

Maplewood connectEd Teacher's Guide



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Achievement

Achievement Overview

The Achievement options provide a location in which to enter and store students' marks and comments, which can then appear directly on your student's report cards.

1. Class Achievement
2. Class Markbooks
3. Copy Markbooks
4. Class Comments by Group
5. Individual Student
6. Report Card Details
7. My Comments
8. Report Card Spell Checker
9. Search for missing marks/comments (Ontario Only)
10. Ontario Provincial Report Cards (Ontario Only)
11. Achievement Reports
12. Standardized School-Wide Assessments
13. Print Report Cards



General Guidelines when using the Maplewood connectEd Achievement section:

- Since each teacher and school may have very different mark and comment requirements, there are a number of different options for inputting this information. By becoming familiar with each of these options, you may find the method that best suits your requirements.
- **When a teacher saves, a new form is presented on the screen saying Processing Information, please wait. Once the page has been refreshed, the form will disappear. While this program is processing, it is important not to touch any keys, to maintain data integrity.**

In preparation for report cards, the school office has set up the following information for your classes:

- which terms and topics you need to report on for each of your classes.
- which topics require marks to be entered and whether to accept numbers or letters or both. Allowable letter grades are defined by the school and can vary between terms/topics.

*When the school office prevents mark entry, the box will be greyed out.



Note: The order of the menu options differs between elementary and secondary schools, but the functionality is the same. Ontario Provincial Report Cards and Search for missing marks/comments are only available to Ontario schools.

****Be sure to save regularly to prevent automatic disconnection from the network and loss of current work.****

Achievement Reports

From the Achievement menu, choose Achievement Reports. There are several options to choose from to get the desired report. The function will remember the settings from the last time it was accessed by the user. Please note, a PDF viewer must be installed on the local machine in order to view these reports. Select Homerooms/Class. Select a range of classes or an individual class/homeroom (select same class in both the First and Last boxes). Then select Report Information (highlighted in yellow below):

- Class Summary will generate a report that shows the report card marks for the selected terms and topics.
- Markbook Summary will generate a report that will show the markbook template and marks in a specific terms and topic.

Class Summary

Achievement Reports

Select Homerooms/Classes
☐ Homeroom ☒ Class

First: FSF1Da Mr. Hurd
 Last: FSF1Db Mr. Hurd

Print Options
☐ One Student Per Page
☐ Include Weight
☐ Include Denominator
☒ Include Decimals at the Term Level
☐ Include Deleted Students
☒ Include Final Term
☐ Replace Student Name With...

Report Information
☒ Class Summary ☐ Markbook Summary

Terms	All	None
S1 First	<input checked="" type="checkbox"/>	
S1 Final	<input checked="" type="checkbox"/>	
S2 First	<input type="checkbox"/>	
S2 Final	<input type="checkbox"/>	

Topics	All	None
Grade	<input checked="" type="checkbox"/>	
Interview Requested	<input checked="" type="checkbox"/>	
Learning Skills and Work Habits (9-12)	<input checked="" type="checkbox"/>	
Responsibility	<input checked="" type="checkbox"/>	
Organization	<input checked="" type="checkbox"/>	
Independent Work	<input checked="" type="checkbox"/>	
Collaboration	<input checked="" type="checkbox"/>	
Initiative	<input checked="" type="checkbox"/>	
Self-Regulation	<input checked="" type="checkbox"/>	

Class Summary Print Options - allows you to customize how little or much information will appear on the report.

- One Student Per Page – allows individual reports for all of the selected students to be generated.
- Include Class Average and Include Comments become available when this option is selected
- Include Weight – includes all term and topic weights on the report.
- Include Denominator – includes all term and topic denominators on the report.
- Include Decimals at the Term Level – when the accumulated mark calculates or has been entered with decimals, they will appear on the report.
- Include Deleted Students – will include deleted students on the report.
- Include Final Term – includes a Final Term column on the report.
- Replace Student Name With... - select either the students' Maplewood Number or Ministry Number. The report will print the selected number on the report instead of the students' names.



Please note, the options “One Student Per Page” and “Replace Student Name With ...” are exclusive of one another.

Sample of report output using selections from above screenshot:

Class Summary Report

Course Name: Core French
Course Code: FSF1Da
Teacher: Hurd, Izaac

	S1 First							
Student Name	Final Term	Term Mark	Grade	Interview Requested	Learning Skills and Work Habits (9-12)	Responsibility	Organization	Independent Work
Ballantyne, Heather	78.615	W	W	Y		E	S	N
Burnouf, Willem (Bill)	84	W	W	Y		G	E	S
Bzdel, Nina	75.545	W	W	Y		N	G	E
Clarke, Ocean	77.091	W	W	Y		S	N	G
Doderai, Justine	85.273	W	W	N		E	S	N
Given, Chloe	88.364	W	W	Y		G	E	S
Golz, Matthew	80.727	W	W	N		N	G	E
Huxley, Chelsea	81.636	W	W	Y		S	N	G

The blue columns indicate a top-level (master) topic, meaning a topic that is not a subtopic

(either a topic like Grade that is by itself or a topic like Learning Skills that has subtopics of its own). The subtopic columns are white.

Markbook Summary

The screenshot shows the 'Achievement Reports' window. Under 'Select Homerooms/Classes', 'Homeroom' is unselected and 'Class' is selected. Below this, 'First:' is set to 'FSF1Da Mr. Hurd' and 'Last:' is set to 'FSF1Db Mr. Hurd'. In the 'Report Information' section, 'Class Summary' is unselected and 'Markbook Summary' is selected. 'Term:' is set to 'S1 Final' and 'Topic:' is set to 'Grade'. There are 'View' and 'Cancel' buttons. The 'Print Options' section contains several checkboxes: 'One Student Per Page' (unchecked), 'Include Weight' (checked), 'Include Denominator' (checked), 'Include Decimals at the Term Level' (checked), 'Include Deleted Students' (unchecked), 'Include Final Term' (unchecked), 'Replace Student Name With...' (unchecked), 'Include Date' (checked), 'Include Assessment Type' (unchecked), 'Include Item % Total Mark' (unchecked), 'Include Published Only' (unchecked), and 'Show mark as percentage value' (unchecked).

Markbook Summary Print Options - allows you to customize how little or much information will appear on the report.

One Student Per Page – allows individual reports for all of the selected students to be generated.

- Include Class Average and Include Comments become available when this option is selected
- Include Weight – includes all category and item weights on the report.
- Include Denominator – includes all category and item denominators on the report.
- Include Decimals at the Term Level – when the term mark calculates or has been entered with decimals, they will appear on the report.
- Include Deleted Students – includes deleted students on the report.
- Include Final Term – includes a Final Term column on the report.
- Replace Student Name With... - select either the students' Maplewood Number or Ministry Number. The report will print the selected number on the report instead of the students' names.
- Include Date – includes category and item dates on the report.
- Include Assessment Type – includes item assessment types on the report.
- Include Item % Total Mark – includes the percentage each item is worth, towards the final mark. This only applies to items, not categories. The value is calculated to two decimal places.
- Include Published Only – excludes unpublished categories and items on the report.
- Show Mark as percentage value – converts all item marks to a percentage on the report.



Please note, the options “One Student Per Page” and “Replace Student Name With ...” are exclusive of one another.

Sample of report using selections from above screenshot:

Markbook Summary Report

Course Name: Core French
Course Code: FSF1Da
Teacher: Hurd, Izaac

Term: S1 Final Topic/Subtopic: Grade

Student Name	Term Mark	Attitude and Effort (8/23/2011) 30 - /100	Term One (4/19/2012) 10 - /100	Fitness Level (8/23/2011) 20 - /100	Term One (4/19/2012) 10 - /100	Workout Levels (8/23/2011) 5 - /100	Term One (4/19/2012) 10 - /100	Test 4 (7/18/2012) 10 - /100	Le Passe Compose (8/28/2012) 10 - /50
Ballantyne, Heather	76.615	90	90	69	69	80	80	50	25
Burnout, Willem (Bill)	84	84	84	85	85	90	90		
Bzdel, Nina	75.545	84	84	63	63	75	75		
Clarke, Ocean	77.091	85	85	67	67	70	70		
Doderai, Justine	85.273	86	86	94	94	96	96		
Given, China	88.384	84	84	87	87	80	80		

The blue column indicates the selected topic. The turquoise columns are the categories and the white columns are the items.

Markbooks

Markbooks Overview

Within the Achievement area of Maplewood connectEd, teachers can set up and record assessments using Class Markbooks. Class Markbooks gives teachers the opportunity to track assessments that can then calculate to the report card. Tools are also available within Class Markbooks that show class and student marks statistics based on the assessment information that has been entered.

