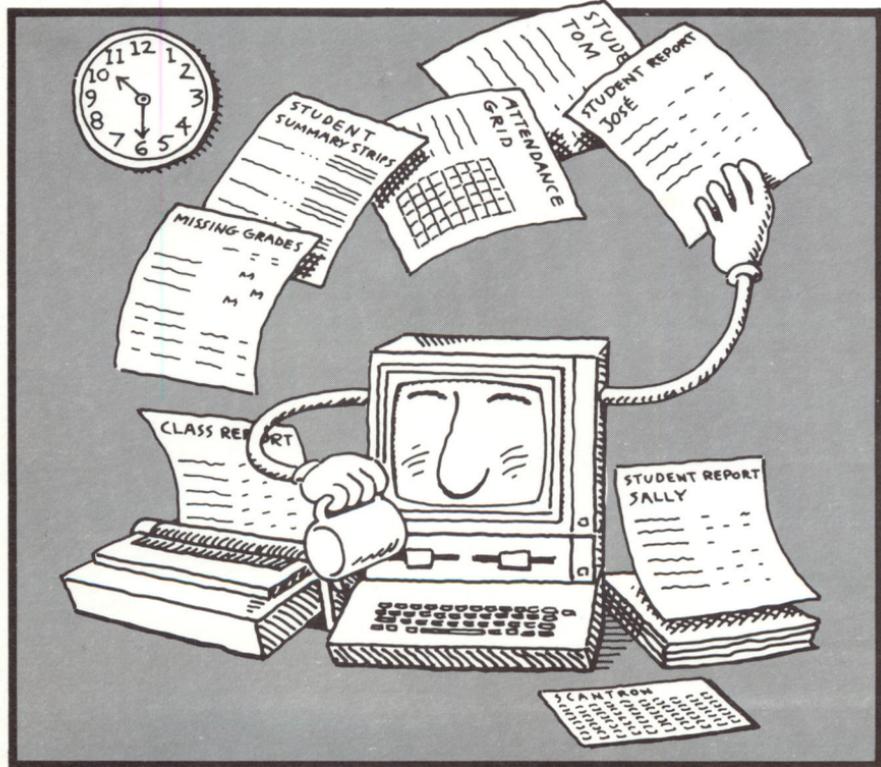


GRADEBOOK DELUXE™

User's Guide



EduSoft®

GradeBook Deluxe™

User's Guide

Developed by Scott Steketee

Published by

EduSoft®

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For Apple® II+/IIe/IIc/IIgs® Computers

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GradeBook Deluxe is Powerful!

GradeBook Deluxe is a powerful record-keeping system that will keep track of your class rolls, record your grades, compute student averages using any weighting system you choose, and print reports both for your records and for distribution to students or their parents.

The **GradeBook Deluxe** system adapts to your grading system and lets you customize features to fit your own needs.

- *Size:* Accommodates 40 students per class, up to 255 grades per student, and up to 18 classes on a single data disk.
- *Grades:* Accepts points, letters (A+ to F), or percentages. Letter grade ranges can be customized. Accepts missing marks, excused grades, and extra credit entries. Can automatically assign letter grades to your number grades according to your scale. Provides up to seven topic categories and seven reporting period categories.
- *Averages:* Calculates class median, mean, standard deviation, and grade distribution for every assignment. Can easily weight or curve assignments and drop lowest grades. Can even assign minimum grades for averages.
- *Speed:* Operates extremely fast, even with large data bases.
- *ID codes:* Provides 9-digit ID codes for each student. Codes can be teacher-assigned, computer-assigned, or sequential.
- *Reports:* Prints reports by first name, last name, or ID code. Prints five different report formats: Class Summary, Student Report, Strip Report, Missing Grades, Detailed Report. Reports can include any or all of your grades in point, percentage, and letter form. Comments can be stored on disk and added to student reports or comments can be typed individually. Lets you select any or all students for reports or select students based on assignment or average grades.
- *Scantron:* Automatically enters and scores multiple choice tests using a Scantron® data terminal.

- *Printing:* Works with all printers – dot matrix, letter quality, wide carriage – and accepts all paper sizes. Supports condensed print and boldface. Prints grids with class names for attendance or recording marks. Also prints names on label stock.
- *Flexible:* Easy to customize to fit your grading scale, your report periods, your subject and topic categories. Advanced program features – like automatic copying of names – can be easily turned on or off from the Setup menus.

GradeBook Deluxe is Easy-to-Use!

GradeBook Deluxe is easy to use for any teacher, regardless of computer experience. The program comes ready to go, preset for a four quarter year, an A through F grading scale, and categories for tests (50% of grade), quizzes (25%), and homework (25%) – but you can change all of this to meet your needs. Plus, you get lots of support:

- *Help:* Advanced help system is built into the program. It will display over 30 help screens explaining every program function at the touch of a key.
- *Menus:* Clear, concise menus and screen prompts ensure that you always know where you are and what to do next.
- *Tutorial:* A 12-page step-by-step tutorial introduces you to the main program features in less than one hour!
- *User's Guide:* An indexed User's Guide provides complete program details in terms that every teacher will understand. The User's Guide is full of concrete suggestions for customizing **GradeBook Deluxe** to meet your specific needs.
- *Backup:* Built-in backup routine even prompts you to backup your data if you forget.
- *Kindness:* **GradeBook Deluxe** is forgiving – even when you make a mistake. You can change rosters, grades, report formats, and most program settings at any time. You can repair damaged disks and even restore lost data!



System Requirements

GradeBook Deluxe requires an Apple II+/IIe/IIc/IIGS computer with at least 64k of memory and any disk drive setup except a single 5.25" drive. **GradeBook Deluxe** works with any printer. For the Apple II+ or IIe, connect your printer to a printer interface card in slot 1. Use the printer port on an Apple IIc or IIGS.

Transferring program to a 3.5" disk: If you have access to a computer with a 5.25" drive and a 3.5" drive, you can easily make a 3.5" program disk. See *Transferring Between Different Disk Types* in the **Backup** chapter of this User's Guide.

- *Two 5.25" Drives:* Program disk in drive 1; data disk in drive 2.

- *One 3.5" Drive & One 5.25" Drive:* Program disk in 3.5" drive – use as both program disk and data disk.

Or, program disk in 5.25" drive; data disk in 3.5" drive.

Or, program disk in 3.5" drive; data disk in 5.25" drive. Using a 5.25" disk for your data will be handy if you are switching between computers with two 5.25" drives and computers with one 5.25" and one 3.5" drive.

- *One 3.5" Drive:* Program disk in 3.5" drive – use as both program disk and data disk.

- *Two 3.5" Drives:* Program disk in drive 1 – use as both a program disk and data disk.

Or, program disk in drive 1; data disk in drive 2.

- *Hard Disk:* See the Using a Hard Disk section in the **Appendix** of this User's Guide.

Whatever disk drive arrangement you use, be sure your computer is set to start up from the drive with the program disk in it.

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Tutorial

Working through this tutorial will help you learn the basic operations of **GradeBook Deluxe** and will take approximately one hour. Take a playful approach and use fictitious names in a small, fictitious class. When you have finished, you should feel comfortable enough with **GradeBook Deluxe** to begin entering real names in a real class.

The chapters that follow provide more detailed information about each part of the program. In addition, you can press the ? key and get help at just about any time. Try this feature as you work on the tutorial.

Getting Started

1. Make sure the computer is off and the printer is properly connected.
2. Turn on the monitor and the printer.
3. Put the program disk into the disk drive and close the door.
4. Turn the computer on. If the menu screen does not automatically appear, repeat the loading process from step 1.

Main Menu

The **GradeBook Deluxe** main menu has five options:

GradeBook Options:

- 1 **Names:** Enter or change names
- 2 **Grades:** Enter or change grades
- 3 **Average:** Calculate averages
- 4 **Report:** Print a report of grades
- 5 **Other:** Other activities

Select an option and press RETURN.
Press ? for help.

Making Selections

When **GradeBook Deluxe** starts up, *Grades*, the second choice, is highlighted. (On a II+ with an 80-column card, it's marked with a pointer.) Change the selection to other options by pressing the up and down arrow keys, the number keys, or the space bar. (On a II+, use the left and right arrow keys instead of the up and down arrows.) Press the ? key to see a help screen with directions for making your selection. Press RETURN to activate the option you have selected. You can also activate the option directly by pressing the first letter of the option.

Your first step should be to make a backup of your program disk, so choose *Other* (option 5). Then press RETURN.

Making a Backup Program Disk

You will use the Backup option to make a copy of your program disk so you can put the original away in a safe place. Then, if something happens to your program disk, you still have the original and you can make another copy. The following procedure assumes that you have either two 5.25" drives or two 3.5" drives. (If you have a different disk drive configuration, see the **Backup** chapter of this User's Guide for details on making a backup.)

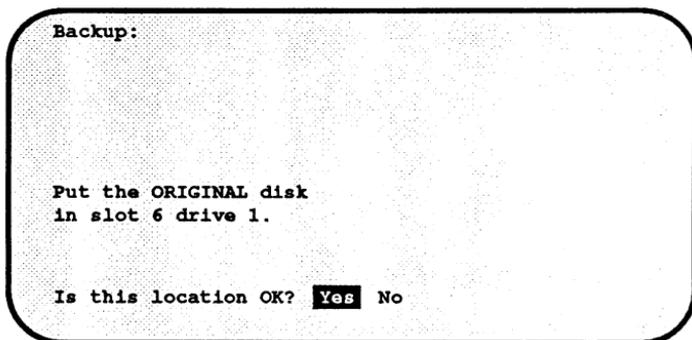
Make sure that you have two blank disks available (you only need one if you plan to use a single 3.5" disk for both program and data). You will use one to backup the program disk and one for your data disk.

Other Activities:

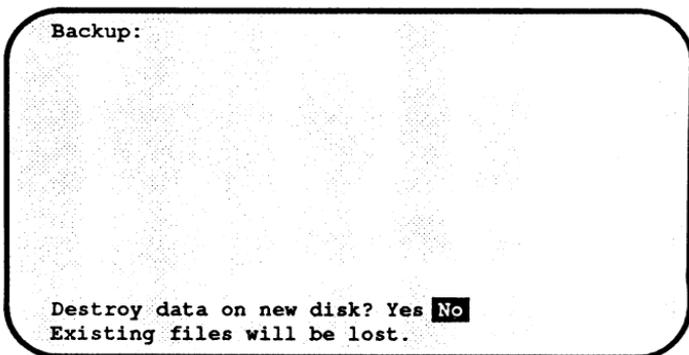
- 1 **Backup:** Make a backup copy of a disk
- 2 **Format:** Format a data disk
- 3 **Setup:** Set up program values
- 4 **Delete:** Delete grades or classes
- 5 **Repair:** Repair a faulty file

Select an option and press RETURN.
ESC for main menu. ? for help.

1. Remove your program disk and write-protect it. Reinsert the program disk.
2. *Backup* (option 1), is highlighted. Press RETURN to pick it.
3. The following screen appears:



- The slot number you see may be different, but it should match the disk drive containing the **GradeBook Deluxe** disk (normally slot 6 for 5.25" drives and slot 5 for 3.5" drives). Press RETURN.
4. You will see a similar message indicating that the NEW disk should be in drive 2. Insert a blank disk into drive 2 and press RETURN.
 5. If the disk already contains data, you will be given a second chance to change your mind and save the disk:



Notice that “No” is highlighted. If it really is OK to copy onto the disk in drive 2, press the left arrow key to highlight “Yes.” Press RETURN.

6. Alternating messages of “Reading . . .” and “Writing . . .” will appear until the copying is finished. The message “Disk copied OK. Backup another disk?” will appear. Notice that “No” is already highlighted. Press RETURN.
7. Remove your new disk from drive 2 and label it as the **GradeBook Deluxe Program Disk**. Use this as your program disk from now on. Put the original disk in a safe place. Insert your new program disk into drive 1.

Formatting a Data Disk

If you are using 5.25” drives, you must format a second blank disk for storing student records. If you are using **GradeBook Deluxe** on a 3.5” disk, you can keep your student records on the same disk as the program and you can skip to the next section of this tutorial.

1. Choose *Other* from the main menu and then choose *Format* from the Other Activities menu.
2. Read the text on the screen which explains about formatting. When you are finished, insert a blank disk in drive 2 and select “Yes.”
3. If the disk contains any data, you will be given the options of continuing with the format or escaping, just as a safety check. Press the left arrow to highlight “Yes” and press RETURN.
4. The message “Formatting disk in drive 2 . . .” will appear. When the formatting is complete, you will see “Formatted OK. Format another disk?” Select “No” to go back to the main menu.
5. Be sure your program disk (the copy, not the original) is in drive 1 and your formatted data disk is in drive 2.

Entering Names in a Class

Use this option to create a new class and enter student names.

1. From the main menu highlight *Names* (option 1) and press RETURN. The following screen appears:

```
Names:

The class name can be up to ten
characters long and can include
letters, digits, spaces,
hyphens (-) and slashes (/).

Type the new class name: █
Press ESC to quit.
```

2. Type the name of your class and press RETURN. Use any name that fits the directions on the screen: "ENG2 P4" for a 2nd year English class meeting 4th period, "ALGEBRA P2" for a 2nd period algebra class, or "PERIOD 5" for your 5th period class.
3. The program creates the files needed to store this new class and then "First name: " appears at the bottom of the screen. Type a student's first name ("Charlie," for instance) and press RETURN.
4. The message "Last name:" appears. Type the student's last name ("Dickens," for instance) and press RETURN again.
5. You now have two options:

```
Names: ENG2 P4
1 Charlie Dickens
2 Add a new name

Add or change which name?
RETURN to pick. ? for help. ESC to quit.
```

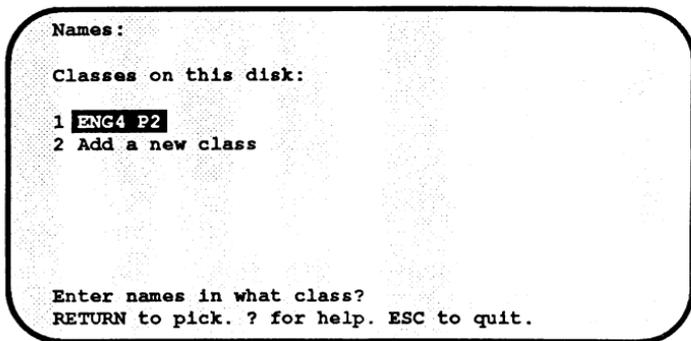
Add a new name (option 2) is highlighted. Press RETURN and enter another name. Remember to press RETURN after *both* the first name and the last name. Continue entering names.

