Grade Entry

Date: 05/30/05 | Assign: Volcano | Rubric F

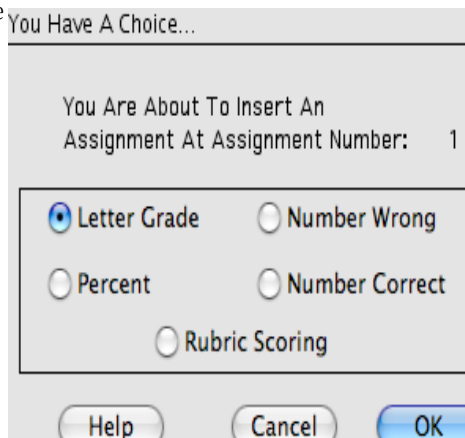|		Group Entry	20. 1
1. Alice Nagel			21. 2
2. Amy Quintero		☑	
3. Andy Tohlman		Group 1	
4. Carol Brandt		Group 2	
5. Ed Potter		Group 3	
6. Jack Smith		Group 4	
7. Jane Caldwell		Group 5	
8. Janet Ely		Group 6	
9. Jennifer Miller		Group 7	
10. Jill Hansen		Group 8	
11. John Anderson			
12. Laura Gambell			

If you highlight a group and decide you do not wish to enter a group grade, click on UnMark.

Inserting an Assignment

If you forget an assignment or get mixed up, PGGP allows you to insert a column of grades. A dialogue box is displayed asking if this is the user's intent. Four buttons allow the you to choose the method of entry. When you answer OK, the normal sequence of Assignment Screen and Grade Entry Screen will begin. The grades entered will be inserted in the current column. The existing column and all columns to the right will be moved to the right.

Deleting an Assignment

If you have entered an assignment twice or have an

You Have A Choice…

You Are About To Insert An
Assignment At Assignment Number: 1

○ Letter Grade   ○ Number Wrong
○ Percent   ○ Number Correct
            ○ Rubric Scoring

(Help)   (Cancel)   (OK)

assignment in the wrong place, PGGP will allow you to delete a column of grades. A dialogue box is displayed asking if this is your intent. If you answer OK, the column is deleted, the columns to the right are moved one column to the left, and the grade book is recalculated.

Returning to an Assignment

Return To Assignment allows a close-up view of an assignment. The original grade entry screen is reproduced with existing grades. This is useful when making several changes in a single assignment and want the computer to figure the grades as they were entered originally. Clicking on the assignment number at the top of each column in the grade grid accomplishes the same result.

Viewing an Assignment

It is possible to view a Student Summary on the screen. You are given the choice of viewing the current subject or all subjects. PGGP places the name of the student currently active, and each date, assignment, percentage, and grade for the assignment. In addition, the weight of any assignment with a weight greater than one is indicated with an X and the weight in parentheses. Late papers are indicated by showing the negative sign and the penalty. The Summary can be printed.

Removing A Student

PGGP will erase the name and all entries for a given student. Note that this delete can be either a global function, or effect the current subject only. This action cannot be undone. When a student moves away, I usually do not Remove the Student until all records have been sent to the new school. If you want to remove the student's name from the roster, move to the database by clicking on the student's name and delete his/her last name.

Entering Behavior

The Behavior Module of PGGP is designed to help teachers keep a record of student behavior.

There are two types of information that can be entered into a behavior column.

1) Define criteria (See Behavior Definitions) and give students behavior demerits based on that criteria.
2) Enter percentages in the cells.
You cannot mix the type of information within a behavior column.

PGGP will expect you to enter the Behavior information as explained in choice

Number Wrong

The Number Wrong Entry tells PGGP that you want it to figure percentage grades for you based on the number missed. For example, if 20 possible points are entered, an individual entry of 1 is interpreted as 1 missed. PGGP then calculates the 95%. (Limit: 999 Points for Mac and 231 for Windows)
When entering grades, other symbols can be entered which may be helpful in identifying missing assignments. (See Quick Entry, above.)

