School Maestro Help Index

The following is a list of the major help topics.   Use the scroll bar to see entries currently not visible in the Help window.   For information on how to use Help, choose Using Help from the Help menu or press F1.

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Introduction to School Maestro

School Maestro is a comprehensive teacher productivity tool.   It includes a full featured gradebook program suitable for individual instructors or entire school systems.   In addition to the gradebook features, the program also does seating charts, tracks attendance, conduct and citizenship, creates reusable lesson plans, tracks appointments, maintains contact information and allows you to create and save your own database queries and form letters.   It allows you to add your own database fields for recording any type of information and to print reports using those fields.

School Maestro will be available both as a Windows 3.1 program and as a Windows 95 program.   The Windows 3.1 version runs fine under Windows 95.   The Windows 95 version will include some performance enhancements and additional features such as database replication.   A 486 CPU with a minimum of 8 MB of RAM is recommended to run the program.

Program features:
- Single and multiple user licenses are available.   May be run on a network.
- Unlimited instructors.   Additional licenses may be added at any time.
- Each instructor has a password and may only access his data.   The master user may access data for all users.
- User specified codes for not entered scores and not counted scores.
- Unlimited user defined subjects, task categories, attendance categories, letter grades, school years and marking periods.
  Use up to 25 task categories and 25 letter grades per class.
- Specify a subject, letter grades, grading curve, and grading method independently for each class.
- Calculate the overall average by summing all the points or by using an exact or relative weight for each task category.
- Calculate task category averages by summing the points in a category or by averaging the percentage scores of tasks in a category.
- Discard the worst "n" scores per category.
- Base the weight of extra credit on the extra credit points or use a weighted extra credit.
- Easily select class dates and times from a calendar.
- Optionally use attendance scores when calculating the overall average.
- Assign students to classes from a master student list or from any other class.   Transfer students between classes.
- Individual tasks in a category may be weighted differently.
- Enter task scores as raw scores, percentage scores, letter grades or as free text.   Easily adjust the average and/or standard deviation.
- Averages may be unrounded, rounded to the nearest tenth or rounded to the nearest whole number.
- Live updates to points, averages and letter grades as scores are entered.   Great for "what if" analysis.
- Manually override any program assigned letter grade.
- Enter a comment for each task for each student.
- Record any type of absence and automatically calculate an attendance score.
- Record a daily attendance comment for each student.
- Record attendance to the nearest minute.   Calculate the total minutes/hours present and absent.
- Record conduct and citizenship for each student.
- Use an existing class as a template for new classes.
- Incorporate a picture for each student.
- Import student names, ID numbers, scores and student data from other programs.

- · Automatically assign a teacher note to a student report based on the students letter grade or create and save a custom note for each student.
- · Easily create compressed backup database copies and restore a previous backup.
- · Add data using a data form or a data grid (user preference).
- · Add any type of database field to record any desired information for instructors, subjects, task categories, attendance categories, school years, marking periods, students, lesson plans and contacts.
- · Easily record appointments and keep a Things To Do list.
- · Record and maintain contact information.
- · Edit and save lesson plans by subject using any desired fields.   Automatically assign subject lesson plans to classes or drag and drop lessons to specific class dates.
- · Automatically create seating charts or manually arrange them by "dragging and dropping".
- · All reports may be print previewed and allow various levels of zoom.   All reports may be copied and pasted to other programs such as Word for further customization.
- · Create, edit, save and run queries to obtain any desired information.   The query results may be printed as a report or may be exported to other programs.   Queries may be used directly by programs such as Word, Excel or Access to print user customized reports.
- · Create and edit your own form letters utilizing your own data queries.
- · Extensive context sensitive help.
- · All reports may be individually customized.   Items that may be customized include colors, fonts, font sizes, page numbers, titles, dates, logos, grid shading, boxes and lines, margins, orientation and report specific options.   Reports may be printed 1, 2 or 4 pages per sheet of paper.   Reports are included for the following (additional reports are available).

    Appointment List
    Class lesson plans
    Class parameters
    Class scores chart
    Database structure
    Final exam score required
    Form letter
    Four quarter report card
    Incomplete assignments
    Individual absences with comments
    Individual grade list
    Individual score list
    Individual task comments
    Individual times with comments
    Instructor absences
    Instructor 4 quarter yearly summary
    Instructor 6 period yearly summary
    Instructor calendar schedule
    Instructor data report
    Instructor grade list
    Instructor missing minutes
    Instructor phone list
    Lesson schedule
    Letter grade distribution chart
    Mailing labels - Avery 5160
    Multiple subject
    Multiple subject with overall attendance
    Multiple subject with tasks

Quick Start Tutorial

Welcome to **School Maestro**.   The following is a brief tutorial to assist first time users in getting started using the program.   You may print a copy of this tutorial by doing a File, Print Topic.   You may return to this tutorial for future reference by doing a Help, Contents from the main program menu and then selecting the Quick Start Tutorial.   If you need help using the help system, you can select Help, How to Use Help, from the above help menu.   You may obtain context sensitive help anywhere in the program by pressing the <F1> key or by clicking on the Help Button.

To start using **School Maestro** to print progress reports you must log on as an instructor, add some students, add a <u>class</u>, assign students to the class, add at least one <u>task</u>, add some scores and print the desired report.

Quick Start for Fast Learners:

For each one of the following steps, you can obtain additional help by clicking the Help button whenever you are in one of the dialog boxes.

The first time you log on, the program requests that you enter your name.   After you do this, click the done button and enter in your desired password.

Select the desired school year by doing a **Data, School Year, Select.**

Select the desired marking period by doing a **Data, Marking Period, Select.**

Enter some students by doing a **Data, Students, Edit Grid.**

Add a Class by doing a **Class, Class, Add.**

Assign some students to the class by doing a **Class, Students, Assign/Unassign.**

Enter some tasks for the class by doing a **Class, Tasks, Enter/Revise.**

Enter some scores for the tasks by doing a **Class, Scores, Edit Grid**.

View and print the report by doing a **Report, Select** and select the Instructor Grade List report.

Instructor Log On:

The first time you start **School Maestro**, the title bar will indicate the currently selected <u>marking period</u> and <u>school year</u> and will indicate that there is no current instructor and no current class.   If you are running a multi-user version, and other instructors have already logged on, then one of the other instructors will need to log on before you can add a new instructor.   To enter yourself as an instructor, do a Data, Instructor and then select either <u>Edit Form</u> or <u>Edit Grid</u>.   The Edit Form will be displayed automatically the first time you run the program.   When entering data into **School Maestro**, you may use a data form where you enter data into text boxes or you may use a data grid where you enter data into a spreadsheet like grid.   You may select either method depending on your preferences.   You might prefer to use a data form when entering data for long fields and to use a data grid when entering short information.   As a minimum, you must enter at least your last name.   You may also enter your full

name, phone number, office location, etc., and may later add any additional fields that you want to record information for.   After entering your information, press the <Done> key.

You will then be prompted to enter your password.   Your password may be between 3 and 12 characters long and must be entered.   You should keep a record of your password.   You will be required to enter it whenever you start the program as an individual user unless you log on as the master user using the master password.   The password will prevent anyone else from accessing your data by running **School Maestro**.   It does not prevent someone from accessing your data if they use another program to read the database file.   This can be prevented by using the security features built into Microsoft Access and using an Access password and Access user name.   You will be prompted for your password every time you start the program.   If you are running a multi-user version and other instructors have also logged on, you will need to select your name as the current instructor when you log on.

If you have a single user version of the program and no one else has access to your computer, you may have the program automatically enter your password.   To do this, start the program with a command line switch that includes your password.   If your password is Rusty, the command line would be:

C:\SMAESTRO\SMAESTRO.EXE   /pwRusty   (typ for Windows 3.1)   or
C:\Program Files\SMAESTRO.EXE   /pwRusty   (typ of Windows 95).

To log on as the master user, select the master user option when the program starts.   You are then prompted to enter the master password.   Initially the master password is set to "Rusty".   You should change the master password the first time you log on as the master user by doing a File, Master Password.   The master user may select any instructor as the current instructor and thus has access to any instructor's data.   The master user may also create, edit, save and run queries that access data for any user.   You must be signed on as the master user to restore a database, modify reports, delete an entire school year, etc.   If you have a single user version of the program, you automatically have master user privileges and do not need to sign on as a master user.

After you log on, the current instructor's name will be listed in the title bar of the program.

Adding or Revising Subjects:

The next step in using **School Maestro**, is to add or revise subjects.   Do a Data, Subjects and review the list of subjects.   You do not need to delete subjects that you don't use.   However, you need to verify that subjects that you do use are listed.   You may add additional subjects or revise the names and data for existing subjects.   You may add additional fields to record subject information.   If you plan on printing report cards, you should not delete or rename the Attendance subject as it is used for posting overall absences, tardies, citizenship and conduct.

Adding or Revising Task Categories:

The next step in using **School Maestro**, is to add or revise task categories.   Do a Data, Task Categories and review the list of task categories.   You do not need to delete task categories that you don't use. However, you need to verify that the task categories that you do use are listed.   You may add additional task categories or revise the names and data for existing task categories.   You may add additional fields to record task category information.   You must enter a category abbreviation for each category.

Adding or Revising Attendance Categories:

The next step in using **School Maestro**, is to add or revise attendance categories.   Do a Data, Attendance Categories and review the list of attendance categories.   You do not need to delete attendance categories that you don't use.   However, you need to verify that the attendance categories

that you do use are listed.   You may add additional attendance categories or revise the names and data for existing attendance categories.   You may add additional fields to record attendance category information.   You must enter a category abbreviation for each category.   If you want to reduce a student's <u>overall average</u> due to absences, you must also enter how many free absences of each type are allowed and how much you want to deduct from the average for each additional absence.   If you plan on printing report cards, you should not delete or rename the TU (tardy unexcused) or AU (absense unexcused) category abbreviations as they are used to record the overall absences and tardies.

Adding or Revising School Years:

The next step in using **School Maestro**, is to add or revise school years.   Do a Data, School Years and review the list of school years.   You do not need to delete school years that you don't use.   However, you need to verify that the school years that you want to use are listed.   You may add additional school years or revise the names and data for existing school years.   You may add additional fields to record school year information.

Adding or Revising Marking Periods:

The next step in using **School Maestro**, is to add or revise marking periods.   Do a Data, Marking Periods and review the list of marking periods.   You do not need to delete marking periods that you don't use.   However, you need to verify that the marking periods that you want to use are listed.   You may add additional marking periods or revise the names and data for existing marking periods.   You may add additional fields to record marking period information.   You must enter an abbreviation for each marking period.

Adding Students:

The next step in using **School Maestro**, is to add students to the program.   The program keeps a master list of students and student data.   Student data need only be entered once for a student and doesn't need to be reentered for different classes or grade levels.   Student data may be manually entered or student names and ID numbers may be imported to the program.

To add students, do a Data, Students and then select either the Edit Form or Edit Grid.   You must enter at least a last name for each student.   You may enter any additional student information in the existing fields or you may add any desired fields.

Adding a Class:

The next step in using **School Maestro**, is to add a class to the program.   When you add a class, it is added to the current marking period of the current school year.   These are listed in the program's title bar.   To select the school year, do a Data, School Years, Select and select the desired school year.   To select the marking period in the current school year, do a Data, Marking Periods, Select and select the desired marking period.

After selecting the school year and marking period, do a Class, Class, Add.   You then enter the tentative class schedule in the Class Schedule Dialog Box.   You select the beginning and ending class dates, the normal start and finish times and the normal days of the week that the class meets.   You may later adjust the start and finish times for specific dates and adjust the days that the class meets if it doesn't meet the same days each week.   The Add Class Dialog Box is then used to enter additional class information.   When adding a class, you must, as a minimum, enter a class name and select a subject.

Each class may use a different set of <u>letter grades</u>.   To select the letter grades you want to use, click the Select Button beside the Letter Grades Label.   You may then select the desired letter grades from the Letter Grades Dialog Box or you may elect to enter your own custom letter grades if none of the

existing schemes match your requirements.   You may also elect to not use letter grades at all if all you don't use them.

Each class may use different letter grade cutoffs unless the class is not using letter grades.   You can enter the cutoffs by clicking the Select Button beside the Grading Curve Cutoffs Label and entering the cutoffs into the Grading Curve Dialog Box.   Note that the cutoff point is the minimum value required for the student to receive the listed letter grade.

Each class may use a different method for calculating the overall averages.   You can select the desired method by clicking the Select Button beside the Calculate Overall Averages By Label, and then selecting the desired method in the Overall Averages Dialog Box.   The overall average may be calculated by summing up all the points and dividing by the total possible, by using a percentage weight for each task category average or by using a relative weight for each task category.

Each class may also use a different method for calculating the task category averages.   If the overall average is being calculated by summing the points, then the task category averages are also calculated by summing the points in a category.   If the overall average is calculated by weighting the different task category averages, the task category average may be calculated by summing the points in each category or optionally, by averaging all the percentage scores in a category.   The later method may be used when you want the weight of a task to be determined by the individual task weight that you specify instead of by its perfect score.   The method is selected by clicking the Select Button beside the Calculate Category Averages By Label and selecting the desired method in the Category Average Method Dialog Box.

Each class may use different weights for the task categories and may discard the worst "n" scores per category.   If you are not calculating overall averages by weighting task categories, then you may not enter task category weights.   To enter the task category weights and the number of tasks you want to discard per category, click the Select Button beside the Category Weights and Discards Label and enter the desired weights and discards.   If you are using percentage weights for the task category weights, all the weights must add up to 100%.   If you are using relative weights, the weight of each category is proportional to its weight relative to the weights you assign to the other categories.

Each class may use a different method for including extra credit.   If you are calculating the overall average by summing all the points, the extra credit weight may be calculated by adding up all the extra credit points or can be determined by calculating the category average for extra credit tasks and using a weight for the extra credit.   If you are calculating the overall average by weighting task category averages, you may only use a weighted extra credit category.   To select the desired method for calculating extra credit, click the Select Button beside the Extra Credit Label and then select the desired method in the Extra Credit Dialog Box.   If using a weighted extra credit, you must also enter the desired weight you want to give to the extra credit task category.

You can enter the class schedule for each class.   The class may meet any day of the week, any time of day and different dates may meet at different times for different duration's.   To enter the class schedule, click the Select Button beside the Class Dates Label.   You may then select the class dates and input the times for each class.

You may specify for each class whether you want to include attendance when you calculate a student's overall average.   This is done by clicking the Select Button beside the Attendance Label and selecting the desired method from the Attendance Dialog Box.

When you have set the above options for the class, click the Add button to add the class.   The title bar will then indicate that the class you have just added is now the current class.

Assigning Students to a Class:

The next step in using **School Maestro**, is to assign students to the class.   This is done by doing a Class, Students, Assign/Unassign.   You are asked if you want to get the students from an existing class.   If you have already added a class and want to add another class with the same students, you should say yes to this question.   If another class doesn't already exist with the desired students, answer no.

The Assign Students Dialog Box is then used to select the students you want to add to the class.   The grid on the left will either list all the students you have entered into **School Maestro** or will list just the students from an existing class.   To add students to a class, first select the students you want to add and then click the Add Button.   Otherwise, just drag each student from the Master Student List Grid to the Class Student List Grid and then drop the student.   You can drop a student to any location in the list.   You may rearrange the student order by dragging and dropping the students to the desired position.   You can alphabetize the students by clicking the Alphabetize Button.   If you have added the students to the master list a class at a time, clicking the original order button will group all the students for the class together.   This makes it easier to select the students since they are then all grouped together (in the order they were originally entered).

Assigning Tasks to a Class:

The next step in using **School Maestro**, is to add <u>tasks</u> to the class.   This is done by doing a Class, Tasks, Enter/Revise.   The tasks are entered in the Tasks Dialog Box.   For each task, you can enter the task date.   The default date is the current date.   You may also input the task category the task is in.   Enter a descriptive name for the task and also a shorter abbreviation that may be used on some reports.

Enter a perfect score for the task and an individual task weight for the task.   The individual task weight determines how much weight a task has relative to other tasks in the same category.   You must then select the mode you want to use to enter scores for the task.   You may select raw, percent, letter or text.   If a student receives a score of 17 out of 20, you may enter a raw score of 17 with a perfect score of 20, or you may enter it as a percentage score of 85%.   If you don't grade your tasks using numerical scores, you may enter the score as a letter grade.   You may select any letter grade that you have assigned for the class.   If all you want to do is record some information, you can elect the text mode.   Scores that you enter in as text are not used to calculate the overall average, but may be used to record whatever data you want.

You may also arrange the tasks in any desired order by dragging and dropping them to the desired position.   You can automatically arrange the tasks by date or by category by clicking the Sort by Date Button or the Sort by Category Button.

Adding Task Scores:

The next step in using **School Maestro**, is to add scores to the tasks.   This is done by doing a Class, Scores, Edit Grid.   The column headings indicate the task date, category, task abbreviation, task weight, perfect score and entry mode.   As you enter a score, the grid automatically updates the averages and letter grade for a student.   The grid is divided into splits.   The students are listed on the left.   The middle split is used to enter the scores and may be scrolled separately.   The right split is used to show the current summary information for each student.   The actual columns displayed depend on the current method being used to calculate the overall averages.

If you do not enter a score for a task, it will default to the value you have selected (File, Options).   The default may be either a <u>not entered</u> or a <u>not counted</u> score.   Not entered scores are treated as 0 scores.   Not counted scores do not penalize a student.   You may set the codes you want to use for each type of

score by doing a File, Options.

You may also enter a comment for each student for each task in the text entry box in the lower left hand corner.

Touch typist or users that need to enter scores in random order may prefer to use the Input Score Dialog Box (Class, Input Scores).

Viewing and Printing a Report:

The next step in using **School Maestro**, is to view or print a report.   This is done by doing a Report, Select.   Assuming that you have added scores for at least one task, you may now do a Report, Select and select the Instructor Grade List Report from the Select Report Dialog Box.   Depending on the report you select, you may need to select additional items.   For the Instructor Grade List Report, you will first need to select the classes you want to include on the report in the Select Classes Dialog Box. You then must select the tasks you want to include on the report in the Select Tasks Dialog Box.   You may include all the tasks, none of the tasks, or any subset of the tasks.   You then select the students you want to include on the report.   You may select any subset of students from the Select Students Dialog Box.

After making the above selections, the report will appear in the preview window.   You can view each page of the report, jump to any page, print any page or all the pages, zoom to various magnification levels or copy the report to the Windows clipboard.   When the report is copied to the clipboard, it is copied as a Windows metafile (graphic).   Thus, you can paste it into any program that allows you to edit a metafile such as Word or Word Perfect and modify anything on the report.

You may also modify many report options such as margins, orientation, colors, fonts, font sizes, title, page numbers, date, and many report specific options by doing a Report, Modify.

School Maestro includes many more features than those included above.   Please refer to the manual or the appropriate sections of the on-line help for additional details.

School Maestro Order Form (1.16)

Telephone Orders: (*MC, Visa, Purchase orders*)   **CompuServe Orders:** (*Single license*)

 Call 800-727-2065 (*orders only*)   GO SWREG (*program ID #9956*)

 Call 517-727-2066 (*questions, current version info, etc.*)

Ship To: Via Priority Mail (*Express Mail, FedEx or UPS extra, foreign via 1st class air*)

 Name: _____

 Address: _____

                     _____

 City: _____ State: _____   Zip: _____

Register To: Name(s) or School Name/Dept, Copies 1, 2,... for group instructor licenses

 Name: _____

Single Instructor License: *May upgrade later to a Group or Multi-Instructor license*

 _____   Enter $39 for a single instructor license.   Includes bound manual.

Group Instructor License: *May add additional instructors at any time*

 _____   Enter $39 for the first instructor, $20 for each additional instructor up to 10, and
               $15 for each instructor over 10.   Ex. 12 instructors = 39 + 9 x 20 + 2 x 15 = $249
               Includes 1 unbound manual for copying, disk for each instructor's computer.

Mulitple Instructor License: *May add additional instructors at any time*

 _____   Enter $39 for the first instructor, $18 for each additional instructor up to 10, and
               $13 for each instructor over 10.   Ex. 12 instructors = 39 + 9 x 18 + 2 x 13 = $227
               Includes 1 unbound manual for copying, single disk for one computer or network.
               Includes "Home version" disk which allows running at home (off the network).

Discounts:

 _____   Deduct $4 if you purchased a review copy directly from the author.

Additional Bound Manuals: *For group or multi-instructor licenses*

 _____   Enter $10 for each additional manual.

Shipping and Handling:

 _____   Enter $4 for US orders, $6 for Canadian orders, $15 for foreign orders.

 _____   Additional shipping for express mail, FedEx, UPS - get quote from author.

Total: Make checks payable in US dollars to Russell Stevens or fill in credit card info below.

 _____   Total   MC/Visa # _____-_____-_____-_____   Exp ____/____

                     Signature: _____

Send To: **Email:**

 Russell Stevens   CIS   70150,323 or RAStevens

 R&R EdWare   AOL   RAStevens

 5191 Pine Grove Drive   Internet   RAStevens@aol.com

 Spruce, MI   48762

Optional Information: *Phone #, Email Address, Position, Suggestions, Where did you get School Maestro.*

 _____

 _____

 _____

Why Register

What is Shareware?

School Maestro is a shareware program.   You can think of shareware as try before you buy software.
It is not free software or public domain software.   Shareware is a distribution method for software.
Shareware copies of the program may be obtained from AOL, Compuserve, the Microsoft Network,
bulletin boards, CD-ROMs, disk vendors, etc., as well as directly from the program author.   You are
encouraged to duplicate and distribute shareware copies of **School Maestro**.   If you like the program
and use it for more than the 30 day trial period, you must register the program.

Registration Options

Single instructor, **group instructor** and **mulitple instructor** licenses are available.   Pricing for these
options is listed on the Order Form.   **School Maestro** is registered on a "per instructor" basis.   Each
instructor using **School Maestro** must be registered.

Single Instructor License:
You can register for a single instructor license.   A program registered for a single instructor will only
accept data and print reports for a single instructor.   When you start a program registered for a single
instructor, the initial splash screen will indicate that the maximum number of users is 1.   A single user
may install the program on more than one computer for his use only.   For example, you may install the
program on your home computer, laptop computer and a school computer for which you are the only
user running the program.   **School Maestro** allows you to easily transfer your data between computers.

Group Instructor License:
Several instructors from the same school may register for a group instructor license and receive a group
discount.   Each instructor in the group would receive a program registered for a single instructor.   Each
instructor would run the program on a separate computer and keep their data separate from the other
instructors.   Each program will indicate that the maximum number of users is 1.

Multiple Instructor License:
School Maestro may also be registered for a multiple instructor license if several instructors all share
the same computer or run the program over a network.   When registered to multiple instructors, a
master user has access to data from all the instructors.   The master user may then print report cards and
other reports that contain class data from more than one instructor.   Each individual instructor can only
print reports that contain data from their own classes.   It is up to the purchaser to determine who they
want to designate as the master user or if they want to give master user status to more than one user.
When you start a program registered for a multiple instructor license, the initial splash indicates that the
maximum number of users is equal to the number of registered instructors.   A multiple instructor
license includes a "Home version" copy of the program.   This allows instructors to create individual
databases of just their information and move it back and forth from the network version to their home or
laptop computer.

Note - A single instructor version of **School Maestro** may be used to record and track student
information (not class information such as scores, averages, and grades) for all the students in a school
or department.   However, a single user version may not be used to enter class information and print
reports for classes for more than one instructor.   If you have a single instructor version of **School
Maestro**, it may not be used to enter data from multiple instructors to print reports such as report cards
even if only one user (say the school secretary) is the only person using the program.   If you want to
print report cards that contain data from 45 different instructors, you must have at least a 45 multiple
instructor license of **School Maestro**.

How to Register

You may register **School Maestro** by mail by including a check, money order, purchase order, or MC or Visa number with expiration date with the Order Form.   The order form may be printed from the program.

You may register **School Maestro** by phone by calling 800-727-2065 or 517-727-2066 and using a MC or Visa.   Verbal purchase orders will not be accepted for group or multiple instructor licenses.   Purchase orders may be faxed (please call ahead).

Single instructor versions of **School Maestro** may be ordered using the shareware registration service on Compuserve - GO SWREG and register program ID# 9956.

Registration Benefits

Although the unregistered version of **School Maestro** is fully functional, there are several advantages to registering the program.

1. Registered users may obtain program support directly from the program author.   This can be a lifesaver if your grades are due tomorrow and you need help **now**.   Support is available by phone, fax, email, or mail.

2. Registered users receive a comprehensive laser printed, illustrated and indexed user manual with the latest registered version of the program.   The manual includes samples of all the different reports and charts that may be generated by the program.

3. Registered users are eligible for low cost updates.   The program is constantly being improved by incorporating user suggestions.

4. Registered users may purchase customized reports, queries, form letters, etc., to meet specific reporting requirements for a nominal charge.

5   The unregistered version indicates that it is unregistered when the program starts and prints "Unregistered Program" at the top of the reports.

6. Multiple instructor versions suitable for printing report cards and other reports that include data from several instructors are only available as a registered program.

7. Registered users receive a conversion program that will convert existing **GradeBook for Windows** class files.

8. You must have a registered version if you want to take advantage of the extra Microsoft Access security features.

9. Registered users receive a collection of Access reports, Excel templates and Word document templates that may be used for creating custom reports.

10. To encourage registration, some non-essential program features are disabled after the 30 day trial period has expired.   The following features are disabled:

    a. You cannot copy the attendance score or attendance minutes grids to the clipboard.

b. You can print preview reports but not physically print them.

c. Reports cannot be copied to the clipboard.

d. Queries may not be copied to the clipboard or exported to a file.

Disabling these features has no effect on the data you have entered or your ability to calculate grades, do lesson plans, etc.   The program will warn you several days prior to disabling any features.   All features may be restored by registering the program.   No data will be lost!

The program author appreciates and needs the support to continue improving the program.

ASP

This program is produced by a member of the Association of Shareware Professionals (ASP).   ASP wants to make sure that the shareware principle works for you.   If you are unable to resolve a shareware related problem with an ASP member by contacting the member directly, ASP may be able to help.   The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products.   Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message via CompuServe Mail to the ASP Ombudsman 70007,3536.

Program Support

Registered users may obtain technical support for **School Maestro** directly from the program author.   ***Do not call the 800 order line for support*** or to ask questions about the latest version, custom reports, etc. Please help keep the cost of **School Maestro** low by only using the 800 number for actual orders. Technical questions will not be answered on the 800 line.

Depending on how fast you need an answer, you may obtain support by mail, email, fax or phone.   If requesting support by mail or email, please identify yourself (email screen names do not identify you), and describe the problem you are having.   Some problems may require you to send a backup copy of your <u>database file</u> (SMAESTRO.MDB).   This file may be mailed on a disk or be emailed attached to a message.   If you email the file, please email a backup (compressed) copy to minimize upload and download times.   You may also need to send a copy of a printout.   They may be faxed or you can copy the preview screen of the printout to the clipboard, paste it into Word, and then email the Word document.

To obtain support by mail write:

Russell Stevens
R&R EdWare
5191 Pine Grove Drive
Spruce, MI   48762

To obtain support by email send a message to:

Compuserve - 70150,323 or (RAStevens)
AOL - RAStevens
Internet - RAStevens@AOL.COM

Every attempt is made to provide same day email responses.   Email may also be used to send custom reports, queries and form letters.

To obtain support by fax call:

517-727-2066 - you must call before sending the fax.

To obtain support by phone call:

517-727-2066

Registered users are welcome to call in the evening or on weekends when the phone rates are lower. Please call at reasonable Eastern Standard Times.   If no one is available to answer your call please call again.   Due to the volume of calls, the author cannot normally return calls.   The author will return emergency calls if specifically requested.   However, you may be asked to call back.   If possible, you should call for support with your computer running **School Maestro**.

Common problems and questions:

1. The **School Maestro** reports preview fine but do not print.

    The most probable cause is an outdated printer driver.   Most printer vendors allow you to download the latest printer drivers from Compuserve, AOL or their own bulletin boards or will send you the latest version if requested.

2. **School Maestro** reports print on the local printer but not on a network printer.

Make sure the name of the network printer does not include a space (use an underscore instead). You might also make sure the printer UNC name explicitly refers to a port.

3. Student pictures do not print.

   School Maestro is currently limited to printing 256 color bitmaps.   Reduce the color depth of the pictures.   Lower color depths also require less space to store in the database.

4. **School Maestro** gives an "Object variable not set" error message or says that I need more file locks.

   The School Maestro setup program verifies that you are using VSHARE.386 (enhanced mode share driver) or installs it.   If you are running Windows in Standard Mode, you need to run the DOS SHARE program before starting Windows.   Your AUTOEXEC.BAT file should contain the following line before any line that starts Windows:

   C:\DOS\SHARE   /L:500   /F:5100

5. **School Maestro** prints garbage characters on my post script printer.

   The reports normally use True Type fonts.   Try doing a Report, Modify and using a post script font for the report.

6. **School Maestro** stopped working after I installed another program.

   The program uses several files that are shared by other programs.   The shared files are normally installed in the \WINDOWS\SYSTEM subdirectory.   Some misbehaved setup programs will replace existing files with older versions.   If this should happen, running the **School Maestro** setup program again should solve the problem.   This will not affect any of your existing data.   If the problem persists, another program could have installed older versions of the shared files to the wrong location such as the \WINDOWS subdirectory.   In this case, Windows loads the old version first before it looks in \WINDOWS\SYSTEM.   To fix this, delete all copies of the shared files that are not in \WINDOWS\SYSTEM.   The program files are listed in the general section of the online help - <u>Program Files</u>.

7. **School Maestro** crashes when I print a report.

   Try doing a Report, Modify and turn off the option for including the logo.

Dialog Boxes

Select the desired dialog box from the following list.

About School Maestro
Add Class
Adjust Scores
Assign Students
Attendance
Attendance Minutes
Attendance Scores
Category Average Method
Check Appointments
Class Dates
Class Schedule
Color
Conduct and Citizenship
Create Query
Custom Letter Grades
Delete Database Field
Delete Students
Edit Attendance Categories Form
Edit Attendance Categories Grid
Edit Class
Edit Contact Form
Edit Contact Grid
Edit Instructor Form
Edit Instructor Grid
Edit Lesson Plan Form
Edit Lesson Plan Grid
Edit Marking Period Form
Edit Marking Period Grid
Edit Query
Edit Report Card Data
Edit School Year Form
Edit School Year Grid
Edit Scores
Edit Student Form
Edit Student Year Grid
Edit Subject Form
Edit Subject Grid
Edit Task Categories Form
Edit Task Categories Grid
Enter Appointment
Extra Credit
File
Font
Form Letters
Grading Curve

About School Maestro

The About School Maestro splash form is displayed when you start the **School Maestro** program or if you do a Help, About from the main menu.   It will indicate the version of the program that you are running and who it is registered too.   If you have a multiple instructor license, the number of licensed instructors will also be indicated.   **School Maestro** requires a license for each instructor using the program (not simultaneously using the program).   Each licensed instructor is eligible for program support.   Further licensing information is included on the order form.

The splash form also includes two phone numbers.   There is an 800 number listed where unregistered users may call to purchase the program.   The 800 number is for orders only and should not be used to ask what the current version is, when the next version is due, etc.   Technical questions will not be answered on the 800 number.   Registered users may call the support number for program support.   Unregistered users may call the support line if they have questions about program features or need help getting the shareware version installed.   Questions may also be sent via email to the email addresses listed or in writing to the address listed.

The program requires each instructor to log on using a password.   Instructors may not use the program to access data for other instructors.   However, other programs that can read a Microsoft Access database file (including Microsoft Access) would have access to all the data.   To prevent this, registered users may use the security features of Microsoft Access.   If these are implemented, you need to enter you Microsoft Access User Name and Microsoft Access Password when you start the program.

When you start **School Maestro**, you can elect to sign on as an individual user or as the master user.   If you have a single user version of the program, you automatically have master user privileges and do not need to sign on as a master user.   When several instructors are using the program, the master user has access to data from all instructors.   The master user requires a separate password.   Typically, the master user would be the one responsible for printing report cards or collecting data for the entire department or school.   Operations that may effect more than the current instructor such as adding or deleting database fields, creating queries, printing reports with data from multiple users, etc., require that you sign on as the master user.   It is up to the purchaser to determine who they want to designate as the master user or if they want to give master user status to more than one user.   After selecting how you want to sign on and clicking the OK button, you will be prompted to enter either your individual password or the master password.

See Also:

Why Register
Order Form
Quick Start Tutorial
Access Security

Add Class Dialog Box

If you add a new class it is added to the current <u>marking period</u> in the current <u>school year</u>.   The current marking period and school year are listed in the title bar of the program.   You can change the current school year by doing a Data, School Years, Select.   You may change the current marking period by doing a Data, Marking Periods, Select.

When you do a Class, Add from the main menu, you are first prompted to enter the class beginning and ending dates, the normal class start and finish time, and the normal meeting days of the week for the class in the <u>Class Schedule Dialog Box</u>.   All remaining class data items are then selected from the Add Class Dialog Box.   As a minimum, you must enter a class name and select a <u>subject</u> for the class.   The class name may be up to 40 characters long.

To select a subject, click the Select Button beside the Subject Name label.   The subject name may then be selected from the <u>Select Subject Dialog Box</u>.   You may add, revise and delete subject names by doing a Data, Subjects from the main menu.

The first time you add a class, you will need to specify the <u>letter grades</u> you want to use, the <u>grading curve</u> cutoffs for those letter grades, the method used to calculate the <u>overall average</u>, the method used to calculate <u>category averages</u>, the <u>weights</u> to be used for each category (if used), how many task scores you want to <u>discard</u> in each category, how you want to calculate <u>extra credit</u> (if used), and whether you want to use attendance in calculating the overall average.   For a single instructor, most of these parameters are the same for all of their classes.   To prevent having to reenter all this information for each new class, you can click the Select Template Class Button.   You may then select any previous class that you have entered as a template for the new class using the <u>Select Existing Class Dialog Box</u>.   All of the preceding parameters will then be automatically set based on the template class that you select and may be modified if desired.

Letter Grades

To select the letter grades that you want to use, click the Select Button beside the Letter Grades label.   You can then select the letter grades that you want to use from the <u>Letter Grades Dialog Box</u>.   You also have the option of not using letter grades at all.   If none of the existing letter grade schemes suit your needs, you may customize a set of letter grades using the <u>Custom Letter Grades Dialog Box</u>.

Grading Curve

After selecting the desired letter grades, you then click the Select Button beside the Grading Curve Cutoffs label to input the cutoff points that you want to use to assign letter grades.   The desired cutoffs are input using the Grading Curve Dialog Boxdlgs_gradingcurve.

Overall Averages

You then specify how you want to calculate the overall average by clicking the Select Button beside the Calculate Overall Averages By label.   The desired method is selected using the Overall Averages Dialog Boxdlgs_overallavgs.

Category Averages

You then specify how you want to calculate the category averages by clicking the Select Button beside the Calculate Category Average By label.   The desired method is selected using the Category Average Method Dialog Boxdlgs_selectcatavgmethod.   You may add, revise and delete categories by doing a Data, Task Categories from the main menu.

Category Weights and Discards

The desired category weights (if used) and the number of scores to discard per category are selected by clicking the Select Button beside the Category Weights and Discards label.   The Task Categories Dialog Boxdlgs_catinfo is then used to enter the desired weights and discards.

Extra Credit

Click the Select Button beside the Extra Credit label to select how you want to calculate extra credit. The Extra Credit Dialog Boxdlgs_extracredit is used to select the method for calculating extra credit (if used).

Class Dates

Clicking the Select Button beside the Class Dates label allows you to select the individual class dates and times.   The Class Dates Dialog Boxdlgs_classdates is used to select any class date and to specify different class times for different dates if required.

Attendance

Attendance may optionally be used when calculating a student's overall average.   This option is set by clicking the Select Button beside the Attendance label and then selecting the desired option on the Attendance Dialog Boxdlgs_attendance.   You may add, revise and delete attendance categories by doing a Data, Attendance Categories from the main menu.

You may get a summary of all the parameters that have been set for a class by doing a Report, Select and selecting the Class Parameters report.

