

Amazing Window

Electronic Gradebook for Teachers  
by: J. Eric Bush

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#### Site License Information

#### Introduction

Welcome to the Amazing Window

Welcome to the Amazing Window, the electronic gradebook for teachers on the Apple II computer. Before we begin "amazing" you with the powerful features

of the Amazing Window and show you just how easily it works, we'd like to provide you with a little insight on what the Amazing Window is.

First, by deciding to purchase the Amazing Window, you have identified a need to do something about the tedious job of managing student grades. Probably the best way to describe the Amazing Window is that it is a tailor-made spreadsheet/database for keeping student records. The Amazing Window makes it easy to track student records and modify existing records, keeping the teacher and the student up-to-date. The Amazing Window gives you the ease of Appleworks commands to electronically record student information. Those of you who use Appleworks will find many of the commands used in the Amazing Window are the same as those used by Appleworks.

The Amazing Window is essentially a replacement for the classroom gradebook. This program provides the options to keep attendance, semester exams, and, of course, student grades. Once you begin to use the Amazing Window you will wonder how you ever got along without it. Keeping students informed of their progress has been shown to improve their performance. Much effort has been made to make this program easy to use while maintaining enough features to excite even the most experienced computer operators.

The heart of any computer gradebook program is the ability to display the information about students, assignments, and classes. The Amazing Window provides 9 formats to print student or class information. You can view the reports to the screen (big paper saver) or to a printer located in any available slot.

We hope that you enjoy using the Amazing Window. Feel free to give us your comments about the program. If you have specific needs for a gradebook program, let us know so that we may consider it for later versions of the Amazing Window.

#### Updates

Naturally, we will always be looking for ways to improve all of our software products, including the Amazing Window. To get an update, send us the original disk and a small fee. Call us for the current cost when you want to update.

Routines others wrote and we licensed

#### ProDOS:

ProDOS is a copyrighted program of Apple Computer, Inc. licensed to Kitchen Sink Software to distribute for use only in combination with the Amazing Window. Apple software shall not be copied onto another diskette (except for archival purposes) or into memory unless as part of the execution of the Amazing Window. When the Amazing Window has completed execution Apple software shall not be used by any other program.

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#### Beagle Compiler:

The Beagle Compiler is a copyright (C), 1986 of Alan L. Bird, Beagle Brothers, Inc.

SAC:

The SAC.SYSTEM was written by Jerry Kindall and is the property of Kitchen Sink Software.

Formatter:

The formatter program used by the Amazing Window comes from MicroDot ( BASIC.SYSTEM replacement) and is the property of Kitchen Sink Software.

Getting Started

This section of the Amazing Window manual describes the various options available when you "boot up" the Amazing Window. The SAC Main Menu and the Installer are discussed in the section.

Important Note to All Users

The Amazing Window disk which you purchased should only be used as a master disk. You should create a backup disk as soon as possible. Then, use the backup disk to copy onto your hard disk, or 3.5" disks. You only need to copy the front side of the disk, since there is no data or programs on side 2 of the program disk.

After making a backup disk of the Amazing Window, boot side 1 of the backup and follow the installation instructions. You will be presented The SAC Main Menu which has four options, like the one pictured below.

The SAC Main Menu

```

+++++
SAC: THE SHOP ASSISTANT COLLECTION
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      SAC APPLICATIONS

      A AMAZING.WINDOW
      B INSTALLER
      C UNSAC
      D HELP

      SELECT = ARROWS KEYS OR LETTERS
      RETURN = RUN SELECTED APPLICATION
      SPACE  = USE ANOTHER SAC DISK
      ESCAPE = QUIT SAC SYSTEM

```

The SAC Main Menu is the standard SAC System beginning screen. The SAC System screen will vary accordingly to the number of SAC Applications on your disk. The four application directories present on the Amazing Window disk all can be removed except the Amazing Window. The other three application directories are not critical to the execution and running of the Amazing Window. The four SAC Applications that came on your original disk include: Amazing Window, Installer, UnSAC, and Help.

A- Amazing Window

By pressing <return> when this SAC Application is highlighted, the Amazing Window will be executed. Most of this manual is dedicated to the running of the Amazing Window, so nothing is mentioned here pertaining to the execution and running of this application.

Note: You can cancel the memory load by pressing Ctrl-X (while holding down the Control key press X)

B- Installer

By pressing <return> when this SAC Application is highlighted, you will be presented The Installer Menu. The Installer does not work on a one drive system. If you have one disk drive, just use the backup disk and do not worry about using the Installer.

```
+++++
THE SHOP ASSISTANT COLLECTION - SAC
KITCHEN SINK SOFTWARE, INC. 1.1
```

SAC INSTALLER: AMAZING.WINDOW

- 
1. INSTALL TRIPLE-DUMP
  2. FORMAT A BLANK DISK
  3. INSTALL AMAZING.WINDOW
  4. DONE

-----

SELECT OPTION AND PRESS RETURN

+++++

The Installer will make all of the necessary preparations for copying the files from the Amazing Window to a 5.25", 3.5", or hard disk drive. If you do not have a formatted disk, select option 2. Format a Blank Disk. If you have already purchased SAC Applications before and wish to install the Amazing Window onto that disk, then just execute option 3. Install Amazing Window. After everything is completed, execute option 4. Done.

Note: Before you install Amazing Window, read the "UnSAC" section on pg. 8.

1. Install Triple-Dump

The Amazing Window does not use the Triple-Dump graphics routines, however, the installer is included here in case you have just purchased Triple-Dump and would like to install it on your SAC Applications disk. Any manual for a SAC Application that does use Triple Dump routines has complete instructions on installing Triple Dump.

2. Format a Blank Disk

This process will erase ALL of the information from a disk. It will format in the standard ProDOS format. Do NOT attempt to format a hard disk. We have made every effort to make it impossible to format a hard disk, but offer no absolute assurances. The following screen will appear to control which device you format.

```
+++++
THE SHOP ASSISTANT COLLECTION - SAC
KITCHEN SINK SOFTWARE, INC. 1.1
```

SAC INSTALLER: AMAZING.WINDOW

-----

SELECT DISK TO FORMAT: SLOT 6 DRIVE 1

-----  
SELECT SLOT AND PRESS RETURN

+++++

You select the Slot you want by using the arrow keys, then press <return>. You select the Drive you want by using the arrow keys, then press <return>. After you have selected the slot and drive, the formatter will check the device to see if there is a disk there to be formatted. If the disk has already been formatted, then it will ask you if you want to format the disk anyway. If you answer "yes" any information currently on the disk will be lost forever.

### 3. Install Amazing Window

This process will take all of the files that are necessary to run the Amazing Window and copy them to the desired location. The screen shown below will control all of the action for the SAC Installer. The Caps Lock key must be down to operate the Installer.

+++++

THE SHOP ASSISTANT COLLECTION - SAC  
KITCHEN SINK SOFTWARE, INC. 1.1

SAC INSTALLER: AMAZING.WINDOW

-----

- |                |                     |
|----------------|---------------------|
| (TOP)          | COMMAND KEYS:       |
| 0. SYSTEM      | I. INSTALL HERE ?   |
| 1. ACCUDRAW    | K. KEY IN PATH      |
| 2. CNC.TRAINER | V. VOLUME DIR       |
|                | B. BACK A LEVEL     |
|                | S. SLOT/DRIVE       |
|                | C. CREATE DIRECTORY |
| (END)          | ESC - MAIN MENU     |

-----

TARGET DIR: /SAC/

-----

SELECT DIRECTORY OR PRESS COMMAND KEY

+++++

The target directory is the volume name of the disk that you selected by slot and drive. You can then add levels to this directory by using the arrow keys to scroll through the directories on that device. You can also use the following commands to determine where the Amazing Window files will be installed. Most folks will need only read "I=Install Here" for a successful installation.

