iPad Edition

MarkBook® 2011

CLASS MANAGEMENT TOOLS | IT'S ABOUT TIME

Asylum® SOFTWARE inc.

USERS GUIDE

MarkBook® Class Management Software for the iPad

Welcome to MarkBook® Class Management Software for Educators

We are certain that you will find the iPad Edition of our world famous MarkBook® Class Management Software for Educators comprehensive, intuitive and easy to use.

Current users of our various other MarkBook offerings will be well aware of the basic concepts and attributes of this application. To all users however, this guide has been designed to give you a detailed but easy to read, quick overview and reference manual for the multitude of features found in this application.

Should you have any questions concerning this manual or the Applications, **TAP** on "**Web Support**" on the "**Home**" screen.

A NOTE ABOUT THE MATHEMATICS IN MARKBOOK:

In this App, all calculations are done using entry marks as percents.

Each entry is assigned to a Category and has a weight value that affects how much it contributes to its category (e.g. an entry with a weight of **4** counts **4** times as much as one with a weight of **1**).

Except for "**Entry Weight**" calculations, Categories also have weight which affects how much each contributes to the overall mark. For more information and definitions **see Appendix 1**

A NOTE ABOUT DISPLAY ORIENTATION:

While MarkBook for iPad may be used in either "**landscape**" or "**portrait**" mode – when you first begin to use this app you will find that access to the various options are displayed more fully and are more readily apparent in landscape mode.

PORTRAIT

LANDSCAPE

For the purposes of this guide, we will look at the app in **landscape mode**.

MarkBook, iPad Edition is a product of Asylum Software Inc.

Chief Programmer: Herb Payerl

MarkBook Creator: David Chellew

Manual written by: Ron Boratto & Dave Chellew

ASYLUM SOFTWARE INC. was incorporated in 1998, to provide practical software solutions for the many and varied needs of today's educators. With more than 150 years of collective teaching experience among its directors, Asylum Software Inc. is dedicated to meeting the requirement of those who are on the front lines of modern education.

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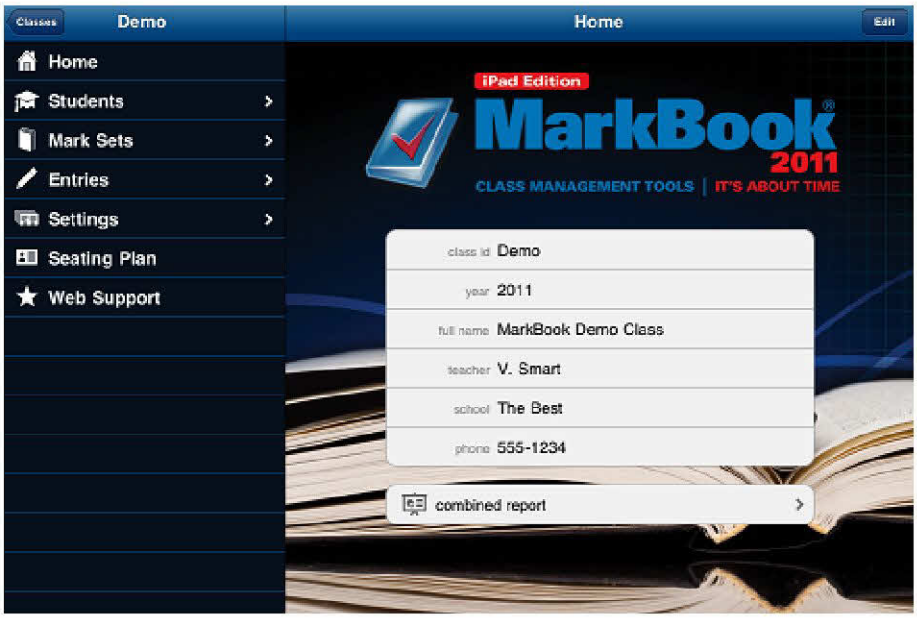
1. SAMPLE CLASS / HOME SCREEN

The opening or "**Home**" screen for MarkBook® iPad Edition displays the following:



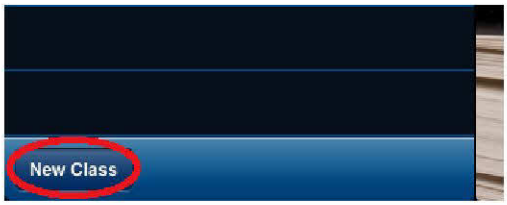
On the right side of the screen above you will find a class id, school year and combined report for a sample class known as "**Demo**".

You may wish to take a few moments to explore this sample class and its reports to familiarize yourself with the many features and options of the software.

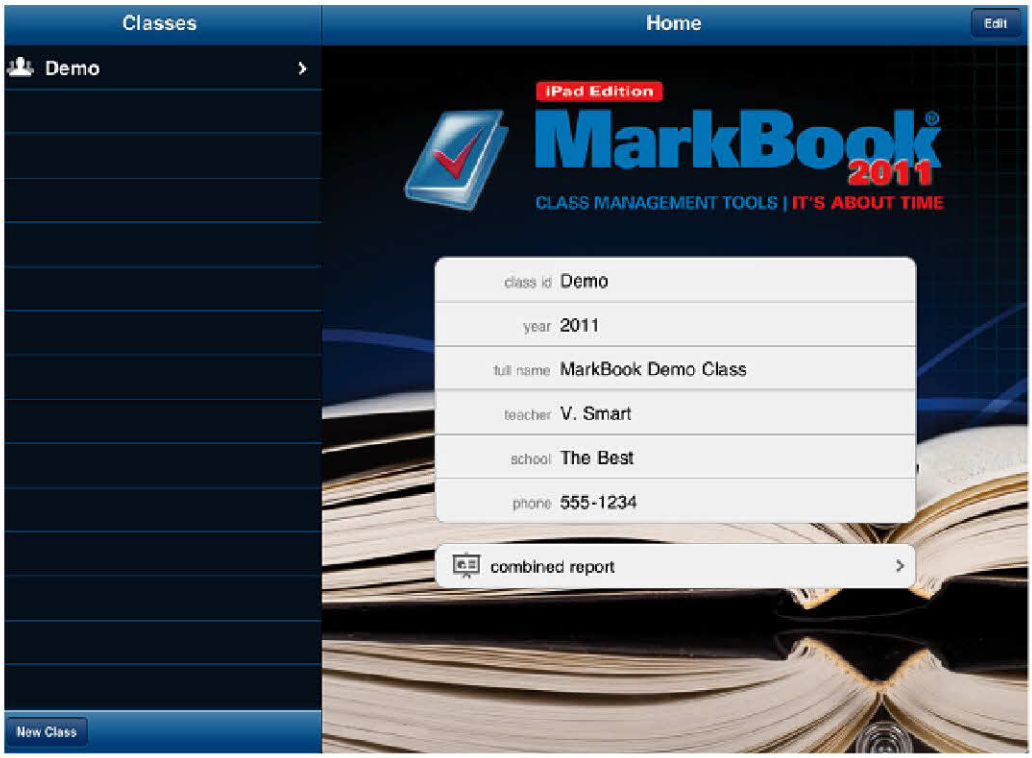
TAP on any of the headings on the left of the screen or on "**combined report**" to explore various aspects of the Demo class, its students, the reports, etc.

2. CREATING A NEW CLASS - GETTING STARTED

TAP "**Classes**" in the upper-left hand corner of the Home screen then **TAP** the "**New Class**" button in the lower left-hand corner:



In the new screen, first replace "**Untitled Class**" with a suitable ID for <u>your</u> class; then complete the rest of the fields.



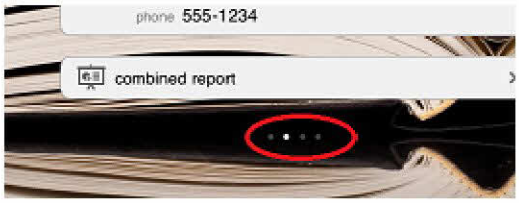
When you are done, make certain you **TAP** "**Save**" in the upper right-hand corner of the screen.

You have opened your first class.

Note: **Multiple Classes:**

Additional classes may be started at any time in the same manner.

When you have multiple classes, you'll notice that there are small white dots near the bottom of the screen. The highlighted one represents the "active" class.



There are two methods to select the "active" class. Both start from the "Home" screen.

i. Swipe to the left or right, or

ii. **TAP** "**Classes**" in the upper left-hand corner, then **TAP** on the Class you wish to select.

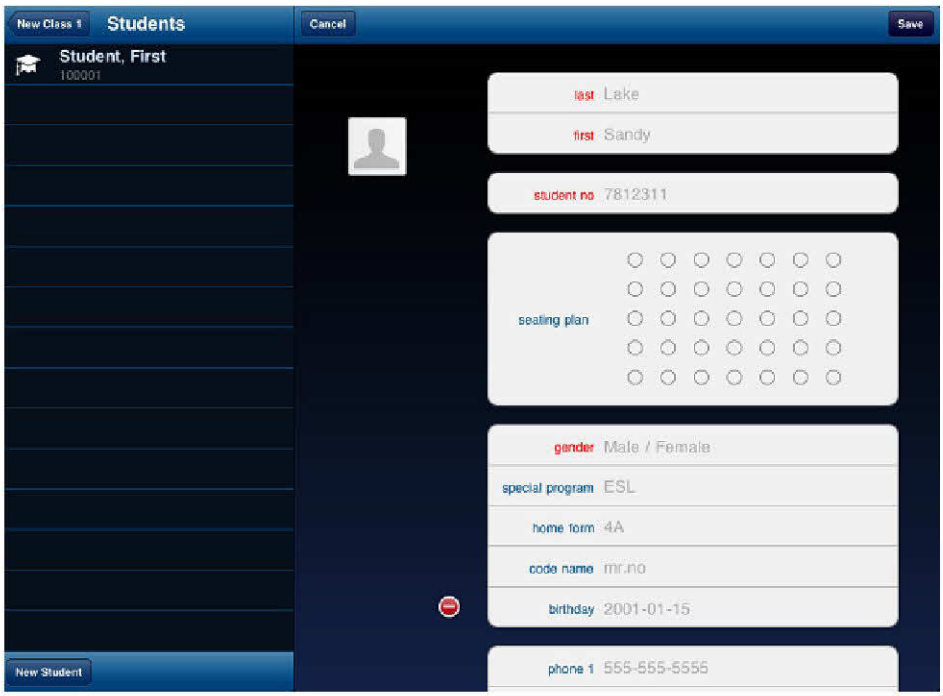
3. ENTERING / EDITING STUDENT INFORMATION

(a) Student Description:

You may now populate your class with students. You can do this manually or by importing the information. We will deal with manual insertion of the information in this Section 3. See section 4 to import from a file source.

On the "**Home**" screen **TAP** "**Students**".

TAP "**New Student**" in the lower left-hand corner. The screen will now look like this:



TAP just to the right of "**Last**" name to begin. Last, first, student no, and gender are required fields. Press "**Return**" or **TAP** to the right of a label to enter the data for other fields.

The student information accommodates birthdays, email addresses and miscellaneous comments such as health issues. Other headings are self-explanatory. Swipe down to see all fields.

(b) **Student Pictures**:

Student picture files may be imported into the App through iTunes. Place these files in a separate folder on the computer **where you normally use iTunes**. Any pictures that can be dealt with in iPhoto may be imported. You can do this manually or by importing the information. We will deal with manual insertion of the information in this Section 3. See section 5 to import photos from a file source.

(i) On Your Computer:

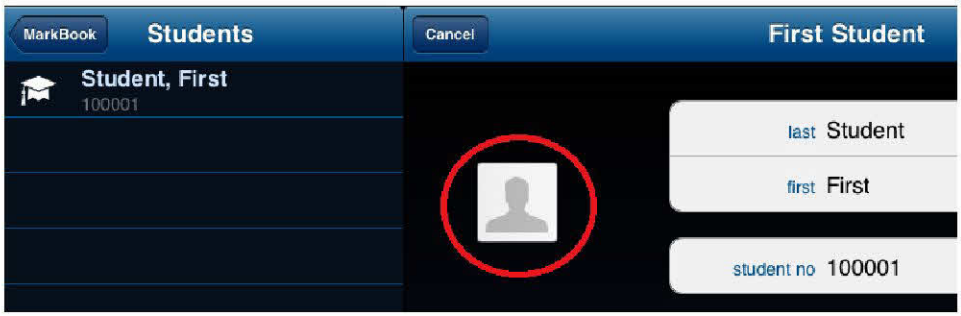
CONNECT and Sync your iPad. Once syncing is complete **CLICK** "**iPad**" (under "**Devices**") in the left-hand column of iTunes then go to the "**Photos**" area at the top of the page.

CLICK on "**Photos**" then, "**Sync Photos**". Select the folder containing the student photos. **CLICK** "**Apply**" at the bottom right-hand side of the iTunes page.

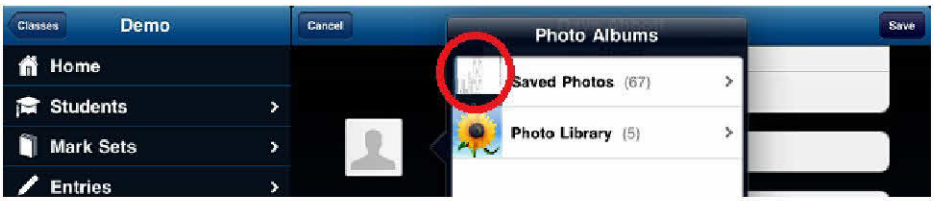
(ii) On Your iPad, on the "**Students**" page:

If necessary, select the student and **TAP** "**Edit**".

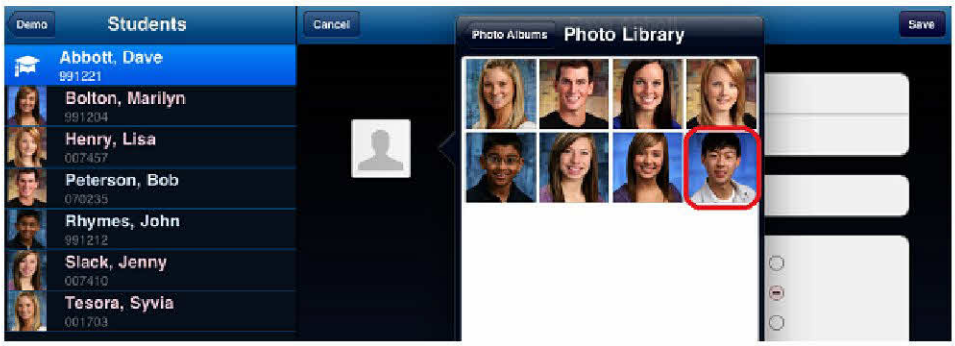
TAP on the empty picture on the App (circled in red below).



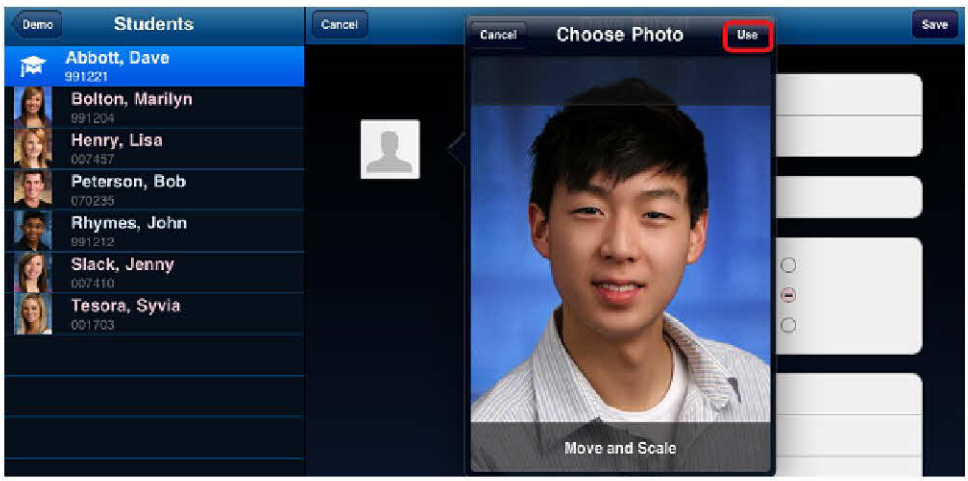
The list of available photo albums will appear to the right of the icon. **TAP** on the album that contains the pictures of your students.



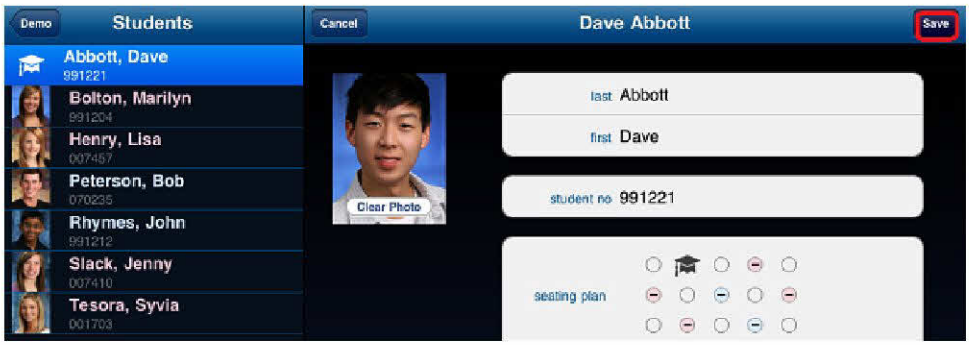
The photos in that album will appear to the right of the icon. TAP on the picture you wish to insert.



