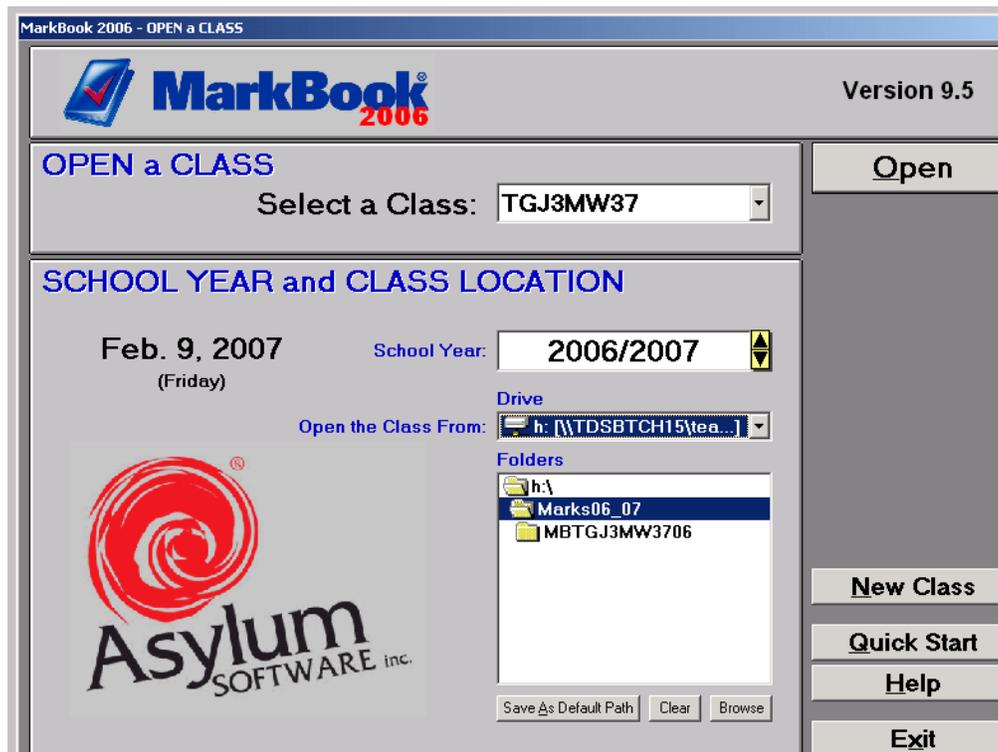


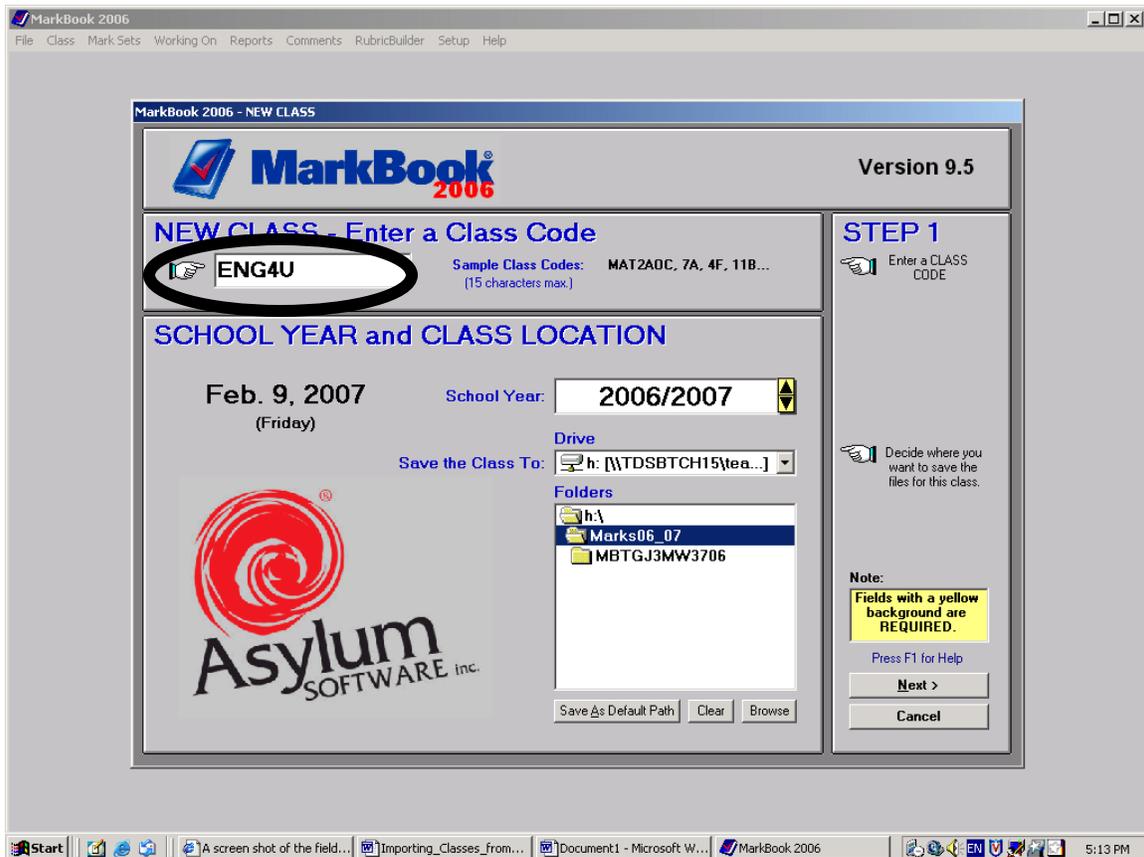
Using the Data File To Get Marks Into MarkBook

