

Instructions for Marksbook 2000.

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Instructions for Marksbook 2000.

Welcome to Marksbook 2000 – quite simply this is the best system on both sides of the equator for keeping a record of students' scores...
Marksbook 2000 will not just serve as a repository for your marks but it will also ...

- *Create a table showing the level achieved by each student in each assessment either numerically with grades or in terms of Outcome descriptors or Outcome levels.*
- *Accept comments for each student, which maybe included on a report. This enables Marksbook 2000 to be used as a complete school-reporting package.*
- *The comment facility on Marksbook 2000 is complete with such features as Spell checking (U.K. English as a default) and preview comment options.*
- *Personal information may be recorded for each student.*
- *Calculate students' overall percentage scores for the course.*
- *Calculate students' overall course grades (or outcome descriptors) according to user defined cut-off values.*
- *Calculate the mean and standard deviations for each assessment item.*
- *Calculate the class average and the class standard deviation both globally and for each assessment.*
- *Allows a student to be absent without affecting the class average or standard deviation.*
- *Allows selected assignments to be ignored when calculating a student's grade without affecting the class average or standard deviation.*
- *Allows for an assessment to have its own weighting.*
- *Allows for 'Level' based assignments to be included alongside 'Numerical' assignments.*
- *Display numerically and graphically the distribution of grades.*
- *Display a graph indicating each student's trend in results over the course, this graph included a smoothed 'trend' line making underlying patterns easier to detect.*
- *The main graph has the option of displaying the Standard Deviation Limits.*
- *Displays a sliding scale showing visually where a student lies within the range of the class and within 'norm' limits.*
- *Suggest cut-off values for norm-referenced assessments.*
- *Automatically toggle between standardised cut-off values and criterion referenced cut-off values.*
- *Provide a print-out of a class list / register... with / without the personal notes pertaining to the students*
- *Provide a print-out of an individual, class set or a range of student Academic Reports.*
- *Includes the options of 'sorting' the students according to Name, Overall score or even individual assessments.*
- *Automatically highlights the student(s) who achieved the highest in any given assessment.*
- *Includes an 'auto-letter' to the parents at the foot of each student report...*
 - This auto letter will track your latest assignment and automatically include a reference to it.*
 - The auto letter will also look-up the first name of the student in question and enter this in the letter.*

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Other features include:

- *Using Z-Score analysis, Marksbook 2000 will give a reliable prediction of any assessment for which a student was absent.*
- *A comprehensive self-repair/Analysis function, which neatens, reformats and repairs any areas the user may have altered.*
- *The self analysis routine also checks and corrects any internal inconsistencies in case of data corruption*
- *The self analysis also examines the format of the names of the students.*
- *Automatic suppression of empty cells to neatens the appearance of a print-out or on-screen display.*
- *Automatic validation of numerical entries... this helps eliminate typing errors during data entry.*
- *Automatic alphabetical placement of new students in a class list.*
- *Automatic numbering of students in a class – even accounting for empty rows.*
- *Protection of ‘critical’ cells to prevent accidental erasure or damage by the user.*
- *Marksbook 2000 will always remember any user-defined cut-off values or grade labels that you have entered, even if you subsequently change another mode of operation.*
- *There are two ‘numerical’ modes for indicating the students’ year marks or their cumulative grade as the course unfolds*
- *Colour coding of students when they are sorted according to their grade. This gives the teacher another visual way of assessing the distribution of grades within the class.*
- *The upper and lower standard deviation limits can be displayed on an individual’s performance graph.*
- *By simply clicking on a student’s row, that current student is automatically made the subject of the Academic Report/Summary.*
- *By clicking within the data area the current assessment is automatically displayed at the top of the page.*
- *Students may be selected for an Academic Report via a special drop down menu or by entering their name or their student number.*
- *A congratulatory comment is added at the foot of the academic report of the top student(s) in the class.*
- *A second congratulatory comment is automatically generated for those students who are in the top 25% of the course*
- *For recording Outcome Descriptors, the user may change the default descriptors of V,H,S,L & N.D. and in addition the user may enter these descriptors directly into the data area. Marksbook 2000 will automatically edit the entry to its corresponding numerical value.*
- *Each assessment may be annotated and this information held in the background.*
- *Once an assessment is completed the teacher may ‘Solo’ that one assessment or ‘Hide’ any number of assessments and view how the students’ marks changed.*
- *Automatic flagging of students who show a recent downward trend in their results.*
- *An Import & Update feature allows a teacher to upgrade any existing classes into a registered copy of Marksbook 2000*
- *The student’s trend of their latest assessments is qualitatively indicated.*

Introduction.

Despite an instruction book that runs to some thirty two pages, Marksbook 2000 is a very intuitive software package that is extremely easy to use. It is not envisaged that you would read all of these pages, but rather, you might refer to selected portions of this Manuel from time to time if you wanted to know more about a particular function and its use. Most teachers simply begin using Marksbook 2000 without ever looking at this instruction book – which is a pity; for it was for them that this was written!

Marksbook 2000 was developed over four years from 2000 to 2005. During this time many features have been added. There are almost two and a half thousand lines of computer code that drive Marksbook 2000. A lot of testing has taken place across Mac and IBM computers and various versions of the Microsoft Windows Operating System and also various versions of Microsoft Office. Marksbook 2000 has been made to be compatible with all these platforms, operating systems and Office versions. It is such testing that has made Marksbook 2000 stable and reliable. There are other ‘marksbooks’ for teachers that are available, but you may be aware of their instability and the spurious way in which they can manipulate the data without the knowledge or permission of the user!

Over the years of development and refinement, new versions of Marksbook 2000 have been released. Should a new version appear, then you may download it from the web site of www.marksbook2000.com, your original serial number will remain valid, there will be no new licence fee to pay. ☺

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Registration of Marksbook 2000

Firstly, at the top of the page there is a box saying “Enter Your Name Here”. You should enter your name here. In the format of: ***‘Title. Last name’***, e.g.: *Mr. B. Baggins* or *Miss. A. Jones*. Marksbook will use this name as the basis for your signature at the end of the automatic letters. If you make a mistake here, Marksbook will ask you to try again. Once you have entered your name correctly, Marksbook will check with you and ask you to confirm this name the next time you press any of the buttons. Once confirmed, Marksbook will not trouble you again...ever!

