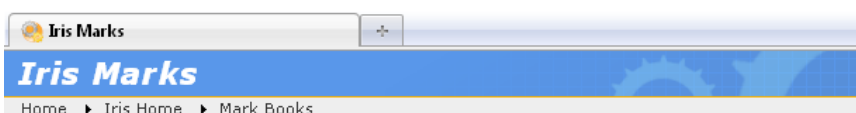


## Iris Marks Tutorial ::: Starting a new mark book

### A tutorial to introduce users to the power of Iris Marks.

Iris Marks is a web-based mark book system that automatically stores marks, performs calculations and displays information in columns on pages in books. This system is computer independent and works with your web browser anywhere that you can access the Iris system. It has the calculation power of spreadsheets without the complexity of having to remember intricate formulas. This tutorial is designed to help new users step through the process of setting up a mark book, adding classes and students, adding and manipulating columns on the page.

### Creating a new mark book

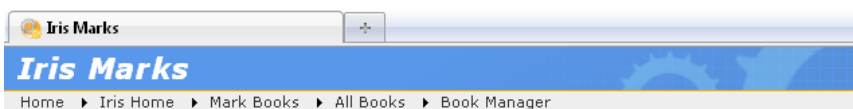


Current Iris Marks books : No books available



To create a new mark book, click on the white mark book icon.

### Setting the details for the new book



Create new book

Property	Value
Title:	New Book
Description:	
Year:	2011
Faculty:	
Date Created:	Monday, 24 January 2011
Managers:	
Cover Colour:	Blue
Recording Mode:	<input checked="" type="radio"/> Marks <input type="radio"/> Grades <input type="text" value="Report Grades"/>
Locked:	<input type="checkbox"/> Locked

Add the details to the form. Set the Title and Description for the mark book, Year (if you are setting a book for another calendar year) and Faculty information. The Additional Managers field is used when more than one teacher is going to manage the book. All mark books have coloured covers (and there are sixteen coloured book covers available). Leave the Recording mode set to Marks. In this example, only the defaults are going to be used. (All values can be changed at a any time.)

Note: the Blue colour has been selected, but you can select any one of the other colours in the list.

## Confirmation of the book created

Iris Marks

**Iris Marks**

Home ▶ Iris Home ▶ Mark Books ▶ All Books ▶ Book Manager

### New book created

Property	Value
Title:	New Book
Description:	
Year:	2011
Faculty:	
Date Created:	Monday, 24 January 2011
OwnerID:	ROS
Managers:	
Cover Colour:	Blue
Recording Mode:	Marks
Locked:	False

[Change Details](#) [Copy Book](#) [Copy Book Structure](#) [Delete Book](#) [Close](#)



Once the mark book is created, the confirmation screen will appear with the details that have been set. Below the details are a number of buttons to allow you to change details, copy the book or copy the structure of the book (as a template), or delete the book.

To navigate to the current book list, click on the current books icon (blue books) on the left at the bottom.

## Opening the mark book

Iris Marks

**Iris Marks**

Home ▶ Iris Home ▶ Mark Books

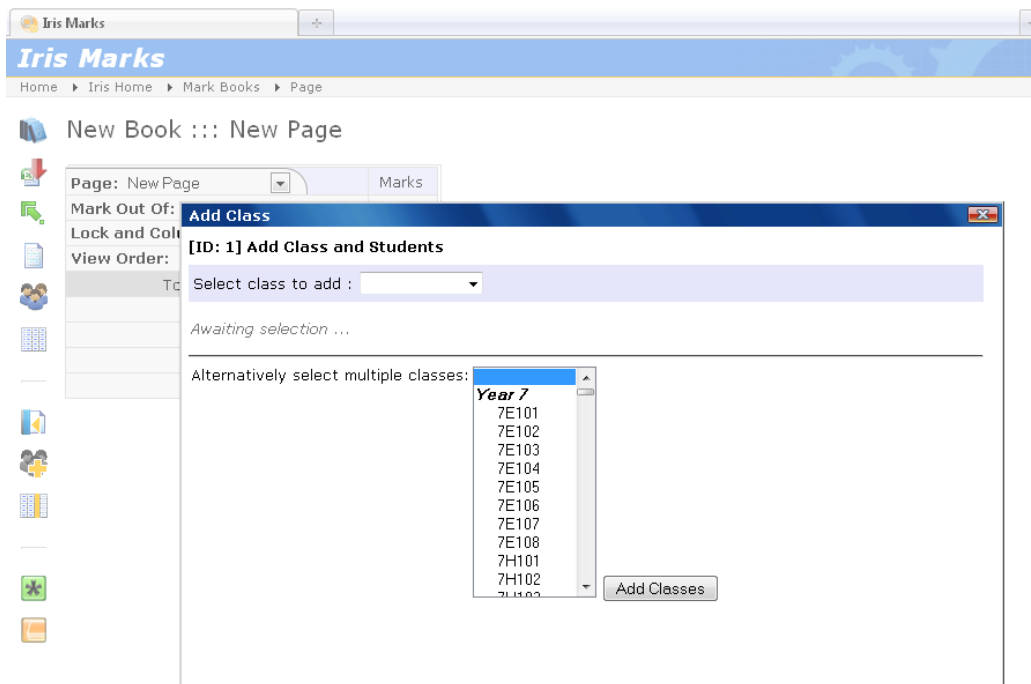
Current Iris Marks books : Select book to view/edit marks



Click on the mark book icon to open the book.

Notes: As you create more mark books, they will appear on this page. This page is designed only to show current calendar year mark books. To view all mark books both current and previous years, click on the "All Iris Mark books" icon (the bound books image) in the centre. That link will take you to a similar page to one above, except that it will show all books by calendar year and have edit options on books that you have owner or manager rights.

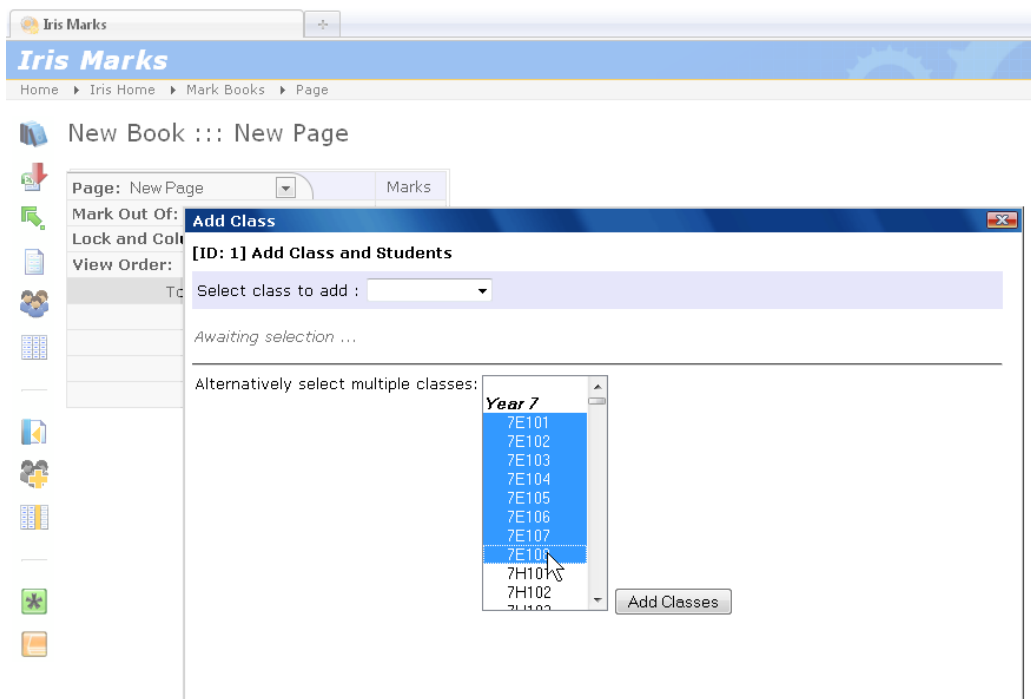
## Add classes and students



When the book opens for the first time, it will automatically insert a new page with a single mark column. It will also prompt for you to select the class(es) that you wish to add to the book.

