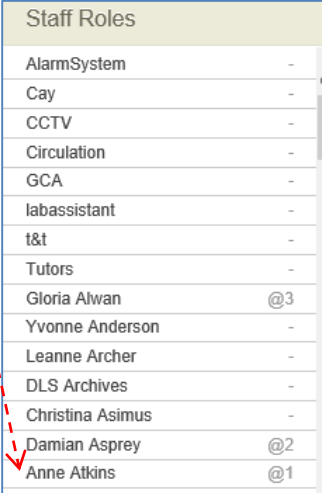


How to Manually Synchronizing Mark Book (when teachers don't automatically match classes)

Go to Mark book → Setup Mark book <http://sentral.oakhill.nsw.edu.au/markbook/setup>

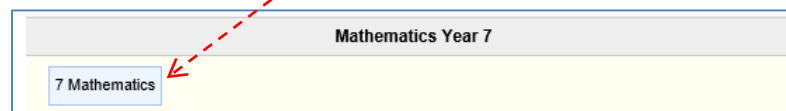
Click '**Staff Roles**'

Find actual teacher's name in the left-hand list of names



Staff Roles	
AlarmSystem	-
Cay	-
CCTV	-
Circulation	-
GCA	-
labassistant	-
t&t	-
Tutors	-
Gloria Alwan	@3
Yvonne Anderson	-
Leanne Archer	-
DLS Archives	-
Christina Asimus	-
Damian Asprey	@2
Anne Atkins	@1

Click on the subject in the right-hand list of subjects



Click on the class that belongs to the teacher ... then click '**Save**'

