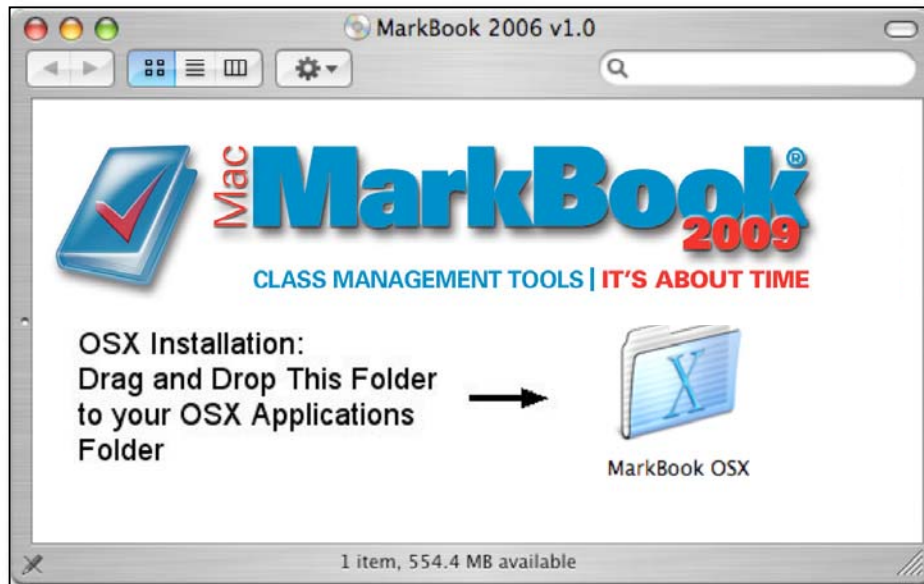
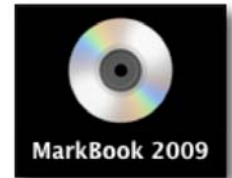