6. You can easily change the spelling of a name if you make a mistake. Suppose, for instance, that you entered “Charlie Dickens” but wanted “Chuck Dickens.” First, select the name to correct using the arrow or number keys and press RETURN. Then type the correct first name and press RETURN. The corrected name will replace the original. You can change the last name also or just press RETURN to keep the original last name.
7. After you have entered several students, press ESC to quit. You will see, “Sort these names? Yes No” with “No” highlighted. Switch between the two choices by pressing the arrow keys or the space bar. Note that the arrow keys and the space bar simply change the highlighted word without making a final decision.
8. Press N. This highlights the word “No” and makes your decision final. (The Y and N keys, like RETURN, make a decision final.) If you don’t have a printer connected, skip to step 12 below.
9. If you have a printer connected, you will see the message “Print these names? Yes No.” Press Y.
10. Make sure the page is aligned correctly and the printer is set to print, then press RETURN.
11. The next question is “Print with a grid?” Choose “Yes” for both this question and the next and your class list will be printed with a grid suitable for taking attendance or recording grades:

	_ _ _ _ _ _ _ _ _
Chuck Dickens.....314	_ _ _ _ _ _ _ _ _
Willie Faulkner....73	_ _ _ _ _ _ _ _ _
Jimmy Joyce.....505	_ _ _ _ _ _ _ _ _
Jack Steinbeck....170	_ _ _ _ _ _ _ _ _

The number after each name is an ID code the computer assigns to each student. These ID codes are useful for posting student grades.

12. You will see the following screen:



Press ESC to return to the main menu.

Entering Grades for a Class

Use this option to type in grades for the class you have just created. To avoid confusion later in this tutorial, start out by entering grades for one test and two homework assignments. (Different sets of marks may not behave in the way described in the averaging section that follows.)

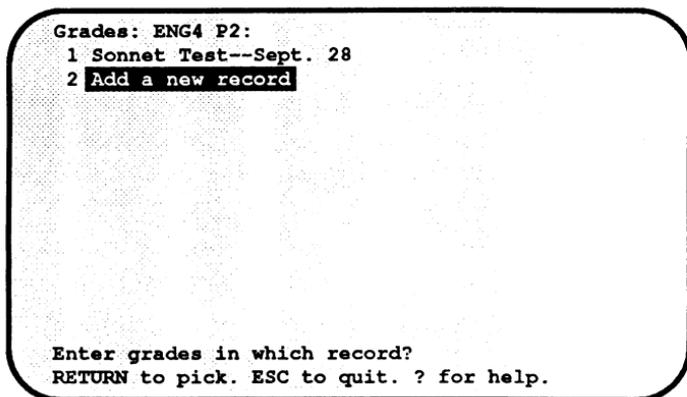
1. From the main menu select *Grades* (option 2) and press RETURN.
2. A list of classes appears on the screen. Actually, there's only one class on the list since that's all you have typed in so far. The class you just created is highlighted. Press RETURN to pick it.
3. A list of reporting period categories appears, with *First Quarter* highlighted. Press RETURN to select *First Quarter*.
4. Press RETURN to select *Test* as the topic category.
5. A message appears at the bottom of the screen asking you to type a description of the test you are about to enter. The description can be up to 24 characters long and should be as clear as possible. For example, you might type "Sonnet Test-Sept. 28."

6. The screen below appears. *Enter the grades* (option 6) is highlighted. Press RETURN.

```
Grades: ENG2 F4: Sonnet Test--Sept. 28
Description: Sonnet Test--Sept. 28
Code: Son                               Weight: 10
     Tes
Method of grading: Percent
Categories: First Quarter
           Test
1 Change description
2 Change code
3 Change weight
4 Change grading method
5 Change categories
6 Enter the grades
Please select your choice.
ESC to quit.
```

7. The names of the students in the class appear with the name of the first student highlighted. Press RETURN to choose this student.
8. Type a mark for the student. Since the grades are in percent form, you should type a number between 0 and 100. (You can also use M for missing or X for excused. Missing marks count as zero; excused marks do not count at all in averages.) Press RETURN.
9. The next student is now highlighted. Press RETURN to choose the student, type a mark, and then press RETURN again.
10. Continue entering marks for the other students in the class. You don't have to enter the marks in order; you can use the arrow or number keys to move around in the list of names.
11. Press ESC when you're finished entering grades. If you don't have a printer connected, skip to step 14 below.
12. If you have a printer connected, you will see the question "Print these grades? Yes No." Choose "Yes."

- The grades can be printed either by names or by ID codes. Choose “No” to “Print by name?” to get a printout by ID codes. This printout can be posted in your classroom.
- The following screen appears:



```
Grades: ENG4 P2:
1 Sonnet Test--Sept. 28
2 Add a new record

Enter grades in which record?
RETURN to pick. ESC to quit. ? for help.
```

- Add a new record* is highlighted. Since you now want to enter a homework assignment instead of a test, press ESC to quit.
- The “Reporting period categories:” screen appears again. Press RETURN to choose *First Quarter*.
 - Choose *Homework* on the “Topic categories:” screen. Then type the homework assignment description: “Vocabulary Words-Oct. 2.”
 - The next screen shows the grading method is still percent. Instead of percent, let’s mark this assignment based on ten points. Choose *Change grading method* (option 4) and select *Points*. Type 10 for the total number of points and press RETURN.
 - Now enter the grades. When you’re finished, add another homework assignment. Make this one a poem due Oct. 5 and use letter grades.
 - After you finish, use ESC to return to the main menu.

Averaging a Set of Grades

Now that you've entered three sets of grades, it's time to average them. We're assuming you've entered one set of test grades and two sets of homework grades as described in the last section. There will be three averages calculated: first, the test average and the homework average, then the first report period average from the first two averages.

1. From the main menu select *Average* and then select the class with the grades you want to average.
2. The reporting period categories screen has *All Grades* highlighted. Select *First Quarter* (option 1) instead and press RETURN.
3. *All First Quarter Grades* is highlighted on the topic categories screen. Press RETURN to average all first quarter grades.
4. If your printer is connected, you will be asked if you want to print. Choose "No" to avoid printing the test and homework averages.
5. You will be asked whether the averages should be displayed on the screen. Choose "Yes." The test and homework averages will be calculated; you will have to press RETURN several times to see the next screen of the display.
6. The test average will be calculated first; it involves only a single test. The homework average is calculated next; it involves two grades which are both counted equally. (The *Averages* chapter explains how to weight these two homework grades differently.)
7. Before the first quarter average is calculated, this screen appears:

Average: ENGLISH P2:

1	First Quarter Test Avg	20	67%
2	First Quarte Homework Avg	10	33%

Change weight of which entry?
RETURN to pick. ESC to quit. ? for help.

This screen allows you to set the relative weights of the test and homework averages used to calculate the total first quarter average. The weights are pre-set so that tests count twice as much as homework. Let's change the weights to make the test average count three times the homework average. Press RETURN to select the test average, then enter a new weight of 30 units and press RETURN. (The units used in setting weights are relative to each other. You could get the same result by setting the test average weight to 6 units and the homework average weight to 2 units.)

8. Press ESC to leave the weights as you have set them. If you have a printer, you will again be asked whether or not you wish to print; this time the total first quarter average will be printed. Choose "Yes" and then choose to print by name.
9. Press ESC to return to the main menu when finished.

Printing a Report

Now you can print a report showing the grades and averages.

1. Choose *Report* from the main menu and then choose your class.
2. The reporting period categories screen has *First Quarter* (option 1) highlighted. Press RETURN to pick this choice.
3. The topic categories screen has *All First Quarter Grades* (option 5) highlighted. Press RETURN.
4. The following screen appears:

Report: ENGLISH P2:

```
1 * Sonnet Test--Sep. 28
2 %L First Quarter Test Average
3 P% Vocabulary words Oct. 2
4 L Poem Oct. 5
5 %L First Quarte Homewor Avg
6 %L First Quarter Average
```

Change reporting for which record?
RETURN to pick. ESC to quit. ? for help.

The % sign next to item 1 indicates that the grading method was percent, and that's what will be reported. Similarly, "P%" next to item 3 indicates that the grading method was points and that both points and percent will be reported. The "%L" next to the averages indicates that they will be printed in both percent and letter form.

5. Press ? to get more information on all of the reporting options. Read the help screen that appears and then press RETURN.
6. Press ESC to accept the reporting choices shown on the screen.
7. Choose "Yes" to report on all students.
8. Now choose the type of report. *Class summary* is highlighted. Press RETURN to choose it.
9. Answer "No" when you are asked whether to print by name. You will get a printout by ID code suitable for posting.
10. Type today's date to identify the report and press RETURN.
11. If you have a printer connected, choose "Yes" to print the report. Otherwise it will be displayed on the screen.
12. When the screen showing the types of reports appears again, press ESC to return to the main menu.

Now that you've had a brief introduction to **GradeBook Deluxe**, you should enter your own classes and start using the program. You can use the Delete option from the main menu to erase your practice class from your data disk or you can keep the class on the disk and use it to explore other features of the program before using them on actual class data. Remember that you can use the built-in help feature whenever you see "?" for help" at the bottom of the screen.

Names

Use this option to create new classes or to modify the names in a previously created class.

Entering a New Class

With two disk drives, insert a formatted data disk into the second drive and choose the Names option from the main menu. (If you want to use a single 3.5" disk for both the program and data, simply choose *Names*. If no separate data disk is present, the program will store data on the 3.5" program disk.) If the disk already contains classes, you will see a list of those classes. Select the last choice, *Add a new class*.

You will be asked for the name of the new class. Type any name up to a maximum of ten characters. You are allowed to use upper-case letters, digits, spaces, slashes, and hyphens in the class name. Lower-case letters will be converted to upper-case. If you type any other character, the computer will beep and not accept it. Use a name which clearly identifies the class to prevent confusion (e.g., "ALG2 P3" for an Algebra 2 class that meets 3rd period, or "ENG4-71" for an English 4 class with a school code number of 71). When you finish typing the class name, press RETURN.

Type in the student names. For each student, type the first name and then press RETURN. Then type the last name and press RETURN again. This method allows you to enter middle initials as part of the first name and suffixes like Jr. and III as part of the last name. After you enter the last name, the entire name will be added to the list on the screen.

After each name you enter you can choose to change, add, or delete a name. Use the arrow or number keys to select your choice and then press RETURN.

First and last names are each limited to a maximum of 15 letters. To allow more space for other information, the entire 15 characters may

not always be displayed on the screen or on printouts. You can change the space allotted for names using the Setup option.

Student names are ordinarily displayed first name first. If you prefer that the names be displayed and printed last name first, the Setup option allows you to make this change as well.

You can enter up to 40 names in a class. When you are finished entering names for the class, press ESC. (You can, of course, always change, add, or delete names at a later time.) You can sort and print the student names if you choose.

Data Disks

The number of classes which can be stored on a data disk depends on the amount of disk space each class takes up. Normally you can store five classes of up to 187 grade records each on a single 5.25" floppy disk. You can store up to 18 classes of 255 records each on a 3.5" data disk. The Setup option lets you change the number of grades which can be stored in each class; this also changes the number of classes which fit on a disk. See the Setup chapter of this User's Guide for more details.

Copying Names

When you first create a new class, it's possible to copy an entire set of names from a previously entered class. This is especially useful for elementary teachers who want to keep separate sets of grades in arithmetic, reading, spelling, etc. You must activate this option from the Setup menu before you create the class into which you want to copy names.

When the option is activated and you create a new class, you have a choice of typing the names in or copying them from another class. If you choose to copy names, you will have a chance to insert a different data disk (in case the class to copy from is not on the same disk as the new class you are creating) and you can then choose the class from which you want to copy the names.

Sorting Names

Student names can be sorted either alphabetically or manually. An alphabetic sort is done according to students' last names. (The order depends on capitalization, with all upper case letters preceding all lower case letters. Thus Williams precedes vanHalen, and MacIntosh precedes Macey.)

If there appears to be an error in alphabetizing names, there are two possible causes. One possibility is that the first and last name were not separated by RETURN when they were typed in so that the entire name was recorded as a first name and the last name was recorded as a blank. The other possibility is that upper and lower case were not used consistently when typing the names. In either case, the solution is to return to the name entry screen and correct the offending name.

If you want to sort names manually you will be asked to choose the name to go in each position in the list. You must first choose the name to go in position 1, then position 2, and so forth. The screen below shows the result after the first two names have been chosen.

```
Names: ENG2 P4:
1  Jaques Anquetil
2  Charlie Babbage
3> Marie Curie
4  Chuck Dickens
5  Bert Einstein
6  Richie Feynman
7  Ernie Hemmingway
8  Don Knuth
9  Ada Lovelace
10 Jeannie Longo
11 Art Pendragon
```

Which name goes in position 3?
RETURN to pick. ESC to quit.

