Guide to the cLc Markbook

cLc v1.6

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Guide to the cLc Markbook

1 Objectives of this Guide

At the end of this 'Guide to cLc Markbooks' you will:

- Have a basic understanding of the cLc Markbook
- Have a basic understanding of Marksheets
- Understand how to:
  - Create a Marksheet that is associated with a Task
  - Create a standalone Marksheet
  - Add users to Marksheets
  - Add marks to Marksheets
  - Publish results to users
  - Export Marksheets
  - Create custom Marksets / Rubrics

2 Pre-requisites to using this guide

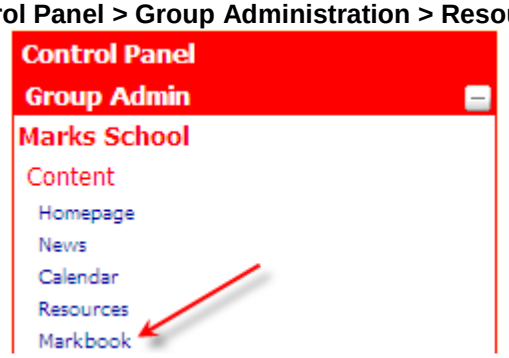
Before using this guide, UniServity recommend that you first have a basic understanding of the cLc Learning Platform.

2.1 User access rights required to use this guide

To use this cLc guide you will need to check that you have access to view the:

- **Group Administration** component when viewing at least one 'sub-group Community' within your cLc learning platform.

Control Panel > Group Administration > Resources



Requires the following user access rights, either:

- **Group Editor**
- **Group Owner**
- **cLc Manager** *(Super User)*

If you cannot view the above, or if you have any queries with regards to your access rights, please contact a cLc Manager. To learn about the different cLc user access rights levels, please refer to the '**Guide to cLc Access Levels**', or Click here to view online now.

3 What are Markbooks ✔?

A Markbook is an online storage area that can contain many Marksheets. Marksheets can be directly associated with cLc Tasks, or created stand-alone for events or Tasks away from the learning platform.

A Marksheet is a list of students and/or teachers with varying numbers of marks and/or comments assigned to them by the person assessing their work. The type of mark contained in the Marksheet can be pre-defined (e.g. GCSE grade 'A*', 'A' etc., or from custom Marksets / Rubrics which can be defined by the user.

Whether they are stand-alone or associated with a Task, Marksheets can be used to publish results to those users associated with the Marksheet.

4 How to? Guides

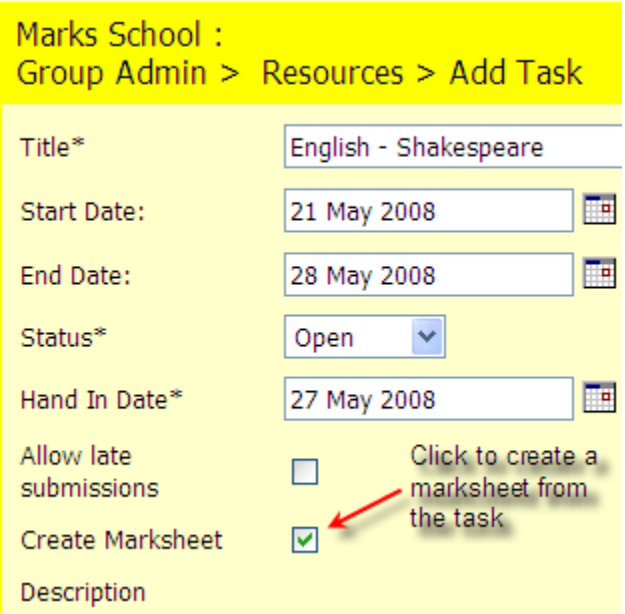
4.1 How do I create a Marksheet

There are two ways to create a marksheet; by associating it with a task or creating it as a standalone marksheet.

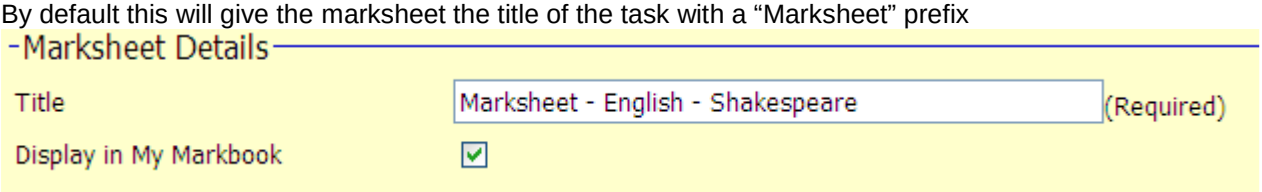
4.1.1 Creating a Marksheet associated with a Task

In order to create a Marksheet associated with a Task you must first be on the 'Add a Task' page. Further details of how to add a Task are available in "**Guide to cLc Tasks** *(GA 1b Tasks)*".

A "Create Marksheet" option is available to associate a marksheet while creating a task. If this is not selected during the initial creation of the task, it can be selected at a later date by editing the task and selecting the "Create Marksheet" option.

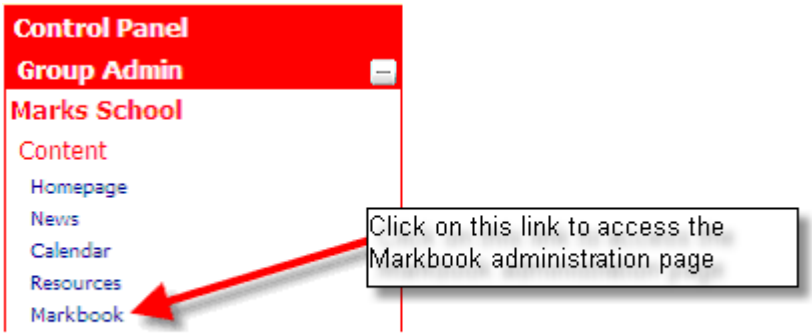


By default this will give the marksheet the title of the task with a "Marksheet" prefix



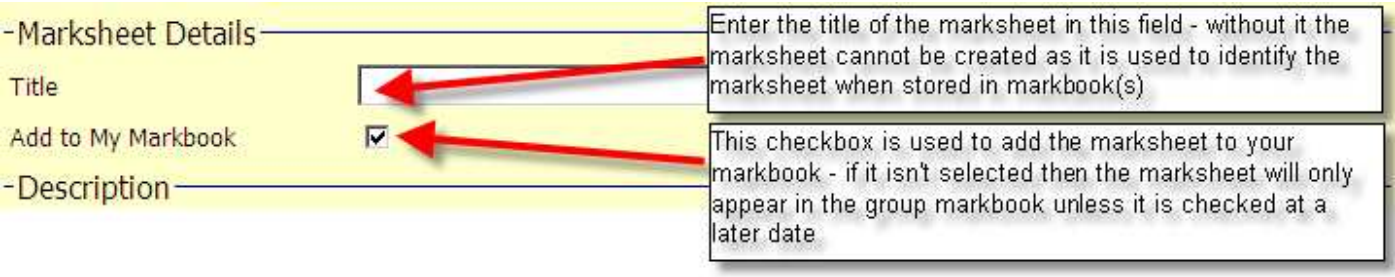
4.1.2 Creating a standalone Marksheet

Standalone Marksheets are first created in the group markbook; this is viewed by clicking on the markbook link in the Group Admin section of the Control Panel:



This link opens the markbook for the current group. To start adding a Marksheet to the group markbook, click on the 'Create a Marksheet' icon at the top of the page:

On the page that follows you will be asked to provide a title and description for the Marksheet.