If you are using a demonstration version of Marksbook 2000, which you may have downloaded from the website, you will need to contact marksbook2000@yahoo.co.uk to request a serial number, which will unlock all of the functions of the software. This serial number is a unique number that is registered specifically to you. You should not pass copies of the software registered to you on to third parties, nor should you allow others to use your serial number, as this will leave you liable to prosecution. Most of the functions are fully enabled on the trial version; however, the following functions have been disabled in a gentle attempt to encourage the user to pay the pitifully low one-off licence fee of A\$ 45.

- *Sort by Name*
- *Sort by Score*
- *Sort by Assessment*
- *Norm Referenced cut-off grades*
- *Print all reports*
- *Print Range of Reports*
- *Individual comments for each student’s report*
- *Access to the information file for each student*
- *Snapshots*
- *Import & Update*

These functions will become unlocked once the correct serial number has been entered.

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General Notes.

In the Beginning:

- Begin by copying Marksbook 2000 to your computer.
- Open the 'Marksbook 2000 Template' (*Select 'Enable Macros' if your computer gives you the option as you open Marksbook.*)
- Enter the names of your students. Use the format of **Surname, First Name** The first name of **Baggins, Bilbo** is provided as an example. (*If you are using the Curriculum Framework templates: highlight, copy and then paste these names onto the subsequent pages once you have finished with entering the names of your students on the front page.*)
- Enter the name of the subject and the year level in the appropriate places at the top of the page.
If you are intending to use Marksbook to enter Outcome Levels then press the button labelled "Levels". Marksbook's status is indicated by a display at the top of the page.
- Now perform a '*Sort by Name*'. Marksbook will automatically place the students in the class list in alphabetical order and then renumber all the students.
- Save Marksbook 2000 to your computer using the '*save-as*' option and giving Marksbook a meaningful name. You are now ready to begin using Marksbook 2000.... Enjoy. ☺
- To create a new Marksbook for a new class simply repeat the above procedures but save the new Marksbook with a different name.

To add a new student to your class list:

- Enter the name of the new student at the bottom of the class list. That Student's number will appear automatically. The grade and overall score information will appear as you begin to enter results for the new student.
- Now perform a '*Sort by Name*'. Marksbook will automatically place this student in the class list in alphabetical order and then renumber all the students. That's it. You've now created a new student in the Marks-book. ☺

To delete a student from your class list:

- Highlight the student's name and press 'delete'.
- Highlight all of that student's results and press 'delete'. This will now leave a blank 'hole' in Marksbook.
- Press the '*Sort by Name*' button. Marksbook will now put the class list into alphabetical order closing up the space that was left. Finally Marksbook will renumber all the remaining students. (*Note, if you do not highlight the student's scores before you perform*

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the 'sort', then Marksbook will move the now un-named scores to the end of the new class list. They will not be printed out during a 'Print All Reports' routine, however, the scores will still be used in calculation of class statistics.)

Selecting Marksbook for use with Numerical scores, Outcome Levels or Outcome Descriptors:

Numerical Scores:

Initially Marksbook is set up in readiness for numerical scores. By default the weightings are all set to 5% and the maximum scores are set to be out of 100, but both of these values may be deleted or re-set according to your needs. To return Marksbook into a 'numerical' mode of operation from the 'outcomes' mode, just press the 'numerical' button. Any changes that you had previously made to the weighting, maximum scores, grade cut-off values or grade descriptors will be returned to the last value you set.

There are two numerical modes, which can be selected by repeatedly pressing the 'numerical' button. In 'Mode 1', the students' scores and grades are the year mark scores. Consequently, in the early part of a course all students will appear to be on an 'E' or a similarly low grade.

In 'Mode 2', Marksbook 2000 will indicate the students' current scores and grades by ignoring any assignments that have not yet been completed by the class.

Outcome Levels:

To set Marksbook up for processing 'Levels' from Outcome based assessments; simply press the button labelled 'Levels' at the top. Marksbook will set itself up for processing outcome levels.

If you are intending to enter the actual outcome level that your students have achieved, then the notion of 'Maximum Score' or 'Weightings' is no longer applicable. In a Levels mode Marksbook will remove the line of 'Maximum scores' (#1) and the 'weightings' (#2) as these will not be required. Marksbook will, however, store this information, and should you return Marksbook to a 'Numerical' mode, then the values of maximum scores and weightings that you originally set will be returned to your initial values.

The mode that Marksbook is in is indicated by the text towards the top of the page. Marksbook will also cause a number of other changes to occur automatically:

- The manner in which the scores are processed will change.
- The 'Overall Score' column will now show the 'average level' achieved by the student.
- Various titles and headings within the Profile table will be changed.

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- Only the Outcome Level will be displayed in the Academic Profile Table.
- The Auto letter will not show any reference to the weighing that the assessment had as this would be no longer relevant or applicable.

Outcome Descriptors:

Marksbook will enter the following cut-off values and descriptors in the grade table: **V = 4, H = 3, S = 2, L = 1, N.D. = 0.** * However you are free to change these to any value or grade label you wish. Simply enter the letter into the data area and Marksbook will edit your entry to the corresponding numerical score. You may also enter labels such as “S+” or “H-” into Marksbook.

The most usual way of using the outcome descriptors is as follows: Press the ‘Levels’ button and Marksbook will automatically give each assessment an equal weighting and will display the average outcome description achieved as the marks are entered.

