

A2Z Gradebook V6 User's Guide

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Welcome to the A2Z Gradebook User's Guide

Welcome to the A2Z Gradebook User's Guide. The information in this user's guide applies to A2Z Gradebook V6. When the information applies to only a specific edition of the program it will be noted.

Copyright Notice

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Information in this User's Guide is subject to change without notice. The names used in the sample data are fictitious. This document may be reproduced, printed, copied, or transmitted electronically for the purpose of creating a User's Guide for A2Z Gradebook users. Other uses of this copyrighted material are prohibited without the express permission of A2ZWare.

A2Z Gradebook License Agreement

Please refer to the license in the A2Z Gradebook Help File for information about A2Z Gradebook V6 licenses.

A2Z Gradebook Editions

Four editions of A2Z Gradebook are available. Choose the edition which meets your needs best. To download a different edition of A2Z Gradebook, visit the A2ZWare web site at www.a2zwaresolutions.com.

Table 1 - A2Z Gradebook Editions

Feature	A2Z Gradebook	A2Z Gradebook +Plus	A2Z Gradebook Network Single-User	A2Z Gradebook Network Multi-User
Weighted grades	X	X	X	X
Supports multiple classes	X	X	X	X
Automatically assign grades according to a scale	X	X	X	X
Drop scores	X	X	X	X
Enter numeric or non-numeric scores	X	X	X	X
Mark scores with custom comments	X	X	X	X
Retain student information from year to year	X	X	X	X
Record student notes	X	X	X	X
View student scores and averages graphically	X	X	X	X
Many different reports	X	X	X	X

Feature	A2Z Gradebook	A2Z Gradebook +Plus	A2Z Gradebook Network Single-User	A2Z Gradebook Network Multi- User
Customize reports		X	X	X
Record attendance		X	X	X
Record conduct		X	X	X
Record subcategory marks for each class		X	X	X
Password protection			X	X
Access your data from any computer on your network.			X	X
Supports multiple users for integrated, school wide access and reporting				X
Supports multiple access levels				X
Import students from A2Z Gradebook V5	X	X	X	X
Import students from a spreadsheet program	X	X	X	X
Import assignments and scores from a spreadsheet program	X	X	X	X
Import classes from A2Z Gradebook V5				
Free email support	X	X	X	X

Getting Started With A2Z Gradebook

Information for Network Users

The first time you run A2Z Gradebook Network Single User or A2Z Gradebook Network Multi User, you will need to tell the program where the database server is located. The information in this section applies to network editions of A2Z Gradebook only.

Server Information

If you are using a Network edition of A2Z Gradebook, you will have to tell the program where your database server is located. This is done through the Server Information Dialog. (See Figure 1)

This dialog prompts you for information about where the database server is running. Enter the name or IP address of the computer where you installed the server in the Server Name box. If the database server is installed on a web server, you can enter the web address here. Leave the Port ID as is unless instructed to change it by your system administrator.

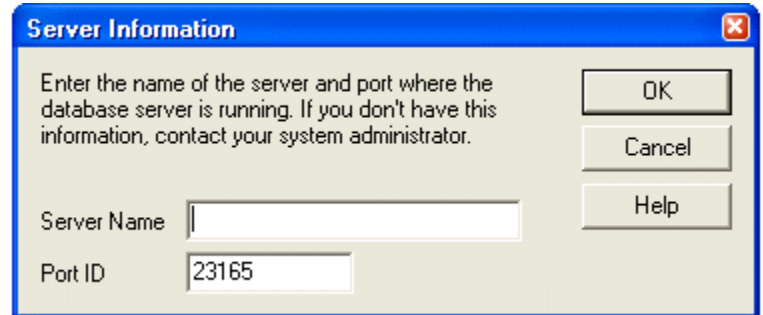


Figure 1- Server Information Dialog

You can enter LOCALHOST as the Server Name if the database server is running on the same computer as the application.

If you don't know what to enter on this dialog, contact your system administrator.

The Server Information Dialog is also displayed when A2Z Gradebook receives an error trying to locate the host machine.

Login

After you specify the server location, you can log in. This is done through the Enter Password dialog. (See Figure 2.) Enter your *User ID* (account name) and *password*.

The first time you log in, you can use the User ID **PUBLIC** with no password.

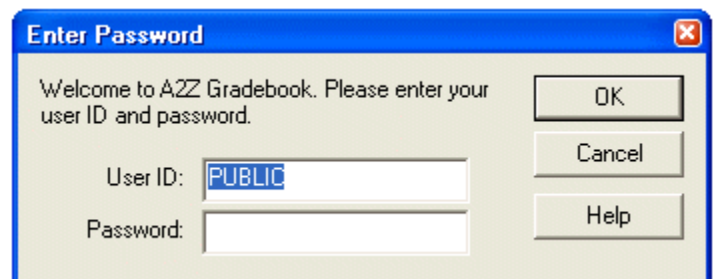


Figure 2 - Enter Password Dialog

Change Password

If you log in to A2Z Gradebook with an account without a password or with a password which is less than eight characters, A2Z Gradebook will prompt you to change your password before continuing. This is done through the Change Password dialog. (See Figure 3.)

This feature is only available in network editions of A2Z Gradebook which use the Codebase Database Server.

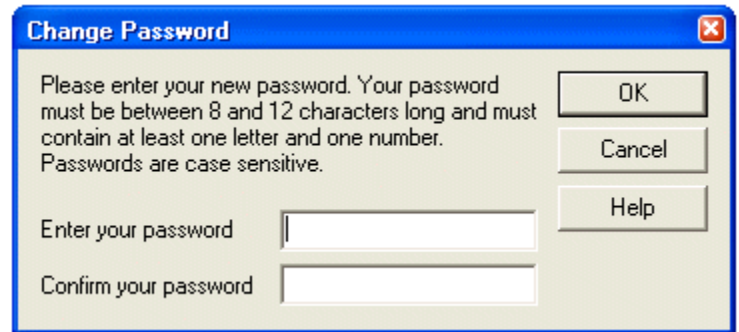


Figure 3 - Change Password Dialog

Navigating the Views in A2Z Gradebook

The View Bar

The View Bar (Figure 4) lets you change modes quickly. The View Bar shown below is the bar for the +Plus and Network editions. The View Bar for the standard edition does not include the **Attendance** or **Conduct** buttons.



Figure 4 -View Bar

Gradebook – In the Gradebook View you can enter scores and grades. You can also access the Gradebook Student View and the Subcategory View from here. Use the Gradebook View Bar (Figure 5) to switch between the gradebook views. The Gradebook View Bar for the Standard Edition does not include the *Subcategories* button.

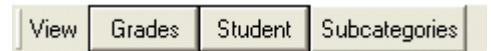


Figure 5 - Gradebook View Bar

Attendance – In the Attendance Date View and Attendance Student View you can record and view student attendance. Use the Attendance View Bar to switch between these two views.

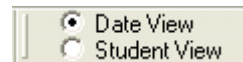


Figure 6 - Attendance View Bar

Conduct – In the Conduct View you can enter student conduct marks.

Students – In the Student View you can add students and manage student information.

Notes – In the Notes View you can enter student notes.

Reports – In the Reports View you can create and print reports. You can also send your reports to HTML or RTF files.

Graph – In the Graph View you can view and print a graphical representation of student scores.

Configure – In the Configure View you can set up users, years, terms, and attendance periods.

Selecting the Data

In A2Z Gradebook, you must select the data you want to display and manipulate by means of a group of toolbars. Some toolbars are not available in all views.

Assignment Bar

The assignment bar is located near the top of the screen in Gradebook View (page 17). It shows the currently selected assignment.



Figure 7 - Assignment Bar

It shows the assignment name, maximum points, and assignment date (if any). You can select a different assignment as the current assignment from the drop down box or by clicking in the appropriate column in the grid. If no assignment is currently selected, the name, points, and date are blank.

Class Bar

The class bar is located near the top of the screen in Gradebook View (page 17). It shows the currently selected class and class number. You can select a different class as the current class from either of the drop down boxes.



Figure 8 - Class Bar

Conduct Bar

The conduct bar is located near the top of the screen in Conduct View (page 35). It shows the currently selected conduct group and group number. You can select a different group the current group from either of the drop down boxes



Figure 9 - Conduct Bar

Date Bar

This bar is located near the top of the screen in Attendance Date View (page 32). It indicates the date for which attendance data is currently being displayed. To see attendance data for a different date, click in the text box. This will display a calendar. You can select a different date from that calendar.

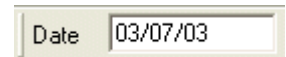


Figure 10 - Date Bar

Graph Bar

The graph bar is located near the top of the screen in Graph View (page 40). It shows the currently graph options. You can select to view student score averages or cumulative averages.

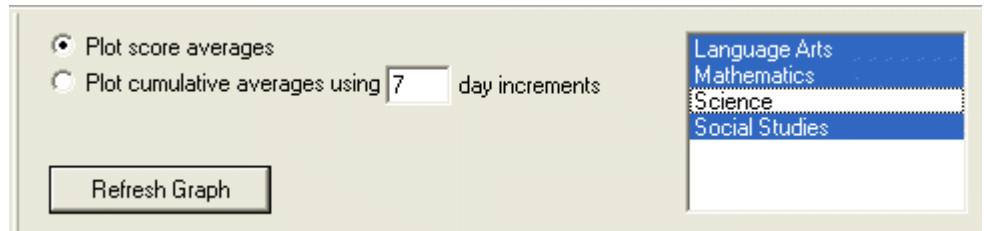


Figure 11 - Graph Bar

If you select cumulative averages, you can enter the increment interval in the text box. You can select the classes for the graph from the list on the right. When you have finished selecting the options, select the Refresh Graph button to view the graph.

Keyword Bar

The keyword bar is located near the top of the screen in Gradebook View (page 17), Gradebook Student View (page 17), Subcategory View (page 29), Conduct View (page 35), Student View (page 14), Attendance Student View (page 32), Attendance Date View (page 32), Notes View (page 38), and Graph View (page 40).

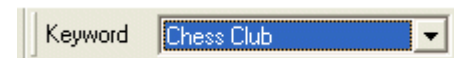


Figure 12 - Keyword Bar

It shows the currently selected keyword. You can select a keyword from the drop down box. The student list in the student bar and the grid displays in the view are filtered by this keyword. You can also select <All Keywords> from the drop down box to remove the filter. You can add new keywords in Student View (page 14).

Level Bar

The level bar is located near the top of the screen in Gradebook View (page 17), Gradebook Student View (page 17), Subcategory View (page 29), Conduct View (page 35), Student View (page 14), Attendance Student View (page 32), Attendance Date View (page 32), Notes View (page 38), and Graph View (page 40).



Figure 13 - Level Bar

It shows the currently selected level. You can select a level from the drop down box. The student list in the student bar and the grid displays in the view are filtered by this level. You can also select <All Levels> from the drop down box to remove the filter. You can add new levels in Student View (page 14).

Student Bar

The student bar is located near the top of the screen in Gradebook Student View (page 17), Attendance Student View (page 32), Notes View (page 38), and Graph View (page 40). It shows the currently selected student.

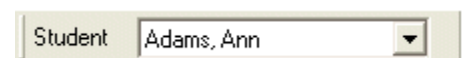


Figure 14 - Student Bar

You can select a student from the drop down box. You can use the Level Bar (Figure 13) and the Keyword Bar (Figure 12) to filter the students in the list.

Term Bar

The term bar is located near the top of the screen in Gradebook View (page 17), Gradebook Student View (page 17), Subcategory View (page 29), Conduct View (page 35), Attendance Student View (page 32), Attendance Date View (page 32), Notes View (page 38), and Graph View (page 40).



Figure 15 - Term Bar

It shows the currently selected term. You can select a term from the drop down box. You can add new terms in Configuration View.

Year Bar

The year bar is located near the top of the screen in Gradebook View (page 17), Gradebook Student View (page 17), Subcategory View (page 29), Conduct View (page 35), Attendance Student View (page 32), Attendance Date View (page 32), Notes View (page 38), and Graph View (page 40).



Figure 16 - Year Bar

You can select a year from the drop down box. You can add a new year in Configuration View (page 10).

