

SchoolWorks:

Teacher

Athletic Director

Teacher

Office

K-12 MicroMedia Publishing, Inc.

SCHOOLWORKS: TEACHER

by

SchoolWorks Associates

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Use with AppleWorks™

K-12 MicroMedia Publishing, Inc.

Apple

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Thank you for purchasing SchoolWorks. You will shortly find that you have bought an extremely useful program. You will wonder how you ever did without it. Besides the SchoolWorks: Teacher, the other two programs in this group are:

OFFICE containing:

Administrative Evaluations
Announcements
Bidlists
Daily Bulletin
Faculty
IRS Form
Ledger Accounts
Library
Machine Inventory
Monthly Calendar
MultiMemo

Night Classes
Period Lunch
Phone Message
Phone Numbers
Purchase Orders
Room Use
Salary Budget
Schedules
School Menus
Staff Evaluation
Student Records
Syllabus

AND MORE . . . !

ATHLETIC DIRECTOR containing:

Athletes
Baseball Package
Basketball Games
Club Roster
Football Inventory
Gymnastics

Membership Cards
Number Tickets
Season Tickets
Sport Roster
Swimming
Trainer's Report

AND MORE . . . !

PREFACE

Welcome to the world of SchoolWorks. This program was designed to work with AppleWorks and to make life easier for you - THE PRINCIPAL, THE TEACHER, SCHOOL SECRETARY, AND ATHLETIC DIRECTOR. Over 100 useful ideas are designed on screen for beginning as well as experienced AppleWorks users. With SchoolWorks, your school will discover dozens of new uses for the Apple computer and promote a cooperative and creative community within your school.

LICENSING

The SchoolWorks programs are protected by the United States copyright laws. It is illegal to make copies for resale or to give away. However, the disks you receive are deliberately unprotected. You may make unlimited copies for use in your own school building only. We believe that a significant value of SchoolWorks lies in using it throughout the school so that common information can be shared easily.

GENERAL INFORMATION

SchoolWorks was created by elementary and secondary classroom teachers who have been computer coordinators, adult-ed and teacher inservice instructors, computer programmers and workshop presenters, who have written many articles for InCider Magazine.

The SchoolWorks templates are prepared forms to use in the School setting with AppleWorks. Please READ YOUR MANUAL and use the Apple Presents AppleWorks program to familiarize yourself with AppleWorks if you are not already familiar with that program.

A documentation file (named with the letters DOC) for each template is included on the same disk side as the template. It is recommended that you print out the documentation before working with the template. Or you could load both onto the Desktop and toggle between them (using Apple Q).

You may not save any time using some templates the first time around, but if you keep track of the same book, room supplies, club students, uniforms, student information, etc. again and again, you'll find it easy to type information once and then change, update and manipulate it the next time.

EQUIPMENT

Although AppleWorks and SchoolWorks can be used with the standard Apple II , the ideal setup would include a IIc, IIe or GS with extended memory (128K or more). THERE ARE SOME TEMPLATES FOR WHICH YOU MUST HAVE EXTENDED MEMORY AVAILABLE IN ORDER TO LOAD THEM ONTO THE DESKTOP. Extra memory would also allow the user to have several templates — a calendar, notes, grades, a test or letter-in-progress, and a sales spreadsheet — “on the Desktop” at the same time.

Extra memory beyond 256K would eliminate much of AppleWorks' time-consuming disk accessing.

Similarly, Appleworks can work with one disk drive, but you really cannot completely utilize its power until you have two disk drives or a hard disk.

Of course, a printer is a necessity for making hard copies of the documentation, your progress, and completed work.

To use the template with your own information you must load the SchoolWorks file into AppleWorks, make your additions and changes, and then save the file on YOUR OWN DATA DISK. YOU CANNOT SUCCESSFULLY SAVE THE FILE BACK ONTO ORIGINAL SCHOOLWORKS DISKS.

REPLACEMENT POLICY

K-12 MicroMedia Publishing Inc. guarantees its software. If your disk does not boot up when you receive it, return it for a free replacement disk. Should you damage your SCHOOLWORKS disk you can obtain a new one by sending \$8.00 to cover shipping and handling (no purchase orders, please) to K-12 MicroMedia Publishing Inc., 6 Arrow Road, Ramsey, New Jersey 07446.

BASIC INSTRUCTIONS:

STARTING UP (USING 2 DISK DRIVES):

1. Insert **Startup** side of AppleWorks in Drive 1. Turn on the machine.
2. Insert **Program** side of AppleWorks in Drive 1. Hit Return.
3. Enter the day's date as requested and hit Return.
4. Main menu will appear on the screen.
5. Put SchoolWorks disk into Drive 2.
6. Highlight (using arrows) **ADD FILES TO DESKTOP**. Hit Return.
7. Highlight (using arrows) **THE CURRENT DISK**. Hit Return.
8. Now Highlight (using arrows) the SchoolWorks file you want to work with. Hit Return.