Class Markbooks and Individual Markbooks

The markbook can be viewed under the Achievement menu of Maplewood connectEd in either the Class Markbook or Individual Markbook View.

Automatic Saving and the Session Timeout

In Class and Individual Markbook marks are saved to the database as soon as the cell is exited so you do not need to click on Save. You may also notice that this automatic saving also causes the Session Timeout to reset each and every time a mark is entered (and the cell is exited).

Definition of Markbook Terminology:

Categories are subsections of the reporting topic/subtopic as set up by the office. For example, on the ministry report card it prints a grade, but as a teacher you break that down into different areas, these would be Categories (e.g. Knowledge, Information, Communication, Application and Exam).

Items are elements of an above-defined Category. For example, as a teacher you would like to further break down your evaluation for the Category of Application to show the results of Test 1, Test 2, Quiz and Essay independently. These would be Items of the Category Application.

Denominator: This is the “out of” number, which by default is set to 100. This is the number of available marks for an item, or the expression written below the line in a common fraction that indicates the number of parts into which one whole is divided. For example, rather than having to convert 20/25 to a mark of 80, simply have the denominator for an Item set to 25 and enter the marks out of 25. The system will then make the appropriate calculations. The Denominator gives teachers the ability to record raw marks, rather than having to do calculations into percentages. Unless tied directly to the weight, (to be explained later) the denominator has no relation to the importance/weight of an Item.

Tip: If the Category's Denominators are set to 100, the mark in this column will be represented as a percentage.

Weight: All Categories and Items by default are given a weight of 10. Weights need to be defined for each Category and each Item created. Category weights work as a ratio/percentage against other weighted Categories in a markbook. Item weights also work as a ratio/percentage against other weighted items within a Category. For example, all Category weights could be set to have a weight of 10, which makes all categories worth the same value towards the markbook topic, or they could be set to numbers that total 100 (ie. Knowledge 25, Inquiry 15, Communication 15, Application 15, Exam 30 =100). Item weights work in the same manner as Category weights. Weights do not need to add up to 100 for either Categories or Items, but they can be setup as such, if this gives the desired result for the grade.

Giving an Item a weight of zero (0) will cause that item not to be calculated into the Category at all. Similarly, a Category with a weight of zero (0) will not be calculated into the term mark.

General Markbook Rules and Where to Begin

A markbook can have any number of categories with any number of items underneath, and a category must exist before you can add items. It is not recommended to enter marks directly into a category, but to add items under the category and enter marks into items only.

Overrides can be entered into markbooks, and will be used as part of the topic mark calculation. Please refer to the Entering Overrides section in the Markbook Manuals.

Marks cannot be entered into an item whose date is after the term end date. The item will appear locked (greyed out) and a mouse-over will appear indicating:

Mark entry is disabled because the category/item date is after the term end date.

Class Markbooks

Using the Header:

The Header frame allows the user to define what they see in the Class Markbook screen. These settings are saved for each user.

Teacher:	Hurd, Izaac (Mr.)	Term:	S1 First (Sep 3 to Nov 15)	From:	2013-09-03
Class:	HZT4Ua - Philosophy: Questions ar	Topic:	All	To:	2014-04-17

Teacher: Teachers will only have their own name in the list.

Class: Will list the selected teacher's classes. Only one class at a time can be selected.

Term: Choices will be the terms that are selected for the selected class. Again only one term can be selected at a time.

Topic: One topic or All topics can be selected for viewing. Please note to print the markbook you must have only one topic selected.

From Date: Items and categories from this date and after will be displayed.

To Date: Items and categories up to and including this date will be displayed.

Markbook Options



The Markbook Options icon will bring up a list of options available:

Markbook Options

General Options

Layout: Items within categories

Assessment Type: (show all)

- ☒ Show deleted students
- ☒ Tab Vertically
- ☒ Skip categories and topics when tabbing
- ☒ Display letter grade box
- ☒ Show Markbook Comments
- ☒ Show All Categories Regardless of Date
- ☒ List Reportable Classes Only
- ☐ Display Letter Grade Colour Coding
- ☒ Show Mark Statistics
 - ☒ Mean (average)
 - ☒ Median (middle)
 - ☐ Mode (highest occurrence)
 - ☒ Standard Deviation (dispersion from mean)
 - ☒ Highlight low marks (based on std. dev.)

Selected Class/Homeroom Options

Category Name Filter:

Item Name Filter:

The General Options apply to any class/homeroom that is subsequently selected.

Layout:

- **Items within categories:** The default view. This will display the items grouped under their categories.
- **Items then categories:** Items will be displayed at the left, and the categories towards the right.
- **Items only:** Categories are excluded.
- **Categories only:** Items are excluded.

Assessment Type: Show All, Diagnostic, Formative or Summative.

Show deleted students: Will include students who have dropped the class or who have an enrolment status of Deleted.

Tab Vertically: Toggle the mark-entry method between vertical tabbing and horizontal. Note, using the arrow keys is not affected by this setting.

Skip categories and topics when tabbing: Allows the user to quickly enter marks into items only.

Display letter grade box: Toggles the letter grade box on or off.

Show Markbook Comments: Allows the user to enter comments per markbook category or item.

Show All Categories Regardless of Date: Allows all Categories to display even if they are outside the selected date range.

List Reportable Classes Only: Will exclude classes with the Reportable checkbox unchecked.

Display Letter Grade Colour Coding: If the office has set up colours for the letter grades, the cells and their text will be displayed in the defined colour scheme.

Show Mark Statistics

Use the following options to select 3 of 4 statistical calculations:

- Mean (average)
- Median (middle)
- Mode (highest occurrence)
- Standard Deviation (dispersion from mean)

Highlight low marks (based on std. dev.): the marking cell will be highlighted by a blue outline if the mark is lower than the mean minus the standard deviation.

Selected Class/Homeroom Options

These settings apply only to the selected class or homeroom.

Use the Category Name Filter and Item Name Filter to narrow down which categories and items view on the screen. These fields accept all manner of wildcard characters. For more information, please see [Filtering Items and Categories](#).

Adding or Editing a Category

To add a new Category, click the title of the topic (e.g., Grade) and choose Add new Category.

Menu > Achievement > Class Markbooks

Teacher:	Hurd, Izaac (Mr.)	Term:	S1 First (
Class:	HZT4Ua - Philosophy: Questions ar	Topic:	All

Topic	Grade	Knowledge/Understandi	Allegory
Sub Topic			
Category			
Item			
Date			Sep 18
Assessment Type			Formative
Denominator Weight		100 30	10 10
Mean Median Std.Dev.	73 73 8	72 71 15	7 8 2
Allen, Madison (Mady)	89.496	95.455	10
Anderson, Amanda	82.952	100	10

To edit an existing Category, click the Category title and choose Edit.

> Menu > Achievement > Class Markbooks (HZT4Ua - Philosophy: Questions

Teacher:	Hurd, Izaac (Mr.)	Term:	S1 First (Sep 3 to Nov
Class:	HZT4Ua - Philosophy: Questions ar	Topic:	All

Topic	Grade	Knowledge/Understandi	Allegory
Sub Topic			
Category			
Item			
Date			Sep 18
Assessment Type			Formative
Denominator Weight		100 30	10 10
Mean Median Std.Dev.	73 73 8	72 71 15	7 8 2
Allen, Madison (Mady)	86.996	95.455	10
Anderson, Amanda	82.952	100	10

The edit category screen will appear offering the following fields/options:

Edit My Markbook

Edit Category: Knowledge/Understanding

☐ Include markbook entry for all students

Name:

Date:

Denominator: ☐ Set the Weight to be the same as the Denominator

Weight:

Letter Grade Entry:

Publish: ☒

Description:

Student	Grade	Include	Exclude
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input checked="" type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input checked="" type="radio"/>
Cotterill, Andrea	11	<input checked="" type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input checked="" type="radio"/>
Gariepy, Emily	11	<input checked="" type="radio"/>	<input type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input checked="" type="radio"/>
Matlock, Shane	11	<input checked="" type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input checked="" type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input checked="" type="radio"/>
Pilon, Kyle	11	<input type="radio"/>	<input checked="" type="radio"/>

- Name** - enter the name of the category. The name must be unique within the Topic.
- Date** - select the desired date (usually the current date or the first day of the semester or term).
- Denominator (see explanation in introduction)**. By default the denominator is set to 100. Enter the desired denominator for the category. If you want the weight and the denominator to be the same, after you have entered the desired weight place a check in the box that reads "Set the Weight to be the same as the Denominator".
- Weight** (see explanation in introduction) – Enter the desired weight for this category. By default, the weight is set to 10. Teachers can choose to have the weight of the categories determined by the sum of the item denominators, if this will give you the results you desire, place a check in the box that reads "Determine weight based on the sum of the item denominators". Any new items added would change the weight of the category. When this option is used no entry is required in the weight field.
- Letter Grade Entry** – this selection determines what types of mark are to appear in this category (letter grades, numeric grades or both). Choose the desired selection or leave the default (this list is populated by your school's administration).
- Publish** – only published categories will be available for viewing through the Maplewood connectEd Parent/Student site. All categories are set to be published by default. Teachers have the ability to choose to print only Published items and categories through the Achievement Reports area. This will allow teachers to quickly disable the viewing of Category and all of its items. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the Category name if not published.



