



**iPad Edition**

# **MarkBook®** **2011**

**CLASS MANAGEMENT TOOLS | IT'S ABOUT TIME**



## **USERS GUIDE**

**MarkBook® Class Management Software for  
the iPad**

## Welcome to MarkBook® Class Management Software for Educators

We are certain that you will find the iPad Edition of our world famous MarkBook® Class Management Software for Educators comprehensive, intuitive and easy to use.

Current users of our various other MarkBook offerings will be well aware of the basic concepts and attributes of this application. To all users however, this guide has been designed to give you a detailed but easy to read, quick overview and reference manual for the multitude of features found in this application.

Should you have any questions concerning this manual or the Applications, **TAP** on “Web Support” on the “Home” screen.

### A NOTE ABOUT THE MATHEMATICS IN MARKBOOK:

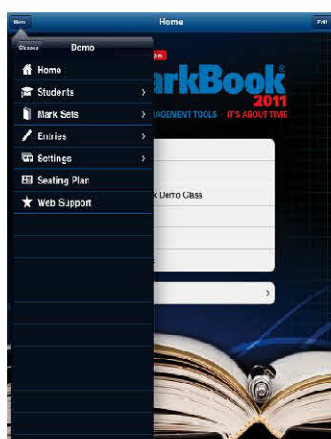
In this App, all calculations are done using entry marks as percents.

Each entry is assigned to a Category and has a weight value that affects how much it contributes to its category (e.g. an entry with a weight of 4 counts 4 times as much as one with a weight of 1).

Except for “Entry Weight” calculations, Categories also have weight which affects how much each contributes to the overall mark. For more information and definitions see **Appendix 1**

### A NOTE ABOUT DISPLAY ORIENTATION:

While MarkBook for iPad may be used in either “landscape” or “portrait” mode – when you first begin to use this app you will find that access to the various options are displayed more fully and are more readily apparent in landscape mode.



PORTRAIT



LANDSCAPE

For the purposes of this guide, we will look at the app in **landscape mode**.

MarkBook, iPad Edition is a product of Asylum Software Inc.

**Chief Programmer:** Herb Payerl

**MarkBook Creator:** David Chellew

**Manual written by:** Ron Boratto & Dave Chellew

**ASYLUM SOFTWARE INC.** was incorporated in 1998, to provide practical software solutions for the many and varied needs of today's educators. With more than 150 years of collective teaching experience among its directors, Asylum Software Inc. is dedicated to meeting the requirement of those who are on the front lines of modern education.

MarkBook is a registered Trade Mark of Asylum Software Inc.

© 2011 Asylum Software Inc.

Student pictures are courtesy of [Edge Imaging School and Sports Photography](#) and are for demo purposes only.

[www.edgeimaging.com/cal](http://www.edgeimaging.com/cal)

[customercare@edgeimaging.com](mailto:customercare@edgeimaging.com)



## INDEX

<b>GETTING STARTED:</b>		<b>PAGE #</b>
<b>1.</b>	<b>SAMPLE CLASS / HOME SCREEN</b>	7
<b>2.</b>	<b>CREATING A NEW CLASS/ GETTING STARTED</b>	8
	Multiple Classes	9
<b>3.</b>	<b>ENTERING / EDITING STUDENT INFORMATION</b>	
(a)	Student Description	10
(b)	Student Pictures	11
(c)	Seating Plans - Set Up	14
(d)	Seating Plans - Placing the Student	14
(e)	Seating Plans - Photos	15
(f)	Editing Student Information	16
(g)	Saving Information / Next Student	16
<b>4.</b>	<b>IMPORTING STUDENTS</b>	
(a)	Using a CSV File to Enter A Class List/Roster	17
(b)	Creating the CSV File	18
(c)	Creating the CSV File from MarkBook for Windows	20
(d)	Copying a CSV File to the MarkBook for iPad Documents Folder	21
<b>5.</b>	<b>IMPORTING PICTURES</b>	
(a)	Importing Student Pictures	22
<b>6.</b>	<b>MARK SETS</b>	
(a)	Creating Mark Sets	24
(b)	Block Title	24
(c)	Setting the Calculation Method	24
(d)	Weight	25
(e)	Category Description	25
(f)	Editing Mark Sets	26
<b>7.</b>	<b>MARK ENTRIES</b>	
(a)	Selecting the Mark Set	27
(b)	Data Entry	29
(c)	Adjusting Ranges Represented by Symbols	31
<b>8.</b>	<b>ATTENDANCE</b>	32

