MacGradeBook

Version 1.5

User Manual

This manual assumes the operator is already comfortable with the Macintosh Computer - It uses the menus, dialog boxes and commands in the standard ways.

This program requires system software version 6.0.2 or greater (including system 7) and at least 512k of memory.

Table of Contents

Overview

The section titled **Getting Started** will allow you to begin using this program immediately. The rest of the manual describes each feature of the program in detail. If you have any questions and cannot find the information in the manual, please feel free to contact me for assistance.

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MacGradeBook will allow you to create individual student reports, averages, class lists, class marks and blank mark sheets. You can create your own headers and footers, format the student report in any way that suits your needs, add a special comment to

the parent or student (from the included sample list or generate your own comments), add graphics, change the type face -- you can even add items from a draw or paint program.

A unique feature of this program is that it has the ability to make every comment seem personal by allowing you to include a student name and gender specific pronouns into standardized comments. You can use the built in comments or define any number of standard comments of your own.

When you have developed a report form that you like, you can save it in a template and then reuse it again and again.

The student marks can be percentages or any other system of marks that you define.

MacGradeBook is organized around a class of students, the information for which it stores in a file. Within each class information is stored about the students, the assignments, the marks the students received for each assignment and the format in which the marks should be printed. Unlike a paper mark book MacGradeBook places

these assignments in **categories,** each of which is given a weighting toward the student's average or final mark. Assignments can be added to categories at any time. The average or final mark is updated instantly when a new assignment is added, giving a current indication of a student's overall progress.

Throughout the term you can print individual student reports showing progress to date for one or more students or the class list with current averages for everyone. These are handy for parent conferences, guidance counselor's inquiries, department meetings, etc.

Even if you don't use the program to create report cards for your students, the advantages of a computerized "smart" grade book should be of help to you.

Getting Started

This section will walk you through the creation of your first class

mark book and the printing of a report card. You will need to create a document and enter into it four things; a list of students, at least one category, a list of assignments and the individual marks each student received for each assignment.

Start a Document For a New Class

When you double click on the MacGradeBook icon it opens a new document for you. If you opened the program by double clicking on an existing class document (i.e., the sample classes provided) you can start a new document by selecting **New** from the **File** menu.

```
┌─────────────────────────────────────────────────────┐
│ ▤□▤▤▤▤▤▤▤▤▤▤▤ Untitled ▤▤▤▤▤▤▤▤▤▤ ◳▤ │
├──────────────────────────────────┬──────────────┬───┤
│              Assignment          ║              │ ⇧ │
│                Category          ║              │   │
│           Maximum Score          ║              │   │
├─────────┬──────────────┤         ║              │   │
│ Student │   Average     │        ║              │   │
├─────────┴──────────────┴─────────┘              │   │
│                                                 │   │
│                                                 │   │
│                                                 │   │
│                                                 │ ⇩ │
├───┬─────────────────────────────────────┬───┬───┤
│ ⇦ │                                     │ ⇨ │ ◲ │
└───┴─────────────────────────────────────┴───┴───┘
```
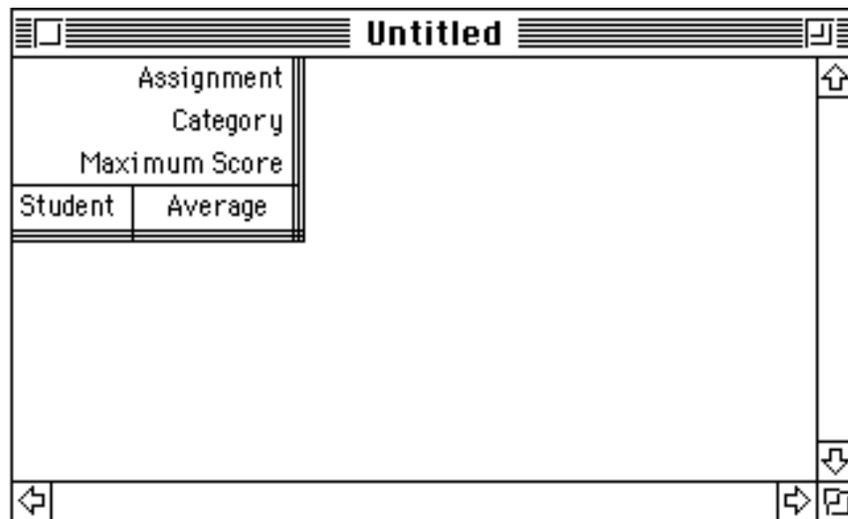
The new document will display an empty data window that we will now fill.

Load a Template

A template defines a style of mark book. Eventually you will probably define one or two templates of your own that contain the setups you use most frequently, but for now we will use the predefined template that came with your MacGradeBook program.

1   Select **Standard** from the **Utilities** menu.

2   Click on **Load** when you are asked for confirmation.

After doing this, no changes will be visible on the screen because this template contains no assignments or categories, only a default student report format.

Add the Teacher's Name

After loading the template the basic format of the report that will be generated is there, however, it still needs to be customized. This

customization can be included in a new template so that it will only need to be done once.

1   Select **Format** from the **Window** menu

```
┌─────────────────────────────────────────────────────────────┐
│ ▤□▤▤▤▤▤▤▤▤▤▤ Student Report Format ▤▤▤▤▤▤▤▤▤▤□▤ │
│                                                          ⇧  │
│      School:  school name                                ▯  │
│       Class:  @r                                            │
│     Teacher:  teacher name                                  │
│                                                             │
│                                                             │
│               Student Average                               │
│  ┌─────────────────────────────────────────────┐           │
│  │ Average                              0.00%   │   @c      │
│  └─────────────────────────────────────────────┘           │
│                                                             │
│                                                          ⇩  │
└─────────────────────────────────────────────────────────────┘
```
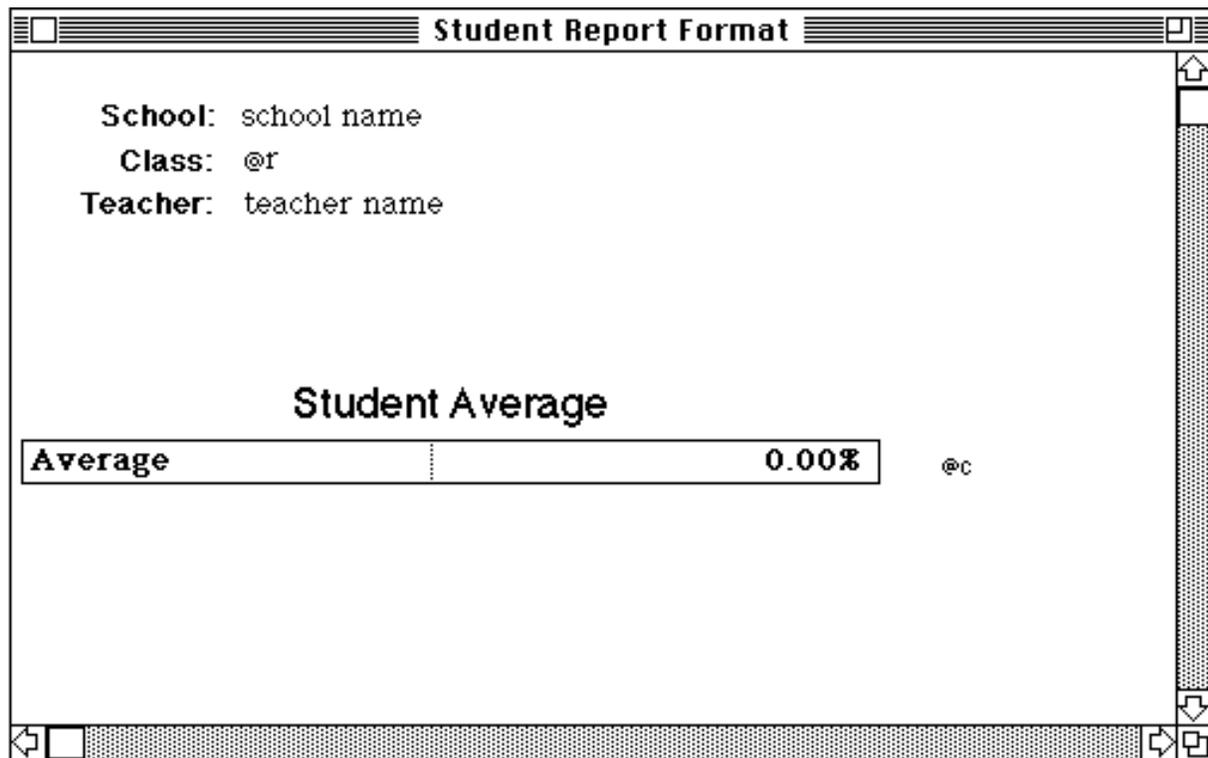
2   Move the cursor over the text "teacher name" and click once. A dotted box with 8 black squares along the edges will appear around the text

3   Select all of the "teacher name" text and then type in your name as the teacher for this class.

4   Move the cursor over the text "school name" and click once.

5   Select all of the "school name" text and then type in the name of your school.

6   Beside the text "class" is the token "@r" that does not need to be changed. It will be replaced by the name you are going to give this document that will also be the name of this class.