STARTING UP (USING 1 DISK DRIVE):

1. Insert **Startup** side of AppleWorks in Drive 1. Turn on the machine.
2. Insert **Program** side of AppleWorks in Drive 1. Hit Return.
3. Enter the day's date as requested and hit Return.
4. Main Menu will appear on the screen.
5. Highlight (using arrows) **ADD FILES TO DESKTOP**. Hit Return.
6. Highlight (using arrows) **THE CURRENT DISK**. Hit Return.
7. Put SchoolWorks disk into Drive 1. Hit Return.
8. Now Highlight (using arrows) the SchoolWorks file you want to work with. Hit Return.
9. Put AppleWorks Program disk into Drive 1. Hit Return.

SWITCHING TO A FILE ALREADY IN MEMORY (ALREADY LOADED):

1. Use Apple-Q, highlight the file you want to work with.
2. Hit return.

STARTING A NEW FILE:

1. Highlight (Using the arrows) ADD FILES TO DESKTOP. Hit Return.
2. Highlight WORD PROCESSOR, DATA BASE OR SPREADSHEET. Hit Return.
3. Highlight the file you want to work with. Hit Return.

TO SAVE:

1. Make sure your data disk is in the drive.
2. Hold down the **Apple Key** and then tap the letter S. If you have only 1 disk drive, switch disks when the program tells you.

TO PRINT

All of the print formats have been successfully used with Epson or Epson compatible printers. Make appropriate changes in Other Activities under Printer Specification to suit your own print setup. Some templates require extra printing capabilities to use expanded or compressed print and underlining, and not all printers have these capabilities.

1. MAKE SURE THE PAPER IS IN THE CORRECT POSITION, THEN TURN THE PRINTER ON.
2. HOLD DOWN THE APPLE KEY AND THE LETTER P.
3. HIGHLIGHT FROM THE BEGINNING FROM THE WORD PROCESSOR. HIT RETURN. HIGHLIGHT ALL FROM THE SPREADSHEET. HIT RETURN. IN THE DATA BASE CHOOSE A PRINT FORMAT, HIT RETURN. HIT APPLE-P.
4. HIGHLIGHT YOUR TYPE OF PRINTER. HIT RETURN. PUT IN THE DAY'S DATE IF ASKED (SPREADSHEET OR DATA BASE).
5. INPUT THE CORRECT NUMBER OF COPIES. HIT RETURN.

TO RENAME A FILE ON THE DESKTOP

1. APPLE-N
2. APPLE-Y TO GET RID OF THE OLD FILE NAME
3. TYPE IN THE NEW NAME. HIT RETURN

TO QUIT

1. HIT THE ESCAPE KEY TO RETURN TO THE MAIN MENU
2. HIGHLIGHT QUIT

TIME-SAVING HINTS

1. Encourage making AppleWorks and SchoolWorks a standard in your school so that you can pass the personalized templates that handle student data to another teacher or administrator in your building and others can do the same for you.
2. Once a data base or spreadsheet template is set up with appropriate protection (use Apple-L and Apple-V for the spreadsheet), an aide, parent, volunteer or student can often safely enter data without having to know everything about AppleWorks.
3. Print to the screen in the data base to test your layout before trying it on the printer.
4. Use the right arrow to choose several files at a time to load, save or remove from the desktop.
5. Use the arrows in the spreadsheet to enter data instead of the RETURN key.
6. Use Apple-(1 to 9) to jump to different sections of your template.
7. Although you can use Apple-O plus other commands to set up underlining and boldfacing, using Control-L and Control-B is much faster.
8. If you press Apple-? while in the Main Menu, you will see some handy commands not listed in the other Apple-? screens:
 1. Apple-E (special editing with strike over)
 2. Apple-Y or Control-Y (delete to end of line)
 3. Apple-H (dump contents of screen to printer)
 4. Apple-Q (switch to other programs on desktop)
9. Use Apple-Arrows to skip through a line or to jump around on a page.
10. Reuse personalized templates from year to year; only replace information that has changed.

11. Always rename any template you plan to use and save it under that new name on your own disk. That way the original will always be as it is described in this manual and ready for another personalized application later.
12. Always make backups of data disks and store them in a container and location separate from the originals.
13. Secretaries, athletic directors and teachers should load several templates onto the "Desktop" in the morning, then use Apple-Q to switch from one to another as needed. A secretary or athletic director might load MULTIMEMO, PHONENUMBERS, PHONEMESSAGES and CALENDAR, while a teacher might want GRADEBOOK, CALENDAR and OUTLINE.