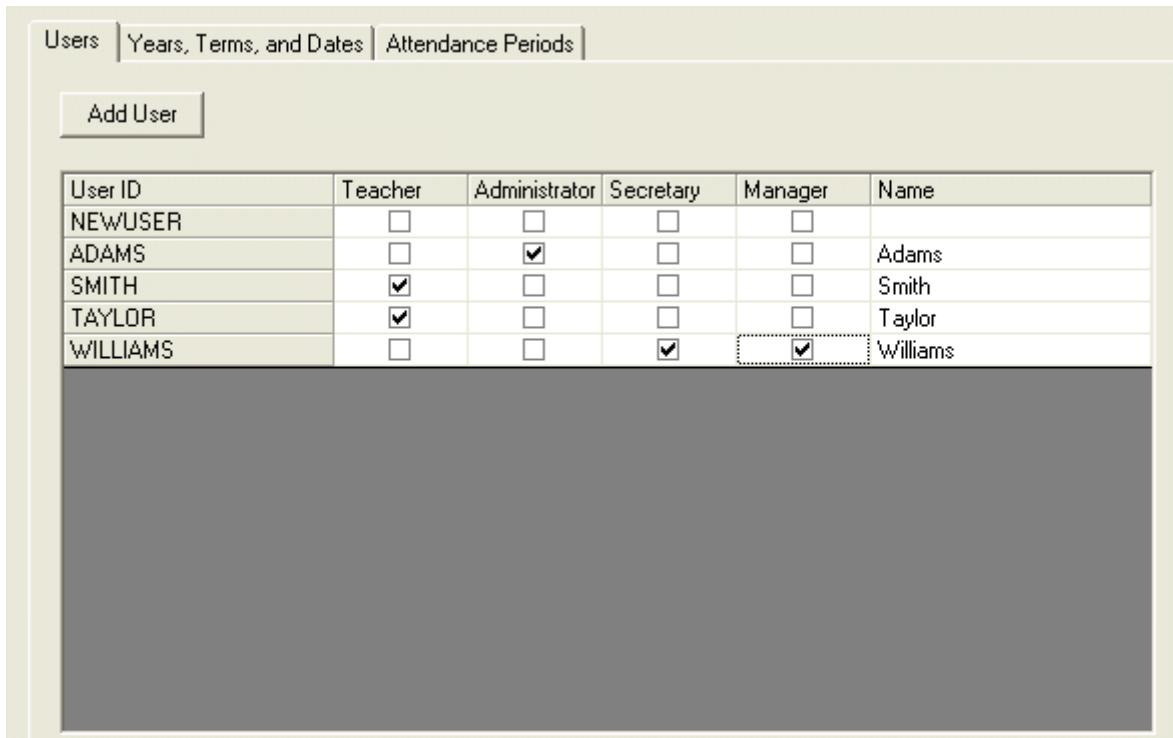
Configure A2Z Gradebook

The functions described in this section can be accessed by selecting the **Configure** button on the View Bar (page 6).

Setting Up User Accounts

If you are using the Multi User edition of A2Z Gradebook, you must set up a separate account for each person who will be using the program. Select the **Users** tab (Figure 17) in Configure View to access this feature.

To protect the data, A2Z Gradebook uses four access levels. Each user can be assigned one or more access levels. If a user has multiple access levels, he must choose which access level to use when he logs in.



User ID	Teacher	Administrator	Secretary	Manager	Name
NEWUSER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADAMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adams
SMITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smith
TAYLOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taylor
WILLIAMS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Williams

Figure 17 - Setting Up User Accounts

To add a new user, click on the **Add User** button. You will be prompted to enter a name for the user account.

To assign a user to an access level, click in the appropriate check box. The levels are

1. **Administrator** – has read only access to all data, can enter student notes, can print reports, and can manage accounts

2. **Teacher** – can enter scores, grades, and conduct, has read only access to attendance, can enter student notes, and can print reports
3. **Secretary** – can enter attendance data, can manage student information, and can manage accounts
4. **Manager** – can manage accounts and perform some setup functions, but cannot access student data
5. **No Access** – (none of the boxes are checked) cannot access the program at all unless there is not an administrator, secretary, or manager account.

Note that if you only have Teacher accounts, the No Access level can still access the configuration section of the program.

There is also a column on the grid where you can enter names for the users. These names will appear on some reports. Account names do not appear on reports.

Setting Up the Current Year and Terms

You must set the current year and the dates for the terms. Select the **Years, Terms, and Dates** tab (Figure 18). From there you can set the current year and enter the dates for the terms. A2Z Gradebook generally works best when you set the dates for all the terms in the current year at once.

First you must have a year selected. You can select a year from the **Current Year** drop down box. To add a new year, click on the **Add Year** button.

Users	Years, Terms, and Dates	Attendance Periods
Current Year: 2003 [Add Year] [Delete Year]		
	1	09/01/03 to 12/19/03
	2	01/05/04 to 05/21/04

[Add Term] [Set Dates] [Change Term Name]

Figure 18 - Setting Up the Current Year and Terms

Next, add your terms if necessary. To add a term, click on the **Add Term** button. You will see the term in the list.

Finally, set the dates for each term. Click on the term's row in the list. Then select the **Set Dates** button. The Dates Dialog (Figure 19) will be displayed so you can select the date range for the term.

First select the beginning date for the term. Use the button on the right side of the date box to view a calendar. Click on a date on the calendar to select the date. Repeat for the end date.

Next, select the days of the week for the term. Use the checkboxes to indicate which days classes are usually held.

When you are finished, select the **OK** button.

Set the dates for each term. If one or more of the terms won't be used in the current year, just don't set any dates for that term.

A2Z Gradebook generally works best when you set the dates for all the terms in the current year at once.

You cannot use the other functions of the program until the year and terms are set up.

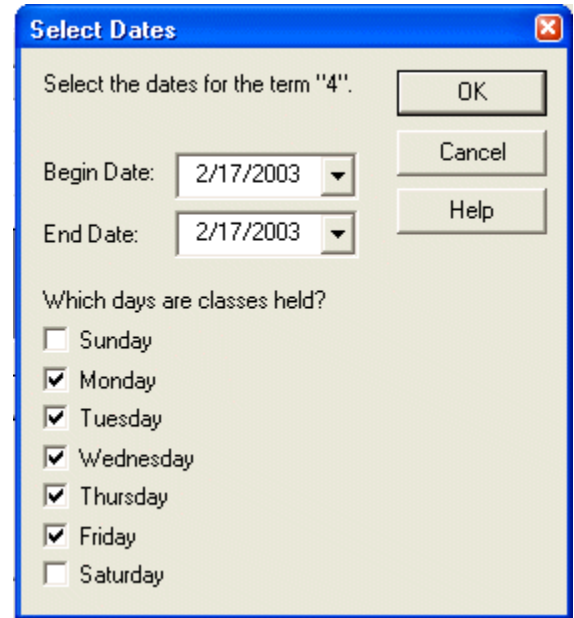


Figure 19 - Select Dates Dialog

Setting Up Attendance Periods

If you are using A2Z Gradebook +Plus, A2Z Gradebook Network Single User, or A2Z Gradebook Multi User, you can also set up attendance periods.

You can have as many or as few attendance periods in a day as you like. A student can be marked absent or tardy for one attendance period or several periods. You can also enter separate excuses for each period.

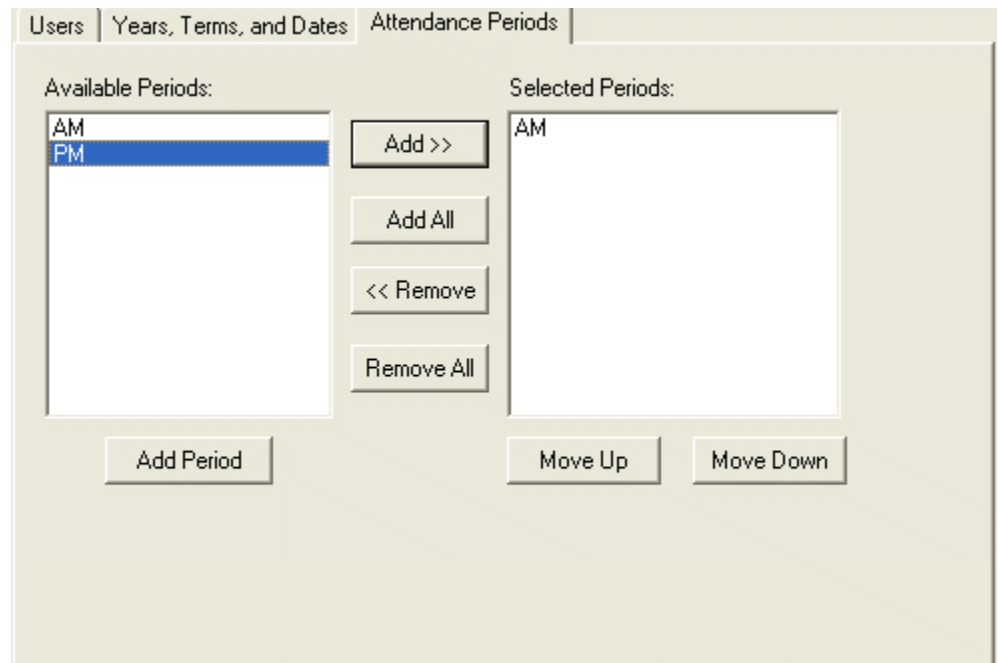


Figure 20 - Setting Up Attendance Periods

To set up your attendance periods, select the **Periods** tab (Figure 20).

First, if necessary, add the periods to the list on the left by selecting the **Add Period** button. When prompted, enter a name for the new period.

Next, select the periods for the current year using the **Add >>** and **Add All** buttons. If you accidentally add a period you don't want, use the << **Remove** or **Remove All** buttons.

To change the order of the selected periods, use the **Move Up** and **Move Down** buttons. The first period should be at the top of the list and the last period at the bottom.

Students

Student information is managed from the Student View. You can access this view by clicking on the **Students** button on the View Bar (page 6).

The student's first and last names are shown in the first two columns. You can edit these by clicking in the appropriate cell and typing. The third column is the student ID. You cannot change this.

The fourth column is the student level. To change this, click in the cell. A small button will appear on the right side of the cell. Click on it. This will display a list of levels so you can select one. You can add a level from the **Levels** menu.

Last Name	First Name	ID	Level	Keywords
Adams	Annie	1043	1	Soccer, Softball
Bander	Benny	1044	2	
Callet	Cindy	1045	1	
Denner	Dennis	1046	2	
Endre	Ernie	1047	2	Soccer
Fanzonli	Fred	1048	1	
Grand	Greta	1049	1	Softball
Handen	Harry	1050	2	
Innes	Ingred	1051	1	Softball
Jackson	Jean	1052	1	Soccer
Kendel	Kenny	1053	2	
Landenski	Laura	1054	1	
Miller	Mike	1055	2	Soccer, Softball
Nagori	Nikki	1056	1	Softball
Ostrite	Oscar	1057	2	

Figure 21- Student View

The last column shows any keywords for this student. To add a keyword, click in the cell. A small button will appear on the right side of the cell. Click on it. This will display a list of keywords so you can select one. You can add a level from the **Keywords** menu. To remove a keyword for a student, select **Edit** from the **Students** menu.

Adding Students to the Database

The purpose of A2Z Gradebook is to record and manipulate student data. So you must add some students to the database before you use most of the other features of the program.

Importing Students from a spreadsheet

You can import students from a spreadsheet program such as Microsoft Excel or Microsoft Works Spreadsheet. A2Z Gradebook expects the data to be in the format shown below.

Table 2 - Format for Importing Students from a Spreadsheet

Adams	Annie	1043	1
Bander	Benny	1044	2
Callet	Cindy	1045	1
Denner	Dennis	1045	2
Endre	Ernie	1047	2
Fanzonli	Fred	1048	1
Grand	Greta	1049	1
Handen	Harry	1050	2
Innes	Ingred	1051	1
Jackson	Jean	1052	1
Kendel	Kenny	1053	2
Lanenski	Laura		
Miller	Mike		2
Nagori	Nikki		1
Ostrite	Oscar		2

The first column is the student's last name. The second column is the student's first name. The third column is the student ID. Leave it blank if you want A2Z Gradebook to assign IDs. The fourth column is the student level. It is optional.

After entering the students into your spreadsheet program, save the file as a comma delimited file or as a tab delimited file. Most spreadsheet programs can export data into one of these formats. Then you can import the data into A2Z Gradebook by selecting **Import>Tab Delimited File** or **Import>Comma Delimited File** from the **Students** menu.

Importing Students from an older version of A2Z Gradebook

If you have upgraded from an older version of A2Z Gradebook, you might want to import students from your old file(s) into your new database. To do this, select the **Students** menu and then **Import>A2Z Gradebook V5 File**.

If there are Student ID conflicts when adding students, A2Z Gradebook will assign a new student ID.

Adding Students Manually

You can also add students to the program manually. Select the **Students** menu and then **Add**. The Student Dialog (Figure 22) will be displayed.

This dialog lets you add students and edit student information.

1. To add a student, enter the student's last name and first name.
2. Enter a unique student ID for this student. (If you enter 0 for the student ID, a unique ID will automatically be generated.)
3. Select the student's level. (To add a level, select the **Add Level** button.)
4. Select any keywords, if applicable. (To add keywords, select the **Add Keyword** button.)

