



# 1st Class Help

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# Getting Started

Before you are ready to begin entering marks into 1st Class there are three steps you must follow:

- 1) Create at least one Class
- 2) Create Students for your Class
- 3) Create Activities for your Class

## **Class Information**

[Creating a Class](#)

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**3) Define the possible activity types and the corresponding weighting you desire.**

- a) Click on the first blank line in the **Activity Type** column of the **Activity Type** table.
- b) Click on the **downward arrow** button. A drop down selection box will appear containing all the possible activity types you may choose from. Select an activity type by clicking on it. You may add an activity type which does not appear in the drop down selection box by following the instructions covered in the topic [Activity Type Setup](#).
- c) Press the TAB key to move to the Weight column. Enter the weight you wish to assign to this activity type.
- d) Repeat steps **a** through **c** as required.

## Deleting a Class

Class C:\1STCLASS\SAMPLE.1ST

### Class Information

Class Name	Class Description	Day	Period
SBI 3A0	BIOLOGY, GRADE 11	1	1
SBU 3G0	BIOLOGY, GRADE 11, GENERAL	1	4
SNC 1W1	SCIENCE, GRADE 9,	2	1
SNC 2A0	SCIENCE, GRADE 10 .	1	2

**Letter Grades**

Letter Grade	Range
A+	>= 92.00%
A	>= 86.00%
A-	>= 80.00%
B+	>= 76.00%
B	>= 70.00%
C+	>= 66.00%
C	>= 60.00%

**Activity Type Weighting**

Activity Type	Weight
Assignment	5.00%
Exam	30.00%
Homework	5.00%
Lab	25.00%
Exam	5.00%
Field Trip	30.00%
Group Project	
Homework	
Lab	

Delete

Delete

Cancel OK

- 1) From the first screen click on the **Class** button. This will bring you to the Class Information screen.
- 2) Click on the class you would like to delete. Click on the **Delete** button located at the bottom right of the **Class Information Table**
- 3) Confirm you would like to delete this class.

## Modifying Class Information

Class C:\1STCLASS\SAMPLE.1ST

### Class Information

Class Name	Class Description	Day	Period
SBI 340	BIOLOGY, GRADE 11	1	1
SBU 360	BIOLOGY, GRADE 11, GENERAL	1	4
SNC 1W1	SCIENCE, GRADE 9,	2	1
SNC 240	SCIENCE, GRADE 10 ,	1	2

Letter Grades

Letter Grade	Range
A+	>= 92.00%
A	>= 86.00%
A-	>= 80.00%
B+	>= 76.00%
B	>= 70.00%
C+	>= 66.00%
C	>= 60.00%

Activity Type Weighting

Activity Type	Weight
Assignment	5.00%
Exam	30.00%
Homework	5.00%
Lab	25.00%
Exam	5.00%
Field Trip	30.00%
Group Project	
Homework	
Lab	

Delete

Delete

Cancel OK

- 1) From the first screen click on the **Class** button. This will bring you to the Class Information screen.
- 2) Click on the class you would like to Modify. Click on the column you would like to modify. The information you clicked on will become highlighted and the cursor will appear. Type in the appropriate information.
- 3) If you would like to modify the Letter Grade definitions or the Activity Weighting for this class you may click on the appropriate information in either of these tables. You may now edit the information you clicked on.

## **Student Information**

[Creating a Student](#)

[Deleting a Student](#)

[Modifying Student Information](#)



## Creating a Student

Student Name	Student ID	Homeroom	Comments
Alison Roarke	132334	100	36 Has ability but poor attitude
Chanelle Devereaux	123423	103	Missed lab safety test due to illness.
Janet Yee	543234	132	Will miss Test #2 due to doctor's appt.
Jennifer Jones	243523	142	Will come in to write alternate test two days before set test date.
John Bell	234523	112	
Ken Smith	123423	234	3 Has learned to work well on his/her
Mohammed Quaar	456334	117	14 Highest mark in class
Perdita Pavan	234123	123	24 Regular home study and constant
Quenton Collins	654634	153	30 Is capable of achieving at a higher
Stephen Tesler	234523	123	Skipped last class. Do not accept late
Susan Wright	243234	222	5 Excellent ability and effort
Tyrone Rodes	423523	121	25 Must catch up on work missed