I = Install Here : This will cause the Amazing Window files to be installed at the current Target Directory. "Install Here" will be highlighted when the SAC Directory is the current directory. If you are not sure what to do, press I when "Install Here" is highlighted.

K = Key in Path : This will allow you to manually type the path where you want the Amazing Window files to be installed. You can save time with this option if you have several directory levels before you get where you want to install.

V = Volume Dir : Will return to the Volume Directory and make it the Target Directory.

B = Back a Level : Will subtract one level off of the current Target Directory. For example, /SAC/ACCUDRAW/ would become /SAC/.

S = Slot/Drive : Will allow you to manually select a different destination Slot/Drive, such as Slot 5, Drive 1.

C = Create Directory: Will let you type in the name of a directory to create.

ESC - Main Menu : Will return you to the SAC Installer Menu.

#### 4. Done

This will return you to the SAC Main Menu.

#### C- UnSAC

Executing UnSAC will remove the SAC Main Menu from your startup procedure. If you are using a 5.25" disk drive system and are not installing the Amazing Window onto a 3.5" or hard disk drive, this option will save you a few seconds during the startup procedure. You can still use Amazing Window on a hard disk or 3.5" disk after you "UnSAC." You can use it with any selector program. Transfer all files except the directories called: INSTALLER, UNSAC, and HELP.

To run Amazing Window from your program selector, run the program called SAC.SYSTEM.

#### D- Help

Executing HELP will display a screen which describes what is available from the SAC Main Menu. The three options on this disk are AMAZING.WINDOW, INSTALLER, and UNSAC. There is a brief description of what the applications are all about. The following screen will appear.

```
+++++  
AMAZING WINDOW - HELP  
-----
```

```
AMAZING.WINDOW : Executes the gradebook  
and allows you to begin entering or  
manipulating student grades.  
INSTALLER : Will install the Amazing  
Window and all of the required files  
onto a 3.5" or hard disk drive.  
UNSAC : Will remove the SAC Main Menu  
from the startup procedure
```

```
-----  
Press <return> to continue.
```



(Arrows=Move) (Return=Change)  
(Ctrl-N=New Area) (Esc=Done)

A#	Area Name	Weight
1	>General Area	100%

Total % = 100%

If you would like to change a value or name on this screen, then move the ">" cursor to the left of the value or name you want to change using the arrow keys, then press <return>. A row of "-"s will appear and you can type in the new name or value. If you have started changing a value and have not pressed <return> you can restore the old value by pressing <esc>.

You can enter a new weighted area by pressing Ctrl-N (while holding down the control key, press N) and you will be asked to enter the name followed by the weight or percentage of the new area. The program will automatically total all of the weighted areas and present you with a new total in the lower right hand corner of the screen.

Note: The program will not let you leave this screen unless the total of all weighted areas equals 100%.

Pressing <esc> will take you back to the weighted areas Setup menu. This will also perform a check to make sure that the weighted areas total 100%. If you press <esc> two more times you will be returned to the entry screen where you can work on your current class.

#### Entering a Class Roster

When you start a new class, you will need to enter the students who are in the class. You do not need to worry about whether or not you enter the students in alphabetical order. There is a Utility to sort the student list later if you want to. In order for the Utility to work properly, you should enter the student names last name first and then the students first name.

To begin entering students names, press SA-S (SA means solid apple or option) from the entry screen. At the bottom of the screen, you will be given the prompt to enter the student's name. Once you have finished typing the student's name, then press <return>. The student will be added to the class roster. Once you have entered the class roster, press <esc> to cancel entering students.

You can add new students at any time using the SA-S option. If you have entered assignments and want to add a new student, you will be asked if you want to enter all excused grades. If you answer yes, then each assignment will have an excused grade AND each attendance day will have an E for excused absence. If you enter no, then an A will be placed for each attendance day.

Note: When adding a new student, you can use OA-D to set the number of days to the current day. The new student will get an E or and A through the current day only. The rest will remain the default P. The OA-D command does not erase any information. It only determines how many days will be displayed.

#### Changing a Student Name

If you want to change or revise a student name, then all you have to do is move to the left hand column and press the left arrow. This will allow you to change a student's name.

#### Entering Exams

The Amazing Window will allow you to keep two semester exam grades for each student. To enter exams, press OA-E from the entry screen. This will switch you to the mode for entering exam scores. You can set the total number of points possible for the exam with the OA-T command. Once you have entered the total number of points possible, then you are ready to enter the student exam scores.

You enter the number of points that the student received on the exam, and the program will automatically calculate and display their percentage score. If you change the total number of points possible, this percentage will be changed to reflect the percentage the student received based on the new total of points possible.

Note: Both exams must be the same weighted of the semester grade.

Note: The highest percentage a student can receive on an exam is 249%.

You can enter Excused, Incomplete, and UnExcused grades for Exams just like for student assignment scores.

#### Entering Scores

The Amazing Window will allow you to keep up to 50 Assignments per grading period. To enter an Assignment, press SA-A (solid Apple-A). You will be prompted to enter the name of the Assignment, how many points the assignment is worth, and which weighted area. You will enter the assignment name and points possible directly from the keyboard. Use the arrow keys to select the weighted area. You can change any of this information at any time.

Once you have entered the assignment, each student will be given the automatic score of 0 points. Then, you move through the spreadsheet and enter the student score for the assignment.

#### Bonus Assignments

If you wish to have an assignment be a bonus assignment, then assign 0 as the points possible. This will tell the Amazing Window that the assignment is to be considered a bonus assignment and simply add bonus points to the weighted area.

Note: If all of the assignments in a weighted area are entered as bonus assignments, then the weighted area WILL NOT be calculated as part of the student's composite grade.

#### Excused, Incomplete, UnExcused Grades

There will always be the need to have students receive an Excused grade for an assignment. This means that they do not have to make up the assignment, and it will not be calculated against them. And for similar reasons, there will always be the need to give a student UnExcused scores as well as Incomplete scores.

To enter these scores, press the first letter of the type of special case grade you want to give them. For example, E will be Excused, I will be Incomplete, and U will be UnExcused. Grades of "I" or "U" will count as zeroes when calculating grades. You can also configure the keypad to have the Asterisk, Plus, Minus, and Divide keys represent these letters to speed up entry from the keypad (see pg. 15).

### Keeping Attendance

Use OA-A to go to the attendance screen. The Amazing Window allows you to keep up to 100 days of attendance for each grading period. You can keep track of total days Absent, Excused, Present, Tardy (even the minutes), UnExcused, and Vacation/Disaster Days. Before you can enter attendance information, use the OA-D command to tell the Amazing Window how many days you have per grading period. You can use OA-D to change the number of days at any time during the grading period.

Note: When adding a new student, you can use OA-D to set the number of days to the current day. The new student will get an E or and A through the current day only. The rest will remain the default P. The OA-D command does not erase any information. It only determines how many days will be displayed.

Attendance is kept in codes. The following codes are used:

A = Absent : This is used when the student is absent from your class, and they do not appear on the Attendance List as Excused or UnExcused. This will cause a total to appear in the Daily Attendance Report.

E = Excused : This is used when the student is absent from class, and they are Excused from the office.

P = Present : This is used when the student is present for class. This is the default setting. Hopefully, this is the code you use the most.

T = Tardy : This can be used any time the student is Tardy to class, or when the Tardy is Excused. If you want to keep track of the total number of minutes tardy, then just enter the number of minutes they were tardy. Any day containing a number will count as a Tardy day.

U = UnExcused : This is used when a student is absent from class and they are not Excused from the office.

V = Vacation/Disaster : This is used when the school does not meet. It can be used to keep each week 5 days in length. It does not count in Absent days, or as a day Present.

