

# Percentage Assessment Lesson



## Marksbook

Version 5.3

**A Windows Based Marksbook for:**  
Common Assessment Framework  
Percentage Assessment  
Structured Work-based Learning  
Progress Maps (SOS)  
Primary School Assessments  
Intelligence Assessment  
Literacy & Numeracy Net

**The Perfect Teachers Aid For  
Administrating Student Records**

**LanWest** PTY LTD  
*SCHOOL SYSTEM SPECIALISTS*


## Lesson Objectives

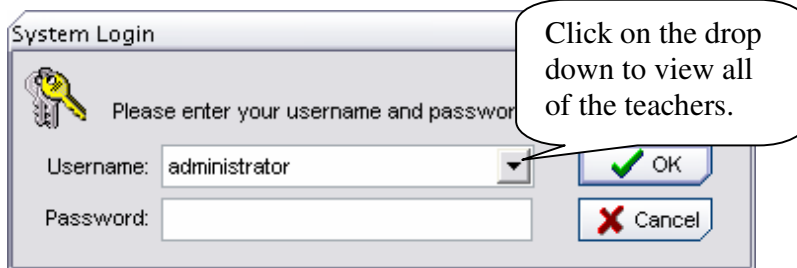
1. Create a Semester 1 report for the Percentage module
2. Edit the assessment details
3. Add in results for students
4. Add in comments

## Lesson Steps

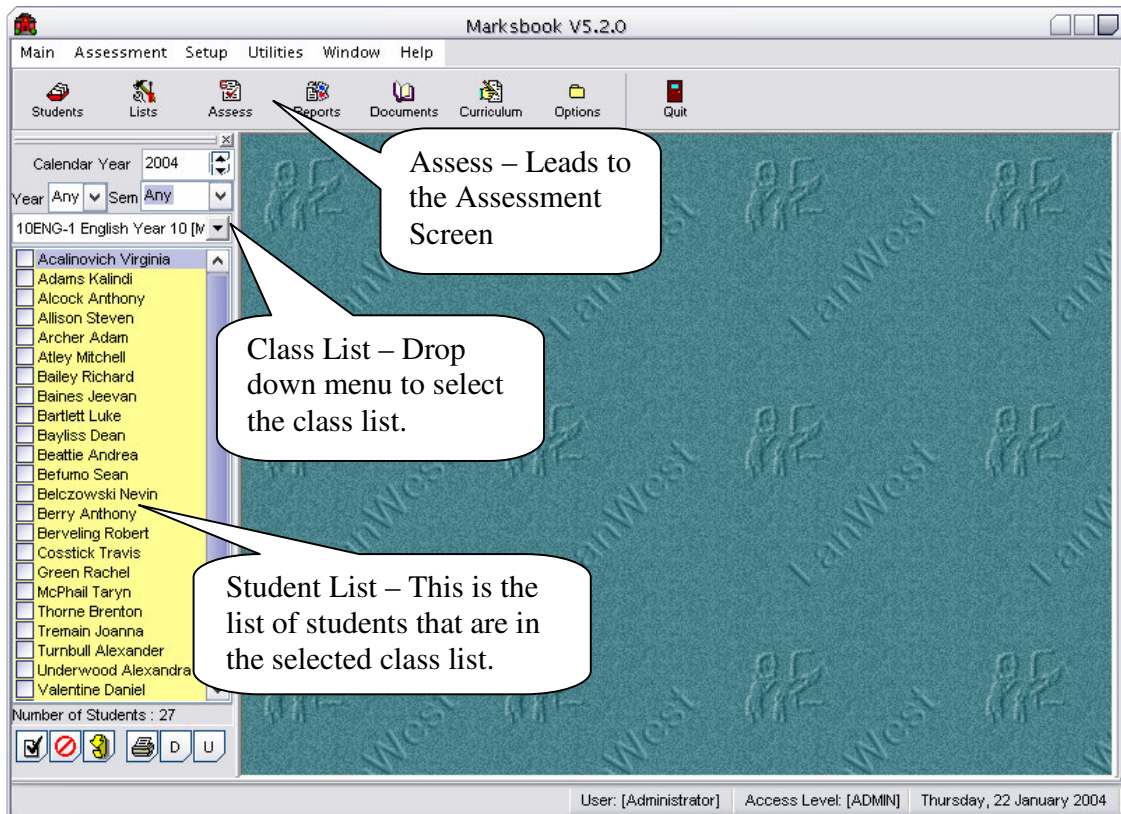
1. Main Layout of Marksbook
2. Reportable Class Lists
3. Assess layout
4. Creating and editing a Final Percentage Assessment
5. Adding results into the Assessment
6. Adding in comments

## Step 1: Main Layout of Marksbook

To activate the software, simply Double Click the icon  that sits on your Windows desktop. Upon loading, the system will bring you to a login screen as shown below.



