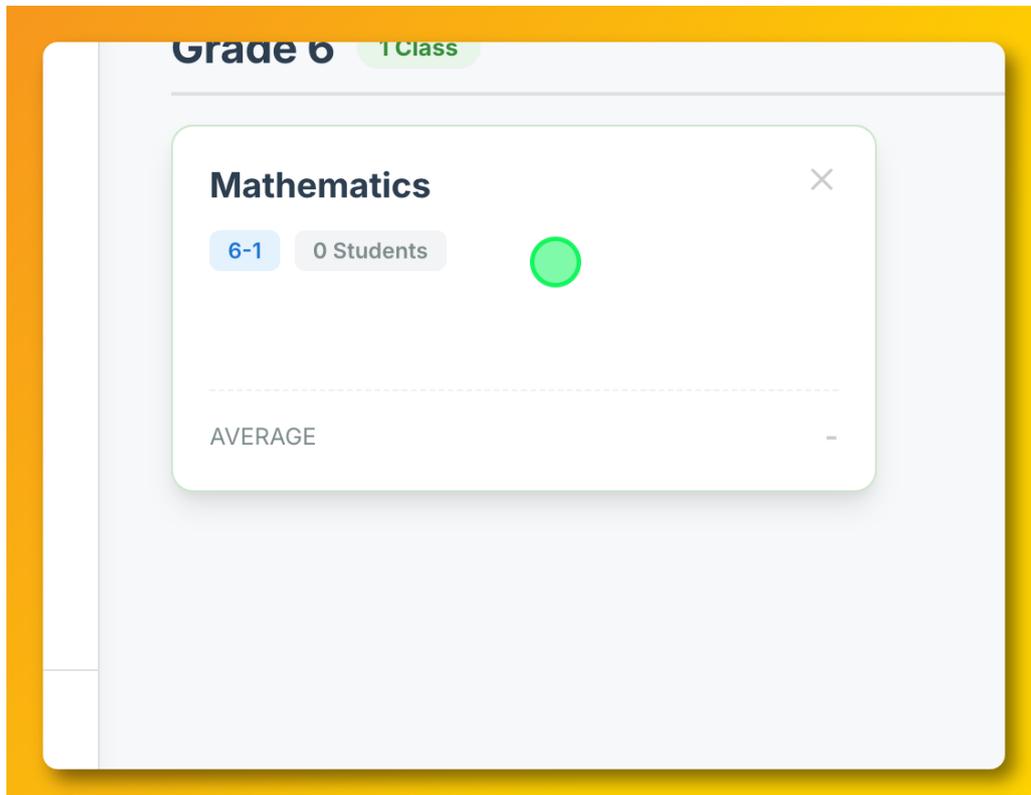
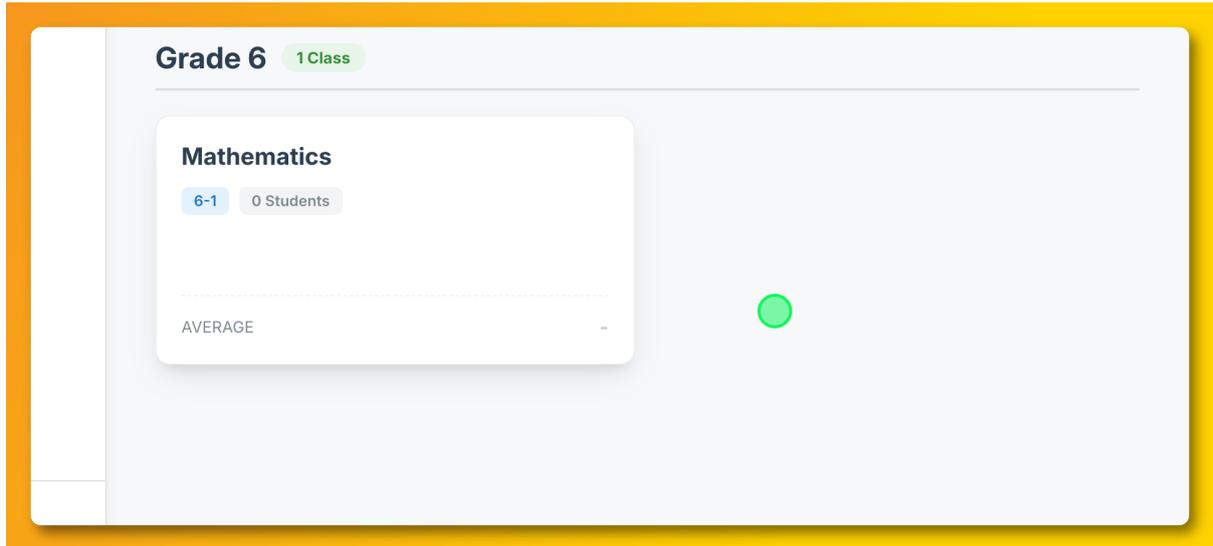


