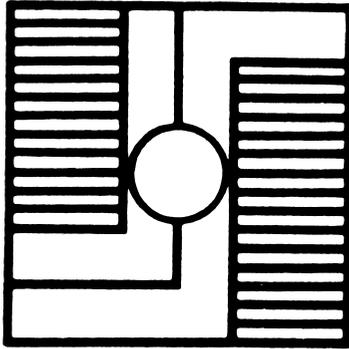


THE J & S GRADE BOOK



**Version 6.0
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**J & S SOFTWARE
Port Washington, N.Y. 11050**

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VERSION 6.0

1989

The ProDOS version of The J & S Grade Book, formerly called The Apple Grade Book, permits the teacher to enter up to 55 grades per student for up to 50 students per class per marking period. A data disk can hold up to 200 students for a 5.25 inch disk or up to 1000 students for a 3.5 inch disk and up to 20 classes per data disk. A teacher can use this program for an unlimited number of students and classes since new class data disks can be used at any time. This version requires an Apple IIe, Apple IIc, Apple IIgs, or the Apple II+ with 64k.

This version contains many new features. On the monitor you can view 80 columns. There is a true 'Extra Credit' column. Activity descriptions have been increased from eight to eighteen letters. There are two categories of 'missed grades', excused and unexcused. Excused grades do not count while an unexcused grade counts as a zero until it is made up. At any time, with verification or automatically, missed grades can be changed to a zero. Other improvements are mentioned throughout this manual.

USING THE PROGRAM

After the program is started, you will be asked information about your disk drives.

1. An Apple II with one disk drive
2. Two 5.25 inch disk drives
3. One 5.35 and one 3.5 inch disk drive
4. A different drive arrangement

If you have only one disk drive then select option one. If you have two 5.25 inch disk drives then choose option two. If you have both a 5.25 inch disk drive and a 3.5 inch disk drive then choose option three. If you select option two or three you will never again be asked the above questions if you insert your class data disk in the drive before you boot

up the grade book. If you have none of the above then pick option four.

If you select option four then you will be asked the slot, drive, and volume number of the drive that will be used to store your class data. The volume number should be zero (0), unless you are using a fixed hard disk.

If you have more than one disk drive, the second disk drive will be used for the class data disk while the first disk drive will continue to contain The J&S Grade Book. With two disk drives you will never have to swap the class data disk with the J&S Grade Book disk. A class data disk is a disk which contains all your class information. After selecting your disk drive arrangement, you will be asked to make one of the following choices:

Introductory Menu

1. Format a new ProDOS class data disk.
2. Use a formatted ProDOS class data disk for the first time to record class and student names.
3. Go to the MAIN MENU to add, list, correct, or analyze student's grades.
4. Use date for all printed reports

The very first time you use this program you need a blank disk to store your class data. To prepare this disk to accept class data, you must format the disk. You may format the disk by either choosing option one on the above menu or you may use another disk that has a formatting routine, such as Apple's ProDOS Users disk, or the Apple SYSTEMS disk. It will take about 20 seconds to format a disk. After the disk is formatted you will be taken back to the introductory menu. You might be unable to format a new disk if your disk drive rotates at too slow or too fast a speed. In this case try using another computer or disk drive. Perhaps you should have a technician adjust the speed of your disk drive. If you have the Apple IIs and your data disk is a 3.5 inch disk then you will have to use the SYSTEMS disk that came with your Apple to format the 3.5 inch disk.

After the class data disk has been formatted, return to the introductory menu. Select choice two to record class and student names. When you make this choice there will be a brief delay while you are taken to the *CLASS PREPARATION MODULE*. After class names, student roster, and activity titles have been completed you will be taken to the main menu. The class preparation options are explained in detail in a later section of this manual.

In the future, when starting the grade book, go directly to the main menu. Before selecting choice three, "*Go to the Main Menu*", you might pick choice four, "*Use Date for all Printed Reports*", if you plan to print any reports. This will ensure that the date is printed on the top of each report. When you select choice four you will either be shown today's date or be given an opportunity to type in the date. When typing in the date make sure to use capital letters.

When finished with the date option, select option three, "*Go to the Main Menu*". The options in this menu will enable you to add student grades and print reports.

CLASS PREPARATION MODULE

When you proceed to this section you will be asked, "How many classes do you teach?". After answering the question you will be given the choice to:

1. Make class roster.
2. Change activity titles.
3. Go to main menu.

If you have not added the class roster then select choice one, "*Make class roster*". At this time you will be given the choice of utilizing the elementary school option for using the same student names for different classes or subjects. If you pick the elementary school option, then the student names that you type in can be used for more than one subject. When typing in student names, type the first name first. Do not use a comma.

Before you type in student names you must make a choice about the assignment of I.D. codes. I.D. codes are used for two purposes. They can be used to enter student grades in any order and they can be used to post reports anonymously. You are given the following choices regarding the assignment of I.D. codes:

1. Assigned randomly (100 to 599)
2. In sequential order (1 to 100)
3. By you, the teacher.

If you wish to enter grades in any order then each student must have an I.D. code. In choice one students will be randomly given an I.D. code between the numbers 100 and 599. In choice two, student will automatically be given I.D. codes in sequential order. If you choose option 3 then you must assign the I.D. code. An I.D. code may contain up to nine letters and/or numbers. This may be the student's initials, or any series of numbers or letters of your choice. If you do not wish to use an I.D. code then press the 'N' key. If you press the 'N' key the term 'None' will be used.