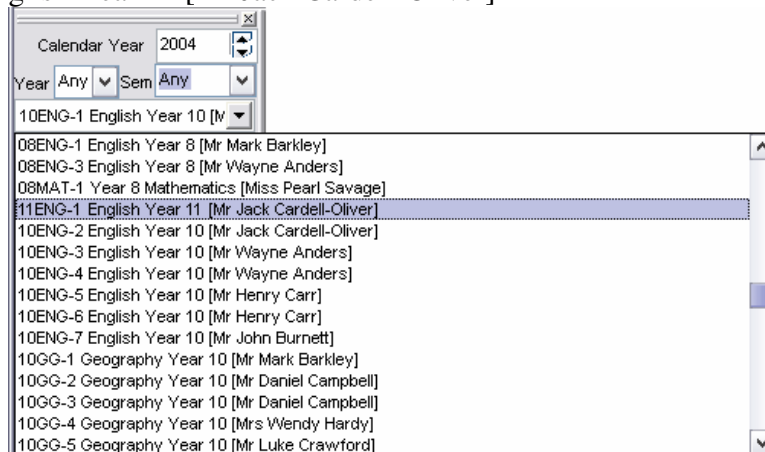
This system already contains your name as a teacher. Click on the Triangle ▼, to choose from a drop down list. Note: Your password is “PASSWORD” by default.




From the Diagram you can see the main layout of Marksbook. For this lesson we will only be concentrating on the assessment area and we may need to change the class list.

## Step 2: Reportable Class Lists

To create an assessment for a Class you need to have created a list that is a reportable list of students. For this lesson please click on the drop down menu and select “11ENG-1 English Year 11 [Mr Jack Cardell-Oliver]”



## Step 3: Assess Layout

To get to the assessment area you single left click on the  Assess button.


View Type – Select ‘Percentage’

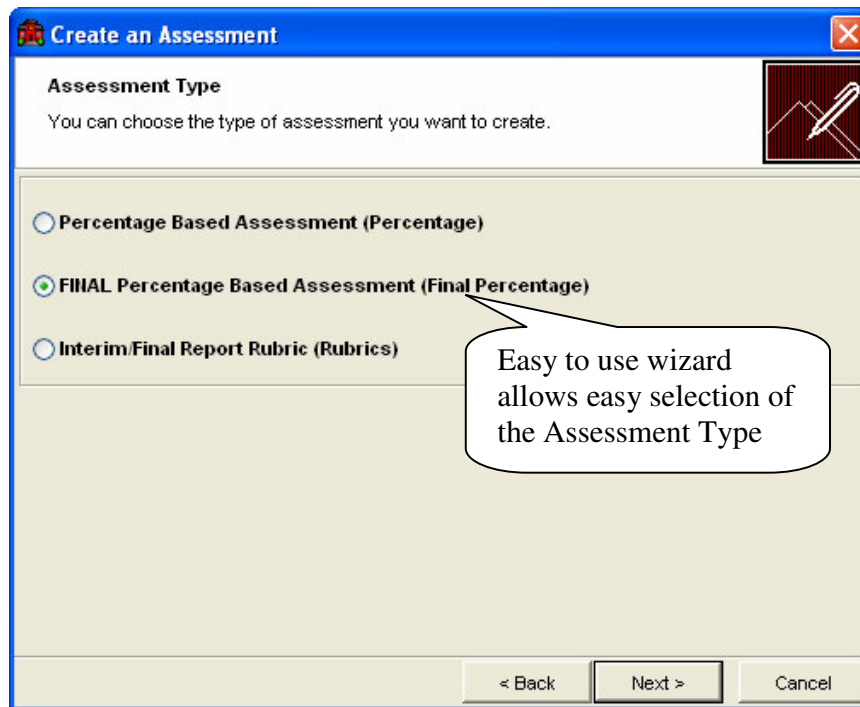
The screenshot shows the 'Assess' application window for 'Virginia Acalinovich'. The window has a menu bar with 'Percentage', 'Progress Maps', 'CAF', 'SBO', 'NET', 'Primary', 'INT', and 'All'. Below the menu bar is a toolbar with icons for 'Large', 'Small', 'List', 'Details', 'Create', 'Delete', 'Edit', 'Assess', and '(Un)Lock'. The main area displays a table of 'Semester 1 Assessments' with columns for 'Name', 'Type', 'Date', and 'Mark'. Below this are two more tables: 'Semester 2 Assessments' and 'Semester 2 Final Assessments', both with columns for 'Name', 'Type', 'Date', and 'Mark'. Three callout boxes provide instructions: one points to the 'Percentage' menu item, another points to the 'Assess' button in the toolbar, and a third points to the 'Assessments' table.