Number Correct

The Number Correct Entry tells PGGP that you want it to figure percentage grades based on total number correct on an assignment. After prompting for the weight of the entry, PGGP asks for the total possible on the assignment. If 20 possible points are entered, and an individual grade of 19 is entered, PGGP does the calculation and 95% will be displayed. 20 points returns 100%. PGGP normally limits any entry above 100% to 100% with an accompanying beep. If you wish to give extra credit grades in the form of more points than possible, you can set this Upper Limit to as high as 115% in Preference in the Settings Menu. (Limit: 999 Points for Mac and 231 for Windows)
When entering grades, other symbols can be entered which may be helpful in identifying missing assignments. (See Quick Entry, above.)

Rubric Entry

Choosing Rubric Entry from the Assignments Menu "invokes" the Standards-Based grading power of PGGP. Rubric Entry is the best of all worlds.
1. Rubric Entry combines Quick Entry and Number Correct. If you choose a point scale of under 10 points, PGGP acts like you are in Quick Entry mode, advancing to the next students with each key press. If you choose a scale of 10 or more points, you will have to press Enter/Return after each entry to advance. You can enter 2 to 100 points in rubric scale, although it makes more sense to keep the scale at or above the number of Performance Indicators in the Rubric Formula.
2. Rubric Entry allows you to attach a standard to the Assignment. You do not have to attach an assignment or assessment to a standard. If you do not, then it remains unattached and is for information only, and not calculated. If a standard is chosen for the assessment, then PGGP automatically starts a new standards group to keep track of the student's progress in that standard.
3. If your school or district does not want standards "averaged" then you can choose "Limit Standards to One" in Preferences. PGGP will then allow only one assessment per standard. Instead of adding assessments for the standard, you would change the student's current score to reflect progress on that standard.
4. Rubrics can also be treated as "True Rubric" or the driver's test scenario. When you take your driver's test, if you can accelerate, turn left and right but can't stop, you don't get a driver's license because you have not mastered all the standards for the test.

the columns contain weekly grades, such as Fridays, simply click on the date cell of the column in which you wish to enter the grades. Then select the day with the calendar. The column will be dated and ready for entry. This technique can also be used to skip vacations or off track times for year round schools.
As a sidebar, if you get an entire column fouled up somehow, clicking on the status bar (top of the screen) will always bring up the Behavior Choice dialogue. Change the method and close the dialogue. Click the status bar again and change the method back to the original and the column will be filled with 100's for each student. Then you can enter any demerits as you see fit.

Entering Attendance

Because attendance is usually rigidly attached to state law, many schools have their own attendance systems. PGGP's attendance module was not intended to be as robust as some of these systems. It is handy to mark students absent. If you send home weekly All Grades squares, you can use the dialogue to include Attendance in the report. This can be very useful when working with chronic absentees.
Absences marked in Attendance are also marked as ABS in behavior, so the student does not get 100% for being absent.
When a student is not enrolled, they are marked NE. NE days, like absent days, are not counted when figuring behavior.

Key Presses used are:
A= ABS
X= Excused
U=Un-excused
T= Tardy
S= Suspended
P= Parental

Each of the above are added to the students attendance summary column.

E=Enrolling
L= Left (No longer Enrolled)

Using the Entry Screen (Click on the Column Number) can help speed up entries. Shift Click will select a group of students that are absent for a day. Then the single "A" (followed by a Return/Enter when using a Macintosh) will record all the absences.

If you decide to not use attendance you can turn off the printing of attendance in All Grades and the Letter by going to Preferences, found in the Settings menu.
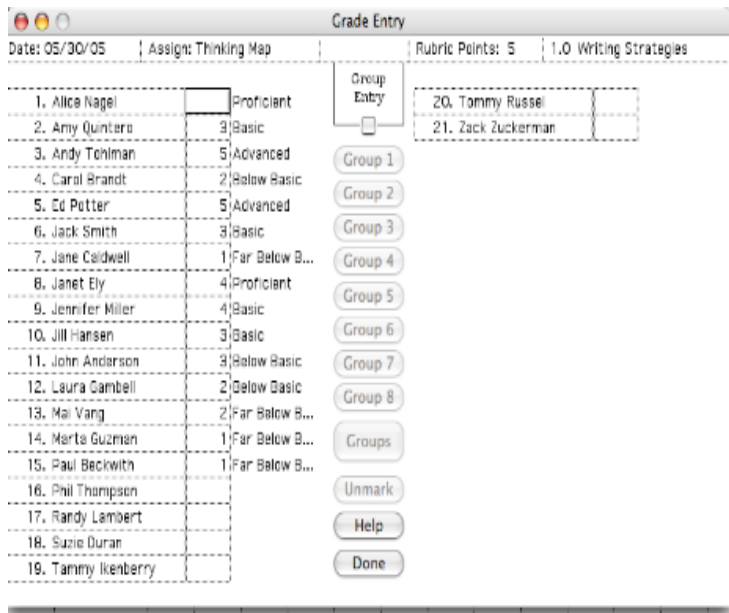
grades. Students are listed in order. It is possible to move to a student by clicking on the entry column or using the arrow keys. Return will also pass by a student leaving the grade untouched. Clicking on the student's name will display the student's database.