The following Screen will appear



TAP "**Use**" in the upper right-hand corner of the picture display.
The picture will be inserted.



When done, TAP "**Save**".

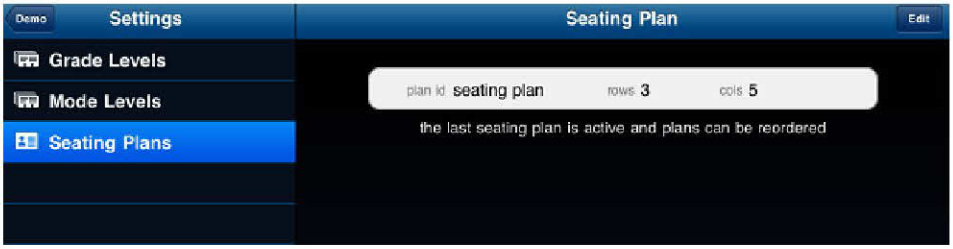
TAP on any picture available in the "**Student**" list to temporarily enlarge the image of that Student.

Pictures may be changed or assigned at any time.

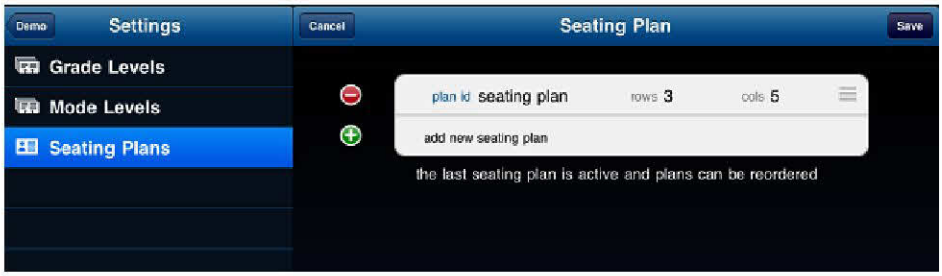
(c) **Seating Plans – Set Up**:

You will be able to set the number of rows and columns for the seating plan through "**Settings**" on the Home Screen. Once you have set up seating plan, you will be able to allocate seating for the student at any time.

TAP "**Settings**" to reveal the following:



TAP "**edit**" to reveal the following:



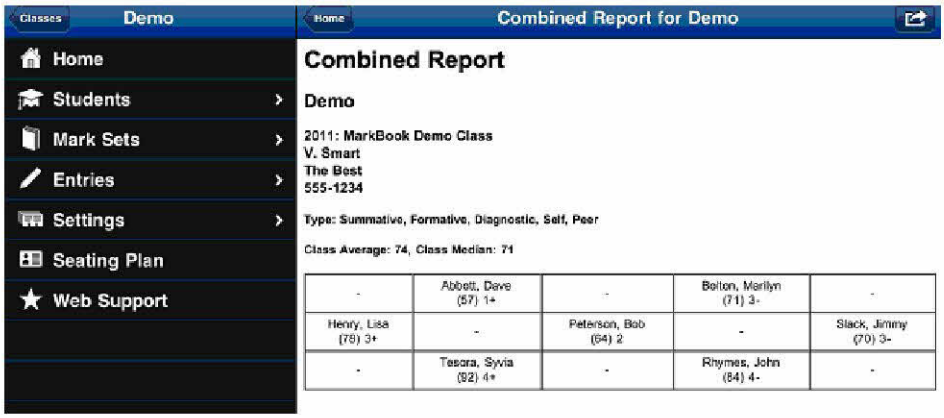
Name your seating plan (usually the Class ID) set the rows and column and **TAP** "**Save**".

(d) **Seating Plans – Placing the Student**:

To place a student in the seating plan, **TAP** "**Student**" on the Home Screen then **TAP** the location where you wish to place the student on the Seating Plan.

The current Student is represented by the icon with the mortar board.

When you save the information, you will note that the Seating Plan will identify the named student as blue (boy) or pink (girl) in the Class List. Once information is recorded for students, the Seating Plan section in the Class and Combined Reports will show the student's overall mark as follows:



(e) Seating Plans – Photos:

If you have entered Student picture (see 3(b) above), you will be able to display a seating plan with pictures:

TAP "**Seating Plan**" on the left-hand side of the Home Screen, if necessary, **TAP** to select the desired class.

(f) **Editing Student Information**:

If more students need to be added, **TAP** "**New Student**" to enter the next student. Repeat this until all new names have been entered.

You may edit student information by **TAPPING** on his or her name in the class list on the left; then, **TAPPING** "**Edit**" in the upper right-hand corner of the screen.

(g) **Saving Information**:

Make certain that you **TAP** "**Save**" in the upper right-hand corner when you are done with each student.

4. IMPORTING STUDENTS

In order to avoid the time consuming task of manually entering all students via the keyboard, MarkBook® iPad Edition allows you to import a class list/roster, by using a CSV file created for the purpose.

A CSV (**Comma Separated Values**) file is a text file with a very specific structure. All the data for one student is on one line with commas separating each item. This is repeated for each student in the class with each line identical in structure. That structure is described in the header (first) line of the file. The file must have the extension "**.csv**".

"**students.csv**" is an example of a full file name. A separate file is needed for each class.

These files may be created using a text editor, word processor, spread sheet or as an export from another program such as MarkBook for Windows/Mac.

Once the file is created it must be made accessible to MB iPad. There are two possible locations, **from an URL** or from the **MarkBook Documents** folder accessible through App File Sharing in iTunes.

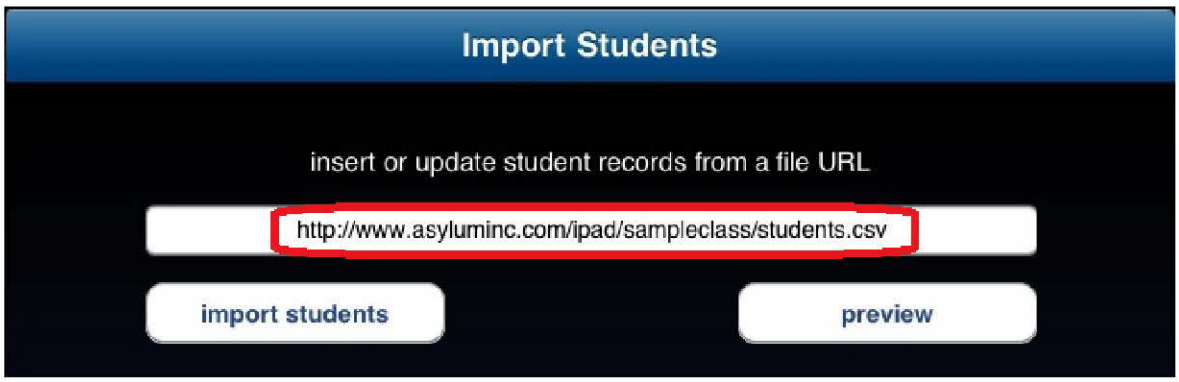
(a) Using A CSV File to Enter A Class List/Roster

(i) Tap "**Classes**" on the Home screen and then Tap "**New Class**" and name that Class . Tap "**Save**"

(ii) Tap on "**Settings > Import Students**"

If the file was put into the MarkBook Documents folder through iTunes, go to Step iv, otherwise:

(iii) Type in the URL (e.g. http://www.asyluminc/ipad/sampleclass/students.csv) and tap "**import students**" (see below). The address is case sensitive. Tap "**import students**"



Note: If you swipe to the left across the URL, you may view, download and use the sample file at that address to create a sample class

(iv) Type just the file name (e.g. **students.csv**) and tap "**import students**". The file name is case sensitive.

(v) If the URL/file name is correct, a spinning activity wheel will appear. When it stops the file has been imported. The results will be seen on the **Students** screen

(b) Creating the CSV File

The CSV file is made up of a header line, followed by lines for each student with data for that student that matches the structure of the header.

The order of the fields in the header may vary and, other than "**First Name**", "**Last Name**" and "**Student Number**", not all are required.

Header descriptions are listed below. If used they must be entered exactly as shown below including spaces on a single line and separated by comma. However, they **are** case sensitive:

Last Name

First Name

Student Number

Date of Birth

Gender

Home Form

Program

Code Name

Phone #1

Phone #2

Student e-mail

Parent e-mail

NOTE:

- **Date of Birth** must use the format: **YYYYMMDD**. (e.g. Aug 23, 2011 is **20110823**)
- Fields which have no data are shown by empty quotes (“”)
- Use of quotation marks is optional as long as the data within a field does not contain a comma.

A simple file with four students as viewed in a text editor or word processor might look like this:

Last Name,First Name,Student Number,Date of Birth,Gender,Program,Phone #1,Phone #2

"Arkand","Samantha","000492","19980910","F","","555 8655","555 1175"
"Beach","Shelley","002837","19980618","F","ESL","555 3758","555 4243"
"Bell","Clarissa","001271","19981027","F","","555 3518",""
"Boame","Gerald","005069","19980206","M","ESL","","555 7300 x2013","",""

(c) Creating the CSV File from MarkBook for Windows

Starting with version 10.6.4, MarkBook for Windows has routines designed to create the CSV files required from class lists created in that program.

The links are:

- File Menu > Exports > to MarkBook iPad Edition
- Class Menu > Exports > to MarkBook iPad Edition
- Class Form > Create an MB iPad File button (lower right)

You may also create a User Defined file through that option in "**Exports**" in the File and Class menus.

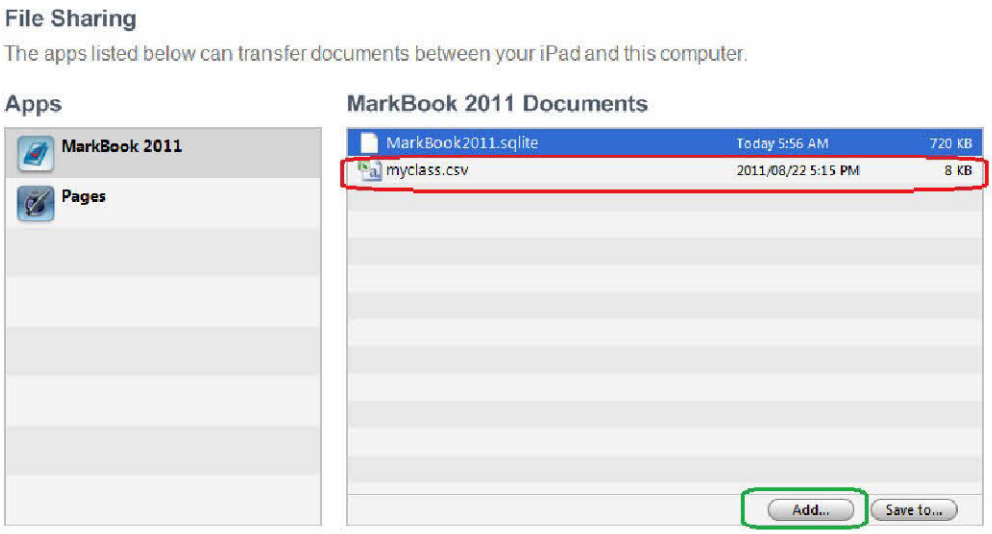
(d) **Copying a CSV File to the MarkBook for iPad Documents Folder**

1. Attach your iPad to your computer. Start iTunes (This should happen automatically);

2. Click on your iPad's name listed under "**Devices**" and then click on the **Apps** tab

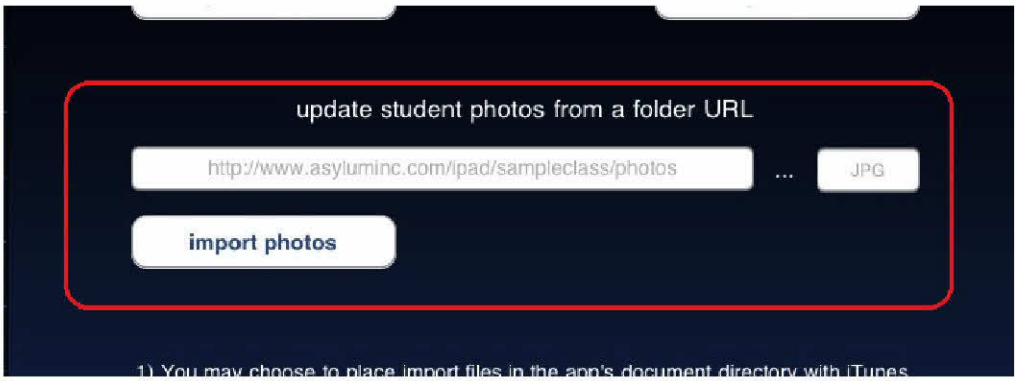
3. Click on MarkBook in the File Sharing Section;

4. Click on **Add...** , then use the dialog box that appears to locate and add the CSV file to the MarkBook Documents folder. You may also drag the file (or files) from a window on your computer's desktop to the Documents folder in iTunes



5. IMPORTING STUDENT PICTURES

This routine imports and attaches photos for an entire class in one step. The files must be in the format ***StudentNumber.jpg*** or ***StudentNumber.bmp*** in a folder at the location specified by the URL.



NOTE:

1. As with the sample CSV file, if you swipe to the left across the URL for the picture folder, you may download pictures for the students in the sample class.

2. If you swipe vertically on the extension, it will switch between upper and lower case versions of "BMP" and "JPG" to match the extension used with your photos.

3. You may still use pictures copied to the iPad through iTunes. This process is described in detail in the full MarkBook for iPad manual.

6. MARK SETS

Mark Sets (sets of marks) are a concept that is unique to MarkBook.

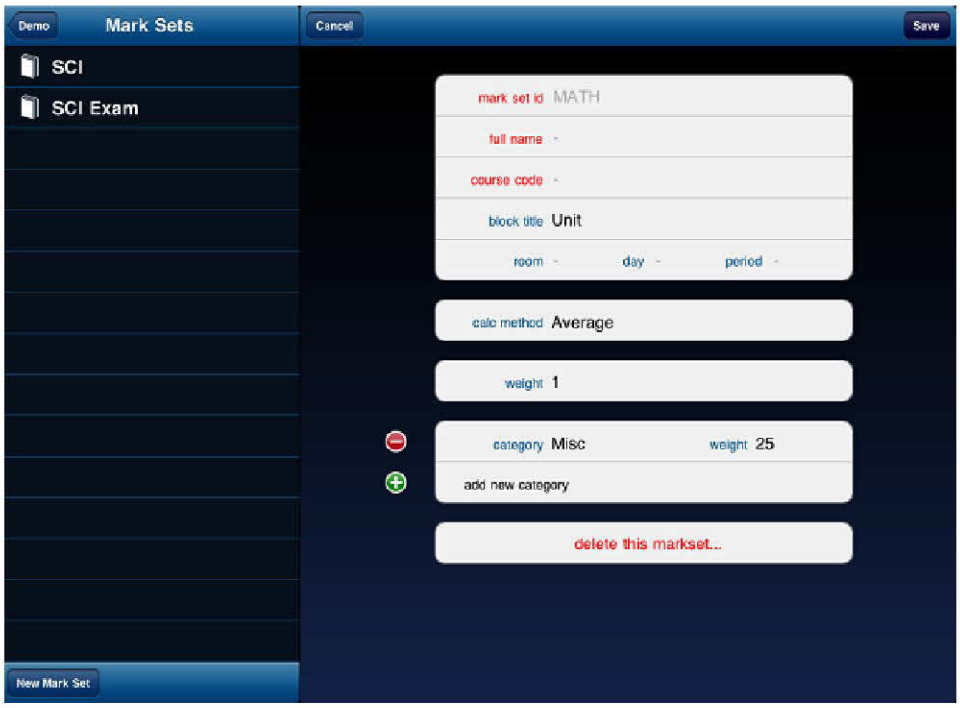
Mark Sets are completely independent sets of marks associated with the same class. Each Mark Set has its own entries, categories, calculation method and so on.

Examples of their use

- Mark Set for each Term or Semester;
- Mark Set for each subject a teacher may teach to the same class;
- Mark Set for Term work and a Set for Exam and other "**final**" assignments;

(a) Creating Mark Sets:

TAP on "**Mark Sets**" in the Home Screen; then, **TAP** "**New Mark Set**" in the lower left-hand corner to display:



TAP just to the right of "mark set id" to begin. "mark set id", "full name" and "course code" are mandatory fields.