Later through this tutorial, you will be shown how to change the page details, rename the column and add more columns.

## Selecting multiple classes



To select multiple classes, simply select the range you want from the list the shown. This list will show all timetabled classes currently listed in Iris. If you wish, you can simply select one class and click the Add Classes button.

## Adding a single class and selecting students

The screenshot shows the 'Iris Marks' application interface. A 'New Book :: New Page' window is open. A 'Mark Out Of' dialog box is displayed, titled 'Add Class'. Inside this dialog, there is a section for '[ID: 1] Add Class and Students'. A dropdown menu at the top of this section shows '7E101' selected. Below the dropdown, the teacher is listed as 'Miss Angela SINTER'. A list of 25 students is shown, each with a checked checkbox. The students are:

<input checked="" type="checkbox"/> ALDEGUER, Paramie	<input checked="" type="checkbox"/> MCIVER, Rebecca	<input checked="" type="checkbox"/> WIJENAYAKE, Madison
<input checked="" type="checkbox"/> ANDERSEN, Rene	<input checked="" type="checkbox"/> PALMERO, Jaden	
<input checked="" type="checkbox"/> ATKINS, Katie	<input checked="" type="checkbox"/> PRICE, Sherene	
<input checked="" type="checkbox"/> BYERS, Kirstyn	<input checked="" type="checkbox"/> PUCKERIDGE, Bradie	
<input checked="" type="checkbox"/> COCHRANE, Abbey	<input checked="" type="checkbox"/> RUDGLEY, Matthew	
<input checked="" type="checkbox"/> DATE, Joshua	<input checked="" type="checkbox"/> SAMMAK, Kristina	
<input checked="" type="checkbox"/> DE CEGLIE, Troy	<input checked="" type="checkbox"/> SHEEHAN, Michael	
<input checked="" type="checkbox"/> DEPREZ, Samantha	<input checked="" type="checkbox"/> STEVENSON, Demiana	
<input checked="" type="checkbox"/> HARDY, Jeremy	<input checked="" type="checkbox"/> SULTANA, Michael	
<input checked="" type="checkbox"/> HAROON, Laura	<input checked="" type="checkbox"/> TATE, Daniel	
<input checked="" type="checkbox"/> HOURIGAN, Christopher	<input checked="" type="checkbox"/> VASSALLO, Ashley	
<input checked="" type="checkbox"/> LEGRAND, Thomas	<input checked="" type="checkbox"/> VUKOVIC, Sarah	

At the bottom of the dialog, it says 'Total number of students in 7E101: 25'. There are 'Add Class' and 'Close' buttons at the bottom.

If you wish to have more control over who is shown in the class, click the “Select class to add” drop down list option at the top of the window, which will then show the students listed in the class. You can unselect any students that you do not wish to have in the class list.

Note: you can repeat this operation as many times as you like even on the same class. The system will make sure that there are no duplicate entries made on the page even if students have been moved to different classes.

## A page with a single class of students

The screenshot shows the Iris Marks software interface. At the top, there is a navigation bar with the text "Iris Marks" and a search icon. Below this is a blue header with "Iris Marks" and a gear icon. A breadcrumb trail reads "Home > Iris Home > Mark Books > Page".

The main content area is titled "New Book ::: New Page". On the left side, there is a vertical menu of icons representing various functions: a red arrow pointing down, a green arrow pointing up, a document icon, a group of people icon, a calendar icon, a blue arrow pointing right, a plus sign in a square, a document with a plus sign, a green asterisk in a square, and an orange square icon.

The main area contains a table with the following structure:

Page: New Page	Marks
Mark Out Of:	100
Lock and Column Status:	
View Order:	
<b>7E101 (Teacher: Miss Angela SINTER)</b>	
ALDEGUER, Paramie	
ANDERSEN, Rene	
ATKINS, Katie	
BYERS, Kirstyn	
COCHRANE, Abbey	
DATE, Joshua	
DE CEGLIE, Troy	
DEPREZ, Samantha	
HARDY, Jeremy	
HAROON, Laura	
HOURIGAN, Christopher	
LEGRAND, Thomas	
MCIVER, Rebecca	
PALMERO, Jaden	
PRICE, Sherene	
PUCKERIDGE, Bradie	
RUDGLEY, Matthew	
SAMMAK, Kristina	
SHEEHAN, Michael	
STEVENSON, Demiana	
SULTANA, Michael	
TATE, Daniel	
VASSALLO, Ashley	
VUKOVIC, Sarah	
WIJENAYAKE, Madison	
Total number of students:	25
Average:	0.0
Lowest value:	0
Highest value:	0
Standard Deviation:	0.0

Once you have clicked the Add Class button the window will close and the page will update with classes and student names that were previously selected. In the above example, the class: 7E101 with all students was selected.

*About the layout of this page:*

At the bottom of the list, is a statistical summary showing the number of students in the list, Average, Lowest, Highest values and the Standard Deviation values in the column. These values will update as you enter marks in the column.

At the top of the list, there is a Page drop down option. This drop down box will list all pages in the book as you add them.

The title on the page is the title of the book followed by the title of the page. In the above example the title of the book "New Book" is followed by ":::" then the title of the page "New Page".

On the left hand side of the page is the menu options shown as icons in a column layout.

## Page view showing multiple classes

**Iris Marks**

Home ▶ Iris Home ▶ Mark Books ▶ Page

**New Book :: Assignment 1**

Page:	Assignment 1	Marks
Mark Out Of:		100
Lock and Column Status:		
View Order:		
<b>7E101 (Teacher: Miss Angela SINTER)</b>		
ALDEGUER, Paramie		
ANDERSEN, Rene		
ATKINS, Katie		
BYERS, Kirstyn		
COCHRANE, Abbey		
DATE, Joshua		
DE CEGLIE, Troy		
DEPREZ, Samantha		
HARDY, Jeremy		
HAROON, Laura		
HOURIGAN, Christopher		
LEGRAND, Thomas		
MCIVER, Rebecca		
PALMERO, Jaden		
PRICE, Sherene		
PUCKERIDGE, Bradie		
RUDGLEY, Matthew		
SAMMAK, Kristina		
SHEEHAN, Michael		
STEVENSON, Demiana		
SULTANA, Michael		
TATE, Daniel		
VASSALLO, Ashley		
VUKOVIC, Sarah		
WIJENAYAKE, Madison		
<b>7E102 (Teacher: Miss Connie GAZIANNI)</b>		
BARNES, Karl		
BASTAJIAN, Sarah		
BOOTH, Jenna		
DONALDSON, Karl		
DUIGAN, Alicia		

**Iris Marks**

Home ▶ Iris Home ▶ Mark Books ▶ Page

SMITH, Jack		
TUCKER, Richard		
VERGANO, Brenden		
YANG, Matthew		
ZABANEH, Monique		
ZAHRA, Sarah		
<b>7E108 (Teacher: Ms. Megan ROBINS)</b>		
BASILE, Lauren		
BELCASTRO, Kurt		
CHEBAIA, Lisa		
CONNELLAN, Charles		
FARAH, Lachan		
LAM, Atusa		
LAWSON, Kate		
LEWIS, Joshua		
MACCARTHY, Komal		
MACKENZIE, Tyler		
MALEKI, Jordan		
MILLETT, Santiago		
MILLIGAN, Aoibhinn		
NEWSOME, Thomas		
NIEKERK, Emma		
NTIAMOAH-MARFO, Mikayla		
OWAD, Alessandra		
PATTERSON, Joshua		
RIBIC, Sean		
ROBSON, Luke		
RYU, Melody		
SCARFONE, Ciara		
SEDDON, Brennan		
SPANOS, Tiana		
YANG, Luke		
Total number of students:	204	
Average:	0.0	
Lowest value:	0	
Highest value:	0	
Standard Deviation:	0.0	