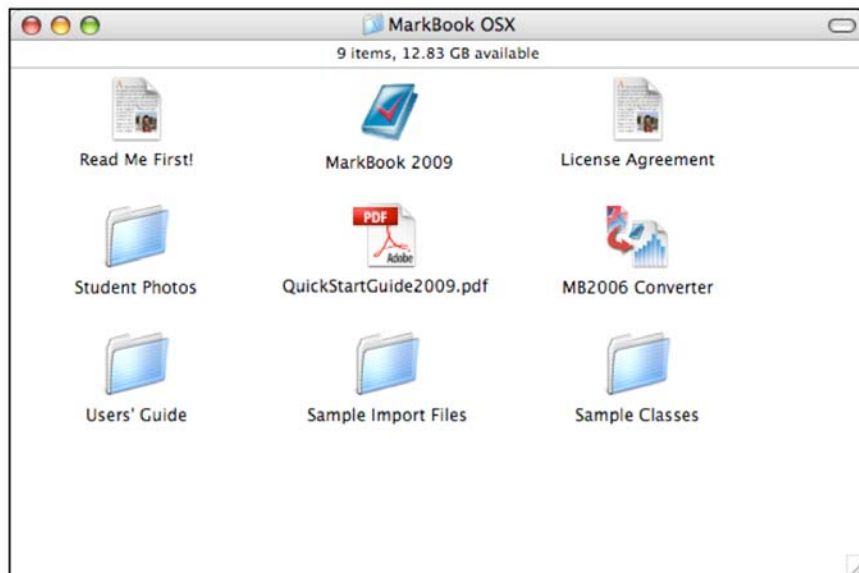


Quick Start Guide

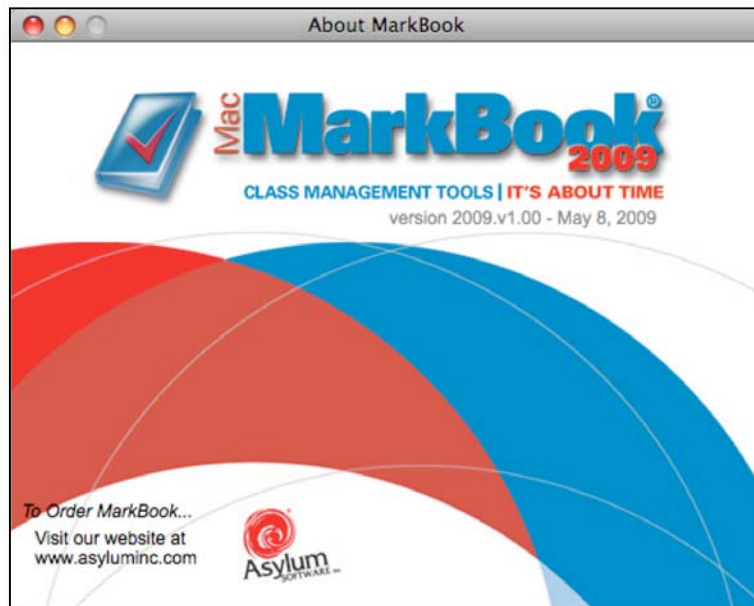
1. Place the CD in the drive. A **MarkBook 2009** installer CD icon (shown at the right) will appear on the Desktop. This will launch/start the installation of MarkBook.
2. Double-click on the icon. This will open a **Finder Window** that contains the folder shown below:



3. Drag and Drop the **MarkBook OSX** folder into the **OSX Applications** folder in the System folder of the Macintosh HD. This will transfer the installation files for MarkBook into the computer and the following **MarkBook OSX** folder will contain the icons shown below:



4. The folder includes the MarkBook application icon, the Read Me First! And Licence Agreements text files, a Users' Guide and Quick Start Guide (both in Acrobat portable document formats) the MB2006 Converter application and two folders: the Sample Class Files and the Sample Import files.
5. Once finished, double-click on the **MarkBook 2009** icon (as shown at the right) in the folder.
6. This will give you the following welcome screen:



Congratulations! You have successfully installed MarkBook on your computer.

Getting Around in MarkBook

The MacMarkBook user interface has a few structures that you need to know to be successful. They are the

- Main Menu
- Action boxes
- Icon buttons
- Drop-down lists
- Function button

The Main Menu



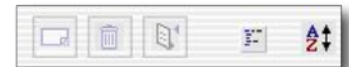
This menu allows you to move through the different functions that MarkBook provides. The **File** menu allows you manipulate files. The **Edit** menu changes settings for each class. The **Class List** menu selects lists associated with your class. The **Reports** menu opens reports for your class.

The Action Boxes

MacMarkBook's main screen and other forms display red **Action Boxes** (like the one above for describing your class) that act as windows to other functions. When moving the mouse pointer over these boxes, a yellow prompt box will appear. These will remind you of the function that pressing the mouse button will activate.



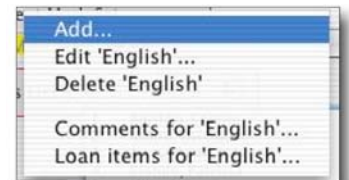
The Icon Buttons



Icon buttons appear on many screens in MacMarkBook to produce common functions. Yellow prompt boxes will appear to describe the function produced. The icons shown above produce a new entry, delete an entry, import a list, add an anecdotal record and sort a list respectively. Sometimes a plus sign (+) is shown in the list, indicating that this item is being added to or edited in the list. For example, when you press the **New Student** button, a new name record will be added to the list, say entry 23. The list will show **23**, which is the place where that new name will be added to the list. A negative sign (-) indicates that the item in the list will be deleted when the **Save** button is next pressed.

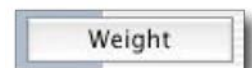
The Drop-down Lists

Some action boxes produce lists of actions that 'drop-down' when activated. (such as the Mark Set list shown at the right). To select the action from the list, hold down the mouse button and slide down the list until the desired action is highlighted (such as the **Add...** a Mark Set shown).



