

**CHANCERY**  
STUDENT MANAGEMENT SOLUTIONS



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Chancery SMS

eClass Grades

Windows

# System Administration Guide

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CSL - 11428

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# WELCOME

This guide provides instructions for completing common tasks in eClass® Grades version 6.9.2 or higher.

For more information on any of the tasks or topics in this guide, see your eClass Grades User Guide or the online Help.

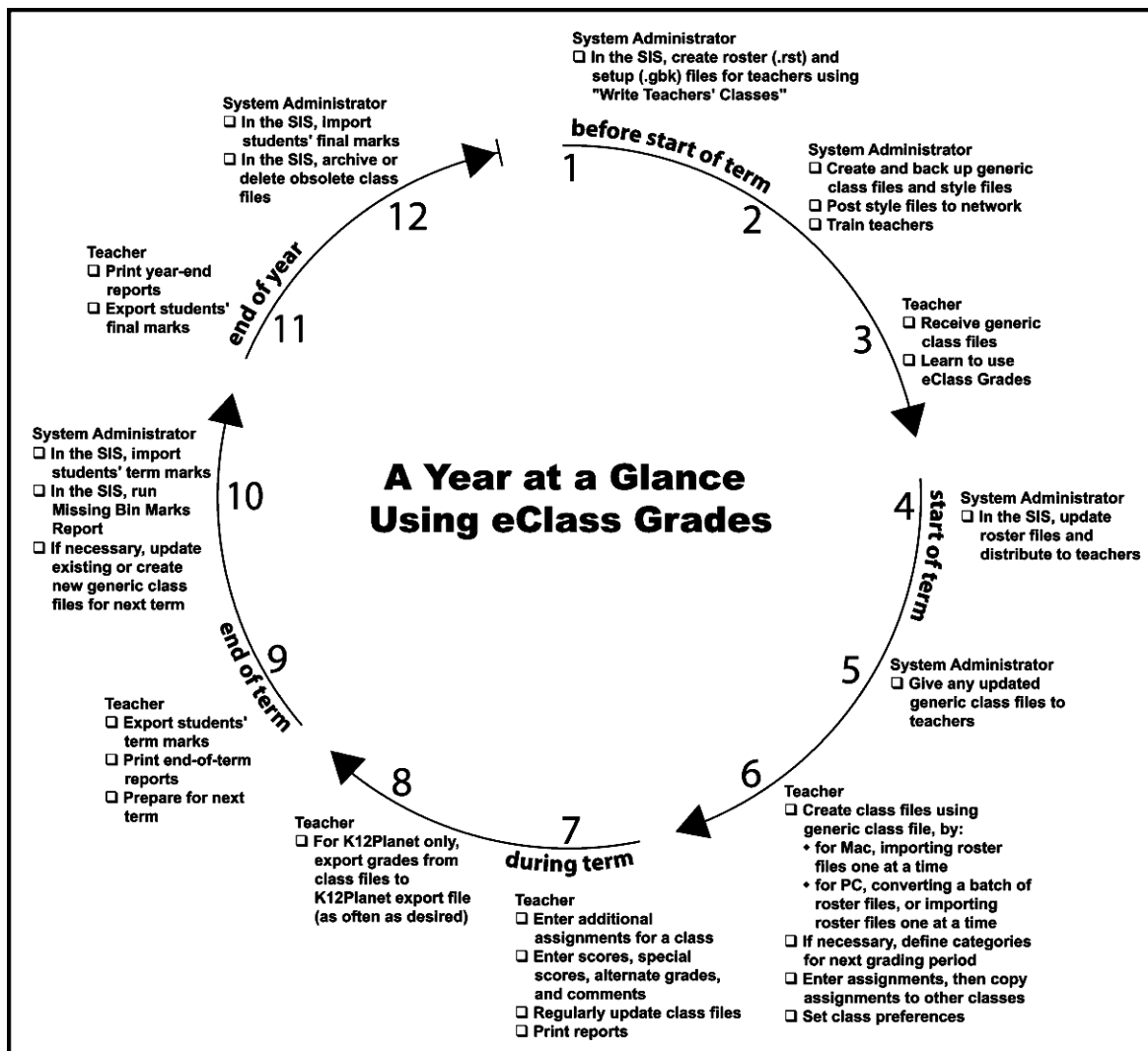
## Getting More Information

Chancery offers many solutions to help ensure you get every advantage from your Chancery Student Management Solutions™.

<b>Training</b>	<ul style="list-style-type: none"><li>• Phone 1-800-999-9931</li><li>• Go to the Support web site, <a href="http://support.chancery.com">http://support.chancery.com</a>, log on, and then click Training</li></ul>
<b>Online Help</b>	<ul style="list-style-type: none"><li>• Press F1 on your keyboard</li></ul>
<b>Guides</b>	<ul style="list-style-type: none"><li>• Print the eClass Grades User Guide PDF file, on the Win School® CD</li><li>• Download from the Support web site, <a href="http://support.chancery.com">http://support.chancery.com</a></li></ul>
<b>Technical Support</b>	Available Monday to Friday, 5 am to 5 pm Pacific Time: <ul style="list-style-type: none"><li>• Phone 1-800-688-9939</li><li>• Fax 1-800-446-5650</li><li>• Email <a href="mailto:techsupp@chancery.com">techsupp@chancery.com</a></li></ul>

# Year at a Glance

The tasks you and other staff at your school need to complete to get started using eClass Grades are as follows:



**Note**

In the above illustration, the SIS, or Chancery Student Information System, is Win School or Mac School®.

## Menu and Keyboard Shortcuts

To save time, use the following navigation and other shortcuts:

New Class	Ctrl+n
Open Class	Ctrl+o
Save Class	Ctrl+s
Undo	Ctrl+z
Cut	Ctrl+x
Copy	Ctrl+c
Paste	Ctrl+v





To move within the Scores, Students, and Assignments windows or dialogs:

Up one row	↑
Down one row	↓
Right one column	→
Left one column	←
Move forward one field	Tab
Move backward one field	Shift+Tab
Left to first column	Home
Right to last column	End
Up one screen	Page Up
Down one screen	Page Down
Up to first row	Ctrl+Up Arrow
Up to last row	Ctrl+Down Arrow

