

# INDEX

## A

Abbreviations  
  student reports 59  
  types of scores 28, 29

Academic term  
  changing 79-80, 85-86  
  setting up 9, 90-91

Acronyms  
  assignment category codes 12  
  Daily Record codes 93  
  grading scales 11  
  types of scores 28-29

Adding  
  assignments 25-27  
  seating charts 107  
  students 32

Addresses, email 2

Alphabetizing/sorting  
  class roster 14-16  
  Gradebook display (only) 43

Annotations, score  
  attaching 72  
  editing 35  
  setting up 13

Answer key, Scantron 119

Appendix 131-138

Apple Computer®  
  printers 51  
  QuickTime™ 126  
  website 70

Arial (font) 17

ASCII files  
  exporting 39-41  
  importing 14-16

Assignments  
  adding 26-27, 119  
  average score option 62  
  categories 12, 26  
  changing set up 29-30  
  date in 38  
  deleting 31  
  displaying 48-49  
  dropping 30  
  incomplete (missing) 28, 45, 47, 63  
  maximum point value 27  
  missing 28  
  repositioning 30, 31  
  setting up 25-26  
  undropping 30

Assistance, technical 2

Asterisk (X-Factor) 37

## B

Backing up data 21, 133-134

Bar chart  
  display 46-47  
  printout 60, 68

Beerbohm, Sir Max 125

Blank (“empty”) printouts  
  Daily Record 99  
  Gradebook 52-53

Blanking the gradebook 36

Buffer  
  “Poor Man’s Print” 69

## C

Calculating INC scores 38

Calendar setup 90-91

Campus America® 23

Canon® printer driver/website 70

Capture images button 127

Carryover of grading periods 85-86

Carter-Pertaine® 23

Category codes  
  Daily Record 91  
  Gradebook 12, 26

Category descriptions  
  Daily Record 91  
  Gradebook 12  
  Seating Chart 107

Changing  
  annotations 13  
  assignments 29  
  class roster 32, 35, 6  
  Daily Record setup 89-91  
  display/report range 79-80  
  Gradebook setup 34-35  
  Seating Chart setup 109-110

Character map 17

Cheating mark 29, 47

Check boxes 22

Check marks 29, 52, 77

Citizenship Mark 15, 35, 37, 59, 101, 102

Class  
  Daily Record report 102  
  data display 47-48, 98  
  deletion from hard drive 134  
  Gradebook report 66-68  
  identification 9  
  roster 14  
  statistical analysis 60

Clearing the gradebook 36

Codes  
  assignment category 12  
  Daily Record category 91

Color printouts 51

Com ports 118, 127

Commas  
  exporting data 39-41  
  importing data 16

Confidential reports 54-55

Connector (“sticky”) space 14

Contemporaneous records 53

Control panels 110, 134

Coronado High School 4

Cover sheet (“The Works”) 58, 129

*CRC Handbook of Mathematical Formulas and Tables* 18

Credit (check) mark 29, 52, 77

Cumulative grades 18-20, 44-48

Customized letter grades 75

Customizer, program 5

## D

Daily Record 87-102  
  class summary 98, 102  
  codes 91, 93  
  data display 95-98  
  date 110  
  editing 92-94  
  grid 113-114  
  printing 99-102  
  setup 89-91  
  student reports 100-101  
  term 90-91, 92

Date in assignment title 38

Delete key (with X-Factor) 27

Deleting  
  assignments 31  
  classes 134  
  seating charts 110  
  student pictures 127  
  students 33

Delimiters (commas, tabs) 39

Display panel 134

Displaying  
  assignment data 48-49  
  class data 47-48, 98  
  Daily Record 95  
  Gradebook 43-45, 79-80  
  Seating Chart 111-112  
  student data 45-47, 96-97  
  student pictures 127

Display modes (student pictures)  
  landscape 127

- portrait 127
- Ditto function 36
- Drag and drop 111, 112
- Drivers, printer 70-71
- Dropped students, positioning 38
- Dropping
  - assignments 30
  - “most damaging” scores 76-77
  - students 32
- Duplicating a score 36

## E

- Editing
  - Daily Record 92-94
  - Gradebook 25-38
  - print macros 69
  - Seating Chart 109-110
- Email addresses 2
- Emptying the gradebook 36
- End button, ScanMark 120
- Enter button 5
- Entry modes 27, 94
- Epson printer drivers 71
- Equalize button 24
- Excused scores 28, 32, 38, 45, 47
- Exporting
  - print macros 69
  - Seating Chart templates 106
  - student data 39-41
  - student pictures 128
- External Report Cards 64-66
- Extra credit 13, 27, 83-84

