



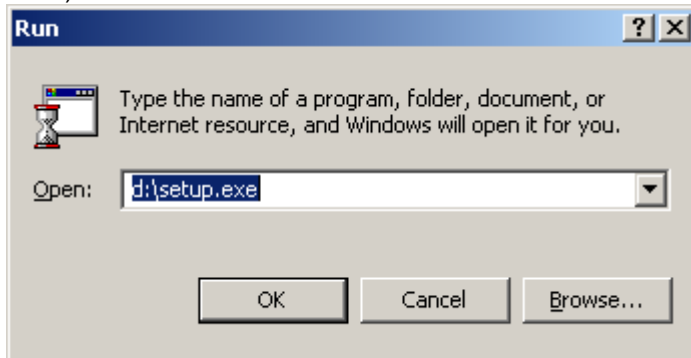
**Technical Manual
Windows Version 6.x**

**Installation Guide
&
Getting Started Guide**

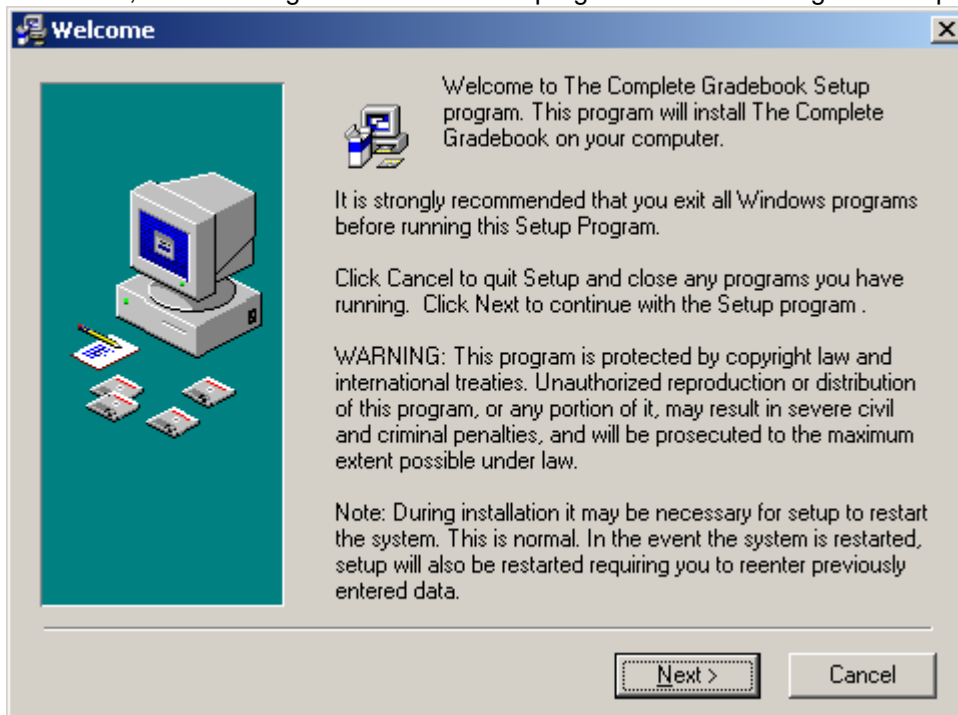
Installation Guide

(It is recommended that you close all applications before continuing with Setup)

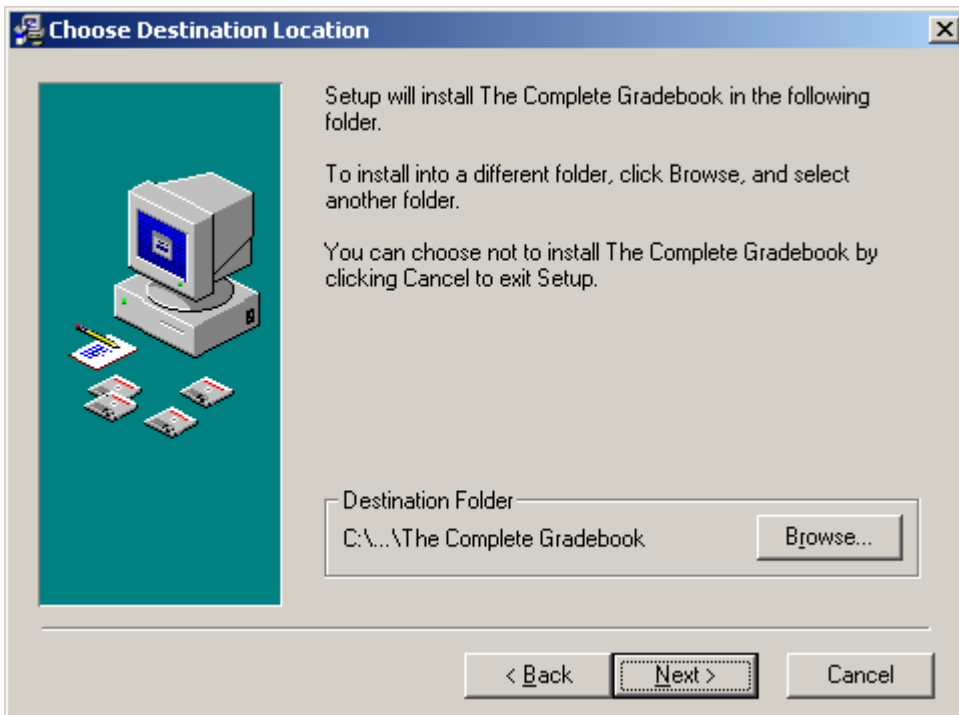
1. Insert CD in CD-ROM drive
2. Run Setup Program: Click **Start, Run**, and type **D:\SETUP.EXE**, where D:\ is your CD-ROM drive):



