

## Marks Submission

This note should be used only after learning skills and comments have been entered.

1. Click on reports at the top of the page. Click on Markbook to Trillium Secondary - Public

The screenshot shows the MarkBook 2006 interface. The 'Reports' menu is open, with 'MarkBook to Trillium: Secondary - Public' selected. Below the menu, the 'SBI3' class is selected, and the name 'Leigh Mulhall' is highlighted. A list of students is displayed, including: 1. Bahawi, Omar; 2. Brown, Andrew; 3. Campbell, Chris; 4. Chochook, Tenzin; 5. Craig, Kyle; 6. Dube, Rufaro; 7. Farao, Jennifer; 8. Gjelaj, Hana; 9. Haines, Crystal; 10. Haj, Amna; 11. Harry, Shminique; 12. Hejazi, Sarah; 13. Inoue, Timothy; 14. Kennedy, Jenna; 15. Ken, John; 16. Keshavazi, Jason; 17. Lawrence, Nardia; 18. Malik, Rameez Anjum; 19. Marzooka, Fazreen; 20. McFarland, Jessica; 21. Mohamed, Yasmin; 22. Nalzi, Dherezgiher; 23. Nguyen, Julia; 24. Nur, Shueb. The interface also shows buttons for 'Class Report', 'Student Report', 'Combined Report', 'Anecdotal Nglges', and 'Attendance'.

2. Click on start new File.

The screenshot shows the MarkBook 2006 Transfer dialog box. The title bar reads 'MarkBook 2006 Transfer - Trillium: Secondary - Public'. The main content area is titled 'SBI3C - 2006/2007 Leigh Mulhall'. Below this, there are two main sections: 'Start a New File' and 'Continue Working On'. The 'Start a New File' section has a button labeled 'Start New File' circled in red. The 'Continue Working On' section has a 'Continue >' button and a 'Browse and Continue >' button. There are also checkboxes for 'Update from MarkBook' with options for 'Marks', 'Attendance', 'Comments', and 'Learning Skills'. At the bottom, there are buttons for '< Back', 'Exit', and 'Help'.

3. Change the reporting cycle. In the case of June 2007 it will be 8.

MarkBook 2006 Transfer

Trillium: Secondary - Public

### SBI3C - 2006/2007

Leigh Mulhall

## Secondary Report

Trillium: Secondary - Public

**Course and Section**

Please enter course and section codes EXACTLY. Take care with respect to the letter '0' and the number '0'.

Course and Section: SBI3C149

Report: 8

Get from Mark Set  
 Check Format

**Program**

Indicate programs that apply to most or all students.

IEP  ESL  ELD

**Get Marks from ...**

Data will be drawn from this Mark Set or, if Combined is selected, from several Sets. All calculation parameters are the ones established in MarkBook.

Mark Set: Gr 11 College Bio

Unit: [ALL] Category: [ALL]

Format:  Percent  ABC

**Get Comments from ...**

Select your comments from one of these files.

Mark Set: Gr 11 College Bio

Comment File: SBI - Set 1

< Back Exit Help Next >

Start | MSN Web Mess... | Biology | MarkBook 2006... | 090895 on Tds... | Document1 - M... | MarkBook 20... | 4:04 PM

4. Be sure all learning skills and comments are filled in for each student. Also alter your marks accordingly.

MarkBook 2006 Transfer

Trillium: Secondary - Public

## Gr 11 College Bio

1. Baidawi, Omar

78 %

Report: 8

Absent: 0  
Late: 0

Course: SBI3C149  Apply edit to this student only.

