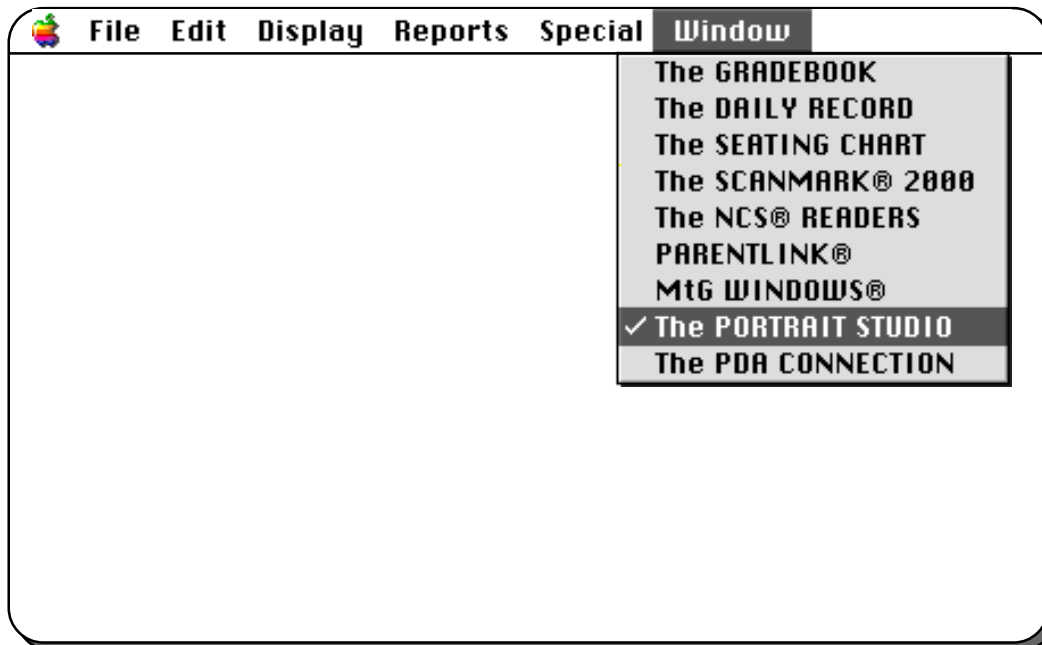


# Taking Student Pictures



Sir Max Beerbohm once observed, “It seems to be a law of nature that no man ever is loth to sit for his portrait.” Such is certainly true within *Making the Grade*, for students have the power in the **MtG Portrait Studio** to take their own pictures and perfect at their leisure their electronic likenesses, perhaps for the first time ever! (Haven’t we *all* taken more than one bad school picture?) And once students finally approve of their portraits—even if imported from the school’s CD-ROM—they’re ready for placement in **seating charts** (for you and for your substitutes), in take-home **student progress reports** (just think of parents’ reactions), in **Select-A-Student** activity windows, and much more. All it takes to bring this magic to your classroom is one of the electronic gizmos below (or pictures already taken elsewhere).

## ■ Portrait Studio Hardware

The best news for students about to take electronic pictures is that “do-overs” are not only tolerated . . . they’re expected! “Film” is exceedingly cheap for devices like these, the prices of which range from under \$100 to thousands of dollars for professional models. The HandyCam™ (below left) and QuickCam™ (below right)



capture pictures “on-line,” enabling students to see and manipulate their images in real time. The Mavica™ (previous page, center left) and JamCam™ (previous page, center right) take pictures “off-line,” transferring their images to Macintoshes via floppy diskettes and 8-pin cable connections, respectively. No matter which of these fine tools you choose, all you really have to do is bring students’ pictures to your modem port, printer port, floppy or hard drive and attach them to the *M:G* student database via the **Portrait Studio** module. We’ll handle the rest, as you will see in the sections to follow.