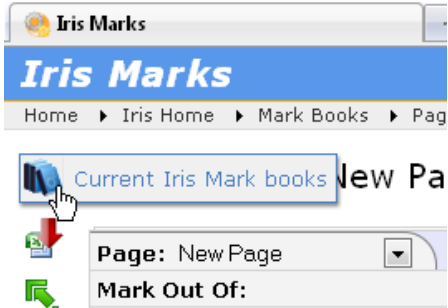
The above illustrations show two views of the page with 8 classes added. The left illustration shows the top of the list while in the right illustration, the page scrolled to the bottom is shown.

*The remaining tutorial uses only one class in the illustrations. Also the page has been renamed, which is a process shown further on in this tutorial.*

## Menus

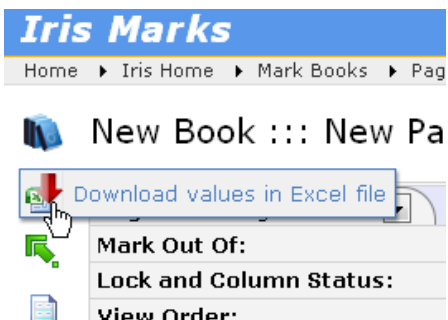
Before continuing with the tutorial, a brief description of the menu items that appear on the left side of the page is shown below.

### ::: Current Iris Mark books



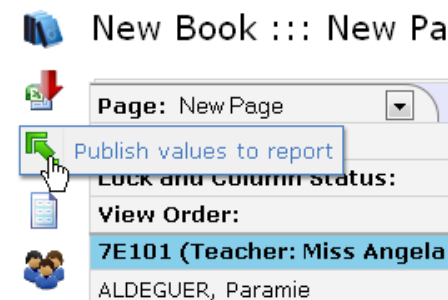
This menu item is the link back to the list of current Iris Marks books that you started at above.

### ::: Download values in Excel file



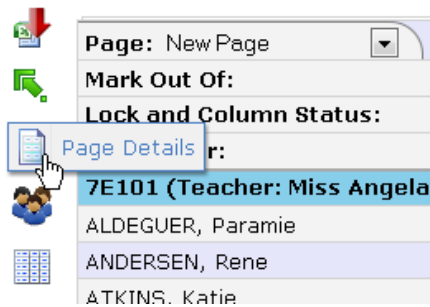
Simply click on this link to download your mark book as an excel file.

### ::: Publish values to report



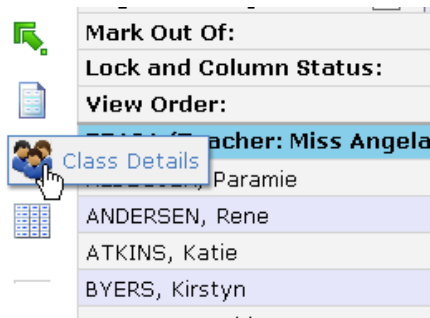
This is an advanced option that allows columns of marks, ranks and grades to be published to current Iris Report columns.

### ::: Page details



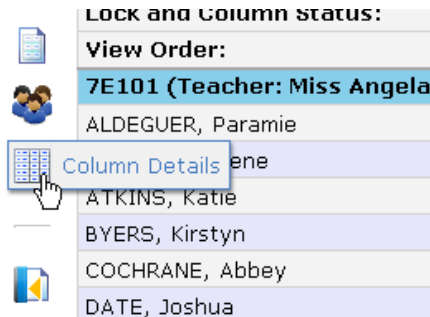
The “Page Details” option allows you to view and edit details about the current page.

### ::: Class Details



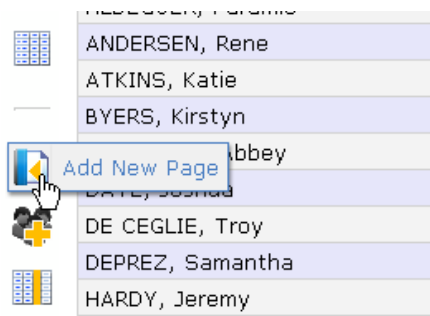
The “Class Details” options shows the details about the classes listed on the page and gives you the option of changing the details.

### ::: Column Details



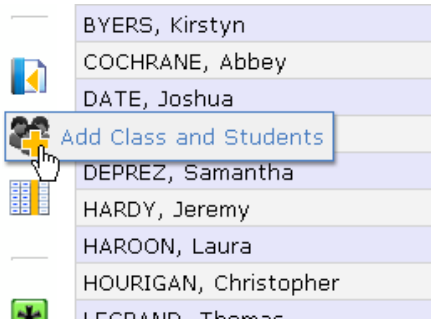
The “Column Details” option allows you select and view details about the columns that are shown on the page.

### ::: Add New Page



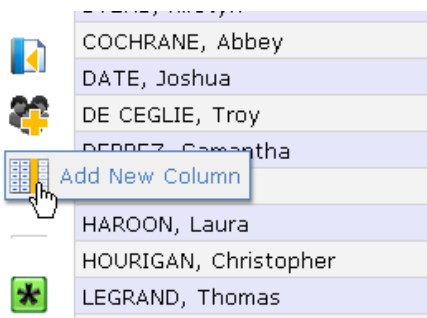
This option allows you to add a new page to the book.

### ::: Add Class and Students



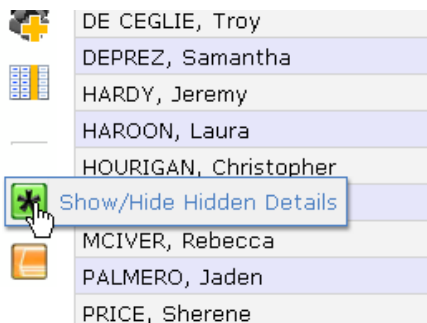
This option will allow you add more classes and students to the list. It opens the window that was shown previously to select classes and students.

### ::: Add New Column



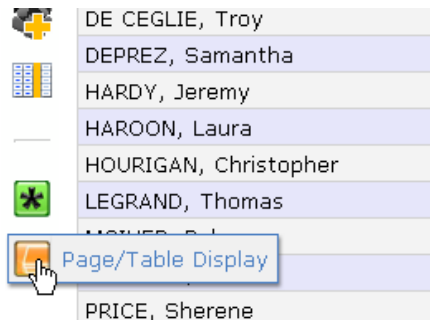
The “Add New Column” option allows you to add more columns to the page, including calculation columns, rank columns and grade columns.

### ::: Show/Hide Hidden Details



Iris Marks has the ability to hide details on the page including columns and students. This option toggles between Show and Hide those hidden details.

### ::: Page/Table Display



The screenshot shows a list of student names in a software interface. The names are: DE CEGLIE, Troy; DEPREZ, Samantha; HARDY, Jeremy; HAROON, Laura; HOURIGAN, Christopher; LEGRAND, Thomas; and PRICE, Sherene. A button labeled 'Page/Table Display' is highlighted with a mouse cursor, indicating the transition between display modes.

