

JMC_{INC.}

"Bringing computing ease to your student record needs"

DOCUMENTATION ~GRADEBOOK~

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GradeBook Overview

General

The JMC GradeBook allows teachers to keep track of student grades on assignments, tests, quizzes, projects, etc. as well as calculate and submit term (semester, quarter, trimester, hex) and midterm grades and comments to the office via a local area network. The Minnesota GradeBook will also allow teachers to submit High Standards results to the office.

The JMC GradeBook also allows teachers to create seating charts and progress reports.

IMPORTANT: Please regularly make back-ups of the JMC GradeBook folder. For a detailed example of the back-up process, see the section at the end of this document entitled "Backing Up the GradeBook Software" on page 21.

Using the GradeBook program:

To use the GradeBook program simply open (double-click) the **GradeBook folder**. Inside the **GradeBook folder**, locate and open (double-click) the **JMC GradeBook v3.3.1MN** icon.

Setting a password (optional) restricts program use to the individual instructor.

1. To set or change a password, select the **Set Password** option in the **File** menu.
1. Type your new password.
1. Click **OK**.
1. Retype the password for verification.
1. Click **OK**.

**If the two entries match, the password is saved.

**If you forget your password contact JMC.

Setting Up the GradeBook:

The initial setup of the GradeBook for individual teachers is done once.

In the Office

Your GradeBook disk will be set up for you in the office, identifying you as the owner.

Over a Network

1. If your disk was not set up in the office, open the **JMC GradeBook v3.3.1MN** application.
1. Select the volume on which the JMC data folder resides.
1. Locate and select your name in the list of teachers.
1. Click on **Accept**.
 - The Teacher Verification window will appear.
 - **Once a teacher is selected and verified, he/she may not be changed.
1. If your name is displayed, click on **Correct**.

GradeBook Basics

Office to Teacher:

To update the student class lists on your disk during each marking period:

In the Office

Your student class lists will be updated for you in the office.

Over a Network

Under the **File** menu, select **Office to Teacher**. You may be asked to locate the JMC data folder.

Note: Your network administrator will be able to tell you the location of the data folder.

Note: This action will give you current class lists.

Calculating Grades from Scores and Entering/Editing Grades and Comments:

1. Select **Course Grades** under the **Edit** menu.
1. Select the desired course/period/term from the pop-up menu at the top of the window.
1. If you have defined grade cut-offs and have entered assignment scores, all you need to do is to go to **Calculate Grades from Scores** under the **Options** menu.
 - This action brings the grades from the **Assignment Scores** screen.
 - If you manually change a grade, it will lock and a box will appear around it.
1. Edit/Enter grades for the students by clicking on the desired grade. Comments are also entered by clicking on the desired comment on the right-hand side of the window.

Making several entries

If you wish to make several entries for a student before moving to the next student, use the **Entry Mode** check-boxes at the bottom to control where the selection rectangle moves.

- The selection rectangle will move across to a column having a checked **Entry Mode** box.
- If no **Entry Mode** boxes are selected, the selection rectangle will move to the next student.

Note: To enter the same grade for more than one student, click and drag to select the grade boxes for the desired students and grades, and then click on the grade.

Entering Weights for Calculation of Course Grades:

To have the course grade calculated

1. Use the boxes above the marking period and exam grade columns to select the desired weights.
1. Click on the weight and select a new weight from the listing.
 - If no exam grade is given, do not enter a weight for the exam.
 - Entering weights for one section of a course will enter the same weights for any other sections of the same course.

An arrow will appear above the grade column that is to be calculated.

A listing of the weights you have set in all of your classes may be printed for review by selecting **Course Weights** under the **Edit** menu on the main window.

Calculating Course Grades:

Course grades for a class may be calculated by selecting **Calculate Grades** under the **Options** menu.

Course grades may be calculated for all classes at once by selecting **Calculate All Classes** under the **Edit** menu on the main window.