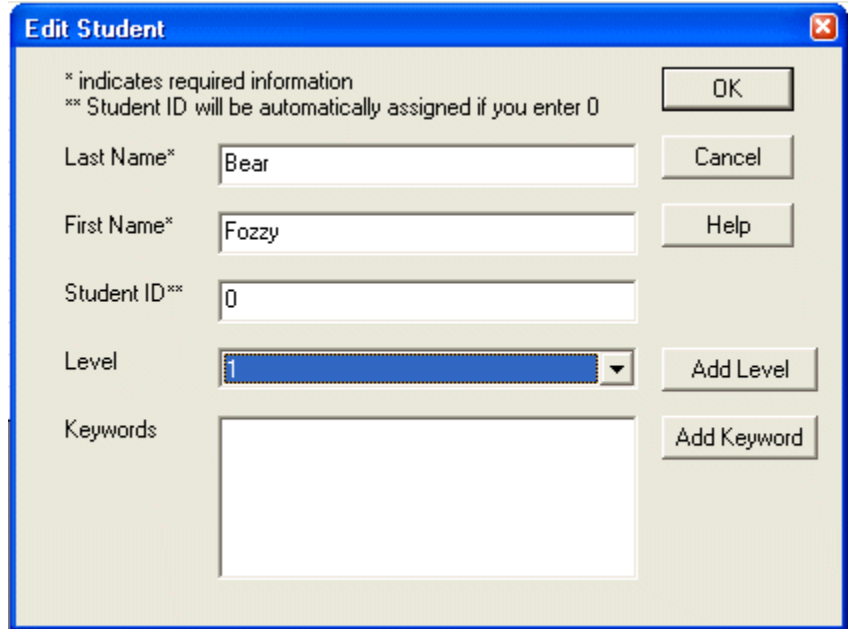


Figure 22 - Student Dialog

Editing Student Information

You can edit student information directly in the grid as described on page 14. You can also edit information for the student currently selected in the grid by selecting the **Students** menu and then **Edit**. This will display the Student Dialog (Figure 22) with the information for the currently selected student. You can change any of the information except the Student ID. When you are finished, select **OK** to save your changes.

Deleting Students

To delete a student from the database, first select the student the grid. Then select the **Students** menu and **Delete**. This deletes the student as well as all scores, conduct, attendance, etc associated with that student.

Gradebook Functions

The gradebook functions of the program can be accessed by selecting Gradebook from the View Bar (page 6).

Students				Daily Work			Test		
Name	ID	Average	Grade	Asn 1	Asn 2	Asn 4	Test 1	Test 2	Test 3
Adams, Annie	1043	94.80	A	99			46		46
Callet, Cindy	1045	90.31	A	95	87	99	36	99	36
Fanzonli, Fred	1048	96.36	A		77	95	56	95	56
Grand, Greta	1049	78.50	C	79	78				
Innes, Ingrid	1051	104.00	A				52		52
Jackson, Jean	1052	94.62	A	98	67	95	55	95	55
Landenski, Laura	1054	77.50	C	67	88				
Nagori, Nikki	1056	82.50	B	88	77				

Figure 23 - Gradebook View

This view is used to enter scores and calculate grades and averages. You can access this view by selecting Gradebook from the View bar and then selecting Grades from the Gradebook View Bar.

The first two columns are the student name and ID. When you click on a student name, a small button appears on the right side of the cell. (See *Adams, Annie* in the picture above). Click on that button to enter a note for the student. If you have entered a report note for any of the students, their names appear in blue.

The third and fourth columns are the average and grade. You can change a grade by typing in the appropriate cell. If you are using a scale for the class, the grade will be automatically updated every time the average changes.

The remaining columns are the assignments. To enter a score, just click in the appropriate cell in the grid and type the score. Scores which have been dropped are shown in blue. If a score has a comment, an icon is shown to indicate the comment.

You can also view data in the Gradebook Student View. It shows all of the grades and averages for the currently selected year and term for a single student. You cannot edit data in this view.

Classes			1		2		3		4		Avg	
Class	#	Instructor	Grade	Average	Grade	Average	Grade	Average	Grade	Average	Grade	Average
English	ENGLISH1	Taylor	B	89.00	B	88.00	A	90.00	A	94.80	A	90.45
Mathematics	MATH 1	Smith	B	88.00	C	78.00	A	98.00	B	89.00	B	88.25
History	HISTORY1	Smith	A	90.00	A	94.00	B	87.00	A	93.00	A	91.00
Spelling	SPELL1	Smith	A	97.00	B	86.00	B	86.00	B	85.00	B	88.50
Reading	READING1	Taylor	B	89.00	C	79.00	B	83.00	C	78.00	B	82.25

Figure 24 - Gradebook Student View

Classes

Gradebook data is organized into classes. Each class consists of a group of students. For each class you can enter assignments and subcategory marks. These are grouped into the terms you defined when configuring the program.

Adding a Class

Before you can begin entering scores, you must add classes. You can add as many classes to your gradebook as you need.

* indicates a required field

Class Name *

Class Number

Weights

Don't use weights

Use categories to assign weights

Give each assignment a weight

Click in the weight cell and type to change it.

Category	Weight
Term Averages	25.00
Quizzes	25.00
Tests	50.00
Daily Work	25.00

Select Scale

Class Roster

- Adams, Ann
- Bear, Bill
- Caagen, Cindy
- Davidson, Dennis
- Ernie, Edward
- Freund, Freddie
- Grandel, George
- Henderson, Helen
- Incles, Irene

Figure 25 - Class Dialog

First, select the **Classes** menu and then **Add New**. This displays the Class Dialog (Figure 25).

Use this dialog to add a class to your database or to edit an existing class. First, enter a class name. You can also enter a class number. Class numbers are useful for distinguishing classes if you have classes with the same names.

Next, select if you want to use weights. You can choose to use straight averages (no weights), use categories to weight the averages, or weigh each assignment individually. See Calculating Averages (page 23) for more information.

If you are using categories to assign weights, you must enter the category weights. Use the **Add Category** button to add categories if necessary. Then click on the weight for each category and type to change it. (These options are only available when “Use categories to assign weights” is selected.)

If you want grades to be automatically assigned according to a scale, select the Scale from the list box. To add a scale, select the **Add Scale** button. See page 22 for more information about adding scales.

Finally, select the students for this class. The students currently enrolled in this class are shown in the students list box. To add or delete students, select the **Edit Class Roster** button. For more information about class rosters, see page 21.

When you are finished, select **OK** to create your new class.

Adding or Editing a Class as an Administrator or Manager

The information in this section only applies to the Network Multi User edition of A2Z Gradebook. This dialog is only available when the current user is an administrator or manager. In this case, when editing or adding a class, an alternate Class Dialog (Figure 26) is displayed.

* indicates a required field

Class Name * Mathematics

Class Number MATH1

Instructor * SMITH

OK

Cancel

Help

Class Roster

Edit Class Roster

Adams, Ann

Bear, Bill

Caagen, Cindy

Davidson, Dennis

Ernie, Edward

Freund, Freddie

Grandel, George

Henderson, Helen

Incles, Irene

Report Order 1

Select Scale

Add scale

Figure 26 - Class Dialog for Administrators and Managers

First, enter a class name. You can also enter a class number. Class numbers are useful for distinguishing classes if you have classes with the same names.

You can change the teacher for the class by selecting the instructor’s name from the **Instructor** box.

If you want grades to be automatically assigned according to a scale, select the scale from the list box. To add a scale, select the **Add Scale** button. This will display the Scale dialog. Scales added by administrators and managers will be available to all users. See the Scales section (page 21) for more information about scales.

Finally, select the students for this class. The students currently enrolled in this class are shown in the Students list box. To add students, select the **Edit Class Roster** button. Managers and administrators cannot remove students from the class. This must be done by the instructor. For more information about class rosters, see page 21.

The report order indicates how this class will be listed on reports relative to other classes.

Editing Class Information

The information described above can be changed for existing classes by selecting the **Classes** menu and then **Edit**. This will display the Class Dialog (Figure 25) or the Class Dialog for Administrators and Managers (Figure 26) with the data for the current class. Note that if you make any changes to the weighing options, this will affect all terms.

Deleting Classes

The class which is currently displayed can be deleted by selecting the **Classes** menu and then **Delete**. All of the scores, grades, and subcategory marks for all terms of the class will be deleted.

Class Roster

The class roster is the list of students in a class. You can select students for a class via the Roster Dialog (Figure 27).

The students in the database are shown in the list on the left. The students in the class or group are shown on the list on the right.

To add a student, click on his name in the list on the left so it is highlighted. Then select the **Add>>** button. To add all of the students from the list on the left, select the **Add All** button.

To remove a student from the list on the right, select the **<<Remove** button. To remove all of the students from the list on the right, select the **Remove All** button.

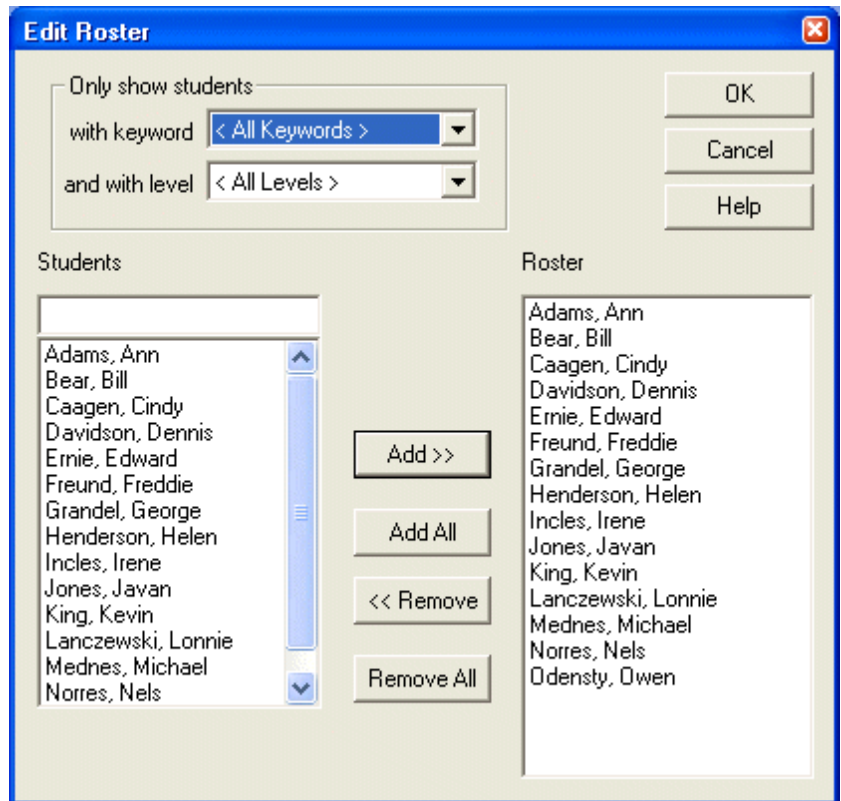


Figure 27 - Roster Dialog

To show only students from a single level in the list on the left, select the level from the **Level** box. To show only students with a particular keyword, select the keyword from the **Keyword** box. These can be used together to show only students from a level with that keyword.

Select **OK** when you are finished selecting the class roster.

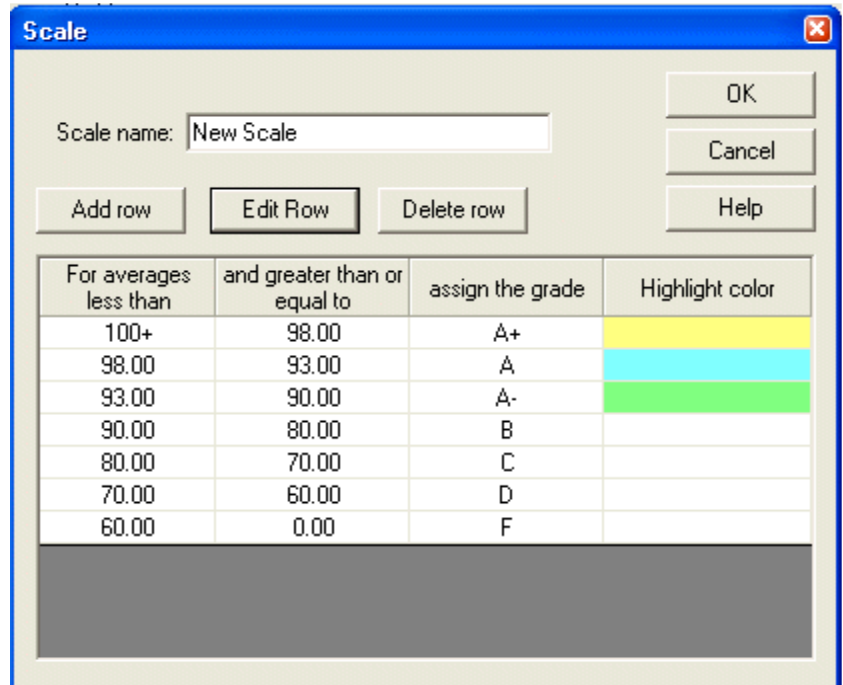
Grading Scales

Grading scales are used to automatically assign a grade based on a student's average. You can select a scale for a class from the Class Dialog (Figure 25) or the Class Dialog for Administrators and Managers (Figure 26), either when adding or editing a class.

Adding a Scale

You can add a scale to the database by selecting the Add Scale button in the Class Dialog (Figure 25) or the Class Dialog for Administrators and Managers (Figure 26). You can also add a scale by selecting the Classes menu and then Add Scale. The Scale Dialog (Figure 28) is displayed.

First enter the scale name. The rows in the grid represent levels in your scale, so you will have to add, delete, and/or edit rows to make the data reflect your scale.