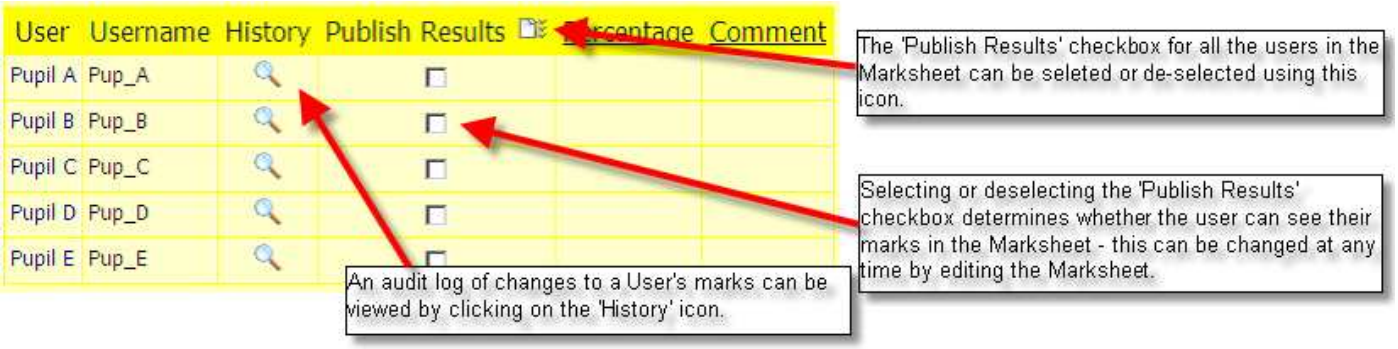
Once the above two fields are complete, a description can be added using your default WYSIWYG editor. The description provides the ability to add a more meaningful description of the purpose of the Marksheet (e.g. what event it is to be used for).

Clicking the 'Add' button at the bottom of the page to proceed to the next stage of Marksheet creation. On the next page you are provided with the following functions:

- Viewing the Marksheet
- Changing the title
- Changing the description
- Adding or removing users to the Marksheet
- Adding or removing columns to the Marksheet
- Re-ordering the columns on a Marksheet

4.1.3 Viewing the Marksheet

Viewing the Marksheet enables you to display the Marksheet at any time during the creation process. By clicking on the icon or text link, the current contents of the Marksheet will be displayed on the screen.



In the above example, five students have been added to the Marksheet (see " Adding or removing users to the Marksheet" below), but no results have yet been allocated to any of them (see "How do I add marks to a Marksheet?" below for details of how to do this).

When viewing a marksheet associated with a task an additional column is available, "Task", which highlights if any work has been submitted and when it was submitted.

User	Username	History	Task	Publish Results	GCSE grade	Comments
Aidan Dunham	UserImport_AidanDunham		(0) Updated :			
Grace Dunkerley	UserImport_GraceDunkerley		(0) Updated :			
Kathryn Durrant	UserImport_KathrynDurrant		(0) Updated :			
Jack Dutton	UserImport_JackDutton		(0) Updated :			
Emile Duxbury	UserImport_EmileDuxbury		(0) Updated :			
Chloe Dwyer	UserImport_ChloeDwyer		(0) Updated :			
Kyle Dwyer	UserImport_KyleDwyer		(0) Updated :			
Emma Dyer	UserImport_EmmaDyer		(0) Updated :			
Madeleine Dynevor	UserImport_MadeleineDynevor		(0) Updated :			
Jessica Dytham	UserImport_JessicaDytham		(0) Updated :			
Mr E	Mr_E Click on the task icon to navigate to the task		(0) Updated :			
Pupil E	Pup_E		(1) Updated : 21 May 2008 14:27			
Jennifer Eadie	UserImport_JenniferEadie		(0) Updated :			
Gareth East	UserImport_GarethEast		(0) Updated :			
Jordan Eastwood	UserImport_JordanEastwood		(0) Updated :			
Liam Eastwood	UserImport_LiamEastwood		(0) Updated :			
Thomas Edge	UserImport_ThomasEdge		(0) Updated :			

On this page, you are also provided with the following functions:

- Edit the Marksheet
- Manage the Users assigned to the Marksheet
- Export the Marksheet to Excel

4.1.4 Changing the Marksheet title

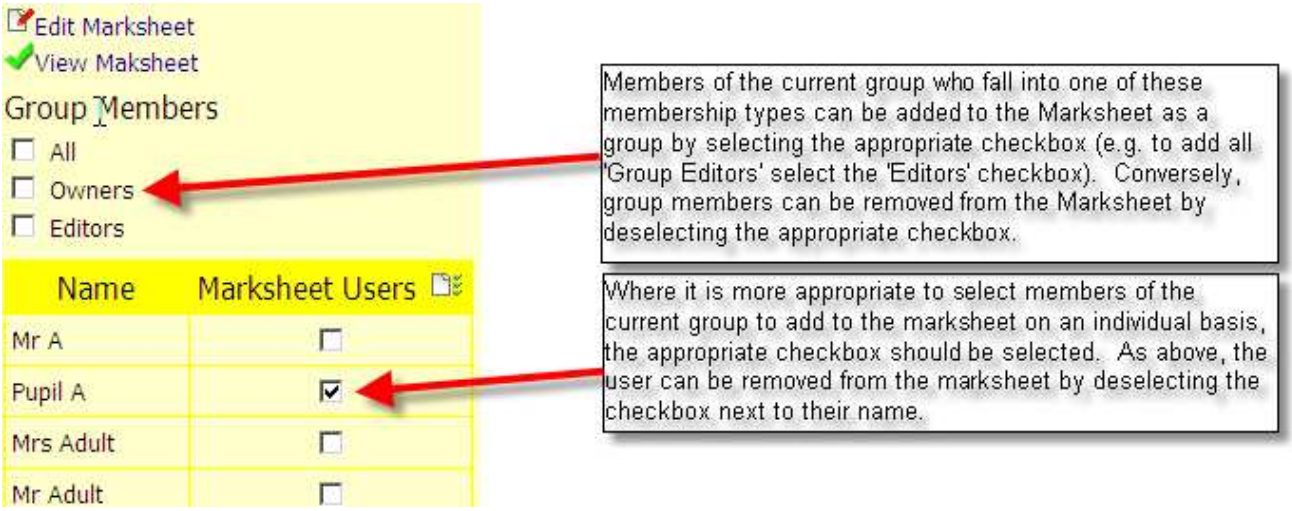
Should you wish to change title of the Marksheet during the process of creating it, simply enter the new title in the title field and click the 'Save' button.