After you have typed in the information for the last student in your class, press the **RETURN** key to exit this option. At this point you will be given an opportunity to correct the names and I.D. codes. If you press the **DELETE** key you can cancel this class and start over.

After the above correction routine you may alphabetize your class list. If you alphabetize the class list then grades may be added to student names in alphabetical order. If you do not alphabetize the students names for a class, then grades will be added to student names in the order in which they were just entered.

After adding the names and I.D. codes for a class you might wish to change the seven activity titles for that class. If you decide to change the activity titles select option 2, "*Change Activity Titles*", in the class preparation menu. For each class the original activity titles are Test, Quiz, Experiment, Misc1, Misc2, Misc3 and Misc4. These are the categories under which grades are recorded. By selecting

option 2, "*Change Activity Titles*", you can change the categories to whatever you prefer. For example, instead of experiments you might prefer the category homework. You can change the activity titles for each of your classes. An activity title cannot exceed 10 letters. Press the **RETURN** key only, if you want to cancel an activity. Activity titles can be changed at any time.

When finished with the above, for all of your classes, select option 3, "*Go To Main Menu*". If you have at least 128K of memory in your computer then most of the modules of the grade book will be added to a RAM disk at this time. A RAM disk is like a computer disk but it uses the extra memory of the computer to hold the programs, rather than a disk. The advantage of a RAM disk is much greater speed in accessing information. The following modules will be added to the RAM disk: Main menu, correction, progress reports, adding grades, histogram, and grade book pages.

MAIN MENU

1. Add grades
2. List student's grades and or names
3. List class averages
4. List results of an activity
5. Class roster/activity titles
6. Corrections
7. Delete grades and/or names
8. Turn printer on/off
9. Letter grades, histogram, and/or grade book pages
10. Change/view grade weightings
11. Use a new class data disk
12. End marking period/course
13. Progress reports
14. Quit/Update version 5.0 to 5.3 data disks

Each option will be explained in detail. It is highly recommended that you try the program with some sample classes before you actually use it. This way you can fully understand each option. When finished with your sample

classes, you can delete all this information using choice 7 on the main menu, "*Delete grades and/or names*".

When you first select an option in the above menu you may be shown the list of classes, and then be asked to select a class. Any future time you wish to change a class, when viewing the main menu, press the **RETURN** key only. This will take you back to the list of classes and enable you to change the class. The class presently in use is shown in the upper right hand corner of the MAIN MENU screen.

Another reason for pressing the **RETURN** key only, is when you are in an option you do not want to use. You will be taken back to the MAIN MENU for that module.

1. Add grades

This should be your first choice in the main menu. At the time of adding grades you will be asked for a description of the activity, its point value, and each student's grade. A description could be the date, the chapter number, or the title of the topic. You are limited to 18 characters. Next you will be asked to identify the type of activity. If you have changed the activity titles then you will be presented with your activity titles instead. The activity title, *Extra Credit*, will also be shown.

You will also be asked to enter the maximum value for the activity. There will be no maximum value for extra credit since the extra credit points are added to the student's total points to determine the student's average. The maximum point value for other areas is limited to 1000 points.

You will then be given a choice of entering grades. Your choices are:

1. By student name (grade book order)
2. By ID code (any order)

If you select the first choice then student names will automatically appear on the screen in the order in which you first entered them. If you select choice two then you will be

asked to type in an ID code for a student. At any time you can get a copy of the ID codes by selecting option two in the main menu. After you type in an ID code the student's name will appear on the screen.

Type in a grade for the activity, a 'Q' to quit and start over, an 'E' if the student is excused, or a 'U' if the student has an unexcused absence. If an 'E' or 'Q' was used and the student, at a later date, receives a grade for the missed activity you can pick option 6, "*Corrections*", to replace the 'No Grade' with the actual grade. When an 'E' is used the student is not penalized for missing the activity. When a 'U' is used the student is given a zero as a grade and when listing that student's grades the 'U' activity is displayed as being unexcused. In the 'Correction' module there is an option that permits you to automatically changes all missed grades to zeros.

After typing in all the student grades for an activity you may correct any student grade before the grades are recorded. You will be shown the class list and each student's grade. In front of each student's name is a number. If student #3, Jim Jones, has an incorrect grade, you can identify that student by the number 3 and then change his grade. When finished with all corrections type a 0 (zero). At this point you can either add more grades or the grades you added will be saved on your data disk.

2. List student grades and/or names

By means of this option you can obtain individual grade reports and activity averages. You can also obtain a list of students who have been absent for an activity, and a list of student names and their I.D. numbers. Use this option to get listings of student grades and/or names. Use option 13, "*Progress Reports*", to obtain a more detailed account of student grades.

The following menu will appear when you select this option:

1. List Student Grades
2. List Missing Grades of Students
3. Do both of the above
4. List Names and I.D. only
5. Activity averages

If you pick option 1, list student grades, you have the following sub-options. You may view the records of everyone in the class or the records of a single student. If you are using the printer, you may have all the grades listed one after another or, you may have each student's grades listed on a separate page. When the printer option is turned on (option 8, Main menu) you may elect to have each student's grades printed under his/her name or I.D. code. I.D. codes are commonly used by teachers who wish to post grades.

