood a Mark**

**Clear ALL Marks**

**Class List**

- Show Names only
- Show Names plus ...
- Press [Enter] to select the next name.

**Anecdotal Notes**

**Save**

Let's take a moment to look at the screen and set some parameters for entering the marks.

At the top of the screen is a banner that shows the entry number and the name of the Mark Set in the top left corner. Underneath, in large letters, is the title of the assignment. Under that are the labels you've assigned to this entry. To the right are the entry number, current average, and the weight of the assignment along with an indication of importance that value gives. This calculation updates instantly if you change an assignment's weight.

The remainder of the screen is divided into three large boxes. The box on the left is where you will enter the mark for each student, the box in the center keeps a running record for the class along with any remarks you might have entered and the one on the right offers a number of options.

At the top of the **Mark Entry Panel** on the left, is a student's name, usually the first name from your class list. Beside it are scroll buttons to access other names in this class. Below this are two boxes, which are blank until you enter a mark for the student. Then they show this mark and its percent conversion. Below this is a small box labeled **Remark**. You can enter a brief remark regarding the performance of the student on this particular assignment, or you can use the

pull-down menu to select a prepared remark. These remarks will show up on any printed summaries.

Next is a box for entering the mark. Please note that in the upper right of the screen, as you enter marks, the class's average and median are updated along with the number of students with **No Mark** and **Zero**.

The **Class Panel** shows the list of students in this Mark Set. This list can have two different formats depending on which option you choose from the buttons in the **Options Panel: Show Names only** (which is the default setting in the program), records only the percent mark, and **Show Names plus...**, which displays additional information. Try both buttons and use the one that suits you best.

The **Options Panel** on the right provides flexibility with respect to a number of other features.

- ❖ Leave the **Round Off** box checked; it will change any fractional percentages to whole integers.
- ❖ Leave the **Alert if Max. Mark exceeded** box checked. If you enter a mark that is larger than the **Out of** mark, the program will ask you if this is what you intended. This is a good way to enter 'bonus' marks, and if this is what you intended, click on **Yes**. If you made a mistake, just click **No** in the dialogue box and you'll have another chance to enter the correct mark.
- ❖ You can also check on the optional **Display Levels/ABC Buttons** box to activate a mark grid. You can enter marks by simply clicking on the mark button that most closely matches the student's mark on the assignment, or you can enter your own mark if none of the buttons match.
- ❖ If the **Press [ENTER] to select the next name** box is checked you will be automatically moved to the next name on the list when entering marks. This feature is an excellent time saver and helps to prevent errors because you don't need to click on, or scroll down to, the next name.
- ❖ **Flood a Mark** allows you to enter the same mark for all students who have not yet received a mark in this assignment. Click on the button, enter the desired mark or letter grade into the dialogue box and click on **OK**. Note that previously entered marks will remain.
- ❖ **Clear ALL Marks** clears all entered marks for this assignment.

**Tip:** Almost every parameter on the 'Data Entry' screen can be set and/or changed by selecting Setup from the main MarkBook screen and then clicking on 'Calculation/Remarks'.

## Analyzing and Reporting

There are three basic ways to view the accumulated data in MarkBook: as a Class Report, Student Report, or Combined Report. Each can be accessed from either the buttons on the left side of the upper window on the **Main Screen**, or from the toolbar menu under **Reports**. We'll take a brief tour of each of these options; further and more detailed information can be found in our complete Reference Manual by visiting our web site.

### ❖ **Class Report:**

Click on this button to bring up the Class Report screen with its numerous options for viewing and analyzing your data.

Along the top of this screen is the class/course and Mark Set identification. Beneath are two pull down menus to select the specific unit and/or category that you wish to analyze; leaving it set at [All] gives you the accumulated and weighted total for all units and categories. To the far right is the class average and class median. This adjusts instantly when you change the unit or category parameters.

