
Chapter 4 **One Student's Grades, So Many Views**

Slicing and dicing a student's record

A few years ago, TV commercials for the the Veg-o-matic, a vegetable-cutting kitchen implement touted, "It slices! It dices! It even cuts Julienne French fries!"

The commercials had an infectious enthusiasm. Your TV screen demonstrated the one and only Veg-o-matic ripping into cucumbers, celery and mushrooms, slicing and dicing every which way, thick and thin, straight and diagonal.

The do-it-all-in-a-snap flexibility made this oddball product a rousing success for Ronco (named by Ron, the inventor-entrepreneur-huckster who started the company).

So what, you might well ask, has this Veg-o-matic to do with *TUSD* students, their grades, and *Sonora* software?

That's easy. Look at the **Student Grade - Transcript** section of *Sonora Grade* as the *View*-o-matic with which you can slice and dice the information on a student's grades effortlessly, just about any way you like.

Look at grades from the most recent back to earlier semesters. Check grades by department or by grade level. Slice and dice effortlessly, all for just \$19.95 plus shipping and... sorry, we got our wires crossed again.

That brings us to the infamous Ronco Pocket Fisherman. The problem was that the pond water leaked out of people's pockets. This caused embarrassing stains for the humans, not to mention making life mighty tough on the fish.

Individual student overview

Sonora Grade gives you many ways to look at student progress. In the last chapter, we checked grades from the classroom perspective.

Now we shift our focus to the individual student's grades, both current and past. We view the grades from this school year plus the student's transcript at this school.

This viewpoint enables us to analyze grades for patterns that help explain the student's strengths and weaknesses. This could be invaluable to a guidance counselor helping the student establish more consistent performance so that he or she can maintain progress toward graduation.

The transcript gives us a broader perspective of how the student's current grades relate to his or her performance over the past few years.

With such tools, we can hope to understand the student's personal patterns. This enables us to create circumstances and the provide tools for students to succeed.

Open to the Student Grades section

File	Edit	View	Report	W
Login				
Close				
Class Grader				
Student Grades - Transcript				
Student Graduation Plan				
Credit Distribution				
Qsiris Transcript				
Class Ranking				
Scanning				
Setup				
Save				
Print				
Printer Setup...				
Exit				

We looked at logging in to *Sonora Grade* earlier in this manual. You always need to begin there, so if you're unsure of how to get inside the program, mosey on back to Chapter 2 and check out the login procedure.

Use the **File** menu to reach the individual parts of the program. Select **File > Student Grades - Transcript (Alt-F, G)**. From here it's off to recordville where we're back in the heart of the student grades.

We've cautioned you before about confidentiality, but it's important enough to bear repeating. *This is the most sensitive part of all school records.* You are required by law to uphold every student's privacy.

Besides, common decency demands you keep mum about personal records. Now let's get on with it.

Student search

As usual in the *Sonora* systems, you begin with a search.

As the **Student Grade - Transcript** section of the program comes into view, it's quickly covered by the **Find Student by Name** screen. That's *Sonora's* way of politely but firmly asking for information. Just whose grades do you want to see?

Enter enough letters of the student's last name here to find him/her

Click the **Find** button to look for those letters in the student records

Matching student names appear in this list box

Click on the line with the student you were looking for and...

click **OK** to load Kimberly Clark's information on the main screen

Matric	Name	DOB	Status	School
0985615186	Clark, Kieran Lewis	09/18/75	A	Cholla
0984615011	Clark, Kimberly A	08/23/77	A	Cholla
0983615099	Clark, Mathew	11/07/75	I	Cholla
0980615008	Clarke, Paul Sean-Ray	11/05/73	A	Cholla

Figure Chapter 4 -1: Finding the student's record to examine

Begin in the **Last Name** space. Type enough letters of the student's last name to locate that student in the records.

Click **Find** (**Alt-E, N** or **F3**). The computer retrieves matching names. Now click on the line with the student we select. In this case that's Kimberly Clark, heiress to the Kleenex fortune, which is certainly nothing to sneeze at.