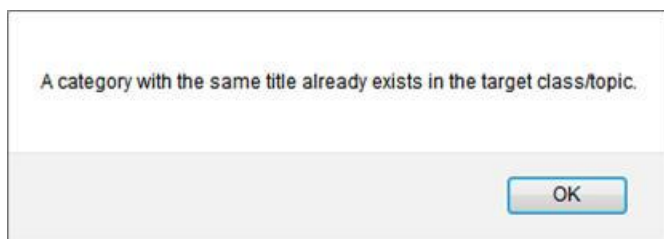
Notes:

- If a Category is not published, Items underneath it will not be published even if they are marked as published.

- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.

7. **Description** – (optional) teachers can enter a short description if desired.
8. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that category. Excluding a student from a category automatically excludes them from all items (existing or newly created) under that category.
9. **Copy button** (Available in Edit mode only, not Add New Category) - Use the Copy button to copy this category to another topic within this class, or to another class entirely. Copying the category will automatically copy all items underneath it.

Note: This function will not allow you to copy a category with a name that already exists. The following message will appear:



Once this information has been specified, there are several options (buttons) to choose from:

Save & Add New Category - save the information and add another new Category.

Save & Add New Item - save the information and add a new Item under this Category.

Save & Add Homework – used to add homework information to the Category (usually used for Items).

Save & Go Back – new Category is saved and return to the previous page.

Cancel – new Category will not be saved and return to the previous page.

Adding or Editing an Item

To add a new item, click the Category title and select Add Markbook Item.

> Menu > Achievement > Class Markbooks (HZT4Ua - Philosophy: Questions

Teacher: Hurd, Izaac (Mr.) Term: S1 First (Sep 3 to Nov
 Class: HZT4Ua - Philosophy: Questions ar Topic: All

Topic	Grade	Knowledge/Understanding	Application	Analysis
Sub Topic				
Category				
Item				
Date		Sep 18	Sep 18	
Assessment Type		Formative	Diagnostic	
Denominator Weight		100 30	10 10	15 0
Mean Median Std.Dev.	73 73 8	72 71 15	7 8 2	11 11
Allen, Madison (Mady)	86.996	95.455	10	13
Anderson, Amanda	82.952	100	10	15

To edit an existing Item, click the item title and you will be automatically brought to the item Edit screen.

> Menu > Achievement > Class Markbooks > Enter Markbooks > Add/Edit My Markbook

Edit My Markbook

Please note you cannot delete this entry from the markbook, because achievement has already been reported on it. To delete this item you will have to contact the office.

☐ Include markbook entry for all students

Edit Item: test

Copy

Name: Right Triangle
 Category: Knowledge/Understanding
 Date: 10/10/2013
 Denominator: 100 ☐ Set the Weight to be the same as the Denominator
 Weight: 2
 Letter Grade: Conventional
 Entry: Summative
 Assessment Type: Summative
 Publish: ☒
 Description:

Save & Add Homework

Save & Go Back

Cancel

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input type="radio"/>	<input checked="" type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input type="radio"/>
Matlock, Shane	11	<input type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input checked="" type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input checked="" type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input checked="" type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input checked="" type="radio"/>

The edit item screen will appear offering the following fields/options:

1. **Name** - enter the name of the item (Right Triangle).

2. **Category** - select the category to which this Item belongs. In this example, Right Triangle is part of Knowledge.
3. **Date** - select the expected due date of the item.
4. **Denominator** (see term explanation in introduction) – enter the denominator of the item. If you want the weight and the denominator to be the same, after you have entered the desired weight place a check in the box that reads “Set the Weight to be the same as the Denominator”.
5. **Weight** (see term explanation in introduction) – enter the desired weight for the item.
6. **Letter Grade Entry** - this selection determines what types of mark are to appear in this item (Numeric Only, or one of the defined Letter Grade Groups). This list is populated by your school's administration.
7. **Assessment Types** -
 - **Diagnostic** - This type of assessment can help you identify your students' current knowledge of a subject, their skill sets and capabilities, and to clarify misconceptions before teaching takes place. Knowing students' strengths and weaknesses can help you better plan what to teach and how to teach it. Types of Diagnostic Assessments include Pre-tests, Self-assessments, Discussion board responses, Interviews.
 - **Formative** - Formative assessment provides feedback and information during the instructional process, while learning is taking place, and while learning is occurring. Formative assessment measures student **progress** but it can also assess your own progress as an instructor.
 - **Summative** - Summative is the default option in this dropdown box and will likely be used most often. Summative marks should be included in the mark calculation. Summative assessment takes place after the learning has been completed and provides information and feedback that sums up the teaching and learning process. Typically, no more formal learning is taking place at this stage, other than incidental learning which might take place through the completion of projects and assignments. Rubrics, often developed around a set of standards or expectations, can be used for summative assessment. Rubrics can be given to students before they begin working on a particular project so they know what is a primary focus of formative assessment is to identify areas that may need improvement.

Note: Maplewood does not force a zero into the weight field when Formative or Diagnostic is chosen, but prompts you to change the weight to zero. Every item with a value above zero in the weight field will be included in the mark calculation regardless of the selected Assessment Type.

8. **Publish** - only published items will be available for viewing through the Maplewood connectEd Parent/Student site. All items are set to be published by default. Teachers have the ability to choose to print only published items and categories through the Achievement Reports area. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the item name if not published.



Notes:

- If a Category is not published, Items underneath it will not be published even if they are marked as published.

- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.

9. **Description** – (optional) teachers can enter a short description if desired.
10. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that item.
11. **Copy button** - (Available in Edit mode only, not Add New Item) - Use the Copy button to copy this item to another category within this topic, to another topic within this class, or to another class entirely.

Note: This function will not allow you to copy an item with a name that already exists. The following message will appear:



Once this information has been specified, there are several options (buttons) to choose from:

1. **Save & Add New Item** - save the information and add a new Item under this Category.
2. **Save & Add Homework** – used to add homework information to the Category (usually used for Items).
3. **Save & Go Back** – new Category is saved and return to the previous page.
4. **Cancel** – new Category will not be saved and return to the previous page.

Entering Marks in Class Markbooks

Once a Class Markbook has been set up with Categories and Items, marks can now be recorded for students.

IMPORTANT: Marks entered into Class Markbooks are automatically saved into the system. There is no save button required to save recorded marks in Class Markbooks.






Notes

The following illustrates the mark field differences:

- The Grade Mark field will list the overall mark of the Categories and Items, based on the assigned weights and reporting terms. The Grade field will populate on the Ontario Report Card mid-term and final mark fields in Maplewood. A Teacher can edit the calculated mark from Class Markbooks in Maplewood ConnectEd.
- A Category's mark field can be used for mark entry. The Category marks for each student will be calculated automatically if the Items are associated with the Category. The Category's mark field calculated mark can be overridden by the user.

Open Class Markbooks for the required class.

Teacher: Markell, Chantal (Mrs.)	Term: S2 Final (Apr 14 to Jun 30)	From: 2014-01-31	 
Class: ENG3U1d - ENGLISH GR 11 UNIV PRI	Topic: Grade	To: 2014-08-21	
			
Topic	Grade		

Ensure the proper calendar date filters are selected so the categories and items appear in the Class Markbooks main screen.

Click into a mark field and enter marks using the keyboard number keys. Marks entered are automatically saved in Class Markbooks.

Teacher:	Markell, Chantal (Mrs.)	Term:	S2 Final (Apr 14 to Jun 30)		From:	2014-
Class:	ENG3U1d - ENGLISH GR 11 UNIV PRI	Topic:	Grade		To:	2014-
Topic	Grade					
Sub Topic						
Category ▼	Application					
Item			Poetry	2 Poetry	P3	Chp 3
Date			May 13	May 13	May 13	May 13
Assessment Type			Summative	Diagnostic	Summative	Summative
Denominator Weight	100 15		4 10	4 0	100 10	20 10
Mean Median Mode	66 72 83	66 72 83	2 3 3	3 3 3	70 70 --	17 18 18
Betournay-Kuhn, Ruben	78.125	81.25	3	2	N/A	17.5
Boisvenue, Morgan	68.333	68.333	2	3	75	16
Cameron, Brenna	82.5	82.5	3	2	N/A	18
Delage, Danielle	75	75	3	1	N/A	15
Freeman, Caitlin	82.5	82.5	3	3	N/A	18
Hicks, Benjamin	25	25	1	3	N/A	
Kehoe, Heather	65	65			65	
Laidlaw, Hilary	50	50	2		N/A	

Continue until all marks are entered.