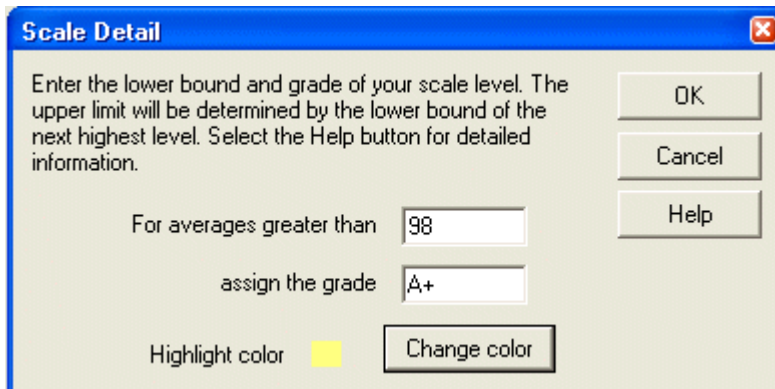


The Scale Dialog window has a title bar with a close button. Below the title bar is a text field for "Scale name:" containing "New Scale". To the right of this field are buttons for "OK", "Cancel", and "Help". Below the text field are three buttons: "Add row", "Edit Row", and "Delete row". Below these buttons is a table with four columns: "For averages less than", "and greater than or equal to", "assign the grade", and "Highlight color". The table contains seven rows of data.

For averages less than	and greater than or equal to	assign the grade	Highlight color
100+	98.00	A+	Yellow
98.00	93.00	A	Cyan
93.00	90.00	A-	Green
90.00	80.00	B	
80.00	70.00	C	
70.00	60.00	D	
60.00	0.00	F	

Figure 28 - Scale Dialog

To add a level to your scale, select the **Add Row** button. This displays the Scale Detail Dialog (Figure 29). Use this dialog to enter the data for the scale level. This dialog is also displayed when you change the data in a row by selecting **Edit Row**.



The Scale Detail Dialog window has a title bar with a close button. Below the title bar is a text area with instructions: "Enter the lower bound and grade of your scale level. The upper limit will be determined by the lower bound of the next highest level. Select the Help button for detailed information." To the right of this text are buttons for "OK", "Cancel", and "Help". Below the text are three input fields: "For averages greater than" with the value "98", "assign the grade" with the value "A+", and "Highlight color" with a yellow color swatch and a "Change color" button.

Figure 29 -Scale Detail Dialog

First, enter the lower end average for this scale level. (The upper end average will be determined by the other scale levels.) Next, enter the grade for this scale level.

You can also select a highlight color for this scale level. This color will be used to highlight student grades in this level on the data entry grid. To select a highlight color, click on the **Change Color** button. Select a color there and then select **OK**.

To remove a level from your scale, click on the row and then select the **Delete Row** button in the Scale Dialog (Figure 28).

Editing Scales

To edit the scale for the class which is currently displayed, select the **Classes** menu and then **Edit Scale**. This displays the Scale Dialog (Figure 28) with the current scale information. You can make any changes there. If other classes use this scale, the changes will affect those classes also.

Forcing Grade Recalculations

If you change the scale, you might need to tell the program to recalculate the grades with your new scale. To do this, select the **Classes** menu and then **Recalculate Grades**. This only updates the grades for the currently displayed class and term.

Calculating Averages

There are three methods for calculating averages.

Calculate Averages without Weights

If weights are not used, averages are calculated by dividing the student's earned points by the total points possible for the class:

$$\text{Average} = \text{Earned Points} / \text{Total Points}$$

Using Categories to Assign Weights

If categories are used to assign weights, the earned points for each category in a class are totaled, multiplied by the relative weight, and then combined to form the average:

$$\text{Average} = ((\text{Cat1 Earned Points} / \text{Cat1 Total Points}) \times \text{Cat1 Relative Weight})$$

$$+ ((\text{Cat2 Earned Points} / \text{Cat2 Total Points}) \times \text{Cat2 Relative Weight})$$

+ ... etc.

Category weights are relative when calculating averages, so if your weights are Cat1 – 30, Cat2 – 50, and Cat3 – 30, then Cat1 will account for 30/110 or 27.3% of the average if the average calculation includes assignments from all three categories. If the average calculation only includes assignments from Cat1 and Cat2, then Cat1 will account for 30/80 or 37.5% of the average.

Weighing by Assignments

If each assignment is weighted individually, the calculation is the same as for weighted categories, except the assignment earned points and total points are used instead of the category earned points and total points.

Assignments

Student scores are grouped by assignments. The number of points assigned to each assignment affects average calculations.

Adding Assignments

To add an assignment, select the **Assignments** menu and then **Add New**. This displays the Assignment Dialog (Figure 30).

First, enter an assignment name. Next, set the maximum points for this assignment. Set the assignment date. If you don't want a date associated with this assignment, check the **Don't Use a Date** option. Select a category for the assignment. To add a category to the list, select the **Add Category** button.

Figure 30 - Assignment Dialog

If you are calculating averages using assignment weights, enter the weight for this assignment. If you are using one of the other calculation methods, this will not be available

Editing Assignments

You can edit the assignment name, date, maximum points, category, and weight. First select an assignment by clicking in its column in the grid. Then select the **Assignments** menu and then **Edit**. This will display the Assignments Dialog (Figure 30) with the data for the currently selected assignment. Change the assignment data and then select **OK** to save your changes.

Deleting Assignments

To delete an assignment, select the assignment by clicking in its column in the grid. Then select the **Assignments** menu and **Delete**. The assignment and all of the scores associated with it will be deleted.

Copying Assignments

You can create a copy of the currently selected assignment in the current class and term or in a different class and/or term. The assignment name, maximum points, category, etc, are copied to a new assignment in the class and term you choose. First select an assignment by clicking in its column in the grid. Then select the assignments menu and select Copy. This displays the Copy Assignment Dialog (Figure 31).

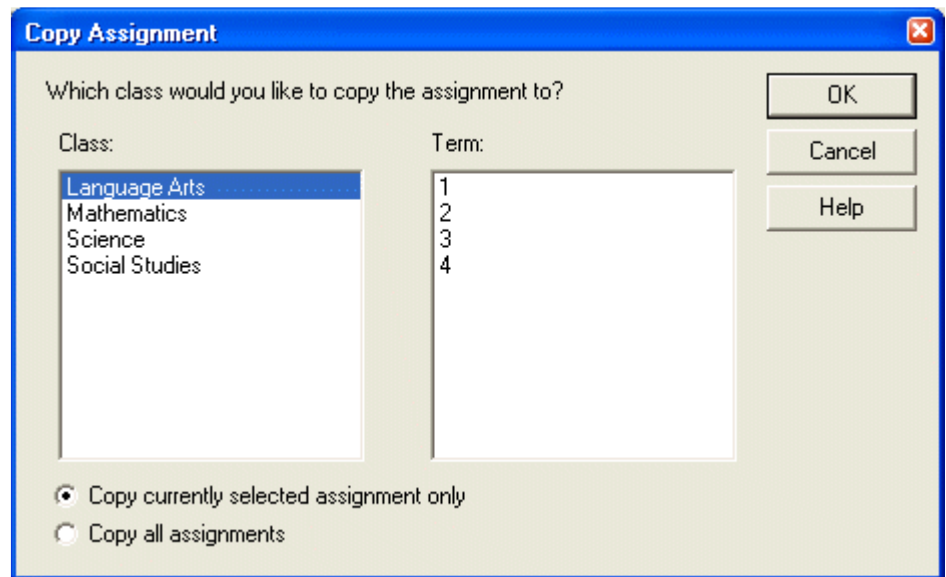


Figure 31- Copy Assignment Dialog

Select the class and term where you would like to add a copy of the assignment from the list boxes. Click **OK** to create the copy.

Fill Assignment

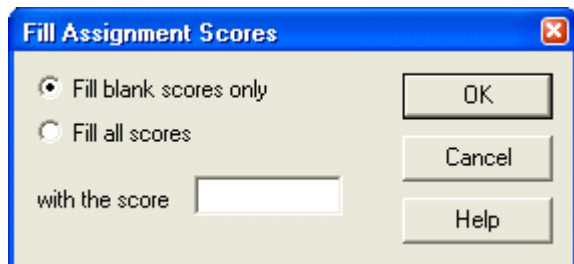


Figure 32 - Fill Assignment Dialog

Sometimes you might want to fill all of the scores in an assignment with the same value. To do this, select the Assignments menu and then Fill. This displays the Fill Assignment Dialog (Figure 32).

Use this dialog to quickly fill an assignment with the same score for all students. You can fill blank scores only or fill all scores. If you select **Fill all scores**, any scores you previously entered for this assignment will be overwritten. Enter the score you want to use in the text box. Then select **OK**.

Add Average Assignment

You can also add the average from another class term as an assignment score. To do this, select **Add Average Assignment** from the **Assignments** menu.

First, enter an assignment name. Next, select the class and term which will be the basis for the scores for this assignment. Select a category for the assignment. To add a category to the list, select the **Add Category** button.

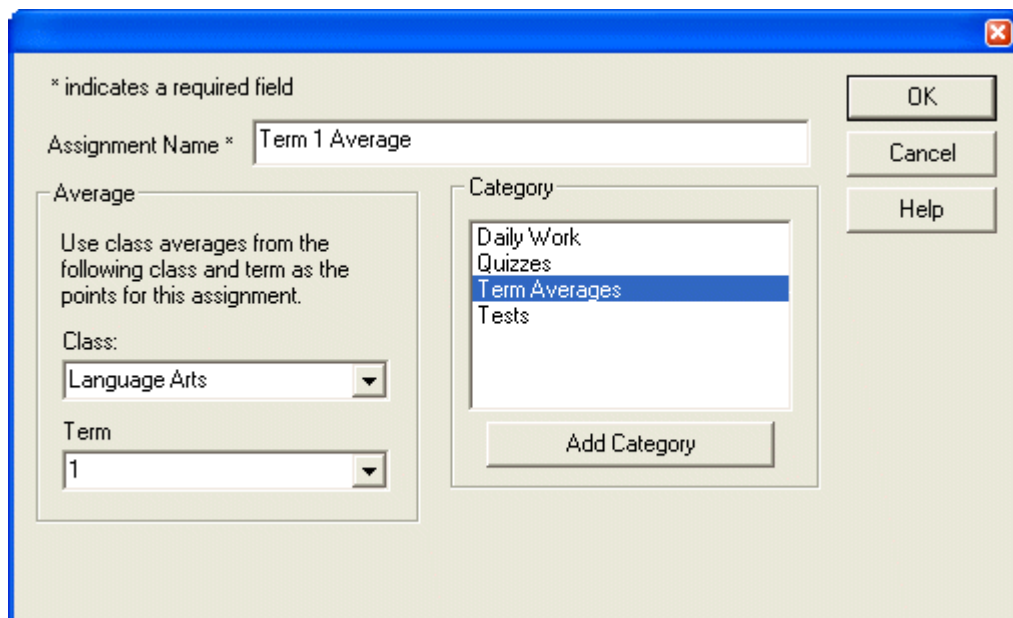


Figure 33 - Average Assignment Dialog

Scores for this assignment will be set automatically using the class and term which you selected. The average for the student for that class and term will be entered as the score and will be calculated into the average for the current class and term as if this were a 100 point assignment. This is useful for calculating final averages based on term averages.

Scores

Each student can have a score for each assignment. Scores can be numeric or non-numeric. Averages are calculated from the numeric scores.

Entering Scores

To enter a score, click in the appropriate cell on the grid and type in the score. The student's average will be updated immediately. If you are using a scale for this class, the student's grade will also be updated.

Importing Scores from a Spreadsheet

You can import scores from a spreadsheet program such as Microsoft Excel or Microsoft Works Spreadsheet by selecting **Import>From Comma Delimited File** or **Import>From Tab Delimited File** from the **Scores** menu. Most spreadsheet programs can export data to comma delimited files (CSV files) or tab delimited files. A2Z Gradebook can import assignments and scores from either format, but expects the data to be arranged as follows

Table 3 - Format for Importing Assignments and Scores from a Spreadsheet

Asn Name		Asn 1	Asn 2	Asn 3
Max Points		50	100	100
Asn Date		3-1-03	3-14-03	3-14-03
Begin Students				
Adams - Annie	1043	46		89
Callet - Cindy	1045	36	99	98
Fanzonli - Fred	1048	46	95	87
Grand - Greta	1049	45	93	93
Innes - Ingrid	1051	42		87
Jackson - Jean	1052	50	Absent	78
Landenski - Laura	1053	45	84	93
Nagori - Nikki	1054	48	84	90

You can create a template for entering data in this format by selecting **Import>Create Comma Delimited Template** or **Import>Create Tab Delimited Template** from the **Scores** menu. You should be able to import one of these formats into your spreadsheet program.

The items in red are fixed strings and should not be changed.

The students are represented by the first two columns, starting in the fifth row. The first column can be used for the student name. It is ignored when importing but will make data entry easier. The second column must be the Student ID. This value is used for importing scores into the database.

The remaining columns represent assignments and scores which will be added to the database. The first row is the assignment name. The second row is the maximum points. The third row is the assignment date. You will have the opportunity to change these values during the import. The rest of the rows are the scores which correspond to the student IDs in column 2.

The example above shows two assignments, but you may add as many assignment columns as you want.

When you have finished entering data in your spreadsheet program, save the data in tab delimited or comma delimited format. Then you can import it into A2Z Gradebook from the **Scores** menu.

