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Pull Out Section

In the center of this manual, there is a pullout section. This can be removed from the manual and kept with your computer as a reference chart. If you have site licensed the Amazing Window, you may make as many copies of this reference sheet as you have teachers.

Chapter 1
Introduction**WELCOME TO THE AMAZING WINDOW**

Welcome to the Amazing Window, the electronic gradebook for teachers with Apple II computers. Before we begin “amazing” you with the powerful features of the Amazing Window, 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 and modify student records, keeping the teacher and the student up-to-date. The Amazing Window gives you the ease of Appleworks to manipulate student information. Appleworks users will find many of the commands used in the Amazing Window are the same as those used by Appleworks.

The Amazing Window can be a replacement for or a compliment to the classroom gradebook. This program provides the options to keep attendance, semester exams, as well as student grades.

The heart of any computer gradebook program is the ability to display and change the information about students, attendance, assignments, and exams. The Print Menu of the Amazing Window provides 9 basic 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. The entry screens are in a spreadsheet format which allows for easy viewing and altering of student attendance, exams, and grade information. Much effort has been made to make this program easy to use while maintaining enough features to excite even the most experienced computer operators.

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

Chapter 2

Getting Started - A Tutorial

This is a step by step guide for starting your first class using the Amazing Window Gradesheet. Refer here later for a refresher course when needed, too. **Before starting this tutorial, make a backup copy of the “Amazing Window” disk.** You can use the Utilities disk that came with your Apple computer or any disk copying program to make the backup copy. Put your original “Amazing Window” disk in a safe place and use the copy.

Boot Up Amazing Window

We have to start with a little jargon. “Boot Up” means to put the disk in the disk drive and turn on the computer. Here is what you will see when you boot the Amazing Window disk:

1. A ProDOS copyright message. (lasts about 2 seconds)
2. A SAC System copyright message (lasts about .5 seconds)
3. The SAC Main Menu:

```
SAC: THE SHOP ASSISTANT COLLECTION
COPYRIGHT 1988 KITCHEN SINK SOFTWARE INC
```

```
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
```

To select an application from the SAC Main Menu, you can use the arrow keys, or you can type the letter that appears in front of the application you want. When the name of the application you want is highlighted then press <return>.

Amazing Window

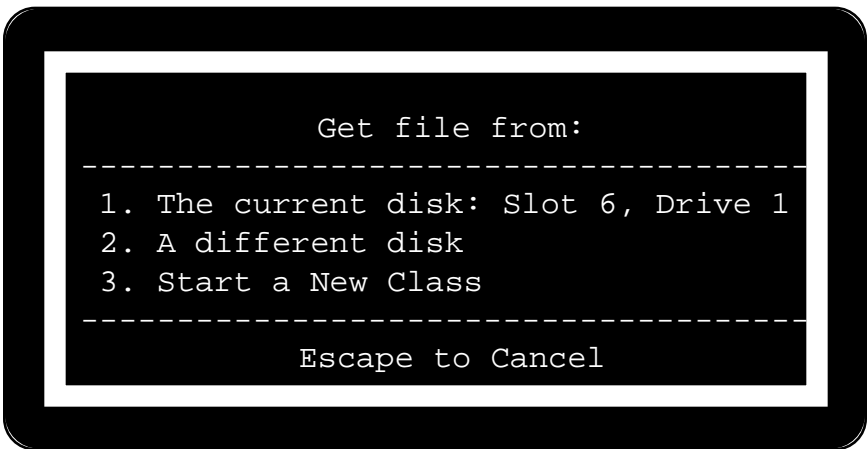
This option in the SAC Main Menu is the gradesheet program. Execute this option to start the electronic gradebook. The Installer, UnSAC and Help options are covered in detail in Appendix B.

Running the Amazing Window

When you run the Amazing Window a title screen indicating the version number of your program appears on the screen. The title screen will remain for a short while as the program loads into memory.

The next screen offers the opportunity to enter the current date. Use the arrow keys to move the flashing cursor to any location in the date to make a change. The key you press will replace the current character at the flashing location. Only numbers will be accepted. If your computer has a built in clock the date will be entered for you automatically and the program will move on.

Finally, we get to a menu which allows you to load an existing class data file or enter a new class.



Select "3. Start a New Class" by pressing an arrow key until this option is highlighted, or press the number 3. Press <return>. You can now enter a name for the class. The program will limit you to characters that ProDOS will allow for a filename, so you don't have to worry about entering a name you shouldn't. The name can consist of up to 15 numbers, letters and periods. *It must start with a letter.* Here are some examples:

P1.DRAFTING.I

P2.ALGEBRA.II

P4.DRAFTING.I

To enter a student name, we recommend that you type in the last name of the student first followed by the first name (like *Bush, George*). This way you can sort the list later and have an alphabetical class roster by last name. The Amazing Window will sort Capital letters before lower case letters, so if you want to separate certain students in your class roster, you can enter their last names as all lower case and they will appear at the end of the list (like *bush, george*). As you enter names, you can change any of the names you have entered by pressing <esc> and then moving the cursor “> <” to the first column and then pressing the left arrow. This will replace the student name with a row of dashes and you can re-enter the student name. When you are finished typing in student names, press <esc> and you will be returned to the entry screen. To sort the class roster use ⌘-U to enter the Utilities menu. Use “7. Sort Class Roster” to alphabetize the student names. After sorting, press <esc> to return to the data entry screen.

Your First Assignment

It is time to enter the first assignment. If you do not yet have a first assignment to put in, make one up for now. When it is time to put in your first real assignment, you will be able to edit the information for your made up assignment as fast as you can enter the new assignment. We'll tell you how on the next page. To create your first assignment, press ⌘-A (Use the ⌘ and not the ⌘). If you use ⌘ you will end up on the Attendance Window and will need to press ⌘-G to go back to the grades entry screen.)

If you pressed ⌘-A, the program will respond by requesting that you “Type Assignment Name” at the bottom of the screen and a row of dashes will appear in the upper-left hand corner of the screen. You can enter the Assignment name just like a student name. You can use the left arrow or delete key to back up. When you have entered the name you want, press <return>. Second, the program will request you “Type in the Assignment Points” at the bottom of the screen and a row of dashes will appear in the upper-left hand corner of the screen. You can enter the number of points from 0-999. If you enter 0 as the number of points possible, the assignment will be considered a bonus. The last step is to select a Weighted Area. The program will request that you “Use Arrow Keys or Tab to Select Weighted Area...”. Weighted Areas are an advanced feature of the Amazing Window. Until you understand weighted areas, use the General Area set up for each new class. Press <return> and the General Area will be assigned to the assignment.

Each student is given the score of 0 for the assignment. Now you are in the edit stage. To show you how easy it is to change information in the Amazing Window, we will change some of the information. In looking at the name of the assignment in the upper-left hand corner of the screen, you might notice that the letter 'M' is an inverse or highlighted character. This is done as a clue for you to easily remember ⌘ commands. If you press ⌘-M, the name of the assignment you entered will disappear and a row of dashes will replace it. You can type in a new name, or press <esc> to restore your original name. You can change the number of points by pressing ⌘-T since the 'T' is highlighted in the Assign. PTs. You can change the Weighted Area by pressing ⌘-W. We can just as easily change student scores.

To enter a student's score, locate the cursor on the score you want to change and type the score the student received. When you press <return> or <enter> the cursor automatically moves to the next student. The Amazing Window calculates grades automatically so you do not need to worry about calculating them. Students can also receive Excused, Incomplete, and Unexcused grades for an assignment. To enter one of these special scores, press the first letter of the type you want (i.e. E for Excused, etc.). When you enter one of these scores, the letter surrounded by parenthesis will show up as the student score (i.e. (E) for excused).

Starting Attendance

Now let's get ready to keep attendance. Press ⌘-A to set up the attendance screen. First, we need to set the number of days in the grading period. Press ⌘-D. The program will request "Number of Days...]---". To calculate the number of days in the grading period, use the number of weeks times five. For example, the grading period may be spread over 10 weeks, so use 50 days. Any days, Monday through Friday, that are holidays can be labeled as Vacation Days and they will not be counted when computing attendance figures. If you do not know how many days there are at the moment, just enter 20. You can use ⌘-D at any time to adjust the number of days, up or down.