Note: You can use the tab key to navigate vertically or horizontally to the next grade column to enter a mark.

Editing Marks in Class Markbooks

Item marks can be edited at any time within Class Markbooks.





Open Class Markbooks for the required class.

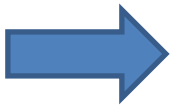
Teacher: Markell, Chantal (Mrs.)	Term: S2 Final (Apr 14 to Jun 30)	From: 2014-01-31	 
Class: ENG3U1d - ENGLISH GR 11 UNIV PRI	Topic: Grade	To: 2014-08-21	
Done			





Topic	Grade
--------------	-------

Ensure the proper calendar date filters are selected so the categories and items appear in the Class Markbooks main screen.


Click into a mark field and edit marks using the keyboard number keys. Marks entered are automatically saved in Class Markbooks.

Application	
Poetry	
May 13	
Summative	
100 15	4 10
66 72 83 	2 3 3 
81.25 	3 



Application	
Poetry	
May 13	
Summative	
100 15	4 10
66 72 83 	2 3 3 
82 	4 

Printing the Markbook

Clicking the Print icon  will print the markbook with the selections that have been made (Class, Term, Topic, date ranges, filters, other options). You can only print one topic at a time, so if you have "All" topics selected, this error message will be generated:

Print Markbook 
Please select a specific markbook (topic) to print.

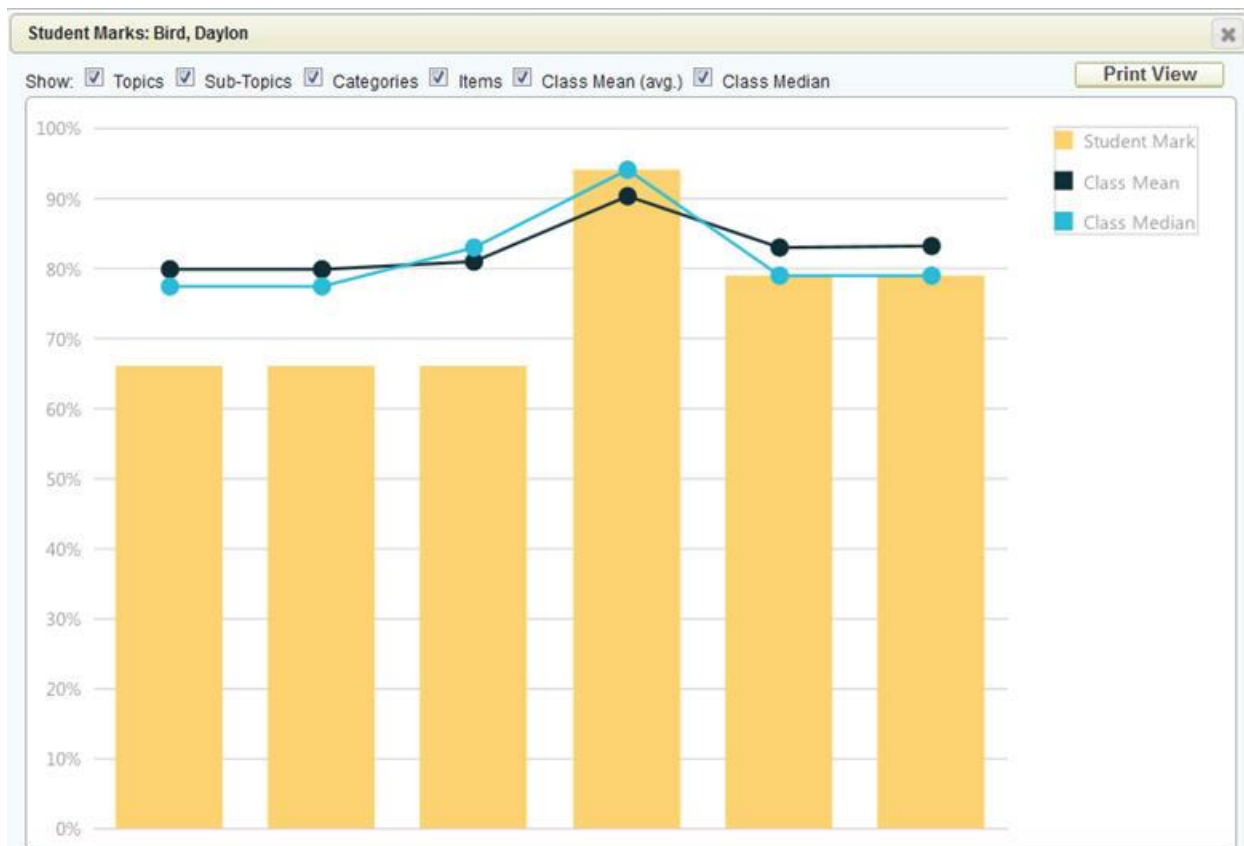
Using Charts

Charts are a simple, visual way to look at the mark in the class. Click on the following chart icons to generate charts using different parts of the data:

Beside student name:

Allen, Madison (Mady)	
Anderson, Amanda	
Burns, Aaron	

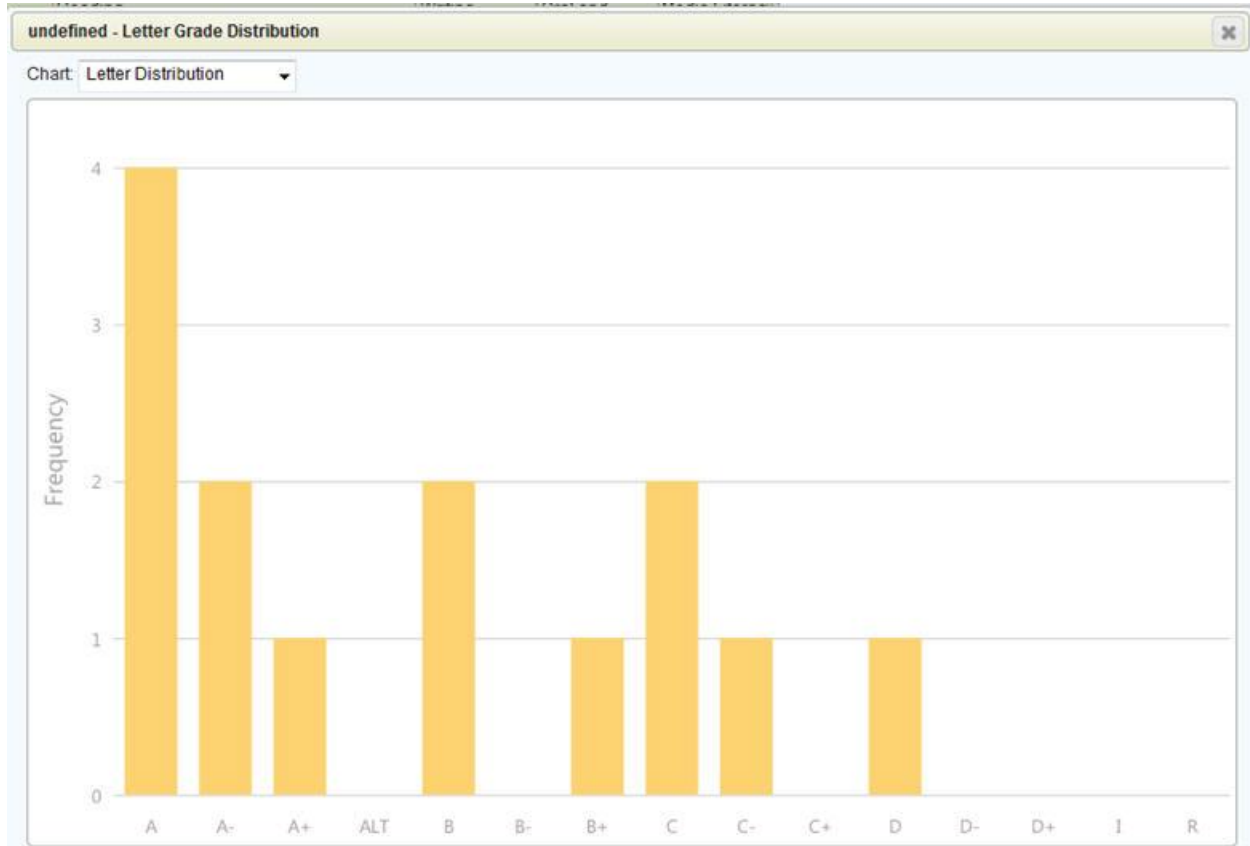
Chart will include all of the student's marks, with the options to include/exclude the different levels of marking (topic, subtopic, category, item). E.g.:



Beside Statistics in each item/category/topic:

Reading		
Spelling Quizzes		
Spelling Quiz 1		
Apr 17		
Summative		
20 100	100 10	
B+ --	B+ --	A- A

The chart will include all students' marks in one item/category/topic. E.g.:



Beside statistics title:

Assessment Type		
Denominator	Weight	
Mean	Median	Std.Dev.

