Maplewood connectEd version 5.8 – a guide for non-markbook users

In the 5.8 release, the Maplewood connectEd Achievement and Markbook pages are being consolidated. The Class Achievement and Individual Achievement pages are being retired, and all mark and comment entry will be done through the markbook-style screens. This does not mean that you need to start building a markbook.

Teachers who have not used markbooks at all may find these screens to be quite different. This document is a guide for those users who are making the transition from the achievement screens to the markbook-style screens.

In all mark-entry screens, use the Online Teacher Resources icon to access documentation and videos.

Contents

1) Achievement Menu Changes

Previously, five menu items existed for mark and comment entry under the Achievement Menu:

1. Class Achievement
2. Individual Achievement
3. Class Comments By Group
4. Class Markbooks
5. Individual Markbooks (new in Spring 2014)

Upcoming in Maplewood connectEd version 5.8, only two menu items will be required for the purposes of entering marks and comments:

1. Marks/Comments By Class
2. Marks/Comments By Student

All other menu items will remain, and will depend on security (e.g., Report Card Details, Achievement Reports, etc).

2) Mark Entry by Class

Before 5.8, in achievement screens:

Students ▼	Gr. ▼	Grade	Interv	Uses o	Respon	Organi	Indepe	Collab	Initia	Self-R		Enter Comment #'s e.g. Grade ∨
Ahenakew, Madiso...	11	75		G	G	E	N	E	G			Mady has outstar
Allen, Zoey	10	71		G	E	G	G	E	G	S		Zoey has outstan
Anderson, Amanda	12	73		S	E	G						Amanda has outs
Burns, Aaron	11	66		S	G	S	S	S	S	S		Aaron has outsta
⚠ Cotterill, Andre...	11	64		E	S	E	G	G	G	G		Andrea has outst
Fiddler, Morgan	11	59	Y	S	N	G	S	S	S	S		Morgan has outs
⚠ Gariepy, Emily	11	90		N	E	N	E	E	E	E		Emily has outstar

After, in Marks/Comments by Class, to enter marks by class without creating a markbook, go to Marks/Comments by Class:

Teacher:	Hurd, Izaac (Mr.)	▼	Term:	S1 Final (Nov 18 to Jan 31)	▼	⚙ 🖨 📕
Class:	MFM2Pc - Foundations of Mathemat ▼		Topic:	All	▼	Done

Topic / Sub Topic	Grade	Interview Requested		Learning Skills and Work Habits (9-12)				
				Uses of Spoken French	Responsibility	Organization	Independent Work	Collaboration
Mean | Median | Mode	69 | 70 | 66	-- | -- | --	-- | -- | --	-- | -- | --	-- | -- | --	-- | -- | --	-- | -- | --	-- | -- | --
Ahenakew, Madison (Mady)	66			G	G	E	N	E
Allen, Zoey	71			G	E	G	G	E
Burns, Aaron	66			S	E	S	S	S
Cotterill, Andrea ⚠	64			E	S	E	G	G
Fiddler, Morgan	59	N		G	N	G	S	S
Gariepy, Emily ⚠	67			N	E	N	E	E

Select your class from the dropdown. The Term will default to the first chronological unlocked term. You can select one topic, or All.

Enter marks into the topic cells provided. If a topic has mark entry disabled, the cells will appear grey (e.g., Learning Skills and Work Habits, above). All cells will be grey if the Term is locked or if the topic has mark-entry disabled.

Mass-assignment of a mark

To assign the same mark to many students, enter the mark into one cell, then use either **CTRL+SHIFT+Up Arrow** or **CTRL+SHIFT+Down Arrow** to assign that same mark to all cells **above** or **beneath** that cell.