To put Art Pendragon in position 3, you can use the number or arrow keys to highlight his name. The highlighting moves, but the > pointer stays at position 3 to indicate where the chosen name will go:

```
Names: ENG2 P4:
1 Jaques Anquetil
2 Charlie Babbage
3> Marie Curie
4 Chuck Dickens
5 Bert Einstein
6 Richie Feynman
7 Ernie Hemmingway
8 Don Knuth
9 Ada Lovelace
10 Jeannie Longo
11 Art Pendragon
```

Which name goes in position 3?
RETURN to pick. ESC to quit.

When you press RETURN, Art Pendragon's name replaces Marie Curie's name in position 3, and the pointer moves down to position 4:

```
Names: ENG2 P4:
1 Jaques Anquetil
2 Charlie Babbage
3 Art Pendragon
4> Marie Curie
5 Chuck Dickens
6 Bert Einstein
7 Richie Feynman
8 Ernie Hemmingway
9 Don Knuth
10 Ada Lovelace
11 Jeannie Longo
```

Which name goes in position 3?
RETURN to pick. ESC to quit.

You can escape from the process any time the order on the screen is satisfactory.

Printing Names

If you have a printer connected to your computer, you can print the names of the students in your class. You can also print the ID codes next to the names so you can use the list to inform your students of their codes. (The ID codes should remain confidential, so don't post the list.)

You can print a grid beside the names for taking attendance, writing down grades, etc. The width and height of the grid cells and the height of the spaces above it are controlled by the Setup option. See the **Setup** chapter of this User's Guide for more information.

You can print the student names on labels instead of regular paper. Use the Setup option to set the length of a page to the height of your labels (usually 6 lines), and set the number of lines to skip between pages to one less than the label height (usually 5 lines). It is not possible to include addresses on the labels.

I.D. Codes

Each student in a class is assigned a unique ID code. This code can be used in place of student names on printed reports so you can post the reports publicly. The code is also used to identify students if you use **GradeBook Deluxe** with a Scantron data terminal.

There are three different kinds of ID codes you can select from: random computer-generated codes, teacher-assigned codes, or sequential codes. The Setup option allows you to choose which type of codes you will use.

GradeBook Deluxe normally uses random computer-generated codes. These codes are automatically assigned by the computer and are numbers in the range from 1 to 999.

Teacher-assigned codes are numbers up to 9 digits in length; you type them in when entering or changing a student's name. If you like, you can use Social Security numbers or school ID numbers.

Sequential codes are the numbers which appear next to the student names on the name entry screen. If you use sequential codes, the codes

will change each time you add or remove a student or change the order of the student names.

Changing or Deleting Names

The Names option is also used to add or delete student names or to correct misspellings. On the screen showing the student names, select the name you want to change or delete and press RETURN.

To change the selected name, type the corrected name in place of the old name. Use this method only to correct mistakes. Don't drop one student and add another by changing the student's name unless you really want the new student to inherit all of the old student's grades.

To delete the selected name, press the space bar and RETURN to erase the first name. You will be asked whether you want to remove all records for the student; this is your last chance to change your mind before the student and all the student's records are permanently removed.

When you are done changing names in this class, press ESC. You can sort and print the names if desired.

Grades

Use this option to enter or change grades for a class already created with the Names option. In the instructions below, each individual set of grades for one test, quiz, or other assignment is called a “record.”

Selecting Grade Categories

To enter grades, first select your grade categories. **GradeBook Deluxe** provides two sets of categories: reporting period categories (such as first quarter, second quarter, etc.) and topic categories (such as test, homework, etc.). You may use up to seven categories of each type. If less than seven are listed, add more categories as needed until you reach the maximum of seven.

The categories you select determine how grades are averaged. The program first computes an average for each topic category in a reporting period (i.e., the test average, homework average, and so forth). Then it averages all these topic averages together for the reporting period average (i.e., the first quarter average). Finally it combines all the reporting period averages for an overall average. See the **Averages** chapter of this User’s Guide for more details.

When you select a category to enter or change grades, the program automatically highlights the category in which grades were last entered. Thus, once you have entered one second quarter grade, *Second Quarter* will be highlighted on the reporting period category menu until you start entering third quarter grades.

Note: You can use the Setup option to change the categories automatically assigned to a new class, but you must change the categories *before* creating the new class. Once you have created a class, you can only add new categories; you cannot change the ones already in existence. Elementary teachers can also use the Setup option to change to subject and topic categories. See **Category Setup** in the **Setup** chapter.

Some of the eight choices shown may not appear, depending on settings you have made using the Setup option. The first four choices allow you to change various characteristics of the grade record; the last four allow you to actually enter grades.

- *Change description.* If you don't like the description you typed, you can change it. The maximum length of a description is 24 characters.
- *Change code.* Each grade record has two three-letter codes associated with it. These codes identify each column on column-type grade reports. **GradeBook Deluxe** makes its best guess at a meaningful code using the first three letters of the first two words of the description. You can change the codes if you like.
- *Change weight.* The weight of a grade record determines its importance relative to the other grades in the same topic category. If all the weights are the same, the grades are treated as equally important. The standard weight for a grade record is 10. You can change this weight to increase or decrease its importance or to designate the grade as extra credit. See Setting Weights and Extra Credit Assignments in the **Averages** chapter for more information.
- *Change grading method.* **GradeBook Deluxe** provides three different methods of entering grades: percent, letter, and points. See the next section, **Selecting Grading Methods**, for more information.
- *Change categories.* If you accidentally entered a particular grade in the wrong topic category or in the wrong reporting period, this choice allows you to move it where it belongs.

The remaining four choices actually allow you to enter the grades. If a choice does not appear, it can be turned on using the Setup option. These choices are described in more detail in the next few pages.

- *Enter the grades.* This is the normal method of grade entry.
- *Speed enter grades in order.* Saves a little typing, but requires you to enter the entire class in order.
- *Enter Scantron forms.* Lets you feed multiple-choice Scantron forms through a Scantron terminal and have the papers marked and recorded automatically.

- *Set default grades.* Lets you enter a single grade for the whole class, and then change the grades for individual students.

Selecting Grading Methods

GradeBook Deluxe supports three different grading methods: letter (A+ to F), percent (0 to 100), and points (you determine a maximum from 1 to 200). You can mark any assignment in any of the three systems and still calculate averages correctly. Each grade is actually stored in numeric form.

It's not usually a good idea to change the grading method after marks have already been entered in a record. Changing between point grading and either of the other methods or changing the total number of points may give unexpected or erroneous results.

1. *Letter grades.* If you enter a letter grade, it is actually stored on the data disk as a number. The pre-set number values are shown below. If these equivalents differ from the scale you use, or if you use a letter grade of E as well as F, you can easily change the equivalents using the Setup option.

If you do want to use different letter equivalents, be sure to use the Setup option to change them *before* entering any letter grades.

If the equivalents are changed after you have entered letter grades, the letter grades already entered will become incorrect since they were based on the old scale.

Letter Grade Equivalents		
A+ = 98	A = 95	A- = 91
B+ = 88	B = 85	B- = 81
C+ = 78	C = 75	C- = 71
D+ = 68	D = 65	D- = 61
	F = 0	

2. *Percents.* If you enter a grade in percent form, the number you enter is used to calculate averages unless you set a curve. (See *Curving Grades* later in this chapter.)
3. *Points.* If you enter a mark as points, the number of points is stored and can be displayed on reports. It is the converted value of the mark, however, that is used to compute the topic average. The percent value (you can curve this too) for each grade is computed and then the percents, not the cumulative points, are combined for the topic average.

You can use two special grades with either letters, percents, or points.

4. *Missing grades.* The grade of M stands for a missing grade. This grade will normally be counted as zero when it is averaged; it differs from a zero only in that it is shown as missing on a missing grade report. If you want the numerical equivalent for a missing grade to be higher than zero, you can change the value of an M by choosing *Grading setup* from the Setup menu.
5. *Excused grades.* The grade of X stands for an excused grade and indicates that the grade should not be counted for that student; the student's average will be calculated as if this item did not exist.

Entering Grades

Once you're satisfied with the grading method and code, select *Enter the grades* from the menu. A class list will appear with the first name highlighted. Select the student for whom you want to enter a grade, press RETURN, type the grade, and press RETURN again. The selection moves down one student at a time as you enter each grade to make it easy to enter all the grades in order. You can also use the arrow or number keys to move around. When you're done, press ESC.

You can activate several other grade entry options using Setup. See Default Grades, Speed Entry, and Scantron Entry later in this chapter.

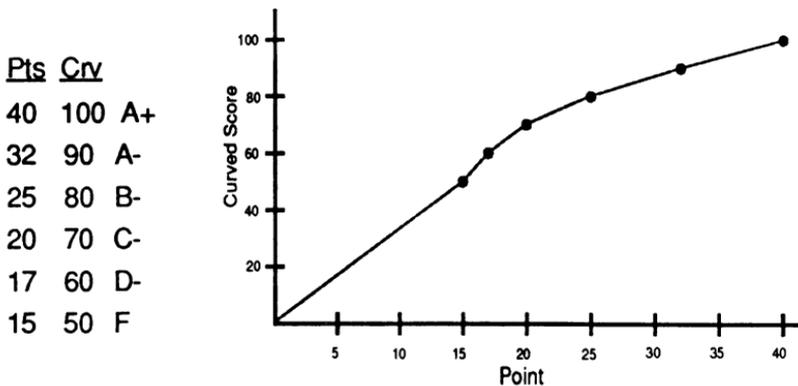
Curving Grades

GradeBook Deluxe allows you to curve grades that are entered using either percent or points. You can also curve averages as they are calculated. To use curves, you must first turn on the curving option using *Grading setup* on the Setup menu.

The program uses a "curve" to convert the grades you enter into the numbers used for calculating averages. If you enter a grade in percent form, the normal curve involves no change; if you enter a grade in points form, the normal curve involves calculating the percent the student's grade is of the total possible points. If you enter a letter grade, the number grade is determined by the setting of the letter grade equivalents described in the Selecting Grading Methods section above.

The upper left portion of the screen shows the class grades in numeric order in two pairs of columns. Each pair of columns shows the original score on the left (“Pts”) and the curved score on the right (“Crv”). Horizontal marks separate the A range from the B range, etc. The grade distribution is shown as a bar graph (upper right) and a statistical analysis appears (middle on the right). The curve appears on the lower right. You can use the arrow keys to select any of the numbers defining the curve. Press RETURN to change the selected number.

By changing the numbers in the left-hand column of the curve, the curve shown below could be established. In this modified curve, a score of 32 would be converted to a 90 instead of an 80, and a score of 22 would be converted to a 74 instead of a 55.



When you’ve finished changing the numbers that define the curve, press ESC and the grades and grade distribution will be recalculated and displayed again. You can then either accept the modified curve or change it again until you’re happy with it.

Printing Grades

If you have a printer connected, you will be asked if you want to print the grades you have just entered or modified. You can choose to print the grades either by name or by ID code (in case you want to post them). If the grade type is points, the printout includes the grades as you entered them, the converted grades and the letter grades. If the grade

type is percent, the printout includes the original grades, the curved grades (if you set a curve) and the letter grades. (If you don't want the letter grades to appear, you can turn them off using *Grading setup* from the Setup menu.) The printout will also include statistical information, the curve, and a bar chart showing graphically the distribution of the grades.

Once you have entered a set of grades, you can enter more grades in the same category. Press ESC to move back through the menus to select different categories, a different class, or to return to the main menu.

Setting Default Grades

Sometimes your entire class, with few exceptions, may have the same grade on a particular assignment. For instance, you may create a one-point homework record and give one point to every student who did the homework on a particular day. It's convenient on such an assignment to start every student's score at 1 point so that you only have to change the grades for those students who did not do their homework.

GradeBook Deluxe allows you to enter such a "default" grade.

First, you must choose *Grading setup* from the Setup menu and turn on the *Set default grades* option. This will place an additional item on the grade record menu allowing you to enter a default grade before you start entering the grades in the record. (This choice will appear only when you create a new record, not when you change the grades in an already existing record.)

Speed Entry of Grades

This is another option which you can turn on using *Grading setup* from the Setup menu. It adds a choice to the grade record menu allowing quicker entry of grades. If you choose this item when entering grades into a record, each student in the class will automatically be selected in turn so that you can enter that student's grade. You can enter grades for the entire class in order, without having to push RETURN twice for each student.

Scantron Entry

You can use a Scantron data terminal (for instance, model 1100, 1200, 1300, 2100, or 5200) to enter student grades directly into **GradeBook Deluxe**. The Model 1100 comes with a card which can be plugged into any slot. (Scantron recommends slot 4.) The other models must be connected to the computer using a serial interface card (such as Apple's Super Serial Card) in slot 2. Set both the Scantron and the serial card for 9600 baud.

Use *Grading setup* from the Setup menu to activate the Scantron option. Choose "Half" if you have a half-page reader (Model 1200, 1300, 2100, or 5100), "Full" if you have a full-page reader (Model 1400 or 5200), or "1100" if you have a Model 1100.

GradeBook Deluxe works with all standard forms that have an ID grid, including 2020, 2052, 2054, 2200, 20052, and 22000. Students must fill in their ID codes (described in the **Names** chapter of this manual) in the "I.D. Number" space on the Scantron form.

If the Scantron has a "Read 6/Read 7/Read 12" switch, set it to "Read 12"; if there is an "On-Line" switch, set it to "On-Line." Before entering the forms, mark the key and mark a "0" in the top row of the ID number section of the key. (The "0" is important; it allows the program to determine the type of ID grid on the forms you are using.) Begin entering a grade record as you normally would, setting the method to points and setting the number of questions on the Scantron test as the number of points. Then choose *Enter Scantron grades* from the menu. If you have a printer connected you can choose to print the grades as they are read. This is useful for checking possible errors in ID codes, etc.

