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Print & HTML Samples

Revised June 2015

samples of

Paper Forms and Report Printouts.

HTML Reports.

Email Reports.

by Rob Hedges



Print, HTML and Email Samples

This file is best viewed with Adobe Reader 5.0 or higher.

This package contains printouts with no real student names or other personal information. These printouts may be copied, turned into overheads, handed out, and posted as needed. This entire PDF file may be sent electronically to others and copied onto CDs. When doing demonstrations and training, we recommend making printed copies of this package, handing these out, and discussing these forms as part of the presentation.

All printouts and electronic files are pre-formatted by MarkBook. The user must enter data and select among options but MarkBook will automatically adjust the forms to fit on standard paper sizes like A4 and Letter (8.5" X 11").

These printouts are divided into four groups:

1. Curriculum Planning (Unit Plans, Lesson Plans and Course Description)
2. Class Management Forms
3. Class Reports
4. Student Reports

MarkBook is a teacher tool designed to plan curriculum units/lessons/courses, better manage classes, calculate grades, analyse those grades, analyse attendance, build comments, print reports, Email reports, post data on the web, save teachers lots of time, and promote a professional image. It facilitates communication about achievement, promotes improvement in assessment processes, and strongly encourages student learning. Teachers look and feel good with MarkBook. Student achievement improves substantially as students take responsibility for their own grades.

MarkBook Help is available from several sources. Use the options in the Help menu. Visit the MarkBook web site for a host of support materials. Numerous downloads are available from the site:

www.markbook.com

Also see the Video Tutorials posted on YouTube. An index of these is at

www.asyluminc.com/videos.html

1. Curriculum Planning / Time Management

MarkBook's planner enables each teacher to map out curriculum and allocate time 1) for any course, 2) for the units within a course, and 3) for the individual lessons within each unit. Generate the following forms. Once built, plans may be shared with colleagues as electronic files. Three HTML forms enable a teacher to post these documents on the Internet.

1. Unit Plan – 1 page

Name a unit, enter one or more lesson titles and dates (optional) and then print this form. A Unit Plan may be shared with colleagues as a file. It will contain all of the internal lesson plans as part of that file.

2. Unit Plan as HTML – 1 page

A variation of the above for posting a Unit Plan on the Internet.

3. Lesson Plan – 2 pages

Each lesson has four potential components, Outline, Sequence, Assessments and Follow Up. Print this plan prior to delivery and then edit/modify it after the lesson is taught. Share the plan with colleagues as a file.

4. Lesson Plan as HTML – 2 pages

Post lessons on the Internet with this form.

5. Course Description (aka Course Outline)

Print this form at the beginning of the course to provide 1) a brief description of the course, 2) descriptions of the units within it, 3) a proposed timeline for each unit and 4) policies associated with the course.

6. Course Description as HTML

Post a course description on the Internet with this form.

1. Unit Plan printout

UNIT: Introduction to Ecology

SCI10 Grade: 10 Level: Academic

V. Smart The Best School Aug 26 2009

UNIT DESCRIPTION

People care deeply about the environment. In order to protect the environment, we must first understand how the natural world operates. This unit develops basic knowledge and skills about ecosystems. It also looks at some issues caused by human interaction with those ecosystems.

LESSONS

Sep 8 2009	Ecosystem Concept (What is an ecosystem?)
Sep 9 2009	Habitat and Niche (Producers, consumers, decomposers, scavengers, s ...)
Sep 10 2009	Trophic Level and Pyramids (This lessons looks at the concept of ec ...)
Sep 11 2009	Abiotic Ecological Factors (Look at the relationships between livin ...)
Sep 14 2009	Matter and Energy Flows (Examine the ways that energy flows through ...)
Sep 15 2009	Nutrient Cycles (Carbon, nitrogen and water are three nutrients tha ...)
Sep 16 2009	Biological Succession (Species in an environment change over time u ...)
Sep 18 2009	Population Growth (This lesson looks at the graphic growth pattern ...)
Sep 21 2009	Population Lab (Simulation lab mimicing a real population's growth ...)
Sep 22 2009	Predator-Prey Relationship (Look at the special relationships betwe ...)
Sep 23 2009	Biomes (Multiple lessons comparing distinct biomes with emphasis on ...)
Sep 28 2009	Human Population Growth (An examination of the unusual growth patte ...)
Sep 29 2009	Ecosystem Management (Multiple lessons on selected management syste ...)
Oct 2 2009	Environmental Issues (Multiple lessons on selected problems and sol ...)
Oct 5 2009	Research Project (Multiple presentations on student research projec ...)
Oct 9 2009	Judgment Day (Unit Test)

Listed lessons may be more or less than one period in length.
Lessons may be taught in a different sequence.

