

What is Class Information Manager?

Class Information Manager is a program written for teachers by a teacher. Its aim is to store and organise all the information normally used by those who teach more than one class or subject in an easy-to-use way. By using this program teachers do not have to keep many separate files of information as well as mark books, registers etc.

The program uses the information which has been entered to produce clear summaries for planning lessons, keeping track of homework, reporting to parents and keeping school records up to date.

To find out about the advantages of using Class Information Manager, click [here](#).

Why Use Class Information Manager?

Entering all the information you collect about your classes onto a computer does take a little time each day. So what are the benefits?

1. All your information is in one place:

Kept separately the information which can be held in Class Information Manager would fill several heavy folders. But using this program it all fits on one disc or, even better, on a laptop computer.

2. The information can be easily summarised:

You don't want to be leafing through all your records whenever you plan a lesson or need to find information on a pupil. Class Information Manager collects it all for you. You can even transfer it to a spreadsheet if your colleagues need access to the information in a different form.

3. You have accurate information for report writing:

No longer do you struggle to think of something to say about the quiet child at the back! All the information you have collected over the year is summarised clearly in front of you, enabling you to give clear, accurate reports which can be backed up.

4. Your teaching improves!

Too bold a claim? Class Information Manager is a manageable yet comprehensive record keeping system, allowing you to stay one step ahead of the pupils. You can keep an objective record of discipline and academic progress, helping you to plan effectively and improving your teaching.

To read the Conditions of Use for Class Information Manager, click [here](#).

Conditions of Use

Class Information Manager is 'charityware' - you do not have to pay anything to the author for using it. However, if you do become a regular user of the software, you are asked to:

1. Make a Donation to Charity

Please make a donation equivalent to what you would expect to pay for this software to a charity which supports Third World development (such as Christian Aid in the UK, PO Box 100, London, SE1 7RT). If you are a school wishing to use the software, please contact the author about this.

2. Register the Program

Please e-mail the author with your geographical location, school and details of your donation. This is simply so that an indication can be gained of how worthwhile it is to develop this software. Your e-mail address will not be passed on by the author or any others (unless you wish to be notified of updates - please state this). Details and the address are given in the [Contacting the Author](#) section of this help file.

3. Tell Others!

Do let others know about the software. For details of how to obtain extra copies, click [here](#).

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Now for the legal bit ...

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What's New in Version 3

Many new features have been added to **Class Information Manager** to extend its usefulness to the classroom teacher. The main ones are:

- Include effort grades (A - F) in front of marks (numerical scores) if desired. These are then averaged and displayed in the pupil report. In this way pupils who receive lower marks, but are none the less trying hard can be identified.
- Import names directly from a spreadsheet by copying them to the clipboard, rather than having to type them in one by one.
- Print a list of all homework owed by a class, starting from a particular date if desired, including the date and references. This will help both teachers and pupils to locate exactly which homeworks are owed and when and what was set. Click [here](#) to find out more.
- Many other new print features such as printing off reports for a whole class with one click, or printing a list of all records.
- You can now choose whether pupil reports should include references to unfinished homework or absences from lessons or tests.
- Lesson plans now list the date and references for the last three homeworks and lessons - just point the mouse at the title, or print off the information.
- Many new options exist for exporting data to a spreadsheet - both grades and/or marks can be included, with marks converted to percentages if needed and absences can be included or left out.
- New shortcut keys have been included to speed up working - each of the four tabs can now be selected by using the function keys **F2 - F5** and **Ctrl** + the function key to print.
- The order records are stored can now be changed allowing for back-dated information to be included.

NB! Because effort grades are now included, version 3 saves files in a different format to earlier versions. Therefore when you open a file of information created in a previous version, **Class Information Manager** will need to convert the file. If you choose to do this and then save the file it will only be usable by the new **Version 3** of the program.

Getting Started

Class Information Manager comes with an example file (called 'Example.cim') of information for a fictitious class. This enables you to explore the features of the program without committing yourself to using it with all your precious records - just yet!

In addition, this help file is set up to guide you through all the important points in a 'tutorial' format - just keep clicking on the >> button at the top of this help screen. Alternatively, whenever you are stuck in a certain part of the program, pressing the '**F1**' key will usually bring up a relevant help topic. Or, if you want help about using a particular button or menu item, point to it, hold down the left hand mouse button and tap the '**F1**' key at the same time.

The main screen of the program is divided into four sections, only one of which can be seen at a time. You can switch between the sections by clicking on the '**tabs**' at the top of the screen, just under the menus, or by using the function keys '**F2 - F5**'. The program always starts up in the '**Information Manager**' section, but you can click on the other tabs to access the other sections: **Lesson Plan** , **Pupil Report** and **View/Update Record**.

