

# JMC<sub>INC.</sub>

*"Bringing computing ease to your student record needs"*

## **DOCUMENTATION** **~NETWORK GRADEBOOK~** **Including Standards and Benchmarks**

JMC Inc  
PO Box 328  
Lake City, MN 55041

Telephone: 1-800-524-8182  
Fax: 1-651-345-2215

Web: [www.jmcinc.com](http://www.jmcinc.com)  
Email: [support@jmcinc.com](mailto:support@jmcinc.com) or [sales@jmcinc.com](mailto:sales@jmcinc.com)

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# Network GradeBook Overview

## General

The JMC GradeBook allows teachers to keep track of student grades on assignments, tests, quizzes, projects, etc. as well as calculate and submit term (semester, quarter, trimester, hex) and midterm grades and comments to the office via a local area network.

Teachers may also assess student progress on standards and benchmarks by calculating benchmark results based on assignment scores and standard results based on benchmark results. If desired, these results may be hand-entered rather than calculated.

The JMC GradeBook also allows teachers to create seating charts and progress reports.

**IMPORTANT:** Please regularly make back-ups of the JMC GradeBook folder. For a detailed example of the back-up process, see the section at the end of this document entitled “Backing Up your GradeBook Software” on page 38.

## Using the GradeBook program:

To use the GradeBook program simply open (double-click) the **GradeBook folder**. Inside the **GradeBook folder**, locate and open (double-click) the **JMC GradeBook** icon.

## Setting Up the GradeBook:

The initial setup of the GradeBook for individual teachers is done once.

### In the Office

Your GradeBook disk will be set up for you in the office, identifying you as the owner.

### Over a Network

1. If your disk was not set up in the office, open the **JMC GradeBook v3.5** application.
2. Select the volume on which the JMC data folder resides.
3. Locate and select your name in the list of teachers.
4. Click on **Accept**. The Teacher Verification window will appear.

*Note:* Once a teacher is selected and verified, he/she may not be changed.

5. If your name is displayed, click on **Correct**.

## Using the GradeBook for Standards and Benchmarks Assessment:

The major steps for doing Standards and Benchmarks Assessment using the GradeBook are as follows:

1. The teachers' courses must first be instanced in the JMC Office Application for the standards and/or benchmarks to be assessed from the GradeBook.
2. If a teacher wants to have calculated results for Standards and Benchmarks, they would need to have the GradeBook set up normally with grade cutoffs defined, categories and assignments specified, and scores entered for assignments from which the results are to be calculated.
3. From the GradeBook's **File** menu, select **Office to Teacher** to bring over local copies of the standards and benchmarks definitions from the office to the GradeBook. This step may need to be repeated periodically as standards and benchmarks definitions get updated in the Office Application.
4. Link assignments to benchmarks on the **Categories and Assignments** screen from the **Scores** menu.
5. Modify the weighting of benchmarks within a standard AND/OR assignments within a benchmark on the **Standards and Benchmarks** screen from the **Scores** menu.
6. Generate assessments (result sets) on the **Edit Assessments for a Course or Grade...** or **Edit Assessments for a Student...** screens in the **Edit** Menu of the GradeBook.
7. Submit results from the teacher's GradeBook by doing a **Teacher to Office** from the **File** menu of the GradeBook.
8. The office staff will select **Teacher to Office via Network** from the JMC Office Application to pull in the teachers' submissions. The results will then be displayed and editable on the **Edit Student Standards and Benchmarks Results** screen of the JMC Office Application.

*Note:* Disk-based GradeBooks do not include the Standards and Benchmarks screens.

## GradeBook Basics

### Establishing a Password for the GradeBook:

Setting a password (optional) restricts program use to the individual instructor.

1. To set or change a password, select the **Set Password** option in the **File** menu.
2. Type your new password.
3. Click **OK**.
4. Retype the password for verification.
5. Click **OK**. If the two entries match, the password is saved.

*Note:* If you forget your password contact JMC.

### Office to Teacher:

This option is used to periodically update the student class lists and standards and benchmarks definitions for your student gradebook data.

#### In the Office

Your student class lists will be updated for you in the office.

#### Over a Network

Under the **File** menu, select **Office to Teacher**. You may be asked to locate the JMC data folder.

*Note:* Your network administrator will be able to tell you the location of the data folder.

*Note:* This action will update your class lists standards and benchmarks definitions.

### Calculating Grades from Scores and Entering/Editing Grades and Comments:

1. Select **Course Grades** under the **Edit** menu. The screen will appear similar to Figure 1.

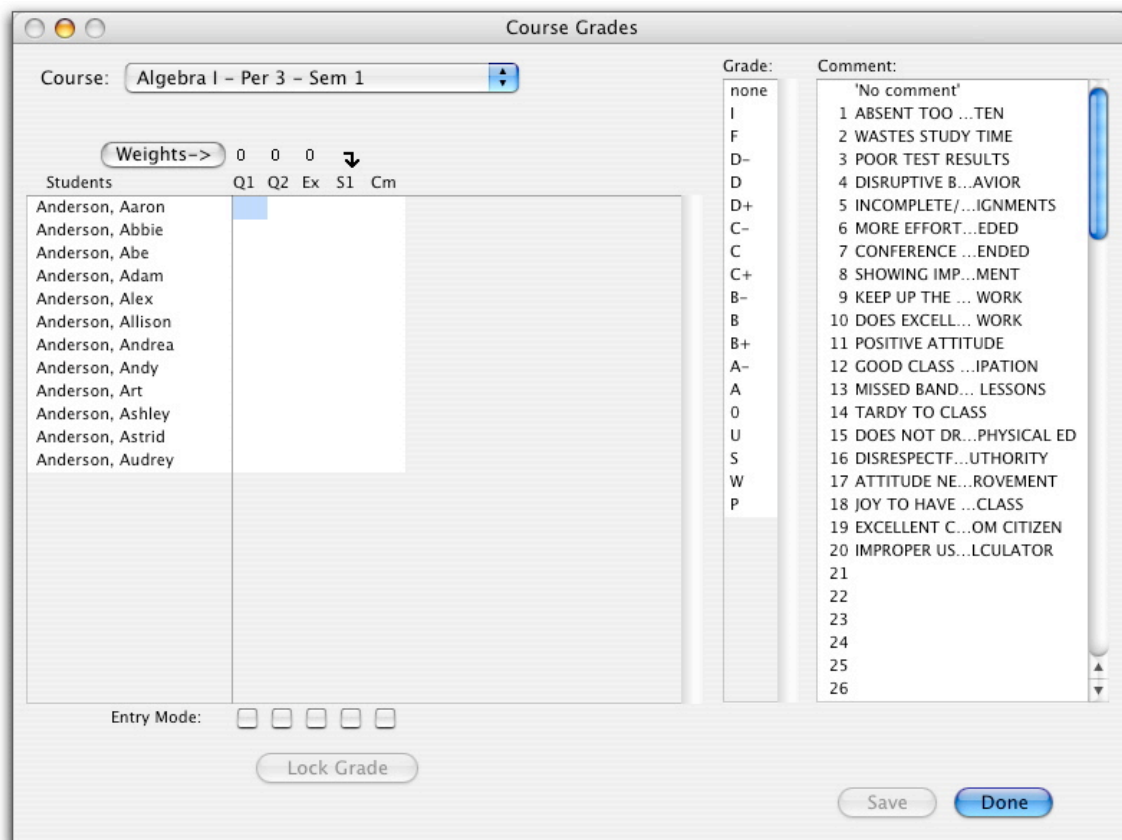


Figure 1: Course Grades screen.

2. Select the desired course/period/term from the pop-up menu at the top of the window.
3. If you have defined grade cut-offs and have entered assignment scores, all you need to do is to go to **Calculate Grades from Scores** under the **Options** menu. This action brings the grades from the **Assignment Scores** screen.

*Note:* If you manually change a grade, it will lock and a box will appear around it.

4. Edit/Enter grades for the students by clicking on the desired grade. Comments are also entered by clicking on the desired comment on the right-hand side of the window.