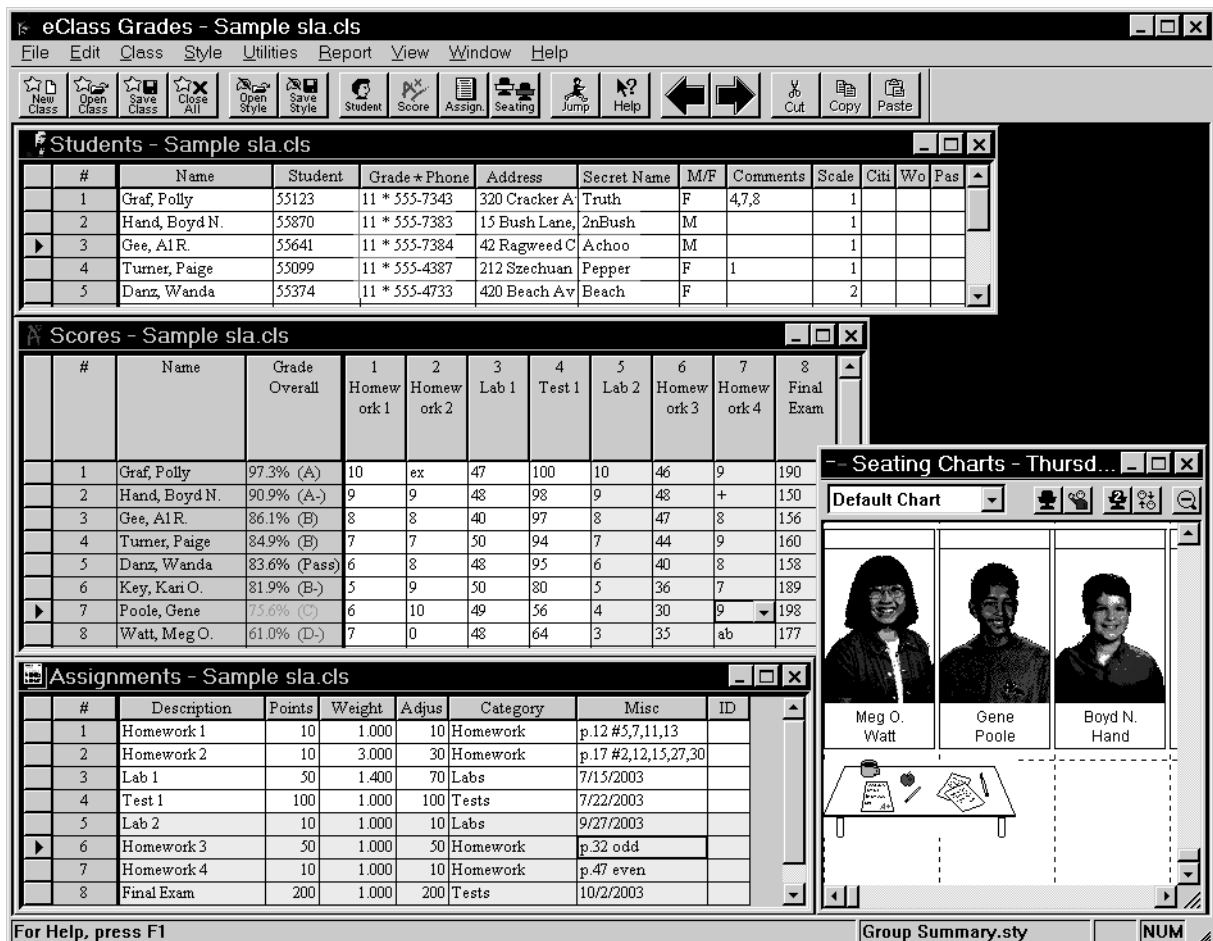


# USING eCLASS GRADES

eClass Grades displays information in four windows:

	<b>Students Window</b>	<ul style="list-style-type: none"> <li>• student comments</li> <li>• citizenship</li> <li>• work habit</li> <li>• pass/fail</li> </ul>
	<b>Scores Window</b>	<ul style="list-style-type: none"> <li>• student's scores for each assignment</li> </ul>
	<b>Assignments Window</b>	<ul style="list-style-type: none"> <li>• assignments</li> <li>• bonus or extra credit assignments</li> <li>• copy assignments from one class to another</li> </ul>
	<b>Seating Charts Window</b>	<ul style="list-style-type: none"> <li>• layout of your class, including arrangement of desks and assignment of pictures</li> </ul>

Style preferences affect the information that displays in each window. For details, see “Changing Style File Properties” on page 16.



The screenshot shows the eClass Grades application window titled "eClass Grades - Sample sla.cls". The interface includes a menu bar (File, Edit, Class, Style, Utilities, Report, View, Window, Help) and a toolbar with icons for New Class, Open Class, Save Class, Close All, Open Style, Save Style, Student, Score, Assign, Seating, Jump, Help, Cut, Copy, and Paste.

The main area displays four overlapping windows:

- Students - Sample sla.cls:** A table listing student information.
 

#	Name	Student	Grade * Phone	Address	Secret Name	M/F	Comments	Scale	Citi	Wo	Pas
1	Graf, Polly	55123	11 * 555-7343	320 Cracker A	Truth	F	4,7,8	1			
2	Hand, Boyd N.	55870	11 * 555-7383	15 Bush Lane,	2nBush	M		1			
3	Gee, Al R.	55641	11 * 555-7384	42 Ragweed C	Achoo	M		1			
4	Turner, Paige	55099	11 * 555-4387	212 Szechuan	Pepper	F	1	1			
5	Danz, Wanda	55374	11 * 555-4733	420 Beach Av	Beach	F		2			
- Scores - Sample sla.cls:** A table showing student scores across various assignments.
 

#	Name	Grade Overall	1 Homew ork 1	2 Homew ork 2	3 Lab 1	4 Test 1	5 Lab 2	6 Homew ork 3	7 Homew ork 4	8 Final Exam
1	Graf, Polly	97.3% (A)	10	ex	47	100	10	46	9	190
2	Hand, Boyd N.	90.9% (A-)	9	9	48	98	9	48	+	130
3	Gee, Al R.	86.1% (B)	8	8	40	97	8	47	8	156
4	Turner, Paige	84.9% (B)	7	7	50	94	7	44	9	160
5	Danz, Wanda	83.6% (Pass)	6	8	48	95	6	40	8	158
6	Key, Kari O.	81.9% (B-)	5	9	50	80	5	36	7	189
7	Poole, Gene	75.6% (C)	6	10	49	56	4	30	9	198
8	Watt, Meg O.	61.0% (D-)	7	0	48	64	3	35	ab	177
- Assignments - Sample sla.cls:** A table listing assignment details.
 

#	Description	Points	Weight	Adjus	Category	Misc	ID
1	Homework 1	10	1.000	10	Homework	p.12 #5,7,11,13	
2	Homework 2	10	3.000	30	Homework	p.17 #2,12,15,27,30	
3	Lab 1	50	1.400	70	Labs	7/15/2003	
4	Test 1	100	1.000	100	Tests	7/22/2003	
5	Lab 2	10	1.000	10	Labs	9/27/2003	
6	Homework 3	50	1.000	50	Homework	p.32 odd	
7	Homework 4	10	1.000	10	Homework	p.47 even	
8	Final Exam	200	1.000	200	Tests	10/2/2003	
- Seating Charts - Thursd...:** A window titled "Default Chart" showing a desk layout with three student photos and names: Meg O. Watt, Gene Poole, and Boyd N. Hand.

For navigation tips, see “Menu and Keyboard Shortcuts” on page 3.



# BEFORE THE START OF THE TERM

To prepare for the start of the term, complete the following procedures in the order in which your school prefers and that best matches your grading strategy:

- establish a grading strategy
- allow access to eClass Grades files
- create roster files
- create a setup file
- create a generic class file
- change style file properties (optional)
- help teachers get started

## Establishing a Grading Strategy

Spending some time considering your strategy up front will make working with eClass Grades much easier.

Before you start working with eClass Grades, consider:

- what standard assignments do teachers give (such as tests, homework, labs, etc.)
- what grade summaries do teachers require
- do teachers divide assignments chronologically or by period
- what types of scoring do teachers use
- are there any standard reports your school creates for grades

## Allowing Access to eClass Grades Files

You can access teacher directories and class files on the network server. For example, principals, vice-principals, and counselors might need to access teacher gradebooks when discussing a student's overall performance with a student and their parents.

When eClass Grades is set up on the network for the first time, you need to:

- Create an eClass Grades parent (root) directory containing the teachers' directories and class files.

- Grant read access rights to the parent directory and its subdirectories for principals, vice-principals, and counselors and read/write access for teachers and users.
- Create an ID of up to seven characters for each teacher. This ID is also the name of each teacher's data directory within the eClass Grades parent directory. The teacher directory is the directory from which teachers import their class rosters and to which they export their term marks.
- Create a master password to allow administrative users to access teacher gradebooks. Depending on how eClass Grades is installed, teachers might be able to change the "Allow Administrator Access" option for their classes.

## Accessing Teachers' Class Files

When you create class roster files for teachers:

- A teacher directory is created within the parent eClass Grades directory for each teacher. Each teacher directory is named according to the ID assigned to the teacher in School Setup, in Win School or Mac School. If class files are stored on diskette, no directories are created.
- A file called TCH\_ID.TXT is created in the parent directory. It lists each teacher ID and the corresponding teacher name.

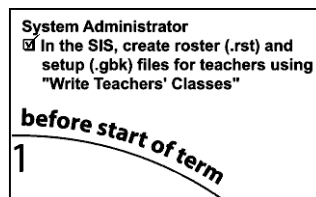
### TO VIEW A TEACHER'S GRADEBOOK FILES:

- 1 Print the TCH\_ID.TXT file located in the parent eClass Grades data directory on the network server.
- 2 Locate the subdirectory within the eClass Grades directory that corresponds to the name of the teacher whose files you want to view.
- 3 Start eClass Grades, then open the gradebook file in the teacher's directory and type the master password.

#### Note

If you cannot access the teacher's class file with the master password, ask the teacher whether they deselected the "Allow Administrator Access" option, in the eClass Grades Set Password dialog.

