

TME™ Automatic Grading Module Installation and Operation Manual

Configuring The AGM

Before an AGM for a class can be operated correctly, it must be configured for the following attributes:

- 1) Changing the Program Parameters so that such information as the database files, the course name, instructor's name(s), number of questions on quizzes, and so on can be set correctly
- 2) Entering names of students, telephone numbers, and social security numbers
- 3) Assignments such as quizzes, projects, tests, and other types of evaluations must be entered

User-programmable attributes are all interrelated; after the initial setup procedure the operator will not need to do much except enter data into the system. The AGM generates reports and keeps track of class records automatically through an easy to use Graphic User Interface featuring pull-down menus. Once the program parameters have been edited, student names are inputted, and assignments are entered all other parts of the system draw upon this information to generate specific reports, such as final grades, listings of students who have not turned in work, as well as those who have. Additions and changes can be easily made to the assignment list for the class and the related selection choices will be updated automatically. Records for any class and any student can be accessed instantly, so there is no need to store and file stacks of paper copies for analysis.

To speed access to records over a variety of hardware platforms and network configurations, the Automatic Grading Module creates and uses ASCII files as a database. For this reason, these files must be in the same folder (for the Macintosh) or directory (for the PC) as the AGM application. The AGM can work over a network or in a stand-alone mode, so it is important to ensure that a copy of the application is maintained for each class it is used with. It is also a good idea to keep quizzes and test in the same location in a folder or directory so that they can be opened or referred to.

Unfortunately, the trade-off to this speed and flexibility is a slight limitation in the search function (a character offset search is used instead of a "find" command). All record retrieval is done using the student's last name. Therefore, some student names in a list may have trouble being read from the records. Students with the same last name or with names that are subsets of others (such as Sim and Simmon) will present some problems. The AGM allows for "surrogate" names to be used to help identify the proper records. Even though the name of the student appears correct in the selection fields, the system replaces those names with another that the user chooses, searches the appropriate database for that name, then presents the record or desired report with the correct name. This interaction is transparent to the user, once the surrogate names have been entered into the Program Parameters file.

Setup Procedure

Follow the steps outlined in this section precisely in the order presented to ensure that the AGM is successfully configured for your class. The setup procedure for the AGM requires that a copy of the master software (or the AGM from another class is copied, then modified) is made and configured for an individual class.

Changing Program Parameters. Enter or change program parameters by selecting the "Edit Program Parameters" command under the "Commands" button. Enter a password at the prompt ("Teach Me" is the default password).

*LING03.STA	
Commands	Lingo Grade Sheet - Day Class
	1/22/95
PROGRAM PARAMETERS (Please Enter Parameters in this Field after first line)	
Day Instructor(s):	Burt Baluyut
Night Instructor(s):	Clovice Lewis
Day Course Heading:	Lingo Grade Sheet - Day Class
Night Course Heading:	Lingo Grade Sheet - Evening Class
Class Title:	Interactive MM Theory
Day Course Number:	MMC229A/B
Night Course Number:	MMK222A/B
File Name Headers (must end with STA):	LIN3_001.STA
Progress Report File Name:	LINGPRG3.STA
Student Notes Number:	LIN3STNT.STA
Number of Auto Quiz Questions:	10
Type of Micro (PC or Mac):	Mac
Grading Curve Factor:	.05
Special Last Name (follow with ","):	Sim,
Special Last Names Change (follow with ","):	Sam,
<input type="button" value="Finished Parameters"/>	<input type="button" value="Reconcile Name List"/>

Fill out the right side of the form. It is important that the Day Instructor and Night Instructor names and course headings are completed, as appropriate. The night and day student names, and their subsequent databases are derived from this information. Make sure that an IBM-compatible name is used for files, and that the last three extension characters in the name are "STA". Make the three characters before the "." in the file name three digits, preferably "001" so that the AGM understands that it is the name of the first file of the class database. The "Number of Auto Quiz Questions" is used to let the AGM know the limit to quiz or test questions. This limit should be applied to all tests (even though the number of points to be assigned to each question or evaluation can be changed).

Entering The Student Information Lists. Once the Program Parameters have been entered, press the "Finished Parameters" button. Click on the "Instructor" field and select the day or night instructor. This is done to configure the corresponding student database list, which is accessed by selecting the "Phone List" command under the "Commands" button.

