

## Check! 97 GradeBook Help Index

### How To ...

<<add your application-specific "how to" topics here>>

### Commands

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## **File menu commands**

The File menu offers the following commands:

<u>New Gradebook Wizard</u>	Creates a new gradebook .
<u>Open</u>	Opens an existing gradebook .
<u>Close</u>	Closes an opened gradebook .
<u>Save</u>	Saves an opened gradebook using the same file name.
<u>Save As</u>	Saves an opened gradebook to a specified file name.
<u>Print</u>	Prints a gradebook .
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Send Student Network...</u>	Sends the active gradebook through electronic mail.
<u>Exit</u>	Exits Check! 97 GradeBook .

## **Edit menu commands**

The Edit menu offers the following commands:

Student entry edit/delete

Edit a student that already entered in a gradebook.

Student score

Edit a student's score that is already entered in the gradebook

Student attendance edit

Edit a student's attendance record entry already in the gradebook.

Grade entry edit/delete

Edit a grade entry already entered in a gradebook

Attendance entry delete

Delete an Attendance entry already entered into the gradebook

Class information and grading schema

Edit the Class information and the way the current gradebook calculates the students' grades

Change score for every student

Cycle through all of the students entered into the gradebook, and updating each student score for a selected grade.

Curve Wizard

Invokes the Curve Wizard.

Syllabus Wizard

Invokes the Syllabus Wizard

## **Insert menu commands**

The Insert menu offers the following commands:

<u>Student entry add</u>	Inserts a student into the gradebook.
<u>Grade entry add</u>	Inserts a grade into the gradebook
<u>Attendance entry add</u>	Inserts an attendance entry into the gradebook.
<u>Roster Import</u>	Uses a text file to import all students into the gradebook.

## **View menu commands**

The View menu offers the following commands:

<u>Scores Histogram</u>	Toggles the histogram displays as 3D graph to Bar graph
<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.

## **Window menu commands**

The Window menu offers the following commands, which enable you to arrange multiple views of multiple gradebook s in the application window:

<u>New Window</u>	Creates a new window that views the same gradebook .
<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of closed windows.
<u>Split</u>	Split the active window into panes.
<u>Window 1, 2, ...</u>	Goes to specified window.

## **Help menu commands**

The Help menu offers the following commands, which provide you assistance with this application:

- Help Topics      Offers you an index to topics on which you can get help.
- About              Displays the version number of this application.

## **New command (File menu)**

Use this command to create a new gradebook in Check! 97 GradeBook . Check! Gradebook will start the Gradebook Wizard which is a step by step series of questions to help you with your gradebook.

You can open an existing gradebook with the Open command.

## **Shortcuts**


Toolbar:   
Keys: CTRL+N

## **Open command (File menu)**

Use this command to open an existing gradebook in a new window. You can open multiple gradebooks at once. Use the Window menu to switch among the multiple open gradebooks. See [Window 1, 2, ... command](#).

You can create new gradebooks with the [New Gradebook Wizard](#).

## **Shortcuts**

Toolbar:   
Keys: CTRL+O

## **File Open dialog box**

The following options allow you to specify which file to open:

### **File Name**

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

### **List Files of Type**

Select the type of file you want to open:

\*.gb are the gradebook files.

\*.gb.BACKUP are the corresponding backup files for gradebooks.

### **Drives**

Select the drive in which Check! 97 GradeBook stores the file that you want to open.

### **Directories**

Select the directory in which Check! 97 GradeBook stores the file that you want to open.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.



## Close command (File menu)

Use this command to close all windows containing the active gradebook. Check! 97 GradeBook suggests that you save changes to your gradebook before you close it. If you close a gradebook without saving, you lose all changes made since the last time you saved it. Before closing an untitled gradebook, Check! 97 GradeBook displays the Save As dialog box and suggests that you name and save the gradebook .


You can also close a gradebook by using the Close icon on the gradebook's window, as shown below:



## Save command (File menu)

Use this command to save the active gradebook to its current name and directory. When you save a gradebook for the first time, Check! 97 GradeBook displays the Save As dialog box so you can name your gradebook. If you want to change the name and directory of an existing gradebook before you save it, choose the Save As command.

## Shortcuts

Toolbar:   
Keys: CTRL+S

### **Save As command (File menu)**

Use this command to save and name the active gradebook . Check! 97 GradeBook displays the Save As dialog box so you can name your gradebook.