Main advantages:

- Instant save (no Save, Save & Go Back, Cancel).
- Change classes on-the-fly – no need to go back to the list to select a different class, or different options.
- Wider columns allow for complete topic title to show.
- Wider student name column.
- Inactive/withdrawn students' names appear as crossed out (when Show Deleted Students is selected from Options).
- Option (dependent on school settings) to show final mark. Will be displayed in a light blue column.
- Graphs and some statistics (mean, median, mode, standard deviation) are available (on numeric grades only).
- Headers (topic titles along the top and student names along the left) stay locked when scrolling.

Other cosmetic differences:

- The 'cog' icon contains all display options including showing deleted students, tab vertically, display letter grade box, etc

- The printer icon contains a dropdown menu with all applicable print options including print verification sheet and the new blank marking sheet.

- The Online Teacher Resources icon will bring the user to a new page on Maplewood's website that contains help documentation and videos for the teachers' use.

Statistical options and graphs:

The selected statistics will display in the header (see screen shot above). Select your desired statistics in the Options:
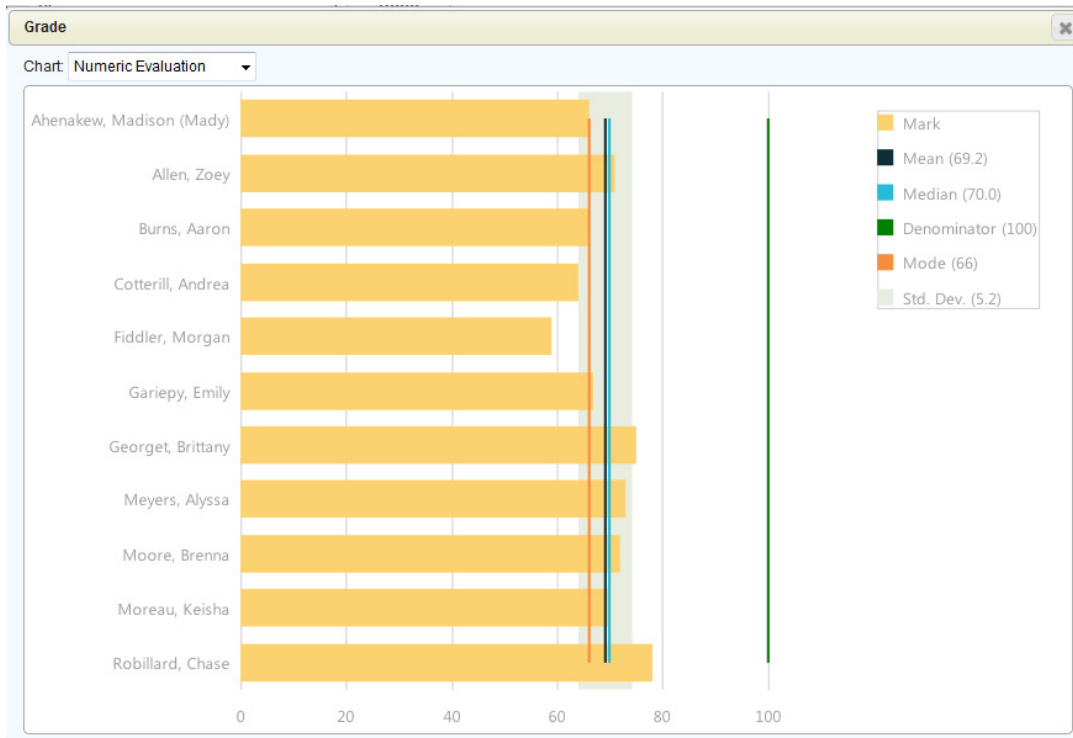

