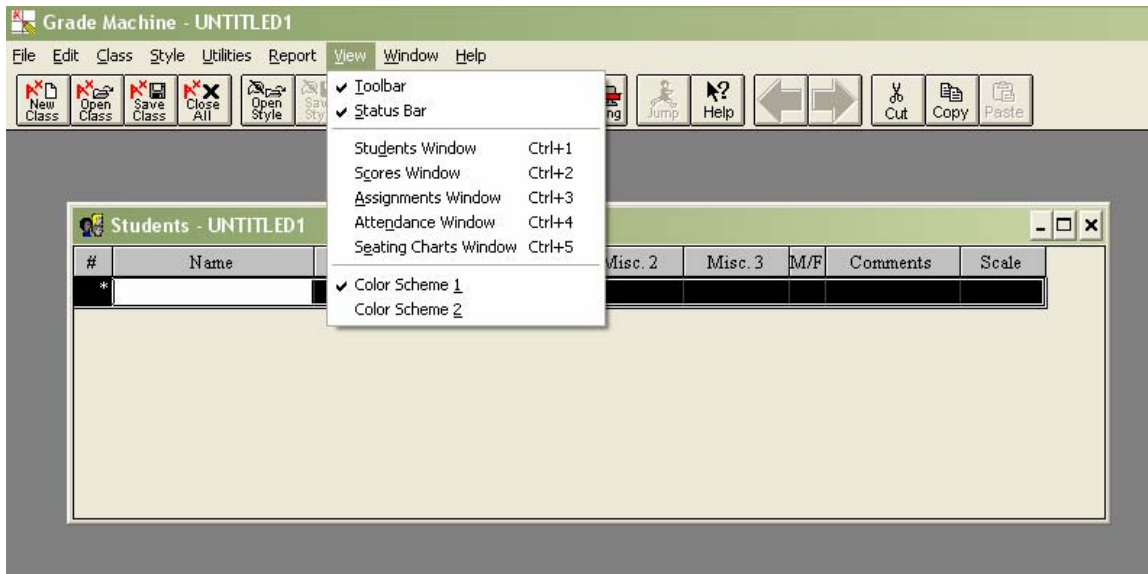
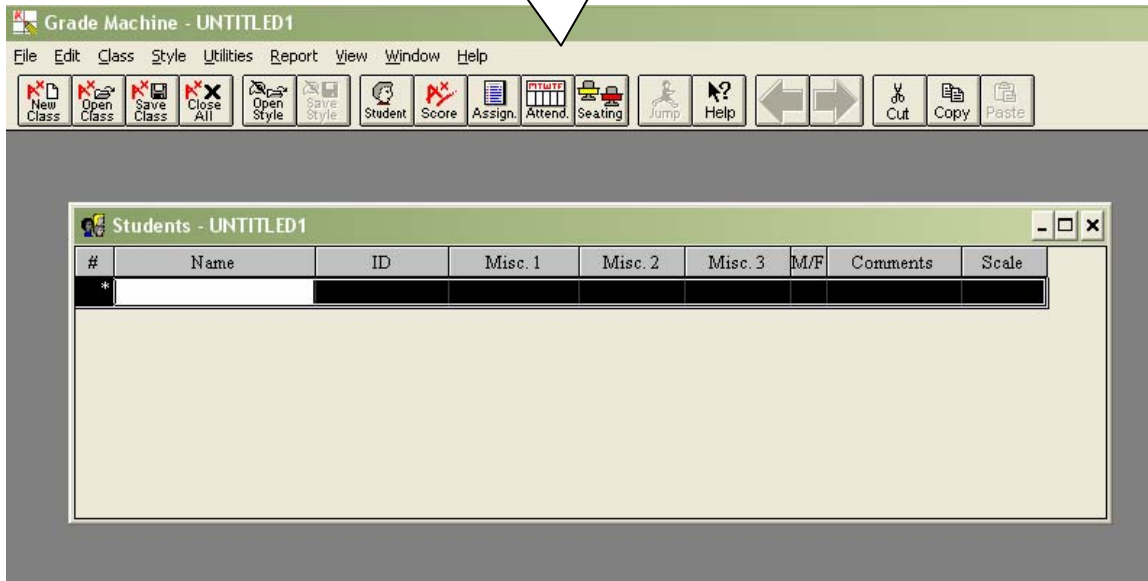


# Overview of Features and Key Menus in Grade Machine

## 5 Viewing Windows are associated with each class:

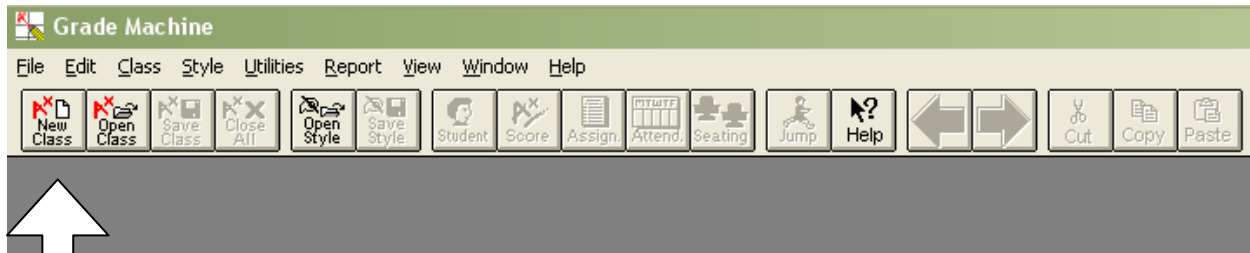
- ⇒ Students
- ⇒ Score
- ⇒ Assignment
- 
- ⇒ Attendance
- ⇒ Seating

These can be accessed by the 5 buttons on the screen, or they are also listed under the **View** menu, as shown below.



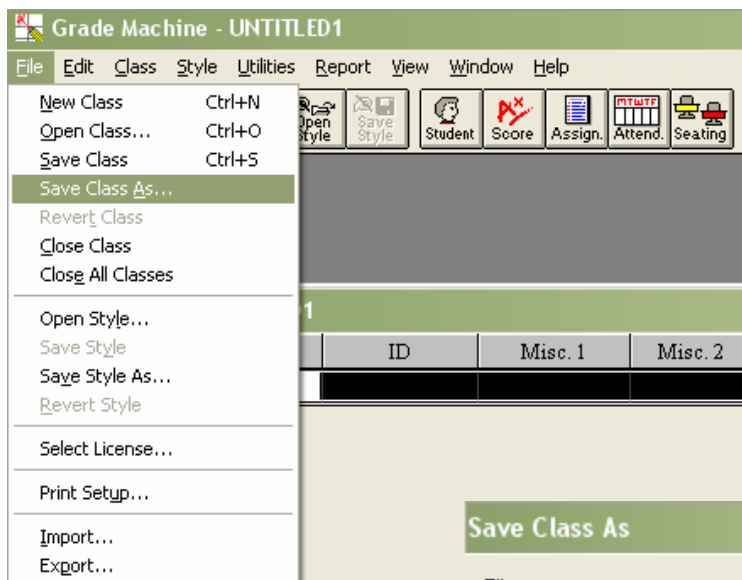
# Create a NEW class: File → New Class

1. **Open** the **Grade Machine** program, located under the **Start Menu** of the computer.
2. Click on the **NEW CLASS** icon:



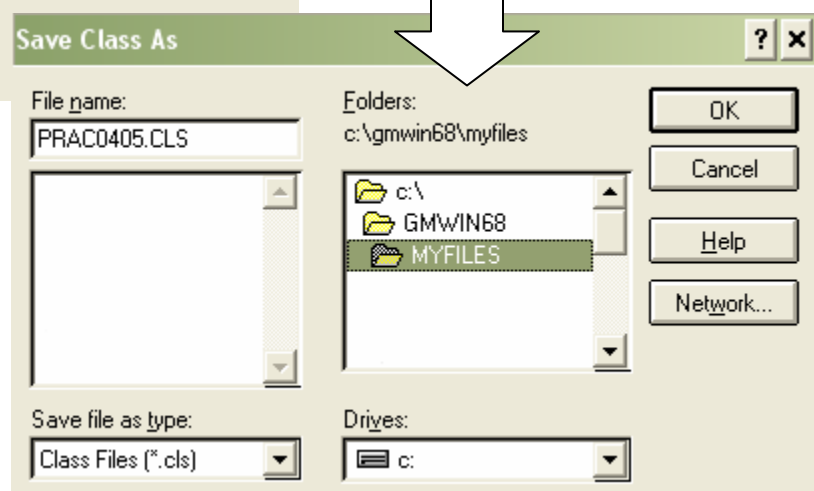
This is the **New Class** icon, or you can go to the File menu and create a new class from there, too.