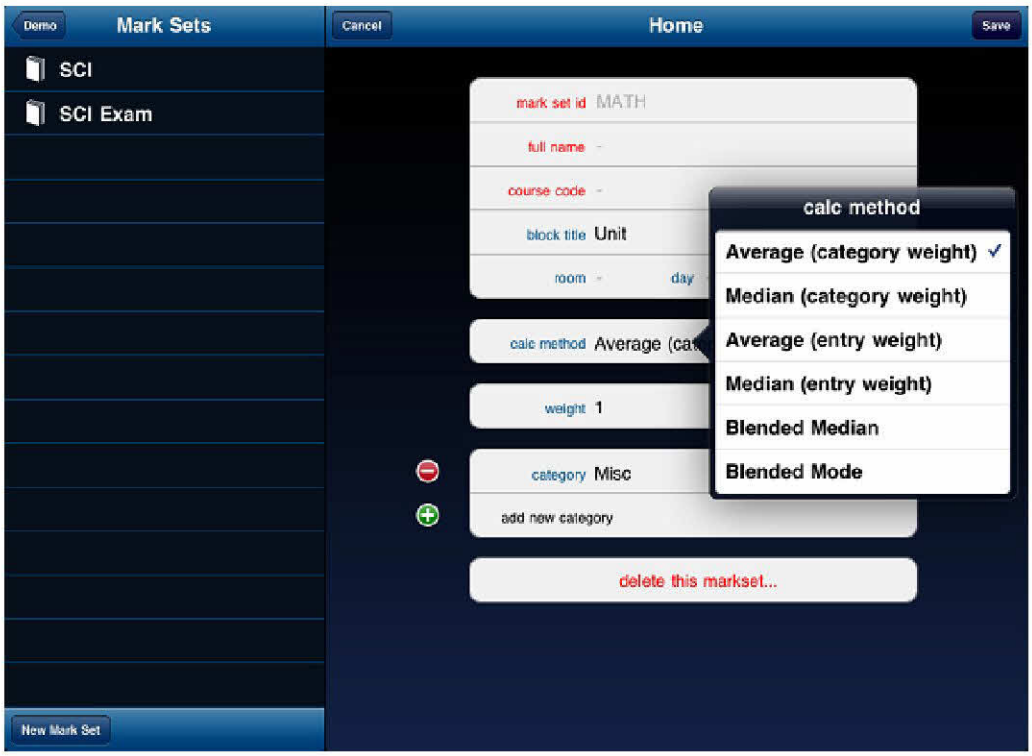
(b) **Block Title**

"**Block**" refers to a block of time such as a "**Term**" or "**Semester**" or a block of work such as a "**Unit**". Enter the title that's appropriate for your class on this line.

Note: This field may be used to filter assessments for Reports.

(c) **Setting the Calculation Method**:

TAP just to the right of "calc method" to select any one of six methods of calculating overall marks available in this application – **Average (category weight) – Median (category wt.) - Average (entry weight) - Median (entry weight), Blended Median** and **Blended Mode**.



For a description of each of these different methods of calculating see appendix 1.

(d) **Weight**:

The Combined Report uses results from all Mark Sets to calculate an overall "**combined**" mark. The value entered here determines how much **THIS** Mark Set contributes relative to other Mark Sets. The greater the value, the more **THIS** Mark Set contributes.

The default here is 1.

(e) **Category Description**:

Every entry must belong to a Category. Therefore, there **MUST** be at least one. The default, "**Misc**", may be replaced or deleted once other categories are setup.

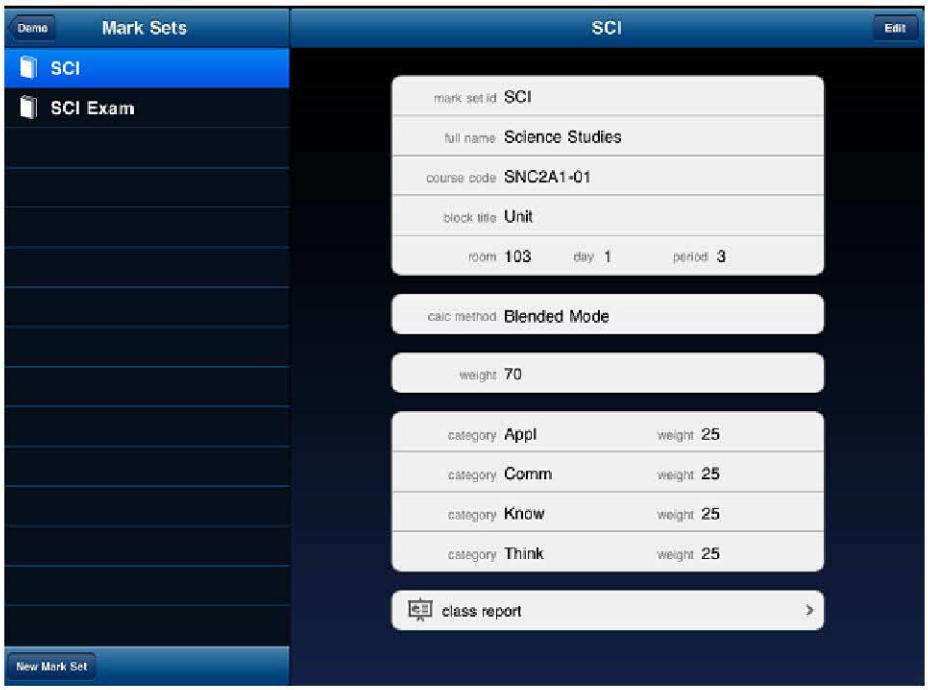
To edit an existing "**category**" **TAP** "**Edit**". For a new category, **TAP** the "**+**" sign to create a new line.

TAP to the right of category, to enter its name, then **TAP** Return to enter its weight.

In calculations, other than those designated "**Entry Weight**", the weight of categories affect the Student's overall mark.

Note: This field may be used to filter assessments for Reports.

The following example shows a SCI Mark Set that has **four different categories** with separate weights for each.



When you are done, make certain you **TAP** "**Save**" in the upper right-hand corner of the screen.

Once a Mark Set is established, you are ready to enter evaluations.

(f) **Editing Mark Sets**:

You may edit the Mark Set at any time by going to the required Mark Set Screen.

TAP "**Edit**" in the upper right-hand corner to make changes.

DO NOT DELETE OR RENAME A CATEGORY WITH ENTRIES IN IT AS THOSE ENTRIES WILL BE LOST

When you are done, make certain you **TAP** "**Save**" in the upper right-hand corner of the screen.

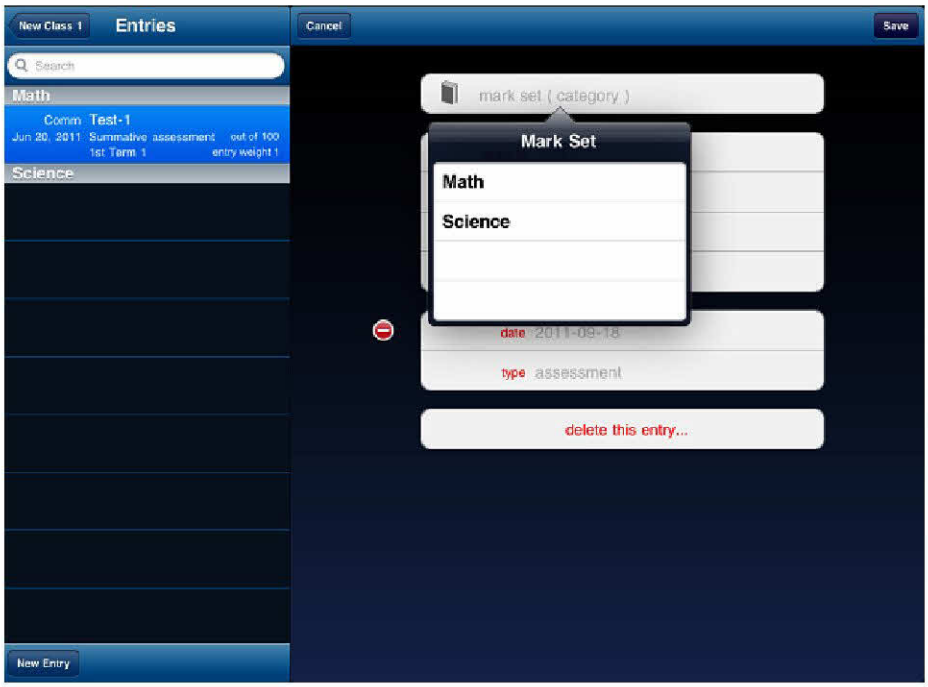
1. MARK ENTRIES

Once you have established **Mark Sets** you may begin to enter marks.

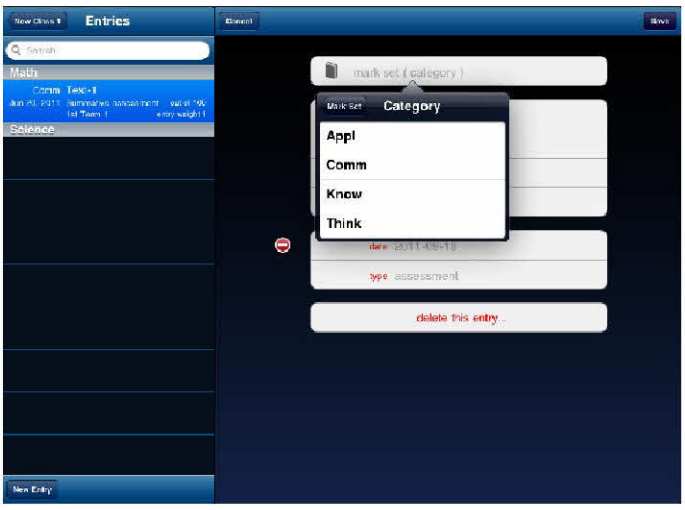
(a) **Selecting the Mark Set**:

From the "**Home**" screen **TAP** on "**Entries**", then **TAP** "**New Entry**".

TAP on "mark set category" to select the **Mark Sets** for this entry.



The Category options will then appear.



TAP the desired Category – The top line will now show your choices.

Note: Categories is a field that may be used to filter assessments on Reports.

TAP to the right of "**entry id**" to begin.

"entry id": This is the title of the assessment

"unit" / "term" (block): Enter a description appropriate for the way this field is used.

Note: This field may be used to filter assessments on Reports.

"out of": This is the maximum mark for the assessment although it is possible to enter a mark that's greater than this value. In calculations, its only function is to convert raw marks to percents.

"weight": This value determines the importance of an assessment compared to other assessments in the same category or, in "Entry Weight" algorithms, the importance of the entry compared to all other entries.

"date": The date the assessment was done or entered.

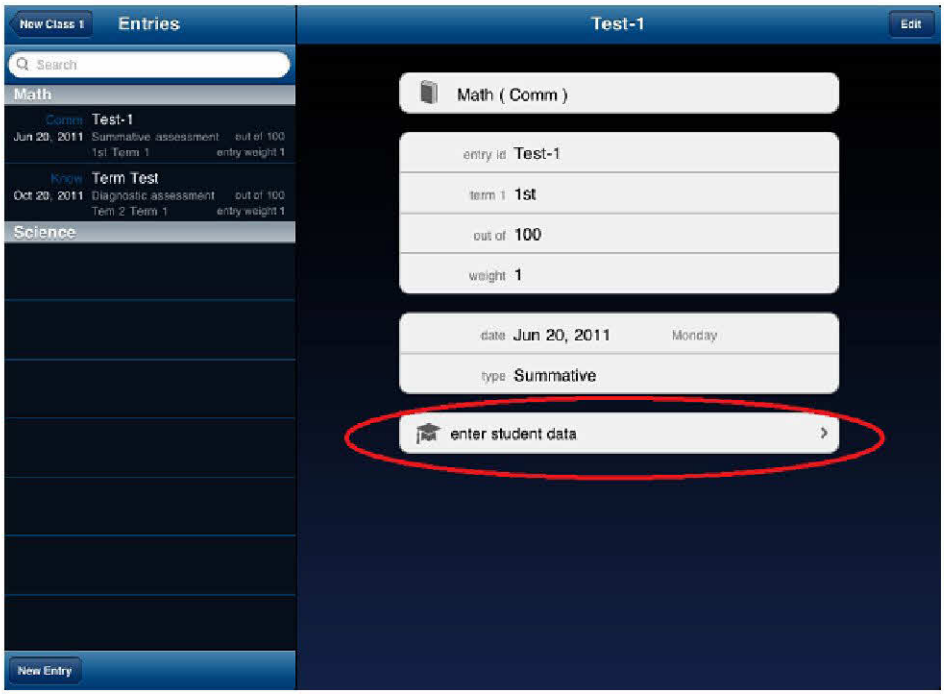
"type": Select one of Summative, Formative, Diagnostic, Self or Peer (see the appendix).

When you are done **TAP** "**Save**" in the upper right-hand corner.

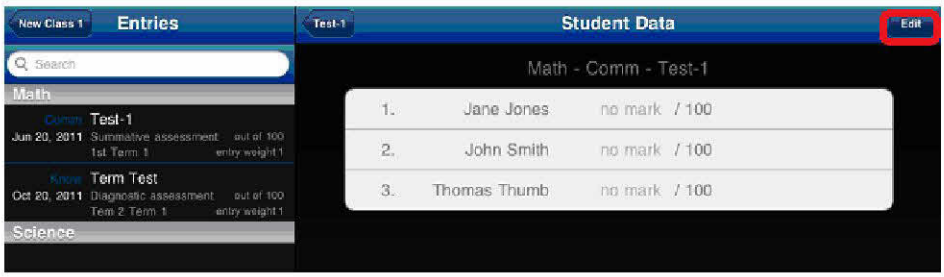
(b) **Data Entry**:

Once you have saved the individual assessment the screen changes to allow you to enter student data.

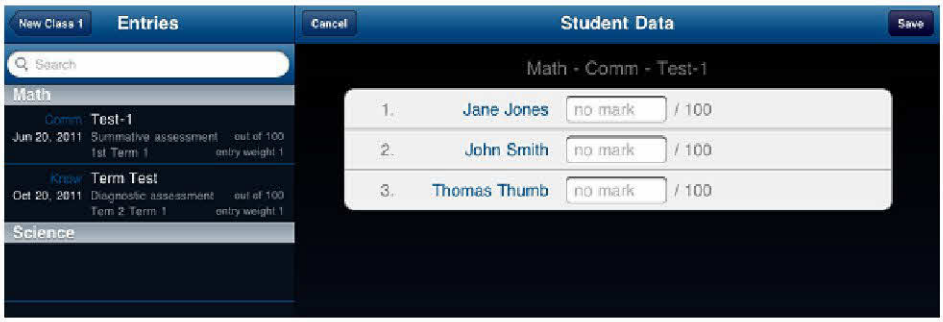
To begin, **TAP** "**enter student data**" at the bottom **right-hand** side of the page.



You will now see a complete list of all students in the **Mark Set** on a grayed out screen.



TAP "**Edit**" in the upper right-hand corner of the page and the following will appear:

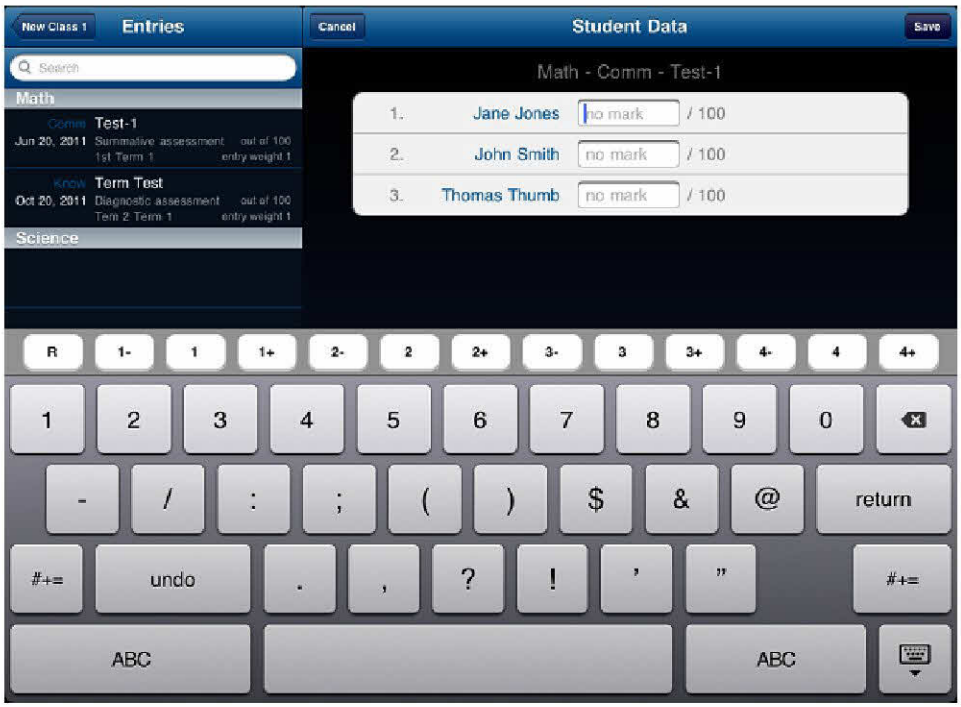


To enter marks or the percentage equivalent associated with a symbol (see "**Settings**"). **TAP** on the "no mark" box for a student then enter a mark or a symbol via the keyboard.