The program will read the key, ask for the number of answer spaces on one side of the form, and begin reading student forms. As each form is read, the grade is displayed on the screen next to the student's name. If there is an error in a form, an error message appears and the Scantron will not read any more forms until you read the message and press RETURN.

When you finish entering a set of forms, press the "End of Batch" or "Rekey" button on the Scantron. On the Model 1100, press the ESC

on the computer keyboard. You will have a chance to enter a second key and a second set of forms if the number of questions was too many to fit on a single side of a Scantron form.

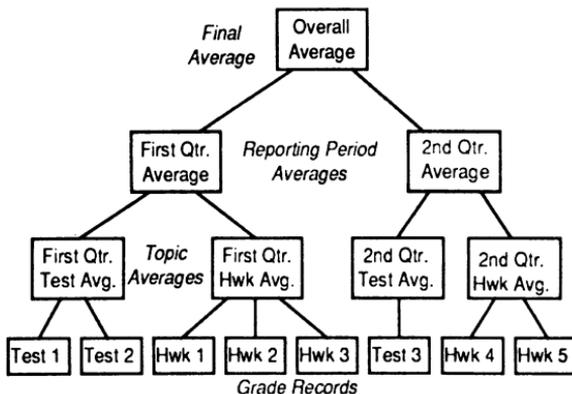
Once you are done entering forms, you can print an item analysis and a summary of scores. You can also correct any errors using the normal method of entering grades.

If you give a test which is partially graded by Scantron and partially graded by hand, you can use **GradeBook Deluxe** to add up the two portions of the score for you. First create the grade record and type in the number of points you gave each student on the hand-graded portion. Then press ESC to quit, returning to the list of grade records. Again select the same record, and this time choose *Enter Scantron forms*. As you feed the Scantron forms, instruct the program to add the Scantron scores to the previously-entered grades.

Averages

Use this option to average the grades that you have entered.

Computing Averages



GradeBook Deluxe uses three levels of averages. Individual grades are combined in a topic average. Topics are averaged for the report period average. Report periods are averaged for the overall average. Some averages depend on others. Whenever **GradeBook Deluxe** calculates an average, it automatically calculates any needed supporting averages.

If you enter a grade as a letter, the numerical equivalent of the letter is used to compute an average. If you enter a grade as a percent, the percent is used. If you enter a grade as points, **GradeBook Deluxe** converts the points to percent, and averages the percent form; it doesn't keep track of cumulative points.

Note: The way **GradeBook Deluxe** treats points might be slightly different from the way you have treated points previously and might produce a slightly different result when averaged. That's because the standard weights used by **GradeBook Deluxe** make each grade record

equally important, even if they have different point values. If you are not happy with this, you may want to try changing the weight of each record to equal the number of total points. The advantage of the **GradeBook Deluxe** method is that you can combine point grades with letter and percent grades, and you can drop low marks.

Averages are actually calculated and stored with two decimal digits of accuracy; they are rounded off to the nearest whole number when they are printed. Averages ending in .5 are rounded up.

Automatic Calculation

When you use the Average option, you select a class and then a reporting period category to calculate averages for. The last choice on the menu, *All Grades*, automatically calculates the overall average and any other supporting averages needed for the overall average.

If any of these have not yet been calculated, or if any grades used have been changed, they will be calculated first. Averages which were calculated previously and are still correct will not be recalculated.

When you use the Average option you should normally choose *All Grades* and let the program calculate all averages automatically. You can do something else while the program is calculating and printing. When you come back, the program will have finished with all required supporting averages and will be waiting for you to set weights for the Overall Average. All the averages will be correct and only those averages which have changed will have been calculated and printed.

Manual Calculation

Select a specific average to calculate (e.g., the first quarter average) only when you want to do something special with that average such as set the weights, drop some grades, or print it without printing any other averages. If you do choose to calculate a specific average, the program will automatically check to see if it needs to calculate any supporting averages, but any averages which depend on the one you choose will not be recalculated and might become incorrect.

To manually calculate an average, highlight your choice and press RETURN. For instance, to calculate the second quarter quiz average, choose *Second Quarter* and then *Quiz*. To calculate the third quarter average, choose *Third Quarter* and *All Third Quarter Grades*. (The program will also calculate any other necessary third quarter averages.)

When you select a specific average from the menu, you have two extra choices to make: setting weights and dropping grades. These choices only appear for the average you have selected. If you want to set any of these options for a particular average, you must specifically choose that average. For instance, if you want to set the weights used to calculate the first quarter average, you must choose first quarter specifically. If you have **GradeBook Deluxe** automatically calculate the overall average and it calculates the first quarter average along the way, you will be able to set weights only for the overall average and not for the first quarter average.

Setting and Changing Weights

The weights for individual grade records are set when you enter grades. The standard weight for a record is 10 and all records count equally in the calculation of the topic average. The weights are relative to each other; if there are three grades, each with a weight of 10, each counts for 33% of the average. Weights can be any value from 0 to 100. A grade with a weight of 10 will count twice as much as a grade with a weight of 5, but only half as much as a grade with a weight of 20.

For reporting period averages and for the overall average, **GradeBook Deluxe** assumes initially that you want the standard weights. For the report period average, quiz and homework averages have weights of 10 and count equally (25% each), and test average has a weight of 20 and counts twice as much as the other two (50%). For the overall average, all report periods and the final exam (if any) count equally.

The program's standard weights can be changed using *Category setup* from the Setup option. Any changes made in this way will only affect classes created after the change, not classes which already exist, so it is best to set the categories and weights the way that you want them before you begin entering names in classes.

When you calculate a specific report period and topic average manually, you will see a menu of the grade records being averaged and the relative weight associated with each record and you can change the weights.

When you calculate a specific report period average and choose all the grades for that report period, you can change the weights that determine how the topics are combined. (If you change these weights when you calculate averages for the first quarter, the program will also propose these changed weights when calculating later reporting period averages.) When you choose to average *All Grades*, you can change the weights for report periods and the final exam.

The screen below shows a test average about to be changed from a weight of 20 to a weight of 25 so that it counts $2\frac{1}{2}$ times as much as the quiz and homework averages in computing the report period average:

Average: ENG2 P4: First Quarter Average

1	First Quarter Test Avg	20	50%
2	First Quarter Homework Avg	10	25%
3	First Quarter Quiz Avg	10	25%

Enter the new weight: 25

Begin with asterisk for EC assignment.

Since the weights are relative, the following two examples result in exactly the same calculation:

Average: ENG2 P4: First Quarter Average

1	First Quarter Test Avg	25	63%
2	First Quarter Homework Avg	5	13%
3	First Quarter Quiz Avg	10	25%

Average: ENG2 P4: First Quarter Average

1	First Quarter Test Avg	5	63%
2	First Quarter Homework Avg	1	13%
3	First Quarter Quiz Avg	2	25%

You can set up just about any scheme you want for calculating averages. For instance, if your year's grade is based on four quarters and a final exam, and the final exam is to count one-tenth of the year's grade and the four quarterly averages are to count equally for the other

nine-tenths, you could use a total weight of 40. Set the final exam weight to 4 (one-tenth the total), and set the quarterly average weights to 9 each so they add up to 36 (nine-tenths of the total).

Weights for Automatic Calculation

When you choose *All Grades* to automatically calculate the overall average, any supporting averages that have been changed will be recalculated. The current weights for grade records and topics will be used. Unless you have changed a weight, each weight will be 10 and all grades within a topic will be weighted equally. When a supporting report period average is calculated for the first time, the topic weights used are the same as for the previous report period. If there is no previous report period average, the standard weights are used. (The standard weights make tests and quizzes 25% each and tests 50% of the report period average, however, these can be easily changed before you enter names in a class by selecting *Category setup* from the Setup menu. See *Setting and Changing Weights* if you want to change weights for an existing class.)

Extra Credit Assignments

Any grade record can be used as an extra credit grade. Such grades are identified as extra credit by preceding the weight with an asterisk (you set the weight when entering grades or when averaging).

An extra credit assignment which is to be given a weight of 5 must have weight of *5. The extra credit grade will be added onto the student's score before dividing to find the average.

As you see on the right, if a student has homework scores of 80, 70, and 60 which are given weights of 10 each and an extra credit score of 80 with a weight of *5, the average would be 83.3.

Score	Weight	Weighted Score
80	• 10	= 800
70	• 10	= 700
60	• 10	= 600
80	• *5	= 400
Totals:	30	2500

Average =	$\frac{\text{Total Weighted Score}}{\text{Total Weight}}$
=	$\frac{2500}{30} = 83.3$

The extra credit grade is added to the total weighted score which is used as the numerator in the formula for the average but has no effect on the total weight which is used as the divisor.

Dropping Low Marks

In some instances, teachers like to count the best 8 of 10 quizzes or tell students to do any 3 of 4 possible assignments. **GradeBook Deluxe** supports this capability. The grades to be grouped in this way must all be in the same topic category (*e.g.*, all first quarter homework grades or all second quarter quiz grades). In addition, all the grades in the topic must have the same weight. If both these conditions are met, you can drop low marks.

You will not have the opportunity to drop low marks if you select *All Grades* when averaging. To drop low marks you must select a specific report period and a specific topic. You will be asked how many low grades you want to drop. If you want every grade counted, enter 0. On the other hand, if you want to count 8 out of 10 quizzes, enter 2.

Excused grades are dropped first, and then the lowest grades remaining until a total of 2 grades have been dropped from the average. The dropped grades are marked with a dash (–) on the average printout. (If you don't want excused grades dropped, you can accomplish this by changing one of the settings under *Average setup* in the Setup menu.)

The number of grades dropped will be remembered in case this average ever needs to be calculated again.

Printing Averages

If you have a printer connected, you will be asked if you want to print the averages that are about to be calculated. If you have selected an average which requires supporting averages to be calculated first, you will actually be asked twice whether or not you want a printout: the first time for the supporting averages, and then again for the specific average you chose from the menu.

You can choose to print the grades either by name or by ID code (in case you want to post them). The printout includes the grades the

average is based on, the calculated average, the curved average (if you set a curve), and the letter grades. (If you don't want the letter grades to appear, you can turn them off using *Grading setup* from the Setup menu.) The printout will also include the weights used, the number of grades dropped (if any), statistical information, the curve, and a bar chart showing graphically the distribution of the grades.

If you start a printout by mistake, you can stop it by pressing ESC.

Minimum Averages

Some teachers, and some schools, have a “minimum average” policy: no grade is ever given which is less than a certain minimum value. For instance, if the minimum average is 40, and a student's actual average works out to a 32, the student is to be given a 40 instead. *Average setup* from the Setup menu allows you to set such a minimum average at any of the three levels of averages (topic, reporting period, or overall). The minimum will be used instead of the calculated average for any student whose average is less than the minimum.

Changing Averages

GradeBook Deluxe allows you to change a student's average after it has been calculated. Turn on the *Modify averages* option using *Average Setup* from the Setup menu. You can then use the Grades option to modify averages as well as grades. (You cannot, however, move an average to a different category.) Most teachers will not want to use the Modify averages capability, as it presents a hazard: if you change a student's average and then later you re-calculate averages either manually or automatically, the changed average will be replaced by the new calculated average and you will not be warned or reminded that you had changed an average.

There is a safer solution when a student has scored a 69 and you want to give the student a 70 instead. Simply tell the student that you are turning in a grade of 70 to the office, but that the calculated grade remains a 69, and encourage the student to work especially hard to make sure that the grade actually is a 70 for the next reporting period.

Reports

Use this option to print grade and average reports for any class or student. There are five different report formats.

Choosing Grades

Choose the class to report on. Then choose the report categories and then the specific grade records that you want to show on the report. The program automatically highlights the current report period and the choice for all grades. Change these if you like.

A screen like the one below appears when you choose the grades to report:

```

Report: ENG4 P2
1 PC Test #1
2 % L Test #2
3 L Homework #1
4 Homework #2
5 P%L Quiz #1
6 LN Quiz #2
7 %C First Rpt Test Avg
8 C First Rpt Homework Avg
9 %CL First Rpt Quiz Avg
10 % First Rpt Average

Change reporting for which record?
ESC to quit. ? for help.

```

The code before each grade record indicates how that grade record is going to be reported. The following codes are used:

- %** The percent grade (points out of 100) will be shown. If % appears in the first column, the grade was originally entered as percent; if it appears in the second column, the grade was entered as points, but will be shown as a percent.
- P** The number of points will be shown. (The grade was originally entered as points.)

- C** The curved grade will be shown. (The grade was originally entered as percent or points, and was then curved.)
- L** The letter grade will be shown. If L appears in the first column, the grade was originally entered as a letter grade; if it appears in the second or third column, the grade was originally entered as percent or points.
- N** The number grade equivalent will be shown. (The grade was originally entered as a letter grade.)

For example, the “P” before “Test #1” indicates that this test was marked by points and that the number of points for each student will be on the report; the “C” indicates that the scores were curved and that the curved scores will be reported as well. The “%” and “L” before “Test #2” indicate that both the original percent marks and the letter grades will be reported. The “L” before “Homework #1” indicates that this grade was a letter grade and that only the letter will be reported. Homework #2 will not be shown at all. For Quiz #1, the original points, the percent equivalent, and the letter grade will all be shown. For Quiz #2, both the original letter grade and the numeric equivalent will be shown.

The Test Average will be included in both its original percent form and in its curved form. The Homework Average will be shown in curved form only. The Quiz Average will be shown in its original percent form and in its curved and letter forms as well. Finally, the First Report Average will be shown in its percent form only.

All of these choices can be changed. Select the record whose reporting method you want to change; answer “Yes” or “No” as to whether you want to report each possible form of that grade. If you answer “No” to all the questions, the grade will not be printed at all. Press ESC when you have made all your choices.

