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## FREQUENTLY ASKED QUESTIONS

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*I am starting a new grading period and want to avoid re-entering student or activity information. How can I copy the student or activity information templates from one file to another?*

1. Open a class file that includes a list of students and activities from the previous grading period.
2. Select Save As... from the File menu.
3. Name the new file, click the Student Template or Activity Template radio button, and click Save.
4. Decide whether or not you want to assign a password to the file and the file will open.

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*How can I create a cumulative file?*

1. Open a class file from the first grading period.
2. Highlight the Totals column by moving your pointer to the space just above the column. The arrow will change shape to point at the column.
3. Click on the mouse and the entire column will highlight.
4. You can now select Copy Special from the Edit menu and an option window will appear.
5. Click on each box to include or exclude the given information.
6. Open or activate a final grade file and select the appropriate Paste listing from the Edit menu. This will create an activity that contains the final grades for the first grading period.
7. Update any activity information.
8. Continue this process until you have pasted final grades from all of your marking periods.

Cumulative File					
ClassMaster Mr. Carling Townsend Elementary		Attendance	1st Term 100	2nd Term 100	Totals
Askins, David		92	87		89.5 B+
Berwick, Dabney		78	83		80.5 B-
Carlisle, Betty		99	94		96.5 A
Drake, Robbie		81	86		83.5 B
Gray, Mary Lou		78	80		79.0 C+
Ho, Kuai		89	95		92.0 A-
Hoang, Doc		87	86		86.5 B
Jiminez, Charlie		91	96		93.5 A
Jones, Taylor		88	88		88.0 B+
Lee, Belinda		75	70		72.5 C-
Levine, Barry		95	93		94.0 A
Martinez, Guadalupe		78	88		83.0 B
Mendez, Ramon		84	80		82.0 B-
Averages		85.3	88.6		86.95 B

Once all is said and done, the final grade that appears in the Totals column represents the average of each of the individual grading periods. You may wish to set up a different method to determine the final grade. If so, you should set up categories (with weighting or not) and assign a category to each grading period.

NOTE: If you have added new students throughout the year or if you have sorted your class files, you must add and sort the students in the same order to all class files so the Copy Special command will copy the Totals in the correct order for each student.

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***How can I record grades, attendance, etc. on a printed copy of my student roster?***

1. After entering student and activity information, select Hide Assigned Grades from the Display menu.
2. Select Print from the File menu and click OK.

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***The activity names in the student performance report are truncated. How can I widen the report columns?***

1. Select Screen Layout... from the Display menu.
2. Adjust the width in the Report Cell box.

***How can I delete a class file from my hard drive?******Macintosh***

1. Locate and highlight the class file on your hard drive.
2. Click and drag this file to the Trash.

***Windows***

1. Locate and highlight the class file (in the CM folder in the Program Files folder) on your hard drive.
  2. Select Delete from the File menu.
  3. Click Yes when asked whether or not you want to send the file to the Recycling Bin.
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***How can I generate a list of those students whose final grade is at or below a certain defined value?***

1. Open a class file.
  2. Select Define Grade Value from the Setup menu.
  3. Enter the desired grade used to display those students who are “at risk” and click OK.
  4. Select Show Grades Less Than Defined Value from the Display menu.
  5. Select Disable Show Grades Less Than Defined Value from the Display menu to return the class roster.
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***How can I print a student performance report on a single sheet of paper? Instead of printing each student's report individually, how can I print them all at once? How can I print more than one report on a page?***

1. Open a class file and locate a desired student on your class roster.
2. Click on that student's cell in the Totals column and his or her performance report will appear.
3. Select Page Setup from the File menu.
4. Change the orientation from Portrait to Landscape.
5. Reduce the percentage of the printed copy on a single page (Macintosh only).
6. Select Print from the File menu and click OK. Keep in mind that the print dialogue box includes the option to print a report for all students at once and then to include more than one report per page. If you don't see these options in the

dialogue box, select ClassMaster from the General pop-down list and the options will appear.

NOTE: Some of you will not be able to fit the report on a single page given the amount of data in your report.

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### ***How can I curve the final grade for my students?***

1. Select Define Class Information from the Setup menu.
2. Click the box beside Curve total to max percentage received.

The student who has the highest accumulative percentage will be given a final grade of 100, for example. All other student grades will increase by the same percentage factor as the top student's grade.

NOTE: If you have assigned extra credit, it is possible that grades could be curved down.

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### ***I am an elementary teacher and am using a single class file to record grades for several subject areas. How can I remove the Totals box from the student performance report? How can I display a letter grade for each subject category in the student performance report?***

1. Select Define Class Information from the Setup menu.
2. Click the box beside Hide totals in the Total Report.
3. Click the box beside Show Category Letter Grade (Raw Pts Only).