When you do decide to use real information from your teaching, it is suggested you attempt this with just one class at first, until you are familiar with all the time-saving features.

Notes for International Users

Class Information Manager has been written in the United Kingdom and does use some terms specific to the British education system. It is hoped that these will not diminish the usefulness of the program to teachers from around the world.

A few of the words that may need explanation are:

'Pupil' - student

'Mark' - used for the numerical grade given to work to indicate achievement

'Grade'- used for a letter grade '**A - F**' given to indicate 'effort' ...

And, of course, that peculiar spelling (**'colour'** for color etc) !

Entering a New Class / Subject

Class Information Manager uses a separate file for each class you teach or, if you teach only one class but for many subjects, for each subject you want to keep separate records on.

When you start the program, you see the screen with the Class Information Manager logo in the middle. To enter the names for a new class, click the **'New Class or Subject'** button. The program then displays the 'Add/Remove Pupils in a Class' window. For each pupil, enter their first name(s) and surname into the relevant spaces and click **'Add this Pupil'**. Each time you do this, the name of that pupil will appear in the list below. Neither the first name or surname may exceed 20 characters in length and together they must not exceed 28 characters.

Alternatively, names can be added from a spreadsheet. To do this, load the list of names into your spreadsheet, select the ones you wish to add and click **Edit - Copy**. Then switch to **Class Information Manager** and in the **'Add/Remove Pupils in a Class'** window click the **'Import Names'** button. You can add names which are listed with first names before surnames or the other way round, either in separate columns or in the same column on the spreadsheet.

Having entered all the names for the class, the buttons on the right hand side of the list may be used to arrange them in the order in which you want them to appear. If you made a mistake entering a name, click on the name in the list and use the **'Edit Pupil Name'** button to change it or **'Delete'** button if you never want to use it again. Clicking **'Surnames First'** lists all names as surname, then first name in all parts of the program. Clicking it again reverses this.

The final step is to give a name to the file of class information. This is done by saving the information you have entered. First, click the **'Done'** button to leave the 'Add/Remove Pupils in a Class' window. Click [here](#) to learn how to save your work.

It is suggested that you start a new file for each class you teach every new school year; otherwise the files can become large and slow to load or save.

Changes to Classes

If you need to change anything about the list of pupils in the class, from the screen with the Class Information Manager logo in the middle, click the **'Add/Remove a Pupil'** button. The program then displays the 'Add/Remove Pupils in a Class' window. You can now add extra pupils to the list, change their names, change the order of the list with the up or down arrows or change whether the names are displayed with the surnames first.

If a pupil leaves a class, you might be tempted to **'Delete'** the pupil from the list, but beware! This also deletes **all** records of lessons, homeworks etc for that pupil which you may have entered. Should that pupil return to the class at some point, or should you need to report on that pupil, all records for them will have been lost! It will also 'shift up' the names below it in any class list you may print, changing the row number of other pupils and this could cause confusion when you compare new lists with old ones. To overcome this problem, you can use the **'Disable Pupil'** button:

First, click on the name for the pupil who has left the class. Next, click the **'Disable Pupil'** button and an asterisk (*) should appear after the pupil's name. This indicates that the records for that pupil are 'disabled' - the pupil's name will appear 'greyed' in all class lists (and followed by an asterisk when printed out, to allow for printers which don't show grey properly) and information for that pupil is no longer accessible. However, the program still keeps the information and, should the pupil return or you need to write a report at a later date, you can use the same button to **'Enable Pupil'** and use that information again.

Printing a Class List

One of the first things you will want to do is to print out a list of pupils' names with space for you to record information about them. You can do this by clicking the '**Print Class List**' button on the 'Information Manager' tab (or use **Ctrl + F2**).

If your computer is set up to use more than one printer, or if you need to change anything about how your printer is configured such as the size or orientation of the paper you are using, you may need to click on **File - Print Setup** first.

The program will print a class list with the numbers and names of pupils down the left hand side. (To learn how to change the order of surnames or first names click [here](#).) There are then three columns for recording data such as present/absent, marks/grades etc, followed by space for comments about work or behaviour.

In practice it is usually useful to print off a class list for each class / subject you teach and then photocopy them so that you have a supply. Lesson Plan information can then be printed on the reverse to make a handy sheet for all the planning and recording from each lesson. To find out how to do this, click [here](#)

Saving Information

To save your information, in the 'Information Manager' tab of the program, click the **'Save Class Information'** button. Alternatively, click the menu **'File - Save'** or tap **Ctrl + 'S'**. When you save information about your class for the first time, the 'Save As' window appears, prompting you to give a name to your file. Whatever you name the file will also become the name at the top of all printed lists, plans and reports, so choose a fairly short name by which the class are usually known e.g. 7B Set 2. You can also change the folder (directory) where the file is saved - click on the main part of the window and tap the **'F1'** key for further instructions. Finally, click **'Save'**.

