

GradeBook Power

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1 Welcome

1.1 Individual and Site Licenses

1.1.1 Licensing Gradebook Power

Individual License

An individual license allows one teacher to legally have a copy of this program on their computer at home and at school. The individual license number and teacher's name is displayed with the Help | About menu selection. An individual license for a single teacher can be purchased for \$69.00 plus \$2.00 shipping

Building Site License

A school building site license allows all teachers with teaching responsibilities for one school that has purchased the building site license to legally have a copy of the program on their computer at home and at school. The Gradebook Power program can also be installed on the school network. The name of the school and the site license number is displayed on the Help | About menu selection. A site license for a single school can be purchased for \$400.00 plus \$2.00 shipping.

1.2 Contacting WISCO Computing

1.2.1 WISCO Computing Information

WISCO Computing publishes educational software for teachers. Descriptions of [other products from WISCO Computing](#) can be viewed in this help file. An order blank can be printed from the selection on the Help menu.

Evaluation Versions

Evaluation versions of all educational products from WISCO Computing programs are available on the Internet at www.wiscocomputing.com Specific information about Gradebook Power is available at www.gradebookpower.com

Program Author

Gradebook Power was written entirely by Terry L. Jepson. The author, a full time teacher for 19 years, has added many features requested by his customers to meet their needs. Gradebook Power for DOS was initially released in 1985. The first release of a Windows version of Gradebook Power was in 1997.

How to contact WISCO Computing

Include your serial number and version number with all correspondence.

E-Mail info@wiscocomputing.com
Voice 1-715-423-8189
Fax 1-715-423-7889
WISCO Computing
P. O. Box 8
Wisconsin Rapids, WI 54495-0008

Warranty

The information contained in the Gradebook Power program and related files are believed to be accurate and reliable. However the author or WISCO Computing assumes no responsibility for its use. The author or WISCO Computing will not be liable for any direct, indirect, or consequential damage resulting from the use of Gradebook Power or the related files. Changes will be made to Gradebook Power over time. The help file will be updated to reflect these changes.

Gradebook Power is a trademark of WISCO Computing. All other company names and product names are registered trademarks of their respective companies.

Technical support is available by email. However, WISCO Computing reserves the right to terminate support to users who in our judgement are unreasonable or abusive, or who have system or other difficulties which transcend the scope of this software.

2 Installation and Getting Started

2.1 Installation

2.1.1 General Information

Gradebook Power can use WindowsXP®, Windows98®, or Windows 2000® operating systems. About 2 MB of hard drive space is needed for the program and data files. Student data files can be kept on the hard drive, network drive, thumb drive, or a data diskette.

The install program will copy the Gradebook Power program and related files to your hard drive. The install program is set to install the program in the Grades folder on the C:\ drive.

If you are upgrading from an earlier Windows version of Gradebook Power, the program should be installed in the same folder. Both programs use the same data; COMMENTS.GRD, CONFIG.GRD, and CO files.

Installation on a stand-alone computer (WindowsXP, Windows 98, and Windows2000)

1. If the Install program is on a CD-ROM, place the CD-ROM in the CD drive. Close the drive tray.
- 2a. The CD-ROM should start, and the installation will begin.
- 2b. If you downloaded the installation program, double click on the program name to begin the installation.
3. By accepting the suggested settings, Gradebook Power will be installed in the C:\GRADES folder
4. Gradebook – WISCO will be added as a shortcut on the Programs Menu.

Network Installation

Gradebook Power runs successfully on Windows Server networks. By renaming the CO file to CO.NET, the network administrator will not have to add additional network privileges.

2.1.2 Program Features

- Can be used by all grade levels - includes many special options for both elementary and secondary teachers
- Save data for up to 15 classes with up to 40 students in each class
- Save data for either 1, 2, 3, or 4 terms per semester
- Save data for up to 60 assignments per student per term
- Optional use of student I.D. codes
- Easily copy student names from one class to another class (elementary option)
- Easily add a student to all classes (elementary option)
- Can automatically back up student data to a diskette or a hard drive subdirectory
- Can automatically alphabetize student names by first or last name
- Can produce blank grade book sheets with just student names
- Enter either by numerical scores or letter grades or both
- Missing grades can be ignored or counted as zero
- Enter special grades like EXcused, ABsent, UNexcused, INcomplete, CHEat, CHEckmark and NC for No Credit
- Use Supplemental marks (Outstanding, Excellent, Satisfactory, Unsatisfactory, and Needs to Improve) for non-graded classes
- Option to use a grading scale different from the standard A+ to F
- Ideal for use in either self-paced or regular courses
- Assignment grades are easily recorded, added, revised, updated, dropped, or weighted
- Revise assignment titles, possible points, and categories
- Quickly repeat assignment date, title, points, and categories for multiple classes (secondary option)
- Student grades can be automatically adjusted if the number of possible points (weight) of an assignment is changed
- Extra Credit points and negative points are easily recorded
- Each class can have its own grading scale percentages

- Each class can have its own four grading categories
- Each class can have its own method to decide term(quarter) and semester grades
- Allow entry of a separate semester exam and weight
- Override quarter (term) and semester grades if desired
- Student grades can be easily transferred to different sections of a class without recording the student grades again
- Students can be added or dropped or excused from future assignments at any time during the grading period
- Calculate final semester grades with or without a separate weighted final exam grade
- Sort assignment, category, and semester averages by rank
- Comprehensive individual reports for parents, counselors, and students
- Add general comments to all individual student reports
- Add personalized comments to selected individual reports
- Summarize elementary student grades on a single sheet
- Summarize secondary student grades on a single sheet
- Optional parent signature request on reports
- Generate missing assignments report for one class, all classes, or the individual student
- Compares the grade distribution of assignments, and cumulative averages over some or all classes
- Prints detailed reports suitable for gluing into your grade book
- Printed reports can use either student name or I.D. code
- Print out detailed and individualized student attendance reports
- Print out complete seating charts for all classes
- Support for trimester school year (3 semesters per school year)
- Individual student grade level (K through 17) used for sorting and printed on reports
- Prevent accidental changes to the student Administrative ID codes
- Expanded the student name portrait grids from 15 to 20 columns possible
- Add students to self-paced classes without Excused grades for prior assignments
- Option for alternate row shading on printed grids
- Option for user selected dates on printed reports, ignoring the Windows system date
- Increased data security with option for simultaneous saving of data on diskette and hard drive
- Optional safety percentage to prevent warnings when entered grades exceed points possible
- Variable top margin when printing individual and elementary reports to allow use of school letter head
- Allow Citizenship/Responsibility or Conduct/Effort grades in each class
- Allow throwing out the lowest grades in each category
- Allow non-graded assignments (for example pre-tests and paid lab fees) to be entered and printed
- Elementary and List Menu print outs can include a Missing Assignment code with the student grade and number of missing assignments
- Optional final exam with options for weighting and calculating the final year grade
- Option to adjust the final year letter grade and percentage calculation
- Display a warning if the current date is not in the current term when grades are being entered.
- Seating charts expanded to 9 rows and 9 columns
- Recent assignment displays the last 20 assignments
- Added a point spinner to allow entering all student grades with the mouse as well as keyboard
- Complete school year summary report with options to print all term, semester exam, semester grade, final exam grades, and final year grade.
- Administrative summaries for term, semester, and final year grades
- Combine and rank all students in all classes to show term, semester, year, improvement, homework average, lab average, quiz average, test average, absences, and tardies.
- Elementary student print out showing category averages for each class
- Option to indicate if term, semester, and final grade have been adjusted for the special needs of the student.
- New semester grade calculation methods cumulative points with weighted semester exam and cumulative categories with weighted semester exam.

2.2 Starting A New School Year

2.2.1 Starting A New School Year

Information must be provided so the new data files are set up properly. This menu selection is ONLY used for:

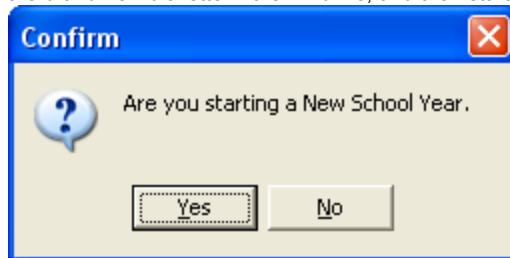
- First time installation
- Starting a new school year
- The start of the spring semester when four terms per semester is selected

Remove Previous Year Student Data from the Hard Drive (if Necessary)

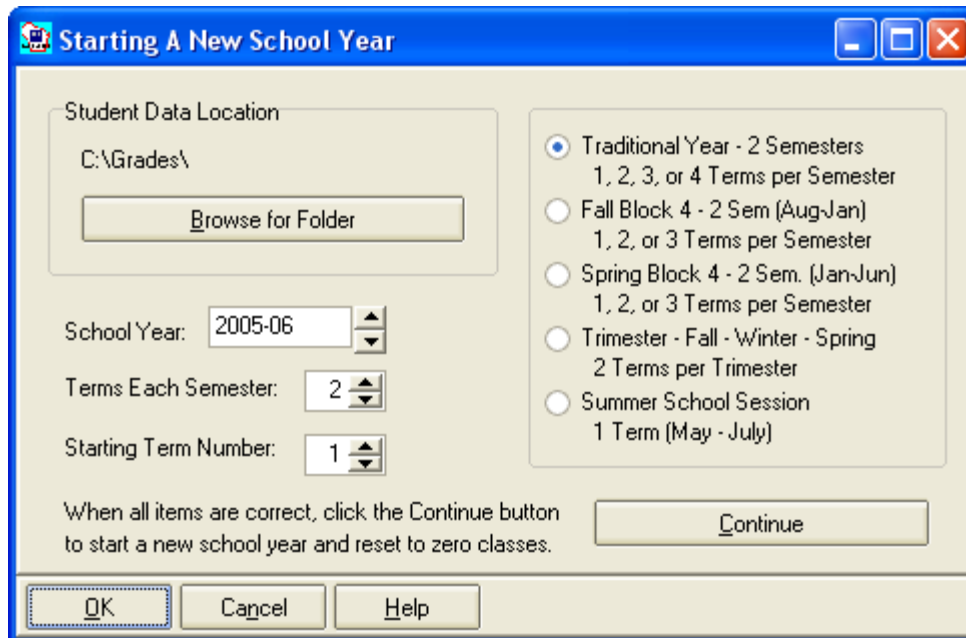
If last year's grades were kept on the hard drive, they need to be erased before starting the new school year.

- 1 Make a back up copy of those grades to a diskette before erasing the old files.
- 2 Erase the previous year files using the [Utility | Delete Class Files](#) menu selection.
- 3 If you will be saving your student data in a different folder, you can delete the CO file from the program folder (C:\GRADES\). The CO file indicates the location of the student data.

If your data was saved on a diskette last school year, use a brand new formatted diskette for the new school year. Place the brand new diskette in the A:\ drive, and then start the program. The following dialog box will be displayed:



Click Yes. The following screen will be displayed.



Drive / Folder Location

Decide if student grade data will be kept on a diskette or in a folder on the hard drive.

Some network administrators may require your data to be stored in your home directory or on a floppy diskette. The decision on where you store your primary student data will affect the location of your student data back up. Each choice has advantages and disadvantages. Select the disk drive (and optional folder) to be used for saving your student data.

If your student data will be saved on a diskette, select either A: or B:. Your grades do not have to be in a folder on the diskette.

If your student data will be saved in the same folder as the program (C:\GRADES\), do not change the displayed selection.

If your student data will be saved in a different hard drive folder, select the new drive letter and folder location. Make sure the complete drive and folder appears below the folder selection box.

School Year

Click on the spinner to change the school year. Gradebook Power defines a school year as starting in August and ending in June. A school year is divided into semesters. Each semester is divided into 1, 2, 3, or 4 terms. The correct number of terms (1, 2, 3 or 4) is needed so the correct number of empty files are created for recording grades.

Traditional School Year

A traditional school year is divided into two semesters. Semester 1 runs from August to January. Semester 2 runs from January to June. Most schools divide each semester into either 2 quarters or 3 terms. Colleges use one term per semester.

Block 4 Scheduling

Some schools are using a Block 4 schedule to complete a year's worth of academic work in one half of a school year. (about 90 student contact days). Students take fewer classes each day, but each class meets for a longer amount of time each day. Each of the two semesters of the Block 4 schedule includes about 45 student contact days for each semester. Each semester of the block schedule can include 1, 2, or 3 terms. Gradebook Power allows selecting either the fall or spring block.

Trimester School Year

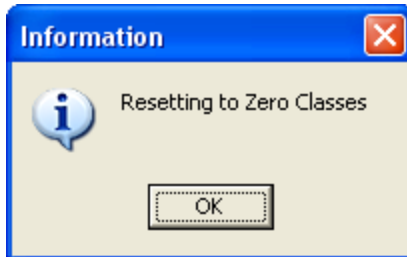
The trimester schedule breaks the school year into 3 semesters (fall, winter, and spring). Each semester of the school year is divided into 2 terms (A total of 6 terms for the school year). The strict dictionary definition of semester is one-half of a year (6 months). The Gradebook Power program screens, manual, and help file uses the terms semester and trimester to mean the number of major parts in the school year (either 2 or 3). When the program, manual, or help file refers to a semester, it means the major part of the school year. In the case of a trimester schedule, the reference is to the fall, winter, and spring semesters.