When you've selected the student's line, click **OK** (**Alt-O**). A shortcut is to double-click on the student's line.

Kimberly's recorded grades come up on the **Current Grades** screen. Her matriculation number and name appear on the title bar at the top of your screen. That's to help you stay oriented.

Now we're getting somewhere.

First slice

Kimberly's most recent grades fill in the screen that looks suspiciously like a spreadsheet. That's because the programmers thought you Excel addicts might enjoy finding a familiar hangout here in *Sonora Grade*.

Let's get familiar with the screen.

At the top are the standard title bar and name of the file you have open, which in this case is Kimberly Clark and her matric number. Beneath that are the standard Windows drop-down menus, which we'll be using soon.

The next row is the same *Sonora* toolbar you may have seen in all other *Sonora* applications. The toolbar contains shortcuts for the commands you use most often.

Unlike most of the *Sonora* programs, *Grade* uses the drop-down **V**iew menu instead of the usual toolbar to slice and dice the data. What's worse, the software is just plain useless when it comes to cutting Julienne fries.

Command center:
drop-down menus
and *Sonora*
toolbar

This year's

Current grades

Details on the grade
highlighted above

Description	1st Prq	1st Qtr	2nd Prq	2nd Qtr	1st Sem	3rd Prq	3rd
BUSINESS TECHNOLOGY 2							
BIOLOGY A.P. 1	D	B	C	D	C		
ENGLISH 7	B	A	B	B	B		
DRAWING 1	B	A	A	A	A		
PRE-CALCULUS 1 HONORS	C	C	C	C	C		
COED PHYS ED 4	A	A			A		
COED PHYS ED 4						A	
AMERICAN GOVERNMENT 1	A	A	A	A	A		

Class: 05711-04 ENGLISH 7 School: CHOLLA
Year: 95 - 96 Teacher: FINKLEA, MELANIE
Term: FIRST SEMESTER Grade: 12

Grade Earned: A
Citizenship:
Credit Earned: 100
Comments:
Ready NUM OVR

Figure Chapter 4 -2: First glance at Kimberly Clark's grades

The grade spreadsheet

Finally, we reach the Holy Grail of our search: Kimberly Clark's grades. You may emit an exultant shout, but please don't disturb people working around you.

Notice the spreadsheet-like look on this part of the screen. If you use Excel, this probably feels like Old Home Week. Letter grades appear in "cells" as in a spreadsheet. Your cursor becomes a plus-sign when it's over the grade sheet.

The "active cell" with your cursor is outlined in bright yellow. Beneath the spreadsheet section are details that tell you more about the grade in the active cell.

Before we look more closely at the grade section itself, bear in mind that this is where we do all that slicing and dicing. You don't like how the screen is set up now? Worry not, neither shalt thou fret. You can change it practically effortlessly (as they say in the Veg-o-matic commercials).

Still, let's see what we have to start.

Matric: 0984615011		Name: Clark, Kimberly A					Grade: 12	
Description	1st Prg	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Prg		
BUSINESS TECHNOLOGY 2							OXN	
BIOLOGY A.P. 1	D	B	D				HUG	
ENGLISH 7	B	B	B				FINK	
DRAWING 1	B	A	A				SPE	
PRE-CALCULUS 1 HONORS	C	C	C				LON	
COED PHYS ED 4	A	A					DUL	
COED PHYS ED 4				A			DUL	
AMERICAN GOVERNMENT 1	A	A	A				SMIT	

Figure Chapter 4 -3: First look at Kimberly's grades

Across the top of the sheet are Kim's matriculation number, her full name and grade.

The next line down labels the columns, starting with the class description and then showing each grading period.

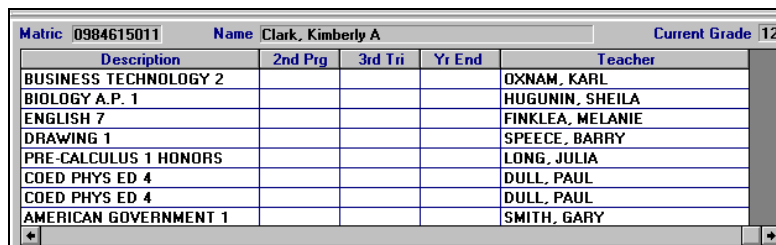
Notice that there are more columns than can fit on the screen at once. A horizontal scroll bar at the bottom lets you see the rest of the grading periods on your spreadsheet.