## The Escape Key

The Amazing Window uses the standard Appleworks style interface. The Appleworks style interface means that you use Open Apple commands to manipulate the program. The menus are driven by numbers or arrows. The process to get back from one menu to previous menus is by using the <esc> key. The Amazing Window also allows you to do just that. If you have started entering a score, or a name, or an assignment, and have not pressed <return>, then you can press the <esc> key and restore the old value and/or cancel the operation.

### In the Utilities Menu

In the Utilities Menu, the <esc> key will move you back to the previous menu. If you keep pressing <esc>, you will eventually return to the Amazing Window entry screen. If you are using a numeric keypad, then you can use the '\*' Asterisk key just the same as the <esc> key.

### In the Print Menu

In the Print Menu, the <esc> key will move you back to the previous menu, or cancel the current printout. This is helpful when the printer jams up. If you press <esc> anytime that a report is printing, the program will stop sending information to the printer. The Amazing Window sends information to most printers faster than the printer prints out the information. So, it may take some time before the printer actually stops printing.

If you are using a numeric keypad, you can use the '\*' Asterisk key just the same as the <esc> key in both the Print Menu and the Utilities Menu.

### Using the Keypad

The Amazing Window offers several features which will speed up data entry. First, you can configure the \*, +, -, and / keys to represent special keys when entering attendance, exams, or grades. Secondly, you can use the number keys as arrow keys when possible.

The Utilities Menu has an option for configuring the keypad. Refer to this section for information on how to define the keys on the numeric keypad. When it is available, you can use the keypad as arrow keys 2 = down, 4 = left, 6 = right, and 8 = up. When you are in the Print Menu or the Utilities Menu, you can use the '\*' Asterisk key as an extra <esc> key.

When you are in the entry screen, the decimal point becomes a toggle switch. In the upper right-hand section of the entry screen, you will find .Keypad(#). When you press the decimal point, this will become a .Keypad(^). When the circumflex (^) is visible, you can use the keypad as arrow keys to move around the spreadsheet. Now, here is an added bonus. If you double press the decimal point, you will be able to choose from a list of Open-Apple commands. This is a list of the most commonly used Open Apple commands. So, you do not have to leave the keypad except to type names of Students or Assignments.

The list of Open Apple commands that are available from the keypad are shown below:

- |         |         |         |         |          |
|---------|---------|---------|---------|----------|
| 1. OA-A | 4. OA-O | 6. OA-P | 8. OA-C | . Cancel |
| 2. OA-E | 5. OA-S | 7. OA-U | 9. OA-F |          |
| 3. OA-G |         |         | 0. OA-T |          |

The above commands act just the same as their Open Apple counter-parts from the keyboard. However, they are convenient for those who have the numeric keypad.

#### The Commands

The Amazing Window has nineteen commands which are used to control the actions of the Entry Screen and facilitate the movement throughout the Amazing Window program. All of the commands are described in detail in the pages that follow in alphabetical order.

SA-1-9: Solid-Apple- 1 to 9 (proportional)

Use this command to move the cursor proportionally left to right through the file. For example, SA-9 will move the cursor to the last assignment or last attendance day. SA-1 will move the cursor to the first assignment or the first attendance day.

SA-A: Solid-Apple-'A'ssignment Add

Use this command to take you through the steps to add an assignment to the current class. You will be prompted to enter the assignment name, maximum points and weighted area. The information is entered at the top left corner of the entry screen.

SA-S: Solid-Apple-'S'tudent Add

Use this command to enter the class roster, or to add a student anytime during the school year. You will be prompted at the bottom of the screen to enter the student's name. When you have finished typing a student's name, press <return>. The name will appear on your entry screen and you will be prompted to enter your next student's name. This process will continue until you press <esc>. If you have entered assignments and you are adding the student afterwards, you will be able to enter excused grades for all current assignments. This will also enter and excused absence for all days currently displayed in the attendance window. If you do not excuse the grades for all assignments the student will have an A for absent placed in all displayed attendance days.

Note: When adding a new student, you can use OA-D to set the number of days to the current day. The new student will get an E or and A through the current day only. The rest will remain the default P. The OA-D command does not erase any information. It only determines how many days will be displayed.

OA-A: Open-Apple-'A'ttendance Screen

Use this command to switch the entry mode from the grades screen to attendance screen or the exams screen to attendance screen. You can keep track of up to 100 days per grading period for each student. You enter the codes for each student just like a spreadsheet.

See the sections on Using the Keypad and Keeping Attendance for more information.

OA-B: Open-Apple-'B'ASIC Quit

Use this command to exit the Amazing Window and receive an Applesoft prompt. You are located at the Applesoft BASIC level. You can re-run the program by typing 'RUN' and pressing <return>. You can re-run the program, since an

OA-B : Basic Quit does not delete the program out of memory or from the /RAM/ disk. If you want to have a clean quit and clear everything out of memory, then use the OA-Q command to Quit.

Note: OA-Q is the preferred way to Quit the Amazing Window since the /RAM/ disk is cleared.

OA-C: Open-Apple-'C'atalog

Use this command to display a catalog of the files on your data disk. This is a quick method of finding out what is on a disk. This will show you all of the files which are located on the disk, not just those which were created with the Amazing Window.

OA-D: Open-Apple-'D'ays/Period

Use this command to set the number of days during the grading period. The Amazing Window will allow you to store 100 days of attendance. Hopefully, they will never make teachers teach more than 100 days in one grading period.

See the section on Keeping Attendance for more information.

OA-E: Open-Apple-'E'xams Screen

Use this command to switch the entry mode from the grades screen to exams screen or from attendance screen to exams screen. The Amazing Window will allow you to enter scores for 2 exams (one for each semester). You specify the total number of points possible and then enter the student scores. When you enter the total number of points the student received, the score is automatically converted to a percentage score.

Hint: Grading period "Exams" can be recorded in a separate weighted area if you desire to emphasize the final grading period test.

Note: The highest percentage score possible on an exam is 249%. Each exam must be the same weight. If you want to change the weight of the exam, there is a Utility under Program Settings to do this.

See the section on Using the Keypad and Entering Exams for more information.

OA-F: Open-Apple-'F'ind

Use this command to quickly move to a specific student and location on the entry screen. For example, you want to find a particular student and assignment. You press OA-F and the bottom of the screen will show you the current student. Use the arrow keys to scroll through the list of students until you find the right student. Press <return>. Then scroll through the list of Assignment Names to find the correct assignment. Press <return> and the cursor will be located on that student and assignment. This command will reduce the time that it takes to find a particular spot. Although it is already fast, a little faster can be nice for those experienced computer operators. This process also works on the Attendance and Exams entry screens.

See the section on Using the Keypad for shortcuts.

OA-G: Open-Apple-'G'rades Screen

Use this command to switch entry from the attendance screen to the grades screen or from the exams screen to the grades screen. The Amazing Window

will allow you to enter up to and including 50 assignments per grading period in up to 9 weighted areas. You may enter Excused, Incomplete, and UnExcused grades. You may even have Bonus assignments.

See the sections on Using the Keypad, Entering Scores, and Defining Weighted Areas for more information.

OA-K: Open-Apple-'K'alculate

Use this command to force the Amazing Window to do a manual calculation of the current class in memory. I know that all teachers will say that calculation doesn't begin with a K, but every effort has been made to make this program as easy to use as Appleworks. Guess what? Appleworks uses OA-K to calculate their spreadsheets too. The Amazing Window will do a calculation automatically whenever it needs it, but for added assurance, we have left this command in - call it peace of mind.

OA-M: Open-Apple-Assign'M'ent Name

Use this command to correct an assignment name which has a typo in it, or completely change the name. You can think of this command as a duplicate of the portion of the SA-A (Assignment Add) command where you type in the name. A row of dashes will appear where the assignment name was printed. If you decide that you do not want to change the name, and you have not pressed <return>, then you can restore the old name by pressing <esc>.

