



The Complete Gradebook

The Complete Gradebook PRO

Administrative Program Manual

Table of Contents

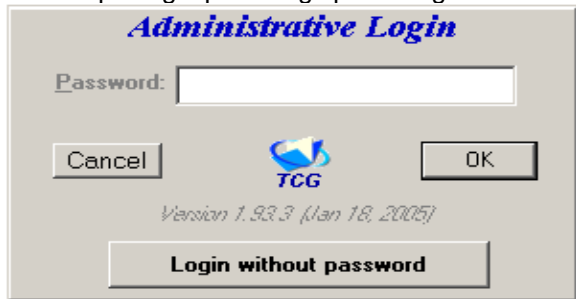
GENERAL INFORMATION.....	4
LOGGING IN	4
MAIN SCREEN.....	4
<i>Settings</i>	4
Basic	4
Options.....	4
Paths.....	5
Attendance	6
Campuses	6
Report Text	7
Cycle Values	7
Users	8
Steps	8
GRADES.....	8
VIEW	8
<i>Grades only</i>	8
<i>Grades, Attendance, and Conduct</i>	9
EDIT.....	9
VIEW GRADE LOG	9
ATTENDANCE	10
VIEW	10
EDIT BY LIST	10
EDIT BY PERIOD	11
<i>Printing an Attendance Record</i>	11
EDIT ATTENDANCE SUBMITTED AT END OF GRADING CYCLE	11
REPORTS	12
REPORT CARD I	12
<i>Activate Alternate Grade Display</i>	12
Filling in the Grade Conversion Table	12
REPORT CARD II.....	12
ATTENDANCE	13
<i>General Report</i>	13
<i>For a Specific Date</i>	13
SAMPLE REPORT CARDS	14
REPORT CARD I	14
<i>With Conduct and Attendance</i>	14
REPORT CARD II.....	15
ATTENDANCE	15
<i>Report for daily submitted attendance</i>	15
<i>Report for attendance submitted at the end of a cycle</i>	15
<i>Report for attendance for a specific date</i>	15
IMPORT/EXPORT DATA.....	16
IMPORT GRADES	16

EXPORT GRADES	16
<i>Most Administrative Interfaces</i>	16
<i>Wen-Gage</i>	17
IMPORT ATTENDANCE	18
CONVERT DATA	18
CONVERT	18
UTILITIES	19
CLEAR ENTIRE DATABASE.....	19
BACKUP DATABASE.....	19
COMPACT OR OPTIMIZE DATABASE.....	19
CLEAR SELECTED ITEMS ONLY.....	19
CLEAR SELECTED TEACHER DATA	19
CLEAN-UP UN-WANTED ASSIGNMENTS OF GRADE SUBMISSIONS.....	20
CLEAN-UP UN-WANTED CLASSES	20
CLEAN UP UN-WANTED STUDENTS	20

General Information

Logging in

- Each time you use the Admin Program, you will need to (login. Each person using the program can have a unique login providing specific rights to the user (see [Users](#))



Main Screen

Settings
Grades
Attendance
Reports
Import/Export Data
Convert Data
Utilities

- Use the tabs on the left side of the screen to select the major area you will to use. Be sure to set up all the tabs before attempting to run The Complete Gradebook PRO
 - [Settings](#)
 - [Grades](#)
 - [Attendance](#)
 - [Reports](#)
 - [Import/Export Data](#)
 - [Convert Data](#)
 - [Utilities](#)

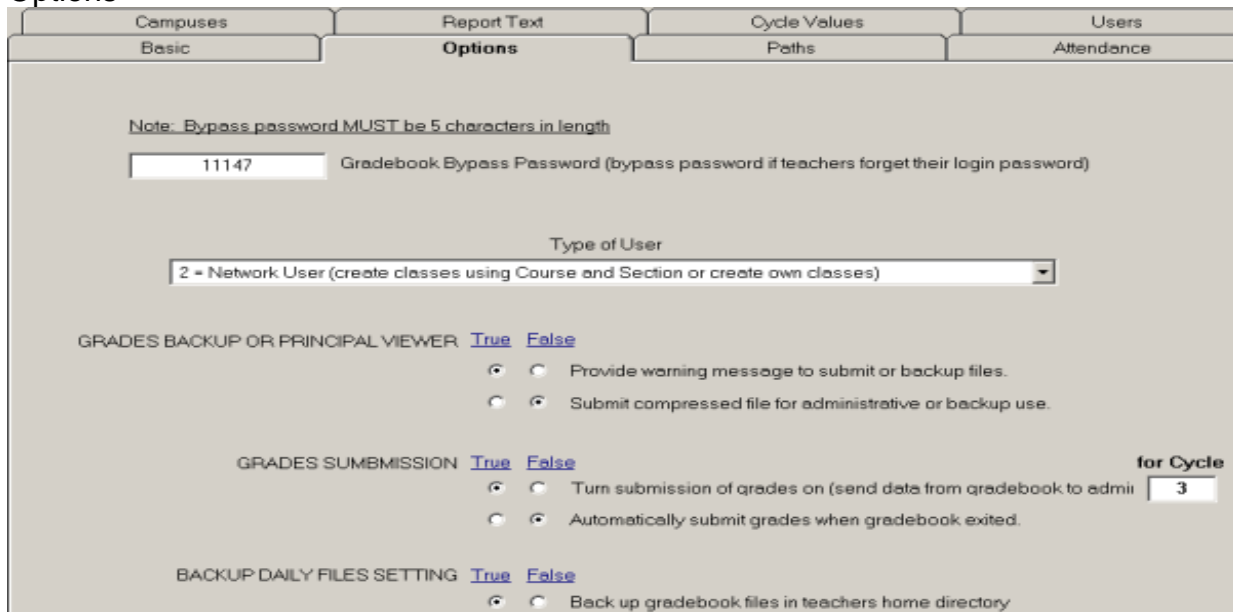
Settings

- 8 basic setting tabs for administrative use. Click on the desired tab on the left side of the screen to edit your settings as necessary.

Basic

- This option allows the user to designate the desired administrative Program. If your administrative program is not listed, please call us and we will discuss the process to add your system to the list.
- Different information will be available depending on the administrative program used.
- The Grade Conversion table should be used if you wish numeric grades to be displayed as Letter Grades (see [Grade Conversion](#))

Options

A screenshot of the 'Options' screen in the software. The screen has a tabbed interface with tabs for 'Campuses', 'Report Text', 'Cycle Values', and 'Users'. The 'Options' tab is selected. Below the tabs, there is a note: 'Note: Bypass password MUST be 5 characters in length'. There is a text input field containing '11147' with the label 'Gradebook Bypass Password (bypass password if teachers forget their login password)'. Below that is a dropdown menu for 'Type of User' with the selected option '2 - Network User (create classes using Course and Section or create own classes)'. There are several settings with radio buttons and labels: 'GRADES BACKUP OR PRINCIPAL VIEWER' with 'True' and 'False' options; 'GRADES SUBMISSION' with 'True' and 'False' options, and a 'for Cycle' field with the value '3'; and 'BACKUP DAILY FILES SETTING' with 'True' and 'False' options.

- ❑ Administrative Password – Allows user to bypass the teacher login password with this setting. This is very helpful if a teacher forgets her password. You can enter the value for the password, go into the gradebook and then change the password.
- ❑ Type of User
 1. Stand Alone – Gradebook is run as a stand alone program.
 2. Network User (create classes using Course and Section or create own classes) – gives the user the option to create classes from the administration download or manually enter students.
 3. Network User (create classes using Course and Section only – generally this is the setting you would use to make sure teachers do not accidentally try to create their own classes. Teachers cannot manually enter students. THIS IS THE MOST COMMON SETTING FOR NETWORK USERS WHO ARE USING A DISTRICT ADMINISTRATIVE PACKAGE.
- ❑ Grades Backup or Principal Viewer.
 1. Provide warning message to submit or backup files – Notify teachers a copy of the gradebook is being sent to an administrative location set in the Paths tab.
 2. Submit compressed file for administrative use or backup use – automatically send a copy of the gradebook is being sent to an administrative location set in the Paths tab.
- ❑ Grades Submission
 1. Turn submission of grades on (send data from gradebook to admin) – When this option is turned on, teachers can submit data to the administrative program. This is usually turned on at the end of a grading period. The data sent will be based on the settings in the Current Cycle tab
 2. Automatically submit files when gradebook exited. – Automatically send data to the administration whenever the gradebook is exited.
- ❑ Backup daily files settings
 1. Back up gradebook files in teachers home directory. 7 days of backups are created automatically if this is turned on. We highly recommend this be done.

