

My Learning



The MarkBook

User guide

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What does the MarkBook do?

The MarkBook is like a traditional Mark Book. It provides a single place to gather and collate marks/grades for your students

- Enter grades manually
- Collate grades from elsewhere in the Fusion Platform
- Create simple, subject based reports
- Create reports based upon different weightings for different grade types
- Share MarkBook reports with parents

Who can add grades?

Any member of staff can add grades for any class, any student and for any subject.

How do I add grades manually?

1. Click the MarkBook icon in your Quick Links dashboard panel.

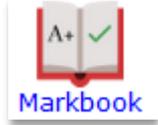


This is also available from the 'Tools' Menu: select 'MarkBook'.

2. Choose the 'Group' or 'Class' from the drop-down list at the top
3. Choose the 'Subject' from the second drop-down list that appears
4. Click 'Continue'
5. Under 'Add grades' on the left, choose 'Create new'
6. Add the title of the grades you are adding and select the grading template you would like to use to add the grades. A new column will be created in the Grades table.
7. Click the button next to each student to add their grade.

How do I add grades from elsewhere in the Fusion platform?

1. Click the MarkBook icon in your Quick Links dashboard panel.



This is also available from the 'Tools' Menu: select 'MarkBook'.

2. Choose the 'Group' or 'Class' from the drop-down list at the top
3. Choose the 'Subject' from the second drop-down list that appears
4. Click 'Continue'
5. Under 'Add grades' on the left, choose 'Import Grades'
6. You will see a drop-down list that shows all the places in the platform where work can be graded
 - homework
 - Task list
 - Course Quiz
 - Form
7. Select one and you will see a list of any graded work of this type set for members of this class/group.
8. Tick any grades you want to be imported.
9. You will see a new column with the grades pre-filled.
10. If any of this work, for example homework, has not been graded, it will show N/A. **You can go back to the original homework at any time to grade the work and the MarkBook will update automatically.**

How do I export my grades?

Any grades that are viewed on the screen can be exported to a CSV file at any time. Simply click the 'Export CSV' button and choose whether to open or save the file.



How do I select grades by date?

1. If you want to limit the grades viewed to a given date range, for example, this academic year or term:
2. Click on the blue title of your MarkBook with the small pencil icon



3. You will see the drop-down lists to choose group and subject. Beneath those click the link to 'add date range'

 A button with a blue plus icon and the text "Add date range" in blue.

4. Choose the start and end dates
5. Click 'Update'

 A button with a green refresh icon and the text "Update" in black.

How do I generate a simple subject-based report?

1. Ensure the date range is correct for the report you want to create.
2. You can also tick to select only those grades you want to include in the report.
3. Click 'Create Report' on the right

 A button with a bar chart icon and the text "Create report" in blue.

4. At the top of the page, select the grading template used to display the grades in the report.
5. You can add a report title and description if required.

You will see a real-time visual representation of the reports. You can then choose to:

Print reports

This option will send the reports to the printer with each student's report starting on a new page.

Create Reports

This option will create a separate pdf file for each student and will send the report to the student's 'Locker', into their 'MarkBook' folder. The report will then be visible to parents in the 'Parents' Portal' (If the MarkBook is enabled for parents).

How do I add a weighting to grades?

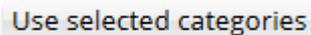
Many exam boards and curricula apply different weightings to different types of assignment or exam. The MarkBook allows you to identify what type of assignment each item in the MarkBook is, and apply the appropriate weighting.

1. When viewing the students' table of grades, tick 'Use categories'



2. You will see a list of categories to choose from. Tick any that apply.
3. Add a % weighting to each category you selected.
4. **Ensure that the weightings add up to 100.**
5. Click 'Use selected categories'

These categories are set up by your school's platform Administrator. If the category you need is not in the list, you should ask your platform Administrator to create it for you.



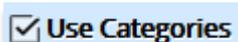
Each column in your table can now be identified as belonging to a category for weighting.

6. Hover over the column header and choose the pencil to edit.
7. Select a category.
8. Click 'Save'
9. When you add a manual grade you will also be asked for a category.
10. Any grades that do not have a category assigned will be ignored and not included in a category report.

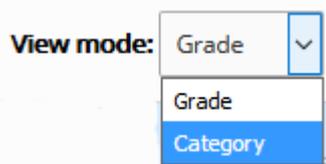
How do I create a report based upon weighted grades

To create a category report, first see the previous section describing how to add weightings to grades.

1. First, ensure that you have ticked 'Use categories'



2. Ensure the date range is correct for the report you want to create.
3. You can also tick to select only those grades you want to include in the report.
4. Change 'View mode' from 'Grade' to 'Category'



5. Select the grading template you want to use for the report.
 6. Select 'Print report'
- 
7. At the top of the page, select the grading template used to display the grades in the report.
 8. You can add a report title and description if required.

You will see a real-time visual representation of the reports. You can then choose to:

Print reports

This option will send the reports to the printer with each student's report starting on a new page.

Create Reports

This option will create a separate pdf file for each student and will send the report to the student's 'Locker', into their 'MarkBook' folder. The report will then be visible to parents in the 'Parents' Portal' (If the MarkBook is enabled for parents).

How do I add categories for grade types?

1. Log in as Admin
2. Go to 'Manage' > 'Lists and Categories' > 'MarkBook Categories'
3. Add or edit any MarkBook categories to create a list that suits the needs of your assessments.
4. There is no need to save

How do parents view reports from the MarkBook?

Parents can view MarkBook reports via the Parents' Portal.

1. Ensure that the MarkBook is enabled for parents in the 'Module Manager'
2. When creating Reports in the MarkBook, ensure you use the 'Create report' option. This will send students' reports to their MarkBook folder in their 'Locker'.
3. Parents can see all reports in their child's Markbook locker via the 'MarkBook Reports' button on the parents' dashboard.