### Making several entries

If you wish to make several entries for a student before moving to the next student, use the **Entry Mode** check-boxes at the bottom to control where the selection rectangle moves. The selection rectangle will move across to a column having a checked **Entry Mode** box. If no **Entry Mode** boxes are selected, the selection rectangle will move to the next student.

*Note:* To enter the same grade for more than one student, click and drag to select the grade boxes for the desired students and grades, and then click on the grade.

## Entering Weights for Calculation of Course Grades:

### To have the course grade calculated

1. Use the boxes above the marking period and exam grade columns to select the desired weights.
2. Click on the weight and select a new weight from the listing.

*Note:* If no exam grade is given, do not enter a weight for the exam.

*Note:* Entering weights for one section of a course will enter the same weights for any other sections of the same course.

An arrow will appear above the grade column that is to be calculated.

A listing of the weights you have set in all of your classes may be printed for review by selecting **Course Weights** under the **Edit** menu on the main window.

## Calculating Course Grades:

Course grades for a class may be calculated by selecting **Calculate Grades** under the **Options** menu.

Course grades may be calculated for all classes at once by selecting **Calculate All Classes** under the **Edit** menu on the main window.

No course grade will be calculated if:

- a weight is entered for a grade but the grade is missing,
- OR
- a grade involved in the calculation does not count in the GPA.

## Locking a Grade:

1. To give a student a grade other than the calculated grade, enter the desired grade for the student.
2. Highlight the grade by clicking on it.
3. Click on the **Lock Grade** button or select **Lock Grade** under the **Options** menu. The locked grade will appear with a box around it.

*Note:* When grades are calculated, the locked grade will not change.

## Unlocking a Grade:

To unlock a locked grade, highlight the grade and click on the **Unlock Grade** button in the lower left corner of the window or select **Unlock Grade** under the **Options** menu.

## Printing Grades and Comments:

To print the student grades in the displayed class, select **Print this Class** under the **Options** menu.

The **Print** option under the **File** menu on the main window will print ALL class lists with student names, grades, and comments for the term you select.

## Standards and Benchmarks Assessments:

Student Standards and Benchmarks Assessments may be created, deleted, or edited on either by course/grade or by student.

## Edit Assessments for a Course or Grade:

1. Select **Edit Assessments for a Course or Grade...** under the **Edit** menu.

Students	Result ID	Result %	Result Term	Result Comment
Anderson, Aaron	HP	99.0	Q1	
Anderson, Abbie	HP	98.0	Q1	
Anderson, Abe	HP	97.0	Q1	
Anderson, Adam	HP	96.0	Q1	
Anderson, Alex	HP	95.0	Q1	
Anderson, Allison	HP	94.0	Q1	
Anderson, Andrea	HP	93.0	Q1	
Anderson, Andy	HP	92.0	Q1	
Anderson, Art	HP	91.0	Q1	
Anderson, Ashley	HP	90.0	Q1	
Anderson, Astrid	PR	89.0	Q1	
Anderson, Audrey	PR	88.0	Q1	

Figure 2: Edit Assessments for a Course or Grade screen with calculated results.

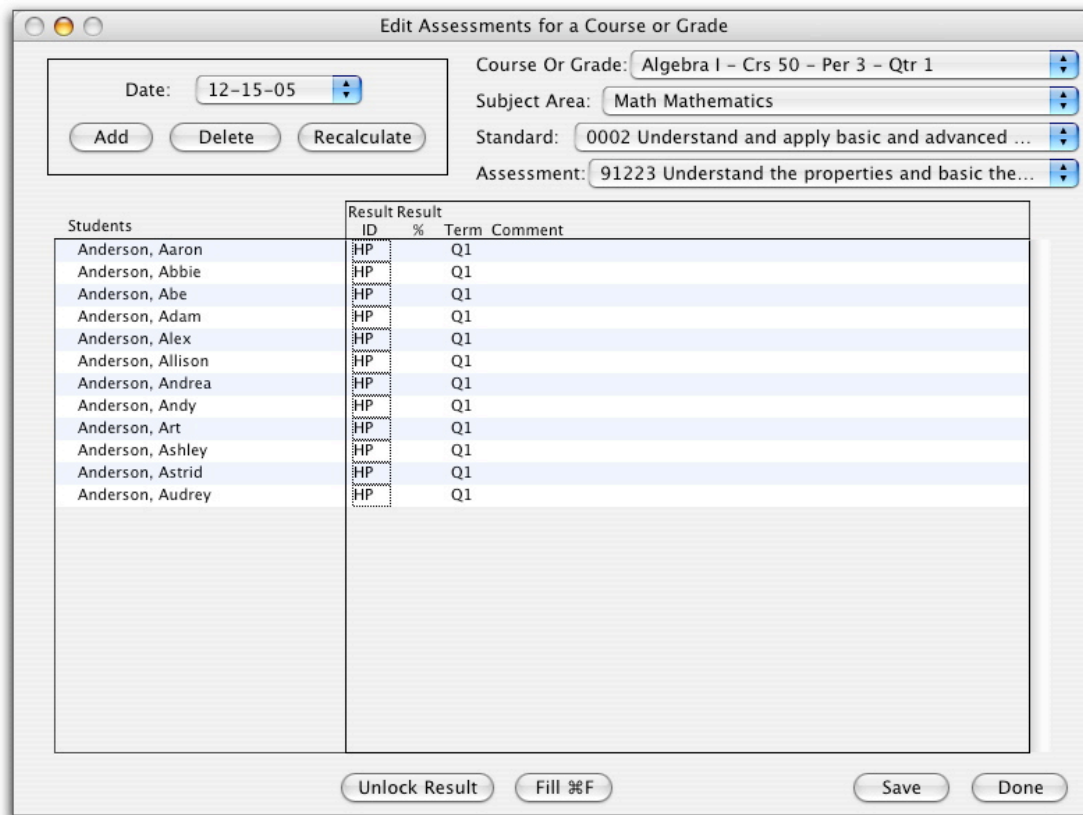


Figure 3: Edit Assessments for a Course of Grade with manual results.

2. Select the desired course section or grade level from the **Course or Grade** menu in the top right corner of the window.
3. Select the desired subject area from the **Subject Area** menu in the top right corner of the window.
4. Select the desired standard from the **Standard** menu in the top right corner of the window.
5. Select the desired assessment (benchmark or standard) from the **Assessment** menu in the top right corner of the window.

*Note:* Only standards and/or benchmarks that have been instanced for this course or grade level will be listed in the Assessment menu. If you need to assess a standard and/or benchmark that is not in this menu you will need to have an instance created for your course or grade level in the JMC Office Application. Once this is instanced in the office you may do an **Office to Teacher** to update the Standards and Benchmarks definitions in your GradeBook folder.

6. If viewing or editing an existing set of student assessments, select the desired date from the **Date** menu in the top left corner of the window.

**Add** To add a new set of student assessments for the currently specified course or grade level, subject area, standard, and assessment selections, click **Add**. You will then be prompted to enter more information. If you are adding an assessment set for a benchmark, the window will appear similar to Figure 4. If you are adding an assessment set for a standard, the window will appear similar to Figure 5.

*Note:* A student may have only one record per date and standard or benchmark instance (term is ignored in this regard).

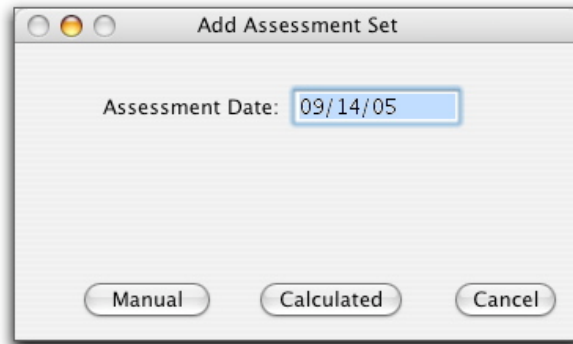


Figure 4: Add Assessment Set screen for a Benchmark.

**Assessment Date** Enter the assessment date for this new set of results. If this is to be a calculated benchmark results set, this date will be used as a cutoff date for assignment scores. If this is to be a calculated standard results set, this date will be used as a cutoff date for benchmark results.

