

# Momentum ESR admin and teacher guide for Markbook

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**Please contact us if you need any additional assistance:**

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# Key

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**(Bold)**

**Bold text** represents Menu Items, Headings, Tabs, Text and Icons that you will be able to see verbatim on screen. See the below Examples of Use also

(>) means menu selection pathway

The sentence - Select the Admin tab, then select the Import menu item and then select Import Students would be represented as select **Admin>Import>Import Students**

(-) means page heading pathway

The sentence - Under the heading Export, below the heading Student List, located in the table marked Report Criteria you will see the heading Options this sentence would be represented as Under **Export - Student List - Report Criteria- Options**

**(Important/Note:)**

Notes are important pieces of information that are not a step but need to be considered in the particular area of the application.

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## Introduction to Markbook

The Markbook application is a simple and basic application used to record quantitative and qualitative data by teachers. Markbook is a stand-alone application and any information recorded on it, cannot be pulled into the Assessment application. The Assessment application is used by teachers use to add grades and comments for the reports.

However, like all applications in Momentum ESR, any information, including any historical information recorded in the Markbook application is visible under the student's profile.

### Accessing a student's profile

A student's profile can be accessed by the Executive and class teacher at any time with the following steps:

1. Select the **>Dashboard** tab
2. In the search field located below the **>Dashboard** tab denoted by an *icon of a magnifying glass*, type in the name of a student. Typing in three characters of a child's first or last name will give you a drop-down menu with some auto-matched names
3. Select the name of the relevant student and you will be taken into their profile
4. On the left-hand menu under the student's picture or the outline of a picture, select any of the menu options to see **current and historical information** related to the student
5. For e.g. if any information was recorded in a Markbook for the student previously, you will be able to see it here by selecting Markbook in the left-hand menu. In the same way, you can view past grades/marks; comments and days absent by selecting Assessment in the left-hand menu

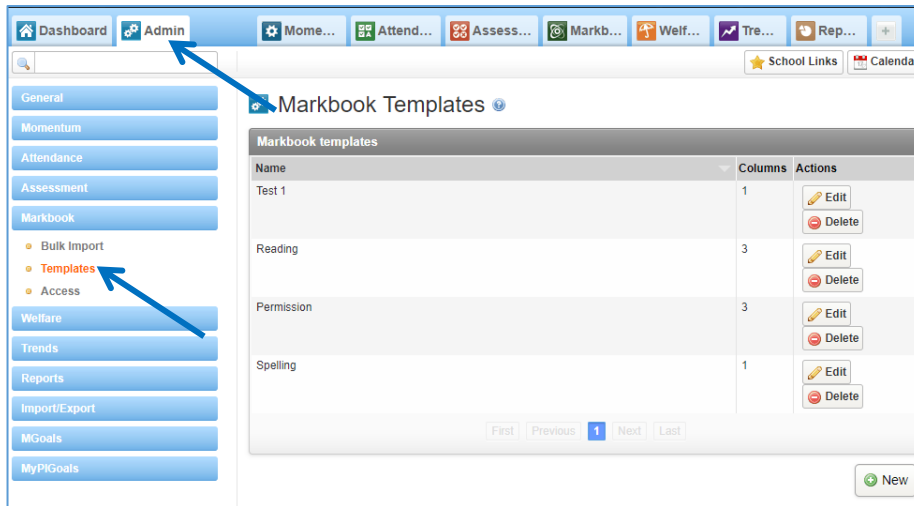
Teachers can create their own Markbooks at any time and they can choose to use an existing template or just create a new Markbook for their class.

#### **NOTE:**

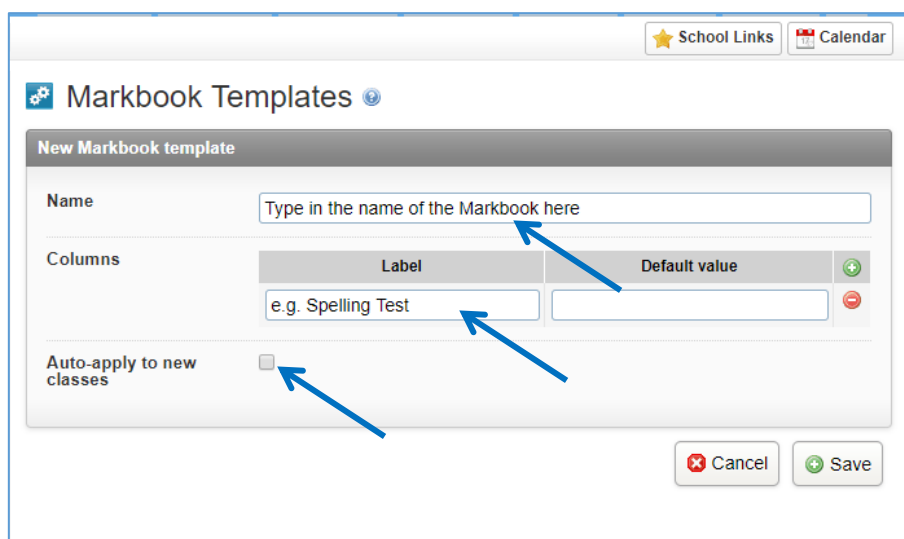
**The benefit of using a template is that student's progress can be tracked across the same criteria (column headings) in the same Markbook type as he/she progresses from Year to Year. The template just needs to be applied in the new class for the new school year.**

