InteGrade® Pro
User's Guide
Version 7.0

NCS Part Number 649 600 012

Fifth Edition (March 2000)

This edition applies to Version 7.0 of National Computer Systems InteGrade® Pro and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data used to illustrate the reports and screen images may include the names of individuals, companies, brands, and products. All of these names are fictitious; any similarities to actual names are entirely coincidental. Further, any illustrations or report formats or screen images are examples only, and reflect how a typical customer would install and use the product.

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About InteGrade Pro

InteGrade® Pro student information software helps teachers track student performance over the duration of a course. It can record a virtually unlimited number of tasks and students per gradebook. You can organize tasks and put them into categories such as homework, quiz, or lab exercises. You can reward good performance with bonus scores and correct poor performance by graphically showing a student where they stand or adjusting scores.

The platform compatibility of InteGrade® Pro student information software means you can move your files from Microsoft Windows to a Macintosh computer. Switching platforms requires no conversion and preserves nearly all features.

At the end of a term, the system can transmit final grades back to the main office system to print report cards.

What's New about InteGrade Pro 7.0

In addition to an improved user interface, InteGrade Pro student information software version 7.0 provides seven major new features:

- Spell checking
- Email reporting

- Multiple student contacts
- Class and Student Attendance reports
- Seating Chart report
- Integration with NCS scanners
- Auto-Recovery

This version is a major update to the system and is not available as a downloadable update. Instead, it is being mailed to all customers with active support agreements.

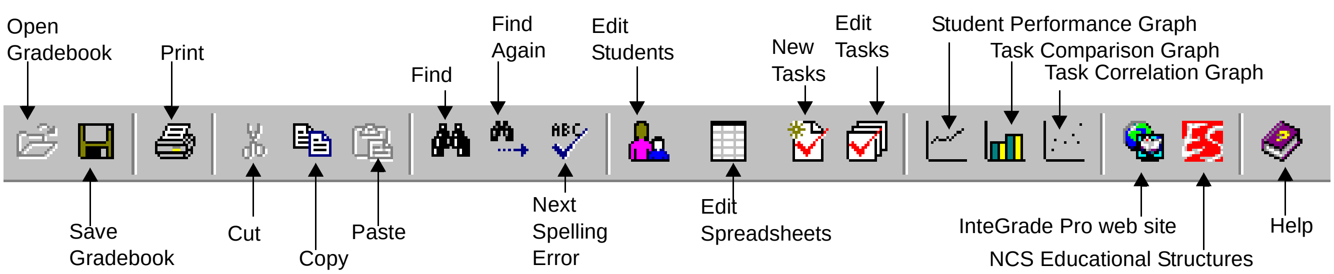
Note to administrators: InteGrade Pro student information software version 7.0 uses a different file format than previous versions. When a gradebook is saved with this version, it will be converted into the newer format. Users will be unable to open the gradebook with previous versions of this product.

For a list of all enhancements to InteGrade Pro student information software, see the Readme files on your installation CD. You can read these files after installing the product.

All instructions apply to all versions of this product, unless noted otherwise.

The Toolbar Icons

This version has a toolbar as a shortcut to frequently used commands.



If your computer has Internet access, you can access the InteGrade Pro web site and the NCS Educational Structures custom Internet curriculum web site directly from the toolbar.

Some Words You Should Know

Scores and Grades

Scores are the input values—the marks that students receive on individual tasks such as tests or homework assignments.

Grades are the output values—the result of calculations that use scores. Calculations are performed according to the task and task type weighting schemes that you create.

Class

A class is a single course taught in a single period as defined by your office administration computer system. It consists of spreadsheets, students, tasks, and a task type set.

Tasks, Types, and Sets

Tasks are work items that you assign to students like a quiz on King Lear or a set of math problems.

Task *types* are categories such as Quiz, Homework, or Lab exercises. Task type *sets* group task types together.

For example, suppose you teach Biology and English. Your Biology class has a Lab, but your English class does not. In that case you would use four task types: Homework, Quiz, Lab, and Exam. You would group them into two task type sets: Sciences and Humanities. Sciences includes the Lab task type, while Humanities does not.

Task	Type	Set
Othello	Quiz	Humanities
Alice in Wonderland	Homework	Humanities
English 201 Midterm	Exam	Humanities
Cell Division	Quiz	Sciences
Individual Study	Homework	Sciences
Plant Propagation	Lab	Sciences
Biology Exam	Exam	Sciences

You can define as many task type sets as you like, then assign one set to each class

Comments and Notes

Comments are the short phrases used on report cards to describe the progress of a student.The End Term spreadsheet can submit comments back to the office system, along with the final grades. The number of comments per student to export depends on the office system.

Notes are anecdotal text that you enter for classes, tasks, students, and individual scores.

Spreadsheet

A spreadsheet is a collection of tasks and scores for a single class. It records student scores in a grid structure, hence the name spreadsheet. Each class can have more than one spreadsheet, for example for different reporting periods.

There are four types of spreadsheets used in InteGrade® Pro student information software.

Numeric

This is the traditional gradebook where a teacher enters scores and calculates grades. The student names are on the left side, with scores in the middle and the calculated grades on the right side.

	Student Name	Othello Quiz (10)	MacBeth Quiz (15)	Shkspr Exam (40)	FndtnSr sBkRprt (15)	I,RbtQ z(Asmv) (14)
1	Abbasi, Elisa	7	9.5	26	11	11.5
2	Bregder, Audrey	6	10.5	27	11.5	9
3	Calder, Cara	8.5	13	31	14.5	11
4	Castro, Michael	6.5	Sick	26	10	Sick
5	Cortez, Miguel	7	9.5	32	INC	11.5
6	Dandrea, Drew	8	14	29	11	9.5
7	De Cator, Lisa	9	13.5	35	12.5	12

Scores can be numeric or text labels represented by special scores.

Each Numeric spreadsheet can have a different letter grade table. This enables you to use different grading rules for sets of tasks or for different terms.

When you create a Numeric spreadsheet, you have two choices, either a *Weighted* or a *Total Points* type.

The Weighted type spreadsheet uses task types to weight scores when calculating the final spreadsheet grade. Weighted type numeric spreadsheets display a Percent (%) column and a Letter Grade column. You can customize these columns to display one of ten other statistical transformations of the final spreadsheet grade.

The Total Points spreadsheet calculates the spreadsheet grades based on *points received* versus *points possible*. It does not use task types to weight scores when calculating the final spreadsheet grade. The Total Points numeric spreadsheet displays a Points Received column (showing the sum of all points scored by each student for all tasks on the spreadsheet) and a Letter Grade column. You can customize the last two columns to display a percentage or one of 14 other statistical transformations of the final spreadsheet grade.

Skill

The Skill spreadsheet looks like a numeric spreadsheet, except that it does not calculate grades. It shows whether or not students have acquired certain skills

	Student Name	CmptncG nrlSkls	CmptncS tylstcR	CmndGrm tclMchn	Efctvns GthrngU	CmptncG nrlSkls
1	Abbasi, Elisa	+	-	+	-	+
2	Bregder, Audrey	+	-	-	-	-
3	Calder, Cara	+	+	+	+	+
4	Castro, Michael	+	-	-	+	+
5	Cortez, Miguel	-	-	-	+	-
6	Dandrea, Drew	+	+	+	-	+
7	De Cator, Lisa	+	+	+	+	+
8	Escobar, Lauren	+	+	+	+	+
9	Gale, Kevin	+	+	+	+	+

Use skill spreadsheets to track student proficiency in specific content areas. Scores are not associated with a numeric value and spreadsheet grades are not calculated.

Attendance

An Attendance spreadsheet records student attendance for the class. Each spreadsheet records attendance day by day, once per day. You can create multiple attendance spreadsheets, if necessary, within a class.

	Student Name	Tue Feb 01	Wed Feb 02	Thu Feb 03	Fri Feb 04
1	Abbasi, Elisa				L
2	Bregder, Audrey				
3	Calder, Cara				
4	Castro, Michael				E
5	Cortez, Miguel				
6	Dandrea, Drew				
7	De Cator, Lisa	L			
8	Escobar, Lauren		L		
9	Gale, Kevin				
10	Goodell, Rafael				

EndTerm

InteGrade Pro student information software creates an EndTerm spreadsheet only when you import your class roster file from an administrative system. It stores the data that you send to the main office at the end of a reporting period.

	Student Name	4th Qtr Grade	4th Qtr All Abs	4th Qtr All Tdy
1	Abbasi, Elisa	C-	2	[illegible]
2	Bregder, Audrey	D-	3	[illegible]
3	Calder, Cara	B-	0	[illegible]
4	Castro, Michael	D+	10	[illegible]
5	Cortez, Miguel	I	2	[illegible]
6	Dandrea, Drew	C+	2	[illegible]
7	De Cator, Lisa	B	1	[illegible]
8	Escobar, Lauren	A	1	[illegible]

The ETS appears as a simplified version of the Numeric spreadsheet. The student demographic column displays the same information. Columns record comments, attendance, and final grades (these are the columns labeled 1, 2, 3, and so on) replace task score columns.

The EndTerm spreadsheet reflects any sorting or reordering in the Numeric spreadsheet and vice versa. The actual appearance of your EndTerm Spreadsheet can vary, depending on the administration system and on the mark types your system administrator has set up for you to complete.

The Comments column contains the numbers for the comments printed on the report cards. Most school administrative systems use preset comments identified by numbers. You can use a comments.txt file to assist you with entering the comments.

The Attendance column contains the number of absences for each student for the reporting period. Use the Replace Tasks command to total the number of absences, accessed by clicking on a column title. You can also use the Copy Tasks command from the Tasks menu.

The Final grades column contains the final grades to be printed on the report cards. Each numbered column represents a specific mark type recorded for the reporting period. You should have received instructions regarding the information to enter for each column. It is very important to enter the grades into the correct column.

Gradebook

A gradebook keeps track of all the students and classes you teach. InteGrade Pro student information software uses one gradebook per teacher, regardless of the number of students or classes taught. If you teach at more than one school, you must have a separate gradebook for each school. A gradebook contains students, classes, special scores, and letter grade tables.

You can have only one gradebook open at a time.

Class Viewer

A class viewer displays one spreadsheet for one class. When you open a gradebook file, a viewer opens automatically.

A class viewer provides a way to switch between classes and between spreadsheets. You can open more than one viewer. For example, each viewer could display a different class. The only limit is your computer's memory.

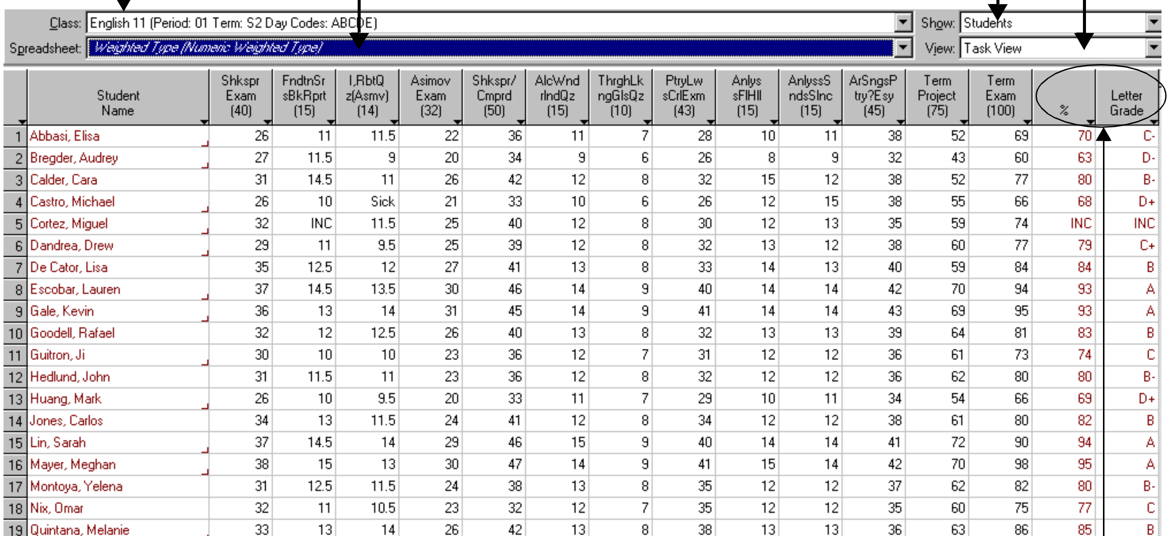
Working In A Viewer

1. Select a class from the drop-down list.

2. Select any spreadsheet associated with that class.

3. Select what you want to see in this spreadsheet.

4. Select Task or Type.



	Student Name	Shkspr Exam (40)	FndtnSr sBkRprt (15)	I,RbtQ z(Asmv) (14)	Asimov Exam (32)	Shkspr/ Cmprd (50)	AlcWnd rIndQz (15)	ThrghLk ngGlsQz (10)	PtryLw sCrlExm (43)	Anlys sFlHll (15)	AnlyssS ndsSInc (15)	ArSngsP try?Esy (45)	Term Project (75)	Term Exam (100)	%	Letter Grade
1	Abbasi, Elisa	26	11	11.5	22	36	11	7	28	10	11	38	52	69	70	C-
2	Bregder, Audrey	27	11.5	9	20	34	9	6	26	8	9	32	43	60	63	D-
3	Calder, Cara	31	14.5	11	26	42	12	8	32	15	12	38	52	77	80	B-
4	Castro, Michael	26	10	Sick	21	33	10	6	26	12	15	38	55	66	68	D+
5	Cortez, Miguel	32	INC	11.5	25	40	12	8	30	12	13	35	59	74	INC	INC
6	Dandrea, Drew	29	11	9.5	25	39	12	8	32	13	12	38	60	77	79	C+
7	De Cator, Lisa	35	12.5	12	27	41	13	8	33	14	13	40	59	84	84	B
8	Escobar, Lauren	37	14.5	13.5	30	46	14	9	40	14	14	42	70	94	93	A
9	Gale, Kevin	36	13	14	31	45	14	9	41	14	14	43	69	95	93	A
10	Goodell, Rafael	32	12	12.5	26	40	13	8	32	13	13	39	64	81	83	B
11	Guitron, Ji	30	10	10	23	36	12	7	31	12	12	36	61	73	74	C
12	Hedlund, John	31	11.5	11	23	36	12	8	32	12	12	36	62	80	80	B-
13	Huang, Mark	26	10	9.5	20	33	11	7	29	10	11	34	54	66	69	D+
14	Jones, Carlos	34	13	11.5	24	41	12	8	34	12	12	38	61	80	82	B
15	Lin, Sarah	37	14.5	14	29	46	15	9	40	14	14	41	72	90	94	A
16	Mayer, Meghan	38	15	13	30	47	14	9	41	15	14	42	70	98	95	A
17	Montoya, Yelena	31	12.5	11.5	24	38	13	8	35	12	12	37	62	82	80	B-
18	Nix, Omar	32	11	10.5	23	32	12	7	35	12	12	35	60	75	77	C
19	Quintana, Melanie	33	13	14	26	42	13	8	38	13	13	36	63	86	85	B

Auxiliary columns that you can choose to display or not, as well as choose what gets displayed in them.

A teacher who prefers a clean desktop would open one viewer and use the drop-down lists to switch between classes and between spreadsheets within a class. A teacher who prefers to organize data over several windows can open multiple viewers and use the organizing commands in the View and Window menus to manage the multiple viewers.

The *Show* drop-down list lets you turn on or off the Tasks, Students, and Notes areas. For example, when you are creating your task list at the beginning of the year, you might only want to see tasks. If you are entering scores, you might only want to see the students. The drop-down list changes depending on the spreadsheet being viewed.

The *View* drop-down list -- for a Numeric spreadsheet only -- lets you toggle between task and task type view. Task view shows the individual tasks. Type view rolls everything into the respective task types (for example, homework or quizzes). This view is ideal for you to quickly see how your class is faring on various tasks. This choice is available only in Numeric spreadsheets. For any other spreadsheet, there is only one choice.

The column headings in the task and student areas can be customized. Auxiliary columns can be turned on or off and their contents can be customized. For example, you may choose to see percentage or letter grade, or one of a dozen score transformations. See "Customizing Spreadsheet Columns" on page 52.

Opening a Viewer

1. From the View menu, select Open Class Viewer.
2. Select the class you want to view.
3. Click Open.
   This second viewer might cover your first. Use the Window menu to switch from one viewer to another, or to arrange the viewers on screen. You may also resize and move each viewer so that both are visible at once.

Closing a Viewer

Closing a viewer does not affect data already entered. Closing the last viewer closes the gradebook.

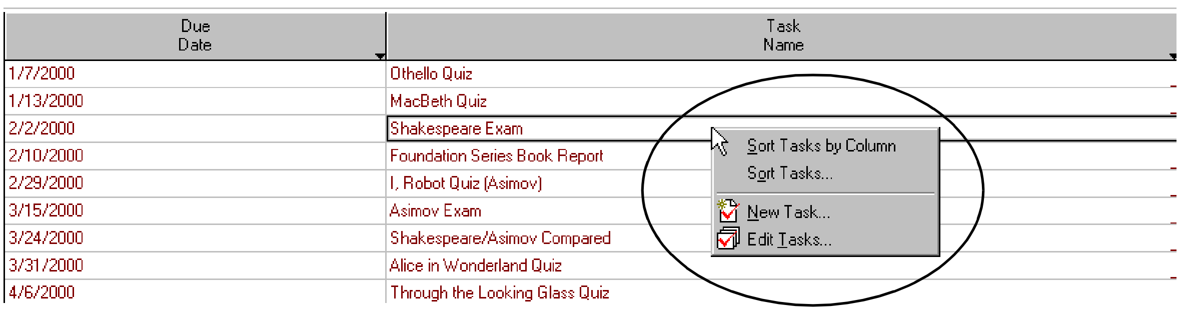
1. To close a class viewer, select the viewer you want to close so that it is the active window.
2. From the View menu, select Close Class Viewer.
   You can also click the Close box in the corner of the window.

Context Menus

Context menus are the shortcut menus that display when you right-click (Windows) or Ctrl-click (Macintosh) in certain areas of the viewer.

For example, if you display the context menu in the task area of a spreadsheet, you are presented with two sort options, as well as shortcuts to the New Task and the Edit Task menu items.

Context menus are used throughout InteGrade Pro student information software. Another example is in the seating chart. If you display the context menu on a desk, you are presented with two options to Fill Chart or Replace Task, as well as the complete list of attendance codes.



Overview of a School Year

At the start of the year, you create a new gradebook, then import a class roster file from your administration database. Although you can create a gradebook manually, you must import a data file if you want to export back to the office.

Next, you customize the gradebook to suit your teaching methodology by setting up the task types and scoring schemes. You may also import tasks. This may already be set up if you electronically imported your class data.

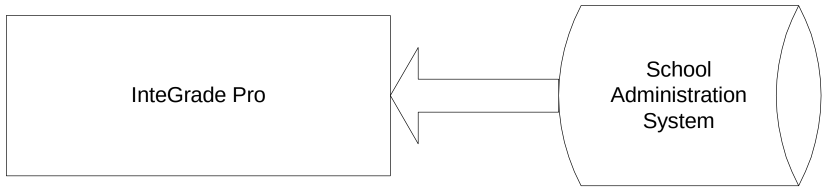
For the remainder of the year, you use InteGrade Pro student information software to record student scores on tasks, record student attendance, and print reports.

At the end of each reporting period, you can export data to the school's administration computer for grade reporting.

At the end of the school year, you back up and archive your data.

The following diagram is an overview of how you use InteGrade Pro student information software at each stage of the reporting period.

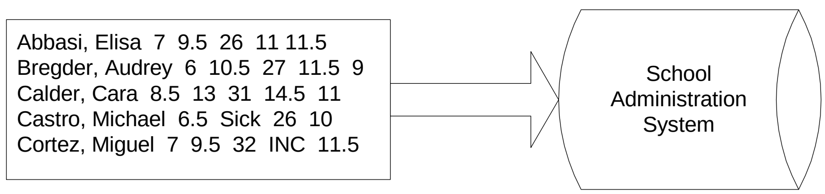
1. Import class roster file from school administration system into InteGrade Pro.



2. Add tasks and scores and notes throughout the reporting period, and take attendance.

Abbasi, Elisa 7 9.5 26 11 11.5
Bregder, Audrey 6 10.5 27 11.5 9
Calder, Cara 8.5 13 31 14.5 11
Castro, Michael 6.5 Sick 26 10
Cortez, Miguel 7 9.5 32 INC 11.5

3. Export your EndTerm spreadsheet to the school administration system at the end of the reporting period.



File Naming Conventions

Prefixes of File Names

CL
Files created by the administration system are named CLxxxxxx.GRD. The CL prefix designates the file as a **Cl**ass Roster file and the xxxxxx's represent your teacher code. These files contain information on classes, students, and define the End Term spreadsheet.

MK
Files created by InteGrade Pro are named MKxxxxxx.GRD. The MK prefix designates the file as a **M**ar**k**s data file and the xxxxxx's represent your teacher code. These files contain information on grades and attendance.

AB
Files created by ABACUSxp are named ABxxxxxx.GRD. The AB prefix designates the file as an **AB**ACUSxp file and the xxxxxx's represent your teacher code. These files contain task information and can be imported into InteGrade Pro to record mastery values on the Skill spreadsheet.

AT
Test files created by ABACUSxp are named ATxxxxxx.GRD. The AT prefix designates the file as an ABACUSxp file and the xxxxxx's represent your teacher code. These files contain test information and can be imported into InteGrade Pro to record test values on the Skill spreadsheet.

Suffixes of File Names

.GBF
Gradebook file; for example sample.gbf

.GRD
Class roster files, used in import and export (TSS and Osiris use .GC); for example cljoanfr.grd

.BAK
Backup file that preserves the second-to-last version of your gradebook

A BAK file is a back-up file that preserves the second-to-last version of your gradebook, usually in the InteGrade Pro program file folder of your hard disk. The BAK file is titled "name of your gradebook file".BAK. Until you save a gradebook a second time with a new password, the .BAK file version of the saved gradebook does not incorporate new or changed passwords.

See the *Administrator's Guide* for the complete list of files used in importing and exporting to other administration systems.

Working On a Macintosh

The Macintosh operating system is able to handle both Macintosh and Windows files, but the Windows operating system can handle only Windows files.

As a result, if you are using the system in a mixed environment and plan to take files back and forth from a Macintosh to a Windows system, you must name your files according to Windows standards. If you always use Windows standards for naming your files--even while working on a

Macintosh--the Windows operating system will always be able to handle files from your Macintosh and you will not have to take any additional steps.

Where to Find More Information

If you have a question about InteGrade Pro student information software or need more information, use the help system or this manual. If you need additional assistance, you can contact Technical Support.

Using the Online Help System

The help system contains the information found in this guide in an easy-to-access format. There are two ways to use the help system:

- Choose Contents from the Help menu (Windows) or choose InteGrade Pro Help from the Help menu (Mac). This opens the contents topic and lets you browse the help system or search for specific topics.
- Click the Help button in a dialog box or press <F1> (or the <Help> key on the Mac). This displays a help topic about that dialog box with links to topics describing all the procedures that can be performed from that dialog box.

Technical Support Services

National Computer Systems (NCS) offers the following services to users with active maintenance agreements:

- InteGrade Pro student information software telephone support—(800) 282-4490.
- InteGrade Pro student information software and other administration systems:
- InteGrade Pro student information software and SASIxp, (800) 472-7497.
- InteGrade Pro student information software and SASI III, (800) 622-7647.
- InteGrade Pro student information software and CIMS, (800) 736-4357.
- InteGrade Pro student information software and Osiris or Osiris for Elementary Schools, (800) 282-4490.
- InteGrade Pro student information software and The School System or

The Elementary School System, (800) 282-0355.

- E-mail Support - contact a support representative at our e-mail address, support@ncslink.com
- Training—For information about the training services available from National Computer Systems, or to schedule training, call (800) 736-4357.
- Customer Service—For information about other products available from National Computer Systems call (800) 736-4357 or e-mail us at salesessd@ncslink.com.
- To submit suggestions for enhancements to the product, e-mail us at integrade@ncslink.com. For information and suggestions, you can also visit our web page at k12.ncs.com.
- You can also visit www.integrade.com a web site devoted to the use of InteGrade Pro student information software.

When Requesting Technical Support

Be sure you include the following information when requesting technical support:

- Your site number.
- The version number and platform of InteGrade Pro student information software. For example, InteGrade Pro 6.0 for Windows or InteGrade Pro 7.0 for Macintosh.
- Your computer make and model. For example, Dell Dimension XPS 166 or Apple Power Macintosh 6100/60.
- The computer operating system and version number. For example, Windows 98 or Macintosh System 7.5.
- If the product is running on a local area network, the network operating system and version number.

Receiving Support from Other Vendors

If you purchased InteGrade Pro student information software from a company other than National Computer Systems, Inc., you should contact that company for technical support. You should have received information on technical support services available from that vendor at the time of purchase as well as upon receipt of the product.

2

Installing InteGrade Pro

There are versions of InteGrade Pro for Windows and Macintosh systems. The Igpro folder contains both versions on the CD that you received. The CD also contains Makedisk functions to create Install programs on 3.5-inch disks. This enables you to install InteGrade Pro on machines without CD drives. Follow the appropriate instructions for the version of InteGrade Pro that you are installing.

The CD also contains folders that include the setup needed for InteGrade Pro to exchange data with the following administration systems:

- SASIxp
- SASI III
- CIMS

For specific instructions on using InteGrade Pro with one of these administration systems, see *the InteGrade Pro System Administrator's Guide* (IGPADMIN.PDF) on the InteGrade Pro CD.

Windows Version

The Windows version of InteGrade Pro runs on Windows95, Windows NT Workstation, and Windows 98. It also supports the Windows NT Server and Novell NetWare network operating systems.

System Requirements

- Windows 95, 98, 2000, or NT 4.0 (SP3 or higher)
- A computer that meets the requirements for the version of Windows that you are running.
- At least 10 MB available hard disk space
- At least 8 MB RAM

Scanning Requirements

Scanning is available only in the Windows environment. The following NCS scanners are supported:

- OPScan 2, 3, 4, 4XP, 5, 6, 7, 8, 10, or 21 scanners;
- OpScan 9010M scanner
- OpScan 9020M

Note Sentry 3000 series and OpScan 3000 and 4000 series scanners are not supported.

Scan Forms Supported

The following standard NCS SelfScore Forms can be scanned:

- 94746 - 200W test sheet
- 95141 - 25/25 test sheet side
- 95142 - 50/50 test sheet side
- 95676 - 40/W test sheet
- 95677 - 100W test sheet
- 95679 - 100/100 side test sheet
- 95945 - 50 W/W test sheet
- 95946 - 50/W test sheet
- 95947 - 50W/50W test sheet side
- 96569 - E25/W test sheet

- 98253 - E25 test sheet
- 98255 - 50 test sheet
- 106173 - 100 test sheet

Directory Structure Created

Installation of the InteGrade Pro student information software creates a directory called SFWTOOLS in the IGPRO directory which contains ScanTools.

Directory	***Files***	***Description***
\IGPRO\SFWTOOLS	config.sfw sfw.exe sfwedit.dll sfwgen.dll sfwscor.dll sfwslk.dll	ScanTools run-time scanning module executable files.
\IGPRO\SFWTOOLS\Apps	Z600.sds	ScanTools reserved directory for run-time application files.
\IGPRO\SFWTOOLS\Data	100.dat	ScanTools reserved directory for data files. Data files are created and deleted as ScanTools runs.
\IGPRO\SFWTOOLS\Profiles		ScanTools reserved directory for conversion, edit, and score profiles; directory required even if no profiles are used.

Installation Configurations

There are three ways to install InteGrade Pro. Choose the installation method appropriate for you.

- Install using the installation programs, directly from the CD, on a stand-alone computer or on a network server.
- Create installation disks (on formatted, 3.5-inch disks) using the Make-disk program on the CD, then install InteGrade Pro on any stand-alone

computer or network server without a CD drive.

Note: You cannot run InteGrade Pro from the installation disks. You must install it on the hard drive.

- Install on a client computer from a network server.

Installing on a Computer or Network Server

Use this method to install a single copy of InteGrade Pro, or if you intend to run InteGrade Pro directly from the network serve.

1. Start Windows or the server. If you are installing on a network server, be sure you have access rights to create directories and files.

2. Insert the InteGrade Pro CD in the CD drive.

3. Open the Igpro folder on the InteGrade Pro CD, open the Win folder, then the Install folder.

4. Double-click the Setup icon (or run the SETUP.EXE file) and follow the directions on each dialog box.

5. If prompted for authorization information, go to "Authorizing InteGrade Pro" on page 22. Otherwise, your installation is complete.

Note: If InteGrade Pro is running from a network file server, teachers access their gradebooks from the network.

Note: Also, if InteGrade Pro is installed on a network server, multiple teachers can run the same InteGrade Pro application from different workstations. The workstations must be attached to that server. Make sure all client users of InteGrade Pro on the server use the same drive letter to map their workstations to the application (for example, D:\).

Creating Installation Disks

Use this method to install InteGrade Pro on a computer that does not have a CD-ROM drive. You must have access to a computer with a CD-ROM drive to create the installation disks.

1. Start Windows or the server on a computer with a CD drive.

2. Insert the InteGrade Pro CD in the CD drive.

3. Open the Igpro folder, then the Win folder, then the Makedisk folder.

4. Double-click the Makedisk icon (or run the MAKEDISK.EXE file) and follow the directions in each dialog box. You need two formatted, 3.5-inch disks for this procedure.

5. When the Installation disks are complete, you can use them to install InteGrade Pro on any stand-alone computer or network server.

Note: For InteGrade Pro installation using the newly created, 3.5-inch disks, start Windows or the server and insert Installation Disk 1 in the disk drive. Double-click the Install icon and follow the directions in each dialog box. If the system prompts you for authorization information, go to “Authorizing InteGrade Pro” on page 22.

Installing From a Network Server

Use this method if you need to install InteGrade Pro on a large number of computers connected to a network server.

1. Start the network file server. Be sure you have access rights to create directories and files.

2. Create a separate installation directory. This directory can have any name.

3. Copy the contents of InteGrade Pro Install folder from the Igpro\Win folder on the CD into the new installation directory.

4. From each client computer, run SETUP.EXE from the installation directory on the network server. Follow the instructions on the screen.

   The system prompts you to authorize the system the first time you run SETUP.EXE from a client computer. Authorizing subsequent installations from the network server is not necessary. See page Starting InteGrade Pro for help on authorization.

Macintosh Version

The Macintosh version runs on most Macintoshes, including Power Macintoshes.

System Requirements

- System 7.5 or later
- At least 10 MB available hard disk space.
- At least 8 MB RAM

Installation Configurations

There are three ways to install InteGrade Pro. Choose the installation method appropriate to you.

- Install using the installation programs, directly from the CD, on a stand-alone Macintosh or on a network server.
- Create installation disks (on formatted, 3.5-inch disks) using the Make-disk program on the CD, then install InteGrade Pro on any stand-alone Macintosh or network server without a CD drive.

Note: You cannot run InteGrade Pro from the installation disks. You must install it on the hard drive.

- Install on a Macintosh client from a network server.

The Macintosh needs the following extensions installed to read the InteGrade Pro CD:

- Foreign File Access
- ISO 9660 File Access

Note: These extensions install during a standard system software installation. If you perform a custom installation, verify that these extensions are installed by clicking the Apple Menu, selecting Control Panels, then Extensions Manager.

Installing on a Macintosh or Network Server

Use this method if you are installing a single copy of InteGrade Pro, or if InteGrade Pro will run directly from the network server.

1. Start the Macintosh or the file server. If installing onto a network server, be sure that you have access rights to create directories and files. Macintosh Services must be running on the server.

2. Insert the InteGrade Pro CD in the CD drive.

3. From the Igpro folder on the CD, open the Mac folder, then the Install folder.

4. Double-click the Install icon and follow the directions on the screen. Check the appropriate box to install InteGrade Pro on a 68k Macintosh or on a Power Macintosh. If you do not know which computer you are installing to, click the Apple Menu and select Apple System Profiler. The type of processor displays on this screen.

5. If prompted for authorization information, go to “Authorizing InteGrade Pro” on page Starting InteGrade Pro. Otherwise, your installation is complete.

Note: If InteGrade Pro is running from a network file server, teachers access their gradebooks from the network.

Note: Also, if InteGrade Pro is installed on a network server, multiple teachers can run the same InteGrade Pro application from different workstations. The workstations must be attached to that server.

Creating Installation Disks

Use this method if you need to install InteGrade Pro on a Macintosh that does not have a CD-ROM drive. You must have access to a computer with a CD-ROM drive to create the installation disks.

1. Start the Macintosh or the file server (must have a CD drive).

2. Insert the InteGrade Pro CD in the CD-ROM drive.

3. Open the Igpro folder on the CD, then double-click the Mac folder, then the Makedisk folder.

4. Double-click the Makedisk icon and follow the directions in each dialog box. You need three formatted, 3.5-inch disks for this procedure.

5. When the three installation disks are complete, you may use them to install InteGrade Pro on any stand-alone Macintosh or network server.

Note: To install InteGrade Pro using the newly created 3.5 inch-disks, start the Macintosh and insert Installation Disk 1 in the disk drive. Double-click the Install icon and follow the directions in each dialog box. If prompted for authorization information, go to “Authorizing InteGrade Pro” on page Starting InteGrade Pro.