**Manual** To create a set of blank records for the assessment, click **Manual**. You may then enter the desired student results manually.

**Calculated** To create a set of calculated results for the assessment, click **Calculated**. If the currently calculating a standard result, a screen similar to Figure 5 will appear with a summary of the calculation that is about to happen.

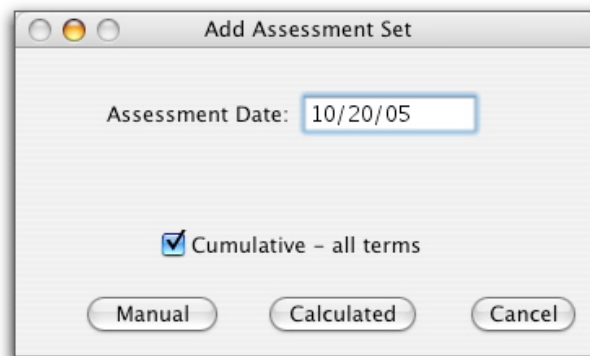


Figure 5: Add Assessment Set screen for a Standard.

*Note:* **Standards calculations option:** When calculating a standard result, a

**Cumulative – All Terms** checkbox is visible on the Add Assessment Set screen (see Figure 5). This option affects whether standard assessment calculations are to use benchmark results from all terms or from the currently selected term.

*Note:* **Standard Results are calculated** based upon the most recent set of benchmark assessments that pertain to this standard for the class. The summary window, similar to Figure 6, will display a list of benchmarks and the date of the most recent assessment for each benchmark. If you do not wish to keep the standard results that are about to be created, do not save the new set of standard results once the calculation has completed.

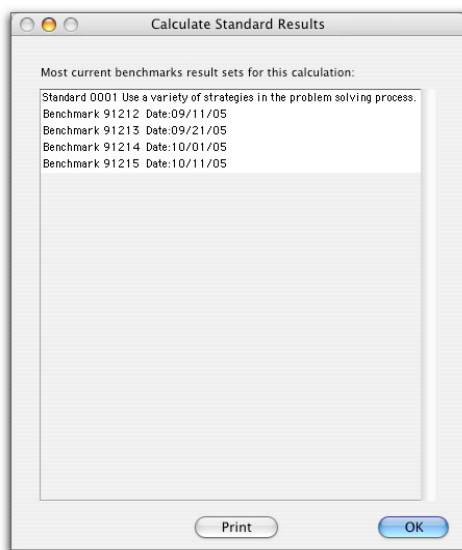


Figure 6: Summary for Adding a Standard Assessment Set.

*Note:* **Weighting for Standard or Benchmark Results Calculations** may be edited by selecting **Standards and Benchmarks...** from the **Scores** menu.

*Note:* **Benchmark Results are calculated** based upon the current scores for assignments that have been attached to a benchmark in your JMC GradeBook. Assignments may be attached to a benchmark by selecting **Categories and Assignments** from the **Scores** menu and clicking the **Select Benchmark** button for the appropriate assignment(s).

*Note:* After a result set is calculated, some students' results may be a box with no result or percentage. In these cases, a result could not be calculated. If this is a standard assessment, this may be due to the student having a locked (non-calculated) result for one of their most recent benchmark results or they may have no benchmark results at all to use for this calculation; therefore, there is not enough information to calculate the result. If this is a benchmark assessment, this may be due to the student not having any assignment scores on which to base a benchmark result calculation.

*Note:* Result symbols (e.g. HP, PR, NP, etc.) and cutoffs (90% or better for

an HP, etc.) are established in the office for each subject area. You will not be allowed to enter a result manually that is not defined in the office for the specified subject area.

**Cancel** To leave this window and return to the **Edit Assessments for a Course or Grade...** window, click **Cancel**.

**Delete** To delete the currently displayed assessment (set of results), click **Delete**. Deleting of a result set will cause them to be deleted in the office database the next time the teacher submits standards and benchmarks results to the office via **Teacher to Office**.

**Recalculate** To recalculate the currently displayed assessment (set of results), click **Recalculate**. The assessment will be recalculated based upon the current set of assignment scores and benchmark results.

**Locked Results** To give a student a result other than the calculated result, enter the desired result for the student by selecting the result and then editing it. A box will appear around the result indicating that it is a locked result and the result percentage will no longer be displayed. If the result is then unlocked, the result percentage will have been set to zero and the corresponding result will be set accordingly.

**Fill** To copy a manually entered result from one student to all students for the currently displayed assessment set, select the result to be filled and then click **Fill**. This option may be useful if many students in a course or grade level are to receive the same result on an assessment. For example, let's say that all students in the class but one were proficient (for this example we will use a result of PR to indicate proficient). This can be accomplished by adding a new assessment set (manual, not calculated), then entering the result for the first student, then selecting that result by clicking on it to hilite it, and then clicking **Fill**. All students will now have the same result. You may then go through and manually edit any student(s) that received a different result.

*Note:* The **Fill** button is disabled if a manually entered result is not selected.

## Edit Assessments for a Student:

1. Select **Edit Assessments for a Student...** under the **Edit** menu.

Assessments:	Result ID	Result %	Result Term	Result Comment	Result:
STD Learning Goals	S		Q2		
001 Performs rote counting to 21 or farther	S		Q2		B
002 Performs rational counting to 10	S		Q2		D
003 Recognizes numbers to 10	S		Q2		S
004 Forms groups of 0-5	S		Q2		
005 Recognizes geometric sh...ngle, circle, square, and r	D		Q2		
006 Recognizes coins Penny, Nickel, Dime, and Quarter	S		Q2		
007 Understands concepts of first and last	S		Q2		
008 Sorts and classifies objects	D		Q2	can do for some types	
009 Compares sizes of objects	D		Q2		

Figure 7: Edit Assessments for a Student screen.

2. Select the desired course section or grade level from the **Course or Grade** menu in the top right corner of the window.
3. Select the desired subject area from the **Subject Area** menu in the top right corner of the window.
4. Select the desired standard from the **Standard** menu in the top right corner of the window.
5. Select the desired student from the **Student** menu in the top right corner of the window.
6. If viewing or editing an existing set of student assessments, select the desired date from the **Date** menu in the top left corner of the window.

**Add** To add a new set of assessments for the currently specified course or grade, subject area, standard, and student, click **Add**. You will then be prompted to enter more information with a window will appear similar to Figure 8.

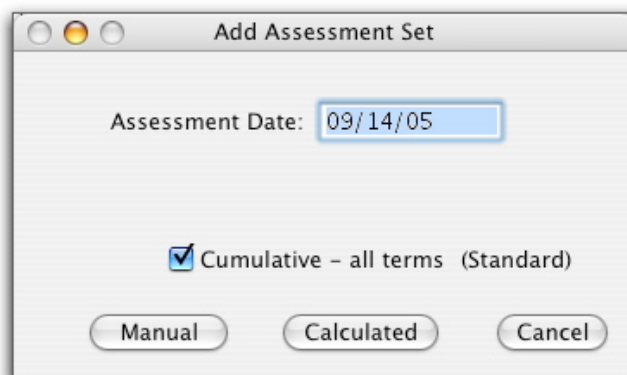


Figure 8: Add Assessment Set for a Student screen.

*Note:* A student may have only one record per date and standard or benchmark instance (term is ignored in this regard).

**Assessment Date** Enter the assessment date for this new set of results. If this is to be a calculated benchmark results set, this date will be used as a cutoff date for assignment scores. If this is to be a calculated standard results set, this date will be used as a cutoff date for benchmark results.

**Manual** To create a set of blank records for the student, click **Manual**. You may then enter the desired student results manually.

**Calculated** To create a set of calculated results for the assessment, click **Calculated**.

**Standards calculations option:** If the currently specified standard is instanced for the selected course or grade level, a **Cumulative – All Terms** checkbox is visible on the Add Assessment Set screen (see Figure 8). This option affects whether standard assessment calculations are to use benchmark results from all terms or from the currently selected term.

*Note:* **Standard Results are calculated** based upon benchmark assessments that pertain to this standard for the class that are as of the date specified for the assessment set currently being created. They are NOT based on stored benchmark assessments like they would be if they were created on the [Edit Assessments for a Course or Grade](#) screen.