The chart will include the class Mean, Median and Standard Deviation of each topic, category and item. E.g.:



Entering Markbook Comments

Comments can be entered for any item or category for each student in a class markbook.

Spelling Quiz	
Apr 17	
Summative	
100 10	
A- A	
C	
A	
A-	

The Add Comment icon is used to enter a new comment for a student's mark.

The Edit comment icon is used to view/edit a previously entered comment.

The comment entry box allows for the selection of Context Sensitive Words, Quick Comments from the Teacher, and the ability to apply the text to all students. When the Apply to all students box is selected, any existing comments (for that item/category) will be overwritten.



Notes:

- The option must first be enabled by checking the Show Markbook Comments box in Markbook Options.
- Comments entered into markbook elements (items or categories) are only visible to the teacher, in the markbooks screens (Class and Individual).

Excluding Students from Markbook items/categories

Specific students can be excluded from specific items and categories. This can be done during the creation of the item/category, or after it has been created, as long as marks have not been entered for the students you wish to exclude.

To use this feature, edit the item or category, and uncheck the Include markbook entry for all students checkbox (checked by default):

☒ Include markbook entry for all students

Once unchecked, students with marks will be greyed out and you will not be able to exclude them. Use the radio buttons to exclude students with no marks.

☐ Include markbook entry for all students

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11	<input type="radio"/>	<input type="radio"/>
Anderson, Amanda	12	<input type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input checked="" type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input type="radio"/>	<input checked="" type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input checked="" type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input type="radio"/>
Matlock, Shane	11	<input type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input type="radio"/>

When a student is excluded from an item, that item is ignored completed in the calculation of the student's topic mark, and in any statistics relating to that item. Excluded students will also be left off of any charts, and if an individual achievement report is printed, excluded items will be left off of the student's report.

If a student is excluded from a category, they are automatically excluded from all items underneath.

When a student is excluded, the N/A icon will appear in place of the mark-entry cell for that item. Click the N/A icon to include that student in that item.

Mind/Body Pro!
Nov 05
Summative
10 10
8 
8 
9 
10 
N/A 
N/A 
N/A 
6 

Filtering Items and Categories



To access the filter feature, click the Markbook Options icon.

Category Name Filter:

Item Name Filter:

Use this feature to narrow down which Categories and/or Items display. When a filter is applied, the Filter icon will appear beside either the Category or Item subheading. Clicking the Filter icon will also bring up the options screen

Topic
Sub Topic
Category ▼
Item ▼
Date
Assessment Type

To create a filter, use the following wildcard characters:

Character	Use	Examples
^	The beginning of a string	"^nut" finds "nutrition" and "nuts", but not "minute"
\$	The end of a string.	"\$in" finds "in" and "within", but not "interfere"
?	Any single character (except new line).	"to?" finds "top" and "ton", but not "to"
~	Zero or one occurrence of the preceding character (or sub-expression).	"files~" finds "file" and "files", but not "filed"
*	Zero or more occurrences of any characters (except new line).	"can*" finds "can" and "Canada" but not "pelican"
#	Zero or more occurrences of the preceding character (or sub-expression)	"files#" finds "file" and "filesss".
@	One or more occurrences of the preceding character (or sub-expression).	"files@" finds "files" and "filesss", but not "file"
	Either the preceding character (or sub-expression) or the following one.	"localis ze" finds either "localise" or "localize"
[]	Any character within the brackets. You can specify ranges of characters using a hyphen (a hyphen at the start matches itself). An exclamation point at the beginning causes the set of characters to be inverted; for example, [!a-m] matches everything except a through m.	p[iu]ck" finds "pick" and "puck"
()	Sub-expressions, so that repetition and alternative wildcard characters can be applied more generally.	"ab(cd)#e" finds "ab" followed by zero or more "cd" combinations followed by "e"
\	The next character, literally. Allows wildcard characters to be treated as normal characters.	"what\" finds "what?" but not "whats"
















Entering Overrides

Overrides can be entered anywhere there is a calculated mark in the markbook. Override marks are highlighted with a yellow cell background.

For example, the items below the category calculate to a mark of 95.455:

Topic	Grade						
Sub Topic							
Category	Knowledge/Understanding						
Item	Allegory of the Name that Fall Existentialism Mento Film qu Mindfulness a						
Date	Sep 18 Sep 18 Sep 18 Sep 30 Nov 22						
Assessment Type	Formative Diagnostic Diagnostic Summative Formative						
Denominator Weight	100 30 10 10 15 0 15 0 12 12 6 0						
Mode	-- 10 -- 11 -- --						
Allen, Madison (Mady)	89.496	95.455	9	9	8	12	1

If the teacher changes the category mark to a 96, that mark is used in the calculation of the topic mark, which then changes from 89.496 to 89.659:

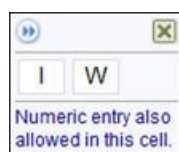
Topic	Grade						
Sub Topic							
Category	Knowledge/Understanding						
Item			Allegory of the	Name that Fall	Existentialism	Mento Film qu	Mindfulness a
Date			Sep 18	Sep 18	Sep 18	Sep 30	Nov 22
Assessment Type			Formative	Diagnostic	Diagnostic	Summative	Formative
Denominator Weight	100 30		10 10	15 0	15 0	12 12	6 0
Mode		-- 	10 	-- 	11 	-- 	-- 
Allen, Madison (Mady) 	89.659 	96 	9 	9 	8 	12 	1 

If the override mark is deleted, the category mark is recalculated to the original, and the topic mark is then also recalculated.

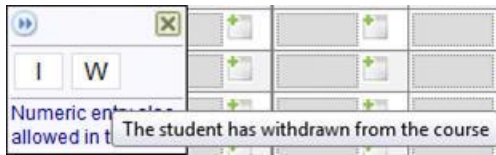
Overrides can also be entered directly into the topic mark.

The Letter Grade Popup

When the mark-entry cell is highlighted, a popup window will appear, containing the available letter grades, and if the mark-entry is defined as numeric also, a note will show in the popup indicating so.

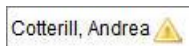


Hovering the mouse over a letter in the box will display the description of that letter. E.g., “W” means “The student has withdrawn from the course”:



Item and category mark-entry is defined by the teacher, but topic mark-entry is defined at the office. If no popup is available, either Numeric Only mark-entry has been selected or the “Display letter grade box” option has been unselected in the Markbook Options.

Viewing Student Flags/Custody



Depending on permissions, teachers can see certain alerts for the students. The alert icon will appear beside the student’s name if they have a flag selected in the administration system (these are defined by the office) and/or special custody.



Individual Markbooks

This screen will allow the user to see a specific student's markbook(s) for all classes to which the user has access. This screen is designed in the same way as the Class Markbooks screen, except the topics, subtopics, categories and items are along the left-hand side instead of at the top. The user can expand and collapse the topics and categories using the plus and minus icons, and can select any or all terms and topics from the dropdown lists at the top. The comments along the right-hand side are from the Term selected in that particular column.



Notes about the Individual Markbook feature:

Users will be able to see all Terms and all Topics at once by selecting All from the Term and Topic dropdown lists, as well as All Classes. Selecting too much information at one time may cause the screen to load more slowly.

The Individual Markbooks screen remembers the user’s last settings, in terms of which class and topic were selected, and the from and to dates, but will always default to the first chronological unlocked term, and the first alphabetical student, when this screen is newly accessed.

If “All” classes are chosen, all terms will be available in the Terms list, which means that the user is able to choose a term that does not necessarily apply to the student selected. For example, if the selected student only has semester 1 classes (under this particular teacher), but

S2 First is selected as the term, no information will display for that student.

Using the Header:

The Header frame allows the user to define what they see in the Class Markbook screen. These settings are saved for each user.

Teacher: Hurd, Izaac (Mr.)	Term: S1 First (Sep 3 to Nov 15)	Markbook Items From: 2013-12-12 To: 2014-04-17
Class: All	Topic: All	
Student: Allen, Madison (Mady)		

Teacher: Teachers will only have their own name in the list.

Class: Will list the selected teacher's classes. All classes or one class can be selected.

Student: One student at a time can be selected. The word "(inactive)" will display after the name of students who have an enrolment status of Deleted, or who have dropped the class.