7   Now go back to the data window by selecting **Data** from the **Window** menu.

Name The Document

We will now give our document a name. The name we give the document is usually also the name of the class (e.g., Math 30, English, etc.).

1   Select **Save As** from the **File** menu.

2   Use the file list and directory pop-up menus to go to the directory that you want the document to be saved in.

3   Enter the name of the document.

4   Click on the **Save** button.

In naming the document we have also saved the changes made so far. As more data is entered into a document it should be saved periodically to prevent data loss if there is a power failure. To do this select **Save** from the **File** menu.

Create a List of Student Names

The next thing we are going to do is create a list of students. This list can be changed, added to or deleted from at a later time so don't worry if you make any mistakes.

1   Select **Student** from the **Edit** menu. This will open a dialog box in which you will enter the student information.

Student Information

```
,                                                    ⇧
                                                     ⬚
                                                     ⬚
                                                     ⇩
```

◉ **Male**   ○ **Female**   [**New**]

Last Name [   ]   [**Delete**]

Given Names [   ]   [**Cancel**]

ID Number [   ]   [**OK**]

2   Enter student name and ID if desired. The student's family name should be entered in the **Last Name** field and all other names in the **Given Names** field.

3   To move to the next box press **Tab** or use the mouse and click in the desired box. Don't press the Enter or Return key until all information for this student has been entered -- doing so will save all the data entered so far for this student and create a new record for the next student.

4   When all data for a student has been entered, click on the **New** button or press **Return** or **Enter** to save the data and create a new record for the next student.

5   Repeat steps 2 - 4 until all the students have been entered. When the data has been entered for the last student, instead of pressing **Enter** or **Return**, click the **OK** button to accept the

student list. If Enter or Return was pressed too many times there will be blank student entries in the list of students at the top of the dialog box -- these can be deleted by clicking on the entry in the list and then clicking the **Delete** button.

After OK was pressed you will be back at the data window.
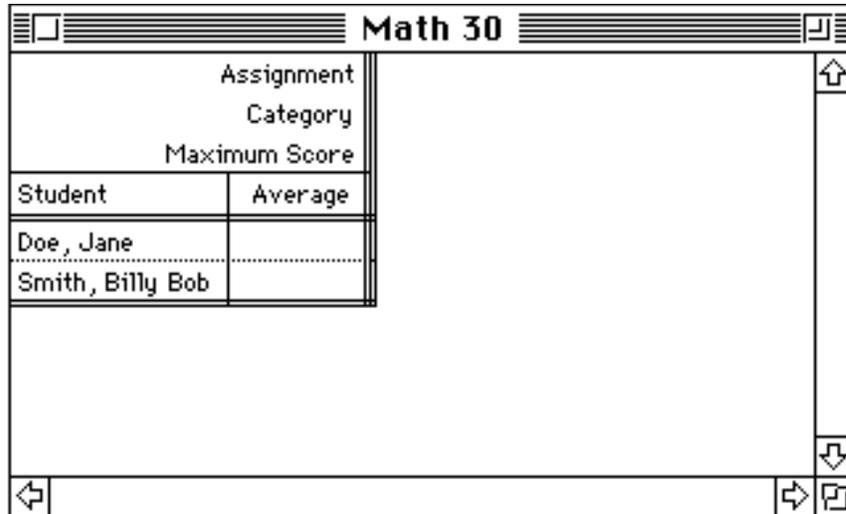
```
┌──────────────────────────────────────────────────────┐
│ ▤☐▬▬▬▬▬▬▬▬▬ Math 30 ▬▬▬▬▬▬▬▬▬▬☐▤ │
│ ┌──────────────┬──────────┐                     ⇧ │
│ │   Assignment │          │                       │
│ │     Category │          │                       │
│ │ Maximum Score│          │                       │
│ ├──────────────┼──────────┤                       │
│ │ Student      │ Average  │                       │
│ ├──────────────┼──────────┤                       │
│ │ Doe, Jane    │          │                       │
│ ├──────────────┼──────────┤                       │
│ │ Smith, Billy Bob │      │                       │
│ └──────────────┴──────────┘                     ⇩ │
│ ⇦                                            ⇨ ⊡ │
└──────────────────────────────────────────────────────┘
```

If you want to add to, delete from the list or change the data for any student or students, select **Student** from the **Edit** menu again. To change the data for a student click on that student in the student list and then change any of the information as desired. Selecting any other student or clicking on **OK** will save the data for the student.

To delete a student select the student in the list and click on the **Delete** button.

To add a new student click on the **New** button or press **Enter** or **Return.** The new student will be inserted in the student list in front of the student that was selected.

It is a good idea to periodically save the work that you've done, especially after entering a significant amount of data. Select **Save** from the **File** menu.

Define Categories

A Category defines a type of assignment such as quiz, essay or attendance, etc. Each category contains one or more assignments. For example, category "Quiz" could contain assignments Chapter1, Chapter2, etc. The student receives marks for each assignment which are then combined to produce a mark for the category. You can define as many categories as you like but there must be at least one. Each category has a fixed weighting towards the final mark, i.e. quizzes, no matter how many there are, could be worth 10%.

1   Select **Category** from the **Edit** menu which will open a dialog box in which you can add, delete or change categories.

2   Enter the name of the category. e.g. Quiz, Attendance, etc.

3   Press the **Tab** key to go to the next field.

4   Enter the weight that should be given to this category towards the final mark. The weight given will be the number entered divided by the total of all weights.

5   Click on the **New** button to create a new blank category or go to

step 7 if finished.

6   Repeat steps **2** through **5** for as many categories as you wish to define.

7   Click on the **OK** button to accept the categories and return to the main data window.
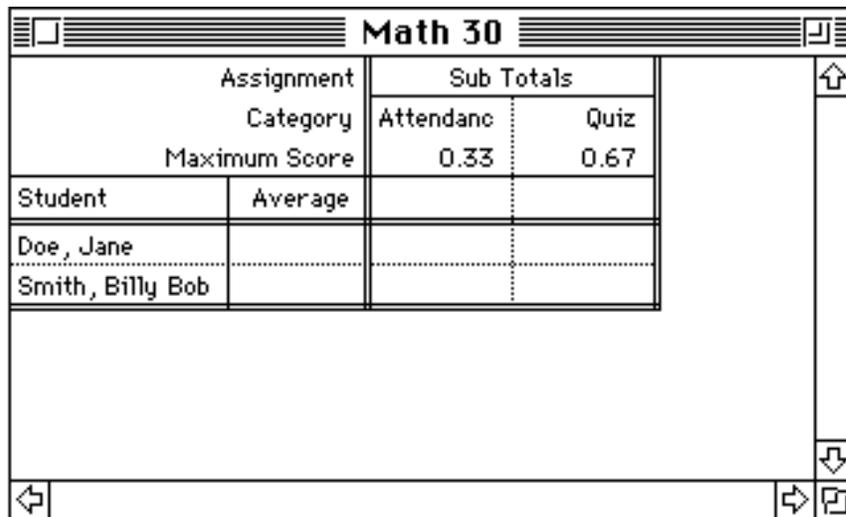
Math 30			
Assignment		Sub Totals	
Category		Attendanc	Quiz
Maximum Score		0.33	0.67
Student	Average		
Doe, Jane			
Smith, Billy Bob			

The data window will now display the categories you have entered. Changes can be made at any time by, again, selecting **Category** from the **Edit** menu.

Define Assignments

An assignment is anything a student receives a mark for. For example, if one of the categories is "quiz" then each quiz is an assignment.

1   Select **Assignment** from the **Edit** menu.

```
Name Of Assignment    Week #1

Maximum Assignment Score  5.00        [ New ]

         Category:  [Attendance]      [ Delete ]


                                      [ Cancel ]

      ( Previous )    ( Next )        [ OK ]
```

2   Enter the name of the assignment. e.g. quiz # 1, Chapter 4, etc.

3   Press the **Tab** key to move to the next field.

4   Enter the maximum mark for this assignment.

5   Select the category to which this assignment belongs.

6   Click on the **New** button to create another assignment or go to step 8 if finished.

7   Repeat steps 2 through 6 until all assignments have been entered.

8   Click on the **OK** button to accept the list of assignments.

The **Next** and **Previous** buttons can be used to move forward and backward through the list of assignments to check or change them.

