

number 1. Each time you start a new column, PGGP will ask you which type of behavior entry you plan to use. If you only plan to use choice #1 exclusively, there is a "Stop Asking" check box. If you plan to use Choice #2, you will have to put up with the choice box.

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. More is explained in the Settings Section later in this booklet.

The module was intended to be used daily to record student behavior problems. There are other ways to use the behavior module.

Daily use: To select a student, click on the cell for the date you wish to record an indiscretion. If there are no dates PGGP will help you assign dates to the columns. When the dialogue opens, you can click on the triangle and use the calendar to select the date. Dates will be assigned to each column, excluding weekends. You can bypass vacations, such as Christmas, by clicking on the first day of vacation and changing it to the return to school day. PGGP only changes dates in columns including and to the right of the insertion point.

If dates have already been assigned, clicking the intersection of name and date will cause a dialogue to appear. At this point you can click on the up and down arrows to assign demerits to the student/s in question.

You will notice that there is a check box for marking a column a holiday. Simply check the box and click the OK button.

#### Behavior Ideas

The Entry Screen is also available as in other subjects. When you click on the Column Number Cell, the double column Entry Screen appears. Students can be assigned group demerits as in any other subject. In addition to using group assignments, it is possible to select a group of students (it often takes two) for a demerit entry. Holding the shift and clicking on multiple students causes the students to be selected for a "behavior incident". The next entry (click on any student's grade cell after letting up shift) will be assigned to this ad hoc group.

Variations on the above have been invented by teachers who like giving weekly grades (and who do not use the attendance module). To make

Likewise, True Rubric calculates the grade for a subject to the lowest grade for any one of the standards. This makes some parents and teachers nuts, but is a feature that your district may feel is valid.

5 Rubrics can be set so that only the latest assessment of each standard (by column) is used to calculate a grade. Mean or Latest will appear above the standards grades to remind you of which setting you are using.

The settings can be combined and PGGP will attempt to award standards grades according to your settings. Of course, some combinations make for interesting grades.

You cannot set a weight of a Rubric Scored item. This just did not seem to make sense when thinking about standards.

#### Group Grade Entries

When working with cooperative learning groups, it is possible to enter grades by group. Each subject allows separate group membership for each student.

Start a new assignment entry. (See Entering Assignments, above) The middle of the screen contains the Group Entry Buttons.

From top to bottom there is a Group Entry Box, a button for each group, a Group Button, an Unmark Button and a Done Button.

Putting an X in the Group Entry box will activate the buttons.

Clicking on the Group Button will change the screen to a Group Entry Screen.

After clicking on the Group Button, start with the first student and assign each student a group number. Selecting zero will cause a student to be omitted from any group. Either the number row or the 10 keypad can be used to assign group numbers. Click on Done to return to Grade Entry.

To enter a Group Grade, click on a group button, e.g. Group 1. All students in that group will be highlighted. The next grade entered will be given to the group, and the highlighting will be removed. At this point you may enter either a single grade for a student or another Group Grade by clicking on another Group Button.

## Printing Reports

### Print Grade Book (File Menu)

Selecting Print Grade Book prints all pages of the current grade book. If all pages are not needed, select the page range needed in the standard print dialogue box that is placed on the screen.

When the grade books are printed, they are suitable for use as paper grade books. Many users place printed pages in a binder and use this in place of the standard grade book. Using this technique, you can reprint pages to "clean up" pencil corrections.

Mac: If you did not use Easy Setup, you must pull down the Settings Menu to Preferences and Choose Printer Settings before printing any reports. Follow the next sequence of dialogues to prepare PGGP to use your printer.

### Student Summary (Reports Menu)

The student summary report prints a listing of the current student's grades by 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 report can be printed for one or all subjects for the selected student. Begin dates and end dates may also be selected, making it possible to print only a certain range of assignments for a student. (Summaries can also be included in Letters. See Preparing Letters)

### All Grades (Reports Menu)

(This is the one that makes it all worth it!)

Selecting All Grades prints a mini-report card. Each student and all grades are placed in 2" X 4" squares, ten per page. The report includes GPA, At Risk notice, all subject grades... with either Effort Grades or Average as a Percentage, Behavior, Study Skills and Attendance information.

