# USING ADVANCE REPORTING FEATURES

Use the eClass Grades advance reporting features to:

- customize your reports

- create report styles

- use foreign languages in your reports

# Including Customized Lists

## Lists of Students

You can create customized lists containing students from different classes. This allows you to generate a single report of students from different classes, or report on students in one grading scale from different classes.

You can create as many custom class lists as you want. All the classes in a List of Classes must be located in the same directory or folder.

### TO CREATE A CUSTOM STUDENT LIST:

**1** From the File menu, choose Print.

**2** From the "Include in Report Type" popup menu, choose Multi-Class.

**3** In the middle section, choose "Customized list of students", then click Create a List.

**7** Click Save.

# List of Classes

You can create a customized list containing different classes. This allows you to work on and report on different classes at the same time.

You can create as many custom class lists as you want. All the classes in a List of Classes must be located in the same directory or folder.

Why make a customized list of classes? You might, for example, have two sets of classes in a folder that each have a Bob Smith in them, but not the same Bob Smith in all of the classes and you don't want the wrong Bob Smith to show up on a report.

**TO CREATE A CUSTOM CLASS LIST:**

**1** From the File menu, choose Print.

**2** From the "Include in Report Type" popup menu, choose Multi-Class.

In the bottom section, choose "Customized list of classes", then click Create a List.



**3** In the Customize List dialog, highlight a class in the Available Classes column and click Insert or Append to copy that class to the List of Classes.

OR

Click Use All to copy all classes from the Available Classes to the List of Classes.

The Available Classes column shows all classes in the current folder.
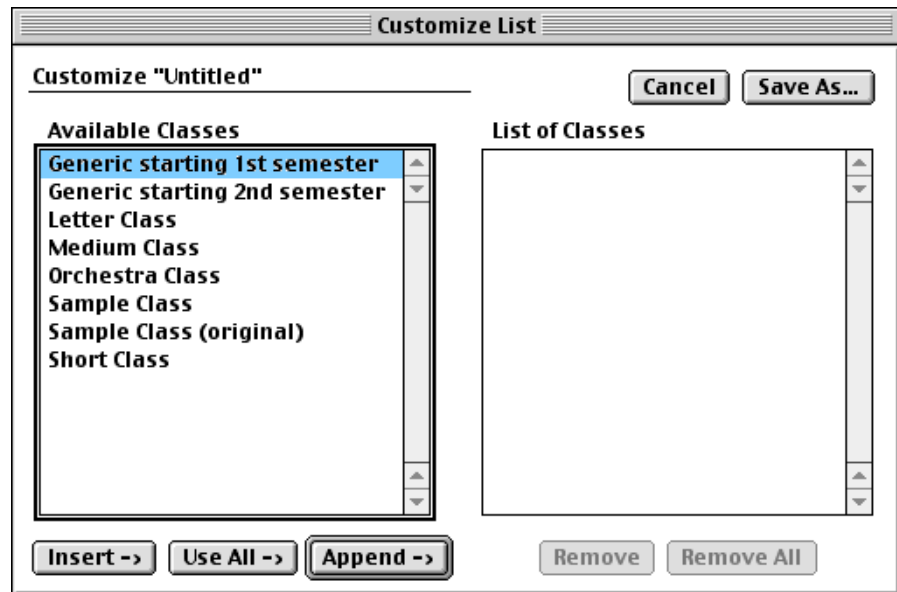


**4** Click Save As and specify the name and location for the custom class list.

| Field | Notes |
|---|---|
| Available Classes | This list shows the names of all the Available Classes in the current folder. |
| List of Classes | This list shows the Class file names that have been added to the List of Classes file. |
| Append | Adds the name highlighted in the Available Classes list to the end of the List of Classes list. |
| Insert | Adds the name highlighted in the Available Classes list to the List of Classes list, directly above the name that's highlighted. |
| Use All | Copies all of the classes listed in Available Classes list to the List of Classes list, so that the lists are identical. |
| Remove | Removes the highlighted name from the List of Classes list. |
| Remove All | Removes all names from the List of Classes list. |
| Save As | Saves the List of Classes file. Be sure to save your List of Classes in the same folder where the classes are located. |
| Cancel | Exits this dialog without saving any changes to the List of Classes file. |

**5** Click Save.

**TO MODIFY A CUSTOM CLASS LIST:**

**1** From the File menu, choose Print.

**2** From the "Include in Report Type" popup menu, choose Multi-Class.

In the bottom section, choose "Customized list of classes", then click Edit a List.

**3** Locate the custom class list, and click Open.

**4** In the Customize List dialog, highlight a class in the List of Classes and click Remove to remove that student from the List of Classes.

OR

Click Remove All to clear all classes and recreate the List of Classes.

**5** Click Save As and specify the name and location for the custom class list.

**6** Click Save.

# Creating Styles for Reports

Style files are templates that contain settings for reports and for the screen. eClass Grades always has one style file open. The name of the currently open style file appears at the end of the title bar in each window.

You can create a library of Style files to support your preferences for different circumstances.

For example, design a Style file called Gradebook to create a printed gradebook when you produce Group Reports, with sufficient space in the left margin to allow room for you to punch holes to fit into your gradebook. Additionally, include all the data for students, such as name, ID code, miscellaneous data, detailed summaries from each category, and the overall grade.

Or you can create a Style file called Bulletin for posting Group Reports on your classroom bulletin board. This Style file omits the students' names, miscellaneous data and category summaries, but include the secret name and the final overall grade.

Or design a Style file called Progress that produces Individual Reports you can send home to parents. This Style file specifies top and bottom margins of 0.5 inches, and include the students' names and miscellaneous data but not their secret names.

A Style file called Algebra can display scores as decimals, while a Style file called Biology displays all scores as whole numbers.

Several sample Style files were included on your eClass Grades disk. Try these Style files with your own Class files. If the reports don't come out exactly the way you want, you can use the Style menu to modify the Style files so that reports include only the information you want.

# Creating Report Style Files

The Style menu contains many options for reports.

### Including Student Data

The Student Data dialog from the Style menu allows you to control what student information is included in reports.

By default, the following fields are included:

- Name

- Student Number

- Miscellaneous 1

- Miscellaneous 2

- Miscellaneous 3

- Signature line

- Citizenship

- Work Habit

- Pass/Fail

### Including Assignment Data

In the Assignment Data dialog from the Style menu, you control which assignment information is included in reports. By default, the following are included:

- Row #

- Description

- Category

- Key to special scores

### Setting General Report Preferences

The General Report Prefs dialog from the Style menu allows you to choose whether or not certain statistics should be included in reports, how student names should appear, margins for reports, and whether zeroes should be counted as missing assignments.

