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Introduction

Welcome to Excelsior **grade2** for Windows. You are using one of the most powerful classroom grade and student management systems. You will find many operations in **grade2** that will help you use your time efficiently.

Some of the operations you will want to learn include:

- Setting up your Class file grading structure to match your grading system.

- Choosing the appropriate method of calculating your grades.

- Printing Reports for students, parents, and yourself.

- Tracking Attendance on a daily basis.

- Keeping Notes and Discipline records about your students.

Create a Class File

You can create a class file by pulling down the File menu and selecting New. **grade2** creates an UNTITLED Class File for you to enter your student and grade information.

To get started quickly, just:

1. Open one of our Template Class files such as QUARTERS, SIXWKS, or TRIMEST using the File menu and choosing Open. Highlight the one that most closely matches when you report grades and press Enter.
2. Pull down the File menu and choose Save As. Choose the New button at the bottom of the window and the type in a name for your class file.
3. Enter students,
4. Enter your grade assignments,
5. And then enter the students' scores.
6. Save your Class File.

To customize the structure of a class file to match with your grading terms you will need to:

1. Pull down the File menu and choose New.
2. Define your Subjects, Intervals, Periods, and Categories
3. Enter your students.
4. Enter your grade assignments.
5. And then enter the students' scores.
6. Save your Class File.

You may also wish to see the following topics:

[Choose the Right Grading Method for the Class](#)

[Set up the Grading Structure for a Class](#)

[Print Reports](#)

[Save a Class File](#)

Set up the Grading Structure for a Class

You set up the structure of a Class file with the Define menu. The structure is necessary for **grade2** to find the correct and appropriate grade calculation for reporting purposes. Below is an example of a portion of the class file structure for our example file 'AHISTORY.G2C'.

The structure of your class file is based on the grade reporting times during the school year. For example if you turn in grades at the end of a nine weeks term, at mid-semester, and at the end of the year. Your class file should have 2 intervals in each subject (e.g. First Semester and Second Semester), and 2 grading periods in each interval (e.g. First nine weeks, Second nine weeks in First Semester, and Third nine weeks, Fourth nine weeks in Second Semester). See the diagram below for the example structure.

Subject 1: **AMERICAN HISTORY**

Interval 1: **1st SEMESTER**

Period 1: **1st 9 WKS** Period 2: **2nd 9 WKS**

Interval 2: **2nd SEMESTER**

Period 1: **3rd 9 WKS** Period 2: **4th 9 WKS**

If you calculate your final grade as an average of four quarter grades, your class file structure should look like the following.

Subject 1: **AMERICAN HISTORY**

Interval 1: **YEAR**

Period 1: **1st Quarter** Period 2: **2nd Quarter** Period 3: **3rd Quarter** Period 4: **4th Quarter**

If your semester grade is a cumulative grade from the first day of class until the last day of class, then you just need one interval and one grading period.

Attendance Master List:

The Attendance Days defined in your Class File. You can display the Master Attendance List for this grading period by pulling down the Define menu and choosing Daily Attendance.

ASCII Text File:

Information coded in the American Standard Code for Information Interchange (ASCII) and stored on your Computer system or on a floppy disk.

Blank:

Student has no score for an assignment. Blanks are considered missing assignments and are not included in grade calculations.

Category:

Assignments or grades for which an overall grade is reported (e.g. Homework, a grouping of similar Tests, Quizzes, etc.).

Class File:

Information about your students and grades stored on your computer system or a floppy disk by **grade2**.

Current:

The information highlighted under the cursor, in an active editing field, in the open window, in the grading column containing the cursor, or displayed on the Main Screen. The current subject, grading interval, and grading period are displayed at the top of the window on the status line. Current information is most important when printing and creating reports.

Data Transfer File:

Information to be transferred into or out of another Class File, other software, or computer, stored on your computer system or on a floppy disk.

Dialog Box:

A moveable window used to request information necessary to complete an action or function.

Edit Mode:

The way in which you want to enter a particular assignment or set of grades. Your choices are to enter grades as numbers (Numeric) or as letter grades (Letter).

Edit Window:

An area on the screen used to enter and edit information. The functions available in the window are listed as buttons at the bottom of the window.

Exempt Grade:

A special blank grade that you have decided not to require of a student. Exempt grades are entered as an 'X'.

Export:

Select information is save to an ASCII text file in the Exchange sub-directory for transferring purposes.

Export Format:

The layout for information set from your Class File to an ASCII text file.

File Extension:

The letters in a file name following the period (e.g. in the file name NEW.G2C, G2C is the file extension).

Some of the file extensions used in **grade2** are listed below.

G2C	Class file extension
G2B	Backup Class file extension
G2F	Report Format file extension
G2S	Spooler file extension
DAT	Data Exchange file extension

Grade Information:

Information about your assignment or grade such as a description, the due date, the highest grade possible, and the category of the assignment.

Grades:

Actual numeric or letter values representing a student's achievement on an assignment or group of assignments.

Grading Formula:

An equation used by **grade2** to actually calculate a set of grades. The description of the grading formula is called the Grading Method, Calculation Method, or Method of Grading (MOG).

IBM CLAS:

IBM (International Business Machine) Classroom LAN (Local Area Network) Administration System.

Import:

Selected information transferred into your Class File from an ASCII text file.

Import Format:

The layout of information to be transferred into your Class File.

Interval:

The longest grading term during a school year for which you report grades such as a Semester or Trimester.

List Window:

An area on the screen used to list the information available. The functions available in the window are presented as buttons at the bottom of the window.

Mastery Level:

Level of competence required of a student for mastery of an assignment or objective.

For the Subject Objectives the Mastery Level means what percentage of the correlated Interval Objectives does a student have to master to master this subject objective.

For the Interval Objectives the Mastery Level means what percentage of the correlated Period Objectives does a student have to master to master this interval objective.

For the Period Objectives the Mastery Level means what percentage of the correlated Grade Assignments does a student have to master to master this period objective.

For the Grade Assignments the Mastery Level means what score does a student have to make to master this grade assignment.

Mastery Score:

A student's score towards mastery of an objective based on the number and mastery weights of the assignments correlated to the objective.

Mastery Weight:

The importance of an assignment towards the mastery of an objective, or the importance of an objective towards the mastery of another objective.

Maximum Value:

The highest possible score for a grade assignment (doesn't include the extra credit points).

Notepad:

A special area in your Class File set aside for you to keep anecdotal information about your students.

Period:

The shortest grading term during a school year for which you report grades such as a Six Week period, a Nine Week period, or a Quarter.

Personal Information:

A student's individual information such as name, ID number, phone number, address and parent's name.

Personal Information Items:

Description of the data base items you want to keep about each student such as Name, ID number, Address, Phone number, or Book number.

Menu:

A list of operations or information available to you.

Qprint:

Send a copy of the window contents to the printer. If you are in a List Window, Qprint will give you the entire list of defined items. If you are in an Edit Window, Qprint will give you all the details about the item you are viewing or editing.

Regrade:

An assignment you allow a student to redo, or a test you allow a student to retake.

Report Editor:

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

Report Format File:

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

Score Weight:

The importance of the assignment of grade towards the calculation of a category or period grade.

Secondary Grading Method:

An alternate method of calculation your category, period, interval, or subject grades.

Workspace:

The area on the main screen set aside for entering grade and student information.

Window:

An area on the computer screen used to present information and actions to you.

New File

Creates a blank workspace for entering new Class information. Any existing information is removed from the workspace. The workspace is given the name 'Untitled.G2W'. Our program default information is placed in the Untitled Class file such as our calculation methods, letter grade break point systems, etc.

If DEFAULT.G2C exists, the contents of the Class file DEFAULT will be copied into the workspace. This allows you to have your personal default class information put in each new class file you create.

Open File

The Open command reads a stored Class File into the workspace and displays it for you to edit and enter information. Any existing workspace information is replaced by the contents of the read Class File. The workspace is given the name of the opened file with the file extension '.G2W'.

Open As Template File

The Open As Template command reads information from a stored Class File into the workspace and displays it for you to edit and enter information. Any existing workspace information is replaced by the information from the read Class File. The workspace is given the name 'UNTITLED' with the file extension '.G2W' (similar to File, New).

The information you can copy out of an existing class file into a new class file is the defined subjects, intervals, periods. You can also choose to copy the categories and/or grade assignment information from the existing class file.

This command allows you to create new class files with the same grading structure as other existing class files quickly and easily.

Close File

The Close command removes a Class File from the computer working area without writing the Class File. **grade2** displays a dialog box if changes have been made to the Class File. You can then choose to save the changes before closing the file, or you can close the file without saving the changes.

A New or Open command is required to fill and name the workspace following a Close.