3. The **Students** window opens up, and you should enter the names of at least five students from one of your classes. Type them with the format of *last name, first name*.
4. To save this class, go to the **File** menu and select **Save Class As...** and the dialogue box pops up from which you save your file to the network drive **H:\teachers\** and your folder.

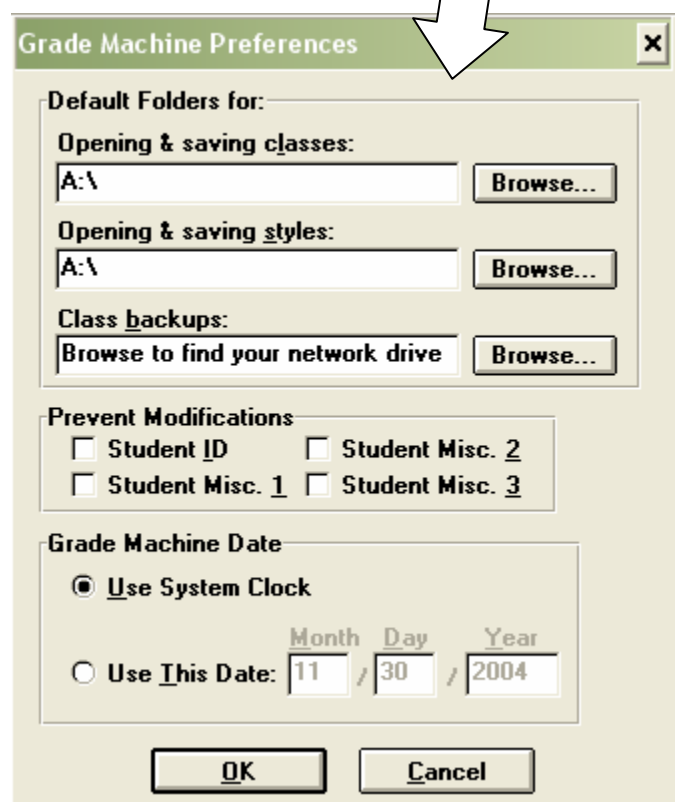
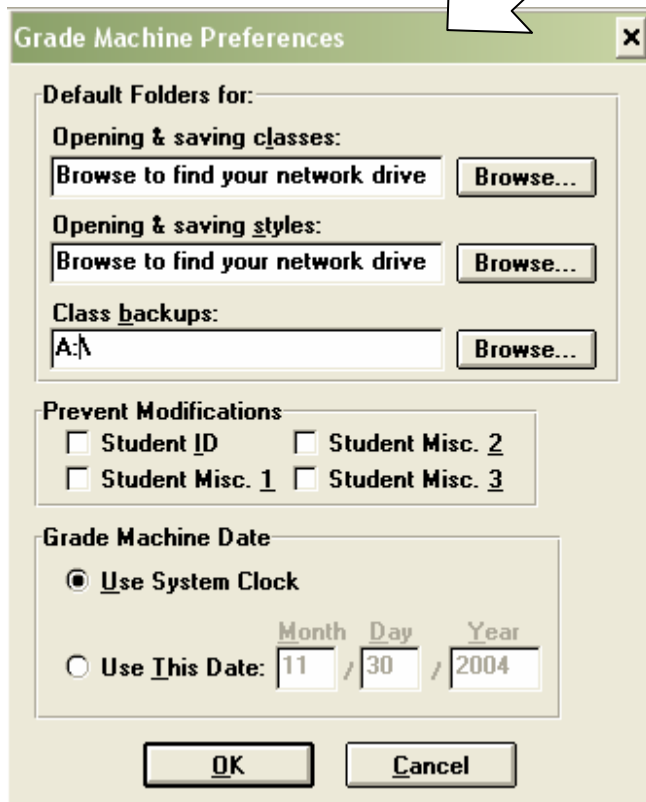
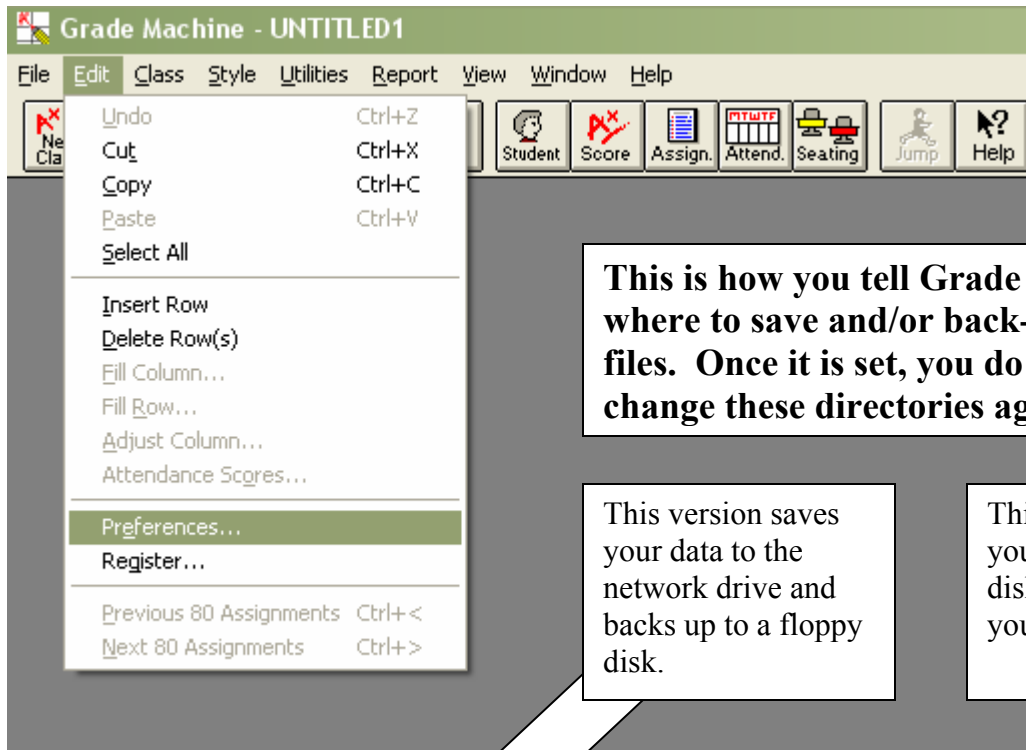


To save the file to your network directory, you will have to first select the **H:\** network drive from the bottom menu, and then navigate to the **Teachers** folder, and select your network directory from there.

Type the name of the file here. I chose to name it **PRAC0405.CLS** since this is a practice class for the 2004-05 school year.