The Function Buttons

MacMarkBook has many specific functions that can easily be activated by moving the mouse pointer and pressing the mouse button. Such functions include **Save**, **Print**, **Class Report** and **Weight** (as shown above)

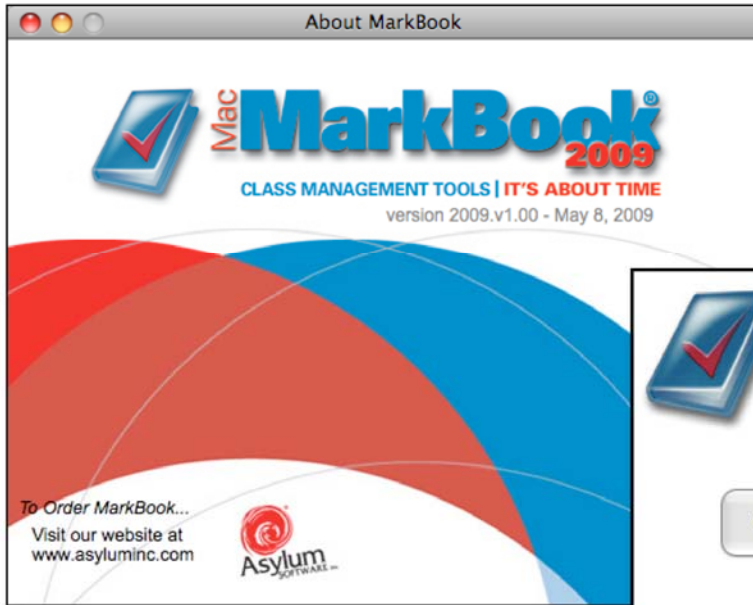




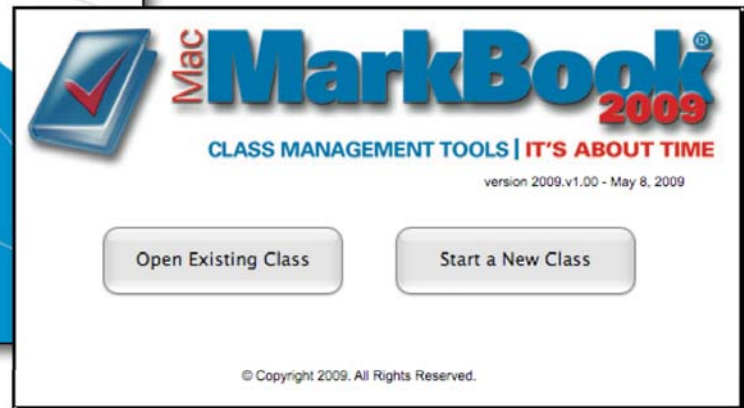
Starting MarkBook 2009 for the first time

Creating a New Class File

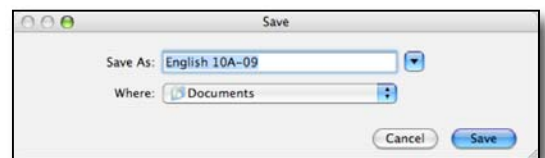
1. Run the program by clicking the icon in the MarkBook OSX folder, in the dock or on the desktop (or wherever you've installed it)



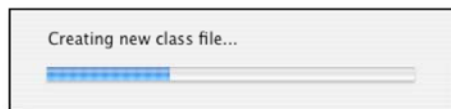
2. The following screen will greet you:



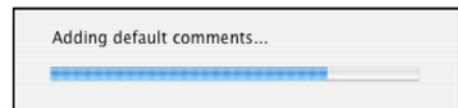
3. Click on the **Start a New Class** button.
4. A Save box will open (as shown at the right). In the highlighted **Name:** window. For example, if you want to create a class file for a Grade ten Academic English class, whose section code is 09, you might use English 10A-09 (as shown at the right)



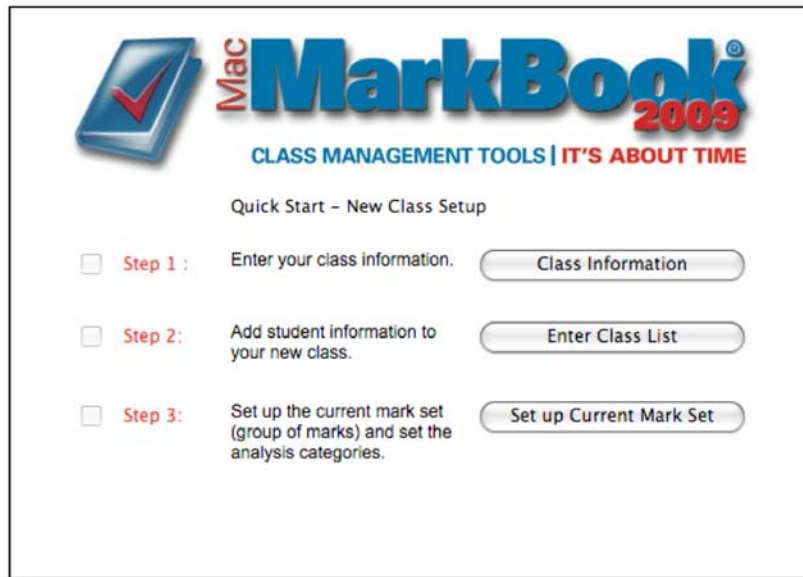
5. Press the **Save** button at the lower right for creating the file. The application will begin to create a class by showing the progress bar.