# Creating Roster Files



One of the first things you will typically do is create roster files and distribute them to teachers. You can either write the files to diskettes or to teachers' folders on your hard disk or network. Teachers will then use these files to create their individual class files.

You can also copy generic class and style files using the Additional Items feature, described in "Copying Files Using Write Teacher's Classes" on page 18.

You choose whether to write all or selected classes, teachers, terms, and bins.

## TO CREATE ROSTER FILES:

- 1 In Win School or Mac School, open the Reports Cards module.
- 2 From the Marks menu, choose Write Teacher's Classes.
- 3 Select the terms to write class rosters for.

The names of all scheduled teachers and their user ID's for the selected terms appear.

- 4 Select the names of teachers to write classes for. To write only specific classes for a teacher, click and select classes.
- 5 From the File Format popup menu, choose eClass Grades.
- 6 From the Destination popup menu, choose to write the files to diskettes or to individual teacher folders.
- 7 If you are writing the files to a folder on a hard disk or networked computer, click Folder, locate and open the parent (root) folder, and then click OK.

eClass Grades creates a hierarchy of individual teacher folders within this parent folder. Each subfolder is named after the teacher ID assigned to each teacher in the School Setup module of Mac School or Win School.

### Note

Do not select Write Setup File. You only select this checkbox to create a setup file.

- 8 Click Write.

Roster files are created in each teacher's folder.

- 9 If you are using diskettes, follow the onscreen instructions to switch diskettes as needed. You need one diskette for each teacher. Label each diskette with the name of the teacher.

**Note**

To write only specific classes, select them in the Main window first. These classes are selected by default in the Write Teachers' Classes dialog.

- 10 Click Close.

## Creating a Setup File

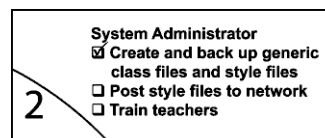
The setup file is imported into eClass Grades in order to create generic class files. The setup file includes information from the Win School or Mac School comments library, Points and Credits Tables, and bins.

You must have access to the Win School or Mac School Report Cards module to create a setup file.

**TO CREATE A SETUP FILE:**

- 1 In Win School or Mac School, open the Reports Cards module.
- 2 From the Marks menu, choose Write Teacher's Classes.
- 3 Choose bins for reporting.
- 4 In Teachers/Classes, deselect all teachers.
- 5 From the File Format popup menu, choose eClass Grades.
- 6 From the Destination popup menu, choose where to write files.  
If you are writing files to a folder on a hard disk or networked computer, click Folder, locate and select the parent (root) folder where you wrote class rosters.
- 7 Verify that Write Setup File is selected.
- 8 Click Write. If you are using diskettes, switch diskettes as needed.
- 9 When the Write Teachers' Classes dialog reappears, click Close.
- 10 If you put the setup file on a diskette, give the diskette to the person who creates the generic class file.

## Creating a Generic Class File



A generic class file is a template teachers can use to create class files for the classes they teach in the upcoming term. Using one or more generic class files saves staff time and reduces errors.

A generic class file might also contain:

- special scores
- school-wide comments
- categories and weights (not necessarily defined)
- grading scales
- other requirements specific to each type of class taught at your school

The number of generic class files you create depends on their lengths (for example, full-year courses, or first semester courses and second semester courses) and structure of the schedule (for example, one generic class file per grading period).

To create a generic class file, complete the following steps:

Step 1: Create a Class File

Step 2: Import the Setup File

Step 3: Map Bins

Step 4: Set Up Grading Periods

Step 5: Set Up Overall Summaries

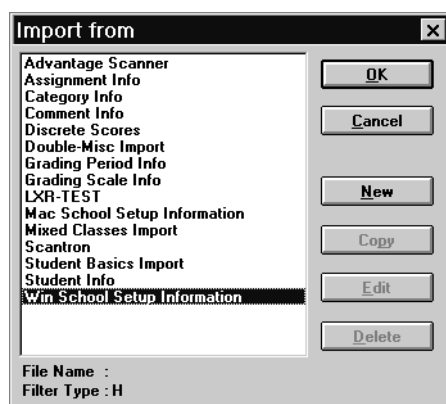
Step 6: Include Optional Information

### Step 1: Create a Class File

- 1 Start eClass Grades.
- 2 From the File menu, choose New Class.

### Step 2: Import the Setup File

- 1 From the File menu, choose Import.



- 2 Double-click Win School or Mac School Setup Information.
- 3 Locate and select the SETUP.GBK file, and then click OK.

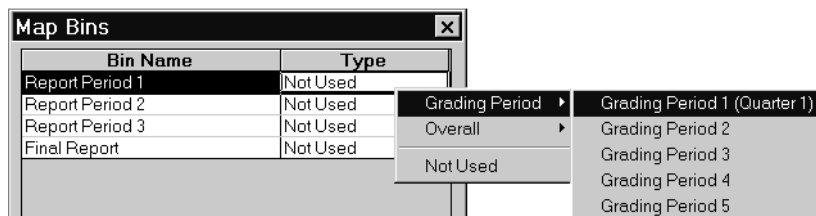
### Step 3: Map Bins

Use the Map Bins dialog to define where marks or scores for each specific bin in Win School or Mac School will be entered into the class file.

In order to export term marks later, you must map at least one bin.

#### TO MAP BINS:

- 1 For each bin, right-click in the Type column and select an option.

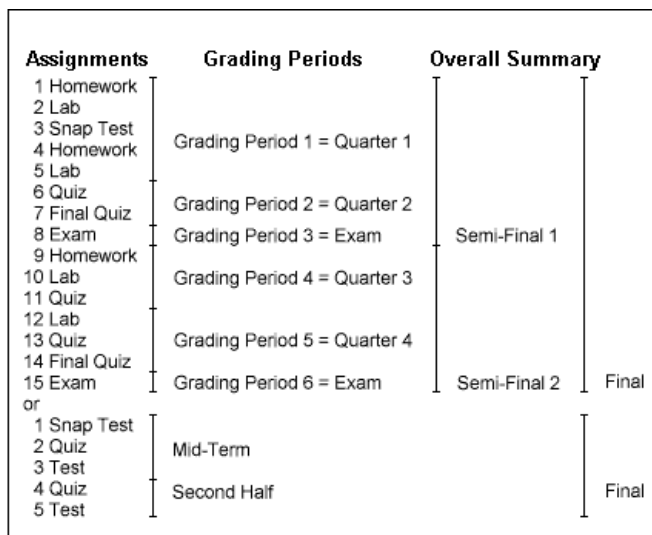


Notice the difference between grading period and overall summary. A grading period is strictly chronological; an assignment or activity belongs to only one grading period. An overall summary is an average of one or more grading periods. Therefore, a semester overall summary might be a summary of the first and second quarter grading periods.

- 2 Click OK.

### Step 4: Set Up Grading Periods

A grading period contains one or more assignments in one or more categories. Each assignment is contained in only one grading period. For example:



In the Assignments and Scores windows, different background colors indicate different grading periods.

**TO SET UP GRADING PERIODS:**

- 1 From the Class menu, choose Grading Periods.
- 2 Adjust the weight to change the importance of a grading period in relation to the overall summary to which it belongs.

From the When Calculating Grade popup menu, choose how the grading period averages are affected by category weights.

Select to include the grade summary for this grading period in the Grade Summary Report.

- 3 Click OK.

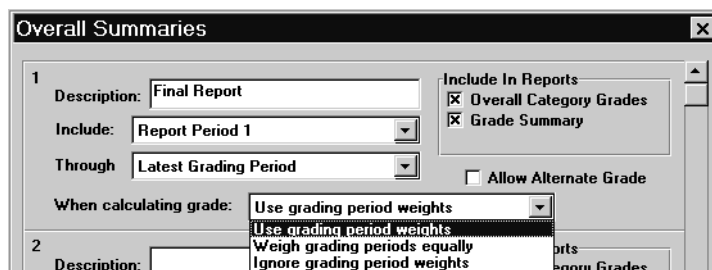
**Step 5: Set Up Overall Summaries**

Overall Summaries average two or more grading periods, such as semester grades and final grades. For example, for the first semester you might have:

Quarter 1..... *Grading Period*  
 Quarter 2..... *Grading Period* = *Overall Summary*  
 Mid term exam.... *Grading Period*

**TO SET UP OVERALL SUMMARIES:**

- 1 From the Class menu, choose Overall Summaries.
- 2 From the Include and Through menus, select the range of grading periods to include in the summary.
- 3 Indicate how to handle grading period weights for the summary. For example, select “Use grading period weights” so the overall summary period grade will take into account the weights of the grading periods.
- 4 Under Include In Reports, choose how grades will print in reports for the selected reporting period.