Save the Class File or File Save

The Save command writes the existing workspace information to the hard disk or floppy disk (or other storage device) under the name of the workspace (e.g. AHISTORY.G2C) with the file extension 'G2C'. The previously saved version of the Class File is written to a backup file with the file extension 'G2B'.

File Save As

The Save As command writes the existing workspace information to the hard drive or floppy disk (or other storage device) under a new Class File name that you specify.

See the following topic for more information about saving a class file:

[Save As File](#)

File Revert to Saved

The Revert to Saved command closes the current workspace without saving and opens the previously saved copy of the current Class Files. Use this command when you have made changes to a class file that you don't want to save and wish to start editing again.

File Printer Setup

The Printer Setup commands allows you to choose the printer, the orientation of the page, and the paper size for the grade reports. Change the information as you wish. You can choose the printer you wish to use whether it is your Default printer or another printer on your computer system. You can choose the orientation and paper size that is appropriate for your printer. With the Options you can change the fineness and darkness of the text in your reports.

File Print

The print command provides a list of the Report Format Files available. The Report Format Files are used to print information from the open Class File to the printer, to the screen for preview, or to a data exchange file.

File Exit

The Exit command ends an operation and removes the existing Class file from the workspace, then returns you to the operating system (or Microsoft Windows).

Edit Undo

The Undo command reverses your most recent edit operation in the open window or on the main screen of the current Class File.

Edit Clear

The Clear command removes the selected portion from the screen and leaves the space empty. For example if you want to remove a grade from a column and not disturb the other grades in the column, use the Clear command.

You can Clear the grade under the cursor, the current grade column, or the grades for the current student.

The Delete key on your keyboard acts as a Clear current grade.

Edit Insert Grade

The Insert command creates a space in a column for information by moving the existing contents down in the column. Insert moves the column contents from the cursor down one cell in the column. This leaves a space under the cursor to enter the skipped value.

Edit Remove Grade

The Delete command allows you to remove a grade from the column and move the following portion of the column up one cell. You can then correct a mistyped column by just removing the repeated grade and adjust the column upward.

Edit Students

The Students command displays a list window containing the students entered in the current Class file. You can add students, delete students, view a student's personal information, edit a student's personal information, insert a student, import or export the students, or quick print a list of the students.

See the following topic for more information about editing student personal records:

[Student Information](#)

Edit Notepad

The Notepad command displays a list window containing the available notepads for the current student. You can add notepads, delete notepads, edit notepads, insert a notepad, view the contents of a particular notepad, import or export notepad information, or quick print the list of notepads.

See the following topic for more information about editing student notepads:

[Student Notes](#)

Edit Attendance

The Attendance command displays a list window containing the Attendance Dates that the current student has attendance information for. You can edit an attendance record for a particular date, insert an attendance record, add an attendance record, delete an attendance record, view an attendance record, import or export the attendance records, or quick print a list of the attendance records for the current student.

See the following topic for more information about editing attendance records:

[Student Attendance Information](#)

Edit Discipline

The Discipline command displays a list window containing the Discipline Incidents for the current student. You can edit a discipline record, insert a discipline record, add a discipline record, delete a discipline record, view a discipline record, import or export discipline records, or quick print a list of the discipline incidents for the current student.

See the following topic for more information about editing discipline records:

[Discipline Information](#)

Edit Regrades

The Regrades command displays a list window containing the assignments that you have allowed the current student to redo and have documented as a Regrade. You can edit a regrade record, insert a regrade record, add a regrade record, delete a regrade record, view a regrade record, import or export regrade records, or quick print a list of the regrade records for the current student.

See the following topic for more information about editing regrades:

[Regrade Information](#)

Edit Overwrite/Regrade

The Overwrite/Regrade command allows you to overwrite any grade that **grade2** calculates for a particular student, or document a changed score that you entered for a particular student. You can overwrite any of the category, period, interval, or subject grades that are calculated. You can create a regrade record for any assignment score that you entered. The overwritten grades and regrades will appear bold in the column on the screen.

To remove an overwrite grade or regrade, you must use the Edit, Clear command.

See the following topics for more information about regrades:

[Regrade Information](#)

[Edit Regrades](#)

Numeric View

The Numeric view displays the numeric values in the columns on the main screen.

Letter View

The Letter view displays the letter equivalent of the numeric values in the columns on the main screen if you have assigned a Letter Grade Break Point system.

Mastery View

The Mastery view displays a mastery Yes or No in the columns on the main screen based on the mastery levels and weighting set in your objective structure.

Grades View

The Grades view shows the grade assignment scores in the columns on the main screen. This is the default view for **grade2**. You may reset to this view using the Reset Order command on the Utilities menu.

Categories View

The Categories view displays the calculated category grades in the columns on the main screen beginning with the first category grade in column one and continuing for the number of defined categories in the current grading period.

Periods View

The Periods view displays the calculated period grades in the columns on the main screen beginning with the first period grade in column one and continuing for the number of defined periods in the current grading interval.

Intervals View

The Intervals view displays the calculated interval grades in the columns on the main screen beginning with the first interval grade in column one and continuing for the number of defined intervals in the current subject.

Subjects View

The Subjects view displays the calculated subject grades in the columns on the main screen beginning with the first subject grade in column one and continuing for the number of defined subjects in the current Class file.

Period Objectives View

The Period Objectives view displays mastery Yes or No for the period objectives in the columns on the main screen beginning with the first period objective in column one and continuing for the number of defined period objectives in the current grading period.

Interval Objectives View

The Interval Objectives view displays mastery Yes or No for the interval objectives in the columns on the main screen beginning with the first interval objective in column one and continuing for the number of defined interval objectives in the current grading interval.

Subject Objectives View

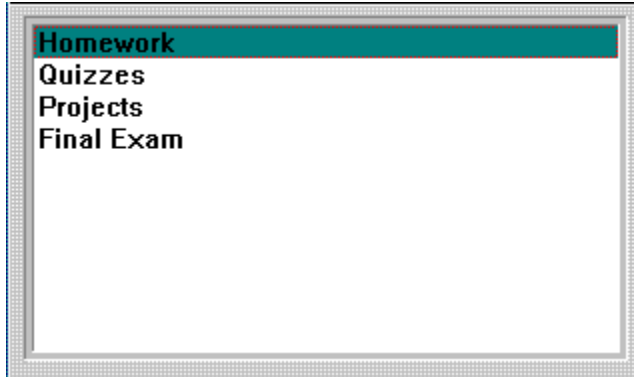
The Subject Objectives view displays mastery Yes or No for the subject objectives in the columns on the main screen beginning with the first subject objective in column one and continuing for the number of defined subject objectives in the current subject.

Attendance View

The Attendance view displays the attendance information for each attendance date in the columns on the main screen beginning with the first attendance day in column one and continuing for each defined attendance day in the current grading period.

Select Category

The Category command allows you to choose to have the grade assignments from a particular category displayed on the main screen. The assignments are displayed in the columns beginning with the first assignment in column one and continuing for the number of defined grades in that particular category.

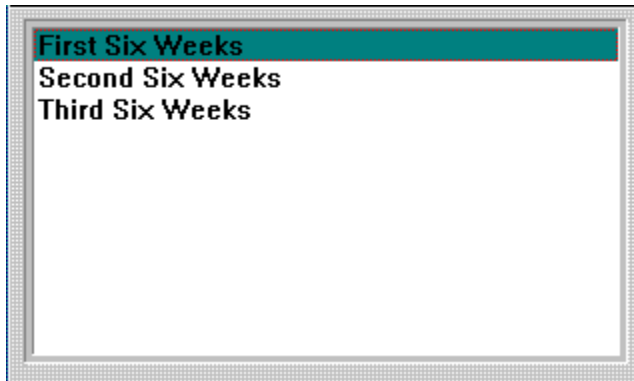


In the example above, when you choose OK only assignments in the Homework category will appear in the columns on the screen.

You do not need to select a particular category before entering grade assignments in the category.

Select Period

The Select Period command allows you to choose the defined grading period you wish to view, edit, or print.

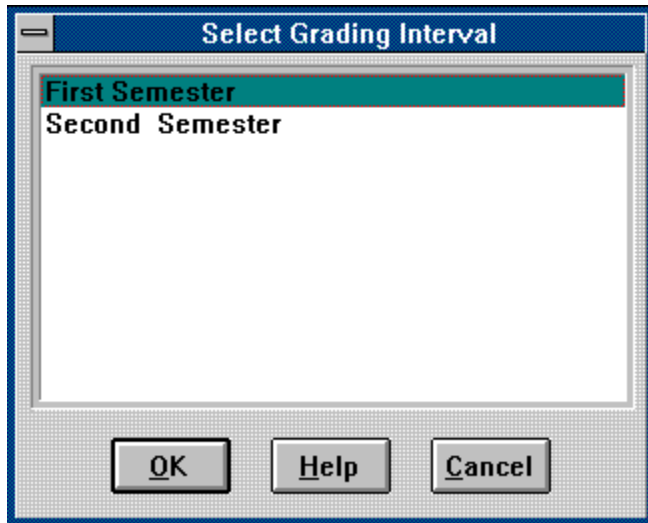


In the example above, when you choose OK you will change to the First Six Weeks grading period.

