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CLASSMATE

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class

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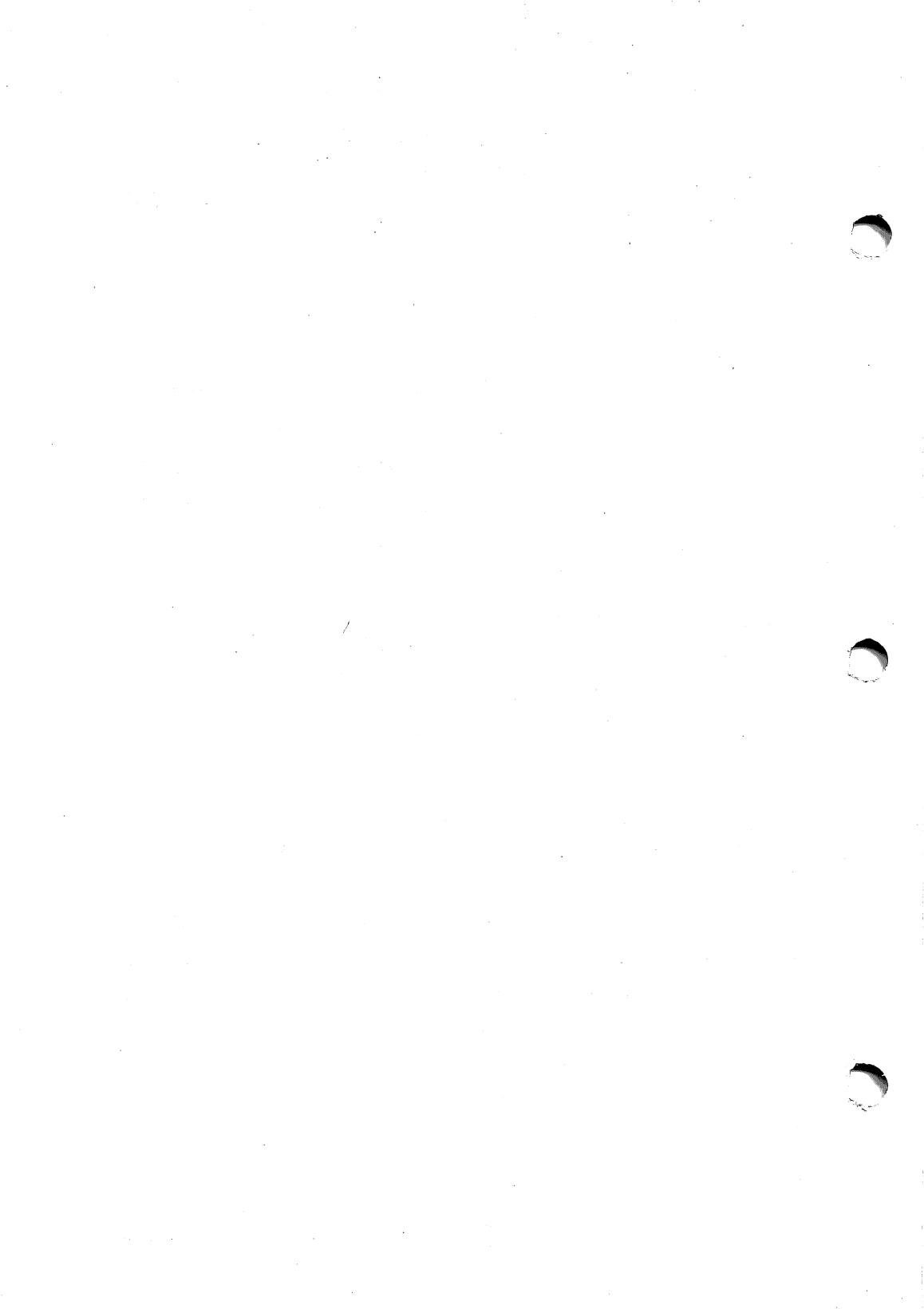
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INTRODUCTION

Welcome to *Classmate*, a program designed to help you manage your class records.

Classmate takes the tedium out of maintaining class records; it keeps track of students, homework grades, test scores, attendance records and numerous other details that add hours to your already long day. With a keystroke, *Classmate* computes final grades based on total points earned or a weighted average that you designate. If you wish, it will even take absences, cuts, and incomplete work into account as it computes.

Classmate has other features that you will find invaluable. It will:

- provide useful statistics regarding class performance
- make grade distribution graphs
- list missing work for each student
- identify those students who are failing
- print out reports
- create a new class file from an existing roster without retyping.

Classmate does not require any computer expertise. This manual will guide you through each function. The screen will prompt you, telling you exactly what to do as you go. *Classmate* also has numerous built-in safeguards to prevent the loss of important data.

GETTING STARTED

Please complete the enclosed registration card and return it to Davidson & Associates, Inc. This will ensure that you receive technical support for *Classmate* and information on new products. Davidson & Associates, Inc. will replace, free of charge, any malfunctioning or damaged disk for a period of five years after purchase.

Back-up Copies

The program disk is protected and cannot be copied. You may purchase a back-up copy for \$10.00 at the time you send in your registration card, or later by writing to Davidson & Associates, Inc.

Included in this Package

In this package you will find:

- a *Classmate* disk
- a *Classmate* registration card
- the manual which you are now reading.

STARTING THE APPLE VERSION

To use *Classmate*, APPLE version, you need:

- an Apple //+, //c, //e, or //GS
- one or two disk drives
- a monitor (or tv)
- the *Classmate* disk
- a disk formatted with DOS 3.3 on which to save your class records (data disk)
- a printer (optional, but highly recommended).

Before you begin to use *Classmate* (APPLE version), prepare a data disk on which to save your class records.

- Boot the *Classmate* program disk.
- At the Main Menu, select **1. Enter Class Roster**.
- Select **6. Prepare Classmate Data Disk** from the Enter Class Roster Menu and follow the screen prompts.

When the formatting is complete, you will be returned to the Enter Class Roster menu.

To run the program, follow these steps.

When using an Apple //c, //e, or //GS, be sure the CAPS LOCK is set.

- Insert the *Classmate* disk into drive 1. If you have a second drive, insert your formatted data disk into drive 2.
- If you have one drive, a screen message will tell you when to insert your data disk.
- Boot the *Classmate* disk.
- Make option choices.

STARTING THE IBM VERSION

To use *Classmate*, IBM Version, you need:

- an IBM PC with an IBM monochrome display or Color/Graphics adapter
- DOS 2.1 or greater and at least 256K
- one or two disk drives
- a monitor (or tv)
- the *Classmate* disk
- a formatted disk for your data
- a printer (optional, but highly recommended).

Before you begin to use *Classmate* (IBM version) prepare a data disk on which to save class records. Follow the steps below.

