

GradeBook1

Version 2.6 User Manual



Find information, register, or download the latest version of GradeBook1 on the web at <http://fastrabbitsoftware.com/gradebook1.htm>

Get info or send questions and comments via email to support@fastrabbitsoftware.com

Period	Assignment	Weight	Score	Date	Letter Grade
1	p10	1	098	6/29/00	
1	p21	1	090	6/29/00	

Grade Period 1 Grade A Average 94
Cumulative Grade A Overall Average 94

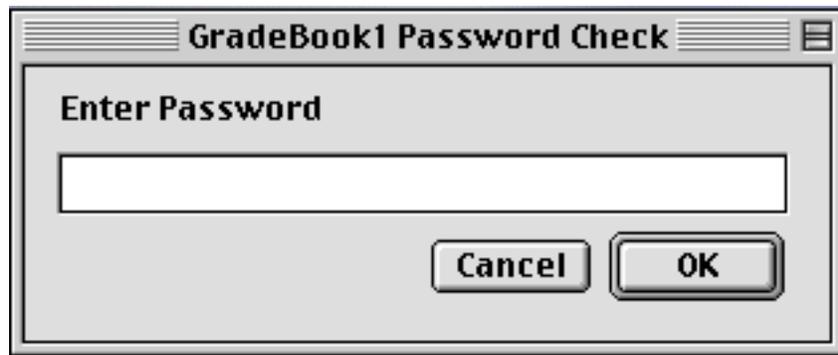
(Mac OS Screen Shot)

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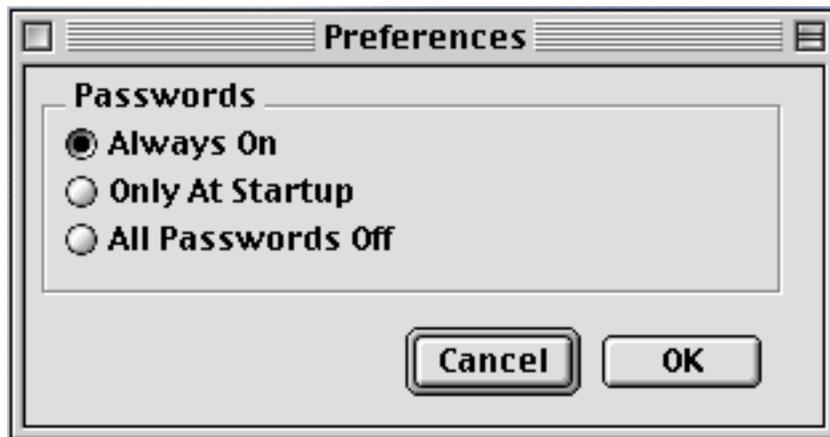
Starting Up

The default behavior for GradeBook1 is to present a prompt that requests a password at startup.



The password for the GradeBookFile that comes with GradeBook1 and the password that is automatically set when you create a new GradeBook is "teacher." Please note that the password is stored within the same GradeBookFile that is used to store all student info rather than as a separate preference file. This allows for easier transportation of your records between home and classroom.

Once you have entered the password and the main student record screen has appeared you can change the password protection preferences if you choose. The options for level of password protection are accessed by choosing PREFERENCES from the EDIT menu.



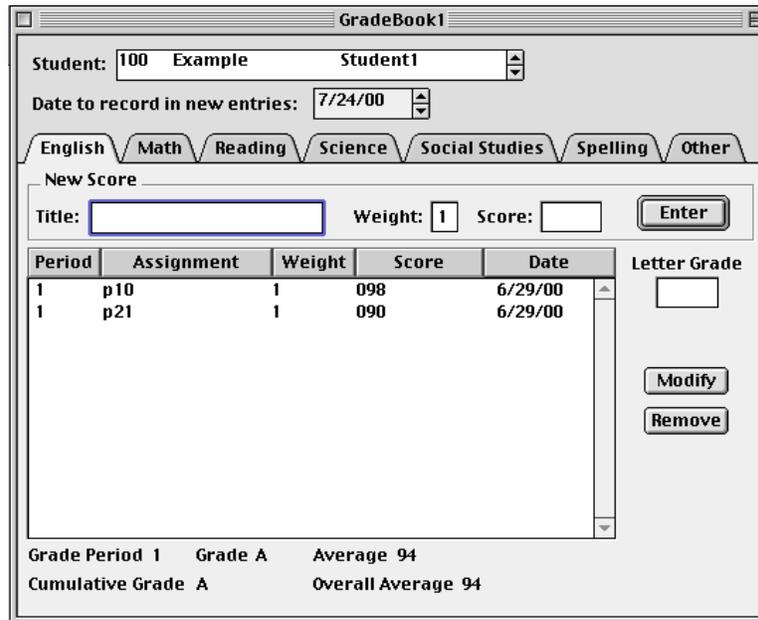
* Always On- When always on is selected (this is the default) a password is required to enter the program and to access many items located in the MANAGEMENT menu.