Starting Term Number

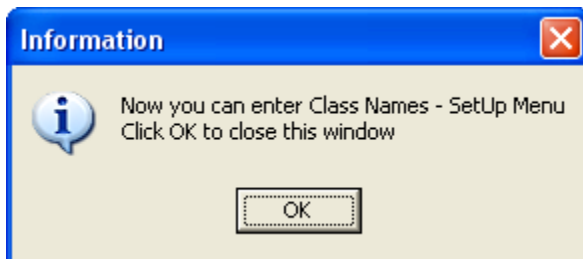
Click the spinner to select the starting quarter (term) number. If you were beginning the program at the start of the school year (August), you would answer 1. The spring semester starts with term 2 for colleges, term 3 for those having 2 terms per semester, and term 4 for those having 3 terms per semester. These options indicate a regular school year.

Click the Continue Button

Make sure your information is correct before clicking the Continue button. Two files will be created. The CO file is created in the program folder. It indicates the location of the student data folder. The file CONFIG.GRD is created in the student data folder. The CONFIG.GRD file will eventually contain class names, and other values used by Gradebook Power. At this time most values will be blank, or contain default (start-up) settings. The following dialog box is displayed.



After clicking the OK button, the following informational dialog box is displayed.



Click OK to close this dialog box. Click the OK button in the lower left corner to close this window. You are ready to enter your class names.

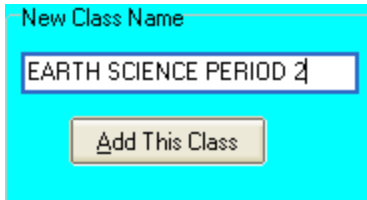
3 Set Up Menu Selections

3.1 Class Names

3.1.1 Entering New Classes

Adding New Classes

Records for up to 15 classes can be kept per semester. A Class title must be entered before any students can be added to a class. Each class name can have a length up to 22 characters.



After entering the class name, click the Add This Class button. Empty class files for student names, grades, and attendance for the current semester will be created for the new class.

Revising Class Names

Revisions to the displayed class names can be done in the grid, and saved by clicking the Save Revisions button.



Other class settings are entered and revised with the Administrative Settings tab and SetUp menu | Class Settings selections.

Elementary Teachers

When [elementary reports](#) are printed, the student's attendance is taken from the first class in which the student is enrolled. The first class can be one of your subject areas or a class called attendance (with no grades entered). For your convenience, the first class should be your largest class.

Administrative Settings

Most of the time these settings are left blank. However, some reports may require additional information for a class. After selecting a class, the edit boxes are displayed for editing and saving revisions.

Gradebook Power combines the information from the edit boxes to either create HTML export filenames. The Credit value represents the credit awarded to passing students. The credit number assumes 2 decimal places (150 = 1.5 credits). Course credit is used to compute the honor roll elementary student GPA. For the Class Type edit, R indicates a Regular class (include in GPA and all reports), S indicates a class with Supplemental marks (not included in GPA, but included on reports), and N indicates a non-academic class (not included on any reports or used in any calculations). Enter an X in the Ignore in GPA Calculation edit box for classes that should be ignored when calculating the student's GPA.

Grading Scale Information

| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 10 | 11 | 12 |
|----|---|----|---|----|---|---|---|----|----|----|
| 1 | | A+ | A | D+ | S | | . | E+ | E | |
| 2 | | A | A | D | S | | . | E | E | |
| 3 | | A- | A | D- | S | | . | E- | E | |
| 4 | | B+ | B | S+ | S | | . | D+ | D | |
| 5 | | B | B | S | S | | . | D | D | |
| 6 | | B- | B | S- | S | | . | D- | D | |
| 7 | | C+ | C | I+ | P | | . | S+ | S | |
| 8 | | C | C | I | P | | . | S | S | |
| 9 | | C- | C | I- | P | | . | S- | S | |
| 10 | | D+ | D | N+ | N | | . | N+ | N+ | |
| 11 | | D | D | N | N | | . | N | N | |
| 12 | | D- | D | N- | N | | . | N- | N- | |
| 13 | | F | F | U | U | | . | U | U | |

If you do not set a Grading Scale, the letters in Column 1 will be used. Gradebook Power lets you have your own set of letter grades. Several grading scales are preset from current users. Letter Grading Scales 0 through 4 are currently used for regular classes using percentages to calculate grades. Letter Grading Scale 0 lets you use your own scale. By default it is the same as Letter Grading Scale 1. For example, your school may not use A+, or give any D level grades. You could change the grade A+ to an A with no modifier. You could eliminate the D grades by entering the letter of the last allowed grade (C-) in the 3 D level edit boxes.

Some schools use two different sets of letter grades with percentages to calculate grades. Some classes would use the regular Letter Grading Scale numbers 0 through 4. Other classes would use the alternate letter grades entered into the second column. The Alternate letter set will become Letter Grading Scale 5.

If your school does not use letter grades, enter periods in each edit box. This set of periods (no letter grades) will be Letter Grading Scale 6.

Letter Grading Scales 10 through 12 are for supplemental grades. Supplemental grades do not use any percentages. Letter Grading Scale 10 lets you set your own letters. By default, it is the same as grading scale 11.

3.2 Student Names

3.2.1 Entering Student Information

Class names must be entered with the SetUp menu | Class Names selection before this menu selection can be used to enter or add students to the classes. Up to 40 students can be placed in each class.

This menu selection is used to:

- Enter / Add new students to a class
- Revise / Review student names and other student information
- Create print outs with student names
- Transfer a student with grade data to another class
- Delete individual students from classes

Enter / Add New Students to a Class

Select the class from the list of classes, then select the Revise / Review / Add tab to display the second page. This page allows you to either enter/add new students or revise student information on the data entry grid. Up to 40 students can be placed in each class. Click the radio button to indicate if you want to add students or revise the current student information on this page. Use the mouse, left, right, up, and down arrow keys to move between the columns and rows on the grid.

Students can be added to classes anytime. If the student is added partway through the semester, normally previous assignments are given a grade of EXcused. The EXcused grade will not be entered if the checkbox on the first page is checked. This option is used for self-paced courses when students would not be EXcused for previous assignments.

Add Late Students Without EX Assignment Grades

Student Names

Student names can be added to a class with their first name listed first, but be sorted by their last name. Print Outs will use the name as displayed. This allows entering John Smith as the student name, printing as John Smith, and allows sorting by the last name Smith. It is not necessary to enter the name as Smith, John for proper alphabetizing.

The check box setting on the first page determines if the student names are alphabetized by either the first or second displayed name. Each student name can have a length up to 22 characters.

Class ID

The Class ID code can be up to 10 letters long. Each student should have a unique Class I.D. If you post student grades, this code can be substituted for the student name on some printouts. This code might be a school I.D., pseudonym, or textbook number. Many Gradebook Power reports allow the option of sorting by the student name or this class ID. If you do not want to use a Class I.D. code, leave the column empty.

Grade Level

Student grade levels of K through 17 can be entered. Individual, List, and Elementary reports can use grade levels as another way to group students for organizing reports. The grade level makes it easier for guidance to sort deficiency reports. The grade level will also be included on the permanent record labels printed with the [Elementary Reports](#).

SuperData

The SuperData column is one way to group students. For example, if the word football was entered for all football players, you can print reports for all football players in all classes by entering Football in the SuperData edit box on the Individual, List, and Elementary reports. Multiple SuperData like GOLF BAND can be used to generate using either or both SuperData. For example, if the homeroom number is entered for each student's SuperData, combined reports for all students from all of your classes with the same homeroom can be printed and sorted quickly. SuperData codes can be up to 8 characters long.

Group

Individual, List, and Elementary reports can use the group letter as another way to group students for organizing reports.

For example, an elementary teacher may teach one or two subjects to two different groups of students. The teacher's homeroom students could be assigned the group letter H (for Homeroom, although any single character will work). The other group of students will be assigned a different group letter. When printing reports, an edit box is available to enter the group letter. Enter the letter of the group (in this example H for Homeroom). All reports for the H group will be printed in alphabetical order. Then repeat the selection for the other group of students substituting the other group letter. Then the new set of reports will be printed. If no group letter is entered, Gradebook Power ignores the group letter when printing reports.

Administrative ID

The Administrative I.D. code can be used to identify students for printing HTML reports. The administrative ID code can also be printed on seating charts and the detailed report on the PrintOut Menu | Summary Reports menu selection.

Each student must have a unique Administrative I.D. if this feature is used. Since teachers enter student names differently (for example, first name first, first name last, as Bill or William), some piece of data must match exactly to combine the student data from different teachers efficiently for class scheduling and report card generation.

The Administrative I.D. column can be protected from accidental changes if the checkbox on the first page is checked.

Protect Administrative I.D. Column

Student Memo

The Memo column displays the filename of a personal message that can be written on specific individual and elementary reports. Messages can be up to 10 lines long. The memo text was entered with the File menu | Student Memo selection. These text files are saved on the student data diskette. By erasing the filename in this column, the memo will not be printed on the individual and elementary summary reports.

Adjusted Grade

Enter the letter A for Adjusted to indicate if term, semester, or final grades have been adjusted for the special needs of the student. Printouts will display an asterisk * with the term, semester, and final letter grades.

Withdrawn Student

Enter the letter W for Withdrawn to indicate if the student has withdrawn from classes. When new assignments are recorded, the grade of 'EX' will be entered. The student will not show up in Missing Assignment Reports. When individual reports are printed for a class, the student will not be printed. To print the individual report for the student, the student must be selected.

Instructional Level

Some students may be placed in an instructional level different from their grade level. This is common in Elementary schools with math and reading classes. This entry will appear next to their regular grade level on reports.

Email Address

This email address is used to send individual and elementary progress reports. The program creates an email with the progress report attachment. The email is sent to the default email program (usually Outlook or Outlook Express) for emailing. No check is done to indicate if the email address is valid. If an email address is missing for the student, no email is sent.

Saving the Student Information

When you have finished adding students to a class, or revising the student information in the grid, click the Save Changes button. This expands the student data files used for recording grades, absences, and tardies.

Clicking the Alphabetize button can alphabetize student Names. Students will be alphabetized by either their first or last name. This depends on the setting of the checkbox on the first page.

Alphabetize Students by Second Displayed Name

3.2.2 Student Name Print Outs

Four different print outs can be created. These print outs can be handy to make a temporary copy of your grades if you don't have immediate access to a computer. It is often easier to record grades from one sheet of paper than from 30 unalphabetized papers at a computer.

- 1 Student Names and I.D. Codes (includes class ID and Administrative ID)
- 2 Half Page (3 blank lines are printed in front of each student name)
- 3 Student Grid – Portrait (Optional weekday letters at the top of the columns, between 1 and 20 columns)
- 4 Student Grid - Landscape (With weekday letters and date of the current term)

Print Out Options

Remove Extra Rows From Grids

Print Names Lower on Grid if Possible

Print Taller Landscape Boxes if Possible

Use Alternate Shading on Printed Grids

0.162

These check box settings will also be applied to other Gradebook Power printouts.

Marking the check boxes can remove the extra horizontal lines (rows) from the grid. If a class has fewer than 30 students, the names can be printed lower and the top line extended on the portrait grid. This makes it handy to write the assignment name in the long vertical column at the top of the print out. Shading alternate rows on the student grids can make it easier to follow the correct student row on the printouts.

3.2.3 Copy / Move / Delete Students

When elementary reports are printed, the student's attendance is taken from the first class the student is enrolled in. For your convenience, the first class should be your largest class. A selection on this page lets you copy all student names from one class to other classes.

Destination
Class ----> EARTH SCIENCE PERIOD 6

Copy All Student Names & I.D. Codes to a New Class

Transfer One Selected Student and Grades to a New Class

Elementary - Copy One Selected Student to All Classes

Move One Selected Student to Bottom of Class List

No Action

Continue

Copy All Student Names to Another Class

Select the source class from the first page. These student names are displayed on the left. Select the destination class, mark the check box, and click the Continue button. The destination class must have no students to complete this selection. After the names and codes are copied to the destination class, you can add or delete the names as needed.

Transfer One Student and Grades

Select the source class from the first page, select the student in the left column, and the destination class, mark the check box, and click the Continue button. This student will not be deleted from your original class at this time as a safety precaution. An error message will be displayed if the assignment titles, categories, and possible points for each assignment do not match.

Copy One Student to All Classes

Elementary teachers can copy one student to all classes by selecting the source class on the first page, the student in the left column of the third page, marking the check box, and clicking the Continue button. Only student information on the grid is copied to the other classes. No grades are transferred when this option is used.

Move One Student to the Bottom of the Class List

This selection moves one student to the bottom of a class list. Select the class from the first page, select the student from the list on the left, mark the check box, and click the Continue button. This moves the selected student and their grades and absence records to the bottom of the list so you don't have to skip over a student that has left the class, but the complete record still remains.

Delete One Student

To delete a student, select the class and student, mark the check box and click the Delete Student button. If you need to keep some record of the student grades, print an individual printout for the student first. An alternative way to keep the information for this student is to EXcuse the student from future assignments with the [Utility menu | Excuse Student selection](#).