Option 2 will provide you with a list of students who have not taken or completed an activity. These are the students who received either an excused or unexcused *NO GRADE* when you pressed the letter 'E' or 'U' during adding grades. The list will give names of students and the titles of the activities they have missed.

Selecting option 4 will produce a list of all student names and their I.D. codes. When viewed on the screen, student names and I.D. codes will be displayed. When using the printer option you may elect to have either students names and I.D. codes or student names and a grid for recording grades and/or attendance.

Option 5 will furnish a listing of activity averages for each student. Activity titles are the categories under which grades are saved. The original activity titles are test, quizzes, experiments and misc. With the class preparation menu you were able to change the names of the activity titles. This option will yield averages like the student's test or quiz average.

3. List class averages

When you pick this option, you will be provided with the following choices:

1. Class averages
2. Class averages sorted numerically
3. Class averages sorted by name or ID code
(Alphabetize)

Choice 1 will furnish student averages in grade book order. Choice 2 will present grades from the highest to the lowest average. You have the choice of listing these grades with either the student's name or ID code. In choice 3, grades will be arranged in alphabetical order by either the student's name or ID code. A star will appear next to the names of students who are missing a grade, whether or not it is excused or unexcused. The star will not appear if the grades are weighted. You will also be given the class average and the standard deviation. You must have at least one grade recorded to use this option. If you have chosen the printer option (8 on the main menu), then this information will print on paper.

Choice 3 is a good way to alphabetize a class. After viewing grades in alphabetical order, on the screen, you will be asked if you wish to save this alphabetical order to the disk. If you save the alphabetical order then in the future when you view grades they will be displayed in an alphabetical order.

4. List results of an activity

This option permits you to get a listing of grades for an activity. An activity may be a particular test, quiz, homework assignment, or any other graded item. When you choose this option, you will be given the same choices as in the previous selection (option 3). After selecting a particular activity, you will be shown student scores for that activity, the class average, and the standard deviation.

5. Class roster/activity titles

This option will take you back to the Class Preparation module. This option should be used when you have a class name but no student names for the class, or if you wish to

change activity titles. The original activity titles are test, quiz, experiment, misc1, misc2, misc3 and misc4. If you wish to add a new class name to the list of class names, select option 6, *Make Corrections*, on the main menu and then go to this menu to add the student names and ID codes.

6. Corrections

Selecting this option will take you to the Correction Module. With this option you can do any of the following:

- a. Add a new student to any class
- b. Delete a student from any class
- c. Change the grade of any student
- d. Correct the spelling of a student name and I.D. code, change a class title, and/or name of an activity
- e. Add a new class to the list of class names
- f. Change excused and/or unexcused missed grades to zeros
- g. Change the total possible for an activity

This option will be explained in detail later in this manual under the heading, Correction Module.

7. Delete grades/names

If you select this option, you will be taken to the Deletion module. This option is chosen for any of the following reasons:

- a. To delete all student grades at the end of the marking period. (Student names will not be deleted).
- b. To delete student grades, marking period grades, and student names at the end of the school year.
- c. To delete one set of grades from a class.
- d. To delete only one class from the list of class names.

- e. To drop the lowest student grade for an activity.
- f. To backup a class

This option will be explained in detail later in this manual.

8. Turn printer on/off

Selecting this option from the main menu enables you to print your data on paper or, if it already printing on paper to transfer your data to the screen. If you want your class data to print on paper, first turn the printer switch on. This switch is located on your printer. Your printer should be connected to slot one inside your Apple Computer. Then choose this option. On top of the screen you will see the following, "*Data will go to PRINTER*". This does not mean the printer switch is on, it means that all class data will be sent to the printer instead of the screen. All data from option 2, "*List students' grades/names*", option 3, "*List class averages*" and option 4, "*List results of an activity*" will be viewed on either the screen or paper depending on whether or not the printer option is on or off.

9. Letter grades, histogram, and/or grade book pages

This option will transfer you to the End of Term Module. By using this module you will be able to do the following:

1. View a histogram of students' averages or of a particular activity.
2. Convert these students' averages to letter grades.
3. Print a grade book page.

This information can be viewed on either the screen or printed on paper. If grades are weighted for the class, then the students' averages will be weighted averages. The data used is the same data that is viewed under option 3, "*List Class Averages*", on the main menu. The letter grade option will be explained in more detail on page 25. The option to view a grade book page permits the teacher to obtain a list of

each student's grades in a class. Student grades are printed in a horizontal row as in the teacher's handwritten grade book. This can be handed in to the principal as a replacement for the grade book. A grade book page can be printed with or without a column for student averages or letter grades.

10. Change/view grade weightings

Normally grades are not weighted. If you choose this option you can weight grades. Your grade weightings will be saved until you once again choose this option to either change the weighting of grades or to delete the weightings. If you decide to weight tests let's say 50% of a student's grade, then 50% of each student's class average will be based on the student's test average. By using this option the weightings can be viewed or changed at any time.

It is recommended that you eliminate the weighting of grades after you view the weighted grades. Loading of student data from the disk is considerably slowed down when grades are saved as weighted grades. Use the weighted grades option when you want to view weighted grades, and then use the same option to unweight the grades before you turn the computer off.

