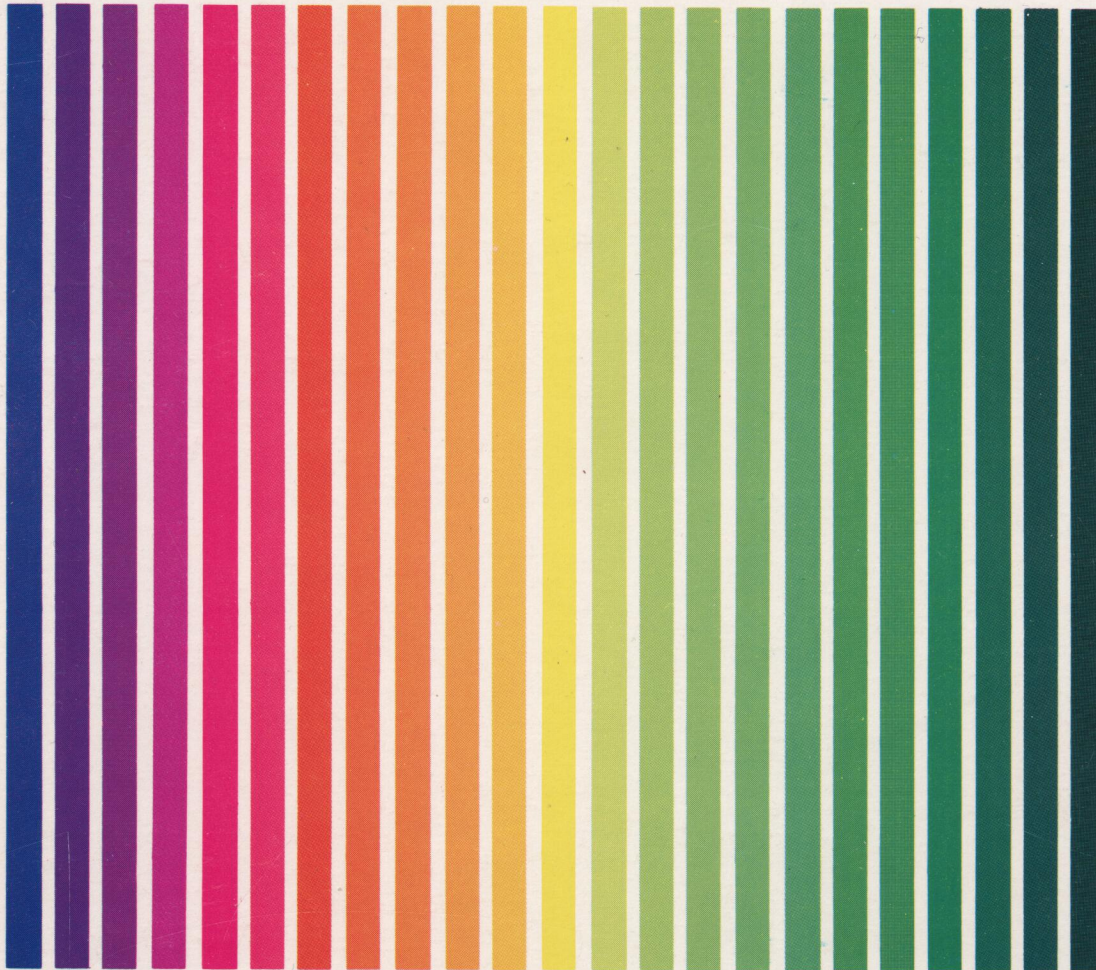# APX
ATARI® PROGRAM EXCHANGE

Daniel Hale of A.D. Enterprises

EASYGRADER

Organize, analyze, and print class records

Diskette: 40K
(APX-20152)
Version 1

Edition B

User-Written Software for ATARI Home Computers

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by

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1 INTRODUCTION

OVERVIEW

With this comprehensive classroom record keeping package, teachers can store grades, compute averages, assign final grades, produce statistics, and print reports. EASYGRADER's menus and prompts guide you through the information you provide the program. To use available computer memory most efficiently, you indicate the number of characters you wish to allocate for class size, number of assignments, and lengths of student and assignment names. For example, EASYGRADER can support 100 assignments for 35 students with names as long as 25 characters and assignment names as long as 20 characters. You can specify your own grading standard, and the program supports both curve and standard percentage grading. EASYGRADER assigns letter grades with pluses and minuses, allowing you to adapt previously established grading methods to the program. You can produce reports to warn students with low grades or commend students with high grades, using any desired average as the cutoff.

EASYGRADER accommodates both students who've been excused from some assignments and those who enter a course during the term. An automatic sorting feature will reorder a class list alphabetically to accommodate added students. You can also print two kinds of final grade reports, as well as reports of class average statistics for any assignment and a frequency plot for final grades. Teachers will find this feature particularly helpful for accountability requirements.