If you want to save your work on floppy disk, click on the 'Save In:' box and select '3½ Floppy [A:]' after you have inserted a disk into the computer. You can then name the file and click **'Save'** as before.

Once you have told the computer where to save your information, it will always save the file there and when you click **'Save'** it will not display the 'Save As' window, but will just go ahead. However, if you want to save it somewhere else, this can be done by using the menu-command **'File - Save As'**.

Important! If you save your file to floppy disk, or if your computer is accessible to others, you should protect your data with a password. To find out how to do this, click [here](#).

Opening a File of Information

To open information you have saved for a class or subject, in the 'Information Manager' tab of the program, click the '**Open Existing Information**' button. Alternatively, click the menu '**File - Open**' or tap **Ctrl + 'O'**. This will display the 'Open' window, where you can select the name of the file you want and then click the '**Open**' button. If your information file is not shown in the main part of the window, you will probably need to change the folder (directory) the program is looking in. Click on the 'Look in:' box and tap the '**F1**' key for further instructions on how to do this. If your file is on floppy disk, put the disk into the computer, click on the 'Look in:' box and select '3½ Floppy [A:]'.

Before you can open a new file, if you have not saved information for the class or subject you are currently working on and if you have made changes or additions to that information, the program will prompt you to save it.

If you open a file which is password protected, you will be prompted to enter the password before the information is loaded. For more information about setting a password, click [here](#).

NB! If the file you wish to open was saved by an earlier version of Class Information Manager, the program will need to convert it to a version 3 file. Once this has been done and the information is saved, the file will no longer be recognisable by earlier versions of the program. Therefore, when you attempt to open a Class Information Manager version 1 or 2 file, you will be warned of this and asked if you wish to proceed.

Colour Coded Information

Class Information Manager classifies information you enter about a class into five main categories. Each time you enter information about one of these things, you are entering a colour-coded '**Record**' of information.

Lessons (Blue)

Here you enter information about which pupils have been absent, late or have forgotten books for a lesson, together with any comments about their progress or behaviour.

Homework (Green)

Here you enter information when you have marked work which was set: whether any pupils were absent when it was set or due in, whether it was handed in on time, the mark (if any) and any comments about individuals' work.

Class Work (Purple)

Here you enter information when you have marked work completed in class: whether any pupils were absent, whether work was completed, the mark (if any) and any comments about individuals' work.

Tests (Brown)

Here you enter information when you have marked a test: whether any pupils were absent, whether the test was completed, the mark attained and any comments about individuals' results.

Comments (Red)

All other information is entered as a 'Comment': information about parents evenings or parental communication, special educational needs for certain pupils, information about their form, contact address etc.

The heading colours above are used throughout the program. So, for example, homework information is always shown by green headings - any pupils who didn't hand in a piece of homework appear on the lesson plan under a green heading. If you made a comment about a pupil's excellent homework standard, this will appear in green. When amending information on a past record about homework, it is easily located because it, too, will appear in green. This is where a colour printer comes in particularly useful, as it makes lesson plans and reports on pupils clearer to read.

As you can see, colour-coded comments can be made about individual pupils for any type of record. The organisation and use of these 'comments' is a powerful feature of the program. Click [here](#) to find out more about comments.

Entering Information

To enter information about a class, on the 'Information Manager' tab of the program you have to choose a type of '**record**' of information. The five options are listed under the '**Add a Record for:**' button: **Lesson**, **Homework**, **Class Work**, **Test** or **Comment**. If you need further clarification on what these different types of information 'records' are used for, then click [here](#).

When you have selected the type of information record you want to enter, click the '**Add a Record for:**' button. A 'record' of information is added in two stages:

Part 1 - Information About the 'Record'

Here you enter the date of the 'record' of information, the title, any references to page numbers in books or resources used and any further information.

In the case of a **lesson**, this is where you write notes about where the class is up to and what homework is due in for next lesson. This information will then appear at the top of your next lesson plan.

In the case of **homework**, **class work** or **tests**, you need to enter what the pupils' marks are out of and a 'weighting'. The 'Weighting' number will usually be 1, but if you are entering marks for a very important exam, for example, you might want the marks to have more 'weight' in the average marks for pupils and so set it to 3. This means that when the average marks are calculated, these marks will count as much as 3 other records.

When you have entered this information, click '**Next>>**'

NB! Every record must have a title, except for '**Comment**' records.