## Marksure : Adding assessments and learners

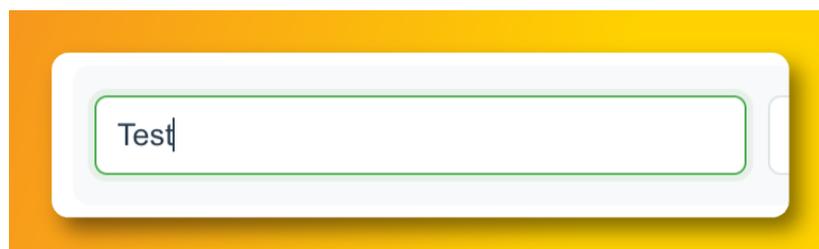
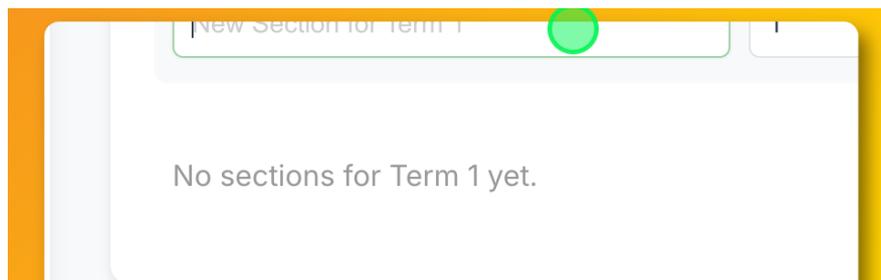
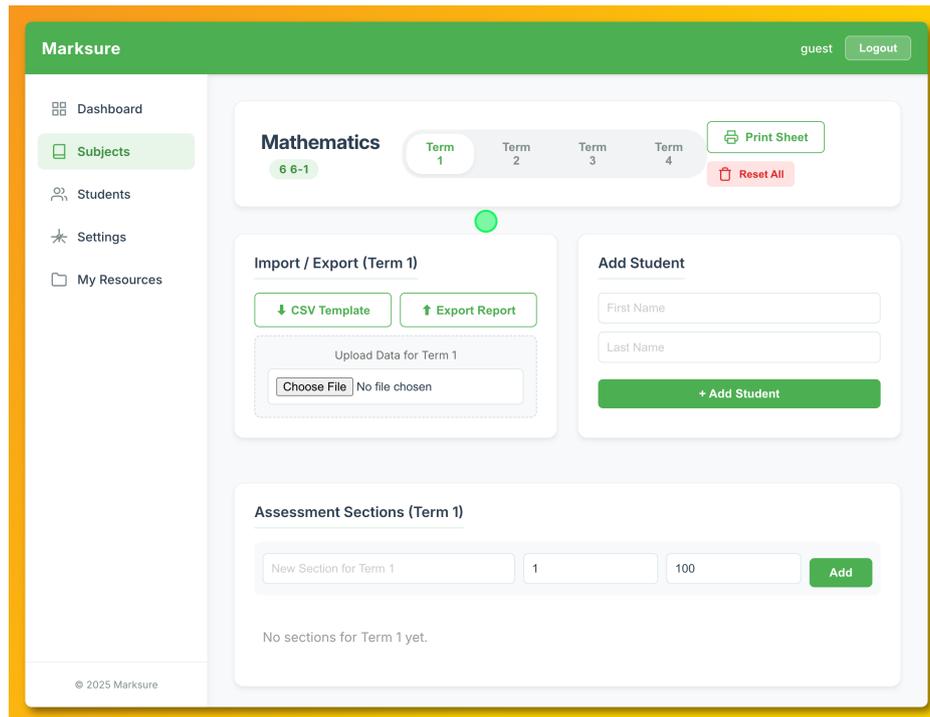
### Phase 1: Accessing Your Class