Student N#: 308496397

IEP  ESL  ELD

Check for Problems | Print Working File | Save Working File | Save Report File | Save and Exit

**Learning Skills**

Works Independently: S | Teamwork: S | Organization: S | Work Habits Homework: S | Initiative: S

Reset LS: E, G, S, N

Apply to Entire Class

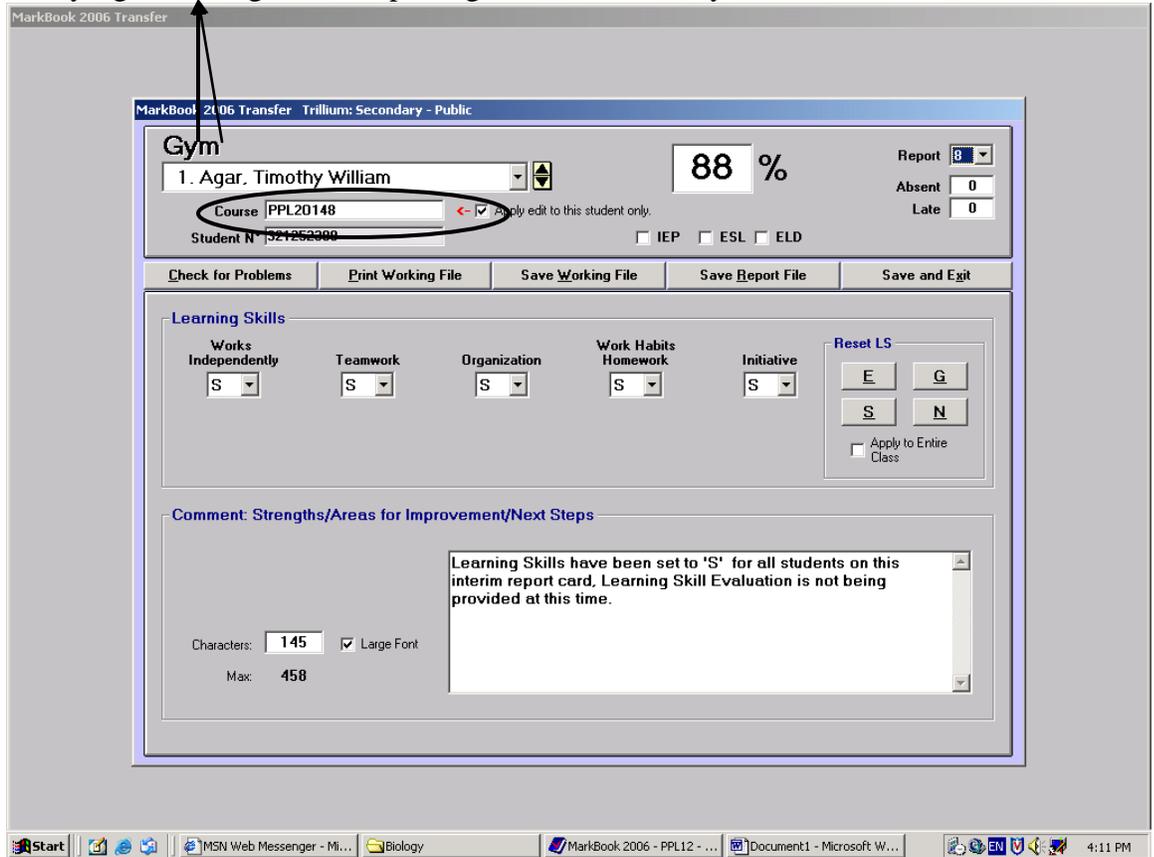
**Comment: Strengths/Areas for Improvement/Next Steps**

Learning Skills have been set to 'S' for all students on this interim report card. Learning Skill Evaluation is not being provided at this time.

Characters: 145 |  Large Font  
Max: 458

Start | MSN Web Messenger - Mi... | Biology | MarkBook 2006 - SBI3C - ... | Document1 - Microsoft W... | 4:07 PM