Part 2 - Information About Individual Pupils

Here you enter grades/marks and information such as which pupils have been absent, or have not handed work in. If, for example, a pupil was absent, click in the 'Absent' column to place a tick in the row for that pupil. Grades should be entered as a single letter ('A-F' or 'a-f') together with a mark (as a number) if desired, all up to four characters including a decimal point if necessary. Alternatively you may enter just a numerical mark, or nothing. Throughout the program letter grades and numerical marks are treated as separate data and averages for the two are calculated independently. This enables you to use the grade to represent 'effort' and the numerical mark for 'achievement'.

You can also add 'comments' for individual pupils. You do this by clicking on the little picture of a book to the right of the pupil's name. (Click [here](#) to find out more about using comments.) Once a comment has been added, the little picture becomes an open book, so that at a glance you can see which pupils have had comments entered.

If you need to go back to Part 1, you can do this by clicking the '<<**Previous**' button, without losing the information you entered for Part 2.

When you have entered all the information you want to, click the '**Done**' button at the bottom of Part 2 and the 'record' will be added to the others for that class. If you change your mind and don't want the information to be kept, you can click the '**Cancel**' button.

Advantages of Using 'Comments'

'Comments' can be added to any type of record and are used to add written notes about particular pupils' work, progress, behaviour etc. If you just want to add this kind of information, you use a '**Comment**'-type record, but comments can also be added to **Lesson**, **Homework**, **Class Work** or **Test** records.

To add a comment for an individual pupil, you must already have started entering a record. (Click [here](#) if you need to find out how to do this.) In '**Part 2**' of entering information, to the right of each pupil's name there will be a little picture of a book. Clicking on this takes you to the 'Pupil Comment' window. Here you can enter whatever notes or information you want to about the pupil. This comment can also be automatically copied for other pupils, by clicking on their names in the list below. This is useful if, for example, two pupils had experienced the same problems with work and you wanted to record this without having to type the same thing twice. When you have finished entering the comment, click '**Done**' and you will return to Part 2 of the entering information window. The little picture for that pupil will now be an open book, indicating that a comment has been added.

All the comments you enter about a pupil are automatically collated whenever you use the 'Pupil Report' tab of the program, allowing you to track progress and problems each pupil has experienced. All comments are colour-coded and dated, allowing you to clearly identify the context of what you wrote. This is invaluable for accurate, in-depth reporting and makes producing reports on pupils far easier.

All of this would produce little advantage, however, if the comments were only available for reporting - you might as well just record notes in a book. However, the program also enables you to 'review' the comments you have made about certain pupils over a period of time, serving as a reminder to 'follow-up' concerns or difficulties pupils may be experiencing. To do this, enter a number, for example 5, into the 'Review this comment' box in the 'Pupil Comment' window. This ensures that the comment you made will be listed at the bottom of the 'Lesson Plan' tab (or any lesson plans you print) for the next 5 lessons, as well as appearing in the 'Pupil Report' section.

For further information on the uses of comments,

Click [here](#) to learn about reviewing comments when planning lessons.

Click [here](#) to learn about using comments to report on pupils.

Using the Program to Plan Lessons

Once you have entered information about at least one lesson you have taught, you can use the program to help you plan lessons. To do this, click on the second tab at the top of the main screen, labelled '**Lesson Plan**'.

The program collates information from all the information 'records' you have entered and displays what is relevant to planning your next lesson:

1. Information About the Last Lesson

Here the title, date and references to any books/resources you used are listed. Any notes you wrote about where the class are up to, things you need to remember and homework that is due in are also shown in this section.

2. Lists of Pupils Who Have Been Absent Recently

To find out more about how the program is used to keep track of pupils who are absent from lessons, click [here](#).

3. Lists of Pupils Who Have Not Handed in Homework Recently

To find out more about how the program checks for homework not handed in, click [here](#).

4. Any 'Comments' Which Have Been Marked to be 'Reviewed'

To find out more about how 'comments' made about pupils are selected to be 'reviewed' when planning lessons, click [here](#).

All of this information means that you don't have to spend time checking notes, lists and markbook entries to plan effectively for each lesson. In addition, it enables you to walk into a lesson knowing that you have all the necessary information to keep track of pupils' progress, attendance, behaviour and homework. (To learn how to print this information, click [here](#).)

This doesn't eliminate the need to spend time planning lessons, it simply speeds up your planning, by making all the information you need available at a glance.

Printing a Lesson Plan

Printing a lesson plan is the quickest way to prepare all the information you need to have at your fingertips for a lesson. The 'Lesson Plan' information the program produces usually takes up half a side of A4 paper, leaving room at the bottom to add your own notes to complete the plan.