To save a gradebook with its existing name and directory, use the Save command.

## **Send Student Network command (File menu)**

Use this command to send the active gradebook through electronic mail. This command presents a mail window with the active gradebook attached to it. Before opening the mail window Check! gradebook will ask if you would like to place onto the clipboard a list of all the email addresses that are currently entered into the gradebook under the student's record. Click yes to paste this list onto the clipboard. You may then fill out the To: field, Subject: field, etc., and add text to the body of the message if you wish. If you chose the option to paste to the clipboard the list of email addresses, place the cursor in the To: field and then press the paste button on the toolbar or press on the keyboard SHIFT-INSERT to supply the list from the clipboard to the mail window. When you are finished you may click the "Send" button to send the gradebook to the email addresses. This command is only available if you have a mail client installed on your machine.

## **Shortcuts**

Toolbar:



## **File Save As dialog box**

The following options allow you to specify the name and location of the file you're about to save:

### **File Name**

Type a new filename to save a gradebook with a different name. A filename can contain up to eight characters and an extension of up to three characters. If you are working in windows 95 you may include a long filename as well. Check! 97 GradeBook adds the extension you specify in the Save File As Type box.

### **Drives**

Select the drive in which you want to store the gradebook .

### **Directories**

Select the directory in which you want to store the gradebook .

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

### **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open the last four gradebooks you closed. Choose the number that corresponds with the gradebook you want to open.

### **Exit command (File menu)**

Use this command to end your Check! 97 GradeBook session. You can also use the Close command on the application Control menu. Check! 97 GradeBook prompts you to save gradebooks with unsaved changes.

### **Shortcuts**

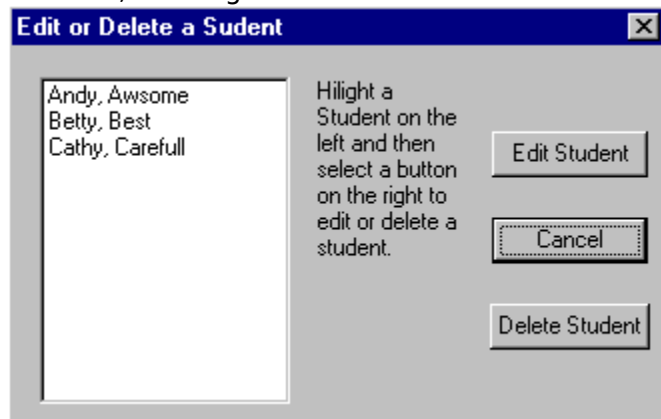
Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

### Student entry edit/delete command (Edit menu)

Use this command to edit or delete a student from the gradebook. When this command is selected, a dialog box with a list of all students entered into the gradebook appears.



Select a student from the list and then choose the “Edit” or “Delete” buttons. A shortcut to this operation is to DOUBLE-CLICK the student’s name in the tree view from the main window display.

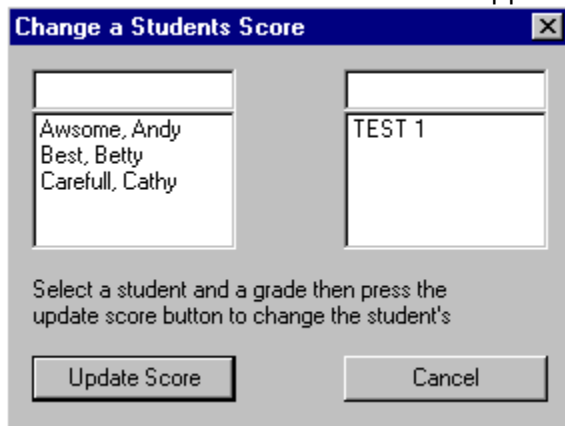
### Shortcuts

Mouse DOUBLE-CLICK on the students name in the tree view.




## Student score command (Edit menu)

Use this command to change a student's score for a particular grade. When this command is selected a window with two lists appears.



