SENTRAL EDUCATION

Markbook User Guide

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Using Markbook

Target Audience

- Faculty Heads & Teaching Staff

Content

Within this course staff will learn how to:

- Creating a Markbook (higher level access required).
- Add Classes to Markbooks
- Access Levels
- Planning Markbooks Column Layouts
- Creating a Markbook Task and Calculation.
- Link Markbook results to Curriculum.
- Entering Markbook Data and Running Calculations.
- Markbook Calculation Types in more detail
- Other Actions in Markbook
- Linking a personal Markbook result to a faculty Markbook result.

Overview

Staff will learn how to setup their required faculty and/or Primary Markbooks, including creating specific tasks and calculations linked to standards and then enter results within them as required.

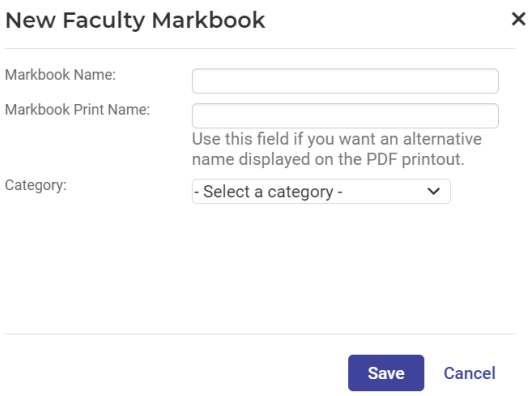
Creating a new Faculty Markbook

Note: To create a shared Markbook, you will need to make sure you have the correct levels of access. If the **Create Faculty Markbook** button is not appearing for you and you need to create a faculty Markbook, you will need to speak to your Faculty Coordinator or Sentral Administrator.

1. Click on the green **Create Faculty Markbook** button

in the top right-hand corner of the screen.

The **New Faculty Markbook** screen will pop up.



1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

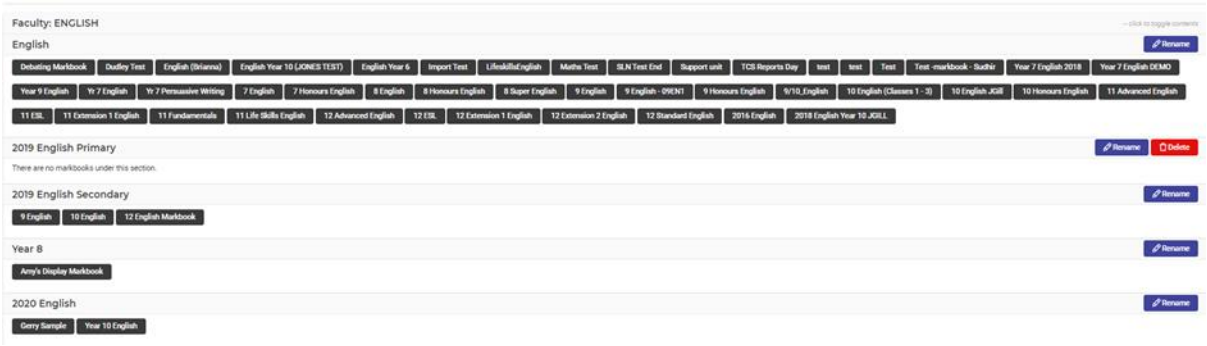
You should be able to select any category for a faculty you have access permissions to (if you cannot see the relevant faculty here, speak to your Sentral Administrator).

NOTE: Ensure the new Markbook is assigned to a Faculty or it will appear in the **No Faculty** list.

2. Enter details of the new Markbook.

3. Click on the **Save** button in the bottom right.

The window will disappear, and the new Markbook (and category if you created one) will appear on your Markbook home screen. **Faculty Markbooks** always appear underneath **All Faculty Markbooks Tab**.

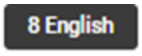


NOTE: Rather than create new faculty Markbooks for all years & subjects, faculty heads are better off working on one Markbook setup and then copying that structure to other years or faculties.

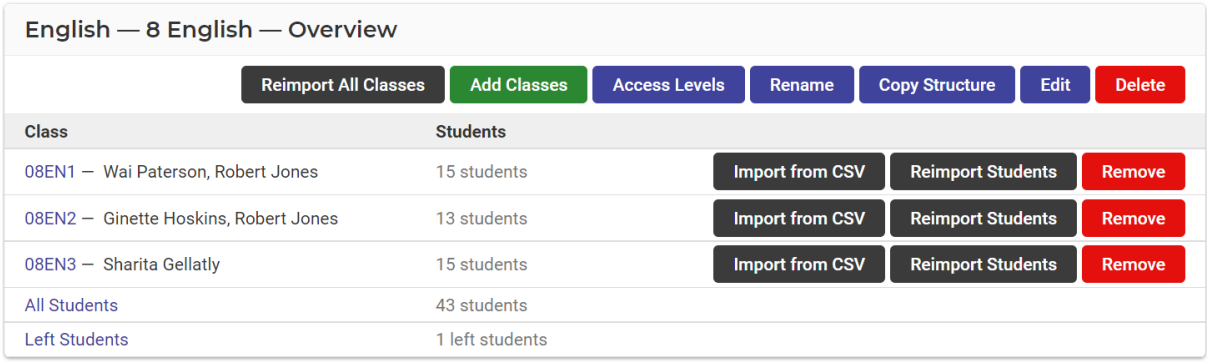
Add Classes to Markbooks

1. To add classes to a **Faculty Markbook**, click on the black button with the Markbooks name on it.

For this example, we will use the Year 8 English that was just created.

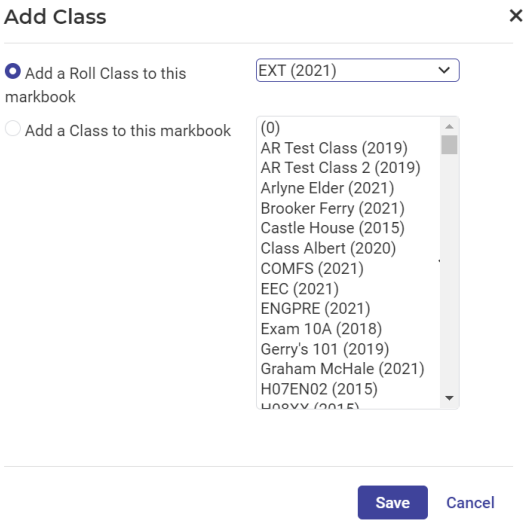


The Markbook screen will open.



2. Click on the green **Add Classes** button in the top centre of the screen.

The **Add Class** window will pop up and display.



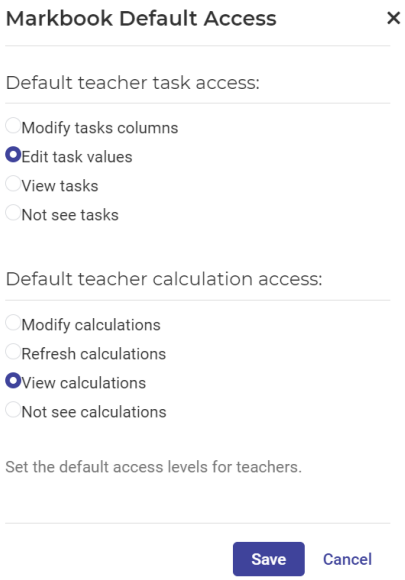
3. Select either a roll class or classes to add to the Markbook and then click on the **Save** button at the bottom of the window.

The class and number of students will appear in the Markbook.

4. Step 2 can be repeated at any time to add additional classes if required.

Access Levels

Access levels or permissions allow Faculty Heads to define levels of access for staff. Schools may wish to allow staff to modify tasks and calculations, or not and control access.



1. There are task permissions Faculty Heads need to define.
2. Faculty Heads can define/restrict access to calculation in Markbooks.

Planning Markbooks Column Layouts

Before diving into adding tasks and calculations, as a staff it is important to design consistent structures, naming conventions and layout of Markbook so they are meaningful to the teaching staff.

1. Click on one of the classes associated to the Markbook. This will give you a view of not unlike an excel spreadsheet that is blank.

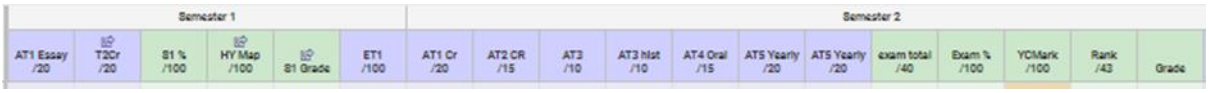
Students are listed to the left-hand side and there are currently no columns.

2. To add columns either click on **Edit** whilst in this view or **Edit** back on the Markbook page.

3. Select **New Column Group** and type in the name. Below example displays on the Edit page once task/calculations are added.

Name		Max mark
Semester 1		
AT1 Essay Task (Mark)	Assessment Task 1 - Responding to Fiction	20
T2Cr Task (Mark)	Task 2 Creative	20
S1 % Add	S1%	100
HY Map Multilinear Mapping	HY Mapped	100
S1 Grade Grade	Semester 1 Grade	N/A
ET1 Task (Mark)	Essay T1	100
Semester 2		
AT1 Cr Task (Mark)	AT1 Creative	20
AT2 CR Task (Mark)	AT2 Comparative Poetry Essay	15
AT3 Task (Mark)	AT3 Group Media Project	10
AT3 hist Task (Mark)	AT3 historical narrative	10

4. The examples below give you an idea of naming conventions. This is how the layout will look within a Markbook. Schools can label the columns by term, semester, subject, assessments and so on. Something that is meaning to the teachers of those subjects.



5. Schools can run calculations on tasks across columns. The idea of the column name is more for ordering and grouping of assessment tasks.