To print a lesson plan, you must first click on the second tab at the top of the main screen, labelled '**Lesson Plan**'. Check that your printer is set up correctly (see below) and then click the '**Print Lesson Plan**' button near the top. If you have a colour printer, you will have the added benefit of all the information being colour-coded.

If your computer is set up to use more than one printer, or if you need to change anything about how your printer is configured such as the size or orientation of the paper you are using, you may need to click on **File - Print Setup** first.

In practice, the best way of preparing for lessons is to print a 'lesson plan' for each class you will teach the next day on the back of a class list. You can either print class lists off one by one as you need them, or keep a photocopied supply. In this way you can have a single sheet of paper for each lesson, with all the planning information on one side, and a list to make notes or write down marks/grades/absences etc on the other side. This sheet of paper can then be used after class to enter information about the lesson into the program.

Keeping Track of Absent Pupils

An important aspect of planning lessons is knowing which pupils have missed recent work. In preceding lessons the class may have been introduced to skills or information which forms an essential background to the tasks in the next lesson. It is important for the teacher to be able to know which pupils have not had this preparation in order to plan in time to help them.

Class Information Manager does this in the '**Lesson Plan**' tab by listing all pupils who were marked as absent for any of the last three lessons. At the top of each list is the title of the lesson (shown in blue) so that it is clear what content they have missed. By pointing the mouse at the title of the lesson, a box will appear displaying the date and references (if any) for that lesson. The lessons are shown in order with the most recent one on the left hand side.

In order for this information to be accurate, it is of course important that a lesson 'record' is entered for each lesson taught to a class and that any absences are noted. Pupils marked as arriving 'late' to lesson are not listed.

Keeping Track of Homework

Keeping lists of homework which is due in has always been a time consuming job for teachers. **Class Information Manager** makes this job a whole lot easier.

In the '**Lesson Plan**' tab of the program, any pupils who have not handed in homework are listed for each of the last three homeworks marked. At the top of each list is the title of the homework (shown in green) so that it is easy to explain to pupils exactly what work they should have completed. By pointing the mouse at the title of the homework, a box will appear displaying the date and references (if any) for that homework. The homeworks are shown in order, with the most recent one on the left hand side.

If a pupil was unable to hand homework in because they were absent when it was due in, then an 'A' appears in brackets after their name.

In order for the information to be accurate, it is of course important that a homework 'record' is entered for each set of homework handed in. This can be entered on the day the work is due in and then edited, adding marks etc, at a later time by using the '**View/Update Record**' tab of the program. To find out how to do this, click [here](#).

In addition, a list of all the pupils in a class who have not yet handed homework in, together with details of which homeworks they owe and what date it was set can be printed off. To do this click on **File - Print Homeworks Due List** while the '**Lesson Plan**' tab is selected. Unlike the lists given on a lesson plan, this is not restricted to the last 3 homeworks. However, to prevent the list becoming too lengthy, a window will appear allowing you to restrict the list to homeworks only after a certain date.

Reviewing Comments

The last part of the Lesson Plan information which **Class Information Manager** supplies is a list of comments made about individual pupils which you want to 'review'. There are numerous situations where you would want to do this - for example if a parent had expressed concern about their child's understanding of a certain topic, you might want to be reminded of this when planning the next few lessons in order to make time to help them. To find out how to mark a 'comment' for review in lesson plans, click [here](#).

All comments listed give the name of the pupil, the date the comment was made and then the comment which is colour-coded to enable you to quickly identify the context in which the comment was made - whether it was noted down after a lesson or in response to homework etc.

A larger space for comments can be created by pointing the mouse to the bottom of the main program window and dragging it downwards, if there is room for this on your computer's desktop.

Using the Program to Report on Pupils

Reporting on pupils is never easy. Recalling important points about the many pupils you teach and then choosing suitable ways of phrasing the reports takes time and effort.

Class Information Manager helps by summarising all the important information you need about a pupil. This leaves you free to concentrate on producing the actual report, rather than having to search through many different pages of marks and work for each pupil.

To see the information the program provides for pupil reports, click on the third tab at the top of the main screen, labelled '**Pupil Report**'. Then click on the 'Report for Pupil:' box and select a pupil's name, using the up and down arrows if necessary.

There are two main categories of information which the program produces:

1. Statistics About the Pupil

This includes details of how many lessons and tests the pupil has been absent for, whether homework has been handed in on time, average grades/marks and average grades/marks for the whole class to provide a fair comparison. To find out more about these statistics, click [here](#).

2. Comments About the Pupil

The program collects all the comments you have made about a pupil and lists them in order. This brings together all the specific notes which detail important aspects of their work and behaviour. For more information about these comments, click [here](#).

As with other parts of the program, the information in the Pupil Report can be printed off. To find out how to do this, click [here](#).

