

Interim Report 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
Adminstrating Student Records**

Registered to:
Demonstration
Fairpoint Senior High School

LanWest PTY LTD
SCHOOL SYSTEM SPECIALISTS


Lesson Objectives

1. Add Results for Interim Reports
2. Print the Interim Report results

Lesson Steps

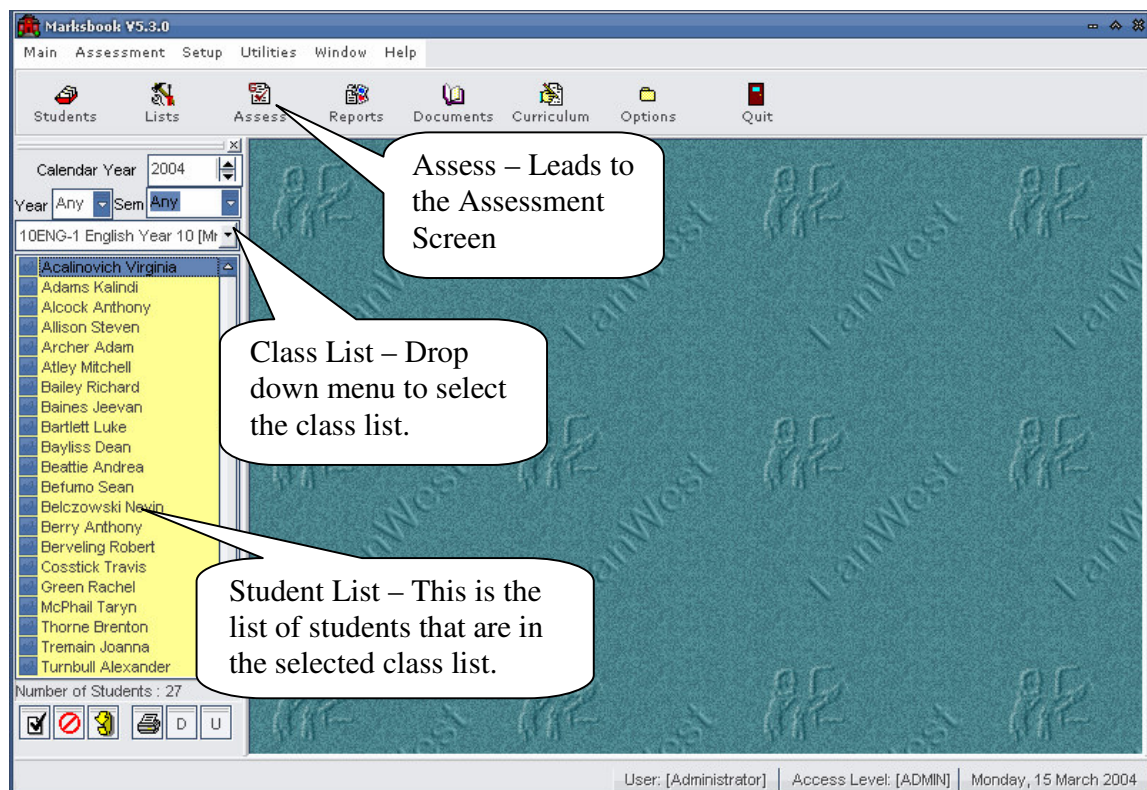
1. Main Layout of Marksbook
2. Reportable Class Lists
3. Assess layout
4. Editing Interim Report Results
5. Printing the Interim Report

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.