When entering grades, other symbols can be entered which may be helpful in identifying missing assignments.

I=   INC (Incomplete) Value can be set. See Settings: Preferences
A=   ABS (Absent) Has no effect on the average
N=   N/A (Not applicable) Has no effect on the average
B=   (Blank- Clears The Cell) Has no effect on the average

Marking Assignments Late

Any entry may be marked late by holding the Control Key when leaving a grade cell. You may leave a cell by clicking in another cell or pressing Enter or Return. An L will appear next to the percentage, indicating that the assignment is late and the late penalties chosen in Preferences will be applied to the score. For example, if in Preferences you choose to activate Late Assignments and decide to penalize late papers 10%, a cell with L 86 will be figured in the average as 76%.. This late function is a toggle, meaning you can change a Late to not late by holding the ctrl key and moving out of the cell again.

The penalty for a late assignment can be set in Preferences in the Settings Menu.

Special consideration must be given to using a group grade created by holding

Grades in Rows (Reports Menu)

Selecting All Grades prints the student's name followed by as many as the first 8 sets of grades and Averages for each subject. The name and all grades are on one line.

Student Standards
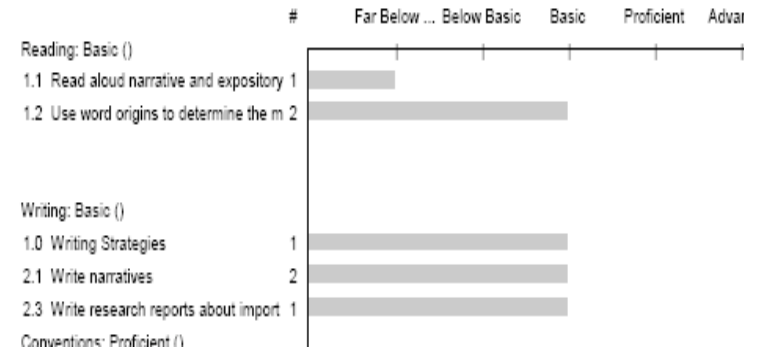
The Student Standards Report will print each standard taught, by subject for each student. The subject is printed with an average for the subject (and the Traditional Grade if traditional grading is used). Each standard graded is printed followed by the number of times it has been assessed. A bar graph then displays the proficiency for the standard. (Student Standards can also be included in Letters. See Preparing Letters)

Standards Analysis

The standards analysis is a teacher report, showing the standards taught, by subject, and the average proficiency for each standard. This can help determine which standards need to be revisited.

D-List (Reports Menu)

Selecting D-List prints a simple "D" list. Each student currently having a grade less than C- in any subject is listed, and the subjects having D grades or lower will be reported. This report is for traditional grades only an keys off of the 10th Academic Grading slot. If you use a shorter grade scale,You can go to the formula just above the one you want to be you D-List break point. Repeat it, exactly as it, row after row until you get to the 10th and then resume you formula from there down. (You may want to write down what you have before you start, so you don't get confused.)

probably grades in the grid.)

A dialogue box will appear asking if you wish to start from Scratch, Use Existing Students and Settings, or Use Existing Settings.

1) Choosing Start from Scratch produces an opportunity to use the Easy Setup feature. See Easy Setup, above.

The next choices are built on the premise that you have opened an existing class and chosen NEW.