Default comments are added to the file as the class is completed.

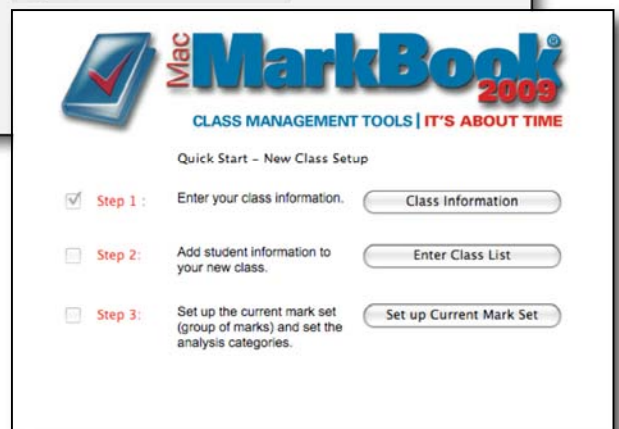


A Quick Start – New Class Check List will appear (as shown below)



Describing a New Class

1. Press the Class Information button (Step 1).
2. The **Class Information** form opens. Start by typing a **Class ID** in the window for your class: **10A-09** for the current example. Press the **tab** key. This will move to the next highlighted field.
3. In the **Description** box, describe the class (Grade 10 English Academic, in this case).
4. Enter the **Teacher**, **School** and **Phone** information that you want to appear on the screen and reports. Press the **tab** key to move to the next field.
5. Select how you want to save the **Attendance** and **Seating Plan** records. MacMarkBook gives you the option of keeping records for all your class and its sub-groups in what are called **Mark Sets**. A **Mark Set** is a set or grouping of marks where students have been arranged together and are evaluated differently from other groups (see **section 4-3**). Evaluations for Split-level classes or other academic divisions can be coordinated by MacMarkBook's **Mark Set** feature. The Class Information form should look as shown at the right:
6. Press the **Save** button at the upper left to record the Class information.
7. A check mark should now appear in the check box beside **Step 1**.



Our MarkBook Support Group (mac@MarkBook.com) has reported that "The most common issue with users is the loss of valuable classroom data". Remember to make backup copies of your classes. As with all valuable data, storing and updating the computerized information is essential to proper computer use. Computer storage media are inherently unpredictable and having built-in redundancy will save many hours of difficult reconstruction.



Entering the Class List

1. Press the *Enter Class List* button (**Step 2**).
2. The **Class List** form opens. Move the mouse cursor to the **Add a new Student** button or simply press the **tab** key. This will add a "+ 1. , " in the list and will highlight the **Last Name** field.
3. Enter the student's last name and press the **tab** key to move to the next field.
4. Enter the **First Name** along with the **Gender, Home Form** and **Student #**. This information is required to properly identify the student. Other fields are optional, but very useful. The following five "fields" (white rectangular cells) are mandatory for each student: **Last Name, First Name, Gender, Home Form, Student #**. All others are optional and can be filled in later as desired.
5. Verify that the "+" sign has been inserted beside the student's name. Terry Clouthier is the student in this example below:

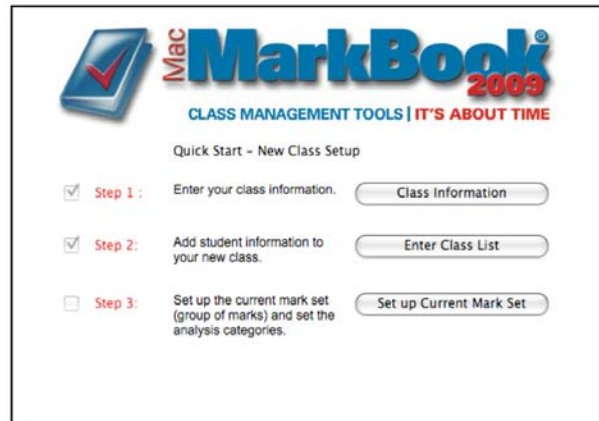
A screenshot of the "Class List" application window. The window title is "Class List" and it has a blue header bar. On the left side, there are three buttons: "Save", "Cancel", and "Print". The main area is divided into two sections. The top section is a list box containing one entry: "+ 1. Clouthier, Terry". The bottom section is a form for entering student details. The form fields are: Last Name (Clouthier), First Name (Terry), Gender (M), Special Program (Gifted), Home Form (2F1), Student # (434630), Code Name (Rams Fan), Birthday (Jun 8 1993), Age (empty), Phone 1 (906.555-1567), Phone 2 (906.555-9876), Student Email (terry@gmail.com), Parent Email (fluffy@parents.net), and Notes (Custody: Mother Only, Allergies tp Peanuts: EpiPen in backback). At the bottom of the form, there is a checkbox labeled "Show Student Photos" which is currently unchecked. A yellow pencil icon is positioned at the bottom of the form area. A blue checkmark icon is in the top right corner of the form area. Below the form, there is a small text box with instructions: "Move to next field - press tab key. Press return key for next student. Press Save when done." A yellow pencil is also shown at the bottom of the window.

IMPORTANT Note from the developers of MarkBook 2009 for Mac:

MarkBook 2009 uses a new file structure to permit Universal Binary and does not read older class files unless they have been converted (See User's Guide Section 2-2). Please refer to the Asylum Software Inc. website for further information and updates (www.asyluminc.com)



- Press the **return** key to record the student (or press the **Add a new Student** button) but **DO NOT** press the **return** key for the **LAST STUDENT** in the list. Press the **Save** button to complete the process.
- You need only add a few students from the class at this time. You may complete or update the Class List at any later time. If this is your first time using MarkBook, we strongly recommend entering no more than two student names at this stage. Any entered item can be edited or deleted later. The rest of the names can be added after the class folder is created and saved. To delete a student, press the **Delete Student** button. This will add a “- 1. , “ in the list which will be removed later. (Don't worry, it will disappear from the actual list!)
- Press the **Save** button at the upper left to record the Class List.
- A check mark should now appear in the check box beside **Step 2**.



Describing the Current Mark Set

- Press the Setup the Current Mark Set button (**Step 3**).
- The Mark Set form opens. Enter the **Class Code** for your class: ENG for the current example. Press the **tab** key. This will move to the next highlighted field.
- In the **Description** box, describe the Mark Set (Academic, in this case)
- The **Full Code** will appear in the field. Press the **tab** key to move to the next field.
- Edit the **Block Title**, **Room**, **Day**, and **Period** where the class meets. If the class meets at different times throughout the schedule, use the first meeting information as it appears on the timetable.
- Select the **Calculation Mode** (see the User's Guide for further information)
- Click the “**Add new Category**” button (shown at the right) or click the **Description** field to enter the Categories for your class. Press the **tab** key or move to the **Target** field to enter the weight for the category. (an example is “Exam” and 30). This means that the exam will have a weight of 30 out of the



Target Total for this Mark Set. You may add or edit these categories at any time. The form should look like the picture at the left