"Highlight low marks" will display a dark blue border around the marks that fall below the standard deviation. Example:
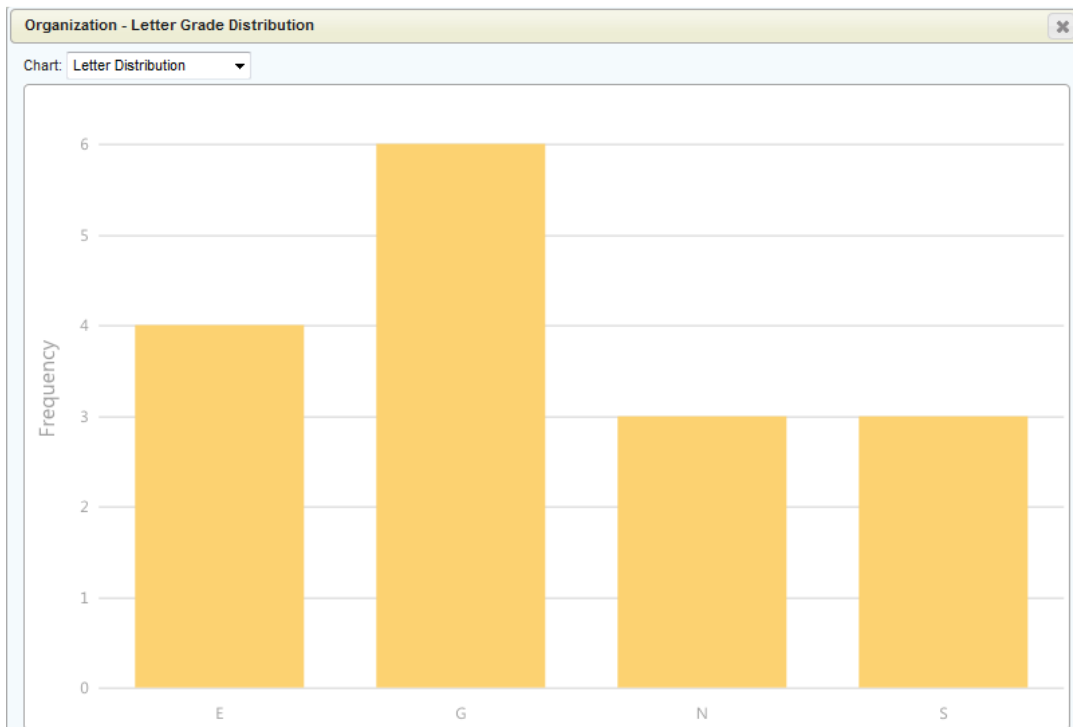

Use the graph icon in the header to see the class statistics in a graphical form.

Below is an example of a graph of numeric marks:

Below is an example of a graph of letter grades:

3) Mark and Comment Entry by Student

Before 5.8, Individual Achievement:

Class: **MFM2Pc Foundations of Mathematics**				Suggested Comments

Student: Burns, Aaron ▼ | Save & Previous | Save & Next
□ Show Comments Preview
☑ Display letter grade box
□ Display Markbooks
□ Show calculated final mark
Term: S1 Final ▼

Save | Save & Go Back | Cancel

Term: S1 Final

Topics		Comments
Grade	66	Insert Context Sensitive Word: ▼
□ ESL/ELD □ IEP		Aaron has outstanding projects due.
		Preview Add to Bank Spell Check
		Quick Comment: School #`s ▼ Insert Comment
Interview Requested		
Learning Skills and Work Habits (9-12)		
Uses of Spoken French	S	
Responsibility	G	
Organization	S	
Independent Work		
Collaboration		
Initiative		
Self-Regulation		

Save | Save & Go Back | Cancel

After, in Marks/Comments by Student:

Teacher:	Hurd, Izaac (Mr.)	▾	Term:	S1 Final (Nov 18 to Jan 31)	▾	⚙ 🖨 📕
Class:	MFM2Pc - Foundations of Mathemat	▾	Topic:	All	▾	Done
Student:	Burns, Aaron	▾				

Topic(s)	Programs	S1 Final	Comments: S1 Final ▾
Grade	☐ESL ☐IEP	66 🟨	Aaron has outstanding projects
Interview Requested			
⊟ Learning Skills and Work Habits (9-12)			
Uses of Spoken French		S	
Responsibility		G	
Organization		S	
Independent Work		S	
Collaboration		S	
Initiative		S	
Self-Regulation		S	

Main Advantages:

- Instant save of marks (no Save, Save & Go Back, Cancel)
- Multiple terms can be made visible at one time
- Teacher can select "All" classes from the Class dropdown. With this option selected, if the teacher selects a student who is in more than one of his/her classes, all of that teacher's classes will show under that particular student. See example on page 8.