2) Start A New Grading Period With The Same Students provides you with a method to move a set of students and subjects to a new (empty) file when starting a new grading period.

3) Start A New Year With Last Year's Settings allows all formula and language settings to be maintained when starting a new grade book. This is useful if you teach a multi-lingual classroom, and do not want to translate the information yearly.

4) Start A New Set Of Subjects With The Same Students allows you to keep additional sets of subjects for the existing Student database.

5) I Am Not Happy With The Way I Set Up My Subjects is a tricky choice. (In fact, if you click it, a dialogue will pop up and tell you what you are about to do is tricky.) This choice allows you to change the spelling of subjects. Remember, this does not move entries already recorded in a subject slot. If you wish to change subject order, go to the last Item in the Subjects Menu. "Not Happy..." is helpful if you "forgot" a subject or want to eliminate a subject at the end of the original list. Again, grades are being kept in "buckets" and changing the titles of the buckets will not change what is in the bucket. It is important to plan ahead. If you are really unhappy with your setup, consider choice #4 above. Put the subjects the way you want them, and reenter the assignments manually.

Moving From Subject to Subject

The Subjects Menu allows you to move from subject to subject. The bottom of the Mac subject menu is the "Change The Order" menu. You can also Change The Order by choosing Preferences under the Settings Menu. This action allows the order in which the subjects appear in the menu and reports to be altered. This is useful if the report card and cum record subject order do not match.

Please note that if the students are being given "Grade Strips" (See Reports: Grades in Rows) and you Change The Order "midstream", there may be great confusion at home.

Main Grade Screen

The main grade screen presents assignments in columns. All traditional grades are maintained as a percentage grade. Standards are stored as the number of rubric points awarded on the assessment. It should be noted that while it is possible to change a grade in any cell, once an assignment has been entered, PGGP has a separate Assignment Entry Screen that allows you to see ALL the students' grades for the

2) The second set of radio buttons causes PGGP to print the letter to the screen or printer. (With the advent of the Preview Button in Mac OS X, it may be easier to leave this set to printer and click the Preview Button in the Print dialogue Box.)

3) The third set of radio buttons allows you to print letters for selected students or the entire, sorted list. The up/down control, located in the middle of the dialogue box, works in conjunction with the third set of radio buttons. When set to sort the whole class list, the up/down control changes the grade cut. When set to letters for single students, the up/down control scrolls up and down the class list.

4) The last set of radio buttons sets the sort criteria. You can sort by Letter grades or Rubric Grades.

The Print button on the right of the dialogue box starts the printing process.

The Get A Letter button allows you to change letter titles. The letter will be assigned to the currently selected language.

The Get A Student button works in conjunction with the third set of radio buttons. Clicking on a student selects the student.

The Done button disposes of the dialogue box.

Name List (Reports Menu)

Selecting Name List after grade books have been created allows class rosters to be printed when a list of students is needed. This can be handy for Valentine's Day.

Record Sheet (Reports Menu)

Selecting Record Sheet prints a lined record sheet on which students glue weekly All Grade Printouts. Copy one for each student. Teachers may require this sheet to be initialed by a parent and returned each week. This simple reporting method saves paper and gives parents a running record of student progress throughout the grading period. This has proven to be VERY effective.

This corresponds (as best I could) to Avery 2" X 4" labels, #8253

Row Grade Sheet (Reports Menu)

Selecting Record Sheet prints a lined record sheet on which students glue weekly grade strips cut from the grade printout. Copy one Record Sheet for each student. The first week, students glue their name and grades on line one of the sheet. Teachers may require this sheet to be initialed and returned each week. The second week the grade strip is glued on the second line. This simple reporting method saves paper and gives parents a running record of student progress throughout the grading period. This has proven to be VERY effective in many classrooms.