Adjust Scores Dialog Box

The Adjust Scores Dialog Box is used to scale all the scores for a single task.   It may be used to adjust the average (mean) or the standard deviation to any desired value.   Not counted scores are not scaled.   Not entered scores may optionally be included in the scaling.   Scores can be scaled by multiplying them all by the same ratio, by incrementing them all by the same amount or by adjusting each one relative to the standard deviation.   If using a ratio, you may input the ratio factor or may input the desired mean and the required ratio factor will be used.   If incrementing all the scores, you may input a positive or negative increment or you may input the desired mean and the required increment factor will be used.   If a negative increment is used, scores will not be reduced to less than 0.   If you increase the standard deviation, scores will not be reduced to less than 0.   Scores may be scaled so that they exceed the perfect score.

When scores are scaled, the scaled scores overwrite the existing scores.   Some scaling operations are irreversible (if it causes some of the scores to be set to 0 to prevent them from going negative).   For example, you can add 10 points to all the scores and then subtract 10 points and all the scores will return to their original value.   However, if you do this in the reverse order and some scores are less than 10, they will be set to 0 when you decrease them by 10.   Increasing them then by 10 will result in scores that are not the same as the original scores.   You might want to enter a task with no weight that contains the original scores and use a separate task to store the scaled scores or at least make sure you have a record of the original scores in case the effects of the scaling operation are not what you expected.

See Also:

Adjusting Scores

Assign Students Dialog Box

The Assign Students Dialog Box is used for selecting the students you want to add to a <u>class</u>. The students must have previously been entered by doing a Data, Students. You have the choice of selecting students from all the students entered or for just the students that are in a particular class. The second option is useful if you teach several classes with the same students or if you are starting a new <u>marking period</u> with the same students.

When the dialog box opens, the available students are listed in the Master Student List Grid in alphabetical order. Students that already are in the current class are highlighted. If you have added your students to the master list a class at a time, then you should click the Original Order Button. The available students will then be listed by the order in which they were entered. Thus, all students in the same class would be grouped together. This makes selecting the students easier if they are grouped together by class.

To add a single student to the class, drag the student from the Master Student List Grid to the Class Student List Grid and drop the student at the desired location in the list. You may also select the student in the Master Student List Grid by clicking near the beginning of the student name (when you see the check mark). When the student name is highlighted, click the Add Button to add the student to the Class Student List Grid. To add several students at the same time, select them all and then click the Add Button.

To arrange the order of the students in the class, you can alphabetize them by clicking the Alphabetize Button. If you need to get the students in a particular order to match a manually kept grade book, just drag and drop a student to the desired location in the Class Student List Grid. You may want to do this for a late joining student that you have manually added to the end of your hard copy grade book. You can reorder the students at any time. Most reports will list the students in the order you have placed them.

To delete a student from a class, select the student in the Class Student List Grid and press the Delete Button. You can also drag the student from the Class Student List Grid to the Master Student List Grid. You will be asked to confirm if you want to delete the student. Deleting a student from a class will delete all his scores, comments, attendance, etc. Deleting a student from a class will not delete the student information such as addresses and phone numbers. To completely delete a student from the program, do a Data, Student and then use the Edit Grid or Edit Form to delete the student. Groups of students may be deleted by doing a Data, Students, Delete Student and using the Delete Students Dialog Box.

See Also:

Assigning Students
Deleting Students Dialog Box

Attendance Dialog Box

The Attendance Dialog Box is used to select whether you want to decrease a student's <u>overall average</u> due to absences and tardies.   The dialog box is presented when you are in the Add Class or Edit Class Dialog Box and click the Select Button beside the Attendance Label.

There are two options.   You may elect to decrease the overall average for excessive absences or to not use attendance when calculating the overall average.   The actual amount the average is decreased and the number of free absences of each type are set by doing a Data, Attendance Categories.   You can specify the total maximum deduction by doing a File, Options.

See Also:

Add Class Dialog Box
Edit Attendance Categories Form
Edit Attendance Categories Grid
Attendance
Instructor Absences Report
Individual Absences with Comments Report
Instructor Grade List Report
Individual Grade List Report

Attendance Minutes Grid

When you do a Class, Attendance Minutes, you get the Attendance Minutes Grid.   It is used to enter the time missed for each student for each <u>class</u> date.   The grid has 3 splits.   The leftmost split lists the student names and ID numbers.   It may be resized by dragging the split dividing line.

The middle split is used to enter the missing time.   It may be scrolled from the first class date to the last class date.   The top of each column lists the class date and the scheduled minutes of class time for that date.   To enter missing time, select the desired student and date and type in the number of missing minutes.   As you enter time, the totals listed in the rightmost split is updated to reflect the current totals.

The top of the minutes column in the right split will list the total minutes for the class.   The top of the hours column will list the total hours of class time.   The minutes and hours that each student has missed will be listed.

You may enter a comment for each student for each class date if desired.   Comments are entered in the text box in the lower left hand corner of the grid form.   If there is no existing comment the text box will say "No Comment".   You may enter comments up to 255 characters in length.   The comment would typically be used to describe the reason for the absence such as "Doctor appointment".

Clicking the Cancel Button at the bottom will close out the grid without saving the value of the current cell if it is being edited.   Clicking the Copy Button will copy the entire grid to the clipboard.   You could then paste it into any other Windows program such as a spreadsheet.   Clicking the Done Button will close out the grid.

See Also:

Attendance
Instructor Missing Minutes Report
Individual Times with Comments Report

Attendance Scores Grid

When you do a Class, Attendance Scores, you can elect to edit the attendance scores for the current class or the scores for all classes. If you elect to enter the scores for the current class you get the Attendance Scores Grid. It is used to enter the absences and tardies for each student for each <u>class</u> date. The grid has 3 splits. The leftmost split lists the student names and ID numbers. It may be resized by dragging the split dividing line.

The middle split is used to enter the <u>attendance category</u> abbreviation. It may be scrolled from the first class date to the last class date. The top of each column lists the class date and day of the week. To enter an absence, select the desired student. You may then type in the desired attendance category abbreviation or drop down the list box and select from the currently available codes. You may also click to automatically cycle to the next code. As you enter an absence, the totals listed in the rightmost split are automatically updated. The attendance codes you use are specified by doing a Data, Attendance Categories.

The Attendance Summary Column in the right split will summarize all the absences and tardies for each student. The Attd Score Column will list the attendance score for each student. For each attendance category you may specify the number of free absences or tardies allowed and the amount to add to the attendance score for additional absences or tardies. More absences result in higher attendance scores. The attendance scores may be deducted from a student's <u>overall average</u> if you elect that option when you add the class. The total maximum attendance deduction may be set by doing a File, Options.

You may enter a comment for each student for each class date if desired. Comments are entered in the text box in the lower left hand corner of the grid form. If there is no existing comment the text box will say "No Comment". You may enter comments up to 255 characters in length. The comment would typically be used to describe the reason for the absence such as "Doctor appointment".

Clicking the Cancel Button at the bottom will close out the grid without saving the value of the current cell if it is being edited. Clicking the Copy Button will copy the entire grid to the clipboard. You could then paste it into any other Windows program such as a spreadsheet. Clicking the Done Button will close out the grid.

If you elect to edit the attendance scores for all the classes, you select a single date that you want to edit. Depending on the option you have selected for Master Attendance (File, Options), you may then edit the attendance scores and comments for all classes or for just classes in the attendance subject (typically homeroom classes). Each student is listed with all their classes, instructors and class times. If you are signed on as a master user, you may edit classes for all instructors. This is useful if one person needs to edit or maintain attendance for the entire school.

See Also:

Attendance
Instructor Absences Report
Individual Absences with Comments Report
Instructor Grade List Report
Individual Grade List Report
Edit Attendance Categories Form
Edit Attendance Categories Grid

Category Average Method Dialog Box

The Category Average Method Dialog Box is used to select how you want to calculate the category averages.   The dialog box is presented when you are in the Add Class or Edit Class Dialog Box and click the Select Button beside the Calculate Category Averages By Label.

There are two options.   You may calculate the task category average by summing all the points in a category and dividing by the total possible points in the category or by averaging the percentage scores of each task in the category.   Not entered scores are treated as 0 scores.   Not counted scores are not used to calculate the category average.   If you are discarding the worst score(s), they are not used to calculate the category average.   If you are using a total points system to calculate the overall average, the category averages are not used (for information only).   If you are using a percentage weight or relative weight for each category, the category averages are weighted and used to calculate the overall average.

The available categories are entered by doing a Data, Task Categories.   Each class may have up to 25 different task categories.

See Also:

Add Class Dialog Box
Edit Task Categories Form
Edit Task Categories Grid

Check Appointments Dialog Box

The Check Appointments Dialog Box is used to check appointments when you do a Data, Instructor, Check Appointments.   It contains a calendar that is used to select the date you want to check.   The initial date selected is the current date.   Thus, today's appointments are listed when you first open the dialog box.   You can check appointments for any date by selecting a different date on the calendar.   Different months are selected by using the Month Scroll Bar.

All the appointments scheduled for the currently selected date are displayed in a grid that lists the appointment time, type, priority, and description.   If the description is too long to fit in the Appointment Description Column, you can click on the description and it will expand to list the entire description.   The appointment grid may be user configured.   You can change the column widths by dragging the sizing lines between columns.   You may also rearrange the column order by dragging the column headings.

The dialog box is also used to delete appointments.   To delete an appointment, select the row in the grid you want to delete and click the Delete Button.   For multiple occurrence appointments (annual, semiannual, quarterly, monthly, weekly, weekday, weekend, daily), deleting the appointment will delete all occurrences of the appointment.   You will be prompted to confirm that you want to delete the appointment.   Appointments do not need to be deleted.   Non-recurring appointments are automatically deleted after 45 days.   If you need to revise an appointment, just delete it and then add it again by doing a Data, Instructor, Add Appointment.

See Also:

Enter Appointment Dialog Box
Appointment List Report

Class Dates Dialog Box

The Class Dates Dialog Box is used to select class dates and times and is selected by doing a Class, Add or Class, Edit and then clicking the Select Button by the Class Dates Label.   When you first add a <u>class</u>, you select the first class date, last class date, normal weekdays, and normal meeting time using the Class Schedule Dialog Box.   The Class Dates Dialog Box may be used to modify the dates and times.   You can then modify the schedule for classes that don't meet on the same days each week or at the same time each day or to delete dates that are Holidays.

Dates that don't have a class are shown in green on the calendar.   Dates that have a class are shown in yellow with the currently selected start and finish time of the class.   The currently selected date in shown in red.   To modify a class date or time, first select the desired date so that it is shown in red on the calendar.   Different months may be selected by using the Month Scroll Bar at the top of the calendar.

To delete a current class date, select it and then press the Remove Day Button.   To add a class date, select the date and click the Add Day Button.   The start and finish time of the added day will be what is shown in the Start and Finish Time Scroll Bars.   To change the start or finish time of any date, first select the date.   Then use the scroll bar arrows to select the desired hour and minute.   If you want to revise the start and finish time of all class dates, click the Revise All Class Times Button.

Clicking the Cancel Button will leave the existing dates and times unchanged.   Clicking the Done Button will return you to the Edit Class or Add Class Dialog Box.

See Also:

 Add Class Dialog Box
 Class Schedule Dialog Box
 Class Parameters Report
 Instructor Calendar Schedule Report
 Lesson Schedule Report

Class Schedule Dialog Box

When you do a Class, Add, the Class Schedule Dialog Box is used to select the normal <u>class</u> dates and times.   The actual dates and times may be further modified using the Class Schedule Dialog Box since some classes may not meet on the same days each week or the same time each day or on Holidays.

The beginning and ending dates are selected using the Beginning or Ending Date Scroll Bars.   The normal start and finish times are selected using the Start and Finish Time Scroll Bars.   If the class does not meet at the same time each date, select the most common start and finish times.   This will require fewer times to then be modified using the Class Dates Dialog Box.

The normal class days are selected by checking the desired days of the week using the Normal Class Days Check Boxes.   If the class is on a rotating schedule, just select any weekday and then modify the schedule for each week using the Class Dates Dialog Box.

See Also:

Add Class Dialog Box
Class Dates Dialog Box
Class Parameters Report
Instructor Calendar Schedule Report
Lesson Schedule Report

Color Dialog Box

The Color Dialog Box is used to select a color.   Several **School Maestro** reports allow you to select a shading color and different colors that may be used for highlighting data.   You can select from one of the 48 standard colors displayed or you can select one of the custom colors.   You can define your own custom colors by clicking the Define Custom Colors Button.

When defining a custom color you can input RGB values or the hue, saturation and luminance.   The luminance may be adjusted by dragging the arrow to the right of the luminance bar.   You can move the cross hairs around the color scale to select the desired color.   Clicking the Add to Custom Color Button will add the custom color to the Custom Colors selection.

Conduct & Citizenship Dialog Box

When you do a Class, Conduct/Citizenship, the Conduct & Citizenship Dialog Box is used for entering conduct and citizenship grades for the current <u>class</u>. Grades may be up to 8 characters long and are typically values such as "Good", "Sat", "Ex", "UnSat", "3", etc.

To enter a grade, just type the desired grade for the selected student. The grid may be configured by the user. The column widths may be changed by dragging the sizing lines. The column order may be changed by dragging the column headers.

If your school system does not track conduct and citizenship for each class, but instead, uses a single value for all subjects in a <u>marking period</u>, then you should enter the conduct and citizenship grades for the Attendance <u>subject</u>. The homeroom class is typically used for this purpose. If the homeroom class uses the Attendance subject then you can enter conduct, citizenship, total absences and total tardies in the homeroom class. These values will then be used on the report card reports. However, you must first post the grades. After a marking period ends, do a RepCards, Post Current Class to post the grades for the current class. Any grades that are posted may be edited by doing a RepCards, Edit Current Class.

It is possible to track conduct, citizenship, absences and tardies for each individual class and have a report card that totals the absences and tardies and averages the conduct and citizenship. This would require a custom report card to be prepared.

See Also:

Four Quarter Report Card Report
Six Period Report Card Report
Edit Report Card Data Dialog Box

Create Query Dialog Box

It is impossible to include reports that satisfy all data reporting requirements.   However, **School Maestro** allows you to create, edit and save your own queries.   The queries are stored in the database.   Queries may be used by **School Maestro** to print form letters or to print or export Query Reports. Since the queries are stored in the database, other programs that can read a Microsoft Access database such as Word, Excel, and Access can use the queries directly to prepare custom reports.   Other programs can also create custom reports using the exported data.

Queries may be very simple or quite complex and are written in SQL and may contain parameters.   The program includes a query builder for generating simple queries.   Complex queries may be created by manually editing the queries or by preparing the query in another program such as Access and then pasting it into **School Maestro**.   Queries allow access to all data in the database.   Thus you need to sign on as the master user if you want to save or run a query.

To create a query, do a Queries, Create and use the Create Query Dialog Box.   You must determine what data you want to return.   All data that is stored in the database is listed on the Database Structure Report that may be printed out.   Select the tables that contain the desired fields by selecting them in the Select Tables List Box.   All the fields available in the selected tables are then listed in the Select Fields to Show List Box.   Select the fields that you want to include.   The selected fields determine the SELECT and FROM sections of the SQL statement (ex. SELECT Subjects.[Subject Name] FROM Subjects).   If no fields are selected, it is assumed that you want to return all fields (ex. SELECT * FROM Subjects).

The Order by Field List Box allows you to determine how you want the records to be sorted.   This determines the ORDER BY section of the SQL statement (ex. ORDER BY Subjects.[Subject Name]).

Criteria are used to limit the returned data to the requirements that you specify and determine the WHERE section of the SQL statement (ex. WHERE Subjects.[Subject Name] = 'Accounting').   To enter a criteria, select the field that you want to limit in the Field Name List Box.   Select how you want to limit the field in the Operator List Box.   Enter the limiting value in the Value Combo Box.   To select one of the existing values for the field, click the List Possible Values Button and select an existing value.   The criteria that you have selected may then be added to other criteria as either an "AND" value or an "OR" value by clicking the And into Criteria Button or the Or into Criteria Button.   All the current criteria are listed in the Criteria Text Box.   To redo the criteria, click the Clear Criteria Button.

The Create Query Dialog Box cannot be used to create queries that have true SQL table joins (INNER, LEFT, RIGHT).   However, it can adjust the WHERE clause for a similar effect.   Actual joins may be entered by saving a query, and then manually editing the query by doing a Queries, Edit Query.   **School Maestro** includes numerous queries that may be used as examples for building your own queries. Suppose the score information you want is in the ScoreData table but the student names are listed in the Students table.   You can simulate a join by clicking the Set Table Joins Button.   This brings up the Join Tables Dialog Box.   Use it to select the table pair and common fields to join on.

You can view the current SQL statement at any time by clicking the Show SQL Button.   The SQL statement may be copied to the clipboard by clicking the Copy SQL Button.   You can test the current SQL statement by clicking the Run SQL Button.   If you want to save the SQL statement for future use or further editing, click the Save Query Button and enter the name that you want to use for the query.

Example - suppose you want a list of all the failing students for the current marking period in the current school year.

1. Select the Classes, MarkingPeriod, SchoolYear, ScoreData, and Students tables in the Select Tables List Box.
2. Select the Classes.[Class Name], ScoreData.[Overall Avg], Students.[Stud Last Name], Students.[Stud First Name] fields from the Select Fields to Show List Box.
3. Select the ScoreData.[Overall Avg] field in the Field name List Box.
4. Select the less than (<) operator in the Operator List Box.
5. Enter the failing average of 60 into the Value Combo Box.
6. Click the And into Criteria Button.
7. Click the Set Table Joins Button and select the Classes and MarkingPeriod tables as the table pair in the Select Table Pair List Box.
8. Select the [Class MPer ID] and [MPer ID] fields in the Select Fields to Join Selected Tables on List Boxes and click the Add Join to Query Button.
9. Select the Classes and SchoolYear table pair in the Select Table Pair List Box.
10. Select the [Class Year ID] and [MPer ID] fields in the Select Fields to Join Selected Tables on List Boxes and click the Add Join to Query Button.
11. Select the Classes and ScoreData table pair in the Select Table Pair List Box.
12. Select the [Class ID] and [Class ID] fields in the Select Fields to Join Selected Tables on List Boxes and click the Add Join to Query Button.
13. Select the ScoreData and Students table pair in the Select Table Pair List Box.
14. Select the [Stud ID] and [Stud ID] fields in the Select Fields to Join Selected Tables on List Boxes and click the Add Join to Query Button.
15. Click the Close Button to return to the Create Query Dialog Box.
16. Select the MarkingPeriod.[MPer Name] field in the Field Name List Box, select the "=" operator in the Operator List Box and then select the desired marking period in the Value Combo Box.   Click the And into Criteria Button.
17. Select the SchoolYear.[SYear Name] field in the Field Name List Box, select the "=" operator in the Operator List Box and then select the desired school year in the Value Combo Box.   Click the And into Criteria Button.
18. Select the Students.[Stud Last Name] field in the Order By Field List Box.
19. Click the Run Button to run the query.
20. If the query returns the desired information, click the Save Query Button and give it a name.   You can then do a Queries, Run Query and select the query.   You can manually edit it, print the query report to the screen or make a hard copy.   You can also export the query results.   You can also use the query to create form letters.

Note - if you have Microsoft Access or another program that allows you to create queries using a query by example graphic format, you may prefer to create the query in that program.   To do this, just use the Create Query Dialog Box to create a simple query and save it.   Then do a Query, Edit Query, select the new query, highlight all the existing query text and then paste in the new query (Shift - Insert).

See Also:

Database Structure Report
Form Letter Report
Query Report
Form Letters
Queries
Customizing Reports with Other Programs
Edit Query Dialog Box
Run Query Dialog Box

Custom Letter Grades Dialog Box

Each class may use up to 25 distinct letter grades.   Several of the more common letter grade schemes are included with **School Maestro**.   They are selected by doing a Class, Add or Class, Edit and then clicking the Select Button beside the Letter Grades Label.   You can then select from any of the existing letter grade schemes using the Letter Grades Dialog Box.   You may elect to not use letter grades or you may click on the Customize Button to enter the letter grades you want to use.   This will open the Custom Letter Grades Dialog Box.

Letter grades are entered starting with the best grade (such as A+).   Grades may be up to 5 characters long, may not be blank and must be unique.   Letter grades are case sensitive.   Thus you may use letter grades such as "dost+".   If you elect the "letter" mode for entering a score for a task, you may enter the scores as a letter grade.   However, you must use the correct case.   If the letter grade is an "A", you may enter a score in as an "A" but not as an "a".

You can assign the cutoff you want to use for each letter grade using the Grading Curve Dialog Box. After you enter a set of custom letter grades for a class, they may be used for other classes.   The Letter Grade Distribution Chart Report will list and chart the number of students who receive each letter grade in the class.

See Also:

Class Parameters Report
Add Class Dialog Box
Grading Curve Dialog Box
Letter Grades Dialog Box
Letter Grade Distribution Chart Report

Delete Database Field Dialog Box

You may add custom database fields to **School Maestro** to track any kind of information.   You may also delete any database fields that you have previously added.   To delete a database field, do a Data and then select the desired data type such as Contacts or Subjects and then select Remove Database Field.   Note that since this may affect data entered by other users, you must be signed on as the <u>master user</u> in order to do this.

The Delete Database Field Dialog Box is then used to select the field that you want to delete.   You are prompted to make sure you want to delete the field and are asked to verify it since deleting a field will also delete all information that has previously been entered for that field.

A list of all the database fields may be obtained by viewing the Database Structure Report.   You may include fields that you have added on various reports and may use them in queries that you create.

See Also:

Database Structure Report
New Custom Field Dialog Box

Delete Students Dialog Box

In **School Maestro**, students are entered into a master list and then assigned to various classes.   Student and student data only needs to be entered once regardless of how many classes, marking periods, or school years the student is present for.   However, most instructors only need to track a student for a single marking period or for a single school year.

Deleting a student from the master list of students will also delete any report card data that has been posted for the student.   There are two ways to delete a student from the master list of students.   You can do a Data, Students, Edit Form or Edit Grid and delete individual students.   You may also do a Data, Students, Delete and delete entire groups of students.   Either way, a student may not be deleted from the master list unless the student is currently not assigned to any classes.   Students may be deleted from a class by doing a Class, Assign Students.   However, at the end of the marking period or school year, you would typically make a backup copy of the database and then delete all the old classes by doing a Class, Select and then a Class, Delete.

After a student has been deleted from all classes or all classes that he was assigned to have been deleted, he can be deleted.   Using the edit form or edit grid and deleting a single student at a time is possible but not recommended.   The Delete Students Dialog Box will list all students that are in the master list but are not currently assigned to a class.   You can then select the students you want to delete.   The Select Students to Delete List Box is an extended list box.   The easiest way to select a group of students is to hold down the <Cntrl> key and drag the mouse over each group of students you want to select.   To select all the students click the Select All Button.

To exit the dialog box without deleting any additional students, click the Done Button.   To delete the currently selected students, click the Delete Button.   After deleting classes and students, it is recommended that you do a Database, Compact.

See Also:

  Edit Student Form
  Edit Student Grid
  Assign Students Dialog Box
  Database Operations

Edit Attendance Categories Form

You get the Edit Attendance Categories Form when you do a Data, Attendance Categories, Edit Form.   It is used to add, edit, delete and revise the attendance categories you want to use in the program.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the attendance category name that you want to go to.

To revise a category, use the VCR Buttons or Goto Button to select the desired category.   You may then edit the category name and abbreviation.   The name may be up to 40 characters long.   The abbreviation may be up to 3 characters long.   Absences and tardies are entered into **School Maestro** by entering the abbreviation on the Attendance Scores Grid.

For each category, you can specify the number of free absences that are allowed in the Free Text Box. You might allow 2 free excused absences and 0 free unexcused absences.   After a student exceeds the free number, his attendance score is increased by the amount you enter in the Deduct Text Box.   Decimal numbers are allowed.   Higher attendance scores indicate worse attendance.   **School Maestro** will optionally deduct a student's attendance score from his regular plus extra credit average when calculating the overall average.   You may also enter a description for the attendance category if you think you might need to include it on a report.

To add a new attendance category, just click the Add Button.   You must enter at least a name and abbreviation.   If you decide to not add a new category when you are in add mode, just click the Cancel Button.

To delete a category, first select it with the VCR or Goto Buttons and then click the Delete Button.   If the attendance category is currently being used in one of the classes, you will be informed and will not be allowed to delete it.   If you want to use the Report Card Reports furnished with **School Maestro**, you should not delete the AU (absence unexcused) or the TU (tardy unexcused) categories.   They are used for recording the overall absences and tardies that you want to appear on a report card.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the AttdCategories table by doing a Data, Attendance Categories, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:

Attendance Scores Grid
Four Quarter Report Card Report
Six Period Report Card Report
Instructor Absences Report
Individual Absences with Comments Report
New Custom Field Dialog Box
Select Attendance Category Dialog Box
Edit Attendance Categories Grid

Edit Attendance Categories Grid

You get the Edit Attendance Categories Grid when you do a Data, Attendance Categories, Edit Grid.   It is used to add, edit, delete and revise the attendance categories you want to use in the program.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the attendance category name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.

To revise a category, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired category.   You may then edit the category name and abbreviation.   The name may be up to 40 characters long.   The abbreviation may be up to 3 characters long.   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.   Absences and tardies are entered into **School Maestro** by entering the abbreviation on the Attendance Scores Grid.

For each category, you can specify the number of free absences that are allowed in the Free Text Box. You might allow 2 free excused absences and 0 free unexcused absences.   After a student exceeds the free number, his attendance score is increased by the amount you enter in the Deduct Text Box.   Decimal numbers are allowed.   Higher attendance scores indicate worse attendance.   **School Maestro** will optionally deduct a student's attendance score from his regular plus extra credit average when calculating the overall average.   You may also enter a description for the attendance category if you think you might need to include it on a report.

To add a new attendance category, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter at least a name and abbreviation.   If you decide to not add a new category when you are in add mode, just click the Cancel Button.

To delete a category, first select it with the VCR or Goto Buttons and then click the Delete Button.   If the attendance category is currently being used in one of the classes, you will be informed and will not be allowed to delete it.   If you want to use the Report Card Reports furnished with **School Maestro**, you should not delete the AU (absence unexcused) or the TU (tardy unexcused) categories.   They are used for recording the overall absences and tardies that you want to appear on a report card.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the AttdCategories table by doing a Data, Attendance Categories, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line.   If you are editing a field that may contain multiple lines such as the description field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar.   If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing.   **To start a new line, press the <Cntrl> and <Enter> keys**.

See Also:

Edit Class Dialog Box

The Edit Class Dialog Box is the same as the Add Class Dialog Box.   You get the dialog box when you do a Class, Edit.

 See Also:

  Add Class Dialog Box

Edit Contact Form

You get the Edit Contact Form when you do a Data, Contacts, Edit Form.   It is used to add, edit, delete and revise contact information.   You may also use it to look up contact information if you need a phone number or address.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the contact name that you want to go to.   If you want to copy a phone number or address, just highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise a contact, use the VCR Buttons or Goto Button to select the desired contact.   You may then edit the contact information.   The contact name may be up to 40 characters long.   You may also enter a phone number, fax number, address and comment.

To add a new contact, just click the Add Button.   You must enter at least a contact name.   If you decide to not add a new contact when you are in add mode, just click the Cancel Button.

To delete a contact, first select it with the VCR or Goto Buttons and then click the Delete Button.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Contacts table by doing a Data, Contacts, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:

New Custom Field Dialog Box
Select Contact Dialog Box
Edit Contact Grid

Edit Contact Grid

You get the Edit Contact Grid when you do a Data, Contacts, Edit Grid.   It is used to add, edit, delete and revise contact information.   You may also use it to look up contact information if you need a phone number or address.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the contact name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.   If you want to copy a phone number or address, double click it to get into edit mode, highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise a contact, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired contact.   You may then edit the contact information.   The contact name may be up to 40 characters long. You may also enter a phone number, fax number, address and comment.   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.

To add a new contact, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter at least a contact name.   If you decide to not add a new contact when you are in add mode, just click the Cancel Button.

To delete a contact, first select it with the VCR or Goto Buttons and then click the Delete Button.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Contacts table by doing a Data, Contacts, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line.   If you are editing a field that may contain multiple lines such as the address field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar.   If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing.   **To start a new line, press the <Cntrl> and <Enter> keys**.

See Also:

New Custom Field Dialog Box
Select Contact Dialog Box
Edit Contact Form

Edit Instructor Form

You get the Edit Instructor Form when you do a Data, Instructor, Edit Form.   It also comes up automatically the first time you run **School Maestro**.   It is used to add, edit, delete and revise instructor information.   If you sign on as an <u>individual user</u>, you may only edit information for yourself.   If you sign on as the <u>master user</u>, you may edit information for any instructor.   If the program is only licensed for a single user, you can only edit information for that user.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the instructor name that you want to go to.   If you want to copy a phone number or address, just highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise instructor information, use the VCR Buttons or Goto Button to select the desired instructor. You may then edit the instructor information.   Whenever an instructor is added to the program, you are prompted to enter an individual password for the instructor using the Instructor Password Dialog Box. You should record the password as it will be required for future log ons.

To add a new instructor, just click the Add Button.   The program must be licensed for the additional instructor.   You must enter at least a last name.   If you decide to not add a new instructor when you are in add mode, just click the Cancel Button.

To delete an instructor, first select the instructor with the VCR or Goto Buttons and then click the Delete Button.   Deleting an instructor will delete all the classes that the instructor has entered.   You will need to restart **School Maestro** after deleting an instructor.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Instructors table by doing a Data, Instructor, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.   The Instructor Data Report and Instructor Phone List Report can be used to get a summary of instructor information.

See Also:

<u>**New Custom Field Dialog Box**</u>
<u>**Select Instructor Dialog Box**</u>
<u>**Edit Instructor Grid**</u>
<u>**Instructor Data Report**</u>
<u>**Instructor Phone List Report**</u>

Edit Instructor Grid

You get the Edit Instructor Grid when you do a Data, Instructor, Edit Grid.   It is used to add, edit, delete and revise instructor information.   If you sign on as an <u>individual user</u>, you may only edit information for yourself.   If you sign on as the <u>master user</u>, you may edit information for any instructor.   If the program is only licensed for a single user, you can only edit information for that user.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the instructor name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.   If you want to copy a phone number or address, double click it to get into edit mode, highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise instructor information, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired instructor.   You may then edit the instructor information.   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.   Whenever an instructor is added to the program, you are prompted to enter an individual password for the instructor using the Instructor Password Dialog Box.   You should record the password as it will be required for future log ons.

To add a new instructor, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter at least a last name.   If you decide to not add a new instructor when you are in add mode, just click the Cancel Button.

To delete an instructor, first select it with the VCR or Goto Buttons and then click the Delete Button. Deleting an instructor will delete all the classes that the instructor has entered.   You will need to restart **School Maestro** after deleting an instructor.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Instructors table by doing a Data, Instructor, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   The Instructor Data Report and Instructor Phone List Report can be used to get a summary of instructor information.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line.   If you are editing a field that may contain multiple lines such as the address field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar.   If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing.   **To start a new line, press the <Cntrl> and <Enter> keys**.

See Also:

New Custom Field Dialog Box
Select Instructor Dialog Box
Edit Instructor Form
Instructor Data Report

Instructor Phone List Report

Edit Lesson Plan Form

You get the Edit Lesson Plan Form when you do a Data, Lesson Plans, Edit Form.   It is used to add, edit, delete and revise lesson plans for the current <u>subject</u>.   Any instructor may enter and revise lesson plans for a subject.   However, only the class instructor may assign lesson plans to a particular <u>class</u>.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the lesson plan name that you want to go to.   If you want to copy part of a lesson plan, just highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.   You can then paste it into another lesson plan if desired.

To revise a lesson plan, use the VCR Buttons or Goto Button to select the desired lesson plan.   You may then edit the lesson plan.   The lesson plan name may be up to 40 characters long.   You may also enter a homework assignment, lesson objective and lesson description.

To add a new lesson plan, just click the Add Button.   You must enter at least a lesson plan name.   If you decide to not add a new lesson plan when you are in add mode, just click the Cancel Button.

To delete a lesson plan, first select it with the VCR or Goto Buttons and then click the Delete Button.   If a lesson plan is currently assigned to class, it cannot be deleted.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Lessons table by doing a Data, Lesson Plans, New Custom Field. If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:

New Custom Field Dialog Box
Select Lesson Plan Dialog Box
Edit Lesson Plan Grid
Lesson Plan Assignments
Class Lesson Plans Report
Subject Lesson Plans Report
Lesson Plans

Edit Lesson Plan Grid

You get the Edit Lesson Plan Grid when you do a Data, Lesson Plans, Edit Grid. It is used to add, edit, delete and revise lesson plans for the current <u>subject</u>. Any instructor may enter and revise lesson plans for a subject. However, only the class instructor may assign lesson plans to a particular <u>class</u>.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record. If you click the Goto Button, you can then select the lesson plan name that you want to go to. You may also use the cursor keys, the tab key and the mouse to navigate the grid. If you want to copy part of a lesson plan, double click it to get into edit mode, highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise a lesson plan, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired lesson plan. You may then edit the lesson plan. The lesson plan name may be up to 40 characters long. You may also enter a homework assignment, lesson objective and lesson description. To edit a cell, first select it with a mouse and start typing to replace the cell contents. To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.

To add a new lesson plan, just click the Add Button. You may also press the down arrow when you are on the last row to go add a new row. If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row. You must enter at least a lesson plan name. If you decide to not add a new lesson plan when you are in add mode, just click the Cancel Button.

To delete a lesson plan, first select it with the VCR or Goto Buttons and then click the Delete Button. If a lesson plan is currently assigned to class, it cannot be deleted.

Clicking the Cancel Button will discard any current editing changes and close the grid. Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Lessons table by doing a Data, Lesson Plans, New Custom Field. If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them. You may configure the grid. To change a column width just drag the sizing line between columns. To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line. If you are editing a field that may contain multiple lines such as the description field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar. If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing. **To start a new line, press the <Cntrl> and <Enter> keys**.

See Also:

New Custom Field Dialog Box
Select Lesson Plan Dialog Box
Edit Lesson Plan Form
Lesson Plan Assignments
Class Lesson Plans Report
Subject Lesson Plans Report
Lesson Plans

Edit Marking Period Form

You get the Edit Marking Period Form when you do a Data, Marking Periods, Edit Form.   It is used to add, edit, delete and revise underline marking period information.   The currently selected marking period and school year are listed in the **School Maestro** title bar.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the marking period name that you want to go to.

To revise a marking period, use the VCR Buttons or Goto Button to select the desired marking period. You may then edit the marking period information.   The marking period name may be up to 15 characters long.   The abbreviation may be up to 7 characters.   You may also enter the period number (RCardPer) that you want to be used when posting grades from the marking period.   Semester Exam 1 is posted to RCardPer 1, Semester Exam 2 is posted to RCardPer 2, Semester Exam 3 is posted to RCardPer 3, the Final Exam is posted to RCardPer 4.   The remaining marking periods are posted in order.   Quarter 1-4 would be posted to RCardPer 5-8.   If you are on 6, 6 week periods, Periods 1-6 would be posted to RCardPer 5-10.   The Fall, Winter, Spring, Summer marking periods would normally be posted to RCardPer 5-8.

To add a new marking period, just click the Add Button.   You must enter at least a marking period name. If you decide to not add a new marking period when you are in add mode, just click the Cancel Button.

To delete a marking period, first select it with the VCR or Goto Buttons and then click the Delete Button. You cannot delete the current marking period that **School Maestro** is using.   You can also not delete any marking period for which you have posted grades for (unpost the grades first).   Deleting a marking period will delete all classes that are in that marking period.   Marking periods do not need to be deleted if they are not being used.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the MarkingPeriod table by doing a Data, Marking Periods, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:

  New Custom Field Dialog Box
  Select Marking Period Dialog Box
  Edit Marking Period Grid

Edit Marking Period Grid

You get the Edit Marking Period Grid when you do a Data, Marking Periods, Edit Grid.   It is used to add, edit, delete and revise marking period information.   The currently selected marking period and school year are listed in the **School Maestro** title bar.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the marking period name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.