Assessment Tool Bar – Assessment tool bar has the option to Create, Delete, Edit, Assess and (UN) Lock an assessment. In this lesson you will be Creating.

Assessment Type tab – This is the list of available assessments you can grade your students on.

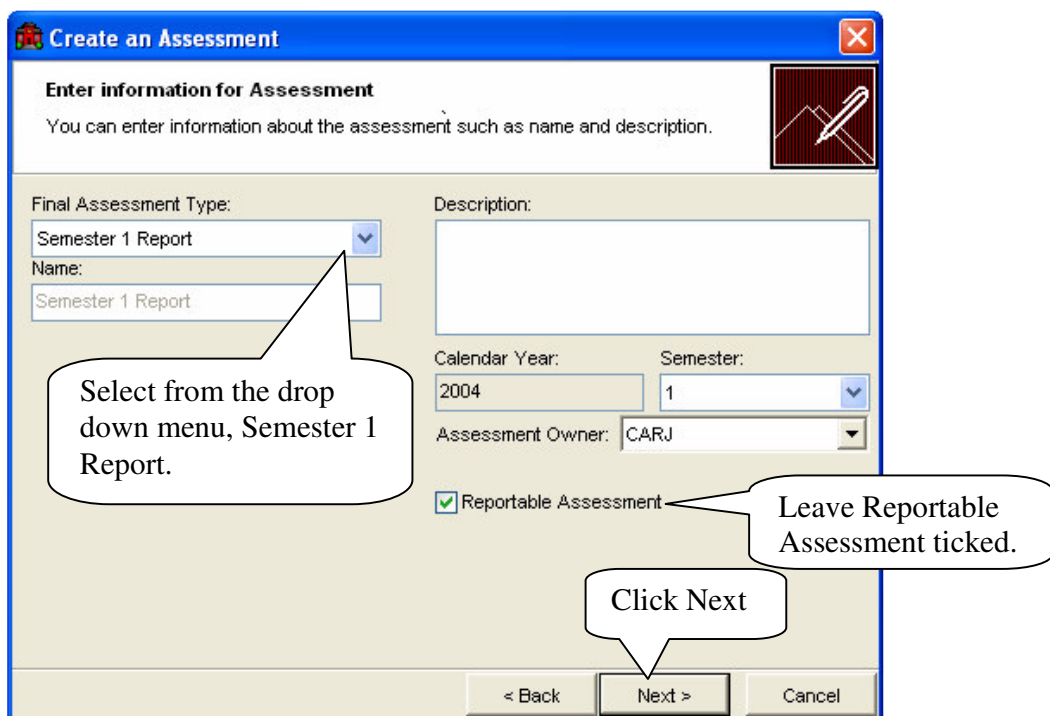
## Step 4: Creating and Editing a Final Percentage Assessment

Clicking on the “Create”  button will activate the Assessment Wizard. There are 3 Assessment Types for Percentage.