Paths

Basic	Options	Paths
Path to The Complete Gradebook PRO application folder (location of the TCGPro.exe file)		
c:\pos\ugb_active\		Browse
Folder location or path to each teachers HOME folder		
c:\005		Browse
Folder location for receiving data from Wen-GAGE SI		
C:\pos\ugb_active_New\GBPAAdmin\GRBOOK.TXT		Browse
Folder location to send data back to admin module from gradebook		
C:\pos\ugb_active_new\GBPAAdmin\SubmitFolder\1st_6_Weeks_2004\		Browse
Folder location to send daily attendance back to admin module from gradebook		
c:\pos\ugb_active\GBPAAdmin\SubmitFolder\1st_6_Weeks_2004\Attendance\		Browse
Folder location to save gradebook information in database format (for 'Principal Viewer, etc).		
c:\005\submit		Browse
Folder location where district photos are stored.		
c:\005\Pictures?		Browse
Folder location where student photos will be stored for individual gradebook use.		
c:\005\Pictures?		Browse

Note: Enter REM to cancel the use of the item represented in the path

- ❑ You can set the file path or locations for several items by clicking the browse button to the right of item selected and the browsing to the desired folder or file. REM cancels the use of the option
 1. The Complete Gradebook PRO application folder – location of the **TCGPro.exe** file on your server
 2. File location for receiving or sending data to (admin program). Location of folder where your admin import and export files will be placed.
 3. Path to gradebook HOME directory or folder. Location of the folder where you wish each teacher to have his or her database automatically placed. Generally this is on the private folder for each teacher on their server, (Example: **H:\Gradebook**) although it can be anywhere including their local C drive.
 - ❑ IF THIS SETTING IS CHANGED AFTER TEACHERS SET UP THEIR PROGRAM, THEIR FILES WILL “DISAPPEAR” WHEN THEY LOGIN AND THE USER WILL BE TREATED AS THOUGHT THEY ARE A NEW USER WITH A NEW FORLDER LOCATION.

- ❑ You can change this value at the beginning of each school year to automatically start each user as a new user.
- 4. Path to save gradebook information in database format (for 'Principal Viewer', etc.). Set the location where you wish to save a useable current copy of each teachers gradebook so administrative personnel can easily look at, but not change, teacher gradebook information and values.
- 5. Path to save gradebook information in a 'flat file' format. Location of the folder to send grading period grades in preparation of being sent back to your master administration program or simply for use within the admin program and the capabilities you currently own (print report cards locally, etc.)
- 6. Path to folder where district photos are stored. If you have a folder location with JPG pictures of student with the name of each file their student ID number, specify this folder location here and teachers can automatically import picture into their gradebook. Pictures should be about ¾ inch square for best performance.
- 7. Path to folder where student photos will be stored for individual gradebook use – Location of the folder to maintain the individual pictures for each individual teacher. This can be set to the local C drive to increase speed.
- 8. Path to save daily attendance (Special folder location for daily submitted attendance to reside. use).

Attendance

Options		Paths		Attendance	
Verify values correspond to the same settings teachers use.					
Description	Absence Code	Report as an Attendance Mark			
Present	AB	<input type="checkbox"/>			
Absent	AB	<input checked="" type="checkbox"/>			
Tardy	TA	<input type="checkbox"/>			
Excused	EX	<input checked="" type="checkbox"/>			
Field Trip	FT	<input type="checkbox"/>			
School Activity	SA	<input type="checkbox"/>			
Truant	TR	<input checked="" type="checkbox"/>			
Doctor's Note	DN	<input checked="" type="checkbox"/>			
Unexcused	UN	<input checked="" type="checkbox"/>			
Other	OT	<input type="checkbox"/>			
Other	OT	<input type="checkbox"/>			
Other	OT	<input type="checkbox"/>			
Other	OT	<input type="checkbox"/>			
Other	OT	<input type="checkbox"/>			
Green	GN	<input type="checkbox"/>			
Other	OT	<input type="checkbox"/>			
Haircut	HC	<input type="checkbox"/>			
Other	TO	<input type="checkbox"/>			
Unknown	UK	<input type="checkbox"/>			
Enrolled	ST	<input type="checkbox"/>			
Withdrew	UL	<input type="checkbox"/>			

Record: 1 of 20

This option is optional (only used when teachers plan on submitting attendance each day)

- ❑ Enter the attendance codes for you district.
- ❑ To activate the code, place a check mark in the corresponding check box.

Campuses

Basic		Options		Paths		Attendance			
Campuses				Report Text		Cycle Values		Users	
Enter a new campus below. Edit as needed. Tap ENTER to activate. Tap delete to remove selected campus.									
Cam...	Description	CampusLevel	PhoneNo	Address	City	State	ZipCode		
*									
▶ 105	Bowlegs Elementary	PK - 8	405-398-4322	PO Box 88	Bowlegs	OK	74830		
▶ 101	Campus 101								

- ❑ Campus information – Enter each campus demographics in the top line and tap enter to complete the entry. You can edit each line as necessary. Changes are automatically saved and the correction is made.
- ❑ To erase a campus, click in the * column and then tap delete.

Report Text

Campuses		Report Text	Cycle Values	Users
Edit Comments as needed. Tap ENTER to activate the change. Then tap SAVE to save the settings to the Gradebook.		Edit Conduct as needed. Tap ENTER to activate the change. Then tap SAVE to save the settings to the Gradebook.		
Number	Comment	Symbol	Description	
▶ 1	Outstanding Effort	▶ E	Excellent	
2	Very Good Student	S	Satisfactory	
3	Needs to make up work	N	Needs Improvement	
4	Missing Assignments	U	Un-Satisfactory - Needs to be more understanding	
5	Needs to complete work			
6	School Trip			
7	Un-excused 2			
8	Absences effecting grades			
9	Unique to school			
Edit Report Card text as needed. Text is automatically saved as changes are made.				
This is a sample of the text that could go at the bottom of the report card. It can be of any length as the area will automatically expand. This paragraph can be as long as the user wishes. Please be sure to return this report before June 28th. Any late reports will be held at the library.				

- Sets up the master comments allowed in each gradebook.

Cycle Values

Campuses	Report Text	Cycle Values	Users		
Enter 0 for cycle to download all data					
Semester		Cycle	Year		
1		3	1		
Attendance Entry Settings					
<input checked="" type="checkbox"/> Export Teacher Attendance Totals <input type="checkbox"/> Do not use any attendance <input type="checkbox"/> Use teacher submitted attendance <input type="checkbox"/> Use daily submitted attendance (based on dates listed to the left)					
Enter low est and highest allowable grade that can be submitted. Leave the cell blank if not rules to be applied to the grade.					
Cycle Description	Cycle Value	Begin Date	End Date	Lowest Score	Highest Score
* ▶ 1st 9 Weeks	1				
2nd 9 Weeks	2				
1st Semester	1				
3rd 9 Weeks	3				
4th 9 Weeks	4				
2nd Semester	2				

- The basic settings shown below are the settings for the current school grading period. School year 1, Cycle or grading interval 1, Exam "interval" 4, are the displayed settings.
- Examples:
 - Semester 1 = 1st Semester
 - Cycle 1 = 1st 6 Weeks
 - Exam 4 = 1st Semester Final Exam
 - Year 1 = 1st School Year (usually 1)
- or
- Semester 2 = 2nd Semester
- Cycle 7 = 6th 6 Weeks
- Exam 10 = 2nd Semester Final Exam
- Year 1 = 1st School Year (usually 1)
- The Begin and End Dates are the first and last day of each grading cycle.
- The Lowest and Highest Score values are the lowest and highest acceptable grade that can be submitted to your administrative system. Example: if lowest score is 50, and a 40 is earned, a 50 will be reported.
- Please contact us to be sure you are entering the correct values.

