Excelsior grade2 Report Editor Help

 Overview

Menu Options

Setting Field Window Options

Using Report Loops

 Using Miscellaneous Fields

Hint from Eddie

The Excelsior grade2 Report Editor Help System is designed to provide both a basic understanding of the product and a functional description of the product.   If you are new to using the Report Editor, you may want to read through the Overview section of the Help before you attempt to use the Report Editor.

Once you begin using the editor, the Menu Options Help System will be useful in finding the proper menu to use for retrieving data from grade2 classfiles and constructing a Report Format.

Overview

This Overview section of the <u>Report Editor</u> Help System is very useful if you are a beginner to using the Report Editor or if you need to know more about the concept of how reports are created.

Select from the Overview topics shown below:

<u>What is a Report Format?</u>

<u>Steps to Designing New Report Formats</u>

<u>Modifying Existing Report Formats</u>

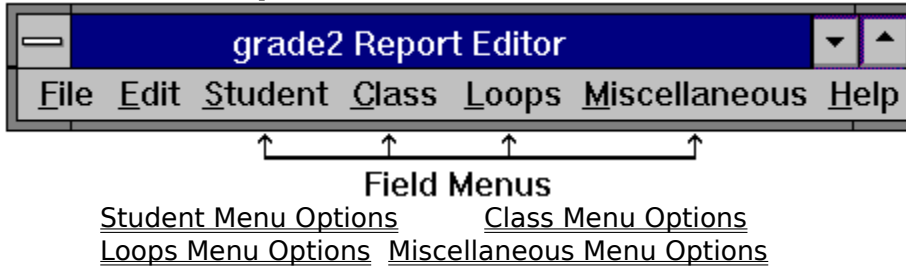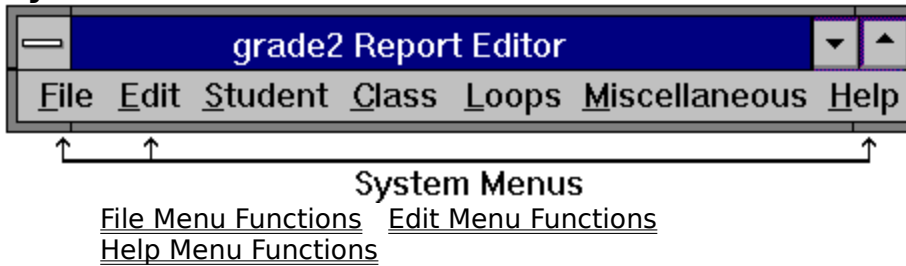<u>Loading Class File Templates</u>

<u>Description of Main Window</u>

Menu Options

The Report Editor menus have been separated into two different types.   The Field menu options are used to organize and create the data fields within the report.   The System menu options perform field editing and file management operations.

Field Menu Options

Field Menus

Student Menu Options   Class Menu Options
Loops Menu Options Miscellaneous Menu Options

System Menu Functions

System Menus

File Menu Functions   Edit Menu Functions
Help Menu Functions

Hint from Eddie

All of the menus across the top of the <u>Report Editor</u> have a special purpose.   Some Load and Save the files.   Some of them help decide what type of fields to place in the <u>Report Format</u>.   Others add special fields for controlling what the report will look like when it is printed.   The help text separates the fields into two basic categories, Field menus for creating fields and System menus for load, save and edit and help functions.   Look at all of the menus and learn the difference between the two types.

Setting Field Window Options

One of the most important aspects of creating or modifying a <u>report format</u> Def_Report_is properly setting the <u>scope</u> and type options for the field.   This section deals with the specifics of setting field options.

Select from the Field Options topics shown below:

<u>Setting Field Information - Overview</u>

<u>Setting Field Information - Scope</u>

<u>Setting Field Information - Type</u>

Hint from Eddie

Did you know that each of those funny looking blocks inside of a report format represents only one piece of data inside of a grade2 classfile?   The problem is telling the field which piece of data you want represented.   Be sure to read the "Overview " of this section to find out more about data fields and how they do the work of customizing reports.

Using Report Loops

Loops were designed into the <u>Report Editor</u>to help minimize the number of fields required for many of the <u>Report Formats</u> and to assist in designing reports that print summary information for each element of a group of elements.   Elements being students, grades, objectives, etc.

Select from the Report Loops topics shown below:

<u>The Concept of Report Loops</u>

<u>Beginning and Ending Report Loops</u>

<u>Nesting Loops Within Loops</u>

<u>Defining Fields Within Loops</u>

<u>Other Looping Options</u>

Hint from Eddie

This looping stuff can really be tough if your a beginner.   Loops are just easy ways to keep repeating the same basic information for all of your Students or Assignments or whatever.   Be sure to read "The Concepts of Loops" in this section for more information on how the Loop works inside of a report.

Using Miscellaneous Fields

Many of the miscellaneous fields are designed to assist in creating multi-page reports.   This section deals with these special control fields in more detail.

Select from the Miscellaneous Fields topics shown below:

Using Report Blocks

Placing Form Feed Fields

Chaining Two Reports Together

Loading Class File Templates

This Report Editor provides a special function known as "loading a class file template".   Normally the Report Editor will refer to grades, categories, etc., by using their numeric position such as Catgory #1 or Category #2.   Loading a class file template allows the report editor to replace these generic descriptions with the descriptions you have assigned to Grades, Categories, Intervals, Periods, Subjects, Objectives and Personal Data Items within that class file.   This feature is intended to make the job of selecting the scope of a field much easier.   It is most useful when you are designing a report for a specific class file or class file structure.   Loading a new class file template will replace any previously loaded descriptions.

Also See:

Edit Menu Functions

Setting Field Information - Scope

Hint from Eddie

Try this and you are sure to like it.   Choosing field information by the numbers is not very friendly.   This template feature lets you choose field information by the same descriptions you used in one of your classfiles.   Watch out if your trying to build a Generic report and some of your class files are different than the one used for a template, you may not get what you expected.   This template feature lets you choose by name but the field is still using a fixed position within the classfile..   (Just calling an item the same thing in a different classfile won't guarantee it to print in the same place.)

Description of Main Window

The major components of the Report Editor's main window are shown below:
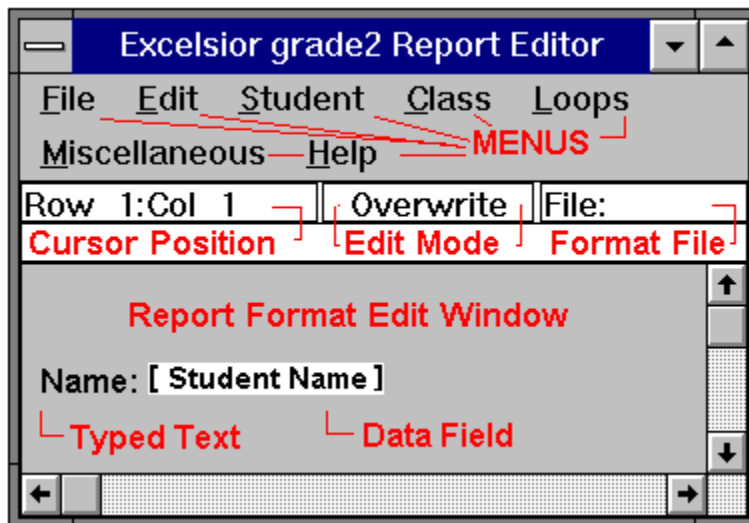
1. **Menus** - Available pull-down menu options.
2. **Cursor Position** - Row & Column position of the Edit Cursor.
3. **Edit Mode** - Insert or Overtype mode selected by the Insert Key.
4. **Format File** - The complete path and file name of the Report Format being edited.
5. **Report Format Edit Window**
   - **Typed Text** - Characters typed from the keyboard.
   - **Data Fields** - Fields generated by the editor.   Replaced by actual data when
   the report is printed by grade2.   grade2 automatically puts comments into the data
   fields that you define.   The comments will not appear on the report when it is generated.

