

Frequently Asked Questions on Marks

- Q. How does one delete a student from a class?
A. Click on the box just to the left of the student's name. This will highlight the student. Hit the delete key and he is gone.
- Q. How do I add a student to my class?
A. Click on the Edit menu and pull down to Students. The cursor should be blinking in the open box at the bottom of the window. Enter the student's name exactly as in the folder found in the computer lab. If you do not enter in the name exactly then the program will not enter in a grade for him when grade time comes up. Tab twice and put in the grade in which the student is enrolled. Tab again and put in his school id number (found in the folder in the computer lab). When done click OK.
- Q. The letter grades does not appear next to the students, how can I fix this?
A. What you need to do is locate your points and credits table. All teachers have one located on the disk provided to you from Mr. Flowers or in the Current Marks Folder in their folder on the server. The file you are looking for has a name similar to "Pts/Cred your name".

If you are working from your disk:

1. Go to the Window menu and drag down to Points and Credits. A dialog box will appear so you can locate where the file might be located.
2. Click on the word Desktop on the right hand side of the window just below the word Edit. A list of names will appear.
3. Double click on the name of your disk. Other names should appear.
4. Double click on the "Pts/Cred your name" file. A new window opens entitled "Pts/Cred your name".
5. Click on the close box in the upper left corner of the window and the letter grades should appear.
6. If not, go to the Marks menus at the top and drag down and release on Calculate Now.

If your are working on the server:

1. Go to the Window menu and drag down to Points and Credits. A dialog box will appear so you can locate where the file might be located.
2. Click on the word Desktop on the right hand side of the window just below the word Edit. A list of names will appear.
3. Double click on the name "Admin and Teachers". Other names should appear.
4. You are looking for your folder now. You might have to scroll a bit to find your name. Double click on the folder with your name on it. More names should appear.
5. Double click on the Marks Current folder. More names should appear.
6. Double click on the file called "Pts/Cred your name". A new window should appear entitled Pts/Cred your name.

7. Click on the close box in the upper left corner of the window and the letter grades should appear.
8. If not, go to the Marks menus at the top and drag down and release on Calculate Now.

Q. How do I work with extra credit?

A. I would suggest not adding a category for extra credit in one of the bins because the Marks will think of it as a grade for all students. I would add the extra credit points to one of the test grades during the quarter.

Q. How would I drop the lowest test grade in a quarter?

A. If you have given a number of tests during the quarter and you want to drop the lowest test grade. Find which test grade is the lowest for the student and simply type in the word omit in place of the grade. That way the test grade will not count at all in his final point total.

Q. I entered the grades for the quarter in the wrong Bin. Can I fix this without reentering all the grades again?

A. Yes, I assume you are working in the Term Marks window. If you do not have it open at this time go to Window menu and drag down to Show Term Marks and release.

1. Go to the Bin where you entered the grades originally.
2. Holding down the option key click and hold on the Bin name. The other Bin names should appear. Drag the mouse to the Bin where you want the grades to end up and release.
3. A dialog box will appear asking you to copy the results to the new Bin. Click Yes.

Q. Can I clear the comments out of the Progress Report Bin before I enter my new comments?

A. Yes.

1. Go to the Marks menu and drag down to Show Term Marks.
2. If the bin is not entitled Progress Report in the upper left, change it by clicking on the name that is there and drag down to Progress Report.
3. To clear the comments, click and hold on the little box above the word percent. A list of command and bins should come up.
4. Drag down to clear comments and release.
5. A dialog box appears asking you if you really want to do this, click on Yes.

Q. I have a student that has moved from one of my classes to another. Can I copy the information from one class to the other?

A. Yes and No.

Yes, if the information from one class is exactly the same as in the other class. If I were you I would just add the student as a new student as described above.

Q. I teach three classes of the same subject and I would like to know if I could copy the Bin from one class to the other?

A. Yes, if fact I had to spend \$2700 to find out this answer.

1. What you do is set up the bins of the first class the way you want.
2. Highlight each of the bins you want to copy by clicking and dragging across the rectangles at the very top of each bin.
3. Go to the Edit menu and select copy or command C.
4. Close the window.
5. Open the file for the next class. Go to File menu and drag to Open and double click on your file.
6. This is the tricky part. There are small rectangles at the top of each bin. What you should do is click on one of the vertical lines of the rectangle. You will know when you do because you will see a blinking cursor in the corner of the rectangle. If you do not try again, it takes practice to get it right.
7. Go to the Edit menu and drag to Paste, and the other bins should now appear.