When switching semesters with full year classes, copy all students to the [new semester](#). Then delete the students from the new semester. This way you can keep the complete student data for the first semester, and have the correct list of students for the second semester.

3.3 Teacher Settings

3.3.1 Main Settings

Teacher Name

The displayed name will appear on all reports.

Teacher's I.D.

The teacher I.D. is assigned by administrative programs. It was entered on the Administrative menu | Administrative Settings selection.

School Name

The displayed school (campus) name will appear on all reports.

Alphabetize Students by Second Displayed Name

Student names can be added to a class with their first name listed first, but be sorted by their last name. Print Outs will use the name as displayed. This allows entering John Smith as the student name, printing as John Smith, and allows sorting by the last name Smith. It is not necessary to enter the name as Smith, John for proper alphabetizing.

Do Not Automatically Enter Assignment Date

The Windows system date is displayed in the first edit box when entering assignments. This date can be changed or erased. If the wrong date is always entered when you start, Windows is sending the wrong date information to Gradebook Power. If this item is checked, the Windows system date will not be automatically entered for your assignments. A setting on the SetUp Menu | School Dates/Terms selection allows you to set the date to be displayed on all reports ignoring the Windows system date.

Use Alternate Row Shading on Printed Grids

Shading alternate rows on the student grids can make it easier to follow the correct student row on the printouts.

Simultaneous Save to Diskette and Hard Drive

This option is useful for teachers using a diskette as their primary storage of student data, and using a stand-alone computer (not a network or common computer used by many teachers). This option should never be considered a replacement for the teacher making regular backups of student data. When this item is checked, and the teacher saves data to diskette, a copy of this data is also saved on the hard drive in the subfolder MyGrades located in the Grades folder

(C:\GRADES\MYGRADES).

Use Total Hours Absent on Attendance Reports

Colleges record absences as Hours absent. Primary and secondary schools record absences as Days absent. When this item is checked, the reports will indicate the number of hours absent.

Lock Out Attendance / Tardy Options

When this item is checked, features using attendance are ignored.

Lock Out Secondary Options

When this item is checked, features used only by secondary teachers are disabled.

Lock Out Elementary Options

When this item is checked, features used only by elementary teachers are disabled.

Lock Out Supplemental Marks

When this item is checked, the [Supplemental Grades Menu](#) choice is disabled.

Allow Supplemental Grades With Regular Grades

Both regular letter grades and the supplemental letter grades can be issued to students if this item is checked.

Use Enhanced Missing Assignment Code

The letter M can be printed on Elementary, and List reports to indicate Missing Assignments for the class. If this item is checked, the letter M plus the number of missing assignments (up to 9) will be printed.

Protect Administrative I.D. Column

When this item is checked, the Administrative I.D. column on the SetUp menu | Student Names menu is blocked. This protects the column from accidental changes of the administrative ID.

Use Maximum Screen Size

When this item is checked, the main program window and all student data entry grids are enlarged to the maximum window size. This allows you to see more students on the data entry grid, instead of using the PgUp and PgDn keys to scroll to the students.

Color Highlight Selected Student

When this item is checked, all student data entry screens will use color to highlight the selected student row. Using color makes it easier to keep your place, but also uses additional resources. Fast typists may experience problems with this item checked. Less computer resources are used when this item is not checked.

Use Bold Fonts in Grid

If this item is checked, the displayed information in grids will use a bold font.

Turn Off Warning Sounds

If this item is checked, the warning sound is not used when an error occurs.

Enable Password Protection

If this item is checked and a password was previously entered, a password will be required to start Gradebook Power. Your password is entered on the Other Settings page of the Teacher Settings.

Display Printer Set Up Once per Session

If this item is checked, the standard Printer SetUp dialog is only displayed the first time printing is selected. A new printer can be selected or your default printer can be changed. The Printer Setup Dialog can be accessed from the SetUp Menu at any time.

Display Printer SetUp Before Printing

If this item is checked, the standard Windows Printer SetUp dialog is always displayed before printing. A new printer can be selected or your default printer can be changed.

Save Settings on Exit

When this item is checked, settings from all windows will be saved and used the next time Gradebook Power is started.

3.3.2 Message / Letter Grades

Common Message

Common messages might ask parents to call school if they have any questions. A student message could be a reminder that a book report is due, etc. The message can be up to 10 lines long. The common message can be included on the individual and elementary reports if the check box on those menu selections is marked.

Teacher Note Pad

Up to 10 lines of private reminders for the teacher can be saved with this selection. Often certain parents get reports, for example after a student misses an assignment, fails a test, every two weeks, etc. This file is backed up when using the Utility | Back Up Student Data menu selection.

School Letter Grades

Most school systems use the letter grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Some systems do not use +'s and -'s. Some schools use the letter grade of E for Effort in place of F for Failure. The last letter grade (F) will be calculated as 0 points earned on assignments. A setting on the calculation page allows making an F+ equivalent to 50%.

Gradebook Power allows any set of five letters of the alphabet (ABCDF) with + and – modifiers to be used. These letters are entered in the first column. Each set of 3 letter grades (1-3), (4-6), (7-9), and (10-12) must start with the same letter. If your school does not use plus or minus marks, enter the same letter for all 3 letters of the group. For example, enter the letter A for position 1, 2, and 3. The middle letter of each group must not have a plus or minus sign. If your school does not use letter grades, enter a period to replace every letter grade.

Supplemental and Alternate Letter Grades

The second column is used for supplemental and alternate letter grade sets. If supplemental or alternative letter grades sets are not used, this set of edit boxes and the [File menu | Supplemental Marks](#) selection can be disabled by checking the box on the first page to lock out the supplemental marks. Letter grades in this column allow a teacher to use two different letter grade sets.

A single [supplemental letter grade](#) is issued for the term grade. Percentages are not associated with supplemental grades; therefore no calculations can be made. The most common set of supplemental grades is E, O, S, N, and U with + and – modifiers (Excellent, Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory). Sometimes the + and – modifiers are not used or used with some of the letters. If a semester supplemental grade is issued, it is done with the Utility menu | Adjust Current Term Grades selection.

Alternate letter grades are issued like regular assignment grades. Alternate letter grades use percentages, so term, semester, and final year grades can be calculated. Again, the most common set of supplemental grades is E, O, S, N, and U with + and – modifiers. Others examples are SSPNU, and OSINU.

Sometimes regular letter grades are issued in some classes, and alternate letter grades are issued in other classes for the student. The letter set for each class is determined by the Letter Grading Scale number. If you do not set a Grading Scale when entering Class Names, the letters in Column 1 will be used.

| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 10 | 11 | 12 |
|----|---|----|---|----|---|---|---|----|----|----|
| 1 | | A+ | A | D+ | S | | . | E+ | E | |
| 2 | | A | A | D | S | | . | E | E | |
| 3 | | A- | A | D- | S | | . | E- | E | |
| 4 | | B+ | B | S+ | S | | . | D+ | D | |
| 5 | | B | B | S | S | | . | D | D | |
| 6 | | B- | B | S- | S | | . | D- | D | |
| 7 | | C+ | C | I+ | P | | . | S+ | S | |
| 8 | | C | C | I | P | | . | S | S | |
| 9 | | C- | C | I- | P | | . | S- | S | |
| 10 | | D+ | D | N+ | N | | . | N+ | N+ | |
| 11 | | D | D | N | N | | . | N | N | |
| 12 | | D- | D | N- | N | | . | N- | N- | |
| 13 | | F | F | U | U | | . | U | U | |

3.3.3 Other Settings**Password Protection**

Password protection must be checked on the SetUp menu | Teacher Settings first page for this feature to be enabled. If no password is currently in use, the top edit box for entering your current password can not be selected. If you currently use a password, enter your current password, then enter your new password in the two other edit boxes. Then click the Change Password button. If all information is entered correctly, your password will be changed. The next time Gradebook Power is started, you will need to enter your new password.

Safety Factor

30 Safety Factor Percent

When assignment grades are saved, a dialog box is displayed if any students exceed the number of points possible on an assignment. This is a safety factor percentage of 0. By increasing the safety factor, the dialog box will only be displayed when student grades exceed the total points plus the safety factor percentage. The maximum allowed safety factor is 30%.

Letterhead Drop

0.50 LetterHead Drop Inches

Normally, the first line of the individual and elementary reports starts near the top margin of the sheet of paper. This spinner setting allows the top line of the report to be lowered up to 2 inches. This option allows extra space for official school letterhead to be used for individual, and elementary reports.

User-Defined Absence Codes

Text for the X, M, P, Q, and Z codes is entered here and included on absence reports. Codes M, P, Q, and Z are non-counting. Code X is a counting absence. These codes can provide additional information about absence patterns.

Screen / Text Colors

These settings only change the colors used by Gradebook Power. If you want to change the default colors for all applications on your computer, change your Windows settings.

Auxiliary Grade

Auxiliary Grade

- None (Not Used)
- Citizenship / Responsibility
- Conduct / Effort
- Conduct with Modifier

Some schools give grades for [citizenship and responsibility](#), others give grades for [effort and conduct](#), others give just a conduct grade with + and – modifiers. If the radio button is marked, these grades can be included on the individual and detailed printouts.

Text/HTML Filenames

- Use Administrative I.D.
- Use Student Name

Text and HTML files can be saved using either the Administrative ID or student name.

Ind./Elem./Sum. Report Options

- Print Only
- Text Files (*.txt)
- HTML Files (*.htm)
- Email as HTML Attachments

Individual, Elementary, and Summary Reports can be saved as text files, html files, or sent as emails. If the appropriate radio button is checked on this screen, an additional button is displayed on these report screens.

3.3.4 Calculations

Throw Out Lowest Grade in First Category

Homework is the default (starting) category name for the first category. At least two assignments (non-EXcused) in the first category must have been entered for the student before a grade will be thrown out.

Throw Out Lowest Grade in Second Category

Lab is the default (starting) category name for the second category. At least two assignments (non-EXcused) in the second category must have been entered for the student before a grade will be thrown out.

Throw Out Lowest Grade in Third Category

Quiz is the default (starting) category name for the third category. At least two assignments (non-EXcused) in the third

category must have been entered for the student before a grade will be thrown out.

Throw Out Lowest Grade in Fourth Category

Test is the default (starting) category name for the fourth category. At least two assignments (non-EXcused) in the fourth category must have been entered for the student before a grade will be thrown out.

Allow Negative Point Entry

When this item is checked, negative points can be entered for assignments.

Use CheckMark Instead of CHeat

The CM = CheckMark is not used when calculating a student grade. CM is functionally equivalent to an EXcused grade. The CM mark allows teachers to record information such as a paid lab fee, or dressing for a physical education class without giving a letter or numerical grade. Use the category mark of @ to indicate a non grades assignment.

Allow Both Letter Grades E(ffort) and F(ailure)

Some schools allow the letter grade of E in addition to the letter grade F. In both cases; the student did not meet the minimum required percentage (D-). However, the student is awarded credit for completing the class when the letter grade of E is issued. The student does not receive course credit when the letter grade F is issued. The E grade would be entered when adjusting the current grades.

Allow the Letter Grade F+ to Equal 50%

Some schools want to use the F+ grade to indicate a grade that shows some effort, but not enough to meet the minimum required percentage (D-). The grade of F is always calculated as 0%. The grade of F+ will be equivalent to 50% of the assignment points if the checkbox is marked. The student does not receive course credit when the letter grade F+ is issued.

Round Term grades before Semester Calculations

The term/quarter grades transferred forward with the Utility Menu selection are accurate to 3 decimal places. When the check box is marked, each term grade is rounded before calculating the semester grade.

Include Semester Grade on Print Outs

Some teachers prefer not to print semester grades on individual reports until the end of the semester for student motivation. Turning this off is most effective when semester grades are determined by weighting. When reports are printed early in the second, third, or fourth term, the current term points have a much higher influence on the semester grade (when weighting).

Grade Accuracy

Grade Accuracy Method

- Three Decimals - Up
- Three Decimals - Down
- Closest Integer - Rounded
- Full Integer - Truncated

The default (starting) method is Three Decimals-Down. For example, if a student's grade is 89.657%, the four different methods calculate as follows:

- **Three Decimals-Up** first finds the letter grade from 89.657%, then rounds up to 90% if a bottom percentage of a letter grade is not crossed, else 89% will be printed.
- **Three Decimals-Down** first finds the letter grade from 89.657%, then rounds to 89% when necessary.
- **Closest Integer** rounds the grade to 90%, then determines the letter grade.
- **Full Integer** drops the fraction, rounds the grade to 89%, and then determines the letter grade.

Point Scale Adjustment

Semester 4 Point Scale Revisions

| | | | |
|------|-------|------|-------|
| A+ = | 4.250 | C+ = | 2.250 |
| A = | 4.000 | C = | 2.000 |
| A- = | 3.750 | C- = | 1.750 |
| B+ = | 3.250 | D+ = | 1.250 |
| B = | 3.000 | D = | 1.000 |
| B- = | 2.750 | D- = | 0.750 |

Different schools use different 4 point scales to decide grades. You can change the program values to match your school's values.