WORD PROCESSING ADVICE

1. MAKE SURE THE **CAPS LOCK** KEY IS UP (OTHERWISE IT'S ALL IN CAPS).
2. LOOK FOR THE **CURSOR** THAT SHOWS YOU WHERE YOU ARE IN THE FILE.
3. USE THE **ARROW KEYS** TO MOVE AROUND INSIDE YOUR FILE.
4. TO DELETE, GET TO THE RIGHT OF THE WORD OR SPACE THEN USE THE **DELETE KEY**.
5. WHEN TYPING PARAGRAPHS, HIT THE **RETURN KEY** ONLY WHEN THE PARAGRAPH IS FINISHED.
6. Don't use original templates; rename using Apple-N and save on your disk.
7. Make backups of personalized templates.
8. Use SchoolWorks to practice AppleWorks skills in moving, finding, replacing, etc.
9. Delete sample data included with the templates with Apple-D and highlighting.

DATA BASE ADVICE

1. MAKE SURE THE **CAPS LOCK** KEY IS UP (OTHERWISE IT'S ALL IN CAPS).
2. USE THE **ARROW KEYS** TO MOVE AROUND INSIDE YOUR FILE.
3. TO DELETE, GET TO THE RIGHT OF THE WORD OR SPACE, THEN USE THE **DELETE KEY**.
4. IF YOU HEAR A BEEPING, HITTING RETURN WILL PROBABLY HELP.
5. USE APPLE-Y TO DELETE TO THE END OF THE LINE.
6. USE APPLE-Z TO SWITCH BETWEEN SINGLE RECORD AND MULTIPLE RECORD LAYOUT.
7. IN MULTIPLE RECORD LAYOUT, USE APPLE-“ TO COPY THE INFO IN THE CATEGORY DIRECTLY ABOVE THE CURSOR.
8. If you add or delete categories, you lose all of the current print formats. Rename categories if possible when altering the templates. If it is necessary to add or delete categories, print hard copies of format screens using Apple-H to help reconstruct print formats later.
9. Don't use original templates; rename using Apple-N and save on your data disk.
10. Test print formats by printing to screen and printer before changing or using.
11. Make backups of personalized templates.
12. Use SchoolWorks to practice AppleWorks skills in sorting, moving, finding, replacing, etc.
13. Delete sample data included with the templates with Apple-D and highlighting.
14. You cannot delete all records in a file. Make or leave a blank record at the top.
15. Use Apple-L to rearrange categories when you are zoomed out so that the ones that are most important are displayed on the screen.

SPREADSHEET ADVICE

1. MAKE SURE THE **CAPS LOCK** KEY IS UP (OTHERWISE IT'S ALL IN CAPS).
2. LOOK FOR THE **CURSOR** THAT SHOWS YOU WHERE YOU ARE IN THE FILE.
3. USE THE **ARROW KEYS** TO MOVE AROUND INSIDE YOUR FILE.
4. TO DELETE, GET TO THE RIGHT OF THE WORD OR SPACE. THEN USE THE **DELETE KEY**.
5. IF YOU HEAR A BEEPING, PRESS RETURN.
6. IF YOU WANT TO PUT IN A DATE LIKE 1-12-86 or 1/12/86 START WITH A SHIFT-"
7. START ALL FORMULAS WITH @
8. SAMPLES OF USEFUL COMMANDS ARE:
THE ... SETS UP A RANGE
@SUM(A1...A18)
@AVG(A1...A18)
@MAX(A1...A18)
@MIN(A1...A18)
@COUNT(A1...A18)
9. IF YOU WANT TO ADD OR SUBTRACT SPECIFIC CELLS, START WITH AND END WITH PARENTHESIS. EXAMPLE: (A1+B1-C1)
10. Don't use original templates; rename using Apple-N and save on your data disk.
11. Test print options by printing to printer before changing or using.
12. If you hear a beeping, try hitting RETURN.
13. Make backups of personalized templates.
14. Use SchoolWorks to practice AppleWorks skills in sorting, moving, finding, etc.
15. Delete sample data included with the templates with Apple-B(lank) and highlighting.

**BK.RPRT.
SECOND,**
data base

Have high school students record their ratings for books so that other student can search for the type of book they'd like to read.

File: BK.RPRT.SECOND REVIEW/ADD/CHANGE Escape: Main Menu
Selection: All records

TITLE	AUTHOR	KIND	THEME	RATING
FOR WHOM THE BELL TOLLS	STEINBECK	FICTION	-	****

Type entry or use ? or cnds ?-? for Help

BK.RPRT.ELEM,
data base

This is a very simple data base for use with lower elementary students. By using it to store their book reports, you can teach them to use a data base.