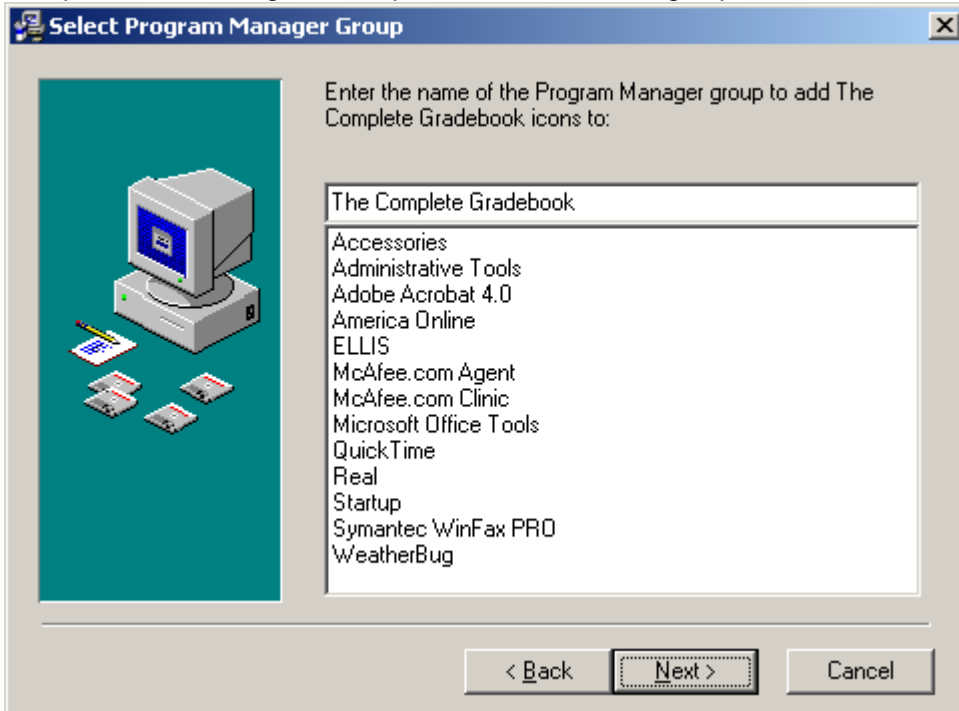
3. Click **Next**, remembering to exit all Windows programs before running this Setup Program:



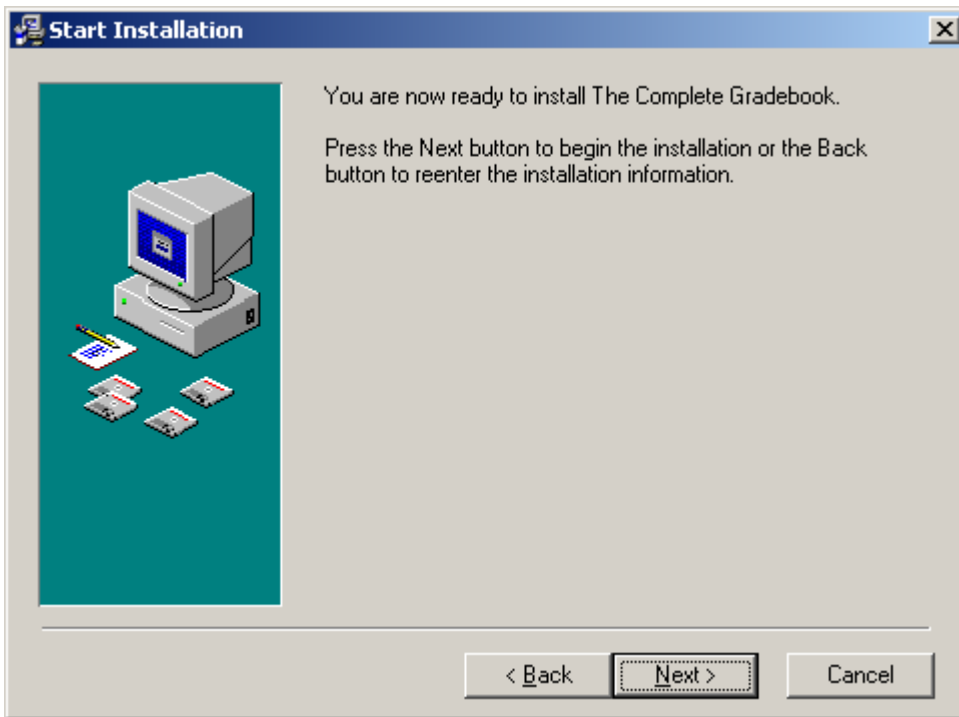
4. Click **Next** to accept the default directory for The Complete Gradebook, or click **Browse** to select a different directory:



5. Accept the default Program Group name or enter a new group name, then click **Next**:



6. Click **Next** to continue with the installation process:

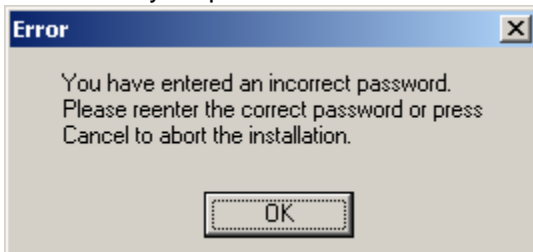


7. Enter the installation password, then click **OK**:

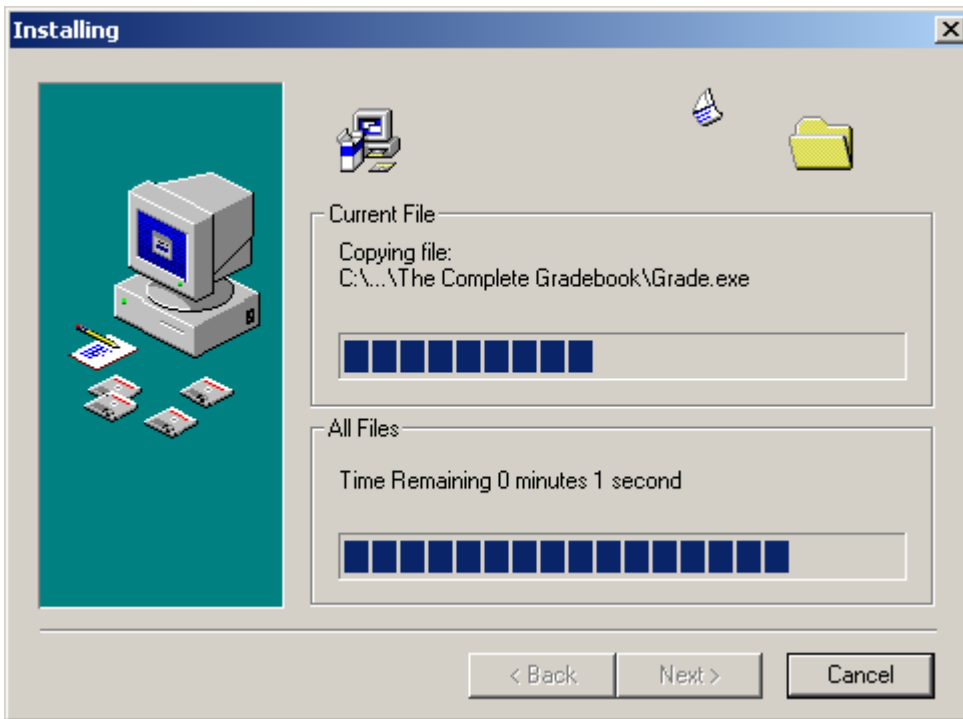


Note: The installation password will be provided to you

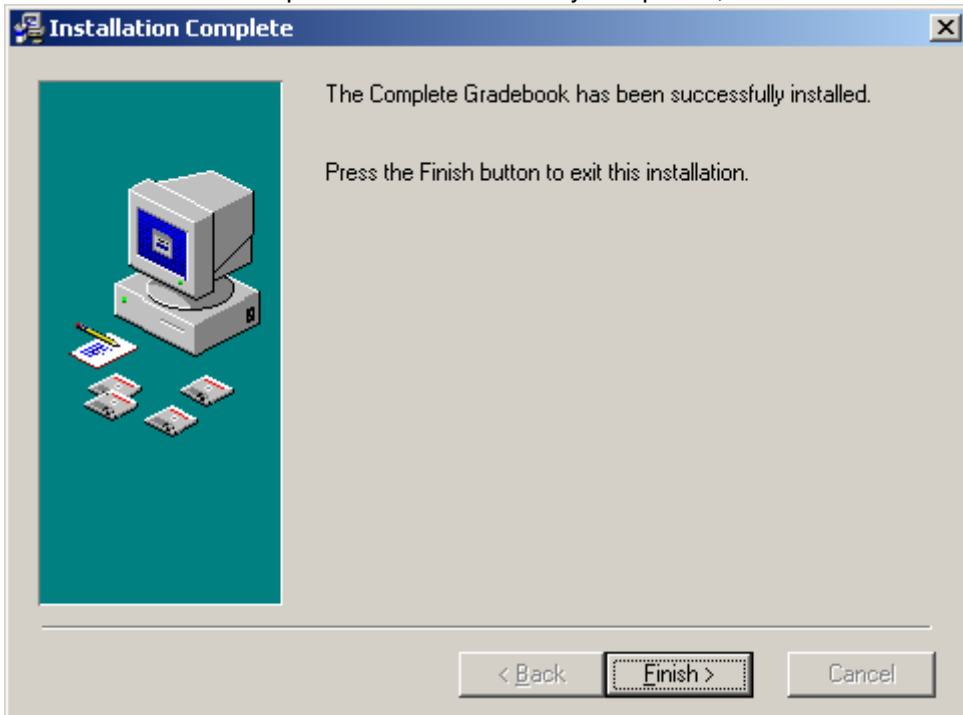
Note: Should you enter the password incorrectly, click **OK** to return to the password screen and reenter your password:



8. A dialogue box with the installation progress is displayed:



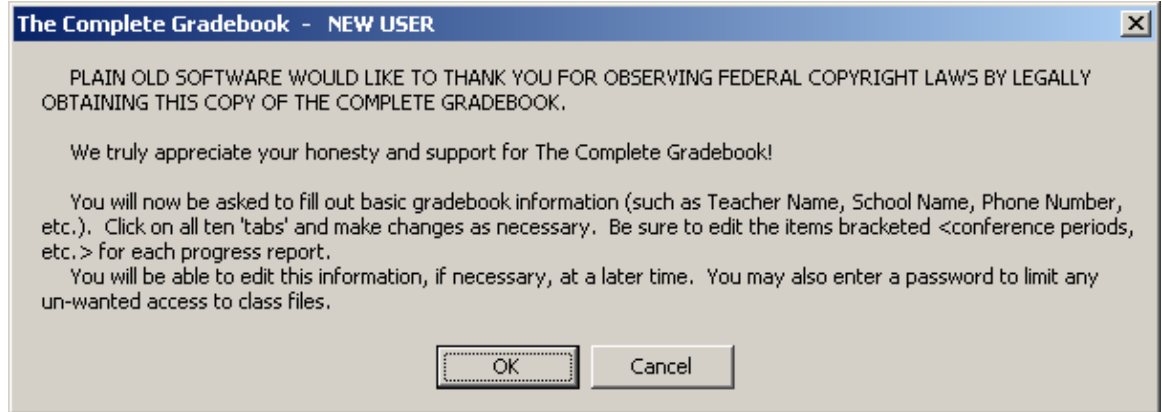
9. Once the installation process has successfully completed, click **Finish**:



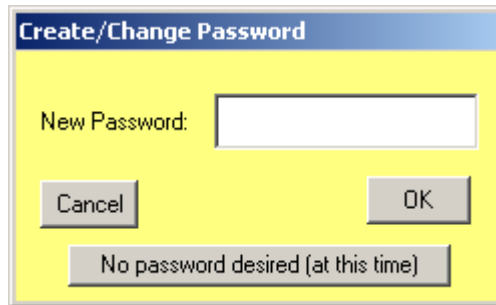
Getting Started Guide

Note: You can run *The Complete Gradebook* by clicking on **Start, Programs**, and then *The Complete Gradebook* Icon, or double-click on *The Complete Gradebook* Icon on your desktop.

1. When using *The Complete Gradebook* for the first time:
 - a. Click **OK** to accept the terms and conditions for New User Setup:



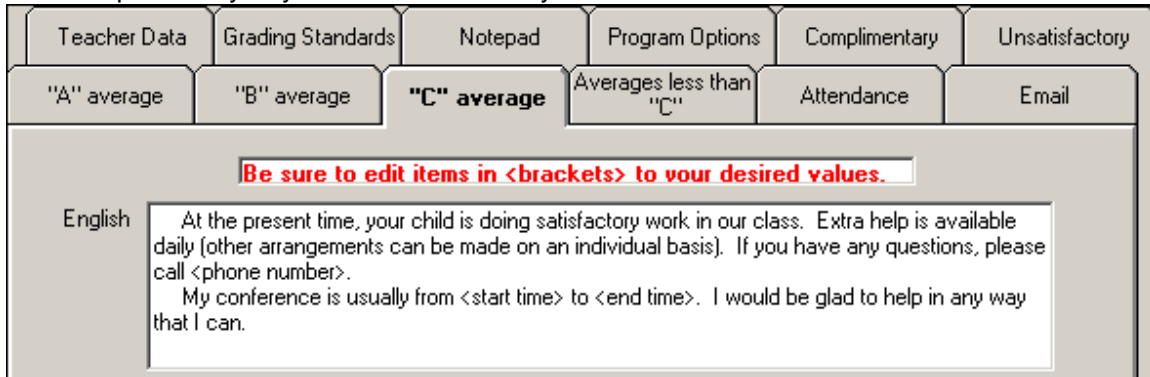
- b. You will be prompted to enter a **Password**; this is an optional, but highly recommended feature if students will also have access to your computer:



2. A screen called the **Information File** will then appear. Completely fill out all the information requested. There are 12 "tabs" to check in the **Information File**.

