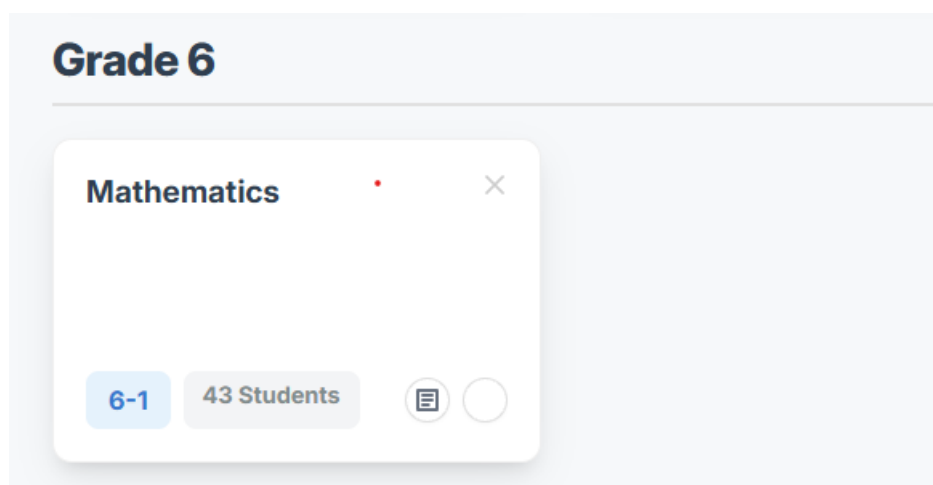


Marksure : Adding assessments and learners & notes

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".
- **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.

A screenshot of the 'Assessment Sections (Term 1)' form. The form has a green header bar with the title 'Assessment Sections (Term 1)'. Below the header, there is a form with two main sections: 'Assignment' and 'Test'. The 'Assignment' section has a 'Max' input field with the value '40' and a 'Category' dropdown menu with 'Assignment' selected. The 'Test' section has a 'Max' input field with the value '50' and a 'Category' dropdown menu with 'Test' selected. Both sections have a 'Delete' button. At the bottom of the form, there is a green button labeled 'Copy All Assessment Sections'. On the right side of the form, there is a green 'Add' button.

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.

The image displays three sequential screenshots of a web application's 'Add Student' form, illustrating the manual entry process. Each screenshot is framed with a yellow border.

- Top Screenshot:** The form is titled 'Add Student'. It features two input fields: 'First Name' and 'Last Name'. The 'First Name' field is active, with a green cursor. Below the fields is a green button labeled '+ Add Student'.
- Middle Screenshot:** The 'First Name' field now contains the text 'Koos'. The 'Last Name' field is still empty. A red dot is visible at the end of the 'First Name' text. The green '+ Add Student' button remains at the bottom.
- Bottom Screenshot:** Both the 'First Name' and 'Last Name' fields are now filled with 'Koos' and 'Pienaar' respectively. The green '+ Add Student' button is still present. Below this form, a portion of another form is visible, showing a range from '1' to '100' and an 'Add' button.

Method B: Bulk Import (Faster for large classes)

- Download Template: Click Download Excel 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.

Import / Export (Term 1) ▼

Download Excel Template

Export report for class

Upload Data for Term 1

Choose File

No file chosen

Need help? Open Excel import guide (PDF)

