GRADEBOOK Help Index

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

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Introduction to GRADEBOOK

GRADEBOOK is continuously being revised to incorporate user suggestions.   Please let the author know of any improvements or features that you would like to see in the program. Low cost disk updates ($3.00 - includes install program and VBRUN200.DLL) are available for both registered and unregistered users directly from the author.   The latest unregistered version of the program may be obtained and downloaded from the Edforum or WinAdv forum on Compuserve (file GB.EXE).   It is usually less expensive to order a copy from the author than it is to download it.

Context sensitive help is always available in the **GRADEBOOK** program by pressing the F1 key.   If you want help on a particular menu selection press the Shift and F1 key simultaneously and then select the menu item you want help on or press the F1 key when a menu selection is highlighted.   You may also press the F1 key when you are in a dialog box to get context sensitive help on that particular dialog box.   You may also *click* on Help on the main menu bar and then *click* on the Help Index.   You may get help on how to use the help system by *clicking* on the Using Help option.

Preface

GRADEBOOK allows you to keep student scores and calculate grades automatically. Because every instructor records and calculates grades differently, the program was designed to be flexible.   **GRADEBOOK** can be used by elementary, junior high school, high school and college instructors.   It sets no practical limit on the number of terms, classes, students or tasks.   Multiple periods per term and custom term names are supported.

GRADEBOOK keeps track of student scores on various tasks in up to ten different categories.   All categories except extra credit are user-definable.   **GRADEBOOK** will keep your student list in alphabetical order or you may place the students in any desired order to agree with a manually kept grade book.   Reports may be in rank order if desired. Student names and optional ID numbers may be entered manually or optionally imported from an ASCII file.   All program input is checked for validity as it is entered.

Using **GRADEBOOK**, you can calculate your grades by summing the raw scores or by assigning weighting factors to particular categories of tasks.   You have the option of ignoring low scores in each category when you calculate the final grade.   Several options are available for extra credit and not counted scores may be entered.

GRADEBOOK can calculate and plot the distribution of scores for a single class or for several combined classes, for a single task or for all the tasks.   Based on this distribution, you specify the interval of scores for each letter grade.   **GRADEBOOK** then automatically calculates the final grade for each student.   **GRADEBOOK** can assign either A, B, C, D, and E grades, or plus and minus grades.   Custom letter grades may also be assigned. **GRADEBOOK** can also calculate and plot the distribution of grades for a single class or for several combined classes.   Grades and scores may be printed on an instructor summary sheet for your use or as individual student reports.   Different report formats are available. You can issue progress reports any time during a grading period and **GRADEBOOK** will automatically calculate the appropriate interim weights.   Progress reports may contain teacher notes.   If you wish, reports can be printed for posting using student ID numbers. **GRADEBOOK** allows you to revise any data including student and task order at any time. **GRADEBOOK** will quickly calculate what score would be required on the final exam to get a particular term grade.   **GRADEBOOK** allows students that have different grading criteria to be extracted from the main class and allows extracted students to be combined back into the main class.   Students, tasks, scores and averages may be automatically transferred to new classes or summary classes.

GRADEBOOK will work with any printer (optional) that is supported by Microsoft Windows. Full font support is provided for Window's printer and screen fonts.   **GRADEBOOK** may easily be interfaced with other programs.   Student names and ID numbers may be imported from ASCII files.   Student names and ID numbers, score lists and grade lists may be exported to ASCII files.   In addition **GRADEBOOK** allows you to use the Windows clipboard to export **GRADEBOOK** data and charts to other Windows applications.   You may copy term lists, class lists, student lists, score lists, score distributions, grade lists, grade distributions, interim weight reports and required final scores using the clipboard to programs such as Excel and Word for Windows.   The score distribution charts and grade distribution charts may also be copied into other applications.

GRADEBOOK includes commands for easily backing up and restoring your student data for extra security.   **GRADEBOOK** will keep its data files on the hard disk, or if you prefer, it will keep your data files on floppy disks for added security.   **GRADEBOOK** allows the data files to be kept in separate subdirectories if several instructors must share one computer.

Disclaimer

GRADEBOOK is supplied as is.   The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantablitity and of fitness for any purpose.   The author assumes no liability for damages, direct or consequential, which may result from the use of **GRADEBOOK**.

General Definitions

This section describes some of the general definitions used by the **GRADEBOOK** program. A more complete listing of definitions may be found in the definitions section.

Each term is designated by a year and calendar quarter.   Fall 1991 is an example of a term.   Each term may consist of several periods.   Each term has classes.   Physics 121 - M, W, F @ 2:00 PM is an example of a class name.   Each class contains students and tasks. Doe, John Q. is an example of a student name.   Students may have optional student ID numbers.   Social security numbers are typically used for this purpose.   This allows public grade posting.   Chapter 1 and 2 Quiz - September 5, 1991 is an example of a task name. Task names are optional.   Each task belongs to a category.   Test, Final, Library Assignment, Mid Term, and Quiz are typical category names.

Each category name must have a 5 letter maximum category abbreviation which is used on large printouts.   MdTrm is an example of a category abbreviation.   If you are using a weighted scoring system, each category can be assigned a category weight.   A Quiz weight of 15%, test weight of 60% and a final weight of 25% are examples of category weights.   The category weights must add up to 100% not including the weight assigned to extra credit.   If you are using a total point method of scoring, extra credit may be assigned a category weight or may be calculated regularly.   Interim equivalent weights are the weights used for a progress report.   These weights must be adjusted from the final category weights you use at the completion of the marking period because the completion ratio of the various categories is different in mid period.

Each student in a class may be assigned a score for each task.   A score may not be negative but may exceed the perfect score for a task or it may be "NA".   Percent scores are not required by the program.   When calculating score distributions, grade distributions or grades, "NA" scores may be treated as a zero score or they may be treated as "NA" and excluded from the distribution.   You may also use "NC" (not counted) scores for scores you want to be automatically discarded for late joining students or excused absences. The

sum (either weighted or total points) of a student's scores is called the <u>term average</u>. <u>Letter grades</u> may be assigned to individual scores or to a term average.   Letter grades may be A through E or may include <u>plus and minus grades</u>.   You have the option of <u>discarding</u> the worst score or scores for each student for each category (extra credit cannot be discarded).

See Also
 <u>Definitions</u>

Program interface

GRADEBOOK uses the standard Windows interface conventions.   The following is a brief description of some of the common operations.   Please refer to your Windows manual for more detail.

Most windows have a system menu button, a title bar, minimize and maximize buttons and sizable borders.   In addition a window may have a menu bar, scroll bars, check boxes, radio buttons, edit boxes, list boxes, combo boxes and command buttons.   The system menu button is always in the upper left corner of a window if it exists and looks like a hyphen.   *Clicking* on the system menu may give you options for Restoring, Moving, Sizing, Minimizing, Maximizing and Closing a window.   *Double clicking* on the system menu is the same as selecting Close.   The other menu items are primarily for users who do not have a mouse.

The title bar is where the program name is usually listed.   By placing the mouse pointer in the title bar area and *dragging* you may move the window to a new location.   The button in the upper right corner of a window with the down arrow is the minimize button.   *Clicking* on the minimize button will shrink the window down to an icon.   You may restore an icon to its previous size by *double clicking* it.   You may also *click* it and then select Restore from its system menu.   The button in the upper right corner is called the minimize-maximize button.   If a window is full sized it appears with both an up and down arrow.   If a window is partial size it appears as an up arrow only.   *Clicking* the minimize-maximize button when a window is full size will shrink it to its previous size.   *Clicking* the minimize-maximize button when a window is partial size will increase it to full size.   When a window is partial size, you may resize it by placing the mouse pointer over one of the edges of the window. When the pointer changes shape to the sizing arrow, *drag* the mouse until you get the window size desired.   Note that *dragging* the corner of a window will give you a diagonally shaped sizing arrow and will allow you to size two sides at the same time.

If a window has a menu bar you may select menu items by *clicking* them.   If you don't have a mouse or your hands are currently on the keyboard, you can make menu selections by pressing the Alt key and then pressing the letter key that corresponds to the underlined letter in the menu item.   Some menu items will have accelerator keys.   For example, you may use Ctrl-P to print a report and Ctrl-Ins to copy a report or chart to the clipboard.   The F1 key or Shift-F1 key combination may be pressed whenever you want context sensitive help or help on that particular menu command.   You may use the cursor keys to move the highlight to various menu items without selecting them.   If a menu item is grayed it may not currently be selected.   However, you may still select it for context sensitive command help.

A window may have a horizontal or vertical scroll bar or both.   *Clicking* the up or down (left or right) arrows at the end of the scroll bar will scroll the window a small amount (usually one line for vertical scroll bars and one column for horizontal scroll bars).   The item that moves up and down (or left and right) in the scroll bar is called the slider.   It indicates your relative position in the window.   If the slider is at the end, you are at the end of the

window's viewable area.   If you *click* above or below (to the left or right) of the slider, the window will scroll a large amount (usually one screen full).   You may also place the mouse pointer directly on the slider and *drag* it to the desired position.   If you want to go to the end just *drag* the slider to the end.   You may also use the PgDn, PgUp and cursor keys to move the slider.

Radio buttons are used when mutually exclusive items need to be selected.   For example you may want your printer to be in portrait or landscape mode.   *Clicking* on either button will disable the other button (or buttons).   Check boxes are used for items that are not exclusive.   An example would be bold face and italics.   You may have both check boxes checked simultaneously.   A list box is a box that contains a list of selections.   It may have scroll bars if the list is too large to fit in the box.   It may also be a drop down list box.   In a drop down list box the list is not displayed until you *click* on it.   You make selections in list boxes by *clicking* on the desired item.   Some list boxes allow you to *double click* an item.   This will select the item and usually close out the dialog box with one action.   A combo box is a list box with an edit box.   If you do not want any of the items in the list, you may type in your own selection in the edit box.   An edit box is a box where you may type in text.   You may edit the text you type in by using the standard windows editing keys.   You can use the mouse to highlight some or all of the text in a text box.   When text is highlighted it is automatically replaced by whatever you enter.   Some text boxes will automatically highlight all of the text when they get the focus.   This prevents you from having to delete the old text before typing in the new.

A command button is a button you can *click* on to execute a command.   Typical names are OK, Cancel, Done, Select, etc.   One button on a form may be the default button.   It will have an extra thick border.   Pressing the Enter key will execute the default command button.   If you are typing in information this is usually quicker than taking your hands off the keyboard and using the mouse.   The Cancel button can usually be done by pressing the Esc key.   Only one control on a form can have the focus.   The control with the focus is the one that accepts your input.   Windows draws a dashed line around the control with the focus.   *Clicking* on any control will give it the focus.   You may also shift focus by using the Tab key.   Each time you press the Tab key the focus will advance to the next control.   This is especially useful when you are typing in information in one control and want to advance to the next without taking your hands off the keyboard.   For example, when you are entering in student scores in the **GRADEBOOK** program, you first select the student by just typing in the first few letters of his name.   Then press the Tab key and the score text box will be highlighted.   Type in his score and press the Enter key.   This will enter the score and send you back to the student selection list box where all you must do is type in a few letters of the next student's name.

Windows programs can use the clipboard to transfer text or graphics.   All **GRADEBOOK** reports and charts may be copied to the clipboard by using the Edit Copy command.   They may then be pasted into other Windows programs such as Excel or Word for Windows.   The **GRADEBOOK** program may display up to three windows at one time.   You may have a score distribution or grade distribution and both a score distribution chart and a grade distribution chart displayed at the same time.   You may manually arrange the windows or *click* on Window Arrange All.   When all three windows are displayed you can change your grading curve, category weights, selected task, distribution spacing or number of discards, etc. and watch the charts automatically update with the new information.   You may copy the entire screen of information to the clipboard by pressing the PrtSc key.

All data input into the **GRADEBOOK** program is checked for validity.   If you are supposed to be entering a number, the program will not except alpha characters, etc.   All data entered into the program can be revised if necessary.   All user configurable options are retained by the program between runs.   The current class name is always shown in the

title bar.

Teacher hints

1.   An elementary school teacher would typically have one set of students with multiple subjects.   Each subject could be assigned to a class.   For example, one class would be for English, one class for Mathematics, one for Science, etc.   **GRADEBOOK** will automatically enter the students for a new class after you have entered the first class.   Progress reports can then easily be printed on individual subjects if desired.   Normally you would probably only want to print a progress report on all the combined subjects.   To do this, add a summary class using the same students.   Then rename some of the categories that you don't normally use.   You could rename Field Assignment to English, Library Assignment to Science, etc.   Now add a task to the summary class for each subject.   Use the Score, Add Previous Average menu to transfer the current average from each subject class to the corresponding task in the summary class.   You may then assign the desired weights to each subject (category) in the summary class and print out progress reports for all the combined subjects.   After printing progress reports you would probably want to delete the summary class prior to doing your next set of progress reports.

2.   If you need to combine several period averages or several term averages, you can use a summary class.   Add a new class using the existing students and add a task for each period or term that you want to transfer.   Then use the Score, Add Previous Average menu to transfer the period or term averages.   You may optionally add a task for the final exam. You may then calculate grades for the entire term or year by assigning a weight to the final and previous averages.   You could assign different weights to each period or term average if necessary by using a different category for each period or term.   You could rename some of the categories that you don't use to "Period 1" or "Term 1" or "Fall Term", etc.

3.   You can assign extra credit each time a student performs a task such as doing a problem on the board by first adding an extra credit task and giving it a perfect score of 1. Then use the Misc, Final Weights menu to give extra credit the weight that you want to give each time the student completes the task.   For example, give extra credit a weight of .5%. Every time a student completes the extra credit task, increment his existing extra credit score by 1.   You will be warned that you are entering a score greater than the perfect score.   If a student does three problems on the board, his extra credit score would be 3 out of a perfect of 1.   His extra credit average would be 300%.   With a weight of .5% for extra credit, his final average would be increased by 3*.5%=1.5%.

4.   If you want to print out a students name, ID number, average and grade you can use a summary class.   If you do a Grade, List for a single task, the program will list the name, ID number, average for the single task, and the grade.   If you select all the tasks, all the scores will be listed as well as the average.   If you select to print grades only, the average will not be listed.   Just add a summary class using the same students and add a single task to it.   Then use the Score, Add Previous Average menu to transfer the overall average to the summary class.   Then when you do a Grade, List for the summary class for all of its tasks (1), you will get the students name, ID number, average and grade.

5.   If you need to calculate the distribution of scores for a subset of all the tasks you may use a summary class.   **GRADEBOOK** will do distributions for all the tasks or for a single task.   If you want just a distribution of the test scores add a summary class using the same students.   Then use the Score, Transfer menu to transfer all the test scores to the summary class.   Then shift to the summary class and do a Score, Distribution of the summary class (all tasks) to get the distribution of all the test scores.

6.   If you give a test that everyone including your best students does poorly on, you can

easily change the average by scaling the score for the task.   For example, if the prefect score was 100 and after doing a score distribution for the task you had an average score of 53%.   If you want the average score to be 75%, you could use the Ratio to New Mean option to get an average or 75%.   You could also use the Increment to New Mean option to raise the average score to 75%.   You do not need to reenter or revise the student scores.

7.   If you are using total points and want to increase the weight for a given task you can revise the perfect score for the task and scale the scores.   For example, if you wanted to double the weight for a test, first double its perfect score from the Revise, Task menu. Then double all the scores from the Score, Scale menu for the test.

8.   Instructor summaries are normally printed on one page using the brief format.   If you get the message that the report will be 2 pages (or more) wide, prior to printing you can cancel the print job.   You can then adjust the printer margins, font size or page orientation until you get a report that will be only 1 page wide.

9.   When printing progress reports for the entire class, select an individual student for the first printout.   You can then change font size, margins or page orientation if you don't like the way the report looks without having to print the whole class.

10.   Use the Windows macro recorder for repetitive tasks.   If you must print progress reports each week which consist of the same set of keystrokes or mouse actions, the macro recorder may save you time.   For example, if you need to add a summary class with the same students, add some tasks, add some previous averages, etc., for each progress report the macro recorder will allow you to do this with a single shortcut key.

11.   Save paper when printing progress reports.   The one student per page option uses the most paper.   However, if you don't select this option the report may span two or more pages and will require you to cut sections from more than one page.   If your progress report is less than one half of the page when using the one student per page option and you are using a laser printer, just print half the students, turn the pages upside down and print the other half of the students.   Then just cut the pages in half.

12.   Keep multiple defaults.   If you teach completely non-related subjects you may find that having 10 different category names is not enough.   Use the File, Select Dir menu to shift to a different subdirectory when doing one set of subjects.   This subdirectory will have its own GRADEBK.INI initialization file and may contain ten different category names.

13.   You run **GRADEBOOK** on your home computer but would like to print out the reports on the fancy laser printer at school.   Install the printer driver for the fancy printer using the Windows control panel.   Do a File, Printer Setup when running **GRADEBOOK**, select the fancy printer as the default and use the print to file option.   Give the file a name such as A:GRADES.   Take the floppy to school and put it in the computer connected to the fancy printer.   From the DOS prompt give the command:

```
COPY /B A:GRADES LPT1:
```

The /B is required when printing binary files.   Change the LPT1: to LPT2: if the printer is connected to the second port.

14.   Save room on your hard disk.   The only required file is the GRADEBK.EXE executable file.   You may delete the GRADEBK.HLP help file and the FA90_1.DAT sample class.   If you distribute copies of the program to friends, please distribute the unregistered GB.EXE or GB.ZIP file which contain all the required files.   Use the File, Backup menu to make copies of the classes in old terms.   You may then delete these terms to save space.

15.	Return the program to all its defaults. If you have changed category names, term names, custom grades, etc., and want to return to the as shipped default condition, just delete the GRADEBK.INI initialization file. The program will automatically recreate the file the next time it is run. This will not have any effect on your student or class data.

16.	Use the Windows calculator for calculations. You may need to sum the scores for several sections of an assignment prior to entering them into **GRADEBOOK**. Start **GRADEBOOK** and the Windows calculator. *Click* the minimize-maximize button in **GRADEBOOK** and adjust the window size so that the calculator and **GRADEBOOK** are both on the screen. Then do a Score, Add. *Click* on the calculator and add the individual numbers. Do an Edit, Copy or press Ctrl-Ins to place the results on the clipboard. Highlight the existing score in the Score, Add Dialog box and press Shift-Ins to paste the results in. You may also copy scores from **GRADEBOOK** to the calculator by highlighting them, pressing Ctrl-Ins and then pasting them into the calculator.

17.	**GRADEBOOK** doesn't have an attendance module (yet). Use the Class, Print Data Form to print out a form that you may use to keep attendance with. Print it in landscape mode with a small font to get a larger number of boxes.

18.	**GRADEBOOK** doesn't have a student data module (yet). Use the Windows card file to store additional student information such as parent names, phone numbers, etc. The clipboard may be used to copy information from the card file to custom teacher notes.

19.	Examine the STATS.DAT file if you need to know a students exact average. Because of rounding, a student may be listed with a 90.0 average but be assigned a B grade even though the cutoff was 90%. His exact score might have been 89.962.

	Please let the author know if you have any teacher hints that you think might be useful to other users.

Registration

What is Shareware?

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

GRADEBOOK for Windows is a shareware program.   You can think of shareware as try before you buy software.   It is not free software or public domain software.   If you like the program and use it for more than a 30 day trial period, you must register the program by sending in payment with the registration form.   A registered copy of this program is required for each computer operating the program simultaneously whether the computer stands alone or is on a network.   Site licenses are available.   The shareware version of **GRADEBOOK** has all the features and capabilities of the registered program.   The registered version includes the following files:

GRADEBK.EXE	Main GRADEBOOK executable program
GRADEBK.HLP	On line help file
FA90_1.DAT	Sample class file
README.DOC	Installation instructions
NOTE.TXT	Sample teacher note
INSTALL.EXE	Automatic install program (registered version only)
VBRUN200.DLL	Visual Basic dynamic link library (registered version only)
LZEXPAND.DLL	File expansion dynamic link library (registered version only)

You may make and distribute copies to others and are encouraged to do so.   You should distribute the self extracting GB.EXE file which is a compressed file containing an unregistered copy of the first five of the above files.   The GB.EXE file is included in the retail version and may also be obtained by downloading it from a bulletin board or from a shareware disk.   You may also distribute the GB.ZIP file.   This file requires a program such as PKUNZIP to decompress the files.   You must also have the VBRUN200.DLL file which is available on most bulletin boards or in the Windows 3.1 Resource Kit and is also furnished with the registered version.   It may also be found on the MSBASIC forum on CompuServe.

Why should I register?

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

1.   Registered users may obtain program support directly from the author.   Please contact the author at the address listed in the README.DOC file or listed on the registration form. You may also contact the author by leaving a message on CompuServe to Russell Stevens, 70150,323.   Telephone support is available by request.   The latest unregistered version of the program may be downloaded from the Edforum or WinAdv forum on Compuserve (file GB.EXE).   Registered users may obtain a registered version of any future upgrade to the

program for $3.00.   User manual updates are also available.

2.   Registered users receive a 100 page laser printed, illustrated and indexed user manual and the latest version of the program.   The manual includes an extensive tutorial to help get proficient at using the program.   The manual also includes samples of all the different types of reports and charts that may be generated by the program and by the supplied Word for Windows and Excel macros.

3.   The unregistered version starts up with a copyright notice (nag screen) stating that it is an unregistered copy.   This notice will stay on screen for a few seconds or you may press any key to bypass it.   Registered versions of the program contain your name in the copyright notice.   The "Unregistered Copy" watermark note on some of the printouts does not appear in registered versions of the program.

4.   Registered users receive a collection of Word for Windows and Excel templates, macros and workbooks which allow custom reports to be automatically generated from **GRADEBOOK** data.   Word for Windows may be used to reformat grade and score lists to include a large number of tasks on a single page in either a horizontal or vertical layout. Teacher notes and graphics such as grade and score distribution charts may also be included.   The charts may be pasted, linked or embedded and may be further modified using Microsoft Draw.   The user may modify styles as desired.   The Excel workbook can also be used to reformat **GRADEBOOK** reports and to prepare grade and score distribution charts using any of the Excel chart formats such as exploded pie charts, 3-D charts, overlaid frequency and cumulative frequency charts, etc.   Raw **GRADEBOOK** score data may be extensively analyzed using the Analysis ToolPak.   Requires Word for Windows version 2.0, Excel version 4.0 and 4 MB (recommended).   All macros may be modified by the user if desired.

5.   The program author appreciates the support.

To register the program, *click* on Registration Form below, and then print a copy of the registration form.   Educational system purchase orders are accepted.

See Also
Registration Form

Select File, Print Topic from the Help menu bar to print this form.

GRADEBOOK For Windows
Version 2.01
Registration Form

Ship To:
```
Name:     _____
Address:  _____
          _____
City:     _____ State: __ Zip: _____
```
shipped via UPS ground except for PO Box addresses and overseas orders.

Register To:
```
Name:     _____
```

Disk Format:
```
___  1.2 MB 5.25 inch HD
___  1.44 MB 3.5 inch HD
```

Registration Fee:
```
_____  $29.00 per single user copy.  Includes manual.
_____  $60.00 for each 10 copy site license.  Includes
          one manual with 10 registered disk copies and
          permission to make 9 copies of the manual.
          Please specify how you want the copies to be
          registered (ex: 10 names or Math Dept Copy 1,
          Copy 2, etc.)
_____  $5.00 additional for shipping of Canadian orders.
_____  $20.00 additional for shipping overseas orders.
          Shipped via air parcel post.
_____  Total - Make checks payable to Russell Stevens.
```

Send To:
```
Russell Stevens
5191 Pine Grove Dr.
Spruce, MI 48762
```

Optional Information
```
School/College/Position: _____
Telephone: _____
Where did you obtain GRADEBOOK For Windows? _____
_____
Comments/Suggestions/Grading Scheme: _____
_____
_____
_____
```

Procedures

Click on any of the following procedures.

Adding Scores
Arranging Windows
Attendance Tracking
Backing Up Files
Blanking Scores
Charting Distributions
Clipboard
Colors
Combining Classes
Creating Multiple Directories
Customizing Grades
Customizing Terms
Discarding Scores
Excel
Exporting Files
Extra Credit
Extracting Scores
Extracting Students
Fill Styles
Floppy Storage
Fonts
Grade Curve
Importing Files
Incomplete Scores
Individual Reports
Late Joining Students
Periods
Printing Reports
Progress Reports
Restoring Files
Scaling Scores
Score Distributions
Selecting Students
Teacher Notes
Word for Windows

Adding Scores

Adding scores is the most repeated operation in **GRADEBOOK**.   The Add Scores Dialog Box has been designed to minimize the keystrokes required to add scores.   It is accessed from the Scores, Add menu.   Scores are added to the current default class as shown in the title bar of the Report Window.   To add scores to a different class, use the Class, Select menu. When the Add Score Dialog Box starts, the last task is the default in the Task To Add Score To List Box.   If you add tasks as the term proceeds instead of adding them all at the beginning, the last task entered is usually the task you want to add scores to.

Some instructors prefer to sort their papers or to record the scores on a sorted list prior to entering the data into **GRADEBOOK**.   The sorted list may be a regular grade book or a grade book that you have printed from **GRADEBOOK** using the Blank Incomplete Scores Option.   If you are entering sorted scores, very few keystrokes are required.   The Random Entry Check Box should not be checked when entering sorted scores.   The default student shown in the Student List Box is the first student.   The Score Edit Box shows the existing score for the student highlighted in the Student List Box.   Just Press the Tab key to shift the focus to the Score Edit Box and enter the score for the first student.   Since the Add Button is the default key, just press the Enter key to enter the score for the first student.   The focus will stay at the Score Edit Box and the highlighted student will automatically increment to the next student in the list.   Enter the next score and press the Enter key or just press the Enter key to skip the student.

Some instructors find that sorting the papers or recording the scores on a sorted list prior to entering the data into **GRADEBOOK** is not worth the extra effort.   **GRADEBOOK** allows you to quickly locate a student by entering in a search string.   The first letter of the search string would be the first letter of the student's last name.   If there is only one student whose last name begins with that letter, **GRADEBOOK** narrows the search to that student.   If several students have a last name that begin with the same letter, just enter the next letter of the last name to narrow the search.   You may continue until the desired student is located.