Also See:

Field Menu Options

System Menu Options

Modifying Existing Report Formats

One easy way to begin building your own reports is by modifying existing reports and saving them as new reports.   All of the reports provided with Excelsior grade2 for Windows were written with this Report Editor.   Use the following steps when modifying an existing Report Format file.

1. Open the existing report format file.

2. Load a target Class File if possible.

3. Add, Delete or Modify any data fields or text.

4. Comment new fields for easy identification.

5. Change the title of the format file using Edit/Title.

6. Save the file with a new name using File/Save As.

Also See:

File Menu Functions

Loading Class File Templates

Edit Menu Functions

Steps to Designing New Report Formats

Sooner or later everyone will want to design and build their own customized Report Format .   This is when the real power and flexibility of the Report Editor is most apparent.   However, it is highly recommended that you carefully think through what you want in a report and sketch out a rough draft prior to typing in text and defining fields.   Following the simple steps outlined below could save you from spending a lot of time experimenting.

Step 1: Lay out on paper a sample sketch of the report you are trying to create.   As you sketch the report, try to answer as many of the following questions as possible.

A. Is this a Student or Class Summary type of report?

B. What data fields will be needed to create this report?

C. Will this be a single or multiple page report?

D. Will there be enough room to get all the data on this report?

E. Could Looping or Report Blocks be useful in shortening the report format?

F. Would it be easier to modify an existing report than to create a report from scratch?

Step 2: Experiment with one of your class files and a simple report in order to learn the best way to set the scope and type of fields.   Practice adding Loops and Report Blocks if needed.

Step 3: Use what you have learned from reading and experimenting to design and build a custom report format file.   Comment your report fields so that you will know what data they create by simply looking at them.   Begin with a simple version of your report and then add to it slowly.   Print the report after each change or addition to check the field and loop settings.   Be sure to give your report a title (using Edit/Title) so that it will be added to the list of available reports within grade2.

Also See:

What is a Report Format?

What is a Report Format?

Excelsior grade2 provides users with the ability to create a custom report containing any of the data maintained or computed by grade2.   This description of what such reports should look like are called "Report Formats".   A Report Format is stored in its own data file and can be created or edited using the Report Editor utility supplied with grade2.   There is no limit to the number of reports or the variety of report styles.   Excelsior maintains an extensive database of unique, different and varied report formats created by our many different users throughout the world.   It is possible to design standard report format files for a school and distribute them among teachers using grade2 for Windows, DOS or Macintosh.   All of the reports supplied with the grade2 product exist as fully customizable report formats.

Report formats are specially designed text files.   They contain a mixture of underlined typed text and special blocks called "fields".   These "fields" are what gives the report format the power and flexibility to create almost any report imaginable.   By carefully selecting just the right type of field with the right parameters, this field is tied to a specific piece of information within a grade2 Class File.   When grade2 prints the report, it reads the information for this field to determine the data to be printed in its place.   This process is very similar to what a word processor does when it performs a mail merge and automatically prints unique letters to an entire database of people.

Most of the report editor fields access specific data from a grade2 classfile.   Some of the fields cause looping to occur so you can define one single field and have some of its parameters tied to the incrementing value of the loop.   Others provide print control functions such as a Form Feed to move the paper to the top of a new form before beginning a new report.   Whatever their purpose, the majority of this help file is concerned with helping you to create the proper fields that you can mix with your own typed text to create a desired report.

Before you begin using the report editor, you should have a good working knowledge of grade2 and how it organizes class files and a good idea of what you hope to accomplish with a particular Report Template.   Possessing these mental prerequsites, the Report Editor should prove to be one of the most powerful and useful aspects of the entire grade2 product.
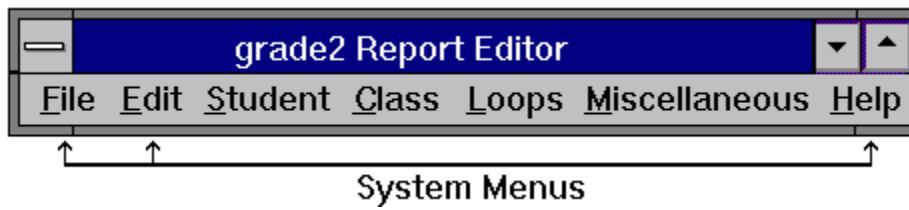
Field Menu Options
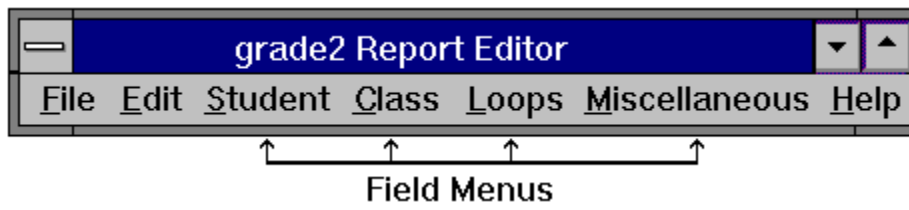
Field Menus

Student Menu Options
Class Menu Options
Loops Menu Options
Miscellaneous Menu Options

System Menu Options

System Menus

File Menu Functions

Edit Menu Functions

Help Menu Functions

File Menu Functions

```
File
 New
 Open...
 Class Template...
 Clear Template
─────────────────
 Close
 Save
 Save as...
 Revert to Previous
─────────────────
 Printer Setup...
 Print...
─────────────────
 Exit
```

New- Opens a blank Report Format file for editing.

Open - Opens an existing Report Format file for editing.

Class Template - Loads Class File descriptions for field scope.

Clear Template- Clears Class File descriptions and uses position for field scope.

Close- Closes a Report Format file.

Save- Saves a Report Format file.

Save As- Saves a Report Format file with a new name.

Revert to Previous - Ignores changes and reopens Report Format file.

Printer Setup - Allows selection of installed Windows printers.

Print - Prints a summary of the Report Format that is on the screen.

Exit - Exits the Report Editor and returns to grade2 for windows.

Help Menu Functions

```
┌─Help─────────────────────────────┐
│ Index                    F1      │
│ Keyboard                         │
│ Using Help                       │
├──────────────────────────────────┤
│ About grade2 Report Editor...    │
└──────────────────────────────────┘
```

Index - Find help on using the grade2 Report Editor.