The parts of the General Report Prefs dialog from the Style menu are described below:

| Part of Dialog | Notes |
|---|---|
| Include in Reports | Use the checkboxes to include or exclude assignment characteristics such as Points Possible, Weights, and Adjusted Points Possible. Likewise, a variety of class-wide statistics may be included or excluded: Class Average (Mean), Maximum & Minimum, Median, and Standard Deviation. |
| Show Student Names | If you select First then Last, each student's name is reversed when printed on reports, so the part of the name after the comma is printed first. This depends on your having entered student names in the Last, First format in the Students window. |
| Print Reports in | You can choose the language of your reports. eClass Grades does not translate words and phrases that you type. What you type appears in reports as is.<br>If you use Russian, you need the Cyrillic font.<br>The language feature only controls certain key-words and phrases on reports: the words and phrases that are not user-definable through dialogs. For example, in the table of scores on a Group Report, the Name column heading changes according to the language you select. However, the Misc. 1 column heading does not automatically change because it is controlled by your settings in the Student Data dialog from the Style menu. |
| Count Zeroes as Missing Assignments | Controls whether zero scores, including Special Scores with a designated value of 0%, are counted the same as missing assignments in the following situations: if you select Students with ___ or more missing assignments from the Report menu's dialogs, or if you select Missing Assignments Only in the Style menu's Individual Report Prefs dialog. |
| Report Margins | The margins you enter here are added to any minimum margins that are built into your printer. For example, if your printer won't print any closer than 0.25 inches to the left edge of the page and you enter a left margin of 0.5 inches, then the resulting left margin is 0.75 inches, which is suitable for hole-punching reports to put into a binder. A right margin of 0 inches means the report will print as close to the right edge of the page as the printer allows which is usually about 0.25 inches. Likewise, any top or bottom margin you specify is added to the 0.5 inches top or bottom margin that many printers require. |

## Setting Individual Report Preferences

Use the Individual Report Prefs dialog from the Style menu to specify the information to be included in Individual, Summary, and Multi-Class Reports.

## Changing Fonts

You can control the appearance of windows and reports using the Font and Size commands from the Style menu.

To change the font, select Font from the Style menu and select a font. A checkmark appears next to the currently selected font.

To change the font size, select the Size from the Style menu and select a size. A checkmark then appears next to the currently selected size.

## Opening a Style File

Choose Open Style from the File menu to open an existing eClass Grades Style file.

Style files contain your preferences for what information you want included in reports, and how that information is presented both onscreen and on reports.

Style file preferences are set up using the Style menu.

## Saving Style Files

After you set up a style file, choose Save Style As from the File menu. You can then share the report style files with other teachers.

The Save Style As dialog from the File menu saves a Style file with the file name and location you specify.

Style files created using the Macintosh version of eClass Grades cannot be used by the Windows version, and vice versa. If you need style files for Windows users, create them using the Windows version.

# Modifying the Content of Reports

## Adding a Post Script

You might want to include the same general message at the end of every Individual Report, such as a listing of your office hours or an explanation of your grading policy.

Two Post Script fields can be used for this purpose.

**1** In the Individual Report Prefs dialog from the Style menu, click Post Scripts.

**2** Type up to 255 characters for each Post Script.

**3** Click OK.

# Adding Statistics to Reports

The following statistics can be included on most reports:

- Class Average (Mean)

- Maximum

- Minimum

- Median

- Standard Deviation

The statistics included on reports is determined by selections you make in the Style menu's General Report Prefs dialog.

For class-wide statistics, such as class average, on individual assignments, reports show Points, Percentage, or Grade Descriptions, depending on what you selected in the Style menu's Grades dialog.

For example, if you deselect all the checkboxes in the Individual Scores column of the Grades dialog, the class statistics for individual assignments does not show on reports.

If you select Descriptions in the Grades dialog, then the report shows the grade description for all statistics, except for the standard deviation.

Also, because different students can be on different grading scales, the statistics are reported as if each student were on grading scale #1.

Even if you select Points in the Grades dialog, Points are not included for category, grading period, or overall statistical summaries, since different students can have different numbers of points possible.

For example, on Quarter 1 Homework, Johnny could have 300 points possible, while a student might have only 260 points possible if s/he received some excused scores on homework.

Histograms may also include statistics, depending on what you have selected using General Report Prefs from the Style menu.

Also, if you deselect all the checkboxes in the Individual Scores column of the Grades dialog, then the class statistics, i.e., average, median, and so on, for Assignment Histograms does not show any numbers.

# Changing Report Headings

From the Class menu, select Report Headings to enter identifying information about the class and teacher.

| Field | Notes |
|-------|-------|
| Class Name | Type the class name as you would like it to appear on reports. You can type up to 40 characters.<br>If you leave the Class Name blank, the Class file name is used on reports. |
| Teacher Name | This feature appears only on School or Department site license versions of eClass Grades. It allows each authorized teacher to enter his/her own name to appear on reports along with the department or school name. Teacher names are limited to 40 characters. In this field, type one or more names as you would like them to appear in the Prepared by section on reports.<br>The department or school name is encoded into the program. Information typed in this dialog is stored in the Class file, so you will need to enter the teacher and class name for each class. In earlier versions of eClass Grades, this field appeared in the General Report Prefs dialog. |

# Examples of Standard Reports

The following sample reports use the styles shipped with eClass Grades. At the top of each illustration, you'll see the name of the Class file at the left and the style file used at the right.

## Student List

To print a list of students from the File menu select Open Style and open Student List Style in the Samples folder in the eClass Grades folder. Then print a Group Report using the Print dialog from the File menu.

If the Samples folder is not in your eClass Grades folder, you can find it on your original eClass Grades CD.

If the Stulist Class file is not in your Samples folder, or is not on your original eClass Grades disks, you can set up a similar Stulist Style by doing the following:

1  Select your preferences in the Student Data dialog.

2  Deselect all the checkboxes in the Grades dialog, except for those in the Individual Scores column. This will cause a series of blank underlined fields to print next to each students name, so that you can write assignments by hand for entering into the computer at a later time.

3  Deselect all other options in the Style menu's other dialogs, including the Individual Report Prefs dialog, the General Report Prefs dialog, and the Assignment Data dialog.

4  Choose Save Style As from the File menu and save the new style with a name such as Student List Style.

5  After opening or creating a Student List Style, select Group using the Print dialog from the File menu to print a list of students.

**6** To print a blank assignment grid beside your student list, choose a range of assignments that starts with the number of the first assignment you have not yet entered. Since the range will cover assignments that do not yet exist in your Class file, eClass Grades will print the student list with blank assignment fields, which is useful for filling in assignments by hand so you can enter them into eClass Grades later.

# Assignment List

If you want to print a list of your Class file assignments, do the following:

**1** Open your Class file.

**2** Open the Style file called Assignment List Style in eClass Grades's Samples folder.

**3** From the File menu, choose Print, then select Individual from the dropdown menu.

**4** Change the assignment range so that all your assignments will be included.

**5** Change the student range to Students # 1 through 1 so that only one copy of the assignment list will print.

**6** Click Preview or Print.

# Individual Report – Simple

In this Simple Individual report, all assignments are based on points only, without weights.

**TO PRINT A SAMPLE SIMPLE INDIVIDUAL REPORT:**

**1** From the File menu, select Open Style.

**2** Select the Brief style file, and click Open.

**3** From the File menu, choose Print, then select Individual from the dropdown menu.

**4** Click Print.

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Short Class        **A Simple Individual Report**        Brief Style

**Meg O. Watt**      11/28/02    **Biology II**
Prepared by Ms. Kari O. Key, Singalong School

| Assignment | Score | Points Possible | Assignment | Score | Points Possible |
|------------|-------|-----------------|------------|-------|-----------------|
| Homework 1 | 7.0   | 10              | Lab 1      | 48.0  | 50              |
| Homework 2 | 9.0   | 10              | Test 1     | 92.0  | 100             |

**Overall Grade:**     156.0/170.0   91.8% A-

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**Tips and Notes**

If you print this report with sufficiently narrow columns, you'll notice that the assignment table is broken into two or more parts to save paper.