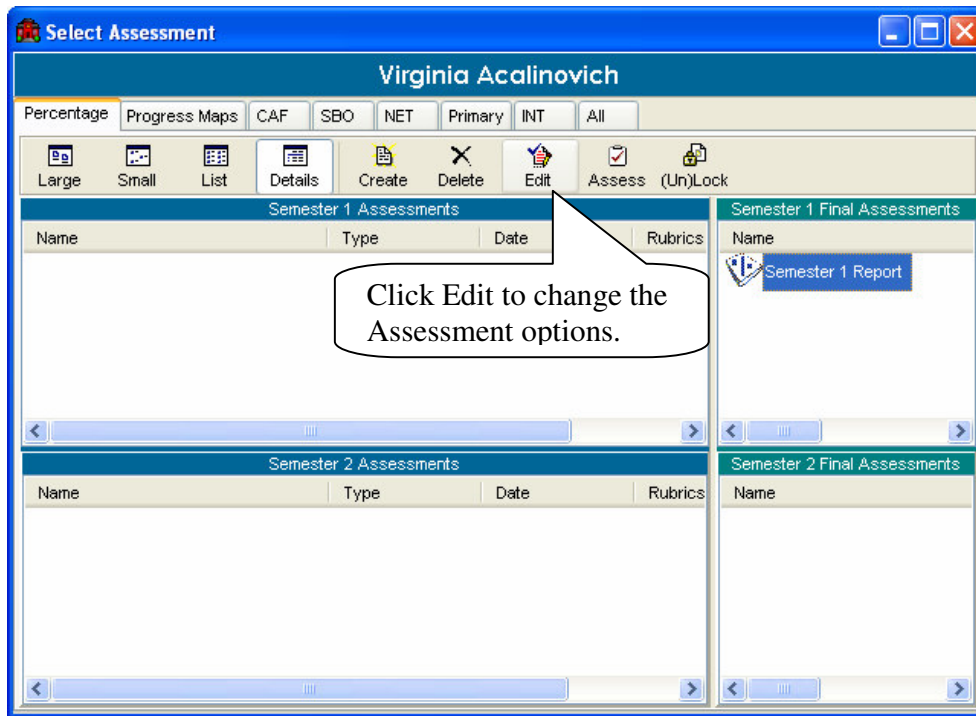
The screenshot shows the 'Create an Assessment' wizard window. The title bar reads 'Create an Assessment'. The main heading is 'Assessment Type' with a sub-heading 'You can choose the type of assessment you want to create.' There are three radio button options: 'Percentage Based Assessment (Percentage)', 'FINAL Percentage Based Assessment (Final Percentage)' (which is selected), and 'Interim/Final Report Rubric (Rubrics)'. A callout bubble points to the selected option with the text: 'Easy to use wizard allows easy selection of the Assessment Type'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Select the Assessment Type, which is FINAL Percentage Based Assessment (Final Percentage) for this example, and then click “Next” to activate the Assessment Information screen.

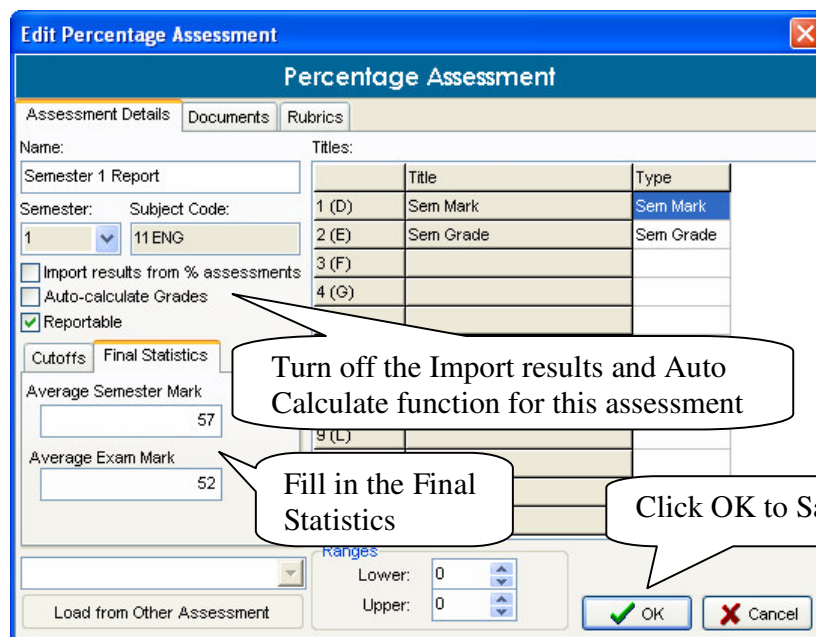


The screenshot shows the 'Create an Assessment' wizard window at the 'Enter information for Assessment' step. The title bar reads 'Create an Assessment'. The main heading is 'Enter information for Assessment' with a sub-heading 'You can enter information about the assessment such as name and description.' The form contains several fields: 'Final Assessment Type:' with a dropdown menu showing 'Semester 1 Report'; 'Name:' with a text box containing 'Semester 1 Report'; 'Description:' with a large empty text area; 'Calendar Year:' with a text box containing '2004'; 'Semester:' with a dropdown menu showing '1'; and 'Assessment Owner:' with a dropdown menu showing 'CARJ'. There is a checked checkbox for 'Reportable Assessment'. A callout bubble points to the dropdown menu with the text: 'Select from the drop down menu, Semester 1 Report.' Another callout bubble points to the 'Reportable Assessment' checkbox with the text: 'Leave Reportable Assessment ticked.' A third callout bubble points to the 'Next >' button with the text: 'Click Next'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

The next screen is where you place in your information. Select the Final Assessment type as a Semester 1 Report. Make sure you have entered in the correct semester and Assessment owner and click next.



The assessment screen will now appear with the new assessment we just created. Single click on the assessment, Semester 1 Report, and click the edit button so we can change some more in depth options.



