

## Maplewood connectEd version 5.8 – What’ New for Markbook Users

In the 5.8 release, the Maplewood connectEd Achievement pages are being consolidated. For teachers who are well-versed in the markbook pages this will not be a big change. However, this document is a guide to what is new in the mark-entry screens.

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

### Summary of Changes:

- New Edit/Add Markbook screen
- Achievement Menu
- Expand/Collapse Topics and Categories
- Show Final Mark
- Published and Unpublished Markbook Comments
- Curriculum Enhancements

### Contents

1)	Achievement Menu Changes .....	2
2)	New Edit/Add Item/Category screen.....	3
3)	Ability to Expand/Collapse Topics and Categories.....	5
4)	Topic mark entry (markbooks not being used, or not enabled, for a specific topic).....	6
5)	Topic Mark/Comment Entry by Student.....	7
6)	Comment Entry by Group – composing comment text.....	9
7)	Comment Entry by Group – using Quick Comments .....	11
8)	Single Comment Entry through Marks/Comments by Class.....	12
9)	Published and Unpublished Markbook Comments .....	14
10)	Show Final Mark.....	16
11)	Curriculum.....	17
12)	Change Markbook Topic .....	19

## 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) New Edit/Add Item/Category screen

When you add or edit a category or item, the screen will be very different. The changes are explained below.

### Main Advantages

**Letter Grade Group:** The available are shown, as well as whether or not numeric entry is allowed, and the denominator that will be used for numeric marks or the numeric value of letter grades.

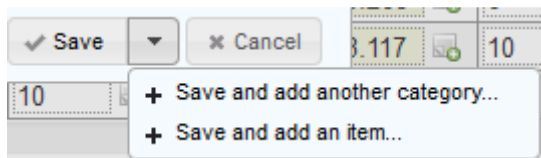
**Weight:** All term weights are shown, clarify what weight is being applied to what term. E.g., entering a new weight will not change the weight for a previous, locked, term – in the above example, Semester 1 would not be changed, as it is in the past and is locked. Information is also shown about the term, specifically the dates and the locked/unlocked status.

- The item's overall weight across its category is shown in a percentage value. E.g., in the above example, the item is worth 6% of the Book Report category, in both S1 First and S1 Final. Once more items are added to that category in S1 Final, the item will be worth less.
- Similarly, the category screen will display the overall weight of that category, across the topic (relative to the other categories)

## Other cosmetic differences:

- Additional **SAVE** options (Save and add another category, etc) are on the arrow dropdown on the Save button

- o Edit/Add Category save options:



- Copy and Delete buttons work as they always have:

- o You will not be able to delete an item/category with marks or comments.
- o You can only copy an item/category to a class of your own, that does not already have an item/category by that name).

Additional information about the item/category is contained in additional tabs:

**Students:** to include/exclude students from the item if required. The tab displays the number of included students, if any students are excluded.

**Edit Markbook Item - Catcher in the Rye**

General **Students (17/18)** Curriculum (2) Homework

Student	Grade	Include	Exclude
Ahenakew, Madison (Mady)	11	<input checked="" type="radio"/>	<input type="radio"/>
Allen, Zoey	10	<input checked="" type="radio"/>	<input type="radio"/>
<del>Anderson, Amanda</del>	12	<input checked="" type="radio"/>	<input type="radio"/>
Burns, Aaron	11	<input checked="" type="radio"/>	<input type="radio"/>
Cotterill, Andrea	11	<input checked="" type="radio"/>	<input type="radio"/>
Fiddler, Morgan	11	<input checked="" type="radio"/>	<input type="radio"/>
Gariepy, Emily	11	<input type="radio"/>	<input checked="" type="radio"/>



**Curriculum:** to associate curriculum items to the markbook item. For more details on how to use curriculum, please see Section 11 on Curriculum, below.

**Homework:** if enabled and permission granted. Create a homework item associated with a markbook item so that parents/students can see it through their Maplewood connectEd access.