	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									

Upload Data for Term 1

Choose File

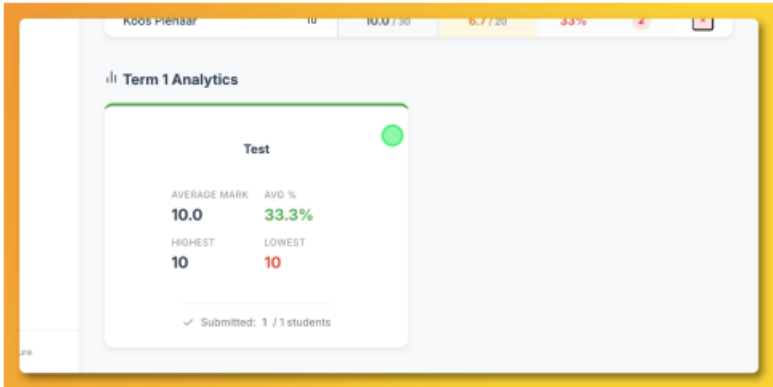
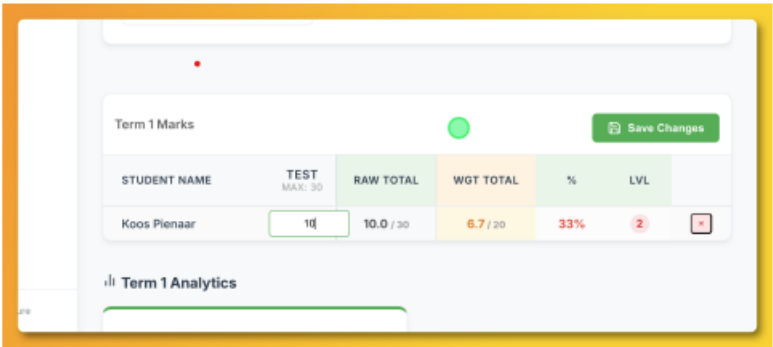
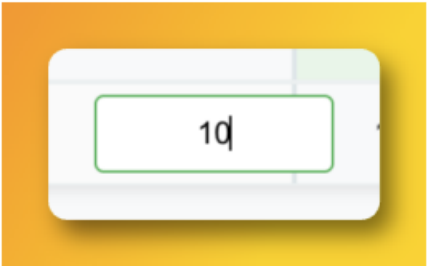
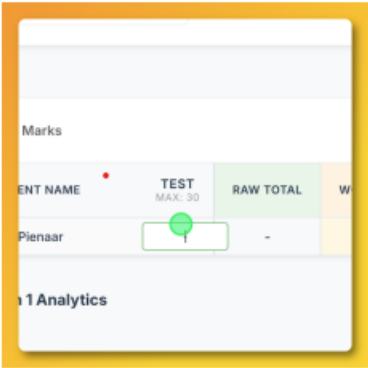
No file chosen

Need help? Open Excel import guide (PDF)

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—click the ↑ Export Report for class button.
- **Notes & Reminders:** Keep track of important dates by adding notes with deadlines in the subject section. Marksure will automatically display an alert on your main dashboard 7 days before an event is due, helping you stay on top of upcoming tasks.

Note on Exports: Exporting directly from within a class will only generate an Excel sheet for that specific class. If you need a comprehensive sheet containing all of your classes at once, navigate to the **Export Marks** section in the main sidebar.



Import / Export (Term 1)

Download Excel Template

Export report for class

Upload Data for Term 1

Choose File

No file chosen

Need help? Open Excel import guide (PDF)

Subject Notes

View all

Quick note...

yyyy / mm / dd

Add

Make a test

☒

☐

All Notes

4 of 4 notes

Status

All Notes

Sort By

Recently Created

☐ Important Only

☒ Completed

Schedule a test

Geography 11 May 2026 Created 15:46

☒ Completed

Test

Geography 07 May 2026 Created 13:57

☒ Completed ☒ Important

Test on Friday

Geography 10 May 2026 Created 13:56

☒ Completed ☒ Important

Make a test

Mathematics 22 May 2026 Created 12:18

Once marks are entered, Marksure provides quick-access tools directly above the marksheet to help you identify both top achievers and students who may need extra help:

Show Top 10 Learners

Show At Risk Learners

To search for a learner press Ctrl+F, for macOS, Cmd+F

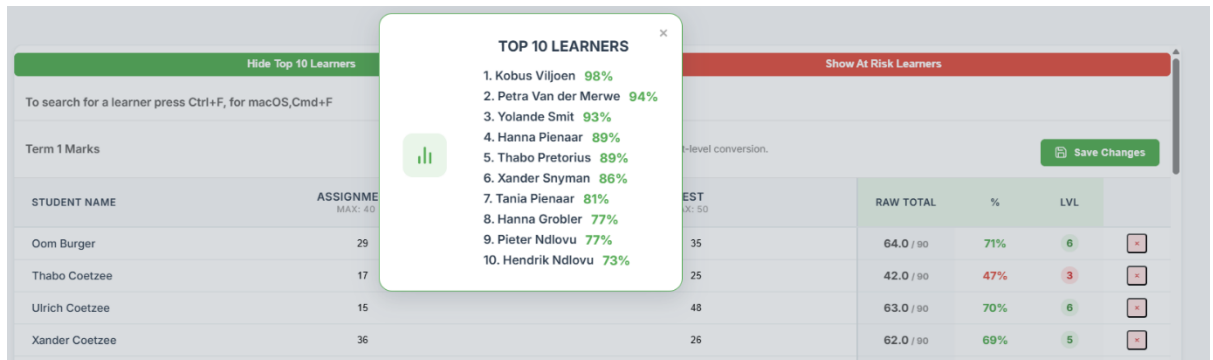
Term 1 Marks

Raw marks stay unchanged here. Export Marks handles any test-level conversion.