		Week #1	Chapter 1	Week #2	Chapter 2	Sub Tota
	Assignment					
	Category	Attendanc	Quiz	Attendanc	Quiz	Attendanc
	Maximum Score	5.00	56.00	5.00	84.00	0.33
Student	Average					
Doe, Jane						
Smith, Billy Bob						

Math 30 window

After returning to the data window you will now see the assignments entered displayed along the top as column headings.

Enter Marks

The data window will now display the assignments entered along the top of the window and the students along the left side. To enter the marks each student received for each assignment:

1. Use the mouse to select the mark box for the first student in the column for the first assignment.

2. Enter the student's mark for that assignment.

3. Press **Return** or **Enter** which enters the mark and moves to the next student.

4. Repeat steps 2 and 3 for all students.

5. Repeat steps 1 through 4 for all assignments.

To change the mark for any student click on the box for the mark you wish to change and then change it.

		Week #1	Chapter 1	Week #2	Chapter 2	Sub Total	
	Assignment						
	Category	Attendanc	Quiz	Attendanc	Quiz	Attendanc	
	Maximum Score	5.00	56.00	5.00	84.00	0.33	
Student	Average	4.50	41.00	5.00	66.50	95.00%	7
Doe, Jane	90.67%	5.00	45.00	5.00	77.00	100.00%	8
Smith, Billy Bob	74.25%	4.00	37.00	5.00	56.00	90.00%	6

Math 30

Print a Student Report

If you select **Format** from the **Window** menu you can see the marks entered for the currently selected student as they will be printed in the student report. The tokens (@r, @c, etc.) are expanded when the actual printing takes place.

Student Report Format

School: Green Acres High
Class: @r
Teacher: Ms. Muffet

Student Average

Attendance	100.00% x 0.33 = 33.33	@c
Quiz	86.01% x 0.67 = 57.34	
Average	**90.67%**	

You can either print a single student report or all student reports. To print a single report select the desired student then select **Print Report** from the **File** menu. To print all the student reports select **Print All Reports** from the **File** menu.

The Data Window

The data window is the first window that appears when a document is opened and is an array of marks for the class showing each student's mark for each assignment. This is where the information for the class, the students, the assignments and the individual marks for each assignment are entered and edited. The students in the class are listed

along the left side followed by the average of their marks. The assignments for the class are listed along the top. The mark each student received for each of the tests are shown in the main data array. To the right of the marks array (you may have to scroll the window to see it) the combined marks for each category are listed.

Math 30							
	Assignment	Week #1	Chapter 1	Week #2	Chapter 2	Sub Total	
	Category	Attendanc	Quiz	Attendanc	Quiz	Attendanc	
	Maximum Score	5.00	56.00	5.00	84.00	0.33	
Student	Average	4.50	41.00	5.00	66.50	95.00%	7
Doe, Jane	90.67%	5.00	45.00	5.00	77.00	100.00%	8
Smith, Billy Bob	74.25%	4.00	37.00	5.00	56.00	90.00%	6

Billy Smith has an overall average of 74.25%.

Item "Chapter 1" is a member of category "Quiz". Jane Doe received 45/56 and Billy Smith 37/56 for a class average of 41/56.

Jane Doe received 100% and Billy Smith 90% for category "Attendance", for a class average of 95%. Attendance counts for 1/3 or 0.33 of the students overall average.

Students

To add or delete students or to change any of the student information stored select **Student** from the **Edit** menu which will open the main student information dialog box. You can also delete students by selecting one or more students in the data window and selecting **Cut Student** from the **Edit** menu. For more information see "Rearranging Students & Assignments".

Student Information

● Male ○ Female	**New**
Last Name	Delete
Given Names	
ID Number	Cancel
	OK

The dialog box contains a list of students, one of which is selected, and the following fields that contain the information about the selected student:

Last Name The student's surname or family name.

Given Names Any other names the student may have. The first, second, third names, etc. should be separated by a space.

ID Number This can be any string of characters (letters, numbers, or symbols).

Male/Female This is used in standard comments to determine which form of a word to use (i.e. He or She).

As with almost all other Macintosh dialog boxes, pressing the **Tab** key will advance the cursor to the next text field.

Clicking on the **Delete** button will delete the currently selected

student.

Clicking on the **New** button or pressing **Enter** or **Return** will insert a new student in front of the currently selected student.

All changes made while within the dialog box can be canceled by clicking on the **Cancel** button. To accept the changes, including any new or deleted students, click on the **OK** button.

The only student information that is not accessible through this dialog box are student comments which are described in detail in the chapter on the "Student Report"

Categories

Student marks are often divided into categories which are then combined to produce the final mark. Categories can be such things as "Final Exam", "Quizzes", "Essays", "Attendance", etc. each of which is considered to be a 'Category' by this program. Any number of categories may be defined as long as there is at least one. Each category can contain any number of assignments.

For each category a number of fields must be defined:

Name   This is the name of the category and can be any string of text.

Weight   Each category has a weight associated with it that is used when calculating the final mark. For example, if "Quiz" has a weight of 1 and "Essay" has a weight of 2, the quizzes, regardless of how many there are, will be worth 1/3 of the final mark and the Essays will be worth 2/3. The exact value of the weights is not important only the ratio between them is.

Print Detailed Marks   For each category you can specify whether

or not you want to include the marks for each assignment in that category in the student report. If printing detailed marks, a box appears in the format window (and in the printed student report) that contains the marks the student received for each assignment in this category. If not, only the final mark for the category appears in the summary box which is always in the format window. A non-detailed category is used when there are too many assignments in a category for a printout of them to provide useful information (i.e. attendance record, weekly quizzes). It would also be used if there was only one assignment in a category such as in the case of a final exam, where a list of marks would be redundant. When a detailed results box for a category is added to the format window it is placed in the upper left corner. If you turn detailed printing on for several categories, their boxes will all appear in the same place. Since this is likely not where you want it to be, you need to go to the format window (see the Student Report section of this manual) and move it into position prior to printing any student report.

Summary box

Student Average

Attendance	90.00% x 0.33 =	30.00
Quiz	66.37% x 0.67 =	44.25
Average		**74.25%**

Quiz		
Chapter 1	37.00 /	56.00
Chapter 2	56.00 /	84.00

Detailed marks for
category "Quiz"

Raw Scores. Within each category marks may be calculated using

raw scores or by averaging. Raw scores allow each assignment in a particular category to have a different weight within that category. Averaging gives each assignment within the category the same weight. An example will illustrate the difference:

Quiz #1 result = 30/40

Quiz #2 result = 5/20

Raw scores checked:

Mark for quizzes
= (30 + 5) / (40 + 20) = 35/60
= 53.33 %

Raw scores unchecked:

Mark for quizzes
= (30/40) + (5/20) = 0.75 + 0.25
= 50.00 %

Assignments

An assignment, as it is used in this program, refers to any single thing for which the student receives marks. This can include weekly quizzes, daily assignments, attendance, projects, etc. For example, in the case of quizzes, each quiz is an assignment and "quizzes" as a whole, is a category.

```
┌─────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────┐  │
│  │                                                   │  │
│  │  Name Of Assignment  ┌─────────────────────────┐  │  │
│  │                      │ Week #1                 │  │  │
│  │                      └─────────────────────────┘  │  │
│  │  Maximum Assignment Score  ┌────────┐  ╭────────╮ │  │
│  │                            │ 5.00   │  │  New   │ │  │
│  │                            └────────┘  ╰────────╯ │  │
│  │        Category:  ┌──────────────┐     ╭────────╮ │  │
│  │                   │ Attendance   │     │ Delete │ │  │
│  │                   └──────────────┘     ╰────────╯ │  │
│  │                                                   │  │
│  │                                        ╭────────╮ │  │
│  │                                        │ Cancel │ │  │
│  │                                        ╰────────╯ │  │
│  │    ╭───────────╮    ╭───────────╮      ╭────────╮ │  │
│  │    │ Previous  │    │   Next    │      │   OK   │ │  │
│  │    ╰───────────╯    ╰───────────╯      ╰────────╯ │  │
│  └───────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────┘
```

For each assignment several things need to be entered:

Name. This is the name of the assignment and can be any text. e.g. "quiz #3", "Chapter 7", etc.

Maximum Score. Each assignment has a maximum score which is used to determine the mark for that test. Since it is possible to give a student a mark that is greater than the maximum, it means that the student may end up with an average that is greater than 100%.

Category. Every assignment has a category associated with it that determines how the mark for that assignment will be included in calculating the student's average.