Down the left side are the classes she has this school year. Notice that Coed Phys Ed has grades for separate semesters on separate lines.

A glance to the right

Now let's get a look at what the scroll bar can show us on the right side of the screen. Yes, we have more grading periods. Click on the scroll bar to get a look at them.

If you think there are too many grading periods on this sheet, don't worry. Your opportunity to change them will come soon enough.



Description	2nd Prg	3rd Tri	Yr End	Teacher
BUSINESS TECHNOLOGY 2				OXNAM, KARL
BIOLOGY A.P. 1				HUGUNIN, SHEILA
ENGLISH 7				FINKLEA, MELANIE
DRAWING 1				SPEECE, BARRY
PRE-CALCULUS 1 HONORS				LONG, JULIA
COED PHYS ED 4				DULL, PAUL
COED PHYS ED 4				DULL, PAUL
AMERICAN GOVERNMENT 1				SMITH, GARY

Figure Chapter 4 -4: Scroll right to see more grading periods and the teachers for each class

On the far right-hand edge of the sheet is name of the teacher who assigned the grades. So when you're looking for the party who assigned the grade, scroll all the way to the right edge of the sheet, where the teacher's name appears opposite the class name.

This view lets you see all the student's teachers at a glance. Other views let you see one class at a time, depending on the grade cell you select.

We could tantalize you further, but it's time to move along to slicing and dicing the spreadsheet.

Get ready. We can show include nearly everything your heart desires, except maybe finding that ever-so-elusive meaning of life.

Neither can we help you get back to Kansas from Oz. Rumor has it, though, that a triple-click on ruby slippers are useful tool, especially when applied with the mantra, "There's no place like *TUSD*, there's no place like home."

View-o-matic slicing and dicing

Grades and their context being all-important, we've got a plethora of options to see how teachers evaluate Kim Clark.

Current Grades - [098461	
View	Window Help
Course Number	
Grade Level	
Grade Detail	
Options...	
Current Grades	
Local Transcript	
Transcript	
Credit Distribution and GPA	
Base Credit Distribution	

It all happens under the pull-down **View (Alt-V)** menu. Let's see just how you would like your data served today.

Your first three choices in the **View** menu are *toggle switches* that alternate between off and on.

A check mark in front of the **Course Number**, **Grade Level** or **Grade Detail** selections tells you those choices are set to *on*. Choose it again and you turn *off* that selection. Got it?

Let's show you how it works. Click the **View** menu and select **Course Number (Alt-V, N)**. The school's course numbers appear to the left of the spreadsheet's course descriptions. If you have no need for these code numbers, click the command again and the course numbers disappear.

View	Report	Window	Help
✓ Course Number			
Grade Level			
Grade Detail			
Options...			
Current Grades			
Local Transcript			
Transcript			
Base Credit Distribution			

Matric: [0984615011		Name: [Clark, Kimberly A				Grade: [12	
Course	Description	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Te	
19711-04	AMERICAN GOVERNMENT 1	A	A			SMITH, GARY	
16119-17	COED PHYS ED 4			A		DULL, PAUL	
16119-05	COED PHYS ED 4	A				DULL, PAUL	
13771-02	PRE-CALCULUS 1 HONORS	C	C			LONG, JULIA	
06111-01	DRAWING 1	A	A			SPEECE, BARR	
05711-04	ENGLISH 7	B	B			FINKLEA, MELA	
03921-01	BIOLOGY A.P. 1	B	D			HUGUNIN, SHE	
02112-01	BUSINESS TECHNOLOGY 2					OXNAM, KARL	

The same happens with **View > Grade Level (Alt-V, L)**. On the far left edge of the spreadsheet, you see what grade Kim was in when she took the course.