You will see the screen fill up with P's. Everybody gets to start with perfect attendance. See page 16 for the codes for entering attendance. If you entered 20 as the number of days for the grading period, the cursor will be located at day 11. To move quickly back to the first day, you can use the ⌘-1 command. For now, if you want to mark a student as absent for day one, you can press the letter A for absent and the letter A will replace the P on the screen. Later, you can change an A to an

one “cell” or position in that direction. That works fine if you do not want to move very far.

If you want to move a little faster, you can hold down the \odot and then press the directional key. When you do this, the Amazing Window will move 5 “cells” or positions in that direction. In most cases, this will move fast enough. But, we have some other features that are somewhat useful as well.

If you hold down the \odot key and press the numbers 1...9 you will place the cursor proportionally top to bottom in the list of student names. So, \odot -1 would be the first student and \odot -9 would be the last student. \odot -5 moves to the middle student. To move proportionally through the assignments (once you have entered several) you can hold down the \bullet key and press the numbers 1...9.

This last feature is probably the fastest way to locate one particular student for one particular assignment. The \odot -F command will request a “Student Name.....]” and you can scroll through the list of students using the arrow keys. Press <return> when you find the student that you want. The program will then ask “Assignment Name....]” and you can scroll through the list of assignments (once you have more than one). Press <return> when you have found the one you want. The cursor will jump to that location and you can see or change the information that is located there.

NOTE: When you change a score for a student you can press <return> or <tab> to complete the change. If you press <return>, the cursor moves down to the next score. If you press <tab> the cursor moves to the next score to the right.

A Final Note

Now you know how to enter the basic data for keeping student grades. You can use the Utilities functions to create weighted areas, delete students or assignments, set the computer speed and lots of other options. We have only attempted to get you started in this chapter. **Please read the entire manual so you can take advantage of all the time saving features in Amazing Window.** The little time you spend reading now will save you a great deal of time over the coming years.

Chapter 3

Commands

The Amazing Window has twenty two commands which are used to control the actions of the entry screen and facilitate the movement throughout the Amazing Window entry screens. These commands DO NOT apply to the Print Menu or the Utilities Menu. All of the commands are described in detail in the pages that follow. They are listed in alphabetical order.

⌘-1...9: Solid-Apple-1 to 9

Moves the cursor proportionally left to right through the file. For example, ⌘-9 will move the cursor to the last assignment or last attendance day. ⌘-1 will move the cursor to the first assignment or the first attendance day.

⌘-A: Solid-Apple-Assignment Add

Takes 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.

⌘-S: Solid-Apple-Student Add

Allows you to enter the beginning class roster, and 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 one or more assignments for a class and then add a student, you will be asked the following question: " Enter all excused Grades: 1 - Yes / 2 - No" at the bottom of the screen. If you answer: 1 - Yes, the new student will receive an (Excused) for all assignments already entered and (Excused) for all days of attendance. If you answer: 2 - No, the new student will receive 0 for all assignments already entered and (Absent) for all attendance days. You can re-alphabetize your class roster after entering the new student(s).

If you have set the number of days of attendance with the ⌘-D command to the total number of days in a grading period, adding a new student has one more twist to it. Let's say that you had set the number of class days to 50 and you have a student add your class on day 22. You want to excuse his assignments and attendance for the previous 22 days, but you do not want to excuse his attendance for all 50 days. Use the ⌘-D command and set the number of days to 22. Add your new student. Use the ⌘-D command again and set the total number of days back to 50. The student will have an A or E for the first 22 days, but the remaining days will still have the default P for present.

⌘-A: **Open-Apple-Attendance 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. The attendance codes are on page 16.

⌘-B: **Open-Apple-BASIC Quit**

Exits the Amazing Window and gives you 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 ⌘-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 ⌘-Q command to Quit.

⌘-C: **Open-Apple-Catalog**

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.

⌘-D: **Open-Apple-Days/Period**

Sets the number of days during the grading period (6 weeks, 9 weeks, quarter, or semester). The Amazing Window will allow you to store 100 days of attendance.

⌘-E: Open-Apple-Exams Screen

Switches to the exams entry 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 and displayed as a percentage.

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

⌘-F: Open-Apple-Find

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 ⌘-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.

⌘-G: Open-Apple-Grades Screen

Switches to the exams entry 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.

⌘-K: Open-Apple-Calculate

Forces 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 ⌘-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 the program - call it peace of mind.

🍏-M: Open-Apple-Assignment Name

Corrects an assignment name which has a typo in it, or completely changes the name. You can think of this command as a duplicate of the portion of the 🍏-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>.

🍏-N: Open-Apple-New 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.

🍏-O: Open-Apple-Open Class

Opens (or loads) a class from your data disk. Once you have saved a class (🍏-S), this command will allow you to bring the information back from the disk. The program will ask you if you want to save the class in memory before opening another class. You can also use this command to start a new class.

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

🍏-P: Open-Apple-Print Menu

Switches to the Print Menu. Rather than going into detail here, refer to the chapter on the Print Menu for example printouts of each format.

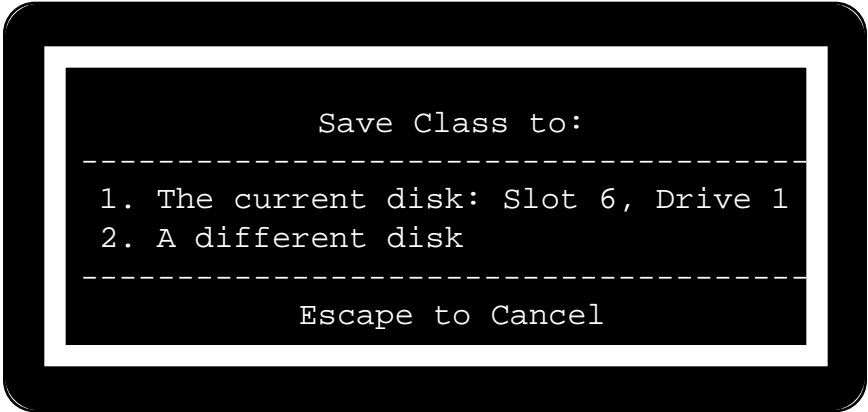
🍏-Q: Open-Apple-Quit

Quits (or ends) the program and returns 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.

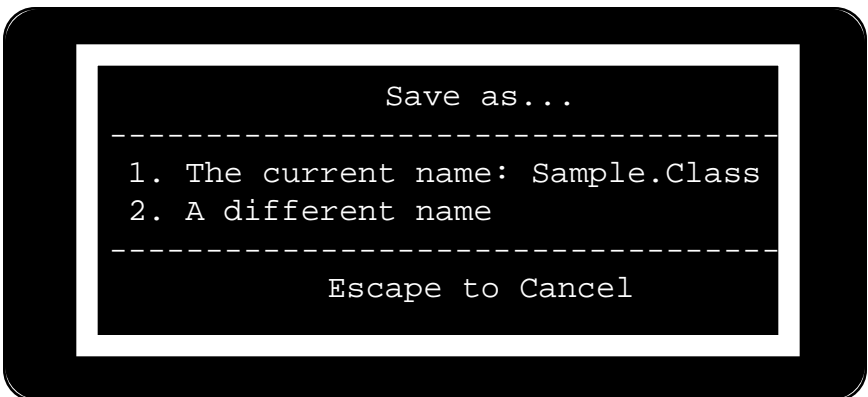
⌘-S: Open-Apple-Save Class

Saves the class in memory to 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 ⌘-S you will see:



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 36 for information on selecting a different location). Next, you will see:



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

⌘-T: **Open-Apple-Maximum Points**

Allows you to change the number of points possible for existing exams and assignments. The assignment currently displayed is the one that will be changed. Use the ⌘-T command and -'s will replace the old score. Enter the new number of points. Press <return> or press <esc> to restore the old value.