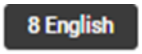
6. The **Duplicate**

Button, enables teacher to duplicate and rename an entire column, including tasks and calculations. This may be handy if your tasks/calculations are identical for each semester let's say.

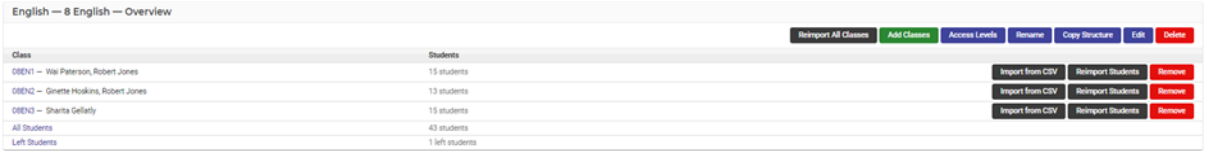
Creating Markbook Tasks and Calculations

The following procedure is to show users how to create tasks in the Markbook that teachers can then enter in their results, as well as calculations which can apply to tasks and other calculations (such as simply additional, weighted averages, ranks etc).

1. Open the Markbook you wish to add a task and/or calculation to, by clicking on the black button.



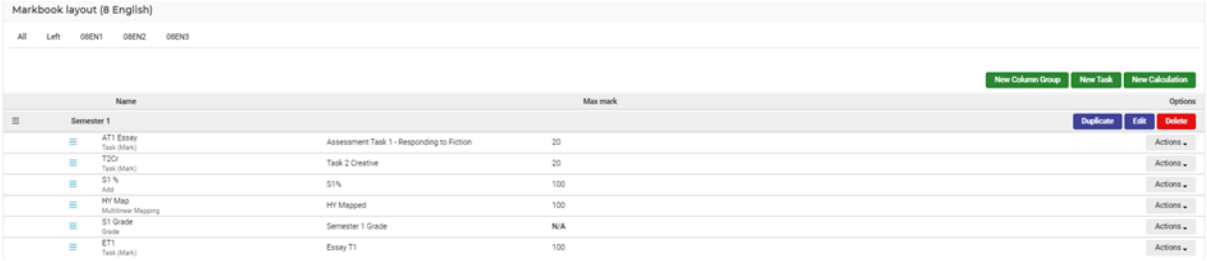
The Markbooks home screen will open.



2. Click on the **Edit** button

in the top right-hand corner or click on the class and the **Edit Markbook** button.

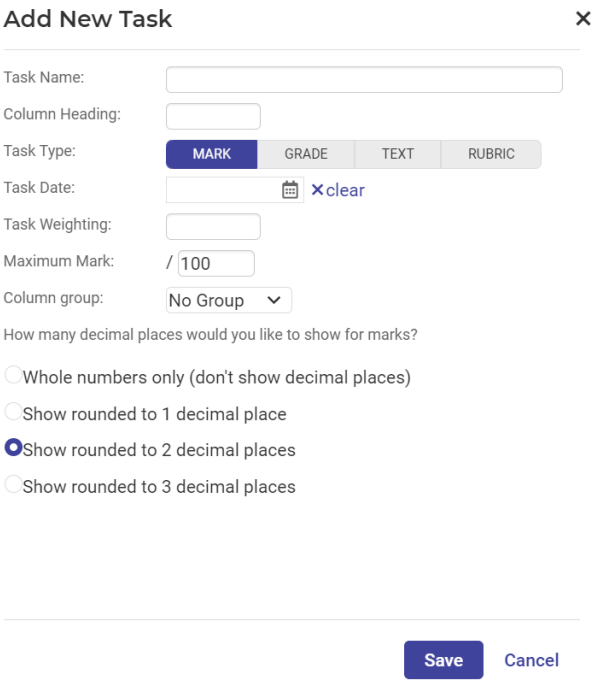
The list of tasks and calculations in the Markbook will display. New Markbooks will have no columns, tasks or calculations displayed.



To create a new task

1. Click on the **New Task** button.

The **New Task** window will display.



1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Things to consider.

Task type: will this be a mark(numeric), grade, text, or rubric). Depending on the one you select, the options below this change.

Grade: if selected, you must choose one of the school-based scales.

Rubric: you can either create a new template or use existing. More on rubrics can be viewed further in this document.

3. Click on the **Save** button at the button of the screen.

The window will close, and the task will appear in the Markbook.

To create a new calculation

1. Click on the green **New Calculation** button

.

The **Add/Modify Calculation** screen will display.

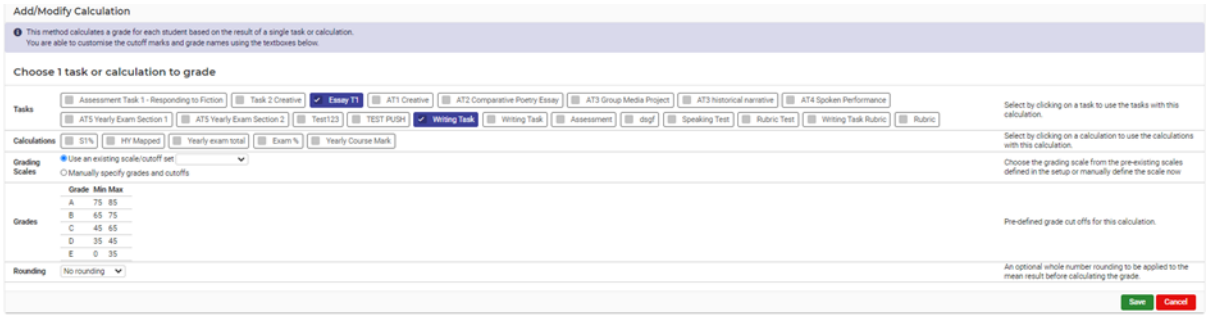
1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

Note: calculation types explained further down.

2. Click on the **Next** button

at the button of the window.

The screen will change to display options over which tasks and/or calculations this calculation should be based on.



3. In the **Tasks** section click on any tasks you would like to be included. The task will then highlight blue to indicate it has been selected.
4. In the **Calculation** section click on any calculations you would like to be included. The calculation will then highlight blue to indicate it has been selected.
5. Click whether to **Rank 0 Mark as Max Mark**. With this is turned ON, all students with a 0 mark in the column will be allocated the rank of "last". E.G., =110/110. Students with a blank entry will be allocated N/A in the rank.

With this turned OFF, all students with a 0 in the column will be ranked in order with other students in the column. If several students have a zero score, they will be ranked equally, and may not actually have the last rank of the total number of students. E.g., =105/110. Students with a blank entry will be allocated N/A in the rank.

6. Click on the **Save** button

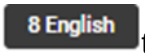
at the button of the window.

The window will close, and the calculation will appear in the Markbook.

7. Use the hamburger icon ☰ to move Columns, tasks, and calculations ordering.

Link Markbook results to curriculum

The following procedure is to show users how to link a result in the Markbook to a particular outcome within the curriculum.

1. Click on a black **Markbook** button 

to go into that Markbook.

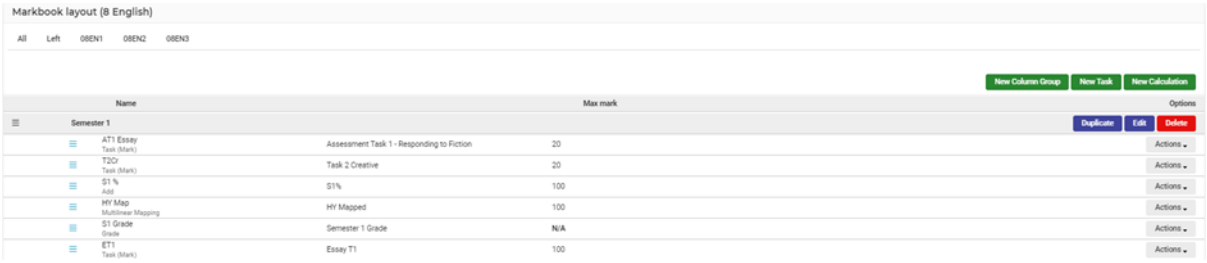
The relevant Markbook screen will display.

2. This screen shows all the classes that are connected to that Markbook, the teacher/s connected to each class and the number of students in each class.

3. Click on the **Edit** button

in the top right corner.

The **Markbook Layout (Markbook Name)** screen will display.

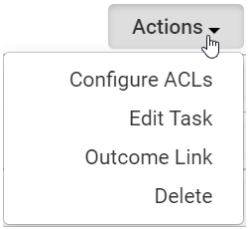


This screen has a list of all the tasks and calculations in the Markbook.

4. For the task/calculation you desire to link to a Standard, click on the **Actions** button

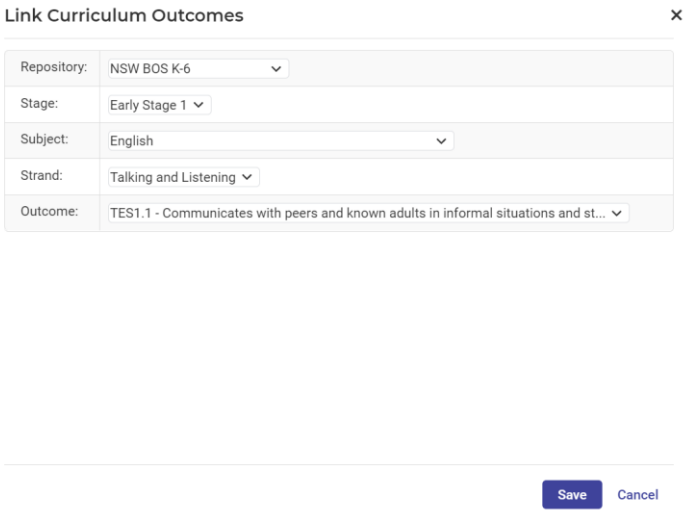
on the right-hand side of the screen.