## ■ Portrait Studio Software

If you elect to generate student pictures “on-line,” be advised there is one additional piece of software your computer must possess. Worry not, however, for it’s free of any charge and comes pre-installed on almost every Macintosh ever sold: Apple Computer’s **QuickTime™ 3** (or later), a miraculous multimedia package adopted by the “Wintel” world as well. This software component enables the **Portrait Studio** to accept virtually every picture format ever devised for personal computers, including **bmp, gif, jpeg/jfif, macpaint, pict, tiff**, and more too numerous to mention.



Check your System folder first to see if you have **QuickTime 3** already installed within the Extensions folder. If so, you should find most or all of the icons below, only the first of which is absolutely essential.



If these elements are not present anywhere within your System folder, you must obtain the **QuickTime 3** package from Apple Computer before proceeding with on-line capture of student pictures. Fortunately, **QT3** is only a modem connection away on the Apple Computer website at <http://www.apple.com>.

http://www.apple.com/quicktime/download/index.html



http://www.apple.com/cgi-bin/qt\_loc\_reg.pl

## ■ Capturing Student Images

Capturing student pictures with camera or camcorder attached directly to the Macintosh CPU is the way we prefer to work with the Portrait Studio . . . as it is for most students. It's almost impossible to match the instantaneous feedback they receive examining pictures freshly snapped of themselves. Your only major responsibility at this point is to attach your video instrument to the **printer or modem port . . . and then make sure that port is unencumbered by any other software or internal device**. It is crucial, for instance, that **AppleTalk** and **HP printer drivers** be completely inactive in the **Chooser** if you connect through the printer port. Likewise, you must make sure that no **modem** or **fax software** has seized the external modem port, disallowing other connections there. (Global Village fax extensions and control panels are infamous for locking up modem ports, even when their major applications are not being used.) The Mac OS **Extensions Manager** and Casady & Greene's **Conflict Catcher** can be of invaluable assistance in freeing up your port of choice.

Once your imaging device is properly attached, capturing students' pictures is a simple matter of utilizing the dozen (or so) active buttons below.

Click this bar to **display the class roster** and select a student for "portraiture."

Click here to **delete one student's picture**, in this case Dennis E. Archer's.

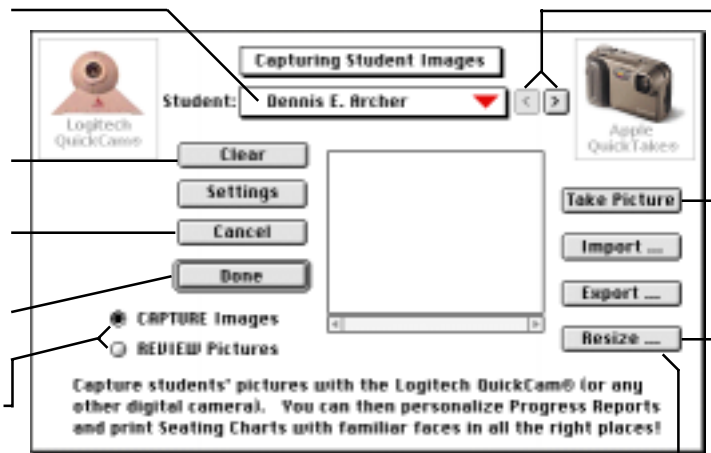
Click here to **back out**, leaving everything unchanged.

Click here to **accept all pictures taken or modified**.

Click these two buttons to (1) **open the connection to your camera**, (2) **take a picture**, and then (3) **review any and all student pictures taken**.