When you change to a new grading period for entering grades, the previous grading periods are still stored in your class file. Just use the Select menu to change to back to previous grading periods.

Select Interval

The Select Interval command allows you to choose the defined grading interval you wish to view, edit, or print.

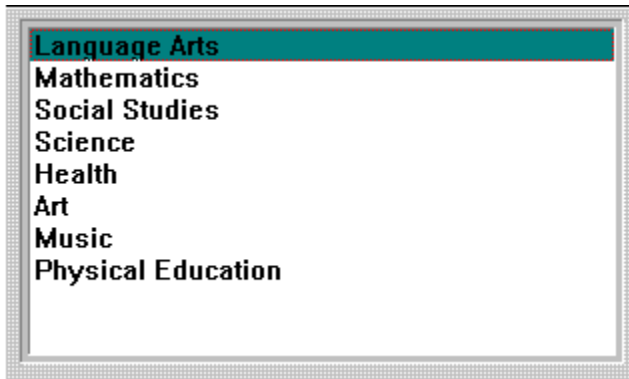


In the example above, when you choose OK you will change to the First Semester grading interval.

When you change to a new grading interval for entering grades, the previous grading intervals are still stored in your class file. Just use the Select menu to change to back to previous grading intervals. When you change to a new grading interval you may need to change the grading period as well.

Select Subject

The Select Subject command allows you to choose the defined grading subject you wish to view, edit, or print.

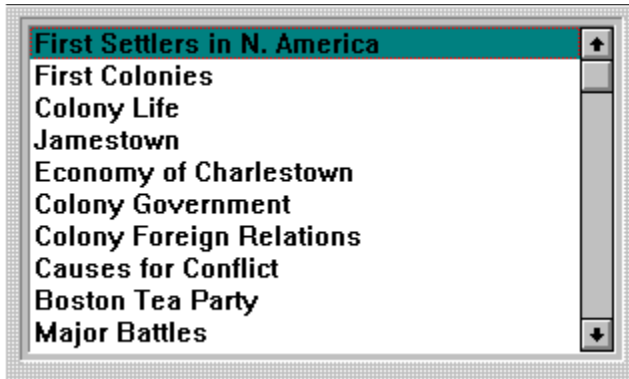


In the example above, when you choose OK you will change to the Language Arts subject.

When you select another subject you will stay in the same grading interval and the same grading period unless you change them with the Select menu.

Select Grades

The Select Grades commands allows you to choose the grade assignments that are displayed in the columns on the main screen. For example you can choose to see assignment four in a column next to assignment ten.



In the example above, when you choose OK **grade2** will display only the assignment entitled 'First Settlers in North America'.

You can choose more than one assignment by tagging the other assignments you want.

Selecting grades is available for viewing purposes at this time. This is not the way to choose which assignments will print on reports. See the Report Editor.

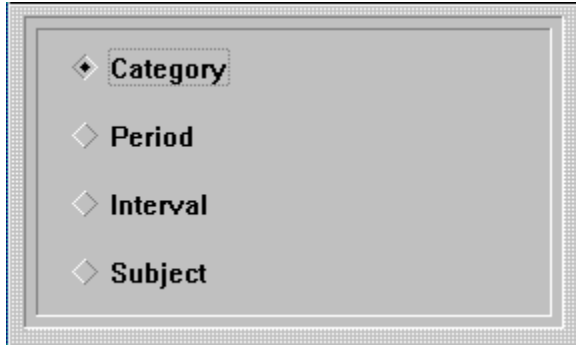
Select Student Index

The Select Student Index command allows you to choose the student index item or items you want displayed on the screen. You choose from the defined student personal items available in the Class file.

For example highlight the Student ID in the Student Index selection window. When you press OK in this example, the Student ID numbers will appear in the student column instead of the Names.

Select Result Column

The Select Result Column allows you to choose the grade information you want displayed in the result column. In the default view the current category grade is displayed. You can choose to have the current period grade, current interval grade, or current subject grade displayed.



In the example window above the Result Column will show you the current category grades.

Enter Grade Assignments for a Class or Define Grades

The Define Grades command allows you to add new grade assignments to your class file or edit existing grade assignments for the current grading period.

This command displays a list window containing the assignments that you have defined for the current grading period. You can edit a grade assignment, insert a grade assignment, add a grade assignment, delete a grade assignment, view a grade assignment, import or export grade assignments, or quick print a list of the grade assignments for the current grading period.

See the following topic for more information about defining grade assignments:

[Grade Information](#)

Define Categories

The Define Categories command allows you to add new grading categories to your class file or edit existing grading categories for the current grading period.

This command displays a list window containing the categories that you have defined for the current grading period. You can edit a category, insert a category, add a category, delete a category, view a category, import or export categories, or quick print a list of the categories for the current grading period.

See the following topic for more information about defining categories:

[Category Information](#)

Define Periods

The Define Periods command allows you to add new grading periods to your class file or edit existing grading periods for the current grading interval.

This command displays a list window containing the periods that you have defined for the current grading interval. You can edit a period, insert a period, add a period, delete a period, view a period, import or export periods, or quick print a list of the periods for the current grading interval.

See the following topic for more information about defining periods:

[Period Information](#)

Define Intervals

The Define Intervals command allows you to add new grading intervals to your class file or edit existing grading intervals for the current subject.

This command displays a list window containing the intervals that you have defined for the current subject. You can edit an interval, insert an interval, add an interval, delete an interval, view an interval, import or export intervals, or quick print a list of the intervals for the current subject.

See the following topic for more information about defining intervals:

[Interval Information](#)

Define Subjects

The Define Subjects command allows you to add new subjects to your class file or edit existing subjects for the current class file.

This command displays a list window containing the subjects that you have defined for the current class file. You can edit a subject, insert a subject, add a subject, delete a subject, view a subject, import or export subjects, or quick print a list of the subjects for the current class file.

See the following topic for more information about defining subjects:

[Subject Information](#)

Define Period Objectives

The Define Period Objectives command allows you to add new period objectives to your class file or edit existing period objectives for the current grading period.

This command displays a list window containing the period objectives that you have defined for the current grading period. You can edit a period objective, insert a period objective, add a period objective, delete a period objective, view a period objective, import or export period objectives, or quick print a list of the period objectives for the current period.

See the following topic for more information about defining period objectives:

[Period Objective Information](#)

Define Interval Objectives

The Define Interval Objectives command allows you to add new interval objectives to your class file or edit existing interval objectives for the current grading interval.

This command displays a list window containing the interval objectives that you have defined for the current grading interval. You can edit an interval objective, insert an interval objective, add an interval objective, delete an interval objective, view an interval objective, import or export interval objectives, or quick print a list of the interval objectives for the current interval.

See the following topic for more information about defining interval objectives:

[Interval Objective Information](#)

Define Subject Objectives

The Define Subject Objectives command allows you to add new subject objectives to your class file or edit existing subject objectives for the current subject.

This command displays a list window containing the subject objectives that you have defined for the current subject. You can edit a subject objective, insert a subject objective, add a subject objective, delete a subject objective, view a subject objective, import or export subject objectives, or quick print a list of the subject objectives for the current class file.

See the following topic for more information about defining subject objectives:

[Subject Objective Information](#)

Define General Information

The Define General Information command allows you to enter and edit some general information about your current class file. The information you can enter includes your name, the name of your class, the school name and address, and the school phone number.

This window allows you to enter and edit information about your current class file.

The following is a description of the general information requested by grade2.

School Year: the school year date such as 1990-91.

Class Name: the description of your Class such as Algebra II or 5th Grade.

Section: the Section name or number of your Class such as section B or section 101.

Period: the time or class period when you meet for instruction such as 9:15 - 10 or 7th period.

Grade Level: the grade or level of your class such as 10th grade or 400 level.

Teacher: your name or the instructor's name if different.

Teacher ID: your ID (such as Social Security) used at school.

Office/Room: your office number or room number.

Phone: your phone number for school related calls, usually your office phone number or the school's phone number. (Especially helpful on progress notices.)

Conference: the times you are available for conferences such as 2:30 - 3 PM MWF, or 3rd period TTh.

Assistant: your assistant's name such as your teaching assistant, your classroom aide, or your student teacher.

Assistant Phone: your assistant's phone number.

Gradebook Number: a number you may assign to your gradebook for record keeping purposes.

School Name: the name of your school.