If you are marking students’ work numerically but still wish to give overall grades in terms of outcome descriptors such as V, H, S, L, N.D. then enter your numerical data as normal, change the grade descriptors in the table of grade to V, H, S, L, N.D. The precise cut-offs for these descriptors should be determined using the norm referenced cut-off button. For a fuller discussion of this refer to the document “Marksbook and Outcomes”. The same document may also be found on the web site at <http://marksbook2000.tripod.com>

* **V** = Very Satisfactory, **H** = Highly Satisfactory, **S** = Satisfactory, **L** = Limited, **N.D.** = Not Demonstrated

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These are the common outcome descriptors as used in Australia – other countries will have their equivalents (Hopefully with better use and understanding of the word “satisfactory”!)

1) Maximum scores.

2) Weightings.

3) Teacher's Name.

4) Numerical / Outcomes Indication

5) Scroll Right / Left

6) Table showing Standardised cut-off scores.

7) Norm/Standardised Buttons.

8) Write Comment button

9) Copyright Notice & Self Analysis functions

10) Student Number For the Profile.

11) Print Buttons.

12) Position in class scale

13) Table of Grades.

14) Graph of Grades.

15) Graph showing Student's trend in results.

16) The Summary Table.

17) Assignment

29) Mode Selection

28) Subject Title.

27) Year Level.

26) Sort Label.

25) Student Names.

24) Students' Results.

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[23\) Class Statistics.](#) [22\) Statistics Line.](#) [21\) Data area.](#) [20\) Auto Letter.](#) [19\) Teacher's notes.](#) [18\) Show/Hide Limits](#) [Descriptions.](#)

Specific Notes.

1) Maximum scores.

Enter the maximum score that the assessment was out of. It is set to 100 as a default but it can be any whole number. Marksbook will calculate the students' percentages automatically from this information.

If you are in 'Levels' mode, then by entering an '*' in this cell, Marksbook 2000 will ignore that assessment in its calculations of the students overall level. This is useful in assessments that you have given but do not wish to include in the grading of a student.

Note that if you enter a student's score that is greater than this number then the cell will be highlighted in red to indicate you have made an error... this 'validation' of data entry helps prevent typing errors whilst entering the data. 🟡

2) Weightings.

Enter the weighting that the assignment is to be given. You may enter any number between zero and one hundred, should you make a mistake Marksbook will not accept your value and ask you to try again.


By setting the weightings of the assignments that have not yet been done to zero, or just leaving those cells empty, Marksbook will disregard those assessments when it calculates the students' scores. Marksbook will only consider the assignments that have been completed so far; thus providing a current or an anticipated grade.

If a student arrived part way through a course, then it is possible to tell Marksbook to ignore the missed assessments – by inserting an asterisk (*) in that assessment cell. Marksbook will then ignore that assessment for that student and calculate the student's overall score accordingly and thus provide an accurate summary of that student's true progress.

If you wish the computer to ignore an entire assessment for which marks have already been entered then set the weighting to zero, or leave the weighting cell blank or enter an '*' in the weighting cell... all of these will have the same effect of telling Marksbook 2000 to ignore that particular assessment in the calculation of the students' scores.

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As Levels become increasingly used, a teacher may set two types of assignment within the same class. If a 'Level' task is set amid other numerical assessments, then enter a "L" in the weighting cell. This will tell Marksbook that this assessment is not a numerical, and it will be ignored in the calculation of the students' overall grades. However, Marksbook will still include the student's performance in the levelling task in the students' profiles.

Marksbook keeps a track of the total percentage weightings that have been entered so far. This is displayed just below the teacher's name at the top of the page. Should the total weightings exceed 100 %, then Marksbook will alert you to this by highlighting that area in red 


On registered versions of Marksbook 2000 the teacher may double click over the weighting and it will be removed from the calculation of the results, by double clicking again the weighting will be returned. This allows the teacher to see the effect the assessment had on the students' marks.

Similarly, by right clicking over a particular assessment, then Marksbook 2000 will 'Solo' that assessment by removing all the others. By right clicking again the weightings are returned to their original state.

3) Teacher's Name.

Your name will appear here in registered versions of Marksbook. Your name will also be added in the form of a signature at the end of the auto-letter. 

4) Outcome Level / Numerical assessment indication:

By pressing the 'Levels' or 'Numerical' buttons you will set Marksbook into the appropriate mode. Marksbook's status is indicated by a display at the top of the page. 

5) Scroll Right / Left

This arrow will enable you to quickly 'jump' to the right side of the screen without using the tedious scroll bars at the bottom of the screen. Once used this arrow will turn itself around in readiness for you to click it again and return to the left side of the screen.



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6) Table showing Standardised Cut-Off Scores.

Marksbook 2000 will constantly monitor the scores of all the students and calculate where cut-off marks should be in order to give a 'normal' distribution of grades. These cut-off values are shown in this table. This information might be used if you wanted to adjust any test or course work to a normal distribution, but it is particularly pertinent when considering the final cut-off values for any outcome related course.

The standardised table has cut-off scores based as follows:

- Grade E 0
- Grade D Mean score – 2 Standard Deviations.
- Grade C Mean score – 1 Standard Deviation.
(The 'Mean' score is at the centre of the distribution.)
- Grade B Mean score + 1 Standard Deviation.
- Grade A Mean score + 2 Standard Deviations.

The actual Grade letters that appear in this table will reflect those you entered in the main cut-off table.
Should a ': - (' appear in this table, then Marksbook has insufficient data to generate such cut-off scores.

You may copy these suggested values into the main 'Table of Grades' below, either manually or Marksbook will do it for you by pressing the Norm / Criteria buttons as in item 7 below.

The small tick box to the right of this table may be used to change the upper and lower boundaries on the 'Position in Class' Scale (*item #12*). By ticking this box the upper and lower boundaries of the sliding scale will reflect the limits which would significantly define students within a 'normal' range. This would be achieved without having to change the grade values to the standardised cut-off values.

7) Norm / Standardised buttons



There are three label / toggle buttons in this area. They allow the user to...

- Toggle between the standardised cut-off scores and the criteria cut off values.
- Enable the graph to display individual trends or a class trend
- Set the boundaries on the sliding scale to those of grade "D" and "B" or alternatively to use the standardised cut off boundaries.

