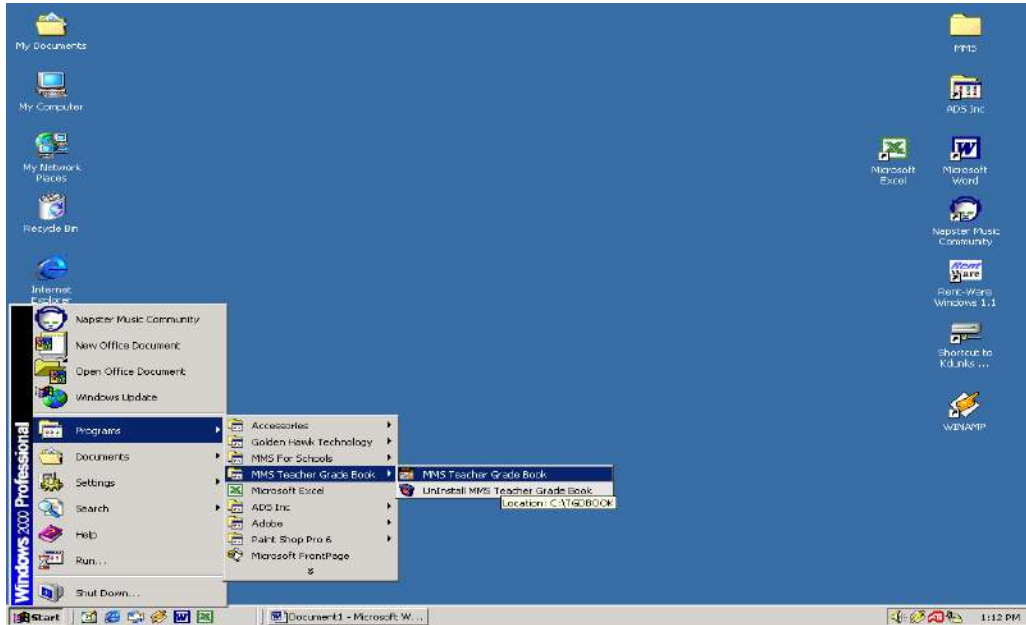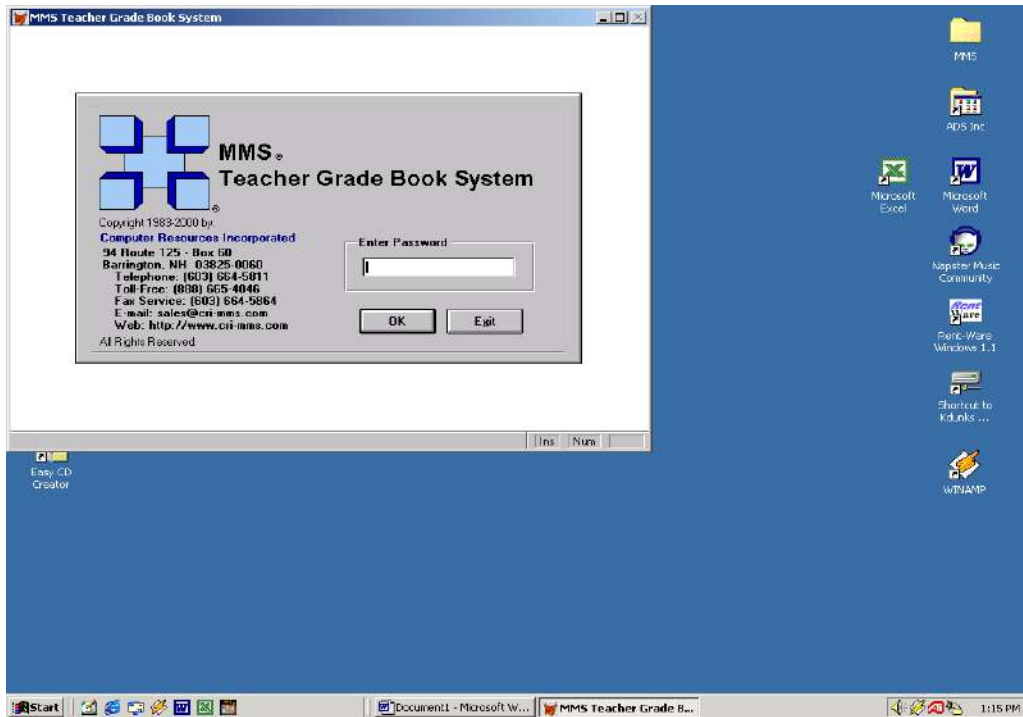# Teacher Grade Book System

MMS Teacher Grade Book

Note: When entering the program for the <u>first time</u> you will be prompted to supply a program password. (For training purposes a password has already been defined for you) It is very important to remember this is a "once and done" procedure that will record your keystrokes exactly as you enter them. Please check and see if your caps lock key is on or off during the entering of this password. The password is CASE sensitive. Use a password that you will remember as this is security for this software only. This password does not link to the system logon or the MMS daily attendance.