General Students Curriculum Homework **Optional**

+ Add Assignment

Endangered Species Project  
Due: Mon Jan 12 2015

### 3) Ability to Expand/Collapse Topics and Categories

Use the plus and minus signs near each topic (with markbook underneath) or category to expand and collapse that area. E.g., Category “Labs” is collapsed, where “Presentations” is expanded:

Teacher: Hurd, Izaac (Mr.) Term: S1 Final (Nov 18 to Jan 31) From: 2012-02-05 Done

Class: MFM2Pc - Foundations of Mathematic Topic: All To: 2015-04-10

Topic	Grade								
Sub Topic									
Category		Labs	Presentations						
Item				Similar Triangle	Right Triangles	Group Present	Quiz 6 Intrepret	Knowledge Pre	
Date				Sep 17	Oct 03	Oct 24	Dec 11	Mar 12	
Assessment Type				Diagnostic	Diagnostic	Summative	Formative	Summative	
Denominator   Weight		100   0	100   0	10   0	12   0	25   25	12   0	100   10	
Mean   Median   Mode	71   69   --	74   80   --	75   74   76	0   0   0	9   9   8	19   19   19	7   7   7	--   --   --	
Ahenakew, Madison (Mady)	71	74	75	0	9	19	7	--	
Allen, Zoey	71	74	76	0	10	19	8	--	
Anderson, Amanda	73	86.667	72	0	7	18	12	--	
Burns, Aaron	66	91.2	76	0	10	19	6	--	
Cotterill, Andrea	64	80	72	0	11	18	5	--	
Fiddler, Morgan	59	80	68	0	12	17	7	--	
Gariepy, Emily	90	82.8	64	0	11	16	7	--	

Please note, this setting is not saved upon exit and all categories default to expanded.

#### 4) Topic mark entry (markbooks not being used, or not enabled, for a specific topic)

Marks for a topic can be entered without the creation of a markbook. Also, in some circumstances, the school has not enabled markbooks for a particular topic.

Teacher:	Hurd, Izaak (Mr.)	Term:	S1 Final (Nov 18 to Jan 31)						
Class:	MFM2Pc - Foundations of Mathemat	Topic:	All	Done					
Topic	Grade	Interview Requested	Learning Skills and Work Habits (9-12)						
Sub Topic				Uses of Spoken French	Responsibility	Organization	Independent Work	Collaboration	
Mean   Median   Mode	65   65   --	--   --   --	--   --   --	--   --   --	--   --   --	--   --   --	--   --   --	--   --   --	
Ahenakew, Madison (Mady)				G	G	E	N	E	
Allen, Zoey	71			G	E	G	G	E	
Burns, Aaron	66			S	G	S	S	S	
Cotterill, Andrea	64			E	S	E	G	G	
Fiddler, Morgan	59	N		G	N	G	S	S	
Gariepy, Emily				N	E	N	E	E	

To enter marks by class without creating a markbook, go to Marks/Comments by Class. Enter marks into the topic cells provided. The cells of topics that have mark entry disabled will appear grey (e.g., Learning Skills). All cells will be grey if the Term is locked.

#### 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.

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

## 5) Topic Mark/Comment Entry by Student

To enter marks for one student at a time, type the mark or choose from the letter grade dropdown, as you

To enter a comment for a single student, click on the icon beside their mark for the topic, or the item/category.

Topic(s)	Programs	S1 Final	Comments: S1 Final ▾
⊕ Grade	<input checked="" type="checkbox"/> ESL <input checked="" type="checkbox"/> IEP	89 	Aaron has done very well this
Interview Requested			
⊖ Learning Skills and Work Habits (9-12)			
Uses of Spoken French		E	
Responsibility		S	
Organization		G	
Independent Work		N	
Collaboration		G	
Initiative		E	
Self-Regulation		S	

The comment icon looks different for markbook items/categories than it does for topics.



indicates topic comment, with no comment text present



indicates topic comment, with comment text present



indicates topic comment, with comment text exceeding report card comment box dimensions (if applicable)

For a **topic (report card) comment**, use the Context Sensitive Words, Quick Comment numbers and Suggested Comments as usual, or compose the comment:

Grade - Burns, Aaron (66/100)

Context Sensitive Word:  Quick Comment: My #s

Comment for Report Card

Aaron has outstanding projects due.