To view additional overall summaries, scroll down.

- 5 Click OK.

## Step 6: Include Optional Information

You can add optional information to generic class files, such as categories and special scores. Only add this information if it's consistent for a large number of class types. Otherwise, teachers can add this information later to their individual class files.

### Note

The "Convert Chancery SMS Class Files" feature will not transfer categories or special scores to teacher's class files when you are using a generic class file.

### Set Up Categories

A generic class file would not usually have any categories. However, should your school require generic categories, follow this procedure to create categories appropriate for teachers' classes.

In each grading period, up to 10 categories can be created for different types of assignments.

For more information, see "Defining Categories" on page 33.

#### TO SET UP A CATEGORY:

- 1 From the Class menu, choose Categories.
- 2 From the Categories For menu, select a grading period. The default is the most recently defined grading period.
- 3 For **each** category, enter the appropriate information.

The screenshot shows a dialog box titled "Categories" with a close button (X) in the top right corner. At the top, there is a label "Categories For:" followed by a dropdown menu currently showing "Report Period 1". Below this, there is a list of categories. The first category is numbered "2" and has a "Description:" field containing "Homework", a "Weight:" field containing "30.000", and two checkboxes: "Include Grade Summary In Reports" (checked) and "Allow Alternate Grade" (unchecked). There is also an unchecked "Extra Credit" checkbox. The second category is numbered "3" and has a "Description:" field containing "Projects", a "Weight:" field containing "20.000", and the same two checkboxes as the first category. At the bottom of the dialog box, there are three buttons: "Copy From Previous Grading Period", "OK", and "Cancel".

The weight is not a percentage – it merely changes the importance of a category in relation to other categories.

To place a grade for a category on your reports, select "Include Grade Summary In Reports". For example, you might want to include grades for tests, but exclude grades for homework.

If you only have one category, deselect "Include Grade Summary In Reports", as all grades will automatically be included on your reports.

- Repeat the above steps for each grading period.

To view additional categories, scroll down.

If the categories in this grading period are the same as the previous grading period, click “Copy From Previous Grading Period”.

For additional grading periods, repeat the above steps.

- Click OK.

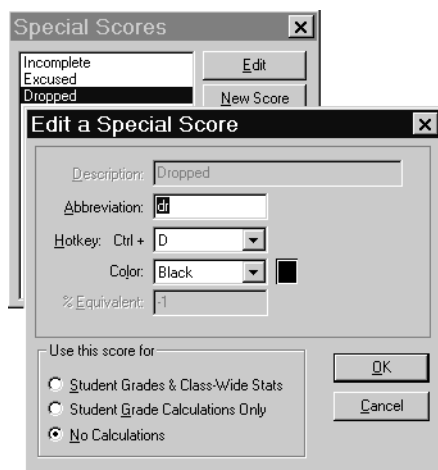
### Set Up Special Scores

The pre-defined special scores are Dropped, Excused, and Incomplete. An Excused score, for example, could be entered when a student turns in a late assignment due to illness, or when a student starts class several weeks after the beginning of a school year.

If you want, create unique Special Scores to fit your school’s grading procedures. For example, you can design a score, called Outstanding, abbreviated “+”, which eClass Grades interprets as 100% of the points possible on any assignment.

#### TO SET UP SPECIAL SCORES:

- From the Class menu, choose Special Scores.



- To update an existing special score, select an item in the list, and then click Edit.

OR

To add a new special score, click New Score.

- Type or change the abbreviation, such as OK, which appears in the Scores window and on reports.
- Type or change the percentage equivalent, which is used for determining points earned on an assignment.

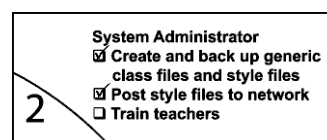
- 5 Select or change the selection of an option to indicate how this score is to be applied to grades and statistical calculations:
  - Student Grades & Class-Wide Stats to include the special score for both student and class-wide statistical calculations.
  - Student Grade Calculations Only to include special score only when calculating grades for individual students.
  - No Calculations to enter special score without including it in calculations.
- 6 If you want, select a color from the dropdown menu to assign it to a special score. For example, you can make scores for incomplete stand out in the Scores window by assigning the color red.
- 7 Click OK, and then click Done.

## Saving the Generic Class File

- 1 From the File menu, choose Save Class As.
- 2 Type a file name.
- 3 Click OK.
- 4 Post one generic class file in each teacher's folder on the network or save to diskette, so teachers may access them.

It is a good idea to make a duplicate generic class file, in case anyone overwrites your file by accident.

## Changing Style File Properties



Style files save customized report and onscreen preferences, such as:

- fonts and placement of data on reports
- grades on reports and onscreen
- column width (accommodate long fields)
- which student and assignment information displays on reports

To see examples of how styles affect onscreen and report information, look at the sample styles included with eClass Grades. Then, choose to create as many styles as you want.

When you save a style file on one computer, and then go to another computer to open a file, a different style opens. This is because style files are not saved with class files. eClass Grades automatically opens the previously-used style file on that computer.

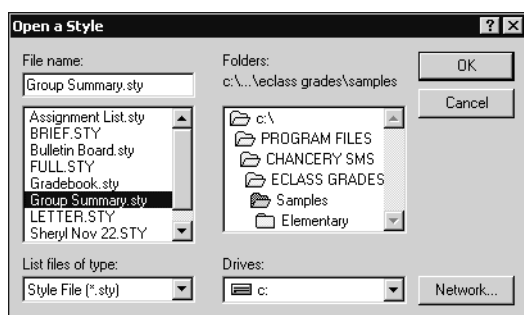
**Note**

eClass Grades style files are not cross-platform. You cannot use a Windows® computer to open style files created on a Macintosh® computer, or vice versa.

**TO OPEN A STYLE FILE:**

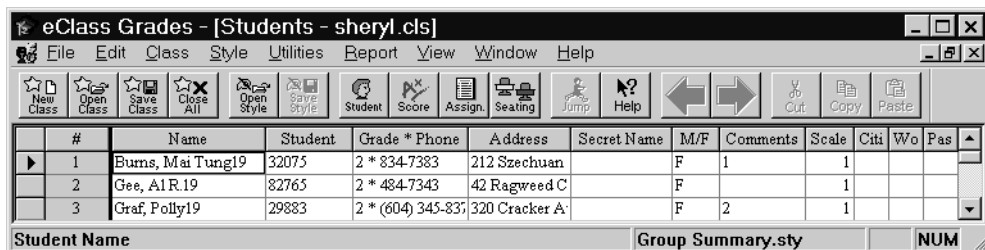
- 1 From the File menu, choose Open Style, and then locate and select the desired style file.

For example, open one of the sample styles that came with eClass Grades, such as the Group Summary.sty file.



- 2 Click OK.

To verify the active style, check the status bar in the bottom-right corner of the main eClass Grades window.



**TO CONTROL HOW GRADES DISPLAY IN REPORTS OR ONSCREEN:**

- 1 From the Style menu, choose Grades.
- 2 Select what to display in reports, along with display and rounding options.

Note that the rounding options teachers save in the Style file will affect how grades will be exported to Win School or Mac School. Therefore, grade rounding may not be consistent between teachers and classes.

- 3 Click OK.

**To CONTROL WHICH GRADES COLUMNS DISPLAY IN THE SCORES WINDOW:**

- 1 From the Style menu, choose Screen Prefs.
- 2 To select what to display on the computer screen, do one of the following:

To	Select
remove the Grade column from the Scores window	None (this can improve the speed of eClass Grades, as grades for large classes are no longer recalculated)
display an overall grade for combined grading periods	Overall Summary, and then select the overall summary from the popup list
display grades for a selected grading period	Grading Period, and then select the grading period from the popup list
display the grade for a particular assignment category in a grading period	Category, and then select the category and grading period from the popup lists

- 3 Click OK.