To use this method, first check the Random Entry Check Box and then pick the desired task from the Task To Add Score To List Box.   Then start entering the search string for the first student.   The search string is listed after the Search Text Label.   As you enter the search string, the highlight in the Student List Box will shift to the first student that matches the search string.   If it is the desired student, press the Tab key and enter the score.   If not, enter the next letter of the search string.   If you enter a search string for which there is no match, the Search Text will not be revised.   If you enter an incorrect search string, you may use the Backspace key to correct it.   When you enter a score by *clicking* the Add Button or by pressing the Enter key, the Search Text will be reset.   The Search Text will also be reset if you *click* on a student in the Student List Box.

If you need to add several scores at a time for a single student you should check the One Student, Several Tasks check box.   When this box is checked, the task will automatically increment to the next task whenever you add a score and the student will not increment.

You may also just use the Student List Box to select the student directly.   *Click* the down arrow to drop down the list box, use the scroll bar controls to locate the student and then *click* on the desired student.   The cursor control keys may also be used to locate the student.

See Also
  Add Scores Dialog Box
  Scores Add Menu

Report Window
Class Select Menu

Arranging Windows

The Report Window is the main **GRADEBOOK** window.   However, **GRADEBOOK** may display up to 3 separate windows.   In addition to the Report Window, there may be a Score Chart Window and a Grade Chart Window.   You may use the normal Windows controls to move and size the windows.   The windows may be moved by *dragging* the title bar of the window.   Windows may be sized by *dragging* the sizing borders of the window.

The Score Chart and Grade Chart windows may be minimized or maximized using the minimize and maximize buttons.   Minimizing the Report Window, minimizes all windows.   If you want to change score and grade parameters and watch the effect on the score distribution chart and the grade distribution chart, you can use the Window, Arrange All menu.   The Window, Arrange All menu is located on either the Score Chart or the Grade Chart window.   It will arrange all the currently active **GRADEBOOK** windows.   You can use the Misc menu on the Report Window to vary the selected tasks, final and interim category weights, and the grading curve and watch the distribution in the Report Window and the charts update with the new information.

See Also
 Report Window
 Score Chart Window
 Grade Chart Window
 Window Arrange All Menu

Attendance Tracking

Some instructors like to base part of the course grade on good attendance.   This version of **GRADEBOOK** does not contain an attendance module.   However, **GRADEBOOK** may still be used to input attendance into the grade.   First, you should define one of the category names as Attendance using the Misc, Category Names menu.   Then add a task using the Task, Add menu.   The task would be an Attendance task and you could assign a perfect score of 10.   You may want to use a different perfect score to allow more or fewer absences. Use the Score, Add menu to give each student in the class a score of 10 on the Attendance task.

If you want attendance to count for 5% of a class grade, you can use the Misc, Final Weights menu to assign a category weight of 5% to Attendance.   Each time a student is absent, use the Score, Add menu to revise the score for that student's Attendance task.   You would decrease the existing score by one for every absence.   A student with 3 absences at the end of the term would have a 7 out of 10 or 70% score for attendance which would then be included in the grade calculations.

See Also
  Misc Category Names Menu
  Task Add Menu
  Score Add Menu
  Misc Final Weights Menu

Backing Up Files

Data security is very important when keeping <u>student</u> <u>scores</u>.   If you keep all your scores in a regular grade book and lose the book you would not have any backup.   **GRADEBOOK** allows you to easily backup and restore your student score data.   If you periodically backup your hard disk (recommended) the **GRADEBOOK** files would also be backed up.   However, most people don't do complete disk backups very often.   Even losing 1 set or 1 week of scores can be unacceptable if your hard disk should fail.   It is also difficult to restore a single **GRADEBOOK** file from a complete hard disk backup.   What is the name of the file that you need to restore, etc.

It is recommended that you use the **GRADEBOOK** backup feature every day that you add scores to a class.   If this is done, you would always have a backup of any data you have entered into **GRADEBOOK**.   You can also create hard copy backups by printing a score list. A hard copy backup would contain all the data but would require you to manually reenter it if your hard disk should fail.   If you have your backup data on a floppy, you may easily start up with the same data that was current when you made your last backup without reentering any data.

You may backup your data by using the File, Backup menu on the Report Window.

See Also
  Report Window
  File Backup Menu
  Backup Class Files Dialog Box
  File Restore Menu
  Restore Class Files Dialog Box

Blanking Scores

When **GRADEBOOK** prints a <u>score</u> or <u>grade</u> list report, you have the option of how you want <u>incomplete scores</u> printed.   They may be printed as "NA" or they may be left blank.   This option is selected from the Blank Incomplete Scores Check Box located on the Add Class or Revise Class dialog box.

You would normally print a data entry form using the Class, Print Data Form menu. However, you may want to blank incomplete scores to print a grade book.   If you enter all the <u>tasks</u> at the beginning of a <u>term</u> and then print a score list and blank the incompletes, you would then have a gradebook that you could use to enter scores on.   You could use this grade book as an input data form to add scores to **GRADEBOOK**.   If you reprint the report during the term, scores that you have entered values for would have the actual values printed.   You may also print reports for individual tasks if you wanted to create a data input form for a single task or a generic data entry form.

GRADEBOOK does not require the use of a sorted data input form to enter <u>student</u> scores. However, some instructors prefer to do this because it makes score entry a little quicker. You might also prefer to do this if someone else is entering your score data for you.   You could use the written copy to later verify that the data was entered correctly.

See Also
  <u>Add Class Dialog Box</u>
  <u>Revise Class Dialog Box</u>
  <u>Adding Scores</u>
  <u>Class Print Data Form Menu</u>

Charting Distributions

GRADEBOOK allows you to chart <u>score</u> and <u>grade distributions</u>.   This option is selected from the Score, Chart Distribution or Grade, Chart Distribution menu.   These menu items are initially disabled (grayed).   To enable the menu item you must first do a score or grade distribution before you may chart it.

If you want to view both the score and grade distribution charts at the same time you should first select Score (Grade), Distribution and then select Score (Grade), Chart Distribution. Then select Grade (Score), Distribution and then select Grade (Score), Chart Distribution.

GRADEBOOK may have up to 3 windows displayed at once.   You may use the Window, Arrange All menu to arrange the windows.   When score or grade distribution and score or grade distribution charts are displayed you may use the Misc menu to change the selected tasks, final and interim category weights and the grading curve and the distributions and charts will be automatically updated.

Score and grade distribution charts may be printed using the File, Print menu on the score or grade chart window.   They may also be copied to the clipboard using the Edit, Copy menu.

See Also
  <u>Window Arrange All Menu</u>
  <u>Arranging Windows</u>
  <u>Score Chart Distribution Menu</u>
  <u>Grade Chart Distribution Menu</u>
  <u>Chart File Print Menu</u>
  <u>Chart Edit Copy Menu</u>
  <u>Score Chart Window</u>
  <u>Grade Chart Window</u>

Clipboard

GRADEBOOK can utilize the Windows clipboard to copy reports and charts to other Windows applications.   Any report in the Report Window may be copied to the clipboard using the Edit, Copy menu on the Report Window.   All data is separated by tabs.   The report may then be pasted into other programs such as Excel or Word for Windows.   You could paste a <u>score</u> list into Excel and then use Excel to analyze or plot the score data.   You could paste a <u>grade</u> list into Word for Windows and use it to format the report.   You could add optional graphics to your report (4 stars for an A, etc.).   The clipboard may be used to include **GRADEBOOK** reports in other documents.   For example, you could write a letter to a parent and include a score list or <u>score distribution</u> as part of the letter.

Score and <u>grade distribution</u> charts may be copied to the clipboard using the Edit, Copy menu on the chart window.   The charts may then be pasted into any Windows application that accepts bit mapped graphics.   Note that charts are copied to the clipboard at the size they appear on screen.   You may want to adjust the window size to the desired size before copying the chart to the clipboard.   You could copy a score distribution chart to the clipboard and then paste it into a Word for Windows document.   If you don't have a color printer, you may want to adjust the <u>fill styles</u> and <u>fill colors</u> of the chart before you copy it to the clipboard.

The clipboard may also be used to edit <u>teacher notes</u>.   Teacher notes may be pasted to the Teacher Note Dialog Box from other Windows applications.

More information on using the Windows clipboard may be found in the documentation furnished with Windows.

See Also
  Report Window
  Edit Copy Menu
  Chart Edit Copy Menu
  Excel
  Word for Windows
  Teacher Note Procedure
  Fill Styles
  Colors

Colors

The colors that **GRADEBOOK** uses for the title bar, menu bar, scroll bars, etc. are set using the Windows control panel.   The colors that **GRADEBOOK** uses for charts is set from the Options menu on the chart windows.   If you don't have a color monitor, different colored bars in the grade distribution chart may appear the same even if you have set them to different colors.   To prevent this you should assign different fill patterns to the different chart bars.

GRADEBOOK will print the charts on a color printer if you have one.   If not, the different colored bars may appear the same on the printout.   To prevent this you should assign different fill patterns to the different chart bars.   You may prefer to use a solid fill with different colors when viewing charts on screen if you have a color monitor.   You could then change to a hatched pattern with a black color prior to printing your chart or copying it to the clipboard to paste into another application.

See Also
 Chart Options Menu
 Clipboard
 Fill Styles

Combining Classes

Two <u>classes</u> may be combined by selecting the Class, Combine menu.   This option allows you to combine two similar classes into a single class.   The <u>students</u> in the class you are combining from are added to the default class and their class is then deleted.   To combine classes, both classes must have identical <u>tasks</u> and <u>perfect scores</u>.   The students that are merged into the default class are added to the end.   You may use the Student, Reorder menu to reorder the students if desired.

You may want to combine classes because you have broken a class into several smaller classes using the Student, Extract menu.   This allows you to use different grading criteria for progress reports for late joining students or students with special circumstances.   However, after doing your <u>progress report</u> you might want to merge the students back into the main class so you only have to enter scores for one class for future tasks.

See Also
 <u>Combine Class Menu</u>
 <u>Combine Class Dialog Box</u>
 <u>Late Joining Students</u>
 <u>Extracting Students</u>

Creating Multiple Directories

It is quite common that several instructors may need to share one computer for grade keeping.   Using multiple directories may be useful in this situation.   If all the instructors enter their own grades, they would want their class data and default data stored in their own subdirectory.   They would not require access to the other instructors data.   Another option would be that of a single person (secretary) entering the grades for several instructors.   She would want to be able to shift between instructors without having to restart the program.

For the first example, each instructor would want the **GRADEBOOK** program to start up in his subdirectory.   To prevent having to install multiple copies of the program, **GRADEBOOK** allows the use of a command line parameter.   To use this feature, the **GRADEBOOK** program needs to be installed normally in just one directory such as C:\GRADEBK.   Each instructor then needs to create a separate subdirectory for their class files.   Each instructor should then add an icon for his copy of **GRADEBOOK** to a group window on the Windows program manager.   To do this, *click* the File, New menu on the program manager.   Select program item and enter a description such as "Bobs GradeBook".   Assuming you have created a BOB subdirectory, you should enter the following for the command line:

  C:\GRADEBK\GRADEBK.EXE C:\BOB

The procedure for the other instructors is the same.   When you *click* on the Bobs GradeBook icon, the **GRADEBOOK** program located in C:\GRADEBK will start but will store its initialization files and class files in C:\BOB.   You can also use a command line parameter to have **GRADEBOOK** store its files on a floppy disk.

  C:\GRADEBK\GRADEBK.EXE A:\

For the second example, where one person wants to have access to several subdirectories you would start **GRADEBOOK** normally without a command line parameter.   You can then use the File Select Dir menu command to switch between subdirectories when you are running the program and would only have one **GRADEBOOK** icon for starting the program. You could also keep all the instructors in one subdirectory by using unique class names (Bob's Chem 101).   You would want to do this if you need to do grade and score distributions for classes taught by more than one instructor.

See Also
  File Select Dir Menu
  Class File Names
  GRADEBK.HLP File
  GRADEBK.INI File
  GRADEBK.EXE File

Customizing Grades

Different schools use different methods to calculate a student's gpa (grade point average). Some schools just assign numerical values to letter grades.   A student who received a B+ in a course would be assigned a numerical value which would then be used to calculate his gpa.   Some schools require the instructor to turn in a numerical value that may be used to calculate the gpa.   One typical system uses the nine levels 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.5, 0.0.   Another typical system uses the 13 levels 7.5, 7.0, 6.5, 6.0, 5.5, 5.0, 4.5, 4.0, 3.5, 3.0, 2.0, 1.0, 0.0.

Instead of using letter grades such as B+, B, B-, etc., you may use custom grades such as 7.0 or C1.   You may use up to three characters.   If you use plus and minus grades you may use up to 13 grading levels.   If you don't use plus and minus grades, you may use up to 5 grading levels.   You may decrease the actual number of grading levels by assigning the same cutoff point to consecutive grades and by using the same custom grade for two consecutive cutoffs.   For example, a 4.0, 3.5, etc., system requires 9 grading levels.   Using plus and minus grades gives you 13 levels.   To get 9 levels, just eliminate the plus grades by assigning the grade cutoffs for all the plus grades to the next higher minus grade. Assign an A+ to 100 to prevent A+ grades.   You will now have nine levels, A, A-, B, B-, C, C-, D, D-, E.   To have your printouts use the custom grades, assign a 4.0 to an A+ and A, a 3.5 to a B+ and B, etc.   Your grade printouts will now only list 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.5, and 0.0 grades.   Follow the same procedure for a 7.5 system.   Since .5, 1.5, and 2.5 are normally not used, you need 13 levels (7.5, 7.0, 6.5, 6.0, 5.5, 5.0, 4.5, 4.0, 3.5, 3.0, 2.0, 1.0, and 0.0).   You do not need to delete any levels.   Just assign the custom grades 7.5 to an A+, 7.0 to an A, etc.

See Also
 Grades Custom Grades Menu
 Custom Grades Dialog Box

Customizing Terms

Different schools may use different <u>term</u> names.   **GRADEBOOK** uses the seasonal names Summer, Spring, Fall and Winter as the default term names.   If your school operates on a quarterly basis, you may want to rename the terms as Quarter 1, Quarter 2, etc., or as Semester 1, Semester 2, etc.   Each calendar year may have four separate term names such as Semester 1 1992, Semester 2 1992, etc.   You may use your own <u>custom term</u> names. The names are assigned using the Term, Custom Terms menu.   You may use up to ten characters in a term name.

See Also
 <u>Term Custom Terms Menu</u>
 <u>Custom Terms Dialog Box</u>

Discarding Scores

Some instructors prefer to <u>discard</u> one or more of the worst <u>scores</u> for a particular <u>category</u>. This allows <u>students</u> to miss one quiz or homework assignment without having to try to make it up.   **GRADEBOOK** will automatically discard the worst "n" scores for any category. You select the number of scores you want to discard for each category from the Misc, Selected Tasks menu.

You may discard scores when doing <u>progress reports</u> in mid <u>term</u> or when doing the final <u>grade</u> calculations at the end of the term.   You may not select to discard more scores than you have entered for the category.   The actual tasks discarded will vary from student to student depending on which scores are their worst.

You may discard scores when using the <u>total point method</u> of scoring only if all tasks for the category have the same <u>perfect score</u>.   This is required to make sure that the discarded scores for each student have the same weight.   Scores that are entered as "NC" (not counted) are automatically discarded.

See Also
 <u>Misc Selected Tasks Menu</u>
 <u>Selected Tasks Dialog Box</u>
 <u>Progress Reports</u>

Excel

Excel is a Windows based spreadsheet program.   Reports and charts from **GRADEBOOK** may be pasted into Excel or other Windows based spreadsheets using the Windows clipboard.   When pasting in a report, all the data items are separated by tabs.   Excel will then automatically place each column of data in its own column.

Registered users receive a set of Excel workbooks and macros that may be used to automatically reformat **GRADEBOOK** reports, generate distribution charts and statistically analyze data.   The macros may be user modified.

To paste a report into Excel, first copy the desired report to the clipboard using the Edit, Copy menu from the Report Window of the **GRADEBOOK** program.   Then start Excel or shift to Excel if it is already running and select the cell where you want to paste the report.   Do an Edit, Paste in Excel.   You may then adjust the column widths as necessary.   Excel could then be used to chart or analyze the data using the normal Excel commands.

To paste a chart into Excel, first copy the desired chart to the clipboard using the Edit, Copy menu from the chart window of the **GRADEBOOK** program.   You should size the chart to the desired size while you are still in the **GRADEBOOK** program.   Then start Excel or shift to Excel if it is already running and select the cell where you want to paste the chart.   Do an Edit, Paste in Excel.   You may then move and size the chart using the normal Excel commands.   If you have a limited amount of memory you may need to exit the **GRADEBOOK** program prior to starting the Excel program.   This will not remove any report or chart that has been placed on the clipboard.

See Also
  Report Window
  Score Chart Window
  Grade Chart Window
  Clipboard

Exporting Files

Using the clipboard is the easiest way to move **GRADEBOOK** reports and charts to other Windows programs.   However, sometimes you need to transfer data to a non-Windows program or need to have a disk file which contains the information.   The STATS.DAT file is a **GRADEBOOK** file that contains a numerically sorted list of <u>students</u> and their <u>scores</u>.   It is automatically created every time you do a <u>score</u> or <u>grade distribution</u>.   It is a comma delimited ASCII file that may be directly imported into spreadsheet, database and numerical analysis programs.

In addition, **GRADEBOOK** will export student lists and score and grade list reports to ASCII files.   First do a student list or score or grade list and the File, Export menu will become enabled.   When you do a File, Export **GRADEBOOK** will create a comma delimited ASCII file which contains the report information.   The file will have the default name of EXPORT.DAT.

The EXPORT.DAT file may be imported into spreadsheet, database and numerical analysis programs.   If could also be used to turn in a file that contains a list of students and their grades.   It can also be used to create an IMPORT.DAT file so that you may start a new <u>class</u> using the same students as in a previous class in a previous term without having to reenter the names and <u>ID numbers</u>.   **GRADEBOOK** will automatically start a new class with students from a previous class in the same term.

GRADEBOOK also allows you to export score and grade distribution charts.   Select File Export from the chart window.   The chart will be exported to a file with the default name CHART.BMP.

See Also
  Clipboard
  STATS.DAT File
  EXPORT.DAT File
  IMPORT.DAT File
  CHART.BMP File
  Importing Files

Extra Credit

GRADEBOOK allows you several different options for calculating extra credit.   A student who receives extra credit may increase his average score with extra credit.   Average scores greater than 100% are possible after adding the extra credit.

If using the task weights method of grading, the extra credit category is assigned a category weight.   The average extra credit score is calculated.   If an "NC" (not counted) score is entered for an extra credit, that extra credit is not included when calculating the average extra credit.   You may also discard the worst extra credit score(s) if desired but you would not normally do this for extra credit.   If you did, it would be possible for a student who did less extra credit to get a higher score than one who did all the extra credit.   For example, assume one student had extra credits of 0 and 9 and another student had extra credits of 6 and 8 out of 10. and that extra credit was given a weight of 10%.   If you don't discard any extra credit, the first students extra credit average would be (0+9)/2/10=45% and his average would be increased by 45%*10%=4.5%.   The second students extra credit average would be (6+8)/2/10=70% and his average would be increased by 70%*10%=7.0%.   This is normally the desired result.   If you discard the worst extra credit, the first students extra credit average would be 9/10=90% and his average would be increased by 90%*10%=9%. The second students extra credit average would be 8/10=80% and his average would be increased by 80%*10%=8%.   In this case, the student who did the most extra credit would get the worst grade.   To prevent this, you should normally not discard extra credit tasks or assign "NC" (not counted) scores to them.   If extra credit is given a weight, the weight is listed in percent on the grade list and score and grade list distribution reports.

If using the total points method of grading, you have two options for extra credit.   You may give it a weight as above or you may just use regular extra credit points.   If you give extra credit a weight, all the extra credit points for a student are added and then divided by the total possible extra credit points to get his extra credit average.   The extra credit average is then multiplied by the extra credit weight and added to a students average.   You can discard the worst extra credit tasks or assign "NC" scores to them, but would not normally want to for the same reasons as above.   For example, assume a student had extra credit points of 6 and 8 on two extra credit tasks that had 10 possible points.   His extra credit average would be (6+8)/(10+10)=70%.   If the extra credit weight was 10% his average would be increased by 70%*10%=7%.   If extra credit is given a weight, the weight is listed in percent on the grade list and score and grade list distribution reports.

If using the total points method of grading, you may also elect to use the regular method to calculate extra credit.   Using the regular method calculates extra credit based only on the points of the extra credit scores.   All the extra credit scores are added to the regular scores to calculate a students average.   The weight of extra credit then depends only on the points given to extra credit.   You can discard the worst extra credit tasks or assign "NC" scores to them, but would not normally want to for the same reasons as above.   For example, assume a student had extra credit points of 6 and 8 on two extra credit tasks that had 10 possible points and that the total number of points not including extra credit is 200.   If the student had 150 points, his average without extra credit would be 150/200=75%.   With extra credit his average would be (150+6+8)/200=82%.   On grade list printouts, his average would be listed as 75% out of a perfect of 100% and his extra credit would be listed as 7% out of a possible 10%.   The 10% possible is calculated by adding all the extra credit perfect scores and dividing by the total non-extra credit points (10+10)/200=10%.   If the regular method is used, "Totpt" is listed on the grade list and score and grade list distribution reports.

When extra credit is given a weight, the weight of extra credit will remain constant through the term as you do progress reports.   If using total points and the regular method, the weight of extra credit will vary depending on the amount of extra credit completed at the

time of the progress report.

Extracting Scores

Scores may be extracted from one class and transferred to another class in the same term using the Score, Transfer menu.   You may need to calculate a grade or print a report on just a subset of the scores in a class.   For example, you may want to calculate the score distribution for just the test scores.   To do this, add a new <u>summary class</u> and automatically add the students from a previous class in the same term.   Then do a Score, Transfer and select the scores you want to transfer.   You may transfer several scores at the same time. Select the new class for the destination class.   To verify that the scores were transferred, do a Class, Select and select the new class.   The transferred tasks and scores will then appear when you do a Score, List.

The Score Add Previous Average menu also allows you to extract individual scores as well as average scores.   However, its primary use is to transfer entire class averages.   To use it to transfer individual score averages, add a new class and automatically add the students from a previous class in the same term.   Add the desired tasks to the new class.   Then shift to the original class and do a Misc, Selected Tasks and select the single task that you want to extract.   Shift to the new class and do a Score, Add Previous Average.   Select the original class and the task in the new class that you want to import the previous scores to.   Repeat this for all the task you want to transfer to the new class.   You may then print reports with the extracted scores or calculate grades using only the extracted scores.

After extracting scores to a summary class you could extract the combined average of the extracted scores back to the original class.   To do this, calculate grades for the new class containing the extracted scores using all the tasks.   Then shift to the original class and add a new task which will contain the combined scores.   Do a Score, Add Previous Average. Select the new class and the task in the original class where you want the combined scores. You would then probably want to delete the original scores that were extracted.

See Also
  Score Transfer Menu
  Score Add Previous Average Menu
  Score Transfer Dialog Box
  Add Previous Average Dialog Box

Extracting Students

GRADEBOOK allows you to create a new <u>class</u> file based on a single <u>student</u> from an existing class file.   This would be necessary if you need to use a different grading criteria for a late joining student or for a student with a special circumstance.   If all you want to do is to discard the tasks the student has missed without penalty, just assign an "NC" score to those tasks.   The student is deleted from the main file and is placed in a new class file with the same name as the original file with his name added to the end.   The new class may be renamed if desired.   After extracting the student, the new class file becomes the default class.   You may then revise the number of <u>discards</u>, or the final count if using <u>interim weights</u>.   You may still do <u>score</u> and <u>grade distributions</u> for the entire class by selecting multiple classes when you do a distribution.

If you have several students who have missed the same number of <u>tasks</u>, you may use the Class, Combine menu to combine them into a single class.   You would want to revise the class name if you do this, since the class name will only list one student's name.   You can leave the students in separate class files for the whole term.   This would require you to add scores to several classes.   To prevent having to do this, you may use the Class, Combine menu to add the students back into the original class after you have done your <u>progress reports</u>.

See Also
  <u>Combining Classes</u>
  <u>Late Joining Students</u>
  <u>Student Extract Menu</u>
  <u>Extract Student Dialog Box</u>

Fill Styles

GRADEBOOK allows you to specify the <u>fill style</u> that is used to fill the bars of <u>score</u> and <u>grade distribution</u> charts.   If you have a color monitor, you may prefer to use a solid fill pattern and use different colors to distinguish the different bars.   If you don't have a color monitor you may need to use different types of hatching patterns to be able to distinguish the different bar types.   The fill styles may be set from the Options menu on the chart window.

Likewise, if you don't have a color printer, you may need to use different fill styles instead of different colors to distinguish the different bar types.   If you have a color monitor and a black an white printer you may want to use a solid fill with different colors for the screen display and shift to different hatching patterns prior to printing your charts.   You may also want to do this prior to copying the chart to the clipboard to paste in a different application.

See Also
 <u>Clipboard</u>
 <u>Colors</u>
 <u>Chart Options Menu</u>
 <u>Score Chart Options Dialog Box</u>
 <u>Grade Chart Options Dialog Box</u>

Floppy Storage

GRADEBOOK by default stores the class files in the same directory that the GRADEBK.EXE file is installed in.   However, if you must share your computer or students have access to your computer, you may not want to leave your class files accessible to others.
GRADEBOOK allows you to keep your class data on a floppy disk instead of the hard disk. You may then secure the floppy disk and prevent others from accessing your class files.

To use this option you must start **GRADEBOOK** with a <u>command line</u> parameter that specifies the floppy disk that you want to store your data on.   Your initialization file and class files will then be stored on the floppy.   The GRADEBK.EXE program and GRADEBK.HLP help file would remain on your hard disk.   The command line parameter is entered from the Windows program manager.   After installing **GRADEBOOK**, select the **GRADEBOOK** icon and then do a File, Properties command from the program manager.   Change the command line from

  C:\GRADEBK\GRADEBK.EXE to
  C:\GRADEBK\GRADEBK.EXE A:\

You may also use drive B if desired.   Start **GRADEBOOK** by *double clicking* the **GRADEBOOK** icon and you will be prompted to insert your data disk in the appropriate floppy drive.   Using a floppy to store data will slow down the **GRADEBOOK** program but this may be acceptable if you require the extra security.