Use the Setup option to change the way the program automatically selects forms of scores to match your own preferences.

Choosing Students

Once you've chosen the grade records to include, you can also choose which students to report on. You can select all students or particular students by names or grades. If you select by name, you can select the students to print from a list of all the students in the class.

If you select students by grades, you must first choose a grade record as the basis for the selection. You can choose any record which appears on the screen. Most often, you will want to use the last average which appears. After deciding which record to use in selecting students, select the grade range you want. For instance, if you want a report on all students whose average is below 60, you would enter 0 as the lower limit and 59 as the upper limit.

After choosing the students, indicate if the students are to be identified by name or ID code. Answer "Yes" to "Print by name?" to identify students by name or "No" to identify them by ID code. Identification by ID code works only on summary reports. Student and strip reports, which are designed to be given to students or parents, always identify students by name.

Report Types

GradeBook Deluxe can print five different types of reports:

1. *Class summary.* This report gives a straightforward summary in column form of whatever sets of grades you choose. The columns of grades are identified by their codes and are labeled according to their grading method: percent, letter, or points. The report prints a row for each student showing the student's grades. This report can be printed by name or ID code.
2. *Student report.* This report gives a full page for each student, showing each grade on its own line. The teacher can add comments at the top. This report can be printed by name only.
3. *Strip report.* This report prints an individual report for each student in a one-inch high format so that nine or ten reports fit on one page. The reports can be cut apart and given to students or parents.

Each grade is identified by its code. This report can be printed by name only.

4. *Missing grades.* This report is similar in appearance to the class summary but only displays missing grades. Students who are not missing any grades are omitted from the report. The report can be printed by name or ID code.
5. *Detailed report.* This report includes all the information in the summary report plus statistical information, grade distribution, curve, weights, and so forth. This report can be printed by name or ID code.

After you have printed a report, you can print the same grades in a different format. For example, you may want to print a detailed report for yourself and a set of strip reports to give to your students.

Printing Reports

For class summaries, missing grade reports, and detailed reports, **GradeBook Deluxe** will fit as many columns of grades across the page as it can; the remaining grades will be printed on another page. To fit more columns on a page, you may want to use the Setup option to set the printer for condensed print and change the width of the paper.

Here are some other printing tips:

- You can stop printing in the middle of a report by pressing ESC.
- If you are displaying the report on the screen rather than printing it, the report will be displayed a screen at a time. Press RETURN between screens.
- You can use the Setup menu to have the printer take hand-fed paper a sheet at a time.
- If your printer double-spaces printouts, you can use the Setup menu to eliminate the double spacing.
- You can also use the Setup menu to establish a “paper miser” setting, preventing new reports from starting on a new page.

Once the report has been printed, you will be able to choose whether or not to print another report from this class.

Comments in Reports

Student reports allow you to add comments directed toward the student herself or for her parents. Answer “Yes” when you are asked whether you want to include teacher comments, and you will have an opportunity to add comments to each report. Your comments can be custom comments, typed individually for each student, or they can be stored on the disk and used whenever they are appropriate.

Each comment can include up to six lines of up to 80 characters each. You need not type all six lines; entering a blank line automatically ends the comment. Once you have typed a comment, you can save it on file on your data disk; up to ten comments can be saved in this way. Each comment saved is given a name to make it easy to remember which one is which. Comments saved on the disk can be deleted or edited using the Setup option.

Comments can be personalized by including the code <F> for the student’s first name and <L> for the student’s last name (surrounding the names with the symbols for “less than” and “greater than”). If you enter these codes in a comment, the codes will be replaced by the student’s actual name when the comment is printed. For instance, if you use the comment

You did much better, <F>. Keep up the good work.

on a report for Camille Brown, here’s what will actually be printed:

You did much better, Camille. Keep up the good work.

Here’s a useful sample comment:

To the parents of <F> <L>:
Please sign this grade report
in the space to the right.

Parent Signature

Sample Reports

Class Summary by Name

ENGLISH Class Report Ms. T. Johnson/Fall Grades

	1	2	3	4	5	6	7	8	9	10	11	12
	Tes	Tes	Tes	Tes	Qui	Qui	Qui	Hom	Hom	Hom	Fir	Fir
	#1	#1	#2	Avg	#1	#2	Avg	#1	#2	Avg	Avg	Avg
Thomas Antonio..	43	86	81	84	X	B	85	B-	A-	86	85	B
Denise Black....	38	76	92	84	87	B+	88	A-	B	88	86	B
Linda Chen.....	47	94	95	95	85	A-	88	B+	A	92	92	A-
Malcolm Johnson.	32	64	68	66	82	M	41	M	M	0	43	F
Anthony Lopez...	27	54	78	66	70	C	73	B+	C	82	72	C-
Anne Williams...	40	80	88	84	67	A-	79	X	C+	78	81	B-
	1	2	3	4	5	6	7	8	9	10	11	12
	Tes	Tes	Tes	Tes	Qui	Qui	Qui	Hom	Hom	Hom	Fir	Fir
	#1	#1	#2	Avg	#1	#2	Avg	#1	#2	Avg	Avg	Avg
Type of Grade:	Pts	Pct	Pct	Pct	Pct	Let	Pct	Let	Let	Pct	Pct	Let
Maximum Score:	50	100	100	100	100		100			100	100	

Class Summary by Code (Showing Averages Only)

ENGLISH Class Report Ms. T. Johnson/Fall Grades

	1	2	3	4	5
	Tes	Qui	Hom	Fir	Fir
	Avg	Avg	Avg	Avg	Avg
228.....	84	79	78	81	B-
240.....	95	88	92	92	A-
305.....	66	41	0	43	F
307.....	66	73	82	72	C-
446.....	84	88	88	86	B
838.....	84	85	86	85	B
	1	2	3	4	5
	Tes	Qui	Hom	Fir	Fir
	Avg	Avg	Avg	Avg	Avg
Type of Grade:	Pct	Pct	Pct	Pct	Let
Maximum Score:	100	100	100	100	

Student Report

ENGLISH Grades for Anne Williams Ms. T. Johnson/Fall Grades

Anne, you need to work harder on homework. With a little effort you can raise your grade. See me if you need additional help.

Description	Orig. Score	Conv. Score	Letter Equiv.	Weight
Grammar Test.....	40/50	80	B-	10
Vocabulary Test.....	88		B+	10
First Quarter Test Avg.....	84		B	20
Poets Quiz.....	67		D+	10
Verb Quiz.....	A-			10
First Quarter Quiz Avg.....	79		C+	10
Book Report.....	X			10
Family Story.....	C+			10
First Quarte Homewor Avg.....	78		C+	10
First Quarter Average.....	81		B-	10

Strip Report

ENGLISH Class Report Ms. T. Johnson/Fall Grades

	1	2	3	4	5	6	7	8	9	10	11	12
	Tes	Tes	Tes	Tes	Qui	Qui	Qui	Hom	Hom	Hom	Fir	Fir
	#1	#1	#2	Avg	#1	#2	Avg	#1	#2	Avg	Avg	Avg
Thomas Antonio..	43	86	81	84	X	B	85	B-	A-	86	85	B
Maximum Score:	50	100	100	100	100		100			100	100	

Missing Grade Report

ENGLISH Missing Grade Report Ms. T. Johnson/Fall Grades

	1	2	3
	Qui	Hom	Hom
	#2	#1	#2
Malcolm Johnson	M	M	M
	1	2	3
	Qui	Hom	Hom
	#2	#1	#2

3 missing marks found.

No.	Description	Category	Grade Type
1.	Verb Quiz	First Quarter Quiz	Letter
2.	Book Report	First Quarter Homework	Letter
3.	Family Story	First Quarter Homework	Letter

Detailed Report

ENGLISH Detailed Report Ms. T. Johnson/Fall Grades

	1	2	3	4	5	6	7	8	9	10	11	12
	Tes	Tes	Tes	Tes	Qui	Qui	Qui	Hom	Hom	Hom	Fir	Fir
	#1	#1	#2	Avg	#1	#2	Avg	#1	#2	Avg	Avg	Avg
Thomas Antonio...	43	86	81	84	X	B	85	B-	A-	86	85	B
Denise Black....	38	76	92	84	87	B+	88	A-	B	88	86	B
Linda Chen.....	47	94	95	95	85	A-	88	B+	A	92	92	A-
Malcolm Johnson.	32	64	68	66	82	M	41	M	M	0	43	F
Anthony Lopez...	27	54	78	66	70	C	73	B+	C	82	72	C-
Anne Williams...	40	80	88	84	67	A-	79	X	C+	78	81	B-
	1	2	3	4	5	6	7	8	9	10	11	12
	Tes	Tes	Tes	Tes	Qui	Qui	Qui	Hom	Hom	Hom	Fir	Fir
	#1	#1	#2	Avg	#1	#2	Avg	#1	#2	Avg	Avg	Avg
Type of Grade:	Pts	Pct	Pct	Pct	Pct	Let	Pct	Let	Let	Pct	Pct	Let
Maximum Score:	50	100	100	100	100		100			100	100	
Weight:	#	10	10	20	10	10	10	10	10	10	10	10
Class Median:	39	78	85	84	82	B+	82	B+	B	84	83	B
Class Mean:	38	76	84	80	78	B	76	B+	B	71	76	C
Std. Dev.:	7	13	9	10	8		16			32	16	
Distribution:												
A:	1	1	2	1	0	2	0	1	2	1	1	1
B:	2	2	2	3	3	2	3	3	1	3	3	3
C:	1	2	2	0	2	2	2	0	2	1	1	1
D:	1	1	1	2	1	0	0	0	0	0	0	0
F:	1	1	0	0	0	0	1	0	0	1	1	1
M:	0	0	0	0	0	1	0	1	1	0	0	0
X:	0	0	0	0	1	0	0	1	0	0	0	0

No.	Description	Category	Grade Type
1.	Grammar Test	First Quarter Test	50 points
2.	Grammar Test	First Quarter Test	Percent equivalent
3.	Vocabulary Test	First Quarter Test	Percent
4.	First Quarter Test Avg	First Quarter Test	Percent Average
5.	Poets Quiz	First Quarter Quiz	Percent
6.	Verb Quiz	First Quarter Quiz	Letter
7.	First Quarter Quiz Avg	First Quarter Quiz	Percent Average
8.	Book Report	First Quarter Homework	Letter
9.	Family Story	First Quarter Homework	Letter
10.	First Quarte Homew Avg	First Quarter Homework	Percent Average
11.	First Quarter Average	First Quarter	Percent Average
12.	First Quarter Average	First Quarter	Letter Average

Backup

Use this option to make backup copies of your program or data disks. EduSoft's backup policy allows you to make one copy of the program disk. Backup your data disks frequently (at least once a week); the small amount of time required is well worth the security of knowing that your data is safe. You will normally be reminded to backup a data disk after you have accessed the classes on the disk a total of 10 times. Make the reminders more or less frequent by choosing *Miscellaneous setup* from the Setup menu.

Before making a backup copy, write-protect the disk you want to copy.

1. *Two 5.25" Drives or Two 3.5" Drives.* Choose *Other* from the main menu and *Backup* from the Other Activities menu. You will normally place the original disk (to copy from) in drive 1 and the new disk (to copy to) in drive 2, but you may change these locations if you like. (5.25" drives are usually in slot 6 and 3.5" drives are usually in slot 5.)

After you insert the disks and confirm or change the locations, the program will check to see if the new disk already contains data. If it does, you will get a warning message. Choose "Yes" to destroy any previous information on the disk and proceed with the copy, or "No" if you think the information may be valuable. When the copy is complete, you will have the chance to backup another disk or to return to the main menu. If you removed the program disk to make the copy, re-insert it before returning to the main menu.

If you are copying between two 3.5" drives, you may find the **GradeBook Deluxe** backup routines slow. To backup faster, use the copy program that came with your computer.

2. *One 5.25" Drive and One 3.5" Drive.* You must backup your 5.25" disk onto another 5.25" disk and your 3.5" disk onto another 3.5" disk. You cannot use the Backup option to copy between 5.25" disks and 3.5" disks. (See *Transferring Between Different Disk Types* below if you want to do this.) Use the same procedure

as outlined above except change the location of the new disk to slot 6 drive 1 for 5.25" disks and slot 5 drive 1 for 3.5" disks.

Copying a 3.5" disk with only one 3.5" drive will be very, very, very slow and tedious with the **GradeBook Deluxe** Backup option. That's because you are copying a very large capacity disk and **GradeBook Deluxe** has only a small bit of memory at its disposal. You will probably find the copy program that came with your computer just as slow and tedious. If you have only one 3.5" drive, you should invest in a specialized backup program. It will be useful for copying all of your 3.5" disks, not just **GradeBook Deluxe**. You might get the IIGS version of Copy II+ from Central Point Software. Its Copy Disk routine copies much faster and you will have to swap disks only a few times.

3. *One 3.5" Drive.* Use the procedure outlined above.
4. *Transferring Between Different Disk Types.* You can transfer the **GradeBook Deluxe** program or data from a 5.25" disk to a 3.5" disk. You can transfer in the opposite direction provided the files will fit on the 5.25" disk. If you want to copy from a 5.25" disk to a 3.5" disk (or vice versa): 1) Use **GradeBook Deluxe's** Format option to format the new disk, 2) Use the System Disk that came with your IIGS (IIC owners use the System Utilities Disk, IIE owners use the ProDOS* User's Disk) to copy the individual files from one disk to another. IIGS owners will find the Copy Files routine in the SYSUTIL.SYSTEM program in the SYS.UTILS folder on the IIGS System Disk.

Warning: Be sure to use the **GradeBook Deluxe** Format option to format the disk, as some versions of Apple's System Utilities program have a bug which prevents making a working Pascal program disk.

