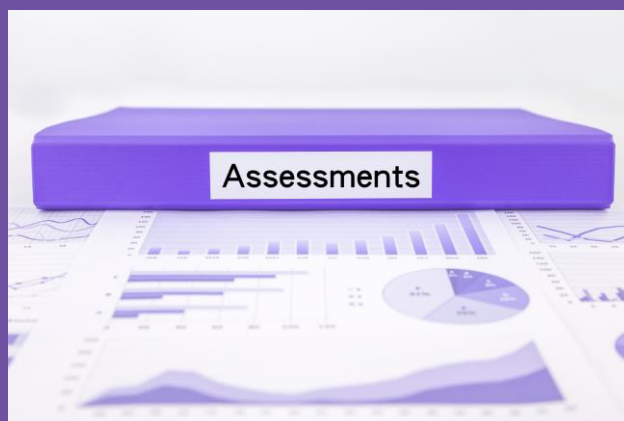


Analyse a marks book in Excel

Type: Face-to-face or webinar

Duration: 1.5 hours

[Register now](#)



What is the benefit of this session?

The aim of this session is to show users how to effectively analyse data from a *SEQTA Teach* marks book using Microsoft Excel.

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 for this course delivered is using Excel 2016 on a windows platform (PC).

Recommended attendees

K-12 teachers, Directors of Teaching and Learning, Heads of Learning, Deputy Principals, SEQTA School Education Contacts (SECs).

Key outcomes

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

Australian Professional Standards for Teachers ([AITSL](#)) addressed

1.6, 4.1, 6.2, 6.4