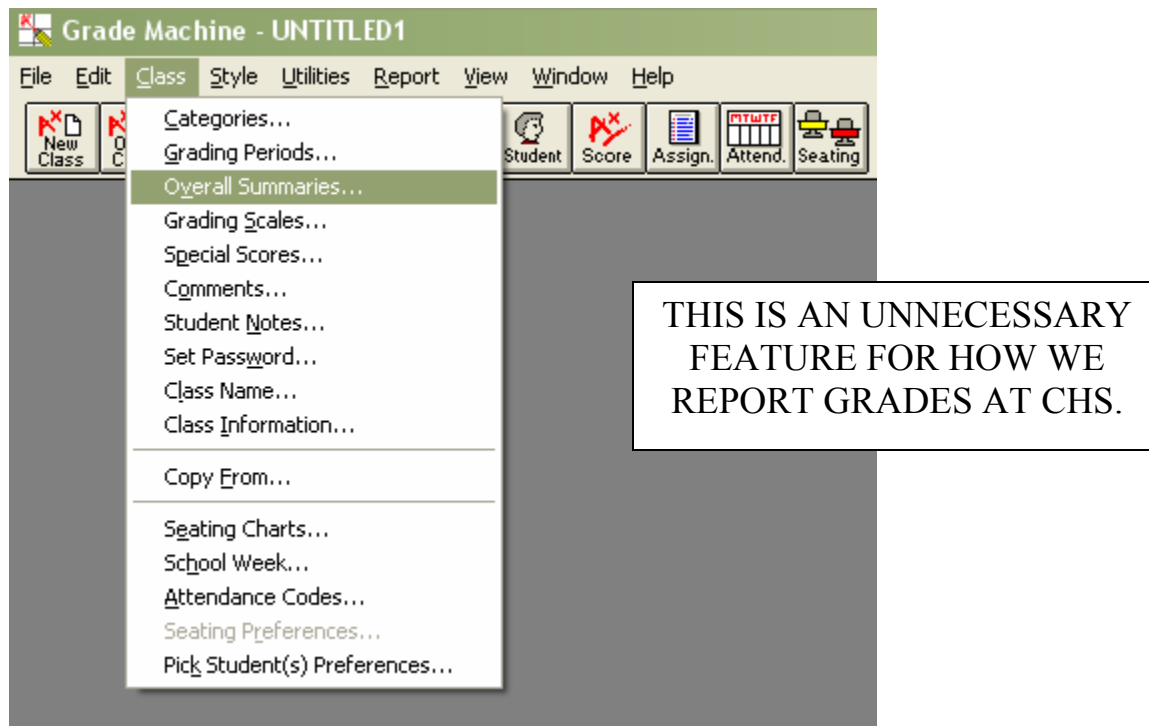


# Automatic Back-up of Files: Edit → Preferences



**H:\TEACHERS\** is the path to the network drive.

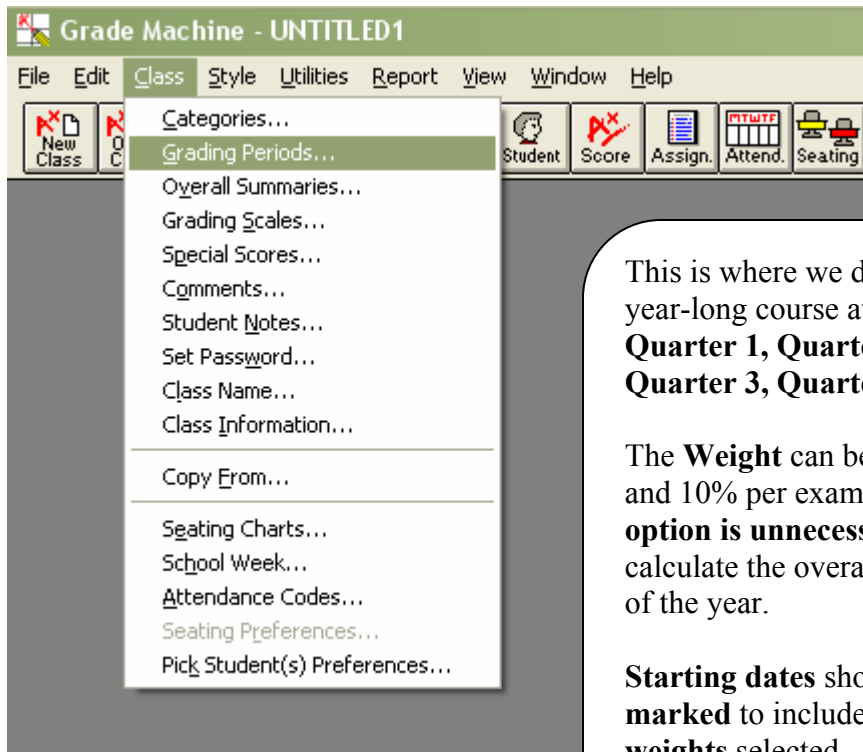
## Class Menu Settings: Class → Overall Summaries



Because a student's final grade in a course is determined by the nine-week and exam grades, there is no need for Grade Machine to calculate and report an overall average.

We will set other features to report the nine-week and exam grades as well as display the formative and summative category breakdown of the grade.

# Class Menu Settings: Class → Grading Periods



This is where we define our grading periods. A year-long course at CHS should consist of : **Quarter 1, Quarter 2, Semester Exam, Quarter 3, Quarter 4, and Final Exam.**

The **Weight** can be filled in at 20% per quarter, and 10% per exam; however, this **Weight option is unnecessary** to use since we do not calculate the overall summary grades at the end of the year.

**Starting dates** should be entered, **check boxes marked** to include in report, and **Use category weights** selected. Only the first **Starting Assignment** is defined for now.

**NOTE:** If you want to be able to enter alternate grades (useful for students on IEPs, or teachers with individualized grades) you should also check the Allow Alternate Grades box.

Period	Description	Weight	Start Date	Starting Assignment	Include In Reports	When Calculating Grade
1	Quarter 1	20.000	8 / 25 / 2004	1	<input checked="" type="checkbox"/> Grade Summary <input checked="" type="checkbox"/> Attendance	Use category weights
2	Quarter 2	20.000	11 / 1 / 2004		<input checked="" type="checkbox"/> Grade Summary <input checked="" type="checkbox"/> Attendance	Use category weights

**Grading Periods** [X]

3  
Description: Semester Exam  
Weight: 10.000 Start Date: 1 / 20 / 2005  
Starting Assignment: [ ]  Extra Credit  Allow Alternate Grade  
When Calculating Grade: Ignore category weights  
Include In Reports:  
 Grade Summary  
 Attendance

4  
Description: Quarter 3  
Weight: 20.000 Start Date: 1 / 24 / 2005  
Starting Assignment: [ ]  Extra Credit  Allow Alternate Grade  
When Calculating Grade: Use category weights  
Include In Reports:  
 Grade Summary  
 Attendance

[OK] [Cancel]

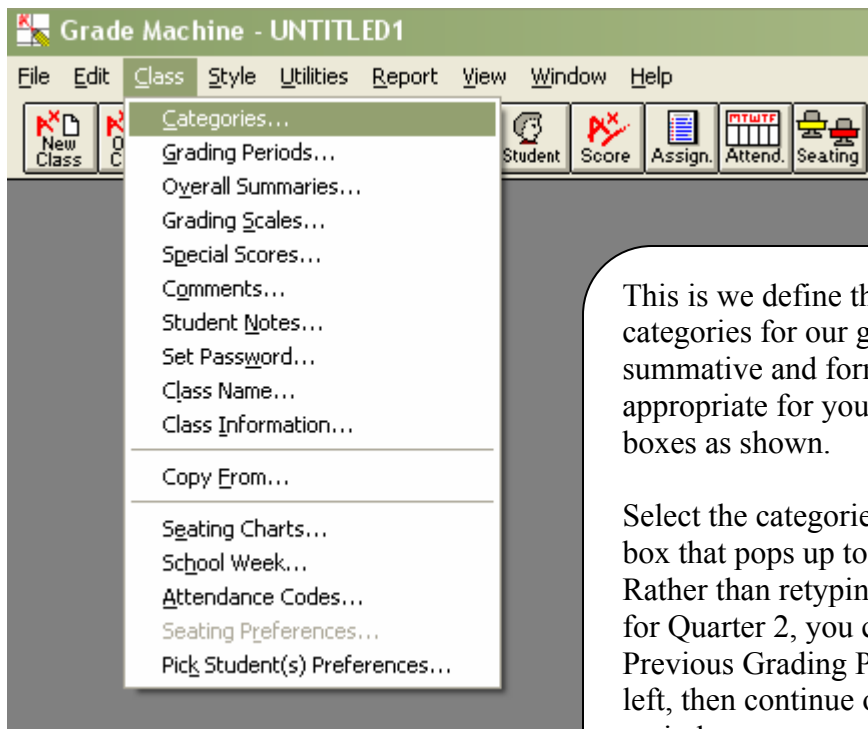
**Grading Periods** [X]