Academic	Academic Effort	Academic Rubric	Effort Only	Behavior

Cutoff Point
☒ Auto Formula

Grade-Level Proficiency

5	Equals	Advanced
4	Equals	Proficient
3	Equals	Basic
2	Equals	Below Basic
1	Equals	Far Below Basic
0	Equals	
0	Equals	
0	Equals	
0	Equals	
0	Equals	
0	Equals	
0	Equals	
0	Equals	

◉ Pure Rubric
○ 100 Point

Done
Cancel
Help

Academic Rubric Scoring Tab

In the examples below the formulas are both for schools using 5 Performance Indicators. This is for example only and you may use other configurations. Remember, this formula is so PGGP can give Performance Indicators for student reports. You can assess an individual assignment using a 10 point rubric and PGGP will convert the 10 point assessment into 5 (or what ever you are using) point Performance Indicators. Rubric formulas can be entered two ways. One uses pure rubric numbers, and could be

100	Equals	Advanced
80	Equals	Proficient
60	Equals	Basic
40	Equals	Below Basic
20	Equals	Far Below Basic

5=Advanced, 4=Proficient, 3=Basic, etc. Make sure the formula you enter makes sense mathematically

Clicking the 100 point button creates a second method, converting the rubric scale to a 100 point scale. 5 will equal 100, and 2=40, etc. Of course you can use any number you wish.

Behavior

Behavior Tab

Information Needed for Web Upload

Class Section
Room5

Teacher Login Name
Standard

Teacher Formal Name
Mr. Standard

Teacher Phone
555-5555

Grading Period
Quarter 1

Teacher Password
+++++++

Subject	Course Number	Subject	Course Number
Reading	01	EarthSci	09
Writing	02	Investigation	10
Conventions	03	Number Sense	11
Oral Lang	04	Algebra	12
Handwriting	05	Data	13
Social Studies	06	Reasoning	14
Physical Sci	07	Art	15
Life Sci	08	PE	16

Cancel   Help   Save Changes   Upload

Online grades does not use student names, so each student must have an ID number (See Student Data Base) This number *must* be unique within your school.

When you select Web Upload, there is some information needed so PGGP knows what account to use for grades.

Class Section: For unknown reasons no spaces are allowed in this field. This would be the designation that separates your class from others.at the school
Teacher Login- I supply this. It is often a number or number with words
Teacher Formal Name- Same as supplide above.
Teacher Phone- (Optional) Probably the school number
Grading Period- Trimester One, Quarter 1, etc.
Teacher Password- as supplied by Online Grades. You can change this once you are logged into Online Grades
The Subjects and a number showing which order you want them to appear. Peculiar to computers, Online Grades requires a 0 in front of the first 9 ordinal numbers. If you omit this, you will find 1, 11, 12, etc. to be the order when grades are viewed.

This information only needs to be filled in once and PGGP will remember it. (as long as

Importing the Names

PGGP can Import students from a database file. It is suggested that you do this AFTER starting a New Class. (See Easy Setup)
The Import file should be a TEXT file with a tab between each field and a return at the end of each student record. (i.e. a tab after each item and a return at the end of each set of items.)   The following items should be in each record.

First Name   Tab
Last Name   Tab
Parent Name   Tab
Address   Tab
Town   Tab
State   Tab
Zip Code   Tab
Phone   Tab
ID Number   Tab
Birth Date   Tab
Gender   Tab
Home Language   Tab

If an item is not available, place two tabs together.
If you have a friendly technology department at your school or district, these files can be easily created and save hours and hours of time throughout the district.

Step 4- Formula Tables

The formula tables are the way you can change the scale and symbols used to display grades. The Notebook Tabs at the top of the tables allows you to move from table to table.

Traditional Grading

Academic Tab
The major point of a grading program is to calculate grades.   PGGP has a default grading scale which may be altered. The existing scale will be displayed. Study the existing scale and plan the new scale carefully. Letters, e.g. "B+", may be altered to any two characters such as O's and S's for each position. Numbers should be between 1 and 100. The third column allows you to apply a GPA value to each grade. GPA is calculated using subjects Included in GPA (See Settings Below). If a subject has no assignment entries and is included in the GPA, no GPA will be calculated. (??? will appear in the GPA column of Grades In Rows.)

Academic Effort Tab
PGGP will calculate effort grades for you. (See Preferences) PGGP has a default Academic Effort scale which may be altered. The existing scale will be displayed. Study

«Date»

Dear «ParentName»,

I am concerned about «FullName»'s progress.
«Grades»

«Standards»
Please talk to «FirstName», giving praise where praise is due, and help where needed. If you have any questions about grades or standards, feel free to call me at school.

