

# Student Record 1.1

## A Template for ClarisWorks® 2.x

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Student Record is a ClarisWorks database containing nine layouts and various fields for information regarding students. You will need to modify fields and some of the text data to meet your specific needs. Use this template as a starting place for your own student record book.

You will be able to access each layout in several ways: 1) Use the Layout Menu and choose the layout you desire. 2) Use macro keys that I have set up. 3) Use buttons I created and put in the Shortcuts Palette. (To show the shortcuts palette, go to **Shortcuts** in the file menu and choose “**Show Shortcuts.**”)

Following is a list of each layout, the accompanying button, and key command:

### **1      Student Data      S                      Command - Option - S**

This layout contains most of the Fields in the database. Here is a description those fields:

No.	I assign each student a number. This helps in organization.
Name	There are two fields here, one for the first name and one for the last name. The heading for the field for the last name has been removed. You will be able to sort by last or by first name.
Birthday	Enter birth dates in the form - 05/27/84. Use a zero as a place holder if the number is less than 10. This will allow the database to sort by order of birthdays through the school year, not by actual age. (Some students may have been born a year earlier, but the birthday is June, and so will appear later on the list.)
Phone	Don't call me! (But you can write.)
Lunch	Do your students have a lunch number?

In the following fields I usually respond with an “X,” “YES,” or “NO” to let me know the item applies. These fields are specific to my situation. You may change the field names by choosing the **Define**

**Fields** command in the Layout menu. Select the field name that you want to change. You will see a dialogue box that says “Name.” Write the new field name.

Magnet	I work at a magnet school and like to keep track of students who are accepted as magnet students.
RSP	I teach an RS (Learning Disabled) cluster of kids and mark an X to indicate those students.
Good News	I send out a “Good News” note of acknowledgement and like to keep track of this so I am sure to include everyone.
Students of the Month	This is a school-wide acknowledgement. I pick two students from my class every month.
M/F	You may like to enter M or F (male or female) and sort your files by this information at some time.
Other	This is a catch all field. Enter what you wish. I often put notes about student reading or math ability here at the start of the year. I may note that a student is GATE.
(Behavior) Incidents	This is where I keep a record of behavior problems.

## 2      **Class List**                      **L**                      **Command - Option - L**

This layout is similar to the first but is consolidated with information that I like to carry around on my clipboard.

## 3      **Birthdays**                      **B**                      **Command - Option - B**

You will get a list with first name, last name, and birth dates To sort by birthday, click in the field you desire (Birthday), then click the “Sort Ascending” button in the shortcuts palette or use the **Sort Command** in the Organize menu. This record contains a field called “Honor Birthday” where you may put a check once you have honored that birthday.

## 4      **Progress Report**                      **Pr**                      **Command - Option - P**

This is a blank form for you to enter student grades by hand. (Unfortunately, it does not do this automatically.) Progress Report will show the student’s name and the date the file was last modified. It

will also show the teacher, grade information, and school phone number (which you will need to change to reflect your situation.) If you wish to print out a report for one or two students only, select the desired record(s) first (in any layout). Then choose **Hide Unselected** in the Organize menu. (You will want to use the **Show All Records** command in the Organize menu to get back to all records again.)

There is a DATE field in the body of this record. The date may differ for each student's record. This date will reflect the last time information in that specific record was modified. This same field is in the Incident Report layout.

The following layout will give you a blank form with student's names and a heading which you may alter.

**5 Check List**



**Command - Option - V**

This is a form that I use to keep track of behavior problems each day.

**6 Assignment List**



**Command - Option - A**

This is the list I use to keep track of student assignments each week.

**7 Writing Workshop**



**Command - Option - W**

A weekly record of student progress in writing workshop.

**8 Reading Workshop**



**Command - Option - R**

A weekly record of student progress in reading workshop.

**9 Incidents Report**



**Command - Option - I**

This is where I keep a record of any behavior problems that I may want to refer to on a future occasion. I record the date of the incident in this field also. You will need to change the text fields in the heading of the page to reflect yourself.

**10 Names & Numbers**

This is the report that I use to copy names and numbers from this database and paste them into Elementary Gradebook.

You will surely want to modify much of the field and text information. You may also want to delete an entire layout and create your own. Use this template as a starting place, a place for ideas. You are welcome to modify this file in any way.

To access and change database fields or text information, first go to **Layout** in the Layout menu. (To get back, go to **Browse** in the same menu.)

### **Saving as Stationary**

Once you have gone through the database and inserted your own relevant information, but before you enter student data, save a copy of your gradebook as “ClarisWorks Stationary” using the dialogue box under the heading “Save As.” Give your template a special name. (I use “Class of ...”). This will assure that you have a “clean slate” with which to begin for each new class.

Once you have “Student Record” set up the way that you like, you will probably find it helpful to delete all but the first field before you enter data for the first time. To create the next record, press COMMAND-R.

### **Shareware Notice**

I am trying to raise money for a musical endeavor, and so I am asking a modest \$2.00 for use of this template.

Thank you.

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### **Disclaimer**

The author takes absolutely NO responsibility for this software. There is NO warranty!

This shareware template may be distributed through any BBS, Online Service, or Shareware Distribution company as long as all files (including this “Read Me” file) are distributed together as one piece.

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### **Updates: Elementary Gradebook 1.1**

1. The date field in most of the reports have been replaced by a text field with an “Insert Date” command. The result is that your layout will reflect the current day and NOT the day the file was last modified.
2. A “Names & Numbers” field has been added.