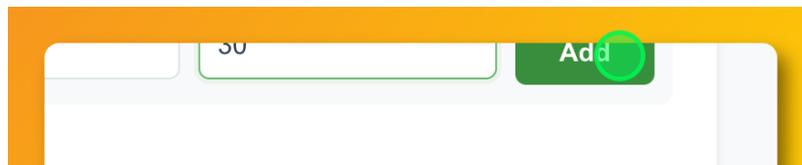
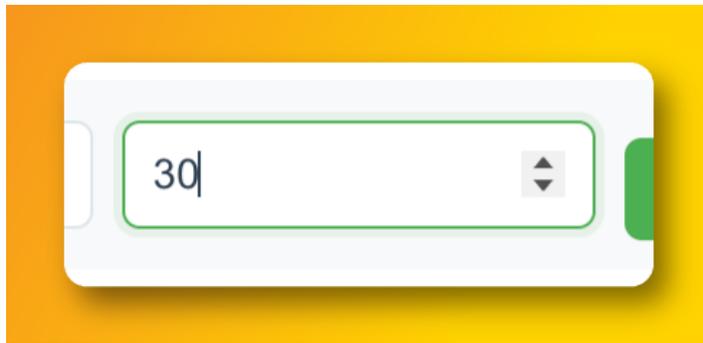
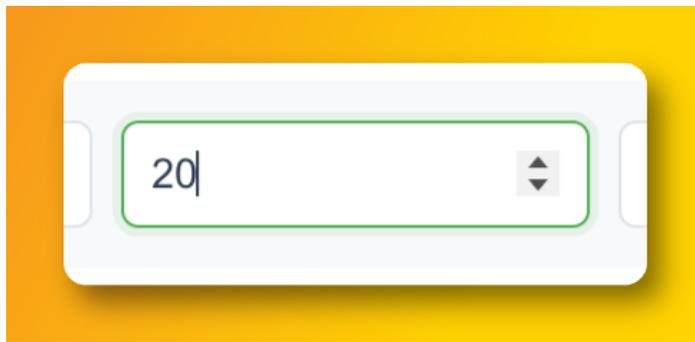
- **Identify Your Class:** Once a class is added, it will appear as a card on your dashboard.
- **Open the Class:** Click directly on the class card to enter the management view.
- **Overview of Tools:** From here, you can manage academic terms, import/export data, add students, and create assessment sections.



## Phase 2: Setting Up Assessments

- **Create a Section:** Click on the **New Section for Term 1** field to begin adding a specific assessment.
- **Name the Assessment:** Enter a descriptive name for the task, such as "Test".
- **Set the Weight:** Click the **Weight** input and enter how much this assessment counts toward the final term mark (e.g., "20").
- **Define the Maximum Score:** Click the **Max** input to enter the total possible marks for the test (e.g., "30").
- **Confirm and Save:** Click the **Add** button to finalize the assessment section.





