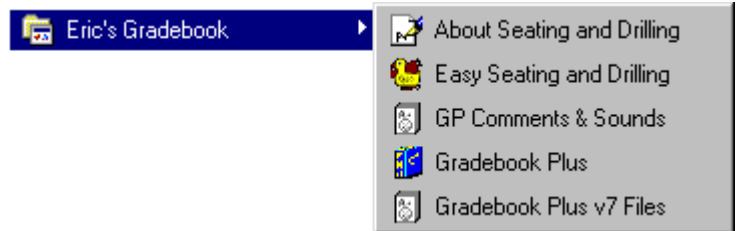


Gradebook Plus

Gradebook Plus is an excellent program for recording student grades and printing reports on their progress. This quick guide will cover the **basics** of using this software. For more detailed information you should consult the actual handbook that came with the program. There should be one handbook available for each team.

Starting the program

To begin the program you need to select the Gradebook Plus icon from your Start menu, or double-click its icon if it is on your desktop.



For example, you could click:

Start button | Programs | Eric's Gradebook | Gradebook Plus

The first time you run the program, you will be greeted with the following screen:

A screenshot of the 'CHANGE PROGRAM SETUP' dialog box. The dialog has a title bar with 'CHANGE PROGRAM SETUP' and a close button. It contains several input fields and checkboxes. Callout boxes point to specific elements: 'Enter your name here' points to the 'Teacher Name' field which contains 'Staff'; 'Enter a three character password here if you wish to protect the use of the gradebook.' points to the 'Password' field; 'Click here if you want Gradebook Plus to round off percentage grades before assigning a letter grade.' points to the 'Round-off Pct Before Calculating Grade' checkbox; 'Click here if you wish new students to be exempt from prior assignments.' points to the 'Exempt New Students From Assignments' checkbox. Other fields include 'Hide Screen Minutes' set to '5'. At the bottom are 'OK' and 'Cancel' buttons.

Enter your name here

Teacher Name

Password:

Hide Screen Minutes:

Enter Student's First Name First

Name Leap When Entering Grades

Round-off Pct Before Calculating Grade

Compatible Text Files

Exempt New Students From Assignments

Disable All Sounds

Disable Draft Formatting

Ask For Data File Name

Click OK when you are done. You can always change these setting later by choosing the Gradebook Plus **Special Menu** and then **Change Program Setup**.

Setting up a New Class

To begin a new class choose the **File Menu** and then select **Set Up A New Class**. You will get the following screen:

Set Up A New Class

Class Name :

Add Students in Alphabetical Order
 Add Students to the End of the List

Compute Grades Out of Points Attempted
 Compute Grades Out of Total Points

Display Student's Names
 Display ID Numbers

Display Weighted Grades
 Import Scores

OK Cancel

Type in the name of your class here. Feel free to include the period number.

The first option treats missed scores as exempt. The second option treats missed scores as zeros.

Choose this if you plan on using weighted grades.

Next you will be asked to change the **Grading Scale**

CHANGE GRADING SCALE

Note: the last cutoff must be the word "BELOW".

Cutoff	Grade	Cutoff	Grade
90	A		
80	B		
70	C		
60	D		
BELOW	F		

OK Cancel

Change the cut-offs for your grading scale. Feel free to change grades from A, B, C, to Pass, Fail, etc.

Just make sure your final cut-off is the word "BELOW".

Next you will be asked to change the **Weighing Scale**:

Change Weighting Scale

- USE OF WEIGHTING IS OPTIONAL. If used, weights must add to 100.
- The weighting scale is NOT used unless specified on a report.
- Entries are placed in a category by matching start of entry title.
- Titles that don't fall into a category will be placed in the last one.

Category	Weight	Color
TEST	60	Black
HW	20	Black
OTHER	20	Black

OK Cancel

This option **DOES NOT** have to be used. If used, fill in the weighted values for each category so that they total 100%.

Even if you don't use weighted scores, you may wish to add extra categories such as "Quiz", "Extra Credit", etc.

You can also change the colors that scores will be depending on what category they fit in.