- 1) From the first screen click on the **Student** button. This will bring you to the Student screen.
- 2) The currently selected class is displayed in the top left hand corner of the screen. Click on it to see a list of classes to choose from. Select the class you wish to add an activity to by clicking on it.
- 3) Click on the first blank row of the **Student Name** column.
- 4) Enter the name of the student. You may wish to place the last name first so that when 1st Class sorts the students they are ordered by their last name. Press TAB to move to the next column.
- 5) Enter the student ID
- 6) Enter the Homeroom of the student.
- 7) You have a choice of either typing in a comment or using a canned comment. To use a canned comment click on the **Downward Arrow Button**. A list of available canned comments will appear. You may add to the list of canned comments by following the instructions covered in the topic [Canned Student Comments](#)
- 10) Repeat steps **2** through **7** as required.

## Deleting a Student

Student C:\1STCLASS\SAMPLE.1ST

SNC 1W1

Student Name	Student ID	Homeroom	Comments
Alison Roarke	132334	100	36 Has ability but poor attitude
Chanelle Devereaux	123423	103	Missed lab safety test due to illness.
Janet Yee	543234	132	Will miss Test #2 due to doctor's appt.
Jennifer Jones	243523	142	Will come in to write alternate test two days before set test date.
John Bell	234523	112	
Ken Smith	123423	234	3 Has learned to work well on his/her
Mohammed Quaar	456334	117	14 Highest mark in class
Perdita Pavan	234123	123	24 Regular home study and constant
Quenton Collins	654634	153	30 Is capable of achieving at a higher
Stephen Tesler	234523	123	Skipped last class. Do not accept late
Susan Wright	243234	222	5 Excellent ability and effort
Tyrone Rodes	423523	121	25 Must catch up on work missed

Delete Cancel OK

- 1) From the first screen click on the **Student** button. This will bring you to the Student screen.
- 2) Click on the Student you would like to delete. Click on the **Delete button** located at the bottom right of the table
- 3) Confirm you would like to delete this Student.



## **Activity Information**

[Creating an Activity](#)

[Deleting an Activity](#)

[Modifying Activity Information](#)



- 9) You have a choice of either typing in a comment or using a canned comment. To use a canned comment click on the **Downward Arrow Button**. A list of available canned comments will appear. You may add to the list of canned comments by following the instructions covered in the topic Canned Activity Comments
- 10) Repeat steps **2** through **9** as required.

## Deleting an Activity

The screenshot shows a window titled "Activity C:\1STCLASS\SAMPLE.1ST". At the top, there is a dropdown menu for "SNC 1W1" and a "Sort by" dropdown set to "Date". Below these are several icons. The main area is a table with the following data:

Activity	Activity Type	Out Of	Bell	Date	Comments
Scientific Method	Test	20.00	+0.00	10/23/94	
Safety Quiz	Quiz	15.00	+0.70	9/21/95	1 This activity was too difficult.
Scientific Notation	Test	25.00	-1.80	10/23/95	8 Short activity! Provide other
Mass-Mass	Lab	15.00	+0.00	11/14/95	11 Place students in larger groups to
Mass-Volume	Assignment	25.00	+2.14	11/20/95	still having difficulty with cubic
Volume-Volume	Exam	28.00	+4.20	11/28/95	some improvements on cubic

At the bottom right of the window, there are three buttons: "Delete", "Cancel", and "OK". The "Delete" button is highlighted.

- 1) From the first screen click on the **Activity** button. This will bring you to the Activity screen.
- 2) Click on the Activity you would like to delete. Click on the **Delete button** located at the bottom right of the table
- 3) Confirm you would like to delete this Activity.