No course grade will be calculated if:

a weight is entered for a grade but the grade is missing,

OR

a grade involved in the calculation does not count in the GPA.

Locking a Grade:

1. To give a student a grade other than the calculated grade, enter the desired grade for the student.
1. Highlight the grade by clicking on it.
1. Click on the **Lock Grade** button or select **Lock Grade** under the **Options** menu.

The locked grade will appear with a box around it.

When grades are calculated, the locked grade will not change.

Unlocking a Grade:

To unlock a locked grade, highlight the grade and click on the **Unlock Grade** button in the lower left corner of the window or select **Unlock Grade** under the **Options** menu.

Printing Grades and Comments:

To print the student grades in the displayed class, select **Print this Class** under the **Options** menu.

The **Print** option under the **File** menu on the main window will print ALL class lists with student names, grades, and comments for the term you select.

Teacher to Office:

To move grades from your disk to the office after you have entered grades:

In the Office

Take your disk to the office after entering grades for the marking period.

Over a Network

1. Under the **File** menu, select **Teacher to Office**.
A window may appear asking you to select the Grades Drop Folder.
(Your network administrator will be able to tell you the location of your drop folder)
1. After locating the drop folder, click the button **Select “Grades Drop Folder”**.

******(Be certain to select your Network Drop folder, **NOT** your GradeBook folder)

Your current grades and comments will be sent to the Drop Folder for office use.

When Finished Using the GradeBook:

Select **Quit (Exit)** under the **File** menu on the main window.

Note: Information about backing up the GradeBook may be found at the end of this document.

Necessary Tasks Before Recording Scores:

Before being able to record assignment scores two steps need to be followed:

1. **Define Grade Cutoffs**
1. **Define Categories and Assignments**

Defining Grade Cutoffs:

This section is used to define the cutoffs for grades (e.g. “A” = 95—100%). A set of grade cutoffs should be defined for each class each marking period. Student grades cannot be calculated until cutoffs have been defined for the class. The grades used must be defined in the office.

1. Select **Grade Cutoffs** under the **Scores** menu.
 - a) Select a course/period/term.
 - a) Starting at the top of the list, enter the highest grade given (e.g. “A”) in the left column and the lowest percentage needed to achieve that grade (e.g. “95”) in the right column.
 - a) Press the ‘tab’ key to change columns and the ‘up’ and ‘down’ arrows to change rows.

Note: You may also highlight by clicking on the desired location.

- a) Continue to enter the rest of the possible grades followed by the percentage needed to achieve that grade.

IMPORTANT: Your last grade and percentage should be a failing grade with a percentage of zero (“F” = “0”).

Click on **Copy to other Classes** to duplicate the current grade cutoffs to other classes.

1. Select the classes to receive the current grade cutoffs.
1. Clicking on a class places a checkmark next to the class.
 - Checkmarked classes will receive the current grade cutoffs.

Note: To select all classes, click on the **Copy to ALL Classes** button.

Defining Categories and Assignments:

This section is used for defining your assignments and the categories to which those assignments belong. For example: I may define a category named Exams which consists of individual tests, referred to as assignments.

The overall weighting of your categories may be by individual category weights or total points.

1. If **Total Points** is selected, all calculations are based simply on the number of points.
1. If you select **Weights**, then you **MUST** enter a **weight** for each category.

1. Adding Categories:

1. Select **Categories and Assignments** under the **Scores** menu.
1. Click on the **Add Category** button. The Category will appear under the currently highlighted line.
1. In the upper-right, enter the name of the Category.
1. Click on **Enter** to register the category.

Note: Enter only categories for the current marking period.

1. Category Characteristics:

To set the characteristics of a category, click on the category name. The current settings are displayed on the right.

Weight: Refers to the amount the category average counts towards the overall grade.

Note: Category weights DO NOT have to total 100%.