Installing From a Network Server

Use this method if you need to install InteGrade Pro on a large number of computers connected to a network server *and* you are not running InteGrade Pro on the server computer.

1. Start the network computer. Be sure you have access rights to create directories and files and that Macintosh Services are running.

2. Create a separate installation folder. The folder can have any name.

3. Copy the contents of InteGrade Pro Install folder (from the Mac folder on the CD) into the installation folder.

4. From each Macintosh client, double-click the Install icon from the installation folder on the network server. Follow the instructions on the screen.

Note: The first time the Install program runs from a Macintosh client, the system prompts you for authorization. Authorizing subsequent installations from the network server is not necessary.

Authorizing InteGrade Pro

The system administrator may authorize the school's copy of InteGrade Pro and distribute it to the teachers.

A teacher who receives an authorization prompt during installation should either contact the system administrator or follow the instructions in this section.

To complete the authorization dialog, locate the authorization letter that accompanied the InteGrade Pro package and enter each field exactly as shown in the letter.

If you are installing InteGrade Pro from installation disks created from the CD, the authorization process records your authorization information directly onto the installation disk. You can copy the installation disk and distribute them to teachers who can install InteGrade Pro without having to re-enter the authorization information.

To make sure the installation disks authorize in this way, do not remove the installation disks from the disk drive until the system prompts you to, or until the installation finishes.

Note: If you want authorization information saved for distribution to teachers, you must create installation disks from the CD and follow the procedure described above. Authorization information saves to the installation disks, not the CD.

Be sure to keep the authorization letter and the authorized installation disks in a safe place.

Note: If you are not able or not ready to authorize during installation, click Cancel or Demo (Macintosh). The authorization process automatically resumes the next time you start InteGrade Pro. If you click Run Demo, the program you have just installed becomes a fully functional demonstration version with all features enabled, except the Save command.

Starting InteGrade Pro

Windows

1. Click Start, Programs, InteGrade Pro, InteGrade Pro for Windows 95 or NT. The system displays the Open Gradebook dialog box.

2. Click a gradebook and then click Open to open an existing gradebook or close the dialog box and select New Gradebook from the File menu to create a new gradebook.

Macintosh

1. Double-click the InteGrade Pro icon in the folder in which you installed InteGrade Pro. The system displays the Open Gradebook dialog box.

2. Click a gradebook and then click Open to open an existing gradebook or close the dialog box and select New Gradebook from the File menu to create a new gradebook.

Using the Sample Data

InteGrade Pro comes with a sample class loaded with data that you can use to experiment. This sample class is available whether you are running the demonstration or an authorized version of the software.

1. Start InteGrade Pro.

2. Select SAMPLE.GBF from the Open Gradebook. The sample class loads.

Try the menu commands. View the Help menu. Enter or change data.

When you have finished experimenting, select Close Gradebook from the File menu. To preserve the sample data for the next time, be sure to select No when asked to save changes.

3

Creating a Gradebook

After you have installed the software, you must create your gradebook and set up grading rules. Most teachers create their gradebook by importing a class roster file from their schools' administration database. You can also create a blank gradebook and enter your students and classes manually, so long as you do not plan to export data at the end of the reporting period.

Creating A Gradebook By Importing a Class Roster

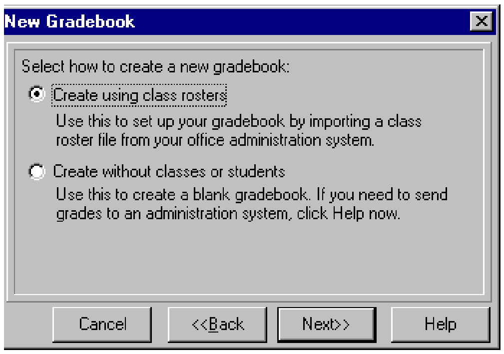
Before you begin this process, ask your System Administrator for the name of the file you need to import.

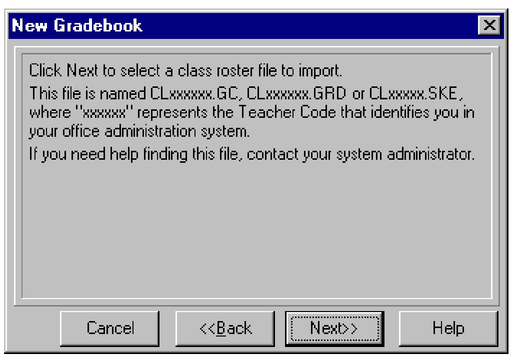
1. Open the InteGrade Pro student information software and click Cancel in the Open Gradebook dialog box.
   If the product and the sample gradebook are already open, from the File menu, select Close Gradebook.

2. From the File menu, select New Gradebook.

3. In the New Gradebook dialog box, click Next.

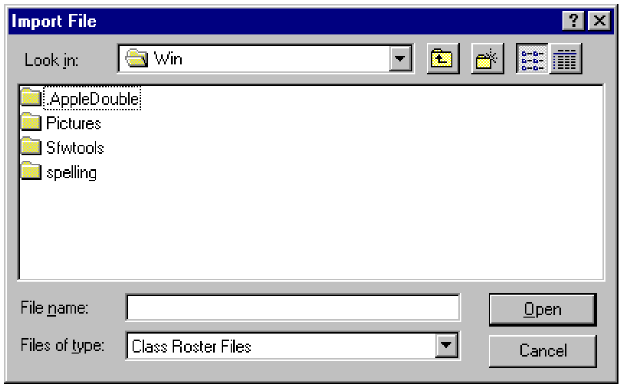
4. Select *Create using class rosters* and click Next.
   This option creates a gradebook by importing (or “receiving”) class roster files from an administration system. This lets you export (or “send”) your final grades back to your office administration system at the end of a reporting period.





5. Review the instructions on the dialog box and click Next.

6. On the Import File dialog box, select a class roster file to import. This file is named *CLxxxxxx*, where *xxxxxx* represents your teacher code.



7. Click Open.

8. Review the information on screen to ensure that you have the correct file, then click Next.

9. In the teacher name field, type your name the way you want it displayed on reports.

   You can edit the Incomplete symbol. You can also edit this symbol from the Setup menu, on the Grading Rules dialog box, on the Special Scores tab.

10. If you choose, set up a password for your gradebook. Click Set Password and enter a password. Click Save.
    You can also add the password later from the Setup menu, on the Passwords dialog box.

11. The Save As dialog box displays. Select a name for your gradebook and click Save.
    If you are creating a gradebook using a Macintosh and you want to use your gradebook with both Macintosh and Windows computers, you must save your gradebook with an ending of .gbf. For example, JONES98 needs to be saved as JONES98.GBF.

Opening and Closing Gradebooks

Every time you open this product, you are prompted to open a gradebook. You can have only one gradebook open at a time. If you need to open another gradebook:

1. From the File menu, select Close Gradebook.

2. The system prompts you to save these changes before you close the gradebook.
   Closing a gradebook does not automatically exit the system. After closing the gradebook, you can either exit or open another gradebook.

3. From the File menu, select Open Gradebook.
   This menu item appears dimmed if a gradebook is already open.

4. Locate and select the appropriate gradebook.

5. Click Open.

Saving a Gradebook

Save your data as you work. It's your best insurance against losing data.

- From the File menu, select Save Gradebook.

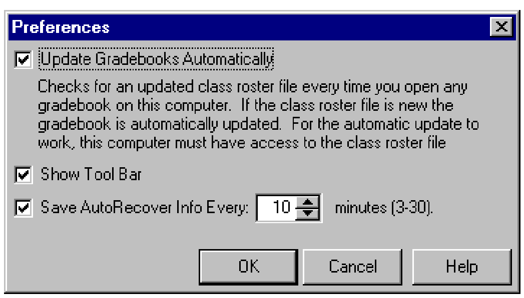
or

- Use the keyboard shortcut of Ctrl S (Windows) or ⌘ S (Macintosh).

Saving Automatically

You can choose to have your data saved automatically at regular intervals.

1. From the Edit menu, select Preferences.



2. Select how often you want your gradebook saved. You can choose any interval from 3 to 30 minutes.

3. Click OK.

Going Back to an Earlier Version

If you have been working in a gradebook and decide that the changes you have made are not what you really want, you can quickly go back to the last version that you saved.

- From the File menu, select Revert to Saved.
  The current version closes and the last version that you saved opens.

Importing Data to a Gradebook

Importing data is the preferred method of adding students and classes to your gradebook. Only by importing data from your school's administration system can you electronically export data back to the main office at the end of a term.

Importing Rosters, Comments, or Scores

The class roster file is the most central piece of information imported. For class rosters, the import process brings demographic data, letter grade tables, and other data associated with the student and class rosters. The exact information imported can vary depending on the administration system providing the data.

1. Open the gradebook into which you want to import data.
2. From the File menu, choose Import into Gradebook.
3. Select the file and click Import.

Most people import at the beginning of the school year, but you can run the import process at any time. For example, if many students transfer into your classes, the main office can give you an import file to update your gradebook. This file adds new information to your gradebook, but does not change existing information.

Importing Tasks, Spreadsheets, or Classes

This feature of InteGrade Pro student information software lets you import one or more tasks or spreadsheets or classes from another gradebook into your own.

1. From the Task Menu, select Import Tasks.
2. On the Import Tasks dialog box, click Save Gradebook Now, then click Next.
3. Select the gradebook file you want to import from and click Open.
4. Choose whether you want to import classes, spreadsheets, or tasks and click Next.
   You can import tasks only from numeric or skill spreadsheets.
5. Select the specific items you want to import from that gradebook to yours. Use the All and None buttons to quickly select and deselect.
6. Click Import.

When Importing From Other Products

InteGrade Pro student information software can work with data from the following NCS products:

- SASIxp
- SASI III
- CIMS
- TSS/TESS
- Osiris

For complete details of importing from and exporting to other products, please see the *InteGrade Pro System Administrator's Guide*.

Abacus

Before you can import an ABACUSxp file, you must import a related SASIxp CLxxxxxx.GRD file.

Previous Versions

Users of previous versions of InteGrade Pro student information software can open their gradebooks directly with version 7.00. However, if you save a previous gradebook in 7.00, these gradebooks are incompatible with previous versions of the product.

InteGrade Classic

Users of InteGrade Classic must use the import feature (after creating a blank gradebook) to convert their class files to the new gradebook format. You cannot directly open an InteGrade Classic class file in InteGrade Pro student information software. Once converted to the new format, InteGrade Classic cannot open an InteGrade Pro student information software gradebook file.

CIMS

If you are using CIMS as your administration system, you need to *convert* files from the CIMS format into the InteGrade Pro student information software format using the InteGrade Pro/CIMS File Converter before importing. See the *InteGrade Pro System Administrator's Guide* (IGPADMIN.PDF on the InteGrade Pro CD) for instructions on using this converter.

TSS

When data is imported from TSS, the student status may be changed in certain cases where the student is not in a TSS class list. The following table shows the results of importing data from TSS.

TSS Status	**InteGrade Pro Status**	
	Previously Active	*Previously Inactive*
In Class List	Leaves student in active status	Changes student to active, but leaves the inactive note
Not in Class List	Changes student to inactive status	Leaves student in inactive status

Reviewing Imported Data

After importing student and class data, you should confirm that the data has copied correctly into your gradebook.

Look for fields that are blank when you know that there should be data, or fields that show unrecognizable characters. If you find any indication of corrupt or missing data, close the gradebook without saving or delete the corrupt data. Begin the import process again with a new file provided by your system administrator.

Student Data

1. From the Setup menu, select Students.

2. Review the list of students in the Students dialog box.

3. Click on several students at random and review the tabs to the right of the list. Importing does not fill in every field for all tabs. You can enter additional student information at this time.

4. Click Close when you are finished reviewing.

Class Data

1. From the Setup menu, select Classes.

2. Review the list of classes in the Classes dialog box.

3. Review the tabs for several of the classes. Check that the Students tab contains the number of students that you expect to have in that class. You can enter additional class information at this time.

4. Click Close when you are finished reviewing.

Importing Automatically from Your Administration System

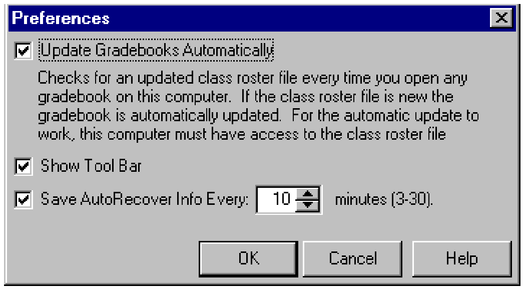
When you install InteGrade Pro student information software, you can choose to automatically update your gradebook every time you open it. You can also choose to do this from within the system.

Before you can receive automatic updates from your administration system, you must first have imported a class roster file from the administration system.

You can only receive automatic updates from the administration system if your computer and the administration system are networked together.

1. From the Edit menu, select Preferences.

2. Select Update Gradebooks Automatically and click OK.



If this feature is selected, when you open a gradebook, the system searches for the latest CLxxxxxx.GRD file exported by the administration system. This file imports data to update class rosters, class and student information, and inactive students. A progress bar displays indicating the status of the automatic update. When an automatic update finishes, a message displays stating that the process is complete.

Note: For Windows users, you must choose your import file from a mapped network drive. It must start with a drive letter (for example, G:\igpro\CL*xxxxxx*.grd.)

If for some reason you need to run the product on a stand-alone computer, you can switch off the network feature. When you want to go back to the network, you can switch it back on.

It doesn't matter whether InteGrade Pro student information software links to an administration system via a network or if you run both this system and your administration system from a stand-alone computer; InteGrade Pro student information software must be able to find the class roster file for the update to work.

Error Messages

- If the system cannot find the location of your class roster file to update the gradebook, the following message displays:

```
InteGrade Pro was not able to update your gradebook
because it could not find the following location:
```

  The path the system is looking for displays (for example, C:\igpdata). Click Browse to specify another location or check the box to work off-line.

- If the system cannot find a class roster file corresponding to the gradebook file being opened, the following message displays:

```
InteGrade Pro was unable to update your gradebook
because it could not find a class roster file for your
gradebook in the following location:
```

The path the system is looking for displays (for example, C:\igpdata). If you cannot find the correct path, contact your network administrator.

- If the system cannot update your gradebook for some reason (for example, the network connection is down), you can still open your gradebook. If this happens, the following message displays:

```
InteGrade Pro was unable to update your gradebook
because it found problems importing a class roster file
from your administration system.
```

Contact your network administrator for help in updating your gradebook.

Setting Up Grading Rules

Use the Grading Rules dialog box to set up attendance codes, grade tables, special scores, and type sets.

Setting Up Attendance Codes

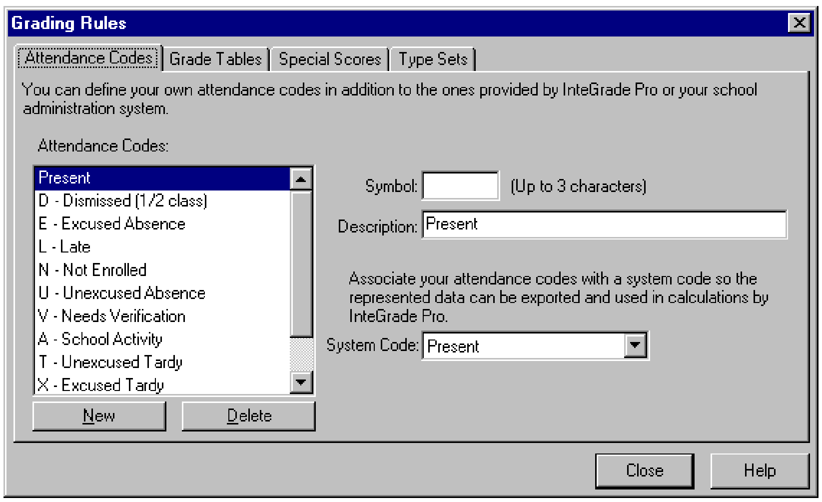
Attendance codes are used to explain why a student is absent. If you created a gradebook by importing a class roster file from an administration system, you must use the existing system codes, so that the file exports correctly.

The following table lists the system codes and their late and absent values. These codes are used in the Class Attendance report and the Student Attendance report where the summaries list Late, Absent, and Present. For example, a Tardy and an Excused Tardy both are included in the Late category, and an Excused counts as an Absent. If you create a new attendance code, you must assign one of these system codes to it, so that those reports are created correctly.

Code	Late	Absent
Activity	0	0
Dismissed	0	0.5
Excused	0	1
Excused Tardy	1	0
Not Enrolled	0	0

Code	Late	Absent
Present	0	0
Suspended	0	1
Tardy	1	0
Undefined	0	0
Unexcused	0	1
Unexcused Tardy	1	0
Unverified	0	1

.



1. From the Setup menu, select Grading Rules. Click the Attendance Codes tab.

2. Review the existing codes. These default codes are either provided by the product or imported from your administration system when you import a class roster file.

3. If necessary, click New to create a new attendance code.
   - If you create a new attendance code in a gradebook created by importing a class roster file from an administration system, you must assign one of the existing system codes to it.
   - If you create a new attendance code in a gradebook that was manually created, you must assign one of the default system codes to it. For example, E = default user code and Excused is the valid

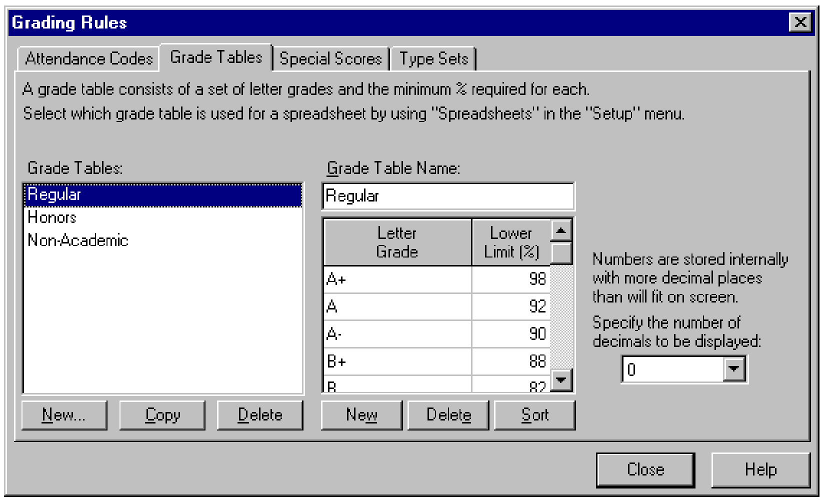
system code.

4. Click Close.

Setting Up Grading Tables

Grade tables associate a letter grade with a certain range of scores. InteGrade Pro student information software comes with three default grade tables.

You assign a grade table to your numeric spreadsheet when you set up your spreadsheets from the Setup menu.



1. From the Setup menu, select Grading Rules. Click the Grade Tables tab.

2. Select each sample table and review the letters and the assigned lower grade limit.

3. Working with grade tables:

   - To create a new grade table, click the New button from the set of buttons under the Grade Tables list. Type the name of this grade table and click Create.
   - To create another grade table by copying, select a table and click Copy. The new grade table has “copy” at the end of its name.
   - To rename a grade table, select the table and type its new name in the Grade Table Name field.

4. Working with grades:

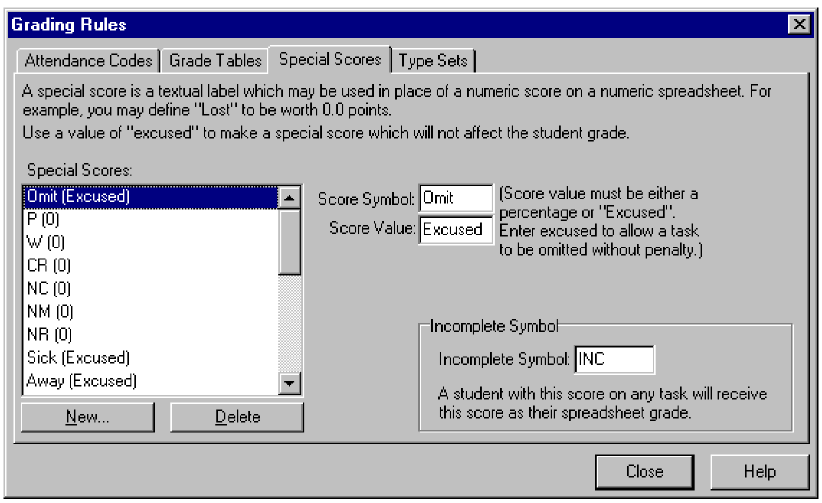
- To create a new letter grade, click the New button from the set of buttons under the Letter Grade and Lower Limit area. With that cell selected, type the letter, then select the adjoining cell and type the lower limit for that grade.
- To modify one of the grades, select that cell and overwrite its contents.
- To sort the grade table from highest to lowest percentage, click the Sort button from the set of buttons under the Letter Grade and Lower Limit area.

5. If necessary, select the number of decimal points that you want displayed.

6. Click Close. The table is now available for use, but it is not saved until you save the gradebook.

Setting Up Special Scores

A special score is a numeric score represented by a text label.



1. From the Setup menu, select Grading Rules. Click the Special Scores tab.

2. Review the special scores that are already predefined for your convenience.

- To modify the score for any of the predefined special scores, select the score and type its new value in the Score Value field.
- To modify the name for any of the predefined specia scores, select the score and type the new name in the Score Symbol field.

- To create a new special score, click New, type a name, and define the value.
- To delete a special score, select the score, click Delete, and click Yes to confirm the deletion.

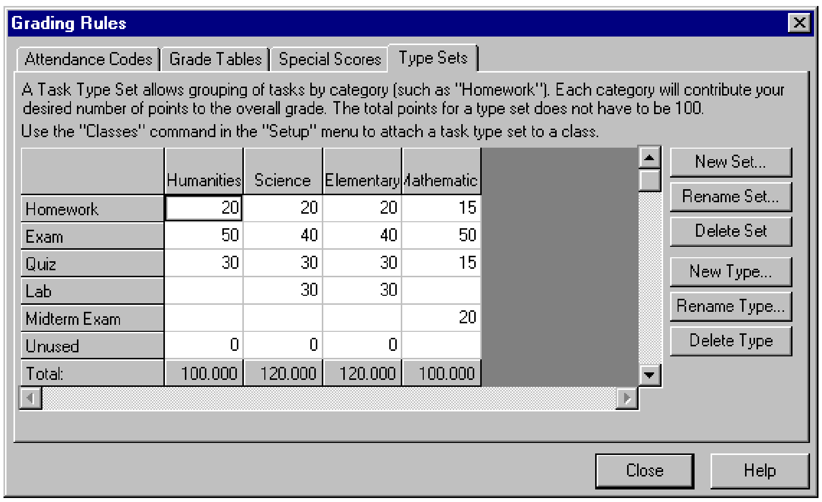
3. Review the symbol used to indicate an incomplete score. The default is INC.

4. Click Close.

Setting Up Type Sets

Type sets let you group task types into categories. The system comes with sets already defined.

You assign a type set to a particular class when you select Classes from the Setup menu.



1. From the Setup menu, select Grading Rules. Click the Type Sets tab.

2. Review the list of Types (Homework, Exam, Quiz).

3. To create a new Type, click New Type, type its name, and click Create. The type appears in the list at the left of the dialog box.

4. Review the Sets (Humanities, Science, Elementary).

5. To create a new Set, click New Set, type its name, and click Create. The set appears as a column heading across the top of the dialog box.

6. To add a Type to a Set, fill in a numerical weight in the appropriate cell in the Type Set chart. You do not need to assign all the sets you create. The numbers do not have to total 100.

7. Click Close.

Modifying Type Sets

First, select a cell in the grid to choose the type or set to modify.

- To rename a Type, click *Rename Type*, enter the new name, and click Rename.
- To rename a Set, click *Rename Set*, enter the new name, and click Rename.
- To delete a Type, click *Delete Type*. Click Yes to confirm the deletion or No to cancel this action.
- To delete a Set, click *Delete Set*. Click Yes to confirm the deletion or No to cancel this action.

Creating a Gradebook Manually

Note: The preferred method for adding students to a gradebook is to import the class rosters from an administration system. If you enter your student data manually and do not import data, you will not be able to export grades back to an administration system because there is no EndTerm spreadsheet.

1. Open the product and click Cancel in the Open Gradebook dialog box. If the product and the sample gradebook are already open, from the File menu, select Close Gradebook.

2. From the File menu, select New Gradebook.

3. In the New Gradebook dialog box, click Next.

4. Select *Create without classes or students* and click Next. This option creates a blank gradebook.

5. In the teacher name field, type your name, as you want it displayed on reports.

6. If available, you can also edit the Incomplete symbol.
   You can also edit the incomplete symbol from the Setup menu, on the Grading Rules dialog box, on the Special Scores tab.

7. If you choose, set up a password for your gradebook. Click Set Password and enter a password.
   You can also edit the password from the Setup menu, on the Passwords dialog box.

8. Click Save.

9. In the Save As dialog box, select a name for your gradebook and click Save.
   If you are creating a gradebook using a Macintosh and you want to use your gradebook with both Macintosh and Windows computers, you must save your gradebook with an ending of .gbf. For example, JONES98 needs to be saved as JONES98.GBF.

Adding Students

You can manually enter data at any time after creating your gradebook. If you have manually created a gradebook:

1. From the Setup menu, choose Students.

2. Click New, then click Next.

3. Enter the student's first and last name and student number. The name is a required field.

4. Click Next.

5. Select the class or classes to which you want to add the student.
   Use the All or None buttons to speed up your selection.
   If a class is not there, you will have to add it and return to this step later.

6. Click Create.

7. Repeat steps 2-6 for all remaining students.

8. Click Close when you are finished.

Note: If you select Show Advanced Fields, you see information used when InteGrade Pro student information software shares data with another software program. You cannot change the information in these fields. If you need to change the field information, contact your System Administrator.

Adding Classes

1. From the Setup menu, choose Classes.
2. Click New, then click Next.
3. Type the class name and click Next.
4. Select a task type set from the drop-down list and click Next.
5. Select the students registered in this class.
   Use the All or None buttons to speed up your selection.
   If a student is not there, you will have to add them and return to this step later.
6. Click Next.
7. On the New Class dialog box, select the spreadsheets you want created and click Create.
8. Repeat steps 2-7 for all classes.
9. Click Close when you are finished.

Note: If you select Show Advanced Fields, you see information used when InteGrade Pro student information software shares data with another software program. If you click the padlock icon, you can change the information in these fields, however you should do so only under the direction of your System Administrator.

Working Securely

Using Passwords

Security is very important when dealing with confidential matters such as student grades. We recommend that you set up a password to prevent unauthorized access to your gradebook file.

When using passwords, consider the following:

- Leave your password with the school office, in case you forget it or are absent and a substitute teacher needs access to your class files.
- Avoid writing down your password and leaving it where someone else can find it.
- Delete the password just before archiving your gradebook file. You should remove the password so that others can access the file in the future.

When creating passwords, avoid obvious ones such as your initials, or the names of your children, pet, or spouse. Consider mixing digits and characters to form recognizable words, such as 4EST (forest), or XLR8 (accelerate), or 4MUL8 (formulate). Another secure method is to link common words with a special character. For example, WORK+LATE, or EAT-LUNCH. This type of password is easy to remember, but very hard to guess.

Note: If you experience problems accessing your gradebook with your password or you forget your password, call NCS Technical Support at (800) 282-4490 for assistance.

Setting up a New Password

1. From the Setup menu, select Password.
2. Type your password and click Next.
3. Type your password again to confirm it and click Next.
4. Click OK to set the password.

Changing a Password

1. From the Setup menu, select Password.

2. Type your password and click Next.

3. Select *Change password to*.

4. Type the new password and click Next.

5. Type your password again to confirm it and click Next.

6. Click OK.

Deleting a Password

1. From the Setup menu, select Password.

2. Type your password and click Next.

3. Select *Remove password protection* and click Next.

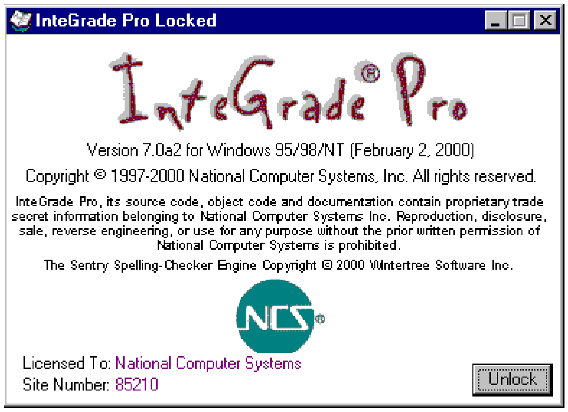
4. Click OK.

Locking a Gradebook

If you have set up a password for your gradebook, you can lock your gradebook quickly, to prevent unauthorized viewing and access.

- From the Setup menu, select Lock Gradebook, or press Ctrl + K. If you have not set a password, this choice is grayed out.

The following screen displays, hiding the data in your gradebook.

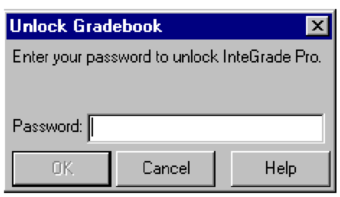


Unlocking a Gradebook

When you are ready to work in the product, unlock the gradebook.

1. Click Unlock.

2. Type your password in the dialog box that displays.



3. Click OK.
   The gradebook is unlocked and you can see the data.

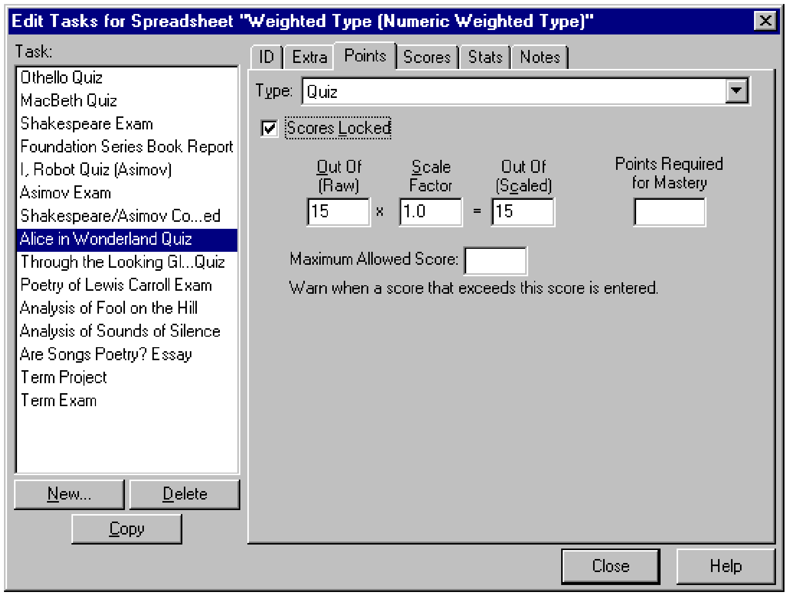
Locking and Unlocking Scores

After you have entered scores for a particular task, you can lock them so that they cannot be accidentally overwritten.

1. From the Tasks menu, select Edit Task.

2. Select the Points tab.

3. Select a task.



4. Select *Scores Locked*.

5. Click Close.
   You cannot change the scores for that particular task.

- To unlock the scores, deselect *Scores Locked*.

4

Working With Spreadsheets

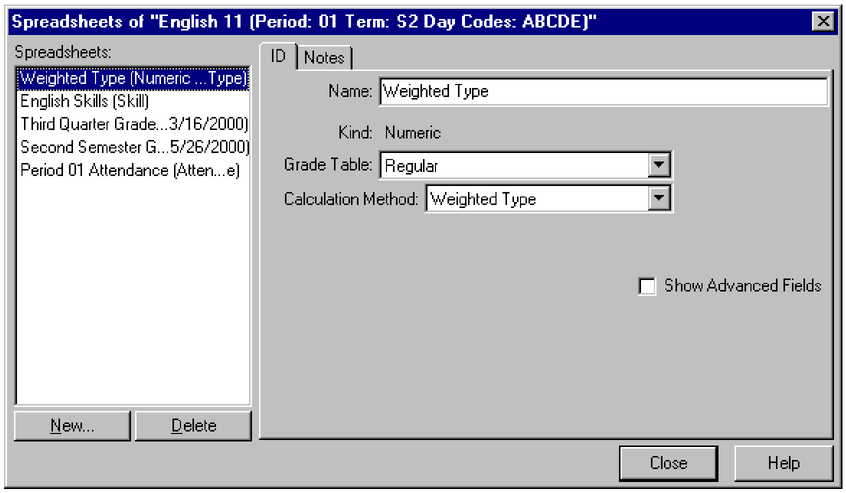
InteGrade Pro student information software provides a Numeric and a Skill spreadsheet for each class by default. An EndTerm spreadsheet is created when you import a class roster file from your administration system. You can also create an Attendance spreadsheet.

For organizational purposes, you can define as many spreadsheets as you need for a particular class. Many users create separate numeric spreadsheets for each term or semester.

As you work, you can open more than one class viewer to be able to switch quickly from one spreadsheet to another.

Managing Spreadsheets

Use the Spreadsheets dialog box from the Setup menu to manage your spreadsheets.



Creating a New Spreadsheet

1. Select the class that you want to use the spreadsheet for.

2. From the Setup menu, select Spreadsheets.

3. Click New.

4. From the New Spreadsheet dialog box, select the type of spreadsheet you want to create.

   - If you select an Attendance spreadsheet and click Next, you must enter a spreadsheet name as well as a start and end date.
   - If you select Numeric spreadsheet and click Next, you must enter a spreadsheet name.
   - If you select Skill spreadsheet and click Next, you must enter a spreadsheet name.