Setting up your classes:

1. As a piece of housekeeping, even before you set up your marks, might I suggest the following: establish a folder in your homespace (on your H: drive) where you will keep this quad's marks. Put any older folders of marks that you have into a folder marked "old marks" or something so that nothing gets confused. Then work on the marks that you have set up in the current folder for the coming quad.
2. DO NOT SAVE YOUR MARKS TO C:. For the following process the program tries to save to C: by default. Change the location it saves to by selecting the nice new folder you have just made. In the screen shot shown below for instance, I have changed the folder to which my class will be saved, to H:/marks06_07, and there's already a set of marks in this folder.

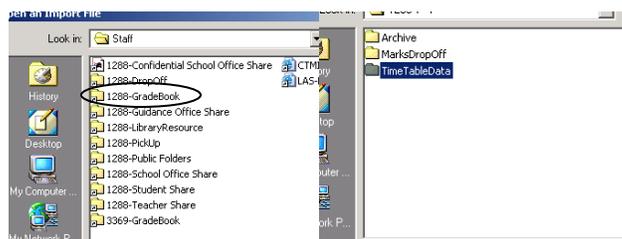


- When entering the class code into the next screen don't worry too much about what you enter ...you'll be replacing it soon with one generated by the data base after you've done the import.

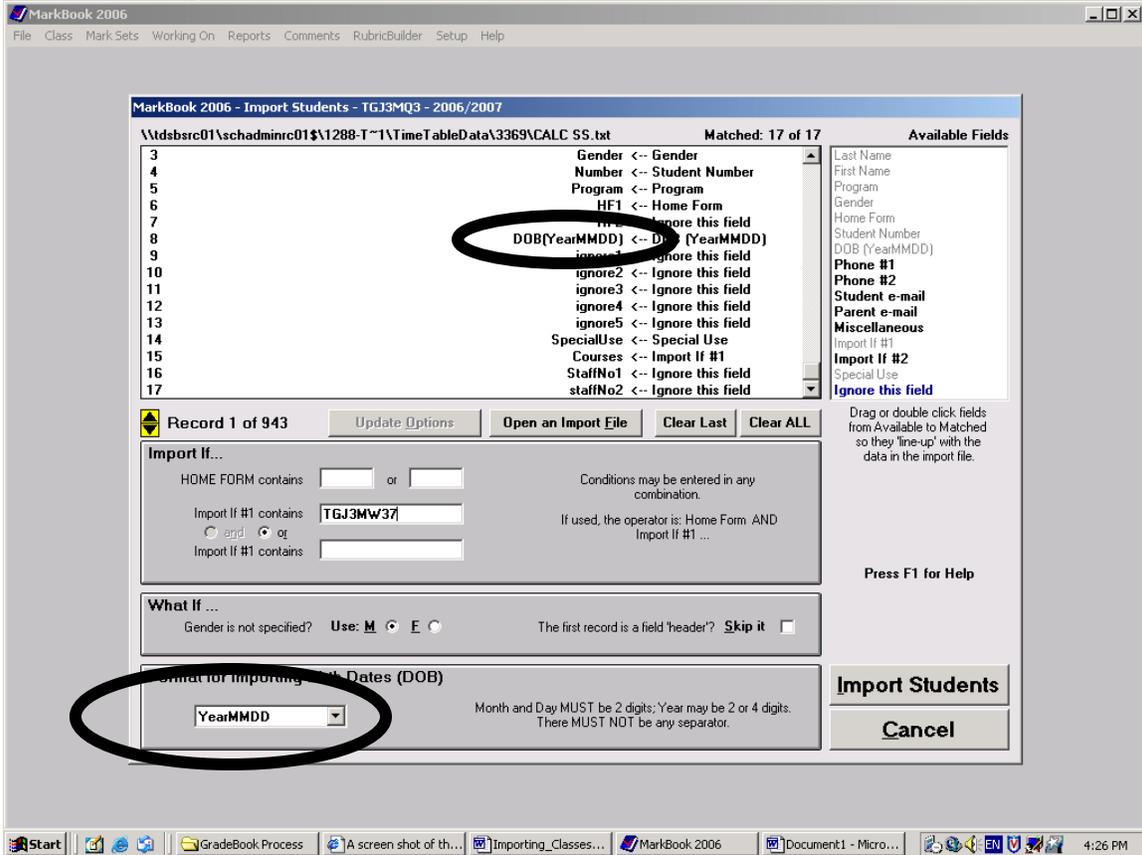