⌘-U: **Open-Apple-Utilities Menu**

Switches to the Utilities Menu. The Utilities Menu is a set of options that gives 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. Chapter 5 of this manual describes all of the options for the Utilities Menu.

⌘-W: **Open-Apple-Weighted Area**

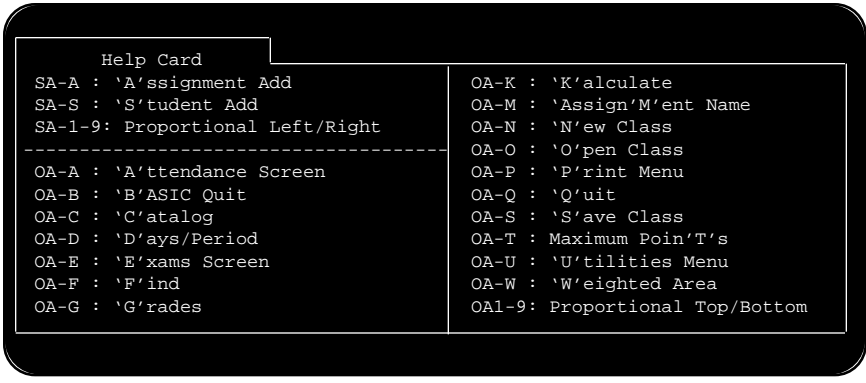
Allows you to change the weighted area of an assignment. If you do not use weighted areas, then you will not have a use for this command. When you enter an assignment, you can place the assignment in any weighted area.. This command allows you to move the assignment to a different weighted area. Use the arrow keys to scroll through the list of weighted areas. Press <return> to select the weighted area. See pages 41 to 43 and 52 for more information on weighted areas.

⌘-1...9: **Open-Apple-1 to 9**

Moves the cursor proportionally top to bottom through the file. For example, ⌘-9 will move the cursor to the last student. ⌘-1 will move the cursor to the first student.

🍏-?: Open-Apple-? (Help)

Presents a “Help Card” like the one shown. It is a quick reference to the commands that are available from the entry screen.



Control-X: Quick Execute

This command works only as you first boot Amazing Window. On rare occasions, you may not want to wait as Amazing Window loads completely into memory. As soon as the graphic screen appears, you can press Control-X and Amazing Window will run all program modules from the disk. If all you are doing is making one quick edit, this will save time. If you are going to do any more than change the grades in one class, let the entire program load into memory.

Attendance Codes

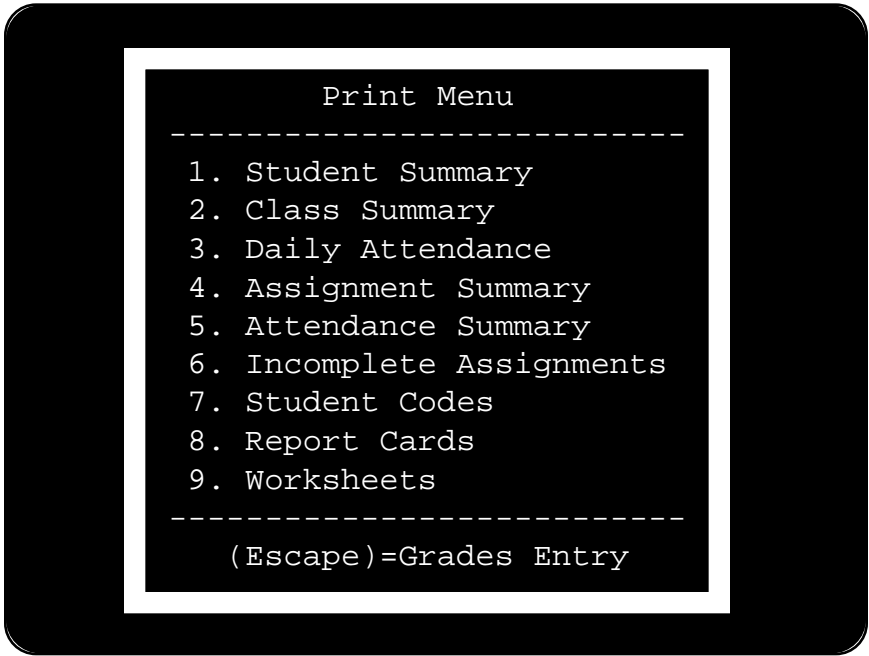
The following chart shows the attendance codes available:

Code	Letter	Command	Letter
Absent	A	Tardy	T
Excused	E	Unexcused	U
Present	P	Vacation	V
Minutes Tardy: Enter the number of minutes			

The A code shows up as an unexplained absence in the daily attendance report. P, E, U and V will not cause a student to appear in the daily attendance report.

Chapter 4

Print Menu



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: On 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.

The first prompt will let you tell Amazing Window to print a report for one, several or all students in the class. If you choose option 1. Entire Class, then a separate report will be printed for each student. If you

```
Print Report for:
```

```
-----
```

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

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 compensate for printer jams. If you have printed half of a class and the printer jams, you can use option 3 to resume printing starting with the student report being printed when the printer jammed.

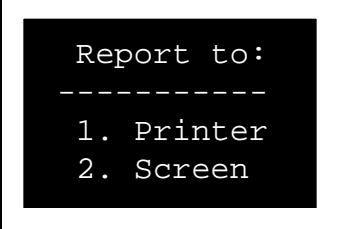
Note: If you press "P" while viewing the student list, you will get a printout of the list. Make sure the printer is on!

```
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 (113-Brown, David). If you choose the option 2. Names Only, then only their name will be printed (###-Brown, David). 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 (113-xxxxxxxxxxxxxxxxxxxx).