## Creating a Markbook template – for Admin Users

1. Select the **>Admin** tab and select **>Markbook** from the left-hand blue menu
2. Select **>Templates** and you can choose to edit or delete an existing template or you can select the **-New** icon/button on the right-hand side of the screen to create a new template

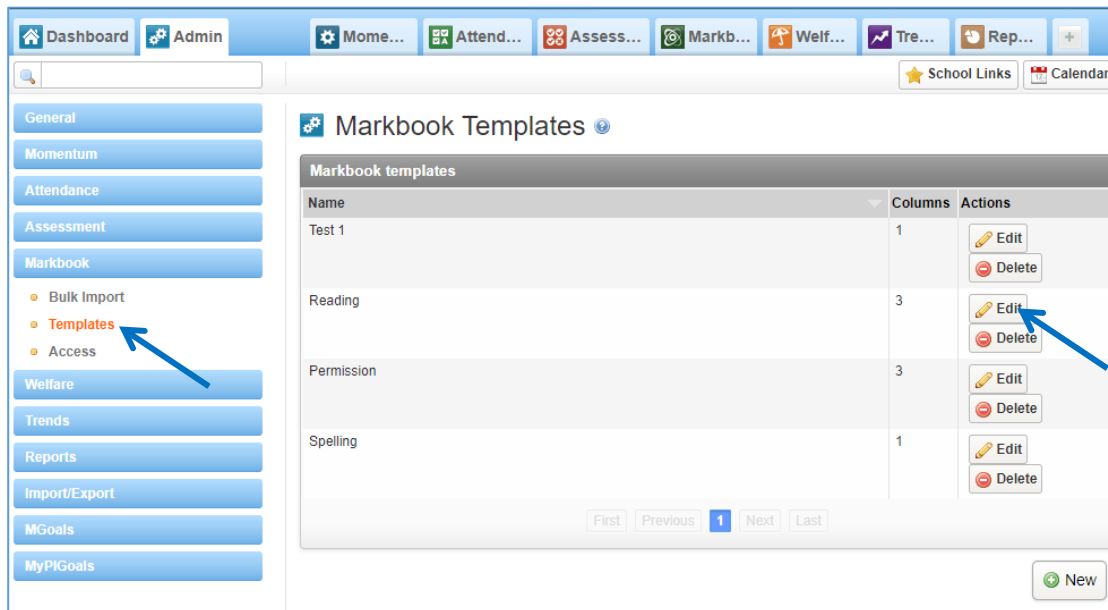


3. If you select **-New** you will be taken into a screen where you can start setting up your template
  - a. Type in a name of the template for e.g. Spelling
  - b. You can add a title/label to the column for e.g. Week 1; Week 2; Week 3 etc. You don't need to fill in the **-Default Value**
  - c. You can add more columns to your Markbook by selecting the **green +plus** icon/button located to the right of the heading **-Default value**
  - d. If you want the Markbook to be applied to all classes, select the checkbox next to **-Auto-apply to new classes** OR you can leave it to the individual teacher to select this template when they're setting up their own markbook.
  - e. Select **-Save** on lower-right hand side
  - f. The template that you created will now be available to all teachers to pick when they log into their class



## Editing an existing Markbook template – for Admin Users

1. Select the **>Admin** tab and select **>Markbook** from the left-hand blue menu
2. Select **>Templates** and you will see the existing Markbook templates that your school has in place
3. To edit a template, simply select the -Edit icon in line with the name of the relevant Markbook
4. Edit the -Labels and/or -Default Value columns
5. Select -Save
6. The selected Markbook will now be updated with your changes



The screenshot shows the 'Markbook Templates' admin interface. The left sidebar contains a menu with 'Admin' selected, and 'Markbook' expanded to show 'Bulk Import', 'Templates' (highlighted with a blue arrow), and 'Access'. The main content area displays a table of Markbook templates:

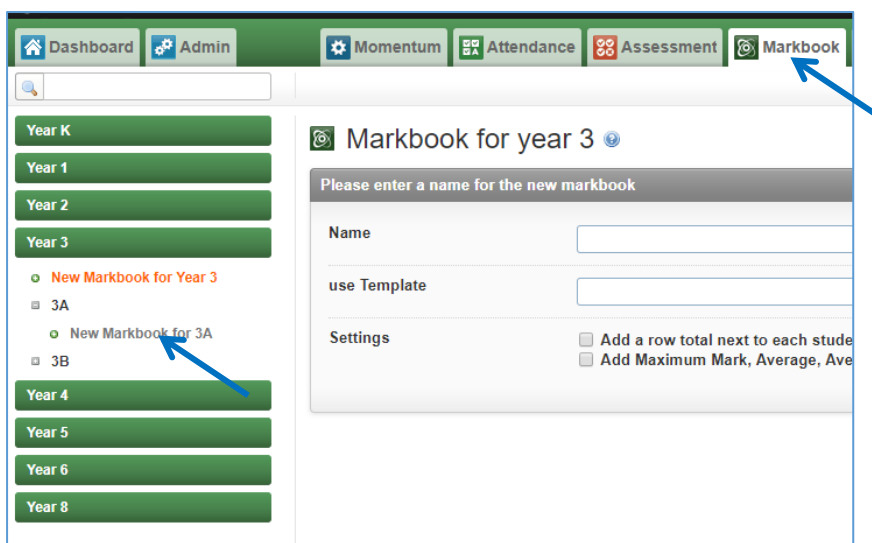
Name	Columns	Actions
Test 1	1	Edit Delete
Reading	3	Edit Delete
Permission	3	Edit Delete
Spelling	1	Edit Delete

The 'Reading' template is selected, and the 'Edit' button in the Actions column is highlighted with a blue arrow. At the bottom right, there is a 'New' button.

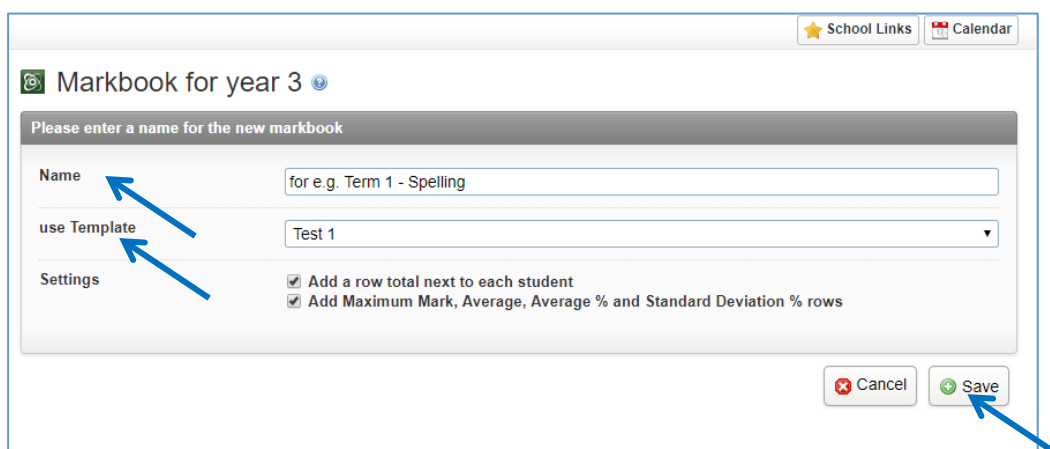
## Adding a Markbook to a class – for teachers

Teachers can add a Markbook to their class by creating one or by applying a template set up by an Admin User in the school.

1. Select the **>Markbook** tab on the horizontal menu once you're logged in
2. Select the **-Year Level** and your class from the left-hand green menu
3. If the Admin User in the school has applied a template or Markbook to your class, you will see it listed here. You can use the Markbook that is listed there or create your own
4. To create a new markbook, select **-New Markbook for (insert class name)**



5. In the field **-Name** type in the name of your Markbook
6. In the field **-use Template** select the blank field and a drop-down menu will show you the available templates



7. You can use to apply an existing template which you can then edit to add or remove columns OR you can leave this field blank to create your own Markbook

8. In the field **-Settings** you can choose the following if you are numbers for marks in your Markbook
  - a. *Settings – Add a row total to each student (10; 20; 10 = row total 40)*
  - b. *Settings – Add Maximum Mark, Average, Average % and Standard Deviation % rows*

The screenshot shows a web interface for creating a markbook. At the top right, there are icons for 'School Links' and 'Calendar'. The main heading is 'Markbook for year 3'. Below this is a form titled 'Please enter a name for the new markbook'. The form has three sections: 'Name' with a text input field containing 'for e.g. Term 1 - Spelling'; 'use Template' with a dropdown menu showing 'Test 1'; and 'Settings' with two checked checkboxes: 'Add a row total next to each student' and 'Add Maximum Mark, Average, Average % and Standard Deviation % rows'. At the bottom right of the form are 'Cancel' and 'Save' buttons. Blue arrows point to the 'Settings' label, the two checked checkboxes, and the 'Save' button.

