How to create and combine tasks Wise Markbook

Instruction manual for teachers
August 2010
Contents

1. Main screen overview .................................................................................................................................................. 3
2. Creating a new task ...................................................................................................................................................... 4
3. Combining tasks .......................................................................................................................................................... 6
4. Finding and working with existing tasks ..................................................................................................................... 8
1. Main screen overview

iWise's Markbook presents tasks in an easy to use spreadsheet style format. Most functions, including creating and combining tasks, are accessed from the main screen, Tasks | Manage. This is the screen you come to when you first click on the Markbook module button at the top of the screen.

**Search for your tasks**
Tasks are displayed by subject or by class. Use these drop down lists to find your tasks. Use the Date Range fields to show only the task range you want.

**Task information summary box**
The task name, some information and task statistics are displayed in this top box. More task details are displayed when you click on the Task details icon in this box.

**Task details icon**
Use this icon to drill down to the individual task details.

**The Actions box**
The drop down list options allow you to perform a variety of actions with a task or tasks.

---

**The class or subject list** is displayed here. All tasks within the date range you have selected are shown in the grid to the right.

**Task column**
There is a column for each task you create.

**Scroll bars**
If there are more students or more tasks than can fit on the screen at once, use the scroll bars to move around the Markbook grid.

**Student count**
The number of 'records' shown in the bottom corner refers to the number of students in a subject or class, not the number of tasks.
2. Creating a new task

In Markbook, results are stored in ‘Tasks’. You can have tasks that are just for your own class, for a whole subject or for a whole year group.

These instructions refer to tasks that are for a whole subject – typically ones that are then combined to create a final mark for reporting.

If a subject has multiple classes in it, for example, setting up the task for the subject only has to be done once, by one person.

1. Click on the Markbook module button (across the top)
2. Select your subject from the Search area (top left).
3. Make sure the Select for Class tasks drop down list is showing ‘All Students’.
4. Check that the date range includes the date the task is due. Including this step ensures that you will be able to see the task on screen as soon as you have created it.
5. Select ‘Add New Task’ from the Actions area (top right) and click Go.

To create a task first select a subject from the blue Search area. Then select ‘Add New Task’ from the green Actions area and click ‘Go’.

6. The Add New Task pop up appears.

The ‘Add New Task’ pop up appears where you enter some details about the task.
7. Enter a **Task Name**.

8. Hit the tab button to move to the next field – **Column Heading**.

   The column heading is the task title you will see on the main screen grid. It is usually shorter than the task name to save screen space on the main grid.

   The column heading is automatically generated by taking the first 4 characters the first two words you enter as the task name. You can leave the column heading as the one generated for you or change it to one you prefer, up to 15 characters.

9. Enter a **Task Date**.

10. Enter an **Out Of** mark, or leave this field as the default of 100.

11. Click **Add**.

   Once you click **Add** the pop up will close and the task will appear in the main screen grid.

12. To record marks simply click in a student’s row and enter a mark.

   Marks are automatically saved as you work.
3. Combining tasks

Once you have created some tasks you may like to combine them to create a final mark for reporting. This can easily be done using the Actions area.

Setting up the combined task can be done any time after you have set up the individual component tasks – you don’t have to wait until you have finished marking all the individual component tasks.

1. Once you have finished setting up all the individual tasks that you will use to combine into a final mark go to the Actions area and select Combine Tasks.

2. Click Go.

3. When you do this you will see the Combine Tasks popup.

   The top half of this popup is where you enter information about the combined task and the bottom half lists all the tasks within the date range selected on the main screen. You will select the tasks you want to combine from this bottom list.

4. In the top section, enter a Combined Task Name.

5. The default will be for a combined task to be Out Of 100. Change this if required.

6. Select a Scaling Method. (Or in this case you could view this as selecting a Combining Method)

   When combining tests you are likely to select either Add Tasks Together or Out of Scaling.

   For example if you had two tasks out of 40 that you wanted to combine and produce a mark out of 80 you would use Add Tasks Together.

   If you had two tasks out of 100 and you wanted to combine them and produce a result also out of 100 you would use Out Of Scaling. Or if you had one task out of 50, another out of 75 and another out of 40 and you wanted to produce a final mark out of 100 you would also use Out Of Scaling.

   The combine Tasks pop up. Enter a Combined Task Name and select a Scaling Method

   If you are using the Out Of Scaling method enter the Out Of number into the New Value field.

7. Once you have selected your scaling method you need to select the tasks you want to combine. You do this by entering the Weights next to the tasks you want to combine.
The weighting of the individual tasks doesn’t have to add up to any particular number - they are not percentages. For example, if you were combining two tasks, one you wanted to be weighted twice as much as the other you could enter the weights of 1 and 2.

If your school expresses the weighting as percentages, then this will work just as well.

8. Enter your weights and click Combine.

9. Once you click Combine you will see a confirmation popup, indicating how many tasks are about to be combined.

10. Click OK if you are happy to go ahead.

11. When you have clicked OK the confirmation popup and the Combine Tasks pop ups will close and you will see your combined task in the main grid, coloured purple.
4. Finding and working with existing tasks

Finding your tasks

Once you have used the Markbook at least once, then next time you visit it the Subject, Class and Date Range you used last time will be remembered and tasks for this selection will be already loaded.

If you are having trouble finding a task check the following things:

- Check that the Subject is correct.
- Check that the selection in the Select for Class tasks is correct. If the task you are looking for was for an individual class only you will need to select it in the Select for Class tasks drop down list.
- Check that the date range specified includes the date of the task you are looking for. The date range icon can help here. (see below)
- If there are a lot of tasks within the date range you have selected you may need to scroll the screen to find your task. Reducing your date range may help reduce the number of tasks displayed on screen.

The date range icon

There is an icon next to the Search button which is either red or green. Red indicates that there are tasks created that fall outside that date range selected. Green indicates that all tasks created for this subject (or class) are being displayed. If you hover over a red icon you can see how many tasks fall outside the date range. To display all tasks simply broaden your date range.

Deleting a task

To delete a task simply right click in a marking cell and select Delete Task. A popup will appear asking you to confirm that you want to delete a task. Click OK to continue.

However, not everyone is able to delete all types of tasks. If you are not able to delete a task it could be that you don't have permission to do so.