Other cosmetic changes

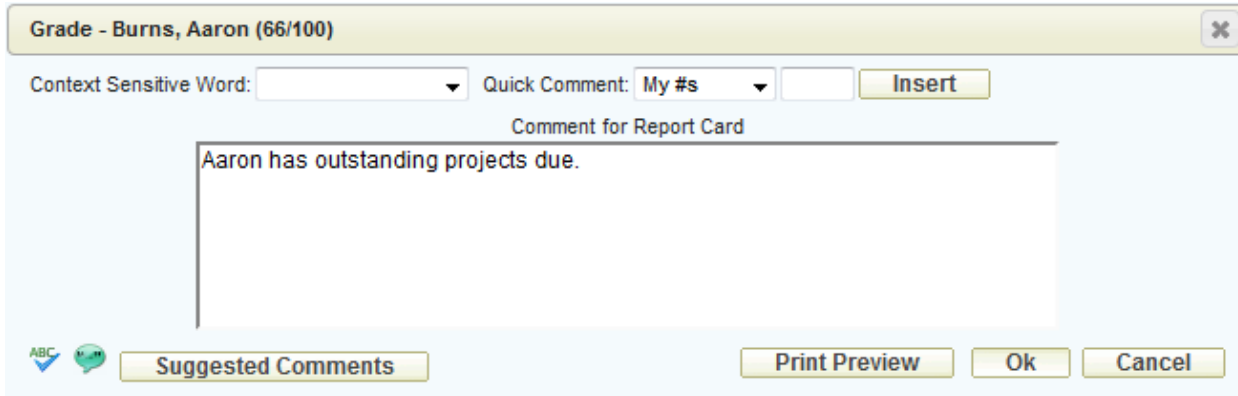🟩 indicates that a comment can be entered

🟨 indicates that a comment has been entered

- Click the comment icon to edit or create a report card comment
- Please note, proper permissions are now required to see the programs (IEP, etc) – contact your school administration if these are not displaying for you.

Comment entry:

- Click the comment icon to compose a report card comment

- Use the Context Sensitive Words, Quick Comment numbers and Suggested Comments as usual.
- Spell Check and Add to Bank are now icons (see to the left of Suggested Comments).
- No scroll bar will appear – if your text goes longer than the size of the box, this should be a guideline that you have reached the limit of the comment size.
- Click the Print Preview button to generate a PDF that will look exactly like what will generate on the physical report card. The text will be red if the comment is too large:

The comment icon will be outlined in red if the saved comment is too large:

Sample of a student in more than one of this teacher's classes, with multiple terms selected:

Teacher:	Hurd, Izaac (Mr.) ▾	Term:	All ▾
Class:	All ▾	Topic:	All ▾
Student:	Ahenakew, Madison (Mady) ▾		

Topic(s)	S1 First	S1 Final	Comments: S1 First ▾
HZT4Ua - Philosophy: Questions and Theories			
Grade	73	66	Mady has done well so far. T
Interview Requested			
Learning Skills and Work Habits (9-12)			
Uses of Spoken French	G		
Responsibility	E	G	
Organization	E	E	
Independent Work	E	N	
Collaboration	G	S	
Initiative	E	G	
Self-Regulation	E		
MFM2Pc - Foundations of Mathematics			
Grade	75	68	Mady has been stuggling this
Interview Requested	N		
Learning Skills and Work Habits (9-12)			
Uses of Spoken French	E	G	
Responsibility	E	G	
Organization	N	E	
Independent Work	G	N	
Collaboration	G	E	
Initiative	N	G	
Self-Regulation			