File: BK.RPRT.ELEM. REVIEW/ADD/CHANGE Escape: Main Menu
Selection: All records

READERS NAME	TITLE	AUTHOR	NUMBE CHARACTERS	WH
FRED SAMPLE				

Type entry or use ? or cnds ?-? for Help

DISKETTE FILES,
data base

Enter information about the programs on your diskettes. You can then sort and make printouts to help you find a specific type or types of programs quickly.

File: DISKETTE FILES REVIEW/ADD/CHANGE Escape: Main Menu
Selection: All records

PROGRAM NAME	TYPE	SUBJECT	DISK NAME	QUALIT	DOS	L
Journey	Game	Adventure	10	Very B	3.3	1
PopPlay	Cal	Language Arts	2	Very G	3.3	B
Time Tracker	Game	Language Arts	5	Good	ProDOS	-
Double-Take	Utility	Programming	5	Excell	3.3 & Pro	-
Apple Presents	Apple Tutorial	Computer use	7	Excell	3.3	B
AppleWorks	Integrated	Business	8	Apple Excell	ProDOS	-

Type entry or use ? or cnds ?-? for Help

GENEALOGY, data base

Keep track of family records. The real benefit of having your family records in a data base is that you can arrange the categories any way you want. For example, you may want to sort out all the relatives who have college degrees, who have lived in California, or who have the same first name. You also may want to arrange relatives in chronological order by birthday or to sort out families and create mailing labels for a family reunion.

```

File: GENEALOGY          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

-----
LAST,1st,MID   BIRTH S HOSPITA BIRT DEATH FATHER SPOUSE ADDRESS  CITY,STATE,ZI
-----
Sample, Fred   Indiana -    1934 -    Manny -    Box 4   Paris, IN
Sample, Sally  Indiana -    1944 -    Kayle -    Box 55  Salem, OH
Sample, Sam    Indiana -    1923 -    Layton -    Box 35  Tyner, IN
Sample, Nelly  Indiana -    1974 -    Maxvil -    RR 3    Bedford, IN
Sample, Don    Ohio -       1954 -    Same -     Box 100 Concord, IN
Testor, Doris Ohio -       1934 -    Joe -      RR 5     Dayton, OH
Testor, Rick   Ohio -       1945 -    Jim -      RR 1     Dalton, OH
Testor, Nancy  Kentuck -    1965 -    Jonath -   RR 3     Brazil, IN
Testor, Sue    Kentuck -    1974 -    Hal -     Box 42   Peru, IN
-----
Type entry or use 2 or cnds          a-? for Help
  
```

GRADE POINTS, spreadsheet

Keep running grade averages using a weighted grading system. Your computer must have extended memory to use this template.

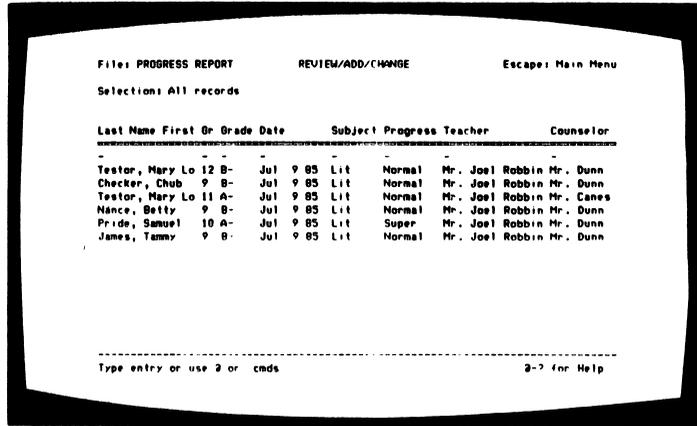
```

File: GRADEPOINTS          REVIEW/ADD/CHANGE          Escape: Main Menu
-----
36|COURSE-          DATE          PERIOD-
37|-----
38|                                QUIZ TEST COMP
39|                                ASSIGNMENTS-----) NECK MAGI TREE
40|                                WEIGHTS- 18 2 6 10
41|                                GRADE AVE.
42| NO.  NAME-----
43| 1    BART, KEN          81.78  55  97  78
44| 2    JONES, KIM         83.78  45  88  89
45| 3
46| 4          0.00
47| 5          0.00
48| 6          0.00
49| 7          0.00
50| 8          0.00
51| 9          0.00
52| 10         0.00
53| 11         0.00
-----
E43: (Value) 55

Type entry or use 2 or cnds          a-? for Help
  
```


PROGRESS REPORT,
data base

Make up and hand out progress reports in half the time. Since you can type faster than you can write, you might even have time to give encouraging reports to everyone in your class, not only to those who are in jeopardy of failing.