To add or delete assignments, or to change any of the information for an assignment, select **Assignment** from the **Edit** menu which will open the assignment definition dialog box. Assignments can also be deleted by selecting the assignment or assignments in the data window and selecting **Cut Assignment** from the **Edit** menu (see "Rearranging Students & Assignments"). You will not be able to open the assignment dialog box unless at least one category has been

defined.

Marks

A mark is the score a student received for a given assignment and is entered in the rectangle located at the intersection of the student row and the assignment column. To enter a mark select the square with the mouse or arrow keys and type in the mark. All marks should be entered as raw scores, that is to say, if the student received 182 out of a possible 225 for an assignment the mark that should be entered is 182.

If you don't want to enter a mark, the mark square can be left blank (or made blank by selecting it and pressing the **Backspace** key or selecting **Clear** from the **Edit** menu) in which case this mark will not be included in any averaging. This is different than a mark of zero which will be counted when calculating the student's average.

Whenever one or more students or assignments are selected, **Clear Marks** appears on the **Edit** menu. Selecting this will clear all marks in the selected area.

Rearranging Students & Assignments

Sorting Students

This is the usual way the student list is rearranged. To do a sort, select **Sort Students** from the **Utilities** menu. You can do the sort based on any one of several different factors:

- Student name

- Student ID number

- Student average

The sort can be done in ascending or descending order - if in ascending order the lowest student (name starting with 'A', lowest average, etc.) will be placed at the start (top) of the list.

Name and ID sorts are done on a character by character basis with numbers coming before letters. This can cause some confusion if the student ID numbers are, in fact, numbers (they can be any combination of symbols, numbers and letters - "AD-103B" is a valid student ID number). If one student has an ID number of 78 and another has 104, the second one will be seen as smaller because 1 is less than 7.

Cut, Copy & Paste Students

Students can also be moved around using Cut, Copy & Paste commands. First select a student by clicking on the name of that student in the data window and then drag the mouse up or down until all of the desired students have been selected. Next select **Cut Student** or **Copy Student** from the **Edit** menu to transfer the student(s) to the clipboard. Click on the student you wish to paste the selected student(s) above and select **Paste Student** from the **Edit** menu.

Students can also be cut, copied and pasted between documents. To copy an entire class to another document select **Select All Students** from the **Edit** menu and then select **Copy Student** from the same menu.

Cut, Copy & Paste Assignments

Assignments can also be moved around using Cut, Copy & Paste

commands. First select an assignment by clicking on the name of that assignment in the data window and then drag the mouse right or left until all of the desired assignments have been selected. Next select **Cut Assignment** or **Copy Assignment** from the **Edit** menu to transfer the assignment(s) to the clipboard. Click on the assignment you wish to paste the selected assignment(s) to the left of, and select **Paste Assignment** from the **Edit** menu.

Multiple Terms

When a single class spans several terms each term should be treated as a separate class. The final averages for each term can then be combined in another class to produce an overall final mark. Combining is done by using the **Copy Averages** command in the **Edit** menu to copy the final marks from each term into another class which will produce the final grade.

For example a class might span a full year and consist of 3 terms, each term being worth 30% with a final exam worth 10%. You would create 3 classes called "Term1", "Term2" and "Term3" and fill them in as the term progresses in the normal way. Take care that the list of students in each class is the same and in the same order as this is important when the final grade is produced. Use **Select All Students** and then **Copy Student** to put a copy of the list of students into the clipboard. Next create a fourth class called "Final" and select **Paste Student** from the **Edit** menu. With the "Final" class still open, open the "Term1" class and select **Copy Averages** for the **Edit** menu. Select the "Final" class from the **Window** menu and then select **Paste Assignment** form the **Edit** menu. The averages from "Term1" will appear as an Assignment named "Term1" of category " ". Change the name of the category "Term" and the weight to 90.

While still in the category dialog box create a new category called "Final Exam" and give it a weight of 10. Now repeat **Copy Averages** and **Paste Assignment** for the other 2 terms. The "Final" class will now contain 3 assignments in category "Term" and one in category "Final Exam" and the student averages will be the overall final marks.

The Student Report

The format, header and footer windows are used to design the student report. What appears in the format window is what will be printed as the main body of the student report. The data in the header and footer windows will appear at the top and bottom of every page of the report. You may tailor your reports to suit your

needs and the needs of your students or their parents. Together the three windows present a standard form into which the program inserts student specific data (via **Tokens** as discussed later in this section) when the report is printed.

You can move between the four windows (header, footer, format and data) by going to the **Window** menu and selecting the window you want. If you resize the windows so that more than one is visible at a time, you can switch

between them by clicking on the desired window. The current window has a check mark to the left of it. At the bottom of the menu is a list of currently open documents which you can switch between in the same way.

Everything that appears in these windows takes the form of a box of which there are four types: summary, category, text and picture.

```
▦☐▬▬▬▬▬▬▬▬ Student Report Format ▬▬▬▬▬▬▬▬▤▦

        School:  Green Acres High
         Class:  @r
       Teacher:  Ms. Muffet
    ┌──────┐
    │ Text │
    └──────┘
              ┌─────────┐
              │ Picture │
              └─────────┘

        Student Average

  Attendance          100.00% x 0.33 =    33.33      ┌─────────┐          @c
  Quiz                 86.01% x 0.67 =    57.34      │ Summary │
  Average                                  ▲          └─────────┘

              Quiz                    ┌──────────┐
  Chapter 1            45.00  /  56.00 │ Category │
  Chapter 2            77.00  /  84.00 └──────────┘
```
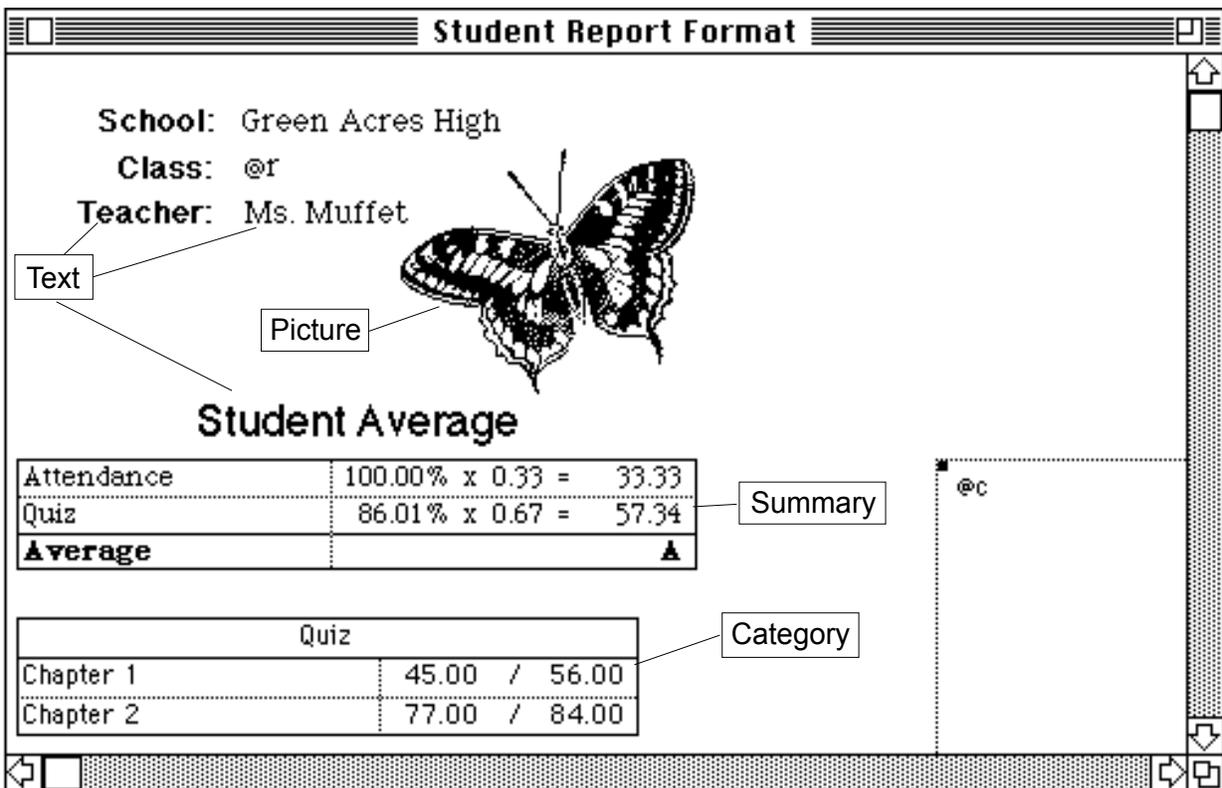
Summary Box

This box appears once and only once in the format window and contains a summary of the student's marks including the average for each category and the overall average. It has a fixed size and shape but can be moved anywhere within the window.   For each category the name of the category is listed on the left side with the mark for the category, its weight and the resultant percentage of the final mark on the right. The last line gives the student's overall average.

