

**World Class Manager
For Windows
User's Guide**

Version 1.3

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Introduction

Welcome to World Class Manager, International Thomson Publishing's electronic gradebook software.

World Class Manager lets you:

- Store your student's scores.
- Automatically recalculate grades.
- Enter your own weighting and letter grade criteria.
- View and print numerous reports.
- Import results from online activities.

Installation Media

If you received a Thomson World Class Learning™ Testing Tools CD, it contains a program that installs all of the system components, including World Class Manager, on your computer's hard disk.

If you received a World Class Manager diskette, it contains a program that installs World Class Manager on your computer's hard disk.

World Class Manager User's Guide

This guide is organized into the sections described here:

Getting Started

This section includes:

- Information about World Class Manager
- List of typographical conventions
- Instructions for:
 - installing the World Class Manager program
 - starting World Class Manager

Tutorials

This section includes five tutorials that demonstrate how to get the most from World Class Manager. Please take the time to complete the first four tutorials. If you plan to deliver activities online, you will find the last tutorial very helpful.

Command Reference

This section consists of descriptions for each World Class Manager operation. The operations are presented in the order they appear in the menus.

Appendices

- Appendix A lists hardware and software requirements.
- Appendix B provides a quick reference to keyboard shortcuts.
- Appendix C shows the 'hot spots' that can reduce your use of the menus.
- Appendix D explains the use of box plots in many World Class Manager reports.
- Appendix E explains how to use the multiple selection lists found in some World Class Manager dialogs.

GETTING STARTED

Typographical Conventions

These typographical conventions make the user's guide easier to read and use:

- Step-by-step procedures begin with a 'To' and end with a colon. Follow the instructions carefully. Look for these *To statements* when reviewing a specific procedure. For example:

To create a new gradebook:

- Text you are asked to enter from the keyboard is printed in a typeface like this:

Jones , John

- Note boxes contain information that will enhance your knowledge of World Class Manager. For example:

Note:

Take time to read Note boxes and you will save time preparing grades. Note boxes provide information that can improve your efficiency in using World Class Manager.

Before you Begin

We assume you know how to operate your Windows system. If you are unfamiliar with any of the following tasks and terms, consult your Windows manual or ask a colleague for help.

- Dialog box
- Text box
- Scroll bars
- Buttons
- Open a file
- Save a file
- Click and double-click
- Select text with the mouse
- Select menu items
- Size and move windows

Installing World Class Manager

To install Thomson World Class Learning™ Testing Tools, including World Class Manager, from CD:

Note:

World Class Manager is part of Thomson World Class Learning™ Testing Tools. If you have already installed Thomson World Class Learning™ Testing Tools, you have also already installed World Class Manager.

1. Insert the Thomson World Class Learning™ Testing Tools CD in your computer's CD-ROM drive.
2. In Windows 95, 98 and NT, select Run from the Start menu and type `d:\setup95.exe`. Click on the *OK* button.

In Windows 3.1, open the Program Manager. Select Run from the File menu and type `d:\setup31.exe`. Click on the *OK* button.

3. Follow the instructions of the installation program.

To install World Class Manager from diskette:

1. Insert the World Class Manager diskette in your computer's diskette drive.
2. In Windows 95, 98 and NT, select Run from the Start menu and type `a:\setupmgr.exe`. Click on the *OK* button.

In Windows 3.1, open the Program Manager. Select Run from the File menu and type `a:\setupmgr.exe`. Click on the *OK* button.

3. Follow the instructions of the installation program.

GETTING STARTED

Starting World Class Manager

To start World Class Manager in Windows 95/98/NT:

1. Start Windows 95, 98 or NT.
2. Click on the *Start* button from the taskbar.
3. Select the *Programs* item.
4. Select the *TWCL Testing Tools* item.
5. Select the *World Class Manager* item.

To start World Class Manager in Windows 3.1:

1. Start Windows 3.1.
2. Double-click on the *TWCL Testing Tools* program group.
3. Double-click on the *World Class Manager* icon.

Technical Support

Technical support is available Monday through Friday between 8:30 a.m. and 6:00 p.m., Eastern Standard Time, at the following toll-free number:

1-800-423-0563

You can also email your questions to support@kdc.com or fax them to 606-647-5045.

TUTORIAL 1: THE BASICS

Objectives

Tutorial 1 illustrates the basic operations in World Class Manager.

Upon completion of Tutorial 1, you should be able to:

- Create a new gradebook
- Add students
- Add activities
- Enter scores
- Delete a score
- Delete a student
- Save a gradebook
- Print a gradebook
- Close a gradebook
- Exit World Class Manager

Create a new gradebook

To create a new gradebook:

1. Launch World Class Manager.
2. Choose *New* from the *File* menu or press Ctrl-N. A window similar to the one below appears:

| Students | | Overall Score | Overall Grade |
|----------|--|---------------|---------------|
| | | | |
| Average | | | |
| Minimum | | | |
| Maximum | | | |
| Missing | | | |

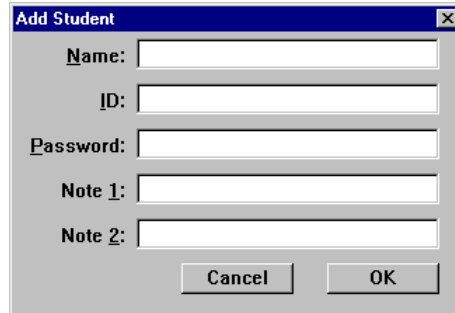
- The blank area at the top of the window will contain activity names.
- The blank area on the left of the window will contain student names.
- The blank area on the right side of the window will contain percentages and letter grades for each student.
- The blank area at the bottom of the window will contain statistics about each activity.

TUTORIAL 1: THE BASICS

Add students

To add students:

1. Choose *Add Student...* from the *Students* menu or press Ctrl-T. The following dialog appears:



The screenshot shows a dialog box titled "Add Student" with a close button (X) in the top right corner. It contains five text input fields stacked vertically, each with a label to its left: "Name:", "ID:", "Password:", "Note 1:", and "Note 2:". At the bottom of the dialog are two buttons: "Cancel" and "OK".

2. Fill in the fields you need.

—Name—

Enter the student's name in this field. To ensure proper sorting, enter the student's last name, a comma, and then the student's first name.

—ID#—

If you deliver online activities, students will use their ID to access the activity. You can also post scores by student ID.

—Password—

If you deliver online activities, enter a password here. To ensure security, do not assign the same password to each student or one easily deduced by other students.

—Note1— & —Note2—

These fields can contain other information about a student.

For this tutorial, type Jones, John in the *Name:* field, then tab to the *ID#* field and type 1000.

3. Click on the *OK* button or press Enter.

The name of the student appears on the left of the window.

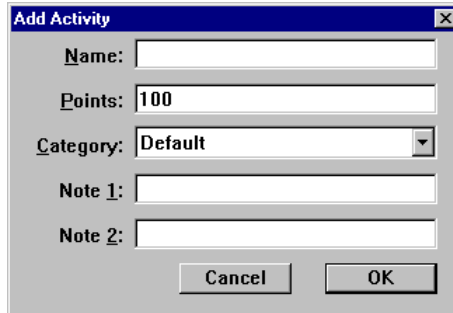
4. Repeat steps 1 through 3 for the following students:

| Student | ID# |
|----------------|------------|
| Brown, Lisa | 1001 |
| Lopez, Maria | 1002 |
| Chang, Robert | 1003 |

Add activities

To add activities:

1. Choose *Add Activity...* from the *Activities* menu or press Ctrl-A. The following dialog appears:



2. Fill in the fields you need.

—*Name*—

Enter the activity name in this field.

—*Points*—

Enter the number of possible points for the activity in this field.

—*Category*—

After you define activity categories, you can use this drop-down list to assign the new activity to one of the categories.

—*Note1*— & —*Note2*—

These fields can contain other information about an activity.

For this tutorial, type Lab 1 in the *Name:* field and 50 in the *Points* field.

3. Click on the *OK* button or press Enter.

The name of the activity (Lab 1) appears at the top of the window.

4. Repeat steps 1 through 3 for the following activities:

| Activity | Possible Points |
|-----------------|------------------------|
| Lab 2 | 50 |
| Lab 3 | 50 |
| Midterm Exam | 100 |

TUTORIAL 1: THE BASICS

Enter scores

To enter scores:

1. Highlight the cell that will hold the score by clicking on it.

For this tutorial, click in the top left cell (John Jones's score for Lab 1).

2. Type in the score.

Type 46.

3. If more scores must be entered, use one of the following methods to move to the next cell.

- Press the Enter key.
- Press the down arrow key.
- Click in the next cell.

4. For this tutorial, enter the following scores, trying each of the three methods in step 3.

| Students | Lab 1 | Lab 2 | Lab 3 | Mid-Term |
|---------------|-------|-------|-------|----------|
| Jones, John | 46 | 43 | 47 | 88 |
| Brown, Lisa | 45 | 40 | 38 | 94 |
| Lopez, Maria | 48 | 47 | 45 | 92 |
| Chang, Robert | 39 | 41 | 35 | 75 |

Delete a score

To delete a score:

1. Highlight the score to remove.

For this tutorial, click on Robert Chang's score for Lab 3.

2. Press the delete or backspace key.

If the entire score was selected, one press will remove the score. If the caret (|) appeared in the cell, press the delete key once for each digit to the right of the caret and the backspace key once for each digit to the left of the caret.

Delete a student

To delete a student:

1. Highlight one of the cells on the student's row.

For this tutorial, click on the 40 that Lisa Brown earned in Lab 2.

2. Choose *Delete Student* from the *Students* menu. World Class Manager presents a confirmation dialog.
3. When the confirmation dialog appears, click on *OK* or press the Enter key to confirm the deletion.

Note:

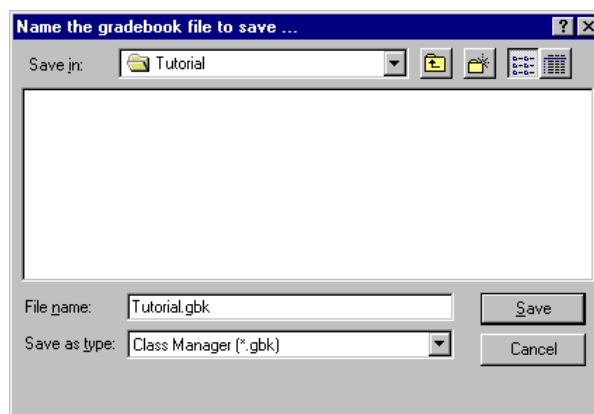
To delete an activity, follow the same steps with one exception: choose *Delete Activity* from the *Activities* menu.

