

Easy Steps to Grade Reporting with Marks

1. Check your roster and see that all the students are in the class.
 - a. If a student has dropped just click once on the box to the left of his name and press delete.
 - b. If a student has been added to your class, go to **Edit** and pull down to **Students** and enter the student information exactly as in the yellow folder on the shelf in the computer lab. If it is not entered correctly it will lead to problems later. After the student has been entered go to **Marks** menu and pull down to **Sort** and sort by student name to put the students in alphabetical order.
2. How do you determine your grade in the class? These parts make up the bins to be used in Marks for each grading period.
 - a. Using the categories for the make-up of your grade in class, create a new bin for each category. Go to the **File** menu and pull down to **New Bin** and enter the name for the bin. Do this for every category in the make up of your grade.
 - b. Enter the percentage for each bin just under each bin name.
3. Determine how you are going to handle homework not handed in or how you treat tests not taken. If both are treated as zeroes then use **NHI** as your default if not then use **Omit**. To change this preference go to **Edit** menu and pull down to **Preferences**. In the upper right hand corner of the new window that appears click it and drag down to **Marks & Term Marks Settings** and make the appropriate changes for your class.
4. Time now to enter in the assignments for the class (homework tests etc.)
 - a. Double click on the bin that you want to enter the grades for.
 - b. Go to the **File** menu and release on **New Task**. A new task will appear on the screen.
 - c. Type in the name of the assignment (Homework p12, Test 1, etc.) and press return.
 - d. Type in how many points the assignment was worth and press return.
 - e. Type a 1 in the next column and press return. This indicates that you want the grade in the final score to count.
 - f. Start typing in the grades for each of the students in the cells.
 - g. Repeat these steps for as many assignments that you want to enter.

5. Making adjustments to the Point and Credit Table.
 - a. Go to the **Window** menu and pull down to **Points and Credit**. A table will open to show you what values the program will use for A, B, etc.. If you wish to change these values just click on the number you want to change and type in the new value. This is good if you round up grades.
 - b. In order to make the program run smoothly place the points and credits table into your Current Marks folder by simply dragging the file into the folder.

6. Next is the Reports Menu. **Make sure that the printer icon is showing and not screen in the menu bar.**
 - a. Class List – this one allows you to print out a copy of your class in two formats. You can use it for your grade book.
 - b. Student Report – this is the progress report for each student. Just select the assignment you want to report on and the student you want the report for and print. If the print is still grey then you need to go the Format button and another screen will appear for you to adjust measurements to fit things on the page.
 - c. Spreadsheet Report – used to provide you with a printed version of your grade book. Just select what you want printed and print. It is a good idea to print to the screen first to test what you selected then print to the printer. Let's save some trees.