

ENTER EXAMINATIONS RESULTS (%)

**IMPORTANT:**

If you enter data that is not recognizable by Grades or try a command that is not available "Grades" will Beep. You can then ask the program for an explanation of the error by pressing Command-Y or selecting the "Why" from the Apple Menu

**FIELDS:**

Date: This field is automatically filled by the computers system's date but it could be over-written by the user by positioning the cursor over the field.

Exam code: Enter the exam ID or select it from the pop-down menu.

Student ID#: Enter Student ID number or select it from the pop-down menu.

Section: This field is automatically filled by the program according to the section assigned to the student ID entered in the previous field.

Exam Based on (Points): Enter the exams' highest grade or Based.

Grade: The actual point results (out of the "Exam Based on (Points))

Grades automatically calculates the percentage result for the exam and assigns a letter grade according to the user definable grade scale.

#### **BUTTONS:**

oad: Click this button to import exam's grade results from an external text file. This is a handy feature if you use Crampton readers or any other automating grade system that generates exams results in a text file.

elect the Exam ID that you wish to load the data results from and determine the Base point (highest grade possible).

The text file must be in the following format:

<Student ID>**[TAB]**<Actual grade result>**[CARRIAGE RETURN]**

rade List: Click this button to open a side window that lists all examination (% grading only) grades entered. The top of the list shows the latest records entered.

ontrol: Click this button to open a side window that shows:

- Best student
- Total number of students

- Total number of examinations scheduled

- Total number of examinations already given
- Lowest grade student

- Course name

delete: Deletes the currently displayed record.

Clear Form: Clears and prepares the window to enter additional data. If you have made changes to previous records, click on this button to clear the window.

**ENTER EXAMINATIONS RESULTS (A-F)**

#### IMPORTANT:

If you enter data that is not recognizable by Grades or try a command that is not available "Grades" will Beep. You can then ask the program for an explanation of the error by pressing Command-Y or selecting the "Why" from the Apple Menu

#### FIELDS:

Date: This field is automatically filled by the computers system's date but it could be overwritten by the user by positioning the cursor over the field.

Exam code: Enter the exam ID or select it from the pop-down menu.

Student ID#: Enter Student ID number or select it from the pop-down menu.

Section: This field is automatically filled by the program according to the section assigned to the student ID entered in the previous field.

Letter Grade: The actual letter Grade. The program will only recognize letter grades that have been defined on the "(A-F) Grade Scale" window.

Grades automatically calculates the percentage result for the exam according to the user definable (A-F) grade scale.

#### BUTTONS:

oad: Click this button to import exam's grade results from an external text file. This is a handy feature if you use Crampton readers or any other automating grade system that generates exams results in a text file.

elect the Exam ID that you wish to load the data results from.

The text file must be in the following format:

<Student ID>[TAB]<Letter grade result>[CARRIAGE RETURN]

Grades will only recognize letter grades that have been defined on the "(A-F) Grade Scale" window (they will appear on the Load window as a reminder). Any other letter on the data file will result in a "record skip" (The grade for that particular student will not be loaded) by the program.

rade List: Click this button to open a side window that lists all examination (% grading only) grades entered. The top of the list shows the latest records entered.

ontrol: Click this button to open a side window that shows:

- Best student
- Total number of students

- Total number of examinations scheduled

- Total number of examinations already given
- Lowest grade student

- Course name

delete: Deletes the currently displayed record.

Clear Form: Clears and prepares the window to enter additional data. If you have made changes to previous records, click on this button to clear the window.