The marks displayed or printed can be percentages or "custom grades" as defined by you. For example, you could define the mark "B+" to be printed whenever the student's mark is between 80% and 84.99%.

To make any changes to the custom grades or to change the summary

box format select **Configure Summary** from the **Utilities** menu.

```
┌──────────────────────────────────────────────┐
│  ┌─────────────────────────────┐ ▲           │
│  │ 95.00% -     ∞    = A+      │ ▒  Summary   │
│  │ 90.00% - 94.99% = A        │ ▒  Format    │
│  │ 85.00% - 89.99% = A-       │ ▒            │
│  │ 80.00% - 84.99% = B+       │ ▒            │
│  │ 75.00% - 79.99% = B        │ ▒            │
│  │ 70.00% - 74.99% = B-       │ ▒ ┌───────┐  │
│  │ 65.00% - 69.99% = C+       │ ▒ │  New  │  │
│  │ 60.00% - 64.99% = C        │ ▒ └───────┘  │
│  │ 55.00% - 59.99% = C-       │ ▒ ┌───────┐  │
│  │ 50.00% - 54.99% = D+       │ ▼ │ Delete│  │
│  └─────────────────────────────┘   └───────┘  │
│                                               │
│  ☐ Use Custom Grades                          │
│  ☒ Include Overall Average                    │
│                                    ┌────────┐ │
│  Custom Grade Text  [A+         ]  │ Cancel │ │
│                                    └────────┘ │
│                                    ┌────────┐ │
│  Minimum mark       [95.00     ]   │   OK   │ │
│                                    └────────┘ │
└──────────────────────────────────────────────┘
```

Defining Custom Grades

Custom grades can be defined at any time but will not be used unless the **Use Custom Grades** box is checked.

Each entry in the table of custom grades has two parts:

Custom Grade Text

This is the text that is to be printed for this grade. It can be any combination of characters such as "B+" or "3.5", etc..

Minimum mark

This is the lowest mark, as a percentage, for which this grade can be applied. If the student's mark is between this value and the minimum mark of the next higher grade in the table, the grade name will be used instead of the mark.

To add a grade, click on the **New** button and enter the name and minimum values for it.

To delete a grade, click on the grade to be deleted and then click on the **delete** button.

To change anything about a grade, click on that grade in the table and make any changes to the name or minimum.

Customizing The Format

The format of the summary box is controlled by the two check boxes:

Use Custom Grades

> If this box is checked the grades that appear in the custom table will be used. If not, the grades will be presented as percentages (as they appear in the data window). The table of custom grades will still be there, it just will not be used.
>
> If student averages are included when printing a student list, custom grades or percentages will be used based on this check box.

Include Overall Grade

> If this box is checked the last line in the summary box will show the student's overall average. If not, an overall mark will not be included nor will the weighting of the categories as this is no longer relevant.
>
> Suppression of the overall grade is useful when categories are being used to represent different subjects, say Math, English, etc.

Summary Box Examples:

1   NO Use Custom Grades
     YES Include Overall Average

Attendance	90.00% x 0.33 =	30.00
Quiz	66.37% x 0.67 =	44.25
Average		**74.25%**

2   NO Use Custom Grades
     NO Include Overall Average

Attendance	90.00%
Quiz	66.37%

3   YES Use Custom Grades
     NO Include Overall Average

Attendance	A
Quiz	C+

4   YES Use Custom Grades
     YES Include Overall Average

Attendance	90.00% x 0.33 =	30.00
Quiz	66.37% x 0.67 =	44.25
Average		**B-**

Category Boxes

One of these boxes will be present in the format window for each
category that has **Print Detailed Marks** checked in the category
dialog box (see the **The Data Window - Categories** section of this
manual). They include the name of the category and the student's
mark for each assignment within that category. These boxes have a
fixed size and shape but can be moved anywhere within the format
window.

When a category box first appears in the format window it is placed

in the upper left corner. If several boxes are turned on they will be placed in the same upper left corner. These boxes should be moved to a better location before printing any student reports.

When positioning the summary or category boxes keep in mind that the summary box will grow in length when new categories are added and the category boxes will grow when new assignments are added.

Text Boxes

These boxes can contain any text. They are used to enter any text that should appear on all reports such as the name of the school or teacher, the date, etc. The text can include any tokens (see **Tokens** for more information) for text that need to change automatically. Text boxes can be stretched horizontally or vertically to suit almost any desired layout for the report. Text boxes can also be given a single line border by selecting **Border** from the **Style** menu. When you give a text box its size and shape, keep in mind that any tokens included in it will expand when printed - any text that goes beyond the end of the box will be truncated.

Initially there aren't any text boxes in the windows - they can be added by selecting **Add Text Box** form the **Edit** menu. A text box can be deleted by first selecting it and then selecting **Delete Text Box** from the **Edit** menu.

Text boxes can be of any size or shape and can contain any text in any font, size, style, line spacing or justification. These are used to add any text to the report card such as class name, teacher name, etc. Any of the tokens (as previously defined) can be included any number of times in any number of text boxes.

Picture Boxes

If you go into almost any draw or paint program you can copy a picture into the clipboard and then paste it into any of the format, header, or footer windows by selecting **Paste Picture** from the Edit menu. These boxes have a fixed size and shape which is defined when the picture is transferred to the clipboard but can be moved anywhere within the window.

Moving & Shaping Boxes

Whenever the cursor passes over a box it will change shape to indicate what sort of action will take place if the button is pressed. If the cursor is a standard up and left pointing arrow it is not over a box. If it's a hand, click and drag will move the box. For the text boxes, this area is near the edge of the box but not on any of the black squares. For the other boxes, it's the entire box. If an I-beam cursor appears the cursor is over an area where standard text editing may occur. Clicking on the box will enable the standard flashing vertical bar indicating where text insertion will be. If the cursor changes to a two headed arrow, the edge of the box that the cursor is over may be stretched or contracted in the direction of the arrows. The two headed arrows appear whenever the cursor is over one of the eight small black boxes along the edge of a text box when it's selected.

Fonts

The font, size and style of text in a box can be set to any that are available on the system being used. Just select what you want from the **Font**, **Size** or **Style** menus. What you select will be applied to all

text within the box. If you want one bit of text to have one font and another one something different, you must place the text in different boxes. When the selection you make expands or contracts the text, the summary and category boxes will be adjusted in size accordingly - the text boxes will not and will have to be stretched manually to ensure that all text is displayed.

Tokens

Tokens are place holders that can be entered in text to indicate where variable data should go when the report cards are printed. When the report is printed the tokens are replaced by the data they represent (i.e. date, student name, etc.). All tokens consist of a 2 character sequence that begins with the '@' character. All tokens can be used in any text box, either in the header and footer or in the main document. The second character can be upper or lower case which has no effect on the text that is inserted except for the pronoun tokens. Tokens are used when you wish to personalize by including the student's name and the occasional he/she . In doing this the student will feel more like you are speaking directly to him/her and yet allow you to do this with ease. You may use tokens anywhere in the comments or text boxes.

@C   **Comment**
        All text entered in the student's comment field. This text
        may contain any other tokens except for another
        comment token.

@D   **Date**
        The date the file was last saved.

@F   **First Name**

The first name of the current student (the one whose report is being printed). This is defined as all of the text in the student's **Given Names** field up until the first non-alphabetic character (usually the space between the first & second names).

@G   **Given Names**

All text entered in the **Given Names** field for the current student. This will be the first and any middle names the student may have.

@H   **his/her**

This is replaced with "his" or "her" as appropriate for the student. If 'H' is used the first character will be 'H' and if 'h' is used it will be 'h'.

@L   **Last Name**

This is the last name or family name of the student.

@M   **him/her**

This is replaced with "him" or "her" as appropriate for the student. If 'M' is used the first character will be 'H' and if 'm' is used it will be 'h'.

@N   **Number of pages**

Total number of pages in the report. The number of the current page in multi-page report card. This is normally used in the header or footer of the document. For example:

Page @p of @n   becomes Page 1 of 3

@P   **Page Number**

The number of the current page in the report.

@R   **Name of the File**

The name of the class or file. This can be used when creating a standard template file for the name of the specific class it is being used for.

@S   **he/She**

This is replaced with "he" or "she" as appropriate for the student. If 'S' is used the first printed character will be 'S' or 'H' and if 's' is used the first printed character will be 's' or 'h'.