```
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 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 or see steps for correcting in Appendix C on page 50.



```
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.

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. The Grades Summary will appear only if you have ended a grading period.

P1.TECH.1		1/1/91		P1.TECH.1	

Student Summary					

Student Name		:Sells, Michelle			

A#-Assignment Name	Score	%	A#-Assignment Name	Score	%

A2-Chapter 1 Quiz	20/ 20	100	A1-Graham/Bell History	20/ 20	100
A1-Informative Homework	20/ 20	100	A1-North/Black History	20/ 20	100
A1-History of Architectur	20/ 20	100	A1-Whitney/Fulton History	20/ 20	100
A2-Filmstrip Quiz	19/ 20	95	A1-Industrial Revolution	20/ 20	100
A1-Chapter 2 Rev. Questio	25/ 25	100	A1-Bakelite	18/ 20	90
A2-Chapter 2 Test	99/100	99	A1-Poly Vinyl Chloride	20/ 20	100
A1-Current Events Report	50/ 50	100	A1-Plexi-Glass	20/ 20	100
A1-Current Events Speech	50/ 50	100	A1-Fiber Glass	20/ 20	100
A1-History of Light Bulb	20/ 20	100	A1-Thermosets/Thermoplast	20/ 20	100
A2-Chapter 3 Test	125/125	100	A2-Plastics Test	100/100	100

Grades Summary					

P1=89%	P2=82%	P3=85%	E=90%	S=87%	P4=88% P5=83% P6=99% E=0% S=90%

Weighted Area Summary					

A#-Weighted Area Name	Weight	Possible	Earned	Excused	Percent

A1-Homework	50%	365	363	0	99.45%
A2-Tests & Quizzes	50%	365	363	0	99.45%

Composite Grading Period				Grade	Percent

				A+	99.45%

Note: A# is the weighted area number. Grade Summary P1,P2...P6 are the grading period percentages, E is the Exam, and S is the Semester Average.

CLASS SUMMARY

A Class Summary will display a concise report of each student's 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 Names & Codes.

P1.TECH.1	1/1/91	P1.TECH.1										

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

101-Brown, David	B+	0	89.32%	90	88							
106-Crown, Jill	A	0	92.33%	91	94							
125-Estep, Cheri	A	0	94.79%	93	97							
171-Goings, Joe	B	0	86.44%	80	93							
206-Holloway, John	A-	0	90.00%	86	94							
158-Justice, Richie	A	0	93.01%	94	92							
200-Kirby, Crystal	A	0	95.34%	95	96							
150-Mextroff, Sue	A	0	91.92%	91	93							
185-Reardon, Cheryl	A+	0	98.63%	99	98							
240-Sells, Michelle	A+	0	99.45%	99	99							

Class Averages	A		93.12%	91	94							

DAILY ATTENDANCE

This report is useful if you keep daily attendance. This report shows all student absences that are not entered as excused (E). For example, if a student is absent from class, you enter an 'A' for absent on 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 for any students having at least one 'A', 'T' or one minute of tardy.

P1.TECH.1	1/1/91	P1.TECH.1	

Daily Attendance Summary - 4 Days Entered			

Student Name	Absent	Tardy Days	Tardy Minutes

Estep, Cheri	1	1	
Goings, Joe	2		

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.

MANUAL	1/1/91	MANUAL

Assignment Summary		

Assignment Name :History of Light Bulb		
Weighted Area :Homework		
Maximum Points :20		

SC#-Student Name	Score	% SC#-Student Name
		Score %

101-Brown, David	18/ 20	90 158-Justice, Richie
106-Crown, Jill	15/ 20	75 200-Kirby, Crystal
125-Estep, Cheri	17/ 20	85 150-Mextroff, Sue
171-Goings, Joe	14/ 20	70 185-Reardon, Cheryl
206-Holloway, John	16/ 20	80 240-Sells, Michelle

The Class Average is: 88%. Or an average grade of : B+		

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.

P1.TECH.1	1/1/91	P1.TECH.1

Attendance Summary		

Student Name	Present	Absent
	Excused	UnExcused
	Tardy	Minutes
	Vacation	

Kirby, Crystal	15	3
	1	2
	13	1

INCOMPLETE ASSIGNMENTS

This report format will display a list of each student that has at least one (I) incomplete grade along with every assignment for which they have an (I) incomplete. A sample printout is shown below.

MP1.TECH.1	1/1/91	P1.TECH.1

Incomplete Assignments Summary		

Student Name:Brown, David		
Quiz 1		
Quiz 3		
Attendance Week #1		
Student Name: Estep, Cheri		
Quiz 2		

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.

P1.TECH.1	1/1/91	P1.TECH.1

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, Barbecued	

REPORT CARDS

The Amazing Window will keep track of student grades not only for the current grading period, but will track grades for an entire year. To find out how a student is doing for the year, you can print his or her report card and the display will show all of their composite grades for the year. The current grading period will appear in the next grading period on the Report Card if you have entered any assignments. The first semester grades appear in the top row and the second semester grades appear in the bottom row. So, Per. 1/3 means the column has the first grading period in the top row and the 3rd grading period in the bottom row. You cannot print a grade card before compressing (ending) the first grading period.

P1.TECH.1	1/1/91	P1.TECH.1

+-----+	+-----+	+-----+
Student Name	Per. 1/3 Per. 2/4 Exam	Semester Final
+-----+		
Brown, David	89.31%B+ 94.75%A	86%B 90.83%A-
+-----+		
	86.54%B 0.00%F	0%F 86.54%B 88.69%B+
+-----+		

Chapter 5 Utilities Menu

Utilities Menu

- ```

1. Delete...
2. Disk Functions...
3. Edit Student...
4. End Grading Period...
5. Exam Weight
6. Program Settings...
7. Sort Class Roster
8. Style Sheets...
9. Weighted Areas...

```

```
(Escape)=Grades Entry
```

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

Note: On a numeric keypad, you can press the ‘\*’ Asterisk and it will be the same as pressing <esc>. This will work anywhere in the Utilities section of the Amazing Window.

### DELETE...


### Delete...

- ```
-----  
1. Assignment  
2. File  
3. Student  
4. Weighted Area  
-----
```

```
(Escape)=Utilities Menu
```

Selecting Delete... from the Utilities Menu will present you with a set of options for deleting items within the Amazing Window. After selecting Delete..., you will be given the option to delete an assignment, file, student, or weighted area.

(Delete) **Assignment**

If you have entered assignments for the class currently loaded into memory and later decide that you do not wish to have that assignment any longer, you can delete it. You will be presented a list of all of the assignment names you have entered. You can scroll through the list by using the numbers on the keypad, or the arrow keys and highlight one at a time. Or, you can use -Arrows to move through five assignments at a time. When you have the assignment you wish to delete highlighted, press <return>. You will be given one last chance to make sure this is the 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, right?

(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. See Location of Data on page 36 for complete details on locating by Slot & Drive, ProDOS prefixes, and Keying in a Path.

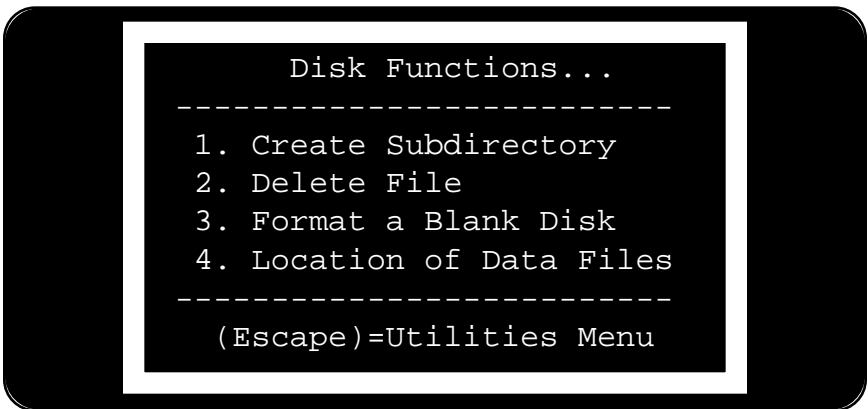
Note: If you are lucky, a program that undeletes files (such as Copy II Plus™) should recover the deleted files in case of emergency. However, we offer no guarantees.

(Delete) **Student**

When a student, for one reason or another, is no longer in your class, 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.

(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 (the 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 C-W on the entry screen. For more information on Weighted Areas, see Appendix D on page 52.

DISK FUNCTIONS...

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.

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 filename. 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.

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.

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 (you can use the default volume name). Press the down arrow again, and press <return> and the disk will be formatted.

Note: We recommend that you always format disks before loading or starting a class just in case the formatting process causes weird things to happen.

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 on Program Settings - Location of Data Files found on page 36 for complete details.

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, and a student turns 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 <esc> to bail out of the process and return to the Utilities Menu.

END THIS GRADING PERIOD

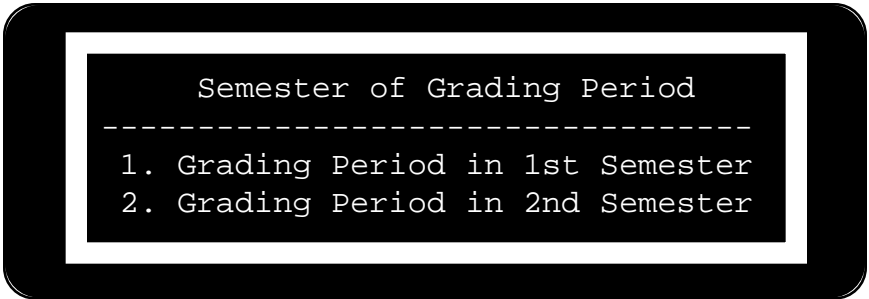
At the end of a grading period, the Amazing Window will allow you to compress the student's composite grade and start with the same student list in the next grading period. If it is the first time that you have compressed the current class, the program will ask how many grading periods are in one semester.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



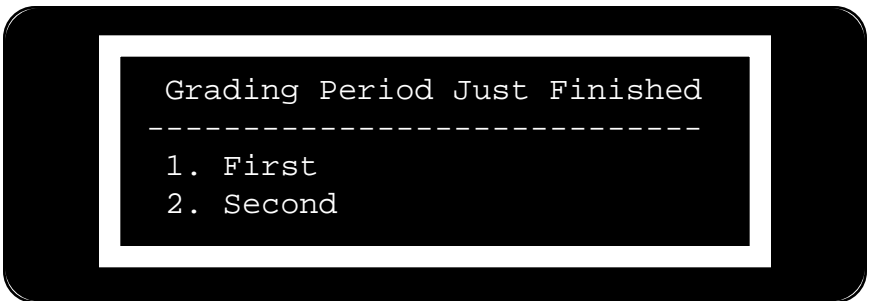
```
Grading Periods/Semester
-----
1. Two
2. Three
```

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

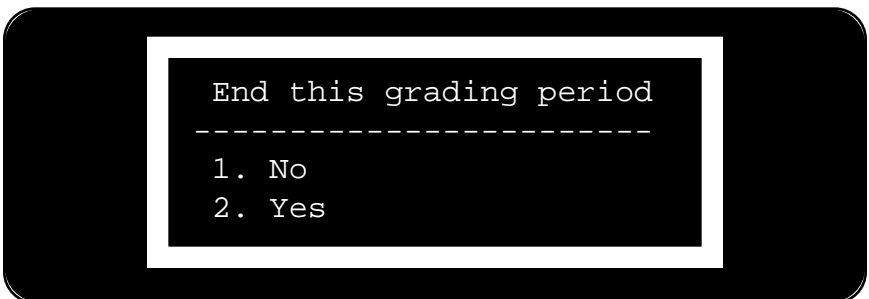
Next the grading period will either be in the first semester or the second. Select the semester of the grading period just finished from the menu shown below.



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 9 week grading periods. The only difference is that 6 week grading periods will have 3 instead of the two shown for 9 weeks.



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



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 (after you have entered new assignments) from the Print Menu.

Note: We recommend that you make a Class Summary printout before Ending the Grading Period and keep a copy of the data file just in case you need to look something up later.

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:---
```

