



SPREADSHEET



MARK YOUR SPREADSHEET



MARK

Welcome to MYS

MYS (Mark Your Spreadsheet) was developed by Karl Bailey, Kay Baldock, Farrel Burns and Lee Wannacott for Project One 2019, for our study as part of the SHIFT programme run by the Signal ICT Grad School, Dunedin.

What is MYS?

MYS will compare an answer spreadsheet (TEMPLATE) with your student assignment spreadsheets. It will compare the answers you expect with the answers the student has provided and give you feedback about their work.

Install MYS

You should have received this program as a zip file called ***

To unzip it this file, double click the file and browse to where you want to install MYS. We suggest using some place that it is easily found (e.g. C:\MYS), but please ensure that if you are using a work computer you follow established protocol. The extraction procedure should create a folder where you have indicated and extract the necessary files (MYS.exe, readme.pdf, license.txt, template.xlsx).

If you wish to create a shortcut to MYS on your Desktop, please link it the file called MYS.exe.

Preparation for Using MYS

Template

This is a spreadsheet that is **exactly** how you require your students to produce their work. This can be one spreadsheet or multiple sheets within one workbook.

You must use the provided TEMPLATE file with the DETAILS Sheet as the first worksheet of your TEMPLATE. This sheet will be used by MYS to:

1. keep track of which student is being marked.
2. provide you feedback about the students' results.

If you wish MYS to mark more than one worksheet within one workbook each worksheet in your TEMPLATE must be named and the students' assignments must use the same names in their workbook. Any worksheets in a student workbook

that are not in the TEMPLATE will not be marked. Students can use as many of these worksheets as required for their calculations.

When MYS has marked the assignments, it will return you a copy of each assignment (in a folder named OUTPUT). In these copies the DETAILS sheet will contain a summary count of each student's results. You will also receive a spreadsheet named MARKINGSUMMARY.XLSX. You can then use these files to calculate their final marks. When you open MARKINGSUMMARY

Note: any amendment you make here will adjust the Final Results spreadsheet.

If the students highlight any cells in their assignments this same highlighting may appear on the results spreadsheet but it will not have been marked by MYS.

Completed Assignment Requirements.

You should indicate on the TEMPLATE the answers you want marked. To do this you must highlight the appropriate cells. Please DO NOT highlight any cells you do not want marked.

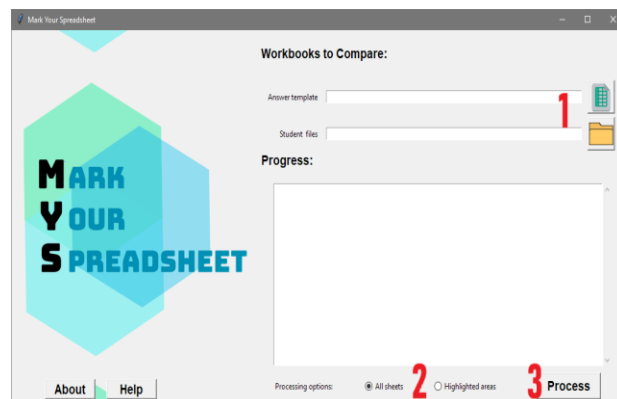
All student assignments must:

- Have answers in the same cells as the TEMPLATE answers. MYS cannot mark the answers if they are not in the same cells as the original.
- DETAILS must contain student First and Last Names. We have also provided spaces for ID Number and Course in our TEMPLATE. The information in these cells, if used, will be used to name each marked spreadsheet and to list the students in the Results Summary.
- Assignments files must be saved into one folder (e.g. ASSIGNMENT FOLDER) for MYS to check them.

You have the option to use MYS without highlighting the answers you want checked. In this case MYS will mark every cell that contains numerical data, whether this is a calculated result or just data input. This may lead to your receiving incorrect result data. Please ensure you check the accuracy of what MYS has assessed and whether it meets your result requirements.

How to run MYS




Double click the file called MYS-V5.exe. (If you have created a shortcut on your desktop use this.)



1. Select your TEMPLATE file and the folder containing your student assignments.
2. Indicate if you want highlighted answers only checked, or all numbers within the workbook (excluding DETAILS sheet).
3. Click PROCESS

Marking Feedback

When MYS has marked the assignments, you will receive:

- A copy of each spreadsheet (in the folder called OUTPUT). All the answers you indicated in the TEMPLATE have been highlighted in these workbooks as listed below:
 - o If the answer is marked:
 -  the expected value as indicated in your TEMPLATE
 -  an incorrect value but the formula is the same as your TEMPLATE
 -  neither the expected value nor the formula is the same as your TEMPLATE
 - o a summary on each DETAILS sheet totaling the answers as above
- A file called "MARKING SUMMARY" listing your students and a summary of the answers as above. There is room both on the summary and on each DETAILS sheet for you to make any adjustments to these marks.
- **Note:** when you open. MARKINGSUMMARY.XLXS you need to click the ENABLE CONTENT button for it to link to the marked spreadsheets.

Other Info

While we have done all we can to maintain the integrity of the original data, we strongly recommend that you make copies of all spreadsheets (the originals before you run MYS and then the marked result copies and feedback file) to safeguard your academic credibility should any queries be raised about the process.

Note: MYS will only work on Excel files with the extensions .xlsx, .xlsm, .xltx, or .xltm, with .xlsx being the recommended format. Older version of Excel e.g. .xls files are **not** supported.

Note: If your students enter extraneous data instead of applying formatting (e.g. they enter \$45.00 instead of formatting the cell to currency) this will be marked red/incorrect.