Dropping Scores

Occasionally you might want to exclude a score from the student's average. There are two ways to drop scores. You can drop a score for a single student or you can choose to drop the lowest score(s) for all of the students in the class. Dropped scores are shown in blue on the data entry grid.

To drop a single score, click in the score on the grid. Then select the **Scores** menu and then **Drop Score**. The average and grade will be updated.

To drop the lowest score(s) for each student, select the **Scores** menu and then **Drop Multiple Scores**. This will display the Drop Scores Dialog (Figure 34).

Enter the number of scores you want to drop for each student. Then choose if you want the scores from all of the categories to be eligible for dropping or only some categories. Finally, if you want to “undrop” any scores which were previously marked dropped before you begin, check the **Clear all previous drops** box.

After making your selections, click the **OK** button to drop the scores. The student averages and grades will be updated.

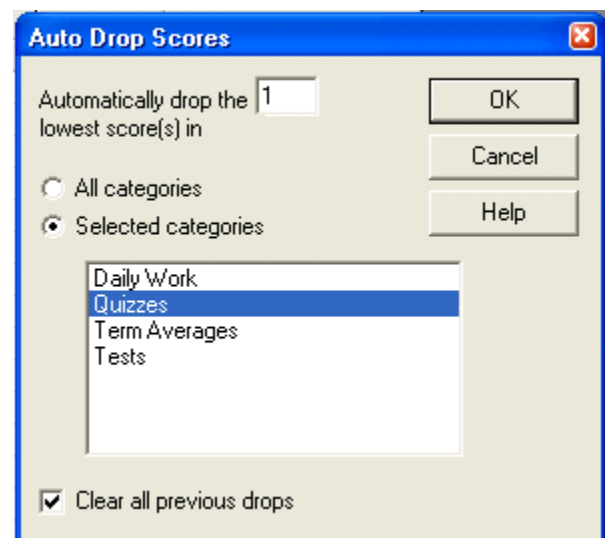


Figure 34 - Drop Scores Dialog

Adding Comments to Scores

Occasionally you might want to mark a student score with a comment such as late, absent, etc. If your comment has an icon associated with it, the icon will be displayed next to the score in Gradebook View when a score is commented.

To mark a score with a comment, click in the appropriate cell on the grid and select the **Scores** menu and then **Mark Score with Comment** and then the comment you want to select.

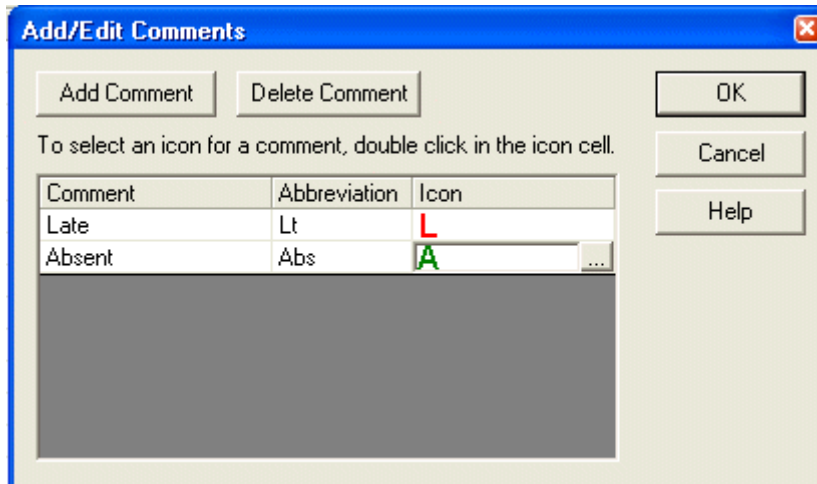


Figure 35 - Comment Dialog

To edit the comment or abbreviation (which is used on some reports) simply click in the cell and type. To change the icon associated with a comment, click in the cell and then click on the small button which appears on the right side of the cell. This will display Icons Dialog (Figure 37).

Use the Icons Dialog to select an icon to associate with a comment. To select the icon, click on it. If you don't want to use an icon, select the **No Icon** button.

To add a comment to the database or edit an existing comment, select the **Scores** menu and then **Add/Edit Comments**. This will display the Comment Dialog (Figure 35).

To add a comment, select the **Add Comment** button and then edit the comment information. To delete a comment, click on the comment in the grid and then select the **Delete Comment** button.



Figure 36 - Icons Dialog

Subcategories

Subcategories let you record marks for the students in a class for non-score related items, such as participation, organization, etc. They also provide a way to view a student's grade in individual assignment categories. You must be in the subcategory view to access subcategory marks. This feature is available in the +Plus and network editions of A2Z Gradebook.

This view shows student subcategory marks. You can access this view by selecting **Gradebook** from the View Bar (page 6) and then selecting **Subcategories** from the Gradebook View (page 6) bar.

Students			Parts of Speech	Editing	Daily Work	Tests
Name	ID	Grade	Manual	Manual	Category	Category
Adams, Annie	1043	A			A	A
Callet, Cindy	1045	A		X	A	B
Fanzonli, Fred	1048	A	X	X	B	A
Grand, Greta	1049	C			C	
Innes, Ingrid	1051	A		X		A
Jackson, Jean	1052	A	X		B	A
Landenski, Laura	1054	C			C	
Nagori, Nikki	1056	B			B	

Figure 37 - Subcategory View

The first three columns show the student name, ID, and grade for the current class and current term. You cannot edit these in this view.

The remaining columns are the subcategory marks. You can add new subcategories from the Subcategories Menu. The first two columns above are labeled Manual. This means you enter the marks for these subcategories. The remaining columns are labeled Category. These are the category grades from the assignments in these grades. You cannot edit these marks since they are generated from the student's scores.

Adding a Subcategory

To add a subcategory to a class, select the Subcategories menu and then **Add**. This displays the Subcategory Dialog (Figure 38) where you can enter information about the subcategory.

Enter the name for the subcategory in the name box. If you want this subcategory to be included on reports which use subcategories, check the **Include on reports** box. If you will be entering the marks for this subcategory, choose the **Enter subcategory marks manually** option. If you want marks for this subcategory to be automatically generated from the student's grade in a particular category instead, choose the **Use category grade** option and select the category from the drop down box.

Figure 38 - Subcategory Dialog

Editing Subcategories

To edit a subcategory, first click on the subcategory in the grid. Then select the **Subcategories** menu and then **Edit**. This displays the Subcategory Dialog (Figure 38) so you can edit the information.

Deleting a Subcategory

To delete a subcategory, click on the subcategory on the grid. Then select the **Subcategories** menu and then **Delete**. This will delete the subcategory and all marks associated with it.

Reordering Subcategories

To move a subcategory right or left in the grid, click on the subcategory in the grid. Then select the **Subcategories** menu and **Move Left** or **Move Right**. The grid display order is the same as the report order so this will effect how the subcategories are listed on reports.

Attendance

Attendance functions are available in the +Plus and Network editions of A2Z Gradebook. A2Z Gradebook supports unlimited attendance periods. In each period, you can mark a student *present*, *absent*, *tardy*, or *no classes*.

Attendance Date View

This view (Figure 39) shows student attendance. You can access this view by selecting **Attendance** from the View Bar (page 6) and then selecting **Date View** from the Attendance Bar (page 6).

Student	Absent	Tardy	AM		PM	
			Attendance	Excuse	Attendance	Excuse
Adams, Ann	0.00	0				
Bear, Bill	0.50	1	Tardy	Unexcused		
Caagen, Cindy	0.00	1				
Davidson, Dennis	0.00	0				
Ernie, Edward	1.00	0				
Freund, Freddie	0.00	0				
Grandel, George	0.00	2	Tardy	Doctor		
Henderson, Helen	0.00	1				
Incles, Irene	0.00	0				
Jones, Javan	0.00	0				
King, Kevin	0.00	0				
Lanczewski, Lonnie	1.00	0	Absent	Sick	Absent	Sick
Mednes, Michael	0.00	0				
Norres, Nels	0.00	0				
Odensty, Owen	0.00	0				

The first column shows the student name. The second column shows the number of days the student has been absent in the current term. The third column shows the number of times the student has been tardy. These columns cannot be edited.

Figure 39 - Attendance Date View

The remaining columns show the student attendance and excuses for the current date. Blank indicates that the student was present. A shaded cell indicates that no classes were held for that period.

To change the attendance, click in the appropriate cell in one of the attendance columns. A small button will appear on the right side of the cell. When you click on the button, a list will drop down with the choices *Present*, *Tardy*, *Absent*, or *No Classes*. Select the appropriate choice.

If a student is marked tardy or absent, you may enter an excuse in the adjacent excuse column. To do this, click in the appropriate cell in the excuse column. A small button will appear on the right side of the cell. When you click on the button, a list will drop down with a list of possible excuses. Select the appropriate choice. To add an excuse to the list, select the *New Excuse* choice at the bottom of the list.

Attendance Student View

This view (Figure 40) shows student attendance. You can access this view by selecting **Attendance** from the View bar (page 6) and then selecting **Student View** from the Attendance Bar (page 6).

The first column shows the date. This column cannot be edited.

The remaining columns show the student attendance and excuses for the current student. Blank indicates that the student was present. A shaded cell indicates that no classes were held for that period.

To change the attendance, click in the appropriate cell in one of the attendance columns. A small button will appear on the right side of the cell. When you click on the button, a list will drop down with the choices *Present*, *Tardy*, *Absent*, or *No Classes*. Select the appropriate choice.

If a student is marked tardy or absent, you may enter an excuse in the adjacent excuse column. To do this, click in the appropriate cell in the excuse column. A small button will appear on the right side of the cell. When you click on the button, a list will drop down with a list of possible excuses. Select the appropriate choice. To add an excuse to the list, select the *New Excuse* choice at the bottom of the list.

Date	AM		PM	
	Attendance	Excuse	Attendance	Excuse
03/04/03				
03/05/03				
03/06/03				
03/07/03				
03/10/03				
03/11/03				
03/12/03	Absent	Sick	Absent	Sick
03/13/03				
03/14/03				
03/17/03				
03/18/03				
03/19/03	Tardy			
03/20/03				
03/21/03				
03/24/03				
03/25/03				
03/26/03				
03/27/03				
03/28/03				
03/31/03				
04/01/03				
04/02/03				
04/03/03				
04/04/03				

Figure 40 - Attendance Student View

Holidays

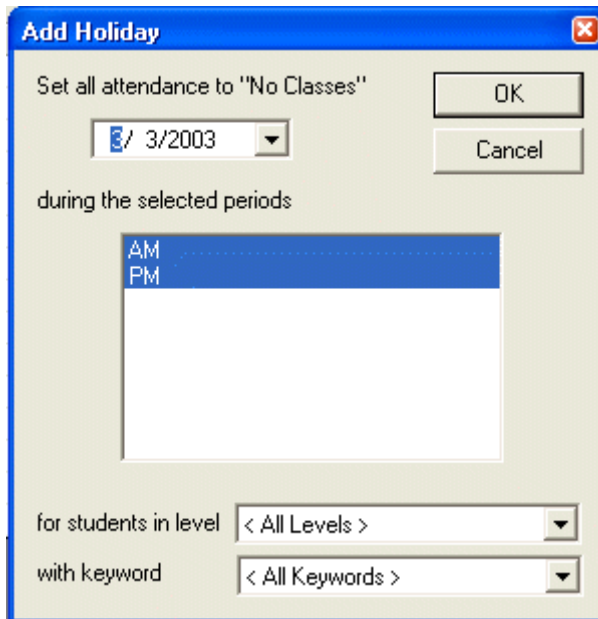


Figure 41 - Holiday Dialog

Occasionally you might need to mark a day as a holiday. This enables A2Z Gradebook to correctly report the number of days the student was enrolled on attendance reports. You can enter holidays in the Date Attendance View (Figure 39) or the Student Attendance View (Figure 40).

To enter a holiday, select the **Holidays** menu and then **Add/Edit Holiday**. This will display the Holiday Dialog (Figure 41). First, select the date. Then select the periods you want marked as “no school”. Finally, use the **Level** and **Keyword** drop down boxes to filter the students this applies to. For example, if you only want this holiday to apply to students in level 1, select “1” in the dropdown box.

To unmark a day as a holiday, choose the **Holidays** menu and then **Clear Holiday**.

It is also possible to indicate holidays for individual students by entering the attendance for that student as *No School* for one or more periods. It is also possible to mark a student *Absent*, *Tardy*, or *Present* for a period which was previously marked as a holiday (*No School*).

Conduct

Conduct marks are recorded in a manner similar to recording assignment scores in the gradebook. Each student can belong to one or more conduct groups. Each group can have multiple categories. The students can receive a conduct mark in each of these categories.

This view (Figure 42) shows student conduct marks. You can access this view by selecting **Conduct** from the View Bar (page 6). This feature is available in the +Plus and network editions of A2Z Gradebook.

The students shown here are members of the conduct group. You can manage conduct groups from the **Group** menu. The other columns are the conduct categories. These can be managed from the **Category** menu. You can enter anything as a conduct mark. In the example to the right, Xs are used.