See Also
  Class File Names
  GRADEBK.EXE File
  GRADEBK.INI File
  GRADEBK.HLP File

Fonts

GRADEBOOK supports any fonts that are installed under Windows.   Windows is supplied with the following fonts:

  Courier 10, 12, 15
  Helv 8, 10, 12, 14, 18, 24
  Tms Rmn 8, 10, 12, 14, 18, 24
  Symbol 8, 10, 12, 14, 18, 24
  Modern
  Roman
  Script

The fonts listed with point sizes are bit mapped fonts and are only furnished in the given sizes (there are 72 points per inch - a 12 pt high font is roughly 6 lines per inch).   The fonts without point sizes are vector fonts and are scalable to any size.   To use additional fonts, they must first be installed.   Fonts are available such as Bitstream's Fontware or Facelift, HP's Intellifont or Adobe's Type Manager.   Some font packages provide matching screen fonts for the printer fonts.

GRADEBOOK allows you to specify screen and printer fonts independently.   You may prefer to use a Windows bit mapped font to increase display speed.   You may decrease printing time especially if you have a dot matrix printer by using a built in printer font for your printed reports.   You may specify the fonts used in reports from the Misc, Report Fonts menu.   The fonts used for chart titles and legends may be specified from the Misc, Chart Fonts menu.   If you specify a font size, orientation or bold or italic font that is not available on your system, Windows will use the nearest available font.   Some font packages will use a Windows bit mapped font if you specify a size below a certain threshold.   Whenever you change fonts the currently displayed report and charts will be redrawn with the new font.

See Also
  Misc Report Fonts Menu
  Misc Chart Fonts Menu
  Select Report Fonts Dialog Box
  Select Chart Fonts Dialog Box

Grade Curve

GRADEBOOK allows you to specify a different <u>grading curve</u> for each <u>class</u>.   A grading curve consists of the various grade cutoff points you want to use to assign letter <u>grades</u>. Each letter grade is assigned a cutoff value from the Grading Curve Dialog Box.   You may use a preset grading curve or may adjust the curve depending on your <u>score distribution</u>. To adjust the grading curve select the Misc, Grading Curve menu.

See Also
  <u>**Grade Curve Dialog Box**</u>
  <u>**Misc Grading Curves Menu**</u>

Importing Files

Some schools have computerized <u>class</u> files available.   These are usually ASCII files that contain <u>student</u> names and may contain social security numbers, phone numbers, etc.   If you have large classes, entering in all the student names and optional <u>ID numbers</u> can be made much easier if you have a file that contains the required information in the correct format.

To import student names and optional ID numbers, you must first ensure that the file is in the correct format.   The required format is described under the IMPORT.DAT topic.   You may need to write a short computer program or macro to convert the file to the necessary format.   If it is a comma delimited ASCII file, you can usually import it into a spreadsheet, arrange the data as required and then save it as comma delimited ASCII file.   The exact steps required depend on the spreadsheet you are using.   You then need to name the file IMPORT.DAT and place it in the same directory as your class files.

After adding a class using the Class, Add menu you may then add students using the Student, Add menu.   You may then *click* the Import Button to import the list of students and optional ID numbers.   If you want to start a new class in a new <u>term</u> with the same students as in a previous term you can do a File, Export when you have a student list report.   Then rename the EXPORT.DAT file to IMPORT.DAT, select the new term and import the data when using the Add Students Dialog Box.   **GRADEBOOK** will automatically start a new class with students from a previous class in the same term.

See Also
  IMPORT.DAT File
  Class Add Menu
  Student Add Menu
  File Export Menu
  EXPORT.DAT File
  Add Students Dialog Box

Incomplete Scores

GRADEBOOK makes a distinction between a <u>score</u> that is "NA" (incomplete) and a "0" score.   All scores in **GRADEBOOK** are initially incomplete.   If you don't enter a score for a <u>task</u>, it remains an incomplete score.   You may have an incomplete score because a <u>student</u> was absent or did not turn in an assignment.   Incomplete scores are indicated in **GRADEBOOK** by an "NA" or a blank on score and <u>grade</u> list reports depending on how you have set the <u>Blank Incomplete Scores</u> option on the Add Class or Revise Class Dialog Box.

A "0" score is a complete score that received a "0".   **GRADEBOOK** will treat incomplete scores depending on how you set the Treat Incomplete option on the Final Category Weights Dialog Box.   You may treat incomplete scores as a zero score.   **GRADEBOOK** will then use a zero value for all incomplete scores when doing score and grade calculations.   You do not have to enter a "0" for the incomplete scores to do this.

The other option is for **GRADEBOOK** to treat incomplete scores as incomplete.   Students with these scores are then not included in score and grade calculations (they receive an "NA" for a grade).   This is useful if you want to know the <u>score distribution</u> for a task for just the students that completed the task.   If you include the incomplete students the distribution would be skewed lower.   Note that if there are no incomplete scores, either option gives the same results.

GRADEBOOK also uses "NC" (not counted) scores.   You may give not counted scores to students who join the class late or for excused absences.   Scores that are not counted are not used to calculate averages.   If you are using the total points method, entering a not counted score will decrease the total perfect score by the perfect score for each score not counted.   If there are 200 total points in a class and you give a student an "NC" score on a 10 point quiz, his average will be calculated based on a total of 190 points.   If you are using the task weights method, entering a not counted score will increase the number of   scores discarded for that category by 1.   The average score for that category is then determined by the remaining scores in that category.   If there are 4 tests and you give a student an "NC" score on one of the tests, his test average will be based on the average of the 3 remaining test.   If the number of "NC" scores plus the number of scores you want to normally discard for a category is greater than or equal to the number scores of that category type, then the category average will be 0.   If there are 4 tests and you have elected to discard the worst 2 and you also give a student an "NC" on two of the tests, he will be assigned a zero average for tests.   If tests have a weight of 60%, his maximum possible average would then be 40%.   If you only gave him a single "NC" score, his test average would then be based on his best test score (4 test scores, 1 is "NC", of the remaining 3, the worst 2 are discarded).

See Also
  Add Class Dialog Box
  Revise Class Dialog Box
  Final Category Weights Dialog Box

Individual Reports

GRADEBOOK can print <u>score</u> list reports and <u>grade</u> list reports either as individual reports or as instructor summary reports.   You select the desired option from the Score List or Grade List Dialog Box.   Individual reports are intended to be passed out to individual students.   Each report would contain the score or grade information for a single <u>student</u>.   These are usually passed out in mid term as <u>progress reports</u>.   A progress report can contain information for just one <u>task</u> or for all the tasks completed.   When printing individual reports, **GRADEBOOK** gives you the option of printing one student per page or printing as many reports on a single page as will fit.   If you print several reports per page, you will save paper but will have to cut the reports apart prior to passing them out.   If you print one student per page you may include your standard <u>teacher note</u>.   If you include a teacher note you may customize it for each student if desired.

See Also
  <u>Progress Reports</u>
  <u>Teacher Notes</u>
  <u>Score List Dialog Box</u>
  <u>Grade List Dialog Box</u>

Late Joining Students

Students who join a class late may miss one or more tasks.   If they make up the missing tasks, the calculations of scores and grades is straight forward.   If they are not required to make up the missing tasks, score and grade calculations are more complicated.

The simplest method is to just assign "NC" (not counted) scores to the scores that the late joining students have missed.   Their averages would then be calculated using the same number of discards, category weights, etc., as the rest of the class.   If using the total points method, their total possible perfect score is decreased by the perfect scores of each not counted score.   If using the task weights method, the not counted scores are automatically discarded and each category average is determined by the remaining scores in that category.   However, if a student has missed all the tasks of a certain category or you want to change the category weights or number of discards when calculating his average because his task numbers are different, you may want to use one of the following methods.   For example, if you have a Mid Term exam and you have weighted it for 20% and a student misses it, you would not want to give him an "NC" score on the exam if you didn't want to penalize him.   An "NC" score would be discarded, and since there are no other Mid Term scores, his Mid Term average would be 0 and his maximum average would then be limited to 80%.   If there were two Mid Term scores his Mid Term average would be based on the remaining Mid Term score.   To prevent this you might want to base his grade calculations on a revised set of task weights where the weight for Mid Term was 0.   Note that if you are using total points, assigning an "NC" for the Mid Term would result in not penalizing the student since his average would be calculated based on a revised perfect total.   Another example would be if you normally discard the worst test score.   You might not want to discard the worst test score for a student that missed a test.

One method of using different grading criteria is to create a separate class for the late joining students.   This may be easily done using the Student, Extract menu.   This creates a separate class for the late joining student.   If several students have missed the same number of tasks, you may combine them into a single class using the Class, Combine menu after you have individually extracted them.   When calculating score and grade distributions, **GRADEBOOK** allows the related classes to be combined.   Each separate class may use a different number of worst scores to discard and can use a different number of total tasks for calculating interim weights.   The disadvantage of using this method is that you then have to enter scores for two or more classes for subsequent tasks.   However, you may extract the necessary students, print your progress reports, and then use the Class, Combine menu to add the extracted students back to the original class.   This allows you to just add scores for one class.

Another option is to include all the students in one class, revise the grading criteria and recalculate grades for the late joining students.   You could calculate the grades for the majority of the students and then change the number of scores you want to discard, the final counts and task weights.   You could then list the grades for the individual late joining students.   The advantage of using this method is that you only need to add scores for one class.   However, this option does not allow an accurate score distribution to be calculated. This option also requires you to keep changing your grading criteria for the class to calculate grades for different students.

The option you choose for late joining students depends on several factors.   How many students joined late?   Did they all miss the same number of tasks?   Do you want to penalize them for being late?   Did they miss all the tasks in a single category and you are using task weights?   Do you need to have accurate score distributions even though you are grading some students on a different set of criteria?   Using "NC" scores is the easiest unless you are using task weights and a student has missed all the tasks of one category.   Using

separate classes is the most flexible, gives accurate results, but is harder to implement. Revising grading criteria in the same class for different students gives accurate grades but can't give accurate distributions.   If you do several progress reports during the term, this method requires you to change your grading criteria numerous times.   If you only calculate your grades once at the end of the term, this option might be more attractive.

See Also
 Score Distributions
 Progress Reports
 Combining Classes
 Extracting Students

Periods

College level courses typically have one <u>period</u> per <u>term</u>.   The term grade is calculated by using all the scores in the term.   High school classes typically will have several periods per term.   The Fall term may consist of 2 ten week periods or 3 six week periods.   A <u>grade</u> is calculated for each period.   In addition, a final grade is usually calculated for the term.   This grade would be an average of the period grades and may also contain a final exam for the entire term.   You might also give a yearly grade which would consist of the average of several terms with an optional final exam.

GRADEBOOK allows you to calculate period grades, overall term grades and overall year grades.   This may be done in several different ways.   The most flexible method is to keep different classes for each period or term, and an overall <u>summary class</u> to calculate the term or year grade.   To do this add your first period (term) class and give it a name such as Math 1st hour - Period 1.   Add the students to this class and add tasks and scores normally.   You may issue <u>progress reports</u> if desired.   At the end of the first period (term), calculate the grades for Math 1st hour - Period 1.   To start the second period (term), add a new class named Math 1st hour - Period 2.   *Click* the Use Previous Students check box.   Then select the Math 1st hour - Period 1 class to add the existing students.   All the existing students will be automatically entered in the new period 2 class.   Add or delete students as necessary.   Add tasks and scores and calculate grades at the end of period 2.   Repeat this procedure if you have more periods or terms.   Start a new class and name it Math 1st hour - Overall.   Automatically add the students from the most recent period or term.   Now add all the tasks that you want to use to calculate the overall term or year grade.   For example add a Mid Term task named Period 1, a Mid Term Task named Period 2 and a Final task named Final Exam.   Now do a Score, Add Previous Average.   Select the Math 1st hour - Period 1 class and the Mid Term task named Period 1.   This will automatically enter each students average score from the first period class and enter it as a score for the first Mid Term task.   The average score will be calculated based on your selections for <u>selected tasks</u>, final weights and grading method for the previous class.   Repeat this for your other class periods or terms.   Enter in your final scores if you are giving a final.   You must now assign <u>category weights</u>.   If you don't have a final, just give the Mid Term category a weight of 100%.   The final grade will then be calculated based on the average of the Mid Term scores.   If you have a final you might give the Mid Term category a weight of 80% and the final a weight of 20%.   It is also possible to give different weights to the different periods.   Just assign the different periods to different task categories such as Mid Term 1 and Mid Term 2.   You may then assign different weights for Mid Term 1 and Mid Term 2 and for the final if you have one.   This method allows you to print separate reports for each period and for the overall term.

Some instructors might want to keep all the information in one class file instead of the 3 or 4 separate files required by the first method.   One method of doing this is to add a class such as Math 1st hour.   Add the students, task and scores normally and calculate grades at the end of the first period.   Add a temporary summary class using the same students.   Add a Mid Term task and name it Period 1.   Use the Score, Add Previous Average menu to import the period 1 average scores.   Then select the previous class and add a Mid Term task and name it Period 1.   Use the Score, Add Previous Average menu to import the period 1 average scores from your temporary class.   Delete the temporary class and then delete all the period 1 tasks except for the Mid Term task.   Now continue adding your period 2 tasks.   When you calculate the grades for period 2, discard the worst (only) Mid Term task.   Your printouts will include the first period averages but they will not be used in calculating the second period grades.   Repeat for a third period if necessary but then discard the worst 2 Mid Term tasks to calculate the grades for period 3.   Repeat after your final period and then add a task for the final if necessary.   You may then calculate the overall grade after you assign the desired weighting factors.

If you want your printouts to contain all the scores for all the periods you could name your categories Period 1 Test - (P1TST), Period 1 Quiz - (P1QZ), etc.   You would have a similar set of categories for Period 2.   Enter your period 1 scores in your period 1 categories.   Calculate your first period grades normally.   Enter your   period 2 scores in your period 2 categories.   When calculating period 2 grades, discard the worst 10 P1TST (or however many you have).   The period 2 grade would then only be based on the period 2 scores.   Your reports would contain all the scores.   Add a task for the final if necessary and calculate the overall grade by assigning the appropriate weights.

See Also
 Score Add Previous Average Menu
 Add Previous Average Dialog Box
 Select Previous Class Dialog Box

Printing Reports

GRADEBOOK can produce the following different reports:

  Term List
  Class List
  Student List
  Task List
  Score List
  Score Distribution
  Grade List
  Grade Distribution
  Interim Weights
  Final Score Required

The font and font size for all these reports may be selected for both the screen and the printer from the Misc, Report Fonts menu.   To print any of these reports just select the File, Print menu when the desired report is in the Report Window.   You may use the File, Printer Setup menu to select the desired printer and to change the printer orientation from portrait to landscape.   You may use the File, Printer Margins menu to set the margins on the printout.   If you select a font size that is too large, **GRADEBOOK** will give you a message to use a smaller font or to change to landscape mode.   If you are going to be printing a long report, you may prefer to use a font that is built into your printer instead of a downloadable font to reduce the print time.

See Also
  Misc Report Fonts Menu
  File Print Menu
  Report Window
  File Printer Setup Menu
  File Printer Margins Menu

Progress Reports

GRADEBOOK allows you to print many different types of <u>progress reports</u>.   A progress report is a report that you pass out to a <u>student</u> in mid <u>term</u> which indicates how well he is doing in the <u>class</u>.   Normally, progress reports are prepared using a <u>score</u> list or a <u>grade</u> list report using the individual report option on the Score List or Grade List Dialog Box. Instructor summary reports only list the term name, date, class name and grading information once.   Individual summary reports list this information for each student and produce a complete report that may be handed out to each student.   Individual summary reports also allow you to print only one student per page and include teacher notes.

There are two basic report layouts.   If you elect the brief task listing option, the report lists the <u>category abbreviations</u> and scores in a horizontal format.   If you don't elect this option, the complete <u>category names</u> and <u>task</u> names are listed in a vertical format.   If you don't elect the one page per student option, **GRADEBOOK** will print as many students on one page as will fit.   If the next student will not completely fit on the page, a new page will be started.   You would then need to cut the reports apart to pass them out.   This option conserves paper but requires more effort.   If you are doing a brief task listing and have not selected the one page per student option and have more tasks than will fit on the page horizontally, they will be continued on the next page.   A single students report could then span several pages.   To prevent this you can use smaller margins, a smaller font and print in landscape orientation.   If you do elect the one page per student option, **GRADEBOOK** will attempt to print all the scores for a student on a single page by using multiple rows and will start a new page for each student.   If you have a large number of tasks, you may need to use the brief task listing option to fit all the tasks on a single page, especially if you include a <u>teacher note</u>.   Teacher notes are placed at the end of a report.   If the entire note will not fit on the page, the entire note is placed on a separate page.

When doing a score list report, you may elect to list a single task or all the tasks from the Score List Dialog Box.   When doing a grade list report, you select the tasks you want included using the Misc, Selected Tasks Dialog Box.   This report could include all the scores, the student's current average and his current grade.   The current average and current grade would depend on how you have set the options on the Final Category Weights, Interim Category Weights, Selected Tasks and Grading Curve Dialog Boxes.   Using <u>interim weights</u> for progress reports will automatically adjust the final <u>category weights</u> to compensate for the different <u>task</u> ratios in mid term versus end of term.   You may also print progress reports that list just the student's current grade by selecting the grades only option on the Grade List Dialog Box.

The following are some typical report examples:

1.   To print out a report for a single test do an individual score list report and select the test task.   If you want a full page report or want to include a teacher note, select the one student per page option.   This type of report might be useful if you don't have a student paper to return (otherwise you would just write his score on the paper).

2.   To post the scores for a single test do an instructor score list report and select the test task.   You may want to just use student ID numbers instead of names on the report.   All the student scores will be listed on one sheet (or several consecutive sheets if the class is large).

3.   To post the scores and grades for a single test, do a Misc, Selected Tasks and select the test task.   Then do an instructor grade list report and select the scores and grades option. You may want to just use student ID numbers instead of names on the report.   All the student scores and grades for the test will be listed on one sheet (or several consecutive sheets if the class is large).

4.   To post just the grades for a single test, do a Misc, Selected Tasks and select the test task.   Then do an instructor grade list report and select the grades only option.   You may want to just use student ID numbers instead of names on the report.   All the grades for the test will be listed on one sheet (or several consecutive sheets if the class is large).

5.   To print a brief progress report in mid term, first input your grading curve, selected tasks and interim weights as described below.   Then do an individual grade list report using the brief task listing option using scores and grades.   Cut the report apart into individual student strips, and staple each students report to one of his assignments.

6.   To print a long progress report in mid term, first input your grading curve, selected tasks and interim weights as described below.   Then do an individual grade list report using scores and grades but don't use the brief task listing option.   Select the one student per page option, teacher note option and custom note option.   Customize the note for each student.   This type of report would be suitable for a student to take home for a parent's signature.

Numerous other combinations are possible.   Appendix B of the manual contains samples of the various types of reports that may be produced.

You may print an entire class of progress reports or just print a single student's progress report at any time.   Near the end of the term, you can print out a current progress report and a score required on final report.   The students would then know their current average and could determine the score needed on the final exam to get a certain letter grade.

Most instructors find it easier if they do not enter in all the tasks at the beginning of the term if they want to do progress reports.   Entering in tasks after you have scores for them prevents having to discard tasks for which you which you haven't yet entered scores for when doing a progress report.   The basic procedure is to first enter your grading curve from the Misc, Grading Curve menu.   Enter your task weights from the Misc, Final Weights menu.   You should enter the weights you will be using at the end of the term after the final.   You would normally treat incompletes as zeroes and be using task weights.   If using total points your weights used for the progress report just depend on the points of the currently completed tasks.   Use the Misc, Selected Tasks menu to select all tasks and to discard the appropriate number of tests, quizzes, etc., for your progress report.   If you want to discard the worst test so far, discard 1 test (if you have entered all the tasks ahead of time you need to discard at least all the tasks for which you haven't yet entered scores).   Be sure to *click* the revise button after each change.   Then from the Misc, Interim Weights menu, *click* on the Interim Weights button.   Then for each category, enter the number of tasks that you want counted at the end of the term (if you will have 10 quizzes at the end of the term but will only count the 9 best - enter 9).   *Click* the revise button after each change.   The interim weights will be updated automatically.   To do a progress report, just do a Grade, List and pick the options you want.   To do another progress report after entering in more scores, just do another grade list using interim weights.   The final task count will not change and the number of tasks you want to discard will probably not change (unless you have entered all the tasks in ahead of time.   **GRADEBOOK** takes the current number of tasks less discards (interim count), compares it to the number of tasks you want counted at the end of the term (final count), and automatically calculates the correct interim weights.   If you haven't entered in empty tasks, you will not need to discard a different number of tasks prior to doing each progress report.   Note that when you have entered in all your scores (including the final), it doesn't make any difference if you use interim or final weights since they will be the same because the interim task count will be equal to the final task count.

See Also

Score List Dialog Box
Grade List Dialog Box
Selected Tasks Dialog Box
Final Category Weights Dialog Box
Interim Category Weights Dialog Box
Grading Curve Dialog Box

Restoring Files

Hopefully you will not have to restore files very often.   If your hard disk should fail, you accidentally reformat or repartition your hard disk or accidentally delete or modify a file you may need to restore a previously backed up file.   You may also want to restore a file of a previous term's class because you deleted it to conserve space on your hard disk.

You cannot restore a class file unless you have previously backed it up.   It is recommended that every day that you add <u>score</u> information to **GRADEBOOK** that you do a File, Backup. This will make a backup copy of all the classes in the current default term on a floppy.   If you do this you would always be protected against a hard disk failure.   You can also make a hardcopy printout of your class data but this would require you to manually reenter all the data.

If you need to restore a class file, just select the File, Restore menu.   You may restore individual classes or all the classes from your backup.

See Also
  <u>File Backup Menu</u>
  <u>File Restore Menu</u>

Scaling Scores

GRADEBOOK allows you to easily scale <u>scores</u> after they have been entered.   You may want to do this to change the average score or to change the weight of a <u>task</u>.   You could just change the perfect <u>score</u> for a task.   This would change everyone's percentage score on the task but would not change the task weight and might not give you the average that you wanted.   If you have given a test that even your best students did poorly on, you might want to scale the scores to improve the average.   The Score, Scale dialog box allows you to select 4 different methods for scaling scores.   Scores may be multiplied by a ratio factor or incremented by an increment factor.   If you increase everyone's score by the same ratio, you can increase the average score.   When using a ratio, students with better scores get a larger score increase than students with lower scores.   This gives the same result as reducing the perfect score.   All scores are increased by the same ratio.   You may elect to input the desired average instead of the ratio.

You may want to increase the average by incrementing the scores.   This would be more appropriate if you are using total points and don't want to end up with fractional scores or you may want to give all the students 10 free points or 10 free percent because you want to discard one section of the test that everyone missed.   In this case you would want to increment everyone's score by 10.   You may also elect to input the desired average instead of the increment.

Scaling scores by itself will not increase the weight of a task except by increasing the student scores for the task.   If you are using <u>total points</u>, you can increase the task weight and leave the percentage scores unchanged by revising the perfect score and scaling the scores.   For example, to double the weight of a test that you have already entered with a perfect score of 100 points you would first revise the perfect score to 200 points using the task, revise menu.   The test would now have double the weight but the student percentage scores would all be 50% less.   Now use the score, scale menu to double all the student scores.   The net result will be a doubling of the test weight without changing any of the student percentage scores.

If you are using task <u>weights</u>, you can just increase the weight of the test category.   If you want one test to have a different weight than other tests, you could put the test in a category by itself and assign it the desired weight.

See Also
  Score Scale Dialog Box
  Score Scale Menu

Score Distributions

If you grade on a straight curve (fixed grade cutoffs) you don't need to do a score distribution.   However, if you want to adjust your grading curve so that a certain percentage of the students get certain grades, you need to do a score distribution.   You may set the spacing interval used to do the distribution from the Add Class or Revise Class Dialog Box. Larger classes or using plus and minus grades will require smaller spacing intervals to accurately determine the grade cutoffs.

You do a score distribution by selecting the Score, Distribution menu.   You may include several classes in the distribution.   The score distribution report will list each interval and the number of students with a score in that interval.   It will also list the number of students in or above the interval and the percent of students in or above the interval.   The percent above number may be used to determine your grade cutoff points.

The score distribution report also lists statistical information about the score distribution such as the mean, standard deviation, median, minimum and maximum.   After doing a score distribution, the Score, Chart Distribution menu will become enabled and you chart the distribution.

See Also
  Add Class Dialog Box
  Revise Class Dialog Box
  Score Distribution Menu
  Score Chart Distribution Menu

Selecting Students

Several **GRADEBOOK** dialog boxes require you to select the <u>student</u> you want to enter or revise information for.   The student names are listed in a drop down list box.   You may *click* the arrow on the drop down list box, use the scroll bar controls to locate the desired student and then *click* on the desired student.   For large classes, doing this for each student would be time consuming.

To minimize this time, **GRADEBOOK** allows you to enter a search string to quickly locate the student in the list.   You may enter a search string whenever the Student List Box has the focus.   Just type the first letter in the students last name.   The list box will automatically highlight the first student whose last name begins with the desired letter and will place the letter after the words "Search Text".

If you have more than one student with a last name beginning with the desired letter, you may need to narrow the search.   Just type the next letter in the last name.   If there is a matching student the Student List Box will highlight the first matching student.   Continue entering in letters until you have narrowed the search down to the desired student. Depending on the size of the class this may only require one or two letters for a unique search.   If you enter a search string for which there is no match, the "Search Text" will not be updated.   If you enter an incorrect search string and locate the wrong student, you may use the backspace key to revise the search string.

See Also
 Add Score Dialog Box

Teacher Notes

Teacher notes may be added to score and grade list printouts which are used for progress reports.   You should first create the standard teacher note that you want to appear on all student reports.   To do this, select the Misc, Teacher Note command and edit or enter the note you want to use.   You may enter long lines.   They will automatically word wrap when the note is printed.   Press the <Enter> key to insert a manual line break.   You may enter in dummy words as place holders if you want to customize the teacher note.   For example, you could enter the word "NAME" where you want to enter in the student's name.