9. Select **-Save** and the newly created Markbook will be listed under your class on the left-hand menu



## Editing a Markbook – for teachers

Teachers can add marks and edit any Markbook listed under their class.

1. Select the **>Markbook** tab on the horizontal menu once you're logged in
2. Select the **-Year Level** and your class from the left-hand green menu
3. Select the Markbook listed under your class
4. You can start filling in the columns by selecting the **-Edit Marks** icon denoted by a pencil on a page graphic

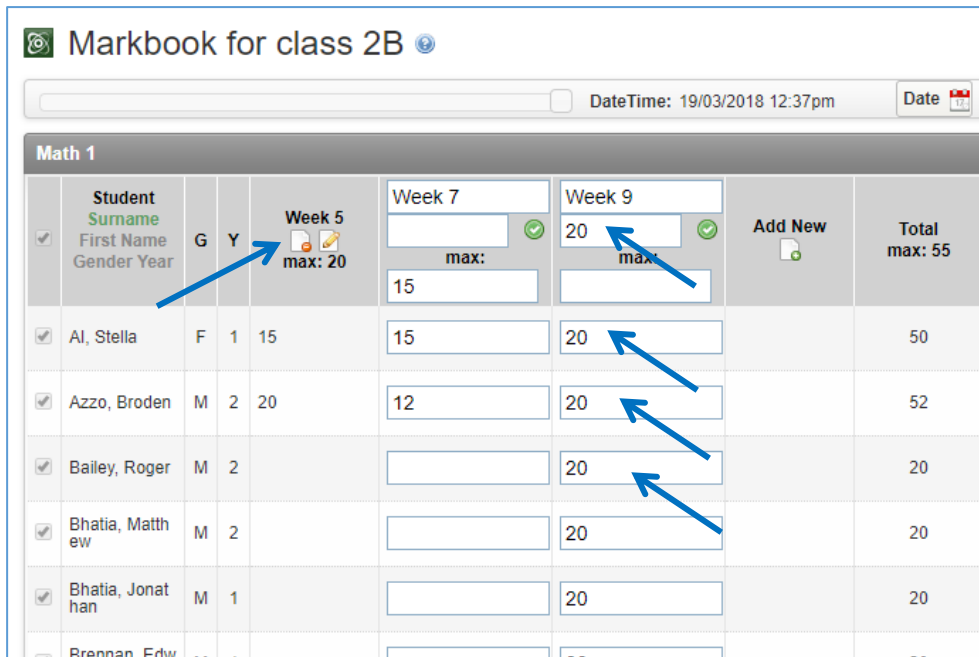
Markbook for class 2B

DateTime: 19/03/2018 01:05pm

Math 1

Student Surname First Name Gender Year	G	Y	Week 5 max: 20	Week 7 max: 15	Week 9 max: not set	Week 11 - participation max: not set	Week 12 max: 30	Add New	Total max: 85
Al, Stella	F	1	15	15	20	Yes	20		70
Azzo, Broden	M	2	20	12	20	Yes	30		82
Bailey, Roger	M	2			20	Yes	25		45
Bhatia, Matthe w	M	2			20	Yes			20
Bhatia, Jonath an	M	1			20	Yes			20
Brennan, Edwi n	M	1			20	Yes			20

5. You can add a new column by selecting the **-Add New** icon and type in the column heading in **-New Column** field
  - a. You can choose to auto-fill in the same value for all students in your class for this column by putting in the value in the field next to the green tick and then select the green tick. The value that you put in the field will be applied to all students in your class



6. You can delete a column by selecting the **-Delete** Marks icon located under the column heading to remove the column from your Markbook
10. To add or remove the row total and/or the maximum; average, average % and standard deviation after you've set up your Markbook, you can do so by selecting the **-Settings** icon/button located at the bottom-right of your Markbook screen


<input checked="" type="checkbox"/>	Xu, Claudia	F	2		20	Yes	20	
<input checked="" type="checkbox"/>	Xu, Shu Ya	F	2		20	Yes	20	
<input checked="" type="checkbox"/>	Xu, Grace	F	2		20	Yes	20	
<input checked="" type="checkbox"/>	Yuan, Corey	M	2		20	Yes	20	
Maximum				20	15	20	0	55
Average				17.50	13.50	20.00	N/A	21.22
Average %				87.50%	90.00%	100.00%	N/A	38.57%
St Dev %				12.50%	10.00%	0.00%	N/A	10.95%