To revise a marking period, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired marking period.   You may then edit the marking period information.   The marking period name may be up to 15 characters long.   The abbreviation may be up to 7 characters.   You may also enter the period number (RCardPer) that you want to be used when posting grades from the marking period. Semester Exam 1 is posted to RCardPer 1, Semester Exam 2 is posted to RCardPer 2, Semester Exam 3 is posted to RCardPer 3, the Final Exam is posted to RCardPer 4.   The remaining marking periods are posted in order.   Quarter 1-4 would be posted to RCardPer 5-8.   If you are on 6, 6 week periods, Periods 1-6 would be posted to RCardPer 5-10.   The Fall, Winter, Spring, Summer marking periods would normally be posted to RCardPer 5-8.   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.

To add a new marking period, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter at least a marking period name.   If you decide to not add a new marking period when you are in add mode, just click the Cancel Button.

To delete a marking period, first select it with the VCR or Goto Buttons and then click the Delete Button. You cannot delete the current marking period that **School Maestro** is using.   You can also not delete any marking period for which you have posted grades for (unpost the grades first).   Deleting a marking period will delete all classes that are in that marking period.   Marking periods do not need to be deleted if they are not being used.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the MarkingPeriod table by doing a Data, Marking Periods, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

See Also:
New Custom Field Dialog Box
Select Marking Period Dialog Box
Edit Marking Period Form

Edit Query Dialog Box

You get to the Edit Query Dialog Box by doing a Queries, Edit Query.   It is used for editing existing queries.   After editing, you can test the new query, print the results, export or copy the results, save the changes or delete the query.

To edit a query, use the Select Query List Box to select the query that you want to edit.   The SQL statement for the query will then be listed in the query edit box.   If you want to copy some text in the edit box, highlight the desired text and press Cntrl-Insert.   If you want to paste in some text, place the cursor where you want to paste the text and then press Shift-Insert.   To paste in an entire query from another program such as Microsoft Access, highlight all the text and press Shift-Insert to replace the entire query.

The Create Query Dialog Box may be used to generate simple queries.   If you want to use parameter queries, SQL aggregate functions (Avg, Count, Min, Max, First, Last, StDev, Sum, etc.), group the results by field, or use inner, left or right table joins, you need to edit the query.   **School Maestro** includes many queries that may be used as examples when you are generating your own queries.   Certain parameters are automatically recognized by **School Maestro** and will present a dialog box when run so that you can select the desired value.   Please refer to the Query Procedure for more details on how to edit your own queries and create parameter queries.

Clicking the Test Button will run the edited query and display the results in the query grid.   The grid may be configured by the user.   You can change the column widths by dragging the sizing lines.   You can change the column order by dragging the column headings.

Clicking the Save Button will save the edited query.   Clicking the Export Button will export the results to a file that may be used by other programs to prepare custom reports or form letters.   The data will be exported using the field delimiter you select by doing a File, Options.   Clicking the Copy Grid Button will copy the data to the clipboard.   You can then paste it into other programs such as a spreadsheet.

Clicking the Print Button will print preview the query report.   You may then print the query results if desired.   Clicking the Delete Button will delete the currently selected query.   If the query is used in a form letter, the form letter will also be deleted.

See Also:

Form Letter Report
Query Report
Form Letters
Queries
Customizing Reports with Other Programs
Create Query Dialog Box
Run Query Dialog Box
Options Dialog Box

Edit Report Card Data Dialog Box

You get the Edit Report Card Data Dialog Box when you do a RepCards, Edit Current Class.   The current class must have had its grades previously posted by doing a RepCards, Post Current Class or Post All Classes.

You may want to edit the data if you want to override one of the values or if you want to enter specific data on one of the report card reports.   You may also directly enter the absences, tardies, citizenship and conduct that you want to appear on a report card if you don't want to use the Attendance subject to automatically post this information.

Important - If you edit the report card data for a class, your editing changes will be lost if you subsequently post grades for the class again.   Thus, you should only make editing changes prior to printing your report cards.   The preferred method would be to adjust the averages and override the grade if necessary directly in the class.   Future postings would then not alter your report card data.

To revise a value, just select it and type in the new value.   To edit an existing value, double click on it to place it into edit mode.   The grid may be configured by the user.   The column widths may be changed by dragging the sizing lines.   The column order may be changed by dragging the column headers.

See Also:

   Four Quarter Report Card Report
   Six Period Report Card Report
   Report Cards
   Options Dialog Box

Edit School Year Form

You get the Edit School Year Form when you do a Data, School Years, Edit Form.   It is used to add, edit, delete and revise school year information.   The currently selected <u>marking period</u> and <u>school year</u> are shown in the **School Maestro** title bar.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the school year name that you want to go to.

To revise a school year, use the VCR Buttons or Goto Button to select the desired school year.   You may then edit the school year information.   The school year name may be up to 25 characters long.   You may also enter a comment describing the school year.

To add a new school year, just click the Add Button.   You must enter at least a school year name.   If you decide to not add a new school year when you are in add mode, just click the Cancel Button.

To delete a school year, first select it with the VCR or Goto Buttons and then click the Delete Button. You cannot delete the current school year.   Deleting a school year will delete all classes in that school year.   It does not delete the students - they would normally be added to classes in the next school year.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the SchoolYear table by doing a Data, School Years, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:

   <u>New Custom Field Dialog Box</u>
   <u>Select School Year Dialog Box</u>
   <u>Edit School Year Grid</u>

Edit School Year Grid

You get the Edit School Year Grid when you do a Data, School Year, Edit Grid.   It is used to add, edit, delete and revise school year information.   The currently selected <u>marking period</u> and <u>school year</u> are shown in the **School Maestro** title bar.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the school year name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.

To revise a school year, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired school year.   You may then edit the school year information.   The school year name may be up to 25 characters long.   You may also enter a comment describing the school year.   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.

To add a new school year, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter at least a school year name.   If you decide to not add a new school year when you are in add mode, just click the Cancel Button.

To delete a contact, first select it with the VCR or Goto Buttons and then click the Delete Button.   You cannot delete the current school year.   Deleting a school year will delete all classes in that school year. It does not delete the students - they would normally be added to classes in the next school year.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the SchoolYear table by doing a Data, School Years, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line.   If you are editing a field that may contain multiple lines such as the comment field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar.   If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing.   **To start a new line, press the <Cntrl> and <Enter> keys**.

See Also:

<u>**New Custom Field Dialog Box**</u>
<u>**Select School Year Dialog Box**</u>
<u>**Edit School Year Form**</u>

Edit Scores

When you do a Class, Edit Scores, you get the Edit Scores Grid.   It is used to enter the scores for each student for each task.   Scores may also be entered by doing a Class, Input Score.   The grid may be used if you want to view all the scores as you are entering them and watch the averages and grades update as you enter the scores.   The grid has 3 splits.   The leftmost split lists the student names and ID numbers. It may be resized by dragging the split dividing line.

The middle split is used to enter the scores.   It may be scrolled from the first task to the last task.   The order of the tasks may be by date or they may be sorted by category or be in any order that you have arranged them using the Task Dialog Box.   The top of each column lists the task date, task category, task abbreviation, task weight, perfect score and entry mode.

If you do not enter a score, the student is assigned the default score.   The default score may either be a not entered score or a not counted score and is specified by doing a File, Options.   The method you enter the score depends on the entry mode you have selected.

Raw Mode

If you have selected the "Raw" mode, then you should enter the actual (raw) score that a student received (say 15 points out of a perfect score of 17 points).   Non-numeric scores will be treated as a score of 0.   You may also enter a not entered score or a not counted score by entering in the codes you specify for these.   The default codes are "NA" for a not entered score and "NC" for a not counted score. The codes are case sensitive.   An "nc" will be treated as a 0.

Percent Mode

If you have selected the "Percent" mode, then you should enter the score as a percentage (if a student has 15 out of a possible 20, enter the score as 75).   Non-numeric scores will be treated as a score of 0. You may also enter a not entered score or a not counted score by entering in the codes you specify for these.   The default codes are "NA" for a not entered score and "NC" for a not counted score.   The codes are case sensitive.   An "nc" will be treated as a 0.

Letter Mode

If you have selected the "Letter" mode, then you should enter the score in as a letter grade.   You may use any of the letter grades that you have specified for the class.   When calculating averages, **School Maestro** will use the current grading curve to convert letter grades into the appropriate numerical score. It uses the grading curve midpoints to do this.   If you enter a score of "B-", the actual score will be based on the midpoint between the cutoff for a "B" and a "B".   Thus if the cutoff for a "B" is 83 and the cutoff for a "B" is 80, a letter grade of "B-" will be treated as a percentage score of 81.5.   Using the actual cutoff for a "B" would not give the desired affect.   If a student had 20 "B" letter grades and 1 "C+" letter grade, his average would be slightly less than the "B" cutoff and he would be assigned a "C+" (not the desired effect).   By using the midpoints, the student would receive the desired grade of a "B".   Note that by using the midpoints, giving a student the letter grade for the failing grade will actually give him partial credit.   If the cutoff for a "D" is 60 and you give a student a letter grade of "F", he will actually be assigned a percentage grade of 30.   Thus, if you don't want the student to receive partial credit you can leave his score as not entered or actually enter in a zero score.   Don't enter in the failing grade as a score if you don't want to assign partial credit.   You may also enter a not entered score or a not counted score by entering in the codes you specify for these.   The default codes are "NA" for a not entered score and "NC" for a not counted score.   The codes are case sensitive.   An "nc" will be treated as a 0.   If you enter in a score that is not one of the letter grades and is not a not entered or not

counted score, it will be treated as a zero.   Letter grades are case sensitive.   A "b" will be treated as a zero instead of a "B".

Text Mode

If you have selected the "Text" mode, you can enter any text for the score.   Text tasks will not be counted at all when calculating the students <u>average</u>.   Text tasks may be used to record information that you don't want used for calculating the average.   You could use a text task just to record if a student did an assignment.   You could use a symbol or type in a score such as "check".   Text scores may be up to 8 characters.   Not entered and not counted scores have no effect in text mode.

To replace an existing score click on the desired location and type the new score.   It will replace the existing score.   To edit an existing score, double click the desired location and edit the score.   To enter a score and automatically advance to the next student, enter the score and then press the up or down arrow to advance up or down.   To advance right or left, use the <Tab> key or <Shift><Tab> keys.

As you enter a score, the totals listed in the rightmost split are automatically updated.   The actual columns displayed in the right split depend on the grading method being used for the current class.   There will be a column for each <u>category average</u> and a column for <u>extra credit</u> if it is being used.   If you are using a total points method to calculate the overall average, there will be columns for the total regular points possible for each student and his actual regular points.   There will be a column for the regular average.   If you are using a total points system, there will be columns for the extra credit points and the total points including extra credit.   There will be a column for the extra credit average (if used).   If you have elected to deduct attendance from the overall average, there will be a column showing the attendance score.   There will be a column for the overall average.   The overall average will be displayed per the rounding criteria that you have specified (File, Options).   If you are using letter grades, there will be a column for the letter grade that **School Maestro** has assigned.   There will also be a column where you can enter an override grade if you want to override the letter grade assigned by the program.

You may enter a comment for each student for each task if desired.   Comments are entered in the text box in the lower left hand corner of the grid form.   If there is no existing comment the text box will say "No Comment".   You may enter comments up to 255 characters in length.   The comment would typically be used to describe the reason for a particular score such as "Did not do make up work".

Clicking the Goto Button will allow you to select the student you want to edit (for large classes).   Clicking the Cancel Button at the bottom will close out the grid without saving the value of the current cell if it is being edited.   Clicking the Copy Button will copy the entire grid to the clipboard.   You could then paste it into any other Windows program such as a spreadsheet.   Clicking the Done Button will close out the grid.

See Also:

Calculating Grades
Task Dialog Box
Options Dialog Box
Select Student Dialog Box
Instructor Grade List Report
Individual Grade List Report
Individual Task Comments Report
Class Parameters Report
Task List Report
Tasks Dialog Box

Edit Student Form

You get the Edit Student Form when you do a Data, Students, Edit Form.   It is used to add, edit, delete and revise student information.   You may also use it to look up student information if you need a phone number or address.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the student name that you want to go to.   If you want to copy a phone number or address, just highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise student information, use the VCR Buttons or Goto Button to select the desired student.   You may then edit the student information.   Students must be added to **School Maestro** before they can be assigned to a class.   Student information only needs to be entered once for each student regardless of how many classes the student is in.

To add a new student, just click the Add Button.   You must enter at least the student's last name.   If you decide to not add a new student when you are in add mode, just click the Cancel Button.

To delete a student, first select the student with the VCR or Goto Buttons and then click the Delete Button.   You may not delete a student if the student is currently in a class.   Deleting a student will remove any grades for report cards that have been posted for that student.   Groups of students may be deleted using the Delete Students Dialog Box.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Students table by doing a Data, Students, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:
> **New Custom Field Dialog Box**
> **Select Student Dialog Box**
> **Assign Students Dialog Box**
> **Edit Student Grid**
> **Student Data Report**
> **Delete Students Dialog Box**

Edit Student Grid

You get the Edit Student Grid when you do a Data, Students, Edit Grid.   It is used to add, edit, delete and revise student information.   You may also use it to look up student information if you need a phone number or address.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the student name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.   If you want to copy a phone number or address, double click it to get into edit mode, highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise student information, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired student.   You may then edit the student information.   Students must be added to **School Maestro** before they can be assigned to a class.   Student information only needs to be entered once for each student regardless of how many classes the student is in.   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.

To add a new student, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter at least the student's last name.   If you decide to not add a new student when you are in add mode, just click the Cancel Button.

To delete a student, first select the student with the VCR or Goto Buttons and then click the Delete Button.   You may not delete a student if the student is currently in a class.   Deleting a student will remove any grades for report cards that have been posted for that student.   Groups of students may be deleted using the Delete Students Dialog Box.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Students table by doing a Data, Students, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line.   If you are editing a field that may contain multiple lines such as the address field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar.   If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing.   **To start a new line, press the <Cntrl> and <Enter> keys**.

See Also:

New Custom Field Dialog Box
Select Student Dialog Box
Assign Students Dialog Box
Edit Student Form
Student Data Report

<u>Delete Students Dialog Box</u>

Edit Subject Form

You get the Edit Subject Form when you do a Data, Subjects, Edit Form.   It is used to add, edit, delete and revise <u>subject</u> information.   You may also use it to look up subject information if you need to find the subject hours or description.   Each **School Maestro** <u>class</u> is assigned to a subject.   Different instructors can teach the same subject.   **School Maestro** initially includes many subjects.   You may revise them or add additional subjects as required.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the subject name that you want to go to.   If you want to copy a description, just highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise a subject, use the VCR Buttons or Goto Button to select the desired subject.   You may then edit the subject information.   The subject name may be up to 40 characters long.   You may also enter subject description and the number of credit hours.   The credit hours may be used on report card type reports to calculate a student's gpa (subjects are weighted by their credit hours).

To add a new subject, just click the Add Button.   You must enter at least a subject name.   If you decide to not add a new subject when you are in add mode, just click the Cancel Button.

To delete a subject, first select it with the VCR or Goto Buttons and then click the Delete Button. Deleting a subject will delete all lesson plans for the subject, all classes that use the subject, and all grades that have been posted for the subject.   You should not delete the Attendance subject.   It is used for posting absences, tardies, citizenship and conduct on report cards when you want overall values instead of a value for each subject.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Subjects table by doing a Data, Subjects, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:

New Custom Field Dialog Box
Select Subject Dialog Box
Edit Subject Grid

Edit Subject Grid

You get the Edit Subject Grid when you do a Data, Subjects, Edit Grid.   It is used to add, edit, delete and revise subject information.   You may also use it to look up subject information if you need to find the subject hours or description.   Each **School Maestro** class is assigned to a subject.   Different instructors can teach the same subject.   **School Maestro** initially includes many subjects.   You may revise them or add additional subjects as required.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the subject name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.   If you want to copy a description, double click it to get into edit mode, highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise a subject, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired subject.   You may then edit the subject information.   The subject name may be up to 40 characters long. You may also enter subject description and the number of credit hours.   The credit hours may be used on report card type reports to calculate a student's gpa (subjects are weighted by their credit hours).   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.

To add a new subject, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter at least a subject name.   If you decide to not add a new subject when you are in add mode, just click the Cancel Button.

To delete a subject, first select it with the VCR or Goto Buttons and then click the Delete Button. Deleting a subject will delete all lesson plans for the subject, all classes that use the subject, and all grades that have been posted for the subject.   You should not delete the Attendance subject.   It is used for posting absences, tardies, citizenship and conduct on report cards when you want overall values instead of a value for each subject.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the Subjects table by doing a Data, Subjects, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line.   If you are editing a field that may contain multiple lines such as the description field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar.   If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing.   **To start a new line, press the <Cntrl> and <Enter> keys**.

Edit Subject Form

Edit Task Categories Form

You get the Edit Task Categories Form when you do a Data, Task Categories, Edit Form.   It is used to add, edit, delete and revise task category information.   **School Maestro** uses task categories to group related tasks.   It will calculate a task category average that may be used to calculate the overall average and it will allow you to discard the worst "n" scores per each task category.   The extra credit category is a special category that may be used for extra credit tasks.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the task category name that you want to go to.   If you want to copy a description, just highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise a task category, use the VCR Buttons or Goto Button to select the desired task category name. You may then edit the task category information.   The task category name may be up to 40 characters long.   The abbreviation may be up to 5 characters.   You may also enter task category description.

To add a new task category, just click the Add Button.   You must enter a category name and abbreviation. If you decide to not add a new task category when you are in add mode, just click the Cancel Button.

To delete a task category, first select it with the VCR or Goto Buttons and then click the Delete Button. The extra credit task category may not be deleted.   You may also not delete a task category if it is currently being used by one of the existing classes.

Clicking the Cancel Button will discard any current editing changes and close the form.   Clicking the Done Button will close the form unless something is currently being edited and contains an invalid value.

Additional fields may be added to the TaskCategories table by doing a Data, Task Categories, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the vertical scroll bar to access them.

See Also:

New Custom Field Dialog Box
Select Task Category Dialog Box
Edit Task Categories Grid
Class Parameters Report

Edit Task Categories Grid

You get the Edit Task Categories Grid when you do a Data, Task Categories, Edit Grid.   It is used to add, edit, delete and revise <u>task category</u> information.   **School Maestro** uses task categories to group related <u>tasks</u>.   It will calculate a task <u>category average</u> that may be used to calculate the <u>overall average</u> and it will allow you to discard the worst "n" scores per each task category.   The <u>extra credit</u> category is a special category that may be used for extra credit tasks.

The VCR type Buttons at the bottom of the form may be used to go to the next or previous record, or the last or first record.   If you click the Goto Button, you can then select the task category name that you want to go to.   You may also use the cursor keys, the tab key and the mouse to navigate the grid.   If you want to copy a description, double click it to get into edit mode, highlight it and then press <Cntrl> <Insert> to copy it to the clipboard.

To revise a task category, use the VCR Buttons, Goto Button, cursor keys or tab key to select the desired task category name.   You may then edit the task category information.   The task category name may be up to 40 characters long.   The abbreviation may be up to 5 characters.   You may also enter task category description.   To edit a cell, first select it with a mouse and start typing to replace the cell contents.   To revise the existing cell contents, first select it with the mouse and then click it again to put the cell into edit mode.

To add a new task category, just click the Add Button.   You may also press the down arrow when you are on the last row to go add a new row.   If all the rows do not fit on the screen and you use the scroll bar to get to the last row, clicking the down arrow on the scroll bar will also add a new row.   You must enter a category name and abbreviation.   If you decide to not add a new contact when you are in add mode, just click the Cancel Button.

To delete a task category, first select it with the VCR or Goto Buttons and then click the Delete Button. The extra credit task category may not be deleted.   You may also not delete a task category if it is currently being used by one of the existing classes.

Clicking the Cancel Button will discard any current editing changes and close the grid.   Clicking the Done Button will close the grid unless something is currently being edited and contains an invalid value.

Additional fields may be added to the TaskCategories table by doing a Data, Task Categories, New Custom Field.   If all the field text boxes do not fit on the screen, you can use the horizontal scroll bar to access them.   You may configure the grid.   To change a column width just drag the sizing line between columns.   To rearrange the columns, just drag a column heading to the desired location.

The grid normally only displays one line.   If you are editing a field that may contain multiple lines such as the description field, clicking on it twice will place it into edit mode where multiple lines will appear with a vertical scroll bar.   If you want to start a new line, you cannot press the <Enter> key because that is interpreted to mean that you are done editing.   **To start a new line, press the <Cntrl> and <Enter> keys**.

See Also:

New Custom Field Dialog Box
Select Task Category Dialog Box
Edit Task Categories Grid
Class Parameters Report

Enter Appointment Dialog Box

You get the Enter Appointment Dialog Box when you do a Data, Instructor, Add Appointment.   It is used for scheduling an appointment.

The calendar is used to select the appointment date.   The Calendar Scroll Bar is used to select the desired month.   The desired date is then selected by clicking on the desired day of the month.   The currently selected date is listed in the Appointment Date Text Box is displayed in Red on the calendar.

The Appointment Time Scroll Bars are used to select the appointment time.   The inner arrows are used to select the minute.   The outer arrows are used to select the hour.

You can enter an optional appointment type of up to 20 characters.   You might use types such as "Parent Conference", "Bills", "Birthday", etc.   You can select the priority of the appointment using the Priority List Box.

Appointments may occur a single time or may be recurring.   The Repeat List Box is used to select the recurrence options.   You may select Annual, Semiannual, Quarterly, Monthly, Weekly, Weekdays, Weekends or daily.

You may enter an appointment description up to 255 characters long.   Clicking the Cancel button will close the dialog box without adding an appointment.

See Also:

Check Appointments Dialog Box
Appointment List Report

Extra Credit Dialog Box

You get the Extra Credit Dialog Box when you do a Class, Add or Class, Edit and then click the Select Button beside the Extra Credit Label.   It is used for selecting how you want to calculate the extra credit weight if you use extra credit tasks.

Extra credit may be given a percentage weight.   This is selected by selecting the "Assign a percentage weight to extra credit" option from the Select Method List Box.   If this method is selected, a student that does all the extra credit can increase his overall average by the extra credit weight that you specify in the Extra Credit Weight% Text Box.   For example, if you specify an extra credit weight% of 3, a student could increase his average from 88% to 91% and might be able to increase his grade from a "B" to an "A".

If you are calculating a students average based on total points and are not using category weights, then you also may elect to use regular extra credit.   This is done by selecting the "Extra credit weight determined by extra credit points" option.   If this is done, the weight of the extra credit is determined by how many extra credit points there are relative to the total possible points not including extra credit.   For example, if the total possible points without extra credit is 500 and there are 25 possible extra credit points, then a student may increase his average by 25/500 or 5% if he does all the extra credit.   If this option is selected, the Extra Credit Weight% Text Box is not visible.

See Also:

Class Parameters Report
Add Class Dialog Box
Calculating Grades

File Dialog Box

The File Dialog Box is used to select an existing file or to input a name for a new file.   The currently selected name is listed in the File Name Text box.   The List Files of Type List Box may be used to restrict the files that are listed to those with the desired extension.

The Drive List Box is used to select the desired drive and the Subdirectory List Box is used to select the desired subdirectory.   Double click a subdirectory to select it.   The Network Button will allow you to connect to a network drive if you are not currently connected.

Font Dialog Box

School Maestro allows you to specify several different fonts for each report.   You can select the Font Name, Style and Size.   Font sizes may be entered in the Size Text Box or may be selected from the List Box.   Some reports will automatically reduce a font size until it fits the report.   You can also select strikeout or underline effects and the font color.   The Sample Box will display a sample of the current selection combination.

Form Letters Dialog Box

You get the Form Letters Dialog Box when you do a Queries, Edit Form Letter or Create Form Letter.   It is used for creating, editing or deleting form letters.   If you are editing a form letter, you select the form letter you want to edit from the "Select the desired form letter" List Box.   Existing form letters may be deleted by clicking the Delete button.   The name of the form letter is entered or revised in the "Form letter name" Text Box.

Form letters require a query to determine what data should be displayed on the form letter.   **School Maestro** includes numerous queries or you can create your own queries for your specific data requirements.   The query that the form letter will use is selected in the "Select the desired query" List Box.

Whenever a query is selected, all the data fields that are available from that query are listed in the "Select the desired fields" List Box.   To add a field to the form letter, first select the desired field and then click the Add Field to Form Letter Button.   The field will be inserted into the form letter at the current cursor position.   If there is currently a text selection in the form letter, the selected text will be replaced.   When a field is inserted into the form letter it will be enclosed in angled brackets <field name>.   When the form letter is printed, the field name will be replaced by the value of the field for each record.

You may also enter any normal text that you want printed into the form letter.   Paragraphs should be entered without pressing the <Enter> key at the end of each line.   When printed, the lines will automatically wrap based on how much will fit on a line for the current margins and font size.   If you want to start a new paragraph, press the <Enter> key.   To add white space to the form letter, press the <Enter> key several times to give blank lines.   To copy portions of the form letter to the clipboard (perhaps you want to paste it into another form letter), highlight the desired text and then press <Cntrl><Insert>.   To paste text into the form letter at the current cursor position, press the <Shift><Insert> keys.

Clicking the Cancel Button will close the dialog box without saving the changes.   Clicking the Done Button will save the changes or add a new form letter.

See Also:

Form Letter Report
Form Letters
Queries

Grading Curve Dialog Box

You get the Grading Curve Dialog Box when you do a Class, Add or Class, Edit and then click the Select Button beside the Grading Curve Cutoffs label.   It is used to input the <u>cutoffs</u> that **School Maestro** uses to assign <u>letter grades</u> if letter grades are being used.

The available letter grades are listed in the Letter Grade Column.   The desired cutoffs are input in the Cutoff Percent Column.   The cutoff refers to the minimum value required to get the letter grade.   If the cutoff for a "B" is 83, then any student with an <u>overall average</u> greater or equal to 83 will receive a "B".   The cutoff for the lowest (failing) letter grade must be 0 and cannot be edited.   The other cutoff values must be in numerically decreasing order.

To enter a cutoff, click on the desired cutoff and type the new value to replace the existing value.   If you want to edit an existing value, double click on the desired cutoff to get into edit mode.

The cutoffs are also used if you enter scores in "Letter" mode.   If you have entered a letter grade as a score and you later revise the grading curve cutoffs, the actual value used for the letter grade in calculating the overall average may change.   This is the desired effect.   If you change the grading curve, some averages may change even if you haven't revised any scores if you have entered some scores as letter grades.   Typically, you wouldn't normally enter in scores as letter grades unless you are using a fixed (non changing) grading curve.   **If you modify the grading curve to obtain a certain grade or score statistical distribution, you should not enter scores as letter grades!**

See Also:

Tasks Dialog Box
Class Parameters Report
Add Class Dialog Box
Calculating Grades

Individual Teacher Notes Dialog Box

You get the Individual Teacher Notes Dialog Box when you do a Class, Teacher Notes, Individual Notes. It is used for entering a teacher note that may be included on reports that is specific for each student. Teacher notes may also be assigned by using a standard note that is determined by a students letter grade.

The Student Name Column of the grid lists all the students in the current class and their ID numbers.   To assist in composing the note, each student's overall average, letter grade, class rank and class percentile are listed.

To revise an individual note, select the desired student and enter or revise the note in the Comment Text Box.   If most of the notes are similar, you can revise the note for one student and then click on the Revise All Notes Button to revise the note for all students in the <u>class</u>.   You will then be able to edit only the part of the note that you want to change from student to student.   Do not press the <Enter> key when typing a single paragraph.   It will word wrap as necessary when printed to fit the current font size and margins.

The grid is configurable.   You can resize the columns by dragging the sizing bars.   You can reorder the columns by dragging the column headings.

See Also:

Standard Teacher Notes Dialog Box
Individual Grade List Report

Input Score Dialog Box

When you do a Class, Input Score, you get the Input Score Dialog Box.   It is used to enter the scores for each student for each <u>task</u>.   You may also enter scores by doing a Class, Edit Scores and using the grid. The Input Score Dialog Box is faster, especially for touch typists who do not want to remove their hands from the keyboard when entering scores.   It may also be used to easily give all students the same score for a task by using the Set All Scores To Button.

If you do not enter a score, the student is assigned the <u>default score</u>.   The default score may either be a <u>not entered</u> score or a <u>not counted</u> score and is specified by doing a File, Options.   The method you enter the score depends on the entry mode you have selected.

Raw Mode

If you have selected the "Raw" mode, then you should enter the actual (raw) score that a student received (say 15 points out of a perfect score of 17 points).   Non-numeric scores will be treated as a score of 0.   You may also enter a not entered score or a not counted score by entering in the codes you specify for these.   The default codes are "NA" for a not entered score and "NC" for a not counted score. The codes are case sensitive.   An "nc" will be treated as a 0.

Percent Mode

If you have selected the "Percent" mode, then you should enter the score as a percentage (if a student has 15 out of a possible 20, enter the score as 75).   Non-numeric scores will be treated as a score of 0. You may also enter a not entered score or a not counted score by entering in the codes you specify for these.   The default codes are "NA" for a not entered score and "NC" for a not counted score.   The codes are case sensitive.   An "nc" will be treated as a 0.

Letter Mode

If you have selected the "Letter" mode, then you should enter the score in as a <u>letter grade</u>.   You may use any of the letter grades that you have specified for the <u>class</u>.   When calculating averages, **School Maestro** will use the current <u>grading curve</u> to convert letter grades into the appropriate numerical score. It uses the grading curve midpoints to do this.   If you enter a score of "B-", the actual score will be based on the midpoint between the cutoff for a "B" and a "B".   Thus if the cutoff for a "B" is 83 and the cutoff for a "B" is 80, a letter grade of "B-" will be treated as a percentage score of 81.5.   Using the actual cutoff for a "B" would not give the desired affect.   If a student had 20 "B" letter grades and 1 "C+" letter grade, his average would be slightly less than the "B" cutoff and he would be assigned a "C+" (not the desired effect).   By using the midpoints, the student would receive the desired grade of a "B".   Note that by using the midpoints, giving a student the letter grade for the failing grade will actually give him partial credit.   If the cutoff for a "D" is 60 and you give a student a letter grade of "F", he will actually be assigned a percentage grade of 30.   Thus, if you don't want the student to receive partial credit you can leave his score as not entered or actually enter in a zero score.   Don't enter in the failing grade as a score if you don't want to assign partial credit.   You may also enter a not entered score or a not counted score by entering in the codes you specify for these.   The default codes are "NA" for a not entered score and "NC" for a not counted score.   The codes are case sensitive.   An "nc" will be treated as a 0.   If you enter in a score that is not one of the letter grades and is not a not entered or not counted score, it will be treated as a zero.   Letter grades are case sensitive.   A "b" will be treated as a zero instead of a "B".

Text Mode

If you have selected the "Text" mode, you can enter any text for the score.   Text tasks will not be

counted at all when calculating the students <u>average</u>.   Text tasks may be used to record information that you don't want used for calculating the average.   You could use a text task just to record if a student did an assignment.   You could use a symbol or type in a score such as "check".   Text scores may be up to 8 characters.   Not entered and not counted scores have no effect in text mode.

To enter a score, first select the desired task from the Task To Add Score To drop down List Box.   It is initially set to the last task in the task order.   Some instructors prefer to sort their scores prior to entering them.   This can easily be done by entering the scores on the Task Input Form report.   If you are entering sorted scores, the Random Entry Check Box should not be checked.   If you are entering scores that have not been sorted, the Random Enter Check Box should be checked.

If you are entering sorted scores, the focus will initially be on the Score Text Box.   The existing score will be highlighted.   Type in the desired score and press the <Enter> key.   Since the Add Button is the default button (dark border), pressing the <Enter> key will add the score.   You do not need to click the Add Button with the mouse.   The Student List Box will automatically advance to the next student and you can immediately type in the next score.   Just press the <Enter> key to skip a student.   The program will beep and give you a message when the score for the last student has been entered.   If you select the Beep if > Perfect option, the program will beep and prompt you whenever you enter a raw score or a percentage score that is greater than the perfect score.

If you are entering scores in random order, you can manually select each student from the drop down Student List Box.   However, it is much quicker to enter in a search string and let the program automatically jump to that student.   You may use the student's name or his ID number as the string you want to search on.   If you want to use the ID number, check the Search by ID Checkbox.   To enter scores, select the Student List Box and then type the first letter of his last name or ID number.   The Student List Box will automatically jump to the first student that satisfies the criteria.   For example, type a "D" if you want to enter a score for John Doe.   If there is more than one student that satisfies the search string, you can type in the next letter to search on.   For example, if there is a Doe and a Donovan, you can type in an "o" and then an "n" to get to the Donovan.   The search string is case insensitive ("o" or "O" is the same).   After the correct student is selected, press the <Tab> key to advance to the Score Text Box and type in the score.   Pressing the <Enter> key (in random entry mode) will then enter the score and return you to the Student List Box where you can enter the search string for the next student.

To enter a task comment for a student, just press the <Tab> key after you type in a score and then enter the comment in the Task Comment Text Box.   Then press the <Enter> key to enter both the score and the comment.   If there is no existing comment the text box will say "No Comment".   You may enter comments up to 255 characters in length.   The comment would typically be used to describe the reason for a particular score such as "Did not do make up work".

When you are in the Score Text Box, you may use the up and down cursor keys or the <Home> and <End> keys to scroll the Student list box.

See Also:
   Calculating Grades
   Task Dialog Box
   Options Dialog Box
   Instructor Grade List Report
   Individual Grade List Report
   Individual Task Comments Report
   Class Parameters Report

<u>Task List Report</u>

Instructor Password Dialog Box

The Instructor Password Dialog Box appears when you log on to **School Maestro** as an <u>individual user</u>. You must enter the password that you previously entered when you used the Edit Instructor Form or Edit Instructor Grid to enter your name.

The password may be up to 12 characters and must use the normal printing characters.   It is case insensitive.   Thus, if your password is "Rusty", you may enter it as "rusty".   You are allowed 3 tries to enter the correct password.   Once you have logged on, you can revise your individual password by doing a Data, Instructor, Revise Password.

Note - the password prevents other users from running **School Maestro** (except the <u>master user</u>) from changing your data.   It does not prevent others from using another program to modify the database.   To prevent this, you must implement the security features of Microsoft Access.

If you have a single user version of the program and no one else has access to your computer, you may have the program automatically enter your password.   To do this, start the program with a command line switch that includes your password.   If your password is Rusty, the command line would be:

C:\SMAESTRO\SMAESTRO.EXE   /pwRusty   (typ for Windows 3.1)   or
C:\Program Files\SMAESTRO.EXE   /pwRusty   (typ of Windows 95).

See Also:

  Edit Instructor Form
  Edit Instructor Grid
  Master Password Dialog Box
  Access Security

Join Tables Dialog Box

You get the Join Tables Dialog Box when you do a Queries, Create Query and then click the Set Table Joins Button from the Create Query Dialog Box.   You must have at least two tables selected in the Select Tables List Box an order to do a <u>table join</u>.

The Join Tables Dialog Box simulates doing an <u>SQL</u> table join.   You may manually modify the <u>query</u> by doing a Query, Edit to create a true table join.

To simulate joining two tables, select the two tables you want to join from the Select Table Pair List Box. You must then select the field from each table that you want to join on by selecting them from the "Select Fields to Join Selected Tables on" List Boxes.

After you have selected the table fields you can click the Add Join to Query Button to add the join to the existing SQL statement.

If you want to clear all the existing table joins, click the Clear All Joins Button.   Clicking the Close Button will return you to the Create Query Dialog Box where the table joins that you have added will be listed under the Set Table Joins Button.

See Also:

Database Structure Report
Form Letter Report
Query Report
Form Letters
Queries
Create Query Dialog Box
Edit Query Dialog Box
Run Query Dialog Box

Lesson Plan Assignments Dialog Box

You get the Lesson Plan Assignments Dialog Box when you do a Class, Assign Lessons.   You must have previously entered lesson plans for the current <u>subject</u> by doing a Data, Lesson Plans, Edit Form or Edit Grid.