These mini-reports can be attached to agenda books, homework folders, or a Record Sheet (also found in the Reports Menu). This is modeled after Avery Labels 8253. (All Grades can also be included in Letters. See Preparing Letters)

Alice Nagel	02/19/07(*=At Risk)		
Reading	Basic	*C	EarthSci Basic
Writing	Basic		Investiga... Proficient
Conventions	ProficientA		Number S... Proficient
Oral Lang	ProficientC		Algebra
Handwriting	B	85%	Data A
Social Stu...			Reasoning
Physical Sci	C+	78%	Art U
Life Sci	Below B...B		PE U
Class Behavior	0		Outside Behavior
Absent:	0		Tardy:
Study Skills	S-		

shift. The toggle rules above will be kept in effect in the current entry cell and distributed to the group. In other words, if that student already has a grade and that grade is not late, then all will get the late grade. If the student's grade was late, and you attempt to give the group a late grade by holding down CTRL, the existing late will be undone and the group grade will not be marked late.

### Quick Entry

The Quick Entry can be thought of as a Letter Grade Entry. All grades can be entered with the left hand, placing the pinky on the 1, ring finger on 2, etc. Each key press caused the letter grade and a predefined percentage (which can be set by the user in Settings) to be entered, e.g. pressing 4 will cause an A to be entered and 95% assigned to the A in the default setting.

4= A (Press 4)  
 3= B (Press 3)  
 2= C (Press 2)  
 1= D (Press 1)  
 0= F (Press r)  
 N/A (Press 5)

Please note that this "Quick Entry" is very generic and cannot meet the needs of all. However, for "credit" type assignments, this can be very effective. The value of an "A" can be changed by selecting Quick Entry Setting In the Settings Menu. When entering grades, other symbols can be entered which may be helpful in identifying missing assignments.

I= INC (Incomplete)  
 A= ABS (Absent)  
 N= N/A (Not applicable)  
 B= Blank

CTRL+any action that moves the cursor to a new cell toggles a Late and an "L" appears in the cell with the grade. If the grade was already marked Late, the "L" disappears and the grade is no longer late.

### Percentage Entry

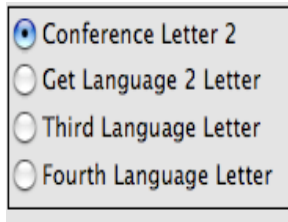
The Percentage Grade Entry allows you to type percentage grades. Pressing ENTER tells the computer that entry is done and the cursor automatically moves to the next student. If an error is made, the cursor can be moved up or down the list using arrow keys or the mouse. PGGP normally limits any entry above 100% to 100% with an accompanying beep. If you wish to give extra credit grades, you can set this Upper Limit to as high as 115% in Preference in the Settings Menu.

When entering grades, other symbols can be entered which may be helpful in identifying missing assignments. (See Quick Entry, above.)

## Letter (Reports Menu)

Selecting Letter allows letter printing. If no letter has been selected, the standard Get File dialogue box is presented. Select a letter you have prepared, or click on cancel.

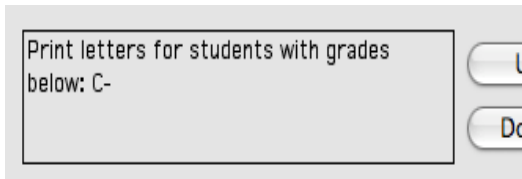
Note: To find out more about creating letters, see Preparing Letters.



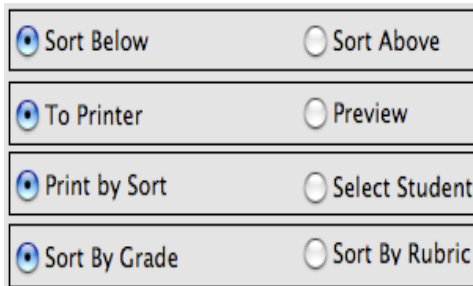
Next, a dialogue box will be presented that allows a great deal of flexibility in letter printing.

The default setting prints all letters for students getting grades lower than C- in any subject.

In the upper left, there are four buttons allowing you to choose which of the four language slots you want to work with. (If during setup, you only entered one language, only one button will be activated.) To add a letter you have prepared in another language, click the button and choose the letter. Remember, to use the languages features, you must choose the number of languages to support, assign each student to one of the languages, and set up the languages in by using the Translation Tables in the Settings Menu.



In the middle left allows you to decide which letters are to be printed. The up and down button changes the criteria in the box according the choices made in the lower left set of radio buttons.



The lower left of the box displays radio buttons in pairs, allowing the letter printing to be customized further.

1) The first set of radio buttons changes the sort status from "grades lower than" to "grades equal to or better than". It is important to understand the logic offered here. Lower than prints letters for any student having even one lower grade. Equal to or better than prints letters for students having ALL grades equal to or better than the selected grade setting.

current assignment.

The main Grade Screen remembers the following information: Its size, shape, font face, font size, and what subject was last viewed.