This page was compiled using MarkBook Planner - Version 1.0 (www.markbook.com)

3. Lesson Plan, page 1

3. Lesson Plan, page 2

Introduction to Ecology - Lesson 1: Ecosystem Concept

SCI10 Grade: 10 Level: Academic

V. Smart The Best School

Room: 123 Day: 1 Period: 2 Length: 76 min. Date: Sep 8 2009

OUTLINE:

Topic	What is an ecosystem?
Prerequisites	Students are able to explain and give examples of the terms: green plant, food chains, food webs, biotic, and abiotic. Students know how to design an experiment, control variables, construct/read/interpret both graphs and charts, make observations, take notes, and present findings.
Motivation	Officials warn us not to eat any fish from certain lakes even though we can safely drink the water from those same lakes. Why are the fish poisonous? How is this possible?
Content Standards	This lesson meets the stated curriculum standards (objectives, expectations) for your jurisdiction, course and unit.
Expectations and Objectives	SCI10-1.1, SCI10-1.2 (list the reference numbers and perhaps the text of each).
Safety Considerations	Provide cautions about handling glass and live organisms as part of the lab.
Resources	Overhead Projector Classroom Ecosystem Bottle

SEQUENCE:

Diagnostic Test Style: Assessment Time: 10 min.	Starting Point Diagnostic Test on pre-requisite knowledge as well as on broad concepts that will be delivered in this unit. Key Vocabulary Biotic, abiotic, food chain, food web, green plant. Visual Presentation Test on overhead projector.
Classroom Ecosystem Style: Lab Time: 65 min.	Starting Point Build a classroom ecosystem - large glass bottle (10L+), dechlorinated water, aquatic plants, pond snails, small herbivorous fish such as a Khuli loach, gravel/sand, table lamp. Critical Questions How can the plants and animals survive in the bottle when it's sealed up? That is, how can they breathe? What don't the animals run out of food? What would happen to the organisms if the light was turned off for a long time? Key Vocabulary Biotic, abiotic, herbivore, ecosystem. Visual Presentation Classroom ecosystem - to be left operating in the class for the balance of the term or longer.

ASSESSMENTS:

U1 Diagnostic Test Strand: Know & Und Type: Diagnostic	Description Overhead: matching terms test to determine whether or not learners are familiar with Key Vocabulary terms from prior courses. Second part of the test: have them define or explain Bioaccumulation, Biome, Biosphere, Niche, Succession, Nutrient Cycle. Accommodation For the visually-impaired, provide a large-font printed copy of the test.
Homework Type: Homework	Description In the text, do page 46, questions 1 to 6.

FOLLOW UP:

Announcements	A research case study will be due for presentation towards the end of the unit, Oct 5-8. The unit test is planned for Oct 9th.
Reflections	Some students were anxious about sealing the bottle with the animals still inside. In order to avoid emotional reactions next time, emphasize that the bottle is very safe for the animals - we're doing this lab to prove it. Use their concern to focus them on coming up with an explanation for why the organisms all survive.
Opportunities	Some students didn't know what fish and snails eat (the Khuli Loach and snails are herbivores - they consume algae). Exploit the questions about what each animal eats to provide the motivational hook for the upcoming lesson on Habitat & Niche.

Course Description

Course Description as HTML

2. Class Management Forms

1. Mark Recording Grid

Print this form as soon as student names have been entered into a MarkBook class. Re-print as often as necessary. Use the form to record assessment data or any other items of significance. To customize, users may vary the number of columns, the position of the dark lines, and the titles in the upper two rows.

2. Seating Plan/Chart with Recording Grid

MarkBook prints an optional recording grid under each student's name. Use these for marks, check-off items or other recording as desired. Near the top of the form is an identifier for all cells. For instance **Hmwk S19 /5** would signify a homework check done on Sep 19 out of 5 marks. The six blank seating positions at the front of the room (bottom of page) were created using the red 'X' on the seating plan construction screen. MarkBook creates rows and clusters to match each classroom's layout.