Address: the street or mailing address of your school.

City-St-Zip: the city, state and zip-code of your school's street or mailing address.

The general information is used for header information on many of the **grade2** reports. The Class Name is used by **grade2** to identify your class file in the Open File window.

You can import and export the general information, or quickly print the information on your printer.

Define Personal Data Items

The Define Personal Data Items command allows you to add new data items to your student database in your current class file or edit existing data items in your database for the current class file.

This command displays a list window containing the personal data items that you have defined for the currentclass file. You can edit a data item, insert a data item, add a data item, delete a data item, view a data item, import or export data items, or quick print a list of the personal data items for the current class file.

Using this command you can create a student database that matches your administrative system so you can import and export the student information.

See the following topic for more information about defining new personal data items:

[Personal Data Information](#)

Define Daily Attendance

The Define Daily Attendance command allows you to define the Attendance days for the current grading period. The attendance days belong to your [Attendance Master List](#).

This command displays a [list window](#) containing the attendance days that you have defined for the [currentgradingperiod](#). You can edit an attendance day, insert an attendance day, add an attendance day, delete an attendance day, view an attendance day, import or export attendance days, or [quick print](#) a list of the attendance days for the current grading period.

See the following topic for more information about defining Daily Attendance:

[Daily Attendance Information](#)

Define Letter Grades

The Define Letter Grades command allows you to define Letter Grade Break Point systems for the current class file. You can enter the letters you want and the value for each letter. A letter grade break point system can have as many as 15 letter breaks.

This command displays a list window containing the letter grade break point systems that have been defined for the currentclass file. You can edit a letter grade break point system, insert a letter grade break point system, add a letter grade break point system, delete a letter grade break point system, view a letter grade break point system, import or export letter grade systems, or quick print a list of the letter grade break point systems for the current class file.

If you want to define a letter grade system that uses special characters such as checks, you may need to change your grade sheet font to a font containing the symbols you want. (If you want check marks you could use the Terminal font.)

See the following topic for more information about defining letter grade break point systems:

[Letter Grade Information](#)

Define Calculation Methods

The Define Calculation Methods command allows you to define grading methods for the current class file. You can define grading methods using variables recognized by **grade2**. The program includes four grading methods defined for you: Averaging, Summation, Raw Score Conversion to Percent, and Summation Percentage.

This command displays a list window containing the calculation methods that have been defined for the currentclass file. You can edit a calculation method, insert a calculation method, add a calculation method, delete a calculation method, view a calculation method, import or export calculation methods, or quick print a list of the calculation methods for the current class file.

See the following topic for more information:

[Calculation Methods Information](#)

Define Passwords

The Define Passwords command allows you to define three levels of passwords for controlling access to the current class file. You can define a View Only password, an Edit Grades Only password, or an All Rights password.

The View Only password allows someone to look at your class file information without making any changes or additions. This would be appropriate to allow access to an administrator or school counselor.

The Edit Grades Only password allows someone to enter and edit the students' scores on the main screen. However the person cannot edit or add grade assignments, or any other class file grading structure information. This password is appropriate for a teaching assistant or grader.

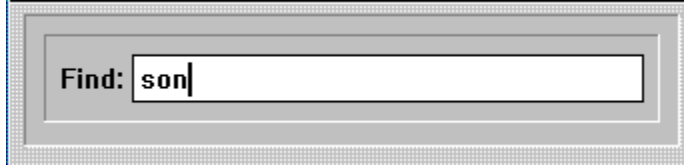
The All Rights password is your personal password. You must assign this password if you want to use any passwords at all.

We recommend that you assign passwords for all three levels if you wish to use passwords. Just enter a different password for each level.

NOTE: passwords are **case sensitive** (i.e. ace is not the same as ACE).

Find Utility

The Find command initiates a search for a particular student or set of students. You enter the search pattern (a set of characters) and choose to match the characters as the beginning characters of the current student item (Left to Right), or to match anywhere in the current student item (Internal).

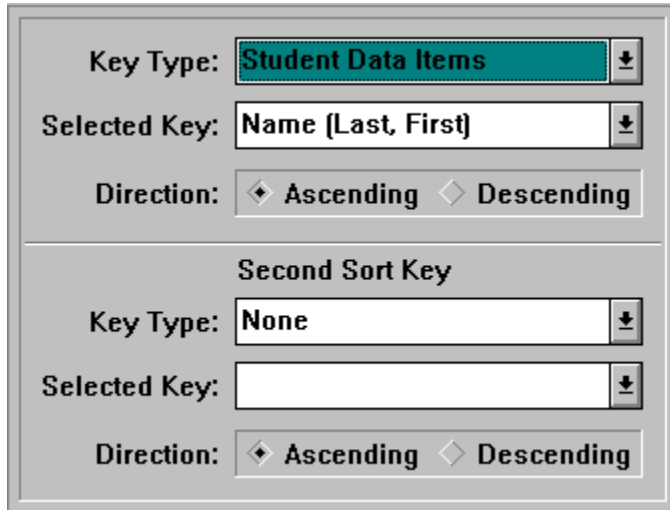


The example find will look for the letter combination `son' anywhere in the students' names (if student names are showing in the student index column) when you choose the Internal button. If you choose the Left to Right button **grade2** will look for the first student whose last name begins with `son'.

Sort Utility

The Sort command organizes the students in a particular order based on student Personal ItemsDef_Personal_Information, GradesDef_Grades, or Incomplete students (i.e. students with blank or missing scores). You select the direction of the sort, either Ascending or Descending.

You can choose to use a two level sort. This means if the first sort order finds two or more items that match, **grade2** will use the second sort key to organize the items.



The image shows a dialog box titled "Sort Utility" with two sections. The first section is for the primary sort key, and the second is for a secondary sort key. In the first section, "Key Type" is set to "Student Data Items", "Selected Key" is "Name (Last, First)", and "Direction" is "Ascending". In the second section, "Key Type" is "None", "Selected Key" is empty, and "Direction" is "Ascending".

Key Type:	Student Data Items
Selected Key:	Name (Last, First)
Direction:	Ascending
Second Sort Key	
Key Type:	None
Selected Key:	
Direction:	Ascending

The example sort settings above will place students in alphabetical order based on their Name.

If you sort students and wish to have the students appear in the new order each time you open the class file, you need to save the new order. See the [Save Order Utility](#).

Save Order Utility

The Save Order command allows you to save the student order in the current class file. This means that the students will appear in this order each time you open the class file and each time you use the Reset Order command.

Reset Order/Window Utility

The Reset Order command changes the main screen back to the default view and resets the student order. The student index item is set back to the first student item (usually Name), places the grade assignments in the columns with the numeric values showing. The cursor returns to the first grade column and the first student.

A fast way of activating the reset order command is to press function key F7.

Statistics Utility

The Statistics command displays statistics on the screen. You can choose to show class statistics for the current grade column, class statistics for the current result column, or statistics for the current student.

The statistics displayed include the Mean, Standard Deviation, Variance, Highest grade, Lowest grade, Range, and the Number of grades.

Bar Graph Utility

The Bar Graph command displays a bar graph of the letter grade distributions if you have assigned letter grade break point systems to your grades. The bar graph shows you the number of students receiving each letter grade. You can choose to see a bar graph of the letter grades for current grade column, the current result column, or the current student.

Import Utility

The Import command allows you to transfer information into the current class file from an ASCII text file (or data transfer file). Sources for the data files may be other class files, other software packages such as word processors, or other administrative database systems.

The data is transferred into a particular window or grade column. **grade2** uses your Import format to transfer the information into your class file properly.

Export Utility

The Export command allows you to transfer information into an ASCII text file (or data transfer file) from the current class file. You may use the data transfer file to send information to other class files, other software packages such as word processors, or other administrative database systems.

The data is transferred from a particular window or grade column to the data transfer file. **grade2** uses your Export format to write the information properly into your data transfer file.

Blanks to Zeros Utility

The Blanks to Zeros command allows you to quickly change the blank student scores to zeros and recalculate the grades. You can choose to change the blanks to zeros in the current grade column, in all grades columns, or just for the current student. Exempt gradees are not changed to zeros.

Once you change the blanks to zeros, the grade assignments are no longer considered missing assignments, and zeros are used in the grade calculations.

Quick Attendance Utility

The Quick Attendance command displays a list window containing your students with today's date. You then highlight the appropriate students and enter their proper attendance codes (i.e. A - excused Absence, AU - Unexcused Absence, AS - School Absence, T - excused Tardy, TU - Unexcused Tardy).

When you OK the window, **grade2** adds today's date to your Attendance Master List and enters the attendance information into the proper attendance column. **grade2** also updates the students' personal attendance records.

A quick way of activating the Quick Attendance command is to press function key F3.