Save a gradebook

To save a gradebook:

1. Choose *Save* from the *File* menu or press Ctrl-S.
2. If the gradebook has never been saved, World Class Manager asks for a file name and a file location in a standard *Save As...* dialog.

For this tutorial, save this gradebook as `Tutorial.gbk` in the `Tutorial` subdirectory.



Note:

If you want to save a copy of a gradebook with a different name, in a different subdirectory, or on a different disk, use the *Save As...* command on the *File* menu.

TUTORIAL 1: THE BASICS

Print a gradebook

To print a gradebook:

1. Choose *Print* from the *File* menu or press Ctrl-P.

Close a gradebook

To close a gradebook:

- Choose *Close* from the *File* menu or
- Press Ctrl-W or
- Click the close button in the right corner of the window title bar.

Exit World Class Manager

To exit World Class Manager:

- Select *Exit* from the *File* menu or
- Press Alt-F4 or
- Click the close button in the right corner of the program's title bar.

What next?

If you have time, you should go on to Tutorial 2.

TUTORIAL 2: USING REPORTS

Objectives

Tutorial 2 illustrates how to use World Class Manager reports.

Upon completion of Tutorial 2, you should be able to:

- Open an existing gradebook
- Use various reports
 - Student report
 - Activity report
 - Missing Activities report
 - Class Summary report
 - Class Listing report
- Print a report
- Close a report window

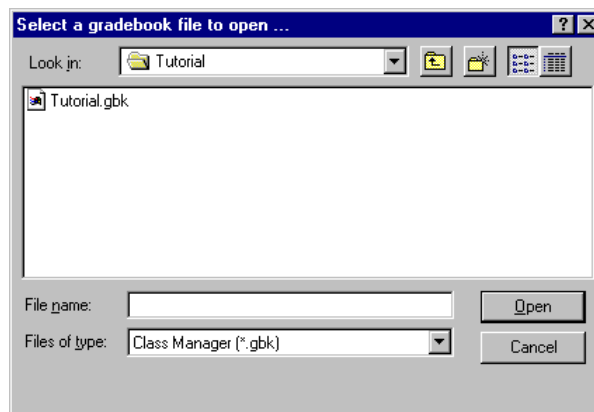
Note:

Some World Class Manager reports use box plots to help present results. If you are unfamiliar with box plots, see Appendix D: Understanding Box Plots..

Open an existing gradebook

To open an existing gradebook:

1. Launch World Class Manager.
2. Choose *Open...* from the *File* menu or press Ctrl-O. World Class Manager presents the standard *Open...* dialog.



3. Use the controls in the dialog to find the proper subdirectory, highlight the gradebook to open, then click on the *Open* button or press the Enter key.

For this tutorial, navigate to the Tutorial folder and open the gradebook named *Tutorial.gbk*.

After a brief pause for loading, the gradebook reappears with the following preserved:

- Window size
- Scroll position in the student list and the activity list.
- Highlighted cell.

TUTORIAL 2: USING REPORTS

Use various reports

To this point, you have seen World Class Manager's ability to store information about students, activities and scores, to calculate student grades and to calculate activity statistics. All of this information is displayed in the gradebook window.

World Class Manager can also produce reports that go beyond the information displayed in the gradebook window. These reports appear in their own window.

Student report

To view a Student Report:

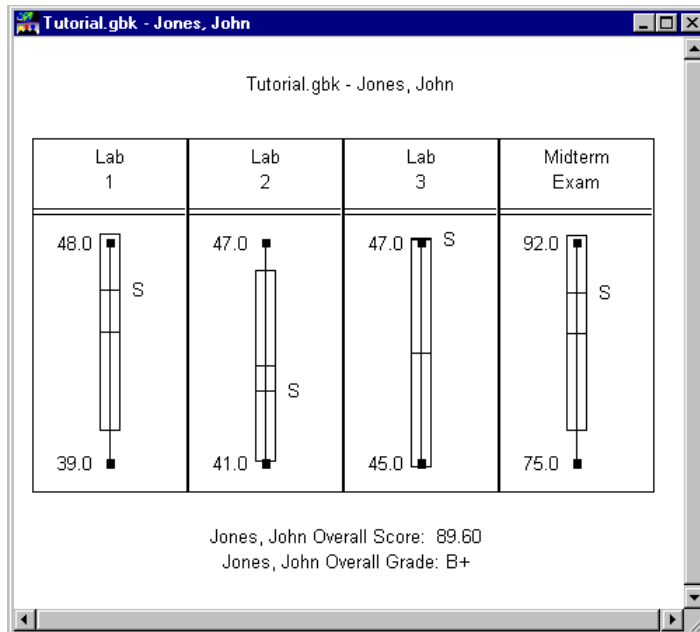
1. Highlight one of the cells in the student's row.

For this tutorial, select John Jones's score for Lab 3.

2. Choose *Student* from the *Reports* menu.

A report window similar to the following appears. The report contains the following elements:

- The name of the gradebook and the name of the student at the top.
- Box plots for each of the activities with the student's position within the box plot.
- The student's overall score and overall grade.



TUTORIAL 2: USING REPORTS

Activity report

To view an Activity Report:

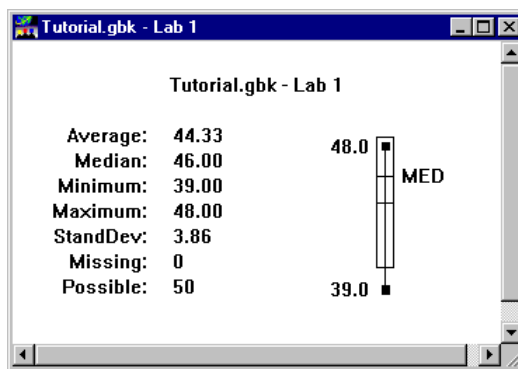
1. Highlight one of the cells in the activity column.

For this tutorial, select Maria Lopez's score for Lab 1.

2. Choose *Activity* from the *Reports* menu.

A report window similar to the following appears. The report contains the following elements:

- The name of the gradebook and the name of the activity at the top.
- A listing of all numerical statistics calculated by World Class Manager.
- A box plot for the activity with the median score indicated.



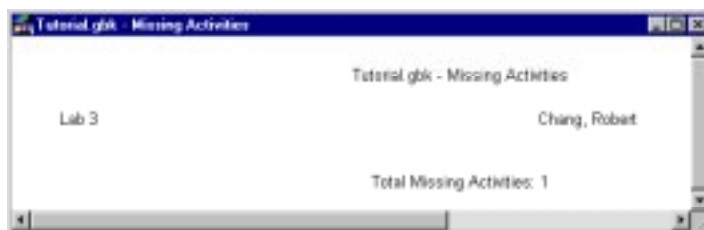
Missing Activities report

To view a Missing Activities Report:

1. Choose *Missing Activities* from the *Reports* menu.

A window similar to the following appears. The report contains the following elements:

- The name of the gradebook at the top.
- A listing of all activities with missing scores.
- For each listed activity, a list of students without a score.
- The total number of missing activities.



TUTORIAL 2: USING REPORTS

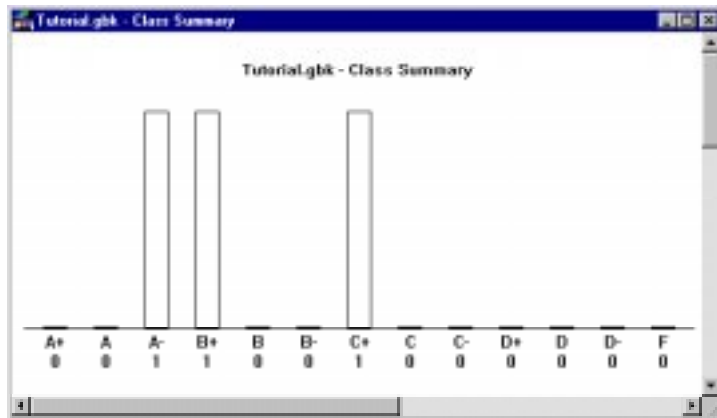
Class Summary report

To view a Class Summary Report:

1. Choose *Class Summary* from the *Reports* menu.

A window similar to the following appears. The report contains the following elements:

- The name of the gradebook at the top.
- A histogram showing the distribution of letter grades.



Class Listing report

To view a Class Listing Report:

1. Choose *Class Listing* from the *Reports* menu.

A window similar to the following appears. The report contains the following elements:

- The name of the gradebook at the top.
- A listing that contains the name, ID, overall score and overall grade for each student.

The screenshot shows a window titled "Tutorial.gbk - Class Listing". Inside the window, there is a table with the following data:

| Name | ID# | Score | Grade |
|---------------|------|-------|-------|
| Lopez, Maria | 1002 | 93.00 | A- |
| Jones, John | 1000 | 89.67 | B+ |
| Chang, Robert | 1003 | 76.67 | C |

Note:

The items included in the Class Listing report can be changed. See Tutorial 4 or *Class Listing...* in the Command Reference.

TUTORIAL 2: USING REPORTS

Print a report

To print a report:

1. Make sure that the window that contains the report is on top.
2. Choose *Print* from the *File* menu or press Ctrl-P.

Close a report window

To close a report window:

- Choose *Close* from the *File* menu or
- Press Ctrl-W or
- Click the close button in the right corner of the report title bar.

What next?

If you have time, you should go on to Tutorial 3. If not, you should exit World Class Manager.

TUTORIAL 3: DEFINING ALTERNATE GRADING METHODS

Objectives

Tutorial 3 illustrates how to define alternate grading methods.

Upon completion of Tutorial 3, you should be able to:

- Define weighting parameters
 - Add new categories
 - Set category characteristics
 - Group activities into categories
 - Save weighting parameters
- Define letter grades and criteria
 - Change the criterion for a grade
 - Remove a grade
 - Save the letter grades and criteria

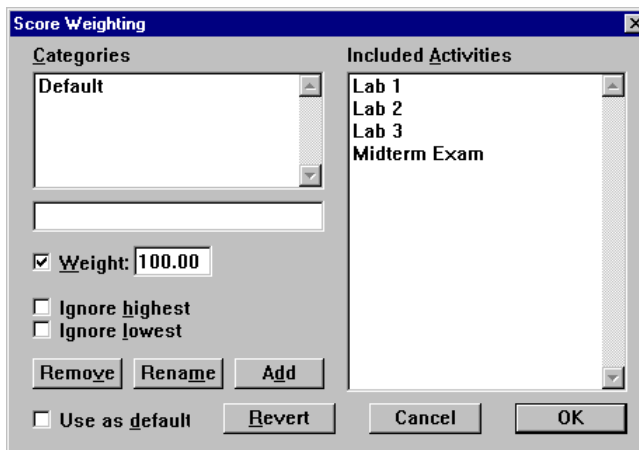
Set up Tutorial 3

To begin this tutorial, make sure the Tutorial gradebook you saved in Tutorial 2 is loaded in World Class Manager.