Please talk to «FirstName», giving praise where praise is due, and help where needed. If you have any questions about grades or standards, feel free to call me at school.

School Number: 555-5555

Sincerely,

George Beckman

| Date |
| First Name |
| Last Name |
| Parents |
| FullName |
| His/Her |
| his/her |
| he/she |
| He/She |
| him/her |
| Grades |
| Assignments |
| Behavior |
| Standards |
| Done |
| Cancel |
| Help |

letter, click the Editor button. To start a new letter, select New under the File Menu.
The Letter Editor allows you to use fonts, sizes, and styles in your letters. While standard word processing techniques have been employed here, this is not a full word processor, so extra large sizes may cause unpredictable results.
The buttons at the right allow you to insert <<Merge>> fields into the letter. Please note that the merge buttons allow correct case and gender merges in four languages to appear in the letters. If a student is assigned the wrong language or gender, PGGP cannot merge the proper words into the final letter. You can merge Assignments and Behavior into letters. (Hint: Merging Assignments in letters adds a Student Summary to the letter. By creating a very simple letter, with just a date, student name and Assignments, you have suddenly created a very powerful Student Summary that allows you to use the Letter's powerful sorting features to print some or all student summaries.)
The Windows version has an extra button, Special Chars, that brings up a set of speed buttons for inserting special characters into the text of the letter

not click Academic, then traditional grades will be shown as Effort grades. If rubric scoring is used for an assignment or assessment, you can still mix traditional and standards-based grades and the traditional part of the mix can be an academic grade or effort type according to the check mark.. This way you can have the mixture you need.

When the entries in the dialogue box are correct, click on Done.

If not Using Easy Setup, Save Your Work Now!

Step 2- Languages

If you are using only English, PGGP will skip this section and move to Putting In The Names. Easy Setup will automatically skip this step.

Easy Setup presents the Translation Tables dialogue. English should be in the first language position. Press the Tab key to begin translating the Subject Titles from English to the languages you are supporting. Clicking on the notebook tabs will move to other tables. These translations will be used in the letter. Note that the translations are gender and case specific in some cases.

Step 3- Putting In The Names

After a Class has been created, it is time to enter the class list.   PGGP provides

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allows decimal numbers in the GPA column.

Academic Effort Formula allows the default effort scale to be altered.   The symbols will be used by the other Effort and Behavior formulas.   The existing scale will be displayed. Study the existing scale and plan the new scale carefully.

The Percent of Assignments Complete and On Time column calculate the number of assignments containing the grade INC or marked Late. If the percentage complete is at or above the percentage shown, the student will receive the effort grade to the right.

The Cutoff Point By Percent column looks at the student's current Average in the subject. If that average is at or above the percentage shown the student will receive the effort grade to the right. NOTE that this is an "and" function and both cases must have both grades equal to or above each level to receive the grade for that level.

The Effort Only Formula sets the percentages that render the Effort Symbols (Symbols are set in Academic Effort Formula. On many elementary grade cards Effort-Only grades single cell grades such as PE or Art.

The Behavior Formula sets the percentages that render the effort symbols set in the Academic Effort Formula. The behavior formula is also controlled by the Behavior Definitions in the next topic.

Behavior Definitions (Settings Menu)

To Set Behavior Definitions, go to the Settings Menu and choose Behavior Definitions. You can enter some generic behavior problems for both Classroom and Playground.

If you decide to not use Behavior, you can omit either Classroom or Playground Behavior by checking the Omit box below the subject. If you only omit only Playground, "Classroom Behavior" will become simply "Behavior" on printouts. The

of PGGP stashed around that may cause grief.

File Sharing Between Two Computers

Sharing Files With Macintosh and Windows or a computer at home and school.:

PGGP can exchange files with Macintosh computers. several things must be in place for this to happen.

1. You must use the same version of the Windows and Macintosh PGGP
2. You can use a floppy disk but the "Key Chain" USB flash drives are very quick and handy.
3. You have to make sure you know where the latest copy of grades are.