NOTE: A student's grades will *NOT* be weighted accurately if that student has no grades in one of the weighted categories. For example, if TESTS are weighted as ten percent and a student has no test grades then the points on tests for that student will be equal to a zero. When the final average for that student is calculated the weighting for TESTS will have zero points. As a result you may see the message, *Unable to Calculate*.

12. End marking period/course

With this option you can save student averages at the end of a marking period. At any time you can view final student grades for each marking period. These grades can be saved as numerical or letter grades. You have the option of saving the final exam grade and counting it as a marking

period grade. This choice is explained in more detail later in this manual.

13. Progress reports

If you select option 13, "*Student Progress Reports*", then you will be taken to the student progress module. Progress reports will be printed on paper so make sure to turn your printer on. You will be asked to make a choice regarding comments. You will be given the following choices:

1. No comment
2. Make/use a comment
3. Return to MAIN MENU

Selection of choice one omits a space for comments. If you select choice two and if you have not previously saved any comments then you will be shown the rules for making comments. Each comment may contain a maximum of 5 lines. You can type comments such as, "All parents are requested to sign this form in the space below ". After reading the instructions on the screen you will be told to type in your comment. Do not press the RETURN key unless you wish to start a new paragraph. Continue typing, as if you are using a word processor, until you are finished with your comment. Press the RETURN key to start a new paragraph. If you are finished with your comment before you have typed 5 printer lines then either press RETURN, type the word END, and press RETURN again or press RETURN a few times to proceed to the next step.

When you have completed this process you will be asked your last name. Your last name will print on the progress report. After typing in your last name you will be asked if both your name and comment are correct. If both the comment and your last name are correct then type YES, and press RETURN. Then you will be asked if you wish to save your comment. You can save up to 10 comments on your data disk. If either your name or comment is not correct then you will be given an opportunity to retype them.

If you have selected choice 2, *Make/use a comment*, on the previous menu and you have previously saved one or more comments then you will be shown the following menu.

1. Saved comment
2. New comment
3. Delete a comment

Selecting option one will enable you to view the saved comments. After viewing the previously saved comments you will then be asked to select one of the saved comments for this progress report. Selecting option two permits you to make a new comment. See the previous paragraphs for instructions in writing comments.

If you select choice three then you will be shown all of the comments. Select the one you wish to delete. You might choose the deletion option if you had a comment with an error or if you believe you will never use the comment again.

Next you will be asked to type in attitude categories. You may choose up to 18 attitude type categories. You can pick categories such as attendance, behavior, and class participation. When finished selecting your categories type 'END' as the next category. If you do not want any attitude categories then type 'END' as the first category. On the printed reports, if you have selected attitude categories, you will then be able to check each category as being excellent, satisfactory, or unsatisfactory. Also, you can save the attitude categories so they can be used for future reports.

Before the progress reports are printed you will have the following choices:

1. Print progress reports of all students
2. Of any one student
3. All students above a certain grade average
4. All students below a certain grade average

If you select option 3 or 4 then you will be asked to select the cut off point. For example, if you select option 4, and choose 65 as the cut off point, then progress reports of all students who have an average of below 65 will be printed.

Next you will be asked if you wish to have the school's name appear on the progress report. If you respond positively then you will be asked to type in the name of your school. The name of the school will print on the top of each progress report. When finished with this selection you can eliminate the column for activity percentages by pressing the **DELETE** key as requested. Activity percentages are the student's percent grade for an activity.

Next you will have the option of converting each student's average, in the marking period, to a letter grade. If you decide to choose this option, then you must select the letter grades and the numerical grades they represent. For example, you might make an A+ represent grades between 95 and 101. An A might represent grades between 90 and 95 while an F might represent grades between 0 and 65. When you are finished typing in your grade ranges type in a -1 as the last entry. This will indicate to the computer that you are finished with this option. You may save these ranges for future use. When you use them again you can use them as they are, change any one range, or change them all. Letter grades will be based on weighted grades if you have chosen the weighted grade option in the main menu.

CORRECTION MODULE

This module is entered by choosing option 6, "*Make Corrections*", in the main menu. When you first enter this module, you are presented with the following choices:

1. Add a new student
2. Delete a student
3. Change a grade
4. Correct a student name, ID, class name,
or activity title
5. Add a new class
6. Change missing grades to zero

7. Change total possible for an activity
8. Return to MAIN MENU

As long as you work with one class, data will not have to be reloaded from the class data disk. You can change from one class to another by pressing the **RETURN** key only, instead of any of the above options. The class you are presently working with will always be shown in the upper right hand corner of the correction menu screen.

1. Add a new student

Use this option when adding new students to any class. You will be asked both the student's name and I.D. code. Press the **RETURN** key only, if you desire no I.D. code. Use the student's initials, social security number, or any other set of characters for the I.D. code. If you later look at this student's grades you will find that this student has "no grade" for all previous activities. You can change this to actual grades by choosing option 3 in this menu. Later, you can put this student in alphabetical order by choosing option 3 in the main menu and then sort grades by name in alphabetical order. At the conclusion of this name sort you will be asked if you wish to save this alphabetical order on disk. Respond with a **YES**.