Define weighting parameters

To define weighting parameters:

1. Choose *Score Weighting...* from the *File/Preferences* menu. The following dialog appears:



Note:

The Weighting Setup dialog uses a multiple selection list. If you are unfamiliar with multiple selection lists, see Appendix E: Using Multiple Selection Lists.

TUTORIAL 3: DEFINING ALTERNATE GRADING METHODS

Add new categories

To add new categories:

1. Type the name of the category into the edit field below the list of categories.

For this tutorial, type Labs.

2. Click on the *Add* button. The new category is added to the category list.

For this tutorial, repeat steps 1 and 2 to create a second category named Tests.

Set category characteristics

To set category characteristics:

1. Highlight the category in the list by clicking on it.

For this tutorial, click on the Labs category.

2. Type the weight value into the *Weight:* field.

For this tutorial, enter 1 for the weight of Labs.

3. Review status of *Ignore highest* and *Ignore lowest* check boxes.

For the Labs category in this tutorial, check the *Ignore lowest* check box and leave the *Ignore highest* check box unchecked.

Group activities into categories

To group activities into categories:

1. Highlight the category in the list by clicking on it.

For this tutorial, you should not have to click on the Labs category, since it is already highlighted.

2. Highlight the activities in the activities list that should be in that category.

For this tutorial:

- Click on Lab 1 in the activities list and hold the mouse button down.
- Drag the mouse through Lab 3, then release the mouse button. This will group labs 1 through 3 in the Labs category.

Now repeat the procedures above to set the weight of the Tests to 2 and place the Midterm Exam into the Tests category.

TUTORIAL 3: DEFINING ALTERNATE GRADING METHODS

Save weighting parameters

To save weighting parameters:

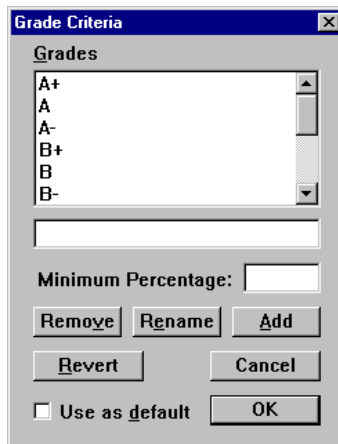
- Click on the *OK* button to accept the changes to the weighting parameters.

With the weighting parameters set in this tutorial, the Midterm Exam (with a weight of 2) counts for two-thirds of a grade with Labs 1 through 3 (with a weight of 1) counting for one-third. The lab with the lowest score will be ignored in the grade calculations.

Define letter grades and criteria

To define letter grades and criteria:

1. Choose *Grade Criteria...* from the *File/Preferences* menu. The dialog below appears:



Change the criterion for a grade

To change the criterion for a grade:

1. Click on the grade to change.

For this tutorial, click on *A*.

2. Enter the new minimum percentage required to earn the grade.

For this tutorial, type 95.

Remove a grade

To remove a grade:

1. Click on the grade to remove.

For this tutorial, click on *A+*.

2. Click on the *Remove* button.

TUTORIAL 3: DEFINING ALTERNATE GRADING METHODS

*Save the letter grades
and criteria*

To save the grading criteria:

1. Click on the *OK* button or press the Enter key.

What next?

If you have time, you can go on to Tutorial 4. If not, you should exit World Class Manager.

TUTORIAL 4: CUSTOMIZING WORLD CLASS MANAGER

Objectives

Tutorial 4 illustrates how to customize World Class Manager.

Upon completion of Tutorial 4, you should be able to:

- Change the activity summaries.
- Change the order of the students.
- Change the appearance of the gradebook
- Create a custom report.
- Manage multiple open windows.
 - Tile the windows
 - Cascade the windows
 - Bring a window to the top

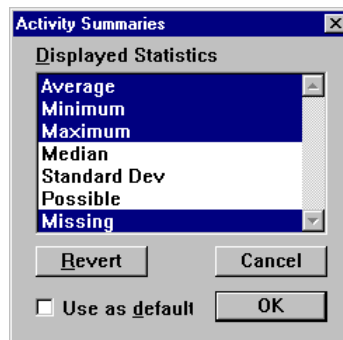
Set up Tutorial 4

To begin this tutorial, make sure the Tutorial gradebook you saved in Tutorial 3 is loaded in World Class Manager.

Change the activity summaries

To change the activity statistics:

1. Choose *Activity Summaries* from the *File/Preferences* menu. The following dialog appears:



2. Control-click on the list to change the set of highlighted statistics.

Click with the Control key down on an item that is not selected to select it.

Click with the Control key down on an item that is selected to deselect it.

For this tutorial, hold down the Control key and click on *Possible* (to select it) and on *Minimum* (to deselect it).

3. Click on the *OK* button or press the Enter key to save the changes.

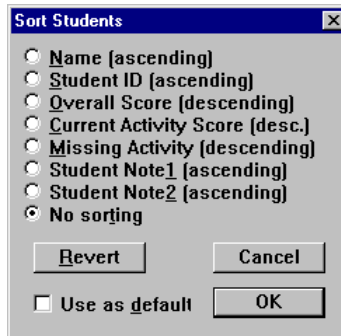
The statistics at the bottom of the gradebook now include those selected in the *Activity Summaries* dialog.

TUTORIAL 4: CUSTOMIZING WORLD CLASS MANAGER

Change the order of the students

To change the order of the students:

1. Choose *Sort Students...* from the *Students* menu. The following dialog appears:



2. Click on the type of order you want.

For this tutorial, click on the *Overall Score (descending)* button.

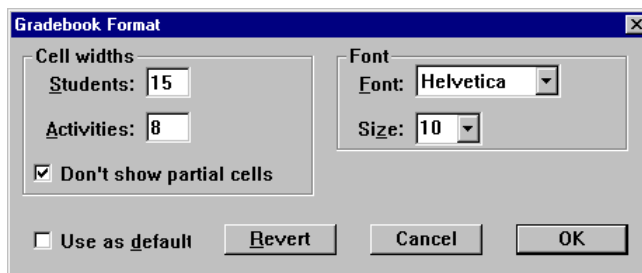
3. Click on the *OK* button or press the Enter key to change the student order.

The students with the highest overall score now appear at the top of the gradebook.

Change the appearance of the gradebook

To change the appearance of the gradebook:

1. Choose *Gradebook Format...* from the *File/Preferences* menu. The following dialog appears:



2. Set the *Student name width*:

For this tutorial, change this value to 13.

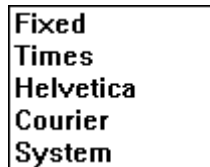
3. Set the *Activities name width*:

For this tutorial, do not change this value.

TUTORIAL 4: CUSTOMIZING WORLD CLASS MANAGER

4. Set the *Font*:

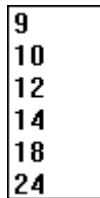
Click on this control to reveal the following drop-down list:



For this tutorial, select *Times*.

4. Set the *Size*:

Click on this control to reveal the following drop-down list:



For this tutorial, select *12*.

5. Set the state of the *Don't show partial cells* button.

For this tutorial, leave this unchecked.

5. Save the new format by clicking on the *OK* button or pressing the Enter key.

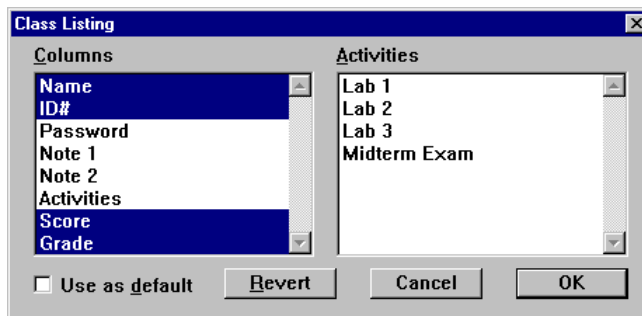
The gradebook now displays its data in a 12 point Times font with student list column just wide enough to show the student names.

TUTORIAL 4: CUSTOMIZING WORLD CLASS MANAGER

Create a custom report

To create a custom report:

1. Choose *Class Listing...* from the *File/Preferences* menu. The following dialog appears:



2. Control-click on the columns list to change the set of columns included in the *Class Listing* report.
 - Click with the Control key down on a column that is not selected to select it.
 - Click with the Control key down on a column that is selected to deselect it.
3. If you include *Activities* in the column list, you can select the activities included the *Class Listing* report.
 - Click with the Control key down on an activity that is not selected to select it.
 - Click with the Control key down on an activity that is selected to deselect it.

For this tutorial, hold down the Control key and click on:

- *Name* to deselect it.
 - *Activities* to select it.
 - Each activity in the *Activities* list to select them.
4. To save these display settings, click on the *OK* button or press the Enter key.
 5. Choose *Class Listing* from the *Reports* menu to see the changes.

This *Class Listing* report can now be printed for students to view, while maintaining each student's privacy.

TUTORIAL 4: CUSTOMIZING WORLD CLASS MANAGER

Manage multiple open windows

To manage multiple open windows:

Within the limitations of memory, World Class Manager lets you open as many windows as you like. The *Window* menu provides ways to manage these multiple windows.

To appreciate the convenience of the *Window* menu, open the following reports:

- Class Listing
- Class Summary
- Student report for Maria Lopez
- Activity report for Lab 3

Tile the windows

To tile the windows:

- Choose *Tile* from the *Window* menu.

The size of each window is reduced and the position of each window is changed so that each window can be seen at the same time.

Cascade the windows

To cascade the windows:

- Choose *Cascade* from the *Window* menu.

The size of each window is increased to a reasonable maximum and the position of each window is changed so that the windows resemble a stack of papers.

Bring a window to the top

To bring a window to the top:

- Choose the window's name from the list at the end of the *Window* menu.

For this tutorial, choose *Tutorial.gbk - Class Listing* from the *Window* menu. The Class Listing report is brought to the top of the stack.

What next?

If you have time, you can close this gradebook and go on to Tutorial 5. If not, you should exit World Class Manager.

TUTORIAL 5: IMPORTING ONLINE SCORES

Objectives

Tutorial 5 illustrates how to import scores from an online activity into World Class Manager.

Upon completion of Tutorial 5, you should be able to:

- Import online activity scores.
- Score subjective student responses.
- Perform item analysis on an online activity.
- View an online activity within World Class Manager.

Set up Tutorial 5

To begin this tutorial, launch World Class Manager.