4) Comment Entry by Class - composing comment text

Before 5.8, in Class Comments by Group:

Assign Comments

Class: **MFM2Pc Foundations of Mathematics**
Term: S1 Final   ▾   Topic: Grade ▾   🗨 Suggested Comments

Default Comment: ⦿ Append ○ Append on new line ○ Replace

Insert Context Sensitive Word: [▾]

|	Select the term and topic and sort the students, if needed.
	Enter the comment in the comment box. Use Suggested Comments to browse and select from predefined comments. Use Quick Comments if you already know the comment numbers (numbers will be replaced with comments upon saving).
	Use {Name} or {Given Name} to insert the student's usual or given name and {male word/female word} to insert words based on student's gender (e.g. {his/her}). Note these words are case sensitive.
[Add to Bank] [Spell Check]	The comment may be appended (added to the end of the student's current comment) or replaced (overwriting the student's current comment).
Quick Comment: School #`s ▾ [ ] [Insert Comment]	Check off the Apply column for the desired students and then click Save or Save & Go Back (at the bottom of the class list).

[Save]   [Save & Go Back]   [Cancel]

| Students ▾	Gr. ▾	Grade ▾	Apply All | None		Comments ❗ indicates the comment may exceed limit for report card.
Ahenakew, Madiso...	11	75	☐	📋	Mady has outstanding projects due.
Allen, Zoey	10	71	☐	📋	Zoey has outstanding projects due.
Anderson, Amanda	12	73	☐	📋	Amanda has outstanding projects due.
Burns, Aaron	11	66	☐	📋	Aaron has outstanding projects due.

After, in Marks/Comments by Class:

Click the topic title and choose Apply Group Comment:
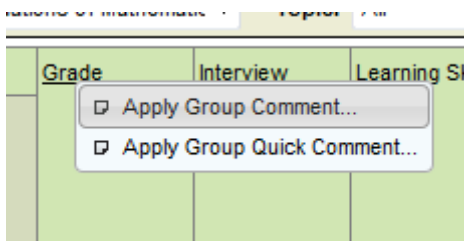
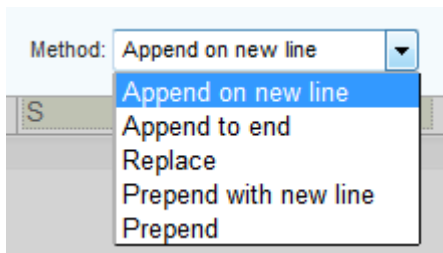Compose the comment or partial comment that you wish to apply to some students:
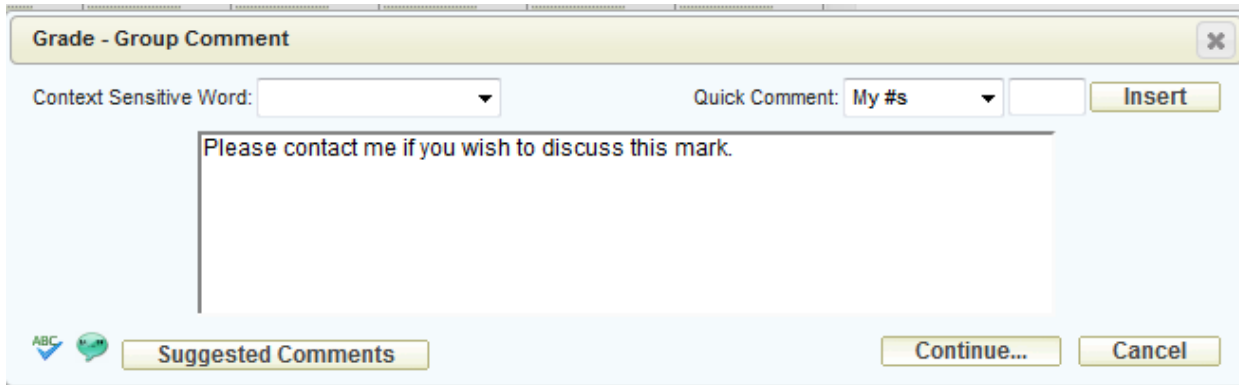
Click Continue.
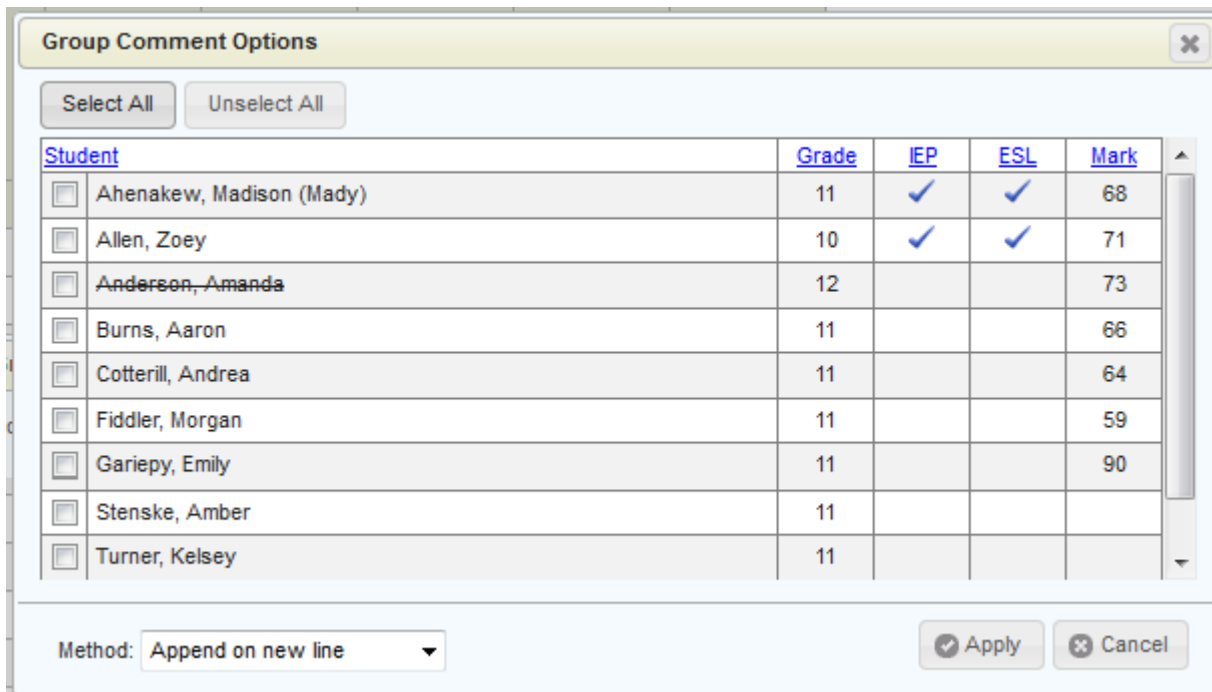
Choose the students to whom to apply this text. The students can be sorted by name, grade, mark and any applicable topic program codes (IEP, etc).

Choose the Method:

Click Apply to apply that text to the selected students.