Users

Enter Users - Edit as needed - Tap ENTER to activate. Tap delete to remove selected

	User ID	User Complete Name	User Password	Security Level
*				
▶	0	Administrator	LetMeIn	abcdefghijklmno
	1	Sample Teacher	Sample1	abcdefghijklmno

Access Codes

A - Allow access to all Settings in the Settings Menu
 B - Allows user to Add or Edit Passwords
 C - Allows user to View Grades
 D - Allows user to Edit Grades
 E - Allows user to View the Grades Log
 F - Allows user to View Attendance
 G - Allows user to Edit Attendance
 H - Allows user to View the Attendance Log
 I - Allows user to Print or View both Grade and/or Attendance Reports
 J - Allows user to Import Grades
 K - Allows user to Export Grades
 L - Allows user to Import Attendance
 M - Allows user to Convert Data from Administration
 N - Allows user to Backup or Erase Data
 O - Allows user to open Alternate Databases

Examples of sample code combinations

- You can enter unlimited users, each with different access rights. Tap Enter to add the entry
- To **Delete a User**, Click on the user in the * column and then tap **Delete**

Steps

- Enter User ID
- Enter Complete Name
- Enter desired password. Any password is OK. It is NOT case sensitive
- Enter the desired security level based on the letters shown under **Access Codes**
 Examples: *ABCDEFGHIJKLMNO* would give rights to all of the admin program
CF would give the user only rights to view Grades and Attendance

Grades

View

- This gives you several ways to look at the currently submitted data. Please experiment with each tab to see which view suits your needs the most.

Grades only

DAFOE, WILLIAM

By Campus | By Teacher

Complete Class | By Student

By Class | 'Report Card'

Folder Items

- ⊕ CRUISE, TOM
- ⊕ DAFOE, WILLIAM
- ⊕ DAFOE, WILLIAM
- ⊕ DAFOE, WILLIAM
- ⊕ DIETRICH, MARLENE
- ⊕ EASTWOOD, CLINT
- ⊕ ESTEVAN, GLORIA
- ⊕ GABLE, CLARK
- ⊕ HARWELL, BILLY
- ⊕ HOWARD, MELANIE
- ⊕ LOREN, SOFIA

	1st 6 We...	2nd 6 We...	3rd 6 We...	Final Exam	1st Sem...	4th 6 We...	5th 6 We...	6th 6 We...	2nd Sem...	Final Exam	Year End
WORLD GEOGRAPH...	78	78	78		78	95	95	95	95		95
HEALTH	70	100	90	80	80	60	70	100	70	81	75
ENGLISH 1	81	82	83	100	82	100	100	100	100		81
MATH	91	92	93	90	92	90	90	90	90		91
SCIENCE	91	92	93	90	92	90	90	90	90		91
PE	98	98						98	98		98
HEALTH		81	91	81	81	61	71	81	71		75
ENGLISH 1		82	83	81	82	81	81	81	81		81
MATH		92	93	91	92	91	91	91	91		91
SCIENCE		92	93	91	92	91	91	91	91		91
PE		99	99		99	99	99	99	99		99

Grades
Grades/Conduct/Attendance
Details

Grades, Attendance, and Conduct

DAFOE, WILLIAM

By Campus By Teacher
 Complete Class By Student
 By Class 'Report Card'

Folder Items

- CRUISE, TOM
- DAFOE, WILLIAM
- DAFOE, WILLIAM
- DAFOE, WILLIAM
- DIETRICH, MARLENE
- EASTWOOD, CLINT
- ESTEVAN, GLORIA
- GABLE, CLARK
- HARWELL, BILLY
- HOWARD, MELANIE
- LOREN, SOFIA
- MILLS, DONNA
- MONROE, MARILYN
- PAULSEN, PAT
- RYAN, NOLAN
- SABATINI, GABRIELLA
- THOMAS, MARLO
- WARREN, LESLIE

	1st 6 Weeks	2nd 6 Wee...	3rd 6 Wee...	Final Exam	1st Sem...	4th 6 We...	5th 6 We...	6th 6 We...	2nd Sem...	Final Exam	Year End
WORLD GEOGRAPHY ...	78	78	78		78	95	95	95	95		95
Conduct - Comment	E - 1	E - 2	E - 3		E - 4	E - 5	E - 6	E - 7	E - 8		E - 9
Absent - Tardy	0 - 0	0 - 0	0 - 0		0 - 0	0 - 0	0 - 0	0 - 0	0 - 0		0 - 0
HEALTH	70	100	90	80	80	60	70	100	70	81	75
Conduct - Comment	S - 4	E - 3	E - 5	-	E -	S - 1	S - 2	S - 3	S -	-	S -
Absent - Tardy	2 - 0	2 - 0	2 - 0	-	2 - 0	2 - 0	2 - 0	5 - 0	5 - 0	-	-
ENGLISH 1	81	82	83	100	82	100	100	100	100		81
Conduct - Comment	S - 2	S - 3	S - 4	-	S - 1	S - 2	S - 3	S - 4	S - 1		S -
Absent - Tardy	1 - 1	1 - 1	1 - 1	-	1 - 1	2 - 1	2 - 1	2 - 1	2 - 1		3 - 2
MATH	91	92	93	90	92	90	90	90	90		91
Conduct - Comment	E - 1	E - 1	E - 2	-	E - 1	E - 1	E - 1	E - 1	E - 1		E -
Absent - Tardy	2 - 0	2 - 0	2 - 0	-	2 - 0	2 - 0	2 - 0	2 - 0	2 - 0		4 - 0
SCIENCE	91	92	93	90	92	90	90	90	90		91
Conduct - Comment	E - 1	E - 1	E - 2	-	E - 1	E - 1	E - 1	E - 1	E - 1		E -
Absent - Tardy	2 - 0	2 - 0	2 - 0	-	2 - 0	2 - 0	2 - 0	2 - 0	2 - 0		4 - 0
PE	98	98						98	98		98
Conduct - Comment	E - 1	E - 1	E - 2	-	E - 1	E - 1	E - 1	E - 1	E - 1		E -
Absent - Tardy	2 - 0	2 - 0	2 - 0	-	2 - 0	2 - 0	2 - 0	2 - 0	2 - 0		4 - 0
HEALTH		81	91	81	81	61	71	81	71		75
Conduct - Comment		E - 3	E - 5	-	E -	S - 2	S - 2	S - 3	S -		S -
Absent - Tardy		2 - 0	2 - 0	-	2 - 0	2 - 0	2 - 0	5 - 0	5 - 0		-
ENGLISH 1		82	83	81	82	81	81	81	81		81

Grades Grades/Conduct/Attendance Details

Edit

Click on desired student Turn off message box when changes made Edit as desired. Changes saved automatically

LastName	FirstName	ID	Description	Interval	Grade	Absence	Tardy	Conduct	Comment
A.	DONNY	980013	ART-HUMANITIES - 4th Period	2nd 9 Weeks	91				
ADAMS	DILLON	910009	ART-HUMANITIES - 4th Period	1st Semester	91				
ALEXANDER	KAROLYNN	940049	LANGUAGE ARTS 6th Grade 6th...	2nd 9 Weeks	72				
ALLDREDGE	KRISTEN	910006	LANGUAGE ARTS 6th Grade 6th...	1st Semester	72				
ANGEL	LANI	980008	LITERATURE 6th Grade 5th Peri...	2nd 9 Weeks	60				
ARMSTRONG	CHRISTA	910031	LITERATURE 6th Grade 5th Peri...	1st Semester	n/a				
ASHBY	MICKENZI	930013							
BATESEL	KAITLIN	930053							
BATESEL	KENDRA	900067							
Bean	Amber	1020							
BENSON	SHARLET	900043							
BLASSINGAME	BRIDGETTE	970008							
BRISTOW	DUSTIN	950040							
BRISTOW	DILLION	950039							
BROWN	STEVEN	930066							

- Click on the desired student in the left hand list and their grade information will appear in the right hand box.
 - Edit the Grade, Absence, Tardy, Conduct, or Comment cell as necessary
 - Note: This will NOT change the value in the teachers actual gradebook.