If you want to avoid multiple tables, widen the assignment description column by dragging the heading separators in the Assignments window.

If you don't want to show any information about categories, from the Class menu, select Categories, and deselect the "Include Grade Summary In Reports" checkboxes for all the categories.

If you don't want to show any information about grading periods and overall summaries, from the Class menu, select Grading Periods and Overall Summaries and deselect the Grade Summary checkbox in the Include In Reports section of both dialogs.

To delete non-essential items such as the Miscellaneous field and Assignment Number column, use Assignment Data from the Style menu.

To fit several of these short reports on each page, choose Individual Report Prefs from the Style menu, and deselect "One Report Per Page". Use the same dialog to specify the Report Title for Individual Reports.

To change the date format, type the date in the format you want in the Individual dropdown in the Print dialog from the File menu.

If you have a site or department license, you can change the teacher name in the Report Heading dialog from the Class menu.

You can use the Style menu to control the Font and the Size of text as it appears in each section of the report.

# Individual Report – Detailed

The Detailed Individual Report shows all of the sections that may be included in Individual Reports.

### TO PRINT A SAMPLE DETAILED INDIVIDUAL REPORT:

**1** From the File menu, select Open Style.

**2** Select the Full Style file, and click Open.

**3** From the File menu, choose Print, then select Individual from the dropdown menu.

**4** Click Print.

Orchestra Class        **A Detailed Individual Report**        Full Style

**Progress Report for Gogh, Les**               **June 14, 2002**        **Orchestra**
Prepared by Ms. Kari O. Key, Singalong School
**ID:** Zoom  **After School:**    Chess **Phone/Instrument:**    555-2345/Violin

| Assignment | Date | Category | Score | Class Median | Points Possible | Weight |
|---|---|---|---|---|---|---|
| Notation homework | 11/3 | Tests | 17.0 = 85.0% B | 17.0 | 20 | 1.000 |
| Recital | 11/10 | Recitals | OK | 31.0 | 37 | 2.703 |
| Notation quiz | 11/15 | Tests | ex | 8.0 | 10 | 1.000 |
| Final Exam | 11/20 | Tests | 92.0 = 92.0% A | 85.0 | 100 | 1.000 |

**Key:** OK=Completed  ex=Excused

**First Quarter:**      89.0% B+
   Recitals (60.0% of grade):          89.0% B+
   Homework (40.0% of grade):          88.9% B+

**Second Quarter:**      83.0% B
   Recitals (50.0% of grade):          75.1% C
   Tests (50.0% of grade):          90.8% A-

**Overall Grade:**      86.0% B

Entered class 2 weeks into the year, but did a good job of catching up.
Les has great potential. He should study more for his tests. Improved effort on assignments.
Final exam grade was 92.0 out of 100 points possible, which equals 92.0%, for a grade of A.
This score ranks Les 2 out of a class of 10.

—————————————        —————————————        —————————————
      Student              Parent/Guardian              Date

Please call me at 555-1234 between 3:00 and 4:00 p.m. if you have any questions.
Reminder: Fall concert is this Thursday, 7 p.m.

**Tips and Notes**

Using the Class menu, you can design your own Special Scores, for example, + for Outstanding, OK for Completed, and so on. The special score shown as ex means Excused, so this assignment does not affect this student's grade.

The section below the assignment table displays the grade summaries for each grading period, for example, First Quarter and Second Quarter.

Each grading period can contain its own set of categories, for example, Recitals, Homework, and Tests.

An overall summary is also shown.

The line starting with the words Entered class 2 weeks... is an example of a Student Note. Following the student note are several comments, which are designed using the Comments dialog.

When you're designing comments, you can use Space instead of Enter after each comment text. This links comments together into a paragraph. Notice the use of comment variables to merge students' names, scores, and so on, into the comments. Assign comments to students in the Students window.

The third line of the report is optional, depending on what is selected in the Student Data dialog from the Style menu. The Student Data dialog also controls the Miscellaneous column titles which are shown here as After School and Phone/Instrument.

The next section is the assignment table. The Assignment Data and General Report Prefs dialogs control which columns are included in this table.

The Grades dialog controls whether each score is expressed as a Grade Description, a Percentage, or a Point value. All three are shown here.

In the Assignments window, the Recital assignment has been given 37 points possible and 100 adjusted points, resulting in a weight of 2.703 (100 ÷ 37).

The points possible, adjusted points, and weight values appear in the report when you select checkboxes in the General Report Prefs dialog.

Underneath the assignment table is the key to special scores included by a checkbox in the Assignment Data dialog.

After the key to special scores, the grading period, category, and overall summaries are printed.

The format of these grades, whether expressed as a Grade Description, a Percentage, or a Point value, is determined by settings in the Grades dialog.

Near the bottom of the report, a signature line has been included by selecting a checkbox in the Student Data dialog.

In the Individual Report Prefs dialog from the Style menu, you can enter text for the post scripts, which appear last on the report.

## Letter-Style Report Using Comments

The Letter-Style Report produces a personalized letter using comments and smart variables.

**TO PRINT A SAMPLE LETTER-STYLE REPORT:**

1 From the File menu, select Open Style.

2 Select the Letter Style file, and click Open.

3 From the File menu choose Print and then Individual.

**4** Click Print.

**A Letter-Style Report Using Comments** Letter Style

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*Class Work Summary for Polly Graf*      6/27/02   **Room 12**
*Prepared by Ms. Kari O. Key, Singalong School*

*Dear Parents of Polly Graf:*

*Polly has great potential. On her science test, she received 46 out*
*of 50, for a grade of 92.0% (A). Her behavior has been*
*improving, but she still sometimes talks at inappropriate times.*

*Here is a summary of Polly's grades in all subjects:*
*In Math, Polly's current grade is 90.0% A.*
*Her Science grade is 80.0% B.*
*In Reading, her grade is 90.0% A.*
*  (very creative book report!)*
*Her Social Studies grade is 95.0% A.*

*Please sign and return this report to me. Thank you.*

*_____   _____   _____*
*    Student        Parent/Guardian        Date*

*P.S. I look forward to meeting you at Open House, this Thursday*
*at 7:30 p.m. in Room 12.*

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**Tips and Notes**

Create comments by choosing Comments from the Class menu. They may be simple, one-line, generic remarks, or anything else you may want to include, provided the length does not exceed 250 characters. They can contain comment variables from a popup menu in the Comments dialog.

The Letter-Style report shown uses comment variables to stand for a student's first name, such as Polly for this student whose last name is Graf. Similar comment variables are available for grades, in particular categories such as Math, or for the overall combined grade. Smart pronouns, such as his/her, he/she, and so on, are comment variables that depend on whether you enter M or F for in the M/F column of the Students window.

You can also use comment variables to represent a student's academic rank and the class size.

If you want the comments you define to appear on a separate line, press Enter at the end of the comment's definition. You can link comments together to form paragraphs by pressing Space instead of Enter. After you design your comments, note the numbers of those core comments that you want to appear on all students' reports.