The left Lesson Plan Name Column will list all the lesson plans that have been entered for the current subject.   They may be reordered by dragging a lesson plan name to the desired location in the list and then dropping it.   Lessons that have already been assigned to the current <u>class</u> will be highlighted.

The Date Column will list all the scheduled dates for the current class.   Class dates may be modified by doing a Class, Edit.

Clicking the Auto Button will assign all the available subject lesson plans to the current class in the same order.   If there are more lesson plans available than there are class dates, the excess lesson plans will not be assigned.   If there are fewer lesson plans than class dates, there will be some class dates without an assigned lesson plan.

The assigned lesson plans may be reordered by dragging and dropping them to the desired location on the right Lesson Plan Column.   To remove a currently assigned lesson plan, just drag it from the right Lesson Plan Column and drop it on the left Lesson Plan Column.   To assign a lesson plan that has not yet been assigned, just drag it from the left Lesson Plan Column and drop it on the right Lesson Plan Column at the desired date.

Different classes for the same subject can easily share the same lesson plans and use the same or different order for the lesson plans.   Lesson plans for a subject may be easily reused from <u>marking period</u> to marking period or from <u>school year</u> to school year.

See Also:
>   **Edit Lesson Plan Form**
>   **Edit Lesson Plan Grid**
>   **Lesson Plans**
>   **Class Lesson Plans Report**
>   **Subject Lesson Plans Report**
>   **Edit Class Dialog Box**

Letter Grades Dialog Box

Each <u>class</u> may use up to 25 distinct <u>letter grades</u>.   Several of the more common letter grade schemes are included with **School Maestro**.   They are selected by doing a Class, Add or Class, Edit and then clicking the Select Button beside the Letter Grades Label.   You can then select from any of the existing letter grade schemes using the Letter Grades Dialog Box.   You may elect to not use letter grades or you may click on the Customize Button to enter the letter grades you want to use.   This will open the Custom Letter Grades Dialog Box.

See Also:

Class Parameters Report
Add Class Dialog Box
Grading Curve Dialog Box
Custom Letter Grades Dialog Box
Letter Grade Distribution Chart Report

Main Form

The **School Maestro** Main Form is displayed after you log on to the program.   The title bar of the form displays the current marking period, current school year, current instructor and current class.   If there are no classes in the current marking period, it will display "No Current Class".

To select a different marking period, do a Data, Marking Periods, Select.   To select a different school year, do a Data, School Years, Select.   If you are logged on as the master user, you can select a different instructor by doing a Data, Instructors, Select.   To select a different class, do a Class, Select.

For a quick tutorial on how to start using the program, click on Help, Contents and then select the Quick Start Tutorial.

School Maestro includes extensive context sensitive help.   Most dialog boxes will have a Help Button that you can click to receive help on using the dialog box.   You may also press the F1 key at any time to get help.

See Also:

  Quick Start Tutorial

Master Password Dialog Box

The Master Password Dialog Box appears when you log on to **School Maestro** as a <u>master user</u>.   You must enter the password that you previously entered when you changed the master password by doing a File, Master Password.   The first time you log on as the master user, you must use the password "Rusty". The dialog box will prompt your for this.

After you log on for the first time as the master user, you should do a File, Master Password and revise the master password to something besides "Rusty".   Users with access to the master password have access to data from all instructors and can create and save queries and print reports that include multiple instructor data such as report cards.   Individual users may also print report cards, but only their classes will be listed.

The password may be up to 12 characters and must use the normal printing characters.   It is case insensitive.   Thus, if your password is "Rusty", you may enter it as "rusty".   You are allowed 3 tries to enter the correct password.   Once you have logged on as the master user, you can revise the master password by doing a File, Master Password.

Note - the master password prevents other users from running **School Maestro** as the master user.   It does not prevent others from using another program to modify the database.   To prevent this, you must implement the security features of Microsoft Access.

See Also:

<u>**Instructor Password Dialog Box**</u>
<u>**Access Security**</u>

Modify Report Dialog Box

You get the Modify Report Dialog Box when you do a Report, Modify.   It is used to set the report options for each report in **School Maestro**.   You can always return to the default options for a report by clicking the Defaults Button.   The following options may be set:

Title Font

The font, font size and color for the title of the report are set by clicking the Title Font Button.   You may also elect to underline the title if desired.

Heading Font

The font, font size and color for the report headings are set by clicking the Heading Font Button.   You may also elect to underline the headings if desired.   The actual location of the headings will vary between reports.

Body Font

The font, font size and color for the normal report body text is set by clicking the Body Font Button.   You may also elect to underline the text if desired (not recommended).

Shading Color

Some reports use shading to highlight every other line of a report.   You may need to experiment with the shading colors or define your own custom color to get the desired amount of shading when the report is printed.

Highlight Colors

Some reports will use highlight colors to emphasize certain data such as letter grades that have been manually overridden, deductions due to attendance, failing averages, etc.   Two shading colors may be selected by clicking the Highlight 1 or Highlight 2 Buttons.

Logo

If you have elected to include a logo on the report, clicking the Logo Button will allow you to select the file you want to use for a Logo.   The file must be a bitmap, rle (compressed bitmap), icon, or Windows metafile.   Note - the logo file must be stored in the program subdirectory in order for other users on a network to be able to use it.

Margins

You may enter the margins in inches for the amount of white space you want around a report.   You should not specify values that are less than the printable area for the printer you are using.

Orientation

You may elect to print the report in portrait or landscape mode.

Grid Lines

If the report uses grid lines, you may specify the type you want.   You may need to experiment to get the desired effect.   The options are grid lines at the top, top & bottom, box, columns, columns top & bottom, all, box rows, and box columns.

Report Title

Most reports allow you to specify the title that you want to appear at the top of the report.   It will be printed using the Title font that you have specified.

Options

Most reports have standard options for showing the logo, including page numbers, using shading, including the date and including the instructor name in the heading.   In addition, there are numerous report specific options that may be set for different reports.   Refer to the Reports section of the on-line help for a detailed description of the report specific options.

See Also:

Reports

New Custom Field Dialog Box

You may add custom database fields to **School Maestro** to track any kind of information.   Note that you must be signed on as the <u>master user</u> in order to do this.   To add a field, do a Data and select the type of data you want such as Contacts or Subject and then select the New Custom Field option.   You then use the Add Database Field Dialog Box to add a new field.

The field type is selected using the Field Type Options Box.   Text fields may be from 1 to 255 characters. You enter the maximum length in the Text Field Length Text Box.   You may also select from the following types of fields;

Integer	-32,768 to 32,767
Long Integer	-2,147,483,648 to 2,147,483,647
Single	single precision floating point number (about 7 digits)
Double	double precision floating point number (about 16 digits)
Currency	-922,337,203,685,477.5808 to 922,337,203,685,477.5807
Date	day #1 is Jan 1, 100 AD, fractional part indicates time of day
Boolean	True/False value (-1 or 0)

The name you want to use for the field is entered in the Field Name Text Box.   It may be up to 64 characters and may include spaces.

See Also:

Database Structure Report
Delete Database Field Dialog Box

Options Dialog Box

You get the Options Dialog Box when you do a File, Options.   It is used to set program options.   The settings are stored in the SMAESTRO.INI file located in the windows subdirectory.   The following options may be set:

Preview Pages

Whenever you do a Report, Select in **School Maestro**, you get a print preview copy of the report.   You can zoom in and out, view different pages, copy a page, etc.   Generating the preview pages can be time consuming if the report consists of a large number of pages or you have a fairly slow computer.   Typically, you might only want to preview the first page or two prior to printing the report.   To minimize the time generating the preview pages, you can set the maximum number of preview pages.   After generating that number of preview pages, no further preview pages will be generated.   However, you can still print all the pages in the report by clicking the Print Button.   If you need to preview page 88 of a report, you will need to set the preview pages to a larger number.   However, you would normally want to keep the number of preview pages at a lower number such as 10 or 15 to speed program response.

Not Entered Score

You may specify the code you want to use for a not entered score.   Not entered scores are treated as zero scores.   If you have set the default score to be the not entered score, then whenever you add a task, all the scores will initially be treated as not entered scores.   The default score for the extra credit category is always a not entered score.   You may manually enter a not entered score by entering in the code you specify.   The default code is "NA".   The code is case sensitive - an "na" or "Na" would not be considered a not entered score.

Not Counted Score

You may specify the code you want to use for a not counted score.   Not counted scores are not used when calculating a student's average.   You would want to use a not counted score to excuse a student from doing a task.   You would also want to use not counted scores for tasks that you enter ahead of time.   If you do this, you can make the default score a not counted score so that when you add a task, all the scores are initially not counted scores.   The default score for the extra credit category is always a not entered score.   You may manually enter a not counted score by entering in the code that you specify.   The default code is "NC".   The code is case sensitive - an "nc" or "Nc" would not be considered a not counted score.

Distribution Spacing

You may enter a distribution spacing between .1 and 10 percent.   The distribution spacing is used when you calculate score distributions.   It determines the size of the interval that is checked for the number of students that have a score in that interval.   The default value is .5 percent and works fine for most situations.   You may want to use a smaller spacing interval if you use a large number of grade cutoffs or have classes with a large number of students.

Sem Exam Weight

You may specify the percentage weight you want to use for a semester exam when using the report card reports.   If you elect not to use a semester exam on the report cards, the value is ignored and each marking period in the semester has the same weight.   If you include a semester exam on the report cards, then it will have the weight that you specify.   The marking periods in the semester will have an equal portion of the remaining weight.   For example - if you specify an exam weight of 20% and have

two quarters in the semester, each quarter will have a weight of 40%.   If you specify an exam weight of 10% and have 3 periods in the semester, each period will have a weight of 30%.

Max Attd Deduction

You may specify the total maximum that a student's average may be decreased due to excessive absences.

Student Import Format

The Student Import Format Options Box is used to select the file format to be used if you import students into **School Maestro**.   The file would be an ASCII file, one line per student and would contain the students name and optionally, his ID number.   The name may be a single field or may be 3 fields.   The delimiter may be a comma or a tab character.   The default is:

"Doe, John Q.", "123-45-6789"

This would be the format you would use if you were importing students from **GradeBook for Windows**.   If one of the formats doesn't work with your data, you can usually use a spreadsheet program to convert the data to an acceptable format.   Please contact the program author if you need support for a different format.

Score Import Format

The Score Import Format Options Box is used to select the file format to be used if you import scores into **School Maestro**.   The scores may be from another program such as **GradeBook for Windows** or may come from a Scan Tron file.   If one of the formats doesn't work with your data, you can usually use a spreadsheet program to convert the data to an acceptable format.   Please contact the program author if you need support for a different format.

Round Averages

The Round Averages Options Box is used to select how you want **School Maestro** to round the overall average before assigning a <u>letter grade</u>.   If you elect "Do not round", the actual average must be greater than the cutoff for the student to be assigned the grade.   The averages are calculated to roughly 16 significant digits.   However, most reports will normally only show the average to the nearest tenth. Thus, a student that had an average of 89.967823 could be listed on a report as having an average of 90.0 (nearest tenth).   However, if the cutoff for an "A" grade is 90, this student would be assigned a "B" grade because his actual average was less than 90.0.   This can upset a student when he sees that his average is listed as 90.0 but that he didn't get the grade for a 90.0.

To prevent this, you can elect to round averages to the nearest tenth.   The above student would be given an average of 90.0 (rounded to the nearest tenth).   He would also be assigned the grade for an "A". Any students with an average of 89.95 and above would have their average rounded to 90.0.

Some school systems only list averages to the nearest whole number and want the average rounded to the nearest whole number.   To do this, select the "Nearest Whole Number" option.   A student with an average of 89.4321 would be given an average of 89.   A student with an average of 89.5321 would be given an average of 90.

Default Score

The Default Score Option Box is used to specify what value you want **School Maestro** to use for a score that has not been entered.   If you elect Not Entered, when you add a task, all the scores will be

treated as not entered scores and will be treated as a zero when calculating the student's average.   If you select Not Counted, all the scores will be treated as not counted scores and will not be used to calculate the student's average.   You would normally want to use a default of Not Entered unless you enter empty tasks ahead of time and want to do progress reports that include empty tasks.   This setting has no effect on extra credit tasks.   The default score for extra credit tasks is always a not entered score.

Caution - The default score for extra credit tasks is always a not entered score.   If you do not enter a score, it will default to a not entered score and be treated as a zero.   However, you can still enter in a not counted score by manually entering in the code for not counted scores.   However, if there is more than 1 extra credit task and you are using a weighted extra credit, giving a student a not counted score on an extra credit task is the same as giving him free extra credit.   If a student has a not counted extra credit task and 8 out of 10 on another extra credit task, his extra credit average would be 80%.   This is the same as for a student that did both extra credit tasks and got 8 out of 10 on both of them.   Using not counted scores for extra credit is the same as giving free extra credit if you have more than one extra credit task.   To prevent this, **School Maestro** will always treat the default extra credit score as a not entered score.   You should not manually assign a not counted score to an extra credit task unless you specifically want to give free extra credit.

Export Format

When you run a query by doing a Query, Run, you have the option of exporting the query results into a file.   The Export Format Options Box allows you to specify the delimiter you want to use to separate the fields in the exported file.   The delimiter you want to use depends on the program you want to import the data to.   You can separate the fields using the Tab character or by using the Comma character.   You may also select whether you want to include column headings (field names) in the exported file.

Note - if you copy the query to the clipboard, the Tab character is always used as the delimiter.

Master Attendance

When you do a Class, Attendance, Scores (all classes), you can edit the attendance scores and comments for all classes.   If you only track attendance for classes in the attendance subject (such as the homeroom class), you can elect to only edit classes in the attendance subject.

See Also:

Print Preview Form
Score Distribution Chart Report
Four Quarter Report Card Report
Six Period Report Card Report
Run Query Dialog Box
Customizing Reports with Other Programs

Overall Averages Dialog Box

You get the Overall Averages Dialog Box by doing a Class, Add or Edit and then clicking the Select Button beside the "Calculate Overall Averages By:" Label.   It is used to specify how you want to calculate a student's <u>overall average</u>.   **School Maestro** allows you to <u>discard</u> the worst "n" scores per <u>category</u>.   The worst score(s) is determined by comparing the percentage scores of all the scores in a category.   There are 3 options.

Sum the points and divide by the total possible

This option is the basic "total points" system.   Add up all the points that a student gets in all the task categories and divide by the total points possible.   The points possible for each <u>task</u> is equal to the perfect score of the task times its individual task weight.   If a score is discarded, the total possible is reduced by the amount of the score being discarded (times its task weight if not 1).   If this method is selected, then the category averages may only be calculated by summing up the points in each category. Not entered scores are treated as 0 scores (the total possible is increased).   Not counted scores are not included in the total possible.

Use this method if you want the weight of tasks to be determined by their perfect scores (times the task weight).   Homework tasks might be 10 points, Quizzes 20 points and Tests 100 points.   A single test has 5 times the weight of a single quiz.   The overall weight of all the tests depends on the number of test points relative to the total possible points.

Use a percentage weight for each category

This option is the typical weighted system.   Each task category is assigned a weight.   All the category weights must add up to 100% (not including extra credit).   The overall average is calculated by adding the product of each category average and its weight.   The category averages may be calculated by summing the points in the category and dividing by the possible category points or by averaging all the percentage scores in the category.

If averaging all the percentage scores in a category, each task in the category will have a weight equal to the task weight.   The perfect score then has no effect on the actual weight.   Not entered scores are treated as 0 scores.   Not counted scores are not used to calculate the category average.

If summing the points in the category, each task in the category can have a different weight dependent on its perfect score (times its task weight).   Not entered scores are treated as 0 scores.   Not counted scores are not included in the total possible points in the category.

Use this method if you want categories to have a certain overall weight such as 50% for Tests, 20% for Homework, etc.   If there are no scores in a category that may be counted, the overall average is calculated based on the remaining categories.

Use a relative weight for each category

The category averages for this method are calculated the same as above.   However, instead of using a percentage weight for each category, the overall average is calculated by using a relative weight for the categories.

Use this method if you want categories to have a weight relative to each other such as the Final has a weight of 1, Tests have a weight of 4, Homework has a weight of 1, Quizzes have a weight of 2.   This would be equivalent to using a percentage system where the Final has a weight of 12.5%, Tests have a

weight of 50%, Homework has a weight of 12.5% and Quizzes have a weight of 25%.   If there are no scores in a category that may be counted, the overall average is calculated based on the remaining categories.

See Also:

Add Class Dialog Box
Calculating Grades

Print Preview

You get the Print Preview Window when you do a Report, Select and select a **School Maestro** Report. When the preview window opens, it will display page 1 of the report at a zoom level of 100%.

If a page is too wide to fit in the preview window at the current zoom level, the horizontal scroll bar may be used to scroll left and right.   Clicking the left or right arrows in the scroll bar will scroll the display a small amount.   Clicking in the scroll bar to the left or right of the slider will scroll the display an entire screen full.   You can also drag the slider to the desired position.

If a page is too tall to fit in the preview window at the current zoom level, the vertical scroll bar may be used to scroll up or down.   Clicking the up or down arrows in the scroll bar will scroll the display a small amount.   Clicking in the scroll bar above or below the slider will scroll the display an entire screen full. You can also drag the slider to the desired position.

The zoom level may be adjusted using the Zoom Drop Down List Box.   Zoom levels may be set every 20% from 20% to 200%.   There is also a "page" setting which may used.   It will automatically select the zoom level required to display the entire page.   Note - because of the way Windows handles small sized fonts, the preview display may not be accurate for smaller zoom levels.

The lower left hand corner will display the page number of the page being previewed and the total number of pages that may be previewed.   If the report length is less than the value you have set for "Preview pages", you can preview all the pages in the report.   If the report is longer, you can only preview the first "Preview pages" number of pages.   The number of "Preview pages" is set by doing a File, Options.

Regardless of what value has been set for "Preview pages", you can always print the entire report, even if you can't preview all the pages.   To print a report, just click the Print Button.   The report will be printed on the currently selected printer.   The printer is selected by doing a File, Printer Setup.   Each report has a set of report options such as the logo, page numbers, shading, including the date, including the instructor, page margins, orientation, type of grid lines, font names, sizes and colors, colors to use for highlighting, report title and several report specific options.   These options may be set by doing a Report, Modify.   The options available for each report are described in the <u>Reports</u> section of the on-line help.

The VCR Buttons at the bottom of the page allow you to jump to the first or last page or the next or previous page.   You may also click the Goto Button and enter in the page number that you want to go to.

Any page of a report may be copied to the clipboard by clicking the Copy Button.   A graphic copy (Windows metafile) of the page is then copied to the clipboard.   This image may then be pasted into any program such as Word for Windows that allows editing.   Using Word or a similar program, you may scale the image, change any font, font size, font color, text, lines, shading, logo, etc.   For example, you might preview a score distribution chart in **School Maestro** and then copy and paste it into a Word document.   If you need to copy or export the data in a report and not the actual formatted report, you can do a Query, Run.

See Also:

  <u>Modify Report Dialog Box</u>
  <u>Options Dialog Box</u>
  <u>Run Query Dialog Box</u>
  <u>Reports</u>

Printer Setup Dialog Box

School Maestro prints reports to the current default printer.   You can use the Printer Setup Dialog Box to select any available printer as the default printer.   You can change the default orientation, but this will be ignored by **School Maestro** reports as the orientation is specified for each report.   For printers that support it, you can select the paper size and paper source.

Clicking the Options Button allows you to set the options for the currently selected printer.   Clicking the Network Button allows you to connect to a network printer if you are not currently connected to it.

Printing Dialog Box

The Printing Dialog Box is used to specify what you want to print and the desired format.   You may elect to print the currently previewed page full size.   You also may elect to print all the pages full size.   If you select this option, all pages of the report will print even if they are not previewed.   The number of pages you want to preview is set by doing a File, Options.

You may also select to print all the previewed pages either 2 or 4 to a single sheet of paper.   Use this option if you want to save paper by cutting the page in half or in quarters.

Report Card Comments Dialog Box

You get the Report Card Comments Dialog Box when you do a RepCard, Report Card Comments.   It is used for entering a comment that may be included on reports that is specific for each student.   You may also enter the comment by doing a Data, Student, Edit Form or Edit Grid.   The Report Card Comments Dialog Box may be used to easily set all the comments to the same text.

The Student Name Column of the grid lists all the students in the program and their ID numbers.   To revise an individual comment, select the desired student and enter or revise the comment in the Comment Text Box.   If most of the comments are similar, you can revise the comment for one student and then click on the Revise All Notes Button to revise the comment for all the students.   You will then be able to edit only the part of the note that you want to change from student to student.   Do not press the <Enter> key when typing a single paragraph.   It will word wrap as necessary when printed to fit the current font size and margins.

See Also:

Standard Teacher Notes Dialog Box
Individual Teacher Notes Dialog Box

Run Query Dialog Box

You get to the Run Query Dialog Box when you do a Queries, Run.   It is used for running,   printing, exporting and copying results from existing queries that have been previously saved.   The desired query is selected using the Select Query List Box.

To run the query, click the Run Button.   The query results appear in a grid.   The grid is user configurable.   You can change the column widths by dragging the sizing lines.   The columns may be reordered by dragging the column headings.

Clicking the Print Button will give you a print preview of the query report.   The query report may then be printed if desired.

Clicking the Export Button will export the query results using the field delimiter that you have selected by doing a File, Options.   You can then input the file name and path that you want to export to.   The exported data may be used by other programs to prepare custom reports or form letters.   Clicking the Copy Grid Button will copy the data to the clipboard.   You can then paste it into other programs such as a spreadsheet.

Clicking the Delete Button will delete the currently selected query.   If the query is used in any existing form letters, they will also be deleted.

See Also:

Form Letter Report
Query Report
Form Letters
Queries
Customizing Reports with Other Programs
Create Query Dialog Box
Edit Query Dialog Box
Options Dialog Box

Seating Chart Dialog Box

You get the Seating Chart Dialog Box when you do a Class, Seating Chart.   It is used to create or revise a seating chart.   The seating chart may be printed using the Seating Chart Report.

The students that have been assigned to the class are listed in the Student Name Column.   Students that have already been added to the seating chart are highlighted.   **School Maestro** will automatically create a seating chart.   To do this, first select the number of columns you want to use in the Columns Scroll Bar. If you would also like the student ID number to be included on the chart, check the Include ID# option. You select the desired arrangement by selecting an Auto Arrange Option.   You may use a random arrangement or select one of the orders from left to right, front to back, etc.   To create the chart, just click the Auto Button.

All students in the class do not need to be included on the chart.   To remove a student from the chart, drag the student from the chart and drop him on the Student Name Column.   To add a student to the chart, drag him from the Student Name Column to the desired location on the chart.   To manually rearrange students on the chart, just drag and drop them to the desired location.   To save the chart, click the Save Button.   You must save the chart before you can print the Seating Chart Report.   If you do not save your changes, the seating chart that was previously saved will not be altered.

If you have a lot of empty seats and want the empty seats to also appear on the seating chart, you can reserve the empty seats.   Typically, you might have empty rows at the back of the class or empty columns on the right.   To reserve a seat, just double click it.   The printed seating chart will then include any extra rows or columns required to display the reserved seat.   To unreserve a seat, just double click on it again.

Hint - you can use the seating charts to get random groupings of students.   If you need groups of 3, select 3 columns and then do an auto arrange using the random option.   You can also include empty rows or columns in your seating chart if your classroom is arranged that way.   If your classroom does not use rows and columns (circular, etc.), you can create a seating chart that is close to what you want.   Save it and then select the Seating Chart Report.   Copy the seating chart to the clipboard and paste it into any program that allows you to edit a graphic (Windows metafile).   You can then modify the chart to suit your classroom requirements.

See Also:
Seating Chart Report
Print Preview

Select Attendance Category Dialog Box

The Select Attendance Category Dialog Box is used to select an <u>attendance category</u> from a list of all the possible attendance categories.   Attendance categories may be added, revised or deleted by doing a Data, Attendance Categories, Edit Form or Edit Grid.

See Also:

Edit Attendance Categories Form
Edit Attendance Categories Grid

Select Class Dialog Box

The Select Class Dialog Box is used to select a <u>class</u>.   All classes in the current <u>marking period</u> for the current <u>school year</u> for the current instructor will be listed.

Select Classes Dialog Box

The Select Classes Dialog Box is used to select a single or a group of <u>classes</u>.   If you are signed on as the <u>master user</u>, you may select from all classes in the current <u>marking period</u> of the current <u>school year</u>.   If you are signed on as an <u>individual user</u>, you may select your classes from the current marking period and current school year.

Select Contact Dialog Box

The Select Contact Dialog Box is used to select a contact.   All contacts for the current instructor will be listed.

Select Current Class Dialog Box

The Select Class Dialog Box is used to select a <u>class</u>.   All classes in the current <u>marking period</u> for the current <u>school year</u> for the current instructor will be listed.

Select Current Instructor Dialog Box

The Select Current Instructor Dialog Box is used to select the current instructor from a list of all the instructors.

Select Current Marking Period Dialog Box

The Select Current Marking Period Dialog Box is used to select the current <u>marking period</u> from a list of all the possible marking periods.   Marking periods may be added, revised or deleted by doing a Data, Marking Periods, Edit Form or Edit Grid.

See Also:

<u>Edit Marking Period Form</u>
<u>Edit Marking Period Grid</u>

Select Current School Year Dialog Box

The Select Current School Year Dialog Box is used to select the current <u>school year</u> from a list of all the possible school years.   School years may be added, revised or deleted by doing a Data, School Years, Edit Form or Edit Grid.

See Also:

<u>Edit School Year Form</u>
<u>Edit School Year Grid</u>

Select Dates Dialog Box

The Select Dates Dialog Box is used to select a beginning and ending date.   If you are selecting appointment dates, the Select Date List Boxes will include all possible dates.   If you are selecting <u>class</u> dates, only dates that have actually been scheduled for the class will be listed.

Select Existing Class Dialog Box

The Select Existing Class Dialog Box is used to select a <u>class</u>.   All classes for all instructors for all <u>marking periods</u> and all <u>school years</u> will be listed.

Select Instructor Dialog Box

The Select Instructor Dialog Box is used to select the current instructor from a list of all the instructors.

Select Instructor Fields Dialog Box

The Select Instructor Fields Dialog Box allows you to select which fields from the Instructors table you want to include.   It will list all the normal **School Maestro** fields in addition to any fields that you may have added by doing a Data, Instructor, New Custom Field.

See Also:

Database Structure Report
New Custom Field Dialog Box

Select Instructors Dialog Box

The Select Instructors Dialog Box allows you to select a single or group of instructors from a list of all the instructors.

Select Lesson Plan Dialog Box

The Select Lesson Plan Dialog Box is used to select a lesson plan from the lesson plans for the current subject.

Select Lesson Plans Dialog Box

The Select Lesson Plans Dialog Box is used to select the lesson plans you want to include on the subject lesson plans report.

Select Lesson Plan Fields Dialog Box

The Select Lesson Plan Fields Dialog Box allows you to select which fields from the Lessons table you want to include.   It will list all the normal **School Maestro** fields in addition to any fields that you may have added by doing a Data, Lesson Plans, New Custom Field.

See Also:

Database Structure Report
New Custom Field Dialog Box

Select Marking Period Dialog Box

The Select Marking Period Dialog Box is used to select a <u>marking period</u> from a list of all the possible marking periods.   Marking periods may be added, revised or deleted by doing a Data, Marking Periods, Edit Form or Edit Grid.

See Also:

<u>Edit Marking Period Form</u>
<u>Edit Marking Period Grid</u>

Select Marking Period Students Dialog Box

The Select Marking Period Students is used to select a single or a group of students from a list of all the students in the <u>classes</u> for the current <u>marking period</u>.

Select Report Dialog Box

The Select Report Dialog Box is used to select one of the **School Maestro** reports.

Select Report Card Students Dialog Box

The Select Report Card Students Dialog Box is used to select a single or group of students from a list of all the students who have had grades posted to the RepCards table.

Select School Year Dialog Box

The Select School Year Dialog Box is used to select the a <u>school year</u> from a list of all the possible school years.   School years may be added, revised or deleted by doing a Data, School Years, Edit Form or Edit Grid.

See Also:

<u>Edit School Year Form</u>
<u>Edit School Year Grid</u>

Select Student Dialog Box

The Select Student Dialog Box is used to select a student from a list of all the students.

Select Students Dialog Box

The Select Students Dialog Box is used to select a student or group of students from the current <u>class</u>.

Select Student Fields Dialog Box

The Select Student Fields Dialog Box allows you to select which fields from the Students table you want to include.   It will list all the normal **School Maestro** fields in addition to any fields that you may have added by doing a Data, Students, New Custom Field.

See Also:

Database Structure Report
New Custom Field Dialog Box

Select Subject Dialog Box

The Select Subject Dialog Box is used to select a <u>subject</u> from a list of all the possible subjects.   Subjects may be added, revised or deleted by doing a Data, Subjects, Edit Form or Edit Grid.

See Also:

<u>Edit Subjects Form</u>
<u>Edit Subjects Grid</u>

Select Task Dialog Box

The Select Task Dialog Box is used to select any existing <u>task</u> from a <u>class</u>.   Tasks may be added, revised and deleted using the Tasks Dialog Box.

 See Also:

  <u>Tasks Dialog Box</u>

Select Task Category Dialog Box

The Select Task Category Dialog Box is used to select a <u>task category</u> from a list of all the possible categories.   Categories may be added, revised or deleted by doing a Data, Task Categories, Edit Form or Edit Grid.

See Also:

<u>Edit Task Categories Form</u>
<u>Edit Task Categories Grid</u>

Select Tasks Dialog Box

The Select Tasks Dialog Box is used to select a <u>task</u> or group of tasks from a <u>class</u>.

Standard Teacher Notes Dialog Box

You get the Standard Teacher Notes Dialog Box when you do a Class, Teacher Notes, Standard Notes.   It is used for entering a teacher note that may be included on reports that is determined by a student's <u>letter grade</u>.   The Individual Teachers Notes Dialog Box may be used to enter teacher notes that are specific for each student.

To revise standard note, select the desired letter grades in the Letter Grade List Box.   Then enter the desired note in the Comment Text Box.   Do not press the <Enter> key when typing a single paragraph.   It will word wrap as necessary when printed to fit the current font size and margins.   The Select Template Class Button may be used to automatically copy the standard notes from another class.   Notes may be copied to the clipboard by highlighting them and then pressing <Cntrl><Insert>.   Notes may be pasted in from the clipboard by pressing <Shift><Insert>.

See Also:

Individual Teacher Notes Dialog Box
Individual Grade List Report

Student Picture Dialog Box

You get the Student Picture Dialog Box when you do a Data, Students, Picture.   It is used for adding or deleting student pictures to the database.

To add a picture, select the desired student from the Student Name Grid.   You may then load or paste in a picture.   Typically, the picture would be obtained by scanning in a school photograph.   If the picture format is a TIFF (tagged image file), you will first need to convert the file format.

To load an existing picture file, click the Load Button.   You can load bmp (bitmap), rle (compressed bitmap), wmf (Windows metafile) and ico (icon) files.   To paste a picture in from the clipboard, click the Paste Button.   You may paste in bmp (bitmap), dib (device independent bitmap) and wmf (Windows metafile) formats.

To delete a picture, select the desired student and then press the Delete Button.   Pictures may be printed on the Student Data Report.   Printing pictures with more than 256 colors is not supported

 See Also:

 Student Data Report

Task Categories Dialog Box

You get the Task Categories Dialog Box when you do a Class, Add or Class, Edit and click the Select Button beside the "Category Weights and Discards:" label.   **School Maestro** allows you to <u>discard</u> the worst "n" scores in each <u>task category</u>.   You enter the number of scores you want to discard in the Number Discarded Column.   If you discard more scores than there are tasks in a category, the category will have no weight when calculating the <u>overall average</u>.

If you use a percentage weight for each category to calculate the overall average, the weight you want to use is entered in the Category% Weight Column.   The weights must add up to 100%.   These weights to not include the extra credit category weight which is specified separately.

If you use a relative weight for each category to calculate the overall average, the weight you want to use is entered in the Category Relative Weight Column.   The extra credit category weight is specified separately.

The grid is configurable.   You may resize the columns by dragging the sizing bars.   You may reorder the columns by dragging the column headings.

See Also:

Add Class Dialog Box
Class Parameters Report

Tasks Dialog Box

You get the Tasks Dialog Box when you do a Class, Tasks.   It is used for adding, revising or deleting the tasks in a class.

You can control the order that tasks are displayed on reports.   Clicking the Sort by Date Button will order the tasks by date.   Clicking the Sort by Category Button will sort the tasks by task category.   You may also manually order the tasks by dragging and dropping a task to the desired location.

To delete an existing task, select it and then press the Delete Button.   To add a new task, click the Add Button.

The new task will automatically be given the current date which you can modify if required.   The new task will also automatically be assigned to the same category as a previous task if you have just added a task.   To change the category, drop down the Category List Box by clicking the arrow.   You may then select the desired category.   You may also automatically advance the list to the next category by clicking. You may add, delete or revise categories by doing a Data, Task Categories, Edit Form or Edit Grid.   The <Tab> or <Shift><Tab> keys may be used to go from column to column in the grid.

You must enter a task name which may be up to 40 characters long.   To enter the name click on the Task Name Column and type a name to replace any existing name.   To edit an existing name, double click on the Task Name Column to get into edit mode.   A typical task name might be "Homework Chapter 1, Problems 2, 3, 8, 11".

For instructor type reports, the entire task name is too large to fit at the top of a column.   For these types of reports, the task abbreviation is used and is entered in the Abbrev Column.   It can be up to 8 characters.   A typical abbreviation might be "HW Ch 1".

The perfect score for the task is entered in the Perfect Column.   The perfect score may be between .005 and 1000.   The Weight Column is used to enter the task weight.   If category averages are being calculated by summing the points in a category, the number of points for a task is the product of its perfect score times its task weight.   A 20 point quiz with a task weight of 2 has the same weight as a 40 point quiz.   If the category averages are calculated by averaging the percentage scores in a category, then the weight of a task only depends on its task weight.   Getting 3 out of 4 with a task weight of 2 is worth twice as much as getting 75 out of 100 with a task weight of 1.   In other words, the perfect score doesn't effect the weight of a task if you are averaging the task percentage scores.   When using weighted categories to calculate the overall average, task weights have no effect on the weight of the category - they only effect how much weight different tasks in the same category have relative to each other.

The Mode Column is used to select the entry mode for scores that you will enter for the task.   You can select Raw, Percent, Letter, or Text.   You can select the desired mode by dropping down the list box or by clicking on it to automatically advance to the next mode.

Raw Mode

  Select raw mode if you want to enter task scores as an actual score such as 15 correct out of 17 possible.

Percent Mode

  Select percent mode if you want to enter scores as a percentage of the total possible. If a student gets 15 correct out of 20, you would enter the score as a 75.

Letter Mode

Select letter mode if you want to enter scores as letter grades such as "B+".   When calculating a student's overall average, the letter grades will be converted to the appropriate numerical score.

Text Mode

Select text mode if you want to enter text for a score.   Text mode tasks are not used to calculate a student's average but may be used to record information.   You could use a text task to record whether a student completed a task or to record pre or post test scores for information.

See Also:

Edit Scores Dialog Box
Edit Task Categories Form
Edit Task Categories Grid
Task List Report

Definitions

Click on any of the following terms to get a definition of the term as used in the School Maestro program.

Access Password
Access User Name
Attendance Category
Category Average
Category Weight
Class
Default Score
Delimiter
Discarded Score
Edit Form
Edit Grid
Extra Credit
Grading Curve
Individual User
Letter Grade
Marking Period
Master User
Not Counted Score
Not Entered Score
Overall Average
Parameter Query
Query
School Year
Subject
SQL
Table Join
Task
Task Category

Access Password

The Microsoft Access password may be up to 14 characters and may contain any ASCII character except the null character.   The Access password is case sensitive.   You must enter your Access password to start **School Maestro** if you are using the security features of Microsoft Access.

Access User Name

The Microsoft Access user name may be up to 20 characters.   Leading spaces and control characters are not allowed.   The following characters are not allowed: " / \ [ ] : | < > + = ; , ? * `.   You must enter your Access user name to start **School Maestro** if you are using the security features of Microsoft Access.