Final Year Grade Calculation

Year Grade Calculation Method

Use Semester Averages

Display Term/Semester Percents

Display Term/Semester 4 Point

Display Term/Semester 12 Point

0 Final Exam Weight

1 Total Year Weight

The final year grade can be calculated with or without a final exam. If a final exam is used, only 59 (not 60) assignments are available in the last term of the school year. If the final exam weight is set to 0, it will be ignored when calculating the final year grade. The final year grade is calculated by giving each term of the school year an equal weight. If semester exams are used, each semester of the school year is given an equal weight. By setting the two spinners, the final exam can be assigned the appropriate weight. If the Use Semester Grades checkbox is marked, semester weights will be used instead of term weights.

3.4 School Dates / Terms

3.4.1 Term / Date Information

General Information

Current Term Number: 1

School Year - Semester: 1

Term Per Semester: 2

School Year: 2005-06

Click on the SetUp | School Dates spinner to change the current term/quarter. When advancing between terms in a semester, you will be reminded to use the Utility Menu selection to transfer Grade Totals to the new term. To change semesters, use the SetUp menu | Next Semester Files selection to create the new files, then the term will be advanced automatically to the correct number.

If you need to change semesters to view or change student data, the most appropriate way is to use the Utility Menu | Advanced Features selection. On the right side, enter the option in the edit box. Enter option S1 to go to semester 1, S2 to go to semester 2, and S3 to go to semester 3.

3.4.2 Setting Term Start End Dates

| | Start | End |
|---------|------------|------------|
| Term 1: | 08/29/2005 | 10/26/2005 |
| Term 2: | 10/31/2005 | 01/06/2006 |
| Term 3: | 01/10/2006 | 03/17/2006 |
| Term 4: | 03/27/2006 | 06/01/2006 |

Clear Active Setting

The Term Starting/Ending Dates and Non-Student Dates are used for attendance information and to warn you if you are entering student grades in the wrong term. If you do not record absence and tardy information, or need the warning about entering grades in the wrong term, you do not need to enter any date information.

To set the term dates, click on the term date you want to set. The word start (or end) and the term will change to red. Then select the date on the calendar. The calendar date will automatically be entered for the term start (or end) date. Select the next term start/end date, and then select the next calendar date. When you are finished, click the Clear Active Setting button.

3.4.3 Setting Non-Student Days

Select the Non-Student Dates when all students are not present. The letter N is automatically entered on the absence reports to mark the Non-Student dates. Up to 36 Non-Student dates can be marked for each school year.

Attendance information for the fall semester is kept in the AT1 files. Attendance information for the spring semester is kept in the AT2 files. The number of terms per semester and the type of school year determine the maximum number of attendance days in each term. Up to 80 calendar days can be used for each traditional calendar term. The block schedule allows a maximum of 60 days when 2 terms per semester was selected and up to 40 days per term when 3 terms per semester was selected.

Trimester attendance information for the fall semester is kept in the AT1 files. Attendance information for the winter semester is kept in the AT2 files. Attendance information for the spring semester is kept in the AT3 files. Up to 80 days can be in each term of a trimester. (2 terms per trimester)

3.5 Class Settings

3.5.1 Copying Class Settings to Another Class

Each class can have it's own unique settings. They can also be copied to your other classes. When the class is selected, the grading curve, categories, and methods to determine term and semester grades are displayed.

To copy class settings from one class to another class:

- 1 Select the source class.
- 2 Select the destination class.
- 3 Click the Continue button.

3.5.2 Individual Class Settings

Grading Curve

These percentages should be set to your grading curve. Enter the lowest (bottom) percentage that will be accepted for each letter grade. Enter spaces to remove any extra digits displayed. The displayed letter grades are from the SetUp | Teacher Settings menu.

Letter grades entered as assignment grades are assigned a numerical equivalent. The letter grade A+ is converted to your top percentage (usually 100%). The letter grade of E or F is converted to 0%. Other percentages are found by taking the average of the bottom and top percentages in each letter grade range. For example, if the bottom B- is 80%, and the bottom B is 83.333%, the letter grade of B- is assigned the average 81.667%. Then the percentage is multiplied by the number of points possible (weight) entered for the assignment. Each of the 12 letter grades must be assigned a percentage.

Category Names

Each assignment must be in one of the four categories. Homework, Lab, Quiz, and Test are the default categories. You may use these or choose your own category names. You do not need to use all categories. Each category name must begin with a different first letter. Each category has the option of having the lowest score removed (thrown out) when grades are calculated. This setting is on the fourth page of the SetUp menu | Teacher Settings selection. Each class may have different category names. For example, a business teacher may teach typing and accounting. The typing class could have a category called timings. Timings would not make any sense in an accounting class.

The special category represented by the @ symbol allows you to enter assignment grades that will not be calculated to determine grades. This feature allows a record of a pre-test score or to indicate if a lab fee was paid.

Quarter Calculation Method

Term/Quarter grades can be calculated by either cumulative points or by weighting each category.

If **Cumulative Points** Method is chosen, the total points earned during the term will be compared to the total points possible. The letter grade will be determined by the percentages you entered for this class. The numbers displayed for category weights will be ignored if Cumulative Points was chosen. Cumulative Points is the default grading method.

The **Weighting/Category** Method causes each category to decide a set percent of the quarter grade. For example, you can have homework count 20%, lab 10%, quizzes 30%, and tests 40%. These percentages must total 100%. Assignments in each category can also be weighted by varying the number of points possible on each assignment.

If no points are possible in a category, yet the category was assigned a percentage weight, that weight will be distributed to the other categories. If the above weights are used, and no tests have been given, the 40% must be distributed to the other categories. Otherwise, 40% of every student's grade would include an F grade (40% of 0 points). Adjusted weights would change to homework 33.333%, lab 16.667%, and quizzes 50%. When the first test is recorded, the weights would change back to their assigned weights.

If weighting by category is chosen, the Grading Scale information on the Individual Printout will show how the quarter grade was calculated using the different weights and percentages. If the cumulative points method is chosen, the Grading Scale Information includes the number of points needed to earn each letter grade.

If you choose weighting by category, cumulative points cannot be chosen for the semester grade, since the point totals would be misleading. If Weighting by category is chosen, cumulative points would not be printed on Individual and detailed reports since point totals would be misleading.

Semester Calculation Method

To work properly, the grades from the previous term (quarter) must be transferred forward with the Utility Menu selection. Nine different methods can be used to calculate semester grades. Different methods can be used for different classes.

If **Cumulative Points** Method is chosen, total points earned in all terms will be added. The semester grade will be based on the total points earned out of the total points possible. This method is best if you have a different number of total points possible in each quarter. If you need to keep a running total of points earned out of points possible in each category for the semester, the **Cumulative Points/Weighted Semester Exam** method should be chosen.

If **Weight/Percentages** is chosen, the semester grade is determined by the entered weights for each term and semester exam. The weights for the quarters (terms) and semester exam must total 100%. If you need to keep a running total of points earned out of points possible in each category for the semester, the **Cumulative Categories/Weighted Semester Exam** method should be chosen.

The **Weight/Numbers** method is identical to the Weighting/Percentages method, but the total does not have to equal 100. For example, term 1 could count as 2, term 2 as 2, term 3 as 2, and the semester exam as 1 for a total of 7. Each term would be 2/7 of the total weight. The semester exam would be 1/7 of the total weight.

If the term or semester exam has not been used, yet that term or semester exam is assigned a percentage weight, that weight will be distributed to the other term(s). For example, if we use the above weights, and the semester exam has not been given yet, the 20% must be distributed to the other terms. Otherwise, 20% of every student's grade would include an F grade (20% of 0 points). Since the terms are weighted equally, the 20% would be distributed equally to the two terms. These weights would change 1st Term to 50% and 2nd Term to 50%. When the semester exam is completed, the grade would be calculated based on the assigned weights (40%, 40% and 20%).

The **Last Quarter Only** Method is method uses only the current term (quarter) to decide the semester grade. The previous term (quarter) grades will be printed on some reports, but they will be ignored in the calculations.

The **Weighting/12 Point Scale** method assigns numerical values to the term letter grade. At the end of the semester, the weighted numerical values are used to determine the final semester grade. The weights for the quarters (terms) and semester exam must total 100%. A+ = 12, A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1, and F = 0.

The **Quality/4 Pt Scale** method assigns numerical values to the term letter grade. At the end of the semester, the weighted numerical values are used to determine the final semester grade. Different schools use different 4 point scales to determine grades. The program values can be changed to match your school's values. The numerical 4 point values are entered on the SetUp | Teacher Settings Menu Selection.

The **College Semester** method uses one term per semester. The semester grade is identical to the term (quarter) grade. The semester exam is included as one of the 60 assignments.

The **Cumulative Points/Weighted Semester Exam** method keeps track of the total points earned out of the total points possible in each category for the semester. The point totals earned and possible in all terms will be added and used on the printouts. The pre-exam semester grade will be based on the total points earned out of the total points possible on the regular assignments. Since the total weight of the semester is 100%, the weight of the pre-exam grade equals 100% minus the percentage weight of the semester exam.

The **Cumulative Categories/Weighted Semester Exam** method keeps track of the total points earned out of the total points possible in each category for the semester. The semester points earned/points possible will be used on the printouts.

The weights displayed for the quarter method are used to calculate the pre-exam semester grade. The pre-exam semester grade only includes the regular assignments. Since the total weight of the semester is 100%, the weight of the pre-exam grade equals 100% minus the percentage weight of the semester exam. If a weighted semester exam is not used you should choose Cumulative Points method above.

Saving the Displayed Information

After entering this information, click the Save Changes button to save these settings.

3.6 Seating Charts

3.6.1 Seating Chart Options

This menu selection lets you visually place the students on a grid. To place a student on an empty grid square, click on the student name, then click on the square where you want the student placed. The student name will be added to the grid, and the seat label with the student name will be updated on the left. To delete a student from the grid, click on either the grid square or student name, and then click on the Delete Student from Grid Button. A student can be moved to a new grid location by clicking the student's name, moving the mouse to the new grid square, then clicking the left mouse button again.

Each seating chart may be printed in either portrait or landscape orientation. The seating chart can have 5 to 9 rows of students. Each row can have five to nine students (seats). Row 1 is closest to the back of the classroom. The check box on the first page can flip the student rows so row number 1 is at the front of the room. You can also indicate where the words 'Front of Classroom' will be printed. You can also indicate if the student's Class I.D.'s and Administrative I.D.'s are printed on the seating charts.

Students can also be automatically assigned to seats. You can use the designer to place selected students in particular spots, (for example, visually and hearing impaired, or bad apples) prior to automatically placing the remaining students.

Decide if you want the students placed on the seating chart in their listed order or you want random placement of the remaining students. Then click the Continue button.

3.7 Printer Set Up

3.7.1 Printer SetUp Dialog

This selection presents the standard Windows Printer SetUp dialog. You can select a new printer or change your default printer.

3.8 Starting A New Semester

3.8.1 New Semester Options

Gradebook Power creates, organizes, and uses data files for one semester at a time. When a new semester is started, a new set of data files must be created. Files for all semesters can be kept in the same folder and data diskette because they have different filenames. If data is kept on a diskette, I strongly recommend a different diskette be used for each semester. If someone spills coffee accidentally on your data diskette, you will loose only one semester of student data, not both. Considering the price of diskettes, this is cheap insurance for your valuable time and data.

If the new semester student name and data files already exist, new blank files will not be created that could destroy good data. If you are saving your data on the hard drive and discover that your files are last year's students, use the [Utility Menu | Delete Class](#) Files selection to remove the old data for the semester, then perform this menu selection again.

When blank files are created for a new semester, the term number will automatically advance to the first term of the next semester. You are also given the opportunity to use a new formatted diskette so each semester's grades are on separate diskettes. Choose one of the three ways to transfer student/school information to the new semester. Select the appropriate radio button before clicking the appropriate button.

The **Same Students - Second Semester** selection is used if the teachers have the same students all year. Secondary teachers having a mixture of full year and semester courses should use this selection to copy all classes to the new semester. Then the semester classes should be deleted with the Utility menu | Delete Classes selection. Then add the new semester classes and students. This way you can keep the complete first semester student data and have complete new semester data. Using Options S1, S2, and S3 on the Utility menu | Advanced Features selection allows reading and

resetting the class names for semester courses.

Student names, I.D.Codes, seating chart information, and first semester grade calculations for all classes are placed in memory first. You are given an opportunity to replace the data diskette. After inserting a new diskette, and clicking the OK button, the student information (names, I.D.'s, and seating chart) and empty class files for recording new assignments are created.

The **All New Students - Second Semester** selection is used by teachers having a different set of courses second semester. This selection allows saving of school year calendar information, school letter grades, etc. to a new diskette, and resets your class count to zero classes.

If you keep the same students all school year, but there are massive schedule changes at semester to accommodate semester elective courses or team scheduling, the **Same Students - Different Classes** selection would be most useful and timesaving.

Click the radio button, then the Read Data into Memory button. Student names, I.D.Codes, seating chart information, first semester grade calculations, and class number are placed in memory. Students from all classes are alphabetized in the grid on the right. Enter the student's new class numbers in the grid as needed. When the new class numbers have been entered for all students, click the Save button. You are given an opportunity to replace the data diskette. After inserting a new diskette, and clicking the OK button, the student information (names, I.D.'s, and seating chart) and empty class files for the second semester are created.

