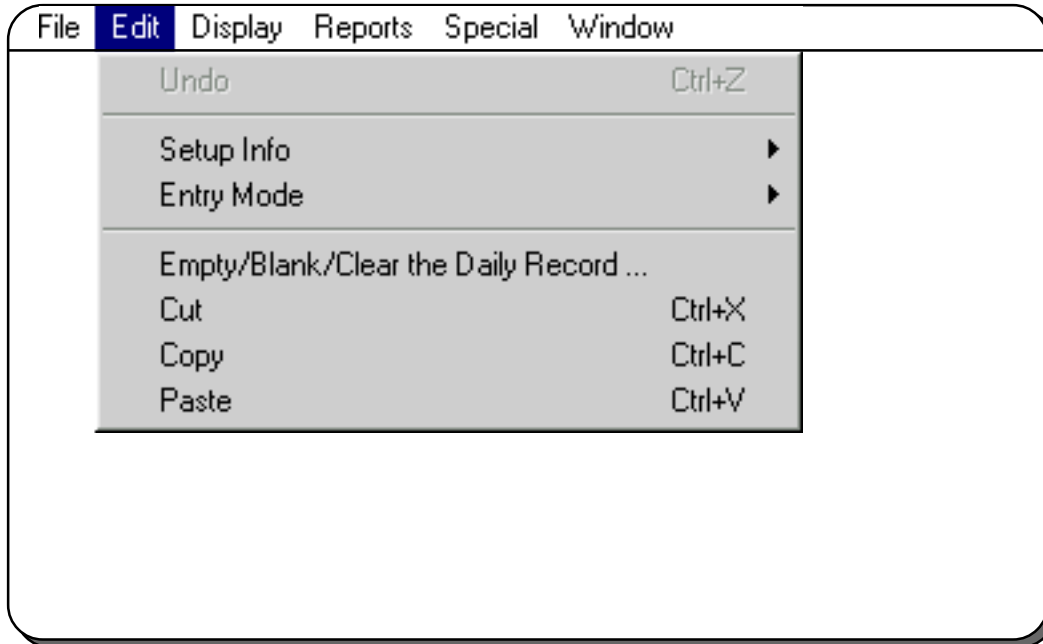
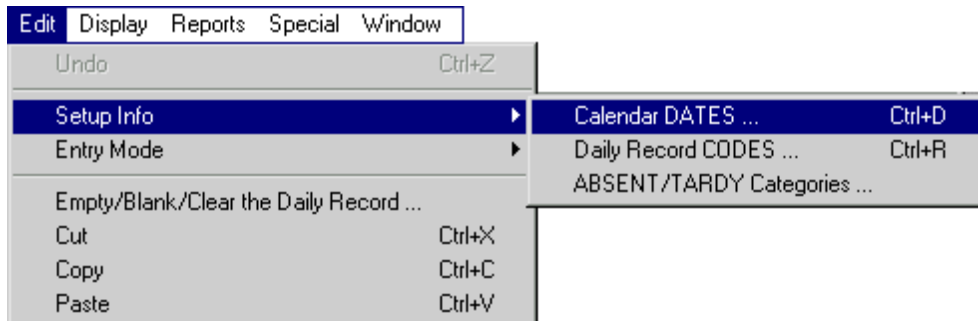


Editing The Daily Record



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

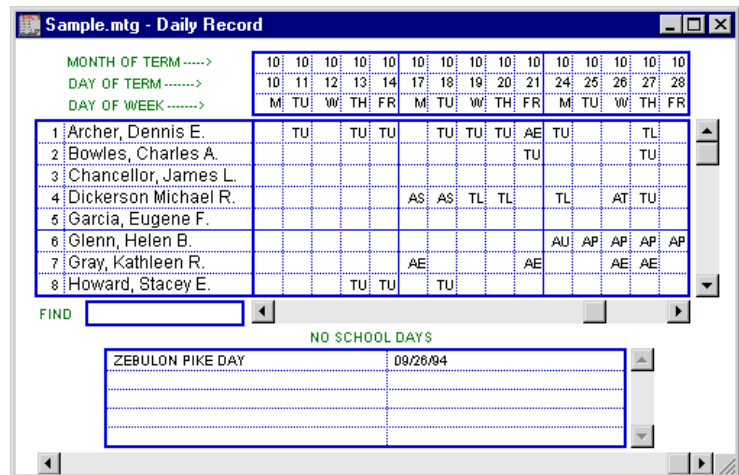


The best laid plans of mice, men, and teachers often go astray, as do first and last days of school terms and official **No School** days. (Thank heaven for the occasional unscheduled Snow Day here in Colorado Springs, or I'd *never* catch up with grading.) At any rate, when setup dates require modification,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