Attendance Category

Absences and tardies may be tracked by user defined attendance categories.   Each category has a name such as "Absence Unexcused" and an abbreviation such as "AU".   The abbreviation is used to enter absences into the attendance grid.   If attendance is included in calculating the overall average, the amount that each type of absence reduces the overall average may be specified as well as how many "free" absences are allowed without deduction.

Category Average

School Maestro calculates a category average for each task category in a class.   The average may be calculated by averaging all the percentage scores in a category or by adding up all the points in a category and then dividing by the total possible.   The category average is then weighted and combined with the other category averages to determine the overall average.   If using a total points system, the category average is not used to calculate the overall average.

Category Weight

School Maestro groups tasks by user defined category type such as "Test" or "Homework".   The program calculates a category average for each category.   The category averages may be used to calculate the overall average by using a weight for each category.   The weight may be a relative weight or a percentage weight.   Relative weights indicate how much weight a category will have in relation to other categories.   A percentage weight indicates how much total weight the category will have.

Class

School Maestro keeps students in classes.   There may be numerous classes for a single subject taught by different instructors.   Each class may use a different grading method, different letter grades, meet at different dates and times, etc.

Default Score

If you do not enter a task score for a student, he is assigned a default score.   You may specify that the default score be a "not entered" score or a "not counted" score.   "Not entered" scores are treated as a zero score when calculating averages.   "Not counted" scores are ignored when calculating averages.   You may also manually enter scores as "not entered" or "not counted" by entering in the user defined code.   The default is "NA" for "not entered" and "NC" for "not counted".   The code is case sensitive.

Delimiter

When exporting information from **School Maestro**, each field is separated by a delimiter character.   You may specify that the delimiter character be the Tab character or the Comma character depending on the requirements of the program you want to import the data into.

Discarded Score

School Maestro allows you to discard the worst "n" scores in each task category when calculating the category average. The actual task score(s) discarded will vary from student to student depending on which tasks had the worst percentage scores.

Edit Form

When entering or revising data in **School Maestro**, you may use an Edit Form or Edit Grid.   The Edit Form consists of a text box for each data field and a new form for each record.   The Edit Grid uses a row for each record and a cell for each data field.   The Edit Form is more appropriate to use when entering multiple line information such as lesson plans.

Edit Grid

When entering or revising data in **School Maestro**, you may use an Edit Form or Edit Grid.   The Edit Form consists of a text box for each data field and a new form for each record.   The Edit Grid uses a row for each record and a cell for each data field.   The Edit Grid is more appropriate to use when entering large amounts of data that doesn't require multiple lines.

Extra Credit

School Maestro allows you to increase a student's overall average by using extra credit.   The amount that the average may be increased may be specified if you are using a weighted extra credit.   If using a total points system, the extra credit weight may optionally be based on the number of points of extra credit completed.   Students that do not do the extra credit tasks are not penalized.

Grading Curve

School Maestro can assign a letter grade for each student based on his overall average.   You can specify the letter grades you want to use and the cutoff value to use for each letter grade.

Individual User

You may log onto **School Maestro** as either an individual user or as a master user.   If you log on as an individual user, you may only access your own data and cannot perform operations that may affect other users.

Letter Grade

School Maestro can assign a letter grade for each student based on his overall average.   You can specify the letter grades you want to use.   Each class may use up to 25 different letter grades of up to 5 characters each.

Marking Period

A school year is divided into one or more marking periods.   The marking period name can be up to 15 characters.   The marking period abbreviation may be up to 7 characters.   The abbreviation is typically used on report card type reports.   When posting grades for report cards, you can specify which report card period each marking period is posted to.

Master User

You may log onto **School Maestro** as either an individual user or as a master user.   If you log on as the master user, you can perform operations that affect other users.

Not Counted Score

"Not counted" scores are ignored when calculating a student's average.   You may want to use a "not counted" score if a student has a valid reason for missing an assignment.   You would also want to use "not counted" scores if you enter your tasks in ahead of time but do not want the empty tasks to be used when calculating a student's average.   You may specify the code to use for "not counted" scores and whether you want it to be the default score.   The default score for the extra credit category is always a not entered score.

Not Entered Score

"Not entered" scores are treated as zero scores when calculating a student's average.   If the default score is a "not entered" score, you do not need to enter zero scores for students that do not do a task.   The default score for the extra credit category is always a not entered score.   Typically, you would enter a "0" if a student did the task and got no credit and use a "not entered" score for a student that doesn't do a task.

Overall Average

A student's overall average is calculated by adding his regular average (not including extra credit) with his extra credit average (if any) and then optionally deducting his attendance score.   If letter grades are used, they are then assigned based on the overall average.

Parameter Query

A parameter query is a query where one of the record criteria is not specified until the query is run.   Ex. - a query may return all students whose average is less than 50%.   If you make the desired cutoff value a parameter, you can specify the desired cutoff when the query is run and not need to create a separate query for each cutoff value.

Query

School Maestro stores data in a Microsoft Access database in various tables and fields.   A query may be used to return selected fields from the desired tables where the records meet certain criteria.   Queries are written in SQL (structured query language).   **School Maestro** can automatically generate the SQL statements for simple queries.

School Year

A school year consists of 1 or more marking periods.   Typically, when a student completes a school year, he advances to the next grade level.   Report cards typically show the results for all subjects for all marking periods for each student.

SQL

Queries are used to return selected fields from database tables where the records meet certain criteria. Queries are written in SQL (structured query language).   **School Maestro** can automatically generate the SQL statements for simple queries.

Subject

School Maestro allows you to enter classes in any user defined subject.   A class consists of students.   A subject just refers to the subject matter of the class.   Several instructors may teach classes on the same subject.   Only one instructor can teach a particular class.   Report cards are printed by subject.   A student can have different instructors for different marking periods of the same subject.

Table Join

School Maestro uses a relational database and stores data in many different tables.   To minimize storage space, repetitive data is not duplicated in each table.   For example, the student's name is stored in one table along with an ID number for the student.   Other tables will just contain the ID number for reference.   If you need data from a table that doesn't contain the student name, you can join the table to the table that does have the student name by doing a query.   The query will join the two tables based on the ID number.   The resulting data will then contain the student's name.

Task

School Maestro allows you enter up to 200 tasks per class.   Tasks may be used to record score information that is then used to calculate a student's overall average.   Tasks may also be used to record text information.

Task Category

School Maestro groups tasks by user defined category type such as "Test" or "Homework".   The program calculates a category average for each category.   The category averages may be used to calculate the overall average by using a weight for each category.   Each class may contain up to 25 different categories.

Procedures

Select the desired procedure from the following list.

Access Security
Adding Custom Fields
Adjusting Scores
Appointments
Assigning Students
Attendance
Calculating Grades
Contacts
Customizing Reports with Other Programs
Database Operations
Form Letters
Importing Scores
Importing Students
Importing Student Data
Lesson Plans
Multiple Computers
Queries
Report Cards
Starting a New Marking Period
Transferring Students

Access Security

School Maestro requires that each registered instructor log on as an <u>individual user</u> with a password in order to be able to access his data.   The <u>master user</u> or users must also sign on with a password.   Users without a password cannot run **School Maestro**.   However, other programs with Access drivers can still open and modify the **School Maestro** database file.   The security features of Microsoft Access can be used to prevent any unauthorized users from accessing or modifying the database from any program.   To implement Access security, you must have a copy of Microsoft Access.   You should also obtain the Access Security Wizard.   This can be downloaded from the Microsoft download network or the Access forum on CompuServe.   You may also get a copy from the program author.   Note - if you use the following procedure to secure the database, an unregistered version of **School Maestro** will not be able to use the database.   Implementing Access security requires a registered program.

Microsoft Access provides user level security.   Users are authenticated when they log on with a password.   Access security is always on.   However, the default is that the Users Group (all users) is granted full permission and each person is automatically logged on as the default user (Admin user).   The SYSTEM.MDA file stores the user and group information and the encrypted passwords.   Each database then stores the permissions required for that database.

The Access Security Wizard includes documentation that describes how to secure a database.   The following steps will secure the **School Maestro** database.   This procedure is for Access version 2.   The Win95 version of **School Maestro** will not require this.   Prior to doing this procedure, you should make a backup copy of SMAESTRO.MDB just in case you secure it so well that even you can't get into it.

1. Install the Access Security Wizard.   To do this, unzip the SECWZ2.ZIP file and copy the SECURE20.MDA file to your \ACCESS subdirectory.   Then start Access, open any database and do a File, Add-Ins, Add In Manager and install the Security Wizard Add In and then exit Access.
2. Start the Microsoft Access Workgroup Administrator.   Click the Create Button to create a new workgroup.   Enter a name, organization and a workgroup ID that you want to use for the new workgroup in the Workgroup Owner Information Dialog Box.
3. Enter C:\SMAESTRO\SYSTEM.MDA as the path in the Workgroup System Database Dialog Box.
4. Confirm the workgroup information and you will be informed that you have successfully created the C:\SMAESTRO\SYSTEM.MDA workgroup.   Exit the Access Workgroup Administrator.
5. Start Access and do a File, Open and open C:\SMAESTRO\SYSTEM.MDA.
6. Click Security, Change Password.   For the user name Admin, enter in the password you want to use for the person who will be the database administrator and verify the password.
7. Do a Security, Users and click the New Button to add a new user to the Admin Group.   Enter the name of an authorized user and his personal ID.   Repeat for other users you want to have access.
8. Exit and restart Access and log on as the new user (no password required yet).   Open the C:\SMAESTRO\SYSTEM.MDA file and then do a Security, Change Password.   Enter and verify the password you want to use.
9. Exit and restart Access and open the C:\SMAESTRO\SMAESTRO.MDB file.   Do a File, Add-Ins and select the Security Wizard.   Elect to secure all database objects but no not check the box to prevent users from creating new tables and queries.   You must then enter in a name for the secured database.   You can name the secured database C:\SMAESTRO\SMAESTRO1.MDB.   After getting the message that the database has been secured, exit Access.
10. Copy the SMAESTRO1.MDB file to SMAESTRO.MDB and delete the SMAESTRO1.MDB file.   When you start **School Maestro** (or any other program that accesses the database), you will be required to enter the <u>Access User Name</u> and <u>Access Password</u> for that user.
11. Shift back to your original SYSTEM.MDA file.   Start the Access Workgroup Administrator and elect

to join an existing workgroup.   Select your original workgroup C:\ACCESS\SYSTEM.MDA and then exit the Administrator.   Start Access, open any database and then do a File, Add-Ins, Add In Manager and uninstall the Security Wizard.

The above procedure will make your SMAESTRO.MDB database very secure.   Only authorized users will be allowed to access or modify the database after they have entered their Access User Name and Access Password.   This procedure creates a SYSTEM.MDA file in the \SMAESTRO subdirectory.   If you have secured other database files, you may want to share a SYSTEM.MDA file.   The location of the SYSTEM.MDA file is stored in the SMAESTRO.INI file which is in the \WINDOWS subdirectory.   If you want to use an existing workgroup, revise the Options entry from;

SystemDB=C:\SMAESTRO\SYSTEM.MDA

to the desired location.   If you need to send your SMAESTRO.MDB file to the author to obtain program support, you must first unsecure the database.   The security wizard may also be used to do this.   If you don't, you will need to send your SYSTEM.MDA file as well as your Access User Name and Access Password.

See Also:

Database File
About School Maestro

Adding Custom Fields

The **School Maestro** database contains more than 1000 database fields for storing different types of information.   However, you may have specific data recording/reporting requirements that require additional data to be recorded.   You may want to record which students have paid for the yearbook, which students have received an award, the prerequisites for taking each subject, employment or criminal information, additional lesson plan information, etc.   You may add any desired field to the Instructors, Subjects, TaskCategories, AttdCategories, SchoolYear, MarkingPeriod, Students, Lessons and Contacts table.   You can get a list of all the current fields in these tables by looking at the Database Structure Report.

You can include any fields that you add to the database in any of your queries or form letters.   The Instructor Data, Student Data, Class Lesson Plans and Subject Lessons Plans Reports may also include any of the fields that you add.   Other reports can be customized or created to include the added fields.   The new fields are available to other programs for creating your own custom reports.

To add or delete fields to the database, you must be signed on as the master user.   To add a new field, do a Data and select the table you want to add information to (Instructor, Subjects, Task Categories, Attendance Categories, School Years, Marking Periods, Students, Lesson Plans or Contacts).   Then click on New Custom Field.   The New Custom Field Dialog Box is used to enter the field type, field length if necessary and the field name.

See Also:

> **Database Structure Report**
> **Queries**
> **Form Letters**
> **Student Data Report**
> **Instructor Data Report**
> **Class Lesson Plans Report**
> **Subject Lesson Plans Report**
> **Custom Report**
> **Customizing Reports with Other Programs**
> **New Custom Field Dialog Box**

Adjusting Scores

School Maestro allows you to easily scale scores after they have been entered.   You may want to do this to change the average score, or standard deviation.   If you have given a test that even your best students did poorly on, you might want to scale the scores to improve the average.   The Adjust Scores Dialog Box allows you to select 5 different methods for scaling scores.   Scores may be multiplied by a ratio factor, incremented by an increment factor or adjusted to obtain the desired standard deviation.   If you increase everyone's score by the same ratio, you can increase the average score.   When using a ratio, students with better scores get a larger score increase than students with lower scores.   This gives an effect similar to reducing the perfect score.   All scores are increased by the same ratio.   You may elect to input the desired average instead of the ratio.   When you ratio the scores, the existing standard deviation and average will also change by the same ratio.

You may want to increase the average by incrementing the scores.   This would be more appropriate if you are using total points and don't want to end up with fractional scores or you may want to give all the students 10 free points or 10 free percent because you want to discard one section of the test that everyone missed.   In this case you would want to increment everyone's score by 10.   You may also elect to input the desired average instead of the increment.   If you are using a positive increment, the average will increase by the increment and the standard deviation will not change.   If you use a negative increment which would cause one or more of the scores to be less than zero, they will be set to zero.   This will reduce the average and the standard deviation.

You may also change the standard deviation.   You might want to do this if the scores have little or excessive variance.   Reducing the standard deviation results in the same average.   Increasing the standard deviation may increase the average if it causes some of the scores to be less than zero.   These scores are set to zero.

See Also:
  Adjust Scores Dialog Box

Appointments

School Maestro includes a simple appointment manager that can be used to easily add and check appointments.   You might want to enter appointments for:

  Bill Payment Dates
  Birthdays and Anniversaries
  Field Trips
  Parent Conferences
  Quarterly Taxes
  Reminders of Things to Do
  Special Events
  Turn in Dates for Grades
  Weekly Meetings

To add an appointment, do a Data, Instructor, Add Appointment and enter the appointment in the Enter Appointment Dialog box.   The appointment date is selected using the calendar.   Appointment times can be to the nearest minute and are entered using the Appointment Time Scroll Bars.   If desired, you can assign an appointment type such as Bill, Parent Conference, Staff Meeting, etc.   You can also select a priority such as None, Low, Med, or High.   Recurring appointments only need to be entered once.   You can select a single occurrence, annual, semi-annual, quarterly, monthly, weekly, weekdays, weekends and daily.   The appointment description is entered into the Appointment Description Text Box.

After you have entered appointments, you can easily check or delete your appointments using the Check Appointments Dialog Box.   You would typically check your appointments daily, the first time you run **School Maestro**.   To check your appointments, do a Data, Instructor, Check Appointments.   The Check Appointments Dialog Box will then list your appointments for the current date.   To check upcoming appointments, just click on the next day or two on the appointment calendar.   For some appointments, you may want to be notified in advance.   To do this, just enter a reminder appointment before the actual appointment.

You do not need to delete non-recurring appointments.   They will automatically be deleted if you do not manually delete them after 45 days.   To delete an appointment, select it in the Appointment Grid and then click the Delete Button.   If you delete a recurring appointment such as a weekly appointment, all instances of the appointment will be deleted.

To get a report of your currently scheduled appointments, do a Report, Select and select the Appointment List Report.   You can select the beginning and ending dates for the report.   If you have entered appointment type information when you add your appointments, you could easily create a query to return just the appointments of a certain type or priority.   For example, you might want a printout of all the parent conference appointments for the first marking period.

See Also:

  Enter Appointments Dialog Box
  Check Appointments Dialog Box
  Queries
  Appointment List Report
  Customizing Reports with Other Programs

Assigning Students

School Maestro maintains a master list of all students in the Students table.   Thus, student information such as name, ID number, address, salutation, phone number, etc., and any custom fields that you have entered, only needs to be entered once even though the student may be in numerous <u>classes</u> which span several <u>marking periods</u> or <u>school years</u>.   Students are assigned to specific classes from the master list.

Adding students to a class is a two step process.   First, the students must be added to the master list. This only needs to be done once.   Then students are assigned to specific classes after you add the class. There are two ways to add students to the master list.   You can manually add them by doing a Data, Students, Edit Form or Edit Grid or you may import them from a separate file by doing a Data, Students, Import.   The import file format is selected by doing a File, Options.   Students may only be added to the master list once.   **School Maestro** will not allow more than one student with the same name and student ID number.

The order you add students to the master list can make it easier for you to assign students to a class.   If you are manually entering in the students, then you should enter the students by class.   For example, you would enter all your 1st hour students, then all your 2nd hour students, etc.   After you have entered the students into the master list and have added a class, you can then assign students to the class by doing a Class, Assign Students and using the Assign Students Dialog Box.

You are first asked if you want to get the students from an existing class.   If you have already assigned the same group of students to another class, then you should select this option.   You will then not have to reselect the same students from the entire master list.

The Assign Students Dialog Box displays the entire master list of students or the list of students from an existing class in the Master Student List Grid.   If you are viewing the entire master list and have previously entered the students in class order, then you can check the Original Order Button.   The students will then appear in the order that they were entered which makes selecting the entire class easier. You may click the Sorted Order Button to order the list in alphabetical order.   Students that have already been assigned to the class will be highlighted.

There are two methods to assign students to the class.   You can select all the desired students by placing the mouse over the beginning of the student name (you will see a check mark cursor) and then clicking on the student to select the student.   After you have selected all the students, clicking the Add Button will assign all the selected students to the class.

You may also drag each desired student from the Master Student List Grid to the Class Student List Grid. The position you drop the student determines is where the student will be entered into the student list. You can alphabetize the Class Student List Grid by clicking the Alphabetize Button.   You can manually reorder the list by dragging any student to any position.   You can reorder the students at any time.   For example, you may have some students that have dropped the class.   If you leave them in the class for record purposes, you can place them at the end of the list.

The Assign Students Dialog Box is also used to delete a student from a class.   Just drag the student from the Class Student List Grid to the Master Student List Grid.   You may also select the student and then click the Delete Button.

Caution - if you want to reorder the Class Student List Grid, do not drag the student to the Master Student List Grid and then drag him back to the class.   This will delete the student and his scores if you have

entered some, and then add the student back without any scores.

Deleting a student from a class does not delete the student from the master list.   To completely delete a student from **School Maestro**, do a Data, Students, Edit Form or Edit Grid and delete the student from the master list.   The Edit Form or Edit Grid may be used to revise student information that changes from year to year such as the locker number, counselor, etc.   Groups of students may be completely deleted at the end of a school year or marking period by doing a Data, Students, Delete and using the Delete Students Dialog Box.

See Also:

Edit Student Form
Edit Student Grid
Options Dialog Box
Importing Students
Assign Students Dialog Box
Delete Students Dialog Box

Attendance

School Maestro includes many features for recording student attendance.   Attendance may be tracked by attendance category (unexcused absence, tardy, snow day, etc.) and/or by time to the nearest minute.   Poor attendance may also optionally be used to reduce a student's overall average.

Using Attendance Categories:

To track attendance by category, you first enter or revise the attendance categories you want to use by doing a Data, Attendance Categories, Edit Form or Edit Grid.   Each category has a name and an abbreviation.   The abbreviation is used as the attendance code you will enter when recording an absence.   If you want to use attendance when calculating a student's overall average, you can also specify the deduct and the free amount.

The free amount is used to specify how many absences are allowed before a deduction is made.   You might allow a student to have 2 free excused absences and 0 free unexcused absences.   The deduct amount specifies how much you want to deduct from the student's overall average for each absence in excess of the free amount.   For example, entering in 1, will deduct 1% from a student's average for each additional absence.

Caution - **School Maestro** allows you to record absences and tardies on a per class basis.   However, many schools record absences and tardies on a daily basis.   Overall absences and tardies are then included on the student's report card instead of the absences and tardies for each individual subject.   If you want to print report cards that use overall absences and tardies, do not delete the "AU" (absence unexcused) or "TU" (tardy unexcused) categories.   These categories are used to enter overall absences and tardies into the Attendance subject.

After you have entered all the desired codes and have assigned students to a class, you can enter absences by doing a Class, Attendance Scores.   The Attendance Scores Grid has three splits.   The leftmost split lists the student names and ID numbers.   You may use the sizing line to the right of the names to reduce the width of the leftmost split.   This will allow you to view more days in the middle split.

The middle split displays each class day of the week and date and the current attendance code for each student.   This section is user configurable.   You may reorder the columns by dragging the column headings and resize the columns by dragging the sizing lines.   To enter an absence, click on the desired date and student cell.   You can then drop down the list box and select the desired code.   You may also click the cell again.   Each additional click will cycle the attendance code to the next value.   As you enter absences, the right most split will update and indicate the attendance summary and the attendance score.   The right split is also configurable.

The attendance summary indicates how many absences of each attendance category a student has.   The attendance score is calculated based on the free amounts and deduct amounts you have entered for each category.   Attendance scores start at zero and increase with increasing absences.   If you are using attendance when calculating the overall average, the attendance score is deducted from a student's average.

You may also enter a comment for each class date, for each student.   You may enter a comment regardless of whether the student was absent (you do not need to enter an attendance code to enter a comment).   The comments are entered in the text box in the lower left corner.   You may use the comment field to enter the reason for an absence (Doctor appointment), or to record any information

that you want to record on a class date basis. If you want to record comments on a per task basis, you can use the Edit Scores Grid.

The attendance information can be printed using the Instructor Absences Report and Individual Absences with Comments Report. The attendance scores are included on the Instructor Grade List Report and Individual Grade List Report.

Attendance Times:

To track attendance by time, do a Class, Attendance Minutes and use the Attendance Minutes Grid to enter in the time that students have missed. The grid has 3 splits. The left most split includes the student name and ID number. You can reduce the size of the split by dragging the sizing bar on the right.

The middle split lists the scheduled time in minutes for each class date. If the student is present for the entire class time, you do not need to enter anything. If a student misses some class time, you can enter the number of minutes missed by each student. As you enter missing time, the right most split will update and indicate the total timed missed in minutes and hours for each student. The total possible time in minutes and hours is also listed.

You may also enter a comment for each class date, for each student. You may enter a comment regardless of whether the student missed any time. The comments are entered in the text box in the lower left corner. You may use the comment field to enter the reason for the missing time (Principal's office), or to record any information that you want to record on a class date basis. If you want to record comments on a per task basis, you can use the Edit Scores Grid.

The attendance information can be printed using the Instructor Missing Minutes Report and Individual Times with Comments Report.

See Also:

Edit Attendance Categories Form
Edit Attendance Categories Grid
Report Cards
Attendance Scores
Edit Scores
Instructor Absences Report
Individual Absences with Comments Report
Instructor Grade List Report
Individual Grade List Report
Instructor Missing Minutes Report
Individual Times with Comments Report

Calculating Grades

School Maestro supports most of the common grading systems. It can calculate an <u>overall average</u> based on total points from all <u>categories</u>, by using an absolute weight with <u>category averages</u> and by using a relative weight with category averages. Category averages may be calculated by summing the points or by averaging the percentage scores. Each <u>task</u> in a category can have a different weight and the worst "n" scores may be <u>discarded</u> per category. Categories that have no countable scores are automatically compensated for. Extra credit may be based on the extra credit points or be weighted. The <u>overall average</u> can be automatically adjusted for excessive absences. The overall average can be left unrounded (calculated to 16 significant digits), or may be rounded to the nearest tenth or nearest whole number. Scores that haven't been entered can be treated as a zero score or may be ignored. Scores may be entered as a raw score, percentage score, letter grade or as plain text. You can also specify scores that you want to be ignored. <u>Letter grades</u>, up to 25 per class, may be automatically assigned based on a student's overall average. You may manually override any grade.

Letter Grades:

Each <u>class</u> can use up to 25 distinct letter grades that you can specify. You can use different letter grades in each class and have some classes that are Pass, Fail, some that are Excellent, Good, Poor, Fail, some that use the normal A, B, C, D and F and some that use plus and minus grades such as A+, A, A-, etc. Once you enter a letter grade scheme, it may be used by other classes and does not need to be reentered for each class.

Grading Curve Cutoffs:

If you have elected to use letter grades, you can specify the <u>cutoff</u> value that you want to use for each letter grade. If the student's overall average is greater or equal to the cutoff, he is assigned the letter grade. If you are using letter grades and have selected the letter entry mode for entering scores for a task, you can enter the task scores as a letter grade. When calculating a student's average, scores that have been entered as letter grades are automatically converted to a number. The mid points of the grading curve that you specify are used to do the conversion. If the cutoff for a "B+" is 87% and for a "B" is 83%, then entering a score as a "B" will result in the student's average being calculated assuming that he got 85% (mid point) of the perfect score for the task.

Caution - the conversion for converting letter grades into an equivalent score is done every time grades are calculated or displayed. Thus, changing the grading curve cutoff will affect the averages if some scores have been entered as letter grades. Entering scores as letter grades should only be done if you are using a fixed grading curve and are not adjusting the grading curve to get the desired letter grade distribution.

Category Averages:

A category average is calculated for each category. If you are using a total points method to calculate the overall average, the category averages are not used but are still calculated for information. In a total points system, the category averages are always calculated by adding up the points in each category and dividing by the total possible in the category. If you are using absolute or relative weights to calculate the overall average from the category averages, you can elect to calculate the category average by adding the points in the category or by averaging the percentage scores in a category. If you normally want all the tasks in a category to have the same weight regardless of perfect score, you would want to calculate the category average by averaging the percentage scores. Example - your homework assignments may be 8 questions, 12 questions or 17 questions. When the questions are easier you assign more questions so that homework will normally take 1 hour to do. If you want all the homework

assignments to have the same weight, you should calculate the category averages by averaging the percentage scores.   If you want the 17 point homework to have more than twice as much weight as an 8 point homework, then you should calculate category averages by summing the points.   Examples:

Using points to calculate the category average:

Perfect Score	50	50	100	20		
Task Weight	1	1	1	2		
Total Possible	50	50	100	40	Total	240
Actual Score	45	40	75	18		
Actual Points	45	40	75	36	Total	196

In this example, the student has 196 points out of a total possible of 240 for a category average of 81.7%.   Note that the 100 point task has twice the weight as the 50 point tasks and that the 20 point task with a task weight of 2 has the same weight as a 40 point task.

Using percentage scores to calculate the category average:

Perfect Score	50	50	100	20		
Task Weight	1	1	1	2	Total	5
Actual Score	45	40	75	18		
Percentage	90.0	80.0	75.0	90.0		
Weighted%	90.0	80.0	75.0	180.0	Total	425

In this example, the category average is calculated by dividing the total of the weighted percentage scores by the total weight.   Dividing 425 by 5 gives a category average of 85.0%.

Notice that averaging the percentage scores results in a higher category average in this situation.   This is because, the 20 point task that the student got a 90 on, has twice the weight of any of the other tasks even though the other tasks have higher perfect scores.   When averaging the percentage scores, all the tasks in a category have a weight equal to the task weight (typically 1).

Not Entered and Not Counted Scores:

You can specify the codes you want to use for <u>not entered</u> and <u>not counted scores</u> and which one you want to be the default score (automatically assigned if you don't enter a score).   The default is to use "NA" for a not entered score and "NC" for a not counted score.   The default for the default score is an "NA" score.   "NA" scores are treated as a zero.   "NC" scores are not counted.   Examples:

Using points to calculate the category average:

Perfect Score	50	50	100	20		
Task Weight	1	1	1	2		
Total Possible	50	50		40	Total	140
Actual Score	45	NA	NC	18		
Actual Points	45	0		36	Total	81

In this example, the "NA" score is treated as a zero and the total possible is increased.   The "NC" is ignored and the total possible isn't increased.   The student has 81 points out of a total possible of 140 for a category average of 57.9%.

Using percentage scores to calculate the category average:

Perfect Score	50	50	100	20		
Task Weight	1	1	1	2	Total	4

Actual Score	45	NA	NC	18		
Percentage	90.0	0		90.0		
Weighted%	90.0	0		180.0	Total	270

In this example, the "NA" score is treated as a zero and has a weight of 1.   The "NC" is ignored and has 0 weight.   The category average is 270 divided by 4 or 67.5%

Caution - The default score for extra credit tasks is always a not entered score.   If you do not enter a score, it will default to a not entered score and be treated as a zero.   However, you can still enter in a not counted score by manually entering in the code for not counted scores.   However, if there is more than 1 extra credit task and you are using a weighted extra credit, giving a student a not counted score on an extra credit task is the same as giving him free extra credit.   If a student has a not counted extra credit task and 8 out of 10 on another extra credit task, his extra credit average would be 80%.   This is the same as for a student that did both extra credit tasks and got 8 out of 10 on both of them.   Using not counted scores for extra credit is the same as giving free extra credit if you have more than one extra credit task.   To prevent this, **School Maestro** will always treat the default extra credit score as a not entered score.   You should not manually assign a not counted score to an extra credit task unless you specifically want to give free extra credit.

Discarded Scores:

You may discard the worst "n" scores per category.   When discarding scores, the not entered scores are discarded first since they count as a 0 score.   Not counted scores are never discarded.   To determine which score to discard, the percentage scores of the different tasks in the category are compared.   The worst percentage scores are the ones that are discarded.   Example:

Determining the worst score(s):

Perfect Score	50	50	100	20
Task Weight	1	1	1	2
Actual Score	40	NA	NC	18
Percentage	80.0	0		90.0

For the above scores, if you discard the worst single score, the "NA" score will be discarded.   If you discard the worst two scores, the "40" score will be discarded next because it has a lower percentage than the "18" score.   The average would then be entirely calculated based on the "18" score.   If you discard three or more of the worst scores, all scores will be discarded (the "NC" doesn't count) and the category average will be 0 since there are no countable scores.

Note - Since the percentage scores are used to determine the worst score, it is possible for different students to have scores discarded that have different weights.   One student might have a 20 point task discarded, where another student may have a 40 point task discarded (or a task with a task weight of 1 versus a task with a task weight of 4).   Mathematically, this is not a problem.   However, it won't take a lazy student long to discover that if the worst score is being discarded, that he should not bother to study for the task with the highest weight or number of points - just study for the easy ones.   For this reason, it is recommended that you don't discard worst scores in a category unless all tasks in the category have the same weight.   For a total points system, all tasks should have the same perfect score and task weight.   For a system that averages the percentage scores, all tasks should have the same task weight.

Automatic Empty Category Compensation:

If, after discarding the worst scores, or using not counted scores, there are no scores left that count in the category, then there are no scores to calculate the category average from and the category average will

be zero.   If you are using a weighted category system (absolute or relative) and there are no countable scores in the category, the category weight normally assigned to the category will be automatically divided among the other categories.

This is very common at the beginning of a marking period.   You might typically give a progress report after the first test.   Of course, there will always be some students that miss the test.   If they have a not entered score or you enter a score of 0 for them, they will have a countable score (a zero score) and will receive a poor progress report.   If the test category has a weight of 40%, the best they could do on the progress report would be 60% (not counting extra credit)

If you want to excuse the student from missing the test or you want to show the student what his average would be without the test, you can use a not counted score for the test.   The 40% test category weight will then be automatically proportioned among the other categories relative to the other category weights.   Example:

Normal Category Weights

Test	Homework	Quizzes	Lab
40%	20%	25%	15%

Adjusted Category Weights if no countable test scores

Test	Homework	Quizzes	Lab
0%	33.3%	41.7%	25%

This feature allows you to enter empty tasks in ahead of time.   Some teachers prefer to enter all the tasks at the beginning of the marking period instead of entering a task and task score at the completion of each task.   However, you do not want the empty tasks to be used when calculating the averages for a progress report.   To do this, the empty tasks must use a not counted score.   If you want to do this, you can set the default score to be a not counted score.   Thus when the tasks are all added, they will automatically all have not counted scores.   After entering some scores, you can do a progress report and it will only be based on the tasks for which you have entered scores.

Caution - if you enter empty tasks in ahead of time as not counted scores, then you must specifically enter a score for a student if you don't want to give him a not counted score.   If you enter in all the scores for a test and don't enter a score for a student that missed the test, he will have a not counted score.   To prevent this, enter a not entered score for the student or enter in a score of zero (unless you do in fact want to excuse the student).

Overall Averages:

Three methods may be used to calculate a student's overall average.   You may use a total points system, use absolute category weights or use relative category weights.

Total Points System:
In this type of system, the category averages are calculated by summing up the points in each category and dividing by the total possible points in the category.   However, the category averages are not used in calculating the overall average.   The overall average is calculated by summing up all the points (score times task weight) for all the tasks in all categories except extra credit and dividing by the total possible points in all categories except extra credit.   If you are using regular extra credit (based on points) instead of a weighted extra credit, the extra credit points are added to the regular points to calculate the overall average.   If you are using a weighted extra credit, the extra credit category average is calculated, multiplied by the extra credit category weight and added to the regular average.   The

overall average is then optionally adjusted for absences.

Use this method if you want the weight of tasks to be determined by their perfect scores (times the task weight). Homework tasks might be 10 points, Quizzes 20 points and Tests 100 points. A single test has 5 times the weight of a single quiz. The overall weight of all the tests depends on the number of test points relative to the total possible points.

Absolute Category Weights:

In this type of system, the category averages may be calculated by summing up the points in each category and dividing by the total possible points in the category or by averaging the percentage scores in the category. Each category is assigned an absolute weight. All the category weights must add up to 100% (not including extra credit). The overall average is calculated by adding the product of each category average and its weight and then adding the product of the extra credit category average and its weight.

If a category has no countable scores, the category weight for that category is proportionally assigned to the other categories relative to their category weights. Thus, you may assign a weight of 10% to the final exam category. However, you won't have a final exam score until the end of the marking period. The 10% weight will be assigned to the other categories. As soon as you enter a score for the final exam, it will automatically be worth 10%.

Use this method if you want categories to have a certain overall weight such as 50% for Tests, 20% for Homework, etc. The weight of various categories will always be constant regardless of how many tasks you have in a category. In a total points system, the actual weight due to a particular category changes whenever you add another task.

Relative Category Weights:

In this type of system, the category averages may be calculated by summing up the points in each category and dividing by the total possible points in the category or by averaging the percentage scores in the category. Each category is assigned a relative weight. The weights do not need to add up to 100 and are only used to indicate the relative weight of one category versus another category. If the Test category is given a relative weight of 4, and the quiz category has a weight of 1, then the weight of all the tests will be 4 times the weight of all the quizzes. The category weight is different from a task weight. A task weight could be used to indicate that a single test had four times the weight of a single quiz. The overall average is calculated by adding the product of each category average and its weight and then adding the product of the extra credit category average and its weight.

If a category has no countable scores, the category weight for that category is ignored. The remaining categories are still weighted by their respective relative weights. Thus, you may assign a relative weight of 1 to the final exam category, a weight of 4 to the test category, a weight of 2 to the quiz category and a weight of 1 to the homework category. The quiz category will always have twice the weight of the homework category.

Relative category weights and absolute category weights are interchangeable. Relative weights of 1, 4, 2, and 1 are the same as absolute category weights of 12.5%, 50%, 25% and 25%.

Use this method if you prefer to specify the category weights relative to each other instead of as an absolute percentage.

Extra Credit:

Any type of grading system may optionally include extra credit. If using a total points system, you can use regular extra credit where the weight of extra credit is determined by the number of extra credit points relative to the overall regular points, or you may use a weighted extra credit where the extra credit category is given a weight.

