

Chapter 5: The Gradebook Modules

The Music Library offers gradebook modules in 6-, 9- and 13-week sessions. You can use the gradebook to record grading criteria, student information, grades, and attendance. (You can also use the Attendance module for attendance records only. See *Chapter 6* for more information).

You can create up to six different gradebooks using the gradebook module. The 6- and 9-week gradebooks also allow you to export grades from one marking period into the next one, so that you can track cumulative grades.

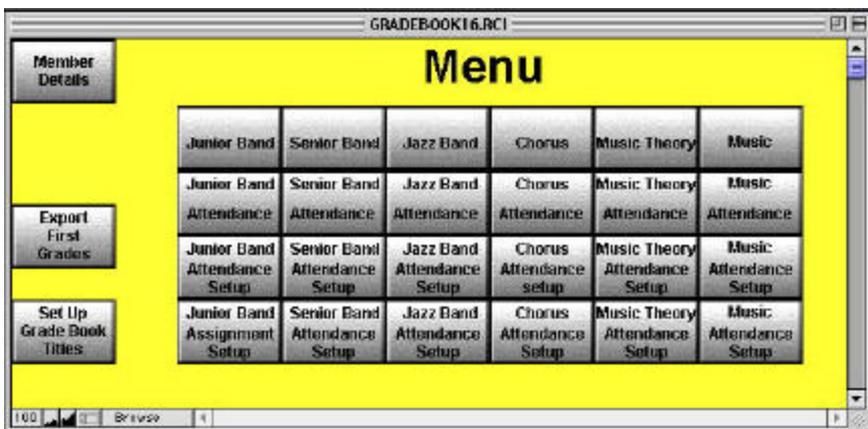
TIP: If you need to create more than six gradebooks, you can copy the gradebook program (See *Chapter 3, Working with Database Files*) and create additional gradebooks. You will not be able to open both gradebook programs at the same time, however.

Setting Up a Gradebook

NOTE: The 6- and 9-week gradebooks use a separate database for each marking period. The marking periods are differentiated using numbers. For example, “Gradebook26” is the gradebook for the second 6-week marking period. Be sure that you are using the first marking period database when you set up your gradebooks.

To set up titles for your gradebooks:

1. Open the desired gradebook module. A menu window will appear.



2. Click on the Set Up Gradebook Titles button.
3. Enter titles for up to six different gradebooks in the fields provided. (For example, in the diagram, the gradebooks are labeled Junior Band, Senior Band, Jazz Band, Chorus, Music Theory and Music.)
4. Click on the Return button to go back to the main menu.

To set up class dates:

The gradebook module lets you specify what dates your classes will meet. This data is used to determine assignments and attendance data automatically.

1. From the menu window, find the column for the gradebook you want to define and click on the Attendance Setup button in that column.
2. Enter the class meeting days in the “Select Attendance Schedule” field. For example, if your class meets on Tuesdays and Thursdays, select “TTh.”
3. Enter the total number of class days in the “# of Days” field.

4. Click on the Fill Dates button. Your class dates will be filled in automatically at the bottom of the window.
5. Click on the Menu button to return to the menu window.

To set up attendance data:

1. From the menu window, find the column for the gradebook you want to define and click on the Attendance Setup button in that column.
2. The top section of the Attendance Setup window lets you define symbols to denote different types of absences or tardies in your gradebook. The first four fields—Absent, Excused Absence, Unexcused Absence and Tardy—are required fields, but you can change the symbols used to define them. The rest of the fields are editable to let you add custom values such as Field Trip, Suspension or Religious Holiday.
3. In the “Number of Tardies = 1 Absence” field, enter how many tardies should count as one absence. If you don’t want accumulated tardies to count as absences, enter 0 or leave this field blank.
4. If you haven’t set up your class dates, do so at the bottom of the window following the instructions above.
5. Click on the Menu button to return to the menu window.

To set up assignments:

1. From the menu window, find the column for the gradebook you want to define and click on the Assignment Setup button in that column.
2. You will see the class dates that you defined (see “To set up class dates” earlier in this section). Enter your assignments next to the appropriate class dates.

3. In the Possible field, enter the total number of points possible for the assignment. The gradebook module uses this information to calculate grades.
4. Click on the Menu button to return to the menu window.