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Note that when the standardised cut-off scores are used then the boundaries are also automatically selected to be standardised.

These buttons are not printed in any of the print-outs

If you accept the standardised cut off values then they will be automatically be copied into the Table of Grades for you. Should you change your mind, by pressing the button again, the cut off scores that were previously set will be restored. As the assessment continue these cut off values will change and the cut off table will be automatically updated. It is possible that at some point in the future a spurious set of results may cause the standardised cut off scores to become unreliable. If this is the case then Marksbook 2000 will fall back upon a previous reliable set of cut off values for this class and will alert you to this fact that previous cut off values are being temporarily used.

Note that you are free to enter whichever values you wish into the Table of Grades. You do not have to accept the default cut off scores. If you change any of these cut off values, you can get Marksbook to remember your cut-off scores by pressing the '*Criteria referenced cut-off*' button. This will cause Marksbook to make a note of your cut-off values so that they can be returned to what you set after using the '*Norm referenced cut-off*' button.

Should a '☹' appear in the standardised table, then this indicates that Marksbook does not have enough data to generate the standardised cut-offs; accordingly the '*Norm referenced*' button will not operate; instead it will display a faintly sarcastic message.



8) Write Comment Button.

This button is not printed out in any printout. Comments may be entered for the current student who is the subject of the Academic Summary table by pressing this button.

Pressing this button will bring up the comment entry form along with all of its functions.

In the comment entry form you have the option to ...

- Accept the comment
- Cancel the comment edit
- Print all comments – (*Useful when proofreading.*)

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- Clear all comments
- Spell check all comments
- Spell check just the current comment

As comments are entered for the students a small 'c' will appear alongside the student's number in the leftmost column and in the header of the Assessment table. This simply serves a reminder and an indication that a comment is available for a particular student.

This function may also be invoked by double clicking on the middle lies of the Auto letter area.

9) Self Analysis/ Repair Button.

This button is not printed in any of the printouts.

This button has a number of functions designed to keep Marksbook 2000 in good general order and undo the damage that the user may have unwittingly done! This button will cause a number of 'self-repairing' functions to swing into action....

i) Repair of the Weightings area, Maximum Score area and Assignment Descriptions Area.

If you have ever 'dragged' data/label values from one cell to another, you will notice that the background colour of the original cell was also copied. This button will fix-up the colour formatting and borders of such cells whilst leaving their contents unchanged, thus keeping your spreadsheet looking nice and neat. ☺

ii) Repair of the Teacher's Notes area.

Next, Marksbook will re-format and repair the area for the teacher's notes, in case the user has 'cut & paste' within this area and in so doing has altered its appearance. Marksbook will however, preserve your notes and leave anything that you have written intact.

iii) Repair of the Auto-Letter.

If the Auto-letter was deleted and overwritten, as the user is free to write any letter or message here, or worse if it was then saved, then the auto letter features would normally be lost to you. ☹ However, Marksbook will delete what you have written, re-format this area and then write a new auto-letter, returning the auto letter to its original state. ☺

iv) Repair of the print area and the print icon.

Once these procedures have finished, Marksbook will then re-set the 'print-area' so that the print icon of 'Excel' will print out a whole page, this is just in case the user has been playing about and re-set the area whilst using Marksbook at any point.

v) Repair of the principal formula cells.

Great care has been taken in Marksbook's design to prevent the user from unwittingly damaging any of the cells that perform the major calculations of the students' results. These cells and formulae are at the heart of Marksbook and in fact these cells are locked, invisible and not selectable by the user. However, on two occasions in the past it was discovered that a corruption occurred in a formula due to the computer receiving a 'voltage spike', certainly not the user's fault! With this in mind; that on very rare occasions such a thing may

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occur, Marksbook will automatically renew all such cells and formulae. In such a way Marksbook 2000 can protect itself even from such events. Marksbook 2000 has a method of self analysis and it will determine if any such data corruption has occurred before the extensive and comprehensive reprogramming routines are invoked. Should any corruption be detected then the repair will be made and also a notice will appear in the final dialogue box stating how many errors were detected

vi) Validation of students' names.

The final part of the self analysis is for Marksbook 2000 to check the format in which the names were entered. Any names that are found to be in the incorrect format will be noted and the option given for Marksbook 2000 to automatically change them over. For example; the name '*Bilbo Baggins*' should be more correctly entered as '*Baggins, Bilbo*'.

vii) Registration and Copyright Notice.

Once these self-repairing procedures have finished, this button will finally generate a box showing to whom Marksbook is registered and the serial number of your copy of Marksbook 2000. This discourages you from passing illegal copies of Marksbook to a third party, as it would be easy to trace the source of the illegal copy of the software!

If you have a registered copy of Marksbook 2000, and if that copy is unused, i.e. it is a template file, then when this 'Self Analysis' button is pressed another option is made available to you. This is the Update and Import Option which allows the user to select up to twenty Marksbook 2000 files, the data from which will be imported into the template file and then saved on the computer overwriting the original file. This allows the user to upgrade all current Marksbook 2000 files without having to import or re-enter all the data manually.



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10) Student Number/Name for the Academic Summary.

There are a number of ways in which to make a particular student the subject of the academic report / summary ...

- i) By clicking the mouse on a student's name on the left, that student will be automatically selected as the subject of the academic summary.
- ii) If you are working on the right hand side of the sheet – you do not want to be scrolling left and right all the time to select another student... To this end, if you click on the student's name at the top of the report table, then a drop down menu will appear and you may select your students' names from here.
- iii) You may also enter the student's number here and the Profile table will automatically display that student's information in the report.
- iv) You may also type in the name, exactly as it appears in the name column on the left and Marksbook will look-up that student's information for the report.
- v) You may use the '+' and '-' keys to advance to the next student or to go back to the previous student.

The overall grade and percentage score for the student in question and the class will also be displayed at the top of the profile table.

Note that if you make an error in your selection in any of the above procedures, then Marksbook will return the details of the first student in your class.