There are several possible causes for errors in the backup process. If the new disk is write-protected or if your disk drive is too fast or too slow, an appropriate error message will be displayed. It might also be that one of the two disks is defective or your disk drive needs adjustment or repair.

Format

Use this option to create empty data disks. **GradeBook Deluxe** cannot use disks as they come from the box; they must be formatted first.

Choose *Other* from the main menu and *Format* from the *Other Activities* menu. Insert the new disk into drive 2, or select a different location, and press RETURN.

If the disk already contains data, you will get a warning message. Choose “Yes” to format the disk and destroy any previous information stored on it, or “No” if you think the information may be valuable. When the disk has been formatted successfully, you will have the chance to format another disk or return to the main menu.

If the disk cannot be formatted, there are several possible reasons. If the disk is write-protected or your disk drive is too fast or too slow, an appropriate error message will be displayed. It might also be that the disk itself is defective or your disk drive needs adjustment or repair.

Setup

Use this option to customize **GradeBook Deluxe** to your own needs and equipment.

Setup:

- 1 **Names setup**
- 2 Category setup
- 3 Grading setup
- 4 Average setup
- 5 Printer setup
- 6 Miscellaneous setup

Set up or change which item?
RETURN to pick. ESC to quit. ? for help.

Names Setup

This option lets you change any of the following items:

1. *First name shown first.* Choose the way you want student names displayed. According to the setting you select, Charles Dickens' name will be shown as "Charles Dickens" or as "Dickens Charles."
2. *Copy names option.* If you activate this option, you can copy the names from a previously created class into a newly created class. Use this option if you teach several different subjects to the same group of students and want to keep each subject as a separate class.
3. *ID codes.* Select the type of ID codes you want to use. ID codes are primarily used to identify students on posted reports; see the **Reports** chapter for details. There are three possibilities:
 - *Random ID codes.* The computer assigns random 3-digit ID codes to each student as the student's name is typed in. (This is the normal choice.)

- *Sequential ID codes.* The computer assigns ID codes in numeric order to each student, starting with 1. These codes will be assigned whenever you use the Names option on a class. If a student is added to or removed from a class, the ID codes will change for all students after the one added or removed.
- *Assigned ID codes.* You are asked for an ID code each time you enter or change a student's name. The ID code can be up to 9 digits long, so you can use the student's school ID number or the student's Social Security number if you like.

If you change the type of ID codes after typing in student names, the codes themselves will not be changed immediately. If you change to "Sequential," codes will be changed only when you use the Names option on the class. If you change to "Assigned," a number will be changed only when you enter or change the individual student's name. If you change to "Random," only new students will be assigned random codes; all other students will retain their previously assigned codes.

When you change the ID code setting, the change will affect all of the classes on the data disk. It's not possible to have different types of ID codes for different classes on the same disk.

4. *Width of grid cells.* This number sets the size of grid cells when you use the "Print with a grid" feature of the Names option. You can make each cell as wide or narrow as you want. Some teachers like to use grid cells 2 characters wide for taking attendance, 4 characters wide for recording marks, and 25 characters wide for recording student addresses and phone numbers.
5. *Height of grid cells.* This number sets the height of grid cells when you use the "Print with a grid" feature of the Names option. You can make the cells one or more lines high. Some teachers like to use grid cells 1 line high for taking attendance and 2 lines high for recording marks.
6. *Height of grid header.* This number controls the height of the vertical lines at the top of each grid. These lines give you a space to make your own notation identifying each column.

Category Setup

This option allows you to change the reporting period and topic categories and the weights normally used when averaging grades in these categories. (The categories and weights you establish will be used for all future classes which you create; they will *not* change the categories or weights of any classes which already exist. See the *Averages* chapter for more details.)

When you select *Category setup* from the Setup menu, a list of the current reporting period categories appears. If there are fewer than seven categories, the last menu item is *New category*. You can change any category by selecting it and typing a different name. If you want to delete a category, select it and blank it out by pressing the space bar and then RETURN. It's not necessary to enter all the categories you will want at this time since you can always add categories to individual classes later on, up to a maximum of seven categories per class.

When you are finished typing the reporting period categories, press ESC, and you will have a chance to set the weights to be used with these categories. Normally all the reporting period categories will have the same weight, unless you make items like Midterm and Final Exam separate categories rather than including them as part of a reporting period average. (For instance, if you want the Final Exam to count half as much as a quarter grade, you could set the weight for each quarter to 10 and the Final Exam weight to 5.) Whatever weights you set up can be changed when you are actually calculating averages.

Once you've set the weights for the reporting periods, press ESC and you'll be able to change the topic categories and their weights. This is your chance to indicate that you normally count tests for 45% of a student's mark, quizzes for 25%, homework for 15%, and class participation for 15%.

The new categories and weights will not affect any already-existing classes. You can still add new categories to existing classes by choosing *Add a new category* when you enter a new set of grades, up to a maximum of seven reporting period categories and seven topic categories. You can also change the weights of the different categories when you actually calculate averages.

Note: Elementary teachers may want to substitute subject names for reporting period categories so that a student's grades for all subjects can be printed on the same report. If you choose this option, you will no longer be able to select grades by a particular time period. For example, you would be able to print out a student's grade for math, English, science, etc., but you would no longer be able to keep track of grades by report period. If you set up your categories this way, the overall average will not be very meaningful. You will want to ignore the overall average when you print averages, and you will want to turn it off on reports. (See **Choosing Grades in the Report** chapter.)

Grading Setup

This option lets you change any of the following items:

1. *Letter grade cutoffs and equivalents.* See the next section, **Letter Grade Equivalents Setup**, for more information.
2. *Maximum extra credit percent.* Type the maximum amount of extra credit you want to be able to enter, from 0 to 25%. This allows you to enter grades over the normal maximum. For instance, if this value is set to 10% and you enter a set of grades on the basis of 20 points, you will be able to type grades up to 22. If you want all grades limited to the normal maximum, type 0.
3. *Missing grade equivalent.* Missing grades are normally counted as a zero when computing averages. You can change this value here.
4. *Scantron used.* Change this setting if you mark tests using a Scantron data terminal. There are settings for the Model 1100, for half-page readers (e.g., Models 1200, 1300, and 2100) and for full-page readers (e.g., Models 1400 and 5200). If you use the Model 1100, you must also give the slot number the card is in. See the **Grades** chapter for more details about using the Scantron.
5. *Set default grades option.* Set this to "Yes" to allow you to enter a default grade for the entire class when you create a new grade record. This is handy if nearly the entire class has the same score on some item; you can set all the students to the desired score, and then change only those who are different.

6. *Speed grade entry option.* Set this to “Yes” if you want to more quickly enter grades for an entire class in order, automatically selecting one student after another. It saves a few keystrokes, since you don’t have to press RETURN twice after each student.
7. *Use curves option.* Change this setting for the curves you want for any grades using percent or points and also for any averages. See the **Grades** chapter for more information.
8. *Show letter grades option.* Set this to “Yes” if you want to also print letter grade equivalents when entering number grades or calculating averages.

Letter Grade Equivalents Setup

This feature lets you determine which letter grade equivalents will be shown when you display number grades in letter form and how letter grades will be counted when calculating averages. The following screen appears:

Setup:

Letter Grade Cutoffs

1	A+	97 - 110
2	A	93 - 96
3	A-	90 - 92
4	B+	87 - 89
5	B	83 - 86
6	B-	80 - 82
7	C+	77 - 79
8	C	73 - 76
9	C-	70 - 72
10	D+	67 - 69
11	D	63 - 66
12	D-	60 - 62
13	E+	off
14	E	off
15	E-	off
16	F+	off
17	F	0 - 59
18	F-	off

Change lower limit of which range?

RETURN to pick. ? for help. ESC to quit.

You can change the values in any way you like simply by selecting a range to change and entering a new lower limit for that range. If you don't use plus and minus in your letter grades, set the lower limit for each plus and minus range to the same lower limit as the active range above it. (To turn the A+ off, set the lower limit to one above the highest possible grade.) This will turn off each of the plus and minus grades. The example above is for a grading scale using ABCDF with no E grades; the F+, E-, E, and E+ have all been turned off by setting their lower limits to 60, the lower limit of the D- range. If you use an ABCDE scale with no F, reset the lower limit of the E range to 0. The lower limit of the F- range is fixed at 0 and cannot be changed. Press ESC when you finish.

The upper limit of the highest grade is determined by the percent that you allow for extra credit. The normal limit is 110, allowing up to 10% extra credit on an assignment. See Grading Setup for details on changing this limit.

A separate scale controls the way the program assigns number grades to letter grades that you might enter:

Setup:

Letter Grade Equivalents

1	A+	97 - 110	98
2	A	93 - 96	95
3	A-	90 - 92	91
4	B+	87 - 89	88
5	B	83 - 86	85
6	B-	80 - 82	81
7	C+	77 - 79	78
8	C	73 - 76	75
9	C-	70 - 72	71
10	D+	67 - 69	68
11	D	63 - 66	65
12	D-	60 - 62	61
13	E+	off	off
14	E	off	off
15	E-	off	off
16	F+	off	off
17	F	0 - 59	0
18	F-	off	off

Change which grade equivalent?

RETURN to pick. ? for help. ESC to quit.

Since letter grades are actually stored in number form, **GradeBook Deluxe** will automatically assign each letter grade a numerical equivalent. The number will be in the middle of the range you have set for the letter grade (i.e., in the example above, an A+, A, or A- would be stored as a 98). The program will use this number instead of the letter grade when computing averages. If you wish to change the number grade equivalent of a letter grade, simply select it and change it. The new value must be in the range for that letter.

Warning: Letter grades are actually stored in number form. If you change the letter grade ranges after entering any letter grades, the numbers stored may no longer convert to the original letters; you will have to re-enter the grades!

Average Setup

This option lets you change any of the following items:

1. *Minimum topic average.* This is the lowest score that will ever be used as a topic average (for instance, as a first quarter quiz average). If any student's average is less than this minimum, the minimum will be used instead.
2. *Minimum report period average.* If any student's first quarter average is less than this minimum, the minimum will be used instead.
3. *Minimum overall average.* If any student's overall average is less than this minimum, the minimum will be used instead.
4. *Drop excused grades option.* This setting determines whether or not excused grades will be among those dropped when calculating an average. (See the **Average** chapter for more information about dropping grades from averages.) For instance, assume you have entered five quiz grades and decide to drop one of them when calculating the quiz average. If one of your students was excused from one quiz and this option is set to "Yes," the excused grade will be dropped and her average will be calculated from the four quizzes she did take. If the option is set to "No," the grade dropped will be the lowest of the four she did take, and her average will be calculated from the remaining three grades.

5. *Modify averages.* This setting determines whether or not you can use the Grades option to manually change averages after they have been calculated. The normal setting is “No.” If you change it to “Yes,” the Grades option will allow you to change student averages in the same way you can change other student grades.

Warning: if you modify averages, the averages will no longer be accurate, and (more importantly) if the average is ever re-calculated (perhaps because one of the grades on which it was based was changed), the modification will be lost. It’s safest to leave this option turned off.

Printer Setup

This option lets you change any of the following items:

1. *Length of printed page.* This value sets the number of lines printed on a page. It is normally 66; if your printer has a setting for 8 lines per inch, you would set this value to 88. If you have small classes and most printouts would fit on a half a sheet of paper, you could set this number to 33.

The program also has a “paper miser” setting. If you want to use a minimum amount of paper, set the length of printed page to 0.

Then the program will print reports one after another without feeding to the top of a new page between reports. With the “paper miser” setting on, the *Skip between pages* setting will determine the number of blank lines between reports.

2. *Skip between pages.* This value sets the number of blank lines left at the end of each page to produce top and bottom margins.

To print student names on mailing labels, set the page length to the height of the labels, and set the number of lines to skip to one fewer. For one-inch high labels, for instance, set the length to 6 lines and the skip to 5 lines. This will result in one student name being printed, then 5 blank lines, then another name, and so forth.

3. *Width of page.* This value sets the number of characters printed across the page. For a printer with an 8-inch printing width and using 10 characters per inch, the value would be 80. If you use a

wide-carriage printer or if you use condensed type (see *Initialization code* below), the number will be larger. This value controls the number of columns printed across the page in column-style reports such as class summaries, strip reports, and detailed reports.

4. *Width of names.* This number controls the amount of space for student names on the left side of reports. Making this value smaller will increase the number of columns printed across the page while possibly cutting short some of the student names.
5. *Initialization code.* This code (with most printers and many printer interface cards) controls certain features like character size, boldface, etc. by sending special codes to your printer when you start it up. For instance, if you send the code ESC-Q to an Apple ImageWriter[®], it will use ultra-condensed mode, printing 17 characters per inch and up to 136 characters per line. Consult your printer or interface card manual to determine what codes work for your equipment as it is possible to send codes that will “hang up” your system. If you change the character spacing to print more information across a page, be sure to reset the page width as well.

Letters and digits of an initialization code can be typed directly, but control characters such as ESC must be entered by putting the letter or ASCII value in parentheses. For instance, Ctrl-I can be entered as either (I) or as (9); ESC is entered as (27). Thus you would use (27)Q to put the ImageWriter into ultra-condensed mode. If you must enter an initialization code that contains a left parenthesis, you must use the ASCII value (40). The initialization code can contain up to nine characters, counting control characters such as (27) as a single character.
6. *Line feeds suppressed?* Change this setting to “Yes” only if your printouts come out double-spaced. This option controls whether the program sends both return and line feed characters at the end of each line or sends a return character only and expects the printer to supply the line feed itself. Normally the program supplies both so “No” is almost always the correct setting. On most equipment a “Yes” setting will cause the printer to print on the same line over and over again.

7. *Pause after each page?* Leave this set to “No” if you use continuous tractor-fed paper in your printer; set it to “Yes” if you feed individual sheets of paper by hand.

