TheAcadiemGroup

MarkBook® TRC File Creation (Trillium SIS for Reporting)

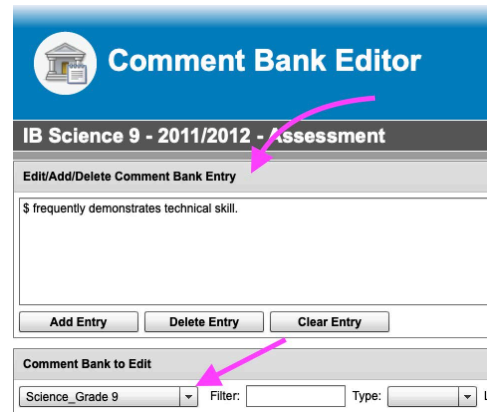Creating from Trillium Report Comments (.TRC) in MarkBook® Cloud version at Home

To report to the Trillium Student Information System, you must create a special .TRC file. MarkBook Cloud version has all the tools you need to create that TRC file.

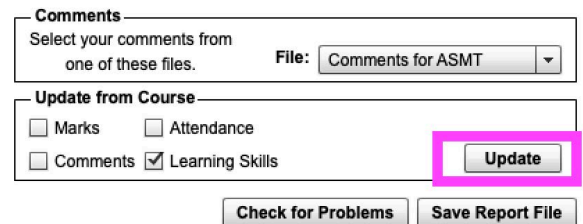### Using MarkBook® Web - Cloud version:
In order to import comments from a general Comment Bank, you must select the .BNK file.

Here's how:

- From the Home Page, click on the Report Comments button, then.
- Click on the Comment Bank Editor icon in the upper right,
- Navigate to the Comment Entry form (curved arrow shown) and
- From the Dropdown Menu (straight arrow in the diagram), select the Comment Bank you imported

In order to enter Learning Skills, you must navigate to Learning Skills from the Home Page and select the Ontario LS set or access the Student Report panel on the Trillium Secondary tab.

Creating the .TRC File:

- Click on the Student Reports button, then
- Click on the Trillium Secondary tab. If your comments and/or Learning Skills don't appear as expected, put a check beside the appropriate box in the Update from Course frame; then, click on the Update button (highlighted in the diagram above).

You may enter/edit marks, Comments and Learning Skills on this form. Once finished, click on the Check for Problems button and then save the TRC file (in the diagram shown above ().

IMPORTANT!!: Within Comments:

- Do not press the <ENTER> or <TAB> keys
- Do not use quotation marks (") within any comment.

Note: If you're using the Browser version, you may have to hide the Windows Task Bar to see these buttons and/or use the browser in its full screen mode. On Safari this is an option in the View menu; on other browses, press F11.