## **Marks**

Entering marks into 1st Class can be done in either of two ways. The most common way is to use the MARKS screen. It is the most `feature rich` way to work with marks for a given activity. The alternative is to use the QUICK MARKS screen which allows you to enter marks into more than one activity at a time. This screen is useful if you have marks for several activities recorded on a [Blank Mark Sheet](#).

### Entering Marks

### Quick Marks

## Entering Marks

Marks C:\1STCLASS\SAMPLE.1ST

SNC 1W1

All Activities Assignment Exam Homework Lab Quiz Test

Activity: Mass-Mass Sort by: Student Average: 69.26% Bell: +0.00 Date: 11/14/95 Out Of: 15.00

Student Name	Raw Mark	Belled Mark	Percent	Status	Letter	Comment
Alison Roarke	Excused	Excused	Excused	Excused		1 Missed test due to illness.
Chanelle	8.00	8.00	53.33%	Normal	D	
Chanelle Devereaux	Excused	Excused	Excused	Excused		1 Missed test due to illness.
Janet Yee	9.50	9.50	63.33%	Normal	C	9 Student appears frustrated
Jennifer Jones	7.00	7.00	46.67%	Normal	F	
John Bell	15.00	15.00	100.00%	Normal	A+	13 Suspect student may have copied/cheated on assignment/test.
Ken Smith	8.00	8.00	53.33%	Normal	D	
Mohammed Quaar	14.00	14.00	93.33%	Normal	A+	
Perdita Pavan	11.00	11.00	73.33%	Normal	B	
Quenton Collins	16.00	16.00	106.67%	Normal	A+	
Stephen Tesler	Excused	Excused	Excused	Excused		1 Missed test due to illness.
Susan Wright	5.00	5.00	33.33%	Normal	F	
Tyrone Rodes	Absent	Absent	Absent	Absent	F	4 Missed test. No note

Total 93.50 623.32%  
 # of Students ÷ 9 ÷ 9  
 Average 10.39 69.26%

Cancel  
OK

- 1) From the first screen click on the `Marks` button. This will bring you to the Marks screen.
- 2) The currently selected class is displayed in the top left hand corner of the screen. Click on it to see a list of classes to choose from. Select the class you wish to work with.
- 3) The currently selected activity is displayed in the drop down selection box labeled `Activity`. Click on it to see the list of activities for the selected class. To change the activity simply click on it. If you would like to narrow down the list of activities displayed in the drop down selection box you can click on one of the TABS near the top of the screen. Each TAB is labeled with an activity type.
- 4) Click on the Student you wish to enter a mark for. If you want to enter a `raw mark` simply click on the Raw Mark column. If the mark you are entering has already been belled manually you can enter it into the Belled Mark column. 1st Class will automatically calculate the Raw mark and Percent. If the mark you are entering is a percentage you can enter it into the Percent column. Again 1st Class will automatically calculate the other columns.

## Absent Students

If a student is absent for a given activity you can record this in 1st Class by clicking on the Status column in the Marks screen. A drop-down selection box will appear. Click on Absent. Alternatively you can simply press the letter A in any one of the three mark

columns. (Raw Marks, Belled Marks, or Percent)

It is important to enter Absent instead of a mark of 0. Although Absent is equivalent to 0 when calculating a student average 1st Class will omit this mark entirely from the Class average. 1st Class assumes you do not want to bring down your class average because some students were absent.

## **Excusing a student**

If you would like to excuse a student from a given activity you can record this in 1st Class by clicking on the Status column in the Marks screen. A drop-down selection box will appear. Click on Excused. Alternatively you can simply press the letter E in any one of the three mark columns. (Raw Marks, Belled Marks, or Percent)

Using Excused causes 1st Class to exclude that student from both student and class averages.

## **Belling Student Marks**

Belling an activity's average can be done in one of three ways:

1) From the MARK screen click on the text editing box labeled `Bell`. Enter the amount you would like to either add or subtract from each student. Note that students who were either Absent or Excused from the activity will not be affected. Click on another area of the screen when you are finished. 1st Class will immediately re-calculate each student's average and the over-all class average.