Following the student number might be the following symbols:

- | | |
|-------|--|
| c | This denotes that a comment is available for that student. |
| i | This denotes that personal information has been recorded for that student. |
| ↓or ↑ | This qualitatively denotes the most recent trend in the results for that student |



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11) Print Buttons.

None of the print buttons is printed in any of the printouts.

All the print options below will be printed in landscape format with the date in the top right corner.

The profiles may be given to the student, sent home with the student, or used in parent/teacher interviews. Parents have found this academic summary / report invaluable during a parent / teacher interview and also as a source of feedback throughout the term. These academic reports do not contain personal information about other students in the class.

i) *Print this Report:*

See over-page for a sample of a Student Profile.

This button will print a single profile for the current student, as entered in item 7

ii) *Print All Reports:*

This will cause Marksbook to automatically print out all the profiles from student #1 to the last student in the class. If you have deleted any students from your class or if you have left some blank lines in your class list, Marksbook will close up this gap by performing a 'Sort by Name' before it commences the print run.

iii) *Print Range of Reports:*

This will cause Marksbook 2000 to display a further form in which the user selects the starting and end points of the report printing process. If you have deleted any students from your class or if you have left some blank lines in your class list, Marksbook will close up this gap by performing a 'Sort by Name' before it commences the print run.

vi) *Print Whole Page:*

This will print the entire page, and acts as a summary for the teacher's records.

The 'print' icon in the menu bar of excel has also been set to print a whole page.

v) *Print Class List:*

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This button will generate a class list together with a grid of ten columns; useful for recording students' marks or as a register. If any personal information has been noted about a student, than a further dialog will open to ask if you would like this student information to be included in the print out of the class list

Sample Student Profile Sheet.

Course Details.

Student's Overall Performance.

Class Overall Performance.

Distribution of Class results.

Position within the class (Sliding Scale)

Analysis of Student's trend in their performances.

Table of Grades And Cut-off Values.

Assessment and weightings

Assignment Descriptions

Cut-off values				
0.0	30.0	50.0	65.0	75.0
E	D	C	B	A
Number of Grades: 6				
There are 6 students in this class.				

My Overall Score:	Class Average:
75.2% (A)	72% (B)

Grade	Count
E	1
D	1
C	2
B	2
A	2

Assignment	Score (%)	Grade
1	60	C
2	80	A
3	52	C
4	100	A
5	80	A
6	85	D
7	81	A
8	52	C
9	88	A

Assessment	Weighting	Description
Ass. 1	4%	Speed of Sound Experiment
Ass. 2	4%	Sound Assignment
Ass. 3	4%	Speed of Sound Practical Test
Ass. 4	4%	Sound Unit Test
Ass. 5	4%	D.C. Motor Practical Test
Ass. 6	4%	Electrical Power Assignment
Ass. 7	4%	Electricity Unit Test
Ass. 8	3%	Inclined plane and 'g' experiment
Ass. 9	4%	Motion Assignment
Ass. 10	4%	Circular Motion Practical Test
Ass. 11	2%	Motion Test #1
Ass. 12	5%	Written / Oral Research Presentation
Ass. 13	20%	Semester One Exam
Ass. 14	2%	Motion Test #2 (Gravity)
Ass. 15	4%	Young's Modulus Practical Test
Ass. 16	4%	Materials Assignment
Ass. 17	4%	Materials Unit Test
Ass. 18	4%	Atomic Physics Assignment
Ass. 19	4%	Atomic Physics Unit Test
Ass. 20	30%	Semester Two Exam

We have recently completed assessment number 5 which was the D.C. Motor Practical Test, worth 4 % of the course.

This is a summary of Bilbo's results so far, Bilbo is currently on a grade 'A' with an overall score of 75.2%

Mr. A. Stewart

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Student's Results Class Averages. 'Auto' Letter to parents Automatic Congratulatory Comment Standard Deviation Limits

12) Position with the class – Sliding scale.

This small display will visually indicate the student's position within the class. There are a few things to note here. The central red line represents the range of scores achieved by the *class (Not necessarily 0 – 100 %)* The Diamond represents the level of the student. The two horizontal bars indicate the cut off positions for a grade B (*top bar*) and a grade D (*lower bar*). If Norm referenced cut-off values are employed then these two lines will represent the region bounded by the class average plus/minus one standard deviation. In so doing this bounded region may be considered as the 'safe' zone and if a student lies within this region there is generally no cause for concern.

The Norm referenced values for the upper and lower bars may be used in this sliding scale without actually changing the grade cut-off values themselves. This is done by ticking the small box to the right of the standardised cut-off table. Unticking this box causes the vales from the cut-off table to be used as before.


It would be somewhat disconcerting or de-motivating for a less able student to appear, perhaps consistently, at the bottom of such a scale. Therefore Marksbook 2000 employs a touch a psychology here. If the minimum score within a class is 20 or lower, then Marksbook will extend the red line representing the range of scores within the class down to a minimum of zero. Thus any student who is genuinely poor will not appear at the very bottom of this scale.



13) Table of Grades.

Enter the Scores that will form the cut-offs for the grades or levels.

The Grades A, B, C, D, E may also be edited here to reflect different scales of grading; eg; V, H, S, L, N for outcome descriptors.

Note that any change here to the Grade Descriptors will automatically be reflected in the Students' grades, the Standardised table above and also on the horizontal axis of the graph. 

14) Graph of Grades.

This is a graphical representation of the distribution of the students' scores. The graph is automatically re-calculated as each score is entered into Marksbook and also as the values of the cut-off scores are changed. The grade descriptors on the horizontal axis are read automatically from the descriptors in the 'Table of Grades', which the user may edit.

The vertical axis of the graph will be automatically scaled to allow for the best view possible, given the height of the graph. 

15) Graph showing trend in Student's Results.

This graph will show the deviation from the average for each assessment exhibited by the student who is the subject of the 'profile'. This analysis automatically takes into account the fact that each assessment was of a different standard of difficulty to the others. The more data Marksbook has to work with, the more accurate is the trend line (*shown in red*).