4.1.5 Changing the Marksheet description

Clicking on the edit icon next to the Description title will take you back to the first page in the Marksheet creation process. Here you can edit the title and alter the description using your default WYSIWYG editor. Once you have made your changes, click the 'Save' button at the bottom of the page.

4.1.6 *Adding or removing users to the Marksheet*

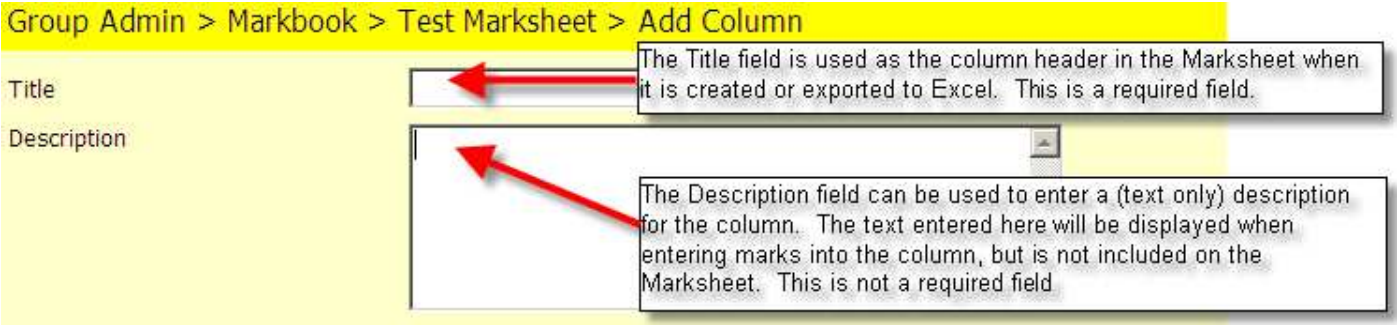
Clicking on the Manage Users icon will display a page containing a list of all of the members in the current group. On this page users can be added or removed from the list of users to whom a mark can be allocated on this Marksheet.

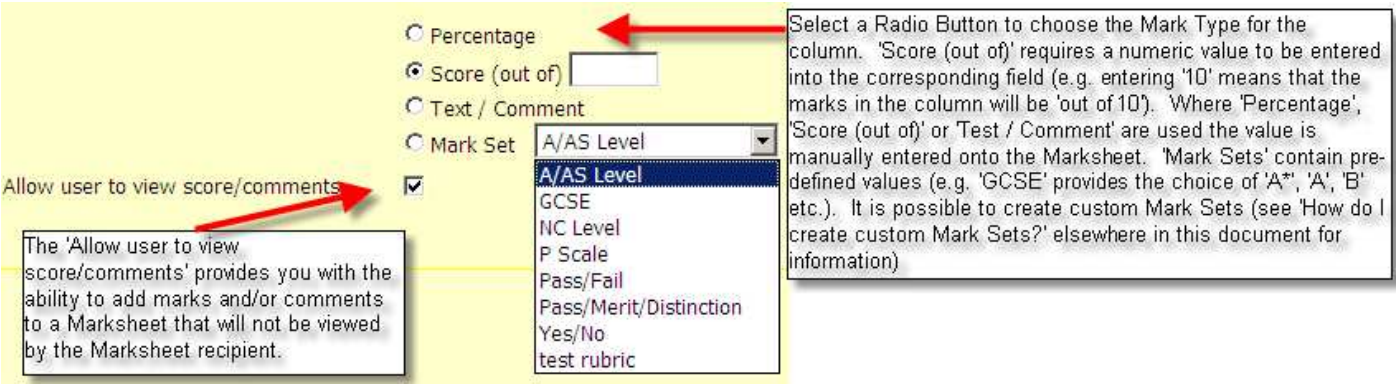


Please note that if a marksheet is associated with a task then users need to be managed through the task rather than the marksheet.

4.1.7 *Adding or removing columns from the Marksheet*

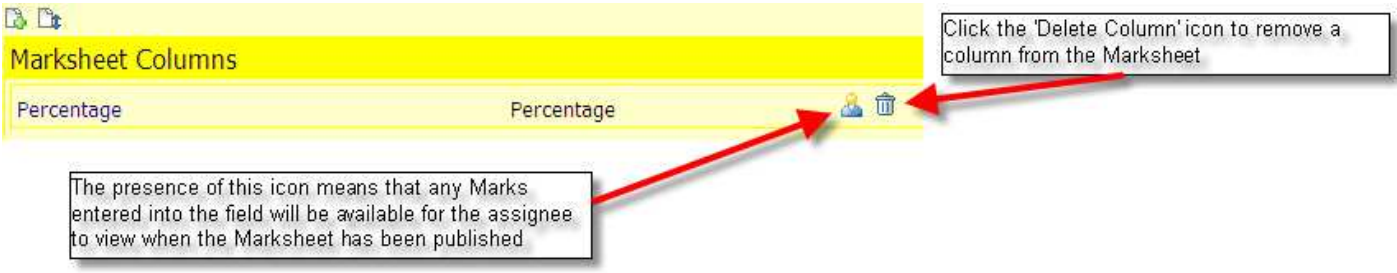
In order to add a column to the Marksheet, click on the add column icon in the edit marksheet page. This will display the following page:





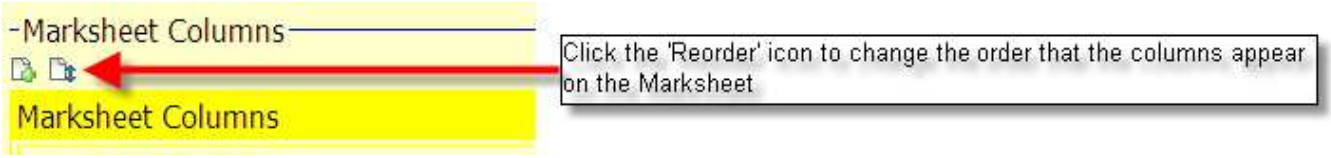
Once the details are complete for the column, click the 'Add' button at the bottom of the page to return to the 'Edit Marksheet' page. When a column has been added to the Marksheet its details (Title, Description etc. cannot be edited – it has to be removed from the Marksheet and replaced.