DE CEGLIE, Troy
DEPREZ, Samantha
HARDY, Jeremy
HAROON, Laura
HOURIGAN, Christopher
LEGRAND, Thomas
PRICE, Sherene

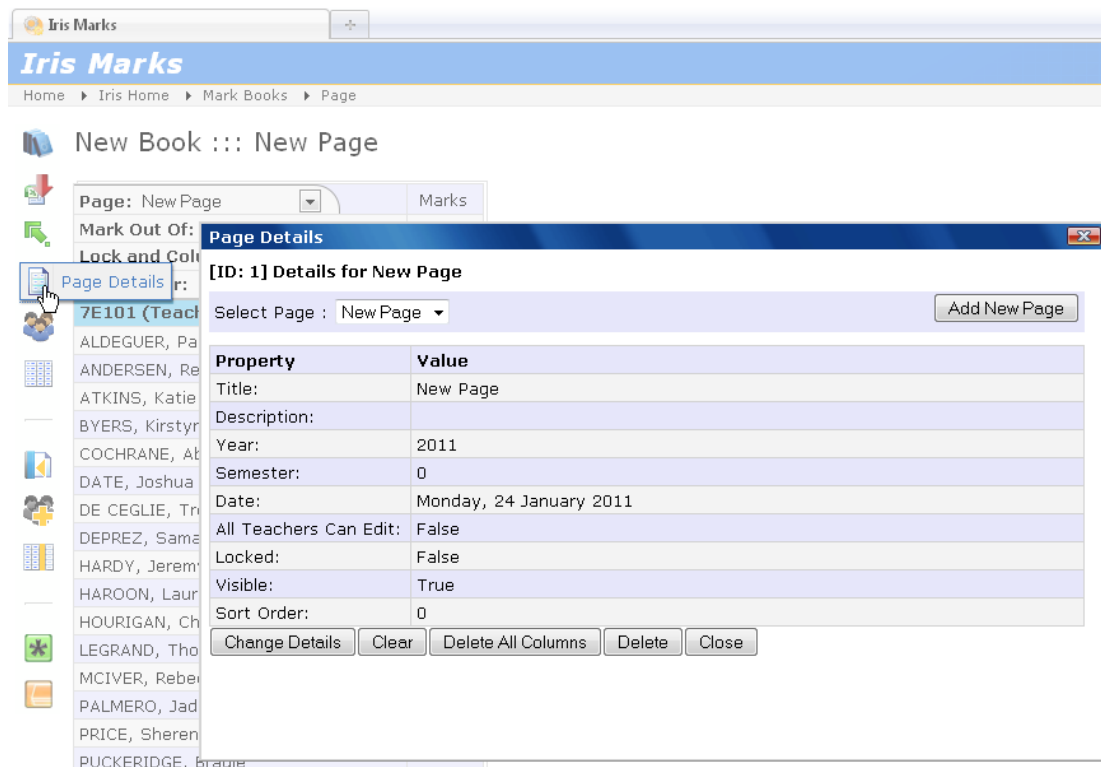
The page has two display modes. By default the information is shown as a page in a book where all classes and students are layed out in a single list with the statistics shown at the bottom. In lists where more than one class is shown, the Table Display can be used to split the display into tables based upon class lists with each class having its own statistical summary at the bottom. The overall page summary is shown at the top of the page.

Marks can be entered in either display mode.

## Changing Page details

Continuing with the tutorial, the next stage is to rename the page to something more relevant to the purpose of the marks that it will display.

### Page Details window



Clicking on the Page Details menu will open the window with the details of the page. There are also a number of options at the bottom of this window to quickly remove marks and columns from the page (or even the page itself).

**Change Details** ::: changes the window to edit mode.

**Clear** ::: will remove all marks from the page.

**Delete All Columns** ::: will remove all columns (and marks) from the page.

**Delete** ::: will delete the selected page.

**Close** ::: closes the window and refreshes the page.

In the top right corner is a "Add New Page" button which allows you to add another page to the book. This is the same as clicking the option from the menu on the left side of the page.

Click on the Change Details button to allow the page details to be changed.

## Changing the page details

The screenshot shows the Iris Marks web application interface. At the top, there is a navigation bar with the text 'Iris Marks' and a breadcrumb trail: 'Home > Iris Home > Mark Books > Page'. Below this, there is a sidebar with a list of teachers' names and a main content area. The main content area shows a 'Page Details' dialog box for a new page. The dialog box has a title bar that says '[ID: 1] Details for New Page'. Inside the dialog, there is a dropdown menu for 'Select Page' set to 'New Page' and an 'Add New Page' button. Below this is a table with two columns: 'Property' and 'Value'. The table contains the following rows:

Property	Value
Title:	Assignment 1
Description:	Verbs, Adverbs and Adjectives
Year:	2011
Semester:	1
Date:	24/02/2011
All Teachers Can Edit:	<input type="checkbox"/> Allow Edit
Locked:	<input type="checkbox"/> Locked
Visible:	<input checked="" type="checkbox"/> Visible
Sort Order:	0

At the bottom of the dialog box, there are two buttons: 'Update' and 'Close'. A mouse cursor is pointing at the 'Update' button.

In the above illustration, the page title has been changed to a more meaningful name. In this case it has been set as Assignment 1. A brief description of the page has also been added. The semester has been set to 1 and the date changed to the date of the assignment.

Other options:

**Year** : - this options sets the year for which Iris Marks will look for students from Iris. This allows the book to be run over multiple years, maintaining links with student details in the year in which they were added to the mark book.

**All Teachers Can Edit** : - allows all teachers listed in classes (if more than class has been added) to enter and change marks in all classes. In normal operation, teachers can only add and change marks of their own classes.

**Locked** : - locks the page and prevents any changes from being made.

**Sort Order** : - allows you to change the order in which the pages are shown in the book.

Click the Update button to complete the changes to the details.

Note: If you have inadvertently closed the window using the window Close button – the red button on the bar at the top of the window, the page will not refresh automatically. You can simply click the page refresh option on the browser's menu bar and the mark book page will then show the changes.

## Confirmation of page details changed

The screenshot shows the 'Iris Marks' web application. The main page title is 'New Book ::: New Page'. A 'Page Details' modal window is open, titled '[ID: 1] Details for Assignment 1'. The window contains a table with the following data:

Property	Value
Title:	Assignment 1
Description:	Verbs, Adverbs and Adjectives
Year:	2011
Semester:	1
Date:	Thursday, 24 February 2011
All Teachers Can Edit:	False
Locked:	False
Visible:	True
Sort Order:	0

At the bottom of the window are buttons: 'Change Details', 'Clear', 'Delete All Columns', 'Delete', and 'Close'. The background page shows a list of teachers, with '7E101 (Teacher: Miss Angela SINTER)' highlighted.

After clicking the Update button (shown on the previous page), the window will show a confirmation of details window. This is the same window as when you clicked "Page Details" earlier.

Once you have finished making changes, click the Close button. This will close the window and refresh the page.

The screenshot shows the 'Iris Marks' web application after the 'Page Details' window has been closed. The main page title is now 'New Book ::: Assignment 1'. The 'Page' dropdown menu is set to 'Assignment 1' and the 'Marks' column shows a value of 100. The list of teachers is visible, with '7E101 (Teacher: Miss Angela SINTER)' highlighted.

The above view shows the change to the title of the page after the Page Details window is closed.