View	Report	Window	Help
✓ Course Number			
✓ Grade Level			
Grade Detail			
Options...			
Current Grades			
Local Transcript			
Transcript			
Base Credit Distribution			

Matric: [0984615011		Name: [Clark, Kimberly A				Grade: [12	
Grade	Course	Description	1st Prg	1st Qtr	2nd Prg	2nd Qtr	1st
12	02112-01	BUSINESS TECHNOLOGY 2					
12	03921-01	BIOLOGY A.P. 1	D	B	C	D	
12	05711-04	ENGLISH 7	B	B	B	B	
12	06111-01	DRAWING 1	B	A	A	A	
12	13771-02	PRE-CALCULUS 1 HONORS	C	C	C	C	
12	16119-05	COED PHYS ED 4	A	A			
12	16119-17	COED PHYS ED 4					
12	19711-04	AMERICAN GOVERNMENT 1	A	A	A	A	

Notice that by adding this information, the new columns push the grades themselves farther over to the right.

Finding details on a grade cell

If you want to see the grade level, course numbers, teacher and other such details about the *active cell* instead of *all* the classes on the spreadsheet, get that information at the at the bottom of the screen.

When you first open the **Student Grade - Transcript** section, **Grade Detail** is already on.

The image shows two parts of the Sonora Grade software interface. On the left is a 'View' menu with the following options: 'Course Number' (checked), 'Grade Level' (checked), 'Grade Detail' (highlighted in blue), 'Options...', 'Current Grades', 'Local Transcript', 'Transcript', and 'Base Credit Distribution'. On the right is the main application window titled 'Current Grades - [0984615011 - Clark, Kimberly A]'. It features a menu bar (File, Edit, View, Report, Window, Help) and a toolbar. Below the menu bar is a table of grades with columns: Grade, Course, Description, 1st Prq, 1st Qtr, 2nd Prq, 2nd Qtr, and 1st. The table contains several rows of data, with the row for '05711-04 ENGLISH 7' highlighted. Below the table is a 'Grade Detail' window for the selected class: '05711-04 ENGLISH 7'. This window includes fields for 'Class', 'Year' (95-96), 'Term' (FIRST SEMESTER), 'School' (CHOLLA), and 'Teacher' (FINKLEA, MELANIE). It also shows 'Grade Earned: B', 'Citizenship: S', and 'Credit Earned: 100'. A 'Comments' field contains the text 'Enthusiastic, hard worker'. An arrow points from the 'Grade Detail' option in the View menu to the 'Grade Earned' field in the detail window.

Grade	Course	Description	1st Prq	1st Qtr	2nd Prq	2nd Qtr	1st
12	02112-01	BUSINESS TECHNOLOGY 2					
12	03921-01	BIOLOGY A.P. 1	D	B	C	D	
12	05711-04	ENGLISH 7	B	B	B	B	
12	06111-01	DRAWING 1	B	A	A	A	
12	13771-02	PRE-CALCULUS 1 HONORS	C	C	C	C	
12	16119-05	COED PHYS ED 4	A	A			
12	16119-17	COED PHYS ED 4					
12	19711-04	AMERICAN GOVERNMENT 1	A	A	A	A	

Grade details here tell more about the grade highlighted above

Figure Chapter 4 -5: The Grade Level, Course Number and Grade Detail options are active, confirmed by the check marks on the View menu

Grade details appear below the grade sheet. Boxes identify the class, school year, term, school, teacher and grade.

Below that is more information on the grade for the course, including space for a citizenship grade or a teacher comment. In the case of young Kim Clark, none of the teachers felt it necessary to use either one.

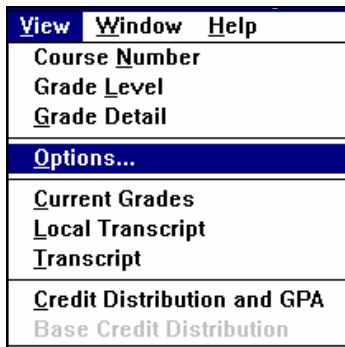
If you find all this is unnecessary clutter on your screen or you have a slower computer, you can turn off Grade Detail.