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...
```

- ```

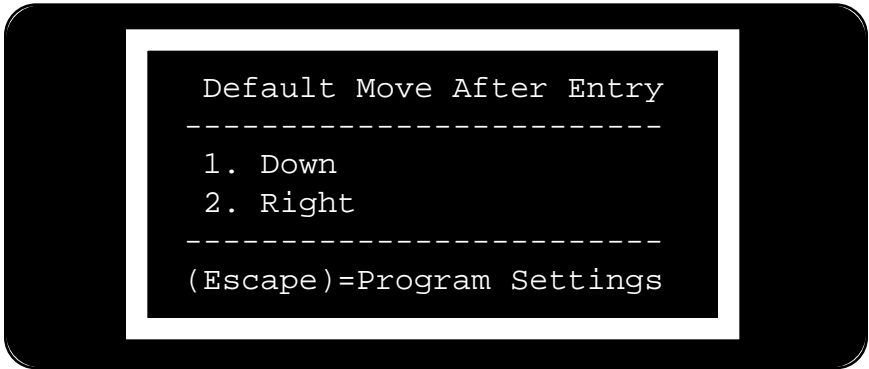
1. Default Move After Entry
2. Keypad Configuration
3. Letter Grade %'s
4. Location of Data Files
5. Printer Slot
6. Set Computer Clock Speed
7. Save Program Settings.

```

```
(Escape)=Utilities Menu
```

## Default Move After Entry

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.



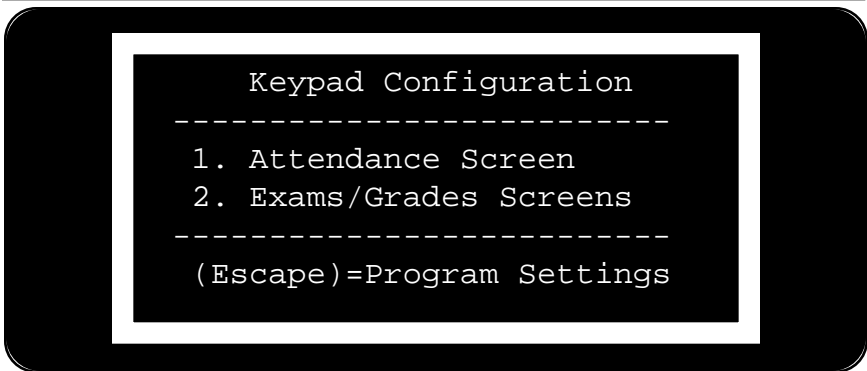
We recomend you keep this set to "1. Down" so you can use <return> to move down and <tab> to move to the right when completing an entry.

## Keypad Configuration

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.

A screenshot of a terminal window with a black background and white text. The title is "Keypad Configuration". Below the title are two numbered options: "1. Attendance Screen" and "2. Exams/Grades Screens". A dashed line separates the options from the instruction "(Escape)=Program Settings".

```
Keypad Configuration

1. Attendance Screen
2. Exams/Grades Screens

(Escape)=Program Settings
```

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. The following screen will let you choose which of the common keypad keys to configure.

A screenshot of a terminal window with a black background and white text. The title is "Key to Configure". Below the title are five numbered options: "1. Asterisk (\*)", "2. Plus (+)", "3. Minus (-)", "4. Divide (/)", and "5. Configure All". A dashed line separates the options from the instruction "(Escape)=Program Settings".

```
Key to Configure

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

(Escape)=Program Settings
```

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 screen at the top of the next page. 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. Highlight one of the options (1-4) and from now on, when you are entering grades or exams, pressing a “keypad key” will enter the Exams/Grades code you have 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
```

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!

Now that you have your numeric keypad configured, here is how you can use it to make data entry go even faster in Amazing Window.

### ARROW KEYS

When the number keys are not needed, you can use the numeric keypad as arrow keys. The following numbers can be replaced as arrow keys: 2= down, 4= left, 6= right, 8= up. The next section tells how to use the number keys as arrow keys.

### DECIMAL POINT

When you are on 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. To get back to using the number keys as numbers, press the decimal point again. You will see “.Keypad(#).” appear again. If the first number you want to enter is not 2, 4, 6 or 8, you can simply start entering the number. When you press any number key that is not 2, 4, 6, or 8, it has the same effect as pressing the decimal point plus that number key.

Now, here is an added bonus. If you double press the decimal point, you will be able to choose from a list of ⌘ commands.

Note: If you are using an Apple Computer or compatible that operates faster than the standard Apple IIe, you will need to set the computer clock speed so that you can access the ⌘ commands from the keypad. See page 38 for details on setting the computer clock speed.

The list of ⌘ commands 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 |          |

When you see the above menu at the bottom of the data entry screen, you need only press the number 1 through 9 to have the same effect as entering the ⌘ command listed with the numbers. Pressing the decimal point again cancels the menu and the numbers become numbers again.

## Letter Grade %'s

Just as there are many differences in 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.

|                   | Grade | Min%  |
|-------------------|-------|-------|
| (Arrows)=Move     | A+    | > 98% |
| (Ctrl-N)=Not Used | A     | 92%   |
| (Return)=Change   | A-    | 90%   |
| (Escape)=Done     | 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: Below the last Min% shown will be assigned grade ‘F’. Using the previous chart, Amazing Window would assign an “F” to all percentages below 60%, “D-” to percentages below 62%, “D” to below 68% and so on.

