

# Rubric Report Entry Lesson (HOD)



## 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**

Registered to:  
**Demonstration**  
Fairpoint Senior High School

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


### Lesson Objectives

1. Add Results for Semester 1 Report
2. Print the Semester 1 Report results

### Lesson Steps

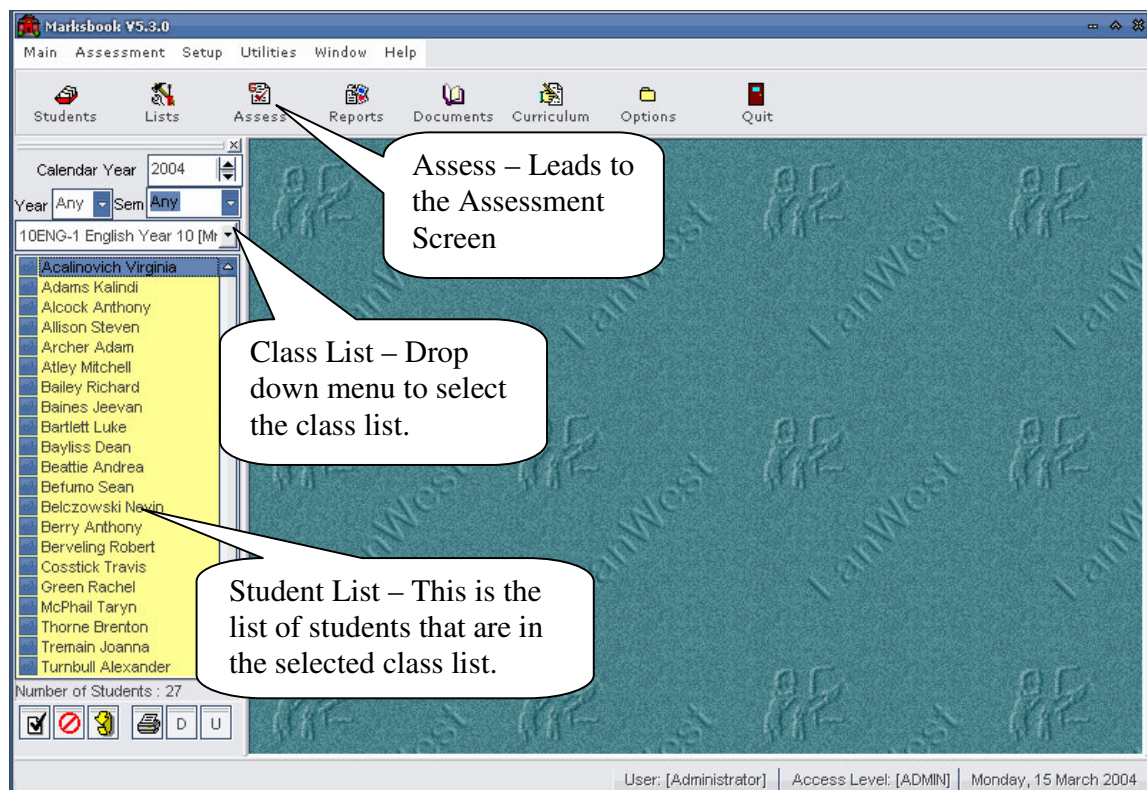
1. Main Layout of Marksbook
2. Reportable Class Lists
3. Assess layout
4. Editing Semester 1 Report Results
5. Multiple Rubrics attached
6. Printing the Semester 1 Report