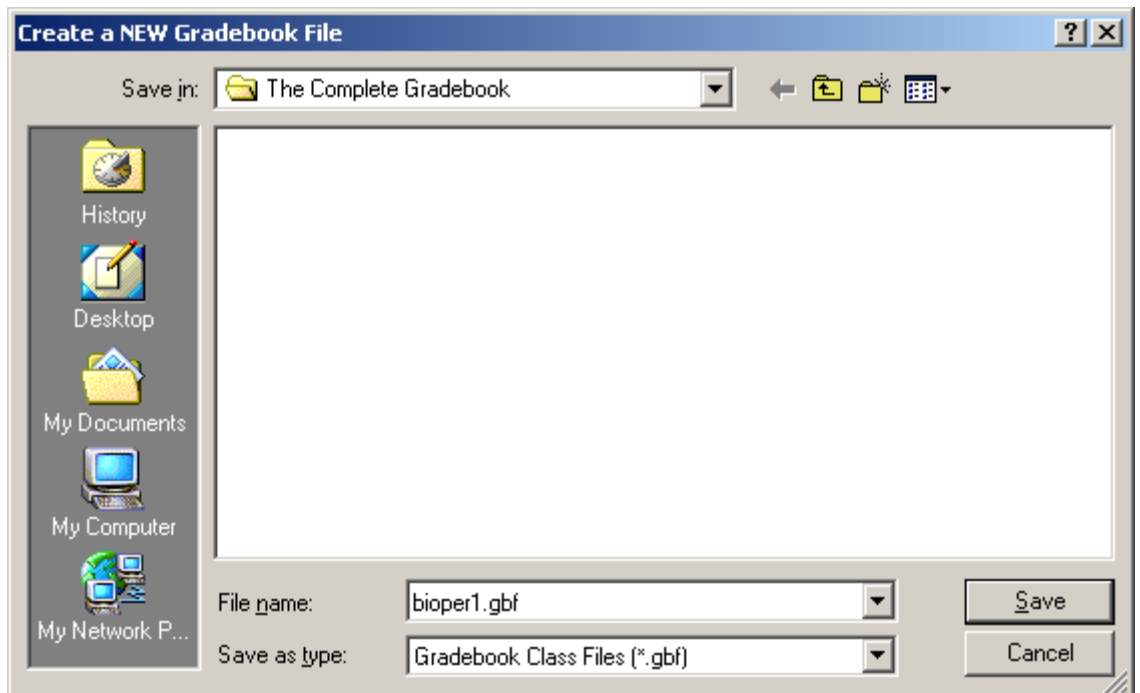
"A" average	"B" average	"C" average	Averages less than "C"	Attendance	Email
Teacher Data	Grading Standards	Notepad	Program Options	Complimentary	Unsatisfactory
Teacher name <input type="text" value="New User"/>					
School Phone and extension <input type="text"/>					
Department <input type="text"/>					
School <input type="text"/>					

3. For the tabs relating to **Progress Reports**, "**C**" average and **Average less than "C"**, be sure to change the text marked with <brackets> to reflect your conference schedule and telephone number. Items will print on the progress reports as they appear on these tabs. You would not want a report to say "My conference is usually from <start time> to <end time>":

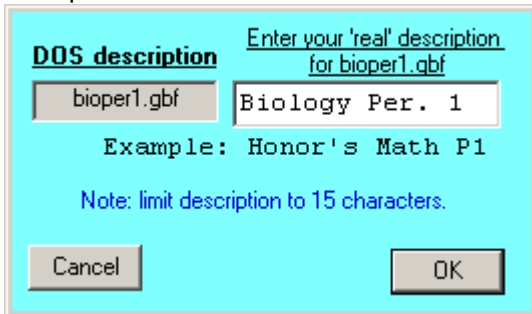


Note: You can fill out most of the information in the Information File at a later time. However, you are required to enter **Teacher name** and **School** at this point. Sometimes filling in all this information at once can be overwhelming. To enter data later, open a class, click on **Edit**, and then click on **Information File**.

4. Next click on **File**, click on **New**, to begin setting up you first class file. You will be asked to name your New Class.
 - c. Enter the new filename (limit the file name to 8 characters) and click **OK**. You **DO NOT** need to enter the extension (.GBF). Generally follow the steps to **Save a File** that are specifically listed on the screen. A sample DOS file name could be bioper1.GBF.

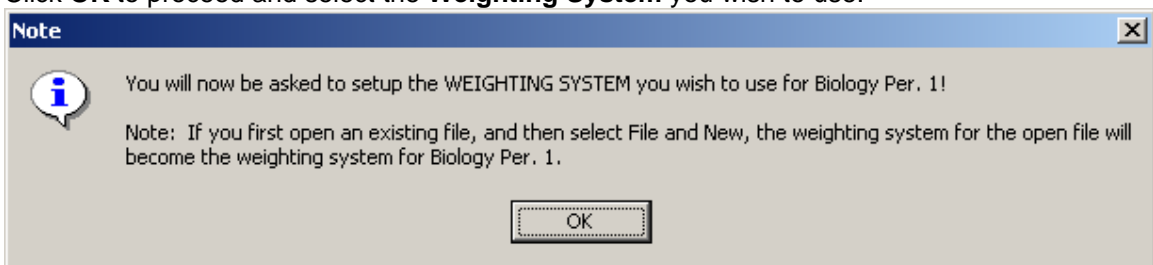


- You will be asked to enter a **Common Class Name**. Your “DOS” class name of PER1.GBF is not very specific or helpful to parents. When entering a **Common Class Name** you can be more definitive. This **Common Class Name** is the name that will appear on all printouts. An example of a **Common Class Name** would be: Per 1, Honor’s Math.