Select a student from the list on the left and then select a grade from the list on the right. Press the "Update Score" button and a window will prompt you for the new score. A short cut to this is to DOUBLE CLICK the grade name underneath the student name in the tree view from the main window display

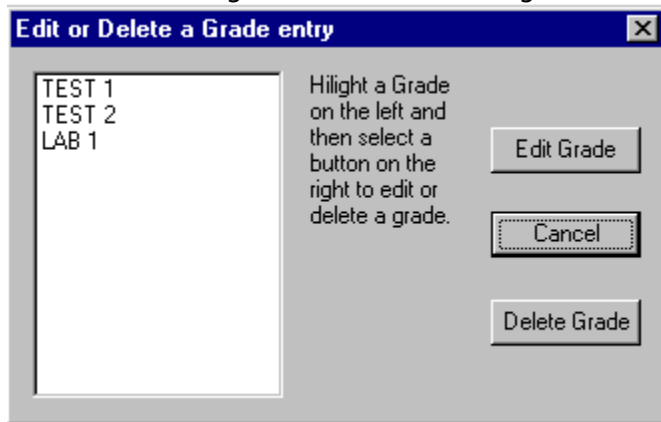
## Shortcuts

Toolbar: 

Mouse: DOUBLE-CLICK the grade name below a student in the tree view.

### Grade entry edit/delete command (Edit menu)

Use this command to edit or delete a grade from the gradebook. When this command is selected, a dialog box with a list of all grades entered into the gradebook appears.



Select a grade from the list and then choose the "Edit" or "Delete" buttons.

### **Class information and grading schema command (Edit menu)**

Use this command to edit and update the class information and grading information that you provided in the New Gradebook Wizard. The class information contains topic information about the class which the gradebook is for. This includes the grade breaks, and group percentages.

### **Shortcuts**

Mouse: DOUBLE-CLICK the Root name (File name) in the tree view.

### **Change score for every student command (Edit menu)**

Use this command to change the score for every student for a selected grade. This command is identical to Student score except that Check! cycles through all the students prompting for a score change for that selected grade.

### **Curve Wizard command (Edit menu)**

Use this command to invoke the Curve Wizard. The Curve wizard is a utility that shifts the bell curve for a particular grade. The Curve Wizard does this by finding the highest score in the group of scores. The Curve Wizard then uses the difference of the highest grade and the MAX Points for that grade as a suggested number of points to adjust each students score by.

### **Shortcuts**

Toolbar:



### **Syllabus Wizard command (Edit menu)**

Use this command to invoke the Syllabus Wizard. The Syllabus wizard is a utility that allows you to produce a “contract” of how the course is to be taught between you and your students. Check! uses the class information that you provide to produce a “template” document that is then sent to Wordpad for you to complete. If you do not have Wordpad, then you may open this .slb file with the editor of your choice.

### **Student entry command (Insert menu)**

Use this command to add a student into the current gradebook. By invoking this command a window will appear prompting you for information on a student.

All fields are self explanatory and necessary except for the student Id Number. This Id number is used by Check! and by Grade! for identification purposes. After you have entered in the necessary fields press the OK button to save the student in the gradebook. If you are inputting more than one student into the gradebook then you may press the “Add Another” button. To edit or delete a student see [Student entry edit/delete](#)

## **Grade entry command (Insert menu)**

Use this command to add a grade into the gradebook. After you input a grade into the gradebook Check! will cycle through all of the students, prompting for a score. To edit or delete a grade entry see [Grade entry edit/delete](#)

## **Shortcuts**

Toolbar:





### **Roster Import command (Insert menu)**

Use this command to import from a text file your roster into the gradebook, saving you time by not having you individually input each student. This file can usually be obtained by your school's system administrator. After you have obtained this file use an editor like Notepad or Wordpad to examine the contents of this file, noting the format. Note that the Id Number and the email address will not be assigned if it is lacking in your roster file. Once there are students and/or grades entered into the gradebook Check! will not allow this command to perform.

**Scores command (View menu)**

Use this command to toggle the display of the histogram charts from a 3D histogram to a simple bar graph.

**Toolbar command (View menu)**

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Check! 97 GradeBook , such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

## Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in Check! 97 GradeBook ,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

### Click To

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Open a new gradebook .



Open an existing gradebook . Check! 97 GradeBook displays the Open dialog box, in which you can locate and open the desired file.



Save the active gradebook or template with its current name. If you have not named the gradebook , Check! 97 GradeBook displays the Save As dialog box.



Print the active gradebook .



Inserts a new grade into the gradebook.



Open a new gradebook .