Please note that before you begin randomly placing grades in cells, create a New grade book by selecting New under the File Menu.

Once grades have been entered the following areas can be accessed...

The Grade Screen has a header across the top that always gives you the Date, Assignment Description, Weight, Points and if the assignment is a Rubric Assignment, the standard. Clicking on any of these buttons in the header will take you back to the Assignment Screen where you can make changes. **Please note** that PGGP uses Relational Weighting and weight has nothing to do with "Categories". See Logic- p. 35 In other words, Setting a weight to 40 does **not** make it 40% of the total grade.

The row under the header contains the column numbers, which can be thought of as assignment numbers. Clicking on the column number will return the user to the Entry Screen for that assignment. Note that the method of entry, number of points, group entry, etc. has been retained. The Entry Screen is "magic" in the sense that unless the assignment has been entered by percentage, automatic calculations are made.

The row under the column numbers show the weight of each assignment. On the Macintosh, clicking the weight will allow you to change the weight. Window and Mac users can change the weight by clicking the weight in the header.

The student names are listed on the left. Clicking on a student name will bring up the Student Database.

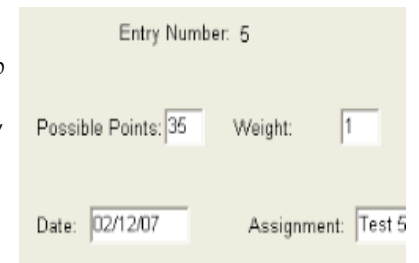
In the main part of the grid, the current cell is highlighted. A highlighted cell can be changed any time. The current cell can be changed by clicking on the desired cell, using scroll bars, Enter (Return), tab or using the arrow keys. It may seem odd that so little is said about the main part of the grid. This is because PGGP uses other screens to enter information and grades.

Assignments	Reports
Quick Entry	
Percent	
Number Wrong	
Number Right	
Rubric Scoring	

### Entering Assignments

In the Assignment Menu, choosing any one of the five methods of grade entry (Quick Entry, Percent, Number Wrong, Number Right, Rubric Scoring) will produce a dialogue that allows you to select the information for the assignment.

Pressing Tab will move through the various settings. Clicking on the bar above the date will invoke a pop-up calendar in the Mac version. In the Windows version, double click the date, and double click the calendar date, too. (Try it.)



The Grade Entry Screen allows you to see all the students as you enter

### Student Data Base (Reports Menu)

Selecting Print Student Database places student information on a landscape printout. This can be a handy list of student addresses, phone numbers, and birthdays.

### Print Group List (Reports Menu)

Selecting Print Group will print a sheet listing each Cooperative Learning Group and its members.

### Semester Average (Reports Menu)

A Semester Average utility has been included, however, an accurate semester average can be tricky. You must be sure the files contain information that can be averaged. PGGP attempts to check for the following possible flaws and prints error codes.

ERROR IN NAME: Indicates a mismatch in the student name.

"?" will appear in place of the first grade character if there are no grade entries in the first quarter. "Error" will be printed in place of the Average.

"?" will appear in place of the second grade character if there are no grade entries in the second quarter. "Error" will be printed in place of the Average.

The order of the students and subjects in the second file averaged will be the order in which the report is printed.

Please note that the percentages on a regular printout indicate rounded numbers. For the Semester Average, the real scores for each subject are averaged and then rounded for a semester average.

### Web Upload (Reports Menu)

PGGP can upload grades to the Internet or a district Intranet. PGGP uses Online Grades, a separate project to accomplish this. Several major grade books use Online Grades. A 45 day trial is offered and a six month trial is included with a new purchase. The process is quite simple one we have set up your database. There are some requirements to insure all works smoothly. First, I will need:

Formal Name, e.g. Mr. Beckman

Your e-mail address. (This is probably your "school" address rather than HotMail)

School Name

Phone Number- Optional (Probably the school number)

School Town or District

School State

School or your class web page address (URL)

Your Name- e.g. George Beckman.

I use this information to set up your account. When that is complete Online Grades sends an e-mail with your password and confirmation that all is ready.

PGGP 5.0 allows the keeping of Behavior grades. Beta Testers noticed that due to the nature of the demerit grading used in the behavior sections of PGGP (see Settings, Behavior Grades), the grading scale needed to be a sharper curve than the other effort grades. The formula suggested is only a guideline. Change these break points until you are comfortable with the final grades offered by PGGP. The settings you are comfortable with may not become apparent until you have entered a number of columns of grades. The effort symbols are shared with Academic Effort and Effort Only .