ABC

- Spell Check and Add to Bank are now icons (see to the left of Suggested Comments).
- No scroll bar will appear – 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:

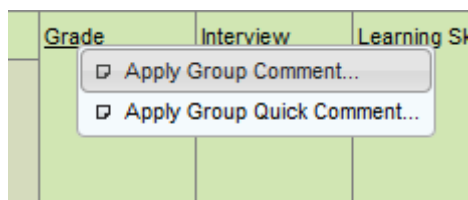
Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234. Aaron has outstanding projects due. Test comment text 1234.



## 6) Comment Entry by Group – composing comment text

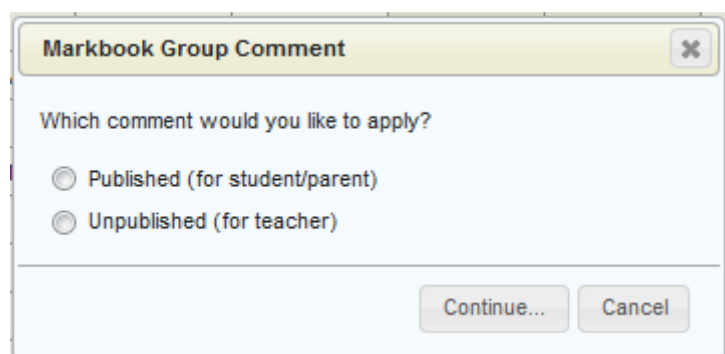
Group comments can be applied to a topic (for the report card) or to markbook items and categories (either published, for parents/students to see, or unpublished, for your own use). *For more information on the published/unpublished comments, please see **Published and Unpublished Markbook Comments** on page 14.*

Click on the topic, category or item title, depending on where you wish to apply the comment. Choose Apply Group Comment.

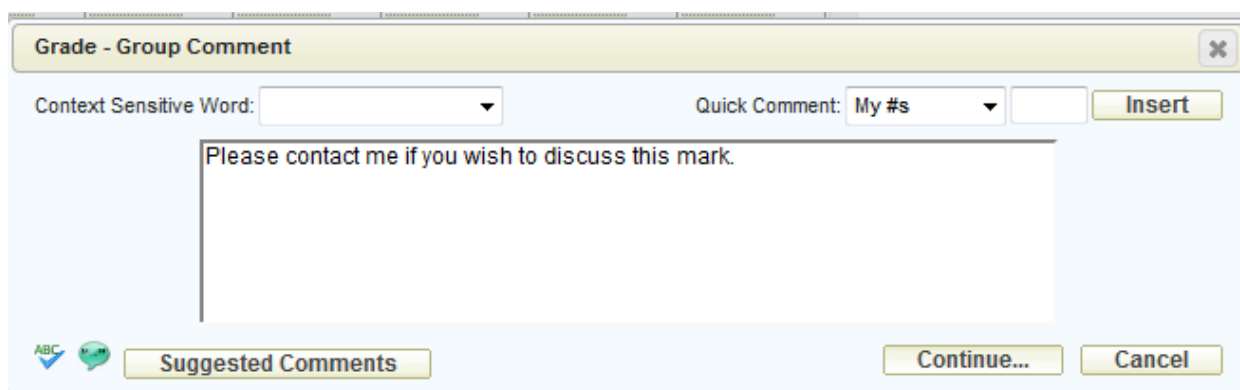


If you have chosen a **markbook** category or item, you will be asked if you want to apply this to the published or the unpublished comment. You will not see this screen if you have chosen a topic as the topic comments will be on the report card and are by default published to parents/students.