You may enter as many extra credit tasks as desired. As discussed above, you should not use not counted scores for extra credit. Typically, you would select the weight of the extra credit category or the number of extra credit points possible to be such that a student might be able to increase his letter grade by one increment. For example, you might set the weight of the extra credit category to be 3%. A student that would get a "B+" grade without extra credit could get an "A-" grade with extra credit.

Attendance:

School Maestro allows you to optionally decrease a student's overall average for poor attendance. It calculates an attendance score. All students initially have an attendance score of 0. For each attendance category, you can specify the number of free absences for that category and the amount you want to increase the attendance score for each absence that exceeds the free amount. It is possible for the attendance score to exceed the overall average. If so, the overall average is set to 0 - negative overall averages are not allowed.

Average Rounding:

Before assigning a letter grade based on the overall average, **School Maestro** can optionally round the average to the nearest tenth or whole number. The averages are calculated to roughly 16 significant digits. However, most reports will normally only show the average to the nearest tenth. Thus, a student that had an average of 89.967823 could be listed on a report as having an average of 90.0 (nearest tenth). However, if the cutoff for an "A" grade is 90, this student would be assigned a "B" grade because his actual average was less than 90.0. This can upset a student when he sees that his average is listed as 90.0 but that he didn't get the grade for a 90.0.

To prevent this, you can elect to round averages to the nearest tenth. The above student would be given an average of 90.0 (rounded to the nearest tenth). He would also be assigned the grade for an "A". Any students with an average of 89.95 and above would have their average rounded to 90.0.

Some school systems only list averages to the nearest whole number and want the average rounded to the nearest whole number. To do this, select the "Nearest Whole Number" option. A student with an average of 89.4321 would be given an average of 89. A student with an average of 89.5321 would be given an average of 90.

Manual Overrides:

The overall average includes a student's normal average plus his extra credit less any deduction for attendance. It is used to assign a letter grade based on the grading curve you specify. However, you may override any letter grade that is assigned. For example, you may have a student that drops the class during the last week. Because of all the work that the student has completed, he might be assigned a "C" letter grade based on his current average. However, you can override the grade and change it to a "WP" (withdraw while passing) or something similar.

School Maestro allows you to calculate the overall average in almost any manner. However, some creative grading practices, while possible, are not recommended. The program will allow you to enter in scores that are greater than the perfect score for a task. This could be done to give a student extra credit without using an extra credit category. However, it is then impossible to tell from the report what portion of a score was extra credit and what wasn't. It also has an adverse effect on task weights and category

weights.

Some teachers like to penalize students by giving them negative scores.   Again, this has an adverse effect on task weights and category weights and is not recommended.

Contacts

School Maestro includes a simple contact manager.   You may use it to record and retrieve contact information.   The following types of information could be recorded;

   Administrative personnel
   Counterparts in other school systems
   Emergency phone numbers
   Professional organizations
   PTA members
   Textbook publishers

You can enter a phone number, fax number, address and comment for each contact.   You may also add additional fields to record whatever information you want.   For example, you could add fields to record the sex or age of the contact or whether you have sent a Christmas card, etc.

To add a contact, do a Data, Contacts, Edit Form or Edit Grid and enter or edit the desired contact.   You can easily go to any contact by clicking the GoTo Button.   To add an additional database field, do a Data, Contacts, New Custom Field.   You must be signed on as the master user in order to add additional fields.

You may use the Contacts table to record any information that you want to store and retrieve by name. Thus, the contact may not be an actual person or company but could be the name of a book, a piece of lab equipment, etc.

See Also:

   Edit Contacts Form
   Edit Contacts Grid
   New Custom Field Dialog Box

Customizing Reports with Other Programs

There are several different ways that you can get data from **School Maestro** to other programs.   When you run a query, you can copy the results to the clipboard or export the results to a file.   Any of the reports can also be copied to the clipboard.   Also, many programs now include drivers for Microsoft Access so that they can directly read the **School Maestro** database.   In particular, the Microsoft Office Programs (Word, Excel and Access), can all be used to read data directly from the database.   Programs that can read the database, may also be able to use any queries that you have previously created and saved.   The following are some typical examples.   Note - the examples are for Word 6, Excel 5, and Access 2.   The procedures for using Word 7, Excel 7 and Access 7 are similar.

Word For Windows
Modify a chart:
Any of the **School Maestro** reports may be copied to the clipboard (one page at a time).   They can then be pasted into any program that allows you to modify a Windows metafile (picture).   Lets assume you want to create a letter that includes a chart from **School Maestro** that you have annotated to stress the performance of certain students.

First do a Report, Modify and select the Class Scores Chart.   Turn off the option for charting a single task so that you will chart the overall averages.   Then display the chart by doing a Report, Select and select the Class Scores Chart.   Select the desired class.   The report is a two page report.   The first page includes the score information and the second page includes the chart.   Use the VCR buttons to go to the second page and then click the Copy Button to place the chart on the clipboard.   You may then exit **School Maestro** (not necessary but recommended if you don't have a lot of memory).

Start Microsoft Word.   Enter some text describing the purpose of the chart.   On a new line below the text, do an Edit, Paste Special and select the picture format.   The chart will then be pasted into your Word document.   Click on the chart to select it.   Then drag the sizing handle in the lower right hand corner to proportionally resize the chart.   Using one of the corner handles will stretch both the vertical and horizontal dimensions by the same amount.   Because the chart is a metafile instead of a bitmap, it may be resized without a loss of resolution.

Double click the chart in order to be able to edit it with the Word drawing tools.   Then double click one of the chart bars and change the fill color using the Drawing Object Dialog Box.   Select the Button Text Tool and add some explanatory text next to the bar.   You can continue to modify anything on the chart - any of the text, fonts, font sizes, colors, shading, fill patterns and can use the Word drawing tools to add anything additional that you want.   The document may then be saved and printed from Word.

This procedure can be used to copy, paste and edit any **School Maestro** report using any program that allows you to resize and/or modify a picture.

Create a form letter from a file:
Lets assume you want to create a form letter using Word that is addressed to each parent in the class to inform them of the current average and grade of their son or daughter and which also includes the above chart.   First, sign on as the master user and do a File, Options and make sure you have elected the <Tab> character as the delimiter for export files.   Then do a Query, Create and create a simple query (one field from one table is OK).   Save the query with a name such as "Progress report form letter".   Then do a Query, Edit and revise the query as follows:

    PARAMETERS [Class ID Wanted] LONG;

SELECT [Class Name],[Stud Address],[Stud Salutation],[Stud Last Name],[Stud First Name],[Stud Middle Init],[Stud Sex], [Overall Avg],Grade
FROM (Classes INNER JOIN ScoreData ON Classes.[Class ID] = ScoreData.[Class ID]) INNER JOIN Students ON ScoreData.[Stud ID] = Students.[Stud ID]
WHERE (Classes.[Class ID]=[Class ID Wanted])

This query will ask you to select the class when you run it and will return the name, salutation, address, sex, average and grade of each student in the class.   After entering the query, test it and then save the query.   Then run the query and click the Save Button and save the query in a file such as "QUERY.DAT".   Note that the first row of this file will contain the field names from the query.   Most word processing programs such as Word allow the first record to include the field names or allow you to specify the field names separately.   Exit **School Maestro** and start Word.

Click on Tools, Mail Merge.   You are then presented with the mail merge helper.   Click the Main Document Button and then click Create, Form Letters and elect to use the active window.   Now set the data source by clicking the Data Source Button, and then click Get Data, Open Data Source and select the QUERY.DAT file that you created above.   Word will then inform you that there were no merge fields in your document.   Elect to Edit Main Document.

Add a couple of blank lines by pressing the <Enter> key a couple of times.   Then click the Insert Merge Field Button and select the Stud_Address field (notice the underscore that Word has inserted).   Add a couple more blank lines and click the Insert Merge Field Button again and insert the Stud_Salutation field.   Skip two lines, press the <Tab> key and start typing in your body text.

This is to inform you that your

Now click the Insert Word Field to insert a calculated field.   Select the *If...Then...Else...* field.   Select the Stud_Sex for the *If* field.   Select *Equal to* for the Comparison and compare the value to *M*.   If true insert the text *son*, otherwise insert the text *daughter*.   Then insert the Stud_First_Name field and continue with the body text to get the following form letter.

«Stud_Address»

«Stud_Salutation»

This is to inform you that your daughter «Stud_First_Name» currently has an average of «Overall_Avg» which would result in a «Grade» grade in «Class_Name».   Please let me know if you have any questions.

Do a Tools, Options, View and turn on field codes.   You can then see the Word field that is being used to calculate the *son* or *daughter*.   Turn the field codes off.   Click the Mail Merge Button on the tool bar, elect to merge to a new document and click the Query Options Button.   Select the Sort tab and elect to sort the records by Overall_Avg.

Shift back to **School Maestro** and copy the chart you did above to the clipboard.   Return to Word, click on View, Header and Footer, switch to the footer, and then paste in the chart.   Resize as desired. Return to the document.   You can now fancy up the letter using a header, graphics, different fonts, colors, etc.   When you do the merge, you will get a letter individually addressed to each parent with the desired salutation, informing them how their son or daughter is doing with a comparison chart.   Note - when you enter addresses in **School Maestro**, you should enter an entire address such as;

Mr. & Mrs. John Doe
1234 Main Street
Somewhere, MI   45678

For a salutation, you should enter;

To the Parents of Ronald Doe or
Mr. & Mrs. John Doe

The salutation does not have to be the same as the first line of the address.   You will also need to enter the student's sex as *M* or *F* in **School Maestro** in order for the above form letter to work correctly.   If you have elected to not round the overall average, it may contain up to 16 digits.   Word includes fields for formatting numbers if you only want to display it to the nearest tenth or whole number.

Create a form letter using a Word query:
This procedure uses Word to access the **School Maestro** database directly and assumes you don't have Access.   In order to do this, you must have installed the Access OBDC drivers when you installed Word.   Microsoft Word may have been supplied with Microsoft Office or you may have purchased a copy of Excel separately.   If so, Excel includes MSQuery which has a visual drag and drop query by example interface.   If MSQuery has been installed with Excel, then when you do a Tools, Mail Merge, New Document, and then click Data Source, Open Data Source then there will be a MSQuery Button which you can use to create your own queries.   MSQuery allows you to create queries that include table joins and is the preferred method if available (see the following procedure).   If not, Word can be used to create simple queries that only include data from a single table.   This is not very useful in a form letter where student names are in one table and the scores are in another.   It can be used to print data if you don't need to do table joins.

Printing out a list of all the contacts or subject lesson plans could be done using a single table.   To create a form letter based on a single table using Word, start Word and do a Tools, Mail Merge, click the Main Document Button and do a Create, Form Letter.   From the mail merge helper, click the Data Source Button and do a Get Data, Open Data Source.   If you have not installed the Access OBDC drivers, then MS Access Database will not be listed as one of the available file types.   Open the C:\SMAESTRO\SMAESTRO.MDB database.   Then select the Contacts table.   When Word informs you that it found no merge fields, click the Edit Main Document Button.   Insert the desired fields into your form letter such as Contact_Name, Phone, Address, etc.   Use the mail merge helper and click on Query Options and select only those records where the Inst_ID is equal to 1 (or the desired instructor).   Note - **School Maestro** includes some simple queries that return ID numbers such as Inst ID.

Create a form letter using MSQuery:
This procedure also assumes that you don't have Access but that you do have Microsoft Query (supplied with Excel).   Microsoft Query can be used to create and save your own queries and can do table joins.   To use MSQuery, start Word and do a Tools, Mail Merge, click the Main Document Button and do a Create, Form Letter.   From the mail merge helper, click the Data Source Button and do a Get Data, Open Data Source.   Click the MSQuery Button.   Use MSQuery to open C:\SMAESTRO\SMAESTRO.MDB.   Add the desired tables and select the desired fields to be included in the query.   When the query is complete, do a File, Return Data to Microsoft Word.   Insert the desired fields in the form letter, merge and print.   When using Microsoft Query, you can also use any of the queries you have previously created and saved in the database.   If the existing queries do not appear or if MSQuery does not return data to Word, you may need to get updated OBDC drivers from Microsoft.

Create a form letter directly from an exiting database query:
This is the preferred method to use Word to print form letters if you have Microsoft Access.   You can create the query in **School Maestro** or Access and save the query in the database.   Assuming you have saved the query as "Progress report form letter", start Word and do a Tools, Mail Merge, click the Main Document Button and do a Create, Form Letter.   From the mail merge helper, click the Data Source Button and do a Get Data, Open Data Source.   Open C:\SMAESTRO\SMAESTRO.MDB.

This will automatically start Access in the background.   From the Microsoft Access Dialog Box select the Queries tab and then select the "Progress report form letter".   Since it is a parameter query you will be asked to input the Class ID number.   In **School Maestro**, you would be given a dialog box to select the class from.   When running the query from Word, you will have to enter the actual Class ID number. Queries are furnished with **School Maestro** that list some of the common ID numbers.

After entering the parameter values, create the form letter the same as if you were using a file to create the form letter (see above).

Paste or load query results:
School Maestro will print query results using the Query Report.   This is a multi-column report with a column for each field.   If you need to customize this type of report, you would normally use a spreadsheet program.   However, you can use the table features of Word to display the information.   For example, run the Failing Students query and then export it or copy it to the clipboard.

Start Word and then do an Insert, File to load the exported query results or paste them in by doing an Edit, Paste Special (in case there is something else on the clipboard).   Select the inserted text and do a Table, Convert Text to Table.   You may now modify the table and the report as desired using Word.

Excel

Paste or load query results:
Excel, or other spreadsheet programs are ideal for formatting, modifying and printing data returned from queries.   You may load the query results or paste them in.   Run the Failing Students query from **School Maestro** and then export it or copy it to the clipboard.   Start Excel and do a File, Open and open the exported file or paste in the query results.   If you open the file, the Text Import Wizard can be used to select the delimiter (you would normally use the <Tab>), adjust the column formats and skip unwanted columns.

Using MSQuery with Excel:
To do this, you must have installed the MSQuery Add In for Excel.   Start Excel and do a Data, Get External Data.   In the Select Data Source Dialog Box, select a MS Access 2.0 Database (or 7 .0 if using the Win95 version of **School Maestro**) and then open the C:\SMAESTRO\SMAESTRO.MDB database. Add the desired tables.   When you are in the Add Tables dialog box, the Options Button can be used to also list Views in addition to Tables.   Views are the existing queries that are stored in the database.   If the existing queries do not appear, you probably need to get updated OBDC drivers from Microsoft.

Select the desired tables or query, set the joins as necessary, and specify any additional criteria.   Then do a File, Return Data to Excel.   Use Excel to modify, format and print the report.

Use Excel to analyze and plot statistics:
You can use one of the existing **School Maestro** queries or create your own query to return scores or average information that you want to analyze and plot.   The query results may be exported and then loaded, copied and pasted or imported using MSQuery.   For example, run the Raw Averages with

Grades query in **School Maestro** and copy it to the clipboard.   Shift to Excel and paste it into a new sheet.   Do a Tools, Add Ins and make sure the Analysis Toolpak has been added.

Then do a Tools, Data Analysis and select Descriptive Statistics.   Select the range that contains the student averages.   The mean, standard error, median, mode, standard deviation, sample variance, kurtosis, skewness, range, minimum, maximum, sum, count and confidence level will be returned.   Do a Tools, Data Analysis, Histogram and select the range that contains the student averages.   Select the cumulative percentage and chart output options to automatically plot a histogram.   You can then modify the chart as desired.   Excel can be used to chart any numeric data from **School Maestro**.

Access

Since **School Maestro** stores its data in an Access database, using Microsoft Access to create queries and reports is very powerful.   Caution - until you are proficient using Access, it is recommended that you make a copy of the SMAESTRO.MDB database and use Access to open the copy.   Access allows you to modify the structure of the database, change and delete indexes, add and delete tables and fields, etc.   Modifying the structure of the database may make it unusable by **School Maestro**.   The program author will not be able to fix your database if you modify it with Access.   You should also make frequent backup copies of the database.   If you use Access to open the database, you can safely create, run and save queries, create, run and save reports and modify existing field values that are not used in an index or key.   You should not use Access to add or delete fields but should do this directly from **School Maestro**.   Please contact the program author if you have specific field requirements.   Access may also be used to import or export data to and from different formats.

Use Access to create a query:
The Access query builder may be used to easily create queries that include table joins, parameters and criteria.   The queries may be saved in the database and can then be used directly in **School Maestro** for creating reports and form letters.   The following example will create a query that will list the honor roll students for any class that you select.

Start Access and open the C:\SMAESTRO\SMAESTRO.MDB file.   Click the Query Tab and then click the New Button.   Click the New Query Button (you could use the Query Wizard for some queries).   Add the Classes, ScoreData and Students tables to the query.   The Classes and ScoreData tables will be automatically joined on the Class ID field.   The Students and ScoreData tables will be automatically joined on the Stud ID field.

Drag the Class ID field from the Classes table to the first column, turn off the Show Check Mark and enter [Class ID Wanted] for the Criteria.   When the query is run, you will then be asked to input the Class ID.   If the query is run from **School Maestro**, you can select the class from a list of classes.   If the query is run from Access, Word, or Excel, you will need to enter the actual ID number for a class (available in the Classes table).

Drag the [Stud Last Name], [Stud First Name] and [Stud Middle Init] fields from the Students table to the next columns and leave the Show Check Mark turned on.   Drag the [Overall Avg] field from the ScoreData table to the next column, leave the Show Check Mark turned on and enter >90 for the criteria.

You can review the generated SQL statement by clicking the SQL button.   Do a File, Save As and save the query under the name of "Students above 90".   The query may be run from Access by clicking on the Table View Button.   You will then be prompted to enter the Class ID.   Enter the ID number of one of your classes.   The query may also be run or edited from School Maestro and may be used to print a

Query Report or used in form letters.

Start Access and open the C:\SMAESTRO\SMAESTRO.MDB file.   Click the Report Tab and then
click the New Button.   Select the "Students above 90" query and click the Report Wizard Button.
Select the MS Word Mail Merge Option and then elect to Create a New Document and Link the Data to
it.   This will automatically start Word and set up a form letter for you.   You can then insert the fields at
the desired locations and enter your standard body text.

You can also create a form letter report directly in Access without using Word.   You can select one of
the other Report Wizards or design the report from scratch using the Access report generator.   Access
reports may be saved in the database for future use.

Most report card data is stored in the RepCard, Students and Subjects tables.   You can create your own
queries to return the desired information or use the Four Quarter Report Card or Six Period Report Card
queries that come with **School Maestro**.   The Access report generator may be used to customize the
report card per your specific requirements.   The report card may also calculate and display information
such as grade point averages.   Custom designed report cards are available from the program author.
The following steps should get you started.

Start Access and open the C:\SMAESTRO\SMAESTRO.MDB file.   Click the Report Tab and then
click the New Button.   Select the "Four Quarter Report Card" query and click the Blank Report Button.
Each student may have several subjects which need to printed on a single report card.   Access allows
you group records.

Click in the Details section and then click the right mouse button and select the Sorting and Grouping
option.   Group on the Student Name field in ascending order.   Select a group header and group footer
and to keep the group together.

Drag the Student Name field from the Field List to the Student Name Header.   Drag the Subject Name
field to the Detail section.   Delete the Subject Name label (leave the field).   Drag the Q1 Grade to the
detail section to the right of the Subject Name and then delete the Q1 Grade Label.   Repeat for the Q2,
Q3 and Q4 Grade fields.

Click in the Student Name Footer, click the right mouse button and go to the properties window.   Elect
to force a new page after the section.

Click the Print Preview Button.   The query will then be run and you will be asked to input the School
Year ID.   Each page of the report will contain the student's name at the top followed by all the subjects
for that student and the quarterly grade for each subject.   You can then do a File, Save As and save the
report in the database for future use.   You can modify the layout, fonts, colors, shading, include a
school logo, include conduct, citizenship, absences, tardies, semester exams, averages, etc.   Calculated
fields may be included for doing gpa's.   Comments may be included.   The customization options
available using the Access report generator are extensive.   In addition to report cards, Access may be
used to design any report using data from **School Maestro**.

Crystal Reports and other report generators

There are many other report generating programs that may be used such as Crystal Reports.   They are
typically easier to use than the Access report generator.   You can use any report generator that has

drivers for an Access database.   Note - the standard version of Crystal Reports is furnished with Microsoft Visual Basic.   Custom applications can be written in Visual Basic that use reports generated with Crystal Reports.   Reports created with Crystal Reports do not require the user to have Access. The program author can prepare customized report cards using Crystal Reports.

See Also:

Print Preview
New Custom Field Dialog Box

Database Operations

School Maestro maintains all data you enter in two files.   Most data is stored in the <u>SMAESTRO.MDB</u> file.   This is a Microsoft Access database file and is located in the program directory (typically C:\SMAESTRO).   The program also uses the <u>SMAESTRO.INI</u> file to record some program defaults.   This file is located in the Windows subdirectory (typically C:\WINDOWS).

Student scores, grades, etc., are very important information.   It is imperative that you have a backup of all your data.   All hard disks eventually crash.   You may also lose your data inadvertently.   You might use the Windows file manager or a DOS command and delete files by mistake (or a student might, on purpose).   You may delete a student, class, or marking period and later realize that you deleted the wrong one.   Someone might open your database file and modify it or make it unusable.   You might have a power outage in the middle of a disk write that corrupts the database file.

Because maintaining a current backup is so important, **School Maestro** makes it easy to do a backup of all your data.   It will also prompt you every time you exit the program to backup your data.   To minimize storage space, all backups are automatically compressed (zipped).   You may also use the backup feature to easily move your data from one computer to another computer.   To do a backup, just select File, Backup from the main menu.   You then select the name and location of the backup file.   The backup file will contain both the SMAESTRO.MDB file and the SMAESTRO.INI file.

You can store the backup file on the hard disk in the same or different subdirectory.   This type of backup would allow you to restore the previous state of your data.   However, storing the backup on the same hard disk provides no protection against a hard disk failure or reformat.   It is recommended that you backup to a floppy or other removable media such as a zip disk.

It is also recommended that you keep at least two rotating backups.   If you overwrite an existing backup with a new backup and have a problem during the backup, you will end up with no backup!   If you don't notice a problem with your data until after a backup, your backup will also contain the bad data.   These problems are minimized by using rotating backups.   Use a different disk for every other backup.   This provides more redundancy and gives you more flexibility to go back to a previous backup.   The date/time of the backup file may be used to determine the most current backup.

If you do need to restore previous data or are transferring the current data to a different computer, just do a File, Restore and select the backup file.   You will be asked to verify that you want to overwrite the existing database file.   When you restore the backup, it will be unzipped and replace your existing SMAESTRO.MDB file.   It will also restore the SMAESTRO.INI file to your program subdirectory.   If you also need to restore the state of the program to what it was when you did the backup (same program defaults), you can manually copy the SMAESTRO.INI file to your Windows subdirectory.   This would normally not be required unless you are trying to ensure that two computers are both using the same defaults.   After doing a restore, you need to restart the program.

It is possible for a database file to become corrupted.   This might happen during a power outage or might be caused by a hard disk problem.   **School Maestro** will automatically try to repair a corrupt database when it starts.   If it is unable to repair the database, the program will start but all features will be disabled except the ability to restore a previous backup.   Make sure you make frequent backups!   If you don't have a backup, the only way to restart the program will be to delete the SMAESTRO.MDB file.   It will then be recreated the next time you start the program - but it will not have any of your previous data!

You can initiate a database repair by doing a File, Repair Database.   It is recommended that you do this

whenever you compact the database.

When data is deleted from the database, it is usually just marked as deleted.   This provides faster program performance.   However, the database file may contain a lot of information that has been marked as deleted.   To recover the space used by this information, you can compact the database.   This is done by doing a File, Compact Database.   It is recommended that you do this monthly.

The SMAESTRO.MDB file can be secured to prevent any unauthorized users from using other programs such as Access, Word, Excel, etc., from reading or modifying the data.   The Access Security Procedure describes how to do this.   Always make a backup of your database before you secure it.   If you secure it and don't remember the password or user name that you used, you will not be able to use any program, including **School Maestro**, to access your data.

See Also:

  Access Security
  Edit Contacts Grid
  New Custom Field Dialog Box

Form Letters

The **School Maestro** database contains over 1000 fields plus any additional fields that you have added using the New Custom Field Dialog Box.   Any of these fields may be used to easily create a form letter. A form letter consists of some standard text that is the same on all letters.   Place holders are inserted where you want the value of the database field to appear.   When the form letter is printed, each database field placeholder is replaced by the value of the field for that record.   Each record starts a new form letter.   Form letters may be used to send individualized notices to parents, create permission slips, etc. Several sample form letters are furnished with **School Maestro**.   To print an existing form letter, do a Report, Select and select the Form Letter Report.   You then select the form letter you want to print.

If one of the existing form letters is close to what you need, you can easily edit it by doing a Queries, Edit Form Letter.   You can then change some of the standard text, revise the layout, or add and remove some of the field placeholders.

The first step in creating your own form letter is to create a query that will return the desired data from the database.   **School Maestro** includes numerous queries that you may use as an example and includes a simple query generator.   To determine which database fields are available, you should print out a copy of the Database Structure Report.   You would typically create a simple query by doing a Queries, Create Query.   In order to run or save the query, you should sign on as the master user.   The query generator will not create parameter queries or true table joins.   However, these can easily be added by editing the query.   After you have created a simple query that returns the desired fields, save the query.   Give the query a name that describes the form letter you are going to use it for.   Then do a Queries, Edit Query to modify the query as desired.   Please refer to the Query Procedure for more details on how to do this. The query may be designed to limit the form letter to only certain records - the failing students, the honor roll students, students with excessive absences, students on the football team, etc.

The query that you create is saved in the database file.   Thus, you are not restricted to using **School Maestro** to print the form letters.   You can easily use Word, Access, or any other program that has drivers for an Access database to create and print the form letters.   The query results may also be exported for use by other programs.   Please see the Customizing Reports with Other Programs Procedure for more details on using other programs.

To create the form letter based on your new query, just do a Queries, Create Form Letter.   Select your new query in the Form Letters Dialog Box.   Just type in the standard text and insert the desired field place holders by selecting the field and clicking the Add Field to Form Letter Button (or double click the field).   Give the form letter a name and click the Done Button to save the form letter.   Do a Report, Select and select the Form Letter Report to print the form letter.

See Also:

New Custom Field Dialog Box
Form Letters Dialog Box
Database Structure Report
Create Query Dialog Box
Edit Query Dialog Box
Queries
Customizing Reports with Other Program

Importing Scores

School Maestro allows you to import scores from a file.   It also allows you to import the overall averages from one class into a task score for a class.   You might want to do this to import scores from another program such as a spreadsheet or another grading program such as **GradeBook for Windows**. You can also import scores from a file created by an automatic scoring machine such as a Scan Tron. Scores that were previously exported from **School Maestro** can also be imported.   Two queries are included for exporting scores.   The Export Single Task Score Query will allow you to select the class and the task you want to export.   The Export Overall Average Query allows you to select a class and export the overall averages for that class.

The ability to export averages and then import them as a task score or to import averages from a class is useful if you need to average several marking period averages with different weights.   The Report Card Reports that are supplied with the program work for 4 quarter or 6 period, 2 semester school years where each marking period has the same weight and may include optional semester exams with user specified weights.   If your school system uses a progressive weighting scheme for averaging the marking periods, you can export each marking period's overall average and then import it as a task score into a summary class that may be used to apply the desired weights.

You may also want to import the previous marking period's average into a task in the next marking period class.   Some school systems require both a marking period progress report and a cumulative progress report.   By giving the task with the previous marking period's average a 0 weight, you can do progress reports for the current marking period.   To do a cumulative progress report, revise the weight of the task that contains the previous marking period's average to the desired value.

You may also want to import scores in order to be able to compute and chart the statistics for several combined classes.   The Multiple Class Statistics Query may be used to get the statistics for all the classes for the current instructor or you may create a similar query.   To use a **School Maestro** class to get combined statistics, first add a class and assign all the students to it from all the desired classes.   Then add a single task to the class.   Select each class and run the Export Single Task Score or Export Overall Average query and export the desired scores or averages.   Then select the combined class and do a Class, Import Scores and import the scores for that class.   Repeat for all the classes you want to include.   You may then use the Statistics Report, Score Distribution Chart Report, Class Scores Chart Report or Letter Grade Distribution Chart Report to analyze the combined data.

To export an overall average, do a Query, Run and run the Export Overall Average Query.   Then click the Export Button to export the averages.   After adding a class that has a task for each marking period, you can then do a Class, Import Scores and import the first marking period averages into the first task, the second marking period averages into the second task, etc.   Progress reports may then use any desired weighting of the various marking period averages.

The import format is selected by doing a File, Options.   If importing scores from GradeBook for Windows or scores that have been previously exported from **School Maestro**, you should use the "123-45-6789","87.9" format instead of the name format.   Student ID numbers are more likely to be unique than student names and are less prone to spelling differences.

When importing scores, the import file may use the <Tab> or the <Comma> character as the delimiter. If you need to import scores that are not in the desired format, you can usually convert them to the required format by first loading them into a spreadsheet program and then exporting them as required. Please contact the program author if you have specific importing requirements.

See Also:

Four Quarter Report Card Report
Six Period Report Card Report
Run Query Dialog Box
Statistics Report
Score Distribution Chart Report
Class Scores Chart Report
Letter Grade Distribution Chart Report
Score Import File Format

Importing Students

School Maestro allows you to import student names and ID numbers to the master student list.   This is useful if your school system can supply you with a list of students in a file or if you want to import students from another program such as a spreadsheet or **GradeBook for Windows**.   A conversion program is available that will import entire classes (students, tasks and scores) from **GradeBook for Windows**.

The import file would be an ASCII file, one line per student and would contain the student's name and optionally, his ID number.   The name may be a single field or may be 3 fields.   The delimiter may be a comma or a tab character.   Quotation marks are optional (must be used if the data contains a comma). The default is:

"Doe, John Q.", "123-45-6789"

This would be the format you would use if you were importing students from **GradeBook for Windows**. You can select the desired format by doing a File, Options.   If one of the formats doesn't work with your data, you can usually use a spreadsheet program to convert the data to an acceptable format.   Please contact the program author if you need support for a different format.

You can easily export students from **School Maestro** by creating an appropriate query.   The query results may then be exported or copied to the clipboard.

See Also:

Create Query Dialog Box
Student Import File Format

Importing Student Data

School Maestro allows you to import data for any students that have already been entered into the program.   This is useful if your school system can supply you with a list of students and data in a file or if you want to import student data from another program such as a spreadsheet.

The import file would be an ASCII file, one line per student and would contain the student's name and optionally, his ID number followed by the data fields you want to import.   The name may be a single field or may be 3 fields.   The delimiter may be a comma or a tab character.   Quotation marks are optional (must be used if the data contains a comma).   The default is:

      "Doe, John Q.", "123-45-6789","Field 1 Data","Field 2 Data"   etc.

You can select the desired name format by doing a File, Options.   You select the fields you want to import from the existing student fields.   You may add custom fields if required.   Importing student data does not import the students or ID numbers, just the data.   You can import the students first if required. You may import more than one data field at once if they are in the correct order.   If not you can import a single field at a time.   The last name, first name, middle initial and student ID number are used to determine if an identical student has been entered into the **School Maestro** database.   Multiple line data fields such as 3 line addresses may be imported.   New lines in a multiple line field must use the line feed character (chr$(10)) and not the new line characters (chr$(13) & chr$(10)).   If you are using Excel to create the import file, you may enter multiple line fields using the <Alt><Enter> key combination.   If one of the formats doesn't work with your data, you can usually use a spreadsheet program to convert the data to an acceptable format.   Please contact the program author if you need support for a different format.

You can easily export student data from **School Maestro** by creating an appropriate query.   The query results may then be exported or copied to the clipboard.

See Also:

  Create Query Dialog Box
  Student Import File Format

Lesson Plans

School Maestro allows you to easily create, revise, and reuse lesson plans.   If you have a multiple instructor license of the program, different instructors teaching the same <u>subject</u> may share lesson plans. The lesson plan reports may include any or all of the standard lesson plan fields which are:

   Lesson Name
   Lesson Homework
   Lesson Objective
   Lesson Description

In addition to or in place of the standard fields, you may add any other desired fields.   For example, if you teach a lab course, you might want a field for Required Equipment or Prerequisites.   To add your own custom fields, you must first be signed on as the <u>master user</u>.   Then do a Data, Lesson Plans, New Custom Field.

Lesson plans are entered by subject.   To enter a lesson plan, you must have first entered a <u>class</u> in the desired subject and have selected that class.   You may enter as many or few lesson plans per subject as desired.   You do not need to enter a lesson plan for each class date and you may have more lesson plans on file than you have class dates.   To add, revise or delete a lesson plan for a subject, do a Data, Lesson Plans, Edit Form or Edit Grid.   To review all the lesson plans that have been entered for a subject, you can print the Subject Lesson Plans Report.

After lesson plans have been entered for a subject, they can then be assigned to any class that uses that subject.   Different classes of the same subject can use a different subset of the lesson plans, scheduled on different dates and times.   To assign lesson plans to a class, first select the class and then do a Class, Assign Lessons and use the Lesson Plan Assignments Dialog Box.

All the lesson plans that are available for the subject are listed in the left most grid.   Those that have already been assigned to the class are highlighted.   The subject lesson plans may be reordered as desired by dragging and dropping them to the desired position in the left most grid.   The right most grid lists all the lesson plans that have been assigned and the dates they have been assigned to.

The lesson plans may be automatically assigned to class dates by clicking the Auto Button.   This will assign each available subject lesson plan consecutively to the available class dates in the order that they have been arranged on the left most grid.   You can also manually drag any lesson plan from the left most grid and drop it on the desired class date on the right most grid.   Lessons may be rearranged on the right most grid by dragging and dropping them to the desired class date.   Lessons may be removed by dragging them from the right most grid and dropping them back on the left most grid.

Lesson plans may be reused from class to class, <u>marking period</u> to marking period and <u>school year</u> to school year.   The lesson plans do not need to be reentered.   You just need to assign them to the appropriate class dates for each new class in the subject.

The lesson plan schedule may be printed for any subset of class dates by printing the Lesson Schedule Report.   Any subset of the daily lesson plans for a class may be printed by printing the Class Lesson Plans Report.

See Also:
   <u>**New Custom Field Dialog Box**</u>

Edit Lesson Plan Form
Edit Lesson Plan Grid
Subject Lesson Plans Report
Class Lesson Plans Report
Lesson Schedule Report
Lesson Plan Assignments Dialog Box

Multiple Computers

School Maestro allows you to easily use more than one computer.   A teacher might have a computer at school, at home or a portable laptop.   The procedure used to move your data from computer to computer depends on the type of license you have.

If you have a single user license or have a single user license that was purchased as part of a group license, then the database that you create only contains your data.   You are allowed to install your copy of the program on each of your computers for your use only.   To transfer data from one computer to another, just do a File, Backup and make a backup copy of your database on a floppy.   Take the floppy to the other computer and do a File, Restore.   Note - you may need to do a Data, Marking Period Select or Data, School Year Select.

If you are using a multiple user license, then the data for all users is kept in a single database.   You must first log on to the multiple user copy.   This will assign you a unique instructor ID number.   You can then enter your students and classes.   As a minimum, you will need to do a Data, Students and ensure that all your students are entered into the master database.   You can then do a File, Export Instructor Database and export your database to a floppy.   This will create a database that contains only information relevant to you.   Multiple users licenses include a "Home version" copy of the program that may be installed on your home computer or laptop computer.   Run the "Home version" copy of the program and do a File, Import Instructor Database.   The first time you do this, you will need to enter the file name of the database file you are importing such as "INST21.ZIP".   The number in the file name is your unique instructor ID.   Several functions are disabled in the "Home version" to prevent modifying data that would affect other instructors.   However, you can assign students, enter tasks and scores and print reports.   To update the master database with your changes, do a File, Export Instructor Database to a floppy and take the floppy to your school computer.   Log on to the multiple user version and do a File, Import Instructor Database.   This will update the master database with the data that you have entered at home.

Queries

Although **School Maestro** contains numerous reports, you may need to create reports that contain only certain information that is not covered by one of the included reports.   The ability to credit, edit, and save your own database queries makes **School Maestro** a very powerful reporting tool.   Not only can you add your own database fields, you can create reports that include those fields.