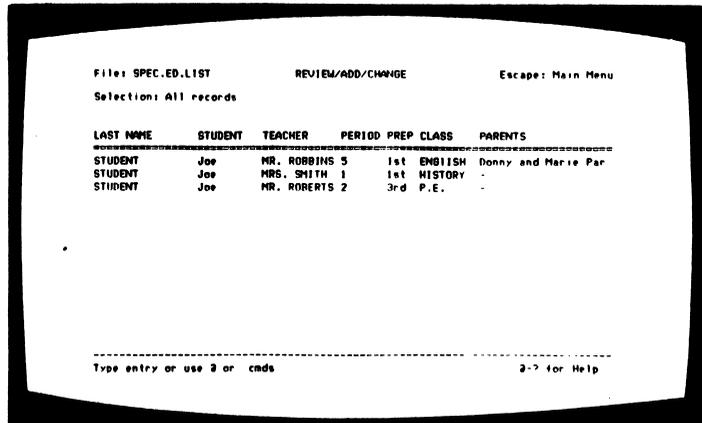


RECIPES,
data base

Keep, store, sort and print recipes in a home economics class.

SPEC. ED. LIST,
data base

This template is for the Special Ed. teacher who must keep in frequent contact with the other teachers and parents of his/her students. Have your report form already duplicated and simply attach labels at the top that list the other teacher, the class, and the period. Make mailing labels for reports sent home. Make reference lists of students and their classes.



This file would also be useful for counselors who must track the progress of problem or special students throughout the school year.

STATES,
data base

This data base was designed to be used with students learning about the United States.

File: STATES REVIEW/ADD/CHANGE Escape: Main Menu
Selection: All records

STATE	CAPITAL	YEAR	POPULATION	NO. OF RE	STRO	AVE	INCO	STATE
ALABAMA	-	-	-	-	-	-	-	-
ALASKA	-	-	-	-	-	-	-	-
ARIZONA	-	-	-	-	-	-	-	-
ARKANSAS	-	-	-	-	-	-	-	-
CALIFORNIA	-	-	-	-	-	-	-	-
COLORADO	-	-	-	-	-	-	-	-
CONNECTICUT	-	-	-	-	-	-	-	-
DELAWARE	-	-	-	-	-	-	-	-
FLORIDA	-	-	-	-	-	-	-	-
GEORGIA	-	-	-	-	-	-	-	-
HAWAII	-	-	-	-	-	-	-	-
IDAHO	-	-	-	-	-	-	-	-
ILLINOIS	-	-	-	-	-	-	-	-
INDIANA	-	-	-	-	-	-	-	-
IOWA	-	-	-	-	-	-	-	-

Type entry or use 2 or cmds 2-? for Help

File: STUDENT INTRST REVIEW/ADD/CHANGE Escape: Main Menu
Selection: All records

NAME	BIRTH DATE	FAVORITE TV SHO	FAVORITE SPORT	FAVORITE BOOK
FRED SAMPLE	Nov 18 86	MONDAY NITE	FOO SOFTBALL	WHITE FANG

Type entry or use 2 or cmds 2-? for Help

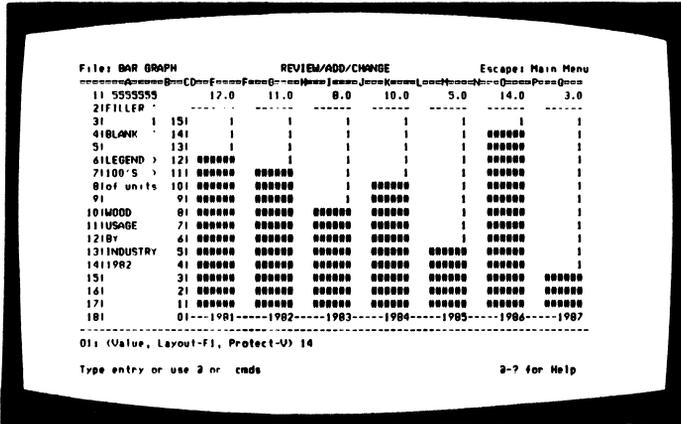
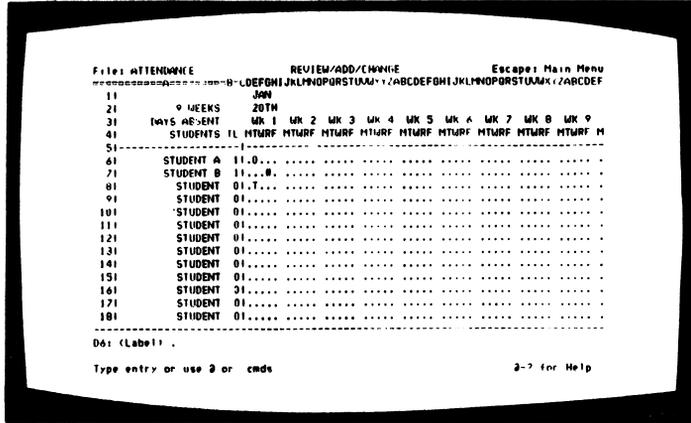
STUDENT
INTEREST,
data base

This data base has been used to help students see how a data base works.