A drop-down menu will appear.

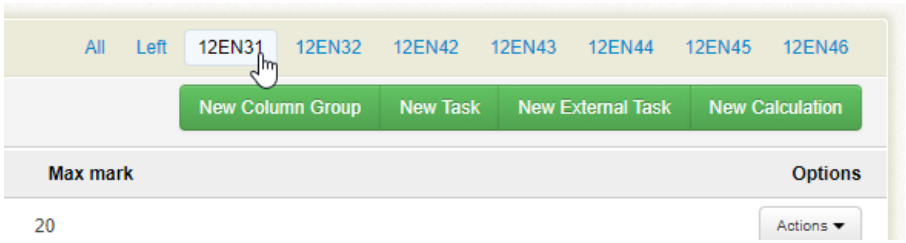


5. From the list select **Curriculum Link** option.

A pop-up **Link Curriculum Outcomes** window will display.



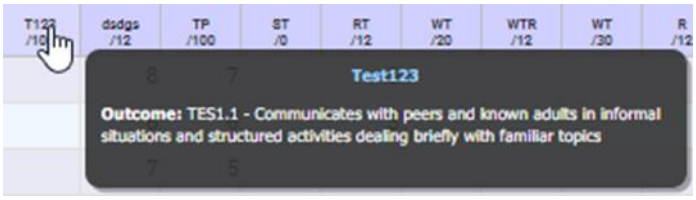
1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Click the **Save** button.
3. Click on any class hyperlink. (alternatively, you can click on All).



The class view of the Markbook will display.

4. Hover cursor over the task/calculation you had linked a standard to. (Move your mouse quickly to the blue box and then do not move it).

A black box will appear listing the Standard this task/calculation is now linked to.

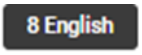


Action Button –

1. **Configure ACL's**- can be used edit that task or delete it. Faculty Heads can also Configure the ACL's (Access Control Levels) for that column.
2. **Run Calculations** – will run a calculation sync in the background
3. **Edit**- edit grade, task, weighted Add, multilinear mapping, rank etc.
4. **Delete**- delete the task or calculation

Enter Task Results and Run Calculations

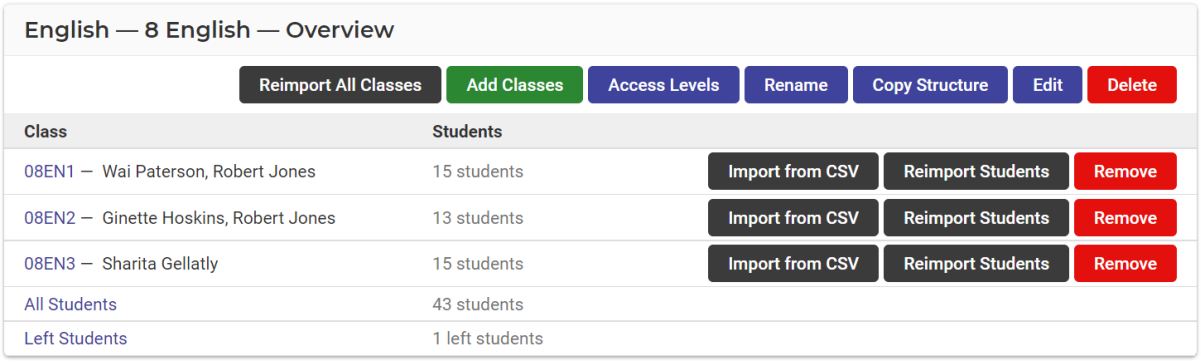
The following procedure is to show users how to fill out the results in a Markbook.

1. Click on the Markbook you would like to enter marks/run calculations in by clicking on 

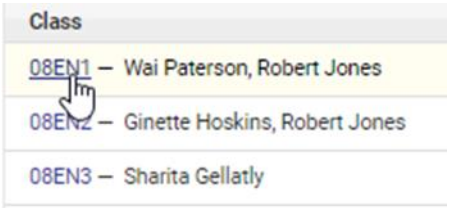
with the name of the Markbook on it you would like to open.

The Markbook class selection screen will display for Faculty Heads.

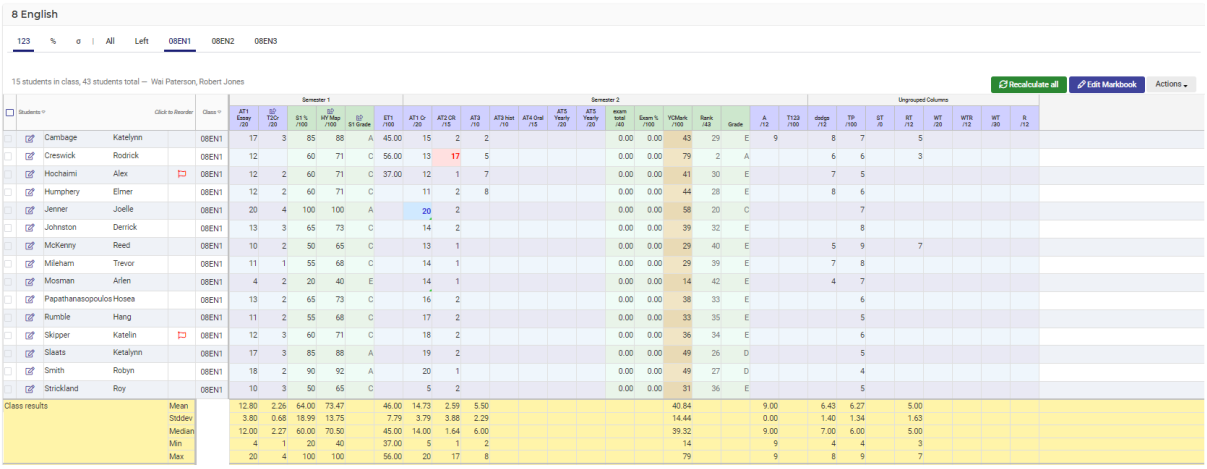
Note: Teachers will only see their classes.



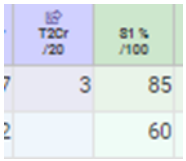
2. Click on the blue class name of the class you would like to adjust the results for.



The Markbook will open to the selected class.

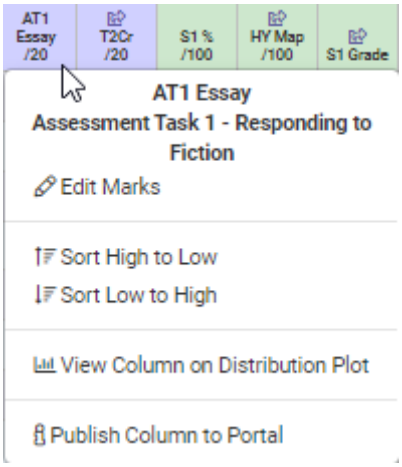


Task columns will be displayed in blue, and calculation columns will be displayed in green.



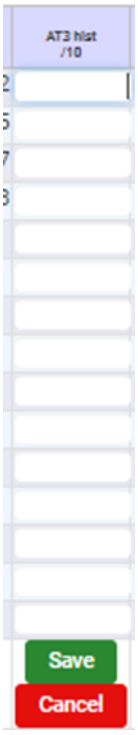
To enter results for a Mark type Task

1. Click on the name of the task at the top of the column. When you click, a white menu will appear.



2. Click on the **Edit Marks** option.

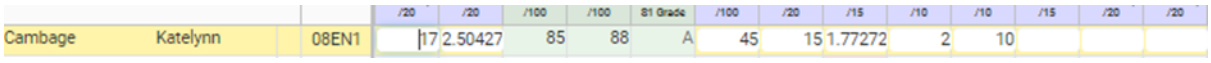
The column in the Markbook will change to open fields, that you can now click on.



3. Type in marks for each student's results.
4. When you are finished click on the **Save** button.

The marks will now display in the field.

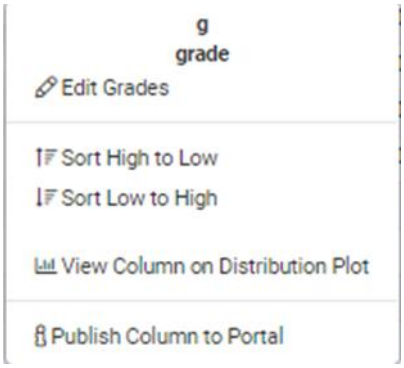
5. Staff can enter tasks by student as well as by task.
6. Click on the pencil icon next to the student to enter marks by row.



To enter results for a Grade type Task

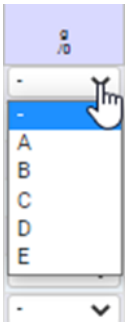
1. Click on the name of the task at the top of the column.

When you click, a white menu will appear.



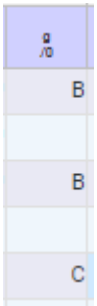
2. Click on the **Edit Grades** option.

The column in the Markbook will change to dropdown menus that you can now click on.



3. Click on the arrow for a particular cell. The dropdown menu will open.
4. Select the correct grade by clicking on it.
5. When you have finished entering the grades, click on the **Save** button at the base of the column.

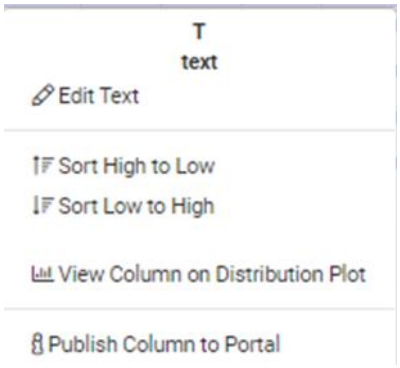
The grades will now appear in the column.



