

# MarkBook iPad Edition - Exporting to MarkBook Windows Edition

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## INTRODUCTION

This feature lets you export entry and attendance data from MarkBook iPad Edition (MB iPad) to MarkBook Windows Edition (MB Win). In MB Win, entries may be added, updated or replaced. A separate Comma Separated Values (CSV) file is used for each class.

### Requirements:

1. **ALL** the students in the MB iPad class list must be in the MB Win class list. There may be students in the MB Win list who are not in the MB iPad list but not the other way around.
  2. Mark Set IDs ('Short Code' in MB Win) should be the same in both programs.
  3. Category names in corresponding Mark Sets should be the same.
  4. To use the "Replace ALL" feature, in corresponding Mark Sets, Category names must match\* and MB Win must have all the categories in MB iPad.
  5. The calculation method in corresponding Mark Sets must be the same.
  6. Schemes used for Mode calculations must be the same in both programs.
  7. 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.
  8. "A" and "L" are the only Attendance codes used in MB iPad; MB Win does not use the Attendance remarks in MB iPad.
- A 'match' requires that up to the first four characters be the same. This is not case sensitive.

## 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.



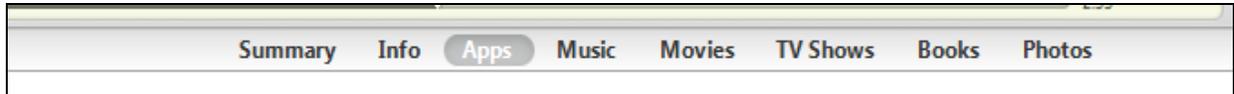
This creates a CSV file with entry and attendance data for all Mark Sets for the selected class. This file is placed in the MarkBook Documents folder that's accessible through iTunes. The name of the file is the 'class id' plus '\_entries.csv'. (e.g. For the class 'Demo', the file will be named 'Demo\_entries.csv').