SCHOOLWORKS: TEACHER Side 2

ATTENDANCE, spreadsheet

You can quickly and easily keep track of attendance in your class or classes. This template could also be used to keep track of daily participation.

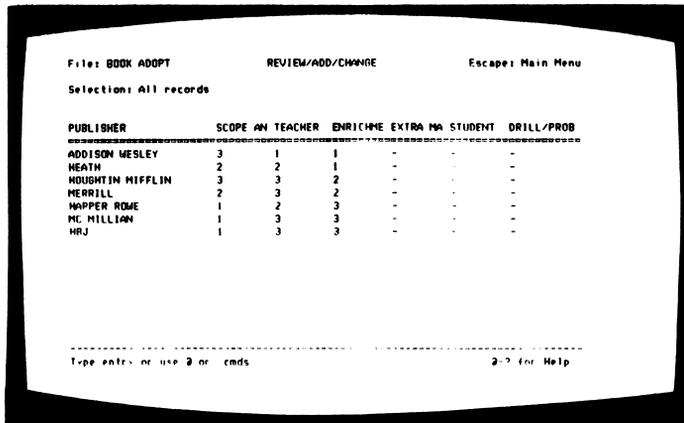


BAR GRAPH, spreadsheet

Make a simple bar graph to illustrate lessons in your classroom or to present information to committees.

BOOK ADOPT, data base

This template is used to assist your staff in the selection of textbooks. Items may be scored. Categories have been make to store comments as well.



CALCULATOR, spreadsheet

Load CALCULATOR along with your normal templates and use Apple-Q to switch to it when you need to do some quick figuring.

File: CALCULATOR REVIEW/ADD/CHANGE Escape: Main Menu

11		ADD	SUBTRACT	DIVIDE	MULTIPLY
21					
31		23.3	222	448	250
41		23.4	55	2	8
51		0	0	1	1
61		0	0	1	1
71		0	0	1	1
81		0	0	1	1
91		0	0	1	1
101		0	0	1	1
111		0	0	1	1
121		0	0	1	1
131		0	0	1	1
141		0	0	1	1
151		0	0	1	1
161		0	0	1	1
171					
18	TOTAL	46.7	167	222	2000

611: (Value, Protect-V) |

Type entry or use 2 or -cmds 2-? for Help

ESSAY TEST, data base

You can make and store essay test questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will already include up to 7 lines where the students can write their answers.

File: ESSAY TEST REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

0.

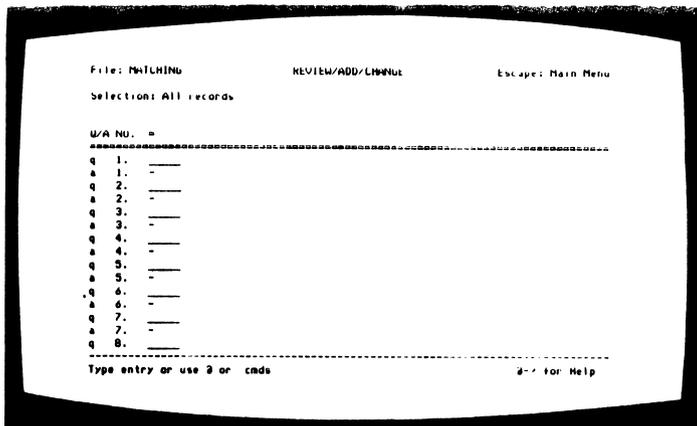
1.	WHAT IS THE MEANING OF LIFE?	_____
2.	IN THE NOVELS OF D. H. LAWRENCE, WHAT DO YOU CONSIDER TO BE THE	_____
3.	What do you get when you fall in love?	_____

Type entry or use 2 or -cmds 2-? for Help

MATCHING, data base

You can make and store matching questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will

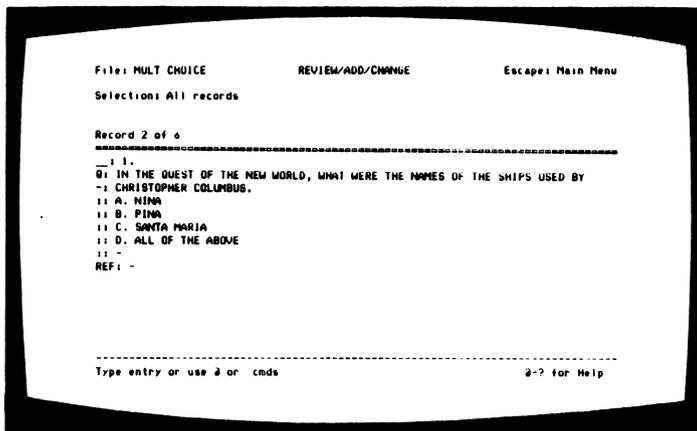
format the questions, allow a place for the student's answer, allow a place for instructions, classname, date, and the student's name. The statements with blanks and the answers can be printed on separate sheets and then taped together, or the paper can be reversed in the printer and the answers can be directly printed on the same sheet, ditto, stencil, etc. The template is already set up to handle up to fifty questions and answers.



