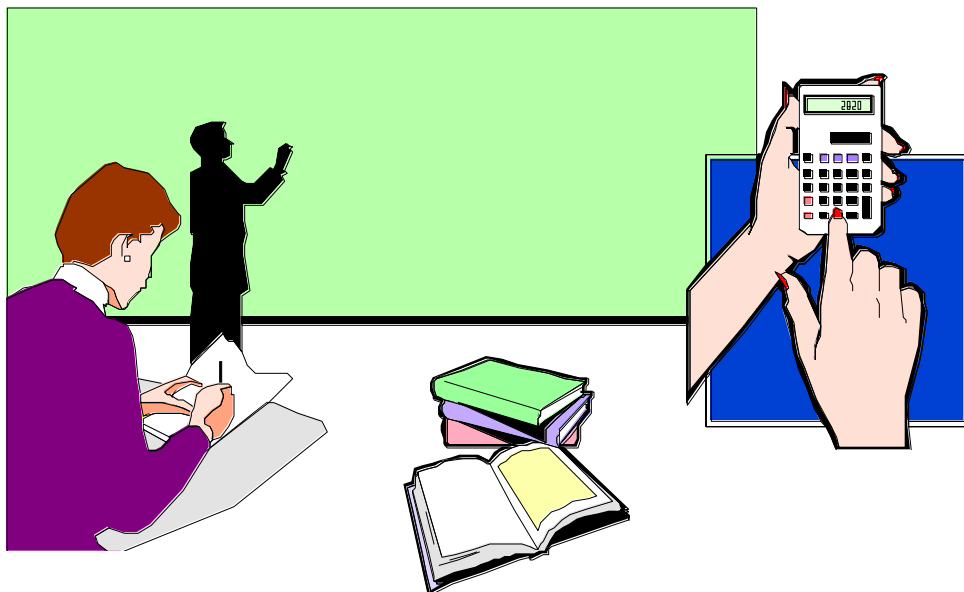


A Tutorial For Using MicroGrade 3.0.7 For Teachers: Creating Assignments, Entering Grades, & Taking Attendance



MicroGrade Tutorial

Creating Assignments & Entering Grades

Lesson Objective: Able to create and edit class assignments, take attendance, and view grades and attendance reports.

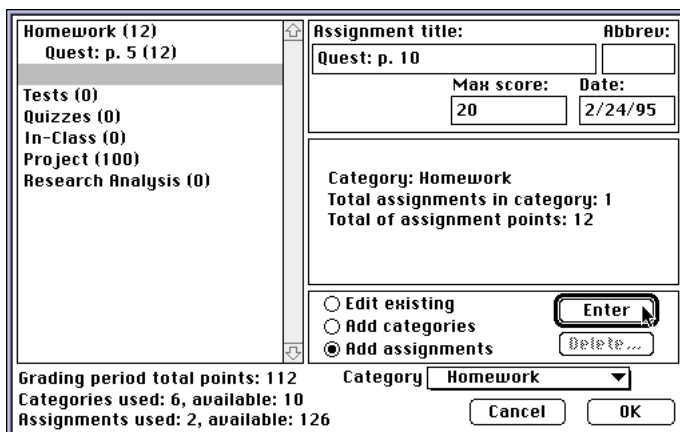
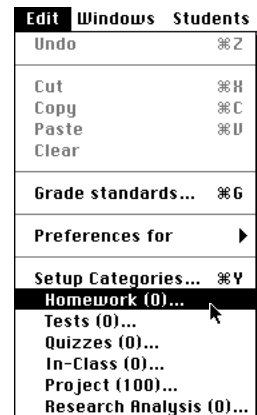
Review of Key Concepts: Electronic gradebooks are just like traditional gradebooks except that they are much more flexible, forgiving of mistakes, and powerful to use.