NOTE:

It is not an error to leave a student with "No Mark"

A "No Mark" means that entry will NOT count for or against the student. "No Mark" is not included in any calculation; it is **NOT** zero (0).

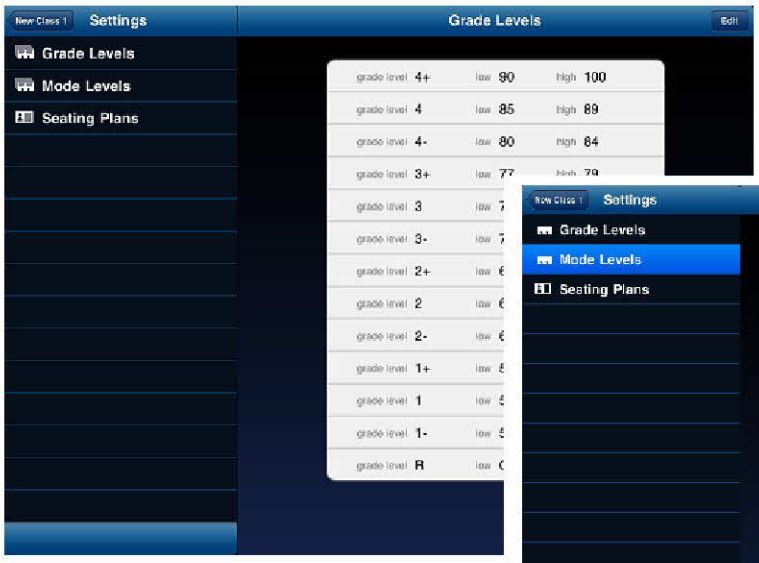


Once a mark has been entered, **TAP** "**Return**" to move to the next student or, to select any other student, **TAP** on their mark entry box.

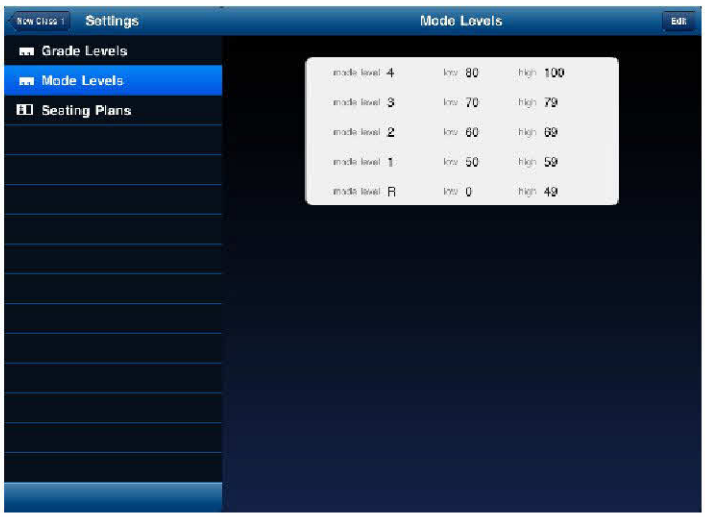
Make certain that you **TAP** "**Save**" when you have entered all marks..

(f) **Adjusting Ranges Represented by Symbols**:

You have complete control over the range of percentages associated with any symbol.



TAP Settings in the "**Home**" screen menu.

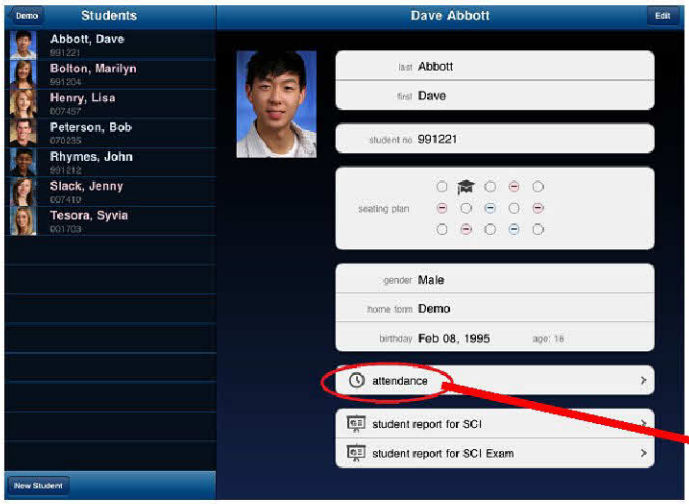


TAP the scheme you want to edit, then **TAP** "**Edit**" in the upper right corner. To edit any symbol or percent range, **TAP** on its current value and make a change. **TAP** the **(+)** or the **(-)** to add or delete a range.

8. ATTENDANCE

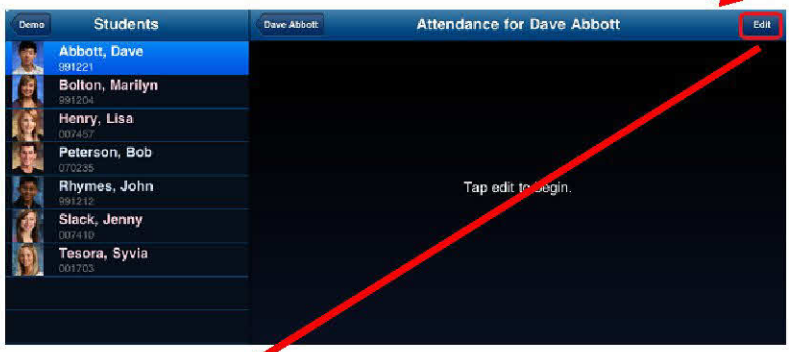
MarkBook for iPad records lates (tardies) and / or absences.
To record attendance go to the "**Home**" screen, select your class if necessary and **TAP** "**Students**",

Select the individual and then **TAP** "**attendance**" or, if attendance is being recorded for Individual Mark Sets "**Attendance for (Mark Set description)**".

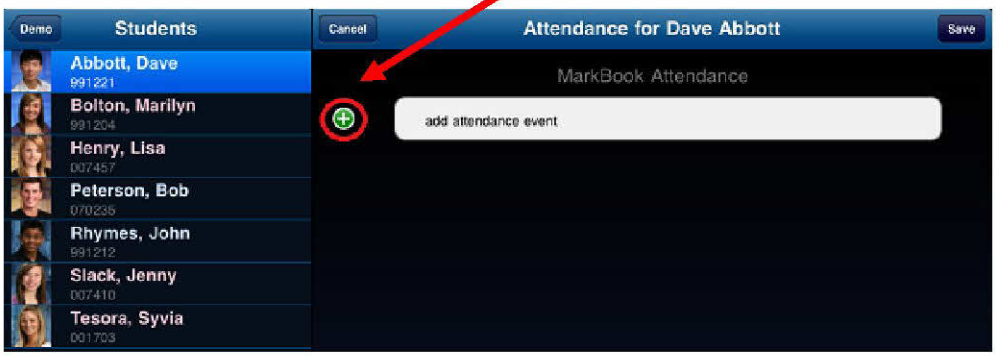


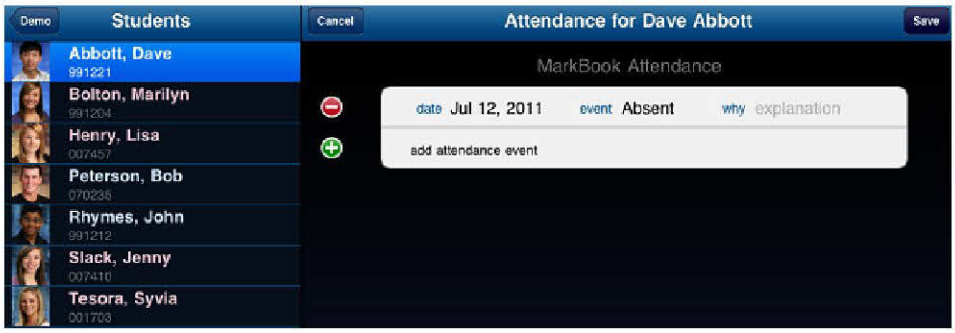
On the next screen **TAP** "**Edit**" to reveal the following:

Then **TAP** on Green "**+**" sign.

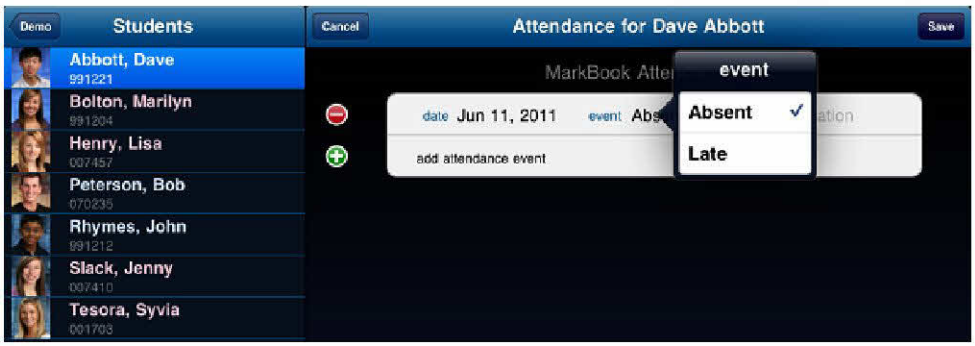


TAP the green "**+**" sign to open an event.





You may select the appropriate date and the event by **TAPPING** on "date" or "event" headings to reveal:



TAP "Save".

You may now **TAP** on subsequent Students and enter absences and or lates (tardies).

You elect to show attendance for each Mark Set when you set up your **new class** within the Mark Set screen by switching to "on" the line reading "**keep separate attendance for each Mark Set attendance for each Mark Set**".

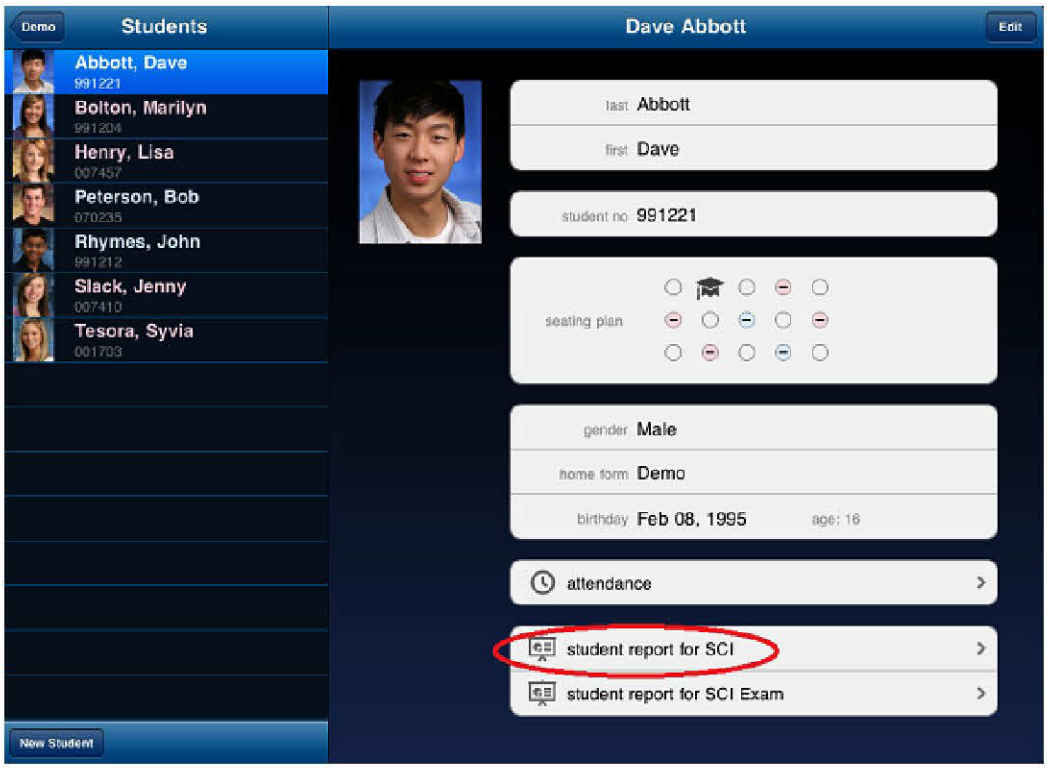
9. REPORTS

Once information has been collected for individual students a variety of reports are available.

A. STUDENT REPORTS

(a) **Accessing Student Reports**:

TAP on "**Students**" for a selected **Class** on the Home page to reveal a list of student names.



TAP on "**student report for *name of Mark Set***" (There may more than one Mark Set
Note: You may have to swipe down the screen to reveal the link(s) to Student Report at the bottom of this page.

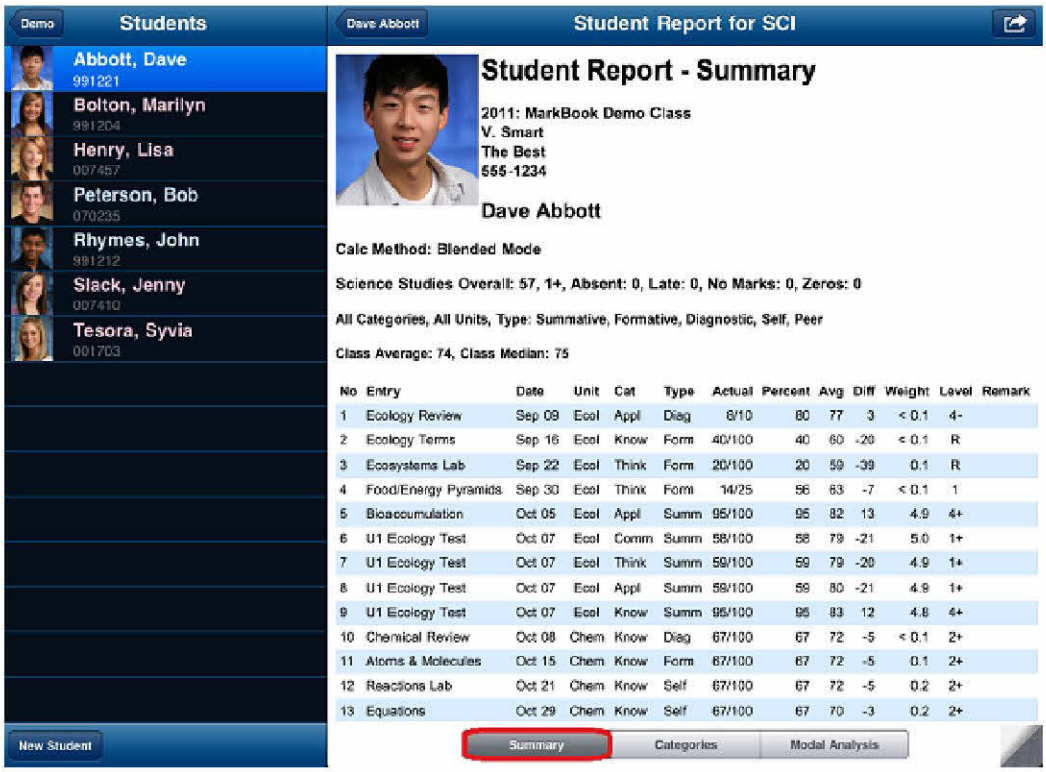
In the example above, you will see separate student reports for each of the two Mark Sets. We will look at "**student report for SCI**"

(b) **Student Report > Heading**:

The top of the Student Report page shows the **Student's Overall Mark, Absences, and Lates**, along with the **Class Average, Class Median, Calculation Method** and **Filtering Options**

(c) **Student Report > Summary**:

If necessary, **TAP** on the "**Summary**" button at the bottom of the Student Report screen.



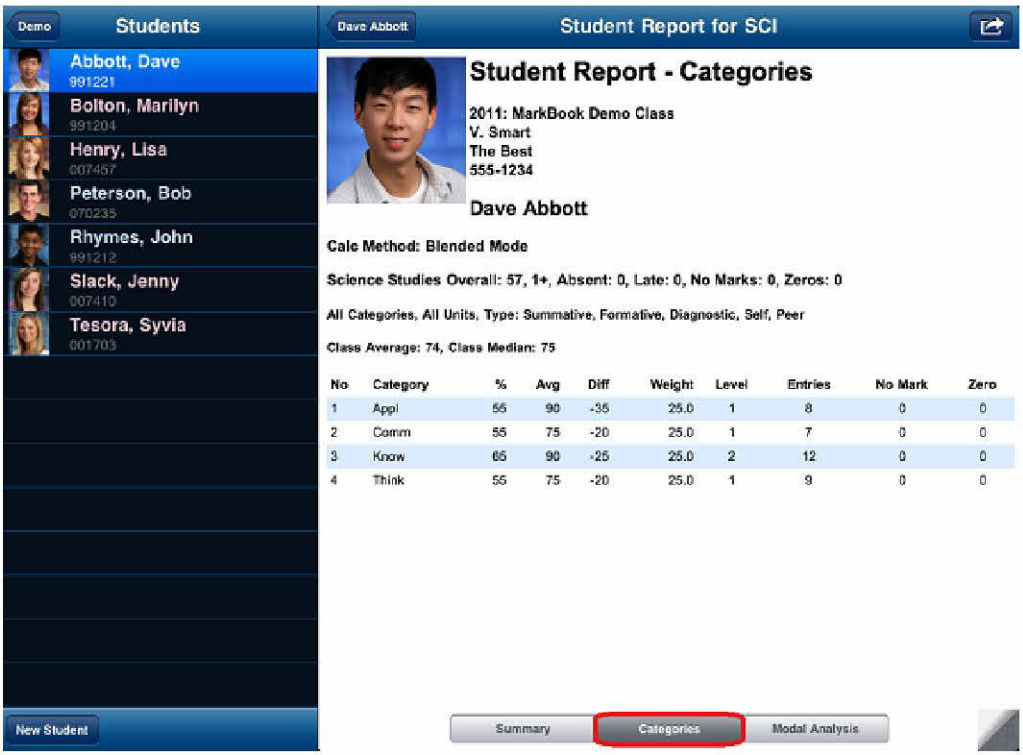
Assessments for the student in the selected Mark Set are listed in the Summary Report.