OA-N: Open-Apple-'N'ew Class

All student names, assignments, scores, and attendance will be cleared out and you can start entering information about your new class. You will be prompted to save the current class in memory before information is cleared. Each time you boot the Amazing Window you will be given the option of starting a new class.

OA-O: Open-Apple-'O'pen Class

Use this command to Open (or load) a class from your data disk. Once you have saved a class (OA-S), this command will allow you to bring the information back up from the disk. The program will ask you if you want to save the class in memory before opening another class. This command will give you the options of Opening an existing file, or creating a new class.

Note: After "booting" the Amazing Window, this is where you begin.

OA-P: Open-Apple-'P'rint Menu

Use this command to switch to the Print Menu. Rather than going into detail here, refer to the section on the Print Menu for example printouts of each format. Any program that allows you to enter information would be incomplete unless it can give you suitable formats to display your information. The Amazing Window gives you 9 useful formats to print information from the class in memory. You can send printouts to the screen or to the printer.

See the section on the Print Menu for more information.

OA-Q: Open-Apple-'Q'uit

Use this command to Quit (or end) the program and return to the SAC Main Menu. If you have executed the option to UnSAC the Amazing Window, then this

command will return you to your Program Selector or the ProDOS BYE prompts. If you do not understand all of this... don't worry. Just consider this command to be the one that will end everything. When you issue the Quit command you will be asked if you want to save the class in memory before quitting.

Note: This is the preferred way to end a session with the Amazing Window.

OA-S: Open-Apple-'S'ave Class

Use this command to save the class in memory to the disk. Although the Amazing Window will allow you to specify the location of your data files, you are not limited to only one disk, or one sub-directory. You can save Amazing Window files anywhere there is sufficient space. You can select the location of data files by slot and drive, or by ProDOS directory.

When you press OA-S you will see:

Save Class to:

- 1. The current disk: Slot 6, Drive 1  
2. A different disk  
-----

Escape to Cancel

Simply press <return> to save the file on the current disk. To save the class on a different disk or subdirectory, highlight 2. A different disk and press <return> (See page 44 for information on selecting a different location). Next, you will see:

Save as...

- 1. The current name: Sample.Class  
2. A different name  
-----

Escape to Cancel

If you wish to keep the same file name, press <return>. If you wish to change the name of the file to save highlight option 2. A different name and you will be prompted to enter the new name. If you change the name, the Amazing Window will check to see if that file has been saved on the disk and ask if you want to overwrite the existing file or rename the file you are saving.

Note: Pressing OA-S followed by 2 <return>'s will save the current class to the same disk with the same name.

OA-T: Open-Apple-Maximum Poin'T's

Use this command to change the number of points possible for both exams and assignments. For example, if you had entered an assignment and had made it worth a possible 50 points and later, you decide that it should be out of 75 points. You could use the OA-T command and a row of dashes will appear in the upper-left hand corner of the screen. Enter the new number of points, press <esc> to restore the old value.

OA-U: Open-Apple-'U'tilities Menu

Use this command to switch to the Utilities Menu. The Utilities Menu is a set of options giving the Amazing Window its flexibility. This is where you

can configure the Amazing Window to your liking. You can format disks, create subdirectories, configure the keypad, and the list goes on.

See the section on the Utilities Menu for more information.

OA-W: Open-Apple-'W'weighted Area

Use this command to change the weighted area of an assignment. If you do not use weighted areas, then you will not have a use for this command. When you enter an assignment, you will be given the option of which weighted area the assignment is to be associated. If you decide later that you do not want the assignment associated with that weighted area, but with another, the OA-W command will let you change the association. Use the arrow keys to scroll thru the list of weighted areas. Press <return> to select the weighted area.

See the section on Defining Weighted Areas for more information.

OA-?: Open-Apple-'?'-Help

This command will present a "Help Card" like the one shown. It is a quick reference to the commands that are available from the entry screen.

Help Card	
SA-A : 'A'ssignment Add	A-K : 'K'alculate
SA-S : 'S'tudent Add	A-M : 'Assign'M'ent Name
SA-1-9 Proportional Left/Right	A-N : 'N'ew Class
-----	
OA-A : 'A'ttendance Screen	A-O : 'O'pen Class
OA-B : 'B'ASIC Quit	A-P : 'P'rint Menu
OA-C : 'C'atalog	A-Q : 'Q'uit
OA-D : 'D'ays/Period	A-S : 'S'ave Class
OA-E : 'E'xams Screen	A-T : Maximum Poin'T's
OA-F : 'F'ind	A-U : 'U'tilities Menu
OA-G : 'G'rades	A-W : 'W'weighted Area
	A-1-9 Proportional Top/Bottom

Print Menu

Print Menu
-----
1. Student Summary
2. Class Summary
3. Daily Attendance
4. Assignment Summary
5. Attendance Summary
6. Incomplete Assignments
7. Student Codes
8. Report Cards
9. Worksheets
-----
(Escape)=Grades Entry

To select an item from the Print Menu, you can type the number of the line, or use the arrow keys to scroll through the list. The current option will be highlighted. To select (or execute) a line, press <return>. If you press <esc> at the Print Menu, you will be returned to the grades entry screen.

Note: If you are using a numeric keypad, you can press the '\*' Asterisk and it will be the same as pressing <esc>. This will work anywhere in the Print

Menu section of the Amazing Window.

At times in the Amazing Window, you will be asked to supply information about how and where you want the information to be displayed. For example, you will tell the computer whether you want the output to go to the printer or to the screen. Each of these prompts are shown below one time rather than for each report format. All of the prompts are menu driven and can be run from the numeric keypad.

Print Report for:

-----

1. Entire Class
2. Single Student
3. Starting With

This prompt will let you determine which of the students in the current class to print. If you choose option 1. Entire Class, then a separate report will be printed for each student. If you choose option 2. Single Student, then you will be presented a list of all of the students in the current class and ask to highlight which student to print. If you choose option 3. Starting With, then you will be presented the same list of students, but you will highlight the first student to print. A report will be printed for that student and each student following until the end of the class has been reached. This option was designed primarily to facilitate printer jams. If you have printed half of a class and the printer jams, you do not have to print each student individually, you can choose this option and let the program do all of the selecting for you.

Print by:

-----

1. Names & Codes
2. Names Only
3. Codes Only

The Amazing Window keeps a secret number for each student in a class. By doing this, you can post student results and keep the names secret. If you choose option 1. Names & Codes, the student's secret code and their name will be printed. If you choose the option 2. Names Only, then only their name will be printed. If you choose the option 3. Codes Only, then the printout will be in code number order and only the secret codes will be printed.

Report to:

-----

1. Printer
2. Screen

The Amazing Window will allow you to see your reports on screen before you print them to the printer. This is a big paper saver. You can print the Amazing Window Reports on any 80 column printer located in any available slot (See Program Settings: Printer Slot for details on determining which slot your printer is located). If you choose option 1, then the reports will be printed to the printer. If you choose option 2, then the reports will be printed to the screen.

Note: Ctrl-S (hold down the control key and press the letter S) will act as a pause while you are printing to the screen. To release the pause, you can press any other key. Some printers and interface cards may consider some characters to be control characters and cause strange printouts. If this happens check for the following characters: [, \, ], \_ in your student names or assignment names and remove them.

Form Feed Setting

- 1. Do Not Advance
- 2. Advance

The Form Feed Setting will determine whether each report is printed on a separate page, or if they are to be printed continuous. If you choose option 1. Do Not Advance, then each report will have a couple of blank lines printed at the end before the next report begins. If you choose option 2. Advance, then each report will begin at the top of the next page.

Note: If you choose 1. Do Not Advance, then the reports will be printed over the perforation lines on the paper. If you choose 2. Advance, the program assumes that when you turned on the printer you had the printer head lined up for the top of form. See your printer manual for a description of these terms if you do not understand them.