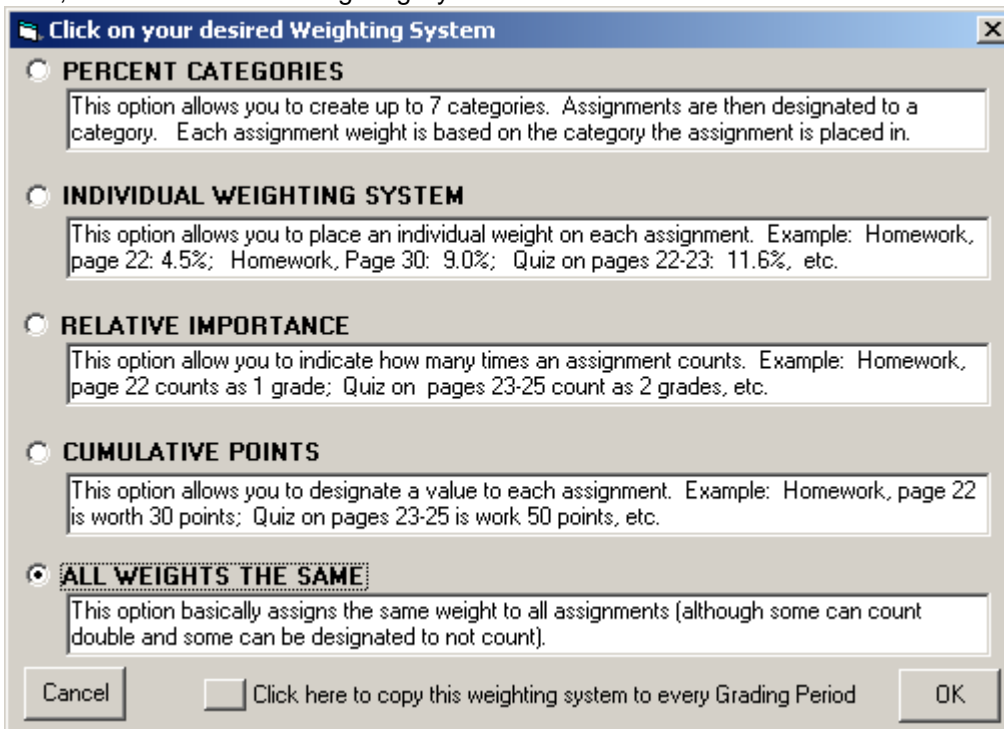


Note: You must limit the number of characters in your ‘real’ description to 15 characters.

- Click **OK** to proceed and select the **Weighting System** you wish to use:

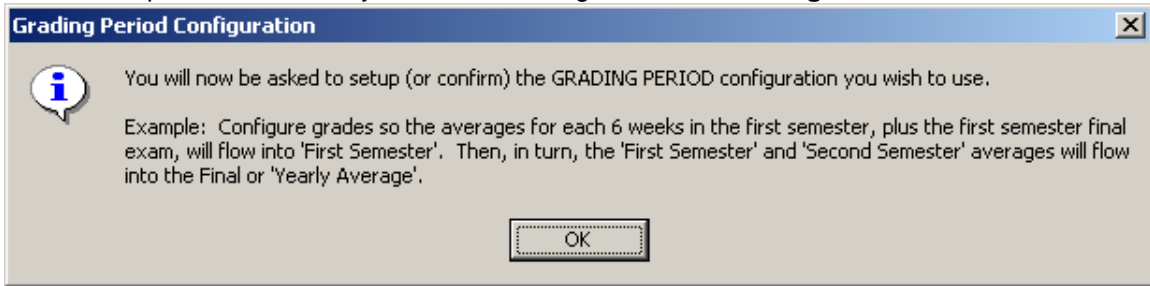


Next, select the desired Weighting System and click **OK**:

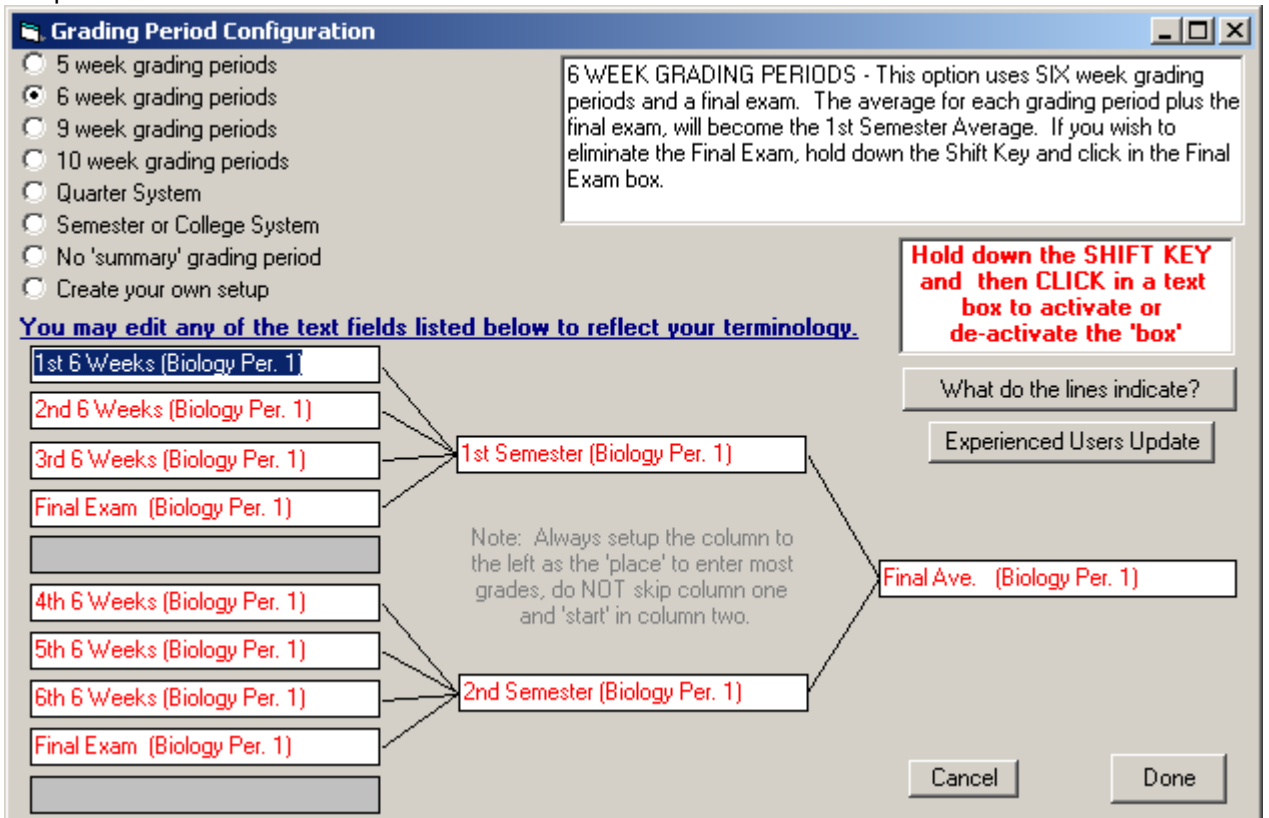


Note: Instructions for weighting are on the screen. For further information, refer to the section in *The Complete Gradebook* User Manual: **Weighting Grades (Grades, Weighting System)**.