REQUIRED ACCESSORIES

    40K RAM
    ATARI BASIC Language Cartridge
    ATARI 810 Disk Drive
    Additional DOS-2 formatted diskettes for storing records

OPTIONAL ACCESSORIES

    ATARI printer or equivalent printer
    ATARI 850 Interface Module

2 GETTING STARTED

LOADING EASYGRADER INTO COMPUTER MEMORY

1. Insert the ATARI BASIC Language Cartridge in the cartridge slot of your computer.

2. If applicable turn on your printer and interface module.

3. Turn on your disk drive.

4. When the BUSY light goes out, open the disk drive door and insert the EASYGRADER diskette with the label in the lower right-hand corner nearest to you. Close the door.

5. Turn on your computer and TV set. EASYGRADER will automatically load into computer memory and start.

RESPONDING TO PROMPTS

Unless otherwise noted, each time you enter information or respond to a screen prompt, EASYGRADER requires that you press the RETURN key after the entry.

Whenever the program asks a question to be answered by "Yes" or "No", type "Y" or "N" (and press the RETURN key) to reply.

ENTERING INFORMATION

Make sure that you make duplicates of all of your data files. To duplicate your storage diskette, call the Disk Operating System (DOS) menu and select option J, Duplicate Disk. You can use this option with a single disk drive by manually exchanging the source diskette and the destination diskette until the duplication process is complete. You can also use this option with multiple disk drive systems by inserting source and destination diskettes in two separate drives and letting the duplication process proceed automatically. Data back ups will save hours of information reentry in case of damage to your original diskette.

3 USING EASYGRADER

FOLLOWING THE STEPS FOR EASYGRADER

EASYGRADER takes you through all the steps you've always taken with your grade book, your calculator, and your red pen. In this section, you learn to set up all the classes you'll have for a term--the name of each class, the list of your students, and the standards for the grades they'll earn. This section corresponds to that time at the beginning of the term, when you're just putting together your new blank grade book, the list of the students you'll have, and an outline of your syllabus or lesson plans. Later, as the course gets under way, and you start giving assignments and awarding grades, you'll turn to the MAIN MENU section, following this one.

Just for practice with EASYGRADER, let's imagine a junior high math teacher in September, facing four periods of math, including both seventh and eighth grades. Going through the steps he would take in setting up one of his classes will show what EASYGRADER can do. The information we'll need is as follows:

            Period 2:   Seventh grade math
                         35 students maximum
                         50 asssignments maximum

            Period 3:   Eighth grade math
                         25 students maximum
                         50 assignments maximum

            Period 4:   Eighth grade math
                         40 students maximum
                         50 assignments maximum

            Period 5:   Seventh grade math
                         20 students maximum
                         70 assignments maximum

NAMING EACH CLASS

Assignments are anything for which students receive a grade, including homework, tests, quizzes, notebooks, worksheets, and so on. First we need to name the four classes so that we can distinguish and recall them. We'll assign these names:

            Period 2:   MATH72B
            Period 3:   MATH83B
            Period 4:   MATH84B
            Period 5:   MATH75B

Assignment names can be no more than 7 characters and must be upper case letters and numerals. Course names should begin with a letter. Our sample course titles show the grade level (7 or 8), the period (2, 3, 4 or 5) and the students' ability level (B).

Now, remove the EASYGRADER program diskette and insert a blank DOS-2 formatted diskette.

This diskette becomes your data storage diskette. If you have a two-disk drive system, you may put the data diskette in drive 2 and specify course names beginning with "D2:".

Now we'll enter the course names. In response to the prompt

CLASS NAME?

Type MATH72B . The screen will show the classes already on the diskette. Since we are just beginning, there aren't any yet. After you've used a diskette for several classes, you might see the following prompt:

DISK TOO FULL.   INSERT BLANK DISK.
PRESS START TO CONTINUE

Remove that diskette; insert another blank formatted diskette, and then press the START key. Then you can type in a name like MATH72B.

Now that you have named the class, EASYGRADER prompts you to set up the information for that class as follows:

SET UP NEW CLASS?

If you type "N", the prompt will be "CLASS NAME?" again, like the one above. Type "Y" to indicate that you want to set up Math72B.

SETTING UP CLASS LIMITS

There's room on the EASYGRADER program for you to use a specified number of "characters." A character is any letter, space, or punctuation mark. For example, the name PERRY, CLAUDIA J. uses 17 characters. You can divide the available characters any way you want within the limits of the program. You can leave room for a long list of many students, but then you have to use shorter names so that you don't go over the amount of space on the EASYGRADER program. The following prompt displays to help you specify the class limits you want.

CLASS LIMITS

Default values for class limits

STUDENTS	50
ASSIGNMENTS	50
NAME LENGTH	25
TITLE LENGTH	25

"IS THIS SET UP OK?"

