

Introduction to Teacher's Aide

What is Teacher's Aide

Teacher's Aide is a full-featured grade management program for the Macintosh computer.

Uses of Teacher's Aide

Teacher's Aide replaces your paper gradebook. Teacher's Aide performs the same functions that a gradebook does, but it calculates grades automatically, it is easy to modify, and it prints many kinds of reports on command.

No particular grade level or class size is required to use Teacher's Aide. It can manage the grades of a kindergarten class or a university class, from a handful of students to several hundred.

Compatibility

You can run Teacher's Aide on any Macintosh with System software 6.0.4 or later. Teacher's Aide is fully compatible with System 7.

Tutorial—Making a Class

When you have completed this tutorial, you will have made a new class and will be ready to make your own. In this tutorial you will create a class, enter students and grades, and print reports. If you are not familiar with standard Macintosh terms such as double-clicking, selecting and dragging, consult the owner's guide that came with your computer before starting this tutorial.

Starting Teacher's Aide

1. Start the computer with a start-up disk.
2. Insert the Teacher's Aide disk.
3. If you are using a hard disk, drag the "Teacher's Aide" and "Sample Class" icons onto your hard drive's icon.

Warning: Teacher's Aide is a copyrighted program. You may make copies of the program only for your own exclusive use. See the licensing agreement for more information.

4. Double-click the Teacher's Aide icon to start the program.

Creating the class

1. Choose New from the File menu. A dialog box will appear.

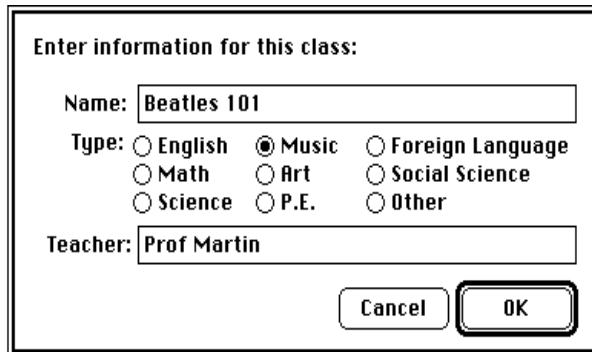


Fig. 1. The New Class dialog box

2. Next to Name, type "Beatles 101".
3. Click on "Music" to make this a music class. (These designations are used only to assign an icon to the class.)
4. Press the tab key to move the cursor next to Teacher. Type "Professor Martin".

Note: You may use the tab key at any time to move among text fields.

5. Click on the OK button to make the new class.

The class window will now appear.

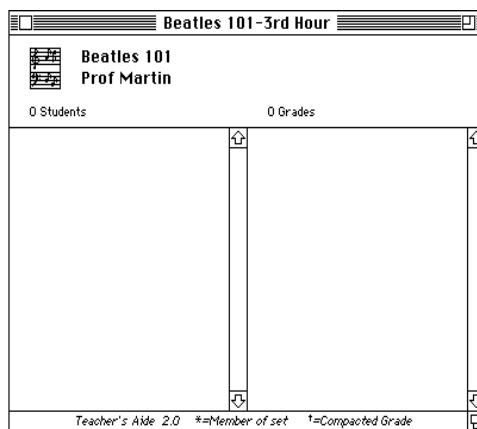


Fig. 2. The class window

The class window shows the information you just entered on the top and two empty lists on the bottom.

Entering students

1. Choose New from the Students menu. A dialog box will appear.

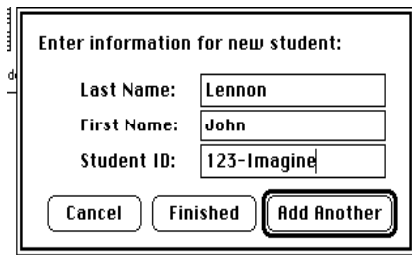


Fig. 3. The New Student dialog box

- Next to Last Name, type "Lennon". Press tab to move to the next field.

Note: Names are stored to 15 characters. You can type more than that, but extra characters are ignored.

- Next to First Name, type "John".
- Next to ID Number, type "123-Imagine".

Note: ID numbers are optional. They can be used when printing in the place of names to keep grades private. You may store any information you would like in ID Number.

- Now that all information about this student has been given, press return or click "Add Another" to enter him into the class.
- Enter these students exactly the way you did the first one, using the tab key to move between text fields and return when you are finished with a student.