To enter results for a Text type Task

1. Click on the name of the task at the top of the column.

A white menu will appear.



2. Click on **Edit Text**.

The column will change to open fields that you can now click on.

3. Click on each field and type in the desired comment.

4. When finished, click on the **Save** button at the bottom of the column.

The column will now display the feedback written in.

FfT1 /0
Working well - trying hard.
Not enough practice - needs to work on timing.
Fantastic delivery, high quality content.
Didn't submit today - rescheduled for Tuesday...
Overall strong but poor mechanics.
Confused thesis - needs more work on...

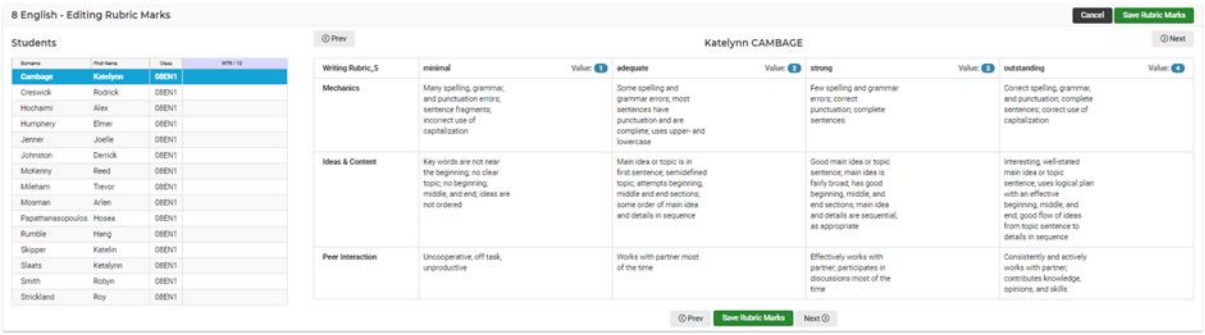
To enter results for a Rubric type Task

1. Click on the name of the task at the top of the column.

A white menu will appear.

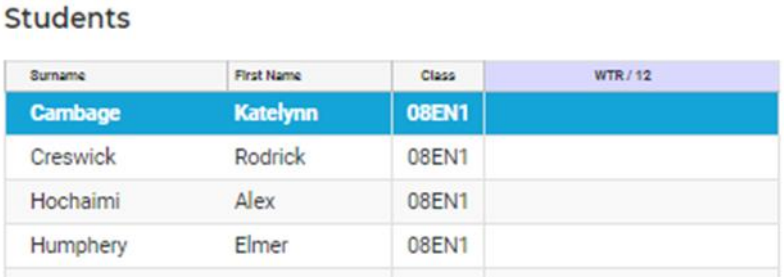
2. Click on **Edit Rubric Marks**.

The **Editing Rubric Marks** screen will display.



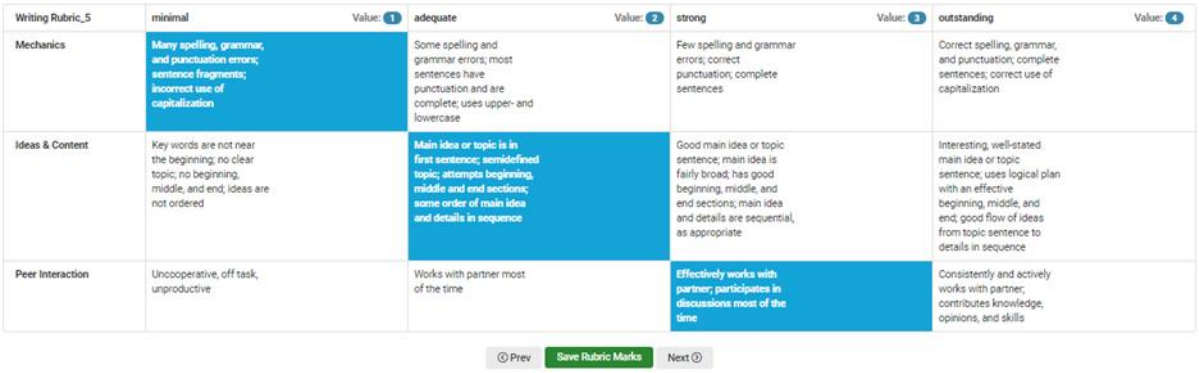
3. Select a student on the left by clicking on any data in their row.

When they are selected, their row will highlight a dark blue.



4. Start marking the students work, by clicking on the cell that corresponds to their achievement for each outcome or standard.

When you have clicked on a cell, it will highlight blue to show it has been selected.



Writing Rubric_5	minimal Value: 1	adequate Value: 2	strong Value: 3	outstanding Value: 4
Mechanics	**Many spelling, grammar, and punctuation errors; sentence fragments; incorrect use of capitalization**	Some spelling and grammar errors; most sentences have punctuation and are complete; uses upper- and lowercase	Few spelling and grammar errors; correct punctuation; complete sentences	Correct spelling, grammar, and punctuation; complete sentences; correct use of capitalization
Ideas & Content	Key words are not near the beginning; no clear topic; no beginning, middle, and end; ideas are not ordered	**Main idea or topic is in first sentence; semidefined topic; attempts beginning, middle and end sections; some order of main idea and details in sequence**	Good main idea or topic sentence; main idea is fairly broad; has good beginning, middle, and end sections; main idea and details are sequential, as appropriate	Interesting, well-stated main idea or topic sentence; uses logical plan with an effective beginning, middle, and end; good flow of ideas from topic sentence to details in sequence
Peer Interaction	Uncooperative, off task, unproductive	Works with partner most of the time	**Effectively works with partner; participates in discussions most of the time**	Consistently and actively works with partner; contributes knowledge, opinions, and skills

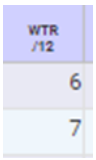
Prev | Save Rubric Marks | Next

If a result needs to be adjusted, click on a different cell to change the result. As student results are updated on the right-hand side rubric, their mark in the left-hand side table will automatically adjust.

5. Repeat steps 7 and 8 until all the data that needs to be entered has been entered.

6. Scroll to the base of the screen and click on the green **Save Rubric Marks** button.

The marks will now display in the column.



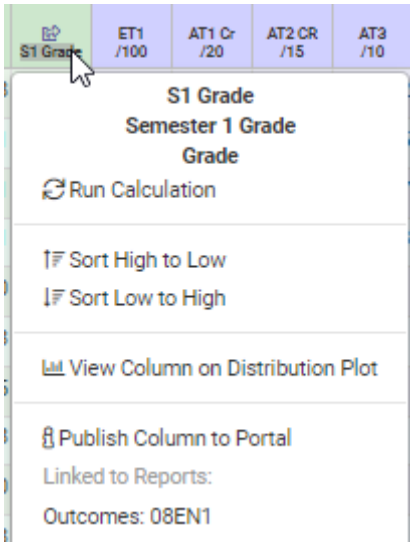
WTR /12
6
7

To run a calculation

If ACL's have been set to allow you to run calculations. This might only be the faculty head who can do this for all classes.

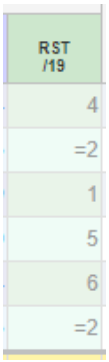
1. Click on the calculation name at the top of the column.

A menu will appear.



2. Click on **Run Calculation**.

The results of the calculation will then appear in the column.

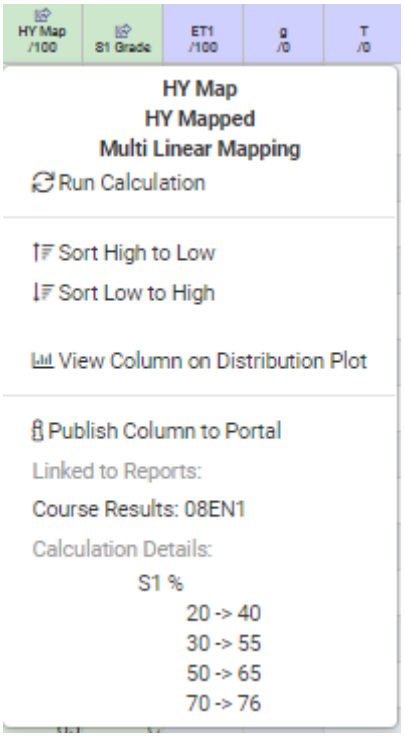


3. The column will display yellow if the task or calculation cannot be run or is incomplete due to missing data.

Other Actions in Markbook

Faculty Heads and teaching staff can perform more actions within a Markbook.

1. Tasks & Calculations – by clicking on a task within Markbook, a menu appears to allow staff to Edit and add tasks marks, grades, text, or rubric.



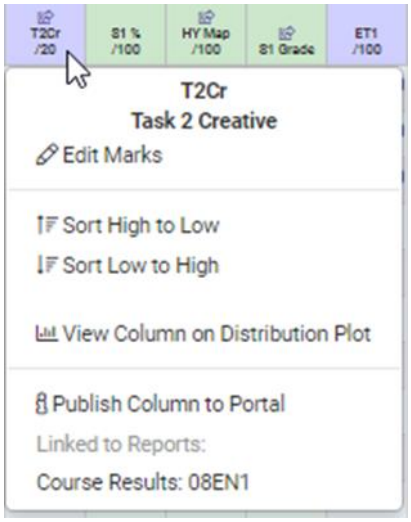
2.

Sorting – by selecting this option you can display the tasks from high to low or low to high.

View Column or Distribution graph – enables teachers to view tasks visually in a graph form

Publish to Portal – if setup for student and parents, teacher can display the task to the portal. If this has been published, an **"i"** appears in the column. For calculations, additional information displays related tasks.

A blue arrow may also indicate that this task/calculation is linked to a report.