Entering/editing grades is applied only to selected students or assignments. To select a student or assignment, click on the appropriate name. To select multiple assignments or students, hold down the *shift* key and click on the desired names. Choose command (⌘)-A from the Edit menu to select all students or assignments. **Use keyboard shortcuts whenever possible.**

Creating Assignments

Once your gradebook is configured, using it is very easy. You simply add assignments, enter students' scores, and take attendance just like you would in a traditional gradebook. To create new assignments:

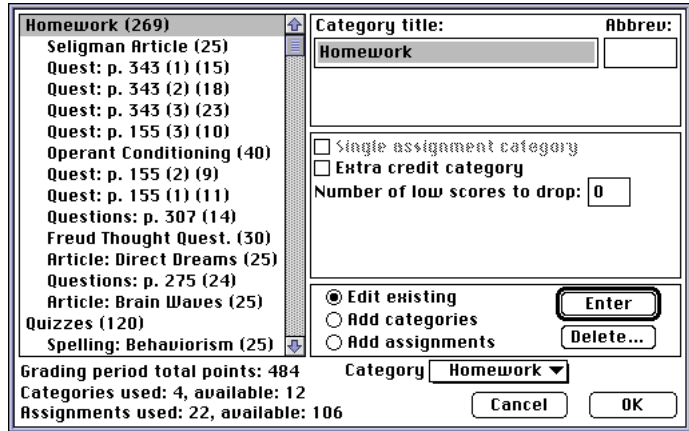
- 🍏 Pull down the **Edit menu** and choose the desired category. (Recall that you defined these categories when you set up and configured your gradebook.) In this case, we are going to add homework assignments.
- 🍏 The **Categories** window opens (see below). Click the **Add assignments** radio button and then type in the name of your assignment, total possible points, and the due date of the assignment. Click **Enter**. Notice your assignment appears



under the desired category in the left window and that MicroGrade keeps track of the total points to date, as well as categories and assignments used and available in the lower left corner of the window. In this case, two homework assignments have been added for a total of 112 points. This includes the 100 point project created earlier. When finished adding assignments, click **OK**.

NOTE: You edit assignments in a similar fashion. Simply open the **Categories** window, click the **Edit existing** radio button, *select* the assignment you want to edit, make your changes, and click the **Enter** button to accept them. Click **OK** to close the window.

To the right is another example of the kinds of entries that can be added to this window. MicroGrade uses these values and your students' scores to determine their class averages and grades.



Opening & Managing Windows

Once you have created your class roster, assignment categories, and added assignments, it is time to enter your students' scores. MicroGrade allows you to view your data in four different views (**windows**). You can open as few or as many windows (up to four) as you wish. The four different windows are: (a) **Class roster**; (b) **Student summary**; (c) **Categories & Assignments**; and (d) **Class scores**.

The **class roster window** shows students' names, IDs, total points and class percentage to date, and letter grade (if you chose this option in your preferences).

You **cannot** enter scores in this window. To access the **class roster window**:

- 🍏 Pull down the **Windows** menu and choose **Class roster** (see right). The **Roster window** opens (see below).



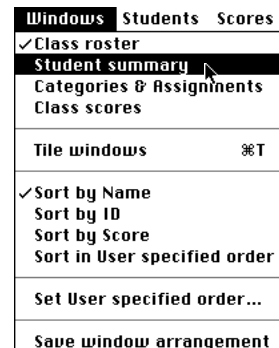
Roster "4th Quarter:Psychology"			
14 of 14 students visible. Total points: 484. Grades to date.			
Name	ID	Final	Grade
Kitten Cuddly	943510	272	56% F
John Doe	947575	250	52% F
Ben Dover	949402	434	90% A
Sigmund Fraud	945400	320	66% D
Ima Goodboy	943980	170	35% F
Seymour Heiney	958009	304	63% D
Joyce Kissup	943015	450	93% A
Cy Kologist	944195	318	66% D
Penny Lane	943825	378	78% C
Karl Old	946570	280	58% F
Jack Ripper	947390	383	79% C
Su Spender	940032	253	52% F
Biff Studwell	949340	282	58% F
Terry Tooney	948690	357	74% C

The **Student summary window** shows each student's scores on individual assignments along with his or her total grade percentage and letter grade. You can enter/edit scores from this window. Notes that you generated about students in the **Student Record** window also appear here. To access other students from this window, simply use the **scroll bar** in the top left corner of the window to scroll to the next student. Use the other **scroll bar**, if necessary, to see the other assignments. In this case, we are looking at Kitten Cuddly's grade summary.