In this tutorial, you play the role of an astronomy instructor. Your Introduction to Astronomy course has five students. Using World Class Test, you have created their first exam and published it online, using the local area network. Each of the students has completed the exam, and you are now ready to import their responses and judge how well they did.

Import online activity scores

To import online activity scores:

1. Open the gradebook that contains the students who completed the activity.

For this tutorial, open the file named *Astr_101.gbk*, located in the *Tutorial* directory.

The gradebook opens. The six students in the class appear on the left side of the gradebook.

2. Choose *Import Online Scores* from the *Activities* menu.
3. In the *Open...* dialog that appears, select the online activity file that contains the activity completed by the students.

For this tutorial, open the file named *Astr_01.onl*, located in the *Astr_01* directory, which is within the *Tutorial* directory.

World Class Manager automatically scores the responses to the objective questions. Once this is done, the activity is added to the gradebook (if it does not already exist), and the scores for each student appear in the activity's column.

TUTORIAL 5: IMPORTING ONLINE SCORES

Score subjective student responses

If the online activity contains subjective questions (essay or fill in the blank), World Class Manager lets you score each student's response to each subjective question.

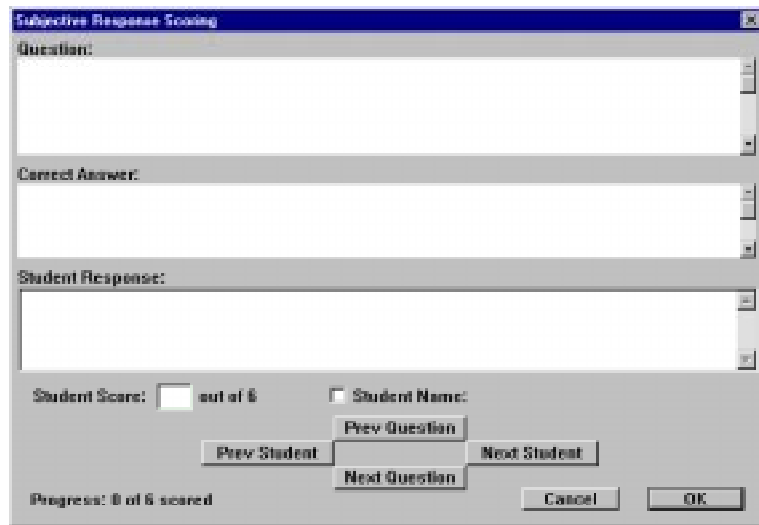
To score subjective student responses:

1. Choose *Import Online Scores* from the *Activities* menu.
2. In the *Open...* dialog that appears, select the online activity file that contains the activity completed by the students.

For this tutorial, open the file named *Astr_02.onl*, located in the *Astr_02* directory, which is within the *Tutorial* directory.

As before, World Class Manager automatically scores the responses to the objective questions, adds the activity to the gradebook, fills in the scores for each student in the activity's column.

3. In the dialog that appears, enter the score earned by each student for each subjective question.



4. Based on the student's response, type the number of points earned by the student.

For this tutorial, type 2.

TUTORIAL 5: IMPORTING ONLINE SCORES

5. Use the *Prev Question*, *Next Question*, *Prev Student*, and *Next Student* buttons to navigate to the next response to score.

By using the *Prev Question* and *Next Question* buttons, you can concentrate on one student, moving from question to question.

By using the *Prev Student* and *Next Student* buttons, you can concentrate on one question, moving from student to student.

6. To view the name of the student who gave the response, click on the *Student Name* button. To return to anonymous grading, click on the *Student Name* button again.

For this tutorial, use the navigation buttons that best fit your style of grading. While you are scoring the responses, click on the *Student Name* button occasionally to peek at the student name.

7. When you are done scoring, click on *OK*.

The scores in the activity column update to reflect the scores you have entered for the subjective responses.

Perform item analysis on an online activity

Performing item analysis on an online activity lets you review how well your students performed on each question in the activity. By reviewing their performance, you can identify questions that may need to be changed, or topics that are not being mastered by your students.

To perform item analysis on an online activity:

1. Click on one of the score cells below the online activity in question.

For this tutorial, click on the score Jack earned for the first activity.

TUTORIAL 5: IMPORTING ONLINE SCORES

2. Choose *Item Analysis* from the *Reports* menu.

A window similar to the one below appears:

| Activity Item Analysis - Astronomy Quiz 1 | | | |
|---|-------|--------|-------|
| Version: 1 Number of Students: 6 | | | |
| Question 1 (Multiple Choice) | | | |
| Response | Upper | Middle | Lower |
| a | 0% | 0% | 50% |
| *c | 100% | 100% | 0% |
| d | 0% | 0% | 50% |
| Question 2 (Multiple Choice) | | | |
| Response | Upper | Middle | Lower |
| a | 50% | 100% | 50% |
| *b | 50% | 0% | 50% |
| Question 3 (Multiple Choice) | | | |
| Response | Upper | Middle | Lower |
| *a | 100% | 100% | 100% |

In this report, the responses to each question are summarized in a table. Each response selected by at least one student appears in the left column. An asterisk (*) appears next to the correct answer. The divisions *Upper*, *Middle*, and *Lower* appear across the top of the table. These divisions represent the upper, middle, and lower thirds of the class, according to student performance on this activity. Within each table are the percentages of students in each division who selected each response.

The item analysis for question 1 shows that all of the upper and middle students chose the correct answer, and that none of the lower students chose the correct answer. This question does a good job of discriminating between students who did well on the activity and those who did poorly.

The item analysis for question 3 shows that all of the students across all of the divisions answered the question correctly. This question does not discriminate between students who did well and those who did poorly. Optimistically, this item analysis shows that all students have mastered the topic addressed by question 3.

Note:

World Class Manager stores individual student responses to each question only if the activity was completed online. Because of this, item analysis is only available for online activities.

TUTORIAL 5: IMPORTING ONLINE SCORES

View an online activity

Sometimes, it may be necessary to view the online activity as the student saw it, complete with the student's responses. This report provides this service.

To view an online activity:

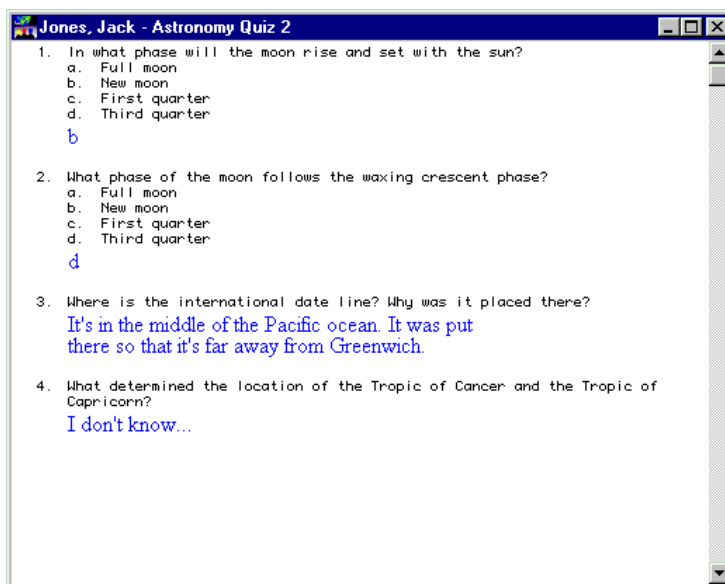
1. Click on the score earned by the student on the activity in question.

For this tutorial, click on the score Jack earned for the second activity.

2. Choose *View Online Activity* from the *Reports* menu.
3. In the *Open...* dialog that appears, select the online activity file used to deliver the activity.

For this tutorial, choose *Astr_02.onl*, located in the *Astr_02* directory, which is within the *Tutorial* directory.

A window similar to the one below appears:



In this report, the questions presented to the student and their responses appear in context. The text of the questions is black, and the text of the responses is blue.

What next?

Congratulations! You have completed the last World Class Manager tutorial. You should now exit World Class Manager.

File Menu



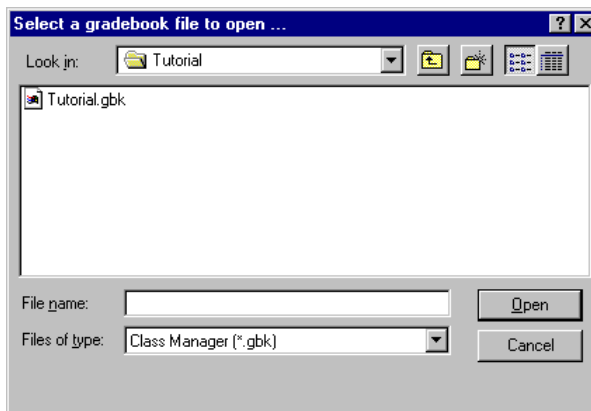
New

Creates a new gradebook.

World Class Manager creates a new gradebook and places it in a new window. It uses the preferences that were previously saved (or default preferences if none saved) to determine column widths, font to use, etc.

Open...

Opens a gradebook file.



Opens a gradebook file by prompting with a standard *Open...* dialog. After a file is selected, World Class Manager places it in a new window. The name of the file is displayed at the top of the window.

—*File name*—

You can type the name of the file in this edit field or select the file with the mouse.

—*Files of type*—

By default, World Class Manager displays only gradebook files. Use this drop-down list to view all files.

COMMAND REFERENCE

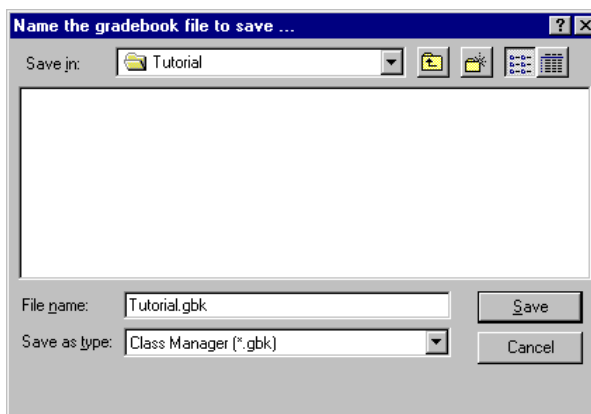
Close Closes the active window.

If there is unsaved work, World Class Manager first asks if you want to save your work.

Save Saves the active gradebook.

The file to save the data to appears in the title bar of the gradebook window. No file prompting is used with this menu selection, unless the filename starts with “Untitled”.

Save As... Saves the active gradebook to a file to be named and a location to be determined.