### Step 5- Define INC/Late (Incomplete and Late)

PGGP allows the percentage entry value for INC to be set. If the "Activate" Box is checked, PGGP will use the percentage in grade calculations. If INC is not checked then INC only affects the Academic Effort Grade.

PGGP also allows you to keep track of assignments turned in late. If the "Activate" Box is checked, PGGP will subtract the percentage in the box from each assignment grade marked Late in the grade book. (The actual grade received is always displayed in the cell, along with an L for late. The penalty is subtracted when figuring grades.)

### Step 6- Saving

The last step in Easy Setup is the standard save dialogue.

One of the mysteries of the computer is knowing where a file is being saved. When you save a file for the first time, notice in which folder the file is going to be saved. In both Mac and Windows the save dialogue box, above the list of files has a triangle (sometimes called a triangle thingy) on the right side of the bar. The folder printed in this bar is the folder in which the file will be saved. If you click the mouse and hold the button on the triangle thingy, you will see the entire hierarchy of folders that may contain your file. This is VERY important after Importing a class list. Unless you are an experienced user, it is suggested that you keep your grade files in the PGGP folder or your documents folder

If you work at school with a server, PGGP will save files at any location you choose (and have permission for), but again, be sure you know where you are saving your files.

Make sure you have given your new grade book a title that is descriptive enough to be recognized in months to come, e.g. Beckman Qt1 '99.

### New Quarter or New Grade Book

(If this is your first set of grades using PGGP, this section is not for you; go to Easy Setup.) Make sure you come back next quarter.

Select New (File Menu) while a grade book is open. (You have student's names and

you use the New menu to start a new grade period and new year. If you start a file from scratch, PGGP will not remember the data.)

The upload procedure is simple and fast.

Choose Web Upload

Click Upload

PGGP will ask you where you want to save the upload file. I always use the desktop, but it is up to you.

Your favorite Web Browser (Internet Explorer, Firefox, etc.) will appear showing you the Online Grades login screen.

Put in your name and password

On the left choose Submit File

Click Browse and find the upload file. (as above I use the Desktop

Click Submit.

Online Grades will tell you how many subject were found and report any problems. There should be no problems. If there are, report them to gbeckman@pggp.com instantly.

Because Online Grades is "Online" there is help available there to assist you. You will find you can view grades.

If you view a class you can find the student passwords and copy them into a word processing document. Devise some system to get these to parents.

#### Export Grades(Reports Menu)

PGGP can export the "final grades" to a database. One popular database is FileMaker but the exported file can be opened by excel or a database.

#### Report Card (Reports Menu)

PGGP can print report cards. This is probably a school or district solution. Finally, Report Cards done right. PGGP gives you the best of both worlds: the power of the Web combined with a stand alone (on your computer) grade book. PGGP, because it is an application on your computer is fast, fast, fast. This allows you to enter grades at lightening speed. When you want grades on the web for parents or report cards printed, PGGP makes one quick upload. Parents can use PGGP's Online Grades view grades as the grade period progresses and you can print report cards in minutes when they are due.

Although some generic cards will be offered the cards can be designed in almost any form. The cards are delivered in a pdf form, making it easy to save the cards and print them when cards are due. Feel free to go to the PGGP website and look at samples there. You may also write to George and to ask for a quote to design a card for your school or district.

### Preparing Letters

The letter editor is found in the Reports Menu under Letter. To write or edit a

Academic Grades	Academic Effort	Academic Rubric	Effort Only	Behavior
Cutoff Point	Grade Symbol	GPA Value		
97	Equals	A	Yields	4
93	Equals	A	Yields	4
90	Equals	A-	Yields	4
87	Equals	B+	Yields	3
83	Equals	B	Yields	3
80	Equals	B-	Yields	3
77	Equals	C+	Yields	2
73	Equals	C	Yields	2
70	Equals	C-	Yields	2
67	Equals	D+	Yields	1
63	Equals	D	Yields	1
60	Equals	D-	Yields	1
57	Equals	F	Yields	0

the existing scale and plan the new scale carefully. A single set of effort symbols is used. The effort symbols are shared with Academic Effort, Effort Only and Behavior. You can only change this scale in the Academic Effort Formula Table.

The Percentage of Assignments Complete Column calculates the number of assignments containing the grade INC or a Late. If the percentages complete is at or above the percentage shown, the student will receive the effort grade to the right.

The Cutoff Point By Percentage 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 formula and a lower percentage in either column triggers a lower effort grade. It is also important to know that the Effort Grade is calculated on Incompletes and Lates vs. Number of assignments completed by a student. This means that a student absent five out of ten assignments and having one Incomplete has 80% of the assignments complete. A student turning in all ten assignments and having one INC has 90% of the assignments complete.