Summary "4th Quarter:Psychology"			
Kitten Cuddly			
ID 943510. Grade Average: 272/484, 56% F.			
Category	Assignment	Score	Grade
Homework (269) average: 110/269, 41% F			
	Seligman Article (25)	0	0% F
	Quest: p. 343 (1) (15)	7	47% F
	Quest: p. 343 (2) (18)	0	0% F
	Quest: p. 343 (3) (23)	0	0% F
	Quest: p. 155 (3) (10)	7	70% C
	Operant Conditioning (40)	34	85% B
	Quest: p. 155 (2) (9)	0	0% F
	Quest: p. 155 (1) (11)	0	0% F
	Questions: p. 307 (14)	10	71% C
	Freud Thought Quest. (30)	27	90% A
	Article: Direct Dreams (25)	0	0% F
	Questions: p. 275 (24)	0	0% F
	Article: Brain Waves (25)	25	100% A

To access the **Student summary window**:

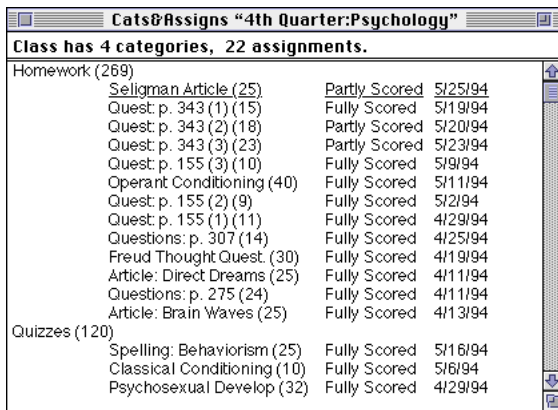
- 🍏 Pull down the **Windows** menu and choose **Student summary** (see right). The **Summary window** opens (see left).



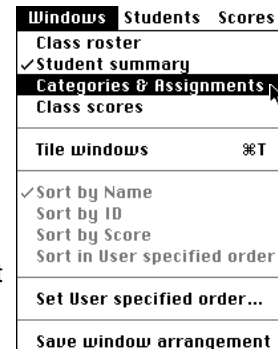
The **Categories & Assignments window** shows all of your defined categories, individual assignments under each category, the assignments' due dates, and whether the assignments are completely or partly scored. Use this window to see which assignments are partly scored and help identify those students who need to turn in assignments. You **cannot** enter scores in this window.

To access the **Categories & Assignments window**:

- 🍏 Pull down the **Windows menu** and choose **Categories & Assignments** (see right). The **Cats & Assigns window** opens (see below).

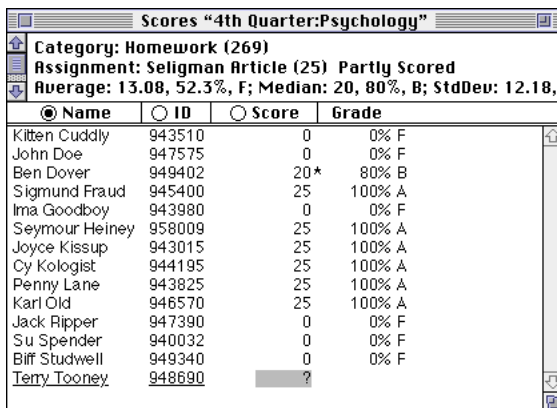


The **Scores window** shows a summary of your students' performance on individual assignments and assignment statistics (if you chose to display them in your preferences). Use this window to quickly enter/edit scores for newly-created assignments and to see which students need to turn in that particular assignment.



To access the **Scores window**:

- 🍏 Pull down the **Windows menu** and choose **Class scores** (see right). The **Scores window** opens (see below). In this case, notice that Terry Tooney

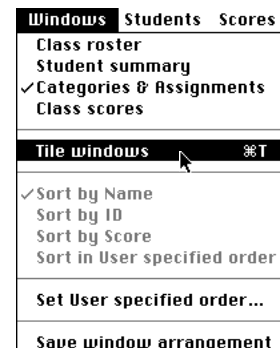
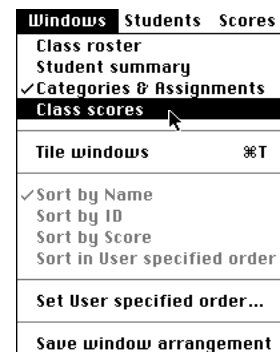


needs to turn in the Seligman article. Recall too that since we chose to have MicroGrade count unscored assignments as zero, in effect, Ms. Tooney has a zero on this assignment.

Tiling Windows

To see all four windows simultaneously:

- 🍏 Make sure that you have opened all four windows. Pull down the **Windows menu** and choose **Tile windows**. Your **four windows** are tiled (see next page). To save this arrangement, choose **Save window arrangement...** under the **Windows menu**. To work in a particular **window**, simply click on



it to make it active. In this case, the **Scores window** is active.