In this example, that would be all comments starting with Dear Parents of... and ending with Ms. Key; except for the numbers of personalized comments which are only used for certain students, for example, "very creative book report!". Enter these in the order you want them to appear in your letter.

Then, in the Comments column of the Assignments window, enter the numbers of the core comments, separated by commas.

Finally, type the comment numbers for any personalized comments for certain students, to add a truly personal touch to the reports.

This report was designed as an Individual report, but the assignment table was omitted by deselecting "Assignment Table" in the Individual Report Prefs dialog from the Style menu.

The grade summaries were omitted by selecting Grades from the Style menu, and deselecting all the checkboxes in the top half of the dialog.

Also from the Style menu, the Individual Report Prefs dialog provides for: a Report Title, such as Class Work Summary, for a sufficient number of Reserved __ Lines in the Comments and Notes field and up to two Post Scripts to appear at the end of all students' reports.

# Gradebook Group Report

The Group Report prints reports that look like a gradebook.

### TO PRINT A SAMPLE GRADEBOOK GROUP REPORT:

1 Open your Class file. Then open the Gradebook Style file.

2 Choose Group using the Print dialog from the File menu, then click Print.

Medium Class    **A Gradebook Group Report (page 1)**    Gradebook Style

**Biology II   June 12, 2002**
Prepared by Ms. Kari O. Key, Singalong School

| # | Assignment | Misc. | Category |
|---|------------|-------|----------|
| 1 | Homework 1 | p.12 #5,7,11,1 | Homework |
| 2 | Homework 2 | p.17 #2,12,15 | Homework |
| 3 | Lab 1 | 10/15/97 | Labs |
| 4 | Test 1 | 10/20/97 | Tests |

| # | Name | ID | Phone | Scores 1 | 2 | 3 | 4 |
|---|------|-----|-------|----------|---|---|---|
| 1 | Graf, Polly | Truth | 555-7654 | 10 | dr | 47 | 100 |
| 2 | Hand, Boyd N. | 2nBush | 555-1234 | 9 | 9 | 48 | 98 |
| 3 | Gee, Al R. | Achoo | 555-9876 | 8 | 8 | 40 | 97 |
| 4 | Burns, Mai Tung | Pepper | 555-2345 | 7 | 7 | 50 | 94 |
| 5 | Hyde, Tanya | Beach | 555-8765 | 6 | 8 | 48 | 95 |
| 6 | Plain, Yolanda | Pilot | 555-3456 | 5 | 9 | 50 | 80 |
| 7 | Poole, Gene | DNA | 555-4567 | 6 | 10 | 49 | 56 |
| **Pts Possible** | | | | 10 | 10 | 50 | 100 |
| **Weight** | | | | 1.000 | 3.000 | 1.000 | 1.000 |

**Key:**  ab=Absent   ch=Cheating   OK=Completed   dr=Dropped Score   ex=Excused
(blank)=Incomplete   +=Outstanding   tr=Truant   -=Unacceptable

**A Gradebook Group Report (page 2)**

| # | Name | Quarter 1 Tests | Quarter 1 Homework | Quarter 1 Labs | Quarter 1 Grade | Overall Grade |
|---|------|-----------------|--------------------|----------------|-----------------|---------------|
| 1 | Graf, Polly | 100.0% | 100.0% | 94.0% | 98.8% | 98.8% A |
| 2 | Hand, Boyd N. | 98.0% | 90.0% | 96.0% | 95.2% | 95.2% A |
| 3 | Gee, Al R. | 97.0% | 80.0% | 80.0% | 88.5% | 88.5% B+ |
| 4 | Burns, Mai Tung | 94.0% | 70.0% | 100.0% | 88.0% | 88.0% B+ |
| 5 | Hyde, Tanya | 95.0% | 75.0% | 96.0% | 89.2% | 89.2% Pass |
| 6 | Plain, Yolanda | 80.0% | 80.0% | 100.0% | 84.0% | 84.0% B |
| 7 | Poole, Gene | 56.0% | 90.0% | 98.0% | 74.6% | 74.6% C |

**Key:**  ab=Absent   ch=Cheating   OK=Completed   dr=Dropped Score   ex=Excused   (blank)=Incomplete
+=Outstanding   tr=Truant   -=Unacceptable

**Tips and Notes**

General Report Prefs from the Style menu lets you specify a left margin to allow room for hole-punching to fit a binder, and lets you choose whether to include points possible, weights, adjusted points possible, class average, and so on.

Use the Grades dialog to select which grade summaries to include. Here, summaries are included for categories and for the overall summaries.

The report will continue horizontally over several pages to fit as many assignments and grade summaries as you need.

If you have a large number of students, the report will continue vertically over multiple pages.

When you select Group using the Print dialog from the File menu, you may extend the range of assignments as far as you need. This lets you print blank grids to record scores by hand before you have a chance to enter them into the computer.

The assignment table at the top of each page provides room for you to write new assignments.

Below the assignment table, blank lines are printed as needed to make the student names line up across all pages.

You can also extend the range of students to make room for new arrivals.

# Roll Book Report

Roll Book reports print blank roll sheets.

### TO PRINT A SAMPLE ROLL BOOK REPORT:

1  From the File menu, choose Open Style.

2  Select the Gradebook Style file, then click Open.

3  From the File menu, choose Print, then select Roll Book. Click Print.

| Orchestra Class | **A Roll Book Report** | Gradebook Style |
|---|---|---|

**Roll Book for Orchestra**
Prepared by Ms. Kari O. Key, Singalong School

| | | Mo | Tu | We | Th | Fr | Mo | Tu | We | Th | Fr | Mo | Tu | We | Th | Fr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Claire, I. D. | | | | | | | | | | | | | | | |
| 2 | Day, Holly | | | | | | | | | | | | | | | |
| 3 | Gee, Al R. | | | | | | | | | | | | | | | |
| 4 | Gogh, Les | | | | | | | | | | | | | | | |
| 5 | Graf, Polly | | | | | | | | | | | | | | | |
| 6 | Pend, Pat | | | | | | | | | | | | | | | |
| 7 | Rhoades, Dusty | | | | | | | | | | | | | | | |
| 8 | Sudden, Oliver | | | | | | | | | | | | | | | |
| 9 | Vail, Noah | | | | | | | | | | | | | | | |
| 10 | Wave, Mike R. | | | | | | | | | | | | | | | |

**Tips and Notes**

eClass Grades's Roll Book reports give you a simple, blank grid.

Photocopy them to replace your traditional roll book.

The students' names are printed at the left, and the days of the week are printed at the top of each column of the grid, with enough room for you to write in the dates.

From the Style menu, you can use the Margins settings in the General Report Prefs dialog to provide enough margin to allow for hole punching.

# Bulletin Board Group Report

This Group Report works well for posting grades confidentially on a bulletin board in your classroom.