<u>Last Name</u>	<u>First Name</u>	<u>ID Number</u>
Harrison	George	DarkHorse-43
McCartney	Paul	1940-1965
Best	Pete	62 Loser

- Enter the last student, but instead of pressing return when you are done, click the Finished button instead.

<u>Last Name</u>	<u>First Name</u>	<u>ID Number</u>
Starkey	Richard	0000456

The class window will now list the new students. Notice that students are listed alphabetically, even though you did not enter them in alphabetical order.

Editing students

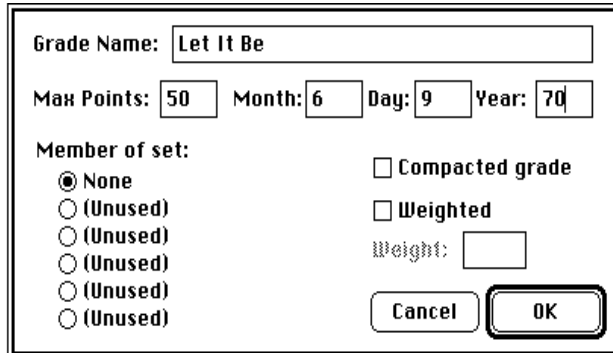
- Select student Richard Starkey by clicking on his name.
- Choose Edit from the Students menu.
- Next to Last Name, type "Starr".
- Next to First name, type "Ringo".
- Click OK to save this change.

Deleting students

1. Select student Pete Best.
2. Choose Delete from the Students menu.
3. When you are asked if you really want to do this, click Yes. Pete Best is now removed from the class.

Entering a grade

1. Choose New from the Grades menu. A dialog box will appear.



Grade Name:

Max Points: Month: Day: Year:

Member of set:

None Compacted grade

(Unused) Weighted

(Unused) Weight:

(Unused)

(Unused)

(Unused)

(Unused)

Fig. 4. The New Grade dialog box

2. Next to Grade Name, type "Let It Be".
3. Next to Max Points, type "50".
4. Next to Month, type "6", next to Day type "9", and next to Year, "70".
For now you may ignore the Set, Compact Grade and Weighted buttons.
5. Click OK to enter this grade into the class.

Note: Grades are automatically ordered chronologically.

Opening a grade

When you enter a new grade, the grade window is automatically opened. At other times you can open a grade by double-clicking on it.

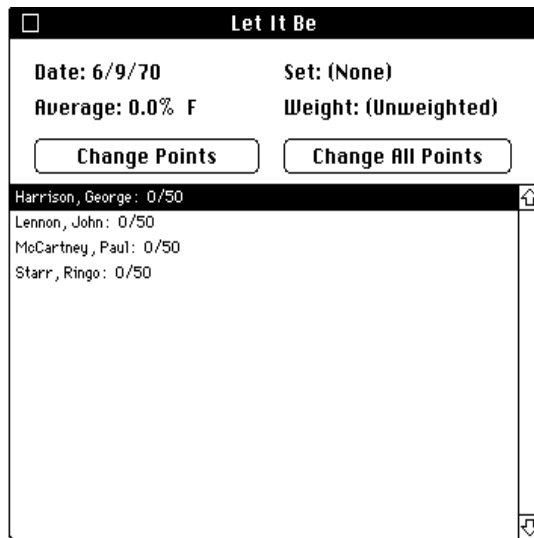


Fig. 5. The grade window

On the top of the window you see information about the grade, and on the bottom of the window you see the names of the students in the class with their points for the grade.

1. Click Change All Points. A dialog box for George Harrison's points will appear.

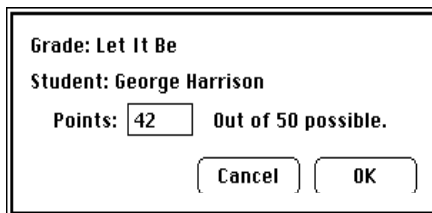


Fig. 6. The Points dialog box

2. Next to Points, type "42".
3. Press return to go to the next student.
4. Enter these following points: John Lennon, 46; Paul McCartney, 47. Instead of a point value for student Ringo Starr, type the letter "E". Ringo Starr is now *exempt* from that grade, so this grade is not included in calculating his average. When you enter points for the last student, the Points dialog box will go away.