Using categories can be very helpful. For example, if you have a category named "TEST", then you create an entry called "TEST #1", Gradebook Plus will automatically file those scores in the "TEST" category. This makes it easy to see a students' test average or homework average at the end of the grading period or anytime throughout.

Next the program will ask you to begin **Entering Students**:

ADD A NEW STUDENT

Last Name: Schortz
 First Name: Jim
 ID Number: 123456 Year: Book No.: 171
 Phone No.: 555-1234 Sex: M Advisor:
 Seat Row: 0 Seat Column: 0
 Address 1: 123 Easy Street
 Address 2: North Canton, OH 44720
 Comments:

Use Alternate Grading Scale In alphabetical order
 Add to end of list

Save & Add Save & Exit Cancel

The first two items are needed. All others are optional.

Each class can have an alternate grading scale. Check this for the students who will be graded differently.

Choose this when you are done entering all students.

Choose this to move on to the next student.

Entering Scores

Next you will want to begin entering scores for your students. Choose the **Add Menu** and **Enter A Set Of Scores**. You will get this screen:

The screenshot shows a dialog box titled "ENTRY NUMBER 1" with the following fields and controls:

- Entry Title:** A text input field.
- Points Possible:** A numeric input field.
- Default Score:** A numeric input field.
- Scaling Factor:** A numeric input field with the value "1" entered.
- Comments:** A text input field.
- Previous Entry:** A dropdown menu currently set to "None".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Annotations on the right side of the dialog box provide instructions:

- For the **Entry Title** field: "Give a name for the entry like **HW #1** or **QUIZ #4** or **TEST CH 3**. Remember to begin the name with a category name like TEST or HW."
- For the **Points Possible** field: "Enter how many total points possible."
- For the **Default Score** field: "OPTIONAL: You can use this to automatically fill in a score for every student, that you can later change. This is good if most all students got the same grade, like on HW."

You will now get a screen where you can enter each student's grade:

The screenshot shows a dialog box titled "Prealgebra - Per 1" with the following fields and controls:

- Entry Title:** "Quiz #1"
- Points Possible:** "15"
- Students and Grades:** A table with student names and empty grade input boxes.
- Buttons:** "Save & Enter", "Save & Exit", and "Cancel" buttons at the bottom.

Student Name	Grade
Bellum, Sarah	()
Mattick, Otto	()
Schortz, Jim	()
Karr, Lisa	()
Pitta, Harry	()
Waves, Amber	()

Fill in their grades, using the ENTER key to move to the next student.

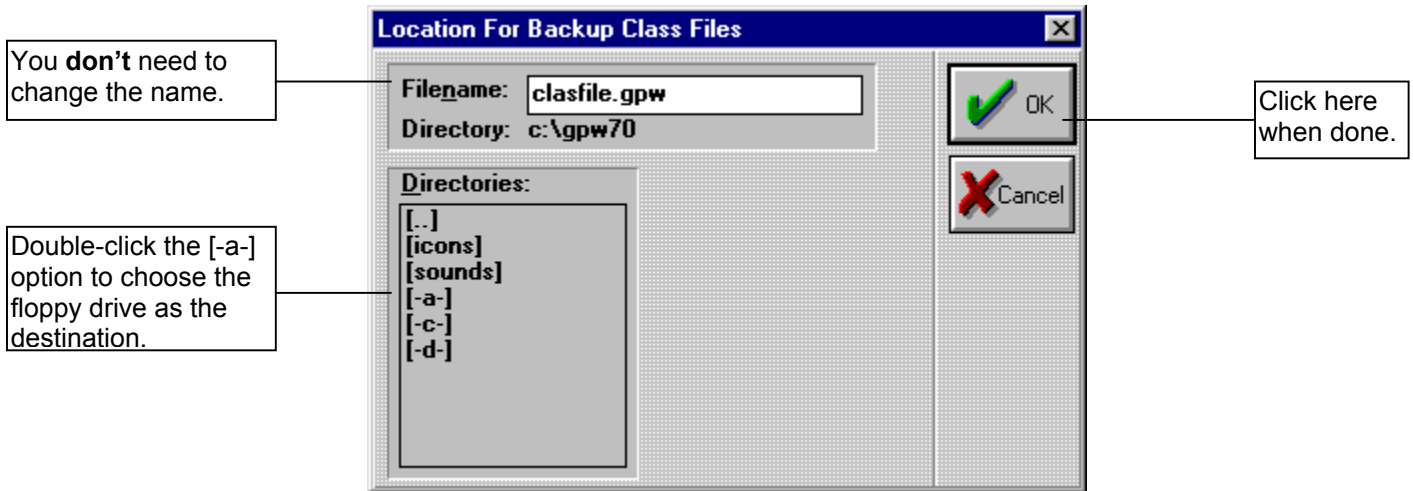
- You may enter number grades or letter grades.
- You may excuse a student from an assignment by typing in an **X**.
- You may give grades higher than the possible points if they have extra credit.
- To remove a grade type /