### TO PRINT A SAMPLE BULLETIN BOARD GROUP REPORT:

1  Open your Class file and the Bulletin Board Style file.

2  From the File menu, choose Print, then select Group. Click Print.

Short Class     **A Bulletin Board Group Report**     Bulletin Board Style

**Biology II    June 15, 2002**
Prepared by Ms. Kari O. Key

| # | Assignment | Misc. |
|---|---|---|
| 1 | Homework 1 | p.12 #5,7,11,1 |
| 2 | Homework 2 | p.17 #2,12,15,27,33 |
| 3 | Lab 1 | 10/15/97 |
| 4 | Test 1 | 10/20/97 |

| ID | Scores 1 | 2 | 3 | 4 | Overall Grade |
|---|---|---|---|---|---|
| 2nBush | 9 | 9 | 48 | 98 | 96.5% A |
| Achoo | 8 | 8 | 40 | 97 | 90.0% A- |
| Beach | 6 | 8 | 48 | 95 | 92.4% Pass |
| Cautious | dr | dr | dr | 76 | 76.0% C |
| DNA | 6 | 10 | 49 | 56 | 71.2% C- |
| Pepper | 7 | 7 | 50 | 94 | 92.9% A |
| Pilot | 5 | 9 | 50 | 80 | 84.7% B |
| Power | 7 | 9 | 48 | 92 | 91.8% A- |
| Quit | 8 | 9 | 47 | 58 | 71.8% C- |
| Truth | 10 | dr | 47 | 100 | 98.1% A |
| **Class Average** | 7 | 9 | 47 | 85 | 86.5% B |
| **Pts Possible** | 10 | 10 | 50 | 100 | |

**Key:**  ab=Absent  ch=Cheating  OK=Completed  dr=Dropped Score
ex=Excused  (blank)=Incomplete  +=Outstanding  tr=Truant          -=Unacceptable

**Tips and Notes**

From the Style menu, use the Student Data dialog to omit the names row numbers, and miscellaneous student data fields.

Use the Assignment Data dialog to include the row number for reference, and to include any miscellaneous assignment information.

Use the General Report Prefs dialog to include any class statistics and assignment information, such as class average, median, possible points, and assignment weights.

Use the Grades dialog to include grade summaries.

In this example, all checkboxes have been deselected under Category Summaries and Grading Period Summaries leaving only the Overall Summaries and Individual Scores.

If you use General Report Prefs to set the right margin to 3.0 inches, there will not be room to display two assignment tables side-by-side on this report, so only one assignment table will be printed.

Before you print a report for your bulletin board, save your Class file. Then use the Utilities menu to Sort Students by Student Number. This makes it easier for students to locate their row on the report, and prevents students from guessing where their friends are by their position in the list.

When you're finished printing, select Revert Class from the File menu to re-open the unsorted Class file.

# Overall Summary Progress Graph

Choose Overall Summary to generate a graph of a student's progress throughout the entire year, or select Grading Period or Category to limit the graph to a particular grading period or category.

### TO PRINT A SAMPLE OVERALL SUMMARY PROGRESS GRAPH:

1 From the File menu, select Open Style.

2 Select the Default Style file. Then click Open.

3 From the Utilities menu, select Progress Graphs.

4 Click Print.

Sample Class      **An Overall Progress Graph**      Default Style

**Progress Graph for Poole, Gene**
**Biology II    June 12, 2002**
**Prepared by Ms. Kari O. Key**
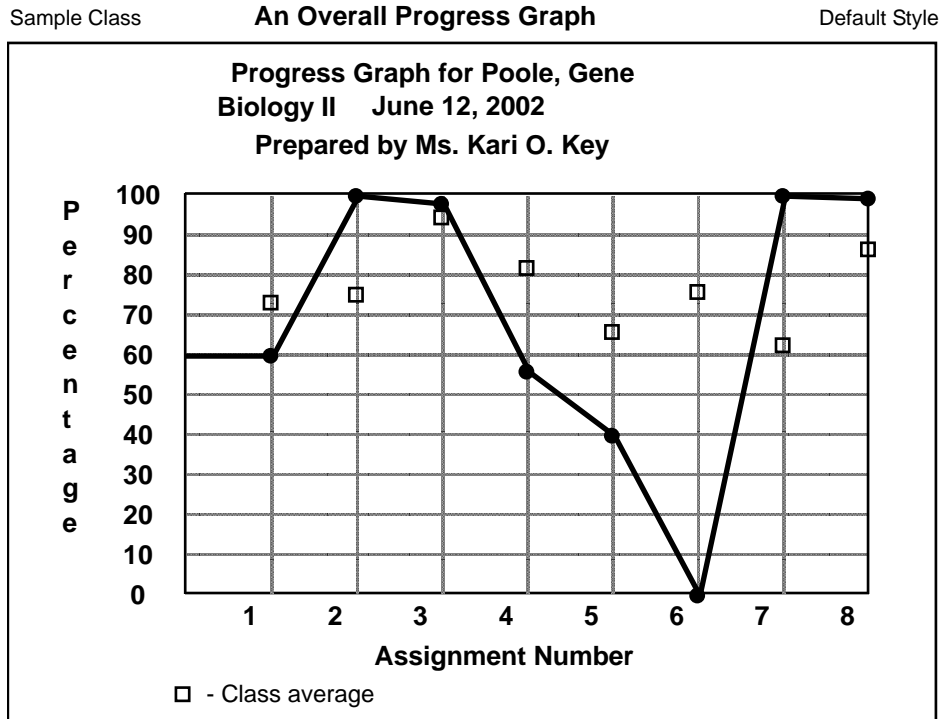


☐  - Class average

**Tips and Notes**

In this example, Show Averages has been selected to include the class averages for each assignment shown as small squares.

Many other options are available, such as bundling groups of assignments together, showing cumulative data points, or using standardized z-scores.

# Elementary Report Using Subject Categories

This is one of the two main approaches used by Elementary teachers to show many subjects on a single report.

All subjects are stored in a single Class file. The other approach, Multi-Class Reports, uses one Class file for each subject, and offers the advantage of allowing categories within each subject.

**An Elementary Report**

Categories As Subjects Class   **Using Categories As Subjects**    Categories As Subjects Style

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**Polly Graf**                 **June 15, 2002**      **Room 12**
Prepared by Ms. Kari O. Key

| # | Assignment | Category | Score |
|---|---|---|---|
| 1 | Addition Worksheet | Math | Excellent |
| 2 | Africa Map | History | Good |
| 3 | Sideways Stories | Reading | Excellent |
| 4 | Subtraction Work | Math | Excellent |
| 5 | Science Test #1 | Science | Excellent |
| 6 | Book Report | Reading | Excellent |
| 7 | Current Events Test | History | Excellent |
| 8 | Division Quiz | Math | Excellent |
| 9 | Animal Behavior | Science | Good |

**1st Six Weeks:**

| | | |
|---|---|---|
| Math | 100.0% | Excellent |
| Science | 92.0% | Excellent |
| Reading | 94.0% | Excellent |
| History | 85.0% | Good |

**2nd Six Weeks:**

| | | |
|---|---|---|
| Math | 90.0% | Excellent |
| Science | 80.0% | Good |
| Reading | 90.0% | Excellent |
| History | 95.0% | Excellent |

Good job on assignments. She should study more for her tests. Improved effort on assignments. Polly has great potential.

**TO PRINT A SIMILAR REPORT:**

**1** From the File menu, select Open Style.

**2** Select the "Category as Subjects" Style file. Then click Open.

**3** In the Print dialog from the File menu, select Individual and click Print.

**Tips and Notes**

In this report, eClass Grades' categories are being used to keep track of subject areas, all in a single Class file. This is the approach used by many Elementary school teachers. Each Individual Report can display a summary of grades per grading period in up to 10 subject areas, such as Math, Science, Reading, and History. Choose Categories from the Class menu, and enter your subject areas.