Term: Choices will be the terms that are selected for the selected class. Only one term can be selected at a time. Note, if "All" classes are chosen, all terms will be available in the Terms list, which means that the user is able to choose a term that does not necessarily apply to the student selected. For example, if the selected student only has semester 1 classes (under this particular teacher), but S2 First is selected as the term, no information will display for that student.

Topic: One topic or All topics can be selected for viewing. Please note to print the markbook you must have only one topic selected.

From Date: Items and categories from this date and after will be displayed.

To Date: Items and categories up to and including this date will be displayed.

Markbook Options

 The Markbook Options icon will bring up a list of options available:

Individual Markbook Options

General Options

Assessment Type: (show all)

☒ Show deleted students
☐ Tab Vertically
☒ Display letter grade box
☒ Allow comment entry
☐ Group by class/homeroom
☒ Show Markbooks
☐ Display Letter Grade Colour Coding
☒ List Reportable Classes Only

Selected Class/Homeroom Options

Category Name Filter:
Item Name Filter:

General Options

Assessment Type: Show All, Diagnostic, Formative or Summative.

Show deleted students: Will include students who have dropped the class or who have an enrolment status of Deleted.

Display letter grade box: Toggles the letter grade box on or off.

Show Markbook Comments: Allows the user to enter comments per markbook category or item.

Group by Class/Homeroom: Sorts the student's information by class.

Show Markbooks: Allows the user to use this individual mark-entry screen without building an actual markbook.

Display Letter Grade Colour Coding: If the office has set up colours for the letter grades, the cells and their text will be displayed in the defined colour scheme.

List Reportable Classes Only: Will exclude classes with the Reportable checkbox unchecked.

Selected Class/Homeroom Options

These settings apply only to the selected class or homeroom.

Use the Category Name Filter and Item Name Filter to narrow down which categories and items view on the screen. These fields accept all manner of wildcard characters. For more information, please see [Filtering Items and Categories](#)

Adding or Editing a Category

To add a new Category, click the title of the topic (e.g., Grade) and choose Add Markbook Category.

This will add the Category for the whole class, not just the individual student. To create a category for just one student (or any number of students), uncheck the "Include markbook entry for all students" box in the category Add or Edit screen, and unselect students as appropriate.

The screenshot shows the 'Individual Markbook' interface. At the top, there's a breadcrumb trail: '> Menu > Achievement > Individual Markbook'. Below this, there are dropdown menus for 'Teacher' (Hurd, Izaac (Mr.)), 'Class' (HZT4Ua - Philosophy: Questions ar), and 'Student' (Allen, Madison (Mady)). To the right of these are labels for 'Term' and 'Topic'. Below the dropdowns is a table with columns 'Topic(s)' and 'Score'. The first row shows 'S1 First' with a score of '89.496'. A red circle highlights the '+ Add Markbook Category' link next to the 'Gr' topic. Below this, there are more topics listed: 'Knowledge/Understanding' with a score of '95.455', 'Sep 17' with a score of '100 | 30', 'What is beauty?' with a score of '10 | 10', 'Political Spectrum' with a score of '15 | 0', and 'Forms of Government' with a score of '30 | 30'.

To edit an existing Category, click the Category title and choose Edit.

> Menu > Achievement > Individual Markbook

Teacher: Hurd, Izaac (Mr.) Term:
Class: HZT4Ua - Philosophy: Questions ar Topic:
Student: Allen, Madison (Mady)

Topic(s) S1 First C

Grade 89.496

Knowledge/Understanding 05.455

Sep 17

What is beautiful

Dec 18 - Summative 10 | 10

Political Spectrum

Jan 10 - Formative 15 | 0

Forms of Government

Jan 17 - Summative 30 | 30

Edit

Add Markbook Item

The edit category screen will appear offering the following fields/options:

> Menu > Achievement > Class Markbooks > Enter Markbooks > Add/Edit My Markbook

Edit My Markbook

Edit Category: Knowledge/Understanding Copy

Name: Knowledge/Understanding

Date: 09/17/2013

Denominator: 100 ☐ Set the Weight to be the same as the Denominator

Weight: 30

Letter Grade Entry: Secondary Grade

Publish: ☒

Description: Subject-specific content acquired in each course (knowledge), and the comprehension of its meaning and significance (understanding).

Save & Add New Category Save & Add Homework Save & Go Back Cancel

Save & Add New Item

☐ Include markbook entry for all students

Student	Grade	Include	Exclude
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input checked="" type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input checked="" type="radio"/>
Cotterill, Andrea	11	<input checked="" type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input checked="" type="radio"/>
Gariepy, Emily	11	<input checked="" type="radio"/>	<input type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input checked="" type="radio"/>
Matlock, Shane	11	<input checked="" type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input checked="" type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input checked="" type="radio"/>
Pilon, Kyle	11	<input type="radio"/>	<input checked="" type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input checked="" type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input checked="" type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input checked="" type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input checked="" type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input checked="" type="radio"/>

1. **Name** - enter the name of the category. The name must be unique within the Topic.
2. **Date** - select the desired date (usually the current date or the first day of the semester or term).
3. **Denominator** (see explanation in introduction). By default the denominator is set to 100. Enter the desired denominator for the category. If you want the weight and the

denominator to be the same, after you have entered the desired weight place a check in the box that reads "Set the Weight to be the same as the Denominator".

4. **Weight** (see explanation in introduction) – Enter the desired weight for this category. By default, the weight is set to 10. Teachers can choose to have the weight of the categories determined by the sum of the item denominators, if this will give you the results you desire, place a check in the box that reads "Determine weight based on the sum of the item denominators". Any new items added would change the weight of the category. When this option is used no entry is required in the weight field.
5. **Letter Grade Entry** – this selection determines what types of mark are to appear in this category (letter grades, numeric grades or both). Choose the desired selection or leave the default (this list is populated by your school's administration).
6. **Publish** – only published categories will be available for viewing through the Maplewood connectEd Parent/Student site. All categories are set to be published by default. Teachers have the ability to choose to print only Published items and categories through the Achievement Reports area. This will allow teachers to quickly disable the viewing of Category and all of its items. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the Category name if not published.



Notes:

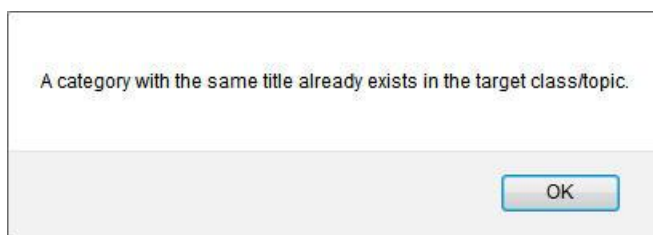
- If a Category is not published, Items underneath it will not be published even if they are marked as published.

- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.

7. **Description** – (optional) teachers can enter a short description if desired.
8. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that category. Excluding a student from a category automatically excludes them from all items (existing or newly created) under that category.
9. **Copy button** (Available in Edit mode only, not Add New Category) - Use the Copy button to copy this category to another topic within this class, or to another class entirely. Copying the category will automatically copy all items underneath it.



Note: This function will not allow you to copy a category with a name that already exists. The following message will appear:



Once this information has been specified, there are several options (buttons) to choose from:

Save & Add New Category - save the information and add another new Category.

Save & Add New Item - save the information and add a new Item under this Category.

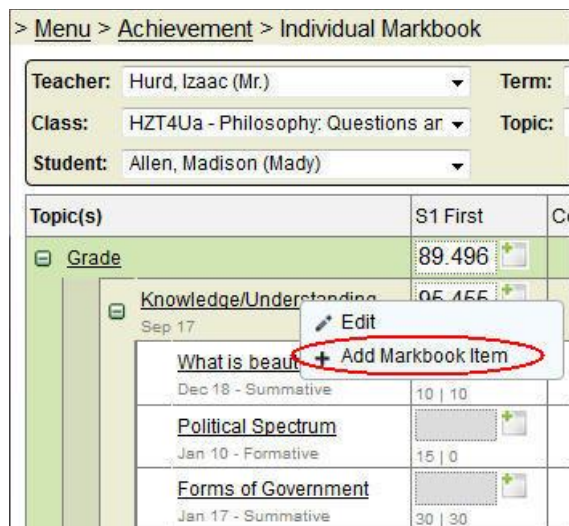
Save & Add Homework – used to add homework information to the Category (usually used for Items).

Save & Go Back – new Category is saved and return to the previous page.

Cancel – new Category will not be saved and return to the previous page.

Adding or Editing an Item

To add a new item, click the Category title and select Add Markbook Item. This will add the Item for the whole class, not just the individual student. To create an item for just one student (or any number of students), uncheck the “Include markbook entry for all students” box in the item Add or Edit screen, and unselect students as appropriate.