Invokes the Curve Wizard.



Sends the Student Network via email.

**Status Bar command (View menu)**

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

## Status Bar



The status bar is displayed at the bottom of the Check! 97 GradeBook window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

<b>Indicator</b>	<b>Description</b>
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

**New command (Window menu)**

Use this command to open a new window with the same contents as the active window. You can open multiple gradebook windows to display different parts or views of a gradebook at the same time. If you change the contents in one window, all other windows containing the same gradebook reflect those changes. When you open a new window, it becomes the active window and is displayed on top of all other open windows.

**Cascade command (Window menu)**

Use this command to arrange multiple opened windows in an overlapped fashion.



**Tile command (Window menu)**

Use this command to arrange multiple opened windows in a non-overlapped fashion.

**Tile Horizontal command (Window menu)**

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

**Tile Vertical command (Window menu)**

Use this command to arrange multiple opened windows side by side.

## **Window Arrange Icons Command**

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open gradebook window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this gradebook window.

### **Split Command (Window menu)**

Use this command to split the active window into panes. You may then use the mouse or the keyboard arrows to move the splitter bars. When you are finished, press the mouse button or enter to leave the splitter bars in their new location. Pressing escape keeps the splitter bars in their original location. << In a single gradebook interface application, this command will appear on the View menu. >>

**1, 2, ... command (Window menu)**

Check! 97 GradeBook displays a list of currently open gradebook windows at the bottom of the Window menu. A check mark appears in front of the gradebook name of the active window. Choose a gradebook from this list to make its window active.

**Index command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Check! 97 GradeBook and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

## **Using Help command (Help menu)**

Use this command for instructions about using Help.



**About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of Check! 97 GradeBook.

## Context Help command



Use the Context Help command to obtain help on some portion of Check! 97 GradeBook . When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Check! 97 GradeBook window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

## Shortcut

Keys:      SHIFT+F1

## Title Bar

The title bar is located along the top of a window. It contains the name of the application and gradebook .

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Gradebook Control-menu button
- Maximize button
- Minimize button



Name of the application



Name of the gradebook



Restore button

## **Scroll bars**

Displayed at the right and bottom edges of the gradebook window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the gradebook . You can use the mouse to scroll to other parts of the gradebook .

<< Describe the actions of the various parts of the scrollbar, according to how they behave in your application. >>

## **Size command (System menu)**

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

### **Shortcut**

Mouse: Drag the size bars at the corners or edges of the window.

### **Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


### **Shortcut**

Keys:      CTRL+F7

### **Minimize command (application Control menu)**

Use this command to reduce the Check! 97 GradeBook window to an icon.

### **Shortcut**

Mouse: Click the minimize icon  on the title bar.  
Keys: ALT+F9

## **Maximize command (System menu)**

Use this command to enlarge the active window to fill the available space.

### **Shortcut**

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.  
Keys: CTRL+F10 enlarges a gradebook window.



### **Next Window command (gradebook Control menu)**

Use this command to switch to the next open gradebook window. Check! 97 GradeBook determines which window is next according to the order in which you opened the windows.

#### **Shortcut**

Keys: CTRL+F6

### **Previous Window command (gradebook Control menu)**

Use this command to switch to the previous open gradebook window. Check! 97  
GradeBook determines which window is previous according to the order in which you opened the windows.

#### **Shortcut**

Keys: SHIFT+CTRL+F6

## **Close command (Control menus)**

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single gradebook , the Close command on the gradebook Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

## **Shortcuts**

Keys:      CTRL+F4 closes a gradebook window  
              ALT+F4 closes the gradebook window or dialog box

**Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

## **Switch to command (application Control menu)**

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

### **Shortcut**

Keys: CTRL+ESC

### **Dialog Box Options**

When you choose the Switch To command, you will be presented with a dialog box with the following options:

#### **Task List**

Select the application you want to switch to or close.

#### **Switch To**

Makes the selected application active.

#### **End Task**

Closes the selected application.

#### **Cancel**

Closes the Task List box.