1. Student Summary

The Student Summary is a complete report of the student's activities. This will act as an interim report for the student, parents, and counselors.

Note: The Grades Summary will only appear if you have compressed a grading period (i.e. you are in the 2nd grading period or later).

Note: If any weighted area is defined as all bonus points, it will not be calculated.

METALS.1.2		5/21/90		METALS.1.2	
-----					
Student Summary					
-----					
Student Name :Smi					
-----					
A#-Assignment Name	Score	%	A#-Assignment Name	Score	%
-----					
A2-Chapter 1 Quiz	20/ 20	100	A2-Graham/Bell	20/ 20	100
A2-Informative Homew	20/ 20	100	A2-North/Black	18/ 20	90
A2-History of Archit	20/ 20	100	A2-Whitney/Fulton	20/ 20	100
A2-Filmstrip Quiz	20/ 20	100	A2-Industrial Rev.	20/ 20	100
A2-Chapter 2 Quiz	20/ 20	100	A2-Vacuum Tube	19/ 20	95
A1-Attendance Week #	100/100	100	A1-Attendance Week 3	100/100	100
A2-Chapter 2 Rev. Qu	20/ 20	100	A2-Bakelite	20/ 20	100
A2-Current Events Re	20/ 20	100	A2-Poly-Vinyl Chloride	20/ 20	100
A2-Current Events Sp	20/ 20	100	A2-Plexy-Glass	20/ 20	100
A2-History of Light	15/ 20	75	A2-FiberGlass	20/ 20	100
A2-Chapter 3 Quiz	20/ 20	100	A2-Thermosets/Thermoplastics	20/ 20	100
A1-Attendance Week #	100/100	100	A1-Attendance Week #4	100/100	100
-----					
Grades Summary					
-----					
P1=90% P2=93% P3=96%   S=93%   P4=98% P5=98% P6=99% E=94% S=98%					
-----					
Weighted Area Summary					
-----					
A#-Weighted Area N   Weight Possible   Earned   Excused   Percent					
+-----+-----+-----+-----+-----+					

A1-Attendance		50%	400	400	0	100%
A2-Tests, Quizzes, ork		50%	400	392	0	98%
+-----+-----+-----+-----+-----+-----+						
Composite Grading					Grade	Percent
+-----+-----+-----+-----+-----+-----+						
					A+	99%
					+-----+-----+	

Note: A# is the weighted area number. Grade Sum#mary P1,P2...P6 is the grading period percentage, E is the Exam, and S is the Semester Average.

## 2. Class Summary

A Class Summary will display a concise report of each students efforts. It will display percentages in all of the weighted areas. For convenience, a total of the number of days absent is also displayed. You can print this report by Names & Codes, Names Only, or Codes Only. A sample is shown for each of the possibilities.

### Names & Codes

METALS.1.2	5/21/90		METALS.1.2									
-----												
Class Summary												
SC#-Student Name	Gr	Ab	Comp.	A-1	A-2	A-3	A-4	A-5	A-6	A-7	A-8	A-9
214-Brown, David	A+	0	99%	100	98							
77-Crown, Jill	A-	0	92.25%	100	85							
232-Estep, Cheri	B-	1	82.25%	89	76							
1-Goings, Joe	B	3	86.05%	85	87							
55-Holloway, John	F	2	59.17%	90	28							
148-Justice, Richie	F	7	59.06%	64	54							
155-Kirby, Crystal	B-	1	80.13%	95	65							
224-Mextroff, Sue	B+	3	89.26%	85	94							
177-Reardon, Cheryl	A-	1	92.93%	94	92							
158-Sells, Michelle	B	3	83.61%	85	82							
+-----+-----+-----+-----+-----+-----+												
Class Averages	B-		82.37%	88	76							
+-----+-----+-----+-----+-----+-----+												

### Names Only

METALS.1.2	5/21/90		METALS.1.2									
-----												
Class Summary												
SC#-Student Name	Gr	Ab	Comp.	A-1	A-2	A-3	A-4	A-5	A-6	A-7	A-8	A-9
###-Brown, David	A+	0	99%	100	98							
###-Crown, Jill	A-	0	92.25%	100	85							
###-Estep, Cheri	B-	1	82.25%	89	76							
###-Goings, Joe	B	3	86.05%	85	87							
###-Holloway, John	F	2	59.17%	90	28							
###-Justice, Richie	F	7	59.06%	64	54							
###-Kirby, Crystal	B-	1	80.13%	95	65							
###-Mextroff, Sue	B+	3	89.26%	85	94							
###-Reardon, Cheryl	A-	1	92.93%	94	92							
###-Sells, Michelle	B	3	83.61%	85	82							
+-----+-----+-----+-----+-----+-----+												

|Class Averages |B-| | 82.37%| 88| 76|

Codes Only

METALS.1.2

5/21/90

METALS.1.2

Class Summary

SC#-Student Name	Gr Ab Comp.	A-1 A-2 A-3 A-4 A-5 A-6 A-7 A-8 A-9
1-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	B   3  86.05%	85  87
55-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	F   2  59.17%	90  28
77-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	A-  0  92.25%	100  85
148-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	F   7  59.06%	64  54
155-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	B-  1  80.13%	95  65
158-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	B   3  83.61%	85  82
177-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	A-  1  92.93%	94  92
214-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	A+  0  99%	100  98
224-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	B+  3  89.26%	85  94
232-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	B-  1  82.25%	89  76
Class Averages	B-    82.37%	88  76

3. Daily Attendance

This report is useful if you keep daily attendance. This will report any student who owes you a re-admit to class. For example, if a student is absent from class, then you will enter an 'A' for absent in the Attendance entry screen. If they are on the absence list as excused or unexcused, then you can change the letter 'A' to an 'E' or 'U'. On this printout, the total number of A's, T's and minutes tardy will appear.

METALS.1.2

5/21/90

METALS.1.2

Daily Attendance Summary

Student Name	Absent	Tardy Days	Tardy Minutes
Estep, Cheri	1	1	
Goings, Joe	2		

4. Assignment Summary

This report can be posted after each assignment so students can find out their grade. You can print by Student Names & Codes, Names Only, or Codes Only. The codes are nice for posting so that student confidentiality is preserved. The Assignment Summary will give each student's score out of the total possible and the percentage score.

METALS.1.2

5/21/90

METALS.1.2

Assignment Summary

Assignment Name :Quiz 1  
Weighted Area :Tests & Quizzes  
Maximum Points :20

SC#-Student Name	Score	%	SC#-Student Name	Score	%
214-Brown, David	20/ 20	100	148-Justice, Richie	(E)/ 20	(E)
77-Crown, Jill	19/ 20	95	155-Kirby, Crystal	18/ 20	90
232-Estep, Cheri	20/ 20	100	224-Mextroff, Sue	20/ 20	100
1-Goings, Joe	18/ 20	90	177-Reardon, Cheryl	20/ 20	100
55-Holloway, John	19/ 20	95	158-Sells, Michelle	16/ 20	80

The Class Average is: 94.44%. Or an average grade of : A

#### 5. Attendance Summary

The Attendance Summary will printout a complete report of each student's class attendance. The report will identify how many days the student was Present, Absent, Excused, UnExcused, Tardy, Minutes Tardy, and Vacation. A sample printout is shown below.

METALS.1.2	5/21/90							METALS.1.2
Attendance Summary								
Student Name	Present	Absent	Excused	UnExcused	Tardy	Minutes	Vacation	
Kirby, Crystal	15	3	1		2	13	1	

#### 6. Incomplete Assignments

This report format will display a list of all of the assignments for the current class which currently have a grade (I) for incomplete. A sample printout is shown below.