## 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 screen shown on the next page. This will allow you to set the default location of your data disk. Select the location you are most likely to use in most uses of the program. You can temporarily change the data disk location when each time you open a class file.



```
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

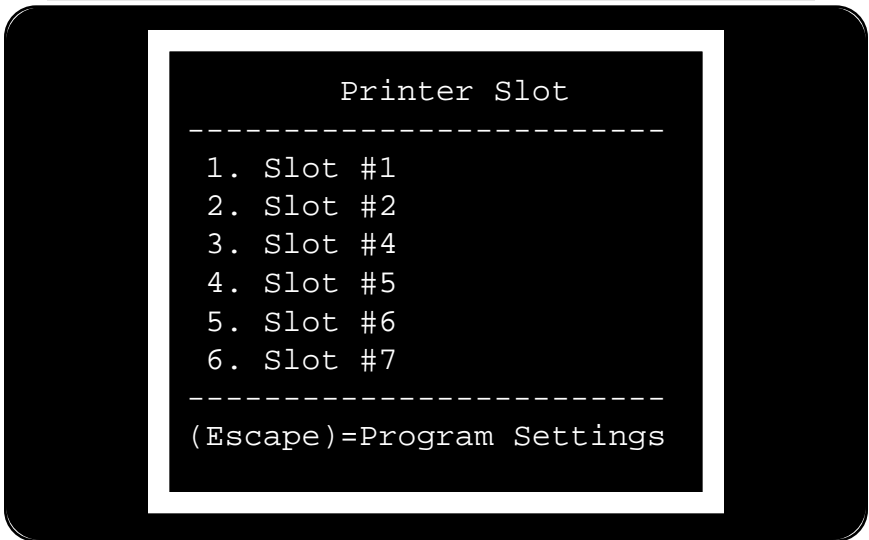
Amazing Window files. You will need to know the exact pathname. The Amazing Window will place a "/" at the beginning and end if you do not do so. This means the pathname must be a complete ProDOS pathname starting from the volume or root directory.

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 will want to use options 1 and 2 only.

## Printer Slot

You can set Amazing Window to work with a printer in any slot. 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.



## 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 IIe      | 1     |
| Apple IIc      | 1     |
| Laser 128      | 1     |
| Apple IIgs     | 3     |
| Apple IIc 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 above 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 no change is made and you return to the Program Settings Menu. If you press 'Yes' then the CPU speed setting for the Amazing Window will be changed for this session. If you want to make the setting permanent, then see the next section on saving the default settings.

Save Program Settings

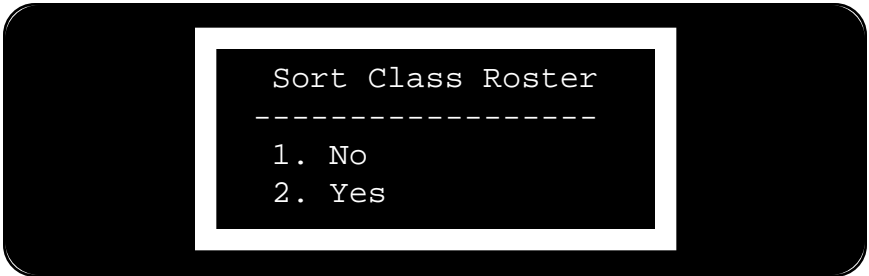
This option will save all of the default values you have set for the Amazing Window so that each time you "boot" the Amazing Window these settings will be in effect until you change them. The following screen will appear to verify that this is what you want to do.



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. Items in the default settings are: default move after entry, the keypad configuration, letter grade percentages for new classes, location of data files, printer, slot, and computer speed.

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 option will do that for you. The following screen will appear to make sure that sorting is exactly what you want to do.



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.

Note: Student names can also begin with or contain numbers which may serve useful purposes when designing a class roster to be sorted in special student groupings. This will cause the list to be sorted numerically first and then alphabetically.

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 “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 ⌘-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.

**WEIGHTED AREAS...**

```
Weighted Areas
```

- ```
-----  
1. Setup  
2. Compression  
3. Delete  
-----
```

```
(Escape)=Utilities Menu
```

Setup

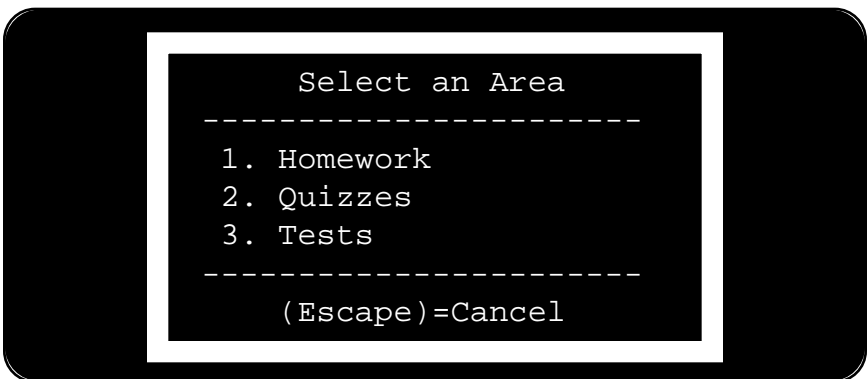
This is where you set up the weighted areas for your class. When a New Class is created, there is automatically one weighted area called the General Area. If you do not use weighted areas, this takes care of you. It is worth 100% of the class grade. If you want to use weighted areas, then you will want 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.

Compression

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.

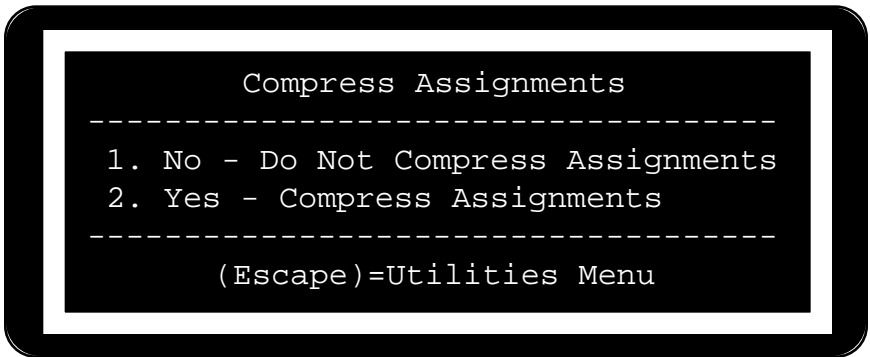
Note: (I)Incomplete and (U)Unexcused scores automatically become 0's when compressing.

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.



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.



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 students. 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.

Delete

If you have entered more weighted areas than you are going to use, then you may want to 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.

You select the Area you want to delete (like the screen shown previously). All assignments in a weighted area will automatically be removed if you delete the weighted area.

Appendix A

Hints for Assignments, Attendance, and Exams

First a general note

Amazing Window will handle lower case letters as though they were upper case letters when entering (E)xcused, (I)ncomplete, etc.

ASSIGNMENTS

Bonus Assignments

There are two ways to make an assignment a bonus assignment. First, you can assign the assignment points as 0 when you are entering a new assignment. Or second, you can use the ⌘-T command to change the assignment points to 0. When you finish entering the new assignment or press <return> after changing the assignment points, the word 'Bonus' will replace the assignment points value. Bonus points add to the total points earned in the weighted area, but have no effect on the total points possible.

Excused, Incomplete, and Unexcused

Students may receive the scores of Excused, Incomplete, or Unexcused for any assignment. To enter one of these scores, you press the first letter of the type of score you want to give. So, if you want to excuse an assignment for a student, press <E> and (E) will be entered as their score. If you want to enter a score of incomplete, press <I> and (I) will be entered as their score. If you want to enter a score of unexcused, press <U> and (U) will be entered as their score.

Combining Assignments

If you like to give daily grades for students, then you may wish to combine a weeks worth of these grades to keep the number of assignments lower. To combine two assignments, you need to go to the Utilities Menu (⌘-U), then select option 9 (Weighted Areas...). A menu will appear giving you three options (Setup, Compression, and Delete). Select option 2, compression. A menu will appear with all of the weighted areas you have entered. Select the weighted area that contains the two assignments you want to combine.

A screen will appear and display all of the assignments that have been entered in that weighted area. First, you select the assignment that you want to compress (this is the assignment name that will be deleted

when the process is over). Second, you select the compression destination (this is the assignment name that will remain). A menu will appear making sure that you want to combine (or compress) these two assignments. The last menu will ask if you want to adjust excused grades. Most often, you will want to do this. What this does is adjust a student's score when the scores are combined to reflect the fact that they were excused for part or both of the assignments. So, if a student received an (E) on the first assignment worth 20 points, and a 10 on the second assignment worth 15 points, their adjusted score after the assignments have been combined would be 23.

ATTENDANCE

Setting up Days

In determining how many days to use for a class, we recommend that you keep the number of days a multiple of 5. The Amazing Window allows you to have up to 100 days of attendance per grading period. If your class spreads out over 10 weeks, take $10 \times 5 = 50$. Enter 50 as the total number of days for the class. This way every multiple of 5 is a Friday. So, days 5, 10, 15, 20, etc. would all be Fridays. It helps keep track of the weeks of the class. You'll use V days for those days when school is not in session. V days will be completely ignored when attendance is calculated. To help you keep track of the attendance day, you can use ⌚-D to set the attendance to the number of days at the end of each week, increasing the number by 5 each Friday.

EXAMS

Maximum Scores

The exams screen displays only percentages. If you use the ⌚-T command to change the "Exam PoinTs" the student percentages will automatically be adjusted. The maximum percentage score that a student can receive on an exam is 249%.

Grading Period Exams

If you give grading period tests and would like to have them be a certain percentage of your class grade, then setting up a weighted area for the grading period test or exam might be the best solution. Refer to Appendix D on page 52 for information on setting up weighted areas.

Appendix B

The SAC Menu.... Including the SAC Installer

The SAC Menu has several programs you can run. Amazing Window is the first program in the list. You can continue to use the SAC Menu as it comes and simply ignore the other options. The other options do offer some opportunity to streamline the operation of Amazing Window. Here is a description of what the other SAC Menu options will do.