View Grade Log

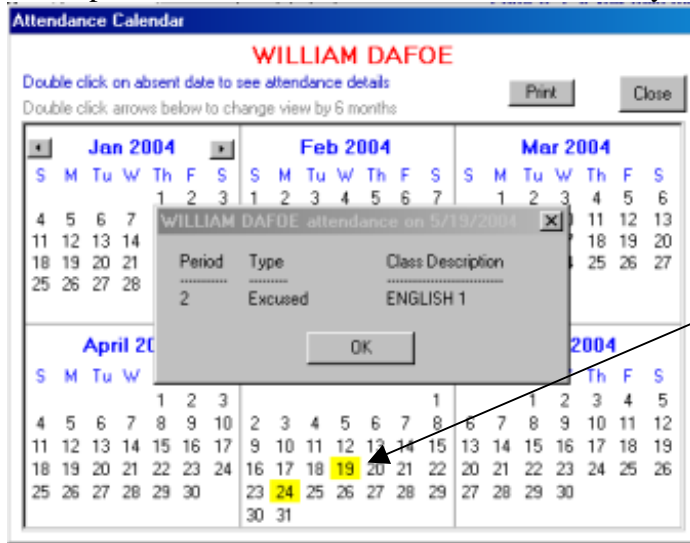
Show all changes Show changes to teacher submitted data Show changes to daily submitted attendance
 Print selected items only (use ctrl-click or shift-click to make selections)

Last	First	Class	Per	From	To	New Date / Type	Date Changed	Changed By
BROWN	STEVEN	LITERATURE 6th Grade 5th ...	2	60	99	Grade Change	1/21/2005 2:37:58 PM	ddempee
BROWN	STEVEN	LANGUAGE ARTS 6th Grade...	3	72	80	Grade Change	1/21/2005 2:38:03 PM	ddempee

- The log will track any attendance or grade change made by users with edit rights to this administrative program.

Attendance

- Tap the  icon to see a calendar view of any absences for all of the following attendance options;



Attendance Calendar
WILLIAM DAFOE
 Double click on absent date to see attendance details
 Double click arrows below to change view by 6 months
 Print Close

Jan 2004 Feb 2004 Mar 2004

WILLIAM DAFOE attendance on 5/19/2004

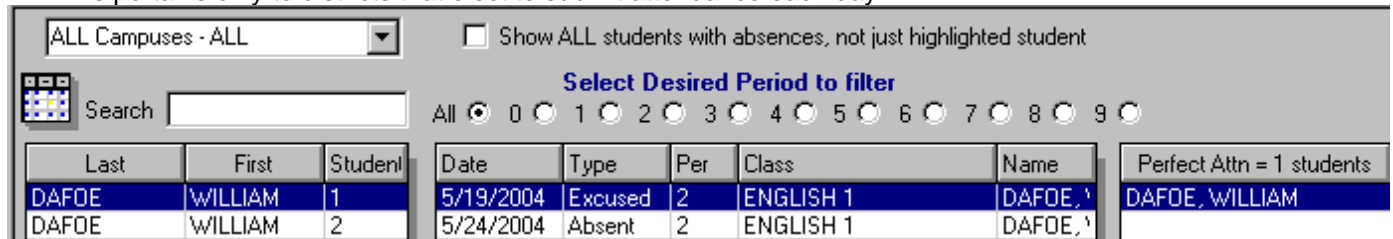
Period	Type	Class Description
2	Excused	ENGLISH 1

OK

- Once the calendar appears, you can double click on a colored coded date and see details concerning the attendance

View

- This pertains only to districts that elect to submit attendance each day.



ALL Campuses - ALL Show ALL students with absences, not just highlighted student

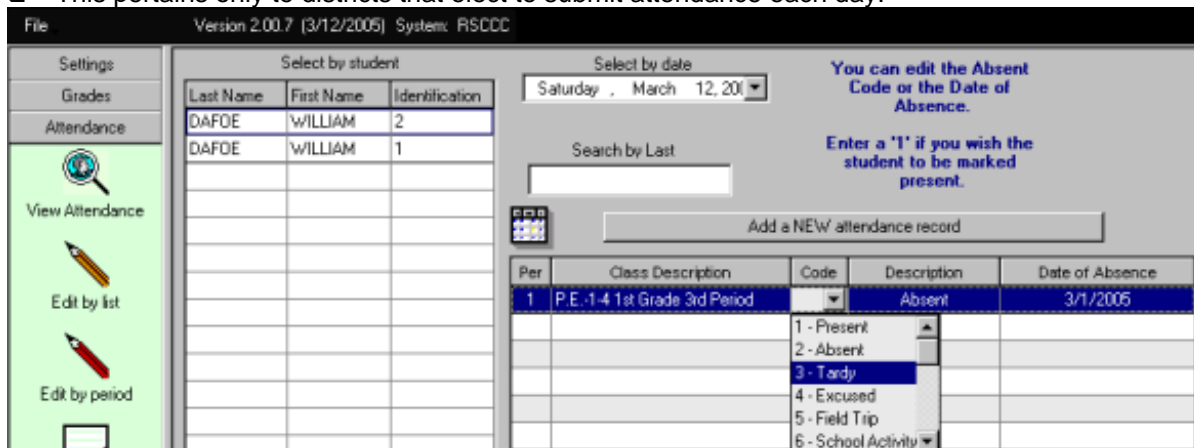
Select Desired Period to filter
 All 0 1 2 3 4 5 6 7 8 9

Last	First	Student	Date	Type	Per	Class	Name	Perfect Attn = 1 students
DAFOE	WILLIAM	1	5/19/2004	Excused	2	ENGLISH 1	DAFOE, W	DAFOE, WILLIAM
DAFOE	WILLIAM	2	5/24/2004	Absent	2	ENGLISH 1	DAFOE, W	

- Lists the attendance for every student in every school, by desired period.
- Student with perfect attendance for the desired period will show in the right hand box. Only "official" school attendance will be shown.
- Enter student last name to search for a student record. If a student has attendance from multiple teacher and you wish to see all the class attendance for each teachers, place a check next to "Show Attendance for All Classes for"
- You can also show attendance for a specific period of the day by selecting the appropriate period in the drop down box.

Edit by List

- This pertains only to districts that elect to submit attendance each day.



File Version 2.00.7 (3/12/2005) System: RSCDC

Select by student
 Last Name First Name Identification
 DAFOE WILLIAM 2
 DAFOE WILLIAM 1

Select by date
 Saturday March 12, 2005

You can edit the Absent Code or the Date of Absence.
 Enter a '1' if you wish the student to be marked present.

Search by Last

Add a NEW attendance record

Per	Class Description	Code	Description	Date of Absence
1	P.E.-1-4 1st Grade 3rd Period		Absent	3/1/2005

1 - Present
 2 - Absent
 3 - Tardy
 4 - Excused
 5 - Field Trip
 6 - School Activity

Edit By Period

- This pertains only to districts that elect to submit attendance each day.

Version 2.00.7 (3/12/2005) System: RSCCC

Search by Last Name You can edit the Absent Code or the date of absence. Select a 1 if you wish the student to be marked present.

Select Date

Enter desired periods (1, 2, etc. - 'A' = all) Print this date Sort by Grade Level first and then by Last Name Move to top of the grid

Last Name	First Name	Grade	Per 0	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8
DAFOE	WILLIAM	3		4	4	- Abse					
DAFOE	WILLIAM	3									

Highlight the appropriate Class Description for period 3

Course	Section	Class Description	Teacher
50	1	HEALTH	Jones J
22	1	ENGLISH 1	Jones J
23	1	MATH	Jones J
24	1	SCIENCE	Jones J
25	1	PE	Jones J
55	2	WORLD GEOGRAPHY	Jones J

You are adding an attendance record to a class that has no current record. Please select the appropriate class for

- You can change the value (absent type) simply by editing the value. Switch to 0=present to “erase the entry” (all changes are saved in the attendance log).

Per 4	Per 5
<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="0 - None (remove)"/> <input type="button" value="1 - Present"/> <input type="button" value="2 - Absent"/> <input type="button" value="3 - Tardy"/> <input type="button" value="4 - Excused"/> <input type="button" value="5 - Field Trip"/>	

- You can edit the submitted absence by selecting the drop down box for the appropriate attendance record. If the attendance is NEW you may see a selection window shown above. Otherwise, make the necessary change and the click the **OK** button.
- To erase a previously entered attendance record, select 'o – None (remove)

Printing an Attendance Record

- You can also print the selected date (attendance records for the selected date) by clicking the '**Print**' button. Leave an '**A**' (for All) in the text box to show all attendance for the

specified date.