3. Class Results and Overall results display at the bottom of every Markbook and are automated.

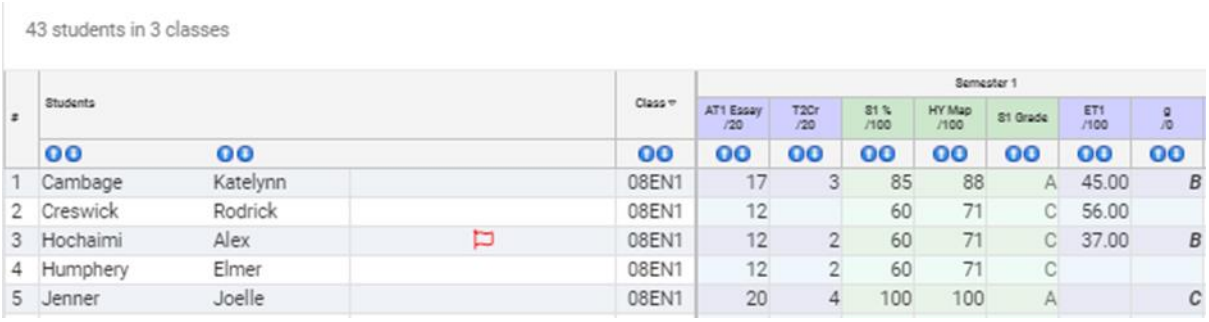
Class results	Mean	12.80	2.26	64.00	73.47
	Stddev	3.80	0.68	18.99	13.75
	Median	12.00	2.27	60.00	70.50
	Min	4	1	20	40
	Max	20	4	100	100
Overall results	Mean	12.05	2.26	60.24	70.96
	Stddev	3.19	0.68	15.96	10.52
	Median	12.00	2.27	60.00	70.50
	Min	4	1	20	40
	Max	20	4	100	100

4. The Tab across the top enables staff added functionality.

5. 123 – is the default page for a Markbook. Click on % or standard deviation symbol to change the view of tasks and calculations.

6. Faculty Heads can toggle between individual classes, view left students, or view ALL classes.

View All enables Faculty Heads to view entre course, cohort, and classes of that subject.

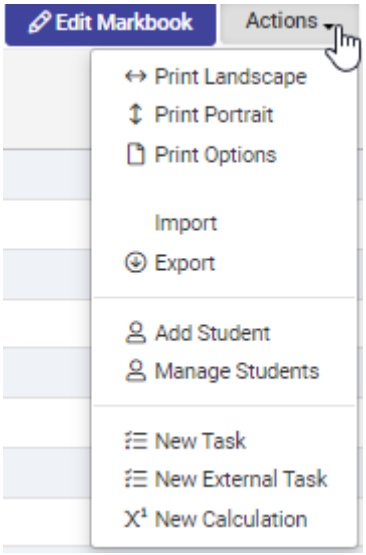


#	Students		Class	Semester 1						
				AT1 Essay /20	T2Cr /20	S1 % /100	HY Map /100	S1 Grade	ET1 /100	Q /0
1	Cambage	Katelynn	08EN1	17	3	85	88	A	45.00	B
2	Creswick	Rodrick	08EN1	12		60	71	C	56.00	
3	Hochaimi	Alex	08EN1	12	2	60	71	C	37.00	B
4	Humphery	Elmer	08EN1	12	2	60	71	C		
5	Jenner	Joelle	08EN1	20	4	100	100	A		C

As a read only page, teachers can sort columns and view the class or overall results statistically.

7. Additionally, faculty heads can **Export** or **Print** this page

8. On the Class Markbook screen staff can select **Action** button.

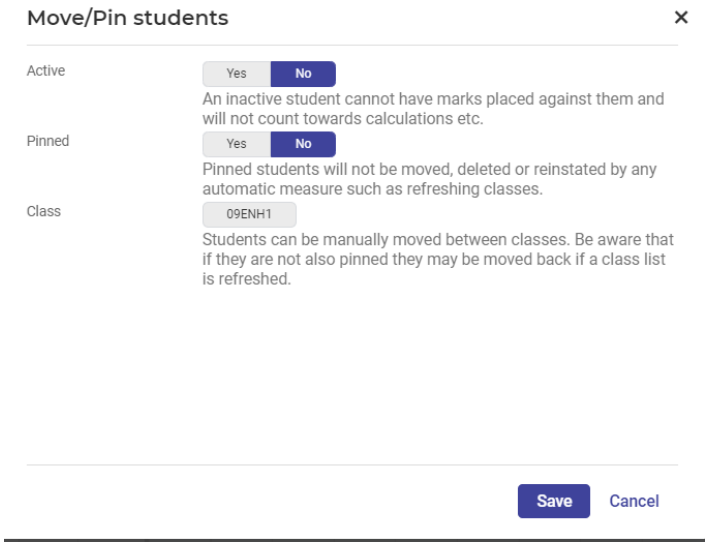


You can **Print landscape or Portrait**.

Import or Export – staff can import data from CSV if the columns are identical and criteria matches.

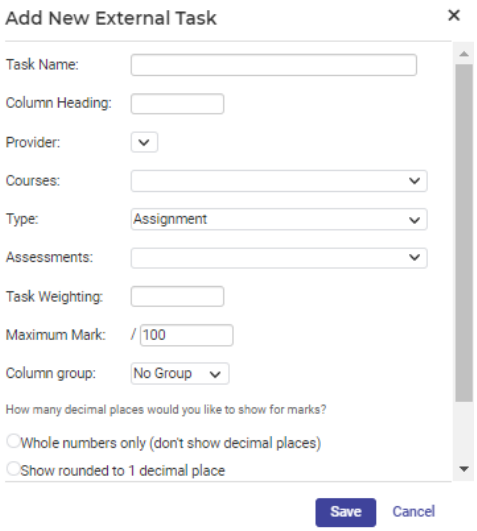
Add a Student - Students may be added to this Markbooks class manually. Students added in this fashion will not be removed when the class list of students is updated, however students may be set to inactive and will appear as a 'left' student.

Manage Students – this function is used to mange students Active/Inactive status, pin students or move students between classes. Students need to be selected first.

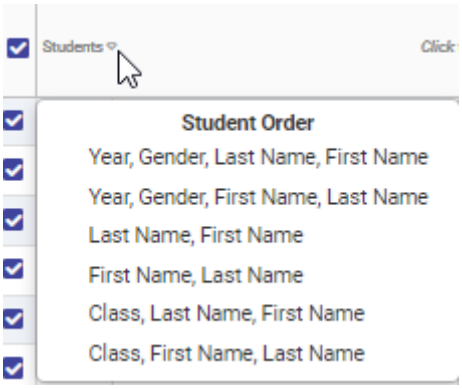


New task, new external task, or new calculation – an edit function to add more tasks or calculations to this Markbook.

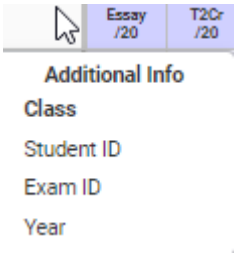
New External Task – identical to a task in every way except you are selecting a provider – CANVAS, MOODLE, or EDMODO.



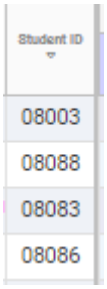
9. Click Students to reorder based on set criteria



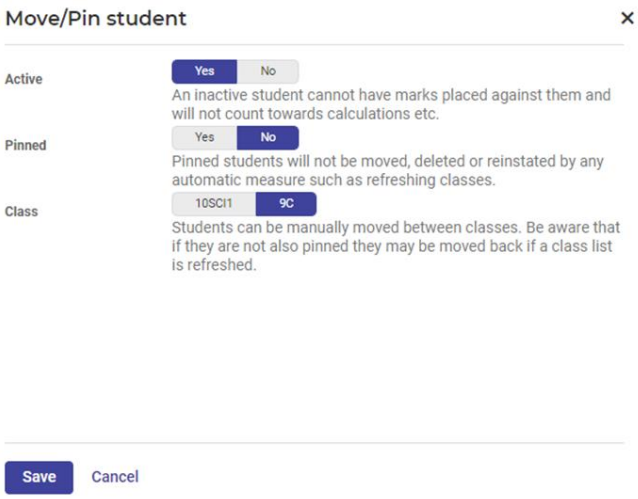
10. Click on Class to change class to Student ID, Exam ID, and Year



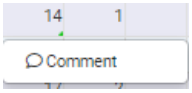
11. Once selected the class name changes to your selection



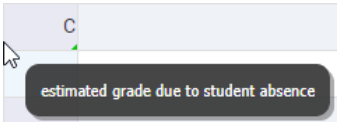
12. Click on student to perform more tasks.



13. Staff make student inactive, pin them and move them between classes.
14. Click on a grade/number to add a comment



15. Once comment has been added, a green tag

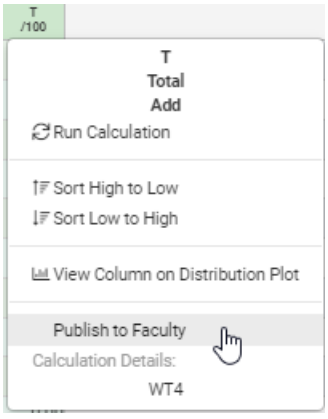


Copy Personal Marks to Faculty Markbooks

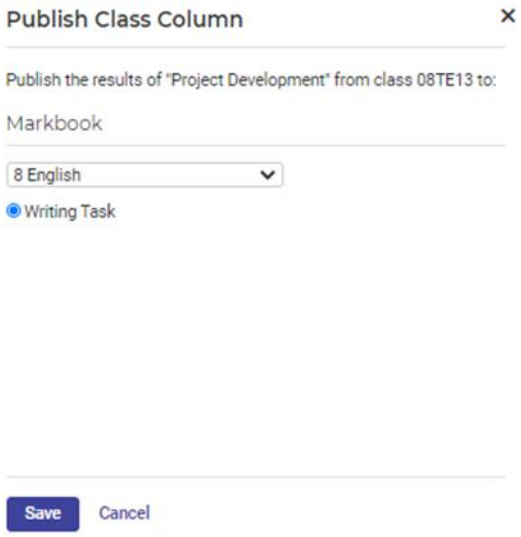
Columns of marks from your Personal Markbook can be published to columns in Faculty, Stage, or Year Group Markbooks to which you have access.