2. Delete a student

This is the only way you can delete a student from a class. When a student is deleted, the student's grades can still be viewed under option 2, "*List Student Grades/Names*", on the main grade book menu. This student's average will not be shown or used in calculations for any other option.

3. Change a grade

Use this option when you wish to change a grade, or modify an excused or unexcused missed grade, to an actual grade. You will be asked to identify the student's number whose grade you wish to change, from a list shown on the screen. Then you will be shown the student's grades and asked to select the activity you wish to change. You can

change the grade to a "no grade" due to an excused or unexcused absence or to an actual grade. You will also have to type in the total possible points for the activity. Total possible is not used with extra credit. Some teachers use the total points to change the amount of credit a student will get for a particular activity. You can change as many grades in a class as you wish without having the class data reloaded from the disk. By pressing the **DELETE** key you will be able to backtrack and return to the main correction menu.

4. Correct a name, ID code, class name, or activity title

One of the uses of this option is to change the spelling of a student's name or I.D. code. Remember, when typing in a student's name, the first name goes first. The I.D. code can be any series of letters or numbers. The maximum number of characters allowed is ten. Grades can be posted using I.D. codes instead of student names. This way students will have difficulty identifying who belongs to which grades. If you select the first choice, correct a student name/ID code, then you will be given the choice of correcting a single name and ID code or of changing all ID codes. Select the option to change all ID codes if you did not originally assign ID codes.

Another use of this option is to change the name of a class. A class name must consist of letters and numbers. It cannot exceed 15 characters and spaces. The first character must be a letter. Spaces are automatically changed to periods.

The last use of this option is to change the name of an activity. When you add grades to a class you are asked to give a name, date, or other description to the activity. With this option you can change the name of the description for the activity. You are limited to an 18 character description. When you choose this option you are shown the descriptions for all the activities of the class you have chosen. You select the one you wish to change. For example, activity 5 might have the description of "January 24, 1989" and be under the "Test" category. This description could be changed to whatever you wish, while the category could be changed to any of your activity groupings.

5. Add a new class

If you were assigned another class to teach during the term, you can add that class to your list of class names by using this option. Your other choice is to use a separate class data disk for new classes. To do the latter you must start the program from the very beginning and either format a disk through the program or use a disk already formatted to save your class data.

After you add a new class, go back to the main menu and choose option 5, "*Make Class Roster*". Option 5 permits you to add student names for this new class.

6. Change Missing Grades to Zero

This option is used when you decide to change the grades of students who have excused and/or unexcused grades. The following menu will appear on the screen:

1. Verify before changing
2. Change automatically

If you select the verify option then you will have the opportunity to say yes or no to each grade that can be changed. If you choose the automatic selection then the changes will be automatically made in the category you select. The next menu that appears gives you a choice of categories.

1. One activity
2. All activities

If you only want to change missing grades from one activity then you will be able to select the activity. If you have selected the automatic option, then you will be asked if you want to change the excused, unexcused, or both kinds of absences to zeros.

7. Change Total Possible for an Activity

If you select this option you will be shown a list of all the activities for the class. Select the activity you wish to

change. Assume that you have selected a test with the description of "Atomic Theory", that has a value of 100 points. You can change this maximum to 110 or even 90 points.

8. Return to grade book menu

Choosing this option will return you to the main grade book menu as shown on page 7.

DELETION MODULE

As stated previously, this module is used to delete classes, a set of student's grades, or all students' grades. It is also used to backup a single class. When you choose this module from the main grade book menu, the following will appear on the screen:

1. Delete all grades, student names, and final marking period grades. Enables you to start with new classes.
2. Delete grades of students only. Used for a new term with the same students.
3. Delete only one class.
4. Delete one set of grades.
5. Return to main grade book menu.
6. Drop the lowest grade for an activity.
7. Backup a class.

It is recommended that you make a copy of your class data before you eliminate any grades. This can be done by using any ProDOS copy program. The J & S Grade Book disk cannot be copied, but your class data disk can be copied. Periodically you should make copies of your class data disks. This way if anything happens to your data, you can use your backup data disk.

1. Delete all grades, and student names

When you choose this option, all the students' records are deleted. In a sense you have an empty grade book. This is the same as formatting a disk. There is no data on the disk

after this process. Even the final marking period (report card) grades are deleted.

2. Delete grades of students only

Use this option to delete grades and to keep student names and final marking period grades. This option should be used when you are starting a new marking period with the same students. The result will be a gradebook with student names and no grades. The only student names that will be deleted from the class list are those students who have been dropped during the term. Final marking period grades (report card grades), that have been saved with option 12 on the main menu, are NOT deleted using this option. At the end of the school year you will have the final marking period averages for each marking period. As a result you will be able to calculate the course grade for each student.

3. Delete only one class

With this option you have the choice of either deleting names and grades for a class or of deleting student names only. If you delete names and grades for a class then the final marking period grades (report card grades) for that class will also be deleted. If you have not used option 12, "*End Marking Period*", then there are no final marking periods to delete. If you delete grades only then final marking period grades will NOT be deleted.

4. Delete one set of grades

With this option you can delete the same activity from all students in a class. For example, you could delete a test called Chapter 1. All students will have this activity dropped from their list of grades and their averages will be adjusted accordingly.