The horizontal or 'x' axis of the graph represents the class average for each assessment in the course.

In addition to the student's actual deviations from the average, the graph will also show a red 'trend' line indicating the general trend of the student's results over the course. This makes it easier to identify any patterns in the student's performance, which are otherwise very hard to detect.

In the lower left of this graph there is a label which may display "Hide Limits" or "Show Limits" By pressing this label two horizontal lines will appear on the graph. These two lines represent the limits of one Standard Deviation away from the mean. In essence if a student is fluctuating within these limits then this may be considered as 'normal'. If a student shows levels of performance outside these limits then this would indicate results that are significantly good or conversely significantly poor and would warrant moving a student up to a higher group, assigning extension work or undertaking remedial action if required.

These lines are not displayed when the graph is indicating the class trend or when there is insufficient data to accurately determine a standard deviation.

Instructions for Marksbook 2000.

It is clear from the graph if a student has a recent downward trend in their results. However this concern is also flagged for the attention of the teacher by an exclamation (!) which will appear after the students number at the left of the page and also in the report table.



16) The Academic Summary Table.

This table will show all the results of the student listed under item 7. All the results (*for numerical assessments*) are shown as percentages. The class averages (also in percentages) will also be shown for comparison. Marksbook 2000 will automatically check to see if any particular assignment has been sat by any of the class; if so and if the student in question has not completed the assignment, then “*Not Done*” will be printed in the table. If, for any reason, you would like Marksbook to ignore a particular assessment that is missing for a student, then enter an asterisk (*) in the assessment cell. Marksbook will then write “*Absent **” in the profile table to indicate that the particular assessment, whilst not done, has been removed from the calculation of the student’s overall score and grade. This will also cause Marksbook to write a brief note at the foot of the table indicating that such scores marked with an asterisk are not included in the calculation of that student’s overall course result.

Predicted results for missing assessments:

To the left of this table and alongside any assessment that is missing for a student, Marksbook will automatically make a note of the score that would be predicted for that student; it does this by indicating the student’s predicted score out of the maximum for the assessment and also as a percentage. If the task was a levelled task, then Marksbook 2000 will predict the level that the student would have been expected to achieve. It is up to the teacher to accept or ignore these suggestions, by entering the score in the student’s results.

Marksbook 2000 uses a Z-score analysis technique to calculate the missing assessment results. Moreover, Marksbook will use the last five assessments and base its calculations on these last results. This allows for a more accurate prediction of a student’s result, than using all of the results of the course. However, it should be noted that if a missing assessment is one of the first 5 assessments, then Marksbook will base its analysis on the following five assessments. Therefore you will notice Marksbook estimation of the student’s score becoming more refined as more assessment results are added. If the teacher is going to accept such suggestions, then it is advised that a minimum of five assessments be completed before the teacher accepts the predicted result that Marksbook will suggest.

(On a technical programming / mathematical note; a technique called ‘*dynamic parameter modelling*’ was specially developed for use when the Marksbook 2000 predicts the expected level for a student. This technique allows Marksbook 2000 to gauge a

Instructions for Marksbook 2000.


student's predicted ability even if the teacher has not entered a maximum level that could be achieved in the outcome at the top of the page.)

Finally, the reference to the predicted scores only appears for the student who is the subject of the academic profile table. Such predictions are for the teacher only and are not printed out in the student's reports, or any summary sheets.

Additionally, this area will indicate which assessments have been sat by drawing an arrow (--->) in the cell. However, if an assessment was amongst the highest in the class, then Marksbook will indicate this by drawing a different arrow (-- :->) and highlighting it in blue. This serves as an additional encouragement to the students knowing that their assessment was amongst the highest in the class.

The student's name will appear at the heading of this table. Marksbook 2000 will take the name from the list of names on the left, but it will rearrange the name in a friendlier manner; for example, 'Baggins, Bilbo' will appear in the titles as 'Bilbo Baggins'

Alongside the percentage scores, will be shown the grade (or outcome descriptor) for each assessment. This grade is read from the table of grades above. Therefore you may label your table of grades with A, B, C, D, E or with outcome descriptors such as V, H, S, L, N.D. and they will be automatically used by Marksbook.

If you are using Marksbook to process actual Outcome Levels, then only the levels themselves will be printed in this table, since percentages and grades are no longer applicable or relevant 

17) Assignment Descriptions.

Enter a brief description of the assessment in this table. This description will also be used when Marksbook completes the 'auto-letter'. This table also forms part of the Student Profile table. If you are using outcomes, then enter the name of the outcome in this space. If you do not enter a description for the assignment, then Marksbook will detect this and automatically remove the text in the box to the left indicating assessment number and weighting. Marksbook will also remove any reference to the assignment in the top banner.

Once an assessment has been given a title or description then Marksbook will generate a number for the assessment and this will be indicated on the top banner area and also in the box to the left of your description. If you leave these cells empty or if you delete any assignments, Marksbook will intelligently and automatically renumber all the remaining assignments.

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If the assignment has been given weighting (*see section 2*) then this information will also be automatically displayed to the left of the assignment description. If no weighting has yet been given, or if Marksbook is in a 'Levels' mode, then no reference to percentage weightings will be made.

Some teachers have used this feature at the beginning of the year and printed out this table for each student to inform them of the assessment structure of the course even though no actual marks have yet been recorded.

By double clicking within this area, an extra information page will appear. On this the teacher may annotate the assignments and provide extra information about each assignment. This information is held in the background and can be recalled at any time by double clicking on a particular assignment. If such extra information is added, this will be indicated by a small "(i)" appearing to the right of the assessment weighting information. This marker is not printed out on academic reports.

It is not advisable to use the 'cut', 'copy' or 'paste' functions here or to drag names from one cell to another. If you do this you will notice that the background colour of the original cell was also copied and this will damage the colour scheme of the Marksbook! Should you do this by mistake, by pressing the 'Auto Repair' button, Marksbook will repair itself and re-set the background colours. ▲

18) Show / Hide Limits

This small label is actually a toggle button that allows the upper and lower standard deviation limits to also be displayed on the graph of an individual student's graph. This is useful in determining if a student's fluctuations are within acceptable ranges. It can also encourage students as they strive for higher levels of achievement within the class or also to demonstrate to some weaker students that they are not significantly poor. ▲

19) Area for Teacher's Notes.