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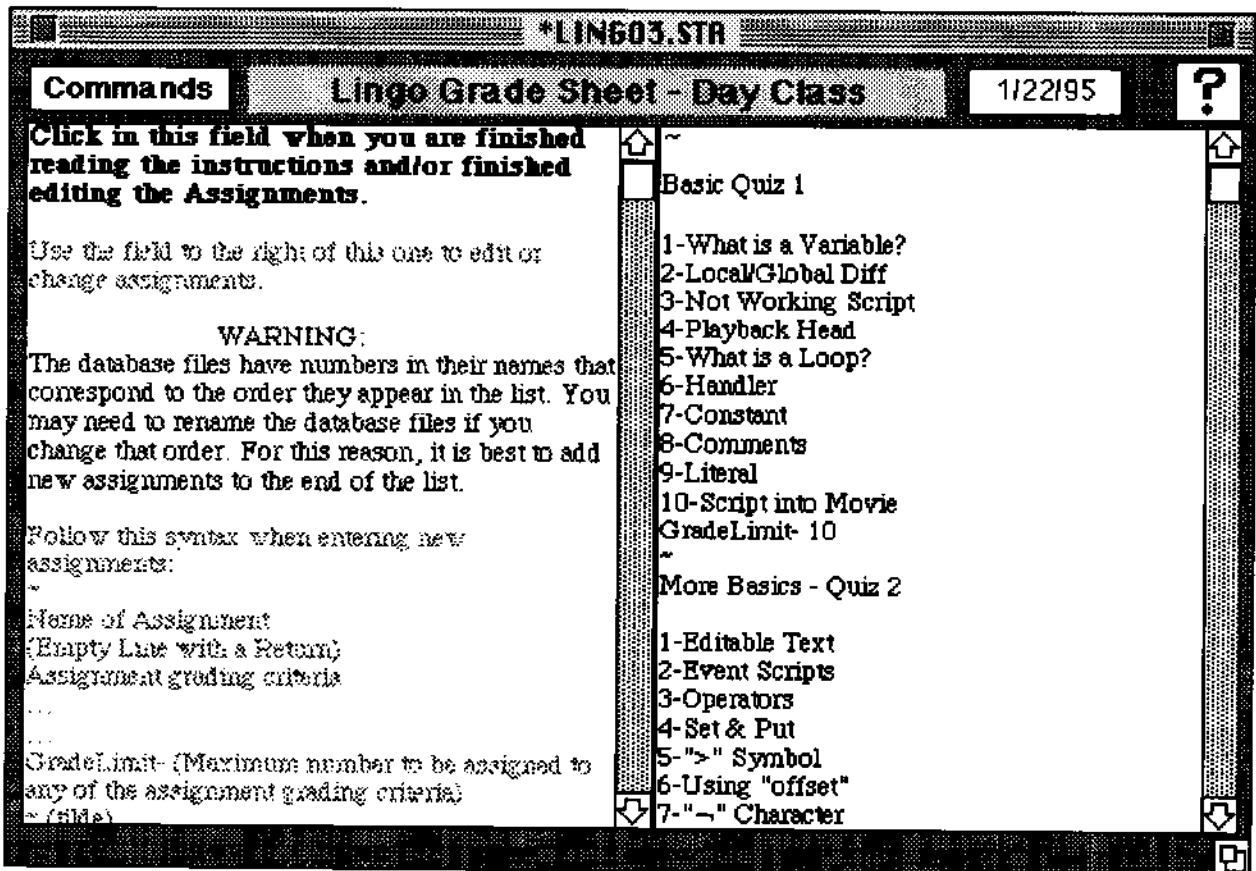
Commands Attendance Edit Assignments Edit Program Parameters Edit Record Student Notes Ungraded Report Graded Report Automatic Grading Progress Reports Final Grades Hide/Show Background Phone Numbers Lesson Plan Print Card	Lingo Grade Sheet - Evening Class	1/22/95	?
	SSN & PHONE NUMBERS - EVENING STUDENTS: 555-49-8255, 510-623-9409 475-58-4708, 408-358-3741 568-67-6152, 510-226-9492 566-75-0459, 408-268-6809 564-45-8851, 408-253-6653 555-47-7632, 408-245-4597 566-93-3948, 408-446-9570 516-80-6695, 408-241-5033 560-04-8242, 408-637-6012 558-69-9245, 408-488-2531 545-19-9741, 408-269-0822 559-69-9245, 408-578-8069 545-15-9211, 408-226-9014 561-79-6196, 408-723-5473 547-71-5070, 415-851-7054 459-31-8649, 408-280-5013 555-13-9973, 415-322-2292 553-33-5252, 510-226-9354 573-27-3303, 408-446-9585 562-75-5142, 408-492-1172 568-65-6693, 408-629-5948 530-84-5798, 408-238-4995		
	Edit List	Finished List Edit	

Press the "Edit List" button that appears at the bottom of the screen. Enter student information (leaving a blank line between the heading and the data) in the following order on each line: Student's First Name and last name followed by a comma, the student's Social Security Number followed by a comma, the student's telephone number, and a hard return at the end of the line. The format should appear as follows:

John Doe,666-06-6666,510-267-8933

Press the "Finished List Edit" button to clear the screen, then select the "Edit Program Parameters" command under the "Commands" button. Press the "Reconcile Name List" button to have the AGM create and/or modify the student database selection lists.