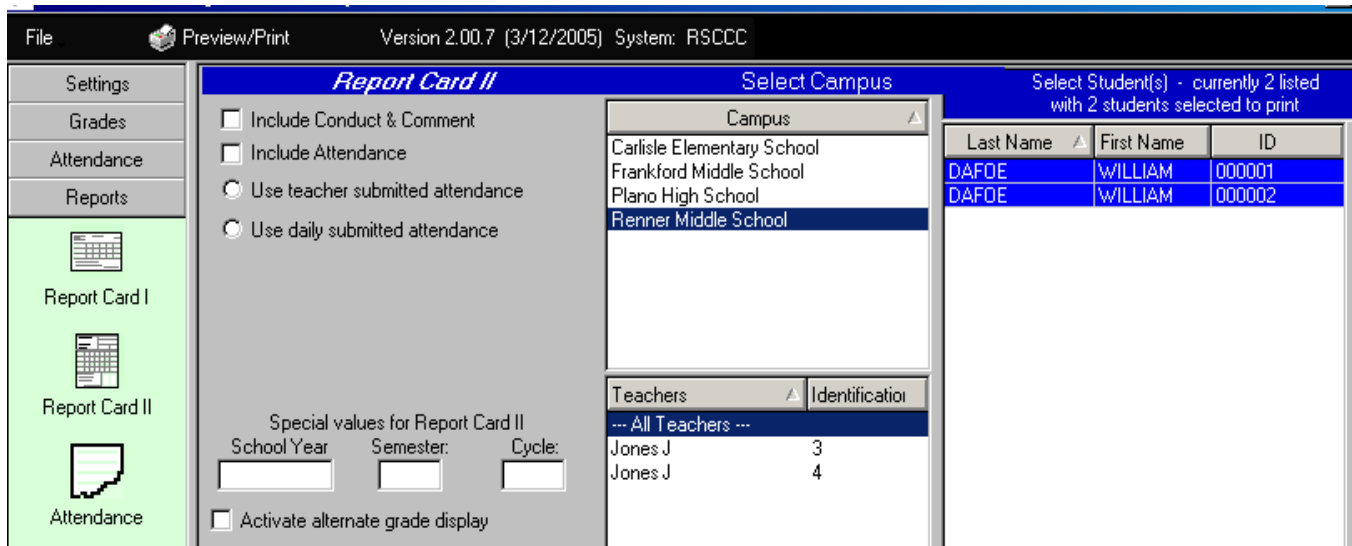
- Change the A to a specific period number to print only attendance for the specified period on the desired date.
- You can also print an attendance report by selecting the [Report, Attendance](#) menu item

Edit Attendance Submitted at End of Grading Cycle

- See [Grades, Edit](#)

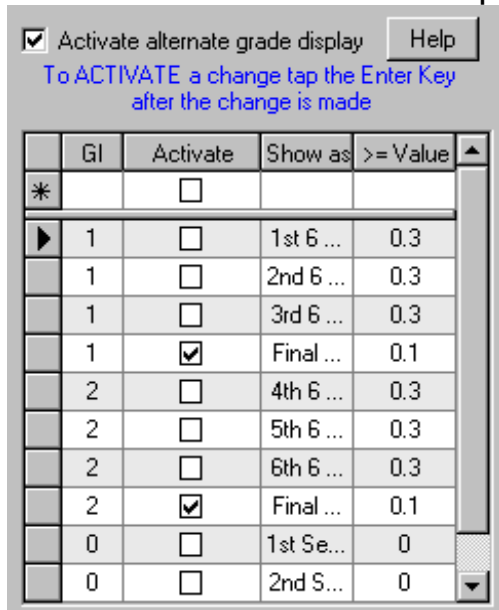
Reports

Report Card I



- This option will allow individual schools to print student report cards and other reports without submitting grades to a master program.
- Try different settings to see how a report will look.
- All reports will first "print to screen" before actual printing.
- Select the School, the Teachers, and then the Students. Only the highlighted students will be printed.

Activate Alternate Grade Display



- Select the check box and grades for the grading periods that are marked as activated will be converted from numeric to letter grades
- ### Filling in the Grade Conversion Table

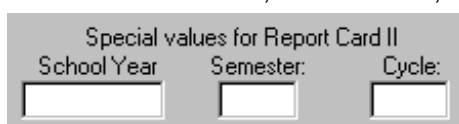
- Enter the Grading cycle
- Check the activate box if you wish the grade display to convert from number to letter for the specific grading cycle

Note: The Show as and >= Value are NOT related to the GI or Activate columns

- Enter the Letter values (usually A, B, C, D, F)
 - Enter the numeric value for the corresponding letter grade
- Tap enter to activate your newly entered values

Report Card II

- This option will allow individual schools to print student report cards and other reports without submitting grades to a master program.
- Try different settings to see how a report will look.
- All reports will first "print to screen" before actual printing.
- Select the School, the Teachers, and then the Students. Only the highlighted students will be printed.



- You will need to enter 3 items for the report card. The School Year (example: 2005), the Semester (example: 1st or 1), and the Cycle (example: 2).

Attendance

General Report

- ❑ This option will allow individual schools to print student attendance summaries.
- ❑ Try different settings to see how a report will look.
- ❑ All reports will first “print to screen” before actual printing.
- ❑ Select the School, the Teachers, and then the Students. Only the highlighted students will be printed.

Attendance

Use teacher submitted attendance
 Use daily submitted attendance

Activate alternate grade display
 To ACTIVATE a change tap the Enter Key after the change is made

GI	Activate	Show as	>= Value
*	<input type="checkbox"/>		
▶ 1	<input type="checkbox"/>	1st 6 We...	0.3
1	<input type="checkbox"/>	2nd 6 W...	0.3
1	<input type="checkbox"/>	3rd 6 We...	0.3
1	<input checked="" type="checkbox"/>	Final Exam	0.1
2	<input type="checkbox"/>	4th 6 We...	0.3
2	<input type="checkbox"/>	5th 6 We...	0.3
2	<input type="checkbox"/>	6th 6 We...	0.3
2	<input checked="" type="checkbox"/>	Final Exam	0.1
0	<input type="checkbox"/>	1st Sems...	0
0	<input type="checkbox"/>	2nd Sem...	0
0	<input type="checkbox"/>	Yearly Av...	0

Select Campus

Campus

- Carlisle Elementary School
- Frankford Middle School
- Plano High School
- Renner Middle School

Teachers

Identification	
--- All Teachers ---	
Jones J	3
Jones J	4

Classes

Course	Per
--- All Classes ---	
ENGLISH 1	22 1 2
HEALTH	50 1 2
MATH	23 1 2
SCIENCE	24 1 1
WORLD GEOGRAPHY	55 2 1

Select Student(s) - currently 2 listed with 2 students selected to print

Last Name	First Name	ID
DAFOE	WILLIAM	000001
DAFOE	WILLIAM	000002

Highlight All Un-highlight All

For a Specific Date

Attendance

Use teacher submitted attendance
 Use daily submitted attendance
 Print attendance for a specific date

Select Campus

Campus

- Carlisle Elementary School
- Frankford Middle School
- Plano High School
- Renner Middle School

Enter desired periods (1, 2, etc. - 'A' = all)

A

March 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 3/12/2005

- ❑ Select the third choice to specifically print a report for a specific date and/or period.
- ❑ Select the date desired by clicking on the desired date in the calendar.
- ❑ Change the A to a specific period number to print only attendance for the specified period on the desired date.