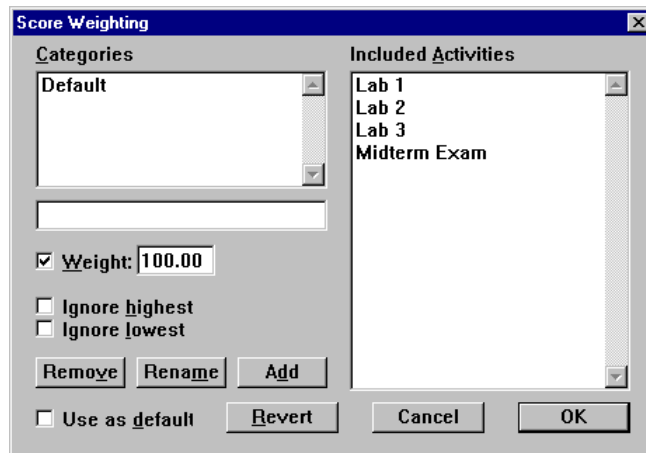
You are prompted with a standard *Save As...* dialog to save the contents of the gradebook window.

Revert Discards the changes you made since the last time you saved. This command is useful when you’ve made changes that are inconvenient or impossible to reverse. World Class Manager asks you to confirm your intention to revert the data to its previous state.

Preferences Menu options include the following:

Score Weighting...

Displays the Score Weighting dialog.



Weighting lets you create categories and place activities into them. A category has a relative weight and options for ignoring the highest or lowest (or both) scores for activities in this category. The relative weight number can be from any desired range of values. The weights of all categories are totaled, and an individual category's percentage of this total is used to calculate the score.

—Categories list—

In this scrolling list, you will see the categories that are defined for the gradebook. The *Default* category is included in every gradebook and cannot be removed.

—Category name—

Use the edit field below the *Categories* list to type a category's name. Use this field to define the name of a new category or rename an existing category.

—Weight—

Use this edit field to define the weight the category is to have when calculating student scores. Any number can be entered in this field.

You can use numbers that are percentages that add up to 100. For example, you can assign a weight of 25 to homework, 25 to quizzes, and 50 to the final exam.

You can also use smaller numbers that express the relative value of each category. The weighting defined in the example above could be expressed as a weight of 1 for homework, 1 for quizzes, and 2 for the final exam.

COMMAND REFERENCE

—*Ignore highest*—

If checked, the highest score will be excluded from the calculation of the overall score.

—*Ignore lowest*—

If checked, the lowest score will be excluded from the calculation of the overall score.

The *Ignore highest* and *Ignore lowest* options are not used if there are not enough scores. For example, if only one of these options is checked, there must be at least two scores entered. If both options are checked, there must be at least three scores entered.

—*Remove*—

Removes a category from the gradebook. If any activities were assigned to the category, they will be assigned to the *Default* category.

—*Rename*—

Changes the name of the selected category to the name in the *Category* name edit field.

—*Add*—

Adds a new category to the grade book as defined by the *Category* name, *Weight*, *Ignore Highest*, *Ignore Lowest*, and *Included Activities* list controls.

—*Included Activities list*—

This scrolling list shows the activities assigned to the selected category. This scrolling list also lets you select different activities to assign to the selected category.

—*Use as default*—

Saves the choices in the dialog so that new gradebooks will inherit these choices. You must click on *OK* to save the choices as the default.

—*Revert*—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

—*Cancel*—

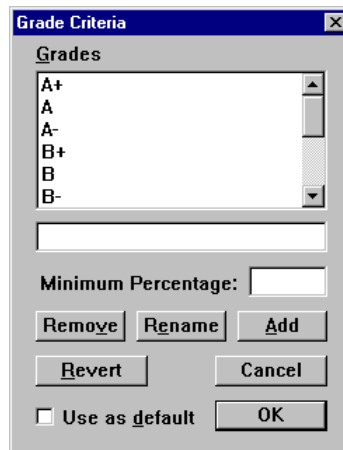
Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

—*OK*—

Stores the information that appears in the dialog and then closes the dialog.

Grade Criteria...

Assigns numeric cutoff values for grade names.



The Criteria dialog accepts numeric lower cutoff values to be assigned to each grade. This is used to determine the overall grade for each student. Note a 4.0 grade system can be used instead of the letter grade A+ system. The grades must be listed in top down, best to worst order. A self-check is made to ensure the criteria are in descending order and a warning message is displayed if they are not.

—*Grades list*—

This scrolling list shows the grades currently defined for the gradebook and lets you select one of the grades.

—*Grade name*—

This edit field lets you change the name of an existing grade or define the name of a new grade.

—*Minimum Percentage*—

Use this edit field to enter the minimum percentage a student must earn to be awarded the selected grade.

—*Remove*—

Removes the selected grade.

—*Rename*—

Changes the name of the selected grade to the name in the *Grade* name edit field.

—*Add*—

Adds a new grade as defined by the *Grade* name and *Minimum Percentage* edit fields.

—*Revert*—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

COMMAND REFERENCE

—*Cancel*—

Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

—*Use as default*—

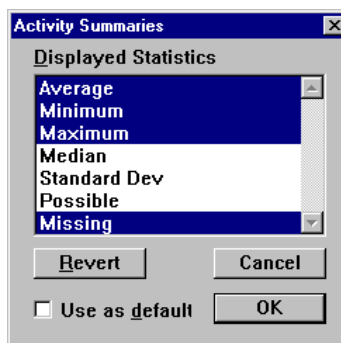
Saves the choices in the dialog so that new gradebooks will inherit these choices. You must click on *OK* to save the choices as the default.

—*OK*—

Stores the information that appears in the dialog and then closes the dialog.

Activity Summaries...

Determines which statistics to display on the gradebook.



Activity Summaries options are for the information that appears on the bottom of the gradebook. The choices are activity average, minimum, maximum, median, standard deviation, highest possible score and number of missing scores. Any number of choices may be selected.

—*Displayed Statistics list*—

The selected items in this list will appear at the bottom of the gradebook. To select an item that is not selected, or to deselect an item that is selected, hold down the control key and click on the item.

—*Revert*—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

—*Cancel*—

Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

—*Use as default*—

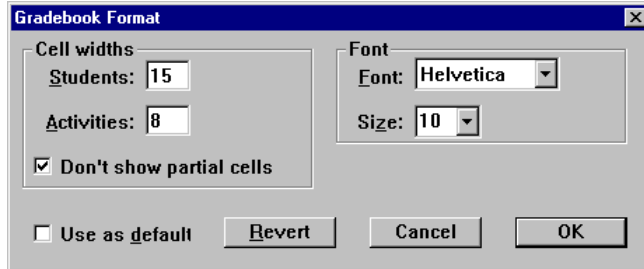
Saves the choices in the dialog so that new gradebooks will inherit these choices. You must click on *OK* to save the choices as the default.

—OK—

Stores the information that appears in the dialog and then closes the dialog.

Gradebook Format...

Display formatting options.



Formatting options that control how a gradebook is displayed are set in this dialog. The options are the student name column width (from 1 to 30 characters), the activity name column width (from 8 to 20 characters), font name and font size for gradebook display, and whether to allow partial score cells to be displayed when resizing the window. The font name and font size also change the font for the missing activity, class listing and student reports.

—*Students*—

Use this edit field to define the width, in characters, of the students column at the left edge of the gradebook.

—*Activities*—

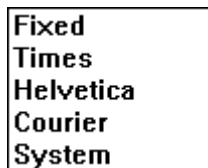
Use this edit field to define the width, in characters, of all activity columns in the gradebook.

—*Don't show partial cells*—

When this option is checked, World Class Manager will adjust the size of the gradebook so that no partial rows or columns will be shown.

—*Font*—

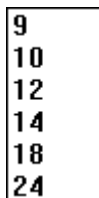
Use this drop-down list to select the type of font to use when displaying and printing the gradebook. When you click on the drop-down list, the menu below will appear:



COMMAND REFERENCE

—Size—

Use this drop-down list to select the size of font to use when displaying and printing the gradebook. When you click on the drop-down list, the menu below will appear:



—Use as default—

Saves the choices in the dialog so that new gradebooks will inherit these choices. You must click on *OK* to save the choices as the default.

—Revert—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

—Cancel—

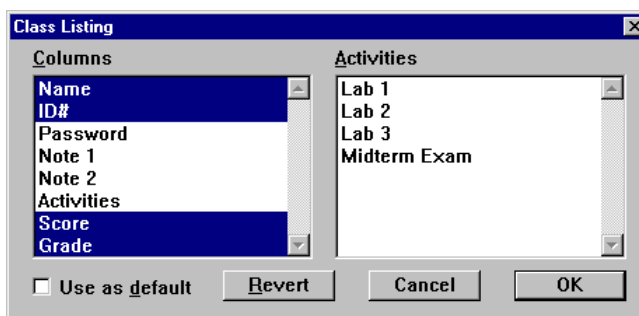
Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

—OK—

Stores the information that appears in the dialog and then closes the dialog.

Class Listing...

Customizable class listing options.



All the options for the Class Listing report are set here. The selected options are then displayed left to right when a class listing report is generated. Any number of activities can be included in this report as well. The sequence of the options is fixed.

—Columns list—

This scrolling list presents the columns that can be included in a Class Listing report. Only those that are selected will actually be included. To select an item that is not selected, or to deselect an item that is selected, hold down the control key and click on the item.

—Activities list—

If *Activities* is selected in the *Columns* list, you can use the *Activities* scrolling list to choose the activities to be included in the Class Listing report. To select an item that is not selected, or to deselect an item that is selected, hold down the control key and click on the item.

—Use as default—

Saves the choices in the dialog so that new gradebooks will inherit these choices. You must click on *OK* to save the choices as the default.

—Revert—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

—Cancel—

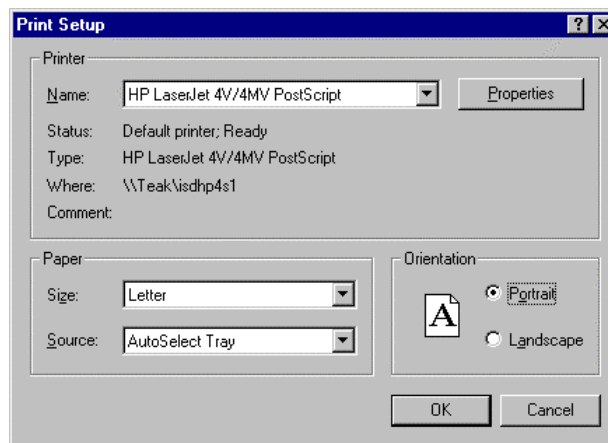
Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

—OK—

Stores the information that appears in the dialog and then closes the dialog.

Print Setup...

Lets you select printer options.



While the dialog that appears on your computer may be different, the *Print Setup* dialog generally you select the printer, paper size, and page orientation.

COMMAND REFERENCE

Print

Used to print the active gradebook or report.