Miscellaneous Setup

This option lets you change any of the following items:

1. *Grade selection for reports.* When printing a report, you can show a given grade record in several ways. For instance, you can print a grade entered in points form with the number of points, the percent equivalent, or the letter grade equivalent. This option allows you to change the program’s automatic settings for printing grades. No matter what settings you set now, you can always change what you want printed for any given report.

GradeBook Deluxe allows different settings for each grading method, so you can make different choices for letter grades than for percent grades. You can even have different settings for points grades which are curved and for points grades which are not curved.

To change a setting, first select it and then press RETURN. If it was on, it will be turned off. If it was off, it will be turned on.

2. *Comments in reports.* Student reports can include teacher comments. You can type these comments when the report is printed or you can store them on disk and call them up as desired. Each comment has a name of up to 19 characters to help you remember it. The comment itself is up to six lines of typing, with a maximum of 80 characters per line. You need an 80-column display to view or change comments conveniently.

The comment option on the Setup menu allows you to add, change, or delete stored comments. You will see a list of comment names stored on the disk. If there are fewer than ten comments, the last item is *Add a new comment*. Choose the name of the comment you want to view, change, or delete and press RETURN. You can then enter or change the name of the comment. If you want to delete the comment, blank out the name by pressing the space bar and then RETURN. If you want to change the comment itself and leave the name unchanged, press RETURN by itself.

Change the comment itself in the same way. Press RETURN immediately for any line you don't want to change. If you change a line and press RETURN, the changed line *up to the cursor* will be entered as the new line; anything to the right of the cursor will be erased. When you are done making changes or entering a new comment, press ESC; the line containing the cursor and any lines below the cursor will be erased. (If you change the first line of a comment but want to preserve the remaining lines, make sure you use RETURN to accept those lines before you press ESC.)

You can use several editing keys when changing a comment. See the Typing Strings section of the **Appendix** to this User's Guide for a list of these editing keys and their functions.

The comments are normally stored on the data disk; a 5.25" program disk has no free space for comments. If you're using a single 3.5" drive for program and data, the comments will be stored there. If you're using two 3.5" drives, **GradeBook Deluxe** will try to store the comments on a data disk in the second drive; if no disk is present, the comments will be stored on the program disk.

3. *Maximum # of entries per class.* Allow room for the largest number of grade records you think you might want to enter for any given class, plus some extra room for storing averages. (The number of records needed for storing averages depends on the number of categories used. For instance, if you use 6 topic categories and 5 reporting period categories and if you have grades entered in every single topic in every reporting period, the program will need to use $5 \cdot 6 = 30$ entries to store all the topic averages, 5 more entries for the reporting period averages and a final entry for the overall average.) Once the file is created, it cannot be expanded, so it's important to allow enough room. (If you do run short, however, the Delete option allows you to remove old records which are no longer needed.) The maximum number of records permitted for a class is 255.

A 5.25" data disk has the following capacities:

- 3 classes of 255 records each, or
- 4 classes of 239 records each, or
- 5 classes of 187 records each, up to
- 9 classes of 95 records each

A 3.5" disk or a hard disk can store 18 classes of 255 records each.

4. *Width of columns on screen.* The screen is divided into columns for some purposes such as listing student names or listing grade records. If you have a 40-column screen, leave this number at 20 so you will have two columns, each of which is half the width of the screen. If you have an 80-column screen, you should use either 40 (for two columns) or 26 (for three columns).
5. *System swapping.* This option should be used *only* if you have an excessive number of grades in one category and **GradeBook Deluxe** runs out of memory and is unable to average the grades. Setting the option will slow the program down considerably.
6. *Backup warning frequency.* **GradeBook Deluxe** keeps track of how many times you have accessed any class on each data disk and reminds you to make a backup after a certain number of accesses. Set this number to zero to turn off the reminders—but please don't forget to make frequent backups!

Quitting Setup

When you finish making changes in Setup, press ESC from the main Setup menu. When you quit you can: *Save the changes on the data disk*, *Save the changes on the program disk*, or *Quit without saving the changes at all*. The normal choice is to save on the data disk.

If you store the file on a data disk, the changed setup will always be used whenever you access a class on that data disk. If you store the file on the program disk, the changed setup will affect classes on any data disk which does not have a setup file of its own.

If several teachers use the same program disk, each should be sure to store a setup file on her own data disk so that no one else's setup changes can affect her data.

Delete

Use this option to remove grade records or entire classes from your data disk. This capability is particularly valuable if you discover late in the year that you don't have enough space to hold the rest of your grades; it allows you to delete all the grades from the first reporting period except for the average, leaving you plenty of space in the file.

This option is not used to delete students from a class; use the Names option for that purpose.

After selecting this option you must first choose a class, and then decide whether to delete grade records or delete the entire class.

Deleting an Entire Class

If you choose to delete the entire class, a warning will be displayed and you will have one last chance to change your mind before destroying all the names and grades for the class.

Deleting Grade Records

If you choose to delete grade records, you must choose the category of grades to delete. You will then be asked if you want to delete all the grades in the category you chose. If you answer "Yes," all the grades except the category average will be deleted immediately, and you will be asked if you also want to delete the average. If you answer "No," you will be asked about each grade in the category in turn; you can delete only the ones you choose.

If you delete a grade record by mistake, you can use the Repair option to recover the lost grades provided you have not entered any new grades in the meantime.

Repair

This option allows you to correct certain problems that may occur with your data disk, provided the disk is not too badly damaged. If you are getting errors and problems you don't understand, this option may be of use.

First, make a backup of the disk you want to repair. You should always attempt repairs on a copy of the possibly damaged disk.

Choose *Other* from the main menu and *Repair* from the Other Activities menu to use this option. Choose the class for which you want to recover or repair the data. You will be asked whether or not to go ahead with the repairs; choose "Yes."

A series of messages will appear at the bottom of the screen showing the name of each grade record as it is recovered. If the program can locate any deleted grade records, you will be asked whether or not to include each record in the reconstructed file.

Proper care and handling of disks can prevent problems and avoid the need to try to repair files:

- Store your data disks in a safe place, away from heat, cold, strong magnetic fields, and any sharp or heavy items that may damage them.
- Keep your disks in their jackets and be careful never to touch the exposed portion of the disk.
- Don't remove the disk from the drive while the drive is spinning, or while **GradeBook Deluxe** is performing any operation on the data. The data disk should be removed only when the main menu is displayed.
- Don't press the RESET button or turn the computer off in the middle of an operation.

Appendix

Making Menu Selections

The following keys work differently on different computers:

Action	Apple IIe/IIc/IIGS	Apple II/II+
Move up	Up arrow	Left arrow
Move down	Down arrow Space bar	Right arrow Space bar
Move left	Left arrow	< key
Move right	Right arrow	> key

The following keys work the same on all computers:

- Typing the number of an item moves directly to the item.
- The RETURN key activates the selection from the menu.
- The ESC key quits a menu without making any selection from it.
- On the main menu and the Other Activities menu, the first letter of an option activates it immediately.
- On Yes/No choices, the Y and N keys activate the choice immediately.

Typing Strings

There are many points in the program where you need to type a string of characters: naming a class, typing in student names, typing comments for reports, etc. When you type a string, you are only allowed to type the characters which are legal for the given purpose, and you cannot type more characters than the program expects.

Often you will want to edit a particular string. For instance, you may want to correct the spelling of a student's name, or change a comment for a report.

Here are some extra tips you can use while typing strings:

- Press RETURN at the beginning of the string to accept the old string unchanged.
- Use the right and left arrows to move the cursor back and forth across the string.
- You don't need to use the shift key when typing letter grades. Lower case letters will automatically be converted to upper case. The semicolon on the Apple II+ and the = sign on the Apple IIe/IIc/IIGS will actually produce a + sign. (To get the = sign on the Apple IIe/IIc/IIGS, type the =. Hold down the solid Apple or the option key and press the = key.)
- Use Ctrl-I, Tab, -Right-Arrow, or Option-Right-Arrow to insert a space at the position of the cursor.
- Use Ctrl-D, -Left-Arrow, or Option-Left-Arrow to delete the character at the cursor.
- Use Delete to delete the character before the cursor.
- Use RETURN in the middle of the string to accept the string up to the position of the cursor.
- Use Ctrl-Q to quit and accept the entire string as it appears on the screen.
- Use SPACE and then RETURN to enter a blank string – to delete a name, for instance, or to erase a line of a comment on a report.

Using More Than Two Disk Drives

Ordinarily the program disk is in drive 1 and the data disk is in drive 2. If you have additional disk drives connected, the program stores new classes on any data disk it can find which already contains at least one class. If it cannot find any data disk with a class on it, it creates the new class on the first formatted disk it finds in slots 4, 5, or 6 according to the following rules:

- Drive 2 in the slot from which the program is running will be searched first.

- Drive 1 in the slot from which the program is running will be searched last.
- The other two slots will be searched in the order 5 – 6 – 4 (except for the slot the program is running from).

For each slot, drive 2 will be checked first and then drive 1. For example, if you run the program from slot 6 and also have disk controllers in slots 4 and 5, the program will search slot 6 drive 2, slot 5 drive 2, slot 5 drive 1, slot 4 drive 2, slot 4 drive 1, and finally slot 6 drive 1.

Pascal Users

You can access several additional features of **GradeBook Deluxe** if you are a regular user of Apple Pascal 1.3 and familiar with the Pascal operating system. These capabilities include a main menu choice allowing you to quit the program and return to the Pascal command level prompt and the ability to have any output sent to a disk file instead of to the printer.

To access these features, you must run the program from a regular Pascal disk instead of the special run-time disk the program is shipped on. Since the program occupies the entire program disk and there is no room available for the larger SYSTEM.PASCAL the regular Pascal system requires, the special steps below must be followed.

Make a copy of Apple0: and use the filer to remove all files except SYSTEM.PASCAL. (If you use a 128K Apple IIe or IIc, use the 128K SYSTEM.PASCAL found on Apple3: instead.) Then copy all files from the program disk onto the new disk except for SYSTEM.APPLE and SYSTEM.PASCAL. The new disk has no room for SYSTEM.APPLE, so you will have to boot using the one-drive startup process as described on pages 1 to 7 of the *Apple Pascal 1.3 Manual*. Use your newly made program disk in place of Apple0: when following these instructions.

Using a Hard Disk

If you have a hard disk running the 128K Pascal system, you can run **GradeBook Deluxe** from the hard disk. Transfer all files except `SYSTEM.APPLE` and `SYSTEM.PASCAL` to a hard disk volume (not the boot volume). Then change `SYSTEM.STARTUP` to `GRADEBOOK.CODE`, and change `SYSTEM.LIBRARY` to `GRADEBOOK.LIB`. You can now execute `GRADEBOOK`.

On a hard disk you are not limited to unit 5 as the only unit on which you can store classes. If the program finds classes on the disk in unit 5, it will use them. If there are no classes on the disk in unit 5, other units will be searched from unit 20 on down until classes are found. If you are creating a new class and there are no classes on any mounted disk, the new class will be created on the highest numbered unit found.

Using **GradeBook Deluxe** on a hard disk running the 64K Pascal system is not really recommended. If you insist on doing so, you must modify the `SYSTEM.LIBRARY` on the hard disk by inserting several of the units required by the program into it. The process is explained below but works only if you have an unmodified `SYSTEM.LIBRARY` on your hard disk.

Execute the program `LIBRARY` on Apple3:. Type * in response to the “Output code file” prompt, and * again in response to the “Link code file” prompt. Then press the = sign to copy all slots from the original `SYSTEM.LIBRARY` to the new one you are constructing. Press N for a new link code file and then insert the program disk into drive 2 and type `#5:SYSTEM.LIBRARY` as the name of the new link code file.

Copy slots 2 through 6 from the **GradeBook Deluxe** `SYSTEM.LIBRARY` into slots 7 through 11 of the new library you are making. To copy the first of these, press 2, the space bar, 7, and the space bar again. Repeat until all five slots are copied. Finally, press Q to quit.

Author's Notes

GradeBook Deluxe is written in Apple Pascal. It has evolved over a period of four or five years, as I have thought of improvements I wanted to use myself, and as colleagues and other users made suggestions. For this current revision, I paid particular attention to making it easy to use and to incorporating as many of the suggestions as possible.

The choice of Pascal as a programming language was a natural one for me, as we teach mainly Pascal in my high school. I think it's been a wise choice; I doubt that I could have written such a large and complex program with so little trouble in any other language currently available on Apple II computers.

The program's speed is due in large part to the choice of Pascal, although some critical routines have been coded in assembly language. The program would, of course, be even faster if it were entirely in assembly language – but writing the program would have taken much, much longer, if it could have been done at all. I'm not enough of a masochist to implement such a large program as this in assembly language.

But the primary advantage provided by Apple Pascal lies in its program structuring capabilities. The "units" provided in Apple Pascal go beyond standard Pascal to incorporate some of the features of Modula-2's "modules" or Ada's "packages." The most important advantages of units are separate compilation, memory overlays, and information hiding.

Sorry about the fancy words. What separate compilation really means is that when I change part of the program, I only have to compile that small part. To compile the whole thing (which is now close to 200 pages of printout) would take forever!

What memory overlays really mean is that when the program is running, only the part of it being used needs to actually be in the computer's memory. The rest of it stays on the disk, ready to be loaded when needed. Since the code files are over 75,000 bytes long and we're running on a machine with only 64,000 bytes of memory (more or

less), this is crucial. Thus the Grades option and the Average option can actually occupy the same area of memory – but at different times. What information hiding really means is that variables, procedures, etc. which are needed only in one part of the program can't be accidentally used or altered from another part of the program (with possibly disastrous consequences).