NOTE: You can only publish from your private Markbook to a faculty Markbook if you are the registered teacher for that class.

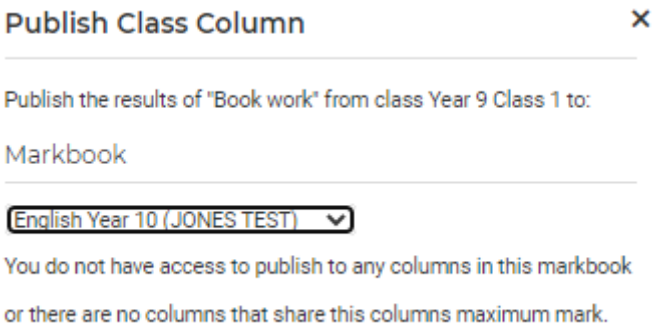
1. Go to your Personal Markbooks and select the Markbook.
2. Click on the Task header at the top of a column and select **Publish to Faculty** from the list.



3. Select a Markbook from the drop-down list, click on the **Column / Task** you are publishing to and then click the Save button.



4. You may receive a message indicating you do not have permission to perform this task.



Other Actions for Markbook

Target Audience

- Faculty Heads & Teaching Staff

Content

Within this course staff will learn how to:

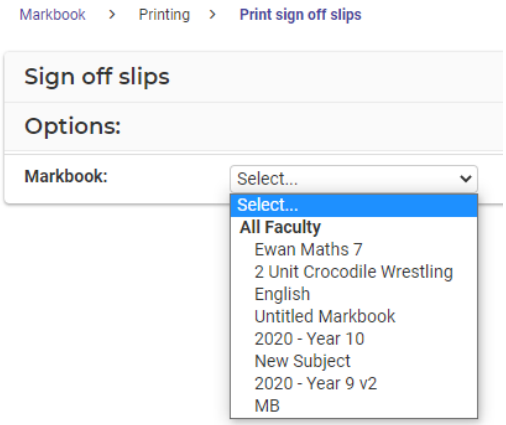
- Printing
- Exports
- Archives
- Deleted Markbooks
- Rubrics

Overview

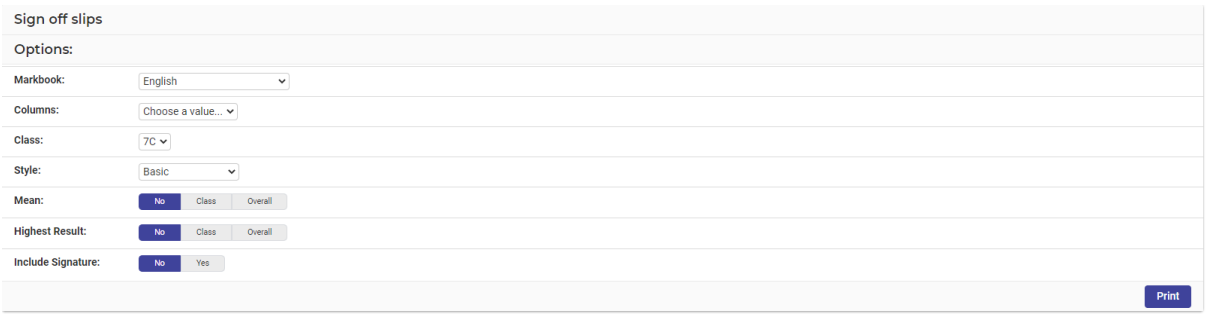
Staff will learn how to perform other functions within Markbook module.

Printing

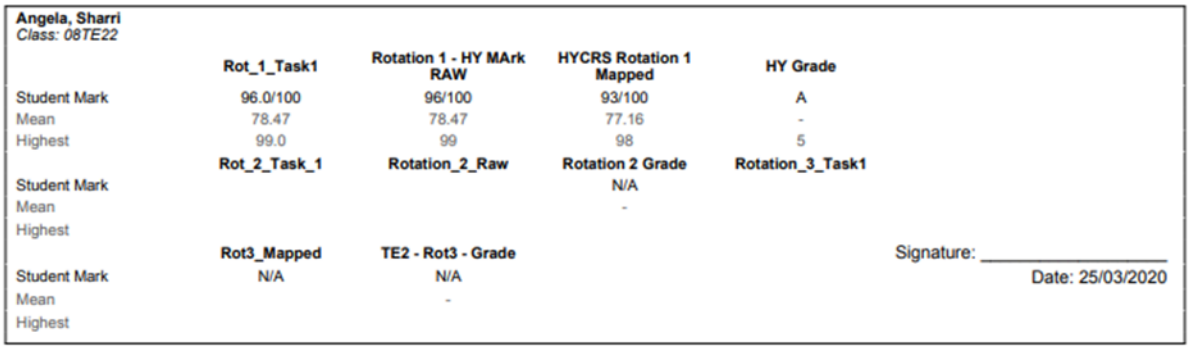
Staff can select to Print off slips for their Markbooks. Print Markbook scores to hand to students, on a small slip, displaying the selected marks recorded for them. Markbook has a Printing panel where you can design the layout of your Sign off Slips.



1. Go to **Printing** in the menu and **Sign Off Slips**
2. Select the Markbook and complete options online and **Print.**



3. Select the criteria you wish to display.
4. A report will generate based on select criteria.



Angela, Sharri
Class: 08TE22

	Rot_1_Task1	Rotation 1 - HY MArk RAW	HYCRS Rotation 1 Mapped	HY Grade
Student Mark	96.0/100	96/100	93/100	A
Mean	78.47	78.47	77.16	-
Highest	99.0	99	98	5

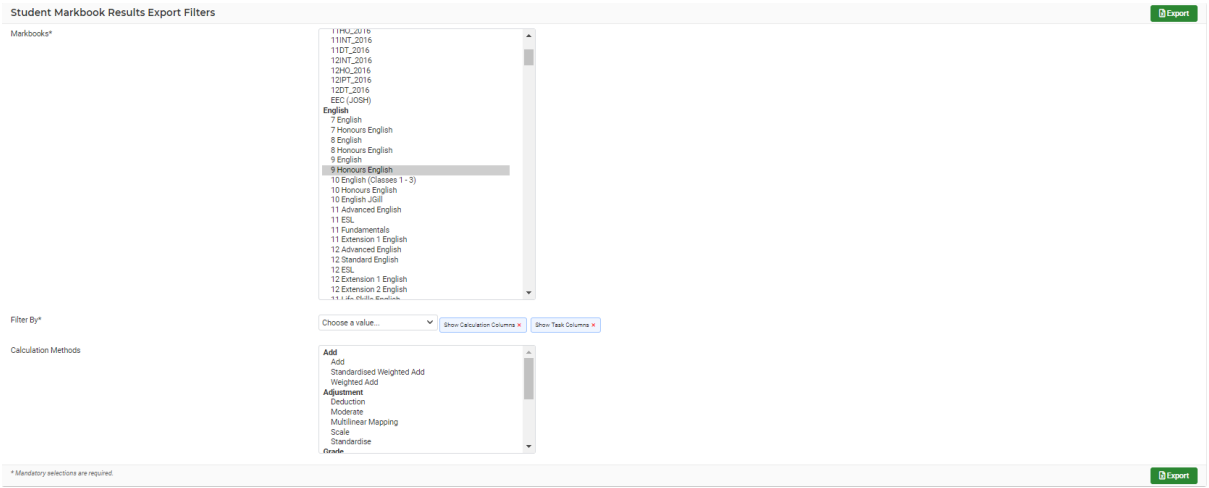
	Rot_2_Task_1	Rotation_2_Raw	Rotation 2 Grade	Rotation_3_Task1
Student Mark			N/A	
Mean			-	
Highest				

	Rot3_Mapped	TE2 - Rot3 - Grade
Student Mark	N/A	N/A
Mean		-
Highest		

Signature: _____
Date: 25/03/2020

Exports

This is where you can select a Markbook to export into Excel.



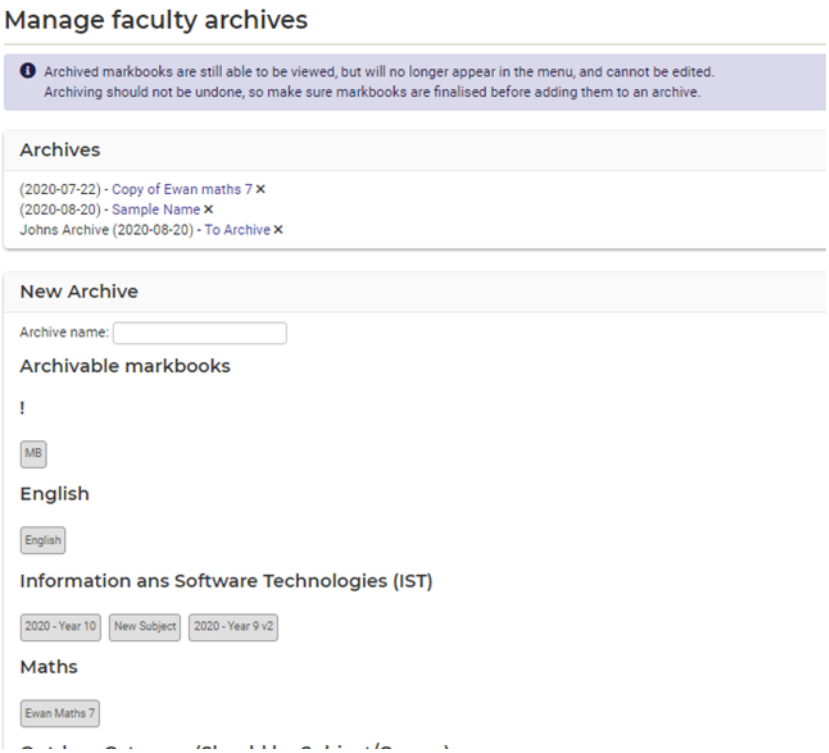
1. Onscreen, select the Markbook/s.
2. Filter by Calculation and/or Task Columns.
3. Select Calculation Methods you wish to filter by and **Export.**

Archives

Archived Markbooks are still able to be viewed, but will no longer appear in the menu, and cannot be edited. Archiving should not be undone, so make sure Markbooks are finalised before adding them to an archive.

