

# On Your Way Out...

## The MarkBook Process at the End of the Quad

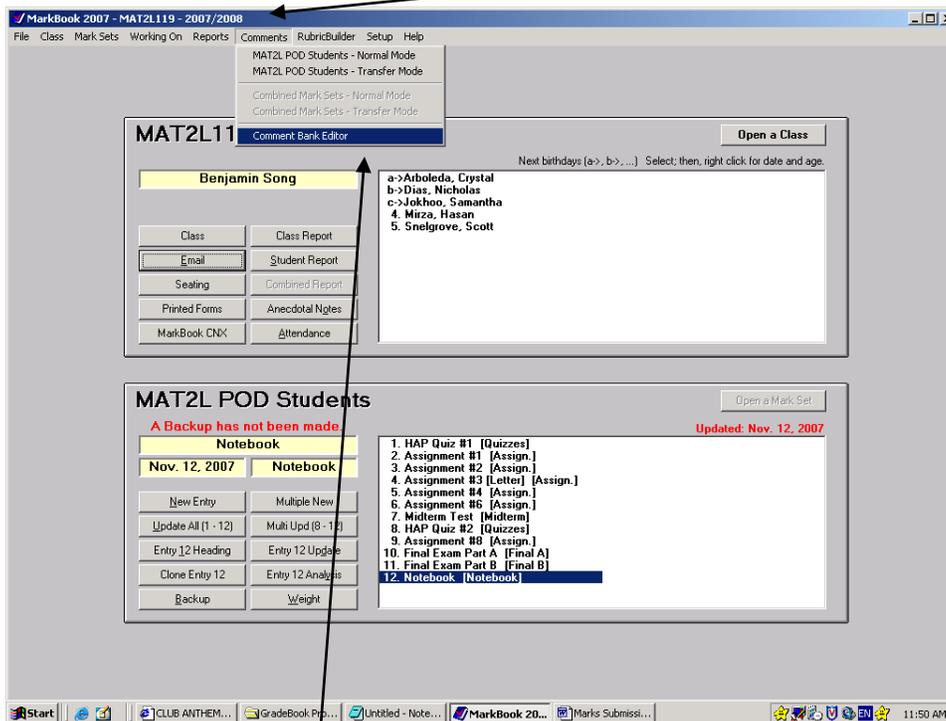


## Creating a Comment File for YOU

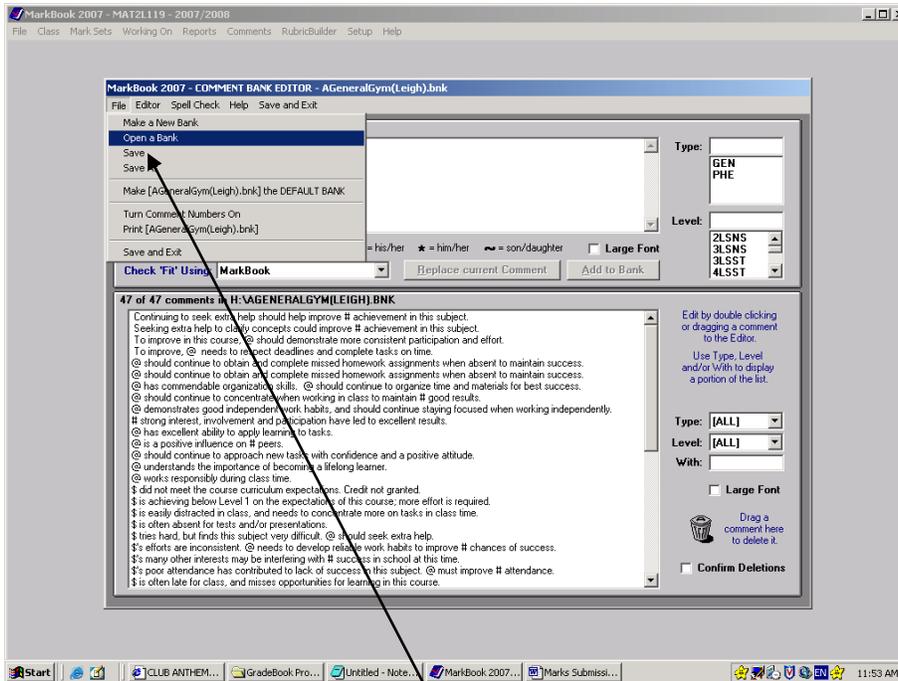
Where to find Comment Bank Files

**Step 1.** Open MarkBook 2007 (if you haven't already done so).

**Step 2.** Scroll to the top of the screen and pull down the “Comments” option.



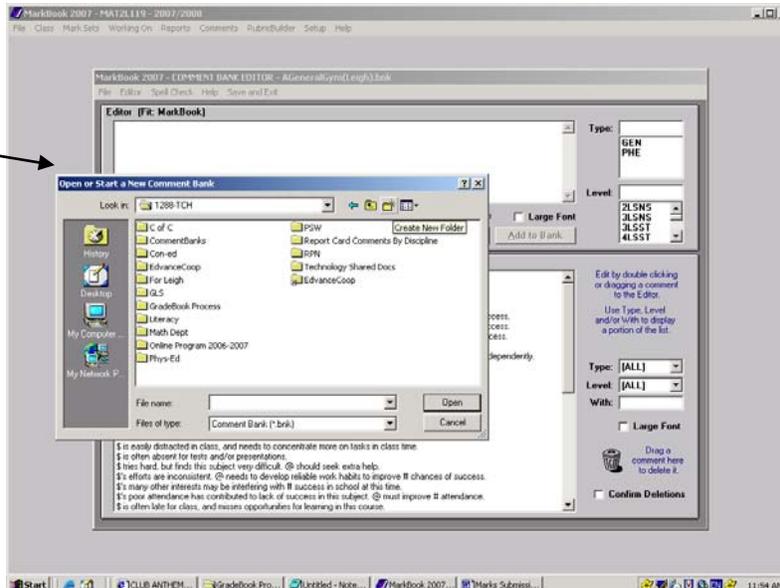
**Step 3.** Select “Comment Bank Editor” so that we can set up or select a file for your comments. [Note: a new window should open on top of your existing MarkBook screen].



#### Step 4. Scroll to “File” and select “Open a Bank”

- At this point a new prompt opens which asks you to select the file where your comment bank is saved.
- Comments are located in the *TEACHER SHARE* folder found in the *CITY ADULT LEARNING CENTRE* folder found on our desktops.
- Inside the *TEACHER SHARE* folder, there are two folders of interest.
  1. *Comment Banks* – lists comments by subject (provided by the software company)
  2. *Report Card Comments by Discipline* – comments compiled by teachers and discipline.

You should see this screen once you've opened the appropriate folders.



**Step 5.** For the purposes of our workshop, please select **Coned PD Bank**

- o Please refer to the “Tips” handout which details how you can add your own personal comments and have them saved under your own file name.

## How to Add Comments for Students

**Step 1.** Scroll to “Comments” and select “*your class*’ Normal Mode” [a new prompt will open on top of your existing MarkBook screen]