Entering Assignments. Select the "Edit Assignments" command under the "Commands" button. Enter assignments into the field on the right side of the screen.



Use the following syntax when entering new assignments:

```
~
Name of Assignment
(Empty Line with a Return)
Assignment grading criteria
...
...
GradeLimit- (Maximum number to be assigned to any of the
assignment grading criteria)
~ (tilde)
```

For Example:

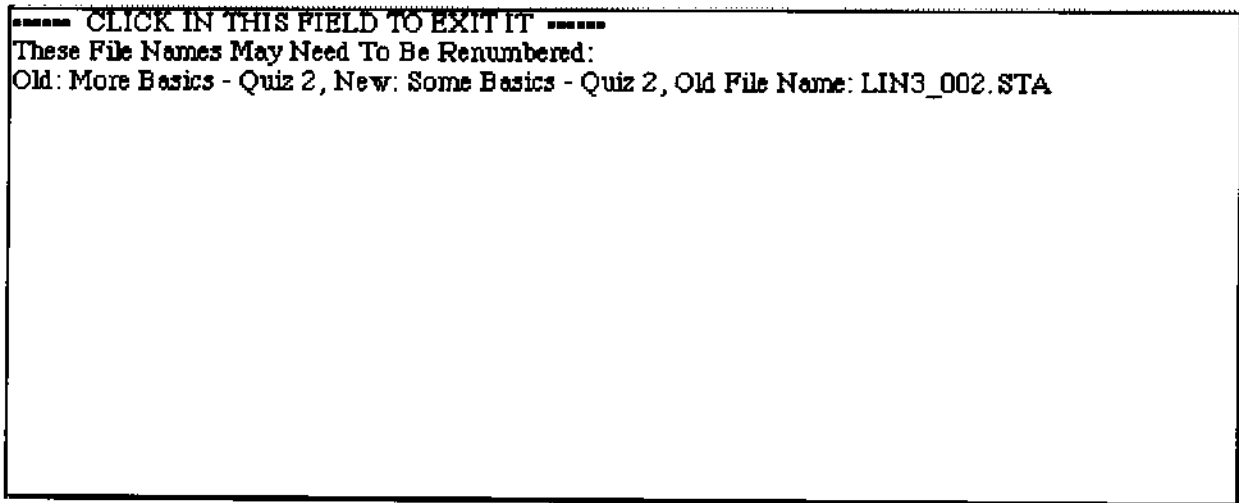
```
~
Basics - Quiz 1
```

```
1-What is a Variable?
2-Local/Global Diff
3-Not Working Script
GradeLimit- 10
```

```
~
```

Also, try to give each Assignment a unique name ... one that does not start with letters used with another assignment (for example, "Basic Structure" and "Basic Documentation" are not good... they should be named "Structural Basics" and "Documentation Basics" instead). The "GradeLimit-" and number must be on the last line before the tilde. When you are finished entering assignments, click inside the instruction field at the left of the screen to reset the screen.

Because the database files have numbers in their names that correspond to the order they appear in the list, you may need to rename the database files if you change that order. For this reason, it is best to add new assignments to the end of the list. The AGM will display a report if you have changed the name of an assignment or if you have added or deleted assignments from the original list. This report can assist you in deciding how to change your database file names.



AGM Features

This Grading Software is capable of allowing a teacher to evaluate the progress of students through a variety of means. It has the following record creating and tracking capabilities:

- General Features
- Automatic comparison/grading of quizzes
- Grade student projects
- Allow for different sets of class records (day or evening) using the same database
- Edit student records
- Automatically create and edit Assignment Categories
- Save Teacher's notes on Student's progress
- Provide reports on graded and non-graded work
- Calculate a final grade for each class member
- Printing of reports
- Reconcile SSNs, Phone Numbers, and Class Lists
- Assign grade limits to Quizzes, Projects, and Tests
- Access Daily Lesson Plans

Main Screen Features

Commands Button

Used to access a pop-up menu of global-level commands. You can hide the "Commands" button by holding down the Option key and clicking on the card title at the top of the screen. Click the title field to show the "Commands" button again.