- a. Select checkbox for the options that you want to add or remove
- b. You can change the name of the Markbook here as well
- c. Select **-Save**

11. You can delete a Markbook by selecting the -Delete icon. This will permanently delete the Markbook for you.

<input checked="" type="checkbox"/>	Xu, Claudia	F	2			20	Yes		20
<input checked="" type="checkbox"/>	Xu, Shu Ya	F	2			20	Yes		20
<input checked="" type="checkbox"/>	Xu, Grace	F	2			20	Yes		20
<input checked="" type="checkbox"/>	Yuan, Corey	M	2			20	Yes		20
Maximum			20	15		20	0		55
Average			17.50	13.50		20.00	N/A		21.22
Average %			87.50%	90.00%		100.00%	N/A		38.57%
St Dev %			12.50%	10.00%		0.00%	N/A		10.95%

Import Export Delete Copy Settings



12. To export the Markbook to an Excel spreadsheet, select **-Export**. If you get a message telling that you don't have authorisation to export the Markbook, please go to the **-Reports** tab on the top horizontal menu and follow the steps outlined in the section, **"Exporting Markbooks through the Reports tab – for Admin Level Users and Teachers"** on Page 15.

## Importing a Markbook

Teachers can import existing markbooks that they may already have in Excel or in a Word file. If it's in Word, the information needs to be transcribed into an Excel worksheet and saved as a .csv file.

The file format needs to be a .csv file and needs to have the following column headings in this exact order

- Markbook Name (for e.g. Spelling)
- Bulk Type
- Student Code
- Year
- Class Name
- Preferred Name
- First Name
- Last Name
- The remaining column headings can be whatever you have in your Markbook for e.g. Week 1; Week 2 or Spelling; Pronunciation etc and whatever value (marks or comment that you have under the column heading). **Important: Each column heading has to be unique so if you're tracking "scores" and "bands" across Terms, then you should specify the column heading for e.g. Term 1 - score; T1 band; Term 2 - score; T2 band etc**

### Note:

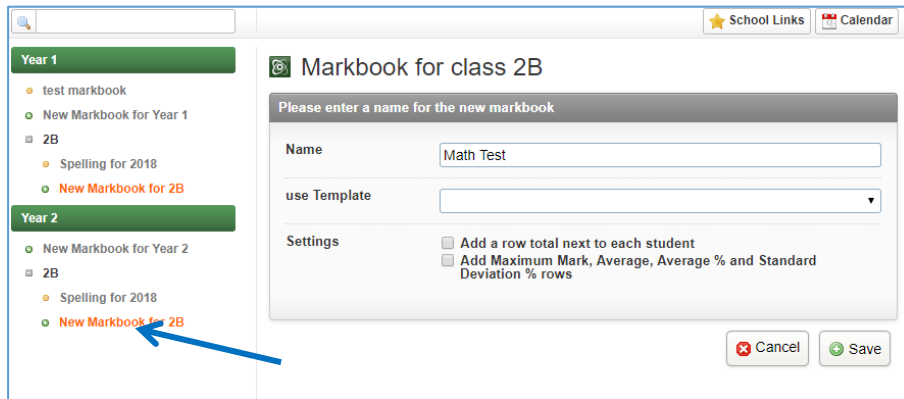
To save you time from having to create a .csv Excel file with student list with the above mandatory column headings, you can export an existing Markbook through the Reports tab (Refer to the section, "Exporting Markbooks through the Reports tab – for Admin Level Users and Teachers" on Page 15).

This will give you a spreadsheet with all the information required for the mandatory columns and you can then simply edit the spreadsheet to delete and update the other columns and save the file as your new markbook to be imported. After which you can follow the instructions in the section, "Steps to Importing a Markbook" on Page 13.

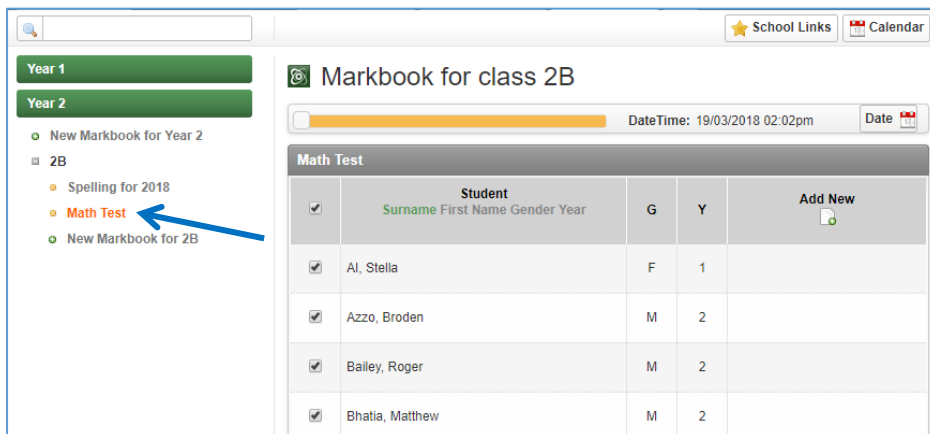
Student Code	Year	Class Name	Preferred Name	First Name	Last Name	week 5 (max: 20)	week 7 (m	week 9
43928356	2	2B	Aaron	Aaron	Brown			20
405237028	2	2B	Abhinay	Abhinay	Maddock			20