### NOTE:

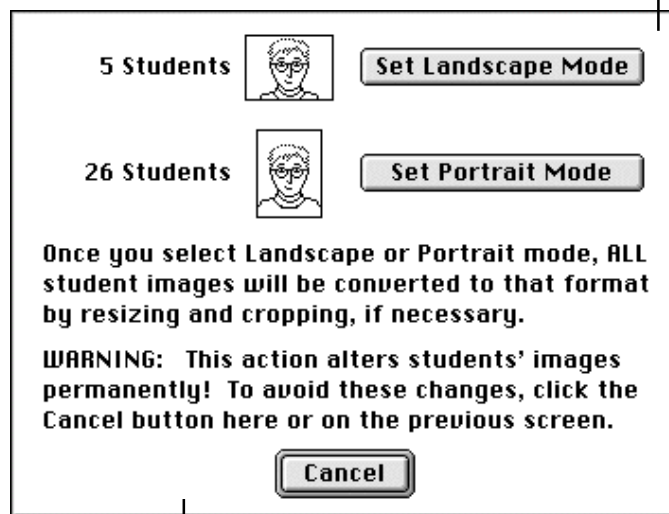
The **Take Picture** and **CAPTURE** buttons will not be active unless and until an on-line device is detected by *MtG*. Again, this means that the camera must be properly connected to your Mac, the port must be free of encumbrances by other software/hardware, and QuickTime 3.0.2 (or later) must be present and active within the System folder. If these buttons are active, **but no picture appears within the portrait rectangle**, the port you've chosen is still not completely free.



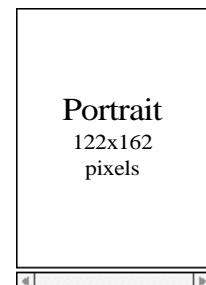
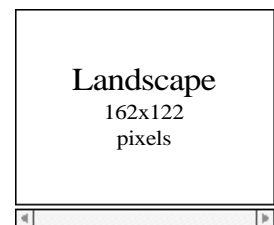
Click these arrows to move through the class roster **one student at a time**.

Click this button when the picture in the rectangle is **just right!**

*Making the Grade* supports two modes of taking and displaying student pictures: **Landscape** and **Portrait**. The former describes an aspect ratio that is wider than it is tall; the latter, one that is taller than it is wide (left and below). The **Resize** button switches between these two modes.



Clicking the **Resize** button displays the screen above, detailing how many pictures have been taken thus far and in what modes. If you've rotated your camera and **mixed** the two aspect ratios, you may "reunify" them—permanently—into a single mode by clicking either of the two main buttons above.



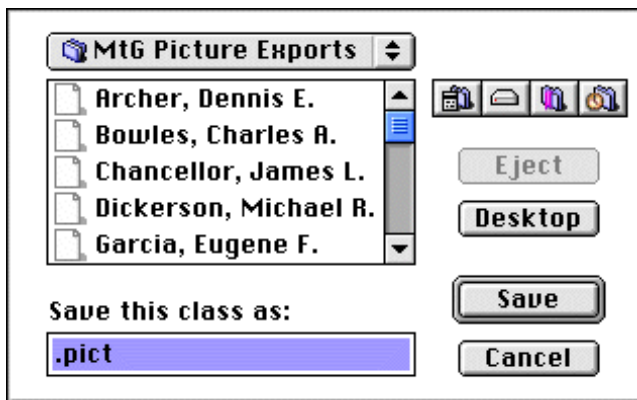
Three buttons from the main Portrait Studio screen remain to be investigated: **Settings**, **Import**, and **Export**.

### Settings



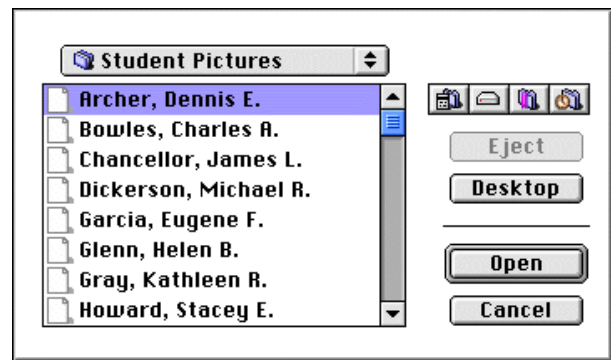
The first of these buttons is available only when QuickTime is active and an imaging device is attached to your Mac. Clicking **Settings** reveals a series of control panels (in this case for the Logitech QuickCam) which modify the image displayed in the portrait rectangle. These controls include **Compression**, **Image**, and **Source** for the QuickCam, but we recommend that you consult your camera's documentation for additional information.