Each main option of **GradeBook Deluxe** is contained in its own unit. In addition, there are units which contain procedures used by a number of the other units. (The procedures for typing in numbers, or strings, or for choosing from a menu are examples of this.) The main program simply displays the main menu, calls the menu selection unit to get the user's choice, and then loads the appropriate unit. There are actually 15 different units in the main code file and five more in the system library.

My computer system consists of an Apple IIe equipped with a Transwarp accelerator, a Sider hard disk, a Solid State Disk from Syntix, two 5.25" floppy drives, and an ImageWriter II printer. I use the 128K Apple Pascal System, with the Advanced Systems Editor from Pecan. This makes a pretty fast and powerful development system; I sure needed it all.

I'd like to express my deep appreciation to my family for their patience through the effort of finishing this program, and to all the teachers who helped to test this new version and made so many helpful suggestions and comments.

I hope this program in some way makes things a little easier for you, and allows you to better serve your students and their parents. But let us not forget, as we teach the coming generation, to let them know that there are things more important than grades to strive for – things like an end to racism and an end to the arms race. If we can instill in them a love of justice and a commitment to help those less fortunate than themselves, we will have taught them something truly worthwhile.

Peacc,
Scott Steketee

EduSoft's Warranty

Once you have filled out the enclosed Product Registration Card and returned it, you are covered by EduSoft's warranty. EduSoft guarantees that the **GradeBook Deluxe** disk in this package is free of defects in materials and workmanship. Defective disks will be replaced free of charge if returned within 90 days of the purchase date. After 90 days, there is a \$5.00 replacement fee for each disk returned.

EduSoft's Backup Policy

EduSoft authorizes the original purchaser of this software to make one backup copy of the program in the event that some disaster may befall the original. (Refer to the **Backup** chapter of this User's Guide for instructions on how to make a backup copy.)

We remind you that your backup copy is to be used for archival purposes only. Unauthorized copying of **GradeBook Deluxe** is a violation of Federal Law.

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Answers to the Most Frequently Asked Questions about EduSoft's GradeBook Deluxe

1. How does GradeBook Deluxe calculate grades?

GradeBook Deluxe uses a system of averages to calculate grades. It lets you weight each grade and each average with no effort – simply indicate that one assignment is three times as important as another, tests are worth twice as much as quizzes, a final exam is worth five times as much, etc. – and GradeBook Deluxe takes care of all the calculations.

With GradeBook Deluxe you start by establishing report periods and topics. The disk comes preset with four report periods plus a final exam and topics for tests, quizzes and homework – but you can easily change these. You can enter each set of grades (test, quiz, homework assignment, etc.) using points, percent or letter, and you can change your grading method from test to test, quiz to quiz, or assignment to assignment. GradeBook Deluxe automatically converts whatever grade you entered to its percent equivalent and stores this percent form on the data disk. When you average grades, all of the grades (in the stored percent form) for each topic are combined to produce a topic average (a homework average, quiz average, test average, etc.). Then these topic averages are averaged together to make a report period average. Finally, the report period averages are combined to produce an overall average.

2. How are a weighted average system and a cumulative point system different?

The GradeBook Deluxe system gives you tremendous flexibility by letting you combine or change grading methods at any time and weight averages as you like. Printed reports can show each grade as entered (points, percent or letter) and an average of those grades in percent and letter grade form. Since GradeBook Deluxe uses the percent form of each grade you entered to calculate the overall average, it will not show a cumulative number of points from all assignments or a student's total points. In a cumulative point system you add points and then perform one division at the end to create an overall grade. With a system of weighted averages, the points for each individual grade (assuming you're entering grades as points) is divided by the total points for that grade and then these percents are stored and averaged together to make the topic, report period and overall averages. The program divides at each stage of the averaging process.

3. Which system gives you more freedom?

GradeBook Deluxe gives you many options not possible with a cumulative point system. For instance, it frees you to change grading methods at any time. You can give Lisa 46 out of 59 points on a test, give her an A on a class presentation, and 90% on her homework. Use whichever grading method is most appropriate for a particular type of assignment. GradeBook Deluxe will keep track of all the equivalents – you do no calculations. And if you are creating a test using points, you don't have to worry about making all points add up to a certain number because it is the weight you assign that test, not the total number of points, that determines its importance. Use the points to make the test convenient for you to grade. If you want to drop lowest grades before averaging, you don't have to worry about whether different grades dropped for different students are worth a different number of points – GradeBook Deluxe will check to make sure that the grades dropped have the same weight. GradeBook Deluxe also gives you great freedom to curve grades, either at the time you enter them or at any later time. You can also change weights for a grade at any time so if you suddenly realize that the homework assignment you gave last week was much harder than you thought, you can increase its importance by merely changing its weight. You don't have to go back and adjust the point totals for each of your students.

4. Can GradeBook Deluxe keep track of cumulative student points?

GradeBook Deluxe does not keep track of cumulative points and does not compute cumulative point totals. You can approximate a cumulative point system if necessary, but you lose many of the advantages of GradeBook Deluxe as discussed in Question 3. You have more flexibility using GradeBook Deluxe's system and can easily let students know where they stand by posting scores and averages by ID code or passing out student strip reports. If you and your students are used to a cumulative point system, consider the advantages of converting to this new system.

If you must use cumulative points and cannot consider changing, you can approximate a point system with a limit of up to 100 points per assignment. Enter all your grades in the same topic category and give each record a weight equal to the number of points for that assignment. For example, create one topic category called Assignments. When entering a test worth 60 points, assign that record a weight of 60. For a homework assignment worth 20 points, give that record a weight of 20, etc., up to 100 points for any assignment. GradeBook Deluxe comes automatically set up with the test category weighted twice as much as the homework or quiz categories. Thus, if you are trying to approximate a cumulative point system, you must make some changes and use this system or another to be sure your totals are correct. Again, we recommend that you consider changing systems to take advantage of GradeBook Deluxe's flexibility, power and many options.

5. How do the weights given records affect the averages?

The percent values of all grade records are combined at each stage of the averaging process according to the weights that they have been assigned. If all the weights within a topic are equal, each record in that topic will contribute equally to the topic average. (That's the way GradeBook Deluxe comes preset, i.e., all tests count the same as each other, all quizzes count the same as each other, etc. You can easily change this, however. See the next question.) The topic averages are combined according to their weights to produce the report period average. (GradeBook Deluxe comes preset with topic average weights that make the test average 50% of the report period grade and the quiz and homework averages each 25%.) Finally the report period averages are combined to produce the overall average. The GradeBook Deluxe system is diagrammed for you in the User's Guide at the start of the Averages chapter.

6. How do I change the weights used in averaging?

Keep in mind that you can change and adjust weights as often as you like, whenever you like – until you are satisfied that the grades are being averaged together the way you want. You can see and change the weights of individual grades using the Grades option or using the Average option. You change the weights of the topic and report period averages using the Setup option *before you establish your classes*, or you can change them through the Average option at any time later. Of course the simplest thing to do is to use the preset GradeBook Deluxe weights. If you know you want to use other weights than the preset values, it's easiest to change them sooner than later.

Here are the details on changing weights – for individual grades, for topics and for report periods:

Individual Grades Weights (used to make a topic average)

Individual grade records are automatically assigned a weight of 10. The 10 is an arbitrary number on a scale of 0 to 100. It does not mean that the record counts 10%. If there are four grades with a weight of 10 in a topic category, each will contribute 25% to the topic average. If you add a fifth grade record with a weight of 10 also, then each will contribute 20%. As long as each record has the same weight, each will contribute equally to the topic average. If you give students a test that is twice as important as others, simply change its weight to 20. It will be considered as twice as important in calculating the topic average. Similarly, a quiz with a weight of 5 will be half as important as a quiz with a weight of 10.

If you want to change a weight for a specific grade record, the easiest way is using the Grades option, either at the time that you enter a grade or at any later time. When you prepare to enter a new set of grades, the weight of that set is displayed along with other information about the grade. You can change it using one of the menu options. If you change the weight of a grade in this way after you have entered grades and averaged those grades, you will need to reaverage the grades so that the new weight will be used.

You can also change the weights of grades when you average. Choose *Average* from the main menu, choose the class, and then choose the specific report period category and specific topic category you want to change. You will be given a chance to change the weights for each record in the topic category. (Normally you average *All Grades*. Do not choose to average *All Grades*, however, when you want to change weights because that option automatically assumes you want to use the current weights.)

Keep in mind that weights are only used as a measure of a grade's importance relative to other grades in the *same* category. If you have four tests in your test category, each with a weight of 10, each contributes 25% to the test average. If you also have 20 quizzes in your quiz category, each with a weight of 10, each quiz will contribute 5% to the quiz average. If you were to change the weight of each of the four tests from 10 to 30, each would still contribute 25% to the test average since they would still all be weighted equally.

Topic Weights (used to make a report period average)

Topic averages are combined to make the report period average. GradeBook Deluxe comes preset with three topics – tests, quizzes and homework. The test average weight is preset at 20 and the quiz and homework average weights are preset at 10. This makes the test average twice as important as the quiz and homework averages. Therefore tests make up 50% of the report period grade and quizzes and homework each contribute 25%.

The easiest way to change the weights for the topic averages is by choosing *Other* from the main menu, then *Setup*, and finally *Category setup*. Here you can add, delete or change category names as well as adjust the weights. The new categories will apply to any new class you create, but they will not be applied to existing classes on your data disks.

To change the topic average weights for existing classes, choose *Average* from the main menu, then the class, then one of the specific report period categories, and finally *All Grades* for that report period. You will be given a chance to change the weights for each of the topic averages that are combined to produce the report period average.

Report Period Weights (used to make the overall average)

Report period averages are combined to make the overall average. Each report period is preset with a weight of 10. The final exam also has a weight of 10. That means that every report period (along with the final) will contribute equally to produce the overall average. Of course, until the second report period begins, the first report period average contributes 100% to the overall average. During the second report period, the first and second report period averages each contribute 50%, etc. Again, the easiest way to change the report period average weights is through *Category setup* before you add a class to your data disk. However, to change the way report periods are combined for the overall average on existing classes, use the *Average* option, and select *All Grades*. Indicate you want to change the weights.

7. How do I change the way letter grades are assigned?

You set the letter-percent equivalents using the *Setup* option. Choose *Other* from the main menu, *Setup* from the other activities menu and *Grading setup* from the setup menu. See the *Setup* chapter of the User's Guide for details on changing letter-percent conversion values.

8. Can elementary teachers print one report with all subject grades?

Yes. If you are an elementary teacher and wish to print all grades for all subjects on one report, you will need to change the category setup before using the program. Using the Setup option, change the reporting period categories to subject names, i.e., arithmetic, reading, history, etc. Set up topic categories for tests, homework, reports, etc. If you choose this option, you will forgo being able to select by reporting period categories. You can still report all of a student's reading grades, for ex., all of a student's test grades, or all of a student's test, homework and report grades for reading, writing, history, etc.

9. How do I determine what appears on printouts?

You can determine the way that grades appear on printouts in two ways. First, using Miscellaneous setup you can set the grade selection for reports. This establishes your preferences and should reflect the way you typically want reports to appear. You can use this option to determine, for instance, whether the percent and/or letter grade equivalents for point grades will appear after the number of points. You can indicate your preferences separately for each type of grade (points, percents or letters) and if you are curving grades, you can indicate whether you want the raw score and/or the curved score to appear on printouts. You can also indicate whether you want the letter equivalents of averages to print along with or instead of the numerical average. These setup preferences can be changed at any time. In addition to indicating your preferences in setup, you can change the way grades appear on a particular report each time you print a report. When you prepare to print a report, you will see a screen showing you the grades that will appear and the forms of those grades that will appear. The format of each grade is indicated by the codes that precede its description. The formats reflect the preferences you indicated in setup (or the preset preferences that came on your disk). You can select any grade on this list and easily change its format. You can even elect not to include it at all on the printout. If you find yourself changing these formats every time you print a report, use Miscellaneous setup to indicate your preferred formats.

10. How do I indicate extra credit assignments?

There are two ways to enter extra credit using GradeBook Deluxe. You can give extra credit on a particular assignment by entering points above the total possible or by entering a percent above 100%. GradeBook comes to you set to allow up to 110% (10% extra credit) on any test, quiz or assignment. If an assignment has 20 points, that means that you can enter a point value up to 22. You can increase or decrease this permissible extra credit percent using the Grading setup option. By setting the maximum extra credit percent to zero, you can set the limit to 100%. You can also designate an entire assignment as an extra credit assignment. You do this by putting an asterisk (*) before the weight of the assignment. The easiest time to do this is when you prepare to enter the new set of grades. You can, however, indicate that a set of grades was extra credit at a later time. (See the question about changing weights.) When GradeBook Deluxe averages a grade with a weight preceded by an asterisk, it adds the weighted value of that grade to the student's score, before dividing to find the average. (The numerator of the fraction is increased by the weighted value but not the denominator.) Look in the Averages section of the User's Guide under Extra Credit Assignments for more information.

11. How does GradeBook Deluxe round off marginal grades?

GradeBook Deluxe keeps track of averages internally to the nearest hundredth and reports grades accurate to the nearest whole number. Averages exactly between two whole numbers are rounded to the higher number. Thus an average of 94.50 is rounded to 95 and an average of 79.50 is rounded to 80. Because of the accuracy to which GradeBook Deluxe keeps grades, it is possible for two 90's and one 89 to average to 89. Suppose you have three grades: 89.50, 89.50, and 88.50. They would be reported as 90, 90, and 89, but they would average to 89.17 which would be rounded to 89. While it is unlikely for this to occur, you should be aware of the process so you can explain it to students if they ask.

For additional information about GradeBook Deluxe or any of EduSoft's other programs, write EduSoft, P.O. Box 2560, Berkeley, CA 94702. Or call us at (415) 548-2304.



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