## Steps to importing a Markbook

1. Select the **>Markbook** tab on the horizontal menu once you're logged in
2. Select the **-Year Level** and your class from the left-hand green menu
3. Select **-New Markbook for (your class name)**
4. Add a name for your Markbook which you are importing for e.g. Math Test and leave the field of **-use Template** blank; and don't select the options for **-Settings**
5. Select **-Save**



6. The newly added blank Markbook will appear on the left-hand side under your class name



7. Select the Markbook and you will see your students listed on the main screen. Scroll to the bottom and select the **-Import** icon/button

<input checked="" type="checkbox"/>	Xu, Shu Ya	F	2	
<input checked="" type="checkbox"/>	Xu, Grace	F	2	
<input checked="" type="checkbox"/>	Yuan, Corey	M	2	

8. Select **-Choose File** and locate your .csv file on your computer. This is the file that you created as per instructions in the previous section, **"Importing a Markbook"**
9. Once you've located the file, and the file name appears beside **-Choose File** then select the **-Update Markbook** icon/button

### Import - Update Markbook

**Update Markbook**

Upload File Choose file markbook\_2018\_2B\_Math\_1\_20180319\_131233.csv

[Detailed Instructions](#)

10. The process to update the Markbook will proceed and once completed, you will be able to see it under your class on the left-hand side of the screen

### Updating Markbook

Please wait...

There are currently a large number of requests being processed.  
Your request will automatically start as soon as possible.  
If you do not wish to wait, please click cancel and try again later.

Year 1
School Links
Calendar

Year 2

- New Markbook for Year 2
- ▣ 2B
  - Spelling for 2018
  - **Math Test**
  - New Markbook for 2B

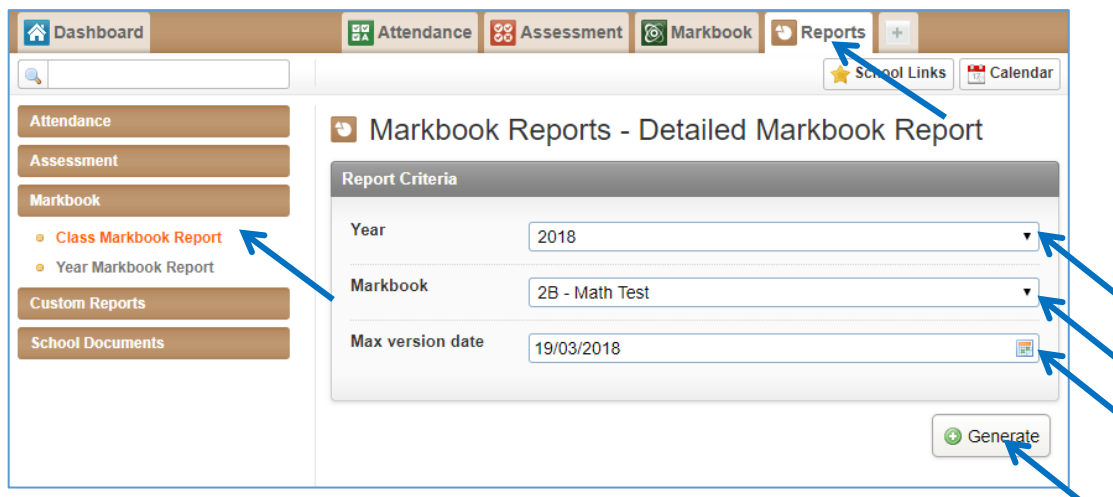
### Markbook for class 2B

DateTime: 19/03/2018 02:10pm

Student Surname	First Name	Gender	Year	week 5 (max: 20)	week 7 (max: 15)	week 9	week 11 - participation	week 12 (max: 30)
<input checked="" type="checkbox"/>	Al, Stella	F	1	15	15	20	Yes	
<input checked="" type="checkbox"/>	Azzo, Bro den	M	2	20	12	20	Yes	
<input checked="" type="checkbox"/>	Bailey, Ro ger	M	2			20	Yes	
<input checked="" type="checkbox"/>	Bhatia, M atthew	M	2			20	Yes	