The points you entered will now be displayed next to the students, and the grade's average will be updated.

Finding students

There are special ways to change points very quickly.

1. Type the letter "L". Student John Lennon will automatically be selected.
2. Press return. This is the same as clicking the Change Points button. The Points dialog box will again appear.
3. Type "49".
4. Press return. John Lennon's points are now changed. Try finding the other students in the class by starting to type their last names.
5. Click the go-away box to close this window.

Entering another grade

Enter this grade the same way you entered the first one, starting with choosing New from the Grades menu.

Name: Paperback Writer

Max Points: 20

Date: 5/8/66

Points: Harrison-19, Lennon-19, McCartney-20, Starr-19

Editing grades

1. Select "Paperback Writer" in the grade list.
2. Choose Edit from the Grades menu.
3. Next to Name, type "Hey Jude".
4. Click OK to save the change. The grade that used to be "Paperback Writer" is called "Hey Jude".

Saving the class

1. Choose Save from the File menu. A dialog box will appear.

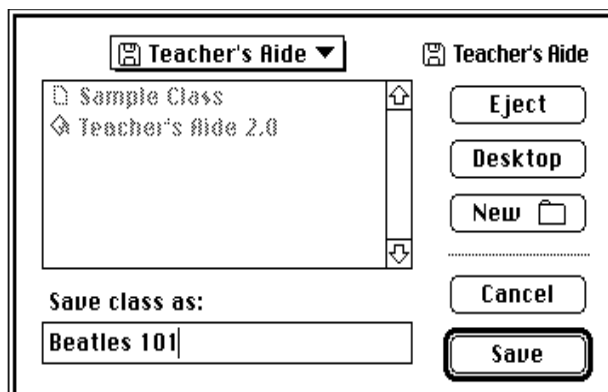


Fig. 7. The Save dialog box

2. Type "Beatles 101" under Save class as.

3. Click Save to store the class on disk.

Note: It is very important to keep backups of you class files. Make backups in the Finder by clicking on a file's icon and selecting Duplicate under the File menu. Store backups on a different disk in a different location, if possible.

Deleting grades and reverting

1. Select grade "Let It Be".
2. Choose Delete from the Grade menu.
3. When you are asked if you want to delete it or not, choose Yes. The grade "Let It Be" is now gone.
4. Now choose Revert from the File menu. Doing so will bring back the class as it was the last time you saved it. In this case, the grade "Let It Be" will be restored.
5. When you are asked if you want to discard changes, click Discard. Use Revert when you have changed or deleted something by mistake, and you wish to go back to the way the class was when you saved it last.

Opening students

1. Select student Paul McCartney in the student list by clicking on him.
2. Choose Open from the Students menu, or double click on Paul McCartney. A window with information about this student will appear.

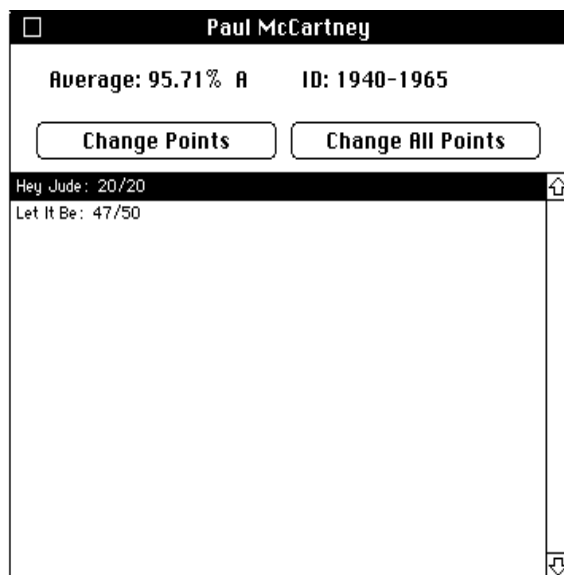


Fig. 8. The student window

3. Type the letter "L" to move to the grade "Let It Be".
4. Press return to edit this grade.

5. Type "48".
6. Press return. The points are now changed.
7. Click the go-away box to close the window.

Changing precision

1. Choose Precision from the Options menu. Here you choose how many digits you see every time you see an average or percent.
2. Click on Nearest Hundredth.
3. Click OK. Every time you see an average or percent, it will be rounded to the nearest hundredth.