If you press the RETURN key or type "Y" to accept these limits, you can enter a maximum of 50 students' names and 50 assignments for your class. The name of each student can be 25 characters long. Therefore, "JONES, HARVEY L" is acceptable, but "VAN MIDDLESWORTH, ALEXANDER W" would have to be abbreviated. In the same way, the title of each assignment could not exceed 25 characters.

EASYGRADER will use these limits unless you instruct the program to use other ones. If you'd rather change them, type "N" in response to the prompt above. EASYGRADER will

repeat the CLASS LIMITS prompt without numbers. Type in the numbers you prefer. Then the program tells you how many characters of space are left.

If you've increased the limits for the length of students' names to 35, you can't increase the limit for title length to 35 also, without using more characters than the program has available. EASYGRADER will then give you the following reminder:

CLASS IS TOO BIG BY [number] CHARACTERS

MAKE IT SMALLER, OK?

Press RETURN and start again.

On the other hand, if you decrease the limits too much, you might not be taking advantage of the space the program has.

When you finish typing in numbers that fall within EASYGRADER's limits, you'll see how many characters of space you have left. Reply to the question "OK?" by typing "Y" or "N".

SETTING GRADE STANDARDS

Should you grade on a curve, using standard deviations? Does your school require certain absolute standards? This is the time to set these standards up. The program asks:
SET GRADE STANDARDS?

If you press the RETURN key or type "N", you accept EASYGRADER's absolute grade standards:

A+=97-100
A=93-96
A-=90-92
B+=87-89
B=83-86
B-=80-82
C+=77-79
C=73-76
C-=70-72
D+=67-69
D=63-66
D-=60-62

Default grade scale

If you answer "Y", you turn off EASYGRADER's preset grade standards. You must replace them with your own. The next prompt to help you is:

CURVE GRADING?

Press the RETURN key or type "N" if you want absolute standards for your grades. The screen will display all the letters with the number grade equivalents next to them, followed by question marks. If you want to leave the equivalents suggested, just press the RETURN key again. Type in a different number grade equivalent if you want to make a change.

If you want to grade on a curve, using standard deviation, answer "Y" to the above "CURVE GRADING?" prompt. The following screen display gives you a chance to accept the standard deviations in parentheses, one by one, by pressing RETURN, or to replace them by typing in other numbers after each one:

```
         LETTER GRADE STANDARDS
         SPECIFY STANDARDS IN UNITS OF STD DEV

         A+       (1.9)?

         A        (1.6)?

         A-       (1.3)?

         B+       (1.0)?

         B        (0.8)?

         B-       (0.67)?

         C+       (0.3)?

         C       (-0.5)?

         C-      (-0.63)?

         D+      (-0.8)?

         D       (-1.0)?

         D-      (-1.3)?
```

Note that grades above "C" should have positive standard values, while grades below "C" should have negative ones.

EASYGRADER gives you a chance to change your mind while you are setting up these standards. If you have chosen curve grading, and then change your mind, just type "A" whenever the program prompts you to type in a number equivalent. The program returns to absolute standards, giving you another chance to accept the preset grade equivalents or type in your own. In the same way, if you have chosen absolute standards and you decide you'd rather go to the curve grading, just type "C" instead of any number grade. The program will change to curve standards. When you have finally typed in all the grade standards you are satisfied with, and a number appears beside each letter grade on the screen, press the RETURN key. Those standards will be applied for the class you are setting up.

Caution: If you decide against the CURVE GRADING option at this point, you may not return to it later for the same class. Likewise, if you choose it now, you must use it for all the records for that class. Decide carefully before you finally press the RETURN key.

EASYGRADER displays a message that it's setting grade standards.

ENTERING STUDENTS' NAMES

Now you can either use students' names from an old class or enter new names. The prompt is:

                CLASS LIST ENTRY?
                GET NAMES FROM OLD CLASS?

Type "Y" to use the old class names. If you have already entered other classes, tell EASYGRADER the name of the class, and it will print the students' names. In this example, EASYGRADER has no other classes, so it ignores your request.

Make sure that the class limits (number of students, name length, and so on) are the same for both the new and the old classes. Suppose you have an old class already entered, and you want to use the names from that class for a new one. Suppose you had set a limit of 50 students for the old class (see the section on SETTING UP CLASS LIMITS, above). The class limit for your new class must also be 50. Otherwise the last five students' names from the old list will be left off the new one!

If you type "N", the following prompt appears to help you list the names of the students for a new class:

                NAME?

For this example, type AALAND, GEORGE X. The same prompt repeats.

                NAME?

Type ABERNATHY, ALEXANDER Q.

This process will continue until you only press the RETURN key in response to

                NAME?

The program then asks for confirmation by prompting "OK?" Type "N" to start the class list entry over. Type "Y" to confirm that the list you have made is correct.