2) From the MARK screen click on the text editing box labeled `Average`. Enter the average you would like the class average to be belled to. Click on another area of the screen when you are finished. 1st Class will immediately calculate the required bell to adjust the class average to your specifications. Each student's average and the over-all class average will be re-calculated to verify the adjustments made to the Bell.

3) From the MARK screen click on the text editing box labeled `Out Of`. Change the amount the test is out of. Click on another area of the screen when you are finished. 1st Class will immediately re-calculate each student's average and the over-all class average.

## Quick Marks

**Quick Marks**

SNC 1W1      Sort by: Date

All Activities   Assignment   Exam   Homework   Lab   Quiz   Test

Student Name	10/23/95 Scientific Notation Test Out Of 25	11/14/95 Mass-Mass Lab Out Of 15	11/20/95 Mass-Volume Lab Out Of 25	11/28/95 Volume-Volume Lab Out Of 28	9/21/95 Safety Quiz Quiz Out Of 15
Alison Roarke	Excused	10.00	20.00	25.00	Excused
Chanelle	11.00	8.00	22.00	17.00	9.00
Chanelle Devereaux	Excused	Excused	Excused	Excused	Excused
Janet Yee	18.50	9.50	23.50	20.00	8.50
Jennifer Jones	8.00	7.00	7.00	7.00	7.00
John Bell	24.00	15.00	19.00	25.00	14.00
Ken Smith	21.00	8.00	Excused	8.00	8.00
Mohammed Quaar	16.00	14.00	17.50	28.00	14.00
Perdita Pavan	17.00	11.00	16.00	26.00	13.00
Quenton Collins	14.00	16.00	Absent	22.00	11.00
Stephen Tesler	0.00	Excused	0.00	0.00	0.00
Susan Wright	24.00	5.00	Excused	11.00	14.00
Tyrone Rodes	Excused	Absent	13.00	25.00	Excused

Cancel      OK

Note: The primary benefit of Quick Marks is its ability to allow you to rapidly enter marks for multiple activities. For example: Let's say you have recorded the last 3 activities on a Blank Mark Sheet. Instead of entering marks for each student one activity at a time you are free to enter all three marks for each student before moving on to the next student.

- 1) From the first screen click on the **Quick Marks** button. This will bring you to the Quick Marks screen.
- 2) The currently selected class is displayed in the top left hand corner of the screen. Click on it to see a list of classes to choose from. Select the class you wish to work with.
- 3) The TABS near the top of the screen allow you to display only the activity types you are interested in. Click on the TAB for the activity type you wish to limit the display to.
- 4) Note that the students for the currently selected class are listed down the left most column and the activities are listed along the top most row. To enter marks click on the appropriate row and column in the table and edit the mark. The marks displayed here are 'raw marks'. To work with belled marks you must go to the Marks screen.
- 5) To indicate that a student was Absent or Excused simply type 'A' or 'E' respectively. 1st Class will automatically expand the letter you typed into the word Absent or Excused appropriately.

## Reports

<u>Activity Type</u>	<u>Activity</u>	<u>Student</u>	<u>Rank</u>	<u>Mark</u>	<u>Out Of</u>	<u>Percent</u>
Lab	Mass-Mass	Alison Roarke		Excused	15.00	
		Chanelle Devereaux		Excused	15.00	
		Tyrone Rodes		Absent	15.00	
		Stephen Tesler		Excused	15.00	
		Quenton Collins	1	16.00	15.00	106.67
		John Bell	2	15.00	15.00	100.00
		Mohammed Quasar	3	14.00	15.00	93.33
		Perdita Pavan	4	11.00	15.00	73.33
		Janet Yee	5	9.50	15.00	63.33
Ken Smith	6	8.00	15.00	53.33		
Chanelle	6	8.00	15.00	53.33		
Jennifer Jones	8	7.00	15.00	46.67		
Susan Wright	9	5.00	15.00	33.33		

<u>Statistics Based on Mark</u>					<u>Statistics Based on Percent</u>		
Average	10.39	Total Marks	93.50	# of Students	9	Average	69.26
Highest	16.00	Sample Variance	14.86	Population Var	13.21	Highest	106.67
Lowest	5.00	Sample Std Dev	3.86	Pop Std Dev	3.63	Lowest	33.33