The screenshot shows the MicroGrade software interface with the 'Scores' window active. The window title is 'Scores "4th Quarter: Psychology"'. It displays the following information:

- Category:** Homework (269)
- Assignment:** Seligman Article (25) Partly Scored
- Average:** 13.08, 52.3%, F; **Median:** 20, 80%, B; **StdDev:** 12.18

Name	ID	Score	Grade
Kitten Cuddly	943510	0	0% F
John Doe	947575	0	0% F
Ben Dover	949402	20*	80% B
Sigmund Fraud	945400	25	100% A
Ima Goodboy	943980	0	0% F
Seymour Heiney	958009	25	100% A
Joyce Kissup	943015	25	100% A
Cy Kologist	944195	25	100% A
Penny Lane	943825	25	100% A
Karl Old	946570	25	100% A
Jack Ripper	947390	0	0% F
Su Spender	940032	0	0% F
Biff Studwell	949340	0	0% F
Terry Tooney	948690	?	?

The interface also shows a 'Roster' window with 14 students visible and a 'Cats@Assigns' window with 22 assignments.

Entering Scores

Once you have created assignments, you need to enter students' scores.

- Make the **Scores** window active and scroll to the newly-created assignment. Notice that each student has a question mark (?) by his or her name. Click on the question mark (?) beside the appropriate student and then simply enter the score (see right). Notice that MicroGrade computes the student's average for that assignment and assigns a letter grade (if you chose that option in your preferences). Notice too that statistics for the assignment appear in the top part of the window and are updated after you enter each student's score. That's all there is to it! When finished, **SAVE YOUR WORK** and back up your files to a floppy disk once a week.

The screenshot shows the 'Scores' window for '4th Quarter: Psychology' with a different assignment selected:

- Category:** Homework (319)
- Assignment:** Research Critique (50) Partly Scored
- Average:** 33, 66%, D; **Median:** 34, 68%, D; **StdDev:** 0, 0%

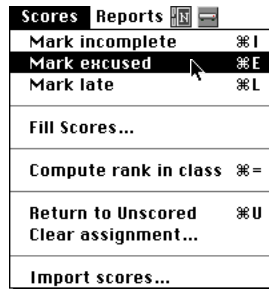
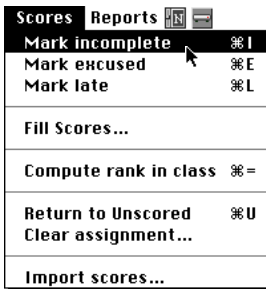
Name	ID	Score	Grade
Kitten Cuddly	943510	34	68% D
John Doe	947575	20	40% F
Ben Dover	949402	45	90% A
Sigmund Fraud	945400	38	?
Ima Goodboy	943980	?	?
Seymour Heiney	958009	?	?
Joyce Kissup	943015	?	?
Cy Kologist	944195	?	?
Penny Lane	943825	?	?
Karl Old	946570	?	?
Jack Ripper	947390	?	?
Su Spender	940032	?	?
Biff Studwell	949340	?	?
Terry Tooney	948690	?	?

NOTE: You can also enter scores in the **Student summary** window.

Marking Scores Late, Excused, or Incomplete

You can mark scores as late, excused, or incomplete.

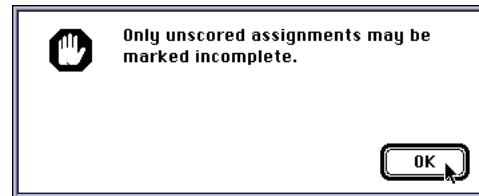
- Select the student whose score you want to change (see right). Pull down the **Scores** menu and choose the appropriate option (see below). In this case, we



Scores "4th Quarter:Psychology"			
Category: Homework (319)			
Assignment: Research Critique (50) Partly Scored			
Average: 32.58, 65.2%, D; Median: 35, 70%, C; StdDev: 13.45,			
Name	ID	Score	Grade
Kitten Cuddly	943510	34	68% D
John Doe	947575	20	40% F
Ben Dover	949402	45	90% A
Sigmund Fraud	945400	L	38* 76% C
Ima Goodboy	943980		INC*
Seymour Heiney	958009		?
Joyce Kissup	943015	45	90% A
Cy Kologist	944195	0	0% F
Penny Lane	943825	19	38% F
Karl Old	946570	34	68% D
Jack Ripper	947390	28	56% F
Su Spender	940032	e	50* 100% A
Biff Studwell	949340	42	84% B
Terry Tooney	948690	36	72% C



have marked Sigmund Fraud's score as being late and are marking Su Spender's late score as being excused. Notice that Ima Goodboy's score is incomplete. This option can only be used for unscored assignments. If the **Incomplete** option were chosen for a student who already had an assignment score, the **Alert window** to the right would appear. Click **OK**.