Displaying students

Sometimes it necessary to look at all of the students at once rather than look at them individually. Use Display to do this.

1. Choose Display All from the Students menu. The Display dialog box will appear with all the students and their averages.
2. Click OK.
3. Choose Display Ranked from the Students menu. The information for each student is the same as before, but now the student are ordered by their averages, the best on top and worst on the bottom.
4. Click OK.

Weighting grades

Right now, all of the grades are unweighted. That means the relative effect each grade has on a student's average is determined by its maximum points. That effect can be increased or decreased by assigning weights.

1. Select "Hey Jude" in the grades list.
2. Choose Edit from the Grades menu.
3. Check the Weighted checkbox. It is now possible to enter a weight.
4. In the Weight text field, type "40".
5. Click OK.

"Hey Jude" is now worth 40% of every student's average, and the remaining grades are used to finding the rest of the students' averages. You may weight as many grades as you wish, as long as the total weight does not go over 100%.

Printing Reports

1. Choose Print Students from the File menu. The Print Students dialog box will appear.

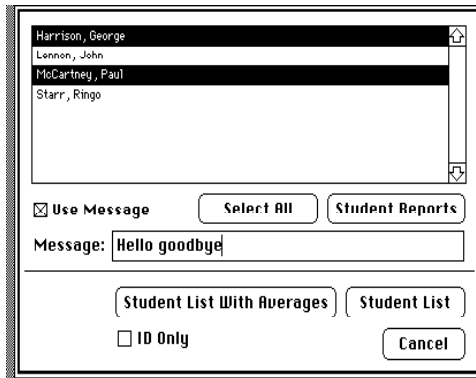


Fig. 9. The Print Students dialog box

2. Select student George Harrison from the list.
3. Hold the command key down, and click on student Paul McCartney. Now both are selected.
4. Check the Use Message checkbox to indicate that you want to print a message on the student reports.
5. In the Message text field, type "Hello goodbye".
6. Click Student Reports to make the printout.
7. In the printer dialog box, click OK. Reports for George Harrison and Paul McCartney will be printed.

Where to go from here

You have completed the tutorial. To learn more about Teacher's Aide's capabilities, including passwords, sets, and grade compaction, read the next section, Teacher's Aide Reference.

Teacher's Aide Reference

The Reference section gives detailed information on each menu command and explains all the averaging methods available.

Averaging methods

Averages are normally determined by dividing total points by total possible points. Teacher's Aide also lets you weight grades, add extra credit, give exemptions, use sets, and compact grades.

Weight

Normally, the relative effect each grade has on a student's average is determined by its maximum points. That effect can be increased or decreased by assigning weights. If a grade is weighted fifty percent, it is valued at half of each student's average, no matter how many points were possible for the grade.

A weight of zero is *not* the same as an unweighted grade. Zero weight means that the grade is worth zero percent of a student's average, that is, it is not included at all when averaging grades. You can use zero weight when you want to ignore a particular grade for calculating averages.

Extra credit

To add extra credit points, create a grade with a maximum points value of zero. Whenever you see points for an extra credit grade, they will have the letters "E.C." next to them. Extra credit grades may not be weighted.

Exemptions

To exempt a student from a grade, type the letter "E" in place of a point value. Grades labeled exempt will be ignored when a student's average is calculated.

Sets

A set is a group of related grades. Use sets to weight grades as a group or to drop grades.

When a set is weighted, the members of that set together make up a certain percent of each student's average. For instance, you can put all quizzes in a "Quiz" family and weight them 20%. Grades may belong to only one set at a time and grades within a set may not be individually weighted.

Sets are also used to drop grades. There can be up to three dropped grades in

a set. For each student, Teacher's Aide determines the lowest percents for all of the grades in the set and drops them. Dropped grades have "(D)" next to them and are ignored when a student's average is calculated. Drops are automatically updated when points change or when new grades are added to the set.

To make a new set, select one of the unused sets under the Grades menu. Give your set a name, and give a weight or number of dropped grades if you want to. To put a grade into a set, click on the name of the set when you create the grade or when you edit it.

Compacting Grades

When you compact grades, all the grades disappear and students' averages are stored in a new grade as a number of points out of 1000. It is useful to compact grades when a marking period is over and grades are final, and you don't want a lot of extra grades cluttering up the class.