See the following topic for information about using Quick Attendance:

Quick Attendance

School Absence

The student is officially in school but is not in your class. The student may be on a field trip, in special testing, etc.

Report Editor Utility

The Report Editor command runs the **grade2** [Report Editor](#). The Report Editor allows you to modify the existing reports or create your own reports. All reports included with **grade2** were created with the Report Editor.

Index Numbering Option

The Index Numbering command turns the student numbering (to the left of the student item) on or off. The index numbering is on by default. If you choose Index Numbering you turn it off.

Show Student Only Option

The Show Student Only command changes the display to show only the current student's scores and grades on the screen. This option is valuable when wanting to show a student his/her grades, or to show a parent his/her child's grades.

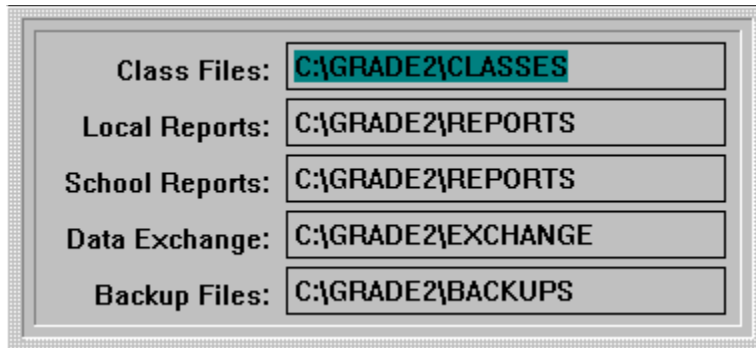
The Show Student Only command acts as a toggle to turn on and off the current student only display. You can also use the function key F6 to turn on and off the show student only mode. Function key F7 will turn off the show student only mode.

Secondary Method Option

The Secondary Method command changes the grading method for the current student from your primary grading method to your defined secondary grading method. **grade2** places a small 2 in the result column between the numeric grade and the letter grade to remind you that the student's grade is being calculated by your secondary method.

File Locations Option

The File Locations command allows you to determine where **grade2** stores and looks for various program files. The File Locations are set up for you when the program is installed. However, you may change the file locations if you need to. You choose where to place and look for class files, report format files, data exchange files, backup class files, and school report format files.



Class Files:	C:\GRADE2\CLASSES
Local Reports:	C:\GRADE2\REPORTS
School Reports:	C:\GRADE2\REPORTS
Data Exchange:	C:\GRADE2\EXCHANGE
Backup Files:	C:\GRADE2\BACKUPS

The window above shows an example of the default file locations. You may change these if you need to.

Modem Settings Option

The Modem Settings command sets the communication information for your modem. You choose the Com port (usually 1) and the Dial type (either Tone or Pulse).

The communications port (Com port) on your machine is the serial port to which your modem is connect (usually the first port). However, if you have your Mouse connect to your first serial port, your Com port for your modem would be 2.

The Dial type is determined by the phone system you use in your area. If you can use a touch tone phone, then set your Dial type to Tone. If you must use a rotary dial phone then you need to set your Dial type to Pulse.

Your Terms Option

The Your Terms command allows you to change the grade and objective structure terminology in the **grade2** program to match your grading system.. You can use alternate terms for subject, interval, period, category, grade, and objective. You just need to enter the singular and plural terms that you wish to use in place of the default **grade2** terminology. Then your choice of terms will be used throughout the program. Taking a few minutes now to change your terms will make it easier for you.

The terms you may want to change:

Grade: an assignment, activity, project, test, or other assessment you use to evaluate a student's academic progress. Not to be confused with the student's score or "grade" on an assessment.

Category: a grouping of assignments or assessments by type such as Homework, Projects, Laboratory Assignments, Tests, etc.

Period: the shortest grading term in your school reporting structure such as a quarter, six weeks, nine weeks, etc. Not to be confused with a period of the school day.

Interval: the longest grading term in your school reporting structure such as a semester, trimester, or the year. This is used to produce an accumulation grade for some or all of your grading periods.

Subject: the academic course you are teaching to the group of students in this class. Self-contained classroom teachers may have many subjects, while departmentalized classroom teachers may have only one subject. This is used to produce an accumulation grade for all of your grading intervals.

Below are some examples of the terminology that may be used in **grade2**.

Our Terms

Your Terms

Grade/Grades	Assignment/Assignments	Activity/Activities
Category/Categories	Category/Categories	Group/Groups
Period/Periods	Quarter/Quarters	Six Weeks/Six Weeks
Interval/Intervals	Semester/Semesters	Trimester/Trimesters
Subject/Subjects	Subject/Subjects	Course/Courses
Objective/Objectives	Outcome/Outcomes	Competency/Competencies

Set Colors Option

The Set Colors command allows you to change the colors that you see on the grade2 screen and in the windows. You can change the background, normal text, highlight, status lines, titles, borders, grade status, and grade cells. You can also choose to use our Excelsior default colors settings or the system default color settings.

Grade Sheet Fonts Option

The Font command allows you to change the type and size of the text used in the program. You can choose from any of the fonts installed in Microsoft Windows. Just change the font, font style, size, effects, and color as you wish.

NOTE: There may be some incompatible fonts and font sizes that are too large for grade2 installed on your computer system (WingDings for example). If you change your fonts, please choose your font carefully.

Cell Sizes/Grade Undos Option

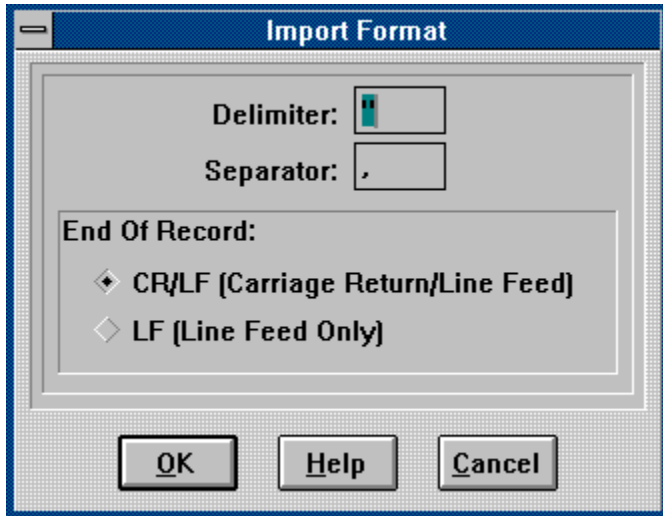
The Cell Sizes/Grade Undos command allows you to change the number of characters in the grade cells in the columns, the numeric portion of the result column, and the letter portion of the result column. You can also change the number of changes that grade2 can save and cancel (the default is 150 undos).

Grade Cell Width:	<input type="text" value="6"/>
Result Numeric Width:	<input type="text" value="8"/>
Result Letter Width:	<input type="text" value="4"/>
<hr/>	
Maximum Grade Undos:	<input type="text" value="150"/>

Above is an example of the setting for the widths that you can use. If you choose a large font, you may need to adjust the widths so that you display all the information in the columns.

Import Format Option

The Import Format command sets the delimiter, separator, and end-of-record characters for the data transfer files to be transferred into a **grade2** class file.



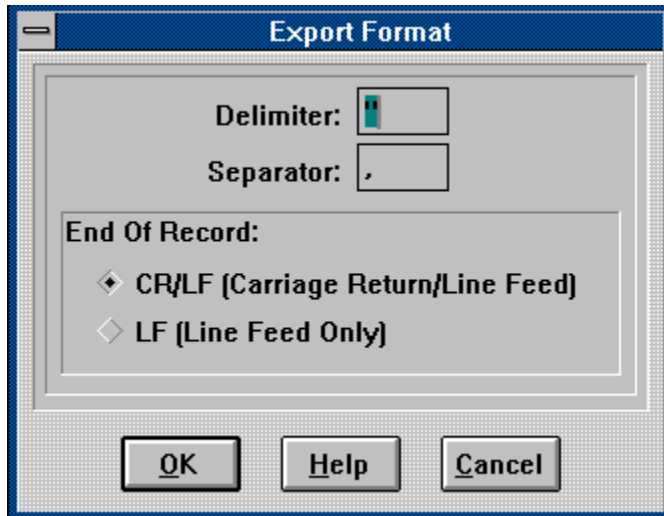
Above is the default import format used by **grade2**. Below is an example record from a data file using the default format.

"Adams, Todd","98"

If you are transferring information from one place in a class file to another place, make sure the import format matches the export format.

Export Format Option

The Export Format command sets the delimiter, separator, and end-of-record characters for the data transfer files to be created by **grade2** for transferring to other class files or other software packages.



Above is the default export format used by **grade2**. Below is an example record from a data file using the default format.

"Adams, Todd", "98"

If you are transferring information from one place in a class file to another place, make sure the export format matches the import format.