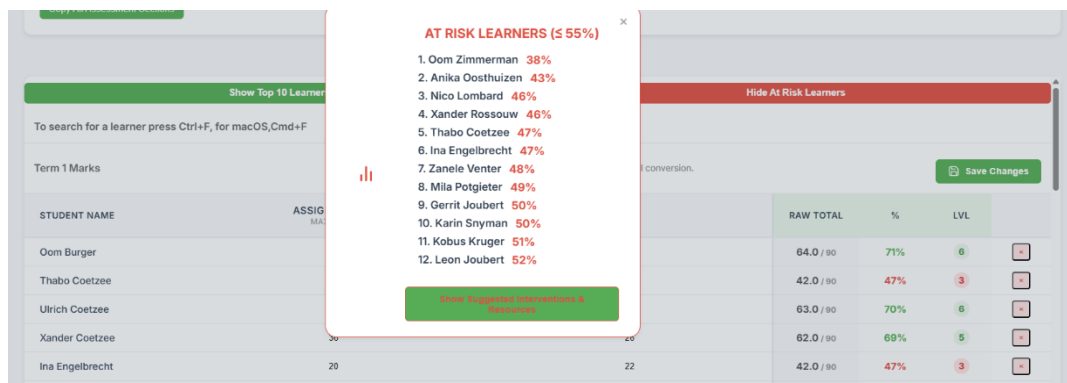
Save Changes

STUDENT NAME	ASSIGNMENT MAX: 40	TEST MAX: 50	RAW TOTAL	%	LVL	
Oom Burger	29	35	64.0 / 90	71%	6	
Thabo Coetzee	17	25	42.0 / 90	47%	3	
Ulrich Coetzee	15	48	63.0 / 90	70%	6	
Xander Coetzee	36	26	62.0 / 90	69%	5	
Ina Engelbrecht	20	22	42.0 / 90	47%	3	
Danie Erasmus	29	22	51.0 / 90	57%	4	
Elize Fourie	35	20	55.0 / 90	61%	5	

- **View Top Performers:** Click the green **Show Top 10 Learners** button. This opens a quick summary highlighting the highest-scoring students in that specific class, making it easy to recognize academic excellence.



- **Identify At-Risk Students:** Click the red **Show At Risk Learners** button to immediately see a list of students who are currently scoring 55% or lower. From this menu, you can also access suggested interventions and resources to help get them back on track.



Dashboards Analytics: Tracking Pending Work

To help you manage your grading workload, Marksure tracks missing data across all your classes from the main dashboard:

- **Pending Marking Alerts:** On your main dashboard, look for the **Pending Marking** card, which displays the total number of incomplete learner records.
- **Identify Missing Marks:** Click directly on the Pending Marking card to open a detailed breakdown. This window will show you exactly which students need marks, their specific grade/class, and the subject that is pending, ensuring no assessments slip through the cracks.

Good morning, TEST123!

Wednesday, 10 June 2026 - 09:28

The only limit to our realization of tomorrow will be our doubts of today. - Franklin D. Roosevelt



TOTAL STUDENTS
186
Enrolled learners



OVERALL AVERAGE
60.48%
Across all subjects



PENDING MARKING
101
Incomplete records



PENDING MARKING
101
Incomplete records

Students Pending Marks

101 students need marks

Student Name	Class	Pending Subjects
Barend Bester	Grade 4	Natural Sciences (4-1)
Oom Bester	Grade 4	Natural Sciences (4-1)
Ruan Bezuidenhout	Grade 4	Natural Sciences (4-1)
Kobus Bosman	Grade 7	English Home Language (7-4)
Luan Bosman	Grade 4	Natural Sciences (4-1)
Nico Bosman	Grade 4	Natural Sciences (4-1)
Vicky Burger	Grade 4	Natural Sciences (4-1)
Jaco Cloete	Grade 4	Natural Sciences (4-1)
Karin Cloete	Grade 4	Natural Sciences (4-1)
Zelda Cloete	Grade 4	Natural Sciences (4-1)
Tania De Villiers	Grade 4	Natural Sciences (4-1)
Heidi de Vries	Grade 4	English Home Language (7-4)

Close