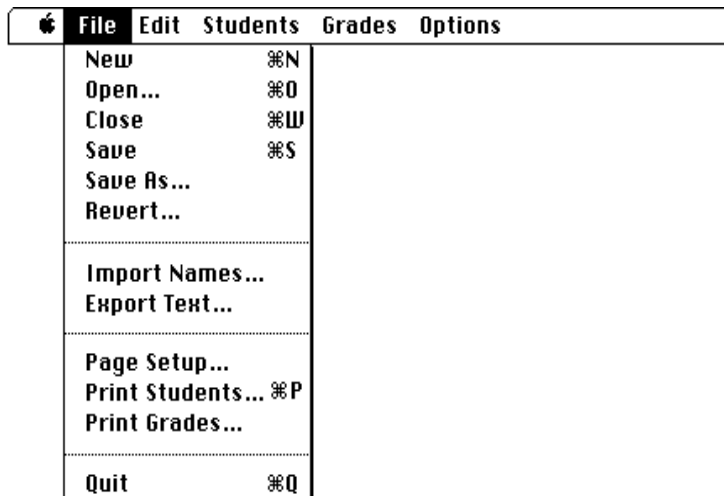
A compacted grade is just like any other. You may assign it to a set, or change points in it, or weight it. Give a compacted grade a weight of zero if you don't want it to be counted in current averaging.

Compacting is not reversible. There is no way to expand a compacted grade into the grades that it was made from other than by doing so immediately by choosing Revert from the File menu. If it is possible that points in the compacted grade will have to be changed, keep a backup of the class.

When grades are compacted, existing compacted grades will not be re-compacted or used in determining the new grade. That is, if you have a compacted grade called "First Quarter", when you make a "Second Quarter" segment the "First Quarter" grade will remain in the class and not be used when determining the "Second Quarter" grade. You can decide whether or not a grade will be compacted or not by clicking on Compacted Grade when you edit a grade.

Menu Commands

The File Menu



New

Make a new class. Only one class may be open at one time. Class name and teacher name are printed on all printed reports, so be sure to fill them in. Class type is used only to assign an icon to the class.

Open

Open a class stored on disk. If a class is already open, you must close it before opening another class. If you are unfamiliar with opening files, see your Macintosh owner's manual.

Close

Close the current class. If you have made changes to a class you will be asked whether you want to save them before closing.

Save

Save a class to disk. If you have not given the current class a name, you will be asked to do so before saving the class.

Save As

Saves a class to disk with a new name. By saving the class with a different name than what is currently being used, you create a new copy of the class file.

Revert

Goes back to the class as it was the last time you saved it. If you have made a mistake while working with your class, use Revert to return to the class as it was the last time you saved it.

Import Names

Use Import Names when you have a list of students in a spreadsheet or word processing document that you would like to enter into the class. ID Numbers are optional when importing names.

Important: You must save your spreadsheet document or word processing document in Text format before importing names into Teacher's Aide.

If you are importing names from a spreadsheet, they must be in this format:

	<u>First Column</u>	<u>Second Column</u>	<u>Third Column</u>
Row 1	Last Name 1	First Name 1	ID Number 1
Row 2	Last Name 2	First Name 2	ID Number 2

If you are importing names from a word processing document, they must be in this format:

```
Last Name 1 <tab>    First Name 1 <tab>    ID Number 1 <return>
Last Name 2 <tab>    First Name 2 <tab>    ID Number 2 <return>
```

Export Text

Use Export Text when you want a complete record of the class in a format readable by any spreadsheet or word processor. The information exported is student names, grade names, points, and averages.

Page Setup

Specifies page size, orientation and special effects for printing. This command performs no printing, but sets things up for when you do print. The options for setting up a page depends on the type of printer you are using.

Print Students

Prints specified student reports or list of students. Print Students can print the following:

Student Report

PDF

Student Report prints a complete report for a student. Use it to give students all of their points and their average.

Student reports can have one line messages that are printed under the student's name. If you want to give students messages on student reports, check Use Message and type what you want students to see next to Message.

Click on a student to select him for printing. Drag over many students to select more than one. When the shift key is down, clicking on a student will select everyone between the student you click on and the previously selected student. When the command key is down, clicking on a student will select or de-select him. When you have selected every student for which you want a report, click the Student Reports button.

Student List

Use Student List to print a roster for the class.

