



Markbook - Footnotes

Footnotes allow you to add special notes to a grade on the **Scores** page - such as attaching an “L” to a mark on an assignment to indicate that it was late. 18 L

Creating Footnotes

In the **Tools** top tab, select the **Footnotes** side tab.

Pages

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Mark Scales

Special Codes

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Search on Code

0 of 2 selected

Code	Description
<input type="checkbox"/> L	Assignment was submitted late.
<input type="checkbox"/> RA	Re-assessed

Click **Options > Add**.

This will display the **New Markbook Footnotes** page.

Options

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Footnotes :: New Markbook Footnote

Mark Scales

Special Codes

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Cancel

Code

Description

Save

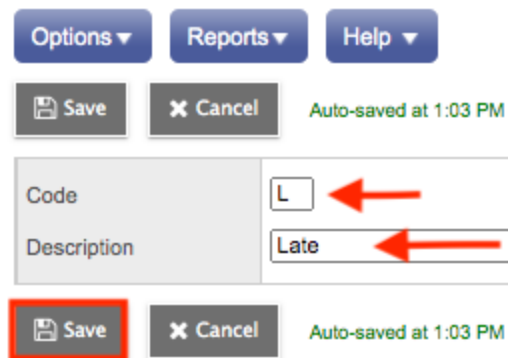
Cancel

Key in your footnote code and description.

(i.e. **L** for late or **RA** for re-assessed)

Note: You can key in up to 2 characters for your footnote code.

Click **Save**.

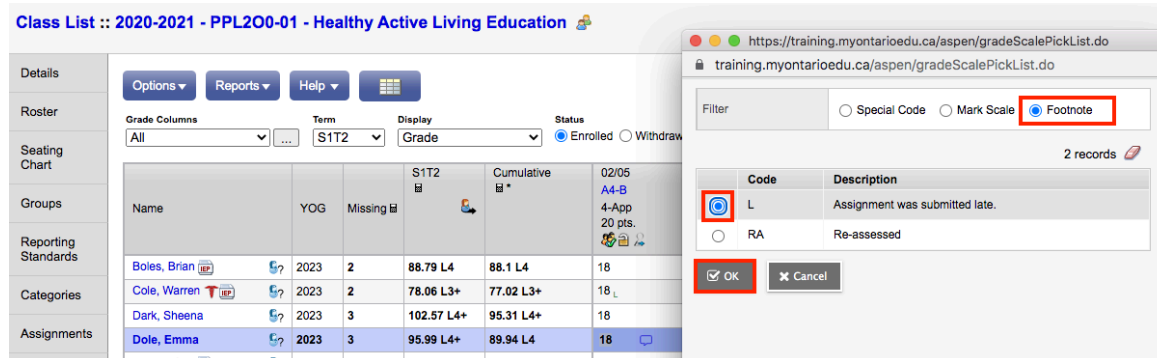


Adding footnotes to grades on your Scores page

To enter a footnote code in Scores, click **Control + L** while in a cell. A pop-up window will appear and allow you to view and select your footnote codes.

Ensure the **Footnotes** filter is chosen.

Choose your footnote code and click **OK**.



Sample Scores mark entry column with **footnote codes** assigned.

Note: Hovering over the footnote code will allow you to see the description associated with that code.

Name	YOG	Missing	S1T2	Cumulative	02/05 A4-B 4-App 20 pts.	02/05 A4-C 3-Com 20 pts.
Boles, Brian	2023	2	88.79 L4	88.1 L4	18	17
Cole, Warren	2023	2	78.06 L3+	77.02 L3+	18 L	L4-
Dark, Sheena	2023	3	102.57 L4+	95.31 L4+	18	L3 RA