To edit an existing Item, click the item title and you will be automatically brought to the item Edit screen.

> Menu > Achievement > Class Markbooks > Enter Markbooks > Add/Edit My Markbook

Edit My Markbook

Please note you cannot delete this entry from the markbook, because achievement has already been reported on it. To delete this item you will have to contact the office.

☐ Include markbook entry for all students

Edit Item: test Copy

Name:

Category:

Date:

Denominator: ☐ Set the Weight to be the same as the Denominator

Weight:

Letter Grade Entry:

Assessment Type:

Publish: ☒

Description:

Save & Add Homework Save & Go Back Cancel

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11	<input type="radio"/>	<input checked="" type="radio"/>
Anderson, Amanda	12	<input type="radio"/>	<input checked="" type="radio"/>
Burns, Aaron	11	<input type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input type="radio"/>
Matlock, Shane	11	<input type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input checked="" type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input checked="" type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input checked="" type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input checked="" type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input checked="" type="radio"/>

The edit item screen will appear offering the following fields/options:

1. **Name** - enter the name of the item (Right Triangle).
2. **Category** - select the category to which this Item belongs. In this example, Right Triangle is part of Knowledge.
3. **Date** - select the expected due date of the item.
4. **Denominator** (see term explanation in introduction) – enter the denominator of the item. If you want the weight and the denominator to be the same, after you have entered the desired weight place a check in the box that reads “Set the Weight to be the same as the Denominator”.
5. **Weight** (see term explanation in introduction) – enter the desired weight for the item.
6. **Letter Grade Entry** - this selection determines what types of mark are to appear in this item (Numeric Only, or one of the defined Letter Grade Groups). This list is populated by your school's administration.
7. **Assessment Types** -
 - **Diagnostic** - This type of assessment can help you identify your students' current knowledge of a subject, their skill sets and capabilities, and to clarify misconceptions before teaching takes place. Knowing students' strengths and weaknesses can help you better plan what to teach and how to teach it. Types of Diagnostic Assessments include Pre-tests, Self-assessments, Discussion board responses, Interviews.
 - **Formative** - Formative assessment provides feedback and information during the instructional process, while learning is taking place, and while learning is occurring. Formative assessment measures student **progress** but it can also assess your own progress as an instructor.
 - **Summative** - Summative is the default option in this dropdown box and will likely be used most often. Summative marks should be included in the mark calculation. Summative assessment takes place after the learning has been completed and provides information and feedback that sums up the teaching and learning process. Typically, no more formal learning is taking place at this stage, other than

incidental learning which might take place through the completion of projects and assignments. Rubrics, often developed around a set of standards or expectations, can be used for summative assessment. Rubrics can be given to students before they begin working on a particular project so they know what is a primary focus of formative assessment is to identify areas that may need improvement.

Note: Maplewood does not force a zero into the weight field when Formative or Diagnostic is chosen, but prompts you to change the weight to zero. Every item with a value above zero in the weight field will be included in the mark calculation regardless of the selected Assessment Type.

8. **Publish** - only published items will be available for viewing through the Maplewood connectEd Parent/Student site. All items are set to be published by default. Teachers have the ability to choose to print only published items and categories through the Achievement Reports area. For example, if a teacher is in the process of entering marks he/she can keep the marks unpublished until ready for viewing. Publish can be unchecked or checked at any time. A small blue dot will appear next to the item name if not published.



Notes:

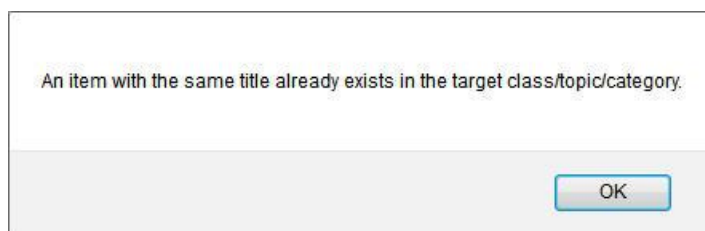
- If a Category is not published, Items underneath it will not be published even if they are marked as published.

- All weighted marks entered still calculate into the summary mark. Unchecking publish only causes the Categories/Items not to show up in printouts and on the Maplewood connectEd Parent/Student site.

9. **Description** – (optional) teachers can enter a short description if desired.
10. **Include markbook entry for all students** - This box is checked by default, but unchecking it will display a list of students in the class and will allow you to exclude certain students from assessment on that item.
11. **Copy button** - (Available in Edit mode only, not Add New Item) - Use the Copy button to copy this item to another category within this topic, to another topic within this class, or to another class entirely.




Note: This function will not allow you to copy an item with a name that already exists. The following message will appear:



Once this information has been specified, there are several options (buttons) to choose from:

1. **Save & Add New Item** - save the information and add a new Item under this Category.
2. **Save & Add Homework** – used to add homework information to the Category (usually used for Items).
3. **Save & Go Back** – new Category is saved and return to the previous page.
4. **Cancel** – new Category will not be saved and return to the previous page.
5. **Delete** – Delete can be chosen only if you are editing an item that has no marks entered.

Printing the Student's Markbook

Click the Print icon  to generate a report of the individual student's markbook. The printout will contain the exact information that is shown on the markbook screen in terms of filters, dates, terms and topics:

Individual Markbook Report - Allen, Madison (Mady)

Hurd, Isaac (Mr.)
HJT4Ua - Philosophy: Questions and Theories

Topic(s)	S1 First	S1 Final	Comments: S1 First
HJT4Ua - Philosophy: Questions and Theories			
Grade	90.859	89.059	
Knowledge/Understanding Sep 17	100 100 30	94.805 100 30	
Allegory of the Cave Sep 18 - Formative	10 10 10	10 10 10	Madison did very well on this assignment.
Name that Fallacy Sep 18 - Diagnostic	9 15 0	9 15 0	
Existentialism vs Nihilism Sep 18 - Diagnostic	8 15 0	8 15 0	
Mento Film questions Sep 30 - Summative	12 12 12	12 12 12	
Mindfulness and Being Article	1 5 0	1 5 0	
Philosopher Presentation Dec 04 - Summative	15 15	14 15 15	
What is beauty? Dec 18 - Summative	10 10	10 10 10	
Political Spectrum Jan 10 - Formative	15 0	13 15 0	
Forms of Government Jan 17 - Summative	30 30	27 30 30	
test Jan 22 - Summative	100 2	100 2	
Lab 1 Feb 25 - Summative	100 10	100 10	
Thinking Sep 17	80 100 25	81.25 100 25	
Philosophical Questions Sep 05 - Diagnostic	4 10 0	4 10 0	

Entering and Viewing Markbook Comments

Comments can be entered for any item or category for the student. Item and Category comments can be entered for a locked term.

Topic(s)	S1 First
Grade	90.859
Knowledge/Understanding	100
Sep 17	100 30
<u>Allegory of the Cave</u>	10
Sep 18 - Formative	10 10
<u>Name that Fallacy</u>	9
Sep 18 - Diagnostic	15 0
<u>Existentialism vs Nihilism</u>	8
Sep 18 - Diagnostic	15 0
<u>Mento Film questions</u>	12
Sep 30 - Summative	12 12

 The Add Comment icon is used to enter a new comment for a student's mark.


 The Edit comment icon is used to view/edit a previously entered comment.

The comment entry box allows for the selection of Context Sensitive Words, Quick Comments from the Teacher and School. The ability to apply the text to all students only exists when accessing this screen from the Class Markbooks screen.

Allegory of the Cave - Allen, Madison (Mady)

Context Sensitive Word: Quick Comment: My #s

Madison did very well on this assignment.





Notes:

- The option must first be enabled by checking the Show Markbook Comments box in Markbook Options.
- Comments entered into markbook elements (items or categories) are only visible to the teacher, in the markbooks screens (Class and Individual).

Viewing Comments

All comments – topic, category and item – can be viewed through the Individual Markbook screen. The right-most column contains the comment from the selected term. To change terms, either select a different term from the main header Term dropdown:

Term: S1 First (Sep 3 to Nov 15) ▼

Topic: All

S1 First (Sep 3 to Nov 15)

S1 Final (Nov 18 to Jan 31)

Or, if All is selected for Terms, select a different term from the Comments dropdown:

Term: All ▼

Topic: All ▼

Markbook Items

From: 2013-08-05

To: 2014-04-21

Done

S1 First	S1 Final	Comments: S1 First ▼
89.496	88.669	S1 First
95.455	93.506	S1 Final

Excluding Students from Markbook Items/Categories

Specific students can be excluded from specific items and categories. This can be done during the creation of the item/category, or after it has been created, as long as marks have not been entered for the students you wish to exclude.