```

SAC: THE SHOP ASSISTANT COLLECTION
COPYRIGHT 1988 KITCHEN SINK SOFTWARE INC

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

```

UnSAC

Executing UnSAC will remove the SAC Main Menu from your start-up procedure. When you boot the disk you will go straight to the electronic gradebook. 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 start-up procedure. You can still use Amazing Window on a hard disk or 3.5" disk after you "UnSAC". You can also use it with any selector program. To do this, transfer all files except the directories called INSTALLER, UNSAC, and HELP to your 3.5" or hard disk. Then, from your program selector, execute the system file called SAC.SYSTEM.

Help

Executing HELP will display a screen which describes what is available from the SAC Main Menu. AMAZING.WINDOW, INSTALLER, and UNSAC are discussed.

The SAC Installer

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,

```

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
-----

```

then 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 the previous page.

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.

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.

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
<i>If this is the first</i>	B. BACK A LEVEL
<i>application you are putting</i>	S. SLOT/DRIVE
<i>in the SAC System, this</i>	
<i>area will be blank. See C. CREATE DIRECTORY</i>	
<i>"I=Install Here" next page.</i>	
(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.














DONE

This will return you to the SAC Main Menu.

Appendix C

Trouble Shooting

Problem	Cure
Program Crashes	<p>Many things can cause a computer to crash such as power surges or any number of electrical mishaps. If this should happen, we recommend you type the following to retain the information.</p> <pre>Ctrl-C <return> PR#3 <return> -AMAZING.WINDOW/AWGR<return></pre> <p>This should return you to the Grades Entry Screen. If it does, then there is a good chance that you have not lost any of the information.</p>
Vertical doesn't print	<p>Sometimes printers are not able to print a vertical bar. One thing to try in this case is to put the printer in transparent mode. This may sound technical, but shouldn't be that difficult. The solution below should work for most printers. From the entry screen type:</p> <pre>␣-B (Just press ␣-B; you'll get a prompt) PR#1 <return> (or your printer slot) Ctrl-I T <return> (This is Ctrl letter "I") PR#3 <return> -AMAZING.WINDOW/AWGR <return></pre>
ImageWriter jams	<p>The ImageWriter tends to jam up a lot after several boxes of paper have been printed on it. If this happens, we have found the following to work for us. However, we are not responsible if it does not work for you.</p> <ol style="list-style-type: none"> 1) Use heavier paper (some times this is all that is needed). 2) Use offset press blanket glaze remover on the feed roller.

Problems (cont.)	Cures (cont.)
Won't add assignments	If the program will not add assignments, perhaps you are using  -A instead of  -A. If this is what you did, then press  -G and then press  -A.
Won't printout	If the program will not printout, check the following items: <ol style="list-style-type: none"> 1) Make sure the printer is turned on. 2) Make sure the printer is selected or online. 3) If your printer is in a slot other than #1, you have to set the slot # in the Utilities - Program Settings Menu. (Page 38)
No  key	If you are using an Apple IIc Plus or Apple IIgs, the  key was replaced with an option key. The option key functions exactly like the  key.
No  or  keys	If you are using a Laser 128 or compatible computer, they will have something that is the equivalent of the  and  keys. On the Laser, they are the Open Triangle and Solid Triangle. They have the same effect as the  and  keys.
Copy of disk won't Boot	If you copied the disk from the GS/OS utilities, GS/OS will create a copy that can be run only from GS/OS. It does this with all programs. Make a new copy using any copy program other than GS/OS.
You give up	Email us. We will try to answer all questions with a smile on our face. Kitchen Sink Software, Inc. support@kitchen-sink.com

Appendix D

Uses for Weighted Areas: Tricks and Ideas

Weighted Areas are used to categorize your grading. For example if you want homework to be worth 50% of your class grade and tests to be worth 50% of your class grade then Weighted Areas are for you. By using Weighted Areas, you do not have to worry about the total number of homework points equalling the total number of test points.

To get to the menu which controls the defining of weighted areas, press C-U from the entry screen to go to the Utilities Menu, and then 7 for weighted areas. Option 1. Setup will present the following screen.

```

Modify Weighted Area Settings
(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> 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. The total percentages of all weighted areas must equal 100% before you leave this screen.

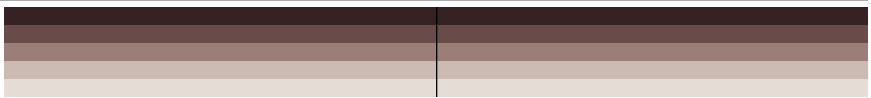
Pressing <esc> will take you back to the Weighted Areas Setup Menu. This will also perform a check to make sure that the weighted areas total 100%. If you press <esc> two more times you will be returned to the entry screen where you can work on your current class.

FOR ELEMENTARY TEACHERS

If you are using the Amazing Window to keep track of elementary students' grades, you can use weighted areas to keep all of your subjects in one class file. Assign each subject to a weighted area. For example, if you teach social studies, English, and health to the same class, you can set up weighted areas for each area. Then, a student summary printout will have their grades for each subject area. This makes it nice because you can keep all of their grades in one place and still maintain grades for each subject. The overall average will reflect the average of all subject areas.

A NEAT TRICK

A weighted area can be weighted anywhere from 0 to 100% of the total composite grade. So, you can set a weighted area up for 0% of the total grade and then you can create assignments for that area to store any numerical data you want such as book numbers, fees paid, or student id numbers. To give you an example, if you want to keep student ID numbers that are say 6 digits long, you could set up a weighted area called ID# worth 0% of the students composite grade. Then add two assignments each as bonus. When you do a student summary, a weighted area called ID# will appear in the weighted area summary section. Since you entered the assignments as bonus, it will appear as an (E) in the percent column. The total number of points earned will be the sum of the first three digits and the second three digits of the students ID number.



SITE LICENSE APPLICATION

This program is now freeware and therefore does not need a site license to be used by all teachers in a building.

cut
cut



cut
cut



cut
cut




Part of the SAC System

Introducing:

ACCUDRAW

Trade-Ins: Use these original disks as money-off coupons on *AccuDraw*:
 CADDRAW - \$25
 Cookie Cutter - \$15

Works On:  e, c, c+, gs & Laser 128

The Shop Assistant Collection SAC System

The Shop Assistant Collection is just what you have been wanting! It is going to make life much simpler around the computer. We have several programs in the Collection now. If you have a 3.5" disk or a hard disk, SAC will reduce and possibly eliminate that classroom hassle: disk swapping. No more re-booting to run another program. When you boot in the SAC System, you will first see the SAC menu. Every SAC program comes complete with the SAC operating System (no extra disks to buy to get started). As you buy more SAC programs you will be able to install them on the same disk and choose which one you want to run them from the main menu. There will even be a toolbox of utilities accessible from many SAC programs. All future Kitchen Sink products will be a part of the Shop Assistant Collection. ALL programs in the SAC System are 100% UN-protected for your convenience.