6. Drop the lowest grade for an activity

With this option you can drop the lowest grade or percent for a particular activity grouping for every student in a class. Activity groupings are categories such as tests,

quizzes, etc. If a student has a grade of 9 on a quiz that counts 10 points then the grade is 9 while the percent is 90%. Use the grade option if all grades for the activity category have the same maximum value. Use the percent option if the grades have different maximum values. The grade that is dropped will be turned to an excused 'no grade'. You might use this option to drop the lowest quiz or test grade.

7. Backup one class

Use this option to copy the grades of one class to a backup disk. The backup disk can be the same size as the original disk or it can be a different size disk. You can use this option to transfer data from a 5.25 inch disk to a 3.5 inch disk or vice versa. Teachers who have an Apple IIe at school and an Apple IIgs at home find this feature very useful. To transfer your data to a different size disk you must press the **DELETE** key when asked the question, "Press any key to continue or 'DELETE' to copy your data to a different size disk."

The backup disk **MUST** be a ProDOS formatted disk. You can format a blank disk by using the PRODOS USERS disk, the PRODOS SYSTEMS disk, or by using the master J&S Grade Book disk. A 3.5 inch disk cannot be formatted by the J&S Grade Book. Use the 3.5 inch Apple SYSTEMS disk, that came with your IIgs, to format a blank 3.5 inch disk. To use the grade book disk to format a 5.25 inch disk, you must reboot the disk and select the formatting option.

Be careful that you do not format your data disk. It will wipe out all the data on your disk. When finished formatting your backup disk return to the correction menu. When backing up your data disk, carefully follow the directions on the screen. If you wish to back up the entire class data disk it is easier to use a ProDOS copy program. An excellent copy program is found in the PRODOS USERS DISK or SYSTEMS DISK that came with your Apple computer. Do NOT try to copy the Master Grade Book disk as it may cause future data storage problems.

If you ever get the error message **DISK FULL** then use the back up option. A disk full error indicates that your class data has used up all the space on the data disk. What you must do is to transfer one or two classes to a new formatted data disk and then delete the same classes from the original full data disk. This will free up a large amount of space on the original data disk. After this operation your classes will be divided between two disks. To do the above use the backup option to move one or two classes to a newly formatted disk. Then on the deletion menu, choose option 3, "*Delete only one class*", and delete the one or two classes from the original disk that were transferred to the new data disk.

LETTER GRADES, HISTOGRAM, GRADE BOOK PAGES

With this option you can obtain a histogram of student grades and convert student class averages to letter grades. You can also obtain a grade book page for your handwritten grade book. When you choose this option, from the main menu, the following new menu will appear on the screen:

1. View histogram
2. Convert to letter grades
4. Grade book page.
5. Return to main menu.

If the data for the class has been weighted, then choices one and two will be based on the weighted grades. The following explains each of the above choices.

In the upper right hand corner of the screen you will notice the name of the class presently in computer memory. To access a different class press the **RETURN** key only. You can then select a class from the list of class names.

1. View histogram

Prior to assigning letter grades to student final averages you might wish to see the histogram of the class. This will

make it easier to curve the grades in this class. The histogram makes it easier to compare student averages or the grades for any activity. When you select this option you will see the following:

1. A particular activity
2. Student averages

If you select choice one you will be shown a list of all the activities for the marking period. Choose the activity for the histogram. You will view the histogram of student grades for that activity. Option 2 will permit you to view a histogram of student averages for that marking period. These are the same grades that are selected when you pick option 3, "*Student averages*", from the main menu.

2. Convert to letter grades

After choosing this option you will be given the following choices. Do you wish to convert to letter grades by

1. grade book order
2. numerical order
3. ID code

If you select choice one, then when numerical grades are converted to letter grades they will be arranged in the same order as student names. If you select choice two, then grades will be displayed in numerical order, from the highest average to the lowest average. If you pick option 3 then grades will be printed next to ID codes in the alphabetical ID code order. After you make the above decision, you will either be shown a previously saved grade range or if no grade range is saved, then you will be asked to make a grade range.

If you select to make a grade range then you will be shown a sample data chart. You have to type in the letter grade for each grade range. You decide what the grade range is for each letter grade. If you want students in the 95 to 100 range to have an A+, then you would answer the questions as follows: LESS THAN? - You would type in 101. Then when asked EQUAL OR MORE THAN? - you would type in 95. Then

when asked GRADE? - you would type in A+. The cursor would automatically move down one row and place 95 under the LESS THAN column and wait for you to type in a number for the EQUAL OR MORE THAN COLUMN. When you are finished, type in a -1 and press the return key. At that point a listing of student names or ID codes and numerical and letter grades will appear on either the screen or the printer. You have the option of saving these grade ranges on disk. This way they can automatically be used the next time you choose this option. You will be able to change the saved ranges at any time.

3. Grade book pages

With this option you can view a grade book page of each class either on paper or on the screen. This grade book page will look like the grade book page in your handwritten grade book. Many schools require that teachers turn in their grade books at the end of the school year. You can turn in these grade book pages instead. When you choose this option you will be asked the following.

Last Column for:

1. student averages
2. letter grades
3. total points only
4. leave blank

If you select the first option then student averages will be given at the end of each student row and activity averages will be given at the bottom of each activity column. If your grades are weighted then student averages will be weighted averages. If grades are not weighted then total student points will be the next to last column.