For large gradebooks, printing is tiled top to bottom, left to right. Reports are generally printed in a WYSIWYG manner; the way the information is displayed on the screen is the same way the information is printed.

Exit

Used to exit World Class Manager.

If there are any unsaved gradebooks, you are first prompted with the option to save your work.

Edit Menu



Undo

To undo a previous score change.

Can undo a paste or a score typing change.

Cut

Removes the highlighted score(s) and places it on the clipboard. (Used with *Paste*.)

Copy

Makes a copy of the highlighted score(s) and places it on the clipboard. (Used with *Paste*.)

Paste

Retrieves the score(s) you cut or copied to the clipboard and places it at the cursor position. (Used with *Cut* and *Copy*.)

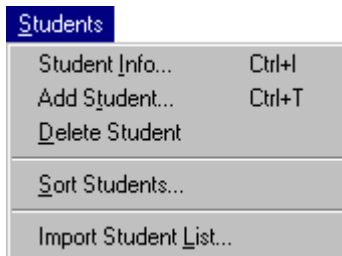
The current selection must match dimensionally the previously cut or copied selection.

Clear

Deletes the highlighted score(s). (The score(s) are not cut to the clipboard.)

COMMAND REFERENCE

Students Menu



Student Info...

Displays a student data record.

A screenshot of a dialog box titled "Student Info". It contains several text input fields: "Name:" with the value "Jones, John", "ID:" with the value "1000", "Password:" with the value "JJ", "Note 1:" with the value "Admitted to major program", and "Note 2:" which is empty. At the bottom of the dialog are three buttons: "Revert", "Cancel", and "OK".

The currently highlighted student's data record is displayed in a new window. These data fields may be edited. The fields displayed are:

—Name—

Contains the student name that appears at the left of the gradebook. This name can contain up to 47 characters.

—ID—

Contains the student ID, which should be unique. This ID can contain up to 11 characters.

—Password—

Contains the student password, which may or may not be unique. This password can contain up to 13 characters.

To ensure the security of online activities, do not assign the same password to each student or one easily deduced by other students.

—Note 1—

Contains the student's first note. You can use this field to store any type of textual data. This note can contain up to 47 characters.

—Note 2—

Contains the student's second note. You can use this field to store any type of textual data. This note can contain up to 47 characters.

—*Revert*—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

—*Cancel*—

Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

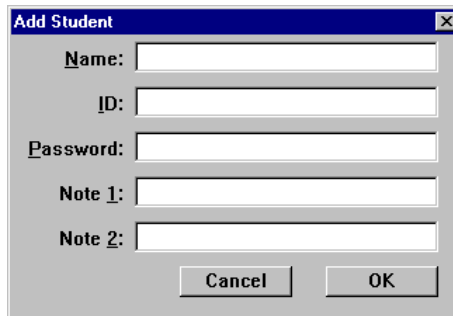
—*OK*—

Stores the information that appears in the dialog and then closes the dialog.

Except for password, students in the gradebook can be sorted using any of the above fields (via the Sort Student selection under Students).

Add Student...

Allows a new student to be added.



Displays the same window as Get Student Info above, but all fields are empty. The new student is added to the gradebook after the currently highlighted student. To add before, hold down the shift key with the menu selection.

For a description of the controls in this dialog, see *Student Info...* above.

Delete Student

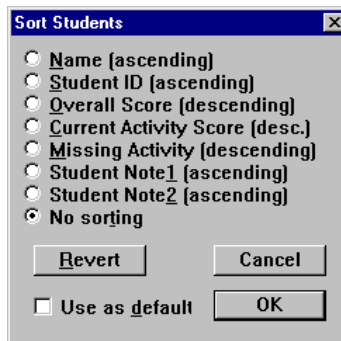
Deletes an existing student.

The currently highlighted student is deleted after a confirmation dialog is answered.

COMMAND REFERENCE

Sort Students...

Sorting options for viewing gradebook data.



Sorting options allow various ways of viewing the data displayed on a gradebook. The options are to sort by student name (ascending), student ID (ascending), overall score (descending), currently highlighted activity's scores (descending), number missing activities (descending), student note 1 or 2 (ascending), or no sorting.

Only one sorting option can be selected at a time.

—*Order radio buttons*—

Click on one of these radio buttons to select the order in which the students should appear in the gradebook.

—*Revert*—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

—*Cancel*—

Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

—*Use as default*—

Saves the choices in the dialog so that new gradebooks will inherit these choices. You must click on *OK* to save the choices as the default.

—*OK*—

Stores the information that appears in the dialog and then closes the dialog.

Import Student List...

Imports student information from a text file.

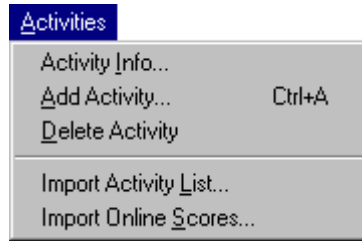
A standard *Open...* dialog appears so that the text file can be selected.

The text file must be an ASCII file with one student per line. A tab character must separate the pieces of information for each student. The pieces of information must be in the following order:

1. Name
2. ID
3. Password
4. Note 1
5. Note 2

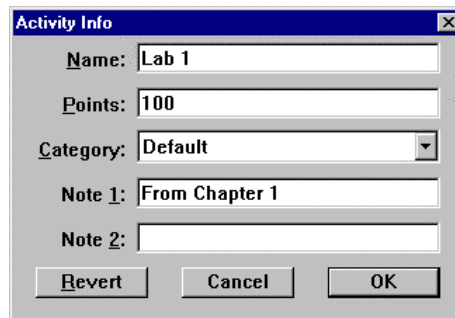
COMMAND REFERENCE

Activities Menu



Activity Info...

Displays an activity data record.



The currently highlighted activity data record is displayed in a new window. These data fields may be edited. The fields displayed are:

—*Name*—

Contains the activity name that appears at the top of the gradebook. This name can contain up to 47 characters.

—*Points*—

Contains the number of points available in the activity. This number has a maximum of 999999.

—*Category*—

Contains a list of all activity categories defined in the gradebook. With this drop-down list, you can place the activity into one of the categories without using the *Weighting* dialog.

—*Note1*—

Contains the activity's first note. You can use this field to store any type of textual data. This note can contain up to 47 characters.

—*Note2*—

Contains the activity's second note. You can use this field to store any type of textual data. This note can contain up to 47 characters.

—*Revert*—

Reverses the changes you made since the dialog appeared. Unlike *Cancel*, the dialog remains open.

—*Cancel*—

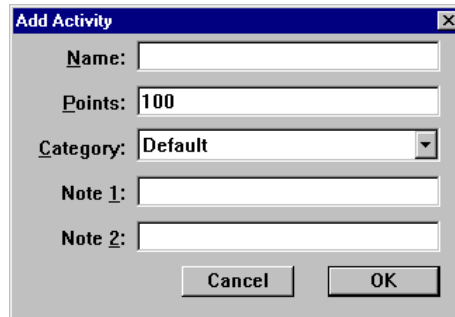
Reverses the changes you made since the dialog appeared. Unlike *Revert*, the dialog closes.

—*OK*—

Stores the information that appears in the dialog and then closes the dialog.

Add Activity...

Allows a new activity to be added.



Displays the same window as Activity Info above, but most fields are empty. The activity is added to the gradebook after the current activity. To add before, hold down the shift key with the menu selection.

For a description of the controls in this dialog, see *Activity Info...* above.

Delete Activity

Deletes an existing activity.

The currently highlighted activity is deleted after a confirmation dialog is answered.

Import Activity List...

Imports activity information from a text file.

A standard *Open...* dialog appears so that the text file can be selected.

The text file must be an ASCII file with one activity per line. A tab character must separate the pieces of information for each activity. The pieces of information must be in the following order:

1. Name
2. Points
3. Category
4. Note 1
5. Note 2

COMMAND REFERENCE

Import Online Scores...

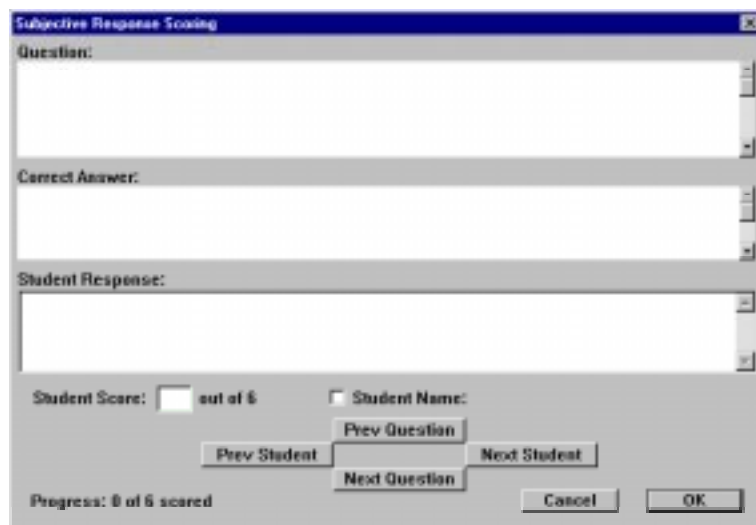
Extracts each student's responses from a World Class Test online activity.

A standard *Open...* dialog appears in which you can select the online activity file to be examined.

After examining the online activity file, World Class Manager will judge each objective question. If the online activity contains only objective questions, World Class Manager determines the score of each test, and proceeds to **Automatic Entry of Student Scores**, below. If the online activity contains one or more subjective questions, World Class Manager proceeds to **Scoring Subjective Questions** below.

To score subjective questions:

If the online activity contains one or more subjective questions, you must score each subjective question for each student. Scoring the subjective questions is accomplished with the dialog below accessed through the *Import Online Scores...* menu option:



The dialog above contains the following elements:

—*Question*—

Contains the question as seen by the student.

—*Correct Answer*—

Contains the correct answer to the question.

—*Student Response*—

Contains the last version of the answer given by the student in response to the question.

—*Student Score field*—

Contains the score for the answer assigned by you.

—*Student Name check box*—

If checked, shows the name of the student currently being scored

—*Prev Student button*—

Displays the response to the same subjective question by the previous student.

—*Next Student button*—

Displays the response to the same subjective question by the next student.

—*Prev Question button*—

Displays the response to the previous subjective question by the same student.

—*Next Question button*—

Displays the response to the next subjective question by the same student.

—*Progress*—

Tells you your progress in scoring the subjective questions. The first number is the number of answers scored. The second number is the total number of answers to be scored across all students and all subjective questions.

—*Cancel button*—

Click *Cancel* to discard any scoring performed during this session.

—*OK button*—

Click OK when you are done scoring. The scores assigned to each student on each question will be stored in the gradebook.

If you did not score every question for every student, you can import the online activity again. When you do, only the unscored responses will appear in this dialog.