<i>Assignment Field</i>	Click in this field to access a list of assignments... from quizzes to class assignments. The criteria for the assignments will appear in the "Criteria" field on the far left of the screen.
<i>Instructor Button</i>	Used to select an instructor for a class. When the instructor is selected, the appropriate class list will be available when the "Student" field is pressed.
<i>Student Field</i>	Used to access the Student List for a class (day or evening). Click on the name of the student desired in the Student List. If an Assignment has been selected, the software will get the records for that student. If no record exists yet for the student, a prompt will inform you. The "Save Record" button will then appear to allow you to make and save changes to the student record. To deselect this feature, simply select another student or another assignment.
<i>Save Record Button</i>	Accessed from the "Commands" pop-up menu. Select the Assignment, and the desired student, then select the "Edit Record" command from the "Commands" pop-up menu. If no record for the student exists, a new one will be made. Changes made will overwrite older records.
<i>Expanded Comments</i>	Pressing the "Arrow" button on the far right bottom of the screen goes to the Expanded Comments screen. When this screen is entered, the student's name is automatically entered into the name field. Enter the name of the project being evaluated and then place extended comments in the "Overall Comments" field. Go back to the first screen to save the record with extended comments using the "Save Record" button.

AGM Operation

Automatic Grading/Comparison of Quizzes. This software features the ability to compare student answers to computerized quizzes made with the TME "QuizMaker™" application against the actual answers. Once the student has been chosen and the desired quiz has been selected from the "Assignment" field, click on the "Commands" button and select "Automatic Grading" from the pop-up menu. A series of prompts will appear for confirmation of the command, and in some cases, for the path to the student's quiz. Once retrieved from the database, the correct answers are then presented in the top pop-up field and the student's written answers are presented in the lower field. For multiple choice questions (including multiple choice-single answer and multiple choice-many answers), it automatically calculates all number value answers and places them into the "Value (0-10)" column that is appropriate for the question.

You can then click on any line of the student's written answers starting with the word "Question" to enter a point value from 0-10 and/or make comments about the student's answers. If the student answered the question correctly, simply click on the line in the "Student's Answers" field and a "10" appears in the "Value" column by the question. If the student did not answer the question correctly, hold down the Option key while clicking on the line in the "Student's Answers" field. A prompt will allow you to enter a value, then another prompt allows you to make a comment to appear next to the value. After all values are entered click on the "Total" field to calculate the total number of points and the letter grade.

To Grade Student Projects. To grade projects that have not been generated by the TME "QuizzMaker™" application, select the assignment to be graded, then select the student. The software will automatically attempt to retrieve the student's records. If a record exists, it will be displayed on the screen. To make changes to that record, select the "Edit Record" command from the "Commands" pop-up menu. Then enter number values (0-10) and comments as desired for each project criteria. If no record exists yet for the student, a prompt will inform you, then the "Save Record" button will appear to allow you to save the student record. To deselect the "Save Record" feature, simply select another student or another assignment.

Pressing the "Arrow" button on the far right bottom of the screen causes the program to go to the Expanded Comments screen. When this screen is entered, the student's name is automatically entered into the name field. Enter the name of the project to be evaluated and then place extended comments in the "Overall Comments" field. Go back to the first screen when you've finished. When all comments and numbers have been assigned, and you are satisfied with the record, save it by pressing the "Save Record" button. These changes will overwrite any older file.

Saving Teacher's Notes on Student Progress. Select the "Student Notes" command under the "Command" menu by clicking on the "Commands" button. The words "Student Notes" will appear in the "Assignment" field. You can select students as usual, from the scrolling Student List. Notes for the selected student will appear in a large field, with two buttons: "Hide Notes" and "Save Notes" at the bottom of the screen. If no note record exists, you will be prompted and the field will appear with the student's name, the date, and the time. The field will be unlocked, so you can begin entering notes. Press the "Save Note" button when you are finished. (NOTE: Unlike with other functions, this save will not compare the old notes with new notes ... it simply replaces the old file.) To edit an existing note, or to enter a new note on a note file that already exists, simply click inside the note field. A new line with the date and time will be started after the current notes. At any time, you can hide the Student Notes field by clicking the "Hide Notes" button.

Reports on Graded and Non-Graded Work. Reports on which students work have, or have not been graded, is generated on the screen by selecting the desired report under the "Commands" pop-up menu. This is a useful way to see instantly which projects or quizzes have not been provided by your students. To generate a report, first select the Assignment to be viewed. Then select the desired report under the "Command" pop-up menu ... Graded or Un-Graded.

Calculating A Final Grade. The Final Grade report is found under the "Commands" pop-up menu. When this command is selected, the program opens the databases for all quizzes and projects and provides a report which shows the first and last name, the point grade for all assignments, calculates the final number points, and the final grade point for each student in the class list. Various parameters, such as the overall curve and breakpoints for letter grades can be changed.

Printing Reports. Any report that can be displayed on the screen can be printed. To print an individual student record, simply retrieve the desired student record and do the Cmd-P, "Print Card" command, then go to the Expanded Comments screen and do the same. To print an on-screen report, such as the Graded or Non-Graded reports, retrieve the reports and do Cmd-P to print the screen.