If you choose the second option then student averages will be converted to letter grades according to your breakdown of letter grade ranges. Option three will print total points for each student as the last column. It is not available if the grades are weighted. Option four will only display student grades.

After the first question you will be asked whether or not you have given any fractional grades. This means grades like 98.7 or 68.4. These grades are not pure integers. If you have given fractional grades then you must press the letter 'D', when asked. As a result of pressing this letter all grades will be shown with one numeral past the decimal point. As a result not as many student grades will print on a page.

END MARKING PERIOD/COURSE

This option is used to save and view student final marking period averages. These are the grades that go on the report card. These grades can be saved as either letter or numerical grades. Since many teachers raise or lower the final average you have the option of changing any of the averages. By saving student averages at the end of each marking period you can then use this program to calculate each student's final course grade. After you select this option the following menu will appear on the screen:

1. Save final averages of this marking period
2. View previous report card grades.
3. Record final exam grades
4. Calculate final grades
5. Delete report card grades
6. Return to main grade book menu.
7. Change a final marking period grade.
8. Letter/numerical grades.

Final marking period grades are the grades you put on your grade sheet. They are the averages of the unweighted or weighted grades for a marking period. You would select option one when you reach the end of a marking period. If this is the first marking period, then you will be asked if you want the final marking period grades recorded as numerical or as letter grades. If they are saved as numerical grades then the grades that appear under option 3, "*List Class Averages*", of the main menu, will be saved as the final marking period grades. If they are saved as letter grades, then you will have to select the conversion scale. You will be shown the scale of A+ = 95 to 100, A = 90 to 95 and so on. You can either use this scale or make up your own scale. NOTE: At any time

during any marking period you can change this scale or convert back to numerical grades.

After you have saved the final averages for the marking period then you are ready to delete the grades that made up the marking period and start a new term with the same students. To do this, go back to the main menu and select option 7, "*Delete grades and/or names*". Once you are in the deletion menu, select option 2, "*Delete grades of students only*". Student names will not be deleted and final marking period grades (report card grades) that you have saved under the END MARKING PERIOD/COURSE menu will not be deleted. **Caution:** Before you delete any grades remember to make a backup of your disk in case you ever need to examine the previous marking periods grades.

If you select *OPTION 2, "View previous report card grades"*, then you will be able to view the final averages that have been saved for each marking period. You will be asked if you wish to view this information on either the printer or the screen.

OPTION 3, "Record final exam grades", permits you to enter the final exam grade as a marking period. Many schools count the final examination grade as the last marking period. When you use this option you must enter each grade as a percent. The procedure for adding these grades is the same as the routine for adding any grade to a marking period. If you have chosen letter grades then when you view these grades (option 2) they will be converted to letter grades.

OPTION 4, "Calculate final grades", calculates the average of each final marking period grades (report card grades) to determine the final course grade for each student. You will be asked if you wish to weight the marking periods. In many schools one marking period counts more than another marking period. You can use any weighting system as long as the total percent of the weights adds up to 100 percent. For example, you may count the first marking period 22% of the final grade, the second marking period 25% and so on. You will also be asked, if you have chosen numerical grades, as to whether or not you wish to have the final term grade

converted to a letter grade. If you have chosen letter grades, then it will automatically be converted to a letter grade. If this is the first time you have used letter grades, then you will be shown the standard grade range scale.

<u>GRADE</u>	<u>Grade range</u>	<u>Conversion</u>
A+	95-101	4.5
A	90-95	4.0
B+	85-90	3.5
B	80-85	3.0
C+	75-80	2.5
C	70-75	2.0
D	65-70	1.0
E	50-65	0.5
F	0-50	0

A letter grade of A is received if a student has a numerical grade that is equal to or greater than 90 and LESS than 95. You can use this grade range scale or change it to whatever is being used in your school. If your final grade is to be converted to a letter grade, then the above conversion scale is used. You can use this conversion scale or you can design your own conversion scale. If your letter grades have been changed from those shown, then you probably should change the conversion scale.

The conversion scale is used to determine each student's final grade. Using the grade range scale, each final marking period grade is converted to a letter grade and then using the conversion scale each grade is converted to a number. The numbers for each marking period are added up, weighted equally if the marking periods are not to be weighted, or weighted according to your weighting scale. The average of the numbers, using the conversion scale, is then converted to a letter grade. For example, if marking periods are not weighted and in three marking periods a student has a 92, 86, and 66 then the 92 is an A which is 4.0 points. The 86 is a B+ which is 3.5 points and the 66 is a D which is 1.0 points. The total point value is 8.5. When 8.5 is divided by 3 (three marking periods) the average is 2.83. Using the conversion scale a 2.83 is a C+. The student will receive a C+ as the

final grade. With this option all the marking period grades, including the final grade, can be viewed on either the screen or printed on paper.

Use *OPTION 5* if you wish to delete final marking period grades (report card grades). This option does **NOT** delete activity grades. It deletes the report card grades. These are the grades you saved under choice one of this menu. You might wish to delete the last marking period grades if you realize you made a mistake in a student's grades. Before deleting any grades you might wish to make a backup of the class data disk. To delete a particular marking period grade or all the grades for one marking period you must use option 7, delete grades and or names, in the main menu.