*Note:* **Benchmark Results are calculated** based upon the current scores for assignments that have been attached to a benchmark in your JMC GradeBook. Assignments may be attached to a benchmark by selecting **Categories and Assignments** from the **Scores** menu and clicking the **Select Benchmark** button for the appropriate assignment(s).

*Note:* **Weighting for Standard or Benchmark Results Calculations** may be edited by selecting **Standards and Benchmarks...** from the **Scores** menu.

*Note:* After a result set is calculated, some students' results may be a box with no result or percentage. In these cases, a result could not be calculated. If this is a standard assessment, this may be due to the student having a locked (non-calculated) result for one of the currently calculated benchmark results; therefore, there is not enough information to calculate the result. If this is a benchmark assessment, this may be due to the student not having any assignment scores on which to base a benchmark result calculation.

*Note:* Result symbols (e.g. HP, PR, NP, etc.) and cutoffs (90% or better for an HP, etc.) are established in the office for each subject area. You will not be allowed to enter a result manually that is not defined in the office for the specified subject area.

**Cancel** To leave this window and return to the **Edit Assessments for a Student...** window, click **Cancel**.

**Delete** To delete the currently displayed assessment (set of results), click **Delete**. Deleting of a result set will cause them to be deleted in the office database the next time the teacher submits standards and benchmarks results to the office via **Teacher to Office**.

**Result List** A list of results that are defined for the currently specified subject area are displayed on the right side of the **Edit Assessments for a Student...** screen (see Figure 8). When a result is clicked in this list, the selected result will be placed in the currently selected result ID cell in the student results list.

## Teacher to Office:

This option is used to submit grades and/or standards and benchmarks assessments to the office.

### In the Office

Take your JMC GradeBook disk to the office after entering grades and/or generating assessments for the marking period.

### Over a Network

1. Under the **File** menu, select **Teacher to Office**. A window may appear asking you to select the Grades Drop Folder. Your network administrator will be able to tell you the location of your drop folder.
2. After locating the drop folder, click the button **Select “Grades Drop Folder”**.

*Note:* Be certain to select your Network Drop folder, **NOT** your GradeBook folder.

3. If your GradeBook is capable of maintaining standards and benchmarks as well as grades, you will then see a screen similar to Figure 9. If you get this screen, specify which type(s) of data to submit to the office, then click **OK**.

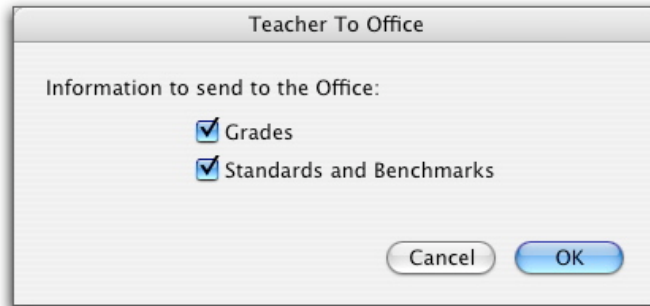


Figure 9: Teacher To Office – specify which type(s) of data to send

4. Your current grades and comments and/or standards and benchmarks assessments will be sent to the Drop Folder for office use. At a later time, the office staff will pull in this data using a similar Teacher To Office process.

## When Finished Using the GradeBook:

Select **Quit (Exit)** under the **File** menu on the main window.

*Note:* Information about making backups of the GradeBook data may be found at the end of this document.

## Necessary Tasks Before Recording Scores:

Before being able to record assignment scores, two steps need to be taken:

1. **Define Grade Cutoffs**
2. **Define Categories and Assignments**

### Defining Grade Cutoffs:

This section is used to define the cutoffs for grades (e.g. “A” = 95—100%). A set of grade cutoffs should be defined for each class each marking period. Student grades cannot be calculated until cutoffs have been defined for the class. The grades used must be defined in the office.

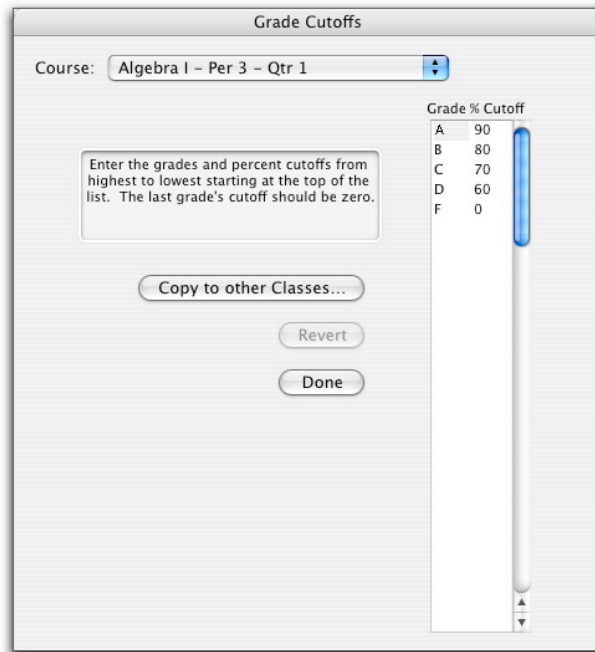


Figure 11: Grade Cutoffs screen.

1. Select **Grade Cutoffs** under the **Scores** menu. The screen will appear similar to Figure 11.
2. Select a course section from the **Course** menu.
3. Starting at the top of the list, enter the highest grade given (e.g. “A”) in the left column and the lowest percentage needed to achieve that grade (e.g. “95”) in the right column.
4. Press the ‘tab’ key to change columns and the ‘up’ and ‘down’ arrows to change rows.

*Note:* You may also highlight by clicking on the desired location.

5. Continue to enter the rest of the possible grades followed by the percentage needed to achieve that grade.

**IMPORTANT:** Your last grade and percentage should be a failing grade with a percentage of zero (“F” = “0”).

Click on **Copy to other Classes** to duplicate the current grade cutoffs to other classes.

1. Select the classes to receive the current grade cutoffs.
2. Clicking on a class places a checkmark next to the class. Checkmarked classes will receive the current grade cutoffs.

*Note:* To select all classes, click on the **Copy to ALL Classes** button.

### Defining Categories and Assignments:

This section is used for defining your assignments and the categories to which those assignments belong. For example: A category named Tests may be defined which consists of individual tests, referred to as assignments.

Calculate Using:  Weights  Total Points

Course: Algebra I - Per 3 - Qtr 1

	weight	points
Tests	1.0	100
Test 1	100.0%	100

Categories Total: 1.0

Category Name: Tests

Weight: 1.0

stand-alone category  extra credit category

Assignment weights: Equal

# of low scores to drop: 0

Figure 12: Categories and Assignments screen.

The overall weighting of your categories may be by individual category weights or total points.

1. If **Total Points** is selected, all calculations are based simply on the number of points.
2. If you select **Weights**, then you **MUST** enter a **weight** for each category.

## 1. Adding Categories:

1. Select **Categories and Assignments** under the **Scores** menu.
2. Click on the **Add Category** button. The Category will appear under the currently highlighted line.
3. In the upper-right, enter the name of the Category.
4. Click on **Enter** to register the category.

*Note:* Enter only categories for the current marking period.

## 2. Category Characteristics:

To set the characteristics of a category, click on the category name. The current settings are displayed on the right.

**Weight:** Refers to the amount the category average counts towards the overall grade.

*Note:* Category weights DO NOT have to total 100%.

**Assignment Weights:** Displays how the assignments are being weighted towards the category average. Assignments may be weighted in these ways:

- **Equally** – the assignments will each count the same towards the category average.
- **By Points** – the weight of each assignment towards the category average is based on the number of points the assignment is worth.
- **User-Defined** – you will enter the assignment’s weight towards the category average by clicking on the assignment name. A weight box will appear to the right.

**# of Low Scores to Drop:** Allows you to define the number of low scores in the category to be dropped from the student’s grade calculation.

**Stand-Alone category:** By “X”ing this box, the category percentage will be composed entirely of one score. A Max Score must be entered which represents the total points possible for the category.