You can also use this method to display up to 20 grading periods.

Most elementary teachers who use categories for subjects will want to select Grades from the Style menu, and deselect the three boxes under Overall Summaries, since an overall grade across all subjects is not usually of interest. In this example, the only selected checkbox under Individual Scores is Grade Description, so the scores show up as Good, Excellent, and so on, instead of numbers.

If you use General Report Prefs to set the right margin to 3.0 inches, there will not be room to display two assignment tables side-by-side on this report, so only one assignment table will be printed.

## Multi-Class Elementary Report

The Multi-Class Elementary Report is one of the two main approaches used by Elementary teachers to show many subjects on a single report.

This approach depends on keeping each subject in a separate Class file, and offers the advantage of allowing categories within each subject. The other approach, Using Categories for Subjects, offers the advantage of simplicity, since all subjects are stored in a single Class file.

Art Class and so on.    **A Multi-Class Elementary Report**    Multi-Class Style

**Progress Report for Graf, Polly**    **June 15, 2002**
Prepared by Ms. Kari O. Key
**ID:** Truth **Misc. 1:**    Soccer **Misc. 2:**    555-7654

**Art**

| Grades | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Overall |
|--------|-----------|-----------|-----------|-----------|---------|
| Tests | A+ | A | A+ | A | A |
| Homework | A+ | A | A+ | A | A |
| Projects | A | C | A | C | B |
| Combined | A | A- | A | A- | 94.7% A |

**Math**

| Grades | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Overall |
|--------|-----------|-----------|-----------|-----------|---------|
| Tests | A- | A | A+ | A | A |
| Homework | D- | A | A+ | A | B |
| Labs | B- | C | A | C | B- |
| Combined | C+ | A- | A | A- | 89.7% B+ |

**Social Studies**

| Grades | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Overall |
|--------|-----------|-----------|-----------|-----------|---------|
| Tests | A+ | A | B- | A | A |
| Homework | A+ | A | F | A | B |
| Research | A | C | C- | C | C+ |
| Combined | A | A- | D | A- | 86.5% B |

Polly's reputation for honesty is impeccable.
Polly has great potential. She should study more for her tests. Improved effort on assignments.

_____    _____    _____
            Student                            Parent/Guardian                            Date

**To print a similar report:**

**1**  Open one of the Class files that contains all of your students.

**2**  Open the Multi-Class Style file in the Elem folder in the eClass Grades Samples folder.

**3**  Choose Multi-Class using the Print dialog from the File menu.

**4**  Select All classes to include all classes in the current directory, and select All students to generate reports for all students in the currently open Class file.

**Tips and Notes**

Use options in this dialog to customize lists of classes or lists of students to include in the reports.

This report combines grade summaries from several different Class files.

To make each student's comments appear at the end of each report, the Class file Social Study Class has been used to assign comments to students, since Social Studies is the last subject to appear on the report.

The Categories dialog from the Class menu has been used to design a set of weighted categories for assignments in each subject or class.

In the Class Name dialog is a place to type the name to appear at the beginning of each subject's section on the report, for example, Social Studies in Social Study Class.

In the Individual Report Prefs dialog from the Style menu, "Use Tables for Summaries" has been selected to produce the grade summary tables on the report.

Comments and Notes have been selected in Social Studies only.

The Grades menu dialog shows only Grade Description selected under Grading Period Summaries. This controls the format of grades in the table columns labeled Quarter 1, Quarter 2, and so on.

Under Overall Summaries, both Grade Description and Percentage have been selected, as shown in the OVERALL table columns.
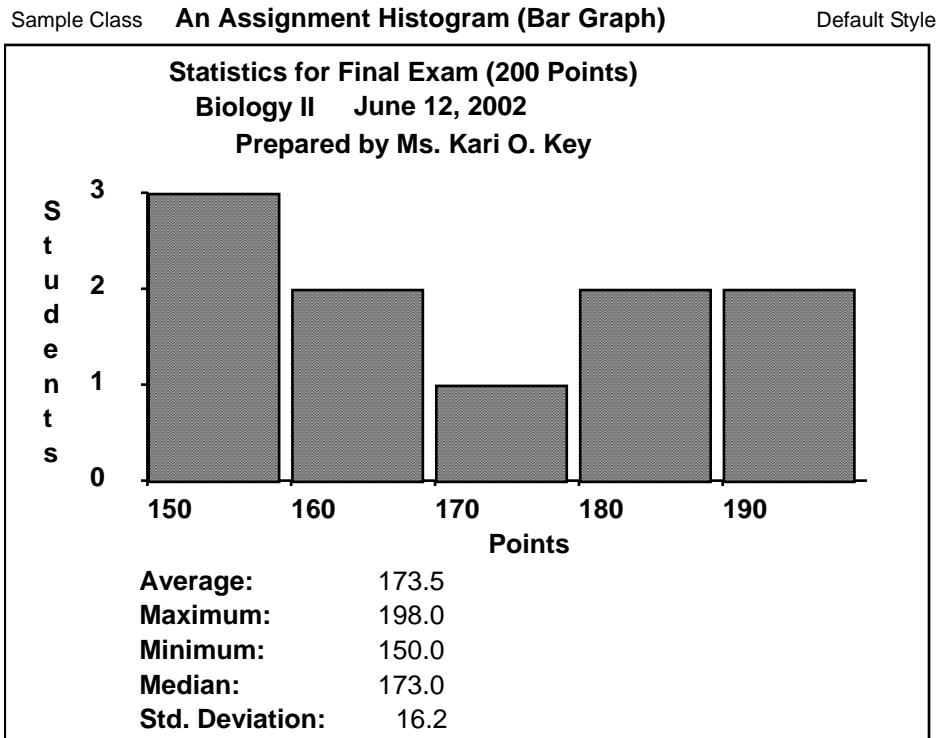
The checkboxes under Category Summaries are ignored whenever tables are used for summaries.

# Assignment Histogram

Histograms show class-wide performance on individual assignments or groups of assignments.

### TO PRINT A SIMILAR REPORT:

1 From the File menu, choose Open Style.

2 Select the Default Style file. Then click Open.

3 Choose Histograms from the Utilities menu.

4 Select Percentage, Grade Descrip., or Points.

5 Click Print.

Sample Class    **An Assignment Histogram (Bar Graph)**    Default Style

**Statistics for Final Exam (200 Points)**
**Biology II    June 12, 2002**
**Prepared by Ms. Kari O. Key**



| Average: | 173.5 |
|---|---|
| **Maximum:** | 198.0 |
| **Minimum:** | 150.0 |
| **Median:** | 173.0 |
| **Std. Deviation:** | 16.2 |

**Tips and Notes**

In the General Report Prefs from the Style menu, all possible class statistics have been selected, such as Class Average, Maximum & Minimum, Median, and Standard Deviation.

By default, the Number of Bars is set to Low, but you can select Medium or High option.

# Troubleshooting

## Formatting and Printing Issues

Many formatting and printing issues are specific to the printer you are using. Check the printer guide for information on how to best use the printer and avoid problems with the printout.