Markbooks should be copied at end of every year in preparation for the new year and labelled as such, then Markbooks can be archived as they do not carry over into the new year.

This page allows staff to review passed Markbooks and hence it is important that Markbooks are labelled by Year (2020)



1. New archives allow teachers to archive current Markbooks and choose an archived name. Click on the Markbooks to change the from grey to blue. **Create Archive.**

NOTE: Click on toggle content to expand of contract.

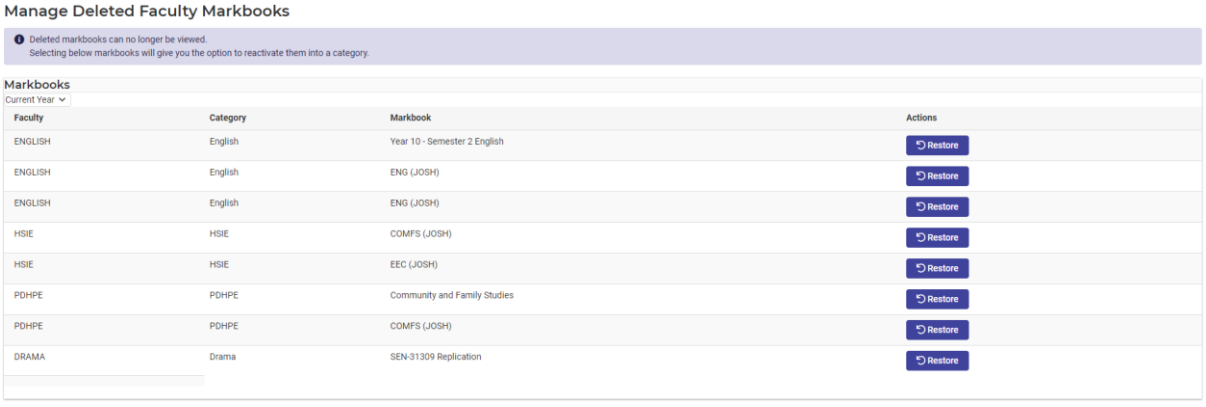
Deleted Markbooks

Deleted Markbooks can no longer be viewed, but you now have the option to restore previously deleted Markbooks.

Note: to allow users to access and restore Faculty markbooks that have been deleted, permission needs to be given access via **Sentral Cog > Manage User Accounts > Manage Permissions > Markboo**k

1. From the left-hand menu in **Markbook**, select **Deleted Markbooks > Faculty Markbooks**.

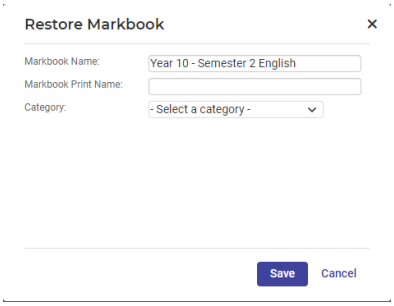
The Manage Deleted Faculty Markbooks screen displays. By default, the current Year's Markbooks that have been deleted display.



2. To change the Year, click on Current Year drop down.

3. Click on the **Restore** button beside the Markbook you wish to restore.

The Restore Markbook screen displays.



4. Enter the **Markbook Name, Print Name** and select **Category** from the drop-down list.

5. Click on the **Save** button.

The Markbook will be restored and display under the faculty.

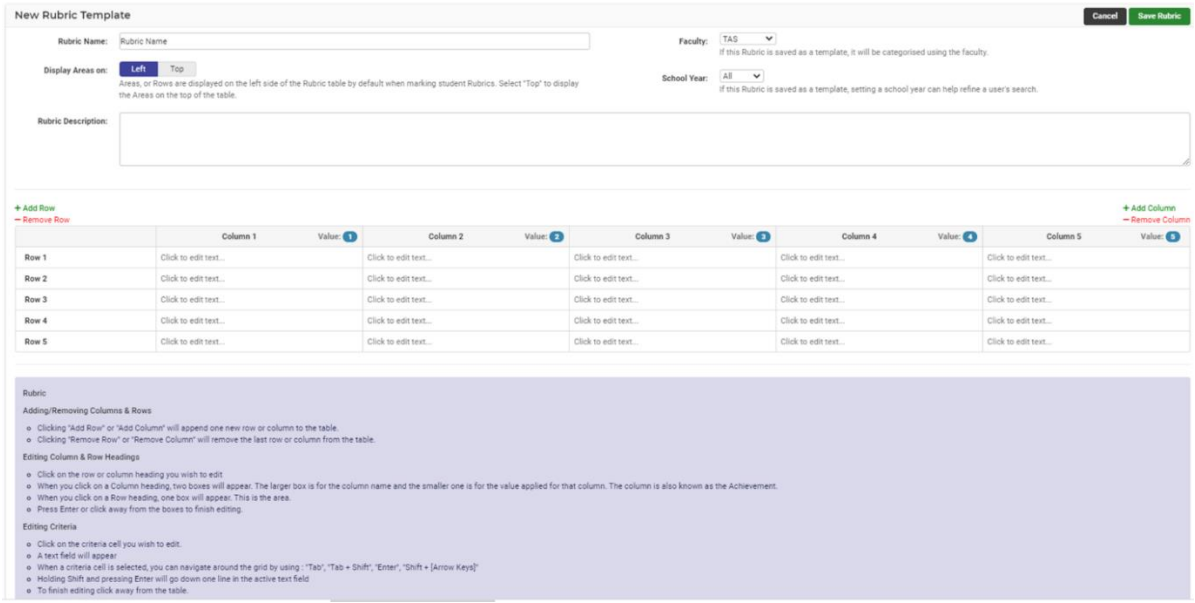
Rubric Templates

A rubric is a scoring guide to evaluate performance and assess students against certain criteria. For you and your

Schools can create subject based rubric and define the criteria and rating scale for assessment.

You can create Rubrics directly on the home screen of Markbooks or whilst you are in a Markbook creating a task. These are often best defined by executives and faculty heads.

1. **Create New Rubric Template**



2. Staff can Name Rubrics, assign to a faculty, apply school years, define areas, and add a detailed description.

Adding/Removing Columns & Rows

3. Clicking **Add Row** or **Add Column** will append one new row or column to the table.
4. Clicking **Remove Row** or **Remove Column** will remove the last row or column from the table.

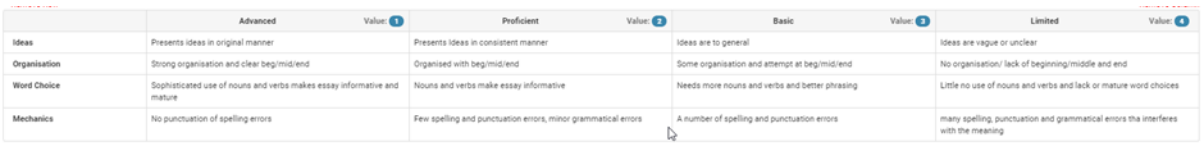
Editing Column & Row Headings

5. Click on the row or column heading you wish to edit
6. When you click on a Column heading, two boxes will appear. The larger box is for the column name and the smaller one is for the value applied for that column. The column is also known as the Achievement.
7. When you click on a Row heading, one box will appear. This is the area.
8. Press Enter or click away from the boxes to finish editing.

Editing Criteria

9. Click on the criteria cell you wish to edit.
10. A text field will appear
11. When a criteria cell is selected, you can navigate around the grid by using: "Tab", "Tab + Shift", "Enter", "Shift + [Arrow Keys]"
12. Holding Shift and pressing Enter will go down one line in the active text field

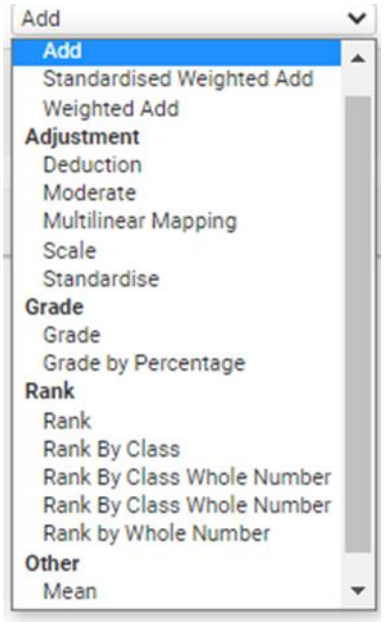
To finish editing click away from the table.