When you change an option from the Style menu, make sure you save your style file changes, or your preferences are lost.

**To SAVE A STYLE FILE:**

- 1 From the File menu, choose Save Style As.
- 2 Type a file name.
- 3 Click OK.
- 4 Post a copy of the style file in each teacher's folder on the network or save to diskette.

**Copying Files Using Write Teacher's Classes**

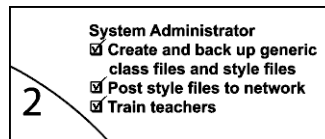
You can write additional files, such as generic class files and style files, into each teacher's directory or diskette using Write Teacher's Classes.

**To ADD ADDITIONAL ITEMS:**

- 1 In Win School or Mac School, open the Reports Cards module.
- 2 From the Marks menu, choose Write Teacher's Classes.
- 3 Select the terms and the names of teachers to write class rosters for.
- 4 From the File Format popup menu, choose eClass Grades.
- 5 From the Destination popup menu, choose to write the files to diskettes or to individual teacher folders.
- 6 If you are writing the files to a folder on a hard disk or networked computer, click Folder, locate and open the folder, and then click OK.

- 7 Below Additional Items, click Add.
- 8 In the “Select File to Distribute to Teachers” dialog, select the generic class file you created in the previous procedures, and then click OK.
- 9 Click Add again, select the style files you created in the previous procedures, and then click OK.
- 10 Click Write, and then click Close.

## Getting Teachers Started



Before the start of the term, train other staff on how to best use the eClass Grades files you have set up.



# WORKING WITH eCLASS GRADES DURING THE TERM

The work you do with eClass Grades during the term is divided into:

At the Start of the Term

- update roster files
- update generic class files

In the Course of the Term

- be available as a teachers' resource

At the End of the Term

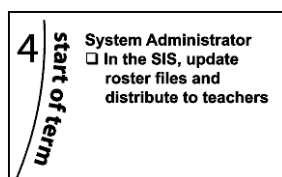
- import term marks into Mac School or Win School
- print the Missing Bin Mark Report

## At the Start of the Term

At the start of the term, do the following:

- update roster files
- update generic class files

## Updating Roster Files



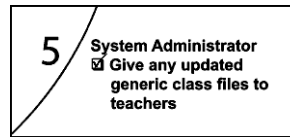
At the start of each term, update roster files and distribute them to teachers. For more information, see “Creating Roster Files” on page 9.

### TO CREATE ROSTER FILES:

- 1 In Win School or Mac School, open the Reports Cards module.
- 2 From the Marks menu, choose Write Teacher's Classes.
- 3 Select the terms and teachers' names to write class rosters for.
- 4 From the File Format popup menu, choose eClass Grades.
- 5 From the Destination popup menu, choose to write the files to diskettes or to individual teacher folders.

- 6 To specify a folder, click Folder, locate and open the parent (root) folder, and then click OK.
- 7 Click Write, then click Close.

## Updating Generic Class Files



If necessary, also update generic class files and give a copy to teachers.

- 1 In eClass Grades, from the File menu, choose Open Class.
- 2 Select the generic class file you want to update, and then click Open.
- 3 Make the necessary changes. For more information, see “Creating a Generic Class File” on page 10.
- 4 From the File menu, choose Save Class As.
- 5 Type a file name, and click Save.
- 6 Post the updated generic class file in teachers’ files.
- 7 Create a duplicate of the updated generic class file, in case anyone overwrites your file by accident.

### Note

Teachers complete the remaining procedures during the term. To review the teachers’ information, see “Appendix A” on page 31.

## In the Course of the Term

If your school uses K12Planet<sup>®</sup>, prompt teachers to regularly export grades for each of their classes, as often as necessary.

Otherwise, you don’t have any specific eClass Grades tasks to perform in the course of the term. However, you might want to be available as a resource to teachers.

For information on the procedures teachers complete at this time, see “Appendix B” on page 37.

## Exporting eClass Grades Data

Teachers export grades for each of their classes to the same folder that contains their setup.gbk and \*.rst roster files, as often as is necessary.

## At the End of the Term

At the end of each grading period or term, or at report card time, you should (in the following order):

- Step 1: export term marks to Mac School or Win School
- Step 2: print the Missing Bin Mark Report
- Step 3: prepare for next term

### Note

To view the tasks teachers complete at the end of the term, see "Appendix C" on page 45.

## Exporting Term Marks to Win School or Mac School

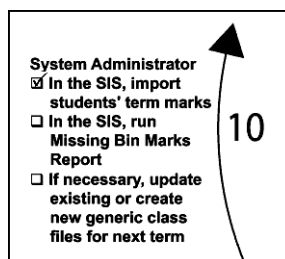
Help teachers to identify which bin to associate comments with and which bins to export.

Make sure they export to their individual teacher folders, and not a subfolder or the My Documents folder.

Remind teachers that the rounding options they save in the Style file will affect how grades will be imported to Win School or Mac School. Therefore, grade rounding may differ between teachers and classes.

The person responsible for collecting term marks, calculating class averages and honor rolls, and printing report cards will then import the term marks files into Win School or Mac School. In addition to marks, the file will include related student data, such as comment numbers, citizenship, work habits, pass/fail status, and withdrawn students who may or may not be inactive. (An active student is currently enrolled in the school; an inactive student is not currently enrolled.)

## Step 1: Importing Term Marks into Win School or Mac School



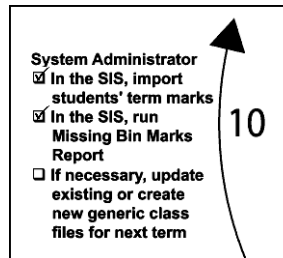
When all or most teachers have submitted their students' term marks, import them into Win School or Mac School.

### TO IMPORT TERM MARKS:

- 1 In Report Cards, from the Marks menu, choose Upload Bin Marks.
- 2 In the Teachers list, select all teachers.
- 3 In the Classes list, select all classes.

- 4 Under Bins, select the bins (grading periods) to upload.
- 5 Under Source, select Individual Teacher Folders or Diskettes.  
Make sure this is the same location where you stored class rosters (.rst) and setup (.gbk) files.
- 6 Click Upload.
- 7 Click Close.

## Step 2: Printing the Missing Bin Marks Report in Win School or Mac School



At the end of the term, print the Missing Bin Mark Report using Win School or Mac School.

The Missing Bin Mark Report lets you search for and identify classes and students with missing marks or incomplete mark information.

You can also print individual reports for each teacher who has not supplied complete information.

### TO PRINT A MISSING BIN MARK REPORT:

- 1 In Report Cards, from the Reports menu, choose Missing Bin Marks.
- 2 Select the term for which you are preparing reports.
- 3 Select a Missing Field item that you want teachers to submit, usually a percent or letter grade.
- 4 Select the bins to report on. You must select at least one bin to be able to print the report.
- 5 Select the contents of the report. You can print a report of:
  - Classes for which all students are missing information in the field you selected.
  - Classes in which one or more students is missing information in the field you selected, including the students' names.
- 6 Click Print.

## Recalculating Bins

When all term marks have been submitted, you might want to calculate the grade points and earned credits in each class.

### TO RECALCULATE BINS:

- 1 In Report Cards, select the student records and classes that do not have the calculated grade points or earned credits displaying.
- 2 From the Marks menu, choose Recalc Bins.
- 3 Select the bins you want to recalculate.
- 4 Click OK.

## Exporting Mac School or Win School Data to K12Planet

If your school does not use K12Planet, skip this section.

The first time, manually export to K12Planet. After that, schedule automatic, periodic exports to K12Planet. For more information, see your K12Planet System Administrator Guide.

### TO MANUALLY EXPORT THE SCHOOL'S DATABASE TO K12PLANET:

- 1 In Mac School or Win School, click K12Planet Link.
- 2 For Mac School only, click Start Replication.

Your school data is copied to the K12Planet web site for your school community to view.

### TO SCHEDULE THE AUTOMATIC EXPORT OF THE SCHOOL'S DATABASE TO K12PLANET:

- 1 In the Mac School Shell, from the File menu, choose Auto Launch Setup.  
OR

In the Win School Shell, from the Shell menu, choose Auto Launch Setup.

- 2 Click Enable Auto Launch, enter a time, and click OK.