- Boot your system with the DOS disk.
- If you are using a two drive system, with the DOS in drive A and a blank disk in drive B, type **format b:** <Return>. If you are using a one drive system, type **format a:** <Return> and follow the screen prompts for inserting disks.

When the cursor reappears, the formatting is complete.

To run the program, follow these steps:

- Insert the DOS disk in drive A and turn on your computer.
- At the **A>**, remove the DOS disk, insert your *Classmate* disk, and type **class**. If you have a second drive, insert your formatted data disk into drive B. If you have one drive, the program will prompt you to insert your data disk.
- Make option choices.

Making *Classmate* Self-Booting

The *Classmate* disk can be made self-booting by transferring the DOS files and the file named *basica.com* from the DOS disk.

If you are using a two-drive system:

- Remove the write protect tab from your disk.
- Insert your IBM DOS disk into drive A; place the *Classmate* disk in drive B; turn on the computer.
- At the **A>**, type **b:transfer** <Return>.
- *Classmate* will automatically copy the necessary files.
- Re-apply the write protect tab.

If you are using a one-drive system:

- Remove the write protect tab from the disk.
- Insert your IBM DOS disk into drive A and boot the system.
- At the A>, type the following:
sys b: <Return>
copy a:command.com b: <Return>
- Insert the DOS disk when drive A is called for and the *Classmate* disk when drive B is called for.
- Reapply the write protect tab.

Your *Classmate* disk will now be completely self-booting.

Hard Disk Instructions

The 2.1 version of *Classmate* (IBM) may be installed on your hard disk.

- At the A>, with the *Classmate* disk in drive A, type **harddisk.bat <Return>**. This will transfer the necessary files into a subdirectory named CM on the hard disk. All of the data files you enter will be automatically saved to that subdirectory as well.

To run the program from the hard disk, boot your system.

- At the C>, type **class**.

USING THE PROGRAM

You have just met your new class and need to enter their names on your roster. Follow the steps below to use *Classmate* to simplify your record keeping.

CLASSMATE MAIN MENU

1. **ENTER CLASS ROSTER**
2. REVISE CLASS ROSTER
3. ENTER / REVISE STUDENTS' RECORDS
4. EXAMINE / PRINT STUDENTS' RECORDS
5. COMPUTE WEIGHTED AVERAGES
6. ANALYZE STATISTICS

ESC EXIT PROGRAM
ENTER THE # OF THE DESIRED OPTION

1. ENTER CLASS ROSTER

Before you begin to enter your class roster, be aware of these three requirements:

1. You may enter a maximum of 51 names on a roster.
2. The length of each name may not exceed 24 characters and spaces.
3. A consistent format must be used.

Since you will probably want to alphabetize by last name, you should consistently enter the last name first. Using a comma to separate the first and last name is optional.

Example: Smith, Jane or Smith Jane

- Select **1. Enter Class Roster** from the *Classmate* Main Menu. The following menu will appear on the screen.

ENTER CLASS ROSTER MENU

1. **ENTER CLASS ROSTER**
2. **SORT CLASS ROSTER**
3. **SAVE CLASS ROSTER**
4. **DISPLAY / PRINT CLASS ROSTER**
5. **TRANSFER ROSTER TO NEW FILE**
6. **RETURN TO MAIN MENU**

**ENTER THE # OF THE DESIRED OPTION
NO FILE IN MEMORY**

The program warns you that by entering a new file you will lose all the current data which has *not* been previously saved. This is one of *Classmate's* many built-in protections of your data.

- Type in a student's last name, followed by the first name <Return>. You do not have to enter the names in alphabetical order; *Classmate's* "sort" feature will do this for you later.
- Type in the student's ID code <Return>. The ID code can be up to 9 characters (numbers and/or letters) in length. You may use the student's social security number, home room, year in school, phone number, or other class designation. If you do not want to enter an ID code, press <Return> to leave a blank space.
- When the final name has been entered, type **0** <Return>. You will return to the Enter Class Roster Menu.

If you make an error while entering a name or ID code, you may make a correction using the **Revise Class Roster** option.

Sorting your Roster

Sorting is the process the computer uses to arrange your data. You may sort your roster alphabetically by last name or by ID code.

- Press **2. Sort Class Roster**. You will be asked if you want to have your roster sorted by name or by ID code. Select **N**[ame] or **I**[D code].
- Press **<Return>** to continue or **<Esc>** to return to the Enter Class Roster Menu.

Saving your Roster

Option 3 on the Enter Class Roster Menu will allow you to save your newly created class roster onto the data disk.

- Choose **3. Save Class Roster**.

If you are using a two drive system, the *Classmate* disk should always be placed in the A drive and your formatted data disk in the B drive. If you are using a single drive system, remove the *Classmate* disk and insert the formatted data disk. Your data disk should remain in the drive until you are told otherwise.

- Type a name for your file **<Return>**. Use no more than 25 spaces (Apple) or 8 alpha-numeric characters with no spaces (IBM).

When the drive stops, your file will be saved and the program will return you to the Enter Class Roster Menu.

Viewing your Roster

View your roster on the screen or make a printout.

- Press **4. Display/Print Class Roster.**
- Press **D** to have your roster displayed on the screen.
- Press **P** to make a printout of your roster.

Refer to Appendix A for a sample printout of a class roster. After viewing the display or making a printout of your class roster, you will be returned to the Enter Class Roster Menu.

Transferring a Roster to Make a New File

You can create a new class file from an existing roster without having to retype the names. (Be sure the roster is loaded into memory.)

- Press **1. Enter Class Roster.**
- Select **5. Transfer Roster to New File**, and type in a new class name. Names, ID codes and comments will be transferred.

2. REVISE CLASS ROSTER

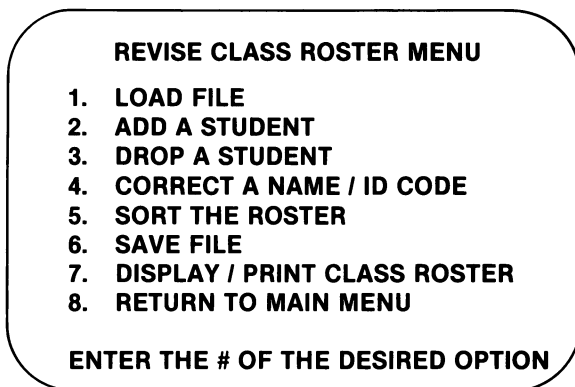
CLASSMATE MAIN MENU

1. ENTER CLASS ROSTER
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ESC EXIT PROGRAM
ENTER THE # OF THE DESIRED OPTION

Most classes, of course, do not remain static. *Classmate* makes it easy to keep track of changes.

- Select **2. Revise Class Roster**, from the Main Menu.



Load the file you wish to revise into the computer's memory. To load a file you have previously saved to disk:

- Select **1. Load File** from the Revise Class Roster Menu.
- Enter the name of the file you wish to access. If you are unsure of the file's exact name, press **<Ctrl> C** (Apple) or **F6** (IBM) to catalog the disk. A list of all the files previously saved to the disk will appear on the screen.