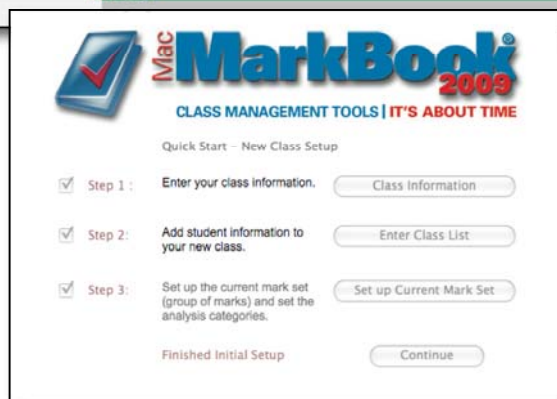
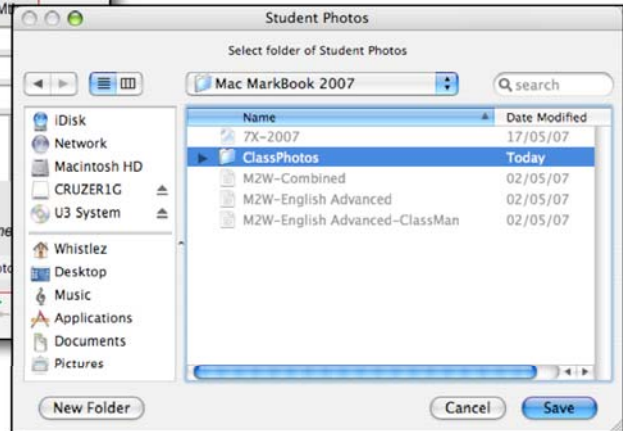
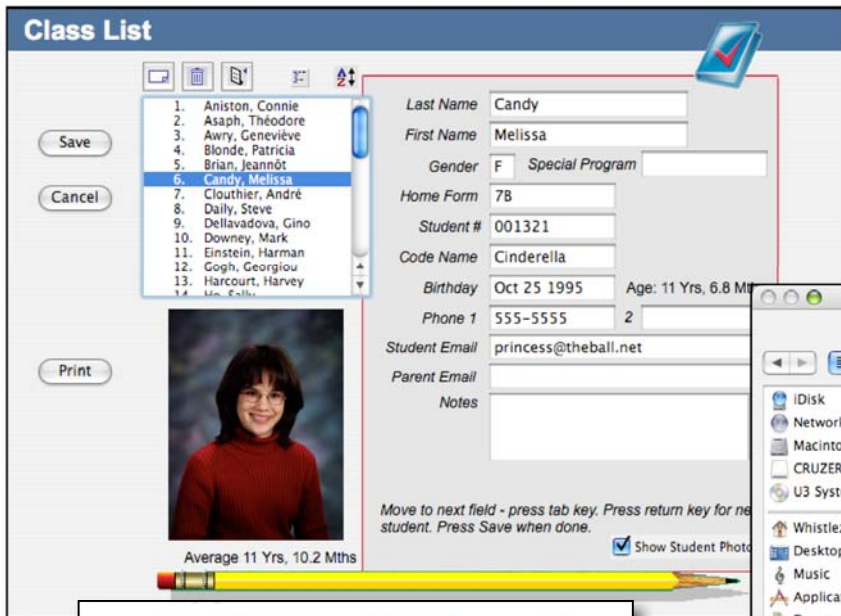
- To delete a category, press the **Delete Category** button (shown at the right). This will add a “- “ in the list which will be removed later. (Don't worry, it will disappear from the actual list!)
- Press the **Save** button at the upper left to record the Mark Set information.



10. You may wish to import student pictures to accompany the class list. Check on the **Show Student Photo** box. This will open a **Student Photos** dialog box (as shown). Select the class photos folder which contains **.jpeg** or **.bmp** pictures of students (organized by their matching **Student #**.)

11. A check mark should now appear in the check box beside **Step 3**.

12. MarkBook has now set up your class. Whenever you click **Save** or **Done** in MarkBook, your data will save in your class folder.



BEGINNING to use MacMarkBook

Congratulations! You have successfully created the class and finished the initial setup!

The **New Class Check List** screen shown above should appear:

1. Press the **Continue** button to move to the **Main Operating Screen**.
2. To begin any new class, click on **New...** (**⌘ + N**) in the Menu Bar as seen in **section 2-1**. If you are in the main operating screen, **section 3-1**, click on **File** at the top left corner of the main operating screen. In each of these cases, you will be returned to a new **Save** menu bar where you will be asked to name the class you're creating and follow through on the steps in the **New Class Check List**.
3. You can now continue entering data for this class or you can create another class folder.

Our MarkBook Support Group (mac@MarkBook.com) has reported that "The most common issue with users is the loss of valuable classroom data". Remember to make backup copies of your classes. As with all valuable data, storing and updating the computerized information is essential to proper computer use. Computer storage media are inherently unpredictable and having built-in redundancy will save many hours of difficult reconstruction.