#### Effort Only Tab

Traditionally, many elementary grade cards report grades that are "Effort Only". These are grades given in subjects such as PE and Art. The grades are represented by effort symbols, such as E, S and N. Remember, the effort symbols are shared with Academic Effort and Behavior.

## Settings

### Number Of Students (Settings Menu)

Choosing Number Of Students produces a dialogue that allows the number of students to be increased or decreased. This affects printouts and the Grade Entry window.

### Letter Grade (Settings Menu)

PGGP allows the percentage produced in Quick Entry to be changed. Selecting a new percentage for an "A" causes all grades to reflect the change. Selecting 97 for an "A" causes a "B" to be 87, a "C" to be 77, etc. Remember, this is a generic method of entering grades and cannot be all things for all situations.

### Formula Tables (Settings Menu)

Academic Grade Formula allows the default grading scale to be altered. These grade symbols will be given for subjects that are considered academic. In most elementary schools these subjects have two reporting cells on the card, one for academic grades and one for effort grades. 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. PGGP now

Academic Grades	Academic Effort	Academic Rubric	Effort Only	Behavior
Cutoff Point	Grade Symbol	GPA Value		
97	Equals	A	Yields	4
93	Equals	A	Yields	4
90	Equals	A-	Yields	4
87	Equals	B+	Yields	3
83	Equals	B	Yields	3
80	Equals	B-	Yields	3
77	Equals	C+	Yields	2
73	Equals	C	Yields	2
70	Equals	C-	Yields	2
67	Equals	D+	Yields	1
63	Equals	D	Yields	1
60	Equals	D-	Yields	1
57	Equals	F	Yields	0

two ways to put in names:

- 1) Type the names
- 2) Import the names

### Typing the Names

Easy Setup brings you to a student data card. Press Tab to move from entry to entry. You are encouraged to fill in all the information. At the least, fill in First and Last Name, Parent's Name, and Gender. If you selected more than one language when creating subjects, select the proper language for each student. If you plan to upload grades to the Internet, you will also need a student ID. This can be any number system you choose.

It is suggested that you move from student to student by clicking the "next" button rather than Done. While this does not refresh the grade book in the background (for speed's sake), it will allow you to quickly enter student information. There is a pop-up menu which will be built once all the names are typed in or imported, making navigation from student to student easier.

4 Student Database Carol Brandt

First Name	Phone	D.O.B	
<input style="width: 90%;" type="text" value="Carol"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	
Last Name	Student ID	Gender	
<input style="width: 90%;" type="text" value="Brandt"/>	<input style="width: 90%;" type="text" value="1134"/>	<input type="radio"/> M <input checked="" type="radio"/> F	
Address			
<input style="width: 90%;" type="text"/>			
City	State	Zip	Language
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<span style="border: 1px solid black; padding: 2px;">English</span>
Parents			
<input style="width: 90%;" type="text" value="Mrs. Alice Brandt"/>			

Previous
Help
Cancel
Done
Next

translation tables will need to be completed to effectively communicate with parents of students for whom you have assigned a language other than English.

Selecting Behavior Method presents two choices for entering behavior grades. PGGP normally uses 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.

Choose the method you would like for the column. If you want PGGP to ask you which method you want to use each time a column is started, check the "Ask Each Time" box

You may notice that in this example, I have set some fairly hefty demerits for possible problems. You are free to set up the behavior definitions as you please. The settings on the left are what you might use if using a card system of behavior. You can click on any student for a column and enter a behavior incident. If you can see your card chart, click on the column for the date and hold shift. Then click on the column to the right of each student that has a yellow card showing. The names will be highlighted. Let up shift and click any selected student to bring up the behavior entry box. Click Yellow and Done. All student selected were just given Yellow. Then move on to other colors. .

Behavior Entry	
A Group Entry- Existing Marks Are Not Shown	
Name: Jennifer Miller	Date: 02/14/07
Suspension	0
Red	0
Purple	0
Orange	0
Yellow	1

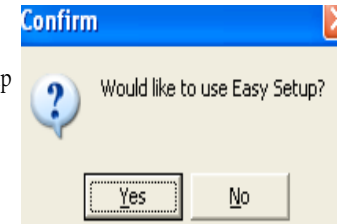
Clicking on Change Method in the status bar (top of the screen) will always bring up the Behavior Choice dialogue. You can use this technique to change the way a column is entered or to change your mind about "Stop Asking". **Warning:** Changing the way a column is entered resets the column's grades to 100.