For each assessment, the Date, **Block (Unit/Term/etc)**, **Category**, **Type**, **Actual** (mark), **Percent** (equivalent), **Average** (class), **Diff** (comparison to the class average), **Weight**, **Symbol** equivalent of the mark (Level/Grade), along with any **Remarks** are shown.

(d) **Student Report > Categories**:

If necessary, **TAP** on the "**Categories**" button at the bottom of the Student Report screen.

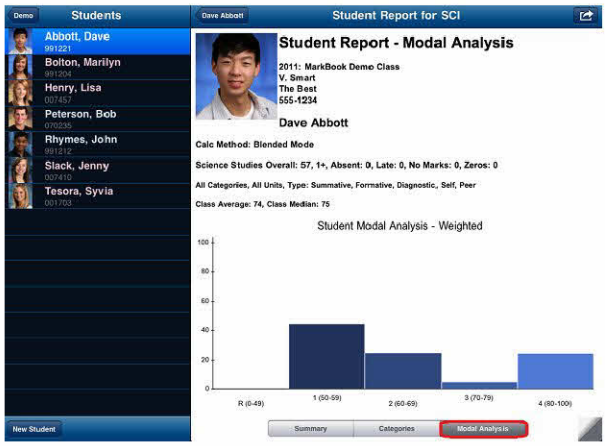
This report shows the student's performance by Category.



(e) **Student Report > Modal Analysis**:

If necessary, **TAP** on the "**Modal Analysis**" button at the bottom of the Student Report screen.

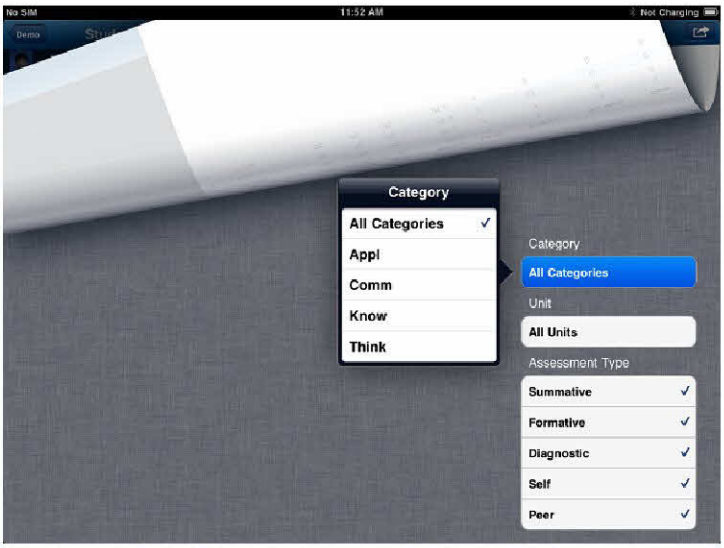
This graph shows the total weight of Entries that fall within each range. The range with the most weight is the Mode - the most consistent Level of Achievement.



In the Landscape view, reports for any other student may be selected by **TAPPING** on his or her name.

(f) Student Report > Filtering

To access the filtering options, **TAP** the "**page curl**" at the bottom right of the page.



TAP on "**Categories**" to list the Categories you have created to get the following screen:

TAP the one Category you want included.

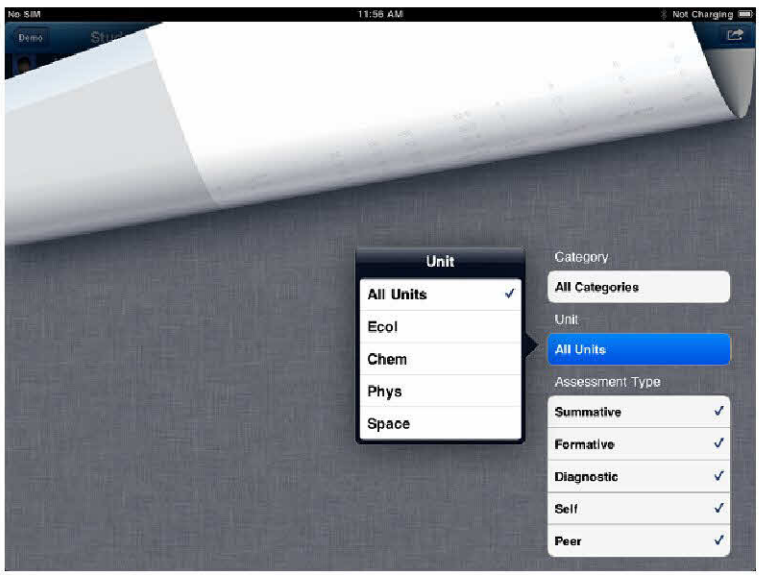
TAP the one Block description you want included.

TAP the "**Assessment Type**" to indicate which types of assessment you want reported.

You may choose:

- all Categories or any one; **and/or**
- all Blocks or any one; **and/or**
- any combination of Type*.

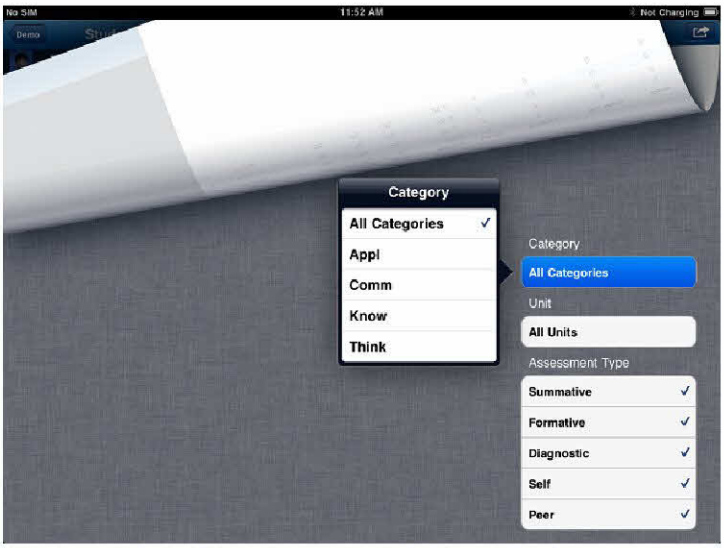
(e.g. You may not want to see Diagnostic assessments in reviewing a student's results and you can exclude them in this manner.)



* For Assessment Type, users tap to add or remove checks to indicate included Types

(g) Student Report > Filtering

To access the filtering options, **TAP** the "**page curl**" at the bottom right of the page.



TAP on "**Categories**" to list the Categories you have created to get the following screen:

TAP the one Category you want included.

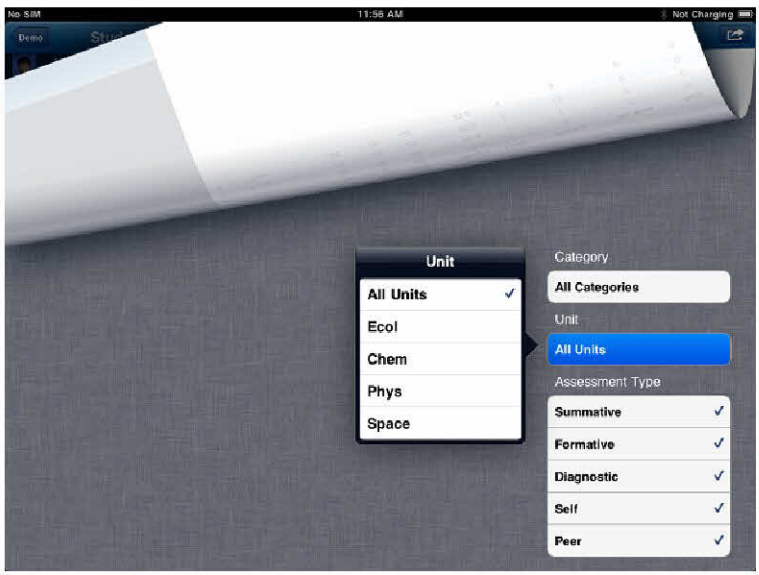
TAP the one Block description you want included.

TAP the "**Assessment Type**" to indicate which types of assessment you want reported.

You may choose:

- all Categories or any one; **and/or**
- all Blocks or any one; **and/or**
- any combination of Type.

(e.g. You may not want to see Diagnostic assessments in reviewing a student's results and you can exclude them in this manner.)



B) CLASS REPORTS

Class Reports show results for the entire Class for a single Mark Set.

Results in this Class Report match those in Student Report though Student Report is more detailed

(a) Accessing Class Reports

To view the **Class Report**, **TAP** "**Mark Sets**" on the "**Home**" screen then **TAP** the Mark Set you wish to examine.

TAP "**class report**" at the bottom of the Mark Set screen to display "**Summary Class Report**".

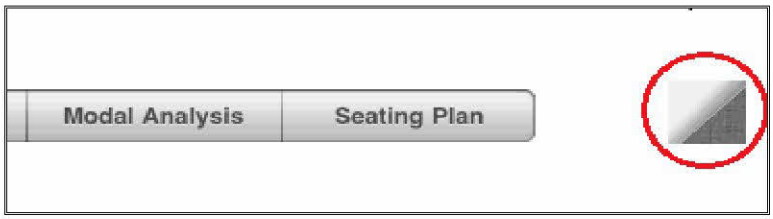
(b) Class Report > Heading

The top of the Class Report page shows the **Class Average**, **Class Median**, **Calculation Method** and **Filtering Options**

(c) Class Reports > Filtering

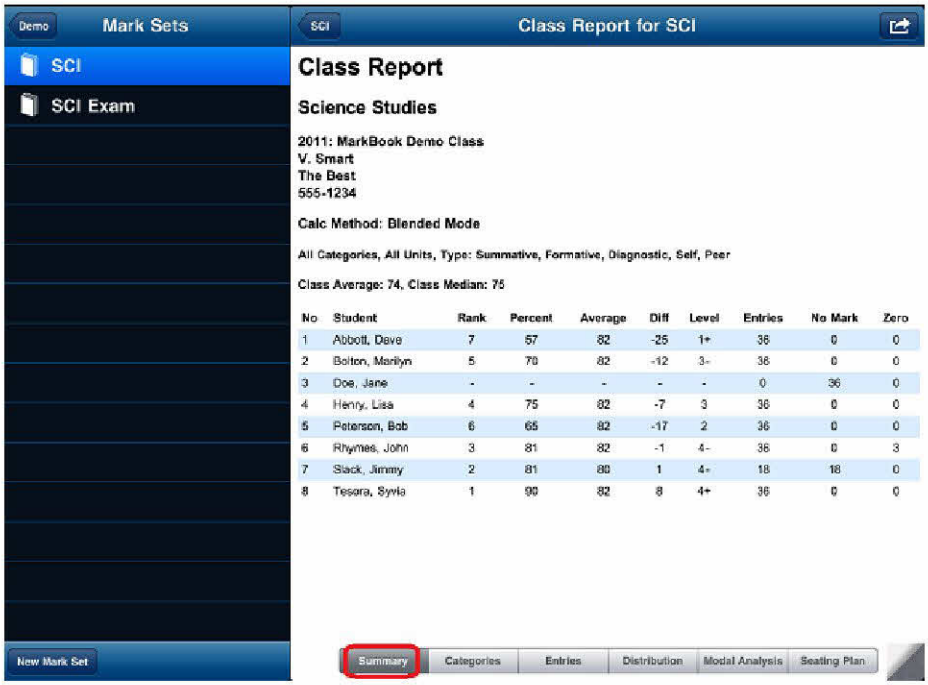
As with Student Report, filters may be applied so that entries must satisfy those parameters to be included in this Report. All calculations and displays are adjusted accordingly.

Filtering is accessed by **TAPPING** on the page curl in the lower right corner of this Report



(d) **Class Report > Summary**

If necessary, **TAP** on the "**Summary**" button at the bottom of the Class Report screen.

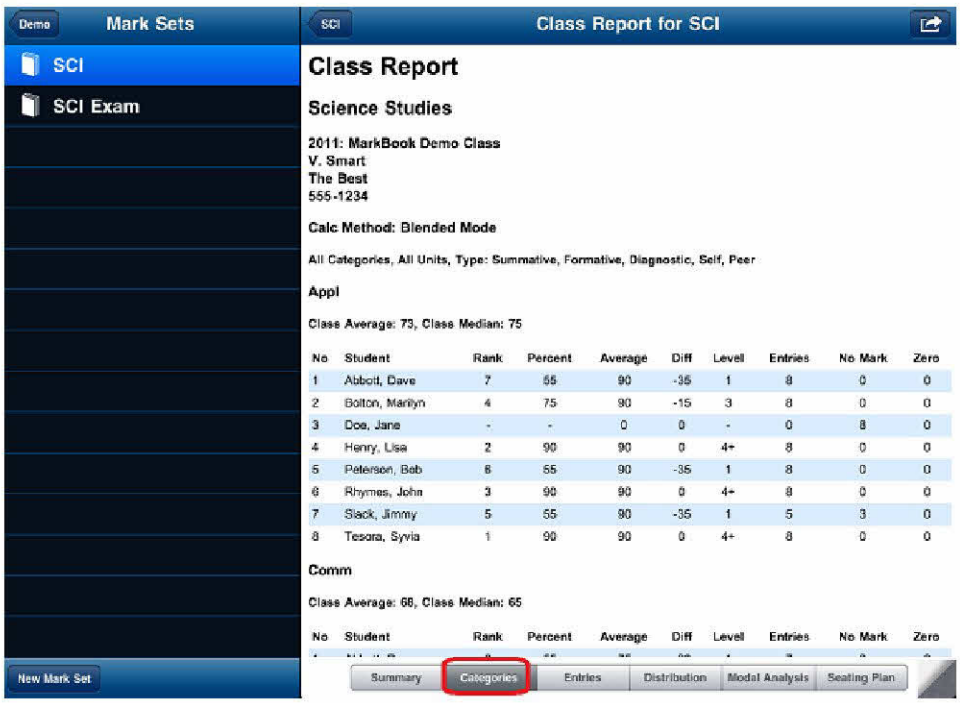


For each student, their **Rank**, **Percent**, **Class Average** (adjusted for No Mark entries), **Diff** (comparison to the adjusted class average), **Symbol** equivalent of the mark (Level/Grade), number of **No Marks** and **Zeros** are shown.

(e) **Class Report > Category**:

If necessary, **TAP** on the "**Category**" button at the bottom of the Class Report screen.

This is similar to the Summary report but results are grouped by Category.

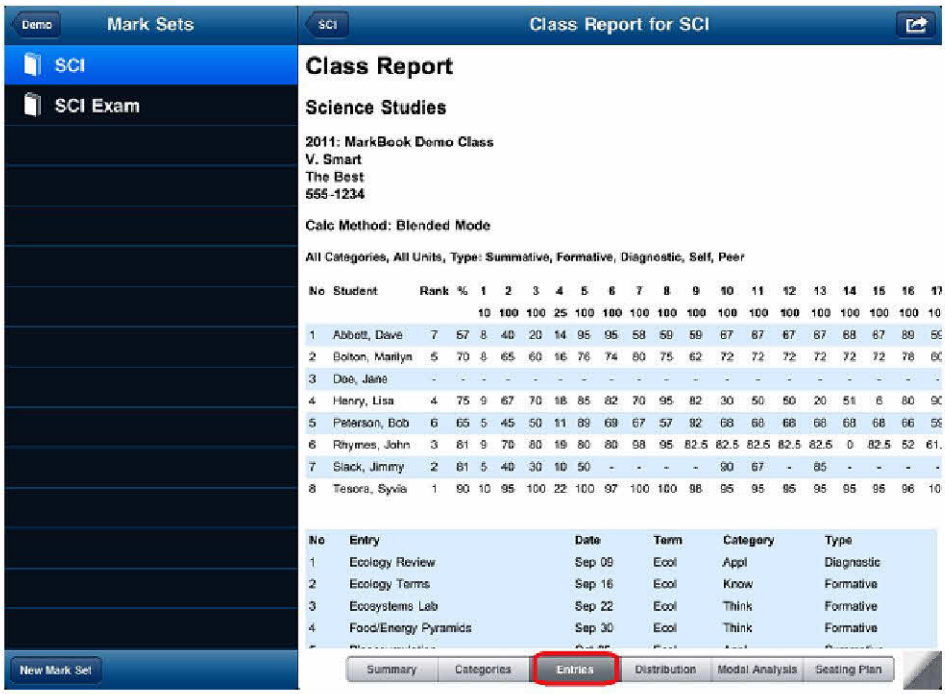


(f) **Class Report > Entries**:

If necessary, **TAP** on the "**Entries**" button at the bottom of the Class Report screen.