If you need to remove a column from the Marksheet for any reason, click on the 'Delete Column' icon (see below)

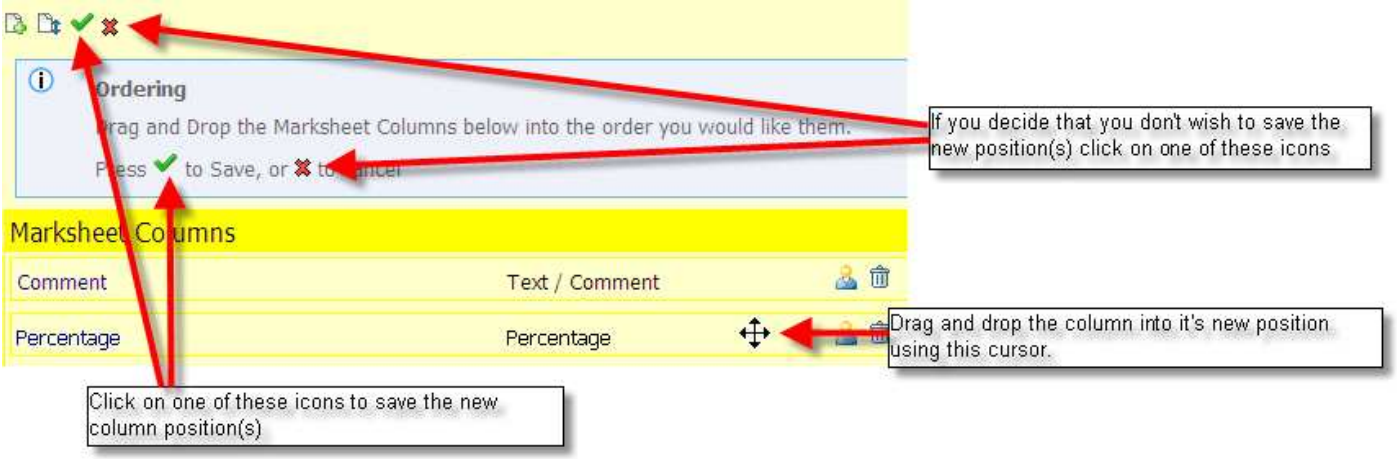


4.1.8 Re-ordering the columns on a Marksheet

The order that columns appear on a Marksheet can be changed by clicking the 'Reorder' icon.



When you have clicked on the reorder icon , you can drag and drop the columns into their new position(s).



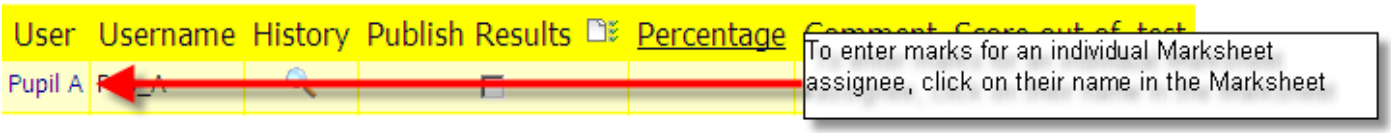
4.2 How do I add marks to a Marksheet?

There are three ways to add marks to a Marksheet:

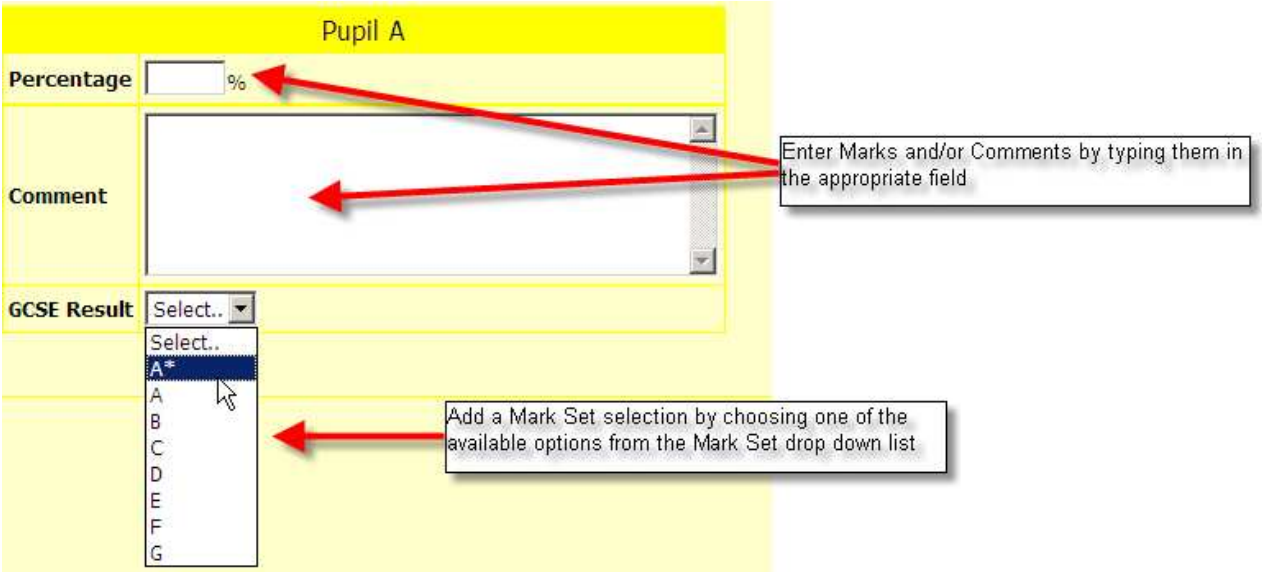
1. Adding marks for an individual assignee
2. Adding marks to a marksheet column
3. Adding a mark to a user's task when viewing submitted work. *Please not that this is only available if a marksheet is associated with a task.*

Options 1 and 2 require that you have the 'View Marksheet' page open in your browser (see 'Viewing the Marksheet' for details).

4.2.1 Adding marks for an individual assignee

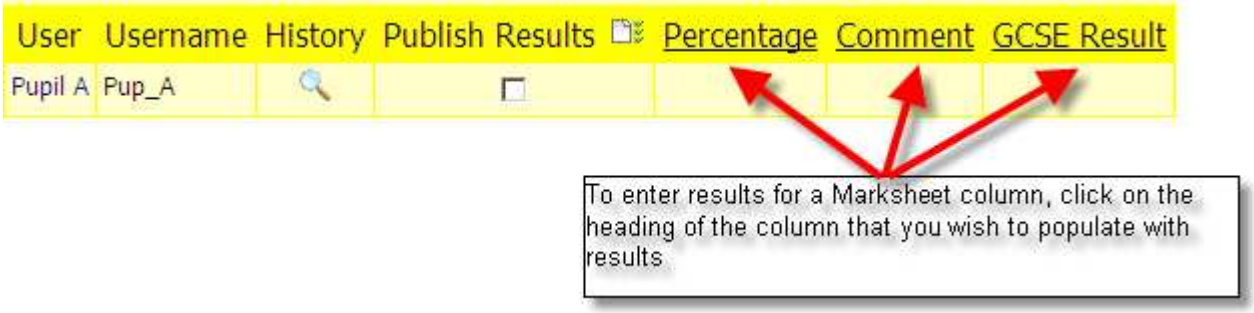


When you click on the assignee's name in the Marksheet the following page will be displayed:

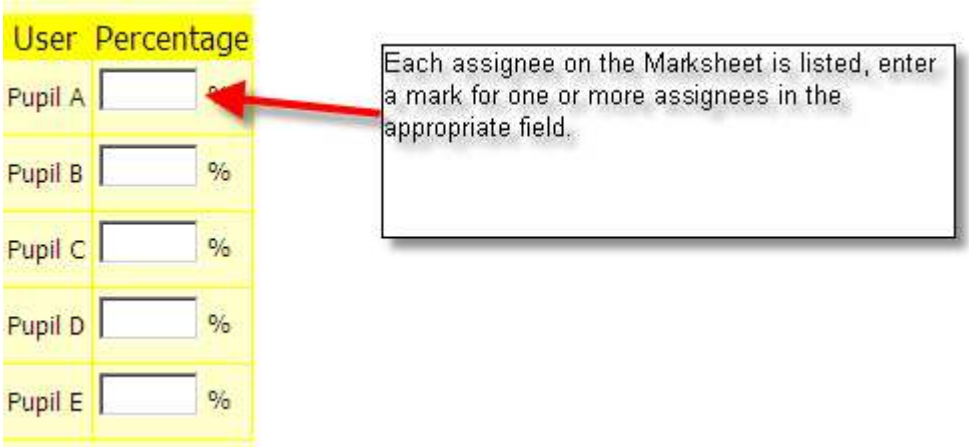


When you have finished entering the marks for the assignee, click the 'Save' button to return to the 'View Marksheet' page.

4.2.2 Adding marks to a marksheet column



When you click on the column heading on the marksheet, the following page will be displayed:



When you have finished entering the marks click the 'Save' button to return to the 'View Marksheet' page.

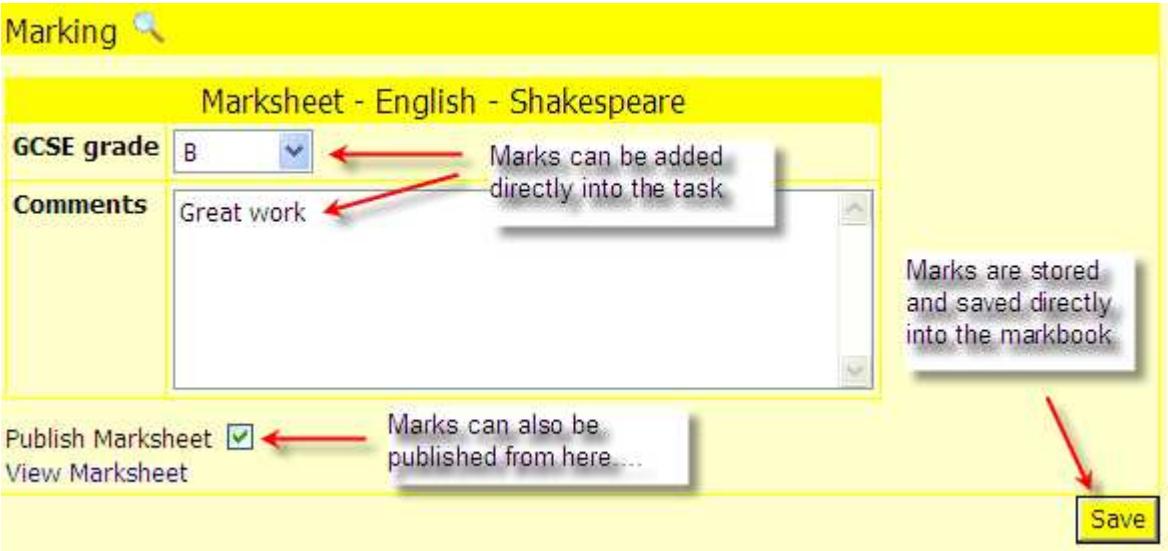
4.2.3 Marking a task

When viewing a marksheet associated with a task an additional column is available which highlights if any work has been submitted and when it was submitted.

Clicking on the folder icon will navigate to the user's task area where the work can viewed and marked

User	Username	History	Task	Publish Results	GCSE grade	Comments
Aidan Dunham	UserImport_AidanDunham		(0) Updated :			
Grace Dunkerley	UserImport_GraceDunkerley		(0) Updated :			
Kathryn Durrant	UserImport_KathrynDurrant		(0) Updated :			
Jack Dutton	UserImport_JackDutton		(0) Updated :			
Emile Duxbury	UserImport_EmileDuxbury		(0) Updated :			
Chloe Dwyer	UserImport_ChloeDwyer		(0) Updated :			
Kyle Dwyer	UserImport_KyleDwyer		(0) Updated :			
Emma Dyer	UserImport_EmmaDyer		(0) Updated :			
Madeleine Dynevor	UserImport_MadeleineDynevor		(0) Updated :			
Jessica Dytham	UserImport_JessicaDytham		(0) Updated :			
Mr E	Mr_E Click on the task icon to navigate to the task		(0) Updated :			
Pupil E	Pup_E		(1) Updated : 21 May 2008 14:27			
Jennifer Eadie	UserImport_JenniferEadie		(0) Updated :			
Gareth East	UserImport_GarethEast		(0) Updated :			
Jordan Eastwood	UserImport_JordanEastwood		(0) Updated :			
Liam Eastwood	UserImport_LiamEastwood		(0) Updated :			
Thomas Edge	UserImport_ThomasEdge		(0) Updated :			

Once viewing the task, work can be viewed and marks entered directly into the task as demonstrated below.



4.3 How do I publish results on Marksheet to recipients?

4.3.1 Publishing Marksheet results to recipients.

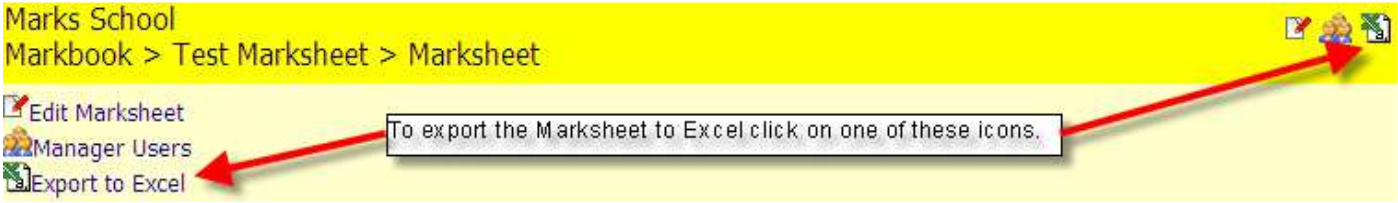
In order to publish marks to Marksheet recipients, you must first be on the 'View Marksheet' page (see 'Viewing the Marksheet' for details).