Keyboard - Help on using the keyboard layout.

Using Help - Help on using the Windows Help System.

About grade2 Report Editor - Information about this release of the Report Editor.

Edit Menu Functions

```
Edit
Report Title
Center Text
Edit Field        F 10
Delete Field      F 3
```

Report Title - Allows editing of the ReportTitle.

Center Text - Centers the text on the page.

Edit Field - Opens a Field Edit Window for the currently selected field.

Delete Field - Removes the currently selected field.

Student Menu Options

```
Student
  Personal Information...
  Grades...
  Attendance...
  Discipline...
  Mastery...
  Notepads...
  Regrades...
```

Personal Information - Name, Student I.D., etc.

Grades - Scores or Marks either entered or computed for a student.

Attendance - Attendance information entered or computed for a student.

Disipline - Discipline entries made by a teacher for a student

Mastery - Student's computed mastery information.

Notepads - Anecdotal teacher comments for students or parents.

Regrades - Student's changed grades audit trail information.

Class Menu Options

Class
Personal Items...
Grade Organization...
Objective Organization...
Statistics...

Personal Items - Description, length and type of the Personal Data Items.
Grade Organization - Description, weights, etc. of all the grading structure items.
Objective Organization - Description, percents, etc of all the objective information.
Statistics - Class summary statistics for most calculated grade and objective values.

Loops Menu Options

```
Loops
Subject...
Interval...
Period...
     •

     •
     •
Notepad...
Regrade...
```
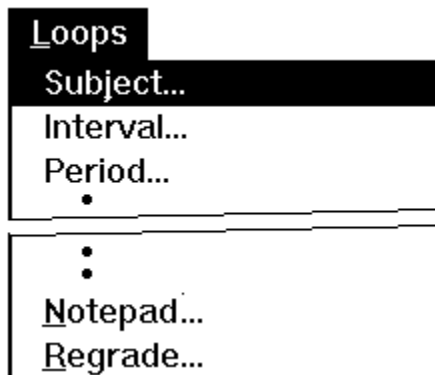
Subject - All defined Subjects.

Interval - All defined Intervals of the selected subject.

Period - All defined class Periods of the selected interval.

Category - All defined Categories of the selected period.

Objectives - All defined Subject, Interval or Period Objectives.

Actual Grade - All defined Grade Assignments of the selected period.

Correlated Grade - All Grades correlated to the selected Objective.

Attendance Day - All defined Attendance Days.

Attendance Code - All defined Attendance Codes.

Personal Item - All defined Personal Data Items.

Discipline Occurance - All of a student's Dicipline records.

Letter Break Point - All letter break points for a letter table.

Missing Grade - All of a student's missing grades.

Student - All students beginning with the current student.

Notepads - All of a student's notepad records.

Regrades - All of a student's regrade records.

Miscellaneous Menu Options

Miscellaneous

General Data...
Distribution...
Controls...
Date
Time
Page Number
Letter Grade BPs...
Chain Report...

General Data - General Information from the grade2 Class File.

Distribution- Counts of students with specific grades, mastery, etc.

Controls - Report Blocks & Form Feed.

Date - Today's Date.

Time - Current Time of Day.

Page Number - Current Report Page Number.

Letter Grade BP's- Letter grade table information.

Chain Report- Begins a specified report after the completion of the current report.
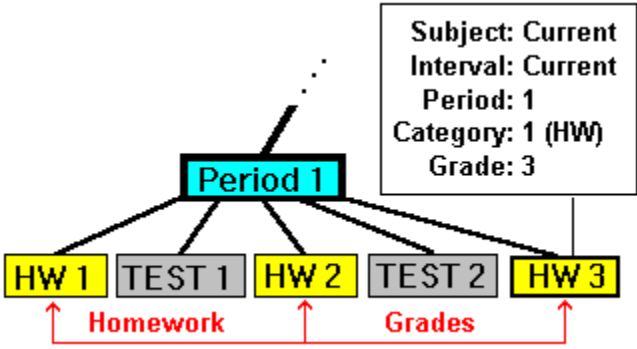
Setting Field Information - Overview

One of the most important operations in building a report with the Report Editor is the proper selection of data fields within the Report Format.   These data fields retrieve selected information from a grade2 Class File and properly place it in the printed report.   Once the proper Field Edit Window is obtained from the menus, all of the field information must be set.   Field information is divided into two parts, the Scope and the Type.   The Scope of a field is further divided into two components, the first being a position in the class file being reported and the second being the exact data at that location that is desired.

The first part or positional component of the Scope is directly related to the grading structure of the class file being reported.   The chart shown below illustrates the grading structure used by grade2 classfiles. The diagram below shows how the positional component of the field scope would be set to describe each of these positions.
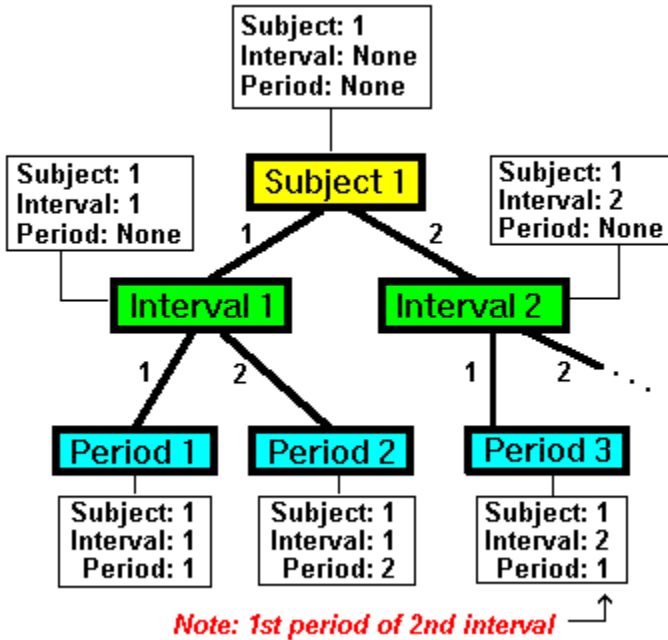
The last part of the scope is like adjusting a filter to exclude all but a single score or item at this location. This is a way of selecting only a specific grade within this period or of a selected category.   Extending the above chart, it can be seen how the filtering aspect of the Scope allows the further selection of the information located at the selected period level position.   The example shows how the Third Homework grade would be selected from the First Period of the Current Interval of the Current Subject.   (NOTE: Current, refers to what is selected in grade2 when the report is printed.)

Also See:

Setting Field Information - Scope

Setting Field Information - Type

Setting Field Information - Scope

Subject:	Current ▼
Interval:	None ▼
Period:	None ▼

The Subject, Interval, and Period information is the first part of the scope and relates to a location in the grading structure of the grade2 Class File being reported.   In this example, Interval and Period are set to None, therefore the field generated from this setting would reflect a student's Subject grade.   Since the current setting was used for the Subject, this field will reflect the information for the Subject currently selected in grade2 when the report is printed.   Choosing both a Subject and an Interval would select Interval information.   Choosing all three levels would select Period information.