The screenshot shows the MarkBook 2007 interface. At the top, the 'Comments' menu is open, with 'MAT2L POD Students - Normal Mode' selected. Below the menu, the 'MAT2L11' class page is visible. The page has a header 'MAT2L11' and a button 'Open a Class'. Below this, there is a section for 'Benjamin Song' with a list of names: a->Arboleda, Crystal; b->Dias, Nicholas; c->Jokhoo, Samantha; 4. Mirza, Hasan; 5. Snelgrove, Scott. To the left of this list are buttons for 'Class', 'Class Report', 'Email', 'Student Report', 'Seating', 'Combined Report', 'Printed Forms', 'Anecdotal Notes', 'MarkBook CNX', and 'Attendance'. Below the 'Benjamin Song' section is another section for 'MAT2L POD Students' with a button 'Open a Mark Set'. This section has a warning 'A Backup has not been made.' and a date 'Updated: Nov. 12, 2007'. Below the warning is a 'Notebook' section with a date 'Nov. 12, 2007' and a button 'Notebook'. To the left of this notebook are buttons for 'New Entry', 'Multiple New', 'Update All (1 - 12)', 'Multi Upd (8 - 12)', 'Entry 12 Heading', 'Entry 12 Update', 'Clone Entry 12', 'Entry 12 Analysis', 'Backup', and 'Weight'. To the right of the notebook is a list of items: 1. HAP Quiz #1 [Quizzes]; 2. Assignment #1 [Assign.]; 3. Assignment #2 [Assign.]; 4. Assignment #3 [Letter] [Assign.]; 5. Assignment #4 [Assign.]; 6. Assignment #6 [Assign.]; 7. Midterm Test [Midterm]; 8. HAP Quiz #2 [Quizzes]; 9. Assignment #8 [Assign.]; 10. Final Exam Part A [Final A]; 11. Final Exam Part B [Final B]; 12. Notebook [Notebook]. The '12. Notebook [Notebook]' item is highlighted. At the bottom of the screen, there is a taskbar with various icons and the time '11:57 AM'.

**Step 2.** Student names are located at the top right of the new window. Scroll down and select appropriate comments for each student.

The screenshot shows the MarkBook 2007 interface. The main window is titled "MAT2L119 - MAT2L POD Students - COMMENT SET 1: POD1 - Set 1". The menu bar includes File, Class, Mark Sets, Working On, Reports, Comments, RubricBuilder, Setup, and Help. The main content area is divided into several sections:

- Top Left:** A comment for "Arboleda, Crystal [Zero]" with a text area containing a paragraph about her performance.
- Top Right:** A dropdown menu showing a list of student names: 1. Arboleda, Crystal, 2. Dias, Nicholas, 3. Jokhoo, Samantha, 4. Mirza, Hasan, 5. Snelgrove, Scott. Below this is a table of scores for various assessments.
- Bottom Left:** A list of 19 comments in a scrollable area, with a callout box pointing to it that says "To add comments, or delete, you simply drag and drop." The comments are numbered 1 through 19 and describe various student behaviors and needs.
- Bottom Right:** A "Scratch Pad (Preview)" section with a text area and buttons for Copy, Paste, Add, Clear, and Copy To.

The Windows taskbar at the bottom shows the Start button and several open applications, including "CLUB ANTHEM...", "GradeBook Pro...", "Untitled - Note...", "MarkBook 2007...", and "Marks Submissi...". The system clock shows 12:00 PM.