From the pull-down menu select **View > Grade Detail** (**Alt-V, D**). The space clears at the bottom of the screen.

Power slicing and dicing options

You want still *more* detail? You want to select which grade periods you see? You want to create settings that you can count on every time you open *Sonora Grade*?

No problem. In fact, we can get it for you wholesale. Just step right up to the View-o-matic and place your order. We'll slice and dice the data just the way you like it.



From the pull-down menus, select **View > Options** (**Alt-V, O**). This command opens a dialog box that offers you many more choices on how to see the student's grades.

In fact, we have so many choices here that we have a dialog jammed full so that it could contain them all.

We can choose how to sort the grades, which grading periods to include, and whether to keep those settings as our standard view of student grades.

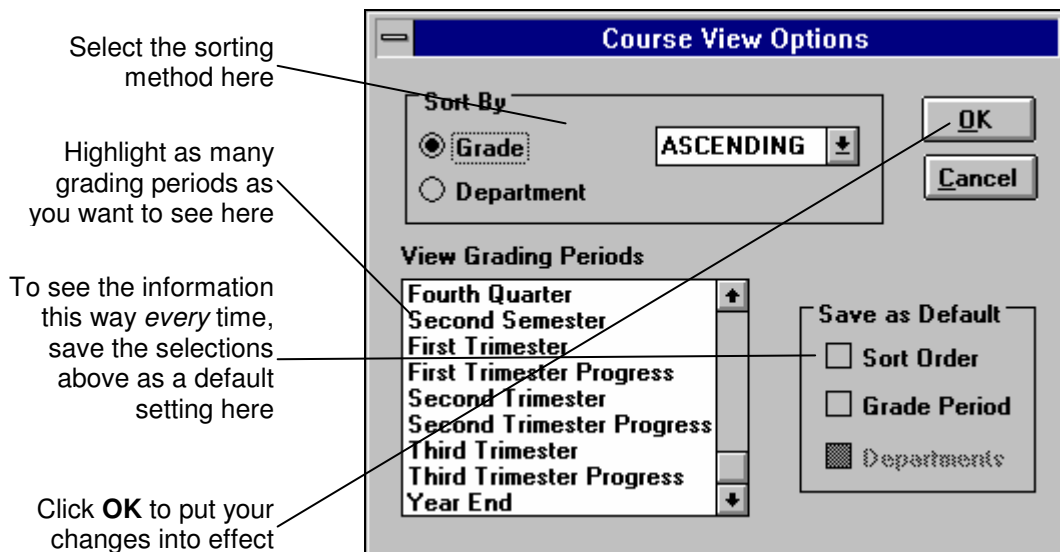


Figure Chapter 4 -6: Fine tuning what you see and how you see it

This small box presents a plethora of possibilities. Here you choose how you want to look at grades right now. But by saving a view as the default setting, you determine what you see every time you open *Sonora Grade*.

Sort by Grade or Department?

Your first choice is how you sort the student's record. The default setting—that is, the way things are set *until you change them*—is sorting by grade level as you have seen.

When you sort by *department*, you see the courses this student has taken grouped in such academic credit areas as foreign language, science, social studies, etc.

To change to the department view, click on the **Department** radio button. If you are making other changes to the view screen, go ahead. Then, when all your changes are set in this box, click **OK (Alt-O)**.

The screen redraws the spreadsheet to reflect the setting.



Up or down?

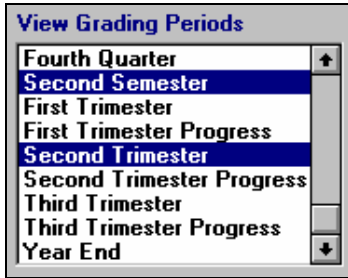
You've been looking at the student's record in the order in which it happened, from the earliest to the latest.

But you're not locked into that perspective. If you're more interested in the student's most recent grades, you can bring them to the top and work backwards through the records. This is the **Descending** view.

To get there, click on the arrow to the right of the **Ascending** label. Then click on the **Descending** line.