Now EASYGRADER asks if you want the program to alphabetize the list of class names automatically. The following prompt appears on the screen:

                ALPHABETIZE AUTOMATICALLY?

Note: If you reply "Y" to this question, you can't change it later for this class. If a new student is added to the class, for example, you can't choose to append his name to the end of the list (as you probably would in your grade book).

If you have responded "N" you have another option:

                ALPHABETIZE NOW?

If you respond by typing "Y", EASYGRADER alphabetizes the list that is already there, but it lets you add names to the end of the class list (or insert them anywhere in the

list) later. You can type "N" and the names will appear in the order you entered them.

The program then writes the files to the diskette.

SAVING INFORMATION

Now your setup for MATH72B is complete. The screen displays the MAIN MENU, to be discussed later. You have stored all the information you need to record assignments and grades when classes begin. To set up another new class, press RETURN. The next prompt appears:

> Save class, Change class, or RETURN
> (Type S, C, or RETURN key)

If you choose "S", EASYGRADER saves all the information you entered about MATH72B. If you type "C" right now, it goes right into setting up a new class without saving the information about MATH72B. (It is a very good policy to save results any time you stop working on EASYGRADER after you've entered some information, even if you aren't finished.) If you just press the RETURN key, the program returns to the display of the MAIN MENU without saving your work.

To learn to use the program, try typing "S" in response to the prompt above. You have a short wait while EASYGRADER writes names, grades, and assignments to the file. The MAIN MENU redisplays. Press RETURN to get the "Save class, Change class or RETURN" prompt again. Since you have already saved the information, this time type "C". Now, EASYGRADER will go through the same series of questions that you answered to set up MATH72B. You could set up the same information for a new class.

Note that if you type in MATH83B, or any new class name, the program lists all the classes EASYGRADER has already saved.

4 THE MAIN MENU

Once you load EASYGRADER into computer memory, the following prompt displays:

      CLASS?

If you type the name of one of the courses you've already created (such as MATH72B in our example), the following screen prompts tell you that EASYGRADER is finding the information you requested:

      READING GRADES
      READING NAMES
      READING ASSIGNMENTS

Then EASYGRADER's main menu appears:

ITEM	FUNCTION
1	ENTER, EDIT GRADES
2	FINAL GRADES
3	CLASS LIST
4	CLASS AVERAGE
5	ADD STUDENT
6	DELETE STUDENT
7	DELETE ASSIGNMENT
8	CHANGE NAME OR TITLE

ITEM?

Figure 1   Main Menu

To select a function (an activity), type its corresponding number and press the RETURN key. For example, to add a student to an existing class list, (ADD STUDENT), type 5, and then press the RETURN key.

OPTION 1 - ENTER, EDIT GRADES

Use Option 1 to enter grades for a new assignment or change grades for an existing assignment.

Entering assignments

Suppose you want to enter grades for a homework assignment on pages 35 and 36 of a math text. Type 1 from the main menu. Then you're asked for an assignment number for the class you just entered (if you've set up MATH72B for practice, for example):

        EDIT GRADES FOR [class name]

        ASSIGNMENT #?

If you type any incorrect entry, you will get a list of assignments. Press the RETURN key to request Assignment #1 and the following display appears. (If you have more than one assignment on record, you will enter a number to request a specific assignment.)

        #1 IS A NEW ASSIGNMENT

        TITLE?

Just for this example, type H 03/22/82 p35-36 to indicate that this is a homework assignment, due March 22, 1982, from pages 35 and 36. (You'll develop your own system for naming class assignments for your records.)

If you want to weight this assignment, type a number in parentheses before the assignment title. In this case, you might type in (3) H 03/22/82 p35-36 . If you don't type in a number, EASYGRADER will automatically give it a weight of 1. If you type a zero in parentheses as the weight, the assignment will be included in the printout for the class, but it won't affect any student averages.

Now enter the number of points possible for this assignment in response to the prompt:

        POINTS POSSIBLE?

For this example, type 17. If you press the RETURN key without typing a number, EASYGRADER assumes 100 points possible. If you use a number, it must be between 1 and 255. EASYGRADER will convert the grade to a percentage when it stores the grade internally. If the number divides evenly into 100, the percentage conversions will be exact. Otherwise, you will have some conversion errors.

Entering grades

Decide whether you want to work on the entire class or just one individual at a time. The prompt is:

        WHOLE CLASS OR INDIVIDUAL?

When you press the RETURN key, EASYGRADER responds in the same way as if you type "C" for "CLASS." Typing "I" indicates "Individual." You now see the assignment and a student's name. EASYGRADER wants this individual's score on the assignment:

        H 03/22/82 p35-36
        17 POINTS POSSIBLE

AALAND, GEORGE X ?

Type 16 and the next student's name appears:

        ABERNATHY, ALEXANDER Q   ?

Type 13 .