One or more Marksheet recipients can be selected to receive their marks in the way described above. When you have finished selecting the recipient(s), click the 'Save' button, the recipient will now be able to view their results via 'My Marks' in their 'My Panel' (see 'How do I view my marks').

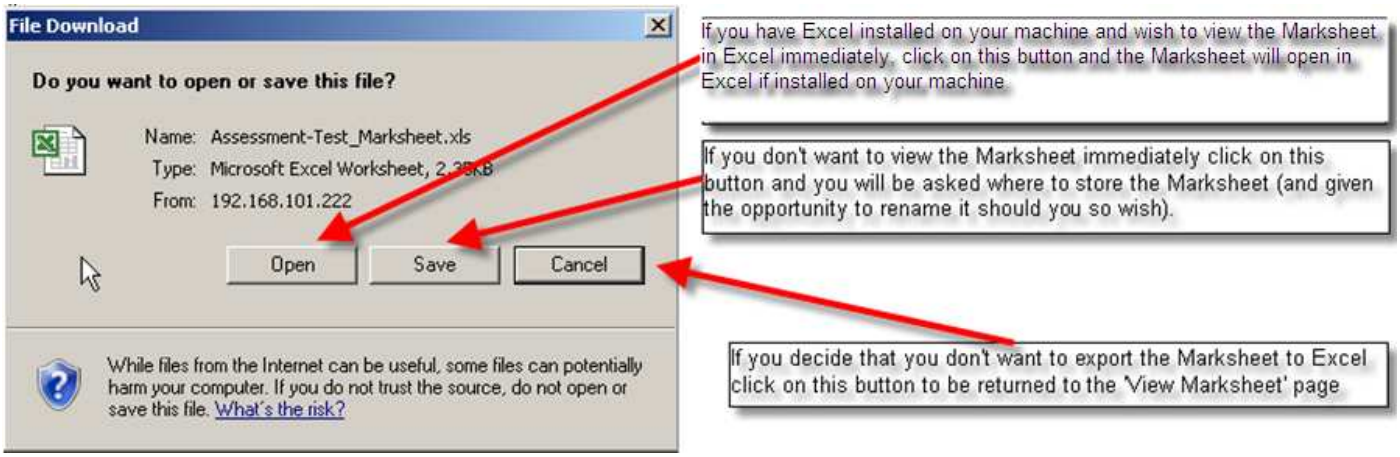
4.4 How do I export Marksheets?

4.4.1 Exporting Marksheets to Excel

When a Marksheet has been created it can be exported to Excel and saved to the local machine as a '.xls' file. Once you have exported the Marksheet to excel you can then perform processing on the results using the standard Excel formulae. In order to export a Marksheet you must first have the 'View Marksheet' page visible in your browser (see 'Viewing the Marksheet' for details).



When you have clicked on the 'Export to Excel' icon you will be presented with a 'Save or Open' box:



4.5 How do I create custom Mark Sets?

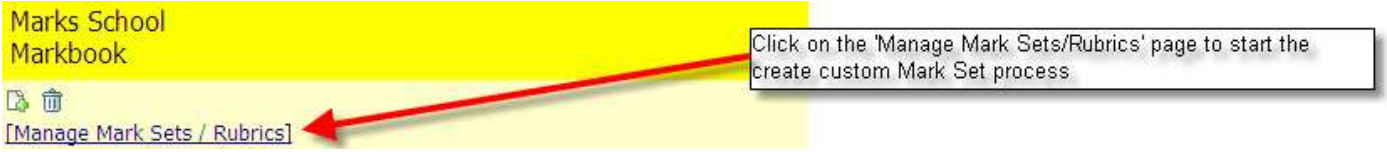
The cLc comes with seven standard Mark Sets that can be used in Marksheets:

- A/AS Level (A, B, C, D, E, N)
- GCSE (A*, A, B, C, D, E, F, G)
- NC Level (1c, 1b , 1a, 2c, 2b, 2a, 3c, 3b, 3a, 4c, 4b, 4a, 5c, 5b, 5a, 6c, 6b, 6a, 7c, 7b, 7a, 8c, 8b, 8a)
- P Scale (P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7, P8)
- Pass/Fail (Pass, Fail)
- Pass/Merit/Distinction (Pass, Merit, Distinction)
- Yes/No (Yes, No)

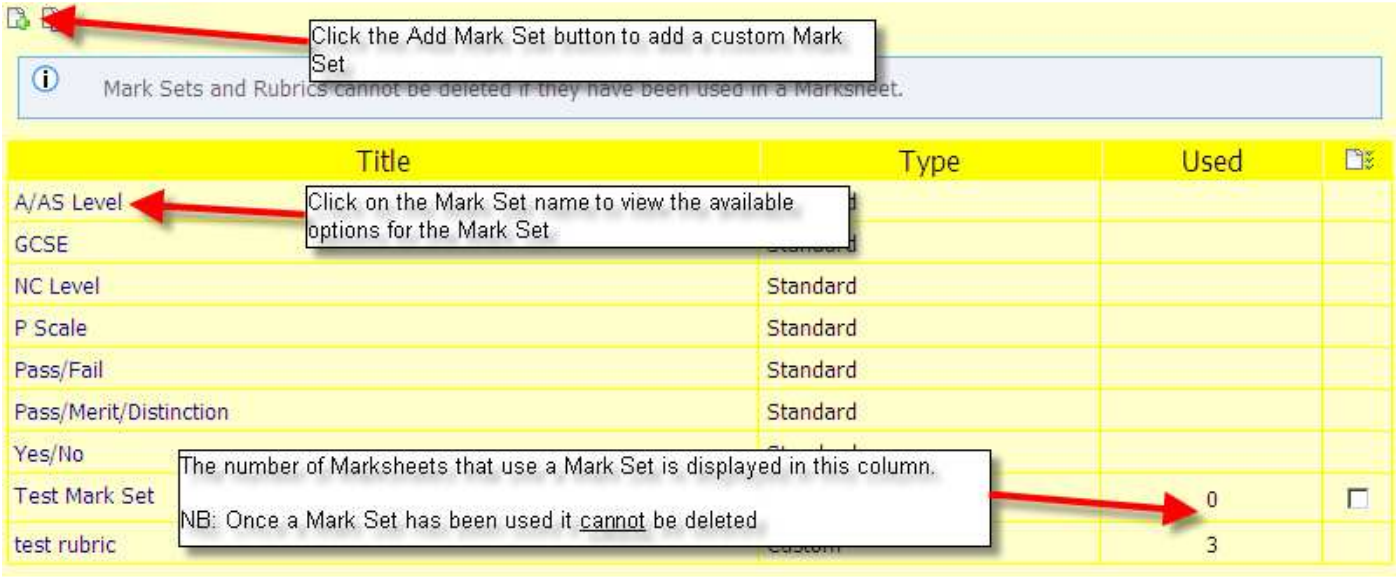
NB: The standard Mark Sets cannot be edited.