Make your choice and click Continue:



For group comments, the screens look the same for both markbook and report card comments. Compose the comment or partial comment that you wish to apply to some students:



Click Continue.

**Group Comment Options** [X]

Select All    Unselect All

<u>Student</u>	<u>Grade</u>	<u>IEP</u>	<u>ESL</u>	<u>Mark</u>
<input type="checkbox"/> Ahenakew, Madison (Mady)	11	✓	✓	68
<input type="checkbox"/> Allen, Zoey	10	✓	✓	71
<input type="checkbox"/> Anderson, Amanda	12			73
<input type="checkbox"/> Burns, Aaron	11			66
<input type="checkbox"/> Cotterill, Andrea	11			64
<input type="checkbox"/> Fiddler, Morgan	11			59
<input type="checkbox"/> Gariepy, Emily	11			90
<input type="checkbox"/> Stenske, Amber	11			
<input type="checkbox"/> Turner, Kelsey	11			

Method: Append on new line [v]

[✓] Apply    [X] Cancel

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:

Method: Append on new line [v]

- Append on new line
- Append to end
- Replace
- Prepend with new line
- Prepend

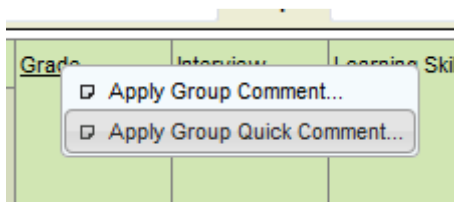
*Note: Prepend is a new option, and will insert the text before the student's existing comment.*

Click Apply to apply that text to the selected students.

## 7) Comment Entry by Group – using Quick Comments

Quick comments can be applied to a topic (for the report card) or to markbook items and categories (either published, for parents/students to see, or unpublished, for your own use).

Click on the topic, category or item title, depending on where you wish to apply the comment. Choose Apply Group Quick Comment:



**Quick Comment Entry - Grade** [X]

School Comment #'s 
  Teacher Comment #'s 
  Board Comment #'s 
 Enter Comment #'s e.g. 1,2 or 1+2

<u>Student</u>	<u>Grade</u>	<u>IEP</u>	<u>ESL</u>	<u>Mark</u>	<u>Quick #'s</u>
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, Kelsev	11				

Method:  [v]

[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 and click Apply to apply the numbered comments to the students.

## 8) Single Comment Entry through Marks/Comments by Class

### Report Card (topic) Comments

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

in   Mode	65   65   --
adison (Mady)	
	71
	66
ea	64
n	59



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.



Grade - Fiddler, Morgan (65/100) ✕

Context Sensitive Word:  Quick Comment: My #s

Comment for Report Card

## Markbook Comments

12	
10	
?	

-  indicates a markbook item or category comment, with no comment text present
-  indicates a markbook item or category comment, with text present in either the published or unpublished comment

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

**Please see the next section on Published and Unpublished Markbook Comments for more details on markbook comments.**

## 9) Published and Unpublished Markbook Comments

For a markbook item or category comment, you have the choice between published (for parents/students) and unpublished (for your own use) comments. Any markbook comments entered before 5.8 will remain unpublished.

You can also use the standard comment features (Context Sensitive, etc). The program will recognize the last place you clicked, and will insert the comment in that exact place.

Parents/students with permissions to markbooks in Maplewood connectEd Student Records will see the published comment in the markbook. A bubble icon will appear beside the item's title and the user can click that to see the full comment.