Assignment Weights: Displays how the assignments are being weighted towards the category average. Assignments may be weighted in these ways:

- **Equally** – the assignments will each count the same towards the category average.
- **By Points** – the weight of each assignment towards the category average is based on the number of points the assignment is worth.
- **User-Defined** – you will enter the assignment’s weight towards the category average by clicking on the assignment name. A weight box will appear to the right.

of Low Scores to Drop: Allows you to define the number of low scores in the category to be dropped from the student’s grade calculation.

Stand-Alone category: By “X”ing this box, the category percentage will be composed entirely of one score. A Max Score must be entered which represents the total points possible for the category.

Extra-Credit category: If checked, the category and any assignments in that category count for extra credit. No penalty will be given for missing an extra-credit score. You may define more than one extra-credit category.

Delete: Deletes the currently selected category or assignment.

WARNING: Any scores entered for this assignment will also be deleted!

Cancel: Disregards any changes made on the screen and to exit the screen.

OK: Saves any changes and exits.

Copy to Other Classes: Copies categories and/or assignments to other classes. First choose which categories/assignments to copy. Then select the classes to copy the categories/assignments into.

1. Adding Assignments:

Assignments are the individual scores that comprise the category.

To enter an assignment:

1. Click on the category to which the assignment belongs or the last assignment currently listed in that category.
1. Click on the Add Assignment button. Please note the new assignment will appear on the line underneath the currently highlighted line.
1. Once you have entered the assignment name, click on Enter.
1. The assignment will register under the category name.

Max Score: Edits the maximum possible assignment score or stand-alone category score.

Note: Scores may be entered to one decimal place.

Date: Edits the assignment or stand-alone category date.

Note: The date is used in determining “in-progress grades” and for inclusion on reports.

Note: JMC recommends that you use dates with all your assignments.

Weight: Only editable when using User-Defined weights.

Note: Weight of assignment towards the calculation of the category average.

Entering Assignment Scores:

Select the **Assignment Scores** option under the **Scores** pull-down menu. The screen will display a class with one student per row and one assignment per column. The column headings include: the assignment name (abbreviated), date, and maximum score.

The columns may be sorted by date or category. When sorting by date, be sure a date has been entered for each assignment.

- To select a cell (the intersection of a student’s row and an assignment column) in the scores list, either click on the desired cell or use the keyboard to move the selection rectangle to the cell.

Note: Under Edit you may select Cut/Copy/Paste or use keyboard shortcuts.

Note: Use scroll bars or movement keys to bring the desired student/assignment into view.

Movement Keys: Down = <Return>, <Enter> or <Down-Arrow>
Up = <Up-Arrow>
Left = <Shift-Tab>
Right = <Tab>

- To enter a score, select the cell for the student in the correct column and type the score. Scores may be entered with one decimal place.
- To enter another score, press one of the movement keys or click the desired cell and type the score.

Score-Exemption and Non-Scores:

- A “.” (period) in a column means that a score has not yet been entered for the student.
- A score of 0 (zero) in a column indicates that the student has received no credit for the assignment.
- An “X” in a column means that the student is exempt from the assignment.

Late Assignments:

- **Late Included—“LI”**- By entering an “LI” on the Assignment Scores screen for an assignment, the computer will be including the late assignment as a ZERO.
- **Late Exempt—“LX”**- By entering an “LX” on the Assignment Scores screen for an assignment, the computer will NOT include the late assignment in calculations.

Note: An “LX” or “LI” is considered a missing score. Convert Missing Scores to Zero and the Missing Scores Report will treat the “LX” and “LI” as missing scores.

Assignment Note:

You can attach a free-hand comment to any assignment score.

To edit/enter a note:

- Hold down the **Option** key while clicking on the desired assignment score.
- OR**
- Highlight the score by clicking or using the Movement keys and then once the desired assignment is highlighted, go under the **Options** menu to **Edit Score Note**.

An assignment score that has a note attached to it will display an “*” to the right of the score. The Score Note will print on Student Summaries and Progress Reports.