4 File Menu Selections

4.1 Record New Assignments

4.1.1 Recording A New Assignment

Grades for 60 assignments can be recorded for every student every term/quarter. Each assignment has its own date, title, weight, and category. If a final exam is used, only 59 assignments can be recorded in the last term of the school year.

Select the Class

When the class is selected, all previous assignments entered for this class are displayed. This feature was included to help prevent recording the same assignment twice. The student names from the selected class are displayed on the data entry grid.

The **20 Most Recent Assignments** from all classes are included in the combo box. Clicking on the arrow on the right side of the combo box displays these assignments. Clicking on the arrow again will remove the listed assignments so you can enter the new assignment title, weight, and category. Clicking on one of the listed assignments will automatically enter the displayed date, title, weight, and category into the edit boxes. Secondary teachers entering the same assignment for different classes use this feature.

Assignment Date

The Windows system date is displayed in the first edit box. You can change or erase this date. The date information you enter is not checked for validity and is not necessary to record an assignment. If you do not want the date to be automatically entered, mark the Setup menu | Teacher Settings selection check box. If the wrong date is always entered when you start, Windows is sending the wrong date information to Gradebook Power.

Assignment Title

The Assignment Title can be up to 17 characters long. If you discover the title was misspelled after saving this assignment, it can be revised with the Utility | Change Assignment menu selection.

Assignment Points (Weight)

Any number of possible points (up to 999) for an assignment can be entered. The assignment weight is the same as the number of possible points on the assignment. If you discover the wrong number of possible points was entered after saving this assignment, it can be revised with the Utility menu | Change Assignment selection.

Assignment Category

Enter the first letter of one of your four categories for the assignment. For example, enter the letter Q for Quiz or T for Test. If you discover the wrong category was entered, it can be changed with the Utility menu | Change Assignment menu selection. If you want to record an assignment, such as a pretest or an indication if a lab fee was paid, enter the at symbol @ as the category letter.

Extra Credit

To make an assignment Extra Credit, enter 0 as the number of points possible. If you calculate your term (quarter) grade by using cumulative points, the extra credit assignment can be placed in any category. If you calculate your term (quarter) grade by using weight/categories, the extra credit assignment cannot be the only assignment placed in the category. Extra credit points can always be added to other assignments, for example, a test score of 110 out of 100 possible points.

Click the Continue button

If the assignment title, weight, and category are valid, the first student name displayed on the data entry grid will be highlighted. Start entering numerical grades, letter grades, and special grades.

Numerical Grades

If the entered number grade is greater than the number of points possible plus the safety factor, a message will be displayed when the entered grades are saved. The student could have earned a higher point total because extra credit points may have been included on the assignment.

Letter Grade and Special Grade Buttons

Placing the mouse cursor over the letter or special grade, and clicking the left mouse button to make it active can enter letter Grades and Special Grades displayed on the buttons. The active grade or description is displayed in red. Then move the mouse to the edit box for the student, then click again. The active grade is placed in the edit box. This grade remains active so you can click the edit boxes for other students. To cancel the active code, move the mouse cursor above the Cancel button, and click the left mouse button. The word Cancel will be in red.

Letter Grades

The letter grades are from the standard scale or your custom scale (SetUp | Teacher Settings). When the average, category, cumulative, semester, and final grades are calculated, letter grades are converted to numerical equivalents. The letter grade A+ is converted to the top percentage (usually 100%) on the SetUp | Teacher Settings menu. The bottom letter grade, typically an F is converted to 0%. Other percentages are found by taking the average of the bottom and top percentages in each letter grade range. For example, if the bottom B- is 80%, and the bottom B is 83.333%, the letter grade of B- is assigned the average 81.667%. Then the percentage is multiplied by the number of points possible (weight) entered for the assignment.

Special Grades**AB = ABsent**

This grade is ignored when computing the class average, and considered equal to 0 points earned on the assignment when an individual's grade is calculated. If numerical grades are entered with the number pad, AB can be entered by pressing the * asterisk (multiply) key. A complete explanation Incomplete and Absent Grades is at the end of this section.

CH = CHeat or CM = CheckMark

The CHeat grade is considered equivalent to 0 when class and individual averages are calculated. The CM (CheckMark) is ignored in all computations.

EX = EXcused

This grade is ignored when computing individual student and class averages. This grade is issued when making up an assignment might be impossible or impractical. This grade will not be included as a missing assignment.

IN = INcomplete

This grade is considered equal to 0 points earned on the assignment when both the class and individual's grade is calculated. If numerical grades are entered with the number pad, IN can be entered by pressing the / forward slash (divide) key. A complete explanation Incomplete and Absent Grades is at the end of this section.

NC = No Credit

This grade indicates the assignment was not turned in. This grade is considered equal to 0 points earned on the assignment when both the class and individual's grade is calculated.

UN = UNexcused

This grade is considered equal to 0 points earned on the assignment when both the class and individual's grade is calculated.

TO=Throw Out

This grade is assigned during a calculation. A Throw Out grade can be assigned to any category on the settings. menu.

Space

This button is used to leave a student's grade blank. This grade is ignored when computing individual student and class averages. This grade will be included as a missing assignment.

Perfect Assignment Grades

Some teachers give assignments that all or nearly all students earn perfect scores. A perfect score will be entered for those

students without a previously entered grade. By making the Perfect score active, the total possible points will be quickly entered for all students with a blank score. Then it becomes a simple task of editing the scores that were not perfect. The F4 Function key can also be pressed instead of clicking the Perfect Button. The Perfect button cannot be used for extra credit assignments (0 points possible).

Grade Button

Click this button when a student is highlighted. The student's current term and semester grade will be displayed. Clicking the OK button removes this window so you can continue entering grades.

Save Display

Click this button to save the entered grades. The title, weight, and category are also saved to the 20 most recent assignments.

Record Next Assignment

Click this button to record another assignment for this class. The letter and special grades will be disabled. After entering a valid assignment title, weight, and category, you can enter the new assignment grades.

Difference Between ABsent and INcomplete

This is a more thorough explanation about the difference between entering ABsent and INcomplete for student grades. Both cases assume the grade to be a zero until it is made up. It is counted as a 0 when the individual student average is calculated. For the class average, the grade AB (ABsent) is ignored in the computation, the grade IN (INcomplete) is counted as a zero.

Consider an example of 4 students in a class given a test worth 100 points. Let us assume that 2 of the students had perfect scores of 100. The other 2 students were absent. The average of the test could be figured two ways.

- 1) Just from those students taking the test
 $(100 + 100)/2 = 100\%$ average
 $(100 + 100 + AB + AB)/2 = 100\%$ average
 OR
- 2) The average of all students in the class
 $(100 + 100 + 0 + 0)/4 = 50\%$ average
 $(100 + 100 + IN + IN)/4 = 50\%$ average

In the first case ABsent was entered. In the second case INcomplete was used.

The most convenient way to update missing assignments is to use the update option of Missing Assignments. Grades entered as INcomplete, ABsent, or Blank will be automatically displayed for fast update. The least convenient way to update missing assignments is to use the Revise Grades of the FILE MENU.

4.2 Revise Previous Assignments

4.2.1 Revising A Previous Assignment

If an improperly recorded grade is noticed, it can be easily revised. After selecting the class, the list of previously recorded assignments will be displayed. Use the mouse to choose the assignment. The grades will be displayed on the data entry grid. Revise the grade, then click the Save Changes button. To revise other grades in this class, click on the new assignment. The new grades will be displayed on the data entry grid ready for revision.

If you entered the wrong number of total points possible or category, or misspelled the title, they can be revised with the [Utility menu | Change Assignment](#) selection.

Two other ways exist to revise student grades. Use the File menu | Missing Assignments selection to revise student grades that were previously recorded as ABsent, Incomplete, or blank. To revise the grades of all previous assignments for one student use the [Utility menu | Revise One Student](#) menu selection.

4.3 Missing Assignments

4.3.1 Updating Missing Assignments

This selection is used to quickly update previously recorded ABsent, INcomplete, and blank grades. This selection can also be used to print missing assignment reports. , If the student was labeled as Withdrawn on the Student Names Menu, their Missing Assignments will not be included on any display or printout.

One Class

After selecting the class, click the Search Data Files button. Click the Update/View tab to show the data entry grid on the second page. Enter the new letter grade, special grade, or point value for the displayed assignments. Click the Save Changes button to save your changes. New class averages for all assignments will be recalculated.

Viewing Missing Assignments

Missing assignments of all students in all classes can be viewed (not updated) by selecting the All Classes or Elementary radio button and clicking the Search Data button. Then click the Update/ View Data tab to show the data entry grid. If the elementary button was selected, the missing assignment listing will be arranged by student in alphabetical order.

Printing Missing Assignments

To print the missing assignments for One Student, select the student from the list, and click the Print button. This printout is ideal for the student that returns to school after a lengthy absence. A missing assignment report is not printed if a student is not missing any assignments.

The print selection for All Classes will print the missing assignments for each class before printing the missing assignments for the next class. The Elementary – Sorted selection is used by elementary teachers to get one report for each student listing the missing assignments in all classes. Teachers may limit the selection of students by entering the Group letter.

Font Selection

Missing Assignment print outs use an 11 point Courier New True Type font. Six lines of student data are printed in each vertical inch. Selecting the smaller font (Courier New 9 Point) will allow eight lines of student data per vertical inch. This allows more assignments on one page, and may prevent the report being printed on more than one page.

Current Grade

If the Grade button is clicked and a student is highlighted, that student's current term and semester grade will be displayed. Clicking the OK button removes this window so you can continue entering grades.

4.4 Semester Exams

4.4.1 Recording / Revising Semester Exams

The semester exam can only be recorded in the last term/quarter of the semester. This grade is not included as one of the 60 assignments allowed each term (quarter) if more than one term per semester is selected. The semester exam is assigned assignment number 61, and can be analyzed the same way other assignments are analyzed. Print Outs will automatically set the assignment title to Semester Exam.

Select the class and enter the number of points possible for the semester exam. Then enter the semester exam grades in the data entry grid. All letter and special grades that could be entered for regular assignments can be entered for the semester exam. These grades can be revised at any time with this menu selection. Click the Save button to save these grades. Click the Cancel button to abandon any changes.

4.5 Final Exams

4.5.1 Recording / Revising the Final Exam

The final exam can only be recorded in the last term/quarter of the school year. If a final exam is used, only 59 (not 60) assignments can be recorded in the term. Print Outs will automatically set the assignment title to Final Exam.

Select the class and enter the number of points possible for the final exam. Then enter the final exam grades in the data entry grid. All letter and special grades that could be entered for regular assignments can be entered for the final exam. These grades can be revised at any time with this menu selection. Click the Save button to save these grades. Click the Cancel button to abandon any changes.

The final year grade can be calculated with or without a final exam. The final year grade is calculated by giving each term of the school year an equal weight. If semester exams are used, each semester of the school year is given an equal weight. By setting the two spinners, the final exam can be assigned the appropriate weight. If the Use Semester Grades checkbox is marked on the [SetUp menu | Teachers Settings](#) selection, semester weights will be used instead of term weights

4.6 Personal Comments

4.6.1 Recording Personal Comments

After selecting the class, the student names will be displayed on the data entry grid. Up to two personal one line comments can be included on individual reports each term (quarter). Elementary reports can include up to two comments for each class. If a longer personal message for the student is wanted, use the File menu | Student Memos selection.

The 81 comments available are divided into groups.

- Comments 1-15: In Class Participation
- Comments 16-28: Attitude/Effort
- Comments 29-40: Assignments/Homework
- Comments 41-62: Skills/Ability
- Comments 63-81: Behavior/Discipline.

The asterisk next to the number indicates a negative comment. Use the arrow keys to move between columns and rows. Clicking the Print button can print comments issued to each student.

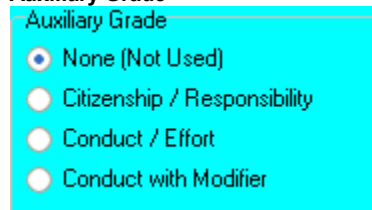
To clear all comments from the current term (quarter) enter option CLC with the Utility menu | Advanced Features selection.

If the comment numbers appeared messed up, and you recently upgraded from an earlier Gradebook Power version, you can clear the comments with option CLC, or convert the comments to the new Windows format with option UC2.

These 81 comments are included in the program. If you would like to use up to 99 comments or change the comments to match your schools list, follow these steps:

- 1 Go the Utility menu | Advanced Features and enter option CMT. Click Perform Option.
- 2 An ASCII file COMMENTS.GRD will be created. You can edit this file by following the displayed pattern, and save up to 99 comments.
- 3 From now on whenever Gradebook Power starts, it will look for the file COMMENTS.GRD. If the file is found, the comments in the file will be used. If the file is not found, the original 81 comments will be used.