METALS.1.2	5/21/90		METALS.1.2
Incomplete Assignments Summary			
Student Name:	Brown, David		
	Quiz 1		
	Quiz 3		
	Attendance Week #1		
Student Name:	Estep Cheri		
	Quiz 2		

#### 7. Student Code List

For student confidentiality, you may choose to use student codes. The Amazing Window assigns random codes when you create a new class. To print out a list of all of the students and their codes, you select this option. A sample Student Code List printout is shown below.

METALS.1.2	5/21/90		METALS.1.2
Student Code List			
71---	Angle, Right	89---	Ohio, Carmen
76---	Baker, Chef	199---	Parrot, Polly
95---	Best, Better	200---	Pizza, Pepperoni
141---	Board, Key	123---	Punch, Hole

176---Butter, Peanut	124---Ribs, Barbequed
128---Cider, Apple	213---Ring, Diamond
170---Clip, Paper	175---Scan, Digital
120---Clock, Digital	162---Screwdriver, Phillips
210---Cover, Book	212---Stapler, Emanual
186---Disk, Floppy	70---Stick, Joy
181---Drive, Disk	113---Tall, Walking
192---Eraser, Pencil	130---Telephone, Cordless
191---Faucet, Leaky	148---Trickling, Water
106---File, Rolodex	77---Weather, Fair
203---Grass, Green	193---Well, Artesian
206---Hoy, Chips A.	140---Will, Strong
127---Keypad, Numeric	126---Willy, Wet
165---Mess, Fine	100---Wizer, Certainly
190---Milk, Dairy	154---Worthy, Shirley
117---Monitor, Amber	118---Wright, Left

8. Report Cards

The Amazing Window will keep track of student grades not only for the current grading period, but will track grades for a semester and even a year. To find out how a student is doing for the year, then you can print his or her report card and the display will show all of their composite grades for the year.

Note: The current grading period will appear in the next grading period on the Report Card if you have entered any assignments. If you have not any assignments in the current grading period, then only those compressed periods will be displayed.

Note: The first semester grades appear in the first row and the second semester grades appear in the second row. So, Per. 1/4 means the column has the first grading period in the first row and the 4th grading period in the second row.

METALS.1.2	5/21/90				METALS.1.2		
Student Name	Per. 1/4	Per. 2/5	Per. 3/6	Exam	Semester	Final	
Pie, Butterscotch	96.34%A	97.23%A	96.65%A	93%A	96.20%A		
	98.19%A+	88.49%B+	92.34%A	94%A	93.15%A	94.68%A	
Pizza, Pepperoni	99.50%A+	99.00%A+	98.40%A+	98%A+	98.83%A+		
	98.69%A+	93.79%A	99.80%A+	99%A+	97.65%A	98.24%A+	
Punch, Hole	88.75%B+	90.05%A-	89.80%B+	88%B+	89.31%B+		
	90.40%A-	93.45%A	94.54%A+	94%A	92.96%A	91.14%A+	
Ribs, Barbequed	96.34%A	97.23%A	96.65%A	93%A	96.20%A		
	98.19%A+	88.49%B+	92.34%A	94%A	93.15%A	94.68%A	
Ring, Diamond	99.50%A+	99.00%A+	98.40%A+	98%A+	98.83%A+		
	98.69%A+	93.79%A	99.80%A+	99%A+	97.65%A	98.24%A+	





assignment to delete. The only way to "un-do" the delete is re-load the file from the disk or your backup data disk. You are keeping a backup data disk. (Not a question.)

## 2. Delete File

At the end of a semester, or after creating files to play around with, this option will let you delete class files from your disk. You will only be presented with files which were created by the Amazing Window. You can delete them from the current disk, or any other disk. You can select the device to delete the files from by Slot and Drive, or by Pathname. (Note: See the section on Location of Data for more information on Slot/Drive Combinations and Pathnames)

Note: The Amazing Window uses the Apple standard delete. So, if you are lucky, a program that undeletes files (such as Copy II Plus (TM)) should recover the files. However, we offer no guarantees.

## 3. Delete Student

When a student moves out of the school district, or for one reason or another is no longer in your class, then you will want to use this option to remove him/her from your class roster. You will be presented a list of all of the students in the current class and asked to highlight the student you wish to delete. Once you have selected the name of the student to delete, you will be given a prompt to make sure that this is THE student you wish to delete. If you press 2. Yes the student will be deleted. Option 1. No will cancel the operation.

## 4. Delete Weighted Area

Let's say that you have entered multiple weighted areas and later decide to remove one. The Amazing Window will allow you to remove all but one of the weighted areas. You must have one weighted area (Default is General Area for a New Class). You will be presented a list of the weighted areas that you have entered. You may then select one to delete. All assignments which have been entered in that weighted area will automatically be deleted. Before deleting a weighted area, you can move any assignment(s) to a different weighted area with OA-W on the entry screen. For more information on Weighted Areas, see the section in the manual called Defining Weighted Areas on page ##.

Note: You can delete any weighted area, however one weighted area must remain for the gradebook to operate.

## 2. Disk Functions...

### Disk Functions

- ```
-----  
1. Create Subdirectory  
2. Delete File  
3. Format a Blank Disk  
4. Location of Data Files  
-----
```

(Escape)=Utilities Menu

All of the disk operations with the exception of saving and opening classes are covered under this menu item. You can Create a Subdirectory, Delete a file, Format a Blank Disk, and set the Location of Data Files.

## 1. Create Subdirectory

ProDOS allows you to organize files in multiple directories and subdirectories, this utility will let you select a path to create a directory. You will be asked to type in a legal ProDOS pathname. The directory will be created. This is especially useful for 3.5" and hard disk drive users. Since you can store Amazing Window files in any ProDOS path, you can put the class files anywhere you like. If you do not understand subdirectories, just ignore this.

## 2. Delete a file

Once you have finished a semester or school year, you might want to clear some files off of your data disk, or data directory. Of course, you could re-format the disk, but then you lose everything. This utility will show and delete only Amazing Window files.

## 3. Format a Blank Disk

This utility uses the standard SAC.SYSTEM Disk Formatter Routines. If you have 128k of memory, this is the only time after booting that the Amazing Window requires the use of the program disk. You will be presented the menu shown below to specify information about which device you wish to format.

```
+++++  
:::===[[[[ DISK FORMATTER ]]]]===:::
```

```
->          SLOT: 6          <-  
          DRIVE: 1
```

```
VOL. NAME: /DATA
```

```
FORMAT DISK ARROWS SELECT OPTION,  
RETURN CHANGES OR
```

```
EXECUTES SELECTED OPTION, ESCAPE QUILTS.
```

```
+++++
```

The cursors, -> and <-, show the option to change or execute. For example, the cursor appears at SLOT: 6, pressing <return> will change it to the next slot which in this case would be 7.

By pressing the down arrow, you will be able to select the DRIVE to format. Press the down arrow again, and you type in the Volume Name (note: you can use the default volume name). Press the down arrow again, and press <return> and the disk will be formatted.

Important Note: You should always format disks before loading or starting a class just in case the formatting process causes weird things to happen.

## 4. Location of Data Files

This utility appears in two locations in the Amazing Window program. It appears here and under Program Settings.

Please refer to the section of the manual on Utilities: Program Settings - Location of Data Files found on page ## for complete details.

### 3. End this grading period

At the end of a grading period, the Amazing Window will allow you to compress the student's composite grade and start with the same student list in the next grading period. If it is the first time that you have compressed the current class, the program will ask how many grading periods are in one semester. For example, if you have 9 weeks in a grading period, then you have two grading periods per semester.

#### Grading Periods/Semester

---

1. Two
2. Three

The program will remember how many grading periods are in one semester. So you will only need to enter this once.

#### Semester of Grading Period

---

1. Grading Period in 1st Semester
2. Grading Period in 2nd Semester

The grading period will either be in the first semester or the second. Select the semester of the grading period just finished from the menu.