Students				
Name	ID	Organized	Completes Work on Time	Neat Work
Adams, Ann	200808			X
Bear, Bill	200805		X	
Caagen, Cindy	200815			
Davidson, Dennis	200801			
Ernie, Edward	200806			
Freund, Freddie	200807	X		
Grandel, George	200809			
Henderson, Helen	200803			X
Incles, Irene	200810			
Jones, Javan	200813			X
King, Kevin	200812			
Lanczewski, Lonnie	200804			
Mednes, Michael	200811			
Norres, Nels	200802			
Odensty, Owen	200814			

Figure 42 - Conduct View

Creating a Conduct Group

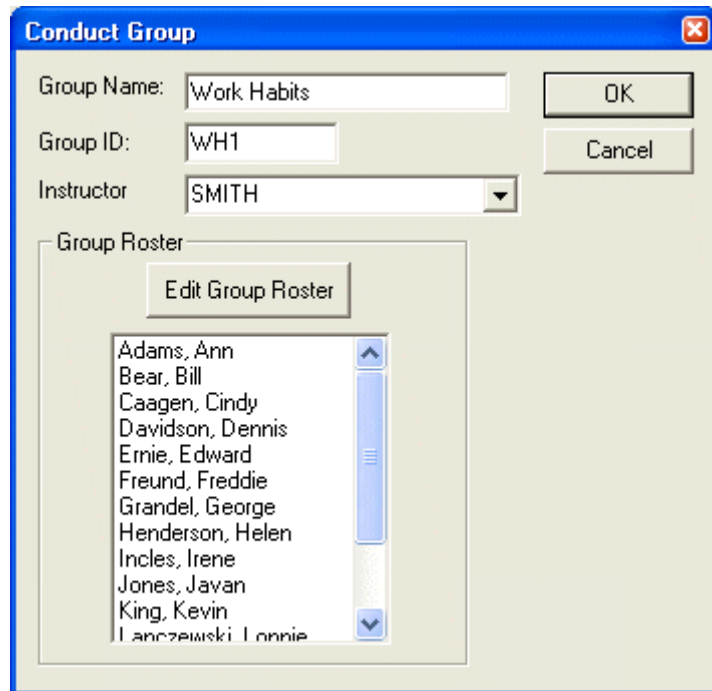


Figure 43 - Conduct Group Dialog

To create a student conduct group, select the **Group** menu and then **Add Conduct Group**. This displays the Conduct Group Dialog (Figure 43).

In the group name box, enter a name for this conduct group. In the group number box, enter a number for the group (optional). Next, select the students for this group by selecting the edit group roster button. This will display the Roster Dialog (Figure 27 page 21) where you can select the roster.

If you are using the Network Multi User edition and you are an administrator or manager, you can also select an instructor for this conduct group.

Editing a Conduct Group

To edit a conduct group, select the **Group** menu and then **Edit Conduct Group**. This displays the Conduct Group Dialog (Figure 43) where you can edit the group information and roster.

Deleting a Conduct Group

To delete a conduct group, select the **Group** menu and then **Delete Conduct Group**.

Create a Conduct Category

Conduct categories are similar to assignments. You can mark a student in each conduct category you create for a conduct group.

To create a conduct category, select the **Category** menu and then **Add Conduct Category**. You will be prompted to enter a name for the category.

You can edit a conduct category by clicking in the category column on the grid. Then select the **Category** menu and then **Edit Conduct Category**. You will be prompted to enter a new name for the category.

You can delete a conduct category by clicking in the category column on the grid. Then select the **Category** menu and **Delete Conduct Category**.

Entering Conduct Marks

After you have added one or more categories to your conduct group, you can enter marks. To enter conduct marks, click in the appropriate cell on the grid and type in the mark.

Student Notes

Notes View (Figure 44) displays the notes you have entered for the current student in the current term. In the multi-user network edition of A2Z Gradebook, it also displays any public notes entered by other users.

Date	Entered By	Note
03/30/03	Taylor	Annie has shown improvement this quarter. She needs to work on addition.
03/30/03	Smith	Annie's poem "Flowers" was published in the Advocate on March 5.

Figure 44 - Notes View

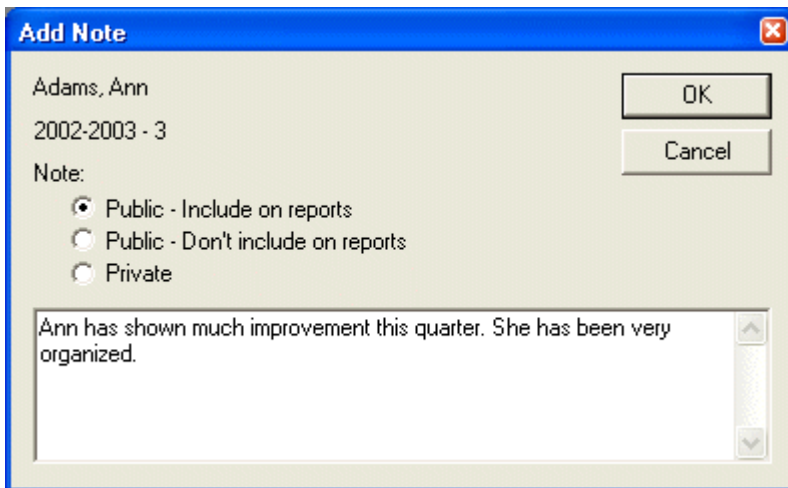
Student notes let you record information about each student. They can be printed on some reports. The Notes View displays the notes you have entered for the current student in the current term. In the multi-user network edition of A2Z Gradebook, it also displays any public notes entered by other users.

Adding Student Notes

You can add notes by selecting **Add** from the Notes Bar (Figure 45) in Notes view. You can also add a note by clicking on a student name in Gradebook view and clicking the small button which appears on the right side of the cell.



Figure 45 - Notes Bar

A dialog box titled 'Add Note' with a blue title bar and a close button. It contains the following fields and controls:

- Student name: Adams, Ann
- Term: 2002-2003 - 3
- Note label: Note:
- Radio buttons for note visibility:
 - Public - Include on reports
 - Public - Don't include on reports
 - Private
- Text area containing: Ann has shown much improvement this quarter. She has been very organized.
- Buttons: OK and Cancel

Figure 46 - Note Dialog

Notes are added from the Note Dialog (Figure 46). First, indicate if the note will be public or private. In the multi-user network edition of A2Z Gradebook, public notes can be read by other users. Private notes cannot be accessed by other users. If the note is public, you have the option to include it on reports or not. Enter the note in the text box. Then select **OK**.

Editing Notes

You can edit a note by selecting the note in the grid. Then select **Edit** from the Notes Bar (Figure 45). If you are using the Multi User Network edition, you cannot edit notes entered by other users.

Deleting Notes

To delete a note, select it in the grid. Then select **Delete** from the Notes Bar (Figure 45). If you are using the Multi User Network edition, you cannot delete notes entered by other users.

Graphs

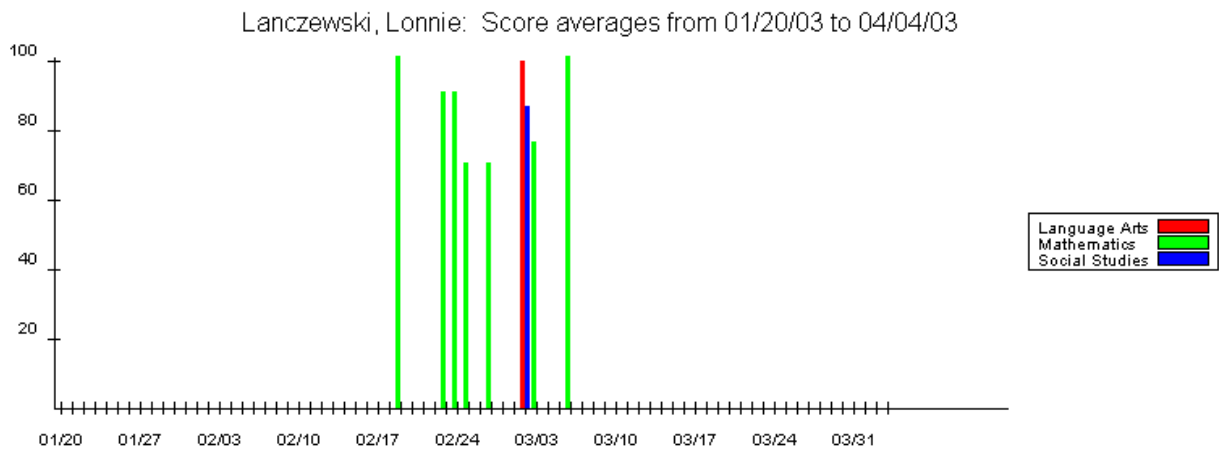


Figure 47 - Graph with Score Averages

Graph view provides a graphical representation of student data. To access the graph view, select the Graph button on the View Bar (page 6). You can view student score averages graphically. (Figure 47)

You can also view cumulative class averages graphically. (Figure 48)

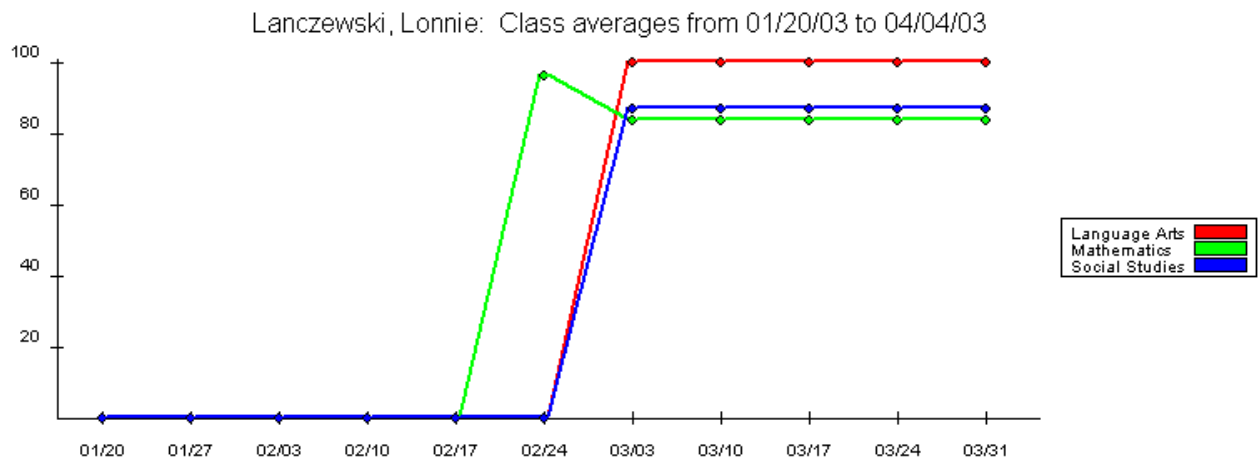


Figure 48 - Graph with Class Averages

Create a Graph with Score Averages

To create a graph, do the following:

1. Select the student from the drop down box on the Student Bar (page 8).

2. Select the option to view score averages on the Graph Bar (page 8).
3. Select the classes you want to include on the graph from the list on the right side of the Graph Bar.
4. Select **Refresh Report** on the Graph Bar.

Create a Graph with Class Averages

1. Select the student from the drop down box on the Student Bar (page 8).
2. Select the option to view class averages on the Graph Bar (page 8).
3. Enter the increment for calculating averages
4. Select the classes you want to include on the graph from the list on the right side of the Graph Bar.
5. Select **Refresh Report** on the Graph Bar.

Printing a Graph

To print the graph, select the **File** menu and then **Print**.

Reports

In A2Z Gradebook, the format and content of reports are defined by report templates. In Report View (Figure 49), you can view report templates and create reports.

Assignment Score Report {Assignment}					
Name	ID	Score	Score Average	Score Grade	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment
StudentName	StudentID	100.00	100.00	A	Comment

Figure 49 - Report View

The report template does not show the actual data, but it shows the general type of data and how it will be arranged in the report.

Report Elements

There are five basic elements in every report. These are

1. **Paragraph:** This is section of text which can consist of constant text entered by the user and data retrieved from the database. A paragraph can be left justified, right justified, or centered. Paragraph font size can be made larger or smaller than the default font for the report. If the text is greater than the width of the page, it will wrap to the next line.
2. **Blank Line:** This is a paragraph with no text. Use blank lines to make your reports more readable.

3. **Table:** This is a data table with rows and columns. Each row represents a different class, student, assignment, etc. depending on the table type. Usually the data in a table is retrieved from the database. Constant tables are an exception to this. Data in constant tables is entered by the user into the report template. Other types of tables can also have one or more constant columns with data entered by the user. Tables are always left justified and the font size is the default font size for the report,
4. **Repeating Section:** Report elements within repeating sections repeat for each student, class, assignment, etc selected for the report, depending on what type of repeating section it is. The beginning and end of each repeating section is shown on the report template.
5. **Page Break:** Page breaks force a new page to be started. They are often placed before the end of a repeating section so a separate page can be printed for each student or class.

Selecting a Report



Figure 50 - Report Bar

To select a report, choose the report from the drop down box on the left side of the Report Bar (Figure 50). When you select a report, the report template is displayed.