Totals for Louis J. Reynaud										11/15/02				
First Quarter — Fall 2002 by Rachel Cook										Page 1 of 1				
Reading			Spelling			Science			Math		Social Studies			
IC Workbook p.3	A/	100.0	HWork p.4	50/	50.0	Vocab. p.12	85/	100.0	HWork p.7	86/	100.0	Current Event, wk 1	√ +/	100.0
HWork-JGP Ch.1 Qs	C/	100.0	IC Work p.3	22/	25.0	Lab-Light&Sound	N/	100.0	Timed Test (x)	86/	100.0	Ch. 1 Review	90/	100.0
JGB-Cover Design	B-/	100.0	IC Work p.7	20/	25.0	Ch. 1 Review	82/	100.0				Ch. 1 Pop Quiz	73/	100.0
IC Workbook p.5	C+/	100.0	HWork p.9	15/	20.0							Ch. 1 Test	91/	100.0
JGP-Ch.1 Test	B-/	100.0	Test 1	75/	100.0							State Map	√ +/	100.0
			IC Work p.11	25/	25.0									
<b>B -</b>	<b>408.0/</b>	<b>500.0</b>	<b>B</b>	<b>207.0/</b>	<b>245.0</b>	<b>C+</b>	<b>235.0/</b>	<b>300.0</b>	<b>B</b>	<b>172.0/</b>	<b>200.0</b>	<b>B+</b>	<b>442.0/</b>	<b>500.0</b>

Dear Mrs. and Mr. Reynaud,

Please discuss this report with Louis and help him plan methods of improving those items which apply to his work. A conference may be arranged by calling the Guidance Office for an appointment.

Please sign below and return this report to the middle school's main office by Wednesday, November 20, 2002. You may use the reverse side of this report for comments.


Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Class Roster		1/14/02
Reading — 1st Term by Ms. Cook		Page 1 of 1
ClassMaster Ms. Cook Drew Middle School	Attendance	Totals
1619		92.3
1917		85.6
1024		99.0
1298		74.4
1690		81.4
1754		89.5
1832		87.3
1389		85.0
1398		85.7
1623		66.1
1139		96.1
1729		73.9
1552		82.5
1278		84.4
Averages		84.52

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*How can I post final grades while maintaining student anonymity?*

1. Select Hide Activities from the Display menu.
2. Select Display Student Number from the Display menu.
3. Select Show Grade Designations from the Display menu.
4. Select Print from the File menu.
5. Click No Cols when prompted.
6. Click Print.

<b>Class Roster</b>							1 / 17 / 02
Room 304 — Attendance, Week of 1/7/2002 by Ms. Cook							Page 1 of 1
	Attendance	Monday 1/7/2002	Tuesday 1/8/2002	Wednesday 1/9/2002	Thursday 1/10/2002	Friday 1/11/2002	Totals
	Askins, David	P	P	P	E	P	P
Berwick, Dabney	U	P	P	P	P	P	- -
Drake, Robbie	P	P	P	P	P	P	- -
Gray, Mary Lou	U	P	P	P	P	P	- -
Ho, Kuai	P	P	P	P	P	P	- -
Jiminez, Charlie	P	P	P	P	P	P	- -
Lee, Belinda	P	P	P	P	P	P	- -
Levine, Barry	P	P	T	P	P	P	- -
Martinez, Guadalupe	P	P	P	P	P	P	- -
Myers, John	P	P	P	E	P	P	- -
Simpkins, Mattie	P	P	P	P	P	P	- -
Suzuki, Masayuki	P	P	P	P	P	T	- -
Tu, Alethea	P	P	P	P	P	P	- -
Wallace, Cassandra	T	P	P	P	P	P	- -
Wilson, Toreena	P	P	P	P	P	P	- -
Averages		95.3	100.0	98.0	98.7	99.3	- -

P = Present  
T = Tardy  
E = Excused Absence  
U = Unexcused Absence

### ***How can I record attendance in roster format?***

1. Create a new class file, or work from an existing file by following the instructions listed on page 38.
2. Select Define Class Information from the Setup menu.
3. Enter a name (e.g., Room 304) and period (e.g., Attendance, Week of 1/7/2002).
4. Select Define Final Grade/Activity Categories from the Setup menu.
5. Enter a new category (e.g., Attendance), selecting Not for Grade.
6. Select Define Grade Symbol Categories from the Categories menu.
7. Define a new category (Attendance) and click Open.
8. Define the category using your attendance codes and any values that you choose. The scores have no meaning (Not for Grade), but still need to be entered according to the usual rules.

9. Select Add Activity from the Edit menu.
10. Enter a name (day of the week) and date. Select a Category (Attendance) and Grade Type (Attendance). Click the Symbol radio buttons.
11. Record attendance using the codes that you defined in step 8.

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***How can I print a roster with only the grades from certain activities, for example, just last week's grades?***

1. Place the cursor in a score cell under the heading of the activity that you want to hide.
2. Select Hide Current Activity from the Display menu.
3. Repeat for any other activity columns that you want to hide.
4. Select Print from the File menu. (The Totals column will still reflect students' cumulative grades. If you prefer not to print this column, select Define Class Information from the Setup menu and check 'Hide totals in Total Report'.)
4. To show all activities again, select Show Activities from the Display menu and click on the Show Activities button.

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***I am an elementary teacher. I would like to print a student performance report like the one shown on page 41. How can I create a single class file to record grades for several subject areas?***

See step 5 on page 12, making sure to delete the default activity category names: Homework, Tests, Quizzes, Final. Then define new activity categories for each subject area.