5  
Description: Quarter 4  
Weight: 20.000 Start Date: 3 / 28 / 2005  
Starting Assignment: [ ]  Extra Credit  Allow Alternate Grade  
When Calculating Grade: Use category weights  
Include In Reports:  
 Grade Summary  
 Attendance

6  
Description: Final Exam  
Weight: 10.000 Start Date: 6 / 1 / 2005  
Starting Assignment: [ ]  Extra Credit  Allow Alternate Grade  
When Calculating Grade: Ignore category weights  
Include In Reports:  
 Grade Summary  
 Attendance

[OK] [Cancel]

## Class Menu Settings: Class → Categories



This is we define the summative and formative categories for our grading periods. Set the summative and formative weights as appropriate for your class and check the same boxes as shown.

Select the categories for Quarter 2 and use the box that pops up to save Quarter 1 categories. Rather than retyping all the information again for Quarter 2, you can use the Copy From Previous Grading Period button at the bottom left, then continue on with the next grading period.

The screenshot shows the "Categories" dialog box. The title bar reads "Categories". The "Categories For:" dropdown menu is set to "Quarter 1". The dialog box contains two sections for defining categories:

Category	Description	Weight	Include Grade Summary In Reports	Allow Alternate Grade	Extra Credit
1	Summative	100.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Formative	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the dialog box, there are three buttons: "Copy From Previous Grading Period", "OK", and "Cancel".

Categories

Categories For: **Quarter 2**

1  
Description: **Summative**  
Weight: **100.000**  Include Grade Summary In Reports  
 Extra Credit  Allow Alternate Grade

2  
Description: **Formative**  
Weight: **0.000**  Include Grade Summary In Reports  
 Extra Credit  Allow Alternate Grade

Copy From Previous Grading Period OK Cancel

Categories

Categories For: **Semester Exam**

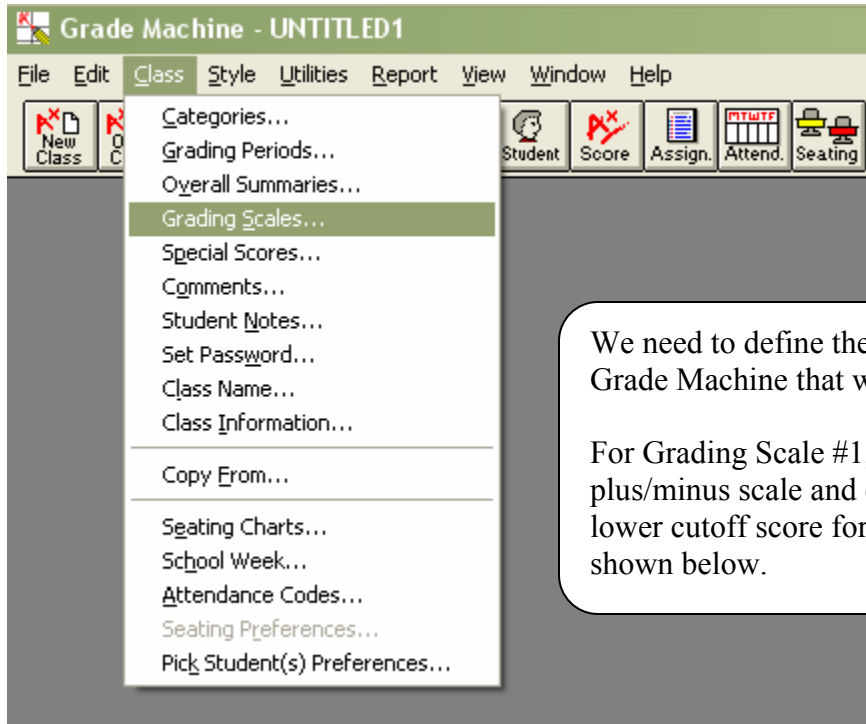
1  
Description: **Summative**  
Weight: **100.000**  Include Grade Summary In Reports  
 Extra Credit  Allow Alternate Grade

2  
Description: **Formative**  
Weight: **0.000**  Include Grade Summary In Reports  
 Extra Credit  Allow Alternate Grade

Copy From Previous Grading Period OK Cancel

Quarter 3, Quarter 4, and Final Exam are similarly defined.

# Class Menu Settings: Class → Grading Scales



We need to define the same grading scale in Grade Machine that we use here at CHS.

For Grading Scale #1, delete the default plus/minus scale and enter our scale by the lower cutoff score for each letter grade, as shown below.

**Grading Scales** [X]

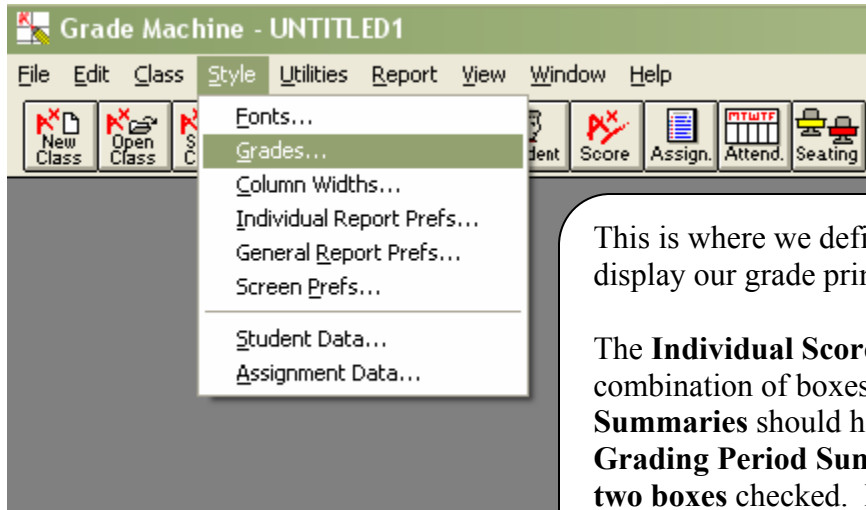
Grading Scale # **1**

Grade Description	Lower Cutoff	Students with This Grade	Grade Description	Lower Cutoff	Students with This Grade
A	90	0 (0.0%)			0 (0.0%)
B	80	0 (0.0%)			0 (0.0%)
C	70	0 (0.0%)			0 (0.0%)
D	60	0 (0.0%)			0 (0.0%)
F	0	0 (0.0%)			0 (0.0%)
		0 (0.0%)			0 (0.0%)
		0 (0.0%)			0 (0.0%)

Interpret Grade Descriptions As Text  
 Interpret Grade Descriptions As Numbers (e.g., 4.0) Decimalized and Interpolated to Nearest Tenth

OK Cancel

# Style Menu Settings: Style → Grades



This is where we define the manner in which we display our grade print-outs.

