

Analyse a Marks book in Excel

Microsoft Excel is required

1.5 hours

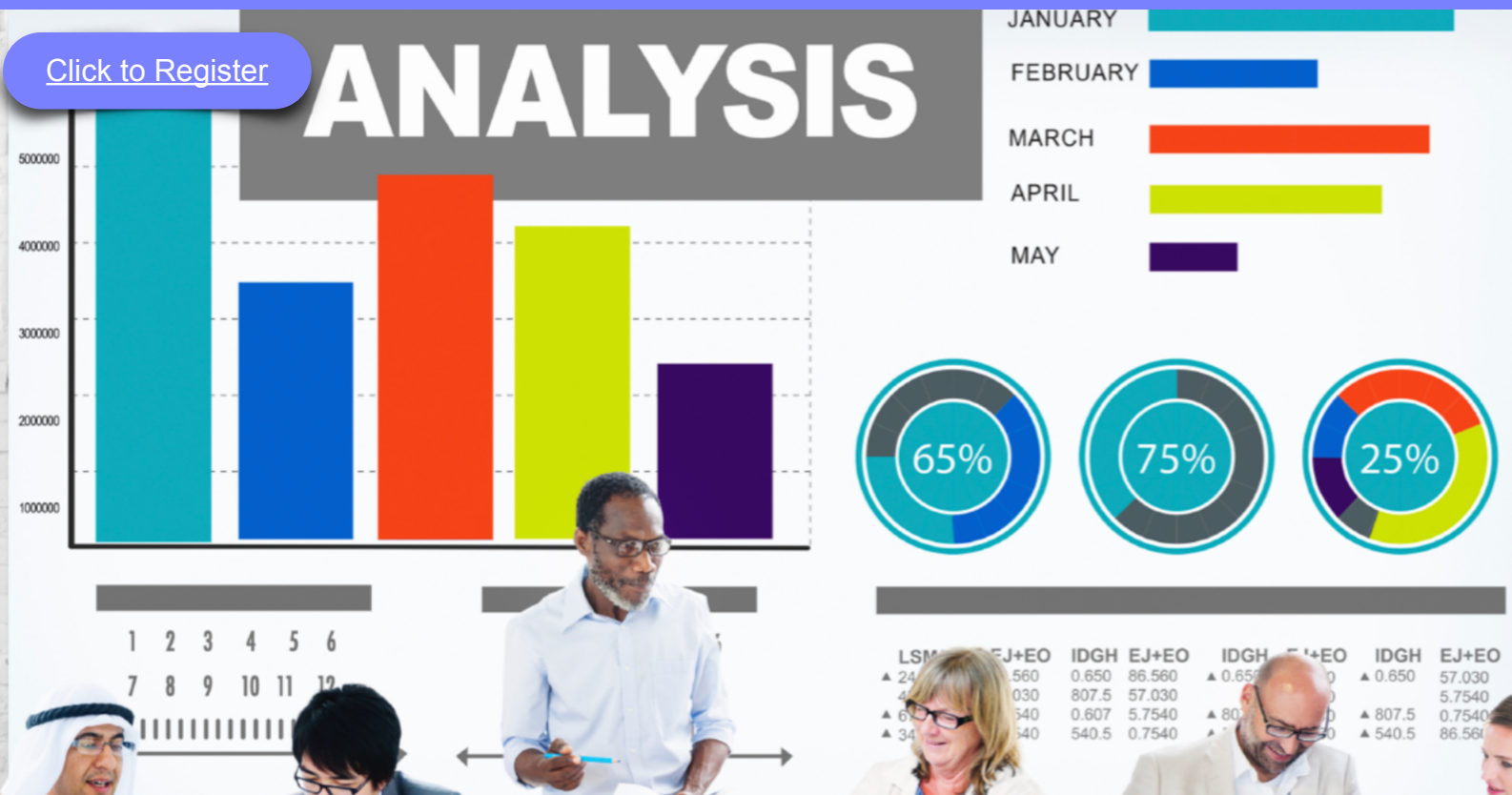


SEQTA™

Professional Services

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ANALYSIS



What is the benefit of this session?

The aim of this session is to show users how to effectively analyse marks book data from the SEQTA Suite using Excel.

Content

- Run simple analysis in the marks book
- Sort, Task view vs. Syllabus view, Raw and adjusted values
- Print options
- Export to Excel
- Use simple functions
 - ✓ Assessment functions - Count / Average / St. DEV / Median / Min / Max
 - ✓ Student functions - Rank
 - ✓ Assessment group functions - CountA / Countblank / CountIf
- Create a chart
- Conditional formatting

Recommended Attendees

K-12 Teachers, Directors of Teaching and Learning, Heads of Learning, Deputy Principal and SEQTA School Educational contact (SEC).

Australian Professional Standards for Teachers (AITSL) addressed

2.3, 5.3, 5.4, 6.2, 6.4

Important note

Please note Microsoft Excel is required and dependent on the operating system you use (i.e. PC or Mac) you may not have all available demonstrated Excel options. **The content delivered is using Excel 2016 on a windows platform (PC).**





Categories

The short courses are categorised as follows:

- Curriculum
- Attendance
- Pastoral Care

Target Audience

See course details for recommended audience.

Duration

The duration of each individual short course is 1.5 hours and consists of approximately 60 to 70 minutes of content and 20-30 minutes for Q&A.

Notes (very important)

- Access to *SEQTA Teach* post training is required for attendees to use and implement the features covered.
- Where specific Administrator, Attendance or Pastoral care access is required to use the features covered in the training, this is listed accordingly.
- A brief presentation of the points covered in a webinar/face-to-face training will be provided to each attendee.
- Recordings of trainings are not available.