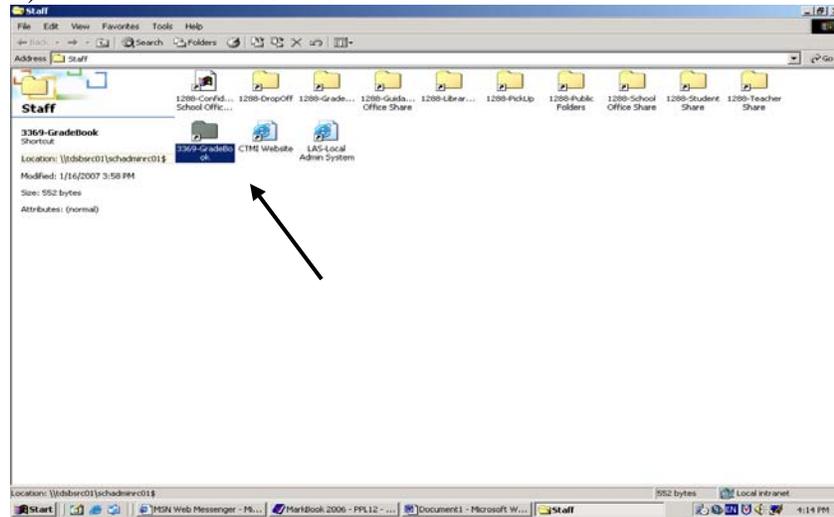
5. Here is the tricky part. If you have a split class or a class with adults (separate attendance sheets) you will have to alter the course code for each student.
  - a. Alter your course codes in the box for each student on the adult list. It is usually only the change in the last 2 numbers. E.g. from 43 to a 49 or something like that. Do yourself a favour and copy the change you made by right clicking and then pasting it where necessary.



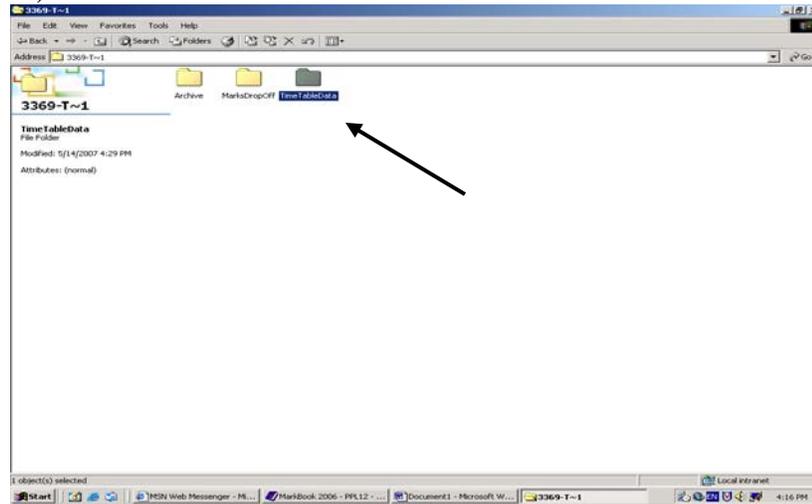
- b. If you have a split class you will need to find which students are in which classes. To do this follow these steps.
  - i) From your desktop open the City Adult Learning Centre (CALC) folder.



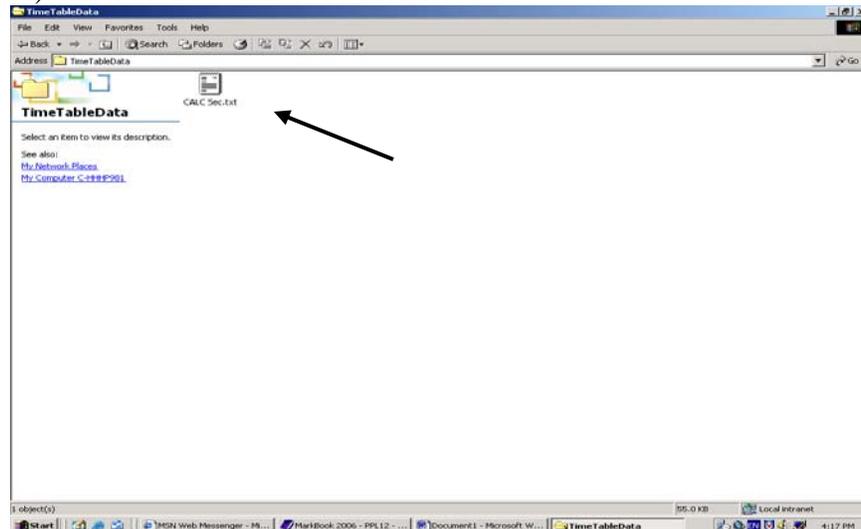
ii) Click on the 3369 – Gradebook icon.