Categories / Item	Mark	Date	Weight	Denominator
Labs	82.8		0	100
Quiz 1 Similar Triangles	13	Sep 19, 2013	15	15
Test of formative testing	77	Sep 19, 2013	10	100
Quiz 5 Algebraic Equations	7	Dec 03, 2013	0	10
Quiz 8 Writing Equations of Lines	11	Jan 17, 2014	0	14
Presentations	64		0	100
Similar Triangles Properties	0	Sep 17, 2013	0	10
Right Triangles Investigation	11	Oct 03, 2013	0	12
Group Presentation - Trig in Real World	16	Oct 24, 2013	25	25
Catcher in the Rye	7	Dec 11, 2013	0	12
Knowledge Presentation		Mar 12, 2014	10	100
F4 Assignments	47.597		0	100

In the Marks/Comments by Class screen, you may hide the markbook comment icons by unchecking “Show Markbook Comments” in the options window. This can clear up a busy markbook screen.

E.g., markbook comment icons showing:

Grade														
Labs														
Presentations														
Quiz 1 Similar T	Test of formativ	testing	Quiz 5 Algebra	Quiz 8 Writing f	Similar Triangle	Right Triangles	Group Present	Quiz 6 Intrepre						
Sep 19	Sep 19	Oct 03	Dec 03	Jan 17	Sep 17	Oct 03	Oct 24	Dec 11						
Formative	Formative	Summative	Summative	Formative	Diagnostic	Diagnostic	Summative	Formative						
100   0	15   15	100   10	32   1	10   0	14   0	100   0	10   0	12   0	25   25	12   0				11
71   69   --	74   80   --	11   13   --	70   77   --	--   --   --	6   6   --	11   10   10	75   74   76	0   0   0	9   9   8	19   19   19	7   7   7			--
					13	100	0	3	25	6				
71				6	10	76	0	10	19	8				
73	86.667	13		8	10	72	0	7	18	12				
66	91.2	15	78	8	13	76	0	10	19	6				
64	80	12		6	12	72	0	11	18	5				
59	80	12		6	12	68	0	12	17	7				
90	82.8	13	77	7	11	64	0	11	16	7				
	40	6	W	7	10	60	0	10	15	7				
I	100	15	I	5	9	56	0	9	14	8				
	78	14	55	5	10	60	0	8	15	7				

Markbook comment icons hidden:

Grade														
Labs														
Presentations														
Quiz 1 Similar T	Test of formativ	testing	Quiz 5 Algebra	Quiz 8 Writing f	Similar Triangle	Right Triangles	Group Present	Quiz 6 Intrepre						
Sep 19	Sep 19	Oct 03	Dec 03	Jan 17	Sep 17	Oct 03	Oct 24	Dec 11						
Formative	Formative	Summative	Summative	Formative	Diagnostic	Diagnostic	Summative	Formative						
100   0	15   15	100   10	32   1	10   0	14   0	100   0	10   0	12   0	25   25	12   0				
71   69   --	74   80   --	11   13   --	70   77   --	--   --   --	6   6   --	11   10   10	75   74   76	0   0   0	9   9   8	19   19   19	7   7   7			
					13	100	0	3	25	6				
71				6	10	76	0	10	19	8				
73	86.667	13		8	10	72	0	7	18	12				
66	91.2	15	78	8	13	76	0	10	19	6				
64	80	12		6	12	72	0	11	18	5				
59	80	12		6	12	68	0	12	17	7				
90	82.8	13	77	7	11	64	0	11	16	7				
	40	6	W	7	10	60	0	10	15	7				
I	100	15	I	5	9	56	0	9	14	8				
	78	14	55	5	10	60	0	8	15	7				















## 10) 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:

List Reportable Classes Only  
 Display Letter Grade Colour Coding  
 Show Final Mark

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


Topic	Final Mark 	Grade	Interview Requested
Sub Topic			
Mode 	-- 	-- 	-- 
Ahenakew, Madison (Mady) 	100 	100 	
Allen, Zoey 	73 	73 	
Burns, Aaron 	45 	45 	Y

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    
 Topic(s)



## 11) Curriculum

Any number of curriculum items can be associated to a markbook item or category. In the Edit screen for the markbook item or category, go to the Curriculum tab and click Select.