## Changing column details

The screenshot shows the Iris Marks application interface. At the top, there's a navigation bar with 'Iris Marks' and a breadcrumb trail: 'Home > Iris Home > Mark Books > Page'. Below this, the page title is 'New Book ::: Assignment 1'. A sidebar on the left lists various users, with '7E101 (Teach)' selected. The main content area shows 'Page: Assignment 1' and 'Marks'. A 'Column Details' window is open, displaying the following information:

**[ID: 8] Details for Marks - type: Raw Marks**

Select Column : Marks Add New Column Add Existing Column

Property	Value
Title:	Marks
Description:	New marks column.
Column Type:	Raw: Initial mark awarded
Date:	Monday, 24 January 2011
Maximum Value:	100
Minimum Value:	0
Decimal Places:	0
Locked:	False
Report Link:	No link

Buttons at the bottom of the window: Change Details Clear Hide Remove Delete Close

The next step is to change the details of the column that was automatically inserted (when the book was opened). Click on the “Column Details” menu option which will open the window shown above.

The screenshot shows the same Iris Marks application interface. The 'Column Details' window is now open for a column named 'Part 1'. The details are as follows:

**[ID: 8] Details for Part 1 - type: Raw Marks**

Select Column : Marks Add New Column Add Existing Column

Property	Value
Title:	Part 1
Description:	Verbs
Column Type:	<input type="checkbox"/> Calculation/Rank/Grade/Comment
Date:	24/02/2011
Maximum Value:	40
Minimum Value:	0
Decimal Places:	0
Locked:	<input type="checkbox"/> Locked
Report Link:	<input type="checkbox"/> No reports available <span>▼</span> <span>▼</span> <input type="checkbox"/> Lock

Buttons at the bottom of the window: Update Close

Change the details as required. In this example the column has been renamed, the description added and the Maximum mark and date set for the column. Click the Update button then the Close button to show the changes to the column on the page. The next illustration shows the page with column changed.

**Iris Marks**

Home > Iris Home > Mark Books > Page

**New Book ::: Assignment 1**

Page: Assignment 1 (dropdown) Part 1

Mark Out Of: 40

Lock and Column Status:

View Order: (dropdown)

**7E101 (Teacher: Miss Angela SINTER)**

ALDEGUER, Paramie	
ANDERSEN, Rene	
ATKINS, Katie	
BYERS, Kirstyn	
COCHRANE, Abbey	
DATE, Joshua	
DE CEGLIE, Troy	
DEPREZ, Samantha	
HARDY, Jeremy	
HAROON, Laura	
HOURIGAN, Christopher	
LEGRAND, Thomas	
MCIVER, Rebecca	
PALMERO, Jaden	

The column has been renamed and the Maximum mark value has been change to 40.

## Adding a new column

**Iris Marks**

Home > Iris Home > Mark Books > Page

**New Book ::: Assignment 1**

Page: Assignment 1 (dropdown) Part 1

Mark Out Of: 40

Lock and Column Status:

View Order: (dropdown)

**7E101 (Teacher: Miss Angela SINTER)**

ALDEGUER, Pa

ANDERSEN, Re

ATKINS, Katie

BYERS, Kirstyn

COCHRANE, Ab

DATE, Joshua

DE CEGLIE, Tr

DEPREZ, Sam

HAROON, Laur

HOURIGAN, Ch

LEGRAND, Tho

MCIVER, Rebe

PALMERO, Jad

PRICE, Sheren

PUCKERIDGE, Bra

**Add New Column**

Property	Value
Title:	Part 2
Description:	Adverbs
Column Type:	<input type="checkbox"/> Calculation/Rank/Grade/Comment
Date:	24/02/2011
Maximum Value:	30
Minimum Value:	0
Decimal Places:	0
Locked:	<input type="checkbox"/> Locked
Report Link:	No link

Add New Cancel

To add a new column, click on the “Add New Column” menu item on the left. This opens the window which allows you to enter the details for the column. In this example, the Title of the column is set to “Part 2”, the Description to “Adverbs” and Maximum Value set to 30. The Date has also been set to reflect the date of the other parts in this assignment. Click the “Add New” button to add the details.

Repeat the process and add a third column with the title "Page 3". The next illustration shows the page with three columns added (and marks being entered).

The screenshot shows the Iris Marks web application interface. At the top, there is a navigation bar with 'Iris Marks' and a breadcrumb trail: 'Home > Iris Home > Mark Books > Page'. Below this, the page title is 'New Book ::: Assignment 1'. The main content area features a table with the following structure:

Page: Assignment 1	Part 1	Part 2	Part 3
Mark Out Of:	40	30	30
Lock and Column Status:			
View Order:			
<b>7E101 (Teacher: Miss Angela SINTER)</b>			
ALDEGUER, Paramie	35	26	25
ANDERSEN, Rene	34	27	23
ATKINS, Katie	35	25	20
BYERS, Kirstyn	37		
COCHRANE, Abbey			
DATE, Joshua			
DE CEGLIE, Troy			
DEPREZ, Samantha			
HARDY, Jeremy			
HAROON, Laura			
HOURIGAN, Christopher			
LEGRAND, Thomas			
MCIVER, Rebecca			
PALMERO, Jaden			
PRICE, Sherene			
PUCKERIDGE, Bradie			

To add marks to the column, click on the cell to activate it which allows you to enter a mark value. (Similar to a spreadsheet program.) To complete the entry, press the Enter (or Return) key. This will move the active cell down one row. At this point, the mark is automatically saved.

Navigating around the page is similar to the way navigation occurs in a spreadsheet program. Use the arrow keys to navigate up, down, left or right; the Tab key will move to the next column, and Return will take down to the next row. The only cells that will become active are the cells that you can enter values in. You cannot edit student names, nor any values shown in a Calculation/Rank/Grade/Comment column.

Before moving to the next step in this tutorial, you should complete the entering of marks in the three columns.

*Some technical background knowledge:* When the mark value is entered (after the enter key is pressed), the browser sends the mark value to the Iris Marks server while at the same time showing the entered value (momentarily) in red in the cell on the page. The server processes the mark by determining if it is a valid number and is within the range set for the column. Once the check is complete and the mark value passes that test, the server stores the mark in its database. At this point, the server will respond back to the browser indicating that the value is OK and has been stored. The browser will then change the color of the text to black (normal display colour). This process should take less than half a second to complete and will not interfere with you entering the next mark in the column. If the mark value fails the test, the Iris Marks server will respond back to the browser warning you that it is not a valid mark value and will prompt you to re-enter the mark. If for some reason, your computer loses contact with the Iris Marks server, the text will remain red indicating the value has not been added to the system.

## Adding a formula column (example here is a sum column)

The screenshot shows the 'Add New Column' dialog box in the Iris Marks application. The dialog has a table with the following data:

Property	Value
Title:	Total
Description:	Total of all Parts
Column Type:	<input checked="" type="checkbox"/> Calculation/Rank/Grade/Comment
Date:	24/02/2011
Maximum Value:	100
Minimum Value:	0
Decimal Places:	0
Locked:	<input type="checkbox"/> Locked
Report Link:	No link

At the bottom of the dialog are two buttons: 'Add New' and 'Cancel'.

To add a column with a formula, in this case a formula to sum the values in the three columns, click Add Column, add the Title and Description but most importantly, click the Column Type option for Calculation/Rank/Grade/Comment.