Print Student:

Prints a Student Summary Report for the currently selected student only. The report shows all of the scores for the student along with the student’s current grade and percentage. This report may also be obtained by double-clicking a student name.

Clear Score:

If a score is entered incorrectly, select the score and press the **Clear Score** button. The score will be reset to a “no score” or “.”.

Save:

Saves any changes that have been made on the **Assignment Scores** screen.

Current Assignment: (Not Editable)

Gives the full name of the currently selected assignment or stand-alone category in the lower left-hand corner of the screen.

Double-clicking an assignment header brings up the **Edit Categories & Assignments** screen.

Locked Grades:

1. To override a calculated grade, click on the grade and select the desired grade from the pop-up menu.
1. When you release, a box will appear around the student's grade. This informs you that the grade is locked and is not the result of calculations.
 - To return to the calculated grade, click on the locked grade and select **Calculated** from the pop-up menu.

Options Menu:

- The **Options** pull-down menu allows you to choose between viewing all students or one student at a time on the Assignment Scores screen. Viewing one student at a time is especially useful during conferences.
- You may also select the column order. Columns may be sorted by date or by category.
- By selecting **Edit Score Note**, you are able to enter/edit assignment notes.
- The **Fill Score Column** gives the selected score to all students for an assignment.

Reporting "In-Progress" Grades:

The Electronic GradeBook allows "in-progress" grades to be captured and transferred to the office. These "in-progress" grades can be used by the office for **midterm report cards** or **eligibility** checking.

To capture "in-progress" grades:

1. Select **Assignment Scores** under the **Scores** menu.
1. In the upper right of the window under the term, the word **Current** will appear.
1. Click on the pop-up menu displaying **Current** and select **Midterm**.
 - A box will appear with the word **Date**.
1. Enter the midterm date.

Assignments through this date will be included in the "**in-progress**" calculation.

To edit “in-progress” grades:

“In-progress” grades may be edited:

- on the **Assignment Scores** screen

OR

- by selecting **Midterm Grades** under the **Edit** menu on the main window.

To override a calculated “in-progress” grade:

1. Click on the grade and select the desired grade from the pop-up menu.
1. When you release, a box will appear around the student’s grade, informing you that the grade is locked and is not the result of calculations.
- To return to the calculated grade, click on the locked grade and select **Calculated** from the pop-up menu.

Reports:

Important Note: All percentages are now rounded to the nearest integer on Reports.

New Progress Report Setup: Use this section to prepare student progress reports.

1. Select **New Progress Report Setup** under the **Reports** menu.
1. Name the file to be saved. A new screen will be displayed which will appear similar to Figure 1.

Students:	Q1 Grade as of 10/06/03:
• Anderson, John	91.1% A-
• Bachman, Jill	74.6% C

Figure 1: Progress Report Setup screen.

1. Enter the desired date in the **Report Date** field and press the <Enter> key.

NOTE: Student grades will be calculated as of the date entered in the **Report Date** field.

1. Select the course/period/term you wish to prepare.
1. Once the report date is set, information for each student may be entered.

To edit the information:

1. Select the student's name in the list.
1. Click on the comment(s) that should be printed for the selected student.
1. To exclude a comment, click on it again.

NOTE: The list of comments is Teacher-defined. You may edit the master list (See **Reports—Edit Comments**). Up to 254 characters of additional comments may be hand-entered in the **Additional Comments** field to be printed on the progress report.

6. To mark a student to be printed, click in the printer column next to the the student's name. Only students with a **dot** next to their name will be printed.
 - To mark **all** students to be printed, click the **Print All** button
 - To print **no** students, click the **Print None** button.
 - If the **Include Present Grade** box is checked, each student's current percentage and grade will be printed.
 - If the **Include Score Summary** box is checked, the progress report will include a student summary for each student selected. (See **Reports—Student Summary**)
 - To print students above or below a certain percentage, use the corresponding print button.
6. To edit progress report information for other classes, select a new course/period/term.
6. When finished, click the **Done** button.
 - The information is stored in your named progress report.
 - This information may now be printed/edited. (See **Reports—Print Progress Reports/Edit Progress Reports**)

NOTE: You may create as many differently named progress report setup files as you wish. These files will remain where saved until you delete them.