Changes to your school's data will be regularly copied to the K12Planet web site, as per this schedule.

## Displaying eClass Grades in K12Planet

- 1 On the K12Planet Publishing page, select the eClass Grades checkbox.
- 2 Instruct teachers to select to display eClass Grades information in K12Planet, for each class and for each term.

### **Step 3: Considering the Success of the Previous Term**

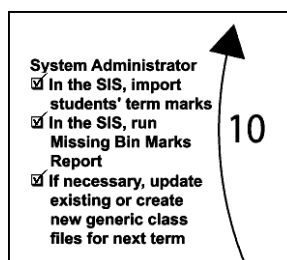
Reflect on what you and other staff did before the start of the previous term, and consider how it relates to the next term.

# PREPARING FOR THE NEXT TERM

At the end of each grading period or term:

- create up-to-date generic class files
- create class roster files

## Updating Generic Class Files



If necessary, change the existing generic class files to best suit your staff's needs for the next term.

You might also want to create one or more new generic class files. For more information, see "Creating a Generic Class File" on page 10.

### Note

Do not modify or delete categories for which teachers have already entered assignments. Modifying or deleting categories may inadvertently change completed assignments and the grades may not calculate or export as expected.

## Updating Class Files

To update any changes to class schedules, following the procedures in "Creating Roster Files" on page 9.

If teachers did not set up the automatic import rosters feature, instruct them to import the new roster files for each class (from the File menu, choose Import Roster).



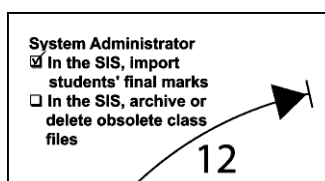
# AT YEAR END

At the end of the school year:

- Import students' final marks
- Archive, then delete files that are no longer in use

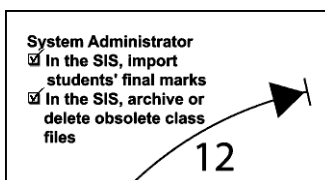
Needs differ from school to school. Use the procedures appropriate for your school.

## Importing Final Grades



At the end of the year, import the final grades for students. For procedures, see “Step 1: Importing Term Marks into Win School or Mac School” on page 23.

## Deleting Class Files



After you import final marks and archive the appropriate files, delete any obsolete class files no longer required.

There is no command for deleting class or style files in eClass Grades. You can delete class or style files as you would any other file in the Windows operating system.

### TO DELETE CLASS OR STYLE FILES:

- 1 First, back up or copy files to an archive folder.
- 2 Locate and open the folder that contains the files.
- 3 Highlight the files, and then press the Delete button.



# APPENDIX A

Teachers complete the procedures in this section. To better understand teachers' tasks and be available as a resource, review this appendix, as well as appendices B and C.

## Teachers' Tasks at the Start of Term

At the start of each term or grading period, teachers set up their classes by:

- 1 Creating class files, using a generic class file, and then importing or converting roster files.
- 2 Setting up assignment categories, if they use them. For example, homework, labs, exams.
- 3 Setting up assignments.
- 4 Setting class preferences.

### Creating Class Files

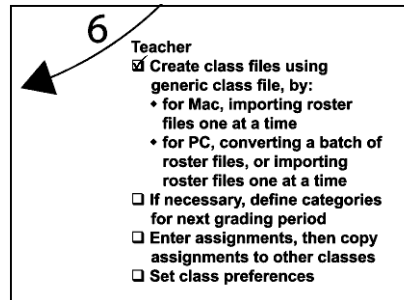
Teachers copy the roster files you create for them (by completing the procedure in “Creating Roster Files” on page 9) to their own folders. If the files are on a network, teachers must first map the drive.

Teachers may also use one or more generic class and style files, if you created those for them by completing the procedures in “Creating a Generic Class File” on page 10 and “Changing Style File Properties” on page 16. Otherwise, teachers create their own files from scratch.

There are four methods for creating class files, depending on the tools you use. The first method is the easiest one. Here's a summary:

<b>Method 1</b>	convert a batch of rosters all at once, using a generic class file as a template	<ul style="list-style-type: none"> <li>• Select rosters to convert.</li> <li>• Select the generic class file from which to copy grading scales, grading periods, and overall summaries, and mapped bins.</li> <li>• Categories are not copied.</li> </ul>
<b>Method 2</b>	convert a batch of rosters all at once, without using a template	<ul style="list-style-type: none"> <li>• Select rosters to convert.</li> <li>• Select the setup.gbk file.</li> <li>• Map bins.</li> </ul>
<b>Method 3</b>	import class roster files one at a time, for each class, using a generic class file as a template	<ul style="list-style-type: none"> <li>• From the Class menu, choose Copy From.</li> <li>• Set up categories and assignments for each class.</li> </ul>
<b>Method 4</b>	import class roster files one at a time, for each class, without using a template:	<ul style="list-style-type: none"> <li>• Map bins.</li> <li>• Set up categories and assignments for each class.</li> </ul>

## Converting Rosters



At the beginning of the term, teachers convert rosters. Converting a batch of rosters all at once is the easiest way for teachers to get started.

### Note

The first time you run “Convert Chancery SMS Class Files”, class files will be created. If you run it a second time for a class file which has previously been converted, that file will be over-written with a new one, and you'll lose any assignments and scores previously entered.

Do not run “Convert Chancery SMS Class Files” for a class file which already exists. If you wish to update the roster for an existing class file, open the class in eClass Grades, and choose Import Roster from the File menu.

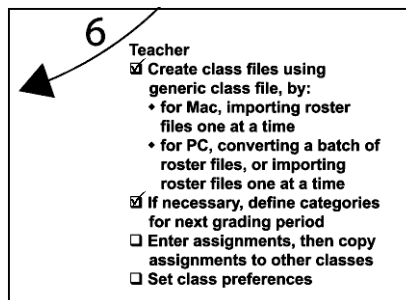
### TO CREATE CLASS FILES:

- 1 First, set your class conversion preference:
  - From the Edit menu, choose Preferences.
  - From the popup menu, choose “Chancery SMS Class Conversion”.
- 2 Next, import the student list and class information:
  - From the File menu, choose “Convert Chancery SMS Class Files”.
  - Locate and select the class rosters to convert. Teachers must select the same type of class roster for each batch. For example, convert all first semester classes, then convert all second semester classes, and so on.

If the teachers’ class rosters are on a network drive, teachers need to map the drive.

One class file will be created in the same folder as each selected roster.
- 3 Then, confirm the class information for each class file. From the Class menu, choose Class Information, and enter the necessary information or verify the existing information is correct.

## Defining Categories



After teachers create their class files, they need to define any necessary assignment categories for each grading period.

Teachers can either:

- create categories (from the Class menu, choose Categories)
- use the generic class file categories (from the Class menu, choose Copy From)
- use only the default single assignment category for each grading period, called Total Points

## Setting Up Class Assignments

For each class, teachers enter the assignments students will complete.

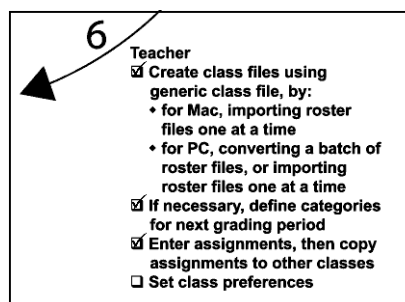
For K12Planet grades or grade calculations to be successful, every assignment must be assigned to a category.

### TO SET UP CLASS ASSIGNMENTS:

- 1 Open a class file.
- 2 From the View menu, select Assignments Window.
- 3 Enter the appropriate information.

#	Description	Points	Weight	Adjust	Category	Misc	ID
1	Homework 1	10	1.000	10	Homework	pg. 12 #3,7,11	
2	Homework 2	10	3.000	30	Homework	pg. 17 #2,12,15	
3	Lab 1	20	5.000	100	Labs	10.15.02	
4	Test 1	100	1.000	100	Tests		
*							

## Copying Class Assignments

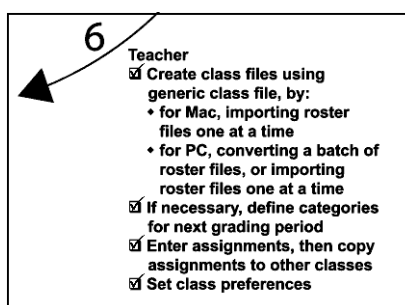


After assignments are set up, teachers can copy them to other classes.

