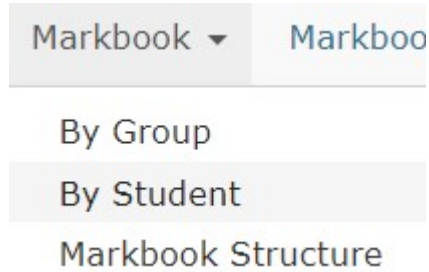


Using Markbook: By Student

On the Student Group Page menu heading select “Markbook” and then “By Student”.



Select the Student you are marking from the student drop-down.



The first tab you will be on is the Summary. This will show the student target grade and current completion progress.

Targets

National Target Grade

My Target Points

Progress Summary

From the Unit Markbook:

Total Unit Points

Projected Points

Projected Points - My Target Points

Using the Overall Marking Scheme:



Projected Grade

Completion Progress

Units	0/9
Assessments	0/25
Tasks	0/108

Select the "Tasks" tab, this will show all units split by assessment and tasks. To filter use the Unit drop-down and select the unit you want to mark.

Unit:

Tasks

Unit 01 - Communication

- Select--
- Unit 01 - Communication and Employability Skills for IT
- Unit 02 - Computer Systems
- Unit 03 - Information Systems
- Unit 17 - Project Management

This will then only show the tasks and assessment for that unit. To tick a Task as complete simply tick the tick box.

Pass1	
<input checked="" type="checkbox"/>	<input type="text"/>

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.

<input type="checkbox"/>	<input type="text" value="R"/>
Tick All	

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

Saved

You successfully saved the page

Save