- Getting the file: we have a non-standard directory in order to pick our data up for the next while because we're a "non-standard sort of place. When you get to the "add name" screen (after you've filled in the School Name data, Your Name etc.) click on the "Import Students" button and, and then the "Open and Import File" button, drill down through the following sub-folders found in the City Adult Learning Centre folder found on your desktop.

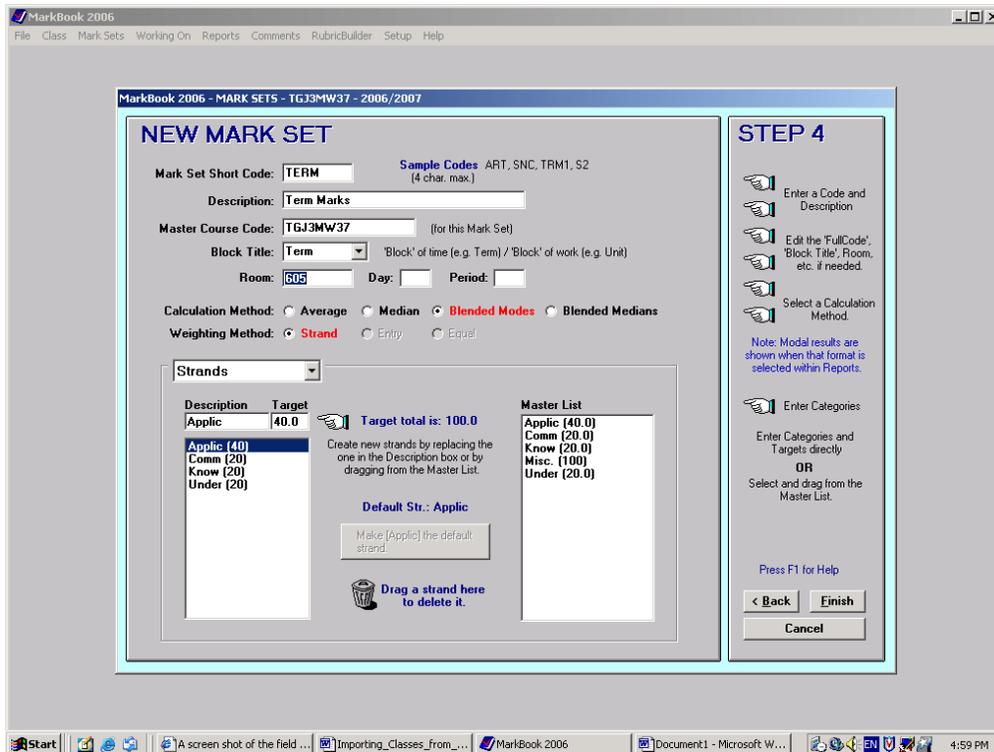
1288-GradeBook → Time Table Data



5. The following screen shot includes a much larger view of the “fields” that need to be filled in. A couple of reminders:
 - a. Make sure that you set the date up in the lower box to show YearMMDD BEFORE moving the date field from available fields across to the window on the left.
 - b. Remember also, when entering your course code into “Import if #1 contains” field, to enter your course code as per your attendance sheet/timetable, but without the dash; I.e. for the course TGJ3MW-37 you will enter “TGJ3MW37.”



6.



Reminders: Do not add any students manually as this will mess up the data fields contained in the next step