The **Individual Score** column can have **any** combination of boxes checked. The **Category Summaries** should have **all** boxes checked, and the **Grading Period Summaries** should have the top **two boxes** checked. **None** of the **Overall Summaries** boxes are checked because we do not have to calculate the overall grades

Include In Reports	Individual Scores	Category Summaries	Grading Period Summaries	Overall Summaries
Grade Description	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Percentage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the Class menu to select which categories and grading periods will appear in summaries

**Display Options**

Adjust Each Score

Decimal Scores

Grade Description Instead of Points

**Rounding Options**

Grade Description Only

Grade Description and Percentages

Don't Round

OK Cancel

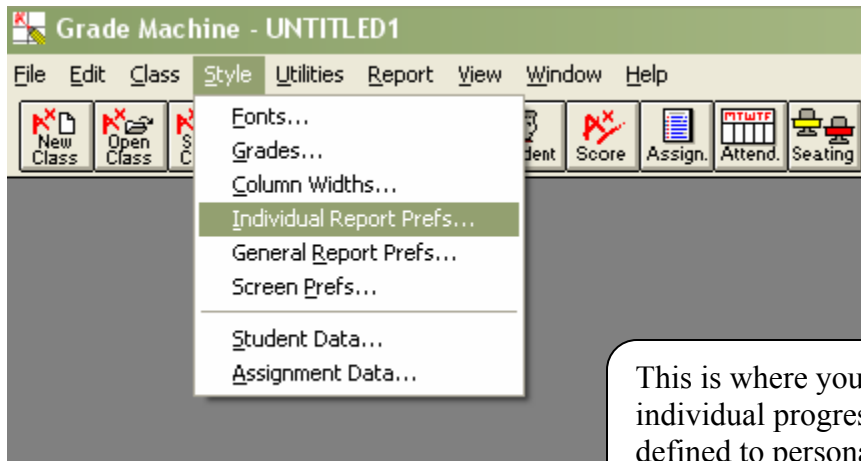
Do NOT check the Adjust Each Score box.

If you record individual scores in decimal format check the Decimal Scores box.

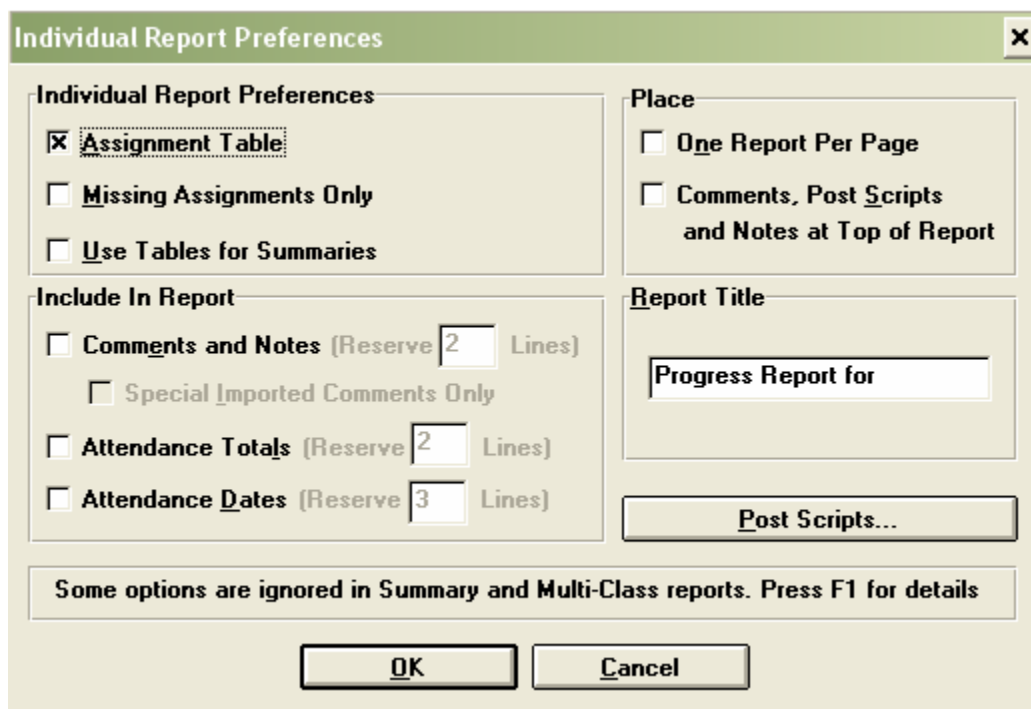
If you record individual scores by letter grade, check the Grade Description Instead of Points box.

Select the rounding option you prefer to use in your class.

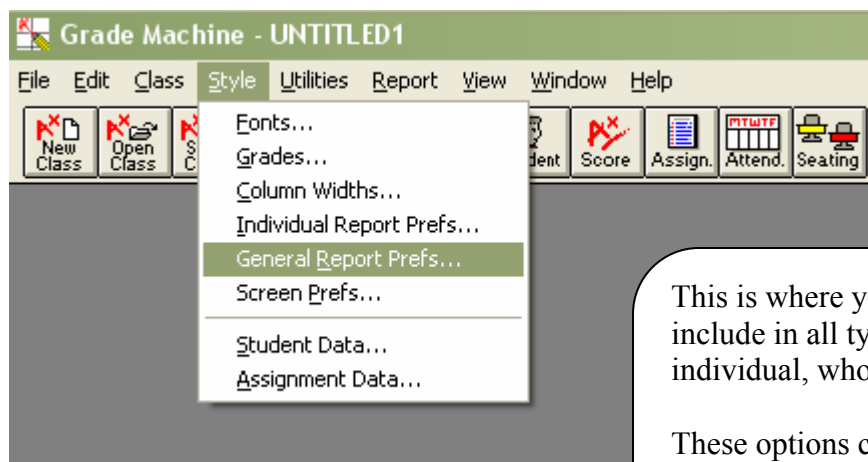
# Style Menu Settings: Style → Individual Report Prefs.



This is where you define the style of individual progress reports. This can be defined to personal preference, although it is recommended to check/uncheck boxes as shown below.



## Style Menu Settings: Style → General Report Prefs.



This is where you select options to include in all types of reports: individual, whole class, and summary.

These options can be defined to reflect personal preferences in whether or not to display class averages and/or medians.

Also, if you want a margin for your print-outs, this is where you would define the margin spacing in inches.

**General Report Preferences**

**Include in Reports**

<input type="checkbox"/> Adjusted Pts Poss	<input checked="" type="checkbox"/> Points Possible
<input type="checkbox"/> Class Average (Mean)	<input type="checkbox"/> Standard Deviation
<input type="checkbox"/> Maximum & Minimum	<input type="checkbox"/> Weights
<input type="checkbox"/> Median	

**Print Reports in**

English

**Show Student Names**

First then Last  
 Last then First

**Report Margins (inches)**

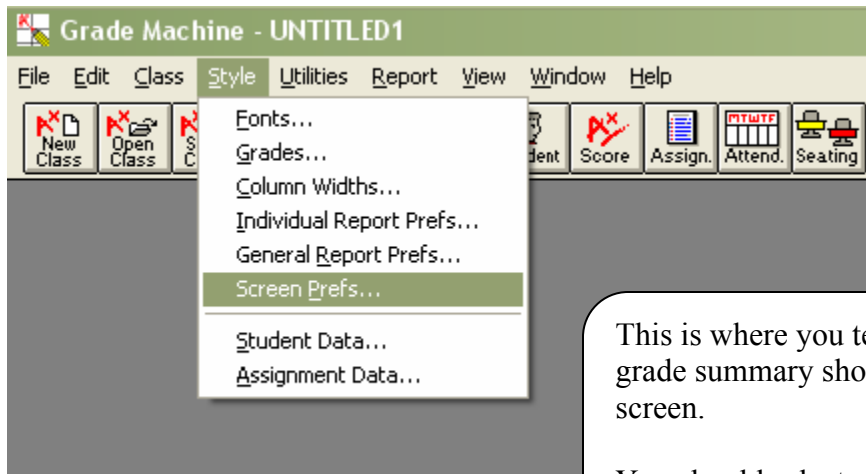
Top	0.000	Left	0.000
Bottom	0.000	Right	0.000