When you *click* the Done button your teacher note will be saved in the NOTE.TXT file.   To print the teacher notes, do a score list or grade list.   Select the individual report option, and then select the teacher note option.   If you want to customize your note for each student, you may also select the custom note option.   If you select the custom note option, you may edit your standard teacher note for each student.   You may cut, copy or paste when editing teacher notes.   You could use the Windows Notepad or a word processor to create several specialized notes in one document.   When doing custom notes, you could then copy the desired note from this document to the clipboard and then paste it into the teacher note dialog box.

See Also
Teacher Note Dialog Box
NOTE.TXT File
Misc Teacher Note Menu

Word for Windows

Word for Windows is a Windows based word processing program.   Reports and charts from **GRADEBOOK** may be pasted into Word for Windows or other Windows based word processors using the Windows clipboard.   When pasting in a report, all the data items are separated by tabs.

Registered users receive a document template with macros that may be used to automatically reformat **GRADEBOOK** reports.   Reports may be in either a vertical or horizontal format and can fit a large number of tasks on a single page.   Teacher notes and charts may be added.   The distribution charts may be pasted, linked or embedded using the supplied Excel macros in picture (metafile) format instead of the bit map format that GRADEBOOK places on the clipboard.   The macros may be user modified.

To paste a report into Word for Windows, first copy the desired report to the clipboard using the Edit, Copy menu from the Report Window of the **GRADEBOOK** program.   Then start Word for Windows or shift to Word for Windows if it is already running and place the cursor where you want to paste the report.   Do an Edit, Paste in Word for Windows.   You may then adjust the tab positions as necessary using the ruler or the Format, Paragraph menu.   Word for Windows could then be used to modify or enhance the report as desired.

To paste a chart into Word for Windows, first copy the desired chart to the clipboard using the Edit, Copy menu from the chart window of the **GRADEBOOK** program.   You should size the chart to the desired size while you are still in the **GRADEBOOK** program.   Then start Word for Windows or shift to Word for Windows if it is already running and place the cursor where you want to paste the chart.   Do an Edit, Paste in Word for Windows.   You may then crop and size the chart using the normal Word for Windows commands (Format Picture).   If you have a limited amount of memory you may need to exit the **GRADEBOOK** program prior to starting the Word for Windows program.   This will not remove any report or chart that has been placed on the clipboard.

See Also
  Report Window
  Score Chart Window
  Grade Chart Window
  Clipboard

Commands

Select any of the following menu items.

File Menu
Edit Menu
Term Menu
Class Menu
Student Menu
Tasks Menu
Scores Menu
Grades Menu
Misc Menu
Help Menu

***Chart* File Menu**
***Chart* Edit Menu**
***Chart* Options Menu**
***Chart* Window Menu**

File Menu

The File menu is used for printer and file operations and has the following submenus.

File Select Dir
File Password
File Print Menu
File Printer Setup Menu
File Printer Margins Menu
File Export Menu
File Backup Menu
File Restore Menu
File Exit Menu

Edit Menu

The only submenu under the Edit menu is the Edit, Copy menu.

Edit Copy Menu

Term Menu

The Term menu is used for <u>term</u> operations.

<u>Term Select Menu</u>
<u>Term List Menu</u>
<u>Term Delete Menu</u>
<u>Term Custom Terms Menu</u>

Class Menu

The Class menu is used for <u>class</u> operations.

<u>Class Select Menu</u>
<u>Class List Menu</u>
<u>Class Add Menu</u>
<u>Class Delete Menu</u>
<u>Class Revise Menu</u>
<u>Class Combine Menu</u>
<u>Class Print Data Form Menu</u>

Student Menu

The Student menu is used for <u>student</u> operations.

<u>Student List Menu</u>
<u>Student Add Menu</u>
<u>Student Delete Menu</u>
<u>Student Revise Menu</u>
<u>Student Reorder Menu</u>
<u>Student Extract Menu</u>

Tasks Menu

The Task menu is used for <u>task</u> operations.

Task List Menu
Task Add Menu
Task Delete Menu
Task Revise Menu
Task Reorder Menu

Scores Menu

The Scores menu is used for <u>score</u> operations..

<u>Score List Menu</u>
<u>Score Add Menu</u>
<u>Score Add Previous Average Menu</u>
<u>Score Transfer Menu</u>
<u>Score Distribution Menu</u>
<u>Score Chart Distribution Menu</u>
<u>Score Scale Menu</u>

Grades Menu

The Grades menu is used for <u>grade</u> operations.

<u>Grade List Menu</u>
<u>Grade Distribution Menu</u>
<u>Grade Chart Distribution Menu</u>
<u>Grade Custom Grades Menu</u>

Misc Menu

The Misc menu is used for miscellaneous operations.

Misc Category Names Menu
Misc Final Weights Menu
Misc Grading Curves Menu
Misc Selected Tasks Menu
Misc Interim Weights Menu
Misc Final Score Reqd Menu
Misc Report Fonts Menu
Misc Chart Fonts Menu
Misc Teacher Note Menu

Help Menu

The Help menu is used to get help on the **GRADEBOOK** program.

Help Index Menu
Help Commands Menu
Help Registration Menu
Help Using Help Menu
Help About Menu

Chart File Menu

The Chart file menu is used for chart printer operations.

Chart File Print Menu
Chart File Export Menu
Chart File Exit Menu

Chart Edit Menu

The only submenu under the Chart Edit menu is the Chart Edit, Copy menu.

Chart Edit Copy Menu

Chart Options Menu

The Chart Options menu is used to control the <u>fill colors</u>, <u>fill styles</u> and settings for <u>score</u> and <u>grade distribution</u> charts.

See Also
 <u>Score Chart Options Dialog Box</u>
 <u>Grade Chart Options Dialog Box</u>

Chart Window Menu

The only submenu under the Chart Window menu is the Chart Window, Arrange All menu.

Chart Window Arrange All Menu

File Select Dir Menu

The File Select Dir menu may be used to change the current directory.   Normally **GRADEBOOK** keeps its class data and default values in the same directory as the program. This may be modified by using a <u>command line</u> switch so that **GRADEBOOK** will store its data on a different drive or subdirectory from the main program.   **GRADEBOOK** may also be used by one person to store several instructors class data and defaults in different subdirectories.

After entering scores for one instructor, you can use this menu to change to another subdirectory or drive and enter scores for a different instructor without having to restart the program.   Each subdirectory would contain its own class data and default GRADEBK.INI file. You could have a subdirectory for BILL, TOM and JOE.   By keeping each instructors classes in separate subdirectories, each instructor could have different defaults (fonts, sizes, etc.). You could also keep all the instructors classes in one subdirectory if desired.   This would allow you to do combined distributions for classes taught by different instructors.   If three instructors all taught an intro course, you could calculate the overall score and grade distributions if all the classes were kept in one subdirectory.   You would need to uniquely name the classes such as Bob's Physics Intro and Tom's Physics Intro.

See Also
  <u>Select Dir Dialog Box</u>
  <u>Creating Multiple Directories</u>
  <u>GRADEBK.INI File</u>

File Password Menu

The File Password menu may be used to enter an optional password.   If you elect to use a password, you will have to enter the correct password each time you start the program.   Using a password will not prevent your data files from being copied or deleted.   However, using a password will prevent others from running the program installed on your computer from accessing or modifying your data files.   You may enter up to 12 characters for a password.   Case will be ignored when your password is checked.

See Also
 Password Dialog Box

File Print Menu

The File Print menu may be used to print any report that is in the Report Window.   You may use the Misc, Report Fonts menu to set the printer font and font size.   Printer margins may be set with the File, Printer Margins menu.   The printer configuration may be set with the File, Printer Setup menu.

See Also
  Report Window
  Misc Report Fonts Menu
  File Printer Margins Menu
  File Printer Setup Menu
  Printing Reports

File Printer Setup Menu

The File Printer Setup menu is used to configure the printer using the Windows control panel. You may select the active printer, printer port and orientation.

See Also
File Printer Margins Menu

File Printer Margins Menu

The File Printer Margins menu is used to set the printer margins.

See Also
Printer Margins Dialog Box

File Export Menu

The File Export menu is used to export **GRADEBOOK** reports to ASCII files.   Student list, score list and grade list reports may be exported.   The reports are saved in a file with a default name of EXPORT.DAT in the same subdirectory as the class files.

See Also
  EXPORT.DAT File
  Exporting Files

File Backup Menu

The File Backup menu is used to make backups of your class data files on a floppy disk for security in case your hard disk should fail or you should accidentally erase or damage a file.

See Also
  Backing Up Files
  Class File Names
  Backup Class Files Dialog Box

File Restore Menu

The File Restore menu is used to restore class files that you have previously backed up.

See Also
  Restoring Files
  Class File Names
  Restore Class Files Dialog Box

File Exit Menu

The File Exit menu is used to exit the **GRADEBOOK** program.   You may also exit by *clicking* the System menu and then *clicking* Close or by *double clicking* the System menu.

Edit Copy Menu

The Edit Copy menu is used to copy **GRADEBOOK** reports and charts to the Windows clipboard.   they may then be pasted into other Windows applications.

See Also
  Clipboard

Term Select Menu

The Term Select menu is used to select the current default <u>term</u>.   The current default term is listed in the title bar of the Report Window.

See Also
 <u>Select Current Term Dialog Box</u>
 <u>Report Window</u>

Term List Menu

The Term List menu is used to create a <u>term</u> list report.   A term list report is a chronological list of all the past and present terms for which **GRADEBOOK** has class data for.

Term Delete Menu

The Term Delete menu is used to delete an entire <u>term</u>.   When a term is deleted, all the <u>classes</u> in the term are also deleted.

See Also
  <u>Delete Term Dialog Box</u>

Term Custom Terms Menu

The Term Custom Terms menu is used to customize <u>term</u> names.   The default term names are Summer, Spring, Fall and Winter.

See Also
 <u>**Custom Terms Dialog Box**</u>

Class Select Menu

The Class Select menu is used to select the current default <u>class</u>.   The current default class is listed in the title bar of the Report Window.

See Also
  <u>Select Class Dialog Box</u>

Class List Menu

The Class List menu is used to create a <u>class</u> list report.   A class list report lists all the classes in the current default <u>term</u>. For each class, the <u>distribution spacing</u>, <u>plus and minus grades</u> option, use <u>ID numbers</u> option and <u>blank incompletes</u> option is also listed.

Class Add Menu

The Class Add menu is used to add new <u>classes</u> to **GRADEBOOK**.

See Also
  <u>**Add Class Dialog Box**</u>

Class Delete Menu

The Class Delete menu is used to delete a <u>class</u> from the current default <u>term</u>.

See Also
  Delete Class Dialog Box

Class Revise Menu

The Class Revise menu is used to revise the current default <u>class</u>.

Class Combine Menu

The Class Combine menu is used to combine the selected <u>class</u> with the current default class.   The current default class is listed in the title bar of the Report Window.

See Also
 <u>Combine Class Dialog Box</u>

Class Print Data Form Menu

The Class Print Data Form menu is used to print out a data entry form for the current class. The data entry form may be used to record student scores prior to entry into the **GRADEBOOK** program.   The current default class is listed in the title bar of the Report Window.

Student List Menu

The Student List menu is used to create a <u>student</u> list report.   A student list report contains a list of all the students in the current default <u>class</u> and their optional <u>ID numbers</u>.

Student Add Menu

The Student Add menu allows you to add new <u>students</u> to the current default <u>class</u>.

See Also
  <u>Add Student Dialog Box</u>

Student Delete Menu

The Student Delete menu is used to delete a <u>student</u> from the current default <u>class</u>.

See Also
 <u>Delete Student Dialog Box</u>

Student Revise Menu

The Student Revise menu is used to revise the data for a <u>student</u> in the current default <u>class</u>.

See Also
  <u>Revise Student Dialog Box</u>

Student Reorder Menu

The Student Reorder menu is used to reorder or alphabetize the <u>students</u> in the current default <u>class</u>.

See Also
  <u>Reorder Students Dialog Box</u>

Student Extract Menu

The Student Extract menu is used to extract a <u>student</u> from the current default <u>class</u>. and to start a new class for that student.

See Also
  <u>Extract Student Dialog Box</u>

Task List Menu

The Task List menu is used to create a <u>task</u> list report.   A task list report contains a list of the task names in the current default <u>class</u>, the <u>perfect score</u> for each task and the <u>category</u> each task has been assigned to.

Task Add Menu

The Task Add menu is used to add a new <u>task</u> to the current default <u>class</u>.

See Also
 <u>Add Task Dialog Box</u>

Task Delete Menu

The Task Delete menu is used to delete a <u>task</u> from the current default <u>class</u>.

See Also
  <u>Delete Task Dialog Box</u>

Task Revise Menu

The Task Revise menu is used to revise an existing <u>task</u> for the current default <u>class</u>.

See Also
 <u>Revise Task Dialog Box</u>

Task Reorder Menu

The Task Reorder menu is used to reorder the <u>tasks</u> in the current default <u>class</u>.

See Also
  <u>Reorder Tasks Dialog Box</u>

Score List Menu

The Score List menu is used to create a <u>score</u> list report.

Score Add Menu

The Score Add menu is used to add <u>scores</u> to the current default <u>class</u>.

See Also
  <u>Add Score Dialog Box</u>

Score Add Previous Average Menu

The Score Add Previous Average menu is used to add the average scores from a previous class to an existing task in the current class.   This allows term grades to be easily calculated if the term consists of more than one period.   This option may also be used to extract individual scores by selecting the Misc, Selected Task option for the previous class and selecting a single task.   Transferring individual scores is usually done using the Score, Transfer menu.

See Also
  Add Previous Average Dialog Box
  Score Transfer Dialog Box
  Periods
  Extracting Scores
  Select Previous Class Dialog Box

Score Transfer Menu

The Score Transfer menu is used to transfer <u>tasks</u> and <u>scores</u> from one <u>class</u> to another class in the same term.   It may be used to extract a subset of tasks to a summary class where you can calculate distributions and grades on just the subset of tasks.

See Also
  Score Transfer Dialog Box
  Add Previous Average Dialog Box
  Periods
  Extracting Scores
  Select Destination Class Dialog Box

Score Distribution Menu

The Score Distribution menu is used to create a score distribution report.

See Also
 Score Distribution Dialog Box

Score Chart Distribution Menu

The Score Chart Distribution menu is used to chart a <u>score distribution</u>.   You must first do a score distribution to enable the menu item.

See Also
 Charting Distributions

Score Scale Menu

The Score Scale menu is used to scale the scores for a task.   It may be used to adjust the average or mean to any desired value.

See Also
  Scaling Scores
  Score Scale Dialog Box

Grade List Menu

The Grade List menu is used to create a grade list report.

Grade Distribution Menu

The Grade Distribution menu is used to create a <u>grade distribution</u> report.

Grade Chart Distribution Menu

The Grade Chart Distribution menu is used to chart a <u>grade distribution</u>.   You must first do a grade distribution to enable the menu item.

See Also
  <u>Charting Distributions</u>

Grade Custom Grades Menu

The Grade Custom Grades menu is used to input custom grades.

See Also
 Customizing Grades

Misc Category Names Menu

The Misc Category Names menu is used to assign <u>category names</u>.

See Also
  <u>Category Names Dialog Box</u>

Misc Final Weights Menu

The Misc Final Weights menu is used to adjust the final <u>category weights</u> and grading method.

See Also
  <u>**Final Category Weights Dialog Box**</u>

Misc Selected Tasks Menu

The Misc Selected Tasks menu is used to select the <u>tasks</u> used in <u>score</u> and <u>grade</u> calculations.

See Also
  <u>Selected Tasks Dialog Box</u>

Misc Grading Curves Menu

The Misc Grading Curves menu is used to set the letter grade cutoff points.

See Also
 Grading Curve Dialog Box

Misc Interim Weights Menu

The Misc Interim Weights menu is used to input the final <u>task</u> counts to calculate the <u>interim weights</u>.   This menu item is disabled if the use total point scoring method has been selected from the Misc, Final Weights Menu.

See Also
  <u>Interim Category Weights Dialog Box</u>

Misc Final Score Reqd Menu

The Misc Final Score Reqd menu is used to create a <u>final score required</u> report.   A final score required report lists the score required on the final exam to get a certain letter <u>grade</u> based on your current term <u>average</u>.   The letter grades listed depend on the <u>plus and minus grades</u> option you have selected.   You are asked to input the <u>category weight</u> for the final exam.

See Also
  Progress Reports

Misc Report Fonts Menu

The Misc Report Fonts menu is used to select the font, font size and **bold** and *italic* attributes of the fonts used for screen and printer reports.

See Also
  Select Report Fonts Dialog Box

Misc Chart Fonts Menu

The Misc Chart Fonts menu is used to select the font and **bold** and *italic* attributes of the fonts used for chart titles and legend on the screen and printer.

See Also
  Select Chart Fonts Dialog Box

Misc Teacher Note Menu

The Misc Teacher Note menu is used to input the text for a <u>teacher note</u>.   Teacher notes may be added to individual score and grade list when the single page per student option is selected.

See Also
  <u>Teacher Note Dialog Box</u>
  <u>Teacher Note Procedure</u>

Help Index Menu

The Help Index menu is used to go to the **GRADEBOOK** help index.   You may then select the topic you desire help on.   You may also go to the help index whenever you are in the help system by *clicking* on the Index button.   You may also start the help system by pressing the F1 key.   This will give you context sensitive help for whatever dialog box you are in.   You may also press the Shift-F1 key to get help on any menu item.

Help Commands Menu

To get help on any menu command press Shift-F1 and then select the desired command. You may also get help on the various commands by going to the help index and selecting Commands.

Help Registration Menu

The Help Registration Menu is used to obtain information on how to officially register the program.   Registered users may obtain program support directly from the program author.   In addition, registered users receive a laser printed, illustrated and indexed user manual which contains an extensive tutorial with samples of all the different types of reports and charts that may be generated.   The copyright notice for registered programs contains the name of who registered the program.   Note that this notice may be bypassed by pressing any key.

See Also
  Registration
  Registration Form

Help Using Help Menu

The Help Using Help menu is used to get help on how to use the Windows help system.

Help About Menu

The Help About menu is used to get information about the **GRADEBOOK** program.

See Also
 Help About Dialog Box

Chart File Print Menu

The *Chart* File Print menu is used to print the current <u>score</u> or <u>grade distribution</u> chart.

See Also
  Charting Distributions

Chart File Export Menu

The *Chart* File Export menu is used to export the current <u>score</u> or <u>grade distribution</u> chart. The charts are saved in a file with a default name of CHART.BMP in the same subdirectory as the class files.

See Also
  CHART.BMP File
  Exporting Files

Chart File Exit Menu

The *Chart* File Exit menu is used to close out the chart window.   You may also *click* the system menu and *click* Close or double *click* the system menu.

Chart Edit Copy Menu

The *Chart* Edit Copy menu is used to copy score and grade distribution charts to the clipboard.   They may then be pasted into other Windows applications.

See Also
  Clipboard

Chart Window Arrange All Menu

The *Chart* Window Arrange All menu is used to arrange the **GRADEBOOK** windows. **GRADEBOOK** may have up to three windows, a Report Window, a score distribution chart window and a grade distribution chart window.

See Also
  Arranging Windows

General

Click on any of the following general topics.

Class File Names
CHART.BMP File
EXPORT.DAT File
FA90_1.DAT File
GRADEBK.EXE File
GRADEBK.HLP File
GRADEBK.INI File
IMPORT.DAT File
INSTALL.EXE File
LZEXPAND.DLL File
NOTE.TXT File
README.DOC File
STATS.DAT File
VBRUN200.DLL File

CHART.BMP File

The CHART.BMP file is a bit mapped file that is created using the *Chart* File Export menu. You may export score and grade distribution charts.   These charts may be copied to the Windows clipboard using the *Chart* Edit Copy menu and then be pasted into other Windows applications.   However, you may need to import the chart into a non-Windows application. By exporting the chart to a file, the file may then be loaded into a non-Windows program.

If you need a file that has a PCX or Metafile format, you may load the bit mapped file into Windows Paint and then save it in one of these formats.   It is possible to change the export file name by revising the GRADEBK.INI file.   You would revise the ChartFile=CHART.BMP statement.   It is recommended that only experienced users make manual modifications to the GRADEBK.INI file.

See Also
 Chart File Export Menu
 GRADEBK.INI File
 Exporting Files

Class File Names

GRADEBOOK stores all of its data except for default values in class files.   Class files are named using the following convention:

      QQYY_nnn.DAT

QQ is a two letter abbreviation for the semester quarter.   If can be SP, SU, FA, or WI (spring, summer, fall or winter).   YY is a two digit year number.   The nnn is a sequential class number.   Classes are started each <u>term</u> with number 1 and proceed upward.   If a <u>class</u> is deleted, the next class added will use the deleted number.   This file naming convention allows up to 999 classes for each calendar quarter.   Thus FA90_1.DAT is the first class for the fall 1990 term.

When you do a File, Backup all the class files for the current default term are backed up. The minimum size of a class file is 10,580 bytes.   Each student added to a class increases the class file size by 460 bytes.

Class files are normally stored in the same directory as the **GRADEBOOK** program. However, you may use a command line parameter to store the class files in a different subdirectory.   This feature allows several instructors to use one **GRADEBOOK** program on a single hard disk.   Each instructor would start **GRADEBOOK** with a command line parameter for his subdirectory.   This feature also allows **GRADEBOOK** to keep its class files on a floppy if required for security reasons.

See Also
  <u>**File Backup Menu**</u>
  <u>**Creating Multiple Directories**</u>
  <u>**Floppy Storage**</u>

FA90_1.DAT File

The FA90_1.DAT file is a sample <u>class</u> file that is furnished with **GRADEBOOK**.   To use the sample class, do a Term, Select and select the Fall 1990 term.   Then do a Class, Select and select the Physics 121 - College Physics M, W, F @ 2:00 PM class.

See Also
  Class Select Menu
  Term Select Menu
  Class File Names

EXPORT.DAT File

The EXPORT.DAT file is an ASCII file that is created using the File, Export menu.   This menu option is enabled when you have a <u>student</u> list, <u>score</u> list or <u>grade</u> list report in the Report Window.   The file format consists of comma delimited string values that are enclosed in quotation marks.

This type of file is easily imported into spreadsheet and database type programs. **GRADEBOOK** will overwrite any previous EXPORT.DAT file when creating a new file.   Thus you should rename the file or make a copy of the file before doing another File, Export.   The file name EXPORT.DAT is the default file name.   It is possible to change the export file name by revising the GRADEBK.INI file.   You would revise the ExportFile=EXPORT.DAT statement. It is recommended that only experienced users make manual modifications to the GRADEBK.INI file.

To start a new <u>class</u> with the same <u>students</u> as in a previous class in a previous term, you can do a File, Export when you have a student list report active for the previous class.   Then rename the EXPORT.DAT file to IMPORT.DAT, make the new term the default and add the new class.   The do a Student, Add and *click* the Import Button do add the previous students to the new class.   **GRADEBOOK** will automatically add students from a previous class in the same term.

See Also
 File Export Menu
 GRADEBK.INI File
 IMPORT.DAT File
 Student Add Menu
 Exporting Files

GRADEBK.EXE File

The GRADEBK.EXE file is the **GRADEBOOK** executable program file.   It is automatically installed by the install program.   You may also install the program manually if desired.   First create the directory on your hard disk where you want to store the **GRADEBOOK** program (ex. C:\Gradebk).   You may use the DOS CD command, The DOS Shell file manager or the Windows file manager to create a directory.   Now copy all the files on the distribution disk to this subdirectory with the exception of INSTALL.EXE and README.DOC.   Use the Windows program manager to add the **GRADEBOOK** program to a group window.   First make the desired group window the default window.   Then do a File, New and select Program Item.   Enter GradeBook for the description and enter C:\GRADEBK\GRADEBK.EXE for the command line.   To start **GRADEBOOK** just *double click* its icon.

You may also enter a command line parameter if you want to store your class files in a different subdirectory or if you want to store your class files on floppy disks.   The following are sample command lines.

  C:\GRADEBK\GRADEBK.EXE C:\BOB or
  C:\GRADEBK\GRADEBK.EXE A:\

See Also
  Creating Multiple Directories
  Floppy Storage
  INSTALL.EXE File

GRADEBK.HLP File

The GRADEBK.HLP file contains the information you are now reading.   It contains all the context sensitive help topics.   It is accessed by pressing F1 to get help on any window or dialog box. and by pressing Shift F1 to get access on any menu command.   You may also access the file by selecting the Help, Index or Help, Commands menu items from the Report Window.   Help on any topic may be printed directly from the Help system if you desire a printed copy of the help topics.   The GRADEBK.HLP file must be located in the same subdirectory as the GRADEBK.EXE file.

See Also
 Report Window

GRADEBK.INI File

The GRADEBK.INI file is the **GRADEBOOK** initialization file.   It contains all the default values used by the **GRADEBOOK** program.   The INI file is stored in the same subdirectory as the class files.   If several instructors are using **GRADEBOOK** on a single hard disk, each instructor can keep their class files in their own subdirectory.   This subdirectory may be specified as a command line parameter when starting **GRADEBOOK**.   Each instructor would also have their own INI file that would store their own default values.   **GRADEBOOK** can also keep its class files on a floppy by specifying the drive as a command line parameter. The INI file would then be kept on the same floppy as the class files.

If the INI file is deleted, **GRADEBOOK** will automatically create it using the standard default values.   All values in the INI file may be set from within the **GRADEBOOK** program with the exception of:

        StatsDataFile=Stats.Dat
        ExportFile=EXPORT.DAT
        ImportFile=IMPORT.DAT
        ChartFile=CHART.BMP

It is possible to revise the above file names but it is recommended that only experienced users manually modify the INI file.   **GRADEBOOK** reads the INI file when it starts and updates the INI file whenever a default value is revised.