Selecting Data for Reports

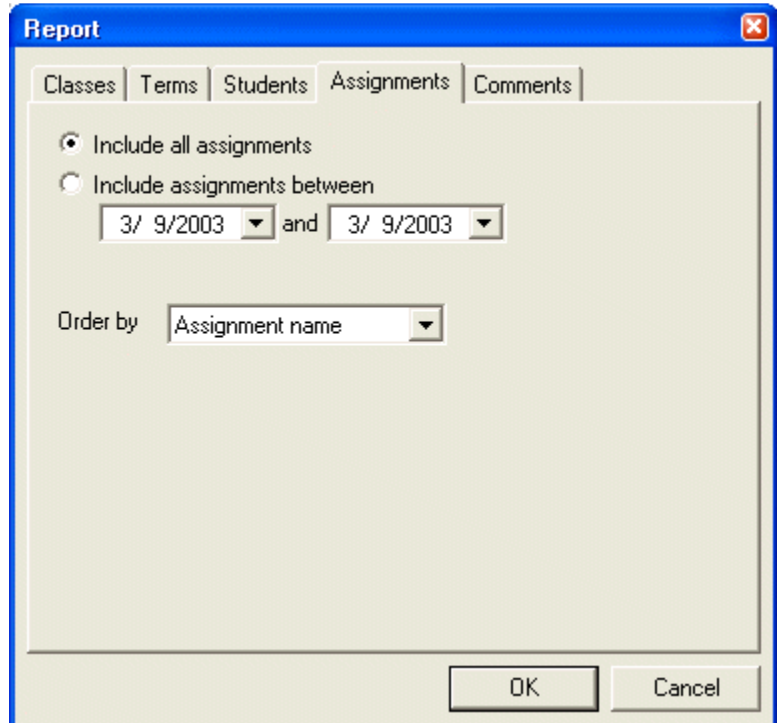
In many cases you won't want to include all of the data in the database on your reports. When you create a report for printing or for saving to HTML or RTF, a dialog will appear. One or more of the following dialog pages will be available in that dialog. To switch between the dialog pages, use the tabs at the top of the dialog.

Selecting Assignments for Reports

This page is used to select assignments for the report.

Select the **Include all assignments** option or the **Include assignments between** option. If you select the second option, indicate your date range.

Assignments can be ordered by assignment name or date. Choose the order from the drop down list.



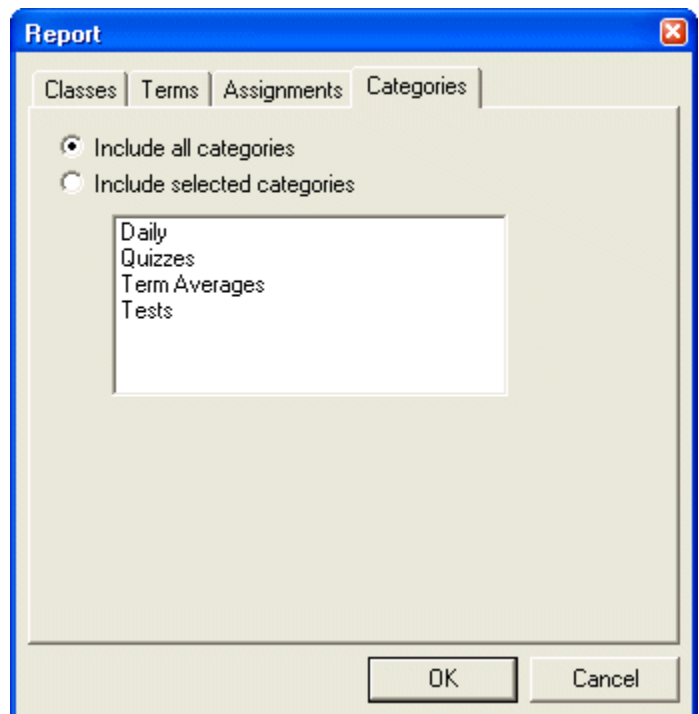
The screenshot shows a dialog box titled "Report" with a close button in the top right corner. It has five tabs: "Classes", "Terms", "Students", "Assignments", and "Comments". The "Assignments" tab is selected. Inside the dialog, there are two radio button options: "Include all assignments" (which is selected) and "Include assignments between". Below the second option are two date pickers, both showing "3/ 9/2003" with a dropdown arrow between them. At the bottom, there is an "Order by" label followed by a dropdown menu currently set to "Assignment name". At the very bottom of the dialog are "OK" and "Cancel" buttons.

Figure 51 - Selecting Assignments for Reports

Selecting Categories for Reports

This page is used to select categories for the report.

Select the **Include all categories** option or the **Include selected categories** option. If you select the second option, select the categories you want to include from the list box.



The screenshot shows a dialog box titled "Report" with a close button in the top right corner. It has five tabs: "Classes", "Terms", "Assignments", and "Categories". The "Categories" tab is selected. Inside the dialog, there are two radio button options: "Include all categories" (which is selected) and "Include selected categories". Below the second option is a list box containing the following items: "Daily", "Quizzes", "Term Averages", and "Tests". At the bottom of the dialog are "OK" and "Cancel" buttons.

Figure 52- Selecting Categories for Reports

Selecting Classes for Reports

This page is used to select the classes for reports.

Select the **Include all classes** option or the **Include selected classes option**. If you select the second option, select the classes you want to include from the list box.

In the multi-user network edition of A2Z Gradebook, there is also an option to **include only selected teachers' classes**. This feature is only available if the current user is an administrator, secretary, or manager. If you select this option, select the classes you want to include from the list box.

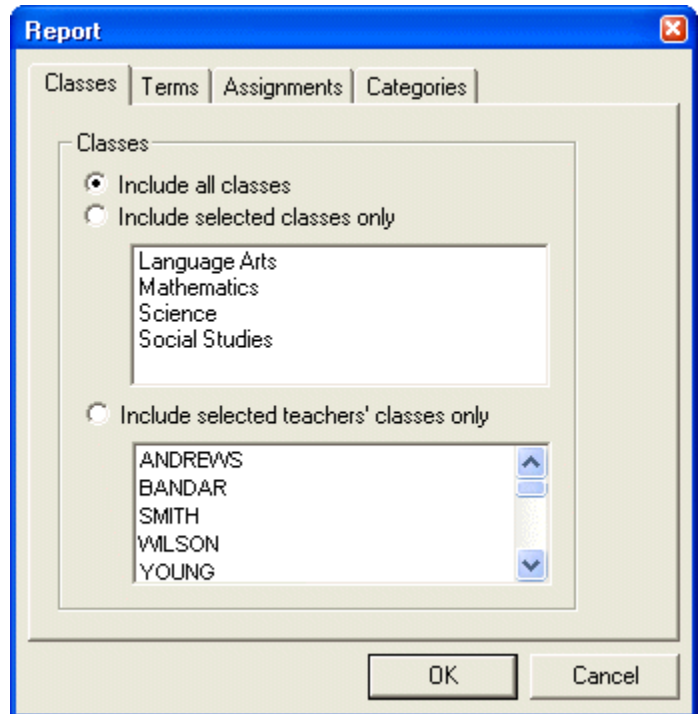


Figure 53 - Selecting Classes for Reports

Selecting Comments for Reports

This page is used to select the comments for reports.

Select the **Include all comments** option or the **Include selected comments** option. If you select the second option, select the comments you want to include from the list box.

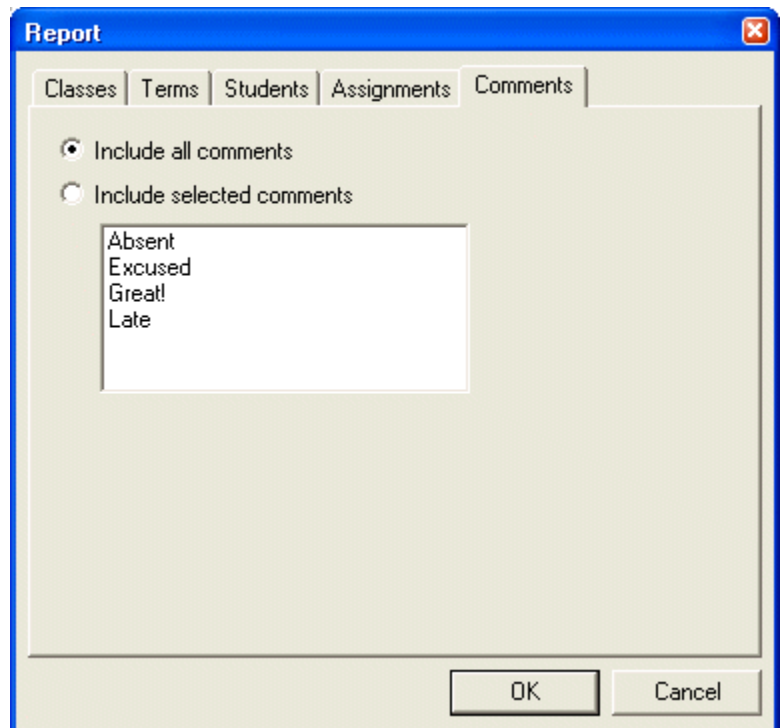
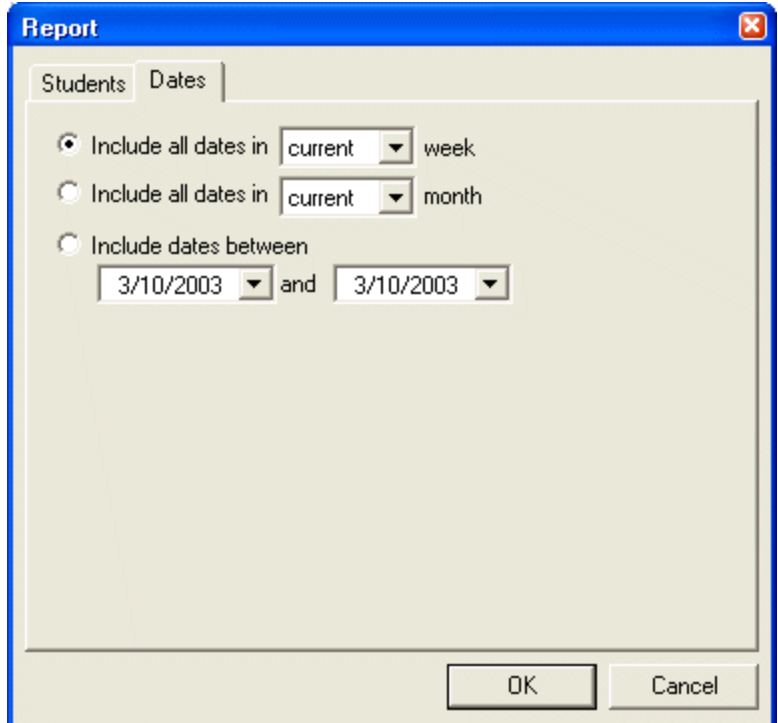


Figure 54 - Selecting Comments for Reports

Selecting Attendance Dates for Reports

This page is used to select the date range for attendance reports.

You can choose to include dates from a specific week, dates from a specific month, or your own date range. If you select one of the first two options, select *current*, *next*, or *previous* from the drop down box.



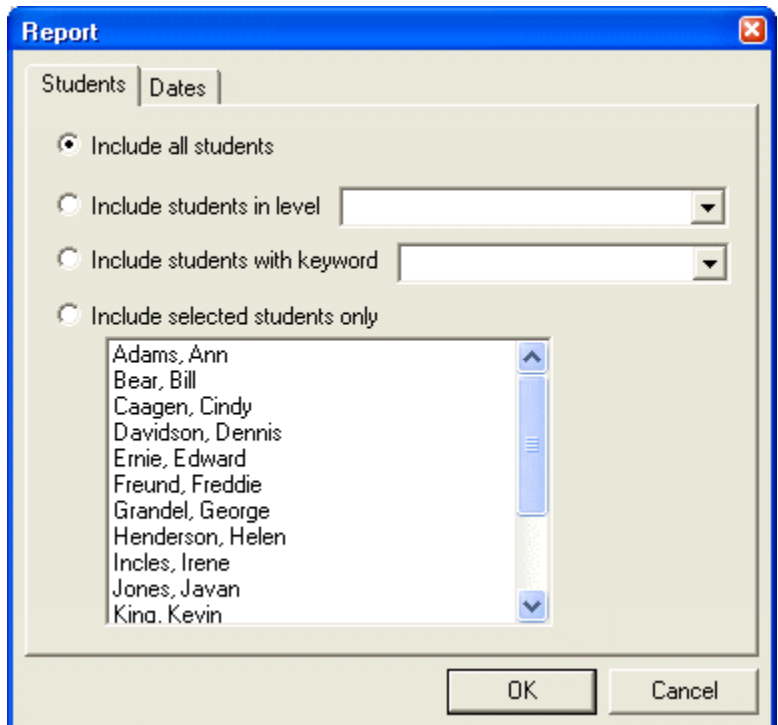
The screenshot shows a dialog box titled "Report" with two tabs: "Students" and "Dates". The "Dates" tab is active. It contains three radio button options: "Include all dates in" (selected) with a dropdown menu showing "current" and the word "week" to its right; "Include all dates in" with a dropdown menu showing "current" and the word "month" to its right; and "Include dates between" with two date input fields, both containing "3/10/2003", separated by the word "and". At the bottom right are "OK" and "Cancel" buttons.