Saving and Quitting

- At any point you can save you work by choosing **File** and then **Save**.
- If you are done with a particular class you can choose **File** and then **Close and Save**.
- If you are ready to leave the program entirely, choose **File** and then **Exit**.

When you choose to **Exit** however, the program will ask you if you want to backup your files. This is a safety precaution in case something were to happen to the original.

- Choose **Quit** if you do not wish to backup your files.
- Choose **Backup Class Files** if you want to. If you make this choice you will get the following screen asking where you want the backup files to go. The point of backing them up would be to save them somewhere different, like on a floppy disk.



Maintaining Your Gradebook

Throughout the year there will be many things you will need to do to your gradebook. Here are several common tasks:

- **Add a new class:** Choose **File** and **Set Up A New Class...**
- **Open an existing class:** Choose **File** and **Open [classname]**
- **Add new grades:** Choose **Add** and **Enter A Set Of Scores**
- **Add a new student:** Choose **Add** and **Add A New Student**
- **Record student absences:** Choose **Add** and **Enter Absence Totals**
- **Change students' grades:** Click on the grade you wish to change. It will become highlighted. Now type in the new grade and press **Enter**.

Printing Reports

A nice feature of Gradebook Plus is that it easily prints out reports that you can use or that can be sent home to parents as progress reports.

- **Printing the entire gradebook:** This is most useful for you as a teacher for showing students their grades or for entering grades on the bubble sheets at the end of the 9 weeks.
 - To do this choose **Reports** and then **Gradebook for All Classes**.
 - To do this for only one class, first open that class, then choose **Reports** and then **Gradebook of Entire Class**.You will get the following screen:

GRADEBOOK OF ENTIRE CLASS

Show Student Names
 Show Student ID Numbers

Names can be listed alphabetically or by rank

Show All Individual Entries
 Show Selected Entries
 Show No Individual Entries

All the students can be listed, or just those you select.

Show Sum/Pct/Grade
 Show Category Percentages
 Show Attendance Totals

Page Orientation: Portrait
 Sort by Student's Name
 Sort by Rank
 Sort by ID Number

Use Weighting Scale
 Letter Grades Only
 Fancy Report
 Show Grading Scale
 Use Condensed Print

Click here when ready to print!

Print **Display** **Save To Disk** **Cancel**

- **Printing individual reports:** These are best suited as progress reports to send home. They can automatically be put into a form letter you write.
 - To do this, first open the class you wish to work with, then choose **Reports** and then choose **Individual Student Report**. You will get the screen below:

INDIVIDUAL STUDENT REPORT

All Students
 Selected Students
 With pct from to

You can print reports for all students, selected students, or those in a certain grade range.

You can select individual students here.

Bellum, Sarah
 Karr, Lisa
 Mattick, Otto
 Pitts, Harry
 Schortz, Jim
 Waves, Amber

If you wish to use a form letter, click here. JUST MAKE SURE YOU HAVE A FORM LETTER. See later on how to do that.