**Extra-Credit category:** If checked, the category and any assignments in that category count for extra credit. No penalty will be given for missing an extra-credit score. You may define more than one extra-credit category.

**Delete:** Deletes the currently selected category or assignment.

**WARNING:** Any scores entered for this assignment will also be deleted!

**Cancel:** Disregards any changes made on the screen and to exit the screen.

**OK:** Saves any changes and exits.

**Copy to Other Classes:** Copies categories and/or assignments to other classes. First

choose which categories/assignments to copy. Then select the classes to copy the categories/assignments into.

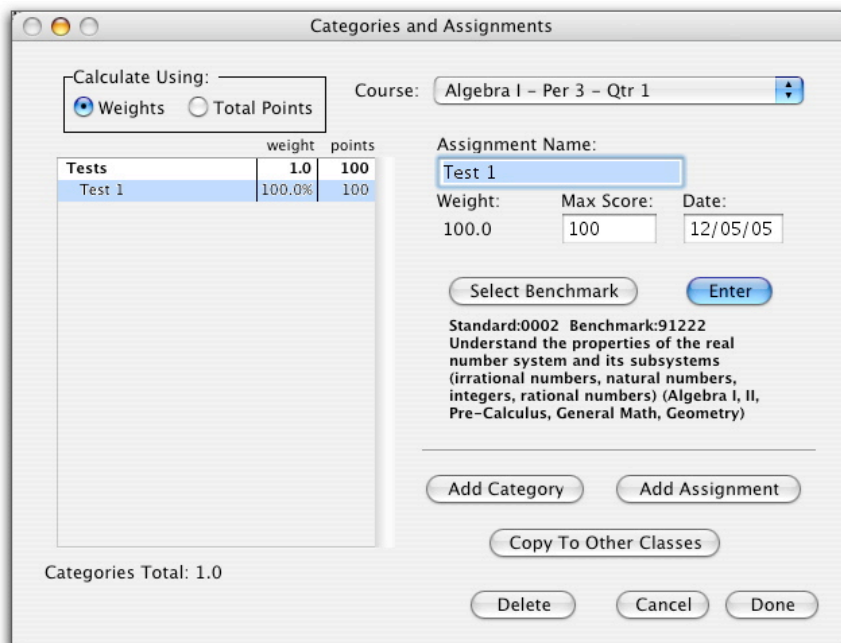


Figure 13: Categories and Assignments screen with an assignment selected.

### 3. Adding Assignments:

Assignments are the individual scores that comprise the category.

#### To enter an assignment:

1. Click on the category to which the assignment belongs or the last assignment currently listed in that category.
2. Click on the Add Assignment button. Please note the new assignment will appear on the line underneath the currently highlighted line.
3. Once you have entered the assignment name, click on Enter.
4. The assignment will register under the category name.

**Max Score:** Edits the maximum possible assignment score or stand-alone category score.

*Note:* Scores may be entered to one decimal place.

**Date:** Edits the assignment or stand-alone category date.

*Note:* The date is used in determining “in-progress grades” and for inclusion on reports.

*Note:* JMC recommends that you use dates with all your assignments.

**Weight:** Only editable when using User-Defined weights.

*Note:* Weight of assignment towards the calculation of the category average.

#### **4. Attaching an Assignment to a Benchmark:**

An assignment may be attached to a benchmark for the purpose of calculating a benchmark result. More than one assignment may be attached to a benchmark. Weighting of multiple assignments in a benchmark calculation may be edited on the Standards and Benchmarks screen in the Scores menu.

##### **To attach an assignment to a benchmark:**

1. Click on the assignment in the list on the left side of the screen to highlight it. The screen will appear similar to Figure 13.
2. Click **Select Benchmark**.

*Note:* You may need to perform an **Office To Teacher** from the file menu to download local up-to-date copies of the standards and benchmark definitions files into your GradeBook folder.

3. Select the appropriate Standard from the menu, then select the appropriate benchmark by either double-clicking it or by highlighting it and then clicking **OK**.

*Note:* To remove/unattach an assignment from a benchmark, follow the same steps listed but select the “No Benchmark” option at step 3.

#### **Weighting Standards and Benchmarks:**

Select the **Standards and Benchmarks** option under the **Scores** pull-down menu. The screen will display the assignments that are attached to each benchmark for a standard and course. This section is used for weighting the assignments that are attached to benchmarks and also to weight benchmarks within a standard.

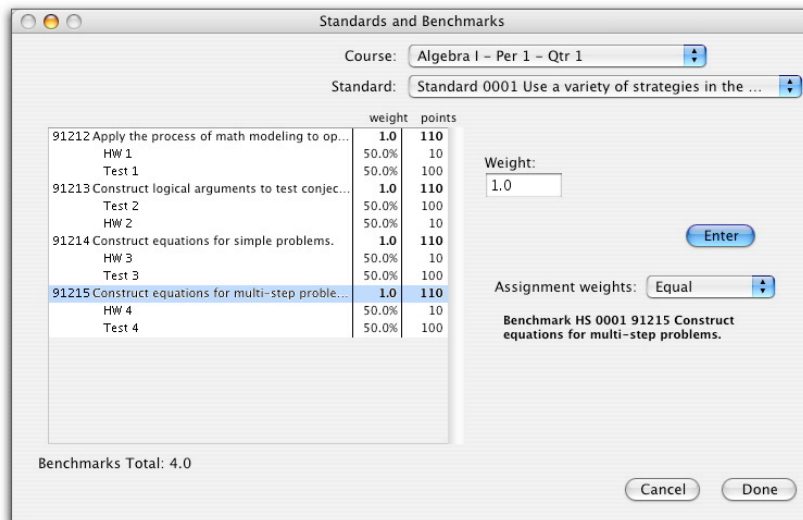


Figure 14: Standards and Benchmarks screen – setting weights.

The overall weighting of assignments within a benchmark may be equally weighted, by total points, or user defined.

1. If **Equal** is selected, all assignments will be weighted equally, e.g. 4 assignments each weighted 25%.
2. If **Total Points** is selected, all calculations are based simply on the number of points.
3. If **User Defined** is selected, you may edit the weights for each assignment as you see fit. Click on each assignment to edit their respective weights.

The overall weighting of a standard is by weights only. The weight of each benchmark in the standards result calculation may be set by highlighting the benchmark in the list at the left side of the Standards and Benchmarks screen and entering the desired weight in the **Weight** box in the middle of the screen. By default all benchmarks are weighted equally for a standard.

### Entering Assignment Scores:

Select the **Assignment Scores** option under the **Scores** pull-down menu. The screen will display a class with one student per row and one assignment per column, similar to Figure 15.

Assignment Scores

Course: Algebra I - Per 1 - Qtr 1

Students	HW 1	Test 1	HW 2	Test 2	HW 3	Test 3	HW 4	Test 4	Test 5	Qtr 1	
	9/5 10	9/10 100	9/15 10	9/20 100	9/25 10	9/30 100	10/5 10	10/10 100	10/20 100	Current	
Anderson, Aaron	10	100	9	90	8	80	7	70	95	85.8%	B
Anderson, Abbie	9	90	10	95	9	82	8	72	94	87.7%	B
Anderson, Abe	8	80	9	100	10	84	9	74	93	87.1%	B
Anderson, Adam	7	70	10	90	8	86	10	76	92	84.0%	B
Anderson, Alex	6	60	9	95	9	88	7	78	91	78.5%	C
Anderson, Allison	10	100	10	100	10	90	8	80	90	94.1%	A
Anderson, Andrea	9	90	9	90	8	92	9	82	89	88.5%	B
Anderson, Andy	8	80	10	95	9	94	10	84	88	90.5%	A
Anderson, Art	7	70	9	100	10	96	7	86	87	84.9%	B
Anderson, Ashley	6	60	10	90	8	98	8	88	86	81.8%	B
Anderson, Astrid	10	100	9	95	9	100	9	90	85	91.6%	A
Anderson, Audrey	9	90	10	100	10	102	10	92	84	93.5%	A

Print Student Clear Score Save Done

Figure 15: Assignment Scores screen.