This shows the actual mark for each student in each entry. The column headings show entry numbers and associated "Out Of" values

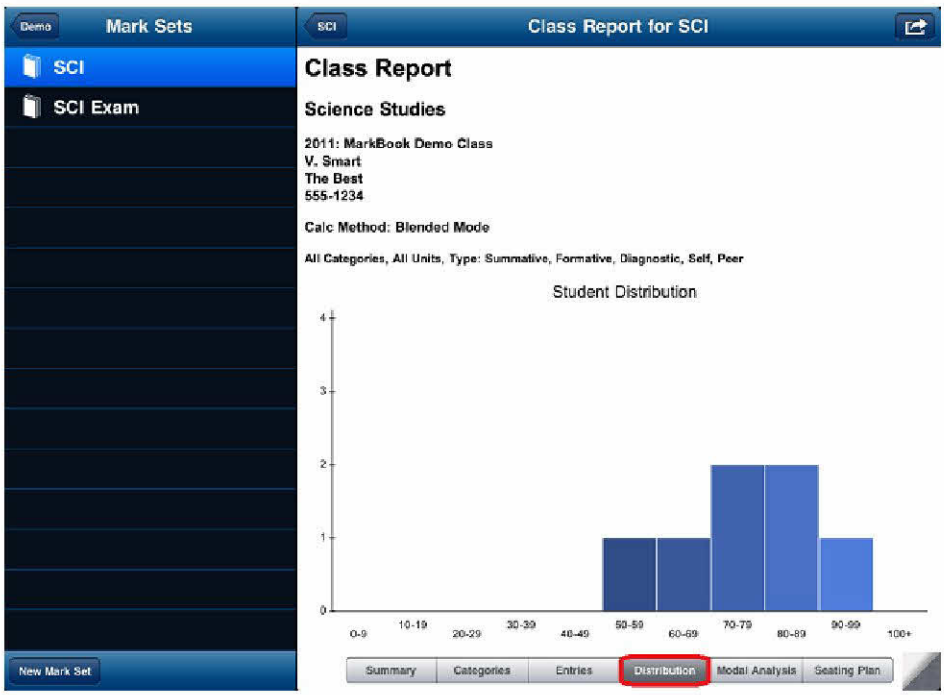
The **Title**, **Date**, **Block**, **Category** and **Type** of each entry are listed in the lower section.



(g) **Class Report > Distribution**:

If necessary, **TAP** on the "**Distribution**" button at the bottom of the Class Report screen.

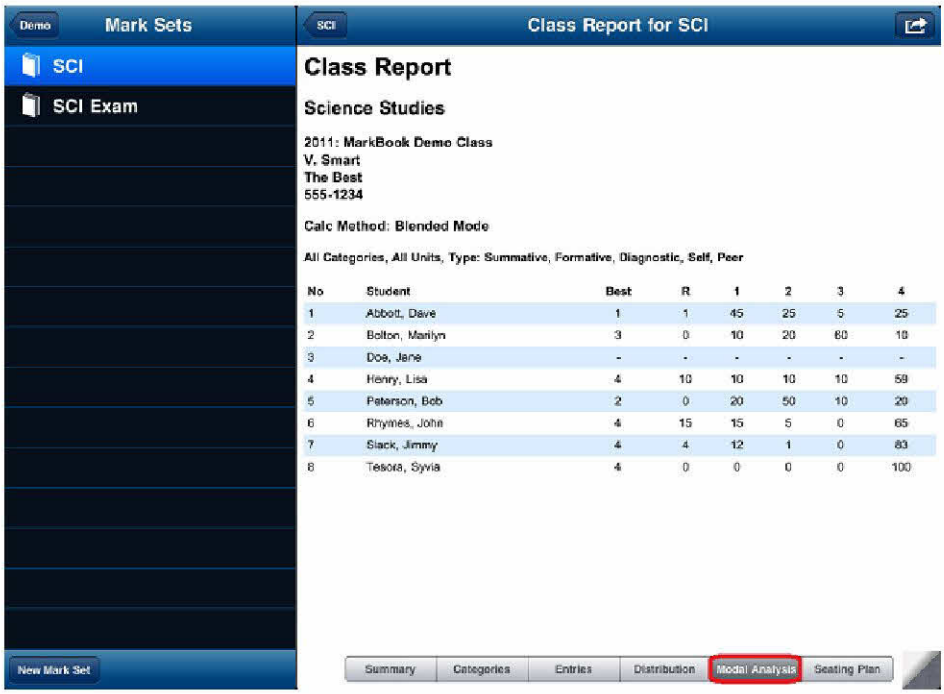
This shows the distribution of overall marks as percents in the class



(h) **Class Report > Modal Analysis**:

If necessary, **TAP** on the "**Modal Analysis**" button at the bottom of the Class Report screen.

This shows the weight of entries within each Mode Level for each student. The Level with the greatest weight is the Mode (Best) or Most Consistent Level of Achievement.



No	Student	Best	R	1	2	3	4
1	Abbott, Dave	1	1	45	25	5	25
2	Bolton, Marilyn	3	0	10	20	60	10
3	Doe, Jane	-	-	-	-	-	-
4	Henry, Lisa	4	10	10	10	10	59
5	Peterson, Bob	2	0	20	50	10	20
6	Rhymes, John	4	15	15	5	0	65
7	Slack, Jimmy	4	4	12	1	0	83
8	Tesora, Syvia	4	0	0	0	0	100

(i) **Class Report > Seating**:

If necessary, **TAP** on the "**Seating Plan**" button at the bottom of the Class Report screen.

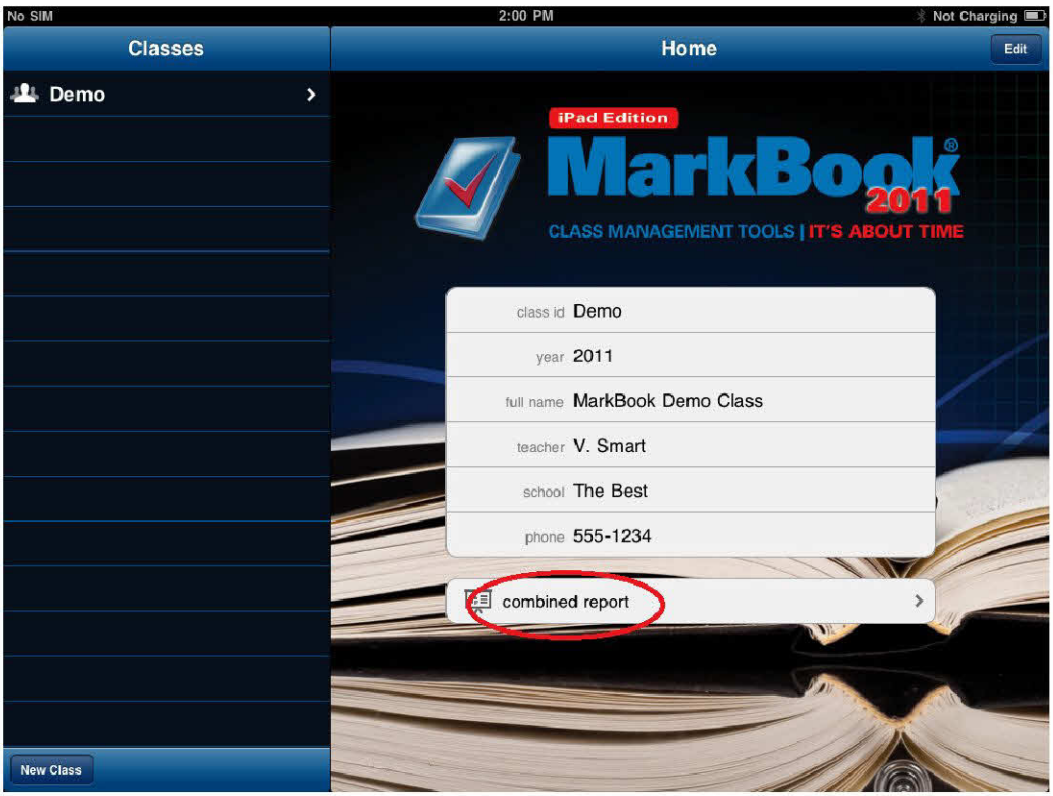
- If you have set up a seating plan for this Mark Set, this section displays the allocation of overall marks according to where students are located in the class

C) COMBINED REPORTS

Combined Reports "Combine" the results of all Mark Sets according to their weights as assigned on the Mark Set form.

(a) Accessing Combined Reports:

To access the Combined Reports screen **TAP** "**classes**" in the upper left-hand corner of the "**Home**" screen or swipe to the left or right across the "**Home**" screen until the desired class is found, then, **TAP** on "**combined report**".



(b) Combined Reports > Heading:

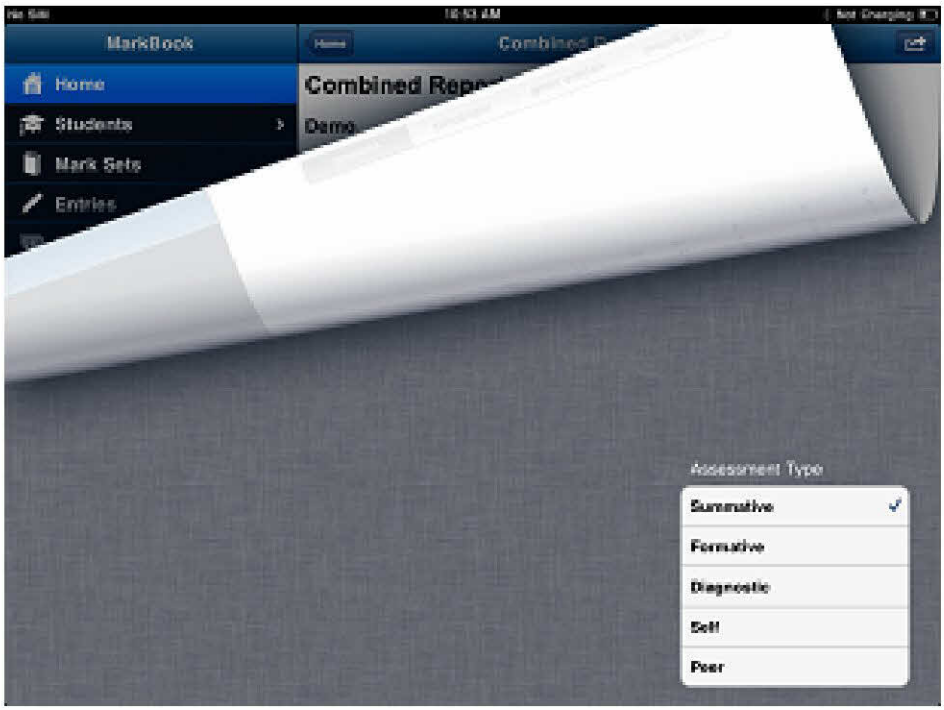
The top of the Combined Report page shows the **Class Average**, **Class Median**, and current **Filtering Options**

(c) Combined Reports > Filtering

Filtering by Type may be applied in this Report. Entries must be in the selected Type(s) in order to be included. As long as one Type is selected, any combination is acceptable. . This filter setting is applied to all Mark Sets for this Report.

All calculations and displays are adjusted accordingly.

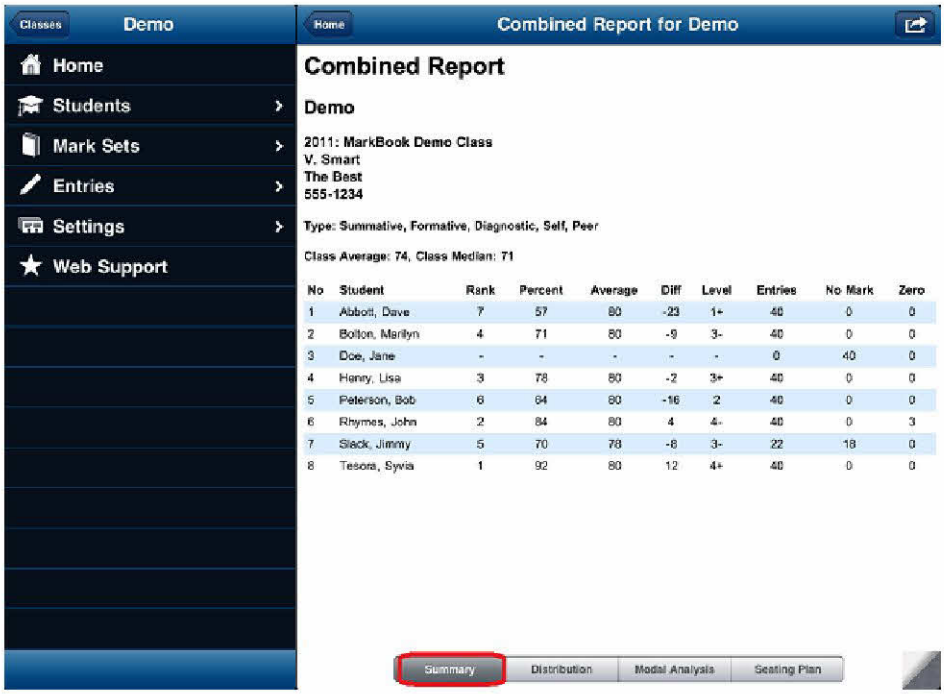
Filtering is accessed by **TAPPING** on the page curl in the lower right corner of this Report



(d) **Combined Reports > Summary**:

If necessary, **TAP** on the "**Summary**" button at the bottom of the Combined Report screen.

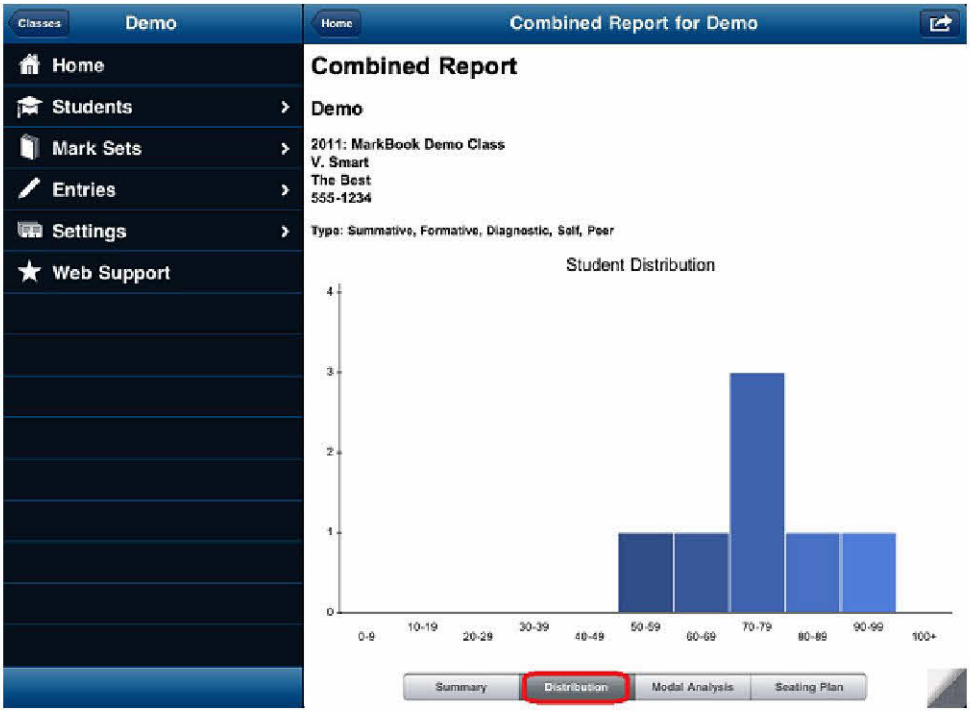
For each student, their **Rank**, **Percent**, **Class Average Diff** (comparison to the class average), **Symbol** equivalent of the mark (Level/Grade), number of **Entries**, **No Marks** and **Zeros** across all Sets are shown.