#### Exclude From Average (Settings Menu)

By choosing Exclude From Average, subjects can be eliminated from the GPA computation when the grades are printed. An X beside a subject includes it in the GPA. Included subjects are also those figured into the Study Skills grade on the All Grades report.

## Easy Setup

PGGP has an Easy Setup system. If you choose to use this Easy Setup, PGGP will establish a thread that will lead you. After following the Easy Setup thread, you will be ready to record grades. You can cancel the thread any time by clicking Cancel in any of the dialogue boxes. When possible the dialogue boxes contain default information, and but it is suggested that you review each carefully.



PGGP presents an opportunity to use Easy Setup an any time the user seems to be lost. The following instances will invoke the Easy Setup Screen:

1. Double Click PGGP and choose NEW in the File Menu.
  2. Double Click PGGP and click anywhere on the grade grid.
  3. While using PGGP for grade keeping or while looking at a Demo class, Choose New in the File Menu and click on "Start From Scratch" in the dialogue box.
- Don't don't start from scratch every quarter or every year. The New menu will help with these situations so new quarters is quick and easy.

#### Step 1- The Creating Subjects dialogue Box

(Note that pressing Tab will move through the choices.)

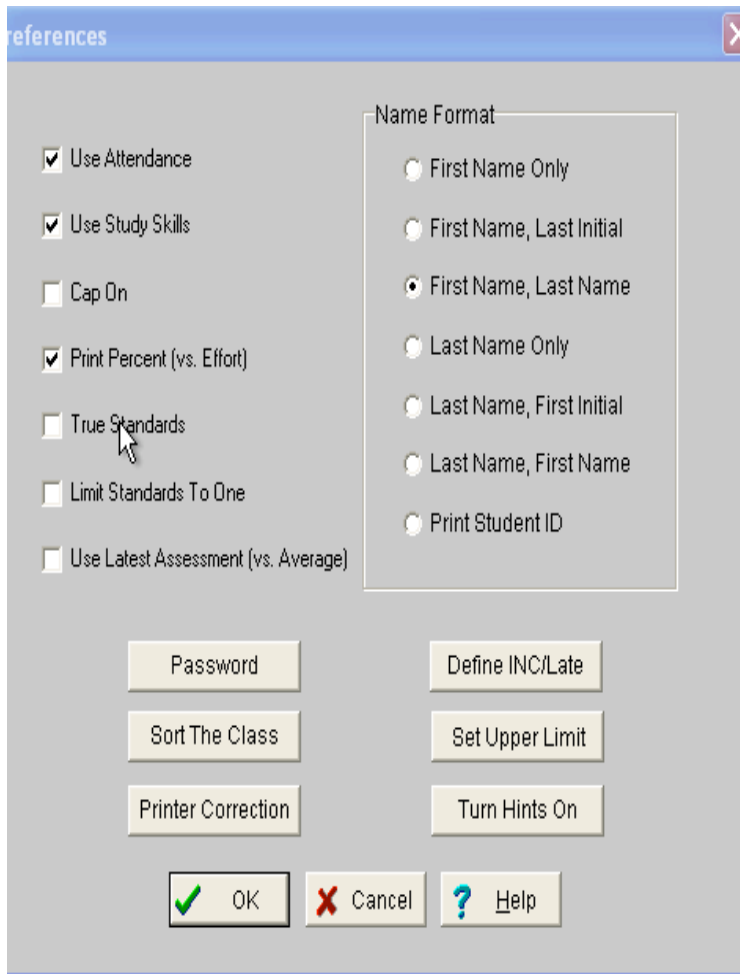
Number of Subjects      Limit: 16  
 Choose the number of subjects to be graded.

Enter Class Size      Limit: 38  
 Enter the number CURRENTLY to be entered. New students can be added later at the bottom. (Students cannot be inserted unless they are replacing a student who moved, so if you have a combination class it is suggested that you split the class and leave a few blanks between classes. If this is done, include the blanks in the number of students. PGGP can sort the class alphabetically and will always allow you to return to the original order. (See Settings)

Enter Number of Languages to be Supported      Limit: 4  
 If you have students whose home language is a language other than English, enter the number of languages you plan to support.

Enter Subject Names:  
 Subjects should be put in the SAME ORDER as they occur on the report card. Subject names should be twelve letters or less to facilitate printing. Example: SocialSt for Social Studies. When using Macintosh, please don't use a slash ( / ) in a title. This creates a Command Key option which may confuse PGGP.