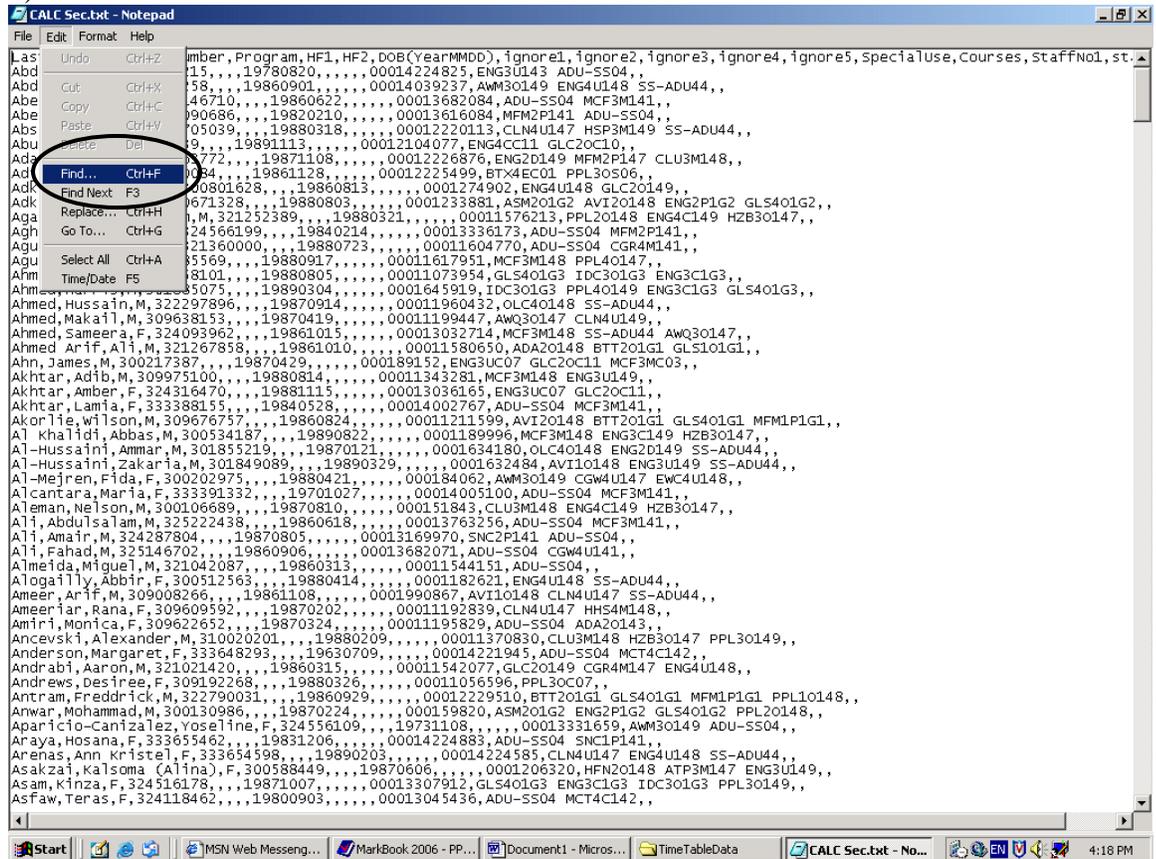
iii) Click on the timetable data icon.