Edit Progress Report Setup: This option is used to change information in a previously created progress report file. (See **Reports—New Progress Report Setup**)

1. Select **Edit Progress Report Setup** under the **Reports** menu.
1. In the file dialog, select a report file to edit and click **Open**.
All information may now be edited. (For editing tips, see **Reports—New Progress Report Setup**)
1. When finished, click the **Done** button. Any changes will be updated in that progress report setup file. The edited progress reports may now be printed or edited again. To print, see **Reports—Print Progress Reports**.

Print Progress Reports: This selection is used to print a previously created progress report.

The report includes:

- the student's grades as of the entered report date if requested,
 - any missing scores for assignments on or before the report date,
 - any selected comments for the student, along with any additional comments entered by the teacher,
 - a **Student Summary**, if selected by the teacher (See **Reports—New Progress Report Setup** to include a **Student Summary** on the printed **Progress Report**), and
 - the student's advisor.
1. Select **Print Progress Reports** under the **Reports** menu.

1. Select a previously created progress report file in the file dialog and click **Open**.
- All students previously marked with a “dot” character on the **Progress Report Setup** screen will now be printed with their current grades and comments.

Note: If the wrong students are being printed, check the progress report setup screen. (See **Reports—Edit Progress Report Setup**)

Send Progress Reports to Office: This selection is used to send a previously created progress report to the office. In the office, progress reports may be processed in various ways, such as printing by grade level or for a particular student.

The report includes:

- the student’s grades as of the entered report date if requested,
- any missing scores for assignments on or before the report date,
- any selected comments for the student, along with any additional comments entered by the teacher,
- a **Student Summary**, if selected by the teacher (See **Reports—New Progress Report Setup** to include a **Student Summary** on the printed **Progress Report**), and
- the student’s advisor.

1. Select **Send Progress Reports to Office** under the **Reports** menu.
1. Select a previously created progress report file in the file dialog and click **Choose**.
- All students previously marked with a “dot” character on the **Progress Report Setup** screen will now be printed with their current grades and comments.

Note: If the wrong students are being sent to the office, check the progress report setup screen. (See **Reports—Edit Progress Report Setup**)

Edit Comments: This option is used to edit the master list of 64 standard comments used on student progress reports.

Select **Edit Comments** under the **Reports** menu.

To edit a comment:

1. Click on the comment and type a new comment.
1. Use the <Enter> or <down arrow> key to move down the list and the <up arrow> key to move up the list.
- To save changes, click the **Update** button.
- To print a list of the current comments, click the **Print** button.

Note: Any changes made to the comment list will also appear when printing any existing progress report files.

Missing Scores: This report finds all students who are missing one or more assignment scores. The report checks all assignments with dates on or before a given date in the selected term. The report will include assignments marked as late.

1. Select **Missing Scores** under the **Reports** menu.

Note: The screen defaults to the current term selected.

Note: To run a report for another term, exit the **Missing Scores** screen and select the desired term under the **Term** menu.

1. Enter the desired date in the date box.

Note: To check assignments with no dates, clear the date box and continue.

1. Choose either the student name option or the student number option (for anonymity).
1. Click the **Print Extra Message** checkbox to print a one-line message with each student. Type the message in the message field. (e.g. "All make-up work due June 1.")
1. Click **OK**.

Note: The report will print the assignment names and dates of missing scores for each student. If a student is not missing any scores, he/she will not print on the **Missing Scores Report**.

Student Summary: This selection prints a breakdown of all assignment scores by student. The report will print a one-two page summary per student for the selected course/period/term.

