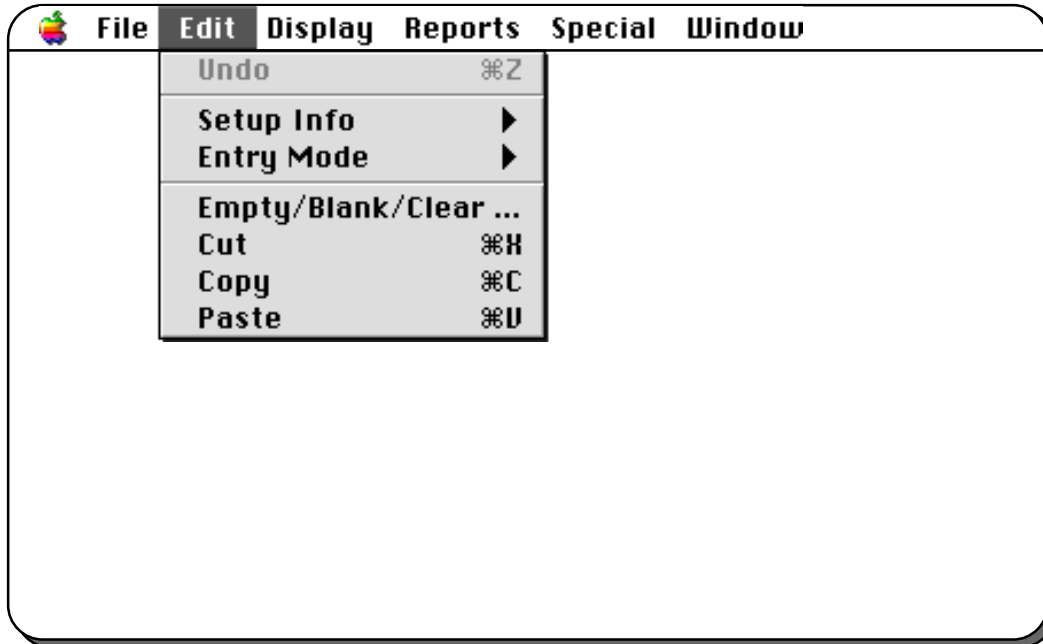


Editing The Daily Record



Once again, and as usual, entering information into the *MtG* Daily Record is so simple and intuitive that little more need be said as explanation. However, and for the truly fastidious, please permit a few words of enlightenment. In order to save as much of your valuable time as possible, we shall completely ignore the **File** portion of the Daily Record menu bar (above), for every element thereof has been addressed previously in the gradebook division.

■ Changing Term Starting, Finishing, and “NS” Dates



The best laid plans of mice, men, and teachers often go astray, as do first and last days of school terms and official **No School** days. (Thank heaven for the occasional unscheduled Snow Day here in Colorado Springs, or I'd *never* catch up with grading.) At any rate, when setup dates require modification, for any

reason, we provide **two** avenues for you to do so. Of course, selecting the **Edit** menu option on the previous page will take you directly to the **Calendar DATES** portion of the program (left). But, if you prefer, you may move the bottommost slide bar of the Daily Record to the far right and click anywhere within the **NO SCHOOL DAYS** box.

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: 09/08/98)
The LAST day of the term: (Example: 10/28/98)

Calendar DATES Setup Screen

Sample Gradebook - Daily Record

MONTH OF TERM	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
DAY OF TERM	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	
DAY OF WEEK	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	

1 Archer, Dennis E.	TU					TU	TU			TU	TU	RE	TU			TL
2 Bowles, Charles A.												TU				TU
3 Chancellor, James L.																
4 Dickerson Michael R.						AS	AS	TL	TL			TL			AT	TU
5 Garcia, Eugene F.																
6 Glenn, Helen B.												AU	AP	AP	AP	AP
7 Gray, Kathleen R.							RE					RE			RE	RE
8 Howard, Stacey E.		TU	TU													

FIND

NO SCHOOL DAYS

LABOR DAY	9/07/98

■ Modifying Daily Record Codes and Categories

Edit | Display | Reports | Special | Window

- Undo ⌘Z
- Setup Info ▶
- Entry Mode ▶
- Empty/Blank/Clear ...
- Cut ⌘H
- Copy ⌘C
- Paste ⌘V

Calendar DATES ... ⌘D
Daily Record CODES ... ⌘R
ABSENT/TARDY Categories ...

Remember, you were warned this was going to be easy! Changing your attendance/behavior codes and descriptors is identical in every respect to the feature above. Selecting the option from the main menu takes you directly to that part of the setup process, as will clicking *anywhere* within the **DAILY RECORD CODES** box at screen bottom. At the same time you can edit those categories which fall into the realms of **Absence** and **Tardiness**.

A BAKER'S DOZEN!
Indicate below which of your Daily Record Categories are Absences and Tardies and use'll total them for exporting!

Code	Description	Absent	Tardy
RE	ABSENT: EXCUSED BY PARENT(S)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RP	ABSENT: PRE-ARRANGED BY PARENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RF	ABSENT: C.H.S. SCHOOL FUNCTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RI	ABSENT: ILL (IN THE INFIRMARY)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RU	ABSENT: UNEXCUSED (BY SCHOOL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RS	ABSENT: SUSPENDED (UNEXCUSED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RT	ABSENT: TRUANT (!) FROM SCHOOL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TU	TARDY TO CLASS (AND UNEXCUSED)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TL	TARDY TO CLASS & U-E-R-Y LATE!	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UN	UNPREPARED FOR CLASS ACTIVITY!	<input type="checkbox"/>	<input type="checkbox"/>

Sample Gradebook - Daily Record

SUMMARY INFORMATION

	RE	AP	AF	AI	AU	AS	AT	TU	TL	UN	ABSENT	TARDY
1 Archer, Dennis E.	2	0	0	0	0	0	2	11	1	0	4	12
2 Bowles, Charles A.	0	0	0	0	0	0	4	1	0	0	0	5
3 Chancellor, James L.	2	0	0	0	0	0	0	0	0	0	2	0
4 Dickerson Michael R.	2	0	0	0	0	2	3	2	3	0	7	5
5 Garcia, Eugene F.	0	0	0	0	0	0	0	0	0	0	0	0
6 Glenn, Helen B.	0	4	0	0	1	0	0	1	0	0	5	1
7 Gray, Kathleen R.	8	0	0	0	0	0	0	1	0	0	8	1
8 Howard, Stacey E.	0	0	0	0	0	0	0	3	0	0	0	3

FIND

DAILY RECORD CODES

1 RE ABSENT: EXCUSED BY PARENT(S)	6 AS ABSENT: SUSPENDED (UNEXCUSED)
2 RP ABSENT: PRE-ARRANGED BY PARENT	7 AT ABSENT: TRUANT (!) FROM SCHOOL
3 RF ABSENT: C.H.S. SCHOOL FUNCTION	8 TU TARDY TO CLASS (AND UNEXCUSED)
4 RI ABSENT: ILL (IN THE INFIRMARY)	9 TL TARDY TO CLASS & U-E-R-Y LATE!
5 RU ABSENT: UNEXCUSED (BY SCHOOL)	0 UN UNPREPARED FOR CLASS ACTIVITY!

WARNING! While we enthusiastically support modifying a Daily Record Code, you must *never* transform its basic message once that item has been used. Wording, spelling, punctuation—**YES!** Content, **NO!**