Queries are written in SQL and are saved in the database.   Other programs such as Word, Excel and Access that can use a Microsoft Access database can use the queries directly to prepare custom reports.   Queries can also be used when creating your own form letters.   The results returned from a query may be printed directly in a query report or may be exported to a file and used by other programs to create custom reports.

School Maestro includes numerous queries.   The best way to learn how to write queries is to look at some of the included queries.   Just do a Queries, Edit Query and select any query and study the syntax used.   If you want to duplicate some of it in one of your queries, copy the desired text to the clipboard by selecting it and then pressing Cntrl-Insert.   Learning how to write SQL queries can be the basis for an entire college level course.   The Microsoft Access documentation includes a lot of information about SQL.   However, the following should provide you with enough of the basics to effectively use **School Maestro**.   The program author can prepare custom queries and reports for a nominal charge if you have specific reporting requirements and need help.   Please contact the program author directly for details.

The basic syntax for an SQL query is;

>   **PARAMETERS** *parametertext datatype*;
>   **SELECT** *fieldlist*
>   **FROM** *tablenames*
>   **WHERE** *searchconditions*
>   **ORDER BY** *fieldlist*

PARAMETERS Clause

The Edit Query Dialog Box will not create queries that use parameters.   However, the PARAMETERS key word may be easily added when editing a query.   Using a parameter query allows you to enter a criteria when the query is run, instead of when you write the query.   For example, you may want a query to return a list of failing students.   You could return all the students who have an average less than 60.   However, the 60 is built into the query.   You would need a separate query to return all the students with an average less than 65.   If you use a parameter for the actual cutoff value, you can enter it when the query is run.   You then do not need to edit the query every time the criteria changes.   You could use [Average Cutoff] for the *parametertext*.   Using the square brackets allows the text to include spaces.   Whenever the text [Average Cutoff] is encountered in the WHERE clause, it will be replaced by the value you specify when the query is run.   You must also include the datatype of the field you are using the parameter for.   The following are the most common datatypes;

>   TEXT
>   LONGTEXT
>   SHORT
>   LONG
>   SINGLE
>   DOUBLE
>   DATETIME

BIT

To select the correct data type, you can print out the Database Structure Report to see what the data type is for the field you are interested in.   The ScoreData.[Overall Avg] field is a double precision data field. The parameter line would read;

    PARAMATERS [Average Cutoff] DOUBLE;

The parameter line may contain multiple parameters such as;

    PARAMETERS [Class ID Wanted] LONG;[Average Cutoff] DOUBLE;

School Maestro will automatically check the *parametertext* for certain values.   If you use one of the standard *parametertext* values, you will be given an appropriate dialog box to make your selection from when the query is run.   Instead of having to enter the Class ID, you can then just select the class name from a list of classes.   The following are the standard *parametertext* values that the program uses;

[Class ID Wanted]	select the class from a list of classes
[CurrentClass ID Wanted]	use the current class
[Stud ID Wanted]	select a student from the current class
[Master Stud ID Wanted]	select a student from the master list
[Subj ID Wanted]	select the subject from a list of subjects
[Score Wanted]	select the score number from a list of the tasks
[Average Cutoff]	enter a percent value for the desired cutoff
[Year ID Wanted]	use the current year for the school year
[MPer ID Wanted]	use the current marking period for the marking period
[Inst ID Wanted]	use the current instructor for the instructor
[Date Wanted]	enter a date in a normal date format
[Begin Date Wanted]	enter a date in a normal date format
[End Date Wanted]	enter a date in a normal date format

Any other value that you use for *parametertext* will require you to enter the required value.   For example, if you use [Lesson ID Wanted] you will need to enter the actual id number for the desired lesson plan.   These numbers are automatically assigned by the database and you don't normally use them.   However, you can create a simple query to return the lesson id numbers if you want to use them to create a query.   The following query would return the lesson id numbers;

    SELECT [Lesson ID], [Lesson Name]
    FROM Lessons WHERE [Subj ID]=14

Notice that in the above query, you would have had to do a similar query to get the subject id number or you could have used the following parameter query;

    PARAMETERS [Subj ID Wanted];
    SELECT [Lesson ID], [Lesson Name]
    FROM Lessons WHERE [Subj ID]=[Subj ID Wanted]

This query will ask you to select a subject from a list of subjects when it is run.   Notice that SQL statements can use more than one line, or they can be written on one continuous line.

SELECT Clause

The next item in an SQL statement is the SELECT line.   It is used to select the fields that you want to return in the query.   The fields may be from any table or tables.   The "*" symbol is used to denote all the fields in a table.   The following query;

    SELECT * FROM Students
    WHERE [Stud Counselor]='Mrs. Smith'

will return all the fields from the Students table where Mrs. Smith is the student counselor.   However, you may not need all the fields.   Perhaps you only want to know the phone numbers and addresses of the students that have Mrs. Smith for a counselor.   To do this, the fields that you want are listed separately;

    SELECT [Stud Phone],[Stud Address]
    FROM Students
    WHERE [Stud Counselor]='Mrs. Smith'

Notice the use of the single quotes around 'Mrs. Smith'.   You may include fields from more than one table.   However, different tables will commonly have fields with the same name.   In this case, you need to indicate the name of the table prior to the field name;

    SELECT Students.[Stud Phone], Students.[Stud Address]   .....

Typically, you might want to combine several fields into one result.   An example would be for a student's name.   It is stored as a last name, first name and middle initial.   If all you want is the whole name, you can use the SELECT AS clause such as;

    SELECT [Stud Last Name] & ', ' & [Stud First Name] & ' ' & [Stud Middle Init] As [Student Name]

Instead of returning 3 different fields, the above query will return one field named [Student Name].   For John Q. Doe, the returned value for [Student Name] would be Doe, John Q.

FROM Clause

The next item in an SQL statement is the FROM line.   It is used to indicate what tables are included.

    SELECT ScoreData.[Overall Avg],Students.[Stud Last Name]
    FROM ScoreData, Students
    WHERE ScoreData.[Overall Avg] < 60

The desired tables are listed after the FROM statement and are separated by a comma.   However, the above query will return all the students from the Students table and just the averages that are below 60 from the ScoreData table.   What is desired is a list of students who have an average less than 60. Since the student names are not included in the ScoreData table (just their ID numbers), you can use a query such as;

    SELECT ScoreData.[Overall Avg],Students.[Stud Last Name]
    FROM ScoreData, Students
    WHERE (ScoreData.[Overall Avg] < 60) AND (ScoreData.[Stud ID]=Students.[Stud ID])

SQL allows this to be expressed more elegantly using a table join as;

```
SELECT ScoreData.[Overall Avg],Students.[Stud Last Name]
FROM ScoreData INNER JOIN Students ON ScoreData.[Stud ID] = Students.[Stud ID]
WHERE ScoreData.[Overall Avg] < 60
```

An inner join combines records from two tables whenever there are matching records in a field common to both tables.   You may also use LEFT JOIN and RIGHT JOIN (not near as common).   A left join includes all of the records from the first (left) of two tables, even if there are no matching values for records in the second (right) table.   A right join includes all of the records from the second (right) table even if there are no matching values for records in the first (left) table.   More complicated queries may include several joins in the same query.

WHERE Clause

The next item in an SQL statement is the WHERE line.   It is used to specify the search conditions that must be satisfied to return the data.   It is optional.   If you want all the records returned, you do not need to use the WHERE clause.   The WHERE clause can include parameter text as described above. The following are some typical WHERE clauses;

```
WHERE [Stud ID]=1
WHERE [Appt Date]>#4/15/96#
WHERE [Appt Date] BETWEEN #4/15/96# AND #8/14/96#
WHERE [Appt Date]>#4/15/96# AND [Appt Date]<=#8/14/96#
WHERE [Overall Avg]<60 OR [Attd Score]>10
```

Notice how dates are surrounded by the "#" symbol.

ORDER BY Clause

The next item in an SQL statement is the ORDER BY line.   It specifies how you want the returned records to be sorted.   If more than one field is listed, the returned data is sorted on each field in order. The following are typical ORDER BY clauses;

```
ORDER BY [Sort ID]
ORDER BY [Overall Avg] DESC
ORDER BY [Overall Avg] ASC
ORDER BY [Stud Last Name],[Stud First Name],[Stud Middle Init]
```

Notice the use of DESC and ASC for descending order and ascending order.   There are many more options and types of SQL statements.   However, the above brief description should allow you to retrieve just about any information from the **School Maestro** database.

See Also:

Form Letter Report
Query Report
Database Structure Report
Form Letters
Customizing Reports with Other Programs
Create Query Dialog Box
Run Query Dialog Box
Edit Query Dialog Box

Report Cards

A report card is a multiple subject report that includes grade information for multiple <u>marking periods</u>. Typically a report card would include the <u>letter grade</u> and/or <u>average</u> for all the marking periods in an entire <u>school year</u>.   All <u>subjects</u> that a student took would be listed.   Subjects can span multiple marking periods.   English may be a 4 quarter (full year) course, but Speech may only be a 2 quarter (semester) course.   A student may receive grades in the same subject from different instructors in different marking periods.   For example, he may have Mrs. Smith for English for quarters 1 and 2 and Mr. Jones for English for quarters 3 and 4.   Report cards are typically printed at the end of every marking period and are cumulative.   In addition to the marking period <u>grades</u>, the marking period grades may be combined to give a semester grade.   The semester grade may also include the results of a semester exam.   There may also be an overall yearly grade assigned based on the semester grades or on all the combined marking period grades.

There are as many report card options as there are school systems.   **School Maestro** was designed to be extremely flexible.   Grades may be posted in up to 13 different report card periods.   This would allow up to 3 semesters, each semester could contain 3 marking periods and a semester exam, and there could also be a yearly final exam.   However, most school systems use a 4 quarter report card or a 6 period report card.   **School Maestro** includes report card reports for these two configurations.   Many other configurations are possible and other programs may be used to print customized report cards.

Grades are posted by subject to a particular report card period.   The following are the standard period assignments for a 4 quarter report card:

Marking Period	Posting Period
Quarter 1	5
Quarter 2	6
Semester 1 Exam	1
Quarter 3	7
Quarter 4	8
Semester 2 Exam	2

For a 6 period report the standard period assignments are:

Marking Period	Posting Period
Period 1	5
Period 2	6
Period 3	7
Semester 1 Exam	1
Period 4	8
Period 5	9
Period 6	10
Semester 2 Exam	2

The posting periods are entered by doing a Data, Marking Periods, Edit Form or Edit Grid and would not normally need to be revised.

School Maestro allows conduct, citizenship and attendance to be tracked on a per <u>class</u> basis.   Report cards typically just include a single overall value for conduct, citizenship, absences and tardies.   The standard report card reports assume that you enter the overall conduct, citizenship and attendance in a

class that uses the attendance subject.   This would typically be the homeroom class.   If you want to include conduct, citizenship, absences or tardies on the report card reports, you should add a homeroom class each marking period that uses the attendance subject.   You would then enter your conduct and citizenship grades into the homeroom class by doing a Class, Conduct/Citizenship.

Absences and tardies would be entered into the homeroom class by doing a Class, Attendance Scores. Note - you must use the AU (absence unexcused) and TU (tardy unexcused) categories for absences and tardies you want to appear on the report card.   At the end of the marking period you would post the grades for the homeroom class by doing a RepCards, Post Current Class or Post All Classes.   You can manually override or enter the absences or tardies by doing a RepCards, Edit Current Class when the homeroom class is the current class.   The class that is used to record conduct, citizenship and absences (attendance subject) will not appear as a subject on the report card.   You may add tasks and scores to the class but the averages and grades are not used on the report card (they will appear on other reports).   If you do need to record tasks, scores and grades for the homeroom class to appear on the report card, use another class that is not in the attendance subject (use a homeroom subject).   The attendance subject should only be used for recording overall conduct, citizenship and attendance information.

At the end of each marking period, you must post the grades from all classes that you want to appear on the report card.   You can post all the classes in the marking period or just the current class by doing a RepCards, Post All Classes or Post Current Class.   Any of the posted information may be changed by doing a RepCards, Edit Current Class.   Caution - any information that you manually enter will be overridden if you later post grades for the class.   Thus, if you need to override a grade or change an average, the preferred method is to revise the original class and then repost the class.

If you want to include a semester exam, you must input the weight you want to use for it by doing a File, Options.   Other report card options may be set by doing a Report, Modify.   There are options for including semester grades in addition to the marking period grades, for including semester exams, for including an overall school year grade, for listing the grades as percentages instead of letter grades, for including absences, tardies, citizenship and conduct.   You may also include a general comment on all report cards and/or a student specific comment on each report card.   The general comment is entered by doing a Data, School Years, Edit Form or Edit Grid.   The student specific comment is entered by doing a Data, Students, Edit Form or Edit Grid.

Each subject on a report card may use a different set of letter grades.   You may mix pass/fail classes with S+, S, S- and U classes and with classes that use regular letter grades such as A+, A, A-.   Each subject may use different grading curves for assigning letter grades.   However - each class in a subject for different marking periods, must use the same letter grades and grading curve.   If English is an A, B, C class in Quarter 1, it can't be a pass/fail class in Quarter 2.   If you need to do this, just use different subjects for the different types of English classes.   Typically all classes that use the normal letter grades would use the same letter grades and grading curve.   This is easy to ensure if you use a Template Class when you add your classes.

Note - the **School Maestro** report cards can show classes taught by numerous instructors.   However, if you want the report cards to show classes for more than one instructor you need a multiple instructor license of the program.

See Also:

Customizing Reports with Other Programs
Edit Marking Period Form
Edit Marking Period Grid

Conduct and Citizenship Dialog Box
Attendance Scores
Edit Report Card Data Dialog Box
Options Dialog Box
Modify Report Dialog Box
Edit School Year Form
Edit School Year Grid
Edit Student Form
Edit Student Grid

Starting a New Marking Period

Many instructors teach the same set of students the same subjects each marking period.   Before you start a new marking period, you should post the grades for the current marking period if you are going to be using any of the multiple marking period reports such as report cards or transcripts.   You may start a new marking period automatically or manually.

To start a new marking period automatically, do a Data, Marking Period, Start New w/ Same Classes. You will be prompted to enter the new class dates for each of your existing classes.

To start a new marking period manually, first select the new marking period by doing a Data, Marking Period, Select.   For example, when you are done with quarter 1, you would select quarter 2.

You then would add your classes to the new marking period by doing a Class, Class, Add.   Enter in the start and ending dates that the new marking period class will meet.   Enter the class name in the Class Add dialog box.   The class name may be the same as the class in the previous marking period such as Social Studies 5th Hour.   Select the appropriate subject.   Then click the "Use Template Class" button and select the same class from the previous marking period as the template class.   This will automatically enter your grading curve, grading method, etc.

After adding the classes, assign your existing students to the classes.   To do this, do a Class, Students, Assign/Unassign.   When asked if you want to use students from an existing class, reply "Yes" and select the same class from the previous marking period.   You may then use the "Select All" button to select all the students and then use the Add button to add them all to the new class.   Repeat for the other classes.

See Also:

Add Class Dialog Box

Transferring Students

Some instructors teach the identical <u>subject</u> to different groups of students. It is common for a student to be transferred from one <u>class</u> to a different class. You can do this manually by selecting the destination class, assigning the student to it, entering all his existing scores and then delete him from the original class.

This procedure can be simplified by doing a Class, Transfer Student. After selecting the student you want to transfer and the class you want to transfer him to, you are asked if you also want to transfer the existing scores. If you elect to transfer the existing scores, they will be transferred to the destination class along with the student. If you have set up both classes so that the tasks are identical in each, no further adjustment would be necessary.

You can ensure that tasks are identical in similar classes by adding the tasks to one class and then transferring the tasks to the other classes. If the tasks are not identical (different order, different perfect score, different task name, etc.), you should do a Class, Edit Scores and verify that the scores have transferred to the desired tasks. If not, you will need to manually rearrange them.

After you have made any necessary adjustments to the scores in the destination class, you can then select the original class and do a Class, Assign Students and delete the student from the original class.

See Also:
  Assigning Students
  Assign Students Dialog Box

General

Select the desired general topic from the following list.

Database Files
Export File Format
Logo File Format
Program Files
Score Import File Format
Student Import File Format

Database Files

School Maestro keeps all data in a Microsoft Access database file named SMAESTRO.MDB which is stored in the program directory which is typically C:\SMAESTRO.   You should make frequent backup copies of the database file by doing a File, Backup.   To conserve space, the backup copies are automatically compressed (zipped).   When you restore a previous backup, it is automatically uncompressed (unzipped).

If the database file should become corrupt, **School Maestro** will attempt to repair it when the program starts.   You may also do a database repair by doing a File, Repair Database.   If a database file cannot be repaired, you will need to restore using your latest backup.   If you do not have a backup, you can manually delete the SMAESTRO.MDB file.   The database will be recreated the next time you run the program.

You should also occasionally compact the database.   As records are deleted, they are marked for deletion and are not actually removed.   Compacting the database will remove the marked records and free up the unused space.   You compact the database by doing a File, Compact Database.

If you are using the security features of Microsoft Access, the program will also use another database file named SYSTEM.MDA which will normally be kept in the program directory.

See Also:

Database Operations
Access Security

Export File Format

When you do a Queries, Run Query or Edit Query, you have the option of exporting the <u>query</u> results to a file after you run the query.   You can specify the field delimiter character used in the file by doing a File, Options.   Typically, you would use a the <Tab> character if you are going to load the file into a word processor or spreadsheet and would use the <Comma> character if you were going to manipulate the data with a program.   The first line of the file will contain the field names.

"Student Name","Overall Average","Grade"
"Doe, John Q","89.7","B+"
"Smith, Mary","93.2","A"

The above example is using the <Comma> character as the field delimiter.   Note that all data is enclosed in quotation marks.   Thus, the data may contain a comma when you are using the <Comma> character as a delimiter.   The data may not contain tabs if you are using the <Tab> character as a delimiter.

This type of file may be easily used by other programs to prepare custom reports.   In Word, you could set this file to be the data source file for a mail merge and then use Word to print form letters.

See Also:

<u>Customizing Reports with Other Programs</u>
<u>Options Dialog Box</u>
<u>Edit Query Dialog Box</u>
<u>Run Query Dialog Box</u>

Logo File Format

Most **School Maestro** reports allow you to include a small logo on the report.   The file must be a bitmap (.bmp), a compressed bitmap (.rle), an icon (.ico), or a Windows metafile (.wmf) and not contain more that 256 colors.   You can create bitmap files using the paint program that comes with Windows. Metafiles may be created using drawing programs such as the Draw program that comes with Word.   You should create the file at the size you want it to appear on the report and may want to experiment with different file formats to see which one gives you the best resolution.   Metafiles are scaleable and will typically print better than bitmap files.

You can also use a scanner to scan in a logo.   Typically, this would result in a TIFF (tagged image) file. Most scanner software and image programs have utilities for converting TIFF files into bitmap or rle files. You select the logo you want to include on a report by doing a Report, Modify.   The logo file must be located in the program subdirectory so that other users on the network have access to it.

See Also:

Modify Report Dialog Box

Program Files

School Maestro uses the following files (the normal locations are included).

C:\SMAESTRO\SMAESTRO.EXE
C:\SMAESTRO\SMAESTRO.HLP
C:\SMAESTRO\SMAESTRO.MDB   (created by the program)
C:\SMAESTRO\LOGO1.BMP

C:\WINDOWS\SMAESTRO.INI   (created by the program)

C:\WINDOWS\SYSTEM\TRUEGRID.VBX
C:\WINDOWS\SYSTEM\VSVIEW.VBX
C:\WINDOWS\SYSTEM\COMPPLUS.DLL
C:\WINDOWS\SYSTEM\VBDB300.DLL
C:\WINDOWS\SYSTEM\MSAJT112.DLL
C:\WINDOWS\SYSTEM\MSAJT200.DLL
C:\WINDOWS\SYSTEM\THREED.VBX
C:\WINDOWS\SYSTEM\CMDIALOG.VBX
C:\WINDOWS\SYSTEM\VBRUN300.DLL
C:\WINDOWS\SYSTEM\VSHARE.386

To completely remove **School Maestro**, delete all files in the C:\SMAESTRO subdirectory and the SMAESTRO.INI file in the C:\WINDOWS subdirectory.   The files in C:\WINDOWS\SYSTEM are shared files.   They should not be deleted unless you are certain that other programs do not use them.

Score Import File Format

A conversion program is available for GradeBook for Windows users to upgrade to **School Maestro** that will convert their existing classes, students, tasks and scores automatically.   You may also import scores into **School Maestro** from other programs or from files generated by automatic grading machines such as a Scan Tron.   First add the desired task by doing a Class, Tasks.   You can them import the scores by doing a Class, Import Scores.   You must first select the file format that you will be importing by doing a File, Options.   The following formats may be used.

  "123-45-6789","87.9"

  "Doe, John Q.","87.9"

Scores may be imported by matching student ID numbers or by matching the student name.   Using the ID number is more reliable.   Students do not need to be in any particular order.   If the file format you want to use is not one of the above, you can usually modify it by loading it into a spreadsheet and then saving it in one of the above formats.   GradeBook for Windows users can export scores in the above format by doing a Score, Edit, selecting the task column, and then doing a File, Export and elect to include ID numbers and scores.   Please contact the program author if you have special importing requirements.

See Also:
  Options Dialog Box

Student Import File Format

A conversion program is available for GradeBook for Windows users to upgrade to **School Maestro** that will convert their existing classes, students, tasks and scores automatically.   You may also import student lists into **School Maestro** from other programs or files.   To import students, do a Data, Students, Import. You must first select the file format that you will be importing by doing a File, Options.   The following formats may be used.

"Doe","John","Q","123-45-6789"

"Doe","John","Q"

"Doe, John Q.","123-45-6789"

"Doe, John Q."

If using ID numbers, all students must include an ID number or a blank ID number "".   If using separate fields for last, first and middle names, all students must use all three fields.   If there is no first name or middle initial, a blank field must be used such as "".   The delimiter may be a comma or tab character. Quotation marks are optional unless the data contains a comma character.   If the file format you want to use is not one of the above, you can usually modify it by loading it into a spreadsheet and then saving it in one of the above formats.   GradeBook for Windows users can export students in the third format above by doing a Student, List and then doing a File, Export.   Please contact the program author if you have special importing requirements.

See Also:
Options Dialog Box

Reports

Select the desired report from the following list.

Appointment List
Class Lesson Plans
Class Parameters
Class Scores Chart
Custom Report
Database Structure
Final Exam Score Required
Form Letter
Four Quarter Report Card
Incomplete Assignments
Individual Absences with Comments
Individual Grade List
Individual Score List
Individual Task Comments
Individual Times with Comments
Instructor 4 Quarter Yearly Summary
Instructor 6 Period Yearly Summary
Instructor Absences
Instructor Calendar Schedule
Instructor Data
Instructor Grade List
Instructor Missing Minutes
Instructor Phone List
Lesson Schedule
Letter Grade Distribution Chart
Mailing Labels - Avery 5160
Multiple Subject
Multiple Subject with Overall Attendance
Multiple Subject with Tasks
Name Tags - Avery 5395
Program Revision History
Query Report
Score Distribution Chart
Seating Chart
Single Task Scores
Six Period Report Card
Statistics
Student Averages Chart
Student Data
Student Phone List
Student Schedule
Student Scores Chart
Student Transcript
Subject Lesson Plans

Summary Reports
Task Input Form
Task List
Weekly Input Form

Appointment List Report

The Appointment List Report is used to get a list of appointments occurring within a certain time frame. You are asked to select the beginning and ending dates using the Select Dates Dialog Box. The default dates start with the current date and extend for one week. You may elect to include up to an entire year on the report.

For each appointment, the report lists the date, time, type, priority and appointment description.

The report uses the standard report options except that grid shading and grid lines are not used.

See Also:

Modify Report Dialog Box
Appointments
Enter Appointment Dialog Box
Select Dates Dialog Box

Class Lesson Plans Report

The Class Lesson Plans Report is used to print the lesson plans that have been assigned to a <u>class</u>. Lesson plans are assigned to a class by doing a Class, Assign Lessons.   Lesson plans are entered by <u>subject</u> by doing a Data, Lesson Plans, Edit Form or Edit Grid.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

You then select the fields you want to include using the Select Lesson Plan Fields Dialog Box.   If you have added additional fields to the Lessons table, you may also include them on the report.

If you only select a single class, you can then select the beginning and ending dates using the Select Dates Dialog Box.   If you select more than one class, it is assumed that you want to include all the dates for all the classes.

Each lesson plan starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Include Lesson Date

If this option is selected, the lesson date for each lesson will be included.

Include Class Times

If this option is selected, the class start and finish times will be listed.

See Also:

Modify Report Dialog Box
Lesson Plan Assignments Dialog Box
Select Classes Dialog Box
Edit Lesson Plan Form
Edit Lesson Plan Grid
New Custom Field Dialog Box
Select Dates Dialog Box

Class Parameters Report

The Class Parameters Report is used to print all the parameters that have been set for a <u>class</u>.   Most class parameters are entered by doing a Class, Add or a Class, Edit.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

Each class starts on a new page and may be longer than a page.   The report includes the following information:

> The <u>subject</u> name that the class is in
> How the <u>category averages</u> are calculated
> How the <u>overall averages</u> are calculated
> How extra credit is calculated
> If attendance is used to adjust the overall average
> The <u>letter grades</u> if used
> The <u>grading curve</u> cutoffs for the letter grades
> The <u>category weights</u>
> The number of scores <u>discarded</u> for each category
> Optional - the standard comment for each letter grade

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Include Standard Teacher Note

If this option is selected, the standard teacher note that has been assigned for each letter grade will be included.   The standard notes are entered by doing a Class, Teacher Notes, Standard Notes.

See Also:

Modify Report Dialog Box
Add Class Dialog Box
Select Classes Dialog Box
Standard Teacher Notes Dialog Box

Class Scores Chart Report

The Class Scores Chart Report is used to chart the scores for all the students in a <u>class</u>.   You can plot the scores for any selected <u>task</u> or you may plot the <u>overall averages</u>.   The report is two or more pages.   The first page will include a list of students with a student number and their task score or overall average.   The last page of the report is a chart that plots all the student scores.   The charted scores will be in rank order and be labeled by student number for cross reference.

You first select the class by using the Select Class Dialog Box.   If you are charting a single task, you then select the desired task using the Select Task Dialog Box.

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Chart Single Task

If this option is selected, you select the task you want to chart.   Otherwise, the overall averages are charted.

Chart by Raw Score (not %)

If this option is selected, the raw scores will be charted instead of the percentage scores for tasks.

See Also:

<u>Modify Report Dialog Box</u>
<u>Select Class Dialog Box</u>
<u>Select Task Dialog Box</u>

Custom Report

The Custom Report is included just to indicate that it is possible to include customized reports into the program.   You may have unique reporting requirements or require a specific report format.   Custom reports may be included in **School Maestro** or may be prepared using Word, Excel, Access or Crystal Reports.

The program author can prepare custom reports on a time permitting basis.   Please contact the author directly for details.

The report uses the standard report options except that grid shading is not used and there is no option for including the instructor name on the report.

See Also:

Modify Report Dialog Box
Customizing Reports with Other Programs

Database Structure Report

School Maestro uses a Microsoft Access relational database to store data.   The database contains at least 24 tables and more than 1000 different fields for storing information.   Most of these fields may be used to prepare customized reports either by using them in <u>queries</u> or form letters or by exporting them to other programs.

In addition to the numerous standard fields, you may add your own fields to many of the tables.   The Database Structure Report is a listing of all the **School Maestro** Database tables, all the fields in each table, and the type and size of each field.   The report can be useful if you are preparing your own queries and need to know what fields are available and which fields can be used for table joins.   If you are doing <u>parameter queries</u>, you also need to know the field type.

The report uses the standard report options except that grid shading and grid lines are not used and there is no option for including the instructor name on the report.

See Also:

   <u>**Modify Report Dialog Box**</u>
   <u>**Queries**</u>
   <u>**Form Letters**</u>
   <u>**New Custom Field Dialog Box**</u>
   <u>**Customizing Reports with Other Programs**</u>

Final Exam Score Required Report

The Final Exam Score Required Report is used to print a report that lists what score a student must get on the final exam in order to get a certain letter grade.   It is typically printed and passed out to the students after their last progress report prior to the final exam.   Knowing what their current average is, they can use the report to determine the required final exam score.   The report will list the grading curve that is being used for the class and include columns for each of the letter grades that are being used in the class.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the master user, you may select any classes from any instructors for the current marking period.   If you are signed on as an individual user, you can select any of your classes.

The report uses the standard report options.

See Also:

Modify Report Dialog Box
Select Classes Dialog Box

Form Letter

The Form Letter Report is used to print form letters.   The form letter must have previously been created by doing a Queries, Create Form Letter.   You would not typically include page numbers on form letters since each page would normally go to a different person.

You first select the form letter you want using the Select Form Letter Dialog Box.   If the form letter uses a parameter query, you will also be prompted to select or input additional information.

Each form letter starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading and grid lines are not used and there is no option for including the instructor name on the report.   The following report specific options are available:

Include Title

If this option is selected, the report title will appear at the top of the report.

See Also:

Modify Report Dialog Box
Form Letters Dialog Box

Four Quarter Report Card Report

The Four Quarter Report Card Report is used to print report cards for schools using 4 quarters.   The report card will include all the subjects in the current school year that have been posted for each student from any instructor.   It may also include semester exam results, semester grades, an overall yearly grade, quarterly absences, tardies, conduct and citizenship and a general comment and a comment specific to each student.   Grades may be listed as letter grades or as percentages.   Each subject may use different letter grades and letter grade cutoffs.   However, all classes in the same subject must use the same letter grades and grading curve.   The report is cumulative - you can print the report card after each marking period.

To use the report, you must first post your quarterly grades and semester exam grades if used.   For each marking period (quarter 1-4), you do this by doing a RepCards, Post All Classes. If using semester exams, you would also post the semester exam marking periods.   If necessary, you may edit the posted grades by doing a RepCards, Edit Current Class.

The Select Report Card Students Dialog Box is used to select the students you want report cards for.   It will list all the students who have had grades posted for the current school year.

The report uses the standard report options except that page numbers and grid shading are not used and there is no option for including the instructor name on the report.   The following report specific options are available:

Include Semester Grades

If this option is selected, the report card will include a semester grade or average that is calculated using the two quarterly grades and an optional semester exam.

Include Semester Exams

If this option is selected, a semester exam will be included for each semester.   The weight of the semester exam is input by doing a File, Options.

Include Yearly Grade

If this option is selected, an overall yearly grade or average will be included.

List Percents not Grades

If this option is selected, averages will be listed instead of letter grades.

Include Overall Absences

If this option is selected, the report card will include the overall absences that have been posted to the attendance subject for each quarter.

Include Overall Tardies

If this option is selected, the report card will include the overall tardies that have been posted to the attendance subject for each quarter.

Include Overall Citizenship

If this option is selected, the report card will include the overall citizenship that has been posted to the attendance subject for each quarter.

Include Overall Conduct

If this option is selected, the report card will include the overall conduct that has been posted to the attendance subject for each quarter.

Include School Year Comment

If this option is selected, the school year comment that has been entered by doing a Data, School Years, Edit Form or Edit Grid will be included on the report.   The comment is the same on all report cards.

Include Stud Rep Card Comment

If this option is selected, the report card comment that has been entered by doing a Data, Students, Edit Form or Edit Grid will be included on the report.   You may also enter this comment by doing a RepCards, Report Card Comment.   Each student may have a different comment.

See Also:

Modify Report Dialog Box
Report Cards
Select Report Card Students Dialog Box
Options Dialog Box
Edit School Year Form
Edit School Year Grid
Edit Student Form
Edit Student Grid

Incomplete Assignments Report

The Incomplete Assignments Report is used to print a report of all the students that have incomplete assignments and which assignments are incomplete.   A task is incomplete if the default score is a <u>not entered score</u> and you haven't entered a score.   It is also incomplete if you have entered the code for a not entered score.   You may specify both of these options by doing a File, Options.   The Mulitple Subject with Tasks Report may also be used to list incomplete assignments for all the subjects for a student.

The report may be printed continuously for use by the instructor or for posting, or may printed one page per student so that it may be passed out to each student.   For each incomplete assignment, the <u>task</u> date, <u>category</u> name and task name are listed.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Single Page Per Student

If this option is selected, the report for each student will be printed on a separate page.

Include Student w/o Incompletes

If this option is selected, the report will include all the students.   Students that don't have any incomplete assignments will be listed as having "No Incomplete Assignments".

See Also:

Modify Report Dialog Box
Options Dialog Box
Select Classes Dialog Box
Mulitple Subject with Tasks Report

Individual Absences with Comments Report

The Individual Absences with Comments Report is used to list the student absences and comments.   The absences and comments are entered by doing a Class, Attendance Scores.   You may enter an attendance code and or comment for each <u>class</u> date for each student.   You specify the <u>attendance codes</u> you want to use by doing a Data, Attendance Categories, Edit Form or Edit Grid.   For each date for which there is a comment or an absence, the report will list the weekday, the date, the type of absence (if absent) and the comment if you have entered one.   Dates without absences or comments are not listed.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

If you only select a single class, you can then select the beginning and ending dates using the Select Dates Dialog Box.   If you select more than one class, it is assumed that you want to include all the dates for all the classes.

The report uses the standard report options except that grid shading is not used.   The following report specific options are available:

Single Page per Student

If this option is selected, the report will start a new page for each student.

See Also:

<u>**Modify Report Dialog Box**</u>
<u>**Attendance Scores Dialog Box**</u>
<u>**Select Classes Dialog Box**</u>
<u>**Edit Attendance Categories Form**</u>
<u>**Edit Attendance Categories Grid**</u>
<u>**Select Dates Dialog Box**</u>

Individual Grade List Report

The Individual Grade List Report is used to print individual student progress reports.   They may be printed for any subset of the classes, students or tasks.   The report may include the student name and or ID#, the class rank, class percentile, the grading curve, each task date, task name, perfect score, task category, entry mode and actual score.   The report may optionally include the category average for each task category as well as the number discarded per category and the weight used for each category.   Different summary totals are displayed depending on the type of grading system you have selected.   If you are using a total points method to calculate the overall average, the total regular points and actual regular points are listed.   If you are deducting attendance scores or using extra credit, the regular average is listed.   If you are using total points and are also using points to determine the weight of extra credit, the extra credit points and total overall points are listed.   If you are using extra credit, the amount the average is increased due to extra credit is listed.   If you are deducting for attendance, the attendance deduction is listed and is displayed in the color you select for Highlight Color 1.   The overall average is listed.   If you are using letter grades the letter grade that **School Maestro** assigns is listed unless you have overridden it.   If so, the overridden letter grade will be displayed in the color you select for Highlight Color 2.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the master user, you may select any classes from any instructors for the current marking period.   If you are signed on as an individual user, you can select any of your classes.

If you only select a single class, you can then select the tasks you want to include on the report using the Select Tasks Dialog Box.   You may also select the students you want to print reports for using the Select Students Dialog Box.   If you select more than one class, it is assumed that you want to include all the tasks and all the students for all the selected classes.

Each student report starts on a new page and may be longer than a page.

The report uses the standard report options.   The following report specific options are available:

Include Cat Avgs

If this option is selected, each category will be listed with the number of scores that are being discarded for the category, the weight of the category and the category average.   If you are calculating the overall average by summing all the points, the category weight will be listed as TPts.

Include Rank/Percentile

If this option is selected, the student's class rank and percentile will be listed.

Include Grading Curve

If this option is selected, the class grading curve will be listed (if using letter grades).

Include Name Only

If this option is selected, only the student name will be listed.   This would be the normal selection if you are sending the report home with the student.

Include ID# Only

If this option is selected, only the student's ID# will be listed.   This would be the normal selection if you were going to post the report (typically you would use an instructor report for posting instead of an

individual report).

Include Name and ID#

If this option is selected, the student's name and ID# will be listed.

List in Rank Order

If this option is selected, the students will be listed in rank order - best students first.

List in ID# Order

If this option is selected, the students will be listed in ID# order.   This option would typically be used if you are only including the student ID# as it prevents identifying the student by his position in the list.