5. Click Create.

6. You may choose to select the Notes tab and type a short description of this spreadsheet.

7. Click Close.

Renaming a Spreadsheet

1. Select the class that uses the spreadsheet you want to rename.
2. From the Setup menu, select Spreadsheets.
3. Select the spreadsheet to rename.
4. On the General tab, type a new name in the Name field.
5. Click Close.

Deleting a Spreadsheet

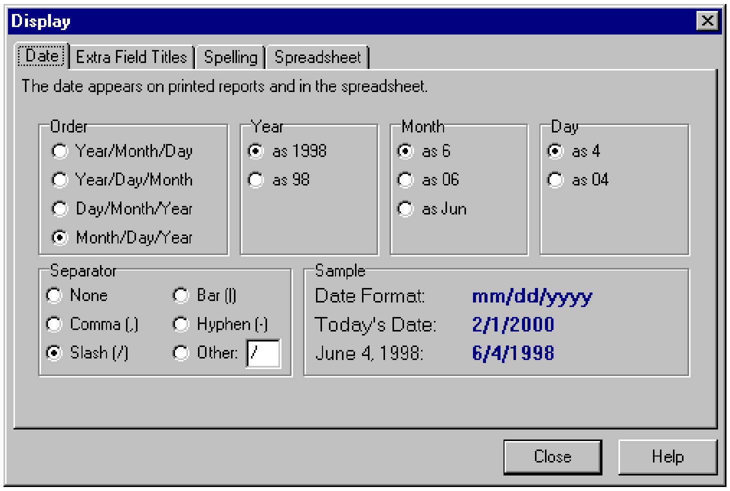
1. Select the class that uses the spreadsheet you want to delete.
2. From the Setup menu, select Spreadsheets.
3. Select the spreadsheet.
4. Click Delete.
5. Click Yes to confirm the deletion.
   When you delete a spreadsheet, all tasks, scores, spreadsheet notes for the students, and score notes are permanently lost.

Changing the Look of a Spreadsheet

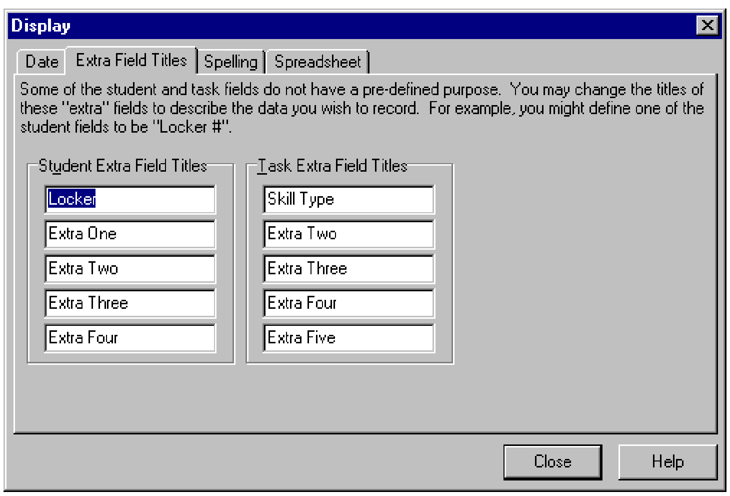
You can choose your preferred date format, the titles for the extra (user-defined) fields, and how you want your spreadsheets to appear. The spell checking options are described in “Checking Your Spelling” on page 103.

1. From the Setup menu, select Display.

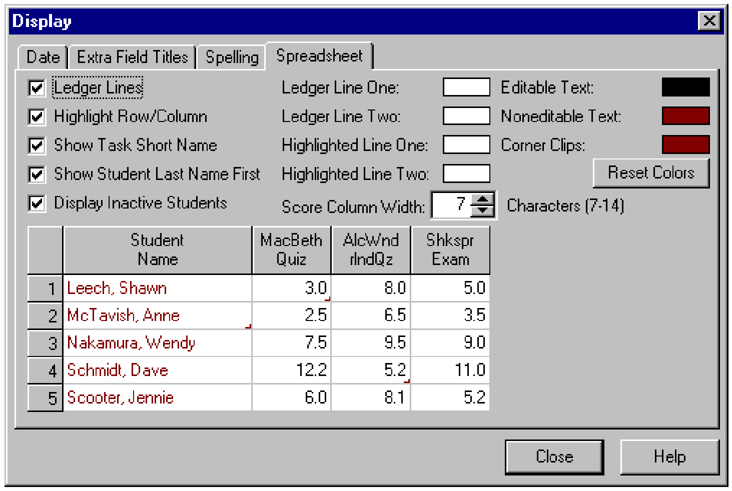
2. Click the Date tab to make changes to the date settings. InteGrade Pro always stores the year within the program as a 4-digit number, but you can choose how you want to see the date displayed. The sample date in the lower right corner changes to reflect your settings.



3. Click the Extra Field Titles tab to change the titles for five extra student fields and five extra task fields. For example, you may want to name a student field Locker. You can change these titles at any time.
To see these fields in use, from the Setup menu, select Students, then click Schools.



4. Click the Spreadsheet tab to customize the appearance of your spreadsheets.



You can change the visual appearance including whether or not to display ledger lines and highlight the selected row and column. You can also select the colors of:

- Rows as they display
- The selected row or column
- Text you can edit
- Text you cannot edit
- Corner clips

Changes affect all spreadsheets. The sample spreadsheet changes to reflect your choices. If you don’t like the look, click *Reset Colors* to revert to the default colors.

5. If you want to see the shortened form of the task names, select Show Task Short Name.

6. If you want to see inactive students, or the students’ last names first, make those selections.

7. Decide how wide you want the columns to be. You can select from 7 to 14 characters wide. The wider the column, the more of the headings you see.

8. Click Close.

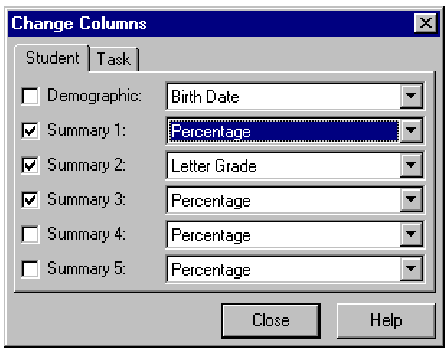
Customizing Spreadsheet Columns

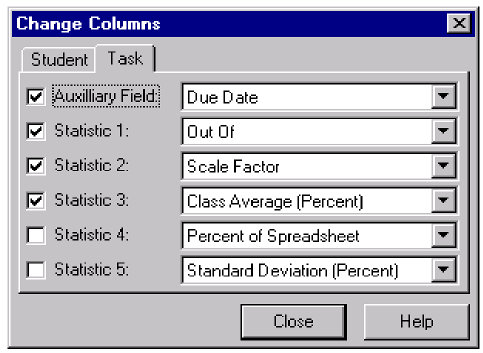
Depending on the spreadsheet you selected, and the view, you can customize the columns for students, tasks, and types. Changing the column names does not affect the data. If you want to see two of the same columns at once, open another class viewer. For example, you might want to see two different student demographics.

1. Select the spreadsheet you want to customize.

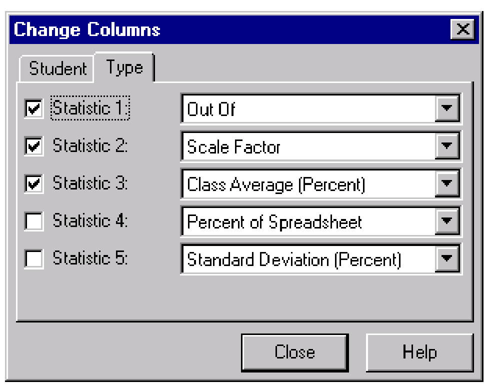
2. From the View menu, select Change Columns.

   - Numeric Spreadsheet, Task view
     On a Numeric Spreadsheet, with the View selected as Task, you can customize six columns for student information and six for tasks.



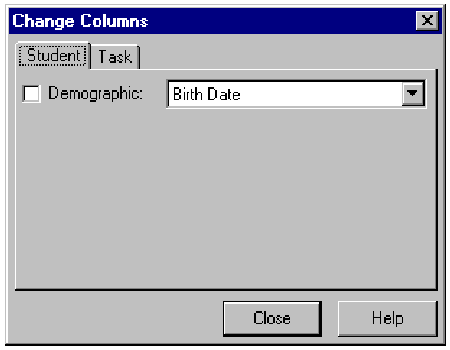


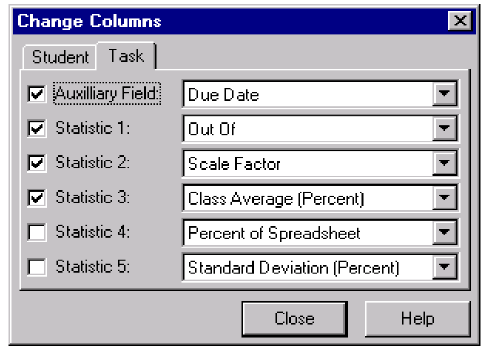
   - Numeric Spreadsheet, Type view
     However, if the View is selected as Type, you can change any of five statistics on the Type tab, in addition to the six columns of student information as shown above



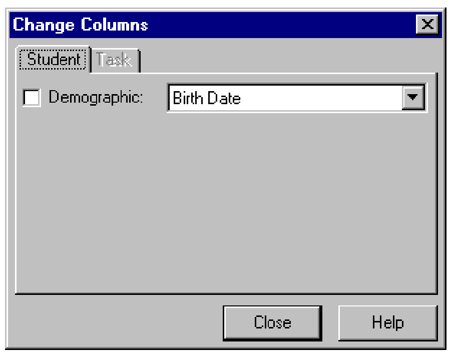
   - Skill Spreadsheet
     On a Skill Spreadsheet, you can customize one column for student

information and six for tasks.

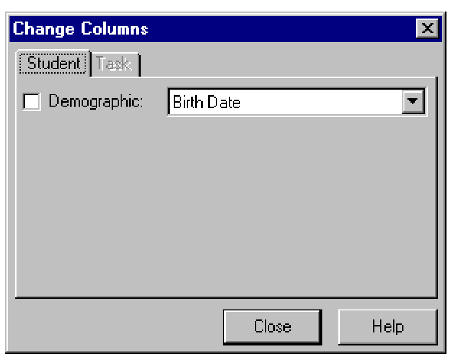




- EndTerm Spreadsheet
  On an EndTerm Spreadsheet, you can customize one column for student information.



- Attendance Spreadsheet
  On an Attendance Spreadsheet, you can customize one column for student information.



3. Select or deselect the columns to view. If you deselect a column, it is no longer visible on the spreadsheet.

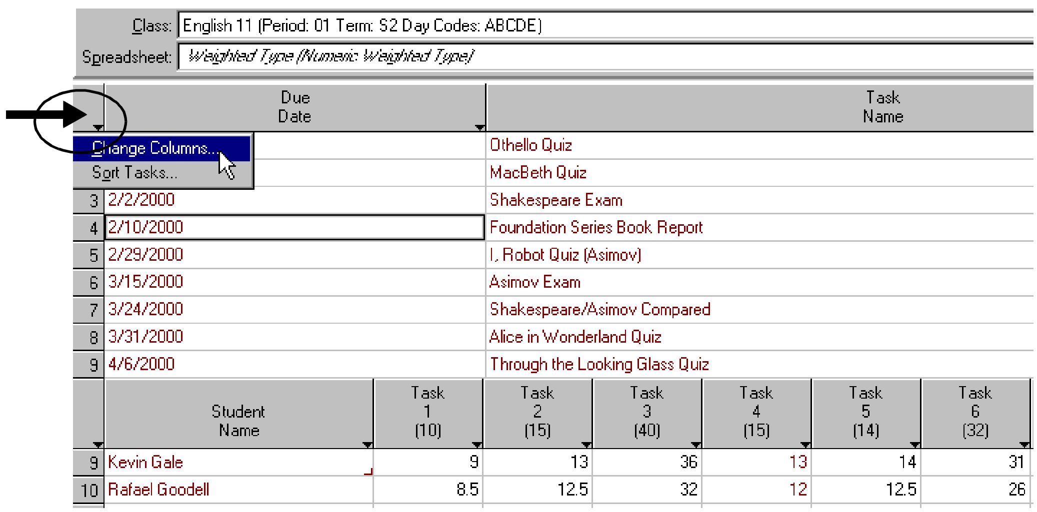
4. Using the drop-down lists, select what information you want to see in that column.

5. Click Close.

Other Ways to Change Columns

There is a shortcut to change columns, directly on the spreadsheet.

1. On the spreadsheet, click the blank column heading cell to the left (Windows) or right (Macintosh) of either the Task or Student columns.



2. Select Change Columns from the drop-down list.

3. On the Change Columns dialog box, make the appropriate changes and click Close.

OR

- Click the column header of an auxiliary column and select the information you want displayed from the drop-down list. Rememer that you must first use the Change Columns dialog box to select a column to display.

Managing Student Data

InteGrade Pro student information software helps you manage the student data you work with each day. You can add students to classes, view or change the demographic information for students, or confidentially show their progress to parents or students themselves.

Viewing or Modifying Student Data

As a general rule, you should never add students to a gradebook that you have imported from an administration system. If you do so, the next time you update your gradebook from the administration system, that student will disappear. However, if you have created a gradebook manually, and you are adding students, see “Adding Students” on page 40.

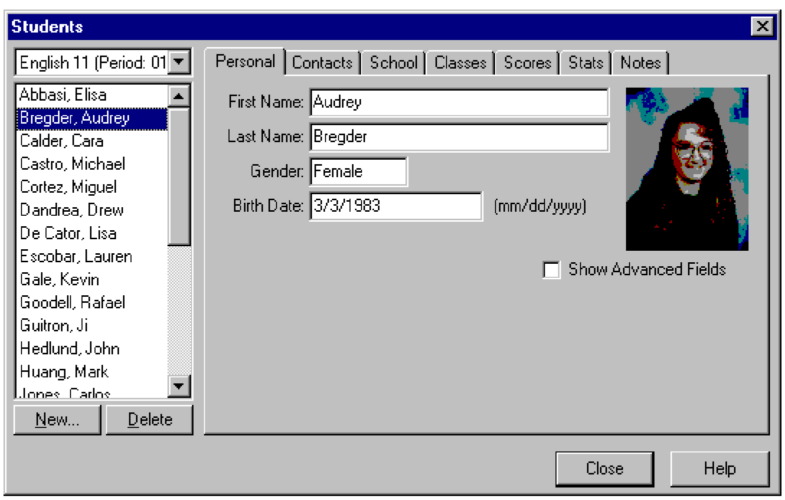
1. From the Setup menu, select Students.

2. From the drop-down list in the upper left corner, select the class whose students you want to see, or select All Students.

3. Select the student to view or modify.

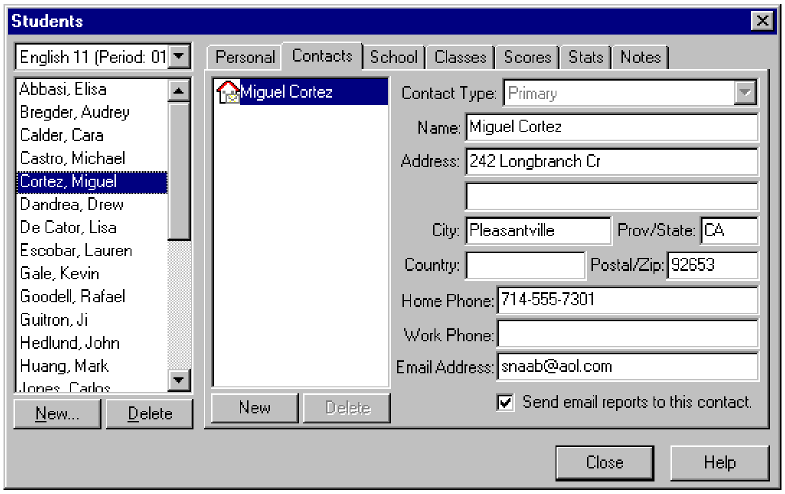
4. Select the tabs, viewing, entering or editing information. The only required field is the student’s name.

5. The Personal tab is used for demographic information.
   Use the *Unknown* gender when entering students from a list if you are not sure of the gender.

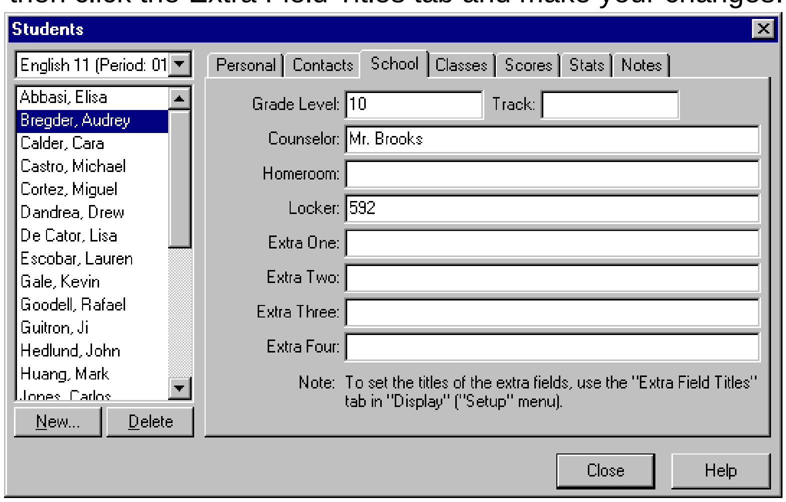


6. The Contacts tab is used for the address and phone numbers for this student. Besides the Primary contact, you can also create a Parent/ Guardian, Emergency, Physician, Mailing Address, and Other Contact Type.

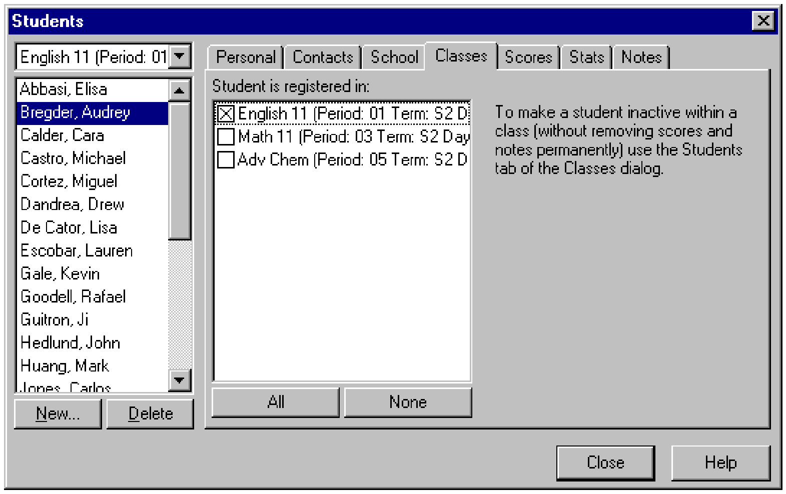
   If an email address is available, you can select *Send email reports to this contact*.



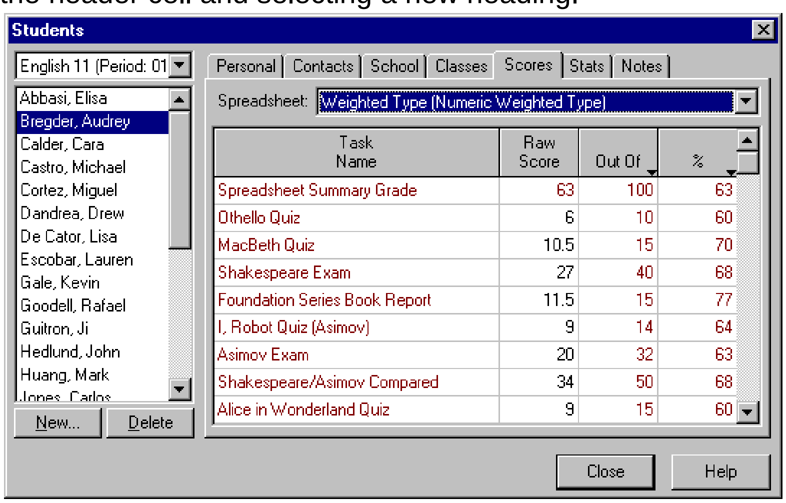
7. The School tab is used for school information like grade, homeroom, and counsellor that you need to track for this student.
   You can use another dialog box to change the extra field titles to say something more meaningful. From the Setup menu, select Display, then click the Extra Field Titles tab and make your changes.



8. The Classes tab shows which classes a student is enrolled in. If there are no classes selected, it means the student is not enrolled in any of them.

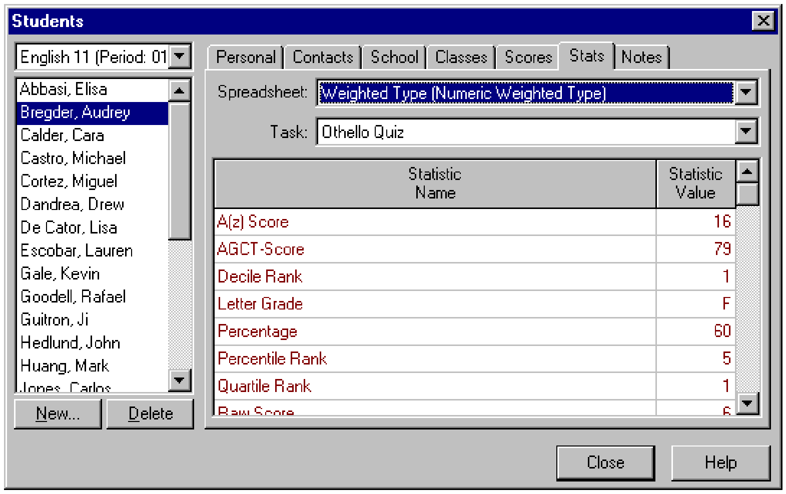


9. The Scores tab shows how the student is performing on their tasks. You can select which spreadsheet to use from the Spreadsheet drop-down list at the top of the tab.
If you have chosen to show “All Students”, the Scores tab appears dimmed.
This tab can be used for data entry and for showing a single student’s scores. You can customize two of the rightmost columns by clicking on the header cell and selecting a new heading.

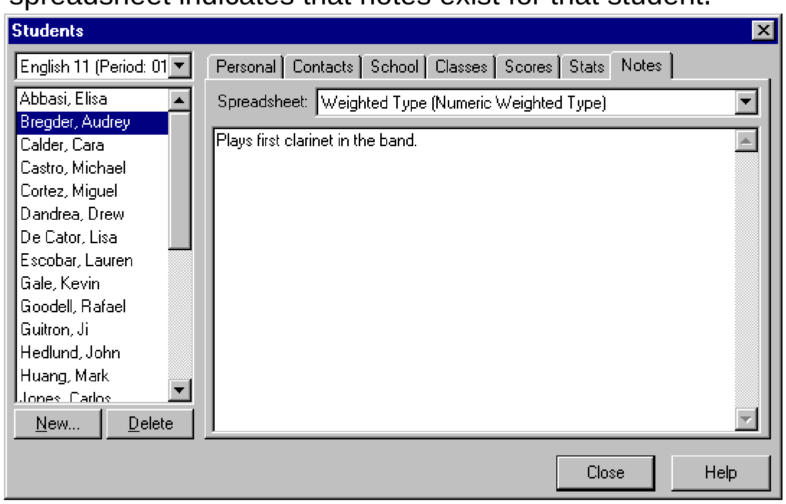


10. The Stats tab Shows how a student fared on a single task, using 12 different score transformations.
Select which spreadsheet and task to use from the drop-down lists at

the top of the tab.
If you have chosen to show “All Students”, the Stats tab appears dimmed



11. The Notes tab records your comments about a student. You can keep separate notes for each spreadsheet.
If you have chosen to show “All Students”, the Notes tab appears dimmed.
A small red marker in the lower-right corner of the cell on the spreadsheet indicates that notes exist for that student.

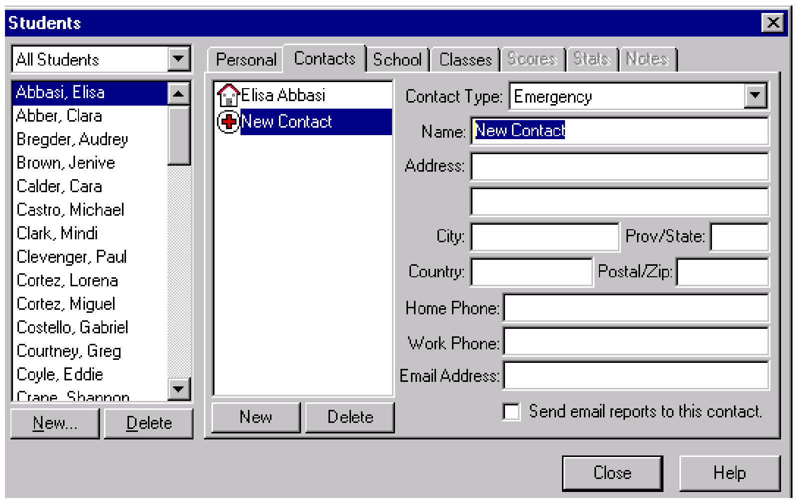


12. Click Close.

Adding Student Contacts

1. On the Contacts tab of the Students dialog box, click the New button under the list of contacts.
   A New Contact appears in the list of contacts, of a type Other.

2. In the Contact Type drop-down list, select the type of contact this is.
   The symbol beside the name changes, according to the type of contact selected.



3. Type the name, address, and phone numbers.

Deleting Students

You can delete a student from the gradebook, from a class, or merely inactivate them. Deleting from the gradebook removes all information about a student, including demographic data and scores. Use this option only if a student has permanently left your school and you do not need records for the student.

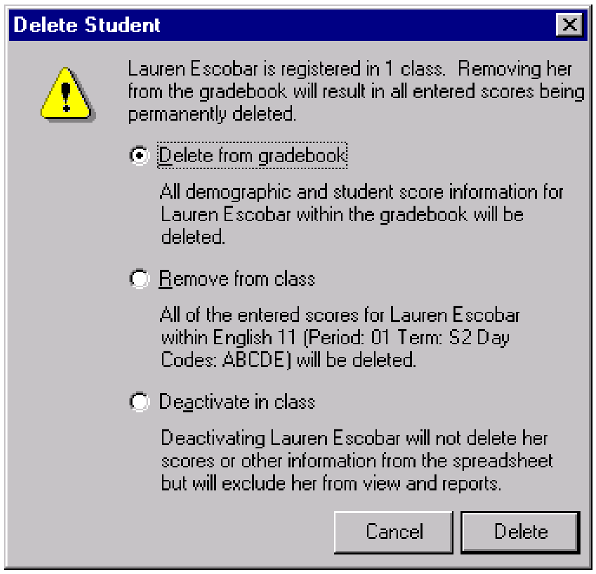
1. From the Setup menu, select Students.

2. Select the appropriate class from the drop-down list at the top of the dialog box, or select All Students.

3. Select the student to delete.

4. Click Delete.

5. On the dialog box that displays, choose to delete from the gradebook, remove from a class, or make the student inactive.

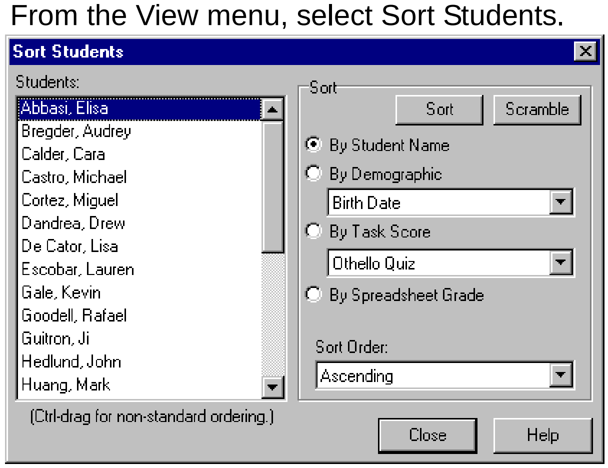


6. Click Delete, Remove, or Inactivate, depending on which choice you made. You do not have to confirm the action.

Sorting Students

Sort orders that you select here are reflected in the reports.

1. From the View menu, select Sort Students.



2. Decide how you want to sort the students:

- Name

- Demographic data like birth date, first name, gender, or one of the 16 choices available from the *by Demographic* drop-down list
- Task Score by selecting a task from the *by Task Score* drop-down list
- Spreadsheet Grade

3. Choose the sort order, either ascending (A-Z) or descending (Z-A).

4. Click Sort.

5. Click Close.

Other Ways to Sort Students

- On the spreadsheet, click any column title in the Student area and select *Sort Students*. The Sort Students dialog box displays. Make your selections and click Sort.
- On the spreadsheet, click any column title in the Student area and select *Sort Students by Column*. Student are sorted in the order of the scores in that column.
- Click anywhere in the Student area of the spreadsheet and right-click (Windows) or Ctrl-click (Macintosh) and select Sort Students by Column or Sort Students from the context menu.

Scrambling the Order

Use the Sort Students dialog box to arrange your students in random order. You could use this if you wanted to post a report and you didn't want student names listed in any particular order.

1. From the View menu, select Sort Students.

2. Click Scramble.

3. Click Close.

Sorting Manually

To sort manually within the Sort Students dialog box, hold down the <CTRL> key (<⌘>in Macintosh) and drag a student name to a new position.

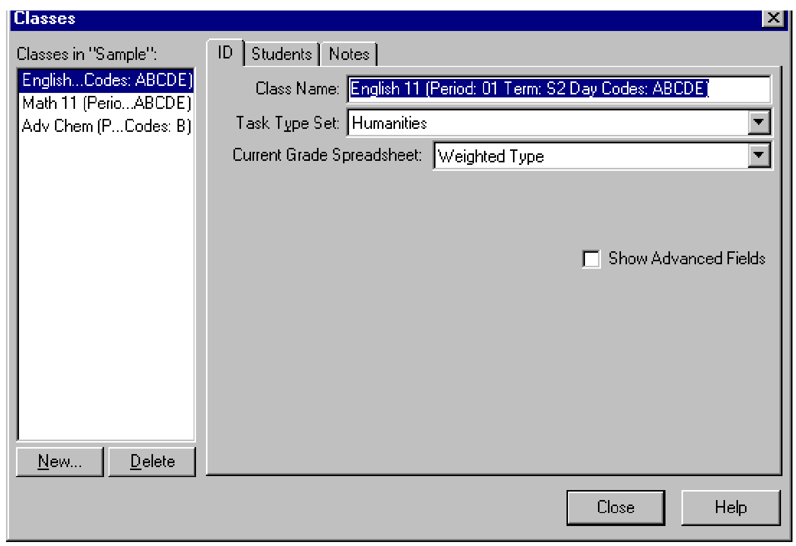
Managing Class Data

Viewing or Modifying Class Data

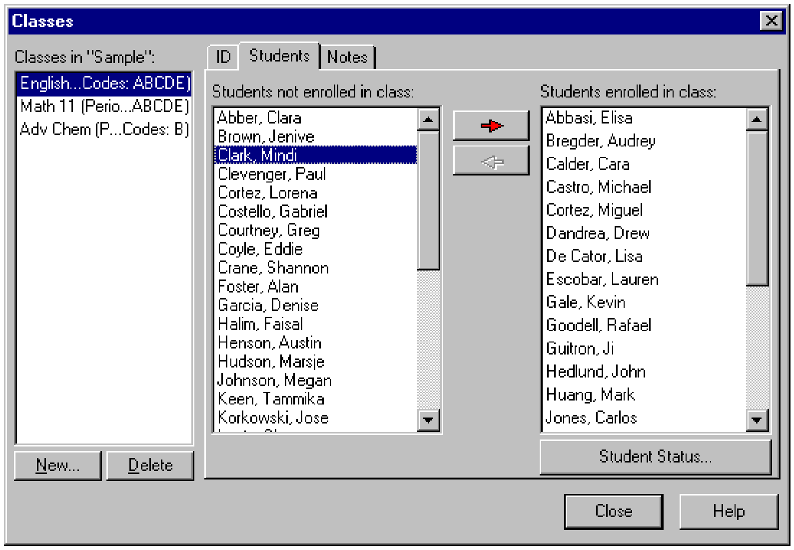
1. From the Setup menu, select Classes.

2. From the list at the left, select a class.

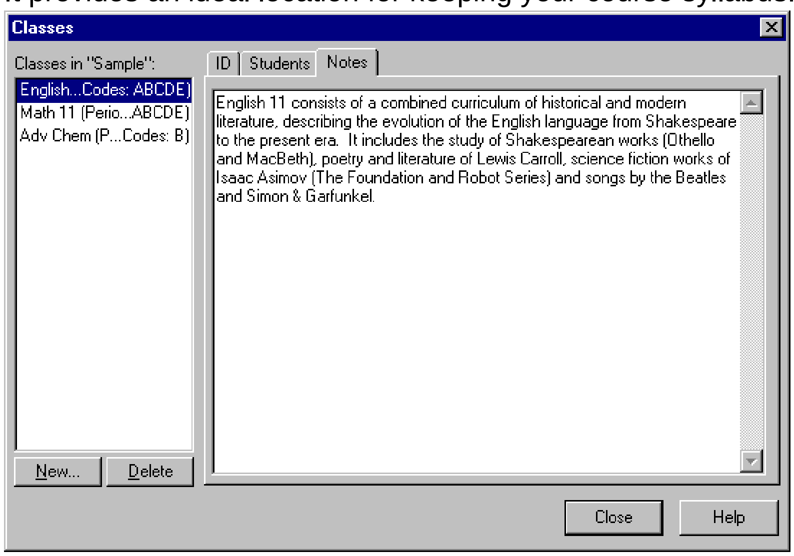
3. The General tab is used for information about this class. Use the drop-down lists to assign task type sets and spreadsheets (that you have already created) to this class.
   Setting the Current Grade Spreadsheet is important when you are exporting grade information via InteGrade Pro Link.