MULT CHOICE, data base

You can make and store multiple choice test questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will

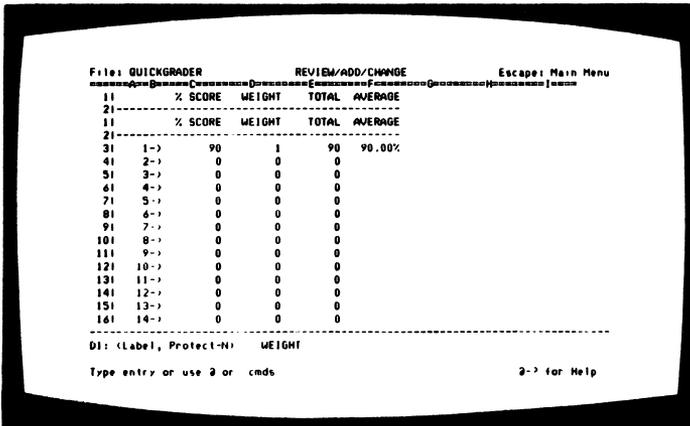
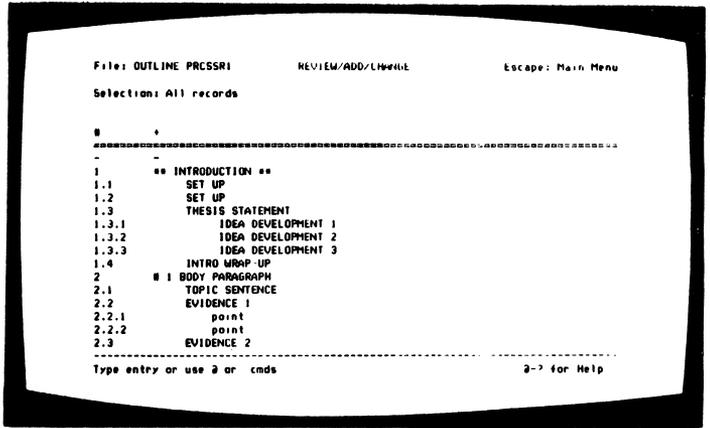
format the questions, allow a place for the student answer, allow a place for instructions, classname, date, and the student's name.



**OUTLINE
PRCSSR1,**
data base

With this outline processor you can quickly make an outline and rearrange your points as you go along by simply renumbering the statement and sorting. Great for

thinking, processing and rearranging without the formatting and move-commands in the word processor. Right now the Outline Processor contains the structure of a five paragraph essay. Your students can use this template (or your edited version of it) to help organize those papers you assign them.



QUICKGRADER,
spreadsheet

The template can be a substitute for a term grade calculator if you use percentages for scores and then weight them.

RAW. PERCENTAGE, spreadsheet

You can quickly calculate and print out the percentage value of raw scores from tests and projects. Or you can throw out the top score before you print to create a simple "curve."

```

File: RAW.PERCENTAGE          REVIEW/ADD/CHANGE          Escape: Main Menu
*****
11
21  TYPE
31  TOP RAW SCORE  ---> 100 - 100%   -50 - 50%
41 INCREMENT      1   99 - 99%     49 - 49%
51                98 - 98%     48 - 48%
61                97 - 97%     47 - 47%
71                96 - 96%     46 - 46%
81                -5   95 - 95%   -55 - 45%
91                94 - 94%     44 - 44%
101               93 - 93%     43 - 43%
111               92 - 92%     42 - 42%
121               91 - 91%     41 - 41%
131              -10   90 - 90%   -60 - 40%
141               89 - 89%     39 - 39%
151               88 - 88%     38 - 38%
161               87 - 87%     37 - 37%
171               86 - 86%     36 - 36%
181              -15   85 - 85%   -65 - 35%
-----
C3: (Value, Protect-U) 100
Type entry or use ? or cnds          ?-? for Help
  