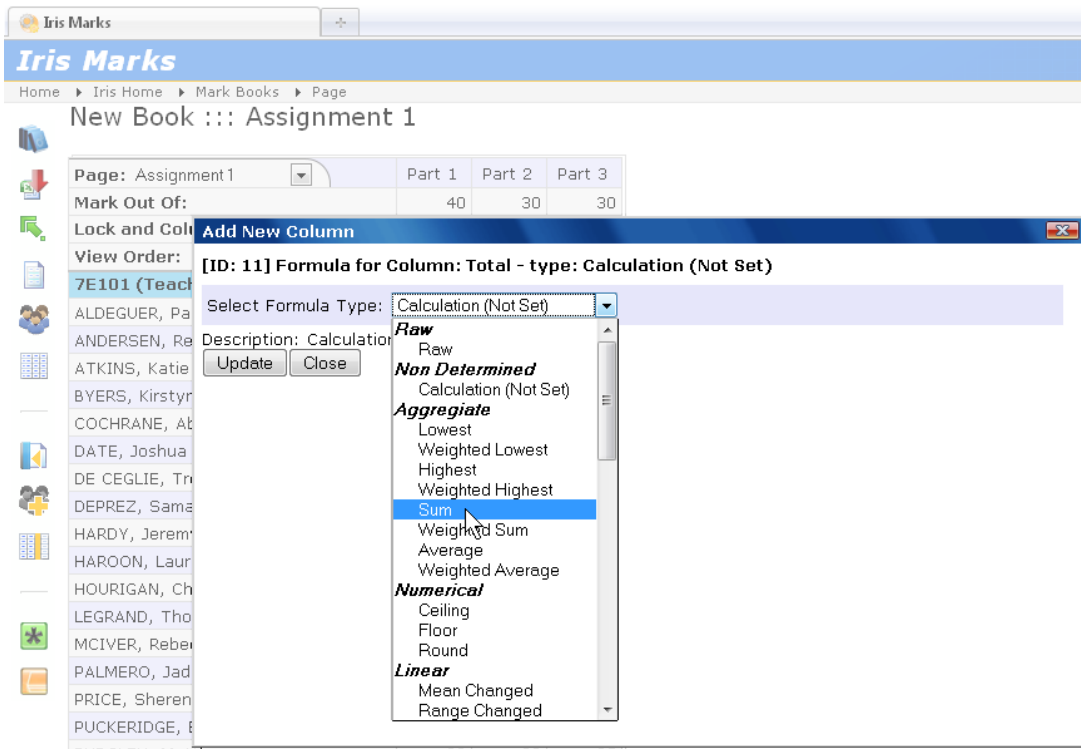
Click the Add New Button. This will then show (in the window) a formula for the column with the drop option box set to "Calculation (Not Set)" as seen in the illustration below.

The screenshot shows the 'Add New Column' dialog box after clicking the 'Add New' button. The dialog title is "[ID: 11] Formula for Column: Total - type: Calculation (Not Set)". The dialog has the following data:

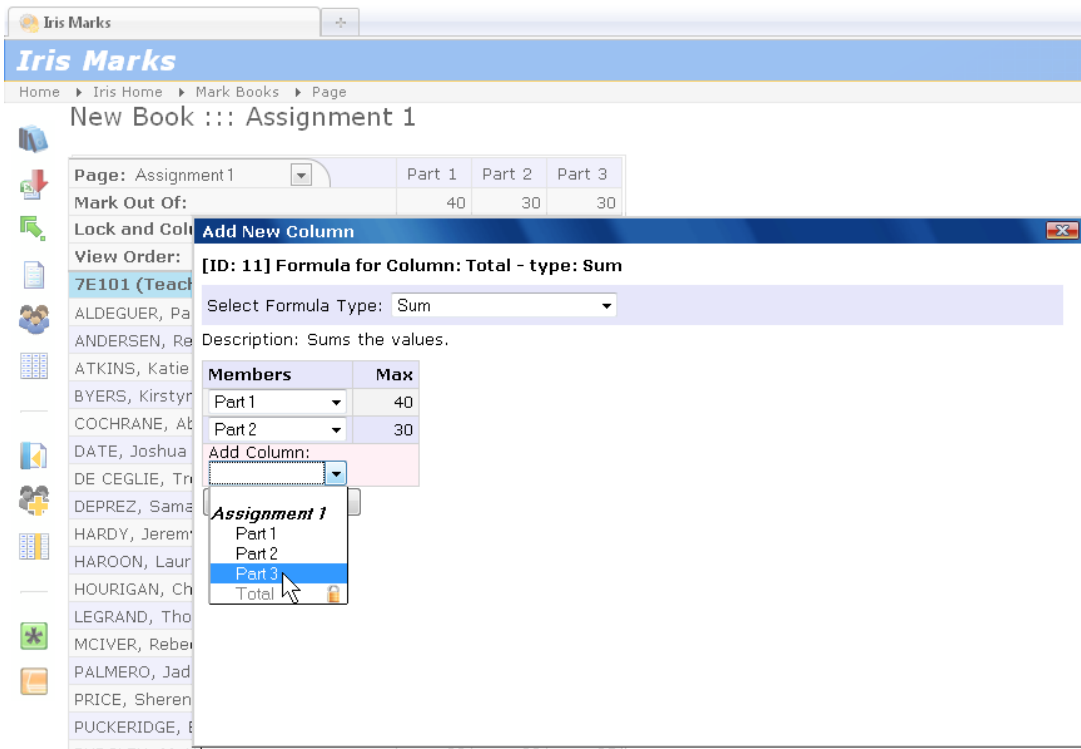
Select Formula Type:	Calculation (Not Set)
Description:	Calculation column without a formula.

At the bottom of the dialog are two buttons: 'Update' and 'Close'.

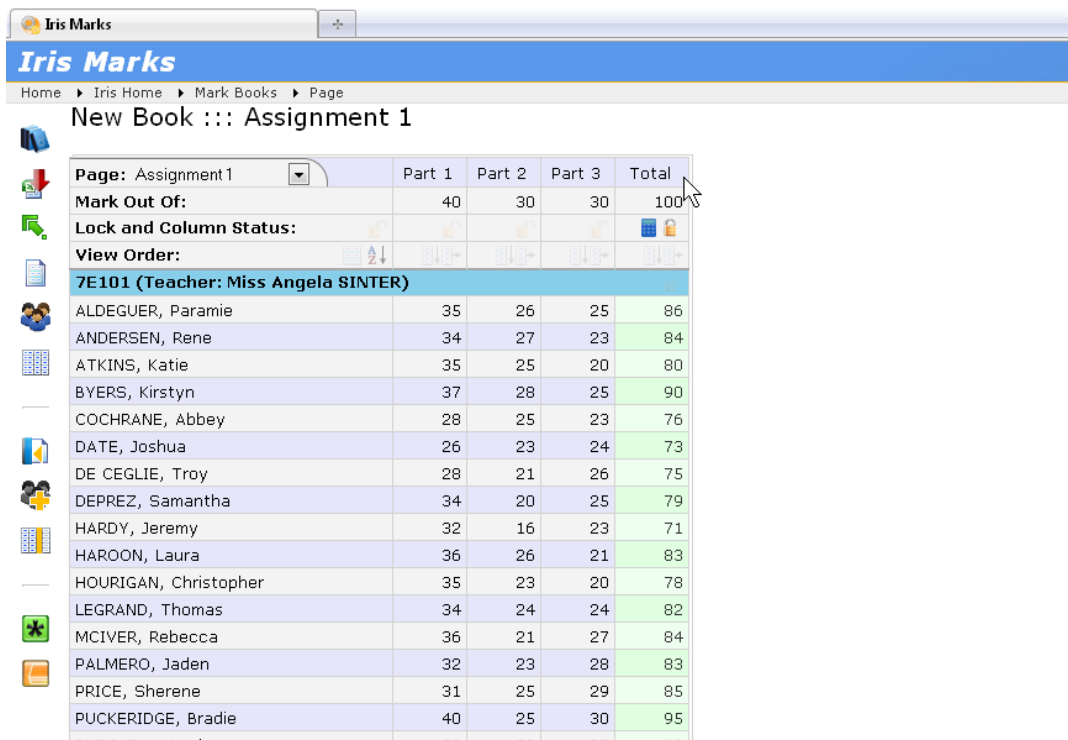
## Setting a calculation column- choosing a sum formula



In the drop down option box, select the “Sum” option. The window will then show a Members list allowing you specify a column to add to the formula. One column is added at a time by selecting the column name from the Add Column drop down listbox, then clicking the Update button. This adds the column to the Members list and adds the Add Column line to the bottom of the list allowing you to add more columns as members to the formula. In the illustration below, two columns have already been added as members and the third column (Part 3) is being selected as the next member.