Extra credit

If you type a number higher than the points possible, 17 in this case, the program asks
if you're giving extra credit. If not, you have another chance to enter that student's
grade. This process continues until you have entered grades or skips (discussed in the
next section) for each student in the class.

Entering a skipped grade

A skip means that the assignment won't count in the student's average. Therefore,
pressing the RETURN key without entering a number leaves the initial grade of "skip"
unchanged. The blank spaces between the student's name and the question mark indicate a
grade of "skip". If you had already entered a grade, it would display in parentheses
just before the question mark.

Correcting a grade entry

If you see that you've made a mistake in grade entry after pressing the RETURN key, you
may back up to the previous name by typing a minus sign instead of a number, as in the
following. For example, the first prompted name was:

        AALAND, GEORGE X   ?

Type 16 and the next student's name displays as before:

        ABERNATHY, ALEXANDER Q

Type "-" and the first name redisplays with a score.

        AALAND, GEORGE X(16)?

Type 15 to change the points. Now the program redisplays the next student's name and his
score:

        ABERNATHY, ALEXANDER Q   ?

Type 13.

Once you've entered grades or skips for all students, EASYGRADER asks for an assignment
number again, just as it did at the beginning of this menu option. This gives you the
chance to record grades for another assignment. The prompt is:

        ASSIGNMENT #?

Press the RETURN key and the following prompt displays:

        #2 IS A NEW ASSIGNMENT?

        TITLE

To enter grades for another assignment, give its title in the same way you typed in H
03/22/82 p35-36 above.   Then you could enter all the grades your students earned for
that assignment. If you're finished with entering the grades for Assignment 1, and have
no more grades to enter for the time being, just press the RETURN key.

Again, you have the choice to "Save class, Change class, or RETURN." You'll make this
choice, just as you did after you set up this class, at the end of each of the main menu
options. Remember that typing "S" first is the only way to save all the information
you've just entered.

Changing grades

You can change grades in the same way that you entered grades. Consider the following
example, starting with the prompt from the main menu:

        ITEM?

Type 1 to select this option. Next the prompt for an assignment number displays:

        EDIT GRADES FOR [class name]

        ASSIGNMENT #?

If you want to see what EASYGRADER has stored for this class so far, type any letter ("X"
for example, or a number too large for your records) that's meaningless to EASYGRADER.
The screen will display a list of assignment numbers and titles. If you only press the
RETURN key, EASYGRADER will assume that you want to enter a new assignment. The
following example illustrates the EASYGRADER process if you enter X, any other letter,
or a very large number.

        ASG   TITLE

        1   H 03/22/82 p35-36

        ASSIGNMENT #?

Type 1 to verify that this is the correct assignment number.

        WHOLE CLASS OR INDIVIDUAL?

If you type "I", EASYGRADER asks you the name you want to work with. If you type "C" or
press the RETURN key, the screen clears and the first student's name appears.

        H 03/22/82 p35-36
        17 POINTS POSSIBLE

AALAND, GEORGE X (16)?

The (16) represents the current grade entered. Type 13 to change the grade.

When you've entered all the information you want to, press RETURN, and EASYGRADER displays the "Save class, Change class, or RETURN" prompt again.

OPTION 2 - FINAL GRADES

Use the FINAL GRADES menu selection to compute averages at any time. This option is EASYGRADER'S most complex function because it offers so many choices before it computes the final grades. The prompts are designed so that pressing the RETURN key gives you some preset information. However, if you wish to make any changes to your setup, refer to the following example.

The first prompt includes the name of the class you entered before you selected Option 2:

FINAL GRADES FOR [class name]

PRINT REPORT?

If you respond by typing "Y", EASYGRADER prints the grades on paper; if you type "N" or press the RETURN key, the program displays the grades on the screen.

Grades of zero

Next EASYGRADER asks you if you want grades of zero included in the calculations. The prompt is as follows:

SKIP ZERO GRADES IN AVERAGE?

Answer by typing "N" or just pressing the RETURN key to include zero grades. Type "Y" to omit them.

Whole and partial class reports

Sometimes you need all the grades for all the students in the class. But there are other times when you want only part of the record for a class. For example, if one student is curious about how he stands, you'd want the program to print information for that student only. If you're required to send out warning notices to all students with grades below 65, or commendations to all students with grades above 90, you'd want the program to give you that information. You wouldn't have to read through a whole class record to locate the information. You might want to check how your class was doing on tests only, or on one specific assignment. To give you these choices, the following prompt displays:

REPORT ALL ASSIGNMENTS?

If you type "Y" or just press the RETURN key, EASYGRADER begins to print them all. If you answer by typing "N", you must put in the number of the first assignment, and then the number of the last assignment.

The following prompt displays next:

REPORT HIGH GRADES ONLY?