To produce a report do the following steps:

- 1) From the first screen click on the **`Reports and Graphs`** button. This will bring you to the Reports screen.
- 2) The names of all the available reports are listed in the box in the upper left hand corner of the screen. Click on the report you wish to run.
- 3) Some reports allow you to choose from several printing options. For example: The **`Activity Detailed Report`** allows you to choose to sort the report by the Student's rank or by the Student's name. It also allows you choose to print the report using the Student's name to identify the student or to print the report using the student's ID. Simply click on the options which are appropriate for you.
- 4) The next section is called **`Filter`**. In this section you can narrow down what information you would like to appear on your report. By default all of the records in the 1st Class database are selected. To exclude records from your report just click on the item you wish to de-select. 1st Class will respond by removing the highlighting from the item you click on. To re-select it simply click on it again. To clear all the selections in a given box simply click on the **`Clear All`** button located just beneath the box. Similarly you can select all the items in a box by clicking on the **`Select All`** button also located just beneath the box.
- 5) Click on the **`Run Report`** button located on the lower right hand of the screen. If this is the first report you run after entering the **`Reports`** screen a **`Calculating`** status window will appear as 1st Class gathers statistical information. After calculating, a preview window will appear with your report in it (See picture below). After pre-viewing the report you can choose to print it by clicking on the printer icon located at the top of the preview window.