Student List With Averages

Student List With Averages By ID

Use Student List With Averages By ID when you wish to keep grades private by not printing names along with the averages. To print a Student List With Averages by ID, check the ID Only checkbox first before clicking on the Student List With Averages button.

Print Grades

Prints specified grade reports or lists of grades. Print Grades can print the following:

Grade Report

Use the grade report to give students their points when you do not wish to hand back the test or assignment, or when you want a printed report on all students' performance on a grade.

Click on a grade to select it for printing. Drag over many grades to select them. When the shift key is down, clicking on a grade will select each grade between the grade you click on and the previously selected grade. When the command key is down, clicking on a grade will select or de-select it. When you have selected all the grades for which you want reports, click the Grade Reports button.

Grade Report By ID

Use Grade Report By ID in the same circumstances as you would a Grade Report, but when you wish to keep grade private by not printing names along with the averages. Check the ID Only checkbox before clicking Print Reports to print a Grade Report By ID.

Grade List

Grade List With Averages

Print All

Use Print All when you want a report of all the information about a class. Print All gives students, grades, points, and averages. Print all often uses less paper if you choose landscape orientation in the Page Setup dialog before printing.

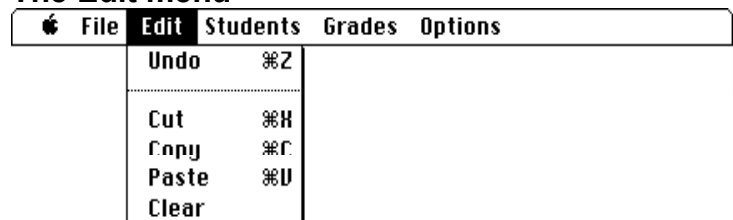
Print All by ID

Use Print All by ID when you wish to keep grades private by not printing names. Check the ID Only checkbox before clicking Print All to Print All by ID.

Quit

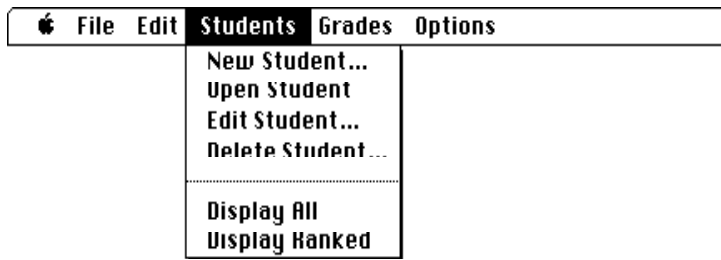
Quit exits Teacher's Aide. If a class is open, you must close it before quitting.

The Edit menu



Teacher's Aide does not use this menu. It is used in conjunction with desk accessories only.

The Students menu



New

Enter new students. First names, last names and ID numbers are stored to 15 characters. ID numbers are optional. ID numbers can also be used to store whatever information you want on that student, such as year in school.

Press return or click Add Another when you have typed all of a student's information to enter that student and go on to the next. Students are automatically ordered alphabetically in the student list. Click Finished when you have entered the information for the last student.

Open

Open the currently selected student in the Students list. Change points by selecting a grade from the list and clicking Change Points. You can also change points by double-clicking on a grade or pressing return when it is selected. The Change All Points button lets you change all of the points from the currently selected grade to the last grade.

Use the arrow keys to move up or down in the list. Teacher's Aide will find grades for you. To select a grade, begin typing it. You will automatically go to that name and it will be selected. To select "Paper" type the letter "p". If there is also a "Presentation" in the class, type "pr" to select that grade.

Edit

Change information of student currently selected student. Use Edit to correct or change information you entered in the New Student dialog box.

Delete

Remove the currently selected student from the class.

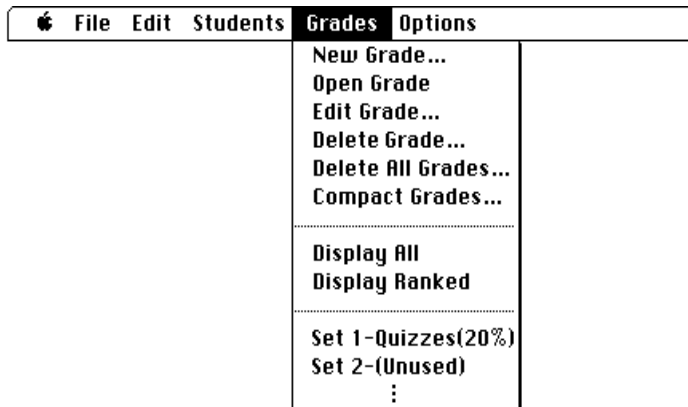
Display All

Show all students along with their averages.