This is your opportunity to print grades above a certain cutoff point, perhaps to commend students doing well, or perhaps to determine which students have high enough grades that they don't have to take a final exam. If you answer "Y" to this one, tell the program what is the lowest average to report. If you answer "N" or press the RETURN key without typing "Y" or "N", the next prompt will be:

REPORT LOW GRADES ONLY?

This is your chance to find out if any of your students are in danger of failing. If you answer by typing "Y", you must state the highest average to report.

Now you can decide how many students you want grades calculated for:

ALL STUDENTS?

If you want grades for all students, type "Y" or press the RETURN key. If you don't want all students, type "N". EASYGRADER will ask you to enter the first student's name and the last student's name.

Grade standards

Before EASYGRADER calculates the final grades, you have a chance to reconsider your standards for those grades. The following prompt displays:

NEW STANDARDS?

If you type "N" or press the RETURN key, the program uses the standards you set up earlier. If you answer "Y", then you can fill in new standards for each grade from A+ to D-. Remember that you may not now change back and forth from absolute standards to curve grading. The choice you made when you set up this class was final.

Statistical reports

When EASYGRADER is ready to compute the grades for this class, the following prompt displays:

WHOLE CLASS OR INDIVIDUAL?

Page 21 contains a sample report for one student, showing his assignments and grades (including some skips), his weighted average, and his final grade. Type "C" or press the RETURN key for the whole class.

EASYGRADER asks if you want a list of statistics for the whole class, by displaying the following prompt:

STATS FOR WHOLE CLASS?

If you type "Y" or press the RETURN key, EASYGRADER prints the class statistics, showing
frequency of grades, the class average, and the standard deviation, for all the students
in the class. If you type "N", the program shows you the same information about one
individual in relation to the class. Page 22 contains a sample report of final class
statistics in the form of a frequency chart.

Like the other menu options, #2 ends with the prompt to "Save class, Change class, or
RETURN"

OPTION 3 - CLASS LIST

Option 3 provides a list of student names so that you can verify the entries and their
order. This option will also display the final grades for all students if final grades
have been computed. This feature provides a grade report for all students which you can
print more quickly than the detailed report. Try following the next example.

Once you type "3", your class list displays. In the example of MATH72B, the following
would be printed on the screen:

              CLASS LIST OF MATH72B

          1.   AALAND, GEORGE X

          2.   ABERNATHY, ALEXANDER Q
    ?

If you have already completed Option 2, before you chose Option 3, you get a list that
includes grades, like the one on page 23. Page 24 contains a sample of the class list
before the grades are computed. EASYGRADER concludes this option like all the others,
with the choice to "Save class, Change class, or RETURN."

OPTION 4 - CLASS AVERAGE

This option provides you with the class average, standard deviation, lowest score, and highest score in any given assignment already entered on the diskette.

To choose this option, type "4" when the main menu displays. First, direct EASYGRADER whether to print the information on the screen or on paper. The following prompt displays:

PRINT REPORT?

If you want a report on paper, type "Y". If you type "N" or just press the RETURN key, the information is printed on the screen.

Next, EASYGRADER asks if you want the class average with or without the grades of zero. This prompt displays:

IGNORE ZERO GRADES?

If you want the zeros included in the average, type "N" or press the RETURN key.

Then tell EASYGRADER which assignment you want the averages for, by answering the following prompt with the number you've given the assignment:

ASSIGNMENT #?

EASYGRADER prints the title of the class, the number of the assignment, the number of students being included in this average, and the title of the assignment, in the format that follows:

CLASS:
ASSIGNMENT:
OF STUDENTS:
ASSIGNMENT:

When the report is ready to be displayed on the screen (or to be printed on paper), it includes the average for the whole class, the standard deviation of all the grades, and the lowest and highest grades earned for the assignment number you requested. The information is presented in this way:

CLASS AVERAGE:
STANDARD DEV:
LOWEST:
HIGHEST:

Before you leave this menu option, you have a chance to call for averages from any other classes you wish. The prompt requests the number of another assignment.

ASSIGNMENT #?

Page 25 contains a sample report of two class averages. When you've finished, press RETURN instead of entering another number. EASYGRADER again displays the prompt to "Save class, Change class, or RETURN."

OPTION 5 - ADD STUDENT

Use this option to add students to a class, for example, if a new student arrives in the
middle of the year. EASYGRADER allows you to keep the same class order as in your grade
book. You may either add a student at the end of the class list, or you may insert his
name anywhere in the list. Students added to a class initially have grades of all skips
so that only work done after entry into your class count in the final grade. If you set
up the MATH72B class as an example to learn how to use this program, try following these
steps for practice.

> ADD STUDENTS TO MATH72B
> ADD TO END OR INSERT IN CLASS

If you press the RETURN key, EASYGRADER assumes you want to append the name to the end of
the class list. If you'd rather insert the name into the alphabetized list, type "I".

If you do type "I", tell the program where to insert the name. Reply to the next prompt
by typing the name that will be listed just after the one you're going to add:

> INSERT BEFORE NAME?