PGGP has 5 separate grading formulas. Academic subjects used in a traditional manner can keep both Academic (A and B) type grades and Effort (S and N) If you do

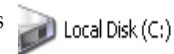


**Print Percent (vs Effort)** PGGP will print Academic Letter Grades and either a percentage or an effort grade. (Effort grade is a result of the Academic Effort Formula in the Formula Tables)

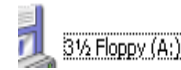
**True Standards:** Checking True Standards will cause PGGP to give a total for the subject that is a result of the lowest standard. When checked, a student who is Proficient in Persuasion, Report and Summary but is Below Basic in Narrative then the writing grade would be shown as Below Basic.

**Limit Standards to One:** PGGP can be set (best done before many assessments are entered) so that only one assessment of any single standard may be entered. In this

Please read the first few chapters of this manual or access Help while running PGGP. It may be helpful if you open the Sample Class file and experiment with the many features PGGP has to offer.

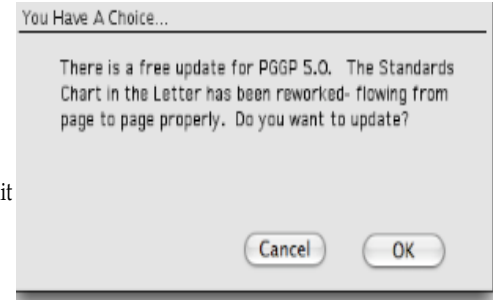


### Devices with Removable Storage



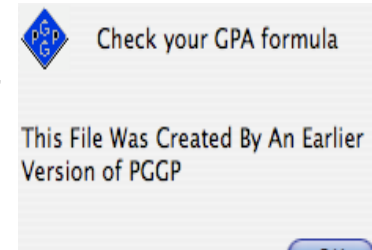
### Automatic Update

PGGP will check the Internet to see if there are updates available. If there is an update, a message will be displayed, telling you about the update and what the update adds or fixes. If your Internet connection is slow, you may find a pause right after the startup (driveway) screen, while PGGP accesses the update information. If you decide to update, PGGP will make every attempt to automate the process. The download will start automatically. PGGP will quit and the Installer will start. After the installer is done, PGGP will start again automatically. You can find the exact build date of PGGP by selecting About PGGP. On the Mac this is in the Blue Apple menu and on Windows it is in the Help Menu.



### Updating Your Files

Files from earlier version of PGGP can be upgraded to 5.0 files. PGGP 5.0 will open PGGP 4 files. A brief message may be displayed, telling you that the file will be updated. PGGP 5.0 for Mac will append the extension .pgp at the end of the file. This extension can be helpful in determining which file is which after you upgrade. The new file is a completely different format... the exact format that PGGP 5.0 for Windows uses. This means that if the file is carried in to a Windows machine, it will open and save directly. However, earlier copies of PGGP will not be able to open the new files. If you are moving to PGGP 5, make sure you don't have any older copies





To calculate averages PGGP multiplies the percentages times the weight, adds and then divides by the number of grades. A weight of 2 is "added in to the mix" twice.

Example: Sue has 4 grades.

Weight	1	1	2	1
Sue	92	74	63	N/A

PGGP adds the weights of the grades yielding a total of 4. (1+1+2=4) Note: the N/A is a null grade. ABS and a blank are also null. PGGP multiplies the grades times the weight and adds the products for a total of 292 (92+74+126). PGGP then divides 292 by 4, rounds to the nearest one, runs the number through the Formula and assigns the letter "C".

When computing an effort grade, PGGP looks at two things: The percentage of Incompletes vs. the number of assignments the student turned in AND the student's current Average in the subject. NOTE that this is an AND function and a lower percentage in either column triggers a lower effort grade. It is also important to know that the Effort Grade is calculated on Incompletes vs. Number of assignments completed by a student. This means that a student who is marked absent (ABS) in five out of ten assignments and who has one Incomplete in the remaining 5 assignments, has 80% of the assignments complete. A student turning in all ten assignments and having one INC has 90% of the assignments complete. In other words, being in school and handing in your work counts. (Like I had to tell you that.)

When calculating a Standards-Based grade, no weights are used. No standards are recorded until the first time a standard is used. Then a new category is started to keep track of the standard.

#### Standards Settings Logic

- Standards are averaged as traditional grades, but not rounded up.
- If True Standards is checked standards are averaged but the Subject Grade is the lowest of the standards for that subject
- If Use Latest is checked several entries of any one standard are not averaged. The last entry (by column, not by date) is used for each standard.grade and then all standards grades are averaged but not rounded for the subject grade.

#### Online Help

Online help can be accessed while using PGGP.

On a Mac, PGGP Help can be found under the ? Menu. The Help Window can be moved and sized, allowing you to read the Help File while actually working with PGGP. Clicking back and forth between the Help File and the Grade Book can make this a very handy tool.