Once the options screen has appeared we need to turn off the Importing option and Auto calculate grades option. Please then click on the Final Statistics tab and fill in the Average Semester Mark and Average Exam Mark. Once this is done please click the OK button to save.

## Step 5: Adding Results into the Assessment

The Data Entry Screen is activated by a double click on the defined Semester 1 Report icon or click on the “Assess” icon in the tool bar.

Click the Save button once finishing assessing

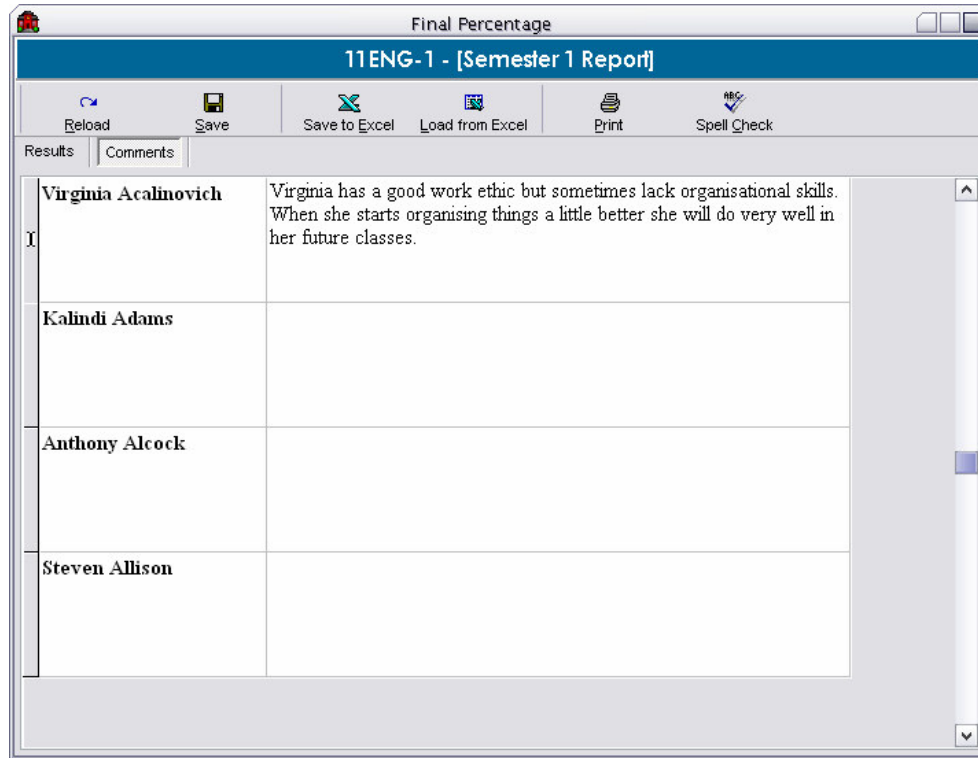
Result cells where the mark is placed

STKEY	Surname	First name	Exam Mark	Sem Mark	Sem Grade
6	ACALINOVV	Acalinovich	Virginia	54	74 B
7	ADAMSK	Adams	Kalindi	48	
8	ALBRECHTR	Albrecht	Roberto	67	81 A
9	ALCOCKA	Alcock	Anthony	55	49 C
10	ALLISONS	Allison	Steven	67	58 C
11	ARCHERA	Archer	Adam	44	48 D
12	ATLEYM	Atley	Mitchell	0	0
13	BAILEYR	Bailey	Richard	0	0
14	BAINESJ	Baines	Jeevan	0	0
15	BARTLETL	Bartlett	Luke	0	0
16	BAYLISSD	Bayliss	Dean	0	0
17	BEATTIEA	Beattie	Andrea	0	0
18	BEFUMOS	Befumo	Sean	0	0
19	BELCZOWSN	Belczowski	Nevin	0	0
20	BERRYA	Berry	Anthony	0	0

This will now let you add in results (or edit if previously recorded) for the assessment. Put a percentage mark for the students in the data entry cells for each student and click the save button once achieved.

## Step 7: Adding in Comments

Report Comments can only be entered in a Final Assessment. Double Click any Final Assessment and then select the “Comment” tab.



To check the Spelling of a Comment, Right Click in the Comment field to activate the Text Management Menu. Errors are underlined in red and are offered a replacement option list of words.

The length of the comment is controlled from the Report Setup Screen, which will be discussed in the next section. If you exceed the limit, the system will not let you type any further.

Be sure to click on “Save” before leaving the entry screen.