### TO COPY CLASS ASSIGNMENTS:

- 1 Open a class file and show the assignment list.
- 2 From the Class menu, choose Copy From.

## Setting Class Preferences



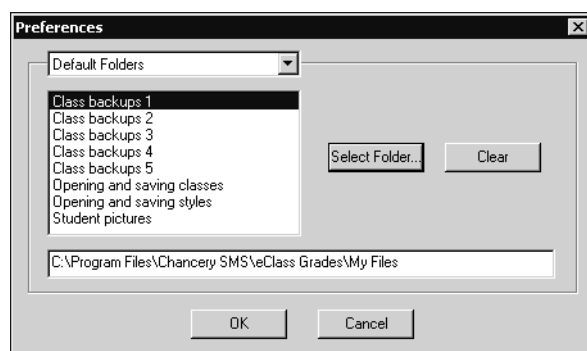
Teachers set default folder locations for opening and saving class and style files, and for storing backup files.

## Backing Up Class Files

Instruct teachers to back up their files to the network locations you specify.

### TO SET DEFAULT FOLDER PREFERENCES:

- 1 From the Edit menu, choose Preferences.
- 2 From the dropdown menu, choose Default Folders.



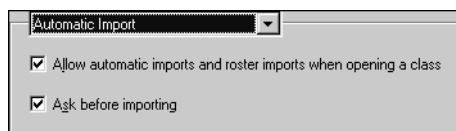
- 3 From the list, select the action you are choosing a default folder for, then click Select Folder.
- 4 Locate the folder, and then click Select.

## Setting Automatic Roster Updates

Teachers can configure eClass Grades to automatically import rosters each time they open a class file.

### TO SET IMPORT PREFERENCES:

- 1 From the Edit menu, choose Preferences.
- 2 From the dropdown menu, select Automatic Import.



- 3 Select the import options, then click OK.

## Protecting Class Files

For added security, teachers can use a password to protect their files.

### TO SET A PASSWORD:

- 1 From the Class menu, choose Set Password.



- 2 Teachers can select the Allow Administrator Access checkbox, to allow you access their gradebooks.

The Allow Administrator Access checkbox is dimmed if, during installation, you choose to not let teachers use this option for their class files.



## APPENDIX B

Teachers complete the procedures in this section. To better understand teachers' tasks and be available as a resource, review this appendix, as well as appendices A and C.

### Teachers' Tasks During the Term

During the term, teachers need to:

- add class assignments
- enter scores, comments, and student notes
- enter alternate grades (if desired)
- create seating charts
- print reports
- if your school uses K12Planet, teachers also need to periodically export grades

#### Adding Class Assignments

<b>7</b> <b>during term</b>
<b>Teacher</b> <input checked="" type="checkbox"/> Enter additional assignments for a class <input type="checkbox"/> Enter scores, special scores, alternate grades, and comments <input type="checkbox"/> Regularly update class files <input type="checkbox"/> Print reports

During the term, teachers might need to set up additional assignments for their classes.

#### TO SET UP ADDITIONAL ASSIGNMENTS FOR CLASSES.

- 1 Open a class file.
- 2 In the Assignments window, click in the first free Description field and type the name of the assignment.
- 3 In the Points column, type the number of points possible for the assignment.
- 4 In the Weight column, if you want, change the value.
- 5 To select a category, click in the Category field and select from the popup menu.
- 6 In the Misc. column, enter additional information.

## Entering Scores

7

during term

**Teacher**

- Enter additional assignments for a class
- Enter scores, special scores, alternate grades, and comments
- Regularly update class files
- Print reports

For each class assignment, teachers will enter scores for each student.

### TO ENTER A SCORE:

- In the Scores window, click an assignment field, and then type a score or select a special score.

Scores - MEDIUM								
#	Name	Grade 1st Semester Total	1 Homew ork 1	2 Homew ork 2	3 Lab 1	4 Test 1	5 Test 2	
1	Graf, Polly	82.2% (B)	10.0	dr	47.0	100.0		
2	Hand, Boyd N.	78.9% (B)	9.0	9.0	48.0	98.0		
▶ 3	Gee, AlR.	56.4% (C-)	8.0	8.0		97.0		
4	Burns, Mai Tung	72.4% (C+)	7.0	7.0			Incomple	
5	Hyde, Tanya	73.4% (C+)	6.0	8.0	ex		Excused	Ctrl+E
6	Plain, Yolanda	70.7% (C+)	5.0	9.0	dr		Dropped	Ctrl+D
7	Pooler, Gene XY	65.3% (C+)	6.0	10.0	ab		Absent	
					ch		Cheating	
					DK		Complete	
					+		Outstandi	
					tr		Truant	
					-		Unaccep	

By default, an empty score is considered an Incomplete special score.

## Recording Alternate Grades

Teachers can use an alternate grade when they're not satisfied with the calculated grade and want to replace it. They can record alternate grades for Categories, Grading Periods, or Overall Summaries.

### TO ALLOW RECORDING OF ALTERNATE GRADES:

- From the Class menu, choose Categories, Grading Periods, or Overall Summaries.
- Select the Allow Alternate Grade checkbox.
- From the Style menu, choose Screen Prefs.
- Select the Overall Summary, Grading Period, or Category to enter alternate grades for.

### TO ENTER AN ALTERNATE GRADE:

- In the Scores window, select a student, and then enter the appropriate information.

## Entering Comments

Teachers can assign standard comments that will print on reports to students and parents.

### Note

If you change comment numbers in Win School or Mac School, inform teachers that the comments they have already entered in eClass Grades may be affected. For example, if you delete comment #5, comment #6 will take the position of comment #5. This means that comment #5 entries are replaced with the text that was formerly called comment #6.

Remind teachers that it is a good idea to periodically confirm that their comment numbers are correct.

### TO PREVIEW OR PRINT THE LIST OF COMMENTS FOR A CLASS:

- From the Report menu, choose Comment List.

user-defined comments

Win School or Mac School comments

### TO CREATE YOUR OWN ADDITIONAL COMMENTS:

- From the Class menu, choose Comments.

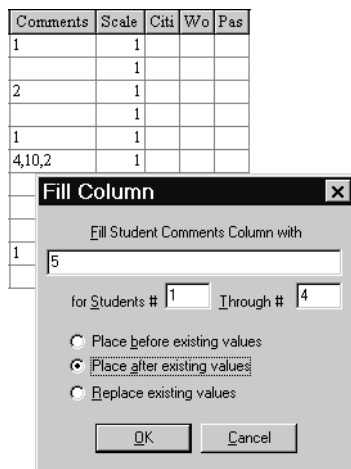
## Assigning Comments to a Student

- In the Students window, select a student, and then type the comment in the Comments column.

#	Name	Student Number	Grade * Phone	Address	Secret Name	M/F	Comments
1	Burns, Mai Tung	32075	2 * 834-7383	212 Szechuan Pl		F	
2	Gee, Al R.	82765	2 * 484-7343	42 Ragweed Cre		F	
3	Graf, Polly	29883	2 * (604) 345-8374	320 Cracker Ave		F	

### Assigning the Same Comment to a Group of Students

- In the Students window, click in the Comments column, and then from the Edit menu, choose Fill Column.



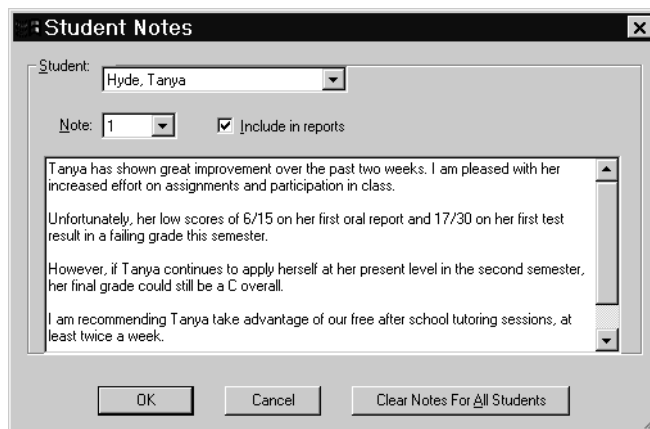
### Entering Student Notes

In addition to comments, teachers can include messages for individual students, called student notes. Student notes can print on reports, but not on student report cards printed by the school.