Figure 55 - Selecting Attendance Dates for Reports

Selecting Students for Reports

This page is used to select the students for reports.

There are four options. The first is to **include all students**. The second is to **include only students in a specific level**. The third is to **include only students with a specific keyword**. If you select the second or third option, you must select the level or keyword from the appropriate drop down box. The fourth option is to **include only selected students**. If you select the fourth option, select the students you want to include from the list box.



The screenshot shows a dialog box titled "Report" with two tabs: "Students" and "Dates". The "Students" tab is active. It contains four radio button options: "Include all students" (selected); "Include students in level" with a dropdown menu; "Include students with keyword" with a dropdown menu; and "Include selected students only" with a list box containing the following names: Adams, Ann; Bear, Bill; Caagen, Cindy; Davidson, Dennis; Ernie, Edward; Freund, Freddie; Grandel, George; Henderson, Helen; Incles, Irene; Jones, Javan; and Kind, Kevin. At the bottom right are "OK" and "Cancel" buttons.

Figure 56 - Selecting Students for Reports

Selecting Terms for Reports

This page is used to select the terms for a report.

Select the **Include all terms option** or the **Include selected terms** option. If you select the second option, select the terms you want to include from the list box.

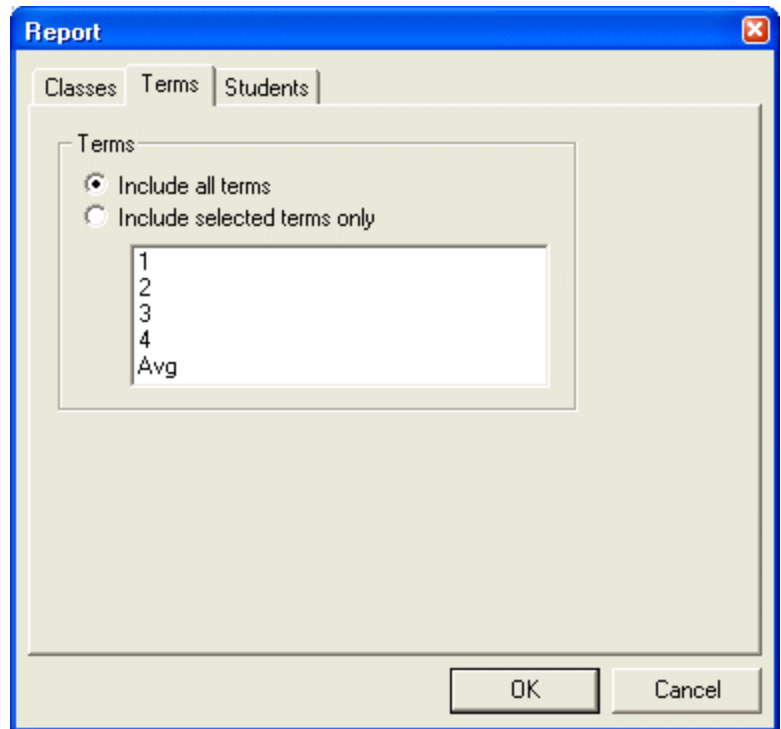


Figure 57 - Selecting Terms for Reports

Previewing and Printing Reports

To preview and print the currently selected report, select the **Preview** button on the Report Bar (page 43) to view it. You will be prompted to indicate what data you want to include in the report. Select the **OK** button to view the report in a print preview window.

It might take several minutes to generate the report if it contains a lot of data. While the report is being generated, the Report Progress Dialog (Figure 58) is displayed. This dialog indicates that a report is being generated. It will cycle through all of the progress bars several times while the report is being filled with data. To stop filling the report, select the **Cancel** button. This will result in a partially filled report. It may take some time for the Cancel button to take effect.

If you want to print it, select the **Print** button in the top left corner of the print preview window.

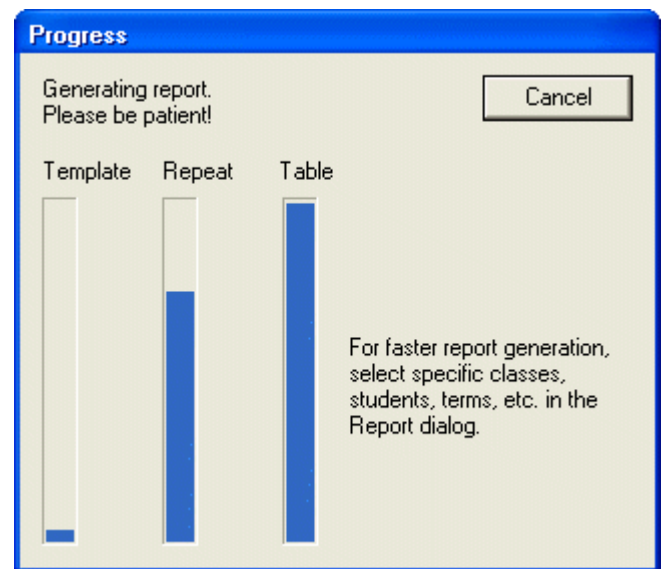


Figure 58 - Report Progress Dialog

Save a Report as HTML

You can save reports in HTML format in the Report view. HTML reports can be inserted into email or posted to the internet.

To create an HTML report, first select the report type from the Report Bar (page 43). Then select the **HTML** button. Just as when generating a report for previewing, you will be prompted to indicate what data you want to include in the report. Select the **OK** button to create the report(s). The reports are created in an “HTML Reports” folder in you A2Z Gradebook installation folder.

Save a Report as RTF

You can also save reports in RTF format in the Report view. RTF files can be opened in Microsoft Word and other word processors.

To create an RTF report, first select the report type from the Report Bar (page 43). Then select the **RTF** button. You will be prompted to indicate what data you want to include in the report as described above. Select the **OK** button to create the report(s). You will also be prompted for a file name for the RTF file. Remember the location so you can find it later.

Edit a Report Template

In the +Plus and Network editions of A2Z Gradebook, you can edit report templates. This allows you to customize your reports to meet your needs.

Selecting a Report Element

To select an element so you can edit it, move it, or delete it, click on the element. It will be highlighted with a blue box.

Editing Existing Elements

To edit a paragraph, select it. This will display the Edit Paragraph dialog and the Edit Field dialog.

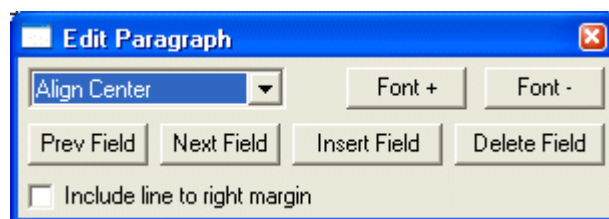


Figure 59- Edit Paragraph Dialog

Use the Edit Paragraph Dialog (Figure 59) to format a report paragraph. You can navigate the paragraph fields with the **Prev Field** and **Next Field** buttons. These control which field is currently displayed in the Edit Field dialog (Figure 60). The currently selected field is shown in light blue in the Report View (page 42). You can add a field with the **Insert Field** button. To remove a field from the table, select **Delete Field**.

To make the font for this paragraph bigger, select the **Font+** button. To make it smaller, select the **Font-** button.

If you want a line to be drawn from the end of the paragraph to the right margin, check the **Include line to right margin** box.

The Edit Field Dialog (Figure 60) specifies the properties for the currently selected field. Choose the source of the text for the column from the list box. If you choose *<Enter your own text>* you can enter the text for the field in the text box. If you choose one of the other options, the text for the column will be taken from the data in the database.

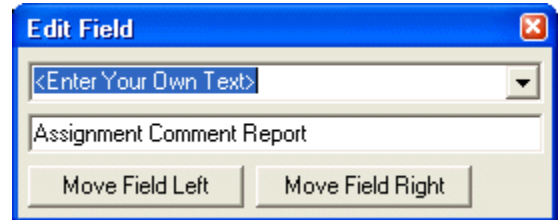


Figure 60 - Edit Field Dialog

You can reposition a field within the paragraph using the **Move Field Left** and **Move Field Right** buttons.

To edit a table, select it. This will display the Edit Table dialog and the Edit Column dialog.

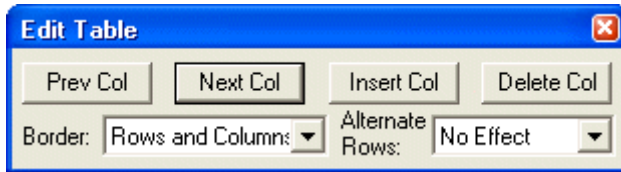


Figure 61- Edit Table Dialog

Use this Edit Table Dialog (Figure 61) to format a report table. You can navigate the table columns with the **Prev Col** and **Next Col** buttons. These control which column is currently displayed in the Edit Column Dialog (Figure 62). The currently selected column is highlighted in light blue in the Report View (page 42). You can add a column with the **Insert Col** button. To remove a column from the table, select **Delete Col**.

You can select a border option from the border drop down list. The choices are *no border*, *rows only*, *columns only*, or *rows and columns*. You can select an alternate row effect from the other drop down list. The choices are *no effect*, *alternate regular and bold rows*, or *alternate white and shaded rows*.

Use the Edit Column Dialog (Figure 62) to specify the properties for the selected column. Choose the source of the text for the column from the list box. If you choose *<Enter your own text>* you can enter the text for the cells in the column through the Edit Cell Dialog (Figure 63). If you choose one of the other options, the text for the column will be taken from the data in the database.

Select the alignment for the text from the alignment list box. Enter the width in inches. You can reposition a column within the table using the **Move Left** and **Move Right** buttons.

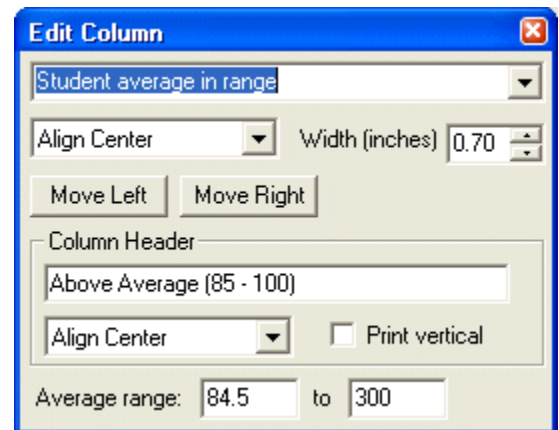


Figure 62 - Edit Column Dialog

In the Column Header section you can enter the text to appear at the column header in the text box. You can also select the header alignment. If you want the header printed vertically instead of horizontally, check the **Print vertical box**.

If additional data is required for the selected type of column, enter it at the bottom of the dialog. For the type of column shown here (*Student average in range*) you must enter the range for the averages.

If the current column is an *Enter Your Own Text* column, the Edit Cell Dialog (Figure 63) will also be displayed so you can enter the text.

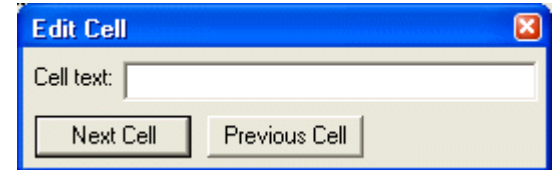


Figure 63 - Edit Cell Dialog

Use this dialog to specify the text for a cell. The currently selected cell is highlighted in light green. Enter the text in the cell text textbox. Click on the **Next Cell** button to select the next cell in the column. Click on the **Previous Cell** button to select the previous cell in the column.

Adding elements

Elements can be added from the **Elements** menu. After you add an element, you can edit it as described above.

Moving and deleting elements

You can move elements in the report by selecting the element and then selecting **Move Up** or **Move Down** from the **Elements** menu. You can delete an element by selecting the element and then selecting **Delete** from the **Elements** menu.

Saving Changes to the Report Template

If you make changes to a report template you will be prompted to save it before you select a different template or switch to a different view. You can also save a report template by selecting **Save Report** from the **File** menu.

When you save a report, the Save Report Dialog (Figure 64) is displayed.

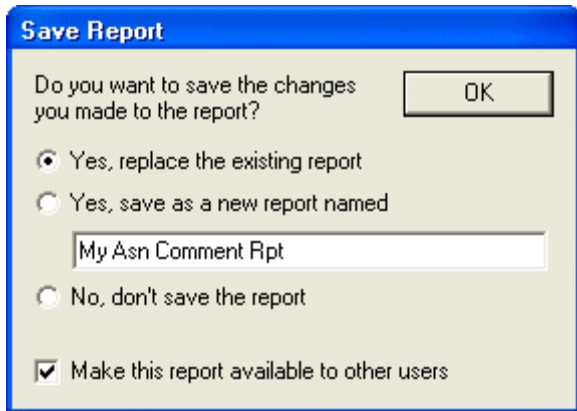


Figure 64 - Save Report Dialog

You can choose to replace the existing report, save the report with a new name, or not save the report. The first option is not available if the report you changed was a standard report or it was a public report owned by a different user. If you choose to save the report with a new name, enter the name in the text box.

If you want other users to be able to use this report, check the **Make this report available to other users** box. Other users will not be able to change your report. This feature is only available in the network multi-user edition of A2Z Gradebook.

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