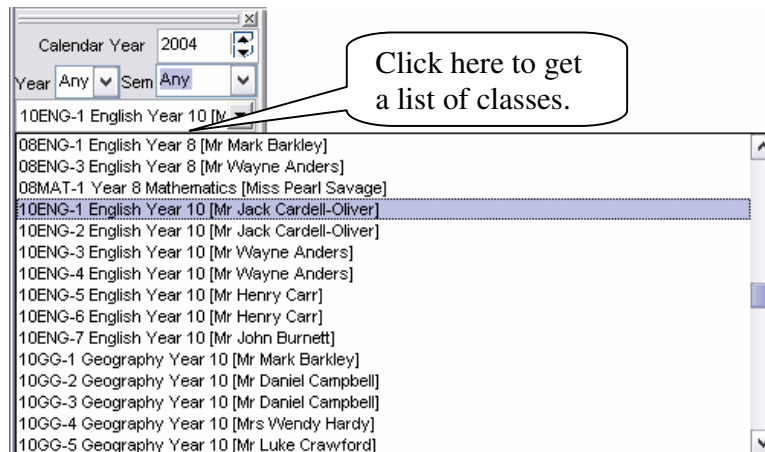
This system already contains your name as a teacher. Click on the Triangle ▼, to choose from a drop down list. Note: Your default password is “PASSWORD”.



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

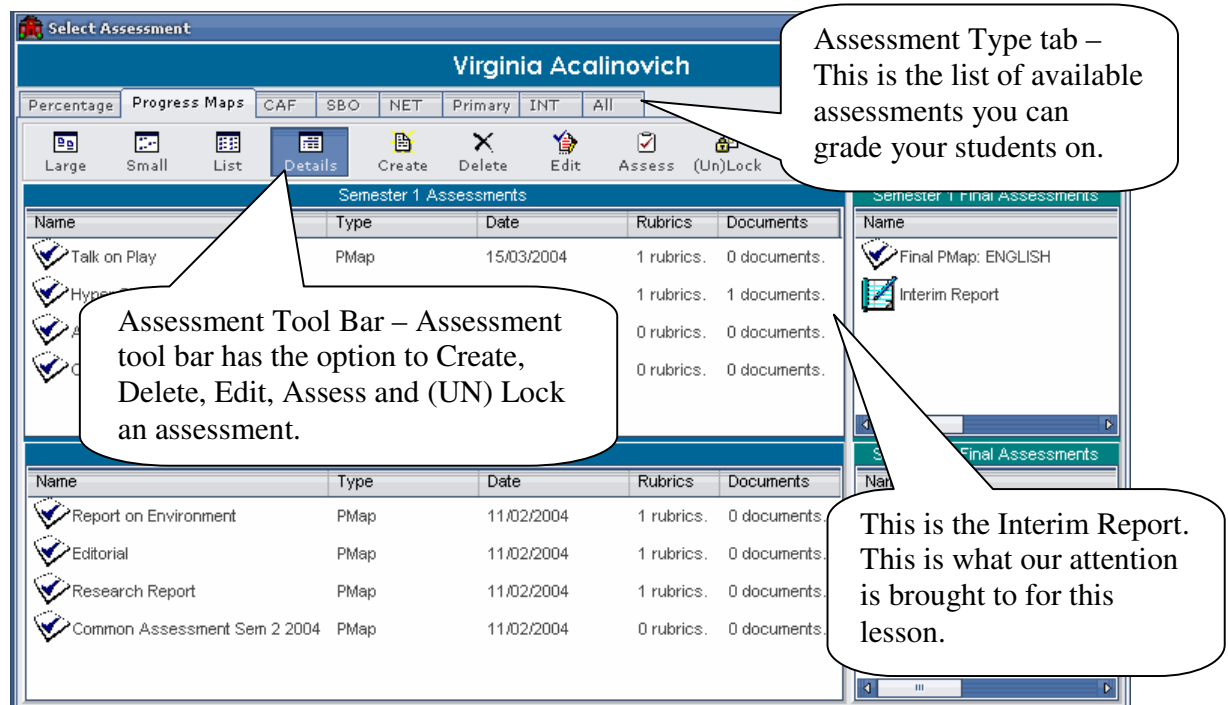
Step 2: Reportable Class Lists

To create an assessment for a Class you need to have created a list that is a reportable list of students. Your system administrator will have created your classes already. For this lesson please click on the drop down menu and select your class.