New Section for Term 1    1    100    **Add**

**Test**  
Weight: 20    Max: 30    **Delete**

**Term 1 Marks**    **Save Changes**

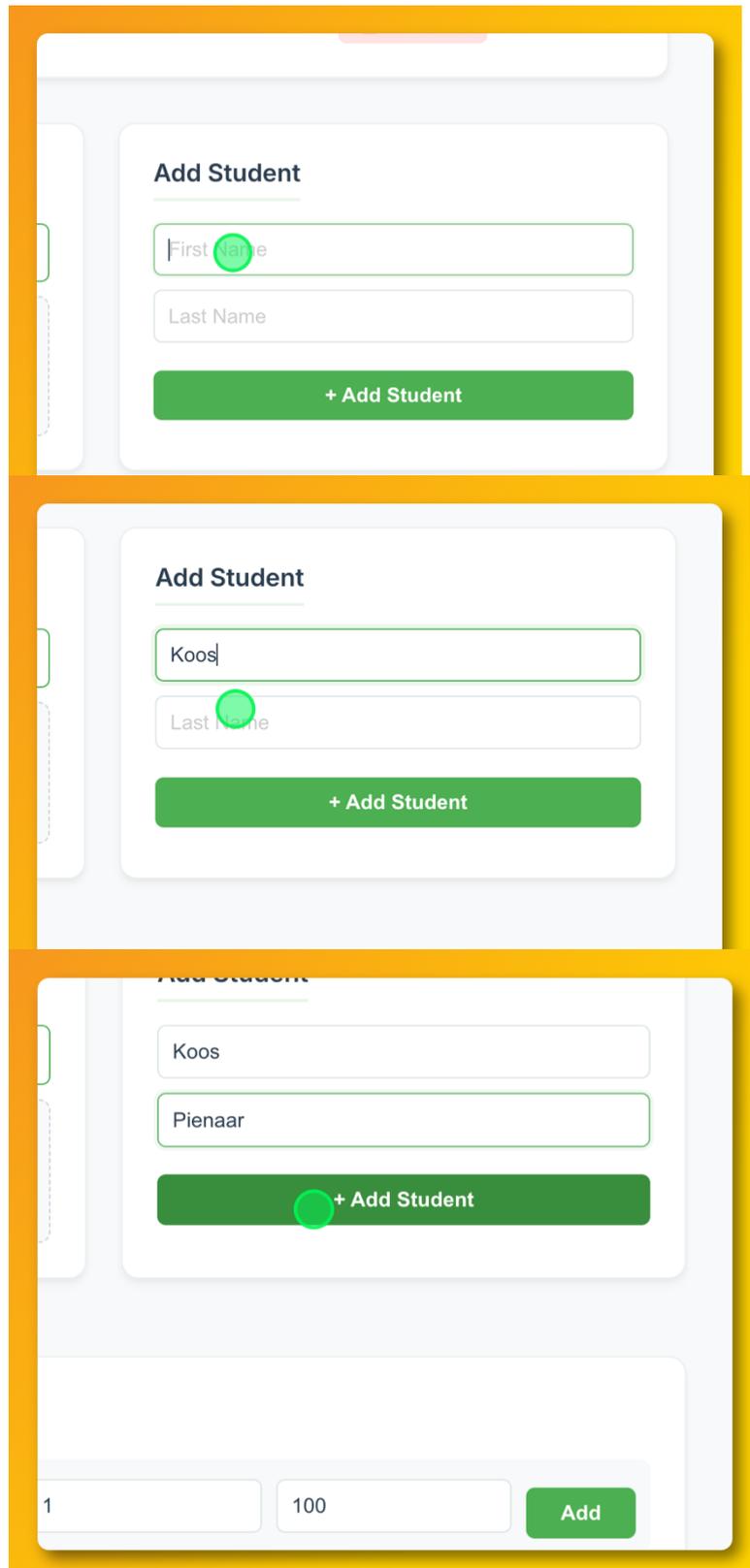
STUDENT NAME	TEST MAX: 30	RAW TOTAL	WGT TOTAL	%	LVL
--------------	-----------------	-----------	-----------	---	-----

### Phase 3: Adding Students

You can add students using either of the following methods:

#### Method A: Manual Entry

- **Enter Name:** Click the **First Name** and **Last Name** fields to type the student's details (e.g., "Koos Pienaar").
- **Save Student:** Click the **+ Add Student** button to add them to the class list.