Once you have selected the semester for the grading period, you need to specify which grading period within the semester was finished. This screen will vary depending on whether you have 6 week grading periods, or 9 week grading periods. The screen shown is for 6 week grading periods. The only difference is that 9 week grading periods will only have 2 choices instead of 3.

#### Grading Period Just Finished

---

1. First
2. Second
3. Third

The final screen is a last chance screen to make sure that you want to compress the period.

#### End this grading period

---

1. No
2. Yes

If you select Yes from this screen, the grading period information will be compressed. All individual assignments, scores and attendance information will be cleared from memory. Student names are retained. You are ready to start a new grading period. You will be able see the compressed information appear on the Report Card or Student Summary from the Print Menu.

Note: Make sure you make a class summary printout before compressing a grading period. Also, keep a copy of the data file just in case you need to look up specific information later.

### 4. Program Settings...

This menu is used to set the default settings for the Amazing Window. Once you configure the Amazing Window for your liking, then you can save the

default settings so you do not have to reset the configuration each time you "boot" the Amazing Window. You will be presented the following menu to configure the Amazing Window.

#### Program Settings

- 
1. Default Move After Entry
  2. Exam Weight
  3. Keypad Configuration
  4. Letter Grade %'s
  5. Location of Data Files
  6. Printer Slot
  7. Set Computer Clock Speed
  8. Save Program Settings
- 

(Escape)=Utilities Menu

#### 1. Default Move After Entry

This works similar to the Appleworks Spreadsheet direction after entry command. If you select down, then the cursor will automatically move down one row after you press <return>. If you select right, then the cursor will move right one column after you press <return>. The following menu will be presented to choose which of these options you want.

#### Default Move After Entry

- 
1. Down
  2. Right
- 

(Escape)=Program Settings

#### 2. Exam Weight

Use this utility to set the weight of both semester exams. For example, if you want the exam to be worth one-fifth of the semester grade, then you will enter 20 (for 20%) in the following screen.

Exam Weight of Semester Grade: ---

#### 3. Keypad Configuration

A section of this manual is devoted to using the keypad, but this section of the Utilities Menu will allow you to configure the keypad to suit your own tastes and preferences. You can individually define what the \*,+,-, and / keys will do when in the Attendance, Exams, or Grades entry screens. You can configure for Attendance or Exams/Grades entry. The reason that Exams/Grades are combined is that the special case entries are the same. (i.e. (E) Excused, (I) Incomplete, etc.). The keypad is configured with the following settings on your original Amazing Window disk.

| Key | Grades/Exams | Attendance |
|-----|--------------|------------|
| *   | <esc>        | <esc>      |
| +   | (E)xcused    | 'P'resent  |
| -   | (I)ncomplete | 'A'bsent   |
| /   | (U)nExcused  | 'T'ardy    |

Upon selecting Keypad Configuration the following screen will appear.

#### Keypad Configuration

- 
1. Attendance Screen
  2. Exams/Grades Screens
- 

(Escape)=Program Settings

Choosing option 1. Attendance Screen will let you configure what the keys will represent when you are in the Attendance Entry Mode. Choosing option 2. Exams/Grades Screens will let you configure the keypad for the Exams and Grades entry mode. When you configure the keypad, the program knows whether or not to use the Attendance settings or the Exams/Grades settings. So, you can have complete configurations for the keypad - very flexible. The following screen will let you choose which of the common keypad keys to configure.

#### Key to Configure

---

1. Asterisk (\*)
  2. Plus (+)
  3. Minus (-)
  4. Divide (/)
  5. Configure All
- 

(Escape)=Program Settings

If you have chosen to configure for Attendance, then you will see the following screen. You will highlight one of the options (1-7) and from now on, when you are entering attendance, pressing the "keypad key" will enter the attendance code you selected.

Attendance Keypad Key: Asterisk (\*)

---

1. 'A' for Absent
  2. 'E' for Excused
  3. 'P' for Present
  4. 'T' for Tardy
  5. 'U' for UnExcused
  6. 'V' for Vacation/Disaster
  7. 'Esc' for Escape
- 

(Escape)=Program Settings

If you have chosen to configure for Exams/Grades, then you will see the following screen. You will highlight one of the options (1-4) and from now on, when you are entering grades, or exams pressing "keypad key" key will enter the Exams/Grades code you selected.

Exams/Grades Keypad Key: Asterisk (\*)

---

1. 'E' for Excused
  2. 'I' for Incomplete
  3. 'U' for UnExcused
  4. 'Esc' for Escape
- 

(Escape)=Program Settings

From these screens, you can make the Asterisk on the keypad represent the special case entries. This is designed for people with numeric keypads to make keypad entry faster so that you may never have to leave the keypad when

entering scores. The only time you will have to use the keyboard is to enter a student's name, an assignment, or to type in a weighted area name. Everything else can be done from the keypad! See section on Using the Keypad for complete details.

#### 4. Letter Grade %'s

Just as there are many different educational philosophies, there are many differences in grading scales. Many school districts have a district policy for grade percentages for letter grades. The Amazing Window allows you to define your letter grades not only by percentage, but which letter grades you use.

|                   |               |
|-------------------|---------------|
| (Arrows)=Move     | Grade Min%    |
| (Ctrl-N)=Not Used | +-----+-----+ |
| (Return)=Change   | A+  > 98%     |
| (Escape)=Done     | A   92%       |
|                   | A-   90%      |
|                   | B+   88%      |
|                   | B   82%       |
|                   | B-   80%      |
|                   | C+   78%      |
|                   | C   72%       |
|                   | C-   70%      |
|                   | D+   68%      |
|                   | D   62%       |
|                   | D-   60%      |
|                   | +-----+-----+ |

To move through the list of percentages, you may use the arrow keys, or the number keys on the keypad. When the cursor ">" is located to the left of the letter grade percentage you wish to change, press <return> and '---' will appear for you to type in the new percentage. If your school district does not assign a particular letter grade, such as D-, then you place the cursor beside that percentage and press <ctrl-N> and N/A will appear. This means that the Amazing Window will not assign that letter grade for any student.

Note: Anything below the last Min% shown will automatically be assigned the letter grade 'F'. Using the previous chart, Amazing Window would assign an "F" to all percentages below 60%, "D-" to percentages below 62%, "D" to percentages below 68% and so on.

#### 5. Location of Data Files

The Amazing Window can read its data files from any legal ProDOS directory. So, it can be located several directories above or below the Amazing Window program. When you select Location of Data Files, you will see the following screen appear which will control where you set the Location of your data files. Since the Amazing Window allows you to change the location when you load or save files, you may never again use this option after you have it set where you want it.

##### Change Default Data Path

- 1. The current disk: Slot 6, Drive 1
- 2. A different disk

Escape to Cancel

When you purchase your original disk, the default location for data files is

Slot 6, Drive 1. If you have more than one disk drive, then you may wish to change this location to a different location. If you wish for your data files to be located where the current disk is, then simply press <return>. If you wish to change the location select option 2. A different disk.

Select disk by:

- 
1. ProDOS Prefix
  2. Slot/Drive
  3. Key in a Path
- 

Escape to Cancel

You can select the location by:

1. ProDOS Prefix - select this option and the Volume Names of all disks currently in a drive will be listed. Highlight and select the name you want.

2. Slot/Drive - this is the way most people select the location of their data disk. You will be given a list of all drives currently in your system (except Slot 3, Drive 2). Highlight and select the location where the Amazing Window will be able to find the data disks.

3. Key in a Path - if you have a hard disk or 3.5" disk drive, then this feature will greatly reduce the amount of time it takes to reach the directory where you want to store or have stored your Amazing Window files. You will need to know the exact pathname. The Amazing Window will place a "/" at the beginning and end if you do not do so. This means the pathname must be a complete ProDOS pathname starting from the volume or root directory.