### Export ...



It's clear that the primary purpose of the *MtG* Portrait Studio is to get student pictures **into** the program's database, so why the export function here? The answer originated with a young man in a midwest high school who was among the earliest users of the Portrait Studio. He proclaimed to anyone who would listen that he had never taken a decent school picture in his life, but thanks to the many "do-overs" available with *MtG*, he finally did . . . and he begged us for a copy for his personal records. Who could say no to such an earnest, enthusiastic, and—finally—satisfied customer?

### Import ...



The **Import** button is active only when the Portrait Studio is in **REVIEW Pictures** mode. It is designed for teachers who either don't have access to an imaging device or who prefer to use pictures taken by someone else (perhaps the official school photographer). Remember, *Making the Grade* will import any picture format recognized and supported by Apple's QuickTime 3.0 . . . and that is virtually all of them!

### Points To Remember

1. *Making the Grade* stores student pictures outside each gradebook file in a separate (but related) document with the QuickCam icon and the appendage **.pict**.



Sample Gradebook.pict

We externalize student images to make backing up your files as easy as possible (so please do so regularly). To keep your pictures properly "attached," however, keep them in the same directory as their parent file and do not alter their title. **NOTE:** If it is your wont to create a new class file when grading periods change, amend the name of the old picture file to reflect the new title + **.pict**, of course, and voila! Student pictures appear in the new class's Portrait Studio as well.

2. All *MtG* class files can be read on Mac and Windows platforms, regardless of where they were created. The same can be said of the student picture file, for it too is independent of these two operating systems. Just keep it in the same directory as the original class file, and all will be well.

## ■ Portrait Studio Softcopy

Once you've collected all of your students' pictures, you'll find they play a variety of roles within *Making the Grade*, both on screen and on paper. On screen, portraits are displayed most prominently in the Seating Chart, a powerful vehicle for learning new students' names quickly *and* for arming substitutes with the information they most urgently need!



**Select-A-Student** windows display students' likenesses instead of their names *if* a picture is available within the .pict file. On-screen seating charts like the one at right are also displayed by selecting **Display > With Student PICTURES** from the main menu bar. **A TIP:** Student **names** for each of the faces in the chart may be revealed—and **daily attendance** taken—simply by mouse-clicking on the pictures in the chart. (We imported 32 celebrity sketches here, rather than using real students' pictures. Aren't you glad these folks won't be in your class?)



## ■ Portrait Studio Hardcopy

We examined the **Cover Sheet** option in detail on page 58 of "Printing Gradebook Reports," so little more needs to be said here. The only practical tip we have at this point is to print these cover sheets in **color** on a laser or ink-jet printer in **best** mode (*if* the pictures were taken in color, of course). The extra time and effort are well worth it.

**STUDENT REPORTS WITH ALL ASSIGNMENTS**

Date of this report:  
**NOVEMBER 24, 1998**

Please select the **TYPES** of reports you wish to print.

"THE WORKS!" (ALL of the report options shown below!)

A personalized **COVER SHEET** (with class, school, & teacher info)

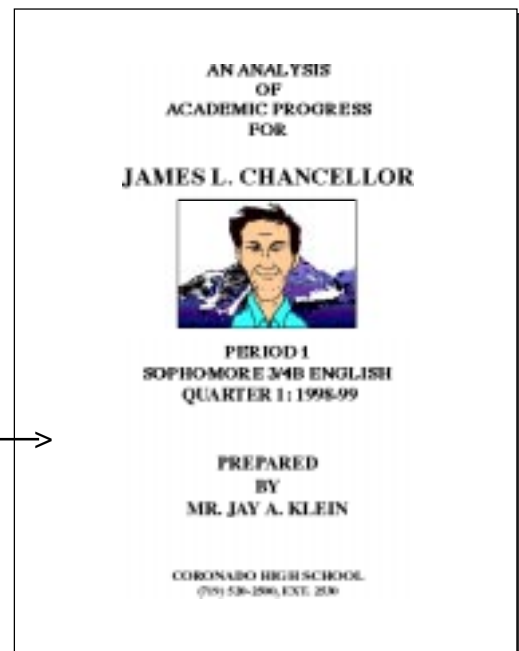
WITH student's picture (from the Portrait Studio module) →