One Way- Without PGGP

You can also simply copy the files to and from the USB before starting and after quitting PGGP.

a) find the file on the Hard drive and move it to the USB
b) carry the file to the second computer
c) find the file on the USB and move it to the hard drive.
d) start PGGP and when you see the grade grid press Apple-F (Windows CTRL-F) and PGGP will try to find your class if you use the same name and put it in the same place
e) work on your grades, saving as you go.
f) quit PGGP

Please do not keep your grades only on a USB or floppy disk! Make backups.

Making a duplicate on your hard drive is easy.
Mac- Click the file once and press Apple-D
Window- Click the file once, go to the Edit menu anc choose copy and then choose paste.

There are two kinds of computer users who have not lost information. There are those who have not lost any information because they have backed up their files, and there are those who have not lost any information... yet.

Well, that took a while. This does work. You can do it other ways, I am sure, but please, please do not carry all your grades around on one floppy or flash drive that is going to quit. Say it with me, "All Floppies and Flash Drives eventually Quit". Of course they usually fail about two seconds before report cards are due.
If sharting your grades does not work correctly make sure you that the latest copy of PGGP on both computers.

Setting At Risk - Student Cap (Settings Menu)

The Student Cap provides you with a way to notify parents that their child is working below grade level and is At Risk.   The Grade Entry screen appears and a single percentage can be entered next to each student. This percentage can perform two functions. First, the student will have an * beside the grade for the subject. Second, if "Cap Is On" is checked in Preferences, the student's percentage will not be allowed to rise above the cap. If any subject is capped, "*=At Risk" appears on the All Grades grade
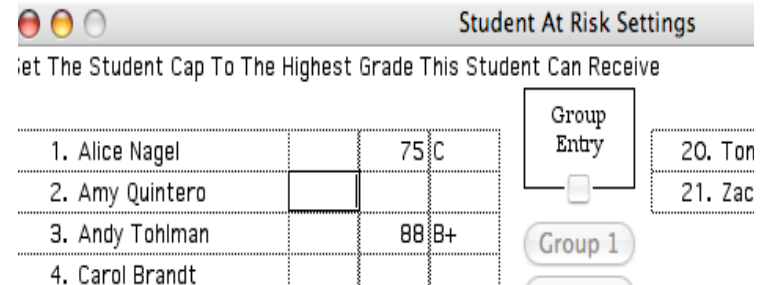
square. If Student Cap On is checked the final average is capped at the level set. If "Student Cap Off" is checked, then only the * appears next to the letter grade.

Note that only the final average is affected by the cap. While capping grades may not be desirable, you may find it useful to print All Grades with Cap On and Cap Off and compare the two. Many teachers are struggling with how to handle new retention laws.   Grade inflation has taken grades to the point where it is possible for a student to get B's and C's and yet be facing retention due to scores on Achievement Tests. (Cap secretly uses assignment #80 to store cap information.)

Preferences (Settings Menu)

The top set of Radio Buttons customizes the appearance of the student names. Select the appearance that suits your situation. It is worth noting that the sort is performed on the names as currently displayed. (See Sort The Class, Below)

Use Attendance: PGGP allows All Grades to be printed with or without attendance. Printing without the grid speeds the process.

Use Study Skills: PGGP will attempt to calculate a study skills grade. This grade is the average of the effort grades of academic subject.   Effort grades are the result of the number of assignments that are not Incomplete or Late and the minimum percentage you set. (See Academic Effort in the Formula Tables)

Cap-On/Cap-Off. PGGP can cap the upper limit of a student's grade percentage in each subject. Cap is set for each subject in the Setting Menu.

http://www.pggp.com/Update4.htm

A note about the possible confusion about STAZ and PGGP (George). STAZ Software and George are not connected other than we like each other and STAZ handlespublishing sales and shipping for George. STAZ Software creates some great Macintosh software. If you wish to find out more about STAZ, go to http://www.stazsoftware.com. STAZ is in Mississippi and George is in California.

Installation

Place the PGGP CD in your CD Drive.

Macintosh: PGGP a single installer, named Install PGGP_5.0_Installer.dmg. Double clicking on this image will start the installation.

The drive offered is the startup drive for the Macintosh. A folder, Pretty Good Grading Program will be created in the Applications folder and the necessary files will be copied into the folder.