7. Click **OK** to proceed to select your desired configuration for **Grading Periods**:



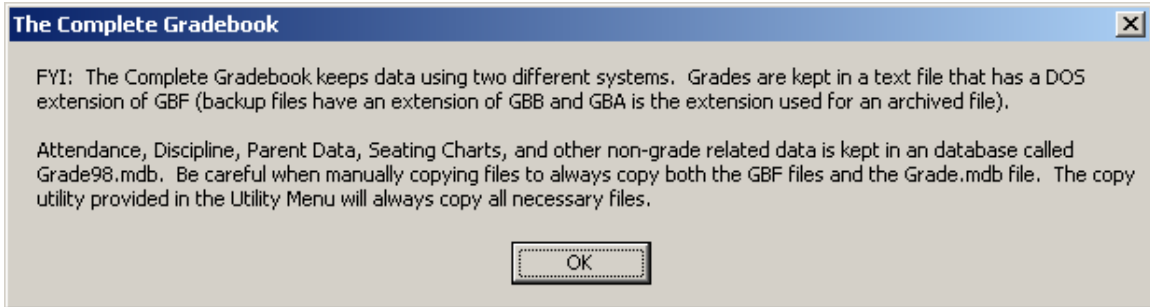
8. Select from one of the pre-designed configurations or create a personalized system by simply editing the fields on the screen. Instructions will again appear on the screen. Tap **Done** when completed.



Example: You want 3 six week grading period averages and a final exam to be combined to create a semester average. By clicking on the “6 week grading periods” option, the necessary structure will be created. If necessary, you can edit text to your liking.

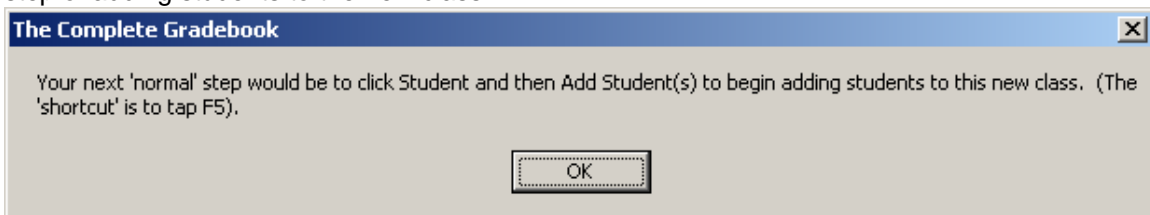
Note: For further information, refer to the section in *The Complete Gradebook* User Manual: **Grading Period (Edit, Set Grading Periods)**.

9. Once you have configured your grading periods, you will see the following dialogue box describing file extensions used by **The Complete Gradebook**:



Note: As suggested by the dialogue box, please be sure to use the copy utility provided in the **Utilities** Menu to ensure that all files for a class are copied properly.

10. You will now see another dialogue box explaining your next step; click **OK** to move to the next step of adding students to the new class



11. Now click on **Student** and then **Add Student(s)** to enter a student's name, along with optional information such as Grade Level, Student I.D. number or E-mail Address.
- Type a student's last name, a space (or a comma, if you prefer), and then the student's first name, along with any optional information
 - Click **Add**, or simply tap the **Enter** key, to enter the student record.
 - If you wish for a particular student's report to be printed in Spanish, place a check in the "Check to print reports in Spanish" box.

"Grab" here to move window

Add Students

Enter Student Name (currently 1 of a possible 150)

Optional Information

Grade Level Student I.D. number: E-mail Address

Special Options

Check to print reports in Spanish

Check to add student(s) to several classes

Also add Locker Information

Also add Parent Information

Done Add

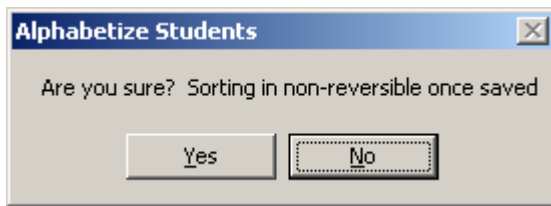
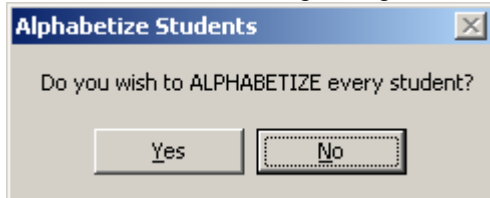
Click Add -or- tap <enter> to add a student

Note: If you elect to use student I.D. numbers, simply tap the Tab key to move to the ID box. Entering a code number can be useful, particularly if you intend to post the grades in written form for students. Printing reports by student code numbers, rather than by name, helps to protect the privacy of each student.

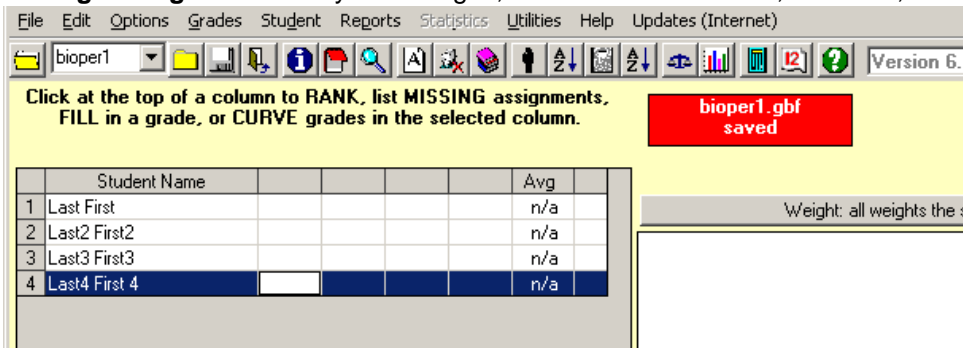
d. Click Done once you have completed entering names

12. **Alphabetizing Students:** To alphabetize a class by students' last names once all names have been entered and saved, click on **Students**, and then **Sort Students**.

a. Click Yes on the following dialogue boxes to complete the process:



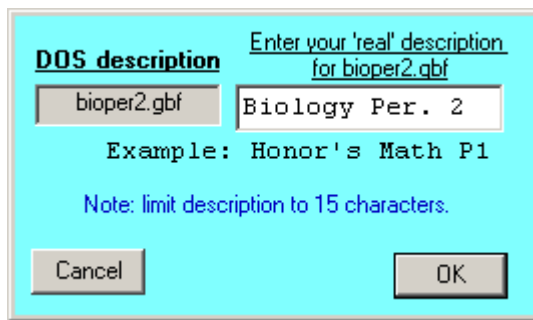
13. **Saving Changes:** To save your changes, from the **Main Screen**, click **File**, and click **Save**:



Note: A red text box with the class file name flashes for 2 seconds, indicating that your changes have been saved

Tip: To **duplicate** the same student names into different classes, useful if you have the same students enrolled in several different classes as is common at the Elementary Level (Math, Reading, Spelling, etc.) follow these steps:

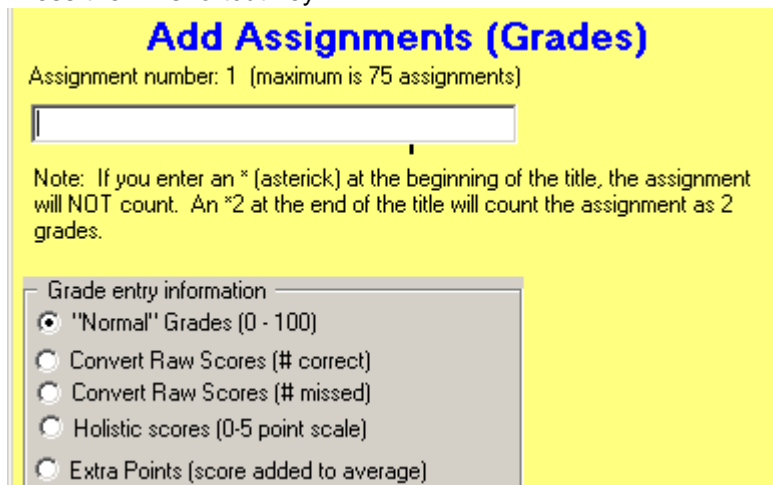
- Enter the student names one time and when all names are entered, save the file.
- Once data is saved, click **File**, **Save Special**, and **Save As**, to duplicate the class you just created
- Enter the title for the second class (Reading, etc.) and click on **Save**. Repeat this procedure for each class that has the same students enrolled.
- Each class will have the same **Common Class Name** as the original class: you must click **Edit**, **Class Name** to change the **Common Class Name** that will appear on all printouts.



14. Creating Assignments (Grades)

To add an assignment (grade) to a class:

- a. Select **Grades** from the menu and click **Add Assignments** or
- b. Press the F2 shortcut key



- c. Name the assignment or exam (up to 30 characters). You may enter up to 75 assignments per class. If using the Percent Categories option as your Weighting System, it is helpful to begin naming individual assignments and exams consistently (i.e. naming all assignments within the "homework" category "HW"). A consistent naming scheme also aids in alphabetizing or sorting by date in the future. Placing the date in the name is also useful for organization.
- d. Select the standard grading options to be used under **Grade entry information**. These options can save data entry time as well as help simplify entry for assignments:
 1. **Normal** scores are considered to be values from -2 (ignored) to 110. Any score less than -9 or greater than 110 will cause a caution message to appear on the screen. When entering grades, if you leave the score as a -1 or a -2 it will not be considered when calculating an average (it won't hurt or help a student's average).
 2. **Raw** scores based on number correct - or - **Raw** scores based on number missed. You will then be asked to enter the possible points for the assignment. If you check "number correct" and enter 75 as the number of points possible, when you enter grades a 75 will automatically become a 100. This feature can only be used in the enter mode, once a file is exited you will have to enter the actual percent value (the "75" will not be remembered).
 3. **Holistic** scores are assignments valued as 1-5 points. The value entered will automatically be changed to a percent score based on the values entered in the **Grading Standards** tab of the **Information File**

- e. You have the option of adding an assignment to several classes by checking the corresponding box.

Selecting the **Check to add assignment(s) to several classes** box will allow you to enter an assignment into multiple classes. This feature is very useful if you have the same assignments for several different classes. Simply enter the assignment information once and then select the classes you wish them entered into. Clicking **OK** after checking to add assignments to several classes opens the following screen:

Names of assignment(s) to be entered into the files selected in the column to the left	Assignment Weight	Drop?
Test Assignment		

Click on the classes you wish to copy data to:

- bioper1.gbf
- bioper2.gbf
- Demo_all.g
- Demo_cat.g
- Demo_cum.g
- Demo_rel.g
- English.gbf
- History.gbf
- Math.gbf
- PER1.gbf
- Rep_Card.g
- Sam.gbf
- Sample.gbf

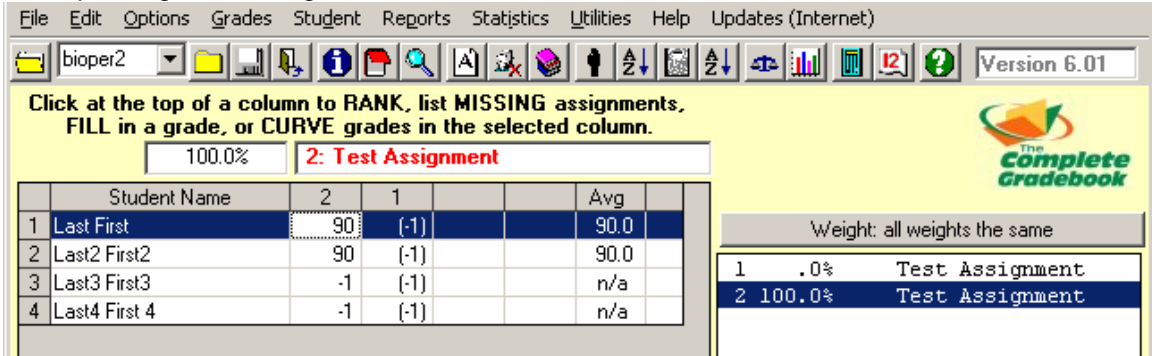
Click a second time to "de-select" the class

Buttons: OK - Save to marked classes, Add more assignments before saving, Cancel

Note: You can select more than one class and add more than one assignment by clicking the **Add more assignments before saving** button

Note: You will be prompted to save one class at a time when adding one assignment to multiple classes

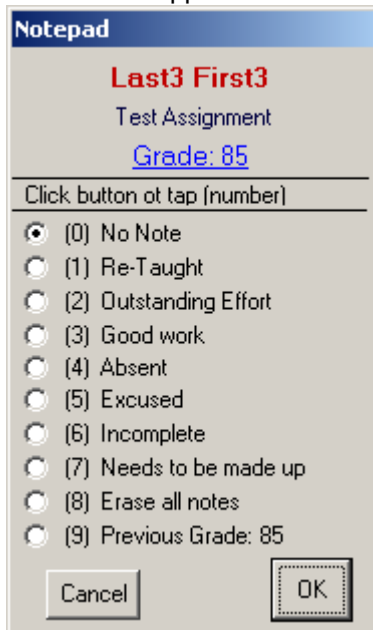
15. **Grade Entry:** Once the assignment name has been entered, click on the gradebook cell corresponding to the assignment:



Using your keyboard:

- Input the grade
- Tapping **Enter** will enter the grade, and then move to the next student.
- Tapping the **right arrow** will enter the grade and then move to the previous assignment
- If you **overwrite** a grade at the semester or yearly level, a note will be attached telling you that you are overwriting a calculated grade with a manually entered grade. This is useful if you wish to change a calculated grade from 68 to 70 (etc.)
- If you enter a grade in a 'normal' grading period **AND** the average for that grading period was previously **over written**, you will be prompted **'Do you wish to re-calculate the manually over written grade?'** Tap YES to recalculate the average or NO to maintain the manually overwritten average.