WITHOUT student's picture

Each student's individualized **GRADING SCALE**

A **CHRONOLOGICAL** listing of all assignments thus far

A **CATEGORICAL** listing of all assignments (if applicable)



Reports

- For the TEACHER
- For the STUDENTS
- For the CLASS

- Confidential ...
- Gradebooks ...
- Grading Scales ...
- Line Library Comments ...
- Missing Assignments ...
- Report Card Summaries ...
- Sign-Out Sheets ...
- Daily Records ...
- Seating Charts ...
- Templates ...
- SCANTRON® Assignment ...

TEACHER REPORTS

Date of this report:  
NOVEMBER 24, 1998

You may select any or all of your five seating charts.

- Seating Chart 1
- Seating Chart 2
- Seating Chart 3
- Seating Chart 4
- Seating Chart 5

Cancel Next

TEACHER REPORTS

Date of this report:  
NOVEMBER 24, 1998

The following options are available for each chart:

- WITH students' NAMES ONLY (no additional data)
- WITH student's NAMES and NUMBERS (must be kept confidential!)
- WITH students' NAMES and PICTURES
- WITH students' GRADES in each seat corner:
  - For the ENTIRE GRADING TERM
  - For a SINGLE ASSIGNMENT
- WITH students' BANK IN CLASS in each corner:
  - For the ENTIRE GRADING TERM
  - For a SINGLE ASSIGNMENT
- WITH a two-week DAILY RECORD GRID (for manual entry)

Cancel Previous Next

TEACHER REPORTS

Date of this report:  
NOVEMBER 24, 1998

Please choose picture size by choosing how many pictures to print per page.

- 4 down x 3 across - 100% picture size - uses 4 pages
- 6 down x 5 across - 65% picture size - uses 2 pages
- 18 down x 6 across - 50% picture size - uses 1 page
- 18 down x 8 across - 40% picture size - uses 1 page
- 18 down x 18 across - 30% picture size - uses 1 page

Cancel Previous Next

The rough flowchart sequence above shows the pathway from the Seating Chart menu bar to the document at right. You've seen most of these screens before in the "Printing Seating Charts" section of the documentation. However, a new element is introduced here: the "choose picture size" window shown above right. Depending upon the exact placement of the chairs in your classroom, this window's options can change markedly. The five shown here match the 10 x 10 seating grid used for Room 101 at Coronado High. You may print this seating chart as large (4 pages) or as small (1 page) as you wish . . . but don't forget to turn OFF the printing of empty spaces (in **MtG Preferences**, below) if you want the open look at right.

Please indicate whether you wish EMPTY areas in your seating charts to be printed on screen and on paper. Choosing the first option below will save "tons" of toner over the years!

- Do NOT display and print EMPTY areas.
- Yes, DO display or print EMPTY areas.

Cancel OK

MR. JAY A. KLEIN  
CORONADO HIGH SCHOOL

APRIL 10, 1999  
QUARTER 1: 1998-99

Sophomore 3/4B English  
Seating Chart 1

Stacy L. Maddox	Molly M. McCann								
Lester L. St. James	Beverly H. James	Jeremy D. Terrence	James L. Chancellor						
Susan L. Huntington	Donald T. Morgan	Kristin R. Winston	Rebecca T. Knight						
Timothy A. Nuss	John C. Powell Jr.	Jason D. Kosterman	Eugene J. Sampson						
Shelli N. O'Grady	Lynn H. Jenkins	Jeremy P. Leggett	Kristi A. Ogden						
Stephen B. Haston	Thomas L. Ingram	Stacey E. Howard	Jeremy D. Yoder						
Ticien B. Glenn	Dennis L. Archer	Chasen A. Bowles	Victor R. Smith						
Carie S. Raymond			Michael S. Rutledge						
Eugene J. Garcia			Tamara C. Lee						
Kathleen R. Gray			Michael R. Dickerson						