See Also
  EXPORT.DAT File
  IMPORT.DAT File
  CHART.BMP File
  STATS.DAT File
  Class File Names
  Creating Multiple Directories
  Floppy Storage

IMPORT.DAT File

The IMPORT.DAT file is used to input a <u>student</u> list and optional <u>ID numbers</u> into the **GRADEBOOK** program.   The file format required is an ASCII file with comma delimited string values enclosed in quotations.   The following two formats are acceptable.

```
"Doe, John Q.","380-54-9780"
"Smith, Mary","321-54-8712"
"Johnson, Mark A.",""       or

"Doe, John Q."
"Smith, Mary"
"Johnson, Mark A."
```

If ID numbers are used, all students must have one or space reserved for one.   The last name is first followed by a comma, a space and then the first name.   The middle initial is optional.   You may only import a student list into a class with no students.   Select the Student, Add menu and then *click* on Import.

You may create an IMPORT.DAT file by first exporting a student list using the File, Export menu.   You may then rename the EXPORT.DAT file to IMPORT.DAT.   This allows you to start a new class with students from a previous class in a previous term without reentering the names and ID numbers.   **GRADEBOOK** will automatically add students from a previous class in the same term.

The file name IMPORT.DAT is the default file name.   It is possible to change the import file name by revising the GRADEBK.INI file.   You would revise the ImportFile=IMPORT.DAT statement.   It is recommended that only experienced users make manual modifications to the GRADEBK.INI file.

See Also
  <u>File Export Menu</u>
  <u>EXPORT.DAT File</u>
  <u>Student Add Menu</u>
  <u>Importing Files</u>

INSTALL.EXE File

The INSTALL.EXE file is the **GRADEBOOK** automatic installation executable program.   To run the install program first start Windows in standard or enhanced 386 mode.   From the Windows program manager, *click* on the File menu option.   Then *click* on the Run menu option.   Type **a:install** or **b:install** and then press the Enter key.   The install program will not modify your CONFIG or AUTOEXEC files.   It will decompress and copy the program files to the subdirectory of your choice (create if necessary) and will then add a GradeBook group window to the program manager and install the GradeBook icon in this group.   You may then *drag* the icon to another group if you desire and delete the GradeBook group window.

GRADEBOOK may be installed on top of a previous installation.   The install program will not delete any of your existing class files.   If you are installing a newer version of **GRADEBOOK** over an older version, the install program will replace the existing files with the latest version.

LZEXPAND.DLL File

The LZEXPAND.DLL file is a dynamic link library that is used by the **GRADEBOOK** install program to copy and decompress the distribution files.

See Also
  INSTALL.EXE File

NOTE.TXT File

The NOTE.TXT file is an ASCII file that contains the standard teacher note that may be included in progress reports.   **GRADEBOOK** revises this file when you use the Misc, Teacher Note menu.   You may also manually edit the file using the Windows Notepad or other word processor if desired.

See Also
  Teacher Note Procedure
  Teacher Note Dialog Box

README.DOC File

The README.DOC file is a short ASCII file that is included on the **GRADEBOOK** distribution disk.   It contains instructions for installing the **GRADEBOOK** program.   The file may be viewed by issuing the following command from the DOS prompt.

      C:\>**TYPE A:README.DOC**

STATS.DAT File

The STATS.DAT file is an ASCII file that contains a numerically ranked list of <u>students</u> and their <u>scores</u>.   It is created or updated every time **GRADEBOOK** does a <u>score</u> or <u>grade distribution</u>.   The students are listed by name, by <u>ID number</u>   or both depending on which option you have last used on a score list or grade list.   NA scores are listed as "0" or "NA" depending on the treat incompletes option you have selected.   Note that the scores are not rounded off as they are in a score or grade list report.   The file has the following format:

      "Doe, John Q.", 45.98312
      "Smith, Mary", 61.72145   etc.   (may be ID numbers or names and ID numbers)

This file may be imported directly into spreadsheet, database or numerical analysis programs if desired.   You may also use it to see the actual score used by **GRADEBOOK** for a student.   A student may have a <u>term average</u> of 90.0 on a grade report but may be assigned a B grade even though the A cutoff point is 90.   Upon examining the STATS.DAT file you may notice that the actual score was 89.97654.   This is rounded up to 90.0 on the report but the grade is assigned based on the actual value.   If this occurs you may want to slightly adjust your grading curve to prevent it from happening.

VBRUN200.DLL File

The VBRUN200.DLL file is the file that contains the Visual Basic dynamic link library version 2.00.   It is installed automatically in your Windows subdirectory.   If you are running other Visual Basic applications, you only need one copy of the dynamic link library on your hard disk.   It must be located in the DOS path or the Windows subdirectory.

If you are running several Visual Basic applications, it is recommended that you keep one copy of VBRUN200.DLL in your Windows subdirectory.   All Visual Basic applications would share the same DLL.   This would save space on your hard disk.

Definitions of Terms

Click and hold on any of the following terms to get a definition of the term as used in the **GRADEBOOK** program.

  <u>**Blank Incompletes**</u>
  Category Abbreviation
  Category Name
  Category Weight
  Chart Font
  Class
  Command Line
  Custom Grades
  Custom Terms
  Discard Tasks
  Divisions
  Export Data
  Extra Credit
  Fill Color
  Fill Style
  Final Score Required
  Grade Distribution
  Grading Curve
  Import Data
  Interim Weights
  Maximum X
  Minimum X
  Perfect Score
  Period
  Plus and Minus Grades
  Printer Margins
  Progress Report
  Score
  Score Distribution
  Score Distribution Spacing
  Selected Task
  Student
  Student ID
  Summary Class
  Task
  Task Template
  Teacher Note
  Term
  Term Average
  Total Point Scoring
  Weighted Scoring

Blank Incompletes

Incomplete scores may be indicated either by a blank (no entry) or by an "NA" on score and grade list reports.   If you elect to use a blank, you may later use the printed report to manually enter scores.   This report could be used as a data entry form to enter scores into **GRADEBOOK** or could be used as a manual grade book.

Category Abbreviations

A category abbreviation is a five letter maximum abbreviation of a category name. Category abbreviations and category names except for extra credit may be user defined. The abbreviation is used on score and grade list reports to conserve space.   MidTm is an example of a category abbreviation.

Category Name

Each score is assigned a category name.   Scores with the same category name are averaged together and weighted with a category weight when using a weighted scoring system.   The worst "n" scores in each category may also be discarded if desired.   Library Assignment is an example of a category name.   All category names with the exception of Extra Credit are user definable.

Category Weight

Each category may be assigned a category weight.   Category weights are used when using a weighted scoring system.   Categories with a higher weight have a greater effect on the term average.   The category weights except for extra credit must add up to 100%.

Chart Font

A chart font is the name of the typeface that is used by **GRADEBOOK** when drawing charts. You may specify a font to be used for chart labels and a font to be used by chart titles.   You may also specify **bold** or *italic* fonts.   **GRADEBOOK** automatically uses an appropriate font size for charts.

Class

A class is a collection of students.   You may assign descriptive class names such as Physics 101, M, W, F @ 10:00 AM.   Each class may be assigned a value to use for distribution spacing, whether to use plus and minus grades, whether to use student ID numbers and whether to blank incomplete scores.   The current default class is listed in the title bar of the Report Window.

Command Line

The command line is the line that the Windows program manager uses to start the **GRADEBOOK** program.   It may include a command line parameter that indicates where you want to store the class files.   The following are typical command lines:

 C:\GRADEBK\GRADEBK.EXE
 C:\GRADEBK\GRADEBK.EXE C:\JOHN
 C:\GRADEBK\GRADEBK.EXE A:\

Custom Grades

GRADEBOOK may use standard letter grades such as B+, B, etc., or you may assign your own custom grades such as 3.5, 3.0, etc.   Up to 3 characters may be used for a custom grade.

Custom Terms

GRADEBOOK may use the default term names of Summer, Spring, Fall and Winter, or you may assign your own custom term names such as Semester 1, Quarter 2, etc.   Up to 10 characters may be used for a custom term name.

Discard Tasks

When calculating scores and grades, **GRADEBOOK** allows you to discard the worst "n" scores in any category.   The discarded scores may be different tasks for different students depending on their worst scores.   If you are using the total point method of scoring, you may only discard scores for a category where all the tasks have the same perfect score. This is required so that all tasks in a category have the same weight.   Scores that are entered as "NC" (not counted) are automatically discarded.

Divisions

When charting score distributions, you may specify the number of divisions you want on the x-axis between the Minimum X and the Maximum X.   Each division will contain a bar showing the number of students with scores in that division range.   Larger classes or using plus and minus grades usually require more divisions to get a chart that may more easily be used for determining the grade cutoffs.

Export Data

The **GRADEBOOK** program will allow you to export data in ASCII files.   These files may then be imported into other programs for further display or analysis.   You may export student lists, and score and grade lists.   By using the grades only option you may export a file containing a list of students and their grades.

Extra Credit

Students who do extra credit tasks may increase their term average.   The amount the term average may be increased depends on the method used to calculate the extra credit.   Extra credit may be given a weight when using task weights, or may be given either a weight or counted as regular points when using the total points method.   A term average greater than 100% is possible using extra credit.

Fill Color

Score and grade distribution charts are histograms with bars that represent the data.   The bars may be filled with a user selected fill color.   The fill color is also used for chart printouts if you have a color printer.

Fill Style

Score and grade distribution charts are histograms with bars that represent the data.   The bars may be filled with a user selected fill style.   The fill style is also used for chart printouts.   If you don't have color printer you may prefer not to use a solid fill style when doing a printout.

Final Score Required

The final score required is the score that a student with a certain term average going into the final exam needs to get on the final to get a certain letter grade.   **GRADEBOOK** will produce a final score required report that may be passed out to the students near the end of the term with their final progress report.

Grade

GRADEBOOK will assign letter grades to students based on their score or term average. Individual tasks, progress reports and the entire term may have a grade.   Plus and minus letter grades may also be used.   The letter grade assigned depends on the grading curve.

Grade Distribution

GRADEBOOK can calculate a grade distribution.   A grade distribution report will list each letter grade and the number of students for each letter grade as well as the data used to calculate the distribution.   **GRADEBOOK** can also chart grade distributions.

Grading Curve

A grading curve consist of grade cutoff points for the various letter grades.   The grade cutoff points may be set by the user.   You may use a fixed grading curve with preset cutoff points or you may modify the grading curve by adjusting the grade cutoff points based on a score distribution.

Import Data

GRADEBOOK may import student names and optional ID numbers from an ASCII file.   The file name used is IMPORT.DAT.

Interim Weights

When doing progress reports in mid term, not all tasks for the term will be completed.   The ratio of completed tasks in different categories will be different than at the end of the term. **GRADEBOOK** can automatically adjust the final category weights based on the existing task ratios and calculate interim weights.   Using interim weights for progress reports will give the different categories the same relative weight as they would have at the end of the term when all tasks are complete.

Maximum X

The Maximum X value is the maximum x-axis value that is plotted when doing a score distribution chart and may be set by the user.   It must be greater or equal to the maximum student score.

Minimum X

The Minimum X value is the minimum x-axis value that is plotted when doing a score distribution chart and may be set by the user.   It must be less than or equal to the minimum student score.

Perfect Score

The perfect score for a task is the maximum possible score on a task.   Percent scores for a task are calculated by dividing the student score by the perfect score.   When revising a perfect score, you will receive a warning message if you try to set it lower than an existing score.

Period

A term may consist of one or more periods.   For example the Fall term may contain 3 six week or 2 10 week periods.

Plus and Minus Grades

GRADEBOOK can use the straight letter grades A, B, C, D and E or it can use the plus and minus grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E.

Printer Margins

GRADEBOOK allows you to set the printer margins for printed reports and charts.   The value you specify for a margin is added to the default margin of your printer.   If your printer has a default margin of .25 inch and you set the margin to .75 inch you will get a 1 inch white space.   You may want to change margin settings to leave room for hole punching or binding or to position the chart or report on the page.

Progress Report

A progress report is a grade list report that is prepared in mid term to inform the students how they are currently doing in the course.   Individual reports for each student may be printed.   They may be printed one to a page or several may be printed on a page and later cut apart.   Progress reports would normally use interim weights unless you are using the total point method of scoring.

Report Font

A report font is the typeface that is used in the Report Window and for printed reports.
GRADEBOOK allows you to specify different report fonts for the printer and for the screen.
You may also specify **bold** or *italic* and the font size you want to use in points.
GRADEBOOK can use any font that is installed under Windows.   Using large screen fonts
will require you to use the scroll bars to see the entire report on the screen.   If your printer
font is too large, a report may not fit on a page.   You can use a smaller font or configure the
printer in landscape mode.

Score

Each student is assigned a score for each task.   The score may be "NA" if incomplete or it may be "0" if complete with no value.   Numeric scores can not be negative but may exceed the perfect score.   **GRADEBOOK** can treat "NA" scores as incomplete or as "0" scores when doing score and grade calculations.   You may enter an "NC" (not counted) score if you do not want the score to be used in calculating the average.

Score Distribution

GRADEBOOK can calculate a score distribution.   A score distribution report will list each distribution spacing interval and the number of students with a score in the interval and the number and percent of students with a score in or above the interval.   The report will also list statistical information on the score distribution.   The score distribution may be used to adjust the grade cutoff points so that certain percentages of the students receive a certain grade.   **GRADEBOOK** can also chart score distributions.

Score Distribution Spacing

GRADEBOOK uses the user set score distribution spacing to calculate score distributions. For each distribution spacing interval, the number of students with a score in that interval is calculated.   If you use plus and minus grades or have large classes you may need to use a smaller score distribution spacing to be able to use the score distribution to set your grade cutoff points.

Selected Task

GRADEBOOK does score and grade calculations on individual tasks or on all the tasks less the number of tasks you want to discard.   You may discard the "n" worst scores in any category.

Student

A class is a collection of students.   For each student, **GRADEBOOK** needs a unique last name as a minimum.   A first name and middle initial are optional.   Student ID numbers are also optional.   Social security numbers are typically used for student ID numbers.   Students may be kept in alphabetical order or in any order you desire.

Student ID

Students may be assigned optional student ID numbers.   Social security numbers are typically used for student ID numbers.   Score and grade list reports can use student names only, ID numbers only, names and ID numbers or ID numbers and names.   ID numbers only are typically used for posting scores or grades.   They are usually listed in ID number order to ensure privacy.

Summary Class

A summary class is a class that is added to consolidate or analyze data from another class. A summary class may be used to combine several period averages into an overall term average or several term averages into an overall year average using the Score, Add Previous Average menu.   A summary class may also be used to calculate score and grade distributions for a subset of task such as all the test tasks by using the Score, Transfer menu.

Task

A term consists of a collection of tasks.   Each task may have an optional task name. Chapter 3-5 Test, Oct. 15, 1991 is an example of a task name.   Each task is also assigned to a category and has a perfect score assigned to it.   Each student may be assigned a score for each task.

Task Template

Any previous class may be used as a task template when adding a new class.   This automatically adds all the task information from the previous class to the new class.

Teacher Note

Teacher notes may be added to progress reports.   A teacher note may contain general information such as your office hours, phone number, class information and a parent signature line.   Teacher notes may also be customized for each student to contain information specific to that student.

Term

A term is a collection of classes in a calendar quarter.   The default term names are Summer, Spring, Fall and Winter.   Winter 1991 is an example of a term name.   The current default term is listed in the title bar of the Report Window.   A term may contain several periods. For example the Fall term may consist of 3 six week or 2 ten week periods.   Term names may be customized if desired.

Term Average

The sum (either weighted or total points) of a student's scores is called the term average. **GRADEBOOK** uses the category weights, selected tasks and discarded tasks to calculate the term average.   The letter grade assigned to a student is determined from the term average and the grading curve.

Total Point Scoring

If you use the total point scoring method, category weights (except for extra credit) are not used to calculate the term average.   The term average is determined by summing the individual scores except for discarded scores, dividing by the total perfect score and then adding on the extra credit.   If a student has an "NC" (not counted) score, his total perfect score is reduced by the perfect score for each not counted score.

Weighted Scoring

If you use the weighted scoring method the term average is determined by averaging the percent scores for all tasks in a category except for discarded scores, and then adjusting each category by its category weight.   Extra credit is then added.   If a student has an "NC" (not counted) score it is discarded and his average score for that category is determined by the remaining scores in that category.

Dialog Boxes

Select the desired dialog box from the following list.

About GradeBook for Windows
Add Class
Add New Task
Add Previous Average
Add Score
Add Students
Backup Class Files
Category Names
Combine Class
Custom Grades
Custom Terms
Delete Selected Class
Delete Student
Delete Task
Delete Term
Destination Class
Extract Student
Final Category Weights
Grade Chart Options
Grade Distribution
Grade List
Grading Curve
Interim Weights
Password
Printer Margins
Reorder Student
Reorder Task
Restore Class Files
Revise Class
Revise Existing Task
Revise Student
Score Chart Options
Score Distribution
Score List
Score Scale
Score Transfer
Select Chart Fonts
Select Current Class
Select Current Directory
Select Current Term
Select Previous Class
Select Report Fonts
Select Task Template Class
Selected Tasks
Teacher Note

About GradeBook for Windows

The About **GradeBook for Windows** dialog box is accessed from the Help, About menu. The dialog box contains the current program version and the author's name as well as copyright information.   The dialog box will also indicate if Windows is running in standard or 386 enhanced mode.   The **GRADEBOOK** program will not run in real mode.   The amount of free memory in KB (kilobytes) is also listed.   The existence of a math co-processor is also indicated.   **GRADEBOOK** will use a co-processor if available.   The dialog box has the following control.

OK Button

  Selecting the OK Button will close out the dialog box.

See Also
 Help About Menu

Report Window

The Report Window is the main **GRADEBOOK** window.   The Report Window is used for reports and the chart windows are used for charts.   The first thing listed in the title bar of the Report window is the current <u>term</u>.   The next item listed in the title bar is the name of the current <u>class</u>.   If there are no classes yet entered for the term, the title bar will say "No Classes".

The menu bar of the Report Window contains the main program commands.   The main commands are labeled File, Edit, Term, Class, Student, Tasks, Scores, Grades, Misc and Help. A detailed description of each command may be found under COMMANDS from the Help Index.

The Report Window may contain any of the following reports:

  <u>Term List</u>
  <u>Class List</u>
  <u>Student List</u>
  <u>Task List</u>
  <u>Score List</u>
  <u>Score Distribution</u>
  <u>Grade List</u>
  <u>Grade Distribution</u>
  <u>Interim Weights</u>
  <u>Final Score Required</u>

Any report in the Report Window may be printed using the File, Print menu.   The printer may be configured using the File, Printer Setup menu.   Printer <u>margins</u> may be set using the File, Printer Margins menu.   Any report in the Report Window may be copied to the Windows Clipboard using the Edit, Copy menu.   Once on the clipboard they may be pasted into other Windows applications such as Excel or Word for Windows.

In addition to using the clipboard to transfer **GRADEBOOK** data to other programs, several reports may be <u>exported</u> to ASCII files.   The student list, score list and grade list reports may be exported using the File, Export menu.   The ASCII files may then be used by any program.   **GRADEBOOK** allows you to turn in an ASCII file of the students and their grades instead of a printout.

Most reports in the Report Window will automatically update as you change defaults, grading curves, selected tasks, final and interim weights, etc.   The font and font size used in the Report Window may be selected from the Misc, Report Fonts menu.   Help on any command on the Report Window menu may be obtained by pressing Shift - F1 and then selecting the command you want help on.   Help on any dialog box that appears in the Report Window may be obtained by pressing F1.

See Also
  <u>Commands</u>
  <u>Excel</u>
  <u>Word for Windows</u>
  <u>Clipboard</u>
  <u>Exporting Files</u>
  <u>Fonts</u>
  <u>Printing Reports</u>

Select Current Term Dialog Box

The Select Current <u>Term</u> dialog box is used to select the default term.   The currently selected term is shown in the Selected Term box.   You may select terms for which you have previously added <u>classes</u> to, or you may select a new term.   The dialog box has the following controls.

OK Button

Selecting the OK Button will change the default term to the term currently shown in the Selected Term Box.   The new default term will appear in the title bar.   This will also cause the default class to change to the first class entered for the new default term.   If there are no classes for the new default term, No Classes will appear in the title bar.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

Selecting the Cancel Button will close out the dialog box without changing the current default term.

Existing Terms List Box

The Existing Terms List Box initially highlights the current default term.   If you want to change the default term to a term for which you already have entered classes for, you may select it from this list box.   You may *click* the desired term and then *click* OK, or you may *double click* the desired term.   You may not use the Existing Terms List Box to select terms that do not have classes.

Year Box

The scroll bars on the Year Box may be used to increment the selected term year.   Pressing the up arrow will increase the year by one year.   Pressing the down arrow will decrease the year by one year.   You may select years for which you have not previously entered classes.   As you select different years, the term listed in the Selected Term Box will update automatically.

Period List Box

The Period List Box lists the four calendar quarters.   You may *click* on the desired quarter and the term listed in the Selected Term Box will update automatically.

See Also
<u>Report Window</u>
<u>Term Select Menu</u>

Delete Term Dialog Box

The Delete Term Dialog Box is used to delete a <u>term</u> including all of its <u>classes</u>.   You may want to delete old terms to increase the amount of space available on your hard disk.   If you anticipate that you might need access to the data in the future, you can do a File, Backup to make a backup copy of the data on floppy disk before you delete the term.   You may not delete the current default term.   To delete the current default term, first do a Term, Select to select a different default term.   The following controls are on the Delete Term Dialog Box.

Delete Button

 Clicking the Delete Button will delete the term that is currently selected in the Existing Terms List Box.   You will get a message asking if you are sure you want to delete all the classes for the term you have selected.   If you may need access to the data in the future, you should backup the data before you delete the term.   Deleting a term deletes all the classes in a term.   Deleting a class only deletes a single class in a term.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

 Clicking the Cancel Button will close out the dialog box without deleting any terms.

Existing Terms List Box

 The Existing Terms List Box will list all the terms which have classes with the exception of the current default term.   You may select the term to delete by *clicking* it and then *clicking* the OK Button or you may *double click* the term you want to delete.

See Also
 Report Window
 Term Delete Menu
 Term Select Menu
 Backing Up Files
 Select Current Term Dialog Box

Delete Selected Class Dialog Box

The Delete Selected Class dialog box is used to delete a single <u>class</u>.   You may only delete classes in the current default <u>term</u>.   The Delete Selected Class Dialog Box has the following controls.

Delete Button

Clicking the delete button will delete the class that is selected in the Existing Classes List Box.   You will get a message asking if you are sure you want to delete the class.   The current report shown in the Report Window will be updated or deleted as appropriate.   If you delete the current default class another class will become the default class and will appear in the title bar.   If there are no other classes, No Classes will appear in the title bar. If you will need access to the class data in the future you may want to do a File, Backup prior to deleting the class.   If you want to start a new class in a new term using the same students you should first do a Student, List and then do a File, Export.   The student names and optional ID numbers could then be imported into a new class when you add students to the new class.   If you want to start a new class in the same term with the same students, you should do a Class, Add before you delete the class.   **GRADEBOOK** will automatically start a class with the same students as in a previous class in the same term.

Cancel Button

Clicking the Cancel Button will close out the dialog box without deleting any classes.

Existing Classes List Box

The Existing Classes List Box lists all classes in the current default term including the current default class.   You may delete a class by *clicking* on the class and then *clicking* the Delete Button.   You may also *double click* the class to delete it.

See Also
  Report Window
  Class Delete Menu
  Student List Menu
  File Export Menu
  Student Add Menu
  Backing Up Files
  Exporting Files
  Importing Files

Select Current Class Dialog Box

The Select Current Class Dialog Box is used to select the current default <u>class</u>.   It is accessed from the Class, Select menu.   You may only select classes in the current default <u>term</u>.   The dialog box has the following controls.

Select Button

  The Select Button will change the current default class to the class that is selected in the Existing Classes List Box.   The title bar will be updated with the new default class name. The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

  The Cancel Button will close out the dialog box without changing the default class.

Existing Classes List Box

  The Existing Classes List Box will initially highlight the current default class.   You may select a different class by *clicking* it and then *clicking* the Select Button or you may *double click* the desired class.

See Also
  <u>Report Window</u>
  <u>Class Select Menu</u>

Revise Class Dialog Box

The Revise Class Dialog Box is used to revise <u>class</u> specific data and is accessed from the Class, Revise menu.   It is similar to the Add Class Dialog Box.   Only data for the current default class may be revised.   The dialog box has the following controls.

Revise Button

Clicking the Revise Button will revise all the class data that has been changed.   If the class name is revised the title bar will be updated.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

The Cancel Button will close the dialog box without revising any of the class data.

Class Name Edit Box

The Class Name Edit Box initially contains the name of the current default class.   You may use the normal Windows editing keys to revise the class name.   A class name is required. Duplicate class names are not allowed.

Distribution Spacing Box

The Distribution Spacing Box initially contains the current <u>score distribution spacing</u> for the default class.   It may be adjusted using the scroll bar from .1% to 10% in .1% increments. The score distribution spacing is used when calculating <u>score distributions</u>.   The number of <u>students</u> with <u>scores</u> in each spacing interval is calculated.   Large classes or using <u>plus and minus grades</u> usually requires using a finer score distribution spacing to locate the <u>grade</u> cutoff points accurately.

Use Plus and Minus Grades Check Box

The Use Plus and Minus Grades Check Box is used to select the plus and minus grades option.   When checked, <u>plus and minus grades</u> are used.   When not checked, only straight letter <u>grades</u> are used.

Blank Incomplete Scores Check Box

The Blank Incomplete Scores Check Box is used to control how incomplete scores are shown on grade and score list reports.   If you elect to <u>blank</u> the incomplete scores, your score or grade list would be blank instead of containing NA scores.   You might want to do this to print a form that you could use to manually write scores on.   This form could be used as a data input form for entering scores into **GRADEBOOK**.   You may also use the Class, Print Data Form menu to print out a data entry form.   This option has no effect on how incomplete scores are treated for score and grade calculations.   This is controlled by the Treat Incompletes as Zero option on the Final Category Weights Dialog Box.