4. The Students tab is used to assign students to this class. Select a class, then a student, and click the right arrow.



5. The Notes tab is used to record your notes about this specific class. It provides an ideal location for keeping your course syllabus.



6. Click Close.

Creating a Class

After a class is created, you can always add more information or change the existing information.

1. From the Setup menu, select Classes.
2. Click New.
3. Click Next.
4. Type a name. This is the only required field. Click Next.
5. Select a Task Type Set from the drop-down list. Click Next.
6. Register students by selecting their names from the list.
7. Click Next.
8. Choose Weighted Type, Total Points, or Skill.
9. Click Create.

Deleting a Class

If you delete a class, all spreadsheets, tasks, scores, and notes associated with that class are also deleted.

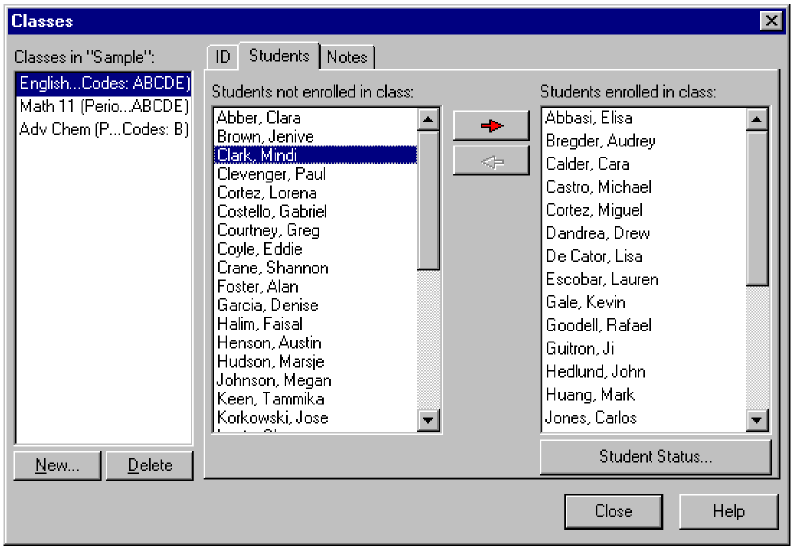
1. From the Setup menu, select Classes.
2. Select a class.
3. Click Delete.
4. Click Yes to confirm the deletion.

Adding Students to Classes

There are two ways to add students already entered into a gradebook into classes. You can use either the Classes or the Students dialog box.

Using Classes Dialog Box

1. From the Setup menu, select Classes, then click the Students tab.

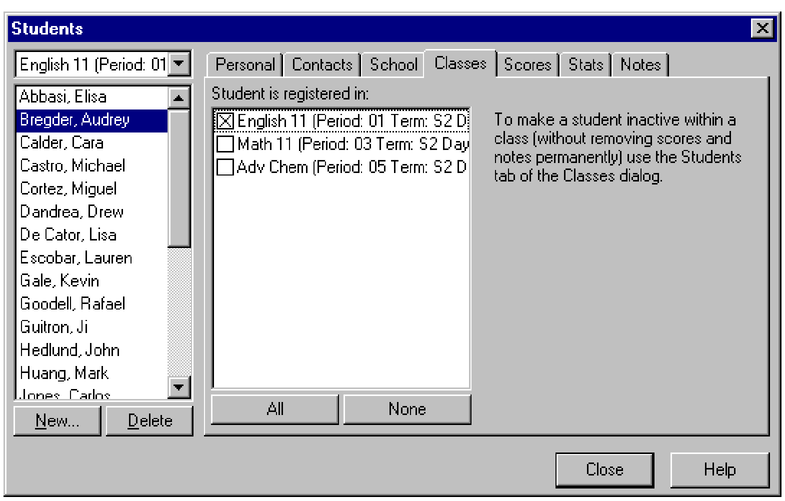


2. Select the student you want to add from the *Students not enrolled in class* column, then click the right-facing arrow.
   The *Students enrolled in class* column displays the student's name.

3. Click Close.

Using Students Dialog Box

1. From the Setup menu, select Students, then click the Classes tab.



2. Select the student you want to add to a class, then select the class or classes you want to add them to.

3. Click Close.

Removing Students From Classes

There are three different ways of removing a student from a class. Removing a student from a class permanently removes all scores associated with that student.

1. From the Setup menu, select Classes, then click the Students tab.

2. Select the student you want to remove from the *Students enrolled in class* column, then click the left-facing arrow. The *Students not enrolled in class* column displays the student's name.

- Or

1. From the Setup menu, select Students, then click the Classes tab.

2. Select the student to remove, then deselect the appropriate class.

- Or

1. From the Setup menu, select Students.

2. Select the student to remove, then click Delete.

3. On the dialog box that displays, select *Remove From Class.*

4. Click Remove.

Making a Student Inactive

You can view an inactive student's grades up to the date they became inactive, even though grades are no longer being calculated.

Inactivating a student does not delete their scores or other information from the spreadsheet. A tilde (~) preceding a student's name (for example, ~Robert Jones) identifies inactive students on reports and spreadsheets.

Inactive students sort to the end of all student lists when sorted.

1. From the Setup menu, select Classes, then click the Students tab.

2. Click Student Status.
   A list of students currently enrolled in the selected class displays. All students with selected checkboxes before their name are currently active.

3. Deselect the checkbox before the name of the student you want to make inactive.

4. Click OK.
   The student's name has a tilde (~) in front of it.

5. Click Close.

5

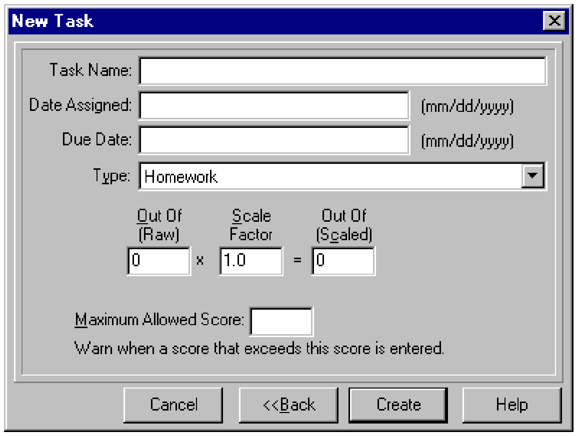
Entering Tasks, Scores, and Notes

On a daily basis you add tasks and enter scores and notes. With InteGrade Pro student information software, you can also adjust scores in several ways. All these functions are available from the Tasks menu.

Creating a New Task

1. From the Tasks menu, select New Task.

2. Click Next.



3. Type the task name.

4. Enter the date assigned and the due date.

5. Select the type of task from the drop-down list.

6. Enter the “Out of” score.

7. If you choose, you may enter a scale factor.

8. If you choose, you may enter a maximum score (the same as the “Out of” score). If you do so, you will be warned if you accidentally enter a score higher than the maximum.

9. Click Create.

Other Ways to Create Tasks

In addition to using the New Task option on the Tasks menu, you can also create new tasks in the following ways:

- Use the keyboard shortcut of Ctrl + N (Windows) or ⌘ N (Macintosh)
- Click the column heading Task Name and select New Task
- Click New from the Edit Tasks dialog box
- Select an existing task and click Copy from the Edit Tasks dialog box;

the new task has the word “copy” at the end of its name

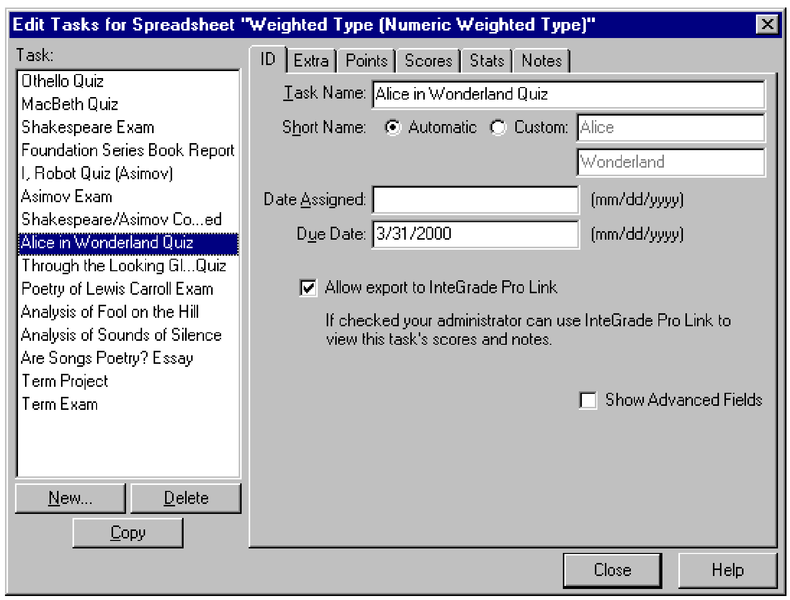
- Import the tasks, see “Importing Tasks, Spreadsheets, or Classes” on page 29
- Copy the tasks from another spreadsheet, see “Copying Multiple Tasks” on page 75.

Editing Tasks

Viewing or Modifying Tasks

1. From the main viewer, select the class whose tasks you want to modify.

2. From the Tasks menu, select Edit Tasks.



3. From the task list at the left, select a task to view or modify.

4. On the General tab, if you want to change the name of this task, edit the *Task Name* field.

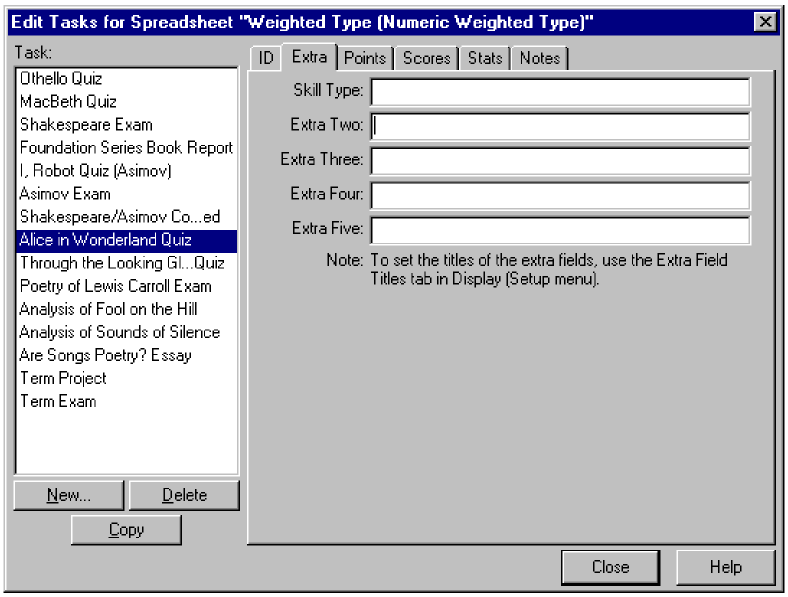
5. Review the abbreviated name for this task that the system created. The spreadsheet uses this shorter name. If you want to change the name, click Custom and enter a new name.

6. Review and modify the date fields, if necessary.

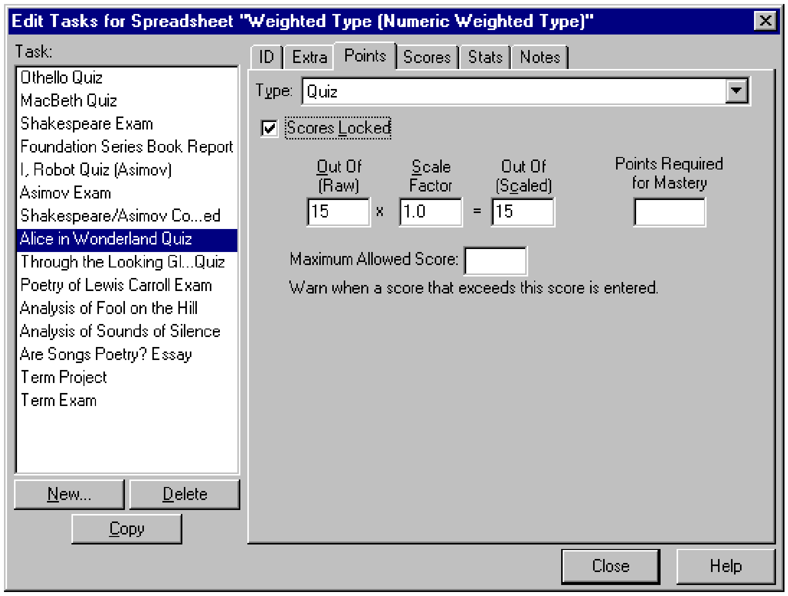
7. The selection *Allow Export to InteGrade Link* is on by default. This is used to extract specific task data for other programs.

8. The Advanced Fields are only used on the advice of your System Administrator.

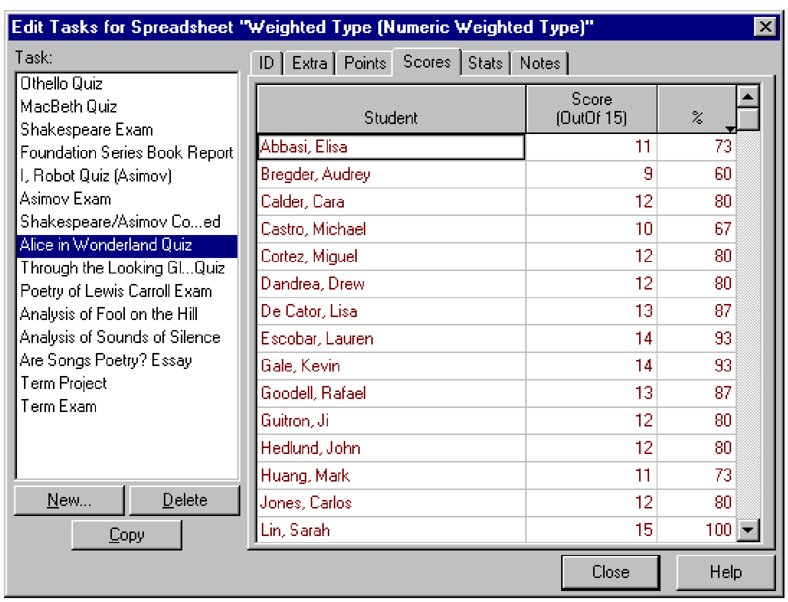
9. On the Extra tab, you can record other details about this task. If you choose to use these fields, use the Display command from the Setup menu to customize these field names.



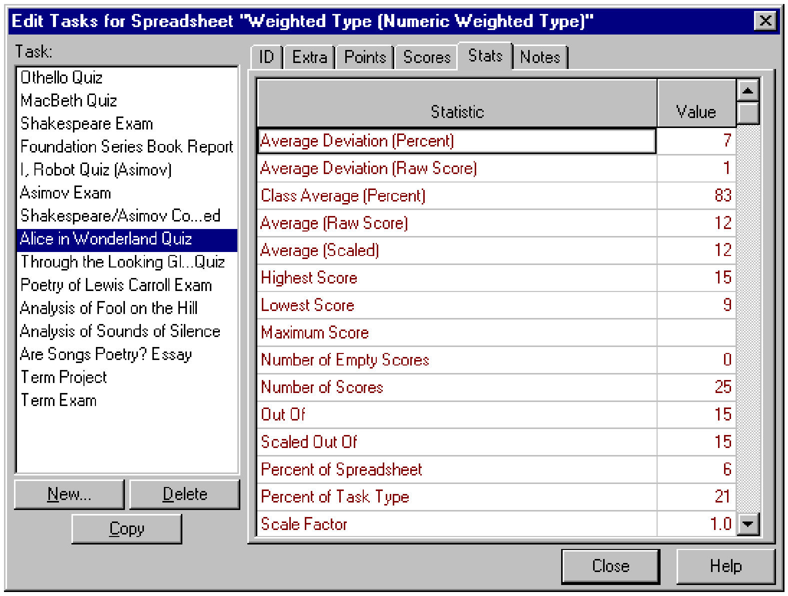
10. The Points tab includes all the fields you saw when you created this task. You can modify any of these fields. If you do so, all grades are automatically recalculated. Select *Scores Locked* to prevent accidentally overwriting the scores.



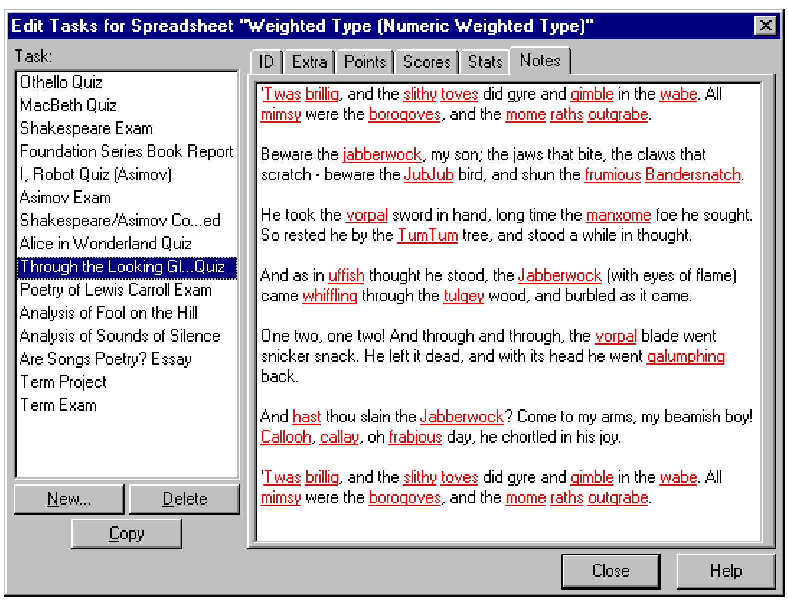
11. Use the Scores tab to view and modify the scores for this task. This is one of the screens where you can enter scores for new tasks. The right-most column can be customized by clicking on the column header and selecting another score transformation from the drop-down list.



12. The Stats tab displays 19 different statistical pieces of information about this task.



13. Use the Notes tab to record notes about this task.



14. Click Close.

Deleting Tasks

Deleting a task also removes all scores for that task from your gradebook.

1. From the Tasks menu, select Edit Tasks.
2. Select the task to delete.
3. Click Delete.
4. Click Yes to confirm the deletion.

Other Ways to Open the Edit Tasks Dialog Box

The Edit Tasks dialog box is the starting point to many task-related activities. Open this dialog box using any of the following methods:

- From the Tasks menu, select Edit Tasks.
- Double-click any task name on the spreadsheet.
- Click the column title “Task Name” and select Edit Tasks from the drop-down menu.

Copying One Task

To quickly copy one task within the same spreadsheet, on the Edit Task dialog box select a task and click Copy.

Note: This way of copying does not bring the scores to the new task.

Copying Multiple Tasks

You can copy tasks from the same spreadsheet or from another spreadsheet. You can copy more than one task at a time.

Copying tasks is a fast way to create a new task that is similar to an existing one. Copy the task, then modify it. Remember to give it a new name.

This procedure is especially useful for copying more than one task between spreadsheets. This procedure brings all the scores with the task, if the student name matches.

1. From the Tasks menu, select Copy Tasks.
2. Select a class and a spreadsheet to copy from.

3. Click Next.

4. Select the task to copy. Use the All or None buttons if they help speed up your selections.

5. If you want to move tasks, select *Delete original tasks after copying*.

6. Click Next.

7. If you want to transform the score while you are copying it, select another from the list. Otherwise, leave *Raw Score* selected and click Next.

8. Click OK and the task is copied into your current spreadsheet. It appears highlighted.

9. Double-click the new task and change its name.

10. Make other changes to this task, as required.

Replacing A Task With Another

You can replace an existing task with another one.

1. Select the class and spreadsheet that contains the task you want to replace.

2. In the Student area of the viewer, click the column title of the task you want to replace.

3. Select Replace Task from the drop-down menu.

4. Select a class and a spreadsheet to copy from and click Next.

5. Select the task to copy. Use the All or None buttons if they help speed up your selections. Click Next.

6. If you want to transform the score while you are copying it, select another from the list. Otherwise, leave *Raw Score* selected and click Next.

7. Click OK and the task replaces the selected task in your current spreadsheet.

8. If necessary, edit the new task and modify it, as required.

Combining Tasks

InteGrade Pro student information software can combine several tasks into a new task to help you manage a large number of tasks more efficiently.

This feature will not work as described if one of the scores to be combined is an INC (Incomplete) score. The result of combining tasks when one of them has an INC score is a combined task with an INC total combined score.

As a precaution, print the Spreadsheet report before combining tasks, especially if you intend to delete the tasks after combining them.

1. Select the class containing the tasks you want to combine.

2. From the Tasks menu, select Combine Tasks.

3. Choose whether you want to combine the tasks to total points (15 + 15 + 10 = 40) or whether you want to combine to a percentage (a new task out of 100) and click Next.

4. Select the tasks to combine. Use the All or None buttons to speed your selection.

5. Using the drop-down list, select the task type and click Next.

6. Type the name of the new combined task and select the amount of precision for the score. Click Next.

7. Choose whether or not you want to delete the tasks being combined. Delete the original tasks only if you no longer need details about the individual tasks and if you have printed the Spreadsheet report for future reference. Click Next.

8. Click Combine.
   The combined tasks display as a new task at the end of the list. Its "out of" value is either the value you specified or the total of all the tasks being combined, depending on which option you chose. Its scale factor is 0.0, to prevent it from affecting the class totals.

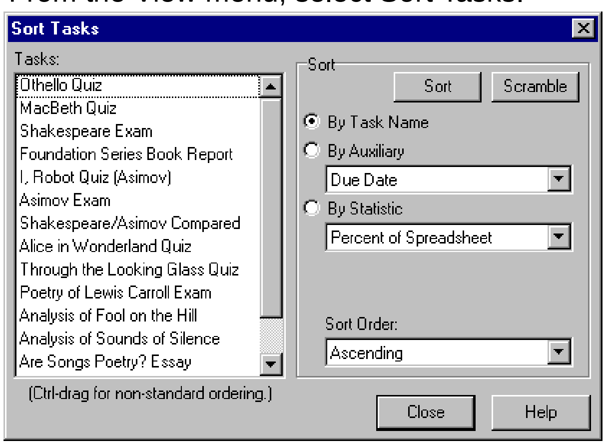
9. Edit the new task and change its scale factor to 1.0 to include it in the calculations.

Note: Instead of deleting the original tasks, consider changing their scale factor to 0.0. This prevents them from affecting the totals and keeps them in your spreadsheet should you decide that you want to use them later. You can also save the gradebook under another name to preserve your original tasks. When you are satisfied with the merged results, you can delete the original gradebook. If not, you can delete the copy.

Sorting Tasks

Sorting tasks lets you quickly see the results the way you want to see them.

1. From the View menu, select Sort Tasks.



2. Choose what field you want to sort on:
   - *By Task Name* is the default sort
   - *By Auxiliary* lets you select any of 12 other fields from the drop-down list
   - *By Statistic* lets you select from one of 19 score transformations from the drop-down list

3. Choose the direction of sort. Ascending (A-Z) is the default sort. Your other choice is Descending (Z-A).

4. Click Sort.

Other Ways to Sort Tasks

- On the spreadsheet, click any column title in the Tasks area and select *Sort Tasks*. The Sort Tasks dialog box displays. Make your selections and click Sort.
- On the spreadsheet, click any column title in the Tasks area and select *Sort Tasks by Column*. Tasks are sorted in the order of that column's data. For example, if you want to see which task had the highest class average, you would sort on the Class Avg column.
- Click anywhere in the Tasks area of the spreadsheet and right-click (Windows) or Ctrl-click (Macintosh) and select Sort Tasks by Column or Sort Tasks from the context menu.

Scrambling the Order

Use the Sort Tasks dialog box to arrange the tasks in a random order.

1. From the View menu, select Sort Tasks.
2. Click Scramble.
3. Click Close.

Sorting Manually

To sort manually within the Sort Tasks dialog box, hold down the <CTRL> key (Windows) or ⌘ key (Macintosh) and drag a student name to a new position.

Working with Scores

After your classes are set up and you have entered students and tasks, you need to enter scores for those tasks.

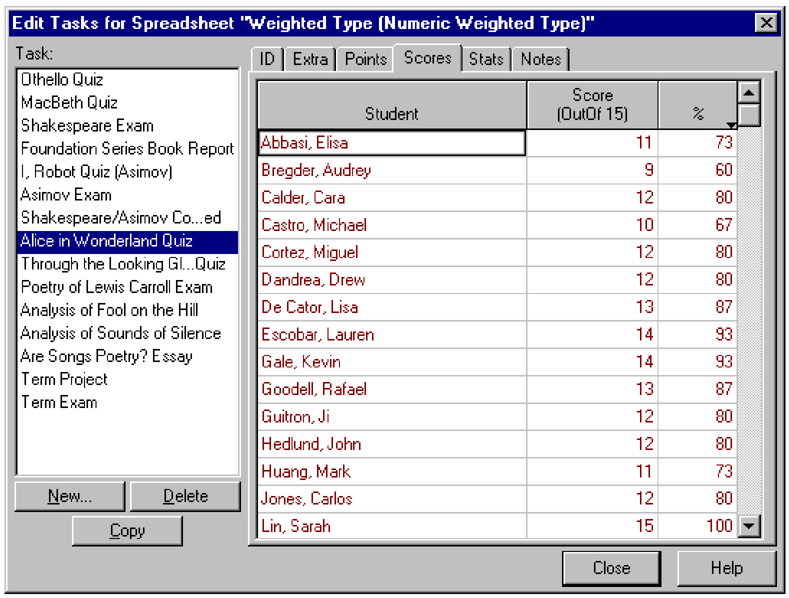
You can enter scores in either numeric or skill spreadsheets.

InteGrade Pro student information software does not prevent you from entering scores above 100%. To remind you of such scores, a cell has a small marker in the upper-right corner if the score is over 100%. This is different from a marker in the lower-right corner of the cell, which indicates the presence of a note.

Using the Edit Tasks Dialog Box

Entering scores in the Edit Tasks dialog box is the easiest way to enter data, since the student name is next to the score. The interface is also less distracting since only one task is visible at a time. You can customize the third column at the right to display the student's score in a number of ways.

1. Select the appropriate class and spreadsheet.
2. From the Tasks menu, select Edit Tasks.
3. Select a task.
4. Click the Scores tab.



5. Beside each student's name, enter the scores for that task.
6. Click Close.

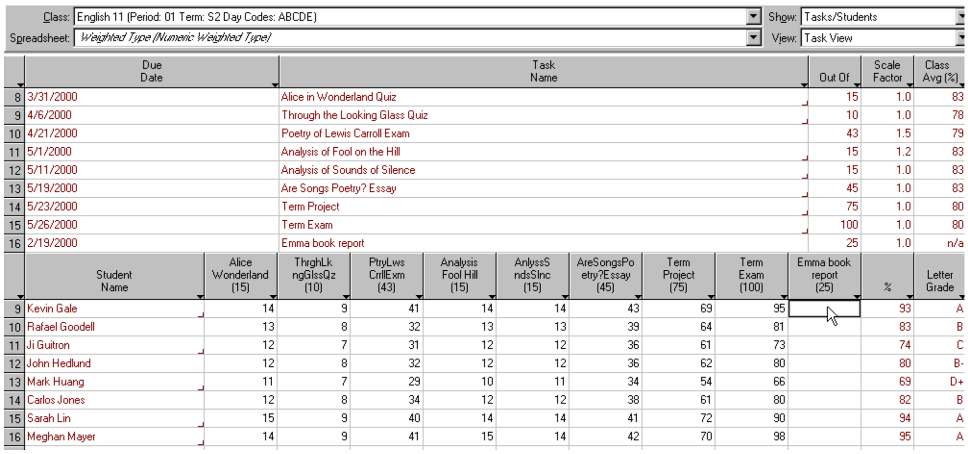
Entering Scores On the Spreadsheet

Entering scores in the spreadsheet lets you move quickly between tasks and lets you see at a glance how the student fared on other tasks.

1. Select the appropriate class and spreadsheet.

2. On the spreadsheet, in the Student area of the viewer, locate the column labelled with the short form of the task name.

3. Move the cursor to the correct row for the student whose score you are entering.



Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE) Show: Tasks/Students
Spreadsheet: Weighted Type (Numeric Weighted Type) View: Task View

	Due Date	Task Name	Out Of	Scale Factor	Class Avg (%)
8	3/31/2000	Alice in Wonderland Quiz	15	1.0	83
9	4/6/2000	Through the Looking Glass Quiz	10	1.0	78
10	4/21/2000	Poetry of Lewis Carroll Exam	43	1.5	79
11	5/1/2000	Analysis of Fool on the Hill	15	1.2	83
12	5/11/2000	Analysis of Sounds of Silence	15	1.0	83
13	5/19/2000	Are Songs Poetry? Essay	45	1.0	83
14	5/23/2000	Term Project	75	1.0	80
15	5/26/2000	Term Exam	100	1.0	80
16	2/19/2000	Emma book report	25	1.0	n/a

	Student Name	Alice Wonderland (15)	ThrghLk ngGlssQz (10)	PtryLws CrllExm (43)	Analysis Fool Hill (15)	AnlyssS ndsSlnc (15)	AreSongsPo etry?Essay (45)	Term Project (75)	Term Exam (100)	Emma book report (25)	%	Letter Grade
9	Kevin Gale	14	9	41	14	14	43	69	95		93	A
10	Rafael Goodell	13	8	32	13	13	39	64	81		83	B
11	Ji Guitron	12	7	31	12	12	36	61	73		74	C
12	John Hedlund	12	8	32	12	12	36	62	80		80	B-
13	Mark Huang	11	7	29	10	11	34	54	66		69	D+
14	Carlos Jones	12	8	34	12	12	38	61	80		82	B
15	Sarah Lin	15	9	40	14	14	41	72	90		94	A
16	Meghan Mayer	14	9	41	15	14	42	70	98		95	A

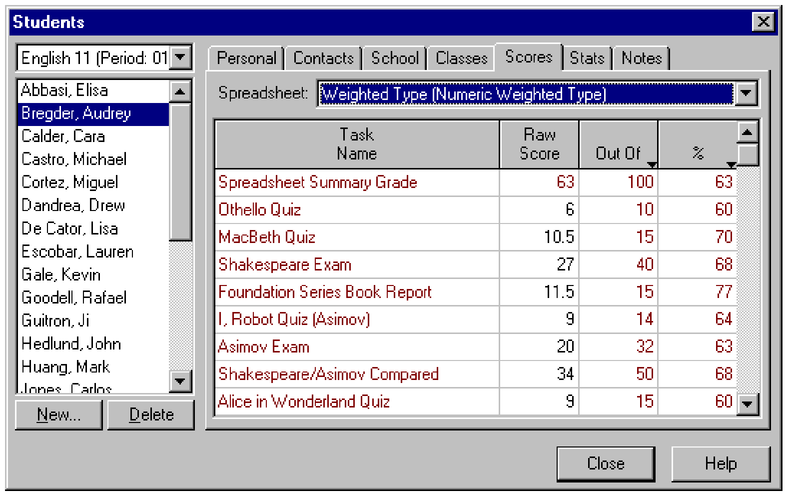
4. Type a numeric score or a special score.
   Or, right-click the cell (Windows) or Ctrl-Click (Macintosh) and select a special score from the context menu. Skill scores can include letters and numbers, up to seven characters long. These scores are not based on grade tables.
   Numeric scores that are above the maximum score defined for the task generate a confirmation dialog.

5. Press <ENTER> or one of the four arrow keys to enter the score.

Using the Students Dialog Box

1. From the Setup menu, select Students.

2. Click the Scores tab.



3. Select the appropriate spreadsheet in the drop-down list.

4. Select a student.

5. Locate the task that requires the score and type the score.

6. Press <ENTER> or one of the four arrow keys to enter the score.

7. Repeat steps 4-6 for each student's score.

8. Click Close.

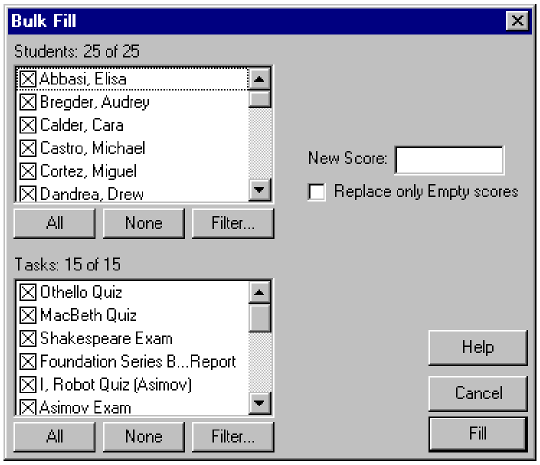
Entering Many Scores At Once

If you need to enter the same score for many students and tasks, use the Bulk Fill command from the Tasks menu. You can also use the bulk entry feature for entering missing scores, or replacing existing scores.