* Only At Startup- When this option is selected you are only required to enter a password when the program launches. You are not required to reenter passwords to access items in the MANAGEMENT menu.

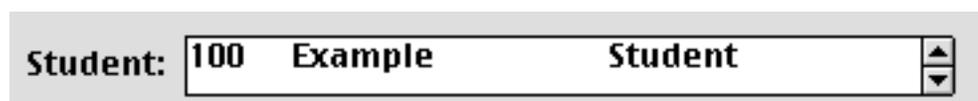
* All Passwords Off- When this option is selected no password is required at any time. It is not recommended that you select this option if you share your machine with anyone else.

The Student Record Window

After the program is launched and a valid password has been entered the password dialog closes and the **main student record window** opens. This window is the center of grade keeping activity in GradeBook1.



Above is a reduced size screen shot of the main student record window. The following is a look at each part of this window in detail as well as info on some of the closely related menu options and shortcut key combinations.



Starting at the top of the window the first item to note is the **student ID and name identifier**. Everything in the main student record window relates to the ID and name displayed here. Click the up and down arrows on the right to move through the list of student names that have been entered. Alternatively you may use the shortcut key combination COMMAND+8 to move to a previous student or COMMAND+9 to move forward.

Date to record in new entries: 8/14/00

The next item in the main student record window is the **date to record display**. When the program is launched it checks your computer's date and time settings to get the current date. The date shown in this area is recorded as the date in assignment or test records when new entries are made or modifications are made to existing records. Use the up and down arrows on the right of this display to adjust the date if necessary.



Seven **subject tabs** are provided in GradeBook1 for each student. Subject areas include: English, Math, Reading, Science, Social Studies, and Spelling. An OTHER subject tab is also included that can be used for any other subject (art, music, computers, library, PE, etc.).

New Score

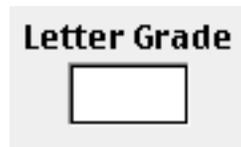
Title: Weight: Score:

To enter a new assignment or test score for a student you will enter information into the **new score area** of the main student record window.

1. Select a student in the **student ID and name identifier**.
2. Click the appropriate **subject tab**.
3. Type the name of the assignment in the TITLE field. Press the shortcut key combination COMMAND+T or click in the TITLE field to move your cursor to the TITLE entry field.
4. Enter a WEIGHT for the assignment. A weight of 1 means the score is equal to one assignment. Often in-depth projects or tests may carry a higher weight value. The higher the weight of an entry the more it will affect the student's average.
5. If you know the percent correct the student scored enter that number into the SCORE field. If you don't know the student's percentage on this assignment you can use the handy **SCORE CALCULATOR** (page 7) to find it.
6. Once all fields in the NEW SCORE area are filled in click the ENTER button or press the RETURN key on your keyboard. The record will appear in the listbox on the subject area tab.

Period	Assignment	Weight	Score	Date
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The **listbox header buttons** serve two purposes. Firstly they identify the information in the listbox directly below. Secondly they act as sort buttons. To sort the information in the listbox by PERIOD, ASSIGNMENT, WEIGHT, SCORE, or DATE simply click the matching listbox header button.



To the right of the listbox headers is the **letter grade display**. This display shows the letter grade that matches a score when a new score is entered (page 4), a score is calculated using the Score Calculator (page 7), or when an assignment or test is clicked in the listbox area. The letter grade display is read only. You can not type directly into this field.



The **MODIFY and REMOVE buttons** are located beneath the letter grade display on each subject tab.