See Also
<u>**Class Revise Menu**</u>
<u>**Report Window**</u>
<u>**Final Category Weights Dialog Box**</u>
<u>**Score Distributions**</u>
<u>**Grade Curve**</u>
<u>**Blanking Scores**</u>

Printing Reports
Incomplete Scores
Class Print Data Form Menu

Add Class Dialog Box

The Add Class Dialog Box is used to add <u>class</u> specific data and is accessed from the Class, Add menu.   It is similar to the Revise Class Dialog Box.   The class will be added to the current default <u>term</u> as shown in the title bar.   If there are existing classes you are given the option of adding a class with all the students from a previous class.   This is useful if you have a term that consists of several <u>periods</u> and you need to calculate period grades and an overall term grade.   You can add a <u>summary class</u> without having to reenter the students. If there are any existing classes you are also given the option of using a previous class as a <u>task template</u>.   This is useful if you teach the same class again.   You may not want to use this feature if you plan on doing <u>progress reports</u> during the term.   Not adding the tasks ahead of time will prevent you from having to discard all the tasks that you haven't entered scores for when you do a progress report.   See the progress reports procedure for more details on how to do progress reports.The dialog box has the following controls.

Add Button

 Clicking the Add Button will add a new class and will automatically make the default class the new class.   The title bar will be updated with the new class name.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

 The Cancel Button will close the dialog box without adding a new class.

Class Name Edit Box

 The Class Name Edit Box is initially empty and is used to enter the new class name.   You may use the normal Windows editing keys to enter and modify the class name.   A class name is required.   Duplicate class names are not allowed.

Distribution Spacing Box

 The Distribution Spacing Box initially contains the default <u>score distribution spacing</u> .   It may be adjusted using the scroll bar from .1% to 10% in .1% increments.   The score distribution spacing is used when calculating <u>score distributions</u>.   The number of <u>students</u> with <u>scores</u> in each spacing interval is calculated.   Large classes or using <u>plus and minus grades</u> usually requires using a finer score distribution spacing to locate the <u>grade</u> cutoff points accurately.

Use Plus and Minus Grades Check Box

 The Use Plus and Minus Grades Check Box is used to select the plus and minus grades option.   When checked, <u>plus and minus grades</u> are used.   When not checked, only straight letter <u>grades</u> are used.

Blank Incomplete Scores Check Box

 The Blank Incomplete Scores Check Box is used to control how incomplete scores are shown on grade and score list reports.   If you elect to <u>blank</u> the incomplete scores, your score or grade list would be blank instead of containing NA scores.   You might want to do this to print a form that you could use to manually write scores on.   This form could be used as a data input form for entering scores into **GRADEBOOK**.   You may also use the Class, Print Data Form menu to print out a data entry form.   This option has no effect on how incomplete scores are treated for score and grade calculations.   This is controlled by

the Treat Incompletes as Zero option on the Final Category Weights Dialog Box.

Use Previous Students Check Box

The Use Previous Students Check Box is disabled (grayed) if there are no other existing classes.   This option allows you to automatically enter the students from a previous class without having to manually enter the names.   This is useful if your term has several periods.   After adding a class for the first period, you may start a class for the second period using the same students.   You may also add an overall term class using the same students.   For more information see the periods procedure.

Use Task Template Class Check Box

The Use Task Template Class Check Box is disabled (grayed) if there are no other existing classes in any term.   This option allows you to automatically enter all the task information from any previous class.

See Also
  Class Add Menu
  Report Window
  Class Revise Dialog Box
  Final Category Weights Dialog Box
  Score Distributions
  Grade Curve
  Blanking Scores
  Printing Reports
  Incomplete Scores
  Select Previous Class Dialog Box
  Select Task Template Class Dialog Box
  Periods
  Progress Reports
  Class Print Data Form Menu

Combine Class Dialog Box

The Combine Class Dialog Box is used to combine the current default <u>class</u> with the selected class.   It is accessed from the Class, Combine menu.   You may only combine classes in the current default <u>term</u>.   If you try to combine a class with itself, it is ignored.   Classes to be combined are checked to ensure that they have identical <u>tasks</u> and <u>perfect scores</u>. Combining classes is usually done after extracting students to do <u>progress reports</u> for late joining students.   The dialog box has the following controls.

Combine Button

The Combine Button will combine the current default class with the class that is selected in the Existing Classes List Box.   The current default class will remain active but the students from the selected class will be added to the end of the class.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

The Cancel Button will close out the dialog box without combining a class.

Existing Classes List Box

The Existing Classes List Box will initially highlight the current default class.   You select the class you want to combine with by *clicking* it and then *clicking* the Select Button or you may *double click* the desired class.

See Also
 <u>Report Window</u>
 <u>Class Combine Menu</u>
 <u>Late Joining Students</u>

Select Previous Class Dialog Box

The Select Previous Class dialog box is used to select a class that you want to copy the students from into a new class.   This allows you to have separate classes for each period in a term or each term in a year, without having to manually reenter the student names.   The Select Previous Class Dialog Box has the following controls.

Select Button

 Clicking the select button will select the class that is selected in the Existing Classes List Box.   The current report shown in the Report Window will be updated or deleted as appropriate.   The new class will become the current default class and will appear in the title bar.

Cancel Button

 Clicking the Cancel Button will close out the dialog box without deleting any classes.

Existing Classes List Box

 The Existing Classes List Box lists all the classes.   You may select a class by *clicking* on the class and then *clicking* the Select Button.   You may also *double click* the class to select it.

See Also
 Add Previous Average Dialog Box
 Score Add Previous Average Menu
 Periods

Select Destination Class Dialog Box

The Select Destination Class dialog box is used to select a <u>class</u> in the current term that you want to transfer tasks and scores to.   You may only select classes in the current default <u>term</u>.   The selected tasks are always transferred.   The only scores that will be transferred are for those students who are in both classes.   It you have added the destination class using the same students as in the source class, all the scores will be transferred.   The students do not need to be in the same order in both classes.   The Select Destination Class Dialog Box has the following controls.

Transfer Button

 Clicking the transfer button will select the class that is selected in the Existing Classes List Box.   The current report shown in the Report Window will not be changed.   To verify that the scores have been transferred, do a Class, Select and select the desitination class.

Cancel Button

 Clicking the Cancel Button will close out the dialog box without transferring any scores.

Existing Classes List Box

 The Existing Classes List Box lists all classes in the current default term except the current default class.   You may select a class by *clicking* on the class and then *clicking* the Transfer Button.   You may also *double click* the class to select it.

See Also
 <u>Score Transfer Dialog Box</u>
 <u>Score Transfer Menu</u>

Add New Task Dialog Box

The Add New Task Dialog Box is used to add a <u>task</u> to the current default <u>class</u> and is accessed from the Task, Add menu.   The dialog box has the following controls.

Add Button

  The Add Button adds the new task to the current default class.

Done Button

  The Done Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

New Task Name Edit Box

  The New Task Name Edit Box is initially empty.   Task names are optional.   All tasks belong to a task <u>category</u>.   However, you may want to more fully describe the task.   Instead of just being the third test you could name a task "Chapter 3 - 5 Test, Oct. 15, 1991".   You may use the normal Windows editing keys to enter and revise the task name.

Insert Task Before List Box

  The Insert Task Before List Box initially highlights the last item in the list which is labeled last task.   All the existing tasks are also listed.   You would normally enter a new task at the end but there is no requirement that tasks be entered in chronological order.   Tasks may be reordered at any time using the Task, Reorder menu command.

Category List Box

  Each task that you add must belong to a category.   The Category List Box allows you to select from 10 different categories.   Each category with the exception of <u>Extra Credit</u> may be user defined from the Misc, Category Names menu item.

Perfect Score Edit Box

  Each task that you add must have a <u>perfect score</u>.   The Perfect Score Edit Box is used to enter the perfect score.   The perfect score must be greater than 0 and less than 1000. Fractional perfect scores such as 12.7 are allowed.

See Also
  <u>**Report Window**</u>
  <u>**Task Add Menu**</u>
  <u>**Task Reorder Menu**</u>
  <u>**Task Reorder Dialog Box**</u>
  <u>**Misc Category Names Menu**</u>
  <u>**Category Names Dialog Box**</u>

Revise Existing Task Dialog Box

The Revise Existing Task Dialog Box is used to revise an existing <u>task</u> of the current default <u>class</u> and is accessed from the Task, Revise menu.   The dialog box has the following controls.

Revise Button

  The Revise Button revises the task information for the current default class.

Done Button

  The Done Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Revised Task Name Edit Box

  The Revised Task Name Edit Box initially contains the name of the first task.   Task names are optional.   You may use the normal Windows editing keys to enter and revise the task name.   Select the task you want to revise using the Task To Revise List Box.

Task To Revise List Box

  The Task To Revise List Box initially highlights the first item in the list which is the first task. All the other existing tasks are also listed.   *Click* on the task you want to revise.   This will update the Revised Task Name Edit Box, the Category List Box and the Perfect Score Edit Box with the existing data for the selected task.

Category List Box

  The Category List Box allows you to revise the category of the selected task.   Each category with the exception of <u>Extra Credit</u> may be user defined from the Misc, Category Names menu item.

Perfect Score Edit Box

  The Perfect Score Edit Box is used to revise the <u>perfect score</u> for the selected task.   The perfect score must be greater than 0 and less than 1000.   Fractional perfect scores such as 12.7 are allowed.   **GRADEBOOK** will warn you if you try to revise the perfect score for a task to be less than the highest score, if any, that you have already entered for the task.

See Also
  <u>Report Window</u>
  <u>Task Revise Menu</u>
  <u>Misc Category Names Menu</u>
  <u>Category Names Dialog Box</u>

Delete Task Dialog Box

The Delete Task Dialog Box is used to delete an existing <u>task</u> of the current default <u>class</u> and is accessed from the Task, Delete menu.   The dialog box has the following controls.

Delete Button

  The Delete Button deletes the selected task from the current default class.

Done Button

  The Done Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Task To Delete List Box

  The Task To Delete List Box lists all the existing tasks for the current default class.   The list consists of the optional task name followed by the <u>category name</u>.   To delete a task, just *click* on the desired task and then *click* on the Delete Button.   Optionally, you may *double click* the desired task.   **GRADEBOOK** will ask if you are sure you want to delete the task. It is not necessary to delete a task and then add the task to change its location.   This may be done using the Task, Reorder menu.

See Also
  <u>Report Window</u>
  <u>Task Delete Menu</u>
  <u>Task Reorder Menu</u>
  <u>Task Reorder Dialog Box</u>

Reorder Tasks Dialog Box

The Reorder Tasks Dialog Box is used to reorder existing <u>tasks</u> of the current default <u>class</u> and is accessed from the Task, Reorder menu.   The dialog box has the following controls.

Reorder Button

The Reorder Button reorders the selected task from its current location to the new location you select in the New Task Location Before List Box.

Done Button

The Done Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Task To Reorder List Box

The Task To Reorder List Box is a drop down list box that you use to select the task you want to reorder.   The list consists of the optional task name followed by the <u>category name</u>.

New Task Location Before List Box

The New Task Location Before List Box is a drop down list box that you use to select the desired location for the task you have selected in the Task To Reorder List Box.

See Also
 <u>Report Window</u>
 <u>Task Reorder Menu</u>

Select Report Fonts Dialog Box

The Select Report Fonts Dialog Box is used to select the screen and printer <u>fonts</u> that **GRADEBOOK** uses for all the reports in the Report Window.   **GRADEBOOK** can use any font that is installed under Windows.   You may select the screen and printer fonts independently.   Windows is supplied with the following fonts:

  Courier 10, 12, 15
  Helv 8, 10, 12, 14, 18, 24
  Tms Rmn 8, 10, 12, 14, 18, 24
  Symbol 8, 10, 12, 14, 18, 24
  Modern
  Roman
  Script

The fonts listed with point sizes are bit mapped fonts and are only furnished in the given sizes (there are 72 points per inch - a 12 pt high font is roughly 6 lines per inch).   The fonts without point sizes are vector fonts and are scalable to any size.   Windows also supports bit mapped fonts in specific sizes such as those supplied by Bitstream's Fontware.   Windows also supports scalable fonts such as Bitstream's Facelift, HP's Intellifont and Adobe's Type Manager.   If available, you will probably want to select one of these high quality fonts for your report printer fonts or one of the fonts that is built into your printer.   Using a built in printer font may greatly reduce your printing times especially if you have a dot matrix printer.   To get a WYSIWYG display you could use a matching screen font if you have one installed.   However, you may find (depending on your hardware) that using the scalable fonts or the matching screen fonts slows down your screen display.   If this is a problem you may prefer to use one of the built in Windows bit mapped fonts.   The Select Report Fonts Dialog Box is accessed from the Misc, Report Fonts menu and has the following controls.

Select Button

  The Select Button revises the report screen and printer fonts that are used.   If there is currently a report in the Report Window it will be redrawn with the new screen font.   This may take a while if the new font is currently not loaded.   The selected report fonts are not used to chart score and grade distributions.   These are selected from the Misc, Chart Fonts menu.   If the particular font that you have selected is not available in the size or **bold** and *italic* configuration that you select, Windows will use the closest available font.   In addition, some font packages will shift over to the built in Windows fonts when the font size is below a certain threshold size.

Cancel Button

  The Cancel Button will close the dialog box without changing the report fonts.

Screen Font Name List Box

  The Screen Font Name List Box is a drop down list box that shows all the screen fonts available on your system.   The current font will be highlighted.   *Click* on the font name that you want to use.

Screen Font Size Combo Box

  The Screen Font Size Combo Box is a drop down combo box that you may use to select the desired font size by *clicking* on the size you want.   Alternatively, you may enter the size you want in the edit box.   You may enter a size from 4 to 127 points.   If you select a large

sized font for a screen font you will have to use the scroll bars to view all of your report in the Report Window.

Screen Font Bold Check Box

The Screen Font Bold Check Box is used to indicate if you want a **bold** faced font.

Screen Font Italic Check Box

The Screen Font Italic Check Box is used to indicate if you want an *italic* faced font.

Printer Font Name List Box

The Printer Font Name List Box is a drop down list box that shows all the printer fonts available on your system.   The current font will be highlighted.   *Click* on the font name that you want to use.

Printer Font Size Combo Box

The Printer Font Size Combo Box is a drop down combo box that you may use to select the desired font size by *clicking* on the size you want.   Alternatively, you may enter the size you want in the edit box.   You may enter a size from 4 to 127 points.   If you select a large sized font for a printer font, the wide sections of your report might not fit on a single page. If this occurs you will get a message informing you that your font is too large.   You may use a smaller font or shift your printer into landscape mode.   You may also decrease your printer margins.   Note that not all fonts will work in landscape mode.   It depends on whether your font package supports landscape mode.

Printer Font Bold Check Box

The Printer Font Bold Check Box is used to indicate if you want a **bold** faced font.

Printer Font Italic Check Box

The Printer Font Italic Check Box is used to indicate if you want an *italic* faced font.

See Also
  Report Window
  Misc Report Fonts Menu
  Misc Chart Fonts Menu
  File Printer Margins Menu
  Printer Margins Dialog Box
  Select Chart Fonts Dialog Box
  Fonts

Category Names Dialog Box

The Category Names Dialog Box is used to revise the default <u>category names</u> and their <u>abbreviations</u> and is accessed from the Misc, Category Names menu.   **GRADEBOOK** can group <u>tasks</u> in up to 10 different categories.   All of the categories with the exception of <u>Extra Credit</u> may be user defined.   The category abbreviations are limited to 5 characters and are used on score and grade list reports to conserve space.   The dialog box has the following controls.

Revise Button

The Revise Button revises the default category names and abbreviations.   When you *click* the Revise Button you are asked if you are sure you want to make the revisions you have entered.

Done Button

The Done Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Old Category Name List Box

The Old Category Name List Box is a drop down list box that initially lists the 9 existing user definable categories.   The currently selected category's abbreviation is automatically shown in the Old Abbr. box.   *Click* on the category you want to revise.

Old Abbr. Box

The Old Abbr. Box shows the current abbreviation for the category selected in the Old Category Name List Box.

New Category Name Edit Box

The New Category Name Edit Box is used to enter the revised category name for the category selected in the Old Category Name List Box.   You may use the normal Windows editing keys to enter and revise the category name.

New Abbr. Edit Box

The New Abbr. Edit Box is used to enter the revised abbreviation for the category selected in the Old Category Name List Box.   You may enter up to 5 letters.   To conserve space on the reports you should only capitalize one or two of the characters in the abbreviation (capital letters require more space when using proportionally spaced type).   You may use the normal Windows editing keys to enter and revise the abbreviation.

See Also
<u>Report Window</u>
<u>Misc Category Names Menu</u>

Printer Margins Dialog Box

The Printer Margins Dialog Box is used to adjust the <u>printer margins</u> and is accessed from the File, Printer Margins menu.   You may want a larger margin on the left to allow space for hole punching.   If you are printing individual student reports one student per page, you may want to adjust the top margin to vertically center the report.   When **GRADEBOOK** prints a report, it will center it vertically if the report is less than one page (except for score and grade lists reports).   All reports except for score and grade lists will also be centered horizontally between the margins.

All margins are listed and entered in inches.   Note that the margins listed are in addition to any default margin that may be built into your printer.   Laser printers normally have about a quarter of an inch default margin.   If your printer has a .25 inch default left margin and you use .75 inch as your margin you will have 1 inch of white space on the left edge of the paper. The easiest way to enter margins is to use the Tab key to change focus to the margin you want to revise.   When the edit box receives the focus, the existing margin will automatically be selected.   Just type in the new value and your entry will replace the current selection. The dialog box has the following controls.

OK Button

  The OK Button revises the margins.   If your new margins overlap or are out of range, you will get an error message.   The new printer margins will take effect on the next report that you print.   If a report is too wide to fit on a page, you can reduce the font size, reduce the margins or print in landscape mode.   Score and grade list reports will automatically use as many pages as required.

Cancel Button

  The Cancel Button will close the dialog box without revising the margins.

Margin Edit Boxes

  The Margin Edit Boxes are used to enter the new margins.   You may use the normal Windows editing keys to enter and revise the margins.

See Also
  <u>File Printer Margins Menu</u>
  <u>Individual Reports</u>
  <u>Fonts</u>

Add Students Dialog Box

The Add Students Dialog Box is used to add students to the current default <u>class</u> and is accessed from the Student, Add menu.   The only required entry for a <u>student</u> is a last name.   **GRADEBOOK** will not accept duplicate student names.   When checking for duplicates, **GRADEBOOK** will ignore capitalization, spaces, commas and periods.   Social security numbers are typically used for <u>student ID</u> numbers and allow you to post score and grade reports by ID number if you select the option when doing score and grade lists.   The Import Button may be used to <u>import</u> the student names and optional ID numbers from an ASCII file.   The Import Button is only enabled when no students have yet been entered into a class.   You may use the Import Button to start a new   class with the same students as in a previous class from a previous term.   **GRADEBOOK** will automatically start a new class with the same students from a previous class in the same term.   To do this do a File, Export on the previous term class after you have done a Student, List.   Rename the EXPORT.DAT file to IMPORT.DAT, change to the new term and then import the students.   Students do not have to be entered in any particular order.   The order may be adjusted or alphabetized by using the Student, Reorder menu.   The dialog box has the following controls.

Add Button

  The Add Button is used to add individual students to the current default class.   Each student must have at least a last name.   *Clicking* the Add Button adds the student to the class, clears the edit boxes, and places the focus at the Last Name edit box.

Done Button

  The Done Button will close the dialog box.   Make sure you have *clicked* the Add Button for the last student entered or it will be not be added to the class when you *click* the Done Button.   The current report shown in the Report Window will be updated or deleted as appropriate.

Last Name Edit Box

  The Last Name Edit Box is used to enter the last name.   The normal Windows editing keys may be used to enter and revise the last name.   Capitalization is optional.   Reports will take up less room if you only capitalize the first letter of the last name.   Pressing the Tab key will move the focus to the next edit box.

First Name Edit Box

  The First Name Edit Box is used to enter the optional first name.

MI Edit Box

  The MI Edit Box is used to enter the optional middle initial.

ID Number Edit Box

  The ID Number Edit Box is used to enter the optional student ID number.   It may contain characters as well as numbers.

Import Button

  The Import Button may be used to import a list of student names and optional ID numbers from an ASCII file named IMPORT.DAT.   This file must be located in the same subdirectory

as the **GRADEBOOK** program.   The Import button is disabled after you have added a student to a class.   Students may only be imported to an empty class.

Delete Student Dialog Box

The Delete Student Dialog Box is used to delete a single <u>student</u> from the current default <u>class</u> and may be accessed from the Student, Delete menu.   When a student is deleted, all <u>scores</u> that have been entered for that student are also deleted.   The dialog box has the following controls.

Delete Button

The Delete Button will delete the selected student.   You will be asked if you are sure you want to delete the student.

Done Button

The Done Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Delete List Box

The Delete List Box is a drop down list box that is used to select the student you want to delete.   Just *click* on the student you want to delete.   For large classes, you may find it easier to enter a search string to locate the desired student, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Delete List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.

See Also
<u>Report Window</u>
<u>Student Delete Menu</u>
<u>Selecting Students</u>

Reorder Students Dialog Box

The Reorder Students Dialog Box may be used to reorder individual <u>students</u> in a <u>class</u> or to alphabetize the entire class.   It is accessed from the Student, Reorder menu.   You may reorder the students so that the order will coincide with a manually kept grade book where late joining students may be kept at the end of the list.   The dialog box has the following controls.

Reorder Button

 Clicking the Reorder Button will relocate the student selected in the Reorder List Box to the new location shown selected in the Locate Before List Box.

Alphabetize Button

 Clicking the Alphabetize Button will alphabetically arrange the entire student list.

Done Button

 The Done Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Reorder List Box

 The Reorder List Box is a drop down list box that is used to select the student you want to reorder.   Just *click* on the student you want to reorder.   For large classes, you may find it easier to enter a search string to locate the desired student, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Reorder List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.

Locate Before List Box

 The Locate Before List Box is a drop down list box that is used to select the new location for the student you want to reorder.   Just *click* on the new location.   For large classes, you may find it easier to enter a search string to locate the desired location, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Locate Before List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.

See Also
 <u>**Report Window**</u>
 <u>**Student Reorder Menu**</u>
 <u>**Selecting Students**</u>

Revise Student Dialog Box

The Revise Student Dialog Box may be used to revise the <u>student</u> data for a student in the current default <u>class</u>.   It is accessed from the Student, Revise menu.   You may want to reorder the students after revising a student name using the Student, Reorder menu.   The dialog box has the following controls.

Revise Button

 Clicking the Revise Button will revise the student data for the student selected in the Student List Box.

Done Button

 The Done Button will close the dialog box and the current report shown in the Report Window will be updated or deleted as appropriate.

Student List Box

 The Student List Box is a drop down list box that is used to select the student you want to revise.   Just *click* on the student you want to revise.   For large classes, you may find it easier to enter a search string to locate the desired student, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Student List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.   Whenever a different student is selected the edit boxes will be updated with the current information for the selected student.

Last Name Edit Box

 The Last Name Edit Box is used to enter the revised last name.   The normal Windows editing keys may be used to enter and revise the last name.   Capitalization is optional. Reports will take up less room if you only capitalize the first letter of the last name. Pressing the Tab key will move the focus to the next edit box.

First Name Edit Box

 The First Name Edit Box is used to revise the optional first name.

MI Edit Box

 The MI Edit Box is used to revise the optional middle initial.

ID Number Edit Box

 The ID Number Edit Box is used to revise the optional student ID number.   It may contain characters as well as numbers.

See Also
 Report Window
 Student Revise Menu
 Selecting Students

<u>Student Reorder Menu</u>
<u>Reorder Students Dialog Box</u>

Extract Student Dialog Box

The Extract Student Dialog Box is used to extract a single <u>student</u> from the current default <u>class</u> and start a new class file for that student.   It may be accessed from the Student, Extract menu.   When a student is extracted, all <u>scores</u> that have been entered for that student are also extracted and transferred to the new class.   Students are usually extracted so that you may apply different grading criteria for them than for the rest of the class.   This might be necessary for late joining students or students with a special circumstance.   The dialog box has the following controls.

Extract Button

  The Extract Button will extract the selected student and close the dialog box.   You will be asked if you are sure you want to extract the student.   The student will be placed in a new class file with the same name as the original class with his name added to the end.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

  The Cancel Button will close the dialog box without extracting a student.

Extract List Box

  The Extract List Box is a drop down list box that is used to select the student you want to extract.   Just *click* on the student you want to extract.   For large classes, you may find it easier to enter a search string to locate the desired student, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Extract List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.

See Also
  Report Window
  Student Extract Menu
  Selecting Students
  Late Joining Students

Add Score Dialog Box

The Add Score Dialog Box is used to add student scores.   Entering scores is the most repeated operation in **GRADEBOOK**.   The Add Score Dialog Box has been designed to minimize the keystrokes required to enter scores.   It is accessed from the Score, Add menu. The last task added is automatically the selected task in the Task To Add Score To List Box. The Tab key may be used to shift the focus to the Student List Box after selecting the desired task.   The default student will be the first student in the class as you have ordered the students.   The Tab key may be used to shift the focus to the Score Edit Box after selecting the desired student.   When the Score Edit Box receives the focus it will automatically highlight the existing score.   Just type in the desired score and press the Enter key.   Since the Add key is the default key, pressing the Enter key will add the score.   If the Random Entry Check Box is checked the focus will automatically shift back to the Student List Box which will automatically increment to the next student on the list.   You may then select the next student or enter the appropriate search text.   If the Random Entry Check Box is not checked the focus will stay at the Score Edit Box and the Student Drop Down List Box will automatically increment to the next student on the list.   You will be notified after you enter the score for the last student.   You may then enter the next score and press the Enter key. To skip a student, all you need to do is press the Enter key.   This will not change the existing score.

The Random Entry Check Box is used to minimize the keystrokes required to enter scores when you are adding scores that are not in the same order as listed in the program.   If you are adding scores directly from a pile of student papers, the Random Entry Check Box should be checked.   **GRADEBOOK** will look for a particular student based on the search text that you enter.   After selecting the student, press the Tab key to shift the focus to the Score Edit Box and enter the score.   Pressing the Enter key with the Random Entry Check Box checked will add the score to the file and then shift the focus back to the Student Drop Down List Box where you may then select the next student.

If you need to add several scores at a time for a single student you should check the One Student, Several Tasks check box.   When this box is checked, the task will automatically increment to the next task whenever you add a score and the student will not increment.   It the box is not checked, the student will increment whenever you add a score and the task will remain the same.   The dialog box has the following controls.