@T   **Time**

The time when this class was last saved.

The following example will help to illustrate how tokens can be used in a student report. In a text box in the format window we enter:

> It has been a very interesting term so far and I look forward to seeing you and @f at the Parent-Teacher night on March 5. @c

And in the student comment for student John Doe (this standard comment is used for John and several other students):

> @f has been getting by with @h studies but @s could be doing much better if @s would attend more classes.

When the student report is printed the text in the text box will read:

> It has been a very interesting term so far and I look forward to seeing you and John at the Parent-Teacher night on March 5. John has been getting by with his studies but he could be doing much better if he would attend more classes.

Headers & Footers

The header and footer windows contain text that will appear at the top (header) and bottom (footer) of each page of the report card. This is usually the place for page numbers and possibly such things as student name, class name, school name or text like "Report Card for March". You can include any number of text or picture boxes, however, keep in mind that these will occupy the top and bottom of every page of the reports so they should not take up very much of the page.

Comments

A student comment is anything that you want to say to a specific student or student's parents in the student report. It is inserted wherever the '@c' token is found in the report text. When entering comments a list of standard comments appears that can be used for quick entry. Each time a standard comment title is clicked on, the text for that comment is pasted into that student's comment wherever the cursor is. It is possible to include several standard comments and some custom text in the comment for a given student.

Each standard comment consists of the text of the comment and its title which will appear in the standard comment list in the student comment dialog box. To include student specific information in a standard comment tokens must be used. These are described fully in the section on **Tokens**. Included in this program is a default bank of standard comments. You may add to or edit these as you please.

Comments for a Specific Student

To add student specific comments select **Student Comment** from the

Edit menu. This will open a dialog box with the list of students at the top and a list of standard comments at the left. There is also a large text area that contains the comment for the student.

The text that appears in the standard comment list is not the text that will be inserted. It is just a short reference to the text - its title.

To add or change the comment for a student select the student from the student list. The current comment for that student will appear in the comment area. Now select as much of this comment as you would like to have replaced with a new comment (possibly all of it). Now click on the desired standard comment from the list at the left. The text for that standard comment will replace the selected text in the student's comment. You can now use standard editing methods to change the text to anything you like, however, this is usually not required.

The Document Comment Bank

Every document has its own bank of standard comments. Whenever a new document is created a set of standard comments is loaded from the default comment bank stored in the MacGradeBook program. When you make changes to a documents comment bank those changes only appear within that document. If you want those changes to be available to all documents you have to update the default MacGradeBook comment bank.

Every standard comment has two parts, its text and its title. The text is what will be inserted in the student comment when the comment is selected. The title is what appears in the standard comment list.

To add, change or delete a document standard comment, select **Standard Comment** from the **Edit** menu which will open the standard comments dialog box. You can also get to this dialog box

by clicking on the **Standard Comments** button from the student comments dialog. This dialog box contains a list of comments on the left and two fields - one for the comment title and one for the text.

```
┌─────────────────────────────────────────────────────────┐
│  ┌──────────────┬─┐      Standard Comments               │
│  │Attendance   │⬆│                                       │
│  │+ Comprehend │ │   ┌─────────────────────┐  ┌────────────────────────┐ │
│  │- Comprehend │▓│   │ Attendance          │  │ Add Comment to Defaults │ │
│  │Diff. Level  │▓│   └─────────────────────┘  └────────────────────────┘ │
│  │Diff. New    │▓│   ┌───────────────────────────────┐  ┌───────┐ │
│  │Disruptive   │▓│   │@F has been attending classes  │  │  Cut  │ │
│  │Enthusiastic │▓│   │irregularly and it is          │  └───────┘ │
│  │Excellent    │▓│   │affecting @h mark.             │  ┌───────┐ │
│  │Late         │▓│   │                               │  │ Paste │ │
│  │Missed Exams │▓│   │                               │  └───────┘ │
│  │+ Progress   │▓│   │                               │  ┌───────┐ │
│  │- Progress   │▓│   │                               │  │  New  │ │
│  │+ With Others│ │   │                               │  └───────┘ │
│  │+ WB Skills  │⬇│   │                               │  ┌───────┐ │
│  └──────────────┴─┘   │                               │  │Delete │ │
│                       │                               │  └───────┘ │
│                       │                               │  ┌───────┐ │
│                       └───────────────────────────────┘  │Cancel │ │
│  ┌───────────────┐  ┌──────────────────┐                 └───────┘ │
│  │ Make Default  │  │ Revert To Default│             ┌───────┐ │
│  └───────────────┘  └──────────────────┘             │  OK   │ │
│                                                       └───────┘ │
└─────────────────────────────────────────────────────────┘
```
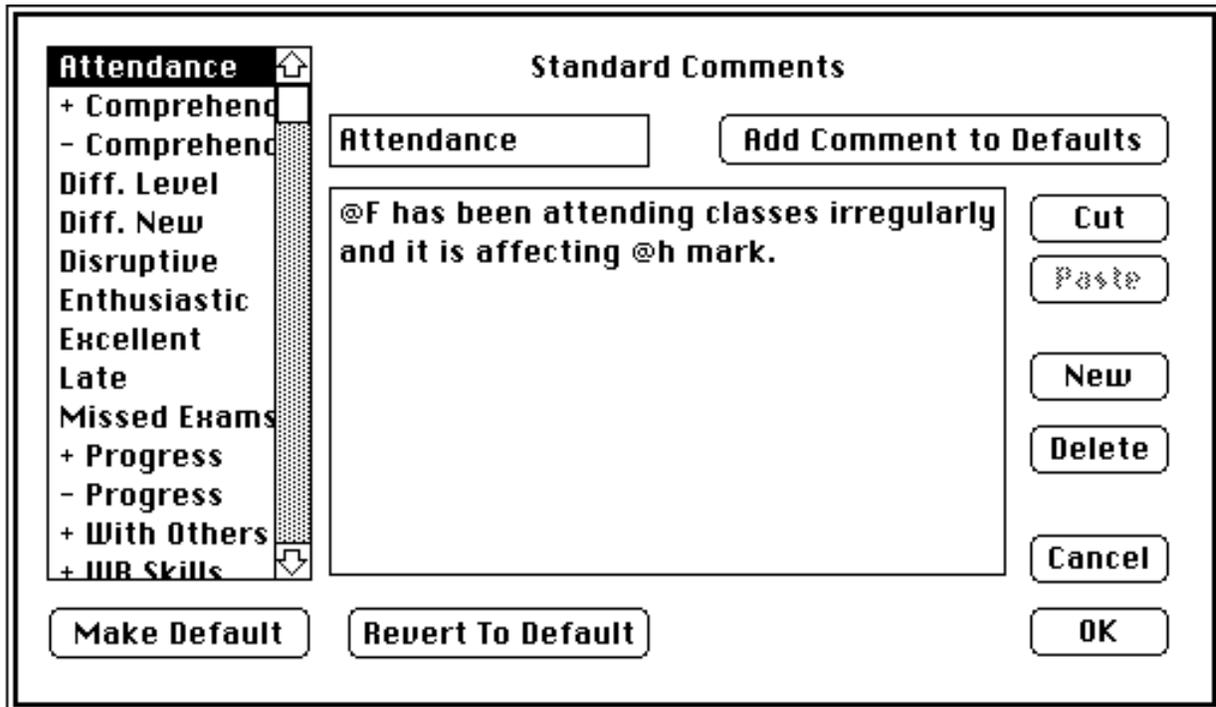
To change a comment select that comment from the list and change the text or title as needed.

To add a new comment select the comment you wish the new comment to appear above and then click on the **New** button. Now enter the title and text of the new comment.

To delete a comment select that comment and click on the **Delete** button. To change the order of the comments use the **Cut** and **Paste** buttons.

When finished click **OK** to keep the changes or **Cancel** to throw them away.

The Program Comment Bank

Normally any change made to the bank of standard comments remains a local change within the document and does not effect any other MacGradeBook document. However, when you create new standard comments it is often useful to have these comments available to other documents - to make them part of a master bank of comments.

This can be done from the standard comments dialog box by clicking on the **Add Comment To Defaults** button. This will add the currently selected comment to the MacGradeBook default comment bank. An updated list of comments can be added to any document by pressing the **Revert To Default** button which will replace the documents comments with a copy of the defaults.

After a while the default comment bank will likely contain some comments that need to be deleted or changed. To do this go to the standard comments dialog box -- if you are already there save any changes that may have been made to the documents comment bank by clicking on **OK** and then coming back to the comment dialog box.

Now press **Revert To Default** which will load a copy of the program comment bank. Make all desired changes to the comments and then press **Make Default** which will replace the program comment bank with the revised comments that you are working on.