To use this feature, edit the item or category, and uncheck the Include markbook entry for all students checkbox (checked by default):

☒ Include markbook entry for all students

Once unchecked, students with marks will be greyed out and you will not be able to exclude them. Use the radio buttons to exclude students with no marks.

☐ Include markbook entry for all students

Student	Grade	Include	Exclude
Note: Students that already have marks or comments cannot be excluded.			
Allen, Madison (Mady)	11	<input type="radio"/>	<input type="radio"/>
Anderson, Amanda	12	<input type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input checked="" type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input type="radio"/>	<input checked="" type="radio"/>
Fiddler, Morgan	11	<input type="radio"/>	<input checked="" type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>
Georget, Brittany	11	<input type="radio"/>	<input type="radio"/>
Matlock, Shane	11	<input type="radio"/>	<input type="radio"/>
Meyers, Alyssa	11	<input type="radio"/>	<input type="radio"/>
Moore, Brenna	11	<input type="radio"/>	<input type="radio"/>
Moreau, Keisha	11	<input type="radio"/>	<input type="radio"/>
Robillard, Chase	12	<input type="radio"/>	<input type="radio"/>
Ross, Leslie	11	<input type="radio"/>	<input type="radio"/>
Stenske, Amber	11	<input type="radio"/>	<input type="radio"/>
Turner, Kelsey	11	<input type="radio"/>	<input type="radio"/>
Walters, Lenae	11	<input type="radio"/>	<input type="radio"/>


When a student is excluded from an item, that item is ignored completed in the calculation of the student's topic mark. If an individual Achievement Report is printed, excluded items will be left off of the student's report. However, if the Individual Markbook is printed, that item will appear, with N/A beside it for the excluded student.

If a student is excluded from a category, they are automatically excluded from all items underneath.

When a student is excluded, the N/A icon will appear in place of the mark-entry cell for that item. Click the N/A icon to be prompted to include that student in that item.

Topic(s)	S1 First
Grade	89.496
Knowledge/Understanding	95.455
Sep 17	100 30
Allegory of the Cave	9
Sep 18 - Formative	10 10
Name that Fallacy	N/A
Sep 18 - Diagnostic	15 0
Existentialism vs Nihilism	8
Sep 18 - Diagnostic	15 0
Mento Film questions	12
Sep 20 - Summative	12 12

Filtering Items and Categories

 To access the filter feature, click the Markbook Options icon.

Category Name Filter:
Item Name Filter:

Use this feature to narrow down which Categories and/or Items display.

To create a filter, use the following wildcard characters:

Character	Use	Examples
^	The beginning of a string	"^nut" finds "nutrition" and "nuts", but not "minute"
\$	The end of a string.	"\$in" finds "in" and "within", but not "interfere"
?	Any single character (except new line).	"to?" finds "top" and "ton", but not "to"
~	Zero or one occurrence of the preceding character (or sub-expression).	"files~" finds "file" and "files", but not "filed"
*	Zero or more occurrences of any characters (except new line).	"can*" finds "can" and "Canada" but not "pelican"
#	Zero or more occurrences of the preceding character (or sub-expression)	"files#" finds "file" and "filesss".
@	One or more occurrences of the preceding character (or sub-expression).	"files@" finds "files" and "filesss", but not "file"
	Either the preceding character (or sub-expression) or the following one.	"localis ze" finds either "localise" or "localize"
[]	Any character within the brackets. You can specify ranges of characters using a hyphen (a hyphen at the start matches itself). An exclamation point at the beginning causes the set of characters to be inverted; for example, [!a-m] matches everything except a through m.	p[iu]ck" finds "pick" and "puck"
()	Sub-expressions, so that repetition and alternative wildcard characters can be applied more generally.	"ab(cd)#e" finds "ab" followed by zero or more "cd" combinations followed by "e"
\	The next character, literally. Allows wildcard characters to be treated as normal characters.	"what\" finds "what?" but not "whats"

Entering Overrides

Overrides can be entered anywhere there is a calculated mark in the markbook. Override marks are highlighted with a yellow cell background.

For example, the items below the category calculate to a mark of 95.455:

Topic(s)	S1 First
Grade	89.496
Knowledge/Understanding	95.455
Sep 17	100 30
<u>Allegory of the Cave</u>	9
Sep 18 - Formative	10 10
<u>Name that Fallacy</u>	9
Sep 18 - Diagnostic	15 0
<u>Existentialism vs Nihilism</u>	8
Sep 18 - Diagnostic	15 0
<u>Mento Film questions</u>	12
Sep 30 - Summative	12 12
<u>Mindfulness and Being Article</u>	1
Nov 22 - Formative	6 0
<u>Philosopher Presentation</u>	
Dec 04 - Summative	15 15
<u>What is beauty?</u>	
Dec 18 - Summative	10 10
<u>Political Spectrum</u>	
Jan 10 - Formative	15 0
<u>Forms of Government</u>	
Jan 17 - Summative	30 30
<u>test</u>	
Jan 22 - Summative	100 2
<u>Lab 1</u>	
Feb 25 - Summative	100 10

If the teacher changes the category mark to a 96, the marking cell is highlighted yellow, and that mark is used in the calculation of the topic mark, which then changes from 89.496 to 89.659:

Topic(s)	S1 First
Grade	89.659
Knowledge/Understanding	96
Sep 17	100 30
<u>Allegory of the Cave</u>	9
Sep 18 - Formative	10 10
<u>Name that Fallacy</u>	9
Sep 18 - Diagnostic	15 0
<u>Existentialism vs Nihilism</u>	8
Sep 18 - Diagnostic	15 0
<u>Mento Film questions</u>	12
Sep 30 - Summative	12 12
<u>Mindfulness and Being Article</u>	1
Nov 22 - Formative	6 0
<u>Philosopher Presentation</u>	
Dec 04 - Summative	15 15
<u>What is beauty?</u>	
Dec 18 - Summative	10 10
<u>Political Spectrum</u>	
Jan 10 - Formative	15 0
<u>Forms of Government</u>	
Jan 17 - Summative	30 30
<u>test</u>	
Jan 22 - Summative	100 2
<u>Lab 1</u>	
Feb 25 - Summative	100 10

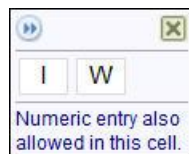
To have an overridden mark recalculate to the original, delete the override. The topic mark is then also recalculated, using the originally calculated category mark.

Overrides can also be entered directly into the topic mark.

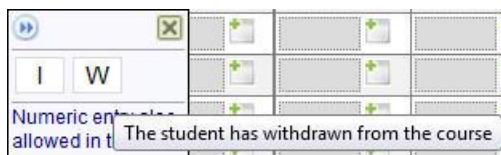
Please note, if an override is entered into either a category or a topic, if an item mark is changed below that, the override will be replaced with the newly calculated mark. Overrides should always be entered last.

The Letter Grade popup

When the mark-entry cell is highlighted, a popup window will appear, containing the available letter grades, and if the mark-entry is defined as numeric also, a note will show in the popup indicating so.



Hovering the mouse over a letter in the box will display the description of that letter. E.g., “W” means “The student has withdrawn from the course”:



Item and category mark-entry is defined by the teacher, but topic mark-entry is defined at the office. If no popup is available, either Numeric Only mark-entry has been selected or the “Display letter grade box” option has been unselected in the Markbook Options.

Copy Markbooks

Use this feature to copy the template of an existing markbook to a class that has not had a markbook defined.

Please read the note at the top of the screen. It will explain why you may not see the expected classes or topics in the Copy From or Copy To list. Markbooks can be copied from any teacher’s class but only INTO your own class(es).

Options:

Use - determines where your markbook templates are located. Select **This Year's Markbooks** or the **Markbook Bank** (last year’s markbook templates).

The **Copy From** area further narrows down where the markbook is located. Select a Homeroom or a Class. If you select a Class and there are **Topics** associated make your selection from the drop-down list.

The **Copy To** area tells the program where you want the markbooks to go. Again, select a Homeroom or a Class. If you select a Class and there are **Topics** associated make your selection from the drop-down list. When everything is set, click Copy.

****If your school’s administration has assigned departments to the courses at your school, there will be an additional drop down menu in the Copy From area. You will need to select the correct department to see the markbook template options for the specific departments.**

Copy Markbooks

Note: Only classes and topics with a markbook set up will be available in the Copy From list. Only classes and topic with no markbook set up will be available in the Copy To list. If a markbook has been initialized but no marks have been entered, the Delete Markbook button should be available in that particular class and topic. Deleting the empty markbook will make this class and topic available in the Copy To list.

Use: ☒ This Year's Markbooks ☐ Markbook Bank

Copy From:

☐ Homeroom ☒ Class: 115 PSE4Ua

Topic: Grade

Copy To:

☐ Homeroom ☒ Class: 118 HRT3MFa

Topic: Grade

Copy Cancel