Entering into MMS Teacher Grade Book: Start, Programs, and MMS Teacher Grade Book.

System Password Screen: When prompted enter your password as defined. (Remember password is CASE sensitive) You will not see your password when typing. Please be sure to CLICK the OK button once your password has been entered.
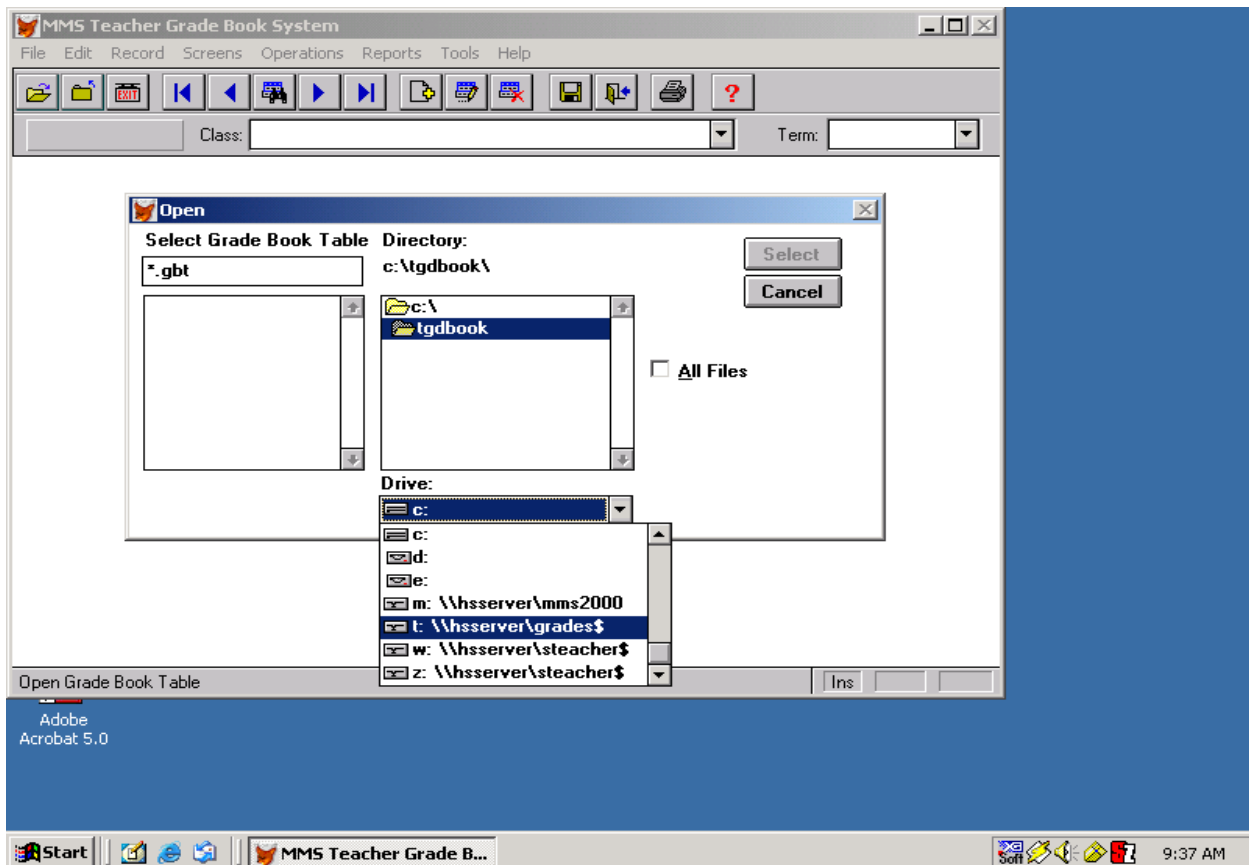
All Data/Grades will be stored on Floppy Disks. (Copies of this disk may be made by the teacher for class use and backup purposes) However there will be ONE (1) master disk submitted to guidance. All Data on this disk will be assumed to be the final data for use on the student's report card.
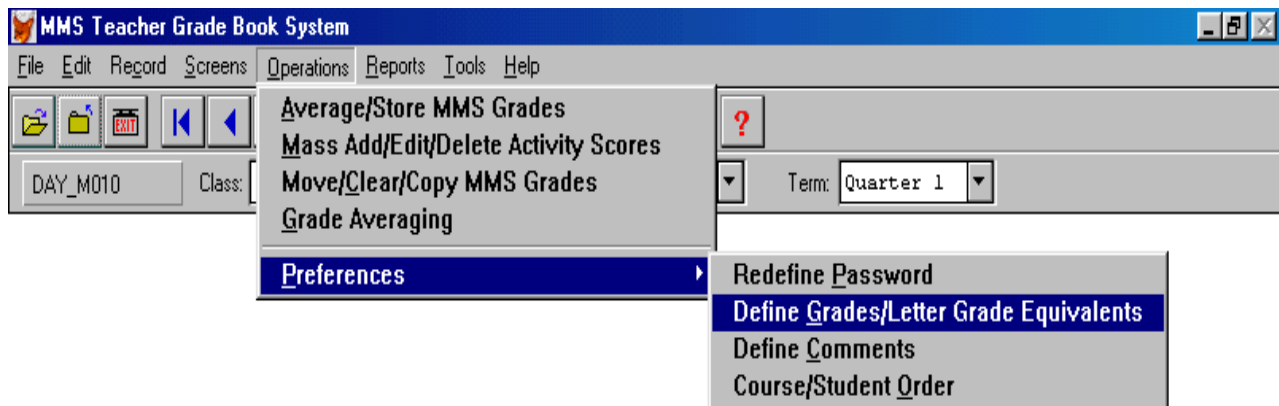
Opening Class File