To set up grading criteria:

1. Open the gradebook you want to define from the top row of the menu window.
2. Click on the Set up Grading Criteria button.

GRADEBOOK16.RCI

MENU Member Details Attendance 1 Gradebook 1

Grading Setup 1

First Period Grading Report

Enter the values for Percentage of grade, as a percent (0.XXX), Maximum possible, and a Category title, then enter the grading criteria as a percent (0.XXX) and the failing grade. If you don't use pluses (+) and minuses (-) leave them blank

Report by name or id: Name ID Name & ID

Use Attendance or Assignments as category 1: Attendance Assignments

Use Attendance as category 2: Yes No If yes, Category name and Maximum possible calculated automatically

Use Assignments as category 2: Yes No If yes, Category name and Maximum possible calculated automatically

| | | | | | | | | | |
|----------------------|--------|--------|-------|-------|--|--|--|--|--|
| Percentage of grade: | 25.0% | 35.0% | 35.0% | 30.0% | | | | | |
| Maximum possible: | 100 | 662 | 125 | 100 | | | | | |
| Category name: | Attend | Assign | PERF | mus | | | | | |

Grading Criteria

- A+ Level: 95.0%
- A Level: 90.0%
- A- Level: 87.5%
- B+ Level: 85.0%
- B Level: 80.0%
- B- Level: 77.5%
- C+ Level: 75.0%
- C Level: 72.5%
- C- Level: 67.5%
- D+ Level: 62.5%
- D Level: 60.0%
- D- Level: 57.5%

Failing Grade: F

3. Select whether to set up grade reports by student name or ID number.
4. In the next three fields, select what categories to use as the first two fields.

5. In the table, enter the categories of grading criteria (attendance and assignment will appear automatically). You can add your own categories such as Performance or Class Participation as desired.
6. Enter the maximum possible points for each category. This is calculated automatically for the Attendance and Assignments categories.
7. Enter the percentage of the total grade each category represents in decimal form (i.e. enter 60% as “.6”). Be sure these percentages add up to 100%.
8. Set up your grading criteria by entering the minimum numeric grade required for each letter grade. If you do not use pluses (+), leave those fields blank. Enter number grades in decimal form.

To enter student data:

1. From the menu or gradebook window, click on the Member Details button.
2. Click on the New Record button to create a new student record.
3. Enter the student’s data in the fields provided. In the “Grade Book #” field, enter the gradebook in which the student should appear (as counted from left to right in the menu window.)
4. Click on the Menu button to return to the main menu window.
The student will appear automatically in the selected gradebook.

NOTE: If a student should appear in more than one gradebook, you must create a separate member record for each gradebook.

Entering Grade and Attendance Data

Once you have set up your gradebook, entering data is simple. All of your grading and attendance information will be entered in the Attendance windows. The 9- and 13-week gradebooks offer two Attendance pages to fit all of your class days.

To enter grades and attendance records:

1. From the menu window, click on the desired Attendance window under the appropriate gradebook.
2. Enter attendance symbols, as defined in the Attendance Setup window, next to the student names.
3. Enter grades for each class day next to “Daily Assignments.”
4. The gradebook module automatically calculates total absences and tardies, number of points out of total, and average grades.

Viewing and Printing Grade Reports

The main gradebook buttons across the top of the Menu window display grade reports for classes and individuals, and allow you to print these reports.

To view class grades:

1. Click on one of the six main gradebook buttons in the top row of the menu window.
2. You will see a list view of student grades.

To view individual grades:

1. Follow the instructions for viewing class grades above.
2. Do a search to display just the individual you want to view. (See *Chapter 3, Working with Records*)
3. Click on the View Ind Grades Concise or View Ind Grades Complete button at the top of the window. The complete grade report includes a list of daily assignments. To view this list, click on the bottom page of the notebook icon on the top left side of the window.
4. Click on the Continue button on the left side of the window to return to the class grades.

To print class grades:

1. Follow the instructions for viewing class grades above.
2. Click on the Set up Report Title button to create a title for your report.
3. Enter your title and then click on the Return button.
4. Click on the Print Class Grades button at the top of the class grades window.
5. Select the desired print options in the Print dialog box.
6. Click on OK.

To print individual grades:

1. Follow the instructions for viewing class grades above.
5. Do a search to display just the individual you want to view. (See *Chapter 3, Working with Records*)
2. Click on the Print Individual Grades button at the top of the window.
3. Select the desired print options in the Print dialog box.
4. Click on OK.