Objective:	None ▼
Category:	None ▼
Grade:	None ▼

The remainder of the scope is often specific to each class of field being created.   Grade fields will have different scope settings than objective, demographic or control fields.   Refer to the help on each Field Edit Window for specifics on the different scope options.   Looking at the remainder of the scope for student grades, the filtering aspects of the scope become more apparent.   Here it is seen that only grades correlating to a specific objective, category or assigned grade can be selected.

Also See:

Setting Field Information - Overview

Setting Field Information - Type

Setting Field Information - Type

After the scope for a field has been selected to represent a single data item inside the grade2 classfile, there is still a lot of information grade2 may have about that one item.   This last question of what information is desired for the selected item is answered by setting the Type selection for the field.   The Type selection for a field is generally one of the last selectable options inside of a Field Edit Window.   Each class of fields (i.e. grades, objectives, demograpics, etc.) has   a unique set of available Type selections.   The available Types for a field will also change based on the different map and filter Scope selections.   In the case of a single entered grade for a student, the available types include numeric, letter, highest, lowest, etc.   More information on the types available for each field is provided in the specific help for those Field Edit Windows.


Also See:

Setting Field Information - Overview

Setting Field Information - Scope

The Concept of Report Loops

Loops are a means of repeating a section of a report format for each item of a group.   A loop in the Report Editor consists of a Begin-Loop field and a matching End-Loop field.   Having a Begin without an End, an End without a Begin, or Begins and Ends that don't match, will cause an error when the report is printed.   The basic report loop functions as follows:

The report will print as normal until it reaches the End-Loop field.   Reaching an End-Loop field grade2 makes a decision.   If it <u>has</u> looped through all the available data for this loop type, it continues on to complete the report.   If it <u>has not</u> looped through all the available data for this loop type, it goes back to the point at which it previously had found a matching Begin loop field.   Here it increments a <u>loop counter</u> and continues on.   This process is illustrated by a simple flow chart.
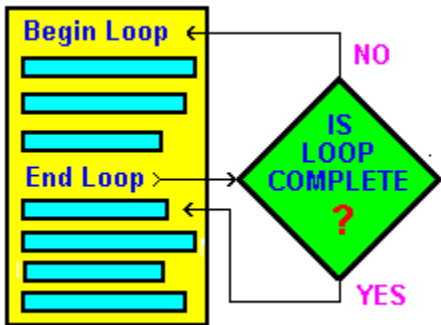
Looping Flow Chart

Each Begin-Loop and End-Loop pair have a unique counter value associated with them.   These counters are automatically incremented each time the report prints the information between the Begin Loop and End Loop fields.

Beginning and Ending Report Loops

When using loops in Report Formats, each loop consists of a Begin field and an End field.

Process: Move the cursor to the position where the loop will start.   Select the desired report loop (i.e. Grade, Student, etc.) and then select the Begin option to create a Begin-Loop field.   Next, move the cursor to where the loop will end and again select the desired report loop.   This selection must match the one used for the Begin-Loop field.   This time select the End option to create an End-loop field.

Nesting Loops Within Loops

It is possible and often desired to nest the report loops within a Report Format.   By nesting the loop fields it becomes possible to loop on more than one item.   Looping on more than one item permits such tasks as printing every grade for every student.   When nesting report loops, be sure that both the Begin and End fields for one loop fit totally inside of the Begin and End fields of the other loop.   The diagram below illustrates how the Begin and End fields for the nested loops would be organized inside of a report format.
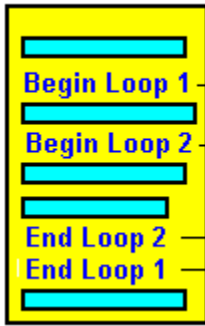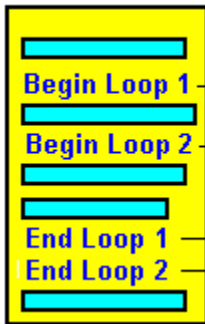
Defining Fields Within Loops

When using loops to repeat information, it is assumed that many of the data fields between the begin and end control fields will need to change settings based upon the loop counter.   Since the loop counter begins with the value of 1 and is incremented each time through the loop, this value can be used by data fields in place of a fixed setting.   Most of the fields have a loop setting that can be used instead of current, 1, 2, 3, etc.   This loop setting is invalid if the field using this setting is not inside of the proper begin/end loop control fields.   Below is an example of a simple student grade summary Report Format. The format is designed around a student loop, a field which prints the first Personal Data Item for a student and a field that prints that student's Period grade.

Sample Format

[Begin Student Loop]

[Student Name] [PGc]

[End Student Loop]

Looping is Automatic for Personal Items.

Personal Item: 1

Subject: Current
Interval: Current
Period: Current
Student: Loop

Looping Specified for Student Grade.
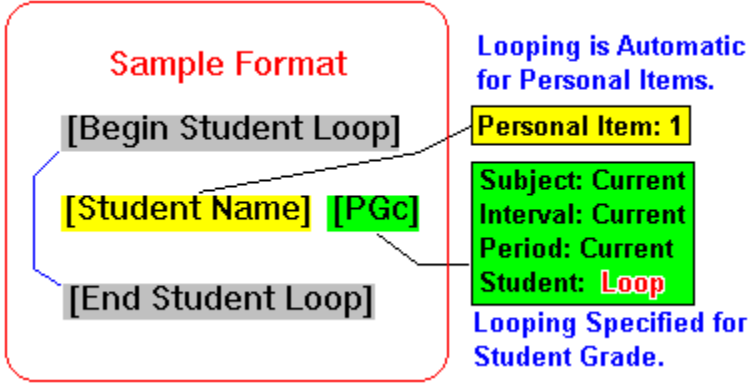
Also See:

Loops Menu Options

Field Menu Options

Other Looping Options

Other Looping Options

The window which creates the Begin and End loop fields also creates two other types of loop related fields.   One is called a **Loop Value** field and the other is called an **Increment Loop**   field.   Both of these fields are optional when using loops.   However, the use of these fields can greatly enhance the power and flexibility of Report Formats.   Loop Value allows the value of the loop increment counter to be printed on the report.   Increment Loop allows the value of the loop counter to be artificially incremented within the loop.   Choose one of the following for more information.