Sample Report Cards

Report Card I

Renner Middle School
1706 3rd Street
Plano, Texas 75075



Plano ISD
School Phone: (123) 456-7855

Student Name: DAFOE		Student ID: 1						Grade Level: 3			7/18/2004	
Class	1st 6 Weeks	2nd 6 Weeks	3rd 6 Weeks	Final Exam	1st Semester	4th 6 Weeks	5th 6 Weeks	6th 6 Weeks	2nd Semester	Final Exam	Year End	Teacher
WORLD GEOGRAPHY	78	95	78		95	78	95	95	95		95	Jones J
HEALTH	70	80	90	80	80	60	70	80	70	81	75	Jones J
ENGLISH 1	81	82	83	80	82	80	80	80	80		81	Jones J
MATH	91	92	93	90	92	90	90	90	90		91	Jones J
SCIENCE	91	92	93	90	92	90	90	90	90		91	Jones J
PE												Jones J

This is a sample of the text that could go at the bottom of the report card. It can be of any length as the area will automatically expand. This paragraph can be as long as the user wishes.

Please be sure to return this report before June 28th. Any late reports will be held at the library.

Signature

Parent/Guardian Signature

Date

With Conduct and Attendance

Bowlegs Elementary
PO Box 88
Bowlegs, OK 74830

Report Card

School Phone: 405-398-4322

Student Name: BROWN, JOHNNY		Student ID: 930066				Grade Level: 6		2/1/2005	
Class	1st 9 Weeks	2nd 9 Weeks	1st Semester	3rd 9 Weeks	4th 9 Weeks	2nd Semester	Year End	Teacher	
ART-HUMANITIES - 4th Period		91	91					Pinley A	
Abs/Tardy - Conduct/Comment		S - 2	-						
LANGUAGE ARTS 6th Grade 6th P		72	72					Dunagan D	
Abs/Tardy - Conduct/Comment		S - 2	-						
LITERATURE 6th Grade 5th Period		60						Gasaway A	
Abs/Tardy - Conduct/Comment		S - 2	-						

This is a sample of the text that could go at the bottom of the report card. It can be of any length as the area will automatically expand. This paragraph can be as long as the user wishes.

Please be sure to return this report before June 28th. Any late reports will be held at the library.

Signature

Parent/Guardian Signature

Date

Conduct Codes		Comment Codes	
E	Excellent	1	Outstanding Effort
S	Satisfactory	2	Very Good Student
N	Needs Improvement	3	Needs to make up work
U	Un-Satisfactory - Needs to b understanding	4	Missing Assignments
		5	Needs to complete work
		6	School Trip
		7	Un-excused 2
		8	Absences effecting grades
		9	Unique to school

Report Card II

Student Name	Student ID	Grade	Control	Semester	Cycle	Year	Date						
DAFOE, WILLIAM	1	3	2	1	1	2005	3/12/2005						
To the Parents/Guardians of: DAFOE, WILLIAM Plano, Texas		School											
		Renner Middle School											
		School Address											
		1706 3rd Street		Plano, Texas		75075							
		Principal Name				Telephone							
Principal				(123) 456-7855									
Class		1st 6	2nd 6	3rd 6	Final Exam	1st 6	4th 6	5th 6	6th 6	2nd 6	Final Exam	Year End	Teacher
WORLD GEOGRAPHY		78											JonesJ
Campus Message Block													
<p>This is a sample of the text that could go at the bottom of the report card. It can be of any length as the area will automatically expand. This paragraph can be as long as the user wishes.</p> <p>Please be sure to return this report before June 28th. Any late reports will be held at the library.</p>													

Signature

Parent/Guardian Signature

Date

Attendance

Report for daily submitted attendance

Attendance Report

2/1/2005

Student Name	Student ID	Grade Level	Class Description	Period Code	Description	Date
No records for selected student(s)						

Attendance information appears here

Report for attendance submitted at the end of a cycle

Attendance Report

2/3/2005

Student Name	Student ID	Grade Level	Class Description	Interval	Absent	Tardy
1 ABRAHAM, SHARLET	900043	8	LANGUAGE ARTS 8th Grade 4th Period	1	0	1
			LITERATURE 8th Grade 3rd Period	1	1	1
			MATH 8th Grade 2nd Period	1	0	1

Report for attendance for a specific date

Special Attendance Report for ALL periods for 3/12/2005



3/12/2005

Student Name	Student ID	Grade Level	Per	Class Description	Teacher	Description
1 DAFOE, WILLIAM	2	3	1	ENGLISH 1	Jones J	Excused
			2	SCIENCE	Jones J	Excused
			3	WORLD GEOGRAPHY	Jones J	Absent

Import/Export Data

Import Grades

View Cycle: *Note: Enter the letter A to see all submissions for every cycle*

<input type="checkbox"/>	Campus	School	ID	Teacher	Cycle	Date	Time
<input type="checkbox"/>	101	101	302	Carlson T	3	01-11-05	Don
<input type="checkbox"/>	101	101	302	Carlson T	3	01-11-05	2-23-06-PM
<input type="checkbox"/>	101	101	302	Carlson T	3	01-11-05	2-25-18-PM
<input type="checkbox"/>	Carlisle Element	001	313	Morris S	3	01-03-05	3-44-09-PM
<input type="checkbox"/>	Carlisle Element	001	315	Neff S	3	01-04-05	7-48-53-AM

Teacher ID	Name
3	Jones J
4	Jones J

- Enter the **cycle value** for the desired interval (you can enter A to show all cycles) and all teachers who submitted grades will show in the list box.
 - Sometimes teachers will submit multiple times. In that event place a check mark in the check box for the older files and delete ball but the newest file.
 - You can sort by any column by clicking on the header of the desired column.
- Highlight all the desired file for importing (select all, shift click and control click will all work)
- Click Convert '**Hi-Lighted Data to Admin Database**' and each record will be updated.
 - If record were previously submitted, the new submit will not add new data, but rather update the old data.
- Click '**Show Un-Submitted**' to list teachers who have not submitted grades for the selected cycle.

Export Grades

Export Teacher Attendance Totals

Semester: Cycle: Year Value: School Year:

Attendance from: to:

	GI	Activate	Show as	>= Value
*		<input type="checkbox"/>		
▶	1	<input type="checkbox"/>	1st 6 Weeks	0.3
	1	<input type="checkbox"/>	2nd 6 Weeks	0.3
	1	<input type="checkbox"/>	3rd 6 Weeks	0.3
	1	<input checked="" type="checkbox"/>	Final Exam	0.1
	2	<input type="checkbox"/>	4th 6 Weeks	0.3
	2	<input type="checkbox"/>	5th 6 Weeks	0.3
	2	<input type="checkbox"/>	6th 6 Weeks	0.3
	2	<input checked="" type="checkbox"/>	Final Exam	0.1
	0	<input type="checkbox"/>	1st Semester	0
	0	<input type="checkbox"/>	2nd Semester	0
	0	<input type="checkbox"/>	Yearly Average	0