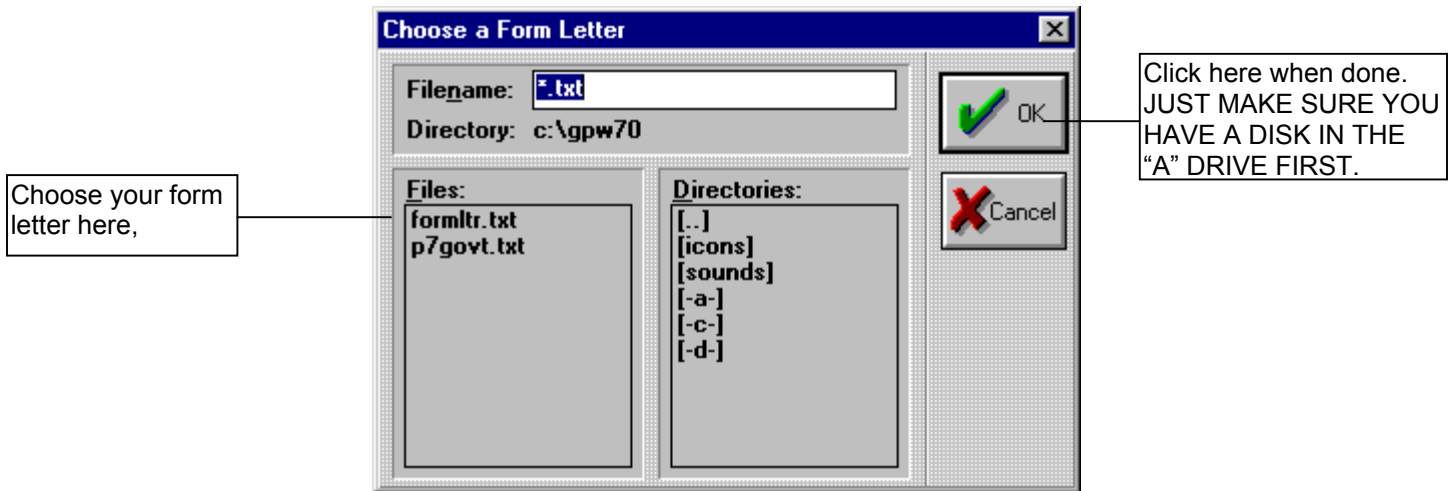
Show Entries in Order
 Show Entries by Category
 Last 10 Entries Only
 Missing Assignments Only
 Summary Only

Show Student's Grade
 Show Attendance Totals
 Use Weighting Scale
 Use a Form Letter
 Include Comments
 Including Other Classes
 Letter Grades Only
 Two Per Page (if room)

Click here when ready to print!

Print **Display** **Save To Disk** **Cancel**

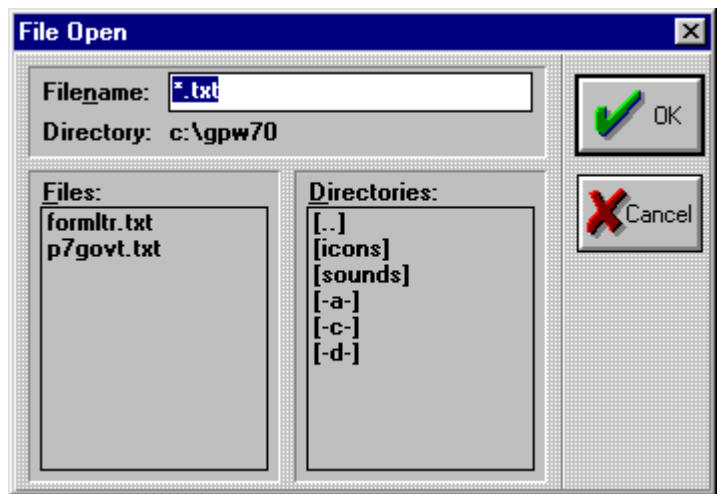
- If you have chosen the Use a Form Letter option, you will now get the following screen asking which form letter to choose:



Creating a Form Letter

Gradebook Plus comes with a form letter that you can edit to your tastes, unless you wish to change your name to Chuck Kingsfield. To change the form letter do the following:

- Choose **Special** and then **Edit Text File**.
- You will now be asked if you want to make a new file or edit an existing file. For now lets just edit the one we already have, so choose **Edit An Existing Text File**.
- You will now get a screen asking you to choose what text file to edit. The form letter is called **formlt.txt** so you want to choose this file, and then click **OK**.
- You now will see the actual text file. Make whatever changes you wish to personalize it.
- **WARNING!** Don't change the part that reads *****REPORT** as this is where the student's individual report gets inserted. You can change anything before and after this.
- Click **Save** to save your changes.
- **NOTE:** Later you may wish to choose the **Create A New Text File** option. This will let you create multiple form letters for all occasions. Just remember to insert the *****REPORT** where you want the student data to go.