Significant Digits Option

The Significant Digits command allows you to determine how many decimal places to use in all calculations made by **grade2**. You can choose 1, 2, 3, or no decimal places for the calculations. You can also choose to Round the calculations or not (truncate). Note if you choose 3 decimals places, you cannot round the calculations.

The default settings are 1 decimal place and rounding on.

Recalculate Option

The Recalculate command causes **grade2** to recalculate all the grades at all levels. grade2 automatically recalculates the grades as you enter new grades, and prompts you to recalculate when changes are made to the grading structure. Yet the recalculate option is included to allow you to recalculate any time you wish.

Indexed Help

The Indexed Help command provides access to information organized by topic. You can browse and select any Help topic you wish.

Keyboard Help

The Keyboard Help command provides access to information about the special keys and Mouse operations that will speed up your use of the program.

Using Help

The Using Help command provides access to information about how to use help in a Microsoft Windows application.

About grade2

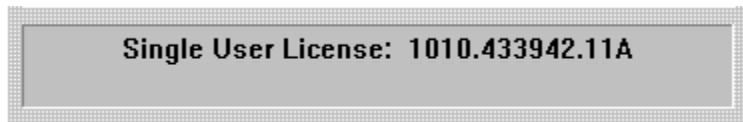
The About grade2 command provides information about the version of **grade2** you are using, your serial number, and your system memory. This information may be requested by the technical support staff if you call with questions.

When you contact technical support please provide the following information:

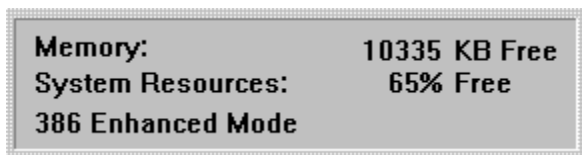
1. The version you are running.



2. Your Serial Number.



3. The amount of memory and system resources free.



Enter the Students' Scores

Once your class file structure is set up, there are students in your class file, and you have defined a grade assignment, you can enter grades or scores for the students.

To enter scores for the students:

1. Put your cursor at the top of the column where you want to enter scores.
2. Type in the numeric score or letter grade (determined by your Edit Mode of Numeric or Letter for the grade assignment) for the highlighted student and press Enter.
3. Repeat step 2 until all the students' scores are entered in the column.

If you want to enter scores for the students across the screen instead of down the columns, change to Show Student Only (Options menu). Then when you type in a score and press Enter the cursor goes across to the next column instead of down to the next student.

You may wish to review the following topics:

[Define Grades](#)

[Define Letter Grade Systems](#)

Choose the Right Grading Methods for the Class

grade2 has four grading methods defined for you to use to calculate grades. You can choose to use [Averaging](#), [Summation](#), [Raw Score Conversion to Percent](#), or [Summation Percentage](#). Or, you can define your own grading method with the formula generator (see [Define Calculation Methods](#)).

In a [class file](#), you are asked to choose a calculation method at four different levels. You choose a Subject method of grading which determines how to combine interval grades to produce a subject grade. You choose an Interval method of grading which determines how to combine period grades to produce an interval grade. You choose a Period method of grading which determines how to combine category grades to produce a period grade. You also choose a Category method of grading which determines how grade assignment scores are combined to produce a category grade.

You may use the same method of grading at all levels, such as Averaging. Or you may need to choose different grading methods at the levels to produce the grades you want. Below are some examples of how to set up some grading schemes.

Scheme 1: You are entering percentage grades in the grading columns (i.e. Max value is 100). Use Averaging at all the levels.

Scheme 2: You are entering raw scores or points for the students in the grading columns, and you want to produce a percentage grade for the categories. Use Raw Score Conversion or Summation Percentage for the category method of grading and use Averaging at period, interval, and subject levels.

Scheme 3: You are entering raw scores or points for the students in the grading columns. You want the category grades to be total points earned in the category, yet you want to report a percentage grade for the period. Use Summation for the category method of grading, use Raw Score Conversion, or Summation Percentage for the period method of grading, and use Averaging for the interval and subject levels.

If you want to create your own method of grading, see the [Define Calculation Methods](#) topic.

Averaging

The grades are first multiplied by their individual weights (wt) and then added together. The sum of the grades is then divided by the sum of the individual weights. The resulting grade is then the statistical mean of the weighted individual grades.

Example calculation: scores 75 wt. 1, 90 wt. 2, 84 wt. 3

$$\text{Average} = [(1 \times 75) + (2 \times 90) + (3 \times 84)] / [1 + 2 + 3] = \mathbf{84.5}$$

Summation

The grades are first multiplied by their individual weights (wt.) and then added together. The resulting grade is the statistical total of the weighted individual grades.

Example calculation: scores 75 wt.1, 90 wt. 2, 84 wt. 3

$$\mathbf{Sum} = (1 \times 75) + (2 \times 90) + (3 \times 84) = \mathbf{507}$$

Raw Score Conversion to Percent

The grades are first converted to a percentage by dividing the grade by its max value. The individual percentage scores are then multiplied by their individual weights (wt.) and added together. This sum is then divided by the sum of the individual weights and multiplied by 100%. The resulting grade is the statistical mean of the individual weighted percentage grades.

Example calculation: scores 40 out of 45 wt. 1, 56 out of 60 wt. of 2, 34 out of 35 wt. 1

$$\mathbf{RSC\%} = [(1 \times (40/45)) + (2 \times (56/60)) + (1 \times (34/35))] / [1 + 2 + 1] \times 100\% = \mathbf{93.2}$$

Summation Percentage

The grades are first multiplied by their individual weights (wt.) then added together to determine the number of points the student earned. The max value for each grade is then multiplied by the individual weights (wt.) to determine the number of points possible. Finally the number of points a student earned is divided by the number of points possible and then multiplied by 100%. The resulting grade is the percentage of the individual grades.

Example calculation: scores 40 out of 45 wt. 1, 56 out of 60 wt. 2, 34 out of 35 wt. 1

$$\mathbf{S\%} = [(1 \times 40) + (2 \times 56) + (1 \times 34)] / [(1 \times 45) + (2 \times 60) + (1 \times 35)] \times 100\% = \mathbf{93.0}$$

Add Students to a Class

You can add students to a Class by typing them in, by downloading from IBM CLAS (if you are on an IBM CLAS network system), or by importing from an [ASCII data file](#).

To enter students in your Class, you pull down the Edit menu and choose Students. You will then have the list of students already in the class (if there are any). You can then select the Add button to type in information for new students.

You can choose the Import button if you want to transfer the new students in from an ASCII data file. The ASCII data file can be created with a word processing program, a data base program, or a school administrative system. You will need to make sure that the student data items in your Class match with the items you are importing. You can change the student data items in your Class using the Personal Data Items selection on the Define menu.

Refer to these other topics for more information:

[Edit Students](#)

[Student Information](#)

[Define Personal Data Items](#)

Print Reports

There are reports included with the program for you to use to report information to parents, students, and administrators. There are also reports for you to use for your records. Class reports are for printing grade and student information for groups of students in the current class file. Student reports provide information about one particular student on each page.

You print reports by pulling down the File menu and choosing Print. A list of the available reports appears in your window. Choose the report you want and press OK. You can then choose to print the report to your printer, to the screen, or to a data file.

If the reports included with the program don't meet your needs, you can use the program Report Editor found on the Utilities menu. You can then design reports any way you wish. All of the reports included with the program were created with the Report Editor. You may modify the included reports if you wish.

Other topics you may wish to view:

File Print

Report Editor Utility

Enter Discipline Information for a Student

You can keep discipline records for a student. You can keep information about the incident that occurred, the date, and the action you took.

To enter discipline information about a student:

1. Highlight the appropriate student.
2. Pull down the Edit menu and choose Discipline.
3. Choose the Add button at the bottom of the window.
4. Enter the information.
5. Choose OK.
6. Choose OK again.

If you need to document more information about the discipline incident, you may use a Notepad to store more information.

The discipline incidents are stored in a particular grading period. When you change to a new grading period, the student will have no discipline information in the new grading period until you enter a new incident.

Other topics you may wish to view:

[Keep Notes About Students](#)

[Discipline Information](#)

[Edit Discipline](#)

Take Attendance

The fastest way to take Attendance for today is to use the Quick Attendance utility. Quick Attendance brings up a window containing your students. You then highlight the appropriate student and choose the correct attendance code. When you OK the window, **grade2** adds today's date to the Attendance Master List and creates the attendance records for the appropriate students.

If you need to take attendance for a day other than today, or the attendance days have been entered for the grading term, you should not use Quick Attendance. To add a day to your Attendance Master List, use the Attendance selection on the Define menu. Once you have defined an attendance day, a column becomes active with that date when you change the view to Attendance (i.e. View, Attendance). Then you enter the appropriate attendance codes for the students in the correct day column. (This process is very similar to entering grades in a column.)