## Exporting Markbooks through the Reports tab – for Admin Level Users and Teachers

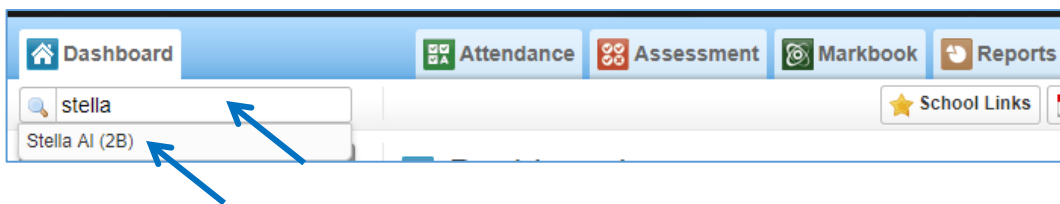
1. Select the **>Reports** tab from the horizontal menu tabs
2. From the left-hand brown menu, select **>Markbook** select **-Class Markbook Report**
3. Select the fields
  - a. -Year (chronological)
  - b. -Markbook (from the list of your available markbooks)
  - c. -Max version date (you can select the date of a version of the Markbook for e.g. you're generating a Markbook report from 2017 and you want the Markbook as it was on 29 Dec 2017)
  - d. Select the **-Generate** icon/button
  - e. The report will be downloaded as a .csv file that can be opened in Excel



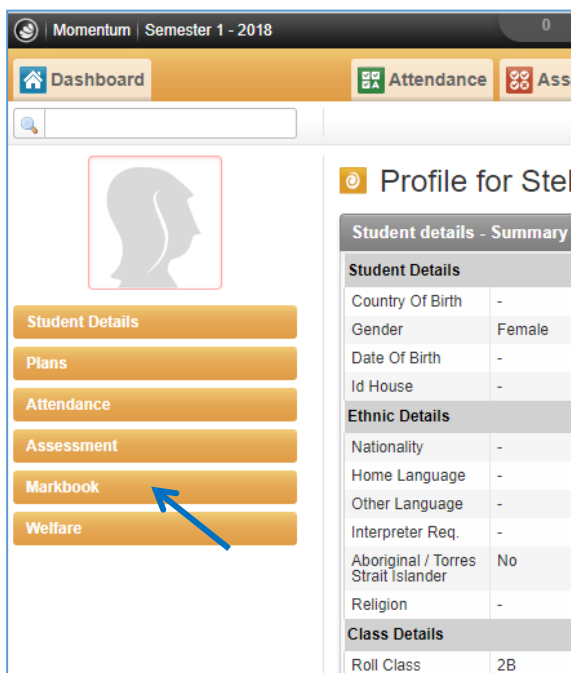
## Accessing a student's profile to view current and historical Markbook information

A student's profile can be accessed by the Executive and class teacher at any time with the following steps:

1. Select the >**Dashboard** tab
2. In the search field located below the >**Dashboard** tab denoted by an *icon of a magnifying glass*, type in the name of a student. Typing in three characters of a child's first or last name will give you a drop-down menu with some auto-matched names