Note: For each class saved on the disk, you will see files with designations **.TTM** and/or **.NME**. These are extensions inserted by the program for internal management. Type *only* the part of the file name you have created.

After your file has been loaded into the computer's memory, you will be returned to the Revise Class Roster Menu.

Adding a New Student

- Select option **2. Add a Student**. The format you used when setting up your roster will appear on the screen.
- Follow the same procedure as before to enter your new student's name and ID code onto the roll. (See page 7.)
- Answer **Y** to continue adding students and **N** when you have finished. Remember to save your amended roster.

Classmate will automatically sort your new student(s) into the proper place in the class and return you to the Revise Class Roster Menu.

When you add a student after tests have been taken and attendance recorded, he or she will automatically be given an "ABS" grade for the tests missed and a "0" attendance entry.

Note: If a student enters late, and you wish to keep that name at the end of the list, follow the instructions below.

- Type the student's name and ID <Return>.
- Answer **Yes** to the question "Add another student?"
- Enter **0** on the following line.
- Save your file.

The student's name will remain at the end of the list.

Dropping a Student

- Select option **3. Drop a Student**. The class roster will appear on the screen, and you will be asked to enter the number of the name to be dropped.

- Type the student's name.
- Verify the student's name.
- An answer of **Y** (yes) will remove the name from the roster.

You will be asked if you wish to drop another student's name. A **Y** answer will repeat the above procedure; an **N** answer will return you to the Revise Class Roster Menu.

Correcting a Name/ID Code

- Select option **4. Correct a Name/ID Code**. Your class roster will appear on the screen.
- Enter the number of the student whose name/ID code you wish to correct.
- Verify the student's name.
- A **Y** answer will enable you to make the correction. You need not retype the entry; simply trace over correct letters, changing only the incorrect ones. To correct another name, select **Y**. Select **N** to return to the Revise Class Roster Menu.

Sorting your Revised Roster

- Select option **5. Sort the Roster**.
- Select **N[ame]** or **I[D code]**.

Saving your Revised Roster

Option 6 will allow you to save your file onto the disk. You **must** save it before you go on to another file or turn off the computer, or you will lose your data.

- Press **6. Save File** to save the file.

Viewing your Revised Roster

- Select **7. Display/Print Class Roster** to examine your revised class roster. Follow the screen prompts.

3. ENTER/REVISE STUDENTS' RECORDS

CLASSMATE MAIN MENU

1. ENTER CLASS ROSTER
2. REVISE CLASS ROSTER
3. **ENTER / REVISE STUDENTS' RECORDS**
4. EXAMINE / PRINT STUDENTS' RECORDS
5. COMPUTE WEIGHTED AVERAGES
6. ANALYZE STATISTICS

ESC EXIT PROGRAM
ENTER THE # OF THE DESIRED OPTION

To enter a set of grades

- Select **3. Enter/Revise Students' Records** from the *Classmate* Main Menu.

ENTER / REVISE STUDENTS' RECORDS MENU

1. LOAD FILE
2. ENTER MARKS FOR WHOLE CLASS
3. ENTER ATTENDANCE FOR WHOLE CLASS
4. REVISE MARKS / ATTENDANCE
5. REVISE TITLE / DELETE MARKS / ATTENDANCE
6. ENTER / REVISE COMMENTS
7. SAVE FILE
8. RETURN TO MAIN MENU

ENTER THE # OF THE DESIRED OPTION

Loading your File

- Select **1. Load File** and follow the screen prompts.

Entering Students' Marks

Classmate's flexibility allows you to use any combination of the following marks for your students throughout the term.

Number grades - points or percentages from 0 to 100.

Letter grades - A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Special marks -

ABS - or <Ctrl> A (Apple), F10 (IBM) - absent from school.

This has no effect on the averaging unless all marks for a student are ABS. The student then receives a "truant" grade.

EXC - or <Ctrl> E (Apple), F7 (IBM) - excused from test.

Normally this has no effect on the average.

NON - or <Ctrl> N (Apple), F8 (IBM) - no test submitted.

This is equivalent to a zero when the average is computed.

CUT - or <Ctrl> T (Apple), F9 (IBM) - unexcused absence.

This is equivalent to a zero when the average is computed.

Follow these steps to enter marks. Up to 40 marks may be entered for each student.

- Press **2. Enter Marks for Whole Class**.
- Enter a title for the assignment or test <Return>. You may use a maximum of 27 characters and spaces. You will also need to enter an abbreviation of up to 3 characters.

Final exam <Return> **fin** <Return>

- As each name appears on the screen, enter the mark <Return>.
- When the screen is full, or you have reached the last student, you will be asked if all entries are correct.
- Select **N** to make corrections; **Y** to proceed.
- A second **Y** answer will allow you to enter another set of marks; **N** will return you to the Enter/Revise Student's Records Menu.
- Select option **7. Save File** after all marks have been entered.

Entering Attendance

Attendance is recorded in a similar manner; as many as ten attendance periods may be entered for each class.

- Press **3. Enter Attendance for Whole Class**.
- Enter the heading for the attendance period <Return> and its abbreviation <Return>. You may set your attendance periods in semesters, quarters, months, or weeks.

Absences - Month 1 <Return> **M-1** <Return>

- As the names appear on the screen, enter the number of days each student was absent during the attendance period.
- When all the entries have been made, you will be asked if they are correct. An **N** answer will allow you to make corrections; a **Y** answer will allow you to proceed.

You will then be asked if you want to enter absences for another attendance period.

- An answer of **N** will return you to the Enter/Revise Students' Records Menu. A **Y** will allow you to enter another set of absences.
- Select option **7. Save File** when all your attendance records have been entered.

Revising Marks or Attendance Records

You may change students' marks or attendance records.

- **Select 4. Revise Marks/Attendance.**

The following sub-menu will appear on the screen.

REVISE A STUDENT'S MARKS / ATTENDANCE

- 1. TEST OR ASSIGNMENT
- 2. ATTENDANCE
- 3. RETURN TO ENTER / REVISE STUDENTS'
RECORDS MENU

ENTER THE # OF THE DESIRED OPTION

- **To change a student's mark, press 1. Test or Assignment.**
A list of titles will be displayed.
- Enter the number of the title of the mark you wish to change <Return>. (Entering 0 will return you to the menu.) The roster will appear on the screen.
- Enter the number of the student whose mark is to be changed and press <Return>.
- Verify the name. Press **Y** to make the correction.
- To correct an attendance entry, press **2. Attendance** and follow the same procedure.
- Press **3** to return to the Enter/Revise Students' Records Menu.
- Select option **7. Save File** to save your corrections.

Revising Headings/Deleting Marks/Attendance

Option 5 allows you to change the title or delete an entire set of marks for any heading or attendance period.