1. Select the **Student Summary** option under the **Reports** menu.
1. Select the desired course/period/term.
1. To select a student, click on the student's name in the list. To deselect a student, click again.

Note: To print all students, click **Print All**. To print no students, click **Print None**.

- For each student selected, a summary will be printed with the current grade and percentage along with a score and percentage by category and assignment.

Note: A "." appears when a score is missing. An "X" appears when the student is exempt from the assignment.

Note: If an assignment has been dropped due to a low score, a note will print next to the score. (See **# of low scores dropped in Score—Categories and Assignments**)

Assignment Summary: This selection prints student scores and percentages for particular assignments in the selected course/period/term.

1. Select **Assignment Summary** from the **Reports** menu.
1. Select the desired course/period/term.
1. Choose either print **student name** or **student number**.
1. Select the desired category or assignment by clicking on the category/assignment.

NOTE: A “.” denotes a missing score. An “X” denotes an exempt score.

**If a score was dropped due to a low score, a note will print next to the score.

- The class mean, median, maximum and minimum print at the end of the report.

Grade Summary: This selection prints the marking period grade and percentage for each student in the selected course/period/term.

1. Select **Grade Summary** from the **Reports** menu.
1. Select the desired course/period/term.
1. Enter the desired date in the date field box.

NOTE: The report will calculate a grade using assignments on or before the date entered.

NOTE: A note will be printed for missing scores on or before the date entered.

- The class mean, median, maximum and minimum print at the end of the report.

Scores Grid: This report prints student scores in a gradebook page format with assignments across the top of the page and student names/numbers down the left-hand side.

1. Select **Scores Grid** from the **Reports** menu.
1. Select the desired course/period/term from the pop-up menu.
1. Enter the desired date in the date box.

NOTE: Only assignments on or before the date entered will be printed.

1. Choose either **student name** or **student number** to print on the report.

Class Assignments: This report prints the categories and assignments for the selected class(es). It includes the weight, points possible, and date of each assignment.

1. Select **Class Assignments** from the **Reports** menu.
1. To select a class, click on the class name in the list. To deselect a class, click again.

NOTE: To print all classes, click **Print All**. To print no classes, click **Print None**.

Blank Score Sheets: Produces a grid with student names for the selected class. The blank grid is useful for entering assignment scores for later entry into your GradeBook.

Student Name and Number List: Produces a list of student names and numbers for reference when using print-outs that only include one or the other.

Other Options:

Preferences (under the File menu):

- The window contains a checkbox to turn off the “**greater than maximum score**” warning.
- The “**Round Percentages to Determine Grade**” checkbox will affect grade calculations.
For example, with this box checked, an 89.9% would be rounded to a 90% to determine the marking period grade. On the other hand, if the box were unchecked, an 89.9% would be considered 89% when determining the marking period grade.
- The “**Always Use Letter Grades to Calculate Course Grades**”, if checked, will not utilize the percentages when determining the Course Grade. The program will use the letter grade values from the Office.

Convert Missing Scores to Zero: WARNING: This action is irreversible!!

This screen finds all missing and late scores for all courses/periods/terms through the date entered in the date box and converts them to zero.

Useful for changing scores after a late deadline or at the end of the marking period.

1. Select **Convert Missing Scores** under the **Scores** menu.
1. Enter the desired date in the date box.
1. Click **OK**.

Utilizing Progress Reports and “In-Progress” Grades without Recording Assignments:

Progress Reports – Grades may be entered on the **Assignment Scores** screen by clicking to the right of the 0.0%. A pop-up will appear with the possible grades. Select the grade and release. The grade will appear when **Progress Reports** are printed. Refer to the section **Progress Reports** for directions and options.

In-Progress Grades – **In-Progress** grades may be entered for transmittal to the office. The office can use the grades to print out Midterm report cards or perform athletic eligibility checking. The “**in-progress**” grades are sent to the office by performing a **Teacher to Office**. These grades are entered by selecting **Midterm Grades** from the **Edit** menu on the main screen.