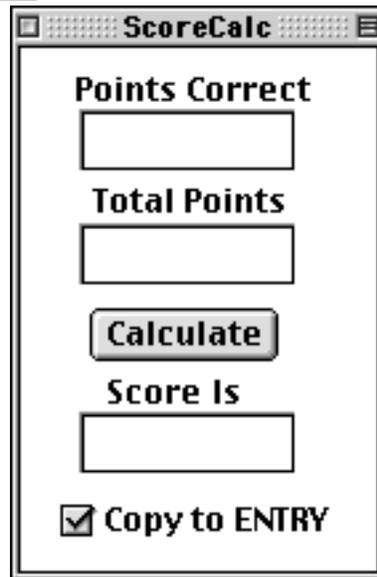
To **MODIFY** a record select the record in the listbox by clicking it and then click **MODIFY**. The record info will be removed from the existing display of records in the listbox and copied to the fields in the **NEW SCORE** area. Change the info and then press **RETURN** on your keyboard to put the modified data back into the GradeBook1 database.

To **REMOVE** a record select the record in the listbox by clicking it and then click the **REMOVE** button. Be careful! There is no undo for this operation!

Grade Period 1	Grade A-	Average 91
Cumulative Grade	A-	Overall Average 91

The student's grade and average for the current semester are shown directly below the listbox on each subject tab. The lower of the two lines shows the student's cumulative grade for all grading periods and their average for all grading periods. To adjust the grade scale or current grade period choose GRADE SCALE AND GRADE PERIOD from the MANAGEMENT menu.

Score Calculator

The image shows a window titled "ScoreCalc" with a standard Mac OS-style title bar. Inside the window, there are four text input fields arranged vertically. The first field is labeled "Points Correct", the second is labeled "Total Points", and the third is labeled "Score Is". Below the "Score Is" field is a checkbox labeled "Copy to ENTRY" which is checked. A "Calculate" button is positioned between the "Total Points" and "Score Is" fields.

All scores entered into the **SCORE field** within the **New Entry area** should be in the form of a percentage. The Score Calculator makes it easier to find percentages. If the Score Calculator is not visible on-screen choose SCORE CALCULATOR from the TOOLS menu or press the shortcut key combination COMMAND+1 to make it visible.

Enter the number of questions which the student answered correctly into the top field. (Press COMMAND+J to jump the cursor to this field.)

Press tab to move your cursor to the TOTAL POINTS field and enter the total number of questions on the assignment or test.

If you would like the score automatically copied to the current subject's NEW ENTRY area on the main student record window make sure that checkbox next to COPY TO ENTRY is checked.

Click the CALCULATE button or use the shortcut key combination COMMAND+E to find the student's percentage for this assignment or test.

The Management Menu

Items under the Management Menu include:

Add Student, Backup the GradeBook, Grade Scale and Current Grade Period, Remove Student, Change Password, and New GradeBook.

When Password Preferences (found under the Edit menu at Preferences) are set to ALWAYS ON all items except BACKUP THE GRADEBOOK require a password to be entered before their functions can be accessed.

Items in the Management Menu must be selected with the mouse. No shortcut keys are available.

Summary of Functions

ADD STUDENT- before you can begin entering scores for a student you must enter the student's name. Information regarding the student's parent's names, phone number, birthday, and email address can also be entered. If this information needs to be modified at a later date it can also be changed in the ADD STUDENT dialog.

BACKUP THE GRADEBOOK- allows you to save a copy of your GradeBookFile to an alternate location on the hard drive, ejectable disk (floppy, Zip, Jaz, CD-R, etc.), or to a network volume (AppleShare IP, Mac OS X, Windows NT, Novell Netware, Linux, or even Apple's iDrive). It is highly recommended that you backup your GradeBookFile frequently. It is also recommended that current copies be kept on ejectable media away from the computer in a safe location.

GRADE SCALE AND GRADE PERIOD- Adjust the grade scale and/or grade period. Changes here affect all subject areas. GradeBook1 uses a single master grade scale for all subjects.

REMOVE STUDENT- Use this dialog to delete a student's name and all associated records. Be careful! There is no undo for this operation!

CHANGE PASSWORD- Use this dialog to change your GradeBook1 password. Record your password change in a safe location!

