

VAR Grade for Windows

Version 1.02A

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This is the *shareware* version of **VAR Grade for Windows!** This README file will help you get started with the program.

Since 1988, **VAR Grade** has been hailed as the most flexible, complete, and capable grading program available. **VAR Grade for Windows (VGW)** is a major update of that program. VGW allows you to grade, record attendance, and do seating charts for your classes. This is a complete grading system, and will do just about anything that you need or want to do regarding class records. In particular, it will allow you to record, analyze, and print grades and attendance, do seating charts, and have database items. Below is a list of some of the features of this program. In general, the program allows an almost unlimited number of students, grades, attendance, database items, reports and analyses.

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1. Features

This program is flexible enough to allow you to grade your class with the same methods you now use--except that VGW does the tedious chores of adding, plotting, and writing the scores. The program has been written by and for teachers and requires no special knowledge of computers, Windows, or MS-DOS. However, you do need to know the basics of how to start and run programs.

If you are not an experienced computer or **VAR Grade for Windows** user, there are numerous tutorials and hints that show you how to get started with the program. VGW also has help and context-sensitive help available.

VAR Grade can be used for both grades and attendance. You may grade with either letter or number grades, and you can mix and match letter and number grades. You can change the points of any assignment or score at any time. You can use many different types of pre-defined assignments (tasks), including ones that are the sums, averages, and weights of other tasks. Any task or combination of tasks can be plotted, correlated, and analyzed statistically.

Attendance and seating charts for your classes can be recorded. VGW can print attendance for each day, or total the attendance a myriad of ways.

Either individual student scores or scores for each section of the class can be printed. You can also add database items, such as address, age, and year in school.

International users can change all text that is printed, date formats, and other country dependent information.

There are no other grading programs that can do all that **VAR Grade for Windows** does, whether they are shareware or "buy before you try" (store-bought) programs. Try VGW, then register it.

VGW will allow you to:

- have up to 16,000 students, with 8,000 assignments per student
- divide the class into as many sections (groups) as you want
- have up to 240 days of student attendance
- have up to 200 database items
- have up to 2 seating charts per section of students
- have an unlimited number of classes
- have up to 4 grading systems per class

You can:

- sum, average, weight, and scale assignments, discard the lowest, convert scores to percentages, assign extra credit, assign final grades, and much more.
 - plot any assignment for any combination of students.
 - correlate any two exams.
 - calculate statistics on any assignment
 - calculate & assign T-scores, percentiles, and z-scores.
 - plot trends for the class or for an individual student.
 - display and print the scores for any combination of students or individually for each student, and even print scores from several classes on one report.
 - sort students numerous ways.
 - define your own grading system(s).
 - calculates scores needed by students to obtain specific grades (what ifs).
 - export and import data from other programs.
 - design and print your own printed reports.
 - use a calculator when entering scores
 - allows use of passwords
- and much MORE, in fact, do just about anything you want!

2. Requirements

VAR Grade for Windows requires 4 Megabytes of RAM (memory), 4 Megabytes of hard disk space, and Windows 3.1 or later. It works in Windows95, as well.

3. Installation

To install VGW:

- Select "File", then "Run" from the Program Manager.
- Enter "A:INSTALL" (if the disk is in the A: drive, otherwise change the A: to the directory where the program files are located).
- If necessary, change the suggested directories for where to install the program.
- Select the "Install" button.

The program will be installed, and a new folder opened called "VGW 1.0".

4. Getting started with VGW

To run VGW, double click on the **VAR Grade for Windows** icon. The first time you run the program, a "Hint" screen will appear, helping you get oriented to the program. We suggest running the tutorial(s) to help get started. The general order you should follow is to add students,

define tasks for entering grades, and, if you use attendance, defining the attendance dates. There are no predefined tasks (assignments) or attendance dates, so you need to define them before entering data.

5. Files included

There are two files on the disk: INSTALL.EXE, and VGW10.ZIP (or VGW.ZIP). The latter is a zip file containing all the program files. There may be other files for distributors, as well.