Click FILE, OPEN GRADE BOOK TABLES.

Select – DRIVE T:\ (Teacher name will appear on T:\ Driver)

Once File is selected Teacher name will appear in top left corner of dialog box. (Under File menu/Tool bar)
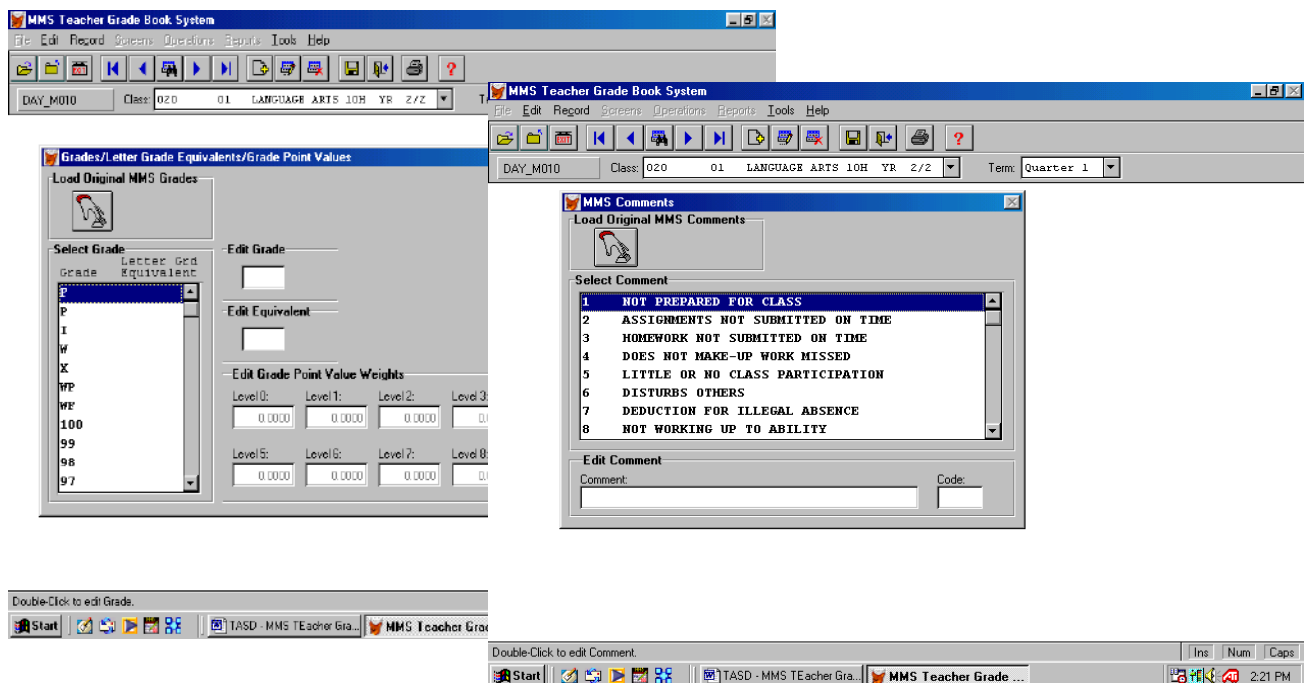
Entering Grades

Before you enter grades you must define Letter Grade Equivalents and Default Comments (this is a ONCE and done process saved to your computer)

       Click on OPERATION, PREFRENCES, DEFINE GRADES/LETTER GRADE EQUIVALENTS
           Click on 'Hand' exit screen

       Then Click on PREFERENCES, DEFINE, COMMENTS (Same process)
           Click on 'Hand' exit screen

Entering Student Data

Click SCREENS, MAINTAIN MMS STUDENT GRADES
Click ASSIGN GRADES
Click Students Name
       Enter Quarter Grade & Comment as needed