- Select **5. Revise Title/Delete Marks/Attendance** from the Enter/Revise Student's Records Menu.
- Select **1 (Test or Assignment)** or **2 (Attendance)**; press **D** to delete or **R** to revise.

All of the titles will be listed on the screen. Enter the number of the title you wish to change. Make your change; then return to the Enter/Revise menu to save your change.

Recording your Comments

The true portrait of a student is far more complex than a list of test and attendance statistics can show. *Classmate* provides you with a method of commenting upon, and keeping track of, numerous areas of student-teacher interaction. Comments can even be brief records such as addresses and phone numbers.

- Select **6. Enter/Revise Comments** from the Enter/Revise Students' Records Menu.

ENTER / REVISE COMMENTS SUB-MENU

1. ENTER / ADD COMMENT
2. REVISE COMMENT
3. PRINT CLASSMATE'S COMMENT CODES
4. RETURN TO ENTER/REVISE RECORDS MENU

ENTER THE # OF THE DESIRED OPTION

Before you begin, be aware of the following restrictions *Classmate* imposes regarding the entry of comments.

1. Be brief. You have about 200 characters and spaces per student. However, with a large class, using the maximum space allowed for every student may result in an "out of memory" error.
2. Use comment codes. To conserve as much space as possible, use abbreviations.
3. You may use the following comment codes or create your own. You may want to review these codes while you are entering information about your class. Press <Ctrl> L (Apple) or F5 (IBM) to list the codes on the screen. Press 3 from Enter/Revise Comments sub-menu to print the codes.

Classmate's Comment Codes

Code	Comment
AF	ADMIT FORM ON FILE
AN	ABSENCE - NOTES ON FILE
AU	ABSENCE - UNEXCUSED
BK	BOOK OWED
CA	CLASSWORK - AVERAGE
CB	CLASSWORK - BELOW AVERAGE
CS	CLASSWORK - SUPERIOR
CU	CUTTING
DR	DISCIPLINARY REFERRAL
EC	EXTRA CREDIT
GF	CONFIDENTIAL FILE IN GUID. OFF
GO	STUDENT ORG. MEMBER
GR	GUIDANCE REFERRAL
HA	HOMEWORK - AVERAGE
HB	HOMEWORK - BELOW AVERAGE
HS	HOMEWORK - SUPERIOR
HU	HOME CONTACT CARD CURRENT

LE	LUNCH ELEGIBILITY FORM FILED
LN	LATENESS - NOTES ON FILE
LU	LATENESS - UNEXCUSED
MR	REFERRAL TO MEDICAL ROOM
OR	OUT OF ROOM PASS USAGE
PC	PROGRAM CHANGED
PI	PARENT CONTACTED - INTERVIEW
PL	PARENT CONTACTED - LETTER
PP	PARENT CONTACTED - PHONE
PR	PERMANENT RECORD CHECKED
RC	REPORT CARD - UNSIGNED
TA	TRIP AUTH. FORM ON FILE
TF	TRANSPORTATION FORM ON FILE

- Press **1. Enter/Add Comment** from the Enter/Revise Comments sub-menu.
- Choose **1. Full Class** or **2. One Student**. If you select one student, you will be shown the roster and asked to type the student's number. If you ask for a whole class, the names will be listed in turn.

Enter the comments, leaving spaces to allow easier reading. When you have completed the comments <Return>.

- After the last comment has been entered, select **7. Save File**.
- Press 4 to return to the Enter/Revise Records Menu.

Revising your Comments

To change a comment you have entered,

- Select **2. Revise Comment**, from the Enter/Revise Comments sub-menu. Follow the same procedure as you did for entering comments.

Note: New comments replace all previous comments for that student.

Saving your File

Each time you enter or change data, you must save your file before you turn off the computer or go on to another file.

- **Select 7. Save File.**

4. EXAMINE/PRINT STUDENTS' RECORDS

CLASSMATE MAIN MENU

1. ENTER CLASS ROSTER
2. REVISE CLASS ROSTER
3. ENTER / REVISE STUDENTS' RECORDS
- 4. EXAMINE / PRINT STUDENTS' RECORDS**
5. COMPUTE WEIGHTED AVERAGES
6. ANALYZE STATISTICS

ESC EXIT PROGRAM
ENTER THE # OF THE DESIRED OPTION

Classmate will enable you to make observations about your class. It will rank students by their marks, quickly identifying those succeeding as well as those failing. It will also list assignments for which no score or grade has been entered.

- **Select 4. Examine/Print Students' Records** from the Main Menu.

EXAMINE / PRINT STUDENTS' RECORDS MENU

1. **LOAD FILE**
2. **DISPLAY / PRINT RECORDS FOR WHOLE CLASS**
3. **DISPLAY / PRINT ONE STUDENT'S RECORD**
4. **DISPLAY / PRINT MISSING MARKS**
5. **RETURN TO MAIN MENU**

ENTER THE # OF THE DESIRED OPTION

Loading your File

- **Select 1. Load File**, and follow the screen prompts.

Viewing your Class's Performance on all Tests and Assignments

- **Press 2. Display/Print Records for Class.**
- **Select D** for screen display or **P** for printer.
- **Select 1. Marks for all Tests/Assignments.** Indicate whether you wish to view or print. Choose to include attendance records and/or comments as well as marks, if you wish.

If you select **D**, the records for each student will be displayed, one by one, on the screen. Press **<Esc>** to stop the listing at any time.

If you select **P**, you will be asked to enter a title for the printout. Press **<Return>** (Apple) or **<Esc>** (IBM) to cancel the printing at any time.

Viewing your Class's Performance on a Single Test or Assignment

- **Select 2. Marks for One Test/Assignment.**
- Select a test or assignment heading.

You may choose to have the information listed by:

name (alphabetically)

ID code

rank (100 to 0, or A+ to F).

To print any of these lists, respond by pressing **P** when prompted.

To cancel printing, press **<Return>** (Apple) or **<Esc>** (IBM).

See Appendix B for a sample student record printout.

Listing by rank will quickly show you which students are failing.

See Appendix C for a sample Class Ranking printout.

Viewing One Student's Records

Option 3 from the Examine/Print Student's Records Menu allows you to view a single student's record.

- **Press 3. Display/Print One Student's Record.**
- Press **D** for screen display or **P** for printer.
- Indicate if you wish to see the student's attendance records or comments at the same time.
- When the names are displayed, select the number of the student whose record you wish to view. That student's scores will be displayed on the screen or printed.

See Appendix D for a sample Weighted Averages printout.

Identifying Missing Marks

Classmate gives you the flexibility of listing the missing work.

- Select **4. Display/Print Missing Marks.**
- Press **D** for screen display or **P** for printer.
- Select **(1) Full Class** or **(2) One Student.**

See Appendix E for a sample Missing Marks printout.