SAC



System

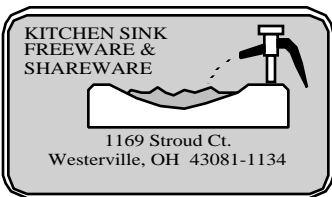
SAC System is approved by computer users who are tired of: 1) Doing the floppy disk shuffle, 2) The hassels of protected software and 3) Out of date screen displays and operation.

Amazing Window is part of:

Part of the SAC System

An Exclusive of:

SAC Main Menu Display:



SAC: THE SHOP ASSISTANT COLLECTION
 COPYRIGHT 1988 KITCHEN SINK SOFTWARE

SAC APPLICATIONS

- B AMAZING.WINDOW
- C APPLEWORKS
- D CNC.TRAINER

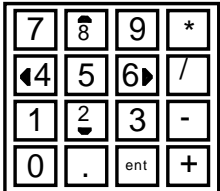
SELECT = ARROW KEYS OR LETTERS
 RETURN = RUN SELECTED APPLICATION
 SPACE = USE ANOTHER DISK

Notes:

Notes:

Keypad Shortcuts

Keypad



Normal (.)

Normal keypad operations in effect. Pressing numbers enter numbers.

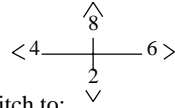
To switch to:

Toggle: Press (.) once

Double: Press (.) twice rapidly

Toggle (.)

When selected, certain numbers act as arrow keys.



To switch to:

Normal: Press (.) once

Double: Press (.) twice rapidly

Double (.)

Presents a menu of frequently used commands to be selected by number:

- | | | | | |
|---------|---------|---------|---------|----------|
| 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 | | |

To Switch back to Normal: Press (.) once

Notes

Part of the Sac System

Electronic Gradebook Program

Amazing Window

by: J. Eric Bush

Pull Out

Instructions: Carefully remove, photocopy and fold. For personal or licensed use only.
© 1991 J. Eric Bush

Command Summary

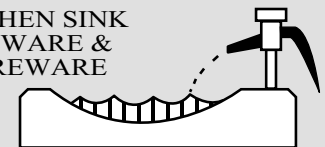
= Open Apple, = Solid Apple (or Option)

-A: Add an Assignment	-K: 'K'alculate (Manually)
-S: Add a Student	-M: Change Assign'M'ent Name
1-9: Left/Right through file	-N: 'N'ew Class
	-O: 'O'pen Class from data disk
-A: Switch to "A'ttendance Screen	-P: 'P'rint Menu
-B: 'B'ASIC prompt	-Q: 'Q'uit Amazing Window
-C: Catalog of Data Disk	-S: 'S'ave Class to data disk
-D: Number of 'D'ays/Period	-T: Change Max. Poin'T's
-E: Switch to 'E'xams Screen	-U: 'U'tilities Menu
-F: 'F'ind a Student	-W: 'W'eighted Area Change
-G: Switch to 'G'rades Screen	1-9: Up/Down through file

Program Specifications:

50 Students per Class
 Unlimited number of classes
 50 Assignments per grading period
 9 Weighted Areas
 6 or 9 week grading periods
 1 or 2 semesters
 Computes grades for entire year
 Keeps Attendance for grading period
 Prints on ALL 80 column printers
 Special Shortcuts for keypad operation

KITCHEN SINK
 FREWARE &
 SHAREWARE



1169 Stroud Ct.
 Westerville, OH 43081-1134

Amazing Window Quick Reference

The Data Entry Screen

```

Amazing Window                               Kitchen Sink Software,
Inc.
-----
|Classname---->Technology.1          | Commands | Menus | Screens |New
-----
|Assignment---->Intro To Problem Solving |SAssignmt+|Print
|Attendance|Open|
|Assign. Pts.-->50                    |SAStudent+|Utilities|Exams
|Save|
|Weighted Area->Homework              |.Keypad(#)|?Help   |Grades
|Quit|
-----
  
```

Accessed by -P

The 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

## Trouble Shooting

### Program Crashes

Ctrl-C <return>  
PR#3 <return>  
-AMAZING.WINDOW/AWGR<return>

This should return you to the Grades Entry Screen. If it does, then there is a good chance that you have not lost any of the information.

### Won't add assignments

If the program will not add assignments, perhaps you are using -A instead of -A. If this is what you did, then press -G and then press -A.

### Won't printout

If the program will not printout, check the following items:

- 1) Make sure the printer is turned on.
- 2) Make sure the printer is selected or online.
- 3) If your printer is in a slot other than #1, you have to set the slot # in the Utilities - Program Settings Menu.

### No key

If you are using an Apple IIc Plus or Apple IIgs, the key was replaced with an option key. The option key functions exactly like the key.

### No or keys

If you are using a Laser 128 or compatible computer, they will have something that is the equivalent of the and keys. On the Laser, they are the Open Triangle and Solid Triangle. They have the same effect as the and keys.

Accessed by -U

## The Utilities Menu

Utilities Menu

- ```

-----
--
1. Delete...
2. Disk Functions...
3. Edit Student...
4. End Grading Period...
5. Exam Weight
6. Program Settings...
7. Sort Class Roster
8. Style Sheet Creation
9. Weighted Areas...
-----
  
```

(Escape)=Grades Entry

Delete

- ```

1. Delete Assignment
2. Delete File
3. Delete Student
4. Delete Weighted Area

```

(Escape)=Utilities Menu

Disk Functions

- ```

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

(Escape)=Program Settings

- ```

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

```

Weighted Areas

- ```

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--
1. Setup
2. Compression
3. Delete
-----
  
```

(Escape)=Utilities Menu

Student Summary:

Contains student name, each assignment with their score out of the number of points possible and the percentage their score is on that assignment. If you have compressed (or ended a grading period) a Grades Summary will appear in the middle of the printout. The printout also contains a weighted areas summary which includes how many points were possible in the weighted area, how many they earned, how many they were excused for, and their percentage in that area. The report concludes with a composite grade and percentage score.

Class Summary:

Lists each student name, with their composite letter grade, number of days absent in the class, their composite percentage score, and a rounded off percentage score for each weighted area. This report concludes with class averages for each area and overall.

Daily Attendance:

Lists each student who has been marked absent or tardy for the class to date. Once a student's attendance mark is changed from an A to an E or U, that marking day will no longer show up on this report. The main use for this report is to keep a running total of student absences (without re-admits) and tardies. Only students who have days absent or tardy will appear on this printout.

Assignment Summary:

Contains the assignment name, weighted area, and maximum points in the header. Then it prints each student name, their score, points possible and their percentage score for that assignment. This report is useful for posting results of assignments. If you use the student codes, a report can be posted and student identities remain confidential.

Attendance Summary:

Shows each student's name, and their number of days present, absent, excused, unexcused, tardy, number of minutes tardy, and the number of vacation or disaster days.

Incomplete Assignments:

Lists the student name and each assignment that is incomplete. If a student has no incomplete assignments, they will not appear on this report. This report is useful for posting incompletes. Each student can look on this report to see what assignments they have to make up.

Student Code List:

Displays the student names and secret code numbers that are assigned to each student when the class is started.

Report Card:

Contains the students period markings and exams. It calculates both semester and yearly grades. If any assignments have been entered into the current grading period, they will appear as if the grading period ended that day. This gives you a complete report of the students activities for the semester and year.

Worksheets:

Provides a weekly worksheet. There is room for up to 15 assignments to be recorded and 5 days of attendance. This report is useful at the beginning of the year and semester when student lists have not been finalized. It can also be used as a complete replacement for the classroom gradebook.