5) Comment Entry by Class – using Quick Comments

Before 5.8, in Class Achievement with Quick Comments box checked:

Enter Class Achievement

Class: **MFM2Pc Foundations of Mathematics**
Term: S1 Final   Topic:
All Topics

☐ Use Arrow/Enter Keys ☑ Tab Vertically
☑ Display letter grade box

Comment Options:
◉ School Comment #`s  ○ Teacher Comment #`s
◉ Append ○ Replace

Save | Save & Go Back | Cancel

Students ▼	Gr. ▼	Grade	Interv	Uses o	Respon	Organi	Indepe	Collab	Initia	Self-R	Grade ▼	Enter Comment #`s e.g. 1
Allen, Zoey	10	71		G	E	G	G					Zoey has outstand
Ahenakew, Madiso...	11	75		G	G	E	N	E	G			Mady has outstand
Burns, Aaron	11	66		S	G	S						Aaron has outstan
⚠ Cotterill, Andre...	11	64		E	S	E						Andrea has outsta
Fiddler, Morgan	11	59		G	N	G						Morgan has outsta
⚠ Gariepy, Emily	11	90		N	E	N						Emily has outstand

After, in Marks/Comments by Class:

Click the topic title and choose Apply Group Quick Comment:

Grade   Interview   Learning Skil

▯ Apply Group Comment...
▯ Apply Group Quick Comment...
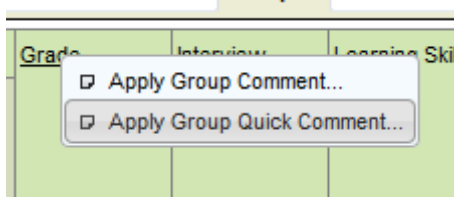
Quick Comment Entry - Grade   ✖

○ School Comment #`s  ◉ Teacher Comment #`s ○ Board Comment #`s    Enter Comment #`s e.g. 1,2 or 1+2

Student	Grade	IEP	ESL	Mark	Quick #'s
Ahenakew, Madison (Mady)	11	✓	✓		12
Allen, Zoey	10	✓	✓	71	10
~~Anderson, Amanda~~	12			73	11
Burns, Aaron	11			66	12
Cotterill, Andrea	11			64	12, 13
Fiddler, Morgan	11			59	12
Ross, Leslie	11				
Stenske, Amber	11				
Turner, Kelsey	11				

Method: Append on new line ▼   ✓ Apply   ✖ Cancel

Choose School, Teacher or Board comment #s, and enter the comment number(s) into the right-most column. The students can be sorted by name, grade, mark and any applicable topic program codes (IEP, etc).

Choose the Method:
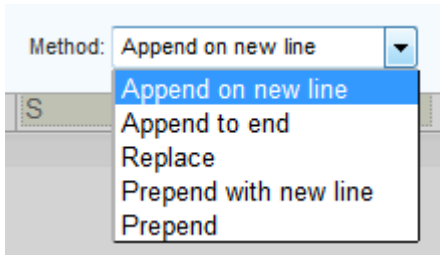
Click Apply to apply the comments to the students.

6) Single Comment Entry through Marks/Comments by Class

To apply a comment to a single student, click the comment icon beside the mark.

 indicates a topic that requires a comment, and no comment text is present

 indicates a topic that requires a comment, and some comment text is present

 indicates that the comment text exceeds report card comment box dimensions (if applicable)

Enter or edit this student's comment and click OK to save.

7) Show Final Mark

If the school has enabled this feature, you will be able to show the final mark for each student.

In the Options, check the Show Final Mark box:

In the Marks/Comments by Class screen the final mark will appear in a light blue column at the left:

This mark can be written to, based on the settings at the school (whether it allows mark entry at all, and whether it is locked or unlocked).

The info icon will display the term and topic weights that determine the final mark. These are also set at the school. In this example, Grade is worth 100% of all the topics, and S1 Final is worth 100% of all the terms. The intersection of Grade and S1 Final is worth 100% of the final mark.

MFM2Pc - Foundations of Mathematics

Final Mark – Weight Distribution

Topics / Terms / Weights	0	100
	S1 First	S1 Final
Grade	~~100~~	100
Interview Requested	0	0
Learning Skills and Work Habits (9-12)	0	0

In the Marks/Comments by Student screen, the final mark for the displayed class will show at the top of the screen:

Student: Allen, Zoey

Final Mark 73

Topic(s)