Teacher's Name: Mrs. Maite

Count Zeros as Missing Assignments

OK Cancel

## Style Menu Settings: Style → Screen Preferences



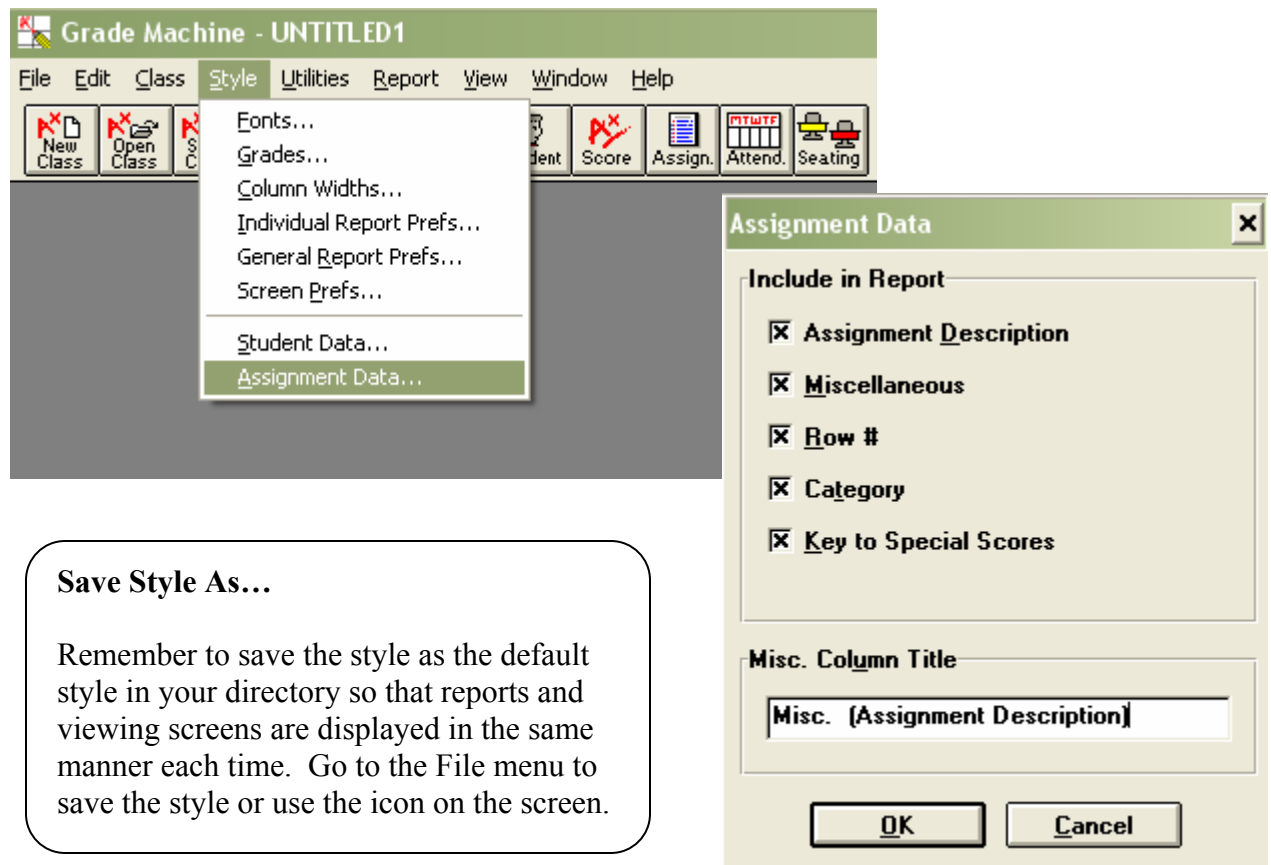
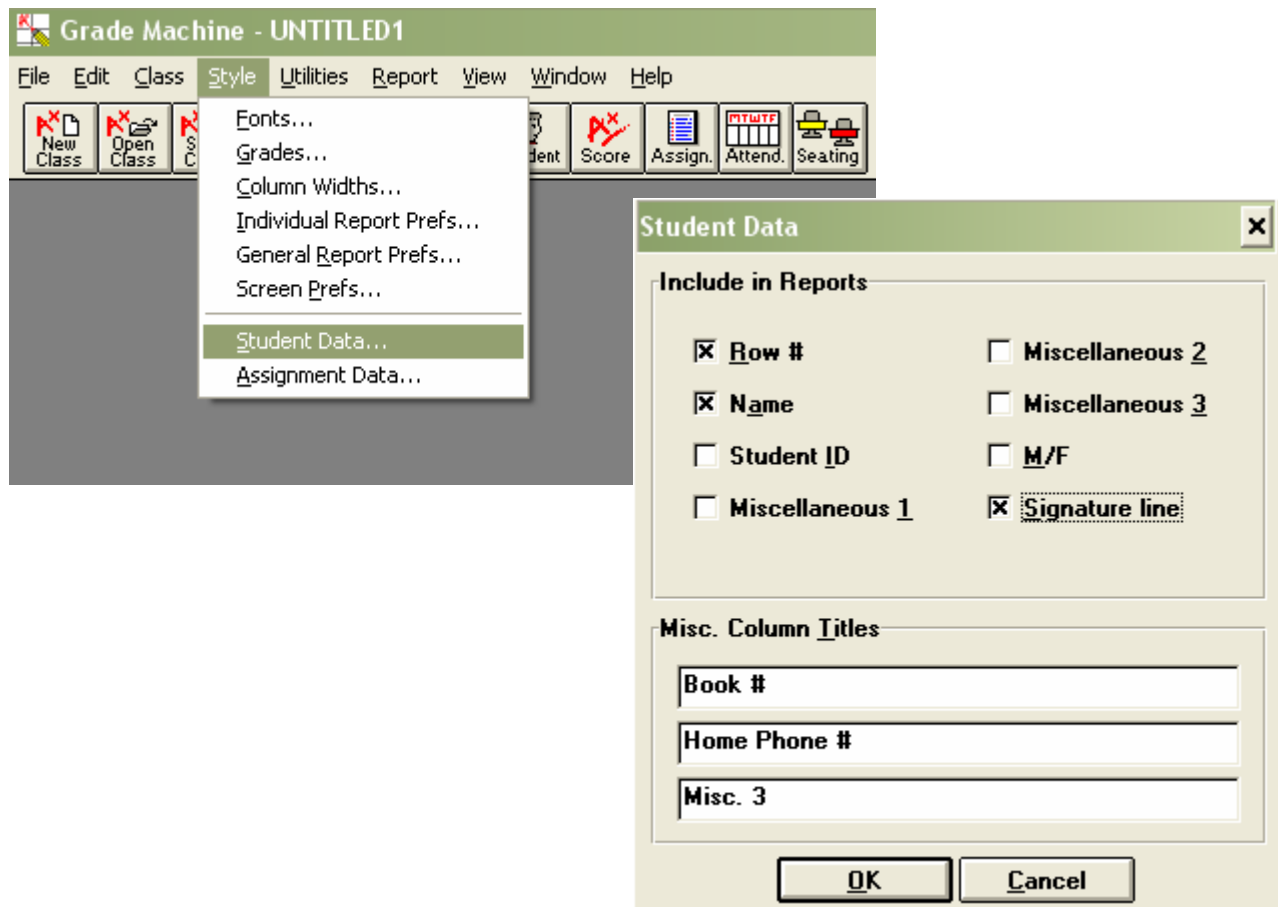
This is where you tell Grade Machine what grade summary should be displayed on the screen.

You should select either the grading period or the category to display. This is important if you are entering alternate grades for individual students

A screenshot of the "Screen Preferences" dialog box. The title bar reads "Screen Preferences" with a close button (X). The dialog is divided into several sections:

- Grade to Display:** Contains four radio buttons: "None", "Overall Summary", "Grading Period", and "Category".
  - "None" is unselected.
  - "Overall Summary" is unselected, with a dropdown menu showing "Overall Grade".
  - "Grading Period" is selected, with a dropdown menu showing "Quarter 1".
  - "Category" is unselected, with a dropdown menu showing "Total Points" and a label "of grading period" followed by another dropdown menu showing "Quarter 1".
- Score Changed Alert:** Contains three radio buttons: "None", "Beep", and "Alert Box". "None" is selected.
- Safety Factor:** A text input field containing "1.000".
- Alternate Percent Warning:** A checked checkbox.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

# Style Menu Settings: Style → Student, Assignment Data



## Save Style As...

Remember to save the style as the default style in your directory so that reports and viewing screens are displayed in the same manner each time. Go to the File menu to save the style or use the icon on the screen.