Again, when you click **OK (Alt-O)** or just **Enter**, the computer redraws the screen to comply with your request. Too bad students and co-workers aren't as responsive, don't you think?

Which grading periods?



This one is really fun. The list box contains every possible grading period.

You can select just one grading period, all of them, or pick and choose which of those grading periods you want to see and which ones you don't.

For example, you can include progress reports in each quarter, or just the quarters you specify.

Include or exclude final reports from each quarter, each semester and each full year.

If your school is on a year-round schedule, choose the three trimesters and exclude the rest.

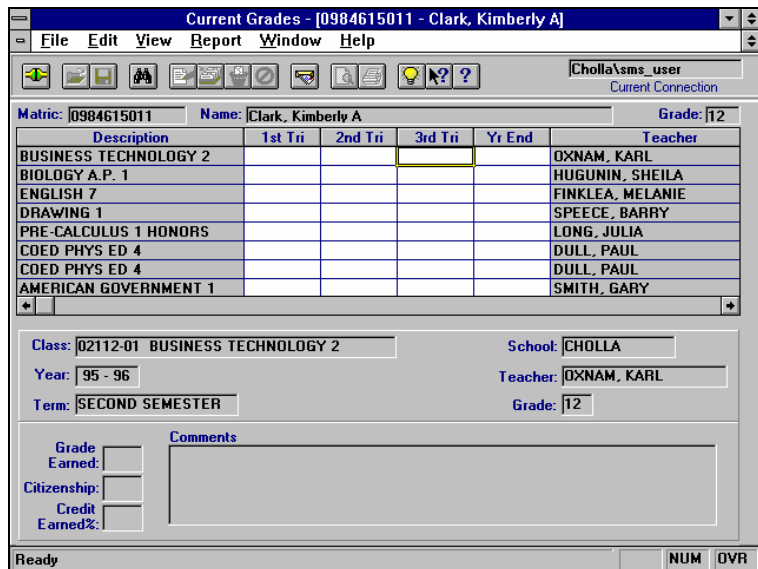


Figure Chapter 4 -7: Select trimesters from the Options menu and you get this view

To select the first grading period to use in the spreadsheet, click a line with that grading period.

To add more grading periods to include on the sheet, *hold down* the Control (**Ctrl**) key and click on as many other of the lines as you care to use.

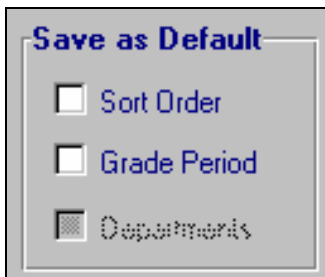
This way you can include just one grading period, every possible grading period, or as many of the possible grade periods as you care to see. It's entirely up to you.

Just this once, or until further notice?

Finally we arrive at the power setting. You can choose the views we just discussed above for just this time.

That's done by clicking on those choices, then sliding directly to the **OK** button (**Alt-O**).

But there's another way. You can choose to keep these settings for every time you look in *Sonora Grade*.



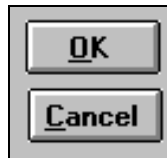
Here's how: after you choose your preferences in the settings, roll your mouse over to the **Save as Default** section of your **Options** screen.

Lock in ascending or descending order. Click **Sort Order**.

To lock in your new specifications for the grading periods you see each time, click **Grade Period**.

If your last **View** setting included sorting by department, the dimmed option you see here will brighten for you to use. Then click the box in front of **Department**.

Finally, to execute the choices you've made by clicking all those buttons, click **OK**. This saves the new default settings—until, that is, you decide to change them again.



Or you could chicken out right here. To do that, cluck, lay a few eggs and click **Cancel** (**Alt-C**). The settings return next time just as they were when you started out this time.

Next Steps

Take a close look at your hands and fingers. For all that slicing and dicing, you don't have a single cut to show for it. That's part of the beauty of computer technology.

We've come some distance we've come in this chapter, but we're not finished with the **Student Grade - Transcript** section of the *Sonora Grade* menu.

Next chapter we take a stroll with the ghosts of grades part as we delve into the transcript features. See you there.