5. COMPUTE WEIGHTED AVERAGES

CLASSMATE MAIN MENU

1. ENTER CLASS ROSTER
2. REVISE CLASS ROSTER
3. ENTER / REVISE STUDENTS' RECORDS
4. EXAMINE / PRINT STUDENTS' RECORDS
- 5. COMPUTE WEIGHTED AVERAGES**
6. ANALYZE STATISTICS

ESC EXIT PROGRAM
ENTER THE # OF THE DESIRED OPTION

Classmate makes it easy to determine cumulative averages.

COMPUTE WEIGHTED AVERAGES MENU

1. LOAD FILE
2. DISPLAY / PRINT AVERAGES FOR THE CLASS
3. DISPLAY / PRINT AVERAGE FOR A STUDENT
4. SAVE FILE
5. RETURN TO MAIN MENU

ENTER THE # OF THE DESIRED OPTION

Loading your File

Be sure the file you wish to use is loaded into the computer's memory.

- Select **1. Load File** and follow the screen prompts.

Specifying Percentage Values for Letter Grades

When you select either option 2 or 3, *Classmate* will present its numeric values for letter grades.

A+ = 99	A = 95	A- = 90	B+ = 88
B = 85	B- = 80	C+ = 78	C = 75
C- = 70	D+ = 68	D = 65	D- = 60

Type **Y** to accept these values or type **N** to make changes. Enter and save your own values to the disk. To eliminate specific letter grades, type **101** next to each grade you wish to disregard.

Computing Averages for the Entire Class

- Select **2. Display/Print Averages for Class**.
- Press **D** for screen display or **P** for printer.

Select the weighted average option, equal weight option, or total points option.

METHOD FOR AVERAGING GRADES

1. EVEN AVERAGE
2. WEIGHTED AVERAGE
3. TOTAL POINTS

ENTER THE # OF THE DESIRED OPTION

To assign equal weights to each grade:

- Select option **1. Even Average**. *Classmate* will automatically calculate the final grade for each student.

To assign different weights to each grade:

- Select option **2. Weighted Average**. All your test or assignment headings will appear on the screen.
- Assign a percentage weight to each heading, rounding to the nearest tenth of a percent. Be sure that they total 100%.
- Confirm that these are the percentage weights you wish to keep.

To grade on a point total system:

- Select option **3. Total Points**.
- Indicate the maximum number of points a student can earn.

You will see the total points earned as well as a percentage equivalent, letter grade, and the relationship to a 4 point grading scale.

Specifying Average Rounding Options

For school districts using standardized number grades, an optional average-rounding feature is provided. If you wish to use this option,

- Answer **Y** when asked "Do you want to use the Average Rounding Option?"
- If the values shown on the screen are satisfactory, answer **Y**.
- Answer **N** if you wish to enter your own values. Enter **101** next to any grade you wish to disregard.

To round averages to the nearest percent, enter a **0** for each value. Save these new values on the disk so that you will not have to re-enter them each time. These values that you have chosen will now "float" to the rounded average explanation.

To save these rounded averages:

- Enter a title and a 3 character code for this grading period and follow the prompts on the screen.

If you do **NOT** wish to use this average-rounding modification, answer **N** when asked "Do you want to use the Average Rounding Option?"

The number of students passing or failing, and the ratio to the total number of students in the class will also be shown. A distribution of your marks based on these grades will appear.

- Answer **Y** to display first a chart, and then a graph showing the distribution curve for the class.
- Answer **Y** to print the distribution chart and/or curve.

Computing Average for One Student

The procedure for computing the average for one student is the same as for the entire class. Follow the prompts on the screen.

To change a student's grading period mark, return to the **Classmate Main Menu** and select option **3. Enter/Revise Students' Records**. Treat the average as if it were a test or assignment score.

6. ANALYZE STATISTICS

CLASSMATE MAIN MENU

1. ENTER CLASS ROSTER
2. REVISE CLASS ROSTER
3. ENTER / REVISE STUDENTS' RECORDS
4. EXAMINE / PRINT STUDENTS' RECORDS
5. COMPUTE WEIGHTED AVERAGES
6. ANALYZE STATISTICS

ESC EXIT PROGRAM
ENTER THE # OF THE DESIRED OPTION

Tests, of course, are instruments of evaluation. *Classmate* allows you to compare students' scores or see a distribution curve.

- Select option 6. **Analyze Statistics** from the Main Menu.

ANALYZE STATISTICS MENU

1. LOAD FILE
2. DISPLAY / PRINT STATISTICS
3. RETURN TO MAIN MENU

ENTER THE # OF THE DESIRED OPTION

Loading the File

Be sure the file you wish to use is loaded into memory.

Analyzing Statistics

- Select **2. Display/Print Statistics.**

The headings which you have entered for the tests and assignments will be displayed.

- Type the number of the test or assignment you wish to analyze.
- *Classmate* will list numeric equivalents for letter grades.

A+ = 99	A = 95	A- = 90
B+ = 88	B = 85	B- = 80
C+ = 78	C = 75	C- = 70
D+ = 68	D = 65	D- = 60
	F = 55	

- Accept or reject these values. If you reject them, you will be instructed to enter your own values or load from the disk values you have previously saved.

Once your values are set, you will be shown: the number of students present and absent for the test, the class average on the test, the number of students passing and failing the test, and the percentage of passing and failing grades.

- Select **Y** to see a printout.
- Select **Y** to see the distribution figures and a graph of the distribution curve.

You may obtain a printout of the distribution figures and/or the graph. A sample printout is shown in Appendix F.

REFERENCE GUIDE

The following reference guide will help you maneuver quickly from one *Classmate* menu to another. Do not rely entirely on this guide, but first work through the preceding USING THE PROGRAM chapter.

Remember to load the file before you begin, and save the corrected file when you are finished.

ATTENDANCE, delete entire attendance period

3. ENTER/REVISE STUDENT'S RECORDS
5. REVISE TITLE/DELETE MARKS/ATTENDANCE
2. ATTENDANCE PERIOD

ATTENDANCE, enter

3. ENTER/REVISE STUDENTS' RECORDS
3. ENTER ATTENDANCE FOR WHOLE CLASS

CLASS ROSTER, add students to

2. REVISE CLASS ROSTER
2. ADD A STUDENT

CLASS ROSTER, alphabetize or change order of

1. ENTER CLASS
 2. SORT CLASS ROSTER
- or
2. REVISE CLASS ROSTER
 5. SORT THE ROSTER

CLASS ROSTER, correct name/ID code of

2. REVISE CLASS ROSTER
4. CORRECT A NAME/ID CODE

CLASS ROSTER, drop students from

2. REVISE CLASS ROSTER
3. DROP A STUDENT

CLASS ROSTER, enter

1. ENTER CLASS ROSTER
1. ENTER CLASS ROSTER

CLASS ROSTER, transfer names to new file

1. ENTER CLASS ROSTER
5. TRANSFER ROSTER TO NEW FILE

COMMENTS, add

3. ENTER/REVISE STUDENTS' RECORDS
6. ENTER/REVISE COMMENTS
1. ENTER/ADD COMMENTS

COMMENTS, correct

3. ENTER/REVISE STUDENTS' RECORDS
6. ENTER/REVISE COMMENTS
2. REVISE COMMENTS

COMMENTS, enter

3. ENTER/REVISE STUDENTS' RECORDS
6. ENTER/REVISE COMMENT
1. ENTER/ADD COMMENTS

COMMENTS, view codes for

3. ENTER/REVISE STUDENTS' RECORDS
6. ENTER/REVISE COMMENTS
3. PRINT CLASSMATE'S COMMENT CODES

MARKS, compute averages

5. COMPUTE WEIGHTED AVERAGES
2. DISPLAY/PRINT AVERAGES FOR THE CLASS
1. EVEN AVERAGE, or
2. WEIGHTED AVERAGE, or
3. TOTAL POINTS