The columns may be sorted by date or category – see Figure 16. When sorting by date, be sure a date has been entered for each assignment on the **Categories and Assignments** screen in the **Scores** menu.

### Assignment Scores Screen Sort Order Preferences

The columns may be sorted by date or category. When sorting by date, be sure a date has been entered for each assignment. To change this sort criterion, select **Preferences** from the appropriate menu, then select the desired sort option. See Figure 16.

Assignment Score Screen:

Sort columns by:  Date  
 Category

Show:  All Students  
 One Student

Warn if score is greater than maximum score

Figure 16: Preferences for Assignment Score Screen.

### Editing Student Assignment Scores

- To select a cell (the intersection of a student's row and an assignment column) in the scores list, either click on the desired cell or use the keyboard to move the

selection rectangle to the cell.

*Note:* Under Edit you may select Cut/Copy/Paste or use keyboard shortcuts.

*Note:* Use scroll bars or movement keys to bring the desired student/assignment into view.

**Movement Keys:**

- Down = <Return>, <Enter> or <Down-Arrow>
- Up = <Up-Arrow>
- Left = <Shift-Tab>
- Right = <Tab>

- To enter a score, select the cell for the student in the correct column and type the score. Scores may be entered with one decimal place.
- To enter another score, press one of the movement keys or click the desired cell and type the score.

#### **Score-Exemption and Non-Scores:**

- A “.” (period) in a column means that a score has not yet been entered for the student.
- A score of 0 (zero) in a column indicates that the student has received no credit for the assignment.
- An “X” in a column means that the student is exempt from the assignment.

#### **Late Assignments:**

- **Late Included—“LI”**- By entering an “LI” on the Assignment Scores screen for an assignment, the computer will be including the late assignment as a ZERO.
- **Late Exempt—“LX”**- By entering an “LX” on the Assignment Scores screen for an assignment, the computer will NOT include the late assignment in calculations.

*Note:* An “LX” or “LI” is considered a missing score. Convert Missing Scores to Zero and the Missing Scores Report will treat the “LX” and “LI” as missing scores.

#### **Assignment Note:**

You can attach a free-hand comment to any assignment score.

To edit/enter a note:

- Hold down the **Option** key while clicking on the desired assignment score.
- OR**
- Highlight the score by clicking or using the Movement keys and then once the desired assignment is highlighted, go under the **Options** menu to **Edit Score Note**.

An assignment score that has a note attached to it will display an “\*” to the right of the score. The Score Note will print on Student Summaries and Progress Reports.

**Print Student:**

Prints a Student Summary Report for the currently selected student only. The report shows all of the scores for the student along with the student's current grade and percentage. This report may also be obtained by double-clicking a student name.

**Clear Score:**

If a score is entered incorrectly, select the score and press the **Clear Score** button. The score will be reset to a "no score" or ".".

**Save:**

Saves any changes that have been made on the **Assignment Scores** screen.

**Current Assignment:** (Not Editable)

Gives the full name of the currently selected assignment or stand-alone category in the lower left-hand corner of the screen.

**Double-clicking** an assignment header brings up the **Edit Categories & Assignments** screen.

**Locked Grades:**

To override a calculated grade, click on the grade and select the desired grade from the pop-up menu.

- When you release, a box will appear around the student's grade. This informs you that the grade is locked and is not the result of calculations.
- To return to the calculated grade, click on the locked grade and select **Calculated** from the pop-up menu.

**Options Menu:**

The **Options** pull-down menu allows you to choose between viewing all students or one student at a time on the Assignment Scores screen. Viewing one student at a time is especially useful during conferences.

- You may also select the column order. Columns may be sorted by date or by category.
- By selecting **Edit Score Note**, you are able to enter/edit assignment notes.
- The **Fill Score Column** gives the selected score to all students for an assignment.

**Reporting "In-Progress" Grades:**

The Electronic GradeBook allows "in-progress" grades to be captured and transferred to the office. These "in-progress" grades can be used by the office for **midterm report cards** or **eligibility** checking.

**To capture “in-progress” grades:**

1. Select **Assignment Scores** under the **Scores** menu.
2. In the upper right of the window under the term, the word **Current** will appear.
3. Click on the pop-up menu displaying **Current** and select **Midterm**.  
A box will appear with the word **Date**.
4. Enter the midterm date.

Assignments through this date will be included in the “**in-progress**” calculation.

**To edit “in-progress” grades:**

“**In-progress**” grades may be edited:

- on the **Assignment Scores** screen
- OR**
- by selecting **Midterm Grades** under the **Edit** menu on the main window.

**To override a calculated “in-progress” grade:**

1. Click on the grade and select the desired grade from the pop-up menu.
2. When you release, a box will appear around the student’s grade, informing you that the grade is locked and is not the result of calculations.
  - To return to the calculated grade, click on the locked grade and select **Calculated** from the pop-up menu.

## Reports:

**Important Note: All percentages are now rounded to the nearest integer on Reports.**

**New Progress Report Setup:** Use this section to prepare student progress reports.

1. Select **New Progress Report Setup** under the **Reports** menu.
2. Name the file to be saved. A new screen will be displayed which will appear similar to Figure 17.

Progress Report 10/03/03

Report Date: 10/06/03  Include Present Grade For Each Student  
 Include Score Summary For Each Student

Course: ART PORTFOLIO - Per 1 - Qtr 1

Students:	Q1 Grade as of 10/06/03:
Anderson, John	91.1% A-
Bachman, Jill	74.6% C

Student: Anderson, John

Comments:

- Attendance is good
- Homework is completed on time
- Assignments done well
- Is current on all assignments
- Actively participates in class
- Contributes positively in class
- Does well on tests
- Works up to ability
- Uses time wisely
- Is prepared for tests and quizzes
- Is responsible and courteous
- Is conscientious and cooperative
- Showing improvement

Additional Comments:

Calculate

Print All Print Above %

Print None Print Below %

Done

Figure 17: Progress Report Setup screen.

3. Enter the desired date in the **Report Date** field and press the <Enter> key.

*Note:* Student grades will be calculated as of the date entered in the **Report Date** field.

4. Select the course/period/term you wish to prepare.
5. Once the report date is set, information for each student may be entered.

To edit the information:

1. Select the student's name in the list.
2. Click on the comment(s) that should be printed for the selected student.
3. To exclude a comment, click on it again.

*Note:* The list of comments is Teacher-defined. You may edit the master list (See [Reports—Edit Comments](#)). Up to 254 characters of additional comments may be hand-entered in the **Additional Comments** field to be printed on the progress report.

6. To mark a student to be printed, click in the printer column next to the student's name. Only students with a **dot** next to their name will be printed.
  - To mark **all** students to be printed, click the **Print All** button
  - To print **no** students, click the **Print None** button.
  - If the **Include Present Grade** box is checked, each student's current percentage and grade will be printed.
  - If the **Include Score Summary** box is checked, the progress report will include a student summary for each student selected. (See [Reports—Student Summary](#))
  - To print students above or below a certain percentage, use the corresponding print button.
7. To edit progress report information for other classes, select a new course/period/term.
8. When finished, click the **Done** button.
  - The information is stored in your named progress report.
  - This information may now be printed/edited. (See [Reports—Print Progress Reports/Edit Progress Reports](#))

*Note:* You may create as many differently named progress report setup files as you wish. These files will remain where saved until you delete them.

**Edit Progress Report Setup:** This option is used to change information in a previously created progress report file. (See [Reports—New Progress Report Setup](#))

1. Select **Edit Progress Report Setup** under the **Reports** menu.
2. In the file dialog, select a report file to edit and click **Open**.  
All information may now be edited. (For editing tips, see [Reports—New Progress Report Setup](#))
3. When finished, click the **Done** button. Any changes will be updated in that progress report setup file. The edited progress reports may now be printed or edited again. To print, see [Reports—Print Progress Reports](#).