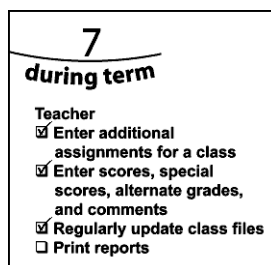
If your school uses K12Planet, teachers can choose to export student notes to K12Planet. K12Planet does not display student notes by default, however, you can change the publishing properties if you wish to display them to students and their contacts.

#### TO ENTER A NOTE FOR A STUDENT:

- From the Class menu, choose Student Notes.



## Saving Changes to Class Files



As teachers update class files, they need to regularly save their changes.

## Working with Seating Charts

The Seating Charts window displays students assigned to a desk. It is a great tool for substitute teachers.

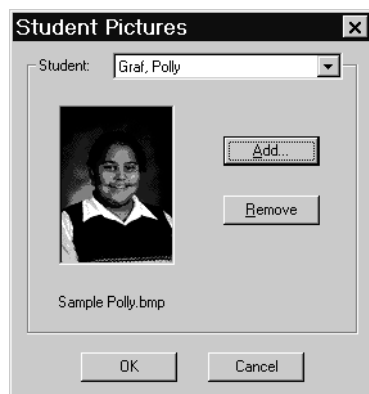
Teachers can use it to set the desk order and re-seat students, display student pictures, randomly select students from a class, and create seating charts.

### TO DISPLAY STUDENT PICTURES:

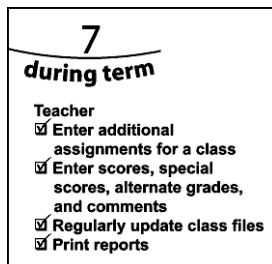
- 1 Display the Seating Charts window.
- 2 From the Class menu, choose Seating Preferences.

### TO ASSOCIATE PICTURE FILES WITH STUDENT NAMES:

- Right-click a student desk, and choose Pictures.



## Reporting Student Grades



During the term, there are a number of reports teachers might need to print.

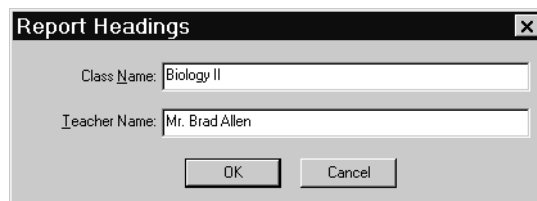
### Customizing Report Headings and Styles

To customize a report, teachers can change the report heading and use the appropriate style file. A report differs depending on the style file opened on the computer printing the report.

#### TO CUSTOMIZE A REPORT HEADING:

- From the Class menu, choose Report Headings.

If your school or department has a site license, teachers can also print their name on reports.



### Emailing Reports

#### TO SET UP STUDENT EMAIL ADDRESSES:

- From the Class menu, select Student Email Addresses, select a name from the Student dropdown menu, and type an email address.



- Click OK.

- From the Report menu, choose the Individual or Multi-Class Report.

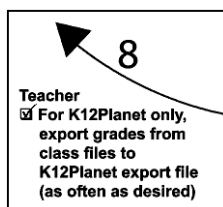


- Specify your options.
- Click Email.

## Printing Reports

- From the Report menu, choose a report.
- Specify your options.
- Click Print.

## Exporting eClass Grades Data to K12Planet



If your school uses K12Planet, teachers need to regularly export grades from each class file.

### TO EXPORT eCLASS GRADES TO K12PLANET:

- From the File menu, choose Export.
  - Select the “K12Planet Grades Export” filter, and then click OK.
- Teachers must select the same individual folder where their setup.gbk and \*.rst roster files are stored.  
  
Ensure that teachers are saving the export file in the correct folder, and NOT a subfolder or the My Documents folder.
  - Click OK.



# APPENDIX C

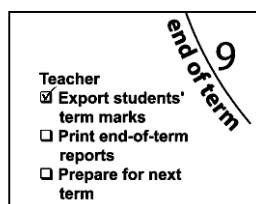
Teachers complete the procedures in this section. To better understand teachers' tasks and be available as a resource, review this appendix, as well as appendices A and B.

## Teachers' Tasks at the End of the Term

At the end of each grading period or term, or when it is time to send out report cards, teachers should:

- 1 Export term marks.
- 2 Print reports.
- 3 Prepare for the next term.

### Exporting Term Marks to Mac School or Win School

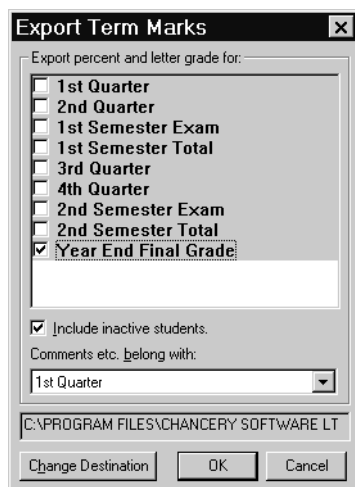


At the end of term or when it is time to send out report cards, teachers export the term marks.

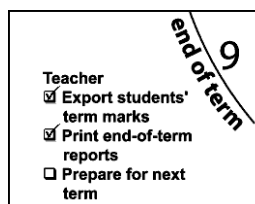
When teachers enter comments for the next term, they wipe out comments for the previous term in eClass Grades.

#### TO EXPORT TERM MARKS:

- From the File menu, choose Export Term Marks.

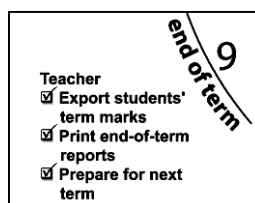


## Printing End of Term Reports



At the end of each grading period or term, or when it is time to send out report cards, teachers might want to print reports.

## Considering the Success of the Previous Term



Teachers should reflect on what they did before the start of the previous term, and consider how it relates to the next term.

## Preparing for the Next Term

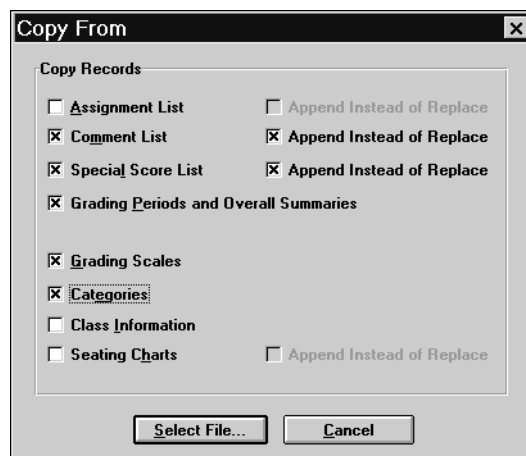
At the end of each grading period or term, teachers update class files and set up a new grading period.

### Updating Class Files

When classes change, teachers need to import an updated set of class roster files that you create.

#### TO CREATE A CLASS FILE:

- 1 From the File menu, choose New Class.
- 2 To copy information from a generic class file, from the Class menu, choose Copy From.



- 3 To import a roster, from the File menu, choose Import Roster.
- 4 Save the class.
- 5 Repeat for each updated class.

## Setting Up a New Grading Period

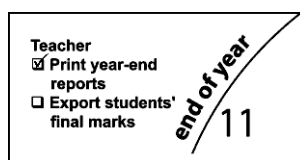
After updating their class files, teachers configure eClass Grades in preparation for the next grading period of the school year.

- 1 In the Assignments window, for each class, verify how many assignments were in the first grading period.
- 2 From the Class menu, choose Grading Periods.

## At School Year End

At the end of the school year, teachers print end-of-year reports, and export final marks.

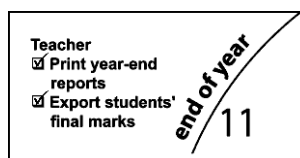
### Creating Reports and Graphs



At the end of the year, teachers can generate a variety of reports and graphs, and customize them using the Class and Style menus.

Teachers can either email or print reports.

### Exporting Final Grades



At the end of the year, teachers should export the final grades for their students.



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