3. Seating Plan/Charts

Set the printer to Portrait or Landscape mode. The cell grid option has been turned off and there has been generous use of the red 'X' on the construction screen to create clusters of seats. Re-arrange and re-print the plan at will.

4. Photo Seating

If the school has digitized student photos in the format [student number].jpg or [#].bmp (e.g. 39876.jpg or 39876.bmp), MarkBook can import these and print a page with names and photos arranged according to the seating assignments.

5. Monthly Attendance Grid

MarkBook prints optional monthly forms. Days when there is no school show with a tilde (~) symbol. To use the printout, pencil the attendance letter codes in each cell and enter it into MarkBook on the computer whenever convenient. If entered into MarkBook, attendance summaries, percentage calculations, pattern analysis, and reports with attendance merged are possible.

6. Comment Bank Printout

MarkBook comes with banks of comments for quickly building robust anecdotal paragraphs. This is the first page of one bank. The special characters merge student first names and gender pronouns as described at the upper right on the form. These paragraphs may be electronically merged onto MarkBook's student reports or transferred into Student Information Systems (SIS, SAS, SIMS) for printing on official report cards. MarkBook spell-checks comments and size-checks each paragraph to guarantee fit on its own reports or any other fixed-size report.

7 & 8. Loaned Item Issue Forms

Use either of these forms to better manage distribution of texts or other serialized items.

1. Mark Recording grid Grid.pdf

2. Seating Plan history

SeatingGrid.pdf

3. Seating landscape

SeatLandscape.pdf

4. Seating plan – photos

PhotoSeating.pdf

5. Monthly Attendance blank
AttendGrid.pdf

6. Comment bank Printout
Comment Bank.pdf

Loaned Items Blank

Loaned Items Merged

3. Class Reports

1, 2 & 3. Attendance Grids

Print summary forms for a single month or a series of months. Students may be identified by real name, code name or student number.

4. Birth Date and Age List

Enter student birth dates into MarkBook and it calculates ages to a tenth of a month as of today's date. This form lists students in birthday order for the academic year.

5. Loaned Items

Track up to 10 serialized items per class like texts, equipment, musical instruments, etc. Print this form to have students sign/initial when issued. Use the same form or a fresh printout to check off items as they are returned.

6. Code Name 'Last 10' Class Report

Each student has an anonymous code name seen in the left column. MarkBook prints this alpha-order Class Report of the last 10 assessments for posting in the classroom.

7. Class Report Summary

This report has the percentage grade in each teacher-defined category or strand. Print a Real Name report for internal use or a Code Name report for posting in the classroom. A Category/Strand report can be printed as well (not shown here).

8 & 9. Assessment Analysis (2 reports, one with sections)

These reports analyse two assessment instruments. The second assessment was broken into sections listed in the lower chart. This latter report identifies class and individual performance on the sections. A letter at the right indicates a score well below that of the class. If the teacher wishes to identify those students needing remedial help on any section of the assessment, every student with the appropriate letter in their row should be selected.

10. Low Entries Analysis - Ranked

Print a lowest 'X' number of assessments below a selected percentage. The lowest mark for each student is identified with a number 1, the next with a 2, and so on. If the student doesn't have marks below the selected threshold at the upper right, no data appears in their row. If posting in the classroom, use code names for identification.

11. Low Entries Analysis – All Items Below a User-Defined Threshold

This printout shows all assessments scored below a teacher-defined threshold. NoMarks show as a dotted horizontal line.

12. Modal or 'Most Consistent Level' Analysis

There are numerous methods for determining a student's overall grade. 'Mean' is traditional. 'Mode' and 'Median' are two others. This printout divides all assessment data into user-defined levels. The threshold grade appears under each level in brackets. All assessment data is dropped into the appropriate level and MarkBook summarizes each level to determine which level is most consistent. The weights of the assessments are factored into the calculation.

13. Compare Report

This printout looks at grades calculated by different algorithms. Weighted Average is traditional. However, MarkBook can calculate a weighted median, a weighted mode, etc.