Auxiliary Grade



Some schools give grades for citizenship and responsibility, others give grades for effort and conduct, others give just a conduct grade with + and – modifiers. If the radio button on the SetUp menu | Teachers Setting selection is marked, these grades can be included on the individual and detailed printouts. Because of the wide variety of auxiliary marks given to students, no checking is done

4.7 Student Memos

4.7.1 Recording Personal Student Messages

After selecting the class and student, up to 10 lines of a personal message can be entered for each student. This message will be printed on individual progress reports and elementary summary reports. Elementary teachers must place this text in the first class in which the student is enrolled (usually the first class).

You can delete the text file for one student by clicking the Delete This Memo button. To delete all memos for this class, click the check box, enter your serial number as your password, and click the Continue button.

Sometimes very similar messages are written to a number of students. Write the message to the first student; mark the Copy to Memory check box, and Click the Continue button. Go to another student, and mark the Copy From Memory check box, and click the Continue button. The message will be added to any existing message (up to 10 lines) for the new student.

These text files are not backed up when using the Utility menu | BackUp Student Data selection.

4.8 Absences / Tardies

4.8.1 Recording Absences and Tardies

This selection cannot be used until the Term Start/End Dates and Non-Student Dates are entered with the SetUp menu | Term Dates selection. Up to 16 weeks per term are available if the semester includes 2 or 3 terms. The college semester allows up to 20 weeks. Up to 12 weeks per term are available with the block 4 schedule.

Elementary teachers must record their attendance information in the first class in which the student is enrolled (usually the first class).

After selecting the class from the combo box, the student names will be displayed. Each column represents one day. When the cursor is on the correct column (day/date) and correct row, a letter key can be pressed to mark absences or tardies for a student. An absence or tardy will not be recorded for a Non-Student day. To erase a mark, press the space bar when the cursor is in the proper edit box, or select the Erase button, and click the appropriate edit box.

The letters AHXSM and U are all included when calculating student absences. The other codes are printed on the absence reports but not included in the absence totals. The text for the codes X, M, P, Q, and Z are entered with the SetUp menu | Teacher Settings selection. Click the Save button to save your information. Click the Abort Changes button to abandon any recorded or revised information. Information recorded with this menu selection is printed with the [PrintOut menu | Attendance](#) selection.

4.9 Supplemental Marks

4.9.1 Recording Supplemental Marks

A single supplemental letter grade is issued for the term grade. Percentages are not associated with supplemental grades; therefore no calculations can be made. The most common set of supplemental grades is E, O, S, N, and U with + and – modifiers (Excellent, Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory). Sometimes the + and – modifiers are not used or used with some of the letters. If a semester supplemental grade is issued, it is done with the [Utility menu | Adjust Current Term Grades](#) selection.

These marks will be included on the Administrative Summary and Elementary Summary Report from the PrintOut menu selections. A mark of EX for Excused is also supported.

4.10 Exit

4.10.1 Leaving Gradebook Power

This menu selection is used to exit Gradebook Power. If a checkbox is marked on the SetUp menu | Teacher Settings selection, current values will be saved when you exit.

5 Print Out Menu Selections

5.1 Individual Student Reports

5.1.1 Individual Report Options

This menu item provides a very comprehensive report for students. Many schools use this as their student progress reports. This report includes the report date, student name, every assignment date, category, title, earned grade, possible points (weight), and letter grade. The running cumulative grade (trend) for the current term is displayed in the right column. The student's category averages, category points, and letter grades, final point totals, term grade, semester grade, grading scale, absences, tardies, personal numbered comments, personal memo, common message, and parent signature request

are included. If a Grade Level is entered on the SetUp Menu – Student Names selection, it will be included to the right of the student name.

Each radio button selects a different set of Individual Reports for displaying and printing. An Individual Report is not printed for any student having a grade of EXcused, Withdrew Passing, or Withdrew Failing for either the current term or semester.

All Students

This should be selected to display/print individual reports for all students. One report is printed for each student. An Individual Report is not printed for any student having a grade of EXcused, Withdrew Passing, or Withdrew Failing for either the current term or semester, or if the student was labeled as Withdrawn on the Student Names Menu. To print the individual report for the student, the student must be selected.

Deficiency Reports - Progress Reports

This selection is ideal for giving guidance counselors detailed information about students performing below average. Some schools have substituted this report for school deficiency reports that are sent home to parents. A deficiency percentage is entered in the edit box. If the current term check box is marked, a report is printed for all students earning a percentage equal or below the deficiency percent for the current term. If the semester check box is marked, a report is printed for all students earning a percentage equal or below the deficiency percentage. If both the term and semester check boxes are marked, a report will be printed if the student earns a percentage equal or below the deficiency percent for either the current term or the semester. The SuperData edit box can be marked so only students with matching SuperData will be examined.

Matching SuperData

This set of reports is ideal for providing other teachers (coaches, special education, etc.) with detailed information about student academic performance. Student SuperData is entered with the SetUp | Student Names menu. SuperData to match is entered in the edit box. Reports are printed only for those students with matching SuperData. If the check box is marked, the actual SuperData is also printed on the report to help distribute the reports (for example different homerooms).

When all classes option is checked, the program will automatically go through all classes and select only those students with matching SuperData.

Matching SuperData/Deficiency

This selection is used to limit printing to those students with matching SuperData and an academic level equal to or below to percentage entered in the deficiency edit box. These reports are ideal for school districts and states using the NO PASS-NO PLAY rule. The SuperData was entered with the [SetUp | Student Names](#) menu. For example, SPORT could be entered in the SuperData column. When these reports are needed, enter SPORT for the matching SuperData in the edit box. Then enter the deficiency percentage. Reports will be printed for all students having a percentage equal to or below the deficiency percentage and having SPORT for the SuperData would be included on this report.

If you only need a student listing, use the List Reports menu selection.

Elementary Option

This option prints an individual report for each student for each class. If the student has received grades in seven classes, then seven individual reports will be printed for the student. All individual reports for one student will be printed before advancing to the next student.

Elementary teachers with more than one group of students could enter the group letter in the edit box. Students were assigned to a group with the [SetUp menu | Student Names](#) selection.

The [Elementary Reports menu](#) selection is used for printing a single sheet summary for each student. This summary includes all classes, the current term or all term grades, all terms and the year grade, and up to two numbered comments for each class.

Trend

The right column shows how different assignments effect the term grade throughout the term. This trend can show when a student starts to slide, or when the student starts to make improvements, and how the current term grade changes when an assignment is not turned in.

Starting Class Number and Student Number

Usually printing begins with the first student in the first class when multiple classes are selected. To start printing reports with a class other than the first one, enter the class number for Advance Class Number. To start printing reports after the first student, enter the new starting student number. These options can be helpful if you cancel the printing or the printer jams when you are in the middle of printing.

Font Selection

Individual print outs use an 11 point Courier New True Type font. Six lines of student data are printed in each vertical inch. Marking the checkbox for a smaller font will select Courier New 9 Point which allows eight lines of student data per vertical inch. This allows more assignments on one page, and may prevent the individual report being printed on two pages.

Alphabetize Progress Reports

If None is selected, the student reports will be printed in the same order as the names are displayed for grade entry. Reports can also be alphabetized by each class, or all students can be combined into one list and alphabetized. All reports are always alphabetized when Elementary Reports are selected. Alphabetizing reports can save time for secretaries responsible for sending these progress reports home to parents.

Grading Scale

If weighting by category was chosen to decide the term (quarter) grade, the Grading Scale shows how that term (quarter) grade was calculated using the different weights and percentages. If the cumulative points method was chosen, the Grading Scale information includes the number of points needed to earn each letter grade. The Grading Scale can be removed from the printout by marking the check box on this screen.

Parent Signature Request

There may be times when you want to send this report home for a parent signature. Mark the check box to indicate your preference.

Include Common Message

The common message entered on the second page of the SetUp Menu |Teacher Settings menu selection can be printed on all reports if the check box is marked.

A personal memo for individual students will be printed if the message is located with the student data. These personal messages were entered on the File | Personal Memo selection. Personal messages for elementary students must be entered in the first class in which the student is enrolled.

Absent/Tardy Information

If Absence/Tardy information is not recorded, this check box should not be marked.

If marked, the number of absences and tardies will be included on this print out. If the student has no recorded absences or tardies, "****Perfect Attendance****" will be printed. Absence/tardy information for elementary students must be entered in the first class in which the student is enrolled.

Include Semester Grade

Some teachers prefer not to print semester grades on individual reports until the end of the semester for student motivation. Turning this off is most effective when semester grades are determined by weighting. When reports are printed early in the second, third or fourth term of a semester, the current term points have a much higher influence on the semester grade (when weighting).

Use School Letterhead

If this check box is marked, printing will begin lower on the page. This option allows printing individual reports on school letterheads. The amount of the top margin drop is set on the [SetUp menu | Teacher Settings](#) selection.

Print in Reverse Order

If this check box is marked, the students in each class will be printed in reverse order. This lets the reports be properly stacked for some printers like HP DeskJet printers.

Mid Term Report Heading

If MTR is entered as an option on the [Utility Menu-Advanced Features](#) menu selection, a heading such as 'Mid Qtr 2 Report' will be printed on the reports. To remove the heading, enter option MTR again.

5.1.2 Email Progress Reports

Individual and Elementary Progress Reports can be sent as Email to parents and guardians.

Check the SetUp Menu - Teacher Settings - Other Settings Tab. In the lower right is a selection for Individual, Elementary and Summary Reports.

The radio button for report options allows the selection of Print only, Create text files, Create HTML files, and Create Email as HTML attachments. The selection will determine if the button is displayed, the button caption, and the action performed by the program when the extra report button is clicked. If the Print Only radio button is selected, the extra button at the bottom of the individual, elementary, and summary report screens will not be displayed.

Select the Email as attachments radio button. Email is sent as an HTML attachment because of the formatting needed to display columns, etc.

On the SetUp Menu - Student Names - Add/Revise/Review Tab page, a column is added at the far right for the student email addresses. Email attachments will only be created for those students with an email address. Gradebook Power does not check the validity of the email address. Creating an email for an elementary school report requires that that email address be entered

in the first class the student is enrolled in, similar to the attendance requirement.

When an individual report is displayed, click the send email button. An email will be created with the recipient address from the names column. The text body will include the student name, and the message "The attached HTML file can be viewed with your internet browser. This file shows the current student grades for (insert current term number and date). Class (insert class name) Teacher (insert Teacher name). The attachment name is StudentReport.htm. The attachment is displayed identical to the individual report that can be printed.

Behind the scenes, only basic HTML code is added to the individual report. The report is created in the C:\Temp folder on the computer, and then added to queue of the default email program (usually Outlook or Outlook Express), waiting to be sent the next time you start your email program. Creating the email with Gradebook Power does not start your default email program. You must start your email program, and send the email messages that are waiting in the queue.

This example explained how a single email is created. Of course, selecting one class or all classes, would create an email for every student with an email address in the selected class or classes.

5.2 Class Summary Reports

5.2.1 Summary Report Options

This menu item allows you to view analyze and print six different reports. Select the report by clicking on the radio button next to the report title. Set the other options, then select the class. The selected report can be viewed on the second page by selecting the View/Print Single Class tab. Each report can use either student names or class ID codes, and be sorted by student rank. Selecting the print button on either page can print reports. If sorting is selected, grades will be sorted from highest to lowest. If I.D. was chosen in place of student names, the student class I.D. code will be used. If one of the options (Sorting, Name/ID, or Accuracy) is changed, the class must be selected again to update the report.

Single Category

Select the first radio button and check the category, term or semester grade box to create this report. When the class is selected, your category names will be displayed next to the check boxes. The report, with your selected options (sorting, Name/ID, and accuracy), displays the category, term, or semester percentages and corresponding letter grades.

All Category Averages

All category averages and the term grade are included on this report. This report, with your selected options (sorting, name/ID, and accuracy) will include the letter grade and percentage for each category and current term. Mark the check box to include the points earned and points possible in each category. If the term grade is calculated using the cumulative points method, the total points earned and total points possible will be included.

If either **Cumulative Points/Weighted Semester Exam** or **Cumulative Categories/Weighted Semester Exam** method was chosen to calculate semester grades for the class, the total points earned out of the total points possible in each category for the semester will be used on the printouts.

Detailed Assignment Report

This report is similar to the teacher's grade book, all students, all assignment grades, category, term, and semester averages. All assignment dates, titles, possible points, and categories, and the class averages for each assignment will be included. The complete information for each class will be printed on one or two sheets of paper. Selecting the small font will allow more assignments to be included on each line of the report, but the student scores will be harder to read when printed. Using the larger font will cause fewer assignments on each line, and could cause more than one page to be printed. Selecting wide columns adds an extra space between each assignment for easier reading. These detailed records can be glued into your grade book at the end of each term.

If you choose to print the Administrative ID after the student name, the first set of assignment grades will be shifted to the right 9 characters. This ID was entered with the SetUp menu | Student Names selection.

Detailed Assignment Reports should be printed periodically to create paper copies of your grades. Periodic printing can help prevent panic if your data diskette becomes accidentally damaged. This is also why back-ups of the data diskette should be made periodically. The date (from the system date) is displayed on the form to show the last date that detailed records from all classes were printed.

Term/Semester Summary

This report includes each student's letter grade and percentage for each term, semester exam, and semester grade. If early terms of the semester are set to 0% for all students, then the grade totals have not been transferred forward properly with the Utility menu | Transfer Grade Totals selection. This menu selection brings forward subtotals from earlier terms to make quicker calculations.