Other Looping Options - Loop Value

Other Looping Options - Increment Loop

Other Looping Options - Loop Value

This is a very powerful field used mainly for numbering items printed by using report loops.   Placed within the proper Begin/End Loop fields, this data field will reflect the current numeric value of the built-in loop counter.   One example of using this field is to place it prior to the student name field within a student loop.   This student roster type of report can then number the students as they are printed and automatically adjust to the size of the class being reported.   The figure below illustrates this example:
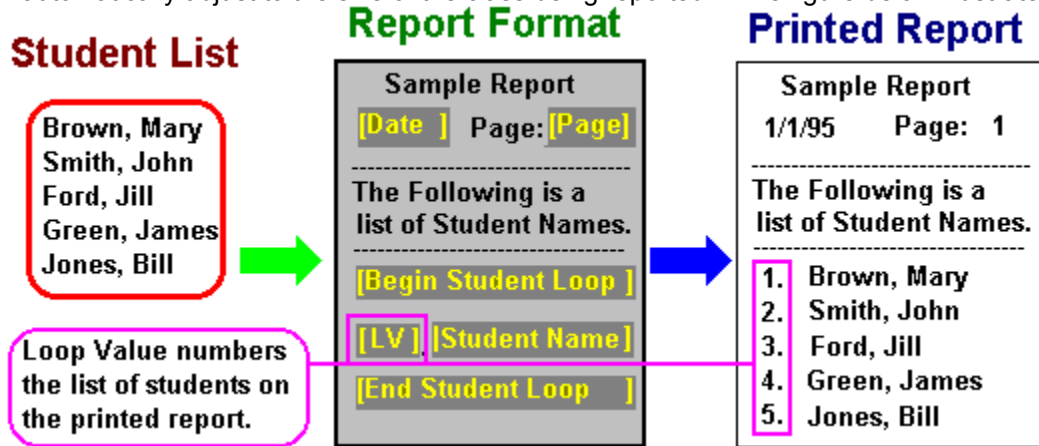
Other Looping Options - Increment Loop

The Increment field will artificially increment the built-in counter for the associated loop. (This field has no effect if not located between the proper Begin/End loop fields.) Incrementing the counter within a loop allows for data fields to be based on a loop counter and remain in a fixed row. The example shown below demonstrates four grades being reported with and without the increment loop technique:
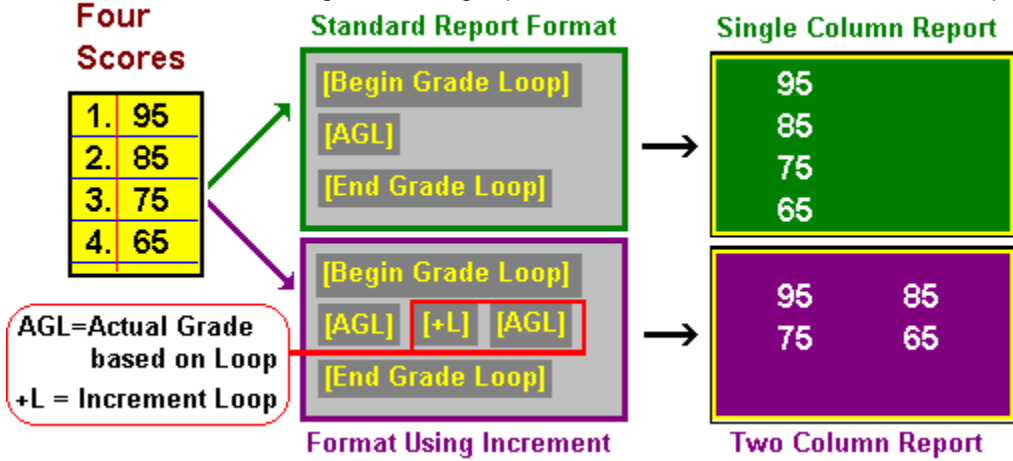
NOTE: Keep in mind that the Increment field must take at least one character position within a report format. Because this field does not print as a character position within a printed report, the report format is actually skewed right or wider than the actual printed report.

Using Report Blocks

A Report Block is defined to be a section of a report designed to only print one time.   If a report is printing from within a loop and runs out of lines on the current page, it will reprint the entire page from the beginning until it reaches the Begin Loop field of the loop it was printing.   From this point it continues where it was when it ran of of lines to print.   Because of this page repeat action, a Report Block was designed to allow some of the Report Format to only print the first time through.

Report Block fields are generated from the Miscellaneous Menu.   A Report Block is created by generating matching Begin and End Report Block fields.   All of the Text and data fields between these Report Block fields is considered to be the Report Block.   Understand that data within a Report Block IS NOT <u>header</u> type information.   It is in fact just the opposite.   <u>Header</u> information should be printed on each page and therefore should NOT be included in a Report Block.   Because this concept is somewhat confusing, it might be best learned by studying some of the sample Report Template Files provided with grade2.   The diagram below shows how a simple report format with a Loop and a Report Block might create a two page report.   Note that the Report Block text only prints on the first page and the loop continues on the second page:

Report Format   First Printed Page   Second Printed Page
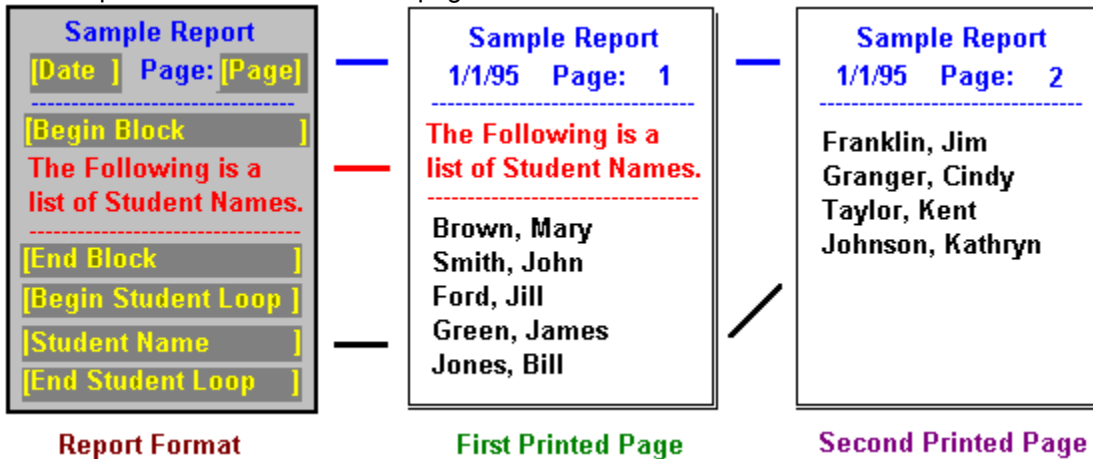
Placing Form Feed Fields

Form Feed is a special control field created by the Miscellaneous Menu.   The Form Feed field tells grade2 to stop printing on the current page and go to the top of the next page.   This field can be placed anywhere within a Report Format yet is normally at the end to eject any partially printed pages. Improper placement of this field can cause erratic results.   Caution should be used when using this field within loops; missing the placement by one line could cause the report to print a page per assignment per student instead of just a page per student.   If a Report Format is to have a Form Feed placed anywhere except as the very last field of the entire format, or if a report appears to be having Form Feed type of problems, the following steps should be considered:

Step 1: Create the Report Format without any Form Feed fields or remove any Form Feed fields from an existing problem report.

Step 2: Test print the report without the Form Feed field and check that looping, report block and other control fields are operating properly.

Step 3: Add Form Feed fields to the report format one at a time.   Test print the report after each additional Form Feed field is added to check for proper placement of the field.

Chaining Two Reports Together

Reports can be logically linked together using a <u>Chain Report Field</u>.   A Chain Report field allows a complete path/file name to a new report be specified.   Instead of printing this field, the report generator loads the new report and begins printing.