A related command is the Fill Column command, accessed by clicking a column title. This command is ideal for quickly entering the same score in the entire column. It is also useful for erasing a column by filling it with blanks.

Bulk Fill

1. From the Tasks menu, select Bulk Fill.



2. Select the students who are to receive this score. Use the All or None buttons to speed your selection.

3. Selects the tasks that are to receive this score. Use the All or None buttons to speed your selection.

4. Type the new score.

5. Select *Replace only Empty scores* if you want this score going only to students who currently do not have a score for this task.

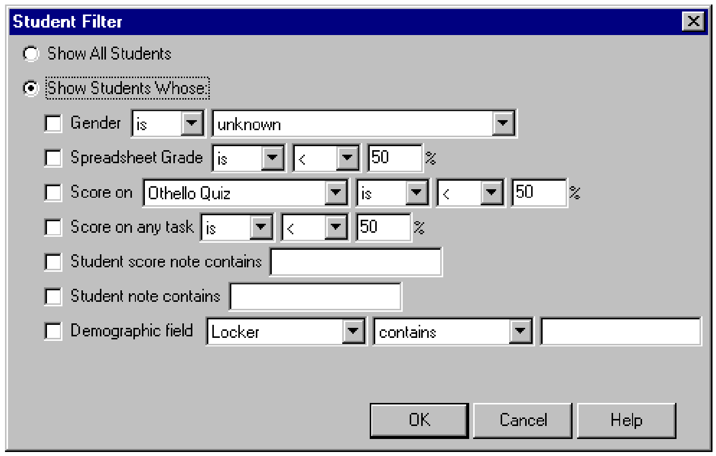
6. Click Fill.

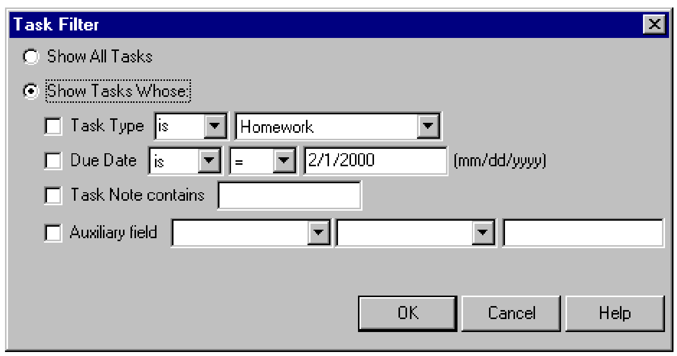
Using the Filter With Bulk Fill

You can create rules to determine which students and tasks should receive the score. Once you specify the rules, the scores enter automatically and the spreadsheet recalculates.

1. On the Bulk Fill dialog box, click Filter.

2. Click the Filter button below the Students or Tasks area.
   You can create and use a filter for students or for tasks, or for both students and tasks.





3. Select *Show Students Whose* or *Show Tasks Whose*.

4. Select the filter you want to use, and modify it using the drop-down lists.
   For example, if you want to see only the students who were away with the flu, and if you had put the word “flu” in their student score note, select *Student score note contains* and type the word flu.
   Or if you want to see the tasks that are due on a certain date, select *Due Date* and use the drop-down lists to complete the expression.

5. Click OK.

6. Type the new score.

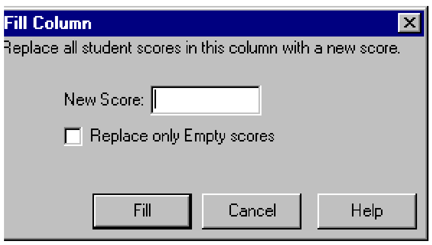
7. Select *Replace only Empty scores* if you want this score going only to students who currently do not have a score for this task.

8. Click Fill.

Filling a Column

1. In the Student area of the viewer, click the column header of the column you want to fill.

2. From the menu that displays, select Fill Column.



3. Enter the score you want to use to fill the column.

4. If you want to fill only the blank cells, select *Replace only empty scores*.

5. Click Fill.

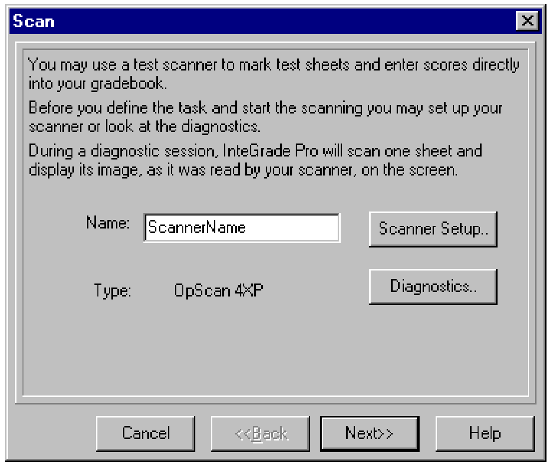
Scanning in Scores

This scanning feature of InteGrade Pro student information software allows you to scan in scores from a standard NCS scan form. This feature is not available on a Macintosh.

This procedure assumes that you have a functioning scanner attached to your computer and that you have all the appropriate scan forms ready to go. Scores are not actually created in your gradebook until the final step of this process. Scanning updates tasks in the current viewer.

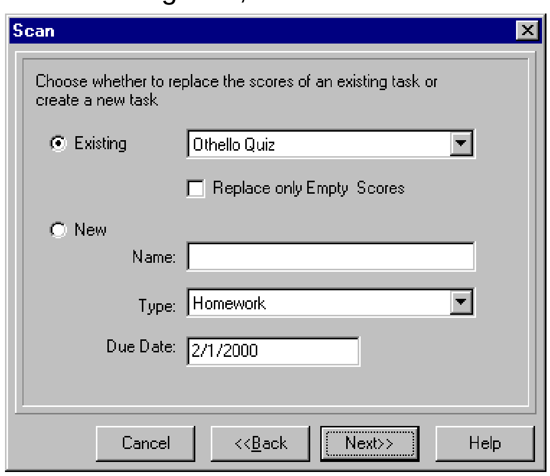
1. From the Tasks menu, select Scan.

2. The name of your scanner displays.
   Click Diagnostics only if you need to test if your scanner is working correctly. Use the Scanner Setup button which leads to the Scanner Configuration dialog box only on the instructions of your system administrator.



3. Click Next.

4. Choose whether you want the scanned in scores to replace the scores of an existing task, or to create a new task.



- If you choose Existing, you must also decide if you want to replace all scores or only empty scores.
- If you choose New, you must enter a task name, select its type from the drop-down list, and enter a due date.

5. Click Next.

6. Check that the first form in the scanner is the test answer key and click Next.

7. Review the results of scanning the key sheet. If you are satisfied that you have the correct forms in the scanner, click Next.
   Scanning begins and a progress bar displays on screen. The student name of the current sheet being processed displays.
   - If a student ID is encountered twice, a dialog box displays asking you if you want to replace the data. Clicking Yes replaces the original scanned results for that student with the latest scan results. Clicking No retains the original scanned results and ignores this latest scan.
   - If an unknown student ID is encountered, a dialog box displays “No such student in class”. Click OK to resume the scanning process. The score for the unknown student ID is ignored.

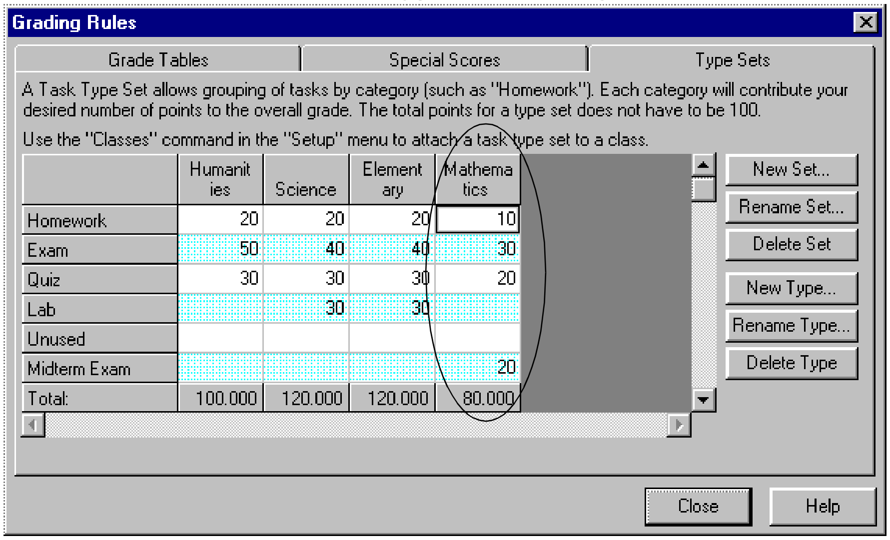
8. When scanning is complete, review the results on screen. If you want to print this information, click Print Report.

9. Click Close to create a task and add the scanned results to your gradebook.

How Grades Are Calculated

InteGrade Pro student information software always calculates the correct grade for a student. The following example show the methodology used to calculate that grade.

First, assume that the circled Type Set is being used for Mathematics.



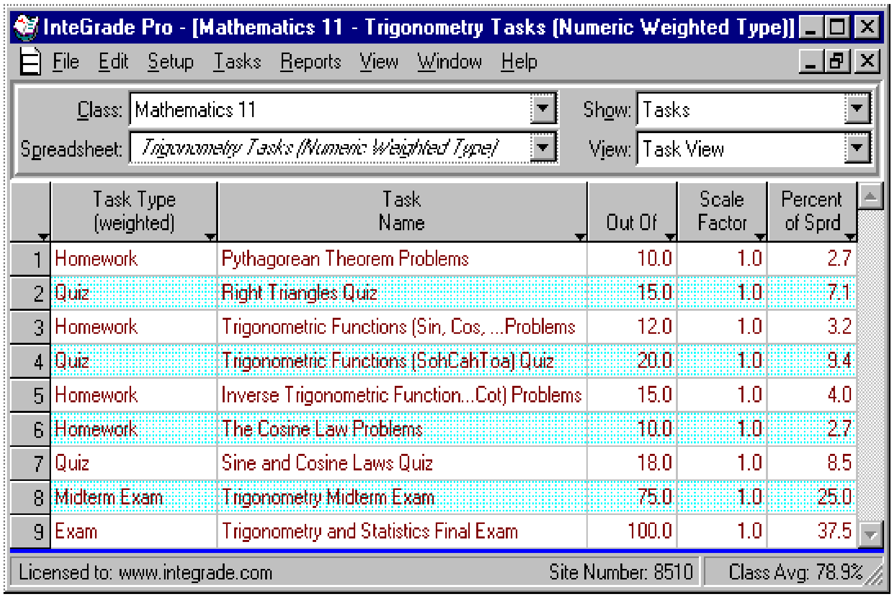
Then, divide the points assigned to each type by the total points to calculate what percentage each type contributes to the student's grade. For example, Homework is worth 10 points out of 80, or 12.5%.

Task Type	***Points***	***Total Points***	***Percent of Overall Grade***
Homework	10	80	10 ÷ 80 = 12.5%
Exam	30	80	30 ÷ 80 = 37.5%
Quiz	20	80	20 ÷ 80 = 25.0%
Midterm Exam	20	80	20 ÷ 80 = 25.0%
Total	80		Total Grade = 100%

But these figures hold true only if the student has at least one score for each task type. That means until the midterm exam is given, a student will have only completed tasks of the other three types. As a result, during that time each type will contribute more than the percentage just calculated.

In this case, with no midterm, the total points are only 60 instead of 80, and so homework contributes 10 divided by 60 or 16.7% of the overall grade.

Next, let's assume that the following nine tasks are given for the class:



	Task Type (weighted)	Task Name	Out Of	Scale Factor	Percent of Sprd
1	Homework	Pythagorean Theorem Problems	10.0	1.0	2.7
2	Quiz	Right Triangles Quiz	15.0	1.0	7.1
3	Homework	Trigonometric Functions (Sin, Cos, ...Problems	12.0	1.0	3.2
4	Quiz	Trigonometric Functions (SohCahToa) Quiz	20.0	1.0	9.4
5	Homework	Inverse Trigonometric Function...Cot) Problems	15.0	1.0	4.0
6	Homework	The Cosine Law Problems	10.0	1.0	2.7
7	Quiz	Sine and Cosine Laws Quiz	18.0	1.0	8.5
8	Midterm Exam	Trigonometry Midterm Exam	75.0	1.0	25.0
9	Exam	Trigonometry and Statistics Final Exam	100.0	1.0	37.5

Since only one midterm exam is given, it is worth the entire 25% of the overall grade as noted previously. Likewise, only one exam is given, so it's worth 37.5% of the student's grade.

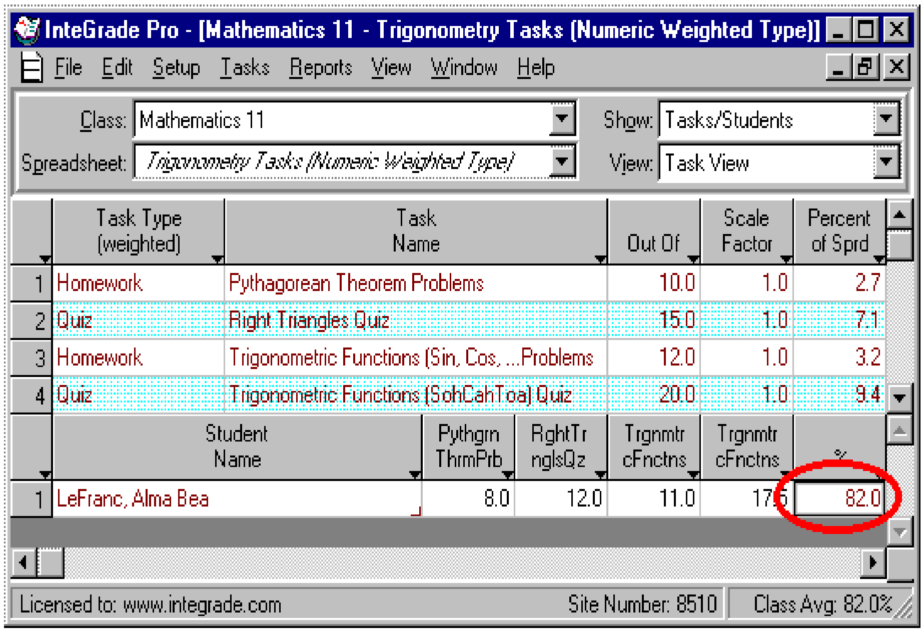
Quizzes are worth 25% of the overall grade, but there are more than one, so their contribution is calculated as follows. If we divide the points assigned to each quiz by the total points (53), we see what percentage each quiz contributes to the quiz portion of the total mark.

Quizzes	***Points***	***Ttl. Quiz Points***	***% of Quiz Grade***	***% of Overall Grade***
Right Triangles	15	53	15 ÷ 53 = 28.3%	28.3% of 25% = 7.1%
Trigonometric functions	20	53	20 ÷ 53 = 37.7%	37.7% of 25% = 9.4%
Sine and Cosine Laws	18	53	18 ÷ 53 = 34.0%	34.0% of 25% = 8.5%
Total	53			25%

Finally, when the percentage of the overall grade that each task contributes is calculated, we arrive at the student's overall grade. The following table shows the three quizzes and their contribution to the overall mark, with the % of Overall Grade figures from the previous table, as well as the other tasks. This example also includes four “Problems” that are homework assignments contributing towards the 16.7% of the total grade.

Tasks	***Score***	***Out Of***	***% [score ÷out of]***	***% of Overall Grade***	***Overall % [% x % of Overall Grade]***
Pythagorean Theorem Problems	8	10	80%	2.7%	2.2%
Right Triangles Quiz	12	15	80%	7.1%	5.7%
Trigonometric Functions (Sin, Cos, Tan) Problems	11	12	91.7%	3.2%	2.9%
Trigonometric Functions Quiz	17.5	20	87.5%	9.4%	8.2%
Inverse Trigonometric Functions (S~Cot) Problems	11	15	73.3%	4.0%	2.9%
The Cosine Law Problems	7.5	10	75%	2.7%	2%
Sine and Cosine Laws Quiz	15	18	83.3%	8.5%	7.1%
Trigonometry Midterm Exam	61	75	81.3%	25%	20.3%
Trigonometry and Statistics Final Exam	82	100	82%	37.5%	30.8%
					82%

For the final result, InteGrade Pro student information software calculated 82% for the student's grade. The system recalculates these grades automatically whenever you change a score or a grade rule.



Adjusting Scores

Usually, the scores achieved by your students are the ones used to calculate their overall grades. However, there are times when you might need to adjust the scores. For example, if a test was too hard and class scores were significantly lower than expected, you might want to adjust them.

InteGrade Pro student information software offers several commands to help you adjust scores fairly. These commands are statistically sound and are easier to use than manually altering student scores.

The score-adjusting functions are available only while a numeric spreadsheet is active.

Note: Before altering any scores, you should print the Spreadsheet report. This gives you an archive of the original, unaltered scores. If the results are not what you expect, you can always back out of any changes if you have not saved the gradebook.

Dropping and Restoring Scores

The Drop/Restore Scores command automatically drops one or more scores that are the most damaging to a student's overall grade. Because different task types like quizzes and homework may contribute differing amounts to the overall grade, the most damaging score might not necessarily be the lowest one.

For example, suppose you have an equal number of quiz and homework tasks. A student receives 3 out of 10 on a quiz and 4 out of 10 on a homework task. However, if quizzes account for 20% of the overall grade, while homework accounts for 40%, the 4 out of 10 homework task would be dropped, even though the quiz score of 3 out of 10 is lower.

How It Works

The Drop/Restore Scores command tries dropping each score and then notes how it affects the student's overall grade. This procedure applies Drop labels—a special type of Excused label—to the number of scores requested.

The Drop label behaves like any other Excused label, except that its name is fixed and it does not appear in the Special Scores tab of the Grading Rules dialog box.

The original score still exists beneath the Drop label. If you use another score manipulation factor, such as Curve Scores, you can affect the original score.

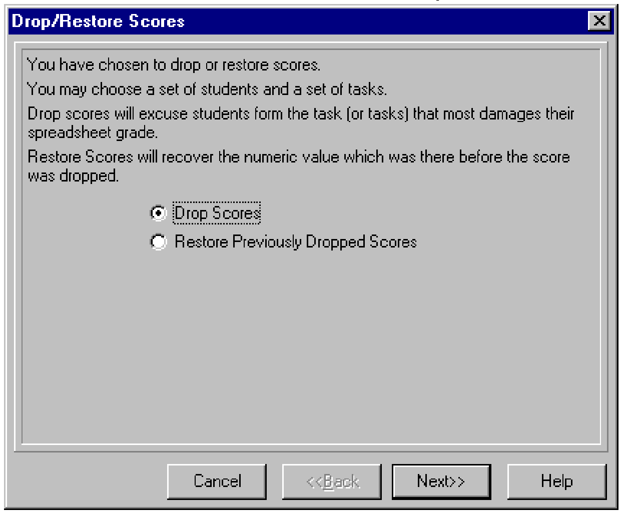
Drop Scores will not function for any student with an INC (Incomplete) score on ANY of their tasks, until an earned score or an Excused label replaces the incomplete score.

InteGrade Pro student information software counts Excused scores as dropped scores. If a student has the same or greater number of Excused labels as the number of scores you are asking to drop, the system will not apply additional Drop labels. For example, if a student has two Excused labels and you are requesting that the two most damaging scores be dropped, that student will have no additional scores dropped.

Caution If you type over a Drop label on the spreadsheet, you replace both the Drop label and the original score. You cannot restore the original scores if you do this.

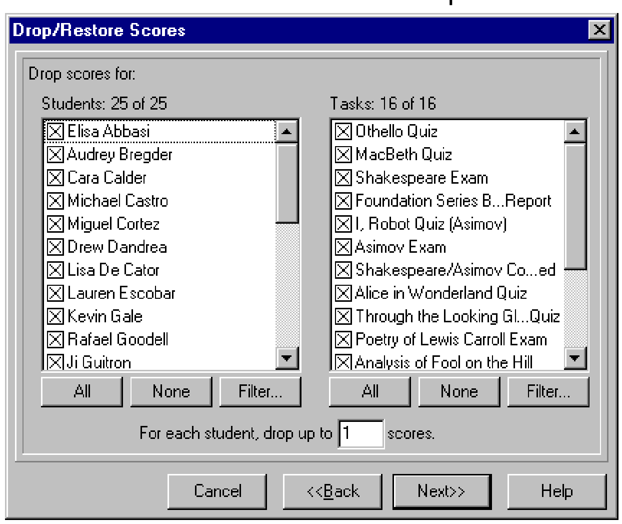
1. Select the class whose scores you want to drop.

2. From the Tasks menu, select Drop/Restore Scores.



3. Select Drop Scores and click Next.

4. Enter the number of scores to drop. You can drop one or more scores.



5. Select the students and tasks to include by manually choosing from the list. Use the All and None buttons to speed your selection, or click Filter and create rules.

6. Click Next.

7. Click Drop.

You can undo the Drop/Restore Scores manipulations at any time.

Using the Filter With Drop/Restore

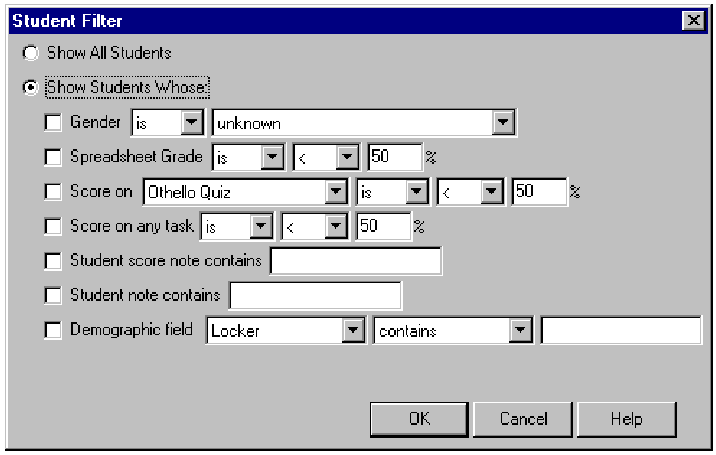
You can create rules to determine which students and tasks should be selected to be dropped.

1. On the Drop/Restore Scores dialog box, click the Filter button below the Students or Tasks area.
   You can create and use a filter for students or for tasks, or for both students and tasks.

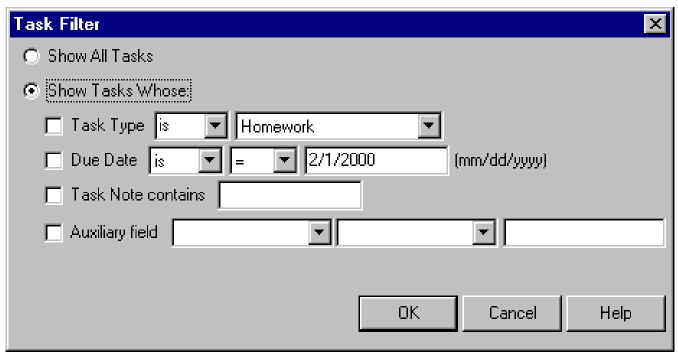
2. Select *Show Students Whose* or *Show Tasks Whose*.

3. Select the filter you want to use, and modify it using the drop-down lists.
   For example, if you want to see only the students who were away with the flu, and if you had put the word “flu” in their student score note,

select *Student score note contains* and type the word flu.



Or if you want to see the tasks that are due on a certain date, select *Due Date* and use the drop-down lists to complete the expression.



4. Click OK.

Restoring Dropped Scores

You cannot manually remove a Drop label to reveal the original score. You must use the Drop/Restore Scores function to remove it.

1. From the Tasks menu, select Drop/Restore Scores.

2. Select Restore.

3. Select the students and tasks to restore by manually choosing them from the list, or by clicking Filter and using rules.

4. Click Restore.

Curving Scores

The Curve Scores command alters scores for a task using one of two methods:

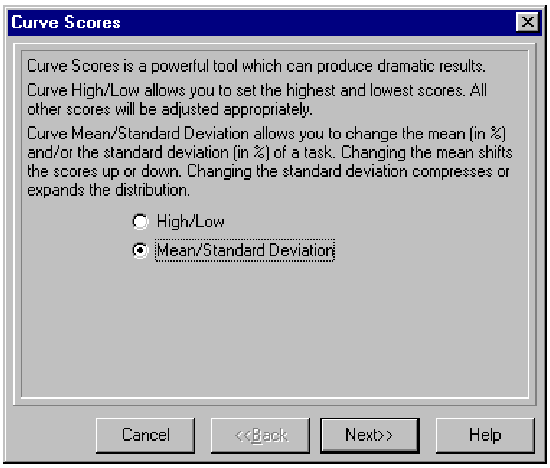
- Curve all scores to fall within a specified low/high range.
- Curve towards a specified mean and standard deviation.

Curving does not affect Excused scores or INC (Incomplete) scores. They remain INC until the student completes the assignment and the teacher records a score.

Curving can affect scores under a Drop label.

1. Select the class whose scores you want to curve.

2. From the Tasks menu, select Curve Scores.



3. Select the method you want to use and click Next.

4. Select the task to curve and click Next.

5. Enter the parameters for the method you selected and click Next.
   - If you selected High/Low, you must enter a new high and a new low score.
   - If you selected Mean/Standard Deviation, you must enter a new mean and standard deviation.

6. Indicate whether the curved task replaces the existing task or appears as a new task.
   Because curved scores cannot be "uncurved", we recommend that you choose to create a new task and then delete the original task later when you are satisfied with the results.

7. Enter the name of the curved task and click Next.

8. Click Curve.

9. The new curved task has a scale factor of 0.0. If you decide to keep the new curved task, change its scale factor to 1.0 to include it in the calculations.

10. Instead of deleting the original task, consider changing its scale factor to 0.0 instead. This prevents it from affecting the totals and provides an additional safeguard should you decide to undo the curving later.

Picking the Highest Scores

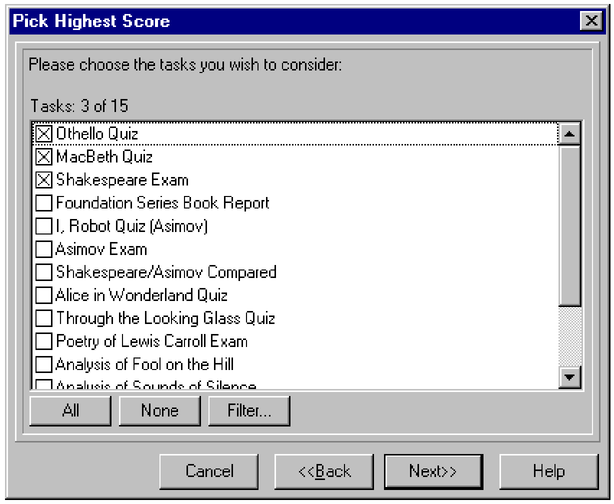
The Pick Highest Scores command creates a new task with the highest score out of a group of specified tasks. You can use this function when a student repeats a task and you allow the better of the two scores to stand.

The newly created task is always out of 100 and is of the task type that you specified. The system can select the highest score from any number of tasks. The tasks do not have to be of the same type, since they are compared by percentages.

1. Select the appropriate class.

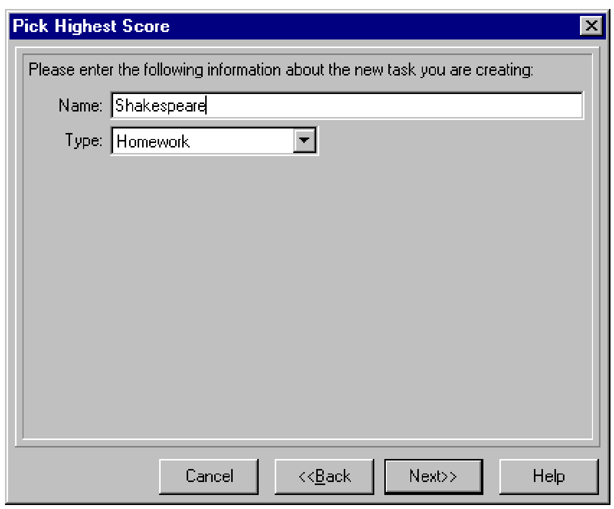
2. From the Tasks menu, select Pick Highest Scores. Click Next.

3. Select the tasks to include by manually choosing from the list, or by clicking Filter and using rules. Click Next.

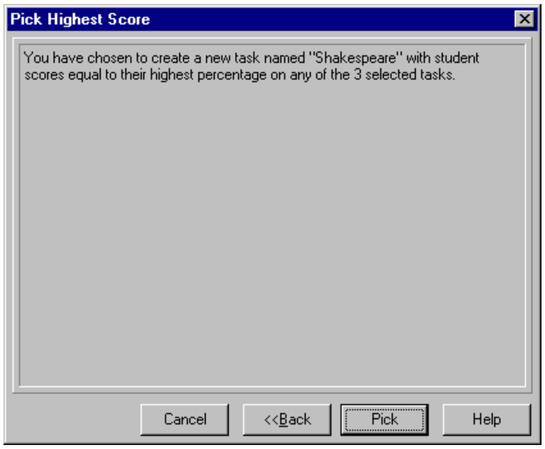


4. Enter a name for the new task.

5. Choose a type for the new task and click Next.



6. Click Pick. The new task adds to the end of the list of tasks. It has the current date as the Due Date and the Scale Factor set to 0.0, so that it does not affect class totals.



7. The new task has a Scale Factor of 0.0. If you decide to keep the new task, change its Scale Factor to 1.0 on the Edit Tasks dialog box to include it in the calculations.

8. Instead of deleting the original tasks, consider changing their Scale Factor to 0.0 instead. This prevents the tasks from affecting the totals and it provides an additional safeguard should you decide to undo the Pick Highest Scores later.

Working With Notes

You can enter notes directly in the spreadsheet in the Notes area, or on the Notes tab in the Student or Tasks setup dialog boxes.

Note: Cells with notes have a small marker at the lower-right corner of the cell. You can see this in the sample gradebook. This is different from a small marker in the upper-right corner of a cell, which indicates that the score entered is over 100%.

Notes Area

The Notes area at the bottom of the screen is ideal for teachers who use notes frequently, or who comment extensively on skills.

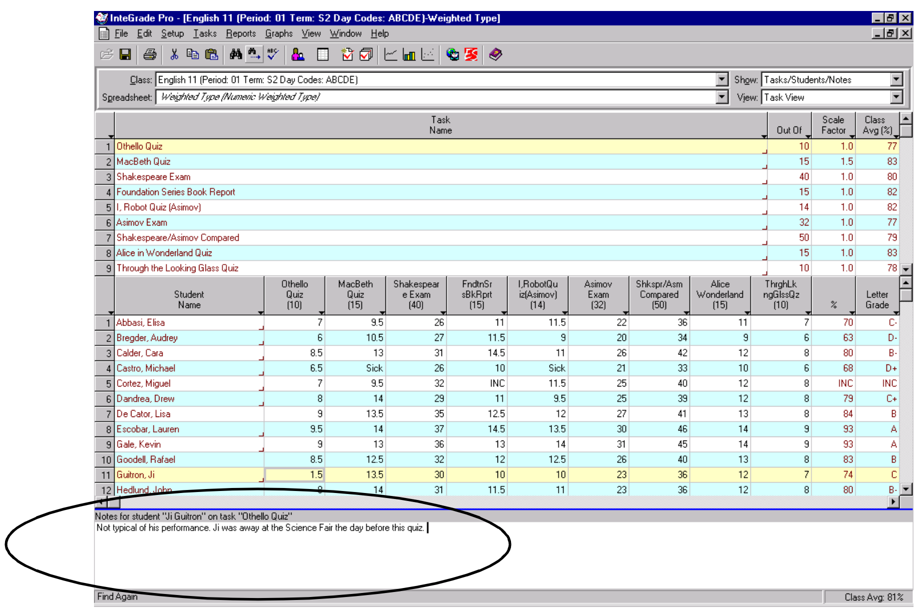
Once the Notes area is visible, you can resize it by dragging the thin blue bar at the top of the Notes area. This helps you accommodate long and short notes, while conserving screen space.

The Notes area can record and display notes about tasks, students, and student scores on a task. It cannot display notes about the class or spreadsheet; for this, you must use the Classes or Spreadsheets dialog boxes (accessed under the Setup menu).

Viewing Notes

1. From the Show drop-down menu of the viewer, select one of the views that displays notes:
   - Students/Notes
   - Tasks/Notes
   - Tasks/Students/Notes
   - Seating Chart/Notes

2. Select the cell containing the note to view. The Notes area displays at the bottom of the screen.



Other Way to View Notes

From the View menu, select Show Notes.

Entering Notes in Notes Area

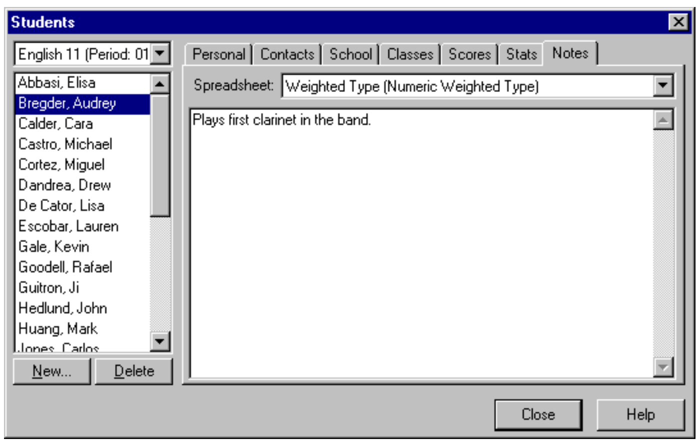
1. Select the cell to enter the note. The title bar in the Notes area shows you which cell is being edited.