VGW10.ZIP or VGW.ZIP:

- VGW.EXE (program)
- DEWCCVG.DLL and DEWTCVG.DLL (required DLL files)
- GSW.EXE and GSWDLL.DLL (Graphics Server and DLL)
- BWCC.DLL (Borland Windows Control DLL)
- VGW.HLP (help file)
- VGW.TUT (tutorial)
- VGW.WRI (on disk manual)
- VGW.INF (program file)
- README.WRI (read me file: THIS FILE)
- README.DOC (same as README.WRI, except in ASCII)
- REGISTER.WRI (information on registration)
- SITELIC.WRI (information on site licenses)
- WSINTL.* (language files)
- *.FRM (example report forms)
- *.DAT, *.PAR (sample classes: SampleA, SampleB, SampleC, SampleD)
- INSTALL.EXE (installation program)
- UNINST.EXE (uninstalls VGW)

6. Registration and site licenses

Registration information is located in the file REGISTER.WRI. After installation, one of the icons in the "VGW 1.0" folder will display the registration information. You can also view the information by selecting "Help", then "Registration information" when using VGW.

Site license information is located in the file SITELIC.WRI. After installation, one of the icons in the "VGW 1.0" folder will display the site license information. You can also view the information by selecting "Help", then "Site license information" when using VGW.

Registered users receive the latest version plus a printed manual. If they register within 90 days of a major new version, they also receive the next version plus manual when it is released. In addition, the registered version doesn't have registration reminders or put "watermarks" on printouts.

Note: This version of **VAR Grade for Windows** is the shareware version, and is used on a trial basis only. You can use the program for 60 days to see if it will do what you want. After that, you should either register the program or remove it from your hard disk.

7. Changes to the Manual

Loading previous classes:

VGW automatically loads the last class that you used. However, you may not want the program to load a class when it starts. You can turn off the automatic loads on the "Options", then "File Options" dialog.

Writing by section:

When writing student data by section, the students are normally separated into their sections. You can prevent this by changing an option on the "Write", then "Option" dialog.

Viewing data by individual:

You can now add comments to each student by selecting "Comment" from the menu. The comments for each student are asked once, and remain there until you leave the screen or select different students. You can enter a comment up to 1024 characters long. The comment is displayed after all other data for that student. *Note:* The comment is not saved, and disappears after you leave the screen. You can, however, save the data to the Windows clipboard or to a file. The purpose of these comments to let you make specific comments about the student on the individual reports. If you wish to make permanent comments, define a database item for them.

Clearing an individual scores

You can now clear all task scores for an individual student by selecting "Edit", then "Clear scores" when in the Individual Data Entry window.

Defining sum, average, or percent tasks

When defining sum, average, or percent tasks, the "Select All" button is used to select all the tasks that are listed on the top listbox. To have the task use not only tasks that you have already defined, but ones that might be defined in the future, select "Type in numbers" instead of "Select All". Then, enter the numbers of all the tasks you want to use. Remember, the "Select All" button is used to select already defined tasks, while typing in the numbers will let you use not only tasks already defined, but those you might define in the future.

For example, you can define task 100 as an average task, then type in 1:99 as the tasks to use. Every task you add (up to number 99), will be automatically averaged into task 100.

Removing selected students

You can now select the students to remove from a class by selecting "Edit", then "Delete certain students" on the Main Menu. You then select the students to remove from a list of all students.

Editing class data

A new option has been added to the Edit Options dialog: Show database items on Class Entry. If you uncheck this option, database items will not be shown when entering data by class, but will be shown when entering data by individual students. To reach the Edit Options dialog, select "Edit", then "Options" when editing data.

Student comments:

You can now delete student comments when writing data by individual. This is done by selecting "Comments", then selecting the appropriate action. You, of course, must have entered them first before you can delete them.

Printing task numbers when writing individuals:

An option was added to turn on/off printing of task numbers when printing individuals. This option is changed on the Write Options dialog ("Write" on the Main Menu, then "Option"). This option is normally turned off.