Drill down to the curriculum (Elementary or Secondary), grade level and subject, to find the desired curriculum item. Check off any that apply.


The screenshot shows a 'Curriculum' window with a tree view of curriculum items. The items and their associated progress bars are as follows:

- Level 10: 0 / 145
- Level 20: 0 / 83
- Level 30: 3 / 135
- ELA 30: 3 / 135
- ELA A30 - Canadian Voices (First Nations, Métis, Saskatchewan, and Canadian texts only): 0 / 69
- ELA B30 - Global Perspectives (international, including indigenous, texts only): 3 / 66
- View, listen to, read, comprehend, and respond to a variety of grade-appropriate international, including indigenous, texts that address:
  - identity (e.g., Sense of Self): 0 / 8
  - social responsibility (e.g., Social Criticism), and
  - social action (agency) (e.g., Addressing the Issues).
- View, comprehend, and evaluate critically a variety of visual and multimedia texts by international, including indigenous, artists and authors from various cultural communities, and identify how the texts address beliefs, values, and power: 3 / 8
- View, respond to, and interpret visual and multimedia texts created by artists and authors from various cultural communities including indigenous peoples. **ELA.CR B 30.2.1** 1
- Select deliberately and use effectively a variety of before (page 27), during (page 28), and after (page 29) strategies to construct and confirm meaning when viewing texts.
- Use language cues and conventions (page 25) from a variety of informational and literary texts to construct and confirm meaning when viewing. **ELA.CR B 30.2.3** 1

At the bottom right, there are 'Save' and 'Cancel' buttons.

If any items have previously been selected, the screen will bring you to them.

 indicates that this curriculum item has been selected 1 time in this class.

 indicates that three of eight curriculum items under this particular section have been chosen in this markbook item/category.

The selected curriculum items will appear in the tab after saving.

**Edit Markbook Item**




General Students **Curriculum** Homework Optional

Select....

Secondary Curriculum		
ELA.CR B 30.2.1	View, respond to, and interpret visual and multimedia texts created by artists and authors from various cultural communities including indigenous peoples.	🗑️
ELA.CR B 30.2.3	Use language cues and conventions (page 25) from a variety of informational and literary texts to construct and confirm meaning when viewing.	🗑️
ELA.CR B 30.2.9	Identify the aesthetic effects of media presentations and evaluate the techniques used to create them.	🗑️

🗑️ Delete    📄 Copy...    ✓ Save    ✕ Cancel

Once some curriculum has been selected, a small green arrow icon will appear within the category or item.

Present	Catcher in the Rye	Knowledge
	Dec 11	Mar 12
ative	Summative	Summa
25	12   0 	100   1
1   19 	7   7   7 	--   --   --

Click on it to see a brief description of the curriculum associated:

**Catcher in the Rye**

Secondary Curriculum

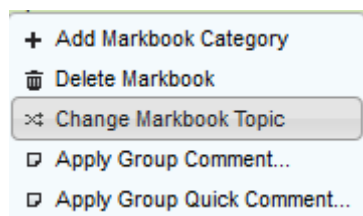
ELA.CR B 30.2.1 View, respond to, and interpret visual and multimedia texts created by artists and authors from various cultural communities including indigenous peoples.

ELA.CR B 30.2.3 Use language cues and conventions (page 25) from a variety of informational and literary texts to construct and confirm meaning when viewing.

ELA.CR B 30.2.9 Identify the aesthetic effects of media presentations and evaluate the techniques used to create them.

## 12) Change Markbook Topic

Another option has been added under the topic dropdown: Change Markbook Topic.



This option should only be used if the markbook has been inadvertently built under the wrong topic. It will move the items and categories and all their marks and comments, to the new topic. It will only allow you to move the markbook to another topic that allows markbooks, and does not already have a markbook assigned.