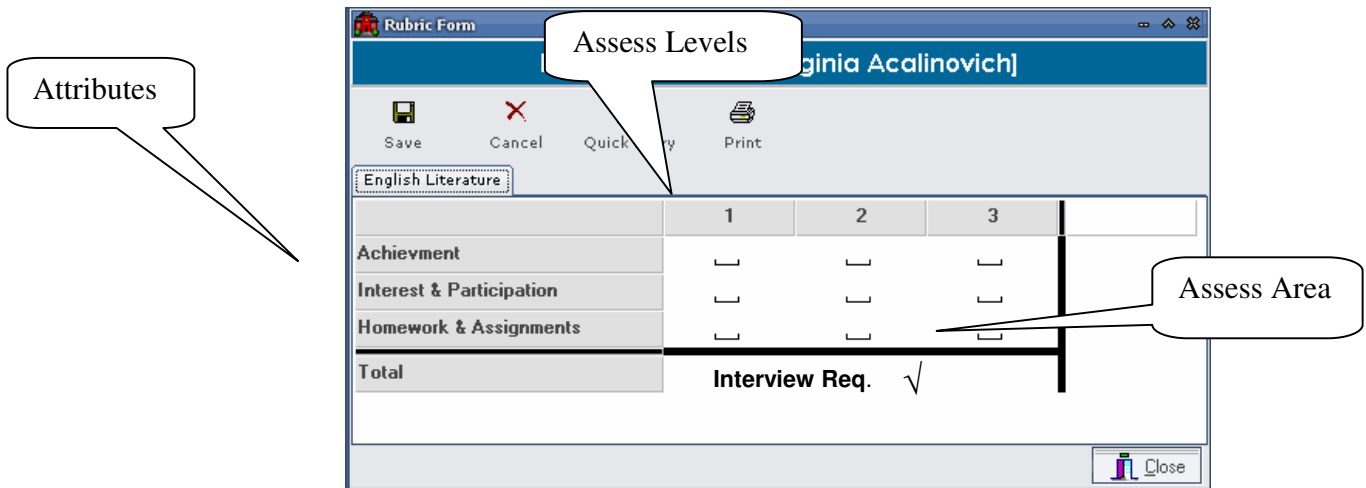
Step 3: Assess Layout

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

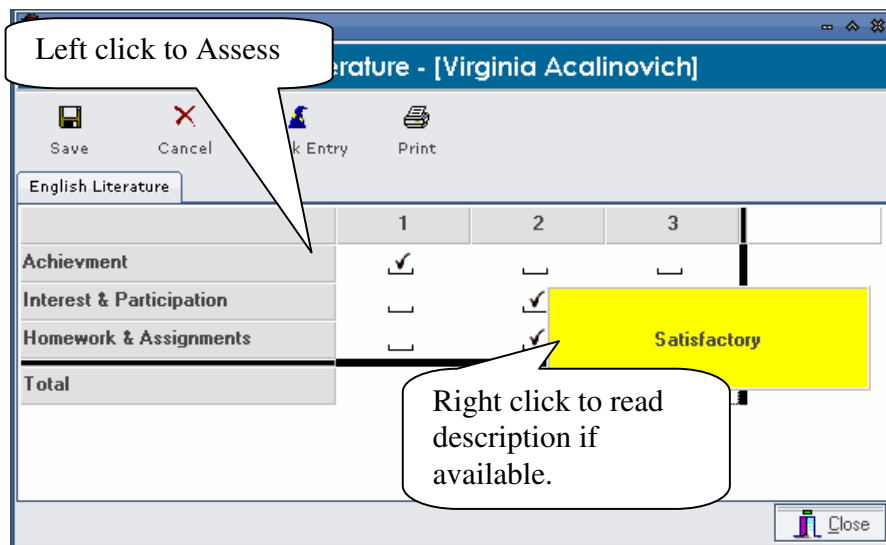


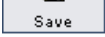
Once you have clicked on the assess button the window above will appear. Your Interim report will already be created by your head of dept, or administrator. Other assessments may be available (as in the above example), but we will only assess the "Interim Report". Double click on the Interim Report to edit the student's results.