Administrative Summary - Secondary

This report presents a chart of the cumulative letter grade distribution of all students in each class and the totals for all

classes. Students with a letter grade of F (or the bottom of your custom scale) or Incomplete are printed below the distribution chart. You can select either the current term or semester average by checking the corresponding box.

School Year Summary

Depending on the check boxes that are marked, different grades can be included for a variety of reports.

- All Term Grades (for all semesters)
- Semester Exam (for all semesters)
- Semester Grade (for all semesters)
- Final Exam Grade
- Final Year Grade

If the Include percents checkbox is marked, the percents earned each term will be included on the report. After selecting the class, this report includes the grades from all marked checkboxes. Wide reports use landscape printing.

5.3 Assignment Reports

5.3.1 Assignment Report Options

Two types of reports can be created from the assignment menu selection.

One Assignment

This report displays student grades for the selected assignment for one class. The student's numerical and letter grades are included with either the student name or ID. If sorting is selected, the student grades will be arranged from highest to lowest.

Secondary Distribution

This report is used to secondary teachers to compare student grades for assignments of several classes. This allows the teacher to quickly view the range of scores in all classes, listing the students that need to make up the test, and the class averages of the assignment. The distribution chart is also helpful to reveal the relative strengths of each class.

After selecting the radio button options, alternate selecting the class and then the assignment. A Grade distribution chart for all selected classes will be calculated. If I.D. was chosen in place of student names, the student class I.D. code (from Setup | Student Names) will be used. Two classes with student name/ID will be printed on each page of the report with the grade distribution chart.

5.4 List Reports

5.4.1 List Report Options

This menu selection combines information from all classes or selected classes. Select the report type, name or ID, alphabetical or rank order sort, and type of calculation. Clicking the Read Student data button will read the student data from the files. This only needs to be done once while this window is displayed. Then click the Create Report button. To create a new report, click the new radio buttons, and then click the Create Report button again. The letter M indicates students with missing assignments. A number next to the M indicates the number of missing assignments. Mark the check box to include the class name on the printout.

Calculation Listing

This report shows the top students in all classes combined in one list. Combine and rank all students in all classes to show term, semester, year, improvement from the previous term, homework average, lab average, quiz average, test average, absences, and tardies. Choose the option, then click the Create Report button. Improvement calculations cannot be done if the current term is the first term of the semester. Marking the checkbox allows the letter M to indicate students with missing assignments. To display the number of missing assignments (up to 9) with the grade, mark the checkbox to use the enhanced missing assignment code on the Teachers Settings.

Names / Class Only

No calculations are used when this report is selected. This list is always alphabetized. Secondary teachers can choose which classes to include. Elementary teachers can choose any class.

Names /Class Labels

No calculations are used when this report is selected. This report arranges the student names, with or without the class name, for printing 30 names per address label sheet (5260). Address label sheets should have 3 columns with 10 labels per column.

SuperData

If text is entered in the SuperData edit box, only those students whose SuperData (from SetUp | Student Names) matches the SuperData entered in the edit box will be included on the report. When the all classes option is checked, the program will automatically go through all classes and select only those students with matching SuperData. This list is always arranged alphabetically.

Grade Level

The grade level spinner can be set to blank and K through 17. If the Grade Level edit box is left blank, no check of the grade level is done. If a grade level is displayed, only those students that match the grade level (from SetUp | Student Names) matches the grade level entered in the edit box will be included on the report.

Group

If the group edit box is left blank, no check of the group is done. If a group letter is entered in the Group edit box, only those students that match that group letter (from SetUp | Student Names) will be included on the report.

Check for Deficiency

If the Check for Deficiency checkbox is marked, a student listing with the selected term, semester, or year grade equal to or below the percentage next to the spinner will be created. These reports are ideal for providing a list of students performing below average.

By combining the different options, you can create a wide variety of reports. For example, to create a report of tenth grade athletes with academic deficiencies, you would mark the checkbox for academic deficiency, set the spinner to 10, and enter the SuperData to match. This report makes it very easy to provide a student listing for school districts and states using the NO PASS-NO PLAY rule. The grade level and [SuperData](#) were entered with the SetUp menu | Student Names selection.

5.5 Elementary Student Reports

5.5.1 Elementary Report Options

Four different reports can be created from this menu selection. Teachers can use the group letter edit box and grade level spinner to select different sets of students. Individual and Elementary Progress Reports can be sent as Email to parents and guardians.

Administrative Summary - Elementary

This report includes a chart showing the students and the term or semester grade earned in each class. A grade distribution chart will also be included. You have the option of including the percentage with the letter grades. You also have the option to print this report in either portrait or landscape mode.

Single Sheet Summary

Four different types of single sheet summaries can be printed. These reports will include the letter grade for each class. You can choose to include the grade percentage for each class, attendance information, common message, personal memo, and parent signature request. Attendance and personal messages are taken from the first class in which the student is enrolled. Numbered comments from all classes are included on this report. If a Grade Level is entered on the SetUp Menu – Student Names selection it will be included to the right of the student name.

Options marked on the right side of the screen will be included on the single sheet summaries. The settings with an asterisk* are also used for the permanent record labels.

- Current term (quarter) grade
- Current semester grade
- All Category grades of the current term
- All terms of the current semester with semester grade
- All terms with the final year grade. Some schools use this report as a report card.

Grade Point Average Summary - Elementary

This report lists students and the average grade point earned for the term, semester, or year. The grade point is calculated using the letter grades and the 4-point scale from the Teacher Settings menu. If this GPA is equal to or greater than the honor roll level, this student is considered to be an honor roll student.

Permanent Record Labels - Avery 5163 Labels

Each student's grades for the current semester or year can be printed on Avery 5163 labels (4" wide by 2" high - 10 per page). If a Grade Level is entered on the SetUp Menu – Student Names menu, it will be included to the right of the student name. If first semester grades are not included with the year grades, use the (Re)Create button of the Utility Menu - Adjust Semester One Grades selection. If all terms and semester grade is selected, marking the Include Semester Grade check box can optionally include the semester grade. If all terms and year grade is chosen, marking the Include Year check box can optionally include the year grade. Marking the Include Absence/ Tardy check box can optionally include absence and

tardy information for each term. Percents are not included on these labels. These labels can be used on the student's permanent record.

Starting Student Number

Normally printing is started with the first student in alphabetical order. To start printing reports after the first student in alphabetical order, enter the new starting student number. This option can be helpful if printing is canceled or the printer jams in the middle of printing reports.

Parent Signature Request

There may be times when you want to send this report home for a parent signature. Mark the check box to indicate your preference.

Include Common Message

The common message entered on the second page of the SetUp Menu |Teacher Settings menu selection can be printed on all reports if the check box is marked.

A personal message for individual students will be printed if the message is with the student data. These personal messages were entered on the File | Personal Memo selection. Personal messages for elementary students must be entered in the first class in which the student is enrolled.

Absent/Tardy Information

If Absence/Tardy information is not recorded, this check box and the checkbox for including days present should not be marked. If marked, the number of absences and tardies will be included on this printout. If the student has no recorded absences or tardies, ****Perfect Attendance**** will be printed. Absence/tardy information for elementary students must be entered in the first class in which the student is enrolled. The multi-term summaries will include the absences and tardies from all terms of the semester or year.

Include Honor Roll Comment

The average grade point earned for either the term or semester is used to determine honor roll status. The grade point is calculated using the letter grades and the 4 point scale from the Set Up | Teacher Settings menu. If this GPA is equal to or greater than the honor roll level, this student is considered to be an honor roll student. If marked, the comment ** HONOR ROLL STUDENT ** will be added to the Elementary Summary as the first student comment. If the semester check box is marked, the semester grade is used to determine the honor roll status. All other report options use the current term grade.

Missing Assignment Code

Marking the checkbox allows the letter M to indicate students with missing assignments. To display the number of missing assignments (up to 9) with the grade, mark the checkbox to use the enhanced missing assignment code on the Teachers Settings

Use School Letterhead

If this check box is marked, printing will begin lower on the page. The amount the top margin is lowered was set on the SetUp menu – Teacher Settings selection. This option allows printing the single sheet summary on a school letterhead.

Print in Reverse Order

If this check box is marked, the students in each class will be printed in reverse order. This allows reports to be properly stacked for some printers like HP DeskJet printers.

5.6 Attendance Reports

5.6.1 Attendance Report Options

Seven different attendance reports can be printed.

Individual Report

Two types of individual reports can be printed. The Calendar format includes the 6 months of the current semester. If the student was absent or tardy, the letter codes recorded with the File menu | Absences Tardy selection replaces the day numeral on the calendar.

This report makes it easy to spot absence and tardy patterns. A summary of total absences for each term (quarter) and semester is included. A Listing format displays the day and date of the absences. The totals for each term and the semester are included. Elementary teachers should keep attendance information in the first class. When printing an entire class, if no attendance information (no absences or tardies) was ever entered, the report for the student will not be printed.

Absence/tardy information for elementary students must be entered in the first class in which the student is enrolled.

Detailed Report

This report includes the student names and all absence/tardy letter codes entered for all school days of the current term. It is the most complete set of attendance information that can be printed with Gradebook Power. This report can be printed in portrait or landscape format.

Administrative Summary

This report includes the total absences and tardies for each term of the current semester for each student.

Master Summary

This report lists each student and the number of absences by letter code. This makes it easy to spot a student who is always absent on Exam Day, etc. Use the check box to indicate quarter or semester totals.

Excessive Absence Report

This report will include all students whose absence total for the semester equals or exceed the number entered in the edit box.

Daily Attendance Report

This report includes absent and tardy students and absence/tardy text for the selected date. The Student ID can also be included. This report can include one class or all classes for the selected date.

Attendance/Grade Summary

This report includes the total absences, tardies, letter grade, and percentage for the current term for each student. If the current term is the last term of the semester, the semester letter grade and percentage are also included.

Font Selection

Individual reports use an 11 point Courier New True Type font. Six lines of student data are printed in each vertical inch. Marking the checkbox for a smaller font will select Courier New 9 Point will allow eight lines of student data per vertical inch.

6 Utility Menu Selections

6.1 Back Up Student Data

6.1.1 Backing Up Your Student Data

This selection automatically makes a back up copy of the student data. Choose the drive and folder to receive copies of your files. If necessary, place a formatted diskette in the destination drive. Then click the Continue button. The student name, data, attendance, and note pad files will be read and copied to the back up diskette. The memo files printed on the individual reports (displayed on the SetUp menu | Student Names selection are not backed up.

Use this menu selection to back up your valuable data. There is a higher degree of confidence if the back up data was made with the program than if it was made using Windows or DOS. If your original data diskette becomes damaged, your data can be read your back up. This is why making back ups of your data is important. Computer diskettes and people are not perfect.

Safety

A warning message is displayed on the opening screen if more than 49 assignments have been entered since the last back up of your data. Making a backup copy of your valuable student data with this menu selection will remove the warning message.

To Back Up From Diskette to a Hard Drive Folder

The original student data diskette must remain in the regular disk drive. To back up your data to a hard drive folder that contains the program, you would select drive C: and the folder GRADES. If more than one teacher uses the computer, the teachers should back up to different folders. Putting the new folder name in the edit box, and clicking the Create Folder button can make a new folder.

To Back Up From the Hard Drive Folder to a Diskette

To back up your data to a diskette, you would only need to select the drive letter, for example A:

If you normally save your data on diskette, and your diskette is damaged. Copy all files starting with the words class*.*, and config.* from your back up folder to a blank diskette. This diskette will become your new working student data diskette. If you made a setting for simultaneous saving to hard drive and diskette with the SetUp menu | Teachers Settings selection, the data in the C:\GRADES\MyGrades folder will be more recent then your back up folder data which was made the last time you backed up.

Gradebook Power can also read the backup data by changing the drive and folder containing the student data. This is done with the Utility menu | Advanced Features selection.

6.2 Transfer Grade Totals

6.2.1 Transferring Grade Totals to a New Term

At the end of each term (quarter), this selection is used to transfer the letter grade, percentage grade, and point subtotals to the next term of the current semester. Some selections are disabled because the term is in the opposite semester. This selection is used at the end of each term (quarter). Print Outs that include the last term grade use the information transferred with this selection. These points are not included in the student's semester grade if Last Quarter Only was chosen as the method to calculate the semester grade (SetUp menu | Class Settings).

When the SetUp menu | Next Semester selection is used to start the second or third semester, the subtotals for each term of the previous semester(s) and the previous semester grades are transferred to the new files that are created for the new semester.

6.3 Change Assignments

6.3.1 Changing Assignments

This menu selection allows you to delete an assignment, change the order of the assignments, and revise the title, weight, and category of any assignment for a class. It also allows you to copy a group of assignment dates, titles, categories, and points to another class.

- 1 Select the Class
- 2 Select the Assignment
- 3 Select the Radio Button of Your Choice
- 4 Enter/Revise the Information
- 5 Click the Continue Button

Delete an Assignment

To delete an assignment, click the appropriate radio button. All information about the assignment, including student grades, is completely deleted. Click the Continue button to complete the deletion.