Printing a Pupil Report

To print a pupil report, you must first click on the third tab at the top of the main screen, labelled '**Pupil Report**'. Check that your printer is set up correctly (see below) and then click the '**Print Pupil Report**' button near the top. If you have a colour printer, you will have the added benefit of all the information being colour-coded.

If your computer is set up to use more than one printer, or if you need to change anything about how your printer is configured such as the size or orientation of the paper you are using, you may need to click on **File - Print Setup** first.

The heading at the top of the page will be '**Confidential Report for ...**' and the pupil's name. It is important to remember that the information held in the **Class Information Manager** program is often confidential, as comments you have written about pupils and marks can be misinterpreted. This printed report is, therefore, not intended to be shown to parents or pupils. Rather, it will be useful when writing reports, for reference when discussing a pupil's performance or behaviour with a colleague, or as preparation for a meeting with a parent.

Pupil Report Statistics

The top half of the Pupil Report tab of the program gives a number of statistics useful for informed reporting. At a glance you can see whether a pupil has had many absences, been late to class or handed homework in late. Below is a brief description of how these statistics are calculated:

1. Statistics for Lessons and Other Comments

The statistics for Lessons are simply a count of how many times that pupil has been absent, late for a lesson or has forgotten to bring the correct books with them. All of these can give rise to useful comments when reporting. The 'Other Comments' statistics count how many comments have been made about this particular pupil under the four headings. This enables you to quickly spot whether there has been a lot of communication with parents or not and whether the pupil has special educational needs which will need to be mentioned in a report.

2. Statistics for Homeworks, Class Work and Tests

These statistics are divided into two parts. On the left hand side there are simple counts of how many times homework has not been done, was handed in late, a pupil was absent for work or work was unfinished. On the right hand side two grades and/or percentages are calculated. The upper one is the average for the individual pupil and the lower one is the average for the whole class. To calculate these, the program takes all marks which have been entered, converts them to percentages and then averages them all, taking into account the weighting of each record. Grades are averaged separately from marks, also taking into account the weighting of each record. Having the pupil and class averages next to each other gives a quick and clear indication of their overall performance over the year. If no marks or grades have been entered for a pupil the box will be blank.

Pupil Report Comments

The second part of the Pupil Report information which **Class Information Manager** supplies is a list of **all** the comments you have made about the pupil you have selected. (You don't have to have marked the comment 'for review' for it to appear in this section.) The list is organised in reverse chronological order - that is, the most recent comments appear first. This enables you to look back over all the occasions where you made a particular note of something about a pupil. In effect, this is the part of the Pupil Report information which 'personalises' the reports you make.

All comments listed give the date the comment was made, the title of the 'record' which it comes from and then the comment which is colour-coded to enable you to quickly identify the context in which the comment was made - whether it was noted down after a lesson or in response to homework etc.

Three tick boxes to the right of the '**All Comments**' title give you the option of comments being added (in black) for lessons or tests when the pupil was absent, or for homework not handed in. This is useful for parents evenings where you may need to be able to give exact details of absences and homework owed, but it can add considerably to the number of comments you need to look through.

A larger space for comments can be created by pointing the mouse to the bottom of the main program window and dragging it downwards, if there is room for this on your computer's desktop.

To find out more about how and why comments are created, click [here](#).

Viewing Records for a Class

Often information needs to be viewed after it has been entered into the program. For example, you may want to view the actual marks for a pupil in a particular test when discussing their work with a colleague. This is easily accomplished in the 'View/Update Record' tab of the program.

To view information previously entered, first click on the '**View/Update Record**' tab of the program and a list of all the 'records' of information you have entered will be displayed. Initially all records are shown in order, starting with the most recent. If, however, there are many records, the '**View Records of this type:**' and '**View Records in this order:**' boxes may be used to select just the records you want, in the order you want. Again, all records are colour-coded to make it easy to pick out the record you are looking for.

Records are not automatically sorted by date as youfhe order, make sure the '**View Records of this Type:**' box is set to 'All Records', click on the record you wish to move and then click the Up or Down arrow buttons at the right of the screen to move the record.

In order to view any record you are interested in, use the mouse to double-click on the correct line. This will bring up the same windows as 'Part 1' and 'Part 2' of the '**Add a Record**' button which you will have used to enter the information. To find out how to change the information in the record, click here.

Down the right hand side of the list of records are statistics showing how many records there are of each type. This is sometimes useful when you are looking at pupils' marks as it enables you to see how many records have been combined to give the average in the 'Pupil Report' tab of the program.

Below these statistics are buttons allowing you to delete a record, print the list of records or transfer information to a spreadsheet.