## 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.



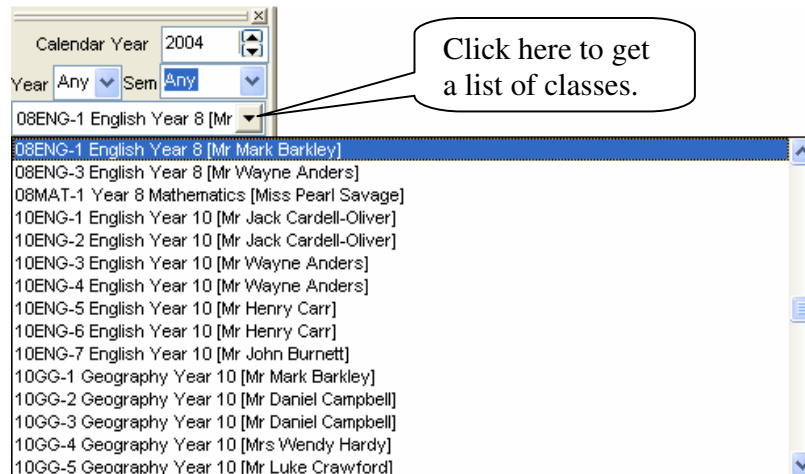
This system already contains your name as a teacher. Click on the Triangle ▼, to choose from a drop down list. Note: Your default password is "PASSWORD".




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.

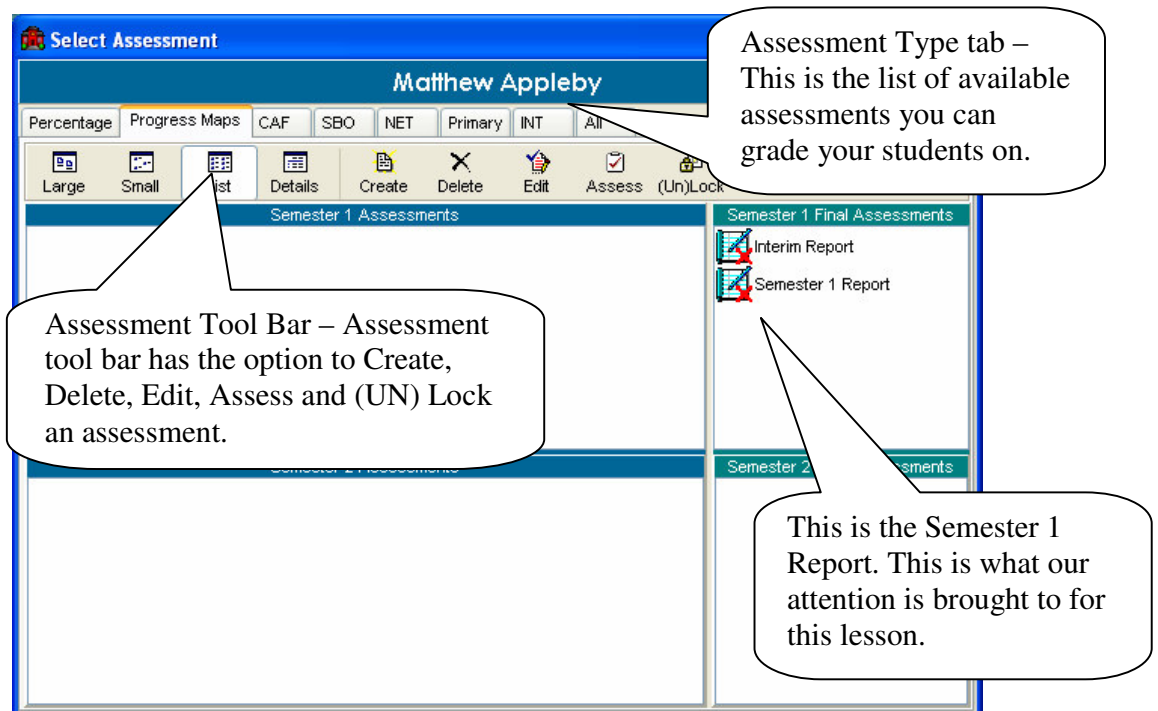
## Step 2: Reportable Class Lists

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.