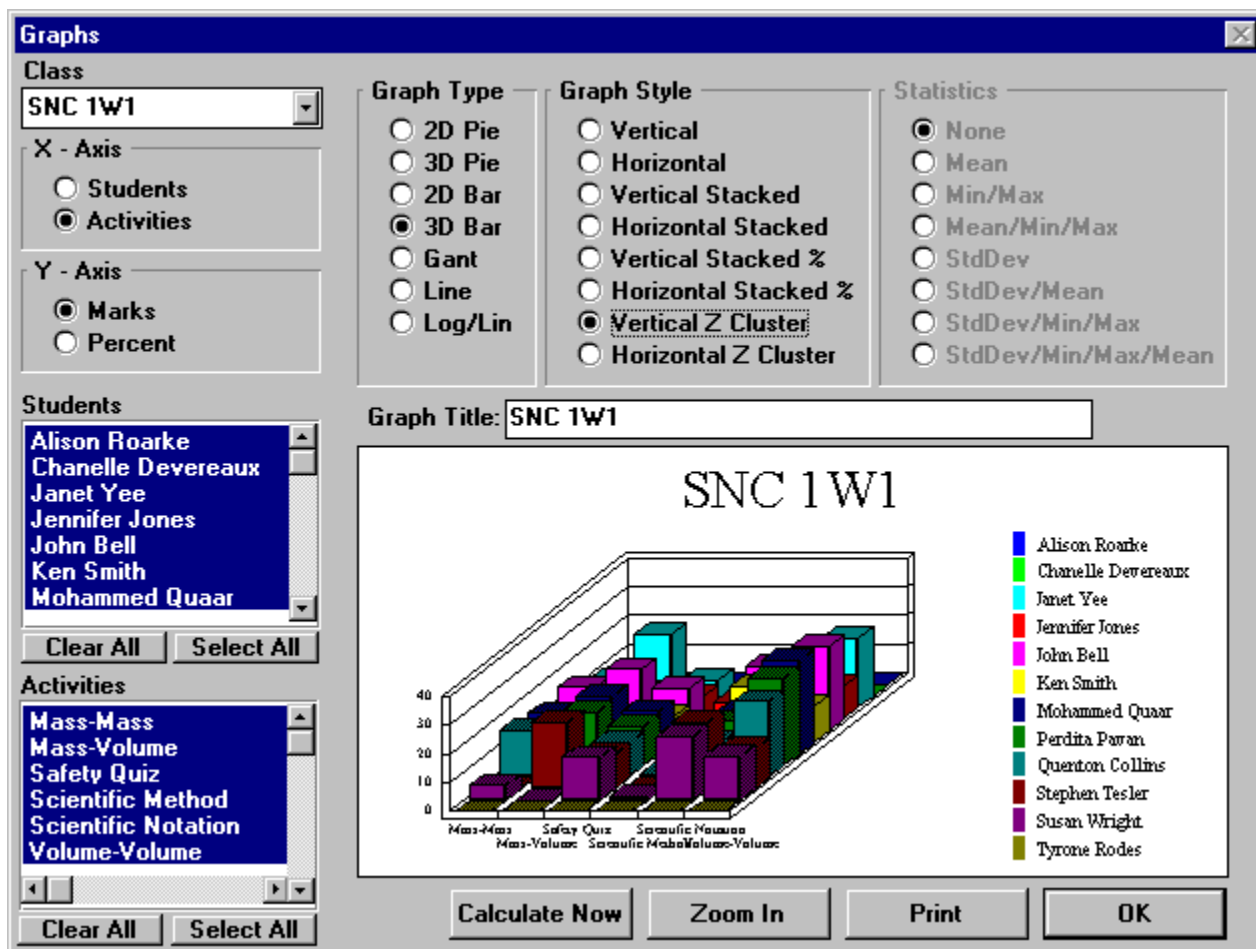
SNC 1W1		Activity Detailed Report					
<u>Activity Type</u>	<u>Activity</u>	<u>Student</u>	<u>Rank</u>	<u>Mark</u>	<u>Out Of</u>	<u>Percent</u>	<u>I</u>
Lab	Mass-Mass	Alison Roarke		Excused	15.00		
		Chanelle Devereaux		Excused	15.00		
		Tyrone Rodes		Absent	15.00		
		Stephen Tesler		Excused	15.00		
		Quenton Collins	1	16.00	15.00	106.67	
		John Bell	2	15.00	15.00	100.00	
		Mohammed Quaar	3	14.00	15.00	93.33	
		Perdita Pavan	4	11.00	15.00	73.33	
		Janet Yee	5	9.50	15.00	63.33	
		Ken Smith	6	8.00	15.00	53.33	
		Chanelle	6	8.00	15.00	53.33	
		Jennifer Jones	8	7.00	15.00	46.67	
		Susan Wright	9	5.00	15.00	33.33	
<b><u>Statistics Based on Mark</u></b>				<b><u>Statistics B:</u></b>			
Average	10.39	Total Marks	93.50	# of Students	9	Average	69.26
Highest	16.00	Sample Variance	14.86	Population Var	13.21	Highest	106.67
Lowest	5.00	Sample Std Dev	3.86	Pop Std Dev	3.63	Lowest	33.33

## Blank Mark Sheet

Hint: If you do not have access to your computer while you are marking you can record grades on a **Blank Mark Sheet**. You can produce the **Blank Mark Sheet** by running the `Blank Mark Sheet` [report](#).

Note: The teacher`s name and school appear at the bottom of every report. You can enter your name and school in the [General Information](#) section of the Setup screen.

# Graphs



1st Class has a very flexible and powerful graph generator. You are presented with several options which will allow you to produce almost any type of graph. You should be aware, however, that it is possible to choose options which don't necessarily make sense.

To produce a graph in 1st Class perform the following steps:

- 1) From the first screen click on the **Reports** button. This will bring you to the Reports screen. In the lower right hand corner of the Reports screen there is a button labeled **Graphs**. Click on the Graphs button.
- 2) The currently selected class is displayed in the top left hand corner of the screen. Click on it to see a list of classes to choose from. Select the class you wish to work with.
- 3) In the upper left hand corner of the screen there are two sections labeled X-axis and Y-axis. Clicking on the student selection of the X-axis section causes students to be graphed according to their mark. Similarly clicking on the Activity option will cause activities to be graphed along the X-axis.
- 4) Clicking on a selection in the Y-Axis section will cause 1st Class to display the graph in either marks or percent.
- 5) There are two boxes located on the left hand side of the screen. The top most box lists all the students in the currently selected class. The box below lists all the activities for the currently selected class. Click on the students and activities you wish to graph. To select all of the items in either box simply click on the **Select All** button located just beneath the

box. Similarly click on the `Clear All` button to de-select all the items in a box.