**Step 3.** Save and exit when complete [click "Save and Exit" at the top of your new window].

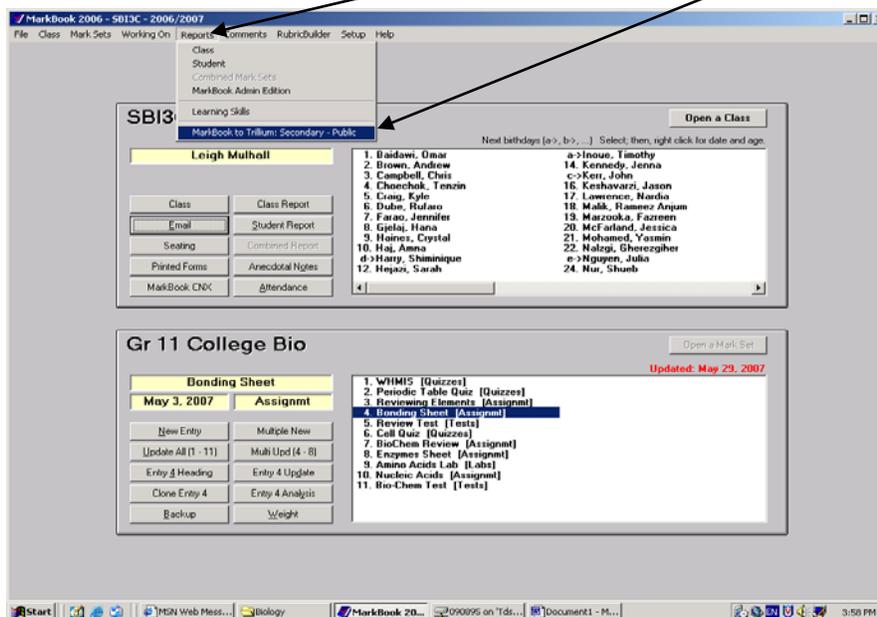


**Step 3.** Save and exit when complete [click “Save” at the bottom of your new window].

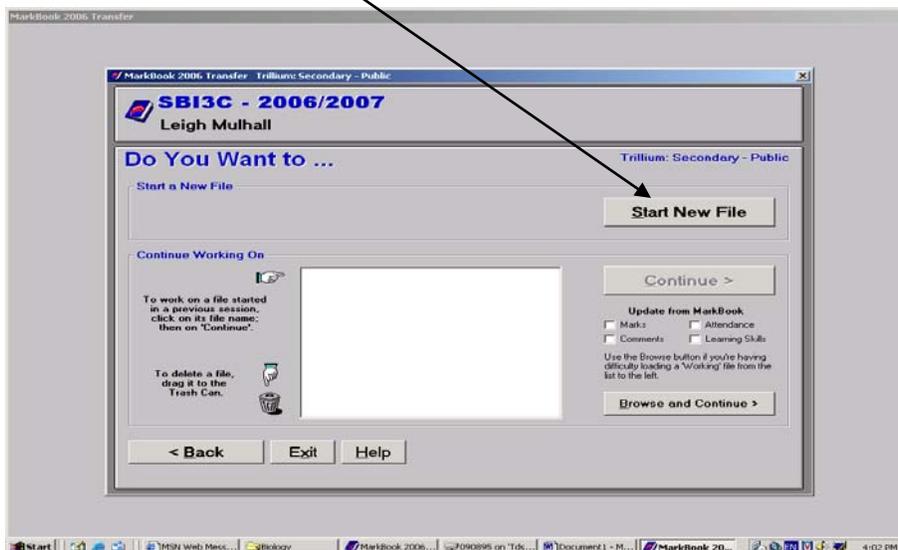
## Submitting Your Marks

You should only be reading this if Learning Skills and Comments have been completed!

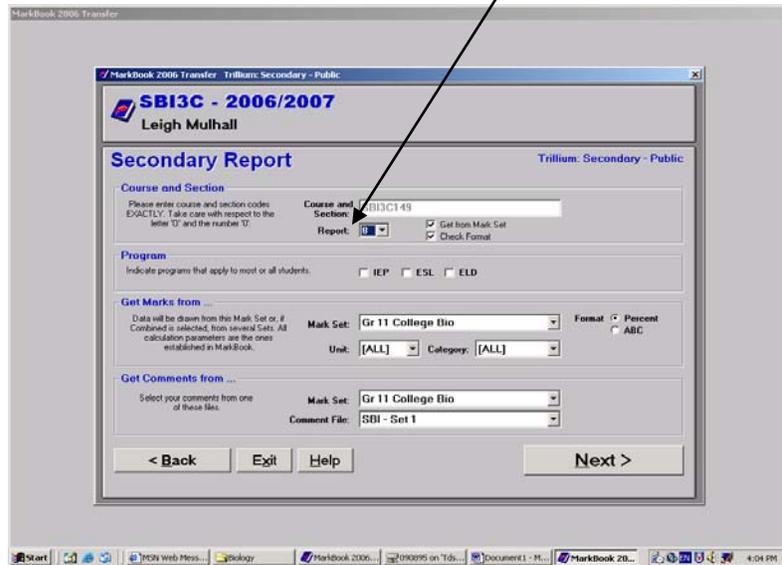
**Step 1.** Scroll to the top of the page and click on “Reports”. Select “Markbook to Trillium Secondary – Public”.



**Step 2.** Click on the “Start New File” option.



**Step 3.** Change the reporting cycle to the current submission period. For Quad 2 Midterm Marks, (December 2008) it will be 3.