Add Button

Clicking the Add Button will add a score for the currently selected student.   You will recieve a warning if the score exceeds the perfect score.

Done Button

Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Add Button for the last score entered.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

The Cancel Button will close the dialog box without adding additional scores.

Task To Add Score To List Box

The Task To Add Score To List Box is a drop down list box which you use to select the task you want to add a score to.   The last task is automatically the default task.

Student List Box

The Student List Box is a drop down list box that is used to select the student you want to add a score for.   Just *click* on the desired student.   For large classes, you may find it easier to enter a search string to locate the desired student, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Student List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.   The search string is also reset whenever the Add Button is used to add a score.   Whenever a different student is selected the Score Edit Box will be updated with the current score for the selected student.

Score Edit Box

The Score Edit Box is used to enter the score.   The normal Windows editing keys may be used to enter and revise the score.   Scores may not be negative but may exceed the perfect score.   Fractional scores such as 82.37 are permitted.   You may also enter "NA" for a score.   It is not necessary to enter "0" for incomplete scores.   **GRADEBOOK** will treat "NA" scores as zero scores if you have elected that option from the Misc, Final Weights menu.   You may also enter letter grades for scores.   **GRADEBOOK** will convert letter grades to scores by using the mid point of the grade range.   If your grading curve is 80 for a B and 90 for an A, a B grade will be converted to a score of 85% of the perfect score.   If you are using plus minus grades you may also enter plus minus grades.   If a B+ is 87 and an A- is 90, a B+ grade will be converted to a score of 88.5% of the perfect score.   **GRADEBOOK** does not accept E grades as input.   An E might be a 0 or a 59 or something in between if there is some partial credit.   You should enter E grades by entering the appropriate numerical score.   You may also enter "NC" for a score that you do not want counted.   If a student joins the class late or has an excused absence, assinging an "NC" score will prevent the student from being penalized for the missing score.   Make sure you *click* the Add button or press the Enter key after you enter the last score.   When complete, *click* on the Done button.

Perfect Box

The Perfect Box displays the perfect score for the currently selected task.

Random Entry Check Box

The Random Entry Check Box is used to control where the focus is shifted after you press the Enter key to add a score.   If it is checked the focus will shift to the Student Drop Down List Box where you may select the next student.   If it is not checked, the focus will stay at the Score Edit Box where you may enter the score for the next student.

One Student, Several Tasks Check Box

The One Student, Several Tasks Check Box is used to select whether the student or task increments every time you add a score.   If checked, the task will increment and the student will stay the same.   If not checked the student will increment and the task will stay the same.

See Also

Report Window
Score Add Menu
Selecting Students
Student Reorder Menu
Reorder Students Dialog Box
Misc Final Weights Menu
Final Category Weights Dialog Box

Add Previous Average Dialog Box

The Add Previous Average Dialog Box is used to add the average scores from a previous class to an existing task in the current class.   This allows term grades to be easily calculated if the term consists of more than one period and also allows several terms to be combined. For example, you may have 2 ten week periods in the term.   Each period would be a different class such as Math 1st hour - Period 1 and Math 1st hour - Period 2.   Grades for period 1 and 2 may be calculated normally.   To calculate the term grade you would add a summary class such as Math 1st hour - Overall.   You could then add Mid Term tasks named Period 1 and Period 2.   You could also add a Final task if desired.   You can then add the previous period 1 averages to the first Mid Term task and the previous period 2 averages to the second Mid Term task.   The overall term grade may then be calculated.   If you include a final you may specify the desired weights.   You could weight the two periods for 80% and the final for 20%.   You may also give different weights to the two periods by giving them different task categories such as Mid Term 1 and Mid Term 2.   When adding new period classes and the overall class, **GRADEBOOK** will automatically enter the existing student names.

Combining terms is similar.   For example, you may have 4 terms in the school year that you need to average to calculate the year grade.   To do this, add a summary class for the entire year such as Math 1st hour - Year Average.   Grades for each term may be calculated normally.   Add a task to the summary class for each term.   Then use the Score, Add Previous Average menu to transfer each terms average to the summary class.   You may also include a final if desired.   The dialog box has the following controls.

Add Button

  Clicking the Add Button will add the previous average score to the selected task.   The average score will be calculated based on your selections for selected tasks, final weights and grading method for the previous class.   If a student already has a score for that task you will be asked if you want to overwrite it.   Only students that exist in the current class will have scores entered.

Cancel Button

  The Cancel Button will close the dialog box without adding previous averages.

Task To Add Previous Average To List Box

  The Task To Add Previous Average To List Box is a drop down list box which you use to select the task you want to add the previous average to.   The last task is automatically the default task.   You should give this task a descriptive name such as Period 1 Averages.   The task category name would normally be Mid Term or something similar.

Previous Class List Box

  The Previous Class List Box is a drop down list box that is used to select the class you want to get the average scores from.   This class would normally be one of the period classes that you are importing into the overall term class or a term class that you are importing into the overall year class.

See Also
  Select Previous Class Dialog Box
  Score Add Previous Average Menu
  Periods

Extracting Scores

Score Transfer Dialog Box

The Score Transfer Dialog Box is used to transfer <u>tasks</u> and scores from the current default <u>class</u> to another class in the same term.   The destination class is usually a summary class that you have added using the same students.   You may transfer several scores at the same time.   For example, you might want to transfer all the test scores to a summary class so that you could calculate the score distribution for just the tests.   All the selected tasks are always transferred.   Student scores are only transferred if the same student is in both classes.   You could do the same thing using the Score, Add Previous Average menu but it would require you to manually enter in the tasks in the destination class, and to individually select each task using the Misc, Selected Task menu.   The Score, Add Previous Average menu is primarily intended to transfer a class average to a summary class.   You could transfer <u>period</u> 1 and period 2 averages to a summary class so that you could calculate a term average.   The Score, Transfer menu will only transfer individual scores and will not transfer averages.   The students do not need to be in the same order in the two classes. After selecting the tasks using the Score Transfer Dialog Box, you select the destination class using the Select Destination Class Dialog Box.   The dialog box has the following controls.

Transfer Button

Clicking the Transfer Button will transfer the selected scores to the destination class.   The scores will not be deleted from the original class.

Cancel Button

The Cancel Button will close the dialog box without transferring scores.

Select All The Scores You Want To Transfer List Box

The Select All The Scores You Want To Transfer List Box is a multiple selection list box which you use to select the task you want to transfer.   Use the mouse to click on each task you want to include or use the arrow keys and space bar to select tasks.

See Also
<u>Select Destination Class Dialog Box</u>
<u>Score Transfer Menu</u>
<u>Extracting Scores</u>

Score List Dialog Box

The Score List Dialog Box is used to input the <u>tasks</u> and <u>students</u> you want to list <u>scores</u> for. It is accessed from the Score, List menu.   If the Brief Task Listing check box is checked, the scores will be listed horizontally in an abbreviated format.   Each task will be listed by its <u>category abbreviation</u>, sequence number and <u>perfect score</u>.   The task name will not be included.   If the Brief Task Listing check box is not checked, the scores will be listed in a vertical format with the complete task names and complete <u>category names</u>.   If the Include All Tasks check box is checked, all tasks will be listed.   If the check box is not checked then the Select Task List Box will be enabled and you may select the task you want from the list box.   If the List All Students Check Box is checked, scores for all students will be listed.   If the check box is not checked then the Student List Box will be enabled and you may select the single student whose score you want to list.   An instructor summary report lists all the students together.   An individual summary report lists each student separately and is intended to be passed out to the student.   If the Individual Option Button is on, the One Student Per Page Check Box will be enabled.   If checked, only one student will be listed per page.   **GRADEBOOK** will then fit as many tasks on one page as will fit.   If not checked, as many students as will fit on a page are listed on each page.   You would then need to cut the paper to separate the individual students.   The report will use either student names, <u>ID</u> numbers or both depending on how you select the Student ID option.   You may select if you want to list the students in their normal order or in order of their ID numbers.   The number of tasks or students that will fit on a page depends on the margins, page orientation and font size.   If the One Student Per Page Check Box is checked the Teacher Note Check Box will be enabled.   Checking this box will include the <u>teacher note</u> at the bottom of each individual summary report.   If the Teacher Note Check Box is enabled, the Custom Note Check Box will be enabled.   Checking this box will allow you to custom modify the teacher note for each student.   The dialog box has the following controls.

List Button

Clicking the List Button will produce the score list report in the Report Window using the options that you have selected.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Brief Task Listing Check Box

If the Brief Task Listing Check Box is checked, the tasks are listed in a brief horizontal format that only includes the category abbreviations.   If it is not checked, the complete task names and category names are listed in a vertical format.

Include All Tasks Check Box

If the Include All Tasks Check Box is checked, all tasks are included in the report. Otherwise you select the desired task from the Select Task List Box.

List All Students Check Box

If the List All Students Check Box is checked, all students are included in the report. Otherwise you select the desired student from the Student List Box.

Instructor Option Button

If the Instructor Option Button is on, an instructor summary report is produced.

Individual Option Button

If the Individual Option Button is on, an individual summary report is produced.

Select Task List Box

The Select Task List Box is used to select the single task you want in the score list report.

Student List Box

The Student List Box is a drop down list box that is used to select the student you want listed in the report.   Just *click* on the desired student.   For large classes, you may find it easier to enter a search string to locate the desired student, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Student List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.

One Student Per Page Check Box

Clicking the One Student Per Page Check Box will limit the score list report to a single student per page when printing individual reports.   This option will require more paper but will not require the individual reports to be cut apart.   The individual report may be positioned on the page using the File, Printer Margins menu.

Teacher Note Check Box

Clicking the Teacher Note Check Box will include your standard teacher note on the printout for each student.

Custom Note Check Box

Clicking the Custom Note Check Box will allow you to modify your standard teacher note for each student.

Student ID Option Buttons

You may select how you want the student to be listed.   You may use his name only, his ID number only or both.   If you elect his ID number only, the sort order will automatically default to ID order.

Student Order Option Buttons

You may select the order you want the students to be listed.   Normal order is the order the students are entered in the program.   You may use the Student, Reorder menu to order the students in any order you want or to alphabetize them.   If you elect ID number order, the students are listed in ID number order.   You would usually elect this option if you are using ID numbers to post scores.

See Also

Report Window
Score List Menu
Individual Reports
Teacher Note Procedure
Add Class Dialog Box
Selecting Students
File Printer Margins Menu

Grade List Dialog Box

The Grade List Dialog Box is used to input the students you want listed on a grade report and the type of grade report desired.   It is accessed from the Grade, List menu.   If the Brief Task Listing check box is checked, the scores will be listed horizontally in an abbreviated format.   Each task will be listed by its category abbreviation, sequence number and perfect score.   The task name will not be included.   If the Brief Task Listing check box is not checked, the scores will be listed in a vertical format with the complete task names and complete category names.   The tasks included in the report are selected from the Misc, Selected Tasks menu.   The grading curve used for the report is set from the Misc, Grading Curve menu.   The type of scoring system used to calculate grades is set from the Misc, Final Weights menu.   If interim weights are being used they are controlled from the Misc, Interim Weights menu.   Revising any of these settings from the Misc menu will update a grade list report if it is the current report in the Report Window.   If the List All Students Check Box is checked, grades for all students will be listed.   If the check box is not checked then the Student List Box will be enabled and you may select the single student whose grade you want to list.   If the List All Students Check Box is checked, you may select the order you want the students listed.   If you elect rank order the students will be listed on the report in a top down order with the highest scoring students listed first.   The scores and grades option will list both scores and letter grades in the report.   The grades only option will list letter grades only.   An instructor summary report lists all the students together.   An individual summary report lists each student separately and is intended to be passed out to the student.   If the Individual Option Button is on, the One Student Per Page Check Box will be enabled.   If checked, only one student will be listed per page.   **GRADEBOOK** will then fit as many tasks on one page as will fit.   If not checked, as many students as will fit on a page are listed on each page.   You would then need to cut the paper to separate the individual students.   The report will use either student names, ID numbers or both depending on how you select the Student ID option.   The number of tasks or students that will fit on a page depends on the margins, page orientation and font size.   If the One Student Per Page Check Box is checked the Teacher Note Check Box will be enabled.   Checking this box will include the teacher note at the bottom of each individual summary report.   If the Teacher Note Check Box is enabled, the Custom Note Check Box will be enabled.   Checking this box will allow you to custom modify the teacher note for each student.   If you are using total points, and are using regular extra credit weights or have no extra credit or are only listing one task, the Average option allows you to select whether you want the grading curve and student averages to be listed using percents or using points.   The dialog box has the following controls.

List Button

Clicking the List Button will produce the grade list report in the Report Window using the options that you have selected.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Brief Task Listing Check Box

If the Brief Task Listing Check Box is checked, the tasks are listed in a brief horizontal format that only includes the category abbreviations.   If it is not checked, the complete task names and category names are listed in a vertical format.   This also disables the Scores and Grades and Grades Only option buttons.   If you want to print grades only, check the Brief Task Listing Check Box.

List All Students Check Box

If the List All Students Check Box is checked, all students are included in the report. Otherwise you select the desired student from the Student List Box.   This option enables the Rank Order Check Box.

Scores and Grades Option Button

If the Scores and Grades Option Button is on, both scores and grades are listed in the report.

Grades Only Option Button

If the Grades Only Option Button is on, only letter grades are listed in the report.

Instructor Option Button

If the Instructor Option Button is on, an instructor report is produced.

Individual Option Button

If the Individual Option Button is on, an individual report is produced.

Student List Box

The Student List Box is a drop down list box that is used to select the student you want listed in the report.   Just *click* on the desired student.   For large classes, you may find it easier to enter a search string to locate the desired student, especially if you do not keep your class in alphabetical order.   To enter a search string, just type the first letter of the last name when the Student List Box has the focus.   The highlight will advance to the first student who has a last name beginning with that letter.   You may continue to enter in more letters to narrow the search down to an individual student.   If there are no matches, the search string will not be updated.   You may erase an incorrectly entered search string by using the Backspace key.   *Clicking* on any student will reset the search string.

One Student Per Page Check Box

Clicking the One Student Per Page Check Box will limit the grade list report to a single student per page when printing individual reports.   This option will require more paper but will not require the individual reports to be cut apart.   The individual report may be positioned on the page using the File, Printer Margins menu.

Teacher Note Check Box

Clicking the Teacher Note Check Box will include your standard teacher note on the printout for each student.

Custom Note Check Box

Clicking the Custom Note Check Box will allow you to modify your standard teacher note for each student.

Averages Option Buttons

You may select how you want the averages to be listed.   If you list percents, the grading curve and student averages will be listed using percentages.   If you list points, the grading curve and student averages will be listed using points.   This has no effect on how the averages are calculated, only on how they are displayed.

Student ID Option Buttons

You may select how you want the student to be listed.   You may use his name only, his ID number only or both.   If you elect his ID number only, the sort order will automatically default to ID order.

Student Order Option Buttons

You may select the order you want the students to be listed.   Normal order is the order the students are entered in the program.   You may use the Student, Reorder menu to order the students in any order you want or to alphabetize them.   If you elect ID number order, the students are listed in ID number order.   You would usually elect this option if you are using ID numbers to post scores.   If you elect the rank order option, the students are listed in order of their averages.

See Also
Report Window
Grade List Menu
Misc Selected Tasks Menu
Selected Tasks Dialog Box
Teacher Note Procedure
Grade Curve
Misc Grading Curve Menu
Grading Curve Dialog Box
Misc Final Weights Menu
Final Category Weights Dialog Box
Misc Interim Weights Menu
Interim Weights Dialog Box

Final Category Weights Dialog Box

The Final Category Weights Dialog Box is used to control the grading method and is accessed from the Misc, Final Weights menu.   If you select the Use Total Points Option Button, category weights are not used to calculate grades.   The term average is then determined by summing the individual point scores except for discarded scores, dividing by the total perfect score and then adding the extra credit.   If using total points, extra credit may be weighted or have a regular weight determined by the points of the extra credit.   If a student has an "NC" (not counted) score, his total perfect score is reduced by the perfect score for each not counted score.

Incomplete scores may be treated as zeros or incomplete.   If treated as zeros, they are included in score distributions and grade distributions.   If you want to know what the distribution of scores is without including the incomplete scores (to prevent skewing the average lower) you can select the Treat Incomplete Option Button.   Incomplete scores are then not counted in score distributions and receive an incomplete "NA" in grade lists and grade distributions.

If you select the Use Task Weights Option Button,   the term average is determined by averaging the percent scores for all tasks in a category except for discarded scores, and then adjusting each category by its category weight.   Extra credit is then added.   When using the Task Weights Option the category weights (except for extra credit) must add up to 100%.   If a student has an "NC" score it is discarded and his average score for that category is determined by the remaining scores in that category.

The Final Category Weights Dialog Box is used to enter the category weights that you want to be in effect at the end of the term after you have entered scores for all the tasks. However, if you are printing a progress report in the middle of a term, all the tasks will not yet be entered.   For example, you may want the final exam to be weighted at 20% at the end of the term, but you will not have a final score available in mid term.   The final category weights need to be adjusted when doing a progress report.   **GRADEBOOK** will do this automatically if you select the Misc, Interim Weights menu and select the Interim Weights Option Button on the Interim Category Weights Dialog Box.   The dialog box has the following controls.   Interim weights are not required when using total points and doing a progress report.

Revise Button

  The Revise Button is only enabled when the Use Task Weights Option is selected.   *Clicking* the Revise Button will revise the category weight for the category you have selected in the Category Name List Box.   The Category Weight Summary Box will update with the new weight and will recalculate the current category weight total.   This total must be 100% if you want to use the Task Weights Option.

Done Button

  Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Revise Button for the last weight you have entered.   **GRADEBOOK** will give you a message if your weights do not add up to 100% if you have selected the Use Task Weights Option. The current report shown in the Report Window will be updated or deleted as appropriate. Score and grade distributions, score and grade charts and grade lists will automatically be updated with the revised grading method.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Category Name List Box

The Category Name List Box is a drop down list box that is used to select the category you want to revise.   It is disabled if the Use Total Points Option Button is selected.   When you select a category, its current weight is displayed in the Weight% Edit Box.

Category Weight Summary Box

The Category Weight Summary Box lists all the categories with the exception of extra credit, and their current weights.   The sum of the weights is also listed and must equal 100% when you are done revising weights.   The weights are updated every time the Revise Button is *clicked*.   It is disabled if the Use Total Points Option Button is selected.

Weight% Edit Box

The Weight% Edit Box is used to enter the revised weight for the category you have selected.   You may use the normal Windows editing keys to enter and revise the weight.   Weights must be between 0 and 100%.   Fractional weight percentages such as 35.33 are allowed.   It is disabled if the Use Total Points Option Button is selected.

Extra Credit Weight% Edit Box

The Extra Credit Weight% Edit Box is used to enter the weight for extra credit.   The extra credit weight is not included in the sum of the weights since extra credit is in addition to the normal tasks.   It is possible for a student to get a term average higher than 100%.   If extra credit has a weight of 5%, a perfect student would have a 105% term average.   If using total points, the word "Regular" will appear in the Edit Box if you have checked the Regular Check Box.   Extra credit then has a regular weight determined only by the number of extra credit points.

Regular Check Box

The Regular Check Box is enabled when you select the Total Points Option Button.   If you are using total points, you may elect to weight the extra credit or just add the extra credit points to the regular points.

Use Task Weights Option Button

If the Use Task Weights Option Button is selected, category weights are used to calculate the term average.   This also enables the Misc, Interim Weights menu and disables the Regular Check Box.

Use Total Points Option Button

If the Total Points Option Button is selected, the term average is determined by summing the individual scores without weights.   The actual weighting is then determined by the number of points for each score.   For example a 100 point test would have 10 times the weight as a 10 point quiz.   Using this option disables the Misc, Interim Weights menu and enables the Regular Check Box.

Treat As Zeros Option Button

If the Treat As Zeros Option Button is selected, incomplete or "NA" scores are treated the same as a "0" score for score and grade calculations.

Treat Incomplete Option Button

If the Treat Incomplete Option Button is selected, incomplete or "NA" scores are treated as incomplete.   The student is not included in score and grade calculations.

See Also
Report Window
Misc Final Weights Menu
Misc Interim Weights Menu
Interim Weights Dialog Box
Discarding Scores
Incomplete Scores
Extra Credit
Progress Reports

Selected Tasks Dialog Box

The Selected Tasks Dialog Box is used to input which <u>tasks</u> you want to include in score and grade distrubutions, score and grade charts, and grade list reports and is accessed from the Misc, Selected Tasks menu.   It does not effect the scores that are listed in a score list report. You may also specify the number of <u>scores</u> in each category that you would like to <u>discard</u>. **GRADEBOOK** will discard the worst "n" scores in any <u>category</u> from score and grade calculations.   If the A Single Task Option is selected, no scores are discarded and the Category Name List Box , Discard Edit Box and Revise Button are disabled.   You may then select the desired single task from the Selected Task List Box.   If the All Tasks Option Button is selected the Selected Task List Box is disabled.   You then use the Category Name List Box to select each category that you want to discard scores for and enter the number of scores you want to discard for that category in the Discard Edit Box.   *Clicking* the Revise Button updates the Category Discards Summary Box.   The dialog box has the following controls.

Revise Button

The Revise Button is only enabled when the All Tasks Option Button is selected.   *Clicking* the Revise Button will revise the number of scores you want to discard for the category you have selected in the Category Name List Box.   The Category Discards Summary Box will be updated.   You may not discard more scores in a category than you have on record.   If you are using the <u>total point</u> method of scoring, you may only discard scores if all tasks in a category have the same perfect score.   This is necessary to prevent discarding scores that have different weights.

Done Button

Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Revise Button for the last number of discards you have entered.   The current report shown in the Report Window will be updated or deleted as appropriate.   Score and grade distributions, score and grade charts and grade lists will automatically be updated with the revised selected tasks information.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Selected Task List Box

The Selected Task List Box is a drop down list box that is used to select the single task you want to include.   It is only enabled when the A Single Task Option Button is selected.

Category Name List Box

The Category Name List Box is a drop down list box that is used to select the category you want to revise the number of discarded scores for.   It is only enabled when the All Tasks Option Button is selected.

Category Discards Summary Box

The Category Discards Summary Box lists all the categories and the number of scores that will be deleted for each category.   The discards are updated every time the Revise Button is *clicked*.   It is only enabled when the All Tasks Option Button is selected.

Discard Edit Box

The Discard Edit Box is used to enter the number of scores you want to discard for the category you have selected in the Category Name List Box.   You may not discard more scores in a category than you have on record.

All Tasks Option Button

If the All Tasks Option Button is selected, all tasks less the number of discards are included in score and grade calculations.

A Single Task Option Button

If the A Single Task Option Button is selected, only the task selected in the Selected Task List Box is included in score and grade calculations.

See Also
 Report Window
 Misc Selected Tasks Menu
 Discarding Scores

Score Distribution Dialog Box

The Score Distribution Dialog Box is used to select the <u>classes</u> you want to include in a <u>score distribution</u> and is accessed from the Score, Distribution menu.   If you only have one class in a term, **GRADEBOOK** automatically includes the single class in a score distribution and skips the dialog box.   You may include from 1 to all the classes in a term in the score distribution.   Typically, you would include similar classes.   If you were teaching two Physics 221 classes, you could include both classes in the score distribution.   You could then use the combined score distribution to set your <u>grade cutoffs</u>.   After doing a score distribution, the Score, Chart Distribution menu item will be enabled and can be used to chart the distribution.   The dialog box has the following controls.

Add Button

  The Add Button adds the class selected in the Add Class To Distribution List Box to the list of classes that will be included in the distribution.

Done Button

  Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Add Button for the last class you wanted to include in the distribution.   The Report Window will now display the score distribution report.   The distribution will be calculated based on the options you have selected on the Final Weights Dialog Box, Interim Weights Dialog Box and Selected Tasks Dialog Box.   The <u>distribution spacing</u> used is set from the Add Class Dialog Box or Revise Class Dialog Box.

Cancel Button

  The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Add Class To Distribution List Box

  The Add Class To Distribution List Box is a drop down list box that is used to select a class you want to add to the distribution.   It only contains classes in the current default <u>term</u>.

Remove Button

  The Remove Button will remove a class that you have previously added from the distribution.   Select the class you want to remove in the Classes To Include In Distribution List Box and *click* the Remove Button.

Classes To Include In Distribution List Box

  The Classes To Include In Distribution List Box lists all the classes that will be included in the distribution.   It is also used to select a class that you want to remove from the distribution.

See Also
  <u>Report Window</u>
  <u>Score Distribution Menu</u>
  <u>Final Weights Dialog Box</u>
  <u>Interim Weights Dialog Box</u>
  <u>Selected Tasks Dialog Box</u>
  <u>Add Class Dialog Box</u>

Revise Class Dialog Box
Score Chart Distribution Menu
Charting Distributions
Score Distributions

Grade Distribution Dialog Box

The Grade Distribution Dialog Box is used to select the <u>classes</u> you want to include in a <u>grade distribution</u> and is accessed from the Grades, Distribution menu.   If you only have one class in a term, **GRADEBOOK** automatically includes the single class in a grade distribution and skips the dialog box.   You may include from 1 to all the classes in a term in the grade distribution.   Typically, you would include similar classes.   If you were teaching two Physics 221 classes, you could include both classes in the grade distribution.   After doing a grade distribution, the Grade, Chart Distribution menu item will be enabled and can be used to chart the distribution.   The dialog box has the following controls.

Add Button

  The Add Button adds the class selected in the Add Class To Distribution List Box to the list of classes that will be included in the distribution.

Done Button

  Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Add Button for the last class you wanted to include in the distribution.   The Report Window will now display the grade distribution report.   The distribution will be calculated based on the options you have selected on the Final Weights Dialog Box, Interim Weights Dialog Box, Grading Curve Dialog Box and Selected Tasks Dialog Box.

Cancel Button

  The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Add Class To Distribution List Box

  The Add Class To Distribution List Box is a drop down list box that is used to select a class you want to add to the distribution.   It only contains classes in the current default <u>term</u>.