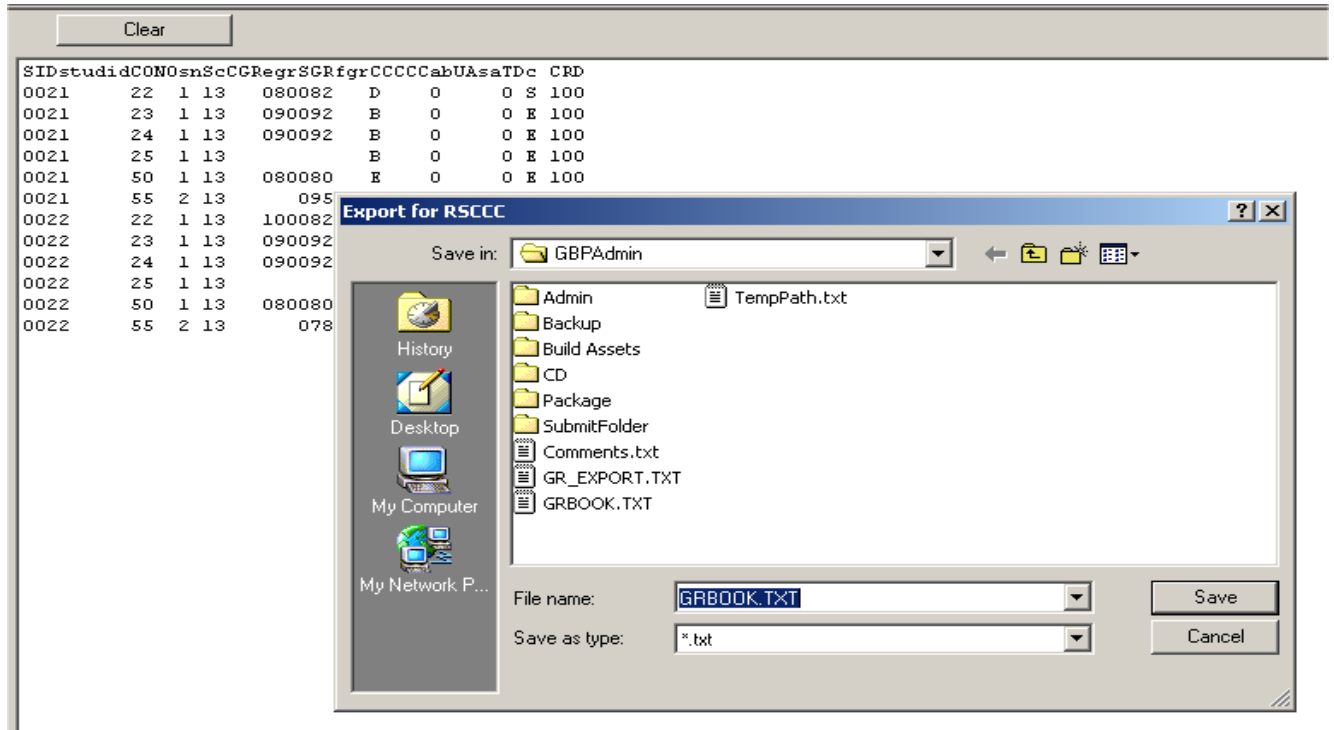
Number	Campus
<input checked="" type="checkbox"/> 001	Carlisle Elementary School
<input type="checkbox"/> 002	Renner Middle School
<input type="checkbox"/> 004	Plano High School
<input type="checkbox"/> 003	Frankford Middle School

- This option will submit grades back to your master administrative program usually at the end of a grading period based on the setting set in the [Basic Setting](#) portion of the program
- You can edit the **cycle value** at the top of the screen.
- Check the **Show all numeric grades and letter grades** if you wish the data to be converted to letter grades.

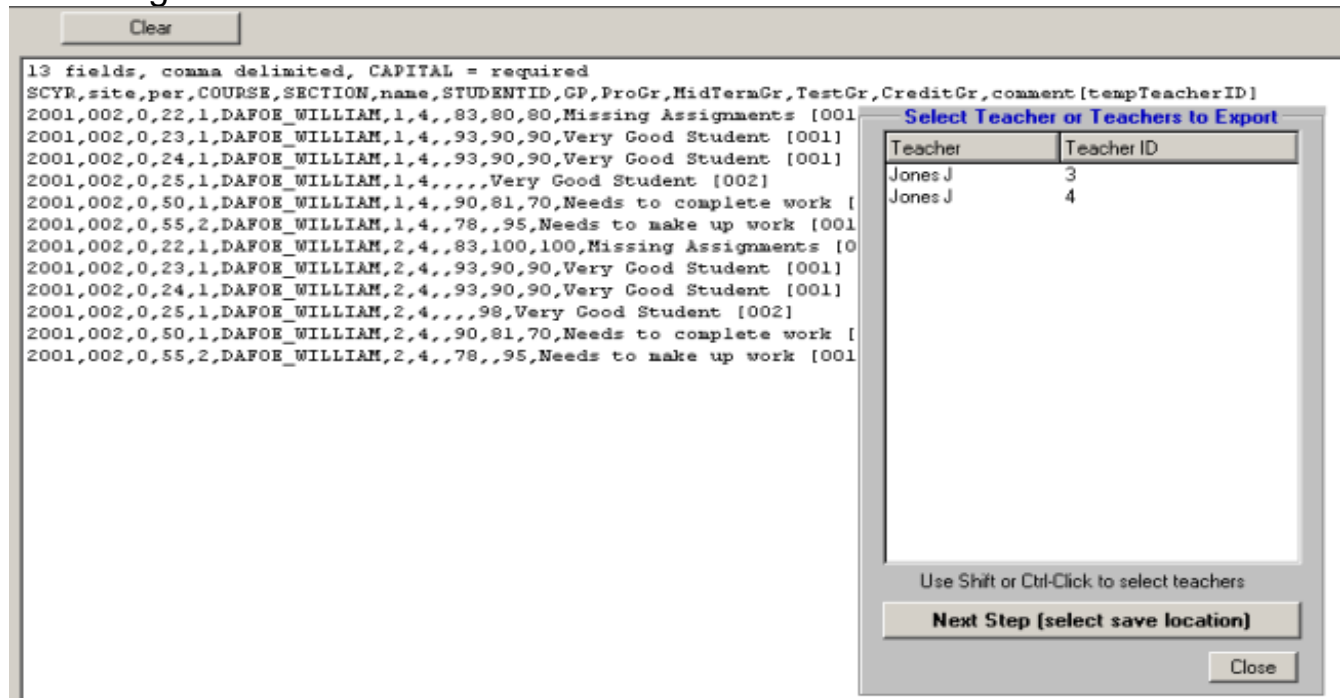
Most Administrative Interfaces

- Once '**Continue (next step)**' is selected, you will see the raw data for the submission on the screen

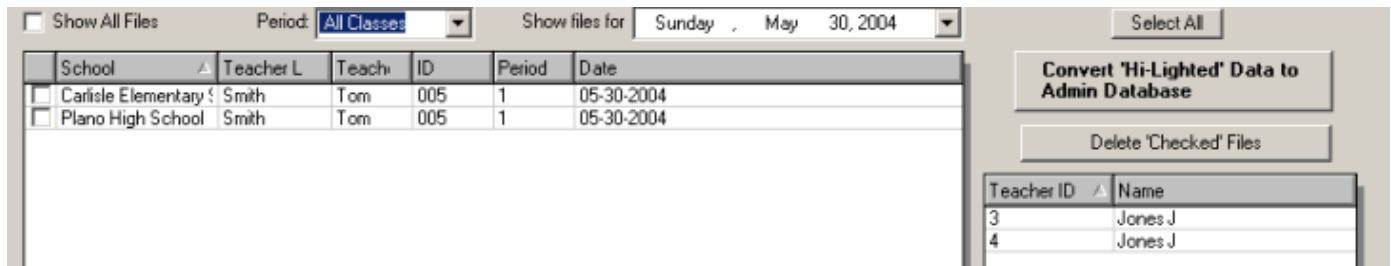
- Depending on the administrative program, save the data by selecting the save location and clicking **save**.



Wen-Gage



Import Attendance



Note: This works basically identical to importing Grades

- Daily attendance can be submitted to the front office electronically.
- Select the school and date you will to collect attendance from and then convert the data.
- You can sort the list by clicking at the top of the list box.
- Once all teachers are selected, click the “Convert Highlighted Data to Admin Database” button.
 - Note: You can do this procedure as often as needed.