Step 4: Editing Interim Report Results

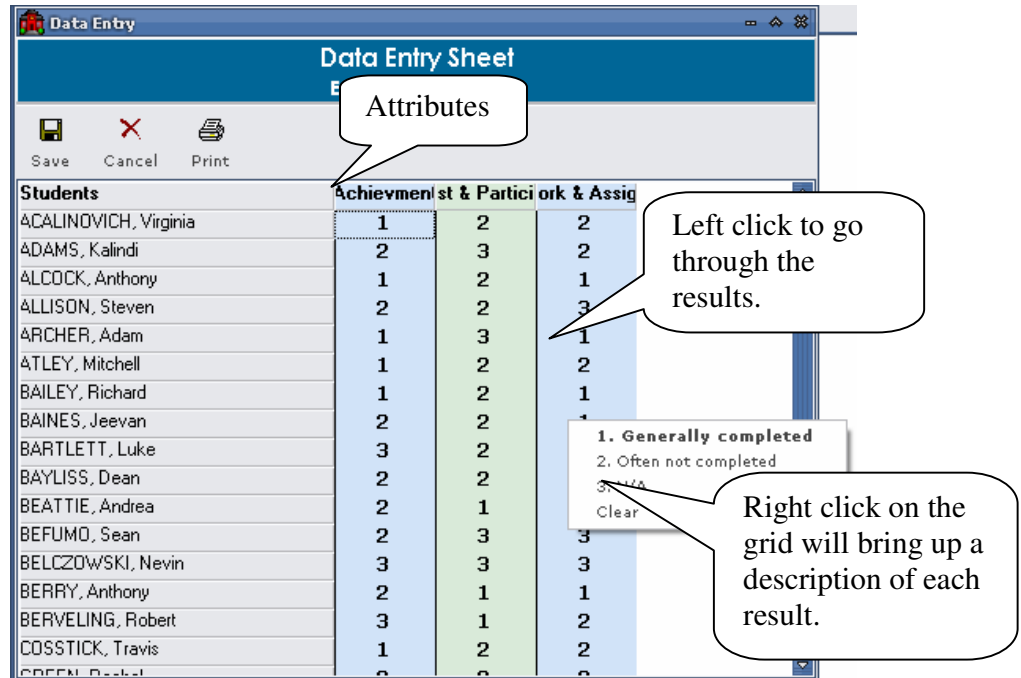


The picture above is from a sample Interim Report. Your report will be much the same however.



Once all the details have been entered correctly then click on the  Save button to save the results for that student. To speed up the marking process you can actually mark the whole class on one screen.

Click on the  Quick Entry button to enter the Quick Entry Screen.




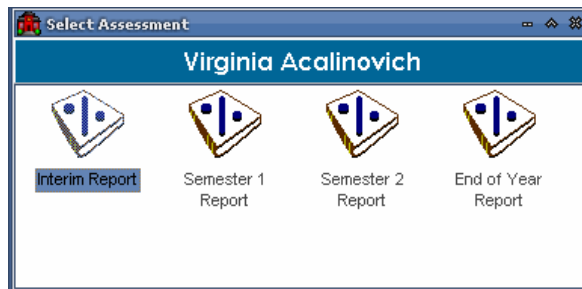
The quick entry screen has the same functions as the individual entry screen. Clicking in a cell

cycles through the levels (usually 1 to 5). Once all the result has been added click on the



Step 5: Printing Interim Report

Once the results have been placed in for the student you will then need to go to his/her form list and click on the  button.



This will bring up the screen above. Double click on the Interim Report Icon.