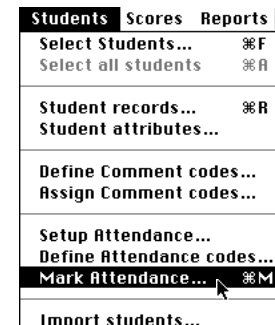
NOTE: You can have MicroGrade compute and display each student's class rank in the **Summary** window. Simply pull down the **Scores** menu and choose **Compute rank in class** (see right). The student's class rank appears in the **Summary** window (see below).

Summary "4th Quarter:Psychology"			
Sigmund Fraud			
ID 945400. Grade Average: 358/534, 67% D. Class rank: 6.			
Category	Assignment	Score	Grade
Homework (319) average: 226/319, 71% C			
	Research Critique (50)	L	38* 76% C
	Seligman Article (25)	25	100% A
	Quest: p. 343 (1) (15)	12	80% B
	Quest: p. 343 (2) (18)	0	0% F
	Quest: p. 343 (3) (23)	16	70% C
	Quest: p. 155 (3) (10)	7	70% C
	Operant Conditioning (40)	34	85% B
	Quest: p. 155 (2) (9)	3	33% F
	Quest: p. 155 (1) (11)	8	73% C
	Questions: p. 307 (14)	11	79% C
	Freud Thought Quest. (30)	22	73% C
	Article: Direct Dreams (25)	25	100% A
	Questions: p. 275 (24)	0	0% F

Taking Attendance

To take attendance:

- Pull down the **Students** menu and choose **Mark attendance...**(see right). The **Mark Attendance** window opens (see next page).



Mark Attendance for Grading Period "4th Quarter"

Preu Week Next Week Attend. Codes: []

	Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27
John Doe		Abs			NS
Ben Dover					NS
Sigmund Fraud					NS
Ima Goodboy	Sus	Sus	Sus	Sus	NS
Seymour Heiney					NS
Joyce Kissup					NS
Cy Kologist					NS
Penny Lane				Abs	NS
Karl Old		Abs			NS
Jack Ripper					NS

Grading Period dates: 4/11/94 - 6/3/94
Attendance tracking dates: 1/31/94 - 2/2/95

Cancel Done

Score []

Psychologi

Partly 55, 70%, grade

= Present
 Tar = Tardy
 Abs = Absent
 TEH = Tardy Excused
 Sus = Suspended
 PCA = Personal Convenience
 Exc = Excused
 Tru = Truant
 FT = Field Trip

🍏 If the student is present, simply press **RETURN** to advance to the next student.

🍏 If the student is absent, open the **Codes** pop-up menu and choose the appropriate code. (Recall that these were previously defined.) Once the code is chosen, you are automatically advanced to the next student. In this case, we are marking Jack Ripper truant.

You can quickly go to any week in the grading period that you choose. (Recall that you previously identified the length of your grading period.)

🍏 Open the **Date** pop-up menu and choose the desired week. In this case, we are choosing the week of May 1st.

Mark Attendance for Grading Period "4th Quarter"

Preu Week Next Week Attend. Codes: [] Date: 4/10/94

	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15
Kitten Cuddly					
John Doe		Exc	Abs		Abs
Ben Dover					
Sigmund Fraud					
Ima Goodboy					
Seymour Heiney					
Joyce Kissup					
Cy Kologist			Abs		
Penny Lane					
Karl Old					

Grading Period dates: 4/11/94 - 6/3/94
Attendance tracking dates: 1/31/94 - 2/2/95

Cancel Done

4/10/94
 4/17/94
 4/24/94
 5/1/94
 5/8/94
 5/15/94
 5/22/94
 5/29/94

NOTE: When you first open the **Mark Attendance** window, you see the current week's attendance. In order for this feature to work properly, the correct date must be set in either the **Date and Time** (System 7.5) or **General Controls** (System 7.x) **Control Panels Device** located in the **Control Panels** folder!

Next: Making and Printing Reports