<u>Some Limitations to Chaining New Reports:</u>

1.   The path/file name must completly and exactly specify the name and location of the new report.   For example: If *"c:\grade2\reports"* was the location of a report named *"reportb.g2f"*, then the complete path/file name would be *[c:\grade2\reports\reportb.g2f].*   This field has no effect if the new report file is improperly specified or otherwise cannot be located.

2. The original report will not continue printing when the chained report is completed.   The new report totally replaces the report being printed.   Chaining a new report is functionally equivalent to selecting and printing a new report from the File Menu in grade2.

3. It is possible to create an <u>Infinite Loop</u> of reporting if any of the reports chain one of the reports already printed in the chain.

Student Personal Information

The Personal Information Window contains only the two selectable items described below. When all items are set correctly, select the OK button to accept and place this field into the report format.   Select the Cancel button to close this Field Edit window without placing a field into the report format.

Item 1:   Personal Information, selects which student personal information item the Report Format field is to represent.   With a class file loaded, these item descriptions will be the same as those of the loaded class file.

Item 2:   The Field Length item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Student Grades

The Student Grades window contains nine different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first seven items make up the standard <u>Field Options</u> selections for <u>Scope</u> and <u>Type</u>.

Items 1-3: <u>Subject</u>, <u>Interval</u> and <u>Period</u> scope selections.

Item 4: <u>Objective</u> selection, selects only those grades correlated to this period objective. (Period Scope item is required.)

Item 5: <u>Category</u> selection, selects only those grades associated with this category. (Period Scope item is required.)

Item 6: <u>Grade</u> selection, selects a specific grade assignment from a grading period. (Period Scope item is required.)

Item 7: <u>Type</u> selection: The following types of information are available for a selected student grade.

Numeric - Numeric Value of the grade (Defaults to Letter grade type for Letter Entry grades)

Letter - Letter translation of the numeric grade.

Mastery - Mastery Yes/No (Actual Period level grade assignments only)

Percent - Percent conversion of the entered numeric score.

Mean - Average of grades within this <u>scope</u> (Period Level grade or Higher only).

Std. Dev. - Standard Deviation of grades within this scope (Period Level grade or Higher only).

Variance - Variance of grades within this scope (Period Level grade or Higher only).

Highest - Highest grade within this scope (Period Level grade or Higher only).

Lowest - Lowest grade within this scope (Period Level grade or Higher only).

Range - Range of grade values within this scope (Period Level grade or Higher only).

Sum - Sum or the grade values within this scope (Period Level grade or Higher only).

Number of Grades - Total count of grades within this scope (Period Level grade or Higher only.)

Item 8:   The <u>Field Length</u> item determines the initial length of the field being placed into the report format.   The length of the field can still be adjusted after it is placed into the report format.

Item 9: The Find Grade item is special to this window.   You may enter the exact name of an Entered Grade Assignment into this item.   When reported, this field will look for a grade assignment by the Name entered and will represent the "found" grade assignment.   This field type is used most often for creating generic reports for data transfer to other programs.   With this type of grade field, it is not required that a grade to be reported be located in an exact position within the class file.   It is only necessary to call a grade assignment by an exact name for the report generator to locate and report it properly.

Student Attendance

The Student Attendance window contains seven different selectable items. When all items are set correctly, select the OK button to accept and place this field into the Report Format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first six items make up the standard Field Options selections for Scope and Type.

Items 1-3: Subject, Interval and Period scope selections.

Item 4: Day selection, selects which Attendance Day is to be reported. Options are Current, Loop or Actual Day.

Item 5: Code selection, selects which combinations of the available attendance codes are to be counted and reported for the Total or Percent Types. Available selections are:

All Attendance - All of the five attendance codes are counted.

Absent Excused - Only Excused Absences are counted.

Absent School - Only School type Absences are counted.

Absent Unexcused - Only Unexcused Absences are counted.

All Absences - All three Absent codes are counted.

Tardy Excused - Only Excused Tardies are counted.

Tardy Unexcused - Only Unexcused Tardies are counted.

All Tardies - Both of the Tardy codes are counted.

Item 6: Type selection.

For fields without a specific day selected there are two Type options:

Total - a count of the number of selected attendance codes entered for the selected scope.

Percent - a percent representation of the total count described above.

For fields with a specific day selected there are three Type options:

Date - the date assigned to the selected attendance day.

Code - the attendance code entered for this student on this attendance day.

Comment - the comment entered for this student on this attendance day.

Item 7: The Field Length item determines the initial length of the field being placed into the Report Rormat. The length of the field can still be adjusted after it is placed into the Report Format.

Student Discipline

The Student Discipline window contains six different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first five items make up the standard Field Options selections for Scope and Type.

Items 1-3: Subject, Interval and Period scope selections. (All three are required.)

Item 4: Occurrence selection, selects a specific discipline occurrence for a student. (Optional)

Item 5: Type selection.(Required)

For fields without a specific occurrence selected:

Total - the total number of discipline records entered for this student within the selected scope.

For fields with a specific occurrence selected:

Date - the date the discipline record was entered.

Incident - a description of the incident requiring a discipline action.

Action Taken - a description of the discipline action taken.

Item 6:   The Field Length item determines the initial length of the field being placed into the Report Rormat.   The length of the field can still be adjusted after it is placed into the Report Format.

Student Mastery

The Student Mastery window contains nine different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the report format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first six items make up the standard Field Options selections for Scope and Type.

Items 1-3: Subject, Interval and Period scope selections.

Item 4: Objective selection, selects the desired Subject, Interval or Period Objective.

Item 5: Category selection, selects only those objectives correlated with grades from a specific category.   (Period Scope item is required.)

Item 6: Correlated Grade selection, selects a specific grade correlated to this objective. Loop selection refers to the Correlated Grade Loop.   (Period scope item is required.)

Item 7: Type selection. (Required)

Score - the mastery score for the scope selection.

Mastery - a Yes/No mastery value for the scope selection.

Percent - percent of correlated items reporting mastery. (Not valid with Correlated Grade Selection)

Non-Mastery - percent of correlated items not mastered. (Not valid with Correlated Grade Selection)

# of Correlated Grades - count of number of grades correlated to the scope selection. (Not valid with Correlated Grade Selection)

Item 8:   The Field Length item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Item 9: Order selection, allows objective results to be ordered for clarity and importance within a report.   Available selections are:

Original Order - the order in which they appear within the class file being reported.

Ascending Order - non-mastered items appear before those mastered.

Descending Order - mastered items appear before those not mastered.

Student Notepads

The Student Notepad window contains six different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first five items make up the standard <u>Field Options</u> selections for <u>Scope</u> and <u>Type</u>. (NOTE: Currently, the only type value available for this field is the actual text entered for the selected Notepad & Text Line.   For this reason the type is assumed for this field and is not available for selection on this window.)

Items 1-3: <u>Subject</u>, <u>Interval</u> and <u>Period</u> scope selections. (All three Required)

Item 4: <u>Notepad</u> selection, selects which of a students notepads is to be referenced. (Required)

Item 5: <u>Line</u> selection, selects which line of the selected notepad is to be referenced. (Required)

Item 6:   The <u>Field Length</u> item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Student Regrades

The Student Regrades window contains six different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first five items make up the standard Field Options selections for Scope and Type.

