How to publish marks from the Markbook for academic reporting – for teachers

Marks entered and/or calculated in the iWise Markbook can be easily moved from the Markbook to the Academic area for reporting. We call this publishing the marks.

Please note that in order for the publishing to work you need to be storing your academic data in iWise, not in an external linked package such as Maze. You also need to have your Academic area configured to receive the marks. These two things are usually looked after by your school’s iWise representative – please speak to them for further information.

There are two steps to publishing tasks for reporting:

1. Set up the task so that the correct marks go to the correct fields in the Academic area; and
2. Publish the marks so that they move across to the academic area.

You can do the set up anytime after you have created a task you want to publish. You don’t need to have marked the task. Often, schools will do the publishing set up as part of their initial Markbook set up.

These instructions assume that you have created the individual or combined tasks that you will be using to publish. If you haven’t and need help please speak to your school’s iWise representative.

Step 1: Task publishing set up

1. Search for and find the task you want to use for publishing.
2. Right click in the marking column and select Full Task Edit.
4. The column on the left is where you set up your publishing details.

5. The **Academic Period** drop down list should be defaulting to the current academic period. If not, select it here.

6. Select the destination of other marks as applicable. The options in the drop down lists are being drawn from the fields set up in the Academic area.

   Every school has different publishing requirements and they can vary depending on the school year or report you are working on. Please speak to your school’s iWise representative if you are unsure about your school's individual publishing requirements.

7. Click **Save**.
Step 2: Publishing the marks

The quickest and easiest way to publish marks is to simply click the Publish button on the Full Task Edit popup. If you have saved your publishing set up pressing this button is all you need to do.

If you have more than one task per subject that you are using for publishing you can publish tasks on a subject by subject basis.

1. In the main Markbook grid page search for the subject you wish to publish.
2. From the green Actions area, top right, select Publish Tasks.
3. This brings up a list of tasks for this subject.
4. Check the tick boxes of the tasks you wish to publish.
5. Click Publish. The marks are now moved across to the academic area.
Tips:

- You can republish marks at any time – by just following the same instructions. Please note that republishing will override any marks already in the Academic area. For this reason, if you have published marks and then want to make a correction, make sure you make your changes in the Markbook and republish rather than making the change in the Academic area.

- When setting up your publishing options you can only use a destination field once per subject. For example, if you are publishing the Final Mark to the ‘Sem 1 Mark’ for English, make sure you only have this set up on one task. (ie, don’t have ‘Sem 1 Mark’ selected on any other English task). If you have the same destination field specified on more than one task in a subject you may encounter an error.