**Step 4.** Be sure that all learning skills and comments are filled in for each student. The transfer cannot be completed if there are errors. At this point you can do the following:

Check your course (class) for any existing errors – incomplete learning skills or comments.

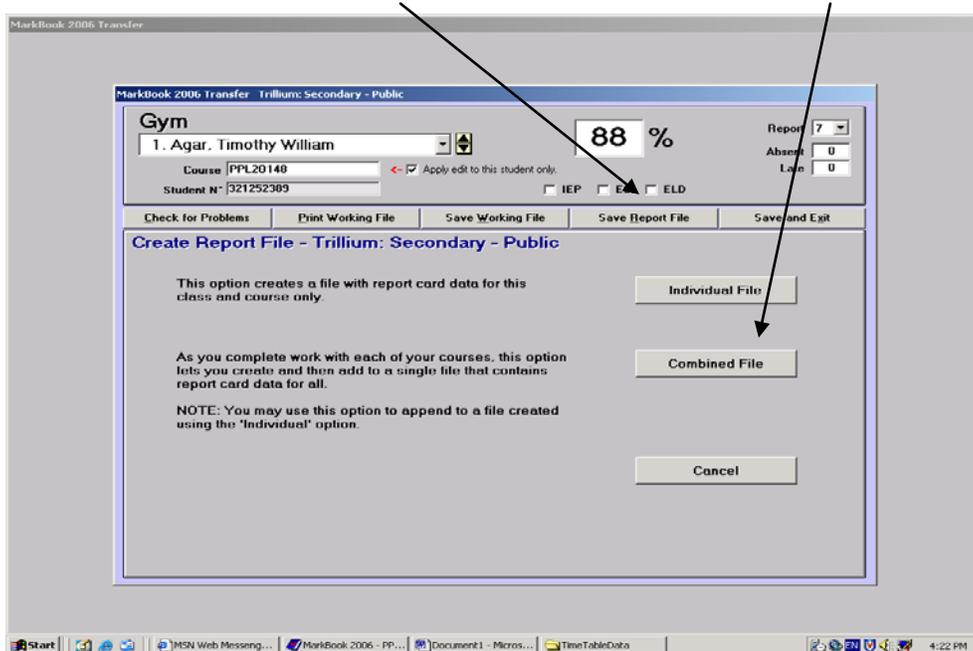
Change a student's mark to the mark you would like to appear on the transcript.

Change learning skills if required.

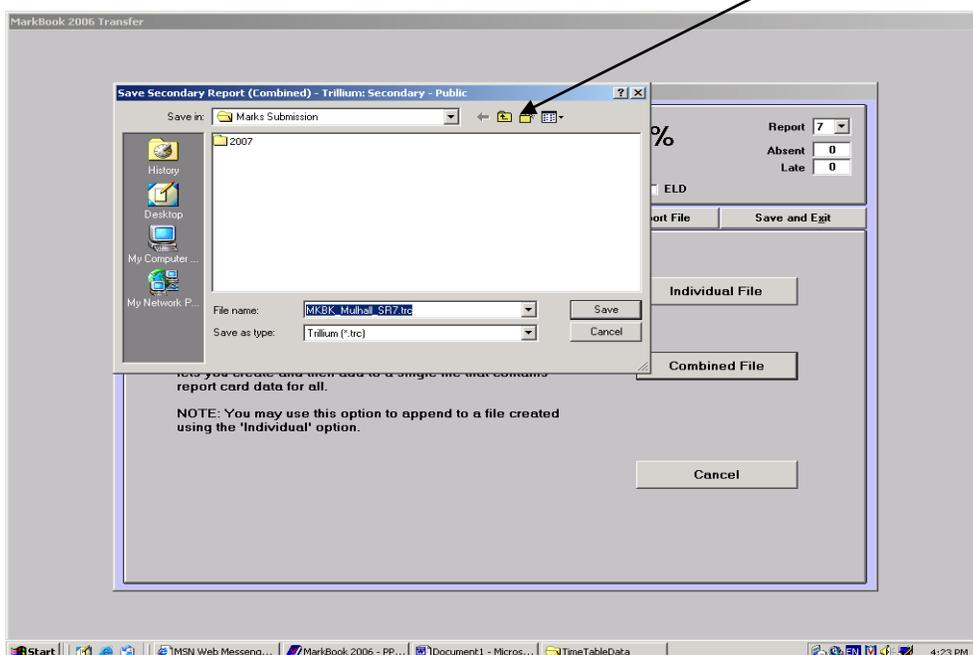
Add any additional comments regarding the student.