Importing and Exporting Grade Data

When it is time to start a new gradebook for a new grading period, you can import your previous gradebook into the new database. You can also export grading data for use in other programs.

To import data into a new gradebook:

1. Open up the new gradebook module.
2. Click on the Import Grades button.

3. Find and select the gradebook you want to import.
4. Click on Open.

To export data from a gradebook:

1. Open the gradebook that contains the data you want to export.
2. Click on the Export Grades button.
3. The data will export to a file called “QtrN” where N is the marking period number. The file will be saved in the Gradebook folder.

Chapter 6: The Attendance Module

If you want to record attendance without recording grades, you can use the stand-alone attendance module. This is simpler to use than the gradebook module and provides full attendance functionality. You can create up to six different attendance records using this module.

TIP: If you need to create more than six attendance records, you can copy the attendance program (See *Chapter 3, Working with Database Files*) and create additional files. You will not be able to open both attendance programs at the same time, however.

Setting Up Attendance Records

To set up attendance record titles:

1. Open the attendance module. A menu window will appear.
2. Click on the Set Up Gradebook Titles button.
3. Enter titles for up to six different attendance records in the fields provided.
4. Click on the Return button to go back to the main menu.

To set up class dates:

The Attendance module lets you create a calendar of class days.

1. From the menu window, find the column for the attendance record you want to define and click on the Attendance Setup button in that column.
2. Enter the class meeting days in the “Select Attendance Schedule” field. For example, if your class meets on Tuesdays and Thursdays, select “TTh.”
3. Enter the total number of class days in the “# of Days” field.

4. Click on the Fill Dates button. Your class dates will be filled in automatically at the bottom of the window.
5. Click on the Menu button to return to the menu window.

To set up attendance data:

1. From the menu window, find the column for the attendance record you want to define and click on the Attendance Setup button in that column.
2. The top section of the Attendance Setup window lets you define symbols to denote different types of absences or tardies. The first four fields—Absent, Excused Absence, Unexcused Absence and Tardy—are required fields, but you can change the symbols used to define them. The rest of the fields are editable to let you add custom values such as Field Trip, Suspension or Religious Holiday.
3. In the “Number of Tardies = 1 Absence” field, enter how many tardies should count as one absence. If you don’t want accumulated tardies to count as absences, enter 0 or leave this field blank.
4. If you haven’t set up your class dates, do so at the bottom of the window following the instructions above.
5. Click on the Menu button to return to the menu window.

To enter student data:

1. From the menu or attendance window, click on the Member Details button.
2. Click on the New Record button to create a new student record.
3. Enter the student’s data in the fields provided. In the “Grade Book #” field, enter the attendance record in which the student should appear (as counted from left to right in the menu window.)

4. Click on the Menu button to return to the main menu window.
The student will appear automatically in the selected attendance record.

NOTE: If a student should appear in more than one gradebook, you must create a separate member record for each gradebook.

Entering Attendance Data

Once you have set up your attendance module, entering data is simple. All of your information will be entered in the Attendance windows. There are two Attendance pages to fit all of your class days.

To enter attendance records:

1. From the menu window, click on the desired attendance record.
2. Enter attendance symbols, as defined in the Attendance Setup window, next to the student names.
3. The attendance module automatically calculates total absences and tardies.

Viewing and Printing Attendance Reports

To view class attendance:

1. Click on the desired attendance record in the menu window.
2. You will see a list view of student records.

To view individual attendance:

1. Follow the instructions for viewing class attendance above.
2. Do a search to display only the individual you want to view. (See *Chapter 3, Working with Records.*)
3. Click on the View Ind Attendance button at the top of the window.

4. Click on the Continue button on the left side of the window to return to the class grades.

To print class attendance reports:

1. Follow the instructions for viewing class attendance above.
2. Click on the Print Class Grades button at the top of the class grades window.
3. Select the desired print options in the Print dialog box.
4. Click on OK.

To print individual attendance reports:

1. Follow the instructions for viewing class attendance above.
2. Do a search to display only the individual you want to view. (See *Chapter 3, Working with Records.*)
3. Click on the Print Individual Grades button at the top of the window.
4. Select the desired print options in the Print dialog box.
5. Click on OK.