### Report Doesn't Print

If your report doesn't print, select Chooser from the &#x1F34E; menu, and verify that the correct printer is selected. Also, within eClass Grades, choose Page Setup from the File menu, and click OK to update the printer settings. If you still have trouble printing, then you might want to contact Apple technical support or your printer manufacturer for assistance with setting up your printer.

### Part of a Report Chopped off

If part of a report is "chopped off," try changing the report margins or page orientation. Choose General Report Prefs from the Style menu to change margins, or Page Setup from the File menu to choose landscape paper orientation. Also check your printer manual for instructions on printing closer to the edge.

### Two Page Group Report Leaves Lots of Wasted Space

From the Style menu, choose Student Data to eliminate any unnecessary columns from reports, and choose General Report Prefs from the Style menu to change your margins. You may also need to reduce the column width on your reports.

In addition, try reducing the font size, but we recommend that you avoid going below font size 8.

### Each Individual Report Takes Up a Whole Page Wasting Space

In the Individual Report Prefs dialog from the Style menu, deselect "One Report Per Page", and adjust the Lines for Comments and Notes field down.

### Comments on Reports are Too Close Together

When you design each comment, make sure that you press either Space or Enter after the text of the comment.

### Long Lines Running Off the Right Edge of the Page on Individual Reports

From the Style menu, choose General Report Prefs and omit some of the statistics from reports.

To decrease the width of columns, use a smaller font size. In Print Setup, choose landscape paper orientation. In the Style menu, deselect columns you don't need to include in your report.

### Gap Between Assignment Descriptions and Main Table of Scores

The gap is intended to make the first student names line up on all pages of a long Group Report.

On any Group Report, the student list should begin the same distance from the top of the page, making it easier to follow a student across several pages.

If almost all students fit on one page, try choosing a smaller font from the Style menu.

### Style Menu Changes Are Lost After Quitting and Re-Opening eClass Grades

From the File menu, choose Save Style As to save your Style preferences. Make sure you are using the correct Style file.

### On a Dot Matrix Printer, Reports Begin Mid-Page

**1** Before you print, turn the printer off.

**2** Roll the printer carriage so that the paper perforation is lined up with the print head.

**3** Turn the printer on.

**4** Print the report again.

### Pressing Cancel Doesn't Always Stop Printing

Most printers have built-in memory that stores a substantial amount of information before it actually prints, so the printer may continue printing for a while after you stop sending it information.

You can always turn the printer off. Some printers note if the power goes off and will resend the job once the power is turned back on. Additionally, shutting the printer may cause a paper jam with some laser printers. Some printers have a reset switch that lets you clear out the stored text. Consult your printer documentation.

During printing, eClass Grades checks frequently for Cancel being pressed; but keep in mind that sometimes there is a delay before Cancel is noticed. So be persistent.

## Content Issues

### Print Individual Reports for Some But Not All Students

Before you print reports, select the rows in the Students window.

When you print a report, select "Only highlighted students in the Students window" in the Print dialog.

### Report Shows All Assignments Not Just Those in the Most Recent Grading Period

For most choices from the Print dialog, the dialog gives you the opportunity to change the lowest assignment number to 1.

To report assignments in the most recent grading period, enter the lowest assignment number for that grading period.

### Percentages on Reports Don't Agree with Calculations

If eClass Grades gives a student a percentage that does not equal his/her points achieved divided by points possible when done on a calculator (or even by hand), this does not necessarily mean that eClass Grades is malfunctioning.

First, check the Scores window to make sure that you entered all scores correctly. Then, check the Assignments window to be sure that all assignments have the correct number of points possible and the correct

weights. Make sure you've entered the correct category next to each assignment.

If you're not using multiple categories, then the category numbers should all be the same – with category #1 called Total Points.

Use Categories from the Class menu to make sure that you have entered all assignment categories correctly and that all the category weights are filled in.

If you have divided the file into more than one grading period, check the Grading Periods dialog from the Class menu to make sure you have weighted the grading periods correctly.

Check to make sure you have correctly specified Use Category Weights, Ignore Category Weights, or Weigh Categories Equally for each grading period.

Check the Overall Summaries dialog from the Class menu to make sure you've selected Ignore Grading Period Weights if you don't want to weight your grading periods.

## Printed Report Does Not Conform to Grades Settings

The settings in the Grades dialog generally control how each grade will appear on reports: as a grade description, points, or percentage.

Normally, you can control these settings completely for individual assignment scores, category summaries, grading period summaries, and overall summaries.

However, there is one instance where eClass Grades may override these settings. If "Use Tables for Summaries" is selected in the Individual Report Prefs dialog, then the Grading Period Summaries checkboxes control how both the grading period summaries and category summaries print, and the Category Summaries checkboxes are ignored. This is necessary for the correct formatting of reports.

In addition, the Overall Summaries checkboxes control how the Overall Grade across grading periods and the overall category grade appear on reports.

## Prevent Name from Printing on Reports

If a teacher wants to include a student in a class who will not be doing any of the class assignments, place the "~" (tilde) symbol in front of the student's name to keep his/her grade from printing on reports.

Additionally, names with tildes in front of them are placed at the end of the student list if you sort the list alphabetically.

### Grade Column of the Scores Window Doesn't Agree with Grade Summaries on Reports

Check if you are using Alternate Grades, and check the following to make sure you have selected the correct categories, grading periods, and overall summaries:

• Screen Prefs from the Style menu to make sure you have selected the correct Grade to Display.

• Grades from the Style menu.

• Categories from the Class menu.

• Grading Periods from the Class menu.

• Overall Summaries from the Class menu.

### Incorrect Comments on Individual Reports

First, design your comments using Comments from the Class menu. Each comment appears next to a comment number.

In the Comments column of the Students window, type a string of comment numbers separated by commas, not the comments themselves.

Also, check the Individual Report Prefs dialog from the Style menu to make sure that "Comments and Notes" is selected, and that you have reserved a sufficient number of lines for comments.

### Overall Summaries or Category Grades Don't Appear on Reports

From the Class menu, look at the Grading Periods and Categories dialogs.

Make sure you have selected the appropriate boxes to include the grade summary for each grading period and category.

In the Overall Summaries dialog in the "Include In Reports" section, make sure one or both "Overall Category Grades" and "Grade Summary" is selected.

Also go to the Grades dialog from the Style menu and make sure that at least one checkbox is selected in the Overall Summaries column.

### Merge Class Files in the Same Subject for Combined Histogram or Group Report

If the assignment lists of all classes are identical, you can build one large Class file from them.

1 From the Windows menu, choose Students.

2 From the Edit menu, choose Select All.

3 From the Edit menu, choose Copy.

4 Open another class that has the same assignment list.

**5** Use Save Class As to create a copy of it with a different file name.

**6** Move to just below the last student in the Students window and, from the File menu, choose Paste.

**7** Save the Class file.

Repeat the above procedure of pasting students into new classes as many times as you want.

### Another Teacher's Name Appears on Reports

If you are sharing eClass Grades on the same computer with another teacher, or if you are using eClass Grades over a network, be sure to open your Style file after you open your Class file. If you don't open your Style file, the name of the teacher who used the computer before you will appear on the report. Use a unique style name to avoid confusion.

The encoded name of the teacher who has purchased eClass Grades will always appear on reports. Thus sharing someone else's copy of eClass Grades will not allow you to print reports with your name on them. On a network using a department or site license, you can type your name under the Report Heading dialog from the Class menu. Make sure that you have not mistakenly opened another teacher's grade book or files.