## F

- F.E.R.P.A. 55, 83, 114
- Field trip notices 39
- Filtering system 41, 61
- FIND box 27
- Floppies, backing up on 133-134
- Flow (Seating Chart template) 106, 114
- Fonts
  - required 3
  - large/small 134
- Forms, Scantron 119

## G

- Gradebook
  - blank 36, 52-53
  - clearing 36
  - displaying 42-44, 79-80
  - editing 25-38
  - emptying 36
  - printing 52-53
- Grade Busters 1/2/3™* 4, 53, 117

- Grading
  - options 28-29
  - period 9, 79-80, 85-86
  - scales 10-11, 35, 39, 54, 58, 63-64
  - system selection 12
  - term 9, 79-80, 90-91
- Graphic display 46-47
- Grid (Seating Chart) 105, 114
- Group Code 14, 35, 39, 102
- Guarantee, money-back 2

## H

- Handycam™ (Sony) 125
- Hard disk space 3
- Hardware requirements 3, 50-51
- Hewlett Packard® printers/drivers 3, 71
- Hiding student info 24
- Highest Score assignment value 27
- Histogram 67-68
- “Hot Boxes” 22
- “Hot Keys” 26

## I

- ImageWriter® printer 51
- Importing
  - annotations 13
  - assignment categories 12
  - assignment set up info 26
  - class roster 14
  - class setups 23
  - Daily Record set up 90-91
  - Gradebook set up 9
  - grading scales 10
  - Line Library 74
  - print macros 69
  - Seating Chart template 106
  - student pictures 128
- Incomplete (missing) assignments 28, 45, 47, 63
- INC scores 28, 38
- Indicating changed scores 78-79
- Input devices 3
- Internal Report Cards 64-65
- Internet, updating printer drivers 71-72
- Introduction 4
- Invitation-to-Call line 6, 59, 62, 65, 101

## J

- Jahelka, Peter R. 4
- JamCam™ (KidBoard) 126
- Jay Klein Productions website 71

## K

- Key Caps 16
- Klein, Jay A. 4

## L

- Lake Geauga Computer Association 42
- LaserJet® printer 51
- LaserWriter® printer 51
- License, software 1
- Line graph display 46, 60
- Line Library 55, 56, 62, 66, 74, 101
- Locking the Screen option 79

## M

- Machine-scoring, Scantron 115-122
- Macros, print 69
- Marking period, new 85-86
- Master Class grading scale 65-66
- Mavica™ (Sony) 126
- Mean score 46, 60
- Median score 46, 60
- Memory requirements 3
- Method of data entry 27, 96
- Missing assignments report 56-57, 63
- Mode score 46, 60
- Money-back guarantee 2

## N

- Negative numbers 28
- New grading period 85-86
- “No School” days 90, 92-93
- “Norton Utilities” 2

## O

- Opening (splash) screen 5
- Operating system 3
- Output devices 3
- Overhead projection 43

## P

- Page up/down 36
- Parent Signature line 59, 62, 66, 101
- ParentLink® 42
- Parlant Technology 42
- Pass code (Password) 5, 6, 35, 79
- Pentamation® 23
- Period, starting a new grading 85-86
- Picture file name 128
- Placement (Seating Chart)
  - automatic 107
  - manual 107
- “Poor Man’s Printer Buffer” 69
- Pop-up windows 37, 47

Portrait Studio 123-130  
 Preferences  
   calculating INC scores 38  
   displaying empty seating areas 130  
   including date in assignments 38  
   positioning dropped students 38  
   printing scanner answer sheets 122  
 Printer  
   buffers 69  
   drivers 70-71  
   fonts (required) 3  
   macros 69  
   port 127  
   ribbon 50, 51  
 Printing  
   class reports 66, 102  
   color 51  
   confidential reports 54, 55  
   Daily Record reports 99-102  
   Gradebook reports 50-69  
   grading scales 54  
   Line Library 55, 56  
   report cards 64-66  
   Scantron records 121  
   Seating Charts 113-115  
   speed 50-51  
   student reports 57-66, 100-101  
   teacher reports 52-55, 99-100  
 Printers 3, 50, 51  
 Product support 2  
 Program registration 5  
 Program requirements 3