#### **Cascade**

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

#### **Tile**

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

#### **Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen.

**Ruler command (View menu)**

<< Write application-specific help here. >>

## **Choose Font dialog box**

<< Write application-specific help here. >>

## **Choose Color dialog box**

<< Write application-specific help here. >>



**Find command (Edit menu)**

<< Write application-specific help here. >>

## **Find dialog box**

<< Write application-specific help here. >>

**Replace command (Edit menu)**

<< Write application-specific help here. >>

**Replace dialog box**

<< Write application-specific help here. >>

### **Repeat command (Edit menu)**

Use this command to repeat the last editing command carried out. The Repeat menu item changes to Can't Repeat if you cannot repeat your last action.

### **Shortcut**

Key: F4

**Clear command (Edit menu)**

<< Write application-specific help here. >>

**Clear All command (Edit menu)**

<< Write application-specific help here. >>

**Next Pane**

<< Write application-specific help here. >>



## **Prev Pane**

<< Write application-specific help here. >>

## Modifying the Gradebook

<< Write application-specific help here that provides an overview of how the user should modify a gradebook using your application.

If your application supports multiple gradebook types and you want to have a distinct help topic for each, then use the help context i.d. generated by running the MAKEHELP.BAT file produced by AppWizard. Alternatively, run MAKEHM as follows:

```
makehm IDR_HIDR_,0x2000 resource.h
```

If the IDR\_ symbol for one of your gradebook types is, for example, IDR\_CHARTTYPE, then the help context i.d. generated by MAKEHM will be HIDR\_CHARTTYPE.

Note, AppWizard defines the HIDR\_DOC1TYPE help context i.d. used by this help topic for the first gradebook type supported by your application. AppWizard produces an alias in the .HPJ file for your application, mapping HIDR\_DOC1TYPE to the HIDR\_ produced by MAKEHM for that gradebook type. >>



**No Help Available**

No help is available for this area of the window.

## **No Help Available**

No help is available for this message box.

<< If you wish to author help specific to each message box prompt, then remove the AFX\_HIDP\_xxx values from the [ALIAS] section of your .HPJ file, and author a topic for each AFX\_HIDP\_xxx value. For example, AFX\_HIDP\_INVALID\_FILENAME is the help topic for the Invalid Filename message box. >>

## **Add/Edit Student Window**

### **Student's Lastname:**

In this field you need to supply the student's lastname. Required.

### **Student's Firstname:**

In this field you need to supply the student's Firstname. Required.

### **Students's Id Number:**

In this field you need to supply the student's Id number. Also you may use this field to supply a password. This field is used by The accompanying Grade! program for students to look at their grades.

### **Student's Email:**

Use this field to supply the student's email address.

### **Student's Status:**

Student's 'state' can be one of three values. By default the student is set to 'Normal.'

## **Add/Edit Grade Window**

**Grade name:**

In this field you need to supply the name of the grade. Required.

**Date:**

In this field you need to supply the date. This is a free format, i.e. you may provide a numeric date (03/05/97) or a combination date(Mar 03, 1997)

**Max points:**

In this field you need to supply the Maximum number of points a student can earn for this grade.

**Weight:**

Use this field to supply the Weight of a grade. By default all grade weights are set (1).

**Group:**

Supply the group that this grade belongs to. This categorizes this grade in a certain percentage group of the total grade.

**Course info Window**

The majority of these fields are used for printed reports and identification purposes though out the gradebook. When filling out this window please try not to leave any field blank.

**Course Number:**

In this field supply the course number if applicable.

**Course Name:**

In this field supply the name of the class that this gradebook is for.

**Section:**

If this class has a section number supply it here.

**Year:**

The year that the class is being taught.

**Instructor:**

The greatest teacher of all time.

**Term:**

Which semester term this class is being taught.



**Breaks Window**

This window is where you will define the grade breaks for this class gradebook. By default the breaks are set to the 90,80,70,60 format but you may choose to edit them if you wish.

**Group option Window**

This window is where you will define the a group option. This option consists of three choices that a group can have. By default this option is set to 'Don't drop any from group.' It also allows you to drop up to the lowest to scores from a defined group of grades. For example, suppose you have a group of grades called 'TESTS' that are 60% of the total grade. You may elect to drop the lowest score of each student in the group 'TESTS' by selecting the group option 'Drop lowest score in group.'

## Groups Window

This window collects the groups that you will define for your class. There can be up to seven groups in your class. The first column is the group name itself. These can be made of any name you wish, for example 'TESTS', 'ASSIGNMENTS', 'LABS', or 'FINAL.' The second column is the percentage weight of the final grade that a group has. For all groups that are being used, they must total 100. See example below.