Changing a Record

In order to keep all records of information up-to-date and correct, it is sometimes necessary to change the information which has been stored. A good example of this is after a homework 'record' of information has been entered with most of the class marks etc, a pupil may hand in work the next lesson and the marks will have to be updated. The work would also need to be labelled as 'late in'.

To do this, first make sure you have clicked on the **'View/Update Record'** tab of the program. A list of all the records will be displayed. (To find out how to change which records are displayed, or the order, click [here](#).) Next, use the mouse to double click on the record you wish to see or change. This brings up the same windows as 'Part 1' and 'Part 2' of the **'Add a Record'** button which you will have used to enter the information. All the information will be there to view, and can also be altered. If you make changes and want the changes to take effect, click the **'Done'** button on the 'Part 2' form; otherwise you can click **'Cancel'**.

Finally, don't forget to save your file if you want the changes to be kept permanently!

Deleting a Record

Sometimes the information you entered for a record is completely wrong, no longer needed, or was entered into the wrong file of information by mistake. In such cases, it will be necessary to delete the entire record from the file of information for that class or subject.

It is important to remember, however, that any information which is deleted can not be recovered (unless the file was previously saved and you do not save changes when you exit the program, or re-load the file). The program warns you if you are about to delete a record, to ensure that you are aware of this.

To delete a record, first make sure you have clicked on the **'View/Update Record'** tab of the program. A list of all the records will be displayed. (To find out how to change which records are displayed, or the order, click [here](#).) Next, click on the row which shows the record you wish to delete. Finally, click the **'Delete Record'** button at the right of the screen and answer 'Yes' to the message displayed.

Copying Information to a Spreadsheet

The format in which information kept in **Class Information Manager** is displayed has been designed to be as clear and useful as possible. There will, however, be occasions when you need to display the data in a different format, for example if your department or school require you to produce a register of absences, or a list of test results. You may also wish to carry out calculations on grades/marks or produce a graph of pupil performance.

Class Information Manager includes the facility to transfer the information you have entered to any spreadsheet you use, giving you the freedom to present it in the required format with a minimum of effort. Any necessary calculations can then be easily performed. In addition, if you have Microsoft Excel version 7 or above (Excel 95 or later) installed, a special 'template' is provided to format the information automatically.

To transfer information to a spreadsheet, follow these two steps:

1. Select the Records and Order

In the 'View/Update Record' tab of the program, use the 'View Records of this type:' and 'View Records in this order:' boxes to select the types of records and order you require. The order of records on the spreadsheet will go from left to right, so you may want to select to view records 'Chronologically' to achieve the traditional order of a markbook.

NB! Only marks and absences can be copied to a spreadsheet; comments are usually too long.

2. Copy the Information to the Spreadsheet

Click on the 'Copy Information in these Records to a Spreadsheet' button at the bottom right of the screen. If you have selected any records with grades/marks (ie. Homework, Class Work or Test records), you will be asked whether you want marks as percentages or raw scores (the numbers you entered), grades and/or absences to be included. After you click 'OK', instructions will then appear detailing how to 'paste' the information into your spreadsheet. When you have finished with these instructions, you can click 'Done'.

To use the Microsoft Excel Template to Format your Information:

First you will need to make sure that you have moved the file 'Class Information.xlt' from the folder (directory) in which you installed this program (usually C:\Program Files\Class Information Manager\) to the folder for Microsoft Excel templates (usually C:\MSOffice\Templates). This can be done using the 'Windows Explorer' program or the 'My Computer' icon on the desktop. This only has to be done once. From then on, when you want to paste in information from **Class Information Manager**, start Microsoft Excel, click **File - New** and select the '**Class Information**' template sheet. Then paste in the data (as above) and in Excel click **Tools - Format Class Information Manager Data**. Having done this, you can sit back and watch the program do all the work!

A few extra tips might help here:

1. To get all the pupils to fit on a page of A4, you may like to adjust the 'Scaling' factor using File - Page Setup in Excel.
2. If you only want certain records displayed, just select the columns you don't want (by clicking on the column headings) and delete them.
3. The list of pupils will stay at the left hand of the screen. If you don't want this, use the Window menu to 'Remove Split' and the 'Columns to Repeat' section of the 'Sheet' tab in File - Page Setup.
4. If you get a warning message about the possibility of virus macros when you select the 'Class Information' template in Excel 97 (version 8), you will need to click 'Enable Macros'

Making a Backup

The information you keep in Class Information Manager will be very important to you. Even after just a few weeks you will have entered a considerable amount of data. It is important, therefore, to protect this data from accidental loss. This is achieved by making backups of the information files.