2. Type the note in the Notes area. Remember that notes are specific to the spreadsheet being viewed.

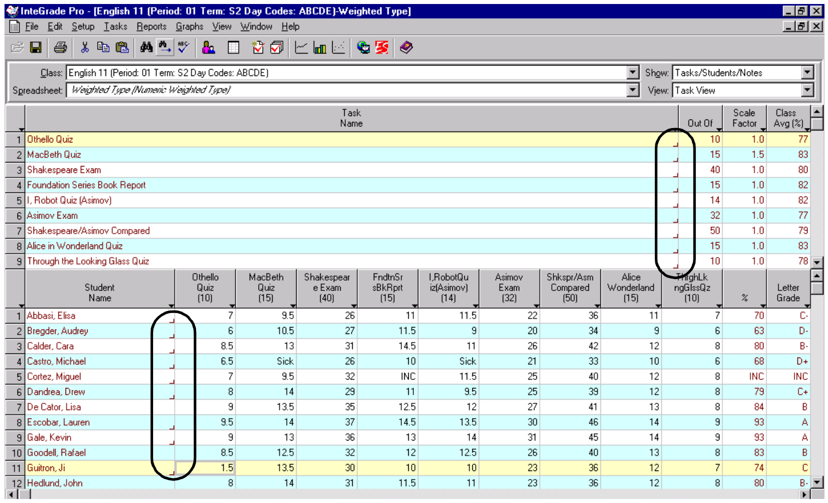
Entering Notes for Students or Classes

1. From the Setup menu, select Students or Classes.

2. Select the Notes tab.



3. The Notes tab records your comments. You can keep separate notes for each spreadsheet.
   If you have chosen to show “All Students”, the Notes tab appears dimmed.
   A small red marker in the lower-right corner of the cell on the spreadsheet indicates that notes exist for that student or class.



Finding Text in Spreadsheets and Notes

The Find command searches for a word or phrase in the spreadsheet and the notes behind it for tasks, students, and classes. It searches the current spreadsheet, and if the text is not found, you can choose to search other spreadsheets.

1. From the Edit menu, select Find.

2. Type the characters you want to find.

3. If you want to search only for complete words, select *Whole Words Only*. In that case, a search for “bat” would skip over “batch”.

4. If you want to search the notes, select *Search Notes*.

5. If you want to search the surface of the spreadsheet, select *Search Spreadsheet Cells*.

6. Click Find.

When the text is found, it is highlighted.To search other spreadsheets in this gradebook, select that spreadsheet in the viewer.

If you want to repeat your search, use the Find Again command.

Shortcut

Both the Find and the Find Again commands are available on the context menu that displays when you right-click (Windows) or Ctrl-click (Macintosh) a word in a note.

Checking Your Spelling

InteGrade Pro student information software can check your spelling as you are typing a note for tasks, students, or classes.

Configuring the Spell Checker

You can customize the spell checker of InteGrade Pro student information software.

1. From the Setup menu, select Display and click the Spelling tab.

2. Select your spelling options:

   - *Always check spelling* controls when your spelling is checked. If it is checked, the spell checker is always on. If it is not checked, you have to choose Next Spelling Error from the Edit menu to activate spell checking.
   - *Ignore words in all caps* makes the spell checker skip words, like SAT, that are in capital letters.
   - *Ignore words containing numbers* makes the spell checker skip words, like 4th, that contain numbers.

3. Review the list of ignored words. You add words to this list during spell checking when you select *Ignore Word* from the context menu.
   Select a word and click Remove to remove it from the list, or click *Remove All* to clear the list.

4. Select how many suggestions you want to see in the context menu by sliding the control between *Fewer Suggestions* and *More Suggestions*. Setting the slider to the far right will offer many suggestions, some of which may be inappropriate. Setting the slider to the far left will offer fewer suggestions, but is less likely to provide the correct suggestion for some words.
   Set the slider somewhere in the middle at first. You can always change it later to suit your working preferences.

5. Select the dictionary you want to use.
   This product ships with five dictionaries: American English, British English, French Canadian, French, and Spanish. The dictionaries display in alphabetical order in the drop-down list.

6. Click Close.

Correcting a Misspelled Word

If you have set up *Always Check Spelling*, as you type, the misspelled word in your note appears underlined.

1. Bring up the context menu.
   Right-click in Windows, or Control-click on a Macintosh to display that context menu.

2. The context menu displays a list of suggestions.
   - Select one of the words to replace the misspelled word.
   - If you know the word is spelled correctly, select *Ignore Word*.
   - Or, if you choose to keep the spelling of this word, select *Add to Dictionary*.

Starting the Spell Checker

If you have not configured the spell checker to always check spelling, you can still start this process in one of two ways:

- From the Edit menu, select Next Spelling Error.

or

- Click a correctly spelled word to bring up the context menu (right-click in Windows or Control-click on a Macintosh) and select Next Spelling Error.

This command searches for the next incorrectly spelled word in this note and moves on to subsequent notes.

Using a Dictionary or Thesaurus

Selecting Dictionary.com opens a public access dictionary, if the computer has Internet access.

6

Working With Attendance and Seating Charts

InteGrade Pro student information software can help you track attendance in two ways--with its Attendance spreadsheet and with the feature on the seating chart that lets you take attendance.

About the Attendance Spreadsheet

In an Attendance spreadsheet, calendar days replace the task columns. Attendance spreadsheets may be automatically created by import from your office administration system. They may also be created manually.

If the Attendance spreadsheet was manually created, you can switch the calendar days on or off. For example, you can turn on attendance days and turn off weekends and holidays. The columns for inactive days are gray. Calendar days on Attendance spreadsheets created by import from your office administration system cannot be turned on or off.

	Student Name	Tue Feb 01	Wed Feb 02	Thu Feb 03	Fri Feb 04
1	Abbasi, Elisa				L
2	Bregder, Audrey				
3	Calder, Cara				
4	Castro, Michael				E
5	Cortez, Miguel				
6	Dandrea, Drew				
7	De Cator, Lisa	L			
8	Escobar, Lauren		L		
9	Gale, Kevin				
10	Goodell, Rafael				

Determining Your Attendance Spreadsheets Needs

Consider the following when creating an attendance spreadsheet:

- Do you frequently refer to attendance records? If you use a single spreadsheet, it can require extensive scrolling.
- How do you organize your other spreadsheets—by semester or reporting period? You can organize your attendance the same way.
- When do you take attendance? If it is twice a day, you should create at least two spreadsheets, because each spreadsheet records one attendance activity per student, per day.

Creating Attendance Spreadsheets

1. From the Setup menu, select Spreadsheet.
2. Click New.
3. Select Create an Attendance Spreadsheet and click Next.
4. Enter a name for your spreadsheet and enter a start and end date.
5. Click Create.

6. Click Close.
   Your new spreadsheet is available from the Spreadsheet drop-down list on the class viewer.

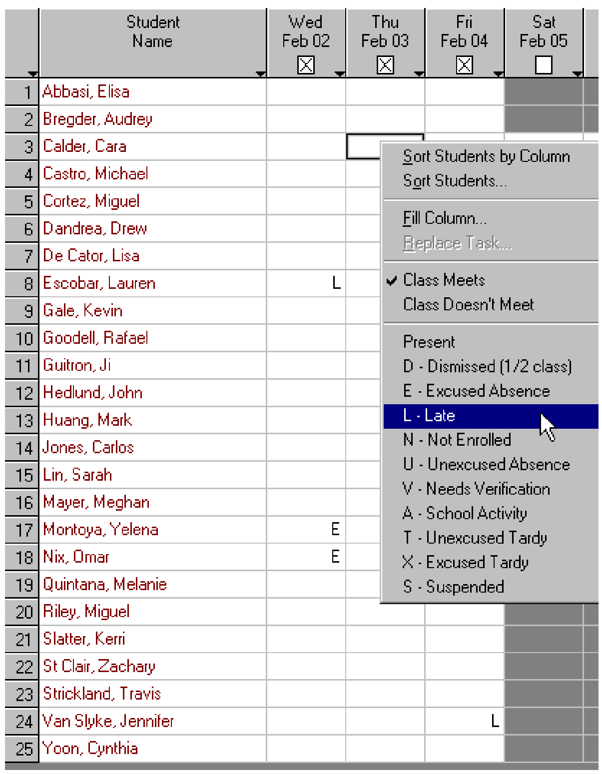
Entering Attendance

1. Select the appropriate Attendance spreadsheet from the class drop-down list.

2. Ensure that the current school day is active. If you have a manually created spreadsheet, look for the checkbox in the column heading.

3. If a student is present, no action is necessary.

4. If a student is late or absent, enter the appropriate attendance code for students, either by typing in the code, or by using the drop-down list. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select the code from the context menu.



5. Optionally, open the Notes area and enter comments about the attendance activity. For example, you can record the student's excuse, or note that an absence was due to a field trip.

Printing Attendance Spreadsheets

1. Select the appropriate Attendance spreadsheet from the drop-down list.

2. From the File menu, select Print.

3. From the Print dialog box, select Spreadsheet Report. Click OK.

4. From the Spreadsheet Report dialog box, make any necessary changes then click Next. A preview of the report displays. Click Print.

The Spreadsheet Report may also be accessed from the Reports menu.

About Seating Charts

The seating chart shows you where each student should be sitting. You can also choose to display student pictures, zoom in and out, display names and other information about your students, and move students between desks using a drag-and-drop operation.

The seating chart can be used with any class in the gradebook, and you can select any spreadsheet in a selected class. If you display a Numeric, Skill, or EndTerm spreadsheet the desk icons display task scores. If you display an Attendance spreadsheet, the desk icons display attendance codes for the selected date and student.

Note: Removing a student from the seating chart does not affect the student's enrollment in the class.

Creating a Seating Chart

There are two ways to create a seating chart. You can use the seating chart wizard that displays the first time you select Seating Chart from the Show drop-down list. You can also select the New Seating Chart option from the View menu.

For the First Time

1. The very first time you select Seating Chart from the Show drop-down list, the New Seating Chart dialog box displays.

2. Enter the necessary information in each of the dialog boxes.

3. Click Create in the last dialog box to create your seating chart. The seating chart is in Layout Mode at the end of this process.

As a Replacement

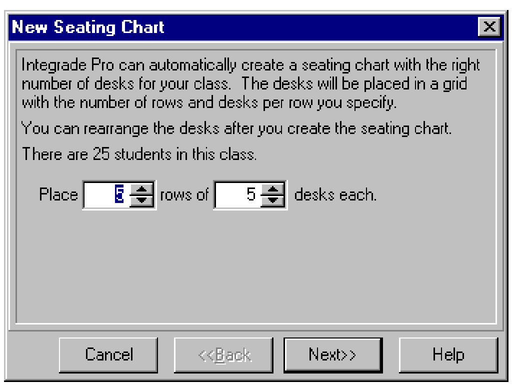
1. From the Show drop-down list in the viewer, select Seating Chart.

2. From the View menu, select New Seating Chart.

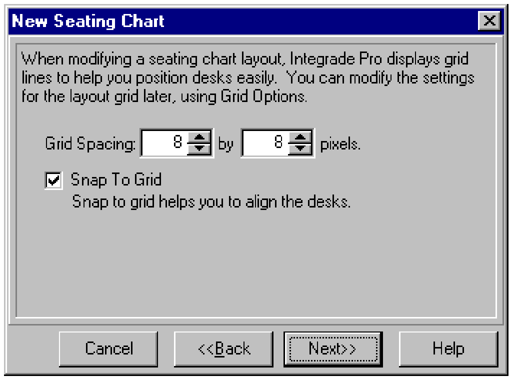
3. Because only one seating chart can be created per class, a warning message displays asking if you want to delete the current seating chart.

4. Click Yes to continue with the process and replace the current seating chart.

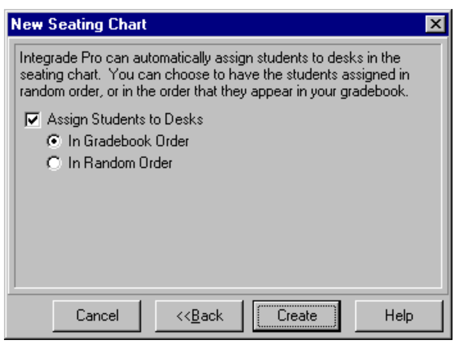
5. Enter the number of rows, and the number of desks in each row, then click Next.



6. Snapping to the grid helps you align the desks neatly on screen. If you must change the default settings, do so, then click Next.



7. If you want the system to assign your students a spot in the seating chart, select Assign Students to Desks, then choose a method, either the order they appear in the gradebook, or random order.
If you want to assign students to desks yourself, deselect Assign Students to Desks.



8. Click Create.
The seating chart is in Layout Mode at the end of this process

The Two Modes of Working With a Seating Chart

There are two modes for seating charts: Layout and Update. Layout mode is used to define the physical layout of the seating chart or assign students to desks.

You are in Layout mode when the Layout Tool floating window is available and grid lines display on the seating chart. Update Mode is used to edit student scores and attendance in the seating chart.

You can switch between the modes by choosing Show/Hide Layout Tools from the View menu.

Using the Layout Tool

Use the Layout Tool to edit the layout and desk assignments in the seating chart.

1. From the View menu, select *Show Layout Tools*.

2. The Layout Tool screen displays with a list of students in the selected class. The names of students with assigned desks display beside a desk icon. Students who are displayed as standing do not have an assigned desk.

3. To place an unassigned student into a desk, drag the standing student icon and drop it onto the grid. The student’s name, and picture—if used—displays on a new desk icon.

4. To add empty desks or a teacher desk to your seating chart, drag the empty desk or teacher desk icon onto the grid. The teacher desk includes a field for the teacher name. Editing this field does not change the teacher name stored in the gradebook.

5. To switch two students, drag one picture or desk over another.

6. To remove a student from the seating chart, highlight the desk and click Delete, or right-click the desk and select *Remove Student From Desk* or *Remove Desk*.

7. To hide the layout tools, from the View menu, select *HIde Layout Tools*.

Show/Hide Student Pictures

You can choose to show student pictures in the seating chart. These pictures are imported from CD-ROMs prepared for the school by a photography studio. (Macintosh computers require Apple QuickTime version 3.0 or later.)

- From the View menu, select Show Student Pictures.

To hide them, from the View menu, select HIde Student PIctures.

Zoom In and Out

While in Update Mode you can zoom in and out to get a closer look at the seating chart and the photos.

1. From the View menu select Zoom to 150% or Zoom to 200%.
2. Select Zoom to 100% to return to the default setting.
3. You can also use the magnifying glass icons on the horizontal scroll bar beneath the Seating Chart.

Resetting Grid Options

You can change the spacing between pictures.

1. From the View menu, select Grid Options.
2. Select the spacing you want between pictures.
3. Optionally, choose to snap to the underlying grid.
4. Click OK.

Taking Attendance From a Seating Chart

1. You must be in Update mode to take attendance from a seating chart. Check the View menu, and if necessary, select Hide Layout Tools.
2. Select an Attendance spreadsheet.
3. If a student is present, no action is necessary.

4. If a student is late or absent, enter the appropriate attendance code for students, either by typing in the code, or by using the drop-down list. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select the code from the context menu.

Recording in Many Cells at Once

You can quickly fill the cells with an attendance code.

1. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select Fill Chart.
2. Enter the absence code you want to replace all cells with.
3. If you prefer, select *Replace only Empty scores* to leave existing codes untouched.
4. Click OK.

Managing Student Pictures

If you have student pictures in digital format, you can see them in the seating chart view and in the Students dialog box available from the Setup menu. Pictures are especially useful for substitute teachers taking class attendance.

For Windows, the pictures must be in .jpg or .bmp format. The Macintosh platform supports those two formats, as well as many other formats including .pict, .giff, and any other file that can be read by Quicktime 3.0.

1. From whatever source you have obtained them, move the picture files to the Pictures folder in the InteGrade Pro folder on your hard drive.
2. Use a text editor (Notepad in Windows or SimpleText in Macintosh) to create a text file named xrefpict.txt and save it in the Pictures folder where the pictures are stored. This file is used by the system to link each student to their picture.

   Each line of the file contains a student number in quote marks, and the filename of their picture in quote marks. The information is separated by a comma.

   For example, the contents of the xrefpict.txt file might look like this for students 3401, 3402, and 3403:

"3401","517.BMP"
"3402","667.BMP"
“3403”,”534.BMP”

If every student does not have a picture, no error messages are created. You will not see a picture of that student.

Exporting Daily Attendance

If you set up your gradebook by importing data from your administration system, you can export daily attendance results. You can do this while in an attendance spreadsheet or while using the seating chart. If you did not import data from your administration system, you cannot export data back, and this procedure will not work.

Attendance data is exported as an AXxxxxxx.GRD file and is exported to your teacher folder or wherever your CL files are located. Your administration system can then import this file to record daily attendance. This feature is implemented for TSS, Osiris, CIMS, and SASI III. The SASIxp product uses the Classroom module to report attendance.

From an Attendance Spreadsheet

1. From an attendance spreadsheet, click the column containing the data you want to export. You can also right-click any cell in the column.

2. From the drop-down list, select *Export This Day’s Attendance*.

3. A message displays asking if you want to proceed with the export. Click Yes.

4. A progress bar displays indicating that the attendance data has been exported.

From a Seating Chart

1. If you are taking attendance from a seating chart, right-click a student's desk and select Export This Day's Attendance from the drop-down list.

2. A message displays asking if you want to proceed with the export. Click Yes.

3. A progress bar displays indicating that the attendance data has been exported.

7

Creating Reports and Graphs

InteGrade Pro student information software provides a dozen reports and three graphs you can use to analyze the performance of your students and review the effectiveness of your tasks.

You can also mail a progress report to a parent's home or office.

Working With Reports

This is an overview of creating a report. Details of each report appear on the following pages.

1. Select one of the following reports from the Reports menu.
   - Mail Progress Report
   - Class Attendance
   - Class Roster
   - Missing Tasks
   - Multi-Class
   - Seating Chart
   - Spreadsheet
   - Student Attendance
   - Student Demographics
   - Student Progress
   - Student Rank
   - Task Details
2. Select the specific content you want to see on the report.
3. Click Next.
4. Click Print.

Selecting Students and Tasks

Besides selecting and deselecting students and tasks by clicking, here are some other ways to accomplish this:

- To select all or nearly all the students or tasks, click All, then deselect the ones you don't want included.
- To select only a few students or tasks, click None to clear the list, then select the items as necessary.
- To select using the keyboard, use the Up and Down arrow keys to move the cursor, and the space bar to toggle the selection of an item. (Not available on Macintosh systems.)
- To select students based on certain criteria, click Filter.

Note: The task information displayed on the report depends on the auxiliary fields displayed. For example, if you select Due Date in the main viewer, that information shows in the Spreadsheet and other reports that display task infomation. If you select Skill Type for that column, that information displays. See “Customizing Spreadsheet Columns” on page 52.

Using Filters

Filters offer a powerful method of automatically selecting students or tasks based on criteria that you specify. The following are some examples of how filters can help you:

- Many schools require teachers to send interim reports home for students “at risk of failing.” The filters can help you precisely target such students. Conversely, the filters can help you identify those students who are doing well for additional praise.
- If you have made note of the teams and clubs in which your students participate, you can use the filters to locate the band members who were on tour for two weeks. You can also print a list of the tasks they missed.

You can manually exclude students or tasks in the list returned by the filters. However, if you reapply the filter, the manually excluded lines are included again.

1. Click the Filter button below the Students or Tasks area.
   You can create and use a filter for students or for tasks, or for both students and tasks.

2. Select *Show Students Whose* or *Show Tasks Whose*.

3. Select the filter you want to use, and modify it using the drop-down lists.
   For example, if you want to see only the students who were away with the flu, and if you had put the word “flu” in their student score note, select *Student score note contains* and type the word flu.
   Or if you want to see the tasks that are due on a certain date, select *Due Date* and use the drop-down lists to complete the expression.

4. Click OK.

Note: Filters are stored during a session. For example, if you use the Student Filter in the Class Roster report, the filtered students appear in the other reports as well. To not use a filter that you have created in a session, click Filter and select Show All Students.

Email Progress Report

You now have the ability to email a progress report to parents or guardians. Before you can email the reports, you must be sure that your email connection is set up, and that you have an email address entered in the Student dialog box for each recipient of this report.

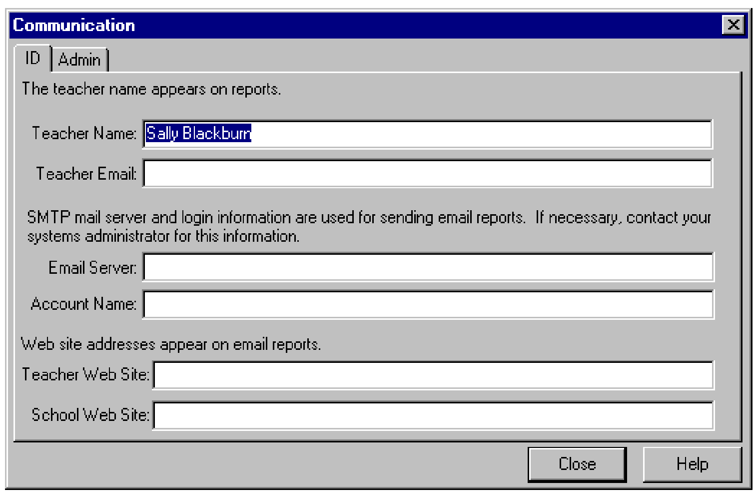
Note for Macintosh users: The Email Progress Report is not available on 68K Macintoshes. It is available on the Power PC models only if you are running System 9.0 or later.

Setting Up Email Communications

If you electronically imported your data, some of this data may already be entered.

1. From the Setup menu, select Communication.

2. On the ID tab, if you did not import your data, you may need to complete the *Teacher Name* field.

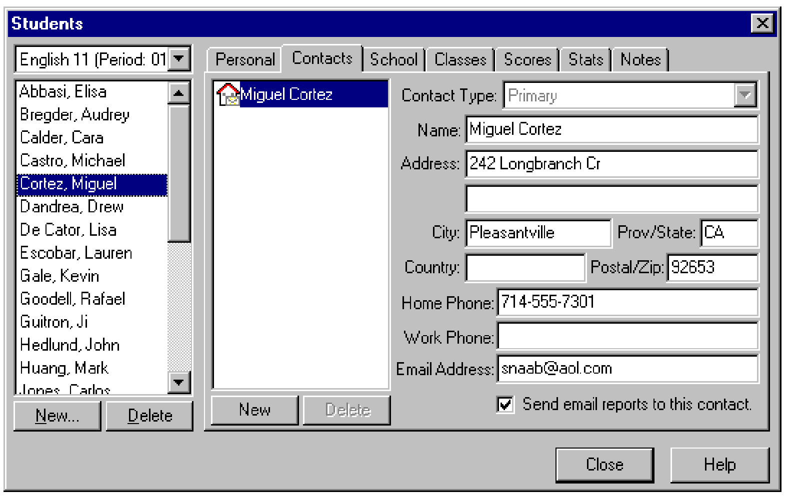


3. Consult your system administrator for the information related to your school's email system.

4. Click Close.

Entering Recipients' Email Addresses

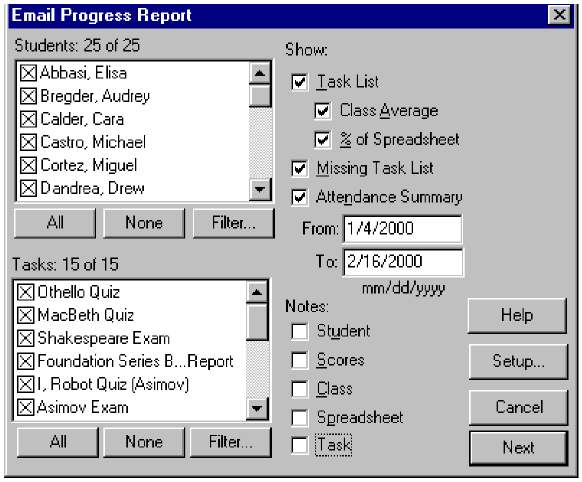
1. From the Setup menu, select Students, then the Contacts tab.
2. Select a student.
3. From the Contact Type drop-down list, select the contact for this student who will receive this report.
4. Enter their email address.
5. Select *Send email reports to this contact*.



Creating the Email Progress Report

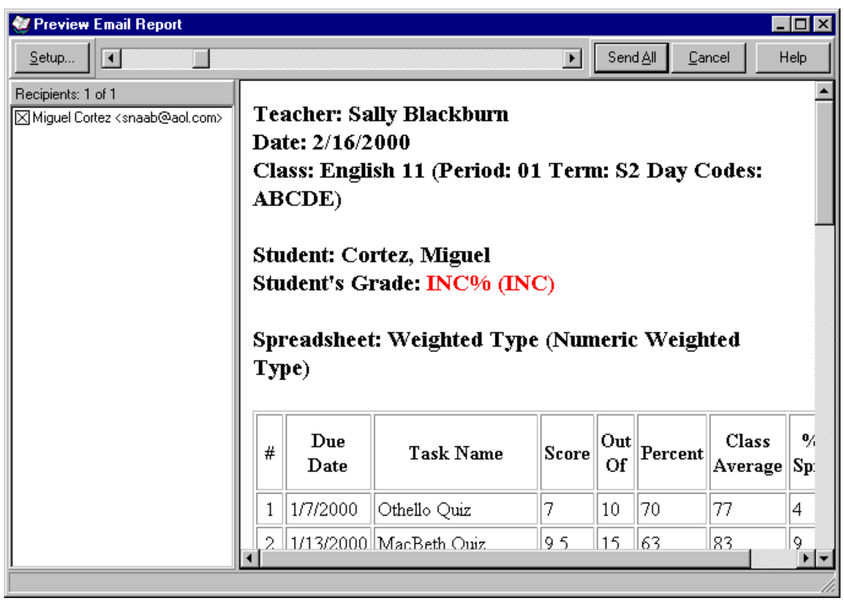
For each student, you can prepare and email a report detailing their tasks and scores received.

Reports are sent only to those people with email addresses, even though all the students appear in the list. Select the dates this report covers, as well as the tasks. You can choose to include an attendance summary, the class average, and any of your notes.



On the Preview screen, use the scroll bar across the top to see each individual report. Check each student's name at the left. If an email address appears in angle brackets <like this> beside the student name, the report will be sent. If no name appears, the report will not be sent. You can resize the window at the left listing the student name.

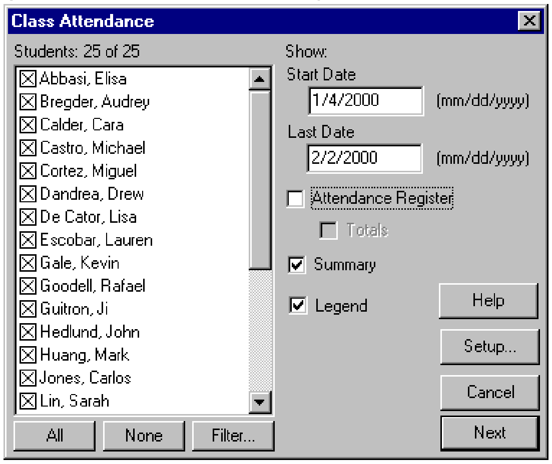
Sample Email Progress Report



Class Attendance

This report displays a class list with the totals of various absences and late activity for the specified dates. This summary uses the system codes as defined in “Setting Up Attendance Codes” on page 34.

Enter the start and end dates that this report covers, and decide whether you want a summary and a legend. If you select Attendance Register, you get the detail of each day or a total of Late and Excused.



Sample Class Attendance Report.

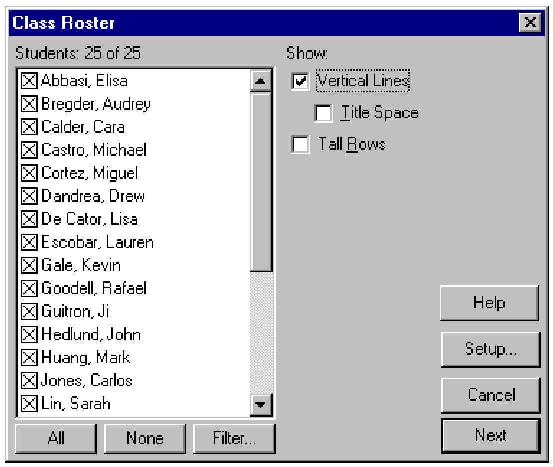
Calder, Cara														
Castro, Michael	U			U			E		U	U				
Cortez, Miguel														
Dandrea, Drew												L		
De Cator, Lisa			L											
Escobar, Lauren					L									
Gale, Kevin														
Goodell, Rafael									L					
Guitron, Ji														
Hedlund, John										L				L
Huang, Mark														
Jones, Carlos				E										
Lin, Sarah														
Mayer, Meghan								E					E	
Montoya, Yelena														
Nix, Omar			L											
Quintana, Melanie														
Riley, Miguel	L													
Slater, Karl										L				
St Clair, Zachary														
Strickland, Travis														
Van Slyke, Jennifer					L							L		
Yoon, Cynthia		L							E					
Present	24.0	25.0	25.0	22.0	24.0	25.0	24.0	24.0	23.0	24.0	24.0	25.0	23.0	25.0
Absent	1.0			3.0	1.0		1.0	1.0	2.0	1.0	1.0		2.0	
Late	3.0	1.0	2.0		2.0	1.0			1.0	2.0		2.0		1.0

NCS®

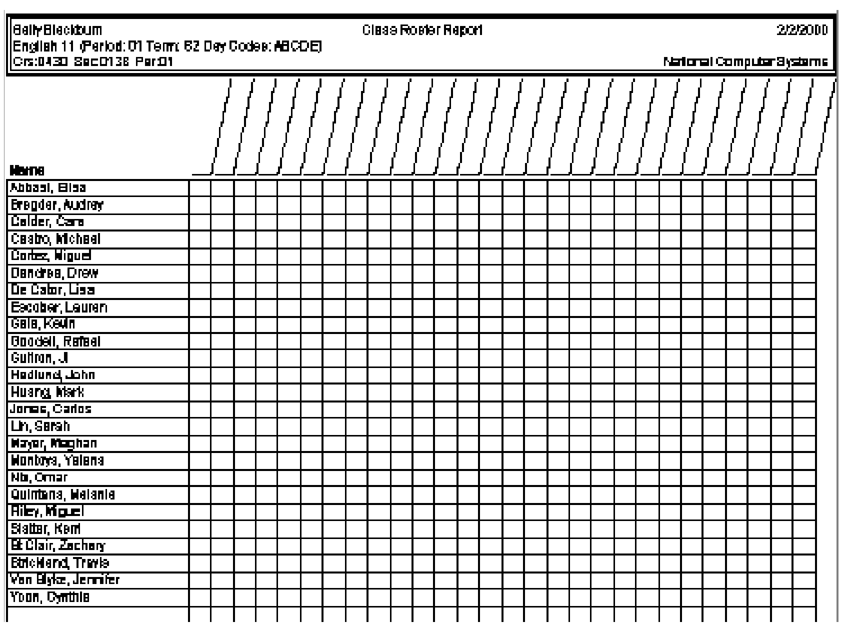
Class Roster

This report creates a class list with fill-in blanks beside each student name. It creates an all-purpose form you can use to record everything from attendance and task scores to locker assignments and lunch money.

Select how you want your class roster to look. You can choose a large fill-in blank beside each student name, or select vertical lines with or without title spaces, depending on what you want to record. The Tall Rows option leaves you plenty of room to write on the roster.



Sample Class Roster Report.



Sally Blackburn — Class Roster Report — 2/2/2000
English 11 (Period: 01 Term: 62 Day Codes: ABCDE)
Crs:0430 Sec0138 Per01 — National Computer Systems

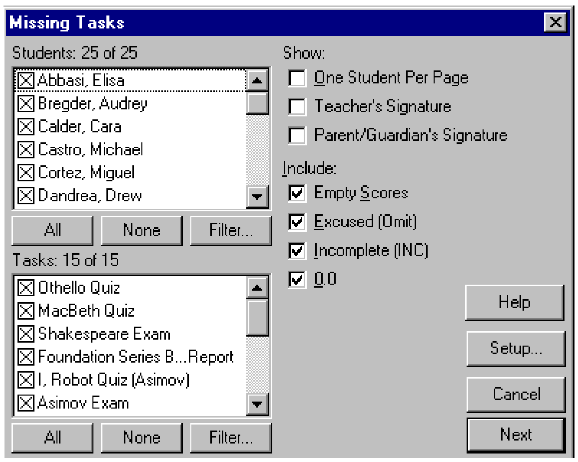
Name
Abbasi, Elisa
Bregder, Audrey
Calder, Cara
Castro, Michael
Cortez, Miguel
Dandrea, Drew
De Cator, Lisa
Escobar, Lauren
Gale, Kevin
Goodell, Rafael
Guitron, Ji
Hedlund, John
Huang, Mark
Jones, Carlos
Lin, Sarah
Mayer, Meghan
Montoya, Yelena
Nie, Omar
Quintana, Melanie
Riley, Miguel
Slatter, Kerri
St Clair, Zachary
Strickland, Travis
Van Slyke, Jennifer
Yoon, Cynthia

Missing Tasks

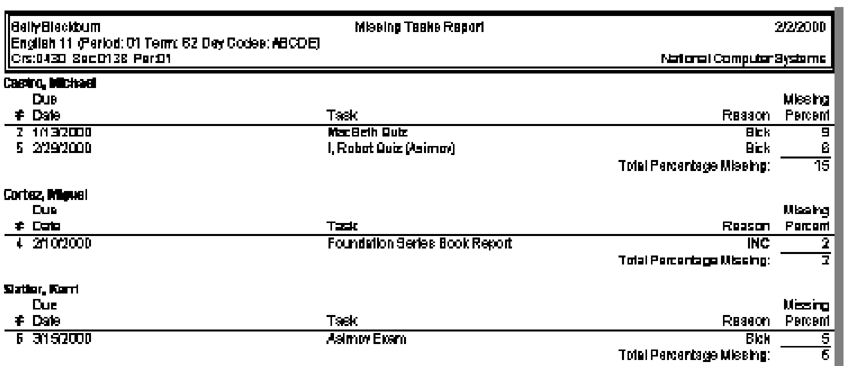
This report identifies those tasks in which a student received a 0.0, Excused, or an Incomplete score.