It is sometimes useful to make a note on Marksbook of students who arrived part way through a course, or as a reminder to chase-up any student; the teacher may enter such notes here. This notes area is only printed out during the 'Print Whole Page' option. This table is not printed out in a Student Profile.

It is not advisable to use the 'cut', 'copy' or 'paste' functions, (*although you will not damage Marksbook if you do use these functions*). If you do this you may notice that various colours and borders from the original cells were also copied and this will alter the neat appearance of the area! Should you do this by mistake, by pressing the 'Auto Repair' button, Marksbook will repair itself and re-set the area for teacher's notes, restoring the background colours and borders whilst leaving your notes intact. ▲

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20) Assessment Number and the ‘Auto-Letter’

This auto-letter is included in a print out of a student’s ‘Academic Profile’. Marksbook will append your name in the style of a signature at the end of the letter


The auto letter is comprised of three parts. The first line will say something like; *“We have recently completed assessment 1, which was the end of topic test, worth 5% of the course”*. Marksbook will follow the entries that you make in the data area and will automatically update the auto-letter to show the latest assessment. If you are working with Outcome levels, then Marksbook will exclude any reference to percentages or weightings within the course, as these are of no relevance in this type of assessment structure.

The middle section is for the teacher’s comments. These may be entered directly into this area in which case they will appear on the reports for all students. However, by double-clicking on the student’s name on the left of the page or within this area itself a report form will appear in which you may enter a comment for that student. These comments are remembered by Marksbook and will appear when that student’s report is shown.

To the left is a small symbol of a lock. This icon will lock and unlock this middle line. If, for example, a teacher has written a global comment, this would normally be re-written during the ‘Self Analysis’ procedure. However if the comment is locked it will remain untouched.

The third and last line of the auto letter states; *“This is a summary of ‘Bilbo’s results so far, please sign to indicate you have received this report, thankyou.”*

All of the above lines have a tick box to their left, by ticking this box; the comments will appear in the reports. If the box remains unticked, then the comments will not be printed in the students’ reports.

The user is also free to delete all of these comments and write any comment they wish in these areas. If you wish to return the auto-letter to its original state then press the auto-repair button and this will re-program all the cells of the auto letter and return it to its original state. 

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21) Data Area.

This is where you enter the scores that the students achieved. For ease of display, Marksbook will round off any decimal entries you make. For example, if you were to enter a mark of '89.5', then a score of '90' would appear in the cell. However, Marksbook will calculate the student's score using the true value of '89.5'

Marksbook will check to see which student achieved the highest score in each assessment and will highlight that result in light blue. If you make a mistake and enter a score that is greater than the maximum score you stated at the top of the column, (*Item 1*), Marksbook will highlight that cell in **red** to indicate that an error exists.

If a cell is left empty because that student has not yet completed the assessment, Marksbook will treat this as a score of zero when calculating the student's overall score and grade, but Marksbook will ignore the empty cells when calculating the average for the class and thus the class average will remain unaffected by any students who have missed the assessment.

Instructions for Marksbook 2000.

If a student has not sat some assessments though no fault of their own – perhaps they arrived late in the course, then by entering an asterisk (*) in this cell, Marksbook 2000 will ignore that assessment when calculating that student's overall score and grade. Such cells are highlighted in a pale yellow. The assessment average and standard deviation will remain unaffected by the use of the asterisk in any of the assessments. This feature is available in both 'Numerical' and 'Level' modes.

The asterisk only has relevance whilst Marksbook is in its 'Numerical' mode. The use of the asterisk has no effect if Marksbook is set to 'Levels' mode. ▲

22) Statistics Line.

This line will show the average score and the standard deviation for each of the assessments. If a student is absent for an assessment and his/her score is not entered, or if an asterisk (*) has been entered, then Marksbook will ignore that student in the calculation of the averages/standard deviation for that assessment. So the average/standard deviation that is quoted in this line is the value for all the students who have actually sat the assessment and is unaffected by absent students. ▲

23) Class Statistics.


This area displays the overall average score and the standard deviation for the class. The average class grade will be shown alongside the average score. If you are using levels, then these labels will be automatically changed accordingly. ▲

24) Students' Results.

This section contains the students' results and their overall grade in the course. The Overall score is calculated using the assessment scores and the weighting for each assessment.

The Overall grade is calculated according to the cut-off scores entered in the main 'Table of Grades'. If a student falls within 0.5% of the next highest grade, then Marksbook will round the grade upwards and award that student the higher grade. For example; if the cut-off for a 'C' grade is 50 % and a student achieves 49.5%, then a 'C' grade will be awarded.

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If a student is absent for an assessment and you leave the cell empty, Marksbook will ignore that assessment in the calculation of the class average, but will treat the empty cell as a score of zero when calculating the student's individual overall score and grade. If the assessment is to be discounted and ignored from the calculation of that particular student's score then enter an asterisk (*), in the appropriate cell, it will then be highlighted in yellow. 

25) Students' Names.

Enter the names of the students here. Marksbook will not allow you to enter a name that is composed purely of numbers here. However, a name such as "Smith1, John" is allowed if you wanted to differentiate between two students in your class with the same name. You may not enter only numbers here. Enter the last name followed by the first name separated by a comma; this is more useful when performing a 'Sort by Name' later on. Should you wish to enter two (or more) classes on the same Marksbook (*provided that the total number of students is below 37*), prefix the surname with a blank space for one of the classes. That way, when Marksbook performs a 'sort by name' it will still keep the students in their respective classes, and then sort by Surname.

If you leave a blank row between two students, then Marksbook will not be confused and will number all subsequent students accordingly. However, if you were to perform a 'Print all Reports' then Marksbook will sort your students by name to close up the blank row before printing the reports; otherwise some blank reports may be printed.