Note: Key in a path is an advanced feature of the Amazing Window placed here for the experienced computer operator. If you are not familiar with the ProDOS file structures, then you may want to use options 1 and 2 for convenience sake.

## 6. Printer Slot

You can set Amazing Window to work with a printer in any slot. However, it comes preset to Slot #1.

Note: Slot 0 and Slot 3 are not on this list since they are reserved for the keyboard and 80 Column card. Most printers are in slot #1.

### Printer Slot

- 
1. Slot #1
  2. Slot #2
  3. Slot #4
  4. Slot #5
  5. Slot #6
  6. Slot #7
- 

(Escape)=Program Settings#

## 7. Set Computer Clock Speed

If you use the numeric keypad, then this setting will apply to you. If you do not use the numeric keypad, or the short cuts available for the keypad, then do not worry about setting this option.

This option controls the double-click speed for the decimal point on the keypad. The disk is preset to 1 Mhz. This is the standard value for Apple //e, and //c which have not been modified. When setting this option, you should round the value of your clock speed up (i.e. 2.7 becomes 3). The following table will give you the standard values for most situations:

| Computer       | Value |
|----------------|-------|
| Apple //e      | 1     |
| Apple //c      | 1     |
| Laser 128      | 1     |
| Apple //gs     | 3     |
| Apple //c Plus | 4     |

If you have a Zip Chip, Transwarp card or other speed up device, set the CPU speed to match the speed up device. You will see a screen like the one below to set the Computer Clock Speed:

Computer CPU Speed is: ---

You type in the value from the chart on page 46 and the program takes over from there. You will see the screen below to verify that you have typed in the correct setting.

Computer CPU Speed is: 1

- 1. No  
2. Yes

If you press <return> and 'No' is highlighted, then you are returned to the Program Settings Menu. If you press 'Yes' then the temporary setting for the Amazing Window will be changed. If you want to make the setting permanent, then see the next section on saving the default settings.

## 8. Save Program Settings

This option will save all of the default values you have set for the Amazing Window so that each time you "boot" the Amazing Window these settings will be in effect until you change them. The following screen will appear to verify that this is what you want to do.

Save Program Settings PERMANENTLY

- 1. No  
2. Yes

If you press No or <esc>, then the settings will not be saved and the old values will be retained for the next time you "boot" the Amazing Window. If you press Yes, then the program will save the default settings on the program disk.

## 5. Sort Class Roster

Once you have entered a class roster, or added a student in the middle of the year, you may choose to have the student list sorted alphabetically. This

options will take care of all of that for you. The following screen will appear to make sure that sorting is exactly what you want to do.

Sort Class Roster

- 
1. No
  2. Yes

If you have a situation where a certain group of students need to be grouped separately in the class roster, enter those students names beginning with a lower case letter instead of an upper case letter. They will be grouped alphabetically after the part of the class which began with an upper case letter. Student names can also begin with or contain numbers which may serve useful purposes when designing a class roster to be sorted.

Note: The Amazing Window uses ASCII values for sorting the class roster. So, the order of precedence when sorting is based the standard ASCII value.

6. Style Sheet Creation

If you happen to have your classes organized to the point that assignments from year to year do not vary, then this option will save you a lot of typing. All you have to do is load in a class that already has all of the assignments entered for a grading period. Then select 6. Style Sheet Creation.

The program will take all of the students and grades out, and keep all of the assignments. Then you can save the class as a Style Sheet or Template. The next time you want to have a class which has all of those assignments, you simply load in the Style Sheet and enter the class roster. All of the assignments are given an (E) Excused grade, so they do not affect the student grade until scores have been entered.

The following screen will appear to make sure that a Style Sheet is what you really want to do.

This will destroy current class!

- 
1. Save Class First
  2. Go ahead - Create Template

Option 1. Save Class First will let you save the class file before removing names and grades. Option 2. Go ahead... creates the style sheet. Once the template is created the "class" in memory will be the style sheet. Its name will be "TEMPLATE." Use OA-S to save this style sheet. Be sure to give it a new name such as "MATH.10.STYLE" so you will know it is a style sheet for 10th grade math classes.

7. Weighted Areas...

Weighted Areas

- 
1. Setup
  2. Compression
  3. Delete
- 

(Escape)=Utilities Menu

1. Setup

This is where you set up the weighted areas for your class. When a New Class is created, there is automatically one weighted area called the General Area. If you do not use weighted areas, this takes care of you. It is worth 100% of the class grade. If you want to use weighted areas, then you will want to change the General Area to your first weighted area name (i.e. Homework or Quizzes). To change a name, you simply have the cursor ">" to the left of the name you want to change and press <return>. A row of "-"s will appear to show you how many characters you may have. You change the percentage of the weighted area with the same method.

Refer to the section of the manual called Defining Weighted Areas for complete details on setting up weighted areas (see pg. 10).

## 2. Compress

Two assignments in the same weighted area can be combined into one assignment. For example, you have one assignment called Homework.A worth 25 points and you have another assignment called Homework.B worth 50 points. To compress these two assignments you would first select the Weighted Area Homework. The assignment to be compressed would be Homework.B and the assignment to be combined with it would be Homework.A. The result would be Homework.A being worth 75 points and the scores each student received would be added together to come up with their score.

Note: (I)Incomplete and (U)UnExcused scores automatically become 0's when compressing.

You will first be asked to select the weighted area of the assignments you want to combine. The screen will appear like the one shown below.

```
Select a Weighted Area
-----
1. Homework
2. Tests
3. Participation
-----
(Escape)=Utilities Menu
```

After you have selected the weighted area, you will be given two menus. One to select the name of the assignment to be compressed (i.e. the assignment name which will be combined and then deleted). The second to select the name of the assignment which becomes the combined assignment. Both assignments must be in the same weighted area.

The next screen will make sure that you want to proceed with the Compression.

```
Compress Assignments
-----
1. No - Do Not Compress Assignments
2. Yes - Compress Assignments
-----
(Escape)=Utilities Menu
```

The final screen will ask if you would like to have Excused Grades adjusted. In most cases you will want to do this to be fair to the student. But, here is what the program will do to compensate for an Excused Assignment when combining. Case: Homework.A is worth 25 points and the student received 20 points. Homework.B is worth 75 points and the student received an (E) excused grade. When combined Homework.A will become worth 100 points and the student will still have the same percentage (20 out of 25) 80%. So the student would

have 80 points entered in the combined assignment. If a student has an excused grade in both assignments, they will have an excused grade entered in the combined assignment.

### 3. Delete

If you have entered more weighted areas than you are going to use, then you may want to 3. Delete some of the weighted areas. This feature will allow you to do just that.

Note: You must have more than one weighted area entered before this feature will be enabled.

The screen shown below will present you with a list of all of the weighted areas you have entered. You can then select the Area you want to delete.

Note: All assignments in a weighted area will automatically be removed if you delete the weighted area.

```
Select a Weighted Area
-----
1. Homework
2. Tests
3. Participation
-----
(Escape)=Utilities Menu
```

### 8. Edit Student...

This utility will allow you to modify a student's grading period scores. For example, if you have compressed grading period 1 and are now working on grading period 2. A student who has been absent has turned in some work which will change their first period grade. You can use this utility to select the student and change their period 1 grade.

You will be asked to select the student from the same window that you select a student from in the Print Menu and other places in the Utilities Menu. Once a student is selected, the program will ask you which period you want to modify.

Once you select the period you want to modify, you have three options. First, you can enter a new score for the student. Once you press return, the student's period score will be modified. Second, you can excuse the student for the period score. If a student moves in to your school from another district and their old grades have not arrived or you do not wish to count them, you can press E for excused grade. Third, you can press <escape> and bail out of the process back to the Utilities Menu.

### Site License Application

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