	Advanced Value: 1	Proficient Value: 2	Basic Value: 3	Limited Value: 4
Ideas	Presents ideas in original manner	Presents ideas in consistent manner	Ideas are to general	Ideas are vague or unclear
Organisation	Strong organisation and clear beg/mid/end	Organised with beg/mid/end	Some organisation and attempt at beg/mid/end	No organisation/ lack of beginning/middle and end
Word Choice	Sophisticated use of nouns and verbs makes essay informative and mature	Nouns and verbs make essay informative	Needs more nouns and verbs and better phrasing	Little no use of nouns and verbs and lack or mature word choices
Mechanics	No punctuation of spelling errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling and punctuation errors	many spelling, punctuation and grammatical errors tha interferes with the meaning

Markbook Calculation Types in more detail

Markbook can perform a wide variety of Calculations using the data you have entered for each student.



Below is some more specific detail about the functioning of each calculation.

Add calculations	Adds values together across multiple columns. Empty values will be counted as zero. The result will be scaled if the total maximum marks of the values being added are different to the result's maximum mark.
Standardised Weighted	Converts values to z scores, weights z scores, and stretches results that someone receiving 100% on every test would receive 100%, and someone receiving 0% on every test would receive 0%. Accepts two or more values. Accepts an amount of weightings equal to the number of values (these can be a ratio as well as a percentage). Any missing values for columns being added will cause this calculation to skip the student and give them an N/A. The results will be scaled if the total maximum marks of the values being added are different to the result's maximum marks.
Weighted Add	Converts values to a common denominator, weights, and adds them together, then scales to the new maximum mark. Accepts two or more values. Provide a weighting for only those values you want to include in the total. Weightings can be a ratio or a percentage. Any missing values for columns being added will cause this calculation to skip the student and give them N/A.

Adjustment Calculations Moderate	Allows the mean and standard deviation of one column to be applied to another. Accepts exactly two columns. This calculation uses the same process as standardise, except that the mean and standard deviation are taken from another column. Any missing values for columns will cause this calculation to skip the student and give them an N/A. The results will be scaled if the total maximum marks of the values being added are different to the result's maximum mark.
Deduction	Assessments may need to have a mark deducted to penalise students for late work, incompletion of work etc. Select the task or calculation and determine the % to be deducted from the original mark and the maximum % that can be deducted from the original mark
Multilinear Mapping	Modifies the shape of the distribution for a set of marks using mapping points. Key points in the original marks are mapped to destination marks with marks distributed between and including consecutive mapping pairs being stretched or squashed. These are linear, so if we have two mapping pairs of 20 -> 40 and 40 -> 50, a student's result of 30 would be mapped to 45, and a result of 25 would be mapped to 42.5. Accepts exactly one column, and two or more consecutive mapping pairs. This calculation also adds two assumed mapping points of 0 -> 0 and (original maximum mark) -> (mapped column maximum mark). Consecutive mapping points are allowed to be equal, 20 -> 30 and 40 -> 30 is allowed (all values between 20 and 40 would be mapped to 30). Values are not rescaled.
Scale	Rescales a column to a new maximum mark. Accepts exactly one column. This calculation is used as a secondary calculation when rescaling is required
Standardise	Changes a column's mean and standard deviation. Accepts exactly one column, one new mean and one standard deviation. This calculation uses the same process as moderate, except that the user specifies what the new mean and standard deviation will be. Values are not rescaled.

Grade Calculations	Assigns a grade to values within user-defined bands. Accepts exactly one column, multiple grade bands. Grade band values must be contiguous (that is, the maximum of one must be the minimum of another) so that it is not possible to have values that fall between bands. e.g., If A had a minimum of 85 and B had a maximum of 84, a grade would not be able to be assigned to a student who received a mark of 84.5. In the event of a value falling on the border of two bands, the grade is assigned to the better hand, e.g. A has a minimum of 85 and B has a maximum of 85, a student with a mark of 85 would receive an A. In the event of a value falling on the border of two bands, the grade is assigned to the better band. E.g., A minimum of 85 and B has a maximum of 85, a student with a mark of 85 would receive an A. Grades are stored in the database as integers and need to be converted to their grade values for display.
Grade by Percentage	Assigns a defined percentage of grades to a list of marks. Accepts exactly one column. The percentage bands for this calculation must add to 100. (Ratios are not allowed). It is assumed that percentage bands will be input from best to worst. Values are assigned to the higher grade if there is any room left in the band, even if most of the percentage that the mark would fill is in a lower grade. e.g., if there are 3 marks, and the Bands are A-40% and B-60%, the highest two marks would receive A and the lowest would receive B. In the event of equal values spilling over bands, all equal marks would receive the higher grade and any following values will assume that the places in the lower grade have been taken. e.g., for the marks 100, 90, 90, 50 and the Bands A-40% and B-20% and C-40%, normally the top two marks would receive A, the 3rd would receive B and the 4th would receive C. However, since the 2nd and 3rd marks are equal, the 3rd mark will also receive an A, but the 4th mark will still receive a C.
Ranking Calculations	Ranks values from highest to lowest. Accepts exactly one column. Values that occur more than once will result in an equal rank for multiple students with following ranks being skipped. E.g., Results of 10, 10 and 8 would result in ranks of 1, 1 and 3. This calculation can produce unexpected results from users since it ranks on raw marks rather than what is displayed (often 2 or less decimal places). As a result, students with the same displayed result can receive different ranks. E.g., Results of 8.914, 8.912 would result in ranks of 1 and 2 even though those results will likely be displayed to users as 8.91 and 8.91 (equal).

	Ranks obtained by this calculation must not be used for Board of Studies rankings. Rank by whole number must be used instead.
Rank by Class	Same as for Rank (above), but only uses the values of a single class, rather than the entire Markbook.
Rank by Whole Number	Ranks values from highest to lowest after rounding values to the nearest whole number. Accepts exactly one column. Values that occur more than once will result in an equal rank for multiple students with following ranks being skipped. E.g., Results of 10, 10 and 8 would result in ranks of 1, 1 and 3. Ranks obtained by this calculation should be used for Board of Studies rankings.
Other Calculations	
Mean	Finds the mean of a set of values. Accepts two or more columns. The results are not scaled. The mean is obtained by adding all the existing results and dividing by the number of added results.
Task Average	Takes the mean of a column and assigns this value to every student. Accepts exactly one column. This calculation is for use in reports, where the subject average is required. The result is not scaled.
Estimates	This is not a standard calculation (i.e., cannot be a calculation column). It is used to estimate a student's missing mark in the general Markbook tasks. Accepts one or more columns. Estimates are calculated by looking at the student's average z score across columns where they have marks and creating their estimated mark in the same position in the estimating column. Estimates are run by clicking on an empty task cell or existing estimate and choosing to estimate. Estimates cannot be run on non-empty, non-estimated cells even if the value is 0. Saving a column that contains an estimate should retain knowledge that the mark is an estimate. Manually changing an estimated mark should assume that it is no longer an estimate. It should not be possible to use the column for which a mark is being estimated as one of the columns that is being used to estimate.

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Markbooks. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
Markbook Name	Markbook Name	text
Markbook Print Name	Markbook Print Name	text
Category	select Category for Markbook	list selection
Rubric	A specific criterion for grading or scoring	list selection
Roll Class	Add a roll class to a Markbook	list selection
Class	Add a class or multiple classes to a Markbook	list selection
Task Name	The Name of the Task	text
Column Heading	Text	auto populated
Task Type	Select the Type of Task - Mark, Grade, Text, or Rubric	radio button
Task Date	Select the Task Date	calendar entry
Task Weighting	Select how much percentage the score holds for task	text
Maximum Maker	Select the Maximum Marker out of 100	text
Decimal Places	How many decimal places to show for the marks	list selection
Stage	Stage Group for Curriculum linked	list selection
Subject	Subject for Curriculum linked	list selection
Strand	Strand for Curriculum linked	list selection
Access Levels	Permissions for teachers with Markbooks	radio button
New Column Group	naming your column headers	text
Task type	type of task for this assessment	list selection

Decimal Place	display whole number or decimals	radio button
Outcome	Outcome for Curriculum linked	list selection
Assign Faculty Heads	select the faculty heads for Markbook access	list selection
Name	Name of Faculty Category	text
Scale Name	Name of the grade scale	text
Scale Type	assessment or progression	list selection
Grade Name	the grade scales	text
Add Roll Classes	add classes to a faculty Markbook	list selection
Add a Class	select the academic classes to add to Markbook	radio button
Default teacher task access	define ACL's	radio button
default teacher calculation access	define ACL's	radio button
How many decimals places	show or do not show decimals for marks	radio button
Progressive totals	Allow calculations to be executed with missing marks from columns. This can be set to either treat blank marks as zero or to skip the mark and scale the end result accordingly.	list selection
Type	calculation type	list selection
Repository	Assessment or content descriptors	list selection
Stage	the stage for adding curriculum links	list selection
Subject	the subject for adding curriculum links	list selection
Strand	the strand for adding curriculum links	list selection
Outcome	the outcome for adding curriculum links	list selection
Add student	add a student to a class	list selection
Provider	external source provider for the task	list selection
Student Sort	sort the student list in a Markbook	list selection
Additional Information	display student or exam id, year, or class	list selection
Select orientation	landscape or portrait printing	list selection

Select columns to print	choose the columns you wish to print	list selection
Active	An inactive student cannot have marks placed against them and will not count towards calculations etc.	Yes/No
Pinned	Pinned students will not be moved, deleted, or reinstated by any automatic measure such as refreshing classes.	Yes/No
Style	basic or student per page for sign off slips	list selection
Mean	What mean if any do you want printed	list selection
Highest Result	do you want highest result print by class or overall	list selection
Include Signature	include signature	Yes/No
Filter By	on export what filters will you use	list selection
Display Areas on	Rubric- Areas, or Rows are displayed on the left side of the Rubric table by default when marking student Rubrics. Select "Top" to display the Areas on the top of the table.	list selection
Create New responsible	To add person/group	Radio button