When running a Windows computer, help is found in the Help Menu. Pressing F1. will also activate specific help. Preferences under the Settings Menu also allows Windows users to turn on Hints... those little yellow squares that pop up when the mouse hovers over a button or other control.

## Things To Know

PGGP was written by an elementary teacher. The first copy was sold in September of 1987. The main purpose was to write a program that prepares grades for the elementary teacher. That was the objective, and so far users find this is exactly what the program does! PGGP is not like other grade books. You might want to see the Logic PGGP uses, as described on page 35 and guarantee on page b, above.

First, remember, you are licensed to use PGGP at home and school for your student grades. (Your spouse can also use PGGP.... hope you have a long and happy marriage.)

p.s. I retired from education in 2005 after 35 years in the business. I now have more time to work on PGGP and my wife and I are enjoying ourselves very much.

#### TECH SUPPORT:

You can contact me at via e-mail:

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or

(559) 674-7848

U.S. Mail should be directed to:

George Beckman  
22353 Ave. 18 3/4  
Madera, CA 93637

Watch for Updates, Hints and News at:

<http://www.pggp.com>

#### ORDERS:

Orders: M-F, 8-5 CST

1-800-520-7768

Visa/Master Cards Accepted

District Purchase Orders Accepted

Fax 228-255-7086

Send Checks To:

STAZ Software- PGGP

320 St. Charles St.,

Bay St. Lewis, MS 39520

District Licenses are available and P.O.s are OK.

Check the site, [www.pggp.com](http://www.pggp.com) for pricing.

I am always happy to address any problems you may come across. If you think you have found a bug in PGGP, please contact me or go to the web site and look under

Number Wrong	13, 16
<b>O</b>	
Omit	17, 27, 31
<b>P</b>	
Password	26-28, 35
Playground Behavior	31
Preferences	8, 12, 14, 16, 21,
Print Attendance	34
Printer	13
Printer Correction	35
printer orientation	13
Printer Setup	34
purchases	2
<b>Q</b>	
Quick Entry	31
<b>R</b>	
Record Sheet	26, 29
<b>S</b>	
Scratch	5, 12, 28
Semester Average	26
Settings Menu	12-15, 20-22, 24, 30-34
Sort The Class	35
special characters	29
STAZ	1-2
Student Cap	33
Student Database	12-13, 26
student names	13, 27, 33
Student Summary	19, 22, 29, 36
Study Skills	22, 32-33
Subject Names	5
Subject Order	12
Summary	19, 22, 29, 36
<b>T</b>	
Translation Tables	6, 24, 32
Typing the Names	7
<b>U</b>	
upgrading	2-3
Use Latest Assessment	17, 36
<b>V</b>	
vacations	20
<b>W</b>	
Weight	13, 16-17, 19, 22, 32-33

## Table Of Contents

DISCLAIMER OF WARRANTY	b
Things To Know	1
Installation	2
Macintosh	2
Windows	2
Automatic Update	3
Updating Your Files	3
File Sharing	4
Easy Setup	5
Step 1- The Creating Subjects dialogue Box	5
Step 2- Languages	6
Step 3- Putting In The Names	6
Typing the Names	7
Importing the Names	8
Step 4- Formula Tables	8
Step 5- Define INC/Late (Incomplete and Late)	11
Step 6- Saving	11
New Quarter or New Grade Book	11
Moving From Subject to Subject	12
Main Grade Screen	12
Entering Assignments	13
Marking Assignments Late	14
Quick Entry	15
Percentage Entry	15
Number Wrong	16
Number Correct	16
Rubric Entry	16
Group Grade Entries	17
Inserting an Assignment	18
Deleting an Assignment	18
Returning to an Assignment	19
Viewing an Assignment	19
Removing A Student	19
Entering Behavior	19
Behavior	19
Some Ideas About Keeping Behavior	20
Entering Attendance	21
Printing Reports	22
Print Grade Book (File Menu)	22
Student Summary (Reports Menu)	22

The  
**Pretty Good Grading Program**

"Saving Teachers Time Since 1987"

by George Beckman

For Macintosh and Windows Computers

With Special Thanks To: Linda, Sheryl, Kelly, Sheila, Jannette, Errin, Jay, Cindy, Nichelle, Denise, Steve<sup>2</sup>, Yolanda, Anthony, Rich, Carol<sup>2</sup>, Kim<sup>2</sup>, Mike, Jetty, Kathy, Don, Dan, Chris<sup>2</sup>, Rodney, Charlotte, Glenna, Rachel, Andrea, Chae, Ken, Bernie, Brian and Robert<sup>2</sup> and Ruth.

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