Include Standard Note

If this option is selected, the standard note for the assigned letter grade will be listed.   The standard note is based on the letter grade that would be assigned even if you override the grade.   If you override the grade, you may desire to print the report for that student using an individual note.   The standard note is entered by doing a Class, Teacher Notes, Standard Note.

Include Individual Note

If this option is selected, the individual note for the student is listed.   The individual note is entered by doing a Class, Teacher Notes, Individual Notes.

See Also:

Individual Score List Report

The Individual Score List Report is used to print individual student progress reports. They may be printed for any subset of the classes, students or tasks. The report may include the student name and or ID#, each task date, <u>task</u> name, perfect score, <u>task category</u>, entry mode and actual score.

You first select the class or classes you want to include using the Select Classes Dialog Box. If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>. If you are signed on as an <u>individual user</u>, you can select any of your classes.

If you only select a single class, you can then select the tasks you want to include on the report using the Select Tasks Dialog Box. You may also select the students you want to print reports for using the Select Students Dialog Box. If you select more than one class, it is assumed that you want to include all the tasks and all the students for all the selected classes.

Each student report starts on a new page and may be longer than a page.

The report uses the standard report options. The following report specific options are available:

Include Name Only

If this option is selected, only the student name will be listed. This would be the normal selection if you are sending the report home with the student.

Include ID# Only

If this option is selected, only the student's ID# will be listed. This would be the normal selection if you were going to post the report (typically you would use an instructor report for posting instead of an individual report).

Include Name and ID#

If this option is selected, the student's name and ID# will be listed.

Include Individual Note

If this option is selected, the individual note for the student is listed. The individual note is entered by doing a Class, Teacher Notes, Individual Notes.

See Also:

Modify Report Dialog Box
Select Tasks Dialog Box
Select Classes Dialog Box
Individual Teacher Notes Dialog Box
Select Students Dialog Box

Individual Task Comments Report

The Individual Task Comments Report is used to list any <u>task</u> comments you have entered for a student. The task comments are entered by doing a Class, Edit Scores.   You may enter a comment for each task for each student if desired.   For each task for which there is a comment, the report will list the weekday, the task date, the task name and the comment.   Tasks without comments are not listed.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

The report uses the standard report options except that grid shading is not used.   The following report specific options are available:

Single Page per Student

If this option is selected, the report will start a new page for each student.

See Also:

<u>Modify Report Dialog Box</u>
<u>Edit Scores</u>
<u>Select Classes Dialog Box</u>

Individual Times with Comments Report

The Individual Times with Comments Report is used to list the timed missed by a student and any comments.   The time missed and comments are entered by doing a Class, Attendance Minutes.   You may enter the time missed and or comment for each <u>class</u> date for each student.   For each date for which there is a comment or time missed, the report will list the weekday, the date, the minutes missed if any and the comment if you have entered one.   Dates without missing minutes or comments are not listed.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

If you only select a single class, you can then select the beginning and ending dates using the Select Dates Dialog Box.   If you select more than one class, it is assumed that you want to include all the dates for all the classes.

The report uses the standard report options except that grid shading is not used.   The following report specific options are available:

Single Page per Student

If this option is selected, the report will start a new page for each student.

See Also:

<u>Modify Report Dialog Box</u>
<u>Attendance Minutes Dialog Box</u>
<u>Select Classes Dialog Box</u>
<u>Select Dates Dialog Box</u>

Instructor 4 Quarter Yearly Summary Report

The Instructor 4 Quarter Yearly Summary Report is used to print an instructor summary for a single subject for schools using 4 quarters.   The report will include all students that have been posted to the selected <u>subject</u> in the current <u>school year</u> from any instructor.   It may also include semester exam results, semester grades, and an overall yearly grade.   Grades may be listed as <u>letter grades</u> or as percentages.   The report is cumulative - you can print the report after each marking period.

To use the report, you must first post your quarterly grades and semester exam grades if used.   For each <u>marking period</u> (quarter 1-4), you do this by doing a RepCards, Post All Classes.   If using semester exams, you would also post the semester exam marking periods.   If necessary, you may edit the posted grades by doing a RepCards, Edit Current Class.

The Select Subject Dialog Box is used to select the desired subject.

The report uses the standard report options except that there is no option for including the instructor name on the report.   The following report specific options are available:

Include Semester Grades

If this option is selected, the report card will include a semester grade or average that is calculated using the two quarterly grades and an optional semester exam.

Include Semester Exams

If this option is selected, a semester exam will be included for each semester.   The weight of the semester exam is input by doing a File, Options.

Include Yearly Grade

If this option is selected, an overall yearly grade or average will be included.

List Percents not Grades

If this option is selected, averages will be listed instead of letter grades.

List by ID

If this option is selected, the students are listed by their ID numbers in ID number order.

Group by Class

The report normally contains all students in a single subject sorted alphabetically.   If you teach several classes of the same subject, this option will print the results of each class on a separate page.   Note - since it is possible that students could have different instructors and different classes each marking period, this option will group the report by the classes in the first quarter or first marking period.

See Also:

<u>Modify Report Dialog Box</u>
<u>Report Cards</u>
<u>Select Subjects Dialog Box</u>
<u>Options Dialog Box</u>

Instructor 6 Period Yearly Summary Report

The Instructor 6 Period Yearly Summary Report is used to print an instructor summary for a single subject for schools using 6 marking periods.   The report will include all students that have been posted to the selected <u>subject</u> in the current <u>school year</u> from any instructor.   It may also include semester exam results, semester grades, and an overall yearly grade.   Grades may be listed as <u>letter grades</u> or as percentages.   The report is cumulative - you can print the report after each marking period.

To use the report, you must first post your marking period grades and semester exam grades if used.   For each <u>marking period</u> (period 1-6), you do this by doing a RepCards, Post All Classes.   If using semester exams, you would also post the semester exam marking periods.   If necessary, you may edit the posted grades by doing a RepCards, Edit Current Class.

The Select Subject Dialog Box is used to select the desired subject.

The report uses the standard report options except that there is no option for including the instructor name on the report.   The following report specific options are available:

Include Semester Grades

If this option is selected, the report card will include a semester grade or average that is calculated using the two quarterly grades and an optional semester exam.

Include Semester Exams

If this option is selected, a semester exam will be included for each semester.   The weight of the semester exam is input by doing a File, Options.

Include Yearly Grade

If this option is selected, an overall yearly grade or average will be included.

List Percents not Grades

If this option is selected, averages will be listed instead of letter grades.

List by ID

If this option is selected, the students are listed by their ID numbers in ID number order.

Group by Class

The report normally contains all students in a single subject sorted alphabetically.   If you teach several classes of the same subject, this option will print the results of each class on a separate page.   Note - since it is possible that students could have different instructors and different classes each marking period, this option will group the report by the classes in the first quarter or first marking period.

See Also:

<u>Modify Report Dialog Box</u>
<u>Report Cards</u>
<u>Select Subjects Dialog Box</u>
<u>Options Dialog Box</u>

Instructor Absences Report

The Instructor Absences Report is used to print a report that may list daily absences, the attendance totals and the attendance score.   It may be printed for any subset of the classes and <u>class</u> dates.   The report may include the students name and or ID#, the <u>code</u> for each daily absence, the legend describing each code, the total number of absences of each type, and the attendance score for each student.   The attendance totals are displayed using the color you select for Highlight Color 1.   The attendance scores are displayed using the color you select for Highlight Color 2.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

If you only select a single class, you can then select the dates you want to include on the report using the Select Dates Dialog Box.   If you select more than one class, it is assumed that you want to include all the dates for all the selected classes.

The report will fit as many students and dates on a page as possible.

The report uses the standard report options.   The following report specific options are available:

Include Daily Absences

If this option is selected, the report will include a column for each date that you have elected to include that will contain the attendance code for that date for each student.

Include Attendance Totals

If this option is selected, the report will include the totals of each type of attendance code for each student.

Include Attendance Scores

If this option is selected, the report will include the attendance score for each student.   A score of 0 indicates no absences.   The amount the score is increased for each type of absence and the number of free absences is set by doing a Data, Attendance Categories, Edit Form or Edit Grid.

Include Name Only

If this option is selected, only the student name will be listed.

Include ID# Only

If this option is selected, only the student's ID# will be listed.   You might select this option if you were going to post the report.

Include Name and ID#

If this option is selected, the student's name and ID# will be listed.

Include Legend

If this option is selected, a legend will be included that gives a description of each attendance code.

See Also:

Instructor Calendar Schedule Report

The Instructor Calendar Schedule Report is used to print a calendar schedule that shows all the <u>class</u> dates and time for the current instructor in the current <u>marking period</u>.   Class dates are assigned by doing a Class, Add or Edit.   The classes are listed as Class A, Class B, etc., with the start and finish time of each class.   The last page of the report includes a legend listing the class names.

Each month of the calendar starts on a new page.

The report uses the standard report options except that logos, page numbers, grid shading, grid lines, including the date and the instructor are not options.

See Also:

<u>Modify Report Dialog Box</u>
<u>Add Class Dialog Box</u>

Instructor Data Report

The Instructor Data Report is used to print instructor data.   Instructor data is entered by doing a Data, Instructor, Edit Form or Edit Grid.   You may add your own fields for keeping data by doing a Data, Instructor, New Custom Field.

If you are signed on as the <u>master user</u>, you can select all the instructors you want to include using the Select Instructors Dialog Box.   If you are signed on as an <u>individual user</u> you may only print your own data.   You then select the data fields you want to include on the report using the Select Instructor Fields Dialog Box.

Each instructor starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading and grid lines are not used and including the instructor is not an option.

See Also:

Modify Report Dialog Box
Edit Instructor Form
Edit Instructor Grid
Select Instructor Fields Dialog Box
New Custom Field Dialog Box

Instructor Grade List Report

The Instructor Grade List Report is used to print progress reports for the instructor or for posting.   It may be printed for any subset of the classes, students or tasks.   The report may include the students name and or ID#, the <u>class</u> rank, class percentile, the <u>grading curve</u>, each task date, <u>task</u> abbreviation, perfect score, <u>task category</u>, task weight, entry mode and actual score.   The report may optionally include the <u>category average</u> for each task category as well as the number <u>discarded</u> per category and the <u>weight</u> used for each category.   Different summary totals are displayed depending on the type of grading system you have selected.   If you are using a total points method to calculate the <u>overall average</u>, the total regular points and actual regular points are listed.   If you are deducting attendance scores or using <u>extra credit</u>, the regular average is listed.   If you are using total points and are also using points to determine the weight of extra credit, the extra credit points and total overall points are listed.   If you are using extra credit, the amount the average is increased due to extra credit is listed.   If you are deducting for attendance, the attendance deduction is listed and is displayed in the color you select for Highlight Color 1.   The overall average is listed.   If you are using <u>letter grades</u> the letter grade that **School Maestro** assigns is listed unless you have overridden it.   If so, the overridden letter grade will be displayed in the color you select for Highlight Color 2.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

If you only select a single class, you can then select the tasks you want to include on the report using the Select Tasks Dialog Box.   You may also select the students you want to include by using the Select Students Dialog Box.   If you select more than one class, it is assumed that you want to include all the tasks and all the students for all the selected classes.

The report will fit as many students and tasks on a page as possible.

The report uses the standard report options.   The settings for two different versions of the report may be saved.   This allows you to have one set of settings that use student names for the instructor's use and one set of settings that use ID numbers for posting.   The following report specific options are available:

Include Cat Avgs

If this option is selected, each category will be listed with the number of scores that are being discarded for the category, the weight of the category and the category average.   If you are calculating the overall average by summing all the points, the category weight will be listed as TPts.

Include Rank/Percentile

If this option is selected, the student's class rank and percentile will be listed.

Include Grading Curve

If this option is selected, the class grading curve will be listed (if using letter grades).

Include Name Only

If this option is selected, only the student name will be listed.   This would be the normal selection if you are sending the report home with the student.

Include ID# Only

If this option is selected, only the student's ID# will be listed.   This would be the normal selection if you were going to post the report (typically you would use an instructor report for posting instead of an individual report).

Include Name and ID#

If this option is selected, the student's name and ID# will be listed.

List in Rank Order

If this option is selected, the students will be listed in rank order - best students first.

List in ID# Order

If this option is selected, the students will be listed in ID# order.   This option would typically be used if you are only including the student ID# as it prevents identifying the student by his position in the list.

See Also:

Modify Report Dialog Box
Select Tasks Dialog Box
Select Classes Dialog Box
Add Class Dialog Box
Select Students Dialog Box

Instructor Missing Minutes Report

The Instructor Missing Minutes Report is used to print a report that may list the time missed in minutes by each student for each class date and the overall time missed in minutes and hours.   It displays the class time for each date and the overall class time in minutes and hours.   It may be printed for any subset of the classes and <u>class</u> dates.   The report may include the students name and or ID#.   The times missed are entered by doing a Class, Attendance Minutes.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

If you only select a single class, you can then select the dates you want to include on the report using the Select Dates Dialog Box.   If you select more than one class, it is assumed that you want to include all the dates for all the selected classes.

The report will fit as many students and dates on a page as possible.

The report uses the standard report options.   The following report specific options are available:

Include Daily Times

If this option is selected, the report will include a column for each date that you have elected to include that will contain the minutes missed for that date for each student.

Include Time Totals

If this option is selected, the report will include the totals in minutes and hours that each student has missed.

Include Name Only

If this option is selected, only the student name will be listed.

Include ID# Only

If this option is selected, only the student's ID# will be listed.   You might select this option if you were going to post the report.

Include Name and ID#

If this option is selected, the student's name and ID# will be listed.

See Also:

<u>Modify Report Dialog Box</u>
<u>Select Dates Dialog Box</u>
<u>Select Classes Dialog Box</u>
<u>Attendance Minutes</u>

Instructor Phone List Report

The Instructor Phone List Report is used to print a report that lists the home and work phone numbers for the instructors.   The phone numbers are entered by doing a Data, Instructor, Edit Form or Edit Grid.

If you are signed on as the <u>master user</u>, you can select all the instructors you want to include using the Select Instructors Dialog Box.   If you are signed on as an <u>individual user</u> you may only print your own data.

The report will fit as many instructors on a page as possible.

The report uses the standard report options except including the instructor is not an option.

See Also:

<u>Modify Report Dialog Box</u>
<u>Select Instructors Dialog Box</u>
<u>Edit Instructor Form</u>
<u>Edit Instructor Grid</u>

Lesson Schedule Report

The Lesson Schedule Report is used to print the lesson plan schedule for a <u>class</u>.   Each class date that you elect to include in the report is listed with the weekday, the class start and finish time and the name of the lesson scheduled for that date.   Lesson plans are assigned to class dates using the Lesson Plan Assignments Dialog Box.   Lesson plans are entered for a <u>subject</u> by doing a Data, Lesson Plans, Edit Form or Edit Grid.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

If you only select a single class, you can then select the beginning and ending dates using the Select Dates Dialog Box.   If you select more than one class, it is assumed that you want to include all the dates for all the classes.

Each class starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading is not used.

See Also:
   Modify Report Dialog Box
   Lesson Plan Assignments Dialog Box
   Select Classes Dialog Box
   Edit Lesson Plan Form
   Edit Lesson Plan Grid
   Select Dates Dialog Box

Letter Grade Distribution Chart Report

The Letter Grade Distribution Chart Report is used to chart the distribution of the <u>letter grades</u> for all the students in a <u>class</u>.   You can plot the normally assigned letter grades or elect to plot letter grades which you have manually overridden.   The first page will include the <u>grading curve</u> and the number of students that received each letter grade.   The last page of the report is a chart that plots the number of students receiving each letter grade.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Use Overridden Grades

If this option is not selected, the report will list and plot the letter grades that **School Maestro** assigns regardless of whether you have manually overridden a grade.

See Also:

<u>Modify Report Dialog Box</u>
<u>Select Classes Dialog Box</u>

Mailing Labels - Avery 5160

The Mailing Labels - Avery 5160 Report is used to print Avery 5160 mailing labels for a <u>class</u>.   The addresses are entered by doing a Data, Student, Edit Form or Edit Grid.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

Each class starts on a new page and may be longer than a page.

The report uses the standard report options except that logos, page numbers, grid shading, grid lines, including the date and the instructor are not options.

See Also:

   Modify Report Dialog Box
   Select Classes Dialog Box
   Edit Student Form
   Edit Student Grid

Multiple Subject Report

The Multiple Subject Report is used to print a multiple subject report for students in <u>classes</u> in the current <u>marking period</u>.   All classes that a student has been assigned to in the current marking period are listed. The report can optionally list the <u>average</u>, <u>letter grade</u>, class rank, class percentile, citizenship, conduct, hours missed and an attendance summary.   An individualized report card note may also be included. Attendance is entered by doing a Class, Attendance Scores.   The note may be entered by doing a Data, Student, Edit Form or Edit Grid and entering the report card note.   The students are selected using the Select Marking Period Students Dialog Box.

Each report starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading and page numbers are not used and there is not an option to include the instructor.   The following report specific options are available:

Include Overall Average

If this option is selected, the report will include the overall average for each class.

Include Letter Grade

If this option is selected, the report will include the letter grade for each class.

Include Rank Order

If this option is selected, the report will include the class rank for each class.

Include Percentile

If this option is selected, the report will include the percentile for each class.

Include Citizenship

If this option is selected, the report will include the citizenship mark for each class.

Include Conduct

If this option is selected, the report will include the conduct mark for each class.

Include Missed Hours

If this option is selected, the total hours missed for each class will be listed.

Include Attendance Summary

If this option is selected, the attendance summary listing the number of each type of absence for each class will be listed.

Include Report Card Note

If this option is selected, the report will include the report card note for each student that has been entered by doing a Data, Students, Edit Form or Edit Grid.   You may also enter this comment by doing a RepCards, Report Card Comment.

List by Subject Name

If this option is selected, the report will list the classes by subject name instead of class name.

Multiple Subject with Overall Attendance Report

The Multiple Subject with Overall Attendance Report is used to print a multiple subject report for students in <u>classes</u> in the current <u>marking period</u>.   All classes that a student has been assigned to in the current marking period are listed.   The report can optionally list the <u>average</u>, <u>letter grade</u>, class rank, class percentile, and the number of overall absences and tardies.   An individualized report card note may also be included.   Attendance is entered by doing a Class, Attendance Scores for a class that uses the attendance subject.   The note may be entered by doing a Data, Student, Edit Form or Edit Grid and entering the report card note.   The students are selected using the Select Marking Period Students Dialog Box.

Each report starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading and page numbers are not used and there is not an option to include the instructor.   The following report specific options are available:

Include Overall Average

If this option is selected, the report will include the overall average for each class.

Include Letter Grade

If this option is selected, the report will include the letter grade for each class.

Include Rank Order

If this option is selected, the report will include the class rank for each class.

Include Percentile

If this option is selected, the report will include the percentile for each class.

Include Overall Absences

If this option is selected, the report will include the total number of unexcused absences that have been entered in the attendance subject (typically the homeroom class).

Include Overall Tardies

If this option is selected, the report will include the total number of unexcused tardies that have been entered in the attendance subject (typically the homeroom class).

Include Report Card Note

If this option is selected, the report will include the report card note for each student that has been entered by doing a Data, Students, Edit Form or Edit Grid.   You may also enter this comment by doing a RepCards, Report Card Comment.

List by Subject Name

If this option is selected, the report will list the classes by subject name instead of class name.

See Also:

Modify Report Dialog Box
Attendance
Edit Student Form

Edit Student Grid
Select Marking Period Students Dialog Box

Multiple Subject with Tasks Report

The Multiple Subject with tasks Report is used to print a multiple subject report that includes tasks for students in <u>classes</u> in the current <u>marking period</u>.   You may select a beginning and ending date for the tasks you want to include.   The report is ideal for elementary school instructors that want to send a single report home every week that shows all the tasks for the previous week for all the subjects.   By selecting the Include Only Incomplete Tasks option, the report can also be used to list all the incomplete tasks a student has.   All classes that a student has been assigned to in the current marking period are listed.   The report can optionally list the <u>average</u>, <u>letter grade</u>, and an attendance summary.   An individualized report card note may also be included.   Attendance is entered by doing a Class, Attendance Scores.   The note may be entered by doing a Data, Student, Edit Form or Edit Grid and entering the report card note.   The students are selected using the Select Marking Period Students Dialog Box.

Each report starts on a new page and may be longer than a page.

The report uses the standard report options except that page numbers are not used and there is not an option to include the instructor.   The following report specific options are available:

Include Overall Average

If this option is selected, the report will include the overall average for each class.

Include Letter Grade

If this option is selected, the report will include the letter grade for each class.

Include Attendance Summary

If this option is selected, the attendance summary listing the number of each type of absence for each class will be listed.

Include Only Incomplete Tasks

If this option is selected, the report will include only the tasks that are incomplete.

Include Report Card Note

If this option is selected, the report will include the report card note for each student that has been entered by doing a Data, Students, Edit Form or Edit Grid.   You may also enter this comment by doing a RepCards, Report Card Comment.

List by Subject Name

If this option is selected, the report will list the classes by subject name instead of class name.

See Also:

Modify Report Dialog Box
Attendance
Edit Student Form
Edit Student Grid
Select Marking Period Students Dialog Box

Name Tags - Avery 5395

The Name Tags - Avery 5395 Report is used to print Avery 5395 name tags for a <u>class</u>.   The names are entered by doing a Data, Student, Edit Form or Edit Grid.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

Each class starts on a new page and may be longer than a page.

The report uses the standard report options except that page numbers, grid shading, grid lines, including the date and the instructor are not options.

See Also:

Modify Report Dialog Box
Select Classes Dialog Box
Edit Student Form
Edit Student Grid

Program Revision History Report

The Program Revision History Report is used to list the revision history of **School Maestro**.   You can refer to this report if you download or upgrade to a newer version and want to know what changes have been made to the program.

The report uses the standard report options except that grid shading and grid lines are not used and there is no option for including an instructor.

See Also:

Modify Report Dialog Box

Query Report

The Query Report is used to print <u>query</u> results.   The query is run by doing a Queries, Run Query or Queries, Edit Query.   The report is printed by then clicking the Print Button.   The report may optionally list the <u>SQL</u> statement for the query.   The data returned by the query will be printed with a record number, and a column for each field returned by the query.   Each page will contain as many columns as will fit.

You cannot run the Query Report by doing a Report Select since you must first run the desired query.

The report uses the standard report options except there is no option for including the instructor name on the report.   The following report specific options are available:

Include SQL Statement

If this option is selected, the SQL statement that the query is based on will be included on the report.

See Also:

Modify Report Dialog Box
Run Query Dialog Box
Edit Query Dialog Box

Score Distribution Chart Report

The Score Distribution Chart Report is used to chart the distribution of scores for all the students in a class.   The distribution can be for any task or for the overall average.   The first page will include the score statistics such as the mean, standard deviation, median, minimum, maximum, the total number of students, and the number of students included in the distribution.   When doing a distribution for a single task, you have the option of whether you want to include the not entered scores.   The interval distribution may be used for assigning the grading curve cutoffs if you want a certain percentage of the students to get each letter grade.   For each score, the number of students with the score, the number of students above the score and the percentage of students above the score are listed.   To select a grading curve cutoff, go down the % Above column until the desired percentage of students have a score above that value.   For example, if you want 10% to get an "A", and 15% to get a "B", the "B" cutoff can be determined where the % Above column is 25%.   The score distribution spacing is set by doing a File, Options.   The last page of the report will include a chart of the number of students in each score interval.

You first select the class using the Select Class Dialog Box.   You may select any class for the current instructor.   If you are doing a distribution for a single task, you then select the task using the Select Task Dialog Box.

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Chart Single Task

If this option is selected, the report will list and chart the score distribution for a single task instead of for the overall average.

Ignore Incompletes

If you are doing the distribution for a single task, you may elect to not include the incomplete (not entered) scores.   Including the not entered scores will skew the distribution lower if some students have not entered scores.   Not counted scores are never included in the score distribution.

See Also:

Modify Report Dialog Box
Select Class Dialog Box
Select Task Dialog Box
Options Dialog Box

Seating Chart Report

The Seating Chart Report is used to print a seating chart for a <u>class</u>.   The seating chart must first be created and saved by doing a Class, Seating Chart.   The shading color is used for shading the seating box.   If you include edit boxes, they are shaded using the Highlight Color 1.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

The chart for each class is printed on a separate page.

The report uses the standard report options except for grid lines.   The following report specific options are available:

Include Edit Boxes

If you elect this option, small edit boxes will be included in the seating box for each student.   These boxes may be used to manually record attendance or other student specific information.

See Also:

Modify Report Dialog Box
Select Classes Dialog Box
Seating Chart Dialog Box

Single Task Scores Report

The Single Task Scores Report is used to print the scores for a single task.   This report is typically used to post scores for an exam or final.   The students may be listed using only their ID numbers and in ID number order.   You also have the option of including the statistics for the task.

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Include Name Only

If this option is selected, only the student name will be listed.

Include ID# Only

If this option is selected, only the student's ID# will be listed.   This would be the normal selection if you were going to post the report.

Include Name and ID#

If this option is selected, the student's name and ID# will be listed.

List in ID# Order

If this option is selected, the students will be listed in ID# order.   This option would typically be used if you are only including the student ID# as it prevents identifying the student by his position in the list.   If this option is not selected, the students are listed in the order they have been arranged in the class.   This order may be changed by doing a Class, Assign Students.

Include Statistics

If this option is selected, the count, min, max, mean, median and standard deviation for the task will be included on the report.   The count may or may not include students with incomplete scores.   Students with not counted scores are not included in the statistics.

Ignore Incompletes

If this option is selected, students with incomplete scores are not included in the statistics.

See Also:

Modify Report Dialog Box

Six Period Report Card Report

The Six Period Report Card Report is used to print report cards for schools using 6 marking periods. The report card will include all the underlined subjects in the current school year that have been posted for each student from any instructor. It may also include semester exam results, semester grades, an overall yearly grade, period absences, tardies, conduct and citizenship and a general comment and a comment specific to each student. Grades may be listed as letter grades or as percentages. Each subject may use different letter grades and letter grade cutoffs. However, all classes in the same subject must use the same letter grades and grading curve. The report is cumulative - you can print the report card after each marking period.

To use the report, you must first post your marking period grades and semester exam grades if used. For each marking period (period 1-6), you do this by doing a RepCards, Post All Classes. If using semester exams, you would also post the semester exam marking periods. If necessary, you may edit the posted grades by doing a RepCards, Edit Current Class.

The Select Report Card Students Dialog Box is used to select the students you want report cards for. It will list all the students who have had grades posted for the current school year.

The report uses the standard report options except that page numbers and grid shading are not used and there is no option for including the instructor name on the report. The following report specific options are available:

Include Semester Grades

If this option is selected, the report card will include a semester grade or average that is calculated using the three period grades and an optional semester exam.

Include Semester Exams

If this option is selected, a semester exam will be included for each semester. The weight of the semester exam is input by doing a File, Options.

Include Yearly Grade

If this option is selected, an overall yearly grade or average will be included.

List Percents not Grades

If this option is selected, averages will be listed instead of letter grades.

Include Overall Absences

If this option is selected, the report card will include the overall absences that have been posted to the attendance subject for each period.

Include Overall Tardies

If this option is selected, the report card will include the overall tardies that have been posted to the attendance subject for each period.

Include Overall Citizenship

If this option is selected, the report card will include the overall citizenship that has been posted to the attendance subject for each period.

Include Overall Conduct

If this option is selected, the report card will include the overall conduct that has been posted to the attendance subject for each period.

Include School Year Comment

If this option is selected, the school year comment that has been entered by doing a Data, School Years, Edit Form or Edit Grid will be included on the report.   The comment is the same on all report cards.

Include Stud Rep Card Comment

If this option is selected, the report card comment that has been entered by doing a Data, Students, Edit Form or Edit Grid will be included on the report.   You may also enter this comment by doing a RepCard, Report Card Comment.   Each student may have a different comment.

See Also:

Modify Report Dialog Box
Report Cards
Select Report Card Students Dialog Box
Options Dialog Box
Edit School Year Form
Edit School Year Grid
Edit Student Form
Edit Student Grid

Statistics Report

The Statistics Report is used to print the statistics for individual <u>tasks</u> and the <u>overall average</u> for a <u>class</u>. For each task, the task date, <u>task category</u> and task name.   The statistics include the count, min, max, median, mean and stddev.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

Each class starts on a new page and may be longer than a page.

The report uses the standard report options.   The following report specific options are available:

Include Task Statistics

If this option is selected, the statistics for individual tasks will be included in the report.

Include Overall Statistics

If this option is selected, the statistics for the overall average will be included in the report.

Ignore Incompletes

If you are including task statistics, you may elect to not include the incomplete (not entered) scores. Including the not entered scores will skew the distribution lower if some students have not entered scores. Not counted scores are never included in the statistics.

List by Raw Score (not %)

If this option is selected, the statistics will be listed in terms of raw scores instead of percentage scores.

See Also:

<u>Modify Report Dialog Box</u>
<u>Select Classes Dialog Box</u>

Student Averages Chart Report

The Averages Chart Report is used to chart the averages for each student in a <u>class</u>.   For each student, the <u>category average</u> for each category will be listed along with the <u>weight</u> for the category and how many scores are being <u>discarded</u> in the category.   The attendance deduction will also be listed if attendance is being used to calculate the <u>overall average</u>.   For each student, a chart is printed, showing each category average, the attendance deduction (if used) and the overall average.

You first select the class using the Select Class Dialog Box.   You may select any class for the current instructor.

The report uses the standard report options except that grid shading and grid lines are not used.

See Also:

<u>Modify Report Dialog Box</u>
<u>Select Class Dialog Box</u>

Student Data Report

The Student Data Report is used to print student data.   Student data is entered by doing a Data, Students, Edit Form or Edit Grid.   You may add your own fields for keeping data by doing a Data, Students, New Custom Field.   Student pictures are added by doing a Data, Students, Picture.

You first select the <u>class</u> or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.   You then select the data fields you want to include using the Select Student Fields Dialog Box.

Each student starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading and grid lines are not used and including the instructor is not an option.

See Also:

Modify Report Dialog Box
Edit Students Form
Edit Students Grid
Student Picture Dialog Box
Select Student Fields Dialog Box
New Custom Field Dialog Box

Student Phone List Report

The Student Phone List Report is used to print a report that lists the phone numbers for the students in a <u>class</u>.   The phone numbers are entered by doing a Data, Students, Edit Form or Edit Grid.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

The report will fit as many students on a page as possible.

The report uses the standard report options except including the instructor is not an option.

See Also:

<u>**Modify Report Dialog Box**</u>
<u>**Select Classes Dialog Box**</u>
<u>**Edit Student Form**</u>
<u>**Edit Student Grid**</u>

Student Schedule Report

The Student Schedule Report is used to get a list of all scheduled classes for a student occurring within a certain time frame.   You are asked to select the beginning and ending dates using the Select Dates Dialog Box.   The default dates start with the current date and extend for one week.   Regardless of the dates selected, only classes in the current marking period will be listed.

For each scheduled class, the report lists the date, start time, finish time and class name.

The report uses the standard report options except that grid shading and grid lines are not used and there is no option for including the instructor name on the report.

See Also:

Modify Report Dialog Box
Class Dates Dialog Box
Select Dates Dialog Box

Student Scores Chart Report

The Student Scores Chart Report is used to chart the <u>task</u> scores for each student in a <u>class</u>.   For each student, the task name of the selected tasks are listed with the entry mode, task score and perfect score. For each student, a chart is printed, showing each task score.   The scores may be charted by raw score or by percentage score.

You first select the class using the Select Class Dialog Box.   You may select any class for the current instructor.   You then select the tasks you want to chart using the Select Tasks Dialog Box.   The students are selected using the Select Students Dialog Box.

The report uses the standard report options except that grid shading and grid lines are not used.   The following report specific options are available:

Chart by Raw Score (not %)

If this option is selected, the raw scores will be charted instead of the percentage scores for tasks.

See Also:

Modify Report Dialog Box
Select Class Dialog Box
Select Tasks Dialog Box
Select Students Dialog Box

Student Transcript Report

The Student Transcript Report lists all subjects that have been posted for a student in any marking period of any school year.   The report includes the subject name, the instructor, the credit hours for the subject, the average that the student received in the subject and the letter grade.   For each marking period, the total credit hours and the credit hour weighted gpa is listed.   The credit hours and gpa are also listed for each school year.   The total credit hours and overall gpa for all school years is also listed.

The standard report uses the following conversions to calculate a gpa:

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7

Some schools use different conversions to calculate the gpa or may use different letter grades.   Some calculate the gpa based on the average instead of the letter grade.   Some schools use more than one conversion - honors classes may use a different scale.   The report may be easily modified by the program author for your gpa scheme for a nominal charge.

The Select Report Card Students Dialog Box is used to select the students you want report cards for.   It will list all the students who have had grades posted for any school year.

The report uses the standard report options except that page numbers and grid shading are not used and there is no option for including the instructor name on the report.

See Also:

Modify Report Dialog Box
Report Cards
Select Report Card Students Dialog Box

Subject Lesson Plans Report

The Subject Lesson Plans Report is used to print the lesson plans that have been assigned to a <u>subject</u>. Lesson plans are assigned to a class by doing a Class, Assign Lessons.   Lesson plans are entered by subject by doing a Data, Lesson Plans, Edit Form or Edit Grid.

You first select the subject using the Select Subject Dialog Box.   You then select the fields you want to include using the Select Lesson Plan Fields Dialog Box.   If you have added additional fields to the Lessons table, you may also include them on the report.

Each lesson plan starts on a new page and may be longer than a page.

The report uses the standard report options except that grid shading and grid lines are not used and there is no option for including the instructor.

See Also:

Modify Report Dialog Box
Lesson Plan Assignments Dialog Box
Select Subject Dialog Box
Edit Lesson Plan Form
Edit Lesson Plan Grid
New Custom Field Dialog Box

Summary Reports

Summary Reports are similar to the Query report.   The reports are run by selecting the appropriate List item on the menu such as Data, Subjects, List, Class, Student, List, etc.   The reports are printed by clicking the Print Button.   The report may optionally list the <u>SQL</u> statement for the query that the report is based on.   The data returned by the query will be printed with a record number, and a column for each field returned by the query.   Each page will contain as many columns as will fit.

You cannot run the Summary Reports by doing a Report Select.   You must select the appropriate menu List item.

The reports use the standard report options except there is no option for including the instructor name on the report.   The following report specific options are available:

Include SQL Statement

If this option is selected, the SQL statement that the query is based on will be included on the report.

See Also:

<u>Modify Report Dialog Box</u>

Task Input Form Report

The Task Input Form Report may be used to manually record <u>task</u> information prior to entering it into **School Maestro**. The heading includes rows for you to enter the task date, <u>category</u>, task abbreviation and perfect score. Several columns may then be used to enter score information. The number of columns available may be adjusted by changing the body font size, margins and orientation.

You first select the <u>class</u> or classes you want to include using the Select Classes Dialog Box. If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>. If you are signed on as an <u>individual user</u>, you can select any of your classes.

The report uses the standard report options.

See Also:

Modify Report Dialog Box
Select Classes Dialog Box

Task List Report

The List Report is used to print a complete task list for a <u>class</u>.   It could be posted with the Instructor Grade List Report if you needed the entire <u>task</u> name listed instead of just the abbreviation.   For each task, the date, <u>category</u>, task name, abbreviation, perfect score, task weight and entry mode is listed.

You first select the class or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

The report uses the standard report options.

See Also:
  <u>Modify Report Dialog Box</u>
  <u>Select Classes Dialog Box</u>

Weekly Input Form Report

The Weekly Input Form Report may be used to manually record any desired student information prior to entering it into **School Maestro**.   The report includes 5 columns that may be labeled (ex. Mon - Fri). There are 4 boxes in each column for each student that may be used to enter information.

You first select the <u>class</u> or classes you want to include using the Select Classes Dialog Box.   If you are signed on as the <u>master user</u>, you may select any classes from any instructors for the current <u>marking period</u>.   If you are signed on as an <u>individual user</u>, you can select any of your classes.

The report uses the standard report options except that grid shading and grid lines are not used.

See Also:

<u>Modify Report Dialog Box</u>
<u>Select Classes Dialog Box</u>