Items 1-3: Subject, Interval and Period scope selections. (All three Required)

Item 4: Occurrence selection, selects which Regrade for the student (in numerical sequence) is to be referenced by this field.

Item 5: Type selection, selects one of the following:

Date - the date the Regrade was entered.

Comment - the comment for the Regrade as to the reason for the change.

Old Grade - the value of the grade prior to the Regrade.

Description - the description of the grade assignment.

Category - the category (if any) to which the grade assignment is a member.

Item 6:   The Field Length item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Class Personal Items

The Class Personal Information Items window contains three different selectable items. When all items are set correctly, select the OK button to accept and place this field into the Report Format.   Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

Item 1: Item selection, selects which Personal Data Item to reference.

Item 2: Type selection.   Three types of data are available:

Description - the text desciption of the item. (i.e. Name, Number, Phone, etc.)

Type - the type of item, either Character or Numeric.

Length - the maximum length of the data item.

Item 3:   The Field Length item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Class Grade Organization

The Class Grade Organization window contains eight different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format.   Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first seven items make up the standard Field Options selections for Scope and Type.

Items 1-3: Subject, Interval and Period scope selections.

Item 4: Category selection, selects a specific category within a period. (Period scope item required.)

Item 5: Grade selection, selects a specific grade assignment within a period or category. (Period scope item required.)

Item 6: Method selection, selects either the primary or secondary category if no grade is specified.   Selects the primary or secondary method of grading information for a specific grade assignment.

Item 7: Type selection. (Availability Key: A = All levels, C= Category Only, G= Grade Assignments Only, X = All levels except for Grade Assignments)

Description (A) - The text description given to the selected grade.

Method of Grading (A) - The method of grading used with or when computing this grade.

Letter (A) - Letter translation of the selected grade.

Weight (A) - Weight multiplier used for calculating with the selected grade.

Curve (X) - A numeric value added to the selected grade for each student.

High Drop (C) - Number of high grades to drop from the selected category.

Low Drop (C) - Number of low grades to drop from the selected category.

Index (G) - The numerical position of a grade assignment within a period.

Correlated Objective (G) - The description of the period objective to which this grade is correlated.

Due Date (G) - The due date entered for this grade assignment.

Category (G) - The description of the category to which the selected grade belongs.

Category Grade Equivalent (G) - The category grade link for this grade (if defined).

Edit Mode (G) - Letter or Numeric entry as defined for this grade.

Extra Credit (G) - The extra credit position of this grade as a Yes or No value.

Max Value (G) - The maximum possible value defined for this grade.

Mastery Level (G) - The value a student must achieve on this grade to earn mastery.

Mastery Weight (G) - The multiplier used when calculating with the mastery score of zero or one.

Item 8:   The Field Length item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Class Objective Organization

The Class Objective Organization window contains eight different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format.   Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first seven items make up the standard Field Options selections for Scope and Type.

Items 1-3: Subject, Interval and Period scope selections.

Item 4: Objective selection, selects actual objective from the Subject, Interval or Period level.

Item 5: Category selection, selects only those objectives correlated with grades from a specific category.   (Period Scope item is required.)

Item 6: Correlated Grade selection, selects a specific grade correlated to this objective. Loop selection refers to the Correlated Grade Loop.   (Period scope item is required.)

Item 7: Type selection. The following types are available:

Number Defined - the number of objectives defined at the selected scope level.   (This is the only type available when an actual objective has not be selected and is not available otherwise.)

Description - The text description of the selected objective or grade.

Index - The numerical sequence of the selected objective or grade.

Required Mastery - The mastery level required for the selected objective or grade.

Item 8:   The Field Length item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Class Statistics

The Class Statistics window contains nine different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

The first eight items make up the standard Field Options selections for Scope and Type.

Items 1-3: Subject, Interval and Period scope selections.

Item 4: Objective selection.

Item 5: Order selection.

Item 6: Category selection.

Item 7: Grade selection.

Item 8: Type selection.

The following types are available only when the objective item is not selected:

Number of Grades - Total count of grades within this scope.

Mean - Average of grades within this scope.

Std. Dev. - Standard Deviation of grades within this scope.

Variance - Variance of grades within this scope.

Highest - Highest grade within this scope.

Lowest - Lowest grade within this scope.

Range - Range of grade values within this scope.

Sum - Sum or the grade values within this scope.

The remaining types are available only when the objective item is selected:

 # Correlated Grades - the number of grades or lower objectives correlated to the selected objective.

Number Mastered - the number of correlated grades or lower objectives contributing mastery credit to this objective.

Percent Mastered - the above Number Mastered value converted to percent of correlated grades.

Item 9:   The Field Length item determines the initial length of the field being placed into the report format.   The length of the field can still be adjusted after it is placed into the report format.

Open Report Format File

When you select Open from the File menu an Open Report Format File window will be shown on the screen.   You can now select which file you want to open.   grade2 Report Editor allows you to choose different drives and directories.

If for some reason your Report Format file name is not shown, check to make sure that the window is showing the *.G2F files.   There is a section in the Open Report Format File window called List Files of Type.   This is where you can change the type of files that you are viewing in the window.

Open Class Template

When you select Class Template from the File menu a window is shown that lists the grade2 <u>class files</u> you have created as well as the sample ones grade2 includes.   Highlight the class file that you want to use as a Template and select OK.   If you have saved your Class Files in a different location than the default, choose which Drive and/or Directory the Class File is located on.

When you select to open a Class Template, grade2 will use your descriptive names wherever possible for all Subjects, Intervals, Periods, Categories, Grades, and all levels of Objectives when you are defiining data fields, instead of positional indexing.

Save As

When you select Save As from the File menu a window will be shown on your screen.   This window is where you select the Report Format File name you want to save the File as or type in a new Report Format File name.   You are able to choose which Drive and/or Directory you want the Report Format File saved in.

Printer Setup

When you select Printer Setup from the File menu a dialog box will be shown on the screen. In this dialog box you are able to select a default printer or specify the type of printer you are using.   You can also choose the orientation (landscape or portrait) of the printout and the size of paper you are using.

Print

When you select Print from the File menu a window is shown that lists the titles of the reports you have created as well as the standard reports grade2 includes.   To print a Report Format File, highlight the title of the report and select OK.   If you have saved your Report Format files in a different place than the default, you can select which Drive and/or Directory the Report Format file is located in.

Report Title

This option allows you to change or add a title to a standard report or a report you are creating.   To change or add a title, just start typing in the new or changed title.   When you are finished, select OK.

Center Text

With this option you can center text within the report format file. To center text, type in the text that you want centered and then select OK. The text is now centered.

One word of warning, if you are trying to center text that is on the same line as a data field the text will overwrite the comments in the data field. For example, the text that you have centered that falls on a data field replaces the comment in that data field.

General Data

The General Data Window contains two options.   When all items are set correctly, select the OK button to accept and place this field into the Report Format.   Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

Item 1:   The Item field contains the General Information that you have entered into a grade2 <u>Class File</u> from the Define - General Information menu.   The following list is the available information in the Item field:

School Year

Class Name

Section

Period

Grade Level

Teacher

Teacher I.D.

