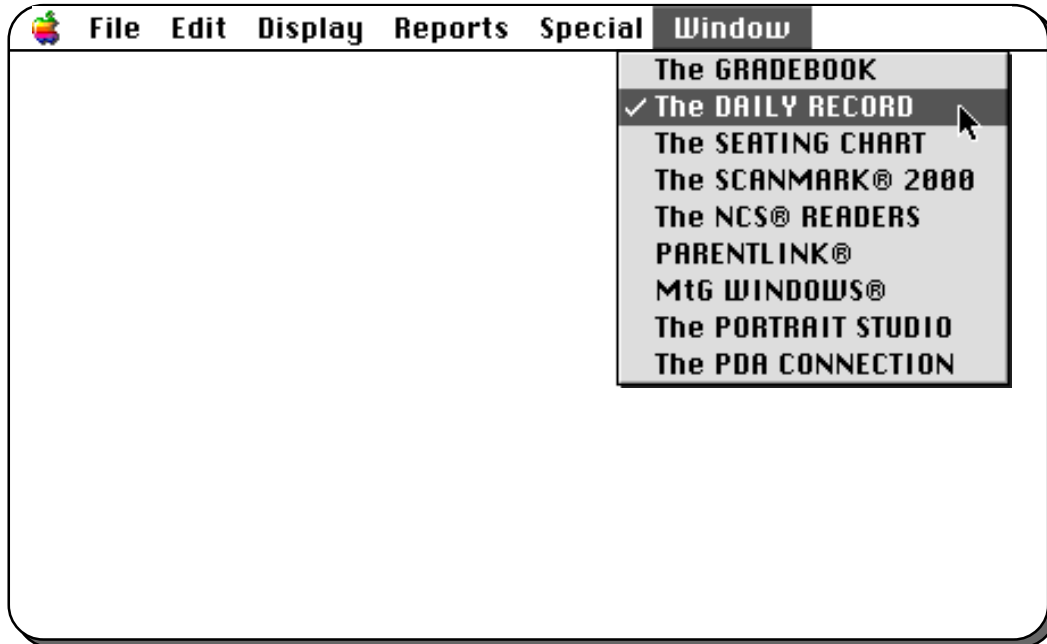


Setting Up The Daily Record



Okay, we know what you're thinking, and it probably goes something like this:

“Daily Record? You mean Attendance Record, don't you, and who needs that? I already take attendance once for those guys in the office, so I'm certainly not going to do it twice!”

If this is even close to your initial reaction to the *MtG* Daily Record, you have our most sincere sympathies. We've been there too. But bear with us a moment longer as we endeavor to change your first impression into a second, more exciting one—that the Daily Record **may** be more powerful than your gradebook when it comes to rewarding, modifying, and documenting student performance in your classroom! Temporarily set aside the obligatory attendance categories of *absent, tardy, excused, unexcused* and the like in your mind, and conjure up a few *other* daily classroom behaviors you always wanted to report to parents and administrators. Really, haven't you always secretly longed to document those specific days when a student:

POSITIVELY

cooperated in group activities
helped others in class
made your day/week/year
improved classroom attitude
was well prepared for class
dressed out for gym
completed lab worksheets
volunteered for extra work

OR

NEGATIVELY

came to class unprepared
fell asleep during lesson
exhibited disruptive behavior
did not bring materials
forgot lunch money
used inappropriate language
abused others' property
talked too much in class

If so, this is your golden opportunity. And now you know one of the primary reasons we renamed the original *Grade Busters 1/2/3 Attendance Record* the new *Making the Grade Daily Record*—there is much more in heaven, earth, and the American classroom than is dreamt of in most data processing offices. So let your imagination be your guide once again, and start thinking about those “interesting” phenomena you observe every day that parents (and supervisors) might want to know more about.

■ Establishing the Daily Record Term

STEP ONE IN SETTING UP YOUR DAILY RECORD!

Please enter the full date of the **FIRST** and **LAST** days of this grading term. (The number of active weeks may not exceed 50.)

The **FIRST** day of the term: (Example: 09/01/98)

The **LAST** day of the term: (Example: 10/30/98)

Setting up the *MtG* Daily Record is so elegantly simple and self-explanatory, we’re somewhat reticent explaining it to you at all. **Step One** (at left) asks you to enter the **first** and **last** days of the school term in question, the only restrictions being that these two dates may not fall on a Saturday or Sunday, *and* that the entire term may not exceed 50 *active* weeks.

You’ll be happy to know that once you have set up the Daily Record for *one* of your classes, you can import any or all of that information into others.

In **Step Two** we present you a graphic, calendared (?) layout of the Daily Record term you set up, asking you next to identify those days on which no school will be held for the class.

All you must do is click on a specific day (or group of days) and then give it (or them) an official “NS” title of no more than 30 characters. Note that all selected days must have a title of at least one character before you may proceed with the next holiday selection.

Identifying NO SCHOOL Days

STEP TWO! Click on those days on which **NO SCHOOL** will be (or was) held during this term. You must give each NS day (days) a title before selecting another.

September 1998

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 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 | | | |

“NS” Title:

Fret not, by the way, if you discover an error in your selection of “NS” days, for the **Clear** button is the remedy you seek. It will remain dimmed until you click on an errant date; then it will become active, and clicking on it will erase *only that date (or dates)*.

The **Next** button in this part of the Daily Record serves two purposes: first, to enter the “NS” title; and, second, to move to the next screen.