# MarkBook iPad Edition - Exporting to MarkBook Windows Edition

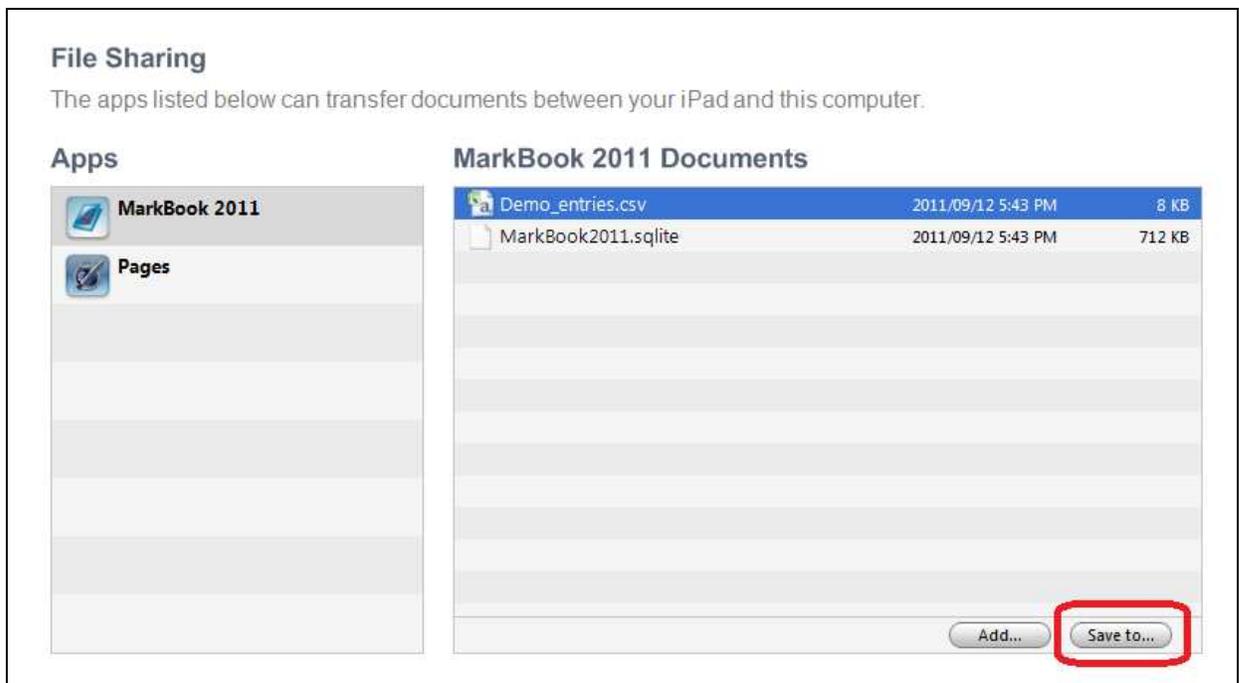
## COPYING THE CSV FILE FROM iTUNES FILE SHARING to WINDOWS

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

1. Start iTunes and attach your iPad.
2. Click on your iPad's name under Devices; then, click on the Apps tab

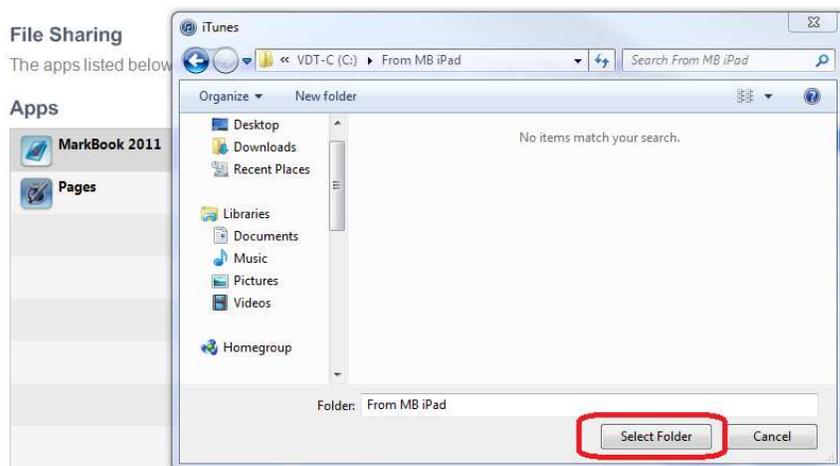


3. Slide down to the File Sharing section and click on **MarkBook**
4. Clicking on the file created by MB iPad, in this case, **Demo\_entries.csv**, enables the **Save to ...** button.
5. Clicking on that button opens a 'Save' dialog box. If necessary, navigate to the folder where you want to save the file.



## MarkBook iPad Edition - Exporting to MarkBook Windows Edition

- When the “Select Folder” button is clicked the file is saved.



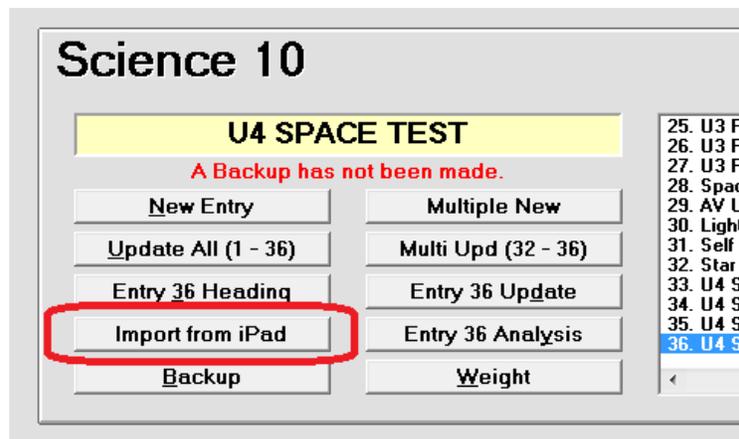
In this example, the selected folder is called “From MB iPad” but it could be “My Documents”, the MarkBook folder (c:\MkBk20xx) or any other folder that’s accessible by MB Win.

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

### IMPORTING ENTRIES TO MB Win

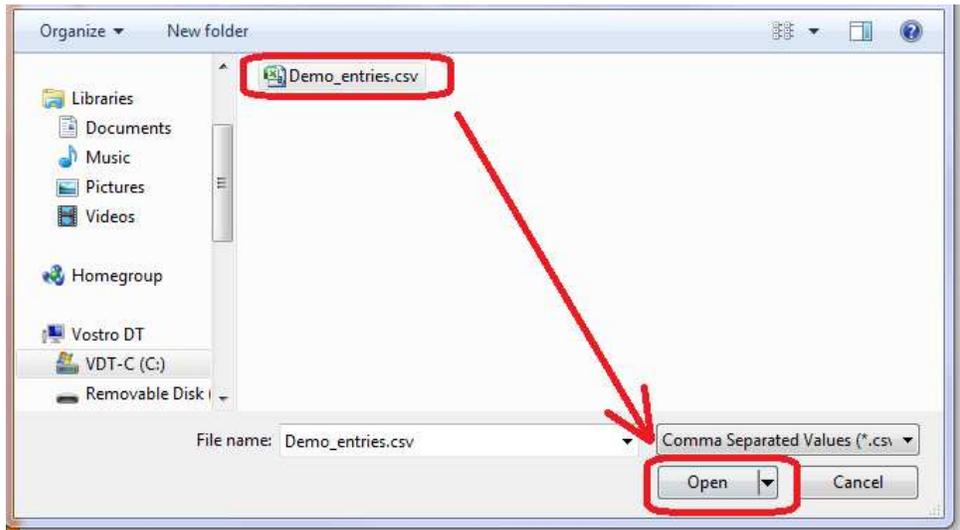
It is assumed that the class already exists in MB Win and that all the students in the MB iPad class are also in the corresponding MB Win class. (Student numbers are used to determine this).