**Step 5.** Once you have completed this process, you must begin saving the file so that it can be combined with your other course (you won't have to submit two sets of marks).

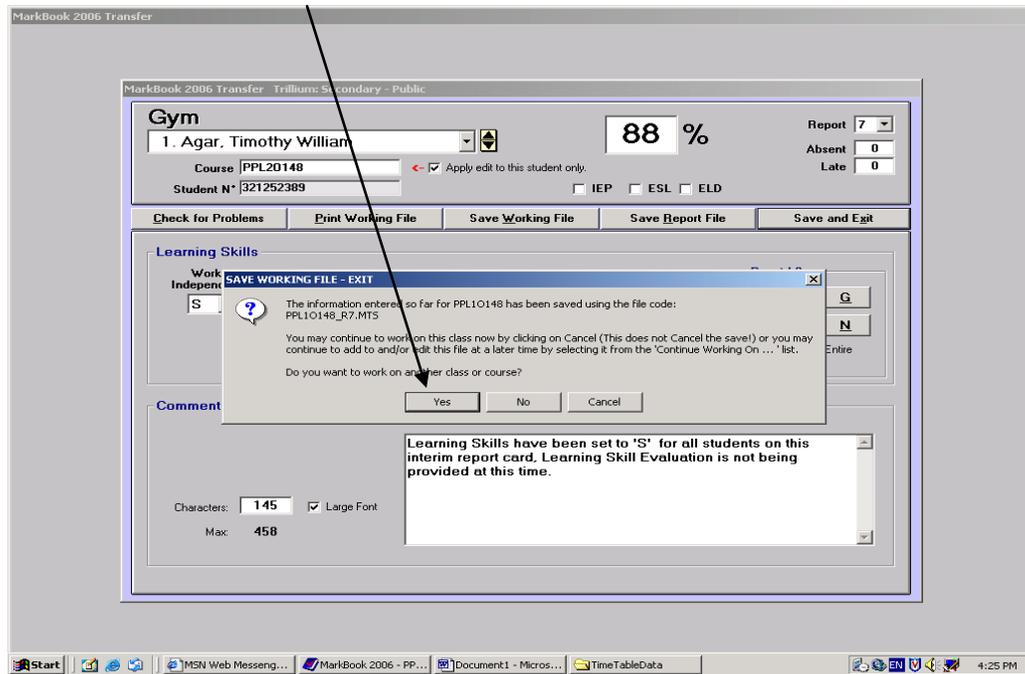
Click on “**Save Report File**” and then select “**Combined File**”



**Step 6.** Choose a destination for the file you will be saving (it is a .trc file). [Tip: You may decide that creating your own “Marks” Folder will be helpful when trying to locate this file for the final step.]



- Step 7.** Click Save and Exit.
- At this point, a prompt will appear asking you if you would like to work on another class. If you have another class, select **yes** and complete Step 1 to Step 6 again.
  - **IMPORTANT:** At Step 5 and Step 6, you will be saving it combined with your existing previous file (hence the idea of combining the files!). So, be sure to save it using the same file name as before.



## The Final Step

- Once you have completed the *combining files* process, find the .trc file you saved from Step 7, located in the h: drive in the folder you used in Step 6. This is most easily done by opening the “**My Computer**” icon on your desktop and searching for the folder you created earlier.
- Open the **1288 Gradebook** folder found in the City Adult Learning Centre folder on your desktop. You should see a folder that reads “**MarksDropOff**”
- Drag the .trc file into the **MarksDropOff** folder and you will be complete.