You can check a student's attendance record by using the Attendance selection on the Edit menu. You highlight the student you wish, pull down the Edit menu, and choose Attendance. A list of the student's attendance information for this grading period appears in the window. You can edit the information and/or add a comment if you wish. Some of our reports print the student's attendance records such as the Student Period Attendance Summary, the Student Progress Report, and the Period Attendance Summary.

Attendance days belong to a particular grading period. When you change to a new grading period, there are no defined attendance days until you enter them.

Refer to these topics for more information:

[Quick Attendance Utility](#)

[Define Daily Attendance](#)

[Daily Attendance Information](#)

[Student Attendance Information](#)

[Edit Attendance](#)

Keep Notes About a Student

The program allows you to keep anecdotal records or notes about your students. You can enter and edit the information using the Notepad selection on the Edit menu. You can have as many different notepads about a student as you need.

To create a new notepad and enter notes about a student:

1. Highlight the appropriate student.
2. Pull down the Edit menu and choose Notepad.
3. Select the Add button at the bottom of a window.
4. Enter a title for the new notepad.
5. Enter the notes you want to keep about a student.
6. Choose OK.
7. Choose OK again.

Notice that musical notes appear to the right of the student's index item (probably his/her name). The notes are a visual reminder that notepad information exists for the student. You may edit the notepad information as you wish. And you can add as many other notepads as you wish.

Notepads belong to a particular grading period. When you change to a new grading period there will not be notepads until you add some notepads.

Refer to the following topic for more information:

[Edit Notepads](#)

Track Learning Objectives

grade2 will track mastery of learning objectives for you if you enter your objectives and correlated your grade assignments to your objectives. This is a very easy procedure.

First enter your Subject level learning objectives. Often these are provided by your state education agency or by your school district.

Then enter your Interval level learning objectives. Often these are parts of the subject objectives. Just make sure you correlate the interval objective to the appropriate subject objective.

Next enter your Period level learning objectives. These objectives are often your unit learning objectives or your textbook chapter learning objectives. Make sure you correlate each period objectives to the appropriate interval objective.

Finally, when you define a grade assignment, correlate the assignment to the appropriate period objective. Then as you enter a score for an assignment, **grade2** will also calculate the mastery of the particular learning objectives.

Other topics you may wish to view:

[Define Subject Objectives](#)

[Subject Objective Information](#)

[Define Interval Objectives](#)

[Interval Objective Information](#)

[Define Period Objectives](#)

[Period Objectives Information](#)

[Define Grade](#)

[Grade Information](#)

[Correlating Grades to Objectives](#)

Category Information

The following is a brief description of the information you enter for each category.

Description: You type in a description of the group of grade assignments that you want to call a category. Enter a Category Description that will mean something to you and your students on grade reports.

Method of Grading: The way you want to calculate your Category grade such as Averaging, Summation, Raw Score Conversion to Percentage, Summation Percentage, or your formula. The Method of Grading is very important for accurate category grades.

Category Weight: The multiplier for the category grade, or the percentage of the period grade determined by the category grade. For example, if you want all the categories to have equal weight towards the period grade, use a category weight of 1. If you want the first category to count 15% towards the period grade, then use a weight of 15 for the first period.

Letter Grade Break Points (BPs): The description of the Letter grade break point system you want **grade2** to use when assigning letter grades to your numeric grades. **grade2** includes a set of standard letter grade break points.

Category Curve Value: The number of points you want to add to your category grades. For example, with a curve value of 7 the program adds 7 points to each student's category grade.

Drop Low Grades: The number of low grades you want to exclude from the category grade calculation. For example, if you want to include all the student's grades except the lowest grade, then enter a `1' to drop only the lowest grade. The default value is 0 (don't drop any low grades).

Drop High Grades: The number of high grades you want to exclude from the category grade calculation. For example, if you want to include all the student's grades except the highest grade, then enter a `1' to drop only the highest grade. The default value is 0 (don't drop any high grades).

Secondary Grading Method: **grade2** allows you to calculate students' grades in two different ways, a primary grading method and a secondary grading method. For the secondary grading method, you need to tell the program how to calculate the numeric grade. **grade2** also needs to know how to assign the letter grades and how to weigh the category.

Grade Information

The following information fields are for you to enter your grade information.

Description: Example, Adverbs or Chapter 1 review questions.

Due Date: For example, Tues Oct 9

First Category: For example, Chapter 1 review questions were completed outside of class so it is a homework category.

Maximum Value: Highest score possible (for example, 100).

Score Weight: For example, assignment to have equal weight with all other assignments, use a score weight of 1. A score weight of 50 will count 50% towards the category grade.

Objective: The description of the defined period objective covered in the assignment or test. For example, adverbs correlate to the Period Objective Parts of speech.

Mastery Level: For example, a 80 mastery means a student needs to score at least 80 on the assignment.

Mastery Weight: For example, weight (40) on adverb test means it counts 40% of the objective mastery.

Edit Mode: How you want to enter your grade, numeric or letter.

Letter Grade BPs: Which pre-defined Letter grade break point system do you want to use to assign letter grades to your scores? An example is Normal Break Points.

Extra Credit: Is this grade treated as an extra credit grade? Yes or No.

Second Category: For example, the Review question on Chapter 1 (Category - Homework) may also count as part of (Category - Weekly Quiz).

Category Grade: Type in the name of Category that is to become a single grade in another category. Example, if you want your homework grade to count as one test score, then define the Category Grade as homework and the First Category as Test.

Secondary Grading Method: You may wish to assign an additional method of grading for certain students. If you select a secondary grading method, you will also need to define a score weight, mastery level and mastery weight.

Interval Information

The following is a list of the Interval information requested by **grade2**.

Interval Description: Description: an alphanumeric description of your grading Interval such as First Semester or Second Trimester. The program uses the Grading Interval Description on the grade reports.

Interval Method of Grading: The way you want to calculate your grading Interval (Semester, Trimester) grade such as Averaging, Summation, Raw Score Conversion to Percentage, Summation Percentage, or your formula. The Method of Grading is very important for accurate grading Interval grades.

Interval Weight: The multiplier for the interval grade, or the percentage of the final grade determined by the interval grade. For example, if you want all the grading intervals to have equal weight towards the subject grade, use an interval weight of 1. If you want the first interval to count 40% towards the subject grade, then use a weight of 40 for the first interval.

Interval Curve Value: The number of points you want to add to your grading interval grades. For example, with a curve value of 3 **grade2** adds 3 points to each student's interval grade.

Period Information

The following is a brief description of the Period Information requested by the program.

Description: an alphanumeric description of your grading period such as First Six Weeks, Third Quarter, Fourth Nine Weeks, etc. **grade2** uses the Period Description on the grade reports.

Method of Grading: The way you want to calculate your grading Period (6-wks, quarter) grade such as Averaging, Summation, Raw Score Conversion to Percentage, Summation Percentage, or your formula. The Method of Grading is very important for accurate grading period grades.

Period Weight: The multiplier for the period grade, or the percentage of the interval grade determined by the period grade. For example, if you want all the grading periods to have equal weight towards the interval grade, use a period weight of 1. If you want the first period to count 20% towards the interval grade, then use a weight of 20 for the first period.

Curve Value: The number of points you want to add to your grading period grades. For example, with a curve value of 10 **grade2** adds 10 points to each student's period grade.

Subject Information

The following is a brief description of the information requested by the program.

Description: An alphanumeric description of your academic subject or material such as Social Studies, Physical Science, Linear Algebra, or Art. **grade2** uses the Subject Description on the grade reports.

Method of Grading: The way you want to calculate your Subject grade such as Averaging, Summation, Raw Score Conversion to Percentage, Summation Percentage, or your formula. The Method of Grading is very important for accurate subject grades.

Curve Value: The number of points you want the program to add to your subject grades. For example, with a curve value of 5 **grade2** adds 5 points to each student's subject grade.

Save As File

The "Save as" Window Operation allows you to write the existing class file to the hard disk or floppy disk (or other storage device) under a new class file name. This operation does not change the original class file.

OK: Quit editing, etc. and EXIT window.

File Name: Enter an 8 character or less DOS name for your class file.

File Type: Save Class files as .G2C files so that **grade2** will recognize the file automatically.

Directories: **grade2** looks for your Class file where you have set your File Locations. You can change the directory and/or the drive.

Cancel: Selecting this button automatically closes the window and stops the last operation.

Quick Attendance

Allows you to enter today's class attendance quickly and easily into today's attendance column on the screen.

Just move through your students and enter attendance information for the students that are absent or tardy. **grade2** then creates an Attendance Record with today's date for each student with attendance information. You can add a comment to the student's Attendance Record at another time.