Note: You can access the **Notepad** feature of **The Complete Gradebook** to include notes for a particular assignment. Once you enter the grade, click on the **Notepad** icon or tap the **Insert** key on your keyboard; click **OK** when done selecting the note. A letter corresponding to the note will appear next to the grade.



16. **Editing Assignments:**

To edit an assignment (grade) for a class:

- a. Select **Grades** from the menu and click **Edit Assignments** or
- b. Press the F3 shortcut key or
- c. Double click on the assignment name you wish to edit (listed in the right hand box on the main screen)
- d. The data for that assignment will now appear. Edit as needed.

Weighting Method: Weight: all weights the same

Edit Assignments

Assignment number: 2

< Test Assignment 2 >

Note: If you enter an * (asterick) at the beginning of the title, the assignment will NOT count. An *2 at the end of the title will count the assignment as 2 grades.

Type of Grade Entry

- "Normal" Grades (0 - 100)
- Extra Points (score added to average)
- Enter Attendance
- Enter Conduct

Drop score if score turns out to be the lowest

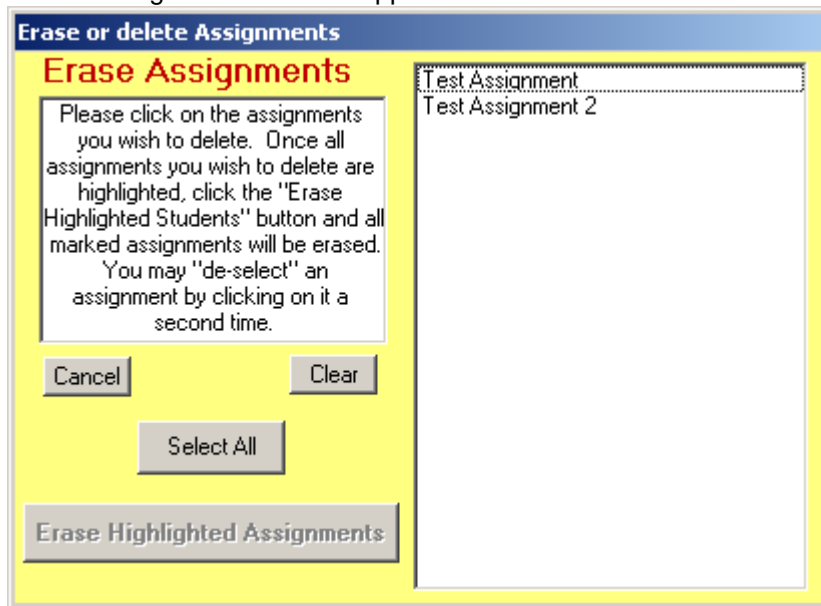
Cancel OK

Note: To completely change a weighting system, you should click on **Grades**, then on **Weighting System**, and then select you preferred weighting method. If you change the weighting system, you may need to click on **Grade**, click on **Edit Assignments**, and then edit each assignment setting.

17. **Deleting Assignments:**

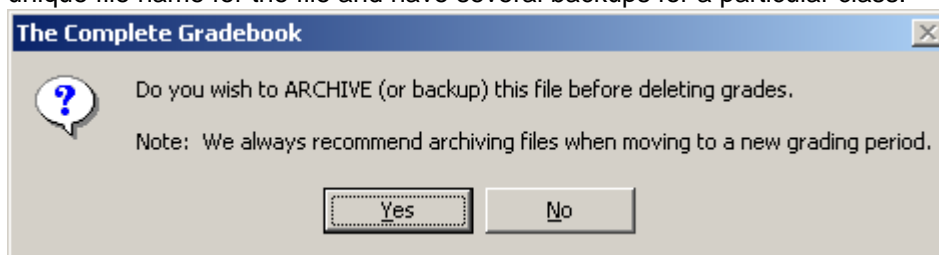
To delete an assignment (grade) for a class:

- a. Select **Grades** from the menu and click **Delete Assignments** or
- b. Press the F4 shortcut
- c. The following screen will now appear:

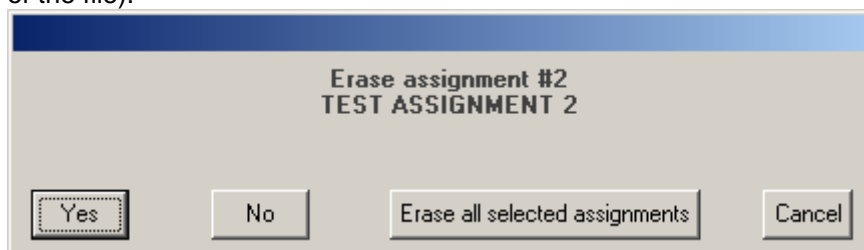


Note: You can selectively **DELETE** some or all of the assignments. Click on the assignments you wish to delete. To click on multiple assignments, hold down the shift key as you click. To toggle or change a selection, simply click on the assignment a second time. Once the desired assignments are selected, click **ERASE HIGHLIGHTED ASSIGNMENTS**.

- d. You will be given the option to Archive the file (back it up) at this time. You can simply accept the archive file name and have only one backup file per class OR you can enter a unique file name for the file and have several backups for a particular class.



- e. Click **YES** to completely erase the assignment indicated (including the attendance portion of the file).



FOR FURTHER INFORMATION OR FOR A COMPLETE DESCRIPTION OF ALL FEATURES AVAILABLE WITH *THE COMPLETE GRADEBOOK*, PLEASE CONSULT YOUR USER MANUAL, "THE COMPLETE GRADEBOOK MANUAL" OR CONSULT THE HELP FILE, "THE COMPLETE GRADEBOOK HELP FILE". ONCE YOU INSTALL *THE COMPLETE GRADEBOOK*, THESE 2 FILES ARE ACCESSIBLE THROUGH START, PROGRAMS, THE COMPLETE GRADEBOOK. THE FILES ARE ALSO LOCATED ON YOUR PROGRAM CD-ROM.