MARKS, delete entire set

3. ENTER/REVISE STUDENTS' RECORDS
5. REVISE TITLE/DELETE MARKS/ATTENDANCE
1. TEST OR ASSIGNMENT

MARKS, distribution curve of

6. ANALYZE STATISTICS
2. DISPLAY/PRINT STATISTICS

MARKS, enter

3. ENTER/REVISE STUDENTS' RECORDS
2. ENTER MARKS FOR WHOLE CLASS

MARKS, listed by ID code

4. EXAMINE/PRINT STUDENTS' RECORDS
2. DISPLAY/PRINT RECORDS FOR WHOLE CLASS
2. MARKS FOR ONE TEST/ASSIGNMENT
2. ID CODE

MARKS, listed alphabetically

4. EXAMINE/PRINT STUDENTS' RECORDS
2. DISPLAY/PRINT RECORDS FOR WHOLE CLASS
2. MARKS FOR ONE TEST/ASSIGNMENT
1. NAME

STUDENTS, ranked by final mark

5. COMPUTE WEIGHTED AVERAGES
2. DISPLAY/PRINT AVERAGES FOR THE CLASS
4. SAVE FILE
5. RETURN TO MAIN MENU
4. EXAMINE/PRINT STUDENTS' RECORDS
2. DISPLAY/PRINT RECORDS FOR WHOLE CLASS
2. MARKS FOR ONE TEST/ASSIGNMENT
3. RANK

STUDENTS, ranked by test/assignment mark

4. EXAMINE/PRINT STUDENTS' RECORDS
2. DISPLAY/PRINT RECORDS FOR WHOLE CLASS
2. MARKS FOR ONE TEST/ASSIGNMENT
3. RANK

STUDENTS, view marks on all tests/assignments

4. EXAMINE/PRINT STUDENTS' RECORDS
2. DISPLAY/PRINT RECORDS FOR WHOLE CLASS
1. MARKS FOR ALL TESTS/ASSIGNMENTS

STUDENTS, view marks on one test/assignment

4. EXAMINE/PRINT STUDENTS' RECORDS
2. DISPLAY/PRINT RECORDS FOR WHOLE CLASS
2. MARKS FOR ONE TEST/ASSIGNMENT

ABOUT THE AUTHORS

Sid Broudy holds B.A. and M.A. degrees from New York University. He also holds an M.S. degree and a Professional Diploma in Administration and Supervision from Pace University.

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Linda and Sid Broudy have each been educators in the New York City high schools for over a decade. They have written articles and programs for *Creative Computing* and *PC Magazine*, and served on the New York City Board of Education's Computer Curriculum Committee.

Some friends and colleagues have directly influenced their educational philosophy, and by doing so have influenced this program: Dr. Lawrence Feigenbaum (Principal), Morton Newman and Jerome Tanklow of South Shore High School, New York City; and Irwin Kaufman and Michael Ryan, respectively Directors of Mathematics and Computers for the New York City Board of Education.

The *Classmate* manual was written and edited by Cathy Johnson and Ellen Salzman of Davidson & Associates.

APPENDIX A.

CLASS ROSTER PRINTOUT

ALGEBRA PERIOD ONE ROSTER

12/30/86

ADAMS, WALKER	0133	_____
BAILEY, KATHLEEN	3356	_____
BELL, ALEX	2431	_____
BROWN, HAROLD	3984	_____
DAVIDSON, JEFF	3050	_____
EVANS, ROGER	2294	_____
GRAHAM, BARRY	2746	_____
HALL, JUDY	3806	_____
JOHNSON, CHRISTY	6666	_____
MARINO, ANTHONY	2258	_____
MITCHELL, SCOTT	6027	_____
MURPHY, ERIN	6645	_____
OTSUKA, HIROKO	4463	_____
RASKIN, EDDIE	7155	_____
ROSENBLOOM, SARAH	3012	_____
RUBIN, ELLEN	5736	_____
SCHAEFFER, CATHY	1838	_____
STUBENRAUCH, LONNA	3240	_____
SUMMIT, ERIC	0127	_____
WANG, MARK	9588	_____

THE TOTAL REGISTER IS 20

APPENDIX B.

STUDENTS' RECORDS PRINTOUT

COMPLETE RECORDS

1/3/87

ADAMS, WALKER 0133
 S-1 CH1 CH2 S-2 CH3 S-3 CH4 MID
 C 68 68 C 75 D 77 66
 M-1 M-2
 3 0
 COMMENTS BK HA EC

BAILEY, KATHLEEN 3356
 S-1 CH1 CH2 S-2 CH3 S-3 CH4 MID
 C+ 73 59 ABS 66 C 65 69
 M-1 M-2
 0 1
 COMMENTS CA

BELL, ALEX 2431
 S-1 CH1 CH2 S-2 CH3 S-3 CH4 MID
 C 73 77 C+ 80 C 88 74
 M-1 M-2
 7 3
 COMMENTS HEARING PROBLEM-SEAT NEAR FRONT HA CA

BROWN, HAROLD 3984
 S-1 CH1 CH2 S-2 CH3 S-3 CH4 MID
 ABS 79 ABS D 73 C+ 59 81
 M-1 M-2
 4 0
 COMMENTS LN PC

DAVIDSON, JEFF 3050
 S-1 CH1 CH2 S-2 CH3 S-3 CH4 MID
 EXC CUT 61 C 77 F 53 79
 M-1 M-2
 3 3
 COMMENTS HB

APPENDIX C.
CLASS RANKING PRINTOUT

MID -TERM CLASS STANDINGS

1/11/87

MID TERM GRADES

NAME	ID CODE	GRADE
SCOTT, ERIC	0127	89
SCHAEFFER, CATHY	1838	88
JOHNSON, CHRISTY	6666	84
OTSUKA, HIROKO	4463	83
STUBENRAUCH, LONNA	3240	82
BELL, ALEX	2431	78
RUBIN, ELLEN	5736	78
EVANS, ROGER	2294	76
HALL, JUDY	3806	75
MARINO, ANTHONY	2258	74
BROWN, HAROLD	3984	74
GRAHAM, BARRY	2746	72
ROSENBLOOM, SARAH	3012	72
WANG, MARK	9588	72
RASKIN, EDDIE	7155	71
ADAMS, WALKER	0133	70
BAILEY, KATHLEEN	3356	68
MURPHY, ERIN	6645	68
DAVIDSON, JEFF	3050	58

APPENDIX D.