Now press either **Cancel** to keep the documents original comments, or **OK** to update the document with the new set of comments.

The default comment bank and all of the templates are stored in a file called "MacGradeBook Prefs" located in the system folder. Should you ever want to return MacGradeBook to the state it was in when you received it, you can delete this file -- a new one will be created with the original comments and templates the next time the program is run.

<u>Printing Reports</u>

When a student report is printed the program replaces all of the tokens in the Header, Footer and Format windows with data specific to the student for whom the report is being issued. It then prints the report with the data from the format window making up the body of the document and the data from the Header and Footer windows appearing at the top and bottom of every page.

To print the report for one student select that student in the data window and then select **Print Report** from the **File** menu.

To print reports for the entire class select **Print All** from the **File** menu.

See the next section on Student Lists to find out how to print a summary of the entire class.

Student Lists

A printed list of the students in a class can, optionally, include for each student any or all of:

Name
ID number

Current overall average

Selected assignments

Selected categories

Column headings

Title text

Empty boxes for adding other data

To generate a student list select **Print Student List** from the **File** menu.

Select for inclusion in the student list

Categories | Assignments

☒ Student Names
☐ Student ID #'s
☒ Student Marks
☒ Column Headings
☒ Title
☒ Borders

| 0 | Empty Boxes

Essay
Final
Attendance
Quiz

»

Oct.
Great Expectations
Chap 4-7
Nov.
Dec.
Chap 8-11
Jan.
Brave New World
Fin.Exam

Title Text

English 20 - Attendance

Cancel   OK
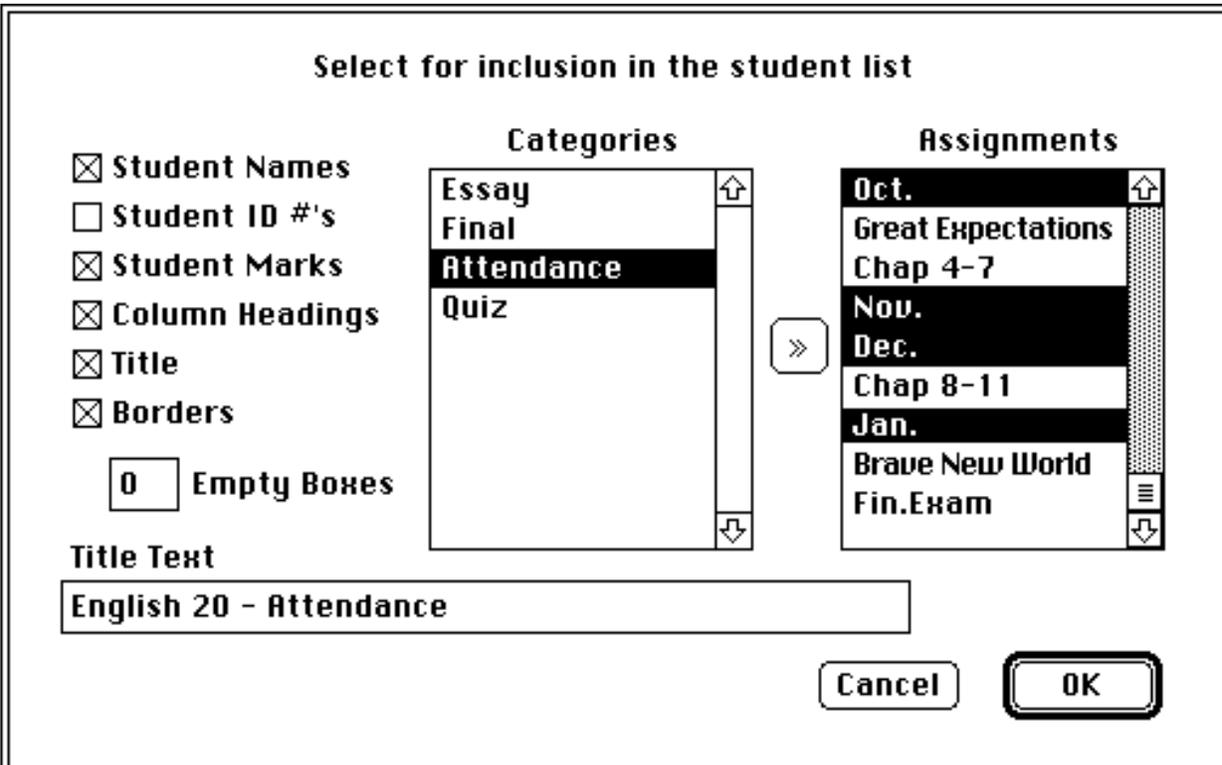
Select those that you wish to be part of the list. To select an assignment click on its name which will select that assignment and de-select all other assignments. If you wish to select more than one assignment hold down the shift key while clicking

on additional assignment names. Select categories in the same way.

To deselect an assignment or category while shift-click on it which will toggle from selected to deselected.

A quick way to select all assignments associated with a set of categories is to select the categories and then click on the ">>" button which will select all of the associated assignments. This can be useful for such things as printing class attendance results. You can avoid including

the overall category marks by shift-clicking on them.

When everything is selected click on the **OK** button. A standard print dialog box will open -- proceed as usual.

Examples:

To generate a list of students and their grades check all boxes with **Empty Boxes** = 0. The title is "Math 30 - Mid Term".

Math 30 - Mid Term		
Student	ID	Average
Doe, Jane	#A1742	90.67%
Smith, Billy Bob	#A4628	74.25%

Or the same without borders.

Math 30 - Mid Term

| Student	ID	Average
Doe, Jane	#A1742	90.67%
Smith, Billy Bob	#A4628	74.25%

Or to create a blank mark sheet select only names, title, headings and borders. In this case **Empty Boxes** = 5.

Math 30 - Attendance - Oct 5-9

| Student					
Doe, Jane					
Smith, Billy Bob					

Graphs

Class Results For An Assignment

To obtain a graph of the scores a class received for a particular assignment, select the assignment in the data window and then select **Graph** from the **Window** menu.

Category

Assignment

Quiz : Chapter 1

Frequency

Maximum
mark for
assignment

Number of
students in each
range of marks

7
6
5
4
3
2
1
0

0   5   10   15   20   25   30   35   40   45   50   55   60
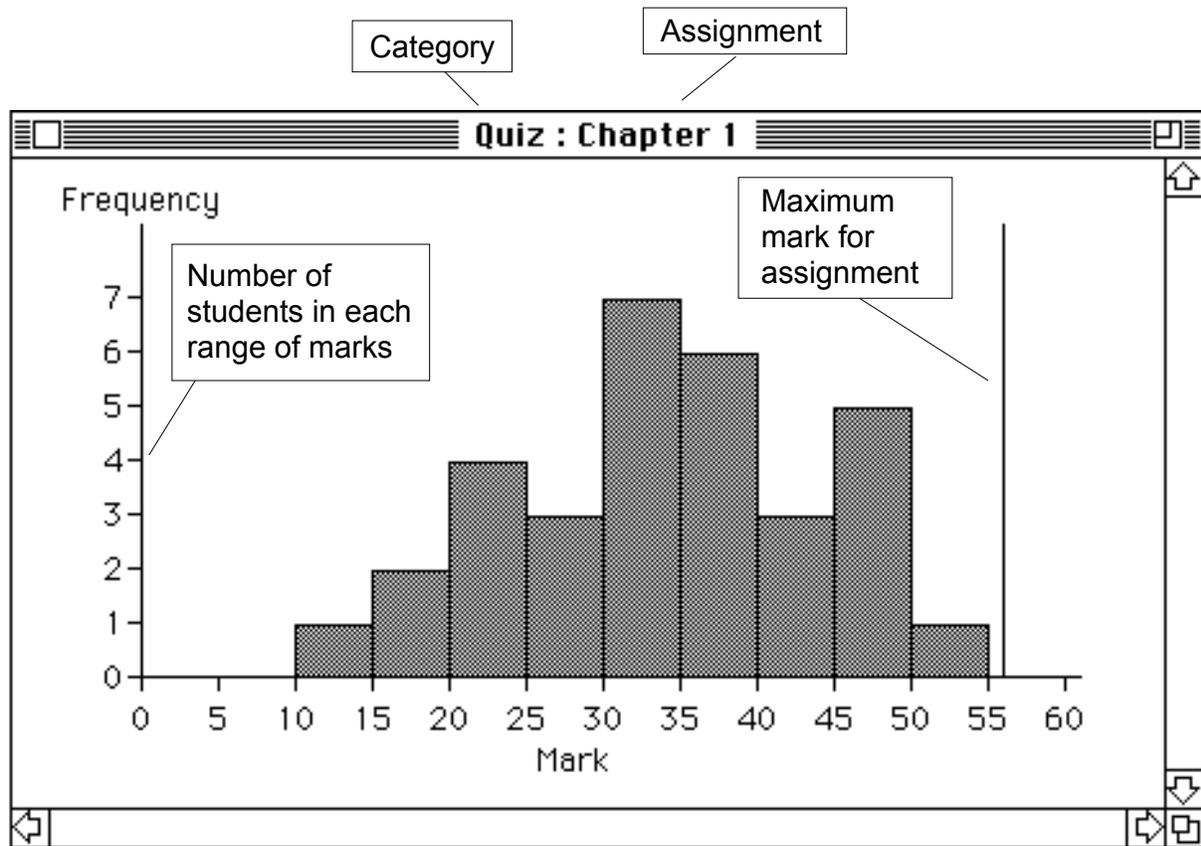
Mark

