

Teacher programs include Teacher Grade Entry (TGE), GradeBook (network or online), and Classroom Attendance Entry (CAE). You do not need the TGE disks if you have a GradeBook.

## Teacher Grade Entry

### Using the TGE program:

To use the TGE program, open (double-click) the **JMC TGE** icon.

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**.

*Note:* If the two entries match, the password is saved.

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

### Setup:

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

#### In the Office

Your TGE 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 TGE 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**.

### Office to Teacher:

To update the student class lists on your disk toward the end of each marking period:

#### In the Office

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

### Over a Network

1. Under the **File** menu, select **Office to Teacher**.
2. 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 give you current class lists.

### Entering and Editing Grades/Comments:

1. Select **Course Grades** under the **Edit** menu.
2. Select the desired course/period/term from the pop-up menu at the top of the window.
3. Enter grades for the students by clicking on the desired grade.

*Note:* Comments are also entered by clicking on the desired comment on the right-hand side of the window.

*Note:* To remove a grade or comment, highlight the entry and click on **None** or **No Comment**.

### 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 students on a Macintosh, click and drag to select the grade boxes for the desired students, 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. An arrow will appear above the grade column that is to be calculated.

*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.

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 then click on the **Unlock Grade** button in the bottom 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.

### **Teacher to Office:**

To move grades from your disk to the office after you have entered grades:

#### In the Office

Take your disk to the office after entering grades for the marking period.

#### Over a Network

1. Under the **File** menu, select **Teacher to Office**.

A window will 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”**. Your current grades and comments will be sent to the Drop Folder for office use.

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

### **Seating Charts:**

1. Under the **Edit** menu, select **Seating Charts**.
2. To edit seating charts for a different class, select the correct period and course from the pop-up.
3. To add a student to the seating chart, drag the student from the list of students 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.
4. To save changes when finished, click the **Save** button.
5. To print a seating chart, click the **Print** button.
6. When finished with editing seating charts, click the **Done** button to return to the TGE main screen.

### **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, allowing up to 49 students to be placed within a seating 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.

### **When Finished Using the TGE:**

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