## Page view with the calculation column



The screenshot shows the Iris Marks software interface. The title bar reads "Iris Marks". Below it, the breadcrumb navigation is "Home > Iris Home > Mark Books > Page". The main heading is "New Book ::: Assignment 1".

The interface displays a table with the following columns: "Page: Assignment 1", "Part 1", "Part 2", "Part 3", and "Total". The "Total" column is highlighted in light green and contains a calculator icon, indicating it is a calculation column. The "Mark Out Of:" row shows values of 40 for Part 1, 30 for Part 2, 30 for Part 3, and 100 for the Total. The "Lock and Column Status:" row shows lock icons for all columns except the Total column, which has a calculator icon. The "View Order:" row shows a dropdown menu set to "2".

The table lists the following students and their scores:

Student	Part 1	Part 2	Part 3	Total
ALDEGUER, Paramie	35	26	25	86
ANDERSEN, Rene	34	27	23	84
ATKINS, Katie	35	25	20	80
BYERS, Kirstyn	37	28	25	90
COCHRANE, Abbey	28	25	23	76
DATE, Joshua	26	23	24	73
DE CEGLIE, Troy	28	21	26	75
DEPREZ, Samantha	34	20	25	79
HARDY, Jeremy	32	16	23	71
HAROON, Laura	36	26	21	83
HOURIGAN, Christopher	35	23	20	78
LEGRAND, Thomas	34	24	24	82
MCIVER, Rebecca	36	21	27	84
PALMERO, Jaden	32	23	28	83
PRICE, Sherene	31	25	29	85
PUCKERIDGE, Bradie	40	25	30	95

Once all member columns have been added to the Members list, click the Close button. This will close the window and refresh the page showing the calculation column with the calculations completed. You will also notice that the calculation column is shown in a light green colour and calculator and lock icons shown in the third cell from the top.

The lock icons indicates that the column is locked and the cells cannot be directly edited. The calculator icon indicates that the column is a calculation column.

If you make a mistake with the formula, click on the calculator icon which will reopen the formula window allowing you make changes to the formula and the member columns list.

*Some technical background knowledge:* The calculations are completed and displayed as you enter or change marks in the columns. These calculated values are not stored and exist only on the display page shown by the browser. The Iris Marks calculation system which operates on the Iris Marks server, has been optimised for high performance in order to display the values on the page in real time.

**Note:** Where computers are connected to the Iris Marks server on a slow network or internet connection, there may be a small delay in updating the details on the page.

## Adding a rank column

The screenshot shows the 'Add New Column' dialog box in the Iris Marks application. The dialog box is titled '[ID: 12] Formula for Column: Rank - type: Calculation (Not Set)'. It has a 'Select Formula Type:' dropdown menu with 'Rank' selected. Below the dropdown, there are 'Update' and 'Close' buttons. The background shows a table with columns for 'Part 1', 'Part 2', 'Part 3', and 'Total'.

After tallying the marks in the columns on the page, you are probably interested in finding out the rank for the result. To do this, add a new column and follow the process shown previously for adding a calculation column. When the drop down list box appears, select Rank option.

After the window opening and displaying the Members list option, select the column that you will to rank. In the illustration below, the "Total" column is selected. Click the "Update" button, then click the "Close" button.

The screenshot shows the 'Add New Column' dialog box in the Iris Marks application. The dialog box is titled '[ID: 12] Formula for Column: Rank - type: Calculation (Not Set)'. It has a 'Select Formula Type:' dropdown menu with 'Rank' selected. Below the dropdown, there is a 'Description: Ranking for values in descending order.' and a 'Member' dropdown menu with 'Total' selected. Below the 'Member' dropdown, there are 'Update' and 'Close' buttons. The background shows a table with columns for 'Part 1', 'Part 2', 'Part 3', and 'Total'.

## Page view showing the rank column

Iris Marks

**Iris Marks**

Home ▶ Iris Home ▶ Mark Books ▶ Page

**New Book ::: Assignment 1**

Page: Assignment 1	Part 1	Part 2	Part 3	Total	Rank
<b>Mark Out Of:</b>	40	30	30	100	25
<b>Lock and Column Status:</b>					
<b>View Order:</b>					
<b>7E101 (Teacher: Miss Angela SINTER)</b>					
ALDEGUER, Paramie	35	26	25	86	3
ANDERSEN, Rene	34	27	23	84	6
ATKINS, Katie	35	25	20	80	11
BYERS, Kirstyn	37	28	25	90	2
COCHRANE, Abbey	28	25	23	76	17
DATE, Joshua	26	23	24	73	22
DE CEGLIE, Troy	28	21	26	75	19
DEPREZ, Samantha	34	20	25	79	13
HARDY, Jeremy	32	16	23	71	24
HAROON, Laura	36	26	21	83	8
HOURIGAN, Christopher	35	23	20	78	14
LEGRAND, Thomas	34	24	24	82	10
MCIIVER, Rebecca	36	21	27	84	6
PALMERO, Jaden	32	23	28	83	8
PRICE, Sherene	31	25	29	85	4
PUCKERIDGE, Bradie	40	25	30	95	1
PUDNEY, Matthew	22	28	25	75	20

Once the “Add Formula” window has closed, the page will refresh and the rank column will be shown.

Note: To repeat a notice given earlier, if you have inadvertently closed the window using the window close button on the bar at the top of the window, the page will not refresh automatically. You can simply select the page refresh option on the browser’s menu bar and page will then show the columns.

## Changing marks

### New Book ::: Assignment 1

Page:	Assignment1	Part 1	Part 2	Part 3	Total	Rank
Mark Out Of:		40	30	30	100	25
Lock and Column Status:						
View Order:						
<b>7E101 (Teacher: Miss Angela SINTER)</b>						
ALDEGUER, Paramie		35	26	25	86	3
ANDERSEN, Rene		34	27	23	84	6
ATKINS, Katie		35	25	20	80	12
BYERS, Kirstyn		37	28	25	90	2
COCHRANE, Abbey		28	25	23	76	17
DATE, Joshua		26	23	24	73	22
DE CEGLIE, Troy		28	21	26	75	19
DEPREZ, Samantha		34	20	25	79	14
HARDY, Jeremy		32	16	23	71	24
HAROON, Laura		36	26	21	83	8
HOURIGAN, Christopher		35	28	20	83	8
LEGRAND, Thomas		34	25	24	83	8
MCIVER, Rebecca		36	21	27	84	6
PALMERO, Jaden		32	23	28	83	8
PRICE, Sherene		31	25	29	85	4
PUCKERIDGE, Bradie		40	25	30	95	1
RUDGLEY, Matthew		32	28	25	85	4
SAMMAK, Kristina		29	25	24	78	15
SHEEHAN, Michael		28	23	20	71	24
STEVENSON, Demiana		29	24	23	76	17
SULTANA, Michael		23	21	30	74	20
TATE, Daniel		36	20	21	77	16
VASSALLO, Ashley		35	20	25	80	12
VUKOVIC, Sarah		24	25	24	73	22
WIJENAYAKE, Madison		25	26	23	74	20
Total number of students:		25				
Average:		31.8	23.8	24.3	79.9	
Lowest value:		23	16	20	71	
Highest value:		40	28	30	95	
Standard Deviation:		4.5	3.0	2.9	6.1	

Marks can be entered at any stage during the process of building the mark book. Each time a mark is added or changed, the calculations and statistics update to reflect the changes to the values. You will notice as these values change, the cells in the calculations columns and statistic rows that have their values will momentarily show their background colours slightly darker (usually for about 1 to 2 seconds,) then return back to their normal colour.