Change Assignment Order

To change assignment order, click the middle radio button, select the assignment to move from the assignment list, change the spinner to the number that the new assignment should be placed prior to, and click the Continue button to complete the move.

Revising Assignment Title, Possible Points, and Category

The assignment title, possible points, and category can be revised. This option can also automatically adjust the number of students points earned on an assignment. After selecting the class and assignment, the current information is automatically entered into the edit boxes. You could correct the spelling or change the category. If the possible points (weight) was changed, and numerical scores were previously recorded for the assignment, you must indicate if you want to adjust the student points. Clicking the Continue button completes this selection.

Adjusting Student Points

You would not mark the check box for adjusting student points if you had made a mistake and just wanted to correct this value. You would mark the check box if you wanted to change the assignment weight. For example if the displayed assignment is worth 20 points, you could change the possible points to 40 to double the weight. If the check box is marked, every student's numerical score would be adjusted. For example, if a student had previously scored 15 out of 20 points, and the possible points were doubled to 40 points, the student's grade would automatically double to a score of 30 out of 40 points.

If letter grades were entered previously for this assignment, the grades are automatically adjusted when the new weight is multiplied by the numerical equivalent.

Copy a Group of Assignments

The second tab allows you to copy a group of assignment dates, titles, categories, and points to another class. Select the source class, select the assignments (one or more) to copy, select the destination class, and click the continue button. To select multiple assignments, hold the left mouse button down and drag the mouse over the assignments to copy, then release the button. The selected assignments will remain highlighted. Then click the Continue button.

6.4 Excuse One Student

6.4.1 Excusing One Student

When a student withdraws and you do not want to remove all information permanently about this student, use this selection. EXcused, WP = Withdrew Passing, or WF = Withdrew Failing, will be entered for all remaining assignments for the term. You can also enter this grade for the current term (quarter) and semester grades by marking the check box. If the student leaves, then returns, mark the returning student check box to remove the EX, WP or WF codes. Click the Continue button to perform this selection. It might also be convenient to move this student to the bottom of your class list using the [Set Up Menu | Student Names](#) selection.

6.5 Revise One Student

6.5.1 Revise Grades of One Student

There may be times when many grades of one student need to be revised. After selecting the class and student, all assignments and grades for the student will be displayed. You can enter or revise all grades in the edit boxes. When you have finished, click the Save Changes button. To abandon your changes, click the Cancel Changes button.

If the Grade button is clicked and a student is highlighted, that student's current term and semester grade will be displayed. Clicking the OK button removes this window so you can continue revising grades.

6.6 Adjust Current Grades

6.6.1 Adjusting Current Student Grades

Occasionally adjusting a student's current semester or current term grade might be necessary. This help applies to adjusting the current term, current semester, or final year grade. The marked radio button setting determines which grade is displayed.

If the grade is being adjusted to for the special needs of the student (for example special education), enter the letter Y for Yes with the SetUp Menu- Student Names selection to indicate if term, semester, or final grades have been adjusted. Printouts will display an asterisk * with the term, semester, and final letter grades.

If a percentage, letter grade, or special grade is entered, this grade will override the grade that the student actually earned. This new grade will be printed on all reports for the student and used in all calculations and grade distributions. The student point totals are not changed. If no change is made, the actual grade the student earned will be printed on all reports. Use the arrow keys to move between columns and rows.

If the Grade button is clicked and a student is highlighted, that student's current term and semester grade will be displayed. The edit box must be blank to calculate the actual grade. Clicking the OK button removes this window so you can continue adjusting grades.

If EXcused, WP (Withdrew Passing) or (WF) Withdrew Failing is entered, individual reports will not be printed for that student.

If semester and year supplemental grades are issued, the supplemental letter grades (no percentages) are entered with this menu selection.

6.7 Adjust Previous Semester Grades

6.7.1 Adjusting Previous Semester Grades

Occasionally adjusting a student's previous semester grades to calculate the year average might be necessary. This menu option is also useful for a teacher who starts using this program second semester and needs to calculate a year grade. These grades are also used for the Elementary Report Card option. The marked radio button setting determines which grade is displayed.

If the grade is being adjusted to for the special needs of the student (for example special education), enter the letter Y for Yes with the SetUp Menu-Student Names selection to indicate if term, semester, or final grades have been adjusted. Printouts will display an asterisk * with the term, semester, and final letter grades.

If a percentage, letter grade, or special grade is entered, this grade will override the grades that were transferred forward when starting new semester. The new grades will be printed on the school year summary printout, and elementary report card print out, and included in the export files if needed. If EXcused is entered for the previous semester grade, that semester grade is ignored in calculating the year grade.

Verify Button

If the Verify button is clicked, the percentages and letter grades for each student are compared to verify the displayed percentage matches the displayed letter. If the match is not verified, a warning message is displayed for the student.

Create Button

First semester term and semester grades may not always be displayed after selecting a class. Previous term grades were not available in the DOS version of Gradebook Power. A corrupt YR2 or YR3 file or creation of a new student data file could also cause non-display of the grades after a diskette or file error. The previous semester files must be located in the same folder or on the same diskette as the current semester files to proceed.

When the (Re)Create button is clicked, each file for the previous semester of the selected class is checked. Grades for each term and the semester grade are calculated. The grades and attendance information for the previous semester are then placed in the YR2 or YR3 files. This information can be used for the full year elementary summary and Avery permanent record labels. Clicking the (Re)Create All button will create new YR2 and YR3 files for all classes. YR2 files are created for second semester. YR3 files are created for the third term of a trimester.

6.8 Delete Class Files

6.8.1 Deleting Class Files

If the student name and data files already exist, new blank files will not be created that could destroy good data. If your data is saved on the hard drive and discover that your files are last year's students, use these delete selections to remove the old student data.

Some secondary teachers have a mixture of full year and semester courses. They should copy all classes to the new semester. Then delete the old semester classes. Then add the new semester classes, with the new students. This way you can keep the complete student data for the first semester, and have the correct list of students for the second semester.

Delete One Class

Select the class, then mark the check box, enter your serial number as the password, and then click the Ok button. All information about the class (student names, I.D.'s, grades, and attendance data) will be removed. Use this selection with great care. Teachers who have a mixture of classes of different durations usually use this selection. For example, some classes may only meet for one term (quarter), while others meet all year. If you need to have a record of these grades, make sure you make a detailed printout of the classes before deleting them.

Deleting Old Student Data

If you used Gradebook Power last school year, and your student data files were saved on the hard drive, delete your old files before continuing. If you are starting a new school year, delete all class files. If you are in the middle of your current school year, delete only the old second semester files. Mark the check box, enter your serial number as the password, and then click the Ok button.

6.9 Advanced Features

6.9.1 File Recovery

Identifying Bad Data Files

If you are having trouble accessing your grades or backing up your files, you need to determine which file is corrupted. The first radio button displays the file name of the corrupted file. Select the radio button, and then click the Perform Recovery button. As each file is read, the filename is displayed. If the file is corrupt, that filename remains displayed.

Data Recovery from Internal Backup

Every time student grades are saved, a second copy of the grades is also saved with the extension BAK. If the original data file for the class becomes corrupted, this back up file can be renamed to become the regular data file, and the area where the original data file was located is marked so the program does not use that section of the diskette or hard drive. The BAK file is only for the current term. Hopefully the BAK file is not damaged. If your diskette is going bad, strongly consider getting your remaining valuable data to a new diskette after you recover what you can.

Be aware that some Windows cleaning programs create more free space on your hard drive by erasing all files that end with BAK. If a cleaning program or utility is used with this option, your BAK files for Gradebook Power will be erased, so you obviously won't be able to recover your data from erased files.

If a data file is damaged (files ending with DA1, DA2, DA3, DA4, DA5, or DA6) follow these steps:

- 1 Click on the middle radio button – Data Recovery From Internal Back-Up
- 2 Click on the class listed on the right.
- 3 Click on the Perform Recovery button.
- 4 Click OK to Leave this window, and check to see if your grades appear.

If your grades do not appear, you will need to get your data from your back up folder location. Hopefully you made a recent back-up. If you checked a setting on the SetUp | Teachers Settings selection for simultaneous saving to diskette and hard drive, you would be able to recover your grades from the hard drive for that class.

Create Blank Data File

If all means of recovery have failed, your data is lost; you will need to start over with grades for the troubled class.

- 1 Click on the Create Blank Data File.
- 2 Make sure that the correct term is displayed that matches the troubled data file.
- 3 Click on the class name on the right.
- 4 Click the Perform Recovery button.

6.9.2 Changing Your Data Location

The top right side of the Advanced Features window displays the location of your student data. You would change the location of your student data here. If necessary, make sure that your data in your current location and new location are identical by making a back up with the Utility menu selection. Then return to this window. You can browse for the folder, and the folder name will appear in the edit box. Then click the Set New Drive button. From now on Gradebook Power will read and save data to this new location.

6.9.3 Advanced Options

Many Gradebook Power options are not used very often. Other options are used only for diagnostic purposes. Some of the options have been mentioned in other parts of the manual and help file. Some options will remain confidential. Enter the code in the edit box, then click the perform option button. If the code clears in the edit box, and you did not hear a single beep, the option was performed.

| | |
|-----|---|
| S1 | Return to semester 1 (reads the backup Config.gr1 file) |
| S2 | Return to semester 2 |
| S3 | Return to semester 3 |
| Y05 | Change School Year to 2005-06 |
| Y06 | Change School Year to 2006-07 |
| Y07 | Change School Year to 2007-08 |
| Y08 | Change School Year to 2008-09 |
| Y09 | Change School Year to 2009-10 |
| Y10 | Change School Year to 2010-11 |
| Y11 | Change School Year to 2011-12 |

CMT

Create Comment.grd template

7 Help Menu Selections

7.1 Gradebook Power Help

7.1.1 Using Help

Help on specific topics can be found by entering the term, and clicking the search button.

7.2 Order Information

7.2.1 Placing an Order

Gradebook Power and other products from WISCO Computing can be purchased directly. More complete descriptions of our products can be viewed by clicking the Product Information button

This selection displays an order form with current prices of all WISCO Computing software.

- The order form can be printed from the program. It can be filled out and mailed to our address at the top of the form.
- You could also use Notepad to open the file WISORDER.TXT. After completing the form, you could print the form, or save it as a file for transmitting by fax or email.
- You could also telephone WISCO Computing and order using your MasterCard or Visa credit card.
- You could also order the program via a secure server on the internet.

7.3 Other Products from Wisco Computing

7.3.1 Other Products

An order form can be printed from the selection on the help menu.

Evaluation versions of WISCO Computing programs are available on the internet at www.wiscocomputing.com

GRADEBOOK POWER for Windows 98/2000/XP

Supports 6-week, 9-week terms, trimesters, and block scheduling. Teacher developed. Many special options and printouts for elementary, secondary, and college teachers. Prints over 40 different reports for students, parents, and administrators. Many schools use the progress reports for their mid-term mailings to parents. Includes attendance and seating chart options. Use Windows XP, Windows 98 or Windows 2000.

CROSSWORD POWER for Windows 98/2000/XP/Vista

Make crossword puzzles and kriss-cross activities from your words and clues. Words are automatically placed into the puzzle grid. Auto-search can quickly create over 400 different word arrangements to find puzzles with the most words. Print a variety of puzzles from the same word list to enhance learning. 100% compatible with Vocabulary Power. Use either Windows 98/2000 or Windows XP.

VOCABULARY POWER for Windows 98/2000/XP/Vista

Create matching & multiple choice quizzes, cryptolists, word searches, vocabulary bingo cards, magic squares, and flash cards from your words & definitions. Words and clues are automatically randomized before printouts are made. Great Teacher tool. 100% compatible with Crossword Power. Use either Windows 98/2000 or Windows XP.

WISCO WORD POWER for Windows 98/2000/XP/Vista

16 Teacher vocabulary activities using your words and definitions. Combines all the activities of CROSSWORD POWER and VOCABULARY POWER into one convenient program. Use either Windows 98/2000 or Windows XP.

WISCO SURVEY POWER for Windows 98/2000/XP/Vista

Create and analyze surveys, questionnaires, and opinion polls. Print blank surveys, record survey responses, perform complete, demographic, correlation, and statistical analyses on the survey responses. Survey results can be copied to the clipboard, exported to Excel, or saved as RTF and text files. Additional statistical analyses are also performed. Use either Windows 98/2000 or Windows XP.

LANGPAD for Windows 98/2000/XP

LangPad creates an easy way to insert foreign language characters, math, currency, and literary symbols into your Word Pad and Notepad text. Click the mouse on the character or symbol in the chart, and it will be inserted into your text. (Support for Danish, Dutch, French, German, Icelandic, Italian, International, Currency & Math, Norwegian, Portuguese, Spanish, and Swedish characters. Use either Windows 98/2000 or Windows XP.

CD MENU BUILDER for Windows 98/2000/XP

Create professional royalty-free autorun (auto-play) CD-ROM menu projects. Create a standardized look for all company CDs with an easy-to-use interface. The optional HTML interface provides complete customization of the end-user interface with clickable links, graphics, and menu options. Project files may also be combined into one file for added security and convenience. The end-user interface does not require the use of a web browser.

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