Below this is a bar with 8 buttons (Summary, Entries, Categories, Distribution, Mode, Seating, Compare, HTML Report, and Print) that bring up sub-screens. The first 6 buttons open windows that present the analysis of students' data in different ways and for different purposes. Note also that each of the screens gives you more options to fine-tune the information.

- **Summary** is the default screen and gives a general overview of the marks in the format which you have chosen (ABC, %, Mode).
- **Entries** gives an analysis by assignment entry.
- **Categories** analyses the data by the categories that the assignments were placed into.
- **Distribution** presents a breakdown of the data in bar graph.
- **Mode** represents a student's most consistent level of achievement. The number in each column represents the weighted percentage of all work entered for a student at that level. The column with highest number is that student's most consistent level.
- **Seating** shows a seating plan with each students mark. This may be helpful in creating a more balanced room arrangement.
- **Compare** shows the results of up to 5 different calculations of central tendency: Average, Median, Mode, Blended Mode and Blended Median. Each of these is described in detail in the MarkBook Reference Manual.
- **HTML Report** allows you to post class marks on the Web. See our Reference Manual for further information.
- **Print** provides you with a variety of ways to print your data as hard copies for posting in your classroom, or for your records.

**Tip:** Clicking on a student's name on any of the analysis screens will bring up that student's individual record.

**Tip:** Posting Class Reports (using the code name option) encourages students to keep up to date with their assignments and to monitor their progress. This is especially useful if posted a few days before a scheduled Student Report is to go home.

#### ❖ **Student Report:**

This page resembles the Class Report, except that the data shown is for only one student at a time. Other students can be accessed by scrolling through the name menu at the top left side of the page. The screen format is similar to that of the Class Report, but the sub-screens are slightly different:

- **Entries** is the default screen and shows the data by assignment entry.
- **Categories** has 3 methods of showing progress: a category chart with numerical values, categories in a bar graph, and a trend graph that can show all categories or may be adjusted to show any single category. This screen is an excellent tool when used during parent-student-teacher interviews.
- **Trends** uses a graph format to plot student achievement and is useful for displaying most recent progress. Please note that the trend graph becomes a bar graph when displaying 5 or fewer entries.
- **Modal Analysis** displays the level of most consistent achievement in a bar graph format. This is an excellent additional analysis tool when used in conjunction with another grading system such as percent averages or letter grades.
- **Print/Communicate**. Clicking on this button presents tab forms that allow you to choose the format and content for individual student reports. These reports may be printed or electronic. For further instructions please refer to the full reference manual on our web site.

**Tip:** Sending home a copy of the Student Report on a regular basis is one of the best ways of establishing communication with both parents/guardians and students. It eliminates 'surprises' at report card time and provides parents/guardians with on-going information about their child's progress.

#### ❖ **Combined Report:**

There are occasions when you might wish to blend the marks of 2 or more Mark Sets to create a combined mark. For example, if you teach English and have separate Mark Sets for reading, writing and oral assignments, MarkBook lets you combine them to create a single mark for English. You can even weight the contribution of each Mark Set to get the right balance in the combined mark.

Click on **Combined Report** on the Main screen. It will resemble the screen for Class Report, except that all marks are now given as a combined total

for all the Mark Sets in this class or course. The default setting at this point is that the Mark Sets are weighted equally.

To make changes to the weightings, click on the **Set Weighting** button at the top of the screen. The new screen will show a chart listing the Mark Sets with their current weightings as percentages of the total. There is also a pie graph representation of this information. To change the weighting of a Mark Set, click on the **Target** box beside the Mark Set you wish to change. Type in the new weight and hit **Enter**. Repeat this process for all Mark Sets until you are satisfied with your changes. Note that the pie graph is instantly updated each time. To see the results of the changes, go back to the **Summary** screen and look at the **Overall** column.

To **not** include a Mark Set in the combined total, give it a weight of 0 (zero). This has the effect of removing it from the calculation of a combined mark only. It will not affect any other calculations or records related to that Mark Set.

To print or email the results of a Combined Report, click on either the Lass Report or Student Report buttons and choose the appropriate options from the screen menu.

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