To make a backup, first insert a good floppy disk into the computer (backups can be made on the computer's hard drive, but in the event of computer failure you will then lose your information). Then, in the main '**Information Manager**' tab of the program, click the '**Make a Backup Copy**' button. After checking that the disk is in place, the program will then show a 'Save As' window so that you could change the file name or location of the backup if you wanted to. Clicking '**Save**' will make the backup copy. If for any reason the backup cannot be made (for example if the floppy disk is faulty), a message will be displayed to inform you of this.

Make sure you keep your backup copies, clearly labelled in a secure place. If there is any danger of others having access to them, make sure you have set a password for each file.

Important! The above procedure only makes a backup of the information for the class or subject you currently have loaded in the program. To backup all your files of information, you will need to repeat this procedure, loading in each information file you use. (Alternatively you may be familiar with using a backup program such as Microsoft Backup, in which case just make sure you regularly back up all the files ending in '.cim')

Backup files are saved using a different 'file extension' to normal:

Class Information Manager files usually end in '.cim'. Backup files end in '.cib'. This is to keep backup files separate. If you do need to access the information in a backup file, you will need to follow this procedure:

1. Place the disk with the backup file(s) in the computer
2. In the program, click the 'Open Existing Information' button
3. Click on the 'Look in:' box at the top of the 'Open' window and select '3½ Floppy [A:]'
4. Click on the 'Files of type:' box at the bottom of the 'Open' window and select 'Class Information Backup files'
5. All the backup files on the disk should now appear and you can select one and click 'Open'
6. When you are sure all the information has loaded in correctly, click 'File - Save As' to save the file in the regular Class Information Manager format.

Setting a Password

If you use **Class Information Manager** on a computer which others have access to, or if you save the information files on to floppy disk, you will need to set a password to prevent others from reading what you have entered.

There are two reasons for doing this:

1. The password prevents others from 'opening' your files of information

Once you have set a password, each time the file is opened the password must be entered in order to view the information.

2. Setting a password 'encrypts' the information file

Information is usually saved in a 'text' format - this means that someone who knows what they are doing could access some of the saved information using a program other than Class Information Manager, although it would not be in a clear order. To prevent this from happening, when a password is set the information file is 'encrypted'. Once this is done, anyone trying to view the information in the file would just see nonsense. The disadvantage of this (and the reason data is only encrypted when you set a password) is that files take slightly longer to save and load.

To Set a password, first make sure you have opened the file of information for the relevant class or subject. Next, in the '**Information Manager**' tab of the program, click '**Set Password**'. You can then enter the password into the 'New Password' box and again into the 'Confirm New Password' box. Click 'OK' for this password to take effect. You will need to do this separately for each file of information you want to protect with a password, although there is no reason why you should not use the same password again. The advantage of this is that after you have entered the password for one class's file, the password will automatically appear in the '**Password Entry**' box when you wish to open another file of information, providing that you haven't closed all information files or exited the program in between. This saves time when switching between class files. Passwords can be any length up to 20 characters, but please note that the program *does* distinguish between capital and lower-case letters.

To change a password, simply click on the '**Set Password**' button again, enter the previous password into the 'Old Password' box, the new password into the two 'New Password' boxes and click 'OK'

To remove a password from a file, simply repeat the above procedure, entering nothing in the New Password boxes.

NB! Be careful not to forget the password you use as it holds the key to all your data!

Legal Requirements

The information you enter into Class Information Manager is usually confidential. It is therefore essential that the following points are taken into consideration. Please also read the 'Conditions of Use' section of this help file.

Please check that you are not breaking any laws by storing confidential information on a computer without having permission. This may require parental consent - you should contact your union or obtain legal advice if you are concerned about this.

In the UK, you should be familiar with the requirements of the Data Protection Act.

Most of all, please make sure that the information you store using this program is simply not available for misuse - use passwords to protect your data and keep all floppy disks in a secure place.

Contacting the Author

The author can be contacted via the e-mail address:

comments@classinfo.nildram.co.uk

Please make sure you do register your copy of this program by e-mail if you are regularly using the program, or intend to in the future - see the 'Conditions of Use' section of this help file for details.

You may also send comments, ideas for improvements, details of how you have used the program etc. Technical enquiries are welcome, but it may not be possible to answer them as this is just a spare-time project!

If you have any queries regarding the use of this software on a school-wide or larger scale, again, please get in contact.

Click [here](#) to find out how to obtain copies, updates or further information about the program.

Obtaining Copies / Updates of the Program

Copies of the program are freely available from the **Class Information Manager** web-site at:

www.classinfo.nildram.co.uk

This site will also be kept up to date with any improvements, updates to the program or tips about it's use. Please send any comments about things you think would help others in using the software.

If you do need copies on disk, or for use of the program on a school-wide or larger scale, please e-mail the author at:

comments@classinfo.nildram.co.uk