### Include or Omit Averages, Median, and Standard Deviation

Use the checkboxes in General Report Prefs from the Style menu to include or omit statistics from reports.

### Some But Not All Students and/or Assignments Show Up on Reports

Make sure the correct Assignment or Student range is selected in the Print dialog before printing.

Also check the Individual Report Prefs dialog located in the Style menu to make sure you have not selected Missing Assignments Only.

### Data Has Disappeared from Reports

Select choices in the Style menu, especially Grades, General Report Prefs, and Student Data.

After a Score is entered in the Scores window, the Score changes to verify you've selected the correct information.

# Working in Foreign Languages

You can use foreign languages in your reports. You can print reports using different languages for different students, such as Spanish students getting Spanish reports and other students getting their reports in English.

# Print Class Reports in Two Languages

If you want to produce reports in another language, you may want to use different languages for different students.

To tell eClass Grades which font to use when printing different sections of the report, use the Fonts dialog from the Style menu.

**TO CREATE SPANISH REPORTS FOR SOME STUDENTS AND ENGLISH REPORTS FOR OTHER STUDENTS IN THE SAME CLASS:**

**1** Open the Style file you use for English-language reports so that you can modify it for Spanish.

**2** Choose Individual Report Prefs from the Style menu and change the Title of the report to its Spanish equivalent.

**3** In General Report Prefs from the Style menu, select Spanish from the "Print Reports in" popup menu.

**4** If you have a department or school site license, change the Teacher Name to the Spanish equivalent, for example, from Mr. Smith to Señor Smith.

**5** From the Style menu, open the Student Data and Assignment Data dialogs to change the Misc. Column Titles to their Spanish equivalents.

**6** Then, select Save Style As from the File menu and save the Style file with the name Spanish Style file.

**7** Open the Class file that contains both English and Spanish speaking students.

**8** Use Save Class As from the File menu to create a Class file with an appropriate new file name, for example, Period 2 Spanish.

**9** In the Students window, remove the English-speaking students from the list by clicking the row numbers to the left of their names and using Cut from the Edit menu.

**10** Go through all of the menu choices in the Class menu and translate all the English text into Spanish. This includes the descriptions of all categories and grading periods.

**11** Rewrite all your Comments and Special Scores in Spanish.

**12** In the Assignments window, translate all the assignment descriptions into Spanish.

**13** Save this Spanish Class file, then re-open the original English Class file.

**14** In the Students window, cut all the Spanish-speaking students and save the Class file.

Now you have two Class files for your class: one in Spanish that contains the Spanish-speaking students and one in English that contains the

English-speaking students.

**TO CREATE ASSIGNMENTS AND PRINT REPORTS IN BOTH ENGLISH AND SPANISH:**

**1**  When you give new assignments, add them to your English Class file, enter the scores, and save.

**2**  Then open the Spanish Class file, type the assignment names in Spanish, enter the scores, and save.

**3**  If you want to print English reports, open the English Class file and the English Style file.

OR

If you want to print Spanish reports, open the Spanish Class file and the Spanish Style file.

When you have the correct Class file and Style file open, you are ready to print your reports.

Later, you can recombine the Spanish and English groups into a single class for printing histograms or reports, as long as both groups have the same assignment list, in the same order, with the same number of points possible on each assignment.

**TO COMBINE THE SPANISH AND ENGLISH GROUPS INTO A SINGLE CLASS:**

**1**  Open the Spanish Class file and open the Students window.

**2**  From the Edit menu, choose Select All.

**3**  From the Edit menu, choose Copy.

**4**  Open the English Class file and open the Students window.

**5**  Move the cursor to the last student and press Return. This creates a student at the end of the list.

**6**  From the Edit menu, choose Paste to paste the Spanish-speaking students, along with their scores, into this Class file.

**7**  To sort students alphabetically, choose Sort Students from the Utilities menu, and click Sort. Then from the File menu, choose Save Class As to save the recombined Class file with a new name before you print reports.

## Foreign Languages in Report Headers

You can add a foreign language to eClass Grades reports.

To do this, open a copy of eClass Grades with Apple's ResEdit utility and edit STR# resources 128 through 132.

ResEdit is available on Apple's web site at:
http://www.info.apple.com/support/downloads.html

ResEdit is a programmer's tool used to manipulate Macintosh files on a very low level. You should not use it unless you are certain you know what you are doing, and you have a backup of the file.

If you have replaced text for one of the five languages with text from a different language, for example, replacing French with Italian, you should select the name of the original language in the General Report Prefs dialog from the Style menu. The name of the new language will not appear as an option.

Print a report, and you will see that your report headers have changed.

## Foreign Languages in Reports

You can use eClass Grades to print Individual and Group Reports in English, Spanish, French, German, and Russian.

To use Russian, you need a special font. Look on your favorite font online service for a Cyrillic font that has a page set number of 1251. Install that font.

#### To use a different font for reports:

1  From the Style menu, choose Font, and designate the new font to be used for each section of reports.

2  To choose the language, use General Report Prefs from the Style menu.

3  Then select the appropriate language from the Print Reports in popup menu and click OK.

You will not see the language change on eClass Grades's screen. The change only shows when you print or preview an Individual or Group Report.

eClass Grades does not translate words and phrases that you have typed, such as Category names, Student IDs, Notes, Comments, and so on. They appear in reports just as they were entered.

The language feature only controls certain keywords and phrases on reports: the words and phrases that are not user-definable through dialogs. For example, in the table of scores on a Group Report, the Name column heading will change according to the language you have selected. But the Misc. 1 column heading will not automatically change because it is controlled by your settings in the Student Data dialog from the Style menu.

So, if you would like your report to print entirely in a language other than English, you will need to change all appropriate text in the Class file to the language you want.

For example, use Comments from the Class menu to change comments.

Use Grading Periods from the Class menu to change the descriptions of grading periods.

Use Individual Report Prefs from the Style menu to change Progress Report to the appropriate language, and so on.

## Insert Special Language Characters

Sometimes, if you are printing in a language other than English, you'll want to create comments, post scripts, or special scores that include special characters.

To enter a special character, go to another program that can produce such characters and copy the character. This places the character in your computer's temporary clipboard.

Then go to eClass Grades's Comments, Post Scripts, or Special Scores dialogs and paste the letter into the appropriate location.

Programs, such as Key Caps on the Macintosh or Character Map on Windows, shows you a list of the fonts and characters available on your computer and will allow you to copy one or more characters at a time into your computer's clipboard.

It is also possible to enter special characters into eClass Grades by typing in the special character's ASCII code.

## Russian Text in Reports

When you are editing comments, grading period descriptions, category descriptions, and so on, you generally have no control over which font will appear onscreen.

The Russian language requires a special font known as a Cyrillic font.

Cyrillic fonts will not show up in the dialogs for editing comments, grading periods, and so on.

To get comments, grading period descriptions, and so on, to appear on reports in Russian, you must first type the text into a word processor using a Cyrillic font.

Then, copy the text and paste it into the appropriate eClass Grades dialog.

When you do this, the text will look like gibberish inside the dialog because it's not shown in a Cyrillic font, but it will print in Russian.