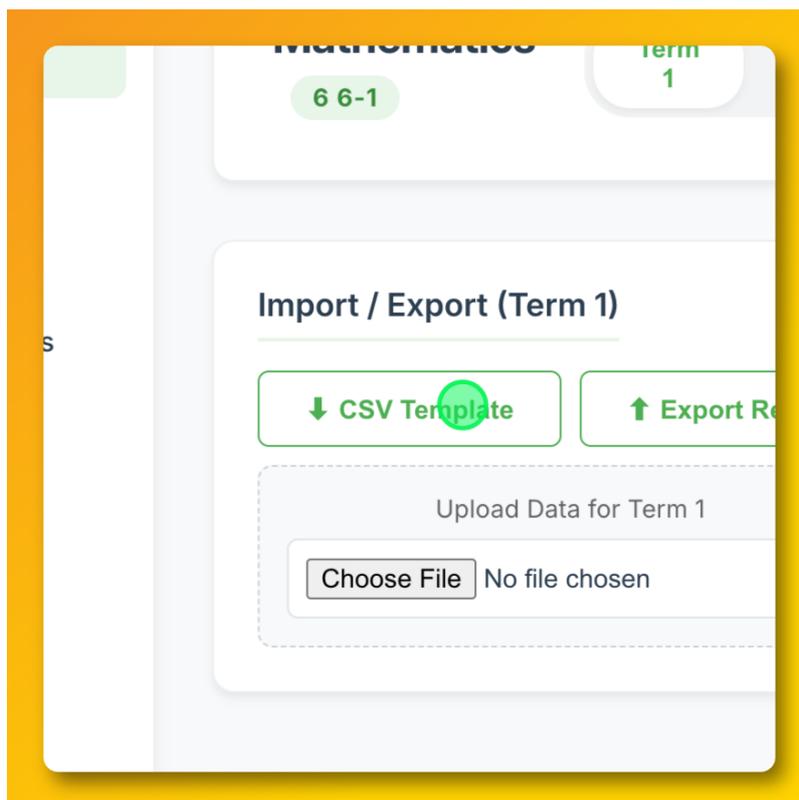
Term 1 Marks Save Changes

STUDENT NAME	TEST MAX: 30	RAW TOTAL	WGT TOTAL	%	LVL
Koos Pienaar	-	-	-	-	

Term 1 Analytics

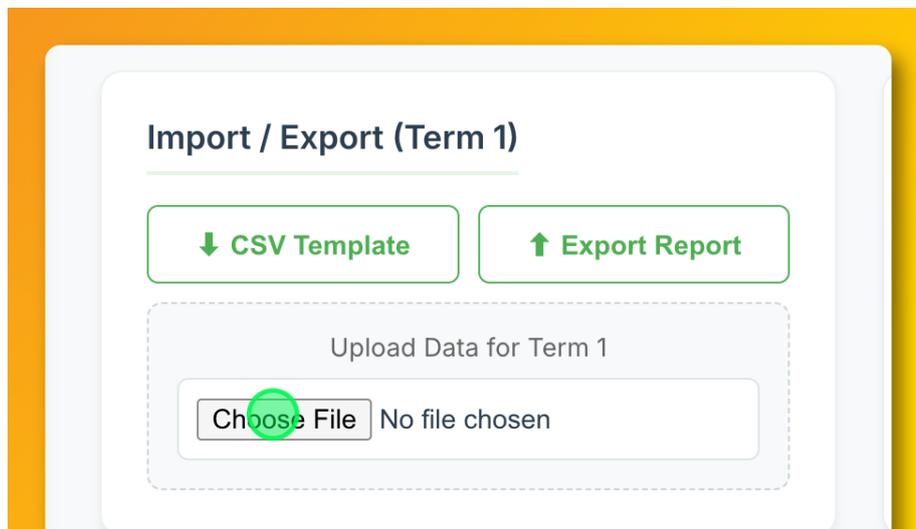
### Method B: Bulk Import (Faster for large classes)

- **Download Template:** Click **CSV Template** to get an Excel file in the required format. (You must add assessment sections manually first)
- **Prepare Data:** Copy your student list and marks into the Excel document.
- **Reupload:** Use the **Choose File** button to upload the completed list, which automatically extracts names to save time.



C8

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Test						
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

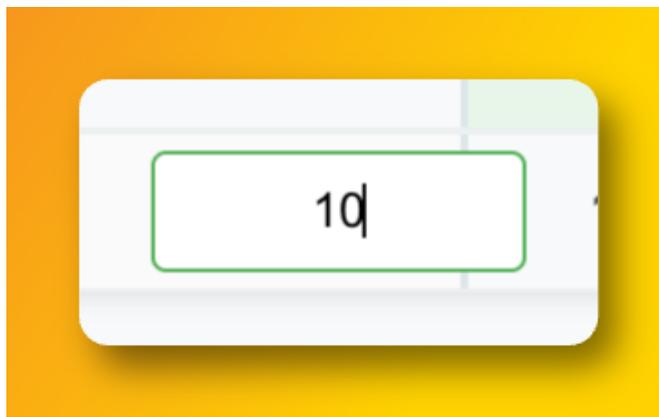


#### Phase 4: Entering Marks and Analyzing Data

- **Input Marks:** To enter marks manually, click the "-" placeholder in the marksheet and type the student's score.
- **Automated Analytics:** Marksure will automatically calculate the average, highest/lowest scores, and submission status at the bottom of the marksheet.
- **Generate Detailed Reports:** For advanced statistics—including level distribution, weighted averages, and identifying "at-risk" learners—click the  **Export Report** button.

STUDENT NAME	TEST MAX: 30	RAW TOTAL	W
Pienaar	-		

Term 1 Analytics



Term 1 Marks Save Changes

STUDENT NAME	TEST MAX: 30	RAW TOTAL	WGT TOTAL	%	LVL	
Koos Pienaar	10	10.0 / 30	6.7 / 20	33%	2	<span style="border: 1px solid red; padding: 2px;">x</span>

Term 1 Analytics

Koos Pienaar 10 10.0 / 30 6.7 / 20 33% 2 x

Term 1 Analytics

Test

AVERAGE MARK	AVG %
<b>10.0</b>	<b>33.3%</b>
HIGHEST	LOWEST
<b>10</b>	<b>10</b>

Submitted: 1 / 1 students