14 & 15. Learning Skills / Behaviours

Define up to twenty-four skills/behaviours and report these. These items may be reported on individual report cards and mini-reports. They may also be reported electronically on HTML and Email reports.

16. HTML Class Report

This is a partial printout of a web page class report. Post this HTML page on a web site so that students and parents can access current grades, attendance, and counts of missing items. Current lessons, homework messages, announcements, etc. may be posted on the Internet with this tool. Individuals are identified only by code name.

17. Combined Mark Set HTML Report

If a teacher uses more than one Mark Set, he/she can generate this report for merging the Mark Sets together and posting these on the Internet. The report may be many printed pages long and many columns wide – only the first page is shown.

For details about any of these reports, please open the Reference Manual installed in the Help menu in MarkBook. Or download same from markbook.com.

**1. Attendance Grid merged
AttAprilCR.pdf**

2. Att-CodeNameSummary.pdf

3. Attendance Yearly Report AttYearlyCR.pdf

4. Birthday List Birthdays.pdf

5. Loaned Items
TextIssue.pdf

6. Code Name Class Report
CodeNameCRLast10.pdf

7. Class Report Summary
CRSummary.pdf

8. Single Assessment Analysis

Analysis-1assessment.pdf

9. Multi-section Assessment Analysis

Multi-section Analysis.pdf

10. Low Marks Analysis - Ranked Lowest5.pdf

11. Low Marks Analysis – All Assessments Below a User-Defined Threshold

12. Class Modal Analysis

Class5LevelMode.pdf

13. Compare Report Compare.pdf

14. Learning Skills

LS.pdf

15. Behaviours
LSBehaviour.pdf

The Best School

8D - Mathematics 2

Ms. V. Smart - Apr. 24, 2010

NOTES

The tables below show selected assessment data. Note that students are identified by a code name and all are listed alphabetically by that name.

This text area is for custom comments by the teacher. It can include messages for all learners and parents as follows:

Homework April 24, Read p349-352, do p357 #4,5,9

Homework April 23, Read p345-348, do p357 #1,2,3,6,8

Parent night on April 30. Have your parents make an appointment with me.

STUDENT RESULTS

Included Types: S--S-

		Entry Number:													
		31	32	33	34	35	36	37	38	39	40				
		Out Of:													
		15	49	100	15	5	10	10	5	12	49				
Code Name	Overall Percent	YTD % Absent	YTD % Late	NoMark of 36	Zero! of 36										
Baadshah	41	5/252 = 2%	1/252 = 0%	6	3	3	7	Zero!	Zero!	5	0.1	6	3	1	7
Cora 86	88	10/252 = 4%	1/252 = 0%	1	0	15	38	85	13.5	5	10	9.5	5	12	38
Cyber6	66	2/252 = 1%	0/252 = 0%	1	3	12	43	73	8	4	8	Zero!	4	1	43
Giget	24	10/252 = 4%	1/252 = 0%	4	22	Zero!	24	Zero!	Zero!	Zero!	Zero!	Zero!	Zero!	Zero!	24
Heat	59	8/252 = 3%	6/252 = 2%	0	0	8	15	63	13	2.5	9	7	3	6	15

The Best School

8D - 2008 - COMBINED REPORT

V. Smart - Apr. 20, 2010

NOTES

Parent Night is April 27 starting at 5:30pm. Please have your son/daughter make an appointment.

STUDENT RESULTS

Included Types: SFDSP

Code Name	Combined Result	YTD Absent	YTD Late	Mark Sets:					
				MAT1	SNC1	MAT2	SNC2	MAT3	SNC3
Baadshah	41	5	1	35	63	41	25	54	34
Cora 86	89	10	1	87	76	88	87	99	85
Cyber6	68	2	0	67	73	63	69	76	63
Giget	39	10	1	75	70	27	34	25	43
Heat	58	8	6	80	63	59	60	55	51
Let's Eat	78	13	3	80	75	79	70	84	76

The Filter	86	5	6	90	76	86	82	92	84
Ups!	50	3	1	65	73	33	32	59	50

1. Calculated numbers are rounded.

2. 'YTD' means 'Year To Date'.