Deleting teacher attendance files

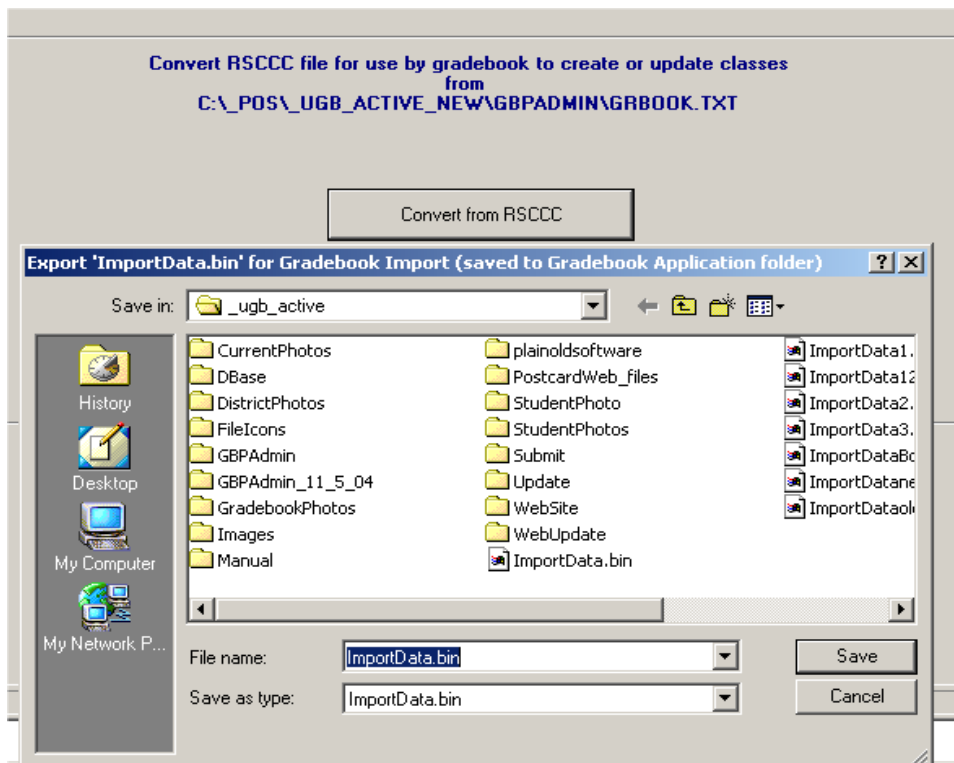
- Use the check box to mark files for deletion.
- You can use the options shown at the top of the screen to ‘Show all files’, select by period, etc.

Convert Data

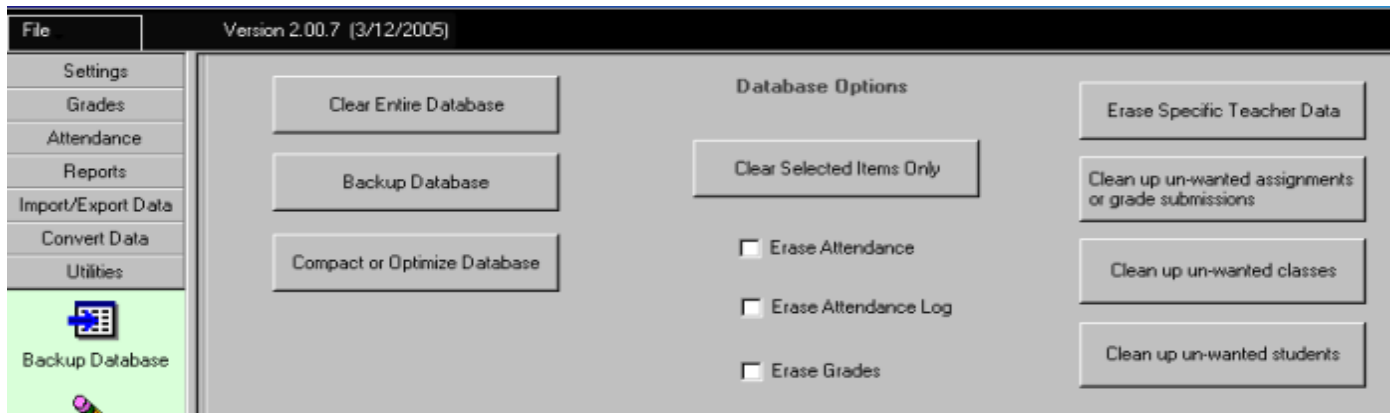
Convert

- This option allows you to import data created by your school district administrative program (RSCCC, EDP, Pentamation, Wen Gage, etc) and convert it for gradebook use.
- The file created (ImportData.bin) will be placed automatically in the [same folder](#) where the TCPPro.exe file is located.
- The file can be used to CREATE or UPDATE teacher classes.

This is generally performed at the beginning of the school year or semester or as data or schedule changes are changed in the district administrative program.



Utilities



Clear Entire Database

- ❑ This option will erase all now static data (school info, etc will not be erased)
- ❑ You should backup the file before clearing data. You can have unlimited backups.

Backup Database

- ❑ Provides for database maintenance (if included in the purchase)
- ❑ Clearing database will also back up the database before any data is cleared

Compact or Optimize Database

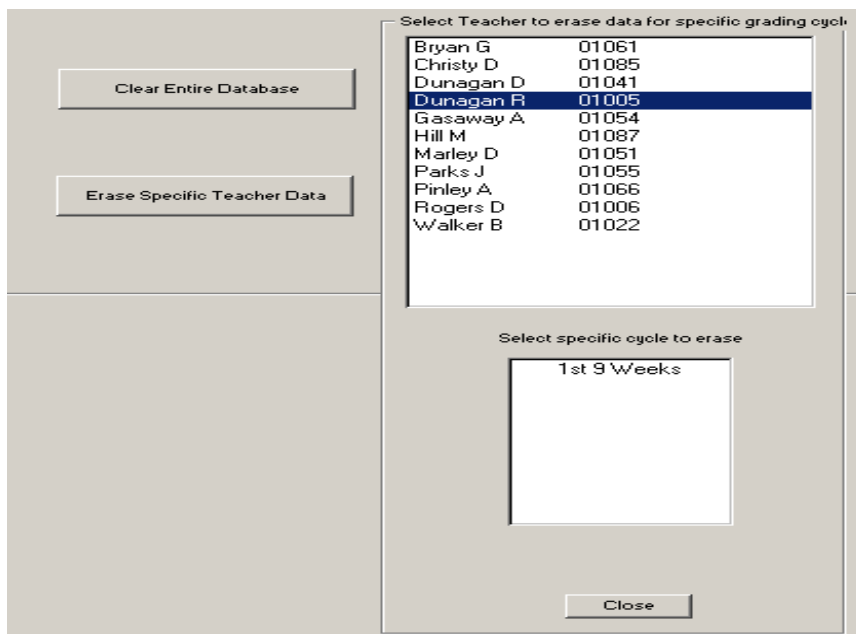
- ❑ All databases can get 'large'. Use this option to clean up and streamline your existing data.

Clear Selected Items Only

- ❑ Clears selected items only (Attendance, Logs, Grades)

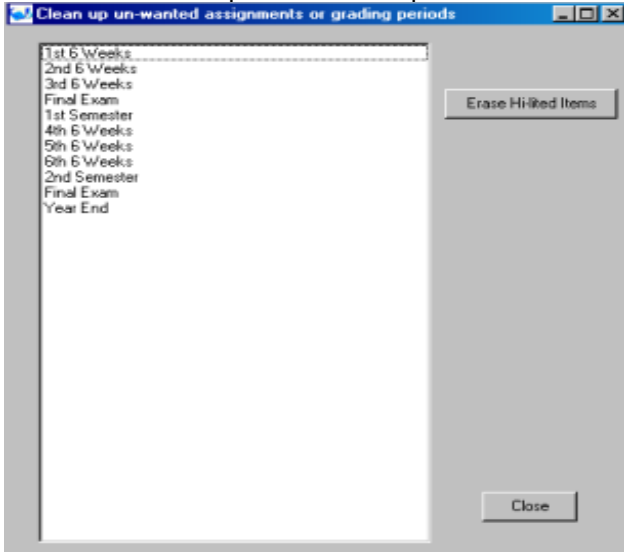
Clear Selected Teacher Data

- ❑ Clear or erase data for the selected student for the selected grading cycle



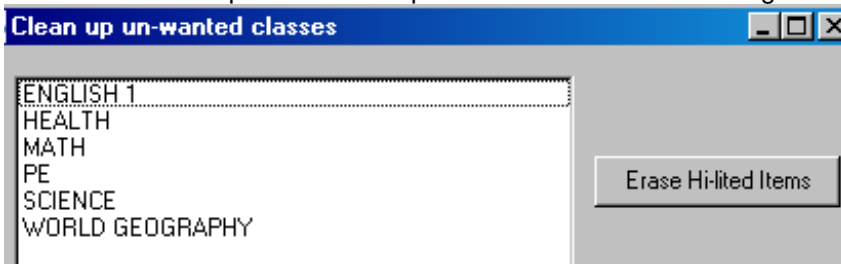
Clean-up Un-wanted assignments of grade submissions

- Use this option to erase specific teacher data entries by grading period. Generally not use very often.



Clean-up un-wanted classes

- Use this option to erase specific classes that are no longer wanted.



Clean up un-wanted students

- Use this option to erase specific students no longer wanted.