6) At the top of the screen is a box labeled `Graph Type`. Choose the type of graph you would like to produce.

7) At the top of the screen is a box labeled `Graph Style`. Choose the style of the graph you would like to produce.

8) At the top right hand side of the screen is a box labeled `Statistics`. This selection box will allow you to choose from various statistics. Note that the statistics are calculated based on the records you have selected. For example: If you have only selected two activities and click on the `Mean` option your graph will only show the mean for those selected activities.

9) Just above the pre-view of the graph is a box labeled `Report Title`. It defaults to the name of the class you have selected. Depending on how you have designed your graph you may want to change the title to reflect the information the graph is showing.

10) To view your graph click on the `Calculate` button at the bottom of the screen.

11) To print the graph simply click on the `Print` button located at the bottom right hand side of the screen.



## **Setup**

**General Information Setup**

**Letter Grade Setup**

**Activity Type Setup**

**Student Comments Setup**

**Activity Comments Setup**

**Mark Comments Setup**

## General Information Setup

The screenshot shows a Windows-style dialog box titled "Setup". At the top, there is a toolbar with several icons. Below the toolbar, there are six tabs: "Activity Comments", "Mark Comments", "General Information", "Activity Types", "Letter Grades", and "Student Comments". The "General Information" tab is currently selected. Inside this tab, there are two text input fields. The first is labeled "Teacher's Name" and contains the placeholder text "Your Name". The second is labeled "School's Name" and contains the placeholder text "Your School Name". At the bottom right of the dialog box, there is an "OK" button.

- 1) From the first screen click on the **Setup** button. This will bring you to the Setup screen.
- 2) Type in your name and your school name. This information is printed at the bottom of all reports you generate with 1st Class.

## Letter Grade Setup

- 1) From the first screen click on the **Setup** button. This will bring you to the Setup screen.
- 2) Click on the **Letter Grades** TAB.
- 3) Type in the letter grades you would like 1st Class to provide as defaults in the **Class Information** screen.

## Activity Type Setup

- 1) From the first screen click on the **Setup** button. This will bring you to the Setup screen.
- 2) Click on the **Activity Types** TAB.
- 3) Type in the activity types you would like 1st Class to provide in the drop down selection box in the **Class Information** screen.

## **Student Comments Setup**

- 1) From the first screen click on the **Setup** button. This will bring you to the Setup screen.
- 2) Click on the **Student Comments** TAB.
- 3) Type in the student comments (Canned Comments) you would like 1st Class to provide in the comments drop down selection box in the **Student** screen.

## Activity Comments Setup

- 1) From the first screen click on the **Setup** button. This will bring you to the Setup screen.
- 2) Click on the **Activity Comments** TAB.
- 3) Type in the activity comments (Canned Comments) you would like 1st Class to provide in the comments drop down selection box in the **Activity** screen.

## Mark Comments Setup

- 1) From the first screen click on the **Setup** button. This will bring you to the Setup screen.
- 2) Click on the **Mark Comments** TAB.
- 3) Type in the mark comments (Canned Comments) you would like 1st Class to provide in the comments drop down selection box in the **Marks** screen.

## **Support**

You can reach 1st Class Software at:

Phone: (905) 302-9988

Fax: (905) 608-2422

Please have your serial number ready for the service representative. You can find your serial number in the `About 1st Class` option in the `Help` menu option.



\*\*\*\*\*DEFINITIONS\*\*\*\*\*  
\*\*\*\*\*

## Letter Grade Range

**Letter Grade Range** - Any value that is **greater than or equal to** the low value and **less than** the high value

**Low Value** - The lowest possible value in the letter grade's range

**High Value** - The highest possible value in the letter grade's range

### Example

Let's say we would like to define the letter grade B as the range 70 to 79.9999999  
The low value would be 70 and the high value would be 80.