MARK SETS

Short Code	Mark Set Title	% of Overall	Class Average	Calculation Method
MAT1	Mathematics 1	8.3	75	Median - Category Weight
SNC1	Science 1	8.3	71	Median - Entry Weight
MAT2	Mathematics 2	16.7	66	Average - Category Weight
SNC2	Science 2	16.7	62	Average - Category Weight
MAT3	Mathematics 3	25.0	69	Average - Category Weight
SNC3	Science 3	25.0	63	Blended Mode

4. Student Reports

1 & 2. Individual Attendance Reports – Counts and Percentages

Print and send this style of report to administrators and/or parents. Note the weekly pattern immediately under the summary counts of absences and lates/tardies. Edit the word 'Late' to 'Tardy' under MarkBook's Setup. Note the use of various letters as signifiers of particular kinds of absences. School-sponsored trips like 'Band' and 'Field Trip' can be assigned an attendance value of zero.

3 & 4. Interim Report Cards for One Student

Teachers with modest computer skills can generate these reports at any time. There are dozens of options to choose from. The Trend and Mode graphs are powerful motivators. Note that attendance merges at the top and there is a parent signature section at the bottom. Among other options, comparisons to the class average may be turned off. Percentages, ABCs and Levels may be used.

5. Mini or 'Strip' Reports

MarkBook will print multiple reports per page. Scissor the pages to hand out.

6. Combined Mark Set Report

This teacher has divided the curriculum units of the course into separate 'Mark Sets' and then amalgamated all sets into one report. In this way, the teacher has total control over the relative contribution of each unit and learning skill to the overall grade.

7. Email Student Report

This is a printout of the content of Email reports sent by MarkBook to a student or parents. Teachers may send such reports one at a time or in bulk to selected parents, selected students, or to all persons for whom there is a valid Email address in MarkBook. The addresses may be imported from the school's Student Information System or manually typed into MarkBook.

**1. Individual Attendance Report
SRAttend.pdf**

2. Individual Attendance Report – Percentages
SRAttend2.pdf

3. Individual Report card
SR1pageLSPct.pdf

**4. Individual Report card with ABCs
SR1pageABC.pdf**

**5. Mini or Strip report with Learning Skills
SRMini1.pdf**

6. Combined Mark Set Report
CMS-StudentRpt.pdf

Arkand, Samantha (08D - 000492 - MAT2D1-02 - 13y 5.4m)

OVERALL: 78% (Rank: 10th of 23) **B+** (ABC) Class Avg.: 67% Median: 68% Included Types: SFDSP

ATTENDANCE: Absent: 5 Late: 1

MISSING ENTRIES: No Mark: None Zero: None

COMMENT

Sam's progress this term has been good. Usually new concepts are understood and applied accurately with the occasional need for additional assistance. Assignments designed to reinforce these concepts are completed on a regular basis with only minor errors. Some additional checking would be beneficial. She is encouraged to continue building her skills in mathematics. Continued success is expected next term.

ENTRIES Term: [ALL] Category: [ALL] Sort by: Date + List: ALL

Entry Number	Title	Date	Term	Category	Type	Weight Factor	Actual Mark	Mark (%)
1	COMPOSITE/PRIME (2.6)	Nov. 8	2	Algebra	Peer	1.9	8/10	80
2	GCF (2.7)	Nov. 14	2	Algebra	Diag	1.9	8/10	80
3	WORKING BACKWARD (2.8)	Nov. 16	2	Algebra	Form	3.9	10/10	100

CATEGORY ANALYSIS

Category	Number of Entries	% of MAT2	Mark (%)	Mode
Algebra	8	24.4	86	4+
DataMang	8	24.4	80	4-
Geo	11	24.4	77	4+
Measure	11	24.4	72	3
NumSens	2	2.4	54	1+

LEARNING SKILLS (Secondary)

Description	Level
Organization	Excellent
Reliability	Good
Working Independently	Excellent
Collaborative Skills	Good
Initiative	Needs Improvement
Self Awareness/Self Regulation	Good

Other Resources:

There are numerous other items available from the MarkBook web site. There's a downloadable 660-page Reference Manual, a Transfer Programme, a Quick Start Guide, a Network Configuration utility, numerous comment banks, information on other products like MarkBook Admin Edition, MarkBook for Mac, MarkBook for iPad and more. Visit

www.asyluminc.com OR www.markbook.com