```

READING LIST, data base

Keep your own reading list to hand out to students on any grade level. Most of the information can be gained from books, book reports and educational magazines, then typed in by students or yourself.

```

File: READING LIST          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

Record 1 of 2
-----
CODE NO.: 1
TYPE: FICTION                ED. VALUE: three, symbol
TITLE: To Kill A Mockingbird  RECOMMENDATIONS: AM. LIBRARY ASSOC.
AUTHOR: Harper Lee          STUDENT RESPONSES: -
PUBLISHING DATE: -         1): A super story. --Billy
RATE 1 TO 10: 10           2): Moves too slow. --Erin
READING LEVEL: 10          3): I liked it. --Jim Edvardson
INTEREST LEVEL: HIGH SCHOOL UP
SYNOPSIS: A young southern girl learns about prejudice by experiencing
: a town's negative reactions to her lawyer father's defense of
: of a Black man wrongly accused of raping a white girl.
: -
: -
: -
: -
-----
Type entry or use ? or cnds          ?-? for Help
  
```

REPORTPOINT, data base

This template produces progress reports for those keeping their grades on the GRADEPOINTS spreadsheet template. It will allow you to put all of the names, averages, and up to ten grades per student from a class on your spreadsheet and transfer them to a data base for printing out.

File: REPORTPOINT REVIEW/ADD/CHANGE Escape: Main Menu
Selection: All records

NAME >>>	%	1s	2s	3s	4s	5s	6s	7s	8s	9s	GR	ABIL	ATTIT	WORK	COUNSELOR	
CARTER, JEFF	84	70	80	78	91	77	10	83	83	93	10	9	good	good	very	Mr. Brannock
CART, JENNIF	90	68	85	79	78	85	10	90	10	90	90	9	-	-	-	Mr. Brannock
DENT, MICHEL	84	68	80	80	90	72	82	79	88	88	90	9	-	-	-	Mr. Brannock
DILL, PAIT	84	68	75	79	88	66	10	80	90	92	10	9	-	-	-	Mr. Brannock
HARDIN, MARY	93	85	77	82	90	90	10	95	10	92	10	9	-	-	-	Mr. Brannock

Type entry or use 2 or cmds 2-? for Help

SEATINGCHART, spreadsheet

Type names into the blank template to make printouts that will help you keep track of seating for all classes and study halls. It will hold up to 360 names if first and last names are

File: SEATINGCHART REVIEW/ADD/CHANGE Escape: Main Menu

11	A	B	C	D	E
21	-----				
1011					
1021					
1031	3	31			
1041					
1051					
1061	2	21			
1071					
1081					
1091	1	11			
1101					
1111	A	B	C	D	E
1121					
1131					
1141	CLASS-				
1151	PERIOD-		DESK		
1161					

A115
Type entry or use 2 or cmds 2-? for Help

needed and only one student is seated at a station (desk or table location). If only last names are needed and students are seated on both sides of a table, 720 names are possible. Since you only print the portion of the chart you need, it eliminates having to draw up different boxes and charts when you have different sized rooms during the day. It is also much easier to add, delete or change seating when you need to.

SEMESTER AVERAGES, spreadsheet

Use the template to figure percentages for six-weeks or semester grades. If the examples do not suit your breakdown of weights for the different categories, change the formula in the last cell of the "grade averages" row.

```

File: SEMESTER.AVERAGE          REVIEW/ADD/CHANGE          Escape: Main Menu
-----
01
/1  PERCENTAGES -- 25%1  50%1  25%1  100%
01  HOMEWORK1    TESTS1    FINAL1    AVERAGE
91  GRADE AVERAGES- 751    801    71    64.50%
101
111  -----
121
131
141  PERCENTAGES --) 10.0%1  23.2%1  33.2%1  33.4%1  100%
151  HOMEWORK1    QUIZZES1  TESTS1    TERM1    TEST1    AVERAGE
161  GRADE AVERAGES- 901    901    771    901    85.67%
171
181  -----
191
201
211  PERCENTAGE --) 25%1  25%1  25%1  25%1  100%
221  1ST TERM 12ND TERM 13ND TERM 1SEM. TEST1 AVERAGE
231  GRADE AVERAGES- 701    671    871    801    76.00%
-----
E23: (Value, Protect-U) 67
Type entry or use @ or cnds
                                     @-? for Help
  
```

TRUE.FALSE TEST, data base

You can make and store true/false test questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will

```

File: TRUE.FALSE TEST          REVIEW/ADD/CHANGE          Escape: Main Menu
Selections: All records
-----
   Q                               ANS REF
-----
1. GEORGE WASHINGTON WAS THE FIRST PRESIDENT OF THE UNITED STATES.  I  -
2. IN THE QUEST OF THE NEW WORLD COLUMBUS USED 4 SHIPS.             I  -
-----
Type entry or use @ or cnds
                                     @-? for Help
  
```

format the questions, allow a place for the student answer, allow a place for instructions, classname, date, and the student's name.

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