4.5.1 Creating custom Mark Sets

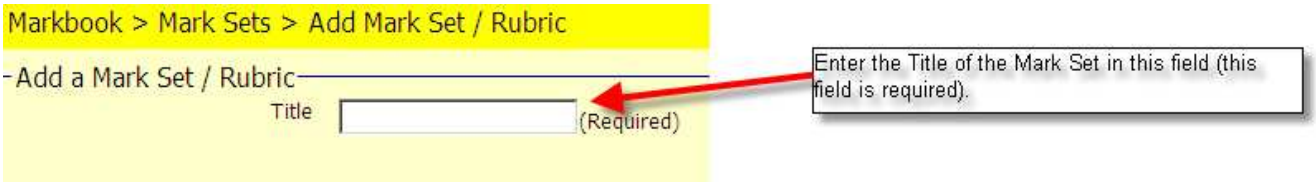
In order to create a custom Marksheet you must first have the Markbook page visible in your browser.



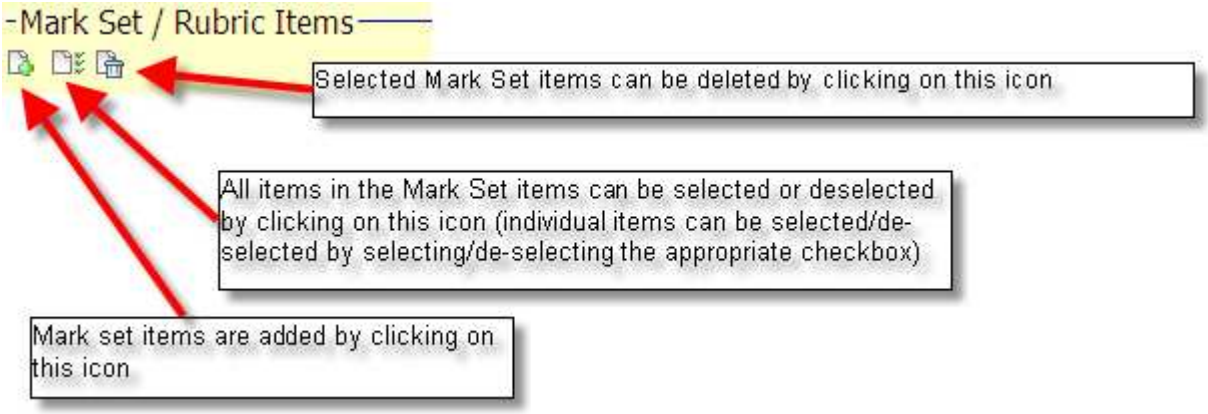
When you have clicked on the above link the 'Manage Mark Sets / Rubrics' page will be displayed:



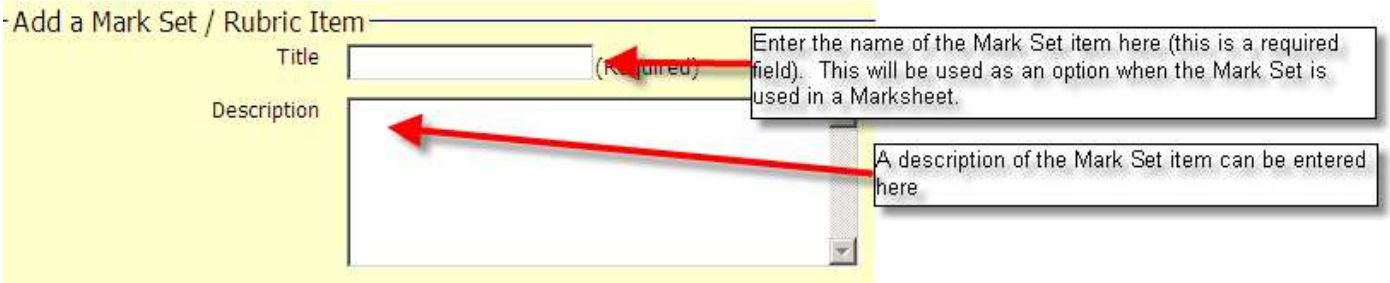
When you have clicked on the 'Add Mark Set' icon the 'Add a Mark Set / Rubric' page is displayed:



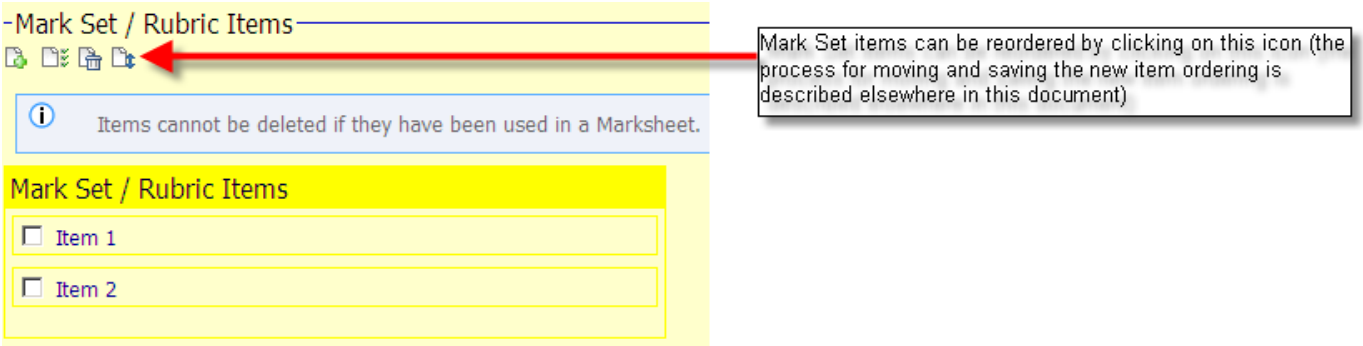
When you have entered the Title click on the 'Save' button to start adding mark options to the Mark Set:



When the 'Add Mark Set Item' icon is clicked the following page will be displayed:

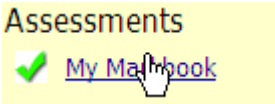


When you have added the items to the Mark Set, you can save the new Mark Set by clicking on the 'Save' button. Mark Set items can be re-ordered as described below:



4.6 How do I view My Markbook?

Teachers/adults can view their marksheets (and indeed marks) by clicking on My Markbook. A teacher's markbook contains their marksheets.