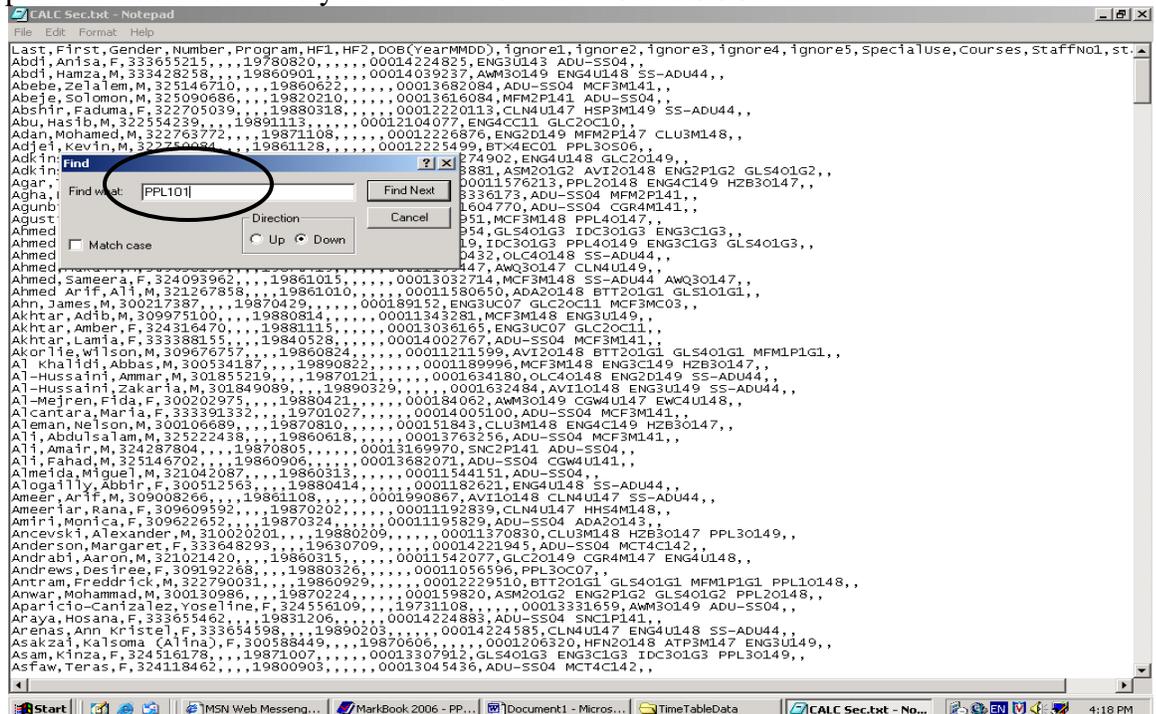
iv) Click on the CALC sec.txt file.



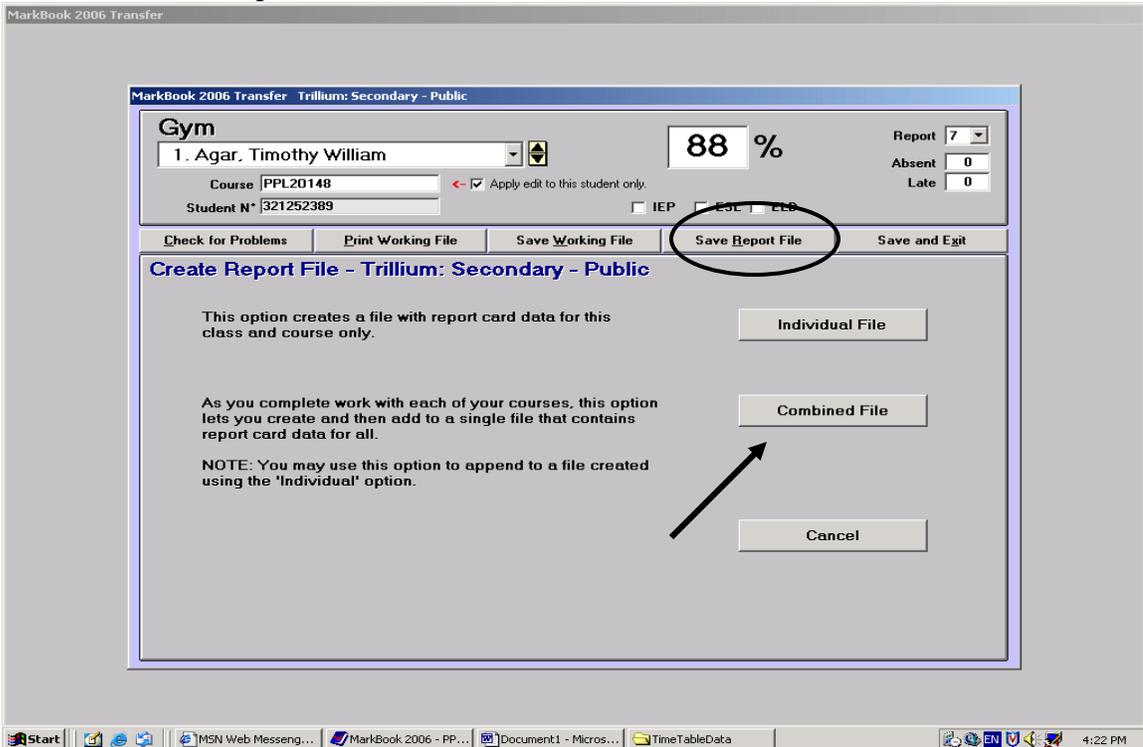
v) Click on Edit and then scroll to the find button.