The names you enter here will be used as the basis for the names in the Academic Profile table and reports that Marksbook 2000 will generate. Marksbook 2000 will, however, rearrange the names into a more friendly fashion. For example the name entered as 'Baggins, Bilbo' will appear as 'Bilbo Baggins' when used as a title for a table or report.

Marksbook looks for the comma that separates the first and last names. However, if you enter the name of your student with the first name first, Marksbook will recognise this and not attempt to rearrange the name in the titles of the tables and reports. All very clever stuff! Also if you only enter a single name for a student, Marksbook will not be put-off and will also recognise this.... Really clever stuff !!

As you select a student name with the mouse or cursor keys, that current student will automatically be made the subject of the Academic Profile. Exceptionally clever stuff!!!

Personal information may be entered for each student by double clicking on a student's name in this column. By doing this a data entry form will appear in which you may enter the information for the student. This form also contains other buttons that give you the option of deleting all the old data

Instructions for Marksbook 2000.

As data is entered for the students a small “i” will appear alongside the student’s number in the leftmost column. This simply serves a reminder and an indication that information is available for that particular student.

It is clear from the graph if a student has a recent downward trend in their results. However this concern is also flagged for the attention of the teacher by an exclamation (!) which will appear after the students number at the left of the page and also in the report table



26) Sorting Label.

This label / button is not printed in any of the printouts.
This label / button will sort the table in the following ways

i) Sort by name:

Useful in sorting alphabetically, especially when a new student is added at the bottom of the class list. He/she may then be automatically ‘slotted’ in to their correct place within the class list

ii) Sort by Overall score:

Useful for obtaining a rank order of your class.

In this sorting mode, Marksbook will add some highlighting to the student names and scores on the left.

The ‘A’ grade students will be highlighted in gold.

The ‘C’ grade students will be highlighted in yellow.

The ‘E’ grade students will be highlighted in light green.

This is to assist in identifying the numbers of students in each category. This formatting will be removed when you select a ‘sort by name’.

Instructions for Marksbook 2000.


iii) **Sort by assessment:**

There is also the option of sorting the students according to the individual assessments. This is done by double-clicking at the heading of the assessment column. Double-click over the word “Ass.” At the top of the column and the students will be sorted according to their results in that assessment. The column of assessments which is now the subject of the ‘sort’ operation will now appear in a **red font**. This colour will automatically be re-set when another basis for sorting is employed.


In all of the above cases the title of the label button will change to reflect the current mode of sorting that has been applied



27) **Enter Year Level.**

Enter the year level here. As this cell is selected a small drop down menu will appear, you may select the year level from this menu or you may type in the year level manually. This information will automatically be copied to the heading of the Profile table 

28) **Enter Subject Title.**

Enter the Subject Title here. As this cell is selected a small drop down menu will appear listing the more common subjects. You may select the subject from this menu or you may type in the subject manually. This information will automatically be copied to the heading of the Profile table. 

29) **Mode Selection Buttons.**

[... See the discussion regarding these modes on Pages 4 & 5 ...](#)

None of these buttons appears on the print outs.

These buttons are labelled “*Numerical*” for traditional numerical based assessments, and “*Levels*” for entering the Outcome levels that the students have achieved.

Instructions for Marksbook 2000.

Marksbook will calculate the scores in a different manner depending on whether its mode is set to 'Numerical' or 'Levels'.

Initially Marksbook is set up in readiness for numerical scores. To set Marksbook up for dealing with Levels from Outcome based assessments, simply press the button labelled 'Levels' at the top. Marksbook will set itself up for processing Outcome Levels. To return Marksbook into a 'numerical' mode of operation press the 'numerical' button. Any changes that you have made to the weightings or maximum scores will be returned to the last value you set.

There are two numerical modes, which can be selected by repeatedly pressing the 'numerical' button. In 'Mode 1', the students' scores and grades are the year mark scores. Consequently, in the early part of a course all students will appear to be on an 'E' or a similarly low grade.

In 'Mode 2', Marksbook 2000 will indicate the students' current scores and grades by ignoring any assignments that have not yet been completed by the class.

If you are intending to enter the actual outcome level that your students have achieved, then the notion of 'Maximum Score' or 'Weightings' is no longer applicable. In a Levels mode Marksbook will remove the line of 'Maximum scores' (#1) and the 'weightings' (#2) as these will not be required. The status that Marksbook is in is indicated by the text at the top of the page. Marksbook will also cause a number of other changes to occur automatically:

- Only the Outcome Level will be displayed in the Academic Profile Table.
- Various titles and headings within the Profile table will be changed.
- The Overall Score of the students will now show the average level achieved by the student.
- The Auto letter will not show any reference to the weighing that the assessment had.



Instructions for Marksbook 2000.

Final Note:

- Marksbook 2000 is supplied to you free from viruses, so if it becomes contaminated it is from **your** computer. Any whinging on your part will fall upon my deaf ears!
- **DO NOT** cut and paste any marks within the data area. You will only become upset as you damage Marksbook's ability to monitor the students' marks and lose all your good work.
- Remember to save Marksbook once you have entered your data. Given the vagaries of computers, it is always a good idea to keep a back-up of your Marksbook in another place; on a network, or a floppy disc.
- Keep the original disc or copy of the Marksbook 2000 template in a safe place and use this when making a new marks-book at the beginning of a course.
- You are reminded about the terms and conditions of Marksbook and its use as set out in the End User Licence Agreement.
- If you have purchased a registered version of Marksbook 2000, then any updates that may become available can be downloaded from the web site. Your original serial number will still activate all of the functions of the new software.
- On a personal note, Marksbook 2000 is the culmination of four years of software development. My hard work in developing this product should be respected. Therefore please do not pass registered copies of this software or your serial number to third parties. Thank you.

Feel free to heap praise and / or cash upon that splendid fellow; Mr. Andrew Stuart. ☺

Enjoy using Marksbook 2000.

Instructions for Marksbook 2000.

Andrew Stuart.