- Start MB Win and open the appropriate class. In this example, Demo from the Samples folder is being used.
- On the Main form, click on the “Import from iPad” button (lower panel > left side)



## MarkBook iPad Edition - Exporting to MarkBook Windows Edition

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.

**Import from MarkBook iPad Edition**

From: Demo\_entries.csv

Source Mark Set: SCI Click on an Entry Title to select it.

#	Date	Title	Block	Category	Type	Weight	Out Of
27	Dec. 12	Space Review	Space	Comm	Diagnostic	1	100
28	Dec. 17	U3 Physics Test	Phys	Comm	Summative	100	100
29	Dec. 18	AV Universe Questions	Space	Know	Formative	2	100
30	Dec. 20	Light Speed	Space	Comm	Formative	3	100
31	Jan. 9	Self Check	Space	Know	Self	3	100
32	Jan. 12	Star Chart	Space	Comm	Summative	100	100
33	Jan. 19	U4 Space Test	Space	Appl	Summative	100	100
34	Jan. 19	U4 Space Test	Space	Comm	Summative	100	100
35	Jan. 19	U4 Space Test	Space	Know	Summative	100	100
36	Jan. 19	U4 Space Test	Space	Think	Summative	100	100

To: Demo

Destination Mark Set: SCI - Science 10

**Import Options**

Update Entry

Add Entry

Replace ALL

Entries

Attendance

Open a File

Back

# MarkBook iPad Edition - Exporting to MarkBook Windows Edition

## IMPORTING INDIVIDUAL ENTRIES

1. Click on a Title listed in the grid.
2. If the IDs of the Source (iPad) and Destination (Win) Mark Sets match\*, 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 matches\* one of the Categories in the MB Win Mark Set, it will be selected automatically, otherwise you will have to select the Destination category.
4. The other fields of the selected entry are displayed but may not be edited
5. If the selected entry has the exactly 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 the button is clicked.

**Import from MarkBook iPad Edition**

From: Demo\_entries.csv

Source Mark Set: SCI

Click on an Entry Title to select it.

#	Date	Title	Block	Category	Type	Weight	Out Of
1	Dec. 12	Space Review	Space	Comm	Diagnostic	1	100
28	Dec. 17	U3 Physics Test	Phys	Comm	Summative	100	100
29	Dec. 18	AV Universe Questions	Space	Know	Formative	2	100
30	Dec. 20	Light Speed	Space	Comm	Formative	3	100
31	Jan. 9	Self Check	Space	Know	Self	3	100
32	Jan. 12	Star Chart	Space	Comm	Summative	100	100
33	Jan. 19	U4 Space Test	Space	Appl	Summative	100	100
34	Jan. 19	U4 Space Test	Space	Comm	Summative	100	100
35	Jan. 19	U4 Space Test	Space	Know	Summative	100	100
36	Jan. 19	U4 Space Test	Space	Think	Summative	100	100

To: Demo

Destination Mark Set: SCI - Science 10

Selected Entry

Title	Space Review
Unit	Space
Category	Comm'n
Type	Diagnostic
Date	Dec. 12
Weight	1
Out Of	100

Import Options

Update Entry #28

Add Entry #37

Replace ALL

Update #28

Attendance

- A 'match' requires that up to the first four characters be the same. This is not case sensitive.

## MarkBook iPad Edition - Exporting to MarkBook Windows Edition

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### 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.



**To: Demo**

Destination Mark Set: SCI - Science 10

**Import Options**

Update Entry

Add Entry

Replace ALL

Replace ALL

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

### IMPORTING ATTENDANCE

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

Some things to keep in mind

- 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)
- In an existing event, if the codes (A, L) are switched in MB iPad, those changes will be made in MB Win too. However 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 selected to keep separate attendance records for each Mark Set in MB Win, then attendance updates will be applied to the selected Destination Set only.