(e) **Combined Reports > Distribution**:

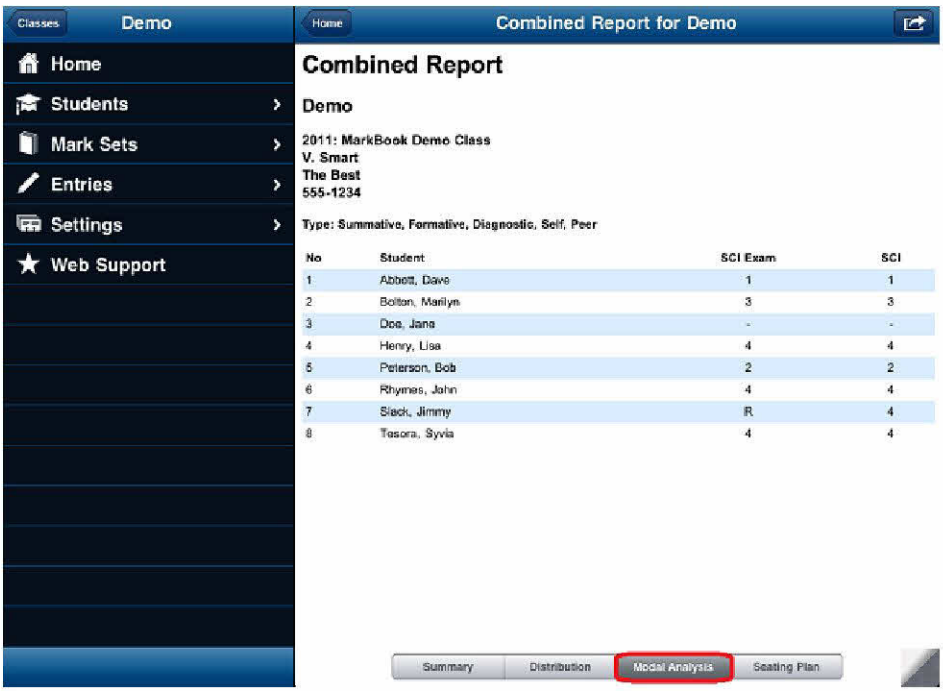
If necessary, **TAP** on the "**Distribution**" button at the bottom of the Combined Report screen.

This shows the distribution of overall marks (combined) as percents in the class.



(f) **Combined Reports > Modal Analysis**:

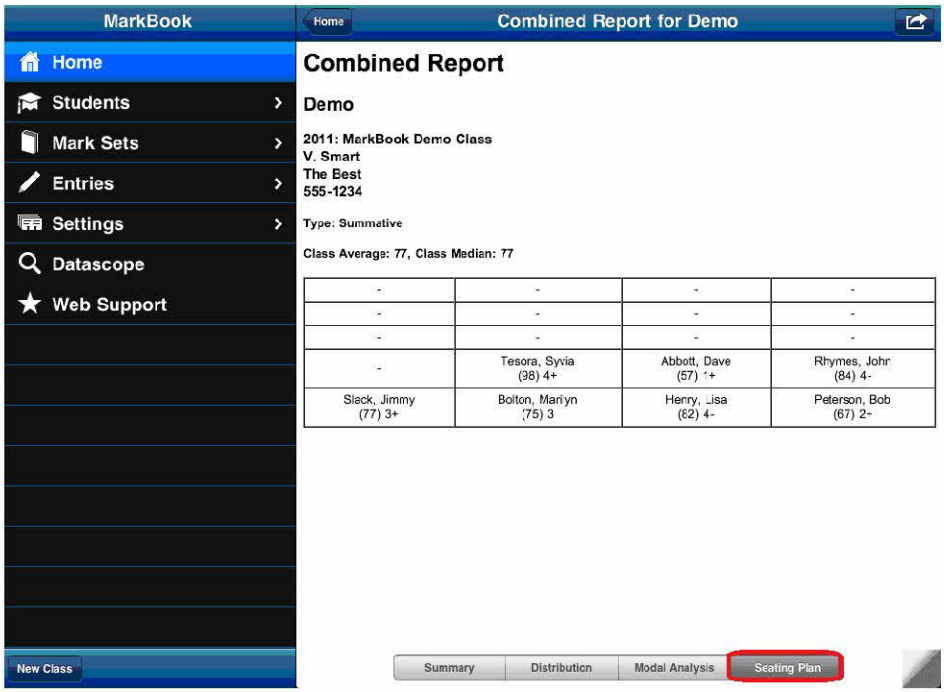
TAP Modal Analsis to reveal the Mode (most consisitent Level of achievement) for each student in each Mark Set .



(g) **Combined Reports >** Seating Plan:

If necessary, **TAP** on the "**Seating Plan**" button at the bottom of the Combined Report screen.

This shows distribution of marks according to where students are located in the class.



10. EXPORTING MARKS and ATTENDANCE

MarkBook® iPad Edition (**MB iPad**) allows you to export entries (marks) and attendance from the iPad to your MarkBook Windows Edition ("**MB Win**") on your PC. Entries in MB Win, may be added, updated or replaced by your MB iPad entries; attendance may added or updated.

Requirements:

a) **ALL** the students in the MB iPad class must be in the corresponding MB Win class. (There may be students in the MB Win class who are not in the MB iPad class but not the other way around);

b) Mark Set IDs ("**Short Code**" in MB Win) should be the same in both programs;

c) Category names in corresponding Mark Sets should be the same;

d) to use "**REPLACE ALL**", the first **4** characters of Category names in corresponding Mark Sets must match and MB Win must have **all** the categories that MB iPad does;

e) for calculated results in both programs to agree, calculation methods and Category weightings in corresponding Mark Sets must be the same;

f) if the Attendance feature is used, at some point a "Start" code must be entered for each student in the Attendance form in MB Win; and

g) "A" and "L" are the only Attendance codes used in MB IPad; MB Win does not use the Attendance remarks in MB IPad.

Creating the CSV File from MB iPad

1. Select the class on the Home screen

2. **TAP** on "**Settings > Export Entries**"

3. **TAP** on the "**export entries**" button.

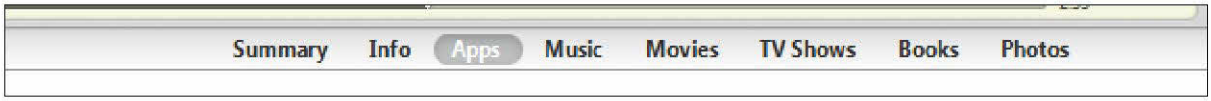
This creates a CSV file with entry and attendance data for all Mark Sets for the selected class. This file is placed in the MarkBook Documents folder that's accessible through iTunes. The name of the file is the "**class id**" plus "**_entries.csv**". (e.g. For the class "Demo", the file will be named "**Demo_entries.csv**").

COPYING the CSV FILE from iTUNES FILE SHARING to WINDOWS

The CSV file must be copied from the MarkBook Documents folder on the iPad to a path on Windows where MB Win has access.

a) Start iTunes and attach your iPad;

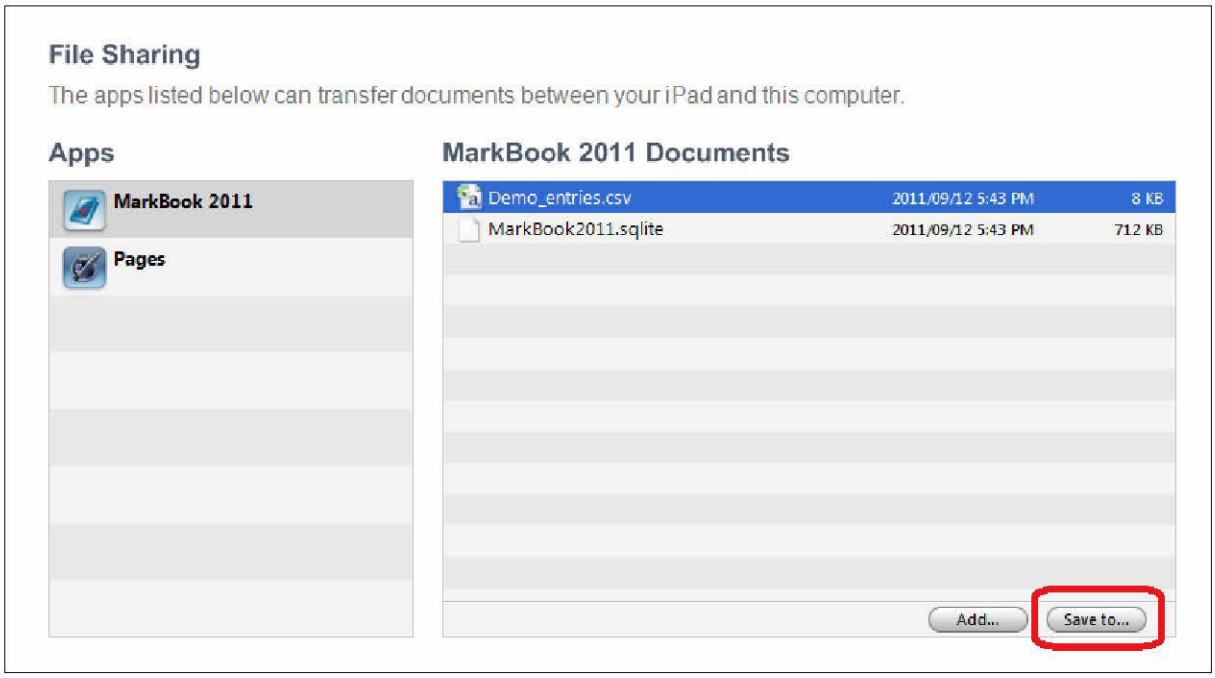
b) CLICK on your iPad's name under **Devices**; then, click on the **Apps** tab;



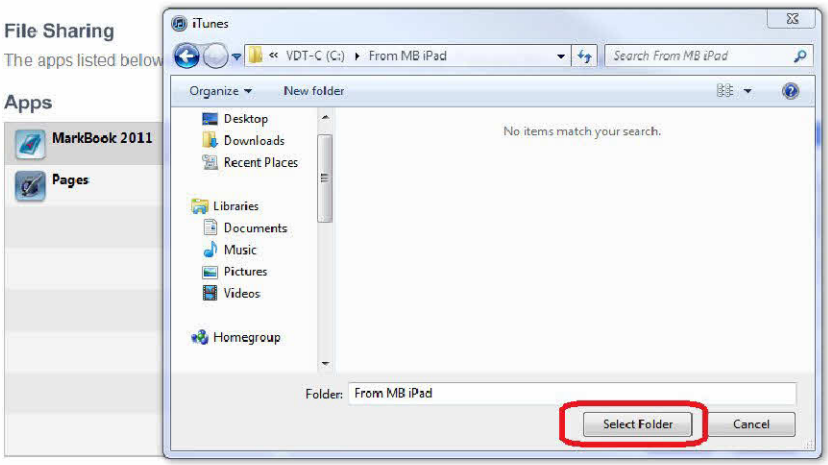
c) Slide down to the File Sharing section and CLICK on "**MarkBook**";

d) CLICK on the file created by MB iPad, in this case, **Demo_entries.csv**, enables the **Save to ...** button.

e) CLICK on that button to open a "**Save**" dialog box. If necessary, navigate to the folder where you want to save the file.



(f) When the "**Select Folder**" button is CLICKED, the file is saved to its destination folder.



In this example, the selected folder is called "**From MB iPad**" but it could be "My Documents", the MarkBook folder (c:\MkBk20xx) or any other folder that's accessible by MB Win.

It's also possible to drag the file from the iTunes File Sharing folder to any open folder on your desktop.

11. IMPORTING INTO MARKBOOK WINDOWS EDITION

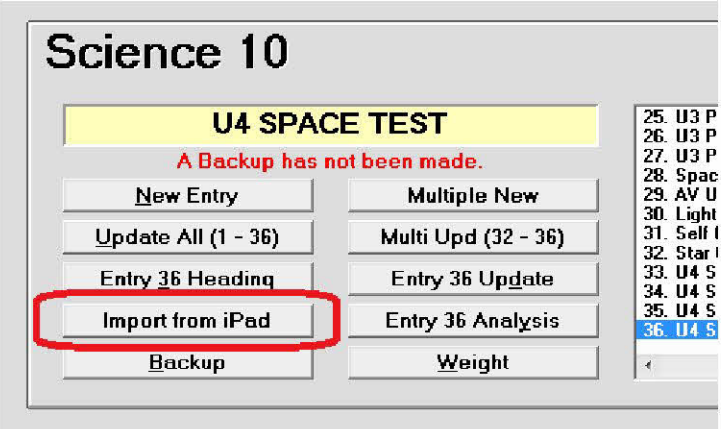
The following will provide direction to MB Win users who wish to import the information from their iPad to their Windows version of MarkBook Class Management Software.

It is assumed that the class already exists in MB Win and that all the students in the MB iPad class are also in the corresponding MB Win class. (Student numbers are used to determine this).

(a) Opening the MB iPad CSV File

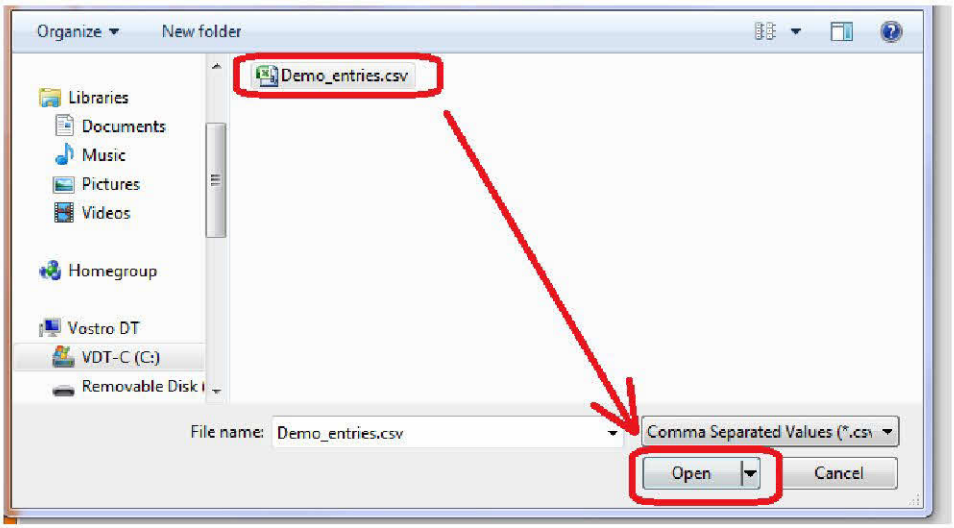
(1) Start MB Win and open the appropriate class. In this example, **Demo** from the **Samples** folder is being used.

(2) On the Main form, CLICK on the "**Import from iPad**" button (lower panel > left side)



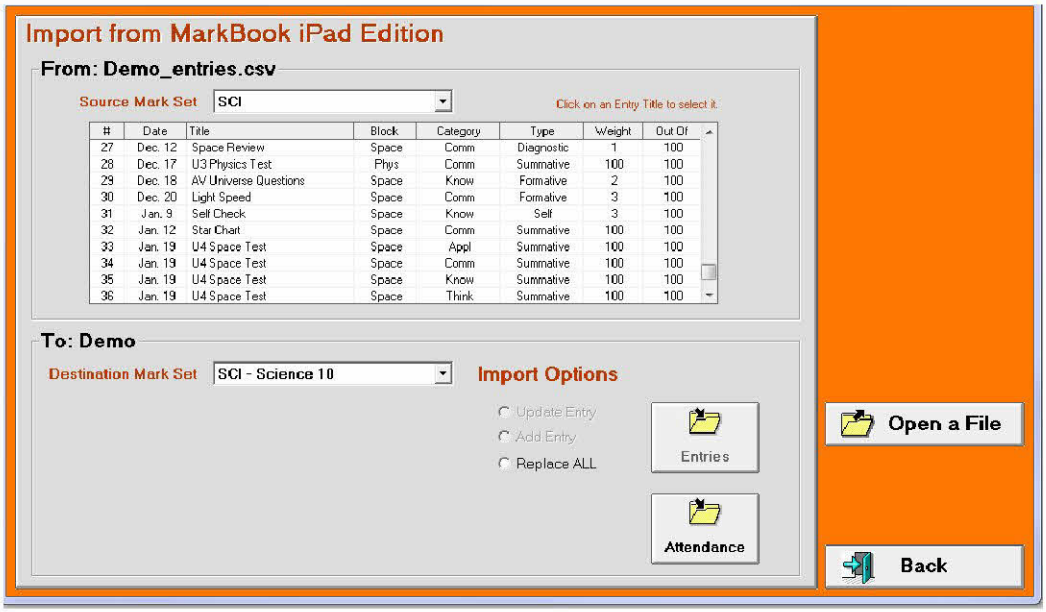
(3) The first time you click on this button, an "Open" dialog box will appear. Locate the CSV file that was copied from the MB iPad Documents folder. In this example it's '**Demo_entries.csv**' in the folder '**From MB iPad**"

(4) CLICK on the appropriate file (there may be several - one for each of your classes); then, CLICK on "**Open**"



(5) Once the file is verified, entries for a MB iPad Mark Set will be listed. **Demo_entries.csv**' has entries for 2 Sets (**SCI** and **SCI Exam**). In this screen shot only the 36 entries in **SCI** are listed.

(6) If there's an MB Win Mark Set with a matching ID, it will be automatically selected as the Destination Mark Set.