OPTION 7 is used to change a final marking period grade (report card grade). You might use this option to replace a 'Missed grade' with an actual grade, to give a student extra credit, or to correct an error. When you choose this option you will be asked to select the student whose grades are to be changed. Then you will be shown the numerical final marking period averages for each marking period for that student. Select the marking period you wish to change. Then you will be asked to type in the new grade. If you verify that it is correct then it will be saved on the data disk.

OPTION 8, "*Letter/numerical grades*", permits you to determine how grades will be calculated. They will either be calculated and displayed as numerical grades or as letter grades. You can change from one to the other at any time. When you change to letter grades you will be able to select letter grades and the range of numerical grades they represent. If you have previously selected letter grades you can choose this option to modify the letter grades and the grade ranges they represent.

UPDATING OLD DATA DISKS

This version of the grade book will not work with data disks that were made with the DOS 3.3 system. These are data disks that used the old Apple Grade Book, version 4.1 and earlier.

ProDOS data disks that were made with version 5.0 to 5.3 of the J&S Grade Book need to be updated. It is a simple procedure. First make a backup of your data disk. Then select option 14 on the MAIN MENU and follow the directions that appear on the screen for updating. After this procedure your data disk will work with version 6.0 of the grade book. It will not work with earlier versions. Data disks made with version 5.4 or later do not need to be updated.

HINTS FOR FOOL PROOF OPERATION

1. Before using this program for an actual class, make up a sample class and try all the options until you feel comfortable with them. When finished with the sample class delete all the data, using option one on the deletion module. This is the best way to learn the power of this program.
2. **NEVER** put a write-protect tab on your class data disks.
3. After adding a few grades, always make a backup copy of your class data disk. This can be done using any ProDOS copy program. Do not try to copy the grade book master as you might damage the data on this disk. Backing up grades is very important. It is recommended that you back up grades every time you add new grades. You might use a different backup disk each week of the month.
4. If you weight grades, do it on a temporary basis. It takes almost twice as long to load class data containing weighted grades. Weight the grades, obtain the data you need and then unweight the grades. Do the above all in one sitting. Remember, in order for weighted grades to be accurate a student must have at least one grade in each weighted category. A weighted category has a weighting that is NOT zero.
5. Always do all operations for one class before working with another class. This way class data will not have to be continually reloaded from the disk. Class data will only have to be reloaded when you leave the deletion module and the marking period module.

6. Never turn the computer off or take out the disks until you have completed an operation.
7. If you get a **FULL DISK** error, transfer one or two class to another disk as explained previously.
8. Iigs users might find that their Iigs is sending data to their printer faster than the printer can print the data. If you notice that some of the data is not printing then this may be the problem. One solution is to use the pause option (CONTROL-S) after every few names for progress reports and for grade sheets. Another option is to go to your Iigs control panel and change the computer speed to normal before printing. Press CONTROL - OPTION - RESET to get to the control panel.
9. If you are stuck at a particular option and want to leave it then try pressing the RETURN key only. This will usually result in taking you back to the main menu for that module.
10. In many situations you will be told to press the DELETE key to escape out of an operation. The DELETE key can be found on the upper right side of your keyboard.

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GRADE BOOK MENUS

INTRODUCTORY MENU

1. Format a data disk
2. Record class and student names
3. Go to MAIN MENU
4. Use date for printed reports



CLASS PREPARATION

1. Make class roster
2. Change activity titles
3. Go to MAIN MENU



MAIN MENU

1. Add grades
2. List grades/names
3. Class Averages
4. List Activity results
5. Class Roster/Activity titles
6. Corrections
7. Delete grades/names
8. Turn printer on/off
9. Letter grades/histogram,
10. Change/View grade Weightings
11. Use a New Data Disk
12. End Marking Period/Course
13. Progress Reports
14. Quit/Update



PROGRESS REPORTS

Teacher comment (Y/N)



1. All students
2. One student
3. Students above a certain average
4. Students below a certain average



END MARKING PERIOD/COURSE

1. Save final marking period grades
2. View report card grades
3. Record final exam grades
4. Calculate final grades
5. Delete report card grades
6. Return to MAIN MENU
7. Change a report card grade
8. Letter/numerical grades

ADD GRADES

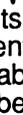
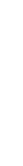
1. In grade book order
2. By ID code

CLASS AVERAGES

1. Grade book order
2. Numerical order
3. Alphabetical (name/ID)

Corrections

1. Add new student
2. Delete a student
3. Change a grade
4. Correct Name/ID
5. Add a new class
6. Missing grades to 0
7. Change total possible
8. Return to MAIN MENU



LIST STUDENT GRADES & NAMES

1. List student grades
2. List missing grades
3. Do both of the above
4. List student names and ID codes
5. Activity Averages

LIST ACTIVITY RESULTS

1. Grade book order
2. Numerical order
3. Alphabetical (name/ID)

Delete Grades/names

1. Delete all grades
2. Delete grades only
3. Delete one class
4. Delete one set grades
5. Return to MAIN MENU
6. Drop lowest grade
7. Backup a class

LETTER GRADES/HISTOGRAM/ GRADE BOOK PAGES

1. Histogram
2. Convert to letter grades
3. Grade Book pages
4. Return to MAIN MENU