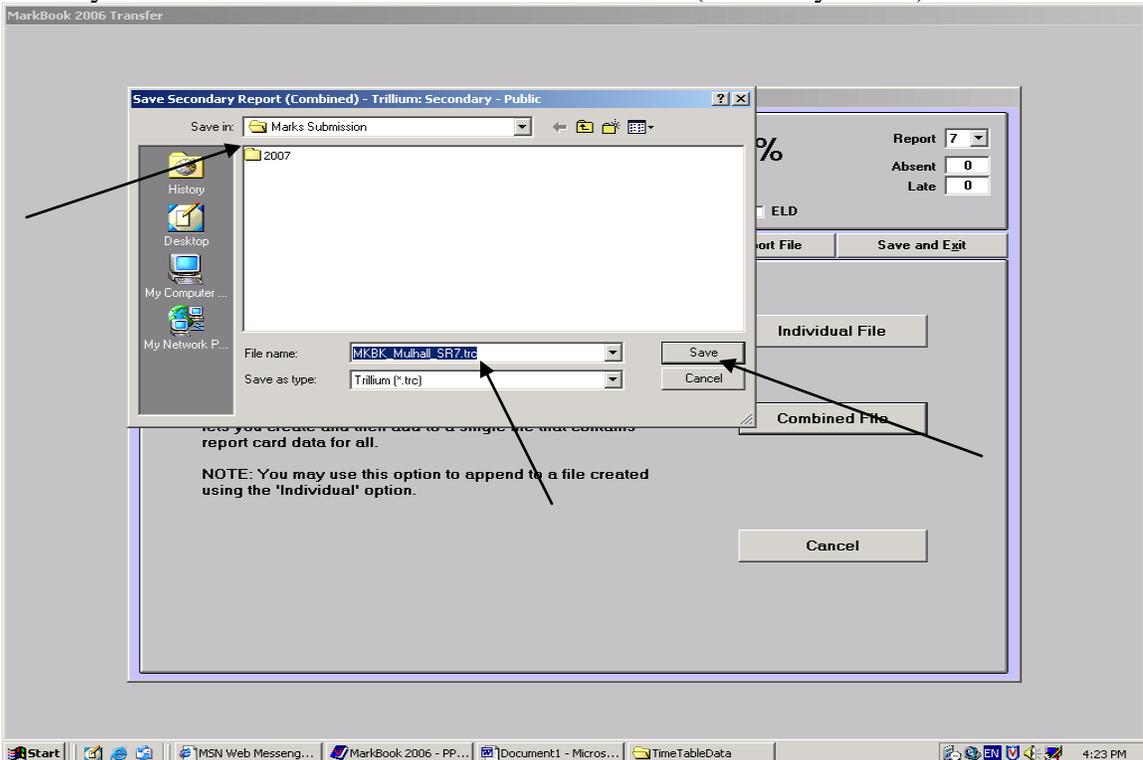
vi) Type in the class e.g PPL101 and then the list will highlight all students that are in the 101 section. Mark them on your attendance sheets. The people who do not show up on the list are obviously in the other section. OBVIOUSLY!