Decide whether you want this report printed with one student per page, possibly with a line for a parent's signature, or if you want a report listing all the students on one page. You can also select what kind of scores to include in the report.

Note: The options for this report are different if you are using a Skill spreadsheet.



Sample Missing Tasks Report.



Sally Blackburn — Missing Tasks Report — 2/2/2000
English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Crs:0430 Sec0138 Per01 — National Computer Systems

Castro, Michael

#	Due Date	Task	Reason	Missing Percent
2	1/13/2000	MacBeth Quiz	Sick	9
5	2/29/2000	I, Robot Quiz (Asimov)	Sick	6
			Total Percentage Missing:	15

Cortez, Miguel

#	Due Date	Task	Reason	Missing Percent
4	2/10/2000	Foundation Series Book Report	INC	2
			Total Percentage Missing:	2

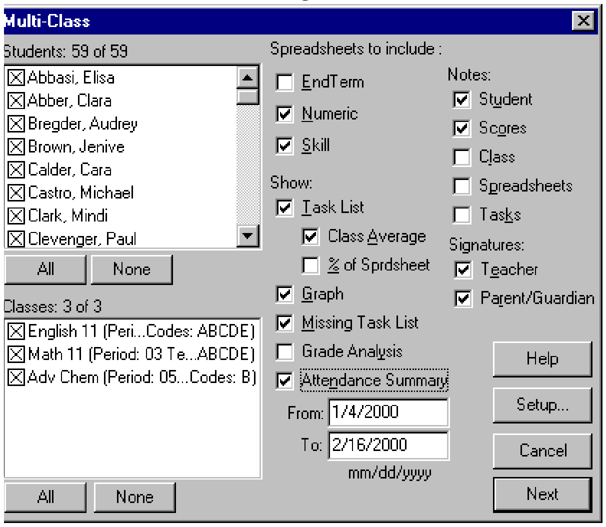
Sattler, Kerri

#	Due Date	Task	Reason	Missing Percent
6	3/15/2000	Asimov Exam	Sick	5
			Total Percentage Missing:	6

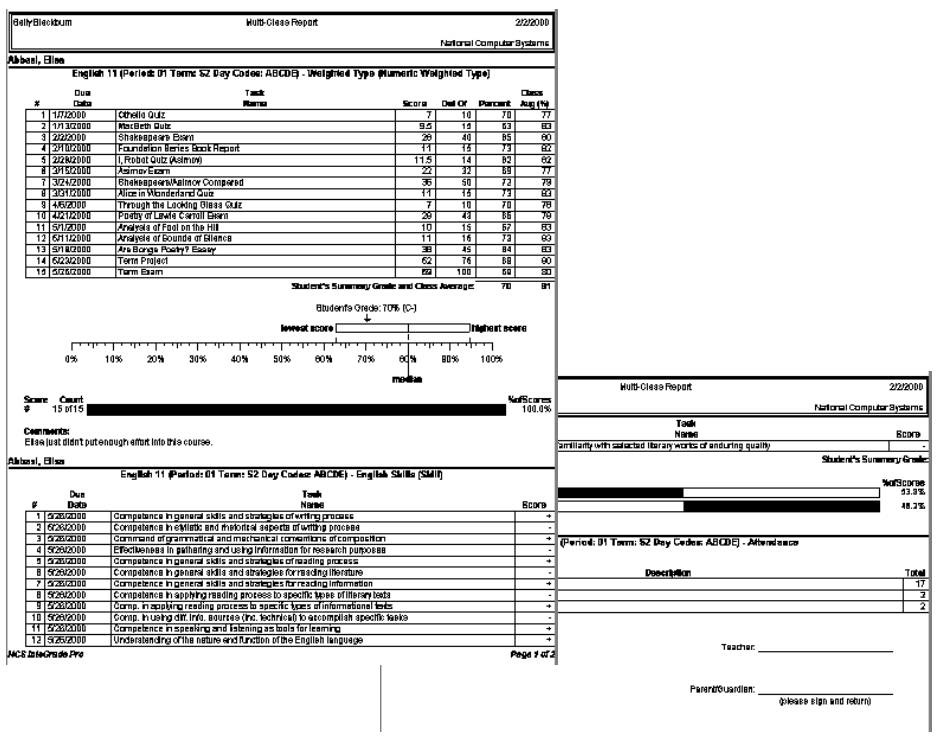
Multi-Class

This report creates a list of all scores by spreadsheet (numeric and skill) for each student for all classes. By printing this report you can see at a glance how well each student is doing in each class.

Select which students and which classes you want included in the report, as well as the date range and notes to include.



Sample Multi-Class Report



Sally Blackburn — Multi-Class Report — 2/2/2000
National Computer Systems

Abbasi, Elisa

English 11 (Period: 01 Term: S2 Day Codes: ABCDE) - Weighted Type (Numeric Weighted Type)

#	Due Date	Task Name	Score	Out Of	Percent	Class Avg (%)
1	1/7/2000	Othello Quiz	7	10	70	77
2	1/13/2000	MacBeth Quiz	9.5	15	63	83
3	2/2/2000	Shakespeare Exam	26	40	65	60
4	2/10/2000	Foundation Series Book Report	11	15	73	82
5	2/28/2000	I, Robot Quiz (Asimov)	11.5	14	82	62
6	3/15/2000	Asimov Exam	22	32	69	77
7	3/24/2000	Shakespeare/Asimov Compared	36	50	72	79
8	3/31/2000	Alice in Wonderland Quiz	11	15	73	83
9	4/6/2000	Through the Looking Glass Quiz	7	10	70	78
10	4/21/2000	Poetry of Lewis Carroll Exam	29	43	66	79
11	5/1/2000	Analysis of Fool on the Hill	10	15	67	83
12	6/11/2000	Analysis of Sounds of Silence	11	16	73	93
13	5/18/2000	Are Songs Poetry? Essay	38	45	84	83
14	6/23/2000	Term Project	62	76	88	90
15	5/26/2000	Term Exam	69	100	69	80

Student's Summary Grade and Class Average: 70 81

Student's Grade: 70% (C-)

lowest score — highest score

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

median

Score # — Count 15 of 15 — %ofScores 100.0%

Comments:
Elisa just didn't put enough effort into this course.

Abbasi, Elisa

English 11 (Period: 01 Term: S2 Day Codes: ABCDE) - English Skills (SMI)

#	Due Date	Task Name	Score
1	5/26/2000	Competence in general skills and strategies of writing process	+
2	5/26/2000	Competence in stylistic and rhetorical aspects of writing process	-
3	5/26/2000	Command of grammatical and mechanical conventions of composition	+
4	5/26/2000	Effectiveness in gathering and using information for research purposes	-
5	5/26/2000	Competence in general skills and strategies of reading process	+
6	5/26/2000	Competence in general skills and strategies for reading literature	-
7	5/26/2000	Competence in general skills and strategies for reading information	+
8	5/26/2000	Competence in applying reading process to specific types of literary texts	-
9	5/26/2000	Comp. in applying reading process to specific types of informational texts	+
10	5/26/2000	Comp. in using diff. info. sources (inc. technical) to accomplish specific tasks	-
11	5/26/2000	Competence in speaking and listening as tools for learning	+
12	5/26/2000	Understanding of the nature and function of the English language	+

NCS InteGrade Pro — Page 1 of 2

Multi-Class Report — 2/2/2000
National Computer Systems

Task Name	Score
...amiliarity with selected literary works of enduring quality	-

Student's Summary Grade

%ofScores 53.8% 46.2%

(Period: 01 Term: S2 Day Codes: ABCDE) - Attendance

Description	Total
	17
	3
	2

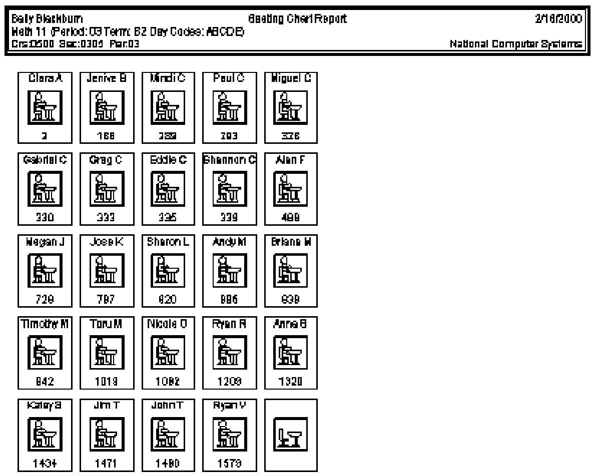
Teacher: __________

Parent/Guardian: __________
(please sign and return)

Seating Chart

1. Select a class.

2. From the Reports menu, select Seating Chart.
   The seating chart for that class displays on screen.

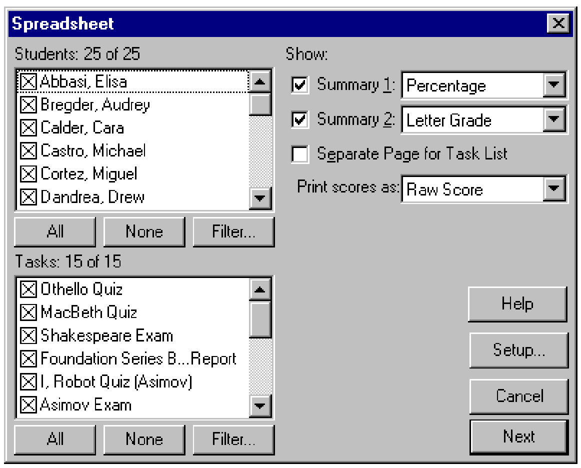


Spreadsheet

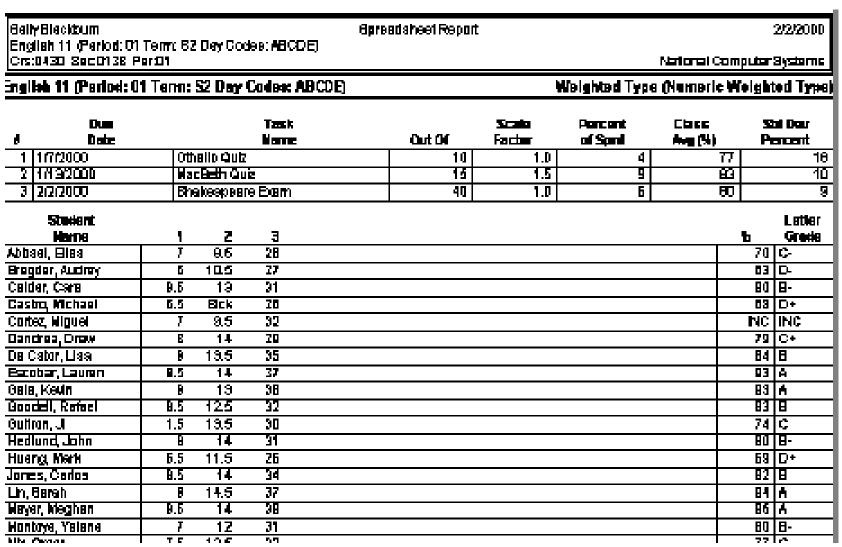
This report displays the contents of the active spreadsheet. It serves multiple purposes depending on which spreadsheet is active.

Note: The options for this report are different, depending on the spreadsheet you are using.

- If a Numeric or Skill spreadsheet is active, the Spreadsheet report shows how the students are doing on the tasks.
- If an Attendance spreadsheet is active, the Spreadsheet report shows the attendance activity over a specific date range.
- If the EndTerm spreadsheet is active, the Spreadsheet report prints the contents of the EndTerm spreadshee.



Sample Spreadsheet Report.



Sally Blackburn — Spreadsheet Report — 2/2/2000
English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Crs:0430 Sec:0138 Per:01 — National Computer Systems

English 11 (Period: 01 Term: S2 Day Codes: ABCDE) — Weighted Type (Numeric Weighted Type)

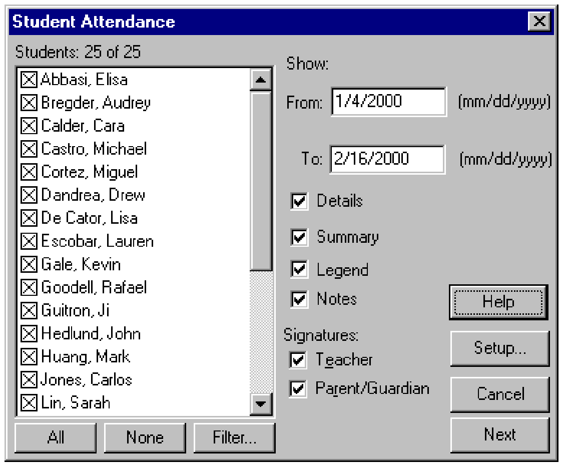
#	Due Date	Task Name	Out Of	Scale Factor	Percent of Sprd	Class Avg (%)	Std Dev Percent
1	1/7/2000	Othello Quiz	10	1.0	4	77	16
2	1/13/2000	MacBeth Quiz	15	1.5	9	83	10
3	2/2/2000	Shakespeare Exam	40	1.0	6	80	9

Student Name	1	2	3	%	Letter Grade
Abbasi, Elisa	7	9.5	28	70	C-
Bregder, Audrey	6	10.5	27	63	D-
Calder, Cara	9.5	13	31	80	B-
Castro, Michael	6.5	Sick	28	68	D+
Cortez, Miguel	7	9.5	32	INC	INC
Dandrea, Drew	8	14	29	79	C+
De Castor, Lisa	9	13.5	35	84	B
Escobar, Lauren	9.5	14	37	93	A
Gale, Kevin	9	13	38	93	A
Goodell, Rafael	8.5	12.5	32	83	B
Guifron, J	1.5	13.5	30	74	C
Hedlund, John	9	14	31	80	B-
Huang, Mark	6.5	11.5	26	69	D+
Jones, Carlos	9.5	14	34	82	B
Lin, Sarah	9	14.5	37	94	A
Mayer, Meghan	9.5	14	38	96	A
Montoya, Yelena	7	12	31	80	B-

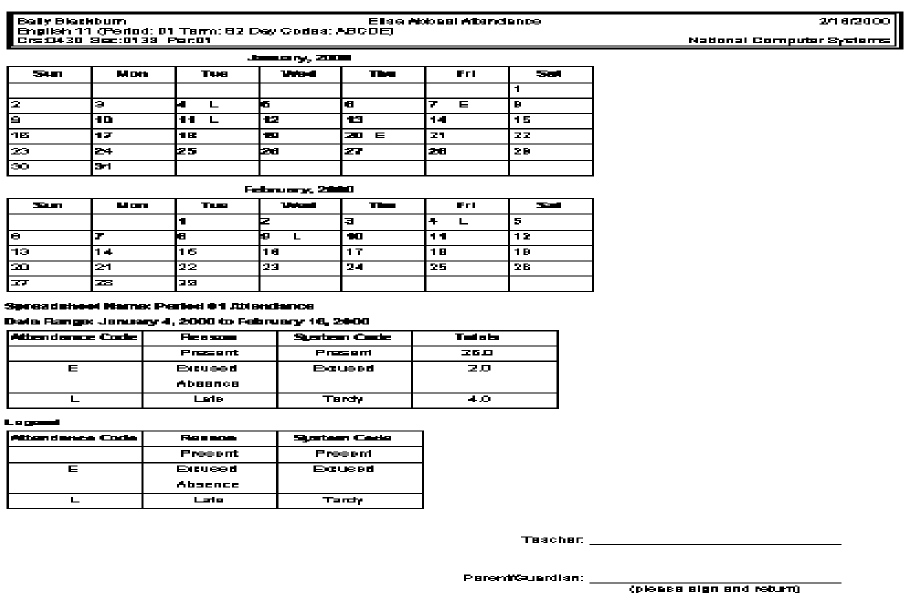
Student Attendance

This report displays a class list with the totals of various absences and late activity for the specified dates. This summary uses the system codes as defined in “Setting Up Attendance Codes” on page 34.

Enter the start and end dates that this report covers, and decide whether you want a summary and places for signatures.



Sample Student Attendance Report



Sally Blackburn — Elisa Abbasi Attendance — 2/16/2000
English 11 (Period: 01 Term: 02 Day Codes: ABCDE)
Crs:0430 Sec:0139 Per:01 — National Computer Systems

January, 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 L	5	6	7 E	8
9	10	11 L	12	13	14	15
16	17	18	19	20 E	21	22
23	24	25	26	27	28	29
30	31					

February, 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 L	5
6	7	8	9 L	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

Spreadsheet Name: Period #1 Attendance
Date Range: January 4, 2000 to February 16, 2000

Attendance Code	Reason	System Code	Totals
	Present	Present	26.0
E	Excused Absence	Excused	2.0
L	Late	Tardy	4.0

Legend

Attendance Code	Reason	System Code
	Present	Present
E	Excused Absence	Excused
L	Late	Tardy

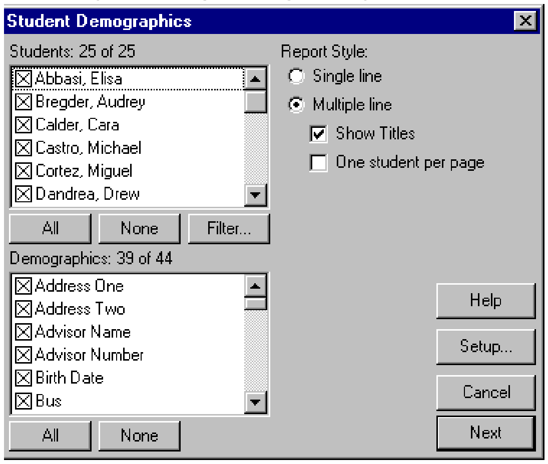
Teacher: ____________________

Parent/Guardian: ____________________
(please sign and return)

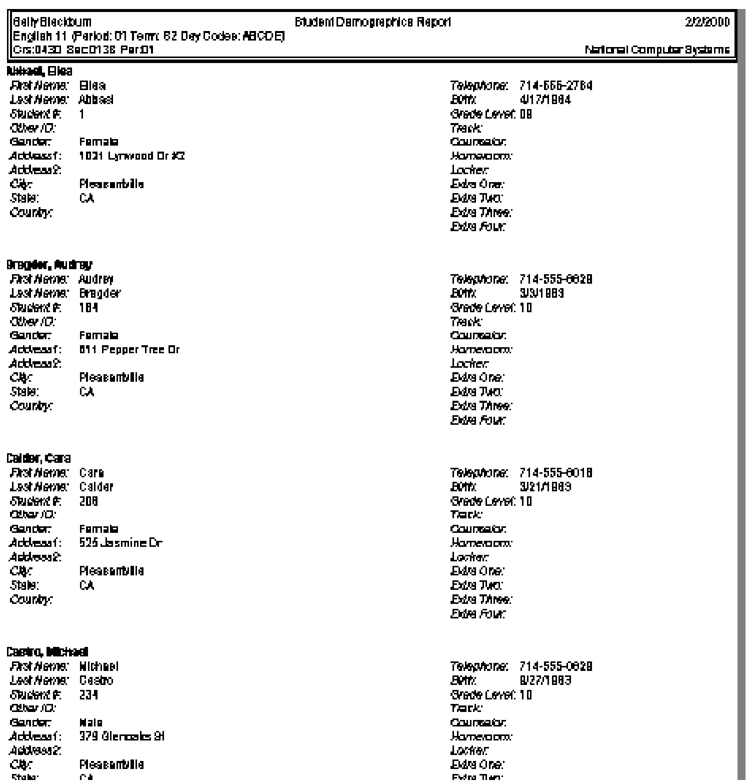
Student Demographics

This report displays demographic information for students. Use it to verify the accuracy of the information entered and to print a permanent record of student information.

You can choose between two layouts: single line or multiple lines. Use single line if you are printing only a few demographic fields. Use multiple lines if you are printing many fields.



Sample Student Demographics Report



Betty Blackburn — Student Demographics Report — 2/2/2000
English 11 (Period: 01 Term: 62 Day Codes: ABCDE)
Crs:0430 Sec0138 Per:01 — National Computer Systems

Abbasi, Elisa
First Name: Elisa — Telephone: 714-555-2764
Last Name: Abbasi — Birth: 4/17/1984
Student #: 1 — Grade Level: 08
Other ID: — Track:
Gender: Female — Counselor:
Address1: 1031 Lynwood Dr #2 — Homeroom:
Address2: — Locker:
City: Pleasantville — Extra One:
State: CA — Extra Two:
County: — Extra Three:
Extra Four:

Bregder, Audrey
First Name: Audrey — Telephone: 714-555-6628
Last Name: Bregder — Birth: 3/3/1983
Student #: 184 — Grade Level: 10
Other ID: — Track:
Gender: Female — Counselor:
Address1: 811 Pepper Tree Dr — Homeroom:
Address2: — Locker:
City: Pleasantville — Extra One:
State: CA — Extra Two:
County: — Extra Three:
Extra Four:

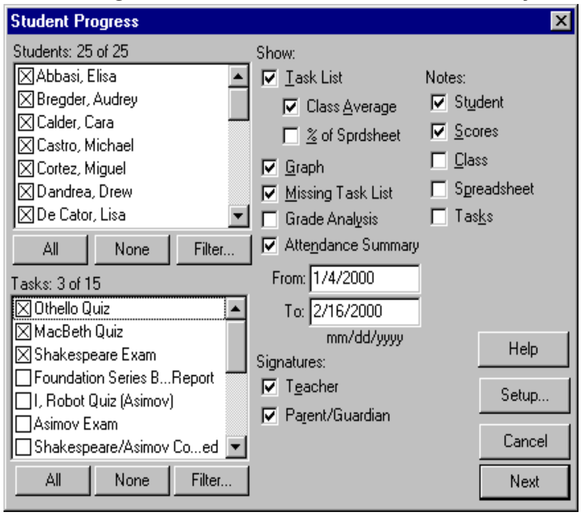
Calder, Cara
First Name: Cara — Telephone: 714-555-6018
Last Name: Calder — Birth: 3/21/1983
Student #: 208 — Grade Level: 10
Other ID: — Track:
Gender: Female — Counselor:
Address1: 525 Jasmine Dr — Homeroom:
Address2: — Locker:
City: Pleasantville — Extra One:
State: CA — Extra Two:
County: — Extra Three:
Extra Four:

Castro, Michael
First Name: Michael — Telephone: 714-555-0628
Last Name: Castro — Birth: 8/27/1983
Student #: 234 — Grade Level: 10
Other ID: — Track:
Gender: Male — Counselor:
Address1: 379 Glenoaks St — Homeroom:
Address2: — Locker:
City: Pleasantville — Extra One:
State: CA — Extra Two:

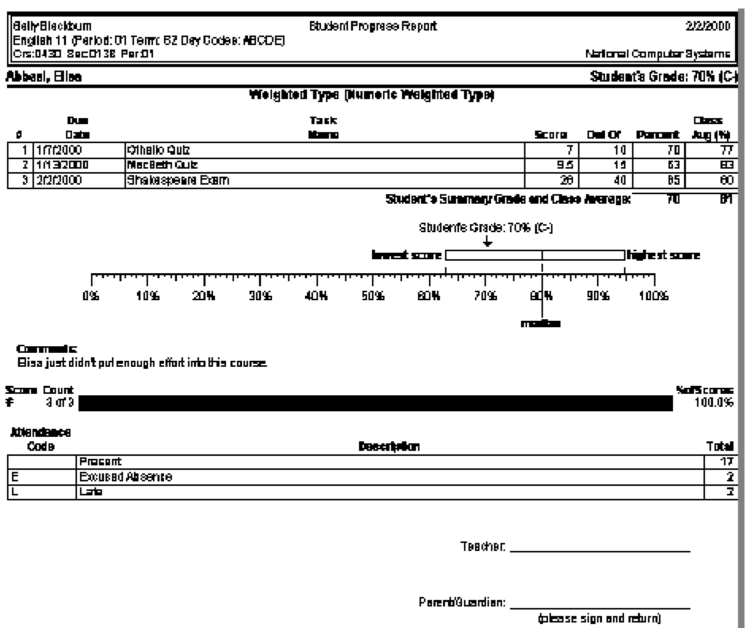
Student Progress

This report shows the student's score and class average for each task. It also shows missing tasks and a grades analysis graph. You can use it as an interim or informal report card.

Select the students and the tasks that you want included, along with the date range. Select the other details that you want included in the report.



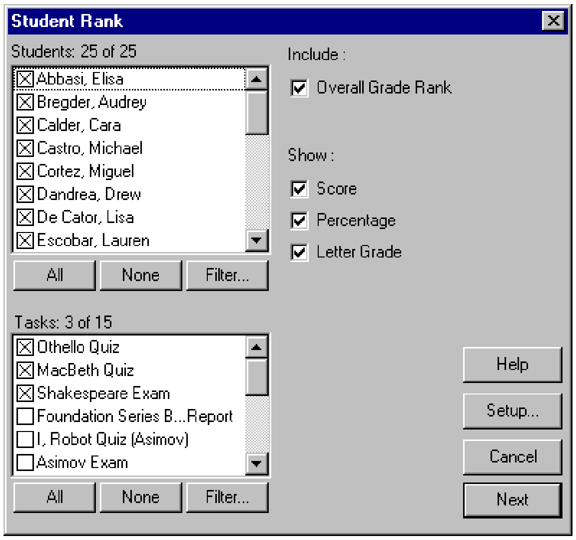
Sample Student Progress Report



Student Rank

This report ranks each student by how well they did on a particular task.

Select which students and which tasks you want included, and what kind of marks to include.



.Sample Student Rank Report

Sally Blackburn — Student Rank Report — 2/2/2000
English 11 (Period: 01 Term: 62 Day Codes: ABCDE)
Crs:0430 Sec:0138 Per:01 — National Computer Systems

Spreadsheet Summary Grade - Weighted Type (Numeric Weighted Type) — **Score out of: 100**

Student Name	Score	Percent	Letter Grade
Mayer, Meghan	95	95	A
Lin, Sarah	94	94	A
Escobar, Lauren	93	93	A
Gale, Kevin	93	93	A
Strickland, Travis	92	92	A
Quintana, Melanie	85	85	B
De Cator, Lisa	84	84	B
Goodell, Rafael	83	83	B
Jones, Carlos	82	82	B
Yoon, Cynthia	82	82	B
St Clair, Zachary	82	82	B
Montoya, Yalena	80	80	B-
Calder, Cara	80	80	B-
Hedlund, John	80	80	B-
Slatter, Kerri	80	80	B-
Dandrea, Drew	79	79	C+
Riley, Miguel	77	77	C
Nb, Omar	77	77	C
Guthron, JJ	74	74	C
Van Slyke, Jennifer	71	71	C-
Abbasi, Elisa	70	70	C-
Huang, Mark	69	69	D+
Castro, Michael	68	68	D+
Bregder, Audrey	63	63	D-
Cortez, Miguel	INC	INC	INC

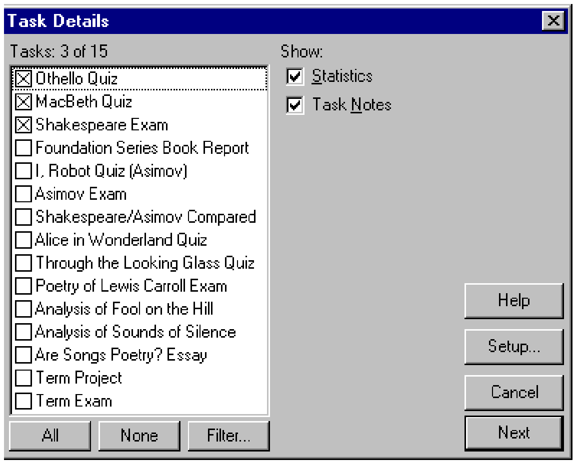
Othello Quiz - Weighted Type (Numeric Weighted Type) — **Score out of: 10**

Student Name	Score	Percent	Letter Grade
Escobar, Lauren	9.5	95	A
Mayer, Meghan	9.6	96	A
De Cator, Lisa	9	90	A-
Gale, Kevin	9	90	A-
Lin, Sarah	9	90	A-
Strickland, Travis	9	90	A-
Calder, Cara	8.5	85	B
Goodell, Rafael	8.5	85	B
Jones, Carlos	8.5	85	B

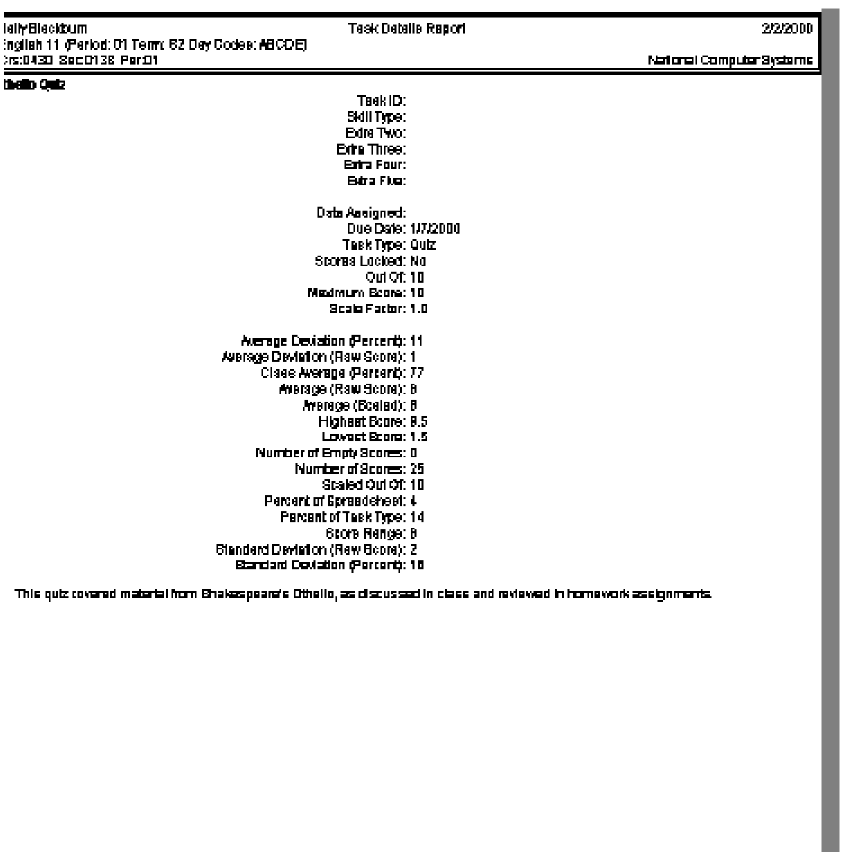
Task Details

This report prints the information recorded in the Edit Tasks dialog. Use it to verify that the tasks you entered are correct.

Select the tasks to include and choose how much detail to show.



Sample Task Details Report



ellyBlackburn — Task Details Report — 2/2/2000
English 11 (Period: 01 Term: 62 Day Codes: ABCDE)
Crs:0430 Sec:0138 Per:01 — National Computer Systems

thello Quiz

Task ID:
Skill Type:
Extra Two:
Extra Three:
Extra Four:
Extra Five:

Date Assigned:
Due Date: 1/7/2000
Task Type: Quiz
Scores Locked: No
Out Of: 10
Maximum Score: 10
Scale Factor: 1.0

Average Deviation (Percent): 11
Average Deviation (Raw Score): 1
Class Average (Percent): 77
Average (Raw Score): 8
Average (Scaled): 8
Highest Score: 9.5
Lowest Score: 1.5
Number of Empty Scores: 0
Number of Scores: 25
Scaled Out Of: 10
Percent of Spreadsheet: 4
Percent of Task Type: 14
Score Range: 8
Standard Deviation (Raw Score): 2
Standard Deviation (Percent): 16

This quiz covered material from Shakespeare's Othello, as discussed in class and reviewed in homework assignments.

Working With Graphs

This is an overview of creating a graph. Details of each graph appear on the following pages.