Interim Report - [Virginia Acalinovich]		
Save		Print Reports
Form Class	FORM-10.1	Virginia seems to be settling in very well to the school year and if she continues to put in a consistent effort, Virginia will enjoy good success with her studies.
Teacher	Mr M. Silverwood	
Number of half days absent:		<input type="text" value="1"/>
Subject	English Year 10 (RUB)	A pleasing start to the year.
Teacher	Mr J. Cardell-Oliver	
Grade	A	
		-- English Literature --
		1. Achievement : Below Average
		2. Interest & Participation : Satisfactory
Subject	Geography Year 10 (RUB)	-- Year 10 Geography --
Teacher	Mr M. Barkley	
Grade		
		1. Achievement : Above Average
		2. Interest & Participation : Satisfactory
Subject	History Year 10 (RUB)	-- Year 10 History --
Teacher	Mr M. Barkley	
Grade		
		1. Achievement : Above Average
		2. Ability : Average
Subject	Mathematics Year 10 (RU...	-- Year 10 Maths --
Teacher	Mr I. Baker	
Grade		
		1. Achievement : Above Average
		2. Interest & Participation : Satisfactory
Subject	Physical Education Year ...	-- Physical Education --
Teacher	Mrs I. Crowe	
Grade		
		1. Achievement : Below Average
		2. Ability : Below Average
Subject	Religion Year 10 (RUB)	-- Religious Education --
Teacher	Mr D. Duckland	
Grade		
		1. Interest & Participation : Satisfactory
		2. Knowledge & Understanding : Satisfactory
Subject	Science Year 10 (RUB)	-- Year 10 Science --
Teacher	Mr A. Baxley	
Grade		
		1. Achievement : Average
		2. Interest & Participation : Low

The screen above will appear with all of the student's results and comments if entered. Click on the Print Reports button at the top of the screen.

Report Options

To Parent: [Default](#)

This brief report seeks to give you a general indication of the student's progress and performance at this date. Please contact the school regarding any queries or concerns.

Once you have selected to print the interim report it will then bring up a dialog box asking what comments you would like to place in. Add in a comment and Click Print.

Virginia Acalinovich

10.1

20 January 2004

TO PARENT: This brief report seeks to give you a general indication of the student's progress and performance at this date. Please contact the school regarding any queries or concerns.

ENGLISH YEAR 10

*** Interview Required ***

Mr J. Cardell-Oliver

Achievement	Above Average	Average	Below Average
Interest & Participation	High	Satisfactory	Low
Homework & Assignments	Generally completed	Often not completed	N/A
Attitude	Excellent	Good	Fair

GEOGRAPHY YEAR 10

Mr M. Barkley

Achievement	Above Average	Average	Below Average
Interest & Participation	High	Satisfactory	Low
Homework & Assignments	Generally completed	Often not completed	N/A

HISTORY YEAR 10

*** Interview Required ***

Mr M. Barkley

Achievement	Above Average	Average	Below Average
Ability	Above Average	Average	Below Average
Interest & Participation	High	Satisfactory	Low

MATHEMATICS YEAR 10

Mr I. Baker

Achievement	Above Average	Average	Below Average
Interest & Participation	High	Satisfactory	Low
Homework & Assignments	Generally completed	Often not completed	N/A

PHYSICAL EDUCATION YEAR 10

*** Interview Required ***

Mrs I. Crowe

Achievement	Above Average	Average	Below Average
Ability	Above Average	Average	Below Average
Interest & Participation	High	Satisfactory	Low

RELIGION YEAR 10

Mr D. Duckland

Interest & Participation	High	Satisfactory	Low
Knowledge & Understanding	Thorough	Satisfactory	Limited

SCIENCE YEAR 10

Mr A. Bayley

Achievement	Above Average	Average	Below Average
Interest & Participation	High	Satisfactory	Low
Homework & Assignments	Generally completed	Often not completed	N/A

Virginia seems to be settling in very well to the school year and if she continues to put in a consistent effort, Virginia will enjoy good success with her studies.

HALF DAYS ABSENT: 1

FORM TEACHER: Mr Michael Silverwood

PRINCIPAL:

This is what the report will print out like. To send this report to the printer simply click on the printer icon