In the above example, the mark for Christopher Hourigan in the “Part 2” column has had its value changed from 23 to 28. The user has pressed the Enter key, the active cell has moved down one row and the calculations and statistics cells reflect the changes to the value.

## Class Details

The screenshot shows the Iris Marks software interface. At the top, there is a navigation bar with 'Iris Marks' and a breadcrumb trail: 'Home > Iris Home > Mark Books > Page'. Below this, a 'New Book :: Assignment 1' section is visible. A 'Page: Assignment 1' dropdown menu is set to 'Assignment 1', with sub-sections 'Part 1', 'Part 2', 'Part 3', 'Total', and 'Rank'. A 'Class Details' window is open, displaying the following information:

**[ID: 1] Assignment 1 - Class Details**

Select class : 7E101

Buttons: Add Class, Create Class, Change Entries

Property	Value
ClassID:	7E101
Course Group Class :	7E   10   1
Year Group:	7
Teacher:	Miss Angela SINTER
Other Teachers:	
Year:	2011
Semester:	0
Locked:	False
Visible:	True
Display Order:	1

Buttons at the bottom: Change Details, Lock, Hide, Clear, Remove Students, Delete, Close

At this point it is worth briefly mentioning the “Class Details” window. In the above illustration, the 7E101 class details are showing. There are a number of options at the bottom of the window, and three options at the top right of the window.

The options at the bottom are:

**Change Details:** allows you to change the details about the class. You can add additional teacher codes to the list, or change other details about the class as required.

**Lock:** allows you to lock the class to prevent changes being made to marks in the class.

**Hide:** allows you to hide the class on the page. If you hide the class, you can show it by clicking the Hide/Show Hidden Details option from the menu on the left.

**Clear:** clears all marks from the class except for the marks in those columns that are locked.

**Remove Students:** removes all students from the class (and will also delete the marks – this overrides the column lock option).

**Delete:** deletes the students, marks and the class from the mark book. This option will also override the column lock option.

In the top right corner:

**Add Classes:** is the same as clicking “Add Class” from the menu option on the left and allows you add more classes to the page.

**Create Class:** allows you to create custom class names. This is useful you have students who in classes that don’t appear on the timetable.

**Change Entries:** Allows you to change students from one class to another, hide them or delete them from the mark book.

## Displaying the order of students on the page by column values

**Iris Marks**

Home ▶ Iris Home ▶ Mark Books ▶ Page

**New Book ::: Assignment 1**

Page:	Assignment 1	Part 1	Part 2	Part 3	Total	Rank
<b>Mark Out Of:</b>		40	30	30	100	25
<b>Lock and Column Status:</b>						
<b>View Order:</b>						
<b>7E101 (Teacher: Miss Angela SINTER)</b>						
ALDEGUER, Paramie		35	26	25	86	3
ANDERSEN, Rene		34	27	23	84	6
ATKINS, Katie		35	25	20	80	11
BYERS, Kirstyn		37	28	25	90	2
COCHRANE, Abbey		28	25	23	76	17
DATE, Joshua		26	23	24	73	22
DE CEGLIE, Troy		28	21	26	75	19
DEPREZ, Samantha		34	20	25	79	13
HARDY, Jeremy		32	16	23	71	24
HAROON, Laura		36	26	21	83	8
HOURIGAN, Christopher		35	23	20	78	14
LEGRAND, Thomas		34	24	24	82	10
MCIVER, Rebecca		36	21	27	84	6
PALMERO, Jaden		32	23	28	83	8
PRICE, Sherene		31	25	29	85	4
PUCKERIDGE, Bradie		40	25	30	95	1
PUCKERIDGE, Matthew		30	30	30	90	2

To display students in order by result values, click on the column order icon at the top of the column. The students will be display in order by the values in the that column. The illustration below shows the page ordered by rank value.

**Iris Marks**

Home ▶ Iris Home ▶ Mark Books ▶ Page

**New Book ::: Assignment 1**

Page:	Assignment 1	Class	Part 1	Part 2	Part 3	Total	Rank
<b>Mark Out Of:</b>			40	30	30	100	25
<b>Lock and Column Status:</b>							
<b>View Order:</b>							
PUCKERIDGE, Bradie		7E101	40	25	30	95	1
BYERS, Kirstyn		7E101	37	28	25	90	2
ALDEGUER, Paramie		7E101	35	26	25	86	3
PRICE, Sherene		7E101	31	25	29	85	4
RUDGLEY, Matthew		7E101	32	28	25	85	4
ANDERSEN, Rene		7E101	34	27	23	84	6
MCIVER, Rebecca		7E101	36	21	27	84	6
HAROON, Laura		7E101	36	26	21	83	8
PALMERO, Jaden		7E101	32	23	28	83	8
LEGRAND, Thomas		7E101	34	24	24	82	10
ATKINS, Katie		7E101	35	25	20	80	11
VASSALLO, Ashley		7E101	35	20	25	80	11
DEPREZ, Samantha		7E101	34	20	25	79	13
HOURIGAN, Christopher		7E101	35	23	20	78	14
SAMMAK, Kristina		7E101	29	25	24	78	14
TATE, Daniel		7E101	36	20	21	77	16
COCHRANE, Abbev		7E101	28	25	23	76	17

Page display showing student in rank order. In this mode, the class id appears in a cell next to the student's name. You can edit values while displaying the page by selected order. To avoid excessive layout changes if the value changes in the column that is selected for ordering, the page will not reorder the list until you click the column order icon.

## Resetting the display

The screenshot shows the Iris Marks software interface. At the top, there is a navigation bar with 'Iris Marks' and a breadcrumb trail: 'Home > Iris Home > Mark Books > Page'. Below this, the title 'New Book ::: Assignment 1' is displayed. The main content is a table with the following structure:

Page:	Assignment 1	Class	Part 1	Part 2	Part 3	Total	Rank
<b>Mark Out Of:</b>			40	30	30	100	25
<b>Lock and Column Status:</b>							
<b>View Order:</b>							
PUCKERIDGE, Bradie	7E101	40	25	30	95	1	
BYERS, Kirstyn	7E101	37	28	25	90	2	
ALDEGUER, Paramie	7E101	35	26	25	86	3	
PRICE, Sherene	7E101	31	25	29	85	4	
RUDGLEY, Matthew	7E101	32	28	25	85	4	
ANDERSEN, Rene	7E101	34	27	23	84	6	
MCIIVER, Rebecca	7E101	36	21	27	84	6	
HAROON, Laura	7E101	36	26	21	83	8	
PALMERO, Jaden	7E101	32	23	28	83	8	
LEGRAND, Thomas	7E101	34	24	24	82	10	
ATKINS, Katie	7E101	35	25	20	80	11	
VASSALLO, Ashley	7E101	35	20	25	80	11	
DEPREZ, Samantha	7E101	34	20	25	79	13	
HOURIGAN, Christopher	7E101	35	23	20	78	14	
SAMMAK, Kristina	7E101	29	25	24	78	14	
TATE, Daniel	7E101	36	20	21	77	16	
COCHRANE, Abbev	7E101	28	25	23	76	17	

To reset the display back to normal operation, click on the Default Display icon located in the View Order cell above the class id list.

This concludes the tutorial on Iris Marks. For further information on how to use the other features such as the formula options, ranking options, grades, comments and linking columns to Iris Reports, go to the Iris Marks website located at <http://www.holross.com.au/IrisMarks/>

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