Note: If you chose to alphabetize automatically when you first set up the information
for this class, you can't now change and append a new name to the end of the list. When
you add the new student's name, EASYGRADER adds his name in alphabetical order.

Next, enter the name of the new student in response to the following prompt:

> STUDENT TO ADD?

For practice, type in WILLIAMS, SANDY L. You've just added Sandy L. Williams to the
class called MATH72B. When you finish, press RETURN after the STUDENT TO ADD? prompt.

You have a short wait while EASYGRADER is alphabetizing. Then the usual prompt to "Save
class, Change class, or RETURN displays.

OPTION 6 - DELETE STUDENT

You can remove a student and all his grades from your records. (It's a good idea to
print the records before removing them for some later purpose.) First type 6 from the
main menu. EASYGRADER asks you to name the student:

> DELETE STUDENT FROM [class name]
> STUDENT'S NAME

Type as many of the letters of the last name as necessary to indicate a unique reference.
In the case of the MATH72B example, typing "A" and pressing the RETURN key causes the
program to find George Aaland.

> DELETING AALAND, GEORGE X
> STUDENT'S NAME?

This gives you a chance to confirm that EASYGRADER has found the right name. If you

really meant Alexander Abernathy when you typed "A", you have a chance to change it. As a safeguard against the danger of deleting information by mistake, the program takes you through another step with the prompt below:

ARE YOU SURE?

If you type "N" or press the RETURN key, you can start over with no information lost. If you answer by typing "Y", the name is deleted from EASYGRADER's records.

After you've finished deleting all the names you wish, press RETURN. The prompt to "Save class, Change class, or RETURN displays.

OPTION 7 - DELETE ASSIGNMENT

This option corresponds to the DELETE STUDENT option. It allows you to delete an assignment you may have entered incorrectly (or two times) and to get rid of assignments you don't want to use in computing final grades.

Make sure that you've entered at least one student and one assignment. Then, in response to the main menu, type "7". In the example of the class set up for practice, the following prompt displays:

DELETE ASSIGNMENT FROM MATH72B
ASSIGNMENT?

Type 1 to indicate Assignment 1. The prompt asks:

ARE YOU SURE?

If you respond by typing "N" or pressing the RETURN key, you have a chance to start over with no information lost. If you reply by typing "Y", Assignment #1 will be deleted from the program's records. The program then gives you the chance to delete another assignment:

ASSIGNMENT TO DELETE?

You may delete as many assignments as you like before returning to the main menu. Replying with any key other than a number or a current assignment provides you a list of assignments.

To conclude this option, choose "Save class, Change class, or RETURN" in the usual way.

OPTION 8 - CHANGE NAME OR TITLE

Changing a student's name

Suppose you've entered George Aaland's middle initial improperly as an "X" when it should have been an "R". Perhaps someone has had a legal name change during the term. This option enables you to keep your records up to date. Type "8" and press RETURN. The following prompt displays:

        CHANGE STUDENT'S NAME?

If you type "Y", the program displays the class and asks the name:

        CHANGE STUDENT'S NAME IN [class name]
        NAME?

Type the name of the student whose name you want to change. For the practice example, type Aaland. EASYGRADER reminds you of the way Aaland's name is listed in the records.

        NAME WAS AALAND, GEORGE X
        NAME IS?

Type AALAND, GEORGE R and press the RETURN key. You have a short wait while EASYGRADER is alphabetizing.

Changing an assignment title

If, after the prompt (CHANGE STUDENT'S NAME), above, you simply pressed the RETURN key, EASYGRADER would display this prompt:

        CHANGE ASSIGNMENT TITLE?

If you press RETURN or type "Y", the prompt asks for the number of the assignment:

        ASSIGNMENT #?

When you type in the number, EASYGRADER prints the old assignment title. The next prompt gives you the chance to type in the title you're changing it to:

        NEW TITLE?

If you change the title, you might also want to change the number of points students can earn for that assignment. Respond to the following prompt with that number:

        POINTS POSSIBLE?

When you've finished, exit by choosing to "Save class, Change class, or RETURN."

CAMERON,PAUL

ASG	TITLE	GRADE
1	(2)CH.9 W/SHEET	
2	(.6) CLIMATE QUIZ	
3	(1.6) CH 10 W/S	
4	(1.2) SPEL CLIMATES	
5	(5) TEST CH9&10	
6	(2.5) RETEST CH 9&10	
7	(2.3)CH13 W/SHEET	
8	(2.5)STATES TEST	
9	(5)MAP PACKET	
10	(2.3)CH.1 W/SHEET	
11	(3.4)CH.2 W/SHEET	
12	(2.2)ch.4 w/sheet	
13	(2.5)NOTEBOOK CHECK	
14	(2,5)USSR TEST	
15	(2.7)EUR.MAP TEST	100
16	(2.4)USSR VOC/SPEL	96
17	(1)PARAGRAPH	70
18	(1.9)U.5 CH.1	100
19	(1.7)U.6 CH.12	88
20	(1.3)QUIZ EUROPE	54
21	(1.1)U.4 CH.1	91
22	(2.8)L.AM. MAP TST	100
23	(.4)QUIZ CULTURE	75
24	(1.2)U.4 CH.2	100
25	(3.3)LAT AM. TEST	73
26	(3)S.AM. MAP	93
27	(2.5)NOTEBOOK CHECK	100