Clicking on the installer will install PGGP   If you are upgrading PGGP, make sure that you don't have a Pretty Good Grading Program in the root of your hard drive.

Locate the folder Pretty Good Grading Program in the Applications Folder, and open the folder.

Double click the PGGP diamond to start the program.

Once PGGP is running, you can find it on the Dock. If you want to put it on the Dock you can click the icon there and choose Keep In Dock.

Windows: If the CD does not open, go to My Computer and open the CD. The Windows installer is called Install_PGGP_5.0.EXE. The installer offers to create a directory c:\Program Files\PGGP. As you proceed through the installation, you will install icons in the Start menu. You can start PGGP by looking in the Start Menu, under Applications. A short cut will also be placed on the Desk Top.
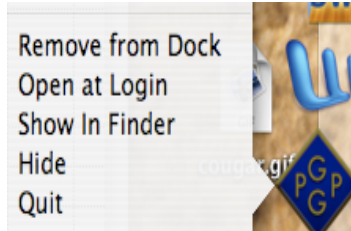
After the installer is finished, the Installer CD can be stored for safe keeping.

grading style, you would revisit a standard from time to time updating performance. You may want to update the date of the assessment to record when last assessed. (The down side is that PGGP will not record the date for each child's advancement.)

Selecting Use Lastest Assessment causes PGGP to use the last entry (by column, not by date) for each standard.grade and then all standards grades are averaged but not rounded for the subject grade.

Selecting Password allows you to begin using a password. Once a Password has been entered, there is No Way to find your password if you forget it..
The password will be required each time a file is opened and after 2 minutes of inactivity.
For safety the password is tested 3 times before allowing you to begin using the password feature. Type the password TWICE in the boxes and click on OK. The password box will then appear. You have 3 chances to type the password correctly. Passwords are case sensitive. Remember your password!

Selecting Sort The Class presents two choices: Alphabetizing the class list and returning the class list to the original order. The sorting routine operates on the name field as it appears. When the students are alphabetized, you may want to change to Last Name, First Name for a typical sort.

Selecting Printer Correction (Win Only) presents a simple up and down "spin" control for entering a printer correction. If Student Summary or Assignments merged into a letter are misaligned use the Printer Correction to correct the problem. If one or two items are out of to the right, try a negative number and if one or two items are out of alignment to the left try a positive number. Try increments of 5 at first and then fine tune from there.

Selecting Printer Margins (Mac Only) allows the top margin and gutter(space between columns) to be adjusted for the All Grades Report.

Selecting Define INC & Late allows the percentage entry value for INC and the penalty for Late to be set. If you Do Not Wish INC or Late to be calculated, remove the check in the activate box. INC and Late are also used in effort calculations. (See Step 6- Easy Setup)

Hints On (Windows Only) Turns on floating hints.

Logic- How Grades Are Figured

First, notice that PGGP does **not** use Category Weighing. PGGP does not set tests to 40% of the grade. Weights are relational. Perhas I am simple, but it is easier to tell a 5th grader, you got 62% on this test which is worth 10 daily assigments (a weight of 10 when the daily assigments are 1) than to say you got 62% on this test which is one of 4 tests that will end up being 40% of your grade.

DISCLAIMER OF WARRANTY

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THESE PROGRAMS ARE SOLD WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES WHATSOEVER. BECAUSE OF THE DIVERSITY OF CONDITIONS AND HARDWARE UNDER WHICH THESE PROGRAMS MAY BE USED, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED. THE USER IS ADVISED TO TEST THE PROGRAMS THOROUGHLY BEFORE RELYING ON THEM. THE USER MUST ASSUME THE ENTIRE RISK OF USING THE PROGRAMS. ANY LIABILITY OF SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

That being said we hope PGGP saves you a zillion hours.

Guarantee

We want you to be happy with PGGP. f in the first 90 days you find that PGGP is not working for your situation, then we will be happy to give your money back.

Before you even get started, please note that PGGP is not like other grade books. PGGP does not do fancy graphs. (Well it has one sort of fancy graph) PGGP does not do Category Weighing... the tests = 40% of the total grade sort of thing..   PGGP is not a web based application. (It can post grades to the web and uses the web to print Report Cards.)   PGGP was not written by a team of engineers... it was written by a teacher.