11. B. Importing Individual Entries

1. Click on a Title listed in the grid.

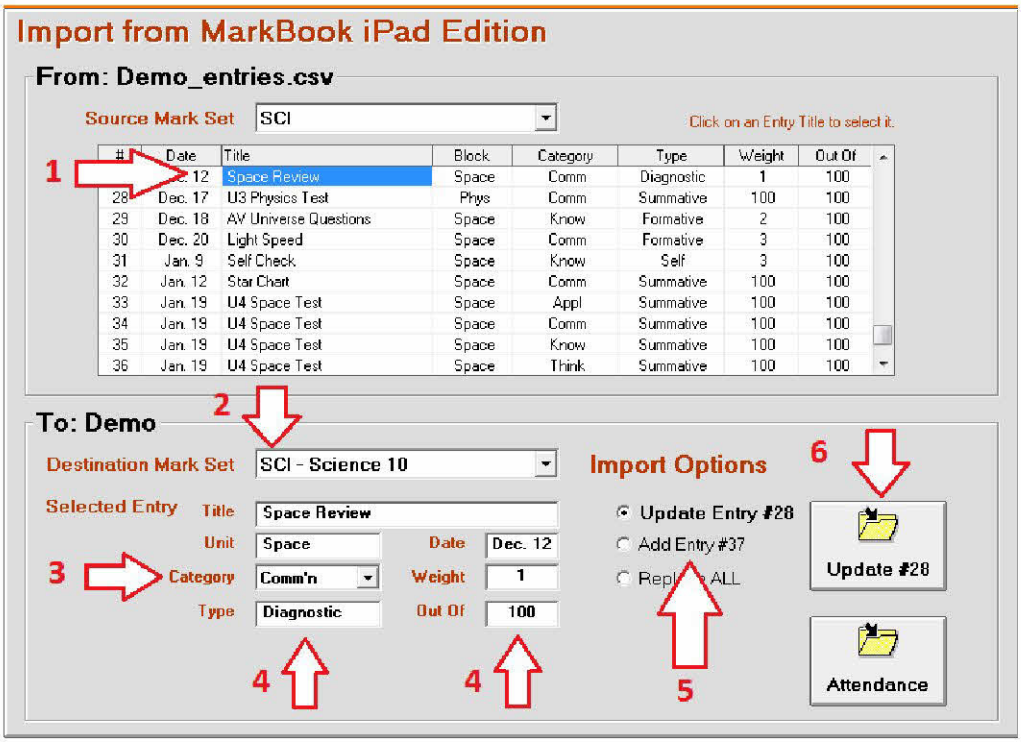
2. If the IDs of the Source (MB iPad) and Destination (MB Win) Mark Sets have the same first 4 characters, then the Destination Mark Set should be selected automatically. If not, you will have to select a Destination Set.

3. If the Category of the selected entry is one of the Categories in the MB Win Mark Set, it will be selected automatically, otherwise you will have to select the Destination category. Again, only the first 4 characters are required for a match.

4. The other fields of the selected entry are displayed but may not be edited

5. If the selected entry has the same **Title, Category** and **Block** (Unit, Term etc) as an existing entry in the Destination Mark Set, then the option to **Update** that entry is made available, otherwise the only option is to **Add** it as a new entry.

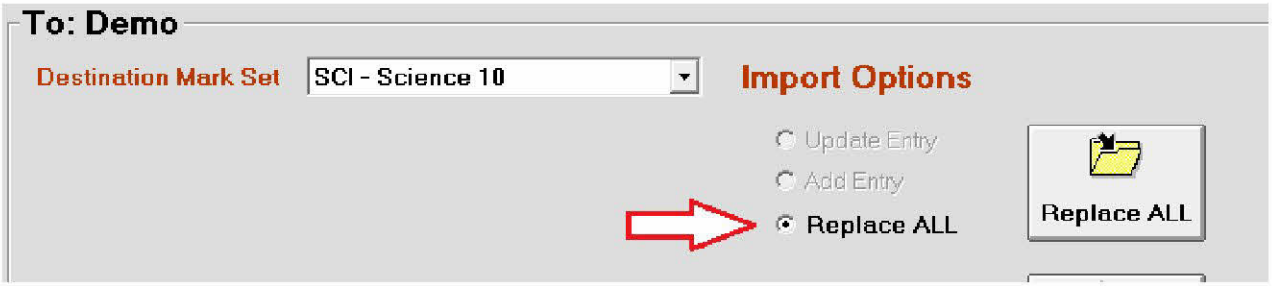
6. The caption on the upper button indicates what the program will do when that button is clicked.



11. C. Using "Replace All"

This option is available if **EVERY** entry in the Source Mark Set matches a category in the Destination Mark Set

If this option is selected, **EVERY** entry in the **Destination Mark Set** is **DELETED**, then **REPLACED** with **EVERY** entry in the **Source Mark Set**.



It is strongly recommended that a back up of your current files be made before using this option.

11. D. Importing Attendance

If you have entered attendance data in MB iPad, it may be imported into MB Win program by CLICKING on the **Attendance** button.

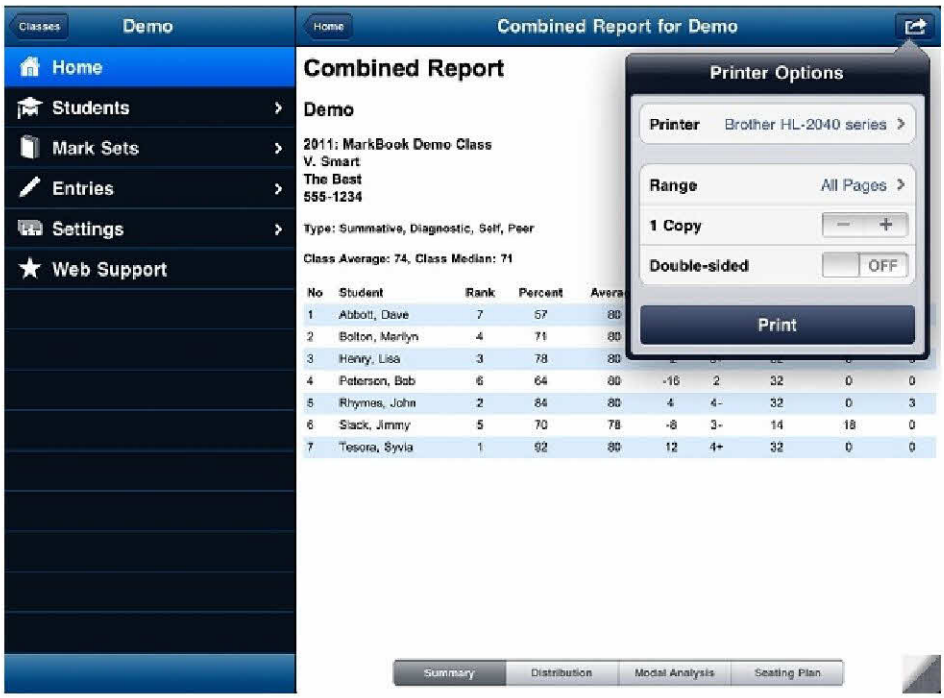
Requirements:

- Start Date codes must be entered in MB Win at some point. Otherwise, attendance calculations are not possible.
- The only codes imported from MB iPad are **A** (absent) and **L** (late/tardy)
- If codes (A, L) are switched for an existing 'event' in MB iPad those changes will be made in MB Win when the file is imported. However if an 'event' is deleted in MB iPad it will have to be manually deleted in MB Win.
- Remarks entered in MB iPad are not used in MB Win.
- If you have elected to keep separate attendance records for each Mark Set in MB Win, then attendance updates from the Source Mark Set will be applied only to the selected Destination Set.

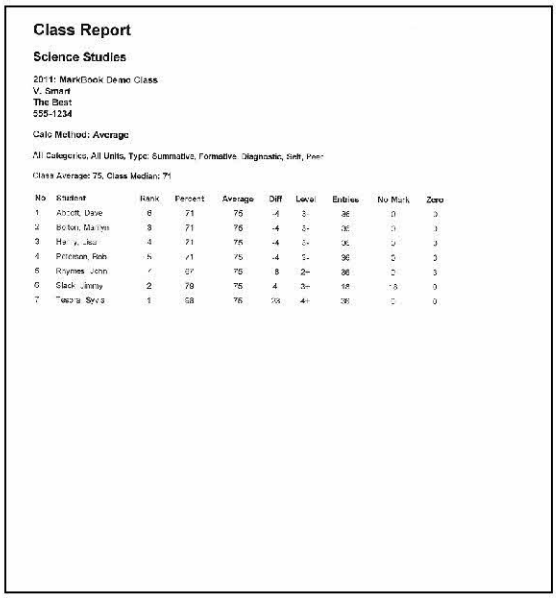
12. PRINTING

Print Student Reports, Class Reports or Seating Plans by selecting the icon in the upper right-hand corner of any of the foregoing screens.

TAP on this icon to reveal your printing options.



The following are some examples of various printed reports available from MarkBook iPad Edition.


Class Report

Science Studies

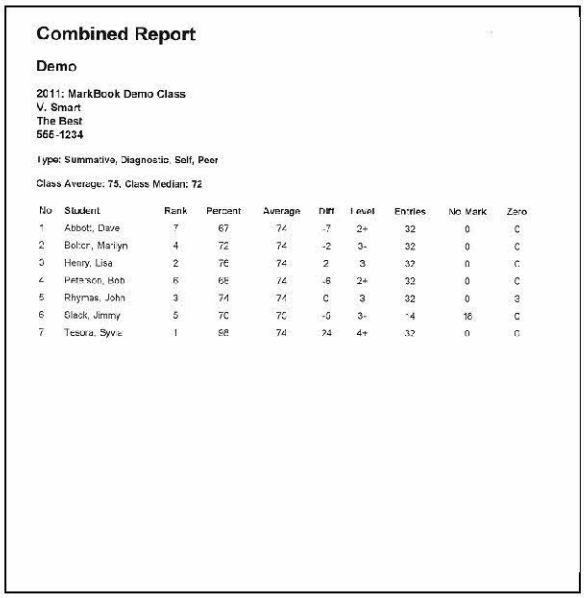
2011: MarkBook Demo Class
V. Smart
The Best
555-1234

Calc Method: Average

All Categories, All Units, Type: Summative, Formative, Diagnostic, Self, Peer

Class Average: 75, Class Median: 71

No	Student	Rank	Percent	Average	Diff	Level	Entries	No Mark	Zero
1	Abbott, Dave	6	71	75	-4	3-	36	0	0
2	Bolton, Marilyn	3	71	75	-4	3-	36	0	0
3	Henry, Lisa	4	71	75	-4	3-	36	0	0
4	Peterson, Bob	5	71	75	-4	3-	36	0	0
5	Rhymes, John	2	84	75	8	2+	36	0	3
6	Slack, Jimmy	2	78	75	4	3+	18	-8	0
7	Tesora, Sylvia	1	92	75	16	4+	36	0	0


Combined Report

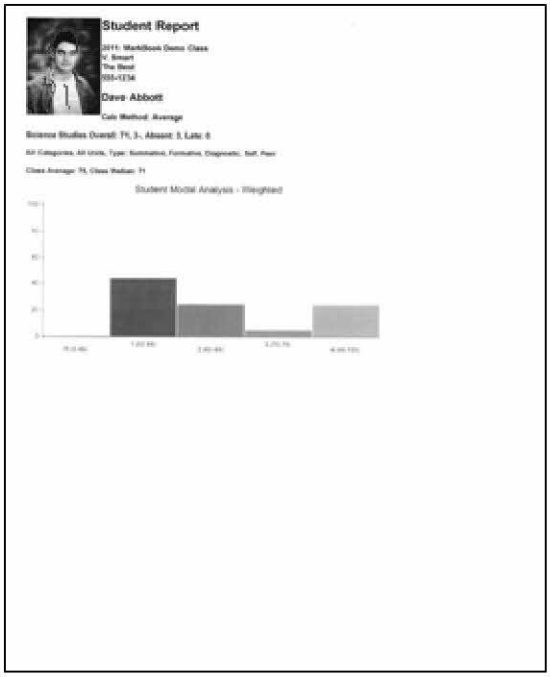
Demo

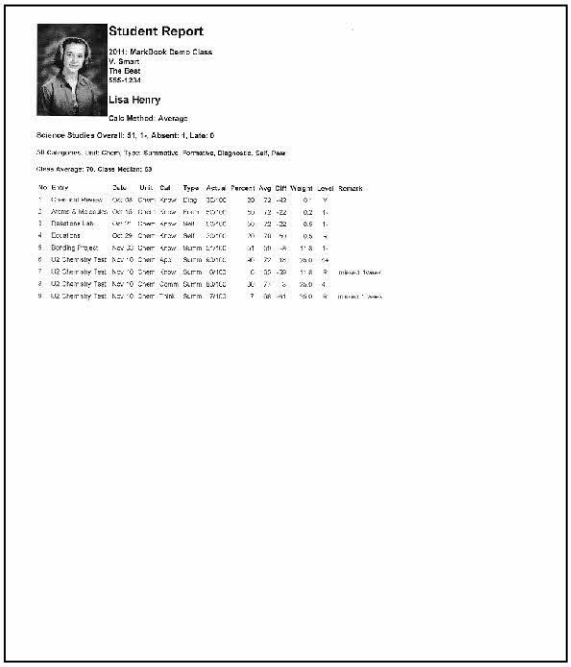
2011: MarkBook Demo Class
V. Smart
The Best
555-1234

Type: Summative, Diagnostic, Self, Peer

Class Average: 75, Class Median: 72

No	Student	Rank	Percent	Average	Diff	Level	Entries	No Mark	Zero
1	Abbott, Dave	7	67	74	-7	2+	32	0	0
2	Bolton, Marilyn	4	72	74	-2	3-	32	0	0
3	Henry, Lisa	2	76	74	2	3	32	0	0
4	Peterson, Bob	6	66	74	-8	2+	32	0	0
5	Rhymes, John	3	74	74	0	3	32	0	3
6	Slack, Jimmy	5	70	70	-4	3-	14	18	0
7	Tesora, Sylvia	1	98	74	24	4+	32	0	0





IMPROVING MARKBOOK® FOR THE iPAD

We are always looking for ways in which to improve our products. At the moment, MarkBook for the iPad does not have all of the features found in our regular MarkBook programs. We expect that MarkBook for iPad will continue to evolve with each new release as we enhance and add ore features.

Your suggestions and input are always welcome.

Email us at support@markbook.com

Asylum SOFTWARE inc.

APPENDIX 1

As previously noted, in this App all calculations are done using entry marks as percents.

Each entry is assigned to a Category and has a weight value that determines how much it contributes to its category (e.g. an entry with a weight of 4 counts 4 times as much as one with a weight of 1).

Except for "**Entry Weight**" calculations, you must enter a weight for each Category you create.

Average - Entry Wt.

- To find the average of weighted entries, their values (as a %) are first multiplied by their weights. The sum of these calculations is then divided by the total of the weights.

Average - Cat Wt.

- First, the weighted average of each Category is determined separately; then those results are combined according to the weights of the Categories.

Median - Entry Wt

- To find the weighted median, the list is sorted by value; then, starting at the top (or bottom) weight factors are added until the sum is 50% or greater. This is the mid-point, by weight, of the marks so the mark at that point is the Weighted Median.

Median - Cat Wt

- The weight factors used consider entry weight along with the weight of the category that entry is in.

Mode (most consistent)

- The weighted Mode is the Level (range of marks) where the sum of the weight factors is the greatest.

Blended Mode

- The Weighted Mode of each Category is determined and converted to a percent equivalent (the mid-point of the "winning" Level). Those results are then "Blended" (averaged) according the weights of the Categories.

Blended Median

- The Weighted Median of each Category is calculated and then those results are then "Blended" (averaged) according the weights of the Categories.

Mark Sets

These are completely independent sets of marks associated with the same class. Each Set has its own entries, categories, calculation method and so on. In MB WIN, each set may be setup for a subset of the class but this isn't a feature in MB iPad
Some examples of how they may be used.

- A Set for each Term or Semester
- A Set for each subject a teacher may teach to the same class
- A Set for Term work and a Set for Exam and other "final" assignments

In MB iPad, the "Weight" on the Mark Set page is the weight of the Set in a Combined Report. It's used to determine the overall mark on that report ONLY the one accessible through the Mark Sets form.

Combined Report

This report "Combines" the results of all Mark Sets according to their weights as assigned on the Mark Set form. It is a class report in that it shows results for all students in the class but the term "Class Report" should only be used when referring to the one accessible through the Mark Sets form.

Class Report

- This is accessible through Mark Sets and shows results for the class for a single Mark Set.
- Results in this report match those in Student Report. Student Report is more detailed

Types of Assessments

Summative

- The type of assessment designed to see what a student has learned / understands after receiving instruction. Exams, Unit Tests, ISUs and so on are examples
- This type of assessment would be included in the calculation of final marks

Diagnostic

- An assignment designed to find out what a student already knows before instruction starts. This may be used to adjust teaching strategy and lesson content
- This type of assessment would not likely be included in the calculation of final marks

Formative

- Assessments designed to help the student learn a concept. Lack of success on this kind of assessment would be used to help the student gain understanding
- This type of assessment would not likely be included in the calculation of final marks.

Self

- Assessments where the student self-evaluates.
- This type of assessment might be used in the calculation of final marks. If it is, it would not likely be heavily weighted

Peer

- Assessments where the student is evaluated by other students.
- This type of assessment might be used in the calculation of final marks. If it is, it would not likely be heavily weighted