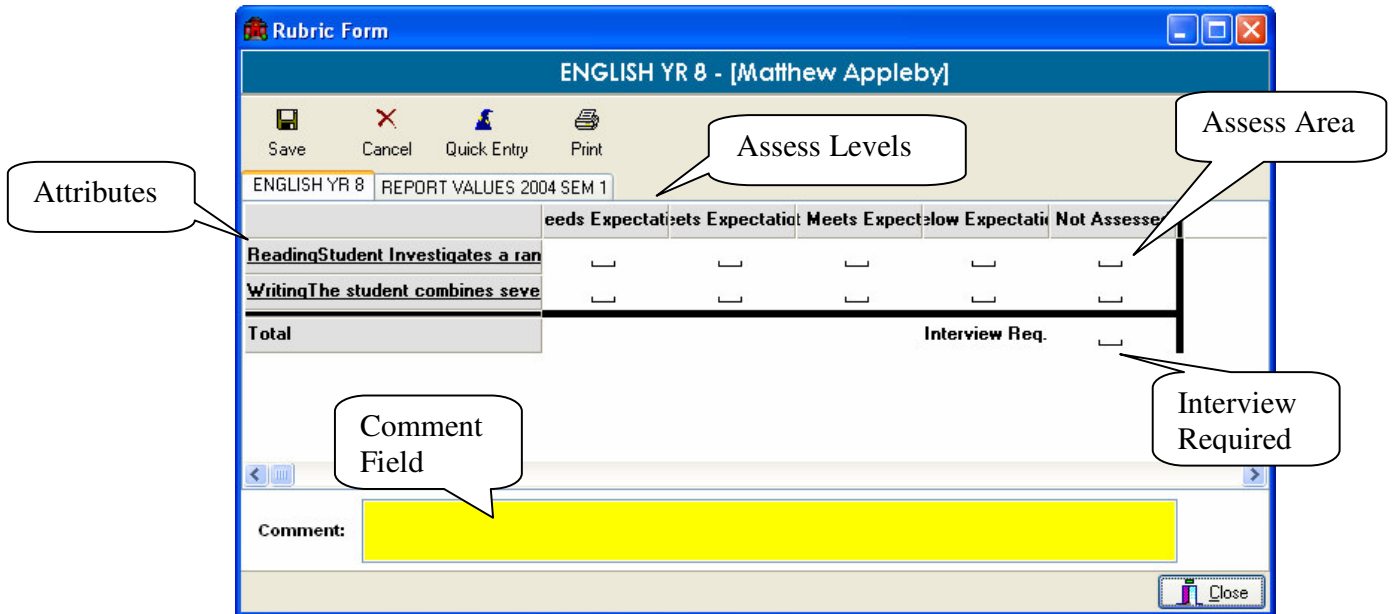
## Step 3: Assess Layout

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

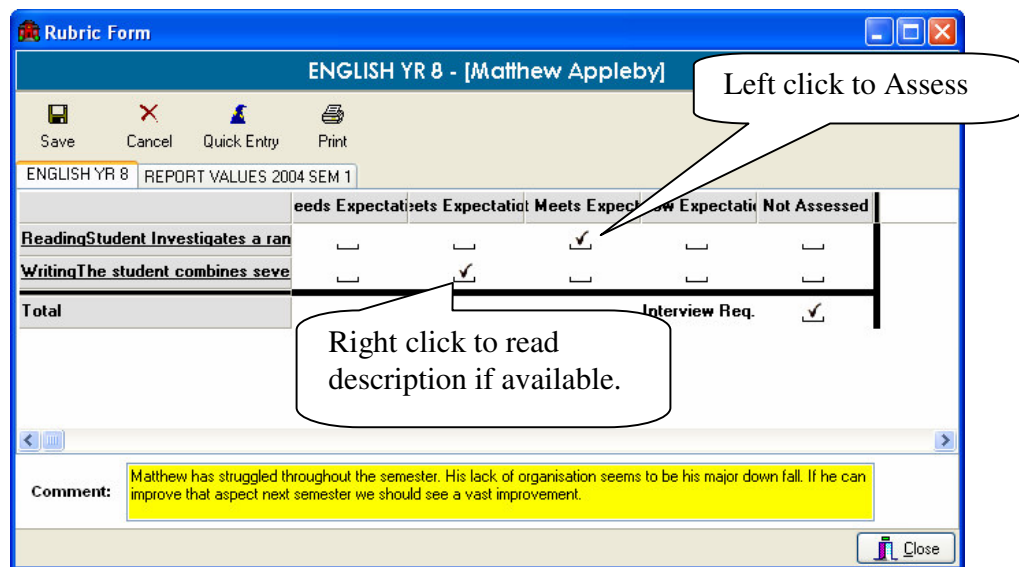


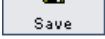
Once you have clicked on the assess button the window above will appear. Your Semester 1 Report will already be created by your head of dept, or administrator. Other assessments may be available (as in the above example), but we will only assess the “Semester 1 Report”. Double click on the Semester 1 Report to edit the student’s results.