Remove Button

  The Remove Button will remove a class that you have previously added from the distribution.   Select the class you want to remove in the Classes To Include In Distribution List Box and *click* the Remove Button.

Classes To Include In Distribution List Box

  The Classes To Include In Distribution List Box lists all the classes that will be included in the distribution.   It is also used to select a class that you want to remove from the distribution.

See Also
  <u>Report Window</u>
  <u>Grades Distribution Menu</u>
  <u>Final Weights Dialog Box</u>
  <u>Interim Weights Dialog Box</u>
  <u>Selected Tasks Dialog Box</u>
  <u>Grading Curve Dialog Box</u>
  <u>Grade Chart Distribution Menu</u>
  <u>Charting Distributions</u>

Grade Curve

Grading Curve Dialog Box

The Grading Curve Dialog Box is used to set the grade cutoffs used to calculate letter grades and is accessed from the Misc, Grading Curves menu.   If you have not selected the plus and minus grades option on the Add Class Dialog Box or Revise Class Dialog Box, the plus and minus letter grades will not appear.   To set the cutoff points, first select the desired letter grade in the Letter Grade List Box.   Then set the cutoff in the Cutoff% Edit Box.   *Click* the Revise Button and the new cutoff will be listed in the Grade Cutoffs Box.   The cutoffs you enter must be in numerically increasing order.   However, you may set two consecutive cutoffs to the same value.   If you do not want any D- grades, just set the D- and D cutoffs to the same value.   If you do not want any A+ grades, you can set the A+ cutoff to 100.   The dialog box has the following controls.

Revise Button

The Revise Button revises the cutoff for the letter grade you have selected in the Letter Grade List Box.   The Grade Cutoffs Box is updated with the new value.

Done Button

Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Revise Button for the last cutoff you entered.   The current report shown in the Report Window will be updated or deleted as appropriate.   Grade distributions, grade charts and grade lists will automatically be updated with the revised grading curve information.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Letter Grade List Box

The Letter Grade List Box is a drop down list box that is used to select the Letter Grade you want to revise the cutoff for.

Cutoff% Edit Box

The Cutoff% Edit Box is used to enter the cutoff for the letter grade you have selected in the Letter Grade List Box.   Fractional percent values are allowed.

Grade Cutoffs Box

The Grade Cutoffs Box list all the current grade cutoffs.   You may use it to determine if your cutoffs are numerically increasing.   If not **GRADEBOOK** will give you a message when you *click* the Done Button.   It is updated every time you *click* the Revise Button.

See Also
Report Window
Misc Grading Curves Menu
Add Class Dialog Box
Revise Class Dialog Box
Grade Curve

Score Chart Window

The Score Chart Window is used for displaying and modifying charts of score distributions. The window is created from the Score, Chart Distribution menu on the Report Window.   You must first do a <u>score distribution</u> to enable the menu item.

The menu bar of the Score Chart Window contains the commands for charting score distributions.   The main commands are File, Edit, Options and Window.   A detailed description of each command may be found under COMMANDS from the Help Index.   The Score Chart Window displays the chart of the most recently calculated score distribution. The Report Window and Score Chart Window (and Grade Chart Window) may be arranged manually or you may select the Window, Arrange All menu to automatically arrange the windows.

The fonts used in the Score Chart Window are selected from the Misc, Chart Fonts menu on the Report Window.   The Score Chart Window may be minimized to an icon using the minimize button or maximized by using the maximize button.   The window may be closed by *double clicking* the system menu, *clicking* the system menu and then *clicking* on Close or by selecting File, Exit from the menu.   Any chart in the window may be printed by selecting the File, Print menu.   The <u>printer margins</u> and orientation may be set from the File, Printer Setup and File, Printer Margins menus on the Report Window.   The chart is always printed full size.   Any chart in the window may also be copied to the Windows clipboard by using the Edit, Copy menu.   The chart is copied to the clipboard at its current size.   Thus, you should use the sizing borders to get the size of chart you want, before you do an Edit, Copy.   Once on the clipboard the chart may be pasted into other Windows applications such as Excel, Word for Windows, or Paint.   The options menu may be used to control the appearance of the chart.

The chart will automatically be updated when you revise the selected tasks, final category weights and interim category weights from the Misc menu on the Report Window.   Help on any command may be obtained by pressing Shift - F1 and then selecting the command you want help on.   Help on any dialog box that appears in the Score Chart Window may be obtained by pressing F1.

See Also
  Commands
  Score Chart Distribution Menu
  Excel
  Word for Windows
  Clipboard
  Fonts

Grade Chart Window

The Grade Chart Window is used for displaying and modifying charts of grade distributions. The window is created from the Grade, Chart Distribution menu on the Report Window. You must first do a grade distribution to enable the menu item.

The menu bar of the Grade Chart Window contains the commands for charting grade distributions. The main commands are File, Edit, Options and Window. A detailed description of each command may be found under COMMANDS from the Help Index. The Grade Chart Window displays the chart of the most recently calculated grade distribution. The Report Window and Grade Chart Window (and Score Chart Window) may be arranged manually or you may select the Window, Arrange All menu to automatically arrange the windows.

The fonts used in the Grade Chart Window are selected from the Misc, Chart Fonts menu on the Report Window. The Grade Chart Window may be minimized to an icon using the minimize button or maximized by using the maximize button. The window may be closed by *double clicking* the system menu, *clicking* the system menu and then *clicking* on Close or by selecting File, Exit from the menu. Any chart in the window may be printed by selecting the File, Print menu. The printer margins and orientation may be set from the File, Printer Setup and File, Printer Margins menus on the Report Window. The chart is always printed full size. Any chart in the window may also be copied to the Windows clipboard by using the Edit, Copy menu. The chart is copied to the clipboard at its current size. Thus, you should use the sizing borders to get the size of chart you want, before you do an Edit, Copy. Once on the clipboard the chart may be pasted into other Windows applications such as Excel, Word for Windows, or Paint. The options menu may be used to control the appearance of the chart.

The chart will automatically be updated when you revise the selected tasks, grading curve, final category weights and interim category weights from the Misc menu on the Report Window. Help on any command may be obtained by pressing Shift - F1 and then selecting the command you want help on. Help on any dialog box that appears in the Grade Chart Window may be obtained by pressing F1.

See Also
  Commands
  Grade Chart Distribution Menu
  Excel
  Word for Windows
  Clipboard
  Fonts

Score Chart Options Dialog Box

The Score Chart Options Dialog Box is used to control the appearance of the score distribution chart and is accessed from the Score Chart Window using the Options menu. The minimum x-axis value may be set in the Minimum X Edit Box.   It must be less than or equal to the minimum student score.   The Maximum X Edit Box can be used to set the maximum x-axis value.   It must be greater than or equal to the maximum student score. The number of x-axis divisions may be set using the Divisions Edit Box.   The fill style may be selected from the Fill Style List Box.   If you have a color monitor, you will probably prefer to use a solid fill.   If you are printing your chart on a black and white printer, you will probably want to use one of the hatching patterns.   The fill color may be set using the Fill Color List Box.   The dialog box has the following controls.

Done Button

Clicking the Done Button will close the dialog box.   The current chart shown in the Score Chart Window will be updated as appropriate.

Cancel Button

The Cancel Button will close the dialog box.   The current chart shown in the Score Chart Window will be updated as appropriate.

Minimum X Edit Box

The Minimum X Edit Box is used to enter the minimum x-axis value.   If your lowest score is 65 you may not want to display an empty chart from 0 to 65.

Maximum X Edit Box

The Maximum X Edit Box is used to enter the maximum x-axis value.   If your highest score is 88 you may not want to display an empty chart from 90 to 100.

Divisions Edit Box

The Divisions Edit Box is used to set the number of divisions on the x-axis between the minimum x and maximum x.   Note that changing the minimum or maximum will not change the number of divisions but will change the size of a division.   If you have a large class or are using plus and minus grades you will probably prefer a larger number of divisions.

Fill Style List Box

The Fill Style List Box is a drop down list box that is used to select the desired fill style.   All bars in the chart will use the same fill style.

Fill Color List Box

The Fill Color List Box is a drop down list box that is used to select the desired fill color.   All bars in the chart will use the same fill color.

Title Edit Box

The Title Edit Box may be used to modify the chart title.

Select Chart Fonts Dialog Box

The Select Chart Fonts Dialog Box is used to select the fonts used on score and grade charts and is accessed from the Misc, Chart Fonts menu.   You may select the fonts used for the title and for the legends for both the printer and the screen.   Note that you cannot input the font size.   **GRADEBOOK** will use an appropriate size font.   You may prefer to use the Windows Modern or Roman fonts for the screen fonts since they are scalable to very small sizes.   The dialog box has the following controls.

Select Button

Clicking the Select Button will close the dialog box.   The current chart shown in a Chart Window will be updated as appropriate.

Cancel Button

The Cancel Button will close the dialog box.

Screen Title Font List Box

Used to select the font used for chart titles on the screen.

Screen Title Font Bold Check Box

Used to **bold** face the screen title font.

Screen Title Font Italic Check Box

Used to *italicize* the screen title font.

Screen Label Font List Box

Used to select the font used for chart labels on the screen.

Screen Label Font Bold Check Box

Used to **bold** face the screen label font.

Screen Label Font Italic Check Box

Used to *italicize* the screen label font.

Printer Title Font List Box

Used to select the font used for chart titles on the printer.

Printer Title Font Bold Check Box

Used to **bold** face the printer title font.

Printer Title Font Italic Check Box

Used to *italicize* the printer title font.

Printer Label Font List Box

Used to select the printer label font.

Printer Label Font Bold Check Box

Used to **bold** face the printer label font.

Printer Label Font Italic Check Box

Used to *italicize* the printer label font.

See Also
  Grade Chart Window
  Score Chart Window
  Misc Chart Fonts Menu
  Charting Distributions

Grade Chart Options Dialog Box

The Grade Chart Options Dialog Box is used to control the appearance of the <u>grade distribution</u> chart and is accessed form the Grade Chart Window using the Options menu. You may set the <u>fill style</u> and <u>fill color</u> for the three different bar types.   If you have a color monitor, you will probably prefer to use a solid fill.   If you are printing your chart on a black and white printer, you will probably want to use one of the hatching patterns.   If you are not using <u>plus and minus grades</u> the settings for the plus and minus options are ignored.   The dialog box has the following controls.

Done Button

Clicking the Done Button will close the dialog box.   The current chart shown in the Grade Chart Window will be updated as appropriate.

Cancel Button

The Cancel Button will close the dialog box.   The current chart shown in the Grade Chart Window will be updated as appropriate.

Fill Style List Boxes

The Fill Style List Boxes are drop down list boxes that are used to select the desired fill style.   If using plus and minus grades, three different fill styles may be used.   If not using plus and minus grades, the style selected in the Regular Fill Style List Box will be used.

Fill Color List Boxes

The Fill Color List Boxes are drop down list boxes that are used to select the desired fill color.   If using plus and minus grades, three different fill colors may be used.   If not using plus and minus grades, the fill color selected in the Regular Fill Color List Box will be used.

Title Edit Box

The Title Edit Box may be used to modify the chart title.

See Also
  Grade Chart Window
  Chart Options Menu
  Charting Distributions
  Colors
  Fill Styles

Interim Weights Dialog Box

The Interim Weights Dialog Box is used to control the grading method in mid term and is accessed from the Misc, Interim Weights menu.   The Misc, Interim Weights menu will be disabled if you have selected the total point scoring method.   It lists the interim count for the <u>tasks</u> currently on record that are not being <u>discarded</u>.   The interim count is the current number of tasks in a <u>category</u> currently on record less the number you want to discard.   The number you want to discard is set on the Selected Tasks Dialog Box.   For each category that you want to <u>weight</u> at the end of the <u>term</u>, you enter a final count.   The final count is the number of tasks for a given category that you want counted at the end of the term.   It should not include the number that you want discarded at the end of the term.

Based on the ratios of the interim counts to the final counts, **GRADEBOOK** will calculate the appropriate <u>interim weights</u>.   To use the interim weights, just select the Interim Weights Option Button.   Final category weights and interim category weights are not used if you are using the total point scoring method.

As you proceed through the term, the interim count is automatically updated and thus the interim weights are automatically updated as you add more tasks.   At the end of the term, the final counts would equal the interim counts and the final category weights would equal the interim category weights.   The dialog box has the following controls.   If you plan on doing progress reports, it is easier to enter your tasks as the term progresses, instead of entering them all at the beginning of the term.   This prevents having to discard a different number of tasks for each progress report.

Revise Button

The Revise Button is only enabled when the Interim Weights Option Button is selected. *Clicking* it will revise the final count for the category you have selected in the Category Name List box and will update the Category Weight Summary Box.   The new interim weights and their total will be displayed.   The total will be 100% plus whatever portion of the <u>extra credit</u> is currently being counted.

Done Button

Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Revise Button for the last count you have entered.   **GRADEBOOK** will give you a message if your final count is less than the interim count.   The current report shown in the Report Window will be updated or deleted as appropriate.   Score and grade distributions, score and grade charts and grade lists will automatically be updated with the revised grading method.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Category Name List Box

The Category Name List Box is a drop down list box that is used to select the category you want to revise the final count for.   It is disabled if the Use Final Weights Option Button is selected.   When you select a category, its current final count is displayed in the Final Count Edit Box.

Final Count Edit Box

The Final Count Edit Box is used to enter the final count for the category you have selected in the Category Name List Box.   You may use the normal Windows editing keys to enter or revise the final count.

Category Weight Summary Box

The Category Weight Summary Box lists all the categories, their interim and final counts, and their interim and final weights and weight totals.   It is updated when the Revise Button is *clicked*.   The total weights may not agree if some but not all of the extra credit tasks have been completed.   It is enabled when the Interim Weights Option Button is selected.

Final Weights Option Button

If the Final Weights Option Button is selected, final weights are used for score and grade calculations.

Interim Weights Option Button

If the Interim Weights Option Button is selected, interim weights are used for score and grade calculations.

Display Report Check Box

If the Display Report Check Box is checked, **GRADEBOOK** will display an interim weights report when you close out the dialog box.   This report may be printed using the File, Print menu and may then be passed out to the students.   The report summarizes how the interim weights are calculated for a <u>progress report</u>.   It is disabled if the Final Weights Option Button is selected.

See Also
<u>Report Window</u>
<u>Misc Interim Weights Menu</u>
<u>Selected Tasks Dialog Box</u>
<u>Final Category Weights Dialog Box</u>
<u>File Print Menu</u>
<u>Progress Reports</u>

Backup Class Files Dialog Box

The Backup Class Files Dialog Box is used to make a backup copy of your data on floppy disks and is accessed from the File, Backup menu.   You select the drive you want to use from the Backup Drive List Box.   You are then prompted to insert your backup disk in the selected drive.   The backup disk must be previously formatted.   The backup disk may be same disk you used for the previous backup.   After inserting the disk, **GRADEBOOK** will make a backup copy of all the classes in the current default <u>term</u>.   If you are using a disk that was used for previous backups, **GRADEBOOK** will ask you if you want to overwrite the previous backup files.   You would normally answer yes since you would want a backup of the current data.   The dialog box has the following controls.

Backup Button

Clicking the Backup Button will start a backup to the drive you have selected in the Backup Drive List Box.

Cancel Button

The Cancel Button will close the dialog box.

Backup Drive List Box

The Backup Drive List Box is used to select which floppy drive you want to use for the backup.

See Also
<u>File Backup Menu</u>
<u>File Restore Menu</u>

Restore Class Files Dialog Box

The Restore Class Files Dialog Box is used to restore previously backed up class files and is accessed from the File, Restore menu.   If your hard disk should fail you may restore all the classes in any term that you have previously backed up.   You also have the option to restore any single class.   You would want to do this if you have only damaged or lost a single file. You might also want to do this to restore a class from a previous term.   After a term is complete, you can backup the data and then delete the term from the **GRADEBOOK** program saving space on your hard disk using the Term, Delete menu.   If you need access to the class data in the future, you can first select the term you want from the Term, Select menu and then do a File, Restore.   If you are restoring a file for which a file already exists, **GRADEBOOK** will ask you if you want to overwrite the existing file.   The dialog box has the following controls.

Restore Button

 Clicking the Restore Button will restore the class you have selected in the Select Class To Restore List Box.

Cancel Button

 The Cancel Button will close the dialog box.

Select Class To Restore List Box

 The Select Class To Restore List Box is a drop down list box that is used to select the class you want to restore.   It lists the classes you have previously backed up in the current default term.   If you don't make all your backups on the same floppy drive, you may have to use the Backup Class Files Dialog Box to change the current default backup drive.

See Also
 File Backup Menu
 File Restore Menu
 Term Delete Menu
 Term Delete Menu
 Backup Class Files Dialog Box

Select Current Dir Dialog Box

The   Select Dir Dialog Box is used to change the current directory.   Normally **GRADEBOOK** keeps its class data and default values in the same directory as the program.   This may be modified by using a <u>command line</u> switch so that **GRADEBOOK** will store its data on a different drive or subdirectory from the main program.   **GRADEBOOK** may also be used by one person to store several instructors class data and defaults in different subdirectories. The dialog box has the following controls.

Directory List Box

   The Directory List Box is used to select the desired directory you want to change to.   The currently selected directory is indicated above the list box.   To change a directory you may highlight it by *clicking* on it or by using the cursor keys.   Pressing the Enter key will then select the subdirectory.   You may also double *click* on a subdirectory to select it.   You may use the list box to move up and down through the directory branches.

Drive Drop Down List Box

   The Drive Drop Down List Box is used to select desired drive.

Cancel Button

   The Cancel Button will close the dialog box without changing the current subdirectory.

Select Button

   The Select Button will change the current subdirectory to the one indicated above the Directory List Box.

See Also
  <u>File Select Dir Menu</u>
  <u>Creating Multiple Directories</u>

Custom Grades Dialog Box

The Custom Grades Dialog Box is used to select replacement letter grades for the default letter grades and is accessed from the Grades, Custom Grades menu.   Instead of using letter grades such as B+, B, B-, etc., you may use custom grades such as 7.0 or C1.   You may use up to three characters.   This option is typically used if your school uses a 4.0, 3.5, 3.0, etc., scheme or a 7.5, 7.0, 6.5, etc., scheme.   If you use plus and minus grades you may use up to 13 grading levels.   If you don't use plus and minus grades, you may use up to 5 grading levels.   Plus and minus grades are selected on the Add Class Dialog Box or the Revise Class Dialog Box.   To use a custom grade, first select the desired letter grade you want to replace in the Letter Grade List Box.   Then input the custom grade in the Custom Edit Box.   *Click* the Revise Button and the custom grade will be listed in the Grades Box. You may decrease the actual number of grading levels by assigning the same cutoff point to consecutive grades and by using the same custom grade for two consecutive cutoffs.   For example, a 4.0, 3.5, etc., system requires 9 grading levels.   Using plus and minus grades gives you 13 levels.   To get 9 levels, just eliminate the plus grades by assigning the grade cutoffs for all the plus grades to the next higher minus grade.   Assign an A+ to 100 to prevent A+ grades.   You will now have nine levels, A, A-, B, B-, C, C-, D, D-, E.   To have your printouts use the custom grades, assign a 4.0 to an A+ and A, a 3.5 to a B+ and B, etc. Your grade printouts will now only list 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.5, and 0.0 grades. Follow the same procedure for a 7.5 system.   Since .5, 1.5, and 2.5 are normally not used, you need 13 levels (7.5, 7.0, 6.5, 6.0, 5.5, 5.0, 4.5, 4.0, 3.5, 3.0, 2.0, 1.0, and 0.0).   You do not need to delete any levels.   Just assign the custom grades 7.5 to an A+, 7.0 to an A, etc.

Revise Button

The Revise Button revises the custom grade for the letter grade you have selected in the Letter Grade List Box.   The Grades Box is updated with the new value.

Done Button

Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Revise Button for the last custom grade you entered.   The current report shown in the Report Window will be updated or deleted as appropriate.   Grade distributions, grade charts and grade lists will automatically be updated with the revised custom grades information.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Letter Grade List Box

The Letter Grade List Box is a drop down list box that is used to select the Letter Grade you want to revise the custom grade for.

Custom Edit Box

The Custom Edit Box is used to enter the custom grade for the letter grade you have selected in the Letter Grade List Box.   You may use up to 3 characters.

Grades Box

The Grades Box lists all the current custom grades.   It is updated every time you *click* the Revise Button.

Custom Terms Dialog Box

The Custom Terms Dialog Box is used to rename the default terms and is accessed from the Term, Custom Terms menu.   Instead of using the default term names of Summer, Spring, Fall and Winter, you may use names such as Semester 1, Quarter 2, etc.   You may use up to ten characters.   This option is typically used if your school is on a quarter system.   To use a custom term name, first select the desired default term name you want to replace in the Term Name List Box.   Then input the <u>custom term</u> name in the Custom Edit Box.   *Click* the Revise Button and the custom term name will be listed in the Terms Box.

Revise Button

The Revise Button revises the custom term name for the default term name you have selected in the Term Name List Box.   The Terms Box is updated with the new value.

Done Button

Clicking the Done Button will close the dialog box.   Make sure you have *clicked* the Revise Button for the last custom term name you entered.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

The Cancel Button will close the dialog box.   The current report shown in the Report Window will be updated or deleted as appropriate.

Term Name List Box

The Term Name List Box is a drop down list box that is used to select the term name you want to revise the custom term name for.

Custom Edit Box

The Custom Edit Box is used to enter the custom term name for the term name you have selected in the Term Name List Box.   You may use up to 10 characters.

Terms Box

The Terms Box lists all the current custom term names.   It is updated every time you *click* the Revise Button.

See Also
<u>Custom Terms Menu</u>
<u>Custom Terms Procedure</u>

Select Task Template Class Dialog Box

The Select Task Template Class dialog box is used to select a <u>class</u> in any term that you want to use as a <u>task template</u> for a new class.   This will automatically transfer all the existing task information such as task name, category and perfect scores to the new class.   The Select Task Template Class Dialog Box has the following controls.

Select Button

Clicking the select button will add the tasks from the class that is selected in the Existing Classes List Box.   The current report shown in the Report Window will be updated or deleted as appropriate.   The new class will become the current default class and will appear in the title bar.

Cancel Button

Clicking the Cancel Button will close out the dialog box without adding any tasks.

Existing Classes List Box

The Existing Classes List Box lists all the classes in all the terms except the new class.   You may select a class by *clicking* on the class and then *clicking* the Select Button.   You may also *double click* the class to select it.

See Also
Add Class Dialog Box
Class Add Menu

Teacher Note Dialog Box

The Teacher Note Dialog Box is used to input <u>teacher notes</u>.   The window is accessed by *clicking* the Misc, Teacher Note menu.   The windows is also accessed when you have selected the custom notes option on score and grade lists.

The menu bar of the Teacher Note Dialog Box contains the normal clipboard commands. You may cut, copy or paste text to the teacher note.   If you wanted detailed custom notes, you could use the Windows Notepad or a word processor to prepare them.   When doing custom notes, you may manually revise the note for each student or you may paste each students note from another document.   The normal keyboard shortcuts may be used for cutting, copying or pasting.When using custom notes, the standard teacher note is used as the default.   Custom notes for individual students are not saved but are only printed.

The font used in the window is the same font that you have selected for the screen report font.   The teacher note will print using the printer report font.   When the note is printed the lines will wrap if they are too wide for the page.   Just press the <Enter> key to manually start a new line.

Done Button

If you used the Misc, Teacher Note menu, *clicking* the Done button will add save the revised teacher note in the file named NOTE.TXT.   If you are revising a custom note, the revised note will be printed but will not be saved.

Cancel Button

Clicking the Cancel Button will close out the dialog box without revising the teacher note.

See Also
<u>Teacher Note Procedure</u>
<u>Misc Teacher Note Menu</u>
<u>NOTE.TXT File</u>

Password Dialog Box

The Password Dialog Box is used to input your password when starting the program.   If you have elected not to use a password, the Password Dialog Box does not appear.   You may change or cancel your password using the File, Password Menu.   When entering your password, X's will appear in the Password Text Box.   You are given 3 chances to enter the correct password.

OK Button

Clicking the OK button or pressing the <Enter> key will check the password you have entered.

Password Text Box

The Password Text Box is used to enter your password.

See Also
File Password Menu

Score Scale Dialog Box

The Score Scale dialog box is used to scale all the <u>scores</u> for a single <u>task</u>.   It may be used to adjust the average or mean to any desired value.   NC scores are not scaled.   NA scores are not scaled unless you have elected to treat incomplete scores as zero scores.   Scores can be scaled by multiplying them all by the same ratio or by incrementing them all by the same amount.   If using a ratio, you may input the ratio factor or may input the desired mean and the required ratio factor will be used.   If incrementing all the scores, you may input a positive or negative increment or you may input the desired mean and the required increment factor will be used.   If a negative increment is used, scores will not be reduced to less than 0.   Scores may be scaled so that they exceed the <u>perfect score</u>.   You may revise the perfect score from the Task, Revise menu.

Scale Button

  Clicking the scale button will scale the scores for the selected task.   The current report shown in the Report Window will be updated or deleted as appropriate.

Cancel Button

  Clicking the Cancel Button will close out the dialog box without scaling the scores.

Scaling Method Option Buttons

  Clicking one of the Scaling Method Option Buttons selects the scaling method.   You may ratio all the scores by a factor or ratio all the scores to get a desired mean.   You may increment all the scores by a factor or increment all the scores to get a desired mean.

Factor Text Box

  The Factor Text Box is used to input the desired factor to use for the ratio or for the increment.   Ratio factors must be positive and may be fractional.   Increment factors may be positive or negative.   A ratio of 1 will not change any of the scores.   An increment of 0 will not change any of the scores.

New Mean Text Box

  The New Mean Text Box is used to input the desired mean.   It may be greater or less than the existing mean.   If it is equal to the existing mean, the scores will not be changed.

Task to Scale List Box

  The Task to Scale List Box is a drop down list box that lists all the tasks for the current class.   You may select a task by *clicking* on the task.   Selecting a different task will revise the existing statistics picture box.

Existing Statistics Picture Box

  The Existing Statistics Picture Box shows the mean, median, max, min, standard deviation and number of students included for the selected task.

See Also
  <u>Scaling Scores</u>
  <u>Score Scale Menu</u>