World Class Manager proceeds to **Automatic Entry of Student Scores** below.

COMMAND REFERENCE

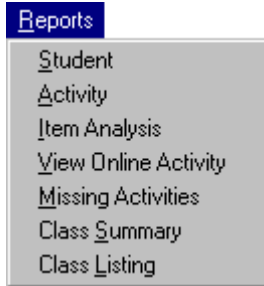
Automatic Entry of Student Scores:

When all questions in an online activity have been scored, World Class Manager automatically enters the scores into the gradebook. If World Class Manager encounters an existing score for the activity, you will have the following options:

- **Replace** this score and continue with the automatic entry of scores
- **Replace All** existing scores without asking again
- **Don't Replace** this score, but continue with the automatic entry of scores
- **Cancel** the automatic entry of scores

After the activity's scores are placed into the gradebook, the summary statistics shown at the right and bottom edges of the window are recalculated.

Reports Menu

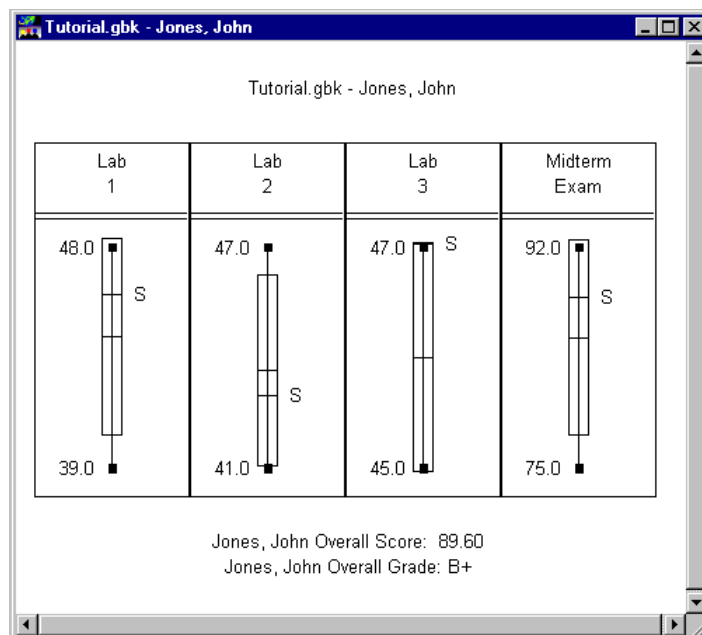


Note:

Many of the reports generated by World Class Manager use box plots to help present results. If you are unfamiliar with box plots, see Appendix D: Understanding Box Plots.

Student

Displays the Student Report.

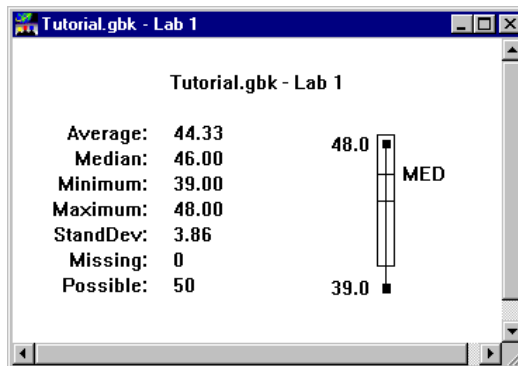


The Student Report displays the student's name as a title and shows how the student compares with the class for each activity. The box plots provide information on each activity's class maximum, class minimum, and the student's score indicated by an 'S'. Also shown in the box plot is a ± 1 standard deviation from the class average. The report ends with this student's overall score and grade.

COMMAND REFERENCE

Activity

Displays the Activity Report.



The Activity Report displays the activity's name and all available statistics about this activity. This includes the class average, median, minimum, maximum, standard deviation, number of scores missing, and total points possible. Also shown in the box plot is a ± 1 standard deviation from the class average, as well as the median as indicated by 'MED'.

Item Analysis

Displays the Item Analysis Report.

Activity Item Analysis - Astronomy Quiz 1
Version: 1 Number of Students: 6

| Question 1 (Multiple Choice) | | | |
|------------------------------|-------|--------|-------|
| Response | Upper | Middle | Lower |
| a | 0% | 0% | 50% |
| *c | 100% | 100% | 0% |
| d | 0% | 0% | 50% |

| Question 2 (Multiple Choice) | | | |
|------------------------------|-------|--------|-------|
| Response | Upper | Middle | Lower |
| a | 50% | 100% | 50% |
| *b | 50% | 0% | 50% |

| Question 3 (Multiple Choice) | | | |
|------------------------------|-------|--------|-------|
| Response | Upper | Middle | Lower |
| *a | 100% | 100% | 100% |

The following item analysis is available for the objective questions in an online activity:

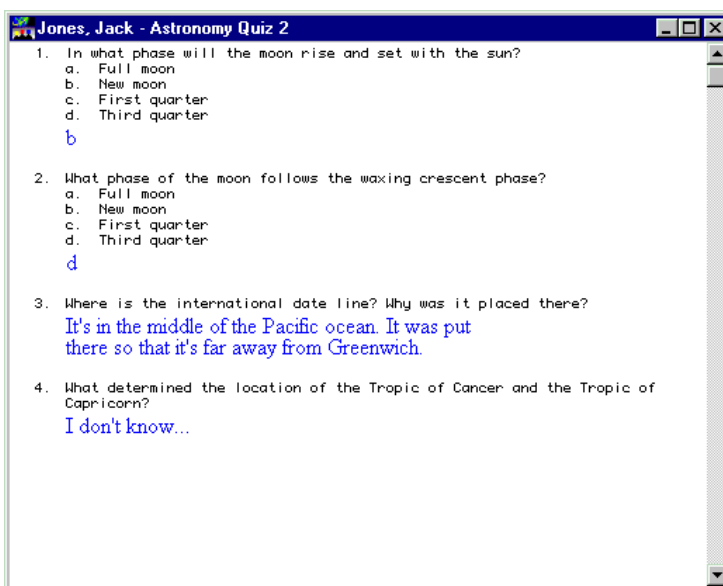
- Percentage of correct responses versus incorrect responses
- Percentage of responses garnered by each choice
- Correlation between each choice and the test score earned by those students selecting the choice

The following item analysis is available for the subjective questions in an online activity:

- Distribution of scores for each question
- Correlation between the score awarded on each question and the test score earned by those students awarded that score

View Online Activity

Displays the Online Activity Report.



This report recreates the online activity as the student saw it.

Missing Activities

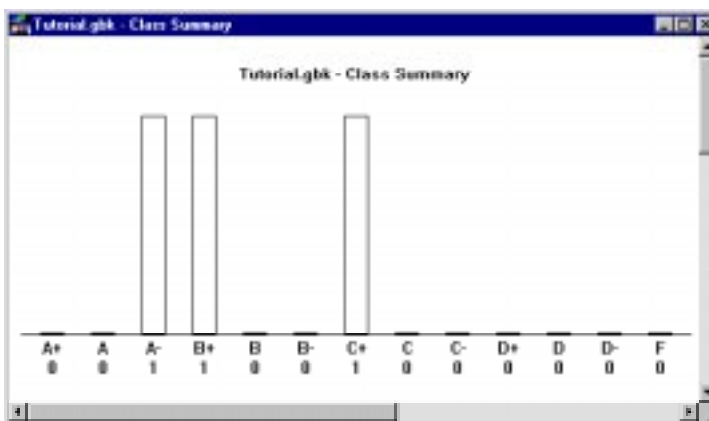
Displays the Missing Activities Report.



The Missing Activities Report displays each activity with missing scores, including student names. The total number of activities missing is displayed at the end of the report.

Class Summary

Displays the Class Summary Report.

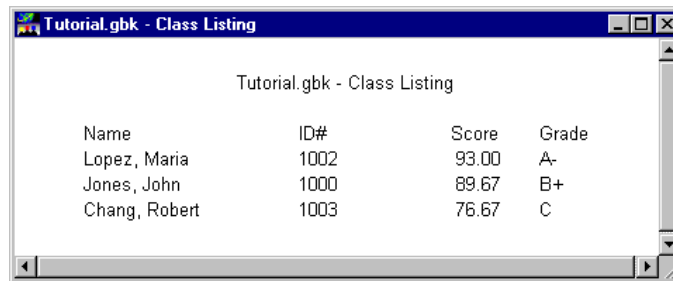


The Class Summary Report displays the gradebook's name as a title and a bar graph showing each overall grade's frequency.

COMMAND REFERENCE

Class Listing

Displays the Class Listing Report.

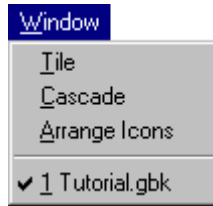


The screenshot shows a window titled "Tutorial.gbk - Class Listing" with a table of student information. The table has four columns: Name, ID#, Score, and Grade. The data rows are:

| Name | ID# | Score | Grade |
|---------------|------|-------|-------|
| Lopez, Maria | 1002 | 93.00 | A- |
| Jones, John | 1000 | 89.67 | B+ |
| Chang, Robert | 1003 | 76.67 | C |

The Class Listing Report displays the gradebook's name as a title and student information. All the fields are optional and are set through the Class Listing... selection under Preferences. The fields to select from include student name, ID, password, Note1, Note2, any number of activity scores, overall score and grade.

Window Menu



Tile

Resizes and arranges open windows so all of them are visible on your desktop. Each window is as large as possible.

Cascade

Resizes each window to about 75% of the size of the task window. Each window is offset horizontally and vertically so that each window title is visible.

Arrange Icons

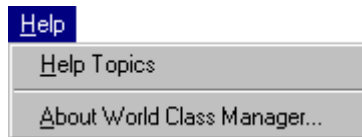
Places the minimized windows in a row from left to right at the bottom of the task window.

(Window List)

Lists the windows currently open in World Class Manager. You can make any of the windows the active window by choosing it from this list.

COMMAND REFERENCE

Help Menu



Help Topics

The World Class Manager help system provides online information about all World Class Manager menu options.

To access the help system, select one:

- Select *Help Topics* from the *Help* menu.
- Click on *Help* from the *About World Class Manager...* dialog.
- Press F1.