## Defining Assignments and Entering Student Scores:

1. Click on the **Assignment** icon and the window opens where you define the assignments for your class. You should enter a **description** and the **points** for the assignment. Then right-click the mouse on the **category** box and you can select which category the assignment should be counted in.

The screenshot shows the 'Grade Machine - [Assignments - PERIOD1.CLS]' window. The menu bar includes File, Edit, Class, Style, Utilities, Report, View, Window, and Help. The toolbar contains icons for New Class, Open Class, Save Class, Close All, Open Style, Save Style, Student, Score, Assign., Attend., Seating, Jump, and Help. Below the toolbar is a table with the following data:

#	Description	Points	Weight	Adjust	Category	Misc	ID
1	Quiz 1	25	1.000	25	Summative		
2	Quiz 2	25	1.000	25	Summative		
3	Quiz 3	25	1.000	25	Summative		
4	HW Set 1A	11	1.000	11	Formative		
5	Midterm NW 1	100	1.000	100	Summative		
6	Added Value HW	0	1.000	0	Summative		
7	Quiz 4	25	1.000	25	Summative		
8	Quiz 5	25	1.000	25	Summative		
9	Quiz 6	25	1.000	25	Summative		
10	HW Set 1B	9	1.000	9	Formative		
11	Final NW 1	200	1.000	200	Summative		
12	Added Value HW	0	1.000	0	Summative		
13	Quiz 7	25	1.000	25	Summative		
14	Quiz 8	25	1.000	25	Summative		
15	Quiz 9	25	1.000	25	Summative		
16	HW Set 2A	12	1.000	12	Formative		
17	Midterm NW 2	100	1.000	100	Summative		
18	Added Value HW	0	1.000	0	Summative		

2. Click on the **Scores** icon and enter the grades each students earned on the assignments.
3. If you define assignments for both nine weeks, you will have to go to **Class→Grading Period→Quarter 2** and **define the assignment starting number** for the second grading period. In the Assignments viewing window, you should see a heavy black line separating grading periods, as shown between assignments 12 and 13 in the sample above.

# Entering Alternate Scores for Individual Students

1. Go to **Style→Screen Preferences** and select the grading period and/or category for which you want to enter your alternate grade.

**Screen Preferences**

**Grade to Display**

None

Overall Summary Overall Grade

Grading Period Quarter 1

Category Total Points of grading period Quarter 1

**Score Changed Alert**

None

Beep

Alert Box

**Safety Factor**

1.000

Alternate Percent Warning

OK Cancel

2. Then click on the Scores icon and slide the horizontal scroll bar all the way to the left, at the bottom of the screen. This will allow you to enter an alternate grade and description that will be displayed on reports.

Grade Machine - [Scores - WG2SAMP.CLS]

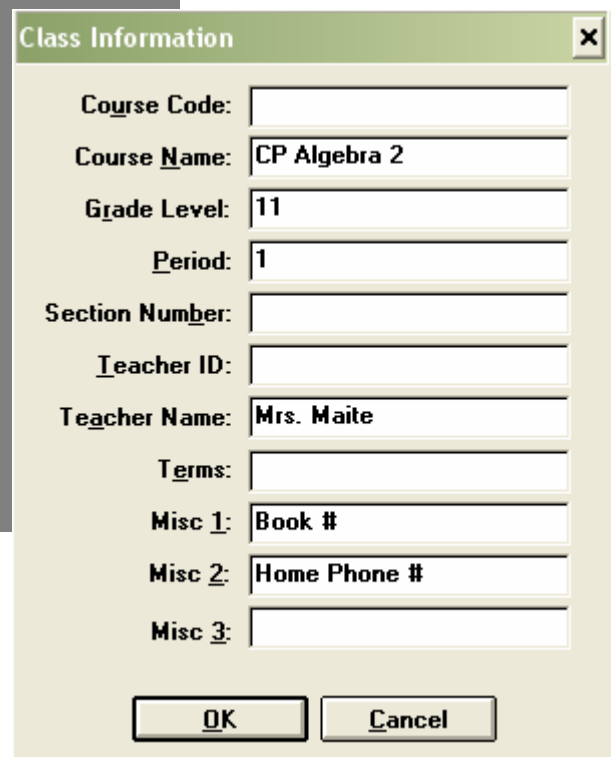
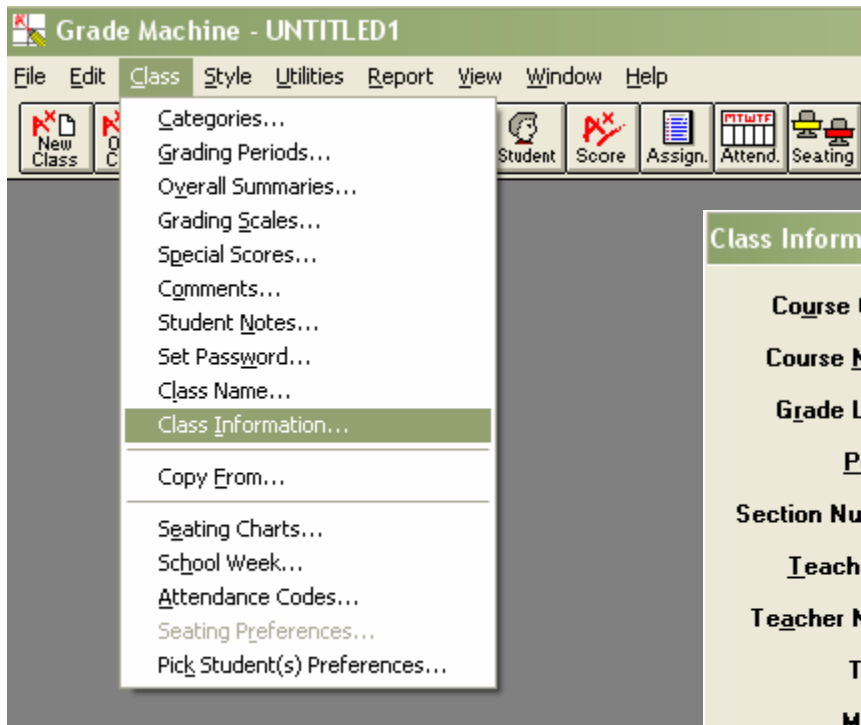
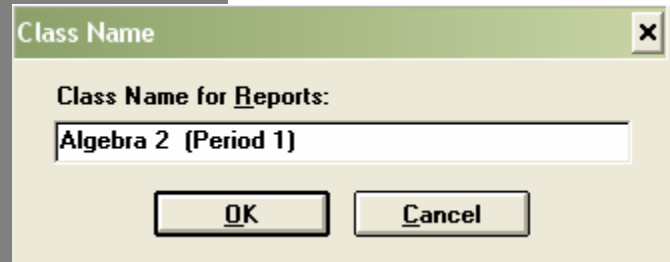
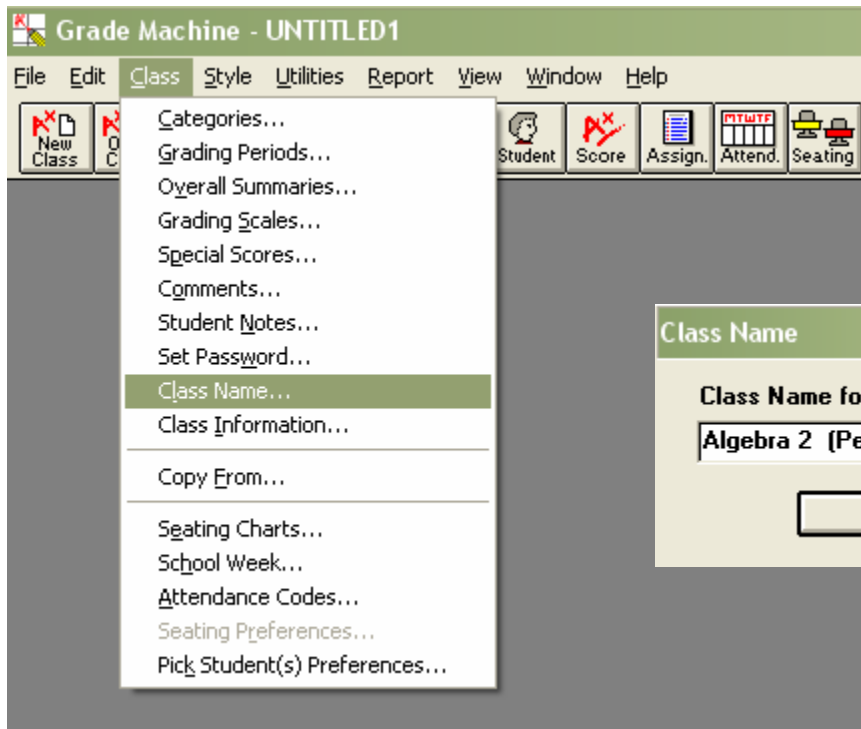
File Edit Class Style Utilities Report View Window Help