WEIGHTED AVERAGES PRINTOUT

AVERAGES FOR FIRST QUARTER

1/7/86

BELL, ALEX					2431
CH1	CH2	CH3	CH4	FQE	EXC
66	60	79	60	71	EXC

WEIGHTED AVERAGE IS	67.83
ROUNDED AVERAGE/GRADE	68 (D/N/1.0)

DAVIDSON, JEFF					3050
CH1	CH2	CH3	CH4	FQE	EXC
72	66	81	70	72	EXC

WEIGHTED AVERAGE IS	72.17
ROUNDED AVERAGE/GRADE	72 (C-/N/2.0)

THE # OF STUDENTS IN THE CLASS IS 10
 THE # OF STUDENTS PASSING (65 & UP) IS 10 FOR A PERCENTAGE OF 100%
 THE # OF FAILING (BELOW 65) IS 0 FOR A PERCENTAGE OF 0%

TESTING INSTRUMENTS AND THEIR WEIGHTS

CHAPTER ONE TEST	CH1	15
CHAPTER TWO TEST	CH2	15
CHAPTER THREE TEST	CH3	15
CHAPTER FOUR TEST	CH4	15
FIRST QUARTER EXAM	FQE	30
EXTRA CREDIT ASSIGNMENT	EXC	10

APPENDIX E.

TOTAL POINTS PRINTOUT

3/31/87

BAILEY, KATHLEEN 3356

SP1	VT1	GQ1	BP1	LQ1	SP2	C1
18	23	8	24	14	20	44

TOTAL POINTS = 151

PERCENTAGE IS 88 (B+/SAT/3.5)

BELL, ALEX 2431

SP1	VT1	GQ1	BP1	LQ1	SP2	C1
15	24	9	25	13	19	45

TOTAL POINTS = 150

PERCENTAGE IS 87 (B/SAT/3.0)

HALL, JUDY 3806

SP1	VT1	GQ1	BP1	LQ1	SP2	C1
17	21	7	26	15	20	39

TOTAL POINTS = 145

PERCENTAGE IS 84 (B-/SAT/3.0)

HUGHES, BARRY 3241

SP1	VT1	GQ1	BP1	LQ1	SP2	C1
19	17	6	22	13	18	40

TOTAL POINTS = 135

PERCENTAGE IS 78 (C+/SAT/2.5)

JOHNSON, CHRISTY 6666

SP1	VT1	GQ1	BP1	LQ1	SP2	C1
17	21	9	25	14	17	43

TOTAL POINTS = 146

PERCENTAGE IS 85 (B/SAT/3.0)

MITCHELL, SCOTT 6027

SP1	VT1	GQ1	BP1	LQ1	SP2	C1
19	23	5	25	12	20	45

TOTAL POINTS = 149

PERCENTAGE IS 87 (B/SAT/3.0)

APPENDIX F.
MISSING WORK PRINTOUT

MISSING WORK
MISSING MARKS

10/9/87

BAILEY, KATHLEEN
S-2
ABS

BROWN, HAROLD
S-1 CH2
ABS ABS

DAVIDSON, JEFF
CH1
CUT

EVANS, ROGER
S-2
ABS

HALL, JUDY
S-3
ABS

MARINO, ANTHONY
S-1
ABS

MURPHY, ERIN
S-3 MID
ABS ABS

RASKIN, EDDIE
S-1 CH1
CUT ABS

APPENDIX G.

CLASS DISTRIBUTION PRINTOUT

DISTRIBUTION OF MARKS

RANGE	NUMBER
95 - 100	0
90 - 94	0
85 - 89	2
80 - 84	3
75 - 79	5
70 - 74	7
65 - 69	2
60 - 64	0
55 - 59	1
LESS THAN 55	0

DISTRIBUTION CURVE

51!
48!
45!
42!
39!
36!
33!
30!
27!
24!
21!
18!
15!
9!
6!
3!
1!

* * * * *

LESS THAN	55	65	70	75	80	85	90	95
	TO	TO	TO	TO	TO	TO	TO	TO
	55	64	69	74	79	84	89	94
								100

APPENDIX H.

ERROR MESSAGES - APPLE

ERROR CODE 6 - FILE NOT FOUND: The file you wish to access is not found on the disk in the drive.

1. The disk in the drive does not hold the file you wish to access. Catalog the disk to see if your file is there.
2. The name of the file was not typed correctly. Catalog the disk and re-type the name exactly as it appears in the catalog; do not type the three letter extension (.TTM or .NME).
3. The file has not yet been created by the program (ie. a file containing user created Average Rounding modifications).
4. Wrong disk/wrong drive/wrong time (ex. data disk is in the drive when the program disk is required, or vice versa). Check to make sure the correct disk is in the correct drive and try again.

ERROR CODE 8 - I/O ERROR: There is no disk in the drive, or the drive door is not closed.

ERROR CODE 11 - SYNTAX ERROR: There is no data file designation in the computer's memory.

1. You have asked to save a file without having a file in memory. A file has not been loaded, nor has a new file been started. Read the file from the disk to continue.
2. You have entered an unrecognized character (ex. a control character) as a filename. Re-enter a new name.

ERROR CODE 9 - DISK DRIVE: This error occurs when you try to save your data file to a disk which has no room to receive it. Insert another initialized disk into the drive and save. Be sure that there are two files, one prefixed .TTM and one prefixed .NME. If both are not present, used DOS "FID" copy program to bring over the missing section from your old disk.

ERROR CODE 77 - OUT OF MEMORY:

1. Check your hardware to be sure you have at least 48K of RAM.
2. Your comments have taken up too much disk space. Shorten the comments or divide the class into sections.

APPENDIX I.

ERROR MESSAGES - IBM

ERROR CODE 53 - FILE NOT FOUND: The file you wish to access is not found on the disk in the drive.

1. The disk in the drive does not contain the file you wish to access. Get a directory of your disk to see if your file is there.
2. The name of the file is not typed correctly. Check the directory and retype. Do not type the extensions .TTM or .NME.
3. The file has not yet been created by the program (ie. a file containing user created Average Rounding modifications).
4. Wrong disk/wrong drive/wrong time - Check to make sure the correct disk is in the correct drive and try again.

ERROR CODE 71 - DISK NOT READY: There is no disk in the drive, or the door is not closed.