Printing scores and attendance in grids:

You can now print scores and attendance in grids. This can make it easier to keep track of scores. To do this, you first need to be viewing the data. Next, select "File", then "Grids on page". Changing this option will affect printing in all your classes.

Rows on the screen when editing class data

There is now an option that allows you to change the number of columns listed on the screen when on the Class Data Entry screen. This allows you to fix any problems with the automatic determination of the number that should be shown. If you cannot see scroll bars when editing the class data, the program thinks there are more rows that can be displayed than there really are. Select "Edit", then "Options". The list box near the bottom of the dialog is used to change from "<auto>" to one of the other options. Changing this affects all classes.

Menu graying

In some circumstances, e.g., Windows NT, the graying of menu items may not work correctly. To prevent the graying, select "Edit", then "Options", then "Don't gray...". Changing this affects all classes.

Seating Charts

If you have a rectangular room, you can specify the width and depth of the class (in desks). You can have up to 10 desks for each dimension. After you specify the room desks, you can still move them around. You specify the room size by selecting, when viewing the seating charts, "Select", "Define Room". You specify the width (horizontal on the screen) and depth (vertical on the screen) of the class. The current seating will be deleted, with a new seating arrangement then determined. You can then randomize or arrange them alphabetically. You can also move desks.

Changing grade values or grading systems

When you change grade values, the letter grades are unchanged. However, the final or if grades can change. When changing the entire grading system, the new letter grades for students are determined from the grade values of the old grade system. Therefore, you probably want to define a new grading system *before* you enter any letter grades. Changing the grade values can be done at any time if they are done from the "Grade Values" option.

Warning: If you define a new grade system, but only change the grade values, the program will reassign new letters using the old grade values. For example, if you had an A worth 4 points, then change it to 95 points, the new grade will still be an A if you change the values in the Grade Values part of the program, but will probably be an F if changed in the define new grade system part of the program (if the value of a D is above 4).

Reversed grade systems

These are grade systems where the lowest grade values are the best grades and the highest grade values are the worst grades. *Warning:* If you have already defined a grade system and have letter grades, changing from a regular to a reversed system will alter letter grades (but not the calculated final grades and if grades). Grade cutoffs must always have the highest scores the best and the lowest scores the worst. One other warning: if you use letter grades and number grades, a reversed grading system will only work correctly if you have the lowest number grades as the best grades (like the letter grades).

Margins

You can now set the margins of printouts. Select "File", then "Margins" from the window you wish to print. Note that most or all laser printers have a minimum of 1/4" margins.

8. Changes since v. 1.00

Several items listed, in section 7, above, were added. Other changes are bug fixes and the clarifications listed below:

Writing class data:

To write class data so that v. 6 of VAR Grade (DOS version) can read the files, select "Option" on the Main Menu, then "VAR Grade version", and the "v. 6.0". You then have to save the class data.

Fonts

In some cases, a default font isn't automatically selected by VGW. When that happens, the windows can show funny shaped characters, or even a GP Fault can occur. If that happens, select a font by clicking on "View", then "Font" when editing data by class, **or** by selecting "File", then "Font" on the menu of the window you wish to print.

Error Message: Wrong version of GSW

If you get a message that the wrong version of GSW.EXE is present, that means that there is an earlier version of GSW.EXE and GSVDLL.DLL in either \windows\system or \windows. You can then copy these two files from \vgw\prog to the directory where the older versions are located.

9. Where to find newer versions

Registration information:

The file REGISTER.WRI contains information on how to register this program. Click on the "Register" icon to read that file.

You can contact us by:

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EMail: 73427.112@Compuserve.com
Mail: VARed Software
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Thousand Oaks, CA 91360 USA

WWW sites

We now have a WWW site at <http://users.aol.com/varedsw>. The latest versions are posted there, as well as shareware copies of these versions. Note that the registered version is updated more frequently than the shareware version, so may have a higher number than that listed on the WWW. In the future, we may also post bug fixes on this site.

FTP sites

You can also download the latest shareware versions at <ftp://users.aol.com/varedsw/prog>.