New Class Open Class Save Class Close All Open Style Save Style Student Score Assign. Attend. Seating

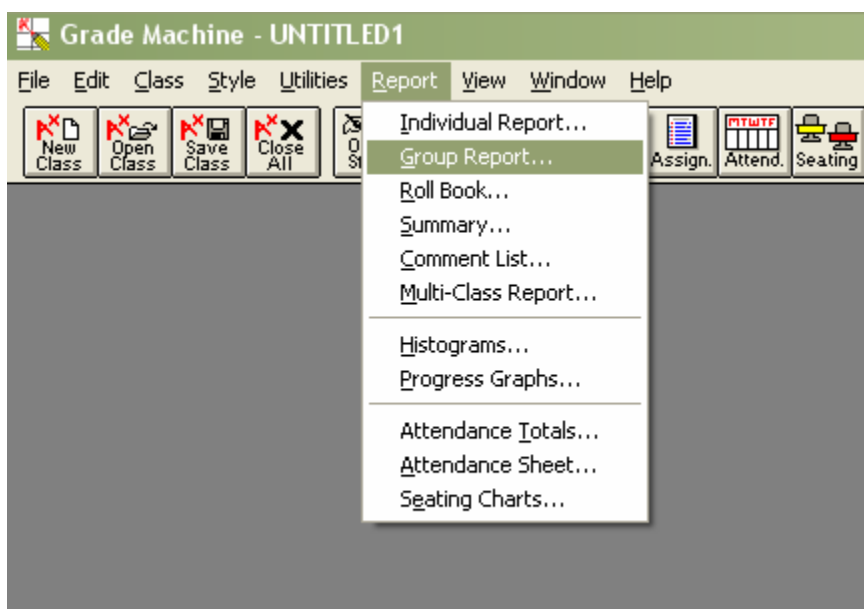
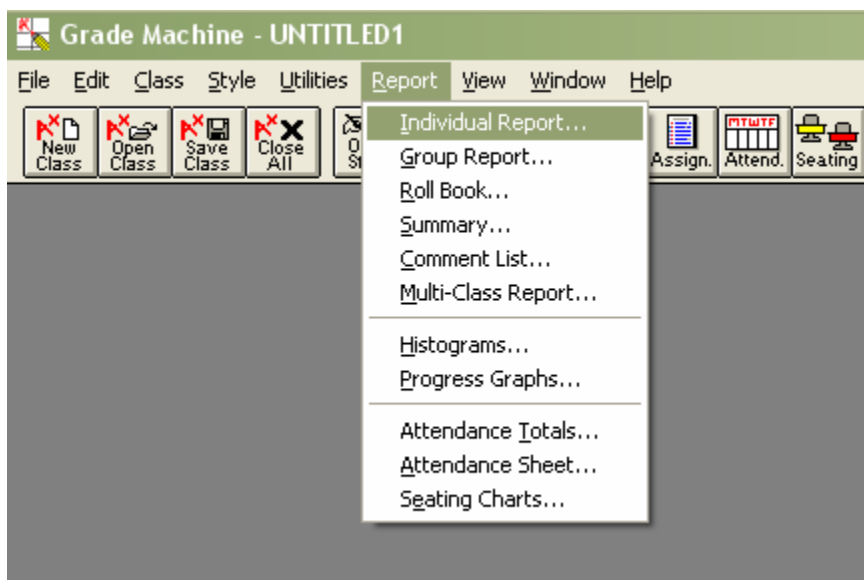
#	Name	Grade	Alternate	Alternate	1	2
		Quarter 1	Percent	Description	HW #1	HW
1	Alan	91% (A)			10	
2	Betty	83% (B)			10	
3	Chris	78% (C)			8	
4	Darlene	69% (D)			3	
5	Freddy	60% (D)			7	

This scroll bar should be at the left side in order to see the alternate grade and description columns.

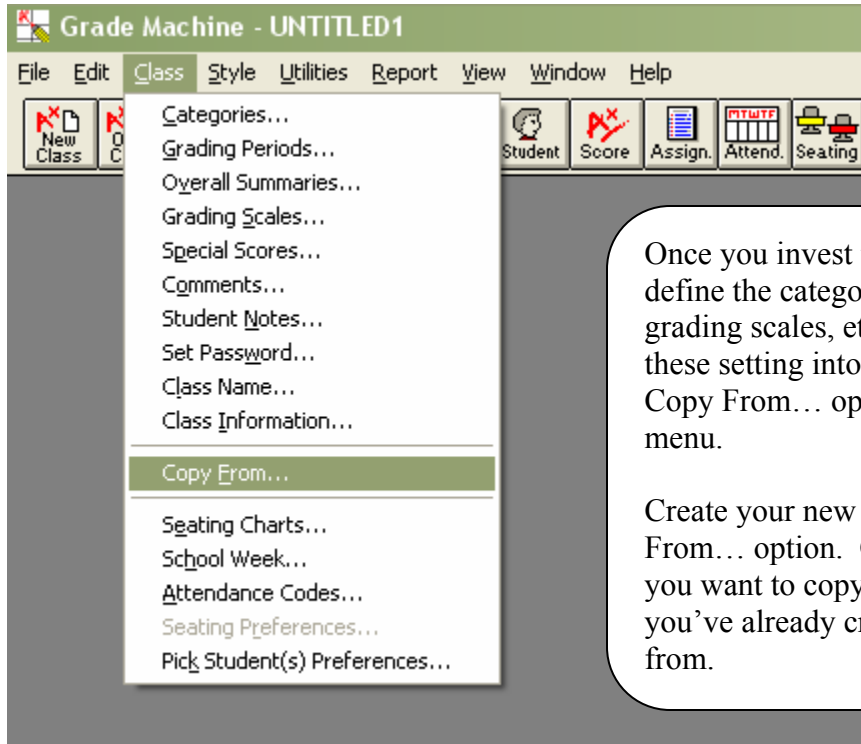
# Class Settings: Class → Class Name & Information



# Previewing and Printing: Report → Individual & Group



## Useful Menu Settings: Class → Copy From



Once you invest the time in one class to define the categories, grading periods, grading scales, etc. you can quickly copy these settings into other classes using the Copy From... option under the Class menu.

Create your new class and select this Copy From... option. Choose those records that you want to copy, and select the file that you've already created to copy the items from.