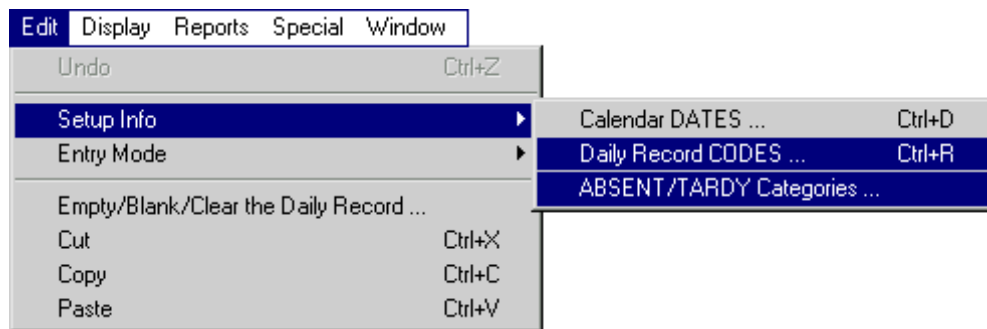
reason, we provide **two** avenues for you to do so. Of course, selecting the **Edit** menu option on the previous page will take you directly to the **Calendar DATES** portion of the program (left). But, if you prefer, you may move the bottommost slide bar of the Daily Record to the far right and click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



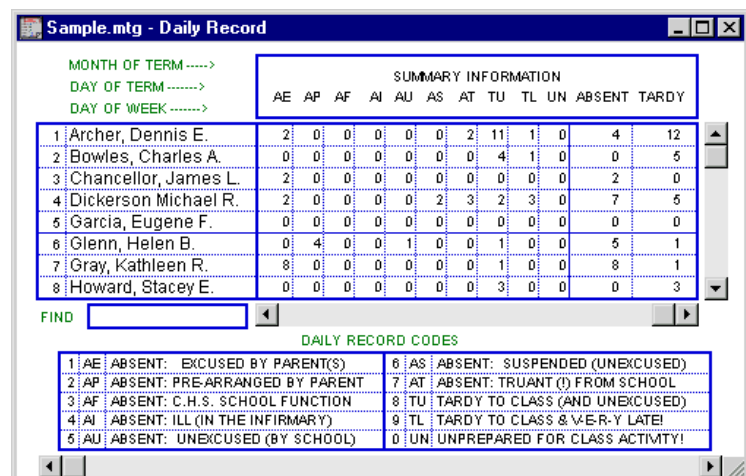
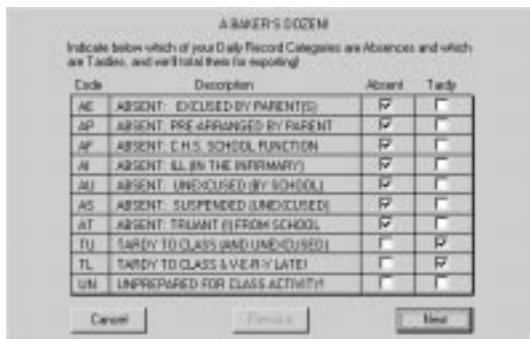
Calendar DATES Setup Screen



■ Modifying Daily Record Codes and 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**.



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!**

■ Choosing the Mode of Data Entry



For brevity's sake, we have temporarily combined the **Sequential** and **Random** entry options from the Daily Record (above). We did this because (1) both methods are intuitively obvious, we feel, and (2) they are virtually identical to their counterparts in the *MtG*



gradebook. At this point, loyal users of *Grade Busters 1/2/3* for the Apple IIe/c/gs will be gratified to see that the Daily Record is wide open and completely available for recording information—not just one day at a time. (We *do* listen to your requests, colleagues, and with a wonderful operating system like Windows, implementing this request was a piece of cake.) To enter your data **sequentially**, just click in the appropriate day's column, enter a code number from 1 to 0, and press **Enter**.

Choosing to enter information **randomly** brings up the screen at right, a spittin' image of the gradebook's random entry screen. At the top of the window we remind you of the date for which you're recording information, but that's about the only difference in "look and feel." All you must do is enter a student's roster position number, then the applicable daily record code, and the task is done.



A QUICK TIP! Here's how to have the best of both worlds—random entry from the sequential entry screen.

1. Click in the specific day's column for which you wish to record data.
2. Then click in the **FIND** box, making sure you leave the pointer arrow resting *within* the box.
3. Type any unique portion of a student's name and press **Enter**.
4. Enter a code number—and then click the mouse button. **Voila!** You're back in the **FIND** box!