Display Ranked.

Show all students ranked by average highest to lowest.

The Grades menu



New

Enter new grade. Grade names are stored to 30 characters. Maximum Points can range from zero (extra credit) to 1000. The date defaults to the present date but may be changed to reflect the actual day the grade was given. A set for the grade can be selected from the list of sets (that you must define—see "Sets" above). You will rarely use the Compacted Grade checkbox (see "Compacting Grades" above). Weight is assigned by checking the weight checkbox and typing a weight (see "Weight" above). Grades are automatically stored chronologically in the grades list.

Normally all student's points for a new grade are zero. By holding down the option key while clicking OK, the students will instead be all exempt. By holding down the command key, the points will all be the maximum points possible for the grade. When you click OK, the grade will be opened so that you can immediately enter or change points.

Open

Open the currently selected grade. Change points by selecting a student from the list and clicking Change Points. You can also change points by double-clicking on a student or pressing return when a student is selected. Change All Points lets you change all of the points from the currently selected student to the last student.

Use the arrow keys to move up or down in the list. Teacher's Aide will find students for you. To select a student, begin typing his name. You will automatically go to that name and it will be selected. To select "Smith" type the letter "s". If there is also a "Smyth" in the class, type "smy" to select that

student.

To add a point to every student's grade, hold the command key and press "]" (right bracket). To subtract a point from every student's grade, hold the command key and press "[" (left bracket).

Edit

Change information of currently selected grade. Use Edit to correct or change information you entered in the New Grade dialog box.

Delete

Remove currently selected grade from the class.

Delete All

Remove all grades from the class.

Compact Grades

Remove grades from the class and stores student averages in one new grade. *Warning: Compacting is not reversible. Use Compact Grades with care. See "Compacting Grades" above.*

Display All

Show all grades with along with averages.

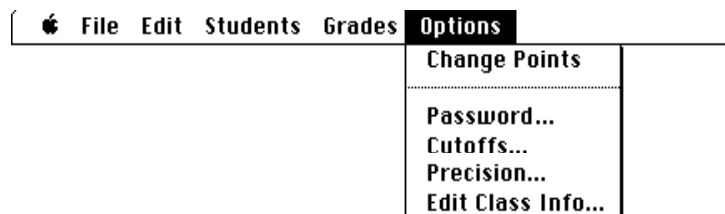
Display Ranked

Show all grades ranked by average highest to lowest.

Sets

Change information about a set. Use the set dialog to change a set name, weight, or number of dropped grades. See "Sets" above. It is up to you to decide on names and weights for sets.

The Options menu



Change Points

Set point value for selected student and grade. Select a student and a grade from the lists in the class window and choose Change Points to make the change.

Password

Password protect the class. Passwords are used to restrict access to a class. If a class has a password, the password is required to open it.

When you enter a password, you will be asked to verify it to make sure you typed it correctly. If you do not wish to password protect a class, click Don't Use a Password. Passwords are saved along with the rest of the class. If you do not save a class after giving it a password, it will not be password protected.

Important: Because passwords are easily forgotten, use them only when necessary. If possible, make a unprotected backup copy of the class on another disk and store that disk in a safe place. Passwords are an effective means of protecting classes, but a determined computer expert may be able to get around them.

Cutoffs

Enter letter-determining cutoffs. For each letter, enter the lowest possible percent required to receive it. If you don't want to use a letter designation, set the cutoff for that letter to the same number as the one before it. For example, if you never want to give an A-, set both A and A- to 90.

Use Round Up to decide if averages can be rounded up for the purpose of letter assignment. This option has nothing to do with rounding of the numbers you see, but only with what letters are assigned .

Precision

Change number of digits used for averages and percents. Precision will change the number of digits you see every time you see an average or percent.

This option has no effect on the accuracy Teacher's Aide uses when determining percents; it only determines to how many decimal places you will see the results.

Edit Class Info

Change class information. Use Edit Class Info to change information you entered in the New Class dialog.