**Print Progress Reports:** This selection is used to print a previously created progress report. The report includes:

- the student's grades as of the entered report date if requested,
- any missing scores for assignments on or before the report date,
- any selected comments for the student, along with any additional comments entered by the teacher,
- a **Student Summary**, if selected by the teacher (See [Reports—New Progress Report Setup](#) to include a **Student Summary** on the printed **Progress Report**), and

- the student's advisor.
1. Select **Print Progress Reports** under the **Reports** menu.
  2. Select a previously created progress report file in the file dialog and click **Open**.
- All students previously marked with a “dot” character on the **Progress Report Setup** screen will now be printed with their current grades and comments.

*Note:* If the wrong students are being printed, check the progress report setup screen. (See **Reports—Edit Progress Report Setup**)

**Send Progress Reports to Office:** This selection is used to send a previously created progress report to the office. In the office, progress reports may be processed in various ways, such as printing by grade level or for a particular student.

The report includes:

- the student's grades as of the entered report date if requested,
  - any missing scores for assignments on or before the report date,
  - any selected comments for the student, along with any additional comments entered by the teacher,
  - a **Student Summary**, if selected by the teacher (See **Reports—New Progress Report Setup** to include a **Student Summary** on the printed **Progress Report**), and
  - the student's advisor.
1. Select **Send Progress Reports to Office** under the **Reports** menu.
  2. Select a previously created progress report file in the file dialog and click **Choose**.
- All students previously marked with a “dot” character on the **Progress Report Setup** screen will now be printed with their current grades and comments.

*Note:* If the wrong students are being sent to the office, check the progress report setup screen. (See **Reports—Edit Progress Report Setup**)

**Edit Comments:** This option is used to edit the master list of 64 standard comments used on student progress reports.

Select **Edit Comments** under the **Reports** menu.

**To edit a comment:**

1. Click on the comment and type a new comment.
  2. Use the <Enter> or <down arrow> key to move down the list and the <up arrow> key to move up the list.
- To save changes, click the **Update** button.
  - To print a list of the current comments, click the **Print** button.

*Note:* Any changes made to the comment list will also appear when printing any existing progress report files.

**Missing Scores:** This report finds all students who are missing one or more assignment scores. The report checks all assignments with dates on or before a given date in the selected term. The report will include assignments marked as late.

1. Select **Missing Scores** under the **Reports** menu.

*Note:* The screen defaults to the current term selected.

*Note:* To run a report for another term, exit the **Missing Scores** screen and select the desired term under the **Term** menu.

2. Enter the desired date in the date box.

*Note:* To check assignments with no dates, clear the date box and continue.

3. Choose either the student name option or the student number option (for anonymity).
4. Click the **Print Extra Message** checkbox to print a one-line message with each student. Type the message in the message field. (e.g. "All make-up work due June 1.")
5. Click **OK**.

*Note:* The report will print the assignment names and dates of missing scores for each student. If a student is not missing any scores, he/she will not print on the **Missing Scores Report**.

**Student Summary:** This selection prints a breakdown of all assignment scores by student. The report will print a one-two page summary per student for the selected course/period/term.

1. Select the **Student Summary** option under the **Reports** menu.
2. Select the desired course/period/term.
3. To select a student, click on the student's name in the list. To deselect a student, click again.

*Note:* To print all students, click **Print All**. To print no students, click **Print None**.

- For each student selected, a summary will be printed with the current grade and percentage along with a score and percentage by category and assignment.

*Note:* A "." appears when a score is missing. An "X" appears when the student is exempt from the assignment.

*Note:* If an assignment has been dropped due to a low score, a note will print next to the score. (See # of low scores dropped in Score—Categories and Assignments)

**Assignment Summary:** This selection prints student scores and percentages for particular assignments in the selected course/period/term. The class mean, median, maximum and minimum print at the end of the report.

1. Select **Assignment Summary** from the **Reports** menu.
2. Select the desired course/period/term.
3. Choose either print **student name** or **student number**.
4. Select the desired category or assignment by clicking on the category/assignment.

*Note:* A “.” denotes a missing score. An “X” denotes an exempt score.

*Note:* If a score was dropped due to a low score, a note will print next to the score.

**Grade Summary:** This selection prints the marking period grade and percentage for each student in the selected course/period/term. The class mean, median, maximum and minimum print at the end of the report.

1. Select **Grade Summary** from the **Reports** menu.
2. Select the desired course/period/term.
3. Enter the desired date in the date field box.

*Note:* The report will calculate a grade using assignments on or before the date entered.

*Note:* A note will be printed for missing scores on or before the date entered.

**Scores Grid:** This report prints student scores in a gradebook page format with assignments across the top of the page and student names/numbers down the left-hand side.

1. Select **Scores Grid** from the **Reports** menu.
2. Select the desired course/period/term from the pop-up menu.
3. Enter the desired date in the date box.

*Note:* Only assignments on or before the date entered will be printed.

4. Choose either **student name** or **student number** to print on the report.

**Class Assignments:** This report prints the categories and assignments for the selected class(es). It includes the weight, points possible, and date of each assignment.

1. Select **Class Assignments** from the **Reports** menu.
2. To select a class, click on the class name in the list. To deselect a class, click again.

*Note:* To print all classes, click **Print All**. To print no classes, click **Print None**.

**Blank Score Sheets:** Produces a grid with student names for the selected class. The blank grid is useful for entering assignment scores for later entry into your GradeBook.

**Student Name and Number List:** Produces a list of student names and numbers for reference when using print-outs that only include one or the other.

**Student Assessment Summary:** This selection prints a breakdown of all Standards and Benchmarks assessments by student. The report will print a one-two page summary per student for the selected course/period/term, subject area(s), and standard(s).

1. Select the **Student Assessment Summary** option under the **Reports** menu.

Figure 18: Student Assessment Summary Report criteria screen.

2. Select the desired course or grade, subject area(s), and standard(s).
3. To select a student, click on the student's name in the list. To deselect a student, click again.

*Note:* To print all students, click **Print All**. To print no students, click **Print None**.

4. For each student selected, a summary will be printed with the current grade and percentage along with a score and percentage by category and assignment, similar to Figure 19.

<b>E, High School</b>					
<b>Student Assessment Summary for Qtr 1</b>					
<b>Student</b> : Anderson, Aaron <b>Teacher</b> : G Gilman <b>Advisor</b> : TBA1			December 14, 2005	<b>Subject</b> : Algebra I <b>Period</b> : 1	
<b>Subject Area</b> : Math Mathematics					
<b>Standard</b> :0001 Use a variety of strategies in the problem solving process.					85.0% PR
<b>Benchmark</b> : HS 0001 91212 Apply the process of math modeling to open-ended real-w... 100.0% HP					
	Benchmark Weight	Pts Poss	Date	Score	
	<b>1.0</b>	<b>110</b>			
Hw 1	50.0%	10	09/05/05	10 = 100%	
Test 1	50.0%	100	09/10/05	100 = 100%	
<b>Benchmark</b> : HS 0001 91213 Construct logical arguments to test conjectures and to ju... 90.0% HP					
	Benchmark Weight	Pts Poss	Date	Score	
	<b>1.0</b>	<b>110</b>			
Test 2	50.0%	100	09/20/05	90 = 90%	
Hw 2	50.0%	10	09/15/05	9 = 90%	
<b>Benchmark</b> : HS 0001 91214 Construct equations for simple problems. 80.0% PR					
	Benchmark Weight	Pts Poss	Date	Score	
	<b>1.0</b>	<b>110</b>			
Hw 3	50.0%	10	09/25/05	8 = 80%	
Test 3	50.0%	100	09/30/05	80 = 80%	
<b>Benchmark</b> : HS 0001 91215 Construct equations for multi-step problems. 70.0% PR					
	Benchmark Weight	Pts Poss	Date	Score	
	<b>1.0</b>	<b>110</b>			
Hw 4	50.0%	10	10/05/05	7 = 70%	
Test 4	50.0%	100	10/10/05	70 = 70%	
<b>Standard</b> :0002 Understand and apply basic and advanced properties of the concepts of numbers.					not instanced
<b>Benchmark</b> : HS 0002 91222 Understand the properties of the real number system and... 95.0% HP					
	Benchmark Weight	Pts Poss	Date	Score	
	<b>1.0</b>	<b>100</b>			
Test 5	100.0%	100	10/20/05	95 = 95%	
<b>Benchmark</b> : HS 0002 91223 Understand the properties and basic theorems of roots an... 85.0% PR					
	Benchmark Weight	Pts Poss	Date	Score	
	<b>1.0</b>	<b>100</b>			
Test 6	100.0%	100	10/30/05	85 = 85%	
<b>Benchmark</b> : HS 0002 91224 Understand appropriate use and corresponding notation of... Benchmark result cannot be calculated - no assignments linked to this benchmark.					