What to do at the End of the 9 Weeks

When a new grading period begins you need to make room for new grades. Do the following:

- Backup your old data onto a floppy disk for safe keeping. Choose **File** and then **Backup Class Files...** Put this floppy somewhere safe, and use a different one for any backups for the new 9 weeks.
- Now open your class, choose Alter, then Remove a Set of Scores.
- In the next window, choose "Remove All Entries". Poof! They're gone.
- Now you can start over fresh.

What if You Want to do Your Grades at Home?

If you have a computer at home you may be able to run the Gradebook Plus program there as well as at school ... not that we ever take any work home. To do this:

- See me (Eric Curts) for instructions on how to use two computers with one gradebook file.

What if You Need More Help?

Each school should have a copy of the original handbook that came with Gradebook Plus. Although it is written in "GeekSpeak" it is pretty understandable. If not, just find a half-geek/half-human to help you translate.

Questions, comments, concerns? Email me at:

tech@viking.stark.k12.oh.us

Copyright 1997 - Eric Curts

Sample Progress Report

North Canton Middle School

Eric Curts's Prealgebra - Per 1

Name: Bellum, Sarah

Date: Wed Aug 6, 1997

Dear Parent,

Here is a progress report on your child's work so far this 9 weeks.
If you have any questions, please call me at 497-5635.

1) HW #1:	5/5	5) HW #4:	5/5
2) HW #2:	5/5	6) Quiz #2:	19/20
3) Quiz #1:	15/15	7) Test #1:	75/80
4) HW #3:	5/5		

Total Possible Points: 129/135 = 95.6%

Grade: A

Absences: 0 Cuts: 0 Tardies: 0

Sincerely,

Eric Curts

Sample Printout of Entire Gradebook

North Canton Middle School

Eric Curts's Prealgebra - Per 1
Gradebook as of Wed Aug 6, 1997

Name Grade	1	2	3	4	5	6	7	Total	Pct.	
Bellum, Sarah	5	5	15	5	5	19	75	129	95.6	A
Karr, Lisa	5	5	12	5	5	15	72	119	88.1	B
Mattick, Otto	5	5	13	5	5	17	68	118	87.4	B
Pitts, Harry	0	5	9	5	0	10	70	99	73.3	D
Schortz, Jim	5	5	14	5	5	16	76	126	93.3	B
Waves, Amber	5	5	10	0	5	13	71	109	80.7	C
Average :	4.2	512.24	2.2	4.2	15	72		116.7	86.4	
Possible :	5	5	15	5	5	20	80	135		

Key :

- | | |
|------------|------------|
| 1) HW #1 | 5) HW #4 |
| 2) HW #2 | 6) Quiz #2 |
| 3) Quiz #1 | 7) Test #1 |
| 4) HW #3 | |

Grading Scale :

94+ = A 87+ = B 77+ = C 70+ = D Below 70 = F

North Canton Middle School
Eric Curts's Prealgebra - Per 1
Gradebook as of Wed Aug 6, 1997

Name	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5
Bellum, Sarah	93.8	97.1	100.0	0.0	()
Karr, Lisa	90.0	77.1	100.0	0.0	()
Mattick, Otto	85.0	85.7	100.0	0.0	()
Pitts, Harry	87.5	54.3	50.0	0.0	()
Schortz, Jim	95.0	85.7	100.0	0.0	()
Waves, Amber	88.8	65.7	75.0	0.0	()
Average :	90	77.6	87.5	0	0
Possible :	25	25	25	0	25

Category Key :

- | | | |
|---------|----------|-------|
| 1) TEST | 2) QUIZ | 3) HW |
| 4) EC | 5) OTHER | |