NEW GRADEBOOK- This option allows you to make a new empty GradeBookFile. This option is usually only used at the start of a new school year. The new empty GradeBookFile will copy over the current GradeBookFile if it is left in the same folder with the GradeBook1 program. Be sure to backup your existing GradeBookFile before creating a new GradeBookFile. When a new GradeBook is created you will need to re-enter your GradeBook1 registration code to unlock all features for the new GradeBookFile.

PRINTING

To print the current subject tab's records, average, and grade info for the current student select PRINT from the FILE menu or use the shortcut key combination COMMAND+P when the **main student record window** is the active window. For multi-subject reports or multi-student record printing see the options available in the REPORT MAKER (page 10). Report Maker can be found in the TOOLS menu or press the shortcut key combination COMMAND+4.

The Tools Menu

Tools	
Score Calculator	⌘1
Student Info Center	⌘2
Birthday Check	⌘3
Report Maker	⌘4
Analyzer	⌘5

Items available under the TOOLS MENU include: Score Calculator, Student Info Center, Birthday Check, Report Maker, and Analyzer.

Items under the TOOLS MENU are not password protected. Each item also has a shortcut key combination to make it easier to access. The shortcut key combination is displayed to the right of each menu item title in the TOOLS MENU.

Summary of Functions

Score Calculator- See page 7 for a detailed overview of the Score Calculator.

Student Info Center- Allows quick look up, but not modification, of student information including: ID, name, parent's names, phone number, and parent's email address. If the parent's email address has been entered you can use the the LAUNCH EMAIL button to initiate an email message to the parent.

Birthday Check- Displays a listing of upcoming birthdays.

Report Maker- Options are available to print all records or record summaries for a specific student and the option to print summaries for all subjects and all students.

Analyzer- To use the analyzer select an assignment from a subject tab listbox then select the ANALYZER menu option from the TOOLS menu. The analyzer will display the names and scores of all students who have a score recorded for that specific assignment and statistical information including highest, lowest, and average score. Note: The name of the assignment must be entered exactly the same for every student for the analyzer to work properly.

Help

Can't find it in the manual? Feature doesn't make sense or doesn't work as expected?
Do you have an idea for a new feature? Please contact us by email at
support@fastrabbitsoftware.com

The latest updates and info regarding GradeBook1 can be found on the web at
<http://fastrabbitsoftware.com/gradebook1.htm>

Register

Pay Online with Credit Card

Register your copy of GradeBook1 through Kagi's secure online order processing system at <http://order.kagi.com/?9WN>. Single user licensing: \$29.95, Site licensing: \$599.95, and World-Wide Site Licensing: \$999.95 is available. Your registration code will be included in the receipt you receive from Kagi via email. It will usually arrive within 4 hours of purchase.

Pay by Mail with Credit Card, Check, Purchase Order (Invoice), or Cash

Open the Register program that accompanies GradeBook1. Enter your name, Email address, and the number of single user licenses you desire for each program you wish to purchase (or Site or World-Wide licenses). Print the data from the Register program and send the data and payment to Kagi at: Kagi, 1442-A Walnut Street #392-9WN, Berkeley CA 94709-1405, USA

Your registration code will arrive via the email address you provide after payment has been processed.

Why Register?

Non-registered versions are limited in these ways: no printing, maximum of 10 students per GradeBookFile, and the grade scale can not be altered. Once you have paid the registration fee you will receive a code via email that can be entered into your GradeBookFile which unlocks all of these features.

Product Distribution and Usage Statement

GradeBook1 and the files distributed with GradeBook1 are distributed AS IS. There are no warranties of any kind expressed or implied.

You may distribute GradeBook1 to anyone by email, CD-ROM, BBS, FTP or other as long as the program is unmodified, all original files included with GradeBook1 are included in your distribution, and no registration code or GradeBookFileV2(s) that include registration codes are included in your distribution.

The files that must be included in a GradeBook1 version 2.x distribution are: GradeBook1 (program file), GradeBookFileV2 (sample grade book file), Read Me First (read only text document), Register (registration program), User Guide.PDF (GradeBook1 User Guide in Adobe Acrobat Reader format), Random Selector Utility (program), and RSU Read Me (read only text document).