CAMERON,PAUL

WEIGHTED AVERAGE: 90.13
FINAL GRADE: A- (90)

SAMPLE REPORTS FROM
MAIN MENU OPTION 2 –
Final Class Statistics

FINAL STATISTICS

```
GRADE   FREQUENCY PLOT
-------------------------------------
A+      0
A       0
A-         1
B+            2
B             2
B-      0
C+         1
C                                   6
C-                       4
D+            2
D                        4
D-                       4
F                  3
-------------------------------------
```

```
TOTAL:          29
CLASS AVERAGE:  64.54
STD DEVIATION:  16.17
```

CLASS LIST OF EXAMPLE

1	ATCHISSON, BILL	61.23% IS D+ (60)
2	CAMERON, PAUL	90.13% IS A- (90)
3	CHASE, BRENDA	51.84% IS D- (50)
4	DAVIS, MARTIN	20.95% IS F
5	DONALDSON, ANNE	37.54% IS F
6	EASTER, KATHERINE	73.63% IS C (70)
7	FAUST, JAMIE	87.83% IS B+ (87)
8	GONGORA, SYLVIA	50.02% IS D- (50)
9	HANLE, LARRY	89.11% IS B+ (87)
10	HUDSON, CATHY	60% IS D+ (60)
11	JONES, SANDY	69.65% IS C- (65)
12	KING, ALLEN	54.11% IS D- (50)
13	KIPLING, HENRY	71.92% IS C (70)
14	LOPEZ, STEPHANIE	79.76% IS C+ (75)
15	LUNDBERG, MICHAEL	74.85% IS C (70)
16	MASTERSON, BAT	57.27% IS D (55)
17	MCCARTHY, CEDRIC	70.38% IS C (70)
18	MCCOY, EUGENE	58.58% IS D (55)
19	MCENROE, FRANK	66.72% IS C- (65)
20	OMALLY, MAXINE	70.66% IS C (70)
21	RANSON, DORTHY	56.22% IS D (55)
22	ROGERS, PATTY	67.08% IS C- (65)
23	SAMUELSON, CYNTHIA	70.25% IS C (70)
24	SAXTON, CARRIE	83.79% IS B (83)
25	SHIELDS, BRENDA	53.61% IS D- (50)
26	SMITH, NATHAN	57.36% IS D (55)
27	SMITH, ARTHUR	66.25% IS C- (65)
28	TOTEN, LANCELOT	83.75% IS B (83)
29	TRENT, PRISCILLA	33.16% IS F

SAMPLE REPORT FROM
MAIN MENU OPTION 3
Class name list

CLASS LIST OF EXAMPLE

#	Name		#	Name
1	ATCHISSON, BILL		24	SAXTON, CARRIE
2	CAMERON, PAUL		25	SHIELDS, BRENDA
3	CHASE, BRENDA		26	SMITH, NATHAN
4	DAVIS, MARTIN		27	SMITH, ARTHUR
5	DONALDSON, ANNE		28	TOTEN, LANCELOT
6	EASTER, KATHERINE		29	TRENT, PRISCILLA
7	FAUST, JAMIE			
8	GONGORA, SYLVIA			
9	HANLE, LARRY			
10	HUDSON, CATHY			
11	JONES, SANDY			
12	KING, ALLEN			
13	KIPLING, HENRY			
14	LOPEZ, STEPHANIE			
15	LUNDBERG, MICHAEL			
16	MASTERSON, BAT			
17	MCCARTHY, CEDRIC			
18	MCCOY, EUGENE			
19	MCENROE, FRANK			
20	OMALLY, MAXINE			
21	RANSON, DORTHY			
22	ROGERS, PATTY			
23	SAMUELSON, CYNTHIA			

SAMPLE REPORT FROM
MAIN MENU OPTION 4 —
Class average reports

COURSE: EXAMPLE
ASSIGNMENT: (2)CH.9 W/SHEET
OF STUDENTS: 27

CLASS AVERAGE: 68.7

STANDARD DEV: 31.1

LOWEST: 0

HIGHEST: 100

COURSE: EXAMPLE
ASSIGNMENT: (2.5)NOTEBOOK CHECK
OF STUDENTS: 27

CLASS AVERAGE: 74.5

STANDARD DEV: 43.2

LOWEST: 0

HIGHEST: 120

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