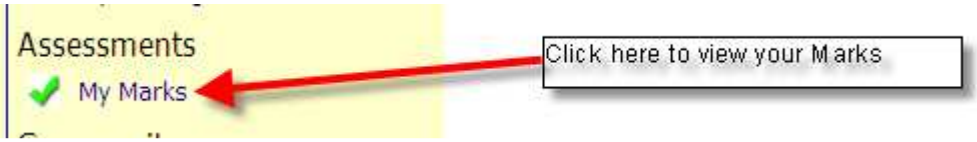
Clicking on marksheet title will navigate to the marksheet

My Marks	Location	Date Published

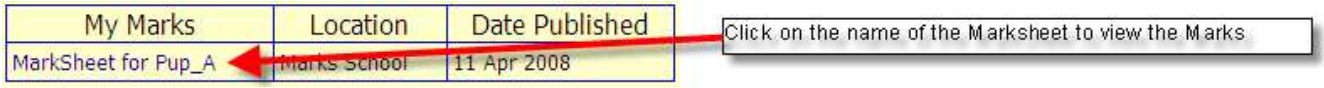
Administrate Marksheet	Location	Add to My Bookmarks
English Year 8 - Book Review	Marks School	
Marksheet - English - Shakespeare	Marks School	
Media - Year 9: Moon landing report	Marks School	

4.7 How do I view My Marks?

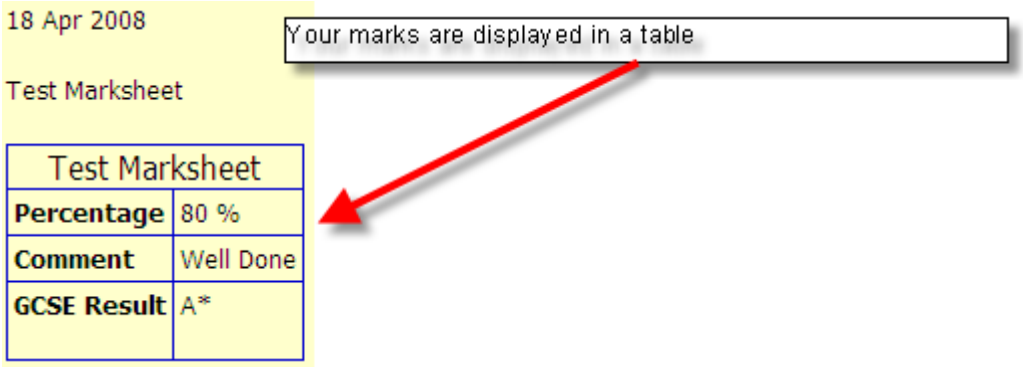
Pupils who have had marks assigned to them can view their marks by clicking on the 'My Marks' link in their 'My Panel':



When you have clicked the 'My Marks' link you will be presented with a list of the Marksheets that have been published to you:



When you have clicked on the name of the Marksheet in the list, your marks will be displayed:



5 Additional Help & Support on Markbooks

Further help and support on how to set-up your cLc is available via:

a. **www.cLcSuccess.com – cLc knowledge hub**
b. **cLc Help Component**
c. **Contacting the UniServity support team** ***(Nominated cLc Support Contacts Only)***

a. www.cLcSuccess.com :

cLc success is an online knowledge hub that provides UniServity cLc users with the resources, content, user guides and best practice examples to enhance teaching and improve learning outcomes. It is also the gateway for schools around the world to join groundbreaking collaborative projects.

cLc Success is available to cLc Managers and cLc Group Owners only via:

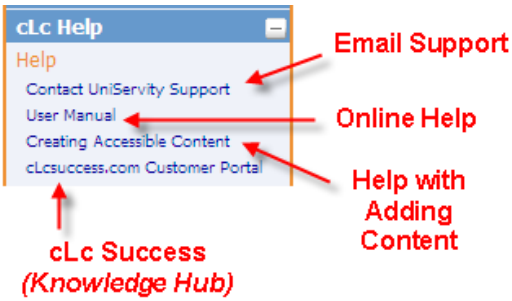
i) www.clcsuccess.com *(Please enter full username and password to access content)*

When logged into your cLc:

ii) cLc Help component of the Control Panel *(see next page)*

iii) My Panel, under the UniServity drop down category

b. cLc Help Component:



All cLc users who have been granted permission to edit their cLc will have access to the cLc Help component at the bottom right hand side of the screen underneath their My Panel. This will contain some or all of the following options, depending on their access permission level:

1. **Email Support** - Nominated cLc support contacts will see a **'Contact UniServity Support'** option within the cLc Help component. Selecting this option will display an online email form that can be completed and sent directly to the UniServity support team.
   (Please ask an existing cLc Manager to email a request to UniServity if you want to create any new nominated cLc support contacts – for more information on Nominated cLc support contacts please click here).

2. **Online Help** – This option is available to all cLc users who have been granted permission to edit their cLc, and provides a link to the online cLc User Help Manual.

3. **Creating Accessible Content** – This option provides a link to cLc accessibility help pages, providing assistance on how to create content that is accessible to all internet users.

4. **www.cLcSuccess.com** – All cLc Managers and Group Owners will have access to a link to the cLc knowledge Hub customer portal.

   (Please note: This also appears within their My Panel, under the UniServity drop down category)

c. UniServity support team contact details:

- **UniServity Support Helpline:** 0845 6751151
- **Email: Support@uniservity.com**

Please note: *These contact details are only available to Nominated cLc Support Contacts. In order to contact the UniServity support team you will need to quote your support password. For more information on how to set-up your support password please click here*

6 Next Steps

Once you are confident with using the cLc Marksheets, UniServity recommend reading the following help guides:

Guide	Overview
Guide to cLc Tasks *(GA 1b Tasks)*	A Resource with instructions and downloads, that can be directed to an individual or group of individuals. Also enables the end user to send completed resources back to the Task via their ePortfolio>My Resources
Guide to cLc Podcasts *(GA 1b Podcasts)*	A Folder of Resources that allows the end user to subscribe to be updated when new resources are added.
Guide to cLc Forums *(GA 1b Forums)*	A Resource which facilitates discussion area. Great for encouraging debate, questioning and reasoning on a download
Guide to cLc Surveys (GA 1b Surveys)	A form building Resource which facilitates user feedback/Assessment.
Guide to cLc Custom Pages (GA 1b Custom Pages)	A Resource which enables the creation of Web Pages
Guide to cLc Links (GA 1b Links)	A Resource which allows you to create Hyperlinks. Useful to point to other web pages that support the download
Guide to cLc (SCORM) Learning Resources (GA 1b SCORM)	A Resource which allows the uploading of SCORM compatible learning content

7 Feedback to this Guide

At UniServity we are always looking to continue to improve our cLc support. Please feel free to send us feedback on how useful you found this cLc guide, or if you think there are ways that it can be improved, by emailing support@uniservity.com and quoting the reference number at the bottom of the page.