ERROR CODE 52 - NO FILE NAME IN MEMORY: There is no data file designation in the computer's memory.

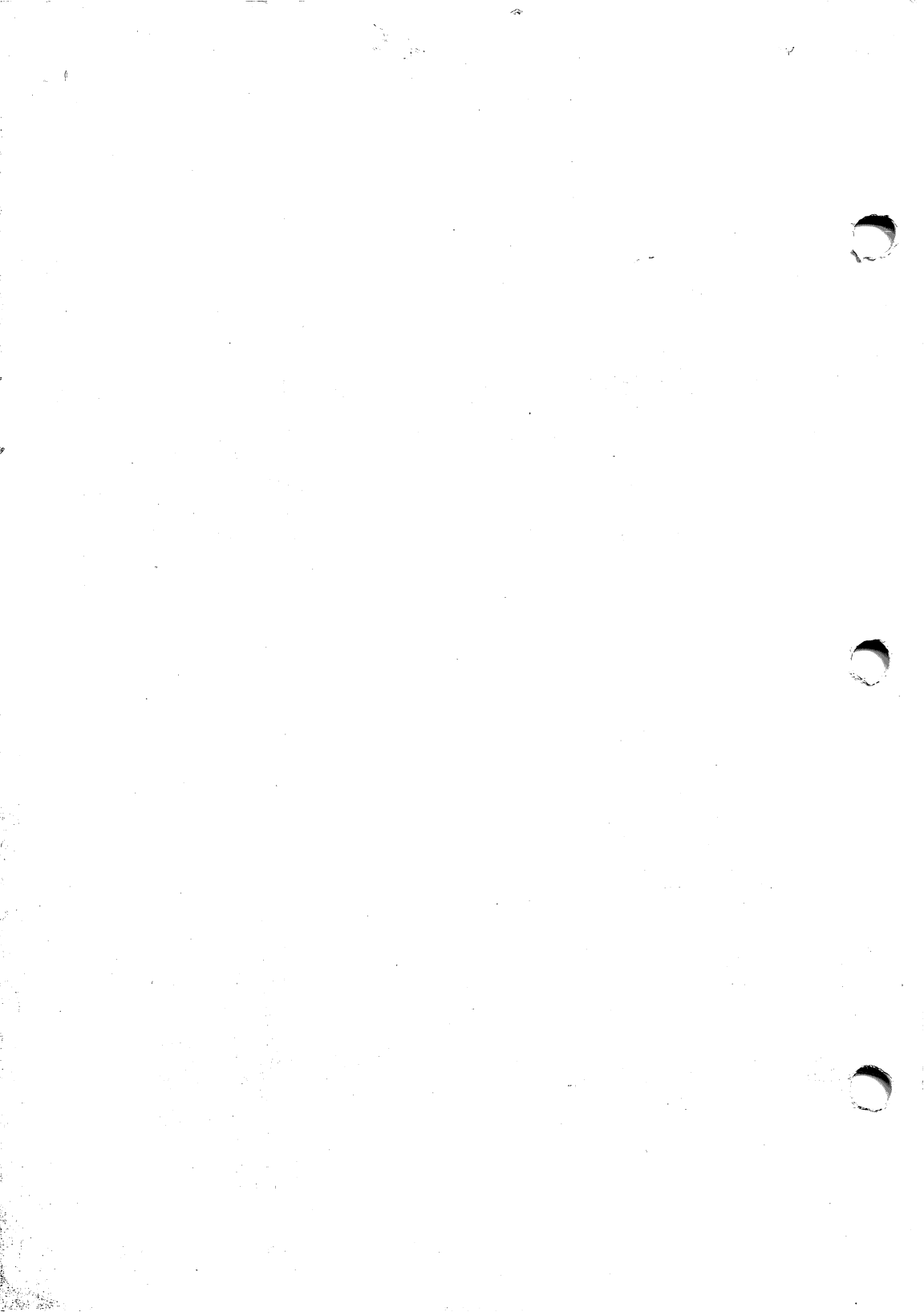
1. You have tried to save a file without having it in memory.
2. A new file has not been created. Create a new file and continue.

ERROR CODE 61 - DISK FULL ERROR: Your data disk is too full. Insert a new formatted disk into the drive and try again. Use DOS "DIR" to check the data file. Be sure that there are two files, one prefixed .TTM and one prefixed .NME, present. Use DOS "COPY" to transfer a missing file from the full data disk to the new one.

ERROR CODE 7 - OUT OF MEMORY: You have entered too many long comments. Shorten comments or divide the class in two.

ERROR CODES 24, 25, 27 - PRINTER ERRORS: Your printer is not ready. Make sure that your printer has sufficient paper, is on and ready to print.

ERROR CODE 15 - STRING TOO LONG: More characters have been entered than is allowed by the program. Shorten the lines and re-enter the data.



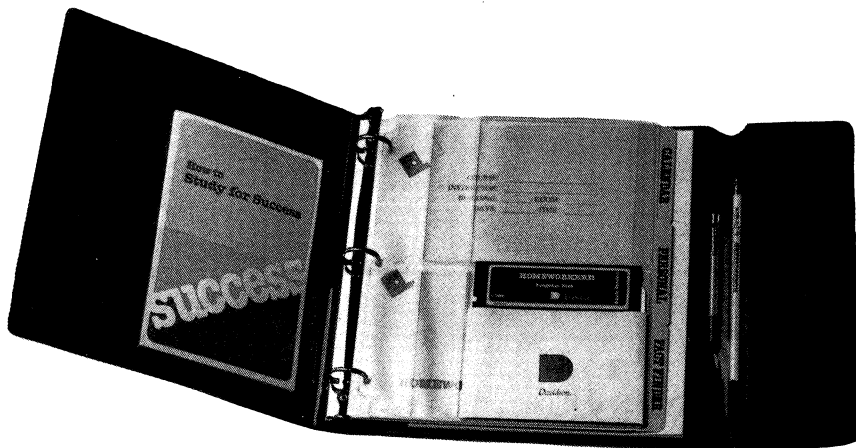
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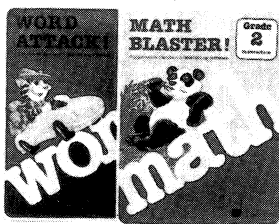
Grade 1, Addition
Grade 1, Subtraction
Grade 1, Add. & Sub.
Grade 2, Addition
Grade 2, Subtraction
Grade 2, Add. & Sub.

Grade 3, Multiplication
Grade 3, Division
Grade 3, Mult. & Div.
Grade 4, Multiplication
Grade 4, Division
Grade 4, Mult. & Div.

Word Attack!

Grade 2, Adjectives
Grade 2, Nouns
Grade 2, Verbs
Grade 3, Adjectives
Grade 3, Nouns
Grade 3, Verbs
Grade 4, Adjectives
Grade 4, Nouns
Grade 4, Verbs

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