Group Name:	Percentage Weight:	
Tests	60	Group Option
Assignments	20	Group Option
Labs	10	Group Option
Final	10	Group Option
undefined	0	Group Option
undefined	0	Group Option
undefined	0	Group Option

As you can see, all groups defined total 100. If you do not want a group to be counted into the total grade then you can leave it to 'undefined' and set its percentage to 0. The last column is a button to set the group option. These options allows even more flexibility with your grading for a specified group by allowing you to drop lowest scores, if you wish, from a group.

**Edit Grade Window**

This window is where you select which grade you wish to change. Select a grade from the list on the left and then press the 'Edit Grade' button or the 'Delete Grade' button depending on what task you wish to perform. When you delete a grade, all student's scores are erased from their records and their Final grade is automatically updated. If you choose to edit the grade Check! automatically updates all students grades to reflect the changes made.

**Edit Student Window**

This window is where you select which student you wish to change. Select a student from the list on the left and then press the 'Edit Student' button or the 'Delete Student' button depending on what task you wish to perform.

### **Roster Import Selection Window**

This window is where you select what format characteristics your roster file has. If you are unsure of what the format is use an editor (such as wordpad) to open the roster file note the layout of the file. If you don't have a roster file then you can easily make one yourself by creating a simple textfile by following any one of the formats listed by this window. This may ease in your inputting of students if your school does not provide a roster file to you.

**Input score Window**

This window is where you assign a score for a student for the given listed grade. Place the number of points that the student has earned in the edit field and press OK.

### **Change Score Window**

This window is where you select a student from the list from the left and then select a grade from the list on the right. After you have selected from both lists you may press the 'Update Score' button and the Change score window will appear. A shortcut to updating a student's score is to DOUBLE-CLICK the grade name under the desired student in the main window's tree view.



**Group Option Window**

This window is where you can select the option to drop up to the lowest 2 scores of a group. For example if you have a Group called 'Tests', you may use this option to drop the lowest two scores by selecting 'Drop lowest scores in group' button.

**Select Grade Window**

This window is where you select a grade from the list from the left. After you have selected from the list you may press the OK button.

**Print Dialog Window**

This window is where you select what kind of report you wish to print.

**Roll Sheet:**

This option produces a list of all the students that are entered into the gradebook

**Full Report:**

This option produces a full report of all students and their scores, and final grade earned to date.

**Current Selected Tab:**

This option prints the current selected tab in the main view window. If the current tab selected is the 'Spreadsheet' tab, then a full report is produced.

**Wizard page**

This page is part of the [New Gradebook Wizard](#) option. Please read the page for instructions.

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**Wizard page**

This page is part of the [New Gradebook Wizard](#) option. Please read the page for instructions.

**Roster Wizard page**

Use this option to tell the New Gradebook Wizard that you have a roster file to import. After the Wizard has run and you have selected this option, Check! gradebook will ask you the location of your roster file.



**Wizard page**

This page is part of the [New Gradebook Wizard](#) option. Please read the page for instructions.

## GradeBook display

This is the main display of Check! Gradebook. It is divided into two different areas. First, on the left, there is the tree view which lists all of the students and their scores for grades. Next, on the right, there is the tabbed displays. The first tab is the spreadsheet which gives a column listing of all the students and their scores for grades. The next series of tabs are of histogram display so that you can graphically see how students are performing on grades. There are various shortcuts in this view, try Double-clicking on tree items to see what happens!

	TEST1	TEST2	Final Grade
Awsome, Andy	100.00	75.00	92.50 -A
Best, Betty	85.00	85.00	91.00 -A
Carefull, Cathy	60.00	95.00	86.50 -B

Number of A's :2  
Number of B's :1  
Number of C's :0  
Number of D's :0  
Number of E's :0

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## **Common Check! Vocabulary**

*GradeBook:* This is where all of a class's information is stored. Check! is setup much like a word processor on a computer. A word processor has documents that a user can open up to edit, sometimes more than one at a time. Analogously Check! has gradebooks that are opened to edit, even several at a time!