## Step 4: Editing Semester 1 Report Results

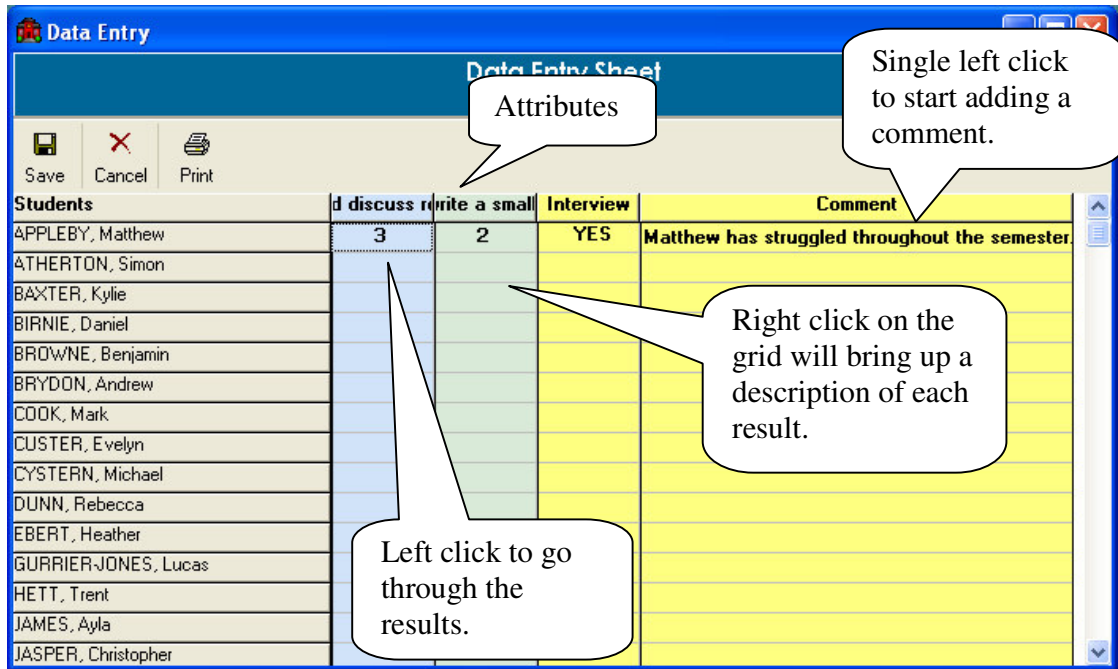



The picture above is from a sample Semester 1 Report. Your report will be much the same however.



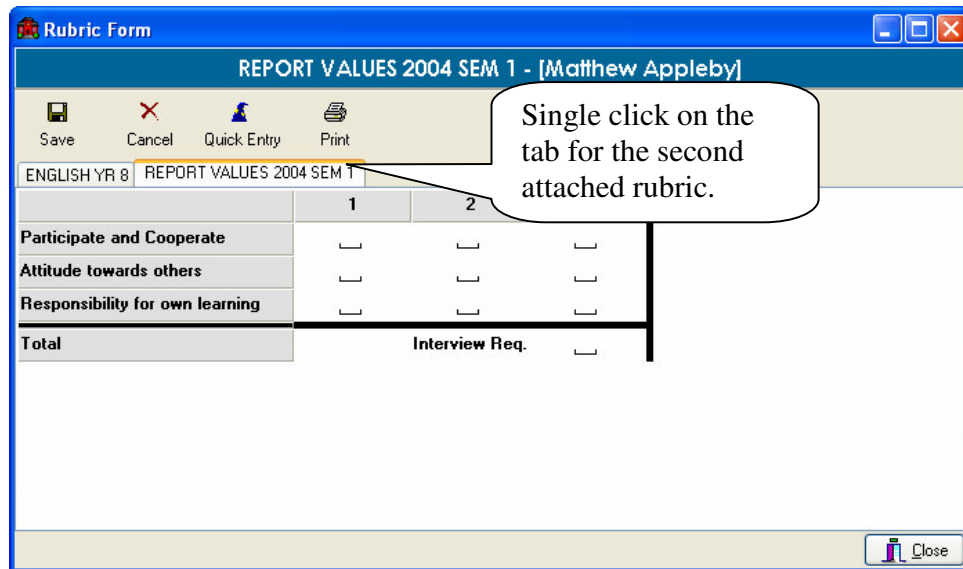
Once all the details have been entered correctly then click on the  button to save the results for that student. To speed up the marking process you can actually mark the whole class on one screen.