High Standards Reporting:

New—The following fields will now automatically default once a value is entered for one student: Status, Met Technology Requirement and Date.
On the main screen of the JMC GradeBook select Edit-High Standards.

NOTE: If the menu item High Standards is grayed out, do an Office to Teacher.

Course:

At the top of the window the word Course: will appear followed by the course name, period, and term of the displayed class list.

To move to another course, period, or term, make a selection from the pop-up menu.

Standard:

Below the current course is the word Standard: followed by the content standard number and name.

If there is more than one content standard assigned to the course, click on the current content standard and select from the pop-up menu.

Entering a completed content standard:

1. Click on the desired student.
2. Under "Standard Status", enter R if this standard is required, E if the standard is an elective. R is the default. Press the Tab key.
3. Under "Met Technology Requirement", enter Y if this content standard satisfies the "application of technology" requirement for this learning area. Leave the entry blank if it does not. Press the Tab key.
4. Under "Result", enter the result of the student's work. Valid Results are 0, 1, 2, 3, 4, PAS, EQD, EQP, EQU, EQR, IND, LEP, EXT, WAV, HHW, ATT, COM, or INC. Press the Tab key.
5. Under "Date Completed", enter the date on which the student completed the standard. Enter the date in the form mm/dd/yy.
Example: April 3, 2002 would be entered as 4/3/02
Press the Tab key.
6. Enter a comment, if desired. The maximum number of characters and spaces is 40.
7. Click on **Save**.

NOTE: To remove an entry, click on the student's name, and then on the Clear Result button.

Reporting completed content standards to the Office:

1. Select **Teacher to Office** under the **File** menu.
2. Choose from:
 - Both Grades and High Standards
 - Grades Only
 - High Standards Only
3. Click **OK**.

Printing High Standard Results:

1. Select **Print High Standard Results** from the **File** menu.
2. Select a Term.

Note: The report will include class lists with High Standards results.

Seating Charts:

1. Under the **Edit** menu, select **Seating Charts**.
1. To edit seating charts for a different class, select the correct period and course from the pop-ups.
1. To add a student to the seating chart, drag the student from the students list on the left side of the screen to the seating chart. Once the student has been placed in the seating chart, a check mark will appear next to their name in the student list.
1. To save changes when finished, click the **Save** button.
1. To print a seating chart, click the **Print** button.
1. When finished with editing seating charts, click the **Done** button to get back to the CAE main screen.

SNAP TO GRID:

When the **Snap To Grid** checkbox in the lower left corner of the screen is checked, students will be placed within one of the preset locations within the seating chart. These preset locations fall within a 7-row by 7-column grid, allowing up to 49 students to be placed within a seating chart.

When the **Snap To Grid** checkbox is unchecked, students can be placed anywhere on the seating chart. This would allow for arrangements other than rows and columns, such as a semicircle.

NOTE: By default, the **Snap To Grid** checkbox is checked every time you arrive at the edit seating chart screen.

Backing-up the Teacher GradeBook software:

Backing-up from your hard drive to a disk:

NOTE: You will need a back-up disk and you must quit the JMC GradeBook program before backing-up.

1. Insert your back-up disk.
2. Locate the GradeBook folder on your hard drive.
3. Drag or Copy and Paste your GradeBook folder onto the back-up disk you have inserted.
A window will appear showing the copy progress. When it is complete, you will have a back-up of your JMC GradeBook on the floppy disk.
4. Locate and rename the GradeBook folder on your back-up floppy disk. Include the current date and the word "back-up".
**It is important to rename the folder to avoid possible confusion in the future.
5. It should be sufficient to keep one back-up of the JMC GradeBook folder. Back-ups no longer needed should be thrown away by using the Trash Can/Recycle Bin located on the computer's Desktop.
6. When finished, drag the back-up disk to the Trash Can/Recycle Bin or manually eject the disk. This will eject the back-up disk and complete the back-up process.