

# Maplewood Elementary Class Markbook Quick Reference Sheet

## 1. Login

- Go to the **web site address** provided  
<http://mw.ncdsb.com>
- Locate the **school**
- Username** and **Password** are the same as your NCDSB email.

## 3. Menu Page

- Provide links to different areas within Maplewood that teachers have access to
- The Calendar will display the School Board's Calendar for the active year
- Select **ACHIEVEMENT** to access Maplewood's Class Markbook Module

## 5. Class Markbook

- Click **Achievement** from the Menu Page.
- Select **Marks/Comments by Class** from the Achievement Menu.
- Select a **Class Code** from header to open/create a Class Markbook.

Once a Class Markbook is open, teachers can create Categories and Items.

**CATEGORIES:** Categories are main reporting "bins" for the selected course. Categories can be KICA, ISU, Exam.

**ITEMS:** Items are the assessments that relate to Categories.

### How to Create an Item for a Category in Class Markbooks

**Note:** If an assessment applies to multiple Categories, items will need to be entered for each Category separately.

- Navigate to the underlined **Category** title and click the Header.
- Select **Add Markbook Item** from pop-up menu.
- Assign a **Name** to the new item.
- Select the **Category** to assign the Item to.
- Set a **Date** using the Calendar icon.
- Assign a **Denominator (out of mark)**.  
**Note:** For **Items**, it is recommended to assign the denominator as the raw marks associated with the item for the selected category.
- Assign a **Weight**  
**Note:** Simple weighting of 1, 2, 3 (etc) for items can be used. This is how that item relates to the other items in the category.
- Select **Elementary Grade** from the Letter Grade Entry

## 2. Items to be Aware of...

**DO:** Disable Popup Blockers

**DO:** Use the SAVE, SAVE & GO BACK, and CANCEL buttons

**DO:** Click the LOGOUT button to properly exit the program

**DO NOT:** Use the browser's BACK & FORWARD buttons

## 4. Maplewood Achievement

- Use the links provided to access different areas within Maplewood Achievement to enter Class Markbook information.
- Refer to the Maplewood Secondary Report Card Quick Reference Sheet for quick instruction on this area within Maplewood Achievement.

### How to Create a Category in Class Markbooks

- Navigate to the underlined Topic title and click the Header.
- Select **Add Markbook Category** from pop-up menu.
- Assign a **Name** to the new category.
- Set a **Date** using the Calendar icon.
- Assign a **Denominator (out of mark)**.  
**Note:** For **Categories**, teachers can make the **Denominator** to be the same as the **Weight**.
- Assign a **Weight**.
- Select **Elementary Grade** from the Letter Grade Entry drop-down menu.
- Determine to check/uncheck **Publish**.  
Click the **Save & Add New Category** button to create more Categories **OR** Click the **Save** button to return to the Class Markbooks page.

### Display Categories and Items in Class Markbooks using Header & Markbook Options

Categories and Items are visible within the Class Markbook page based on the header and markbook options.

The following suggested header and markbook options will ensure all Categories and Items created will display for this class and semester:

- Select **Active Term** from the Term drop-down menu
- Topic = **All**
- Set **From: date** as first day of the Term
- Set **To: date** as last day of the Term
- Navigate to and select **Markbook Options** (Gearbox Icon) beside Date Filter header
- Select **Items within Categories** from the Layout