Click on the  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  Save button for the results to be saved.

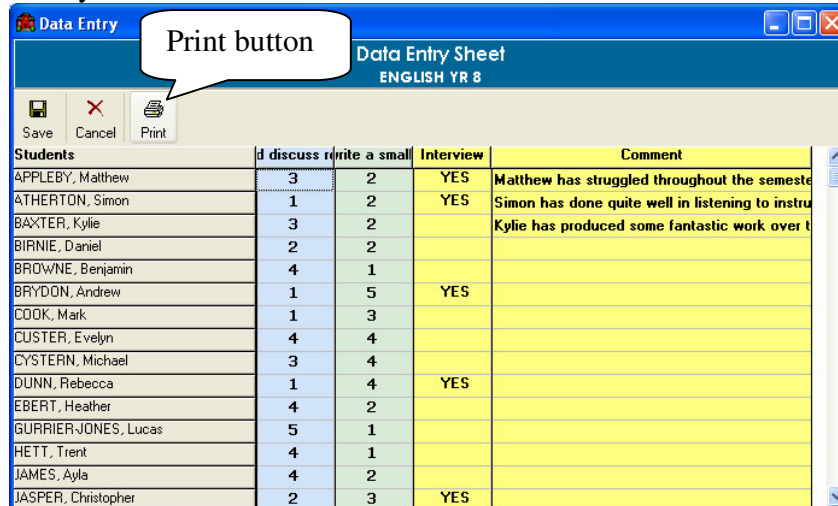
### Step 5: Multiple Rubrics attached



Clicking on the rubric tabs will take you through the attached Rubrics. Please refer to step Step 4 for instructions on editing the results.

## Step 6: Printing Semester 1 Report

Once the results have been placed in for the student you will then need to click on the  button when in the quick entry screen.



### ENGLISH YR 8

08ENG-1 English Year 8 [Mr Mark Barkley]

	Reading Student Investigates a range of strategies to interpret and discuss relationships between ideas information and events in written text	Writing The student combines several ideas in lyrical sequence to write a small range of text types, recognises the need of particular audiences.	Score (10)	Comment
APPLEBY, Matthew	3	2	5	Matthew has struggled throughout the semester. His lack of organisation seems to be his major downfall.
ATHERTON, Simon	1	2	3	Simon has done quite well in listening to instructions this term.
BAXTER, Kylie	3	2	5	Kylie has produced some fantastic work over this semester and her results show this.
BIRNIE, Daniel	2	2	4	
BROWNE, Benjamin	4	1	5	
BRYDON, Andrew	1	5	6	
COOK, Mark	1	3	4	
CUSTER, Evelyn	4	4	8	
CYSTERN, Michael	3	4	7	
DUNN, Rebecca	1	4	5	
EBERT, Heather	4	2	6	
GURRIER-JONES, Lucas	5	1	6	
HETT, Trent	4	1	5	
JAMES, Ayla	4	2	6	
JASPER, Christopher	2	3	5	
KAY, James	2	4	6	
MARSHALL, Graham	1	3	4	
MASSEY, Shelley	3	2	5	
MATISON, Jenelle	2	3	5	
PERRIE, Amie	4	2	6	
PETKOVIC, Amanda	2	5	7	

28/05/2004

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