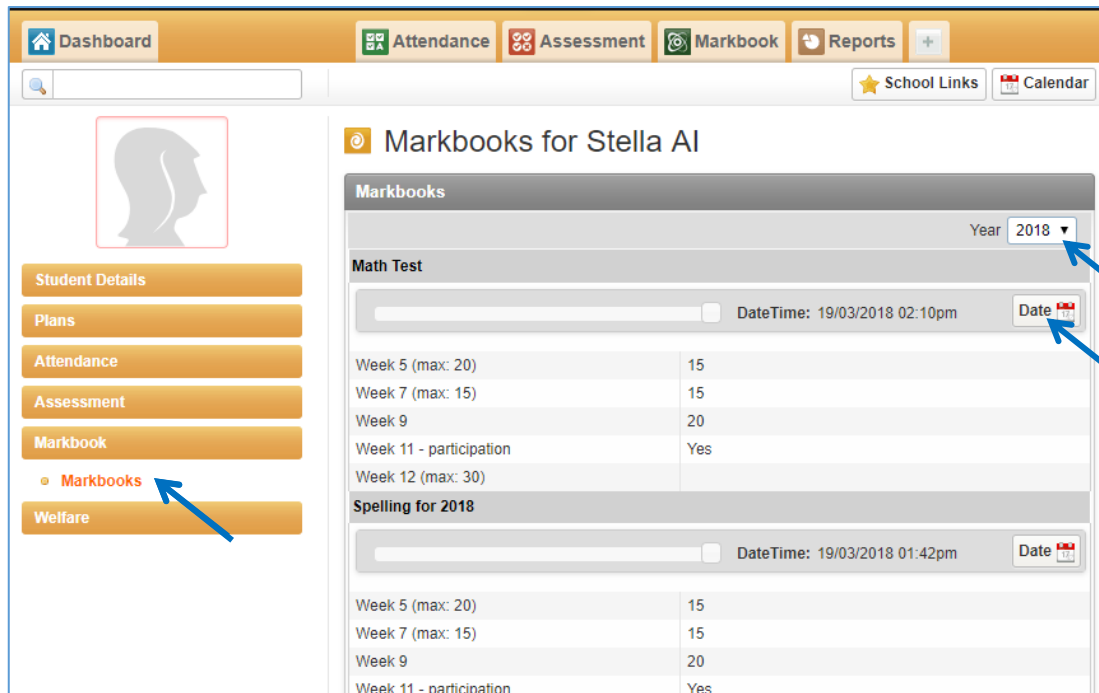


3. Select the name of the relevant student and you will be taken into their profile

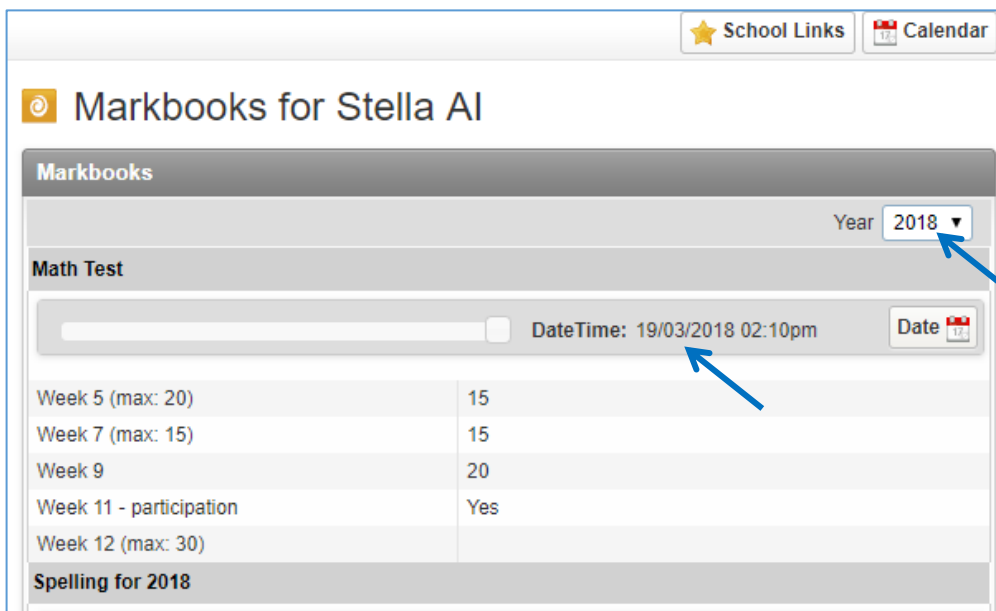


4. On the left-hand menu under the student's picture or the outline of a picture, select any of the menu options to see **current and historical information** related to the student
5. For e.g. if any information was recorded in a Markbook for the student previously, you will be able to see it here by selecting Markbook in the left-hand menu. In the same way, you can view past grades/marks; comments and days absent by selecting Assessment in the left-hand menu





6. You can change the -Year and the -Date to see Markbooks as they were at a particular date



7. To revert to seeing all the Markbooks as of the last or most recent version, simply select on **-Markbooks** again on the left-hand side of the screen in the student's profile menu under **>Markbooks**

The screenshot shows the 'Markbooks for Stella AI' interface. On the left, a navigation menu includes 'Student Details', 'Plans', 'Attendance', 'Assessment', 'Markbook', and 'Welfare'. The 'Markbook' menu item is highlighted with a blue arrow. The main content area displays 'Markbooks for Stella AI' with a 'Year' dropdown set to '2018'. Below this, there are two sections: 'Math Test' and 'Spelling for 2018'. Each section has a 'DateTime' field and a 'Date' field. The 'Math Test' section shows a table of weekly marks: Week 5 (max: 20) with 15, Week 7 (max: 15) with 15, Week 9 with 20, Week 11 - participation with Yes, and Week 12 (max: 30) with an empty cell. The 'Spelling for 2018' section shows a similar table: Week 5 (max: 20) with 15, Week 7 (max: 15) with 15, Week 9 with 20, and Week 11 - participation with Yes.

Select **-Markbooks** to see all the Markbooks as of the last or most recent version