1. Select one of the following graphs from the Graphs menu.
   You may also use the shortcuts on the toolbar.
   - Student Performance
   - Task Comparison
   - Task Correlation

2. Select the specific content and style you want to see on the graph.

3. Click Print.

Student Performancez

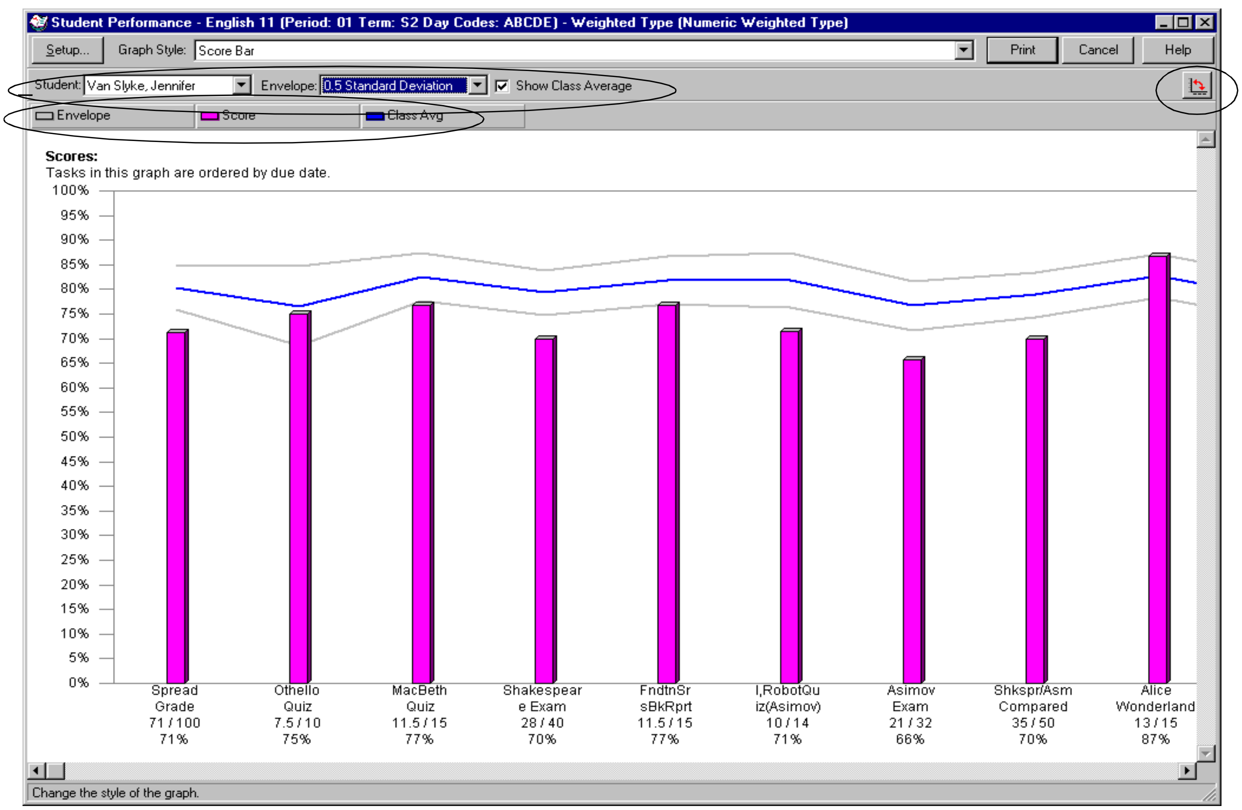
This graph analyzes a student's performance on each task, using one of six different Graph Styles:

- Earned Percent
- Ink Blot
- Score Bar
- Whisker
- Line
- Whisker & Blot

Select a Student. Optionally, select an Envelope of standard deviation, and the class average.

Click the colored blocks next to Score and Average to change the display color.

Click the button at the far right, under the Help button, to change the orientation of this report.



Task Comparison

This graph compares two tasks and displays the number of students with letter grades and/or percentage intervals for each task. It lets you view, at a glance, the relative difficulty of one task as compared to another and the approximate score distribution.

Select a graph styles from:

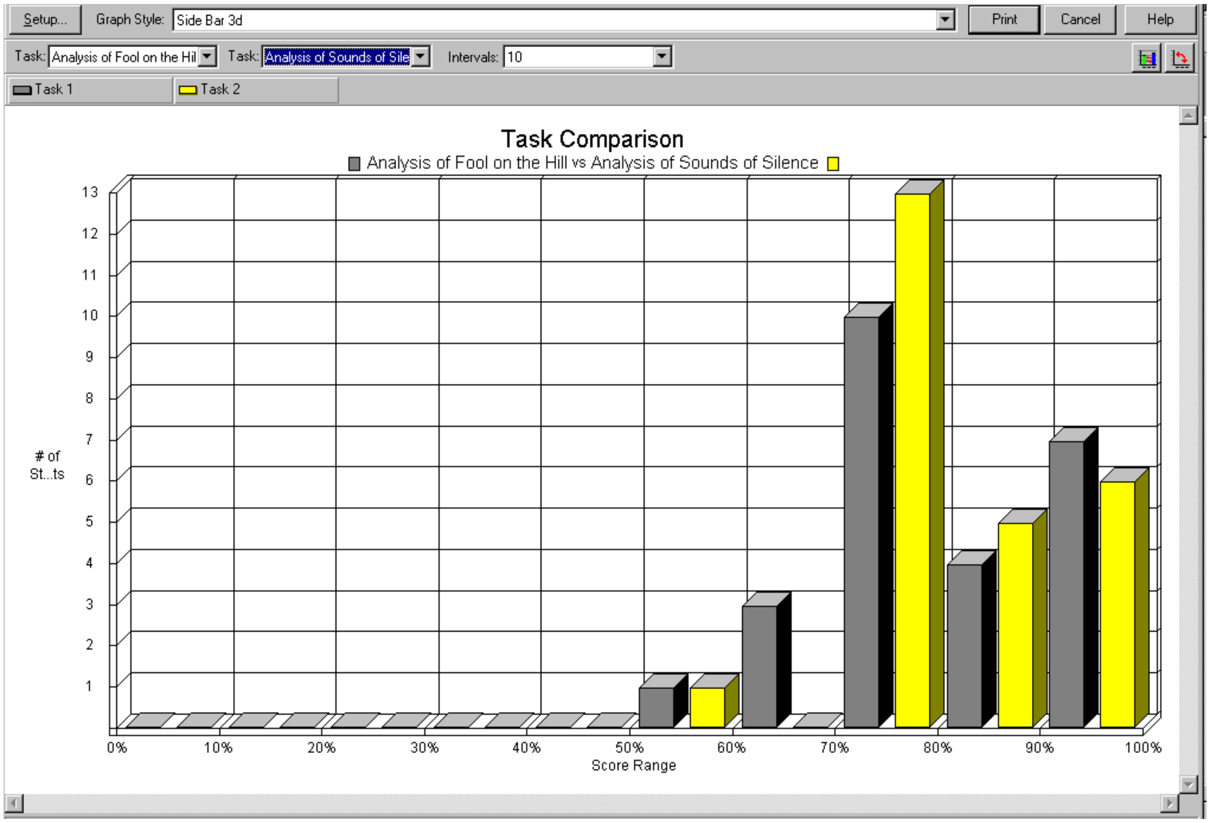
- Area
- Area 3D
- Covered bar
- Covered bar 3D
- Line, Line 3D
- Side Bar
- Side Bar 3D

Choose two tasks, and the interval. Interval refers to the number of intervals on the X-axis. For example, an interval of 10 means the score ranges will be 0%, 10%, 20%, and so on.

Click the colored blocks next to Task 1 and Task 2 to change the display color.

Click the first button at the far right, under the Help button, to change the ordering of the report (Task 1 followed by Task 2 instead of Task 2 followed by Task 1). Check the second button at the far right to change the orientation of the report.

.

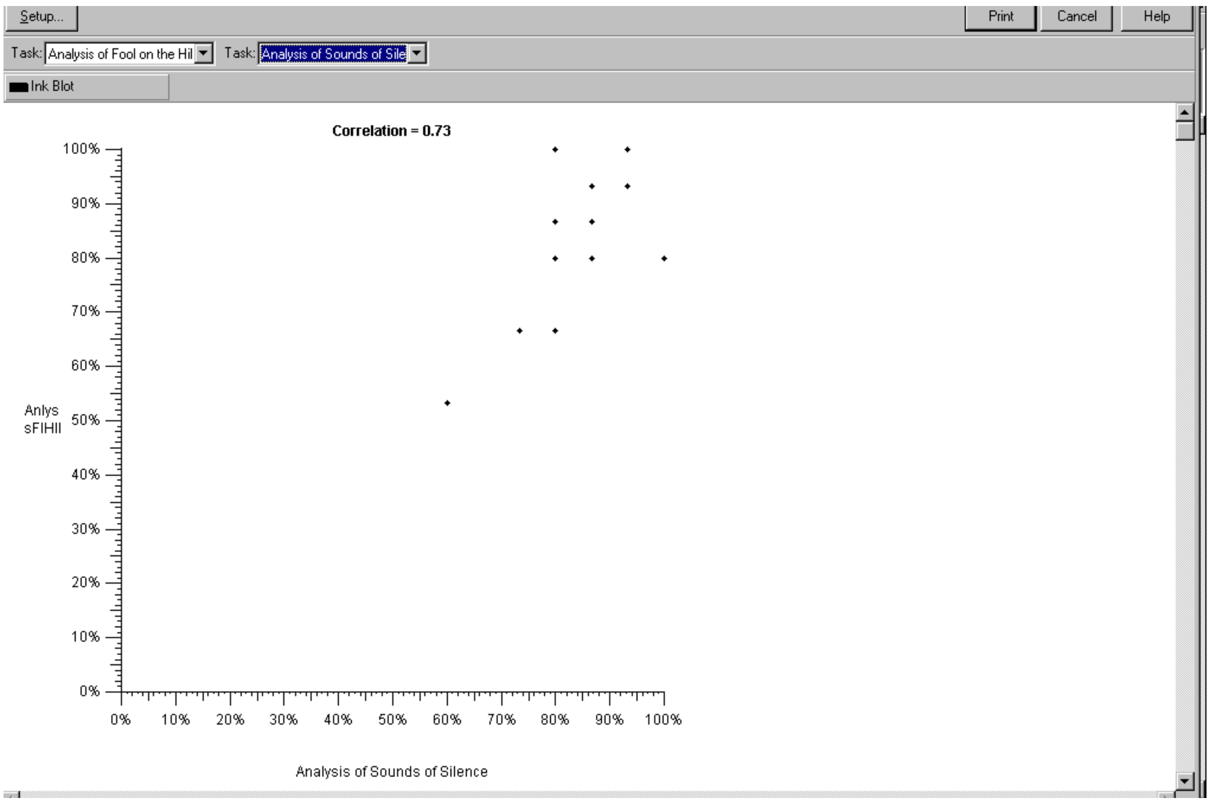

Setup...
Graph Style: Side Bar 3d
Print
Cancel
Help
Task: Analysis of Fool on the Hil
Task: Analysis of Sounds of Sile
Intervals: 10
Task 1
Task 2
Task Comparison
Analysis of Fool on the Hill vs Analysis of Sounds of Silence
# of St...ts
13
12
11
10
9
8
7
6
5
4
3
2
1
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%
Score Range

Task Correlation

This graph compares any two tasks and shows the correlation of scores between the two. A high correlation means the class as a whole fared similarly on the two tasks.

Select the two tasks from the drop-down lists.

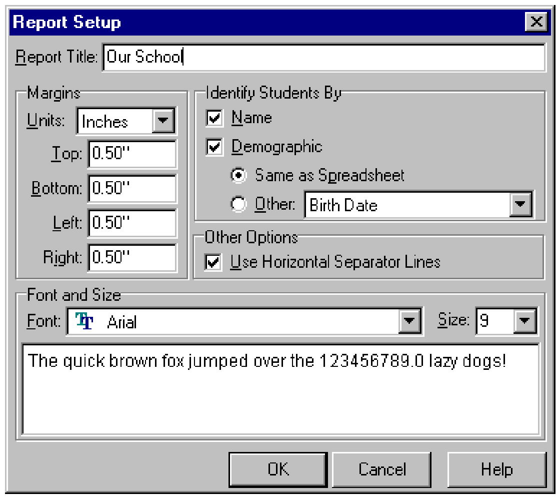
Click the colored block next to Ink Blot to change the color of the graph.



Setting Up Reports and Graphs

Any change you make to one report applies to all reports printed after that, until you change these settings again.

1. From the Reports menu, select Report Setup.
   You can also click Setup on any report or graph dialog box.



2. In the *Report Title* field, type a report title. This title prints on all reports, so be sure the title is appropriate for any report and all classes.

3. In the *Margins* fields, the default report margin is 0.5 inches. If you need to three-hole punch the reports, set the left margin to 1 inch.

4. In the *Identify Students By* field, the default is to identify by student name and the demographic field currently showing in the spreadsheet.

   If you want to publicly post a report, you can suppress the student name and use a “scramble” sort on the spreadsheet to ensure greater confidentiality. You can also choose to print a demographic field that is not currently showing, or completely suppress the printing of additional demographics.

5. In the *Font and Size* field, you can change the way the report prints. The Windows version defaults to Arial 9 point; the Macintosh defaults to Geneva 9 point. If you change the font or size, it becomes the new default and applies to all reports.

   Caution Be careful when choosing a larger font size. You could be changing the layout of the report if text that is made larger spills over into a second line. Check the report preview carefully.

If you move a gradebook to or from a Windows or Macintosh system, check the Font and Size settings before printing because the default font and size may not be what you expect.

Previewing Reports

All the reports automatically preview on-screen before they print. This enables you to check the effects of the parameters or the setup before printing.

1. Click Next on a report request dialog to display the preview.
2. Click Print to continue with printing or click Cancel to close the window.
3. To adjust the parameters, click Setup. This returns you to the report request dialog box, without closing the preview.
4. After changing some settings, click Next to see how the new parameters affect the preview.

Using the preview is slightly different, depending on the platform.

Windows Version

In Windows, the preview initially shows the entire page.

1. Click anywhere within the page to magnify the preview.
2. Click again to return to the full page view.
3. You can also click the right mouse button and select either Zoom In or Zoom Out.
4. To print a single page of the report, click the right mouse button and select Print this Page.

A horizontal scroll bar displays above the preview area if there are multiple pages in the report. Use this bar to page through the report. You can also click the right mouse button and select Next Page or Previous Page.

To see the portions of the report that are out of view, use the scroll bars, or hold down the <CTRL> key and drag the mouse.

Macintosh Version

In the Macintosh version, the preview shows the entire page. Click anywhere within the page to magnify the preview. Use the horizontal and vertical scroll bars to move the window of view.

A horizontal scroll bar displays above the preview area if there are multiple pages in the report. Use this bar to page through the report, or use Command-N to page forward or Command-B to page backwards. You can also use the following mouse shortcuts:

1. Click and hold the mouse button to display a pop-up menu.

2. To move through multiple pages, click and hold the mouse button and select Next Page or Previous Page.

3. To print a single page of the report, click and hold the mouse button and select Print This Page.

Previewing Graphs

All the graphs automatically preview on-screen before they print. This enables you to check the effects of the setup before printing.

After you have made any changes, click Print to continue with printing or click Cancel to close the window.

Using the preview is slightly different, depending on the platform.

Windows Version

In the Windows version, the preview shows the page in a reduced size.

1. To enlarge the size of the viewing area, click the right mouse button to display a pop-up menu and select Zoom In. To return to the original size, click the right mouse button and select Zoom Out.

2. To move through multiple pages, click the right mouse button and select Next Page or Previous Page.

3. To print a single page of the graph, click the right mouse button and select Print This Page.

If an item on the pop-up menu appears dimmed, it is not available in this preview. To see the portions of the graph that are out of view, use the scroll bars, or hold down the left mouse button and drag the mouse.

Macintosh Version

In the Macintosh version, the preview shows the page in a reduced size. Click the mouse button to magnify the preview. You can also click the preview to zoom in or out. To return to the original size, click the mouse button and select Zoom Out.

If an item on the pop-up menu appears dimmed, it is not available in this preview. To see the portions of the graph that are out of view, use the scroll bars, or hold down the mouse button and drag the mouse.

8

Finishing Up the Reporting Period

Depending on how your school and district are set up, at the end of each reporting period, you may need to export or “send” data to the school administration computer to collate grades and print report cards. This chapter shows you how to export data using the EndTerm spreadsheet.

If your school does not use an administration system or if you did not import your data at the start of the reporting period, you cannot export your data from InteGrade Pro student information software. In that case, you may want to print a Spreadsheet Report as a record.

Preparing the EndTerm Spreadsheet

The EndTerm spreadsheet holds the marks and comments exported to the administration system. The system automatically creates the EndTerm spreadsheet when you import data from the administration system at the beginning of the reporting period.

Check with your system administrator to find out what specific format your school uses for this spreadsheet.

During the export process to SASIxp, SASI III, CIMS Student, TSS v8.0, and Osiris v5.0, the term as indicated by the name of the EndTerm spreadsheet, displays with the collection date. For example, 9/4/1998:1st Progress Report.

Excluding Unnecessary Tasks

Towards the end of a reporting period, your class file could contain tasks you do not want included in the calculations until the next term. Do not delete these tasks. Instead, use one of these two methods:

- From the Setup menu, on the Grading Rules dialog box, define a task type called Not Used and set it to contribute 0% towards the final grade.

  Change all tasks that you want to exclude from the calculations to this type before using the EndTerm spreadsheet.

OR

- Create a new spreadsheet called Unused or Next Term.

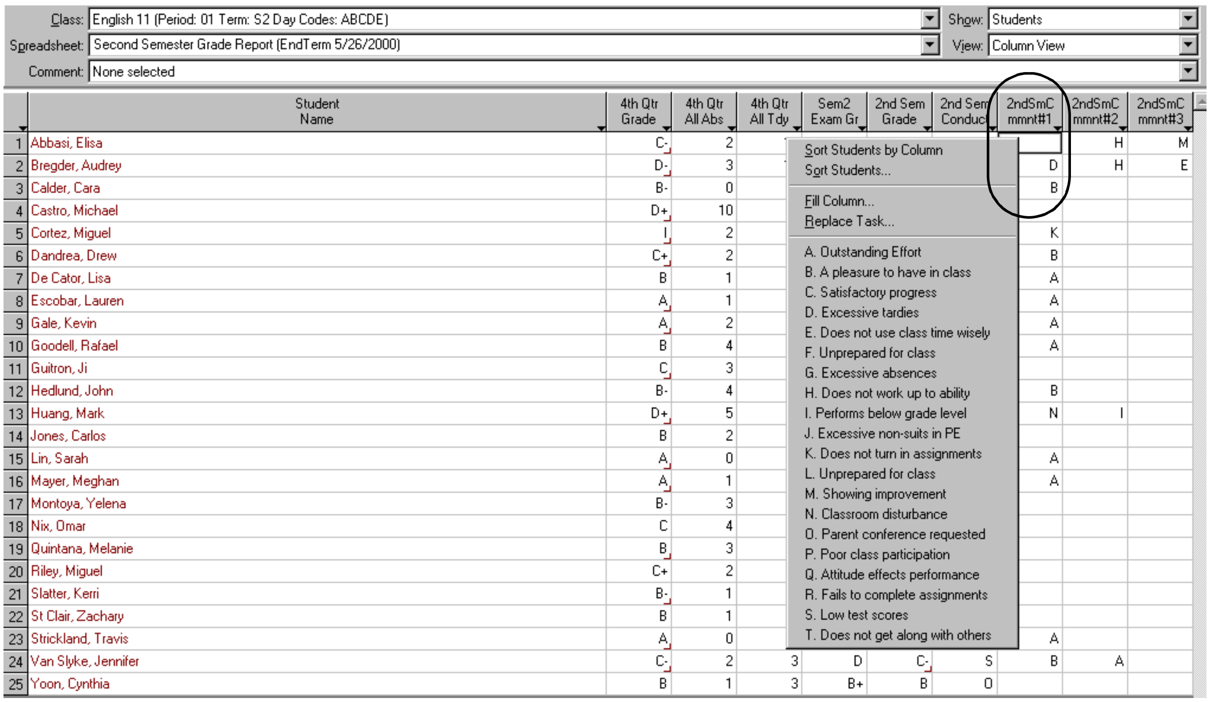
  Copy all the relevant tasks to this spreadsheet and delete them from the current spreadsheet.

Entering Comments

Comments are the short phrases used on report cards to describe the progress of a student.

1. Import the COMMENTS.TXT file into InteGrade Pro student information software. Importing stores the comments in the gradebook. Check with your System Administrator. This step may have been done at the beginning of the year.

2. Open the EndTerm spreadsheet and select the appropriate cell in the Comment #1 column.



3. Enter the comment in one of three ways:

   - Use the Comment drop-down list above the spreadsheet. This list is available only if you imported comments.
   - If you know the comment number, enter it directly into the spreadsheet cell.
   - Right-click the cell (Windows) or Ctrl-click (Macintosh) and select the comment from the context menu. The text for the comment displays in the drop-down list for your verification.

4. To enter more comments, use the two adjoining comment columns.

Entering Comments Without a Comments.txt File

1. Ensure that you have a list of comments to use. Each comment must have a number.

2. Enter the comment numbers into the appropriate comment columns.

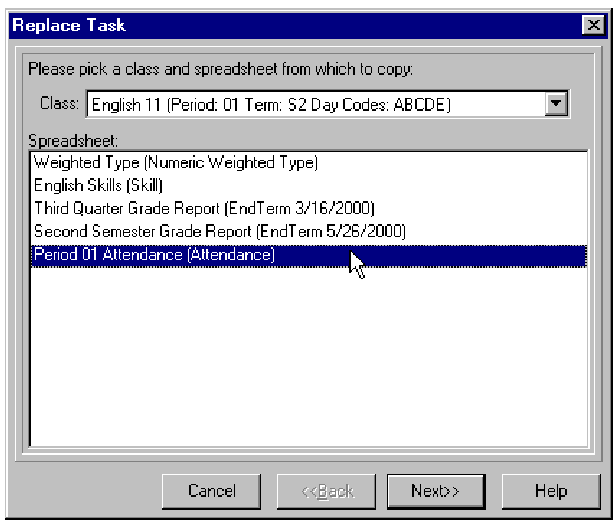
Entering Attendance Summaries

A report card needs a summary of attendance. Copy the attendance into this EndTerm spreadsheet.

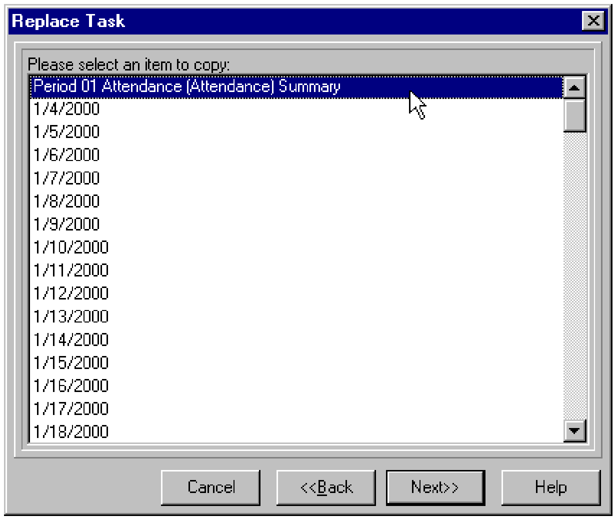
1. Click the column title of All Absences or All Tardy.

2. Select *Replace Task* from the drop-down menu.

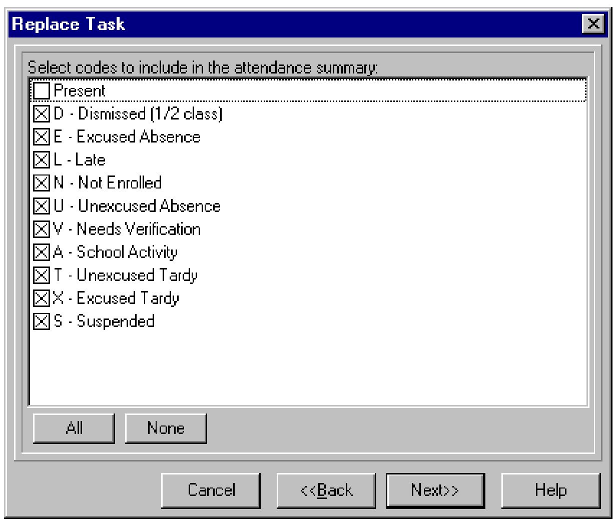
3. Select the class and Attendance spreadsheet from which to copy attendance totals. Click Next.



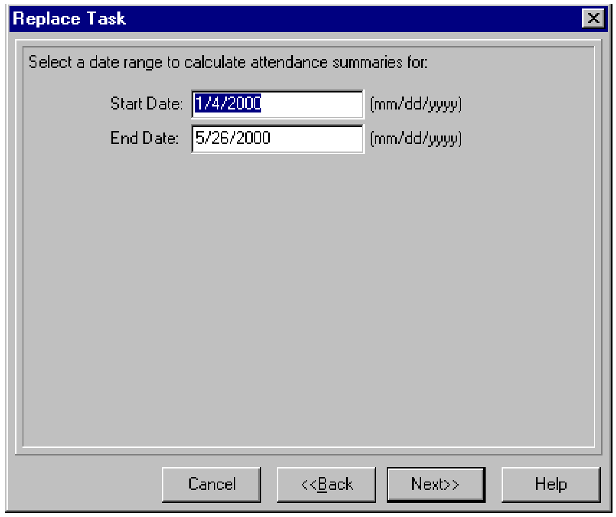
4. Select the Attendance Summary from the list of items to copy (the first item on the list). Click Next.



5. Select which attendance codes to total into the summary. Click Next.



6. Select a date range for which to calculate attendance summaries. Click Next.



7. Click OK to continue. The attendance totals copied from the attendance spreadsheet fill the column.

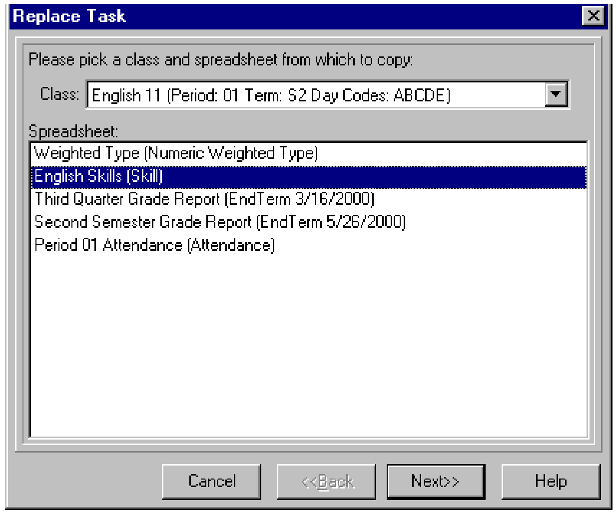
You could use the Copy Tasks command from the Tasks Menu to obtain similar results.

Entering Final Grades

1. Click the title of the appropriate EndTerm spreadsheet column to display a drop-down list.

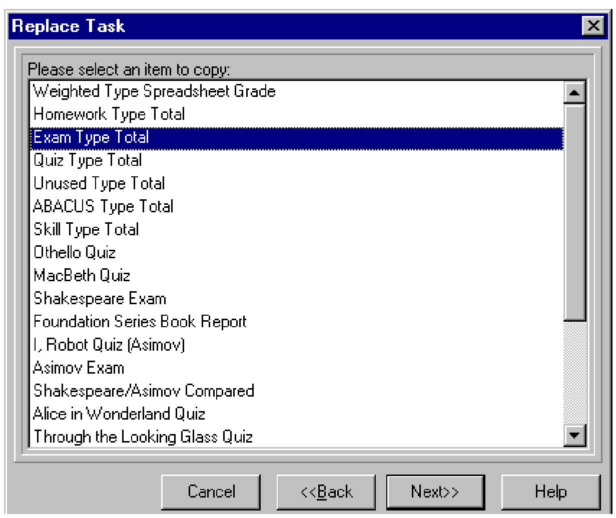
2. Select Replace Task from the drop-down menu.

3. Select the class and spreadsheet from which to copy scores and click Next.

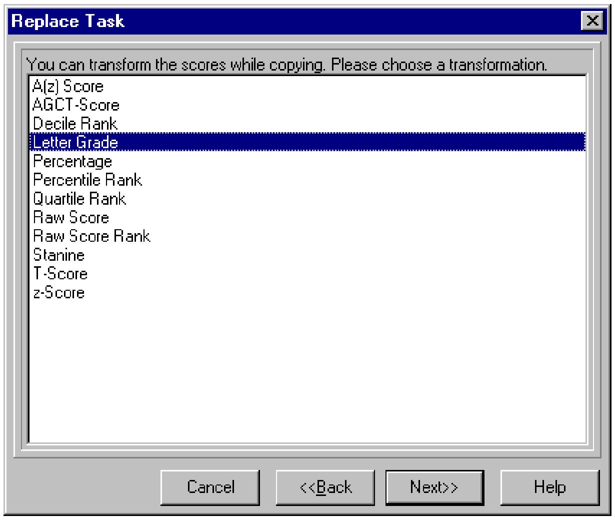


4. Specify the information to copy. The choices are:

- Summary grade—The students' overall grades in the spreadsheet.
- Type total—The students' performance over a specific task type.
- Task score—The students' performance on a specific task.



5. Indicate how the EndTerm spreadsheet should display the grades. It is important that the scores be displayed in a format expected by the administrative system. For example, does your school use letter grade or percentage.



6. Click OK to continue.
   The grades copied from the main spreadsheet fill the column. You can edit the copied data on a cell-by-cell basis if needed.

Working With the EndTerm Spreadsheet

Clearing A Column

Use this procedure when you need to clear an entire column. You cannot erase the student name and demographic columns.

1. Click the heading of the column to erase.
2. Select Fill Column from the drop-down list.
3. Do **not** enter a New Score.
4. Click Fill.
5. Click Yes to confirm that you want to replace the scores with blanks.

Sorting On a Column

Use this procedure to reorder the EndTerm spreadsheet for your own informational purposes. Sorting the spreadsheet does not affect the order in which student records are exported.

1. Click any column heading.
2. Select *Sort Students by Column* or *Sort Students*.

Printing the EndTerm Spreadsheet

To print the EndTerm spreadsheet, print the Spreadsheet report while the ETS is active in the class viewer.

You should print the ETS to verify the entries in the EndTerm spreadsheet before submitting data to the office.

If you are not electronically submitting data at the end of the reporting period, the data in this Spreadsheet report contains enough information to create report cards by hand.

Exporting Data

After creating and verifying the EndTerm spreadsheet, the next step is to send the information back to the office. However, you are not really sending the EndTerm spreadsheet or the EndTerm report. Rather, the EndTerm spreadsheet contains summarized information in an export file and that file is sent to the office.

Caution In a Windows environment, before you can export when using Novell and other servers, you must map the drive to which you want to export. To map drives in Windows, right-click on the My Computer icon and select *Map Network Drive*. Select a drive letter (e.g. X:\ ) from the Drive drop-down list. Enter the complete network drive name in the Path field (for example, \\myserver\sharedfolder). Select *Reconnect at Logon* so that you do not have to repeat this procedure every time you log on.

Requirements

To ensure a successful export, check the following for each class exported:

- Every student has the correct student number.

- Every class has a course and section number; some classes may require a Subject ID (check with your system administrator). Check the Advanced Fields on the ID tab, located under Classes in the Setup menu for this information.
- You have several blank, formatted disks if exporting using disks.

Exporting data

1. From the File menu, select Export from Gradebook.
2. Follow the prompts in the dialog boxes to save to the teacher folder corresponding to your teacher number.
3. Take the exported file from the specified location and deliver it to the main office.

Delivering the File

After creating the export file, deliver it to the school office. The school produces report cards by combining export files from all teachers in a school.

There are several ways to submit the export file. Your system administrator will tell you about the procedures at your school. The following are some common methods:

- Copy the export file to a specific directory on the network.
- Submit the export file on a disk.
- Send the export file using e-mail.

After sending the export file to the office, make another copy of the export file on a disk and archive it. As an additional safeguard, keep the export file on your hard disk until the report cards have been printed. It is not necessary to delete the file when you create an export file at the end of the next reporting period. Your hard disk automatically overwrites the export file.

Archiving Your Gradebooks

It is good practice to archive your gradebooks at the end of a reporting period.

Preparing Gradebooks for Archiving

1. If you have used a password, remove the password from the gradebook. You may need the gradebook for future reference and may not remember the password. Or, other school personnel may need access to your files. See “Using Passwords” on page 42.

2. Lock the scores on the spreadsheets. This prevents the scores from being accidentally modified or deleted. See “Locking and Unlocking Scores” on page 44.

3. Optionally, use your operating system to change the file properties to “read only”, to prevent accidental changes to the file.

Printing Archive Reports

Along with archiving the class files electronically, it is equally important that you retain archives in paper form. This provides an additional safeguard in case the electronic backups fail.

The two reports essential for archiving are the Spreadsheet Report and the Student Progress Reports. Together, they show all information for a class file.

Remember to print these reports for each spreadsheet that you use. See “Spreadsheet” on page 128 and “Student Progress” on page 131.

Backing up the Gradebook

After removing the passwords, save your gradebook file on a blank, formatted disk. Leave the original file on the hard disk.

You should also retain the installation disks for the product. Future versions of the software can always read the files from the version immediately previous, but there is no guarantee that they will be able to read class files that are several versions back.

In Windows, the gradebook files have a “GBF” ending. The Macintosh uses a unique icon to indicate the gradebook files. By default, the product stores the gradebook files in the same directory as the InteGrade Pro files.

For instructions on copying files, see the user manual that came with your computer.

Store all backups, along with a set of the InteGrade Pro installation disks and the archive reports, in a safe place for future reference.

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