<p>drop-down menu.</p> <ol style="list-style-type: none"> <li>i. Select an <b>Assessment Type</b>.</li> <li>j. Determine to check/uncheck <b>Publish</b>. Click the <b>Save &amp; Add New Item</b> button to create more Items <b>OR</b> Click the <b>Save &amp; Go Back</b> button to return to the Class Markbooks page.</li> </ol>	<p>drop-down menu in Markbook Options</p> <p>To only display on a specific day and items only, then adjust the following header and markbook options:</p> <ul style="list-style-type: none"> <li>• Set <b>From: date</b> as the specific date</li> <li>• Set <b>To: date</b> as the specific date</li> </ul> <ol style="list-style-type: none"> <li>i. Select <b>Items Only</b> from the Layout drop-down menu in Markbook Options</li> </ol>
<p><b>Enter Marks for Items and Categories</b></p> <ol style="list-style-type: none"> <li>a. Click into the Item or Category mark fields to begin entering student marks.</li> <li>b. A Category's mark field can be used for mark entry.</li> <li>c. The Category marks for each student will be calculated automatically if the Items are associated with the Category. Marks are to be recorded for the Items. The Category marks will be calculated based on the Items and the associated weights of each Item.</li> <li>d. The Category's mark field calculated mark can be overridden by the user.</li> <li>e. The <b>Tab Vertically</b> checkbox provides the ability to TAB vertically down a column to enter marks. Unchecking this checkbox will make the TAB key tab horizontally across columns.</li> <li>f. The <b>Display letter grade box</b> checkbox provides a box that lists allowable letter grades. Unchecking this box will hide the letter grade box.</li> <li>k. 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.</li> </ol>	<p><b>Display Mark Statistics in Class Markbooks</b></p> <ol style="list-style-type: none"> <li>a. Navigate to and select <b>Markbook Options</b> (Gearbox Icon) beside Date Filter header.</li> <li>b. Check the option <b>Show Mark Statistics</b></li> <li>c. Check up to 3 (maximum) of the 4 mark statistics available: <ul style="list-style-type: none"> <li>○ Mean (average)</li> <li>○ Median (middle)</li> <li>○ Mode (highest occurrence)</li> <li>○ Standard Deviation (dispersion from mean)</li> </ul> </li> </ol> <p><b>Display and Enter Markbook Comments</b></p> <ol style="list-style-type: none"> <li>a. Navigate to and select <b>Markbook Options</b> (Gearbox Icon) beside Date Filter header.</li> <li>b. Check the option <b>Show Markbook Comments</b></li> <li>c. Select the <b>notepad icon</b> located beside the mark field</li> <li>d. Enter in comment for individual student for specific assessment</li> </ol> <ul style="list-style-type: none"> <li>• Only user of the Class Markbook will be able to view the markbook comment. No other staff members will be able to access the markbook comment.</li> </ul>
<p><b>Individual Student Report (Achievement Reports )</b></p> <ol style="list-style-type: none"> <li>a. Select the <b>Achievement</b> link from the Main Menu.</li> <li>b. Select <b>Achievement Reports</b> from the Achievement Menu.</li> <li>c. Select <b>Class</b> radio button and the <b>Class Code(s)</b> from the <b>Select Homerooms/Classes</b> section.</li> <li>d. Select the <b>Markbook Summary</b> radio button from the Report Information section</li> <li>e. Select the <b>Term</b> and <b>Topic</b> that is applicable to the class for Markbook summary.</li> <li>f. Select the <b>Print Options</b> (One Student Per Page, Include Class Average (Optional), Include Denominator, Include Weight, Include Date).</li> <li>g. Click the <b>View</b> button to generate the report(s). <b>Result:</b> The report(s) will generate into a PDF.</li> </ol>	<p><b>Copy Markbooks</b></p> <ol style="list-style-type: none"> <li>a. Select <b>Achievement</b> from the Main menu.</li> <li>b. Select <b>Copy Markbooks</b> from the Achievement menu.</li> <li>c. <b>Select the This Year's Markbooks radio button.</b></li> <li>d. Select a <b>Department</b> from the drop-down menu to filter Class Markbooks.</li> <li>e. Select <b>Class</b> from the "Copy From:" radio button.</li> <li>f. Select a <b>Class</b> from the "Copy From:" drop-down menu to copy the Class Markbook.</li> <li>g. Ensure <b>Grade</b> is listed in the Topic drop-down menu.</li> <li>h. Select <b>Class</b> from the "Copy To:" radio button.</li> <li>i. Select a <b>Class</b> from the "Copy To:" drop-down menu to copy the Class Markbook.</li> </ol>

- h. **Save** or **Print** the reports. Close the PDF.
- g. Click the **Cancel** button to exit this page.

- j. Select the **Copy** button.
- k. Click the **OK** button to Copy the Markbook.

#### **Class Report without Names (Achievement Reports )**

- a. Select the **Achievement** link from the Main Menu.
- b. Select **Achievement Reports** from the Achievement Menu.
- c. Select **Class** radio button and the **Class Code(s)** from the **Select Homerooms/Classes** section.
- d. Select the **Markbook Summary** option from the Report Information section.
- e. Select the **Term** and **Topic** that is applicable to the class for Markbook summary.
- f. Select the **Print Options** (Include Denominator, Include Weight, Include Date, Replace Student Name With... - OEN)
- g. Click the **View** button to generate the report(s).  
**Result:** The report(s) will generate into a PDF.
- h. **Save** or **Print** the reports. Close the PDF.
- i. Click the **Cancel** button to exit this page.

#### **Class Report with OVERALL MARK ONLY without Names (Achievement Reports )**

- a. Select the **Achievement** link from the Main Menu.
- b. Select **Achievement Reports** from the Achievement Menu.
- c. Select **Class** radio button and the **Class Code(s)** from the **Select Homerooms/Classes** section.
- d. Select the **Class Summary** radio button from the Report Information section.
- e. Check the **Term** that is applicable to the class.
- f. Check the Learning Skills from the **Topic** section (Optional).
- g. Select the **Print Options** (Replace Student Name With... - OEN).
- h. Click the **View** button to generate the report(s).  
**Result:** The report(s) will generate into a PDF.
- i. **Save** or **Print** the reports. Close the PDF.
- j. Click the **Cancel** button to exit this page.

#### **Individual Markbook**

- a. Click **Achievement** from the Menu Page.
- b. Select **Marks/Comments by Student** from the Achievement Menu.
- c. Select a **Class Code** from header to open/create a Class Markbook.
- d. Select a **Student** from the header
- e. Select the applicable **Term or All**
- f. Select the applicable **Topic or All**
- g. Enter Marks, Comments, Learning Skills or Program for the student.