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Collecting and Synchronising an Offline File

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Working on offline files

One of the methods by which teachers assess their students in Accelerus is using an offline file.

Offline files in Accelerus contain:

- All of a teacher's classes.
- All of the comment banks owned by the teacher.
- All of the school comment banks that have been assigned to subjects taught by the teacher.

Teachers usually collect their own offline file from the Accelerus database, storing it on their laptops or a USB memory stick. They may then work on the assessment of their students at home or at school.

Generally, each teacher collects their offline file once only, via the Accelerus Login window. Once it has been collected and student results have been entered, the offline file is synchronised back to the Accelerus database, regularly. This ensures that student results are transferred to the Accelerus database and any changes, eg new students, new assessment tasks, etc, are reflected in your classes.

The Accelerus administrator will ensure that the classes you need to be working on at any particular point in time are available to you, automatically being transferred to your offline file as you synchronise, whether this is at the beginning of a semester or at the beginning of a new school year.

Collecting your offline file

If you have not yet collected your offline file or it has not been given to you by the Accelerus administrator:

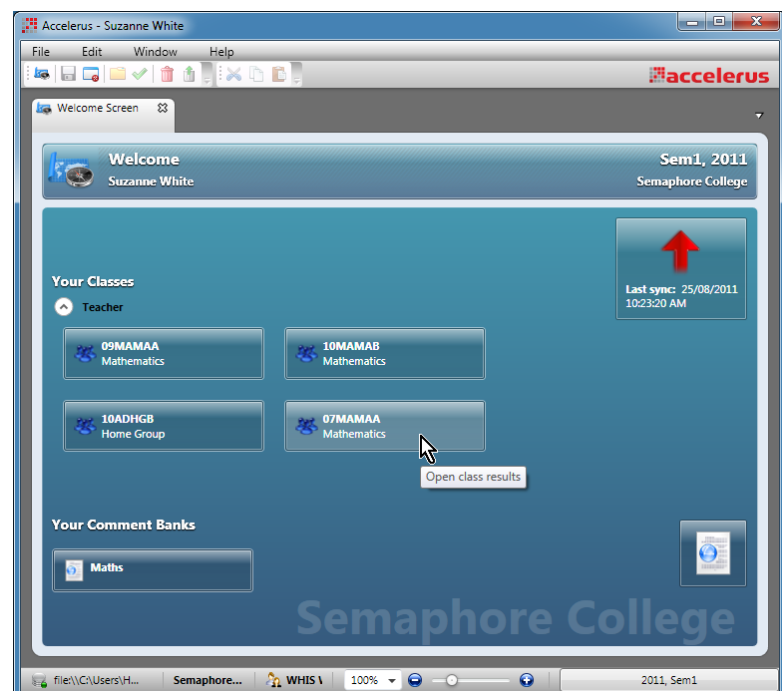
- Ensure you are connected to your school's network.
- Double-click the Accelerus icon on the desktop.
- In the Login window, select the option I want to collect an offline file...
- The Synchroniser address and Port number should already be displayed.

If they are not, obtain this information from your Accelerus administrator and enter it here.

- Enter your Accelerus user name which should be your teacher code.
- Enter your password.
- Click the Collect button and wait while your offline file is downloaded.
- Where the download has been successful, click the Login button.

The Welcome Screen will now display:

- Your name.
- The cycles currently being worked on, eg Sem1, 2011.
- Each of your classes which you may open and work on, as outlined in the notes *Assessing students in Accelerus*.
- Any comment banks you own and the Comment Bank Explorer icon, allowing you to open, create and import comment banks, as covered in the notes *Working with teacher comment banks*.



Synchronising your offline file

You should regularly synchronise your offline file with the Accelerus database.

The Welcome Screen will inform you when your offline file contains changes that have yet to be synchronised back to the Accelerus database.

To synchronise your offline file:

- Save and close any classes.
- Ensure you are connected to your school's network.
- In the Welcome Screen, click the Synchronise icon in the top right corner.
- Click the Synchronise button in the Synchronise Offline File box and wait while your classes are synchronised.
- The Synchronise Offline File box will display messages as it progressing through the synchronisation process.

Take note of any messages, eg your position in the queue, any errors or problems, etc.

- At the end of the synchronisation, a log window is displayed with three levels of messages:
 - Information, in black writing
 - Warnings in blue.
 - Errors in red.

Carefully read the messages in the log window, especially any warning and error messages.

- Click OK in the log window.
- If any error messages are displayed, you may need to contact your Accelerus Administrator, especially if the synchronisation failed.
- To view the log file later or to print or save a copy of it:
 - Run Accelerus.
 - Log in, so that the Welcome Screen is displayed.
 - From the File menu select View Last Synchronisation Log.
 - Click the Open Log File link which will open the log in Notepad from where you may print or save it as a file.