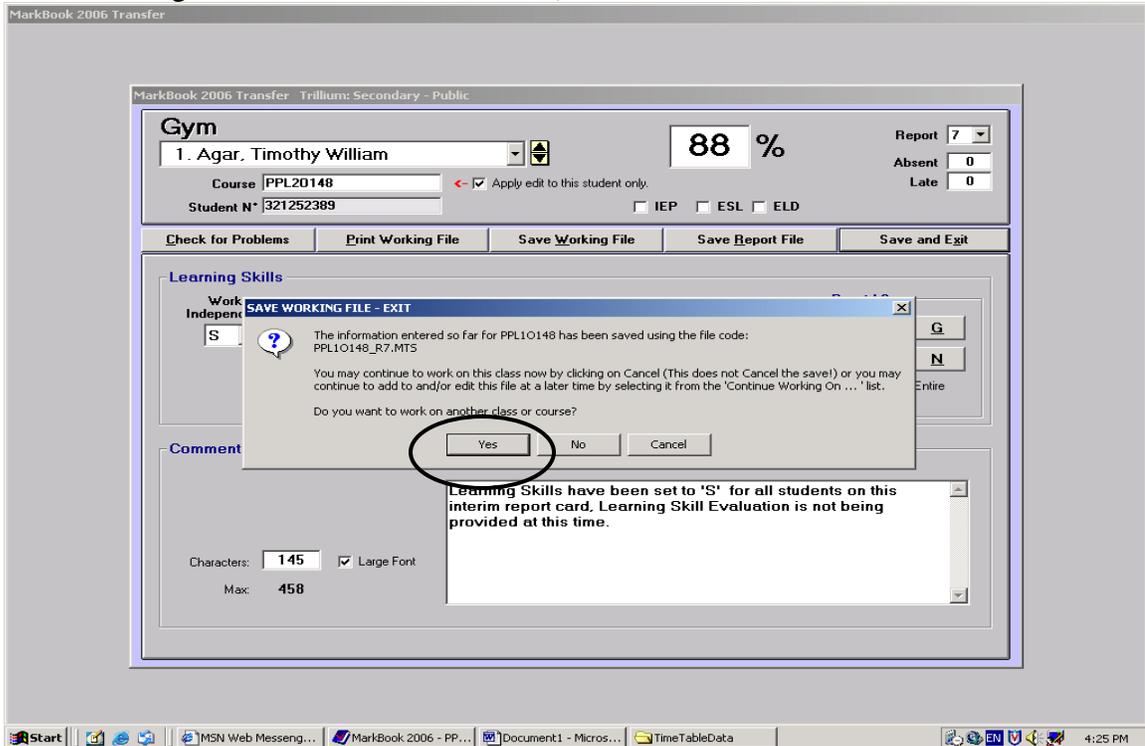
6. So. Once you have found out who is in what section you can alter the course codes accordingly.
7. Click on save report file and then combined file.



8. Choose a destination for the file you will be saving (it is a .trc file). It should be on your H: drive under a marks submission folder (create it yourself).



- It should tell you all is well. Click ok and then click save and exit. After which the next screen will pop up asking you want to open another class. Say yeah and go through the same process again. When you get to the end be sure to save a combined file right over top of the one you just did. (remember that you are combining the two classes into one file.)



- Once you are all finished, go on to your H; Drive wherever you saved your files (.trc) are. Open the window and also have the window with the marks dropoff folder open ( City Adult Learning Centre CALC from the desktop → 3369 Gradebook) Drag the .trc file into the MarksDropOff folder and you are done.