*Student:* The main reason you started teaching in the first place. All of the student records have four fields; **Student's Lastname, Student's Firstname, Student's Id Number,** and **Student status.**

*Grade:* The grade record is the definition of the assignment itself. The Grade record sets **the Grade Name**, a date, The **MAX**imum number of **Points** for that grade, the **Weight** of the grade, if the grade is going to be **Included in** the **Final Grade** assigned to the student, and the **Group** that the grade is assigned to.

*Score:* This is the total points that a student achieves in a grade.

*Group:* Each Grade is assigned to a specified **Group**. These groups could be Tests, Assignments, Final, Projects, Attendance, Labs, etc... Every group has their own **Percentage Weight**. That is, what percentage of the total grade is that specified group. The sum of these percentage weights must total 100.0. Also, each group has their own **Group options**. These options tell Check! whether or not to drop the lowest grade(s) or not. Setting these options will be explained later in the manual

*Grade Breaks:* These are the percentages that are assigned that define in what grade bracket a student's total grade falls in.

*Course Info:* Every class has a topic that it will cover. This **Course Name, Number,** and **Section** define the basic subject of the class. Also the **Year, Term,** and **Instructor** are included in the course info.

*Student Network:* Check! has the ability to mail a copy of the grades to students. These students who are in the class, can view their **only** their own grades so that they may see where their scores, final grade, and class standing is at, without having to make an appointment with the instructor. This is viewing of the grades is done with the separate Grade! program that is supplied with Check! Also since this is an email with an attachment, a teacher can broadcast messages to the class, keeping students up to date with any class announcements.

### How Check! calculates students grades

Check!, using the scores and grades supplied , calculates grades in the following manner:

First Check!” weights all scores by multiplying each students score by its respected grade weight.

$$\frac{1 * 95}{1 * 100} \text{ ( Test1)}$$

$$\frac{3 * 97}{3 * 100} \text{ ( Test2)}$$

$$\frac{1 * 8}{1 * 10} \text{ ( Assignment1)}$$

$$\frac{1 * 8}{1 * 10} \text{ ( Assignment2)}$$

$$\frac{1 * 180}{1 * 200} \text{ (Final)}$$

Second, all “weighted” scores, in a group, are added together.

Tests

$$\frac{95}{100} + \frac{291}{300} = \frac{386}{400} = .965$$

Assignments

$$\frac{8}{10} + \frac{8}{10} = \frac{16}{20} = .8$$

Final

$$\frac{180}{200} = .9$$

Third, all added scores are multiplied by the groups percentage

Tests (group percentage is 70%)

$$.965 * .70 = .6755$$

Assignments (group percentage is 10%)

$$.8 * .10 = .08$$

Final (group percentage is 20%)

$$.9 * .20 = .18$$

Last , groups are added together to produces the student’s final score

$$.6755 + .08 + .18 = .9355 = 93.55\% \text{ “A”}$$

**Attendance entry add command**

This command adds an attendance entry into the gradebook. When selected, this command cycles through all the students entered into the gradebook and asks for an attendance record.

**Student attendance edit command**

This command edits an attendance entry already entered into the gradebook.

**Attendance entry delete command**

This command deletes an attendance record already entered into the gradebook.



**Attendance add window**

This window collects the attendance information for the current student listed in the window. Select the appropriate button and then press the OK button.

