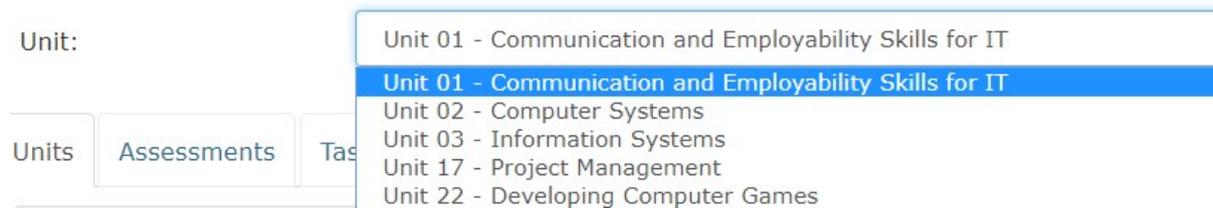


Using Markbook: By Group

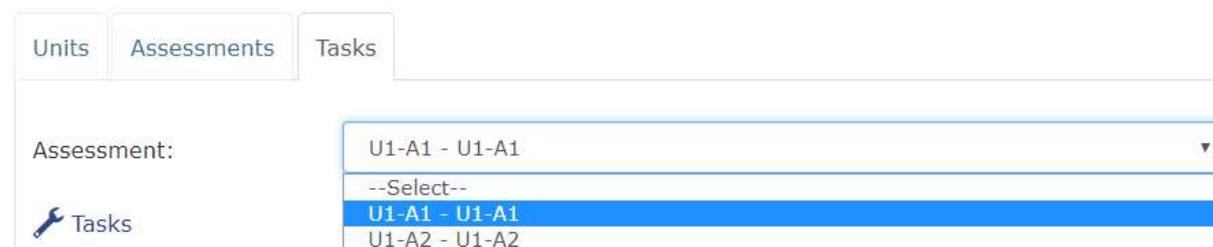
On the Student Group Page menu heading - select "Markbook" and then "By Group".



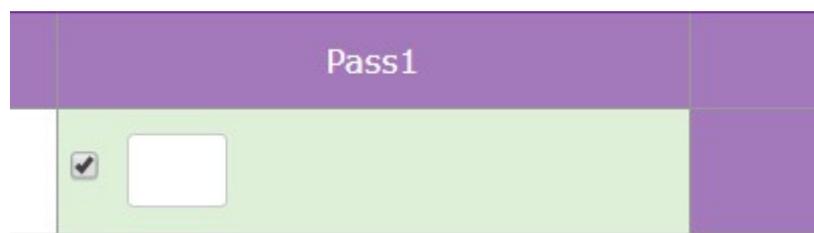
Select the unit you are marking from the unit drop-down.



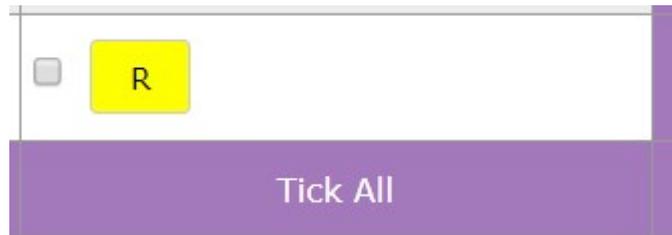
Select the "Tasks" tab and then select the assessment you are marking from the assessment drop-down.



This will then only show the Tasks assigned to that Assessment. To tick a Task as complete simply tick the tick box. To do the whole group use the "Tick All" at the bottom or side of the page.



You can add a NS (Not Submitted”, R (Referred) or F (Failed) in the text box if the student has not passed the task yet.



A screenshot of a user interface element. It consists of a white rectangular box with a thin grey border. Inside the box, on the left side, there is a small grey square. To its right is a yellow square containing the letter 'R'. Below the white box is a purple rectangular button with the text 'Tick All' centered in white.

When you have finished make sure to press “Save” to save any changes you have made.



A purple rectangular box with a thin dark purple border. The text is centered and reads: 'Saved' in a larger font, followed by 'You successfully saved the page' in a smaller font.



A solid purple rectangular button with the text 'Save' centered in white.