

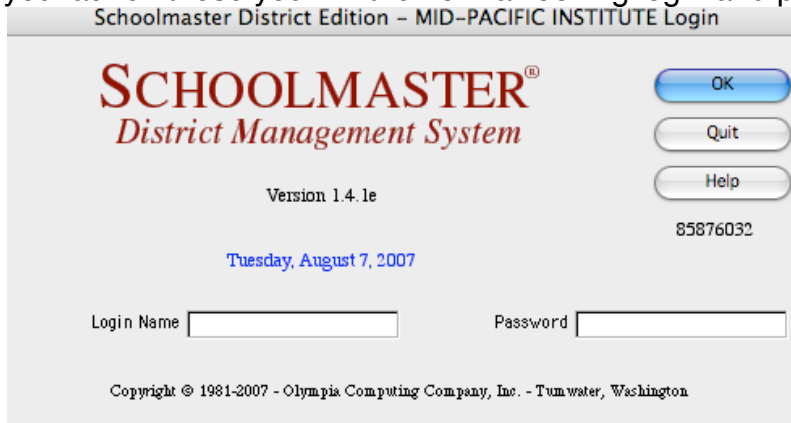
There are two ways to do attendance and gradebook:

Method 1: This is the more familiar way. Use the Schoolmaster and Gradebook program available only on campus. These can be accessed by copying (please copy these - do not move them out of here!) the two shortcut files from school server (drive letter X:) onto your desktop:

<\\School\SYS\PUBLIC\CONS>

They are titled "gradebook" and "Schoolmaster"

When you launch these you will see the normal looking login and password screen:



Method 2: This is the new way that will allow you to do this from home or school:

On campus point a web browser to :

<http://192.168.0.15/SchoolmasterWeb/>

OFF Campus at

<http://schoolmaster.midpac.edu/schoolmasterweb>

The login screen should look like this:

Some reminders for Gradebook:

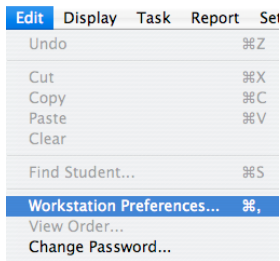
Make sure your mark table is correct - an example of the High School is shown:

Mark Table Title	Maximum
HS Mark Table	100
HS Mark Table *	100
MS Mark Table	100
MS Mark Table *	100

Alpha Mark	Conversion Threshold	Numeric Equivalent	Calc. Override	Calc. Nullify
A+	97.5	100	<input type="checkbox"/>	<input type="checkbox"/>
A	92.5	95	<input type="checkbox"/>	<input type="checkbox"/>
A-	89.5	91	<input type="checkbox"/>	<input type="checkbox"/>
B+	86.5	88	<input type="checkbox"/>	<input type="checkbox"/>
B	82.5	84.5	<input type="checkbox"/>	<input type="checkbox"/>
B-	79.5	81	<input type="checkbox"/>	<input type="checkbox"/>
C+	76.5	78	<input type="checkbox"/>	<input type="checkbox"/>
C	72.5	74.5	<input type="checkbox"/>	<input type="checkbox"/>
C-	69.5	71	<input type="checkbox"/>	<input type="checkbox"/>
D+	66.5	68	<input type="checkbox"/>	<input type="checkbox"/>
D	62.5	64.5	<input type="checkbox"/>	<input type="checkbox"/>
D-	59.5	61	<input type="checkbox"/>	<input type="checkbox"/>
F	0	50	<input type="checkbox"/>	<input type="checkbox"/>
IN			<input type="checkbox"/>	<input type="checkbox"/>
CR			<input type="checkbox"/>	<input type="checkbox"/>
NC			<input type="checkbox"/>	<input type="checkbox"/>
WD			<input type="checkbox"/>	<input type="checkbox"/>
WDM			<input type="checkbox"/>	<input type="checkbox"/>
AU			<input type="checkbox"/>	<input type="checkbox"/>
CE			<input type="checkbox"/>	<input type="checkbox"/>

Your gradebook should be backed up regularly - there are two ways to do this:

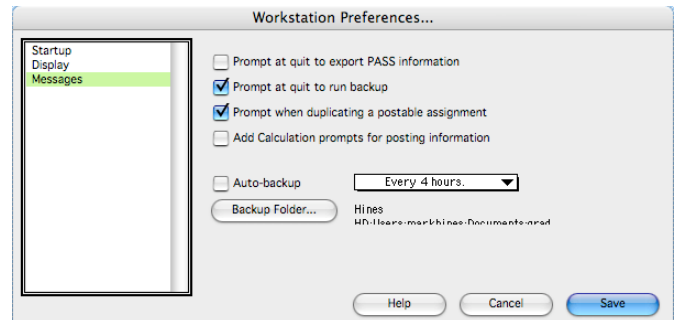
Automatic Backup:



Under Edit there is “Workstation Preferences”

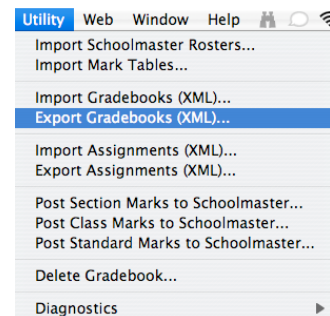
In the messages tab, select “Prompt at Quit to run backup. Click on the button that says “Backup Folder...”. Choose a place on your *hard drive* (recommended: C:/backup) This will make backup run automatically every time you quit the pro-

gram and place it your chosen backup folder - it will be named something like “200708013-T” or whatever the day is. If you launch and quit the program several times in a day, it will make only one backup file, and just keep using the same name. The next day, the new name will reflect the new date. Please keep these backups in your local (C:) drive and not on the network (H:).



Manual Back Up:

You can create a manual back up by choosing Utility....”Export gradebooks (XML)”. Like the automatic instructions above, place this file on your local drive. You will get to choose the name of this backup each time.



Edline Export:

For the time being, Exporting to Edline is only possible through the client (not web based) version of Gradebook. Choose Web...” Progress Export (Edline)”, make sure you have your gradebooks and date ranges correct, and export!