Office/Room

Phone

Conference

Assistant

Assistant Phone

Gradebook Number

School Name

Address

City-St-Zip

Miscellaneous

Item 2:   The <u>Field Length</u> item determines the initial length of the field being placed into the Report Format.   The length of the field can still be adjusted after it is placed into the Report Format.

Distribution

The Distribution window contains nine different selectable items.   When all items are set correctly, select the OK button to accept and place this field into the Report Format.   Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

Items 1-3: Subject, Interval and Period scope selections.

Item 4: Objective selection, selects only those grades correlated to this Period Objective. (Period Scope item is required.)

Item 5: Category selection, selects only those grades associated with this Category. (Period Scope item is required.)

Item 6: Assignment selection, selects a specific grade assignment within a Period or Category. (Period scope item required.)

Item 7: Break Point selection, selects a specific Letter Grade Break Point system.

Item 8: Type selection. The following types are available:

Total Yes - If you have set the Objective field above, this option will print the Total number of students that have mastered that Objective.   If you have set any of the other fields (except the Objective field), this option will print the number of students making the letter grade that you have specified.

Percent Yes - If you have set the Objective field above, this option will print the percentage of students that have mastered that objective.   If you have set any of the other fields (except the Objective field) this option will print the percentage of students making the letter grade that you have specified.

Percent No - If you have set the Objective field above, this option will print the percentage of students that have not mastered that objective.   If you have set any of the other fields (except the Objective field) this option will print the percentage of students not making the letter grade that you have specified.

Percent Yes Bar -If you have set the Objective field above, this option will print the percentage of students that have mastered that objective in the form of a bar graph.   If you have set any of the other fields (except the Objective field) this option will print the percentage of students making the letter grade that you have specified in the form of a bar graph.

Grand Total - Prints the total number of students in the class file that you have open in grade2.

Item 9:   The Field Length item determines the initial length of the field being placed into the report format.   The length of the field can still be adjusted after it is placed into the report format.

Controls

The Control Window contains three different options.   When you have selected an option, choose the OK button to accept and place this field into the report format.   Select the Cancel button to close this select window without placing a field into the report format. The three different options are:

1. *Form Feed*:   A Form Feed will tell grade2 to stop printing on the current page and go to the top of the next page.

2. _Begin Report Block_: Signals to grade2 that all the information after the Begin Report Block until the End Report Block should only be printed once on the report.

3. *End Report Block*:   Signals to grade2 that all the information between the Begin Report Block and the End Report Block should only be printed once on the report.   Be sure that you end all of the Report Blocks that you begin.

Letter Grade Break Points

The Letter Grade Break Points window contains four different selectable items. When all items are set correctly, select the OK button to accept and place this field into the Report Format. Select the Cancel button to close this Field Edit window without placing a field into the Report Format.

Item 1: The Letter Grade field refers to the Letter Grade Break Point you want to use from grade2. For example, you have defined a Letter Grade Break Point system of your own and it is the sixth Letter Grade system in grade2. You would set the Letter Grades field to 6 and grade2 will look for the sixth Letter Grade Break Point system within the open Class File.

Item 2: The Letter field refers to which letter grade in the Letter Grade Break Point system you are using. For example, if you are using the Normal Break Point System and want to have the report print the number of students that received A's you would select 1 in the Letter field. This means that grade2 will look at the Normal Break Points and find the first letter grade in the break point, which is an A.

Item 3: Type selection. The following types are available:

Letter - Will print the letter grade in the Letter Grade Break Point system that is used in Item 1 and Item 2.

Value - Will print the numeric grade associated with the letter grade in the Letter Grade Break Point system that is used in Item 1 and Item 2.

Item 4: The Field Length item determines the initial length of the field being placed into the report format. The length of the field can still be adjusted after it is placed into the report format.

Chain Report

When you select the <u>Chain Report</u> option from the Miscellaneous menu a dialog box is shown.   You now type in the Report Format file name that you want the current report to be chained to.   Be sure to specify the complete path/file name for the Report Format File so grade2 can find the proper report.   For example,

     c:\grade2w\reports\sprog.g2f

Chain Report Field

A Chain Report Field allows a complete path/file name to a new report be specified.   The Chain Report Field should be positioned at the bottom of a report.   When the report is done printing it will automatically print the next report that it is chained to.

Class File

Information about your students and grades stored on your computer system or on a floppy disk.

Current

Current is one of the settings that you can use in a data field.   Current refers to what is
selected in grade2 when the report is printed.

Data Field

A Data Field retrieves selected information from a grade2 Class File and properly places it in the printed report.

Edit Mode

The Edit Mode can be either overtype or insert.   Overtype mode allows you type over text and Insert mode allows you to insert text.

Field Edit Window

The Field Edit Window is a dialog window used to define a data field.

Form Feed

A control data field that tells grade2 to stop printing on the current page and go to the top of the next page.

Header

A Header is information that you put at the beginning of each report.   This information may include School Name, Class Name, date, and etc..

Increment Loop

An Increment Loop artificially increments the built-in counter for the associated loop.

Infinite Loop

An Infinite Loop is a Loop with a Begin and not an End.   The Loop will just keep repeating and repeating because grade2 has not been told to end the Loop.

Looping

Looping is a means of repeating a section of a report format for each item of a group.

Loop Counter

The Loop Counter will count each time grade2 loops through the information and will reflect this number in the <u>Loop Value</u>.

Loop Value

A data field that reflects the current numeric value of the built-in loop counter.

Nested Loops

A Nested Loop allows you to loop on more than one item.   For example, if you want to print every grade for every student you would need a student loop and an actual grade loop.

Report Editor

A portion of grade2 that allows you to create any report with the information grade2 stores or calculates.

Report Format

The layout of a grade2 report stored on your computer system or on a floppy disk.

Report Block

A special loop in a Report Format that only prints information once on a report.

Report Title

The Report Title is displayed in the Select Report Format File Window when you select Print from the File menu.   The title can be up to 50 alphanumeric characters in length.

Scope

The information about a grade2 report including the audience of the report, the contents of the report, and the layout of the report.   The Scope also refers to how the Subject, Interval, Period, Category, Objective, Grade fields are set in the <u>Field Edit Window</u>.

Typed Text

Typed Text is the information you type on the Report Format such as headings or titles for information, or notes to parents and students.   The text is printed on every copy of the report exactly as you typed it.

Keyboard Help

       APPLICATION   PRESS

APPLICATION	PRESS
Pull Down Menu	Alt Key plus F, E, S, C, L, M, H
Cancel	ESC Key
Move between buttons on Windows	TAB Key - moves one space right
	SHIFT + TAB - moves one space left
Select an item in a Window	Underlined LETTER of the item
Invokes button Selection on Menu	Underlined LETTER of Window Button
Scrolling up, down, right or left	Use Arrow Keys
Help Index	F1
Delete Field	F3
Edit Field	F10

Mouse Help

Usually selects or tags	Single click of Mouse
Usually selects and invokes	Double click of Mouse
Drag	Hold button & move Mouse
Abort	Click on Cancel
Accept change	Click on OK