Windows 3.1 Help

Under Windows 3.1, World Class Manager presents the list of Help Topics:

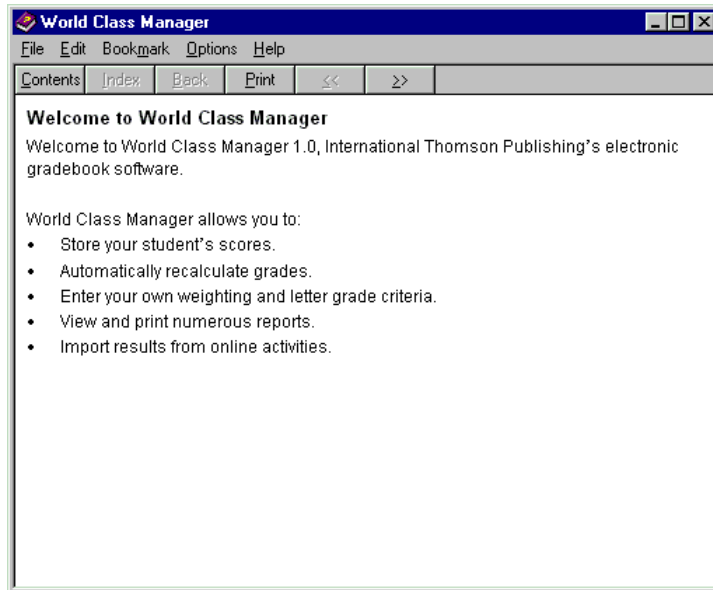


- Use the scroll bar to find the help topic you want to view.
- Click to view the topic.
- Click on the *Contents* button to return to the list of Help Topics.

For more information about using the Windows 3.1 Help Viewer, choose *How to Use Help* from the *Help* menu.

Windows 95/98/NT Help

Under Windows 95, 98 and NT, World Class Manager presents the Welcome Help Topic:

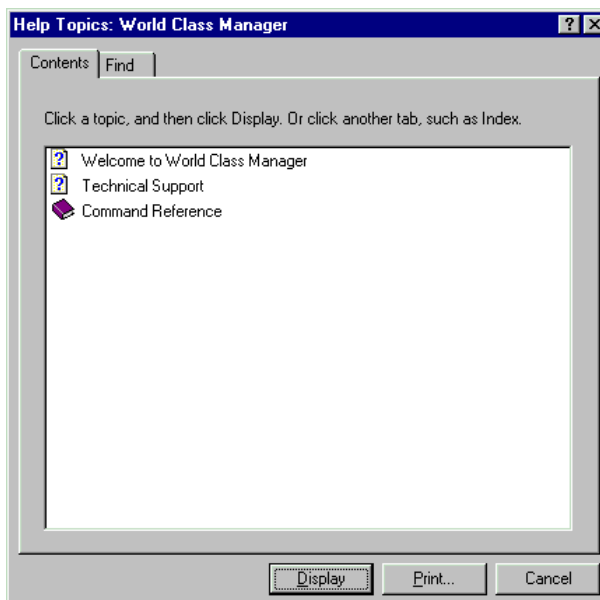


To navigate to the other topics:

- Use the browse buttons (<< and >>).
- After you have moved to other topics, click on the *Back* button to return to previous topics.
- Click on the *Contents* button to open the table of contents.

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If you click on the *Contents* button, the window below appears:



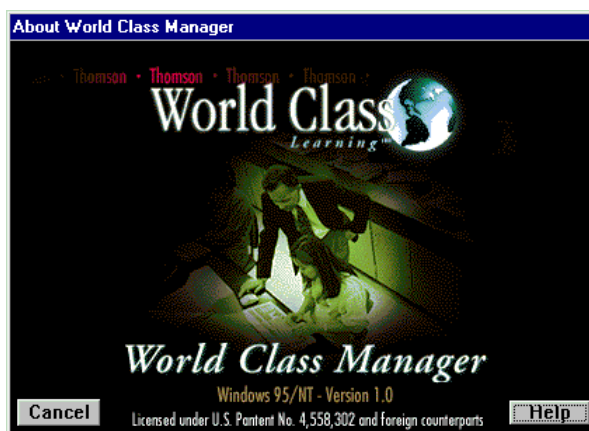
In this window, you can:

- Double-click on an item in the list preceded by a page with a question mark to open that topic.
- Double-click on an item in the list preceded by a book to open that book, revealing the book(s) and/or topic(s) within.

Click on the *Find* tab to search the entire help file for the word you specify.

About World Class Manager...

World Class Manager displays a dialog that tells you what version of World Class Manager you are using.



If you call Thomson World Class Learning™ technical support, please refer to the computer platform and the version number at the bottom of the *About World Class Manager...* dialog.

APPENDIX A: SYSTEM REQUIREMENTS

| | |
|--------------------------|--|
| Computer: | World Class Manager is designed for use with PCs equipped with a 386 processor (or later). |
| Memory: | 8 megabytes of RAM. |
| Operating System: | Microsoft Windows 3.1 or Microsoft Windows 95 or Microsoft Windows 98 or Microsoft Windows NT 4.0 |
| Disk Storage: | Your computer system should have about 2 MB of hard disk space available for installation. |
| Display: | Any Windows compatible color display At least 256 colors is recommended. |
| Printer: | Any Windows compatible printer. |
| Mouse: | Any Windows compatible mouse. |

APPENDIX B: KEYBOARD SHORTCUTS

Keyboard Shortcuts

Alt-F4 - File: Exit
Ctrl-A - Activity: Add...
Ctrl-C - Edit: Copy
Ctrl-I - Students: Info...
Ctrl-N - File: New
Ctrl-O - File: Open...
Ctrl-P - File: Print
Ctrl-S - File: Save
Ctrl-T - Students: Add...
Ctrl-V - Edit: Paste
Ctrl-W - File: Close
Ctrl-X - Edit: Cut
Ctrl-Z - Edit: Undo

Navigation Keys

World Class Manager supports keyboard navigation around the gradebook.

Arrow Keys:

When the cursor is in caret mode, the left and right arrow keys move the caret and the up and down arrow keys move the highlighted cell. If any text is selected, all arrow keys move the highlighted cell.

Tab Keys:

The Tab key moves the highlighted cell one over to the right. A Shift-Tab moves the highlighted cell back one to the left.

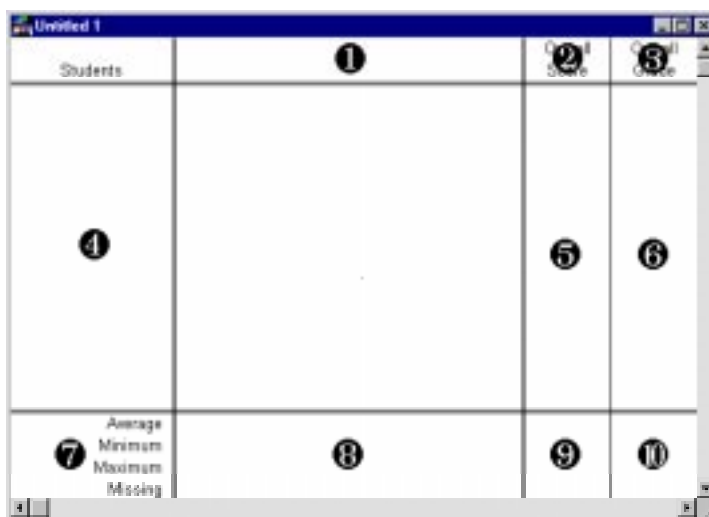
Scrolling:

When a highlighted cell is moved to a cell that is currently not visible, the gradebook scrolls to show highlighted cell. The gradebook can be scrolled with the scroll bars or through the Page Up and Page Down keys as well as all the arrow keys when at the edge.

APPENDIX C: GRADEBOOK HOT SPOTS

Gradebook Hot Spots

World Class Manager recognizes certain areas of the gradebook as hot spots. By clicking on these hot spots, you can avoid using the menus.



- ❶: *Activity Info* Same as choosing *Activity Info...* from the *Activities* menu.
- ❷: *Score Weighting* Same as choosing *Score Weighting...* from the *Preferences* menu.
- ❸: *Grade Criteria* Same as choosing *Grade Criteria...* from the *Preferences* menu.
- ❹: *Student Info* Same as choosing *Student Info...* from the *Student* menu.
- ❺,❻: *Student Report* Same as choosing *Student* from the *Reports* menu.
- ❼: *Activity Summaries* Same as choosing *Activity Summaries...* from the *Preferences* menu.
- ❽: *Activity Report* Same as choosing *Activity* from the *Reports* menu.
- ❾,❿: *Class Summary* Same as choosing *Class Summary* from the *Reports* menu.

APPENDIX D: UNDERSTANDING BOX PLOTS

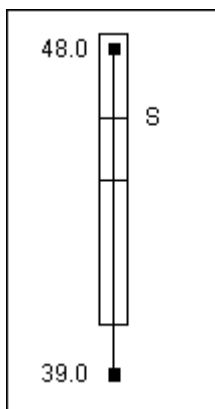
Why use box plots?

Box plots are a common statistics tool to graphically represent a distribution of values. After becoming familiar with the components of a box plot, you will be able to gain insights into:

- How well a student performed in relation to the other students.
- How well the class performed as a whole.

Components of a box plot

The following represents a typical box plot:



Highest score

The highest score is shown at a black square at the top of the box plot. The value of the highest score (48.0 in the example above) appears to the left of the black square.

Lowest score

The lowest score is shown at a black square at the bottom of the box plot. The value of the lowest score (38.0 in the example above) appears to the left of the black square.

Distribution of scores

The range that includes the scores within ± 1 standard deviation is shown as a long narrow box. This range in the example above extends from about 47.5 down to 40.5.

Average score

The average score, calculated as a simple mean, is shown as a horizontal line in the middle of the long narrow box. In the example above, the average score is 44.0.

Student score

When a student is the focus of the report, the student's score is indicated with a horizontal line near an 'S'. In the example above, the student's score appears to be 46.

Median score

When an activity is the focus of the report, the median (middle) score on the activity is indicated with a horizontal line near a 'MED' label.

APPENDIX E: USING MULTIPLE SELECTION LISTS

What are multiple selection lists?

Programs use multiple selection lists so that one or more items in the list can be selected. World Class Manager uses multiple selection lists in the Score Weighting, Activity Summaries, and Class Listing dialog boxes.

Using multiple selection lists

World Class Manager uses standard Windows conventions in its multiple selection lists. The techniques you learn here should apply to other programs that use multiple selection lists.

Selecting a single item

To select a single item:

- If the item is not already selected, simply click on it.
- If the item is already included in a set of selections, simply click on it. The other items will become unselected.

Selecting a contiguous range of items

To select a contiguous range of items:

1. Click on the first item in the range and hold the mouse button down.
2. Drag the mouse down to the last item in the range.
3. Release the mouse button.

The entire range from the item on which the mouse was pressed to the item on which the mouse was released is now selected.

Selecting or deselecting items without affecting other items

To select or deselect an item without affecting other items:

- Hold down the Control key and click on the item.

If the item was not selected, it is now selected. If the item was selected, it is now no longer selected. If any other items were selected, they remain selected.

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