Highlight the students that are absent or tardy one at a time. Clicking on Absent or Tardy results in an attendance code being placed by the highlighted student. Clicking again changes the code. With a keyboard, press A or T. NOTE: A double click of the mouse on the students name will also enter an absent code. This code is changed by double clicking again.

When you finish, select OK. Your attendance record is placed in the appropriate column on the main screen, under today's date.

Discipline Information

grade2 allows you to keep records of student discipline problems in a separate place other than the student's notepad. The Discipline List Window contains the student's discipline record. If the student has no information in the Window, then there is no information available. A discipline record contains the date, the incident that occurred, the action you took, and a comment.

Date: The actual calendar date when the incident happened.

Incident: The related problem. For example, cheating on a test.

Action Taken: What you did about it. For example, sent a note home.

Period Objective Information

The following information fields are listed for you to enter your Period objective information.

Description: Type in one of your daily or weekly objectives.
For example, Use of question marks or correct use of commas.

Mastery Level: The percentage score the student needs to reach in order to show mastery of the correlated objective.

Mastery Weight: How important is this objective in determining mastery of the correlated Interval Objective?
For example, 1 gives the grade equal mastery weight with other Period Objectives in determining mastery of the Interval Objective.

Interval Objective: Select the pre-defined Interval objective that correlates to the Period Objective . For example: Demonstrate knowledge of standard uses of capitalization correlates to the Period objective - the first word and all nouns in the salutation of a letter.

Student Information

This window contains a list of the selected student's Personal Items and the student's Status.

Next: Proceed to the next student in the List Data Window for additions, changes, etc.

Prev: Move back to the previous student in the List Data Window for changes, etc.

Add: Add a new student as the last selection in the List Information window. Leaves the Edit Data window open to enter an additional student's data.

Insert: Add a new student before the current (highlighted) student in the List Information window. Leaves the window open to enter an additional student's data.

If you have selected Add in the previous List Window. You will be inserting at the end of the list.

Delete: Removes the current student in the Edit Data Window and adds the next student's data information. BE CAREFUL USING THIS OPTION.

Qprint: Sends this student's personal information to your printer. This is an easy way to print a student's personal information for your files.

Import: Allows you to choose the data file containing your student information to transfer in.

Export: Allows you to transfer this student's information to a data file to be used in another software application.

Dial Number: Allows you to use your modem to call this student.

Status: If the student is going to be receiving grades, etc. then his/her status should be Active. Any other status removes the student from the main screen display, reports, etc. and archives the student's information.

Student Attendance Information

You enter and edit the highlighted student's attendance information from the Student's Attendance Record.

Select Date: Toggle through the previously defined dates by clicking on the right arrows (). Select the correct attendance date.

Select Attendance Code: Toggle through the available codes (e.g., A: excused absence AS: school absence AU: unexcused absence T: excused tardy TU: unexcused tardy).

Comment: Add a brief statement about the absence or tardy which you recorded (e.g., sick with flu, dental appointment).

Regrade Information

In this Edit Window you can edit, add and insert the Re-taught Grade information.

Grading Category: Choose the category the changed grade assignment belongs to (e.g., Homework problems).

Grade Description: Choose the description of the grade assignment that was changed (e.g., Fraction problem).

Old Grade: Enter the Student's old grade on the assignment.

Date: Enter the date that the new grade was entered.

Comment: Enter comment to document the new grade situation (e.g., Attended a special session after school on fractions a re-test was given to measure results).

You can automatically enter this regrade information while changing the grade in the class main window.

1. Double click on the re-taught grade.
2. On the prompt window, select regrade.
3. In the new prompt window, enter your comment about the regrade and select OK.
4. You may now type in the re-taught grade.

grade2 now updates the student's Retaught Grade information Window with a description of the Grade, Category, old grade entry date and your added comment.

Interval Objective Information

The following list of information fields are for you to enter your Interval objective information.

Description: In this field type in one of your Interval objectives. For example: demonstrate knowledge of standard punctuation or divide whole numbers that have four or fewer digits.

Mastery Level: The percentage of the correlated period objectives the student needs to master in order to show mastery of this objective.

Mastery Weight: How important is this objective in determining mastery of the correlated Subject Objective? For example: 1 gives the grade equal mastery weight with other Interval Objectives in determining mastery of the Subject Objective.

Subject Objective: Select the pre-defined Subject objective that correlates to the Interval Objective. For example: demonstrate knowledge of standard punctuation correlates to the Subject objective - English mechanics, or Understand metric measurements correlates to the Subject objective - Understand measurements in either metric or customary units.

Subject Objective Information

The following list of information fields are for you to enter your Subject objective information.

Description: Type in one of your Subject objectives. For example: Demonstrate the ability to organize a written communication, or understand the concept of equivalency among fractions.

Mastery Level: The percentage score the student needs to reach in order to show mastery of the correlated objective.

Mastery Weight: How important is this objective in determining mastery of the Subject? For example: 1 gives the grade equal mastery weight with other Subject Objectives in determining mastery of the Subject.

Personal Data Information

In this window you can edit, add or insert a personal information item. The information **grade2** needs about a Personal Information Item:

Description: Name of the personal information item to be maintained. For example, Name, Social security number or parents name.

Type: Character (Alphanumeric) or Numeric (contains numbers)

Length: Total number of characters. For example, if your item is Name (Last, First), the item type is Character and the length is 30, then you can have up to 30 characters in an individual student's name.

Daily Attendance Information

The Attendance Day Window will allow you to Edit, Add, Insert and Delete dates from the [Attendance Master list](#).

Date: Enter the date as you want it to appear in your Attendance columns such as Thurs, Nov. 22.

Comment: Enter a comment you wish to attach to this day such as Holiday, Teacher In-Service, Snow Day, etc.

Letter Grade Information

This window allows you to add, edit and insert a new set of Letter Grade (BPs).

Description: Enter a description for the Letter grade break point system you are entering such as School Letter Grades.

Letter: Enter the letter you want to appear as part of your letter grade system. The letter can be up to 5 characters in length (example: A+). Start with the highest letter first and enter the letters in decreasing value.

Value: The numeric value assigned to the particular letter. **grade2** must have a unique value for each letter in your letter grade system.

If you want to use special characters in your letter grade system such as check marks, you may need to change your grade sheet font to a font containing the proper symbols. (If you want to use check marks, you could use the Terminal font.)

Calculation Methods Information

In this window you can create a new formula, modify an existing formula, delete a formula or print a copy of the formula.

Description: Type in a meaningful description for your formula.

Line: The remainder of this window has blank lines for you to use for defining your grading formula. You use special codes for defining your grading formula. For example, `AVG[1,0,0]` (average grade 1 through the current grade for this category).

Keyboard Help

APPLICATION	PRESS
Pull Down Menu	Alt Key plus F, E, V, S, D, U, O, H
Cancel	ESC Key
Tag	Ctrl + Insert Keys
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
Move to Top of a Column	Ctrl+Home Keys
Move to the First Column for student	Home Key
Recall the Information in an Edited field	Alt+Backspace Keys
Help Index	F1
Notepad	F2
Quick Attendance	F3
Sort	F4
Find	F5
Show current student only	F6
Reset	F7
Category List window displayed	F8
Grade Edit Information window displayed	F9
Report Select and Print	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

Import Help

You need to choose the name of the data file that contains the information (such as the student information, assignment information, or the category information) you want to import.

By default **grade2** looks for data files in your File Locations settings for the Exchange sub-directory. You may need to change your drive and/or directory to find your data file if it is not in your Exchange directory.

Export Help

You need to enter a DOS file name for the data file you are creating to hold the information you are exporting. The file name should be 8 characters or less with no spaces, asterisks, periods, commas, etc. The file name should provide some information about the contents of the data file so it will be easy to retrieve the information at another time.

By default **grade2** saves your data files in your File Locations settings for the Exchange sub-directory. You may need to change your drive and/or directory to save your data file in another place.

Qprint Options Help

You can control the dithering and the intensity of the printing based on your printer. Consult your Windows manual for more information.

Correlate Grades to Objectives

You correlate a particular assignment to a particular Period Objective that you have previously defined in your class file. All you need to do is choose the Period Objective, the Mastery Level, and the Mastery Weight of the assignment.

The Mastery level for an assignment is the score a student needs to make in order to show mastery of this assignment.

The Mastery Weight of an assignment is how important is this assignment to the mastery of the correlated period objective. We recommend that you set the Mastery Weight to 1 if you want the assignment to count towards mastery, or 0 if you don't want the assignment to count towards mastery.

You enter this information in the Define, Grades window. You may wish to see the following topics for more information:

[Tracking Learning Objectives](#)

[Define Grades](#)

[Grade Information](#)