**Attendance entry change window**

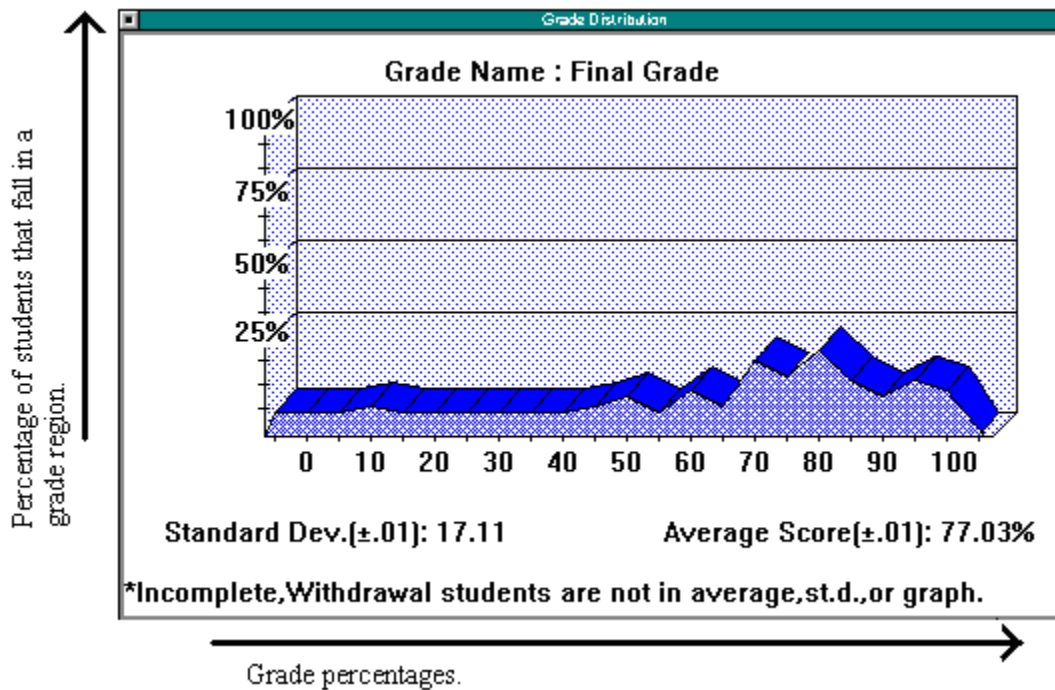
Select a student on the left then select and entry on the right to bring up the Attendance edit window to change a student's attendance record.

**Delete Attendance entry window**

This Window allows you to delete an attendance record from the gradebook. By selecting a record from the list on the left and then pressing the 'Delete record' button the record for each student will be deleted.

## How to read the graphs in Check! Gradebook

Using the graph below the gathering of useful information about a particular grade and how the students performed can be utilized. Above it is evident that close to 25% of the students had a score of 80% for this grade. The standard deviation is another tool to measure how well the students understand the material for that grade. The smaller the standard deviation, the more tightly coupled the scores are to one another. In mathematical terms, the standard deviation is the average distance of each score from the average score.



## **Warranty Information**

### **30 Limited Warranty**

Calico Educational Software warrants to the Purchaser that the software media will be free from defects in materials and workmanship and that the software will execute its programming instructions when properly installed. Calico Educational Software does not warrant that the software will be uninterrupted or error free.

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### **Software Media License**


- The purchaser may only install the gradebook program (Check!) on one computer.
- The purchaser may install the student network program (Grade!) on as many computers as the purchaser wishes as long as each installed student network program(Grade!) in used in conjunction with the legally purchase gradebook program(Check!)
- The accompanying written user's guide may not be copied or duplicated in whole or in portion with out the written consent of Calico Educational Software.



## **Print command (File menu)**

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

## **Shortcuts**

Toolbar:   
Keys: CTRL+P

## **Print dialog box**

The following options allow you to specify how the document should be printed:

### **Printer**

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

### **Setup**

Displays a Print Setup dialog box, so you can select a printer and printer connection.

### **Print Range**

Specify the pages you want to print:

**All** Prints the entire document.

**Selectio** Prints the currently selected text.

**n**

**Pages** Prints the range of pages you specify in the From and To boxes.

### **Copies**

Specify the number of copies you want to print for the above page range.

### **Collate Copies**

Prints copies in page number order, instead of separated multiple copies of each page.

### **Print Quality**

Select the quality of the printing. Generally, lower quality printing takes less time to produce.



## **Print Progress Dialog**

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

**Print Preview command (File menu)**

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

## **Print Preview toolbar**

The print preview toolbar offers you the following options:

### **Print**

Bring up the print dialog box, to start a print job.

### **Next Page**

Preview the next printed page.

### **Prev Page**

Preview the previous printed page.

### **One Page / Two Page**

Preview one or two printed pages at a time.

### **Zoom In**

Take a closer look at the printed page.

### **Zoom Out**

Take a larger look at the printed page.

### **Close**

Return from print preview to the editing window.

**Print Setup command (File menu)**

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

## **Print Setup dialog box**

The following options allow you to select the destination printer and its connection.

### **Printer**

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

### **Orientation**

Choose Portrait or Landscape.

### **Paper Size**

Select the size of paper that the document is to be printed on.

### **Paper Source**

Some printers offer multiple trays for different paper sources. Specify the tray here.

### **Options**

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

**Page Setup command (File menu)**

<< Write application-specific help here. >>