## Q

QuickCam™ (LogiTech) 125, 127, 128  
 QuickTime™ 126, 127  
   settings 128

## R

Radio buttons 22  
 RAM requirements 3, 69  
 Random entry  
   Daily Record 94  
   Gradebook 25  
   ScanMark™ 2000 120  
 Rank in class 48, 49, 52, 55, 59, 66,  
 101, 111, 112  
 Ready lamp, ScanMark™ 120  
 Repeating a score 36  
 Report Cards 64-66  
 Reports, printing 50-72, 99-102  
 Repositioning assignments 30, 31  
 Requirements, program 3  
 Resetting display/report range 79-80  
 Resize (student pictures) 127  
 Return policy 2

Reverting to previous entry 78-79  
 Reviewing pictures button 127, 128

## S

Sample button  
   annotations 13  
   assignment categories 12  
   class roster 14  
   Daily Record categories 91  
   internal report card 64-65  
   student report 20  
 Saving a class 36, 133  
 “ScanDisk” 2  
 ScanMark™ 2000 115-122  
 Schoolmaster® 23  
 Score  
   annotations 13, 35, 60  
   showcasing special 83-85  
   repeating 36  
   types 27-29  
 Seating Chart 105-114  
   automatic placement 107  
   classroom layout 105  
   Daily Record date 110  
   editing 109-110  
   manual placement 107  
   placement preferences 108  
   printing 113-114  
   template layout 105-106  
   ties in categories 107  
   titles 107, 113  
   with student pictures 129-30  
 Select-A-Group 80-81  
 Select-A-Student 82, 125, 129  
 Select a print macro 69  
 Setting up  
   assignments 25, 26  
   Daily Record 89-91  
   Gradebook 9-15  
   Seating Chart 105-108  
 Set the Teacher Aide mode 83  
 Setup information 5-6, 34-35, 72,  
 90-91  
 Short Forms 63-64  
 Showcase special scores 83-84  
 SIMS® 23  
 Skyward® 23  
 Social Security Numbers 10  
 Software license 1  
 Sorting the roster 14-15  
 Spanish language option 6, 62  
 Special functions 73-84  
 Speed, printing 50-51  
 Standard deviation 47, 49, 60  
 Starting a new grading period 36, 85-86  
 Static electricity and floppies 133-134  
 Students

adding 32  
 comments, attaching 73-74  
 Daily Record reports 100-101  
 data display 45-47, 96-97  
 data export 39-41  
 deleting 33  
 dropping 30, 32, 38  
 I.D. numbers 10, 14, 35, 39, 52, 65,  
 95  
 information 14-16, 24, 35, 37, 39,  
 46, 83, 97  
 report printing 57-66, 100-101  
 undropping 32  
 reports with assignments 57-62  
 reports without assignments 63  
 taking pictures 127-128  
 transferring 33-34  
 StyleWriter® 51  
 Support, product 2  
 Sweat, Herbert A. 4  
 Symbols  
   as percentage equivalents 11  
   generating from the keyboard 17  
 System, operating 3  
 System requirements 3

## T

Tabs  
   exporting data 39-41  
   Daily Record (Seating Chart) 112  
 Teacher Aide Mode 83  
 Teacher reports  
   confidential 54-55  
   Daily Record 99-100  
   Gradebook 52-53  
   grading scales 54  
   Line Library 55  
   Seating Chart 113-114  
 Teacher setup info 5-6, 34-35  
 Technical assistance 2  
 Telephone numbers  
   Jay Klein Productions 2  
   parent/student 15, 16  
   teacher 5, 6, 59, 62  
 Template  
   Seating Chart 105-106, 114  
   student data export 40  
 Text files 39-41  
 “The Works!” 57-63  
 Third party vendors 42  
 Ties (Seating Chart categories) 107  
 Titles  
   assignment 26  
   Seating Chart 107, 113  
   student data export file 40  
 “Tips, Tricks, Trade Secrets, and More  
 Troubleshooting”  
   backing up data 20

- character map 17
- check boxes 21
- radio buttons 22
- student info pop-up screen 37
- weighted categories 18-20

Transferring a student 33-34

Transparencies 114

Troubleshooting 133-134

Truant mark 29, 47, 96, 100

## U

Undropping

- assignments 30
- “most damaging” scores 76-77
- scores 28, 76-77
- students 32

User skills 3

## W

W.A.M. Units 19-20

Weighted Arithmetic Means 18-20

Weighted categories 12, 18-19, 59, 64, 66

Weighting categories equally 24

Word processors 16, 41

“Works, The” 57-63

WSIPC 42

## X

“X-Factor” 27, 29, 37