Showing Position In The Class

To add a line showing where a particular student is in the class, select
that student's mark for the assignment in the data window. Then
select **Graph** from the **Window** menu.
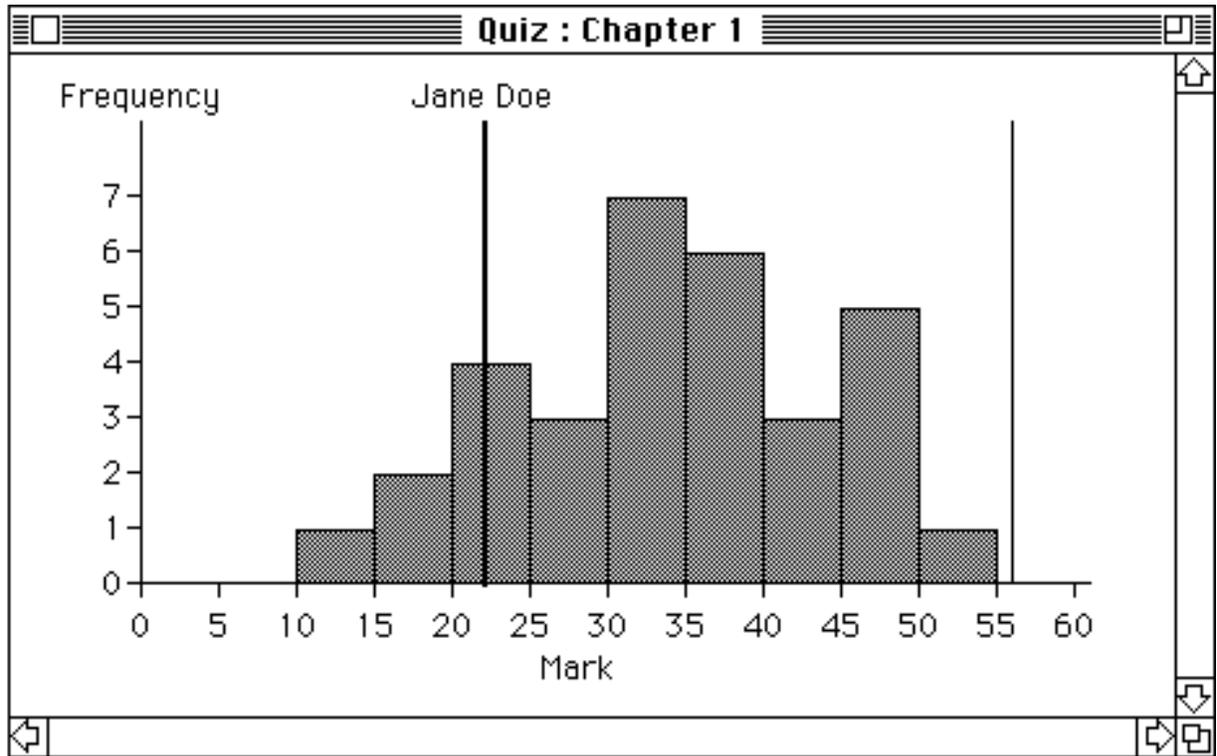
This is also the form the graph will take if you select a student prior to selecting **Graph** from the **Window** menu. In this case, however, the marks displayed will be overall student averages.

Templates

Templates are standard forms that can be loaded to quickly start a new class or to apply a standard format to an existing class. When you create a template you save

some attributes of the current document in the MacGradeBook program. When you later have another class that you wish to have the same attributes, you can select that template and have all of your categories, assignments, the report format or other setups appear immediately.

You create a template by selecting **Create Template** from the **Utilities** menu.
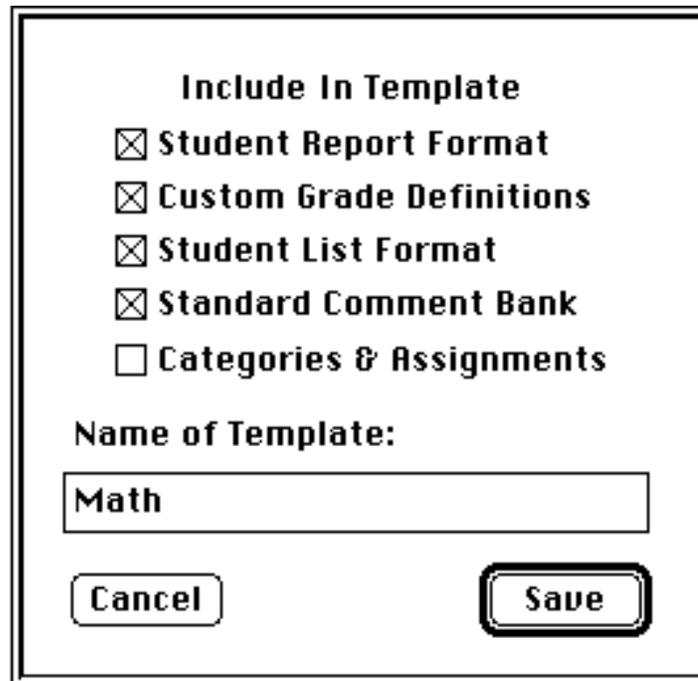
Include In Template

☒ Student Report Format

☒ Custom Grade Definitions

☒ Student List Format

☒ Standard Comment Bank

☐ Categories & Assignments

Name of Template:

Math

Cancel   Save

A dialog box opens that allows you to specify the name of the template and several aspects of the document that you can save in the template. Click on the check boxes for the ones that you want, enter the name of the template and click on **Save** to create the template. If you go to the **Utilities**

menu you will see the new template listed at the bottom of the menu along with the other templates.

NOTE: If you include **Categories & Assignments** in a template when you apply the template, all assignments in the document will be overwritten with the assignments from the template. Since these new assignments have no marks **all marks in the document will be cleared**. This type of template is used to initialize a new class with a

standard set of categories and assignments.

You apply a template by selecting one from the list of available templates at the bottom of the **Utilities** menu.

You can delete a template by selecting **Delete Template** from the **Utilities** menu. this will open a dialog box in which you can choose which templates to delete.

The default comment bank and all of the templates are stored in a file called "MacGradeBook Setup" located in the system folder.

Should you ever want to return MacGradeBook to the state it was in when you received it, you can delete this file -- a new one will be created with the original comments and templates the next time the program is run.

When Things Don't Work

If you are having difficulty accomplishing something with this program or it seems to be acting strange there are a number of things that you can do.

The Manual

The more obscure aspects of the program are explained in detail in this manual. This can often be the fastest and easiest way to find the answers that you want. Be sure to check

not only the main section that talks about what you are doing, but also other sections that seem related, even though only slightly. Everything can be seen from many different view points and it is possible that the manual was written from a different one than the one your using now.

<u>Technical Support</u>

Feel free to contact me at any time for help with anything.

> Lawrence Goerzen
> Northern Light
> 26 Gair Dr.
> Etobicoke, Ontario
> Canada
> M8W 4P4

If you have found what seems to be a bug in the program there are some steps that you can take that will make the bug **much** easier to fix.

- Write down exactly what the problem is.

- Write down exactly what needs to be done to see the problem. This is a set of instructions that anyone who knows the program could follow and recreate the problem.

- Follow your own instructions a few times to make sure nothing has been left out.

- Contact me and tell me about it.

User Evaluation

I would appreciate any comments you might have about the MacGradeBook program.   This could include any bugs you have

found, any features you would like added or deleted, or anything you like or don't like about the product or the manual. Even any suggestions you might have in regard to other products that you would like to see are appreciated.

Please mail any suggestions to:

Lawrence Goerzen
Northern Light
26 Gair Dr.
Etobicoke, Ontario
Canada
M8W 4P4