Figure 19: Sample Printout for Student Assessment Summary Report

*Note:* A standard result may be incalculable if there are benchmarks for that standard for which no benchmark result can be calculated for the day the report is being generated.

*Note:* A benchmark result may be incalculable if there are assignment scores for the attached assignments.

## Other Options:

### Preferences (under the File menu):

- The window contains a checkbox to turn off the “**greater than maximum score**” warning.
- The “**Round Percentages to Determine Grade**” checkbox will affect grade calculations. For example, with this box checked, an 89.9% would be rounded to a 90% to determine the marking period grade. On the other hand, if the box were unchecked, an 89.9% would be considered 89% when determining the marking period grade.
- The “**Always Use Letter Grades to Calculate Course Grades**”, if checked, will not utilize the percentages when determining the Course Grade. The program will use the letter grade values from the Office.

### **Convert Missing Scores to Zero: WARNING: This action is irreversible!!**

This screen finds all missing and late scores for all courses/periods/terms through the date entered in the date box and converts them to zero. This option is useful for changing scores after a late deadline or at the end of the marking period.

1. Select **Convert Missing Scores** under the **Scores** menu.
2. Enter the desired date in the date box.
3. Click **OK**.

## Utilizing Progress Reports and “In-Progress” Grades without Recording Assignments:

**Progress Reports** – Grades may be entered on the **Assignment Scores** screen by clicking to the right of the 0.0%. A pop-up will appear with the possible grades. Select the grade and release. The grade will appear when **Progress Reports** are printed. Refer to the section **Progress Reports** for directions and options.

**In-Progress Grades** – **In-Progress** grades may be entered for transmittal to the office. The office can use the grades to print out Midterm report cards or perform athletic eligibility checking. The “**in-progress**” grades are sent to the office by performing a **Teacher to Office**. These grades are entered by selecting **Midterm Grades** from the **Edit** menu on the main screen.

## Seating Charts:

1. Under the **Edit** menu, select **Seating Charts**. A screen will appear similar to Figure 20.

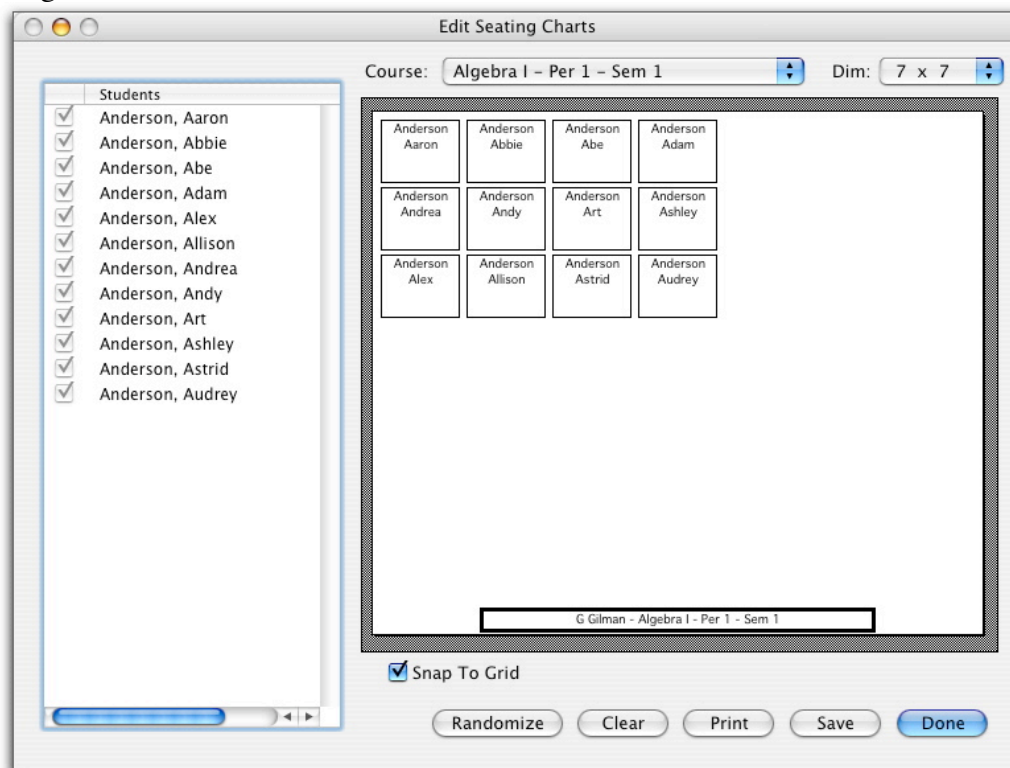


Figure 20: Edit Seating Charts screen

**Course Menu** To view or edit seating charts for a different class, select the correct period and course from the **Course** menu.

**Dim Menu** To change the dimensions for a seating chart, select the dimension from the **Dim** menu. Options include 7x7 or 12x12.

*Note:* When switching dimensions, existing seating charts may not look right. If you wish to switch the dimensions for the seating chart for a course that already had a seating chart, you may wish to clear the seating chart and start over.

*Note:* User preference for seating chart dimensions is stored. For teachers who choose to create seating charts in both 7x7 and 12x12, when switching courses in the **Course** menu the dimension may also need to be switched in the **Dim** menu. For now, the dimensions that a seating chart was created in are not stored within the seating chart.

**Adding Students to the Chart** To add a student to the seating chart, drag the student from the students list on the left side of the screen to the seating chart. Once the student has been placed in the seating chart, a check mark will appear next to their name in the student list.

**Removing Students from the Chart** To remove a student to the seating chart, drag the student off of the chart. Once the student has been removed from the seating chart, a check mark will disappear next to their name in the student list.

**Snap to Grid** When the **Snap To Grid** checkbox in the lower left corner of the screen is checked, students will be placed within one of the preset locations within the seating chart. These preset locations fall within a 7-row by 7-column grid that allows up to 49 students per chart, or a 12-row by 12-column grid that allows for up to 144 students per chart. When the **Snap To Grid** checkbox is unchecked, students can be placed anywhere on the seating chart. This would allow for arrangements other than rows and columns, such as a semicircle.

*Note:* By default, the **Snap To Grid** checkbox is checked every time you arrive at the edit seating chart screen.

**Randomize** To randomly change the order of an existing seating chart, click **Randomize**. This option will only shuffle students that are already placed in the seating chart and will only place them into positions that are already designated in the seating chart.

**Clear** To clear the selected seating chart, click **Clear**.

**Print** To print the currently displayed seating chart, click **Print**.

**Save** To save the currently displayed seating chart, click **Save**.

**Done** To leave the seating charts screen and return to the main screen of the JMC GradeBook, click **Done**.

## **Backing-up the Teacher GradeBook software:**

### **Making a Backup of your GradeBook data from your hard drive to a disk:**

*Note:* You will need a back-up disk and you must quit the JMC GradeBook program before backing-up.

*Note:* You may also be able to make a backup of your JMC GradeBook data a server or other storage device. Check with your school's technology coordinator or network administrator to find out what options you may have available.

1. Insert your back-up disk.
2. Locate the GradeBook folder on your hard drive.
3. Drag or Copy and Paste your GradeBook folder onto the back-up disk you have inserted. A window will appear showing the copy progress. When it is complete, you will have a back-up of your JMC GradeBook on the disk.
4. Locate and rename the GradeBook folder on your back-up disk. Include the current date and the word "back-up".

*Note:* It is important to rename the folder to avoid possible confusion in the future.

5. It should be sufficient to keep one back-up of the JMC GradeBook folder. Back-ups no longer needed should be thrown away by using the Trash Can/Recycle Bin located on the computer's Desktop.
6. When finished, eject the disk and store it in a safe location.